

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

SEPTEMBER 7, 2016 / 6:00 P.M.

AGENDA

This meeting will be televised on Time Warner Cable Channel 10
on Saturdays at 10:00 AM and Sundays at 5:00 PM

Next Resolution #16-15
Next Ordinance #98

Call to Order and Roll Call

Pledge of Allegiance

Additions/Deletions to the Agenda

Public Comments

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

1. Appointment to Fill Vacant Board Seat
2. Consideration to Adopt Resolution 16-14 Approving a Revised Purchasing Authority Policy
3. Consideration to Award Hexavalent Chromium Feasibility Study to Kennedy Jenks
4. Future Agenda Items and Staff Tasks/Directors' Comments and Reports
5. Adjournment

The Board reserves the right to discuss only or take action on any item on the agenda.

Notice of agenda was posted on or before 3:00 p.m., September 6, 2016.



Ray Kolisz, General Manager

Upon request, this Agenda will be made available in appropriate alternative formats to persons with disabilities, as required by Section 202 of the Americans with Disabilities Act of 1990. Any person with a disability who requires a modification or accommodation in order to participate in a meeting should direct such request to Cindy Fowlkes at (760) 367-7546 at least 48 hours before the meeting, if possible.

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

**NO
MATERIAL
PROVIDED**

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

TO:	BOARD OF DIRECTORS
DATE:	SEPTEMBER 2, 2016
FROM:	RAY KOLISZ, GENERAL MANAGER
SUBJECT:	CONSIDERATION TO ADOPT RESOLUTION 16-14 APPROVING A REVISED PURCHASING AUTHORITY POLICY

BACKGROUND AND DISCUSSION

The District currently has policy to outline the procedures for obtaining materials, supplies, equipment, services and public works projects. This policy is set in place with the adoption on Resolution 16-14 approving the District's Purchasing Authority Policy.

Due to the District being a County Water District, the District is not subject to any statutory competitive bidding requirements for public works projects or procurement of supplies, materials or goods but chooses to do so through policy to encourage competitive bidding when practical.

As a result of the District applying for grant funds staff and legal counsel performed a review of the current policy to ensure that proper procedures were contained in the policy to meet funding eligibility requirements. The review has prompted suggested changes to the policy to more clearly outline requirements and flexibility when it comes to procurement of; (a) Materials, Goods, and Supplies; (b) Personal/Non-Professional Services; (c) Professional Services; (d) Public Works Projects; and (e) Rejections of Quotes, Bids and Proposals; Waiver of Errors.

This recommended draft Purchasing Authority does not change the current expenditure amounts for the General Manager set forth in Section 101 (a) and (b).

RECOMMENDATION

To approve Resolution 16-14 adopting a Revised Purchasing Authority Policy.

RESOLUTION 16-14

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE TWENTYNINE PALMS WATER DISTRICT ADOPTING A REVISED PURCHASING AUTHORITY POLICY

WHEREAS, the Board previously adopted Resolution 16-05 which established a purchasing authority policy which sets forth the authority and restrictions on the procurement of goods, services and public works projects by the District; and

WHEREAS, it is in the best interests of this District that it maintain limits, restrictions and procedures in a purchasing authority policy; and

WHEREAS, the Board desires to update and revise the District's purchasing authority policy.

NOW, THEREFORE, the Board of Directors does hereby RESOLVE and ORDER as follows:

1. Adoption of Purchasing Authority Policy. The Board of Directors does hereby adopt a policy of authority, limits, restrictions, and procedures regarding the purchase of goods, services and public works projects by the District as set forth in that certain Purchasing Authority Policy ("Policy") attached hereto as Exhibit A" and incorporated herein by this reference.

2. Purchases Subject to Budgetary Amounts and Authorization. The authority, limits, restrictions and procedures set forth in said Policy shall be subject to any and all applicable annual budgetary amounts and other authorizations as may be imposed by the Board from time to time.

3. Policy Shall Be Controlling Over Previous Policies. As of the effective date of this Resolution, the Policy shall be deemed to be controlling over, and shall otherwise supersede, the policy adopted by way of Resolution 16-05 and any and all other previous purchasing authority policies that may conflict with, or be contrary to, the Policy. As of the effective date of this Resolution, the policy adopted by way of Resolution 16-05 shall be of no further force or effect.

