



**BEAUMONT-CHERRY VALLEY WATER DISTRICT
AGENDA
REGULAR BOARD MEETING OF THE BOARD OF DIRECTORS
560 Magnolia Avenue, Beaumont, CA 92223
Wednesday, February 14, 2018
7:00 p.m.**

Call to Order, President Covington

Pledge of Allegiance, Director Hoffman

Invocation, Director Diaz

Roll Call

Public Comment

PUBLIC COMMENT:

At this time, any person may address the Board of Directors on matters within its jurisdiction which are not on the agenda. However, state law prohibits the Board from discussing or taking action on any item not listed on the agenda. Any non-agenda matters that require action will be referred to Staff for a report and possible action at a subsequent meeting. To provide comments on specific agenda items, please complete a speaker's request form and provide the completed form to the Board Secretary prior to the Board meeting. **Please limit your comments to three minutes.** Sharing or passing time to another speaker is not permitted.

ACTION ITEMS

Information on the following items is included in the full Agenda Packet.

1. Adjustments to the Agenda

2. Consent Calendar: All matters listed under the Consent Calendar are considered by the Board of Directors to be routine and will be enacted in one motion. There will be no discussion of these items prior to the time the Board considers the motion unless members of the Board, the administrative staff, or the public request specific items to be discussed and/or removed from the Consent Calendar.

- a. December 2017 Budget Variance Report (pages 4 - 8)
- b. December 31, 2017 Cash/Investment Balance Report (page 9)
- c. December 2017 Cash Flow Report (page 10)
- d. January 2018 Check Register (pages 11 - 25)
- e. January 2018 Invoices Pending Approval (pages 26 - 27)
- f. Receive and file letter from auditor outlining the Planned Scope and Timing of the Audit for Fiscal Year Ended December 31, 2017, pursuant to Statements on Auditing Standards No. 114 (SAS 114) (pages 28-29)
- g. Minutes of the Regular Meeting of January 10, 2018 (pages 30 - 37)

3. **2018-2027 10-Year Capital Improvement Plan** (page 38) (handout)
4. **Substance Abuse Policy** (pages 39 - 80)
 - a. **Consideration of Resolution 2018-____ Amending the District's Policies and Procedures Manual Part I, Section 48: Substance Abuse**
 - b. **Consideration of Resolution 2018-____ adding Addendum No. 1 to the 2018 – 2021 Memorandum of Understanding Between the BCVWD Employee Association and the District**
5. **Discussion regarding Encroachment Permit Request from the City of Beaumont for Extension of Brine Line Facilities in the Heartland Area within a BCVWD Easement** (pages 81 – 96)
6. **Riverside Local Agency Formation Commission (LAFCO) Call for Nominations for a Special District Member (Western) and a Special District Member of the Countywide Redevelopment Oversight Board** (pages 97 – 133)

INFORMATION / DISCUSSION ITEMS

7. Reports For Discussion

- a. Ad Hoc Committees
- b. General Manager
- c. Directors' Reports
- d. Legal Counsel Report

8. Announcements

- District Offices will be closed Monday, February 19, 2018 in observance of Presidents' Day.
- Finance and Audit Committee meeting: March 1, 2018 at 3:00 p.m.
- San Geronio Pass Water Agency Rate Study Preliminary Public Meeting: March 1, 2018 at 6:00 p.m.
- Collaborative Agencies Committee meeting: March 7, 2018 at 5:00 p.m.
- Regular Board meeting: March 14, 2018 at 7:00 p.m.
- Personnel Committee meeting: March 26, 2018 at 5:30 p.m.
- Beaumont Basin Watermaster meeting: March 28, 2018 at 10:00 a.m.
- Engineering Workshop: April 5, 2018 at 7:00 p.m.

9. Action List for Future Meetings

- Proposition 1 Bond Opportunities

10. Closed Session

- a. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
Pursuant to Paragraph (1) of subdivision (d) of Government Code
Section 54956.9

Name of case: San Gorgonio Pass Water Agency v.
Beaumont Basin Watermaster, Riverside County Superior
Court No. RIC 1716346

- b. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
Pursuant to Paragraph (1) of subdivision (d) of Government Code
Section 54956.9

Name of case: Charles Peters dba Pioneer Mobile Village
vs. Beaumont-Cherry Valley Water District, Riverside
County Superior Court No. RIC 1707116

- c. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Pursuant to Government Code Section 54947
Title: General Manager

11. Adjournment

NOTICES


AVAILABILITY OF AGENDA MATERIALS - Agenda exhibits and other writings that are disclosable public records distributed to all or a majority of the members of the Beaumont-Cherry Valley Water District Board of Directors in connection with a matter subject to discussion or consideration at an open meeting of the Board of Directors are available for public inspection in the District's office, at 560 Magnolia Avenue, Beaumont, California ("District Office"). If such writings are distributed to members of the Board less than 72 hours prior to the meeting, they will be available from the District Office at the same time as they are distributed to Board Members, except that if such writings are distributed one hour prior to, or during the meeting, they can be made available from the District Office in the Board Room of the District's Office. Materials may also be available on the District's website: www.bcvwd.org.

REVISIONS TO THE AGENDA - In accordance with §54954.2(a) of the Government Code (Brown Act), revisions to this Agenda may be made up to 72 hours before the Board Meeting, if necessary, after mailings are completed. Interested persons wishing to receive a copy of the set Agenda may pick one up at the District's Main Office, located at 560 Magnolia Avenue, Beaumont, California, up to 72 hours prior to the Board Meeting.

REQUIREMENTS RE: DISABLED ACCESS - In accordance with §54954.2(a), requests for a disability related modification or accommodation, including auxiliary aids or services, in order to attend or participate in a meeting, should be made to the District Office, at least 48 hours in advance of the meeting to ensure availability of the requested service or accommodation. The District Office may be contacted by telephone at (951) 845-9581, email at info@bcvwd.org or in writing at the Beaumont-Cherry Valley Water District, 560 Magnolia Avenue, Beaumont, California 92223.

CERTIFICATION OF POSTING

I certify that on or before February 11, 2018, a copy of the foregoing notice was posted near the regular meeting place of the Board of Directors of Beaumont-Cherry Valley Water District and to its website at least 72 hours in advance of the meeting (Government Code §54954.2(a)).


Yolanda Rodriguez
Director of Finance and Administration

General Ledger
Budget Variance Revenue

User: wclayton
Printed: 01/24/18 16:12:46
Period 12 - 12
Fiscal Year 2017

Beaumont-Cherry Valley Water District

560 Magnolia Avenue
Beaumont CA 92223
(951) 845-9581
www.bcvwd.org



Account Number	Description	Budget	Period Amt	End Bal	Variance	% Avail/ Uncollect
50	GENERAL					
01-50-510-419061	Miscellaneous Income	\$ 250.00	\$ 6,496.59	\$ 89,590.82	\$ (89,340.82)	-35736.33%
01-50-510-490001	Interest Income - Bonita Vista	\$ 2,400.00	\$ 336.74	\$ 2,100.62	\$ 299.38	12.47%
01-50-510-490021	Interest Income - General	\$ 80,000.00	\$ 26,082.19	\$ 235,398.74	\$ (155,398.74)	-194.25%
	Misc Income	\$ 82,650.00	\$ 32,915.52	\$ 327,090.18	\$ (244,440.18)	-295.75%
01-50-510-481001	Fac Fees-Wells	\$ 387,200.00	\$ 442,279.20	\$ 1,997,733.11	\$ (1,610,533.11)	-415.94%
01-50-510-481006	Fac Fees-Water Rights (SWP)	\$ 245,000.00	\$ 279,851.25	\$ 1,287,645.15	\$ (1,042,645.15)	-425.57%
01-50-510-481012	Fac Fees-Water Treatment Plant	\$ 184,200.00	\$ 210,402.45	\$ 950,367.87	\$ (766,167.87)	-415.94%
01-50-510-481018	Fac Fees-Local Water Resources	\$ 97,000.00	\$ 110,798.25	\$ 509,802.37	\$ (412,802.37)	-425.57%
01-50-510-481024	Fac Fees-Recycld Wtr Facilities	\$ 280,400.00	\$ 350,359.80	\$ 1,585,963.20	\$ (1,305,563.20)	-465.61%
01-50-510-481030	Fac Fees-Transmission (16")	\$ 313,600.00	\$ 358,209.60	\$ 1,617,998.72	\$ (1,304,398.72)	-415.94%
01-50-510-481036	Fac Fees-Storage	\$ 401,600.00	\$ 458,727.60	\$ 2,072,028.97	\$ (1,670,428.97)	-415.94%
01-50-510-481042	Fac Fees-Booster	\$ 27,800.00	\$ 31,754.55	\$ 143,432.29	\$ (115,632.29)	-415.94%
01-50-510-481048	Fac Fees-Pressure Reducng Stns	\$ 14,200.00	\$ 16,219.95	\$ 73,263.97	\$ (59,063.97)	-415.94%
01-50-510-481054	Fac Fees-Misc Projects	\$ 12,400.00	\$ 14,163.90	\$ 77,472.99	\$ (65,072.99)	-524.78%
01-50-510-481060	Fac Fees-Financing Costs	\$ 61,000.00	\$ 70,583.42	\$ 318,921.69	\$ (257,921.69)	-422.82%
01-50-510-485001	Front Footage Fees	\$ 2,500.00	\$ -	\$ 16,541.05	\$ (14,041.05)	-561.64%
	Non-Operating Revenue	\$ 2,026,900.00	\$ 2,343,349.97	\$ 10,651,171.38	\$ (8,624,271.38)	-425.49%
01-50-510-410100	Sales	\$ 4,200,000.00	\$ 408,802.65	\$ 4,781,906.43	\$ (581,906.43)	-13.85%
01-50-510-410151	Agricultural Irrigation Sales	\$ 25,500.00	\$ (2,050.81)	\$ 21,477.14	\$ 4,022.86	15.78%
01-50-510-410171	Construction Sales	\$ 150,000.00	\$ 15,619.30	\$ 121,224.95	\$ 28,775.05	19.18%
01-50-510-413001	Backflow Admin Charges	\$ 30,000.00	\$ 4,809.86	\$ 41,699.06	\$ (11,699.06)	-39.00%
01-50-510-413011	Fixed Meter Charges	\$ 2,786,335.00	\$ 268,927.47	\$ 2,950,774.38	\$ (164,439.38)	-5.90%
01-50-510-413021	Meter Fees	\$ 275,000.00	\$ 44,982.00	\$ 598,031.00	\$ (323,031.00)	-117.47%
01-50-510-415001	SGPWA Importation Charges	\$ 2,000,000.00	\$ 191,564.31	\$ 2,226,751.28	\$ (226,751.28)	-11.34%
01-50-510-415011	SCE Power Charges	\$ 1,550,000.00	\$ 137,391.30	\$ 1,597,416.40	\$ (47,416.40)	-3.06%
01-50-510-417001	2nd Notice Penalties	\$ 90,000.00	\$ 7,715.00	\$ 91,437.30	\$ (1,437.30)	-1.60%
01-50-510-417011	3rd Notice Charges	\$ 32,000.00	\$ 3,480.00	\$ 31,060.00	\$ 940.00	2.94%
01-50-510-417021	Account Reinstatement Fees	\$ 65,000.00	\$ 4,050.00	\$ 60,750.00	\$ 4,250.00	6.54%
01-50-510-417030	WaterRestrictn Noncomp10-50%	\$ -	\$ -	\$ 204.18	\$ (204.18)	0.00%
01-50-510-417031	Lien Processing Fees	\$ 5,000.00	\$ 900.00	\$ 7,600.00	\$ (2,600.00)	-52.00%
01-50-510-417041	Credit Check Processing Fees	\$ 8,000.00	\$ 840.00	\$ 11,190.00	\$ (3,190.00)	-39.88%
01-50-510-417051	Returned Check Fees	\$ 2,000.00	\$ 175.00	\$ 2,730.00	\$ (730.00)	-36.50%
01-50-510-417061	Custmr Damages/Upgrade Charges	\$ 15,000.00	\$ 80.00	\$ 22,102.86	\$ (7,102.86)	-47.35%
01-50-510-417071	After Hours Call Out Charges	\$ 600.00	\$ 100.00	\$ 1,750.00	\$ (1,150.00)	-191.67%
01-50-510-417081	Bench Test Fees	\$ 180.00	\$ -	\$ 120.00	\$ 60.00	33.33%
01-50-510-417091	Credit Card Processing Fees	\$ 35,000.00	\$ 3,202.50	\$ 40,799.50	\$ (5,799.50)	-16.57%
01-50-510-419011	Development Income	\$ 100,000.00	\$ 27,969.17	\$ 150,351.68	\$ (50,351.68)	-50.35%
01-50-510-419021	Recharge Income	\$ 45,000.00	\$ -	\$ 82,539.00	\$ (37,539.00)	-83.42%
	Operating Revenue	\$ 11,414,615.00	\$ 1,118,557.75	\$ 12,841,915.16	\$ (1,427,300.16)	-12.50%
01-50-510-471001	Rent - 12303 Oak Glen	\$ 2,400.00	\$ 200.00	\$ 2,400.00	\$ -	0.00%
01-50-510-471011	Rent - 13695 Oak Glen	\$ 2,400.00	\$ 200.00	\$ 2,400.00	\$ -	0.00%
01-50-510-471021	Rent - 13697 Oak Glen	\$ 2,400.00	\$ 200.00	\$ 2,400.00	\$ -	0.00%
01-50-510-471031	Rent - 9781 Avenida Miravilla	\$ 2,400.00	\$ 200.00	\$ 2,400.00	\$ -	0.00%
01-50-510-471101	Util - 12303 Oak Glen	\$ 2,320.00	\$ 228.72	\$ 2,593.18	\$ (273.18)	-11.78%
01-50-510-471111	Util - 13695 Oak Glen	\$ 1,500.00	\$ 62.16	\$ 2,438.28	\$ (938.28)	-62.55%
01-50-510-471121	Util - 13697 Oak Glen	\$ 2,800.00	\$ 157.81	\$ 3,888.59	\$ (1,088.59)	-38.88%
01-50-510-471131	Util - 9781 Avenida Miravilla	\$ 2,300.00	\$ 99.69	\$ 3,194.54	\$ (894.54)	-38.89%
	Rent/Utilities	\$ 18,520.00	\$ 1,348.38	\$ 21,714.59	\$ (3,194.59)	-17.25%
Revenue Total		\$ 13,542,685.00	\$ 3,496,171.62	\$ 23,841,891.31	\$ (10,299,206.31)	-76.05%

General Ledger

Budget Variance Expense

User: wclayton
 Printed: 01/24/18 14:51:56
 Period 12 - 12
 Fiscal Year 2017

Beaumont-Cherry Valley Water District

560 Magnolia Avenue
 Beaumont CA 92223
 (951) 845-9581
 www.bcvwd.org



Account Number	Description	Budget	Period Amt	End Bal	Variance	Encumbered	% Avail/ Uncollect
10	BOARD OF DIRECTORS						
01-10-110-500101	Board of Directors Fees	\$ 24,400.00	\$ 2,000.00	\$ 24,400.00	\$ -	\$ -	0.00%
01-10-110-500115	Social Security	\$ 1,501.00	\$ 124.00	\$ 1,500.40	\$ 0.60	\$ -	0.04%
01-10-110-500120	Medicare	\$ 354.00	\$ 29.00	\$ 353.80	\$ 0.20	\$ -	0.06%
01-10-110-500145	Workers' Compensation	\$ 240.00	\$ 19.79	\$ 239.47	\$ 0.53	\$ -	0.22%
01-10-110-500175	Seminar & Travel Expenses	\$ 140.00	\$ -	\$ 140.00	\$ -	\$ -	0.00%
	Board of Directors Personnel	\$ 26,635.00	\$ 2,172.79	\$ 26,633.67	\$ 1.33	\$ -	0.00%
01-10-110-550042	Supplies-Other	\$ -	\$ -	\$ 378.04	\$ (378.04)	\$ -	0.00%
	Board of Directors Materials & Supplies	\$ -	\$ -	\$ 378.04	\$ (378.04)	\$ -	0.00%
01-10-110-550012	Election Expenses	\$ 54,827.00	\$ -	\$ 54,826.60	\$ 0.40	\$ -	0.00%
	Board of Directors Services	\$ 54,827.00	\$ -	\$ 54,826.60	\$ 0.40	\$ -	0.00%
Expense Total	BOARD OF DIRECTORS	\$ 81,462.00	\$ 2,172.79	\$ 81,838.31	\$ (376.31)	\$ -	0.00%
20	ENGINEERING						
01-20-210-500105	Labor	\$ 228,484.00	\$ 15,124.59	\$ 220,661.13	\$ 7,822.87	\$ -	3.42%
01-20-210-500115	Social Security	\$ 17,076.00	\$ 937.76	\$ 14,784.58	\$ 2,291.42	\$ -	13.42%
01-20-210-500120	Medicare	\$ 4,363.00	\$ 219.33	\$ 3,457.69	\$ 905.31	\$ -	20.75%
01-20-210-500125	Health Insurance	\$ 45,276.00	\$ 675.98	\$ 21,085.67	\$ 24,190.33	\$ -	53.43%
01-20-210-500140	Life Insurance	\$ 956.00	\$ 21.30	\$ 477.47	\$ 478.53	\$ -	50.06%
01-20-210-500145	Workers' Compensation	\$ 4,491.00	\$ 180.55	\$ 2,824.09	\$ 1,666.91	\$ -	37.12%
01-20-210-500155	Retirement/CalPERS	\$ 50,409.00	\$ 1,356.70	\$ 29,607.43	\$ 20,801.57	\$ -	41.27%
01-20-210-500165	Uniforms & Employee Benefits	\$ 50.00	\$ -	\$ -	\$ 50.00	\$ -	100.00%
01-20-210-500170	Education Expenses	\$ 2,500.00	\$ -	\$ -	\$ 2,500.00	\$ -	100.00%
01-20-210-500175	Seminar & Travel Expenses	\$ 500.00	\$ -	\$ 35.00	\$ 465.00	\$ -	93.00%
01-20-210-500180	Accrued Sick Leave Expenses	\$ -	\$ 827.53	\$ 10,573.24	\$ (10,573.24)	\$ -	0.00%
01-20-210-500185	Accrued Vacation Expenses	\$ -	\$ 494.60	\$ 11,774.38	\$ (11,774.38)	\$ -	0.00%
01-20-210-500195	CIP Related Labor	\$ (121,158.00)	\$ (9,479.97)	\$ (110,913.39)	\$ (10,244.61)	\$ -	8.46%
	Engineering Personnel	\$ 232,947.00	\$ 10,358.37	\$ 204,367.29	\$ 28,579.71	\$ -	12.27%
01-20-210-540048	Permits, Fees & Licensing	\$ 4,000.00	\$ -	\$ -	\$ 4,000.00	\$ -	100.00%
	Engineering Materials & Supplies	\$ 4,000.00	\$ -	\$ -	\$ 4,000.00	\$ -	100.00%
01-20-210-540012	Dev Reimbursable Engineering	\$ 15,000.00	\$ -	\$ -	\$ 15,000.00	\$ -	100.00%
01-20-210-550068	Software Maintenance	\$ 22,500.00	\$ -	\$ 12,500.00	\$ 10,000.00	\$ -	44.44%
01-20-210-580031	Outside Engineering	\$ 50,000.00	\$ 8,680.00	\$ 14,047.52	\$ 35,952.48	\$ -	71.90%
01-20-210-580032	CIP Related Outside Engineering	\$ (30,000.00)	\$ -	\$ -	\$ (30,000.00)	\$ -	100.00%
	Engineering Services	\$ 57,500.00	\$ 8,680.00	\$ 26,547.52	\$ 30,952.48	\$ -	53.83%
Expense Total	ENGINEERING	\$ 294,447.00	\$ 19,038.37	\$ 230,914.81	\$ 63,532.19	\$ -	21.58%
30	FINANCE & ADMIN SERVICES						
01-30-310-500105	Labor	\$ 1,008,732.00	\$ 71,744.16	\$ 1,007,874.41	\$ 857.59	\$ -	0.09%
01-30-310-500110	Overtime	\$ 622.00	\$ -	\$ 36.29	\$ 585.71	\$ -	94.17%
01-30-310-500115	Social Security	\$ 55,800.00	\$ 4,258.85	\$ 55,748.23	\$ 51.77	\$ -	0.09%
01-30-310-500120	Medicare	\$ 17,351.00	\$ 1,302.19	\$ 17,245.87	\$ 105.13	\$ -	0.61%
01-30-310-500125	Health Insurance	\$ 255,024.00	\$ 16,477.23	\$ 178,350.94	\$ 76,673.06	\$ -	30.07%
01-30-310-500130	CalPERS Health Admin Costs	\$ 2,000.00	\$ 149.47	\$ 1,685.86	\$ 314.14	\$ -	15.71%
01-30-310-500140	Life Insurance	\$ 3,746.00	\$ 315.68	\$ 3,612.45	\$ 133.55	\$ -	3.57%
01-30-310-500145	Workers' Compensation	\$ 14,113.00	\$ 924.96	\$ 9,555.24	\$ 4,557.76	\$ -	32.29%
01-30-310-500150	Unemployment Insurance	\$ 1,343.00	\$ -	\$ 1,343.00	\$ -	\$ -	0.00%
01-30-310-500155	Retirement/CalPERS	\$ 125,747.00	\$ 10,601.49	\$ 125,592.88	\$ 154.12	\$ -	0.12%
01-30-310-500165	Uniforms & Employee Benefits	\$ 500.00	\$ -	\$ 472.23	\$ 27.77	\$ -	5.55%
01-30-310-500170	Education Expenses	\$ 1,990.00	\$ -	\$ 447.52	\$ 1,542.48	\$ -	77.51%
01-30-310-500175	Seminar & Travel Expenses	\$ 11,000.00	\$ -	\$ 10,903.08	\$ 96.92	\$ -	0.88%
01-30-310-500180	Accrued Sick Leave Expenses	\$ -	\$ 1,057.91	\$ 38,967.14	\$ (38,967.14)	\$ -	0.00%
01-30-310-500185	Accrued Vacation Expenses	\$ -	\$ 899.51	\$ 70,116.98	\$ (70,116.98)	\$ -	0.00%
01-30-310-500195	CIP Related Labor	\$ (25,000.00)	\$ -	\$ (12,325.06)	\$ (12,674.94)	\$ -	50.70%
01-30-310-550024	Employment Testing	\$ 210.00	\$ -	\$ 210.00	\$ -	\$ -	0.00%
	Finance & Admin Services Personnel	\$ 1,473,178.00	\$ 107,731.45	\$ 1,509,837.06	\$ (36,659.06)	\$ -	-2.49%

Account Number	Description	Budget	Period Amt	End Bal	Variance	Encumbered	% Avail/ Uncollect
01-30-310-520001	Maint & Rpr-Office Equipment	\$ 2,800.00	\$ -	\$ 320.23	\$ 2,479.77	\$ -	88.56%
01-30-310-550006	Cashiering Shortages/Overages	\$ 50.00	\$ 17.04	\$ 16.01	\$ 33.99	\$ -	67.98%
01-30-310-550018	Employee Medical/First Aid	\$ 200.00	\$ -	\$ -	\$ 200.00	\$ -	100.00%
01-30-310-550042	Office Supplies	\$ 15,400.00	\$ 2,540.52	\$ 15,366.15	\$ 33.85	\$ -	0.22%
01-30-310-550046	Office Equipment	\$ 51,600.00	\$ 2,643.05	\$ 36,153.29	\$ 15,446.71	\$ -	29.94%
01-30-310-550048	Postage	\$ 58,800.00	\$ 4,123.40	\$ 49,326.57	\$ 9,473.43	\$ -	16.11%
01-30-310-550066	Subscriptions	\$ 8,700.00	\$ 540.30	\$ 6,170.54	\$ 2,529.46	\$ -	29.07%
01-30-310-550072	Misc Operating Expenses	\$ 2,000.00	\$ -	\$ 0.03	\$ 1,999.97	\$ -	100.00%
01-30-310-550078	Bad Debt Expenses	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00	\$ -	100.00%
01-30-310-550084	Depreciation	\$ 2,549,578.00	\$ 209,067.17	\$ 2,549,577.84	\$ 0.16	\$ -	0.00%
	Finance & Admin Services Materials & Supplies	\$ 2,694,128.00	\$ 218,931.48	\$ 2,656,930.66	\$ 37,197.34	\$ -	1.38%
01-30-310-550001	Bank Charges	\$ 44,610.00	\$ 5,876.75	\$ 44,607.74	\$ 2.26	\$ -	0.01%
01-30-310-550030	Membership Dues	\$ 42,000.00	\$ 3,058.25	\$ 41,963.52	\$ 36.48	\$ -	0.09%
01-30-310-550036	Notary & Lien Fees	\$ 2,000.00	\$ 92.00	\$ 1,867.50	\$ 132.50	\$ -	6.63%
01-30-310-550051	Advertising	\$ 4,300.00	\$ 540.00	\$ 4,298.40	\$ 1.60	\$ -	0.04%
01-30-310-550054	Property, Auto& Gen Liab Insur	\$ 85,000.00	\$ 6,083.58	\$ 73,673.59	\$ 11,326.41	\$ -	13.33%
01-30-310-580001	Accounting & Audit	\$ 30,390.00	\$ -	\$ 28,294.00	\$ 2,096.00	\$ -	6.90%
01-30-310-580011	General Legal	\$ 112,110.00	\$ 2,346.34	\$ 59,274.72	\$ 52,835.28	\$ -	47.13%
01-30-310-580021	IT/Software Support	\$ 37,800.00	\$ 4,594.93	\$ 37,754.31	\$ 45.69	\$ -	0.12%
01-30-310-580031	Outside Engineering	\$ 10,200.00	\$ -	\$ -	\$ 10,200.00	\$ -	100.00%
01-30-310-580036	Other Professional Services	\$ 19,890.00	\$ 1,040.00	\$ 19,890.00	\$ -	\$ -	0.00%
	Finance & Admin Services	\$ 388,300.00	\$ 23,631.85	\$ 311,623.78	\$ 76,676.22	\$ -	19.75%
Expense Total	FINANCE & ADMIN SERVICES	\$ 4,555,606.00	\$ 350,294.78	\$ 4,478,391.50	\$ 77,214.50	\$ -	1.69%
40	OPERATIONS						
410	Source of Supply Personnel						
01-40-410-500105	Labor	\$ 249,542.00	\$ 15,186.89	\$ 188,656.48	\$ 60,885.52	\$ -	24.40%
01-40-410-500110	Overtime	\$ 16,145.00	\$ 890.88	\$ 13,616.81	\$ 2,528.19	\$ -	15.66%
01-40-410-500111	Double time	\$ 427.00	\$ -	\$ 180.32	\$ 246.68	\$ -	57.77%
01-40-410-500115	Social Security	\$ 18,283.00	\$ 1,473.64	\$ 14,131.90	\$ 4,151.10	\$ -	22.70%
01-40-410-500120	Medicare	\$ 4,278.00	\$ 344.66	\$ 3,305.15	\$ 972.85	\$ -	22.74%
01-40-410-500125	Health Insurance	\$ 121,440.00	\$ 5,376.15	\$ 63,022.70	\$ 58,417.30	\$ -	48.10%
01-40-410-500140	Life Insurance	\$ 1,265.00	\$ 77.39	\$ 878.02	\$ 386.98	\$ -	30.59%
01-40-410-500145	Workers' Compensation	\$ 20,808.00	\$ 1,217.29	\$ 11,571.37	\$ 9,236.63	\$ -	44.39%
01-40-410-500150	Unemployment Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
01-40-410-500155	Retirement/CalPERS	\$ 59,910.00	\$ 3,976.12	\$ 47,284.38	\$ 12,625.62	\$ -	21.07%
01-40-410-500165	Uniforms & Employee Benefits	\$ 1,410.00	\$ -	\$ 1,409.83	\$ 0.17	\$ -	0.01%
01-40-410-500170	Education Expenses	\$ 1,000.00	\$ -	\$ 61.13	\$ 938.87	\$ -	93.89%
01-40-410-500175	Seminar & Travel Expenses	\$ 2,000.00	\$ -	\$ 1,190.00	\$ 810.00	\$ -	40.50%
01-40-410-500180	Accrued Sick Leave Expenses	\$ -	\$ (1,565.30)	\$ 7,861.38	\$ (7,861.38)	\$ -	0.00%
01-40-410-500185	Accrued Vacation Expenses	\$ -	\$ (185.02)	\$ 2,283.28	\$ (2,283.28)	\$ -	0.00%
01-40-410-550024	Employment Testing	\$ 200.00	\$ -	\$ -	\$ 200.00	\$ -	100.00%
440	Transmission & Distribution Personnel						
01-40-440-500105	Labor	\$ 656,284.00	\$ 29,272.16	\$ 414,706.04	\$ 241,577.96	\$ -	36.81%
01-40-440-500110	Overtime	\$ 24,007.00	\$ 3,489.92	\$ 23,650.80	\$ 356.20	\$ -	1.48%
01-40-440-500111	Double time	\$ 3,156.00	\$ 114.48	\$ 1,844.44	\$ 1,311.56	\$ -	41.56%
01-40-440-500115	Social Security	\$ 39,073.00	\$ 2,070.18	\$ 31,868.58	\$ 7,204.42	\$ -	18.44%
01-40-440-500120	Medicare	\$ 9,323.00	\$ 588.99	\$ 7,558.20	\$ 1,764.80	\$ -	18.93%
01-40-440-500125	Health Insurance	\$ 275,012.00	\$ 10,294.68	\$ 157,384.31	\$ 117,627.69	\$ -	42.77%
01-40-440-500140	Life Insurance	\$ 2,636.00	\$ 154.48	\$ 2,056.83	\$ 579.17	\$ -	21.97%
01-40-440-500145	Workers' Compensation	\$ 36,190.00	\$ 1,386.23	\$ 18,699.53	\$ 17,490.47	\$ -	48.33%
01-40-440-500155	Retirement/CalPERS	\$ 121,717.00	\$ 6,446.53	\$ 88,747.15	\$ 32,969.85	\$ -	27.09%
01-40-440-500165	Uniforms & Employee Benefits	\$ 4,000.00	\$ 130.00	\$ 3,886.69	\$ 113.31	\$ -	2.83%
01-40-440-500170	Education Expenses	\$ 1,000.00	\$ -	\$ 282.00	\$ 718.00	\$ -	71.80%
01-40-440-500175	Seminar & Travel Expenses	\$ 500.00	\$ -	\$ 14.16	\$ 485.84	\$ -	97.17%
01-40-440-500180	Accrued Sick Leave Expenses	\$ -	\$ (4,284.16)	\$ 29,696.50	\$ (29,696.50)	\$ -	0.00%
01-40-440-500185	Accrued Vacation Expenses	\$ -	\$ (2,631.43)	\$ 23,281.59	\$ (23,281.59)	\$ -	0.00%
01-40-440-500195	CIP Related Labor	\$ (40,000.00)	\$ -	\$ -	\$ (40,000.00)	\$ -	100.00%
01-40-440-550024	Employment Testing	\$ 200.00	\$ 50.00	\$ 75.00	\$ 125.00	\$ -	62.50%
450	Inspections Personnel						
01-40-450-500105	Labor	\$ -	\$ 9,981.79	\$ 41,728.01	\$ (41,728.01)	\$ -	0.00%
01-40-450-500115	Social Security	\$ -	\$ 620.01	\$ 2,588.39	\$ (2,588.39)	\$ -	0.00%
01-40-450-500120	Medicare	\$ -	\$ 145.01	\$ 605.41	\$ (605.41)	\$ -	0.00%
01-40-450-500125	Health Insurance	\$ -	\$ 2,492.08	\$ 13,565.84	\$ (13,565.84)	\$ -	0.00%
01-40-450-500140	Life Insurance	\$ -	\$ 26.76	\$ 142.70	\$ (142.70)	\$ -	0.00%
01-40-450-500145	Workers' Compensation	\$ -	\$ 417.84	\$ 2,003.78	\$ (2,003.78)	\$ -	0.00%
01-40-450-500155	Retirement/CalPERS	\$ -	\$ 1,786.17	\$ 8,110.62	\$ (8,110.62)	\$ -	0.00%
01-40-450-500165	Uniforms & Employee Benefits						
460	Customer Svc & Meter Reading Personnel						
01-40-460-500105	Labor	\$ 144,396.00	\$ 12,029.41	\$ 131,842.74	\$ 12,553.26	\$ -	8.69%

Account Number	Description	Budget	Period Amt	End Bal	Variance	Encumbered	% Avail/ Uncollect
01-40-460-500110	Overtime	\$ 8,624.00	\$ 1,038.55	\$ 8,557.27	\$ 66.73	\$ -	0.77%
01-40-460-500111	Double time	\$ 1,435.00	\$ 44.58	\$ 557.25	\$ 877.75	\$ -	61.17%
01-40-460-500115	Social Security	\$ 9,854.00	\$ 933.16	\$ 9,842.54	\$ 11.46	\$ -	0.12%
01-40-460-500120	Medicare	\$ 2,306.00	\$ 218.26	\$ 2,302.11	\$ 3.89	\$ -	0.17%
01-40-460-500125	Health Insurance	\$ 72,864.00	\$ 7,510.64	\$ 66,481.42	\$ 6,382.58	\$ -	8.76%
01-40-460-500140	Life Insurance	\$ 633.00	\$ 71.69	\$ 629.25	\$ 3.75	\$ -	0.59%
01-40-460-500145	Workers' Compensation	\$ 10,190.00	\$ 764.27	\$ 8,063.58	\$ 2,126.42	\$ -	20.87%
01-40-460-500155	Retirement/CalPERS	\$ 30,868.00	\$ 2,676.85	\$ 30,833.26	\$ 34.74	\$ -	0.11%
01-40-460-500165	Uniforms & Employee Benefits	\$ 340.00	\$ 130.00	\$ 214.04	\$ 125.96	\$ -	37.05%
01-40-460-500170	Education Expenses	\$ 500.00	\$ -	\$ -	\$ 500.00	\$ -	100.00%
01-40-460-500175	Seminar & Travel Expenses	\$ 300.00	\$ -	\$ 14.16	\$ 285.84	\$ -	95.28%
01-40-460-500180	Accrued Sick Leave Expenses	\$ -	\$ 45.61	\$ 6,549.66	\$ (6,549.66)	\$ -	0.00%
01-40-460-500185	Accrued Vacation Expenses	\$ -	\$ (1,996.66)	\$ 1,859.70	\$ (1,859.70)	\$ -	0.00%
01-40-460-500195	CIP Related Labor	\$ (10,000.00)	\$ -	\$ -	\$ (10,000.00)	\$ -	100.00%
01-40-460-550024	Employment Testing	\$ 300.00	\$ -	\$ -	\$ 300.00	\$ -	100.00%
470	Maintenance & General Plant Personnel						
01-40-470-500105	Labor	\$ 32,080.00	\$ 631.88	\$ 32,075.57	\$ 4.43	\$ -	0.01%
01-40-470-500115	Social Security	\$ 2,000.00	\$ 39.17	\$ 1,988.88	\$ 11.12	\$ -	0.56%
01-40-470-500120	Medicare	\$ 470.00	\$ 9.16	\$ 465.17	\$ 4.83	\$ -	1.03%
01-40-470-500125	Health Insurance	\$ 15,300.00	\$ 591.32	\$ 15,274.37	\$ 25.63	\$ -	0.17%
01-40-470-500140	Life Insurance	\$ 200.00	\$ 3.86	\$ 161.64	\$ 38.36	\$ -	19.18%
01-40-470-500145	Workers' Compensation	\$ 2,500.00	\$ 32.25	\$ 1,626.19	\$ 873.81	\$ -	34.95%
01-40-470-500155	Retirement/CalPERS	\$ 9,950.00	\$ 218.78	\$ 6,080.11	\$ 3,869.89	\$ -	38.89%
	Operations Personnel	\$ 1,964,916.00	\$ 114,337.20	\$ 1,553,368.23	\$ 411,547.77	\$ -	20.94%
410	Source of Supply Materials & Supplies						
01-40-410-501101	Electricity - Wells	\$ 1,575,100.00	\$ 126,296.53	\$ 1,575,053.59	\$ 46.41	\$ -	0.00%
01-40-410-501201	Gas - Wells	\$ 225.00	\$ 15.29	\$ 179.70	\$ 45.30	\$ -	20.13%
01-40-410-510011	Treatment & Chemicals	\$ 67,593.00	\$ 1,113.60	\$ 59,902.47	\$ 7,690.53	\$ -	11.38%
01-40-410-510021	Lab Testing	\$ 90,000.00	\$ 9,513.00	\$ 48,114.57	\$ 41,885.43	\$ -	46.54%
01-40-410-510031	Small Tools, Parts & Maint	\$ 2,807.00	\$ 176.26	\$ 2,806.95	\$ 0.05	\$ -	0.00%
01-40-410-520021	Maint & Rpr-Telemetry Equip	\$ 4,500.00	\$ -	\$ 3,381.20	\$ 1,118.80	\$ -	24.86%
01-40-410-520031	Maint & Rpr-General Equipment	\$ 1,100.00	\$ -	\$ 526.97	\$ 573.03	\$ -	52.09%
01-40-410-520061	Maint & Rpr-Pumping Equipment	\$ 94,435.00	\$ 227.54	\$ 93,754.19	\$ 680.81	\$ -	0.72%
01-40-410-550066	Subscriptions	\$ 400.00	\$ -	\$ -	\$ 400.00	\$ -	100.00%
440	Trans & Distribution Materials & Supplies						
01-40-440-510031	Small Tools, Parts & Maint	\$ 8,100.00	\$ 1,833.16	\$ 8,074.19	\$ 25.81	\$ (48.00)	0.91%
01-40-440-520071	Maint & Rpr-Pipelines&Hydrants	\$ 52,000.00	\$ 3,524.14	\$ 46,321.32	\$ 5,678.68	\$ -	10.92%
01-40-440-520081	Maint & Rpr-Pressure Regulatrs	\$ 7,500.00	\$ -	\$ 96.96	\$ 7,403.04	\$ -	98.71%
01-40-440-540001	Backflow Devices	\$ 2,500.00	\$ -	\$ 724.07	\$ 1,775.93	\$ -	71.04%
01-40-440-540024	Inventry Adjustments	\$ 3,000.00	\$ -	\$ 132.34	\$ 2,867.66	\$ -	95.59%
01-40-440-540026	Inventry Purchase Discounts	\$ (5,000.00)	\$ -	\$ -	\$ (5,000.00)	\$ -	100.00%
01-40-440-540036	Line Locates	\$ 3,500.00	\$ 130.45	\$ 2,142.11	\$ 1,357.89	\$ -	38.80%
01-40-440-540042	Meters Maintenance & Services	\$ 122,065.00	\$ 10,666.94	\$ 122,061.90	\$ 3.10	\$ -	0.00%
01-40-440-540078	Reservoirs Maintenance	\$ 19,500.00	\$ -	\$ 17,076.49	\$ 2,423.51	\$ -	12.43%
470	Maint & General Plant Materials & Supplies						
01-40-470-501111	Electricity - 560 Magnolia	\$ 23,600.00	\$ 1,216.01	\$ 18,605.06	\$ 4,994.94	\$ -	21.17%
01-40-470-501121	Electricity - 12303 Oak Glen	\$ 2,600.00	\$ 228.72	\$ 2,593.18	\$ 6.82	\$ -	0.26%
01-40-470-501131	Electricity - 13695 Oak Glen	\$ 1,500.00	\$ 62.16	\$ 1,317.17	\$ 182.83	\$ -	12.19%
01-40-470-501141	Electricity - 13697 Oak Glen	\$ 2,500.00	\$ 157.81	\$ 2,492.06	\$ 7.94	\$ -	0.32%
01-40-470-501151	Elec - 9781 Avenida Miravilla	\$ 1,800.00	\$ 99.69	\$ 1,792.67	\$ 7.33	\$ -	0.41%
01-40-470-501161	Electricity - 815 E. 12th	\$ 4,778.00	\$ 296.84	\$ 4,575.84	\$ 202.16	\$ -	4.23%
01-40-470-501321	Propane - 12303 Oak Glen	\$ 120.00	\$ -	\$ -	\$ 120.00	\$ -	100.00%
01-40-470-501331	Propane - 13695 Oak Glen	\$ 1,122.00	\$ -	\$ 1,121.11	\$ 0.89	\$ -	0.08%
01-40-470-501341	Propane - 13697 Oak Glen	\$ 1,397.00	\$ -	\$ 1,396.53	\$ 0.47	\$ -	0.03%
01-40-470-501351	Propane-9781 Avenida Miravilla	\$ 1,402.00	\$ -	\$ 1,401.87	\$ 0.13	\$ -	0.01%
01-40-470-501411	Sanitation - 560 Magnolia	\$ 1,800.00	\$ 244.72	\$ 1,761.48	\$ 38.52	\$ -	2.14%
01-40-470-501461	Sanitation - 815 E. 12th	\$ 3,600.00	\$ 258.30	\$ 3,214.58	\$ 385.42	\$ -	10.71%
01-40-470-501471	Sanitation - 11083 Cherry Ave	\$ 3,200.00	\$ 254.38	\$ 3,022.74	\$ 177.26	\$ -	5.54%
01-40-470-501511	Phones - 560 Magnolia	\$ 15,551.00	\$ 507.83	\$ 15,489.62	\$ 61.38	\$ -	0.39%
01-40-470-501561	Phones - 815 E. 12th	\$ 4,550.00	\$ 309.48	\$ 4,546.25	\$ 3.75	\$ -	0.08%
01-40-470-501600	Property Maintenance & Repair	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00	\$ -	100.00%
01-40-470-501611	Maint & Repair- 560 Magnolia	\$ 17,150.00	\$ 3,429.41	\$ 17,147.87	\$ 2.13	\$ -	0.01%
01-40-470-501621	Maint & Repair- 12303 Oak Glen	\$ 500.00	\$ -	\$ 442.80	\$ 57.20	\$ -	11.44%
01-40-470-501631	Maint & Repair- 13695 Oak Glen	\$ 550.00	\$ -	\$ 265.00	\$ 285.00	\$ -	51.82%
01-40-470-501641	Maint & Repair- 13697 Oak Glen	\$ 1,135.00	\$ -	\$ 1,132.36	\$ 2.64	\$ -	0.23%
01-40-470-501651	Maint & Rpr-9781 Ave Miravilla	\$ 865.00	\$ -	\$ 100.20	\$ 764.80	\$ -	88.42%
01-40-470-501661	Maint & Repair- 815 E. 12th	\$ 5,000.00	\$ 216.30	\$ 4,396.85	\$ 603.15	\$ -	12.06%
01-40-470-501691	Maint & Rpr- Bldgs (General)	\$ 5,000.00	\$ 494.50	\$ 3,267.47	\$ 1,732.53	\$ -	34.65%
01-40-470-510001	Auto/Fuel	\$ 64,350.00	\$ 4,708.41	\$ 61,683.83	\$ 2,666.17	\$ -	4.14%

