



**BEAUMONT-CHERRY VALLEY WATER DISTRICT
AGENDA
REGULAR MEETING OF THE BOARD OF DIRECTORS
560 Magnolia Avenue, Beaumont, CA 92223
Wednesday, August 14, 2019 - 6:00 p.m.**

Call to Order: President Covington

Pledge of Allegiance: President Covington

Invocation: Director Williams

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. June 2019 Budget Variance Report (pages 4 - 8)
- b. Quarterly Statement of Cash Flows for June 30, 2019 (page 9)
- c. June 30, 2019 Cash/Investment Balance Report (page 10)
- d. July 2019 Check Register (pages 11 - 29)
- e. July 2019 Invoices Pending Approval (pages 30 - 32)
- f. Minutes of the Regular Meeting of June 27, 2019 (pages 33 - 40)
- g. Minutes of the Regular Meeting of July 10, 2019 (pages 41 - 47)
- h. Minutes of the Regular Meeting of July 25, 2019 (pages 48 - 54)

3. Presentation by Public Relations Consultant CV Strategies and Discussion of Progress Update

4. Consideration of Amendment to the Beaumont-Cherry Valley Water District Organizational Chart and 2019 Salary Schedule (pages 55 - 65)

5. **Consideration of Resolution 2019-___, Amending the District Policies and Procedures Manual: Revising Section 22 – Vacation, and Adding Sections 49 – Employee Performance Evaluation Policy, 50 – Personnel Action Form Policy, 51 – Recruitment / Selection and On-Boarding Policy and Procedure, and Part I Table of Contents** (pages 66 - 90)
6. **Consideration of Resolution 2019-___ Amending Part 8 Section 1.2 of the Beaumont-Cherry Valley Water District Regulations Governing Water Service related to Water Service Applications** (tabled from July 25, 2019 Engineering Workshop) (pages 91 - 98)
7. **Consideration of Request for “Will Serve Letter” at 750 East 1st Street (Riverside County Assessor’s Parcel No. 418-260-023) in the City of Beaumont** (pages 99 - 109)
8. **Consideration of Request for “Will Serve Letter” for Commercial Development – Riverside County Assessor’s Parcel No. (APN) 400-530-007 located on Golf Club Drive, south of Oak Valley Village and north of Oak Valley Parkway in the City of Beaumont** (pages 110 - 115)
9. **Consideration of Request for Update of “Will Serve Letter” for Previously Approved Development – Parcel Map 32737 located on Desert Lawn Drive Southwest of Interstate 10 and Southeast of Brookside Avenue in the City of Calimesa (Riverside County Assessor Parcel Nos. 400-010-001 and 400-010-007)** (pages 116 - 127)
10. **Consideration of Attendance at the Association of California Water Agencies Annual Fall Conference in San Diego, December 3-6, 2019** (pages 128 - 130)
11. **Update on the Beaumont Basin Watermaster Committee and its Adoption of Resolution No. 2019-02 Amending Section 7 of the Rules and Regulations of the Beaumont Basin Watermaster** (pages 131 - 148)
12. **Update of the San Timoteo Groundwater Basin, Sustainable Groundwater Management Agency requirements and Review of the Draft Memorandum of Agreement for the San Timoteo Groundwater Sustainability Agency** (pages 149 - 166)
13. **Discussion of San Geronio Pass Water Agency (SGPWA) East Branch Extension Noble Creek Turnout Expansion Project Status, Water Rate update, Water Delivery Schedule for 2019/2020, Capacity Fee update and Status** (Handout)
14. **Reports For Discussion**
 - a. Ad Hoc Committees
 - b. General Manager
 - c. Directors’ Reports
 - d. Legal Counsel Report

15. Announcements

- Engineering Workshop: Aug. 22, 2019 at 6:00 p.m.

- District Offices will be closed on Sept. 2, 2019 in observance of Labor Day
- Collaborative Agencies Committee Meeting: Sept. 4, 2019 at 5:00 p.m.
- Finance and Audit Committee Meeting: Sept. 5, 2019 at 3:00 p.m.
- Regular Board Meeting: Sept. 11, 2019 at 6:00 p.m.
- Personnel Committee meeting: Sept. 23, 2019 at 5:30 p.m.
- Engineering Workshop: Sept. 26, 2019 at 6:00 p.m.
- Beaumont Basin Watermaster Committee Meeting: Oct. 2, 2019 at 10:00 a.m.
- BCVWD Centennial Celebration and Regular Board Meeting: Oct. 9, 2019 at 6 p.m.
- Association of California Water Agencies Fall Conference: Dec. 3-6, 2019

16. Action List for Future Meetings

- Water supply for BCVWD and the region

17. Closed Session

- CONFERENCE WITH LEGAL COUNSEL – Anticipated Litigation
Pursuant to Government Code Section 54956.9(d)(4)
One Potential Case

18. Adjournment

NOTICES

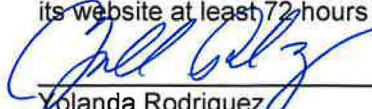
AVAILABILITY OF AGENDA MATERIALS - Agenda exhibits and other writings that are disclosable public records distributed to all or a majority of the members of the Beaumont-Cherry Valley Water District Board of Directors in connection with a matter subject to discussion or consideration at an open meeting 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 August 11, 2019, 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: 7/25/2019 3:26:48 PM
Period 06 - 06
Fiscal Year 2019

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					
01-50-510-490001	Interest Income - Bonita Vista	\$ 1,900.00	\$ 342.90	\$ 1,097.56	\$ 802.44	42.23%
01-50-510-490011	Interest Income-Fairway Canyon	\$ 52,000.00	\$ -	\$ -	\$ 52,000.00	100.00%
01-50-510-490021	Interest Income - General	\$ 600,000.00	\$ 77,788.05	\$ 604,824.40	\$ (4,824.40)	-0.80%
	Interest Income	\$ 653,900.00	\$ 78,130.95	\$ 605,921.96	\$ 47,978.04	7.34%
01-50-510-481001	Fac Fees-Wells	\$ 383,000.00	\$ -	\$ 331,907.84	\$ 51,092.16	13.34%
01-50-510-481006	Fac Fees-Water Rights (SWP)	\$ 242,000.00	\$ -	\$ 245,947.50	\$ (3,947.50)	-1.63%
01-50-510-481012	Fac Fees-Water Treatment Plant	\$ 182,000.00	\$ -	\$ 157,896.24	\$ 24,103.76	13.24%
01-50-510-481018	Fac Fees-Local Water Resources	\$ 96,000.00	\$ -	\$ 97,375.14	\$ (1,375.14)	-1.43%
01-50-510-481024	Fac Fees-Recycld Wtr Facilities	\$ 277,000.00	\$ -	\$ 292,779.66	\$ (15,779.66)	-5.70%
01-50-510-481030	Fac Fees-Transmission (16")	\$ 310,000.00	\$ -	\$ 268,817.92	\$ 41,182.08	13.28%
01-50-510-481036	Fac Fees-Storage	\$ 397,000.00	\$ -	\$ 344,251.52	\$ 52,748.48	13.29%
01-50-510-481042	Fac Fees-Booster	\$ 27,000.00	\$ -	\$ 23,830.16	\$ 3,169.84	11.74%
01-50-510-481048	Fac Fees-Pressure Reducng Stns	\$ 14,000.00	\$ -	\$ 12,172.24	\$ 1,827.76	13.06%
01-50-510-481054	Fac Fees-Misc Projects	\$ 12,000.00	\$ -	\$ 15,339.37	\$ (3,339.37)	-27.83%
01-50-510-481060	Fac Fees-Financing Costs	\$ 60,000.00	\$ -	\$ 53,868.67	\$ 6,131.33	10.22%
01-50-510-485001	Front Footage Fees	\$ -	\$ -	\$ 2,622.00	\$ (2,622.00)	0.00%
	Non-Operating Revenue	\$ 2,000,000.00	\$ -	\$ 1,846,808.26	\$ 153,191.74	7.66%
01-50-510-410100	Sales	\$ 5,151,000.00	\$ 317,448.69	\$ 1,607,761.91	\$ 3,543,238.09	68.79%
01-50-510-410151	Agricultural Irrigation Sales	\$ 20,000.00	\$ -	\$ 2,729.02	\$ 17,270.98	86.35%
01-50-510-410171	Construction Sales	\$ 135,000.00	\$ 6,067.40	\$ 29,995.45	\$ 105,004.55	77.78%
01-50-510-413001	Backflow Admin Charges	\$ 44,000.00	\$ 5,187.33	\$ 23,257.04	\$ 20,742.96	47.14%
01-50-510-413011	Fixed Meter Charges	\$ 3,131,000.00	\$ 302,328.91	\$ 1,672,643.38	\$ 1,458,356.62	46.58%
01-50-510-413021	Meter Fees	\$ 425,000.00	\$ 80,940.00	\$ 364,084.00	\$ 60,916.00	14.33%
01-50-510-415001	SGPWA Importation Charges	\$ 2,853,000.00	\$ 149,525.30	\$ 756,929.56	\$ 2,096,070.44	73.47%
01-50-510-415011	SCE Power Charges	\$ 1,717,000.00	\$ 107,268.15	\$ 543,013.68	\$ 1,173,986.32	68.37%
01-50-510-417001	2nd Notice Penalties	\$ 92,000.00	\$ 8,540.00	\$ 50,065.00	\$ 41,935.00	45.58%
01-50-510-417011	3rd Notice Charges	\$ 32,000.00	\$ 2,675.00	\$ 18,920.00	\$ 13,080.00	40.88%
01-50-510-417021	Account Reinstatement Fees	\$ 44,000.00	\$ 4,450.00	\$ 22,850.00	\$ 21,150.00	48.07%
01-50-510-417031	Lien Processing Fees	\$ 5,000.00	\$ -	\$ 2,300.00	\$ 2,700.00	54.00%
01-50-510-417041	Credit Check Processing Fees	\$ 11,000.00	\$ 1,050.00	\$ 4,840.00	\$ 6,160.00	56.00%
01-50-510-417051	Returned Check Fees	\$ 3,000.00	\$ 225.00	\$ 1,775.00	\$ 1,225.00	40.83%
01-50-510-417061	Custmr Damages/Upgrade Charges	\$ 22,000.00	\$ 20.00	\$ 11,976.21	\$ 10,023.79	45.56%
01-50-510-417071	After Hours Call Out Charges	\$ 1,500.00	\$ -	\$ 400.00	\$ 1,100.00	73.33%
01-50-510-417091	Credit Card Processing Fees	\$ 41,000.00	\$ 3,965.50	\$ 24,244.50	\$ 16,755.50	40.87%
01-50-510-419001	Insurance Rebate	\$ 50,000.00	\$ -	\$ -	\$ 50,000.00	100.00%
01-50-510-419011	Development Income	\$ 60,000.00	\$ 17,560.94	\$ 101,012.76	\$ (41,012.76)	-68.35%
01-50-510-419021	Recharge Income	\$ 15,000.00	\$ -	\$ 7,642.50	\$ 7,357.50	49.05%
01-50-510-419031	Well Maintenance Reimbursemnt	\$ -	\$ -	\$ 4,990.59	\$ (4,990.59)	0.00%
01-50-510-419041	Gain (Loss) - Asset Disposal	\$ -	\$ 915.00	\$ 14,835.00	\$ (14,835.00)	0.00%
01-50-510-419061	Miscellaneous Income	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	100.00%
	Operating Revenue	\$ 13,852,500.00	\$ 1,008,167.22	\$ 5,266,265.60	\$ 8,586,234.40	61.99%
01-50-510-471001	Rent - 12303 Oak Glen	\$ 2,400.00	\$ 200.00	\$ 1,200.00	\$ 1,200.00	50.00%
01-50-510-471011	Rent - 13695 Oak Glen	\$ 2,400.00	\$ 200.00	\$ 1,200.00	\$ 1,200.00	50.00%
01-50-510-471021	Rent - 13697 Oak Glen	\$ 2,400.00	\$ 200.00	\$ 1,200.00	\$ 1,200.00	50.00%
01-50-510-471031	Rent - 9781 Avenida Miravilla	\$ 2,400.00	\$ 200.00	\$ 1,200.00	\$ 1,200.00	50.00%
01-50-510-471101	Util - 12303 Oak Glen	\$ 2,614.00	\$ 248.15	\$ 1,389.71	\$ 1,224.29	46.84%
01-50-510-471111	Util - 13695 Oak Glen	\$ 2,500.00	\$ 242.28	\$ 1,914.57	\$ 585.43	23.42%
01-50-510-471121	Util - 13697 Oak Glen	\$ 3,400.00	\$ 629.92	\$ 2,530.65	\$ 869.35	25.57%
01-50-510-471131	Util - 9781 Avenida Miravilla	\$ 2,700.00	\$ 426.80	\$ 1,567.70	\$ 1,132.30	41.94%
	Rent/Utilities	\$ 20,814.00	\$ 2,347.15	\$ 12,202.63	\$ 8,611.37	41.37%
Revenue Total		\$ 16,528,214.00	\$ 1,088,645.32	\$ 7,731,198.45	\$ 8,797,015.55	53.22%

General Ledger

Budget Variance Expense

User: wclayton
 Printed: 7/25/2019 3:32:01 PM
 Period 06 - 06
 Fiscal Year 2019

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	\$ 61,400.00	\$ 3,800.00	\$ 19,400.00	\$ 42,000.00	\$ -	68.40%
01-10-110-500115	Social Security	\$ 3,807.00	\$ 235.60	\$ 1,202.80	\$ 2,604.20	\$ -	68.41%
01-10-110-500120	Medicare	\$ 891.00	\$ 55.10	\$ 281.30	\$ 609.70	\$ -	68.43%
01-10-110-500145	Workers' Compensation	\$ 890.00	\$ 20.84	\$ 100.96	\$ 789.04	\$ -	88.66%
01-10-110-500175	Training/Education/Mtgs/Travel	\$ 10,000.00	\$ 485.28	\$ 5,315.04	\$ 4,684.96	\$ -	46.85%
	Board of Directors Personnel	\$ 76,988.00	\$ 4,596.82	\$ 26,300.10	\$ 50,687.90	\$ -	65.84%
01-10-110-550042	Supplies-Other	\$ 1,000.00	\$ -	\$ 164.47	\$ 835.53	\$ -	83.55%
	Board of Directors Materials & Supplies	\$ 1,000.00	\$ -	\$ 164.47	\$ 835.53	\$ -	83.55%
01-10-110-550012	Election Expenses	\$ 90,000.00	\$ -	\$ 6,091.92	\$ 83,908.08	\$ -	93.23%
	Board of Directors Services	\$ 90,000.00	\$ -	\$ 6,091.92	\$ 83,908.08	\$ -	93.23%
Expense Total	BOARD OF DIRECTORS	\$ 167,988.00	\$ 4,596.82	\$ 32,556.49	\$ 135,431.51	\$ -	80.62%
20	ENGINEERING						
01-20-210-500105	Labor	\$ 506,966.40	\$ 26,653.26	\$ 140,770.55	\$ 366,195.85	\$ -	72.23%
01-20-210-500115	Social Security	\$ 35,826.00	\$ 1,674.81	\$ 9,019.01	\$ 26,806.99	\$ -	74.83%
01-20-210-500120	Medicare	\$ 8,383.00	\$ 391.70	\$ 2,109.32	\$ 6,273.68	\$ -	74.84%
01-20-210-500125	Health Insurance	\$ 71,172.00	\$ 2,294.93	\$ 13,769.58	\$ 57,402.42	\$ -	80.65%
01-20-210-500140	Life Insurance	\$ 2,208.00	\$ 71.71	\$ 432.40	\$ 1,775.60	\$ -	80.42%
01-20-210-500143	EAP Program	\$ 195.00	\$ 4.70	\$ 28.20	\$ 166.80	\$ -	85.54%
01-20-210-500145	Workers' Compensation	\$ 7,580.00	\$ 171.17	\$ 916.57	\$ 6,663.43	\$ -	87.91%
01-20-210-500150	Unemployment Insurance	\$ 17,260.00	\$ -	\$ -	\$ 17,260.00	\$ -	100.00%
01-20-210-500155	Retirement/CalPERS	\$ 74,534.00	\$ 2,874.89	\$ 16,209.02	\$ 58,324.98	\$ -	78.25%
01-20-210-500165	Uniforms & Employee Benefits	\$ 350.00	\$ -	\$ -	\$ 350.00	\$ -	100.00%
01-20-210-500175	Training/Education/Mtgs/Travel	\$ 6,000.00	\$ -	\$ 146.00	\$ 5,854.00	\$ -	97.57%
01-20-210-500180	Accrued Sick Leave Expense	\$ 24,497.00	\$ 347.40	\$ 2,903.70	\$ 21,593.30	\$ -	88.15%
01-20-210-500185	Accrued Vacation Leave Expense	\$ 17,131.00	\$ -	\$ 1,737.00	\$ 15,394.00	\$ -	89.86%
01-20-210-500187	Accrual Leave Payments	\$ 21,430.00	\$ -	\$ -	\$ 21,430.00	\$ -	100.00%
01-20-210-500195	CIP Related Labor	\$ (225,187.00)	\$ (2,853.12)	\$ (27,336.91)	\$ (197,850.09)	\$ -	87.86%
	Engineering Personnel	\$ 568,345.40	\$ 31,631.45	\$ 160,704.44	\$ 407,640.96	\$ -	71.72%
01-20-210-540048	Permits, Fees & Licensing	\$ 2,000.00	\$ -	\$ 863.27	\$ 1,136.73	\$ -	56.84%
	Engineering Materials & Supplies	\$ 2,000.00	\$ -	\$ 863.27	\$ 1,136.73	\$ -	56.84%
01-20-210-550051	Advertising/Legal Notices	\$ 1,376.60	\$ -	\$ 1,181.60	\$ 195.00	\$ -	14.17%
01-20-210-580031	Outside Engineering	\$ 60,000.00	\$ -	\$ -	\$ 60,000.00	\$ -	100.00%
01-20-210-580032	CIP Related Outside Engineering	\$ (40,000.00)	\$ -	\$ -	\$ (40,000.00)	\$ -	100.00%
	Engineering Services	\$ 21,376.60	\$ -	\$ 1,181.60	\$ 20,195.00	\$ -	94.47%
Expense Total	ENGINEERING	\$ 591,722.00	\$ 31,631.45	\$ 162,749.31	\$ 428,972.69	\$ -	72.50%
30	FINANCE & ADMIN SERVICES						
01-30-310-500105	Labor	\$ 1,063,933.00	\$ 67,223.88	\$ 432,678.69	\$ 631,254.31	\$ -	59.33%
01-30-310-500110	Overtime	\$ 5,604.00	\$ -	\$ 84.54	\$ 5,519.46	\$ -	98.49%
01-30-310-500115	Social Security	\$ 87,863.00	\$ 4,321.59	\$ 30,115.46	\$ 57,747.54	\$ -	65.72%
01-30-310-500120	Medicare	\$ 20,558.00	\$ 1,010.70	\$ 7,043.08	\$ 13,514.92	\$ -	65.74%
01-30-310-500125	Health Insurance	\$ 260,964.00	\$ 10,320.77	\$ 82,609.72	\$ 178,354.28	\$ -	68.34%
01-30-310-500130	CalPERS Health Admin Costs	\$ 2,000.00	\$ 109.48	\$ 785.63	\$ 1,214.37	\$ -	60.72%
01-30-310-500140	Life Insurance	\$ 6,564.00	\$ 283.31	\$ 1,868.22	\$ 4,695.78	\$ -	71.54%
01-30-310-500143	EAP Program	\$ 777.00	\$ 21.15	\$ 143.35	\$ 633.65	\$ -	81.55%
01-30-310-500145	Workers' Compensation	\$ 15,866.00	\$ 379.28	\$ 2,462.02	\$ 13,403.98	\$ -	84.48%
01-30-310-500150	Unemployment Insurance	\$ 37,032.00	\$ -	\$ -	\$ 37,032.00	\$ -	100.00%
01-30-310-500155	Retirement/CalPERS	\$ 178,906.00	\$ 11,493.14	\$ 78,023.36	\$ 100,882.64	\$ -	56.39%
01-30-310-500161	Estim Current Yr OPEB Expense	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00	\$ -	100.00%
01-30-310-500165	Uniforms & Employee Benefits	\$ 750.00	\$ -	\$ -	\$ 750.00	\$ -	100.00%
01-30-310-500175	Training/Education/Mtgs/Travel	\$ 17,000.00	\$ 2,117.85	\$ 10,983.60	\$ 6,016.40	\$ -	35.39%
01-30-310-500180	Accrued Sick Leave Expense	\$ 62,055.00	\$ 56.10	\$ 4,909.53	\$ 57,145.47	\$ -	92.09%
01-30-310-500185	Accrued Vacation Leave Expense	\$ 91,967.00	\$ 2,175.03	\$ 14,042.80	\$ 77,924.20	\$ -	84.73%
01-30-310-500187	Accrual Leave Payments	\$ 159,803.00	\$ -	\$ 32,453.23	\$ 127,349.77	\$ -	79.69%
01-30-310-550024	Employment Testing	\$ 200.00	\$ 25.00	\$ 75.00	\$ 125.00	\$ -	62.50%
01-30-315-500105	Labor	\$ 151,008.00	\$ 9,555.20	\$ 59,122.80	\$ 91,885.20	\$ -	60.85%
01-30-315-500115	Social Security	\$ 13,627.00	\$ 592.80	\$ 4,564.98	\$ 9,062.02	\$ -	66.50%
01-30-315-500120	Medicare	\$ 3,187.00	\$ 138.64	\$ 1,067.63	\$ 2,119.37	\$ -	66.50%
01-30-315-500125	Health Insurance	\$ 23,724.00	\$ 1,976.10	\$ 11,856.60	\$ 11,867.40	\$ -	50.02%
01-30-315-500140	Life Insurance	\$ 972.00	\$ 44.02	\$ 264.12	\$ 707.88	\$ -	72.83%
01-30-315-500143	EAP Program	\$ 65.00	\$ 2.35	\$ 14.10	\$ 50.90	\$ -	78.31%

Account Number	Description	Budget	Period Amt	End Bal	Variance	Encumbered	% Avail/ Uncollect
01-30-315-500145	Workers' Compensation	\$ 2,181.00	\$ 49.68	\$ 307.40	\$ 1,873.60	\$ -	85.91%
01-30-315-500150	Unemployment Insurance	\$ 5,135.00	\$ -	\$ -	\$ 5,135.00	\$ -	100.00%
01-30-315-500155	Retirement/CalPERS	\$ 13,989.00	\$ 922.41	\$ 5,669.85	\$ 8,319.15	\$ -	59.47%
01-30-315-500175	Training/Education/Mtgs/Travel	\$ 4,000.00	\$ -	\$ 3,055.00	\$ 945.00	\$ -	23.63%
01-30-315-500180	Accrued Sick Leave Expense	\$ 8,785.00	\$ -	\$ -	\$ 8,785.00	\$ -	100.00%
01-30-315-500185	Accrued Vacation Leave Expense	\$ 15,972.00	\$ -	\$ -	\$ 15,972.00	\$ -	100.00%
01-30-315-500187	Accrual Leave Payments	\$ 43,303.00	\$ -	\$ 14,465.08	\$ 28,837.92	\$ -	66.60%
01-30-315-500195	CIP Related Labor	\$ (31,855.00)	\$ -	\$ -	\$ (31,855.00)	\$ -	100.00%
01-30-320-500105	Labor	\$ 64,626.00	\$ -	\$ -	\$ 64,626.00	\$ -	100.00%
01-30-320-500115	Social Security	\$ 4,914.00	\$ -	\$ -	\$ 4,914.00	\$ -	100.00%
01-30-320-500120	Medicare	\$ 1,150.00	\$ -	\$ -	\$ 1,150.00	\$ -	100.00%
01-30-320-500125	Health Insurance	\$ 23,724.00	\$ -	\$ -	\$ 23,724.00	\$ -	100.00%
01-30-320-500140	Life Insurance	\$ 432.00	\$ -	\$ -	\$ 432.00	\$ -	100.00%
01-30-320-500143	EAP Program	\$ 65.00	\$ -	\$ -	\$ 65.00	\$ -	100.00%
01-30-320-500145	Workers' Compensation	\$ 4,561.00	\$ -	\$ -	\$ 4,561.00	\$ -	100.00%
01-30-320-500150	Unemployment Insurance	\$ 2,198.00	\$ -	\$ -	\$ 2,198.00	\$ -	100.00%
01-30-320-500155	Retirement/CalPERS	\$ 10,618.00	\$ -	\$ -	\$ 10,618.00	\$ -	100.00%
01-30-320-500177	Gen Safety Training & Supplies	\$ 8,200.00	\$ -	\$ 1,750.00	\$ 6,450.00	\$ -	78.66%
01-30-320-500180	Accrued Sick Leave Expense	\$ 7,014.00	\$ -	\$ -	\$ 7,014.00	\$ -	100.00%
01-30-320-500185	Accrued Vacation Leave Expense	\$ 7,230.00	\$ -	\$ -	\$ 7,230.00	\$ -	100.00%
	Finance & Admin Services Personnel	\$ 2,500,667.00	\$ 112,818.48	\$ 800,415.79	\$ 1,700,251.21	\$ -	67.99%
01-30-310-550006	Cashiering Shortages/Overages	\$ 50.00	\$ 0.02	\$ 20.63	\$ 29.37	\$ -	58.74%
01-30-310-550018	Employee Medical/First Aid	\$ 750.00	\$ -	\$ 250.00	\$ 500.00	\$ -	66.67%
01-30-310-550042	Office Supplies	\$ 10,500.00	\$ 874.56	\$ 4,192.28	\$ 6,307.72	\$ -	60.07%
01-30-310-550046	Office Equipment	\$ 17,000.00	\$ -	\$ 2,681.15	\$ 14,318.85	\$ -	84.23%
01-30-310-550048	Postage	\$ 5,000.00	\$ 1,125.10	\$ 2,019.81	\$ 2,980.19	\$ -	59.60%
01-30-310-550066	Subscriptions	\$ 2,000.00	\$ 456.60	\$ 456.60	\$ 1,543.40	\$ -	77.17%
01-30-310-550072	Misc Operating Expenses	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	\$ -	100.00%
01-30-310-550078	Bad Debt Expense	\$ 3,000.00	\$ -	\$ -	\$ 3,000.00	\$ -	100.00%
01-30-310-550084	Depreciation	\$ 2,554,000.00	\$ 224,506.74	\$ 1,348,471.50	\$ 1,205,528.50	\$ -	47.20%
01-30-315-501511	Phones - 560 Magnolia	\$ 28,000.00	\$ 601.63	\$ 8,410.07	\$ 19,589.93	\$ -	69.96%
01-30-315-501531	Phones - 851 E. 6th	\$ -	\$ 148.41	\$ 148.41	\$ (148.41)	\$ -	0.00%
01-30-315-501561	Phones - 815 E. 12th	\$ 3,800.00	\$ 323.30	\$ 1,918.27	\$ 1,881.73	\$ -	49.52%
01-30-315-550044	Printing/Toner & Maint	\$ 17,000.00	\$ 315.75	\$ 6,165.73	\$ 10,834.27	\$ -	63.73%
01-30-320-550042	Office Supplies	\$ 2,000.00	\$ -	\$ 118.89	\$ 1,881.11	\$ -	94.06%
	Finance & Admin Services Materials & Supplies	\$ 2,644,100.00	\$ 228,352.11	\$ 1,374,853.34	\$ 1,269,246.66	\$ -	48.00%
01-30-310-500190	Temporary Labor	\$ 25,000.00	\$ 4,047.00	\$ 14,299.40	\$ 10,700.60	\$ -	42.80%
01-30-310-550001	Bank/Financial Service Fees	\$ 20,000.00	\$ 811.66	\$ 4,621.42	\$ 15,378.58	\$ -	76.89%
01-30-310-550008	Transaction/Return Fees	\$ 3,000.00	\$ 34.66	\$ 378.76	\$ 2,621.24	\$ -	87.37%
01-30-310-550010	Transaction/Credit Card Fees	\$ 44,000.00	\$ 4,509.53	\$ 22,086.92	\$ 21,913.08	\$ -	49.80%
01-30-310-550014	Credit Check Fees	\$ 10,000.00	\$ -	\$ 1,772.40	\$ 8,227.60	\$ -	82.28%
01-30-310-550030	Membership Dues	\$ 42,000.00	\$ 1,685.00	\$ 31,069.00	\$ 10,931.00	\$ -	26.03%
01-30-310-550036	Notary & Lien Fees	\$ 2,000.00	\$ 108.00	\$ 520.00	\$ 1,480.00	\$ -	74.00%
01-30-310-550050	Utility Billing Service	\$ 68,000.00	\$ 6,611.13	\$ 34,200.93	\$ 33,799.07	\$ -	49.70%
01-30-310-550051	Advertising/Legal Notices	\$ 4,000.00	\$ -	\$ 1,363.40	\$ 2,636.60	\$ -	65.92%
01-30-310-550054	Property, Auto& Gen Liab Insur	\$ 80,000.00	\$ 6,567.34	\$ 35,649.53	\$ 44,350.47	\$ -	55.44%
01-30-310-580001	Accounting & Audit	\$ 35,000.00	\$ 1,769.38	\$ 29,469.38	\$ 5,530.62	\$ -	15.80%
01-30-310-580011	General Legal	\$ 102,000.00	\$ 2,866.34	\$ 19,049.02	\$ 82,950.98	\$ -	81.32%
01-30-310-580036	Other Professional Services	\$ 170,077.00	\$ 8,179.35	\$ 39,266.80	\$ 130,810.20	\$ 100,327.89	17.92%
01-30-315-550030	Membership Dues	\$ 2,000.00	\$ -	\$ 166.60	\$ 1,833.40	\$ -	91.67%
01-30-315-580016	Computer Hardware	\$ 20,000.00	\$ 312.46	\$ 685.10	\$ 19,314.90	\$ -	96.57%
01-30-315-580021	IT/Software Support	\$ 5,000.00	\$ -	\$ 565.13	\$ 4,434.87	\$ -	88.70%
01-30-315-580026	License/Maintenance/Support	\$ 120,000.00	\$ 7,096.49	\$ 70,197.50	\$ 49,802.50	\$ -	41.50%
	Finance & Admin Services Services	\$ 752,077.00	\$ 44,598.34	\$ 305,361.29	\$ 446,715.71	\$ 100,327.89	46.06%
Expense Total	FINANCE & ADMIN SERVICES	\$ 5,896,844.00	\$ 385,768.93	\$ 2,480,630.42	\$ 3,416,213.58	\$ 100,327.89	56.23%
40	OPERATIONS						
410	Source of Supply Personnel						
01-40-410-500105	Labor	\$ 339,562.00	\$ 17,656.14	\$ 108,359.35	\$ 231,202.65	\$ -	68.09%
01-40-410-500110	Overtime	\$ 18,568.00	\$ 243.38	\$ 1,720.90	\$ 16,847.10	\$ -	90.73%
01-40-410-500111	Double Time	\$ 1,631.00	\$ -	\$ -	\$ 1,631.00	\$ -	100.00%
01-40-410-500113	Standby/On-Call	\$ 9,275.00	\$ 700.00	\$ 4,250.00	\$ 5,025.00	\$ -	54.18%
01-40-410-500115	Social Security	\$ 26,983.00	\$ 1,271.37	\$ 7,813.38	\$ 19,169.62	\$ -	71.04%
01-40-410-500120	Medicare	\$ 6,316.00	\$ 298.37	\$ 1,832.30	\$ 4,483.70	\$ -	70.99%
01-40-410-500125	Health Insurance	\$ 118,620.00	\$ 6,883.63	\$ 41,301.78	\$ 77,318.22	\$ -	65.18%
01-40-410-500140	Life Insurance	\$ 2,316.00	\$ 90.89	\$ 527.64	\$ 1,788.36	\$ -	77.22%
01-40-410-500143	EAP Program	\$ 325.00	\$ 9.40	\$ 56.40	\$ 268.60	\$ -	82.65%
01-40-410-500145	Workers' Compensation	\$ 24,619.00	\$ 551.42	\$ 3,396.47	\$ 21,222.53	\$ -	86.20%
01-40-410-500150	Unemployment Insurance	\$ 51,129.00	\$ -	\$ -	\$ 51,129.00	\$ -	100.00%
01-40-410-500155	Retirement/CalPERS	\$ 77,416.00	\$ 4,196.05	\$ 25,642.88	\$ 51,773.12	\$ -	66.88%
01-40-410-500165	Uniforms & Employee Benefits	\$ 2,600.00	\$ -	\$ 780.52	\$ 1,819.48	\$ -	69.98%
01-40-410-500175	Training/Education/Mtgs/Travel	\$ 4,000.00	\$ 170.00	\$ 2,539.88	\$ 1,460.12	\$ -	36.50%
01-40-410-500180	Accrued Sick Leave Expense	\$ 16,792.00	\$ 979.24	\$ 5,239.59	\$ 11,552.41	\$ -	68.80%
01-40-410-500185	Accrued Vacation Leave Expense	\$ 21,897.00	\$ 754.81	\$ 3,422.54	\$ 18,474.46	\$ -	84.37%
01-40-410-500187	Accrual Leave Payments	\$ 26,091.00	\$ -	\$ -	\$ 26,091.00	\$ -	100.00%
01-40-410-500195	CIP Related Labor	\$ (25,000.00)	\$ -	\$ -	\$ (25,000.00)	\$ -	100.00%

Account Number	Description	Budget	Period Amt	End Bal	Variance	Encumbered	% Avail/ Uncollect
01-40-410-550024	Employment Testing	\$ 200.00	\$ -	\$ 75.00	\$ 125.00	\$ -	62.50%
440	Transmission & Distribution Personnel						
01-40-440-500105	Labor	\$ 901,594.00	\$ 38,451.08	\$ 269,972.52	\$ 631,621.48	\$ -	70.06%
01-40-440-500110	Overtime	\$ 40,243.00	\$ 1,788.30	\$ 13,536.94	\$ 26,706.06	\$ -	66.36%
01-40-440-500111	Double Time	\$ 4,607.00	\$ -	\$ 2,045.69	\$ 2,561.31	\$ -	55.60%
01-40-440-500113	Standby/On-Call	\$ 15,600.00	\$ 1,200.00	\$ 6,678.56	\$ 8,921.44	\$ -	57.19%
01-40-440-500115	Social Security	\$ 71,623.00	\$ 2,996.28	\$ 20,567.45	\$ 51,055.55	\$ -	71.28%
01-40-440-500120	Medicare	\$ 16,763.00	\$ 700.77	\$ 4,812.08	\$ 11,950.92	\$ -	71.29%
01-40-440-500125	Health Insurance	\$ 309,348.00	\$ 12,756.63	\$ 93,135.68	\$ 216,212.32	\$ -	69.89%
01-40-440-500140	Life Insurance	\$ 6,048.00	\$ 212.49	\$ 1,425.63	\$ 4,622.37	\$ -	76.43%
01-40-440-500143	EAP Program	\$ 847.00	\$ 21.16	\$ 154.17	\$ 692.83	\$ -	81.80%
01-40-440-500145	Workers' Compensation	\$ 49,660.00	\$ 969.42	\$ 6,850.50	\$ 42,809.50	\$ -	86.21%
01-40-440-500155	Retirement/CalPERS	\$ 174,925.00	\$ 10,238.47	\$ 66,609.60	\$ 108,315.40	\$ -	61.92%
01-40-440-500165	Uniforms & Employee Benefits	\$ 5,500.00	\$ -	\$ 3,719.87	\$ 1,780.13	\$ -	32.37%
01-40-440-500175	Training/Education/Mtgs/Travel	\$ 4,500.00	\$ 70.31	\$ 875.31	\$ 3,624.69	\$ -	80.55%
01-40-440-500180	Accrued Sick Leave Expense	\$ 46,222.00	\$ 3,083.11	\$ 18,476.73	\$ 27,745.27	\$ -	60.03%
01-40-440-500185	Accrued Vacation Leave Expense	\$ 64,919.00	\$ 3,831.89	\$ 21,991.02	\$ 42,927.98	\$ -	66.13%
01-40-440-500187	Accrual Leave Payments	\$ 75,670.00	\$ -	\$ 1,115.02	\$ 74,554.98	\$ -	98.53%
01-40-440-500195	CIP Related Labor	\$ (60,000.00)	\$ -	\$ (38.87)	\$ (59,961.13)	\$ -	99.94%
01-40-440-550024	Employment Testing	\$ 400.00	\$ 75.00	\$ 241.25	\$ 158.75	\$ -	39.69%
450	Inspections Personnel						
01-40-450-500105	Labor	\$ 28,126.00	\$ 3,568.66	\$ 8,778.66	\$ 19,347.34	\$ -	68.79%
01-40-450-500110	Overtime	\$ 4,985.00	\$ 1,031.40	\$ 2,534.25	\$ 2,450.75	\$ -	49.16%
01-40-450-500111	Double Time	\$ 217.00	\$ -	\$ -	\$ 217.00	\$ -	100.00%
01-40-450-500113	Standby/On-Call	\$ 88.00	\$ -	\$ -	\$ 88.00	\$ -	100.00%
01-40-450-500115	Social Security	\$ 2,075.00	\$ 286.32	\$ 704.80	\$ 1,370.20	\$ -	66.03%
01-40-450-500120	Medicare	\$ 486.00	\$ 66.97	\$ 164.85	\$ 321.15	\$ -	66.08%
01-40-450-500125	Health Insurance	\$ 8,064.00	\$ 898.55	\$ 2,198.74	\$ 5,865.26	\$ -	72.73%
01-40-450-500140	Life Insurance	\$ 192.00	\$ 12.39	\$ 27.96	\$ 164.04	\$ -	85.44%
01-40-450-500143	EAP Program	\$ 22.00	\$ 1.29	\$ 2.96	\$ 19.04	\$ -	86.55%
01-40-450-500145	Workers' Compensation	\$ 1,991.00	\$ 115.51	\$ 251.06	\$ 1,739.94	\$ -	87.39%
01-40-450-500155	Retirement/CalPERS	\$ 9,199.00	\$ 941.08	\$ 2,940.20	\$ 6,258.80	\$ -	68.04%
460	Customer Svc & Meter Reading Personnel						
01-40-460-500105	Labor	\$ 166,735.00	\$ 12,037.04	\$ 77,347.48	\$ 89,387.52	\$ -	53.61%
01-40-460-500110	Overtime	\$ 14,351.00	\$ 234.41	\$ 1,365.47	\$ 12,985.53	\$ -	90.49%
01-40-460-500111	Double Time	\$ 1,557.00	\$ 43.02	\$ 506.34	\$ 1,050.66	\$ -	67.48%
01-40-460-500113	Standby/On-Call	\$ 7,800.00	\$ -	\$ 625.00	\$ 7,175.00	\$ -	91.99%
01-40-460-500115	Social Security	\$ 14,451.00	\$ 857.87	\$ 5,395.03	\$ 9,055.97	\$ -	62.67%
01-40-460-500120	Medicare	\$ 3,383.00	\$ 200.61	\$ 1,261.72	\$ 2,121.28	\$ -	62.70%
01-40-460-500125	Health Insurance	\$ 71,172.00	\$ 6,429.80	\$ 32,629.49	\$ 38,542.51	\$ -	54.15%
01-40-460-500140	Life Insurance	\$ 1,152.00	\$ 75.27	\$ 379.89	\$ 772.11	\$ -	67.02%
01-40-460-500143	EAP Program	\$ 195.00	\$ 10.14	\$ 48.56	\$ 146.44	\$ -	75.10%
01-40-460-500145	Workers' Compensation	\$ 12,318.00	\$ 373.69	\$ 2,346.67	\$ 9,971.33	\$ -	80.95%
01-40-460-500155	Retirement/CalPERS	\$ 42,238.00	\$ 2,883.71	\$ 17,819.09	\$ 24,418.91	\$ -	57.81%
01-40-460-500165	Uniforms & Employee Benefits	\$ 700.00	\$ -	\$ 1,566.70	\$ (866.70)	\$ -	-123.81%
01-40-460-500175	Training/Education/Mtgs/Travel	\$ 400.00	\$ -	\$ -	\$ 400.00	\$ -	100.00%
01-40-460-500180	Accrued Sick Leave Expense	\$ 7,776.00	\$ 489.06	\$ 2,980.29	\$ 4,795.71	\$ -	61.67%
01-40-460-500185	Accrued Vacation Leave Expense	\$ 14,431.00	\$ 1,029.60	\$ 4,223.13	\$ 10,207.87	\$ -	70.74%
01-40-460-500187	Accrual Leave Payments	\$ 19,562.00	\$ -	\$ -	\$ 19,562.00	\$ -	100.00%
01-40-460-500195	CIP Related Labor	\$ (10,000.00)	\$ (848.14)	\$ (11,963.63)	\$ 1,963.63	\$ -	-19.64%
01-40-460-550024	Employment Testing	\$ 200.00	\$ -	\$ -	\$ 200.00	\$ -	100.00%
470	Maintenance & General Plant Personnel						
01-40-470-500105	Labor	\$ 34,443.00	\$ 4,990.35	\$ 25,100.15	\$ 9,342.85	\$ -	27.13%
01-40-470-500110	Overtime	\$ 2,475.00	\$ -	\$ -	\$ 2,475.00	\$ -	100.00%
01-40-470-500111	Double Time	\$ 214.00	\$ -	\$ -	\$ 214.00	\$ -	100.00%
01-40-470-500113	Standby/On-Call	\$ 88.00	\$ -	\$ -	\$ 88.00	\$ -	100.00%
01-40-470-500115	Social Security	\$ 2,313.00	\$ 309.88	\$ 1,558.46	\$ 754.54	\$ -	32.62%
01-40-470-500120	Medicare	\$ 543.00	\$ 72.46	\$ 364.45	\$ 178.55	\$ -	32.88%
01-40-470-500125	Health Insurance	\$ 14,724.00	\$ 1,139.94	\$ 5,891.02	\$ 8,832.98	\$ -	59.99%
01-40-470-500140	Life Insurance	\$ 240.00	\$ 16.63	\$ 84.24	\$ 155.76	\$ -	64.90%
01-40-470-500143	EAP Program	\$ 41.00	\$ 2.66	\$ 12.86	\$ 28.14	\$ -	68.63%
01-40-470-500145	Workers' Compensation	\$ 2,439.00	\$ 133.09	\$ 666.06	\$ 1,772.94	\$ -	72.69%
01-40-470-500155	Retirement/CalPERS	\$ 7,806.00	\$ 679.35	\$ 3,806.17	\$ 3,999.83	\$ -	51.24%
	Operations Personnel	\$ 2,941,001.00	\$ 148,282.22	\$ 930,745.90	\$ 2,010,255.10	\$ -	68.35%
410	Source of Supply Materials & Supplies						
01-40-410-501101	Electricity - Wells	\$ 1,717,000.00	\$ 158,436.70	\$ 622,248.20	\$ 1,094,751.80	\$ -	63.76%
01-40-410-501201	Gas - Wells	\$ 225.00	\$ 14.30	\$ 89.25	\$ 135.75	\$ -	60.33%
01-40-410-510011	Treatment & Chemicals	\$ 90,000.00	\$ 22,472.40	\$ 44,346.85	\$ 45,653.15	\$ -	50.73%
01-40-410-510021	Lab Testing	\$ 120,000.00	\$ 2,268.00	\$ 22,112.84	\$ 97,887.16	\$ -	81.57%
01-40-410-510031	Small Tools, Parts & Maint	\$ 3,200.00	\$ 62.47	\$ 984.42	\$ 2,215.58	\$ -	69.24%
01-40-410-520021	Maint & Rpr-Telemetry Equip	\$ 10,000.00	\$ -	\$ 3,338.03	\$ 6,661.97	\$ -	66.62%
01-40-410-520061	Maint & Rpr-Pumping Equipment	\$ 125,000.00	\$ 1,646.59	\$ 31,376.31	\$ 93,623.69	\$ 1,855.20	73.41%
01-40-410-550066	Subscriptions	\$ 1,000.00	\$ -	\$ 726.27	\$ 273.73	\$ -	27.37%
440	Transmission & Distribution Materials & Supplies						
01-40-440-510031	Small Tools, Parts & Maint	\$ 8,500.00	\$ 10.23	\$ 1,973.38	\$ 6,526.62	\$ -	76.78%
01-40-440-520071	Maint & Rpr-Pipelines&Hydrants	\$ 55,000.00	\$ 847.66	\$ 35,223.69	\$ 19,776.31	\$ -	35.96%
01-40-440-520081	Maint & Rpr-Pressure Regulatrs	\$ 7,500.00	\$ -	\$ -	\$ 7,500.00	\$ -	100.00%
01-40-440-540001	Backflow Program	\$ 7,500.00	\$ 789.71	\$ 1,653.75	\$ 5,846.25	\$ -	77.95%

