

Daggett Community Services District

# FINANCIAL MANAGEMENT PLAN

**Daggett, CA**  
**May 1, 2026**

**PREPARED FOR:**

CALIFORNIA STATE WATER RESOURCES CONTROL BOARD  
DAGGETT COMMUNITY SERVICES DISTRICT  
DAGGETT, CA

**PREPARED BY:**

PROVOST & PRITCHARD CONSULTING GROUP  
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**PROVOST &  
PRITCHARD**

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**Report Prepared for:**

CALIFORNIA STATE WATER RESOURCES CONTROL BOARD  
DAGGETT COMMUNITY SERVICES DISTRICT

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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 Resilience (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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Attachment 3 O&M Grant

## ABBREVIATIONS

Administrator .....	Water System Administrator
CAEP.....	Community Accountability and Engagement Plan
DCSD or Daggett CSD.....	Daggett Community Services District
DDW.....	Division of Drinking Water
DFA .....	Division of Financial Assistance
DWS .....	Designated Water System
O&M .....	Operation and Maintenance
P&P .....	Provost & Pritchard Consulting Group
SAFER.....	Safe and Affordable Funding for Equity and Resilience
SWRCB.....	State Water Resources Control Board
TAP.....	Technical Assistance Provider
TMF.....	Technical, Managerial, and Financial
UDWN.....	Urgent Drinking Water Needs Program

# 1 INTRODUCTION

The purpose of this document is to establish a protocol for the water system Administrator (Administrator) to assist Daggett Community Services District (Daggett or DCSD) in their financial management and the use of Operations and Maintenance (O&M) funds. This includes detailing the responsibilities for collecting customer payments and handling Daggett expenses. This document focuses on outlining the procedures the water system and Administrator will follow to manage the overall water system finances effectively.

The State of California appointed Provost & Pritchard a limited-scope Administrator for the Daggett water system to provide assistance with day-to-day operations, regulatory compliance, community outreach, and critical system repairs. Prior to this appointment, the system has maintained a General Manager, Office Manager, and a five-member board that has maintained structure and financial management policy. Customer billing has been managed by DCSD, but incomplete compliance reporting was submitted to regulatory agencies. At the time the Administrator was appointed, DCSD maintained a bank account, financial assets, and a tax identification number. DCSD will continue to manage the water system finances and the Administrator will provide assistance as needed.

## 2 ORGANIZATIONAL MANAGEMENT

### 2.1 DESIGNATED WATER SYSTEM

Provost & Pritchard (P&P) was assigned as a limited-scope Administrator to Daggett CSD on April 2, 2025, through Compliance Order No. 05\_66\_17C\_048\_3600086\_02 and No. 05\_66\_21C-082. 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. With the execution of the Administrative Order, the Administrator will assist with management of the system, including financial management responsibilities. The Administrator is committed to providing updates to the community and receiving input on Administrator activities (financial and otherwise) at quarterly community meetings, as required by the SWRCB Administrator Handbook.

The Daggett CSD water system is identified as a community public water system and a designated 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 one is in operation. Five prior wells (Wells 01-05) are abandoned or destroyed. Well 07 is the sole active source currently in use by Daggett CSD. Well 06 is currently inactive due to sanding issues, casing corrosion, and electrical damage. P&P will work with Daggett CSD to evaluate use of O&M funding to return Well 06 to service as a backup supply during the term of the Administrative Order, as available and approved.

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 welded steel tank with a storage capacity of 150,00 gallons. Tank 2 is a bolted steel tank with a storage capacity of 200,00. 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. DCSD'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

This section reviews and describes the deliverables agreed upon in the Administrator Order, which is included as Attachment 1.

These deliverables are designed to meet the State's Technical, Managerial, and Financial (TMF) requirements to be eligible for future funding, including capital improvements and operation and maintenance funding. The plans listed below will establish the foundation of a sustainable organization for the Daggett system. As described in the Administrator Work Plan No. 1015-A (see Attachment 2), following appointment, the Administrator will initially prepare the following plans:

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

The CAEP will include quarterly public outreach meetings to inform the community of the activities of the Administrator and solicit public participation and feedback on the management of the Daggett water system.

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.

Following completion and review of these initial documents, Daggett CSD and the Administrator will implement each plan. In addition to the implementation of each plan (see Attachment 2 for more details), the Administrator will complete complementary tasks. Additional tasks include preparing an initial rate study and review of the system's financial health, followed by initiating a Proposition 218 (Prop 218) hearing process for the adoption of the new water rate.

