

Daggett Community Services District

GOVERNANCE AND MANAGEMENT PLAN

Daggett, CA
May 1, 2026

Prepared for:

STATE WATER RESOURCES CONTROL BOARD
DIVISION OF DRINKING WATER AND DIVISION OF FINANCIAL ASSISTANCE
CLOVIS, CALIFORNIA

Prepared by:

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PROVOST &
PRITCHARD

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Funding for this project has been provided in full or in part under the Safe and Affordable Funding for Equity and Resiliency (SAFER) Drinking Water Program through an agreement with the State Water Resources Control Board. The contents of this document do not necessarily reflect the views and policies of the foregoing, nor does mention of trade names or commercial products constitute endorsement or recommendation for use.

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ABBREVIATIONS

CAEP	Community Accountability and Engagement Plan
Daggett.....	Daggett Community Services District
DCSD.....	Daggett Community Services District
DDW	Division of Drinking Water
DFA	Division of Financial Assistance
DWS.....	Designated Water System
GSWC	Golden State Water Company
O&M.....	Operations and Maintenance
P&P.....	Provost & Pritchard Consulting Group
SWRCB.....	State Water Resources Control Board
TMF	Technical, Managerial, & Financial

1 INTRODUCTION

Provost & Pritchard (P&P) was assigned as a limited-scope Administrator to Daggett on April 2, 2025, through Compliance Order No. 05_66_17C_048_3600086_02 and No. 05_66_21C-082. The purpose of this document is to establish a protocol for the Water System Administrator team to assist with the governance of Daggett Community Services District (Daggett or DCSD) during the term of the Administrative Order. This document explains how the Administrator will assist DCSD with developing and implementing policies and procedures to support the governance and management of the Daggett water system until consolidation with Golden State Water Company (GSWC) - Barstow.

Daggett CSD is a Class D1 community water system and public agency formed and operating as a community services district pursuant to the Community Services District Law, California Government Code section 61000 et seq. There are four staff members at DCSD currently. These include a general manager, an office administrator, and two grounds maintenance staff. DCSD also consists of the fire department, which includes the fire chief and assistant fire chief.

2 Organizational Management

The Daggett water system has maintained four person staff and a five-member board that is responsible for the management, operations, and policies of DCSD. Since Provost & Pritchard (P&P) is a limited-scope Administrator, DCSD staff and board will continue to govern and manage the system and P&P will provide support as needed, while working with Daggett to bring the system back into compliance. As the limited-scope Administrator, P&P will provide updates to the community and solicit feedback on the Administrator's performance activities and other related matters during quarterly community meetings. This engagement process will be guided by the Administrator's Community Accountability and Engagement Plan (CAEP), encouraging structured and effective participation.

2.1 DESIGNATED WATER SYSTEM

The Daggett water system is identified as a community public water system (DWS) No. CA3600086 under the jurisdiction of San Bernardino County and the State Water Resources Control Board (SWRCB) Division of Drinking Water (DDW). DCSD's physical address is 33703 2nd Street, Daggett, California 92327. The water source currently consists of two groundwater wells; however, only Well 07 is operational. Well 07 was drilled in 2002 to a total depth of 320 feet and serves as the system's primary source. Well 06 was drilled in 1998 and is currently inactive due to sanding issues, corrosion damage to the casing, and electrical damage. P&P will work with Daggett to use Operations and Maintenance (O&M) funding to bring Well 06 back into operation as the backup supply during the term of the Administrator order.

Well 7 was drilled in 2002 to a total depth of 320 feet. Well 06 was drilled in 1998. DCSD's water system contains two water storage tanks identified as Tank 1 and Tank 2; however, only Tank 1 is operational. Both tanks were bought in used condition and are past their useful life. Tank 1 was installed in 1957 and is a welded steel tank with a storage capacity of 150,000 gallons. Tank 2 is a bolted steel tank with a storage capacity of 200,000 gallons. Tank 2 is not operational due to a roof collapse that occurred around 10 years ago.

The DCSD system includes approximately 46,300 linear feet of varying types of pipe, and there are no records for the installation date of the system. Daggett's water system serves approximately 795 people through 184 metered residential connections and 12 metered commercial connections within Daggett and portions of Yermo.

2.2 ADMINISTRATIVE ORDER AUTHORITIES

The Administrative Order is attached as Attachment 1.

The Administrator will prepare the following documents upon appointment:

- Governance and Management Plan (this document)
- Financial Management Plan
- Emergency Response Plan
- Operation and Maintenance (O&M) Plan
- Community Accountability and Engagement Plan (CAEP)

These plans are designed to meet the State’s Technical, Managerial, and Financial (TMF) requirements to be eligible for future funding, including capital improvements and O&M funding.

Simultaneously, the Administrator will work with Daggett CSD to ensure the currently contracted licensed operator can adequately provide field services, including sample collection, operational data collection, minor maintenance, and other operations support. Analytical and operational data will initially be used to bring the designated water system into compliance with State standards for drinking water. Ultimately, the operator will follow the O&M Plan once it is finalized and published.

The CAEP will include quarterly public outreach meetings to inform the community of the activities of the Administrator and solicit public feedback. These meetings will take place at the bi-monthly DCSD board meeting.

Once these plans have been reviewed and approved, the Administrator will assist Daggett in implementing each plan and help to begin building a sustainable organization for the designated water system. Additional activities to be completed by the Administrator include an initial rate study and review of the system’s financial health, followed by assisting DCSD with a Prop 218 hearing process for the adoption of the new water rate.

Within 12 months of the Administrator Order being issued to the designated water system, the Administrator will prepare a Post-Administrator Drinking Water Service Plan. This document will provide a roadmap for sustainable operation of the water system until consolidation with the GSWC - Barstow once the Administrator’s work is complete.

2.3 ADMINISTRATOR TEAM ROLES AND RESPONSIBILITIES

The following subsection lists each member of the Administrator project team who is responsible for Governance matters, along with his or her general responsibilities. **Figure 2.3-1** presents an organization chart for the entire project team for reference.

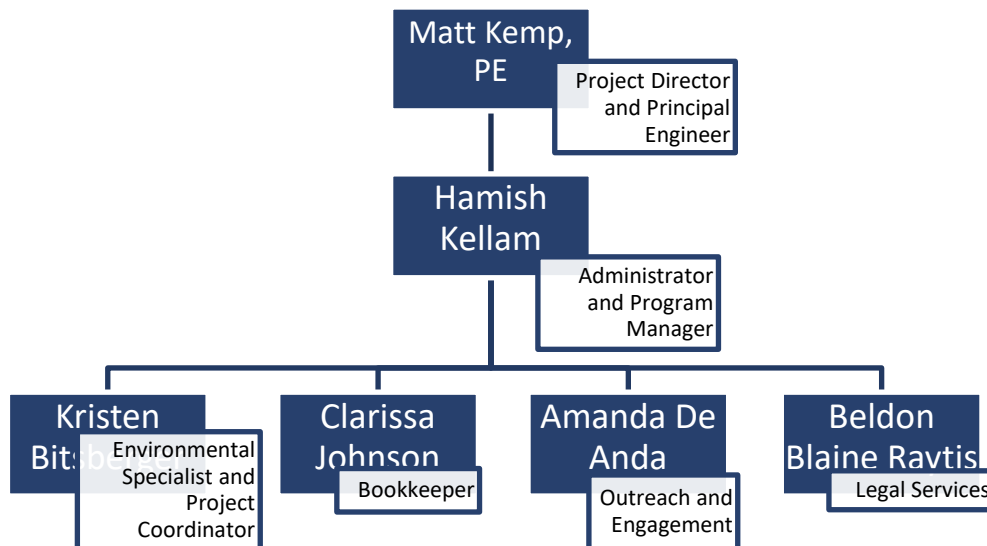


Figure 2.3-1: Project Team Organization Chart

2.3.1 ADMINISTRATOR TEAM - GOVERNANCE

Matt Kemp, Provost & Pritchard – Project Director / Principal Engineer – Responsible for senior oversight of the Administrator assignment, including review and approval of State grant agreements and insurance policies for P&P and Daggett. Ensures that appropriate P&P resources are available to support the Daggett water system and provides principal-level review of technical documents, plans, and specifications provided to the system.

Hamish Kellam, Provost & Pritchard – Administrator – Responsible for the overall administration of Daggett, including the development of the governance documents and policies described herein.

Kristen Bitsberger, Provost & Pritchard – Environmental Specialist – Responsible for the day-to-day administration of Daggett, including the development of the governance documents and policies described herein, as well as daily operations management.

Clarissa Johnson, Provost & Pritchard – Bookkeeper – Responsible for grant-related correspondence, reimbursement request preparation, and financial management coordination.

Amanda De Anda, Provost & Pritchard – Community Outreach – Responsible for outreach and community engagement, including the development of the Community Accountability and Engagement Plan.

Dan Raytis, Beldon, Blain, Raytis – Legal Counsel to Administrator – Responsible for providing legal advice and counsel on the development and implementation of the governance documents and policies described herein.

3 GOVERNANCE

3.1 GENERAL GOVERNANCE

Pursuant to the Administrative Order, the Administrator has been designated as the limited-scope Administrator for the Daggett water system. The Administrator's role is to support DCSD with any managerial, outreach, and O&M tasks during the term of the Administrative Order. DCSD will continue to be responsible for the governance and policy decisions for the system unless otherwise directed by the SWRCB. The Administrator will assist Daggett with the drafting, review, and execution of governance documents, policies, and procedures needed to improve system compliance and sustainability.

3.1.1 PUBLIC MEETINGS

Public meetings will be held in accordance with the Administrator Policy Handbook, which dictates the number and frequency of these meetings. The Administrator will comply with the requirements of the Administrator Policy Handbook by conducting the following:

- Public meetings to be held at least once every three months.
- At each public meeting, the administrator will provide updates on:
 - Water system performance
 - Major projects or plans, including consolidation project updates
 - Other significant matters related to the water system
- The Administrator will engage with community residents and property owners before taking significant actions, including:
 - Developing the CAEP; and
 - Preparing the Post-Administrator Drinking Water Service Plan

Public meetings will be held in person at the DCSD office, located at 33703 2nd Street, Daggett, CA 92327. The public meetings will align with the DCSD Board Meeting. At least one representative of the administrator team will be present in person; other involved parties (e.g., legal counsel, technical service providers) will participate virtually as needed.

Meeting notices, quarterly notices, and additional information will be posted on Daggett's website on a new Administrator webpage at <https://www.daggettcsd.org/administrator-program-community-meetings>, distributed by email, and/or sent by direct mail to community members, as appropriate. The Administrator will make reasonable efforts to provide ten days' notice for each public meeting using one or any combination of the foregoing methods. The meeting notice will include details such as date, time, location or online meeting link, and point-of-contact information.

Each public meeting will include an opportunity for public comment.

"Minutes" or other summaries of meetings will be made available to the community. The Administrator may also provide regular updates to the community through newsletters, emails, online, billing flyers, and other similar means of communication about emergency notifications, the performance of the designated water system, updates on major projects or plans, updates on any changes to water rates, and updates on any other significant matters related to the water system, including the adoption of governance policies

affecting water system customers. An email address has been set up to allow customers of the DCSD to contact the Administrator team and submit comments on Administrator activities: daggettwater@ppeng.com.