Account Number	Description	Budget	Period Amt	End Bal	Variance	Encumbered	% Avail/ Uncollect
01-40-440-540024	Inventory Adjustments	\$ 3,000.00	\$ -	\$ (3,860.00)	\$ 6,860.00	\$ -	228.67%
01-40-440-540036	Line Locates	\$ 3,500.00	\$ 178.30	\$ 2,456.51	\$ 1,043.49	\$ -	29.81%
01-40-440-540042	Meters Maintenance & Services	\$ 150,000.00	\$ 7,439.74	\$ 66,632.78	\$ 83,367.22	\$ -	55.58%
01-40-440-540078	Reservoirs Maintenance	\$ 24,500.00	\$ -	\$ 20,628.00	\$ 3,872.00	\$ -	15.80%
470	Maintenance & General Plant Materials & Supplies						
01-40-470-501111	Electricity - 560 Magnolia	\$ 27,200.00	\$ 2,506.16	\$ 9,665.69	\$ 17,534.31	\$ -	64.46%
01-40-470-501121	Electricity - 12303 Oak Glen	\$ 2,500.00	\$ 248.15	\$ 1,389.71	\$ 1,110.29	\$ -	44.41%
01-40-470-501131	Electricity - 13695 Oak Glen	\$ 1,848.00	\$ 96.80	\$ 603.66	\$ 1,244.34	\$ -	67.33%
01-40-470-501141	Electricity - 13697 Oak Glen	\$ 2,818.00	\$ 171.41	\$ 963.84	\$ 1,854.16	\$ -	65.80%
01-40-470-501151	Elec - 9781 Avenida Miravilla	\$ 1,834.00	\$ 108.78	\$ 497.70	\$ 1,336.30	\$ -	72.86%
01-40-470-501161	Electricity - 815 E. 12th	\$ 6,000.00	\$ 426.19	\$ 2,142.07	\$ 3,857.93	\$ -	64.30%
01-40-470-501171	Electricity - 851 E. 6th	\$ -	\$ 88.00	\$ 88.00	\$ (88.00)	\$ -	0.00%
01-40-470-501321	Propane - 12303 Oak Glen	\$ 114.00	\$ -	\$ -	\$ 114.00	\$ -	100.00%
01-40-470-501331	Propane - 13695 Oak Glen	\$ 683.00	\$ 460.48	\$ 1,625.91	\$ (942.91)	\$ -	-138.05%
01-40-470-501341	Propane - 13697 Oak Glen	\$ 618.00	\$ 458.51	\$ 1,566.81	\$ (948.81)	\$ -	-153.53%
01-40-470-501351	Propane-9781 Avenida Miravilla	\$ 903.00	\$ 318.02	\$ 1,070.00	\$ (167.00)	\$ -	-18.49%
01-40-470-501411	Sanitation - 560 Magnolia	\$ 2,900.00	\$ 394.88	\$ 1,383.66	\$ 1,516.34	\$ -	52.29%
01-40-470-501461	Sanitation - 815 E. 12th	\$ 4,050.00	\$ 176.99	\$ 1,953.19	\$ 2,096.81	\$ -	51.77%
01-40-470-501471	Sanitation - 11083 Cherry Ave	\$ 3,200.00	\$ 263.54	\$ 1,581.24	\$ 1,618.76	\$ -	50.59%
01-40-470-501611	Maint & Repair- 560 Magnolia	\$ 20,000.00	\$ 1,344.33	\$ 11,127.04	\$ 8,872.96	\$ -	44.36%
01-40-470-501621	Maint & Repair- 12303 Oak Glen	\$ 1,200.00	\$ -	\$ 52.80	\$ 1,147.20	\$ -	95.60%
01-40-470-501631	Maint & Repair- 13695 Oak Glen	\$ 1,000.00	\$ -	\$ 638.00	\$ 362.00	\$ -	36.20%
01-40-470-501641	Maint & Repair- 13697 Oak Glen	\$ 1,000.00	\$ -	\$ 966.00	\$ 34.00	\$ -	3.40%
01-40-470-501651	Maint & Rpr-9781 Ave Miravilla	\$ 1,500.00	\$ 721.31	\$ 774.11	\$ 725.89	\$ -	48.39%
01-40-470-501661	Maint & Repair- 815 E. 12th	\$ 5,000.00	\$ 696.93	\$ 2,985.06	\$ 2,014.94	\$ -	40.30%
01-40-470-501671	Maint & Repair- 851 E. 6th	\$ -	\$ 3,771.69	\$ 4,565.85	\$ (4,565.85)	\$ -	0.00%
01-40-470-501691	Maint & Rpr- Bldgs (General)	\$ 4,500.00	\$ 160.50	\$ 924.07	\$ 3,575.93	\$ -	79.47%
01-40-470-510001	Auto/Fuel	\$ 78,000.00	\$ 7,167.13	\$ 41,155.01	\$ 36,844.99	\$ -	47.24%
01-40-470-520011	Maint & Rpr-Safety Equipment	\$ 17,000.00	\$ -	\$ 3,808.18	\$ 13,191.82	\$ -	77.60%
01-40-470-520031	Maint & Rpr-General Equipment	\$ 46,000.00	\$ 2,433.50	\$ 19,923.02	\$ 26,076.98	\$ 774.70	55.00%
01-40-470-520041	Maint & Rpr-Fleet	\$ 50,000.00	\$ 5,180.99	\$ 24,654.68	\$ 25,345.32	\$ -	50.69%
01-40-470-520091	Maint & Rpr-Communicatn Equip	\$ 5,500.00	\$ -	\$ -	\$ 5,500.00	\$ -	100.00%
	Operations Materials & Supplies	\$ 2,611,293.00	\$ 221,360.39	\$ 986,035.58	\$ 1,625,257.42	\$ 2,629.90	62.14%
410	Source of Supply Services						
01-40-410-500501	State Project Water Purchases	\$ 2,853,000.00	\$ 699,846.00	\$ 2,161,058.00	\$ 691,942.00	\$ -	24.25%
01-40-410-540084	State Mandates & Tariffs	\$ 70,000.00	\$ 6,782.47	\$ 45,067.29	\$ 24,932.71	\$ -	35.62%
440	Transmission & Distribution Services						
01-40-440-550051	Advertising/Legal Notices	\$ 4,000.00	\$ -	\$ 1,560.00	\$ 2,440.00	\$ -	61.00%
470	Maintenance & General Plant Services						
01-40-470-540030	Landscape Maintenance	\$ 61,560.00	\$ 4,204.57	\$ 19,662.83	\$ 41,897.17	\$ -	68.06%
01-40-470-540072	Rechrg Facs, Cynns&Ponds Maint	\$ 108,440.00	\$ 5,682.40	\$ 61,649.48	\$ 46,790.52	\$ -	43.15%
	Operations Services	\$ 3,097,000.00	\$ 716,515.44	\$ 2,288,997.60	\$ 808,002.40	\$ -	26.09%
Expense Total	OPERATIONS	\$ 8,649,294.00	\$ 1,086,158.05	\$ 4,205,779.08	\$ 4,443,514.92	\$ 2,629.90	51.34%
50	GENERAL						
01-50-510-502001	Rents/Leases	\$ -	\$ 2,025.00	\$ 3,375.00	\$ (3,375.00)	\$ -	0.00%
01-50-510-510031	Small Tools, Parts & Maint	\$ 500.00	\$ -	\$ -	\$ 500.00	\$ -	100.00%
01-50-510-540066	Property Damages & Theft	\$ 15,000.00	\$ 988.05	\$ 9,490.26	\$ 5,509.74	\$ -	36.73%
01-50-510-550040	General Supplies	\$ 11,000.00	\$ 1,247.28	\$ 7,113.62	\$ 3,886.38	\$ -	35.33%
01-50-510-550060	Public Ed./Community Outreach	\$ 76,574.00	\$ 25,600.13	\$ 60,917.05	\$ 15,656.95	\$ -	20.45%
01-50-510-550072	Misc Operating Expenses	\$ 1,000.00	\$ -	\$ 512.43	\$ 487.57	\$ -	48.76%
	General Materials & Supplies	\$ 104,074.00	\$ 29,860.46	\$ 81,408.36	\$ 22,665.64	\$ -	21.78%
01-50-510-550096	Beaumont Basin Watermaster	\$ 42,000.00	\$ -	\$ 23,498.00	\$ 18,502.00	\$ -	44.05%
	General Services	\$ 42,000.00	\$ -	\$ 23,498.00	\$ 18,502.00	\$ -	44.05%
Expense Total	GENERAL	\$ 146,074.00	\$ 29,860.46	\$ 104,906.36	\$ 41,167.64	\$ -	28.18%
Expense Total	ALL EXPENSES	\$ 15,451,922.00	\$ 1,538,015.71	\$ 6,986,621.66	\$ 8,465,300.34	\$ 102,957.79	54.12%

Beaumont-Cherry Valley Water District
Statement of Cash Flows and Reconciliation to Cash Balance and Investment Report (unaudited)
For the Six Months Months Ended June 30, 2019 and 2018

YEAR-TO-DATE CASH & INVESTMENT FLOWS

	<u>June 30, 2019</u>	<u>June 30, 2018</u>
Cash flows from operating activities:		
Receipts from customers	\$ 5,472,793	\$ 6,179,452
Payments to employees for salaries and benefits	(2,020,763)	(1,775,032)
Payments to suppliers and service providers	(3,677,236)	(3,205,729)
Receipt of customer deposits	18,407	39,810
	<u> </u>	<u> </u>
Net cash (used) provided by operating activities	(206,799)	1,238,501 (1)
Cash flows from capital and related financing activities:		
Acquisition and construction of capital assets	(1,016,360)	(975,937) (2)
Cash received from sale of capital assets	14,835	-
Capital contributions	1,846,808	4,384,810 (1)
Rental income	11,888	9,916 (1)
	<u> </u>	<u> </u>
Net cash provided by capital and related financing activities	857,171	3,418,789
Cash flows from investing activities:		
Interest received	863,440	495,684 (1)
	<u> </u>	<u> </u>
Net increase in cash and cash equivalents	1,513,812	5,152,974
Cash and investments, beginning of year	<u>58,656,814</u>	<u>51,174,856</u>
Cash and investments, June 30	<u><u>\$ 60,170,626</u></u>	<u><u>\$ 56,327,830</u></u>

RECONCILIATION TO CASH & INVESTMENT BALANCE REPORT

Cash Per Cash Balance & Investment Report:		
General #4152	\$ 378,285	\$ 887,877
Ca. State Treasurer's Office: Local Agency Investment Fund	23,996,347	24,297,616
CalTRUST Short Term Fund	35,857,714	31,106,143
	<u> </u>	<u> </u>
Total Cash Per Cash Balance & Investment Report:	<u>\$ 60,232,346</u>	<u>\$ 56,291,636</u>
Adjustments to Reconcile GL to Cash Balance & Investment Report:		
<i>(Timing Differences Between Bank and Book)</i>		
Deposits in transit	\$ 41,061	\$ 22,003
Outstanding checks and bank debits	(18,183)	(7,066)
CalTRUST Short Term Fund Cumulative Unrealized (Gain) Loss	(85,998)	19,857
Petty Cash and Cash on Hand	1,400	1,400
	<u> </u>	<u> </u>
Total Adjustments:	<u>\$ (61,720)</u>	<u>\$ 36,194</u>
Reconciled Cash and Investments	<u><u>\$ 60,170,626</u></u>	<u><u>\$ 56,327,830</u></u>

CASH & INVESTMENT BALANCE CLASSIFICATIONS

Restricted Cash and Investments		
Restricted Cash and Investments - Capital Commitments	\$ 28,166,910	\$ 24,546,224
Restricted Cash and Investments - Funds Held for Others	3,229,882	3,183,236
	<u> </u>	<u> </u>
Total Restricted Cash and Investments	<u>\$ 31,396,792</u>	<u>\$ 27,729,460</u>
Unrestricted Cash and Investments		
Designated:		
Reserve for Operations (3 months of budg. op. expenses)	\$ 3,371,679	\$ 2,307,050
Emergency Reserve (15% of budg. op. expenses)	1,917,641	1,674,583
Capital Replacement Reserve	23,484,514	24,616,737
	<u> </u>	<u> </u>
Total Unrestricted Cash and Investments	<u>\$ 28,773,834</u>	<u>\$ 28,598,370</u>
Total Cash and Investments	<u><u>\$ 60,170,626</u></u>	<u><u>\$ 56,327,830</u></u>

(1) Cash basis accounting, while Budget Variance Reports are accrual basis (timing differences).

(2) Cash basis accounting, affecting asset accounts that are not reflected in the Budget Variance Reports.



**Beaumont-Cherry Valley Water District
Cash Balance & Investment Report
As of June 30, 2019**

Account Name	Account Ending #	Cash Balance Per Account	
		Balance	Prior Month Balance
Wells Fargo	4152	\$378,285.07	\$387,367.87
General		<u>\$ 378,285.07</u>	<u>\$ 387,367.87</u>
Total Cash			

Investment Summary

Account Name	Market Value	Prior Month Balance	Actual % of		Maturity	Par Amount	Rate	2019 Interest to Date
			Total	Policy % Limit				
Ca. State Treasurer's Office: Local Agency Investment Fund	\$23,996,347.11	\$23,996,347.11	40%	No Limit	Liquid	N/A	2.39	\$300,792.89
CalTRUST Short Term Fund	\$35,857,714.24	\$35,744,288.81	60%	No Limit	Liquid	N/A	2.59	\$452,355.31
Total Investments	<u>\$59,854,061.35</u>	<u>\$59,740,635.92</u>						<u>\$753,148.20</u>
Total Cash & Investments	<u>\$ 60,232,346.42</u>	<u>\$ 60,128,003.79</u>						

The investments above are in accordance with the District's investment policy. 7/23/19

BCVWD will be able to meet its cash flow obligations for the next 6 months. 7/23/19

Accounts Payable

Checks by Date - Detail by Check Date

User: wclayton
Printed: 7/24/2019 8:19 AM

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	Void Checks	Check Amount
9089	10769	Fritts Ford	07/08/2019	VOID	
	070819A	(1) 2019 Ford F150 Super Duty 2x4 - Unit 40		24,854.38	
	070819B	(1) 2019 Ford F250 Super Duty 4x4 - Unit 41		27,671.47	
	070819C	(1) 2019 Ford F250 Super Duty 4x4 - Unit 42		27,671.47	
Total for Check Number 9089:				80,197.32	0.00
9090	10769	Fritts Ford	07/08/2019		
	070819B	(1) 2019 Ford F250 Super Duty 4x4 - Unit 41			27,671.47
	070819C	(1) 2019 Ford F250 Super Duty 4x4 - Unit 42			27,671.47
	070819D	Discount on 2019 Ford F250 - Unit 41			-107.75
	070819E	Discount on 2019 Ford F250 - Unit 42			-107.75
Total for Check Number 9090:				0.00	55,127.44
Total for 7/8/2019:				80,197.32	55,127.44
ACH	10085	CalPERS Retirement System	07/10/2019		
	15719557	PR Batch 00001.07.2019 CalPERS 7% EE Deduction			3,580.37
	15719557	PR Batch 00001.07.2019 CalPERS 1% ER Paid			174.23
	15719557	PR Batch 00001.07.2019 CalPERS ER Paid Classic			9,540.32
	15719557	PR Batch 00001.07.2019 CalPERS ER PEPRA .5% Increase			168.62
	15719557	PR Batch 00001.07.2019 CalPERS calculation adjustment			-0.02
	15719557	PR Batch 00001.07.2019 CalPERS 8% EE Paid			2,482.19
	15719557	PR Batch 00001.07.2019 CalPERS 8% ER Paid			1,179.39
	15719557	PR Batch 00001.07.2019 CalPERS ER PEPRA			2,538.78
Total for this ACH Check for Vendor 10085:				0.00	19,663.88
ACH	10087	EDD	07/10/2019		
	1-672-026-816	PR Batch 00001.07.2019 CA SDI			953.51
	1-672-026-816	PR Batch 00001.07.2019 State Income Tax			4,324.88
Total for this ACH Check for Vendor 10087:				0.00	5,278.39
ACH	10094	U.S. Treasury	07/10/2019		
	02889783	PR Batch 00001.07.2019 Federal Income Tax			10,763.77
	02889783	PR Batch 00001.07.2019 Medicare Employer Portion			1,519.73
	02889783	PR Batch 00001.07.2019 Medicare Employee Portion			1,519.73
	02889783	PR Batch 00001.07.2019 FICA Employer Portion			6,103.02
	02889783	PR Batch 00001.07.2019 FICA Employee Portion			6,103.02
Total for this ACH Check for Vendor 10094:				0.00	26,009.27
ACH	10141	Ca State Disbursement Unit	07/10/2019		
	6C013YP6657	PR Batch 00001.07.2019 Garnishment			288.46
	6C013YP6657	PR Batch 00001.07.2019 Garnishment			266.30
Total for this ACH Check for Vendor 10141:				0.00	554.76
ACH	10203	Voya Financial	07/10/2019		
	VB1450-PP14	PR Batch 00001.07.2019 Deferred Comp			475.00
Total for this ACH Check for Vendor 10203:				0.00	475.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
ACH	10264	CalPERS Supplemental Income Plans	07/10/2019		
	15718806	PR Batch 00001.07.2019 CalPERS 457			590.00
	15718806	PR Batch 00001.07.2019 CalPERS 457 %			49.26
Total for this ACH Check for Vendor 10264:				0.00	639.26
ACH	10288	CalPERS Health Fiscal Services Division	07/10/2019		
	06142019	Retired Employees Health Insurance July 2019			2,370.00
	06142019	Admin Fee for Retired Emp Health Insurance July 2019			11.27
	06142019	Admin Fee for Active Emp Health Insurance July 2019			101.10
	06142019	Active Employees Health Insurance July 2019			43,957.61
Total for this ACH Check for Vendor 10288:				0.00	46,439.98
Total for 7/10/2019:				0.00	99,060.54
9091	10000	A C Propane Co	07/11/2019		
	06042019	Propane Credit Balance - 13697 Oak Glen			270.00
	06042019	Propane May 2019 - 13695 Oak Glen Rd			460.48
	06042019	Propane May 2019 - 13697 Oak Glen Rd			458.51
	06042019	Apply Propane Credit Balance - 9781 Ave Miravilla			-315.00
	06042019	Propane May 2019 - 9781 Avenida Miravilla			315.00
	06042019	Propane May 2019 - 13695 Oak Glen Rd			315.00
	06042019	Propane May 2019 - 9781 Avenida Miravilla			318.02
	06042019	Apply Propane Credit Balance - 13695 Oak Glen			-315.00
	06042019	Propane May 2019 - 13697 Oak Glen Rd			-270.00
Total for Check Number 9091:				0.00	1,237.01
9092	10001	Action True Value Hardware	07/11/2019		
	47561	Solenoids - ODA 1			170.24
	47561	Caulking Gun - Old Roll Up			3.77
	47561	Bolt/Washer/Nut/Adapter - Well 29			33.61
	47561	Paint Brushes - Paint Storage Containers			21.66
	47561	1 Pack Emitters - Phase 1			40.94
	47561	Slip Fit/Cement/Tape/Primer - Service Line Repair			23.87
	47580	Union/Nipples - ODA 1			7.41
	47580	Solenoid - ODA 1			33.39
	47580	Weed Eater Line - Maint Ponds			312.46
	47580	Copper/Chain/Socket/Drive - Chain Saw			98.55
	47580	Primer/Cement/Glue - Unit 33			32.81
	47580	Nuts/Coupler Tool Fit - ODA 1			13.13
	47580	Chain Oil - Chain Saw			6.45
	47580	Water Tight/Electrical Connection - Well 4A			7.53
Total for Check Number 9092:				0.00	805.82
9093	10319	ACWA Joint Powers Insurance Authority	07/11/2019		
	07312019	(31) Employee - Employee Assistance Program July 2019			72.85
Total for Check Number 9093:				0.00	72.85
9094	10144	Alsco Inc	07/11/2019		
	LYUM1375569	Cleaning of Mats & Shop Towels 12th/Palm Jun 2019			35.10
	LYUM1379134	Cleaning of Mats & Shop Towels 12th/Palm Jun 2019			16.83
	LYUM1379136	Cleaning of 3 Office Mats 560 Magnolia Jun 2019			16.68
Total for Check Number 9094:				0.00	68.61
9095	10073	AWT Chemicals	07/11/2019		
	19-0101	(160) AWT - Aqua-Fit 3" 50LB Drums			20,078.40
Total for Check Number 9095:				0.00	20,078.40

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
9096	10695 2600	B-81 Paving Inc (11) Districtwide Repairs - Meter Service Lines	07/11/2019		9,258.25
Total for Check Number 9096:				0.00	9,258.25
9097	10557	Beaumont Copy & Graphics	07/11/2019		
	9600	Business Cards - J Bean			46.28
	9600	Set Up New Cards			21.55
	9600	Business Cards - L Lopez			18.26
	9600	Business Cards - S Molina			18.27
	9600	Business Cards - M Swanson			67.82
Total for Check Number 9097:				0.00	172.18
9098	10335	Beaumont Safe & Lock	07/11/2019		
	71257	Labor Service Trim/Strike Adjustment - Well 26			43.28
	71257	Labor Service Panic Bar/Trim - Well 23			51.94
	71257	Labor Locks Off/On - Well 26			6.93
	71257	Labor Cylinders Recoded - Well 26			13.85
Total for Check Number 9098:				0.00	116.00
9099	10019	C R & R Incorporated	07/11/2019		
	0096318	Monthly Charges 3 YD Commercial Bin Jul 2019			271.47
Total for Check Number 9099:				0.00	271.47
9100	10777	California Conservation Corps	07/11/2019		
	INNU-003919	Clean Up Oak Glen Conservation Camp 6/1 -30/2019			4,400.00
Total for Check Number 9100:				0.00	4,400.00
9101	10728	Cavanaugh & Associates, P.A.	07/11/2019		
	WE.19.044.1	Consulting Services - 2018 AWWA Water Audit Level 1 Validation			2,500.00
Total for Check Number 9101:				0.00	2,500.00
9102	10614	Cherry Valley Automotive	07/11/2019		
	25973	Shock Absorbers - OD 120,896 Unit 10			314.16
	25973	Labor Mount/Balance/Alignment Tires - OD 120,896 Unit 10			162.48
	25973	Labor - Remove/Install Shock/Strut - OD 120,896 Unit 10			172.63
	25973	Tires - OD 120,896 Unit 10			584.78
	25973	Labor - Change Oil/Filter - OD 120,896 Unit 10			20.31
	25973	Labor Remove/Replace Filter - OD 120,896 Unit 10			50.77
	25973	Oil/Filter - OD 120,896 Unit 10			25.90
	25973	Filter Kit/Transmission Fluid - OD 120,896 Unit 10			122.21
	25996	Oil/Filter - OD 44,344 Unit 04			62.45
	25996	Labor - Change Oil/Filter - OD 44,344 Unit 04			22.00
	25996	Brake Pads/Oil-Wheel Seal - OD 44,344 Unit 04			307.36
	25996	Labor - Replace Brake Pads/Rotor/Test - OD 44,344 Unit 04			600.00
	26065	Labor - Perform System Scan OD 106,074 Unit 18			52.00
	26065	Labor - Changed Oil/Filter OD 106,074 Unit 18			20.00
	26065	Oil/Filter OD 106,074 Unit 18			17.98
	26066	Oil/Filter - OD 61,859 Unit 17			25.53
	26066	Labor - Repair Flat Tire - OD 61,859 Unit 17			22.00
	26066	Labor - Change Oil/Filter - OD 61,859 Unit 17			20.00
	26131	Labor - Remove/Replace Fuel Pump/Filter OD 154,122 Unit 13			322.00
	26131	Fuel Pump/Filter OD 154,122 Unit 13			327.53
	26186	Oil/Filter OD 25,477 Unit 33			25.53
	26186	Labor Changed Oil/Filter OD 25,477 Unit 33			20.00
	26186	Labor Remove/Replace Brake Pads OD 25,477 Unit 33			142.00
	26186	Brake Pads OD 25,477 Unit 33			64.65
Total for Check Number 9102:				0.00	3,504.27

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
9103	10016 261701 May June	City of Beaumont Monthly Sewer Charges 05/01/19 - 07/01/19	07/11/2019		51.04
Total for Check Number 9103:				0.00	51.04
9104	UB*03219 06272019	Ralph Conley Unclaimed Funds - R Conley	07/11/2019		114.98
Total for Check Number 9104:				0.00	114.98
9105	10313 AC0000001712 AC0000001712	County of Riverside - Auditor Controller LAFCO 2019/2020 Admin Fee LAFCO 2019/2020 Annual Membership Fee	07/11/2019		79.38 2,906.60
Total for Check Number 9105:				0.00	2,985.98
9106	10266 17125 17125 17125 17125 17215	Cozad & Fox Inc. (80%) Reimbursables - Noble Water Storage Tank 2/Pipeline (90%) Environmental - Noble Water Storage Tank 2/Pipeline (100%) Prelim Design Report - Noble Water Storage Tank 2/Pipeline (65%) Project Coordination - Noble Water Storage Tank 2/Pipeline (98%) Preparation Contract Docs - Noble Water Storage Tank 2/Pi	07/11/2019		219.50 2,521.00 1,137.80 861.80 5,600.32
Total for Check Number 9106:				0.00	10,340.42
9107	10769 07092019	Fritts Ford (1) 2019 Ford F150 Super Duty 2x4 - Unit 40	07/11/2019		24,854.38
Total for Check Number 9107:				0.00	24,854.38
9108	10600 07032019	Gaucha Gophers & Landscape Management NCR 1 Rodent Control July 2019	07/11/2019		1,000.00
Total for Check Number 9108:				0.00	1,000.00
9109	10303 9210162765 9211425542	Grainger Inc (1) Pump for Chlorinators - Stock (1) Pump for Chlorinators - Stock	07/11/2019		583.77 583.77
Total for Check Number 9109:				0.00	1,167.54
9110	10052 2011962 2044962 2575141 4025754 5025666 7171748 7171749 7583936 8040422 8562943 9021749 9030736	Home Depot Credit Services 50 PVC Plugs - Phase 1 50 PVC Plugs - Irrigation Phase 1 Blinds - 851 E 6th St Drywall/Lamps - Repairs 851 E 6th St Paint/Brushes - Stock 12th/Palm Return Copper Line - Lower House Copper Line - Lower House Tool Set - Eng Office Water Heater/Drain Pan -Lower House Lamps/Whip - 851 E 6th St Paper Goods/Cleaner - 12th/Palm Trash Can/Bags - 851 E 6th St	07/11/2019		62.50 62.50 39.30 148.48 296.03 -23.88 30.77 32.29 714.42 133.38 217.70 53.11
Total for Check Number 9110:				0.00	1,766.60
9111	10398 154304 154304 154304	Infosend, Inc (980) Annual Backflow Letters Setup Fee/Services (980) Annual Backflow Letters Postage (980) Annual Backflow Letters	07/11/2019		169.60 400.69 353.74
Total for Check Number 9111:				0.00	924.03

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
9112	10273	Inland Water Works Supply Co.	07/11/2019		
	S1024262.004	(3) 10" Flex 501A Center Rings - - Inventory			162.13
	S1024262.004	(8) 10" 55 Flex Rubbber 501 Gaskets 1020 -1055 - Inventory			109.17
	S1024262.004	(4) 10" x 12" 501 A Center Flex Rings - Inventory			954.78
	S1024262.004	(4) 10" x 12" AB Center Rings - Inventory			716.09
	S1024262.004	(8) 10" 501 End Red Rings - Inventory			122.07
	S1024742.001	(20) 1320 Meter Boxes with Lids - Inventory			1,098.18
	S1024742.001	(40) 1015 Meter Box Lids - Inventory			633.57
	S1024970.001	(148) 1" x 6" Brass Nipples - Inventory			1,914.44
	S1024970.001	(150) 1" x 2 5/8" Meter Conns - Inventory			2,439.25
	S1024970.001	(50) 1" Lock Off Lockwings - Inventory			4,826.74
	S1024970.001	(52) 1" x Close - Inventory			183.95
	S1024970.001	(51) 1" Brass Couplings - Inventory			592.39
	S1024970.001	(50) 1" Lock On Lockwings - Inventory			5,015.76
	S1024970.001	(50) 1" x 5" U Branches - Inventory			3,515.25
	S1024972.001	(100) 1" Ball Valves - Inventory			4,109.23
	S1024972.001	(100) 1" Check Valves - Inventory			9,925.92
Total for Check Number 9112:				0.00	36,318.92
9113	10809	Inner-City Auto Repair & Tires	07/11/2019		
	428	Labor - Remove/Replace Brake Shoes/Pad OD 70,218 Unit 5			90.00
	428	Labor - Changed Oil/Filter OD 70,218 Unit 5			13.55
	428	Oil/Filter OD 70,218 Unit 5			114.71
	428	Brake Pads OD 70,218 Unit 5			96.96
	428	Labor - Remove/Replace Filter Pressure Sensor OD 70,218 Unit 5			155.00
	428	Sensor OD 70,218 Unit 5			238.07
	440	Oil/Filter OD 21,239 Unit 34			51.62
	440	Labor - Remove/Replace Brake Shoes/Pads OD 21,239 Unit 34			105.00
	440	Labor - Changed Oil/Filter OD 21,239 Unit 34			4.08
	440	Tires - OD 21,239 Unit 34			657.28
	440	Brake Pads - OD 21,239 Unit 34			49.51
Total for Check Number 9113:				0.00	1,575.78
9114	10496	John Borden Heating & Air Conditioning	07/11/2019		
	S78931	Replace A/C Capacitor - 560 Magnolia			239.00
Total for Check Number 9114:				0.00	239.00
9115	10278	MetLife - Group Benefits	07/11/2019		
	KM05754034 July	Received Apr - Jun Billing			61.02
	KM05754034 July	MetLife Dental Ins Jul 2019			685.50
	KM05754034 July	Received Apr - Jun Billing			59.91
	KM05754034 July	MetLife Vision Ins Jul 2019			173.40
Total for Check Number 9115:				0.00	979.83

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
9116	10674	Michael Baker International	07/11/2019		
	1048970	Preparation of Contract Docs - 2017 Pipeline Replacement			275.68
	1048970	Preparation of Contract Docs - 2017 Pipeline Replacement			275.68
	1048970	CEQA - 2017 Pipeline Replacement			391.00
	1048970	Geotechnical Report - 2017 Pipeline Replacement			249.33
	1048970	CEQA - 2017 Pipeline Replacement			391.00
	1048970	Potholing - 2017 Pipeline Replacement			466.67
	1048970	CEQA - 2017 Pipeline Replacement			391.00
	1048970	Potholing - 2017 Pipeline Replacement			466.67
	1048970	Preparation of Contract Docs - 2017 Pipeline Replacement			275.68
	1048970	Geotechnical Report - 2017 Pipeline Replacement			249.34
	1048970	Project Mgmt/Mgt - 2017 Pipeline Replacement			387.50
	1048970	Potholing - 2017 Pipeline Replacement			466.67
	1048970	Project Mgmt/Mgt - 2017 Pipeline Replacement			387.50
	1048970	Project Mgmt/Mgt - 2017 Pipeline Replacement			387.50
	1048970	Geotechnical Report - 2017 Pipeline Replacement			249.33
	1051691	CEQA - 2017 Pipeline Replacement			320.34
	1051691	CEQA - 2017 Pipeline Replacement			320.33
	1051691	CEQA - 2017 Pipeline Replacement			320.33
Total for Check Number 9116:				0.00	6,271.55
9117	10027	MST Backflow Inc	07/11/2019		
	06102019	Test/Certify - 560 Magnolia			360.00
	06102019	Valve Kit - 560 Magnolia			30.01
Total for Check Number 9117:				0.00	390.01
9118	10196	National Meter & Automation, Inc	07/11/2019		
	S1116718.001	(100) 1" Badger Meters w/Wire - Inventory			24,998.00
Total for Check Number 9118:				0.00	24,998.00
9119	10527	OfficeTeam, A Robert Half Company	07/11/2019		
	53739469	Customer Service Rep Temp Services 6/17 -20/2019			1,079.20
	53779794	Customer Service Rep Temp Services 6/24 -27/2019			1,079.20
	53823366	Customer Service Rep Temp Services 7/1 - 3/2019			809.40
Total for Check Number 9119:				0.00	2,967.80
9120	10045	Pacific Alarm Service Inc	07/11/2019		
	R148611	Alarm Equip/Rent/Service/Monitor 560 Magnolia July 2019			368.00
	R148612	Alarm Equip/Rent/Service/Monitor 11083 Cherry Ave July 2019			44.50
Total for Check Number 9120:				0.00	412.50
9121	10102	Pat's Pots	07/11/2019		
	17396	Rental Portable Toilets 5/7/19 - 6/3/19			64.80
	17396	Labor - Rental Portable Toilets 5/7/19 - 6/3/19			245.20
	17397	Labor - Rental Portable Toilets 6/4/19 - 7/1/19			245.20
	17397	Rental Portable Toilets 6/4/19 - 7/1/19			64.80
	17398	Rental Portable Toilets 7/2 - 29/2019			64.80
	17398	Labor - Rental Portable Toilets 7/2 - 29/2019			245.20
Total for Check Number 9121:				0.00	930.00
9122	10797	Raftelis Financial Consultants, Inc	07/11/2019		
	12194	Professional Services 05/01-05/31/2019			4,179.35
Total for Check Number 9122:				0.00	4,179.35
9123	10056	RDO Equipment Co. Trust# 80-5800	07/11/2019		
	P28848	Hangers/Spools/Bearing Housing Unit - Parts for JD tractor			1,183.70
	P28848	Axle/WashersNuts/Bolts/Spacers - Parts for JD tractor			506.83
	W55492	Replace Gear Box/Bearing/Blade/Bolt/Washer/Lock Nut - Mower			2,385.26
	W55492	Replace Gear Box/Bearing/Blade/Bolt/Washer/Lock Nut - Mower			630.00
Total for Check Number 9123:				0.00	4,705.79

