



**CHINO BASIN
DESALTER
AUTHORITY**

Meeting of the Finance Committee of the Board of Directors

May 26, 2022 • 2:00 p.m.

Video conference: Click on link: [Join Zoom Meeting](#)

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Teleconference: Dial-in #: (669) 900 6833 Meeting ID: 819 6293 4481 Passcode: 148345

**FINANCE COMMITTEE OF THE
BOARD OF DIRECTORS**

CHINO BASIN DESALTER AUTHORITY

3550 E. Philadelphia Street, Suite 170, Ontario, CA 91761

**MAY 26, 2022
2:00 p.m.**

All documents available for public review are on file with the Authority's Secretary located at 3550 E. Philadelphia Street, Ste 170, Ontario, CA 91761

NOTICE AND AGENDA

According to the directives from the California Department of Public Health and Executive Order N-08-21 issued by Governor Gavin Newsom, members of the public are invited to participate via video or teleconference:

[Join Zoom Meeting https://us02web.zoom.us/j/81962934481?pwd=VXJGeXBDSXpPV2orTXUwSUZ3c0cydz09](https://us02web.zoom.us/j/81962934481?pwd=VXJGeXBDSXpPV2orTXUwSUZ3c0cydz09)

Dial-in #: (669) 900 6833 Meeting ID: 819 6293 4481 Passcode: 148345

CALL TO ORDER

ROLL CALL

PUBLIC COMMENT

Members of the public may address the Committee on any item that is within the jurisdiction of the Committee; however, no action may be taken on any item not appearing on the agenda unless the action is otherwise authorized by Subdivision (b) of Section 54954.2 of the Government Code. Those persons wishing to address the Committee on any matter, whether or not it appears on the agenda, are requested to submit their request to comment to the Executive Assistant no less than one hour prior to the start of the meeting at (909) 218-3230 or ccosta@chinodesalter.org. Comments will be limited to five minutes per speaker.

ADDITIONS TO THE AGENDA

In accordance with Section 54954.2 of the Government Code (Brown Act), additions to the agenda require two-thirds vote of the legislative body, or, if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the local agency subsequent to the agenda being posted.

ACTION ITEMS

Prior to action of the CDA Finance Committee, any member of the audience will have the opportunity to address the CDA Board on any item listed on the agenda, including those on any consent calendar. Please submit a comment card to the secretary with the agenda item number noted.

1. MINUTES OF THE APRIL 28, 2022 FINANCE COMMITTEE MEETING

2. AMENDMENT 2 TO KING LEE TECHNOLOGIES CONTRACT FOR SUPPLY OF BIOCIDES
Report By: Thomas O'Neill, CDA General Manager/CEO

It is recommended that the Committee recommend the following action to the full Board at the 6/2/2022 Board Meeting:

1. Approve Amendment 2 to the Contract for Supply of Biocide with King Lee Technologies In the not-to-exceed amount of \$45,000 for FY 2022/23.
2. Authorize the General Manager/CEO to finalize and execute the amendment and approve up to \$45,000 in authorized expenditures.

3. AMENDMENT 2 TO AMERICAN WATER CHEMICALS CONTRACT FOR SUPPLY OF CLEAN IN PLACE CHEMICALS

Report By: Thomas O'Neill, CDA General Manager/CEO

It is recommended that the Committee recommend the following action to the full Board at the 6/2/2022 Board Meeting:

1. Approve Amendment 2 to the Contract for Supply of Clean in Place Chemicals with American Water Chemicals in the not-to-exceed amount of \$70,000 for FY 2022/23; and
2. Authorize the General Manager/CEO to finalize and execute the amendment and approve up to \$70,000 in authorized expenditures.

4. AMENDMENT 1 TO HAZEN & SAWYER PROFESSIONAL SERVICES AGREEMENT FOR ON-CALL ENGINEERING SUPPORT SERVICES

Report By: Thomas O'Neill, CDA General Manager/CEO

It is recommended that the Committee recommend the following action to the full Board at the 6/2/2022 Board Meeting:

1. Approve Amendment 1 to the Professional Services Agreement with Hazen & Sawyer in the not-to-exceed amount of \$510,000 for engineering support services for FY 2022/23; and
2. Authorize the General Manager/CEO to finalize and execute the amendment and approve authorized expenditures.

5. AMENDMENT 4 TO ACCO ENGINEERED SYSTEMS, INC. MAINTENANCE SERVICES AGREEMENT FOR HVAC PREVENTIVE MAINTENANCE AND REPAIR

Report By: Thomas O'Neill, CDA General Manager/CEO

It is recommended that the Committee recommend the following action to the full Board at the 6/2/2022 Board Meeting:

1. Approve Amendment 4 to the agreement for HVAC Preventive Maintenance and Repair Services with ACCO Engineered Systems, Inc. in the not-to-exceed amount of \$150,000 for FY 2022/23.
2. Authorize the General Manager/CEO to finalize and execute the amendment and approve up to \$150,000 in authorized expenditures.

6. PROFESSIONAL SERVICES AGREEMENT WITH AQUASYSTEC FOR SCADA PROGRAMMING AND MAINTENANCE SERVICES FOR CHINO II DESALTER

Report By: Thomas O'Neill, CDA General Manager/CEO

It is recommended that the Committee recommend the following action to the full Board at the 6/2/2022 Board Meeting:

1. Approve a Professional Services Agreement with Aquasystec, in the not-to-exceed amount of \$100,000 for SCADA Support Services at the Chino II Desalter for FY 2022/23; and
2. Authorize the General Manager/CEO to finalize and execute the agreement and approve up to \$100,000 in authorized expenditures.

7. PROFESSIONAL SERVICES AGREEMENT WITH CAROLLO ENGINEERS, INC. FOR ON-CALL SUPPORT SERVICES FOR CONCENTRATE REDUCTION FACILITY OPERATIONS

Report By: Thomas O'Neill, CDA General Manager/CEO

It is recommended that the Committee recommend the following action to the full Board at the 6/2/2022 Board Meeting:

1. Approve a Professional Services Agreement with Carollo Engineers, Inc., in the not-to-exceed amount of \$100,000 for concentrate reduction facility operations support services for FY 2022/23; and
2. Authorize the General Manager/CEO to finalize and execute the agreement and approve up to \$100,000 in authorized expenditures.

8. PROFESSIONAL SERVICES AGREEMENT WITH EUROFINS EATON ANALYTICAL FOR PFOS/PFOA SAMPLING ANALYSIS

Report By: Thomas O'Neill, CDA General Manager/CEO

It is recommended that the Committee recommend the following action to the full Board at the 6/2/2022 Board Meeting:

1. Approve Professional Services Agreement with Eurofins Eaton Analytical for PFOS/PFOA sampling analysis for FY 2022/23 in the not-to-exceed amount of \$100,000.
2. Authorize the General Manager/CEO to finalize and execute the agreement and approve authorized expenditures up to a not-to-exceed total of \$100,000.