3.1.2 BYLAWS / RULES & REGULATIONS

DCSD has general policies and bylaws for the District; however, the Administrator understands that DCSD does not currently have a comprehensive set of water-system-specific rules and regulations. The Administrator will assist DCSD and legal counsel with developing water system rules and regulations to guide operations during the term of the Administrative Order. The Post-Administrator Drinking Water Service Plan is anticipated to address continuing these model bylaws/rules until consolidation with GSWC - Barstow. At a minimum, the model bylaws and rules/regulations will include system policies governing the following:

- Customer service applications, account setup, and customer responsibilities
- Discontinuation of water service for nonpayment
- Unauthorized use of water, meter tampering, illegal connections, and unauthorized hydrant use
- Water rates, billing payment deadlines, late fees, and collections
- Connection fees and other charges
- Service connection,
- Cross-Connection Control and Backflow Prevention
- Water conservation and water waste restrictions
- Leak notification, repairs, and customer-side responsibility
- Emergency water use restrictions and service interruption procedures
- Water quality, billing, and service complaint procedures
- Procurement, contractor selection, and purchasing procedures,
- Recordkeeping, public records, and document retention

3.1.2.1 NON-PAYMENT

Daggett does not have an official shut-off policy; however, they have a water service policy and customer responsibilities listed on their water service connection application. In addition, they list information about water shut-offs on their website. The service connection application is included as Attachment 2. Additional information can be found on their website located here: <https://www.daggettcsd.org/daggett-water-company>.

Their application states that customer bills are mailed monthly and must be paid in full before the 15th of the month, or a late fee of 5% will apply. If the bill is not paid prior to the next billing cycle, the water service may be terminated. The application states that there is a \$25 reconnect fee on terminated services, but the website states that the fee is \$50. In addition, the website states that shut-off notices are sent out 10 days before shut-off occurs. The discrepancy between the service application and website reconnect fee should be resolved as part of the written shutoff/non-payment policy development.

The Administrator will assist DCSD with establishing official written policies governing the non-payment of water service charges. The policies may include penalties and interest on past-due amounts, and provisions governing water service shut-offs if/when facilities are in place to enable individual shut-offs. Any shut-off policy will comply with the “Water Shutoff Protection Act” and include provisions governing the time required before a shut-off could be implemented, multiple attempts at notice, and alternative payment

arrangements, among other provisions intended to protect customers while also encouraging prompt payment.

3.1.2.2 WATER USE/ABUSE

Policies are in development that generally prohibit the “waste” of water; bylaws currently do not exist for the system that specify penalties or other enforcement actions.

The Administrator will assist in developing a comprehensive set of rules and regulations governing water use and waste from the system, which may include:

- Requirements for shut-off nozzles on hoses for car washing
- A prohibition on washing hard surfaces, such as power washing a driveway
- A prohibition on runoff from landscape irrigation
- Restrictions on outdoor watering within a specific time of measurable rainfall
- Restrictions on outdoor watering on certain days of the week
- Requirement that decorative features use recirculated water
- Mandates for timely repair of leaks, breaks, and malfunctions

The rules and regulations developed by the Administrator and the water system may include monetary penalties for non-compliance. Shut-off penalties may also be included for repeated or extreme violations, once shut-offs are physically possible. The water system will consider enforcement methods and protocols in developing these policies.

3.1.2.3 COMPLAINT RESPONSES

Customers may submit comments or complaints regarding Administrator activities directly to Provost & Pritchard staff, at quarterly community meetings, or through information provided on the DCSD website. Customers may also submit complaints or concerns directly to the SWRCB DDW – Mojave District or San Bernardino County. DCSD remains responsible for managing complaints related to their governance and water system management, unless the complaint related directly to Administrator activities or requires Administrator support.

The Administrator maintain a process for receiving, routing, and tracking complaints regarding the Administrator activities. This process will include documenting the complaint, the responsible party or agency, follow-up actions, resolution status, and contact information for the appropriate party based on the type of complaint, such as billing, leaks, water service, water quality, or Administrator-related concerns.

3.1.2.4 SELECTION OF CONTRACTORS

Currently, there is no system in place governing competitive bidding and/or the selection of contractors. Contractor service to the system has been provided in recent years and is currently being provided by Roger Smith at California Water Operators LLC.

For public works contracts, DCSD will follow applicable public bidding and procurement requirements, including requirements under the Public Contract Code.. The Administrator will assist in developing policies governing the procurement of smaller contracts, which will include requirements for solicitation and

comparison of bids; contracts will normally be awarded to the lowest responsive and responsible bidder, provided that multiple bids can be obtained.

3.1.2.5 PURCHASING

There is currently no system in place governing purchasing of supplies and equipment for the system. The Administrator will assist DCSD in developing a procurement policy, which will include requirements governing the solicitation of quotes, depending on the estimated amount of the procurement. Supplies and equipment will normally be acquired based on price, availability, suitability, and compliance with applicable procurement requirements.

3.2 OWNERSHIP

DCSD is a publicly owned entity. Prior to the Administrative Order, governance decisions and policies for the system were made by the DCSD Board of Directors and implemented by the General Manager. During the term of the Administrative Order, the Board of Directors and General Manager will continue to manage and make governance and policy decisions for the system, with assistance from the Administrator as needed to support compliance and long-term sustainability.

3.3 RECORDKEEPING

Public records related to Administrator activities, including this Governance Plan, public meeting notices, meeting summaries, and similar documents, will be posted to the DCSD website as appropriate. Other records will be maintained and made available in accordance with the California Public Records Act, as applicable.

Attachment 1. Administrative Order



State Water Resources Control Board Division of Drinking Water

November 13, 2025

System No. CA3600086

Jodi Howard, General Manager
Daggett Community Services District
PO BOX 308
Daggett, CA 92327

**COMPLIANCE ORDER NO. 27-E1-25R-002
ADMINISTRATOR ORDER TO DAGGETT COMMUNITY SERVICES DISTRICT AND
SELECTION OF PROVOST AND PRITCHARD CONSULTING GROUP AS THE
LIMITED-SCOPE ADMINISTRATOR**

Enclosed is Compliance Order No. 27-E1-25R-002 (“Order”), issued to the Daggett Community Services District public water system (“Water System”). Please note that there are legally enforceable directives associated with this Order.

The State Water Board appreciates the willingness of the Water System and Provost and Pritchard Consulting Group (“Provost and Pritchard”) to work together. As discussed in the Order, the Water System is ordered to accept Provost and Pritchard as a limited-scope administrator and allow Provost and Pritchard to exercise limited authority and control over the Water System. The State Water Board looks forward to continuing to work with both the Water System and Provost and Pritchard as they develop a sustainable long-term solution.

Any person who is aggrieved by a citation, order or decision issued under authority delegated to an officer or employee of the State Board under Article 8 (commencing with California Health and Safety Code (CHSC), Section 116625) or Article 9 (commencing with CHSC, Section 116650), of the Safe Drinking Water Act (CHSC, Division 104, Part 12, Chapter 4), may file a petition with the State Board for reconsideration of the citation, order or decision.

Petitions must be received by the State Board within 30 days of the issuance of the citation, order or decision by the officer or employee of the State Board. The date of

E. JOAQUIN ESQUIVEL, CHAIR | ERIC OPPENHEIMER, EXECUTIVE DIRECTOR

issuance is the date when the Division of Drinking Water mails a copy of the citation, order or decision. If the 30th day falls on a Saturday, Sunday, or state holiday, the petition is due the following business day by 5:00 p.m.

Information regarding filing petitions may be found at:

http://www.waterboards.ca.gov/drinking_water/programs/petitions/index.shtml

If you have any questions regarding this matter, please contact Elvira Reyes of my staff at (619) 521-3001.

Sincerely,



Andrew Altevogt, P.E., Ph.D.
Assistant Deputy Director
Division of Drinking Water
State Water Resources Control Board

Enclosures

Certified Mail No. 9589-0710-5270-2160-5720-63

cc (via Email):

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San Bernardino County Local Agency Formation Commission
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Dawn White, Water Quality Manager
Golden State Water Company
Dawn.White@gswater.com

2
3 STATE OF CALIFORNIA
4 STATE WATER RESOURCES CONTROL BOARD
5 DIVISION OF DRINKING WATER
6

7 **Name of Public Water System:** Daggett Community Services District

8 **Water System No:** CA3600086
9

10 **Attention:** Jodi Howard, General Manager

11 PO BOX 308

12 Daggett, CA 92327
13

14 **Issued:** November 13, 2025
15

16 COMPLIANCE ORDER NO. 27-E1-25R-002
17 ADMINISTRATOR ORDER TO DAGGETT COMMUNITY SERVICES DISTRICT
18 AND SELECTION OF PROVOST AND PRITCHARD CONSULTING GROUP AS
19 THE LIMITED-SCOPE ADMINISTRATOR
20 CALIFORNIA HEALTH AND SAFETY CODE, SECTION 116686
21

22 The State Water Resources Control Board (“State Water Board”), acting by and
23 through its Division of Drinking Water (“Division”), hereby issues Order No. 27-E1-
24 25R-002 pursuant to Section 116686 of the California Health and Safety Code¹ to
25 Daggett Community Services District (“Water System”) as set forth below.
26

¹ Unless otherwise indicated, all statutory citations are to the California Health and Safety Code (CHSC)

APPLICABLE AUTHORITIES

In order to provide affordable, safe drinking water to disadvantaged communities and to prevent fraud, waste, and abuse, Section 116686, subd. (a) authorizes the State Water Board to order a “designated water system to accept administrative, technical, operational, legal, or managerial services, including full management and control of all aspects of the designated water system, from an administrator selected by the state board.”

- Section 116686, subd. (r)(2)(B) defines “designated water system” as a public water system that, “serves a disadvantaged community, and that the state board finds consistently fails to provide an adequate supply of affordable, safe drinking water.”
- Section 116681, subd. (h) defines a “disadvantaged community” as “a disadvantaged community, as defined in Section 79505.5 of the Water Code.”
- Division 26.5, Section 79505.5, subd. (a) of the Water Code states, “Disadvantaged Community” means a community with an annual median household income that is less than 80 percent of the statewide annual median household income.
- Section 116681, subd. (a) defines “adequate supply” as “sufficient water to meet residents' health and safety needs at all times.”
- Section 116681, subd. (e) defines “consistently fails” as “failure to provide an adequate supply of safe drinking water.”
- Section 116681, subd. (p) defines “safe drinking water” as “water that meets all primary and secondary drinking water standards.”
- Section 116275, subd. (c) defines “primary drinking water standards” as maximum contaminant levels, treatment techniques adopted in lieu of maximum contaminant levels, and monitoring and reporting requirements of maximum contaminant levels as specified by regulation.

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- Section 116686, subd. (f) states that, “A designated water system shall not be responsible for any costs associated with an administrator that are higher than the costs necessary to maintain the designated water system and provide an adequate supply of affordable, safe drinking water.”