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
9124	10223 222337	Richards, Watson & Gershon Legal Services May 2019 Board Approval 7/10/19	07/11/2019		2,866.34
Total for Check Number 9124:				0.00	2,866.34
9125	10171 05312019	Riverside Assessor - County Recorder May 2019 Lien Fees	07/11/2019		68.00
Total for Check Number 9125:				0.00	68.00
9126	10317 481605 481605	Robertson's Ready Mix (13.23) Tons of Base - Maint for Pipelines (13.22) Tons of Base - Meter Maint	07/11/2019		203.11 203.09
Total for Check Number 9126:				0.00	406.20
9127	10290 19-00200	San Gorgonio Pass Water Agency 1,754 AF @ \$399 for June 2019	07/11/2019		699,846.00
Total for Check Number 9127:				0.00	699,846.00
9128	10042 07132135000June	Southern California Gas Company Monthly Gas Charges 05/28/19 - 06/26/19	07/11/2019		14.30
Total for Check Number 9128:				0.00	14.30
9129	10276 00610763July	Standard Insurance Company Monthly Life & AD&D Insurance July 2019	07/11/2019		826.24
Total for Check Number 9129:				0.00	826.24
9130	10031 3416804088 3416804088 3417341010 3417912921 3417912921	Staples Business Advantage First Aid Kit/Chair Mats/Label Maker - Eng Office Post Its/Dividers/Binders - 560 Magnolia Ave Tags - Door Hanger - Customer Service Pens/Tape/Clips/Binders/Drawer Organizer - 560 Magnolia Folders - Eng Office	07/11/2019		517.49 95.94 65.72 138.21 35.66
Total for Check Number 9130:				0.00	853.02
9131	10743 14866 14951	Townsend Public Affairs, Inc Consulting Services for the Month of June 2019 Consulting Services for the Month of July 2019	07/11/2019		4,000.00 4,000.00
Total for Check Number 9131:				0.00	8,000.00
9132	10284 620190046 620190046	Underground Service Alert of Southern California Monthly Maintenance Fee 102 New Ticket Charges June 2019	07/11/2019		10.00 168.30
Total for Check Number 9132:				0.00	178.30
9133	10255 0393319-IN 0393320-IN 0393614-IN	Unlimited Services Building Maintenance July 2019 Janitorial Services 815 E 12th July 2019 Janitorial Services for 560 Magnolia Av July 2019 Janitorial Services 851 E 6th St	07/11/2019		150.00 845.00 375.00
Total for Check Number 9133:				0.00	1,370.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
9134	10778	Urban Habitat	07/11/2019		
	5011	2850 Pressure Zone Reservoir (Vineland Tank)			420.00
	5011	Well Site 25			90.00
	5011	Well Site 24			240.00
	5011	Well Site 22			420.00
	5011	Well Site 29			180.00
	5011	Well Site 2			270.00
	5011	2750 Pressure Zone Reservoir (Cherry Tank)			840.00
	5011	BCVWD Business Office			90.00
	5011	Well Site 16			300.00
	5011	Well Site 3			330.00
	5011	2650 Pressure Zone Reservoir			780.00
Total for Check Number 9134:				0.00	3,960.00
9135	10116	Verizon Wireless Services LLC	07/11/2019		
	9833026657	Cell Phone Charges for June 2019			191.60
	9833026657	iPad Charges for June 2019			120.03
Total for Check Number 9135:				0.00	311.63
9136	10385	Waterline Technologies, Inc. - PSOC	07/11/2019		
	5459786	(900) Gallon Chlorine - Well 25			1,197.00
Total for Check Number 9136:				0.00	1,197.00
9137	10293	Western Dental Services Inc	07/11/2019		
	132178	Western Dental Premiums June 2019			101.58
Total for Check Number 9137:				0.00	101.58
9138	10319	ACWA Joint Powers Insurance Authority	07/11/2019		
	0005859	Property Insurance July 2019			1,726.70
	0005859	Prepaid Property Insurance 2019/2020			18,994.25
Total for Check Number 9138:				0.00	20,720.95
9139	10319	ACWA Joint Powers Insurance Authority	07/11/2019		
	06302019	2018/2019 4th Qtr Workers Comp			8,214.34
	06302019	2018/2019 4th Qtr Workers Comp Rate Adjustment			9.40
	06302019	2018/2019 4th Qtr Workers Comp Rate Adjustment			0.57
	06302019	2018/2019 4th Qtr Workers Comp Rate Adjustment			0.77
	06302019	2018/2019 4th Qtr Workers Comp Rate Adjustment			0.51
Total for Check Number 9139:				0.00	8,225.59
9140	UB*03406	Melvin and Antoinette Bailey	07/11/2019		
		Refund Check			61.37
Total for Check Number 9140:				0.00	61.37
9141	UB*03403	Kara Coulter Charles Vest	07/11/2019		
		Refund Check			31.12
Total for Check Number 9141:				0.00	31.12
9142	UB*03401	Gary Ferguson	07/11/2019		
		Refund Check			51.96
		Refund Check			24.89
		Refund Check			81.22
		Refund Check			17.86
Total for Check Number 9142:				0.00	175.93

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
9143	UB*03400	Christy Flores Refund Check Refund Check Refund Check Refund Check	07/11/2019		37.03 89.01 30.53 42.57
Total for Check Number 9143:				0.00	199.14
9144	UB*03396	Mike Foulds Refund Check	07/11/2019		18.01
Total for Check Number 9144:				0.00	18.01
9145	UB*03405	Rosa Bojorquez or Linda Docksaver Refund Check	07/11/2019	VOID 43.79	
Total for Check Number 9145:				43.79	0.00
9146	UB*03417	Robert Manuel Refund Check Refund Check Refund Check Refund Check	07/11/2019		11.45 576.46 8.22 23.87
Total for Check Number 9146:				0.00	620.00
9147	UB*03419	Cheree Nelson Refund Check Refund Check Refund Check Refund Check	07/11/2019		30.48 20.14 9.66 6.92
Total for Check Number 9147:				0.00	67.20
9148	UB*03421	Maria Ontiveros Refund Check Refund Check Refund Check Refund Check	07/11/2019		56.03 26.85 87.59 19.26
Total for Check Number 9148:				0.00	189.73
9149	UB*03399	Bryan Boudreaux Pavement Coatings Co Refund Check	07/11/2019		1,768.98
Total for Check Number 9149:				0.00	1,768.98
9150	UB*03398	Lan Pham Refund Check Refund Check Refund Check Refund Check	07/11/2019		279.89 390.14 769.16 814.22
Total for Check Number 9150:				0.00	2,253.41
9151	UB*03420	Mario Pulido Refund Check Refund Check Refund Check Refund Check	07/11/2019		2.71 3.77 7.87 3.69
Total for Check Number 9151:				0.00	18.04
9152	UB*03357	Donald & Margie Remai Refund Check	07/11/2019		37.52
Total for Check Number 9152:				0.00	37.52

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
9153	UB*03416	Keith & Rochelle Ribbentrop Refund Check	07/11/2019		1.75
Total for Check Number 9153:				0.00	1.75
9154	UB*03418	Kelli Stephens-Tomenelli Refund Check Refund Check Refund Check Refund Check	07/11/2019		9.93 28.89 13.85 104.25
Total for Check Number 9154:				0.00	156.92
9155	UB*03404	Lane & Janice Thompson Refund Check	07/11/2019		167.13
Total for Check Number 9155:				0.00	167.13
9156	UB*03397	Thora Weissbein Refund Check Refund Check Refund Check Refund Check	07/11/2019		36.37 5.87 12.26 4.21
Total for Check Number 9156:				0.00	58.71
9157	UB*03402	John Willoughby Refund Check	07/11/2019		14.62
Total for Check Number 9157:				0.00	14.62
Total for 7/11/2019:				43.79	924,443.09
ACH	10502 10000015709088 10000015709097	Financial Reporting/Accounting CalPERS Prepaid 2019/2020 Annual Unfunded Accrued Liability Classic 3922 Prepaid 2019/2020 Annual Unfunded Accrued Liability PEPRA	07/15/2019		131,729.00 3,203.00
Total for this ACH Check for Vendor 10502:				0.00	134,932.00
ACH	10030 2039374889June 2039374889June 2039374889June 2039374889June 2039374889June 2039374889June 2039374889June 2039374889June 2039374889June	Southern California Edison Electricity 5/20-6/19/19 - 851 E 6th St Electricity 4/24-5/23/19 - Wells (Prior Month) Electricity 5/20-6/19/19 - 9781 Avenida Miravilla Electricity 5/20-6/19/19 - 13695 Oak Glen Rd Electricity 5/20-6/19/19 - 13697 Oak Glen Rd Electricity 5/20-6/19/19 - Wells Electricity 5/20-6/19/19 - 560 Magnolia Ave Electricity 5/20-6/19/19 - 815 E 12th Ave Electricity 5/20-6/19/19 - 12303 Oak Glen Rd	07/15/2019		88.00 28,195.90 108.78 96.80 171.41 130,240.80 2,506.16 426.19 248.15
Total for this ACH Check for Vendor 10030:				0.00	162,082.19
ACH	10086 280502	American Family Life Assurance Company of Columbus AFLAC Employee Insurance Jun 2019	07/15/2019		891.88
Total for this ACH Check for Vendor 10086:				0.00	891.88
ACH	10138 HW201 Jul 2019	ARCO Business Solutions ARCO Fuel Charges 06/12-07/12/2019	07/15/2019		6,670.17
Total for this ACH Check for Vendor 10138:				0.00	6,670.17
Total for 7/15/2019:				0.00	304,576.24

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
9158	UB*03437	Arc Riverside Refund Check	07/18/2019		58,404.98
Total for Check Number 9158:				0.00	58,404.98
9159	UB*03415	Frank Avila Refund Check	07/18/2019		66.72
Total for Check Number 9159:				0.00	66.72
9160	UB*03409	Daniel Duke Refund Check	07/18/2019		123.28
Total for Check Number 9160:				0.00	123.28
9161	UB*03428	Tara Ellwanger Refund Check	07/18/2019		164.53
Total for Check Number 9161:				0.00	164.53
9162	UB*03407	Stephanie Flores Refund Check	07/18/2019		31.50
		Refund Check			15.10
		Refund Check			77.78
		Refund Check			10.83
Total for Check Number 9162:				0.00	135.21
9163	UB*03411	Shanae Fox Refund Check	07/18/2019		469.78
Total for Check Number 9163:				0.00	469.78
9164	UB*03431	Franklin Fox Jr Refund Check	07/18/2019		1.24
		Refund Check			0.44
		Refund Check			0.57
		Refund Check			15.31
Total for Check Number 9164:				0.00	17.56
9165	UB*03413	Denise Hanzich Refund Check	07/18/2019		78.22
Total for Check Number 9165:				0.00	78.22
9166	UB*03435	Sandra Harding Refund Check	07/18/2019		17.25
		Refund Check			5.93
		Refund Check			8.27
		Refund Check			113.53
Total for Check Number 9166:				0.00	144.98
9167	UB*03422	Hope Henderson Refund Check	07/18/2019		194.34
Total for Check Number 9167:				0.00	194.34
9168	UB*03433	Robert Holley Refund Check	07/18/2019		1.29
		Refund Check			1.80
		Refund Check			3.89
		Refund Check			1.02
Total for Check Number 9168:				0.00	8.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
9169	UB*03427	Hector Lopez Refund Check Refund Check Refund Check Refund Check	07/18/2019		26.24 102.29 36.57 76.33
Total for Check Number 9169:				0.00	241.43
9170	UB*03423	Erica Martinez Refund Check Refund Check Refund Check Refund Check	07/18/2019		19.55 27.25 88.91 56.87
Total for Check Number 9170:				0.00	192.58
9171	UB*03425	Raul Moreno Refund Check	07/18/2019		122.29
Total for Check Number 9171:				0.00	122.29
9172	UB*03424	Brandy Nasi Refund Check	07/18/2019		115.53
Total for Check Number 9172:				0.00	115.53
9173	UB*03436	Jaclyn Quintana Refund Check Refund Check Refund Check Refund Check	07/18/2019		21.80 14.78 43.00 20.60
Total for Check Number 9173:				0.00	100.18
9174	UB*03408	Camille Robinson Refund Check Refund Check Refund Check Refund Check	07/18/2019		2.78 7.16 2.44 3.41
Total for Check Number 9174:				0.00	15.79
9175	UB*03412	Leonel and Christina A Sanchez Refund Check	07/18/2019		101.48
Total for Check Number 9175:				0.00	101.48
9176	UB*03429	Thomas & Lori Sanderson Refund Check Refund Check Refund Check	07/18/2019		0.46 0.03 0.96
Total for Check Number 9176:				0.00	1.45
9177	UB*03414	Chris Scarfone Refund Check	07/18/2019		65.28
Total for Check Number 9177:				0.00	65.28
9178	UB*03432	Selina Valentine Refund Check Refund Check Refund Check Refund Check	07/18/2019		4.25 13.14 8.88 3.05
Total for Check Number 9178:				0.00	29.32

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
9179	UB*03410	Arthur Vasquez Refund Check	07/18/2019		195.29
Total for Check Number 9179:				0.00	195.29
9180	UB*03426	Mario Westbrook Refund Check Refund Check Refund Check Refund Check	07/18/2019		30.62 63.91 21.97 79.93
Total for Check Number 9180:				0.00	196.43
9181	UB*03434	Stanley White Refund Check Refund Check Refund Check Refund Check	07/18/2019		11.50 5.51 29.96 3.95
Total for Check Number 9181:				0.00	50.92
9182	UB*03430	Z Hawara Investments LLC Refund Check Refund Check Refund Check Refund Check Refund Check	07/18/2019		181.78 84.47 43.89 60.59 16.25
Total for Check Number 9182:				0.00	386.98
9183	10792 08012019	A-1 Financial Services August Rent - 851 E 6th St Engineer's Office	07/18/2019		2,025.00
Total for Check Number 9183:				0.00	2,025.00
9184	10144 LYUM1375571	Alsco Inc Cleaning of 4 Office Mats 560 Magnolia Jun 2019	07/18/2019		20.95
Total for Check Number 9184:				0.00	20.95
9185	10272 BF90998 BF91360 BF91364 BF92068 BF92076	Babcock Laboratories Inc (15) Coliforms Lab Samples (15) Coliforms Lab Samples (5) Coliforms Lab Samples - Wells (4) Coliforms Lab Samples - Wells (15) Coliforms Lab Samples	07/18/2019		630.00 630.00 210.00 168.00 630.00
Total for Check Number 9185:				0.00	2,268.00
9186	10283 0617 0618 0626 0702 0715	BCVWD Custodian of Petty Cash Reim Conf Transportation 06.17.19 - W Clayton Live Scan - New Hire Emp Live Scan - New Hire Emp Fuel - GM (2) Live Scan - New Hire Emp	07/18/2019		21.25 50.00 50.00 40.00 100.00
Total for Check Number 9186:				0.00	261.25

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
9187	10271	Beaumont Ace Home Center	07/18/2019		
	1-Jun	PVC Cutter Ratchet - Unit 32			24.77
	1-Jun	Washers - Eye Wash Station - Well 23			4.35
	1-Jun	Box of Rags - Stock 12th/Palm			146.45
	1-Jun	Sealant/Strap/ANCH - Eye Wash Station Well 23			28.30
	1-Jun	Washer/Side Keys - 12th/Palm			21.75
	1-Jun	Degreaser - Unit 13			6.45
	1-Jun	Braid Tubes - Chlorinators 12th/Palm			156.12
	1-Jun	Elbow/Clamps - Eye Station Well 23			14.84
	1-Jun	Rubber Sheet - Chlorinator Well 29			2.68
	1-Jun	Muriatic Acid - Chlorinator Well 29			8.61
	1-Jun	Bolts - Overflow Boxes Phase 2			8.53
	1-Jun	Wall Plate/Outlet - Well 21			25.30
	1-Jun	5 Gallon Gas Can			32.31
	1-Jun	Adapter/Bibb/Tee/Elbow/Bushing - Eye Station Well 23			66.31
	1-Jun	Premium Pump - Swamp Cooler Well 25			35.33
	1-Jun	Nipples/Valve/Union - Chlorinator Well 29			13.93
	1-Jun	PVC Pipe/Adapter/Elbow/Coupling - Well 23			34.21
	1-Jun	Breaker/Outlet/THHN Wires - Well 21			189.49
	1-Jun	Wire Brush/Steel Wool/Wire Wheel - Graffiti Removal			35.53
	1-Jun	Tube/Pipe Cutter - 12th/Palm			37.70
	1-Jun	Fuse - Unit 13			5.38
	1-Jun	Paint/Enamel/Brush - Fire Hydrant Unit 5			74.93
	1-Jun	Utility Pump - Unit 13			38.78
Total for Check Number 9187:				0.00	1,012.05
9188	10774	Jesus Camacho	07/18/2019		
	151132	(19) Truck Washes Jul 2019			200.00
	151133	(19) Truck Washes Jul 2019			195.00
Total for Check Number 9188:				0.00	395.00
9189	10614	Cherry Valley Automotive	07/18/2019		
	26323	Replace Tire - Unit 38			275.93
	26354	Repair Flat Tire - Unit 01			10.00
Total for Check Number 9189:				0.00	285.93
9190	10772	CV Strategies	07/18/2019		
	5121	Strategic Communication Services - June 2019			14,591.25
	5121	Printing and Postage Expense for 18,701 Mailers - June 2019			10,626.50
Total for Check Number 9190:				0.00	25,217.75
9191	10465	Image Source	07/18/2019		
	25AR972135	Xerox 3610 Contract Charges 07/01-07/31/2019			65.19
	25AR972135	Xerox 3610 Usage Charges 06/01-06/30/2019			250.56
Total for Check Number 9191:				0.00	315.75
9192	10398	Infosend, Inc	07/18/2019		
	155875	Jun 2019 Postage Charges for Utility Billing			4,323.55
	155875	Jun 2019 Billing Charges for Utility Billing			997.44
	155875	Jun 2019 Supply Charges for Utility Billing			766.80
Total for Check Number 9192:				0.00	6,087.79

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
9193	10273	Inland Water Works Supply Co.	07/18/2019		
	S1024265.002	(17) 1" Close Brass Nipples - Inventory			60.13
	S1024265.002	(26) 1" Couplings - Inventory			302.01
	S1024265.002	(55) 1"x 6" Brass Nipples - Inventory			711.46
	S1024822.001	(1) 4" Air Vacuum Valve - Inventory			1,880.04
	S1024970.002	(49) 1" Brass Couplings - Inventory			569.16
	S1024970.002	(198) 1" x Close Brass Nipples - Inventory			700.41
	S1024970.002	(2) 1" x 6" Brass Nipples - Inventory			25.87
	S1025061.001	(50) 1" Lock-off Lockwings - Inventory			4,826.75
	S1025061.001	(250) 1" x Close Brass Nipples - Inventory			884.35
	S1025061.001	(87) 1" Brass Couplings - Inventory			1,010.54
	S1025061.001	(50) 1" Lock-on Lockwings - Inventory			5,015.76
	S1025061.001	(150) 1" x 6" Brass Nipples - Inventory			1,940.31
	S1025061.001	(150) 1" x 2 5/8 Meter Conn - Inventory			2,439.25
	S1025061.001	(50) 1" x 5" U Branch - Inventory			3,515.26
	S1025062.001	(47) 1" Check Valves - Inventory			4,665.19
	S1025062.001	(4) 1" Ball Valves - Inventory			164.37
	S1025275.001	(200) ERT Transmitters - Inventory			15,839.25
	S1025356.001	(240) Security Seals for Transmitters			50.69
	S1025377.001	(1) 4" x 6" Galv Nipple - Inventory			19.90
	S1025377.001	(4) 4" x 2" Companion Flange - Inventory			173.22
	S1025377.001	(1) Digging Bar - Field Tools			137.27
	S1025377.001	(1) 4 90 ST Ell - Repairs			119.78
	S1025377.001	(1) 4" Galv 90 Ell - Inventory			62.81
	S1025397.001	(5) Meter Wrenches - Field Tools			607.17
Total for Check Number 9193:				0.00	45,720.95
9194	10809	Inner-City Auto Repair & Tires	07/18/2019		
	459	Labor - Repair Window Regulator OD 70,520 - Unit 5			150.00
	459	Labor - Remove and Replace Filter Assy OD 70,520 - Unit 5			155.00
	459	Remove and Replace Diesel Filter Assy OD 70,520 - Unit 5			2,424.38
	459	Repair Window Regulator OD 70,520 - Unit 5			200.40
Total for Check Number 9194:				0.00	2,929.78
9195	10224	Legal Shield	07/18/2019		
	0101129 Jul19	Monthly Prepaid Legal for Employees Jul 2019			214.30
Total for Check Number 9195:				0.00	214.30
9196	10027	MST Backflow Inc	07/18/2019		
	062419	Test and Certify District Backflows			280.00
Total for Check Number 9196:				0.00	280.00
9197	10350	NAPA Auto Parts	07/18/2019		
	90220	Box of Rags - Unit 13			19.38
	90220	Boxed Miniature Lights - Unit 13			1.61
	91319	Wiper Blades - Unit 17			30.15
	92666	Fast Orange - Unit 4			20.46
	92666	Floor Mats - Unit 4			38.24
	93712	Battery - Unit 17			65.13
	94634	Engine Oil - District Trucks			41.25
	94776	Socket - Unit 5			10.23
	94776	Disposable Gloves - Unit 5			16.15
Total for Check Number 9197:				0.00	242.60
9198	10527	OfficeTeam, A Robert Half Company	07/18/2019		
	53881089	Customer Service Rep Temp Services 7/8 - 11/2019			1,079.20
Total for Check Number 9198:				0.00	1,079.20

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
9199	10045 P101273	Pacific Alarm Service Inc Replace/Install Alarm - 815 E 12th	07/18/2019		495.00
Total for Check Number 9199:				0.00	495.00
9200	10171 063019	Riverside Assessor - County Recorder Jun 2019 Lien Fees	07/18/2019		40.00
Total for Check Number 9200:				0.00	40.00
9201	10491 61327	Rogers, Anderson, Malody & Scott, LLP Final Audit Services for FY2018 - May/June 2019	07/18/2019		1,500.00
Total for Check Number 9201:				0.00	1,500.00
9202	10031 3418747021 3418747021 3419302051 3419302052 3419302052	Staples Business Advantage Highlighters - Engineering Multifold Towels/Post-Its - Admin Stock Binding Covers - Admin Stock AA Batteries/Color Code Labels - Admin Stock Toner HP 131A - 12th/Palm Office	07/18/2019		18.72 42.31 33.93 107.88 338.96
Total for Check Number 9202:				0.00	541.80
9203	10668 7 7	Thomas Harder & Co Prep Well Drilling Specs/Enviro Compliance - Well 2A Prep Well Drilling Specs/Enviro Compliance - Well 1A	07/18/2019		1,611.25 1,611.25
Total for Check Number 9203:				0.00	3,222.50
9204	10385 5458074	Waterline Technologies, Inc. - PSOC 900 Gallons of Chlorine - Well 29	07/18/2019		1,197.00
Total for Check Number 9204:				0.00	1,197.00
9205	10821 071819	Walter Su Replace DD Check for Employee	07/18/2019		628.07
Total for Check Number 9205:				0.00	628.07
Total for 7/18/2019:				0.00	157,603.22
ACH	10287 10249	Bank of the West CDW Government LLC Civil Engineering Computer	07/23/2019		2,070.22
Total for this ACH Check for Vendor 10287:				0.00	2,070.22
ACH	10781 10034	Umpqua Bank US Postal Service Postage for Executed Contracts Postage Stamps Annual PO Box 2037 07/01-06/30/20 - 560 Magnolia	07/23/2019		9.90 220.00 452.00
	10037	Waste Management Of Inland Empire Monthly Sanitation 560 Magnolia 1 Yard Dumpsters 815 E 12th			343.84 176.99
	10052	Home Depot Credit Services Wall Plates/Toggle Bolts - Eng Office 851 E 6th St			24.85
	10116	Verizon Wireless Services LLC Replace Screen Protector/Case iPhone			87.26
	10128	American Office Solution Postage and Packaging - Ship Backflow Tester			42.51
	10147	Online Information Services, Inc 158 Credit Reports for May 2019			456.60
	10335	Beaumont Safe & Lock Labor to Replce HR Lock - 560 Magnolia Keys and Trip Charges - 560 Magnolia			35.00 58.70

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
		10 Keys for Eng Office 851 E 6th St			16.16
10338		California Special Districts Association			
		CSDA Board/Secretary Conf 11/12/19 - L Kerney			575.00
10403		Office Depot			
		2019 Planner			21.54
10420		Amazon.com			
		(11) Chairs for Eng Office 851 E 6th St			868.10
		Toaster Over for Eng Office 851 E 6th St			82.43
		Microwave for Eng Office 851 E 6th St			40.01
		Wall Mount and Cables for Eng Office 851 E 6th St			64.64
		Use Tax Camera - Field Operations			-22.47
		Camera - Field Operations			312.46
10470		Dexon Computer, Inc			
		Use Tax 715 W AC Power Supply - Eng Office 851 E 6th St			-30.23
		715 W AC Power Supply - Eng Office 851 E 6th St			439.23
10546		Frontier Communications			
		06/10/19 - 07/09/19 June FIOS/FAX 12th/Palm			323.30
		05/25/19 - 06/24/19 June FIOS/FAX 851 E 6 th			148.41
		05/25/19 - 06/24/19 June FIOS/FAX 560 Magnolia			290.00
10596		Tractor Supply Co			
		Replace Pump for District Boat at Recharge Facility			129.29
10623		WP Engine			
		Website Hosting for BCVWD Website Jun 2019			35.00
10630		FMB Truck Outfitters, Inc			
		Add Camera Monitoring System to Unit 4			235.00
		Add Backup Camera to Unit 4			323.20
		Add Backup Camera to Unit 17			396.41
		Add Camera Monitoring System to Unit 17			235.00
10692		MMSoft Design			
		RMM Subscription Upgrade 45 Workstations			7.25
		Webroot Subscription Upgrade 45 Workstations			5.22
		Network Monitoring Software Jun 2019			153.15
10722		Hilton Hotel			
		2019 Conference 06/12-06/14/2019 Hotel - Molina/Delgadillo			458.90
		2019 Conference 06/12-06/14/2019 Hotel - W Clayton			458.90
		2019 Conference 06/12-06/14/2019 Hotel - Y Rodriguez			458.90
10761		BLS*Spamtitan			
		Monthly Spam Filter - June 2019			47.94
		AutoCAD for Engineering June 2019			710.00
10766		Sam's Club			
		7.5 cu ft. Refrigerator for Eng Office 851 E 6th St (Returned)			273.19
		Bottom Load Water Cooler and Warranty for Eng Office 851 E 6th S			155.04
		7.5 cu ft. Refrigerator for Eng Office 851 E 6th St			193.93
		7.5 cu ft. Refrigerator for Eng Office 851 E 6th St (Returned)			-237.03
10776		Impact Promotional Pro			
		(300) Custom Lapel Pins - 100 Year Anniversary			382.38
10790		Microsoft			
		Online Services and Support			520.00
		Online Services and Support			264.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	10810	BAVCO Calibrate District Backflow Tester			119.70
	10811	Logans Roadhouse Meals Delta Tour 06/04/19 - J L Williams Meals Delta Tour 06/04/19 - J Covington Meals Delta Tour 06/04/19 - J Bean Meals Delta Tour 06/04/19 - D Slawson			33.10 28.74 21.14 26.58
	10812	SMF Cafeteria Airport Meals Delta Tour 06/07/19 - J Covington Meals Delta Tour 06/07/19 - J Bean Meals Delta Tour 06/07/19 - J L Williams Meals Delta Tour 06/07/19 - D Slawson			18.48 18.80 18.48 26.97
	10813	Ontario Airport Parking Airport Parking Delta Tour 06/07 - J Covington Airport Parking Delta Tour 06/07 - J Bean			22.00 22.00
	10814	Uber Receipts Uber for Delta Tour 06/04 - J Covington Uber for Delta Tour 06/04 - J Bean 2019 Conference Trans from Airport 06/12 - Y Rodriguez/Staff (2) 2019 Conference Trans to Airport 06/14 - Y Rodriguez/Staff (2)			8.38 8.37 28.22 28.12
	10815	BIA/Baldy View Chapter 13th Annual SB County Water Conference 08/09 - A Ramirez			125.00
	10816	DS Service (Sparkletts) Water Service for Engineering - 851 E 6th St			44.58
	10817	Autozone 6 Ton Jack for District Maint and Repairs			67.33
	10818	DOT Compliance Group DOT Compliance Renewal - K Dahlstrom			149.00
	10819	Darcy Wells Photography 2018 CAFR Photos			269.38
	10820	Yard House 2019 Conference 06/12/19 Meal - Y Rodriguez/Staff (2)			53.76
Total for this ACH Check for Vendor 10781:				0.00	11,380.03
9206	UB*03441	Jack Cannon Refund Check	07/23/2019		601.76
Total for Check Number 9206:				0.00	601.76
Total for 7/23/2019:				0.00	14,052.01
ACH	10085	CalPERS Retirement System	07/24/2019		
	15734191	PR Batch 00002.07.2019 CalPERS ER Paid Classic			9,437.40
	15734191	PR Batch 00002.07.2019 CalPERS ER PEPRA			2,606.57
	15734191	PR Batch 00002.07.2019 CalPERS 7% EE Deduction			3,634.41
	15734191	PR Batch 00002.07.2019 CalPERS 8% ER Paid			1,179.39
	15734191	PR Batch 00002.07.2019 CalPERS 1% ER Paid			172.94
	15734191	PR Batch 00002.07.2019 One-time CalPERS Retro Adj			173.13
	15734191	PR Batch 00002.07.2019 CalPERS 8% EE Paid			2,437.91
Total for this ACH Check for Vendor 10085:				0.00	19,641.75
ACH	10087	EDD	07/24/2019		
	0-799-356-608	PR Batch 00002.07.2019 CA SDI			982.22
	0-799-356-608	PR Batch 00002.07.2019 State Income Tax			4,442.59
Total for this ACH Check for Vendor 10087:				0.00	5,424.81

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
ACH	10094	U.S. Treasury	07/24/2019		
	45395644	PR Batch 00002.07.2019 FICA Employer Portion			6,180.24
	45395644	PR Batch 00002.07.2019 Medicare Employee Portion			1,567.13
	45395644	PR Batch 00002.07.2019 Federal Income Tax			10,831.06
	45395644	PR Batch 00002.07.2019 FICA Employee Portion			6,180.24
	45395644	PR Batch 00002.07.2019 Medicare Employer Portion			1,567.13
Total for this ACH Check for Vendor 10094:				0.00	26,325.80
ACH	10141	Ca State Disbursement Unit	07/24/2019		
	GCBW81S6657	PR Batch 00002.07.2019 Garnishment			288.46
	GCBW81S6657	PR Batch 00002.07.2019 Garnishment			266.30
Total for this ACH Check for Vendor 10141:				0.00	554.76
ACH	10203	Voya Financial	07/24/2019		
	VB1450-PP15	PR Batch 00002.07.2019 Deferred Comp			475.00
Total for this ACH Check for Vendor 10203:				0.00	475.00
ACH	10264	CalPERS Supplemental Income Plans	07/24/2019		
	15748954	PR Batch 00002.07.2019 CalPERS 457			801.83
	15748954	PR Batch 00002.07.2019 CalPERS 457 %			49.26
Total for this ACH Check for Vendor 10264:				0.00	851.09
Total for 7/24/2019:				0.00	53,273.21
Report Total (137 checks):				80,241.11	1,608,135.75



**Beaumont-Cherry Valley Water District
Board of Directors Meeting
August 14, 2019**

Item 2d

STAFF REPORT

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

Staff Recommendation

Approve the pending invoices totaling \$3,449.82.

Background

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

Fiscal Impact

There is a \$3,449.82 impact to the District which will be paid from the 2019 budget.

Attachment(s)

- Richards Watson Gershon Invoice # 222621
- Richards Watson Gershon Invoice # 222622



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

July 12, 2019
Invoice # 222621

Re: [REDACTED] GENERAL COUNSEL SERVICES

For professional services rendered through June 30, 2019:

Current Legal Fees	\$3,265.00
Current Client Costs Advanced	<u>\$73.22</u>
TOTAL CURRENT FEES AND COSTS	<u>\$3,338.22</u>
Balance Due From Previous Statement	\$2,866.34
TOTAL BALANCE DUE FOR THIS MATTER	<u>\$6,204.56</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



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

July 12, 2019
Invoice # 222622

Re: [REDACTED] ADV. PETERS

For professional services rendered through June 30, 2019:

Current Legal Fees	\$111.60
Current Client Costs Advanced	\$0.00
TOTAL CURRENT FEES AND COSTS	<u>\$111.60</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



**BEAUMONT-CHERRY VALLEY WATER DISTRICT
MINUTES OF REGULAR MEETING – ENGINEERING WORKSHOP
OF THE BOARD OF DIRECTORS
560 Magnolia Avenue, Beaumont, CA 92223
Thursday, June 27, 2019 at 6:00 p.m.**

Call to Order: Vice President Slawson

Vice President Slawson began the meeting at 6:04 p.m.

Vice President Slawson led the Pledge of Allegiance

Invocation was given by Director Hoffman

Roll Call:

Directors present:	Hoffman, Slawson, Williams
Directors absent:	Covington, Ramirez
Staff present:	General Manager Dan Jaggars, Director of Finance and Administrative Services Yolanda Rodriguez, Senior Engineer Mark Swanson, Administrative Assistant Erica Gonzales, Assistant Director of Operations James Bean, Senior Finance and Administrative Analyst William Clayton

Members of the public who registered their attendance: Jeff Davis, Ron Duncan, David Castaldo, Evelyn Morentin-Barcena, Hendrik Becker, Brianna Schultz, and Dr. Blair Ball.

Public Comment:

Mr. Ron Duncan and Mr. David Castaldo, directors of the San Geronio Pass Water Agency (SGPWA) addressed the Board:

Mr. Duncan explained he is disturbed by the communication channels used by General Manager Dan Jaggars. He said he believes communication is getting better between the agencies to try to fulfill water needs for everyone, but said he believes general managers should talk to general managers, and Board members to Board members. He gave examples of recent SGPWA – BCVWD cooperation. Mr. Duncan indicated that Mr. Jaggars' attendance at the SGPWA Board meetings and repetitive communication is not making the SGPWA Board feel positive and he asked the BCVWD Board to establish a communication protocol.

Mr. Castaldo stated that when he joined the SGPWA Board two years ago, BCVWD was discussing water rationing. In the two and a half years since, the SGPWA has done whatever it could to obtain water supply to the area and has been successful. He stressed that the SGPWA would like to serve its customer, BCVWD, and supply its needs. For the last two years, he noted, the agencies have been unable to work out a capacity fee, and this must be done sooner than later. The SGPWA is very proactive and wants to do the right thing for the community and the public it serves, he explained.

1. 2018 External Audit and Comprehensive Annual Financial Report

Director of Finance and Administrative Services Yolanda Rodriguez introduced the District's auditors, Rogers, Anderson, Malody & Scott, LLP (RAMS). Ms. Brianna Schultz explained the role of the auditor and presented the unmodified opinion of the financial statements. It is a clean opinion, she said.

Ms. Rodriguez explained the audit, based on generally accepted auditing principles and GASB reporting requirements. The District's net position in 2018 is \$170 million compared to 2017 at \$161 million. Restricted and unrestricted assets increased to \$178 million in 2018 compared to \$168 million in 2017.

Liabilities, Ms. Rodriguez continued, are \$8.3 million. Total cash investments plus accounts receivable are sufficient to fund the District's restricted and unrestricted requirements, she stated.

Ms. Rodriguez continued and explained additional detail of the report.

Director Hoffman pointed out an increase in the number of metered services from 2009 to present with just a 14 percent increase in water use. The consumer is using less water per meter, Hoffman posited. General Manager Dan Jagers noted the drought which resulted in changes in water use practices by consumers, increased efficiency of new homes, and landscaping restrictions.

Director Hoffman noted operating expenses, including employee salaries and benefits, which have increased 58 percent in since 2009. Water purchases have increased 28 percent, he pointed out. At the same time, there has been a 56 percent increase in number of single-family residences served, he noted.

The Board received and filed the independent auditors' unmodified (clean) opinion on the Beaumont-Cherry Valley Water District's financial statements for the year ended December 31, 2018, included in the December 31, 2018 Comprehensive Annual Financial Report, and the Management Letter by the following vote:

MOVED: Hoffman	SECONDED: Williams	APPROVED 3-0
AYES:	Hoffman, Slawson, Williams	
NOES:	None.	
ABSTAIN:	None.	
ABSENT:	Covington, Ramirez	

2. California Special Districts Association (CSDA) 2019 Board Elections: Vote to Elect a Representative to the California Special District Association Board of Directors in the Southern Network for Seat B

General Manager Jagers explained the CSDA election process and noted the incumbent is not running for the seat. Director Williams nominated Kathleen Tiegs. Directors Hoffman and Slawson concurred.

The Board approved a vote for Kathleen Tiegs to the California Special District Association Board of Directors in the Southern Network for Seat B by the following vote:

MOVED: Williams	SECONDED: Slawson	APPROVED 3-0
AYES:	Hoffman, Slawson, Williams	
NOES:	None.	
ABSTAIN:	None.	
ABSENT:	Covington, Ramirez	

3. Consideration of Opposition to AB 1486 (Ting): Surplus Land

General Manager Jagers offered the Board an option to formally oppose the proposed legislation and explained the bill. He noted that the CSDA is opposed, and several CSDA members have written letters of opposition.

VP Slawson pointed out it is a housing bill. Director Hoffman indicated that local citizens have a better understanding of community land use needs and indicated opposition. Director Williams noted that it is not good for the state to dictate what the District does with its land.

The Board approved the letter of opposition of AB 1486, authorized its execution and directed staff to forward the letter to the California Special Districts Association and designated elected officials by the following vote:

MOVED: Hoffman	SECONDED: Slawson	APPROVED 3-0
AYES:	Hoffman, Slawson, Williams	
NOES:	None.	
ABSTAIN:	None.	
ABSENT:	Covington, Ramirez	

4. Review Annual Disclosure (California Government Code Section 66013(d)), Fiscal Year 2018 Capacity Charges

General Manager Jagers noted this is documentation of the capacity charges and fees collected by the District. The District is required to make this information available to the public annually, he said, in order to maintain transparency and to show that collected funds are expended on public improvements.

5. Consideration of Proposed revision of BCVWD “Will Serve Letter” Policy

Mr. Jagers reminded the Board of discussion at the May 23, 2019 workshop regarding the policy of Will-Serve Letters (WSLs) coming before the Board. Currently, WSLs have a one-year life and must then come back to the Board for re-approval, he explained. However, the development process allows the GM to extend the deadline.

Jagers reminded the Board that there was some discussion to allow a one-year update by the GM, and to provide quarterly or twice a year updates. He pointed to the staff proposal and suggested the item be tabled until the full Board is present.

Director Hoffman pointed out that it seems in most circumstances that the District is legally obligated to honor the WSLs and renew them. He said the current policy may help parties be more vigilant in renewing their WSLs on a timely basis.

VP Slawson tabled the item.

6. Consideration of Request for “Will Serve Letter” at 550 East 1st Street (Riverside County Assessor’s Parcel No. 418-260-023) in the City of Beaumont

Senior Engineer Mark Swanson indicated the project is a proposed RV storage area. There is no office, but fire service connection and an irrigation connection will be required. The plans, Swanson continued, show an “ice house” to be constructed in the future. The developer was unable to provide water supply calculations for the ice house, so staff has included one EDU and reserved the right to charge an additional fee based on final calculations and construction of the ice house. The District also reserves the right to perform an audit, Swanson said.

GM Jagers added that this is a request for service; no will-serve letter has been provided. Jagers advised that grading on the site seems to have begun and explained that the city issues permits before the BCVWD Board has issued a WSL. He noted additional water use concerns and indicated that staff believes that water use appears to be low at this point.

Director Williams asked about water use for grading and Mr. Swanson explained there is a temporary construction meter. Director Williams asked about RV and boat washing. Mr. Swanson said that due to regulations on runoff into the Beaumont Basin, that activity is not currently planned. Director Williams also pointed out that an ice house would need maintenance.

Mr. Jagers added that staff has moved this to the Board with minimal information available. He believes the plan will be modified over time and suggested that more information will be needed. He asked for general Board direction. Mr. Swanson reiterated there is currently no plan for domestic service; there is recycled water and fire service planned.