INFORMATION ITEMS

9. MONTHLY CREDIT CARD REPORT FOR PERIOD ENDING MAY 6, 2022

Report by: Jose Garcia, CDA Principal Accountant

COMMITTEE MEMBER COMMENTS

STAFF COMMENTS

- i. CDA General Manager/CEO
- ii. CDA CFO/Treasurer

ADJOURN

Declaration of Posting

Any person with a disability who requires accommodations in order to participate in this meeting or for package materials in an alternative format should telephone the Executive Assistant at (909) 218-3730, at least 48 hours prior to the meeting in order to make a request for a disability-related modification or accommodation. Copies of records provided to Board Members which relate to any agenda item to be discussed in open session may be obtained from Chino Basin Desalter Authority at 3550 E. Philadelphia Street, Suite 170, Ontario, CA 91761.

I, Casey Costa, Executive Assistant to the Chino Basin Desalter Authority, hereby certify that a copy of this agenda has been posted at the Chino Basin Desalter Authority's main office, 3550 E. Philadelphia Street, Suite 170, Ontario, CA by May 20, 2022, at 2:00 p.m.



Finance Committee Meeting

Agenda Item

No. 1

**MINUTES OF THE FINANCE COMMITTEE OF THE
BOARD OF DIRECTORS
CHINO BASIN DESALTER AUTHORITY**

**April 28, 2022
2:00 p.m.**

The Meeting of the Finance Committee of the Chino Basin Desalter Authority (CDA) was held via audio/teleconference. The meeting was called to order at 2:00 p.m.

COMMITTEE MEMBERS PRESENT

Ken McLaughlin, Jurupa Community Services District
Peter Rogers, City of Chino Hills

COMMITTEE MEMBERS ABSENT

Eunice Ulloa, City of Chino

OTHERS PRESENT

Thomas O'Neill, CDA General Manager/CEO
Casey Costa, CDA Executive Assistant
Jose Garcia, CDA Principal Accountant
Natalie Avila, City of Chino
Bryan Smith, Jurupa Community Services District
Steve Popelar, Jurupa Community Services District
Ben Armel, Jurupa Community Services District
Todd Minten, Santa Ana River Water Company
John Lopez, Santa Ana River Water Company
Kevion Mascaro, Western Municipal Water District
Cindy Miller, Hazen & Sawyer

PUBLIC COMMENT

There was no public comment.

ADDITIONS TO THE AGENDA

There were no additions to the agenda.

ACTION ITEMS

1. MINUTES OF THE MARCH 24, 2022 FINANCE COMMITTEE MEETING

Motion: It was moved by Director Rogers/City of Chino Hills and seconded by Director McLaughlin/Jurupa Community Services District, to approve Action Item 1.

Motion carried:

Ayes: Peter Rogers, City of Chino Hills
Ken McLaughlin, Jurupa Community Services District

Noes: None

Absent: Eunice Ulloa, City of Chino

Abstained: None

2. AMENDMENT NO. 2 TO AGREEMENT WITH TE ROBERTS, INC. FOR ENVIRONMENTAL CLEANUP SERVICES AND SOLIDS HANDLING SUPPORT

Report By: Thomas O’Neill, CDA General Manager/CEO

It is recommended that the Committee recommend the following action to the full Board at the 5/12/2022 Board Meeting:

1. Approve Amendment No. 2 to the Maintenance Services Agreement with TE Roberts, Inc. for Environmental Cleanup Services and Solids Handling Support in the not-to-exceed amount of \$100,000.
2. Authorize the General Manager/CEO to finalize and execute the amendment and approve authorized expenditures up to a new not-to-exceed total of \$200,000.

General Manager O’Neill reviewed the recommendation to approve an amendment with TE Roberts for Environmental Cleanup Services and Solids Handling Support in the not-to-exceed amount of \$100,000 to vacuum and dispose of pellets generated by the CRF Pellet Reactor during maintenance periods, for a new not-to-exceed contract total of \$200,000. Additional expenses were incurred due to the winter shutdown of the Concentrate Reduction Facility for preventative maintenance. Additionally, Denali Water Solutions, who CDA has contracted with to provide transportation and reuse or disposal of wastewater biosolids has been unable to provide those services reliably and TE Roberts has been assisting.

Motion: It was moved by Director Rogers/City of Chino Hills and seconded by Director McLaughlin/Jurupa Community Services District, to approve Action Item 2.	
Motion carried:	
Ayes:	Peter Rogers, City of Chino Hills Ken McLaughlin, Jurupa Community Services District
Noes:	None
Absent:	Eunice Ulloa, City of Chino
Abstained:	None

3. ADOPTION OF FISCAL YEAR 2022/23 CAPITAL AND O&M BUDGET

Report By: Jose Garcia, CDA Principal Accountant

It is recommended that the Committee recommend the following action to the full Board at the 5/12/2022 Board Meeting:

1. Approve the adoption of the proposed Fiscal Year 2022/23 Capital and O&M Budget in accordance with the Authority’s Joint Powers Authority Agreement.

Principal Accountant Garcia reviewed the proposed Fiscal Year 2022/23 Capital and O&M Budgets, including proposed cost of water per acre foot. He reviewed Administration and O&M budgets for Chino I and Chino II Desalters. There were no comments or questions.

Motion: It was moved by Director Rogers/City of Chino Hills and seconded by Director McLaughlin/Jurupa Community Services District, to approve Action Item 3.	
Motion carried:	
Ayes:	Peter Rogers, City of Chino Hills Ken McLaughlin, Jurupa Community Services District
Noes:	None
Absent:	Eunice Ulloa, City of Chino
Abstained:	None

4. RETENTION OF EXCESS REVENUE

Report By: Thomas O’Neill, CDA General Manager/CEO

It is recommended that the Committee recommend the following action to the full Board at the 5/12/2022 Board Meeting:

1. Retain \$1,173,807 of the balance of reconciliation of costs for fiscal year 2020/21 and Metropolitan Water District’s Local Resource Program (LRP) subsidy of \$3,551,670.60 for future expenses.

General Manager O’Neill reviewed that surplus revenue resulting from the reconciliation of costs for 2020/21 totaled \$3,173,907. The Board approved the retention of \$2,000,000 to fund an additional reserve fund for Capital Construction/Expenditures, leaving a balance of \$1,173,807. At a previous meeting, Finance Committee members recommended that CDA retain \$1,173,807 as well as the MWD LRP subsidy of \$3,551,570 for future expenses. General Manager O’Neill reviewed that the Board did not take action on this recommendation at the subsequent Board Meeting.