Within 12 months of the issuance of the Administrator Order to the designated water system, the Administrator will prepare a Post-Administrator Drinking Water Service Plan. This document will provide a comprehensive roadmap for sustainable water system operation in the future, ensuring that the DCSD water system remains compliant, financially stable, and well-managed once the Administrator's work is complete.

## 2.3 ADMINISTRATOR TEAM ROLES AND RESPONSIBILITIES

The following subsections list each member of the Administrator project team along with his or her general responsibilities. **Figure 2-1** presents an organization chart for the project team for reference.

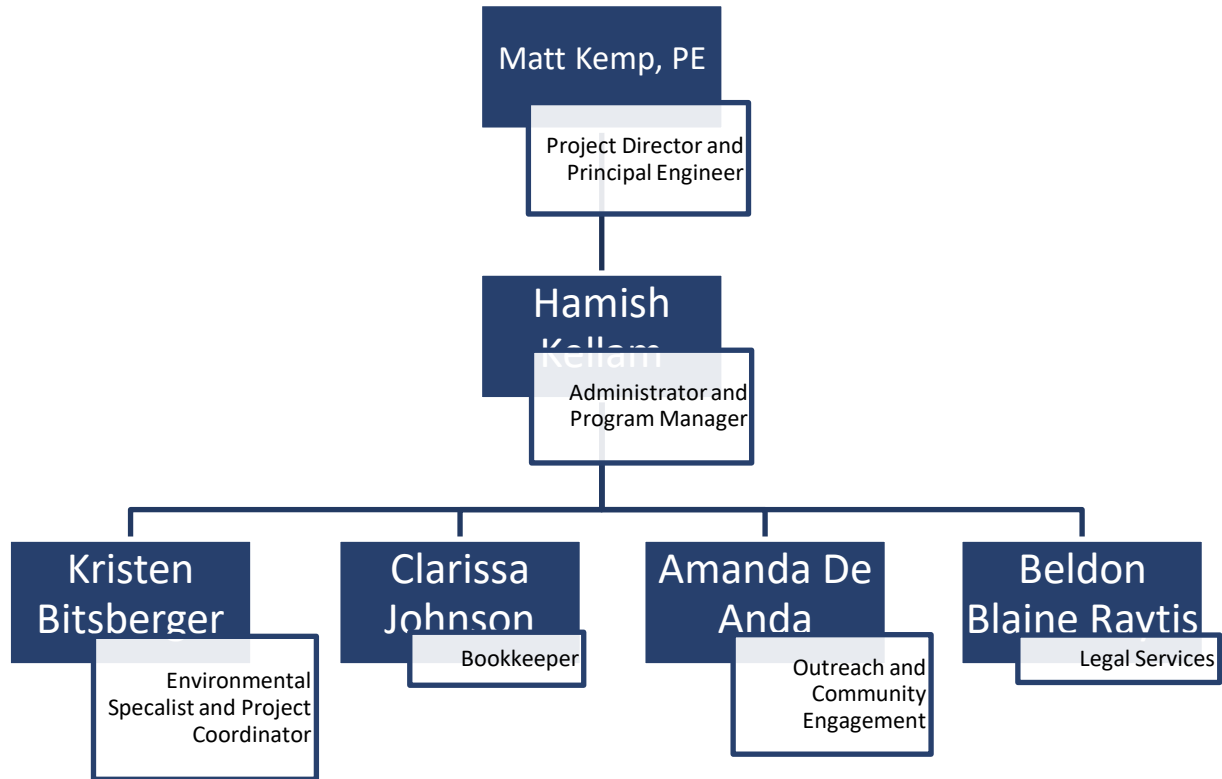


Figure 2-1: Project Team Organization Chart

### 2.3.1 ADMINISTRATOR

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. He also helps ensure 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.

### 2.3.2 OPERATIONS MANAGEMENT

As the limited-scope Administrator, Provost & Pritchard (P&P) assists Daggett with the operation and maintenance of the Daggett water system by helping them ensure their licensed water operator can adequately provide field services, including sample collection, operational data collection, minor maintenance, and other operations support. The cost of operating the system is covered by customer service fees, supplemented by a separate O&M grant from the SWRCB. A copy of this grant is included as Attachment 3. The O&M grant specifically covers larger system repairs necessary to keep a water system in compliance with SWRCB standards for small drinking water systems. The responsibilities of the operator are described briefly below.

#### Weekly tasks include:

- Inspecting the well and recording production meter readings.
- Checking the storage tank.
- Maintaining gauges and valves.
- Responding to consumer complaints as needed.
- Inspecting system valves.
- Submitting records of site visits, including data collected and activities performed.

#### Monthly tasks include:

- Taking bacteriological samples.

#### Semi-annual tasks include:

- Flushing dead-end lines.
- Flushing sediment from the storage tank.
- Exercising the valves.

