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May 17, 2022

Don Elias, General Manager
Christian Valley Park CSD
P.O. Box 6857
Auburn, CA 95604

Dear Don,

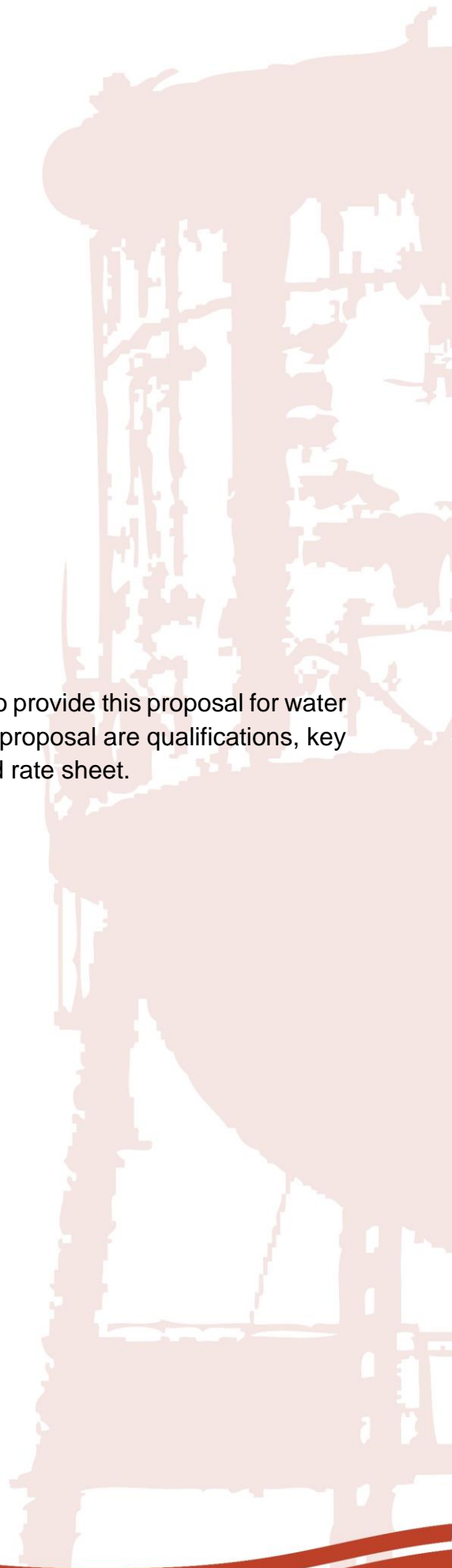
The Specialized Utility Services Program, Inc. (SUSP) is pleased to provide this proposal for water operation services for Christian Valley Park CSD. Outlined in this proposal are qualifications, key personnel, experience and references, additional capabilities, and rate sheet.

Please contact me if you have any questions or concerns.

Sincerely,

A handwritten signature in black ink that reads 'Dan DeMoss'. The signature is fluid and cursive, written in a professional style.

Dan DeMoss
CRWA/SUSP Executive Director
P: 916.616.7761
E: ddemoss@calruralwater.org





Proposal to Christian Valley Park CSD
For
Water Operations and Maintenance Services

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1. SUSP Company Information, Qualifications, and Standards

SUSP Company Information Qualifications

Specialized Utility Services Program (SUSP) is a subsidiary of the California Rural Water Association (CRWA). SUSP was formally organized in September of 2012 and has been providing fee-for-services to the rural and mid-sized communities of California since that time. CRWA established the SUSP program to answer requests from member and non-member systems for assistance and services that require more time and resources than CRWA can provide to systems utilizing our technical assistance and training programs. The SUSP business model is shaped by the values of its parent company, CRWA, in that we are first and foremost concerned about protecting public health and providing a needed service on a long-term basis to the rural communities that can utilize this kind of assistance. SUSP has a full engineering team as well as a large existing operator base. The SUSP program is set up to provide services in contract water and wastewater operations, contract utility management, sewer collections system smoke testing, leak detection, system security assessment and training, and a variety of contract management and operator training. Our staff is committed to the cause of assisting rural communities and SUSP enjoys a very stable operations group. Most of our staff have been with SUSP since the program started.