General Manager O’Neill referred to the CDA Joint Powers Agreement (JPA) which states that excess revenue collected from the sale of water shall be applied to reduce the cost of water in the following year or as an alternative, member agencies may elect to receive its share of excess revenue in the form of an immediate rebate by providing the CDA with written notification. He proposed that the recommendation be changed to follow the procedure outlined in the JPA.

Motion: It was moved by Director Rogers/City of Chino Hills and seconded by Director McLaughlin/Jurupa Community Services District, to recommend to the Board of Directors that excess revenue will be applied to the reduce the cost of water in the following year, or as an alternative, member agencies may elect to receive a rebate for their share by notifying CDA of their preference.	
Motion carried:	
Ayes:	Peter Rogers, City of Chino Hills Ken McLaughlin, Jurupa Community Services District
Noes:	None
Absent:	Eunice Ulloa, City of Chino
Abstained:	None

INFORMATION ITEMS

5. MONTHLY CREDIT CARD REPORT FOR PERIOD ENDING APRIL 6, 2022

Report by: Jose Garcia, CDA Principal Accountant

Principal Accountant Garcia reviewed Information Item 6.

COMMITTEE MEMBER COMMENTS

There were no comments.

STAFF COMMENTS

- i. CDA General Manager/CEO reported that CDA's initial application for Prop 1 Grant for the GAC Project has been accepted. CDA will also apply for Prop 68 for O&M funds. He reported that CDA will meet with member agencies to discuss the prospect of producing additional water this summer.
- ii. CDA CFO/Treasurer was not present.

ADJOURN

There being no further business, the meeting was adjourned at 2:42 p.m.



Finance Committee Meeting

Agenda Item

No. 2



SUBJECT: AMENDMENT 2 TO KING LEE TECHNOLOGIES CONTRACT FOR SUPPLY OF BIOCIDES

RECOMMENDATION:

Staff recommends that the Board:

1. Approve Amendment 2 to the Contract for Supply of Biocides with King Lee Technologies in the not-to-exceed amount of \$45,000 for FY 2022/23.
2. Authorize the General Manager/CEO to finalize and execute the amendment and approve up to \$45,000 in authorized expenditures.

BACKGROUND:

In July 2019, a competitive request for proposal was issued via PlanetBids electronic bidding site for the supply and delivery of Biocides disinfectant to the Chino II Desalter facility. King Lee was determined to be the lowest bidder. In August of 2019 a two-year contract was entered into, according to the General Manager/CEO’s authorization limit for competitively bid procurements, with \$33,000 of Biocides expenditures during the term. The contract includes options for (3) additional one-year extensions. Under the General Manager/CEO’s purchasing authority, Amendment 1 was executed to extend the contract term for Fiscal Year 2021/22 with \$30,000 of Biocides expenses incurred during that period.

Staff recommends that the Board approve Amendment 2, extending the contract term for (1) additional one-year period through June 30, 2023 and authorize the General Manager/CEO to approve expenditures in the not-to-exceed amount of \$45,000.

This item was reviewed and approved by the Technical Advisory Committee on May 24, 2022, and Finance Committee on May 26, 2022.

IMPACT ON BUDGET:

Expenditures during the extended period of this agreement will not exceed the Fiscal Year 2022/23 budgeted amount of \$45,000 for the purchase of Biocides.

Prepared by: Thomas O’Neill, General Manager/CEO

Board of Directors: Approved Continued Denied

CDA GM/CEO Acknowledgement: _____ **Date:** _____



Finance Committee Meeting

Agenda Item

No. 3



SUBJECT: AMENDMENT 2 TO AMERICAN WATER CHEMICALS CONTRACT FOR SUPPLY OF CLEAN IN PLACE CHEMICALS

RECOMMENDATION:

Staff recommends that the Board:

1. Approve Amendment 2 to the Contract for Supply of Clean in Place Chemicals with American Water Chemicals in the not-to-exceed amount of \$70,000 for FY 2022/23; and
2. Authorize the General Manager/CEO to finalize and execute the amendment and approve up to \$70,000 in authorized expenditures.

BACKGROUND:

In July 2019, a competitive request for proposal was issued via PlanetBids electronic bidding site for the supply and delivery of Clean in Place chemicals for Chino I and Chino II Desalters. Proposals were received from three bidders, American Water Chemicals, Professional Water Technologies, and King Lee Technologies. American Water Chemicals bid lowest for four products: Low pH AWC C-205, Silica-Fluoride Based AWC C-209, High pH AWC C-227, and High pH for Silica AWC C-236.

In July 2019 a two-year contract was entered into, according to the General Manager/CEO’s authorization limit for competitively bid procurements, with options for (3) additional 12-month extensions. Amendment 1 was executed to extend the contract term for (1) additional 12-month period through June 30, 2022.

Staff recommends that the Board approve Amendment 2, extending the contract term for (1) additional one-year period through June 30, 2023 and authorize the General Manager/CEO to approve expenditures in the not-to-exceed amount of \$70,000.

This item was reviewed and approved by the Technical Advisory Committee on May 24, 2022 and Finance Committee on May 26, 2022.

IMPACT ON BUDGET:

Expenditures during the extended period of this contract will not exceed the Fiscal Year 2022/23 budgeted amount of \$70,000 for the purchase of Clean in Place Chemicals.

Prepared by: Thomas O’Neill, General Manager/CEO

Board of Directors: Approved Continued Denied

CDA GM/CEO Acknowledgement: _____ **Date:** _____



Finance Committee Meeting

Agenda Item

No. 4



SUBJECT: AMENDMENT 1 TO HAZEN & SAWYER PROFESSIONAL SERVICES AGREEMENT FOR ON-CALL ENGINEERING SUPPORT SERVICES

RECOMMENDATION:

Staff recommends that the Board:

1. Approve Amendment 1 to the Professional Services Agreement with Hazen & Sawyer in the not-to-exceed amount of \$510,000 for engineering support services for FY 2022/23; and
2. Authorize the General Manager/CEO to finalize and execute the amendment and approve authorized expenditures.

BACKGROUND:

In July 2021, Requests for Proposals were publicly advertised via PlanetBids for FY 2021/22 On-Call Engineering Support Services. Proposals were ranked by CDA and JCSD staff based upon qualitative criteria and Hazen & Sawyer received the highest ranking.

The Board authorized an agreement with Hazen and Sawyer in August 2021 in the amount of \$230,000 for engineering support services for FY 2021/22 and amendments for two additional (1) one-year periods according to the agreement, consistent with CDA Board approved budgets.