Director Hoffman indicated he would like more detail on the plans. VP Slawson asked if legal counsel had reviewed the document to protect the District. Mr. Swanson indicated that developers provide their estimated consumption and if plans change, staff has the opportunity to audit the account to determine actual consumption. Jagers indicated staff reviews establishments of similar character and correlates water use to the basis provided by the developer and tracks it over time. If there is a change of use, the District reserves the right to make adjustments as necessary, Jagers explained.

Director Williams asked about developer representation to answer Board questions. Mr. Jagers indicated that all applicants are advised they may attend and represent themselves. VP Slawson pointed to condition 4 which protects the District.

*The Board **denied** the application for water service and the furnishing of a “Will Serve Letter” with conditions as stated in the staff report for the property located at 550 East 1st Street, identified as Riverside County Assessor’s Parcel No. (APN) 418-260-023 within the City of Beaumont, subject to payment of all fees to the District and securing all approvals from the City of Beaumont. The motion to approve failed to meet the vote threshold by the following vote:*

MOVED: Hoffman	SECONDED: Slawson	FAILED 2-1
AYES:	Hoffman, Slawson	
NOES:	Williams	
ABSTAIN:	None.	
ABSENT:	Covington, Ramirez	

7. Consideration of Request for Variance to Conditional Water Service “Will Serve Letter” for Riverside County Assessor’s Parcel No. 401-141-010 located on Avenida Miravilla, Northeast of the Edgar Canyon Road, Avenida Miravilla Intersection in the Community of Cherry Valley

General Manager Jagers pointed out an incorrect item number in the packet – item 8 should be identified as item 7 on page 167. VP Slawson called upon the applicant, Mr. Hendrik Becker, to address the Board.

Mr. Becker advised the Board that he received from his engineer a list of necessary items including a fire hydrant and estimates a cost of \$50,000 to \$70,000 to bring an 8-inch water line to the property. He said that he understands the District’s predicament in allowing a variance for one person and appealed to the Board, asking for reconsideration of the requirements. He noted there is a 4-inch service line 15 feet from his property. Additionally, the Fire Department has already approved the plans with the current fire hydrant 900 feet away, he said. BCVWD staff desires to upgrade the service line, he acknowledged, but he noted he is a single property owner and should not have to carry the burden of the capital improvement.

Mr. Becker added that his goal was to build an affordable house, and these requirements negate that plan.

In response to Vice President Slawson, Mr. Jagers confirmed that the 8-inch line is on the District’s master plan. Mr. Jagers explained that the 4-inch service at the back of the property is inadequate to service the Becker property. The Master Plan addresses undersized lines and poor service in the area and sets the stage for service moving forward. Many of the properties in the area have not been developed due to these conditions. Jagers said he understands this is not an inexpensive activity, but that does not negate the need, especially with current California fire concerns.

If an exception was made, and the house burned down due to inadequate fire service, or the requirement for an extension of the line was relaxed, the District may have exposure, GM Jagers warned.

VP Slawson asked about infrastructure plans. Mr. Jagers indicated there are lines near the end of their service lives, and there is a replacement schedule but there is no line in front of this house. Director Hoffman said he understands it seems unfair for one property owner to bear the burden when others may benefit from it in the future. He gave an example of another nearby manufactured house, but Mr. Jagers pointed out the example is outside the BCVWD service area and has a different situation.

Mr. Jagers and Mr. Swanson pointed to a nearby property owner who has been in communication with the District and may require similar water line work, so this is not a unique condition. Staff suggested the two owners work together on

engineering and a cost-share arrangement. Swanson further explained the needed work to accomplish the project and indicated cost savings alternatives would be considered.

Director Hoffman said he appreciated staff's effort to identify options to minimize the cost to the property owner. In response to Director Williams, GM Jagers clarified the existing infrastructure layout and condition of water lines. He further explained that the original parcel had been subdivided; service had been available at the corner of the original lot but now this is a new house requiring a new service.

Senior Engineer Swanson also noted that the applicant requested consideration of a bond which would allow the District to provide the line and a portion of the bond would go to pay for the line. This would require the District to pay for all improvements up front and is not cost effective.

VP Slawson indicated he had researched the options and concluded the variance cannot be done. Staff should continue to try to keep costs as low as possible, he said. Director Hoffman concurred, expressing understanding that the manufactured unit is soon to be delivered, but stated the District must follow its policy.

*The Board **denied** the request for variance to the conditionally approved water service "Will Serve Letter" for the property located on Avenida Miravilla, identified as Riverside County Assessor's Parcel No. (APN) 401-141-010 within the community of Cherry Valley by the following vote:*

MOVED: Williams	SECONDED: Hoffman	APPROVED: 3-0
AYES:	Hoffman, Slawson, Williams	
NOES:	None.	
ABSTAIN:	None.	
ABSENT:	Covington, Ramirez	

8. Consideration of Granting Authorization to San Gorgonio Pass Water Agency to Recharge State Water Project (SWP) Water into the Fiesta Recharge Facility on behalf of BCVWD

General Manager Jagers explained that San Gorgonio Pass Water Agency (SGPWA) General Manager Jeff Davis considered approaching the City of Banning to recharge 100 acre-feet of water at the new Fiesta facility to test conditions. Mr. Jagers identified that it may take significantly more to test each pond. Since the facility was also partly funded by BCVWD ratepayers, the District would like to assure its best use.

GM Jagers explained conditions at the BCVWD recharge facility, made estimates on recharge activity, and asked the Board for direction as to assisting with the testing of the new Fiesta facility. There would be no loss to the BCVWD and this provides an opportunity to partner with SGPWA, he said.

VP Slawson, Director Hoffman and Director Williams expressed support and directed staff to offer recharge water for the Fiesta facility.

9. Consideration of 2019 Beaumont-Cherry Valley Water District State Water Project Water Order

Mr. Jagers explained challenges of the annual BCVWD water orders from the SGPWA. BCVWD staff had been aware of the coming imported water rate change, and for 2019 ordered 9,700 acre-feet of water supply based on projected demands plus requested 6,300 acre-feet if additional water was available. Mr. Jagers noted that 16,000 acre-feet was available, but 3,500 acre-feet was lost. He said he has asked at the SGPWA Board meetings about more available water, but has not received a response.

He reminded the Board about the SGPWA rate increase, the unexpected shutdown of the turnout, and the reduced delivery in March. BCVWD is still working on getting its ordered water into the ground, and is now considering the 2019 water order.

Mr. Jagers explained the efforts at communication, as referenced by Mr. Duncan earlier during Public Input. Mr. Jagers also reminded the Board that SGPWA GM Jeff Davis advised of a hydraulic constraint, potentially limiting the BCVWD recharge to 23 cfs and 15,230 acre-feet. If there were no constraints, the District could recharge 16,139 acre-feet, at a cost of \$1.695 million, he said.

Jagers pointed out that BCVWD has not asked for reimbursement for lost opportunity for water delivery due to these constraints. BCVWD has asked the SGPWA to repair the line broken by their contractor. Jagers estimated the total available to BCVWD this year will be 13,600 acre-feet. He informed the Board that he has asked twice at SGPWA Board meetings about the status of water supply and has been informed by Mr. Davis that there is 15,000 acre-feet available, but did not receive an answer when he asked about declining rates.

General Manager Jagers indicated he understands the frustration on the part of the SGPWA, and that it is an uncertain planning year. If the Pass Agency is looking to make water deals, the hydraulic constraints will be a factor. Jagers said he is uncomfortable making a decision given such unknowns. He believes the SGPWA is considering additional water deals. He said he is not opposed to buying additional water, but the BCVWD must raise its rates.

In response to Director Williams, Mr. Jagers explained that the water order is placed by the SGPWA on Sept. 1 each year. He detailed some of the delivery constraints. VP Slawson asked about the status of the District's rate study; Mr. Jagers said it is expected to be completed near the end of this year and will include requirements of the recycled water MOU. He expects the average household will pay approximately \$7 per month additional based on the SGPWA rate increase.

10. Consideration and Review of Additional Costs related to BCVWD's Design of the Noble Creek Recharge Facility Connection to Master Drainage Plan Line 16

General Manager Jagers reminded the Board that this was discussed at the last meeting and information is still awaited from the Riverside County Flood Control and Water Conservation District. He expects costs between \$40,000 and \$50,000.

11. Update: Status of District Wells, Capital Improvements, and Engineering Projects

Mr. Jagers advised there is a report included with the agenda packet. There were no questions from the Board.

12. Update: Legislative Action and Issues Affecting BCVWD

There are few new items on the written report, indicated Mr. Jagers. There were no questions from the Board.

13. General Manager's Report

Mr. Jagers reported there are a few candidates for the Civil Engineering Assistant position and he is hopeful there will be a hire to assist with recycled water activities and others. As is typical of each summer, the District has hired two engineering interns. He detailed several projects that are moving forward including the Potrero Bridge pipeline.

Staff is going to submit the Comprehensive Annual Financial Report for 2018 for an award and will continue increasing the transparency of the District.

14. Topics for Future Meetings: None.

15. Announcements

Vice President Slawson read the following announcements:

- Finance and Audit Committee meeting: Wednesday, July 3, 2019 at 3:00 p.m.
- Collaborative Agencies Committee meeting: *No meeting in July*
- Regular Board Meeting: July 10, 2019 at 6:00 p.m.
- Personnel Committee meeting: July 22, 2019 at 5:30 p.m.
- Engineering Workshop: July 25, 2019 at 6:00 p.m.
- Beaumont Basin Watermaster Committee Meeting: August 7, 2019 at 10 a.m.

16. Adjournment

Vice President Slawson adjourned the meeting at 8:17 p.m.

ATTEST:

DRAFT UNTIL APPROVED

DRAFT UNTIL APPROVED

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

Director Andy Ramirez, Secretary
to the Board of Directors of the
Beaumont-Cherry Valley Water District



**BEAUMONT-CHERRY VALLEY WATER DISTRICT
MINUTES OF REGULAR MEETING
OF THE BOARD OF DIRECTORS
560 Magnolia Avenue, Beaumont, CA 92223
Wednesday, July 10, 2019 at 6:00 p.m.**

Call to Order: President Covington

President Covington began the meeting at 6:08 p.m.

Pledge of Allegiance: President Covington

President Covington led the pledge.

Invocation: Director Ramirez

Director Ramirez gave the invocation.

Roll Call:

Directors present:	Directors Covington, Hoffman, Ramirez, Slawson, Williams
Directors absent:	None.
Staff present:	General Manager Dan Jagers, Director of Finance and Administration Yolanda Rodriguez, Senior Engineer Mark Swanson, Assistant Director of Operations James Bean, Administrative Assistant Erica Gonzales
Legal counsel:	James Markman

Members of the public who registered their attendance: Dr. Blair Ball, Steve Lehtonen, Joan Marie Patsky, and Nisha Wade.

Public Comment: *None.*

ACTION ITEMS

1. Adjustments to the Agenda:

General Manager Jagers indicated there would be clarification on Staff Report number 5.

2. Consent Calendar:

The following Consent Calendar items were approved with one motion:

- a. May 2019 Budget Variance Report
- b. May 31, 2019 Cash/Investment Balance Report
- c. June 2019 Check Register

- d. June 2019 Invoices Pending Approval
- e. Minutes of the Regular Meeting of June 12, 2019

MOVED: Slawson	SECONDED: Hoffman	APPROVED 5-0
AYES:	Covington, Hoffman, Ramirez, Slawson, Williams	
NOES:	None.	
ABSTAIN:	None.	
ABSENT:	None.	

3. Consideration of Proposed Revision of BCVWD “Will Serve Letter” Policy (tabled from June 27, 2019 Engineering Workshop)

General Manager Dan Jagers noted this is an ongoing discussion of the current policies regarding Will Serve Letters (WSL) and the Water Service Application process. District policy has always been for a WSL to expire in 12 months. The development process provides for extension via request to the general manager (GM), who has always brought the request to the Board for approval. There has been some Board discussion to clarify the process and determine whether the GM should be authorized to extend the WSL for one year, then bring to the Board for the second one-year extension, Jagers explained.

Staff proposes amendment of Regulation 8-1.2 to allow the GM to offer a first 12-month extension, Jagers stated. A semi-annual report would be provided to the Board. President Covington noted he was not present for the discussion at the previous meeting and asked if the WSL returns to the Board on the third year if the GM is given the authority to grant a single one-year extension. Counsel Markman explained that WSLs usually come back to the governing board each year; after a first extension subject to the GM's discretion it would come back to the Board on an annual basis, although the Board could grant an extension for two years.

Director Ramirez asked if the purpose for the GM's extension was to streamline the process and whether the Board was granting the GM the authority to determine supply. President Covington explained that the initial WSL would be approved by the Board. If there are changes to the project or to the WSL, or if water supply conditions change, and there is an update to the WSL, that must come back to the Board, Covington said.

Mr. Jagers indicated the GM would not be approving anything related to supply. He reminded that it was the Board that prompted this discussion and shared a format for the semi-annual report to the Board.

Director Ramirez requested draft policy language and indicated he wants to make sure there is balance. Director Hoffman indicated support for the GM's second year extension and would like to see an annual report including active WSLs, extensions, and expired WSLs. He pointed out that the Board sees extensions that are five years old and more and expressed confidence that if there was a WSL that required discussion it would be brought to the Board.

Counsel Markman clarified that the General Manager would be authorized to grant a one-year extension. After that, the WSL returns to the Board and the Board may re-delegate the authorization.

4. Consideration of Request for Update of “Will Serve Letter” for Parcel Map 32344 located on Dutton Street West of Cherry Avenue and East of Noble Street in the Community of Cherry Valley

Senior Engineer Mark Swanson explained that the initial WSL was issued to the undivided parcel in 2004. It is a small, single-family parcel map development partially built. It appears that the developer did not realize that the WSL needed to come back to the Board.

Mr. Swanson explained that updated plans are in plan check and will be submitted to the District. In response to President Covington, Mr. Swanson explained the original WSL covered the four parcels. There will be a mainline extension and fees required. Two parcels already have meters.

GM Jagers added that two meters are located on the property. The irrigation meter will have to be upgraded to domestic water supply. The meter will also need to be located on the parcel which it services, he said.

Director Ramirez asked about line location in the cul-du-sac. Mr. Swanson responded that service is available from the mainline. Director Hoffman asked about pressure for fire flow; Mr. Swanson assured that it is sufficient, and Mr. Jagers provided some detail on area pressure.

The Board approved an update of the “Will Serve Letter” for Parcel Map 32344 to include APNs 403-020-019, -020, -021, and -022 located on Dutton Street West of Cherry Avenue and East of Noble Street in the Community of Cherry Valley by the following vote:

MOVED: Ramirez	SECONDED: Hoffman	APPROVED 5-0
AYES:	Covington, Hoffman, Ramirez, Slawson, Williams	
NOES:	None.	
ABSTAIN:	None.	
ABSENT:	None.	

5. Consideration of Request for Update of “Will Serve Letter” for Tract 33680 (Riverside County Assessor’s Parcel No. 414-142-038) for a New Residential Development located South of Lana Way, North of Rena Way and West of Elm Avenue in the City of Beaumont

Senior Engineer Mark Swanson explained this is an infill project of 24 homes. Mr. Swanson noted the WSL was formally issued in July 2017 and an update was approved by the Board on May 9, 2018. Staff issued a letter on August 28, 2018. Mr. Jagers advised that in 2017, staff was unable to find the original WSL but did find discussions and approved plans.

In response to President Covington, Mr. Jagers stated there are no updates to the project at this time. Director Hoffman asked about the development timeline, Mr. Swanson had no information on the path forward. He noted that that staff recommended the applicants attend this meeting in order to answer questions.

Director Hoffman asked about lot size and square footage; Mr. Swanson directed attention to the tract map. Director Ramirez asked about the tract map and location of mainline and was answered by Mr. Jagers.

The Board approved the request for Update of "Will Serve Letter" for Tract 33680 (Riverside County Assessor's Parcel No. 414-142-038) for a New Residential Development located South of Lana Way, North of Rena Way and West of Elm Avenue in the City of Beaumont by the following vote:

MOVED: Hoffman	SECONDED: Williams	APPROVED 5-0
AYES:	Covington, Hoffman, Ramirez, Slawson, Williams	
NOES:	None.	
ABSTAIN:	None.	
ABSENT:	None.	

6. Update, Discussion and Consideration of Authorization of Engineering Services for the Beaumont Master Drainage Plan Line 16 Stormwater Capture Project

Mr. Swanson reminded the Board of prior discussion on this item. Staff recently met with the Riverside County Flood Control and Water Conservation District (RCFC&WCD) regarding the Noble Creek Recharge Facility Phase 2 and determined further steps. Currently, the RCFC&WCD is at a 30 percent level and is ready to move forward.

Senior Engineer Swanson explained that the storm drain line will pick up stormwater flow from Grant Avenue and the streets above and south, discharging into the ponds, and added that concern is being addressed regarding overflow contingencies. Mr. Jagers explained the design and Director Ramirez asked about any modifications to the basin. Mr. Jagers said staff has proposed a second reservoir and further explained the function of the basins.

Mr. Jagers explained that the RCFC&WCD pre-qualifies Engineering Consultants for design projects and solicits bids to the pre-qualified consultants and awards the project to the lowest responsive bid. The result of utilizing their Consultant will provide a low-cost opportunity for the BCVWD to finish the project, with anticipated costs in the \$40,000 to \$50,000 range, Jagers said.

Once the facility is built, Jagers continued, this provides low cost water and is worth attention.

President Covington pointed out this originally came to the Board in 2016. He remarked on RCFC&WCD's estimated flow into the facility and impact on the need for State Water Project water. Mr. Jagers further explained the efforts toward maximizing water recharge.

In response to Director Williams, Mr. Jagers noted the project is estimated to be fully operational by December 2021. Director Ramirez asked about detail of the basins and was answered by Senior Engineer Swanson. Mr. Jagers described operation of the ponds.

Director Hoffman commented that at the current expected capture of 500 acre-feet(AF), at \$399, per AF results in about \$200,000 of imported water per year and should pay for itself in 6 to 7 years; it is a good investment. Mr. Jaggars also pointed out that rainwater is low TDS and high quality. President Covington asked about how water quality coming into the basin would be managed. Mr. Jaggars indicated there would be a high level of scrutiny and if filtering is needed, it will be installed. Mr. Swanson added that staff has advised RCFC&WCD that BCVWD would like to see their data and may install a flow meter. A sampling station may be considered, he said.

Director Slawson noted he is glad to see this project moving forward.

The Board authorized allocation of funds for Design Engineering Services in an amount not to exceed \$50,000 for the Beaumont Master Drainage Plan Line 16 Stormwater Capture Project by the following vote:

MOVED: Ramirez	SECONDED: Hoffman	APPROVED 5-0
AYES:	Covington, Hoffman, Ramirez, Slawson, Williams	
NOES:	None.	
ABSTAIN:	None.	
ABSENT:	None.	

7. Discussion of San Gorgonio Pass Water Agency (SGPWA) East Branch Extension Noble Creek Turnout Expansion Project Status and Consideration of BCVWD Pipeline Repairs related to SGPWA Construction Activities

General Manager Jaggars advised there is no handout. He reminded the Board of the water line break at the Noble Creek turnout in March 2019 related to work being done by the SGPWA contractor. SGPWA proposed a repair including replacement of some of the BCVWD line. As BCVWD staff observed the repair, some construction defects were noted and communicated to the SGPWA.

At a SGPWA Board meeting, Mr. Jaggars heard SGPWA General Manager Jeff Davis indicate that the project was substantially complete and would be completed upon the rebuilding of a temporary connection that was not shown on the as-bid plans. Mr. Jaggars stood and stated that BCVWD still believes there is additional repair work needed to the BCVWD line. He also identified that BCVWD experienced some losses that were still to be quantified. He communicated this in a letter and received response from Mr. Davis that on the advice of their counsel, SGPWA will not be answering questions related to the repair of BCVWD's line until a formal claim is received from BCVWD.

Counsel Markman explained the claim process and requested a closed session with the Board. He recommended conversation and / or mediation between the Board presidents to avoid litigation. President Covington concurred.

Dr. Blair Ball, Director of the SGPWA Board, addressed the Board. He said he is in favor of communication between the Board presidents and elected officials. He said he believes that letters and emails exchanged indicate that the SGPWA would do something on its part. "Let's get it fixed," he stated, "in an amicable way," and not resort to legal action.

8. Reports For Discussion

a. Ad Hoc Committees:

San Geronio Pass Regional Water Alliance: Director Slawson reported that he has been named Co-Chair of the Committee.

Bogart Park: Mr. Jagers said the Beaumont-Cherry Valley Recreation and Park District has indicated it would like to express appreciation for the BCVWD's support and a presentation will be scheduled. President Covington indicated an interest in seeing photos / slides depicting changes at the park.

b. General Manager:

Mr. Jagers informed the Board that cool weather has been good from a water use perspective. On a monthly basis, staff is tracing production from Edgar Canyon, the Beaumont Basin and what is delivered to Banning. He shared a spreadsheet noting variations in production and said staff continues to try to improve production from Edgar Canyon. He noted that production is down by about 1,017.6 acre-feet from year-to-date calculations. This means the District will not have to buy as much replenishment supply this year, Jagers explained. He shared next year's projections and indicated the goal is to improve analysis tool sets.

Staff will continue to monitor production and maximize opportunities for replenishment, he said.

Mr. Jagers reminded the Board about discussion of hydraulic constraint at the last meeting. Current actual delivery right now is at 27 cfs; on July 3 it was up to 34 cfs and fluctuates. This is still much better than prior to the expansion, he explained. He also shared the current water supply figures in the Noble Creek ponds.

Jagers reported that recharge activity in June was 1,754 acre-feet of water supply which cost the District almost \$700,000 given the rate increase to \$399 by the SGPWA. This equates to a \$30,000 to \$50,000 increased expense due to the shutdown in delivery and delay in turnout expansion.

Mr. Jagers further explained the hydraulic constraint and assured the Board that the turnout expansion was still a good thing to do.

The SGPWA is working on a capacity fee and the City has put forth some projections on growth, Jagers noted. The SGPWA and San Bernardino Valley are not currently recommending shutdown of the East Branch Extension in December, as everyone has a lot of water for delivery, Jagers reported.

At the June 27 Board meeting, with two BCVWD directors absent, two directors of the SGPWA spoke. The meeting recording is available on You Tube. Mr. Jagers reported that he communicates with the SGPWA general manager and when he does not receive satisfactory responses, he contacts the BCVWD Board president or vice president to advise whether the issues need to be communicated. He said he does not believe staff is operating in a way that is less than straightforward. He said he is interested in communication that is not stepping on toes while still affording BCVWD the service and consideration as the SGPWA's largest economic partner.

One of the recommendations, he continued, is that the general managers should talk, then the boards should talk. Mr. Jagers said he feels he has communicated well and thoroughly. If the message is not clear, Jagers said, he recommends the agencies work together to assure understanding even while moving forward with legal counsel's recommendation.

Mr. Jagers advised the Board there are activities coming up such as the California Environmental Quality Act Notice related to a well rehabilitation project, and discussion of facility requirements. He also noted that Engineer Joe Reichenberger has indicated an interest in submitting an abstract for the 2020 Sustainable Groundwater Management Conference.

c. Directors' Reports:

Director Ramirez thanked Administrative Assistant Erica Gonzales for signing him up for the San Bernardino County Water Conference in August.

d. Legal Counsel Report: None.

9. Announcements

President Covington read the following announcements:

- Personnel Committee meeting: July 22, 2019 at 5:30 p.m.
- Engineering Workshop: July 25, 2019 at 6:00 p.m.
- Finance and Audit Committee meeting: August 1, 2019 at 3:00 p.m.
- Beaumont Basin Watermaster Committee Meeting: Aug. 7, 2019 at 10:00 a.m.
- Regular Board Meeting: August 14, 2019 at 6:00 p.m.
- Engineering Workshop: August 22, 2019 at 6:00 p.m.
- District Offices will be closed on Monday, Sept. 2 in observance of Labor Day
- Collaborative Agencies Committee Meeting: September 4 at 5:00 p.m.
- Association of California Water Agencies Fall Conference: Dec. 3-6, 2019

10. Action List for Future Meetings

- Water supply for BCVWD and the region
- Bogart Park presentation by Duane Burk, Beaumont-Cherry Valley Recreation and Park District

11. Adjournment: 7:35 p.m.

ATTEST:

DRAFT UNTIL APPROVED

DRAFT UNTIL APPROVED

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

Director Andy Ramirez, Secretary
to the Board of Directors of the
Beaumont-Cherry Valley Water District



**BEAUMONT-CHERRY VALLEY WATER DISTRICT
MINUTES OF REGULAR MEETING – ENGINEERING WORKSHOP
OF THE BOARD OF DIRECTORS
560 Magnolia Avenue, Beaumont, CA 92223
Thursday, July 25, 2019 at 6:00 p.m.**

Call to Order: Vice President Slawson

Vice President Slawson began the meeting at 6:35 p.m.

Director Hoffman led the Pledge of Allegiance.

Invocation was given by Vice President Slawson.

Roll Call:

Directors present:	Hoffman, Ramirez, Slawson
Directors absent:	Covington, Williams
Staff present:	General Manager Dan Jagers, Director of Finance and Administrative Services Yolanda Rodriguez, Senior Engineer Mark Swanson, Administrative Assistant Erica Gonzales, Assistant Director of Operations James Bean, Senior Finance and Administrative Analyst William Clayton

Members of the public who registered their attendance: Duane Burk, Mike Thompson, Fran Flanders, and Dr. Blair Ball.

Public Comment: None.

1. Discussion and Presentation Regarding Bogart Park by Duane Burk, General Manager of Beaumont-Cherry Valley Recreation and Park District

Vice President Slawson introduced Mr. Duane Burk, General Manager of the Beaumont-Cherry Valley Recreation and Park District (RPD). Mr. Burk indicated that he arrived too late to the July 14 meeting; it had already been adjourned.

Mr. Burk reminded the Board the RPD took over Bogart Park on January 1, 2019. He reassured the Board that the RPD is not looking for a monetary commitment or assistance from the BCVWD. He proffered annual park passes. He explained that the County's park fees have not been changed but research is being done on future fee changes. He advised that the well has been rebuilt, and the tank will be undergoing repair.

Mr. Burk continued that Irrigation is working, tree trimming has been done, 39 dead trees were removed, and 26 additional stumps were removed. Fire crews have been working on fire breaks and trail access and the gate will be made more user-friendly.

Mr. Burk noted he met with the San Bernardino Horsemen's Association regarding exclusive equestrian trails. Camping will be restricted to the center area, he said. The pond will be refilled after 2020 and stocked with fish. He suggested a Board field trip.

Mr. Burk provided a draft for a re-dedication of the park with ribbon cutting to include Board members and the County in January 2020. Burk said he looks forward to working with the District in perpetuity.

Director Hoffman asked about park visitor numbers. Mr. Burk noted the gate stopped working and was left open, so no numbers are available. A staff member will be at the kiosk during August and will be doing a survey.

Both negative and positive comments have been received, Burk said. Director Hoffman advised that a couple of constituents had voiced support for keeping the pond. He said he is glad to hear the plan and encouraged communication on both Facebook and NextDoor.

Director Ramirez noted that Bogart Park is a hallmark of the area, and said he was glad to have participated on the Ad Hoc Committee. He thanked Mr. Burk for his work. He stressed the work with Cal Fire and the ability to stretch resources. He expressed support for a Board tour and the re-dedication.

In response to Director Ramirez, Mr. Burk explained there is not really a homeless problem. Limiting campers to an area allows better control in the case of fire.

General Manager Jagers commented on the maintenance work being addressed.

2. Consideration of California Environmental Quality Act (CEQA) Categorical Exemption and Notice of Exemption for the Well 1A and Well 2A Replacement Projects located at 12th Street and Palm Avenue and 12th Street and Michigan Avenue respectively

General Manager Jagers indicated this is a transparency issue and explained the well project. Because this is a re-drill, staff and consultants have identified that the project is eligible for a Class 2 categorical exemption. Although not necessary, the CEQA Notice will be recorded. Board action is not required, Jagers said.

3. Consideration of Authorization of Addendum for Additional Engineering Services Required for the Noble Water Storage Tank No. 2 and Transmission Pipeline Project

General Manager Jagers explained there have been changes in the law which require action. Senior Engineer Mark Swanson noted that the Noble Tank addition contract was approved in November of 2017 for \$193,000. At the time of the survey, Mr. Jagers added, he included determination regarding a third tank as included in the Master Plan. This used a portion of the funds dedicated to contingency. Mr. Swanson explained two additional CEQA requirements and the Water Quality Management Plan which were not addressed in the RFP or original scope of work.

In response to Director Ramirez, Mr. Swanson further explained the new requirements. Mr. Jagers indicated the new requirements resulted from the conditions of the Paradise wildfire. Director Ramirez noted that the RFP should be updated for future projects.

The Board approved the execution of an addendum for additional engineering services necessary to complete the Noble Tank No. 2 and Transmission Pipeline project design and bid phase scope of engineering services in the amount of \$25,300 (\$22,970 for engineering services and \$2,330 for contingencies @ ~10%) by the following vote:

MOVED: Hoffman	SECONDED: Ramirez	APPROVED 3-0
AYES:	Hoffman, Ramirez, Slawson	
NOES:	None.	
ABSTAIN:	None.	
ABSENT:	Covington, Williams	

4. Consideration of Termination of Contract with Bartle Wells Associates for Facilities Fee Study and Amendment of Raftelis Financial Consultants, Inc. Rate and Fee Study Contract to Include Facility Fee Study

Senior Finance and Administrative Services Analyst William Clayton explained that in 2016 the Board approved a contract with Bartle Wells for a Facility Fee Study. Some preliminary work was done, but the project stalled due to some staffing changes with the consultant. It is important to examine the facility fees to assure adequacy, Clayton noted. In May 2019 the Board approved a contract with Raftelis Financial Consultants for a Water Rate Study.

In the course of providing data to Raftelis and the need to update the facility fee information, staff identified that it may be more efficient to terminate the Bartle Wells contract and have Raftelis complete the facility fee study if the cost is within the remaining balance of the contract.

General Manager Jagers noted that Raftelis already has a facility fee component built into their model. Staff also noted that this is the point to make a decision and staff believes the holistic approach of Raftelis addresses the District's needs, Jagers said. Staff is not proposing to spend additional funds, he noted.

Mr. Clayton answered a question from Director Hoffman about the current expenditures on Bartle Wells. Mr. Jagers added that the data originally provided to Bartle Wells is now two years old and requires updating.

Director Ramirez expressed support and suggested directing staff to stay within the budgeted amount and to bring the result of negotiations with Raftelis back to the Board. GM Jagers suggested the motion include suspension of the work of Bartle Wells to incur no further charges.

The Board authorized the General Manager to suspend the current work with Bartle Wells and Associates, and open negotiations with Raftelis Financial Consultants, Inc. to perform services necessary to complete the District's Water Facility Fee Study in conjunction with the District's Water Rate Study and directed staff to return to the Board regarding termination of the existing contract with Bartle Wells Associates for said study by the following vote:

MOVED: Ramirez	SECONDED: Slawson	APPROVED 3-0
AYES:	Hoffman, Ramirez, Slawson	
NOES:	None.	
ABSTAIN:	None.	
ABSENT:	Covington, Williams	

5. Consideration of Resolution 2019-__ Amending Part 8 Section 1.2 of the Beaumont-Cherry Valley Water District Regulations Governing Water Service related to Water Service Applications

Director Hoffman suggested allowing the General Manager to extend the WSL for a second year on projects up to a certain size or projects that do not involve a lot of water. Staff will include this option on the next staff report.

Director Slawson asked for clarification of the difference in the options. Mr. Jagers explained that under Option 2, if the project had still not started, the renewal process would begin again.

This item was tabled to the August 14, 2019 meeting.

6. Consideration of Request for Water Service “Will Serve Letter” for Riverside County Assessor’s Parcel No. 415-100-082 and 415-100-083 located at 1236 and 1238 Massachusetts Avenue in the City of Beaumont

Senior Engineer Mark Swanson explained that the request is for two single-family residences. The parcels have been divided per the parcel map. There are service connections to the site, he said, and the applicant will be required to pay the necessary fees including facility fees for water service and meters.

In response to Director Ramirez, Mr. Swanson advised that current facility fees are \$10,122 per Equivalent Dwelling Unit (EDU). Each house is considered one EDU. Mr. Jagers added that part of the facility fee study will assure that these fees accurately cover the costs.

The Board approved the Request for Water Service “Will Serve Letter” for Riverside County Assessor’s Parcel No. 415-100-082 and 415-100-083 located at 1236 and 1238 Massachusetts Avenue in the City of Beaumont by the following vote:

MOVED: Hoffman	SECONDED: Slawson	APPROVED 3-0
AYES:	Hoffman, Ramirez, Slawson	
NOES:	None.	
ABSTAIN:	None.	
ABSENT:	Covington, Williams	

7. San Geronio Pass Water Agency Update regarding SGPWA Ad Valorem Tax Rate, 2019/2020 Water Purchases, Delta Conveyance Project, and Sites Reservoir Project

General Manager Jagers briefed the Board on a recent SGPWA Board meeting and distributed handouts. He explained some of the expected expenditures of the Pass Agency.

Mr. Jagers provided spreadsheets detailing the costs of participation in the Sites Reservoir and other sources of supply, including an annual analysis through 2035. He pointed out that starting in 2021 there would be a total cost to BCVWD of \$9,268,000. Once the project is under construction and paying the entire bond, there is no water to be sold during that period yet there are costs to the BCVWD. If not funded through tax-based contributions, the BCVWD share is \$1.891 million. That 15-year commitment costs the District a total of \$22 million, said Jagers.

Currently, the District collects a fee from developers which is not enough to cover the Sites cost. When water begins to be sold, he continued, the cost is spread across the rate. He said he expects it to impact homes at about \$100 per year. He would like to see a consistent projection including rates, capacity fees and tax base, he said, which must all work together to complete the approach.

BCVWD may want to consider adding a capacity fee on top of what the SGPWA adds, he said. The 4,000 acre-feet from the Sites Reservoir should be enough to serve 8 to 10,000 homes, Jagers continued, and is a significant piece of what is left for the District to obtain.

He noted the total debt service from 2004 to 2035 is projected to be \$866 million, he advised and highlighted some of the other water supply projects.

Jagers pointed out that in 2035, the costs for all the projects could potentially be cut in half while the tax base remains at \$23 million. He suggested the SGPWA refine the numbers, as BCVWD's ratepayers are paying the higher rates, and contributing the most tax base. In the next 15 years, BCVWD, Banning and Calimesa will likely continue to grow resulting in contribution of more taxes.

BCVWD is doing the heavy lifting now, Jagers explained, but is receiving early benefit of the facilities and is helping the outer regions by getting the facilities funded with tax base. He encouraged the Board to continue being informed and acknowledged the presence of two SGPWA Board members at the meeting.

Director Ramirez commented that it was a positive experience to attend the SGPWA meeting. He encouraged further conversation. Whatever can be done to lessen the burden on the ratepayers should be done, he said. Director Hoffman concurred.

VP Slawson asked about projected numbers after 2036. Mr. Jagers indicated that bond costs had been projected, but the Department of Water Resources has not produced numbers.

Dr. Blair Ball pointed to a calculation error on a spreadsheet. Mr. Jagers acknowledged and will update. Dr. Ball said he agreed that the issues are extremely complex. Many would prefer to see the future residents to pay for the water supply problem that they are going to incur, and it would seem wise to reduce the ad valorem tax rate for those who are already here, he said. That can be gained by having a realistic and current capacity fee.

Mr. Jagers noted that Banning has indicated that they still have existing groundwater capacity which might serve 3,000 to 5,000 houses to ease the burden over a longer period. He said he suspects Banning and Yucaipa may not be as interested in a capacity fee. Numbers must be accurate and reflect the right amount, and there is not yet a clear understanding.

Discussion of the impact of capacity fees ensued.

8. Update: Status of District Wells, Capital Improvements, and Engineering Projects

There were no questions from the Board.

9. Update: Legislative Action and Issues Affecting BCVWD

There were no questions from the Board.

10. General Manager's Report

Mr. Jagers explained production staff is working to assure wells are running cool during the summer. Motors running hot may be replaced to avoid catastrophic failure.

Mr. Jagers advised that due to heat and other causes there is another hydraulic constraint on the East Branch Extension. Instead of 25 to 27 cfs, the capacity will drop to 20 cfs for a while, he said. Staff will continue to keep delivery as great as possible to secure water for the ratepayers, Jagers assured.

There are many costs which must be determined how to fund, and all will change the landscape of how the District does business, Jagers advised. Staff is trying to stay on top of analysis, and it is a daunting task, he said.

11. Topics for Future Meetings:

- Facilities Fees and Water Rates
- Public Relations Firm Update including online communication accomplishments and a plan for Board members' interaction and communication online to ratepayers.

12. Announcements

Vice President Slawson read the following announcements:

- Finance and Audit Committee Meeting: August 1, 2019 at 3:00 p.m.
- Beaumont Basin Watermaster Committee Meeting: Aug. 7, 2019 at 10:00 a.m.
- Regular Board Meeting: August 14, 2019 at 6:00 p.m.
- Engineering Workshop: August 22, 2019 at 6:00 p.m.

- District Offices will be closed on Monday, September 2, 2019 in observance of Labor Day
- Collaborative Agencies Committee Meeting: September 4, 2019 at 5:00 p.m.
- Finance and Audit Committee Meeting: September 5, 2019 at 3:00 p.m.
- Personnel Committee meeting: September 23, 2019 at 5:30 p.m.

13. Adjournment

Vice President Slawson adjourned the meeting at 8:24 p.m.

ATTEST:

DRAFT UNTIL APPROVED

DRAFT UNTIL APPROVED

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

Director Andy Ramirez, Secretary
to the Board of Directors of the
Beaumont-Cherry Valley Water District



**Beaumont-Cherry Valley Water District
Regular Board Meeting
August 14, 2019**

Item 4

STAFF REPORT

TO: Board of Directors
FROM: Dan Jagers, General Manager
SUBJECT: **Consideration of Amendment to the Beaumont-Cherry Valley Water District Organizational Chart and 2019 Salary Schedule**

Staff Recommendation

Authorize the amendment to the Beaumont-Cherry Valley Water District Organizational Chart and 2019 Salary Schedule to change the title of Human Resources Manager to Human Resources Coordinator.

Background

The organizational structure of BCVWD adjusts from time to time to maximize efficiency, improve service levels, and assure regulatory compliance. The staffing levels are projected and set to assure the accomplishment of District goals and objectives, to implement the recycled water program, provide development support, move forward the capital improvement program, and expedite capital replacement projects.

In response to a recommendation by BCVWD's human resources consultant, the Board added a Human Resources Manager position to the District's organizational chart and salary schedule as adopted with the 2019 fiscal year budget on December 12, 2018.

Summary

After review of similar sized Public Agencies and further discussion with the human resources consultant, BCVWD staff identified that the need for a Human Resources Manager may not be necessary at this time and a Human Resources Coordinator may be more appropriate for the current District size. Further, the salary range approved for the District's proposed Human Resources position is more appropriate for the duties and level of responsibility for the Human Resources Coordinator position. Staff therefore recommends that the adopted organizational chart and salary schedule be amended to change the title of the Human Resources Manager position to *Human Resources Coordinator* while maintaining the same salary schedule range. Staff will make the necessary adjustments to the classification specification (job description).

Fiscal Impact

There is no change in fiscal impact to the adopted Fiscal Year 2019 Budget.

As included in the adopted FY 2019 budget, the fiscal impact to the District for this full-time position, fully burdened, would range from \$109,935 to \$126,532. If a hire is made by September 3, 2019 the fiscal impact for the remainder of the year would be \$48,048 to \$54,602.