The operator will also take water quality compliance samples as required for permit and regulatory requirements.

An Operations and Maintenance Plan and an Emergency Response Plan were prepared under separate covers to provide guidance for Daggett CSD to comply with State requirements for community drinking water systems.

### 2.3.3 FINANCIAL MANAGEMENT

As a limited-scope Administrator, Provost & Pritchard is not responsible for the financial management and governance of the Daggett CSD water system. DCSD is responsible for the following:

- Receipt and review of Authorization for Payment and invoices.
- Issuance of warrant for payment to Vendor as requested.
- Warrant cancellations and reissuance.
- Process submitted journal entries for interdepartmental billings and/or corrections to budget and

- aid in creating journal entry templates upon request.
- Year-end closing process, which includes processing accruals.
- Create annual 1099 Reporting on behalf of district, including mailing to vendor and reporting to the Internal Revenue Service (IRS).

Provost & Pritchard does not need to subcontract a company to assist with billing since DCSD provides all financial services themselves. Their billing responsibilities are:

- Set up customer accounts.
- Receive customer payments for water services.
- Provide customer services.
- Provide reports and data to help resolve billing/payment issues. Available reporting information includes:
  - *Billing/Revenue summary and detail*
  - *Deposit summary and detail*
  - *Aged Accounts Receivable*
  - *Adjustments or mid-month billings*

### 2.3.4 LEGAL SERVICES

Dan Raytis through Beldon Blaine Raytis is contracted for the legal and relevant governance issues. The responsibilities include the following:

- Providing legal opinions to the P&P administrator team on interpreting and implementing the Administrator Policy Handbook and P&P's Administrator funding agreement.
- Reviewing existing documentation of the water system, including:
  - Bylaws and policies for the operation of the water system.
  - Open contracts between the district and other parties.
  - Providing recommendations on actions required for compliance with applicable state laws and other governance.
- Preparing and/or reviewing contracts that need to be executed by the water system.
- Providing ongoing legal services required by the water system.
- Reviewing and providing input on deliverables prepared by the Administrator.

### 2.3.5 ADDITIONAL CONTRACT SERVICES

This section lists other contract services for Daggett CSD in Table 2-1.

Table 2-1: Contract Services for Daggett CSD

Contractor	Service	Contact
Clinical Laboratory of San Bernardino, Inc.	Analytical laboratory	(760) 244-3481
California Water Operators	Licensed contract operator – available for emergency response	(909) 522-8106

## 2.4 COMMUNICATIONS

As a limited-scope administrator, the Administrator does not have total and complete managerial control over the Daggett water system during the term of the Administrative Order. Notwithstanding this designation, the Administrator will engage with community members during the process through the development and implementation of a CAEP in compliance with the Administrator Policy Handbook.

### 2.4.1 PUBLIC AND CUSTOMERS

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:
  - The performance of the water system
  - Major projects or plans, including consolidation project updates
  - Other significant matters related to the water system
- The Administrator will also engage with community residents and property owners before taking significant actions such as:
  - Developing the CAEP
  - Creating the Post-Administrator Drinking Water Service Plan

Public meetings will be held in person at the DCSD office, located at 33703 2<sup>nd</sup> 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 the Daggett’s website on a new Administrator webpage at <https://www.daggettcsd.org/administrator-program-community-meetings> distributed via email or sent by direct mail to community members’ residences. The Administrator will strive to 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, 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 the performance of the designated water system, an overview of the water system's financial health, 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](mailto:daggettwater@ppeng.com).

## **2.4.2 ADMINISTRATOR TEAM**

Communications between the Administrator team (i.e., P&P) and subcontractors will be handled primarily via email, phone, and teleconference (Teams meeting). Weekly meetings have been scheduled to discuss operations and maintenance, financial management, and system governance.

The Administrator team will communicate with the State Water Board agencies (i.e., DDW and DFA) via monthly teleconferences (Teams meeting).

## **2.5 RECORDKEEPING**

Public records, including this report and all other reports prepared on behalf of Daggett CSD, will be posted to the Daggett CSD webpage and made available in the case of public records requests.

A SharePoint document sharing and reporting site has been set up to allow for file sharing between members of the Administrator team. Other contractors supporting the project will not have access to the SharePoint site. Information from those contractors will be sent to the Administrator team via email and saved to the project files or SharePoint by the recipient.

Project files are saved on the P&P server. Files on SharePoint are duplicated to the P&P server.

## **3 FINANCIAL**

The financial management of Daggett CSD under the Administrator Program is discussed in the following sections.