STATEMENT OF FACTS

A. Water System Characteristics

The Water System is classified as a community water system serving approximately 795 people through 196 active service connections. The physical addresss of the Water System is 33703 Second Street Daggett, CA 92327

The Water System operates under Domestic Water Supply Permit No. 06-66-24P-036U issued by the San Bernardino Local Primary Agency issued on July 26, 2024. The water system facility consists of two vertical wells (Well 06 and Well 07), a 150,000-gallon storage tank, a reduction station, and a booster station. Water flows from the wells and into a 150,000-gallon storage tank that gravity feeds distribution and maintains pressure at approximately 55 pounds per square inch (psi) through 6-inch to 10-inch ductile iron/ Polyvinyl Chloride (PVC) water mains. There are twenty-three (23) backflow prevention assembly devices installed for this facility. Well 06 is inoperable due to electrical damage.

B. The Water System Serves a Disadvantaged Community

A disadvantaged community is classified as a community with an annual median household income (MHI) that is less than 80 percent of the statewide MHI. According to the 2023 American Community Survey², 80 percent of the statewide MHI is \$77,067.

² The State Water Board utilizes the American Community Survey (ACS) 5-Year Estimates to determine the MHI of a community. The ACS data for 2023 is based on the 5-year period from 2019-2023.

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Based on the 2023 American Community Survey, the Water System’s service area has a calculated MHI of \$44,311. This income classifies the Water System as a disadvantaged community.

C. The Water System Has Consistently Failed to Provide an Adequate Supply of Affordable, Safe Drinking Water

Section 116555 requires all public water systems to comply with primary drinking water standards as defined in Section 116275(c). Primary drinking water standards include maximum levels of contaminants, specific treatment standards, and monitoring and reporting requirements as specified in regulations.

The Water System was issued Compliance Order No. 05_66_17C_048_3600086_02 issued on November 22, 2017, for Well 07 for combined uranium exceedance. The Compliance Order directed the Water System to return to compliance on or before December 31, 2019. The Water System has failed to comply and continues to exceed the primary maximum contaminant levels (MCL) for uranium. Table 1 outlines quarterly average results and the running annual average. Historical data can be found in Attachment C.

Table 1. Uranium Monitoring Results for Well 07 and Running Annual Average
(Uranium Maximum Contaminant Level 20 pCi/L)

Compliance Period	Sample Date	Quarterly Average Results, pCi/L
3 rd Quarter 2025	8-19-2025	37
2 nd Quarter 2025	No Samples	-
1 st Quarter 2025	3-12-2025	38
4 th Quarter 2024	12-11-2024	37

3 rd Quarter 2024	9-13-2024	40
2 nd Quarter 2024	4-23-2024	40
Running Annual Average, pCi/L		37.3

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As an interim solution, the State Water Board is providing bottled water to customers. The Water System has consistently failed to meet primary drinking water standards pursuant to Section 116655.

D. Administrator Appointment

On July 24, 2024 the State Water Board provided the Water System with notice and an opportunity to show by August 9, 2024, that; (1) the Water System “has not consistently failed to provide an adequate supply of affordable, safe drinking water.”; and/or (2) that the Water System, “has taken steps to timely address its failure to provide an adequate supply of affordable, safe drinking water.” The notice is shown in Attachment A. The State Water Board did not receive a response from the Water System.

Pursuant to Section 116686, subd. (b)(2) and the Administrator Policy Handbook, on June 23, 2025, the State Water Board notified by mail all ratepayers, renters, and property owners in the Water System’s service area, as well as representatives of the Water System, of a public meeting on July 23 ,2025, to provide information on the purposed administrator for the Water System and receive input on the potential limited-scope administrator appointment. This notice is shown in Attachment B. The notice also included the name, qualifications, proposed scope of the appointment and services to be provided by the administrator being considered, and disclosure of conflicts of interest, as defined in Title 2, Division 6, Chapter 7 of the California Code of Regulations (CCR).

1 On April 2, 2025, an Administrator Assistance Request assignment was issued by the
2 Division of Financial Assistance to the proposed administrator, Provost & Pritchard
3 Consulting Group, to complete initial outreach, system assessment, and work plan for
4 the designated water system.

5
6 On July 23, 2025, the State Water Board conducted a public meeting pursuant to
7 Section 116686, subd. (b)(2) for the affected ratepayers, renters, and property owners
8 in the Water System's service area. Public comments and feedback were solicited
9 during the meeting. The State Water Board received and responded to questions from
10 the community regarding the administrator process, the administrator's goal to solve
11 the uranium violation through consolidation with Golden State Water Company-
12 Barstow. Public comments provided during the meeting were related to concerns
13 regarding increased water rates, potential conflict of interests, the Water System's
14 ongoing litigation with a local commercial business, water rights and other interim
15 alternatives.

16
17 The closing period for public comment on the administrator selection was July 30,
18 2025. No comments were received expressing concern about the qualifications of the
19 proposed administrator. Additional comments were received regarding future water
20 rates and concerns about future contamination.

21
22 The Division contacted Provost & Pritchard Consulting Group to confirm their
23 willingness to be an administrator for the Water System, pursuant to Section 116686.
24 Provost & Pritchard Consulting Group confirmed their willingness to serve as the
25 administrator for the Water System on August 19, 2025 (Attachment D).

FINDINGS

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- 1. Based on the above Statement of Facts, and pursuant to Section 116686, subd. (r)(2)(B), the Water System is a “designated water system” because it serves a disadvantage community, and “the state board finds [it] consistently fails to provide an adequate supply of affordable, safe drinking water.” According to the 2023 American Community Survey, the Water System’s service area has a calculated MHI of \$44,311, approximately 55 percent of the statewide MHI of \$96,334.

- 2. The Division has complied with the procedural requirements in Section 116686 and the Administrator Policy Handbook to appoint the Administrator to the Water System. The Division considered all public comments, and none were serious enough to warrant changes to the proposed administrator.

- 3. As set forth in California Environmental Quality Act (CEQA) Guidelines, Section 15061, this Order is exempt from the provisions of CEQA because it can be seen with certainty that there is no possibility that the Order will have a significant effect on the environment. The Order requires the Water System to accept administrative, technical, operational, legal, and managerial services, including full management and control of all aspects of the designated water system from an administrator selected by the State Water Board. The Order does not propose or require the Water System to undertake any specific actions which will have a significant effect on the environment.

- 4. The Division of Financial Assistance has approved \$573,450 in initial funding for the approved Scope of Work, which will be included in the executed work plan. The approved Scope of Work includes a Community Accountability and Engagement Plan, a Post-Administrator Drinking Water Service Plan, and tasks

1 necessary to assist the Water System. The administrator is not legally liable for
2 costs outside the approved Scope of Work. Other costs related to the operations
3 and maintenance, or infrastructure improvements of the water system shall be
4 paid from water rates, and/or grants, as applicable. Additional funding may be
5 available to support the administrator appointment, as necessary.

6

7

ORDER

8

The State Water Board hereby orders as follows:

9

10

1. Provost & Pritchard Consulting Group is appointed as the limited-scope
11 administrator for the Water System. Effective immediately, Partnering with the
12 limited scope administrator the Water System is ordered to unconditionally
13 accept administrative, technical, operational, legal, financial, and managerial
14 services, including management and control of aspects of the designated
15 system, from Provost & Pritchard Consulting Group which are reasonable and
16 necessary to effectuate the tasks and duties as set forth in the appended State
17 Water Board Approved workplan (Attachment E). This includes but is not limited
18 to, providing Provost & Pritchard Consulting Group access to all electronic and
19 hard copies of operating records of the water system, customers' accounts, water
20 quality and quantity records, water system's design, and operation plans. The
21 Water System shall also provide access to water system facilities and access to
22 finances including restricted and unrestricted funds.

23

24

2. This Order shall remain effective and in place until rescinded, terminated, or
25 otherwise modified by the State Water Board.

26

27

The Division reserves the right to make such modifications to this Order and/or to
28 issue such further order(s) as it may deem necessary to protect public health and

1 safety. Such modifications may be issued as amendments to this Order and shall be
2 deemed effective upon issuance.

3
4 Nothing in this Order relieves the Water System of its obligation to meet the
5 requirements of the California Safe Drinking Water Act, CHSC, Division 104, Part 12,
6 Chapter 4 (“SDWA”), or any regulation, standard, permit or order issued thereunder.

7
8 **PARTIES BOUND**

9 This Order shall apply to and be binding upon the Water System, its officers, directors,
10 agents, employees, contractors, successors, and assignees.

11
12 **SEVERABILITY**

13 The requirements of this Order are severable, and the Water System shall comply
14 with each and every provision hereof notwithstanding the effectiveness of any other
15 provision.

16
17 **FURTHER ENFORCEMENT ACTION**

18 The California SDWA authorizes the Division to issue orders and citations with
19 assessment of administrative penalties to a public water system for violation or
20 continued violation of the requirements of the California SDWA or any regulation,
21 permit or order issued or adopted thereunder including, but not limited to, failure to
22 correct a violation identified in a citation or order. The California SDWA also authorizes
23 the Division to take action to suspend or revoke a permit that has been issued to a
24 public water system if the system has violated applicable law or regulations or has
25 failed to comply with an order of the Division; and to petition the superior court to take
26 various enforcement measures against a public water system that has failed to comply
27 with an order of the Division. The Division does not waive any further enforcement
28 action by issuance of this order.

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November, 13 2025

Date



Andrew Altevogt, P.E., Ph.D.
Assistant Deputy Director
Division of Drinking Water
State Water Resources Control Board

Attachments:

- A. Division of Drinking Water Notice
- B. Notice of Public Meeting and Public Comment Period
- C. Historical Water Quality Data
- D. Administrator Correspondence
- E. Administrator Work Plan 1015-A

Attachment A: Division of Drinking Water Notice



State Water Resources Control Board Division of Drinking Water

July 24, 2024

System No. 3600086

Jodi Howard, General Manager
Daggett Community Service District
33703 Second Street
Daggett, CA 92327

**RE: NOTICE – 1st STEP OF ADMINISTRATOR PROCESS
DAGGETT COMMUNITY SERVICE DISTRICT (CA3600086)**

Dear Jodi Howard,

The purpose of this letter is to inform you that the State Water Resources Control Board (State Water Board) is taking the first step to designate Daggett Community Service District (“Daggett CSD”) as a public water system in need of an Administrator because it has not consistently provided an adequate supply of affordable, safe drinking water to its customers. The State Water Board is taking this step now, so that a State funded administrator will be able to take on many of the tasks that will be required to assist the water system into coming into compliance with applicable drinking water laws and regulations sustainably into the future. A summary of the designation process, responsibilities of a full-scope administrator, applicable regulatory sections, and policies are provided as attachments.

The legally required formal first step in this process is for the State Water Board to give Daggett CSD notice of its intended action and provide the water system an opportunity to show it has not consistently failed to provide an adequate supply of affordable, safe drinking water.

If Daggett CSD has evidence and wishes to show that the violations listed on the following page have been resolved, please provide that information by **August 9, 2024**, via email to Omid Rabbani at omid.rabbani@waterboards.ca.gov.