Account Number	Description	Budget	Period Amt	End Bal	Variance	Encumbered	% Avail/ Uncollect
01-40-470-510002	CIP Related Fuel	\$ (15,000.00)	\$ -	\$ -	\$ (15,000.00)	\$ -	100.00%
01-40-470-520011	Maint & Rpr-Safety Equipment	\$ 8,000.00	\$ 3,328.26	\$ 7,901.82	\$ 98.18	\$ -	1.23%
01-40-470-520031	Maint & Rpr-General Equipment	\$ 52,500.00	\$ 5,342.38	\$ 52,497.13	\$ 2.87	\$ -	0.01%
01-40-470-520041	Maint & Rpr-Fleet	\$ 55,000.00	\$ 6,068.76	\$ 50,273.73	\$ 4,726.27	\$ -	8.59%
01-40-470-520091	Maint & Rpr-Communicatn Equip	\$ 3,000.00	\$ -	\$ 2,676.44	\$ 323.56	\$ -	10.79%
510	General Materials & Supplies						
01-40-510-510031	Small Tools, Parts & Maint	\$ 3,150.00	\$ -	\$ 3,114.55	\$ 35.45	\$ -	1.13%
	Operations Materials & Supplies	\$ 2,325,045.00	\$ 180,720.87	\$ 2,248,579.23	\$ 76,465.77	\$ (48.00)	3.29%
410	Source of Supply Services						
01-40-410-500501	State Project Water Purchases	\$ 2,000,000.00	\$ 379,766.00	\$ 4,308,030.00	\$ (2,308,030.00)	\$ -	-115.40%
01-40-410-540084	State Mandates & Tariffs	\$ 70,000.00	\$ 4,332.42	\$ 69,988.37	\$ 11.63	\$ -	0.02%
470	Maintenance & General Plant Services						
01-40-470-540030	Landscape Maintenance	\$ 15,000.00	\$ 48.48	\$ 2,912.91	\$ 12,087.09	\$ -	80.58%
01-40-470-540072	Rechrg Facs, Cnyns&Ponds Maint	\$ 128,000.00	\$ 1,000.00	\$ 119,661.06	\$ 8,338.94	\$ -	6.51%
	Operations Services	\$ 2,213,000.00	\$ 385,146.90	\$ 4,500,592.34	\$ (2,287,592.34)	\$ -	-103.37%
Expense Total	OPERATIONS	\$ 6,502,961.00	\$ 680,204.97	\$ 8,302,539.80	\$ (1,799,578.80)	\$ (48.00)	-27.67%
50	GENERAL						
01-50-510-540066	Property Damages & Theft	\$ 15,930.00	\$ -	\$ 15,927.19	\$ 2.81	\$ -	0.02%
01-50-510-550040	General Supplies	\$ 10,850.00	\$ 961.88	\$ 10,840.15	\$ 9.85	\$ (15.95)	0.24%
01-50-510-550060	Public Education	\$ 7,220.00	\$ -	\$ 1,320.00	\$ 5,900.00	\$ -	81.72%
01-50-510-550072	Misc Operating Expenses	\$ 4,500.00	\$ -	\$ -	\$ 4,500.00	\$ -	100.00%
	General Materials & Supplies	\$ 38,500.00	\$ 961.88	\$ 28,087.34	\$ 10,412.66	\$ (15.95)	27.09%
01-50-510-550096	Beaumont Basin Watermaster	\$ 42,810.00	\$ 3,065.79	\$ 42,726.29	\$ 83.71	\$ -	0.20%
	General Services	\$ 42,810.00	\$ 3,065.79	\$ 42,726.29	\$ 83.71	\$ -	0.20%
Expense Total	GENERAL	\$ 81,310.00	\$ 4,027.67	\$ 70,813.63	\$ 10,496.37	\$ (15.95)	12.93%
Expense Total	ALL EXPENSES	\$ 11,515,786.00	\$ 1,055,738.58	\$ 13,164,498.05	\$ (1,648,712.05)	\$ (63.95)	-14.32%



**Beaumont-Cherry Valley Water District
Cash Balance & Investment Report
As of December 31, 2017**

Account Name	Account Ending #	<u>Cash Balance Per Account</u>	
		Balance	Prior Month Balance
Wells Fargo			
General	4152	\$1,315,565.13	\$1,084,851.24
Total Cash		\$ 1,315,565.13	\$ 1,084,851.24

Account Name	<u>Investment Summary</u>		<u>Actual % of</u>		Maturity	Par Amount	Rate	2017 Interest to Date
	Market Value	Prior Month Balance	Total	Policy % Limit				
Ca. State Treasurer's Office: Local Agency Investment Fund	\$24,134,278.69	\$24,134,278.69	48%	No Limit	Liquid	N/A	1.24	\$207,056.97
CalTRUST Short Term Fund	\$25,718,949.62	\$23,621,767.57	52%	No Limit	Liquid	N/A	1.35	\$69,099.51
Total Investments	\$49,853,228.31	\$47,756,046.26						\$276,156.48
Total Cash & Investments	\$ 51,168,793.44	\$ 48,840,897.50						

The investments above are in accordance with the District's investment policy.

BCVWD will be able to meet its cash flow obligations for the next 6 months.

BCVWD
YTD Cash Balances Roll-Forward
2017

	Balance Nov. 30, 2017	Actual Increase (Decrease) Dec. 2017	Balance Dec. 31, 2017
1) Restricted Cash:			
Capacity Charges (Facility Fees) Collected	\$ 18,534,052	\$ 2,343,350	\$ 20,877,402
Facilities Built	(101,434)	1,943	(99,491)
Restricted Cash - Capital Commitments	18,432,618	2,345,293	20,777,911
Customer Account Credit Balances	-	-	-
Customer Deposits Payable	425,002	(15)	424,987
Meter Fees	172,737	(10,684)	162,053
GIS Deposits	1,420,759	57,750	1,478,509
Plan Check, Inspection and Other Development Deposits	1,200,853	(316,754)	884,099
Restricted Cash - Funds Held for Others	3,219,351	(269,703)	2,949,648
Total Restricted Cash	21,651,969	2,075,590	23,727,559
2) Unrestricted Cash:			
Designated:			
Operating Reserve	2,252,877		2,252,877
Emergency Reserve	1,351,726		1,351,726
Capital Replacement Reserve	20,769,815		20,769,815
Revenue:			
Operating		1,090,589 (1)	
Miscellaneous		32,916	
Rent/Utilities		1,348	
		<u>1,124,853</u>	
Expenses:			
Engineering		(27,196) (2)	
Finance & Administration		(139,270) (3)	
Operations		(690,822) (4)	
Miscellaneous / General		(4,028)	
Board Services		(2,173)	
		<u>(863,488)</u>	
Undesignated:			
Beginning Balance	1,374,500		
Cash Flow from Operations	2,243,804	261,365	
Other Balance Sheet changes	(802,393)	(9,060)	
Ending balance	2,815,911	252,305	3,068,216
Total Unrestricted Cash	27,190,329		27,442,634
Total Restricted and Unrestricted Cash	48,842,298		51,170,193
Cash on Hand	(1,400)		(1,400)
Total Cash Balance Per F & A Report	\$ 48,840,898		\$ 51,168,793

- (1) Excludes Development Income (Account No. 01-50-510-419011): Not a cash inflow-these are deposits that convert to revenue via journal entry as related costs are incurred.
- (2) Excludes Annual Sick Leave and Accrued Vacation Expenses (These are earned and not paid). Also excludes CIP Related Labor (Account No. 01-20-210-500195). This labor has been charged against Capacity Charges above.
- (3) Excludes Annual Sick Leave and Accrued Vacation Expenses (These are earned and not paid). Also excludes Depreciation Expense (Account No. 01-30-310-550084). Depreciation is not a cash outflow.
- (4) Excludes Annual Sick Leave and Accrued Vacation Expenses (These are earned and not paid).

Accounts Payable

Checks by Date - Detail by Check Date

User: wclayton
Printed: 1/24/2018 4:32 PM

Beaumont-Cherry Valley Water District

560 Magnolia Avenue
Beaumont CA 92223
(951) 845-9581
www.bcvwd.org



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	10085	CalPERS Retirement System	12/28/2017	
	10000989268	PR Batch 00002.12.2017 CalPERS 1% ER Paid	PR Batch 00002.12.2017 C	150.14
	10000989268	PR Batch 00002.12.2017 CalPERS 7% EE Deduction	PR Batch 00002.12.2017 C	2,504.06
	10000989268	PR Batch 00002.12.2017 CalPERS 8% EE Paid	PR Batch 00002.12.2017 C	2,454.55
	10000989268	PR Batch 00002.12.2017 CalPERS 8% ER Paid	PR Batch 00002.12.2017 C	907.54
	10000989268	PR Batch 00002.12.2017 CalPERS ER Paid Classic	PR Batch 00002.12.2017 C	7,822.61
	10000989268	PR Batch 00002.12.2017 CalPERS ER PEPRA	PR Batch 00002.12.2017 C	1,488.30
	PR PP026	PR Batch 00002.12.2017 CalPERS Adj S Delgadillo	PR Batch 00002.12.2017 C	30.91
	PR PP026	PR Batch 00002.12.2017 CalPERS Adj R Phraner	PR Batch 00002.12.2017 C	285.53
	PR PP026	PR Batch 00002.12.2017 CalPERS Adj R Phraner	PR Batch 00002.12.2017 C	-285.53
	PR PP026	PR Batch 00002.12.2017 CalPERS Adj D Smith	PR Batch 00002.12.2017 C	-84.34
	PR PP026	PR Batch 00002.12.2017 CalPERS Adj S Delgadillo	PR Batch 00002.12.2017 C	5.11
	PR PP026	PR Batch 00002.12.2017 CalPERS Adj S Delgadillo	PR Batch 00002.12.2017 C	-5.11
	PR PP026	PR Batch 00002.12.2017 CalPERS Adj S Delgadillo	PR Batch 00002.12.2017 C	-36.19
	PR PP026	PR Batch 00002.12.2017 CalPERS Adj S Delgadillo	PR Batch 00002.12.2017 C	36.19
	PR PP026	PR Batch 00002.12.2017 CalPERS Adj M Morales	PR Batch 00002.12.2017 C	-0.17
	PR PP026	PR Batch 00002.12.2017 CalPERS Adj M Morales	PR Batch 00002.12.2017 C	0.17
	PR PP026	PR Batch 00002.12.2017 CalPERS Adj S Delgadillo	PR Batch 00002.12.2017 C	-30.91
	PR PP026	PR Batch 00002.12.2017 CalPERS Adj D Smith	PR Batch 00002.12.2017 C	84.34
Total for this ACH Check for Vendor 10085:				15,327.20
ACH	10087	EDD	12/28/2017	
	0-990-099-520	PR Batch 00002.12.2017 CA SDI	PR Batch 00002.12.2017 C	569.18
	0-990-099-520	PR Batch 00002.12.2017 State Income Tax	PR Batch 00002.12.2017 S	2,482.42
	1-497-929-792	PR Batch 00002.12.2017 CA SDI	PR Batch 00002.12.2017 C	6.89
Total for this ACH Check for Vendor 10087:				3,058.49
ACH	10094	U.S. Treasury	12/28/2017	
	2591220	PR Batch 00002.12.2017 Federal Income Tax	PR Batch 00002.12.2017 F	8,784.71
	2591220	PR Batch 00002.12.2017 FICA Employee Portion	PR Batch 00002.12.2017 F	4,269.11
	2591220	PR Batch 00002.12.2017 FICA Employer Portion	PR Batch 00002.12.2017 F	4,269.11
	2591220	PR Batch 00002.12.2017 Medicare Employee Portion	PR Batch 00002.12.2017 M	1,256.27
	2591220	PR Batch 00002.12.2017 Medicare Employer Portion	PR Batch 00002.12.2017 M	1,256.27
Total for this ACH Check for Vendor 10094:				19,835.47
ACH	10141	Ca State Disbursement Unit	12/28/2017	
	ZZUPWEI6657	PR Batch 00002.12.2017 Garnishment	PR Batch 00002.12.2017 G	266.30
	ZZUPWEI6657	PR Batch 00002.12.2017 Garnishment	PR Batch 00002.12.2017 G	288.46
Total for this ACH Check for Vendor 10141:				554.76
ACH	10203	Voya Financial	12/28/2017	
	VB1450-PP026	PR Batch 00002.12.2017 Deferred Comp	PR Batch 00002.12.2017 D	475.00
Total for this ACH Check for Vendor 10203:				475.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	10264 1000989276 1000989276	CalPERs Supplemental Income Plans PR Batch 00002.12.2017 CalPERS 457 PR Batch 00002.12.2017 CalPERS 457 %	12/28/2017 PR Batch 00002.12.2017 C PR Batch 00002.12.2017 C	1,492.30 14.53
Total for this ACH Check for Vendor 10264:				1,506.83
Total for 12/28/2017:				40,757.75
7182	10144 LYUM1227340 LYUM1227342 LYUM1231285 LYUM1231287	AlSCO Inc Cleaning of Mats & Shop Towels Dec 2017 Cleaning of 3 Office Mats 560 Magnolia Ave Dec 2017 Cleaning of Mats & Shop Towels Dec 2017 Cleaning of 3 Office Mats 560 Magnolia Ave Dec 2017	01/04/2018	33.15 16.34 33.15 16.34
Total for Check Number 7182:				98.98
7183	10292 BCVWD BCVWD	Association of California Water Agencies Jan 2018 Membership Dues Prepaid 2018 Annual Membership Agency Dues	01/04/2018	1,410.00 15,510.00
Total for Check Number 7183:				16,920.00
7184	10654 0022774-IN	BC Traffic Specialists (50) 28" Orange Cones	01/04/2018	765.56
Total for Check Number 7184:				765.56
7185	10283 122117	BCVWD Custodian of Petty Cash (4) Cases of Water Bottles for Board Meetings	01/04/2018	9.92
Total for Check Number 7185:				9.92
7186	10305 B-188	Beaumont Basin Watermaster Watermaster Administration Expenses 09/2017-11/2017	01/04/2018	3,065.79
Total for Check Number 7186:				3,065.79
7187	10338 ID 1366	California Special Districts Association CSDA 2018 Membership Dues	01/04/2018	6,842.00
Total for Check Number 7187:				6,842.00
7188	10249 LDW0679 LDW0679 LDW0679	CDW Government LLC (5) Increase Phones for Shortel (5) Increase Agent Licenses for Shortel Phones Pro-Rated Annual Support for Add'l Licensing	01/04/2018	516.05 1,619.60 359.84
Total for Check Number 7188:				2,495.49
7189	10614 21150 21150 21169 21169 21178 21178	Cherry Valley Automotive Labor - Mount/Balance 2 Tires OD 167,498 - Unit 2 Repairs - Replace 2 Tires OD 167,498 - Unit 2 Repairs - Replace 1 Rim/Tire OD 32,655 - Unit 4 Labor - Mount/Balance 1 Rim/Tire OD 32,655 - Unit 4 Labor - Diagnostics/Replace Fuel Pump OD 113,593 - Unit 10 Repairs - Replace Fuel Pump OD 113,593 - Unit 10	01/04/2018	40.00 360.12 415.99 20.00 330.00 505.71
Total for Check Number 7189:				1,671.82

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
7190	10098	County of Riverside Dept of Environmental Health	01/04/2018	
	IN308078	Annual Env Health Level I Permit - Well #4A		827.00
	IN308080	Annual Env Health Level I Permit - 560 Magnolia Ave		827.00
	IN308081	Annual Env Health Level I Permit - HS Booster Station		827.00
	IN308106	Annual Env Health Level II Permit - Well #24		1,085.00
	IN308107	Annual Env Health Level II Permit - Well #16		1,182.00
	IN308108	Annual Env Health Level II Permit - Well #23		1,085.00
	IN308109	Annual Env Health Level II Permit - Well #25		1,085.00
	IN308111	Annual Env Health Level II Permit - Well #26		1,085.00
	IN308112	Annual Env Health Level II Permit - Well #1 Generator		1,586.00
	IN308113	Annual Env Health Level II Permit - 37251 Cherry Valley Blvd		1,085.00
Total for Check Number 7190:				10,674.00
7191	10052	Home Depot Credit Services	01/04/2018	
	6565585	(1) Pro Step Stool - W#24 Replace Ladder w/OSHA Compliant Ladder		43.08
	7052773	(1) Pro Step Stool - 12th/Palm Ladder w/OSHA Compliant Ladder		43.08
	8010680	(3) 6Pk Paper Towel Rolls - Yard Stock		44.96
	8010680	(2) 140Ct 13-Gallon Trash Bags - Yard Stock		28.90
	8010680	(13) 40Ct Boxes of Disposable Gloves - Yard Stock		69.31
	8010680	(8) 200Ct Boxes of White Rags - Yard Stock		84.76
Total for Check Number 7191:				314.09
7192	10273	Inland Water Works Supply Co.	01/04/2018	
	S1006402.004	(10) 1" Lock-On Lockwings - Inventory		950.36
	S1006402.005	(21) 1" Lock-On Lockwings - Inventory		1,995.75
	S1006405.003	(78) 1" x 5" U-Branch - Inventory		4,859.48
	S1006405.004	(40) 1" x 5" U-Branch - Inventory		2,492.04
	S1006405.005	(14) 1" x 5" U-Branch - Inventory		872.21
	S1006597.002	(83) 1" x 6" Brass Nipples - Inventory		1,051.72
	S1006597.002	(97) 1" Brass Couplings - Inventory		1,126.70
	S1006898.001	(3) Rolls Teflon Tape - Meter Builds		15.84
	S1006898.001	(1) Cutter Head for Retro Kit		269.27
	S1006898.001	(1) Adapter for Retro Kit		59.13
	S1006898.001	(1) Pulling Sock for Retro Kit		83.42
	S1006898.001	(1) 100' HD Pulling Cable for Retro Kit		255.54
	S1006898.001	(6) Pipe Dope for Meter Builds		221.75
	S1006951.001	(1) 1000-1110 Dbl Strap x 1" Saddle - Inventory		64.41
	S1006951.001	(360) Ft 1" Copper 60' Rolls - Inventory		2,022.36
	S1006951.001	(20) 1" Comp Angle Stops - Inventory		1,119.31
	S1006951.001	(20) 1" Comp Corps - Inventory		1,034.83
Total for Check Number 7192:				18,494.12
7193	10224	Legal Shield	01/04/2018	
	0101129 Dec	Monthly Prepaid Legal for Employees - Dec 2017		195.35
Total for Check Number 7193:				195.35
7194	10278	MetLife - Group Benefits	01/04/2018	
	KM05754034 Jan18	MetLife Dental Ins Jan 2018		546.83
	KM05754034 Jan18	MetLife Vision Ins Jan 2018		58.12
Total for Check Number 7194:				604.95
7195	10389	Jaime Munoz	01/04/2018	
	021982	Safety Boots - J Munoz		130.00
Total for Check Number 7195:				130.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
7196	10653 67907	Myers & Sons Hi-Way Safety Inc Arrow Board 96" x 48"	01/04/2018	4,142.99
Total for Check Number 7196:				4,142.99
7197	10045 R135253 R135254	Pacific Alarm Service Inc Alarm Equip/Rent/Service/Monitor - 560 Magnolia Ave Jan 2018 Alarm Equip/Rent/Service/Monitor - 11083 Cherry Ave Jan 2018	01/04/2018	270.00 44.50
Total for Check Number 7197:				314.50
7198	10042 07132135000Dec	Southern California Gas Company Monthly Gas Charges 11/25-12/26/17	01/04/2018	15.29
Total for Check Number 7198:				15.29
7199	10431 20896 20896	Southern California West Coast Electric Labor - Repair Lamps in Employee Parking Lot 560 Magnolia Repair Lamps in Employee Parking Lot 560 Magnolia	01/04/2018	190.00 58.86
Total for Check Number 7199:				248.86
7200	10276 00610763 Jan 18	Standard Insurance Company Monthly Life & AD&D Insurance Jan 2018	01/04/2018	671.16
Total for Check Number 7200:				671.16
7201	10341 LW-1015361	State Water Resources Control Board Title 22 Water System Fees 17,282 Connections 07/01/17-06/30/18	01/04/2018	43,080.70
Total for Check Number 7201:				43,080.70
7202	10443 8823 8823	Superior Gate Services Repairs - Well 29 Gate Replace 6 Wheels Labor - Well 29 Gate Replace 6 Wheels	01/04/2018	230.00 220.00
Total for Check Number 7202:				450.00
7203	10559 17106-03 17106-03 17106-04	T Maus Grading & Paving Inc Asphalt Paving Various District Locations Asphalt Paving Various District Locations Asphalt Paving 5th StreetRepairs	01/04/2018	2,538.20 2,760.20 1,450.40
Total for Check Number 7203:				6,748.80
7204	10284 1220170045	Underground Service Alert of Southern California 73 New Ticket Charges Dec 2017	01/04/2018	130.45
Total for Check Number 7204:				130.45
7205	10255 0353731-IN 0353732-IN	Unlimited Services Building Maintenance Jan 2018 Janitorial Services Jan 2018 Janitorial Services	01/04/2018	150.00 845.00
Total for Check Number 7205:				995.00
7206	UB*02781	Robert Alaniz Refund Check Refund Check Refund Check Refund Check	01/04/2018	8.75 14.20 6.74 4.84
Total for Check Number 7206:				34.53

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
7207	UB*02784	AMRE Corp	01/04/2018	
		Refund Check		59.68
		Refund Check		1,919.30
		Refund Check		23.87
		Refund Check		17.13
Total for Check Number 7207:				2,019.98
7208	UB*02777	Carole Andrews	01/04/2018	
		Refund Check		5.25
		Refund Check		13.32
		Refund Check		6.25
		Refund Check		4.49
Total for Check Number 7208:				29.31
7209	UB*02785	Borden Excavating Inc	01/04/2018	
		Refund Check		699.80
		Refund Check		656.22
		Refund Check		279.92
		Refund Check		200.81
Total for Check Number 7209:				1,836.75
7210	UB*02786	Timothy Buchfeller	01/04/2018	
		Refund Check		10.37
		Refund Check		11.96
		Refund Check		5.74
		Refund Check		4.11
Total for Check Number 7210:				32.18
7211	UB*02782	Schezarone & Wilahelmina Carter	01/04/2018	
		Refund Check		71.10
		Refund Check		34.08
		Refund Check		24.44
		Refund Check		46.62
Total for Check Number 7211:				176.24
7212	UB*02775	Richard A Dalton	01/04/2018	
		Refund Check		26.76
		Refund Check		30.58
		Refund Check		14.66
		Refund Check		10.51
Total for Check Number 7212:				82.51
7213	UB*02788	Joshua Fenn	01/04/2018	
		Refund Check		40.88
		Refund Check		40.46
		Refund Check		19.39
		Refund Check		13.91
Total for Check Number 7213:				114.64

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
7214	UB*02789	Yvonne Hughes	01/04/2018	
		Refund Check		49.07
		Refund Check		82.19
		Refund Check		39.38
		Refund Check		28.25
Total for Check Number 7214:				198.89
7215	UB*02778	K B Home Inc	01/04/2018	
		Refund Check		4.50
		Refund Check		1.67
Total for Check Number 7215:				6.17
7216	UB*02787	Patricia Kizler	01/04/2018	
		Refund Check		48.11
		Refund Check		17.97
		Refund Check		12.90
		Refund Check		37.52
Total for Check Number 7216:				116.50
7217	UB*02790	Mario Ortiz	01/04/2018	
		Refund Check		20.84
		Refund Check		13.64
		Refund Check		6.53
		Refund Check		4.69
Total for Check Number 7217:				45.70
7218	UB*02783	Ortiz & Son Inc	01/04/2018	
		Refund Check		1,491.56
Total for Check Number 7218:				1,491.56
7219	UB*02779	Nora Paredes	01/04/2018	
		Refund Check		32.13
		Refund Check		31.85
		Refund Check		15.26
		Refund Check		10.95
Total for Check Number 7219:				90.19
7220	UB*02780	Ruby Pingkian	01/04/2018	
		Refund Check		14.60
		Refund Check		7.00
		Refund Check		3.63
Total for Check Number 7220:				25.23
7221	UB*02791	Gloria Tellechea	01/04/2018	
		Refund Check		120.59
		Refund Check		48.22
		Refund Check		23.11
		Refund Check		16.57
Total for Check Number 7221:				208.49
7222	UB*02776	Thomas Yu	01/04/2018	
		Refund Check		200.57
Total for Check Number 7222:				200.57
Total for 1/4/2018:				125,789.26

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	10288	CalPERS Health Fiscal Services Division	01/08/2018	
	121417	Active Employees Health Insurance Jan 2018		40,874.10
	121417	Retired Employees Health Insurance Jan 2018		900.60
	121417	Admin Fee for Health Insurance Jan 2018		144.44
	121417	E Fraser (6 of 9) Health Insurance Jan 2018		1,594.55
Total for this ACH Check for Vendor 10288:				43,513.69
Total for 1/8/2018:				43,513.69
ACH	10030	Southern California Edison	01/09/2018	
	2039374889 Dec	Electricity 11/21-12/21/17 - 12303 Oak Glen Rd		228.72
	2039374889 Dec	Electricity 11/21-12/21/17 - 9781 Avenida Miravilla		99.69
	2039374889 Dec	Electricity 11/21-12/21/17 - 13697 Oak Glen Rd		157.81
	2039374889 Dec	Electricity 11/21-12/21/17 - 13695 Oak Glen Rd		62.16
	2039374889 Dec	Electricity 11/21-12/21/17 - 815 E 12th Ave		296.84
	2039374889 Dec	Electricity 11/21-12/21/17 - 560 Magnolia Ave		1,216.01
	2039374889 Dec	Electricity 11/21-12/21/2017 - Wells		116,321.99
	2039374889 Dec	Electricity 10/19-11/21/2017 - Wells		9,974.54
Total for this ACH Check for Vendor 10030:				128,357.76
ACH	10086	American Family Life Assurance Company of Columbus	01/09/2018	
	620383	AFLAC Employee Insurance Dec 2017		1,248.60
Total for this ACH Check for Vendor 10086:				1,248.60
Total for 1/9/2018:				129,606.36
ACH	10085	CalPERS Retirement System	01/11/2018	
	997170	PR Batch 00001.01.2018 CalPERS 1% ER Paid	PR Batch 00001.01.2018 C	157.85
	997170	PR Batch 00001.01.2018 CalPERS 7% EE Deduction	PR Batch 00001.01.2018 C	2,601.94
	997170	PR Batch 00001.01.2018 CalPERS 8% EE Paid	PR Batch 00001.01.2018 C	2,611.91
	997170	PR Batch 00001.01.2018 CalPERS 8% ER Paid	PR Batch 00001.01.2018 C	974.36
	997170	PR Batch 00001.01.2018 CalPERS ER Paid Classic	PR Batch 00001.01.2018 C	8,312.73
	997170	PR Batch 00001.01.2018 CalPERS ER PEPRA	PR Batch 00001.01.2018 C	1,533.22
	997170	PR Batch 00001.01.2018 CalPERS M Morales Adj		48.85
Total for this ACH Check for Vendor 10085:				16,240.86
ACH	10087	EDD	01/11/2018	
	1-272-140-864	PR Batch 00001.01.2018 CA SDI	PR Batch 00001.01.2018 C	804.54
	1-272-140-864	PR Batch 00001.01.2018 State Income Tax	PR Batch 00001.01.2018 S	2,825.19
Total for this ACH Check for Vendor 10087:				3,629.73
ACH	10094	U.S. Treasury	01/11/2018	
	74174198	PR Batch 00001.01.2018 Federal Income Tax	PR Batch 00001.01.2018 F	8,833.06
	74174198	PR Batch 00001.01.2018 FICA Employee Portion	PR Batch 00001.01.2018 F	5,502.32
	74174198	PR Batch 00001.01.2018 FICA Employer Portion	PR Batch 00001.01.2018 F	5,502.32
	74174198	PR Batch 00001.01.2018 Medicare Employee Portion	PR Batch 00001.01.2018 M	1,286.80
	74174198	PR Batch 00001.01.2018 Medicare Employer Portion	PR Batch 00001.01.2018 M	1,286.80
Total for this ACH Check for Vendor 10094:				22,411.30
ACH	10141	Ca State Disbursement Unit	01/11/2018	
	EODU4076657	PR Batch 00001.01.2018 Garnishment	PR Batch 00001.01.2018 G	266.30
	EODU4076657	PR Batch 00001.01.2018 Garnishment	PR Batch 00001.01.2018 G	288.46
Total for this ACH Check for Vendor 10141:				554.76

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	10203 VB1450-PP01	Voya Financial PR Batch 00001.01.2018 Deferred Comp	01/11/2018 PR Batch 00001.01.2018 D	475.00
Total for this ACH Check for Vendor 10203:				475.00
ACH	10264 997121 997121	CalPERs Supplemental Income Plans PR Batch 00001.01.2018 CalPERS 457 PR Batch 00001.01.2018 CalPERS 457 %	01/11/2018 PR Batch 00001.01.2018 C PR Batch 00001.01.2018 C	1,492.30 15.33
Total for this ACH Check for Vendor 10264:				1,507.63
7223	UB*02797	Brandon Miranda & Alexis Alonzo Refund Check Refund Check Refund Check Refund Check	01/11/2018	22.90 31.93 89.28 66.62
Total for Check Number 7223:				210.73
7224	UB*02796	Kimberly Mason Aquilla Harris Jr Refund Check Refund Check Refund Check Refund Check	01/11/2018	6.37 16.60 7.95 5.71
Total for Check Number 7224:				36.63
7225	UB*02794	Alma Bierma Refund Check Refund Check Refund Check Refund Check	01/11/2018	11.58 16.68 8.00 5.73
Total for Check Number 7225:				41.99
7226	UB*02795	Maria Lamata Refund Check Refund Check Refund Check Refund Check	01/11/2018	30.13 49.62 23.77 17.06
Total for Check Number 7226:				120.58
7227	UB*02792	Robert & Aurora Rivera Refund Check	01/11/2018	250.00
Total for Check Number 7227:				250.00
7228	UB*02793	Rong Wang Refund Check	01/11/2018	9.20
Total for Check Number 7228:				9.20
7229	10515 INV-ACC 35473 INV-ACC 35473	Accela, Inc Accela Software Maint Support - Dec 2017 Prepaid - Accela Software Maint Support - Jan - Nov 2018	01/11/2018	2,070.44 22,774.51
Total for Check Number 7229:				24,844.95

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
7230	10001	Action True Value Hardware	01/11/2018	
	46179	(1) 1/2" Drill Bit - Tools for Repairs		10.76
	46179	(1) Can Spray Paint - Well 23 and Hannon Reservoir		4.84
	46179	(1) Yellow Spray Paint for Ladders		4.84
	46179	(1) Hammer - Tools for Repairs		35.55
	46179	(1) 100Pk Emitters for NCR I		48.48
	46179	(4) Cans Spray Paint for Meter Room		18.49
	46179	Anchor Bolts/Masonry Bit - Air Vac Repairs		11.05
	46179	(1) File and Wire Brush - Tools for Unit 11		14.30
	46179	(5) Tubes of Silicone - Supplies for Unit 33		32.27
	46179	Silicone/Bolts/Washers/Nuts - Unit 16 Toolbox		29.42
	46348	Screws/Brackets/Straps - Unit 16 Toolbox		16.89
	46348	(2) Paint Markers for Marking Meters		9.03
	46348	Brass Ball Valves/Connector/Fitting - Shop Hose Repairs		28.52
	46348	Truck Key - Unit 19		3.01
Total for Check Number 7230:				267.45
7231	10319	ACWA Joint Powers Insurance Authority	01/11/2018	
	123117	10/01-12/31/2017 2nd Qtr Workers Compensation		13,502.46
	123117	10/01-12/31/2017 2nd Qtr Workers Compensation Adjustment		-0.88
	123117	10/01-12/31/2017 2nd Qtr Workers Compensation Adjustment		-0.34
	123117	10/01-12/31/2017 2nd Qtr Workers Compensation Adjustment		-0.01
	123117	10/01-12/31/2017 2nd Qtr Workers Compensation Adjustment		-0.55
Total for Check Number 7231:				13,500.68
7232	10272	Babcock Laboratories Inc	01/11/2018	
	BA80162-0034	(4) Well 4A, 10, 12, 14 Title 22 Samples		2,256.00
	BA80165-0034	(4) Well 24 Title 22 Samples		564.00
	BA80167-0034	(4) Well 16 Title 22 Samples		564.00
	BA80273-0034	(4) Well 23 Title 22 Samples		564.00
	BA80304-0034	(6) Haloacetic Acids B1, H1, I3, M2, N4, HAA		720.00
	BA80304-0034	(5) Trihalomethanes B1, H1, I3, M2, N4		375.00
	BA80347-0034	(12) Coliforms B1-B6, B10, H1, I1, I2, M1, N1		480.00
	BL70276-0034	(5) Low Level Hexavalent Chromium Samples		450.00
	BL70276-0034	(5) Nitrate-Nitrogen Samples Wells 4A, 5, 10, 12, 14		75.00
	BL70675-0034	(12) Coliforms B1-B6, B10, H1, I1, I2, M1, N1		480.00
	BL70858-0034	Well 18 Title 22 Samples		780.00
	BL70904-0034	(3) Coliforms 1619 & 1627 Sunnyslope Ave, I2		120.00
	BL70907-0034	(2) Coliforms Well 16 Raw & Well 23 Raw		80.00
	BL71453-0034	(3) Nitrate Samples Well 16, Well 21, Well 23		45.00
	BL71454-0034	(2) Nitrate Samples Cherry & Vineland Reservoirs		30.00
	BL71467-0034	(12) Coliforms B7-B12, H2 I1, I3, M2, M3, N2		480.00
	BL71932-0034	Well 29 & Well 22 Title 22 Samples		180.00
	BL71990-0034	(2) Coliforms Well 4A & Well 5		80.00
	BL72096-0034	(12) Coliforms B1-B6, B10, H1, I1, I2, M1, N3		480.00
	BL72138-0034	Well 18 & Well 24 Title 22 Samples		150.00
	BL72178-0034	(12) Coliforms B7-B12, H1, H2, I1, I3, M3, N4		480.00
	BL72186-0034	(2) Coliforms Well 14 & Well 26		80.00
Total for Check Number 7232:				9,513.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
7233	10271	Beaumont Ace Home Center	01/11/2018	
	Dec2017	Bolt/Nut/Washer - Lock on Well 23 Vault Door		13.38
	Dec2017	Yellow Paint Marker/Stencils/PVC Slip Can - Ladder Safety		13.32
	Dec2017	Wood for Storage Shelves - Well 23		50.77
	Dec2017	Carpenter Pencils/Speed Square - Tools for Shelves at Well 23		13.66
	Dec2017	(4) Stepladders and Stencils - OSHA Safety Standard		398.17
	Dec2017	New Angle Grinder Kit - Field Tools		101.99
	Dec2017	(1) 20' Ext Ladder - Districtwide - OSHA Safety Standard		258.59
	Dec2017	(3) 16' Ladders Units 4, 5, 17 - OSHA Safety Standard		711.12
	Dec2017	(20) Keys for Arrow Board and Key Ring		34.91
	Dec2017	Brake Cleaner/Yellow Rust Enamel - Well 23		20.61
	Dec2017	Disposable Gloves/Spray Paint/Electrical Tape - Unit 32		41.01
	Dec2017	(1) Square Shovel (2) Round Shovels - Unit 16		92.63
	Dec2017	Green and Orange Spray Paint - Unit 4		18.27
	Dec2017	(6) 31" Tarp Straps - Crew Trucks		21.27
	Dec2017	Wood for Work Bench - Well 23		129.09
	Dec2017	(1) 40PC Drill Set - Unit 17		25.31
Total for Check Number 7233:				1,944.10
7234	10019	C R & R Incorporated	01/11/2018	
	0089242	Monthly Charges 3 YD Commercial Bin Jan 2018		254.38
Total for Check Number 7234:				254.38
7235	10279	C&B Crushing Inc	01/11/2018	
	6253	Waste from Broken Asphalt from Service Requests		180.00
	6253	Waste from Broken Asphalt from Pipelines		180.00
Total for Check Number 7235:				360.00
7236	10016	City of Beaumont	01/11/2018	
	261701 Nov-Dec	Monthly Sewer Charges 11/01-01/01/2018		74.96
Total for Check Number 7236:				74.96
7237	10600	Gaucha Gophers & Landscape Management	01/11/2018	
	01032018	NCR I Rodent Control Dec 2017		1,000.00
Total for Check Number 7237:				1,000.00
7238	10465	Image Source	01/11/2018	
	AR701055	Xerox 3610 Usage Charges 12/01-12/31/2017		1,009.39
	AR701055	Xerox 3610 Contract Charges 01/01-01/31/2018		59.26
	AR701055	Xerox 3610 Usage Charges 03		0.00
Total for Check Number 7238:				1,068.65
7239	10398	Infosend, Inc	01/11/2018	
	130559	Dec 2017 Postage Charges for Utility Billing		4,123.40
	130559	Dec 2017 Billing Charges for Utility Billing		882.64
	130559	Dec 2017 Supply Charges for Utility Billing		751.02
Total for Check Number 7239:				5,757.06
7240	10608	Koff & Associates	01/11/2018	
	4214	Final Presentation - Compensation Study Services Dec 2017		1,040.00
Total for Check Number 7240:				1,040.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
7241	10281	Luther's Truck and Equipment	01/11/2018	
	40607	Labor - Coolant Leak Repairs OD 62,255 - Unit 8		741.00
	40607	Replace Radiator OD 62,255 - Unit 8		1,438.54
	40607	Coolant/Cap/Freon/Cleaners OD 62,255 - Unit 8		514.01
Total for Check Number 7241:				2,693.55
7242	10634	Robert Mitchell	01/11/2018	
	01022018	(16) Truck Washes - Dec 2017		260.00
Total for Check Number 7242:				260.00
7243	10350	NAPA Auto Parts	01/11/2018	
	034071	(12) Quarts of Oil/Antifreeze Coolant - Yard Stock		116.22
	034942	(1) Coupler Lock for Hitch		43.63
Total for Check Number 7243:				159.85
7244	10629	Redlands Ford	01/11/2018	
	6181315	Smog OD 46,907 - Unit 12		67.00
Total for Check Number 7244:				67.00
7245	10223	Richards, Watson & Gershon	01/11/2018	
	214795	Legal Services Nov 2017		2,346.34
Total for Check Number 7245:				2,346.34
7246	10171	Riverside Assessor - County Recorder	01/11/2018	
	17-393268	Dec 2017 Lien Fees		46.00
	17-400896	Dec 2017 Lien Fees		46.00
Total for Check Number 7246:				92.00
7247	10290	San Geronio Pass Water Agency	01/11/2018	
	18-00157	1,198 AF @ \$317 for Dec 2017		379,766.00
Total for Check Number 7247:				379,766.00
7248	10031	Staples Business Advantage	01/11/2018	
	3362751368	Credit (1) Case 30CT Rolls Paper Towels - Main Office		-27.73
	3362751397	(1) Case Multifold Towels - Office Stock		32.85
	3362751397	(1) Box 3-Tab 100CT Folders - Office Stock		8.40
	3362751397	(3) Cases Copy Paper - Office Stock		93.71
	3362751397	(3) Dozen Post-Its - Office Stock		18.39
	3362751397	(1) 10Pk Correction Tape - Office Stock		12.38
	3362751397	(1) 3-Tab 50CT Heavy Weight Folders - Office Stock		19.60
	3362751397	(6) Boxes Staples - Office Stock		17.39
	3362751397	(3) Cases Tissue - Office Stock		25.02
	3362751397	(1) Antibacterial Soap - Office Stock		9.15
	3362751397	(1) Box 100 CT 9 x 12 Envelopes - Office Stock		24.77
	3362751397	(1) Box 100 CT 10 x 13 Envelopes - Office Stock		28.00
	3362751397	(1) Box 3-Tab Blue 100CT Folders - Office Stock		25.31
	3362751397	(1) Pk 144CT Binder Clips - Office Stock		5.38
	3362751397	(1) Pk 144CT Binder Clips - Office Stock		5.38
	3362751397	(2) Sets A-Z Sorters - Office Stock		7.73
	3362751397	(1) Box Labels - Office Stock		41.48
	3362751397	(2) Planners - Office Stock		32.30
	3362751400	(1) Box 3-Tab 100CT Folders - Office Stock		18.30
	3362751400	(1) Cork Board - Main Office		22.62

