



**BEAUMONT CHERRY VALLEY WATER DISTRICT
AGENDA
REGULAR MEETING OF THE BOARD OF DIRECTORS
560 Magnolia Avenue, Beaumont, CA 92223
Wednesday, September 8, 2010 at 7:00 p.m.**

CALL TO ORDER, PRESIDENT BALL

PLEDGE OF ALLEGIANCE, DIRECTOR WOLL

INVOCATION, HALLIWILL

ROLL CALL, BLANCA MARIN

PUBLIC INPUT

PUBLIC COMMENT: Anyone wishing to address the Board of Directors on any matter not on the agenda of this meeting may do so now. Anyone wishing to speak on an item on the agenda may do so at the time the Board considers that item. All persons wishing to speak must fill out a "Request to Speak" form and give it to the Secretary at the beginning of the meeting. The forms are available on the table at the back of the room. There is a three (3) minute limit on public comments. Sharing or passing time to another speaker is not permitted. Please do not repeat what was said by a previous speaker except to note agreement with that speaker. Thank you for your cooperation.

ACTION ITEMS

1. ADOPTION OF THE AGENDA

HALLIWILL	M	S	A	N
PARKS	M	S	A	N
ROSS	M	S	A	N
WOLL	M	S	A	N
BALL	M	S	A	N

2. FINANCIAL REPORTS

a. Bills for Consideration** Page 4

Board Action
August 2010

The Board will take action on the Bills for Consideration taking into account the recommendations of the Finance and Audit Committee.

HALLIWILL	M	S	A	N
PARKS	M	S	A	N
ROSS	M	S	A	N
WOLL	M	S	A	N
BALL	M	S	A	N

b. Invoices Pending Approval** Page 7

Board Action
August 2010

The Board will take action on the invoices for payment taking into account the recommendations of the Finance and Audit Committee.

HALLIWILL	M	S	A	N
PARKS	M	S	A	N
ROSS	M	S	A	N
WOLL	M	S	A	N
BALL	M	S	A	N

Board Action
July 2010

The Board will take action to "accept and file" the Month End Financial Statements presented by staff.

HALLIWILL	M	S	A	N
PARKS	M	S	A	N
ROSS	M	S	A	N
WOLL	M	S	A	N
BALL	M	S	A	N

3. APPROVAL OF THE MINUTES

A. Minutes of the Special Board Meeting of June 30, 2010** Page 23

HALLIWILL	M	S	A	N
PARKS	M	S	A	N
ROSS	M	S	A	N
WOLL	M	S	A	N
BALL	M	S	A	N

B. Minutes of the Regular Board Meeting of July 14, 2010** Page 29

HALLIWILL	M	S	A	N
PARKS	M	S	A	N
ROSS	M	S	A	N
WOLL	M	S	A	N
BALL	M	S	A	N

C. Minutes of the Joint Meeting of August 11, 2010** Page 34

HALLIWILL	M	S	A	N
PARKS	M	S	A	N
ROSS	M	S	A	N
WOLL	M	S	A	N
BALL	M	S	A	N

4. APPROVAL OF CONTRACT WITH PROFESSIONAL RECOVERY SYSTEMS (RASH CURTIS & ASSOCIATES) FOR COLLECTION SERVICES Page 41**

HALLIWILL	M	S	A	N
PARKS	M	S	A	N
ROSS	M	S	A	N
WOLL	M	S	A	N
BALL	M	S	A	N

5. APPROVAL OF JOB DESCRIPTION AND PAYSCALE FOR THE CONTROLLER CLASSIFICATION* Page 83**

HALLIWILL	M	S	A	N
PARKS	M	S	A	N
ROSS	M	S	A	N
WOLL	M	S	A	N
BALL	M	S	A	N

6. APPROVAL OF AND AUTHORIZATION TO ADVERTISE REQUEST FOR PROPOSALS FOR LANDSCAPE MAINTENANCE SERVICES Page 89**

HALLIWILL	M	S	A	N
PARKS	M	S	A	N
ROSS	M	S	A	N
WOLL	M	S	A	N
BALL	M	S	A	N

7. **APPROVAL OF LETTER OF INTENT TO WITHDRAW FROM THE SAN TIMOTEO WATERSHED MANAGEMENT AUTHORITY (STWMA) EFFECTIVE 240 DAYS FROM THE DATE OF NOTICE**Page 103**

HALLIWILL	M	S	A	N
PARKS	M	S	A	N
ROSS	M	S	A	N
WOLL	M	S	A	N
BALL	M	S	A	N

8. **REPORTS FOR DISCUSSION AND POSSIBLE ACTION**

(a) **Ad hoc Committees**

(b) **General Manager**

- Correspondence from the Department of Water Resources dated August 26, 2010** Page 104
- Continuation of Furlough Program after October 31, 2010
- Update on discussion with San Geronio Pass Water Agency regarding joint use of District's Recharge Facility
- Incident at District's Recharge Facility on August 18, 2010.
- Recycled Water Development Fee (City of Beaumont)
- Fair Political Practices Commission-Candidate/Treasurer Seminar **Page 105

(c) **Directors**

- Dr. Blair Ball
- John Halliwill
- Stella Parks
- Ken Ross
- Ryan Woll

(d) **Legal Counsel**

9. **ANNOUNCEMENTS**

- A) **Beaumont Basin Water Master Meeting, September 14, 2010 at 11:00 a.m.**
B) **Finance & Audit Committee Meeting, October 7, 2010 at 4:00 p.m.**
C) **Regular Board Meeting, October 13, 2010 at 7:00 p.m.**

ACTION LIST

10. **ADJOURNMENT**

HALLIWILL	M	S	A	N
PARKS	M	S	A	N
ROSS	M	S	A	N
WOLL	M	S	A	N
BALL	M	S	A	N

** Information included in the agenda packet

Assistance for the Disabled: If you are disabled in any way and need accommodation to participate in the meeting, please call Blanca Marin, at (951) 845-9581 Ext. 23 for assistance so the necessary arrangements can be made.

The agenda material for this meeting is available to the public at the District's Administrative Office which is located at 560 Magnolia Avenue, Beaumont, CA 92223. If any additional material related to an open session agenda item is distributed to all or a majority of the board of directors after this agenda is posted, such material will be made available for immediate inspection at the same location.

Check Register-Summary-Bank



AP5090

Page : 1

Date : Aug 26, 2010

Time : 10:15 am

Vendor : A&A FENCE To ZETLMAIER

Cheque Dt. : 01-Aug-2010 To 26-Aug-2010

Bank : 7 - ACCOUNTS PAYABLE

Seq : Cheque No.

Status : All

Medium : M=Manual C=Computer E=EFT-PA

Check #	Check Date	Vendor	Vendor Name	Status	Batch	Medium	Amount
41162	09-Aug-2010	A&JPOOL SU	A&J POOL SUPPLIES	Issued	290	C	613.35
41163	12-Aug-2010	ACTIONTRUE	ACTION TRUE VALUE HARDWARE	Issued	296	C	330.55
41164	12-Aug-2010	ACWAJPIA	ACWAJPIA	Issued	296	C	65,725.00
41165	12-Aug-2010	AIR&HOSES	AIR & HOSE SOURCE INC.	Issued	296	C	16.93
41166	12-Aug-2010	AJILONFINA	AJILON PROFESSIONAL STAFFING LLC	Issued	296	C	5,346.60
41167	12-Aug-2010	ARCO	ARCO GASPRO PLUS	Issued	296	C	4,311.29
41168	12-Aug-2010	AUTOVALUE	STAR AUTO PARTS	Issued	296	C	12.40
41169	12-Aug-2010	B ACE HOME	BEAUMONT DO IT BEST HOME CENTER	Issued	296	C	257.07
41170	12-Aug-2010	B76	BEAUMONT 76	Issued	296	C	328.72
41171	12-Aug-2010	BLAWNMOWE	BEAUMONT LAWNMOWER	Issued	296	C	26.42
41172	12-Aug-2010	CALTOOL	CALIFORNIA TOOL & WELDING	Issued	296	C	46.80
41173	12-Aug-2010	CR&RINCORP	CR&R INC	Issued	296	C	228.27
41174	12-Aug-2010	DALEY&HEFT	DALEY & HEFT LLP	Issued	296	C	7,907.00
41175	12-Aug-2010	DAUGHTERY'S	DAUGHTERY'S PEST CONTROL	Issued	296	C	450.00
41176	12-Aug-2010	DAVINCI	DA VINCI PRINTING & BLUEPRINTS	Issued	296	C	110.98
41177	12-Aug-2010	EDISON	SOUTHERN CALIFORNIA EDISON	Issued	296	C	126,278.33
41178	12-Aug-2010	ESBABCOCK	ES BABCOCK	Issued	296	C	1,645.00
41179	12-Aug-2010	FEDEX	FEDEX	Issued	296	C	46.04
41180	12-Aug-2010	GASCO	THE GAS COMPANY	Issued	296	C	14.79
41181	12-Aug-2010	HALLIWILLJ	HALLIWILL, JOHN	Issued	296	C	200.00
41182	12-Aug-2010	HIGHLANDSP	HIGHLAND SPRINGS EXPRESS LUBE	Issued	296	C	38.01
41183	12-Aug-2010	HOMEDEPOT	HOME DEPOT CREDIT SERVICES	Issued	296	C	296.52
41184	12-Aug-2010	IDEARCMEDI	SUPERMEDIA LLC	Issued	296	C	51.50
41185	12-Aug-2010	INLANDWATE	INLAND WATER WORKS	Issued	296	C	1,166.51
41186	12-Aug-2010	LUTHERSTRU	LUTHERS TRUCK & EQUIPMENT	Issued	296	C	95.00
41187	12-Aug-2010	MEDINAJON	MEDINA, JON	Issued	296	C	119.59
41188	12-Aug-2010	NAPAAUTOPA	NAPA AUTO PARTS	Issued	296	C	39.64
41189	12-Aug-2010	NOBELSYSTE	NOBEL SYSTEMS	Issued	296	C	3,000.00
41190	12-Aug-2010	OCBREPROGI	OCB REPROGRAPHICS	Issued	296	C	20.39
41191	12-Aug-2010	ONLINE INF	ONLINE INFORMATION SERVICES	Issued	296	C	534.90
41192	12-Aug-2010	PACIFICALA	PACIFIC ALARM	Issued	296	C	202.00
41193	12-Aug-2010	PARSONS	PARSONS WATER & INFRASTRUCTURE INC.	Issued	296	C	25,956.40
41194	12-Aug-2010	PRESTIGEMO	PRESTIGE MOBILE DETAIL	Issued	296	C	352.00
41195	12-Aug-2010	REDWINE	REDWINE AND SHERRILL	Issued	296	C	9,543.99
41196	12-Aug-2010	SCANLANKAR	KARL SCANLAN COMPANY INC.	Issued	296	C	43,886.75
41197	12-Aug-2010	STAPLES	STAPLES ADVANTAGE	Issued	296	C	139.41
41199	12-Aug-2010	STMP000997	HINNIWINKEL, JANETH	Issued	296	C	835.10
41200	12-Aug-2010	STMP000998	LAYNE CHRISTENSEN CO.	Issued	296	C	620.36
41201	12-Aug-2010	STMP000999	LAYNE CHRISTENSEN CO.	Issued	296	C	473.23
41202	12-Aug-2010	STMP001000	PASS DEVELOPERS INC	Issued	296	C	687.87
41203	12-Aug-2010	STMP001001	RSH CONSTRUCTION	Issued	296	C	769.41
41204	12-Aug-2010	STMP001002	MATICH CORP	Issued	296	C	392.64
41205	12-Aug-2010	STMP001003	STATER BROS MARKET #5086 EXPENSE PA`	Issued	296	C	2,512.21
41206	12-Aug-2010	STMP001004	STATER BROS MARKET #86 EXPENSE PAYA	Issued	296	C	2,512.21
41207	12-Aug-2010	STMP001005	REAL HOME SERVICE & SOLUTIONS	Issued	296	C	310.49
41208	12-Aug-2010	STMP001006	KONDAUR CAPITAL CORPORATION	Issued	296	C	100.68
41209	12-Aug-2010	STMP001007	CORPORATION KONDAUR CAPITAL	Issued	296	C	67.57
41210	12-Aug-2010	STMP001008	HACKLER, JAY	Issued	296	C	2,000.00
41211	12-Aug-2010	TERMINIX	TERMINIX	Issued	296	C	49.00
41212	12-Aug-2010	TOMLARA	TOM LARA	Issued	296	C	3,950.00
41213	12-Aug-2010	UNDERGROU	UNDERGROUND SERVICE ALERT	Issued	296	C	100.50
41214	12-Aug-2010	VERIZON	VERIZON	Issued	296	C	346.14
41215	12-Aug-2010	WASTEMANAC	WASTE MANAGEMENT	Issued	296	C	238.25
41216	12-Aug-2010	WASTEMANAC	WASTE MANAGEMENT	Issued	296	C	119.40
41217	12-Aug-2010	WELLSFARGC	WELLS FARGO REMITTANCE CENTER	Issued	296	C	1,577.82
41218	12-Aug-2010	WOLLR000	WOLL, RYAN	Issued	296	C	180.00

Check Register-Summary-Bank



AP5090

Page : 2

Date : Aug 26, 2010

Time : 10:15 am

Vendor : A&A FENCE To ZETLMAIER

Cheque Dt. : 01-Aug-2010 To 26-Aug-2010

Bank : 7 - ACCOUNTS PAYABLE

Seq : Cheque No.

Status : All

Medium : M=Manual C=Computer E=EFT-PA

Check #	Check Date	Vendor	Vendor Name	Status	Batch	Medium	Amount
41219	12-Aug-2010	XEROX	XEROX CORPORATION	Issued	296	C	1,128.81
41220	12-Aug-2010	Z&LPAVING	Z&L PAVING	Issued	296	C	9,708.68
41221	12-Aug-2010	STELLAPARK	PARKS, STELLA	Issued	297	C	800.00
41222	19-Aug-2010	CSDA	CALIFORNIA SPECIAL DISTRICTS ASSOCIAT	Issued	300	C	112.66
41223	26-Aug-2010	AIR&HOSES	AIR & HOSE SOURCE INC.	Issued	303	C	53.29
41224	26-Aug-2010	AJILONFINA	AJILON PROFESSIONAL STAFFING LLC	Issued	303	C	5,346.60
41225	26-Aug-2010	ALLPURPOSE	ALL PURPOSE RENTALS	Issued	303	C	60.50
41226	26-Aug-2010	ALSCO	ALSCO	Issued	303	C	54.60
41227	26-Aug-2010	AMERICANOF	AMERICAN OFFICE SOLUTION	Issued	303	C	97.88
41228	26-Aug-2010	ARAMARK	ARAMARK REFRESHMENT SERVICES	Issued	303	C	105.18
41229	26-Aug-2010	AVAYA	AVAYA INC	Issued	303	C	132.41
41230	26-Aug-2010	B ACE HOME	BEAUMONT DO IT BEST HOME CENTER	Issued	303	C	140.74
41231	26-Aug-2010	BASICCHEMI	BASIC CHEMICAL SOLUTIONS LLC	Issued	303	C	6,914.06
41232	26-Aug-2010	BIGTIMEDES	BIG TIME DESIGN	Issued	303	C	2,437.09
41233	26-Aug-2010	BRIANSLIVE	BRIAN'S LIVE BEE REMOVAL	Issued	303	C	135.00
41234	26-Aug-2010	BTIRE	BEAUMONT TIRE	Issued	303	C	631.37
41235	26-Aug-2010	CITYOFFRANC	CITY OF RANCHO CUCAMONGA	Issued	303	C	42.00
41236	26-Aug-2010	CLEANBYDES	CLEAN BY DESIGN INC.	Issued	303	C	1,110.00
41237	26-Aug-2010	CROWLEYCOI	CROWLEY COMPANY INC.	Issued	303	C	3,379.25
41238	26-Aug-2010	CVAUTO	CHERRY VALLEY AUTOMOTIVE	Issued	303	C	150.36
41239	26-Aug-2010	CVNURSERY	CHERRY VALLEY NURSERY	Issued	303	C	14.67
41240	26-Aug-2010	EDISON	SOUTHERN CALIFORNIA EDISON	Issued	303	C	28,709.98
41241	26-Aug-2010	EDISON	SOUTHERN CALIFORNIA EDISON	Issued	303	C	32,319.74
41242	26-Aug-2010	ESBABCOCK	ES BABCOCK	Issued	303	C	1,805.00
41243	26-Aug-2010	FEDEX	FEDEX	Issued	303	C	54.29
41244	26-Aug-2010	FREEMANOFF	FREEMAN OFFICE PRODUCTS	Issued	303	C	1,453.05
41245	26-Aug-2010	HASLER	TOTALFUNDS BY HASLER	Issued	303	C	1,000.00
41246	26-Aug-2010	HUDECS	HUDECS COMPUTER CONSULTING	Issued	303	C	4,916.23
41247	26-Aug-2010	INLANDWATE	INLAND WATER WORKS	Issued	303	C	46,988.04
41248	26-Aug-2010	LUTHERSTRU	LUTHERS TRUCK & EQUIPMENT	Issued	303	C	1,821.51
41249	26-Aug-2010	MACROCOMM	MACRO COMMUNICATIONS	Issued	303	C	150.00
41250	26-Aug-2010	MATICH	MATICH CORP	Issued	303	C	2,043.12
41251	26-Aug-2010	METROCALL	USA MOBILITY WIRELESS INC.	Issued	303	C	25.69
41252	26-Aug-2010	NAPAAUTOPA	NAPA AUTO PARTS	Issued	303	C	208.27
41253	26-Aug-2010	NINOS	NINO'S	Issued	303	C	5,277.58
41254	26-Aug-2010	PATSPOTS	PAT'S POTS	Issued	303	C	310.00
41255	26-Aug-2010	PERFORMANC	PERFORMANCE METER INC	Issued	303	C	200.00
41256	26-Aug-2010	PITNEYBOW	EASYPERMIT POSTAGE	Issued	303	C	2,701.39
41257	26-Aug-2010	PRESSENTER	PRESS ENTERPRISE	Issued	303	C	298.80
41258	26-Aug-2010	PRESTIGEMO	PRESTIGE MOBILE DETAIL	Issued	303	C	416.00
41259	26-Aug-2010	RAINFORREN	RAIN FOR RENT	Issued	303	C	3,266.50
41260	26-Aug-2010	RIOSTONE	RIO STONE BUILDING MATERIALS	Issued	303	C	152.25
41261	26-Aug-2010	ROBERTSONE	ROBERTSON'S	Issued	303	C	175.42
41262	26-Aug-2010	ROSSK000	ROSS, KEN	Issued	303	C	300.00
41263	26-Aug-2010	SGPWA	SAN GORGONIO PASS WATER AGENCY	Issued	303	C	292,274.00
41264	26-Aug-2010	STANDARDPA	STANDARD PACIFIC CORP	Issued	303	C	39,463.18
41265	26-Aug-2010	STAPLES	STAPLES ADVANTAGE	Issued	303	C	515.99
41266	26-Aug-2010	STMP001009	SCHWENSON, ROBIN	Issued	303	C	41.83
41267	26-Aug-2010	TERMINIX	TERMINIX	Issued	303	C	98.00
41268	26-Aug-2010	VERIZON	VERIZON	Issued	303	C	179.77
41269	26-Aug-2010	VERIZONCRE	VERIZON CREDIT INC.	Issued	303	C	139.29
41270	26-Aug-2010	VERIZONWIR	VERIZON WIRELESS	Issued	303	C	392.86
41271	26-Aug-2010	WASTE MANA	RIVERSIDE COUNTY WASTE MANAGEMENT	Issued	303	C	4.75

BEAUMONT-CHERRY VALLEY WATER DISTRICT
Check Register-Summary-Bank



AP5090

Page : 3

Date : Aug 26, 2010

Time : 10:16 am

Vendor : A&A FENCE To ZETLMAIER

Cheque Dt. : 01-Aug-2010 To 26-Aug-2010

Bank : 7 - ACCOUNTS PAYABLE

Seq : Cheque No. Status : All

Medium : M=Manual C=Computer E=EFT-PA

Check #	Check Date	Vendor	Vendor Name	Status	Batch	Medium	Amount
Total Computer Paid :		817,438.71	Total EFT PAP :	0.00	Total Paid :		817,438.71
Total Manually Paid :		0.00	Total EFT File :	0.00			

109 Total No. Of Cheque(s) ...

Memorandum

Date: September 8, 2010
From: Anthony Lara, Interim General Manager
To: Board of Directors
Subject: Invoices Pending Payment

Attached please find copies of the professional services invoices which are pending payment. Total amount pending approval is \$ 53, 954.58

Vendor Name	Invoice No.	Amount
Redwine & Sherrill	810001	\$7,309.16
Parsons	10060137	\$46,645.42

\$53,954.58

Recommendation: That the Board of Directors approve of the attached invoices totaling \$53, 954.58

LAW OFFICES
REDWINE AND SHERRILL
STATEMENT FOR PROFESSIONAL SERVICES

1950 MARKET STREET
RIVERSIDE, CALIFORNIA 92501-1720
TELEPHONE 951-684-2520
ID # 95-1979827

August 30, 2010

Beaumont Cherry Valley Water District
ATTN: Tony Lara
P. O. Box 2037
Beaumont, CA 92223

For Services Rendered During August 2010

Invoice # 810001

Legal Fees due for Month	\$ 7,270.00
Costs Advanced for Month	\$ 39.16
CURRENT AMOUNT DUE	\$ 7,309.16

MEMORANDUM

August 3, 2010

TO: Tony Lara, Interim General Manager
FROM: Steve Gratwick
SUBJECT: Work During Billing Period: 6/26/10 through 7/30/10
Invoice No. 10080062

During this past billing period we performed the following tasks:

Task 01000 – General:

- Administration.....\$540.00
- ODCs (Postage, Reproduction, & Travel).....\$19.80

Task 89000 – Master Plan Update:

- Update demands and hydraulic model for 2650/2520/2370 Pressure Zones.....\$2,550.00
- Update demands and hydraulic model for 2750 Pressure Zone.....\$6,800.00
- Update demands and hydraulic model for 2850 Pressure Zone.....\$1,020.00
- Update demands and hydraulic model for 3040Pressure Zone.....\$850.00

Task 96000 – Annexations:

- Review various properties for annexation.....\$510.00

Task 10003 – 2800 Recycled Water Tank:

- Reviewing Contractor's final change order and finalize project billing, and Notice of Completion.....\$3,230.00
- ODCs (Wayne Wheeler – Staking for V-ditch and access road).....\$2,495.00

Task 10018 – Ring Ranch Road Extension:

- Review and prepare final contractor's change order and final billing and Notice of Completion;.....\$4,362.50
- ODCs (Converse Consultants – On site soil technician & compaction testing, and laboratory testing).....\$8,485.80
- ODCs (Wayne Wheeler – Construction pipeline staking).....\$15,065.00
- ODCs (Postage, Reproduction, & Travel).....\$37.32

Task 10022 – Brookside Blvd Pipeline

- Meeting and prepare change order and final project billing;.....\$680.00

TOTAL \$46,645.42

PARSONS

100 West Walnut Street • Pasadena, California 91124 • (626) 440-2000 • Fax: (626) 440-2630 • www.parsons.com

I N V O I C E

NET 30 DAYS
AUGUST 03, 2010

CLIENT REF. : CONTRACT 8/31/81
INVOICE NO. : 10080062
PROJECT NO. : 723185-W
CLIENT NO. : 72192

TO: BEAUMONT-CHERRY VALLEY WATER DISTRICT
560 MAGNOLIA AVE.
BEAUMONT, CA

92223-2037

ATTN: MR. ANTHONY LARA, INTERIM GEN. MGR.