E. JOAQUIN ESQUIVEL, CHAIR | ERIC OPPENHEIMER, EXECUTIVE DIRECTOR

464 W. 4th Street, #437, San Bernardino, CA 92401 | www.waterboards.ca.gov

List of Violations

Daggett CSD has failed to:

- Comply with CCR, Title 22, Section 64442, Maximum Contaminant Levels – Radioactivity. Citation No. 05_66_17C_0048_3600086_02 was issued to Daggett CSD on Novemebr 22, 2017 for the violation of the uranium maximum contaminant level.
- Demonstrate adequate technical, managerial, and financial capacity to maintain and operate the water system in accordance with the California Safe Drinking Water Act.

California Health and Safety Code Section 116530 authorizes the State Water Board to request financial capacity information. To help facilitate the State Water Board to more quickly respond to any impending need to support Daggett’s customers, please provide three (3) years of financial statements, preferably audited financial statements if available, any accounting and financial policies, rate structures, and current capital improvement plan. The financial statements should include the current year (if available) and the two previous years, or three previous years if the current year has not yet been completed. Additionally, identification of any restricted funds and the reason for the restrictions could better facilitate assistance from the State Water Board. The State Water Board is requesting this information be submitted by **August 9, 2024**.

If you have any questions regarding this letter, please contact Omid Rabbani at omid.rabbani@waterboards.ca.gov.

Sincerely,

Bryan Potter Digitally signed by Bryan Potter
Date: 2024.07.24 08:27:19
-07'00'
Water Boards

Bryan Potter, P.E.
Senior Water Resource Control Engineer, Southern Engagement Unit
State Water Resources Control Board, Division of Drinking Water

- Attachment 1. Administrator Process Summary
- Attachment 2. Responsibilities of a Full-Scope Administrator
- Attachment 3. Section 116686 of the California Health and Safety Code
- Attachment 4. Administrator Policy Handbook

Cc (via email):

Adriana Renteria, Director of Public Participation
Communications Office
Adriana.Renteria@waterboards.ca.gov

Amy Kronson, Environmental Program Manager
Communications Office
Amy.Kronson@waterboards.ca.gov

Andrew Altevogt, Assistant Deputy Director
Division of Drinking Water
Andrew.Altevogt@waterboards.ca.gov

Chad Fischer, Supervising Water Resource Control Engineer
Division of Drinking Water
Chad.Fischer@waterboards.ca.gov

Courtney Hoyt, Staff Service Manager
Office of Legislative Affairs
Courtney.Hoyt@waterboards.ca.gov

Dat Tran, Supervising Sanitary Engineer
Division of Financial Assistance
Dat.Tran@waterboards.ca.gov

David Lopez, Environmental Health Specialist
Department of Environmental Health Services
County of San Bernardino
David.Lopez@dph.sbcounty.gov

David Rice, Staff Counsel
Office of Chief Counsel
David.Rice@waterboards.ca.gov

Dawn Rowe, San Bernardino County District 3 Supervisor
San Bernardino County Board of Supervisors
supervisor.Rowe@bos.sbcounty.gov

Dawn White, Water Quality Manager
Golden State Water Company
Dawn.White@gswater.com

Hector Cazares, Mojave District Engineer
Division of Drinking Water
Hector.cazares@waterboards.ca.gov

James Garrett, Senior Water Resource Control Engineer
Division of Financial Assistance
James.Garrett@waterboards.ca.gov

Mario Ramirez, Water Resources Control Engineer
Division of Drinking Water
Mario.Ramirez@waterboards.ca.gov

Rachel Wittenbeg, Staff Services Manager
Communications Office
Rachel.Wittenberg@waterboards.ca.gov

Samuel Martinez, Executive Officer
San Bernardino County Local Agency Formation Commission
smartinez@lafco.sbcounty.gov

Sean McCarthy, Assistant Deputy Director
Division of Drinking Water
Sean.McCarthy@waterboards.ca.gov

Sean Sterchi, Southeast Section Chief
Division of Drinking Water
Sean.Sterchi@waterboards.ca.gov

Attachment 1

Administrator Process

Section 116686 of the California Health and Safety Code and the Administrator Policy Handbook, adopted by the State Board in September 2023, requires that the State Board must find that the System's public water system is a "designated water system" and take other specific actions before it can issue an order to the System to accept a full-scope administrator. A "designated water system" is defined in section 116686(m)(2) as a public water system that serves a disadvantaged community, and that the State Water Board finds consistently fails to provide an adequate supply of affordable, safe drinking water. A copy of section 116686 and the Administrator Policy Handbook are provided in subsequent attachments. The actions required of the State Water Board are summarized below.

1. The State Board must give the water system notice of its actions and provide it with an opportunity to show either of the following:
 - a. It has not consistently failed to provide an adequate supply of affordable, safe drinking water, or
 - b. It has taken steps to timely address its failure to provide an adequate supply of affordable, safe drinking water.
2. Conduct a public meeting in a location as close as feasible to the affected community.
 - a. Provide 30-day notice of the public meeting to affected ratepayers, renters, and property owners.
 - b. Provide an opportunity for representatives of the System, affected ratepayers, renters, property owners, and the public to present oral and written comments at the meeting.
 - c. Provide an opportunity to submit comments by mail or electronically during the 30-day notice period and for at least one week after the public meeting
3. Make a reasonable effort to provide notice to all ratepayers, renters, and property owners who receive water service from the designated water system of the following:
 - a. The name and qualifications of the administrator being considered by the State Board
 - b. The scope of the appointment and the particular services to be provided by the administrator being considered by the State Board, and
 - c. Any conflict of interest
4. Issue an order to the System requiring it to accept a full-scope administrator to take complete management control of its public water system.

Attachment 2

Responsibilities of a Full-Scope Administrator

All actions taken by an administrator are required to be in the best interest of the community served by the water system and must be intended to develop the water system's capability to sustainably deliver an adequate supply of affordable, safe drinking water so that the services of the administrator are no longer necessary. Section 116686 and the Administrator Policy Handbook requires the State Water Board to enter into a contract or grant agreement with an appointed administrator and fund the cost of the administrator to provide the agreed upon service to the System.

The Administrator is required to provide reports in order to keep the governing board or owner of the water system and the customers served informed about actions taken and status of the system. In addition, the Administrator Policy Handbook includes a process that allows any ratepayer, renter, or property owner who receives water from a designated water system to submit a petition to the State Water Board for the reversal or modification of an administrator decision or replacement of an administrator. A complete description of an administrator's obligations is contained in section 116686 of the Health and Safety Code and in the Administrator Policy Handbook.

The authority and scope of work of an administrator is established on a case-by-case basis in the contract/grant agreement executed between the State Water Board and the administrator and in the order issued to the public water system to accept the services of the administrator. **In the case of Daggett CSD, the full-scope administrator appointed to it will have authority to exercise complete managerial control over its public water system, including but not limited, to financial reviews, responding and representing Daggett CSD to regulatory agencies, entering into contracts, establishing operational budgets and rates, acceptance of water rate payments to pay water system expenses, system operation, and keeping customers informed of the status of the water system.**

Attachment 3

CA Health and Safety Code Section 116686:

http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=HSC§ionNum=116686.

The State Water Board has not provided a paper copy of this section in the interest of decreasing environmental impacts. However, should you be unable to access this website for any reason, please do not hesitate to contact our office for a paper copy.

Attachment 4

Administrator Policy Handbook:

https://www.waterboards.ca.gov/drinking_water/certlic/drinkingwater/docs/2023/administrator-policy-handbook-2023-revision.pdf

The State Water Board has not provided a paper copy of this section in the interest of decreasing environmental impacts. However, should you be unable to access this website for any reason, please do not hesitate to contact our office for a paper copy.

Attachment B: Notice of Public Meeting and Public Comment Period

State Water Resources Control Board

Notice of Public Meeting

**Identification of a Potential Administrator for
Daggett Community Services District (CSD)**

**July 23, 2025
6:00pm**

**Daggett Community Center
35331 Afton St, Daggett, CA 92327**

In-person participation only

PURPOSE

The State Water Resources Control Board (State Water Board) invites you to attend a meeting to learn about Provost & Pritchard Consulting Group and its teaming partners (the Provost & Pritchard team) as a potential administrator to the Daggett Community Services District Water System (Daggett CSD).

An administrator is a person or entity that is appointed and/or authorized to exercise total and complete managerial control over a designated water system in order to provide an adequate supply of safe and affordable drinking water.

This public meeting is a requirement of the administrator selection process. The purpose of this meeting is to provide information on the following:

- Current status of drinking water in Daggett CSD
- Purpose and role of an Administrator
- Administrator qualifications, conflicts of interest, and scope of work

E. JOAQUIN ESQUIVEL, CHAIR | ERIC OPPENHEIMER, EXECUTIVE DIRECTOR

The meeting will also include an opportunity for the public to ask questions and provide comments. The public can submit questions and comments through **July 30, 2025**.

LANGUAGE SERVICES

To request language interpretation or sign language services, please submit your request at least 10 business days before the meeting by contacting Elvira Reyes at 619-521-3001 or elvira.reyes@waterboards.ca.gov

ACCESSIBILITY

Telecommunications device for the deaf (TDD) users may contact the California Relay Service at: (800) 735-2929 or voice line at (800) 735-2922.

MEETING MATERIALS

Meeting materials will be available at bit.ly/DDW_AdminWebsite.

HOW TO SUBMIT PUBLIC COMMENTS – DEADLINE JULY 30, 2025

Mail: Elvira Reyes
State Water Resources Control Board – Division of Drinking Water
265 W. Bullard Ave, Suite 101, Fresno, CA 93704

Email: DDW-Administrator@waterboards.ca.gov

BACKGROUND

On July 24, 2024, the State Water Board took the first step in designating Daggett CSD as a water system in need of an administrator because it has not consistently provided an adequate supply of affordable, safe drinking water to its customers. Daggett CSD has active compliance orders for violation of the Maximum Contaminant Level for uranium.

The State Water Board proposes appointing an administrator for Daggett CSD to manage the water system. All actions taken by an administrator are required to be in the best interest of the community served by the water system and include the following:

- Developing access to an adequate supply of safe and affordable drinking water; and
- Holding public meetings at least every three months.

Any ratepayer, renter, or property owner who receives water from a designated water system can submit a petition to the State Water Board to reverse or modify an administrator decision or to replace an administrator. A description of this process and the administrator authority is contained in Health and Safety Code Section 116686 and in the State Water Board's Administrator Policy Handbook (Jan. 2025) at https://bit.ly/Admin_Policy_Handbook_2025

NAME OF ADMINISTRATOR

The Provost & Pritchard team has been identified as a viable candidate to be appointed as an administrator for Daggett CSD. Their qualifications include:

- Managed all aspects of dozens of water systems and special districts, including all necessary technical, managerial, and administrative needs.
- Specialized public outreach capability to help facilitate stakeholder discussions.
- Certified Treatment and Distribution operators on staff ready to provide operational support.
- Team of engineers, planners, and technicians with extensive experience in water resource management, planning, and implementing solutions.