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	3362751400	(1) Canon Black Ink Toner PG245XL - 12th/Palm		28.00
	3362751400	(1) 36Pk AAA Batteries - 12th/Palm		32.97
	3362751400	(2) Dozen Black Pens - Office Stock		17.86
	3362751400	(1) Box 36CT Black Pens - Office Stock		18.27
	3362751403	(7) 2018 Planners - Field Staff		205.83
	3363933640	(2) Calculators - 12th/Palm		29.07
	3363933640	(1) 507X HY Black Toner - 12th/Palm		201.48
	3363933640	(1) 507A Magenta Toner - 12th/Palm		213.34
	3363933640	(1) 507A Yellow Toner - 12th/Palm		213.33
	3363933640	(1) 507A Cyan Toner - 12th/Palm		213.34
	3363933640	(1) HP131X HY Black Toner - 12th/Palm		95.88
	3363933640	(1) HP131A Yellow Toner - 12th/Palm		95.89
	3363933640	(1) HP131A Cyan Toner - 12th/Palm		95.89
	3363933640	(1) HP131A Magenta Toner - 12th/Palm		95.88
	3363933640	(1) HP 82 69-ML Black Cartridge - Plotter		55.70
	3363933640	(1) HP 82 69ML Magenta Cartridge - Plotter		59.25
	3363933640	(1) HP 82 69ML Cyan Cartridge - Plotter		59.25
	3363933640	(1) HP 82 69ML Yellow Cartridge - Plotter		59.25
	3363933640	(4) Wireless Keyboards w/Mouse - Office Stock		172.36
Total for Check Number 7248:				2,383.27
7249	10116	Verizon Wireless Services LLC	01/11/2018	
	9798917452	Cell Phone Charges for Dec 2017		108.11
	9798917452	iPad Charges for Dec 2017		120.03
Total for Check Number 7249:				228.14
Total for 1/11/2018:				493,109.79
7250	10287	Bank of the West	01/12/2018	
	10016	City of Beaumont		
		Monthly Sewer Charges 09/01-11/01/2017		74.96
	10035	USA Blue Book		
		(3) Fire Hydrant Gauges Units 2 & 16, 12th/Palm Stock		344.80
	10037	Waste Management Of Inland Empire		
		Yard Dumpsters 815 E 12th Dec 2017		258.30
		Monthly Sanitation 560 Magnolia Ave Dec 2017		94.80
	10083	California Chamber of Commerce		
		2018 CA Labor Law Posters/Pamphlets		98.18
		Use Tax/2018 CA Labor Law Posters/Pamphlets		-0.40
	10092	Emedco		
		Safety Stickers for Ladders		45.94
		Use Tax/Safety Stickers for Ladders		-2.66
	10128	American Office Solution		
		(1) Clip Board Box - Field Staff		49.55
	10135	Big Time Design		
		(20) BCVWD Logo Stickers		215.50
	10147	Online Information Services, Inc		
		189 Credit Reports for Nov 2017		540.30
	10173	California Society of Municipal Finance Officers		
		CSMFO Conference 02/20-02/23/2018 L Gonzales		370.00
		CSMFO Conference 02/20-02/23/2018 Y Rodriguez		520.00
		CSMFO Conference 02/20-02/23/2018 S Molina		520.00
		CSMFO Conference 02/20-02/23/2018 W Clayton		520.00
		CSMFO Conference 02/20-02/23/2018 S Delgadillo		370.00
		Annual CSMFO Membership 2018 - S Delgadillo		75.00
		Annual CSMFO Membership 2018 - W Clayton		110.00
		Annual CSMFO Membership 2018 - L Gonzales		75.00
		Annual CSMFO Membership 2018 - S Molina		110.00
		Annual CSMFO Membership 2018 - Y Rodriguez		110.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	10397	Wal-Mart		
		(3) Locks for Ladders on Units 4, 5, 17		41.89
		(1) Screen Protector for Superintendent Phone		21.29
	10424	Top-Line Industrial Supply, LLC		
		(3) Lifting Chains - State Required for Units 4, 5, 17		484.88
		(10) Exhaust Fluid for Unit 5 and Backhoe		107.64
		(3) Yellow Paint Parkers - Yard Stock		15.68
	10457	Jon's Flags & Poles Inc		
		Replacement Flags 560 Magnolia Ave		203.11
	10546	Frontier Communications		
		12/10-01/09/17 Dec FIOS/FAX 12th/Palm		309.48
		11/25-12/24/17 Dec FAX/FIOS 560 Magnolia Ave		279.69
	10623	WP Engine		
		Web Host for BCVWD Website Dec 2017		29.00
	10660	Tops N Barricades Inc.		
		(12) 8" Barricades - Safety		413.80
		(24) 6V Batteries - Safety		62.84
		(12) 6V Barricade Lights - Safety		206.91
		(20) Traffic Control Manuals - Safety		349.51
	10661	Appliance Factory		
		Replace Shaft on Well 24 Swamp Cooler		179.24
		Use Tax/Replace Shaft on Well 24 Swamp Cooler		-12.17
	10662	LA Equipment Services		
		Replacement Parts for Pallet Jack		38.49
		(4) Replacement Wheels for Pallet Jack		177.71
	10663	Mr Supply		
		Room Control - Repairs for Board Room Lights		842.76
		Use Tax/Room Control - Repairs for Board Room Lights		-56.27
Total for Check Number 7250:				8,194.75
Total for 1/12/2018:				8,194.75
7251	10048	Brithinee Electric	01/18/2018	
	WI005448	Repairs - Replace Bearings/Hardware		340.26
	WI005448	Labor - Replace Bearings/Balance Rotors/Machine Labor		1,741.95
Total for Check Number 7251:				2,082.21
7252	10336	Joe Haggin	01/18/2018	
	5115	Safety Boots - J Haggin		46.49
Total for Check Number 7252:				46.49
7253	10224	Legal Shield	01/18/2018	
	0101129 Jan 18	Monthly Prepaid Legal for Employees Jan 2018		195.35
Total for Check Number 7253:				195.35
7254	10634	Robert Mitchell	01/18/2018	
	011518	(16) Truck Washes - Jan 2018		280.00
Total for Check Number 7254:				280.00
7255	10282	Rancho Paseo Medical Group	01/18/2018	
	122217 CV	Employment Testing - C Vieyra		25.00
	122217 JS	Employment Testing - J Shackleford		25.00
Total for Check Number 7255:				50.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
7256	10293 73916	Western Dental Services Inc Western Dental Premiums Jan 18	01/18/2018	183.89
Total for Check Number 7256:				183.89
7257	UB*02799	Jonathan M and Melissa R Cotteen Refund Check	01/18/2018	29.10
Total for Check Number 7257:				29.10
7258	UB*02800	Susanna Fung Refund Check	01/18/2018	86.88
Total for Check Number 7258:				86.88
7259	UB*01162 008928-000	Maria Interian Re-Issue Unclaimed Funds Ck #3449	01/18/2018	175.54
Total for Check Number 7259:				175.54
7260	UB*02798	Barbara Mckenzie Refund Check Refund Check Refund Check Refund Check	01/18/2018	5.30 5.35 2.53 1.82
Total for Check Number 7260:				15.00
7261	UB*01838 049267-000	Preston Weiser Re-Issue Unclaimed Funds Ck #4977	01/18/2018	197.29
Total for Check Number 7261:				197.29
Total for 1/18/2018:				3,341.75
ACH	10085	CalPERS Retirement System	01/25/2018	
	1005209	PR Batch 00002.01.2018 CalPERS ER Paid Classic	PR Batch 00002.01.2018 C	8,081.63
	1005209	PR Batch 00002.01.2018 CalPERS ER PEPR	PR Batch 00002.01.2018 C	1,841.51
	1005209	PR Batch 00002.01.2018 CalPERS 1% ER Paid	PR Batch 00002.01.2018 C	162.15
	1005209	PR Batch 00002.01.2018 CalPERS 7% EE Deduction	PR Batch 00002.01.2018 C	2,932.71
	1005209	PR Batch 00002.01.2018 CalPERS 8% EE Paid	PR Batch 00002.01.2018 C	2,401.75
	1005209	PR Batch 00002.01.2018 CalPERS 8% ER Paid	PR Batch 00002.01.2018 C	1,015.63
Total for this ACH Check for Vendor 10085:				16,435.38
ACH	10087	EDD	01/25/2018	
	0-870-452-288	PR Batch 00002.01.2018 CA SDI	PR Batch 00002.01.2018 C	839.83
	0-870-452-288	PR Batch 00002.01.2018 State Income Tax	PR Batch 00002.01.2018 S	3,095.93
Total for this ACH Check for Vendor 10087:				3,935.76
ACH	10094	U.S. Treasury	01/25/2018	
	11970846	PR Batch 00002.01.2018 Federal Income Tax	PR Batch 00002.01.2018 F	8,114.72
	11970846	PR Batch 00002.01.2018 FICA Employee Portion	PR Batch 00002.01.2018 F	7,079.95
	11970846	PR Batch 00002.01.2018 FICA Employer Portion	PR Batch 00002.01.2018 F	7,079.95
	11970846	PR Batch 00002.01.2018 Medicare Employee Portion	PR Batch 00002.01.2018 M	1,655.80
	11970846	PR Batch 00002.01.2018 Medicare Employer Portion	PR Batch 00002.01.2018 M	1,655.80
Total for this ACH Check for Vendor 10094:				25,586.22

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	10141	Ca State Disbursement Unit	01/25/2018	
	Q22G5F66657	PR Batch 00002.01.2018 Garnishment	PR Batch 00002.01.2018 G	266.30
	Q22G5F66657	PR Batch 00002.01.2018 Garnishment	PR Batch 00002.01.2018 G	288.46
Total for this ACH Check for Vendor 10141:				554.76
ACH	10203	Voya Financial	01/25/2018	
	VB1450-PP02	PR Batch 00002.01.2018 Deferred Comp	PR Batch 00002.01.2018 D	475.00
Total for this ACH Check for Vendor 10203:				475.00
ACH	10264	CalPERs Supplemental Income Plans	01/25/2018	
	1005214	PR Batch 00002.01.2018 CalPERS 457	PR Batch 00002.01.2018 C	21,112.30
	1005214	PR Batch 00002.01.2018 CalPERS 457 %	PR Batch 00002.01.2018 C	43.56
	1005214	PR Batch 00002.01.2018 457 DefComp ER Paid- GM Contract		5,000.00
Total for this ACH Check for Vendor 10264:				26,155.86
Total for 1/25/2018:				73,142.98
Report Total (101 checks):				917,456.33



**Beaumont-Cherry Valley Water District
Regular Board Meeting
February 14, 2018**

Item 2e

STAFF REPORT

TO: Board of Directors
FROM: Dan Jagers, General Manager
SUBJECT: Approval of Pending Invoice

A handwritten signature in blue ink, appearing to read "Dan Jagers", is written over a horizontal line.

Staff Recommendation

Approve the pending invoice totaling \$9,226.72.

Background

Staff has reviewed the pending invoice and found the services rendered were acceptable to the District.

Fiscal Impact

There is a \$9,226.72 impact to the District which will be paid from the 2017 budget.

Attachment(s)

- Richards Watson Gershon Invoice # 215242.



T 213.626.8484
F 213.626.0078
Fed. I.D. No. 95-3292015

355 South Grand Avenue
40th Floor
Los Angeles, CA 90071-3101

CONFIDENTIAL

This material is subject to the attorney-client privilege and/or attorney work product protection, or otherwise is privileged or confidential. Do not disclose the contents hereof. Do not file with publicly-accessible records.

DAN JAGGERS, GENERAL MANAGER
Beaumont- Cherry Valley Water District
560 Magnolia Avenue
Beaumont, Ca 92223-2258

January 16, 2018
Invoice # 215242

Re: 12788-0001 GENERAL COUNSEL SERVICES

For professional services rendered through December 31, 2017:

Current Legal Fees	\$9,134.25
Current Client Costs Advanced	<u>\$92.47</u>
TOTAL CURRENT FEES AND COSTS	<u>\$9,226.72</u>
Balance Due From Previous Statement	\$2,346.34
TOTAL BALANCE DUE FOR THIS MATTER	<u>\$11,573.06</u>

TERMS: PAYMENT DUE UPON RECEIPT

PLEASE RETURN THIS PAGE WITH YOUR REMITTANCE TO

RICHARDS, WATSON & GERSHON
355 South Grand Avenue, 40th Floor
Los Angeles, CA 90071-3101

RICHARDS WATSON GERSHON



ROGERS, ANDERSON, MALODY & SCOTT, LLP
CERTIFIED PUBLIC ACCOUNTANTS, SINCE 1948

735 E. Carnegie Dr. Suite 100
San Bernardino, CA 92408
909 889 0871 T
909 889 5361 F
ramscpa.net

January 10, 2018

To the Board of Directors
Beaumont-Cherry Valley Water District
Beaumont, California

PARTNERS

Brenda L. Odle, CPA, MST
Terry P. Shea, CPA
Kirk A. Franks, CPA
Scott W. Manno, CPA, CGMA
Leena Shanbhag, CPA, MST, CGMA
Bradferd A. Welebir, CPA, MBA, CGMA
Jay H. Zercher, CPA (Partner Emeritus)
Phillip H. Waller, CPA (Partner Emeritus)

MANAGERS / STAFF

Jenny Liu, CPA, MST
Seong-Hyea Lee, CPA, MBA
Charles De Simoni, CPA
Gardenya Duran, CPA
Brianna Schultz, CPA
Lisa Dongxue Guo, CPA, MSA



MEMBERS
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Governmental Audit
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California Society of
Certified Public Accountants

This letter is provided in connection with our engagement to audit the financial statements of Beaumont-Cherry Valley Water District (the District) as of and for the year ended December 31, 2017. Professional standards require that we communicate with you certain items including our responsibilities with regard to the financial statement audit and the planned scope and timing of our audit.

Our Responsibilities

As stated in our engagement letter dated January 10, 2018, we are responsible for conducting our audit in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards* for the purpose of forming and expressing an opinion about whether the financial statements that have been prepared by management, with your oversight, are prepared, in all material respects, in accordance with accounting principles generally accepted in the United States of America. Our audit does not relieve you or management of your respective responsibilities.

Our responsibility as it relates to the required supplementary information included in the document containing the audited financial statements and our report thereon includes only the information identified in our report. We have no responsibility for determining whether the required supplementary information is properly stated.

Planned Scope of the Audit

Our audit will include examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. Our audit is designed to provide reasonable, but not absolute, assurance about whether the financial statements as a whole are free of material misstatement, whether due to error, fraudulent financial reporting, misappropriation of assets, or violations of laws or governmental regulations. Because of this concept of reasonable assurance and because we will not examine all transactions, there is a risk that material misstatements may exist and not be detected by us.

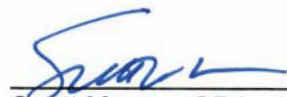
Our audit will include obtaining an understanding of the entity and its environment, including its internal control, sufficient to assess the risks of material misstatement of the financial statements and as a basis for designing the nature, timing, and extent of further audit procedures. However, we will communicate to you at the conclusion of our audit, significant matters that are relevant to your responsibilities in overseeing the financial reporting process, including any material weaknesses, significant deficiencies, and violation of laws or regulations that come to our attention.

We expect to begin our audit on March 26, 2018. Scott Manno, CPA, CGMA, is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

This information is intended solely for the information and use of the Board of Directors and management of the District and is not intended to be and should not be used by anyone other than these specified parties.

Respectfully,

ROGERS, ANDERSON, MALODY & SCOTT, LLP



Scott Manno, CPA, CGMA,
Partner



**BEAUMONT-CHERRY VALLEY WATER DISTRICT
DRAFT MINUTES OF REGULAR MEETING
OF THE BOARD OF DIRECTORS
560 Magnolia Avenue, Beaumont, CA 92223
Wednesday, January 10, 2018
7:00 p.m.**

Call to Order: President Covington

President Covington began the meeting at 7:01 p.m.

Pledge of Allegiance: President Covington

President Covington led the pledge.

Invocation: Director Hoffman

Director Hoffman gave the invocation.

Roll Call:

Directors present:	President Covington; Directors Diaz, Hoffman, Ramirez
Directors absent:	Director Slawson
Staff present:	General Manager Dan Jaggars, Director of Finance and Administrative Services Yolanda Rodriguez, Senior Finance and Administrative Analyst William Clayton
Legal counsel:	James Markman

Public Comment: None.

ACTION ITEMS

1. Adjustments to the Agenda: None.

2. Consent Calendar:

The following Consent Calendar items were approved with one motion:

- a. November 2017 Budget Variance Report
- b. November 30, 2017 Cash/Investment Balance Report
- c. November 2017 Cash Flow Report
- d. December 2017 Check Register
- e. December 2017 Invoices Pending Approval
- f. Minutes of the Regular Meeting of December 13, 2017
- g. Minutes of the Special Meeting of December 13, 2017

MOVED: Diaz	SECONDED: Ramirez	APPROVED 4-0
AYES:	Covington, Diaz, Hoffman, Ramirez	
NOES:	None.	
ABSTAIN:	None.	
ABSENT:	Slawson	

3. Continued discussion and direction to staff re: potential Memorandum of Understanding with the Beaumont-Cherry Valley Recreation and Park District for continued utilization of District-owned property as Bogart Park

General Manager Jagers noted the attendance of Ms. Kyla Brown, Assistant Director of the Riverside County Regional Park and Open Space District, and Mr. Duane Burk, General Manager of the Beaumont-Cherry Valley Recreation and Park District.

Ms. Brown gave background on the park's 99-year lease, which has 12 years remaining. In 2011, a Strategic Plan identified that Bogart Park no longer met the core mission of the District and recommended looking for another entity with which to partner or to take over the operation of the park. A Comprehensive Plan in 2013 summarized the status of the park and indicated repairs and investment were needed. The District was not in a position to make the needed improvements, and continued to look for a partner. Opportunities were explored with the Beaumont-Cherry Valley Recreation and Park District and there remains interest.

In 2015, a private operator indicated interest in developing a dog training facility while continuing to operate as a public park. This generated controversy with local residents. A study was commissioned to determine what was wanted from Bogart Park and to look for potential partners. A consultant worked with a community task force to develop recommendations to assure the park remains an asset to the community. A Memorandum of Intent was signed with the Beaumont-Cherry Valley Water District agreeing to work together to find a solution.

Ms. Brown reminded the Board that BCV Recreation and Park District General Manager Burk made a presentation regarding interest in potentially taking over the operation. This discussion is hoped to get that ball rolling.

Director Diaz asked how many visitors to the park over the past year. Ms. Brown estimated 10 to 15,000 paid, but many more who do not pay fees. Director Diaz asked about fees and costs. Ms. Brown explained expenses have been minimized, mostly by cutting staff, but the \$130,000 annual budget is a bare bones minimum. Revenue is about \$50,000 from camping and gate fees. The net loss is about \$80,000, which is being subsidized by \$60,000 from local taxes in the Pass region, and the County Parks general fund.

President Covington noted that those were two of the concerns listed by the Task Force. At the January meeting of the Recreation and Park District, several community members expressed the opinion that the tax dollars collected in the Pass area should go directly to Bogart Park.

Director Hoffman noted that he lives near Bogart Park and believes it has a lot to offer and that it can work out financially.

Director Diaz asked about advertising. Ms. Brown explained the District's small advertising budget covers promotion for parks from Blythe to Temecula. There is no specific or direct marketing; it is primarily the website and social media.

There is targeted marketing to groups such as Boy Scouts, equestrians, and cyclists. Resources are limited.

Director Ramirez asked if the County would potentially provide assistance with upgrades or capital improvements to help make the transition work. Ms. Brown indicated there might be potential but funding is limited. There may be some Developer Impact Fees (DIF), but that funding must be used for new facilities, not repairs, maintenance or expansion; therefore would not be pertinent to the failing items within the park. She noted the Water Bond on the ballot this year has some money earmarked for parks, which could potentially be put toward Bogart. However, other County facilities are experiencing the same maintenance issues.

In response to Director Diaz, Ms. Brown noted the Water District owns the majority of the property with improvements such as campgrounds and the main entry kiosk, and the Park District owns the day use area and the Winesap area. There needs to be a partnership and agreement. In 2004, DIF funding had been earmarked to create a plan for Bogart, but the Water District then identified the campground area as a potential recharge basin, so the money was redirected. The County's expectation is for conversation as to how to keep Bogart Park an asset to the community and the interest of the local Park District in assisting with the operation.

In response to Director Ramirez, Ms. Brown indicated the Park has not been self-sustaining for at least 10 years. Ms. Brown suggested sitting down with the potential partners to determine viability. Director Ramirez asked about the \$60,000 revenue received from property taxes, and Ms. Brown indicated the County would re-direct the funds to other facilities in the area.

Director Diaz asked about the role of BCVWD in making a change in operators. Ms. Brown noted two options: sublease with another operator, or BCVWD canceling the County's lease and entering a new lease with a different entity. Director Ramirez indicated there are good intentions but fiscal sustainability of the Park must be examined.

Mr. Burk reminded the Board that at his presentation to them in October 2017, he suggested a partnership. With just 12 years left on the lease, the Recreation and Park District would not be able to obtain grants to fund needed projects. He requested a long-term partnership and noted the BCVRPD Board supports reassignment of the lease to the BCVRPD, however the short term does not currently work financially. He suggested a survey, or a look at the previous master plan. He recommended a joint committee and development of a financial plan, and stressed local control. He asked for a new lease of 99 years and said he believes the Park can become financially viable. The community would like Bogart to stay a park. He noted it is the headworks of the watershed.

President Covington stated he had served on the Advisory Committee. An agreement has been executed to work together and he suggested forming an ad hoc committee to keep the momentum going. Director Ramirez pointed out that the Advisory Committee had previously recommended that the property tax collected in the Pass Area be funneled back to the area. He reiterated that Ms. Brown had stated the tax funding would be directed to other parks. He stressed the importance of collaboration to assure a win-win and not just a handoff.

President Covington appointed Directors Hoffman and Diaz to an ad hoc committee, with Director Ramirez as an alternate. Mr. Burk indicated that at his next Board meeting, an ad hoc committee would also be formed.

4. Consideration of Approval of Request for Extension of Water Service “Will Serve Letter” for three (3) parcels to be created by the proposed subdivision of Assessor’s Parcel Number 401-080-022 per Tentative Parcel Map 36704 located on the north side of Lakeview Court and west of Oak Glen Road in the community of Cherry Valley

President Covington confirmed that these parcels already have a Will Serve Letter (WSL) and this is an extension due to the 12-month lifespan. Mr. Jagers explained the subdivision of three parcels and the lengthy process at the County. An updated WSL is needed to finish the process.

Director Diaz asked how much time is requested for the extension. Mr. Jagers explained the applicant is moving forward. The next step would be to purchase the water meters. President Covington noted the “shelf life” of the WSL is 12 months.

Mr. William Lattin, the applicant, asked about obtaining meters and the process was explained.

The Board approved the extension of the Will-Serve Letter for the subdivision of APN 401-080-022 per TTM 36704.

MOVED: Hoffman	SECONDED: Ramirez	APPROVED 4-0
AYES:	Covington, Diaz, Hoffman, Ramirez	
NOES:	None.	
ABSTAIN:	None.	
ABSENT:	Slawson	

5. Consideration of Approval of Request for Extension of Water Service “Will Serve Letter” for three (3) parcels to be created by the proposed subdivision of Assessor’s Parcel Number 402-200-005 (10707 Jonathan Avenue) per Tentative Parcel Map 37080

General Manager Jagers noted this is a second parcel owned by Mr. Lattin. Due to the County processes, an extension of his WSL is required. He explained the subdivision. Director Diaz asked about requirements.

The Board approved the extension of the Will-Serve Letter for the subdivision of APN 402-200-005 per TTM 37080.

MOVED: Diaz	SECONDED: Hoffman	APPROVED 4-0
AYES:	Covington, Diaz, Hoffman, Ramirez	
NOES:	None.	
ABSTAIN:	None.	
ABSENT:	Slawson	

6. Resolution 2018-01: Consideration of Resolution 2018-01 establishing the District's Investment Policy

Director of Finance and Administrative Services Yolanda Rodriguez reminded the Board that this policy came before it in December to satisfy the auditors' requests in 2017. There have been no changes; this is the annual review of the policy. Director Diaz noted this gives a bit more flexibility to assure the best possible return on investments.

Director Ramirez asked about average return. Ms. Rodriguez said the average is 1.32 to 1.72. Annual earnings have increased from \$25,000 to \$200,000. This policy gives staff the guidance to invest. An investment advisor could also look at bonds or CDs to bring back for Board approval.

The Board approved Resolution 2018-01.

MOVED: Ramirez	SECONDED: Diaz	APPROVED 4-0
AYES:	Covington, Diaz, Hoffman, Ramirez	
NOES:	None.	
ABSTAIN:	None.	
ABSENT:	Slawson	

7. Consideration of Well Rehabilitation and Repair Project for District Wells Nos. 11, 12, 19 and 20

Mr. Jagers explained the annual well maintenance program to ensure quality of supply and serviceable equipment. A significant number of Edgar Canyon wells have been rehabilitated, with four more to be done in 2019. The project was advertised and the most responsive low bid was Legend Pump and Well Service for approximately \$70,000. A contingency of \$17,500 is requested, for a total of \$87,621. Funding will be from the capital facilities budget.

In response to Director Covington, Mr. James Bean, Production Operator, described the status of Wells 11, 19 and 20. Director Ramirez asked about cost to camera the wells; Mr. Jagers estimated \$1,500 each well. Costs are to maintain or replace pumping units, then do the well rehabilitation service. Director Diaz asked about source of water when wells are offline; Mr. Bean explained the backup system.

Director Ramirez asked if water was being lost. Mr. Jagers acknowledged that Edgar Canyon is water that will not have to be replenished in the Beaumont Basin and therefore is less costly to ratepayers. President Covington indicated support for maintenance as Edgar Canyon is high quality water at less cost.

The Board approved the Well Rehabilitation and Repair Project for District Wells Nos. 11, 12, 19 and 20.

MOVED: Ramirez	SECONDED: Hoffman	APPROVED 4-0
AYES:	Covington, Diaz, Hoffman, Ramirez	
NOES:	None.	
ABSTAIN:	None.	
ABSENT:	Slawson	

8. Consideration of Options for individual Director email addresses on the District's server

General Manager Jagers explained staff is working on improving constituent access to Board members. An email option is planned, and Board consensus is requested so email addresses can be added to the website and to directors' business cards. He explained two options and requested direction.

President Covington commented that the issue of Board communication with constituents was spurred by complaints that constituents were unable to communicate with elected officials. The consensus was to establish email accounts for the public to be able to go to the District's website and leave a message. It is the each director's obligation to check the messages. All directors viewed emails and responses; it was not a two-way conversation.

Covington said the emails helped the directors focus on things about which they may not normally have thought. He indicated support for email, and said Option A makes sense since four directors are up for re-election this year. He added that business cards could be made for directors once a selection is made. President Covington also noted the extension of the Public Records Act to personal email, and encouraged directors to use District email. Director Diaz indicated support of Option A.

Director Ramirez asked about the potential to maintain a voice mailbox at the District. He indicated a need to be accessible, but noted potential inefficiency of email. President Covington asked about staff access to director emails; Jagers responded the IT director solely has access. President Covington supported the idea of a voice mail option and Mr. Jagers said it was likely possible.

President Covington directed staff to communicate individually with directors to determine their preferences.

9. Consideration of Approval of Letter of Intent to Execute a Recycled Water Supply Agreement for the City of Beaumont's application for a California Clean Water State Revolving Fund

Mr. Jagers advised that the City of Beaumont requested a Letter of Intent as part of their application process for recycled water. Mr. Jagers indicated that he and legal counsel are comfortable with the letter. President Covington noted that the content of the letter does not bind the District, but indicates intent. Counsel Markman advised this is non-binding.

Director Diaz noted there is misunderstanding in the community and suggested a presentation to help understand the benefit of recycled water. Covington agreed and suggested an Engineering Workshop, to include a representative to address the City's plan.

The Board approved the Letter of Intent.

MOVED: Ramirez	SECONDED: Diaz	APPROVED 4-0
AYES:	Covington, Diaz, Hoffman, Ramirez	
NOES:	None.	
ABSTAIN:	None.	
ABSENT:	Slawson	

10. Consideration of Authorization of 8th Street Water Service Lateral Replacement Project

General Manager Jagers reminded the Board received a previous estimate for the 8th Street work under the presumption the contractor would put in the services and do the paving. The City received bids ranging from \$383,000 to \$550,000. The District then solicited its own bids to do the work beforehand and found significant potential savings. To meet the City's schedule, the District will supply materials and a contractor will furnish the labor to install. The bid was \$85,422, and with the estimated cost of materials and a contingency of 20 percent, the not-to-exceed amount is \$94,000. If approved, Pacific West Underground Inc. is prepared to begin the work on January 29.

Director Diaz asked if the replaced meters could be part of the radio read system. Mr. Jagers explained the radio read program is mapped and the goal is to close the gaps one meter book at a time across the city.

The Board authorized the General Manager to negotiate the final project scope of services for the proposed 8th Street Water Service Lateral Replacement Project and subsequently execute a Contract with Pacific West Underground Inc. for said work in a not-to-exceed amount of \$94,000.

MOVED: Diaz	SECONDED: Hoffman	APPROVED 4-0
AYES:	Covington, Diaz, Hoffman, Ramirez	
NOES:	None.	
ABSTAIN:	None.	
ABSENT:	Slawson	

11. Reports For Discussion

a. Ad Hoc Committees:

President Covington reported that the Collaborative Agencies Committee met last week, but attendance was thin. There was good dialog with the Beaumont Police Department. It was reported that vehicle theft was remarkably down. The Beaumont-Cherry Valley Recreation and Park District spoke to the status of Bogart Park.

b. General Manager:

Mr. Jagers touched on review of the substance abuse policy, which will be brought to the Personnel Committee then to the Board. The CIP program is contracted and underway. Work has been done on capacity fees and recycled water is moving forward. The SCADA system update is being deployed.

c. Directors' Reports:

Director Diaz asked if the District's employees are trained to contact the police department if suspicious activity is observed. Mr. Tony Lara indicated that there was a process to report suspicious activity.

d. Legal Counsel Report: None.

12. Announcements

President Covington read the following announcements and encouraged directors to attend the Watermaster meeting on February 7:

- District Offices will be closed Monday, January 15, 2018 in observance of Martin Luther King, Jr. Day.
- Personnel Committee meeting: January 22, 2018 at 5:30 p.m.
- Finance and Audit Committee meeting: February 1, 2018 at 3:00 p.m.
- Engineering Workshop: February 1, 2018 at 7:00 p.m.
- Beaumont Basin Watermaster meeting: February 7, 2018 at 10:00 a.m.
- Regular Board meeting: February 14, 2018 at 7:00 p.m.
- Collaborative Agencies Committee meeting: March 7, 2018 at 5:00 p.m.

13. Action List for Future Meetings

- Proposition 1 Bond Opportunities

President Covington suggested Proposition 1 opportunities be discussed at a separate Engineering Workshop.

14. Recessed to Closed Session: 8:35 p.m.

- a. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
Pursuant to Paragraph (1) of subdivision (d) of Government Code Section 54956.9

Name of case: San Gorgonio Pass Water Agency v.
Beaumont Basin Watermaster, Riverside County Superior
Court No. RIC 1716346

- b. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Pursuant to Government Code Section 54947
Title: General Manager

Reconvene in Open Session: 9:30 p.m.

Report on Action Taken During Closed Session:

There was no reportable action taken.

15. Adjournment

President Covington adjourned the meeting at 9:30 p.m.

ATTEST:

Director John Covington, President
to the Board of Directors of the
Beaumont-Cherry Valley Water District

Director Claudeen C. Diaz, Secretary
to the Board of Directors of the
Beaumont-Cherry Valley Water District



**Beaumont-Cherry Valley Water District
Regular Board Meeting
February 14, 2018**

Item 3

STAFF REPORT

TO: Board of Directors

FROM: Dan Jagers, General Manager DJS

SUBJECT: Beaumont-Cherry Valley Water District 2018 Capital Improvement Budget and 10-Year Capital Improvement Plan

Staff Recommendation

Accept and file the Beaumont-Cherry Valley Water District 2018 Capital Improvement Budget and 10-Year Capital Improvement Plan.

Background

The 10-Year Capital Improvement Plan (CIP) serves as the District's multi-year planning instrument used to identify needs and financing sources for public infrastructure improvements as well as capital acquisition needs. The purpose of a CIP is to facilitate the orderly planning of infrastructure improvements; to maintain, preserve, and protect the District's existing infrastructure system; and to provide for the acquisition or scheduled replacement of equipment to ensure the efficient delivery of services that the community desires. The CIP is considered a "dynamic" document. Staff recommends adoption of this document as the District's Capital Budget for the current calendar year (2018).

The draft version of the document was presented to the Board at an Engineering Workshop on February 1, 2018. Before the Board now is the final form of the 2018 CIP.

It should be noted that development-driven projects are not necessarily scheduled in this CIP, but will be presented to the Board and updated on a project need basis in future CIPs.

Fiscal Impact

The final cost of completed work identified in the CIP will be paid by funds available in the District's Restricted Cash pool for projects funded with Capacity Charges (Facility Fees) and will be paid by funds available in the District's General Cash pool for projects funded with Capital Replacement Reserves.

Attachment(s)

2018-2027 Capital Improvement Plan (*handout*)

Report prepared by Lynda Kerney, Administrative Assistant 02/07/2018



**Beaumont-Cherry Valley Water District
Regular Board Meeting
February 14, 2018**

Item 4

STAFF REPORT

TO: Board of Directors

FROM: Dan Jagers, General Manager

A handwritten signature in blue ink, appearing to read "DJ", is written over a horizontal line.

SUBJECT: Consideration of Resolution 2018-____ Amending the District's Policies and Procedures Manual Part I, Section 48: Substance Abuse

Consideration of Resolution 2018-____ adding Addendum No. 1 to the 2018 – 2021 Memorandum of Understanding Between the BCVWD Employee Association and the District

Staff Recommendation

1. Adopt Resolution 2018-____ amending the District's Policies and Procedures Manual Part I, Section 48: Substance Abuse
2. Adopt Resolution 2018-____ adding Addendum No. 1 to the *2018-2021 Beaumont-Cherry Valley Water District Employee Association Memorandum of Understanding* to include reference to the updated Substance Abuse Policy

Background

On March 18, 2009 the Board of Directors adopted Resolution 2009-05 establishing the Personnel Policies and Procedures Manual, which included a comprehensive Substance Abuse Policy; Section 48. As part of an ongoing effort to update the policy manual, staff contracted with Richards, Watson and Gershon to update the Substance Abuse policy. During the 2017 negotiations with the BCVWD Employees Association, the Board of Directors identified that the Substance Abuse Policy would be updated to reflect current state and federal requirements and that said policy would be included by reference as an addendum to the approved 2018-2021 Beaumont-Cherry Valley Water District Employee Association Memorandum of Understanding.

The Substance Abuse policy adds language addressing Proposition 64, which was passed by voters legalizing recreational use and possession of marijuana. Despite California law, federal law still prohibits use and possession of marijuana and the District may still enforce a drug-free workplace policy. The District is concerned about employees thoroughly understanding the policy, and the potential for impairment during the performance of duty or being under the influence of alcohol, drugs and/or prohibited substances at work, and the use of such substances in the work environment.

The District is committed to providing and maintaining a workplace that is safe and productive. Therefore, the District does not tolerate the possession, sale or use of illegal drugs, the improper possession, sale or use of other prohibited substances, or the possession, sale or use of alcohol by employees while at work or engaged in work-related activities. Employees are required to report to work able to perform their job duties competently and safely.

Upon approval, the Personnel Policies and Procedures Manual Part I, Section 48: Substance Abuse will be replaced with the revised text as shown in Exhibit A, attached. In addition, the



2018-2021 BCVWD Employee Association MOU will be amended to include Addendum No. 1, a reference to the updated policy as part of Article 36: Total Agreement, as shown in Exhibit B, attached.

Fiscal Impact: None.

Attachment(s)

1. Proposed Resolution amending the District's Personnel Policies and Procedures Manual Part I, Section 48: Substance Abuse
2. Exhibit A – Revised Substance Abuse Policy (clean)
3. Exhibit B – Revised Substance Abuse Policy (redline)
4. Proposed Resolution adding Addendum No. 1 to the *2018-2021 Beaumont-Cherry Valley Water District Employee Association Memorandum of Understanding* to include reference to the updated Substance Abuse Policy
5. Proposed Addendum No. 1 to the *2018-2021 Beaumont-Cherry Valley Water District Employee Association Memorandum of Understanding*
6. 2018-2021 Beaumont-Cherry Valley Water District Employee Association Memorandum of Understanding, page 17 (redline)

Report prepared by Lynda Kerney, Administrative Assistant 02/05/18
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RESOLUTION 2018-_____

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE BEAUMONT-CHERRY VALLEY WATER DISTRICT
AMENDING THE POLICIES & PROCEDURE PART I, SECTION 48:
SUBSTANCE ABUSE**

WHEREAS, in 2016, voters in California passed Proposition 64 which legalized recreational marijuana for persons aged 21 years or older under state law, with legal sales beginning effective January 1, 2018; and

WHEREAS, the Beaumont-Cherry Valley Water District wishes to update the Substance Abuse policy to assure clarity on fitness for duty; and

WHEREAS, the Board of Directors of the Beaumont-Cherry Valley Water District has determined that it is in the best interest of the District to amend the District’s Personnel Policies & Procedures Manual to ensure compliance with all applicable laws and to resolve ambiguities; and

WHEREAS, the Board of Directors of the Beaumont-Cherry Valley Water District has carefully reviewed the proposed changes as attached to this Resolution, and

NOW, THEREFORE, BE IT RESOLVED that Section 48 of the District’s Personnel Policies & Procedures Manual is hereby amended and immediately enforceable as set forth in Exhibit A.