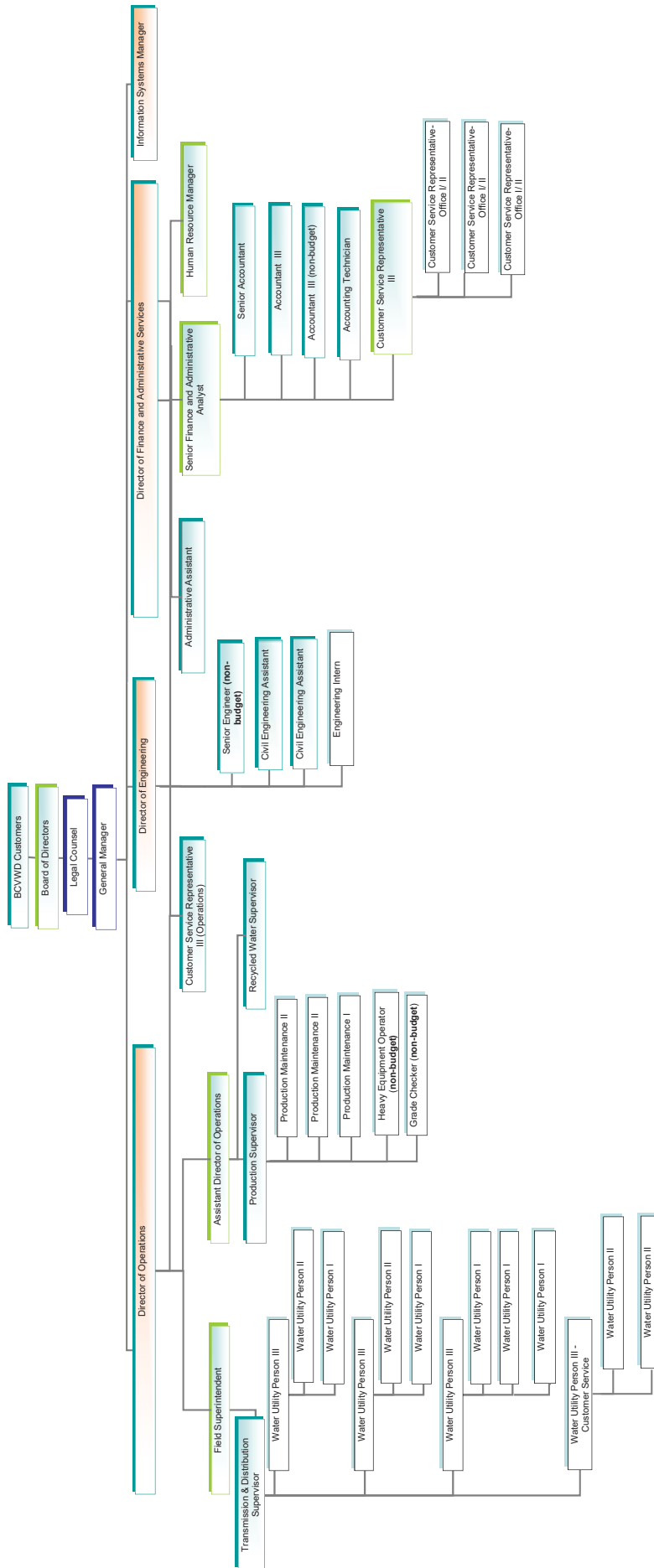


The actual position salary range is from \$53,165 to \$64,626 annually (\$18,608 to \$22,619 for the remainder of 2019).

Attachments

- A. Proposed Organizational Chart
- B. Current Organizational Chart adopted December 12, 2018
- C. Proposed Salary Schedule
- D. Adopted Salary Schedule as amended on February 13, 2019
- E. Classification Specification – Human Resources Coordinator

Report prepared by Lynda Kerney, Administrative Assistant



Proposed Beaumont-Cherry Valley Water District Salary Schedule Board Approved 08/14/2019						
Effective: January 1, 2019		Hourly Rates				
Classification	1	2	3	4	5	Annual Range
Engineering Intern	14.80	15.54	16.32	17.14	18.00	30,784.00 37,440.00
Customer Service Representative I	17.12	17.98	18.88	19.82	20.81	35,609.60 43,284.80
Water Utility Person I	18.00	18.90	19.85	20.84	21.88	37,440.00 45,510.40
Production Maintenance I	20.54	21.57	22.65	23.78	24.97	42,723.20 51,937.60
Customer Service Representative II	20.13	21.14	22.20	23.31	24.48	41,870.40 50,918.40
Water Utility Person II	21.17	22.23	23.34	24.51	25.74	44,033.60 53,539.20
Administrative Assistant	21.58	22.66	23.79	24.98	26.23	44,886.40 54,558.40
Production Maintenance II	24.16	25.37	26.64	27.97	29.37	50,252.80 61,089.60
Water Utility Person III	23.59	24.77	26.01	27.31	28.68	49,067.20 59,654.40
Customer Service Representative III	25.56	26.84	28.18	29.59	31.07	53,164.80 64,625.60
Human Resources Coordinator	25.56	26.84	28.18	29.59	31.07	53,164.80 64,625.60
Accounting Technician	25.95	27.25	28.61	30.04	31.54	53,976.00 65,603.20
Grade Checker (1000 HR)	28.79	30.23	31.74	33.33	35.00	59,883.20 72,800.00
Transmission & Distribution Supervisor	32.72	34.36	36.08	37.88	39.77	68,057.60 82,721.60
Recycled Water Supervisor	32.72	34.36	36.08	37.88	39.77	68,057.60 82,721.60
Production Supervisor	32.72	34.36	36.08	37.88	39.77	68,057.60 82,721.60
Heavy Equipment Operator (1000 HR)	31.27	32.83	34.47	36.19	38.00	65,041.60 79,040.00
Civil Engineering Assistant	33.09	34.74	36.48	38.30	40.21	68,827.20 83,636.80
Accountant III	34.25	35.96	37.76	39.65	41.63	71,240.00 86,590.40
Senior Accountant	35.96	37.76	39.65	41.63	43.71	74,796.80 90,916.80
Sr. Finance and Administrative Analyst	40.08	42.08	44.18	46.39	48.71	83,366.40 101,316.80
Assistant Director of Operations	40.92	42.97	45.12	47.38	49.75	85,113.60 103,480.00
Field Superintendent	40.92	42.97	45.12	47.38	49.75	85,113.60 103,480.00
Information Systems Manager	49.13	51.59	54.17	56.88	59.72	102,190.40 124,217.60
Senior Engineer	56.79	59.63	62.61	65.74	69.03	118,123.20 143,582.40
Director of Operations	59.53	62.51	65.64	68.92	72.37	123,822.40 150,529.60
Director of Finance and Administrative Services	60.96	64.01	67.21	70.57	74.10	126,796.80 154,128.00
Director of Engineering	66.81	70.15	73.66	77.34	81.21	138,964.80 168,916.80
General Manager	approved by Board 2/13/2019					215,758.40
Board of Directors	\$200 per day for meeting attendance in accordance with District rules					

Beaumont-Cherry Valley Water District Salary Schedule Board Approved 02/23/2019						
Effective: January 1, 2019		Hourly Rates				
Classification	1	2	3	4	5	Annual Range
Engineering Intern	14.80	15.54	16.32	17.14	18.00	30,784.00 37,440.00
Customer Service Representative I	17.12	17.98	18.88	19.82	20.81	35,609.60 43,284.80
Water Utility Person I	18.00	18.90	19.85	20.84	21.88	37,440.00 45,510.40
Production Maintenance I	20.54	21.57	22.65	23.78	24.97	42,723.20 51,937.60
Customer Service Representative II	20.13	21.14	22.20	23.31	24.48	41,870.40 50,918.40
Water Utility Person II	21.17	22.23	23.34	24.51	25.74	44,033.60 53,539.20
Administrative Assistant	21.58	22.66	23.79	24.98	26.23	44,886.40 54,558.40
Production Maintenance II	24.16	25.37	26.64	27.97	29.37	50,252.80 61,089.60
Water Utility Person III	23.59	24.77	26.01	27.31	28.68	49,067.20 59,654.40
Customer Service Representative III	25.56	26.84	28.18	29.59	31.07	53,164.80 64,625.60
Human Resource Manager	25.56	26.84	28.18	29.59	31.07	53,164.80 64,625.60
Accounting Technician	25.95	27.25	28.61	30.04	31.54	53,976.00 65,603.20
Grade Checker (1000 HR)	28.79	30.23	31.74	33.33	35.00	59,883.20 72,800.00
Transmission & Distribution Supervisor	32.72	34.36	36.08	37.88	39.77	68,057.60 82,721.60
Recycled Water Supervisor	32.72	34.36	36.08	37.88	39.77	68,057.60 82,721.60
Production Supervisor	32.72	34.36	36.08	37.88	39.77	68,057.60 82,721.60
Heavy Equipment Operator (1000 HR)	31.27	32.83	34.47	36.19	38.00	65,041.60 79,040.00
Civil Engineering Assistant	33.09	34.74	36.48	38.30	40.21	68,827.20 83,636.80
Accountant III	34.25	35.96	37.76	39.65	41.63	71,240.00 86,590.40
Senior Accountant	35.96	37.76	39.65	41.63	43.71	74,796.80 90,916.80
Sr. Finance and Administrative Analyst	40.08	42.08	44.18	46.39	48.71	83,366.40 101,316.80
Assistant Director of Operations	40.92	42.97	45.12	47.38	49.75	85,113.60 103,480.00
Field Superintendent	40.92	42.97	45.12	47.38	49.75	85,113.60 103,480.00
Information Systems Manager	49.13	51.59	54.17	56.88	59.72	102,190.40 124,217.60
Senior Engineer	56.79	59.63	62.61	65.74	69.03	118,123.20 143,582.40
Director of Operations	59.53	62.51	65.64	68.92	72.37	123,822.40 150,529.60
Director of Finance and Administrative Services	60.96	64.01	67.21	70.57	74.10	126,796.80 154,128.00
Director of Engineering	66.81	70.15	73.66	77.34	81.21	138,964.80 168,916.80
General Manager	approved by Board 2/13/2019					215,758.40
Board of Directors	\$200 per day for meeting attendance in accordance with District rules					



Beaumont-Cherry Valley Water District Job Classification Specification

FLSA STATUS	TITLE	ISSUE DATE	REVISION DATE
Non-Exempt	HUMAN RESOURCES COORDINATOR	06/10/2019	

JOB SUMMARY

Under general supervision, performs and coordinates a variety of specialized and technical administrative duties in the coordination of the District's human resources functions including recruitment and selection, benefits administration, classification and compensation plan administration, workers' compensation, employer-employee relations, labor relations, training, and related functions; provides information and assistance to District employees and the general public regarding human resources activities, policies, and procedures; and general business administrative duties; and performs other related duties as required.

DISTINGUISHING CHARACTERISTICS

The Human Resources Coordinator is a single-incumbent para-professional confidential classification reporting directly to the Director of Finance and Administrative Services, and/or the General Manager as necessary, or Human Resources Manager. This classification is distinguished from the Human Resources Manager class by the level of responsibility, autonomy, and complexity of work associated with the higher level class. The incumbent may provide lead direction on an assignment basis over lower level staff, as assigned.

ESSENTIAL FUNCTIONS

The duties and responsibilities listed below are intended to provide a representative list of the various types of work that may be performed. Specifications are not intended to reflect all duties performed within the job class, and incumbents may expect to perform other related similar duties.

Some of the essential duties include, but are not limited to the following:

1. Assists the Human Resources Manager and/or Director of Finance and Administrative Services with the day-to-day operations of the Human Resources function for the District; participates in the implementation of human resources departmental goals, objectives, and priorities.
2. Provides information and general assistance to District employees and the general public regarding human resources activities, processes, policies, and procedures; assists in resolving routine problems or complaints; researches policies and procedures to answer questions and respond to requests for information.
3. Provides general business administrative support to the District; maintains the District's organization chart and table of authorized positions; composes letters, memoranda, and other correspondence related to human resources programs and activities and general business administrative activities.
4. Serves as the human resources liaison with other departments, outside agencies, and service providers; responds to requests for information.



Beaumont-Cherry Valley Water District Job Classification Specification

FLSA STATUS	TITLE	ISSUE DATE	REVISION DATE
Non-Exempt	HUMAN RESOURCES COORDINATOR	06/10/2019	

5. Assists in ensuring human resources programs and activities are administered and implemented in compliance with federal and state laws, rules, and regulations.
6. Prepares and maintains a variety of files, logs, spreadsheets and confidential records including those pertaining to investigations, complaints and recruitments.
7. Prepares statistical reports; collects, evaluates, and summarizes data; prepares Board agenda items; drafts correspondence.
8. Serves as a member on various committees; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of human resources.
9. Performs a variety of duties in support of the day-to-day administration of the District's various employee benefit plans and programs including retirement plans, deferred compensation programs, group life, health, and disability insurance programs, and other related benefits; assists employees regarding benefit programs.
10. Coordinates the District's open enrollment process; completes all required insurance forms; acts as liaison between employees and insurance carriers; administers and monitors retiree benefits and disability programs; serves as an information source to past or present employees.
11. Prepares, processes, and ensures timely processing of unemployment, disability and workers' compensation claims; maintains follow-up on all claims.
12. Participates in new employee orientation activities; provides new employees with hiring and benefits paperwork; explains coverage and programs; processes appropriate forms and coordinates activities with related departments and/or outside agencies.
13. Participates in benefits billing activities; reviews and submits benefit enrollment and changes to carriers; prepares reports regarding monthly benefit enrollments, changes, and deletions; maintains billing records; coordinates leave programs and monitors status of employees on leaves of absence; prepares mandatory leave notices.
14. Assists hiring supervisors/managers in the employee recruitment and selection process; prepares job announcements; coordinates selection plans; screens candidates for minimum qualifications; coordinates testing and interview processes; maintains records of all selection processes; establishes eligibility lists.
15. Performs job analyses and writes classification specifications; conducts salary and benefit surveys; summarizes comparative data and makes recommendations.



Beaumont-Cherry Valley Water District Job Classification Specification

FLSA STATUS	TITLE	ISSUE DATE	REVISION DATE
Non-Exempt	HUMAN RESOURCES COORDINATOR	06/10/2019	

16. Initiates reminder notices to supervisors for the completion of performance evaluations due; tracks completion of forms; processes approved merit increases for eligible employees.
17. Processes personnel action forms for all types of employee actions and status changes; maintains accurate records.
18. Maintains official personnel files for all District employees; maintains confidentiality and security of all sensitive personnel documentation and information.
19. Provides assistance with employee relations issues including working with supervisors and managers to provide information related to personnel practices, policies, and procedures.
20. Attends meetings and training sessions to keep abreast of current trends, practices, and changes in laws and regulations.
21. Coordinates employee training and development programs; may conduct employee training sessions.
22. Responds to internal and external inquiries in a courteous manner including providing information and participating in resolving complaints in an efficient and timely manner.
23. Conducts research and drafts updates to personnel policy and procedure manual; develops forms; participates in the interpretation of personnel rules; identifies and recommends opportunities for improvement.
24. Participates in cross training and provides back up to other department staff; assists other office personnel in performing administrative support functions; serves as a back-up to other Finance and/or District functions.
25. Establishes positive working relationships with District staff and the general public.
26. Assumes responsibility for ensuring the duties of the position are performed in a safe and efficient manner.
27. Interacts with co-workers at all levels in the District in a collaborative and customer service-oriented manner.
28. Performs related duties, as assigned.
29. Performs general business administrative duties on an as needed basis.

DESIRED MINIMUM QUALIFICATIONS

Minimum Qualifications



Beaumont-Cherry Valley Water District Job Classification Specification

FLSA STATUS	TITLE	ISSUE DATE	REVISION DATE
Non-Exempt	HUMAN RESOURCES COORDINATOR	06/10/2019	

Education, Training and Experience:

Any combination of education and experience which may provide the required knowledge and abilities and skills is qualifying. A typical way is graduation from an accredited college or university with a Bachelor's degree or an Associate's degree in business administration, psychology, or related field; and two (2) years of full-time technical and administrative level experience in human resources functions. Public agency experience is highly desirable.

Knowledge of: Basic operations, services, and activities of a personnel program; modern trends and practices in the field of personnel management; methods and techniques of research and analysis of personnel administrative and statistical data; structure of government organizations, functions, and management; basic labor relations and employment law; basic principles of workers' compensation; recruitment and selection practices; basic principles and practices of classification and compensation; principles and procedures of record keeping; business letter writing and report preparation; principles and practices of customer service; office procedures, methods, and equipment including computers and applicable software applications; pertinent federal, state, and local laws, codes, and regulations.

Skills including, but not limited to operation and use of computers and applicable software systems including applicant tracking systems, financial systems, and other business information systems; skill in the use of database, spreadsheet and word processing software.

Ability to: Perform and coordinate administrative, technical, and analytical duties in support of the District's personnel functions; evaluate and make sound recommendations; conduct effective recruitment and selection processes; research, collect, compile, and analyze information and data; understand and analyze statistical information; make complete and accurate analyses and recommendations in a variety of personnel areas; work tactfully with and gain confidence and cooperation of other District personnel, the public, and outside agencies and organizations; understand the organization and operation of the District; understand, interpret, and apply general and specific administrative and personnel policies and procedures as well as applicable federal, state, and local policies, laws, and regulations; prepare and make presentations to employees, supervisors, and department managers; plan and organize work to meet changing priorities and deadlines; respond tactfully, clearly, concisely, and appropriately to inquiries from the public, District staff, or other agencies on sensitive issues in area of responsibility; exercise good judgment and maintain confidentiality in maintaining critical sensitive information, records, and reports; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work.

Licenses, Certificates, Special Requirements:

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



Beaumont-Cherry Valley Water District Job Classification Specification

FLSA STATUS	TITLE	ISSUE DATE	REVISION DATE
Non-Exempt	HUMAN RESOURCES COORDINATOR	06/10/2019	

Possession and proof of an acceptable driving record, free of multiple and/or serious traffic violations and/or accidents for two (2) consecutive years.

Physical and Mental Demands and Work Environment:

The physical and mental demands and the work environment characteristics described here are representative of those required for the performance of job duties. The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:

While performing the duties of this class, the employee is regularly required to sit; talk or hear, in person and by telephone; use hands repetitively to finger, handle, feel or operate computers and other standard office equipment; and reach with hands and arms. The employee is frequently required to walk, stand, kneel and bend and lift up to 25 pounds.

Specific vision abilities required by this job include close vision and the ability to focus. The ability to read and appropriately comprehend small numbers and font and to perform extended hours working at a computer are also required for the performance of the job duties.

Mental Demands:

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve complex problems; use math and mathematical reasoning; learn and apply new skills and information; perform highly detailed work on multiple, concurrent tasks; and establish and maintain effective working relationships with others encountered in the course of work.

Work Environment:

The employee works under typical office conditions and the noise level is usually quiet.

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



**Beaumont-Cherry Valley Water District
Regular Board Meeting
August 14, 2019**

Item 5

STAFF REPORT

TO: Board of Directors

FROM: Dan Jagers, General Manager

SUBJECT: **Consideration of Resolution 2019-____, Amending the District Policies and Procedures Manual: Revising Section 22 – Vacation, and Adding Sections 49 – Employee Performance Evaluation Policy, 50 – Personnel Action Form Policy, 51 – Recruitment / Selection and On-Boarding Policy and Procedure and Part I Table of Contents**

Staff Recommendation

Adopt Resolution 2019-____ Amending the District Policies and Procedures Manual: Revising Section 22 – Vacation, and Adding Sections 49 – Employee Performance Evaluation Policy and Procedure, 50 – Personnel Action Form Policy and Procedure, and 51 – Recruitment / Selection and On-Boarding Policy and Procedure, and Part I Table of Contents.

Background

Vacation Policy

During the annual audit, the District's auditors recommended the District consider a cap on accrued vacation leave as a best practice to control long-term liabilities and for budgetary purposes. At meetings of the Personnel Committee, Committee members reviewed various revisions to the District's vacation policy and recommended the policy changes as attached herewith as Exhibit A to the Board for consideration.

Evaluation, Personnel Action Form, and Recruitment / Selection and On-Boarding policies

The Personnel Committee also reviewed new policies recommended and developed by the District's human resources consultant HR Dynamics and recommends the attached Exhibits B, C and D to the Board for consideration.

Summary

After careful consideration, the Personnel Committee recommends the attached policies for adoption by the Board:

- Section 22 – Vacation Policy
- Section 49 – Employee Performance Evaluation Policy and Procedure
- Section 50 – Personnel Action Form (PAF) Policy and Procedure
- Section 51 – Recruitment / Selection and On-Boarding Policy and Procedure

Staff notes that the Personnel Committee reviewed the examples of sample forms referenced in the policies. However, these sample forms are not included as part of the policy package to be adopted by the Board, as forms may be subject to change due to changing District needs and/or State and Federal requirements and should not require Board approval for update.



Due to the addition of three (3) new Sections to the District's Policies and Procedures Manual, Staff also recommends the amended Table of Contents (attached) be approved.

Fiscal Impact

The fiscal impact cannot be determined at this point.

Attachments

Beaumont-Cherry Valley Water District Personnel Policies & Procedures Manual (2019), Part I, Table of Contents

Beaumont-Cherry Valley Water District Personnel Policies & Procedures Manual (2019), Part I, Section 22 – Current Vacation Policy

Beaumont-Cherry Valley Water District Personnel Policies & Procedures Manual (2019), Part I, Section 22 – Proposed Vacation Policy changes

Resolution 2019-_____

- Exhibit A: Section 22 – Vacation
- Exhibit B: Section 49 – Employee Performance Evaluation Policy and Procedure
- Exhibit C: Section 50 – Personnel Action Form (PAF) Policy and Procedure
- Exhibit D: Section 51 – Recruitment / Selection and On-Boarding Policy and Procedure

Staff Report prepared by Lynda Kerney, Administrative Assistant

Beaumont-Cherry Valley Water District Personnel Policies & Procedures Manual (2019), Part I, Table of Contents

Table of Contents

PART I SECTION:

1. DEFINITIONS	4
2. CONTRACTUAL PROVISIONS	4
3. EQUAL OPPORTUNITY	4
4. AFFIRMATIVE ACTION	5
5. ACCESS TO PERSONNEL RECORDS	5
6. HARASSMENT	5
7. SEXUAL HARASSMENT	6
8. EMPLOYEE STATUS	9
9. COMPENSATION	10
10. PERFORMANCE EVALUATION	11
11. PERFORMANCE EVALUATION—GENERAL MANAGER	12
12. HEALTH AND WELFARE BENEFITS	12
13. PAY PERIODS	13
14. GIFT ACCEPTANCE GUIDELINES	13
15. OUTSIDE EMPLOYMENT	13
16. LETTERS OF RECOMMENDATION	13
17. EXECUTIVE OFFICER	14
18. VOLUNTEER PERSONNEL WORKERS' COMPENSATION INSURANCE	14
19. WORK HOURS, OVERTIME AND STANDBY PROGRAM	14
20. CONTINUITY OF SERVICE	17
20. REDUCTION IN FORCE	17
21. HOLIDAYS	19
22. VACATION	19
23. PRE-EMPLOYMENT PHYSICAL EXAMINATION	21
24. SICK LEAVE	23
25. FAMILY AND MEDICAL LEAVE	24
26. PREGNANCY DISABILITY LEAVE OF ABSENCE	26
27. BEREAVEMENT LEAVE	27
28. PERSONAL LEAVE OF ABSENCE	27
29. JURY DUTY	27
30. RETURN TO WORK POLICY	28
31. OCCUPATIONAL INJURY AND ILLNESS PREVENTION PROGRAM	28
32. UNIFORMS AND PROTECTIVE CLOTHING	30

33. CONFERENCES	32
34. OCCUPATIONAL CERTIFICATION ASSISTANCE	32
35. RESPIRATORY PROTECTION PROGRAM	33
36. DRIVER TRAINING AND RECORD REVIEW	35
37. DISTRICT VEHICLE USAGE	37
38. PERSONAL VEHICLE USAGE	37
39. HIPAA COMPLIANCE	38
40. TOBACCO USE	38
41. SMOKE FREE WORK-PLACE	38
42. DISCIPLINARY ACTION OR TERMINATIONS	39
43. NEPOTISM - EMPLOYMENT OF RELATIVES	40
44. CONFIDENTIALITY REGARDING RESIGNATIONS	42
45. INTERNET, E-MAIL, AND ELECTRONIC COMMUNICATION ETHICS, USAGE AND SECURITY	42
46. CELLULAR TELEPHONE USAGE	45
47. GRIEVANCE PROCEDURES	46
48. SUBSTANCE ABUSE (In Conformance with Department of Transportation Guidelines)	47
49. EMPLOYEE PERFORMANCE EVALUATION	63
50. PERSONNEL ACTION FORM (PAF)	67
51. RECRUITMENT / SELECTION AND ON-BOARDING	69
PART II: APPLICABLE TO BOARD OF DIRECTORS AND DISTRICT STAFF.....	76
PART III: OPERATIONS	98
PART IV: MISCELLANEOUS	128

Beaumont-Cherry Valley Water District Personnel Policies & Procedures Manual (2019), Part I, Section 22 – Current Vacation Policy

22. VACATION

- A. **Application.** This policy shall apply to regular and introductory employees in all classifications.
- B. **Accrual.** Vacation shall be earned from date of hire. Paid vacations shall be accrued according to the following schedule on an annual basis:
 - i. One (1) through four (4) years of service, ten (10) days;
 - ii. Five (5) through fourteen (14) years of service, fifteen (15) days; or
 - iii. Fifteen (15) years and more, twenty (20) days.
- C. **First Year.** An employee with less than five years seniority would receive 10 days vacation per year. The first year shall be prorated and accrued at a rate of 5/6 of a day per month commencing with the first full month of employment, and awarded after January 1 of the following year.
- D. **Non-accumulation.** If there is sufficient time in the remainder of the calendar year to take or reschedule a vacation, and an employee elects not to take or schedule his/her vacation, the District shall have the option of requiring the employee to take a vacation or purchase unused vacation at an employee's regular hourly rate of compensation. The purchase shall occur at the first pay period in the month of December.
- E. **Sick Leave.** The District will not require an employee to take vacation time in lieu of sick leave during periods of illness. However, the employee may elect to take vacation time in case of extended illness where sick leave has been fully used. The District will not consider granting a leave of absence for medical reasons until all accumulated sick leave and vacation time have been used.
- F. **Scheduling.** Vacations shall be scheduled prior to March 15 and approved by April 1, or scheduled and approved thirty (30) days in advance of desired time provided that District operations are not interrupted, vacation will be scheduled in a first come first serve basis.

Beaumont-Cherry Valley Water District Personnel Policies & Procedures Manual (2019), Part I, Section 22 – Proposed Vacation Policy changes

22. VACATION

- A. **Application.** This policy shall apply to regular and introductory employees in all classifications.
- B. **Accrual.** Vacation shall be earned from date of hire. Paid vacations shall be accrued according to the following schedule on an annual basis:
- i. One (1) through four (4) years of service, ~~eighty (80) hours ten (10) days;~~
 - ii. Five (5) through fourteen (14) years of service, ~~fifteen (15) days one hundred twenty (120) hours;~~ or
 - iii. Fifteen (15) years and more, ~~twenty (20) days one hundred sixty (160) hours.~~
- C. **First Year.** An employee with less than five years seniority would receive 80 hours 10 days vacation per year. The first year shall be prorated and accrued ~~at a rate of 5/6 of a day~~ per month commencing with the first full month of employment, and awarded after January 1 of the following year.
- ~~D. **Non-accumulation.**~~ **Use of Vacation.** Employee shall be eligible to use vacation after it is accrued. If there is sufficient time in the remainder of the calendar year to take or reschedule a vacation, and an employee elects not to take or schedule his/her vacation, the District shall have the option of requiring the employee to take a vacation or purchase unused vacation at an employee's regular hourly rate of compensation. The purchase shall occur at the first pay period in the month of December. An employee is allowed to accrue vacation hours up to the maximum allowed explained below. Vacation buy-backs are scheduled on the first pay period in the month of December. Employees are allowed one (1) additional buy-back during the calendar year. Request is submitted to Payroll and will be reviewed and prepared by Human Resources.
- i. Upon termination, employee shall be compensated for accrued unused vacation at their current pay rate.
 - ii. The District will not allow for accrual of vacation in excess of:
 - a. Non-Exempt Employees: one hundred twenty (120).
The General Manger reserves the right to allow overages in special circumstances.
 - b. Exempt Employees:

<u>(1) 1 – 5 service years</u>	<u>260 hrs.</u>
<u>(2) 6 – 15 service year</u>	<u>300 hrs.</u>
<u>(3) 16 – 20 service years</u>	<u>350 hrs.</u>
<u>(4) 21 + service years</u>	<u>380 hrs.</u>
- A. _____
- ~~E. **Vacation Buy-Back.** For the additional buy-back during the year, employees who have been employed with the District for a minimum of one (1) year may elect to buy-back accrued, but unused, vacation hours. An employee may request to buy-back a minimum~~

of ten (10) hours. To purchase vacation hours, an employee must have a minimum remaining balance of forty (40) hours of vacation leave accrual after the purchase of said vacation hours for the calendar year. The employee will be compensated for such purchased vacation hours at the salary rate in effect for that employee at the time the hours are paid.

- i. Vacation accruals for which the employee receives compensation will be deducted from the employee's accumulated total.
- ii. All additional vacation buy-back requests during the year will be processed in the payroll cycle following the date the request was approved.

~~B.~~ **F. Sick Leave.** The District will not require an employee to take vacation time in lieu of sick leave during periods of illness. However, the employee may elect to take vacation time in case of extended illness where sick leave has been fully used. The District will not consider granting a leave of absence for medical reasons until all accumulated sick leave and vacation time have been used.

~~C.~~ **G. Scheduling.** Employee shall request use of vacation in a reasonable time in advance, preferably thirty (30) days, of the proposed vacation. Same day requests are discouraged, and will be considered on a case-by-case basis provided that District operations are not interrupted, and in emergency situations. Vacations shall be scheduled prior to March 15 and approved by April 1, or scheduled and approved thirty (30) days in advance of desired time provided that District operations are not interrupted, vacation will be scheduled in a first come first serve basis.

RESOLUTION 2019-__

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE BEAUMONT-CHERRY VALLEY WATER DISTRICT
AMENDING THE DISTRICT'S POLICIES AND PROCEDURES MANUAL:
REVISING PART 1, SECTION 22 – VACATION, AND ADDING SECTIONS
49 – EMPLOYEE PERFORMANCE EVALUATION POLICY AND PROCEDURE,
50 – PERSONNEL ACTION FORM (PAF) POLICY AND PROCEDURE, AND
51 – RECRUITMENT / SELECTION AND ON-BOARDING POLICY AND PROCEDURE**

WHEREAS, on March 18, 2009 the Board of Directors of the Beaumont-Cherry Valley Water District adopted Resolution 2009-05, establishing a Policy and Procedures Manual applicable to Board of Directors and District staff; and

WHEREAS, upon review and discussion, the Personnel Committee of the Board of Directors has recommended changes to the employee Vacation Policy based on advice given by the District's Auditor regarding vacation accrual; and

WHEREAS, upon review and discussion, the Personnel Committee of the Board of Directors has recommended implementation of new policies and procedures for Employee Performance Evaluations, use of the Personnel Action Form, and Recruitment / Selection and On-Boarding as developed by the District's human resources consultant; and

WHEREAS, the Board of Directors has reviewed and considered the said policy update and additions to the BCVWD Policy and Procedures Manual Part I attached as Exhibits A, B, C and D and finds the policies relevant and acceptable, and deems it to be in the best interests of the District that the following actions be taken,

NOW THEREFORE, BE IT RESOLVED by the Board of Directors of the Beaumont-Cherry Valley Water District as follows:

1. The BCVWD Policies and Procedures Manual, Part I Section 22 – Vacation is hereby replaced in its entirety with the policy attached hereto as Exhibit A
2. The BCVWD Policies and Procedures Manual Part I is hereby amended to include new sections:
 - Section 49 - Employee Performance Evaluation Policy and Procedure attached hereto as Exhibit B
 - Section 50 – Personnel Action Form (PAF) Policy and Procedure attached hereto as Exhibit C
 - Section 51 – Recruitment / Selection and On-Boarding Policy and Procedure attached hereto as Exhibit D

//
//
//
//
//

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 Andy Ramirez, Secretary to the
Board of Directors of the
Beaumont-Cherry Valley Water District

Exhibit A

22. VACATION

- A. **Application.** This policy shall apply to regular and introductory employees in all classifications.
- B. **Accrual.** Vacation shall be earned from date of hire. Paid vacations shall be accrued according to the following schedule on an annual basis:
- i. One (1) through four (4) years of service, eighty (80) hours
 - ii. Five (5) through fourteen (14) years of service, one hundred twenty (120) hours
 - iii. Fifteen (15) years and more, one hundred sixty (160) hours.
- C. **First Year.** An employee with less than five years seniority would receive 80 hours vacation per year. The first year shall be prorated and accrued per month commencing with the first full month of employment, and awarded after January 1 of the following year.
- D. **Use of Vacation.** Employee shall be eligible to use vacation after it is accrued. If there is sufficient time in the remainder of the calendar year to take or reschedule a vacation, and an employee elects not to take or schedule his/her vacation, the District shall have the option of requiring the employee to take a vacation or purchase unused vacation at an employee's regular hourly rate of compensation. An employee is allowed to accrue vacation hours up to the maximum allowed explained below. Vacation buy-backs are scheduled on the first pay period in the month of December. Employees are allowed one (1) additional buy-back during the calendar year. Request is submitted to Payroll and will be reviewed and prepared by Human Resources.
- i. Upon termination, employee shall be compensated for accrued unused vacation at their current pay rate.
 - ii. The District will not allow for accrual of vacation in excess of:
 - a. Non-Exempt Employees: one hundred twenty (120).
The General Manager reserves the right to allow overages in special circumstances.
 - b. Exempt Employees:

(1) 1 – 5 service years	260 hrs.
(2) 6 – 15 service year	300 hrs.
(3) 16 – 20 service years	350 hrs.
(4) 21 + service years	380 hrs.
- E. **Vacation Buy-Back.** For the additional buy-back during the year, employees who have been employed with the District for a minimum of one (1) year may elect to buy-back accrued, but unused, vacation hours. An employee may request to buy-back a minimum of ten (10) hours. To purchase vacation hours, an employee must have a minimum remaining balance of forty (40) hours of vacation leave accrual after the purchase of said vacation hours for the calendar year. The employee will be compensated for such

purchased vacation hours at the salary rate in effect for that employee at the time the hours are paid.

- i. Vacation accruals for which the employee receives compensation will be deducted from the employee's accumulated total.
 - ii. All additional vacation buy-back requests during the year will be processed in the payroll cycle following the date the requests was approved.
- F. **Sick Leave.** The District will not require an employee to take vacation time in lieu of sick leave during periods of illness. However, the employee may elect to take vacation time in case of extended illness where sick leave has been fully used. The District will not consider granting a leave of absence for medical reasons until all accumulated sick leave and vacation time have been used.
- G. **Scheduling.** Employee shall request use of vacation in a reasonable time in advance, preferably thirty (30) days, of the proposed vacation. Same day requests are discouraged, and will be considered on a case-by-case basis provided that District operations are not interrupted, and in emergency situations.

EXHIBIT B

BEAUMONT-CHERRY VALLEY WATER DISTRICT

SUBJECT: **EMPLOYEE PERFORMANCE EVALUATION POLICY AND PROCEDURE**

PURPOSE:

To provide a means for discussing, planning and reviewing the performance of an employee. Regular performance evaluations improve communication and employee engagement; help employees clearly define and understand their duties and responsibilities; document accomplishments during the rating period; suggest areas in which employees can improve performance; provide information for career development and training; help set goals and expectations for the next rating period; and provide a basis for awarding merit or step increases.

POLICY:

All full- and part-time regular employees shall have their job performance evaluated on an annual basis. This policy does not preclude the conduct of more frequent evaluations as needed to document significant changes in performance.

RESPONSIBILITIES:

Each manager and supervisor is responsible for the timely assessment of the performance and contribution of their employees. Human Resources will coordinate, track and report on the completion of annual performance evaluations; provide annual training to managers and supervisors on conducting effective performance evaluations; and will maintain a copy of each evaluation in the employee's official personnel file. Human Resources will provide a compliance report to the General Manager by January 31st for the prior calendar year. The General Manager will share the statistical report (over-all percentage of compliance) with the Board of Directors.

STANDARDS:

Each supervisor is responsible for developing a clear description of the duties, responsibilities, goals and expectations for each position to be evaluated. The duties and responsibilities must be consistent with the job description for each position. The goals and expectations should be aligned with the District's strategic goals and mission. The goals and expectations shall be provided to the employee prior to being evaluated against them.

PREPARATION OF EVALUATIONS:

All employees shall have their job performance evaluated by their immediate supervisor^[GE(1)] on an annual basis. Interim evaluations may be completed as necessary to effectively document employee performance.

1. **Annual Evaluation** – All employees will have their performance evaluated at the time of their anniversary date with the District. The supervisor shall indicate on the Performance Evaluation Form when an eligible employee is recommended for a merit increase, and sign the Personnel Action Form. Employees receiving an overall rating of less than Satisfactory are not eligible to receive a merit increase.

2. **Probationary Evaluation** – Probationary evaluations may be completed during the probationary period. Upon completion of the probationary period, employees shall transition to “Regular” status and receive an annual evaluation at the time of the employee’s anniversary date. The probationary evaluation is the tool in which the immediate supervisor determines whether the probationary employee has the skills and other qualifications needed to perform satisfactorily. The immediate supervisor shall indicate on the Performance Evaluation Form if the probationary employee is recommended to pass probation, or if an extension of the probationary period is necessary. The extension of the probationary period must be accompanied by a Performance Improvement Plan (PIP). The PIP should run concurrently with the extension period. An overall rating of Unsatisfactory may result in termination of employment.
3. **Interim Evaluation** – Interim or supplemental evaluations may be initiated by a supervisor whenever the supervisor believes it to be in the best interest of the employee, supervisor, department to do so. This type of evaluations is usually made whenever an employee’s performance and/or work conduct has markedly changed since a previous evaluation or whenever an employee has failed to improve after a previous less than satisfactory evaluation, counseling or training. The Interim evaluation may include a Performance Improvement Plan (PIP). An overall rating of less than Satisfactory may result in disciplinary action, up to and including termination when improvement is not achieved.
4. **Unsatisfactory Job Performance** – When an employee receives an overall rating of less than Satisfactory, the unsatisfactory performance evaluation must include a specific description of the unsatisfactory performance, behavior, conduct, or actions that are found to be below standard. Departments are responsible for developing a Performance Improvement Plan (PIP) to identify the various ways the employee can improve their performance and be successful in achieving their assigned objectives. A Performance Improvement Plan (PIP) should include an understanding of goals, expectations and performances standards. The performance standards should reference the quantity and quality of work, the manner in which service is rendered, and such characteristics as shall measure the employee’s job performance.

THE EVALUATION FORM:

Beaumont-Cherry Valley Water District utilizes a standardized Performance Evaluation Form. Upon delivery of the evaluation by the supervisor to the employee, the employee shall sign acknowledging receipt, and the supervisor shall provide a copy of the performance evaluation to the employee and submit the original to Human Resources. The original shall be placed in the employee’s official personnel file, and the department may keep a copy in a secured internal file. The employee may provide a written response which will then be filed with the evaluation form.

Staff members are encouraged to complete a Self-Evaluation Form. A Self-Evaluation may be required by the Department Head.