PLEASE REMIT TO:
PARSONS WATER & INFRASTRUCTURE
P. O. BOX 601094
PASADENA, CA

91189-1094

FOR: BEAUMONT-CHERRY VALLEY ENGINEER

BILLING PERIOD: 6/26/10 THROUGH 7/30/10

HOURS

CURRENT PERIOD
THROUGH 7/30/10

PROFESSIONAL SERVICES

Labor Costs:
ODCS without markup:

129.5

20,542.50
26,102.92

SUBTOTAL:

46,645.42

TOTAL THIS INVOICE:

46,645.42
=====



Beaumont-Cherry Valley Water District
Statements of Revenues, Expenses, and Changes in Net Assets
Unaudited
Through July 31, 2010

	Actual Current Month	Actual YTD	Adopted Budget	Budget Remaining	Percent to Budget
Operating revenues:					
Water consumption sales	438,993	1,996,564	4,329,564	2,333,000	46.11%
Water service charges	145,762	981,374	1,863,415	882,041	52.67%
Water importation surcharges	99,712	426,028	996,851	570,823	42.74%
Water pumping power surcharges	131,454	550,600	1,311,650	761,050	41.98%
Development and installation charges	8,743	134,619	160,000	25,381	84.14%
Other charges for services	19,053	233,654	259,000	25,346	90.21%
Total operating revenues	843,718	4,322,840	8,920,480	4,597,641	48.46%
Operating expenses:					
Source of supply	252,748	1,358,492	3,071,820	1,713,328	44.22%
Transmission and distribution	76,208	524,462	1,033,700	509,238	50.74%
Customer accounts	13,959	103,045	183,400	80,355	56.19%
Maintenance & general plant	24,653	183,415	393,400	209,985	46.62%
In-House engineering	8,837	63,330	112,012	48,682	56.54%
Professional services	12,198	133,134	290,000	156,866	45.91%
Administrative	136,230	1,023,273	2,376,269	1,352,996	43.06%
Total operating expenses	524,834	3,389,151	7,460,601	4,071,450	45.43%
Operating income before depreciation	318,884	933,688	1,459,879	526,191	63.96%
Depreciation	(168,779)	(1,181,455)	(2,025,351)	(843,896)	58.33%
Operating Income(loss)	150,105	(247,766)	(565,472)	(317,706)	
Non-operating revenue(expense):					
Interest earnings	2,061	23,361	51,000	27,639	45.81%
Rental income	1,452	13,006	30,800	17,794	42.23%
Other non-operating revenues	2,253	20,812	15,000	(5,812)	138.74%
Total non-operating revenues, net	5,766	57,179	96,800	39,621	59.07%
Net income(loss) before capital contributions	155,871	(190,587)	(468,672)	(278,085)	
Capital contributions:					
Facilities charges	605,275	644,388	272,402	(371,986)	236.56%
Front footage fees		0	1,366	1,366	
Total capital contributions	605,275	644,388	273,768	(370,620)	
Change in net assets	761,146	453,801	(194,904)	(648,705)	

Beaumont-Cherry Valley Water District
Statements of Revenues, Expenses, and Changes in Net Assets
Detailed
Unaudited Through July 31, 2010

	<u>Current Month</u>	<u>Actual - YTD</u>	<u>Adopted Budget</u>	<u>Budget Remaining</u>	<u>Percent to Budget</u>
Operating revenues:					
Water consumption sales					
DOMESTIC WATER SALES	412,026	1,871,028	4,074,564	2,203,536	45.92%
IRRIGATION WATER SALES	6,487	11,892	30,000	18,108	39.64%
CONSTRUCTION WATER SALES	20,481	59,719	125,000	65,281	47.78%
RECHARGE INCOME (CITY OF BANNING)	-	53,925	100,000	46,075	53.93%
Water service charges (meter charge)					
SERVICE CHARGES	145,762	981,374	1,863,415	882,041	52.67%
Water importation surcharge	99,712	426,028	996,851	570,823	42.74%
Water pumping power surcharge	131,454	550,600	1,311,650	761,050	41.98%
Development and installation charges					
INSTALLATION CHARGES	5,972	110,326	100,000	(10,326)	110.33%
DEVELOPMENT INCOME	2,771	24,293	60,000	35,707	40.49%
Other charges for services					
REIMB. CUST. DAMAGES/UPGRADES/WELLS	2,998	104,116	30,000	(74,116)	347.05%
BACKFLOW DEVICES	1,040	17,181	22,500	5,319	76.36%
RETURNED CHECK FEES	240	1,020	3,500	2,480	29.14%
TURN ONS	2,240	19,080	36,000	16,920	53.00%
THIRD NOTICE CHARGE	4,665	42,895	76,000	33,105	56.44%
PENALTIES	7,870	49,362	91,000	41,638	54.24%
Total operating revenues	<u>843,718</u>	<u>4,322,840</u>	<u>8,920,480</u>	<u>4,597,641</u>	<u>48.46%</u>
Operating expenses:					
Source of supply					
STATE PROJECT WATER PURCHASED	144,552	424,146	570,600	146,454	74.33%
HEALTH INSURANCE	3,931	27,246	55,000	27,754	49.54%
RETIREMENT/CALPERS	4,210	33,403	65,000	31,597	51.39%
LABOR	12,948	113,822	275,000	161,178	41.39%
BEREAVEMENT/SEMINAR/JURY DUTY	133	379	1,000	621	37.86%
SICK LEAVE	641	3,862	4,500	638	85.81%
VACATION	1,915	3,264	6,000	2,736	54.40%
HOLIDAYS	897	4,750	9,500	4,750	50.00%
LIFE INSURANCE	103	762	1,600	838	47.60%
UNIFORMS, EMPLOYEE BENEFITS	-	114	1,000	886	11.44%
TREATMENT & CHEMICALS	4,536	16,121	160,000	143,879	10.08%
LAB TESTING	2,075	34,819	45,000	10,181	77.37%
MAINTENANCE EQUIPMENT (PUMPING) 81088	2,441	83,529	160,000	76,471	52.21%
UTILITIES - GAS	16	84	120	36	70.27%
UTILITIES - ELECTRIC	72,968	601,072	1,700,000	1,098,928	35.36%
TELEMETRY MAINTENANCE	-	621	6,000	5,379	10.34%
SEMINAR & TRAVEL EXPENSES	-	-	500	500	0.00%
EDUCATION EXPENSES	-	245	1,000	755	24.50%
WORKER'S COMPENSATION INSURANCE	1,383	10,252	10,000	(252)	102.52%
Total Source of supply	<u>252,748</u>	<u>1,358,492</u>	<u>3,071,820</u>	<u>1,713,328</u>	<u>44.22%</u>
Transmission and distribution					
HEALTH INSURANCE	14,104	77,636	115,000	37,364	67.51%
RETIREMENT/CALPERS	10,045	73,875	110,000	36,125	67.16%
LABOR	28,988	217,292	370,000	152,708	58.73%
BEREAVEMENT/SEMINAR/JURY DUTY	-	2,015	2,400	385	83.95%

Beaumont-Cherry Valley Water District
Statements of Revenues, Expenses, and Changes in Net Assets
Detailed
Unaudited Through July 31, 2010

	Current Month	Actual - YTD	Adopted Budget	Budget Remaining	Percent to Budget
SICK LEAVE	1,279	13,591	18,000	4,409	75.50%
VACATION	1,843	8,080	24,000	15,920	33.67%
HOLIDAYS	2,369	10,667	24,000	13,333	44.45%
LIFE INSURANCE	276	1,847	3,100	1,253	59.58%
UNIFORMS, EMPLOYEE BENEFITS	-	705	3,200	2,495	22.03%
SEMINAR & TRAVEL EXPENSES	710	710	1,000	290	71.00%
EDUCATION EXPENSES	-	155	2,000	1,845	7.75%
WORKER'S COMPENSATION INSURANCE	3,190	22,057	15,000	(7,057)	147.05%
MAINT PIPELINE/FIRE HYDRANT	1,921	24,730	95,000	70,270	26.03%
LINE LOCATES	123	1,433	3,500	2,067	40.93%
MAINT METERS & SERVICES	10,122	50,505	175,000	124,495	28.86%
BACKFLOW DEVICES	-	-	500	500	0.00%
MAINTENANCE RESERVOIRS/TANKS	-	4,395	10,000	5,605	43.95%
MAINTENANCE PRESSURE REGULATORS	-	-	12,000	12,000	0.00%
INSPECTIONS	1,459	12,913	35,000	22,087	36.89%
INVENTORY ADJUSTMENT	(266)	-	0	0	-
INVENTORY PURCHASE DISCOUNTS	-	(1,417)	(5,000)	(3,583)	28.35%
OBSOLETE OR DAMAGED INVENTORY	-	65	20,000	19,935	0.32%
PROPERTY THEFT	46	3,210	0	(3,210)	-
Total transmission and distribution	76,208	524,462	1,033,700	509,238	50.74%
Customer accounts					
HEALTH INSURANCE	2,727	18,560	34,000	15,440	54.59%
RETIREMENT/CALPERS	2,286	17,642	31,000	13,358	56.91%
LABOR	7,205	52,295	99,000	46,705	52.82%
BEREAVEMENT/SEMINAR/JURY DUTY	-	195	1,000	805	19.54%
SICK LEAVE	379	2,419	3,000	581	80.64%
VACATION	30	3,020	4,000	980	75.51%
HOLIDAYS	586	3,199	6,500	3,301	49.22%
LIFE INSURANCE	60	434	800	366	54.28%
UNIFORMS, EMPLOYEE BENEFITS	-	130	800	670	16.25%
EDUCATION EXPENSES	-	-	1,000	1,000	0.00%
WORKER'S COMPENSATION	687	5,151	2,300	(2,851)	223.94%
Total customer accounts	13,959	103,045	183,400	80,355	56.19%
Maintenance & general plant					
UTILITIES - DISTRICT PROPERTIES	6,819	50,341	95,400	45,059	52.77%
AUTO/FUEL	5,140	36,083	85,000	48,917	42.45%
SAFETY EQUIPMENT	1,473	1,516	3,000	1,484	50.55%
COMMUNICATION MAINTENANCE	-	-	1,000	1,000	0.00%
REPAIR & MAINT OF GEN EQUIPMENT	1,872	3,085	3,000	(85)	102.85%
REPAIR VEHICLES AND TOOLS	857	3,637	40,000	36,363	9.09%
LARGE EQUIPMENT MAINTENANCE	2,678	14,555	35,000	20,445	41.59%
EQUIP. PREVENTATIVE MAINTENANCE	-	-	1,000	1,000	0.00%
AUTO/EQUIPMENT OPERATION	832	13,786	40,000	26,214	34.47%
MAINT GENERAL PLANT (BUILDINGS)	472	1,885	10,000	8,115	18.85%
LANDSCAPE MAINTENANCE	3,950	30,849	50,000	19,151	61.70%
RECHARGE FAC, CANYON & POND MAINTENANCE	560	27,677	30,000	2,323	92.26%
Total maintenance & general plant	24,653	183,415	393,400	209,985	46.62%
In-House engineering					

Beaumont-Cherry Valley Water District
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Detailed
Unaudited Through July 31, 2010

	<u>Current Month</u>	<u>Actual - YTD</u>	<u>Adopted Budget</u>	<u>Budget Remaining</u>	<u>Percent to Budget</u>
HEALTH INSURANCE	376	2,536	4,000	1,464	63.40%
RETIREMENT/CALPERS	1,031	7,554	10,000	2,446	75.54%
LABOR	6,123	41,539	82,000	40,461	50.66%
BEREAVEMENT/SEMINAR/JURY DUTY	295	295	500	205	59.09%
SICK LEAVE	-	-	2,000	2,000	0.00%
VACATION	-	1,306	3,200	1,894	40.82%
HOLIDAY	591	1,650	3,200	1,550	51.58%
LIFE INSURANCE	30	203	312	109	65.16%
SEMINAR & TRAVEL EXPENSES	-	-	500	500	0.00%
EDUCATION EXPENSE	-	5,617	5,000	(617)	112.34%
WORKER'S COMPENSATION	391	2,628	1,300	(1,328)	202.13%
Total in-house engineering	8,837	63,330	112,012	48,682	56.54%
Professional services					
GENERAL LEGAL	10,958	86,675	125,000	38,325	89.34%
DEVELOPMENT - REIMB. LEGAL	-	-	1,000	1,000	0.00%
AUDIT	-	18,733	19,000	267	98.59%
ACCOUNTING (NON AUDIT)	-	-	10,000	10,000	0.00%
GENERAL ENGINEERING	761	26,290	120,000	93,710	21.91%
DEVELOPMENT - REIMB. ENGINEERING	479	1,436	5,000	3,564	28.72%
ENGINEERING - PERMITTING (REC WATER)	-	-	10,000	10,000	0.00%
Total professional services	12,198	133,134	290,000	156,866	45.91%
General and administrative					
HEALTH INSURANCE	13,742	82,102	152,000	69,898	54.01%
RETIREMENT/CALPERS	15,672	113,607	221,000	107,393	51.41%
LABOR	62,573	374,863	810,000	435,137	46.28%
BEREAVEMENT/SEMINAR/JURY DUTY	-	1,015	2,500	1,485	40.59%
SICK LEAVE	6,205	21,101	20,000	(1,101)	105.50%
VACATION	2,864	15,070	38,000	22,930	39.66%
HOLIDAYS	3,063	16,466	39,000	22,534	42.22%
LIFE INSURANCE	396	2,698	5,600	2,902	48.17%
SEMINAR & TRAVEL EXPENSES	-	105	5,500	5,395	1.91%
EDUCATION EXPENSES	165	420	1,000	580	42.00%
WORKER'S COMPENSATION INSURANCE	1,575	11,665	8,000	(3,665)	145.81%
UNEMPLOYMENT INSURANCE	-	3,438	14,000	10,562	24.56%
EMPLOYER SHARE FOR RETIRED (CALPERS)	521	3,128	4,500	1,372	69.52%
ADMINISTRATIVE COSTS (CALPERS)	148	855	2,000	1,145	42.74%
BANK CHGS/MONEY MARKET/TRANS. FEES	1,515	13,538	20,000	6,462	67.69%
OFFICE SUPPLIES	1,465	27,060	47,500	20,440	56.97%
OFFICE EQUIPMENT/SERVICE AGREEMENTS	11,386	29,325	85,000	55,675	34.50%
OFFICE MAINTENANCE	1,097	7,809	15,000	7,191	52.06%
MEMBERSHIP DUES	639	22,317	21,000	(1,317)	106.27%
OFFICE EQUIP.MAINT. & REPAIRS	-	65	2,000	1,935	3.26%
POSTAGE	3,255	25,096	40,000	14,904	62.74%
SUBSCRIPTIONS	408	2,808	1,600	(1,208)	175.53%
MISCELLANEOUS OPERATING SUPPLIES	9	4,148	15,000	10,852	27.65%
MISCELLANEOUS TOOLS/EQUIPMENT	-	1,929	10,000	8,071	19.29%
EMPLOYEE MEDICAL/FIRST AID	200	343	600	257	57.17%
RANDOM DRUG TESTING	-	75	500	425	15.00%
PROPERTY/AUTO/GEN LIABILITY INSURANCE	-	30,136	60,000	29,864	50.23%

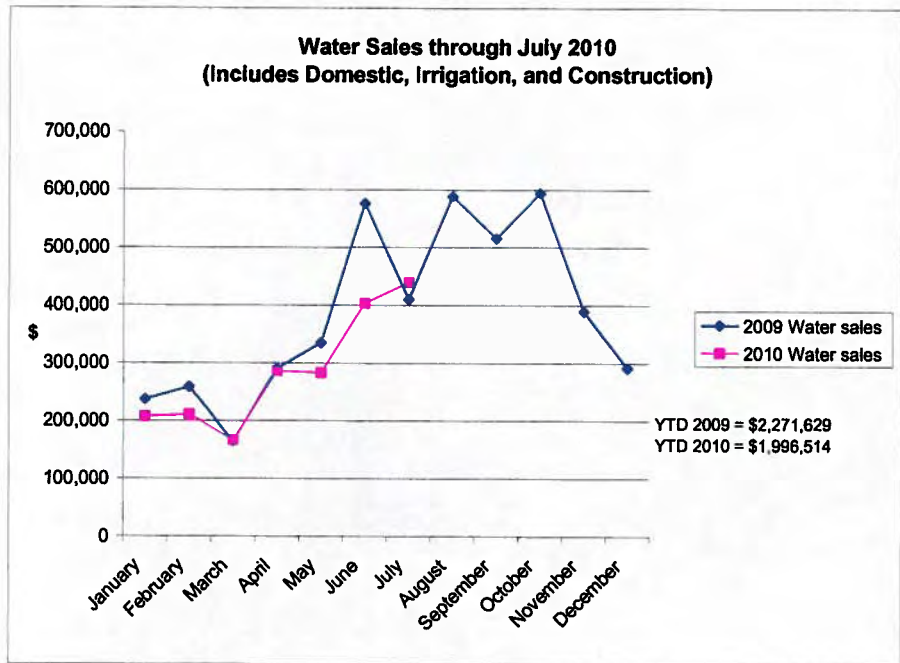
Beaumont-Cherry Valley Water District
Statements of Revenues, Expenses, and Changes in Net Assets
Detailed
Unaudited Through July 31, 2010

	<u>Current Month</u>	<u>Actual - YTD</u>	<u>Adopted Budget</u>	<u>Budget Remaining</u>	<u>Percent to Budget</u>
STATE MANDATES AND TARIFFS	2,511	7,309	27,000	19,691	27.07%
MISCELLANEOUS EXPENSES	84	147,687	3,000	(144,687)	4922.89%
PUBLIC EDUCATION	-	8,353	10,000	1,647	83.53%
PROPERTY DAMAGE	-	264	0	(264)	-
IT SUPPORT/SOFTWARE SUPPORT	4,550	25,458	65,000	39,542	39.17%
PRINCIPAL PAYMENT	-	-	470,000	470,000	0.00%
INTEREST EXPENSE	-	-	84,969	84,969	0.00%
BAD DEBT EXPENSES	12	2,584	1,000	(1,584)	258.40%
NOTE COST OF ISSUANCE	-	4,581	0	(4,581)	-
BOARD OF DIRECTOR FEES	2,130	15,650	40,000	24,350	39.13%
ELECTION EXPENSES	45	205	34,000	33,795	0.60%
Total general and administrative	<u>136,230</u>	<u>1,023,273</u>	<u>2,376,269</u>	<u>1,352,996</u>	<u>43.06%</u>
Total operating expenses	<u>524,834</u>	<u>3,389,151</u>	<u>7,460,601</u>	<u>4,071,450</u>	<u>45.43%</u>
Operating income before depreciation	<u>318,884</u>	<u>933,688</u>	<u>1,459,879</u>	<u>526,191</u>	<u>63.96%</u>
Depreciation	<u>168,779</u>	<u>1,181,455</u>	<u>2,025,351</u>	<u>843,896</u>	<u>58.33%</u>
Operating income(loss)	<u>150,105</u>	<u>(247,766)</u>	<u>(565,472)</u>	<u>(317,706)</u>	<u>43.82%</u>
Non-operating revenue(expense):					
Interest earnings	2,061	23,361	51,000	27,639	45.81%
Rental income	1,452	13,706	30,800	17,094	44.50%
Other non-operating revenues					
MISCELLANEOUS INCOME	<u>2,253</u>	<u>20,112</u>	<u>15,000</u>	<u>(5,112)</u>	<u>134.08%</u>
Total non-operating revenues, net	<u>5,766</u>	<u>57,179</u>	<u>96,800</u>	<u>39,621</u>	<u>59.07%</u>
Net income(loss) before capital contribution	<u>155,871</u>	<u>(190,587)</u>	<u>(468,672)</u>	<u>(278,085)</u>	
Capital contributions:					
Facilities charges	605,275	644,388	272,402	(371,986)	236.56%
Front footage fees		-	1,366	1,366	0.00%
Total capital contributions	<u>605,275</u>	<u>644,388</u>	<u>273,768</u>	<u>(370,620)</u>	<u>235.38%</u>
Change in net assets	<u>761,146</u>	<u>453,801</u>	<u>(194,904)</u>	<u>(648,705)</u>	<u>-232.83%</u>

**Beaumont Cherry Valley Water District
Water Sales and Meter Charge
July 31, 2010**

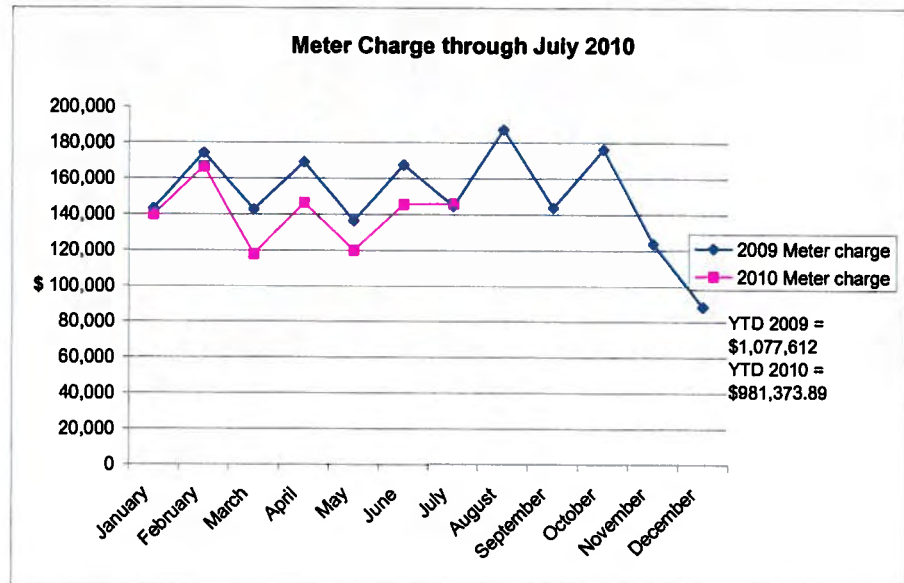
Water Sales

	2009	2010
January	237,095.63	207,141.04
February	258,748.95	211,091.11
March	164,570.15	167,040.58
April	290,514.49	286,190.89
May	334,775.05	282,900.06
June	576,138.52	403,156.99
July	409,786.49	438,993.38
August	588,558.68	
September	515,473.59	
October	594,035.63	
November	389,586.47	
December	291,821.63	
Total	4,651,105.28	1,996,514.05