ADOPTED this _____ day of _____, _____, by the following vote:

- AYES:
- NOES:
- ABSTAIN:
- ABSENT:

ATTEST:

Director John Covington, President of the
Board of Directors of the
Beaumont-Cherry Valley Water District

Director Claudeen C. Diaz, Secretary to the
Board of Directors of the
Beaumont-Cherry Valley Water District

48. SUBSTANCE ABUSE (In Conformance with Department of Transportation Guidelines)

- A. **Purpose.** The purpose of this policy is to ensure worker fitness for duty and to protect District employees and the public from risks posed by the use of alcohol and other prohibited substances. This policy is also intended to comply with all applicable Federal regulations governing workplace antidrug programs in the transportation industry. The Federal Highway Administration (FHWA) of the Department of Transportation (DOT) has enacted 49 CFR Part 382 that mandates urine drug testing and breathalyzer alcohol testing for safety-sensitive positions and prevents performance of safety-sensitive functions when there is a positive test result. The Department of Transportation has also enacted 49 CFR Part 40 that sets standards for the collection and testing of urine and breath specimens. In addition, the Department of Transportation has enacted 49 CFR Part 29, "The Drug-Free Workplace Act of 1988," which is applicable to certain employees, requiring the establishment of drug free workplace policies and the reporting of certain drug-related offenses to the Department of Transportation. This policy incorporates those requirements of safety-sensitive employees and others when so noted.

The District recognizes that the use of alcohol and/or other prohibited substances in the workplace is not conducive to safe working conditions. In order to promote a safe, healthy and productive work environment for all employees, it is the objective of the District to have a work force that is free from the influence of drugs and alcohol.

Any terms or procedures not defined within the District's policy shall be defined by the Department of Transportation regulations, which are incorporated by reference herein, and as follows: 49 CFR Part 382, 49 CFR Part 29, "The Drug-Free Workplace Act of 1988," and 49 CFR Part 40

- B. **Applicability.** This policy applies to all employees when they are on District property, including in a District vehicle, or when performing any District related business. Certain provisions, where identified, will apply only to safety-sensitive employees. It also applies to off-site lunch periods and breaks when an employee is scheduled to return to work. Any employee which may be required to complete the "return-to-duty" process with a Substance Abuse Professional (SAP) shall not be compensated for time off and shall pay all costs associated with the "return-to-duty" process. A safety-sensitive employee is generally any employee who, in the normal course of business, is required to operate District vehicles or heavy equipment, or performs any function in which the employee's performance, reflexes, and/or judgment impact the safety of him- or herself or others. Additionally, a safety-sensitive employee is:
- i. One in any classification requiring the use of a Class "A" or Class "B" commercial driver's license, as listed in Appendix A;
 - ii. One who desires in the future to voluntarily drive a District vehicle requiring a commercial license, or may be required to operate a District vehicle requiring a commercial license on an emergency basis; or,

- iii. One who performs safety-sensitive functions as specified in Appendix A. A safety-sensitive employee is considered to be performing a safety-sensitive function during any period in which that employee is actually performing, ready to perform, or immediately available to perform any safety-sensitive functions.
- C. **Prohibited Substances.** “Prohibited substances” addressed by this policy include, but are not limited to the following:
 - i. **Drugs.** Marijuana, amphetamines, opiates, phencyclidine (PCP) cocaine and all other substances illegal under state or federal law.
 - ii. **Alcohol.** The use of beverages or substances, including any medication, containing alcohol, such that it is present in the body at a level in excess of that stated in DOT guidelines while actually performing, ready to perform, or immediately available to perform, any District business is prohibited. “Alcohol” is defined as: the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohol, including methyl or isopropyl alcohol.
 - iii. **Controlled Substances.** The Drug Enforcement Agency (DEA) has classified certain medications as controlled substances. While certain controlled substances may be legal if taken in accordance with a medical doctor’s prescription and instructions for proper use, any misuse or abuse of controlled substances is prohibited under the District’s policy. Additionally, if proper use of a controlled substance impacts an employee’s ability to perform his or her job, the employee is required to inform a supervisor. The District will comply with all state and federal laws.
 - iv. **Legal Medications.** Using or being under the influence of any legally prescribed medication(s), or non-prescription medication(s) while performing district business or while on District property is prohibited to the extent that such use or influence affects job safety or effective and efficient job performance. An employee who feels his/her performance of work-related duties may be impaired by use of any legal substance which carries a warning label that indicates that mental functioning, motor skills and/or judgment may be adversely affected shall report it to his/her supervisor, and medical advice shall be sought before performing work-related duties.
- D. **Prohibited Conduct.** Engaging in unlawful possession or use of a prohibited substance or alcohol on District premises, in a District vehicle or while conducting District business off the premises is absolutely prohibited. Violation will result in removal from duty and referral to a certified Substance Abuse Professional (SAP), and may result in discipline up to and including termination of employment.
 - i. **Manufacture, Trafficking, Possession and Use.** Engaging in unlawful manufacture, distribution or dispensing of a prohibited substance or alcohol on District premises, in a District vehicle or while conducting District business off the premises is absolutely prohibited. Violation may result in termination. Law enforcement shall be notified, as appropriate, where criminal activity is suspected.
 - ii. **Impaired/Not Fit for Duty.** Any employee who is reasonably suspected of being

impaired, under the influence of a prohibited substance, or not fit for duty shall be removed from job duties and be required to undergo a reasonable suspicion prohibited substance or alcohol test. Employees failing to pass this reasonable suspicion prohibited substance or alcohol test shall remain off duty and be referred to an SAP. A prohibited substance or alcohol test is considered positive (failed) if the individual is found to have a quantifiable presence of a prohibited substance in the body above the minimum thresholds defined in the DOT guidelines (49 CFR Part 40)

- iii. **Alcohol Use.** No safety-sensitive employee may report for duty or remain on duty when his/her ability to perform assigned functions is adversely affected by alcohol or when his/her breath alcohol concentration is 0.04 or greater. No employee shall use alcohol during working hours. No safety-sensitive employee shall use alcohol within four (4) hours of reporting for duty. Violations of this provision are prohibited and will subject the employee to disciplinary action, including removal from safety-sensitive duty and referral to an SAP.
- iv. **Compliance with Testing Requirements.** All safety-sensitive employees are subject to randomized prohibited substance testing and breath alcohol testing. Any safety-sensitive employee who refuses to comply with a request for testing, who provides false information in connection with a test or who attempts to falsify test results through tampering, contamination, adulteration, or substitution shall be removed from duty immediately and be referred to an SAP. Refusal to submit to a test can include an inability to provide a urine specimen or breathe sample without a valid medical explanation, as well as a verbal declaration, obstructive behavior or physical absence resulting in the inability to conduct the test.
- v. **Treatment/Rehabilitation Program.** An employee who tests positive for a prohibited substance and/or alcohol will be afforded an opportunity for treatment in accordance with the following provisions:
 - a. **Positive Substance and/or Alcohol Test.** The option to attend a Rehabilitation Program is available for employees who have tested positive for a prohibited substance on a one-time basis only. Employees will be terminated immediately on the occurrence of a second event with a verified positive test result. Program costs and subsequent prohibited substance and/or alcohol testing costs will be paid by the employee. When recommended by the SAP, participation and completion of the rehabilitation program is mandatory. Failure of an employee to attend and complete a prescribed program will result in termination from employment. Prior to return-to-duty testing, an employee must follow the rehabilitation program recommended by the SAP and agree to and sign a Return-To-Duty Agreement. The duration and frequency of follow-up testing will be determined by the SAP but will not be shorter than one (1) year or longer than five (5) years.
 - b. **Voluntary Admittance.** All employees who feel they require treatment for use of prohibited substances and/or alcohol may request voluntary admission to a rehabilitation program. Requests must be submitted to the General Manager or his/her designee for review. Program costs and

subsequent prohibited substance and/or alcohol testing costs will be paid by the employee. An employee completing a rehabilitation program must agree to and sign a Return-To-Duty Agreement, pass a return-to-duty prohibited substance and/or alcohol test and be subject to unannounced follow-up testing for thirty-six (36) months following return to duty. A positive result on the return-to-duty test or on the unannounced follow-up tests may result in discipline up to and including termination from employment. The District will comply with its obligations under state and federal law.

- vi. **Leave Time.** Participants in the rehabilitation program may use accumulated sick leave, vacation and floating holidays, if any. If no time is available, participants will not be paid by the District and will not accumulate vacation or sick time while on leave under any circumstance.
- E. **Notifying the District of Criminal Drug Conviction.** Pursuant to the "Drug Free Workplace Act of 1988," any employee subject to the Act who fails to immediately notify the District of any criminal drug or alcohol statute conviction shall be subject to disciplinary action, up to and including termination of employment.
- F. **Proper Application of the Policy.** The District is dedicated to ensuring fair and equitable application of this Substance Abuse Policy. Therefore, supervisors are required to administer all aspects of the policy in an unbiased and impartial manner. Any supervisor who knowingly disregards the requirements of this policy, or who is found to deliberately misuse the policy with respect to his/her subordinates, shall be subject to disciplinary action, up to and including termination of employment.
- G. **Testing for Prohibited Substances.** Analytical urine prohibited substance testing and breath testing for alcohol will be conducted as required under DOT guidelines. All employees shall be subject to testing prior to a final offer of employment and for reasonable suspicion, and in some instances, following a serious accident to which the employee might have contributed. All safety-sensitive employees shall be subject to testing randomly following an accident, as defined in the DOT guidelines. In addition, all safety-sensitive employees will be tested prior to returning to duty after failing a prohibited substance and/or alcohol test. Employees who have returned to duty will be subject to unannounced follow-up tests for up to five (5) years, as determined by an SAP. Safety-sensitive employees who perform safety-sensitive functions as defined in Appendix A and in the DOT guidelines (49 CFR Part 40) shall also be subject to testing on a randomly selected and unannounced basis.

Testing shall be conducted in a manner to assure a high degree of accuracy and reliability and using techniques, equipment, and laboratory facilities which have been approved by the Department of Health and Human Services (DHHS), including split-sample testing. All testing will be conducted consistent with the procedures put forth in the DOT guidelines.

An initial prohibited substance screen will be conducted on each specimen. For those specimens that are positive, a confirmatory Gas Chromatography/Mass Spectrometry (GC/MS) test will be performed. The test will be considered positive if the prohibited substance levels present are above the minimum thresholds established in the DOT guidelines.

Tests for alcohol concentration will be conducted utilizing an approved Evidential Breath Testing device (EBT) operated by a trained Breath Alcohol Technician (BAT). If the initial test indicated an alcohol concentration of 0.02 or greater, a confirmation test will be performed to confirm the result of the initial test. A safety-sensitive employee who has a confirmed alcohol concentration of 0.02, but less than 0.04, will be removed from his/her position for at least twenty-four (24) hours unless a retest results within 15-20 minutes in an alcohol concentration of 0.02 or less. An alcohol concentration of 0.04 or greater will be considered a positive alcohol test and in violation of DOT guidelines and this policy.

Any employee who has a confirmed positive prohibited substance or alcohol test will be removed from his/her position, informed of educational and rehabilitation programs available, and must obtain and submit to the General Manager or his/her designee an evaluation by a SAP. The District affirms the need to protect individual dignity, privacy and confidentiality throughout the testing process. However, the District may be obligated under certain circumstances to divulge information to authorized recipients, and complete confidentiality is not guaranteed.

i. **Circumstances Under Which Employees May be Tested.**

- a. **Pre-Employment Testing.** All job applicants who have been offered District employment requiring the regular performance of safety-sensitive tasks, as well as current employees who promote, demote or transfer to safety-sensitive positions, shall undergo urine prohibited substance testing prior to employment. Receipt of satisfactory test results is required prior to their employment and failure of a prohibited substance test will disqualify the candidate from further consideration for employment. Current employees who promote, demote or transfer to safety-sensitive positions shall be required to test negative prior to their assignment. The District will obtain records from previous employers of new employees to conform to DOT guidelines. Probationary employees who receive a positive alcohol and/or substance abuse test, or who fail to provide "clean" records from previous employers, will fail to complete the District's probationary period.
- b. **Reasonable Suspicion Testing .** All employees will be subject to urine and/or breath testing when there is a reason to believe that the employee is under the influence of prohibited substances or alcohol while performing his or her job duties or on District property. A reasonable suspicion referral for testing will be made on the basis of documented, objective facts and circumstances which are consistent with the effects of substance abuse.

Reasonable suspicion determinations will be made by a supervisor or other designated individual who is trained to detect the signs and symptoms of prohibited substance and alcohol use and reasonably concludes that an employee may be using a prohibited substance while performing his or her job duties or on District property. Examples of reasonable suspicion include, but are not limited to, the following:

- (1) Adequate documentation of unsatisfactory work performance or on-the-job behavior that indicates the use of prohibited substances.
- (2) Physical signs and symptoms, including appearance, behavior, speech or body odors, consistent with prohibited substance use.
- (3) Occurrence of a serious or potentially serious accident that appears to have been caused by a lapse in judgment or reflexes by the employee, or that otherwise appears to have been caused by the use of a prohibited substance by the employee.
- (4) Fights (i.e., physical contact), assaults and flagrant disregard or violations of established safety, security, or other operational procedures.

- c. **Post-Accident Testing.** All employees, whether or not in a position classified as safety-sensitive, will be required to undergo prohibited substance and/or breath alcohol testing if they are involved in an accident while operating or assisting in the operation of a motor vehicle for District business that results in a fatality, injury to any person requiring transport to a medical facility, or damage to a vehicle requiring towage from the site. In addition, if the employee is operating a commercial motor vehicle for District business and receives a citation for a moving traffic violation arising from the incident, the employee will be required to undergo testing, regardless of the nature of the incident.

Following an accident in which testing is required, all employees whose performance could have contributed to the accident will be tested as soon as possible, but not to exceed eight (8) hours for alcohol and thirty-two (32) hours for prohibited substances. Any employee who leaves the scene of the accident without appropriate authorization prior to submission to prohibited substance and alcohol testing will be considered to have refused the test and be subject to termination of employment. Post-accident testing covers not only the operation personnel, but any other employees whose performance could have contributed to the accident.

- d. **Random Testing.** Employees working in safety-sensitive classifications will be subjected to randomly selected, unannounced testing. The random selection will be by a scientifically valid method. Each safety-sensitive employee will have an equal chance of being tested each time selections are made. Safety-sensitive employees will be tested either just before departure, or during duty, or just after the safety-sensitive employee has ceased performing his/her duty.

When safety-sensitive employees are off work due to long-term lay-offs, illness, injury, or vacation, the employee's name will be placed back into the pool and another employee name selected.

The number of safety-sensitive employees selected for random testing will be the amount required in the DOT guidelines. Currently, (February 2018) ten percent (10%) of the employee pool is tested for alcohol and twenty five percent (25%) for substance abuse. The employee pool will either be all District safety-sensitive employees or, if the District participates in a consortium of employers, all safety-sensitive employees within the consortium.

e. **Return-to-Duty Testing.** All employees who previously tested positive for a prohibited substance or alcohol test must test negative and be evaluated and released to duty by the SAP before returning to duty. Employees will be required to undergo unannounced follow-up prohibited substance and/or alcohol breath testing following returning to duty. The SAP will determine the duration and frequency. However, it shall not be less than six tests during the first twelve (12) months, nor longer than sixty (60) months in total, following return to duty.

f. **Employee Requested Testing.** Any employee who questions the result of a required prohibited substance or alcohol test may request that an additional test be conducted. This additional test may be conducted at the same laboratory or at a different DHHS certified laboratory. The test must be conducted on the split sample that was provided at the same time as the original sample. All costs for such testing are to be paid by the employee unless the second test invalidates the original test. The method of collecting, storing, and testing the split sample will be consistent with the procedures set forth in the DOT guidelines. The employee's request for a retest must be made to the supervisor within seventy-two (72) hours of notice of the initial test result. Requests after seventy-two (72) hours will only be accepted if the delay was due to documentable facts that were beyond the control of the employee.

ii. **Records Retention.** The District shall maintain complete records of alcohol and/or prohibited substance test results for each employee in a secure location with controlled access. Employee records are confidential and will be available only to the DOT or any government or law enforcement agency authorized by law to access the records. Records will be kept for a minimum of five (5) years regarding the following: driver alcohol tests; positive prohibited substance tests; documentation on refusals to take alcohol or prohibited substance tests; and, employee evaluations and referrals. Records will be kept for a minimum of two (2) years regarding the alcohol and prohibited substance collection process. Records will be kept for a minimum of one (1) year regarding the following: collection process; collection logbooks; documents of random selection process; calibration documents for breath testing device; and, documentation of breath alcohol technician training.

H. **Employee Assessment.** Any employee who tests positive for the presence of prohibited substances or whose breath alcohol concentration is above the minimum thresholds set forth in the DOT guidelines will be assessed by an SAP. An SAP is a District selected licensed physician, psychologist, social worker, employee assistance professional, or addiction counselor with knowledge of and clinically experienced in the diagnosis and treatment of drug and alcohol related disorders. The SAP will evaluate each employee to

determine what assistance, if any, the employee needs in resolving problems associated with prohibited substance or alcohol abuse or misuse. If an employee is returned to duty following rehabilitation, he/she must agree to and sign a Return-to-Duty Agreement, pass a return-to-duty prohibited substance and/or alcohol test and be subject to unannounced follow-up tests for a period of one (1) to five (5) years, as determined by the SAP. The cost of any rehabilitation and subsequent prohibited substance and/or alcohol testing is borne by the employee and is on a one-time basis only. Subject to applicable state and federal laws, an employee may be terminated from employment on the occurrence of a second verified positive test result. Employees may use accumulated sick leave, vacation, administrative leave, personal necessity leave, and/or floating holidays, if any, to participate in the prescribed rehabilitation program.

- I. **Test Related Time-Off Work Provisions.** Any employee who is relieved from duty due to a positive alcohol or prohibited substance test must use accumulated compensated leave (i.e., vacation, sick leave, administrative leave and/or personnel necessity leave) during the regularly scheduled work time missed. If the employee has insufficient accumulated compensated leave to cover the regularly scheduled work time missed due to a positive alcohol or prohibited substance test, such time shall be without pay. In the event there is a false positive test the District, upon verification, will compensate the employee for any regularly scheduled work time missed as a result thereof.

- J. **Contact Person.** Any questions regarding this policy should be directed to the General Manager.

K.

PROCEDURES

- A. **Reasonable Suspicion Testing.**

- i. An employee who displays objective signs indicating he or she may be under the influence of alcohol and/or prohibited substances, according to a supervisor trained to detect such signs, or other designated, trained individual (for convenience, referred to hereinafter as “supervisor”).

Any employee may identify someone suspected of alcohol and/or prohibited substance abuse to any supervisor (employees should realize, however, that it is against District policy to make false or malicious statements about other employees and doing so can result in disciplinary action). The supervisor must witness first-hand the employee’s signs and symptoms.

- ii. The supervisor is then obligated to ensure that the matter is immediately investigated.
- iii. When the supervisor(s) reasonably suspect and believe that the employee may be under the influence of alcohol and/or prohibited substances, the employee is then immediately suspended from duty (with pay) and driven by a designated District employee (or others designated) to the District’s specified collection site. Testing facilities require the employee in question to show proof of identification, such as a driver’s license photo or state-issued photo identification card.

Whenever practical, the General Manager (or his/her designee) should be notified in advance of the employee being taken to the collection site.

- iv. At the collection site, the employee will be required to submit a urine sample in the event that prohibited substances are suspected, or a breath sample in the event that alcohol intoxication is suspected by the on-duty technician. Care will be taken to provide the employee with maximum privacy without compromising the integrity of the sample.
- v. The District will take precautions to prevent the employee being tested from going back to work and driving their own car home if any of the tests are positive. Instead, the employee will be taken home from the collection by a District employee (or others designated).
- vi. The employee whose test results are negative (0.02 alcohol concentration or less, and no indication of prohibited substances) will be reinstated immediately. The employee whose confirmation test results indicate an alcohol concentration greater than 0.02 but less than 0.04 will not be permitted to return to duty or perform a safety-sensitive function for twenty-four (24) hours after administration of the test. The employee whose confirmation test result indicates an alcohol concentration of 0.04 or greater, the presence of any illegal substance, or the presence of any legal, controlled substance (medication) for which there is no valid medical explanation provided in writing by a medical doctor,¹ will be referred to a District specified SAP who will assess the employee's condition and make a recommendation for treatment which, if accepted by the District, must be followed by the employee. Failure to follow the accepted recommendations or refusal to submit to return-to-duty and unannounced follow-up testing will result in the employee's termination of employment.
- vii. The employee whose prohibited substance test results are verified negative will be reinstated immediately. The employee whose prohibited substance test is verified positive by the Medical Review Officer² will be referred to a District specified SAP who will assess the employee's condition and make a recommendation for treatment which, if accepted by the District, must be followed by the employee. Failure to follow the accepted recommendations or refusal to submit to return-to-duty and unannounced follow-up testing will result in the employee's termination of employment.

B. Random Testing.

- i. The compliance company notifies the General Manager (or his/her designee), who in turn notifies the supervisor to send the safety-sensitive employee to the collection site for alcohol and/or prohibited substance testing.

¹ In the event that an employee is found to be using a legally prescribed medication, the justification for which is provided in writing by a medical doctor, the District will evaluate whether the use of the legal controlled substance impairs the employee's ability to safely perform his or her job, and reserves the right to reassign, suspend, or terminate the employee, if appropriate, in accordance with applicable state and federal laws.

² A Medical Review Officer is a licensed physician responsible for analyzing laboratory results generated by the District's substance abuse policy testing program.

- ii. The supervisor notifies the safety-sensitive employee to go to the collection site for alcohol and/or prohibited substance testing immediately. Because of a testing facility requirement, the safety-sensitive employee sent to the collection site must have proof of identification, such as a driver's license photo or state-issued photo identification card.
- iii. At the collection site, the safety-sensitive employee will be required to submit a urine sample (in the event that prohibited substances are to be tested for) or a breath sample (in the event that alcohol is being tested for) to the on-duty technician. Care will be taken to provide the safety-sensitive employee with maximum privacy without compromising the integrity of the sample.
- iv. The safety-sensitive employee whose test results are negative (0.02 alcohol concentration or less and no indication of prohibited substances) will be released to return to work. The safety-sensitive employee whose confirmation test results indicate an alcohol concentration greater than 0.02 but less than 0.04 will not be permitted to return to duty or perform a safety-sensitive function for twenty-four (24) hours after administration of the test. The safety-sensitive employee whose confirmation test result indicates an alcohol concentration of 0.04 or greater, the presence of any illegal substance, or the presence of any legal, controlled substance (medication) for which there is no valid medical explanation provided in writing by a medical doctor,³ will be referred to a District specified SAP who will assess the safety-sensitive employee's condition and make a recommendation for treatment which, if accepted by the District, must be followed by the safety-sensitive employee. Failure to follow the accepted recommendations or refusal to submit to return-to-duty and unannounced follow-up testing will result in the safety-sensitive employee's termination of employment.
- v. The safety-sensitive employee whose prohibited substance test results are verified negative will be released to return to work. The safety-sensitive employee whose prohibited substance test is verified positive by the Medical Review Officer will be referred to a District specified SAP who will assess the safety-sensitive employee's condition and make a recommendation for treatment which, if accepted by the District, must be followed by the safety-sensitive employee. Failure to follow the accepted recommendations or refusal to submit to return-to-duty and unannounced follow-up testing will result in the safety-sensitive employee's termination of employment.

C. Post Accident.

- i. The employee performing a safety-sensitive function, including operating a motor vehicle, notifies a supervisor that an accident has occurred.
- ii. The supervisor determines that the circumstances of the accident warrant a post-accident test in accordance with DOT guidelines. Thereafter, the supervisor directs the employee to immediately go to the collection site for

³ See footnote 1.

alcohol and prohibited substance testing. The testing facility requires the employee in question to have proof of identification, such as a driver's license photo or state-issued photo identification card.

- iii. At the collection site, the employee will be required to submit a urine sample for prohibited substances and a breath sample for alcohol testing to the on-duty technician. Care will be taken to provide the employee with maximum privacy without compromising the integrity of the sample.
- iv. The General Manager (or his/her designee) will be notified that an accident has occurred and that the employee was instructed to go to the collection site.
- v. The employee whose tests results are negative (0.02 alcohol concentration or less and no indication of prohibited substances) will be released to return to work. The employee whose confirmation test results indicate an alcohol concentration greater than 0.02 but less than 0.04 will not be permitted to return to duty or perform a safety-sensitive function for twenty-four (24) hours after administration of the test. The safety-sensitive employee whose confirmation test result indicates an alcohol concentration of 0.04 or greater, or the presence of any illegal substance or controlled, legal substance for which there is no valid medical explanation provided in writing by a medical doctor,⁴ will be referred to a District specified SAP who will assess the safety-sensitive employee's condition and make a recommendation for treatment which, if accepted by the District, must be followed by the employee. Failure to follow the accepted recommendations or refusal to submit to return-to-duty and unannounced follow-up testing will result in the employee's termination.
- vi. The employee whose prohibited substance test results are verified negative will be released to return to work. The employee whose prohibited substance test is verified positive by the Medical Review Officer will be referred to a District specified SAP who will assess the employee's condition and make a recommendation for treatment which, if accepted by the District, must be followed by the employee. Failure to follow the accepted recommendations or refusal to submit to return-to-duty and unannounced follow-up testing will result in the employee's termination of employment.

D. Return to Work and Follow Up.

- i. The compliance company notifies the District to send the employee to the collection site for alcohol and prohibited substance testing.
- ii. The supervisor notifies the employee to immediately go to the collection site for alcohol and prohibited substance testing. The testing facility requires the employee in question to have proof of identification, such as a driver's license photo or state-issued photo identification card.
- iii. At the collection site, the employee will be required to submit a urine sample for prohibited substances and a breath sample for alcohol testing to the on-duty technician. Care will be taken to provide the employee with maximum privacy

⁴ See footnote 1.

without compromising the integrity of the sample.

- iv. The employee whose confirmation test results indicate an alcohol concentration greater than 0.02, or whose prohibited substance test is verified positive,⁵ will be terminated from employment.

E. Chain of Custody for Specimens.

- i. At the time a specimen is collected, the employee will be given a copy of the specimen collection procedures.
- ii. Urine will be in a wide-mouthed clinic specimen container which will remain in full view of the employee until split, transferred to, sealed and initialed in two tamper-resistant urine bottles.
- iii. Immediately after the specimens are collected, the urine bottles will, in the presence of the employee, be labeled and then initialed by the employee. If the sample must be collected at the site other than the prohibited substance and/or alcohol testing laboratory, the specimens will be placed in the transportation container. The container will be sealed in the employee's presence and the employee will be asked to initial or sign the container. The container will be sent to the designated testing laboratory on that day or the earliest business day by the fastest available method.
- iv. A chain of custody form will be completed by the on-duty technician during the specimen collection process and attached to and mailed with specimen.

F. Specimen Collection of Strange and/or Unrecognizable Substances.

- i. An employee is observed with a strange and/or unrecognizable substance reasonably suspected to be a prohibited substance.
- ii. The supervisor, in the presence of a witness, places the strange and/or unrecognizable substance in a clear plastic bag. The bag is sealed, labeled and signed by both the supervisor and the witness.
- iii. An incident report is written by the supervisor and signed by both the supervisor and the witness.
- iv. The plastic bag containing the specimen and a copy of the incident report is taken to the collection site for transportation to the laboratory for analysis.

G. Alcohol Concentration.

- i. The employee and the on-duty Breath Alcohol Technician (BAT) at the testing facility complete the alcohol testing form to ensure that the results are properly recorded.
- ii. After an explanation of how the breathalyzer works, an initial breath sample is

⁵ See footnote 1.

taken.

- iii. If the results of the initial test show an alcohol concentration of 0.02 or greater, a second or confirmation test must be conducted. The confirmation test must not be conducted less than fifteen (15) minutes after, nor more than twenty (20) minutes after the screening test.
- iv. The confirmation test will utilize Evidential Breath Testing (EBT) devices that print out the results, date and time, a sequential test number, and the name and serial number of the EBT device to ensure that reliability of the results.

H. **Deviations from Procedures.**

Unless otherwise provided in DOT guidelines, deviations from the foregoing procedures shall not invalidate the results of any prohibited substance tests verified positive by the Medical Review Officer.

References:

DOT 49 CFR Part 382

<https://www.ecfr.gov/cgi-bin/retrieveECFR?gp=1&ty=HTML&h=L&mc=true&=PART&n=pt49.5.382>

DOT 49 CFR Part 40

<https://www.ecfr.gov/cgi-bin/text-idx?SID=44edbc0e557a4cc5ff03365810ee5b1c&mc=true&node=pt49.1.40&rgn=div5>

OR

<https://www.gpo.gov/fdsys/pkg/FR-2017-11-13/pdf/2017-24397.pdf>

DOT 49 CFR Part 29

<https://www.gpo.gov/fdsys/granule/CFR-1999-title49-vol1/CFR-1999-title49-vol1-part29>

Drug-Free Workplace Act of 1988

<https://www.gpo.gov/fdsys/pkg/USCODE-2009-title41/pdf/USCODE-2009-title41-chap10.pdf>

APPENDIX A

SAFETY SENSITIVE CLASSIFICATIONS AND FUNCTIONS

Water Division Safety-Sensitive Classifications

Utility Worker I II III
Production Operator / Supervisor
Field Superintendent
Heavy Equipment Operator
Grade Checker
Recycled Water Supervisor
Transmission and Distribution Supervisor

Safety-Sensitive Function

Operating any vehicle where a Class A or Class B driver's license would be required.

All tasks that involve the operation of heavy equipment, and any function in which the employee's performance, reflexes, and/or judgment impact the safety of the employee or others.

APPENDIX B

VOLUNTARY PARTICIPATION IN RANDOM TESTING

Although my classification may not be considered safety-sensitive, I may volunteer at various times to perform a safety-sensitive function. In adherence to the District's policy on random alcohol and controlled substance testing of employees performing safety-sensitive functions, I hereby agree to be included in the pool of employees selected for such testing. I further agree that my voluntary submission to alcohol and controlled substance testing requires that I follow all related procedures as described in the Employee Handbook, and that a positive test result will be handled in the same way it would for an employee regularly in a safety-sensitive classification. This agreement is valid for one year from the date signed.

Employee's signature

Date

Employee's Name Printed

EXHIBIT B
ATTACHMENT 3

48. SUBSTANCE ABUSE (In Conformance with Department of Transportation Guidelines)

- A. **Purpose.** The purpose of this policy is to ~~assure~~ensure worker fitness for duty and to protect District employees and the public from risks posed by the use of alcohol and other prohibited substances. This policy is also intended to comply with all applicable Federal regulations governing workplace antidrug programs in the transportation industry. The Federal Highway Administration (FHWA) of the Department of Transportation (DOT) has enacted 49 CFR Part 382 that mandates urine drug testing and breathalyzer alcohol testing for safety-sensitive positions and prevents performance of safety-sensitive functions when there is a positive test result. The Department of Transportation has also enacted 49 ~~CD~~FR Part 40 that sets standards for the collection and testing of urine and breath specimens. In addition, the Department of Transportation has enacted 49 CFR Part 29, "The Drug-Free Workplace Act of 1988," which is applicable to certain employees, which requires~~requiring~~ the establishment of drug free workplace policies and the reporting of certain drug-related offenses to the Department of Transportation. This policy incorporates those requirements of safety-sensitive employees and others when so noted.

The District recognizes that the use of alcohol and/or ~~controlled~~other prohibited substances in the workplace is not conducive to safe working conditions. In order to promote a safe, healthy and productive work environment for all employees, it is the objective of the District to have a work force that is free from the influence of drugs and alcohol~~and controlled substances~~.

Any terms or procedures not defined within the District's policy shall be defined by - the Department of Transportation regulations, which are incorporated by reference herein, and as follows: - 49 CFR Part 382, 49 CFR Part 29, "The Drug-Free Workplace Act of 1988," and 49 CFR Part 40

- B. **Applicability.** This policy applies to all employees when they are on District property, including in a District vehicle, or when performing any District related business. Certain provisions, where identified, will apply only to safety-sensitive employees. It also applies to off-site lunch periods and breaks when an safety-sensitive employee is scheduled to return to work. Any employee which may be required to complete the "return-to-duty" process with a Substance Abuse Professional (SAP) shall not be compensated for time off and shall pay all costs associated with the "return-to-duty" process. A safety-sensitive employee is generally any employee who, in the normal course of business, is required to operate District vehicles or heavy equipment, or performs any function in which the employee's performance, reflexes, and/or judgment impact the safety of him- or herself or others. Additionally, a safety-sensitive employee is:
- i. One in any classification requiring the use of a Class "A" or Class "B" commercial driver's license, as listed in Appendix A;
 - ii. One ~~who has voluntarily driven a District vehicle requiring a commercial license within the last twelve (12) month period, or~~ who desires in the future to

voluntarily drive a District vehicle requiring a commercial license, or may be required to operate a District vehicle requiring a commercial license on an emergency basis; or,

- iii. One who performs safety-sensitive functions as specified in Appendix A. A safety-sensitive employee is considered to be performing a safety-sensitive function during any period in which that employee is actually performing, ready to perform, or immediately available to perform any safety-sensitive functions.

C. **Prohibited Substances.** “Prohibited substances” addressed by this policy include, but are not limited to the following:

- i. **Drugs.** Marijuana, amphetamines, opiates, phencyclidine (PCP) cocaine and ~~any~~ all other substances illegal ~~in the State of California~~ under state or federal law.
- ii. **Alcohol.** The use of beverages or substances, including any medication, containing alcohol, such that it is present in the body at a level in excess of that stated in DOT guidelines while actually performing, ready to perform, or immediately available to perform, any District business is prohibited. “Alcohol” is defined as: the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohol, including methyl or isopropyl alcohol.
- iii. **Controlled Substances.** The Drug Enforcement Agency (DEA) has classified certain medications as controlled substances. While certain controlled substances may be legal if taken in accordance with a medical doctor’s prescription and instructions for proper use, any misuse or abuse of controlled substances is prohibited under the District’s policy. Additionally, if proper use of a controlled substance impacts an employee’s ability to perform his or her job, the employee is required to inform a supervisor. The District will comply with all state and federal laws.
- iv. **Legal Medications.** Using or being under the influence of any legally prescribed medication(s), or non-prescription medication(s) while performing district business or while on District property is prohibited to the extent that such use or influence affects job safety or effective and efficient job performance. An employee who feels his/her performance of work-related duties may be impaired by use of any legal substance which carries a warning label that indicates that mental functioning, motor skills and/or judgment may be adversely affected ~~should~~ shall report it to his/her supervisor, and medical advice ~~should~~ shall be sought before performing work-related duties.

D. **Prohibited Conduct.** Engaging in unlawful possession or use of a ~~controlled-prohibited~~ substance or alcohol on District premises, in a District vehicle or while conducting District business off the premises is absolutely prohibited. Violation will result in removal from duty and referral to a certified Substance Abuse Professional (SAP)), and may result in discipline up to and including termination of employment.

- i. **Manufacture, Trafficking, Possession and Use.** Engaging in unlawful manufacture, distribution or dispensing of a ~~controlled-prohibited~~ substance or alcohol on District premises, in a District vehicle or while conducting District

business off the premises is absolutely prohibited. Violation may result in termination. Law enforcement shall be notified, as appropriate, where criminal activity is suspected.

- ii. **Impaired/Not Fit for Duty.** Any employee who is reasonably suspected of being impaired, under the influence of a prohibited substance, or not fit for duty shall be removed from job duties and be required to undergo a reasonable suspicion ~~controlled-prohibited~~ substance or alcohol test. Employees failing to pass this reasonable suspicion ~~controlled-prohibited~~ substance or alcohol test shall remain off duty and be referred to an SAP. A ~~controlled-prohibited~~ substance or alcohol test is considered positive (failed) if the individual is found to have a quantifiable presence of a prohibited substance in the body above the minimum thresholds defined in the DOT guidelines (49 CFR Part 40).
- iii. **Alcohol Use.** No safety-sensitive employee may report for duty or remain on duty when his/her ability to perform assigned functions is adversely affected by alcohol or when his/her breath alcohol concentration is 0.04 or greater. No employee shall use alcohol during working hours. No safety-sensitive employee shall use alcohol within four (4) hours of reporting for duty. Violations of this provision are prohibited and will subject the employee to disciplinary action, including removal from safety-sensitive duty and referral to an SAP.
- iv. **Compliance with Testing Requirements.** All safety-sensitive employees are subject to ~~randomized prohibited~~~~controlled~~ substance testing and breath alcohol testing. Any safety--sensitive employee who refuses to comply with a request for testing, who provides false information in connection with a test or who attempts to falsify test results through tampering, contamination, adulteration, or substitution shall be removed from duty immediately and be referred to an SAP. Refusal to submit to a test can include an inability to provide a urine specimen or breathe sample without a valid medical explanation, as well as a verbal declaration, obstructive behavior or physical absence resulting in the inability to conduct the test.
- v. **Treatment/Rehabilitation Program.** An employee ~~with who tests positive for a controlled-prohibited substance and/or alcohol problem~~ will be afforded an opportunity for treatment in accordance with the following provisions:
 - a. **Positive ~~Controlled~~ Substance and/or Alcohol Test.** The option to attend a Rehabilitation Program is available for employees who have tested positive for a prohibited substance on a one-time basis only. Employees will be terminated immediately on the occurrence of a second event with a verified positive test result. Program costs and subsequent ~~controlled-prohibited~~ substance and/or alcohol testing costs will be paid by the employee. When recommended by the SAP, participation and completion of the rehabilitation program is mandatory. Failure of an employee to attend and complete a prescribed program will result in termination from employment. Prior to return-to-duty testing, an employee must follow the rehabilitation program recommended by the SAP and agree to and sign a Return-To-Duty Agreement. The duration and frequency of follow-up testing will be determined by the SAP but will not be shorter than one (1) year or longer than five (5) years.

- b. **Voluntary Admittance.** All employees who feel they ~~have a problem with~~ require treatment for use of controlled-prohibited substances and/or alcohol may request voluntary admission to a rehabilitation program. Requests must be submitted to the General Manager or his/her designee for review. Program costs and subsequent ~~controlled-prohibited~~ substance and/or alcohol testing costs will be paid by the employee. An employee completing a rehabilitation program must agree to and sign a Return-To-Duty Agreement, pass a return-to-duty ~~controlled-prohibited~~ substance and/or alcohol test and be subject to unannounced follow-up testing for thirty-six (36) months following return to duty. A positive result on the return-to-duty test or on the unannounced follow-up tests ~~will may~~ result in ~~termination from discipline up to and including termination from~~ employment. The District will comply with its obligations under state and federal law.
- vi. **Leave Time.** Participants in the rehabilitation program may use accumulated sick leave, vacation and floating holidays, if any. If no time is available, participants will not be paid by the District and ~~will should~~ not accumulate vacation or sick ~~time while~~ time while on leave under any circumstance.
- E. **Notifying the District of Criminal Drug Conviction.** Pursuant to the "Drug Free Workplace Act of 1988," any employee subject to the Act who fails to immediately notify the District of any criminal ~~controlled substance~~ drug or alcohol statute conviction shall be subject to disciplinary action, up to and including termination of employment.
- F. **Proper Application of the Policy.** The District is dedicated to ~~assuring~~ ensuring fair and equitable application of this Substance Abuse Policy. Therefore, supervisors are required to administer all aspects of the policy in an unbiased and impartial manner. Any supervisor who knowingly disregards the requirements of this policy, or who is found to deliberately misuse the policy with respect to his/her subordinates, shall be subject to disciplinary action, up to and including termination of employment.
- G. **Testing for Prohibited Substances.** Analytical urine ~~controlled-prohibited~~ substance testing and breath testing for alcohol will be conducted as required under DOT guidelines. All employees shall be subject to testing prior to a final offer of employment and for reasonable suspicion, and in some instances, following a serious accident to which the employee might have contributed. All safety-sensitive employees shall be subject to testing randomly ~~and~~ following an accident, as defined in the DOT guidelines. In addition, all safety-sensitive employees will be tested prior to returning to duty after failing a ~~controlled-prohibited~~ substance and/or alcohol test. Employees who have returned to duty will be subject to unannounced follow-up tests for up to five (5) years, as determined by an SAP. Safety-sensitive employees who perform safety-sensitive functions as defined in Appendix A and in the DOT guidelines (49 CFR Part 40) shall also be subject to testing on a randomly selected and unannounced basis.

Testing shall be conducted in a manner to assure a high degree of accuracy and reliability and using techniques, equipment, and laboratory facilities which have been approved by the Department of Health and Human Services (DHHS), including split-

sample testing. All testing will be conducted consistent with the procedures put forth in the DOT guidelines.

An initial ~~controlled-prohibited~~ substance screen will be conducted on each specimen. For those specimens that are positive, a confirmatory Gas Chromatography/Mass Spectrometry (GC/MS) test will be performed. The test will be considered positive if the ~~controlled-prohibited~~ substance levels present are above the minimum thresholds established in the DOT guidelines.