SUSP is based out of its main offices in Sacramento, with staff located throughout the state. Our tax identification number is 46-1147856. The principal contact for SUSP is Dan DeMoss, Executive Director. Our address is:

Specialized Utility Services Program, Inc.
1234 North Market Boulevard
Sacramento, CA 95834
Toll-free: 1 (877) 897-8806
Telephone: (916) 553-4900
Fax: (916) 553-4904
Email: info@suspinc.org
www.suspinc.org

SUSP Company Qualifications

SUSP operations staff have a combined 150 years' experience in management and operation of both water and wastewater systems. SUSP has worked with major engineering firms such as NV5 and Quad Knopf. NV5 and SUSP are in the process of implementing master plan improvements, including a funding application for an Iron and

Manganese removal plant, as well as addressing radiological contamination concerns. SUSP staff has provided start-up services to the new wastewater Treatment facility at the City of San Joaquin and established standard operating procedures and testing that will keep the City in compliance with new plant permit discharge standards. SUSP staff has established Emergency Response Plans (ERP's) and procedures as needed for all the communities under contract. SUSP staff recently utilized emergency plans during an instance of a complete water lateral-line failure and was able to provide emergency services, and work with local contractors to complete the installation of approximately 1,000 feet of 4-inch water line to replace the failed portion of the system.

SUSP Company Standards

To date, SUSP has not had any OSHA Health or Safety violations. SUSP is proactive in our approach to compliance. Our first step before starting a new contract is to evaluate the current compliance record of the system, and then to evaluate any compliance problems, factoring in the severity and rate of occurrence. We will then develop a sampling and reporting schedule for the onsite operators that ensures compliance based on the timeliness of samples. In the case of inherent water quality problems, i.e., arsenic, SUSP can offer possible solution and treatment ideas for the compliance issue. Our operations staff will provide this information to the system for its use and implementation. SUSP does require that a system with chronic compliance issues regarding water/wastewater quality problems implement a plan for compliance and will assist the system to do so.

SUSP will utilize the expertise and experience of CRWA training staff to train onsite operations' current staff. The training will be provided onsite, as needed, and will incorporate the systems facilities.

2. SUSP Operations Staff and Qualifications

The information below highlights the staff that will be assigned to the project to ensure a smooth transition into routine operations. SUSP has the ability to utilize other staff in an emergency or on a short-term basis.

Please review the SUSP Organizational Chart (Attachment 2) for the complete list of staff that SUSP can utilize.

SUSP Management Staff: _____

Dan DeMoss, Executive Director

May 2006 to Present – California Rural Water Association, Sacramento, CA

Position – CRWA Executive Director, SUSP Executive Director (2011 – Present)

Duties – Manage the day-to-day operations of the Association and its subsidiaries. Ensure contract compliance with 60 field employees and 13 office staff. Answer to a 7-member board and oversee a \$5 million annual budget. Serve as one of 3 field trainers on-staff to train both water and wastewater operators and managers. Help establish the CRWA training calendar which offers 250-300 days of training per year throughout California. Personally, provide training courses in areas such as Emergency Response Planning, Water Shortage Management Plans, Math, Water & Wastewater Certification Review Courses, Rates & Rate Structure Training, and Water System Operations & Maintenance.

April 2002 to May 2006 – California Rural Water Association, Sacramento, CA

Position – Federal Programs Director/ EPA Training Specialist

Duties – Was in charge of all federal programs and their respective contract obligations. Supervised ten field employees and two office staff, and was responsible for a \$1.2 million budget. Provided onsite technical assistance and training to public water and wastewater systems. Provided training on a variety of topics such as Math, Water System Operations & Maintenance, Rates & Rate Structures, Water Treatment and Disinfection, Wastewater Treatment, Water Distribution, and SDWA and Clean Water Act Regulations. Worked with system operators onsite, performing water system evaluations, and troubleshooting treatment plant and distribution system challenges.

Dennis Longhofer, SUSP Operations Manager

2012 to Present - Specialized Utility Services Program, Inc., Sacramento, CA

Position – SUSP Operations Manager

Duties - Dennis serves as the SUSP Operations Manager. Dennis is a Grade 5 Wastewater Treatment operator, and a Grade 3 Distribution and Water Treatment plant operator. Dennis has over 30 years of experience in the water/wastewater industry.