SCOPE OF APPOINTMENT & SERVICES PROVIDED

This administrator will be a Limited-Scope Administrator as defined in the Administrator Policy Handbook available online at https://bit.ly/Admin_Policy_Handbook_2025

CONFLICT OF INTEREST

Through the technical assistance program, Provost & Pritchard is completing the necessary planning tasks to obtain construction funding. The preferred construction alternative is to physically consolidate with Golden State Water Company – Barstow (GSWC - Barstow), which will ultimately result in acquiring Daggett CSD. As the assigned administrator, Provost & Pritchard has pre-selected GSWC – Barstow as the subcontracted entity to provide General Manager and regulatory compliance services for Daggett CSD. Provost & Pritchard has revised their Conflict-of-Interest policy to address their dual role of TA provider and administrator.

If at any time further proposed actions would create additional conflict of interest, an administrator is required to provide written notice to the State Water Board in addition to all ratepayers, renters and property owners, who receive water service from the designated water system 30 days prior to taking the action.

MORE INFORMATION

Elvira Reyes at (619) 521-3001; elvira.reyes@waterboards.ca.gov
Water Board website: bit.ly/DDW_AdminWebsite

Junta Estatal de Control de Recursos de Agua

Aviso de Reunión Pública

Identificación de un Administrador Potencial para el Distrito de Servicios Comunitarios de Daggett (CSD)

**23 de julio de 2025
6:00pm**

**Centro Comunitario Daggett
35331 Afton St, Daggett, CA 92327**

Solo participación en persona

PROPOSITO

La Junta Estatal de Control de Recursos de Agua (Junta Estatal de Agua) lo invita a asistir a una reunión para aprender sobre el Grupo Provost & Pritchard Consulting y sus socios de trabajo (el equipo de Provost & Pritchard) como administrador potencial del Sistema de Agua del Distrito de Servicios Comunitarios de Daggett (Daggett CSD).

Un administrador es una persona o entidad designada y/o autorizada para ejercer un control administrativo total y completo sobre un sistema de agua designado con el fin de proporcionar un suministro adecuado de agua potable segura y asequible.

Esta reunión pública es un requisito del proceso de selección de administradores. El propósito de esta reunión es proporcionar información sobre lo siguiente:

- Estado actual del agua potable en el Distrito de Servicios Comunitarios de Daggett
- Propósito y rol de un Administrador
- Cualificaciones del administrador, conflictos de intereses y alcance del trabajo

E. JOAQUIN ESQUIVEL, CHAIR | ERIC OPPENHEIMER, EXECUTIVE DIRECTOR

La reunión también incluirá una oportunidad para que el público haga preguntas y dé comentarios. El público puede enviar preguntas y comentarios hasta el **30 de julio de 2025**.

SERVICIOS LINGÜÍSTICOS

Para solicitar servicios de interpretación de idiomas o lenguaje de señas, envíe su solicitud al menos 10 días hábiles antes de la reunión comunicándose con Elvira Reyes al 619-521-3001 o elvira.reyes@waterboards.ca.gov

ACCESIBILIDAD

Los usuarios de dispositivos de telecomunicaciones para sordos (TDD, por sus siglas en inglés) pueden comunicarse con el Servicio de Retransmisión de California al: (800) 735-2929 o con la línea de voz al (800) 735-2922.

MATERIALES DE LA REUNIÓN

Los materiales de la reunión estarán disponibles en [bit.ly/DDW AdminWebsite](https://bit.ly/DDW_AdminWebsite).

CÓMO ENVIAR COMENTARIOS PÚBLICOS – FECHA LÍMITE 30 DE JULIO DE 2025

Mail: Elvira Reyes
State Water Resources Control Board – Division of Drinking Water
265 W. Bullard Ave, Suite 101, Fresno, CA 93704

Correo electrónico: DDW-Administrator@waterboards.ca.gov

CONTEXTO

El 24 de julio de 2024, la Junta Estatal del Agua dio el primer paso en designar al Distrito de Servicios Comunitarios de Daggett como un sistema de agua que necesita un administrador porque no ha proporcionado sistemáticamente un suministro adecuado de agua potable asequible y segura a sus clientes. El Distrito de Servicios Comunitarios de Daggett tiene órdenes de cumplimiento activas por violación del Nivel Máximo de Contaminantes para uranio.

La Junta Estatal de Agua propone nombrar a un administrador para el Distrito de Servicios Comunitarios de Daggett para administrar el sistema de agua. Todas las acciones tomadas por un administrador deben ser en el mejor interés de la comunidad atendida por el sistema de agua e incluyen lo siguiente:

- Desarrollar el acceso a un suministro adecuado de agua potable segura y asequible; y
- Llevar a cabo reuniones públicas por lo menos cada tres meses.

Cualquier contribuyente, inquilino o dueño de una propiedad que reciba agua de un sistema de agua designado puede presentar una petición a la Junta Estatal de Agua para revertir o modificar una decisión del

administrador o para reemplazar a un administrador. Una descripción de este proceso y la autoridad del administrador se encuentra en la Sección 116686 del Código de Salud y Seguridad y en el Manual de Políticas del Administrador de la Junta Estatal de Agua (enero de 2025) en https://bit.ly/Admin_Policy_Handbook_2025

Información sobre el Administrador Propuesto

NOMBRE DEL ADMINISTRADOR

El equipo de Provost & Pritchard ha sido identificado como un candidato viable para ser nombrado administrador del Distrito de Servicios Comunitarios de Daggett. Sus cualificaciones incluyen:

- Administró todos los aspectos de docenas de sistemas de agua y distritos especiales, incluyendo todas las necesidades técnicas, gerenciales, y administrativas necesarias.
- Capacidad especializada de divulgación pública para ayudar a facilitar las discusiones de las partes interesadas.
- Operadores de Tratamiento y Distribución certificados en personal listo para brindar apoyo operativo.
- Equipo de ingenieros, planificadores y técnicos con amplia experiencia en la gestión, planificación e implementación de soluciones de recursos de agua.

ALCANCE DEL NOMBRAMIENTO Y SERVICIOS PROVEIDOS

Este administrador será un Administrador de Alcance Limitado, tal como se define en el Manual de Políticas del Administrador, disponible en línea en https://bit.ly/Admin_Policy_Handbook_2025

CONFLICTO OF INTERES

A través del programa de asistencia técnica, Provost & Pritchard está completando las tareas de planificación necesarias para obtener fondos para la construcción. La alternativa de construcción preferida es la consolidación física con Golden State Water Company - Barstow (GSWC - Barstow), lo que en última instancia resultará en la adquisición del Distrito de Servicios Comunitarios de Daggett. Como administrador asignado, Provost & Pritchard ha preseleccionado a GSWC – Barstow como la entidad subcontratada para proporcionar servicios de Gerente General y cumplimiento regulatorio para el Distrito de Servicios Comunitarios de Daggett. Provost & Pritchard ha revisado su política de conflicto de intereses para abordar su doble papel de proveedor y administrador de TA.

Si en algún momento las acciones propuestas adicionales crearan un conflicto de interés adicional, se requiere que un administrador proporcione una notificación por escrito a la Junta Estatal de Agua, y a todos los contribuyentes, inquilinos y propietarios, que reciben el servicio de agua del sistema de agua designado 30 días antes de tomar la acción.

MÁS INFORMACIÓN

Elvira Reyes at (619) 521-3001; elvira.reyes@waterboards.ca.gov

Sitio web de la Junta de Agua: [bit.ly/DDW AdminWebsite](http://bit.ly/DDW_AdminWebsite)

Attachment C: Historical Water Quality Data

Attachment D: Administrator Correspondence

From: [Hamish Kellam](#)
To: Reyes, Elvira@Waterboards
Cc: [Matt Kemp](#)
Subject: RE: Daggett CSD Administrator Confirmation
Date: Tuesday, August 19, 2025 1:44:16 PM

Elvira,

Apologies for the delay while we discussed some final points internally. We would like to confirm our acceptance of the limited-scope Administrator appointment for Daggett CSD.

Do you have any update on the O&M funding status? I followed up with Lydia, but have not heard anything back.

Thank you,

Hamish Kellam

Office: (559) 449-2700

Mobile: (424) 442-0171

From: Reyes, Elvira@Waterboards <Elvira.Reyes@Waterboards.ca.gov>
Sent: Thursday, August 7, 2025 2:04 PM
To: Hamish Kellam <hkellam@ppeng.com>
Subject: RE: Daggett CSD Administrator Confirmation

Sounds good. Thanks Hamish!

From: Hamish Kellam <hkellam@ppeng.com>
Sent: Thursday, August 7, 2025 2:02 PM
To: Reyes, Elvira@Waterboards <Elvira.Reyes@Waterboards.ca.gov>
Subject: RE: Daggett CSD Administrator Confirmation

Caution: External Email. Use caution when clicking links or opening attachments. When in doubt, contact DIT or use the Phish Alert Button.

Hi Elvira,

Matt Kemp is out of office until beginning of next week. As the Principal staff on the project and primary signatory for our agreements, I need his final approval before officially confirming. I'll let you know as soon as I hear from him.

Thank you,

Hamish Kellam

Office: (559) 449-2700

Mobile: (424) 442-0171

From: Reyes, Elvira@Waterboards <Elvira.Reyes@Waterboards.ca.gov>

Sent: Thursday, August 7, 2025 1:52 PM

To: Hamish Kellam <hkellam@ppeng.com>

Cc: Matt Kemp <[mkemp@ppeng.com](mailto:m Kemp@ppeng.com)>; Steve Spencer <sspencer@ppeng.com>; Brittney Darnell <bdarnell@ppeng.com>

Subject: Daggett CSD Administrator Confirmation

Good afternoon Hamish,

As part of the administrative order requirements, SWRCB would like to confirm Provost & Pritchard Engineering Group, Inc. is still willing to be an administrator for Daggett Community Services District (CA3600086)

Thank you,

Elvira Reyes | SWRCB-DDW – SAFER, Southern Engagement

Ph: 619-521-3001 | Email: elvira.reyes@waterboards.ca.gov

Attachment E: Administrator Work Plan 1015-A



ADMINISTRATOR WORK PLAN

PROVOST & PRITCHARD ENGINEERING GROUP, INC.
doing business as Provost & Pritchard Consulting Group
(ADMINISTRATOR)

AND

CALIFORNIA STATE WATER RESOURCES CONTROL BOARD
PROVOST & PRITCHARD ADMINISTRATOR MASTER
AGREEMENT PROJECT (PROJECT)
AGREEMENT NUMBER (NO.) D2018204

ADMINISTRATOR WORK PLAN NO. 1015-A
ADMINISTRATOR START DATE: April 2, 2025

AMOUNT: \$ 573,450

Whereas the State Water Board has proposed Provost & Pritchard as Administrator for Daggett Community Services District (DCSD);

Whereas the State Water Board will issue an Administrator Order (Order) upon execution of this work plan and which Order shall be incorporated herein by this reference;

Therefore, the parties hereby amend the Agreement, originally executed on February 23, 2022, and incorporated herein, to add:

ADMINISTRATOR WORK PLAN NO. 1015-A (20 pages attached) **

** Entire Exhibit Added

All other terms and conditions shall remain the same.