4. Severability. If any provision in this Resolution or Policy, or the application thereof to any person or circumstances, is for any reason held invalid, the validity of the remainder of this Resolution and Policy, or the application of such provisions to other persons or circumstances shall not be affected thereby. The Board hereby declares that it would have passed this Resolution and Policy and each provision thereof, irrespective of the fact that one or more sections, subsections, sentences, clauses or phrases or the application thereof to any person or circumstance be held invalid.

5. Effective Date. This Resolution shall become effective upon the date of adoption as set forth herein.

6. Incorporation of Recitals. The Recitals set forth above are incorporated herein and made an operative part of this Resolution.

PASSED, APPROVED AND ADOPTED this 7th day of September, 2016 by the following vote:

Ayes:
Noes:
Abstain:
Absent:

Kerron E. Moore, President
Board of Directors

Attest:

Ray Kolisz, Board Secretary
Twentynine Palms Water District

EXHIBIT "A"

TWENTYNINE PALMS WATER DISTRICT LIMITS OF PURCHASING AUTHORITY

101. PURCHASE APPROVAL

- a. Any purchase, whether operating, maintenance or capital, which requires an expenditure of \$25,000 or less may be approved by the General Manager, or his/her designee. Unless otherwise specified in this Policy, the term "General Manager" shall be deemed to include the General Manager and his/her designee.
- b. Except for purchases described in subsection 101(b)(i) herein, any purchase which requires an expenditure in excess of \$25,000 shall be approved by the Board of Directors.
 - (i) The General Manager shall have the authority to make purchases of consumable inventory/supplies, as said materials are described in Section 103, even if such a purchase is in excess of \$25,000. The authority of the General Manager to make such purchases shall be subject to applicable budgetary authorizations and restrictions. Such consumable inventory/supplies shall include, for example and not by way of limitation, chemicals, media, and other supplies and substances which are utilized in water treatment and operation of the District's facilities.

102. QUOTES/PROPOSALS/BIDS

- a. Materials, Goods, and Supplies.
 - i. Purchases of materials, goods and supplies of \$1,000 or less may be made by any method that serves the District's best interests.
 - ii. Whenever practical, a minimum of three quotes shall be obtained on purchases of materials, goods and supplies of more than \$1,000 and less than or equal to \$25,000 prior to purchase. Award shall be made to the vendor whose quote serves the District's best interests.
 - iii. A minimum of three quotes shall be obtained on purchases of materials, goods and supplies in excess of \$25,000 prior to purchase. Award shall be made to the vendor whose quote serves the District's best interests.
 - iv. Except as otherwise authorized herein, an analysis of quotes received and a staff recommendation for award shall be presented to the Board of Directors for their consideration for contracts for the purchase of materials, goods and supplies in excess of \$25,000.
- b. Personal/Non-Professional Services. Personal/non-professional services are those services that do not fall within the category of professional services, as defined below, or public works project and may include,

without limitation, general maintenance services, janitorial services, security guard services and landscaping services.

- i. Whenever practical, a minimum of three bids shall be obtained on procurements of contracts for personal/non-professional services of \$25,000 or less prior to the award of the contract. Award shall be made to the contractor whose bid serves the District's best interests.
 - ii. A minimum of three bids shall be obtained on procurements of contracts for personal/non-professional services in excess of \$25,000 prior to purchase. Award shall be made to the contractor whose bid serves the District's best interests. An analysis of bids received and a staff recommendation for award shall be presented to the Board of Directors for their consideration.
 - iii. An analysis of bids received and a staff recommendation for award shall be presented to the Board of Directors for their consideration for personal/non-professional services contracts in excess of \$25,000.
- c. Professional Services. Professional services means all services performed by persons in a professional occupation, including, but not limited to, consulting and performance services for accounting, auditing, computer hardware and software support, engineering, architectural, planning, environmental, redevelopment, financial, economic, personnel, social services, animal control, legal, management, cable television, communication and other similar professional functions which may be necessary for the operation of the city.
- i. Whenever practical, a minimum of three proposals shall be obtained on procurements of contracts for professional services of \$50,000 or less prior to the award of the contract. Award shall be made to the consultant whose proposal serves the District's best interests provided that the award of a contract for any professional service specified in Government Code section 4526 (i.e., professional architectural, landscape architectural, engineering, environmental, land surveying, and construction management services) shall be made on the basis of demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required.
 - ii. A minimum of three proposals shall be obtained on procurements of contracts for professional services in excess of \$50,000 prior to the award of the contract. Award shall be made to the consultant whose proposal serves the District's best interests provided that the award of a contract for any professional service specified in Government Code section 4526 (i.e., professional architectural, landscape architectural, engineering, environmental, land surveying, and construction