May 2011 to October 2012 - PERC Water, Santa Paula, CA

May 2010 to May 2011 – City of Galt, Galt, CA

Position - Utilities Superintendent

April 2009 to May 2010 - Broadbent and Associates, Inc. (BAI), Reno, NV

Position – Chief Plant Operator

March 2006 to March 2008 - Indian Hills General Improvement District, Carson City, NV

Position - General Manager

June 1977 to March 2006 - South Tahoe Public Utility District (STPUD), South Lake Tahoe, CA

Position - Operations Supervisor

SUSP Operations Staff:

Fernando Saenz, SUSP Field Manger and Training Specialist

2016 to 2018 – California Rural Water Association, Sacramento, CA

Position – SUSP Field Manger and Training Specialist

Duties – Fernando is a Grade 3 Wastewater Treatment operator; a Grade 3 Water Treatment operator; a Grade 2 Water Distribution operator; and a certified Backflow Tester. Fernando has over 15 years of water/wastewater maintenance and operations experience, as well as Public Works experience, and currently serves in a lead operator role at several of our contracted systems.

2000 to 2016 – City of Lindsay, Lindsay, CA

Position – Senior Maintenance II

Duties - Fernando started with the city as a utility worker and over 16 years rose to operate and manage both the water and wastewater systems for the city. Fernando operated an activated sludge /oxidation system as well as a conventional water treatment plant for the city.

SUSP Administrative Staff:

Ruby Brungess

2015 to Present – California Rural Water Association

Position – Executive Assistant

Duties – Ruby provides SUSP with administrative support such as generating reports, proposals and contracts. Ruby has also performed various administrative duties for SUSP contract-operated systems, including customer service, billing, Monthly Operations Reports submittals, etc.

These are the principals of the SUSP program and are the staff that our contracts typically utilize as onsite operators for the communities that we serve.

A) SUSP References

SUSP would highlight current operations contracts with the following districts or cities:

City of Huron: contract ongoing – SUSP currently provides onsite operations and management of the City’s Water, Wastewater, and Public Works department.

County of Napa LBRID and NBRID: contract ongoing – SUSP daily operations and reporting for two water treatment and distribution systems as well as wastewater plants. Operations include meter reading, repairs, and facility maintenance, as well as routine sampling and reporting. SUSP staff were actively involved in the emergency response due to the 2020 LNU complex fire.

Descanso Community Services District (DCWD): contract ongoing – SUSP provides operation and management of the district and performs all the functions of the district on a day-to-day basis. DCWD is a community with 330 connections located just outside of Alpine, California. SUSP reads meters, does all billing, mailings, and record-keeping functions, as well as maintains the customer service phone lines and communications during normal business hours. SUSP provides emergency response in all aspects of the operation of the district, as well as applies for grants and loans of behalf of the district in support of the system’s master plan and compliance-related needs of the district.

Yolo County: contract ongoing – SUSP provides operation and management services of the Wild Wings CSA. SUSP has 1 Grade 5 operator/manager as well as two onsite full-time operations staff working in both the water and wastewater system. Wild Wings has 320 connections with two wells, two storage tanks, Wastewater Activated Sludge Treatment and with Tertiary Treatment for recycling water to the golf course.

Fee for Services contracts: SUSP currently has multiple contracts to provide fee-for-services in such areas as Leak Detection/Line Location, Rate studies, MHI Studies, and Operator Training.

Current Public Agency Contract Operations Customers Listed for Reference

SYSTEM	CONTACT	PHONE	TYPE
Banning Heights	Julie Hutchinson	(951) 306-8531	Water Operations & Management
City of Huron	John Kunkel	(559) 945-2241	Water & Wastewater Operations
City of Tehachapi	Tyler Napier	(661) 822-2200 xt. 507	Wastewater Chief Plant Operator
Descanso CSD	Maureen Phillips	(619) 445-6042	Water Operations & Management
Napa County (NBRID / LBRID)	Chris Silke	(707) 299-1755	Water & Wastewater Operations
Wild Wings CSA	Kimberly Villa	(530) 666-8431	Water & Wastewater Operations

B) Additional Capabilities

SUSP provides multiple services for water systems. These services include Engineering Services, Leak Detection and Line Location, Backflow Testing Services, Rate Studies, and MHI Studies. We also provide water and sewer plant evaluations, smoke testing for sewer collection systems, and energy efficiency evaluations for facilities. SUSP will provide loan and grant application services to those systems that do not qualify for assistance from the State or current CRWA programs. SUSP provides operation and management training via the Academy of Water Education (AWE) for CEU's, and California required contact hours.