RECIPIENT:

By: Matthew W Kemp
Name: Matthew W. Kemp
Title: Chief Strategic Officer
Date: Select...

STATE WATER RESOURCES CONTROL BOARD:

By: Kristyn Abhold **Kristyn Abhold for**
Name: Joseph Karkoski
Title: Deputy Director, Division of Financial Assistance
Date: Select...

Administrator Work Plan

Grant Agreement No.: D2018204

Administrator Start Date: April 2, 2025

Designated Water System: Daggett Community Services District (CA3600086)

Community/System Information: Population Served: 795
Number of Connections: 196
Median Household Income (MHI): \$44,311
MHI Source: 2023 American Community Survey Data

Community/System Contact: Robert Whipple, Daggett CSD Board President, (760) 221-2292 daggettcsd@aol.com
Jodi Howard, Daggett CSD General Manager, (760) 308-3732 gm.daggettcsd@gmail.com

Additional Community/System Contact:

Technical Contact: Bryan Potter, Sr. WRCE, Division of Drinking Water, Southern Engagement Unit, (559) 280-6363, Bryan.Potter@waterboards.ca.gov

Local Primary Agency (LPA) LPA 66 – San Bernardino
David Lopez, Environmental Health Specialist II, Environmental Health Services, 800-442-2283, David.Lopez@dph.sbcounty.gov

Gabriela Garcia, Supervising Environmental Health Specialist, Environmental Health Services, 800-442-2283, Gabriela.Garcia@dph.sbcounty.gov

District Engineer: Hector Cazares, District Engineer, Division of Drinking Water - District 27- Mojave, (909) 383-4312, Hector.Cazares@waterboards.ca.gov,

Work Plan No.: 1015-A

Work Plan Submittal Date: 8/1/2025

A. Administrator Scope and Details

Water System Description:

The Daggett Community Services District (DCSD) water system is located along Interstate 40 (I-40), approximately 10 miles east of the City of Barstow in San Bernardino County, within the community of Daggett, California. The system provides water service to approximately 795 people through 184 residential and 12 commercial metered connections.

DCSD does not have any water treatment facilities. The system's water supply is currently provided by one active groundwater well (Well 07). Well 07 was installed in 2002 and has an estimated yield of 800 gallons per minute (gpm), reduced from an original yield of approximately 1,000 gpm. Well 06, installed in 1998, is connected to the system but is not operable due to sediment intrusion and screen corrosion. When operational, Well 06 had an estimated yield of 400 gpm, reduced from an original yield of 1,500 gpm. There are five inactive wells, Well 01 through Well 05, all of which are disconnected from the system. Of these, Wells 02, 04, and 05 have been abandoned, and Wells 01 and 03 have been destroyed.

DCSD has two welded steel storage tanks located on an elevated site above the community: Tank 01 and Tank 02. Tank 01, built in 1957 with a capacity of 150,000 gallons, remains operational as the system's sole water storage. Tank 02, built in 1977 with a capacity of 200,000 gallons, is not currently operational because of a roof collapse that occurred approximately 10 years ago.

The water distribution system includes approximately 46,300 feet of pipeline ranging from 3 to 8 inches in diameter. Piping materials consist of asbestos concrete, ductile iron, and polyvinyl chloride (PVC). There are no available records indicating installation dates for the central distribution pipelines. Based on the construction date of Tank 01, it is assumed that the central distribution system is at least 60 years old. The system contains numerous aging and malfunctioning isolation valves, limiting DCSD's ability to conduct proactive maintenance and routine flushing.

Chlorine is manually added to the storage tank on an as-needed basis; there are no dedicated water quality treatment facilities. The system also lacks remote monitoring, control, or data acquisition capabilities.

Technical Assistance (TA) is currently underway for the system, with Provost & Pritchard Consulting Group (Provost & Pritchard) serving as the TA Provider. TA work plan No. 6973 is focused on pursuing a physical consolidation with Golden State Water Company (GSWC), the water provider for the City of Barstow. As part of this effort, Provost & Pritchard is completing the necessary design and environmental planning work required to support a GSWC construction funding application for the proposed interconnection between the DCSD and GSWC water systems.

Current and Past Compliance Issues:

DCSD has multiple documented compliance violations and system deficiencies, including:

- Uranium MCL Exceedance: Compliance Order No. 05_66_17C_048_3600086_02 was issued due to uranium concentrations in Well 07 exceeding the MCL of 20 pCi/L, with readings between 28.7 and 39.8 pCi/L since 2017.

- Lead & Copper Rule Violation: Compliance Order No. 05_66_21C_082 was issued for failure to collect the minimum number of lead and copper samples in 2021.
- Water Supply Failure: Well 07 failed in January 2023, prompting bottled water delivery.

Additional deficiencies identified by the San Bernardino County Department of Public Health and Division of Drinking Water (DDW) include:

- Reaction Limit exceedances for PFBS, PFHxS, PFOS, and PFOA.
- No backup source or intertie (no system redundancy)
- No standby power at either well site
- Incomplete or outdated emergency response, cross-connection, and operations & maintenance plans
- Inadequate water storage for commercial fire flow
- Inactive or improperly sealed well (Well 05)

The system does not meet requirements to comply with SB 552, which indicates all water systems should have a redundant water supply source, the ability to meet fire flow requirements, and emergency backup power supply on water supply sources. While the system's maximum daily demand (MDD) of approximately 475,000 gallons per day (equivalent to 330 gallons per minute) can be met by Well 07 under normal operating conditions, the lack of a backup source leaves the system vulnerable. The system's sole water storage tank can provide fire flow of approximately 1,600 gpm for two hours, which may suffice for residential purposes but not for broader commercial or industrial needs. Additionally, there is no emergency backup power at either of the DCSD well sites.

Need for Administrator:

DCSD requires limited-scope Administrator support to assist with day-to-day operations, regulatory compliance, and public engagement, while continuing to manage its own customer billing. The Administrator will support DCSD in completing critical system repairs, responding to operational emergencies, fulfilling reporting requirements, and working toward the repair of Well 06 to improve system resiliency. This support will be funded through a Direct Operation & Maintenance (O&M) grant already applied for by DCSD. In response to input from the DCSD Board and local residents, the Administrator will also coordinate and attend quarterly in-person community meetings to provide updates and foster transparency throughout the Administrator assignment. The Administrator's role is intended to provide targeted, temporary assistance to assist DCSD in maintaining essential services before physical consolidation with GSWC – Barstow.

Administrator Duties:

This Work Plan was prepared in accordance with Section 1.4 of the Master Agreement. The following Scope of Work is taken from the Master Agreement and clarifications, assumptions, and modifications are underlined and shown in italicized text.

1. Project Management

- 1.1 Provide technical and administrative services as needed through the Work Completion Date; plan, organize, direct, control, and report on the Project to complete the agreed-to scope on schedule and within the assigned budget in accordance with approved procedures, applicable laws, and regulations.
 - Services under this work plan will be ongoing for 24 months from the Order.
- 1.2 Prepare correspondence, attend teleconferences, and participate in team meetings with the State Water Board, as needed, during the grant period.
 - Monthly progress reports will be prepared and submitted to the State Water Board in accordance with Section A.3 of the Master Agreement (See Part B, Task Nos. 1 and 3).
 - Monthly progress meetings will be held with the State Water Board to coordinate progress of work.
 - Monthly progress meeting minutes will be prepared and distributed to the State Water Board after each meeting.
- 1.3 Comply with the requirements applicable to an Administrator as set forth in the Administrator Policy Handbook adopted by the State Water Board.
- 1.4 Develop system specific Work Plan(s) for the Designated Water System(s), as directed by the Project Manager. Work plan(s) shall follow the format provided by the Project Manager and include tasks consistent with Items 2 through 7 of Section A.2.
 - Completed.

2. Initial System Assessment

- 2.1 Perform a comprehensive assessment of the technical, managerial, and financial needs for each of the Designated Water System(s) and submit a report of the results to the Project Manager and Technical Contact for review, based on the initial information provided by the Designated Water System(s), operations personnel, and Division of Drinking Water. Identify issues that must be addressed to bring the Designated Water System(s) into compliance. Include a description of methods and tools to be used for this purpose. These may include, but are not limited to:
 - 2.1.1 Sampling and testing requirements
 - 2.1.2 Emergency Response Plan
 - 2.1.3 Emergency Notification Plan
 - 2.1.4 Sampling plans
 - The initial assessment was prepared concurrently with this Work Plan and has been submitted under separate cover (See Part B, Task No. 2). Items 2.1.1 and 2.1.4 will be included in the Operations and Maintenance (O&M) Plan (see Section 3 below).
- 2.2 Identify and address emergency needs of the Designated Water System(s). Notify the Project Manager and Technical Contact within 24 hours of identification of the emergency need and upon completion of addressing the emergency need.

3. Technical

3.1 Identify necessary technical tasks and processes based on the assessment performed with respect to Item 2.1 that should be implemented or eliminated to maintain the technical operations of the Designated Water System(s).

- An O&M Plan and Emergency Response Plan will be developed by the Administrator team within six months of the issuance of the Order (See Part B, Task Nos. 6 and 7).
- The Administrator intends to contract with, on behalf of the water system, an appropriately licensed contract operator for operations, maintenance, and emergency response tasks. An agreement will be executed between the Designated Water System and Contract Operator after the issuance of the Administrative Order. The monthly contract operator fees will be paid for by the Designated Water System and/or O&M funding in the Direct O&M grant.

3.2 Ensure that the necessary technical tasks and processes are performed, including, but not limited to, the following:

- See Part B, Task Nos. 11 and 12 for implementation of O&M and Emergency Response Plans.

3.2.1 Operating the treatment system.

3.2.2 Operating the distribution system.

3.2.3 Monitoring and reporting for compliance.

3.2.4 Conducting emergency response activities.

3.2.5 Conducting physical inspections of the Designated Water System(s).

3.2.6 Conducting any other activities that are required to maintain compliance with the domestic water supply permit requirements of the Designated Water System(s).

- Prepare compliance action plans to address outstanding Notices of Violation.
- Water users will continue to be notified to buy their own bottled water for drinking and cooking. Bottled water is currently being funded for residents through an Urgent Drinking Water Needs (UDWN) funded project overseen by RCAC.

4. Managerial

4.1 Identify necessary managerial tasks and processes based on the assessment performed with respect to Item 2.1 that should be implemented or eliminated in order to maintain the managerial operations of the Designated Water System(s).

- A draft Governance Plan will be developed within six months of the issuance of the Order (See Part B, Task No. 4). This plan will be specifically refined to address only the necessary elements for the consolidation project's completion.

4.2 Implement necessary managerial tasks and processes, which may include:

- See Part B, Task No. 9 for implementation of Governance and Management Plan.

4.2.1 Establish a customer call center to be available twenty-four (24) hours a day, seven (7) days a week.

- Customer call center services will be provided through DCSD.

4.2.2 Respond to inquiries from the State Water Board and the LPA.

4.2.3 Conduct a water rate study for each of the Designated Water System(s) and submit to the Project Manager. The water rate study will evaluate the Designated Water System's current rates and financial data, and if necessary, propose new rates designed to recover sufficient revenues to maintain a financially vital system, ensure customer equitability, and be compliant with legal requirements such as Proposition 218.