Engineering support is needed to assist staff on a number of tasks for FY 2022/23. These tasks include:

Chino I Desalter Projects	
2 RO trains repair and sample panels upgrade	\$15,000
Chlorine, caustic, inhibitor/CIP rooms coating, pump skids, piping, splash shield improvements	\$15,000
Static mixer with new injectors on RO feed header (acid and inhibitor injectors)	\$10,000
IX vessel manway additions (total of 4 manways) plus interior and exterior coating	\$20,000
Chemical optimization study	\$80,000
	\$140,000
Chino II Desalter Projects	
Chlorine pumps and piping replacement	\$80,000
IX waste conductivity meters/IX regen reprogram - addition of conductivity meters to improve the efficiency of the regen process	\$15,000
Upsize CII CIP pump for Train 4/5	\$35,000

Prepared by: Thomas O’Neill, CDA General Manager/CEO

Page 1 of 2

Board of Directors: Approved Continued Denied

CDA GM/CEO Acknowledgement: _____ **Date:** _____

NRV-4 tank patch and concrete floor investigation/repair	\$15,000
Recoat/paint the outside NRVs	\$15,000
Chemical optimization study	\$80,000
JCSD Well 23 Evaluation	\$50,000
	\$290,000
RO and On Call General Support	\$80,000
Grand Total	\$510,000

This item was reviewed and discussed by the Technical Advisory Committee (TAC) on 5/24/2022 and the Finance Committee on 5/26/2022.

IMPACT ON BUDGET:

The approved FY 2022/23 budget includes \$150,000 for On-Call Engineering Support Services and an additional \$430,000 was budgeted for CIP engineering services for the projects noted above.

ATTACHMENT

- 1) Hazen & Sawyer Rate Schedule


Prepared by: Thomas O’Neill, CDA General Manager/CEO

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Board of Directors: Approved Continued Denied

CDA GM/CEO Acknowledgement: _____ **Date:** _____

Fee Schedule
 Chino Basin Desalter Authority
 RO Systems and Sodium Hypochlorite Storage Tanks Improvements Project

	Hazen and Sawyer											Grand Total
	Principal in Charge	Project Manager	QA/QC	Process / Mechanical	Assistant Engineers	Cost Estimating Engineer	CAD Designers					
	\$308	\$225	\$265	\$200	\$145	\$180	\$145	TMH	Labor	ODC	Total	
Task 1 - Project Management, Meetings and QA/QC												
1.1 Project Management and Meetings	16	24	-	-	-	-	-	40	\$10,328	\$0	\$10,328	\$10,328
1.2 QA/QC	-	-	16	-	-	-	-	16	\$4,240	\$0	\$4,240	\$4,240
TASK 1 TOTAL	16	24	16	0	0	0	0	56	\$14,568	\$0	\$14,568	\$14,568
Task 2 - Design Documents Preparation												
2.1 Chino I Desalter RO Systems Improvements	2	24	-	24	60	8	40	158	\$26,756	\$0	\$26,756	\$26,756
2.2 Chino I Desalter Sodium Hypochlorite Storage Tank Replacement	2	16	-	16	40	4	16	94	\$16,256	\$0	\$16,256	\$16,256
2.3 Chino II Desalter Sodium Hypochlorite Storage Tank Replacement	2	16	-	16	40	4	16	94	\$16,256	\$0	\$16,256	\$16,256
TASK 2 TOTAL	6	56	0	56	140	16	72	346	\$59,268	\$ -	\$ 59,268	\$59,268
Task 3 - Services during Bidding												
3.1 Attend Pre-Bid Meeting	4	4	-	-	-	-	-	8	\$2,132	\$300	\$2,432	\$2,432
3.2 Response to Questions (10) and Preparation of Addendum (1)	-	8	-	8	8	-	-	24	\$4,560	\$0	\$4,560	\$4,560
3.3 Prepare Conformed Documents	-	4	-	4	8	-	-	16	\$2,860	\$0	\$2,860	\$2,860
3.4 Prepare RFP for On-Call Contractors and Review Bids	8	2	-	24	-	-	-	34	\$7,714	\$0	\$7,714	\$7,714
TASK 3 TOTALS	12	18	0	36	16	0	0	82	17,266	300	17,566	17,566
TASKS 1-3 GRAND TOTAL	34	98	16	92	156	16	72	484	\$91,102	\$300	\$91,402	\$91,402



Finance Committee Meeting

Agenda Item

No. 5



SUBJECT: AMENDMENT 4 TO ACCO ENGINEERED SYSTEMS, INC. MAINTENANCE SERVICES AGREEMENT FOR HVAC PREVENTIVE MAINTENANCE AND REPAIR

RECOMMENDATION:

Staff recommends that the Board:

1. Approve Amendment 4 to the agreement for HVAC Preventive Maintenance and Repair Services with ACCO Engineered Systems, Inc. in the not-to-exceed amount of \$150,000 for FY 2022/23.
2. Authorize the General Manager/CEO to finalize and execute the amendment and approve up to \$150,000 in authorized expenditures.

BACKGROUND:

In August 2019 a Request for Proposals was published via PlanetBids for HVAC Preventive Maintenance and Repair Services for 59 HVAC units located at Chino I and Chino II facilities. ACCO Engineered Systems, Inc. was determined to be the low bidder and CDA entered in a Maintenance Services Agreement from October 1, 2019, to June 30, 2021, for monthly preventative maintenance. The agreement provides for three additional one-year extensions, contingent upon mutual agreement of rate increases.

- Initial Agreement for FY 2019/20 and 2020/21 for preventative maintenance at \$3,425/month, for a total of \$71,925.
- Amendment 1 increased the contract amount by \$28,075 to perform system repairs, for a total not-to-exceed amount of \$100,000, entered into under the General Manager/CEO’s purchasing authority.
- Amendment 2 was approved by the Board in February 2021 in the not-to-exceed total of \$200,000 to perform additional system repairs.
- Amendment 3 was approved by the Board in June 2021 to exercise the option to extend the term of the agreement and increase the contract amount in the not-to-exceed amount of \$120,000 for Fiscal Year 2021/22 for monthly preventative maintenance and system repairs.

Staff recommends that the Board approve Amendment 4, extending the contract term for (1) additional one-year period through June 30, 2023, and authorize the General Manager/CEO to approve expenditures in the not-to-exceed amount \$150,000.

ACCO has proposed the following pricing schedule for fiscal year 2022/23:

	Current Rate	Proposed Rate	Increase (%)
Preventive Maintenance 59 HVAC Units	\$3,435/month	\$3,493/month	2%
Hourly Repair Rate	\$119	\$121	2%

This item was reviewed and approved by the Technical Advisory Committee on May 24, 2022, and Finance Committee on May 26, 2022.