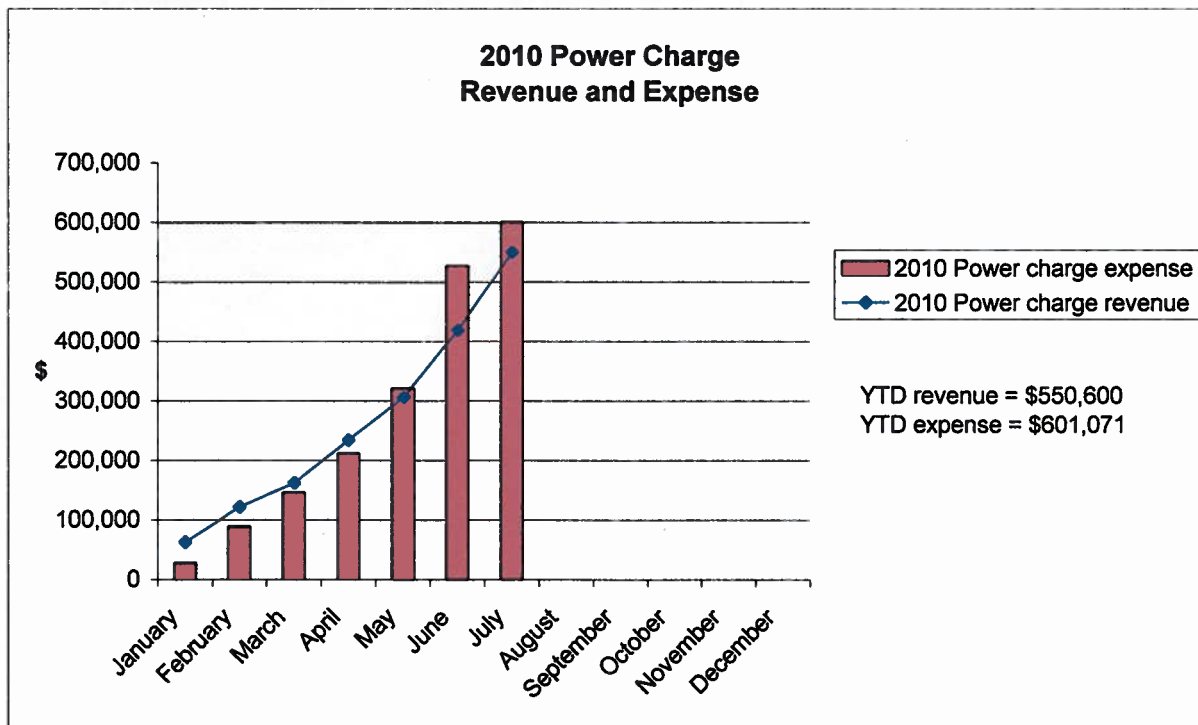
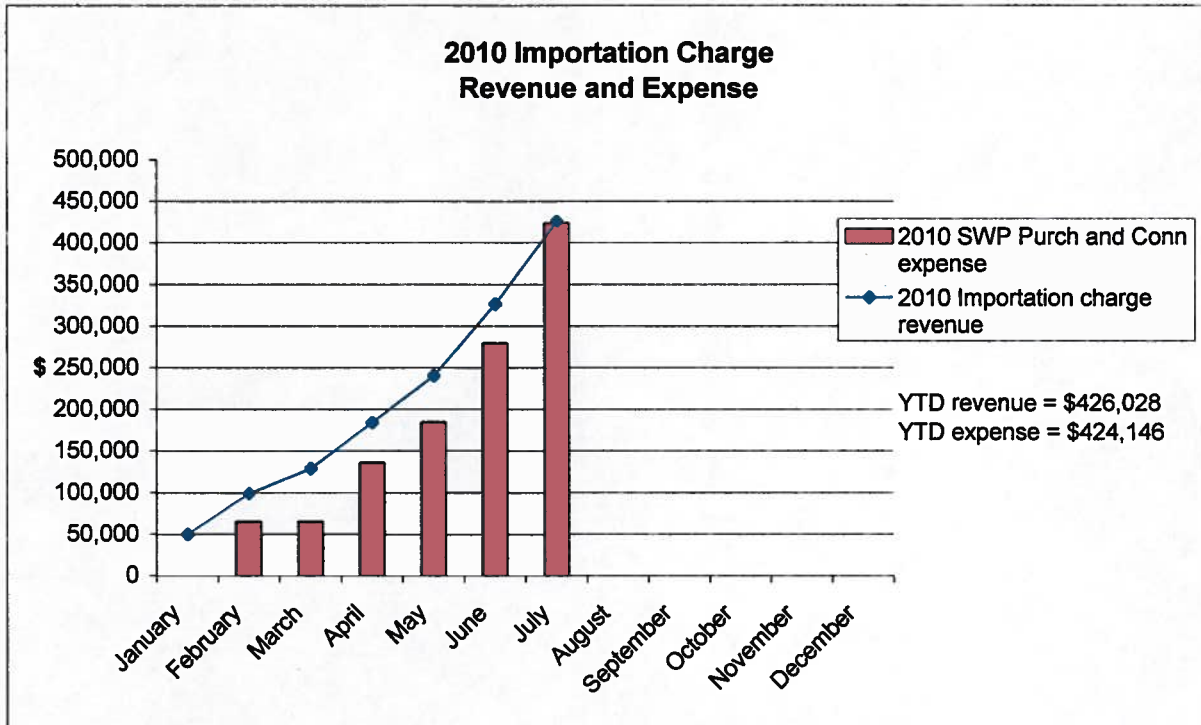


Meter Charge

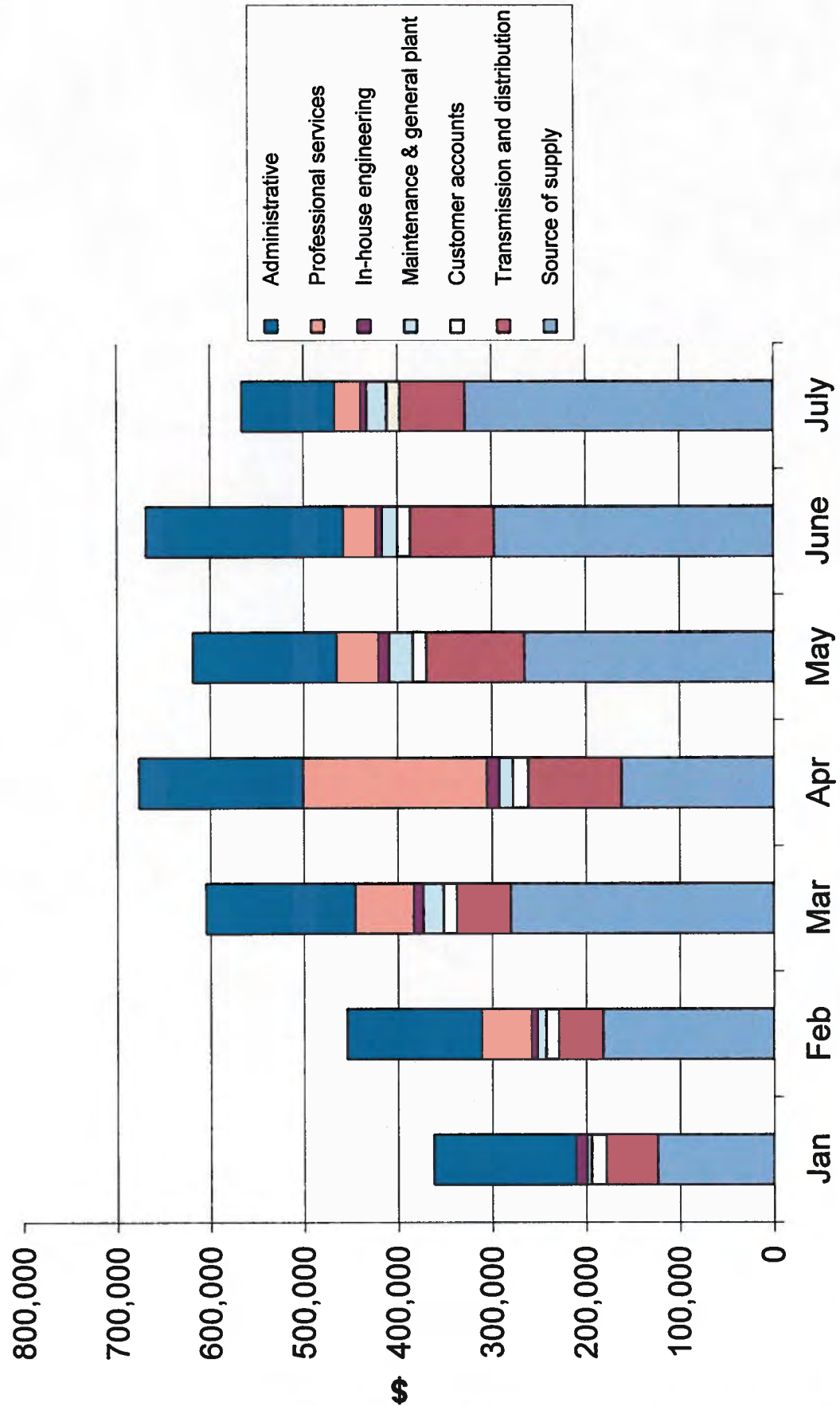
	2009	2010
January	143,230	139,823
February	174,113	166,318
March	142,716	117,800
April	169,148	146,328
May	136,432	119,929
June	167,405	145,413
July	144,567	145,762
August	187,274	
September	143,760	
October	176,144	
November	123,708	
December	88,319	
Total	1,796,816.34	981,373.89



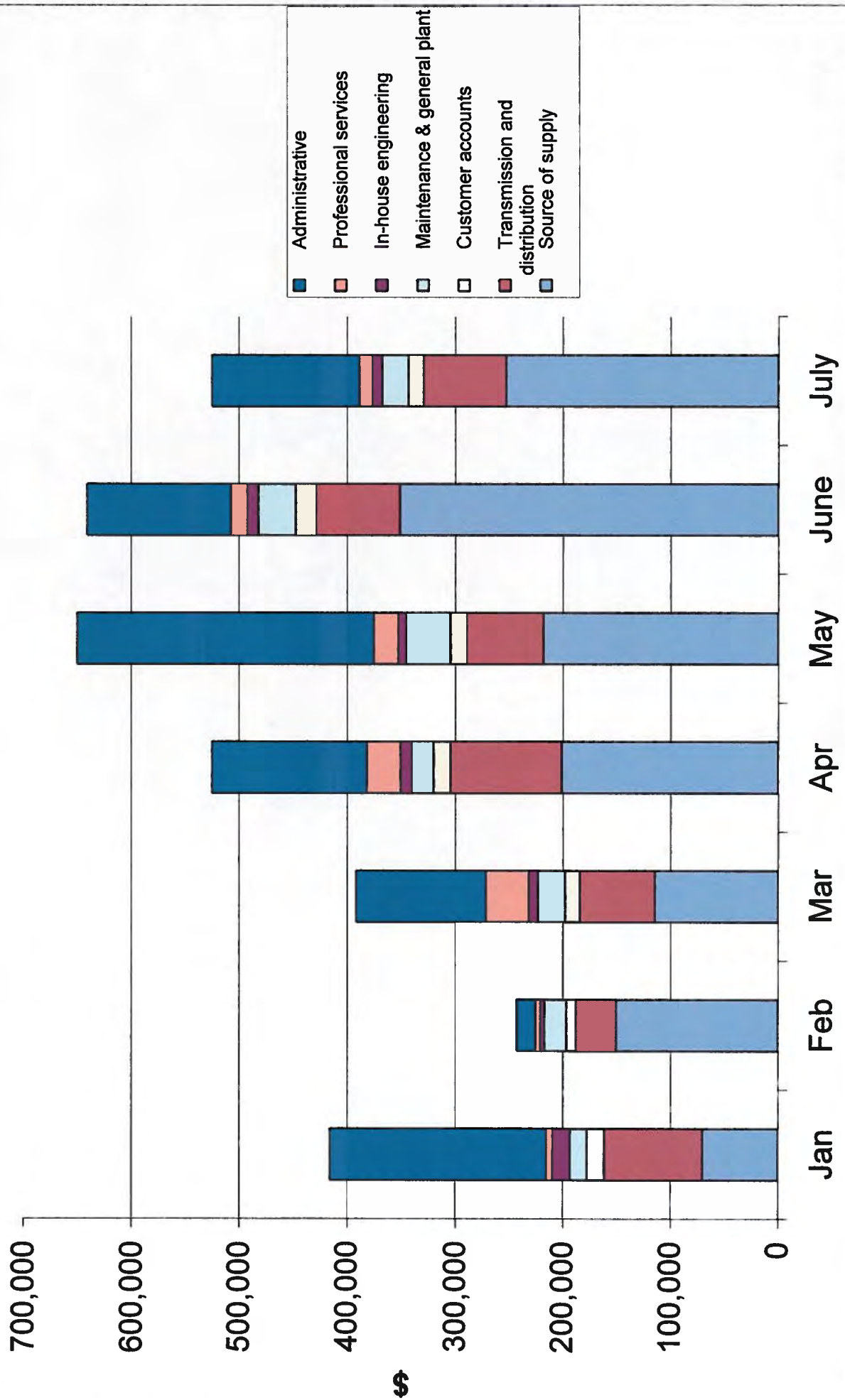
**Beaumont Cherry Valley Water District
Importation Charge and Power Charge
July 31, 2010**



Operating Expenses by Activity - July 2009



Operating Expenses by Activity - July 2010



**Beaumont-Cherry Valley Water District
Month-end Financial Statement
Cash and Investments (Unaudited)
As of July 31, 2010**

Cash and cash equivalents	4,878,379
Restricted:	
Debt service	462,475
Construction	<u>225,616</u>
Total	<u><u>5,566,470</u></u>

Cash and cash equivalents consist of the following:

Petty cash	1,400
Deposits with financial institutions	<u>4,876,979</u>
Total cash and cash equivalents	<u><u>4,878,379</u></u>

**Beaumont-Cherry Valley Water District
Bank of America Note Reconciliation
As of July 31, 2010**

Funds received on March 31, 2010	\$4,965,000.00
Add: Interest earned	\$1,461.13
Less: reimbursement for costs incurred on capital projects	
2800 Zone Tank	\$2,263,816.96
24" Recycled - Brookside	\$604,580.16
1 MG Reservoir/Booster	\$63,715.61
24" Recycled - Westerly Loop Phase 4B	\$1,090,963.32
Ring Ranch Rd	\$625,846.07
24" Recycled - Westerly Loop Phase 4A	\$91,922.73
Total	<u>\$4,740,844.85</u>
Capital Project Fund balance	<u><u>\$225,616.28</u></u>

2-1-0809 2800 ZONE RECYCLED WATER TANK PHASE 1		Project Status	95%
GENERAL	4,328.50	Contract Total	2,030,000.00
OUTSIDE LABOR	2,622.27	Remaining Contract	62,186.00
MATERIAL	45,155.57		
CONTRACT	1,967,814.00		
ENGINEERING	243,896.62		
PROJECT TOTAL	2,263,816.96		

2-1-0810 24 " RECYCLED MAIN BROOKSIDE PHASE 2		Project Status	100%
GENERAL	10,215.76	Contract Total	420,929.00
LABOR	670.10	Remaining Contract	(15,381.04)
EQUIPMENT	1,000.85		
MATERIAL	1,446.78		
CONTRACT	436,310.04		
ENGINEERING	154,936.63		
PROJECT TOTAL	604,580.16		

2-1-0811 1 MG RESERVOIR/BOOSTER STATION PHASE 3		Project Status	-
LABOR	259.96	Contract Total	-
ENGINEERING	63,455.65	Remaining Contract	-
PROJECT TOTAL	63,715.61		

2-1-0812 24" RECYCLED MAIN WESTERLY LOOP PH 4 B		Project Status	100%
GENERAL	1,729.71	Contract Total	911,000.00
LABOR	2,805.42	Remaining Contract	(17,429.31)
MATERIAL	1,559.63		
CONTRACT	928,429.31		
ENGINEERING	156,439.25		
PROJECT TOTAL	1,090,963.32		

2-1-0813 REC MAIN RING RANCH/OAK VALLEY P PHASE 5		Project Status	95%
GENERAL	4,502.84	Contract Total	430,000.00
LABOR	20.06	Remaining Contract	35,019.22
MATERIAL	1,947.28		
CONTRACT	394,980.78		
ENGINEERING	224,395.11		
PROJECT TOTAL	625,846.07		

2-1-0818 24" RECYCLED MAIN WESTERLY LOOP PH 4 A		Project Status	-
GENERAL	3,352.70	Contract Total	-
LABOR	1,123.29	Remaining Contract	-
ENGINEERING	87,446.74		
PROJECT TOTAL	91,922.73		

REPORT TOTAL 4,740,844.85

**RECORD OF THE MINUTES OF THE
SPECIAL BOARD MEETING OF THE
BOARD OF DIRECTORS OF THE
BEAUMONT CHERRY VALLEY WATER DISTRICT
June 30, 2010**

CALL TO ORDER, PRESIDENT BALL

Acting Chairman Parks called the meeting to order at 7:00 p.m., 560 Magnolia Avenue, Beaumont, California.

PLEDGE OF ALLEGIANCE, DIRECTOR ROSS

Director Ross led the pledge.

INVOCATION, DIRECTOR WOLL

Director Woll recited an invocation.

ROLL CALL, BLANCA MARIN

Those responding to roll call were Acting Chairman Parks and Directors Halliwill, Ross and Woll. Absent to this meeting was President Ball. Also present at this meeting were Interim General Manager Anthony Lara, General Counsel Gil Granito, Controller Jeannette Olko and Executive Assistant Blanca Marin.

PUBLIC INPUT

No requests to speak on items not on the agenda were presented at this time.

ACTION ITEMS

1. ADOPTION OF THE AGENDA

Director Woll moved to adopt the agenda as presented. Director Ross seconded. The motion passed with President Ball absent.

**2. APPROVAL OF THE MEMORANDUM OF UNDERSTANDING BETWEEN THE
BEAUMONT CHERRY VALLEY WATER DISTRICT AND THE DISTRICT'S
REPRESENTED EMPLOYEES****

Director Halliwill suggested that a change on page 6 of the Memorandum of Understanding, Article 13 be modified to read "Permanent employees elevated in classification shall serve..."

Interim General Manager Anthony Lara requested that the article related to the Cost of Living Adjustment that was originally included in the MOU be added back to the MOU in tonight's agenda as it was deleted in error. Article 26 should read as follows:

Article 26

Cost of Living Adjustments

Salaries to be adjusted on January 1, 2011, 2012 and 2013. Salaries to be adjusted based on October to October Consumer Price Index, U.S. Cities average.

Director Woll commented that it was his understanding that there was not going to be any Cost of Living Adjustments for the next two years.

Director Ross stated that he did not recall any discussions related to the Cost of Living Adjustments.

Director Ross moved to table the Approval of the Memorandum of Understanding for further discussion.

Acting Chairman Parks invited Employee Representative, Heidi Martin to address the board on this item. Ms. Martin stated that during negotiations between Employee Representatives and the ad hoc MOU Committee consisting of Directors Ross and Parks, the 2006-2008 MOU Extension was agreed to be left "as is". The Cost of Living Adjustment is part of the 2006-2008 MOU. Both parties agreed to, before the furlough program, was to forgo the COLA for the period of six months, this is included in the Extension of the MOU included in the agenda. Cost of Living Adjustment was not agreed by both parties to be removed.

Director Ross withdrew his earlier motion to table.

Director Ross moved to approve the Memorandum of Understanding as included in the agenda which did not include the Cost of Living Adjustment.

General Legal Counsel Gil Granito recommended that the item be tabled and presented at the July meeting. He further explained that the District employees would be working without the benefit of a formal agreement until the matter is resolved.

Employee Representative Heidi Martin stated that the District employees have been negotiating the MOU for over a year. It was her understanding that both parties had agreed to the terms of the MOU. She requested that the Board approve the MOU as presented in the 2006-2008 form and to include the furlough program to it.

The Board agreed for the MOU Committee to meet at 10:00 a.m. tomorrow to further discuss this item.

Director Halliwill recommended that Director Ross reconsider his motion to include the recommendation that the Committee to meet tomorrow to review the issue and that the Board extend the agreement with the bargaining unit until the next regular board meeting so that the employees would not be working without the benefit of a formal agreement.

Director Ross withdrew his earlier motion to approve the MOU as included in the agenda without the COLA Article.

Director Woll moved to extend the extension agreement to the next regular board meeting and to have the negotiating committee meet tomorrow to further discuss this issue and make a decision. Acting Chairman Parks seconded. The motion passed with President Ball absent.

3. PUBLIC HEARING REGARDING THE PROPOSED INCREASES TO THE DISTRICT'S RATES, FEES AND CHARGES

The Board will conduct a Public Hearing for the purpose of receiving and considering public comments regarding the proposed increases to the District's rates, fees and charges

OPEN PUBLIC HEARING

Acting Chairman Parks opened the Public Hearing at 7:36 p.m.

PUBLIC COMMENT

The public will be invited to comment on the proposed increases to the District's rates, fees and charges

Legal Counsel Gil Granito commented that the Public Hearing was held pursuant to the procedural requirements of Proposition 218. He further commented that the purpose of the Public Hearing was to hear the pro and the con from the public on the proposal for rate increases and to determine as to whether or not there is sufficient written protest to

preclude the board from adopting the proposed increase. He indicated that at the end of the public hearing the written protests will be tabulated.

Secretary Woll invited Linda Lee Moreno to address the Board on this item. Ms. Moreno expressed her opposition to the rate increase.

Secretary Woll invited Melvin Stokes to address the Board on this item. Mr. Stokes expressed his opposition to the rate increase.

Secretary Woll invited Pat Doherty to address the Board on this item. Mr. Doherty expressed his opposition to the rate increase. He further suggested that owners of the local orchards do whatever they can to preserve their business.

Secretary Woll invited Nick Koller, resident at 1106 Eleventh St. to address the Board on this item. Mr. Koller expressed his opposition to the rate increase.

Secretary Woll invited Frances Flanders to address the Board on this item. Ms. Flanders stated that the previous Board approved a rate study in 2007 which would raise the rates for the next five years but only one year was implemented. Ms. Flanders supported the rate increase.

Secretary Woll invited Len Leach to address the Board on this item. Mr. Leach presented a petition signed by several residents of the Fairway Canyon Community opposing the rate increase. He further expressed his opposition to the rate increase.

Acting Chairman Parks adjourned the meeting to a ten minute recess at 7:55 p.m. to provide staff with time to count the signatures provided by Mr. Leach.

Secretary Woll invited John Goldseth to address the Board on this item. Mr. Goldseth questioned the Board as to whether or not a statement made by Mr. Butcher was true regarding two orchard owners paying a "special rate" because they were showcase orchards that had drip systems open to the public. He further opposed the rate increase.

Secretary Woll invited Mr. Leach again to address the Board on this item. Mr. Leach highly criticized the Willdan Rate Study. He further commented on Resolution 2000-03. He further quoted a section of the California Supreme Court and the California Constitution.

Secretary Woll invited Elba Romo-Aguirre to address the Board on this item. Ms. Romo-Aguirre, 40376 Brookside Ave, presented a petition signed by 58 residents of the City of Beaumont opposing the rate increase. She further criticized the Willdan Rate Study as "poorly written" Ms. Romo-Aguirre opposed the rate increase.

Secretary Woll invited Tina Kummerle to address the Board on this item. Ms. Kummerle is an employee of the Highland Springs Resort. She requested the Board to consider the long term consequences that this rate increase will have on the orchards. She opposed the rate study.

Secretary Woll invited Janet Walker to address the Board on this item. Ms. Walker, 9157 Oak Creek Road, Cherry Valley, commented on an article about Beaumont Economic Stimulus plan which was implemented in 2009 by the City of Beaumont which cut the impact fees on permits. She questioned as to why the District Board is not doing the same. She opposed the rate increase.

Secretary Woll invited Yan Kielmann to address the Board on this item. Mr. Kielmann spoke about the importance of affordable water for local farmers and orchards. He further requested that this Board not approve the rate increase.

Secretary Woll invited Bob Murnny to address the Board on this item. Mr. Murnny, 1749 Long Drive, Beaumont, opposed the rate increase.

Secretary Woll invited Luwana Ryan to address the Board on this item. Ms. Ryan indicated that back in April 2007 a rate increase was approved to increase rates for the next three

years, but the prior general manager and the prior Board did not implement it. She commented that the rate increase "was and is needed".