4.2.3.1 Propose adequate water rates, in accordance with the water rate study, to provide for the long-term operation and maintenance of the Designated Water System(s).

4.2.4 Contract for engineering services.

4.2.4.1 Obtain Project Manager approval to enter into contracts over ten thousand dollars (\$10,000).

4.2.5 Create purchasing methodologies.

- Purchasing methodologies will be established under the Governance and Management Plan (See Part B, Task No.4), specifically to meet the requirements of the system until consolidation is completed.

4.2.6 Prepare asset inventory and management plans and submit to the Project Manager and Technical Contact.

- This will be included with the Operation and Maintenance Plan (See Part B, Task No. 7)

4.2.7 Prepare a capital improvement plan for each of the Designated Water System(s). Submit a copy of the plan to the Project Manager and Technical Contact.

4.2.8 Apply for and oversee necessary funding and coordinate any necessary related planning activities for capital improvements identified in the Work Plan(s).

- *A Capital Improvement Plan is not necessary for this project. Previous work under a separate TA grant administered by Provost & Pritchard has identified consolidation with the GSWC – Barstow as the preferred option for DCSD.*

5. Financial

5.1 Identify necessary financial tasks and processes based on the assessment performed with respect to Item 2.1 that should be implemented or eliminated to maintain the financial operations of the Designated Water System(s).

- *A Financial Management Plan will be developed within six months of the issuance of the Order (See Part B, Task No. 5)*

5.2 Perform financial tasks and processes, as necessary, including, but not limited to, the following:

- *See Part B, Task No. 9 for implementation of Financial Management Plan.*

- Ensure financial management meets industry standards.
- Create and monitor budgets and policies.
- Obtain, manage, and arrange for safeguarding of all customer information.
- Manage personnel services.
- Manage accounting and bookkeeping services.
 - *Accounting (billing, collections, bookkeeping) will be performed by DCSD.*
 - *Financial audits will be performed by a third-party auditor.*
- Manage billing and collections.
 - *Billing and collections will be managed by DCSD.*
- Interface with the public.
- Perform or obtain support for clerical functions.
- Prepare and submit grant and loan funding applications.
- Solicit application from potential board members and arrange for the appointment of board members.
 - *If required for this system.*
- Contract for financial services, as needed.
- Manage funding applications on behalf of the Designated Water System(s) and administer executed funding agreements.

5.3 Perform annual audits in accordance with auditing standards generally accepted in the United States of America and submit to the Project Manager and Technical Contact.

- *A third-party auditor will be employed to complete the audit.*

6. Community Accountability and Engagement Plan (CAEP)

6.1 Prepare the CAEP for each of the Designated Water System(s). The Community Accountability and Engagement Plan shall include the following:

- A description of the actions and activities the Administrator shall undertake to meaningfully engage with the community regarding the Administrator's duties.
- A description of how the Administrator shall incorporate input from the community in the provision of services to the Designated Water System(s).
- A description of the means of communication the Administrator will use to engage with the community.
- A timeline for implementing the Community Accountability and Engagement Plan.

6.2 Submit a Draft CAEP to the Project Manager and to the Technical Contact for review.

6.3 Submit a Final CAEP to the Technical Contact for approval.

6.4 Submit the approved Final CAEP to the Project Manager.

- *A CAEP will be finalized within 90 days of the Administrator Order (See Part B, Task No. 8). See Part B, Task No. 10 for implementation of the CAEP.*

7. Post-Administrator Drinking Water Service Plan

7.1 Prepare the Post-Administrator Drinking Water Service Plan for each of the Designated Water System(s). The Post-Administrator Drinking Water Service Plan shall include the following:

- Identification and evaluation of the technical, managerial, and financial issues preventing the Designated Water System(s) from serving its customers with an adequate supply of safe and affordable drinking water.
- Identification and evaluation of significant future issues the Designated Water System(s) may encounter that may affect the ability of the Designated Water System(s) to supply its customers with an adequate supply of safe and affordable drinking water.
- A detailed plan for developing the necessary technical, managerial, and financial competencies, in the shortest timeframe possible, so that the services of the Administrator would no longer be required.
- The additional resources that will be needed to implement the Post-Administrator Drinking Water Service Plan.
- Review and approve the draft and final necessary agreements to facilitate the implementation of the selected alternative (may include consolidation agreement, facility asset agreement, service agreement, etc.).

- A Post-Administrator Drinking Water Service Plan will be developed under Part B, Task Nos. 15 and 17.

7.2 Submit the Draft Post-Administrator Drinking Water Service Plan to the Project Manager and Technical Contact for review.

7.3 Submit the Final Post-Administrator Drinking Water Service Plan to the Technical Contact for approval.

7.4 Submit the approved Final Post-Administrator Drinking Water Service Plan to the Project Manager.

8. Insurance

8.1 Obtain sufficient insurance coverage to protect the Administrator in the performance of its tasks, including but not limited to general liability and errors and omissions insurance for the personnel acting as the Administrator. The Administrator may also purchase insurance coverage in the name of the Designated Water System(s) to cover the systems directly, as further set forth in the Special Conditions.

- Administrator will purchase a separate Pollution Insurance Policy to be reimbursed under this Agreement.
- Insurance will be purchased for the Designated Water System under this Agreement.

9. Emergency Response

9.1 Evaluate the emergency reserve fund for the Designated Water System(s) to determine a necessary emergency reserve amount, to include the needs identified in Item 2.2, and submit to the Project Manager for approval.

Technical Assistance Providers:

Provost & Pritchard has been assigned as the TA provider for DCSD and is actively implementing TA Work Plan 6973. The work plan includes completion of preliminary design, environmental documentation, and related deliverables for a DWSRF construction funding application for physical consolidation with GSWC – Barstow. Provost & Pritchard is also serving as the limited-scope Administrator. The SWRCB – DFA has approved this dual role, and legal counsel for both the SWRCB and Provost & Pritchard confirmed that no conflict of interest exists. See Task 16 for more details.

B. Summary of Proposed Deliverables and Activities

No.	Task or Deliverable	Notes and Details Regarding Related Activities	Due Date	Budget
1	Progress Reports	Prepare progress reports describing work completed on behalf of DCSD on a monthly basis. These progress reports will be included with monthly reimbursement requests.	Ongoing for 24 months from the Date of Order	\$5,650
2	Comprehensive Initial System Assessment Report and Prepare Work Plan	Prepare Comprehensive Initial System Assessment Report. Identify scope, deliverables, schedule, and budget; solicit and review proposals from team members. Prepare work plan.	Completed	\$0
3	Project Management	Provide project management services, including oversight of the Administrator team, team coordination, conference calls and meetings, document review, financial application assistance submittal tool (FAAST) uploading, work plan execution, act as primary point of contact, and monitoring of progress on project scope, schedule and budget. Includes additional insurance necessary.	Ongoing for 24 months from the Date of Order	\$121,418
4	Prepare Governance and Management Plan	Prepare Governance and Management Plan applicable during the Order, based on review of Administrator Policy Handbook, bylaws, and legal/managerial review of existing ownership documentation, and provide a plan to update the water system's bylaws or policies related to nonpayment, unauthorized use of water, complaint responses, policy for contract operators, and other governing procedures. Determine legal requirements of Administrator.	May 1, 2026	\$12,361
5	Prepare Financial Management Plan	Conduct a review of DCSD's financial data. Assist as needed with the existing billing system. Obtain access to DCSD's bank account for the purposes of depositing funds and dispersing payments.	May 1, 2026	\$14,031
6	Prepare Emergency Response Plan	Emergency response plan that adheres to State emergency response plan template.	May 1, 2026	\$6,404

No.	Task or Deliverable	Notes and Details Regarding Related Activities	Due Date	Budget
7	Prepare O&M Plan	Prepare an O&M plan for the water system that covers sampling and reporting requirements, lead service line certification, cross connection survey, asset inventory, and routine maintenance procedures. The O&M plan will include a calendar or similar schedule that identifies when sampling should be conducted, when specific reports are due to the regulatory agencies, and when maintenance activities should occur. It will also include contract emergency responders. The work plan input will include a cost estimate to implement the O&M plan and request funding support if required. The O&M plan will also identify an analytical lab. Cost to implement will be paid for through separate funding. Develop contract operator scope of work. Identify and negotiate with potential operators and contract emergency response.	May 1, 2026	\$18,378
8	Community Accountability and Engagement Plan (CAEP)	Hard copy survey of community preferences for engagement and communications; Development and revisions of CAEP in alignment with the Draft Administrator CAEP template dated May 2022. Assumptions: CAEP is prepared in English and translated into Spanish for community review; SWRCB and community provide written comments on draft CAEP within 14-calendar day comment period. Deliverables: Final CAEP presented in electronic PDF 90 calendar days after Order.	Draft CAEP – January 30, 2026 Final CAEP – May 1, 2026	\$13,320
9	Implementation of Financial Management Plan; Governance Plan	Comply with Public Access to Records requirement. Provide customer service. Ongoing administrative, managerial, and financial duties. Respond to information requests from DCSD legal representative.	November 2, 2027	\$74,882
10	Implement CAEP (Public Meetings)	Equip or rent local space for hybrid in-person/online quarterly meetings. These meetings will comply with the Administrator Policy Handbook and CAEP. Assist with maintaining existing DCSD website. <i>See Exhibit A Scope of Services, below.</i>	November 2, 2027	\$133,229

No.	Task or Deliverable	Notes and Details Regarding Related Activities	Due Date	Budget
11	Manage O&M Plan	Schedule compliance sampling and monitoring, schedule routine maintenance, review analytical data, and prepare compliance reports. Field work is excluded – all field labor, equipment, consumables, and materials will be funded through separate grants or community water rates.	November 2, 2027	\$46,875
12	Manage Emergency Response	Dispatch contract emergency responders as necessary to address water service interruptions. All field labor, equipment, consumables, and materials will be funded through separate grants or community water rates.	November 2, 2027	\$21,952
13	Initial Rate Study and financial health of LDMWS	<i>See Exhibit A Scope of Services, below.</i>	November 2, 2026	\$20,058
14	Implement Rate Increase – Prop 218 Process, based on outcome of Task 14, if necessary	<i>See Exhibit A Scope of Services, below.</i>	May 4, 2027	\$19,259

No.	Task or Deliverable	Notes and Details Regarding RelatedActivities	Due Date	Budget
15	Draft Post – Administrator Drinking Water Service Plan	<ul style="list-style-type: none"> i. Identification and evaluation of the technical, managerial, and financial issues preventing the designated water system from serving its customers with an adequate supply of safe and affordable drinking water, ii. Identification and evaluation of significant future issues the district may face, iii. A detailed plan for developing the necessary technical, managerial, and financial competencies, in the shortest timeframe possible, so that the services of the administrator would no longer be required, iv. The additional resources that will be needed to implement the Post-Administrator Drinking Water Service Plan, v. Review and approve necessary agreements to facilitate the implementation of the selected alternative (may include consolidation agreement, facility asset agreement, service agreement, etc..) <p><i>See Exhibit A Scope of Services, below.</i></p>	November 2, 2026	\$15,171
16	Capital Improvement Program Preparation for Long-Term Solution (TA/Planning/Construction)	Provide support for the General, Financial, Technical, and Environmental funding request packages preparation by GSWC. An analysis of the existing DCSD water supply and distribution system has already been completed to identify necessary capital improvements (i.e., Capital Improvement Program). As needed, Administrator will support the preparation of planning and/or construction grant applications (application packages including TMF) through the FFAST funding portal by coordinating with GSWC. The TA provider will complete the CEQA/NEPA compliance document, Feasibility Study, Engineering Report, and Design plans and specifications.	November 2, 2027	\$17,186