Tests for alcohol concentration will be conducted utilizing an approved Evidential Breath Testing device (EBT) operated by a trained Breath Alcohol Technician (BAT). If the initial test indicated an alcohol concentration of 0.02 or greater, a confirmation test will be performed to confirm the result of the initial test. A safety-sensitive employee who has a confirmed alcohol concentration of 0.02, but less than 0.04, will be removed from his/her position for at least twenty-four (24) hours unless a retest results within 15-20 minutes in an alcohol concentration of 0.02 or less. An alcohol concentration of 0.04 or greater will be considered a positive alcohol test and in violation of DOT guidelines and this policy.

Any employee who has a confirmed positive ~~controlled-prohibited~~ substance or alcohol test will be removed from his/her position, informed of educational and rehabilitation programs available, and must obtain and submit to the General Manager or his/her designee an evaluation by a SAP. The District affirms the need to protect individual dignity, privacy and confidentiality throughout the testing process. However, the District may be obligated under certain circumstances to divulge information to authorized recipients, and complete confidentiality is not guaranteed.

i. **Circumstances Under Which Employees May be Tested.**

- a. **Pre-Employment Testing.** All job applicants who have been offered District employment requiring the regular performance of safety-sensitive tasks, including current non-safety-sensitive as well as current employees who promote, demote or transfer to such safety-sensitive positions, shall undergo urine ~~controlled-prohibited~~ substance testing prior to employment. Receipt of ~~a~~ satisfactory test results is required prior to their employment and failure of a ~~controlled-prohibited~~ substance test will disqualify the candidate from further consideration for employment. Current employees, who promote, demote or transfer ~~from non-safety-sensitive~~ to safety-sensitive positions shall be required to test negative prior to their assignment ~~to a safety-sensitive classification~~. The District will obtain records from previous employers of new employees to conform ance with to DOT guidelines. Probationary employees who receive a positive alcohol and/or substance abuse test, or who fail to provide "clean" records from previous employers, will fail to complete the District's probationary period.
- b. **Reasonable Suspicion Testing .** All employees will be subject to urine and/or breath testing when there is a reason to believe that the employee is under the influence of controlled-prohibited substances or alcohol use is adversely affecting job performance while performing his

or her job duties or on District property. A reasonable suspicion referral for testing will be made on the basis of documented, objective facts and circumstances which are consistent with the effects of substance abuse.

Reasonable suspicion determinations will be made by a supervisor or other designated individual who is trained to detect the signs and symptoms of controlled-prohibited substance and alcohol use and ~~whole~~ reasonably concludes that an employee may be ~~adversely affected or impaired in his/her work performance due to using a prohibited substance abuse or misuse while performing his or her job duties or on District property.~~ Examples of reasonable suspicion include, but are not limited to, the following:

- (1) Adequate documentation of unsatisfactory work performance or on-the-job behavior that indicates the use of prohibited substances.
- (2) Physical signs and symptoms, including appearance, behavior, speech or body odors, consistent with prohibited substance use.
- (3) Occurrence of a serious or potentially serious accident that ~~may have been caused by human error~~ appears to have been caused by a lapse in judgment or reflexes by the employee, or that otherwise appears to have been caused by the use of a prohibited substance by the employee.
- (4) Fights (i.e., physical contact), assaults and flagrant disregard or violations of established safety, security, or other operational procedures.

- c. **Post-Accident Testing.** All employees, including Safety-sensitive employees whether or not in a position classified as safety-sensitive, will be required to undergo controlled-prohibited substance and/or breath alcohol testing if they are involved in an accident with a District while operating or assisting in the operation of a motor vehicle for District business that results in a fatality, injury to any person requiring transport to a medical facility, or damage to a vehicle requiring towage from the site. In addition, if the employee is operating a commercial motor vehicle for District business and receives a citation for a moving traffic violation arising from the incident, the employee will be required to undergo testing, regardless of the nature of the incident. ~~This includes all safety-sensitive employees who are on duty in the vehicles. In addition, a post-accident test will be conducted if an accident results in injuries requiring transportation to a medical treatment facility; or where one (1) or more vehicles incurs disabling damage that requires towing from the site; or the safety sensitive employee receives a citation under State or local law for a moving traffic violation arising from the accident.~~

Following an accident in which testing is required, all employees

~~including the safety-sensitive employees whose performance could have contributed to the accident~~ will be tested as soon as possible, but not to exceed eight (8) hours for alcohol and thirty-two (32) hours for ~~controlled-prohibited~~ substances. Any employee who leaves the scene of the accident without appropriate authorization prior to submission to ~~controlled-prohibited~~ substance and alcohol testing will be considered to have refused the test and be subject to termination of employment. Post-accident testing ~~of safety-sensitive employees will include covers~~ not only the operation personnel, but any other employees whose performance could have contributed to the accident.

- d. **Random Testing.** Employees working in safety-sensitive classifications will be subjected to randomly selected, unannounced testing. The random selection will be by a scientifically valid method. Each safety-sensitive employee will have an equal chance of being tested each time selections are made. Safety-sensitive employees will be tested either just before departure, or during duty, or just after the safety-sensitive employee has ceased performing his/her duty.

When safety-sensitive employees are off work due to long-term lay-offs, illness, injury, or vacation, the employee's name will be placed back into the pool and another employee name selected.

The number of safety-sensitive employees selected for random testing will be the amount required in the DOT guidelines. Currently, ~~(February 2018) twenty-five~~ percent (~~25~~10%) of the employee pool is tested for alcohol and ~~twenty five~~percent (~~50~~25%) for substance abuse. The employee pool will either be all District safety-sensitive employees or, if the District participates in a consortium of employers, all safety-sensitive employees within the consortium.

- e. **Return-to-Duty Testing.** All employees who previously tested positive for a ~~controlled-prohibited~~ substance or alcohol test must test negative and be evaluated and released to duty by the SAP before returning to duty. Employees will be required to undergo unannounced follow-up ~~controlled-prohibited~~ substance and/or alcohol breath testing following returning to duty. The SAP will determine the duration and frequency. However, it shall not be less than six tests during the first twelve (12) months, nor longer than sixty (60) months in total, following return to duty.
- f. **Employee Requested Testing.** Any employee who questions the result of a required ~~controlled-prohibited~~ substance ~~or alcohol~~ test may request that an additional test be conducted. This additional test may be conducted at the same laboratory or at a different DHHS certified laboratory. The test must be conducted on the split sample that was provided at the same time as the original sample. All costs for such testing are to be paid by the employee unless the second test ~~invalidated-invalidates~~ the original test. The method of collecting, storing, and testing the split sample will be consistent with the procedures set forth in the DOT guidelines. The ~~safety-sensitive~~

employee's request for a retest must be made to the supervisor within seventy-two (72) hours of notice of the initial test result. Requests after seventy-two (72) hours will only be accepted if the delay was due to documentable facts that were beyond the control of the employee.

- ii. **Records Retention.** The District shall maintain complete records of alcohol and/or ~~controlled-prohibited~~ substance test results for each employee in a secure location with controlled access. Employee records are confidential and will be available only to the DOT or any ~~state or local officials with regulatory authority over the District or any of its drivers only~~ government or law enforcement agency authorized by law to access the records. Records will be kept for a minimum of five (5) years regarding the following: driver alcohol tests; positive ~~controlled-prohibited~~ substance tests; documentation on refusals to take alcohol or ~~controlled-prohibited~~ substance tests; and, employee evaluations and referrals. Records will be kept for a minimum of two (2) years regarding the alcohol and ~~controlled prohibited~~ substance collection process. Records will be kept for a minimum of one (1) year regarding the following: collection process; collection logbooks; documents of random selection process; calibration documents for breath testing device; and, documentation of breath alcohol technician training.
- H. **Employee Assessment.** Any employee who tests positive for the presence of ~~controlled-prohibited~~ substances or whose breath alcohol concentration is above the minimum thresholds set forth in the DOT guidelines will be assessed by an SAP. An SAP is a District selected licensed physician, psychologist, social worker, employee assistance professional, or addiction counselor with knowledge of and clinically experienced in the diagnosis and treatment of drug and alcohol related disorders. The SAP will evaluate each employee to determine what assistance, if any, the employee needs in resolving problems associated with prohibited substance or alcohol abuse or misuse. ~~If-of~~ an employee is returned to duty following rehabilitation, he/she must agree to and sign a Return-to-Duty Agreement, pass a return-to-duty ~~controlled-prohibited~~ substance and/or alcohol test and be subject to unannounced follow-up tests for a period of one (1) to five (5) years, as determined by the SAP. The cost of any rehabilitation and subsequent ~~controlled-prohibited~~ substance and/or alcohol testing is borne by the employee and is on a one-time basis only. Subject to applicable state and federal laws, ~~An employee will be immediately~~ may be terminated from employment on the occurrence of a second verified positive test result. Employees may use accumulated sick leave, vacation, administrative leave, personal necessity leave, and/or floating holidays, if any, to participate in the prescribed rehabilitation program.
- I. **Test Related Time-Off Work Provisions.** Any employee who is relieved from duty due to a positive ~~drug alcohol~~ or ~~controlled-prohibited~~ substance test must use accumulated compensated leave (i.e., vacation, sick leave, administrative leave and/or personnel necessity leave) during the regularly scheduled work time missed. If the employee has insufficient accumulated compensated leave to cover the regularly scheduled work time missed due to a positive alcohol or ~~controlled-prohibited~~ substance test, such time shall be without pay. In the event there ~~is~~ a false positive test the District, upon verification, will compensate the employee for any regularly scheduled work time missed as a result thereof.
- J. **Contact Person.** Any questions regarding this policy should be directed to the General

Manager.

K. Definitions.

- i. ~~Accident.~~ An unintended happening or mishap where there is loss of human life (regardless of fault), bodily injury or property damage.
- ii. ~~Alcohol.~~ The intoxicating agent in beverage alcohol, ethyl alcohol or other low-molecular weight alcohol including methyl or isopropyl alcohol.
- iii. ~~Alcohol Concentration.~~ The alcohol in a volume of breath expressed in terms of grams of alcohol per two hundred ten (210) liters of breath as indicated by an evidential breath test under this policy (e.g., 0.02 means 0.02 grams of alcohol in 210 liters of expired deep lung air)iv. ~~Alcohol Use.~~ Consumption of any beverage, mixture, or preparation, including any medication containing ethyl alcohol. Since ingestion of a given amount of alcohol produces the same alcohol concentration in an individual whether the alcohol comes from a mixed drink or cough syrup, the DOT prohibits the use of any substance containing alcohol, such as prescription or over-the-counter medication or liquor-filled chocolates. Prescription medications containing alcohol may have a greater impairing effect due to the presence of other elements (e.g., antihistamines).
- v. ~~Breath Alcohol Technician (BAT).~~ A person trained to proficiency in the operation of the Evidential Breath Testing (EBT) device that the technician is using in the alcohol testing procedures. BAT's are the only qualified personnel to administer the EBT tests.
- vi. ~~Chain of Custody.~~ The procedures to account for the integrity of each urine specimen, by tracking its handling and storage from point of collection to final disposition.
- vii. ~~Collection Site.~~ A place designated by the District where individuals present themselves for the purpose of providing a specimen of urine and/or breath.
- viii. ~~Commercial Motor Vehicle.~~ A motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle: Has a gross combination weight ratio of twenty-six thousand one (26,001) or more pounds inclusive of a towed unit with a gross vehicle weight rating of more than ten thousand (10,000) pounds; or, Has a gross vehicle weight rating of twenty-six thousand one (26,001) or more pounds; or, Is designed to transport sixteen (16) or more passengers, including the driver; or, Is of any size and is used in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act and which require the motor vehicle to be placarded under the Hazardous Materials Regulations.
- ix. ~~Confirmation Test.~~ For alcohol testing, a second test following a screening test with a result of 0.02 or greater, that provides quantitative data of alcohol concentration. For controlled substances testing this is a second analytical procedure to identify the presence of a specific drug or metabolite which is independent of the screen test and which uses a different technique and chemical principle from that of the screen test in order to ensure reliability and

accuracy. (Gas chromatography/mass spectrometry (GC/MS) is the only authorized confirmation method of cocaine, marijuana, opiates, amphetamines, and phencyclidine.)

- x. ~~**Controlled Substance (Drug) Test.** A method of detecting and measuring the presence of alcohol and other controlled substances, whether legal or illegal, in a person's body. A controlled substance test may be either an initial test or confirmation test. An initial controlled substance test is designed to identify specimens having concentrations of a particular class of drug above a specified concentration level. It eliminates negative specimens from further consideration.~~

~~Controlled substances will be tested under the DHHS guidelines. The primary (initial or screening) controlled substance test thresholds (subject to change based on DHHS guidelines) for a verified positive test result are those that are equal to or greater than:~~

Marijuana Metabolites	50 ng/ml
Cocaine Metabolites	300 ng/ml
Phencyclidine (PCP)	25 ng/ml
Opiates Metabolites ¹	300 ng/ml

~~A confirmation drug testing is a second analytical procedure to detect the presence of a specific drug or its metabolite. The confirmation procedure is conducted independent of the initial test and uses a different technique and chemical principle in order to confirm reliability and accuracy. The confirmatory controlled substance test thresholds for a verified positive test result are those that are equal to or greater than:~~

Marijuana Metabolite (THC) ²	15 ng/ml
Cocaine Metabolite ³	150 ng/ml
Phencyclidine (PCP)	25 ng/ml
Opiates Morphine	300 ng/ml
Codeine	300 ng/ml
Amphetamines	
Amphetamine	500 ng/ml
Methamphetamine ⁴	500 ng/ml

- xi. ~~**Covered Employee.** A person, including a volunteer or applicant, who performs a safety-sensitive function for the District.~~

- xii. ~~**Department of Transportation Guidelines.** The controlled substance and alcohol testing rules 49 CFR Part 382 (FWHA Commercial Motor Vehicle) setting forth the procedures for controlled substance and alcohol testing (49 CFR Part 40) in all transportation industries.~~

- xiii. ~~**District.** Beaumont-Cherry Valley Water District~~

- xiv. ~~**District Time.** Any period of time in which an employee is actually performing a District function. Any period of time in which a safety-sensitive employee is~~

~~actually performing, ready to perform, or immediately available to perform any safety sensitive functions.~~

- xv. ~~**Driver.** Any person who operates a commercial motor vehicle for the District. This includes full time, regularly employed drivers; and casual, intermittent or occasional drivers.~~
- xvi. ~~**Drug (Controlled Substance) Metabolite.** The specific substance produced when the human body metabolizes (changes) a given drug (controlled substance) as it passes through the body and is excreted in urine.~~
- xvii. ~~**Evidential Breath Testing Device (EBT).** The device to be used for breath alcohol testing~~
- xviii. ~~**Medical Review Officer (MRO).** A licensed physician responsible for analyzing laboratory results generated by the District's substance abuse policy testing program. The MRO is knowledgeable about substance abuse disorders and has appropriate medical training to interpret and evaluate positive test results.~~
- xix. ~~**Performing (Safety Sensitive Function).** A safety sensitive employee is considered to be performing a safety sensitive function and includes any period in which the safety sensitive employee is actually performing, ready to perform, or immediately available to perform such functions.~~
- xx. ~~**Post-Accident Alcohol and/or Controlled Substance Testing.** Testing conducted after accidents on employees whose performance could have contributed to the accident. For drivers this is determined by a citation for a moving traffic violation and for all fatal accidents even if the driver is not cited for a moving traffic violation. See "Accident."~~
- xxi. ~~**Pre-Employment Controlled Substance Testing.** Testing conducted after an offer to hire has been extended to a job applicant, but before actually performing District functions as an employee. This is also required when employees transfer to a safety sensitive position.~~
- xxii. ~~**Prohibited Drugs (Controlled Substances).** Marijuana, cocaine, opiates, amphetamines, or phencyclidine and all others as might be recognized by law~~
- xxiii. ~~**Prohibited Substances.** This is synonymous with drug abuse and/or alcohol misuse or abuse.~~
- xxiv. ~~**Random Alcohol and/or Controlled Substance Testing.** Testing conducted on a random unannounced basis just before, during or just after performance of safety sensitive functions.~~
- xxv. ~~**Reasonable Suspicion Alcohol and/or Controlled Substance Testing.** Testing conducted when a trained supervisor observes behavior or appearance that is characteristic of alcohol misuse or controlled substance abuse.~~

- xxvi. ~~**Refuse to Submit (to an Alcohol and/or Controlled Substance Test).**~~ Failure by an employee to provide an adequate breath or urine sample for testing without a valid medical explanation after that employee received notice of the requirement to be tested, or engages in conduct that clearly obstructs the testing process (i.e., verbal declarations, obstructive behavior or physical absence resulting in the inability to conduct the test).
- xxvii. ~~**Rehabilitation.**~~ The total process of restoring an employee to satisfactory work performance through constructive confrontation, referral to the SAP and participation in SAP recommendations such as education, treatment and/or support groups to resolve personal, physical or emotional/mental problems which contributed to job problems.
- xxviii. ~~**Return to Duty and Follow Up Alcohol and/or Controlled Substance Testing.**~~ Testing conducted when an employee who has violated the prohibited alcohol or controlled substance conduct standards returns to performing duties. Follow-up tests are unannounced, and at least six tests must be conducted in the first twelve (12) months after an employee returns to duty. Follow up testing may be extended for up to sixty (60) months following return to duty upon the SAP recommendation.
- xxix. ~~**Return to Duty Agreement.**~~ A document agreed to and signed by the General Manager or his/her designee, the employee, and the SAP, that outlines the terms and conditions under which the employee may return to duty after having had a verified positive controlled substance test result, or an alcohol concentration of 0.04 or greater on an alcohol test.
- xxx. ~~**Safety Sensitive Employee (Function and/or Position).**~~ An employee is considered to be performing a safety-sensitive function during any period in which that employee is actually performing, ready to perform, or immediately available to perform any safety-sensitive functions. (A complete list of safety-sensitive classifications and functions is listed in Appendix A of this policy.)
- xxxi. ~~**Screening (Initial) Test.**~~ An analytical procedure in alcohol testing to determine whether an employee may have a prohibited concentration of alcohol in their system. In controlled substance testing, it is an immunoassay screen to eliminate negative urine specimens from further consideration.
- xxxii. ~~**Substance Abuse Professional (SAP).**~~ A licensed physician (Medical Doctor or Doctor of Osteopathy), or a licensed or certified psychologist, social worker (with knowledge of and clinical experience in the diagnosis and treatment of drug and alcohol related disorders, the license alone does not authorize this), Certified Employee Assistance Professional (CEAP), or addiction counselor certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission (NAADAC) with knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substances related disorders.

~~xxxiii. **Supervisor.** Foreman, Superintendent, Department Director or General Manager who has had one hour of training on the signs and symptoms of alcohol abuse and an additional hour training on the signs and symptoms of controlled substance abuse.~~

~~xxxiv. **Vehicle.** Utility truck, dump truck, pick up, backhoe loader, front end loader, dowsers etc.~~

PROCEDURES

A. Reasonable Suspicion Testing.

- i. An employee who ~~may possibly be under the~~ displays objective signs indicating he or she may be under the influence of alcohol and/or ~~controlled prohibited substances~~ substances, according to a ~~is observed by a~~ supervisor trained to detect such signs, or other designated, trained individual (for convenience, referred to hereinafter as "supervisor").

Any employee may identify someone suspected of alcohol and/or ~~controlled prohibited~~ substance abuse to any supervisor (employees should realize, however, that it is against District policy to make false or malicious statements about other employees and doing so can result in disciplinary action). The supervisor must witness first-hand the employee's signs and symptoms.

- ii. The supervisor is then obligated to ensure that the matter is immediately investigated.
~~If possible, two supervisors determine (independently or together) that the employee in question may be under the influence of alcohol and/or controlled substances.~~

- iii. When the supervisor(s) reasonably suspect and believe that the employee may be under the influence of alcohol and/or ~~controlled prohibited~~ substances, the employee is then immediately suspended from duty (with pay) and driven by a designated District employee (or others designated) to the District's specified collection site. ~~Because of a testing facility requirement, Testing facilities require~~ the employee in question ~~must to~~ show proof of identification, such as a driver's license photo or state-issued photo identification card.

Whenever practical, the General Manager (or his/her designee) should be notified in advance of the employee being taken to the collection site.

- iii-iv. At the collection site, the employee will be required to submit a urine sample in the event that ~~controlled prohibited~~ substances are suspected, or a breath sample in the event that alcohol intoxication is suspected by the on-duty technician. Care will be taken to provide the employee with maximum privacy without compromising the integrity of the sample.

- iv-v. The District will take precautions to prevent the employee being tested from going back to work and driving their own car home if any of the tests are positive. Instead, the employee will be taken home from the collection by a

District employee (or others designated).

- v-vi. The employee whose test results are negative (0.02 alcohol concentration or less, and no indication of prohibited substances) will be reinstated immediately. The employee, whose confirmation test results indicate an alcohol concentration greater than 0.02 but less than 0.04, will not be permitted to return to duty or perform a safety-sensitive function for twenty-four (24) hours after administration of the test. The employee whose confirmation test result indicates an alcohol concentration of 0.04 or greater, the presence of any illegal substance, or the presence of any legal, controlled substance (medication) for which there is no valid medical explanation provided in writing by a medical doctor,¹ ~~for alcohol~~ will be referred to a District specified SAP who will assess the employee's condition and make a recommendation for treatment which, if accepted by the District, must be followed by the employee. Failure to follow the accepted recommendations or refusal to submit to return-to-duty and unannounced follow-up testing will result in the employee's termination of employment.
- vi-vii. The employee whose controlled-prohibited substance test results are verified negative will be reinstated immediately. The employee whose controlled-prohibited substance test is verified positive by the Medical Review Officer² will be referred to a District specified SAP who will assess the employee's condition and make a recommendation for treatment which, if accepted by the District, must be followed by the employee. Failure to follow the accepted recommendations or refusal to submit to return-to-duty and unannounced follow-up testing will result in the employee's termination of employment.

B. Random Testing.

- i. The compliance company notifies the General Manager (or his/her designee), who in turn notifies the supervisor to send the safety-sensitive employee to the collection site for alcohol and/or controlled-prohibited substance testing.
- ii. The supervisor notifies the safety-sensitive employee to go to the collection site for alcohol and/or controlled-prohibited substance testing immediately. Because of a testing facility requirement, the safety-sensitive employee sent to the collection site must have proof of identification, such as a driver's license photo or state- issued photo identification card.
- iii. At the collection site, the safety-sensitive employee will be required to submit a urine sample (in the event that controlled-prohibited substances are to be tested for) or a breath sample (in the event that alcohol is being tested for) to the on-duty technician. Care will be taken to provide the safety-sensitive employee with maximum privacy without compromising the integrity of the sample.

¹ In the event that an employee is found to be using a legally prescribed medication, the justification for which is provided in writing by a medical doctor, the District will evaluate whether the use of the legal controlled substance impairs the employee's ability to safely perform his or her job, and reserves the right to reassign, suspend, or terminate the employee, if appropriate, in accordance with applicable state and federal laws.

² A Medical Review Officer is a licensed physician responsible for analyzing laboratory results generated by the District's substance abuse policy testing program.

- iv. The safety-sensitive employee whose test results are negative (0.02 alcohol concentration or less and no indication of prohibited substances) will be released to return to work. The safety-sensitive employee, whose confirmation test results indicate an alcohol concentration greater than 0.02 but less than 0.04, will not be permitted to return to duty or perform a safety-sensitive function for twenty-four (24) hours after administration of the test. The safety-sensitive employee whose confirmation test result indicates an alcohol concentration of 0.04 or greater, the presence of any illegal substance, or the presence of any legal, controlled substance (medication) for which there is no valid medical explanation provided in writing by a medical doctor,³ will be referred to a District specified SAP who will assess the safety-sensitive employee's condition and make a recommendation for treatment which, if accepted by the District, must be followed by the safety-sensitive employee. Failure to follow the accepted recommendations or refusal to submit to return-to-duty and unannounced follow-up testing will result in the safety-sensitive employee's termination of employment.
- v. The safety-sensitive employee whose ~~controlled-prohibited~~ substance test results are verified negative will be released to return to work. The safety-sensitive employee whose ~~controlled-prohibited~~ substance test is verified positive by the Medical Review Officer will be referred to a District specified SAP who will assess the safety-sensitive employee's condition and make a recommendation for treatment which, if accepted by the District, must be followed by the safety-sensitive employee. Failure to follow the accepted recommendations or refusal to submit to return-to-duty and unannounced follow-up testing will result in the safety-sensitive employee's termination of employment.

C. Post Accident.

- i. The ~~safety-sensitive~~ employee performing a safety-sensitive function, including operating a motor vehicle, notifies a supervisor that ~~an~~ an accident has occurred.
- ii. The supervisor determines that the circumstances of the accident warrant a post-accident test when a citation was issued or a fatality occurred in accordance with DOT guidelines. Thereafter, the supervisor directs the ~~safety-sensitive~~ employee to immediately go to the collection site for alcohol and ~~controlled-prohibited~~ substance testing. ~~Because of a testing facility requirement, The testing facility requires~~ the ~~safety-sensitive~~ employee in question ~~must to~~ have proof of identification, such as a driver's license photo or state-issued photo identification card.
- iii. At the collection site, the ~~safety-sensitive~~ employee will be required to submit a urine sample for ~~controlled-prohibited~~ substances and a breath sample for alcohol testing to the on-duty technician. Care will be taken to provide the ~~safety-sensitive~~ employee with maximum privacy without compromising the integrity of the sample.

³ See footnote 1.

- iv. The General Manager (or his/her designee) will be notified that an accident has occurred and that the ~~safety-sensitive~~ employee was instructed to go to the collection site.
- v. The ~~safety-sensitive~~ employee whose tests results are negative (0.02 alcohol concentration or less and no indication of prohibited substances) will be released to return to work. The ~~safety-sensitive~~ employee, whose confirmation test results indicate an alcohol concentration greater than 0.02 but less than 0.04, will not be permitted to return to duty or perform a safety-sensitive function for twenty-four (24) hours after administration of the test. The safety-sensitive employee whose confirmation test result indicates an alcohol concentration of 0.04 or greater, or the presence of any illegal substance or controlled, legal substance for which there is no valid medical explanation provided in writing by a medical doctor,⁴ will be referred to a District specified SAP who will assess the safety-sensitive employee's condition and make a recommendation for treatment which, if accepted by the District, must be followed by the ~~safety-sensitive~~ employee. Failure to follow the accepted recommendations or refusal to submit to return-to-duty and unannounced follow-up testing will result in the ~~safety-sensitive~~ employee's termination.
- vi. The ~~safety-sensitive~~ employee whose ~~controlled-prohibited~~ substance test results are verified negative will be released to return to work. The ~~safety-sensitive~~ employee whose ~~controlled-prohibited~~ substance test is verified positive by the Medical Review Officer will be referred to a District specified SAP who will assess the ~~safety-sensitive~~ employee's condition and make a recommendation for treatment which, if accepted by the District, must be followed by the ~~safety-sensitive~~ employee. Failure to follow the accepted recommendations or refusal to submit to return-to-duty and unannounced follow-up testing will result in the ~~safety-sensitive~~ employee's termination of employment.

D. Return to Work and Follow Up.

- i. The compliance company notifies the District to send the employee to the collection site for alcohol and ~~controlled-prohibited~~ substance testing.
- ii. The supervisor notifies the employee to immediately go to the collection site for alcohol and ~~controlled-prohibited~~ substance testing. ~~Because of a testing facility requirement, The testing facility requires~~ the employee in question ~~must to~~ have proof of identification, such as a driver's license photo or state-issued photo identification card.
- iii. At the collection site, the ~~safety-sensitive~~ employee will be required to submit a urine sample for ~~controlled-prohibited~~ substances and a breath sample for alcohol testing to the on-duty technician. Care will be taken to provide the ~~safety-sensitive~~ employee with maximum privacy without compromising the integrity of the sample.

⁴ See footnote 1.

- iv. The employee whose confirmation test results indicate an alcohol concentration greater than 0.02, or whose ~~controlled-prohibited~~ substance test is verified positive,⁵ will be terminated from employment.

E. Chain of Custody for ~~Controlled Substance~~ Specimens.

- i. At the time a specimen is collected, the employee will be given a copy of the specimen collection procedures.
- ii. Urine will be in a wide-mouthed clinic specimen container which will remain in full view of the employee until split, transferred to, sealed and initialed in two tamper-resistant urine bottles.
- iii. Immediately after the specimens are collected, the urine bottles will, in the presence of the employee, be labeled and then initialed by the employee. If the sample must be collected at the site other than the ~~controlled-prohibited~~ substance and/or alcohol testing laboratory, the specimens will be placed in the transportation container. The container will be sealed in the employee's presence and the employee will be asked to initial or sign the container. The container will be sent to the designated testing laboratory on that day or the earliest business day by the fastest available method.
- iv. A chain of custody form will be completed by the on-duty technician during the specimen collection process and attached to and mailed with specimen.

F. Specimen Collection of Strange and/or Unrecognizable Substances.

- i. An employee is observed with a strange and/or unrecognizable substance reasonably suspected to be a prohibited substance.
- ii. The supervisor, in the presence of a witness, places the strange and/or unrecognizable substance in a clear plastic bag. The bag is sealed, labeled and signed by both the supervisor and the witness.
- iii. An incident report is written by the supervisor and signed by both the supervisor and the witness.
- iv. The plastic bag containing the specimen and a copy of the incident report is taken to the collection site for transportation to the laboratory for analysis.

G. Alcohol Concentration.

- i. The employee and the on-duty Breath Alcohol Technician (BAT) at the testing facility complete the alcohol testing form to ensure that the results are properly recorded.-
- ii. After an explanation of how the breathalyzer works, an initial breath sample is taken.

⁵ See footnote 1.

- iii. If the results of the initial test show an alcohol concentration of 0.02 or greater, a second or confirmation test must be conducted. The confirmation test must not be conducted less than fifteen (15) minutes after, nor more than twenty (20) minutes after the screening test.
- iv. The confirmation test will utilize Evidential Breath Testing (EBT) devices that print out the results, date and time, a sequential test number, and the name and serial number of the EBT device to ensure that reliability of the results.

H. **Deviations from Procedures.**

Unless otherwise provided in DOT guidelines, deviations from the foregoing procedures shall not invalidate the results of any prohibited substance tests verified positive by the Medical Review Officer.

References:

DOT 49 CFR Part 382

<https://www.ecfr.gov/cgi-bin/retrieveECFR?gp=1&ty=HTML&h=L&mc=true&=PART&n=pt49.5.382>

DOT 49 CFR Part 40

<https://www.ecfr.gov/cgi-bin/text-idx?SID=44edbc0e557a4cc5ff03365810ee5b1c&mc=true&node=pt49.1.40&rgn=div5>

OR

<https://www.gpo.gov/fdsys/pkg/FR-2017-11-13/pdf/2017-24397.pdf>

DOT 49 CFR Part 29

<https://www.gpo.gov/fdsys/granule/CFR-1999-title49-vol1/CFR-1999-title49-vol1-part29>

Drug-Free Workplace Act of 1988

<https://www.gpo.gov/fdsys/pkg/USCODE-2009-title41/pdf/USCODE-2009-title41-chap10.pdf>

APPENDIX A

SAFETY SENSITIVE CLASSIFICATIONS AND FUNCTIONS

Water Division Safety-Sensitive Classifications

Utility Worker I II III

Production Operator / Supervisor

Field Superintendent

Heavy Equipment Operator

Grade Checker

Recycled Water Supervisor

Transmission and Distribution Supervisor

Safety-Sensitive Function

Operating any vehicle where a Class A or Class B driver's license would be required.

All tasks that involve the operation of heavy equipment, and any function in which the employee's performance, reflexes, and/or judgment impact the safety of the employee or others.

APPENDIX B

VOLUNTARY PARTICIPATION IN RANDOM TESTING

Although my classification may not be considered safety-sensitive, I may volunteer at various times to perform a safety-sensitive function. In adherence to the District's policy on random alcohol and controlled substance testing of employees performing safety-sensitive functions, I hereby agree to be included in the pool of employees selected for such testing. I further agree that my voluntary submission to alcohol and controlled substance testing requires that I follow all related procedures as described in the Employee Handbook, and that a positive test result will be handled in the same way it would for an employee regularly in a safety-sensitive classification. This agreement is valid for one year from the date signed.

Employee's signature Date

Employee's Name Printed

RESOLUTION 2018-____

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE BEAUMONT-CHERRY VALLEY WATER DISTRICT
ADDING ADENDUM NO. 1 TO THE 2018 – 2021 MEMORANDUM OF
UNDERSTANDING BETWEEN THE BCVWD EMPLOYEE ASSOCIATION
AND THE DISTRICT**

WHEREAS, during negotiations between the District and the BCVWD Employee Association it was determined that an update of the Substance Abuse policy was necessary; and

WHEREAS, the District and Employee Association identified that the Substance Abuse policy update to the Personnel Policies and Procedures Manual would be updated, amended and referenced within the 2018-2021 Memorandum of Understanding; and

WHEREAS, the Board of Directors of the Beaumont-Cherry Valley Water District has approved such an amendment to Section 48 of the District's Personnel Policies & Procedures Manual to ensure compliance with all applicable laws and to resolve ambiguities,

NOW, THEREFORE, BE IT RESOLVED that the 2018-2010 BCVWD Employee Association MOU will be amended to include Addendum No. 1, a reference to the Substance Abuse policy as part of Article 36: Total Agreement, as shown on Exhibit A, attached.

ADOPTED this _____ day of _____, _____, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Director John Covington, President of the
Board of Directors of the
Beaumont-Cherry Valley Water District

Director Claudeen C. Diaz, Secretary to the
Board of Directors of the
Beaumont-Cherry Valley Water District

EXHIBIT A
ADDENDUM NO. 1

To

MEMORANDUM OF UNDERSTANDING

BETWEEN

BEAUMONT-CHERRY VALLEY WATER DISTRICT

AND

BEAUMONT-CHERRY VALLEY WATER DISTRICT

EMPLOYEE ASSOCIATION

2018-2021

PLEASE BE ADVISED:

The following clarifications, changes, additions, and corrections hereinafter set forth shall be incorporated into the **Memorandum of Understanding between the Beaumont-Cherry Valley Water District and Beaumont-Cherry Valley Water District Employee Association 2018-2021**, and shall be made a part thereof, subject to all the requirements thereof, as if originally specified and/or shown.

- 1. Reference:** BCVWD Employee Memorandum of Understanding 2018-2021, Article 36, Total Agreement:

Replace Article 36 in its entirety with the following:

Article 36

Total Agreement

This Memorandum of Understanding represents the total agreement of the parties as required by California Government Code § 3505.1 and supersedes all prior Memoranda of Understanding and verbal agreements between the parties. This Memorandum of Understanding is not binding until duly approved and adopted by the District's Board of Directors. It is also recognized that the District Personnel and Policies & Procedures Manual applies to all District employees, including unit members, except where there is a direct conflict with this Memorandum of Understanding. In the event of a direct conflict, this Memorandum of Understanding shall prevail while in force.

It is also recognized that Resolution 2018- , adopted on (DATE) **amending the Personnel and Policies and Procedures Manual, Part I, Section 48 – Substance Abuse**, applies to all District employees, including unit members, except where there is a direct conflict with this Memorandum of Understanding.

ADDENDUM NO. 1 ACKNOWLEDGMENT

All Parties below hereby acknowledge Addendum No. 1 and the incorporation thereof in the **Memorandum of Understanding between the Beaumont-Cherry Valley Water District and Beaumont-Cherry Valley Water District Employee Association 2018-2021.**

BEAUMONT-CHERRY VALLEY WATER DISTRICT

EMPLOYEE REPRESENTATIVES

By: _____
John Covington, President of the Board of Directors

By: _____

By: _____

By: _____
Dan Jagers, General Manager

By: _____

BCVWD_2018-2021_MOU_ADD-1.doc

Article 33

Bereavement Leave

Two regular working days of paid leave for the death of an employee's/spouse's parents. Forty (40) hours of paid leave for the death of an employee's spouse or child. Employees may utilize accumulated vacation and sick leave to supplement bereavement leave in the case of the death of an immediate family member not specified above.

Article 34

Cost of Living Adjustments

Salaries to be adjusted on January 1, 2018 in accordance with the Salary Schedule for 2018 attached as Exhibit A. , Salaries for 2019, 2020 and 2021 shall be adjusted beginning on January 1, 2019 based on the August to August Unadjusted Consumer Price Index, U.S. Cities average.

Article 35

Negotiation Preparation Time Off

The Association may use District facilities to hold general membership meetings with employees. The District agrees to allow up to three (3) members of the Association employee representatives up to three (3) hours of paid leave prior to each scheduled meeting with District representatives to prepare for negotiation discussions. Said time off shall not interfere with District operations and be coordinated with the District in advance.

Article 36

Total Agreement

This Memorandum of Understanding represents the total agreement of the parties as required by California Government Code § 3505.1 and supersedes all prior Memoranda of Understanding and verbal agreements between the parties. This Memorandum of Understanding is not binding until duly approved and adopted by the District's Board of Directors. It is also recognized that the District Personnel and Policies & Procedures Manual applies to all District employees, including unit members, except where there is a direct conflict with this Memorandum of Understanding. In the event of a direct conflict, this Memorandum of Understanding shall prevail while in force.

It is also recognized that Resolution 2018- , adopted on (DATE) amending the Personnel and Policies and Procedures Manual, Part I, Section 48 – Substance Abuse, applies to all District employees, including unit members, except where there is a direct conflict with this Memorandum of Understanding.

Article 37

Full Understanding, Modification and Waiver



**Beaumont-Cherry Valley Water District
Regular Board Meeting
February 14, 2018**

Item 5

STAFF REPORT

TO: Board of Directors

FROM: Dan Jagers, General Manager 

SUBJECT: Encroachment Permit Request from the City of Beaumont for Extension of Brine Line Facilities in the Heartland Area within a BCVWD Easement

Staff Recommendation

No recommendation. Information only.

Background

Staff is in receipt of a request from the City of Beaumont to locate brine line facilities within an easement dedicated to the District. The easement is within Parcel 18 of Parcel Map 34880, which has been dedicated to the City by the developer of the Olivewood housing project (formerly known as the Heartland project). The general location of the easement is shown in Figure 1. The parcel is bounded on the north by Oak Valley Parkway, on the south by the Tract 27971 Project Area, and on the east by Potrero Road.

The overall city dedicated parcel is identified for slope, drainage and sewer. The project developer is currently in the process of installing three District 24" water lines in the easement as shown on the attached drawings. The District desires to work with the City, recognizing the priority for the brine line and its importance to the recycled water project.

District Policy, Part IV Operations: Section 15 addresses encroachment permits and states:

Goal. Preservation of the integrity, use and safety of District facilities and properties is of utmost importance. Use of District properties, whether in fee or easement, by private or other public agency, is subject to the needs and safekeeping of the District. Whenever a property owner desires to install or construct physical improvements - landscaping, fencing, retaining walls, culverts, bridges and/or other structures or improvements - on, above or below the surface of any portion of their land which is encumbered by a district facility or dedicated easement or right of way, they shall, prior to commencement of said installation or construction, apply for and receive an Encroachment Permit from the General Manager, or his/her designated representative.

Staff has determined that it is within policy guidelines for the general manager to grant the requested encroachment so long as the District's needs and requirements are protected. The City owns the underlying parcel; however, the easement is encumbered by the District facilities. Generally, it is in the best interest of the District to facilitate the brine line construction, as it is a key part of the recycled water implementation program, which the District supports and from which benefit is anticipated.



Figure 1 – Easement Location



Fiscal Impact:

As part of this activity, the District will be required to develop an encroachment permit for said brine line and will incur some personnel costs and legal counsel costs.

Attachment(s)

- Parcel Map 34880
- City of Beaumont Brine Disposal Pipeline Project C-56
- BCVWD Water Facilities Drawings sheets 10, 12, and 15

Report prepared by Lynda Kerney, Administrative Assistant 02/08/18

S:\~Administrative\BOARD_ADMINISTRATION\Agendas\Agendas 2018\Regular Board Meeting\2018-02-14 Regular Meeting\Back-up\05a - Staff Report - City of Beaumont encroachment.docx

THIS MAP HAS BEEN RECORDED FOR FINANCING AND CONVEYANCE PURPOSES ONLY. NO USE IS PERMITTED WITHOUT ADDITIONAL CITY APPROVALS.
NUMBER OF PARCELS: 23
NUMBER OF LOTS: 29
TOTAL ACREAGE: 413.21

IN THE CITY OF BEAUMONT, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA

PARCEL MAP NO. 34880

BEING A PORTION OF FRACTIONAL SECTION 6, TOWNSHIP 3 SOUTH, RANGE 1 WEST, SAN BERNARDINO MERIDIAN,
IN THE CITY OF BEAUMONT, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA.

FEBRUARY, 2014

STANTEC CONSULTING INC.