Secretary Woll invited John Covington to address the Board on this item. Mr. Covington stated that he fully reviewed the rate study. He indicated that his organization is working on a rate analysis. He questioned the audience as to what the District will do if a rate increase is not approved. According to a chart in the Willdan report, in 2013, the District will have a negative number. He urged the Board to pass the water rate increase.

Secretary Woll invited Linda Alexandra to address the Board on this item. Ms. Alexander, 34625 Boros Blvd., spoke representing the Fairway Canyon Homeowner's Association. She further presented a petition signed by several residents opposing the rate increase. She recommended that the Board amend the resolution included in the agenda by changing paragraph four as she does not think that it is an accurate statement. She further criticized the Willdan's report and requested that the Board table this item to further study the Willdan report.

CLOSE PUBLIC HEARING

Interim General Manager Anthony Lara responded to the comments made by Fairway Canyon Representatives. Mr. Lara commented on the similarities from the report made by Sudhir Pardiwala from Raftelis Financial compared to the Willdan report.

Legal Counsel Gil Granito responded to a question by a member of the public as to why the need of a consultant. Mr. Granito indicated that Proposition 218 requires a Nexus Report to support findings that the proposed rates are fair and equitable. He further expressed his concerns regarding allegations about charge duplications in letters that Mr. Lara received. He further invited Mr. Tobbler to address the Board to clarify the allegations regarding those charges.

Mr. Tobbler stated that he reviewed all the documents that the District provided such as agreements and documents regarding the CFD No. 93. And 98-1 and Resolution 2007-03 and determined that the Five Year Capital Improvement Plan Projects were not part of these agreements. He further stated that according to his calculations, the rate increase will be an average of about \$3.25 every two months per domestic meter, and based on consumption.

Director Halliwill stated that it is important to know that the Willdan Report was based on the methodology established by the American Water Works Association.

Director Ross requested an explanation on how Willdan arrived at the numbers for the agricultural rate increase.

Mr. Tobbler indicated that all customer classes were treated the same and the rate increase was based on consumption in general.

Mr. Leach requested to address the Board questioning as to whether the Willdan Report had used the California Certified Civil Engineer's Report or not. He further stated that it is not about water rates but rather about the District paying for its Capital Improvement Projects and infrastructure. He further accused the Board of losing the 13 million dollars grant and now the Board is trying to get this money from the rate payers.

Legal Counsel Gil Granito stated that legally, the District has complied with the requirements of the law.

Director Woll commented that the District has not taken lightly the issue of raising rates. The District has re-structured by eliminating positions in the District and the employees had gone into a furlough which has resulted in a 10% decrease in pay. The District has further cut costs everywhere trying to avoid the rate increase. The District also has to be ready for 2014 which is when the Beaumont Cherry Valley Water District has to pay for the water over-drawn from the Basin or be able to replace it. The capital improvements included are efforts to divert water and percolate it into the Basin in order to credit the District's Account.

Acting Chairman Parks thanked everyone for their comments.

The Board will close the Public Hearing at this time and will reconvene to the Special Meeting.

Acting Chairman Parks closed the Public hearing at 9:11 p.m.

Interim General Manager Anthony Lara stated that the District mailed-out a total of 13,775 Notices for the Public Hearing and 21 of the letters were returned as "undeliverable".

Executive Assistant Blanca Marin stated that the District received a total of 347 written protests regarding the rate increase.

4. APPROVAL OF RESOLUTION 2010-09, A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BEAUMONT CHERRY VALLEY WATER DISTRICT AMENDING PART 5 OF THE DISTRICT'S RULES AND REGULATIONS GOVERNING WATER SERVICES (RATES, FEES AND CHARGES) **

Director Halliwill requested an amendment to include the rates for the fire service sizes 1 inch and 2 inch as included in the rate study. He also recommended that an amendment be made to the Willdan Study, page 67 of 76 under the Power Charge as the charge should be 35 cents not 33 cents. Mr. Lara recommended that the table shown in the rate study be inserted in Part 5 of the Rules and Regulations. He further stated that the private fire service charges for the sizes under four inch are not included in the Rules and Regulations because the District does not provide fire service to connections under four inch.

Legal Counsel Gil Granito recommended that the date on the resolution reflecting the date of the Willdan report to be changed to May 13, 2010.

Director Halliwill moved to approve the Resolution 2010-09 with changes. Director Ross seconded. The motion passed by the following roll call:

Ayes: Halliwill, Ross, Woll, Parks
Nays: None
Absent: Ball
Abstain: None

Director Ross moved to revisit Item 2 regarding the approval of the Memorandum of Understanding. Acting Chairman Parks seconded. The motion passed by the following roll call:

Ayes: Halliwill, Ross, Woll, Parks
Nays: None
Absent: Ball
Abstain: None

Interim General Manager Anthony Lara provided a recap of the sequence of events that transpired during the negotiations between the ad hoc committee and the Employees Association. After the employees volunteered to take the furlough day per month, the representatives met with the ad hoc committee and proposed a three year extension of the current MOU (2006-2008). The ad hoc committee accepted the proposal and recommended it to the full board in Closed Session where it was approved. When Staff took the MOU back to "clean-up" the wording, the article related to the Cost of Living Adjustment was no longer applicable and needed to be changed. The Draft MOU that contained the new wording was again presented to the board in Closed Session but the article related to the Cost of Living Adjustments was left out. The wording that was proposed in Item 2 of tonight's agenda is what should be in the MOU as the Cost of Living Adjustment was included in the 2006-2008 MOU that was approved by both parties.

Director Ross commented that he was under the impression that the employees were going to forgo the Cost of Living Adjustment for four years and that is why he made the motion to table this item for future discussion.

Interim General Manager Anthony Lara stated that the Article 26 that needs to be included in the MOU should read as follows: "Salaries to be adjusted on January 1, 2011, 2012 and 2013. Salaries to be adjusted based on October to October Consumer Price Index, U.S. Cities Average"

Discussion followed regarding the issue about the COLA being a negative number in the future. The Board agreed adding a sentence "if the COLA is a negative then there will be no adjustments to the salaries that year".

Director Ross moved to approve the MOU with changes as read tonight. Acting Chairman Parks seconded. The motion passed with President Ball absent.

Interim General Manager Anthony Lara announced that the District will be closed on Monday, July 5, 2010 in observance of the holiday.

General Legal Counsel Gil Granito made an announcement regarding the Water Bond.

5. ADJOURNMENT

Director Woll moved to adjourn. Director Ross seconded. The motion passed with President Ball absent.

Acting Chairman Parks adjourned the meeting at 9:36 p.m.

Stella Parks, Vice President of the
Board of Directors of the
Beaumont Cherry Valley Water District

Attest:

Ryan Woll, Secretary to the
Board of Directors of the
Beaumont Cherry Valley Water District

**RECORD OF THE MINUTES OF THE
REGULAR MEETING OF THE BOARD OF DIRECTORS
OF THE BEAUMONT CHERRY VALLEY WATER DISTRICT
July 14, 2010**

CLOSED SESSION

President Ball directed the Board into Closed Session at 6:00 p.m.

Closed Session will begin at 6:00 p.m.

- A. A Closed Session will be held pursuant to subdivision (a) of Government Code Section 54956.9 to confer with legal counsel on a pending litigation matter (Daniel Slawson and Arlene Slawson vs. Beaumont Cherry Valley Water District-Riverside County Superior Court, Case No. RIC 533149)**
- B. A Closed Session will be held to confer with legal counsel on one matter of potential litigation pursuant to subdivision (b) of Government Code Section 54956.9 –ONE MATTER – Potential Litigation**
- C. A Closed Session will be held regarding a personnel matter pursuant to Government Code Section 54957- Interim General Manager-Performance Review.**

The Board went into Closed Session at approximately 6:00 p.m. to discuss the matters reflected on tonight's Closed Session Agenda. During the first phase of the Closed Session, the Board conferred with legal counsel pursuant to Subdivision (a) of Government Code Section 54956.9 on the a litigation matter noted in Item A of tonight's Closed Session agenda. No further reportable action was taken on this matter.

The second matter discussed in Closed Session as reflected on tonight's agenda concerned Item B of tonight's Closed Session Agenda. During this second phase of the Closed Session the Board conferred with legal counsel pursuant to Subdivision (b) of Government Code Section 54956.9 and no further reportable action was taken on this matter.

The last matter discussed in Closed Session as reflected on tonight's agenda concerned Item C of tonight's Closed Session Agenda. During this last phase of the Closed Session the Board discussed the ongoing, periodic evaluation of the Interim General Manager. This matter was discussed pursuant to Government Code Section 54957 and no further reportable action was taken on this matter.

REGULAR SESSION

Regular Session will begin at 7:00 p.m.

CALL TO ORDER, PRESIDENT BALL

President Ball called the meeting to order at 7:00 p.m., 560 Magnolia Avenue, Beaumont, California

PLEDGE OF ALLEGIANCE, VICE PRESIDENT PARKS

Vice President Parks led the pledge.

INVOCATION, PRESIDENT BALL

President Ball recited the invocation

ROLL CALL, BLANCA MARIN

Those responding to roll call were President Ball, Vice President Parks and Directors Halliwill and Ross. Also present at this meeting were Legal Counsel Gil Granito, Interim General Manager Anthony Lara, Controller Jeannette Olko and Executive Assistant Blanca Marin. Absent to this meeting was Director Woll.

PUBLIC INPUT

There was no public input presented at this time.

ACTION ITEMS

1. ADOPTION OF THE AGENDA

Vice President Parks moved to adopt the agenda as presented. Director Ross seconded. The motion passed with Director Woll absent.

2. FINANCIAL REPORTS

a. Bills for Consideration**

Board Action June 2010

The Board will take action on the Bills for Consideration taking into account the recommendations of the Finance and Audit Committee.

Director Ross moved to approve the June 2010 Invoices. Vice President Parks seconded. The motion passed with Director Woll absent.

b. Invoices Pending Approval**

Board Action June 2010

The Board will take action on the invoices for payment taking into account the recommendations of the Finance and Audit Committee.

Director Halliwill noted that the amounts reflected in the memorandum related to the pending invoices was incorrect and requested that Staff correct this amount.

Director Halliwill moved to approve the June 2010 Invoices pending payment. Vice President Parks seconded. The motion passed with Director Woll absent.

c. Month End Financial Statements**

Board Action May 2010

The Board will take action to "accept and file" the Month End Financial Statements presented by staff.

Director Halliwill indicated that after reviewing the totals provided by Staff in the last page of the Month End Report which reflects remaining amounts to be paid on the Capital Improvement Contracts, his totals was different. He requested that Staff review the totals.

He also commented on page 16, noting that the revenues amounts were larger than the expenses.

Director Ross moved to accept and file the May 2010 Month End. Vice President Parks seconded. The motion passed with Director Woll absent.

3. APPROVAL OF THE MINUTES

Minutes of the Regular Board Meeting of June 9, 2010**

Director Halliwill requested that page 22 of the agenda his statement under item 2c be modified to read "he noticed the surplus for the importation charge and he is not against the surpluses but it needs to be justified"

Director Parks moved to approve with amendments. Director Ross seconded. The motion passed with Director Woll absent.

4. APPROVAL OF RESOLUTION 2010-10, A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BEAUMONT CHERRY VALLEY WATER DISTRICT AMENDING PART III OF THE DISTRICT'S POLICIES AND PROCEDURES TO INCLUDE A RESERVES POLICY**

President Ball invited Luwana Ryan to address the Board on this item. Ms. Ryan recommended that Director Halliwill be part of the Finance & Audit Committee instead of Director Ross so that Director Halliwill's questions can be answered. Related to this item, Ms. Ryan commented that thanks to the "long time Interim General Manager Anthony Lara" the District is finally making the progress necessary to establish, valid and real reserve funds for this District. This should not be credited to former Board or former general manager "who did not understand why the District needed to have real liquid spendable cash" for reserves, therefore the last one year and one half has been troublesome for the District. Ms. Ryan further read sections of a memorandum written and presented by the former general manager to the board in 2008 explaining his idea of "reserve amounts". She further read from the same memorandum that Cash on Hand was valued at 2.6 million, water held in reserves in the Beaumont Storage Unit was valued at over 6 million and the Reserves for the Water System expressed in Facility Fees per EDU were valued at 50 million. She thanked Staff, as the District has finally come to the point where reserves are now going to be handled as such, protected, funded and used properly.

Controller Olko answered questions from the Board on this item.

Director Halliwill moved to adopt Resolution 2010-10. Vice President Parks seconded. The motion passed with Director Woll absent.

5. APPROVAL OF RESOLUTION 2010-11, A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BEAUMONT CHERRY VALLEY WATER DISTRICT AMENDING PART III OF THE DISTRICT'S POLICIES AND PROCEDURES MANUAL TO INCLUDE AN UNCLAIMED FUNDS/OUTSTANDING CHECKS POLICY***

Director Ross requested that a change be made on page 35 of 62, Item D2a, third bullet point be modified to read "any official form of identification, such as..." and also page 36 of 62, Item c, third bullet point deleting "used for" and adding the word "of" instead.

Director Ross moved to approve Resolution 2010-11 as modified. Vice President Parks seconded. The motion passed with Director Woll absent.

6. REQUEST FROM THE GENERAL MANAGER TO DECLARE RETIRED EQUIPMENT AS "SURPLUS" AND TO ADVERTISE SUCH SURPLUS EQUIPMENT FOR SALE**

Interim General Manager Anthony Lara reported that a notice will be published in the local news paper regarding the sale of the surplus equipment.

Vice President Parks moved to approve the request. Director Halliwill seconded. The motion passed with Director Woll absent.

7. REVIEW OF THE DISTRICT'S CONFLICT OF INTEREST CODE-APPROVAL OF BIENNIAL NOTICE FOR MULTI-COUNTY AGENCIES**

Interim General Manager Lara reported on this item indicating that due to the current reorganization an amendment is necessary to the current positions listed in the District's Conflict of Interest Code.

Vice President Parks moved to approve the Biennial Notice for Multi-County Agencies. Director Ross seconded. The motion passed unanimously.

8. VOTING TO ELECT A REPRESENTATIVE TO THE CSDA BOARD OF DIRECTORS IN REGION 6, SEAT B**

Interim General Manager Anthony Lara indicated that after reading the enclosed candidate statements he recommends that the Board votes for Arlene Schafer.

Director Halliwill moved to elect Arlene Schafer as recommended. Vice President Parks seconded. The motion passed with Director Woll absent.

9. REVIEW AND APPROVAL OF THE PROPOSED CSDA BYLAWS**

Interim General Manager Lara reported that he reviewed the enclosed proposed amendment to the CSDA Bylaws and found nothing out of the ordinary. He further recommended approval.

Director Ross moved to approve. Vice President Parks seconded. The motion passed with Director Woll absent.

10. REPORTS FOR DISCUSSION AND POSSIBLE ACTION

(a) Ad hoc Committees

No reports were given.

(b) General Manager

- Policies and Procedures Manual update- Lara indicated that the District is in the process of reviewing its Policies and Procedures. Board and Staff will be given copies in order to provide comments and suggestions.
- SWP Water Allotment- Lara reported that the allotment has been increased from 40 to 50% and that the City of Banning has decided to forgo purchases of State Project Water until further notice. Any water delivered will be purchased by the District.
- Recycled Water Projects- Lara reported that there are two projects awaiting final payment.
- Recycled Water Planning Grant Application - Lara reported that Staff had received comments on the application from State Board and they requested more information. All the work and the information requested has been completed and will be sent out tomorrow.
- Pardee Homes- Lara reported that at the May Board Meeting a Will Serve Letter request from Pardee Homes was tabled by the Board until the July Board Meeting. The Will Serve letter request was not placed in tonight's agenda because after the May Board Meeting Staff met with Pardee Homes and determined that because of a pre-annexation agreement between the District Pardee Homes and Oak Valley Partners signed in 2008, a Will Serve letter is not necessary in order for Pardee to move forward with their development.

Interim General Manager Lara requested that Legal Counsel Granito answer a question that was made at the last Board Meeting related to water rights. Mr. Granito reported that he spoke to Ms. Magee on the phone and responded to her question and she was satisfied with the answer. Mr. Granito indicated that Ms. Magee wanted to know if the District had any responsibility for pursuing any of her individual property rights even though she was not part of the

adjudication. He said that he informed Ms. Magee that the District did not have any responsibility towards her property or any other overlying property owners who were not part of the adjudication. He said that he further informed Ms. Magee that any overlying property owners who were not part of the adjudication are not set to the adjudication decreed.

(c) Directors

- Dr. Blair Ball- None
- John Halliwill- Halliwill asked the Board if any Board Members had a specific issue that they would want him to address at the Collaborative Committee Meeting which he will be attending tomorrow night. He further reported that he attended the San Geronio Pass Water Agency Meeting and a topic was the new recharge facility and the possibility that the Agency open up the adjudication. He indicated that he received an invitation to attend the Public Utilities meeting and he wanted to know if that was a meeting that the Board would designate someone to go to. President Ball indicated that per District Policy if a Board Member wants to attend a meeting which is not on the approved list then the Board Member would have to obtain approval from the Board to attend.
- Stella Parks- Parks reported that she attended the Engineering Meeting at the San Geronio Pass Agency and it was related to the Watermaster.
- Ken Ross- None
- Ryan Woll- Absent

(d) Legal Counsel

11. ANNOUNCEMENTS

A) Finance & Audit Committee Meeting, August 5, 2010 at 4:00 p.m.

B) Regular Board Meeting August 11, 2010 at 7:00 p.m.

ACTION LIST

NONE

12. ADJOURNMENT

Vice President Parks moved to adjourn. Director Halliwill seconded. The motion passed with Director Woll absent.

Dr. Blair Ball, President of the
Board of Directors of the
Beaumont Cherry Valley Water District

Attest:

Stella Parks, Vice President of the
Board of Directors of the
Beaumont Cherry Valley Water District

**RECORD OF THE MINUTES OF THE
JOINT MEETING
BETWEEN THE
SAN GORGONIO PASS WATER AGENCY
AND
BEAUMONT CHERRY VALLEY WATER DISTRICT
AND
REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE
BEAUMONT CHERRY VALLEY WATER DISTRICT**

August 11, 2010

JOINT MEETING

Joint Session will begin at 6:00 p. m.

CALL TO ORDER, PRESIDENT BALL

Beaumont Cherry Valley Water District Board President Ball called the meeting to order at 6:00 p.m., 560 Magnolia Avenue, Beaumont, California.

ROLL CALL, BLANCA MARIN

Those responding to roll call were President Ball, Vice President Parks and Directors Halliwill, Ross and Woll. Also present at this meeting were, General Counsel Gil Granito Interim General Manager Anthony Lara and Executive Assistant Blanca Marin.

CALL TO ORDER, PRESIDENT JETER

San Gorgonio Pass Water Agency Board President Jeter called the meeting to order at 7:03 p.m., 560 Magnolia Avenue, Beaumont, California.

ROLL CALL, CHERYLE RASMUSSEN

Those responding to roll call were President Jeter and Directors Haring, Voigt, Morris, Dysart, Dickson and Workman. Also present at this meeting was Executive Assistant Cheryle Rasmussen.

PLEDGE OF ALLEGIANCE

Director Halliwill led the Pledge.

PUBLIC INPUT

President Ball invited Luwana Ryan to address the Board on an item not on the agenda. Ms. Ryan requested that both boards inform the rate payers as to what savings, benefits or what kind of impact this joint meeting will have on the rate payers.

ACTION ITEMS

1. ADOPTION OF THE JOINT MEETING AGENDA

Director Parks moved to adopt the Joint Meeting Agenda. Director Morris seconded. The motion passed unanimously.

2. NEW BUSINESS (DISCUSSION AND POSSIBLE ACTION)

- Potential Partnership for Recharge Facility

Boards met to discuss the possibility of joint use of the District's Recharge Facility.

Interim General Manager Lara answered questions from both boards related to the size and capacity of the ponds. Lara explained that in his opinion and the opinion of the District's Engineer, is that if the allotment was to be at a 100%, the ponds could easily take the whole 17,300 acre feet of water.

Discussion followed regarding different possibilities of other agencies renting/leasing space, a joint powers agreement, and a possible partnership with other agencies. It was also suggested that the boards invite other agencies to join this venture, such as South Mesa Water Company and Yucaipa Valley Water District. The Boards further discussed the possibility of forming ad hoc committees to discuss and come back to the respective boards with basic ideas.

President Jeter invited Jennifer Ares representing the Yucaipa Valley Water District to share some information regarding her role at Yucaipa water District. She informed the boards and public that she is the Resources Sustainability Manager and that she is currently working on completing the Yucaipa Valley Water District's Urban Water Management Plan.

Boards agreed that this meeting was to open up discussions between the District and the Pass Agency and those other agencies will be invited to join at a later time. The Board directed Interim General Manager Anthony Lara to research with other agencies currently operating recharge facilities similar to the District's and use those agencies as a model. Board agreed that other agencies currently planning to build recharge facilities could benefit from the use of the District's facilities and therefore save the taxpayers money.

Boards directed Lara to be the lead on this project, research out what are available, get recommendations and bring back to the boards next month meeting rather than forming ad hoc committees at this point. The Board also directed Lara to contact any other agencies that might have an interest in discussing possibility of working with the District.

President Ball invited Duane Burke to address the boards on this item. Mr. Burke indicated that this is a very unprecedented time as agencies are working together. He thanked the Boards for the opportunity to work together.

Luwana Ryan recommended that the Boards don't make this project complicated at this time by doing a joint powers agreement.

3. ADJOURNMENT OF JOINT MEETING

President Ball adjourned the joint meeting at 6:34 p.m.

REGULAR SESSION

Regular Session will begin at 7:00 p.m.

CALL TO ORDER, PRESIDENT BALL

President Ball called the meeting to order at 7:01 p.m., 560 Magnolia Avenue, Beaumont, California.

PLEDGE OF ALLEGIANCE, DIRECTOR ROSS

Director Ross led the pledge.

INVOCATION, VICE PRESIDENT PARKS

Vice president parks recited the invocation.

ROLL CALL, BLANCA MARIN

Those responding to roll call were President Ball, Vice President Parks and Directors Halliwill, Ross and Woll. Also present at this meeting were General Counsel Gil Granito,

Interim General Manager Anthony Lara, Controller, Amelia Toledo and Executive Assistant Blanca Marin.

PUBLIC INPUT

Secretary Woll invited Sandra Wells to address the Board on an item not on the agenda. Ms. Wells indicated that about two months ago, the District changed the meter from her sister's house on 10034 Noble. She indicated that bills went from about \$30 to \$200. She indicated that she requested that staff at the District verify the meter for accuracy. She requested that an explanation to her be provided as to why the meter was changed and why the change was made without notifying her sister. She further suggested that the District look into assistance programs for low-income people as her sister lives on a fixed income.

President Ball requested that Ms. Wells meet with the Interim General Manager Anthony Lara to try to resolve this issue.

ACTION ITEMS

1. ADOPTION OF THE AGENDA

Vice President Parks moved to adopt the agenda. Director Woll seconded. The motion passed unanimously.

2. OPENING OF BIDS FOR THE SURPLUS EQUIPMENT

Interim General Manager indicated that at the last board meeting, the board declared surplus seven pieces of equipment. Those seven pieces of equipment were put to bid and the facilities were open for the public to view the equipment. Lara recommended that the Board award the equipment to the highest bidder and that staff dispose of the remainder of the equipment.

President Ball moved to approve. Director Ross seconded. The motion passed unanimously.

3. FINANCIAL REPORTS

a. Bills for Consideration**

Board Action
July 2010

The Board will take action on the Bills for Consideration taking into account the recommendations of the Finance and Audit Committee.