management services) shall be made on the basis of demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required.

- iii. An analysis of proposals received and a staff recommendation for award shall be presented to the Board of Directors for their consideration for professional services contracts in excess of \$25,000.
- d. Public Works Project. Public works project means construction, reconstruction, erection, alteration, renovation, improvement, demolition, and repair work involving any publicly owned, leased, or operated facility. Public works project shall also mean painting or repainting (except touch up painting which shall constitute a maintenance service) any publicly owned, leased, or operated facility.
- i. Whenever practical, a minimum of three bids shall be obtained on procurements of public works contracts of \$25,000 or less prior to award of the contract. In the event the General Manager elects to award a contract to the contractor who did not submit the lowest bid, the General Manager shall develop and keep on file a written explanation of the reason(s) that the General Manager has determined, in his/her reasonable discretion, that the contract award from said vendor is in the best interests of the District.
 - ii. A minimum of three bids shall be obtained on procurements of public works contracts in excess of \$25,000 but less than or equal to \$1,000,000. If contract award is made to a contractor who did not submit the lowest responsive bid, the Board shall make a finding, in the form of a brief written statement at the time of Board approval, which sets forth the Board's determination, in its reasonable discretion, that the contract award to the contractor who did not submit the lowest responsive bid is in the best interests of the District.
 - iii. Any public works contract of \$1,000,000 or more shall be subject to formal competitive bidding. Formal competitive bidding shall require publication of a notice inviting bids in a newspaper of general circulation at least ten calendar days prior to the date set for opening of bids. If contract award is made to a contractor who did not submit the lowest responsive bid, the Board shall make a finding, in the form of a brief written statement at the time of Board approval, which sets forth the Board's determination, in its reasonable discretion, that the contract award to the contractor who did not submit the lowest responsive bid is in the best interests of the District.

- iv. An analysis of bids received and a staff recommendation for award shall be presented to the Board of Directors for their consideration for public works contracts in excess of \$25,000.
- e. Rejection of Quotes, Bids and Proposals; Waiver of Errors. In its sole discretion, the District may elect to reject any or all quotes, bids and proposals presented and may waive any errors in the same.

103. INVENTORY/SUPPLIED/SERVICES/CAPITAL ASSET PURCHASES IN ACCORDANCE WITH THE CURRENTLY APPROVED BUDGET

- a. Materials which are primarily stored as inventory and/or consumed as supplies are to be considered inventory/supplies. Purchases of these items will be classified as a signature purchase, a general purchase, a petty cash purchase or a credit card purchase.

104. TYPES OF PURCHASES

- a. Signature Purchases: Restricted to "immediate need" and defined as situations where a necessary inventory or supply item is not on hand and the time delay created by ordering and delivery of the required item would seriously diminish productivity. Signature purchases are limited to \$300 per day and may be made only upon approval of the Department Manager, or other duly authorized individual, and only where accounts have been established for purposes such as small hardware, supplies or auto parts. Quotes will not be required for signature purchases. Purchase orders, or other applicable documentation, will be required for signature purchases. Receipts, or other applicable documentation, must be submitted to the Finance Department in a timely manner.
- b. General Purchases: Those purchases made on a regular basis. General purchases may be made by the designated Purchasing Agent, or other duly authorized individual (limited to \$500 per day), a Department Manager, or other duly authorized individual (limited to \$5,000 per day) and the General Manager. All general purchases require a purchase order, or other applicable documentation.
- c. Petty Cash Purchases: Those inventory/supplies/services which are purchased from retailers who require cash payment. Such purchases are restricted to situations where a necessary inventory/supply/service is an immediate need item which is obtainable only from a vendor requiring cash payment. The General Manager and Operations Superintendent, or other duly authorized individual, may make or approve such purchases limited to \$100 daily; the designated Purchasing Agent, or other duly authorized individual, may make or approve such purchase limited to \$50