### **3.1 EXISTING SYSTEM**

Daggett CSD has four staff members, including a general manager and an office manager. They have contracted an operator, Roger Smith, at California Water Operators. Daggett CSD has been collecting bills and managing the system prior to the Administrator order, and will continue to do so. California Water Operators will remain the contract operator as well. P&P will assist with bringing the system back into compliance and work with DCSD and California Water Operators to do so.

### **3.2 WATER SYSTEM BANK ACCOUNTS**

Daggett CSD has their own water system bank account. Customer payments and O&M grant funding go directly into Daggett CSD's bank account. The Administrator team does not have a separate bank account.

### **3.3 ACCOUNTING SYSTEM AND BOOKKEEPING**

Administrative Work Plan No. 1015-A established an annual operating budget for the Administrator.

Clarissa Johnson will provide financial reports on a monthly basis to the Administrator team. These reports will primarily list expenses against the approved Administrator workplan budget.

### **3.4 BILLING AND COLLECTION**

Daggett CSD will perform all billing, collections, and customer service tasks for the water system.

#### **3.4.1 INITIAL CUSTOMER ACCOUNT SETUP**

DCSD will handle all customer accounts. Customers must go to the Daggett CSD office and fill out an application for water service and set up a customer account.

#### **3.4.2 CUSTOMER BILLING AND PAYMENT COLLECTION**

DCSD will handle all customer billing and payment collection. Customers are charged a fixed fee based on meter size and an additional tiered rate based on usage.

#### **3.4.3 CUSTOMER SERVICE**

Daggett CSD will handle all customer service calls regarding customer billing questions and water system complaints.

## 3.5 ACCOUNTS PAYABLE

### 3.5.1 EXPENDITURES USING WATER RATE REVENUE

The Administrator will conduct a rate study as part of its work plan to evaluate the appropriate rate for the system to cover expenses. Examples of expenses include contract operator fees, utility bills, insurance, testing laboratory fees, and other costs necessary for the proper operation of the water system.

Water system expenses will be paid from the DCSD account.

### 3.5.2 WATER OPERATIONS SUBSIDY

Daggett CSD has been awarded supplemental O&M funding through the Safe and Affordable Funding for Equity and Resilience (SAFER) Urgent Drinking Water Needs (UDWN) program. UDWN grant funding (also referred to as the O&M Funding Agreement) will subsidize Daggett to make up for any deficit in water rate revenue essential for system operations. Clarissa Johnson will assist with reimbursement requests to the SWRCB for UDWN funding concerning operations and maintenance expenses, with the funding sent directly from the State to DCSD's account.

Current SAFER and UDWN rules will not allow reimbursement of expenses incurred prior to the approved Funding Agreement date (i.e., past due bills or other debt). Therefore, any debts prior to the eligible work start date (June 1, 2024) held by Daggett CSD will be paid by collecting water service fees.

## 3.6 OTHER FUNDING SOURCE ACCOUNTING

### 3.6.1 ADMINISTRATOR PROGRAM GRANT FUNDING

The budget for the limited-scope Administrator assignment for the Daggett CSD water system was established by Administrator Work Plan No. 1015-A (Attachment 2). As stated in the work plan, budgets are based on an assumed 24-month timeframe starting upon issuance of the Administrative Order. If the project extends beyond that timeframe, an amendment to the Workplan will be required.

Beyond the activities listed in **Section 2.2**, grant proceeds from the Administrator program will fund the following activities:

- Assistance with the management of water system operations, including customer service activities, legal assistance, and grant reimbursements.
- Review of water quality data and preparation of compliance reports and other correspondence with SBC and DDW to support the water system's drinking water permit.

### 3.6.2 PLANNING AND CONSTRUCTION FUNDING

The Administrator will work with a State-assigned Technical Assistance Provider (TAP) to provide the community with a long-term solution to the water system concerns.

GSWC - Barstow, with assistance from the TAP, shall apply for grant funding through the SWRCB for design and construction of water system improvements. TAP and long-term improvement costs will be provided under a separate funding agreement. Reimbursement requests will be submitted to the SWRCB to receive funds.

### **3.6.3 UDWN BOTTLED WATER**

Daggett CSD was receiving water through a state-funded grant. RCAC has assisted them with the grant in the past; however, the funding is currently on hold. The Administrator will assist with acquiring bottled water in the future if needed.

## **3.7 FINANCIAL AUDITS**

Daggett CSD will be responsible for arranging audits for the system bank account, as applicable. As a limited-scope Administrator, P&P is not responsible for conducting financial audits; however, P&P may provide available Administrator Program records or supporting documentation upon request, as appropriate.

## 4 REFERENCES

Division of Drinking Water, Administrator Policy Handbook, State Water Resources Control Board, January 2025.