2014-0304592
original

SHEET 1 OF 10 SHEETS

RECORDER'S STATEMENT

FILED THIS 15TH DAY OF AUGUST 2014
AT 12:52 PM IN BOOK 213 OF PARCEL MAPS AT
PAGE 42-714 AT THE REQUEST OF THE
CITY CLERK OF THE CITY OF BEAUMONT

NO. 2014-0304592

FEES \$ 28.00

CARRY N. WARD
ASSESSOR - COUNTY CLERK - RECORDER
BY: Ward
SUBSCRIBER GUARANTEE FIDELITY NATIONAL TITLE COMPANY

OWNER'S STATEMENT

WE HEREBY STATE THAT WE ARE THE OWNERS OF THE LAND INCLUDED WITHIN THE SUBDIVISION SHOWN
HEREON, THAT WE ARE THE ONLY PERSONS WHOSE CONSENT IS NECESSARY TO PASS A CLEAR TITLE TO SAID
LAND, THAT WE CONSENT TO THE MAKING AND RECORDING OF THIS SUBDIVISION MAP AS SHOWN WITHIN THE
DISTINCTIVE BORDER LINE.

WE HEREBY DEDICATE TO THE CITY OF BEAUMONT, FOR STREET AND PUBLIC UTILITY PURPOSES, LOT 1st
(POTRERO BOULEVARD), LOT 2nd (HOMESTEAD WAY), LOT 3rd (POTRERO BOULEVARD), LOT 4th (POTRERO
BOULEVARD), LOT 5th (POTRERO BOULEVARD), LOT 6th (POTRERO BOULEVARD), LOT 7th (HEARTLAND PARKWAY SOUTH), LOT 8th (HEARTLAND PARKWAY SOUTH), LOT 9th (HEARTLAND PARKWAY SOUTH), LOT 10th (HEARTLAND PARKWAY SOUTH), LOT 11th (HEARTLAND PARKWAY SOUTH), LOT 12th (HEARTLAND PARKWAY SOUTH), LOT 13th (HEARTLAND PARKWAY SOUTH), LOT 14th (HEARTLAND PARKWAY SOUTH), LOT 15th (HEARTLAND PARKWAY SOUTH), LOT 16th (HEARTLAND PARKWAY SOUTH), LOT 17th (HEARTLAND PARKWAY SOUTH), LOT 18th (HEARTLAND PARKWAY SOUTH), LOT 19th (HEARTLAND PARKWAY SOUTH), LOT 20th (HEARTLAND PARKWAY SOUTH), LOT 21st (HEARTLAND PARKWAY NORTH), LOT 22nd (HEARTLAND PARKWAY NORTH), LOT 23rd (HEARTLAND PARKWAY NORTH), LOT 24th (HEARTLAND PARKWAY NORTH), LOT 25th (HEARTLAND PARKWAY NORTH), LOT 26th (HEARTLAND PARKWAY NORTH), LOT 27th (HEARTLAND PARKWAY NORTH), LOT 28th (HEARTLAND PARKWAY NORTH), LOT 29th (HEARTLAND PARKWAY NORTH).

WE HEREBY DEDICATE TO THE CITY OF BEAUMONT LOTS 28th AND 29th FOR PUBLIC ROAD AND DRAINAGE
PURPOSES, INCLUDING PUBLIC UTILITY AND PUBLIC SERVICES PURPOSES TOGETHER WITH INCIDENTAL
APPROPRIATE CONNECTIONS AND STRUCTURES, IN, OVER, UNDER, ALONG, THROUGH AND ACROSS
THE REAL PROPERTY.

WE HEREBY DEDICATE TO THE CITY OF BEAUMONT PARCELS 15 AND 17 FOR OPEN SPACE PURPOSES, AS
SHOWN HEREON.

WE HEREBY DEDICATE TO THE CITY OF BEAUMONT PARCELS 18 FOR SLOPE, DRAINAGE AND SEWER PURPOSES.

WE HEREBY DEDICATE TO THE CITY OF BEAUMONT THE SEWER EASEMENT OVER PARCELS 12 AND 14 AS
SHOWN HEREON.

WE HEREBY RELEASE AND RELINQUISH TO THE CITY OF BEAUMONT ANY AND ALL ABUTTER'S RIGHTS INCLUDING
ACCESS RIGHTS IN AND TO ROADWAY AND/OR FREEWAY OVER LOT 10th.

WE ALSO HEREBY RETAIN PARCELS 14, 19, 20, 21, 22 AND 23 FOR PARK SITE PURPOSES, AS SHOWN
HEREON, TO OURSELVES, OUR SUCCESSORS, ASSIGNEES AND PARCEL OWNERS WITHIN THIS PARCEL MAP.

WE HEREBY RETAIN PARCEL 18 FOR DETENTION BASIN PURPOSES, AS SHOWN HEREON, TO OURSELVES, OUR
SUCCESSORS, ASSIGNEES AND PARCEL OWNERS WITHIN THIS PARCEL MAP.

WE ALSO HEREBY DEDICATE TO BEAUMONT-CHERRY VALLEY WATER DISTRICT, THE WATER AND EASEMENTS OVER
PARCELS 14 AND 18 AS SHOWN HEREON.

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WE ALSO HEREBY DEDICATE TO BEAUMONT-CHERRY VALLEY WATER DISTRICT, THE WATER AND EASEMENTS OVER
PARCELS 14 AND 18 AS SHOWN HEREON.

TAX BOND CERTIFICATE

I HEREBY CERTIFY THAT A BOND IN THE SUM OF \$520,300.00 WAS BEEN EXECUTED AND FILED WITH THE
BOARD OF SUPERVISORS OF THE COUNTY OF RIVERSIDE, CALIFORNIA, CONDITIONED UPON THE PAYMENT OF ALL
TAXES, STATE, COUNTY, MUNICIPAL, OR LOCAL, AND ALL SPECIAL ASSESSMENTS COLLECTED AS TAXES, WHICH AT THE
TIME OF THE FILING OF THIS MAP WITH THE COUNTY RECORDER ARE A LIEN AGAINST SAID PROPERTY BUT NOT YET
PAYABLE AND SAID BOND HAS BEEN DULY APPROVED BY SAID BOARD OF SUPERVISORS.

DATED: July 29, 2014

CASH OR CHECK PAY TO THE ORDER OF
DON KENT COUNTY TAX COLLECTOR

BY: Valerie M. M... DEPUTY

TAX COLLECTOR'S CERTIFICATE

I HEREBY CERTIFY THAT ACCORDING TO THE RECORDS OF THIS OFFICE, AS OF THIS DATE, THERE ARE NO
LIENS AGAINST THE PROPERTY SHOWN ON THE WITHIN MAP FOR UNPAID STATE, COUNTY, MUNICIPAL, OR LOCAL
TAXES OR SPECIAL ASSESSMENTS COLLECTED AS TAXES, EXCEPT TAXES OR SPECIAL ASSESSMENTS COLLECTED
AS TAXES, NOW A LIEN BUT NOT YET PAYABLE, WHICH ARE ESTIMATED TO BE \$520,300.00.

DATED: July 29, 2014

DON KENT, COUNTY TAX COLLECTOR

BY: Valerie M. M... DEPUTY

SIGNATURE OMISSIONS

PURSUANT TO SECTION 6641 OF THE SUBDIVISION MAP ACT, THE SIGNATURES OF THE FOLLOWING OWNERS
OF EASEMENTS AND/OR OTHER INTERESTS HAVE BEEN OMITTED:

1. SOUTHERN PACIFIC PIPELINES, A CORPORATION, HOLDER OF AN EASEMENT FOR PIPELINES AS RECORDED
JUNE 16, 1955 AS INSTRUMENT NO. 19359 OF OFFICIAL RECORDS OF RIVERSIDE COUNTY, THE EXACT
LOCATION AND EXTENT OF SAID EASEMENT IS NOT DISCLOSED OF RECORD.
2. SOUTHERN PACIFIC PIPELINES, A CORPORATION, HOLDER OF AN EASEMENT FOR PIPELINES AS RECORDED
MARCH 8, 1959 AS INSTRUMENT NO. 19832 OF OFFICIAL RECORDS OF RIVERSIDE COUNTY.
3. FOUR CORNERS PIPELINE COMPANY, A CORPORATION, HOLDER OF AN EASEMENT FOR PIPELINE, AS
RECORDED OCTOBER 14, 1957 IN BOOK 2182, PAGE 97 OF OFFICIAL RECORDS OF RIVERSIDE COUNTY.
4. SOUTHERN CALIFORNIA Edison COMPANY, HOLDER OF AN EASEMENT FOR PUBLIC UTILITIES, RECORDED
SEPTEMBER 22, 1970 AS INSTRUMENT NO. 83333, OFFICIAL RECORDS OF RIVERSIDE COUNTY.
5. WILLIAMS COMMUNICATIONS INC., HOLDER OF AN EASEMENT FOR VARIOUS UTILITY PURPOSES, RECORDED
FEBRUARY 28, 2000, AS INSTRUMENT NO. 2000-072007, OFFICIAL RECORDS OF RIVERSIDE COUNTY.

ABANDONMENT OF PUBLIC STREETS & PUBLIC EASEMENTS

PURSUANT TO SECTIONS 66434 AND 66499.20 OF THE SUBDIVISION MAP ACT, THE APPROVAL AND
RECORDATION OF THIS PARCEL MAP CONSTITUTES ABANDONMENT OF THE FOLLOWING:

THOSE IRREVOCABLE OFFER OF DEDICATIONS FOR PUBLIC ROAD, DRAINAGE, PUBLIC UTILITY AND PUBLIC
SERVICE PURPOSES, AS LOCATED IN SUBJECT PROPERTY, RECORDED JANUARY 21, 1987, AS INSTRUMENT NO.
018439 AND INSTRUMENT NO. 018440, OFFICIAL RECORDS OF RIVERSIDE COUNTY, NOT SHOWN HEREON.

BEAUMONT - CHERRY VALLEY WATER DISTRICT ACCEPTANCE STATEMENT

THIS IS TO CERTIFY THAT THE INTEREST IN REAL PROPERTY CONVEYED WITH THE OWNERS STATEMENT HEREON,
DATED 10 JUNE 2014, WAS PREPARED BY STANTEC CONSULTING INC., CHERRY VALLEY WATER DISTRICT, A POLITICAL
CORPORATION OF GOVERNMENTAL AGENCY, IS HEREBY ACCEPTED AND CONSENTS TO ITS RECORDATION.

DATED: 10 JUNE 2014

BY: Eric Fraser
ERIC FRASER, GENERAL MANAGER

SURVEYOR'S STATEMENT

THIS MAP WAS PREPARED BY ME OR UNDER MY DIRECTION AND IS BASED ON A FIELD SURVEY IN
CONFORMANCE WITH THE REQUIREMENTS OF THE SUBDIVISION MAP ACT AND LOCAL ORDINANCE AT THE
REQUEST OF LV HEARTLAND, LLC ON FEBRUARY, 2014. I HEREBY STATE THAT ALL MONUMENTS ARE OF THE
CORNER AND OCCUPY THE POSITIONS INDICATED OR WILL BE IN ACCORDANCE WITH THE TERMS OF THE
MONUMENT AGREEMENT FOR THE MAP AND THAT SAID MONUMENTS WILL BE SUFFICIENT TO ENABLE THE
SURVEY TO BE RETRACED. I HEREBY STATE THAT THIS PARCEL MAP SUBSTANTIALLY CONFORMS TO THE
APPROVED OR CONDITIONALLY APPROVED TENTATIVE MAP, IF ANY.

DATED: May 22, 2014

BY: Eric Fraser
RAY E. WARD, P.L.S. 17185
PROFESSIONAL LAND SURVEYOR
STATE OF CALIFORNIA
NO. 7185

CITY ENGINEER'S STATEMENT

I HEREBY STATE THAT I HAVE EXAMINED THE WITHIN MAP, THAT THE SUBDIVISION AS SHOWN HEREON IS
SUBSTANTIALLY THE SAME AS IT APPEARED ON THE TENTATIVE MAP OF PARCEL MAP NO. 34880, (AMENDMENT
NO. 1) BY THE BEAUMONT CITY COUNCIL ON JANUARY 16, 2007, AND ANY APPROVED ALTERATION THEREOF;
THAT ALL PROVISIONS OF THE SUBDIVISION MAP ACT AND OF TITLE 18 OF THE BEAUMONT MUNICIPAL CODE
APPLICABLE AT THE TIME OF THE APPROVAL OF THE TENTATIVE MAP HAVE BEEN COMPLIED WITH; THAT I AM
SATISFIED THAT THE MAP IS TECHNICALLY CORRECT; THAT THE PLANS FOR THE DRAINAGE, DRAINAGE WORKS, AND
SEWER SYSTEMS TO PROTECT ALL LOTS IN THE SUBDIVISION FROM FLOODS HAVE BEEN APPROVED; THAT A
COMPLETE SET OF PLANS FOR THE CONSTRUCTION OF ALL REQUIRED IMPROVEMENTS HAS BEEN FILED WITH
THE COMMUNITY DEVELOPMENT DEPARTMENT AND THAT THE SAME HAVE BEEN CHECKED AND APPROVED; AND
THAT ALL IMPROVEMENTS HAVE BEEN COMPLETED IN ACCORDANCE WITH THE APPROVED PLANS OF THAT
THE SUBDIVISION HAS ENTERED INTO AGREEMENT WITH THE CITY OF BEAUMONT COVERING COMPLETION OF ALL
IMPROVEMENTS AND SPECIFYING THE TIME FOR COMPLETING THE SAME AS MAY BE REQUIRED BY THE
CONDITIONS OF OFFICIAL DATED JANUARY 16, 2007.

FOR DEBBIE MOOREHEAD, R.C.E. 51047,
CITY ENGINEER, CITY OF BEAUMONT

DATED: 30 JUNE 2014

BY: Debbie Moorehead
DEBBIE MOOREHEAD, R.C.E. 51047
CITY ENGINEER, CITY OF BEAUMONT



BEAUMONT CITY COUNCIL CERTIFICATE

I HEREBY CERTIFY THAT THIS MAP WAS APPROVED BY THE CITY COUNCIL OF THE
CITY OF BEAUMONT ON 15TH DAY OF JULY 2014, AND THAT THE OFFER(S) OF DEDICATION(S)
DEPOT HEREON WERE NOT ACCEPTED. THE CITY COUNCIL MAY, HOWEVER, BY RESOLUTION AT ANY LATER
DATE, AND WITHOUT FURTHER ACTION BY THE SUBDIVIDER, REVOKE ITS ACTION AND ACCEPT THE FOLLOWING
DEDICATION(S) AND IMPROVEMENTS FOR PUBLIC USE, WHICH ACCEPTANCE SHALL BE RECORDED BY THE
OFFICE OF THE RIVERSIDE COUNTY RECORDER.

FOR STREET AND PUBLIC UTILITY PURPOSES LOTS 1st (POTRERO BOULEVARD), LOT 2nd (HOMESTEAD WAY), LOT 3rd (POTRERO BOULEVARD), LOT 4th (POTRERO BOULEVARD), LOT 5th (POTRERO BOULEVARD), LOT 6th (POTRERO BOULEVARD), LOT 7th (HEARTLAND PARKWAY SOUTH), LOT 8th (HEARTLAND PARKWAY SOUTH), LOT 9th (HEARTLAND PARKWAY SOUTH), LOT 10th (HEARTLAND PARKWAY SOUTH), LOT 11th (HEARTLAND PARKWAY SOUTH), LOT 12th (HEARTLAND PARKWAY SOUTH), LOT 13th (HEARTLAND PARKWAY SOUTH), LOT 14th (HEARTLAND PARKWAY SOUTH), LOT 15th (HEARTLAND PARKWAY SOUTH), LOT 16th (HEARTLAND PARKWAY SOUTH), LOT 17th (HEARTLAND PARKWAY SOUTH), LOT 18th (HEARTLAND PARKWAY SOUTH), LOT 19th (HEARTLAND PARKWAY SOUTH), LOT 20th (HEARTLAND PARKWAY SOUTH), LOT 21st (HEARTLAND PARKWAY NORTH), LOT 22nd (HEARTLAND PARKWAY NORTH), LOT 23rd (HEARTLAND PARKWAY NORTH), LOT 24th (HEARTLAND PARKWAY NORTH), LOT 25th (HEARTLAND PARKWAY NORTH), LOT 26th (HEARTLAND PARKWAY NORTH), LOT 27th (HEARTLAND PARKWAY NORTH), LOT 28th (HEARTLAND PARKWAY NORTH), LOT 29th (HEARTLAND PARKWAY NORTH).

FOR OPEN SPACE PURPOSES PARCELS 15 AND 17.

FOR SLOPE, DRAINAGE AND SEWER PURPOSES PARCELS 18.

AN EASEMENT FOR SEWER PURPOSES OVER PARCELS 12 AND 16.

THE FOLLOWING DEDICATIONS ARE ACCEPTED TO VESTER TITLE:

FOR PUBLIC ROAD AND DRAINAGE PURPOSES, INCLUDING PUBLIC UTILITY AND PUBLIC
SERVICE PURPOSES TOGETHER WITH INCIDENTAL APPROPRIATE CONNECTIONS AND STRUCTURES, IN, OVER, UNDER, ALONG, THROUGH AND ACROSS LOTS 1st AND 2nd.

ANY AND ALL ABUTTER'S RIGHTS INCLUDING ACCESS RIGHTS IN AND TO ROADWAY AND/OR FREEWAY
OVER LOT 10th.

DATED: 7-16-2014

BY: Kyle Danaher
KYLE DANAHER, CITY OF BEAUMONT
RIVERSIDE COUNTY, CALIFORNIA

NOTARY NOTE SEE SHEET 2

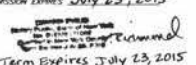
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237
68

SHEET 2 OF 10 SHEETS

IN THE CITY OF BEAUMONT, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA
PARCEL MAP NO. 34880
BEING A PORTION OF FRACTIONAL SECTION 6, TOWNSHIP 3 SOUTH, RANGE 1 WEST, SAN BERNARDINO MERIDIAN,
IN THE CITY OF BEAUMONT, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA.
FEBRUARY, 2014 STANTEC CONSULTING INC.

NOTARY ACKNOWLEDGMENT

STATE OF NEW YORK)
COUNTY OF NEW YORK) ss
ON May 23, 2014 BEFORE ME, THE UNDERSIGNED, PERSONALLY APPEARED
Anthony Baranti
PERSONALLY KNOWN TO ME AND PROVED TO ME ON THE BASIS OF SATISFACTORY EVIDENCE TO BE THE PERSON(S) WHOSE NAME(S) IS/ARE SUBSCRIBED TO THE WITHIN INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE/SHE/THEY EXECUTED THE SAME IN HIS/HER/THEIR AUTHORIZED CAPACITY(IES), AND THAT BY HIS/HER/THEIR SIGNATURE(S) ON THE INSTRUMENT THE PERSON(S), OR THE ENTITY UPON BEHALF OF WHICH THE PERSON(S) ACTED, EXECUTED THE INSTRUMENT.
MY COMMISSION EXPIRES July 23, 2015

Deanna Emilio
NOTARY PUBLIC
Term Expires July 23, 2015

NOTARY ACKNOWLEDGMENT

STATE OF _____)
COUNTY OF _____)
ON _____ BEFORE ME _____
PERSONALLY APPEARED _____
WHO PROVED TO ME ON THE BASIS OF SATISFACTORY EVIDENCE TO BE THE PERSON(S) WHOSE NAME(S) IS/ARE SUBSCRIBED TO THE WITHIN INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE/SHE/THEY EXECUTED THE SAME IN HIS/HER/THEIR AUTHORIZED CAPACITY(IES), AND THAT BY HIS/HER/THEIR SIGNATURE(S) ON THE INSTRUMENT THE PERSON(S), OR THE ENTITY UPON BEHALF OF WHICH THE PERSON(S) ACTED, EXECUTED THE INSTRUMENT.
I CERTIFY UNDER PENALTY OF PERJURY, UNDER THE LAWS OF THE STATE OF CALIFORNIA, THAT THE FOREGOING PARAGRAPH IS THE TRUE AND CORRECT.
WITNESS MY HAND:

SIGNATURE

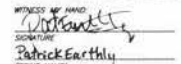
(PRINT NAME)
MY COMMISSION EXPIRES _____
MY PRINCIPAL PLACE OF BUSINESS IS _____ COUNTY.

NOTARY ACKNOWLEDGMENT

STATE OF California)
COUNTY OF Orange)
ON July 22, 2014 BEFORE ME Deana Marie Seavel, Notary Public,
PERSONALLY APPEARED Art Chavez
WHO PROVED TO ME ON THE BASIS OF SATISFACTORY EVIDENCE TO BE THE PERSON(S) WHOSE NAME(S) IS/ARE SUBSCRIBED TO THE WITHIN INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE/SHE/THEY EXECUTED THE SAME IN HIS/HER/THEIR AUTHORIZED CAPACITY(IES), AND THAT BY HIS/HER/THEIR SIGNATURE(S) ON THE INSTRUMENT THE PERSON(S), OR THE ENTITY UPON BEHALF OF WHICH THE PERSON(S) ACTED, EXECUTED THE INSTRUMENT.
I CERTIFY UNDER PENALTY OF PERJURY, UNDER THE LAWS OF THE STATE OF CALIFORNIA, THAT THE FOREGOING PARAGRAPH IS THE TRUE AND CORRECT.
WITNESS MY HAND:

Deana Marie Seavel
SIGNATURE
Deana Marie Seavel
(PRINT NAME)
MY COMMISSION EXPIRES Aug. 22, 2015
MY PRINCIPAL PLACE OF BUSINESS IS Orange COUNTY.

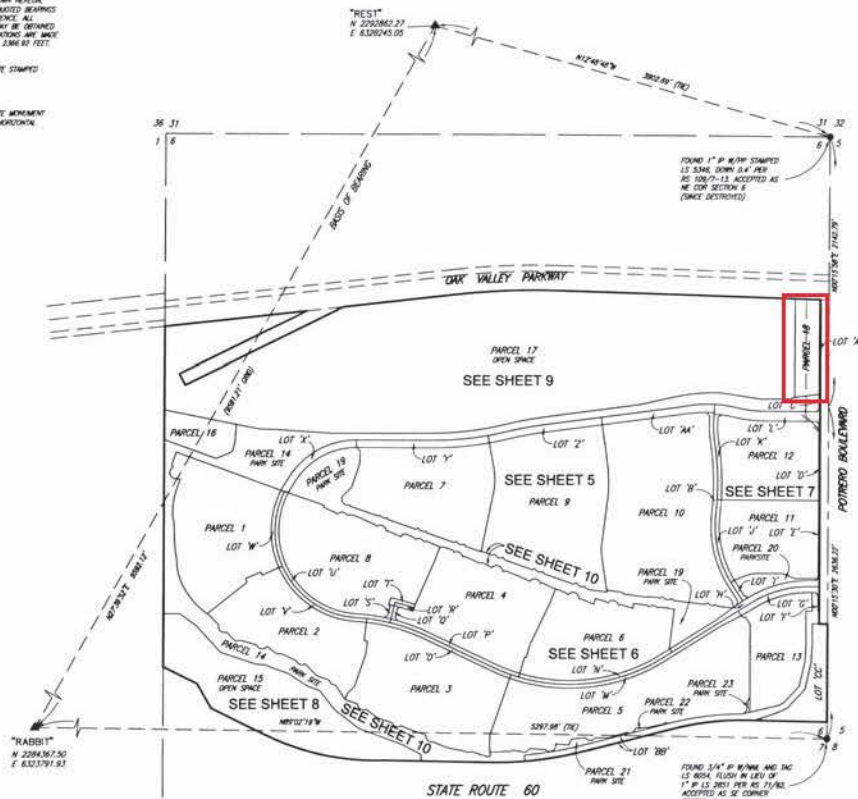
NOTARY ACKNOWLEDGMENT

STATE OF California)
COUNTY OF Riverside)
ON June 10th, 2014 BEFORE ME Patrick Earthly (Notary Public),
PERSONALLY APPEARED Eric Fraser
WHO PROVED TO ME ON THE BASIS OF SATISFACTORY EVIDENCE TO BE THE PERSON(S) WHOSE NAME(S) IS/ARE SUBSCRIBED TO THE WITHIN INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE/SHE/THEY EXECUTED THE SAME IN HIS/HER/THEIR AUTHORIZED CAPACITY(IES), AND THAT BY HIS/HER/THEIR SIGNATURE(S) ON THE INSTRUMENT THE PERSON(S), OR THE ENTITY UPON BEHALF OF WHICH THE PERSON(S) ACTED, EXECUTED THE INSTRUMENT.
I CERTIFY UNDER PENALTY OF PERJURY, UNDER THE LAWS OF THE STATE OF CALIFORNIA, THAT THE FOREGOING PARAGRAPH IS THE TRUE AND CORRECT.
WITNESS MY HAND:

Patrick Earthly
SIGNATURE
Patrick Earthly
(PRINT NAME)
MY COMMISSION EXPIRES July 29, 2016
MY PRINCIPAL PLACE OF BUSINESS IS Riverside COUNTY.



BASIS OF BEARING AND INDEX SHEET

2) CONTROL STATION 78157*
NATIONAL GEODETIC SURVEY; CALIFORNIA DIVISION OF HIGHWAYS; ORB SET IN TOP OF CONCRETE MONUMENT
STAMPED "SET 1972" HORIZONTAL ORDER = SECOND; VERTICAL ORDER = FIRST, CLASS B HORIZONTAL
GALUM IS AND 83
N 2267882.27 E 6518245.05



LINE TABLE		
LINE	BEARING	LENGTH
13	N 071° 30' E	14.18
14	N 072° 00' E	20.00
15	N 072° 00' E	18.70
16	N 072° 00' E	18.70
17	N 072° 00' E	18.70
18	N 072° 00' E	18.70
19	N 072° 00' E	18.70
20	N 072° 00' E	18.70
21	N 072° 00' E	18.70
22	N 072° 00' E	18.70
23	N 072° 00' E	18.70
24	N 072° 00' E	18.70
25	N 072° 00' E	18.70
26	N 072° 00' E	18.70
27	N 072° 00' E	18.70
28	N 072° 00' E	18.70
29	N 072° 00' E	18.70
30	N 072° 00' E	18.70
31	N 072° 00' E	18.70
32	N 072° 00' E	18.70
33	N 072° 00' E	18.70
34	N 072° 00' E	18.70
35	N 072° 00' E	18.70
36	N 072° 00' E	18.70
37	N 072° 00' E	18.70
38	N 072° 00' E	18.70
39	N 072° 00' E	18.70
40	N 072° 00' E	18.70
41	N 072° 00' E	18.70
42	N 072° 00' E	18.70
43	N 072° 00' E	18.70
44	N 072° 00' E	18.70
45	N 072° 00' E	18.70
46	N 072° 00' E	18.70
47	N 072° 00' E	18.70
48	N 072° 00' E	18.70
49	N 072° 00' E	18.70
50	N 072° 00' E	18.70
51	N 072° 00' E	18.70
52	N 072° 00' E	18.70
53	N 072° 00' E	18.70
54	N 072° 00' E	18.70
55	N 072° 00' E	18.70
56	N 072° 00' E	18.70
57	N 072° 00' E	18.70
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59	N 072° 00' E	18.70
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62	N 072° 00' E	18.70
63	N 072° 00' E	18.70
64	N 072° 00' E	18.70
65	N 072° 00' E	18.70
66	N 072° 00' E	18.70
67	N 072° 00' E	18.70
68	N 072° 00' E	18.70
69	N 072° 00' E	18.70
70	N 072° 00' E	18.70
71	N 072° 00' E	18.70
72	N 072° 00' E	18.70
73	N 072° 00' E	18.70
74	N 072° 00' E	18.70
75	N 072° 00' E	18.70
76	N 072° 00' E	18.70
77	N 072° 00' E	18.70
78	N 072° 00' E	18.70
79	N 072° 00' E	18.70
80	N 072° 00' E	18.70
81	N 072° 00' E	18.70
82	N 072° 00' E	18.70
83	N 072° 00' E	18.70
84	N 072° 00' E	18.70
85	N 072° 00' E	18.70
86	N 072° 00' E	18.70
87	N 072° 00' E	18.70
88	N 072° 00' E	18.70
89	N 072° 00' E	18.70
90	N 072° 00' E	18.70
91	N 072° 00' E	18.70
92	N 072° 00' E	18.70
93	N 072° 00' E	18.70
94	N 072° 00' E	18.70
95	N 072° 00' E	18.70
96	N 072° 00' E	18.70
97	N 072° 00' E	18.70
98	N 072° 00' E	18.70
99	N 072° 00' E	18.70
100	N 072° 00' E	18.70

2014-0304592
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SHEET 4 OF 10 SHEETS

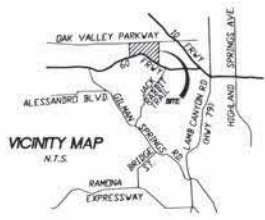
IN THE CITY OF BEAUMONT, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA
PARCEL MAP NO. 34880

BEING A PORTION OF FRACTIONAL SECTION 6, TOWNSHIP 3 SOUTH, RANGE 1 WEST, SAN BERNARDINO MERIDIAN,
IN THE CITY OF BEAUMONT, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA.

FEBRUARY, 2014

STANTEC CONSULTING INC.

BOUNDARY SHEET

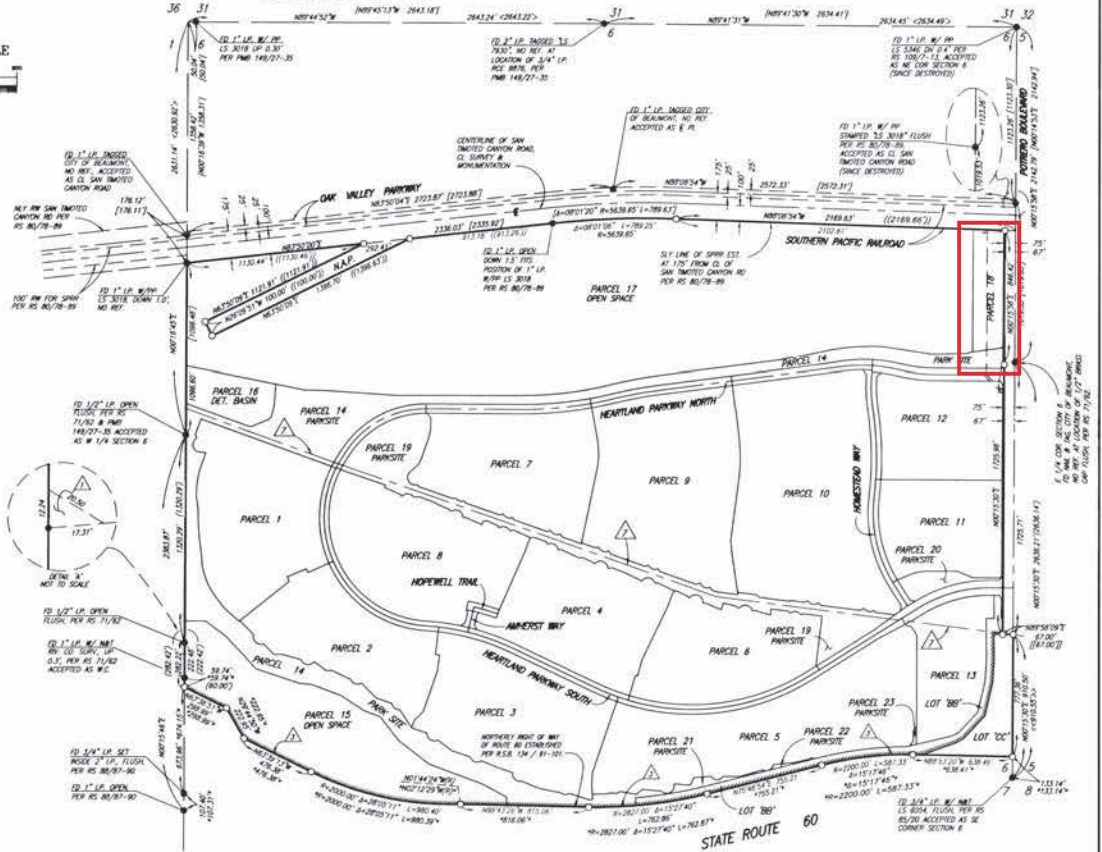


SURVEYOR'S NOTES

- 1) PARCEL MAP NO. 34880 CONTAINS 413.21 ACRES.
- 2) PARCEL MAP NO. 34880 CONTAINS 23 PARCELS.
- 3) BUILDING SETBACKS SHALL CONFORM TO EXISTING ZONING REGULATIONS.
- 4) DRAINAGE EASEMENTS SHALL BE KEPT FREE OF BUILDINGS AND OBSTRUCTIONS.
- 5) INDICATES SET 1" P.W. PLASTIC PLUG STAMPED "S 7185" FLUSH, UNLESS OTHERWISE NOTED.
- 6) INDICATES FOUND MONUMENT AS NOTED.
- 7) ALL MONUMENTS ARE SET ACCORDING TO RIVERSIDE COUNTY ORDINANCE NO. 481-B.
- 8) INDICATES RECORD DATA PER R.S. 71/82.
- 9) INDICATES RECORD DATA PER R.S. 80/78-89.
- 10) INDICATES RECORD DATA PER PARCEL MAP 18015, PMB 146/27-35.
- 11) INDICATES RECORD DATA PER R.S. 106/77-13.
- 12) INDICATES RECORD DATA PER R.S. 134/91-101.
- 13) INDICATES RECORD DATA PER INSTRUMENT NO. 0840320, RECORDED OCTOBER 23, 2004 O.R.
- 14) INDICATES RECORD DATA PER INSTRUMENT NO. 0184308, RECORDED JANUARY 21, 1997 O.R.
- 15) INDICATES RECORD DATA PER LLA 94-86-1, RECORDED MARCH 17, 1999 AS INSTRUMENT NO. 129780 O.R.
- 16) INDICATES RESTRICTED VEHICULAR ACCESS PER EASEMENT NOTE 3.
- 17) INDICATES RESTRICTED VEHICULAR ACCESS DEDICATED HEREON.

EASEMENT NOTES

- 1) AN EASEMENT IN FAVOR OF SOUTHERN PACIFIC PIPELINE, INC., FOR PIPELINES, RECORDED MARCH 8, 1959, AS INSTRUMENT NO. 18632, OF OFFICIAL RECORDS.
- 2) AN EASEMENT IN FAVOR OF SOUTHERN CALIFORNIA EDISON COMPANY FOR PUBLIC UTILITIES, RECORDED SEPTEMBER 22, 1970, AS FILE NO. 93335 OF OFFICIAL RECORDS.
- 3) REINDEMENT OF RIGHTS OF INGRESS AND EGRESS TO OR FROM THE STREETS, HIGHWAY OR HIGHWAY TO THE STATE OF CALIFORNIA, BY DEED RECORDED MAY 10, 1988, AS FILE NO. 150638 AND RE-RECORDED JULY 3, 1989 AS INSTRUMENT NO. 222181 BOTH OF OFFICIAL RECORDS.
- 4) AN IRREVOCABLE OFFER OF DEDICATION IN FAVOR OF THE CITY OF BEAUMONT FOR CONSERVATION EASEMENT RECORDED AUGUST 26, 2008, AS INSTRUMENT NO. 2008-0484453 OF OFFICIAL RECORDS.
- 5) AN IRREVOCABLE OFFER OF DEDICATION IN FAVOR OF THE CITY OF BEAUMONT FOR ENVIRONMENTAL MITIGATION, PUBLIC FACILITY AND OPEN SPACES RECORDED DECEMBER 9, 1989 AS INSTRUMENT NO. 536417 OF OFFICIAL RECORDS.
- 6) AN EASEMENT IN FAVOR OF WILLIAMS COMMUNICATION INC. FOR VARIOUS UTILITY PURPOSES, RECORDED FEBRUARY 26, 2000 AS INSTRUMENT NO. 2000-072007 OF OFFICIAL RECORDS. THE LOCATION IS APPROXIMATED BASED ON FIELD OBSERVATION.
- 7) AN EASEMENT IN FAVOR OF FOUR CORNERS PIPELINE COMPANY FOR PIPELINE, RECORDED OCTOBER 14, 1957 IN BOOK 2142, PAGE 87 OF OFFICIAL RECORDS. THE LOCATION IS APPROXIMATED BASED ON FIELD OBSERVATION.
- 8) AN EASEMENT IN FAVOR OF THE CITY OF BEAUMONT FOR CONSTRUCTION, OPERATION AND MAINTENANCE OF THE FACILITIES RECORDED OCTOBER 23, 2004 AS INSTRUMENT NO. 2004-0840320 OF OFFICIAL RECORDS.
- 9) AN EASEMENT IN FAVOR OF SOUTHERN PACIFIC PIPELINES FOR PIPELINES, RECORDED JUNE 16, 1955 AS INSTRUMENT NO. 39399 OF OFFICIAL RECORDS. THE EXACT LOCATION OF THIS EASEMENT IS NOT DISCLOSED FROM RECORDS.
- 10) WATER EASEMENT DEDICATED HEREON TO BEAUMONT-CHERRY VALLEY WATER DISTRICT.
- 11) SEWER EASEMENT DEDICATED HEREON TO THE CITY OF BEAUMONT.



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original

SHEET 5 OF 10 SHEETS

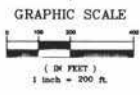
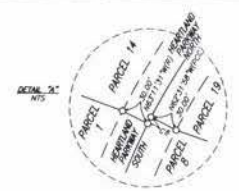
SEE SHEET 4 FOR SURVEYORS AND EASEMENT NOTES

IN THE CITY OF BEAUMONT, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA **PARCEL MAP NO. 34880**

BEING A PORTION OF FRACTIONAL SECTION 6, TOWNSHIP 3 SOUTH, RANGE 1 WEST, SAN BERNARDINO MERIDIAN,
IN THE CITY OF BEAUMONT, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA.

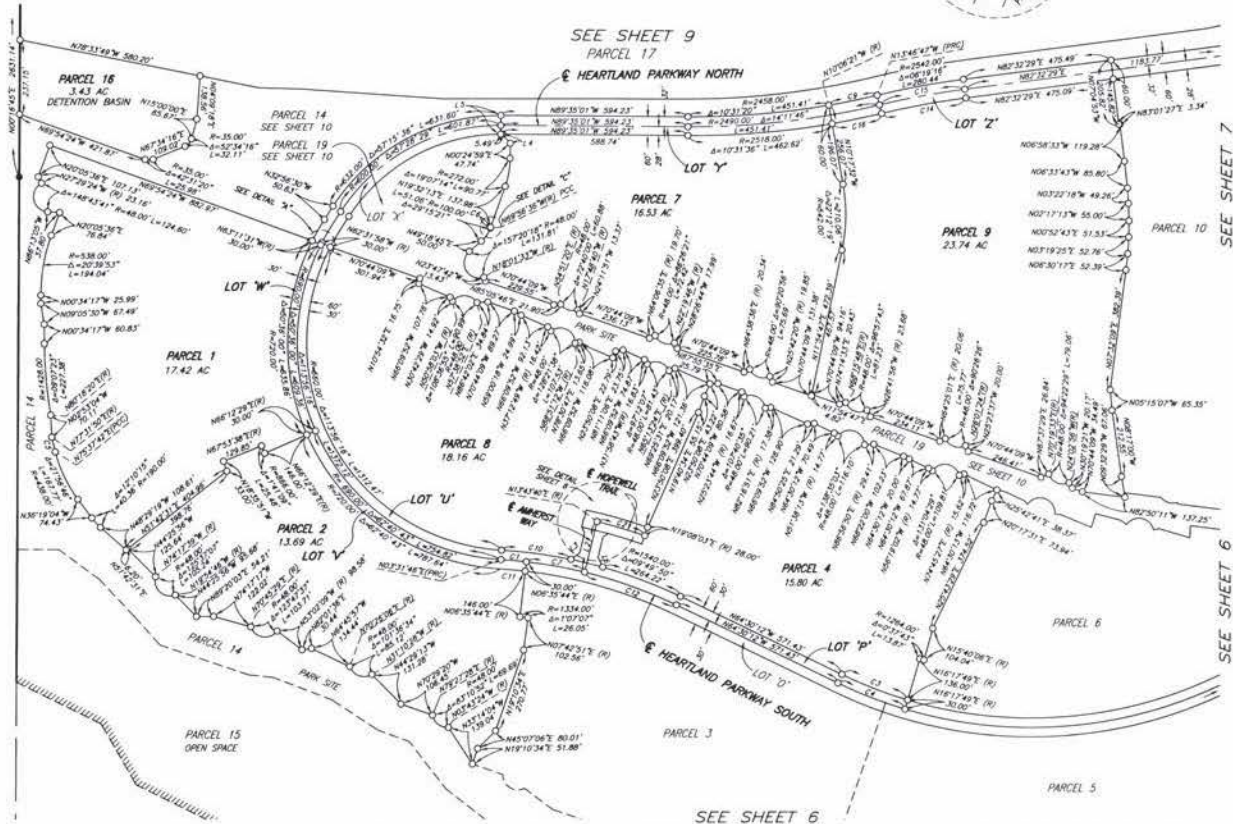
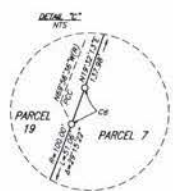
FEBRUARY, 2014

STANTEC CONSULTING INC.