daily. All such purchases must have appropriately signed receipts. No purchase orders will be required for petty cash purchases.

- d. Credit Card Purchases: Credit card purchases, limited to \$5,000 per day, may be made by the General Manager. Members of the Board of Directors are limited to credit card purchases for travel or travel-related expenses while in the performance of District duties or in attendance at District-related training or seminars. All receipts must be returned to the General Manager within three working days of return to the District. Purchase orders may be required for credit card purchases. Notwithstanding the foregoing, members of the Board of Directors shall be required to comply with all applicable laws, rules and regulations regarding expenditures and reimbursements including, but not limited to, laws regarding conflicts of interest and ethical requirements.

105. EXCEPTIONS

- a. Emergency Exception. In the event of an emergency, if a quorum of the Board of Directors cannot be attained, the General Manager or his/her designee may make, without restrictions, any purchase(s) necessary to alleviate the situation. An emergency is defined as any occurrence or situation which is posing a real and immediate hazard to public health or safety. Any purchase of this type will be fully disclosed at the next scheduled meeting of the Board of Directors.
- b. Board Election. The Board of Directors may waive any and all purchasing requirements set forth in this purchasing policy as may be necessary to serve the District's best interests.

106. PURCHASING PROCEDURES

- a. The General Manager shall have authority to establish written management procedures in order to implement this purchasing policy.

PURCHASING PROCEDURES IMPLEMENTATION OF RESOLUTION 16-05

1. Purchase orders will be prepared electronically.
2. A completed purchase order shall be presented to the designated purchasing agent, or duly authorized individual.
3. The purchase order shall include the appropriate account number for job, equipment and/or accounts payable distribution.

4. The purchasing agent, or duly authorized individual, will complete the necessary purchase order with detailed ordering information and pricing.
5. It is the responsibility of the purchasing agent, or duly authorized individual, to verify that the completed purchase order has been approved by an authorized signer per the District's Purchasing Policy.
6. The purchasing agent will maintain files containing the matched original of the purchase order along with quotes and any other information relevant to the purchase.
7. Upon receipt of merchandise the person so designated shall verify items and quantities enter the appropriate inventory numbers, initial the shipping documentation and forward all paperwork to the purchasing agent, or duly authorized individual.
8. Upon verification of shipment, the purchasing agent, or duly authorized individual will attach shipping documentation to the purchase order and submit to accounts payable in a timely manner.
9. All invoices presented to accounts payable for payment shall be accompanied by a purchase order as prescribed in the District's Purchasing Policy except for utility bills and purchases governed by contract and will not be paid until paperwork is complete.

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

TO:	BOARD OF DIRECTORS
DATE:	SEPTEMBER 2, 2016
FROM:	RAY KOLISZ, GENERAL MANAGER
SUBJECT:	CONSIDERATION TO ACCEPT PROPOSAL FROM KENNEDY/JENKS CONSULTANTS TO PERFORM HEXAVALENT CHROMIUM FEASIBILITY STUDY

BACKGROUND AND DISCUSSION

On July 1, 2014 the State Water Resources Control Board (SWRCB) adopted a Maximum Contaminant Level (MCL) for hexavalent chromium for drinking water. The regulations required the District to initiate sampling for hexavalent chromium. The results of the testing indicated that three water production wells contained levels of hexavalent chromium above the new MCL.

Subsequently, Senate Bill 385 (SB385) was signed by the Governor on September 4, 2015. The primary purpose of the bill was to provide public water systems, with water sources that produce water with hexavalent chromium concentration above the State's adopted MCL, time to come into compliance without being deemed in violation of the MCL. The time period for achieving compliance within guidelines of SB 385 is no later than January 1, 2020.