President Ball thanked Director Parks for attending the meeting on his behalf.

Director Ross moved to approve. Vice President Parks seconded. The motion passed unanimously.

b. Invoices Pending Approval**

Board Action
July 2010

The Board will take action on the invoices for payment taking into account the recommendations of the Finance and Audit Committee.

Director Ross moved to approve the pending invoices. Director Halliwill seconded. The motion passed unanimously.

c. Month End Financial Statements**

Board Action

June 2010

The Board will take action to "accept and file" the Month End Financial Statements presented by staff.

Director Ross moved to accept and file the Month End Financial Statements. Director Woll seconded.

4. APPROVAL OF THE MINUTES

A. Minutes of the Special Board Meeting of June 30, 2010**

Director Ross moved to table this item until next month and send back for revision as he found several discrepancies. Director Halliwill seconded. The motion passed unanimously.

B. Minutes of the Regular Board Meeting of July 14, 2010**

Luwana Ryan requested that the minutes be corrected to show the correct figures under her statement made on page 31 of the agenda as she read those figures directly from a memorandum written by Mr. Butcher.

Director Ross requested that a typo be fixed on page 31, Item 5 under his request to read "word" instead of "work".

Director Ross moved to approve with corrections. Vice President Parks seconded. The motion failed with Halliwill, Ross, Woll and Ball opposing.

Director Ross moved to table the Minutes of July 14, 2010 to make corrections. Vice President Parks seconded. The motion passed unanimously.

5. APPROVAL OF INTENTION TO AMEND APPENDIX TO CONFLICT OF INTEREST (DESIGNATED POSITIONS) AND SET A PUBLIC HEARING FOR SAME (OCTOBER 13, 2010**

Interim General Manager Anthony Lara reported that an amendment to the District's Conflict of Interest is necessary as there have been some changes in staff positions due to the re-organization in staff.

Director Ross moved to approve. Director Woll seconded. The motion passed unanimously.

6. REQUEST FOR EMERGENCY WATER SERVICE FROM MICHAEL C. JOSEPH TO HIS PROPERTY LOCATED ADJACENT TO DISTRICT'S WELL 24, 11020 UNION STREET, CHERRY VALLEY**

Secretary Woll invited Mr. Joseph to report on this item. Mr. Joseph indicated that due to the District's well which is adjacent to his property, his well is going dry. He requested that the Board approve an emergency connection to serve his property. He mentioned that in a meeting in 2004, Mr. Butcher made the following statement "Mr. Butcher followed by saying that shallow wells located at the top end of the water table could indeed be sucked dry if the District decided to pursue its plans, the remedy would be that the Water District pay for the system to serve the affected homes at a reduced price so long as the consumption was for beneficial use" He requested that the District provide at least water service temporarily.

Interim General Manager Anthony Lara recommended that the Board approve service to Mr. Joseph's property as an "Outside Service" which means that the customer will be paying outside water rates. He further reported that Mr. Joseph currently has a connection and he would just need to pay for the meter.

Director Parks moved to approve emergency service to Mr. Joseph's property. Director Woll seconded.

Director Parks amended her motion to add that the District provides emergency water service to Mr. Joseph's property as long as needed.

After discussion, Director Parks amended her motion, to approve emergency water service to Mr. Joseph's property for a period of six months and to revisit this service in six months. Director Woll seconded. The motion passed unanimously.

7. REQUEST FOR EMERGENCY SERVICE CONNECTION AT 37980 BROOKSIDE AVENUE**

Interim General Manager Anthony Lara reported that he was notified by the property owner's lawyer that the property owner was in the hospital recovering from surgery and that he could not be released from the hospital without running water on his property. They needed to see what the requirements were to have an emergency service installed to his property. Lara stated that the property owner paid the appropriate fees and District already had installed the service. Lara further requested that the board approve the temporary service for a period of six months.

Vice President Parks moved to approve the emergency water service request for the period of six months to the property. Director Ross seconded. The motion passed unanimously.

8. DISCUSSION AND POSSIBLE ACTION AUTHORIZING INTERIM GENERAL MANAGER TO INITIATE A PUBLIC OUTREACH PROGRAM IN RESPONSE TO WRITTEN PROTEST RECEIVED AT THE RATE HEARING ON JUNE 30TH, 2010

Interim General Manager Anthony Lara requested that the Board have a discussion and to provide any input should there be any specific items that they want him to address in his letter to the Fairway Canyon Association. He indicated that he has already been given direction by the Board to draft and send the letter. He further indicated that the letter will be addressed to the four HOA Representatives who signed the protest letter.

Discussion followed as to whether the same letter would need to be sent to all those people who protested the rate increase and the possibility that staff or Board members provide a presentation at the HOA locations to educate the public as to the need of the rate increase.

Patsy Reeley commented that the Board needs to write the letter to those four people who signed the letter and just end the discussions regarding this issue as none of those people have attended the meetings and the only reason they attended the meeting was because they were misinformed.

Director Woll moved for Mr. Lara to draft the letter and that the letter be very informative, but neutral and that it be sent to the four directors inviting them to contact the District should they have any questions. Vice President Parks seconded. The motion passed unanimously.

9. REPORTS FOR DISCUSSION AND POSSIBLE ACTION

(a) Ad hoc Committees -None

(b) General Manager

▪ **Policies and Procedures Manual update-** Patsy Reeley questioned the Board as to whether or not there is an item in the Policies and Procedures Manual as to when reorganization of the Board is required to occur. Interim General Manager Anthony Lara reported that it is in the Policies and Procedures Manual as a requirement to reorganize the board each year in December. It is also required that the Board review and revisit the Policies and Procedures Manual each year to amend as needed. He further requested that any input from Board members to be included in the Policies and Procedures be forwarded to staff by September 1, 2010.

- **Correspondence from JPIA regarding Risk Assessment Visit on June 29, 2010****- Lara reported that the correspondence included in the agenda from JPIA was for information purposes. A presentation has been scheduled from JPIA representatives to inform the District as to what kind of services JPIA provides to its members. Presentation has been scheduled for October's regular board meeting.

- **Winter Wish Food Drive**-Lara reported that he was contacted by the Beaumont Chamber of Commerce requesting that the District includes a flyer with the water bills to invite the public to donate can goods. Other agencies that donate to this cause are the City of Beaumont and the Post Office. The District contributed last year in this program. He further requested that the District be allowed to participate this year and there will be no extra cost to participate. Board unanimously approved for the District to participate in this program.

- **Correspondence received from South Mesa Water Company dated July 21, 2010, informing the STWMA Commission of its decision to withdraw from the Commission****Lara reported that the actual effective date of withdrawal from the STWMA Commission will be March 21, 2011 as the STWMA JPA states that the withdraw would not take effect until 240 days after notice has been given. He further indicated that by South Mesa Water Company withdrawing from the STWMA Commission, there will be only two members and one associate member left.

- **Beaumont Basin Watermaster scheduled for September 14, 2010**- Lara reported that the meeting will probably be scheduled for 10am. Items that might be considered include a draft budget and a letter from Pass Water Agency regarding their interest in a storage account with the Watermaster.

- **Update on Water Supply Assessments/Will Serve Letters**- Lara reported that Staff is reviewing all development files and reconciling all accounts/reviewing all agreements. Staff had a meeting yesterday regarding Will Serve Letters and staff is putting together a sustainability document. At the same meeting, discussion took place as to how to best deal with the development and water supply assessments issues and to develop a new Will Serve Letter Template.

- **Riverside County Grand Jury**- Lara reported that he had been contacted by the Grand Jury. Requests have been made related to financial information, minutes and the rate study. He will meet with the Grand Jury next week.

(c) Directors

- **Dr. Blair Ball**- Ball indicated that he attended a few meetings related to the Joint Meeting at 6pm already discussed.

- **John Halliwill**- Halliwill reported that he attended some of the same meetings that Director Parks and Mr. Lara attended.

- **Stella Parks**- Parks reported that she attended several meetings at the Pass Agency related to the Watermaster. On another issue she reported that the bond for the tunnel for the peripheral canal has been put on hold.

- **Ken Ross**- Ross questioned Mr. Lara as to what the results were on the CSDA Election as the District selected Ms. Shafter. Lara indicated that he will call CSDA tomorrow to ask for election results.

- **Ryan Woll**- None

(d) Legal Counsel

General Counsel Gil Granito complimented Staff for its plans for developing a uniform approach on the subject of issuing Will Serve Letters, Water Supply Assessment Reports and written verification reports. Mr. Granito reminded the Board and Staff that

sections in the District's manual covered the subject with which he had drafted which serve as a good point of reference.

10. ANNOUNCEMENTS

- A) Finance & Audit Committee Meeting, September 2, 2010 at 4:00 p.m.**
- B) District will be closed on September 6, 2010 in observance of Labor Day**
- C) Regular Board Meeting September 8, 2010 at 7:00 p.m.**

ACTION LIST

- Lara- Draft a letter to be mailed to South Mesa Water Company regarding date of withdrawal from STWMA
- Lara- Draft a letter to Fairway Canyon Home Owners Association in response to their protest to the rate increase letter.
- Board- Provide comments/input to Staff regarding the Policies and Procedures by September 1, 2010
- Lara- Obtain vote count by the CSDA and call director Ross to report

11. ADJOURNMENT

Vice President Parks moved to adjourn the meeting. Director Woll seconded. The motion passed unanimously.

Dr. Blair Ball, President to the
Board of Directors of the
Beaumont Cherry Valley

Attest:

Ryan Woll, Secretary to the
Board of Directors of the
Beaumont Cherry Valley Water District



Beaumont Cherry Valley Water District Finance and Audit Committee Meeting of September 2, 2010, Thursday

Agenda Matter: Collection Agency Services

Recommendation:

District Staff is recommending that the District contract the services of Rash Curtis & Associates/Professional Recovery Systems in an effort to collect outstanding inactive accounts over 61+ days.

Background:

At the January 8, 2010 meeting, the Committee directed staff to research and report on aging receivables, placing special emphasis on the closed accounts with outstanding balances. At the May 6, 2010 meeting, staff was advised to send out a RFP for collection services and report their recommendation to the Committee by August/September.

Discussion:

Request for Proposals

On June 15, 2010, District staff sent out a Request for Proposal to seven collection agencies. The proposal submittal due date was July 15, 2010. The District received three proposals for services.

Initial Review

Four key staff members were given a copy of all three proposals to review along with a rating sheet. Staff members met to discuss, review and analyze the proposals and asked to sit on a panel that would conduct the interviews.

Interviews

The panel, which consists of four key staff members, interviewed all three firms. One interview was conducted via conference call while the other two firms were conducted in person. Following the interviews, the panel met to discuss the services offered by all three firms and by a majority decision, the panel voted to recommend Rash Curtis & Associates/Professional Recovery Systems.

Rash Curtis & Associates/Professional Recovery Systems has 44 years of experience in the field of collections. Their collection method/approach includes assisting debtors in finding other sources of revenue (utility payment assistance programs). Their professional bi-lingual services will aid the District in its goal to deliver exceptional customer service. Their staff receives continuous training and calls are audited for quality assurance. They have the technology to provide us with real time data for review and download at any time. They will also assist the District in developing collections policy and procedures.

Financial Impact:

The District currently has approximately \$272,700 in aging receivables that is 61 days or older (closed accounts). Rash Curtis & Associates/Professional Recovery Systems operates on a contingency fee basis, which is twenty-two percent (22%) of revenues collected. Though it is not anticipated, should legal action be required the fee would be thirty-five percent (35%).

It is anticipated that this will bring additional revenues to the District.



Professional Recovery Systems, Inc

RASH CURTIS
& ASSOCIATES



PROFESSIONAL RECOVERY SYSTEMS-RASH CURTIS & ASSOCIATES

190 S Orchard Ave, Suite C-250

Vacaville, CA 95688

877-596-5PRS (5777)

**REQUEST FOR PROPOSAL FOR
COLLECTION SERVICES ON DELINQUENT ACCOUNTS
RESPONSE
FOR
BEAUMONT-CHERRY VALLEY WATER DISTRICT**



Due July 15, 2010

Mission Statement

We at Professional Recovery Systems are dedicated to provide the credit granting industry an effective accounts receivable management program. This is demonstrated by the highest possible recovery while maintaining the dignity of the past due consumer and the good will of the credit grantor. Our goal is to exceed our client's expectations.

Scope of Work

Professional Recovery Systems has read, understands and agrees to comply with the information as presented in the RFP.

Bidder Objectives

Professional Recovery Systems has read, understands and agrees to comply with the information as presented in the RFP.

Contract Requirements

1. Professional Recovery Systems, (PRS) operates in accordance with the Robbins-Rosenthal Fair Debt Collection Practices Act; as well as the Federal Fair Debt Collection Practices Act and the Fair Credit Reporting Act.
2. Insurance Requirements: As the successful contractor, Professional Recovery Systems agrees to maintain in force for the full term of the contract and supply *Certificate of Insurance* for the following:
 - a. Comprehensive general liability insurance with a minimum limit of \$1,000,000 per occurrence combined single limit for bodily injury and property damage, including coverage for contractual liability, personal injury, products, and complete operations coverage's. If Commercial General Liability Insurance or other form with general aggregate limit is used, either the general aggregate limit shall apply separately to this contract or the general aggregate limit shall be twice the required occurrence limit and shall be endorsed to include contractual liability. The general liability policy shall be endorsed to state that: (1) the District, its directors, officials, officers, employees, agents and volunteers shall be covered as additional insured with respect to the work or operations performed by or on behalf of the Contractor, including materials, parts or equipment furnished in connection with such work.

- b. Proof of Worker's Compensation limits as required by the Labor Code of the State of California.

3. Indemnification Agreement:

Professional Recovery Systems has read, understands and agrees to comply with the indemnification as presented in the RFP.

4. Remittance and Report Requirements:

As the Successful Contractor, Professional Recovery Systems will submit to the District regular monthly remittance and statement no later than 30 days following collections. Should the District request remittances earlier than 30 days PRS will comply.

Content of Proposal

1. Executive Summary

a&b. Established in 1966, PRS has built a firm foundation of credit and collection experience. A California Certified Small Business, a lifelong member of ACA International and California Collectors Association (CAC), we offer quality accounts receivable management solutions to government, commercial, medical, banking, retail and *utility (PRS's first client was a utility and we specialize in utilities recoveries)* credit granting communities. We pride ourselves on our firm commitment to provide extensive employee training and development, advanced information processing technology, and a dedicated management team to partner with our clients and maximize their recovery percentages.

PRS can easily accommodate large volume clients with electronic data transfers or small clients with manual capabilities. We will work with you to develop dependable, realistic solutions. We have been recognized by our clients for our professional ethics and high recovery of their past due receivables. Our references can provide you with indisputable evidence of our ability to satisfactorily provide quality, full service collections to your organization.

The key factors for success in today's contingency collection environment have changed dramatically over the past several years and PRS continues to lead the way. The tip of the collection "iceberg" is visible phone calls and letters - but the real value remains hidden beneath. When you combine PRS's 40+ years of traditional expertise with today's sophisticated analytical techniques, you have an unbeatable combination. PRS leverages its immense database to

segment accounts to drive maximum liquidity for our clients in a timely manner. The "dollars are hidden within the data" and PRS has the skills to unlock the code to optimize contact management. The discipline is complex, but the results are simple - maximized revenues for our clients.

President/CEO - Terrence "Terry" L. Paff

Terry Paff is a well known figure in the Receivables Management industry. From Collection Manager, Director of Operations, to Marketing and Sales, Terry has experienced every aspect of the collection business over the past 35 years. He is experienced in Consumer Loans, Healthcare, Retail City and County Governments, Courts, Utilities and Legal. Terry is constantly analyzing process flows and statistics and making changes as deemed necessary to increase revenue. He has developed and maintained collection centers specializing in start-ups and multiple collection sites, utilizing sophisticated technology and state of the art automated call center processes. Perhaps best known for his ability to recruit and train qualified personnel, Terry's recovery teams are competitive with the highest performance levels in the industry for local and national clientele. Terry has served on the Board of Directors of the Healthcare Financial Management Association since 2001 and been a member of ACA- American Collectors Association and CAC- California Association of Collectors since 1976.

Wm. Gary Call- Chairmen of the Board

Gary Call has been with the Company for 31 years and has served the collection industry for over 30 years with dedication and distinction. His professional years of service have included holding the positions of Regional Vice President of Credit Bureaus, Inc., presently known as Equifax; President of Associated Credit Bureaus of Oregon; President of the California Association of Collections, Unit 1; member of the Board of Consumer Credit Counseling Services and the Executive Board of the Better Business Bureau, and served on the American Collectors Association GPAC Steering Committee formed to address national legislative issues. In addition, Credit Women International, now CPI, honored Gary as their Boss of the Year in Santa Clara County.

c. Geographic territories: Professional Recovery Systems Geographic territories has been licensed and authorized to collect in all states, with the exception of Connecticut, New Jersey, Maine, and Massachusetts

d. Average total number and dollar amount of both primary and secondary accounts received per month: Our average monthly collections are \$1.5 million- we currently do not collect second placements.

e. Average collection rate: 17.1%

f. Collection Service Provided to Governmental and Utility agencies in California.

City of Santa Clara
Rod Meyer
1500 Warburton Ave
Santa Clara, CA 95050
Date of engagement 1975
Phone, 408-615-2309

City of Antioch
Lisa Saunders,
PO Box 5007
Antioch, CA 94531-5007
Date of engagement 1986
Phone, 925-779-6150

City of Sunnyvale
Therese Balbo
650 West Olive Ave
P O Box 4000
Sunnyvale, CA 94088-3707
Date of engagement 2000
Phone 408-730-7604

City of Walnut Creek
Jennifer Wakeman
1666 N MAIN ST
Walnut Creek, CA ZIP 94596
Date of engagement 2000
Phone 925-256-3560

City of Morgan Hill
Lisa Cvitanich
17555 Peak Ave
Morgan Hill, CA 95037
Date of engagement 2002
Phone (408) 779-7221

City of Napa
Karen DeNatale
P O Box 660
Napa, CA 94559-0660
Date of engagement 2002
Phone (707) 257-9507

East Bay Municipal Utility District
Tom Fox
2127 Adeline St
Oakland, CA
Date of engagement 1987
Phone (510) 287-0456

Dominic DeBellis
Contra Costa Water District
P O Box H20
Concord, CA 94524
Date of engagement 2008
(925) 688-8059

2. Working Plan and Staffing

- a. PRS currently employs 32 collectors; recruiting experienced, novice and bi-lingual collectors.
- b. PRS training outline for new collections

Training and Human Resources Outline

Forms to be signed;

W4

INA Work status form

Check two forms of ID for each new employee.

Valid Driver's License, Social Security Card,

State ID Card, Green Card, Birth Certificate, valid USA

Passport, Notification In Case of Emergency Form,

Time Card

Note: These forms are to be completed and discussed as necessary and then collected by Human Resources.

Human Resource Employee notification forms to be handed out:

Family Leave Act
Workers Compensation Employee Issues
Sexual Harassment Policy
State Disability Pamphlet

Prepared and update manuals with tabs corresponding to training sections are to include receipt of manual form (two copies: 1 is signed and given to the instructor, 2 remain in manual); letter from our President; Employee Benefits; Safety Policy

Note: The balance of written material is to be handed out during lectures as training progresses. Training Material will include:

1. Statement of Company Policy which covers the Federal Fair Debt Collection Practices Act
2. The 'do's and don'ts' of FDCPA/FCRA
3. Robbins Rosenthal California Collection Act
4. Collecting by telephone
5. Communication and listening
6. Letters and notices, including index and samples
7. Investigation processes and procedures
8. Legal and bankruptcy terms
9. Computer training
10. Company procedures

There is latitude given on how this information is presented and the order in which it is presented.

Training Process

DAY 1

Orientation: Introduction of new employees, instructor, company and our industry

- Explain company structure
- Office tour including restrooms, lunch room
- Introductions of Management Team
- Brief explanation of classroom training, including class work and quizzing
- Explain purpose of job, provide handouts and describe as necessary

- Describe the Employee Benefits and Policies packet. Instructor is to guide employees through the Employee Benefit section, discussing contents in detail where appropriate. Ask employees to read in detail (as class work) and prepare questions for the following morning. Ask probing questions to make sure there are no misunderstandings. Explain how employees are paid and their various responsibilities to the company and to each other. Explain Commission structure.

Break

Statement of Company Policy (SCP)

- Discuss purpose of the FDCPA/FCRA, and it's importance to our industry
- Have each employee read aloud a section of the SCP. Explain each section in detail. An idea; ask one employee to read aloud and another employee to paraphrase the meaning of the section. This gives the instructor an idea of the employee's ability to retain what is read. It also gives the instructor feedback on the employee's ability to understand and communicate to others a collection concept. This is valuable in the evaluation process.
- Do's and Don'ts of the FDCPA/FCRA
- Robbins Rosenthal California Collection Act

Lunch

Quiz on the FDCPA/FCRA 30 true and false questions Passing grade: 25 or more right answers Collecting by telephone lecture

Use material from CBT but do not give out until end of day and beginning of Success Statements

Discussion should include:

- Ingredients from General Quiz (in preparation for following morning)
- What is a collection agency, a credit bureau, why we belong to ACA, qualities of a successful collector and why?
- Debtor psychology
- Reasons why people pay bills (pride, honor and anxiety)
- Steps through a telephone call
- Probing questions
- Differences between open ended and closed ended questions
- Positive benefits of paying in full
- Success statements

Class Work Assignment

1. Memorize company name, address and telephone number, be prepared to direct people to our office.
2. Memorize 5 success statements; 2 from disputes, 2 from when the debtor offers payment and one from a positive close.
3. Prepare one sentence that gets the debtor's attention. This is the mind neutralizer. Think of this in lecture as "This is your LUCKY DAY"
4. 5 positive benefits of paying in full
5. 1 from opening statements

Day 2

1. Questions from prior day
2. General quiz (see attachment) + debtor attention statement, 5 positive benefits of paying
3. Critique GQ as a group. Ask each member for his answer. When describing qualities, have each employee give you one, write it on whiteboard and continue process until there are several (10 +) listed. Use the same strategy with positive benefits. The goal is to have over the week at least 25-30 positive benefits.
4. Collecting by telephone review
5. Discussion of success statements
6. Role play guidelines

Break

Role Play

- Explain purpose of role-play and why we record it
- Ask for volunteer
- One instructor is debtor and one instructor is collector's coach
- Have other class members listen for use of success statements, pride, honor or anxiety as motivators
 - How many times does collector ask for payment in full?
 - Does collector go through all the steps of a telephone conversation?
 - Does collector ask probing questions?
- Critique role-play, providing important feedback to collector and to other class members.

Lunch

Role Play continues but watch to make sure it does not become tedious. (If time permits try to have all employees get at least one turn)
Success Statement discussion

Opening Statements with Reason to Pay

Class Work

1. 10 positive benefits
2. 10 success statements (5 already memorized plus 5 more)
3. Opening statement added to debtor attention statement, including a reason to pay

Goal pace day 2- Employee should have clear understanding of collection techniques, importance of success statements, why commission is so critical to us. Collecting is fun and a game of Wit. Instructor should begin to know which employees have the communication skills to be successful, and who are having difficulty with the concept of collections.