SUSP staff has provided start-up services to the new Wastewater Treatment facility and established standard operating procedures and testing that will keep a water system or city in compliance with new plant permit discharge standards. SUSP staff has established Emergency Response Plans (ERP's) and procedures as needed for all the communities under contract.

SUSP operations staff has been able to work successfully with SWRCB and Local Primacy Agency (LPA) staff everywhere we have worked. SUSP staff have all worked in previous roles with CRWA doing Technical Assistance and Training and have had extensive networking with the California Department of Public Health/SWRCB, as well as the State Regional Board.

SUSP has been able to provide electronic reporting capabilities to several systems that we have worked with. SUSP staff, in the case of a small CSD, implemented a brand-new billing system, and created a system website which gave customers the ability to pay bills online

in addition to paying by phone. In doing so, we were able to reduce the number of delinquent accounts dramatically. SUSP staff utilized RVS Utility Billing software as a billing system in that particular case. We have also implemented improved record keeping onsite, and preventive maintenance programs for systems that did not have either at the time we took over the operation of the system. We utilized internal Excel programs for tracking PM in the systems. SUSP also performed TMF capacity assessments utilizing the State's TMF format and program to assist the system in development of the Technical, Managerial, and Financial capacity needed for the approval of applications for State and Federal infrastructure funding programs.

To date, SUSP has not had any OSHA Health or Safety violations. SUSP is proactive in our approach to compliance. Our first step before starting a new contract is to evaluate the current compliance record of the system or city, and then to evaluate any compliance problems, factoring in the severity and rate of occurrence. We will then develop a sampling and reporting schedule for the operators onsite that ensures compliance based on the timelines of samples. In the case of inherent water quality problems, i.e., arsenic, SUSP can offer possible solution and treatment ideas for the compliance issue. Our operations staff will provide this information to the System for its use and implementation. SUSP does require that a system with chronic compliance issues regarding water/wastewater quality problems implement a plan for compliance and will assist the city or district to do so.

SUSP will utilize the expertise and experience of CRWA training staff to train onsite operations staff working at the system. The training will be provided onsite as needed and will incorporate the System's facilities, so the staff is trained.

SUSP will be able to provide needed liability and property damage coverage, as well as performance bonding, if required.

3. Christian Valley Park CSD Scope of Services

Responsibilities of SUSP:

SUSP will provide full water operations and maintenance for the Christian Valley Park CSD located at 5174 Westridge Circle, Auburn CA 95603.

- a) SUSP staff will provide daily operations and maintenance services practicing best management practices (BMP) in all phases. (See Attachment 1 for a complete scope of work).
- b) SUSP will conduct all compliance testing both routine and any new regulatory testing that is enacted during the contracting period, as well as develop an annual

sampling plan. Testing will be sent to a predetermined lab as assess by Christian Valley Park.

- c) SUSP operations staff will do all necessary monthly and quarterly reporting including but not limited to turbidity reports, consumer confidence reports (CCR), and electronic annual reports (EAR).
- d) SUSP will provide a monthly operations, maintenance, and monitoring performance report, including all associated costs.
- e) SUSP operations staff will maintain all plant records and keep an onsite log of operations activity and issues.
- f) SUSP operations staff will provide routine repairs to the facility and any major repairs or replacements will be the responsibility of the facilities owners.
- g) SUSP will provide two vehicles including fuel for inner system use.
- h) SUSP will provide all necessary equipment and supplies for day-to-day operations and routine maintenance.
- i) SUSP will be available for all scheduled Board Meetings.
- j) SUSP will be available for all inspections and meetings with SWRCB staff regarding the operation of the treatment facility.
- k) SUSP will provide insurance for the liability assumed in providing Operator of Record credentials for the satisfaction of the State regulatory requirements.
- l) SUSP will provide emergency and after-hours assistance if needed, to be billed separately under the provisions set forth in Section 2 – Contract Price Proposal.

Responsibilities of Christian Valley Park CSD:

- a) The system will be responsible for all financial and bookkeeping services with its current contracted service providers.
- b) The system is responsible for any major repairs or replacements, costs for parts and appurtenances as needed for routine repairs and maintenance and the cost of contracted work for repair and emergency response related to the water system.
- c) The system will be responsible for the ordering and payment of all chemicals.

- d) The system will allow SUSP staff access to the buildings, storage facilities etc. utilized in the routine daily operations of the system.