A requirement of SB 385 is to submit to the SWRCB, for review and approval, a Hexavalent Chromium Compliance Plan (Plan). The District contracted with Kennedy Jenks to develop and submit the Plan which describes tasks and actions the District is currently taking and planning on accomplishing to comply with the MCL. Milestone dates for individual tasks are outlined in the plan that have corresponding start and completion dates. The Plan was approved by the SWRCB in July, allowing the District to move forward with the feasibility study task of the Plan and allowing the District to operate the water production wells that showed levels of hexavalent chromium over the MCL.

Kennedy Jenks has provided a proposal to the District to perform the feasibility study on a time and materials basis in the not-to-exceed amount of \$49, 930.00.

RECOMMENDATION

Staff recommends accepting Kennedy/Jenks proposal to complete the hexavalent chromium feasibility study in the not-to-exceed amount of \$49, 930.00.

Kennedy/Jenks Consultants

Engineers & Scientists

Three Better World Circle, Suite 200
Temecula, CA 92590
951-375-5570
FAX: 951-676-6792

30 August 2016

Mr. Ray Kolisz,
General Manager
Twentynine Palms Water District
72401 Hatch Road
Twentynine Palms, CA 92277

Subject: Proposal for Hexavalent Chromium Feasibility Study

Dear Mr. Kolisz:

Kennedy/Jenks Consultants (Kennedy/Jenks) is pleased to submit this proposal to Twentynine Palms Water District (District) to prepare a feasibility study to evaluate compliance alternatives for hexavalent chromium impacted sources in accordance with the approved Potable Water Hexavalent Chromium Compliance Plan.

Background

The District relies entirely on groundwater to supply drinking water to an estimated population of approximately 18,000. Following adoption of the revised maximum contaminant level (MCL) of hexavalent chromium in groundwater by the State of California in July 2014, the District removed three of its nine water supply wells (4, 9 and 11) from service due to concentrations of naturally-occurring hexavalent chromium. This has reduced the water production capacity for the community.

Wellhead treatment systems (or other alternatives such as blending) to reduce concentrations of hexavalent chromium in the water supply are necessary to return these wells to service and restore the water production capacity.

In addition to hexavalent chromium, depending on the location, groundwater in the District's service area is impacted by higher levels of naturally-occurring fluoride and arsenic.

Proposed Scope of Services

Kennedy/Jenks will prepare a feasibility study to identify and assess alternatives for the District's groundwater supply to comply with the State Water Resources Control Board (SWRCB) Department of Drinking Water (DDW) hexavalent chromium MCL. The scope for each task is described below.

Mr. Ray Kolisz
Twentynine Palms Water District
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Task 1. Project Management, Meetings, and QA/QC

Kennedy/Jenks will conduct three project meetings, one in-person and two via conference call, with District staff during the project, including the following:

- Kickoff Meeting (initiate project, discuss project objectives, schedule, data needs, etc.
- Alternatives Evaluation Review Meeting
- Draft Feasibility Study Review Meeting.

Kennedy/Jenks will provide quality assurance and quality control reviews of project deliverables consistent with Kennedy/Jenks' policies as outlined in our QA/QC Quality Management Manual. Kennedy/Jenks' project manager will be responsible for project schedule, budget control, invoice preparation, and coordination with the District staff and the Kennedy/Jenks project team.

Task 2. Compliance Alternatives Evaluation

2.1 Review of Water Quality Data and Establish Compliance Goals

Prior to identifying and assessing compliance alternatives, it is necessary to define a range of operating conditions required for the compliance system. In this task, Kennedy/Jenks will:

- Summarize the range of water quality (maximum, average and minimum values) for several key parameters and identify a design water quality for the assessment and comparison of compliance alternatives.
- Summarize range of flow required (max., min. and average).
- Summarize compliance goals.

To accomplish the objectives of this Task, Kennedy/Jenks will review available water quality data including hexavalent chromium, fluoride, nitrate and other relevant parameters obtained from the District.