Division of Financial Assistance, Administrator Grant Agreement No. SWRCB0D2217020 by and between Provost & Pritchard Consulting Group and California State Water Resources Control Board for the purpose of the Provost & Pritchard Administrator Master Agreement Project, September 2023.

# **ATTACHMENT 1.**

# **ADMINISTRATIVE ORDER**



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## 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

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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](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

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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 Code<sup>1</sup> to  
25 Daggett Community Services District (“Water System”) as set forth below.  
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<sup>1</sup> 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.

- 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 Survey<sup>2</sup>, 80 percent of the statewide MHI is \$77,067.

<sup>2</sup> 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 <sup>rd</sup> Quarter 2025	8-19-2025	37
2 <sup>nd</sup> Quarter 2025	No Samples	-
1 <sup>st</sup> Quarter 2025	3-12-2025	38
4 <sup>th</sup> Quarter 2024	12-11-2024	37

3 <sup>rd</sup> Quarter 2024	9-13-2024	40
2 <sup>nd</sup> 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.

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**ORDER**

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The State Water Board hereby orders as follows:

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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

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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



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## 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 – 1<sup>st</sup> 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](mailto:omid.rabbani@waterboards.ca.gov).

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

464 W. 4th Street, #437, San Bernardino, CA 92401 | [www.waterboards.ca.gov](http://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](mailto: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](mailto:Adriana.Renteria@waterboards.ca.gov)

Amy Kronson, Environmental Program Manager  
Communications Office  
[Amy.Kronson@waterboards.ca.gov](mailto:Amy.Kronson@waterboards.ca.gov)

Andrew Altevogt, Assistant Deputy Director  
Division of Drinking Water  
[Andrew.Altevogt@waterboards.ca.gov](mailto:Andrew.Altevogt@waterboards.ca.gov)

Chad Fischer, Supervising Water Resource Control Engineer  
Division of Drinking Water  
[Chad.Fischer@waterboards.ca.gov](mailto:Chad.Fischer@waterboards.ca.gov)

Courtney Hoyt, Staff Service Manager  
Office of Legislative Affairs  
[Courtney.Hoyt@waterboards.ca.gov](mailto:Courtney.Hoyt@waterboards.ca.gov)

Dat Tran, Supervising Sanitary Engineer  
Division of Financial Assistance  
[Dat.Tran@waterboards.ca.gov](mailto:Dat.Tran@waterboards.ca.gov)

David Lopez, Environmental Health Specialist  
Department of Environmental Health Services  
County of San Bernardino  
[David.Lopez@dph.sbcounty.gov](mailto:David.Lopez@dph.sbcounty.gov)

David Rice, Staff Counsel  
Office of Chief Counsel  
[David.Rice@waterboards.ca.gov](mailto:David.Rice@waterboards.ca.gov)

Dawn Rowe, San Bernardino County District 3 Supervisor  
San Bernardino County Board of Supervisors  
[supervisor.Rowe@bos.sbcounty.gov](mailto:supervisor.Rowe@bos.sbcounty.gov)

Dawn White, Water Quality Manager  
Golden State Water Company  
[Dawn.White@gswater.com](mailto:Dawn.White@gswater.com)

Hector Cazares, Mojave District Engineer  
Division of Drinking Water  
[Hector.cazares@waterboards.ca.gov](mailto:Hector.cazares@waterboards.ca.gov)

James Garrett, Senior Water Resource Control Engineer  
Division of Financial Assistance  
[James.Garrett@waterboards.ca.gov](mailto:James.Garrett@waterboards.ca.gov)

Mario Ramirez, Water Resources Control Engineer  
Division of Drinking Water  
[Mario.Ramirez@waterboards.ca.gov](mailto:Mario.Ramirez@waterboards.ca.gov)

Rachel Wittenbeg, Staff Services Manager  
Communications Office  
[Rachel.Wittenberg@waterboards.ca.gov](mailto:Rachel.Wittenberg@waterboards.ca.gov)

Samuel Martinez, Executive Officer  
San Bernardino County Local Agency Formation Commission  
[smartinez@lafco.sbcounty.gov](mailto:smartinez@lafco.sbcounty.gov)

Sean McCarthy, Assistant Deputy Director  
Division of Drinking Water  
[Sean.McCarthy@waterboards.ca.gov](mailto:Sean.McCarthy@waterboards.ca.gov)

Sean Sterchi, Southeast Section Chief  
Division of Drinking Water  
[Sean.Sterchi@waterboards.ca.gov](mailto: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&sectionNum=116686](http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=HSC&sectionNum=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](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

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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

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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](mailto: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](https://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](mailto: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](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](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](mailto:elvira.reyes@waterboards.ca.gov)  
Water Board website: [bit.ly/DDW\\_AdminWebsite](https://bit.ly/DDW_AdminWebsite)

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## 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](mailto: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](mailto: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](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](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.