IMPACT ON BUDGET:

Expenditures during the extended period of this agreement will not exceed the Fiscal Year 2022/23 budgeted amount of \$150,000 included in the Professional Services Category.

Prepared by: Cindy Miller, Phase 3 Expansion Project Program Manager

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Board of Directors: Approved Continued Denied

CDA GM/CEO Acknowledgement: _____ **Date:** _____



Finance Committee Meeting

Agenda Item

No. 6



SUBJECT: PROFESSIONAL SERVICES AGREEMENT WITH AQUASYSTEC FOR SCADA PROGRAMMING AND MAINTENANCE SERVICES FOR CHINO II DESALTER

RECOMMENDATION:

Staff recommends that the Board:

1. Approve a Professional Services Agreement with Aquasystec, in the not-to-exceed amount of \$100,000 for SCADA Support Services at the Chino II Desalter for FY 2022/23; and
2. Authorize the General Manager/CEO to finalize and execute the agreement and approve up to \$100,000 in authorized expenditures.

BACKGROUND:

Aquasystec has specialized expertise in troubleshooting and repairing SCADA programming and has been providing those services for the CDA since construction of the Chino II Desalter..

The Professional Services Agreement with Aquasystec is a sole source award, in accordance with the adopted Purchasing Policy. All work under this contract will be based on an hourly rate, on an as-needed basis with specific tasks assigned and authorized by the CDA. Support services are billed at the hourly rate of \$175 flat rate, no overtime, travel time or after-hours surcharges are applied.

This item has been reviewed/approved by the Technical Advisory Committee (TAC) on 05/24/2022 and the Finance Committee on 05/26/2022.

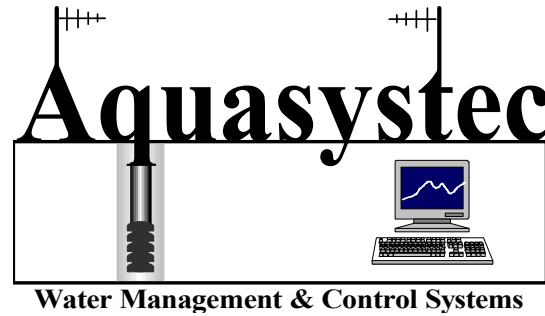
IMPACT ON BUDGET:

The approved FY 2020/21 budget includes \$100,000 for SCADA Support Services at the Chino II Desalter.

ATTACHMENT

Scope of Work and Fee Proposal

Aquasystec
39818 Notting Hill Road
Murrieta, CA. 92563
Phone (909) 732-7672
E-Mail; Aquasystec@cs.com



System Support Agreement

May 16, 2022

To: Tom O'Neill, General Manager/CEO
Chino Basin Desalter Authority
3550 E. Philadelphia Street, Suite 170
Ontario, CA 91761
Phone: (909) 218-3729

Aquasystec is pleased to provide the following offer for Systems Integration and support services for the CHINO-II Desalter and CRF. This offer consists of support (labor only) for the following.

Aquasystec will provide CDA with ongoing hardware and software support for Emerson Controlwave PLC's, software support for Iconics Genesis HMI, diagnostic assistance, software and hardware upgrades for workstations and server, PLC Program modifications for plant optimization and technical support and assistance on plant control system modifications.

Improvement and Maintenance Projects for the FY2022/23 Budget Year:

Installation of Iconics (HMI Software) upgrades and configuration of new features

Replacement of two HMI Server Workstations to upgrade to Windows 10.

HMI Software Upgrades to Genesis64 Software and configuration of Operator Security improvements.

Upgrade CRF Workstations to install Cyber protection and improved Operator control limitations.

CRF HMI Software Improvements. Improve HMI Trending Displays to be more interactive. Currently Displays are using basic functionality and can be improved to assist Operator analysis.

Server Replacement, including Software and Security upgrades. The HMI System will be converted to Active Directory Security for improved Cyber and Operator protection.

Review of options for Remote Operator Access. Extensive testing for functionality will be completed before implementation.

Control System analysis, recommendations & improvements to minimize system failures, improve reliability and reduce operating costs.

Provide SCADA System management to coordinate System maintenance and corrective action by maintenance personnel to improve reliability and reduce operating costs by reducing temporary corrective action with permanent solutions.

Support services are billed at the hourly rate of \$175.00 per hour.

Aquasystec provides support services for Jurupa Community Services District and under normal conditions travel time is not charged if already onsite at Jurupa CSD.

If services are required on days not already onsite at Jurupa CSD, a 4 hour minimum will be charged for callout to the Plant location. Online or Phone support will be billed at the normal hourly rate, half hour minimum.

Aquasystec's hourly rate is a flat rate, no overtime or after hours surcharges are applied.



Finance Committee Meeting

Agenda Item

No. 7



SUBJECT: PROFESSIONAL SERVICES AGREEMENT WITH CAROLLO ENGINEERS, INC. FOR ON-CALL SUPPORT SERVICES FOR CONCENTRATE REDUCTION FACILITY OPERATIONS

RECOMMENDATION:

Staff recommends that the Board:

1. Approve a Professional Services Agreement with Carollo Engineers, Inc., in the not-to-exceed amount of \$100,000 for concentrate reduction facility operations support services for FY 2022/23; and
2. Authorize the General Manager/CEO to finalize and execute the agreement and approve up to \$100,000 in authorized expenditures.

BACKGROUND:

Since the Concentrate Reduction Facility (CRF) was placed in service in May 2017, operations staff has worked to optimize operations of the different unit processes. The approach is typical for complex water treatment facilities like the CRF. Operators have a good understanding of most treatment process and its objectives. However, water chemical softening is one of the most, if not the most, difficult process and requires additional training and support.

Carollo Engineers, Inc. (Carollo), the CRF design engineer, has been working with staff to optimize the operation which has been invaluable for long-term improvement of the facility’s components and operation strategy. Carollo’s proposed scope of work for support services continues to build on this operational experience. As part of the continued effort to optimize CRF operations and lower operational costs, CDA has assigned the following tasks to Carollo:

- Project Management
- Operations Assessment Services
- Operator Training Services

The Professional Services Agreement with Carollo is a sole source award, in accordance with the adopted Purchasing Policy. All work under this contract will be based on an hourly rate, on an as-needed basis with specific tasks assigned and authorized by the CDA.

This item has been reviewed/approved by the Technical Advisory Committee on May 24, 2022 and the Finance Committee on May 26, 2022.

IMPACT ON BUDGET:

The approved FY 2022/23 operations budget includes \$100,000 for these CRF Support Services.