No.	Task or Deliverable	Notes and Details Regarding Related Activities	Due Date	Budget
17	Final Post – Administrator Drinking Water Service Plan	Review and address any comments received on the Draft Plan. The Final Post-Administrator Drinking Water Service Plan and Capital Improvement Plan will be used as the basis for construction funding grant applications through the FFAST funding portal by coordinating with the TA provider. Administrator will assist DCSD as needed with the development and execution of necessary agreements to facilitate the implementation of the selected alternative (may include consolidation agreement, facility asset agreement, service agreement, etc..)	May 4, 2027	\$18,310
18	Implement Post – Administrator Drinking Water Service Plan, as deemed necessary	Once construction funding is received, the Administrator may assist GSWC with managing the capital improvement program by overseeing the bidding process, selecting a contractor and construction manager, and coordinating communication between the design engineer, the construction manager, contractor, and TA provider. This task excludes Construction Management during construction. Those services will be covered through the construction funding grant.	November 2, 2027	\$21,863
			Total Budget	\$573,450

C. Total Budget (direct costs, including fringe) *

Budget Category	Total Amount Requested
Personnel/Direct Staff Costs	\$396,826
Operating Expenses/Program Implementation	\$0
Professional Contracted Services	\$101,310
Travel	\$9,874
Contingency	\$51,301
Markup on Professional Contracted Services	\$14,139
Total Budget	\$573,450

* Costs may be shifted between line items upon written approval from the State Water Board Project Manager (PM). Any costs exceeding the total amount requested will require an amendment to this work plan.

Budget Assumptions:

- The number of meetings assumed for each task are listed in the work plan cost estimate schedule. Budgets for ongoing tasks (e.g., Progress Reports, Project Management, etc.) are based on an assumed 24-month timeframe starting from the issuance of the Order. If the project extends beyond that timeframe, an amendment to this work plan will be required.
- The estimate assumes public meetings will occur quarterly. Furthermore, internal meetings and collaborations between the Administrator's staff and subcontractors are assumed not to be subject to Brown Act public noticing.
- The proposed scope excludes the following technical assistance activities: CEQA/NEPA compliance document, Feasibility Study, Engineering Report, Design plans and specifications, and construction support services. Those activities will be conducted under a separate TA agreement.

Additional Assumptions are included in Exhibit A: Scope of Services, below.

D. California Environmental Quality Act (CEQA) Certification

It has been determined that the Administrator project does not meet the definition of a project for the purposes of CEQA.

If proposed work includes ground disturbing activities in an area(s) with a potential for environmental impacts, including riparian habitat, wetland, endangered species habitat or sensitive cultural resources areas, you must notify your PM of the nature and scope of such work and receive approval prior to commencing ground disturbing activities.

E. Special Conditions

1. The administrator shall provide the services identified in this work plan to the Designated Water System upon execution of this work plan.
2. Prior to implementing the work described in this work plan, the Division of Drinking Water shall have issued to the Designated Water System an order pursuant to Health and Safety Code 116686 and the State Water Board's Administrator Policy Handbook, ordering the Designated Water System to accept administrative, technical, operational, or managerial services from an administrator.
3. This work plan is subject to termination upon removal of the administrator by the State Water Board or resignation by the administrator.

EXHIBIT A: SCOPE OF SERVICES

TASK 10 Implement CAEP - Public Meetings

The scope of services for this task includes the following:

- Equipping the Daggett Community Center or district office for hybrid online/in-person meetings
- Meetings will be held in hybrid online/in-person format using Zoom or Teams; a representative from the Administrator will be physically present; legal counsel and other members of the Administrator team will be present online
- Meetings will be held quarterly; noticed and run according to the Administrator Policy Handbook, with reasonable effort to provide a ten-day notice
- At least one public meeting shall be held within 90 days of the appointment
- Meetings will always include:
 - i. An update on the performance of the designated water system;
 - ii. An overview of the designated water system's financial health;
 - iii. An update on major projects or plans;
 - iv. An update on any changes to water rates; and
 - v. An update on any other significant matters related to the designated water system
 - vi. An opportunity for public comment
- Prior to taking any of the following actions, a public meeting will be held:
 - i. Establishing a final operating budget;
 - ii. Entering into significant long-term contracts;
 - iii. Approving and/or entering into contracts for significant planning projects or infrastructure improvements,
 - iv. Entering into significant financing commitments, including any financing contracts with the State Water Board,
 - v. Adoption of final system policies, and
 - vi. Altering water rates

Assumptions:

- Spanish language translation and interpretation services will be required for customers of DCSD for short/summary written materials and public meetings. Full-length multi-page documents will not be translated into Spanish.
- Meeting frequency and type of meeting are scoped conservatively due to available information at the time of developing this work plan; Scope and fee for this task are subject to change based on the outcome of Tasks 4: Governance Plan and Task 5: Financial Plan.

Deliverables:

- Bilingual meeting notices and agenda will be posted in specific physical and online locations in accordance with Task 4: Governance Plan and Task 8: CAEP, and on the Administrator's outdoor bulletin board at 455 W. Fir Avenue, Clovis, California 93611-0242.
- Meeting summary posted on website within 30 days of meetings.

EXHIBIT A: SCOPE OF SERVICES**TASK 13 Initial Rate Study**

The scope of services for this task includes the following:

- Project management and communications with the DCSD representatives, SWRCB DFA, DDW, and project team, focusing on consolidation with the GSWC – Barstow.
- Provide list of information needs and kickoff meeting agenda
- Attend kickoff meeting with the DCSD board (meeting will be held by videoconference)
- Review information provided by DCSD. Submit questions to the DCSD and/or request additional information as required.
- Review costs for existing water system, noting that the system currently does not provide wellhead treatment for any contaminant. The system is in receipt of Notices of Violation for both Uranium and multiple PFAS contaminants.
- Prepare 5-year operating budget projections, with a financial comparison to consolidation with GSWC
- 60% Submittal - Prepare preliminary budget and water rate analysis tables and submit to the DCSD, DFA and DDW for review and comment. Questions and requests for any additional information will be provided with the submittal.
- Attend meeting to review comments with DCSD, DFA and DDW staff, specifically comparing the rates to anticipated future rates post-consolidation with GSWC.
- Revise water rate analysis to address comments.
- 90% Submittal - Prepare draft water rate analysis report and submit DCSD, DFA and DDW for review and comment.
- Attend meeting to review comments with the DCSD, DFA and DDW staff.
- Address comments, prepare final water rate analysis report.

Assumptions:

- No site visits will be required.
- Up to five video conference meetings are included in the scope of services.

Deliverables:

- Submit preliminary water rate analysis tables (60% submittal) in electronic PDF format.
- Submit draft (90% submittal) and final water rate analysis report in electronic PDF format.

EXHIBIT A: SCOPE OF SERVICES**TASK 14 Implement Water Rate Adjustment – Prop 218 Process Facilitation**

The scope of services for this task includes the following:

A. Evaluation

- a. This task is proposed to identify and list all names and addresses of property owners and customers within DCSD

B. Public Notice and Outreach

- a. The Protest Hearing will be conducted in the manner set forth in Government Code § 53753. This task involves the development of the mailed notice for each record owner (and customer), attendance at meetings related to the rate adoption, mailing the public notices, and review of any protests. The following subtasks will be performed:
 - i. Outreach Meeting - Administrator conducts one public outreach meeting. Administrator intends to be present at the public meeting and will provide materials and information for presentations and meetings. This meeting will be incorporated into one of the quarterly meetings.
- b. Mailers – Administrator will prepare and send two mailers to affected property owners. One mailer will notify property owners about the upcoming Prop 218 process and the date of the public workshop, and a second mailer will be sent to notify of the final public hearing for the water rate adoption.
- c. Development of Public Notice – A notice will be developed for review by DCSD staff prior to mailing. Once review is completed, each property owner (and customer) of record within DCSD’s boundary will be mailed a notice.
- d. Public Hearing and Protest Proceeding – Administrator will conduct the hearing at the DCSD office building or community center. The hearing and proceeding will be conducted 45 days after the mailed notices have been sent out to the record owners. Provost & Pritchard Administrator will provide impartial services to tally protests after the conclusion of the public hearing.

EXHIBIT A: SCOPE OF SERVICES

TASK 15 Draft Post-Administrator Drinking Water Service Plan

The scope of services for this task includes addressing all elements of the State's TMF Assessment on behalf of DCSD. The community's governing body will need to meet all elements of the TMF Assessment once the Administrator's work on the system ends. Specific elements include:

- System description and system map.
- List of certified operators under contract to provide services to the district. An example contract will also be provided.
- Source capacity assessment, including a water conservation plan, water meter feasibility study, security documentation, and 10-year potential growth plans.
- Finalized operations plan.
- Training program.
- Water rights documentation and long-term source availability.
- Organizational description.
- Emergency response plan.
- Policy manual and governance bylaws.
- Budget projections and a capital improvement plan.
- Budget control policy.

Attachment 2. Service Application

DAGGETT COMMUNITY
WATER DISTRICT
33703 SECOND ST.
P.O. BOX 308
DAGGETT, CA 92327
OFFICE- (760)-254-2415

Meter Number: _____

Meter Size: _____

Beginning Meter Reading: _____

Date requested to terminate Service: _____

Ending Meter Reading: _____

Deposit: _____

Payment: Cash _____ Check _____

DCSD Representative: _____ Date: _____

Remaining Deposit Returned: Amount: _____ Date: _____

DCSD Representative: _____

Water Service Policy and Customer Responsibilities

1. BILLING AND PAYMENT-Residence: As of January 1, 2023. Deposit of \$50 and are on a Tier System; the deposit will be credited to your last bill and any remaining deposit or money due will be returned or billed to you. Water bills are mailed monthly and must be paid in full before 15th of the month or a late fee of 5% will apply. If the bill is not paid prior to the next billing cycle your service may be terminated. If services is terminated a \$25 reconnect fee will apply.

2. SERVICE LINES- The district will be responsible for the maintenance and upkeep of the service lines for the water main to meter. The remaining portion of the service line beyond the meter shall be provided and maintained by the customer. If the leak occurs in the customer's portion of the line, water which passes through the meter shall be purchased by the customer.

3. RETURNED CHECKS- There will be a \$25.00 charge on all returned checks.

Customer Signature _____

Date _____

Daggett CSD provides service without discrimination on the basis of race, color, nationality, sex, religion, age, disability, political beliefs and marital or family status.