Day 3

1. Questions on prior days training
2. Quiz - success statements, positive benefits, opening statement
3. Quiz critique
4. Discussion and review of previous training

Communication and Listening material Lecture from Collecting by Telephone

1. Difference between listening and hearing
2. Listening quiz - "Build me a fence", "Place a dot on the I"
3. Importance of inflection: "I didn't tell John you were stupid"
4. Using the voice as a collection tool
5. Customer service word usage **"I am here to help you" and theory of inconveniences vs. benefits (I/BI)**
6. Reasons for note taking
7. Examples of confusing communication
8. Rate of speech versus rate of hearing

Break

Letters and Notices

1. The Process we use to send letters and notices
2. Samples of letters and notices and discussion
3. Differences between letters and notices
4. Production standards for letters
5. Time between notices
6. When to stop a notice
7. How to generate a letter (use of code)
8. The reason why it is important to know what a letter says

Lunch

Computer training

How to Log On
Passwords
Keyboard instruction
Use of commands
Use of action codes
Importance of record keeping
Use of macro keys
Financial fields
How to update information
How to send a letter
How to create a packet
How to establish a payment program
How to cross file an account
How to add a posting note

Class Work

1. 15 Success statements (10 memorized + 5 more)
2. 15 positive benefits
3. Opening statement with debtor attention statement, debt information, reason to pay and positive close
4. Study for notice quiz

Day 4

Questions on prior day's training
Quiz covering the Class Work assignment
Quiz critique
Review of computer training and collection training

Break

Review of computer training and collection training as required

Lunch

Investigative Techniques

1. Qualities of a successful investigator
2. Tools and resources we use
3. Questions to ask and how to ask questions
4. Sample directories and their function
5. Importance of investigation

6. 4 critical elements collectors must always verify: CBR, Home, Job, Spouse, SSN, Etc.
7. Bank Ratings
8. Priorities
9. Legal and bankruptcy terms

Class Work

1. 20 Success statements (15 memorized + 5 more)
2. 20 positive benefits
3. Opening statement with debtor attention statement, debt information, reason to pay and positive close
4. Study for investigate/computer quiz

Day 5

Questions on prior day
Quiz
Quiz critique
Procedures and processes
What to expect when working as a collector
Observance in collector work area

Class Work

1. Memorize all 26 success statements
2. General study for the collector quiz

Day 6

Collector quiz
Critique quiz

Those who pass receive Certificate of Completion and Assignment to collector work area.

Training Tools

1. Manuals
2. Lecture material
3. ACA video on FDCPA **Playing Fair**
4. ACA Audio on Collection Techniques
5. CAC Video **Nuts and Bolts of the FDCPA**
6. Video on "Art of Negotiation"
7. Video on "Give 'em the Pickle"
8. LADDER Tip Card

Goals of Classroom Training

Employee understands:

1. Goals and objectives
2. How to ask for Payment In Full
3. How and when to ask probing questions
4. Can create a good opening statement that explains benefits of paying. Collector is also able to recite this using good voice inflection where appropriate
5. Provide 25 positive benefits of paying
6. Understands tools and sources to use for investigation
7. Collector understands difference between **"How Much Time Do You Need" vs. "How Much Can You Pay?"**
8. Collector understands uses of notices and letters and has received a passing grade on the Notice Quiz

Collector has comfortable working knowledge of the collector software system in the following areas:

1. Access accounts
2. Add notes
3. Review notes
4. Change tickler update information as necessary

Our collections are paid a base salary plus commission based on the collected dollars. In addition we have an Incentive Program which includes daily and monthly contests with various prizes including: cash, large screen TV's, lap top computers, I-pods, etc.

We have a collection staff on duty Monday through Thursday from 8:00 AM until 9:00 PM, Friday from 8:00 AM until 4:30 and Saturday from 8:00 AM until 12 noon.

Enrichment/Enhancement and Collection Process

Day 1

Account entered into collection system
Accounts are electronically processed through
The National Change of Address (NCOA) for address purification

Day 2

Collection demand letter mailed to debtor
Meeting all Fair Debt Collection Practices Act requirements
Account matched against database of over 2 million records

Account processed through national multi-sources databases for;

- Bankruptcy
- Telephone numbers
- Similar names
- Nearby telephone numbers
- Financial demographics
- Property owners / home owners
- Credit report

Day 3

Accounts assigned to collectors based on knowledge and experience. Account telephone numbers dialed multiple times until contact is made using different times of day during the next seven days. Thereafter telephone attempts are made at a minimum of twice a week.

Payments: *Collector's objective is Payment in Full; this is accomplished by selling the benefits of paying.*

c. Skip Tracing

Debtor is a Skip

Investigation will begin immediately upon return of mailing. The information obtained through the enhancement process will be used to locate the debtor; in addition the investigator will take advantage of other tools; such as Lexis Nexis, Skip trace Info, City and County web sites, Google and other on line web sites. Once the debtor is located the phone attempts commence.

Debtor Fails to Respond

Assets search begins using the information obtained via the enhancements; in addition the investigator will take advantage of other tools, such as Lexis Nexis, Skip trace Info, City and County web sites, Google and other on line web sites. Once assets have been found, and with the permission of our client the account will be referred to PRS's Legal Department for litigation.

Day 60

We report all unpaid collection accounts to Experian, Equifax and Transunion.

Day 180

Accounts are electronically enhanced through numerous data bases. New or updated information is given to the collector for follow up.

g. Legal Accounts

When the debtor can not pay in full, payment arrangements are established and the amount of the payment is based on the debtor's financial condition. A confirmation letter is mailed confirming the agreement. Collectors continually monitor payment plans with phone calls and mail reminders; should the payment plan be continually broken, collector will investigate for assets and refer the account to our legal department. Debtor must be gainfully employed and/or is a property owner with equity. \$1000 min balance (balance may be combined from more than one client). PRS will advance all cost to litigate; *no upfront cost to client*. Our attorney, Duane Olivera, has been with us for over 20 years.

h. Disputes/Complaints

Disputes/Complaints are taken seriously; the collector will obtain from the debtor all information surrounding the dispute. When necessary the client is contacted and the dispute is reviewed, and then, based on the validity of the dispute the account is followed up and resolved. Complaints are assigned to senior management for review and follow up.

i. Copy of letters: *Please see attachment*

3. Automation/Technology; PRS has invested in technology to help support efficiency through automation and making the process transparent to clients and users. By helping collectors concentrate on collecting and establishing right-party contact, performance is enhanced and goals are met. PRS also has legal, ethical, and fiduciary responsibilities to safeguard confidential, proprietary, personnel, regulated, and other protected company information (classified information) against unauthorized disclosure. The unauthorized disclosure of classified company information could be very damaging to PRS, its business partners, and its employees. PRS has also taken great steps to ensure the proper safeguarding of all client information stored on its system. Policies, practices, and technology have been instituted to minimize the likelihood of classified information being disclosed to unauthorized individuals. The PRS system and physical security is compliant with the Gramm-Leach-Bliley Act as well as HIPPA regulations.

Our technological features include:

- Automated electronic download and upload
- IBM – 96 ports.
- Anti-Virus/Spam Protection
- Intrusion Detection
- Automated Predictive dialer capability
- Automatic call distribution (ACD)
- Electronic data transfer of account information
- Electronic remittance of collected funds (ACH)
- Electronically monitored alarm and video recording system
- Language Line service for true communication diversification
- Bi-lingual auto attendant
- Shredding of discarded hard copy data
- Search engine for database management
- Automatic tying of multiple accounts against same consumer debtor
- Customized management reports via hard copy or electronic exchange
- Automated mailing campaigns

4. Miscellaneous Information:

a. Copy of latest annual report or financial statement:
(See attachment B)

b. Bank reference:

Wells Fargo, 777 E. Monte Vista Ave., Vacaville, CA
Business Relationship Manager: Lydia Peterson (800) 988-0004

Proposed Fees

Professional Recovery Systems has read the proposed rates for Full Service Collection Activity and are contingent upon collection, which includes but are not limited to the following services:

- Bad address fee when accounts are skip traced (waived)
- Postage for notices and reminders
- Dialer and phone usage
- Voice call recording on payments
- Checks over the phone
- Credit Card processing
- Reporting to the 3 national credit bureaus
- Various statistical reporting

Fee Basis

Flat fee per account assigned \$12.00 or
Percentage of revenue collected twenty-two percent (22%)
Should legal action be required the fee would advance to thirty
five percent (35%) with PRS advancing court cost, services fees
and our attorney's cost.

Attachments

A. Copy of Collection Letters

B. Balance Sheet

A. Copy of Collection Letters



Professional Recovery Systems, Inc.
A Full Service Collection Agency

M15

Re: M30
Account #: M6
Client ID#: M17
Total Due: \$A6

VACAVILLE OFFICE

190 S. Orchard Ave.

Suite C250

Vacaville, CA 95688

(877) 596-4777

Fax: (707) 454-2001

HOURS:

Mon - Thurs. 8am - 9pm

Fri. 8am - 4:30pm

Sat. Varied

The account listed above has been placed with us for collection. Please send payment in full today. If you feel this action is in error, please contact us immediately.

Unless you notify Professional Recovery Systems, Inc. within 30 days after receiving this notice that you dispute the validity of this debt or any portion thereof, our office will assume the debt is valid. If you notify us in writing within 30 days from receiving this notice, we will obtain verification of the debt or obtain a copy of a judgment and mail you a copy of such judgment or verification. If you request to our office, in writing within 30 days after receiving this notice, we will provide you with the name and address of the original creditor, if different from the current creditor.

This has been sent to you by a collection agency. This is an attempt to collect a debt and any information obtained will be used for that purpose. If you do not understand this notice call our office or find someone who can explain this notice to you.

*** CREDIT REPORTING ***

As required by law, you are hereby notified that a negative credit report reflecting on your credit record, will be submitted to a credit reporting agency if you fail to fulfill the terms of your credit obligations.

Pay online at www.professionalrecovery.com

Debt Recovery Specialists

SERVICE PROVIDER	SVC. DATE	ACCOUNT #	TOTAL
------------------	-----------	-----------	-------

M9

A convenience fee of \$3.00 applies to all "check by phone" payments. A convenience fee equal to 3% of the payment applies to all credit card transactions whether made by phone, mail or through our website.

NOTICE: SEE REVERSE SIDE FOR IMPORTANT INFORMATION

Please Detach Lower Portion and Return with Payment

DEPT 1732
PO BOX 4115
CONCORD, CA 94524



ADDRESS SERVICE REQUESTED

A98 A97



TEST NAME
5 ADDRESS ST
ADDR 2
CITY, ST 52345-6789

- () Enclosed is payment in full.
() I agree to pay \$_____ by the _____ day of each month.
() I would like to discuss this matter, please call me at:
Phone: () _____ - _____

STATEMENT DATE M15	PAY THIS AMOUNT \$M27	ACCOUNT # M6
CHECK CARD USING FOR PAYMENT		
<input type="checkbox"/> VISA	<input type="checkbox"/> MASTERCARD	<input type="checkbox"/> DISCOVER
<input type="checkbox"/> AMERICAN EXPRESS	<input type="checkbox"/> AMEX	
CARD NUMBER	CW	AMOUNT
SIGNATURE	EXP. DATE	
SHOW AMOUNT PAID HERE		\$

PROFESSIONAL RECOVERY SYSTEMS, INC.
PO Box 5790
Vacaville, CA 95696-5790



CALIFORNIA:

The state Rosenthal Fair Debt Collection Practices Act and the federal Fair Debt Collection Practices Act require that, except under unusual circumstances, collectors may not contact you before 8 a.m. or after 9 p.m. They may not harass you by using threats of violence or arrest or by using obscene language. Collectors may not use false or misleading statements or call you at work if they know or have reason to know that you may not receive personal calls at work. For the most part, collectors may not tell another person, other than your attorney or spouse, about your debt. Collectors may contact another person to confirm your location or enforce a judgment. For more information about debt collection activities, you may contact the Federal Trade Commission at 1-877-FTC-HELP or www.ftc.gov.

Nonprofit credit counseling services may be available in the area. State and federal law require debt collectors to treat you fairly, and prohibit debt collectors from using profane language or making improper communications with third parties, including your employer.

COLORADO:

FOR INFORMATION ABOUT THE COLORADO FAIR DEBT COLLECTION PRACTICES ACT, SEE WWW.COLORADOATTORNEYGENERAL.GOV/CA.

TENNESSEE:

This collection agency is licensed by the Collection Service Board of the Department of Commerce and Insurance.

UTAH:

As required by Utah law, you are hereby notified that a negative credit report reflecting on your credit record may be submitted to a credit reporting agency if you fail to fulfill the terms of your credit obligations.



Professional Recovery Systems, Inc.
A Full Service Collection Agency

M15

Re: M30
Account #: M6
Client ID#: M17
Total Due: \$M27

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Vacaville, CA 95688

(877) 596-4777

Fax: (707) 454-2001

HOURS:

Mon. - Thurs. 8am - 9pm

Fri. 8am - 4:30pm

Sat. Varied

The past due account listed above have been placed with us for collection. If you feel this action is in error, please contact us immediately.

Unless you notify Professional Recovery Systems, Inc. within 30 days after receiving this notice that you dispute the validity of this debt or any portion thereof, our office will assume the debt is valid. If you notify us in writing within 30 days from receiving this notice, we will obtain verification of the debt or obtain a copy of a judgment and mail you a copy of such judgment or verification. If you request to our office, in writing within 30 days after receiving this notice, we will provide you with the name and address of the original creditor, if different from the current creditor.

This has been sent to you by a collection agency. This is an attempt to collect a debt and any information obtained will be used for that purpose.

*** NOTICE ***

We are a collection agency, we have been asked by our client(s) to collect the money which they claim you owe them. If you do not understand this notice call our office or find someone who can explain this notice to you.

Pay online at www.professionalrecovery.com

Debt Recovery Specialists

SERVICE PROVIDER	SVC. DATE	ACCOUNT #	TOTAL
------------------	-----------	-----------	-------

M9

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PO BOX 4115
CONCORD, CA 94524



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TEST NAME
5 ADDRESS ST
ADDR 2
CITY, ST 52345-6789

- () Enclosed is payment in full.
() I agree to pay \$_____ by the _____ day of each month.
() I would like to discuss this matter, please call me at:
Phone: (____) _____-_____

STATEMENT DATE M15	PAY THIS AMOUNT \$M27	ACCOUNT # M6
CHECK CARD USING FOR PAYMENT		
<input type="checkbox"/> VISA	<input type="checkbox"/> MASTERCARD	<input type="checkbox"/> DISCOVER <input type="checkbox"/> AMERICAN EXPRESS
CARD NUMBER	CW	AMOUNT
SIGNATURE		EXP DATE
SHOW AMOUNT PAID HERE		\$

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Sat. Varied

Re: M30
Account #: M6
Client ID#: M17
Total Due: \$M10

**** LET'S WORK TOGETHER ON THIS ****

If you want to pay and resolve your account but have been unable to meet our previous demands for payment in full, now is the time for you to act!!! Please fill out the bottom of this letter for your courtesy payment plan or call us right now at (877) 596-4777. We will try hard to accommodate your request.

We accept post-dated checks for up to 6 months and will send you a reminder letter for your convenience. We also do payments over the phone, call for details.

We appreciate your cooperation and ask that if your payment is going to be late you call to notify us. If you have any questions, please contact us.

Thank you.

This is an attempt to collect a debt.
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Pay online at www.professionalrecovery.com

Debt Recovery Specialists

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CONCORD, CA 94524



ADDRESS SERVICE REQUESTED

A98 A97



TEST NAME
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ADDR 2
CITY, ST 52345-6789

- () Enclosed is payment in full.
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() I would like to discuss this matter, please call me at:
Phone: () _____ - _____

STATEMENT DATE M15	PAY THIS AMOUNT \$M10	ACCOUNT # M6
CHECK CARD USING FOR PAYMENT		
<input type="checkbox"/> VISA	<input type="checkbox"/> MASTERCARD	<input type="checkbox"/> DISCOVER <input type="checkbox"/> AMERICAN EXPRESS <input type="checkbox"/> AMEX
CARD NUMBER	CW	AMOUNT
SIGNATURE		EXP. DATE
SHOW AMOUNT PAID HERE		\$

PROFESSIONAL RECOVERY SYSTEMS, INC.
PO Box 5790
Vacaville, CA 95696-5790





Professional Recovery Systems, Inc.
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Fri. 8am - 4:30pm

Sat. Varied

Re: M30
Account #: M6
Client ID#: M17
Total Due: \$M10

***** PROTECT YOUR CREDIT *****

Why haven't we heard from you?
If this account is not paid today,
it may stop you from obtaining credit tomorrow.

Act now!!!

Send the total amount due or call T O D A Y !!

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STATEMENT DATE M15	PAY THIS AMOUNT \$M10	ACCOUNT # M6
CHECK CARD USING FOR PAYMENT		
<input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> DISCOVER <input type="checkbox"/> AMERICAN EXPRESS <input type="checkbox"/> AMEX		
CARD NUMBER	CW	AMOUNT
SIGNATURE		EXP. DATE
SHOW AMOUNT PAID HERE		\$

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Client ID#: M17
Total Due: \$M10

***** THIS MUST BE PAID *****

Attention! You are on notice. This account must be paid. If you do not respond we must assume that you do not intend to pay. We will then be required to follow our client's instructions.

**** Visa/Mastercard/Discover/American Express accepted ****
**** Ask about our convenient and easy check by phone option ****

Atencion! Ultimo aviso! Esta cuenta debe ser liquidada dentro de 3 dias. Si usted no responde, asumiremos que usted no tiene ninguna intencion de pagar esta cuenta. En este caso, seguiremos con las instrucciones de nuestro cliente.

**** Se acepta Visa/Mastercard/Discover/American Express ****
**** Pregunte por nuestro nuevo sistema de pagos con cheque por telefono ****

This is an attempt to collect a debt.
Any information obtained will be used for that purpose.
Esto es un intento para coleccionar una deuda.
Cualquier informacion obtenida sera solamente usado para ese proposito.

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STATEMENT DATE M15	PAY THIS AMOUNT \$M10	ACCOUNT # M6
CHECK CARD USING FOR PAYMENT		
<input type="checkbox"/> VISA	<input type="checkbox"/> MASTERCARD	<input type="checkbox"/> DISCOVER <input type="checkbox"/> AMERICAN EXPRESS <input type="checkbox"/> AMEX
CARD NUMBER	CW	AMOUNT
SIGNATURE		EXP. DATE
SHOW AMOUNT PAID HERE		\$

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Sat. Varied

Re: M30
Account #: M6
Client ID#: M17
Total Due: \$M10

*** DISPUTE INVALID ***

We have researched your dispute and our client believes it is invalid.
Please contact us today to resolve this.

Nosotros investigamos su disputa, y nuestro cliente cree que su disputa es invalida. Favor de ponerse en contacto hoy con nuestra oficina para resolver este caso.

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STATEMENT DATE M15	PAY THIS AMOUNT \$M10	ACCOUNT # M6
CHECK CARD USING FOR PAYMENT		
<input type="checkbox"/> VISA	<input type="checkbox"/> MASTERCARD	<input type="checkbox"/> DISCOVER <input type="checkbox"/> AMERICAN EXPRESS <input type="checkbox"/> AMEX
CARD NUMBER	CW	AMOUNT
SIGNATURE		EXP. DATE
SHOW AMOUNT PAID HERE		\$

PROFESSIONAL RECOVERY SYSTEMS, INC.
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Professional Recovery Systems, Inc.
A Full Service Collection Agency

M15

Re: M30
Account #: M6
Client ID#: M17
Total Due: \$M10

DO NOT DELAY PAYMENT ANY LONGER

We must hear from you or receive payment in full within (5) five days or this account will remain an outstanding debt. You can prevent this - contact us today to discuss this situation!!

1-877-596-4777

Call today to make payment, using our check or phone, Visa, Mastercard, Discover, American Express or ATM debit card with the Visa or Mastercard logo.

NO SE TARDE MAS EN MANDAR SU PAGO.

Necesitamos que nos llame hoy "o" que nos mande su pago dentro de (5) cinco dias. De otra manera esta cuenta segira pendiente. Usted puede prevenir esto - porfavor de llamarnos para hablar sobre esta cuenta.

Llame ahora para hacer su pago usando nuestro sistema de cheque por Telefono, Visa, Mastercard, Discover, American Express or tarjeta de banco con el emblema de Visa "O" Mastercard.

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STATEMENT DATE M15	PAY THIS AMOUNT \$M10	ACCOUNT # M6
CHECK CARD USING FOR PAYMENT		
<input checked="" type="checkbox"/> VISA	<input type="checkbox"/> MASTERCARD	<input type="checkbox"/> DISCOVER
		<input type="checkbox"/> AMERICAN EXPRESS
CARD NUMBER	CW	AMOUNT
SIGNATURE		EXP. DATE
SHOW AMOUNT PAID HERE		\$

PROFESSIONAL RECOVERY SYSTEMS, INC.
PO Box 5790
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Professional Recovery Systems, Inc.
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M15

Re: M30
Account #: M6
Client ID#: M17
Total Due: \$M10

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Fax: (707) 454-2001

HOURS:

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Fri. 8am - 4:30pm

Sat. Varied

***** SETTLE THIS FOR UP TO 35% OFF *****

All settlement percents are based on original creditors guidelines

877-596-4777

Please have your account number ready when you call.

\$ \$ SAVE MONEY!!! PAY TODAY!! \$ \$
\$ \$ IMPROVE YOUR CREDIT!!! \$ \$
\$ \$ HAVE WE GOT A DEAL FOR YOU!!! \$ \$

We are prepared to settle the above referenced claim if you qualify. You could be entitled to a savings of up to 35% off the current balance due. For example, if you owe \$1,000.00, you could save up to \$350.00.

> > To take advantage of this great deal, contact us today, offer only good for 10 days!!!< <

If you have a sincere desire to take advantage of this Special Offer - **CALL RIGHT NOW!**
We can accept your check payment, postdated check or credit card payment over the phone.
For same day cash payments, call for instructions.

Contact us today to see if you qualify. Show this account settled on your credit file.

> > > REMEMBER < < <

Contact us today to make arrangements!!

This is an attempt to collect a debt. Any information obtained will be used for that purpose. This communication is from a debt collector.

Pay online at www.professionalrecovery.com

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STATEMENT DATE M15	PAY THIS AMOUNT \$M10	ACCOUNT # M6
CHECK CARD USING FOR PAYMENT		
<input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD	<input type="checkbox"/> DISCOVER <input type="checkbox"/> AMERICAN EXPRESS	<input type="checkbox"/> AMEX
CARD NUMBER	CW	AMOUNT
SIGNATURE		EXP. DATE
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Sat. Varied

Re: M30
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Client ID#: M17
Total Due: \$M10

We have deposited your last postdated check and have been unable to reach you. Please send a check for the total balance due or send up to 3 more postdated checks. If unable to comply with the above request, please contact our office to make mutually agreeable arrangements. Thank you.

Hemos depositado su ultimo cheque posfechado y no hemos podido comunicarnos con usted. Por favor llame, mande un cheque por el balance, "o" mande mas cheques posfechados (hasta tres) por el balance sobresaliente gracias!!

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CARD NUMBER	CW	AMOUNT
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Sat. Varied

Re: M30
Account #: M6
Client ID#: M17
Total Due: \$M10

*** PAYMENT REMINDER ***

Thank you for your recent payment. This notice shows your new balance. Please send your next payment, or the balance as agreed.

Gracias por su pago mas reciente. Esta notificacion refleja su nuevo balance. Porfavor envie su proximo pago en acuerdo.

** We accept Visa/Mastercard/Discover/American Express **
** Ask about our convenient and easy check by phone option **

Este es un simple recordatorio que la fecha para su pago se aproxima muy pronto. Gracias por trabajar junto con nosotros para aclarar esta cuenta eficazmente.