PROCEDURE/STEPS:

- | | | |
|-----------------|----|---|
| General Manager | 1 | Emphasizes the important role of conducting regular and timely performance evaluations in providing employees with feedback related to performance; in establishing effective and measurable goals; and in defining development opportunities to include training. General Manager establishes expectations and holds supervisors accountable in achieving organizational compliance in completing evaluations. |
| Human Resources | 2 | Maintains a complete and accurate list of employee anniversary dates for annual performance evaluations. |
| | 3 | Sends reminder notice to the supervisor via email two months prior to due date, including a PAF if a merit increase is due |
| Supervisor | 4 | Solicits input from lead personnel, prepares draft evaluation, and submits to Human Resources for review via email. |
| Human Resources | 5 | Reviews draft evaluation and provides feedback to supervisor by phone, or arranged meeting |
| Supervisor | 6 | Amends draft evaluation and forwards final evaluation to the Human Resources via email |
| Human Resources | 7 | Reviews, and submits the final evaluation to the Department Head for review and approval. |
| Department Head | 8 | Signs and approves the evaluation, OR requests further information and/or a meeting with supervisor to discuss further, prior to approval, through the Administrative Services Manager |
| Human Resources | 9 | Coordinates obtaining requested additional information OR schedules meeting to discuss the employee evaluation, to include the supervisor, Department Head, and Human Resources |
| Supervisor | 10 | Makes additional changes to the evaluation, if warranted, consistent with Department Head input, and submits to Human Resources |
| Human Resources | 11 | Reviews and submits to the Department Head for final approval. |
| Department Head | 12 | Returns signed/approved evaluation to Human Resources. |
| Human Resources | 13 | Returns signed/approved evaluation to supervisor with direction to proceed with the delivery of the evaluation to the employee. |
| Supervisor | 14 | Signs the evaluation and delivers to employee. Delivery consists of a scheduled meeting between employee and supervisor in which feedback is provided by the supervisor to the employee. |

Employee	15 Signs the evaluation, acknowledging receipt.
Supervisor	16 Provides employee with a copy of the evaluation upon signing.
	17 Provides the original copy of the final signed evaluation to the Human Resources for inclusion in the employee's file. Maintains a copy of the final evaluation in a secured departmental file.
Human Resources	18 Updates tracking spreadsheet to indicate that employee's evaluation was received.
	19 Evaluates tracking spreadsheet monthly to identify past-due evaluations, and provides monthly reminder notices to supervisors via email, with the General Manager copied on email.
	20 Prepares the annual compliance report for General Manager showing evaluations completed and past due, and over-all percentage of compliance (e.g. 90%).
	21 Evaluates compliance report to determine deficiencies, and reflects non-compliance in supervisor's performance evaluation; failure to correct may also result in disciplinary action, as determined by the General Manager.
General Manager	22 General Manager provides annual report to Personnel Committee sharing the over-all results of the annual compliance report (percentage of compliance by department and/or office/field).

Forms:

- Performance Evaluation Form
- Self Evaluation Form
- Performance Improvement Plan Template

Forms are for reference only and are not included as part of the adopted policy

Exhibit C

BEAUMONT-CHERRY VALLEY WATER DISTRICT

SUBJECT: **PERSONNEL ACTION FORM (PAF) POLICY AND PROCEDURE**

PURPOSE:

To define procedures for approving Personnel Action Forms (PAFs) and to ensure that all actions are consistent with District policy.

POLICY:

The Personnel Action Form (PAF) is the official form that the District uses to initiate, document, approve and process actions related to an employee's employment history. PAFs are used for the following types of actions:

- a. Appointment
- b. Promotion
- c. Transfer
- d. Merit Increases/Denial of Merit Increases
- e. Leave of Absence
- f. Disciplinary Action Involving Suspension or Reduction in Pay
- g. Status
- h. Separation
- i. Other/Miscellaneous

PAFs shall be prepared by the department head, and submitted to Human Resources. Department heads shall ensure that all fields are filled out necessary for identifying the proposed changes to an employee's status and/or compensation. It is further the responsibility of the department head to ensure that proposed actions are consistent with District policy. All proposed actions effecting an employee's status or compensation should first be discussed with Human Resources to ensure that the action is consistent with policy, past practices, and that non-routine items are discussed with the General Manager prior to initiating the action with an employee.

Appointments and Promotions

PAFs involving an Appointment or Promotion shall be as a result of a recruitment/selection process, consistent with the District's Recruitment/Selection and On-Boarding Policy and Procedure. Compensation offers shall be first discussed with Human Resources and approved by the General Manager in advance of initiating the PAF.

Transfers

PAFs involving a Transfer shall be as a result of a recruitment/selection process, or an accommodation as a result of an employee injury following an Interactive Process in accordance with the American's with Disabilities Act. Transfers shall be first discussed with Human Resources and approved by the General Manager in advance of initiating the PAF.

Merit Increases

PAFs involving a Merit Increase shall be as a result of a satisfactory or higher performance evaluation. The completed performance evaluation shall be submitted along with the PAF. The PAF shall provide for a merit increase in an amount consistent with District policy. A PAF shall be submitted for the denial of a merit increase to make formal record within the employee's employment history of the action.

Leave of Absence

PAFs involving a Leave of Absence shall be as a result of any leave requested by an employee to document the start and end date of such leave. These dates assist with tracking leave entitlements in accordance with policy and various State and Federal laws. Leaves of Absence without pay must be approved in accordance with District policy. Leaves with Pay are most often associated with protected leaves such as Family and Medical Leave and require coordination with Human Resources to ensure that additional leave forms are completed. Other leave types requiring a PAF include Military Leave. Leaves which are of short duration such as Jury Duty or Witness Appearance do not require a PAF.

Disciplinary Action

PAFs involving a disciplinary action shall be as a result of a formal disciplinary process involving a Skelly hearing and post-Skelly determination. The PAF form shall indicate the type of discipline E.g. Reduction in Pay, or Demotion and the length of the action, which can be for an established period of time or indeterminate. PAFs involving disciplinary action must be coordinated with Human Resources.

Status

PAFs involving a status change shall be as a result of a change from temporary to regular status, or a change from part-time to full-time. Such changes should be discussed with, and approved by Human Resources and the General Manager prior to initiating the action.

Other/Miscellaneous

PAFs involving other miscellaneous actions may include the initiation of various pay types such as certificate pay, educational incentive pay, etc. PAFs should be submitted with appropriate documentation to justify the proposed action.

Separation

PAFs involving separation from employment shall be as a result of a voluntary resignation, termination, retirement, or death of an employee. PAFs shall be submitted reflecting the effective date as the last day worked. The PAF should be submitted along with the employee's resignation if the separation is voluntary. Any proposed separation of an employee as a result of discipline must be approved by Human Resources and the General Manager in advance of any action taken, and be the result of a Skelly hearing and post-Skelly determination.

PERSONNEL ACTION FORM PROCESSING PROCEDURE/STEPS:

- | | | |
|-------------------|----|---|
| Department Head | 1 | Coordinates with Human Resources on non-routine PAFs impacting an employee's work history including denial of merit increase, disciplinary action, leave of absence, or transfer. |
| | 2 | Initiates routine PAFs related to an employee's work history including merit increase and promotions following a District recruitment and selection process. |
| Human Resources | 3 | Coordinates with Department Head on proposed non-routine PAFs impacting an employee's work history. |
| | 4 | Provides guidance related to District Personnel Rules and Regulations, Memorandum of Understanding, and in consideration of past practices |
| | 5 | Discusses non-routine actions with General Manager; makes recommendation and obtains approval to proceed. |
| | 6 | Communicates with Department Head and shares the direction from General Manager. |
| Department Head | 7 | Prepares PAF and attaches all additional required documentation; submits to Human Resources for approvals and processing. |
| Human Resources | 8 | Reviews PAF for compliance with District Personnel Rules and Regulations, Memorandum of Understanding, and in consideration of past practices. Assures compliance with budget. Approves all routine PAFs for further processing; recommends approval to General Manager for non-routine processing. |
| General Manager | 9 | Approves non-routine PAFs. |
| Human Resources | 10 | Enters data from PAFs into the Personnel/Finance system to effectuate any changes to compensation and to record dates of various actions. |
| Finance / Payroll | 11 | Receives PAF and reviews/verifies data entered into Personnel Finance system; identifies any inconsistencies to be addressed and resolved with Human Resources; processes PAF in accordance with approvals. |

Forms:

Personnel Action Form
Leave of Absence Form

**Forms are for
reference only
and are not
included as part
of the adopted
policy**

Exhibit D

BEAUMONT-CHERRY VALLEY WATER DISTRICT

SUBJECT: RECRUITMENT/SELECTION AND ON-BOARDING POLICY AND PROCEDURE

PURPOSE:

To provide a fair and impartial system that will attract a diverse and highly qualified applicant pool for position vacancies, and to ensure that all positions are filled in a fair and equitable manner consistent with merit principles.

POLICY:

1. Recruiting for Personnel

The District is an "Equal Opportunity Employer" and all aspects of the recruitment and selection process shall occur without regard to race, religion, color, national origin, ancestry, age, disability, medical condition, marital status, sex, gender including gender identity, or sexual orientation. Recruitments shall be carried out in accordance with merit principles. The District encourages promotion from within and recommends consideration of internal candidates first. All tests shall be carried out in accordance with merit principles and in compliance with applicable State and Federal laws/regulations.

The District shall make every effort to provide the means by which interested and qualified candidates shall be made aware of employment opportunities. Job opportunities shall be posted on the District's website and shall specify pertinent data such as a brief description of the essential job functions, the minimum and/or special requirements, compensation, and any recruiting deadlines. Completed on-line applications must be received by Human Resources no later than the time and date indicated on the job announcement.

The Department Head shall assist Human Resources by developing and maintaining effective recruitment sources to ensure a successful recruitment outreach approach. Other means of communicating the opening to the public may be used, such as the use of professional or trade journal advertising, local and regional association newsletters, special mailing lists, professional websites, social media websites, online job listings, and/or personalized letters and phone calls as well as on-site recruiting at career fairs and other identified venues. All advertising will be placed by Human Resources with costs funded by the department making the hire.

2. Selection

Human Resources shall, after consulting with the Department Head, determine the appropriate means of examining applicants and shall administer and/or coordinate the process. All parts of any testing procedure shall be conducted in accordance with accepted merit principles, EEOC guidelines and employee selection, and applicable Federal and State law, and only as authorized by Human Resources. Human Resources shall determine the content and combinations of tests to be used, the weights assigned each test, and the passing point or qualifying score.

Steps in the selection process may include any of the following:

- a. Screening of employment applications for minimum qualifications.
- b. Further screening of applications and/or supplemental questionnaires or documents for “highly desirable” job-related qualifications to further screen down the candidate pool.
- c. Administration of a job-related written examination.
- d. Administration of a job-related oral examination.
- e. Administration of a job-related performance examination.
- f. Interview of candidates.
- g. Coordination of an appropriate medical screening or examination after a job offer has been made.
- h. Investigation of reference checks of individual candidates.
- i. Investigation of criminal background information of individual candidates after a job offer has been made.

Human Resources may call upon subject matter experts from within or outside District employment for assistance in developing and/or administering any of the testing procedures and in serving as raters. Consideration in determining the appropriate selection device shall include cost to the District and candidates, time restraints, legality of the process and practicality.

3. Eligibility

Human Resources shall determine, based upon the results of the selection process, which candidates shall be placed on the eligibility list. These lists shall also include 1) the names of candidates qualifying for reinstatement rights; and 2) candidates placed on the list by Human Resources for purposes of alternate work due to disability. Eligibility lists may be established for a predetermined period of time; however the Human Resources and Department Head may terminate or extend the list when circumstances dictate. Typically, lists remain active for six (6) months.

4. Candidate Eligibility

Eligible candidates shall be identified from the top candidates based on a review of rankings from the eligibility list. A screening of the training and experience qualifications of the affected candidates may be conducted by Human Resources to determine the best qualified. The candidates possessing the most suitable job qualifications and characteristics shall be referred. The candidates placed on the eligibility list as a result of reinstatement rights, or alternate work due to disability, shall also be eligible.

The District encourages promotion from within and recommends consideration of internal candidates first.

Candidates shall be ranked on the eligibility list according to examination score. If no test has been administered, the eligibility list will be provided to the Department Head in alphabetical order.

In the event that a Department Head rejects an eligible candidate, a formal written request for additional qualification must be made and reason provided for the rejection of each candidate. Human Resources reserves the right to accept or reject this request.

Names shall be removed from the eligible list after appointment, or at the end of the eligibility

period. Names shall be removed from the promotional eligible lists upon termination of the employee's services from District.

Human Resources may remove names of any person who:

- a. Fails to appear without prior notice for any job interview for which they have been appropriately notified.
- b. Who has refused to be interviewed twice; who has not responded to Human Resources inquiries via email or current address.
- c. Who is unable to produce or obtain the required license or related special requirement.
- d. Who has falsified their application; or other job related reasons determined appropriate by Human Resources in conjunction with the Department Head.

5. On-Boarding

Upon completion of the selection process and approval by the General Manager to proceed with the finalist candidate, Human Resources shall prepare the conditional offer letter in coordination with the Department Head. Upon acceptance from the finalist candidate, Human Resources shall schedule the candidate(s) for a regular, full-time position for an appropriate medical exam to include drug screening for safety-sensitive positions; and for a live scan. Human Resources shall coordinate the on-boarding process using the prescribed On-Boarding Checklist and ensure that all documents are received and processed. The Department Head shall complete the departmental orientation/on-boarding process.

RECRUITMENT/SELECTION PROCEDURE/STEPS:

- | | | |
|-----------------|---|---|
| Department Head | 1 | Submits a Personnel Requisition Form to Human Resources specifying whether the recruitment will be internal (promotional) or open to both internal and external applicants and specifies any special conditions of employment, consistent with the job description. |
| Human Resources | 2 | Checks position control and verifies position vacancy, budgeting and authorization. |
| | 3 | Obtains approval from the General Manager to proceed with filling the vacancy. |
| | 4 | Communicates with Department Head upon approval or denial of the requisition. |
| Human Resources | 5 | Determines if a current eligibility list exists for the position requested; contacts the Department Head to review applications from the existing list. |
| | | OR |
| | 6 | Administers and coordinates the recruitment process working closely with the Department Head, if a current eligibility list does not exist. |

Human Resources	7	Initiates meeting with Department Head to develop a comprehensive recruitment plan to include the outreach strategy, exam plan to assess competencies, and timeline.
Department Head	8	Maintains and provides recommendations on effective recruitment sources to ensure a successful recruitment outreach approach.
Human Resources	9	Develops the job announcement and advertising; provides to Department Head for review and approval.
Department Head	10	Reviews job announcement and advertising, and provides feedback to Human Resources.
Human Resources	11	Finalizes job announcement and advertising; proceeds with opening the job opportunity and submitting advertising to agreed-upon sources, and any other means of outreach.
	12	Posts the opportunity on the District's website; announces the employment opportunity internally via email to all employees; posts the announcement on internal bulletin boards for both Office and Field.
	13	Receives employment applications, supplemental questionnaires, and related materials from candidates through the closing date.
Human Resources / Department Head	14	Reviews employment applications to determine whether the applicant meets the minimum qualifications of the position.
Human Resources	15	Notifies unsuccessful applicants at each step of the pre-certification selection process.
Human Resources / Department Head	16	Determines appropriate means of testing candidates and consistent with recruitment plan.
Human Resources / Department Head	17	Develops or procures appropriate exams as needed.
Department Head	18	Assists Human Resources in identifying subject matter experts from other agencies to participate in the testing process, as needed.
Human Resources / Department Head	19	Administers and scores exams as needed.
Human Resources	20	Determines final cut-off scores for examination process.
	21	Establishes an eligibility list and notifies candidates accordingly.
	22	Certifies list of most highly qualified candidates to Department Head.

- | | | |
|-----------------|----|--|
| Human Resources | 23 | Coordinates with Department Head in scheduling interviews, and interviewing candidates. |
| Department Head | 24 | Assists Human Resources in identifying subject matter experts from other agencies to participate in the evaluation of candidates in the interview process. |
| | 25 | Recommends final selection and proposed salary placement in writing to the Director of Finance and Administrative Services, and General Manager for approval. |
| Human Resources | 26 | Obtains General Manager and Director of Finance and Administrative Services approval for the recommended candidate. |
| | 27 | Communicates approval or denial to the Department Head. |
| Department Head | 28 | Conducts reference checking on finalist candidate contacting prior employers to verify employment, length of service, duties, and performance, and using established Reference Checking Form for each employer contacted. Obtains copy of driving record, for driving positions. |
| | 29 | Obtains copies of educational diplomas, degrees, and/or certificates consistent with the requirements of the position from finalist candidate. |
| | 30 | Submits all interview materials and Reference Check Forms to the Director of Finance and Administrative Services for the finalist. |
| Human Resources | 31 | Notifies candidates not selected. |
| | 32 | Proceeds with Pre-employment Processing. |

ON-BOARDING PROCEDURE/STEPS:

- | | | |
|-----------------|---|--|
| Department Head | 1 | Coordinates the details of the job offer with Human Resources. |
| Human Resources | 2 | Prepares the Offer Letter and sends to the finalist candidate. |
| Department Head | 3 | Submits the Personnel Action Form (PAF) along with the Employment Application, Reference Checking Forms, and copies of the driving record (if required), diplomas, degrees and/or certifications to Human Resources. |
| Human Resources | 4 | Contacts the finalist candidate to schedule: <ul style="list-style-type: none"> 1) a Pre-Employment Physical and 2) Criminal Background Check. |

Human Resources

- 5 Receives Medical Clearance and retains in Confidential Medical File; initiates the Interactive Process to determine whether accommodations can be made based upon any limitations found in the medical report.
- 6 Receives the Criminal Background Check results and evaluates any potential conflicts found in the criminal history with potential employment with the District, and reviews any such conflicts with legal counsel.
- 7 Contacts the finalist candidate to schedule the On-Boarding Appointment and to advise candidate to bring the following items to the appointment:
 - SS Card or Passport, and Driver's License (Identity for I-9)
 - Bank Account Information/Check with Routing Info for Direct Deposit
 - Beneficiaries Name, Address, Phone # and SS#
 - Primary Physician and Chiropractor Information (Optional) for Pre-designation
 - Dependent Verification e.g. Marriage Certificate, Birth Certificates for Children
 - Work Permit (for minors under age 18)
- 8 Establishes the start date, in coordination with the finalist candidate and the Department Head.
- 9 Assembles the On-Boarding packet of materials.
- 10 Conducts the On-Boarding appointment and provides all mandated forms and policies in accordance with the On-Boarding Checklist.
- 11 Provides a copy of the New Hire Checklist to the Department Head to complete the departmental orientation.

Department Head

- 12 Conducts the departmental orientation and submits signed On-Boarding Checklist to Human Resources upon completion, within the first two-days of the start date.

Human Resources

- 13 Establishes the new employee files to include a General File, and Confidential Medical File.

Department Head

- 14 Establishes a departmental file to include only copies of documents maintained in the official personnel file maintained by Human Resources. No other documents may be stored in the departmental file that are not maintained by Human Resources.

Human Resources	15	Enrolls the new employee in all elected and mandatory benefits.
Department Head	16	Contacts IT to set up the employee's email, computer access, phone accounts, and all other system access and levels.
Information Technology	17	Sets up the new employee's technology access as defined by the Department Head.
Human Resources	18	Reports the hiring of a new employee to EDD online (DE 34)
	19	Performs the initial set-up of the new employee into the District's personnel/payroll system (employee's name to match Social Security card exactly), including enrollment in CalPERS.
Department Head	20	Issues all supplies, keys, uniforms, technology assets, and documents items issued on the District's approved form.
Human Resources	21	Schedules the new employee for Sexual Harassment Prevention Training on-line. New supervisory employees shall be scheduled for a minimum of a two-hour session, and non-supervisory employees shall be scheduled for a one-hour session, to be repeated once every two years thereafter.
	22	Enrolls the new employee in the random drug testing program, if hired into a safety sensitive position.
	23	Enrolls the new employee in the DMV pull notice program.
	24	Ensures the Form 700 - Assuming Office - is completed by the new employee, if new employee is hired into a designated position and submits to Administration for processing.
Administration	25	Processes the Form 700 - Assuming Office.
Payroll	26	Verifies and processes all payroll and benefit enrollment forms for the new employee and sets up deduction codes, contribution codes, and accruals as required.

Forms:

Personnel Requisition (Future Development)
New Hire On-Boarding Process/Checklist (Included)
Reference Checking Form (Future Development)
Conditional Offer Letter Template (Included)
Position Analysis for Drug Testing Form (Included)
Personnel Action Form

**Forms are for
reference only
and are not
included as part
of the adopted
policy**



**Beaumont-Cherry Valley Water District
Regular Board Meeting
August 14, 2019**

Item 6

STAFF REPORT

TO: Board of Directors

FROM: Dan Jagers, General Manager

SUBJECT: Consideration of Resolution 2019-__ Amending Part 8 Section 1.2 of the Beaumont-Cherry Valley Water District Regulations Governing Water Service related to Water Service Applications

Staff Recommendation

Adopt Resolution 2019-__, amending the Beaumont-Cherry Valley Water District Regulations Governing Water Service Part 8 Section 1.2 and the BCVWD Water Service Application Process as stated below under Option 1.

OR,

Adopt Resolution 2019-__, amending the Beaumont-Cherry Valley Water District Regulations Governing Water Service Part 8 Section 1.2 and the BCVWD Water Service Application Process as stated below under Option 2.

OR,

Adopt Resolution 2019-__, amending the Beaumont-Cherry Valley Water District Regulations Governing Water Service Part 8 Section 1.2 and the BCVWD Water Service Application Process as stated below under Option 3.

OR,

Direct staff as desired.

Background

At the May 23, 2019 Beaumont-Cherry Valley Water District (District) Engineering Workshop, the Board directed staff to evaluate the District's current "Will Serve Letter" (WSL) Policy with regard to subsequent updates or extensions after initial Board approval.

District staff has reviewed the current Policy, Part 8 Section 1.2 (attached) of the Beaumont-Cherry Valley Water District Regulations Governing Water Service, and said Policy states the following:

8-1.2 WILL SERVE LETTERS – Will be subject to approval of the Board and to all Rules and Regulations of the District at the time water service actually occurs, and if granted will be based on available new source of supply, including but not limited to new groundwater, imported water, or reclamation water for irrigation, used to offset existing local groundwater demand.

The District Water Service Application Process, adopted on April 01, 2011 and attached (page 6 of 14), further states:



Once Board approval has been granted, the developer will have 1 year to begin the project. If the project has not started within 1 year the Applicant shall request an extension in writing to the General Manager. General Manager may choose to extend the deadline or end the development process.

The practice of the District has been to submit all initial requests, as well as extensions and updates of Developer "Will Serve Letters," to the Board of Directors for review and consideration to ensure transparency to the Board and the public.

District staff proposes the following three (3) options to be considered as an addition to be added to Part 8 Section 1.2 as shown in Exhibit A of the attached Resolution:

Option 1:

Once a "Will Serve Letter" has been approved by the Board, the Applicant shall have one (1) year to begin the project. If the project has not begun construction of water facilities related to the project within one (1) year of Board approval, the Applicant shall request an extension, in writing, to the General Manager. If there are no significant changes to the previously approved project, the General Manager is authorized by the Board to grant, at his/her discretion, a single, one (1) year extension, otherwise said first year "Will Serve Letter" extension or any subsequent "Will Serve Letter" extension requests shall be presented to the Board of Directors for consideration.

Option 2:

Once a "Will Serve Letter" has been approved by the Board, the Applicant shall have one (1) year to begin the project. If the project has not begun construction of water facilities related to the project within one (1) year of Board approval, the Applicant shall request an extension, in writing, to the General Manager. If there are no significant changes to the previously approved project, the General Manager is authorized by the Board to grant, at his/her discretion, a one (1) year "Will Serve Letter" extension or present said extension request to the Board of Directors for consideration. Should the General Manager grant the one (1) year extension to the project and the construction of project water facilities does not begin within that one (1) year extension term, the process will begin anew with the Applicant requesting an extension, or update, in writing, to the General Manager and the request will be presented to the Board of Directors for consideration.

Option 3:

Once a "Will Serve Letter" has been approved by the Board for a commercial or residential project consisting of four (4) or fewer dwelling units or Equivalent Dwelling Units, the Applicant shall have one (1) year to begin the project. If the project has not begun construction of water facilities related to the project within one (1) year of Board approval, the Applicant shall request an extension, in writing, to the General Manager. If there are no significant changes to the previously-approved project, the General Manager is authorized by the Board to grant, at his/her discretion, up to two (2) separate one (1) year "Will Serve Letter" extensions or to present said extension request to the Board of Directors for consideration. Should the General Manager grant one (1) year extension(s) to the project and construction of the project water facilities does not begin within the second one (1) year extension term, the process will begin



anew with the Applicant requesting for an extension, or update, in writing, to the General Manager. Said request will be presented to the Board of Directors for consideration.

For extensions to approved "Will Serve Letters" for commercial and residential projects consisting of more than four (4) dwelling units or Equivalent Dwelling Units the Applicant shall request an extension, in writing, to the General Manager. If there are no significant changes to the previously approved project, the General Manager is authorized by the Board to grant, at his/her discretion, a one (1) year "Will Serve Letter" extension or present said extension request to the Board of Directors for consideration. Should the General Manager grant the one (1) year extension to the project and the construction of project water facilities does not begin within that one (1) year extension term, the process will begin anew with the Applicant requesting an extension, or update, in writing, to the General Manager and the request will be presented to the Board of Directors for consideration.

Fiscal Impact

There would be minimal fiscal impact to the District. All staff time and administration costs are charged to deposits and fees paid by the Applicants.

Attachment(s)

BCVWD Regulations Governing Water Service Section 8-1.2

BCVWD Water Service Application Process, page 6 of 14

Resolution 2019-__ Amending Part 8, Section 1.2 of the Beaumont-Cherry Valley Water District Regulations Governing Water Service

- Exhibit A – Options 1, 2 and 3

Staff Report prepared by Erica Gonzales, Administrative Assistant

REGULATIONS GOVERNING WATER SERVICE

PART 8 ANNEXATION AND WATER MAIN EXTENSION

8-1 ANNEXATIONS

8-1.1 GENERAL PROVISIONS

8-1.2 WILL SERVE LETTERS – Will be subject to approval of the Board and to all Rules and Regulations of the District at the time water service actually occurs, and if granted will be based on available new source of supply, including but not limited to new groundwater, imported water, or reclamation water for irrigation, used to offset existing local groundwater demand.

8-1.3 ANNEXATION TO THE DISTRICT – Applicants for service to property lying outside the District boundaries will be required to annex such property to the District prior to receiving water service. Property proposed for annexation will be subject to administrative charges, facilities fees, and any other charges approved by the Board of Directors and applied on a District-wide basis as set forth in the District's Rules Governing Water Service. All annexations shall be completed within one (1) year of issuance of letter of intent to service (will serve letter). (Rev. 1-6-97)

8-1.4 ANNEXATION AGREEMENT - Following annexation approval by the Local Agency Formation Commission, the applicant will enter into an Annexation Agreement establishing terms and conditions of administrative charges, facilities fees, and other related fees and charges approved by the Board of Directors and applied on a District-wide basis as set forth in the District's Rules Governing Water Service. The annexation agreement will establish any credits and reimbursements that may be applicable. All final agreement drafts shall be submitted to the Board of Directors for final approval. (Rev 1-6-97)

8-1.5 WATER MAIN EXTENSION AND FACILITIES CONSTRUCTION AGREEMENT – Following completion of the annexation procedure and prior to development, the applicant shall enter into a Water Main Extension and Facilities Construction Agreement prepared by the district, including both "Applicant" and "District" obligations for system construction to serve the applicant's property.

8-1.6 CONSTRUCTED FACILITIES REIMBURSEMENT AGREEMENT – The District, upon Board approval, may enter into a reimbursement agreement for any facilities or water system appurtenances required to be installed for off-site improvements necessary to serve the applicant's property. Any Board approved reimbursement agreement shall not exceed a period of ten (10) years from the date of installation. All reimbursements made by subsequent water users will be reimbursed to the applicant during the month of December in the year which the reimbursement was collected by the District. Any reimbursable balance remaining at the expiration of the ten (10) year period shall become the property of the District and no longer subject to refund.

- A project folder containing all information regarding the project will be created by Engineering Staff
- Water Supply Assessment (Engineering Staff)
 - If a water supply assessment is required, Engineering Staff will prepare all necessary documents.
- Board approved letter of intent to serve (Board)
 - The General Manager will review the letter of intent to serve and supporting staff report and direct the Executive Assistant to place the documents on the next available board meeting agenda to seek Board of Directors approval. The Executive Assistant will notify the Applicant of the date and time of the meeting.
 - Once Board approval has been granted, the developer will have 1 year to begin the project. If the project has not started within 1 year the Applicant shall request an extension in writing to the General Manager. General Manager may choose to extend the deadline or end the development process.
 - The Executive Assistant informs the Business Office, Engineering Staff and the Applicant of the Board's approval or rejection.

Annexation

During the initial engineering meeting a determination will be made if annexation to the District is required. If annexation is required, the following steps shall be taken.

- Request for annexation (Applicant submits to Executive Assistant)
 - The Applicant must submit a letter requesting annexation to the District. Annexation requires Board of Directors approval. The request for annexation should be submitted along with the request for water service so the Board may approve both the letter of intent to serve and the annexation at the same board meeting. If the letter of intent to serve is not approved, then the annexation request will automatically be rejected.
 - The Executive Assistant places the request for annexation along with the intent to serve letter on the next available board meeting agenda, under the direction of the General Manager and notifies the Applicant of the date and time of the meeting.
- Board approval of annexation (Board)
 - Upon Board approval, the Executive Assistant will prepare a letter to the Applicant, notifying the Applicant of the Board's decision and notifies the Business Office and Engineering Staff of the Boards approval or rejection
- Annexation deposit (Applicant submits to the Business Office)
 - An initial annexation deposit of \$5000 is required to cover any cost the District incurs as a result of the annexation process. This deposit only covers District costs and not LAFCO expenses. When the Application for Annexation is submitted to LAFCO, the LAFCO fees can be estimated and the Applicant shall deposit the estimated LAFCO fees with District's Business Office. Additional deposits may be required and the Applicant will be so notified by the Executive Assistant. Reference Policies and Procedures Part IV Section 8.3.
- Plan of Service (Engineering Staff)
 - The Engineering Staff will prepare the LAFCO required plan of service upon receipt of the initial deposit
 - Engineering will provide a copy of the Plan of Service to the applicant.

RESOLUTION 2019-__

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE BEAUMONT-CHERRY VALLEY WATER DISTRICT
AMENDING PART 8 SECTION 1.2 OF THE BEAUMONT-CHERRY VALLEY WATER
DISTRICT REGULATIONS GOVERNING WATER SERVICE**

WHEREAS, the Beaumont-Cherry Valley Water District ("District") is an irrigation district duly organized and validly existing under Division 11 (commencing with Section 20500) of the California Water Code; and

WHEREAS, Section 22257 of the California Water Code empowers the District to establish, print and distribute equitable Rules and Regulations for the distribution and use of water; 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 Regulations Governing Water Service to amend procedures for the approval of Water Service "Will Serve Letters"; and

WHEREAS, the Board of Directors of the Beaumont-Cherry Valley Water District has carefully reviewed Part 8, Section 1.2 as well as Exhibit A to the Resolution,

NOW THEREFORE, BE IT RESOLVED, that Part 8 Section 1.2 of the Beaumont-Cherry Valley Water District's Regulations Governing Water Service are hereby amended and immediately enforceable as set forth in Exhibit A to this Resolution.

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 Andy Ramirez, Secretary to the
Board of Directors of the
Beaumont-Cherry Valley Water District

EXHIBIT A

PROPOSED REVISION TO BEAUMONT-CHERRY VALLEY WATER DISTRICT'S REGULATIONS GOVERNING WATER SERVICE PART 8 SECTION 1.2

Part 8 Section 1.2-

WILL SERVE LETTERS – Will be subject to approval of the Board and to all Rules and Regulations of the District at the time water service actually occurs, and if granted will be based on available new source of supply, including but not limited to new groundwater, imported water, or reclamation water for irrigation, used to offset existing local groundwater demand.”

Proposed addition to Part 8 Section 1.2-

Option 1:

Once Board approval has been granted, the Applicant will have one (1) year to begin the project. If the project has not started within one (1) year, the Applicant shall request an extension, in writing, to the General Manager. If there are no significant changes to the previously approved project, the General Manager is authorized by the Board to grant, at his/her discretion, a single, one (1) year extension, otherwise said first year “Will Serve Letter” extension or any subsequent “Will Serve Letter” extension(s) shall be approved by the Board of Directors.

Option 2:

Once Board a “Will Serve Letter” has been approved by the Board, the Applicant will have one (1) year to begin the project. If the project has not begun Water Facilities related to the project within one (1) year of Board approval, the Applicant shall request an extension, in writing, to the General Manager. If there are no significant changes to the previously approved project, the General Manager is authorized by the Board to grant, at his/her discretion, a one (1) year “Will Serve Letter” extension or present said extension request to the Board of Directors for consideration. Should the General Manager grant the one (1) year extension to the project and the project Water Facilities do not begin within that one (1) year extension term, the process will begin over with the Applicant requesting for an extension, or update, in writing, to the General Manager where the request will be brought before the Board of Directors.

Option 3:

Once a “Will Serve Letter” has been approved by the Board for a commercial or residential project consisting of four (4) or fewer dwelling units or Equivalent Dwelling Units, the Applicant shall have one (1) year to begin the project. If the project has not begun construction of water facilities related to the project within one (1) year of Board approval,

the Applicant shall request an extension, in writing, to the General Manager. If there are no significant changes to the previously-approved project, the General Manager is authorized by the Board to grant, at his/her discretion, up to two (2) separate one (1) year "Will Serve Letter" extensions or to present said extension request to the Board of Directors for consideration. Should the General Manager grant one (1) year extension(s) to the project and construction of the project water facilities does not begin within the second one (1) year extension term, the process will begin anew with the Applicant requesting for an extension, or update, in writing, to the General Manager. Said request will be presented to the Board of Directors for consideration.

For extensions to approved "Will Serve Letters" for commercial and residential projects consisting of more than four (4) dwelling units or Equivalent Dwelling Units the Applicant shall request an extension, in writing, to the General Manager. If there are no significant changes to the previously approved project, the General Manager is authorized by the Board to grant, at his/her discretion, a one (1) year "Will Serve Letter" extension or present said extension request to the Board of Directors for consideration. Should the General Manager grant the one (1) year extension to the project and the construction of project water facilities does not begin within that one (1) year extension term, the process will begin anew with the Applicant requesting an extension, or update, in writing, to the General Manager and the request will be presented to the Board of Directors for consideration.



**Beaumont-Cherry Valley Water District
Regular Board Meeting
August 14, 2019**

Item 7

STAFF REPORT

TO: Board of Directors
FROM: Dan Jagers, General Manager
SUBJECT: **Consideration of Request for “Will Serve Letter” at 750 East 1st Street (Riverside County Assessor’s Parcel No. 418-260-023) in the City of Beaumont**

Staff Recommendation

Consider the second request for water service “Will Serve Letter” (WSL) for a property located at 750 East 1st Street, identified as **Riverside County Assessor’s Parcel No. (APN) 418-260-023** within the City of Beaumont, subject to payment of all fees to the District and securing all approvals from the City of Beaumont and:

- A. Approve the Application for Water Service and furnish the “Will Serve Letter”, or;
- B. Deny the Application for Water Service

Background

The Applicant, Chris Stark, has requested water service from the District for a proposed Recreational Vehicle (RV) Storage Facility to be constructed on an existing parcel of land located at 750 East 1st Street and further identified as APN 418-260-023. In previous Staff Reports, this parcel was referenced as 550 E. 1st Street.

Subject property is located on the north side of East 1st Street, east of Maple Avenue, and west of Pennsylvania Avenue in the City of Beaumont, California (see Figure 1 attached). This parcel is currently within the District’s Service Boundary and the District has confirmed there is an existing 16-inch domestic water main (2750 pressure zone) and a 24-inch non-potable water main fronting the property.

The Applicant plans to construct an RV Storage Facility on approximately 2.67 acres identified on Figure 1. The Applicant has further identified that no potable domestic water service is required, and only a fire service connection and a non-potable water service is being requested. The Applicant has provided the Estimated Total Water Usage (ETWU) calculations for the on-site landscaping (totaling 97,813 gallons per year) or approximately 268 gallons per day (0.46 EDU’s). Said total water system usage is summarized as follows:

	Acre-Feet Per Year (AF)	Gallons Per Day (GPD)	Equivalent Dwelling Unit (EDU)
Non-Potable Water Demand	0.30 AF	268 GPD	0.46 EDUs
TOTAL WATER DEMAND:	0.30 AF	268 GPD	0.46 EDUs

This project was previously brought before the Board on June 27, 2019 and was denied a WSL due to conflicting information provided by the Applicant regarding plans for an on-site “Ice House.”



The Applicant has recently provided the District with revised plans and Staff has confirmed that there will be no “Ice House,” therefore there is no need for a domestic water service at this time. The impact of this project on the District’s water supply system is low. The Applicant will be required to pay all applicable District fees, including non-potable Water Facilities Fees, a non-tract non-potable water service installation charge (for the non-potable service connection), and front-footage fees (for both domestic and non-potable), in effect at the time of application for service installation. The Applicant will need to secure other necessary approvals from the City of Beaumont and/or County of Riverside.

Final non-potable meter sizes will be determined by the Applicant. Fire Flow requirements will be determined by the County of Riverside Fire Department and said requirements will dictate actual required Fire Hydrant Fire Flows to the property, and non-potable landscape system requirements. The District is aware of a requirement set by the City of Beaumont/County of Riverside Fire Department regarding private fire protection facilities for this project. The Applicant’s engineer has provided a connection detail identifying a need for a 6” fire service, which will be taken from an existing lateral that was installed when the main line was installed in 1st Street.

Conditions:

The Applicant shall conform to all District requirements for water service and all City of Beaumont requirements.

1. The Applicant will be required to pay commercial front-footage fees along all property frontages where facilities are currently installed.
2. The Applicant will be required to install a fire service connection(s) to support the City of Beaumont/County of Riverside Fire Department’s requirement for two (2) on-site fire hydrants.
3. To minimize the use of potable water, the District requires the applicant to conform to the City of Beaumont Landscaping Ordinances which pertains to water efficient landscape requirements and the following:
 - a. Landscaped areas which have turf, shall have “smart irrigation controllers” which use Evapotranspiration (ET) data to automatically control the watering. Systems shall have an automatic rain sensor to prevent watering during and shortly after rainfall, automatically determine watering schedule based on weather conditions, and not require seasonal monitoring changes. Orchard areas, if any, shall have drip irrigation.
 - b. Landscaping in non-turf areas should be drought-tolerant, consisting of planting materials which are native to the region. Irrigation systems for these areas should be drip or bubbler type.

Fiscal Impact:

None. All fees and deposits will be paid by the Applicant prior to providing service.