LINE	BEARING	LENGTH
L1	N05°34'47"00"	30.00'
L2	S01°34'40"00"	188.00'
L3	N05°01'41"00"	34.87'
L4	N07°20'30"00"	38.29'
L5	N05°14'54"00"	28.00'
L6	N05°34'25"00"	34.87'
L7	N01°41'40"00"	68.33'
L8	N05°16'20"00"	34.87'
L9	N05°36'30"00"	49.85'

CURVE	CHORD	RADIUS	LENGTH
C1	0353.50'	1510.00'	80.80'
C2	0524.23'	1876.00'	158.13'
C3	0911.53'	1400.00'	224.78'
C4	0971.59'	1430.00'	229.67'
C5	0154.96'	1438.00'	47.74'
C6	0917.11'	1510.00'	7.87'
C7	0707.53'	1510.00'	187.87'
C8	0922.23'	690.00'	7.84'
C9	0346.20'	2458.00'	152.81'
C10	0813.56'	1340.00'	222.02'
C11	0702.88'	1480.00'	78.20'
C12	1148.00'	1510.00'	310.16'
C13	0879.16'	2910.00'	276.81'
C14	0879.16'	2482.00'	274.82'
C15	0879.16'	2510.00'	276.81'
C16	0340.10'	2910.00'	161.28'



2014-0304592
Original
SHEET 6 OF 10 SHEETS

SEE SHEET 4 FOR SURVEYORS AND EASEMENT NOTES

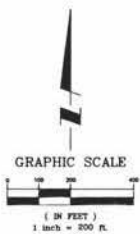
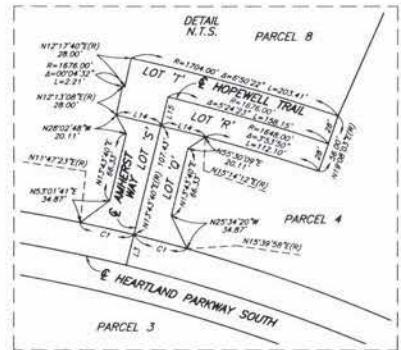
IN THE CITY OF BEAUMONT, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA

PARCEL MAP NO. 34880

BEING A PORTION OF FRACTIONAL SECTION 6, TOWNSHIP 3 SOUTH, RANGE 1 WEST, SAN BERNARDINO MERIDIAN,
IN THE CITY OF BEAUMONT, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA.

FEBRUARY, 2014

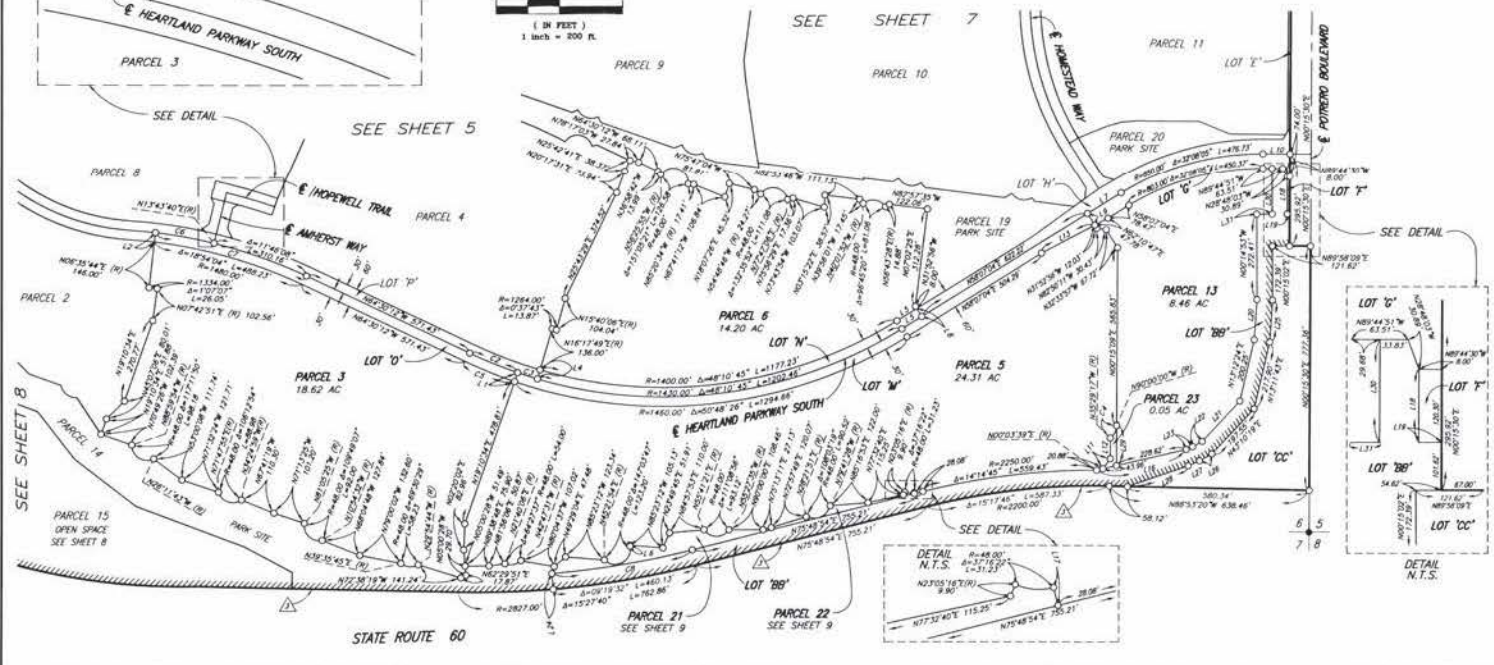
STANTEC CONSULTING INC.



CURVE	DELTA	RADIUS	LENGTH
C1	97.50°	1400.00	20.70
C2	97.50°	1400.00	184.21
C3	97.50°	1400.00	85.40
C4	97.50°	85.00	43.87
C5	97.50°	1400.00	78.45
C6	97.50°	1510.00	188.37
C7	18.54°	1510.00	488.13
C8	97.18°	2777.00	451.89

LINE	BEARING	LENGTH
L1	N75°32'27"W	26.00
L2	N00°20'44"W	30.00
L3	N75°43'40"W	30.00
L4	N75°17'48"W	30.00
L5	N00°07'04"E	73.79
L6	N71°41'57"W	3.13
L7	N00°01'04"E	128.74
L8	N31°52'30"W	30.00
L9	N71°52'30"W	43.62
L10	N00°44'57"W	86.52
L11	N00°41'21"E	28.29
L12	N00°15'09"E	66.34
L13	N02°10'47"E	182.21
L14	N75°18'20"W	42.39
L15	N75°43'40"E	28.27

LINE	BEARING	LENGTH
L16	N75°44'24"E	283.42
L17	N75°11'06"W	2.63
L18	N00°15'30"E	130.34
L19	EAS	0.00
L20	N02°52'77"E	127.59
L21	N43°10'28"E	176.30
L22	N00°51'28"E	84.78
L23	N05°19'43"E	22.03
L24	N00°51'34"W	50.00
L25	N02°51'18"E	133.27
L26	N00°51'17"E	44.85
L27	N00°48'30"E	39.27
L28	N02°51'24"E	204.54
L29	N02°15'08"E	127.48
L30	N00°15'20"W	147.53
L31	EAS	49.94



2014-0304599
original
SHEET 7 OF 10 SHEETS

SEE SHEET 4 FOR SURVEYORS AND EASEMENT NOTES

IN THE CITY OF BEAUMONT, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA

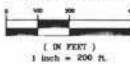
PARCEL MAP NO. 34880

BEING A PORTION OF FRACTIONAL SECTION 6, TOWNSHIP 3 SOUTH, RANGE 1 WEST, SAN BERNARDINO MERIDIAN,
IN THE CITY OF BEAUMONT, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA.

FEBRUARY, 2014

STANTEC CONSULTING INC.

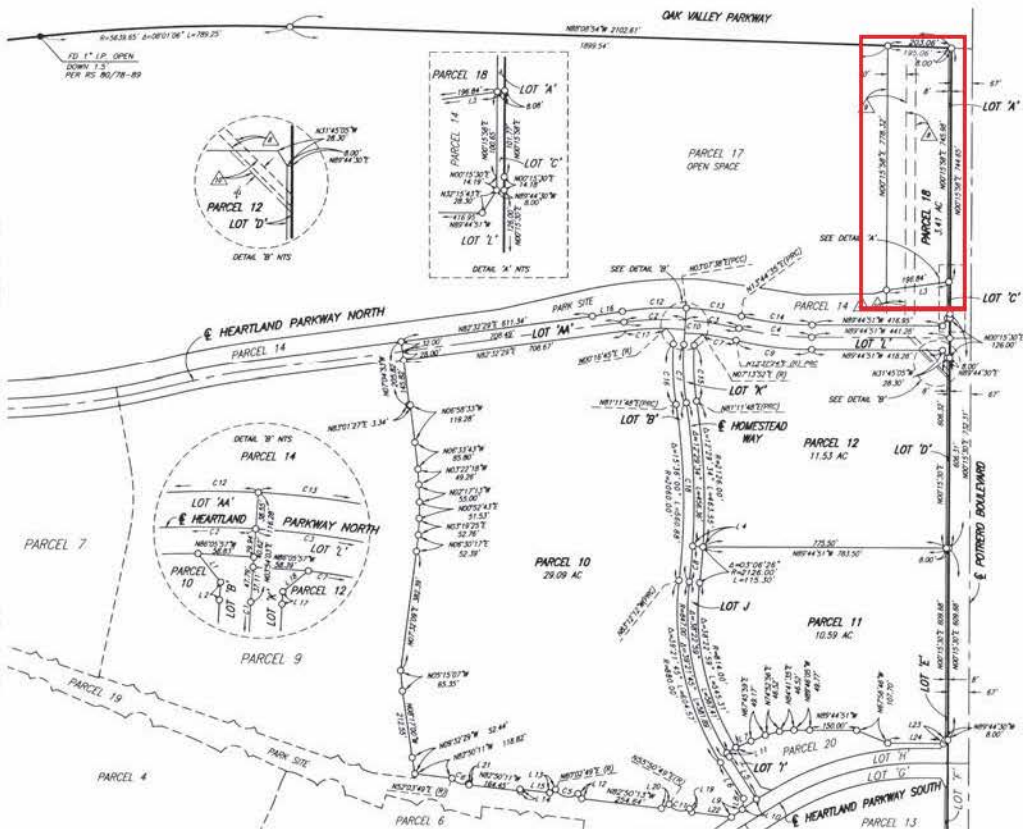
GRAPHIC SCALE



SEE SHEET 9

SEE SHEET 5

SEE SHEET 6



CURVE	DELTA	RADIUS	LENGTH
C1	124°12'33"	841.50'	187.87'
C2	117°12'45"	1000.00'	180.89'
C3	285°12'11"	1000.00'	172.28'
C4	172°12'18"	1000.00'	233.15'
C5	87°12'00"	48.00'	82.00'
C6	87°12'18"	48.00'	82.63'
C7	98°12'10"	81.10'	151.23'
C8	67°58'28"	2093.00'	113.53'
C9	127°12'18"	1000.00'	284.44'
C10	71°04'58"	1000.00'	261.87'
C11	87°12'25"	48.00'	73.27'
C12	172°12'18"	858.00'	203.52'
C13	103°58'57"	858.00'	226.98'
C14	172°12'28"	864.00'	226.88'
C15	124°12'15"	874.00'	188.48'
C16	124°12'15"	880.00'	185.52'
C17	10°14'18"	822.00'	231.23'
C18	10°38'00"	2051.00'	589.82'

LINE	BEARING	LENGTH
L1	N17°50'37"W	88.79'
L2	N61°14'01"E	18.85'
L3	N67°24'01"E	204.81'
L4	N89°18'36"W	23.00'
L5	N33°11'51"W	158.70'
L6	N33°11'51"W	136.11'
L7	N67°17'50"E	12.80'
L8	N67°17'50"E	20.00'
L9	N64°01'01"E	42.24'
L10	N64°01'01"E	55.52'
L11	N67°24'42"E	33.00'
L12	N27°50'11"W	19.88'
L13	N60°02'55"E	27.60'
L14	N12°13'08"W	8.38'
L15	N60°50'17"W	86.67'
L16	N60°50'17"W	86.57'
L17	N67°14'03"W	13.15'
L18	N67°14'03"W	24.81'
L19	N37°38'36"W	13.52'
L20	N61°12'53"E	22.28'
L21	N17°50'37"W	3.80'
L22	N67°50'10"W	127.29'
L23	N67°50'10"W	12.88'
L24	N67°44'51"W	172.13'

2014-0304592
original
237
74

SEE SHEET 4 FOR SURVEYORS AND EASEMENT NOTES

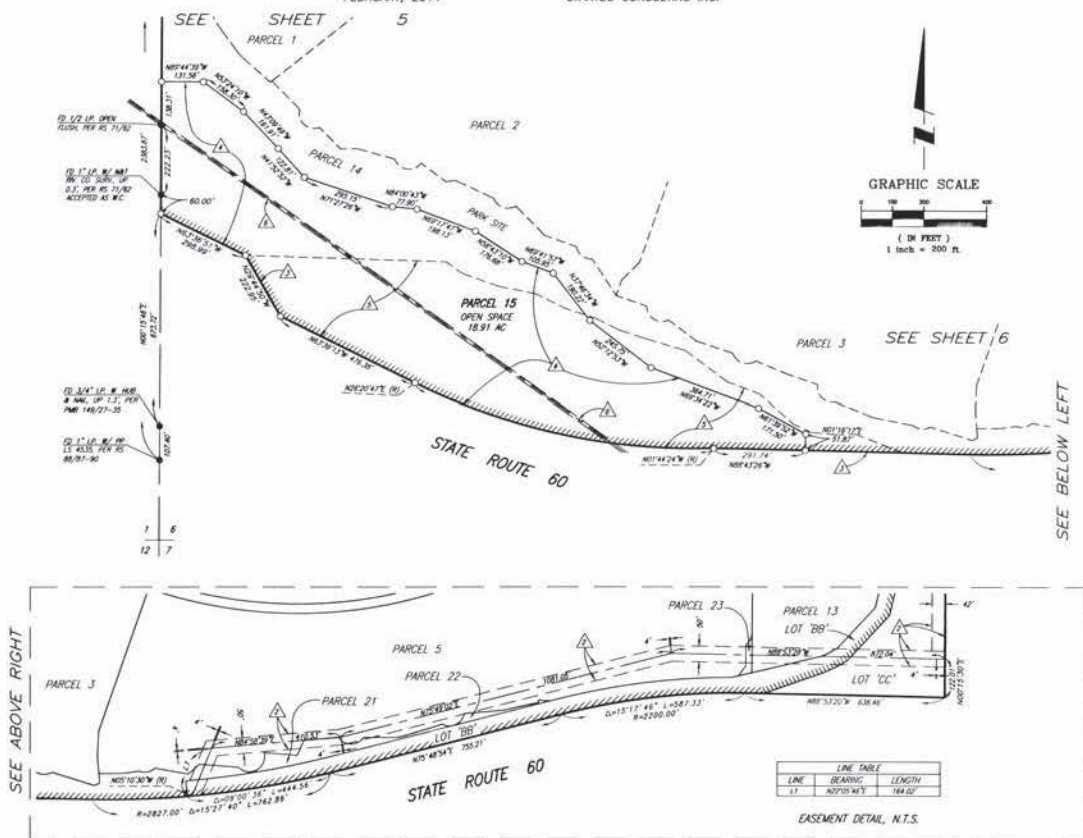
IN THE CITY OF BEAUMONT, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA **PARCEL MAP NO. 34880**

BEING A PORTION OF FRACTIONAL SECTION 6, TOWNSHIP 3 SOUTH, RANGE 1 WEST, SAN BERNARDINO MERIDIAN,
IN THE CITY OF BEAUMONT, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA.

FEBRUARY, 2014

STANTEC CONSULTING INC.

SHEET 8 OF 10 SHEETS



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15

SEE SHEET 4 FOR SURVEYORS AND EASEMENT NOTES

IN THE CITY OF BEAUMONT, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA

PARCEL MAP NO. 34880

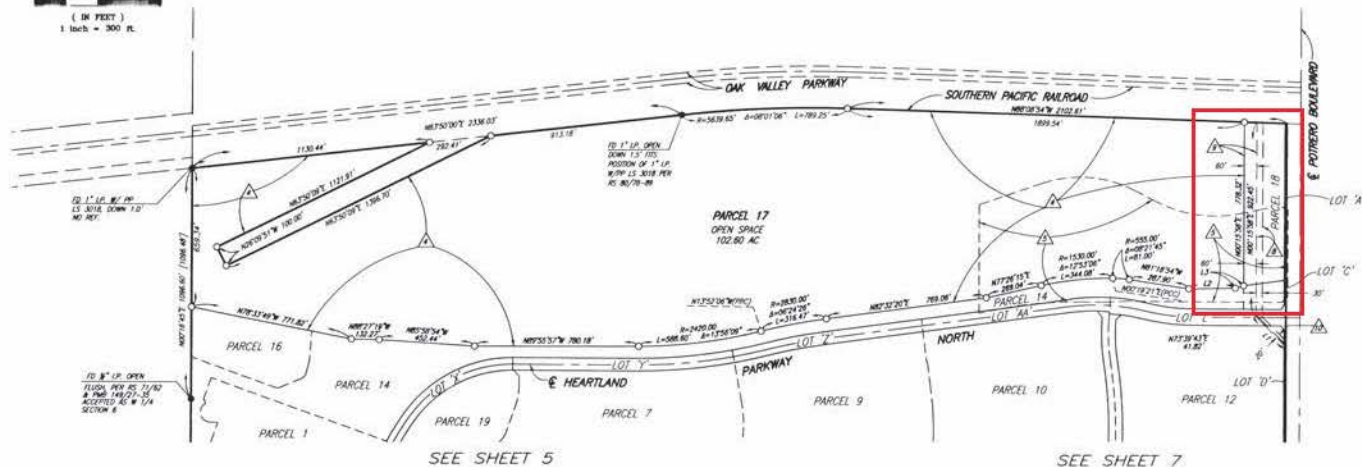
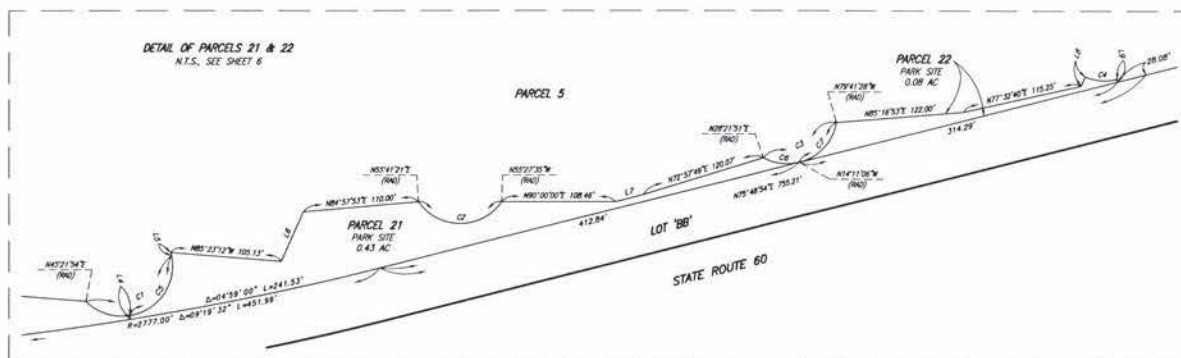
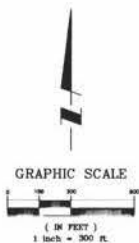
BEING A PORTION OF FRACTIONAL SECTION 6, TOWNSHIP 3 SOUTH, RANGE 1 WEST, SAN BERNARDINO MERIDIAN,
IN THE CITY OF BEAUMONT, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA.

FEBRUARY, 2014

STANTEC CONSULTING INC.

LINE	BEARING	LENGTH
L1	N89°42'17"W	202.34'
L2	N89°56'10"E	222.84'
L3	N87°30'43"E	41.82'
L4	N89°12'06"W	3.65'
L5	N87°42'32"W	3.13'
L6	N87°40'40"E	51.81'
L7	N85°13'17"E	22.13'
L8	N87°55'16"E	8.80'
L9	N84°11'06"W	2.67'

CURVE	DELTA	RADIUS	LENGTH
C1	147°10'42"	48.00'	123.00'
C2	171°08'58"	48.00'	85.12'
C3	208°03'19"	48.00'	80.52'
C4	17°14'20"	48.00'	31.23'
C5	82°28'42"	48.00'	77.89'
C6	42°32'32"	48.00'	35.45'
C7	85°30'22"	48.00'	34.48'



2014-0304592
original

27
76

SEE SHEET 4 FOR SURVEYS AND EASEMENT NOTES.
SEE SHEET 3 FOR LINE AND CURVE TABLES.

IN THE CITY OF BEAUMONT, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA
PARCEL MAP NO. 34880

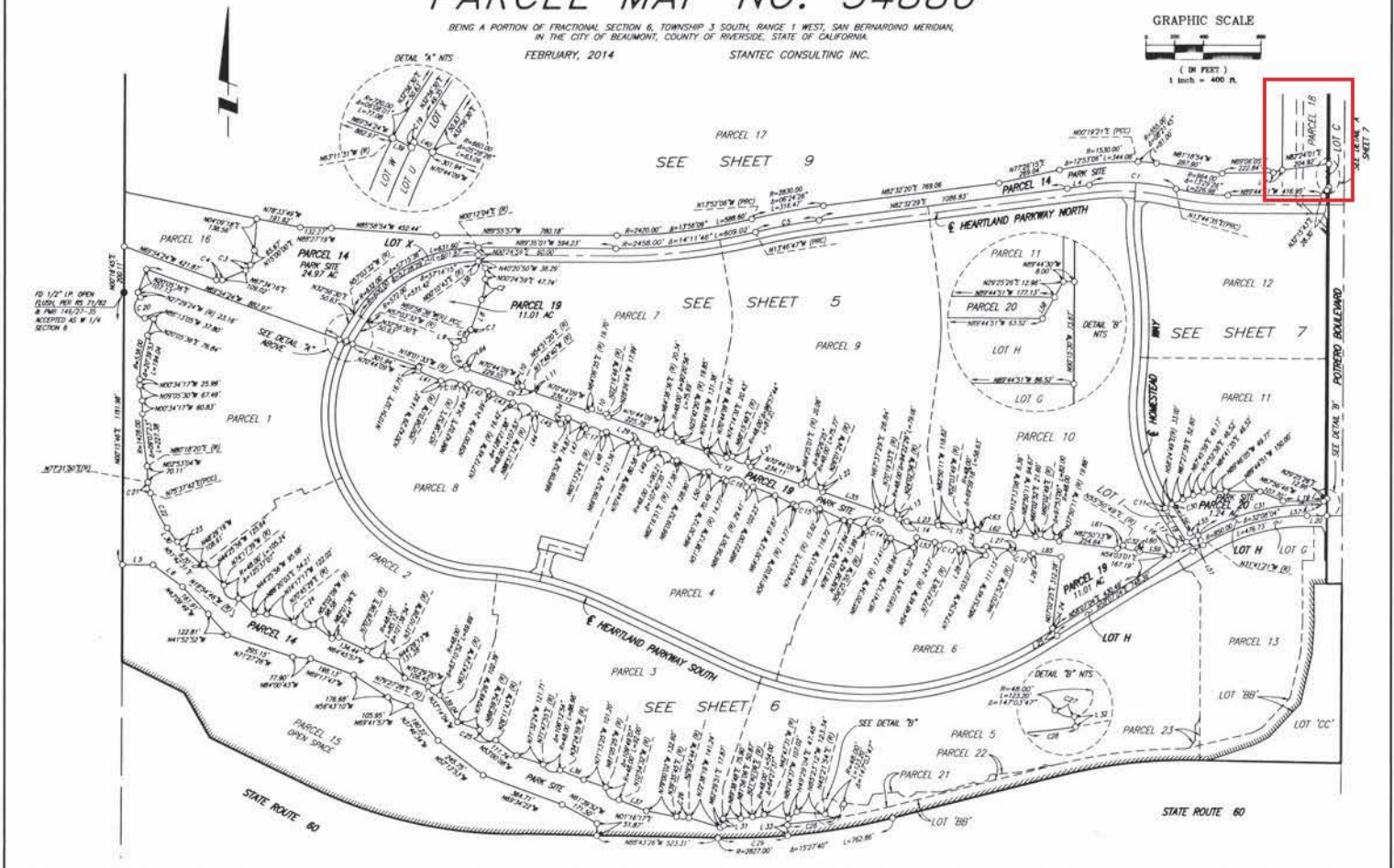
BEING A PORTION OF FRACTIONAL SECTION 6, TOWNSHIP 3 SOUTH, RANGE 1 WEST, SAN BERNARDINO MERIDIAN,
IN THE CITY OF BEAUMONT, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA.

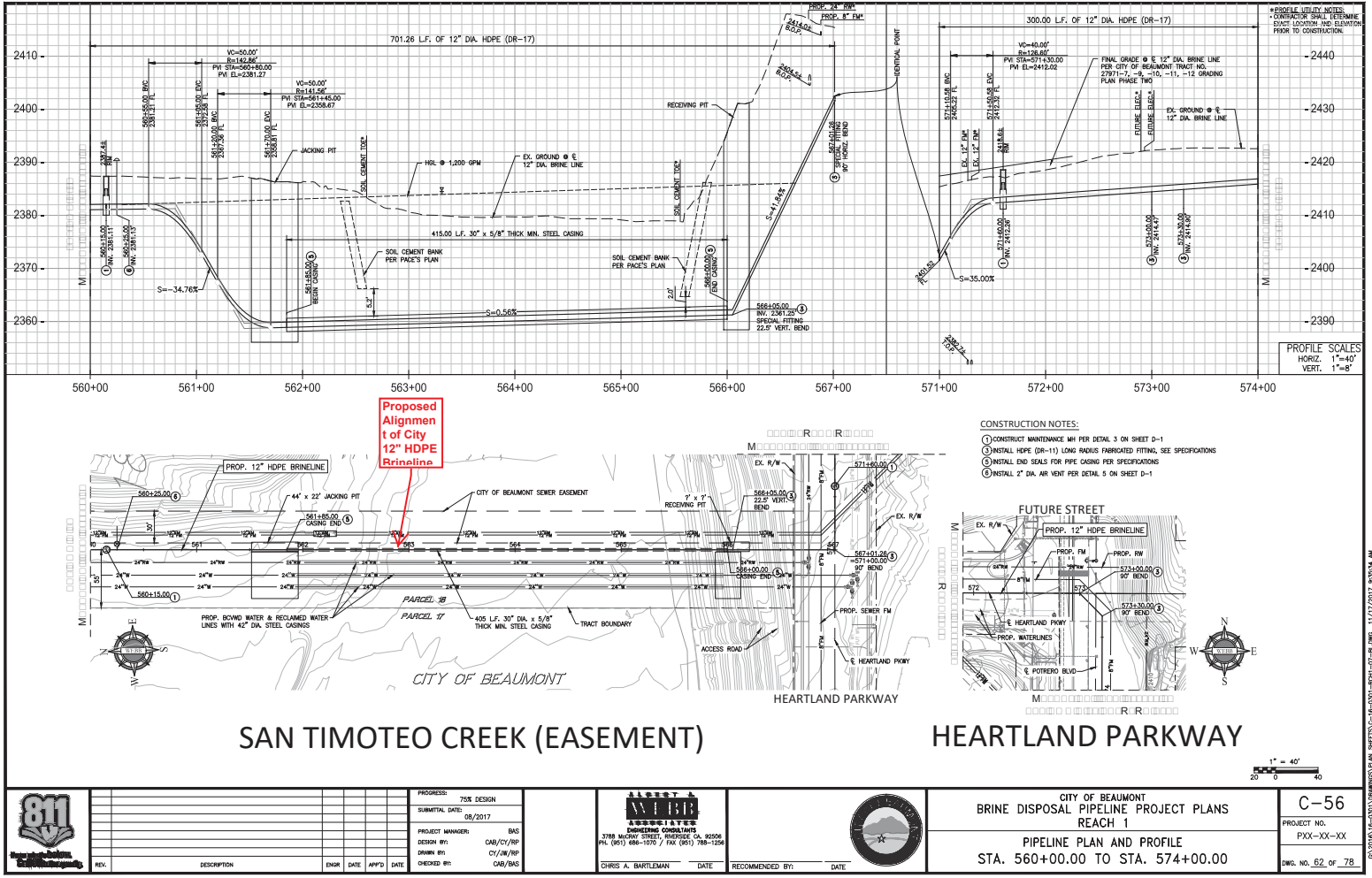
FEBRUARY, 2014

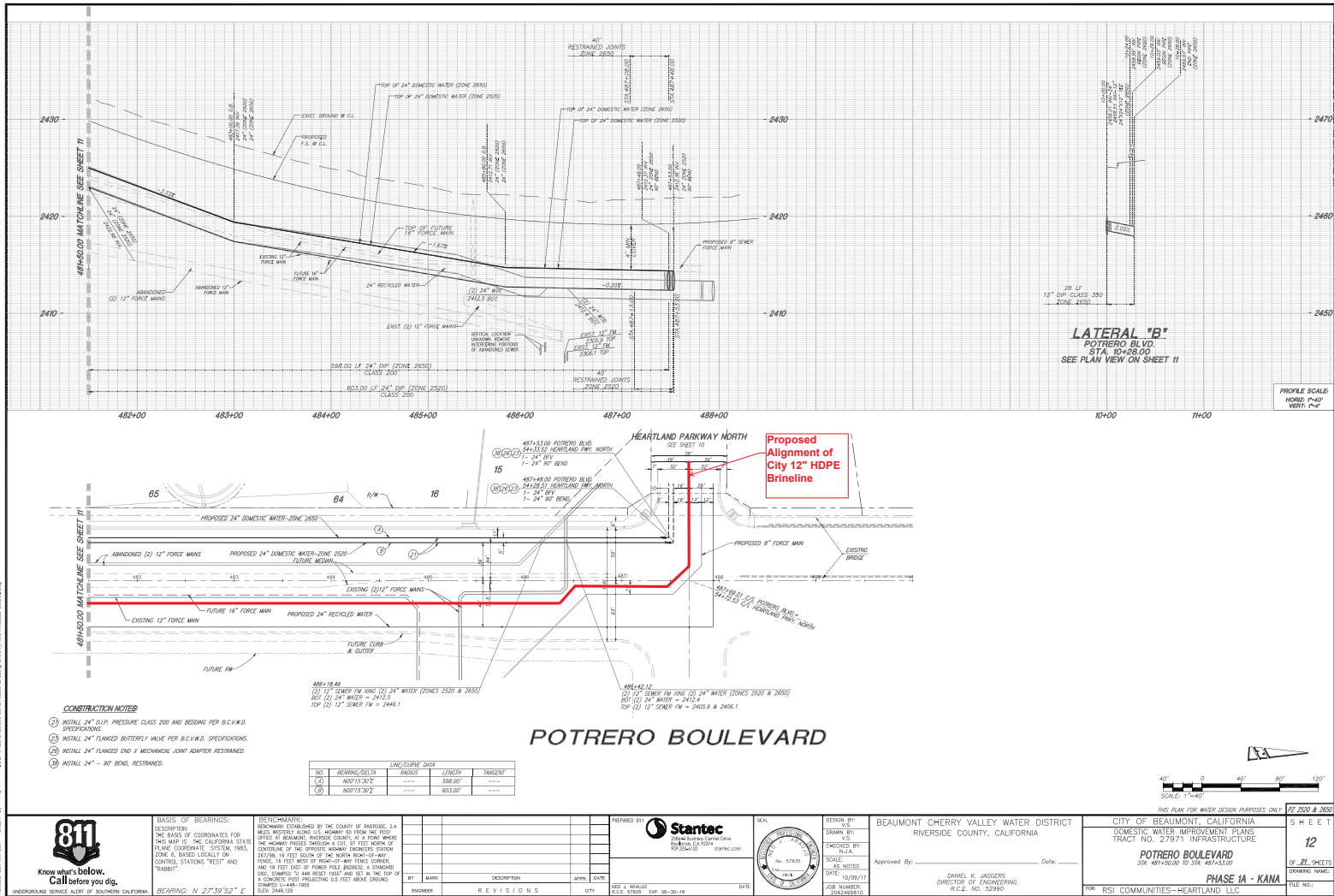
STANTEC CONSULTING INC.

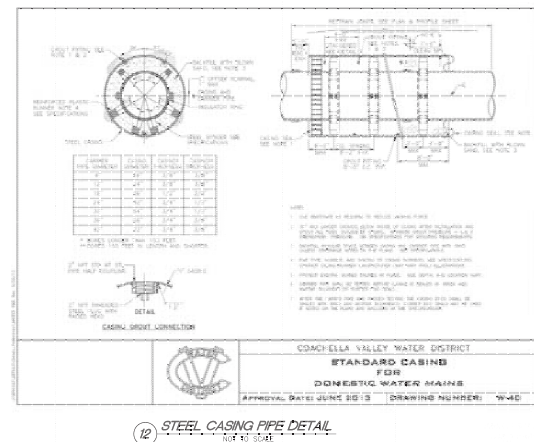
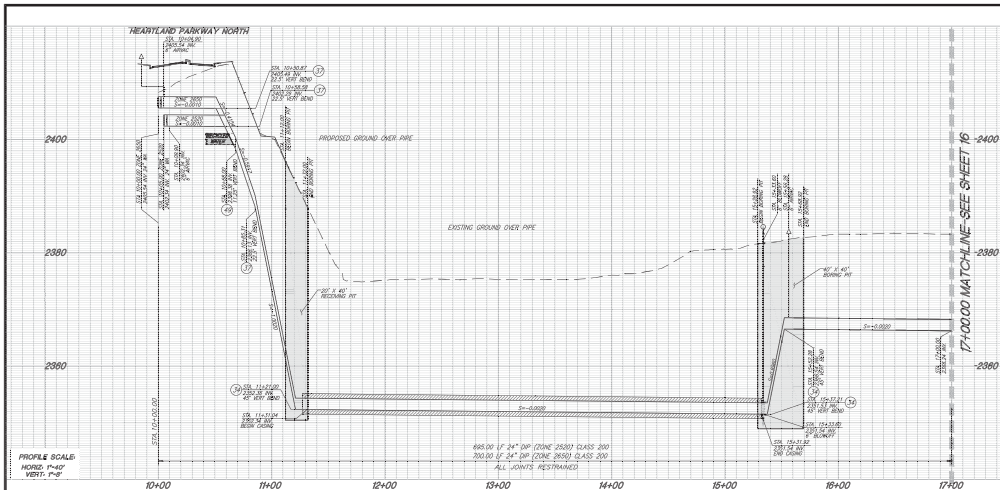
GRAPHIC SCALE

(IN FEET)
1 inch = 400 ft.

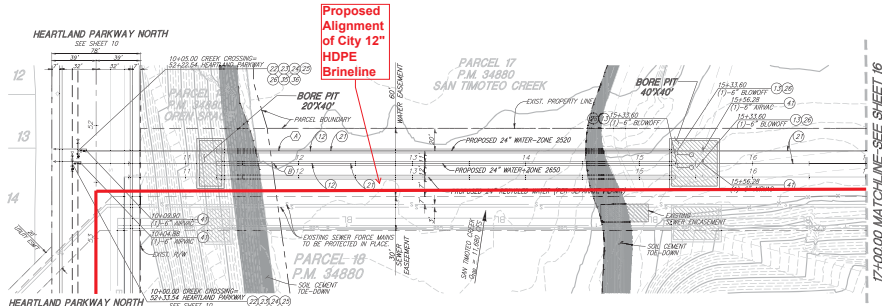








ZONE 2520 AND 2650 PROFILE

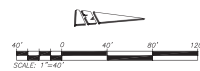


SAN TIMOTEO CREEK CROSSING

CONSTRUCTION NOTES

1. JACK AND BORE 42\"/>

LINE/CURVE DATA				
NO.	BEARING/DELTA	RADIUS	LENGTH	TANGENT
(A)	N00°15'38"E	=	695.00'	=
(B)	N00°15'38"E	=	700.00'	=



<p>Know what's below. Call before you dig.</p> <p>UNDERGROUND SERVICE ALERT OF SOUTHERN CALIFORNIA</p>	<p>BASIS OF BEARINGS:</p> <p>DESCRIPTION: THE BASIS OF COORDINATES FOR THIS MAP IS THE CALIFORNIA STATE PLANE COORDINATE SYSTEM 1983, ZONE 6, BASED LOCALLY ON CONTROL STATIONS "WEST" AND "THUMB".</p> <p>BEARING: N 27°39'52\"/> </p>	<p>BENCHMARK:</p> <p>DESCRIPTION: ESTABLISHED BY THE COUNTY OF RIVERSIDE, 24 FEET WEST OF THE U.S. HIGHWAY 80 FROM THE POST-OFFICE AT BRAWLEY, RIVERSIDE COUNTY, IS A FOUR INCH DIAMETER IRON PIPER THROUGH A 12 FEET DIAMETER CONCRETE PIPE. THE IRON PIPE IS 18 FEET SOUTH OF THE CENTERLINE OF THE HIGHWAY. THE IRON PIPE IS 18 FEET SOUTH OF THE CENTERLINE OF THE HIGHWAY. THE IRON PIPE IS 18 FEET SOUTH OF THE CENTERLINE OF THE HIGHWAY.</p> <p>DATE: 1/14/10</p>	<p>PREPARED BY: Stantec</p> <p>2004 M. Business Center Drive Brea, CA 92603 714.354.1100</p>	<p>DESIGN BY: V.S.</p> <p>DRAWN BY: N.J.A.</p> <p>CHECKED BY: N.J.A.</p> <p>DATE: 10/16/11</p> <p>SCALE: AS NOTED</p> <p>JOB NUMBER: 204248010</p>	<p>BEAUMONT CHERRY VALLEY WATER DISTRICT RIVERSIDE COUNTY, CALIFORNIA</p> <p>APPROVED BY: _____</p> <p>DANIEL K. JACKERS DIRECTOR OF ENGINEERING P.E. NO. 52990</p>	<p>CITY OF BEAUMONT, CALIFORNIA DOMESTIC WATER IMPROVEMENT PLANS TRACT NO. 27971 INFRASTRUCTURE</p> <p>SAN TIMOTEO CREEK CROSSING S.R. 104000 TO S.R. 174000</p> <p>PHASE 1A - KANA</p> <p>FILE NO.:</p>	<p>15</p> <p>SHEET</p> <p>OF 21 SHEETS</p> <p>DRAWING NAME:</p>
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**Beaumont-Cherry Valley Water District
Regular Board Meeting
February 14, 2018**

Item 6

STAFF REPORT

TO: Board of Directors

FROM: Dan Jagers, General Manager 

SUBJECT: **Riverside Local Agency Formation Commission (LAFCO) Call for Nominations for a Special District Member (Western) and a Special District Member of the Countywide Redevelopment Oversight Board**

Staff Recommendation

1. Consideration of nomination of an individual to stand for election to the Riverside LAFCO as Special District Member for the Western area
2. Consideration of nomination of an individual to stand for election to the Countywide Redevelopment Oversight Board as Special District Member

Background

Riverside LAFCO has issued a call for nominations for the above-named positions. The Board of Directors may nominate a candidate to stand for election for each of the different groups.

1. The Riverside LAFCO Special District member (Western) must be a board member from a district in the western portion of the County of Riverside
2. The member of the Countywide Redevelopment Oversight Board must be a board member from an agency on the attached Eligibility List

If the Board votes to nominate a candidate or candidates, the District recording secretary will prepare the Nomination Form and deliver it to LAFCO prior to the close of the nomination period on March 5.

Fiscal Impact: None.