Scope of Services Summary- SUSP will provide services that are typically associated with the day-to-day operation of a public water system. SUSP will also provide all vehicles, insurances, associated with both professional and personnel services provided including all named insured certificates that are typically offered in utility contract operations.

4. Christian Valley Park CSD Contract Price Proposal

In accordance with this Request for Proposal, SUSP agrees to provide the services described in this Request for Proposal, at the rates shown in this Bid Schedule.

Special Work is approximate only and being given as a basis for the comparison of proposals. All rates for routine work should include all overhead, including vehicle expenses, insurance, benefits, stand by-costs paid to on call employees, etc.

The District does not, expressly, or by implication, propose or agree that the actual quantities of work will correspond therewith, but reserves the right to increase or decrease the amount of any portion of the work shown, or to omit portions of said work, as may be deemed advisable by the District. Payment will be made on the basis of quantities actually performed.

Base Rate for Routine Work			
Billed Periodically based on the period indicated below			
<input checked="" type="checkbox"/>	Prices reflect monthly billing rate		
<input type="checkbox"/>	Prices reflect daily billing rate		
ITEM NO.	DESCRIPTION	UNITS	BILLING RATE
Contract Operations and Staff Rates			
1.	Daily Plant Operations Onsite	Daily	\$ 1,360.00
2.	After Hours On Call Service	Hourly	\$ 95.00
3.	Fixed Cost Reimbursement		\$ 26,349.00

The items listed below are outlined with a billing rate as available. SUSP is not a construction contractor company and would therefore subcontract construction related work. In addition, this would include equipment such as back hoes, dump trucks, and trailer

rig. SUSP will outsource all lab testing to a designated lab decided upon SUSP and Christian Valley Park CSD.

Special Work			
Billed on Cost and by Occurrence			
ITEM NO.	DESCRIPTION	UNITS	BILLING RATE
Contract Operations and Staff Rates			
1.	Plant Operations Onsite	Hours	\$ 85.00 /hour
2.	Certified Operator	Hours	\$ 85.00 / hour
3.	Fixed Cost Reimbursement	Hours	\$ 101.00 /hour
4.	Backflow Tester	Device	\$ 120.00 / device
5.	Emergency Call Out After Hours / Weekends	Hours	\$ 95.00 /hour
6.	Emergency Certified Operator	Hours	\$ 95.00 / hour
Equipment and Vehicle Rates			
1.	Service truck with tools (hourly)	Hours	Included in hourly rate.
2.	Service truck with tools (daily)	Days	
3.	Pickup Truck (mileage rate)	Miles	\$ 0.585 / mile
4.	Vacuum Trailer (hourly)	Hours	These would be rented and based on current rates.
5.	Vacuum Trailer (daily)	Days	
6.	Gas/Electric Water Pump [#gpm] (daily)	Days	
7.	Lab test collection and deliver to the Lab: Title 22 panel	Test	This would be established by your preferred lab rates.
8.	Residential service install	Each	This would be done by contractor at current rates.
9.	Backhoe, dump truck, and trailer rig	Day	

Materials With prior approval by the District, the Provider will be reimbursed at the invoice amount plus 10% for materials.

Equipment and Vehicle Rates With prior approval by the District, equipment and vehicle rates not listed in the Bid Schedule will be reimbursed as follows:

1. For Contractor owned equipment, reimbursement will be per Caltrans standard rental rates.
2. For equipment rented from a third-party supplier, reimbursement will be the invoice amount plus 10%.

Subcontractor Expenses With prior approval by the District, the Provider will be reimbursed at the subcontract price plus 10%.

5. Proposal Summary

This is a price proposal, and a more formal contract will be submitted upon an agreement on this proposal. We are flexible in providing services, so please feel free to discuss any aspect of this price proposal with me for clarification. If you would like to see changes in the scope of services, we will be glad to discuss any ideas or options that you might want to bring to the table. Please understand that this is a price proposal and that final contract documents will reflect more specific terms. If you are in agreement with this price proposal, please sign, date and return this proposal to:

*SUSP, Inc., 1234 North Market Boulevard, Sacramento, CA 95834
Attention: Ruby Brungess
via Fax: (916) 553-4904 or via Email: rbrungess@calruralwater.org*

X _____
Christian Valley Park CSD:

Date

Name

Title

X _____
SUSP, Inc: Dan DeMoss,
Executive Director

05/17/2022

Date

EXHIBIT A

Routine Work

Routine, Operations and Periodic work listed below is intended to provide proposers detailed list of the types of tasks that should be included in the base rate included in the cost proposal. This list is not intended to be all inclusive but provide an indication of the type of work expected under the base contract. Proposers should be familiar with the operation of a surface water treatment plant and distribution system to provide an inclusive cost proposal adequate for normal day to day operation of the facilities. Special Work list items would be outside the normal day to day operations and as noted include leak repair and special water-related projects.