Attachments

Figure 1 – APN 418-260-023 Recreational Vehicle Storage Facility

Figure 2 – Conceptual Landscape Plan

Figure 3 – 1st Street RV & Boat Storage Grading Plan

Figure 4 – Water Improvement Plan

Application for Water Service for Riverside County APN 418-260-023

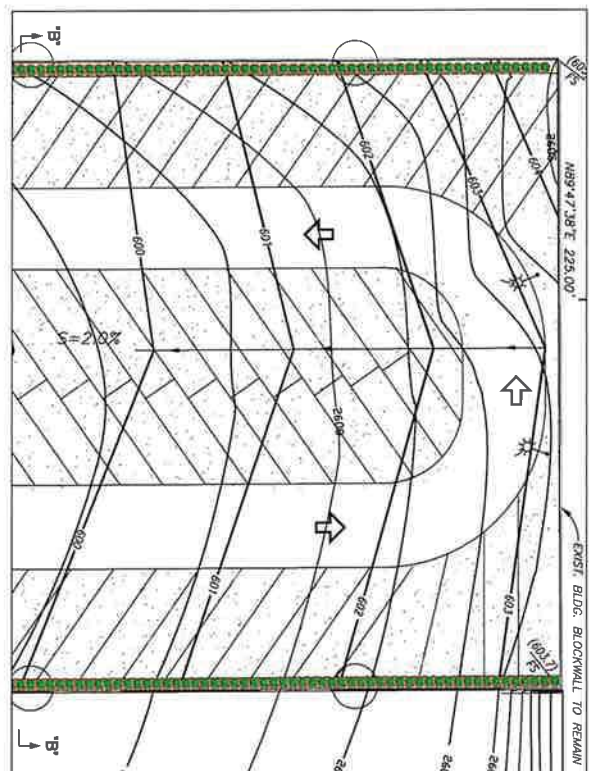
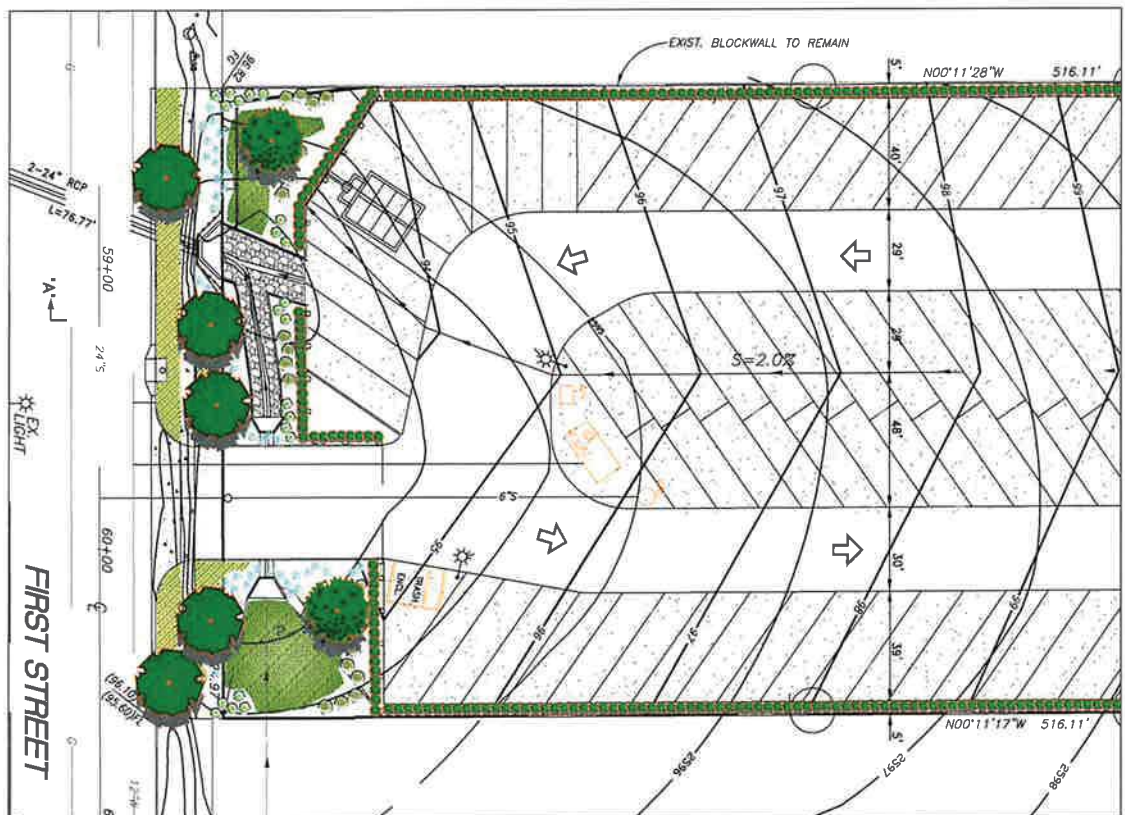
Staff Report prepared by Aaron Walker, Engineering Office Assistant and Erica Gonzales, Administrative Assistant



**FIGURE 1 – APN 418-260-023
Recreational Vehicle Storage Facility**



FIGURE 2



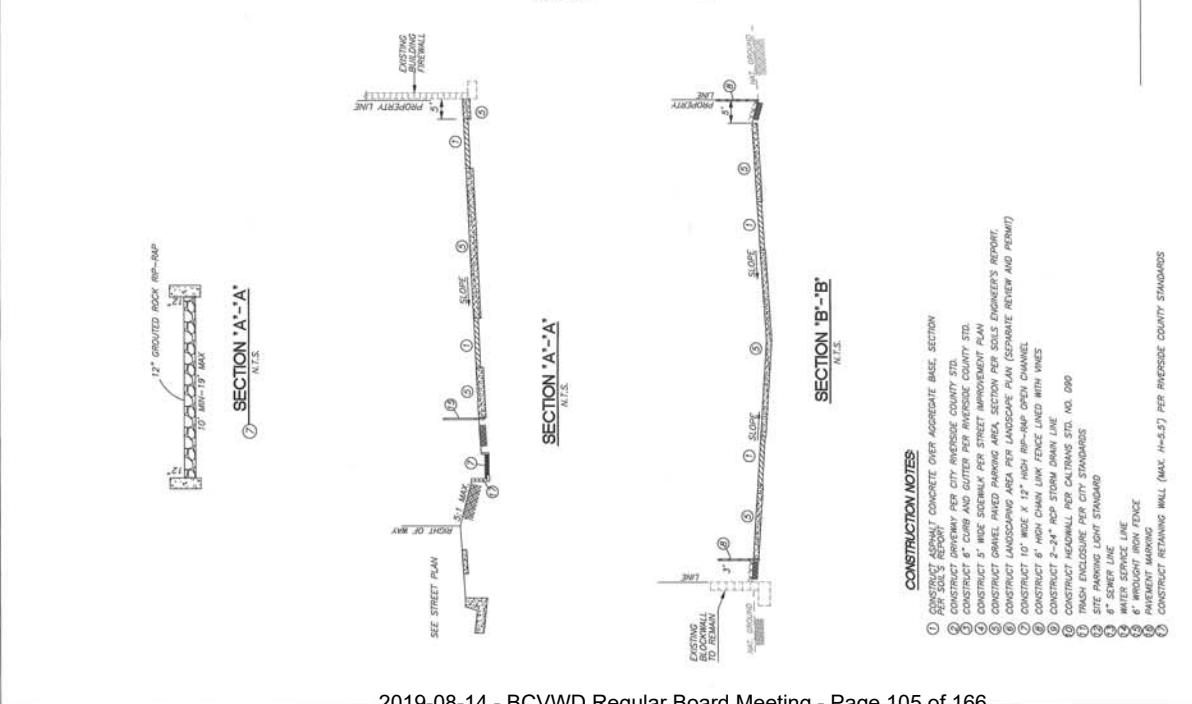
PLANT SCHEDULE

[illegible]

Preliminary Water Use Calculations
MAWA = 198,073 gallons per year
EAWU = 97,813 gallons per year

FREEWAY	10	STREET
THIRD	MAPLE	STREET
FIRST	STREET	STREET
BEAUMONT	AVENUE	AVENUE

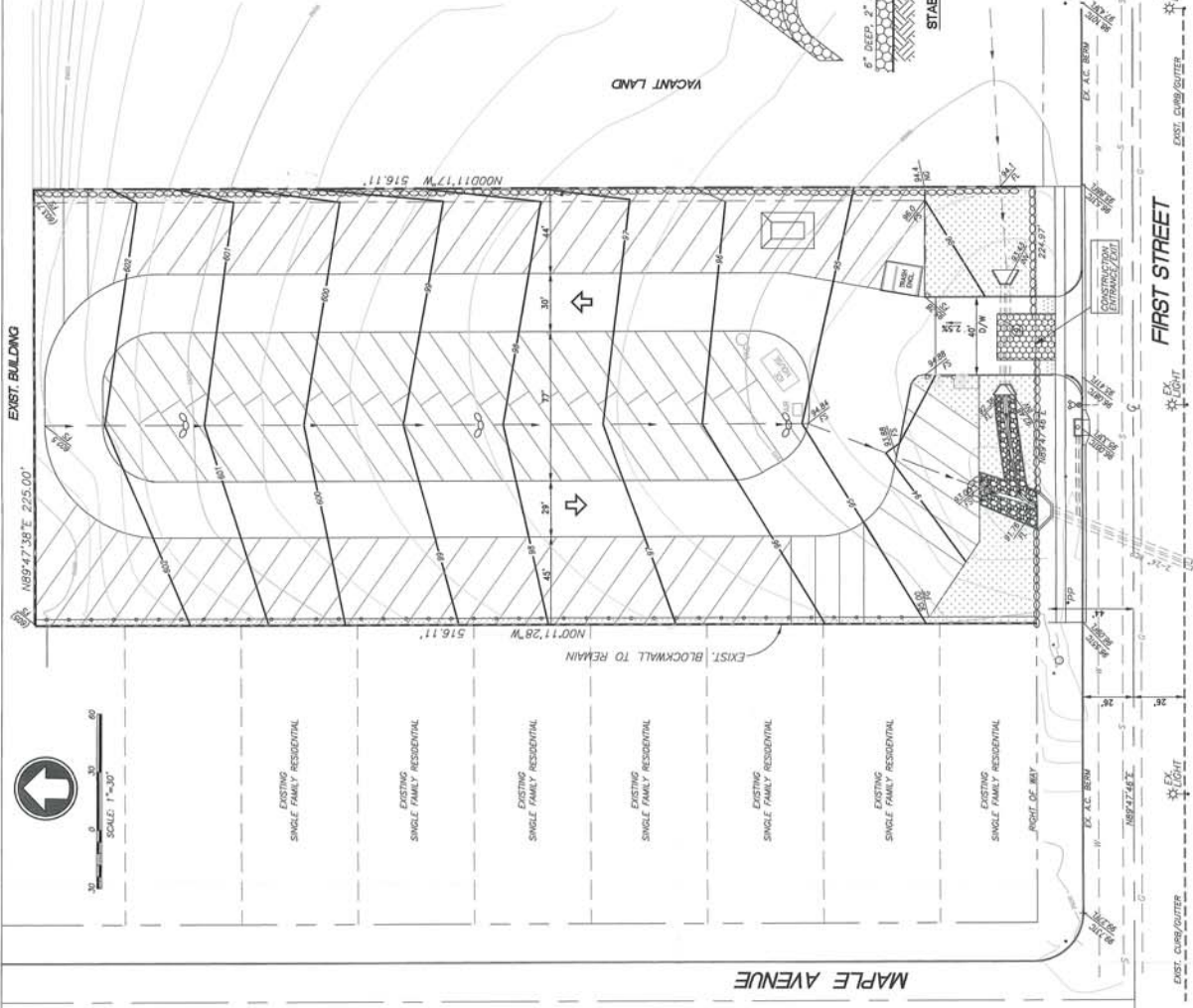
VICINITY MAP
SEE PAGE



CONSTRUCTION NOTES

1. CONSTRUCT ASPHALT CONCRETE OVER AGGREGATE BASE, SECTION A-A.
2. CONSTRUCT ASPHALT CONCRETE OVER AGGREGATE BASE, SECTION B-B.
3. CONSTRUCT 4" CURB AND GUTTER PER CITY RIVERSIDE COUNTY STD.
4. CONSTRUCT 5" WIDE SIDEWALK PER STREET IMPROVEMENT PLAN.
5. CONSTRUCT 6" WIDE SIDEWALK PER STREET IMPROVEMENT PLAN.
6. CONSTRUCT 10" WIDE X 12" HIGH RIP-RAP OPEN CHANNEL.
7. CONSTRUCT 10" WIDE X 12" HIGH RIP-RAP OPEN CHANNEL.
8. CONSTRUCT 24" RCP STORM DRAIN LINE.
9. CONSTRUCT 24" RCP STORM DRAIN LINE.
10. CONSTRUCT 24" RCP STORM DRAIN LINE.
11. CONSTRUCT 24" RCP STORM DRAIN LINE.
12. CONSTRUCT 24" RCP STORM DRAIN LINE.
13. CONSTRUCT 24" RCP STORM DRAIN LINE.
14. CONSTRUCT 24" RCP STORM DRAIN LINE.
15. CONSTRUCT 24" RCP STORM DRAIN LINE.
16. CONSTRUCT 24" RCP STORM DRAIN LINE.
17. CONSTRUCT 24" RCP STORM DRAIN LINE.
18. CONSTRUCT 24" RCP STORM DRAIN LINE.
19. CONSTRUCT 24" RCP STORM DRAIN LINE.
20. CONSTRUCT 24" RCP STORM DRAIN LINE.
21. CONSTRUCT 24" RCP STORM DRAIN LINE.
22. CONSTRUCT 24" RCP STORM DRAIN LINE.
23. CONSTRUCT 24" RCP STORM DRAIN LINE.
24. CONSTRUCT 24" RCP STORM DRAIN LINE.
25. CONSTRUCT 24" RCP STORM DRAIN LINE.
26. CONSTRUCT 24" RCP STORM DRAIN LINE.
27. CONSTRUCT 24" RCP STORM DRAIN LINE.
28. CONSTRUCT 24" RCP STORM DRAIN LINE.
29. CONSTRUCT 24" RCP STORM DRAIN LINE.
30. CONSTRUCT 24" RCP STORM DRAIN LINE.
31. CONSTRUCT 24" RCP STORM DRAIN LINE.
32. CONSTRUCT 24" RCP STORM DRAIN LINE.
33. CONSTRUCT 24" RCP STORM DRAIN LINE.
34. CONSTRUCT 24" RCP STORM DRAIN LINE.
35. CONSTRUCT 24" RCP STORM DRAIN LINE.
36. CONSTRUCT 24" RCP STORM DRAIN LINE.
37. CONSTRUCT 24" RCP STORM DRAIN LINE.
38. CONSTRUCT 24" RCP STORM DRAIN LINE.
39. CONSTRUCT 24" RCP STORM DRAIN LINE.
40. CONSTRUCT 24" RCP STORM DRAIN LINE.
41. CONSTRUCT 24" RCP STORM DRAIN LINE.
42. CONSTRUCT 24" RCP STORM DRAIN LINE.
43. CONSTRUCT 24" RCP STORM DRAIN LINE.
44. CONSTRUCT 24" RCP STORM DRAIN LINE.
45. CONSTRUCT 24" RCP STORM DRAIN LINE.
46. CONSTRUCT 24" RCP STORM DRAIN LINE.
47. CONSTRUCT 24" RCP STORM DRAIN LINE.
48. CONSTRUCT 24" RCP STORM DRAIN LINE.
49. CONSTRUCT 24" RCP STORM DRAIN LINE.
50. CONSTRUCT 24" RCP STORM DRAIN LINE.
51. CONSTRUCT 24" RCP STORM DRAIN LINE.
52. CONSTRUCT 24" RCP STORM DRAIN LINE.
53. CONSTRUCT 24" RCP STORM DRAIN LINE.
54. CONSTRUCT 24" RCP STORM DRAIN LINE.
55. CONSTRUCT 24" RCP STORM DRAIN LINE.
56. CONSTRUCT 24" RCP STORM DRAIN LINE.
57. CONSTRUCT 24" RCP STORM DRAIN LINE.
58. CONSTRUCT 24" RCP STORM DRAIN LINE.
59. CONSTRUCT 24" RCP STORM DRAIN LINE.
60. CONSTRUCT 24" RCP STORM DRAIN LINE.
61. CONSTRUCT 24" RCP STORM DRAIN LINE.
62. CONSTRUCT 24" RCP STORM DRAIN LINE.
63. CONSTRUCT 24" RCP STORM DRAIN LINE.
64. CONSTRUCT 24" RCP STORM DRAIN LINE.
65. CONSTRUCT 24" RCP STORM DRAIN LINE.
66. CONSTRUCT 24" RCP STORM DRAIN LINE.
67. CONSTRUCT 24" RCP STORM DRAIN LINE.
68. CONSTRUCT 24" RCP STORM DRAIN LINE.
69. CONSTRUCT 24" RCP STORM DRAIN LINE.
70. CONSTRUCT 24" RCP STORM DRAIN LINE.
71. CONSTRUCT 24" RCP STORM DRAIN LINE.
72. CONSTRUCT 24" RCP STORM DRAIN LINE.
73. CONSTRUCT 24" RCP STORM DRAIN LINE.
74. CONSTRUCT 24" RCP STORM DRAIN LINE.
75. CONSTRUCT 24" RCP STORM DRAIN LINE.
76. CONSTRUCT 24" RCP STORM DRAIN LINE.
77. CONSTRUCT 24" RCP STORM DRAIN LINE.
78. CONSTRUCT 24" RCP STORM DRAIN LINE.
79. CONSTRUCT 24" RCP STORM DRAIN LINE.
80. CONSTRUCT 24" RCP STORM DRAIN LINE.
81. CONSTRUCT 24" RCP STORM DRAIN LINE.
82. CONSTRUCT 24" RCP STORM DRAIN LINE.
83. CONSTRUCT 24" RCP STORM DRAIN LINE.
84. CONSTRUCT 24" RCP STORM DRAIN LINE.
85. CONSTRUCT 24" RCP STORM DRAIN LINE.
86. CONSTRUCT 24" RCP STORM DRAIN LINE.
87. CONSTRUCT 24" RCP STORM DRAIN LINE.
88. CONSTRUCT 24" RCP STORM DRAIN LINE.
89. CONSTRUCT 24" RCP STORM DRAIN LINE.
90. CONSTRUCT 24" RCP STORM DRAIN LINE.
91. CONSTRUCT 24" RCP STORM DRAIN LINE.
92. CONSTRUCT 24" RCP STORM DRAIN LINE.
93. CONSTRUCT 24" RCP STORM DRAIN LINE.
94. CONSTRUCT 24" RCP STORM DRAIN LINE.
95. CONSTRUCT 24" RCP STORM DRAIN LINE.
96. CONSTRUCT 24" RCP STORM DRAIN LINE.
97. CONSTRUCT 24" RCP STORM DRAIN LINE.
98. CONSTRUCT 24" RCP STORM DRAIN LINE.
99. CONSTRUCT 24" RCP STORM DRAIN LINE.
100. CONSTRUCT 24" RCP STORM DRAIN LINE.

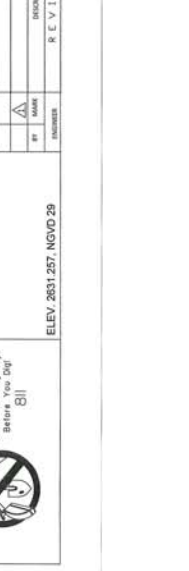
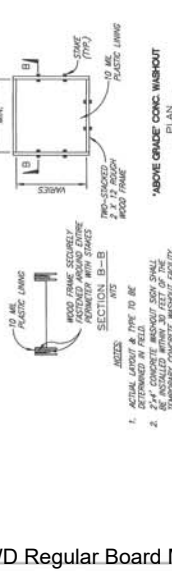
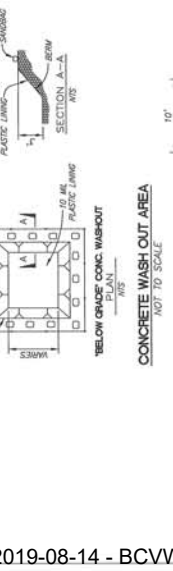
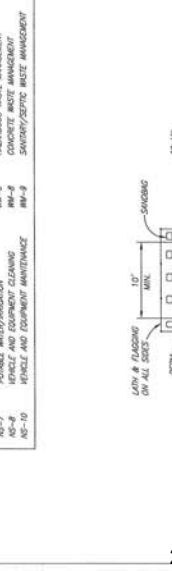
<p>BENCHMARK:</p> <p>CITY OF BEAUMONT BM NO 05A02</p> <p>ELEV 2531.257, NOV10 29</p>		<p>CONSTRUCTION NOTES:</p> <p>SEE PAGE 29</p>		<p>REVISIONS:</p> <table border="1"> <thead> <tr> <th>NO.</th> <th>DATE</th> <th>DESCRIPTION</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>11/27/16</td> <td>DATE</td> </tr> </tbody> </table>		NO.	DATE	DESCRIPTION	1	11/27/16	DATE
NO.	DATE	DESCRIPTION									
1	11/27/16	DATE									
<p>HP ENGINEERING, INC.</p> <p>CIVIL ENGINEERING, LAND SURVEYING</p> <p>1485 CRENSHAW ROAD, BEAUMONT, CA 92674</p> <p>TEL: (951) 332-4229 FAX: (951) 332-4240</p>		<p>DESIGN BY:</p> <p>CHECKED BY:</p> <p>SCALE:</p> <p>DATE:</p> <p>FOR NUMBER:</p>		<p>11/27/16</p>							
<p>REVIEWED BY:</p> <p>DATE:</p>		<p>RECOMMENDED FOR APPROVAL BY:</p> <p>DATE:</p>		<p>APPROVED BY:</p> <p>DATE:</p>							
<p>CITY OF BEAUMONT, CALIFORNIA</p> <p>GRADING PLANS FOR:</p> <p>OAKRIDGE FIRST STREET</p> <p>RV AND BOAT STORAGE</p>		<p>PRECISE GRADING PLAN</p>		<p>2</p> <p>OF 4 SHEETS</p> <p>FILE NO.</p>							



BEST MANAGEMENT PRACTICES

THE FOLLOWING BMPs AS OUTLINED IN, BUT NOT LIMITED TO, THE CALIFORNIA STANDARD BMP HANDBOOK, THE LATEST EDITION, SHALL BE USED FOR THE DESIGN AND CONSTRUCTION OF THIS PROJECT. ADDITIONAL MEASURES MAY BE REQUIRED IF DETERMINED APPROPRIATE BY CITY/COUNTY AGENCIES.

SC-1 SC-2 SC-3 SC-4 SC-5 SC-6 SC-7 SC-8 SC-9 SC-10 SC-11 SC-12 SC-13 SC-14 SC-15 SC-16 SC-17 SC-18 SC-19 SC-20 SC-21 SC-22 SC-23 SC-24 SC-25 SC-26 SC-27 SC-28 SC-29 SC-30 SC-31 SC-32 SC-33 SC-34 SC-35 SC-36 SC-37 SC-38 SC-39 SC-40 SC-41 SC-42 SC-43 SC-44 SC-45 SC-46 SC-47 SC-48 SC-49 SC-50 SC-51 SC-52 SC-53 SC-54 SC-55 SC-56 SC-57 SC-58 SC-59 SC-60 SC-61 SC-62 SC-63 SC-64 SC-65 SC-66 SC-67 SC-68 SC-69 SC-70 SC-71 SC-72 SC-73 SC-74 SC-75 SC-76 SC-77 SC-78 SC-79 SC-80 SC-81 SC-82 SC-83 SC-84 SC-85 SC-86 SC-87 SC-88 SC-89 SC-90 SC-91 SC-92 SC-93 SC-94 SC-95 SC-96 SC-97 SC-98 SC-99 SC-100	SC-1 SC-2 SC-3 SC-4 SC-5 SC-6 SC-7 SC-8 SC-9 SC-10 SC-11 SC-12 SC-13 SC-14 SC-15 SC-16 SC-17 SC-18 SC-19 SC-20 SC-21 SC-22 SC-23 SC-24 SC-25 SC-26 SC-27 SC-28 SC-29 SC-30 SC-31 SC-32 SC-33 SC-34 SC-35 SC-36 SC-37 SC-38 SC-39 SC-40 SC-41 SC-42 SC-43 SC-44 SC-45 SC-46 SC-47 SC-48 SC-49 SC-50 SC-51 SC-52 SC-53 SC-54 SC-55 SC-56 SC-57 SC-58 SC-59 SC-60 SC-61 SC-62 SC-63 SC-64 SC-65 SC-66 SC-67 SC-68 SC-69 SC-70 SC-71 SC-72 SC-73 SC-74 SC-75 SC-76 SC-77 SC-78 SC-79 SC-80 SC-81 SC-82 SC-83 SC-84 SC-85 SC-86 SC-87 SC-88 SC-89 SC-90 SC-91 SC-92 SC-93 SC-94 SC-95 SC-96 SC-97 SC-98 SC-99 SC-100	SC-1 SC-2 SC-3 SC-4 SC-5 SC-6 SC-7 SC-8 SC-9 SC-10 SC-11 SC-12 SC-13 SC-14 SC-15 SC-16 SC-17 SC-18 SC-19 SC-20 SC-21 SC-22 SC-23 SC-24 SC-25 SC-26 SC-27 SC-28 SC-29 SC-30 SC-31 SC-32 SC-33 SC-34 SC-35 SC-36 SC-37 SC-38 SC-39 SC-40 SC-41 SC-42 SC-43 SC-44 SC-45 SC-46 SC-47 SC-48 SC-49 SC-50 SC-51 SC-52 SC-53 SC-54 SC-55 SC-56 SC-57 SC-58 SC-59 SC-60 SC-61 SC-62 SC-63 SC-64 SC-65 SC-66 SC-67 SC-68 SC-69 SC-70 SC-71 SC-72 SC-73 SC-74 SC-75 SC-76 SC-77 SC-78 SC-79 SC-80 SC-81 SC-82 SC-83 SC-84 SC-85 SC-86 SC-87 SC-88 SC-89 SC-90 SC-91 SC-92 SC-93 SC-94 SC-95 SC-96 SC-97 SC-98 SC-99 SC-100
--	--	--



34. A gutter and silt trap to be constructed on the back of the sidewalk to provide protection from the underlying basement entrance.

Section 4 - Storm Drainage

41. Developer shall demonstrate the accuracy of city generated data that shall apply to the development. A traffic impact analysis report prepared following the ICTD standards shall be submitted to the City for review and approval. Developer shall be responsible for implementing an engineering measure identified from the report.

Section 5 - Storm Drainage

42. The sanitary sewer system shall be designed and constructed to collect and convey flow to the City's "Treatment" Plant in accordance with the latest sewer Plan.

43. Storm water shall follow the City's "Design" Plan. Engineering requirements to water lines and sewer lines shall be designed and constructed to meet the City's standards. The design shall not allow for the required separation horizontally and vertically, if proposed conditions of separation shall be submitted to the City Engineer for review and approval.

43. Sewer infrastructure shall conform to the standards of Riverside County Transportation Department (RCTD) mandate. Any deviation from the RCTD standards shall be submitted to the City Engineer for review and approval.

44. Peak storm flow calculations, resulting from the development, shall be provided to the Public Works department for review and approval.

45. The proposed sanitary R/V design shall require the developer to install construction of a storm water management facility to determine whether construction of the storm system will be adequate for watershed.

46. Owner shall pay all sewer construction fees.

Section 6 - Storm Drainage

47. The developer shall comply with the requirements of the Treatment Query Valley Water District.

48. All water valves and water control valves paved areas shall be enclosed finished with finished surface and painted after paving is completed.

49. All of the following shall be met and other than paved areas, facilities shall be placed adjacent to sidewalks and streets. Water meter basins and valves, sewer valves, man-up vaulted surface and manholes shall be constructed to meet the City's standards. The design shall not allow for the required separation horizontally and vertically, if proposed conditions of separation shall be submitted to the City Engineer for review and approval.

50. Water line locations shall follow the State Department of Health requirements for water lines and sewer lines constructed both horizontally and vertically. If proposed conditions do not meet the City's standards, the developer shall submit the design to the City Engineer for review and approval.

Section 7 - Storm Drainage

51. The design shall be submitted to the Public Works department for review and approval. The report shall specifically contain calculations for the required storm water management facility to be a 10-year storm event, shall be a 150-year storm event. Detailed design shall be submitted to the City Engineer for review and approval.

52. The results of the hydrologic/hydrology report shall govern the design of the water basins. The design shall be submitted to the City Engineer for review and approval. The City Engineer's approval shall require a letter stating that it concerns with the State Water Board's approved flood exposure device plan.

53. Down catchment storm water shall be captured onsite and conveyed to onsite drainage facilities.

54. Onsite drainage facilities shall be designed to accommodate a 100-year storm rain event.

Section 8 - Storm Drainage

55. Onsite drainage facilities shall be maintained by the developer.

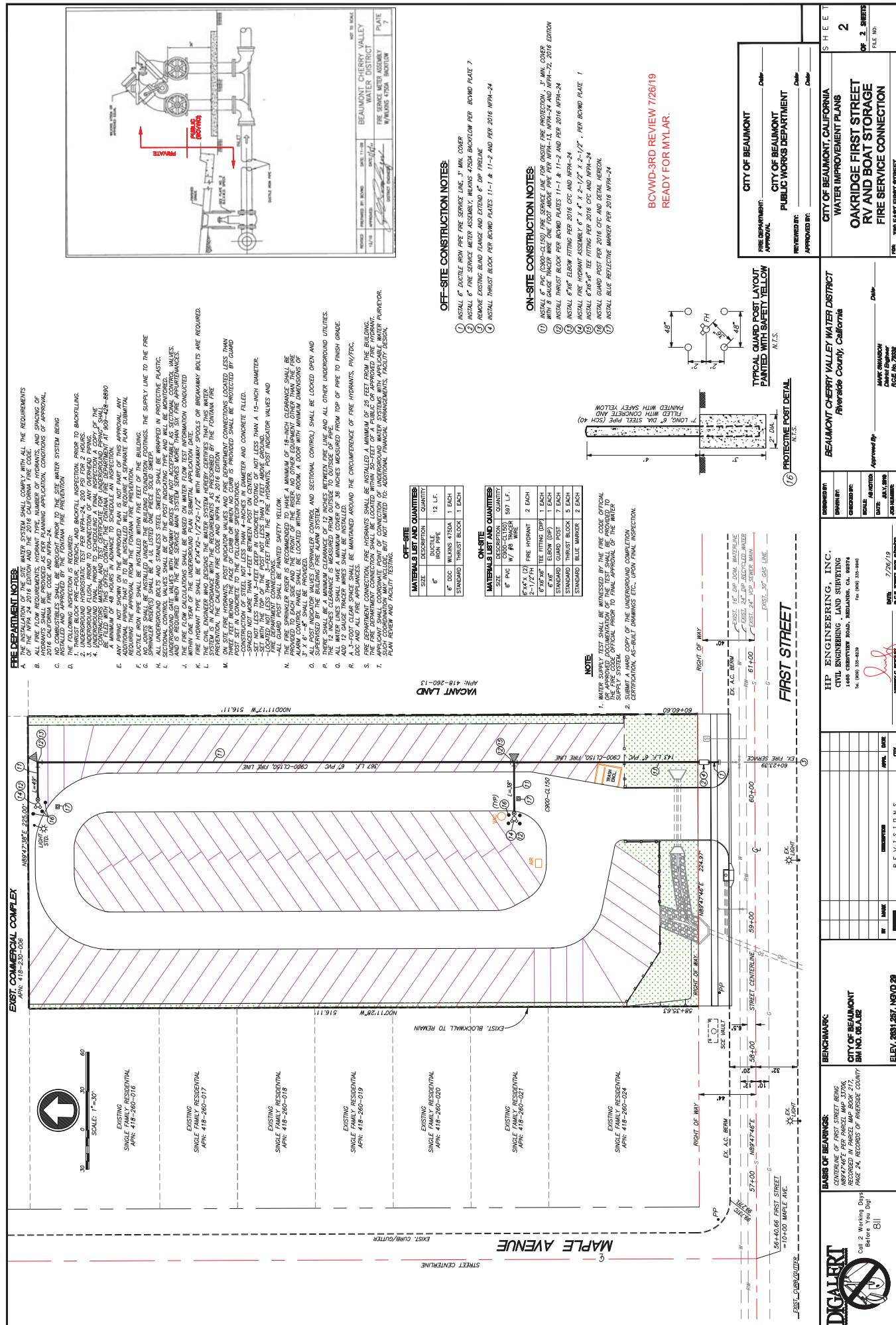
Section 9 - Storm Drainage

56. The project will require a National Pollutant Discharge Elimination System (NPDES) permit for storm water discharge associated with construction activities as directed by the California Water Resources Control Board.

57. A copy of the Notice of Intent (NOI) and Water Discharge Identification (WQID) shall be submitted to the City Engineer for review and approval. The City Engineer shall be listed on all improvement plans submitted to the City.

[illegible]

FIGURE 4





BEAUMONT CHERRY VALLEY WATER DISTRICT

560 Magnolia Avenue • PO Box 2037

Beaumont, CA 92223-2258

Phone (951) 845-9581

www.bcvwd.org

☒ Will Serve Request ☐ Water Supply Assessment (SB210)

Applicant Name: CHRIS STARK - GO RV STORAGE		Contact Phone # 951-634-4590
Mailing Address: 300 E. STATE ST #360		Fax #:
City: REDLANDS	E-mail: oakridgedd@gmail.com	
State & Zip: CA 92373		
Service Address: 550 E. FIRST ST.		
Assessor's Parcel Number (APN), Tract Map No. Parcel Map No.: 418-260-023-8		
Project Type: <input type="checkbox"/> Single-Family <input type="checkbox"/> Multi-Family <input checked="" type="checkbox"/> Commercial/Industrial <input type="checkbox"/> Minor Subdivision (5 lots or less) <input type="checkbox"/> Major subdivision (6+ lots) <input type="checkbox"/> Other		
Site Map Attached: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

The letter should be delivered to:

Recipient: CHRIS STARK
300 E. STATE ST #360
REDLANDS, CA 92373

PLEASE CHOOSE ONE:

☐ Mail (above address) ☐ E-mail
☐ Fax ☒ Will pick up

The District reserves the right to impose terms and conditions in Will Serve Letters and/or Water Supply Assessment Reports that take into account water availability issues, conservation issues and the District's existing facilities, all of which impact the District's ability to provide service to the subject property and maintain the District's ability to meet existing water demands.

CE. JIL
Applicant's Signature

2-27-19
Date

FEB 28 2019



**Beaumont-Cherry Valley Water District
Regular Board Meeting
August 14, 2019**

Item 8

STAFF REPORT

TO: Board of Directors

FROM: Daniel Jaggers, General Manager

SUBJECT: **Consideration of Request for “Will Serve Letter” for Riverside County Assessor’s Parcel No. 400-530-007 located on Golf Club Drive, south of Oak Valley Village Center and north of Oak Valley Parkway in the City of Beaumont**

Staff Recommendation

Consider the Request for water service “Will Serve Letter” for a proposed development located on Golf Club Drive, south of Oak Valley Village Center and north of Oak Valley Parkway (Riverside County Assessor’s Parcel No. 400-530-007).

- A. Approve the Application for Water Service and furnish the “Will Serve Letter”, or;
- B. Deny the Application for “Will Serve Letter” for water service

Background

The Applicant, Oak Valley Express, has requested service from the District for a proposed gas station to be constructed on an existing parcel located at Riverside County Assessor’s Parcel No. (APN) 400-530-007 in the City of Beaumont. The project site consists of one (1) 1.28 acre parcel (see Figure 1 – Site Map). The Applicant identifies the current project consists of a gas station with a convenience store. On July 31, 2019, the Applicant provided District staff an updated site plan (see Figure 2 – Site Plan) which details the current project configuration. Said site plan depicts a proposed gas station with a 7,000 square foot (sq. ft.) convenience store (c-store) with two (2) restrooms.

The Applicant also provided consumption history from a gas station with a similar footprint to project the expected demand for the proposed project. The consumption history provided by the Applicant averaged 1,344 Gallons Per Day (GPD) or 2.31 Equivalent Dwelling Units (EDU’s). District staff also analyzed consumption history from a gas station in the District’s service area with a similar retail model (no car wash or restaurant). The said existing gas station consumption history report identifies the following:

Gas Station Location	Years (range)	Consumption (Readings [CCF])	Consumption (GPD)	Est. Water Demand (EDU’s)
Existing	2016-2017	1,734 CCF	1,185 GPD	2.04 EDU’s
Proposed	2018-2019	108 CCF	1,344 GPD	2.32 EDU’s
Average Equivalent Dwelling Units (EDU’s):				2.18 EDU’s

Although District staff analyzed consumption history from gas stations within the District’s service area, District staff could not identify gas stations with a similar footprint (7,000 sq. ft. c-store) that did not include a car wash or restaurant component. The consumption history that the District identifies in this report comes from a location with a c-store footprint of approximately 3,113 sq. ft.



In addition to analyzing consumption history to estimate anticipated demands, District staff has gathered a recent estimate for the projected landscape demand from a local gas station built in 2018.

Table 2 sets forth the Applicant's estimated project non-potable water demands.

Oak Valley Express Non-Potable Water Demands

Landscape Area	Description	Estimated Average Landscape Gallons Per Day (GPD)	Estimated Water Demand (EDU's)
Total	Landscape Demand	117 GPD	0.20 EDU's
Landscape Sub Total		117 GPD	0.20 EDUs

Based upon Table 1 and 2 above, the total estimated project water demand is approximately 2.38 Equivalent Dwelling Units (EDUs) or 1,382 gallons per day.

APN 400-530-007 is within the District's Service Area Boundary. There is a 16" ductile iron pipe (DIP) non-potable water system in the vicinity of the project, therefore, the District will require the applicant to connect to the District's non-potable water system for this project.

Conditions

The Applicant shall conform to all District requirements for water service and all City of Beaumont requirements.

1. The Applicant will be required to pay commercial front-footage fees along all property frontages where facilities are currently installed.
2. The Applicant is required to connect to the District's non-potable water system for landscape water demands.
3. The District reserves the right to review annual consumption data and conduct a water consumption audit to appropriately adjust facilities fees (at the cost when the audit is performed) for any amount greater than 2.18 EDU (1,265 gal/day) of domestic water and 0.20 EDUs (117 gal/day) of non-potable water which is currently proposed for the subject property.
4. In the event the Applicant constructs additional facilities, including, but not limited to a restaurant or carwash, the Applicant will be required upgrade the domestic service to facilitate the domestic consumption requirements and pay additional facilities fees related to these items.
5. To minimize the use of potable water, the District requires that the applicant conform to the City of Beaumont and/or the County of Riverside Landscaping Ordinances which pertain to water efficient landscape requirements and the following:
 - a. Landscaped areas which have turf, shall have "smart irrigation controllers" which use Evapotranspiration (ET) data to automatically control the watering. Systems shall have an automatic rain sensor to prevent watering during and shortly after rainfall. Automatically determine watering schedule based on weather conditions, and not require seasonal monitoring changes. Orchard areas, if any, shall have drip irrigation.



- b. Landscaping in non-turf areas should be drought tolerant consisting of planting materials which are native to the region. Irrigation systems for these areas should be drip or bubbler type.

Fiscal Impact

None. All fees and deposits will be paid by the Applicant prior to providing service.