ATTACHMENT

Carollo Scope of Work and Fee Proposal

Prepared by: Thomas O’Neill CDA General Manager/CEO

Board of Directors: Approved Continued Denied

CDA GM/CEO Acknowledgement: _____ **Date:** _____

EXHIBIT A
CHINO BASIN DESALTER AUTHORITY
CONSULTING AGREEMENT
SCOPE OF WORK
CONCENTRATE REDUCTION FACILITY – OPERATIONS SUPPORT SERVICES

BACKGROUND

The Chino Basin Desalter Authority (CDA) requires the services of Carollo Engineers, Inc. (CONSULTANT) to provide operations assessment, operator training, and analytics services related to the Concentrate Reduction Facility (CRF)

Since the CRF went online in May 2017, the operations staff has worked to optimize operations of the different unit processes. The approach is typical for complex water treatment facilities like the CRF. The operational experience gained is invaluable for long-term improvement of the facility's components and operation strategy. The scope of work for the support services is built on this operational experience.

The objective for the scope of work is to empower the operators and provide them with the tools required to operate and trouble shoot the CDA CRF on their own.

PURPOSE

The purpose of this Exhibit A is to describe the project management, operations assessment, operator training, and analytics services provided by CONSULTANT related to the CDA CRF.

SCOPE OF WORK

CONSULTANT's services described in this Scope of Work include:

1. Project management
2. Operations assessment
3. Operator training

TASK 1 - PROJECT MANAGEMENT

CONSULTANT's Project Manager will provide project management services to complete the project. These services will include development of a project plan, project controls and reporting, preparation of invoices, progress reports, and directing CONSULTANT's staff and internal resources in a manner so that project milestones and deliverables are met as scheduled. The tasks associated with managing the project are as follows:

1.1 PROJECT PLAN

Prepare a Project Plan, including quality management plan, staffing plan, risk management plan, and project delivery plan. Include project schedule and deliverables. Identify information

needed to complete the work and establish the contact information and procedures for the project.

1.2 PROJECT CONTROL AND REPORTING

Prepare a monthly Project Summary Report and submit with monthly invoice. This report will contain the following elements:

- a. Progress associated with each of the major tasks
- b. Schedule Performance: Planned versus actual schedule
- c. Work completed performance: Planned versus actual
- d. Cost Performance: Planned versus actual (total contract)
- e. Summary overview of activities scheduled for the upcoming month
- f. Outstanding project issues that may affect performance under this contract.

1.3 PROJECT INVOICING

Prepare monthly invoice based on the project progress. Submit monthly invoices to the CDA in approved format. Invoices shall be submitted with the monthly progress report.

Task 1 deliverables by CONSULTANT include: Project plan, monthly progress reports, and monthly invoices

TASK 2 - OPERATIONS ASSESSMENT SERVICES

2.1 ON-CALL SUPPORT SERVICES

CONSULTANT shall provide up to eight (8) hours per months for responding to CDA questions related to alarms, emergency conditions or other circumstances. CONSULTANT will not exceed this authorized amount of time without written approval from the CDA. CONSULTANT shall keep a record (i.e., phone logs) of operator questions and CONSULTANT's responses as a means of documenting on-call services that were furnished. These phone logs shall be provided to the CDA with billing invoice.

CONSULTANT shall provide up to six (6) hours per months for attending bi-weekly calls. CONSULTANT will not exceed this authorized amount of time without written approval from the CDA. Minutes shall be provided to the CDA with billing invoice.

Task 2.1 Deliverables by CONSULTANT:

- Phone logs, agendas and minutes for bi-weekly calls.

2.2 MONTHLY DATA ASSESSMENT

Monthly data analysis is required to verify that treatment equipment is not operated outside of the range that would void manufacturer warranties (e.g., membrane warranties). CONSULTANT

will receive and analyze data on a monthly basis. If corrective action or maintenance is required, CONSULTANT will notify CDA both verbally and in writing within five (5) days after receiving the data.

CONSULTANT's data analysis shall include the following:

- Raw water quality summary
- Treated water quality summary
- Pellet reactors
- Solids contact clarifiers
- Granular media filters
- Normalized reverse osmosis (RO) performance data review. Raw data computing by SCADA or others.
- Pertinent events documented in Operator's Log

CDA will transmit **electronic** treatment plant's operator's log book and data record forms on the first weekday day of every month.

Task 2.2 deliverable by CDA:

- Monthly transmission of electronic operator's log and data records to CONSULTANT.

Task 2.2 deliverables by CONSULTANT:

- Verbal and written notification of maintenance or corrective action required.
- Schematic design to address maintenance or corrective actions

2.3 QUARTERLY REPORT

Every three months, CONSULTANT shall prepare a written quarterly report that summarized the monthly data that was collected and analyzed during Task 2.2. The quarterly report shall document any possible warranty issues, maintenance events, water quality and equipment performance issues that were experienced and provide recommendations for corrective actions that are either imminently required, or may be expected to be required within the near future.

CONSULTANT shall prepare one (1) draft copy of the quarterly report for CDA to review. After CDA's review, CONSULTANT shall finalize and deliver three (3) final copies (each quarter). A quarterly meeting is included to either present the draft report to the CDA or gather comments. An allowance is also included for presentation to the CDA Technical Advisory Committee (TAC).

Task 2.3 deliverables by CDA include: Comments on draft quarterly report

Task 2.3 deliverables by CONSULTANT:

- One (1) e-copy draft quarterly report, each quarter.
- One (1) e-copy final quarterly reports, each quarter.

2.4 TREATMENT PROCESS MONITORING AND CONTROL OPTIMIZATION

The CRF is an innovative treatment process. As the operations team gains experience with monitoring and controlling the treatment process, it may appear that changes should be

implemented. These changes include but are not limited to: different chemical injection doses and locations, different control parameters, and upgraded analyzers.

When such a change is identified, CONSULTANT shall prepare a design package to allow the CDA to obtain bids from qualified contractors.

Task 2.4 deliverables by CONSULTANT include: Marked up drawings, schematics, diagrams, plans, specifications

TASK 3 - OPERATOR TRAINING SERVICES

3.1 MATERIALS PREPARATION

CONSULTANT shall prepare materials for classroom and field training. These materials include a binder of all technical reference guides, power point presentations, instructor biographies, and other pertinent materials. These materials will be used for both the CEU application (Task 3.2) and for course participants. It is anticipated that the CDA will require binders for six (6) course participants. One (1) additional binder will be prepared for the CEU application process.

It is anticipated that a representative of the CDA will review the course materials before the CEU application process and provide comments on the course content.