Routine Maintenance Work

1. Storage tank inspection and maintenance of logbook
2. Pressure tank air pad inspection and operation of air pad system
3. Removal of fallen trees and brush on WTP service road considered housekeeping; large tree removal compensated as special work.
4. Basic cleaning in buildings (sweeping, wipe down equipment, clean counters, dust)
5. Keep walkways clear of debris around sedimentation basin
6. Inspection of the raw water intake vault and headworks
7. Maintenance of air compressor and for plant air system
8. Removal of floating debris on sedimentation basin and pump sump
9. Assess reported distribution system leaks
10. Respond to customer service inquiries forwarded by the District related to water quality, pressure, leaks, etc.
11. Monitor and mark Underground Service Alerts (USA) throughout the District's service area and comply with USA requirements when excavating on District facilities throughout the system.

EXHIBIT A (CONTINUED)

Operations Work

1. Daily recordkeeping of plant activities and rounds – daily rounds sheet available upon request
2. Testing of raw water and finished water pH
3. Testing of sedimentation basin turbidity to assess chemical dosage for treatment
4. Verification of online instruments
5. Order water treatment chemicals, coordinate deliveries and chemical storage/transfer to day tanks.
5. Mixing/transferring water treatment chemicals (e.g. soda ash, polymer and chlorine).
6. Verification of chemical pump operation: soda ash, polymer, chlorine, and calculation of dosages as necessary
8. Inspection of flocculator operation
9. Inspection of streaming current monitor operation
10. Verification of productivity flow to match chemicals dosages and demand
11. Verification of pump basin level to meet production
12. Adjust chemical dosages as needed to ensure compliance with treatment requirements (alum, chlorine, soda ash)
13. Monitor filter performance and backwash as needed to maintain proper treatment
14. Monitor plant and respond to plant upsets and alarms
15. Monitor storage tank level and adjust plant output according to water demands
14. Operate and adjust backwash return system

Periodic Work

1. Calibrating of three turbidity meters each quarter
2. Cleaning of turbidity meters as needed and verify flow rates

EXHIBIT A (CONTINUED)

3. Calibrating and monitoring of chemical feed pumps, including swapping out suction/discharge tubing, check valves, etc. as necessary (material costs passed onto District)
4. Cleaning and minor repairs of chemical feed pumps
5. Backwashing filters as determined by daily rounds and filter performance
6. Collecting of routine trash and materials to be disposed, except disposal fee, vehicle use, and travel time billed as additional cost
7. Facilitating of the State required testing including development of water testing schedule for each year. Laboratory costs paid directly by the District – currently using 49er Labs for lab testing.
8. Responding to DDW questions and requests
9. Attending DDW inspections at the facility and respond to action items on the inspection report. Working on the results from the inspections may not fall under normal operations and handled on a case-by-case basis as Special Work
10. Analyzing lab test results and record data
11. Preparing and submit monthly reports to DDW for turbidity and bacteria
12. Updating of turbidity charts
13. Pumping out intake vault
14. Minor brush trimming around facilities
15. Coordinating of chemical inventory and ordering, delivery, and storage of chemicals
16. Cleaning, maintaining and calibrating instruments (streaming current monitor, pH meter, chlorine analyzer), except material and calibration supplies paid for on cost basis
17. Clearing of streaming current feed line
18. Greasing of pumps and flocculator drives –

EXHIBIT A (CONTINUED)

19. Exercising of the Distribution system valves
20. Doing light generator maintenance and scheduling annual service

21. Performing or coordinating of backflow testing throughout the District
22. Attending monthly board meetings
23. Attending annual budget meeting and providing input on operational costs for budgeting purposes
24. Annual filter inspections
25. Annual sludge removal from sedimentation basin
26. Semi-annual sludge removal from backwash tank

Special Work – Compensated based on rates included in the cost proposal
(cost + on material provided by Provider)