** Se acepta Visa/Mastercard/Discover/American Express **
** Pregunte por nuestro nuevo sistema de pagos con cheque por telefono **

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STATEMENT DATE M15	PAY THIS AMOUNT \$M10	ACCOUNT # M6
CHECK CARD USING FOR PAYMENT		
<input type="checkbox"/> VISA	<input type="checkbox"/> VISA	<input type="checkbox"/> MASTERCARD
<input type="checkbox"/> DISCOVER	<input type="checkbox"/> DISCOVER	<input type="checkbox"/> AMERICAN EXPRESS
CARD NUMBER	CW	AMOUNT
SIGNATURE	EXP. DATE	
SHOW AMOUNT PAID HERE		\$

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Sat. Varied

*** IMPORTANT NOTICE ***

The client listed above have carried your delinquent balance, as long as is consistent with good business practice.

Payment must be made immediately or your account will be sent to collections 10 days from the date of this letter.

Please send payment, or call to make arrangements today:

PROFESSIONAL RECOVERY SYSTEMS, INC.
PO BOX 5790
VACAVILLE, CA 95696-5790
(877) 596-4777

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Debt Recovery Specialists

SERVICE PROVIDER	SVC. DATE	ACCOUNT #	TOTAL
M9			

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A98 A97



TEST NAME
5 ADDRESS ST
ADDR 2
CITY, ST 52345-6789

- () Enclosed is payment in full.
() I agree to pay \$_____ by the _____ day of each month.
() I would like to discuss this matter, please call me at:
Phone: (____) _____-_____

STATEMENT DATE M15	PAY THIS AMOUNT \$M20	ACCOUNT # M6
CHECK CARD USING FOR PAYMENT		
<input type="checkbox"/> VISA	<input type="checkbox"/> MASTERCARD	<input type="checkbox"/> DISCOVER
<input type="checkbox"/> AMERICAN EXPRESS	<input type="checkbox"/> AMEX	
CARD NUMBER	CW	AMOUNT
SIGNATURE	EXP. DATE	
SHOW AMOUNT PAID HERE		\$

PROFESSIONAL RECOVERY SYSTEMS, INC.
PO Box 5790
Vacaville, CA 95696-5790





Professional Recovery Systems, Inc.
A Full Service Collection Agency

M15

VACAVILLE OFFICE

190 S. Orchard Ave.

Suite C250

Vacaville, CA 95688

(877) 596-4777

Fax: (707) 454-2001

HOURS:

Mon - Thurs. 8am - 9pm

Fri. 8am - 4:30pm

Sat. Varied

Re: M30
Account #: M6
Client ID#: M17
Total Due: \$M10

*** THIS NEEDS YOUR IMMEDIATE ATTENTION ***
*** SE NECESITA SU ATENCION INMEDIATA ***

Can you afford not to pay? This matter must have your immediate attention, so we can report this account as paid. Contact us today to resolve this matter. No puede pagar? Necesitamos su atencion inmediata, para reportar que esta cuenta esta pagada.

** We accept Visa/Mastercard/Discover/American Express **
** Ask about our convenient and easy check by phone option **

Este es un simple recordatorio que la fecha para su pago se aproxima muy pronto. Gracias por trabajar junto con nosotros para aclarar cuenta.

** Se acepta Visa/Mastercard/Discover/American Express **
** Pregunte por nuestro nuevo sistema de pagos con cheque por telefono **

This is an attempt to collect a debt.
Any information obtained will be used for that purpose.
Esto es un intento para coleccionar una deuda.
Cualquier informacion obtenida sera solamente usado para ese proposito.

Pay online at www.professionalrecovery.com

Debt Recovery Specialists

A convenience fee of \$3.00 applies to all "check by phone" payments. A convenience fee equal to 3% of the payment applies to all credit card transactions whether made by phone, mail or through our website.

Please Detach Lower Portion and Return with Payment

DEPT 1732
PO BOX 4115
CONCORD, CA 94524



ADDRESS SERVICE REQUESTED

A98 A97



TEST NAME
5 ADDRESS ST
ADDR 2
CITY, ST 52345-6789

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() I agree to pay \$_____ by the _____ day of each month.
() I would like to discuss this matter, please call me at:
Phone: (____) _____-_____

STATEMENT DATE M15	PAY THIS AMOUNT \$M10	ACCOUNT # M6
CHECK CARD USING FOR PAYMENT		
<input type="checkbox"/> VISA	<input type="checkbox"/> MASTERCARD	<input type="checkbox"/> DISCOVER
<input type="checkbox"/> AMERICAN EXPRESS	<input type="checkbox"/> AMEX	
CARD NUMBER	CW	AMOUNT
SIGNATURE		EXP DATE
SHOW AMOUNT PAID HERE		\$

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HOURS:

Mon.- Thurs. 8am - 9pm

Fri. 8am - 4:30pm

Sat. Varied

Re: M30
Account #: M6
Client ID#: M17
Total Due: \$M10

We agreed to accept payments on your account. You have failed to honor the arrangement you requested. The entire balance is due and payable at this time.

**** We accept Visa/Mastercard/Discover/American Express ****
**** Ask about our convenient and easy check by phone option ****

Rompio su promesa! Nostros quedamos de acuerdo en aceptar abonos en su cuenta. El negarse a cumplir con tal promesa pueda forzarnos a continuar los procedimientos de colecciones.

**** Se acepta Visa/Mastercard/Discover/American Express ****
**** Pregunte por nuestro nuevo sistema de pagos con cheque por telefono ****

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Phone: () _____ - _____

STATEMENT DATE M15	PAY THIS AMOUNT \$M10	ACCOUNT # M6
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<input type="checkbox"/> VISA	<input type="checkbox"/> MASTERCARD	<input type="checkbox"/> DISCOVER
<input type="checkbox"/> AMERICAN EXPRESS	<input type="checkbox"/> DISCOVER	<input type="checkbox"/> AMEX
CARD NUMBER	CW	AMOUNT
SIGNATURE		EXP. DATE
SHOW AMOUNT PAID HERE		\$

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Fax: (707) 454-2001

HOURS:

Mon. - Thurs. 8am - 9pm

Fri. 8am - 4:30pm

Sat. Varied

M15

Re: M30
Account #: M6
Client ID#: M17
Balance: \$M10

Dear TEST NAME

We have been notified by our process server that you have now been served with a summons and complaint. We would like to invite you to contact this office regarding the above account to discuss a resolution prior to our office proceeding further and potentially asking the court to enter a judgment against you.

Once a judgment is entered, it becomes public record and may appear on your credit report. Also if a judgment is obtained, additional costs and interest may be added to your judgment balance. You should consider it in your best interest to resolve this debt now. Please call our office at (877) 596-4777

This communication is from a debt collector. All information obtained will be used for the purpose of collecting a debt.

Sincerely,

Robert Keith
Manager, Legal Department
Professional Recovery Systems, Inc.
707-454-2009

Debt Recovery Specialists

DEPT 1732
PO BOX 4115
CONCORD, CA 94524



ADDRESS SERVICE REQUESTED

A98 A97



TEST NAME
5 ADDRESS ST
ADDR 2
CITY, ST 52345-6789

STATEMENT DATE	PAY THIS AMOUNT	ACCOUNT #
M15	\$M10	M6

PROFESSIONAL RECOVERY SYSTEMS, INC.
PO Box 5790
Vacaville, CA 95696-5790





Professional Recovery Systems, Inc.
A Full Service Collection Agency

190 S. Orchard Ave.

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(877) 596-4777

Fax: (707) 454-2001

HOURS:

Mon.- Thurs. 8am - 9pm

Fri. 8am - 4:30pm

Sat. Varied

M15

Re: M30
Account #: M6
Client ID#: M17

Judgment
Balance: \$M10

Dear TEST NAME:

This office has obtained a judgment against you for the above referenced matter.

To avoid garnishments of your assets, you should contact this office at once. Be advised that we are now free to levy on your wages or enforce the judgement by any other lawful means. It would be in your best interest to contact this office and arrange resolution of this matter at once. Please contact us at (877) 596-4777.

This is an attempt to collect a debt. Any and all information obtained will be used for that purpose. This communication is from a debt collector.

Sincerely,

Robert Keith
Manager, Legal Department
Professional Recovery Systems, Inc.
707-454-2009

Debt Recovery Specialists

DEPT 1732
PO BOX 4115
CONCORD, CA 94524



ADDRESS SERVICE REQUESTED

A98 A97



TEST NAME
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ADDR 2
CITY, ST 52345-6789

STATEMENT DATE	PAY THIS AMOUNT	ACCOUNT #
M15	\$M10	M6

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Sat. Varied

Re: M30
Account #: M6
Client ID#: M17
Total Due: \$M10

**NOTICE: UNDER C.C.P. SECTION 1033
AND C.C. 1717 OR 1717.5**

You are hereby notified that we intend to request our attorney to commence legal action against you. This account will be reviewed by our attorney, who will make the decision to file suit.

Pursuant to Section 1033 of the California Code of Civil Procedures, should suit be filed and a judgment obtained against you, you may be liable for all allowable attorney fees, for service of process and court cost.

You may avoid this action and additional expense by remitting the total amount due or contacting us within 7 days from the date of this letter.

Sincerely,

Collection Manager
Professional Recovery Systems, Inc.

This is an attempt to collect a debt.
Any information obtained will be used for that purpose.

Debt Recovery Specialists

Please Detach Lower Portion and Return with Payment

DEPT 1732
PO BOX 4115
CONCORD, CA 94524



ADDRESS SERVICE REQUESTED

A98 A97



TEST NAME
5 ADDRESS ST
ADDR 2
CITY, ST 52345-6789

- () Enclosed is payment in full.
() I would like to discuss this matter, please call me at:
Phone: () - -

STATEMENT DATE M15	PAY THIS AMOUNT \$M10	ACCOUNT # M6
CHECK CARD USING FOR PAYMENT		
<input type="checkbox"/> VISA	<input type="checkbox"/> MASTERCARD	<input type="checkbox"/> DISCOVER
<input type="checkbox"/> AMERICAN EXPRESS	<input type="checkbox"/> DISCOVER	<input type="checkbox"/> AMEX
CARD NUMBER	CW	AMOUNT
SIGNATURE	EXP. DATE	
SHOW AMOUNT PAID HERE		\$

PROFESSIONAL RECOVERY SYSTEMS, INC.
PO Box 5790
Vacaville, CA 95696-5790



B. Balance Sheet

RASH CURTIS & ASSOCIATES**Balance Sheet**

As of May 31, 2009

	<u>May 31, 09</u>
ASSETS	
Current Assets	
Cash in Bank	(248,717)
Accounts Receivable	43,228
Allowance for Doubtful Accounts	(4,098)
Employee Advance	(642)
Total Current Assets	<u>(210,229)</u>
Fixed Assets	
Furniture/ Equipment	227,983
Vehicles	174,336
Accumulated Depreciation	(310,240)
Total Fixed Assets	<u>92,079</u>
Other Assets	
Goodwill	1,440,000
Accumulated Amortization	(72,000)
Officer Life Ins	5,750
Investment	20,000
Loan Fee	557
N/R - Ecowater	65,000
Prepaid Deposits	2,800
Purchased Accounts	100,601
Total Other Assets	<u>1,562,708</u>
TOTAL ASSETS	<u><u>1,444,558</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	78,859
Credit Cards	263
Payroll Taxes Payable	2,565
Total Current Liabilities	<u>81,687</u>
Long Term Liabilities	
N/P Jack Ruzik	27,898
N/P Dessie Sandoval	91,360
N/P Jack Ruzik / Goodwill	1,336,085
N/P Jack Ruzik / Stock	333,503
NP Bank of the West	44,019
NP River Valley Bank	18,160
Total Long Term Liabilities	<u>1,851,028</u>
Total Liabilities	<u>1,932,713</u>
Equity	
Common Stock	15,000
Retained Earnings	(119,651)
Treasury Stock	(400,000)
Net Profit (Loss)	16,496
Total Equity	<u>(488,155)</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,444,558</u></u>

RASH CURTIS & ASSOCIATES**Profit & Loss**

Twelve Months Ending May 31, 2009

Income

Collection Income	2,764,282
Total Income	2,764,282

Expense

Accounting	5,950
Advertising	3,283
Amortization Expense	72,000
Auto Expense	37,530
Bank Charges	7,328
Business Development	21,645
Collection Expense	15,247
Computer Expenses	125,127
Contributions	6,805
Credit Card Fees	104,252
Credit Reports	395
Debtor Refunds	17,489
Depreciation Expense	26,791
Dues/Subscriptions	18,268
Employee Relations	10,550
Equipment Lease	10,532
Insurance	135,467
Interest Expense	104,059
Legal Costs	97,933
Licenses & Fees	6,376
Marketing	8,107
Meals/Entertainment	15,042
Misc	39,242
Office Supplies	20,973
Outside Services	55,734
Salaries/Wages	1,071,356
Payroll Taxes	93,471
Postage	105,037
Professional Services	3,445
Rent	60,376
Repair/Maintenance	1,997
Retirement	6,000
Seminar/Conference	19,781
Skiptracing	126,828
Taxes	11,659
Telephone	203,587
Travel	60,427
Utilities	17,699
Total Expense	2,747,786
Net Profit (Loss)	16,496

Memorandum

To: Board of Directors
From: Anthony Lara, Interim General Manager
Date: September 8, 2010
Re: Controller Position

Background:

At the regular meeting of February 10, 2010 the Board of Directors, voted unanimously and directed the Interim General Manager to advertise for the hiring of a "Financial Officer". In subsequent meetings a pay scale and classification (Controller) were also approved by the board. The job description was developed and the position was filled. Since that time, the Controller has resigned and has been replaced on an interim basis through a professional staffing agency.

The early departure of the Controller in July was due to an offer of employment from another public agency that included a salary and benefit package that is more commensurate with the qualifications necessary to fulfill the responsibilities of the classification. After reviewing the salary ranges, benefits and job descriptions of other agencies, it is clear that in order for the District to hire and retain key personnel this salary range will need to be adjusted.

In an effort to avoid another transition in this very important position and to continue moving forward with the projects that are currently underway, I have offered Ms. Toledo (Interim Controller) a full time position. I have attached the 2009-2010 CSDA Administrative Salary Survey with salary ranges for our region highlighted. I have also attached a draft Job Description and proposed pay scale for the Board's consideration.

Recommendation:

That the Board approves the attached Job Description and proposed pay scale for the Controller classification as presented.

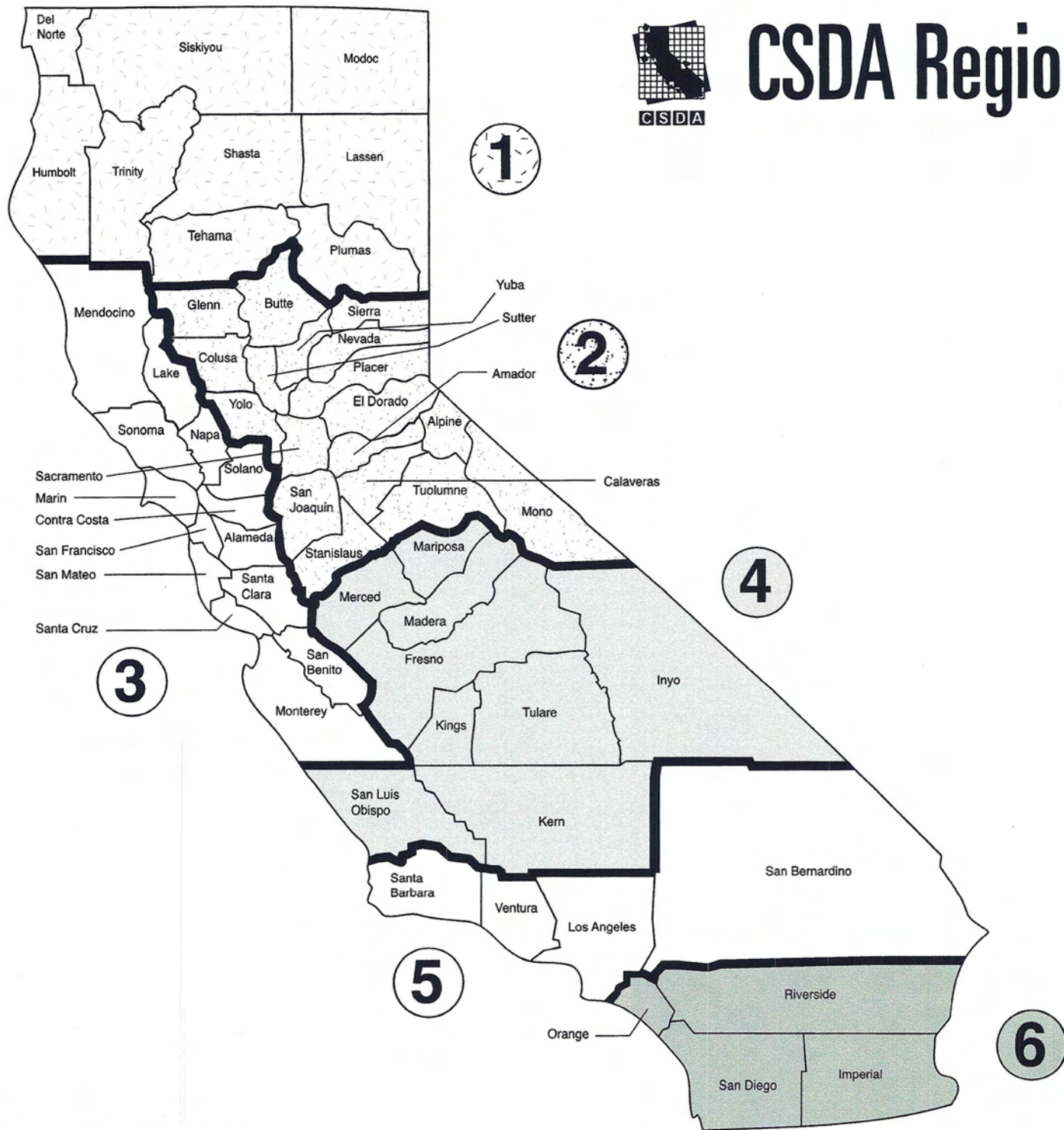
**Key Staff Salaries****Controller / CFO / Finance Manager**

Job Description: Directs and controls the District's financial, accounting, and treasury activities; prepares a wide variety of detailed and analytical accounting, statistical, and narrative reports necessary for fiscal review; provides management and the Board of Directors with expertise in the areas of fiscal planning and control, accounting, budgeting, and investing public funds; supervises the daily work activities within accounting/bookkeeping including accounts payable, accounts receivable, cash receipts, payroll, and general ledger; prepares monthly financial statements; reconciles accounts; prepares special reports and analyses as required.

	Responses	<u>Annual Salary</u>		<u>Average Salary Range</u>		Years in Current Position	Average Years Working in Districts	Number of Staff Supervised
		Average	Median	Low	High			
All Districts	116	\$95,403	\$92008	\$80,496	\$104,184	8	10	4
CSDA Regions								
Region 1	6	40,736	41600	41,690	54,427	2	2	1
Region 2	33	85,143	90492	75,829	98,052	9	11	4
Region 3	24	110,286	108859	88,320	112,931	8	11	3
Region 4	13	81,037	86568	63,029	78,260	8	8	4
Region 5	25	99,299	99225	81,126	107,034	6	8	3
Region 6	14	120,625	128376	103,967	137,807	9	12	7
Number of Full-Time Equivalent Employees								
2 or less	3	-	-	100,809	136,321	3	-	9
3 to 5	4	93,629	99640	90,185	115,798	7	7	3
6 to 10	9	83,964	85854	71,140	86,794	12	14	3
11 to 20	18	89,774	93477	80,280	104,459	8	11	3
21 to 50	35	97,612	92008	78,371	102,413	9	10	5
51 to 100	24	95,446	93158	78,207	102,779	7	10	3
Over 100	16	102,620	98930	87,371	110,905	4	5	3
Population or Customers Served								
5,000 or less	11	99,767	89,863	90,388	118,009	9	12	5
5,001 - 10,000	11	78,142	85,000	76,028	92,767	10	12	2
10,001 - 25,000	20	91,388	96,427	77,115	98,760	7	10	3
25,001 - 50,000	14	106,198	108,446	79,417	110,387	10	10	4
50,001 - 100,000	14	103,123	94,518	87,041	116,498	7	8	5
100,001 - 250,000	14	96,064	106,481	70,845	89,644	5	10	3
More than 250,000	25	96,838	92,480	83,089	107,028	8	9	4

A "-" indicates no data.

NOTE: "Responses" refers to the number providing actual annual salaries. Salary range, years in current position, years working in districts, and number of staff supervised may have a different number of responses.



Board of Directors by Region

Region 1

Mark Bryant, Garberville Sanitary District
Phil Schoefer, Western Shasta RCD
Alan Schoenstein, McCloud CSD

Region 2

Noelle Mattock, El Dorado Hills CSD
Ginger Root, Tuxedo Country Club FPD
Pete Kampa, Tuolumne Utilities District

Region 3

Stanley Caldwell, Mt. View Sanitary District
James Kohnen, Alameda County Mosquito AD
Sherry Sterrett, Pleasant Hill RPD

Region 4

Adrienne (Ann) Mathews, Kern County Water Agency
Tim Unruh, Kern County Cemetery District No. 1
Vacant

Region 5

Jim Acosta, Saticoy Sanitary District
Jack Curtis, Ojai Valley Sanitary District
John Fox, Goleta Sanitary District

Region 6

Dewey Ausmus, North County Cemetery District
Jo MacKenzie, Vista Irrigation District
Arlene Schafer, Costa Mesa Sanitary District

Beaumont Cherry Valley Water District

CONTROLLER

Employee Name: Amelia Toledo
Grade:
Status: Exempt
Other:

Reports to: General Manager
Annual Salary: 89,595 – 110,000
Date: September 2, 2010

Definition/Summary

Under general/administrative direction, the Controller plans, organizes, and directs the financial, accounting, and related administrative functions of the District; assists the General Manager with the protection of District assets and the maintenance of budget controls; performs the most complex accounting functions; and invests District funds.

Essential Functions

- Serves as the Chief Financial Officer and Controller for the District.
- Plans, organizes, directs, and manages District financial, accounting, investment, and related administrative activities.
- Provides advice and consultation on the development of District financial resources, programs, and policies.
- Assists the General Manager with long range financial planning, protection of District assets, and development and maintenance of budget controls.
- Develops and maintains a fully integrated Management Information System, ensuring the availability of necessary financial and statistical information.
- Directs the gathering and distribution of financial data and projections for the preparation of the District budget.
- Assists the General Manager with the analysis, preparation, presentation, and monitoring of the District budget.
- Performs operations audits of District services and activities.
- Oversees the recording of assets and ensures timely and accurate posting to the general and subsidiary ledgers.
- Directs the development, preparation, and presentation of financial reports and statements.
- Administers the District insurance and risk management functions.
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public.
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.

Other Duties

- Serves as a liaison with vendors, contractors, and debtors.
- Assumes responsibility for the proper investment of District funds.
- Conducts analytical studies as directed by the General Manager / Board of Directors.

- Coordinates details of outside audits of District financial records.
- Performs related duties as assigned.

Job Standards/Specifications

Knowledge of:

- Principles and practices of budgeting, accounting, finance, investment, and the development and maintenance of fiscal controls.
- Laws, rules, ordinances, and legislative processes controlling District financial functions and operations.
- Principles and practices of auditing.
- Computerized management information and fiscal systems.
- Risk management and insurance.
- Investment principles and practices.
- Cost estimating and contract administration.
- Public personnel administration, affirmative action, and employer-employee relations.
- Principles and practices of personnel administration.