Based on the final water quality review, a treatment goal will be established for hexavalent chromium. The treatment goal will be developed based on the MCL, and the District's preferences, e.g., a percentage of the regulatory limit.

2.2 Evaluation of Compliance Alternatives

Alternative compliance methods will be identified to meet the established compliance goal. The viable compliance methods are limited to the following:

- Blending with un-impacted source
- Weak-Base Anion Exchange (WBA),

Mr. Ray Kolisz
Twentynine Palms Water District
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- Strong-Base Anion Exchange (SBA) with residual treatment,
- Reduction/Coagulation/Filtration (RCF) and,
- ATEC ferrous chloride system

Scenarios involving treatment of the total flow or partial treatment followed by blending with untreated water will also be investigated. Based on the location of the impacted wells, alternative configurations of wellhead treatment and centralized treatment will be evaluated under this Task.

Alternatives evaluation will also include residual disposal options for each of the treatment alternative (e.g. regenerant brine disposal from SBA, sludge disposal from RCF process). Initially, non-cost factors and preliminary planning level cost estimates will be used to screen technologies for subsequent detailed planning level cost evaluation (Task 3). Non-cost factors for screening of technologies may include District's past experience with the technology, number of installations (i.e. maturity of the technology), ease of O&M, permitting and regulatory issues, expandability, foot print requirements, and waste disposal issues. The final list of non-cost factors and the scoring criteria will be identified through discussion with the District staff.

Next preliminary capital and O&M cost estimates will be developed. Depending on the technology, it is anticipated that equipment cost will be obtained from the appropriate vendors and Kennedy/Jenks' recent experience.

Finally, the non-cost factor and cost factor score will be combined to obtain a final score for each technology, and the technology with the most favorable score will be recommended for preliminary design for hexavalent chromium compliance.

Task 3. Develop Site Layout, Facility Plan Drawings and Preliminary Design Cost Estimates for the Recommended Alternative

Upon completion of Task 2, a meeting will be held with the District staff to discuss the findings. Subsequently, the following will be developed for the recommended alternative:

- Process flow diagrams
- Planning level foot print of the facility
- Estimate of capital cost, total project costs (capital plus engineering, permits, site preparation, etc.) and O&M costs (AACE Class 5)
- The total annual life cycle cost estimate assuming an appropriate interest rate and project life

Task 4. Technical Memorandum

Kennedy/Jenks will summarize the results of the study into a Technical Memorandum, which will include the drawings and cost estimates. Kennedy/Jenks will submit three (3) copies of the draft Technical Memorandum and an electronic file (PDF) to the District for review. District comments will be incorporated into the final Technical Memorandum and Kennedy/Jenks will

Mr. Ray Kolisz
Twentynine Palms Water District
30 August 2016
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submit three (3) copies of the final Technical Memorandum and an electronic file (PDF) to the District.

Project Schedule

Upon receipt of a written notice-to-proceed from the District, Kennedy/Jenks will submit a Draft hexavalent chromium compliance PDR within approximately 7 weeks. The Alternatives Review meeting (Task 2) will be scheduled with the District after 6 weeks of receipt of the written notice to proceed. Upon receipt of comments from the District on the draft submittal, we anticipate completion of the final report within 1 week of receipt of comments. Assuming a Notice to Proceed on September 8, 2016, the Final PDR will be delivered on November 3, 2016.

Basis of Compensation

Kennedy/Jenks proposes to perform the services described above on a time and materials basis in the not-to-exceed amount of \$49,930 in accordance with the enclosed fee proposal and our January 1, 2015 rate schedule.

We appreciate the opportunity to provide the District with this proposal and assist with evaluating potential hexavalent chromium compliance alternatives. Please contact me at (951) 375-5563 or Ganesh Rajagopalan at (949) 567-2162 should you have any questions.

Very truly yours,

KENNEDY/JENKS CONSULTANTS



Ryan M. Huston, P.E.
Principal Engineer

Ganesh Rajagopalan, Ph.D., P.E.
Manager – Applied Research Group

cc: Ganesh Rajagopalan
Lauren Everett