Task 3.1 deliverables by CDA include: Comments on draft course materials binder

Task 3.1 deliverables by CONSULTANT include:

- One (1) draft course materials binder
- Six (6) final course materials binders to CDA
- One (1) final course materials binder for CEU Application

3.2 CONTINUING EDUCATION UNIT (CEU) APPLICATION

CONSULTANT shall prepare application for Continuing Education Units (CEUs) that will be valid for operators (from California Drinking Water Operator Certification Program (DWOCP)) to use toward their required training for their license renewal. CONSULTANT will be responsible for providing the application, materials and then the end of course attendance records for the CEU credits.

Task 3.2 deliverables by CONSULTANT include: Application for CEUs, CEU certificates.

3.3 CLASSROOM TRAINING

CONSULTANT shall provide as-needed hours of classroom training. Topics may include:

- Introduction to Concentrate Reduction Facility (CRF)
- CRF pellet reactor operations and maintenance
- CRF solids contact clarifier operations and maintenance
- CRF granular media filter operations and maintenance
- Reverse osmosis (RO) operations and maintenance
- RO post treatment (decarbonators)

Task 3.3 deliverables by CONSULTANT include: training session video recordings

3.4 FIELD TRAINING

CONSULTANT shall provide as-needed hours of field training. Topics may include:

- RO data normalization
- Pellet reactor operations parameters
- Solids contact clarifier operations parameters

3.5 EXAMINATION

CONSULTANT shall prepare an examination for course participants to take at the end of the training. Participants will take the exam and the instructor will review any wrong answers with the participant to make certain that they understand the course content.

Task 3.5 deliverables by CONSULTANT include: Examination of course materials



**Chino Basin Desalter Authority
Concentrate Reduction Facility - Operations Support Services
Exhibit B.1 - Work Breakdown Structure and Fee Estimate**

Task Description	ESTIMATED ENGINEERING LABOR HOURS									Subs	TOTAL COSTS			
	Senior Professional	Lead Project Professional	Project Professional	Professional	Assistant Professional	Senior Technician	Technician (CAD - IT)	Document Processing	Total Hours (incl sub hours)		Video Recording	Labor Cost	PECE	Other Direct Costs
Hourly Rate	\$283	\$263	\$246	\$222	\$180	\$178	\$140	\$108				\$13.00		
Task 1 - PROJECT MANAGEMENT														
Task 1.1 - Project Plan														
1) Kick-off Meeting (1)	2	2	0	2	0	0	0	2	8		\$1,752	\$104	\$0	\$1,856
2) Project Plan (1)	4	0	0	0	0	0	0	2	6		\$1,348	\$78	\$0	\$1,426
Sub-total - Task 1.1	6	2	0	2	0	0	0	4	14	\$0	\$3,100	\$182	\$0	\$3,282
Task 1.2 - Project Control and Reporting														
1) Monthly Progress Report (12)	12	0	0	0	0	0	0	0	12		\$3,396	\$156	\$0	\$3,552
2) Project Schedule (1 new; 11 updates)	2	0	0	0	6	0	0	0	8		\$1,646	\$104	\$0	\$1,750
Sub-total - Task 1.2	14	0	0	0	6	0	0	0	20	\$0	\$5,042	\$260	\$0	\$5,302
Task 1.3 - Project Invoicing														
1) Monthly Invoice (12)	12	0	0	0	0	0	0	0	12		\$3,396	\$156	\$0	\$3,552
Sub-total - Task 1.3	12	0	0	0	0	0	0	0	12	\$0	\$3,396	\$156	\$0	\$3,552
Task 2 - OPERATIONS ASSESSMENT SERVICES														
Task 2.1 - On-Call Support Services														
1) Bi-Weekly Meetings (allowance for 21 x 1-hour meeting per year)	21	21	21	0	0	0	0	0	63		\$16,632	\$819	\$0	\$17,451
2) Responding to CDA questions (6 hours per month; 12 months)	4	16	16	36	0	0	0	0	72		\$17,268	\$936	\$0	\$18,204
Sub-total - Task 2.1	25	37	37	36	0	0	0	0	135	\$0	\$33,900	\$1,755	\$0	\$35,655
Task 2.2 - Monthly Data Assessment														
1) Review Plant Operator's Log Book (12)	2	6	0	24	0	0	0	0	32		\$7,472	\$416	\$0	\$7,888
2) Review Data Records (12)	4	18	0	48	0	0	0	0	70		\$16,522	\$910	\$0	\$17,432
3) Schematic Design for Maintenance or Corrective Actions (allowance)	4	12	0	24	0	0	0	0	40		\$9,616	\$520	\$0	\$10,136
Sub-total - Task 2.2	10	36	0	96	0	0	0	0	142	\$0	\$33,610	\$1,846	\$0	\$35,456
Task 2.3 - Quarterly Report														
1) Draft Quarterly Report (4)	4	8	0	32	0	0	0	8	52		\$11,204	\$676	\$0	\$11,880
2) Final Quarterly Report (4)	1	2	0	8	0	0	0	4	15		\$3,017	\$195	\$0	\$3,212
3) Quarterly Coordination Meetings (4)	8	0	0	0	0	0	0	0	8		\$2,264	\$104	\$0	\$2,368
4) Presentations to CDA TAC (allowance)	8	8	0	16	0	0	0	8	40		\$8,112	\$520	\$0	\$8,632
Sub-total - Task 2.3	21	18	0	40	16	0	0	20	115	\$0	\$24,597	\$1,495	\$0	\$26,092
Task 2.4 - Treatment Process Monitoring and Control Optimization														
1) Draft Design Packages (allowance)	2	4	4	16	16	0	0	0	42		\$9,034	\$546	\$0	\$9,580
2) Final Design Packages (allowance)	2	2	2	16	16	0	0	16	54		\$9,744	\$702	\$0	\$10,446
Sub-total - Task 2.4	4	6	6	32	32	0	0	16	96	\$0	\$18,778	\$1,248	\$0	\$20,026
Task 3 - OPERATOR TRAINING SERVICES														
Task 3.1 - Material Preparation														
1) Draft Course Material	0	8	0	0	0	0	0	8	16		\$2,968	\$208	\$0	\$3,176
2) Final Course Material	0	2	0	0	0	0	0	2	4		\$742	\$52	\$0	\$794
Sub-total - Task 3.1	0	10	0	0	0	0	0	10	20	\$0	\$3,710	\$260	\$0	\$3,970
Task 3.2 - Continuing Education Unit (CEU) Application														
1) CEU Applications	0	2	0	0	0	0	0	2	4		\$742	\$52	\$0	\$794
2) CEU Records and Credits	0	1	0	0	0	0	0	1	2		\$371	\$26	\$0	\$397
Sub-total - Task 3.2	0	3	0	0	0	0	0	3	6	\$0	\$1,113	\$78	\$0	\$1,191
Task 3.3 - Class Room Training														
1) Training Session	8	8	0	0	0	0	0	0	16		\$4,368	\$208	\$2,000	\$6,576
2) Video Recording	0	0	0	0	0	0	0	1	1	\$3,000	\$108	\$13	\$0	\$3,421
Sub-total - Task 3.3	8	8	0	0	0	0	0	1	17	\$3,000	\$4,476	\$221	\$2,000	\$9,997
Task 3.4 - Field Training														
1) Training Session	0	8	0	0	0	0	0	0	8		\$2,104	\$104	\$2,000	\$4,208
2)	0	0	0	0	0	0	0	0	0		\$0	\$0	\$0	\$0
Sub-total - Task 3.4	0	8	0	0	0	0	0	0	8	\$0	\$2,104	\$104	\$2,000	\$4,208
Task 3.5 - Examination														
1) Preparation	0	2	0	0	0	0	0	0	2		\$526	\$26	\$0	\$552
2) Review	0	1	0	0	0	0	0	0	1		\$263	\$13	\$0	\$276
3) Follow Up	0	1	0	0	0	0	0	0	1		\$263	\$13	\$0	\$276
Sub-total - Task 3.5	0	4	0	0	0	0	0	0	4	\$0	\$1,052	\$52	\$0	\$1,104
TOTAL (TASK 1, TASK 2, and TASK 3)	100	132	43	206	54	0	0	54	589	3,000	134,878	7,657	4,000	\$149,835