Ability to:

- Plan, organize, coordinate, and direct the financial, budgeting, management information systems, investment, and risk management functions of the District.
- Provide supervision, training, work development, and evaluations for District finance and accounting staff.
- Coordinate District budget development and fiscal controls.
- Direct the maintenance of ledgers and journals.
- Oversee the preparation of financial reports and statements.
- Conduct performance audits of District services and functions.
- Maintain responsibility for insurance and risk management functions.
- Communicate well during public presentations.
- Exercise leadership, authority, and supervision tactfully and effectively.
- Provide advice and consultation to the General Manager on the development of fiscal systems, policies, and assets.
- Effectively represent the District's financial functions with individual citizens, community groups, and other government organizations.

Typical Physical Activities

- May occasionally travel by airplane and automobile in conducting District business.
- Work at a desk for an extended period of time.
- Work in an office environment, lift and move objects up to 15 pounds such as large binders, books, and small office equipment.
- Sufficient finger/hand coordination and dexterity to operate and adjust office equipment.
- Regularly uses a telephone for communication.
- Use office equipment such as computers, copiers, and FAX machines.
- Sits for extended time periods.
- Hearing and vision within normal ranges with or without correction.

Environmental Factors

1. Exposure to the sun: 10% or less work time spent outside a building and exposed to the sun.
2. Irregular or extended work hours: Occasionally required to change working hours or work overtime.

Qualifications

Education: A Bachelor's degree in Business Administration, Finance, Accounting, or closely related field from an accredited college or university. Minimum of (5) years of governmental accounting experience and (3) years of supervisory experience in a public agency is desirable.

License Certificate Registration Requirement

Driver License: Possession of a valid California Class C Driver License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

I have reviewed this Job Description with my Supervisor and agree with its contents.

Employee Signature

Date

Supervisor Signature

Date

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.

**BEAUMONT CHERRY VALLEY WATER DISTRICT
(BCVWD)**

LANDSCAPE MAINTENANCE SERVICES AGREEMENT

SEPTEMBER 2010

Contact: Steve Gratwick at Parsons (626) 440-6024

Site Visit: **10:00 a.m.**, _____, **2010**

Proposals will be received until: **2:00 p.m.**, _____, **2010**

at Beaumont Cherry Valley Water District, 560 Magnolia Ave., Beaumont, California 92223

Phone: (951) 845-9581

TABLE OF CONTENTS

SECTION 1: SCOPE OF WORK

SECTION 2: INFORMATION REQUIRED OF CONTRACTORS

SECTION 3: PROPOSAL

ATTACHMENTS

Attachment 1– Map of BCVWD Facilities

Attachment 2 -- Form of BCVWD Landscape Maintenance Services Agreement

SECTION 1: SCOPE OF WORK

FOR

LANDSCAPE MAINTENANCE SERVICES

The Beaumont Cherry Valley Water District has several facilities located around its service area that require various degrees of landscape maintenance. In the past most of this work was handled either by District staff or on an "as needed basis" from our current contractor. The District has decided that all of the landscape maintenance should be handled by a single contractor under a single contract. This scope of work will provide the landscape contractor with an understanding of what each of the District's site work requirements are and a time frame for completing these tasks.

The District's Point of Contact is:

Steve Gratwick
Project Manager
Parsons
Email: stephen.gratwick@parsons.com
(626) 440-6024

The District has sixteen (16) sites that are listed below. Each of these sites has various tasks that must be performed during the periods that are listed with each site.

Contractor shall to furnish all labor, materials, tools, equipment, and any other resources necessary for:

1. Irrigation system care and adjustments;
2. Lawn care;
3. Shrub, vine, and ground cover care and trimming;
4. Tree care and pruning;
 - a. All trees should be shall be shaped and provide proper clearance for vehicles and sightline.
5. Clean-up;
6. Mulch replenishment;
7. Weed control; Only State Certified personnel shall be allowed to spray weeds.
8. Fertilizing, insecticides, and herbicides, with cost of materials included;
9. Hauling and disposal.

Further, the following work and provision of the following materials will constitute Extra Services under the Landscape Maintenance Services Agreement:

1. Irrigation repairs, parts and labor (piping 2" and larger)
2. Plant replacement: replacing 1-gallon, 5-gallon, 15-gallon and 24" box size plants.
3. Mulch replenishment.

4. These and all other extra work and materials shall be approved by the Beaumont Cherry Valley Water District prior to providing the services or materials.

All work must be completed within the given time frame for contractor to receive payment for services. Further, work that is missed must be completed within three days of contractor being notified that work was missed.

THERE SHALL BE NO PRE-EMERGENT USED ON DISTRICT FACILITIES.

Site #1 – Recharge Ponds and Recreation Facility (See Attached Map)

Note: Contractor shall not use any chemical weed killer solution for weed control on pond slopes, walkway paths, and surrounding areas.

Work Schedule: Daily.

- Task 1 – Clean trash cans and dog disposal stations.
- Task 2 – Clean picnic areas of litter.
- Task 3 – Litter removal.

Work Schedule: Weekly.

- Task 1 - Cut and edge turf.
- Task 2 – Remove weeds from slopes of ponds.
- Task 3 – Clear weeds in landscape and picnic areas.
- Task 4 – Maintain gravel paths and turn-around areas.

Work Schedule: Monthly.

- Task 1 – Keep walkways clear. Trim ground cover to both sides of edge of walkway.
- Task 2 – Maintain proper irrigation operation.
- Task 3 – Keep ditches, V-ditches free and clear of debris.
- Task 4 – Keep under-drains free and clear of debris.

Work Schedule: Quarterly: March, May, July, and September.

- Task 1 – Fertilize turf areas.

Work Schedule: Semiannual: March, and September.

- Task 1 – Trim bushes/shrubs within recreational facility and along Beaumont Avenue adjacent to the recharge ponds facility.

Work Schedule: Yearly.

- Task 1 – Trim trees. Restake trees as needed.

Site #2 – 2650 Zone Reservoir (See Attached Map)

Work Schedule: Monthly.

- Task 1 – Maintain proper irrigation operation.
- Task 2 – Keep V-Ditches free and clear of debris.
- Task 3 – Litter removal.

Work Schedule: Quarterly: March, May, July, and September.

Task 1 - Cut grass and weeds on top and slopes of reservoir.

Task 2 - Spray for weeds around trees along east and south fence lines.

Task 3 - Trim around vaults and manholes.

Task 4 - Cut weeds one foot back both sides of access road to top of tank.

Task 5 - Cut weeds inside and five (5) feet back from outside of perimeter fence, except along west fence line.

Work Schedule: Yearly.

Task 1 - Trim trees and restake as needed, except along west fence line.

Site #3 - 2800 Zone Recycled Water Tank (See Attached Map)

Work Schedule: Quarterly: March, May, July, and September.

Task 1 - Clear and spray for weeds inside fenced area of tank site.

Task 2 - Keep V-Ditches free and clear of debris.

Task 3 - Keep under drain inlets free and clear of debris.

Sites #4 - Vineland Tanks (See Attached Map)

Work Schedule: Monthly.

Task 1 - Maintain proper irrigation operation.

Work Schedule: Quarterly: March, May, July, and September.

Task 1 - Clear and spray for weeds inside fenced area of tank site.

Task 2 - Keep under drain inlets free and clear of debris.

Task 3 - Keep V-Ditches free and clear of debris.

Task 4 - Clear and spray for weeds ten (10) feet from outside of north and east fence lines.

Work Schedule: Yearly.

Task 1 - Trim trees and restake as needed.

Sites #5 - Cherry Tanks (See Attached Map)

Work Schedule: Quarterly: March, May, July, and September.

Task 1 - Clear and spray for weeds inside fenced area of tank site.

Task 2 - Keep under drain inlets free and clear of debris.

Work Schedule: Semiannual: March, and September.

Task 1 - Trim hedge and bamboo along inside of south fence line.

Work Schedule: Yearly.

Task 1 - Trim trees and restake as needed.

Site #6 – 12th Street and Palm Avenue Operations Center (See Attached Map)

Work Schedule: Weekly.

Task 1 - Cut and edge turf.

Task 2 – Blow entrance driveway along 12th Street.

Work Schedule: Monthly.

Task 1 – Maintain proper irrigation operation.

Work Schedule: Quarterly: March, May, July, and September.

Task 1 – Fertilize turf areas.

Task 2 – Clear and spray for weeds inside fenced area of site.

Work Schedule: Semiannual: March, and September.

Task 1 – Trim hedge, both sides of fence along east, north, and west fence lines.

Task 2 – Trim hedge along inside of south fence line.

Site #7 – Well No. 2 (See Attached Map)

Work Schedule: Weekly.

Task 1 - Cut and edge turf.

Task 2 – Blow entrance driveway along Michigan Avenue.

Work Schedule: Monthly.

Task 1 – Maintain proper irrigation operation.

Work Schedule: Quarterly: March, May, July, and September.

Task 1 – Fertilize turf areas.

Task 2 – Clear and spray for weeds inside fenced area of site.

Work Schedule: Semiannual: March, and September.

Task 1 – Trim hedge, both sides of fence along east, north, and west fence line.

Task 2 – Trim hedge along inside of south fence line.

Site #8 – Well No. 3 (See Attached Map)

Work Schedule: Weekly.

Task 1 - Cut and edge turf.

Task 2 – Blow entrance driveway along Michigan Avenue.

Work Schedule: Monthly.

Task 1 – Maintain proper irrigation operation.

Work Schedule: Quarterly: March, May, July, and September.

Task 1 – Fertilize turf areas.

Task 2 – Clear and spray for weeds inside fenced area of site.

Work Schedule: Semiannual: March, and September.

Task 1 – Trim hedge, both sides of fence along east fence line.

Task 2 – Trim hedge along inside of north fence line.

Site #9 – Well No. 16 (See Attached Map)

Work Schedule: Monthly.

Task 1 – Maintain proper irrigation operation.

Task 2 – Litter removal.

Work Schedule: Quarterly: March, May, July, and September.

Task 1 – Clear and spray for weeds inside fenced area of site.

Task 2 - Clear and spray for weeds outside of easterly fence line to access road.

Work Schedule: Yearly.

Task 1 – Trim trees and restake as needed.

Site #10 – Well No. 22 (See Attached Map)

Work Schedule: Weekly.

Task 1 - Cut and edge turf.

Task 2 – Blow entrance driveway along Oak Valley Parkway.

Work Schedule: Monthly.

Task 1 – Maintain proper irrigation operation.

Task 2 – Litter removal.

Work Schedule: Quarterly: March, May, July, and September.

Task 1 – Fertilize turf areas.

Task 2 – Clear and spray for weeds inside fenced area of site.

Work Schedule: Semiannual: March, and September.

Task 1 – Trim hedge, both sides of fence along south, west, and east fence line.

Task 2 – Trim hedge along inside and along top of block wall of north fence line.

Site #11 – Well No. 23 and Maintenance Building (See Attached Map)

Work Schedule: Monthly.

Task 1 – Maintain proper irrigation operation.

Task 2 – Litter removal.

Work Schedule: Quarterly: March, May, July, and September.

Task 1 – Clear and spray for weeds inside fenced area of site.

Task 2 – Clear and spray for weeds outside of fenced area within landscape area and to right-of-way of Brookside Avenue.

Task 3 – Clear and spray for weeds around District maintenance building to bottom of slope and minimum 50 feet behind building.

Work Schedule: Semiannual: March, and September.

Task 1 – Trim vines along chain link fence. Shape per Owner's instructions.

Task 2 – Trim bushes/shrubs.

Work Schedule: Yearly.

Task 1 – Trim trees and restake as needed.

Site #12 – Well No. 24 (See Attached Map)

Work Schedule: Monthly.

Task 1 – Maintain proper irrigation operation.

Task 2 – Litter removal.

Work Schedule: Quarterly: March, May, July, and September.

Task 1 – Clear and spray for weeds inside fenced area of site.

Task 2 – Clear and spray for weeds outside north fence along Brookside Avenue.

Work Schedule: Yearly.

Task 1 – Trim trees inside fenced area and outside of fence along Brookside Avenue and restake as needed.

Site #13 – Well No. 25 (See Attached Map)

Work Schedule: Weekly.

Task 1 – Blow entrance driveway along Starlight Avenue.

Work Schedule: Monthly.

Task 2 – Litter removal.

Work Schedule: Quarterly: March, May, July, and September.

Task 1 – Clear and spray for weeds inside fenced area of site.

Site #14 – Well No. 26 (See Attached Map)

Work Schedule: Weekly.

Task 1 – Cut and edge turf.

Task 2 – Blow entrance driveway along Carnation Lane.

Task 3 – Blow access road.

Work Schedule: Monthly.

Task 1 – Maintain proper irrigation operation.

Task 2 – Litter removal.

Work Schedule: Quarterly: March, May, July, and September.

Task 1 – Fertilize turf areas.

Task 2 – Keep under drain inlets free and clear of debris.

Task 3 – Clean and spray for weeds outside of fence at well site entrance.

Task 4 – Clear and spray for weeds inside block wall area of site.

Work Schedule: Semiannual: March, and September.

Task 1 – Trim bushes/shrubs.

Site #15 – Well No. 29 (See Attached Map)

Work Schedule: Quarterly: March, May, July, and September.

Task 1 – Clear and spray for weeds inside fenced area of site.

Task 2 – Keep under drain inlet free and clear of debris.

Note: Cattle roam freely. Ensure gate along Cherry Valley Blvd. is closed and locked.

Site #16 – District Headquarters (See Attached Map)

Work Schedule: Monthly.

Task 1 – Maintain proper irrigation operation.

Work Schedule: Quarterly: March, May, July, and September.

Task 1 – Clear and spray for weeds in planter areas and around site.

Work Schedule: Semiannual: March, and September.

Task 1 – Trim bushes/shrubs.

General Description of Services:

(1) Irrigation system care:

- A. Every month, check all drip irrigation for leaks, clogs, sticking valves, while system is running.
- B. Every quarter, check and clean all drip filters.
- C. Every quarter or more often, reset controller schedule for seasonal conditions. As plants mature, adjust schedule for decreased water needs.
- D. Bubblers for trees in lawn areas may not be needed as trees grow

(2) Turf care:

- A. Mow and edge weekly.
- B. Fertilize every 120 days during growing season.
- C. Control weeds weekly.

(3) Shrub and ground cover care:

- A. Fertilize every three months with balanced fertilizer until shrubs and ground covers fill in.
- B. Plants that die or lose more than 30% of their original leaves shall be replaced within 7 days. Replacement plants will be paid as an extra.
- C. Do not shear shrubs.
- D. Trim ornamental grasses annually

(4) Tree care:

- A. Stakes for trees shall be checked and removed when the tree is self-supporting. Adjust tree ties and stakes as needed for proper support
- B. Trees, which die or lose more than 30% of their original leaves, shall be replaced within 7 days. Notify owner as to cause of decline. Replacement of trees will be paid as an extra.
- C. Trimming of trees in all other areas shall be annually to clear vehicles, shape, and thin the trees. No topping is allowed.

(5) Clean-up:

- A. All litter shall be removed weekly.
- B. The entire project site shall be maintained in a neat and presentable condition.

(6) Weed Control:

- A. Contractor will remove weeds in the course of performing other tasks listed above as they area found.
- B. Areas of note are the lawn area, planter and shrub areas, and all areas that face streets.

(7) Fertilizers, insecticides:

Fertilize turf and shrub areas with balanced fertilizer. Do not fertilize ornamental grasses.

Contractor is responsible for detecting turf and plant diseases and pests as soon as their presence is manifested. Contractor shall take immediate action to identify the disease and/or pest and apply such remedies as are necessary to control the problem. Contractor shall remove all rodents, taking control measures immediately upon discovery.

(8) Hauling and disposal:

- A. All trimmings and debris shall be removed from the site and disposed of by the contractor.

Additionally, contractor will furnish to the District a schedule for the year the dates that the contractor will perform all work as listed in this revised scope of work. If the contractor wishes to adjust schedule they must do so in writing and by calling the District to inform them of new dates and times.

SECTION 2
INFORMATION REQUIRED OF CONTRACTORS

List of References

The following information should contain persons or entities familiar with the Contractor's Work: The Contractor shall list at least three (3) projects completed by the Contractor and the Contractor's superintendent in the past five (5) years for **LANDSCAPE SERVICE WORK**.

1. Name of Agency: _____
Agency Address and Telephone: _____
Contact Person: _____
Type of Construction Project: _____
Contract Amount: _____

2. Name of Agency: _____
Agency Address and Telephone: _____
Contact Person: _____
Type of Construction Project: _____
Contract Amount: _____

3. Name of Agency: _____
Agency Address and Telephone: _____
Contact Person: _____
Type of Construction Project: _____
Contract Amount: _____

SECTION 3
PROPOSAL
FOR
LANDSCAPE MAINTENANCE SERVICES

BY: _____ (Contractor)

Beaumont Cherry Valley Water District
560 Magnolia Avenue
Beaumont, California 92223

The undersigned Contractor submits the following Proposal for calendar year 2011 Landscape Maintenance Services after carefully examining the Request for Proposal ("RFP"). The contract term will be for a period of two years from the date of a signed Agreement. Contractor proposes and agrees to furnish all labor, materials, equipment, tools, transportation and other resources necessary to perform the services described in the Scope of Work, Section 1 to this RFP ("Services"), for the Beaumont Cherry Valley Water District ("Owner") during the term of the Landscape Maintenance Services Agreement ("Agreement") to be awarded pursuant to this RFP.

For Contractor's performance of the Services, Contractor proposes the following costs:

- (1) A fixed "not to exceed" cost for the first month of Services are provided, which shall cover Services for every BCVWD site identified in the Scope of Work, irrespective of which month the Services commence, and shall include Contractor's nonrecurring startup costs for extra work and materials required to get the sites current and initiate the scheduled maintenance described in the Scope of Work.
 - Cost for Initial Month of Services: \$ _____
- (2) A fixed monthly "not to exceed" cost for all Services required during the months of May and July, as described in the Scope of Work. This proposed cost is for a single month of the Services so described.
 - Monthly Cost for May and July, Services: \$ _____

- (3) A fixed monthly “not to exceed” cost for all Services required during the months of March and September as described in the Scope of Work. This proposed cost is for a single month of the Services so described.

- Monthly Cost for March and September Services: \$ _____

- (4) A fixed monthly “not to exceed” cost for all Services required during the months of January, February, April, June, August, October, November, and December as described in the Scope of Work. This proposed cost is for a single month of the Services so described.

- Monthly Cost for January, February, April, June, August, October, November, and December Services: \$ _____

All amounts shall be invoiced to Owner as required in the Agreement, subject to the “not to exceed” amount stated in this Proposal.

THE CONTRACTOR UNDERSTANDS AND AGREES THAT:

1. All prices are to include sales tax and delivery of contractor furnished materials to the Sites.
2. The Contractor is responsible for all words and figures inserted in this proposal, and Owner will in no way be responsible for any errors or omissions in the preparation of this proposal.
3. The Contractor will provide a completed Landscape Service Cost Detail Worksheet with this Proposal, with all costs that make up the fixed monthly costs stated in this Proposal broken down by Site and Task. Provision of a complete Landscape Service Cost Detail Worksheet is mandatory, and failure to provide one may be used as grounds for rejecting this Proposal.
4. Contractor should take note that this Proposal is a prevailing wage job and all costs must be in compliance with State Labor Code as listed in the Agreement.
5. If requested by the Owner, the Contractor shall furnish a notarized financial statement, references, and other information sufficiently comprehensive to permit an appraisal of its current financial condition.

NOW, THEREFORE, in compliance with the RFP and all the provisions hereinbefore stipulated, the undersigned, with full cognizance thereof, proposes to perform the Services for the prices set forth herein.

Signature: _____ Date: _____

Printed Name: _____

Business Address: _____

BEAUMONT CHERRY VALLEY WATER DISTRICT

DIRECTORS

Dr. Blair Ball
President
Stella Parks
Vice President
John M. Hallinwill
Kenneth Ross
Ryan Woll

Anthony Lara
Interim General Manager
560 Magnolia Avenue
Beaumont, California 92223-2258
Telephone 951-845-9581
Fax 951-845-0159
www.bcvwd.org

OFFICERS

Ryan Woll
Secretary
Kenneth Ross
Treasurer
Gil Granito
General Counsel
Redwine & Sherrill

September 8, 2010

George Jorritsma,
General Manager
South Mesa Water Company
391 West Avenue L
Calimesa, CA 92320

Subject: Withdrawal of Participation in the San Timoteo Watershed
Management Authority

Dear George,

This letter is to notify the San Timoteo Watershed Management Authority (STWMA) of the Beaumont Cherry Valley Water District Board's decision to withdraw from the STWMA Commission effective 240 days from the date of this letter Pursuant to Section 9.2 of the Joint Powers Agreement.

Should you have any questions regarding this letter, please call me at (951) 845-9581 or you can also reach me via email at bcvwdos@hotmail.com.

Sincerely,

Anthony Lara
Interim General Manager

Cc: David Dillon, Economic Director
City of Beaumont
550 E. 6th Street
Beaumont, CA 92223

Riverside County Flood Control &
Water Conservation District
1995 Market Street
Riverside, CA 92501

DEPARTMENT OF WATER RESOURCES

1416 NINTH STREET, P.O. BOX 942836
SACRAMENTO, CA 94236-0001
(916) 653-5791



August 26, 2010

Mr. Anthony Lara
Interim General Manager
Beaumont Cherry Valley Water District
560 Magnolia Avenue
Beaumont, California 92223-2258

RECEIVED
SEP 01 2010

BY: _____

Dear Mr. Lara:

The Department of Water Resources (DWR) has reviewed the Beaumont Cherry Valley Water District's (BCVWD) Self-Certification Statement – Table 1 submitted on August 12, 2010, regarding implementation of the Urban Best Management Practices (BMPs).

The purpose of DWR's review is to determine eligibility of BCVWD to receive water management grant or loan funds. DWR has followed the *Draft AB 1420 Compliance Requirements* dated June 1, 2009. For detailed information, please visit <http://www.water.ca.gov/wateruseefficiency/finance/>.

Based on DWR's review of the information in Table 1, BCVWD has and is currently implementing the BMPs consistent with AB 1420 and, therefore, is eligible to receive water management grant or loan funds.

DWR reserves the right to request additional information and documentation, including reports from BCVWD to substantiate the accuracy of the information provided in Table 1. DWR may reverse or modify its eligibility determination and notify you and the funding agency if inaccuracies are found in the supporting documentation or in Table 1.

If you have any questions, please contact me at (916) 651-7025 or Jodi Evans at (916) 651-7026.

Sincerely,

A handwritten signature in blue ink that reads 'Fethi BenJemaa'.

Fethi BenJemaa
Ag Water Use Efficiency Section Chief



City of Murrieta and City of Wildomar Co-Host



Fair Political Practices Commission Candidate/Treasurer Seminar 2010

The Fair Political Practices Commission is holding a seminar tailored to assist candidates and treasurers involved in the November election. Mass Mailing identification requirements will be discussed in addition to campaign disclosure provisions and prohibitions. Campaign form examples will also be included in this discussion.

This seminar is geared to local campaign committees that will raise over \$1,000. However, all candidates are welcome and encouraged to attend. *There is no charge for attendance.*

.....
Tuesday, September 14, 2010

7:00 - 9:00 p.m.

Murrieta Public Library
24700 Adams Ave., 8 Town Square
Murrieta, CA 92562
.....

Sign up today! Reservations are required to insure there are at least 25 attendees to hold the seminar. Call FPPC toll free at 1-866-275-3772, option 4, then 1.