1. Respond to emergency leaks and customer service calls throughout the distribution system
2. Responding to emergency water treatment plant events
 - a. Raw water emergencies (e.g. canal failures, raw water contamination, etc.)
 - b. Equipment failure
 - c. Power outages
3. Special Projects deemed necessary by the District performed on a case-by-case basis

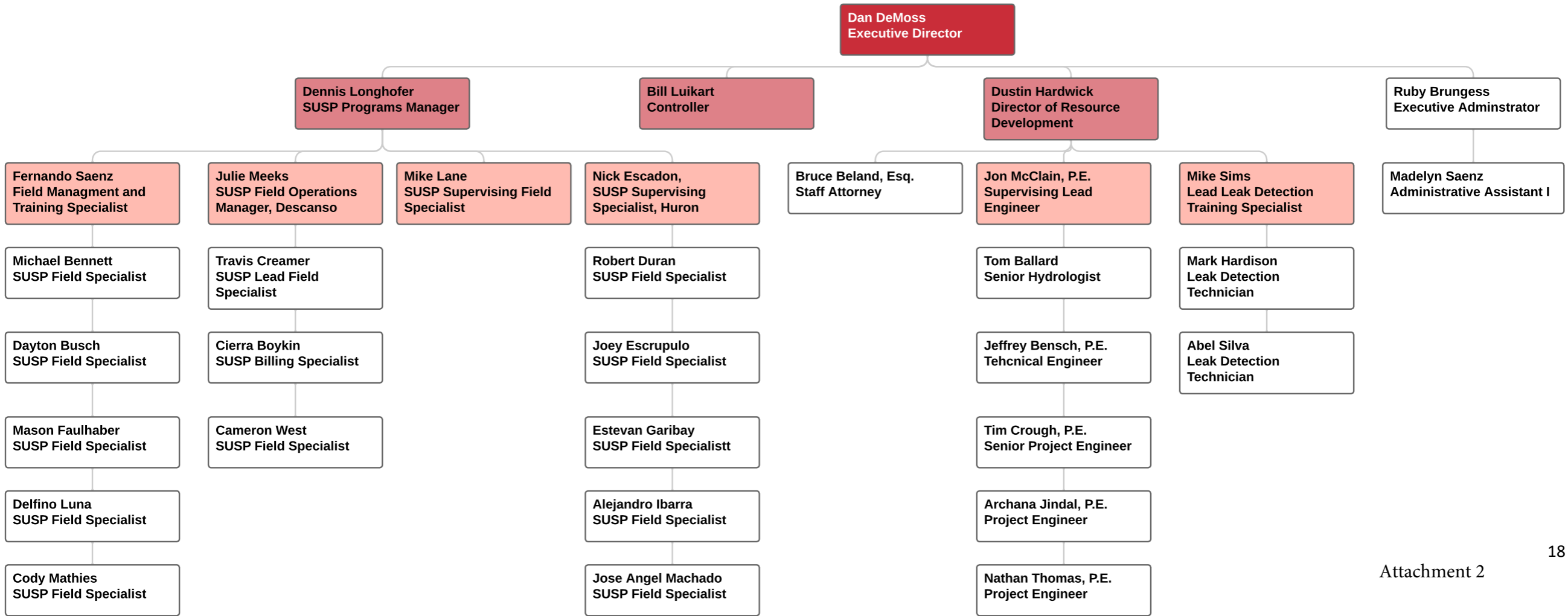


EXHIBIT C

SAFETY COMPLIANCE CERTIFICATE

I, the undersigned, hereby certify the information contained herein and that undersigned is duly authorized to certify that:

Dan DeMoss

(Print Company Representative Name)

Executive Director

(Print Company Representative Title)

California Rural Water Association

(Print Company Name)

1. Provider has an effective Injury and Illness Prevention Program which meets the requirements of all applicable laws and regulations, including, but not limited to, California Labor Code Section 6401.7. (This section does not apply if Provider does not perform any work under this agreement within the State of California.)
2. Provider agrees that it is fully responsible for the acts and omissions of its subcontractors and all persons either directly or indirectly employed by the Provider.
3. The above-named person has the authority and responsibility for implementing and administering Provider's Injury and Illness Prevention Program.

IN WITNESS WHEREOF, the undersigned has executed this Safety Compliance Certificate under the penalty of perjury of the laws of the State of California:

Signed:



Print Name:

Dan DeMoss

Date:

05/16/2022