Attachment(s)

- LAFCO Notice dated January 16, 2017
- Eligibility List
- LAFCO Call for Nominations
- CSDA Countywide RDA Oversight Board Special District Appointments
- County of Riverside Auditor-Controller Consolidated Oversight Board information

Report prepared by Lynda Kerney, Administrative Assistant 02/05/18
S:\-Administrative\BOARD_ADMINISTRATION\Agendas\Agendas 2018\Regular Board Meeting\2018-02-14 Regular Meeting\00 - Staff Report - LAFCO nominations.docx



To: General Managers and Presiding Officers (c/o Clerks) of Independent Special Districts in Riverside County

Re: Upcoming Special District Selection Committee Appointments

Date: January 16, 2017

I am writing to alert you to upcoming proceedings of the Independent Special District Selection Committee (ISDSC). The ISDSC is comprised of the presiding officers of each of the independent special districts in the County. The ISDSC has been and is responsible for appointing special district members to the Local Agency Formation Commission (LAFCO). Recent legislation has given another responsibility to the ISDSC, the appointment of a special district representative to serve on a consolidated countywide Redevelopment Oversight Board pursuant to Health and Safety Code Section 34179. Current law (Government Code Sec. 56332) requires the Executive Officer of LAFCO to conduct the proceedings of the ISDSC. Within the next few weeks, we will begin the process for appointments to both the Countywide Oversight Board and LAFCO.

Background: As part of the dissolution of redevelopment agencies (RDAs), oversight boards were established for each of the redevelopment successor agencies charged with winding down the affairs of the former RDAs. In September of 2015, Governor Brown signed SB 107, a bill which required the consolidation of RDA oversight boards. SB 107 mandated the consolidation of these boards by July 1, 2018, with a single new county-wide board in each county. In Riverside County, the existing 25 oversight boards will be consolidated into a Countywide Oversight Board. The law further directs the ISDSC in each county to appoint special district representatives to the new board. Alternates will also be appointed. **The Governor is empowered to fill any position on the Oversight Board for which an appointment has not been made by July 15, 2018. It is critical that the ISDSC make these appointments prior to this date in order to keep the appointments local.**

Additional information and background can be found in the attached report titled **Countywide RDA Oversight Board Special District Appointments**, jointly issued by the California Special Districts Association (CSDA) and the California Association of Local Agency Formation Commissions (CALAFCO), dated September 27, 2016. An appendix to that report also includes the relevant statute from the Health and Safety Code (H&SC Section 34179).

As noted above, we will also be conducting an election for a special district appointee to LAFCO. The term of the Special District Member from Western Riverside County is up in May

(the incumbent is planning on seeking reappointment). Proceedings for this position will be conducted in the same manner as recent previous LAFCO appointments. Nomination and ballot materials for appointments to the Oversight Board and LAFCO will be transmitted concurrently.

What can we do now?


Consider nominees. A call for nominations to the Oversight Board will be issued in the next few weeks. Please start considering potential nominees. Although all members of the ISDSC are eligible to vote on the appointment, eligibility for appointment to the Oversight Board is limited to members of the legislative bodies of independent special districts eligible to receive property tax distributions pursuant to Health and Safety Code 34188. A list of those qualifying districts whose board members would be eligible for appointment is attached. The Oversight Board will be reviewing complex governmental financial documents. Although not a statutory requirement, previous experience or skills involving financial matters or prior experience on an existing Oversight Board might be helpful. Additional desired qualifications and responsibilities can be found in the attached presentation from the Riverside County Auditor-Controller.

Provide contact info. The ISDSC proceedings will be conducted by mail/email. Statute makes provisions for nominations and ballot materials to be transmitted and returned by email. It would be most helpful if you can provide us with the name and appropriate email address of the presiding officer of your district board or alternate board member designated by your board. Please send that contact information to Rebecca Holtzclaw at rholtzclaw@lafco.org.

Follow up. After we have issued the call for nominations and upon the close of the nomination period, we will issue ballot materials, including instructions, to each member of the ISDSC (presiding officers or board designated alternates). Please follow up with your member to ensure ballots are signed and returned to LAFCO in a timely manner. It is important that we achieve a quorum in order to have a valid election.

Should you have any questions or concerns, please do not hesitate to contact me.

Sincerely,



George J. Spiliotis
Executive Officer

Attachments:

Countywide RDA Oversight Board Special District Appointments report by CSDA and CALAFCO
List of Eligible District Boards
Consolidated Oversight Board Appointment Information Meeting Presentation

Board Members Eligible for Appointment to the Oversight Board

Organization Name

1. Beaumont-Cherry Valley Recreation & Park District
2. Cabazon County Water District
3. Coachella Valley Mosquito & Vector Control District
4. Coachella Valley Public Cemetery District
5. Coachella Valley Resource Conservation District
6. Coachella Valley Water District
7. Desert Healthcare District
8. Desert Recreation District
9. Desert Water Agency
10. Edgemont Community Services District
11. Eastern Municipal Water District
12. Elsinore Valley Cemetery District
13. Elsinore Valley Municipal Water District
14. Home Gardens Sanitary District
15. Jurupa Area Recreation & Park District
16. Jurupa Community Services District
17. Lake Hemet Municipal Water District
18. Mission Springs Water District
19. Murrieta Valley Cemetery District
20. Northwest Mosquito & Vector Control District
21. Palo Verde Cemetery District
22. Palm Springs Cemetery District
23. Palo Verde Healthcare District
24. Palo Verde Valley Library District
25. Riverside-Corona Resource Conservation District
26. Rubidoux Community Services District
27. Rancho California Water District
28. Summit Cemetery District
29. San Geronio Memorial Healthcare District
30. San Geronio Pass Water Agency
31. San Jacinto Basin Resource Conservation District
32. San Jacinto Valley Cemetery District
33. Temecula Public Cemetery District
34. Temescal Valley Water District
35. Valley Sanitary District
36. Valley-Wide Recreation & Park District
37. Western Municipal Water District

SPECIAL DISTRICT SELECTION COMMITTEE NOMINATION FORM

I hereby certify that I am the presiding officer of the above named district or board-designated alternate*.

Signature

Date

* If an alternate has been designated by the governing body, please provide a resolution or minute order documenting the action.

I, _____ of the _____
Print Name of Presiding Officer or alternate Name of District

hereby nominate(s) the following individual(s) for the position of:

Regular Special District Member of the Riverside Local Agency Formation Commission - Western Area. The term of this position will run until May 2, 2022.

Nominee: _____

District: _____
(District must have the majority of its assessed value west of the intersection of Interstate 10 and Highway 111.)

Special District Member or Alternate Member of the Consolidated Countywide Redevelopment Oversight Board.

Nominee: _____

District: _____
(Please see attached list of district boards from which members are eligible for nomination)



Sent Via Certified Mail
or Electronic Mail

**CALL FOR NOMINATIONS FOR A SPECIAL DISTRICT MEMBER
OF THE RIVERSIDE LOCAL AGENCY FORMATION COMMISSION
AND
A SPECIAL DISTRICT MEMBER OF THE COUNTYWIDE REDEVELOPMENT
OVERSIGHT BOARD**

To the Special District Selection Committee (Presiding Officers of Independent Special Districts of Riverside County):

As you were recently notified (see attached letter), we are commencing the selection process for special district members of the Local Agency Formation Commission (LAFCO) and the Countywide Redevelopment Oversight Board. I have determined that a physical meeting of the Special District Selection Committee (SDSC) is not feasible at this time. Therefore, selection proceedings will be conducted by mail. Specifically, the positions are as follows:

Regular Special District Member LAFCO (Western) – must be a board member from a district in the western portion of the County (any district with the majority of its assessed value west of the intersection of Interstate 10 and Highway 111).

Countywide Redevelopment Oversight Board (and two alternates) – must be a board member from any district shown in the attached list.

The term of the LAFCO Member position is four years and until appointment of a successor or reappointment of the incumbent. The term of this position will run from May 7, 2018 until May 2, 2022.

The terms of the Special District Member and Alternate appointed to the Countywide Redevelopment Oversight Board shall commence July 1, 2018. There is no specified expiration of the term, however, appointees serve at the pleasure of the SDSC.

The nomination period for these positions will begin on February 2, 2018 and will close on March 5, 2018. Any member of the SDSC (presiding officer or an alternate board member designated by the governing body) may nominate a member of the legislative body of an independent special district board to fill the position subject to the following eligibility requirements for nominees:

LAFCO Member, Special District – Western: Nominees must be a current member of the governing board of an independent special district with the majority of its assessed value west of the intersection of Interstate 10 and Highway 111. If only one candidate is nominated, that candidate shall be deemed selected with no further proceedings.

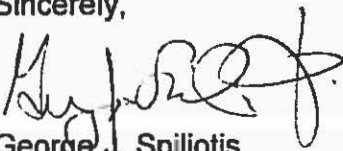
Countywide Redevelopment Oversight Board, Special District Member: Nominees must be a current member of the governing board of one of the Districts listed on the attachment titled *Board Members Eligible for Appointment to the Oversight Board*. Separate nominations for the Oversight Board member and the two alternates positions are not necessary. The regular member and alternates will be selected based on the number of votes received.

Please submit nominations in writing on the nomination form accompanying this notice to the following address: Riverside LAFCO, 3850 Vine Street, Suite 240, Riverside, CA 92507. If you have provided us with an email address for your presiding officer or alternate and have received this notice by email, you may scan the completed form and email it to Rebecca Holtzclaw at rholtzclaw@lafco.org. All nominations must be signed by the presiding officer of your district board of directors or designated alternate. Nominations do not require action by the district board of directors. **Nominations must be received in our office by 5 p.m., March 5, 2018.**

Following the nomination period, ballots and voting instructions will be sent to SDSC members. In order to expedite the ballot process, if you have not already done so, please provide an email address to which we can send the presiding officer's ballot materials by February 15, 2018. You may email the information to rholtzclaw@lafco.org.

If you have any questions, please contact our office.

Sincerely,



George J. Spiliotis
Executive Officer
February 1, 2018

Attachment(s): SDSC Appointment Notice dated January 16, 2018 (sent via email)
Board Members Eligible for Appointment to the Oversight Board
CSDA Bulletin re: Oversight Board appointments
Auditor-Controller presentation

cc: Khanh Truong, Riverside County Auditor-Controller, Property Tax Division



**California Special
Districts Association**
Districts Stronger Together



COUNTYWIDE RDA OVERSIGHT BOARD SPECIAL DISTRICT APPOINTMENTS

CALIFORNIA SPECIAL DISTRICTS ASSOCIATION
CALIFORNIA ASSOCIATION OF LOCAL AGENCY FORMATION COMMISSIONS
Last Updated: September 27, 2016



**California Special
Districts Association**
Districts Stronger Together



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ACKNOWLEDGEMENTS:

In preparing this paper, CSDA and CALAFCO greatly benefited from individuals who were generous with their time and insightful with their views. Members of our working group held background experience as special district general managers and directors of finance, local agency formation commission executive officers, RDA oversight board representatives, and attorneys.

CSDA and CALAFCO extend sincere appreciation to the individuals on our joint working group, who significantly contributed to the development of this guide. The contributions of the following people were invaluable:

Gary Bell
Attorney at Law
Colantuono, Highsmith & Whatley, PC

José C. Henríquez,
Executive Officer
El Dorado County Local Agency Formation Commission

Shane McAfee
General Manager
Greater Vallejo Recreation and Park District

Keene Simonds
Executive Officer
Marin County Local Agency Formation Commission

Charles Turner
Director of Finance
Eastern Municipal Water District



On July 1, 2018, more than 400 redevelopment agency (RDA) oversight boards will be consolidated into just one oversight board per county (and five oversight boards in Los Angeles County). When this occurs, each county's Independent Special Districts Selection Committee will be granted the authority to appoint one special district representative to that county's respective oversight board.

If the Independent Special District Selection Committee in a county fails to act by July 15, 2018, the governor will make the appointment on its behalf. Therefore, it is important that the special districts in each affected county, and the Local Agency Formation Commissions (LAFcos) that administer the operations of the Independent Special Districts Selection Committees, take proactive steps to ensure a successful locally-controlled appointment process.

Much is at stake in the decisions that go before oversight boards. In fiscal years 2015-16 and 2016-17 combined, the governor's 2016 May Revise estimated special districts will receive \$316 million in property tax restoration due to the continued wind down of RDAs. Oversight board actions could affect the amount and speed of future property tax restorations to special districts and other local agencies.

Due to the newness and uniqueness of the statute providing for countywide oversight boards, the many cross-references within the statute, and the lack of familiarity most LAFcos and special districts have with the Health and Safety Code in which the statute is included, the authorizing language for special district appointments may be challenging to some local officials.

For these reasons, the California Special Districts Association (CSDA) and California Local Agency Formation Commission (CALAFCO) convened a working group to outline the process for appointing special district representatives to countywide oversight boards, and to provide guidance on potential questions related to that process.

COUNTIES REQUIRING A COUNTYWIDE OVERSIGHT BOARD

The following thirty-seven counties have two or more oversight boards that will be consolidated into one countywide oversight board on July 1, 2018 (except for Los Angeles County, which will be consolidated into five oversight boards):

- | | | |
|--|-------------------|-----------------|
| • Alameda | • Monterey | • Santa Barbara |
| • Butte | • Mendocino | • Santa Clara |
| • Contra Costa | • Merced | • Santa Cruz |
| • Fresno | • Nevada | • Shasta |
| • Humboldt | • Orange | • Solano |
| • Imperial | • Placer | • Sonoma |
| • Kern | • Riverside | • Stanislaus |
| • Kings | • Sacramento | • Sutter |
| • Lake | • San Bernardino | • Tulare |
| • Los Angeles (five
oversight boards) | • San Diego | • Ventura |
| • Madera | • San Joaquin | • Yolo |
| • Marin | • San Luis Obispo | • Yuba |
| | • San Mateo | |

Of the counties noted above, the following eleven counties do not currently have an Independent Special Districts Selection Committee in place. Therefore, the special districts and LAFco in each of these counties will need to form an Independent Special Districts Selection Committee in order to facilitate the appointment of a special district representative to the new countywide RDA oversight board:

- | | | |
|------------|---------------|----------|
| • Fresno | • Merced | • Tulare |
| • Imperial | • San Joaquin | • Yolo |
| • Kings | • Solano | • Yuba |
| • Madera | • Stanislaus | |



SPECIAL DISTRICT REPRESENTATIVE APPOINTMENT PROCESS

The statutory authorization for appointing the special district representative to a countywide oversight board is found in Health and Safety Code 34179, which can be found in the appendix. This publication overviews the application of this authority in conjunction with the relevant code sections cross-referenced to the Cortese-Knox-Hertzberg Act or "LAFCo Law" in the Government Code.

On July 1, 2018, counties with 2 – 39 individual RDA oversight boards will be consolidated into one countywide oversight board. Upon consolidation, the county's Independent Special District Selection Committee is responsible for appointing the special district representative to the new countywide oversight board. The Independent Special District Selection Committee consists of the presiding officer of the legislative body of each independent special district or district-appointed alternate (Government Code Section 56332(a)).

Procedures

The LAFCo Executive Officer/Designee is responsible for calling and giving written notice of meetings of the Independent Special District Selection Committee, at which a representative may be appointed to the countywide RDA oversight board. (Government Code Section 56332(b)).

- A majority of the Independent Special District Selection Committee may determine to conduct the committee's business by mail, including holding all elections by mailed ballot (Government Code Section 56332(e)).

If the independent special district selection committee has determined to conduct the committee's business by mail or if the executive officer/designee determines that a meeting of the special district selection committee, for the purpose of selecting the special district members or filling vacancies, is not feasible, the executive officer/designee shall conduct the business of the committee by mail. Elections by mail shall be conducted as follows (Government Code Section 56332(f)):

- 1) The executive officer/designee shall prepare and deliver a call for nominations to each eligible district. The presiding officer, or his or her alternate as designated by the governing body, may respond in writing by the date specified in the call for nominations, which date shall be at least 30 days from the date on which the executive officer mailed the call for nominations to the eligible district.
- 2) At the end of the nominating period, if only one candidate is nominated for a vacant seat, that candidate shall be deemed appointed. If two or more candidates are nominated, the executive officer/designee shall prepare and deliver one ballot and voting instructions to each eligible district. The ballot shall include the names of all nominees and the office for which each was nominated. Each presiding officer, or his or her alternate as designated by the governing body, shall return the ballot to the executive officer/designee by the date specified in the voting instructions, which date shall be at least 30 days from the date on which the executive officer/designee mailed the ballot to the eligible district.
- 3) The call for nominations, ballot, and voting instructions shall be delivered by certified mail to each eligible district. As an alternative to the delivery by certified mail, the executive officer/designee, with prior concurrence of the presiding officer or his or her alternate as designated by the governing body, may transmit materials by electronic mail.
- 4) If the executive officer/designee has transmitted the call for nominations or ballot by electronic mail, the presiding officer, or his or her alternate as designated by the governing body, may respond to the executive officer/designee by electronic mail.



- 5) Each returned nomination and ballot shall be signed by the presiding officer or his or her alternate as designated by the governing body of the eligible district.
- 6) For an election to be valid, at least a quorum of the special districts must submit valid ballots. The candidate receiving the most votes shall be elected, unless another procedure has been adopted by the selection committee. Any nomination and ballot received by the executive officer/designee after the date specified is invalid, provided, however, that if a quorum of ballots is not received by that date, the executive officer/designee shall extend the date to submit ballots by 60 days and notify all districts of the extension. The executive officer/designee shall announce the results of the election within seven days of the date specified.
 - o A quorum is the majority of members representing eligible districts (Government Code Section 56332(a))
- 7) All election materials shall be retained by the executive officer/designee for a period of at least six months after the announcement of the election results

Eligibility Requirements

Members appointed by the independent special district selection committee shall be elected or appointed members of the legislative body of an independent special district residing within the county but shall not be members of the legislative body of a city or county (Government Code Section 56332(c)).

- Special district appointees to current individual oversight boards (pre consolidation into countywide oversight boards) are not restricted to members of the legislative body of the district.

There is no clear indication that the members appointed by the selection committee must be located in a former RDA. However, it could be implied by Health and Safety Code Section 34179(j)(3).

- Current individual oversight boards (prior to consolidation into countywide oversight boards) limit eligibility to special districts that have territory in the territorial jurisdiction of the former RDA and are eligible to receive property tax residual from the RPTTF: "One member appointed by the largest special district, by property tax share, with territory in the territorial jurisdiction of the former redevelopment agency, which is of the type of special district that is eligible to receive property tax revenues pursuant to Section 34188" (Health and Safety Code Section 34179(a)(3)(A)).

Based on Health and Safety Code Section 34179(j)(3), the committee should appoint a representative from a special district that receives property tax residual from the Redevelopment Property Tax Trust Fund (RPTTF).

- Health and Safety Code Section 34179(j)(3) reads in full: "One member may be appointed by the independent special district selection committee established pursuant to Section 56332 of the Government Code, for the types of special districts that are eligible to receive property tax revenues pursuant to Section 34188."

Deadlines and Vacancies

If no one is appointed by July 15, 2018, the governor may appoint an individual on behalf of the Independent Special District Selection Committee. The governor may also appoint individuals for any member position that remains vacant for more than 60 days (Health and Safety Code Section 34179(k)).



Notification Requirements

Health and Safety Code Section 34179(j) does not include notification requirements of the selected special district appointee. However, the current individual oversight boards (prior to consolidation into countywide oversight boards) were required to elect one of their members as the chairperson and report the name of the chairperson and other members to the Department of Finance (Health and Safety Code Section 34179(a)). Additionally, the LAFCo Executive Officer/Designee must announce the results of an Independent Special District Selection Committee election within seven days (Government Code Section 56332(f)(6)).

Counties with Only One Individual Oversight Board

In each county where only one individual RDA oversight board exists, as of July 1, 2018, there will be no consolidation into a countywide oversight board and no change to the composition of the existing oversight board (Health and Safety Code Section 34179(l)).

Counties with 40 or More Individual Oversight Boards

In each county where 40 or more individual oversight boards exist (Los Angeles County), as of July 1, 2018, there will be a consolidation into five oversight boards. The special district membership of each oversight board shall be selected as outlined in Health and Safety Code Section 34179(j)(3) via the Independent Special District Selection Committee process (Health and Safety Code Section 34179(q)(1)).

The consolidated oversight boards in this county shall be numbered one through five, and their respective jurisdictions shall encompass the territory located within the respective borders of the first through fifth county board of supervisors districts, as those borders existed on July 1, 2018. Each oversight board shall have jurisdiction over each successor agency located within its borders (Health and Safety Code Section 34179(q)(2)).

- If a successor agency has territory located within more than one county board of supervisors' district, the county board of supervisors shall, no later than July 15, 2018, determine which oversight board shall have jurisdiction over that successor agency. The county board of supervisors or their designee shall report this information to the successor agency and the department by the aforementioned date (Health and Safety Code Section 34179(q)(3)).

Health and Safety Code Section 34179(q) does not specify if the city and special district appointees must be from an agency located in the respective supervisorial seat.

POTENTIAL QUESTIONS

What if my county does not currently have an Independent Special District Selection Committee?

In the case where more than one successor agency exists within the county, an Independent Special District Selection Committee shall be created pursuant to Government Code Section 56332. Each independent special district shall appoint a member representative to the committee and notify the LAFCo of the appointed member. The LAFCo shall then call and conduct a meeting of the committee, pursuant to Section 56332, for purposes of appointing a representative to the countywide RDA oversight board.



Does the Independent Special District Selection Committee also select an alternate, as it does with LAFCo commissioners? How should a vacancy be addressed?

The strictest interpretation of the statute only authorizes the appointment of one person, but a reasonable argument can be made for the appointment of an alternate. The Legislature expressly incorporated Government Code Section 56332 without elaboration, and that section allows for alternates.

Health and Safety Code Section 34179 does not mention alternates for the countywide oversight boards, but does allow each appointing authority to appoint an alternate for the current individual oversight boards (prior to the consolidation into a countywide oversight board) (Health and Safety Code Section 34179(a)(11)). The selection process outlined in Government Code Section 56332(c) includes the selection of an alternate for the commission.

To resolve any ambiguity, the Independent Special District Selection Committee may choose to adopt local policies, pursuant to its authority in Government Code section 56332, expressly authorizing the appointment of an alternate.

If the LAFCo Executive Officer/Designee anticipates a vacancy will occur – or if an actual vacancy occurs – an election may be held for a representative to the countywide oversight board (Government Code section 56332(b)).

What is the term of an appointment to the countywide RDA oversight board?

Nothing in Health and Safety Code Section 34179 describes terms for members of the oversight board. Rather, Section 34179(g) provides that "Each member of an oversight board shall serve at the pleasure of the entity that appointed such member."

Can an appointee be replaced mid-term?

Yes; nothing in Health and Safety Code Section 34179 describes terms for members of the oversight board. Rather, Section 34179(g) provides that "Each member of an oversight board shall serve at the pleasure of the entity that appointed such member."

Can the Independent Special District Selection Committee replace a special district representative appointed by the governor due to a vacancy?

While not clearly outlined within the relevant statutes, the intent of having locally appointed representatives on the oversight board is undermined if the law is interpreted such that seats could become, essentially, permanent representatives of the governor.

That being said, Independent Special District Selection Committees are strongly encouraged to appoint a representative no later than July 15, 2018, and within 60 days of any vacancy thereafter, in order to avoid this potential question.

What should a LAFCo do where the law is not explicit as to the process for appointments to the countywide RDA oversight board?

LAFCOs should adopt local commission policies. Government Code Section 56300 allows LAFCOs to adopt local policies either to clarify requirements or specify how a LAFCo will implement State law taking into account the local conditions. Case law has also indicated that these policies are allowed so long as they are not in conflict with State law.



**California Special
Districts Association**

Districts Stronger Together



For example, Government Code 56325(d) indicates that, notwithstanding any other provision of the Cortese-Knox-Hertzberg Act, each LAFCo can appoint one member and one alternate member who represents the public at large. The same section goes on to specify that the appointment of the public and alternate members must be subject to an affirmative vote of at least one of the members from the other appointed authorities; and it also specifies the noticing requirements to announce the vacancy in this position. Section 56325(d) does not contain any direction for the process of appointing public members, nor does it have an indication of the vetting process for candidates eligible to be appointed to this position. With this unclear in the law, some LAFCos have adopted policies to clarify and indicate the basic appointment process.

LAFCos may establish local policies for appointing special district representatives to the countywide RDA oversight board, so long as they are not in conflict with State law.

DEFINITIONS

Taxing entities

Cities, counties, a city and county, special districts, and school entities, as defined in subdivision (f) of Section 95 of the Revenue and Taxation Code, that receive passthrough payments and distributions of property taxes pursuant to the provisions of this part (Health and Safety Code Section 34171(k)).

Executive officer

The executive officer or designee as authorized by the Local Agency Formation Commission (Government Code Section 56332(g)).



APPENDIX

HEALTH AND SAFETY CODE

DIVISION 24. COMMUNITY DEVELOPMENT AND HOUSING [33000 - 37964] (*Heading of Division 24 amended by Stats. 1975, Ch. 1137.)*

PART 1.85. DISSOLUTION OF REDEVELOPMENT AGENCIES AND DESIGNATION OF SUCCESSOR AGENCIES [34170 - 34191.6] (*Part 1.85 added by Stats. 2011, 1st Ex. Sess., Ch. 5, Sec. 7.)*

CHAPTER 4. Oversight Boards [34179 - 34181] (*Chapter 4 added by Stats. 2011, 1st Ex. Sess., Ch. 5, Sec. 7.)*

34179. (a) Each successor agency shall have an oversight board composed of seven members. The members shall elect one of their members as the chairperson and shall report the name of the chairperson and other members to the Department of Finance on or before May 1, 2012. Members shall be selected as follows:

(1) One member appointed by the county board of supervisors.

(2) One member appointed by the mayor for the city that formed the redevelopment agency.

(3) (A) One member appointed by the largest special district, by property tax share, with territory in the territorial jurisdiction of the former redevelopment agency, which is of the type of special district that is eligible to receive property tax revenues pursuant to Section 34188.

(B) On or after the effective date of this subparagraph, the county auditor-controller may determine which is the largest special district for purposes of this section.

(4) One member appointed by the county superintendent of education to represent schools if the superintendent is elected. If the county superintendent of education is appointed, then the appointment made pursuant to this paragraph shall be made by the county board of education.

(5) One member appointed by the Chancellor of the California Community Colleges to represent community college districts in the county.

(6) One member of the public appointed by the county board of supervisors.

(7) One member representing the employees of the former redevelopment agency appointed by the mayor or chair of the board of supervisors, as the case may be, from the recognized employee organization representing the largest number of former redevelopment agency employees employed by the successor agency at that time. In the case where city or county employees performed administrative duties of the former redevelopment agency, the appointment shall be made from the recognized employee organization representing those employees. If a recognized employee organization does not exist for either the employees of the former redevelopment agency or the city or county employees performing administrative duties of the former redevelopment agency, the appointment shall be made from among the employees of the successor agency. In voting to approve a contract as an enforceable obligation, a member appointed pursuant to this paragraph shall not be deemed to be interested in the contract by virtue of being an employee of the successor agency or community for purposes of Section 1090 of the Government Code.

(8) If the county or a joint powers agency formed the redevelopment agency, then the largest city by acreage in the territorial jurisdiction of the former redevelopment agency may select one member. If there are no cities with territory in a project area of the redevelopment agency, the county superintendent of education may appoint an additional member to represent the public.

(9) If there are no special districts of the type that are eligible to receive property tax pursuant to Section 34188, within the territorial jurisdiction of the former redevelopment agency, then the county may appoint one member to represent the public.



(10) If a redevelopment agency was formed by an entity that is both a charter city and a county, the oversight board shall be composed of seven members selected as follows: three members appointed by the mayor of the city, if that appointment is subject to confirmation by the county board of supervisors, one member appointed by the largest special district, by property tax share, with territory in the territorial jurisdiction of the former redevelopment agency, which is the type of special district that is eligible to receive property tax revenues pursuant to Section 34188, one member appointed by the county superintendent of education to represent schools, one member appointed by the Chancellor of the California Community Colleges to represent community college districts, and one member representing employees of the former redevelopment agency appointed by the mayor of the city if that appointment is subject to confirmation by the county board of supervisors, to represent the largest number of former redevelopment agency employees employed by the successor agency at that time.

(11) Each appointing authority identified in this subdivision may, but is not required to, appoint alternate representatives to serve on the oversight board as may be necessary to attend any meeting of the oversight board in the event that the appointing authority's primary representative is unable to attend any meeting for any reason. If an alternate representative attends any meeting in place of the primary representative, the alternate representative shall have the same participatory and voting rights as all other attending members of the oversight board.

(b) The governor may appoint individuals to fill any oversight board member position described in subdivision (a) that has not been filled by May 15, 2012, or any member position that remains vacant for more than 60 days.

(c) The oversight board may direct the staff of the successor agency to perform work in furtherance of the oversight board's and the successor agency's duties and responsibilities under this part. The successor agency shall pay for all of the costs of meetings of the oversight board and may include such costs in its administrative budget. Oversight board members shall serve without compensation or reimbursement for expenses.

(d) Oversight board members are protected by the immunities applicable to public entities and public employees governed by Part 1 (commencing with Section 810) and Part 2 (commencing with Section 814) of Division 3.6 of Title 1 of the Government Code.

(e) A majority of the total membership of the oversight board shall constitute a quorum for the transaction of business. A majority vote of the total membership of the oversight board is required for the oversight board to take action. The oversight board shall be deemed to be a local entity for purposes of the Ralph M. Brown Act, the California Public Records Act, and the Political Reform Act of 1974. All actions taken by the oversight board shall be adopted by resolution.

(f) All notices required by law for proposed oversight board actions shall also be posted on the successor agency's Internet Web site or the oversight board's Internet Web site.

(g) Each member of an oversight board shall serve at the pleasure of the entity that appointed such member.

(h) (1) The department may review an oversight board action taken pursuant to this part. Written notice and information about all actions taken by an oversight board shall be provided to the department as an approved resolution by electronic means and in a manner of the department's choosing. Without abrogating the department's authority to review all matters related to the Recognized Obligation Payment Schedule pursuant to Section 34177, oversight boards are not required to submit the following oversight board actions for department approval:

(A) Meeting minutes and agendas.

(B) Administrative budgets.

(C) Changes in oversight board members, or the selection of an oversight board chair or vice chair.

(D) Transfers of governmental property pursuant to an approved long-range property management plan.



(E) Transfers of property to be retained by the sponsoring entity for future development pursuant to an approved long-range property management plan.

(2) An oversight board action submitted in a manner specified by the department shall become effective five business days after submission, unless the department requests a review of the action. Each oversight board shall designate an official to whom the department may make those requests and who shall provide the department with the telephone number and e-mail contact information for the purpose of communicating with the department pursuant to this subdivision. Except as otherwise provided in this part, in the event that the department requests a review of a given oversight board action, it shall have 40 days from the date of its request to approve the oversight board action or return it to the oversight board for reconsideration and the oversight board action shall not be effective until approved by the department. In the event that the department returns the oversight board action to the oversight board for reconsideration, the oversight board shall resubmit the modified action for department approval and the modified oversight board action shall not become effective until approved by the department. If the department reviews a Recognized Obligation Payment Schedule, the department may eliminate or modify any item on that schedule prior to its approval. The county auditor-controller shall reflect the actions of the department in determining the amount of property tax revenues to allocate to the successor agency. The department shall provide notice to the successor agency and the county auditor-controller as to the reasons for its actions. To the extent that an oversight board continues to dispute a determination with the department, one or more future Recognized Obligation Payment Schedules may reflect any resolution of that dispute. The department may also agree to an amendment to a Recognized Obligation Payment Schedule to reflect a resolution of a disputed item; however, this shall not affect a past allocation of property tax or create a liability for any affected taxing entity.

(i) Oversight boards shall have fiduciary responsibilities to holders of enforceable obligations and the taxing entities that benefit from distributions of property tax and other revenues pursuant to Section 34188. Further, the provisions of Division 4 (commencing with Section 1000) of the Government Code shall apply to oversight boards. Notwithstanding Section 1099 of the Government Code, or any other law, any individual may simultaneously be appointed to up to five oversight boards and may hold an office in a city, county, city and county, special district, school district, or community college district.

(j) Except as specified in subdivision (q), commencing on and after July 1, 2018, in each county where more than one oversight board was created by operation of the act adding this part, there shall be only one oversight board, which shall be staffed by the county auditor-controller, by another county entity selected by the county auditor-controller, or by a city within the county that the county auditor-controller may select after consulting with the department. Pursuant to Section 34183, the county auditor-controller may recover directly from the Redevelopment Property Tax Trust Fund, and distribute to the appropriate city or county entity, reimbursement for all costs incurred by it or by the city or county pursuant to this subdivision, which shall include any associated startup costs. However, if only one successor agency exists within the county, the county auditor-controller may designate the successor agency to staff the oversight board. The oversight board is appointed as follows:

(1) One member may be appointed by the county board of supervisors.

(2) One member may be appointed by the city selection committee established pursuant to Section 50270 of the Government Code. In a city and county, the mayor may appoint one member.

(3) One member may be appointed by the independent special district selection committee established pursuant to Section 56332 of the Government Code, for the types of special districts that are eligible to receive property tax revenues pursuant to Section 34188.

(4) One member may be appointed by the county superintendent of education to represent schools if the superintendent is elected. If the county superintendent of education is appointed, then the appointment made pursuant to this paragraph shall be made by the county board of education.

(5) One member may be appointed by the Chancellor of the California Community Colleges to represent community college districts in the county.

(6) One member of the public may be appointed by the county board of supervisors.



(7) One member may be appointed by the recognized employee organization representing the largest number of successor agency employees in the county.

(k) The governor may appoint individuals to fill any oversight board member position described in subdivision (j) that has not been filled by July 15, 2018, or any member position that remains vacant for more than 60 days.

(l) Commencing on and after July 1, 2018, in each county where only one oversight board was created by operation of the act adding this part, then there will be no change to the composition of that oversight board as a result of the operation of subdivision (j).

(m) Any oversight board for a given successor agency, with the exception of countywide oversight boards, shall cease to exist when the successor agency has been formally dissolved pursuant to Section 34187. A county oversight board shall cease to exist when all successor agencies subject to its oversight have been formally dissolved pursuant to Section 34187.

(n) An oversight board may direct a successor agency to provide additional legal or financial advice than what was given by agency staff.

(o) An oversight board is authorized to contract with the county or other public or private agencies for administrative support.

(p) On matters within the purview of the oversight board, decisions made by the oversight board supersede those made by the successor agency or the staff of the successor agency.

(q) (1) Commencing on and after July 1, 2018, in each county where more than 40 oversight boards were created by operation of the act adding this part, there shall be five oversight boards, which shall each be staffed in the same manner as specified in subdivision (j). The membership of each oversight board shall be as specified in paragraphs (1) through (7), inclusive, of subdivision (j).

(2) The oversight boards shall be numbered one through five, and their respective jurisdictions shall encompass the territory located within the respective borders of the first through fifth county board of supervisors districts, as those borders existed on July 1, 2018. Except as specified in paragraph (3), each oversight board shall have jurisdiction over each successor agency located within its borders.

(3) If a successor agency has territory located within more than one county board of supervisors' district, the county board of supervisors shall, no later than July 15, 2018, determine which oversight board shall have jurisdiction over that successor agency. The county board of supervisors or their designee shall report this information to the successor agency and the department by the aforementioned date.

(4) The successor agency to the former redevelopment agency created by a county where more than 40 oversight boards were created by operation of the act adding this part, shall be under the jurisdiction of the oversight board with the fewest successor agencies under its jurisdiction.

(Amended by Stats. 2015, Ch. 325, Sec. 11. Effective September 22, 2015.)



Consolidated Oversight Board

APPOINTMENT INFORMATION MEETING

NOVEMBER 8, 2017



Overview

The California Redevelopment Dissolution Laws mandate the dissolution of the 25 existing Oversight Boards within the County of Riverside and the creation of a single Consolidated Oversight Board overseeing all 25 successor agencies within the County commencing on July 1, 2018.

- HSC Section 34179(j)



Staffing

1. Pursuant to HSC Section 34179 (j), the Consolidated Oversight Board shall be staffed by:
 - ☐ the County Auditor-Controller
 - ☐ another County entity selected by the County Auditor-Controller
 - ☐ a City within the County that the County Auditor-Controller select after consulting with department
2. County Auditor-Controller desires to select the County Executive Office (EO) to staff the Consolidated Oversight Board
3. EO recommends the Board of Supervisors accept the County Auditor-Controller offer
4. Selection of EO will be presented to County Board of Supervisors for approval at a later date



Funding

All cost incurred by the Consolidated Oversight Board including administrative costs incurred by the Executive Office and startup costs, may be recovered directly from the Redevelopment Property Tax Trust Fund (RPTTF)

- Health and Safety Code Section 34179 (j)
- Health and Safety Code Section 34183



Appointments to the Consolidated Oversight Board

1. One member appointed by the County Board of Supervisors
2. One member appointed by the City Selection Committee
3. One member appointed by the Independent Special District Selection Committee
4. One member appointed by the County Superintendent of education
5. One member appointed by the Chancellor of the California Community Colleges
6. One member of the public appointed by the County Board of Supervisors
7. One member appointed by the recognized employee organization representing the largest number of successor agency employees in the County.



Governor appointees

Pursuant to HSC 34179 (k) - The governor may appoint individuals to fill any Oversight Board member position that has not been filled by July 15, 2018, or any member position that remains vacant for more than 60 days.

No compensation for Consolidated Oversight Board Members



Pursuant to HSC 34179 (c) – Members of the Consolidated Oversight Board shall serve without compensation or reimbursement for expenses.

- Health and Safety Code Section 34179 (c)



Protected by Immunities

Oversight board members are protected by the immunities applicable to public entities and public employees governed by Part 1 (commencing with Section 810) and Part 2 (commencing with Section 814) of Division 3.6 of Title 1 of the Government Code.

- Health and Safety Code Section 34179 (d)



Majority Vote Constitutes a Quorum

A majority of the total membership of the oversight board shall constitute a quorum for the transaction of business. A majority vote of the total membership of the oversight board is required for the oversight board to take action.

- Health and Safety Code Section 34179 (e)



Deemed to follow the Brown Act

The oversight board shall be deemed to be a local entity for purposes of the Ralph M. Brown Act, the California Public Records Act, and the Political Reform Act of 1974.

- Health and Safety Code Section 34179 (e)



Members Serve at the pleasure of the appointing entity

Each member of an oversight board shall serve at the pleasure of the entity that appointed such member.

- Health and Safety Code Section 34179 (g)



Fiduciary Responsibility

Oversight boards shall have fiduciary responsibilities to holders of enforceable obligations and the taxing entities that benefit from distributions of property tax and other revenues pursuant to Health and Safety Code Section 34188. (residual)

- Health and Safety Code Section 34179 (i)



Provisions Governing the Board

The provisions of Division 4 (commencing with Section 1000) of the Government Code, [which govern public officers and employees] shall apply to oversight boards.

- Health and Safety Code Section 34179 (i)



Simultaneous appointments

Notwithstanding Section 1099 of the Government Code, or any other law, any individual may simultaneously be appointed to up to five oversight boards and may hold an office in a city, county, city and county, special district, school district, or community college district.

- Health and Safety Code Section 34179 (i)

Countywide Consolidated Oversight Board



Items requiring Board Approval may include but is not limited to:

- Recognized Obligation Payment Schedules (ROPS) and amendments.
- Last and Final ROPS
- Issuance of bonds or other indebtedness
- Pledges or agreements for the pledge of property tax revenue
- Establishment of new repayment terms for outstanding loans
- Compensation agreements
- Property dispositions
- Final resolution of dissolution for the Successor Agency
- Refer to ABX1 26, AB 1484 and SB 107 for comprehensive list.

Countywide Consolidated Oversight Board



Potential Board Members & Alternates suggested qualifications:

- ☐ Understand the Fiduciary responsibility to the debt holders.
- ☐ Ability to review and understand payments schedules (ROPS).
- ☐ Able to attend meetings every other month
- ☐ Able to commit time for meeting preparation
- ☐ Detail oriented
- ☐ Familiar with the dissolution process
- ☐ Be independent
- ☐ Understand there is no compensation
- ☐ Riverside County residency preferred but not required
- ☐ Understand they will have personal immunity from their actions

Implementation Process



- ☐ Meetings to be held every other month beginning July 12, 2018 at the County Administrative Center Board Room in Riverside.
- ☐ Agenda items to be submitted to the County Clerk of the Board (procedures to follow).
- ☐ Countywide Oversight Board Website to added soon.



Timelines

Dec 2017 – Consolidated Oversight Board appointments due to the ACO

2018 -

- ☐ June 30, 2018 – Current Oversight Boards dissolved
- ☐ July 1, 2018 – Activation of County Consolidated Oversight Board
- ☐ July 12, 2018 – First Consolidated Oversight Board meeting