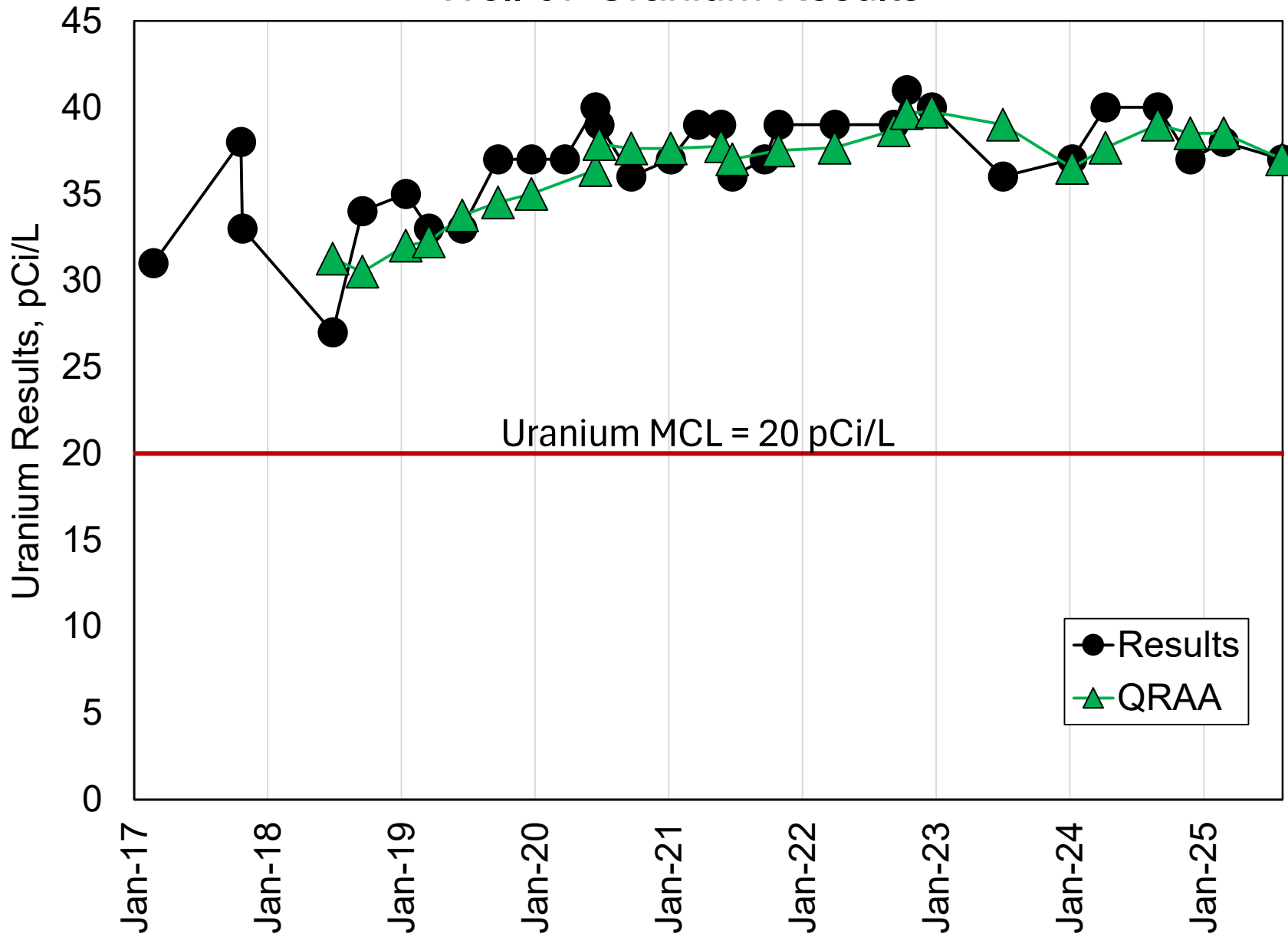
## **MÁS INFORMACIÓN**

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

# Well 07 Uranium Results



## Attachment D: Administrator Correspondence

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

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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

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**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!