Finance Committee Meeting

Agenda Item

No. 8



SUBJECT: PROFESSIONAL SERVICES AGREEMENT WITH EUROFINS EATON ANALYTICAL FOR PFOS/PFOA SAMPLING ANALYSIS

RECOMMENDATION:

Staff recommends that the Board:

- 1. Approve Professional Services Agreement with Eurofins Eaton Analytical for PFOS/PFOA sampling analysis for FY 2022/23 in the not-to-exceed amount of \$100,000.
- 2. Authorize the General Manager/CEO to finalize and execute the agreement and approve authorized expenditures up to a not-to-exceed total of \$100,000.

BACKGROUND:

Eurofins Eaton Analytical (Eurofins) provides laboratory analysis of perfluorooctane sulfonic acid (PFOS) and perfluorooctanoic acid (PFOA) to CDA on a quarterly basis, as mandated by the State Water Resources Control Board Division of Drinking Water. This is a sole source procurement, as Eurofins has been accredited as required by the state for analysis of PFOS/PFOA contaminants and were found to be the only laboratory serving our area to test for these contaminants adequately and reliably.

This item was reviewed/approved by the Technical Advisory Committee on May 24, 2022, and the Finance Committee on May 26, 2022.

IMPACT ON BUDGET:

The total amount of \$100,000 is included in the Professional Services Category in the Fiscal Year 2022/23 budget.



Finance Committee Meeting

Agenda Item

No. 9



SUBJECT: MONTHLY CREDIT CARD ACTIVITY REPORT

This credit card activity report covers the period ending May 6, 2022. Purchases during this period totaled \$439.93

IMPACT ON BUDGET:

The credit card expenditures were made against the adopted budget for FY 2021/22.

Prepared by: Jose Garcia, CDA Principal Accountant

Page 1 of 1

Board of Directors: Approved Continued Denied

CDA GM/CEO Acknowledgement: _____ **Date:** _____



MONTHLY LOG OF CREDIT CARD TRANSACTIONS

Card No. xxxx xxxx xxxx 6812

Cardholder's Name: Chino Basin Desalter

Period Ending: May 6, 2022

Date	User Name	Site	Vendor	Description	Amount
4/8/2022	Tom O'Neill	Admin	Anydesk Software	Remote Access Software/GM	\$ 89.81
4/19/2022	Tom O'Neill	Admin	Microsoft	MS Project	\$ 30.00
4/22/2022	Casey Costa	Admin	Acrobat	Adobe Acrobat Pro - Jose Garcia	\$ 14.99
4/27/2022	Casey Costa	Admin	Zoom.us	Video Conference Software	\$ 29.98
5/4/2022	Tom O'Neill	Admin	Hyatt Regency	Deposit - Hotel for ACWA Spring Conf	\$ 275.15
TOTAL RECEIPTS					\$ 439.93



U.S BANCORP SERVICE CENTER
P. O. Box 6343
Fargo, ND 58125-6343



000027549 01 SP 106481499249995 S

CHINO BASIN DESALTER
CHINO BASIN DESALTER
2151 S. HAVEN AVENUE
SUITE 202
ONTARIO CA 91761-0742

CHINO BASIN DESALTER

ACCOUNT NUMBER xxx-6812
STATEMENT DATE 05-06-22
TOTAL ACTIVITY \$ 439.93

**"MEMO STATEMENT ONLY"
DO NOT REMIT PAYMENT**

NEW ACCOUNT ACTIVITY

POST DATE	TRAN DATE	TRANSACTION DESCRIPTION	REFERENCE NUMBER	MCC	AMOUNT
04-08	04-07	ANYDESK SOFTWARE GMBH STUTTGART	24830722097317346500645	5734	89.81
04-19	04-19	MICROSOFT#G010143352 MSBILL.INFO WA PUR ID: Z51P6U3JLGU TAX: 0.00	24430992109091787025904	5045	30.00
04-22	04-21	ADOBE ACROPRO SUBS 408-536-6000 CA PUR ID: BL2154664202 TAX: 0.00	24943002111700807288623	5734	14.99
04-27	04-26	ZOOM.US 888-799-9666 WWW.ZOOM.US CA PUR ID: opsnta3yqj3xqdr TAX: 0.00	24011342116000037464140	4814	29.98
05-04	05-03	HYATT REGENCY SACRAMENTO 8885884384 CA 352597298885884384 ARRIVAL: 05-02-22	24943002123722746779351	3640	275.15

Default Accounting Code:

CUSTOMER SERVICE CALL 800-344-5696	ACCOUNT NUMBER xxx-6812		ACCOUNT SUMMARY	
	STATEMENT DATE 05-06-22	DISPUTED AMOUNT \$.00	PREVIOUS BALANCE \$.00	
SEND BILLING INQUIRIES TO: C/O U.S. BANCORP SERVICE CENTER, INC U.S. BANK NATIONAL ASSOCIATION P.O. BOX 6335 FARGO, ND 58125-6335	AMOUNT DUE \$ 0.00 DO NOT REMIT		PURCHASES & OTHER CHARGES \$439.93	
			CASH ADVANCES \$.00	
			CASH ADVANCE FEE \$.00	
			CREDITS \$.00	
				TOTAL ACTIVITY \$439.93