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**From:** Hamish Kellam <[hkellam@ppeng.com](mailto:hkellam@ppeng.com)>  
**Sent:** Thursday, August 7, 2025 2:02 PM  
**To:** Reyes, Elvira@Waterboards <[Elvira.Reyes@Waterboards.ca.gov](mailto: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

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**From:** Reyes, Elvira@Waterboards <[Elvira.Reyes@Waterboards.ca.gov](mailto:Elvira.Reyes@Waterboards.ca.gov)>

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

**To:** Hamish Kellam <[hkellam@ppeng.com](mailto:hkellam@ppeng.com)>

**Cc:** Matt Kemp <[mkemp@ppeng.com](mailto:mkemp@ppeng.com)>; Steve Spencer <[sspencer@ppeng.com](mailto:sspencer@ppeng.com)>; Brittney Darnell <[bdarnell@ppeng.com](mailto: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](mailto:elvira.reyes@waterboards.ca.gov)

## Attachment E: Administrator Work Plan 1015-A



## ADMINISTRATOR WORK PLAN

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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

<b>Grant Agreement No.:</b>	D2018204
<b>Administrator Start Date:</b>	April 2, 2025
<b>Designated Water System:</b>	Daggett Community Services District (CA3600086)
<b>Community/System Information:</b>	Population Served: 795 Number of Connections: 196 Median Household Income (MHI): \$44,311 MHI Source: 2023 American Community Survey Data
<b>Community/System Contact:</b>	Robert Whipple, Daggett CSD Board President, (760) 221-2292 <a href="mailto:daggettcsd@aol.com">daggettcsd@aol.com</a> Jodi Howard, Daggett CSD General Manager, (760) 308-3732 <a href="mailto:gm.daggettcsd@gmail.com">gm.daggettcsd@gmail.com</a>
<b>Additional Community/System Contact:</b>	
<b>Technical Contact:</b>	Bryan Potter, Sr. WRCE, Division of Drinking Water, Southern Engagement Unit, (559) 280-6363, <a href="mailto:Bryan.Potter@waterboards.ca.gov">Bryan.Potter@waterboards.ca.gov</a>
<b>Local Primary Agency (LPA)</b>	LPA 66 – San Bernardino David Lopez, Environmental Health Specialist II, Environmental Health Services, 800-442-2283, <a href="mailto:David.Lopez@dph.sbcounty.gov">David.Lopez@dph.sbcounty.gov</a>  Gabriela Garcia, Supervising Environmental Health Specialist, Environmental Health Services, 800-442-2283, <a href="mailto:Gabriela.Garcia@dph.sbcounty.gov">Gabriela.Garcia@dph.sbcounty.gov</a>
<b>District Engineer:</b>	Hector Cazares, District Engineer, Division of Drinking Water - District 27- Mojave, (909) 383-4312, <a href="mailto:Hector.Cazares@waterboards.ca.gov">Hector.Cazares@waterboards.ca.gov</a> ,
<b>Work Plan No.:</b>	1015-A
<b>Work Plan Submittal Date:</b>	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. <b>Assumptions:</b> 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. <b>Deliverables:</b> 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"> <li>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,</li> <li>ii. Identification and evaluation of significant future issues the district may face,</li> <li>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,</li> <li>iv. The additional resources that will be needed to implement the Post-Administrator Drinking Water Service Plan,</li> <li>v. Review and approve necessary agreements to facilitate the implementation of the selected alternative (may include consolidation agreement, facility asset agreement, service agreement, etc..)</li> </ul> <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
			<b>Total Budget</b>	\$573,450

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

<b>Budget Category</b>	<b>Total Amount Requested</b>
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
<b>Total Budget</b>	<b>\$573,450</b>

\* 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 3.**

## **O&M GRANT**



## ADMINISTRATOR WORK PLAN

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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:** [REDACTED]

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: \_\_\_\_\_  
Name: Matthew W. Kemp  
Title: Chief Strategic Officer  
Date: \_\_\_\_\_

### STATE WATER RESOURCES CONTROL BOARD:

By: \_\_\_\_\_  
Name: Joseph Karkoski  
Title: Deputy Director, Division of Financial Assistance  
Date: \_\_\_\_\_

## 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](mailto:daggettcsd@aol.com)  
Jodi Howard, Daggett CSD General Manager, (760) 308-3732 [gm.daggettcsd@gmail.com](mailto: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](mailto: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](mailto:David.Lopez@dph.sbcounty.gov)  
Gabriela Garcia, Supervising Environmental Health Specialist, Environmental Health Services, 800-442-2283, [Gabriela.Garcia@dph.sbcounty.gov](mailto: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](mailto: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:

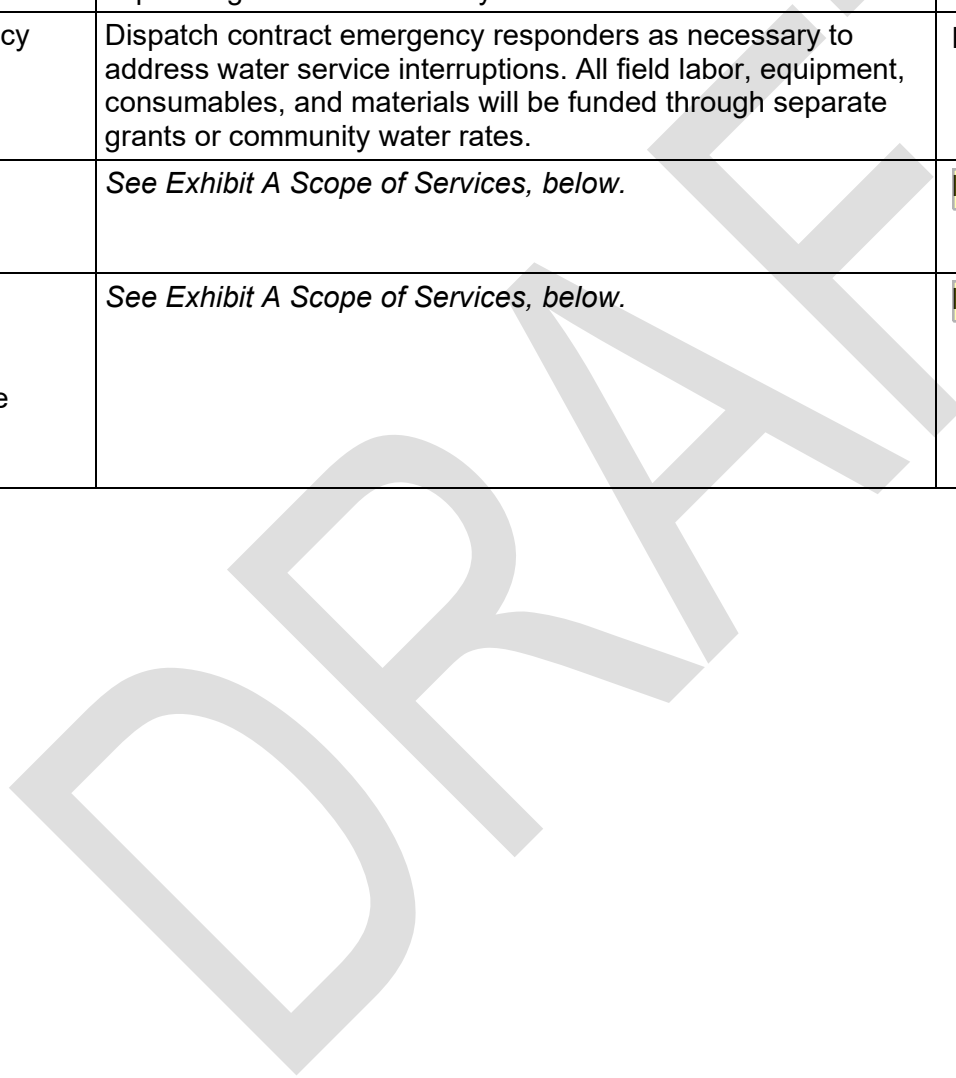
Provost & Pritchard has been assigned as the TA provider for DCSD and is actively implementing TA Work Plan 6973. The work plan includes completion of preliminary design, environmental documentation, and related deliverables for a DWSRF construction funding application for physical consolidation with 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	██████
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	██████
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	██████
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	██████
6	Prepare Emergency Response Plan	Emergency response plan that adheres to State emergency response plan template.	May 1, 2026	██████

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	██████
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. <b>Assumptions:</b> 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. <b>Deliverables:</b> Final CAEP presented in electronic PDF 90 calendar days after Order.	Draft CAEP – January 30, 2026  Final CAEP – May 1, 2026	██████
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	██████
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	██████

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	██████
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	██████
13	Initial Rate Study and financial health of LDMWS	<i>See Exhibit A Scope of Services, below.</i>	November 2, 2026	██████
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	██████



No.	Task or Deliverable	Notes and Details Regarding Related Activities	Due Date	Budget
15	Draft Post – Administrator Drinking Water Service Plan	<ul style="list-style-type: none"> <li>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,</li> <li>ii. Identification and evaluation of significant future issues the district may face,</li> <li>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,</li> <li>iv. The additional resources that will be needed to implement the Post-Administrator Drinking Water Service Plan,</li> <li>v. Review and approve necessary agreements to facilitate the implementation of the selected alternative (may include consolidation agreement, facility asset agreement, service agreement, etc..)</li> </ul> <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	Implementation 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
			<b>Total Budget</b>	\$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
<b>Total Budget</b>	<b>\$573,450</b>

\* 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.

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## 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.