Attachments

Figure 1 – Site Map, APN 400-530-007

Figure 2 – Updated Site Plan, APN 400-530-007

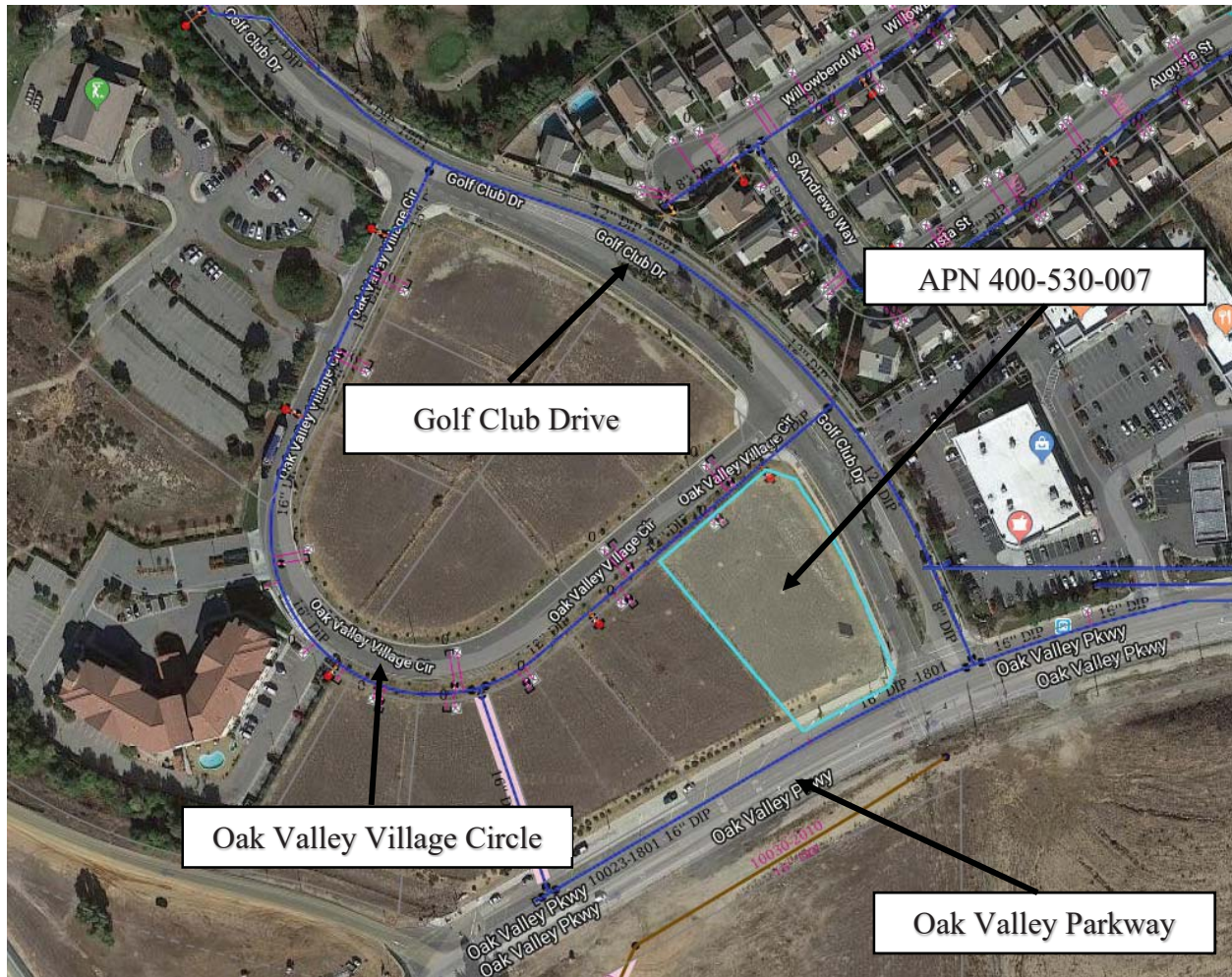
Application for Water Service for Riverside County APN 400-530-007

Prepared by Aaron Walker, Engineering Office Assistant



FIGURE 1

APN 400-530-007





BEAUMONT CHERRY VALLEY WATER DISTRICT

560 Magnolia Avenue • PO Box 2037

Beaumont, CA 92223-2258

Phone (951) 845-9581

www.bcvwd.org

☒ Will Serve Request ☐ Water Supply Assessment (SB210)

Applicant Name:	TONY DEHBORGHI	Contact Phone #	714-719-8100
Mailing Address:	102 HEATHER MIST	Fax #:	
City:	IRVINE	E-mail:	TONY@CDM-INC.NET
State & Zip:	CA 92618		
Service Address:			
Assessor's Parcel Number (APN), Tract Map No. Parcel Map No.:	400-530-007		
Project Type:	<input type="checkbox"/> Single-Family <input type="checkbox"/> Multi-Family <input type="checkbox"/> Commercial/Industrial <input type="checkbox"/> Minor Subdivision (5 lots or less) <input type="checkbox"/> Major subdivision (6+ lots) <input checked="" type="checkbox"/> Other COMMERCIAL		
Site Map Attached:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

The letter should be delivered to:

cust # 58316

lot # 21957

Recipient: TONY DEHBORGHI
102 HEATHER

PLEASE CHOOSE ONE:

☐ Mail (above address) ☒ E-mail
☐ Fax ☐ Will pick up

The District reserves the right to impose terms and conditions in Will Serve Letters and/or Water Supply Assessment Reports that take into account water availability issues, conservation issues and the District's existing facilities, all of which impact the District's ability to provide service to the subject property and maintain the District's ability to meet existing water demands.

Applicant's Signature

Date

7/9/19



**Beaumont-Cherry Valley Water District
Regular Board Meeting
August 14, 2019**

Item 9

STAFF REPORT

TO: Board of Directors

FROM: Daniel Jaggers, General Manager

SUBJECT: **Consideration of Request for Update of “Will Serve Letter” for Previously Approved Development – Parcel Map 32737 located on Desert Lawn Drive Southwest of Interstate 10 and Southeast of Brookside Avenue in the City of Calimesa (Riverside County Assessor Parcel Nos. 400-010-001 and 400-010-007)**

Staff Recommendation

Consider the request for an update of “Will Serve Letter” (WSL) for a previously approved development – Parcel Map 32737 (Riverside County Assessor’s Parcel Nos. 400-010-001 and 400-010-007) in the City of Calimesa.

- A. Approve the request for an Update of “Will Serve Letter” for a previously approved development – Parcel Map 32737 (Riverside County Assessor’s Parcel Nos. 400-010-001 and 400-010-007); or
- B. Deny the request for an Update of “Will Serve Letter” for previously approved development – Parcel Map 32737 (Riverside County Assessor’s Parcel Nos. 400-010-001 and 400-010-007)

Background

The Board approved the most recent “Will Serve Letter” extension on September 12, 2018 and the formal letter was issued to the applicant on September 25, 2018. In late July 2019, the Applicant, Rancho Citrus Corporation, contacted District staff and identified the desire to update said September 25, 2018 “Will Serve Letter.”

Before Board approval in 2018, the District requested the Applicant provide an explanation regarding the delay of the project moving forward to construction. In addition to said explanation, District staff requested a preliminary schedule detailing the proposed project schedule to provide the District confidence in the project moving forward during this “Will Serve Letter” extension period. Because of said previous request of information, the Applicant has provided a detailed update of the status of the project since the WSL extension in 2018. The proposed project and estimated water demand have not changed.

Summary

APNs 400-010-001 and 400-010-007

The Applicant has requested an update of “Will Serve Letter” for the Riverside County Assessor’s Parcel Nos. (APN) 400-010-001 and 400-010-007. In the request for update of “Will Serve Letter” the Applicant identified there have been several delays from the City of Calimesa and unanticipated difficulties regarding the design of the water facilities the District requires for the project to receive service.



District staff is considering a proposal by the Applicant for an alternative pipeline extension to provide adequate circulation in the water main to ensure District water quality objectives are maintained due to the proximity of the project in relation to District facilities. The Applicant's revised schedule anticipates construction of APN 400-010-001 (RV Storage Facility) by March 2020 and the construction of APN 400-010-007 (multi-tenant mixed-use building) by March 2021.

Third APN: 400-010-003 – Not a Part

The original project "Will Serve Letter" was provided to Sunlite Development, Inc. (Sunlite) for three (3) parcels which included the two (2) parcels listed above. The original Sunlite "Will Serve Letter" included one additional parcel, APN 400-010-003. This third parcel is currently being developed by CCV Management, LLC and the District originally provided a "Will Serve Letter" for said third parcel on May 14, 2014 and the Board approved a "Will Serve Letter" extension on January 9, 2019 for that project, which is titled "Country Club Village," and includes APN's 400-010-003-8, 400-010-016-0, and 400-010-017-1.

Total demand

The Applicant has identified a total project domestic water demand over the two (2) parcels (400-010-001 and 400-010-007) of approximately 67.40 Equivalent Dwelling Units (EDUs) and non-potable water demand of approximately 13.85 EDUs for a total of 81.25 EDUs.

Figure 1 (attached) identifies the location of the Assessor's Parcels associated with the Rancho Citrus Corporation Development. Those parcels are further divided into four development parcels as set forth on the original "Will Serve Letter" request exhibits (attached for reference) provided as part of the Applicant's original "Will Serve Letter" request.

Table 1 hereafter, sets forth the proposed development parcels, parcel sizes, use, and the associated domestic water demand estimates for those development parcels.

Table I Estimated Potable Water Demands
Rancho Citrus Business Park

APN	Developer Parcel Numbers	Description	Size (AC.)	Est. Dom Water Demand (GPD)	Est. Dom Water Demand (EDUs)
400-010-001	1	Mixed Use	3.66	3,070	5.3
400-010-007	2	RV Condo	4.98	19,610	33.8
	3	Mixed use	4.65	11,870	20.5
	4	RV Cover	5.62	4,520	7.8
Domestic Sub Total			18.91 Ac.	39,070 gpd	67.40 EDUs

Table 2 sets forth the Applicant's total project non-potable water demands.



Table 2 Estimated Non-Potable Water Demands
Rancho Citrus Business Park

Landscape Area	Description	Estimated Average Landscape (Gallons Per Day)	Estimated Domestic Water Demand (EDUs)
Total	Landscape Demand	8,034	13.85
Landscape Sub Total		8,034 gpd	13.85 EDUs

Total Water Demand

81.25 EDUs

Riverside County Assessor's Parcel Nos. 400-010-001 and 400-010-007 are within the District's Service Area Boundary and were included in an annexation of a larger set of land parcels that were annexed into the District's Service Area Boundary under LAFCO Annexation 2004-48-05 in 2006.

Conditions

Prior to final project development the following conditions must be met:

1. The Applicant shall enter into a water facilities extension agreement and pay all fees associated with the domestic and non-potable water services for the proposed development and those facilities set forth in the original project's Plan of Service. The Applicant shall also pay all fees related to new fire service facilities including any facilities improvements that may be necessary to meet the current City of Beaumont/City of Calimesa and/or County of Riverside fire protection conditions and/or fire flow requirements, whichever is applicable.
2. The Applicant shall pay front footage fees along all property frontages where facilities are currently installed, for which fees have not previously been paid as part of the original development proceedings.
3. The Applicant shall connect to the non-potable water system for irrigation supply. To minimize the use of potable water, the District requires the applicant conform to the City of Beaumont/City of Calimesa, and/or County of Riverside Landscaping Ordinances and Zoning Requirements (as applicable) which pertains to water efficient landscape requirements and the following:
 - a. Landscaped areas which have turf shall have "smart irrigation controllers" which use Evapotranspiration (ET) data to automatically control the watering. Systems shall have an automatic rain sensor to prevent watering during and shortly after rainfall and automatically determine watering schedule based on weather conditions, and not require seasonal monitoring changes. Orchard areas, if any, shall have drip irrigation.
 - b. Landscaping in non-turf areas should be drought-tolerant, consisting of planting materials which are native to the region. Irrigation systems for these areas should be drip or bubbler type.
4. The Applicant shall prepare and submit domestic water improvement plans, and identify recycled water connections on the existing Recycled Water Improvement Plans, in accordance with current District Standards showing all required domestic water system



and non-potable water system improvements. Said plans shall be approved by the District prior to construction.

5. The Applicant shall provide water line and non-potable water line easements as necessary to provide water supply and non-potable water supply to the project as required if said water lines are proposed to be installed in private or public land not within the public right of way.
6. The Applicant shall conform to all District requirements and all City of Beaumont/City of Calimesa, and/or County of Riverside requirements, as applicable.

Fiscal Impact

There will be no fiscal impact to the District related to site improvements, as all the fees and deposits will be paid for by the Applicant. The Developer will be required to extend domestic water pipeline and non-potable water pipeline facilities to this project and some cost sharing may be required due to Master Plan Facilities requirements.

Attachments

Figure 1 – Site Map – Assessor's Parcel Numbers 400-010-001 and 400-010-007

Figure 2 – Original "Will Serve Letter" Development Exhibits

Request for an Update of "Will Serve Letter", LEC, dated July 26, 2019

Will Serve Request, Dated July 8, 2015

Report prepared by Aaron Walker, Engineering Office Assistant and Erica Gonzales, Administrative Assistant



**Figure 1 Assessor's Parcel Numbers
400-010-001 and 400-010-007**



Figure 2 - Original "Will Serve Letter" Development

This detailed site plan illustrates the proposed development layout. The plan features several large, rectangular building footprints arranged in a central cluster. Surrounding these buildings are extensive parking areas, marked with individual parking spaces and vehicle symbols. Key infrastructure elements include Interstate 10 running along the top edge, a major freeway, and a drive labeled 'DRIVE'. To the right, the 'DESERT LAWN CEMETERY' is shown, with a 'TOWN OF CHANDLER' boundary indicated. The plan also includes a 'LAWN' area, a 'DESERT' area, and a 'PLANTATION ON THE LAKES' area. A 'VACANT LAND' area is labeled on the left. The plan is oriented with North (N) at the top. Various other labels and dimensions are present throughout the site, providing a comprehensive view of the development's footprint and its context within the surrounding landscape.

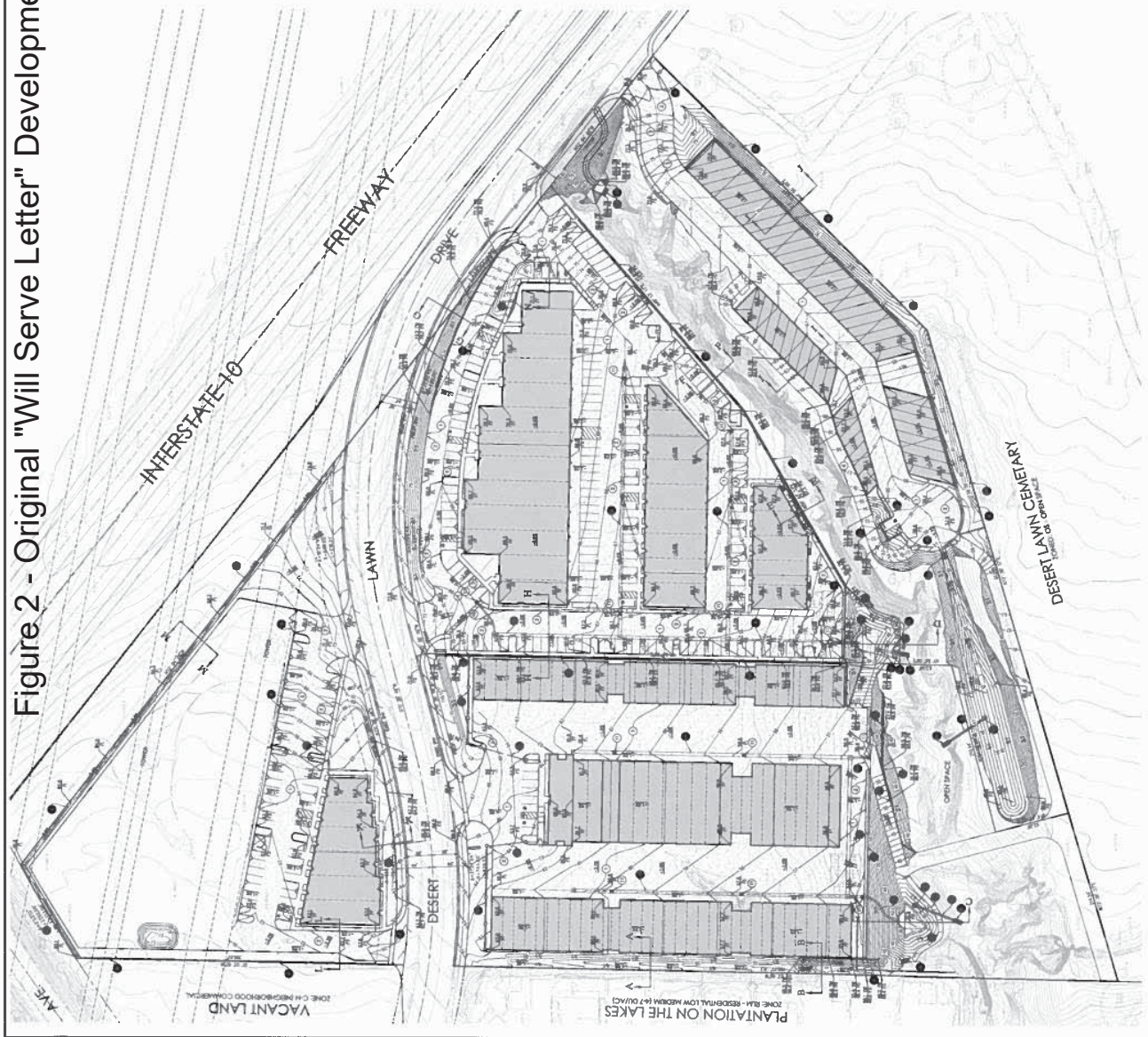


Figure 2 - Original "Will Serve Letter" Development Exhibits

The site plan illustrates the layout of Rancho Citrus Business Park, divided into four parcels. Parcel 1 (3.44 acres) is a single-story multi-tenant building. Parcel 2 (66,323.10 sq ft) includes a multi-story office building, a warehouse, and a parking lot. Parcel 3 (37,346.37 sq ft) is a single-story multi-tenant building. Parcel 4 (18,403.7 sq ft) is a single-story multi-tenant building. The plan also shows various open spaces, parking lots, and landscaping areas. Key infrastructure includes Interstate 10 to the north, a freeway drive, and Desert Linn Cemetery to the east. A vicinity map in the top right corner shows the site's location relative to Calimesa and the I-15 freeway.

PRELIMINARY UTILITY PLAN
RANCHO CITRUS BUSINESS PARK
A PROPOSED MULTI-USE COMMERCIAL/INDUSTRIAL CENTER,
CONSISTING OF MIXED USE COMMERCIAL/INDUSTRIAL ON PARCEL 1
& 3, AND R.V. CONDO. ON PARCEL 2, AND RV COVERED STORAGE
ON PARCEL 4

CIVIL ENGINEER:
JAMES M. HARRIS
JAMES M. HARRIS ENGINEERING, INC.
1000 CALIFORNIA STREET, SUITE 100
CALIMESA, CA 92523
TEL: (951) 940-1999
FAX: (951) 940-1998

PROJECT DESCRIPTION:
1. A PROPOSED MULTI-USE COMMERCIAL/INDUSTRIAL CENTER, CONSISTING OF MIXED USE COMMERCIAL/INDUSTRIAL ON PARCEL 1 & 3, AND R.V. CONDO. ON PARCEL 2, AND RV COVERED STORAGE ON PARCEL 4.

ASSUMPTIONS & PARCEL NUMBERS:
1. ALL PARCELS ARE ASSUMED TO BE AVAILABLE FOR DEVELOPMENT.
2. ALL PARCELS ARE ASSUMED TO BE AVAILABLE FOR DEVELOPMENT.

LOCAL AGENCIES SERVING THIS AREA:
CITY OF CALIMESA:
CITY ENGINEER: JAMES M. HARRIS
CITY PLANNING: JAMES M. HARRIS
CITY CLERK: JAMES M. HARRIS
CITY ATTORNEY: JAMES M. HARRIS
CITY MANAGER: JAMES M. HARRIS
CITY COMMISSIONER: JAMES M. HARRIS
CITY COUNCIL: JAMES M. HARRIS
CITY DEPARTMENT: JAMES M. HARRIS
CITY OFFICE: JAMES M. HARRIS
CITY ADDRESS: 1000 CALIFORNIA STREET, SUITE 100
CITY PHONE: (951) 940-1999
CITY FAX: (951) 940-1998
CITY WEBSITE: WWW.CALIMESA.CA.GOV

LOCAL AGENCIES SERVING THIS AREA:
CITY OF CALIMESA:
CITY ENGINEER: JAMES M. HARRIS
CITY PLANNING: JAMES M. HARRIS
CITY CLERK: JAMES M. HARRIS
CITY ATTORNEY: JAMES M. HARRIS
CITY MANAGER: JAMES M. HARRIS
CITY COMMISSIONER: JAMES M. HARRIS
CITY COUNCIL: JAMES M. HARRIS
CITY DEPARTMENT: JAMES M. HARRIS
CITY OFFICE: JAMES M. HARRIS
CITY ADDRESS: 1000 CALIFORNIA STREET, SUITE 100
CITY PHONE: (951) 940-1999
CITY FAX: (951) 940-1998
CITY WEBSITE: WWW.CALIMESA.CA.GOV

LEGEND:
1. 1" = 10' SCALE
2. 1" = 10' SCALE
3. 1" = 10' SCALE
4. 1" = 10' SCALE
5. 1" = 10' SCALE
6. 1" = 10' SCALE
7. 1" = 10' SCALE
8. 1" = 10' SCALE
9. 1" = 10' SCALE
10. 1" = 10' SCALE
11. 1" = 10' SCALE
12. 1" = 10' SCALE
13. 1" = 10' SCALE
14. 1" = 10' SCALE
15. 1" = 10' SCALE
16. 1" = 10' SCALE
17. 1" = 10' SCALE
18. 1" = 10' SCALE
19. 1" = 10' SCALE
20. 1" = 10' SCALE
21. 1" = 10' SCALE
22. 1" = 10' SCALE
23. 1" = 10' SCALE
24. 1" = 10' SCALE
25. 1" = 10' SCALE
26. 1" = 10' SCALE
27. 1" = 10' SCALE
28. 1" = 10' SCALE
29. 1" = 10' SCALE
30. 1" = 10' SCALE
31. 1" = 10' SCALE
32. 1" = 10' SCALE
33. 1" = 10' SCALE
34. 1" = 10' SCALE
35. 1" = 10' SCALE
36. 1" = 10' SCALE
37. 1" = 10' SCALE
38. 1" = 10' SCALE
39. 1" = 10' SCALE
40. 1" = 10' SCALE
41. 1" = 10' SCALE
42. 1" = 10' SCALE
43. 1" = 10' SCALE
44. 1" = 10' SCALE
45. 1" = 10' SCALE
46. 1" = 10' SCALE
47. 1" = 10' SCALE
48. 1" = 10' SCALE
49. 1" = 10' SCALE
50. 1" = 10' SCALE
51. 1" = 10' SCALE
52. 1" = 10' SCALE
53. 1" = 10' SCALE
54. 1" = 10' SCALE
55. 1" = 10' SCALE
56. 1" = 10' SCALE
57. 1" = 10' SCALE
58. 1" = 10' SCALE
59. 1" = 10' SCALE
60. 1" = 10' SCALE
61. 1" = 10' SCALE
62. 1" = 10' SCALE
63. 1" = 10' SCALE
64. 1" = 10' SCALE
65. 1" = 10' SCALE
66. 1" = 10' SCALE
67. 1" = 10' SCALE
68. 1" = 10' SCALE
69. 1" = 10' SCALE
70. 1" = 10' SCALE
71. 1" = 10' SCALE
72. 1" = 10' SCALE
73. 1" = 10' SCALE
74. 1" = 10' SCALE
75. 1" = 10' SCALE
76. 1" = 10' SCALE
77. 1" = 10' SCALE
78. 1" = 10' SCALE
79. 1" = 10' SCALE
80. 1" = 10' SCALE
81. 1" = 10' SCALE
82. 1" = 10' SCALE
83. 1" = 10' SCALE
84. 1" = 10' SCALE
85. 1" = 10' SCALE
86. 1" = 10' SCALE
87. 1" = 10' SCALE
88. 1" = 10' SCALE
89. 1" = 10' SCALE
90. 1" = 10' SCALE
91. 1" = 10' SCALE
92. 1" = 10' SCALE
93. 1" = 10' SCALE
94. 1" = 10' SCALE
95. 1" = 10' SCALE
96. 1" = 10' SCALE
97. 1" = 10' SCALE
98. 1" = 10' SCALE
99. 1" = 10' SCALE
100. 1" = 10' SCALE

NOTES:
1. ALL UTILITIES SHOWN ARE BASED ON THE LATEST AVAILABLE RECORDS.
2. ALL UTILITIES SHOWN ARE BASED ON THE LATEST AVAILABLE RECORDS.
3. ALL UTILITIES SHOWN ARE BASED ON THE LATEST AVAILABLE RECORDS.
4. ALL UTILITIES SHOWN ARE BASED ON THE LATEST AVAILABLE RECORDS.
5. ALL UTILITIES SHOWN ARE BASED ON THE LATEST AVAILABLE RECORDS.
6. ALL UTILITIES SHOWN ARE BASED ON THE LATEST AVAILABLE RECORDS.
7. ALL UTILITIES SHOWN ARE BASED ON THE LATEST AVAILABLE RECORDS.
8. ALL UTILITIES SHOWN ARE BASED ON THE LATEST AVAILABLE RECORDS.
9. ALL UTILITIES SHOWN ARE BASED ON THE LATEST AVAILABLE RECORDS.
10. ALL UTILITIES SHOWN ARE BASED ON THE LATEST AVAILABLE RECORDS.
11. ALL UTILITIES SHOWN ARE BASED ON THE LATEST AVAILABLE RECORDS.
12. ALL UTILITIES SHOWN ARE BASED ON THE LATEST AVAILABLE RECORDS.
13. ALL UTILITIES SHOWN ARE BASED ON THE LATEST AVAILABLE RECORDS.
14. ALL UTILITIES SHOWN ARE BASED ON THE LATEST AVAILABLE RECORDS.
15. ALL UTILITIES SHOWN ARE BASED ON THE LATEST AVAILABLE RECORDS.
16. ALL UTILITIES SHOWN ARE BASED ON THE LATEST AVAILABLE RECORDS.
17. ALL UTILITIES SHOWN ARE BASED ON THE LATEST AVAILABLE RECORDS.
18. ALL UTILITIES SHOWN ARE BASED ON THE LATEST AVAILABLE RECORDS.
19. ALL UTILITIES SHOWN ARE BASED ON THE LATEST AVAILABLE RECORDS.
20. ALL UTILITIES SHOWN ARE BASED ON THE LATEST AVAILABLE RECORDS.
21. ALL UTILITIES SHOWN ARE BASED ON THE LATEST AVAILABLE RECORDS.
22. ALL UTILITIES SHOWN ARE BASED ON THE LATEST AVAILABLE RECORDS.
23. ALL UTILITIES SHOWN ARE BASED ON THE LATEST AVAILABLE RECORDS.
24. ALL UTILITIES SHOWN ARE BASED ON THE LATEST AVAILABLE RECORDS.
25. ALL UTILITIES SHOWN ARE BASED ON THE LATEST AVAILABLE RECORDS.
26. ALL UTILITIES SHOWN ARE BASED ON THE LATEST AVAILABLE RECORDS.
27. ALL UTILITIES SHOWN ARE BASED ON THE LATEST AVAILABLE RECORDS.
28. ALL UTILITIES SHOWN ARE BASED ON THE LATEST AVAILABLE RECORDS.
29. ALL UTILITIES SHOWN ARE BASED ON THE LATEST AVAILABLE RECORDS.
30. ALL UTILITIES SHOWN ARE BASED ON THE LATEST AVAILABLE RECORDS.
31. ALL UTILITIES SHOWN ARE BASED ON THE LATEST AVAILABLE RECORDS.
32. ALL UTILITIES SHOWN ARE BASED ON THE LATEST AVAILABLE RECORDS.
33. ALL UTILITIES SHOWN ARE BASED ON THE LATEST AVAILABLE RECORDS.
34. ALL UTILITIES SHOWN ARE BASED ON THE LATEST AVAILABLE RECORDS.
35. ALL UTILITIES SHOWN ARE BASED ON THE LATEST AVAILABLE RECORDS.
36. ALL UTILITIES SHOWN ARE BASED ON THE LATEST AVAILABLE RECORDS.
37. ALL UTILITIES SHOWN ARE BASED ON THE LATEST AVAILABLE RECORDS.
38. ALL UTILITIES SHOWN ARE BASED ON THE LATEST AVAILABLE RECORDS.
39. ALL UTILITIES SHOWN ARE BASED ON THE LATEST AVAILABLE RECORDS.
40. ALL UTILITIES SHOWN ARE BASED ON THE LATEST AVAILABLE RECORDS.
41. ALL UTILITIES SHOWN ARE BASED ON THE LATEST AVAILABLE RECORDS.
42. ALL UTILITIES SHOWN ARE BASED ON THE LATEST AVAILABLE RECORDS.
43. ALL UTILITIES SHOWN ARE BASED ON THE LATEST AVAILABLE RECORDS.
44. ALL UTILITIES SHOWN ARE BASED ON THE LATEST AVAILABLE RECORDS.
45. ALL UTILITIES SHOWN ARE BASED ON THE LATEST AVAILABLE RECORDS.
46. ALL UTILITIES SHOWN ARE BASED ON THE LATEST AVAILABLE RECORDS.
47. ALL UTILITIES SHOWN ARE BASED ON THE LATEST AVAILABLE RECORDS.
48. ALL UTILITIES SHOWN ARE BASED ON THE LATEST AVAILABLE RECORDS.
49. ALL UTILITIES SHOWN ARE BASED ON THE LATEST AVAILABLE RECORDS.
50. ALL UTILITIES SHOWN ARE BASED ON THE LATEST AVAILABLE RECORDS.
51. ALL UTILITIES SHOWN ARE BASED ON THE LATEST AVAILABLE RECORDS.
52. ALL UTILITIES SHOWN ARE BASED ON THE LATEST AVAILABLE RECORDS.
53. ALL UTILITIES SHOWN ARE BASED ON THE LATEST AVAILABLE RECORDS.
54. ALL UTILITIES SHOWN ARE BASED ON THE LATEST AVAILABLE RECORDS.
55. ALL UTILITIES SHOWN ARE BASED ON THE LATEST AVAILABLE RECORDS.
56. ALL UTILITIES SHOWN ARE BASED ON THE LATEST AVAILABLE RECORDS.
57. ALL UTILITIES SHOWN ARE BASED ON THE LATEST AVAILABLE RECORDS.
58. ALL UTILITIES SHOWN ARE BASED ON THE LATEST AVAILABLE RECORDS.
59. ALL UTILITIES SHOWN ARE BASED ON THE LATEST AVAILABLE RECORDS.
60. ALL UTILITIES SHOWN ARE BASED ON THE LATEST AVAILABLE RECORDS.
61. ALL UTILITIES SHOWN ARE BASED ON THE LATEST AVAILABLE RECORDS.
62. ALL UTILITIES SHOWN ARE BASED ON THE LATEST AVAILABLE RECORDS.
63. ALL UTILITIES SHOWN ARE BASED ON THE LATEST AVAILABLE RECORDS.
64. ALL UTILITIES SHOWN ARE BASED ON THE LATEST AVAILABLE RECORDS.
65. ALL UTILITIES SHOWN ARE BASED ON THE LATEST AVAILABLE RECORDS.
66. ALL UTILITIES SHOWN ARE BASED ON THE LATEST AVAILABLE RECORDS.
67. ALL UTILITIES SHOWN ARE BASED ON THE LATEST AVAILABLE RECORDS.
68. ALL UTILITIES SHOWN ARE BASED ON THE LATEST AVAILABLE RECORDS.
69. ALL UTILITIES SHOWN ARE BASED ON THE LATEST AVAILABLE RECORDS.
70. ALL UTILITIES SHOWN ARE BASED ON THE LATEST AVAILABLE RECORDS.
71. ALL UTILITIES SHOWN ARE BASED ON THE LATEST AVAILABLE RECORDS.
72. ALL UTILITIES SHOWN ARE BASED ON THE LATEST AVAILABLE RECORDS.
73. ALL UTILITIES SHOWN ARE BASED ON THE LATEST AVAILABLE RECORDS.
74. ALL UTILITIES SHOWN ARE BASED ON THE LATEST AVAILABLE RECORDS.
75. ALL UTILITIES SHOWN ARE BASED ON THE LATEST AVAILABLE RECORDS.
76. ALL UTILITIES SHOWN ARE BASED ON THE LATEST AVAILABLE RECORDS.
77. ALL UTILITIES SHOWN ARE BASED ON THE LATEST AVAILABLE RECORDS

Figure 2 - Original "Will Serve Letter" Development Exhibits

Figure 2 - Original "Will Serve Letter" Development Exhibits

This figure is a detailed site plan for the Rancho Citrus Business Park. The plan shows four distinct parcels, each with specific building and parking configurations:

- Parcel 1:** 3.14 Acres, Single Office Building.
- Parcel 2:** 1.15 Acres, 18 Units, 18 RV Condos, 18 Units, 18 RV Condos.
- Parcel 3:** 4.85 Acres, Single Office Building.
- Parcel 4:** 9.10 Acres, 18 Units, 18 RV Condos, 18 Units, 18 RV Condos.

The plan also includes various other features and labels:

- Infrastructure:** Interstate 10, Freeway, Drive, Brookside Avenue, Desert Linn Cemetery, and a 100-foot wide easement for the California High-Speed Rail.
- Landscaping:** Areas labeled "LANDSCAPE" and "LAWN" are shown throughout the site.
- Other Features:** "VACANT LAND ZONE C-1 (RESIDENTIAL COMMERCIAL)", "PLANTATION ON THE LAKES", "DESK MARK ROAD", and "OPEN SPACE" are also indicated.
- Legend:** A legend at the bottom left defines symbols for "OPEN SPACE", "LANDSCAPE", "LAWN", "DESERT", "VACANT LAND", "VACANT LAND ZONE C-1 (RESIDENTIAL COMMERCIAL)", "PLANTATION ON THE LAKES", "DESK MARK ROAD", and "OPEN SPACE".
- Notes:** A "NOTES" section at the bottom right provides additional information, including a reference to "Figure 1 - Original 'Will Serve Letter' Development Exhibits" and a note about the "100-foot wide easement for the California High-Speed Rail".

July 26, 2019

Mr. Dan Jagers, General Manager
Mr. Mark Swanson, District Engineer
Beaumont Cherry Valley Water District (BCVWD)
560 Magnolia Avenue
Beaumont, CA 92223-2258

RE: Request for an Updated "Will Serve Letter" for the Rancho Citrus Business Park, a Proposed Commercial Development set forth on Parcel Map 32727, approved for domestic and non-potable water service as set forth in the BCVWD "Will Serve Letter" dated June 21, 2017. The project is located on Desert Lawn Drive between Plantation on the Lakes and Desert Lawn Cemetery, in the City of Calimesa. Properties: APN 400-010-001, and 400-010-007, proposing RV Storage Units on Parcel 1, Multi-Tenant Mixed Use on Parcel 2 and the Existing Parcel lying north of Desert Lawn Drive adjacent to the I-10 Freeway:

Dear Mr. Jagers & Swanson,

On behalf of the property owner Rancho Citrus Corporation, the developer of the Rancho Citrus Business Park, please allow this letter to serve as a formal request to extend the Will Serve Letter for the above referenced project.

Last year on September 12, 2019, this project received a 1 year extension for the Will Serve Letter from the BCVWD Board. At that time the District requested the developer submit an itemized schedule detailing all steps leading up to and including construction, as it is District staff's intent to accurately present the project's reason for extensions.

The following provides an updated schedule of events up to the date of this letter of request:

- September 2014 - Project DR14-02 was submitted to the City of Calimesa for Development Review.
- September 2014 - November of 2016, the project went through several submittals to the city including significant changes to the grading design to meet the city's consultant engineer (TKE) preferences to mitigate for WQMP (water quality) and storm water detention. Additionally TKE requested the developer look into the possibility of filling up existing drainage channel that runs northeast to southwest along the southerly portion of the property, and install a drain pipe so that the developer could realize the use of the entire parcels. The opinions received from separate environmental firms indicated the probable timeline to process permits with Army Corp and DF&G could take between 18 months to 2 years or more. The developer decided to not consider the fill of the drainage channel. The project submitted a request for will serve letter to BCVWD on July 8, 2015 (See attached)
- October 2016 – Upon redesign, the project was submitted to the city.

- November 16, 2016 – Project received comments from TKE to provide a Traffic Study that would include the project driveways and several major intersections that would receive signals away from the project.
- February 2017 – After receiving several bids, the developer engaged Kunzman & Associates traffic engineers to prepare the traffic study.
- May 1, 2017 – Received Traffic Study and submitted to city for review.
- May 8, 2017 – Water Letter requested from BCVWD.
- June 21, 2017 – Received Will Serve Letter from BCVWD.
- September 28, 2017 – After two reviews by city and TKE, Traffic Study found to be acceptable for city approval.
- November 8, 2017 – City unanimously approves project at Planning Commission.
- December 2017 to June 2018 – Developer bids project architecture, engineering, construction estimates.
- June 27, 2018 – Developer signs contracts for architect, engineers, surveyors, etc.
- July 10, 2018 to present – Architectural building plans are 80% complete, Civil Engineering Plans are 50% complete.
- August 2, 2018 – LEC requested status of Will Serve Letter Extension.
- August 30, 2018 – Received notice that will serve letter was not issued, BCVWD requesting a formal Will Serve Letter extension request.
- September 12, 2018 – Received District Approval for Will Serve Letter Extension.
- September 12, 2019 to May 15, 2019 – Worked with District staff to obtain master plan flow data for Desert Lawn Drive's existing system, submitted offsite water improvement plans for staff review.
- May 15, 2019 to July 24, 2019 – Awaiting a response from District staff for design concurrence of potable system improvement extension to utilize the 18-inch line as a private fire protection system until such time downstream development can loop the system, and for potable use today, proposes an interim 6-inch line for drinking water.
- July 26, 2019 – Submit this letter request for Will Serve Letter extension, awaiting a response from District on potable system improvement extension.

The following provides an anticipated design and construction schedule for the project:

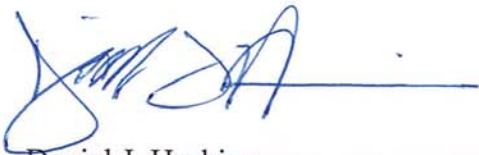
- July 26 2019 to August 26, 2019 – Receive approval for Project PS&E's, currently submitted to the City of Calimesa for final review and approval. **Offsite Water Plan submittal for 2nd check to BCVWD is pending responses from BCVWD staff.**
- September 1, 2019 – Anticipates receipt of PS&E approvals from City of Calimesa. (Hopefully project can receive approval to commence final design modifications of offsite water plans in Desert Lawn Drive from District staff, and obtain plan approval concurrently with city approvals.
- September 15, 2019 - Pull permits and commence grading of the project.
- September 15, 2019 to March 15, 2020. Construction of Parcel 1 RV Storage Facility, and 9,000 s.f. Multi-Tenant Building on North Parcel.
- March 15, 2019 to March 15, 2020. Construction of Parcel 2, separate Multi-Tenant Mixed Use Buildings.

We hope the information above provides sufficient information in support for extending the Will Serve Letter for this project. As indicated above, several attempts since May of this year have been made to communicate with District staff regarding the final design elements of the 18-inch line in Desert Lawn Drive. Once the final design of the system can be agreed upon, the plans can be reviewed, approved and construction of the water system can commence.

Please schedule this will serve letter extension request as soon as possible. We thank you in advance for your assistance with this request.

If you have any questions or comments, please contact us.

Sincerely,
LAND ENGINEERING CONSULTANTS, INC.

A handwritten signature in blue ink, appearing to read 'Daniel J. Haskins', with a long horizontal line extending to the right.

Daniel J. Haskins
Principal

Cc: Mr. Mark Stanson, Owners Project Representative
Mr. Clayton Tanaga, Owners General Council
Mr. Guy Yocom, Yocom-Baldwin Development, Owner/Developer



BEAUMONT CHERRY VALLEY WATER DISTRICT

560 Magnolia Avenue • PO Box 2037

Beaumont, CA 92223-2258

Phone (951) 845-9581

www.bcvwd.org

☒ **Will Serve Request** ☐ **Water Supply Assessment (SB210)**

Applicant Name: RANCHO CITRUS CORPORATION	Contact Phone # DAN HASKINS, L.E.C. - 909 754-0208
Mailing Address: 3299 HORSELESS CARRIAGE DRIVE	Fax #: N/A
City: NORCO	E-mail: dan@lecincorporated.com
State & Zip: CALIFORNIA, 92860	
Service Address: Desert Lawn Drive, between Desert Lawn Cemetery & Plantation on the Lakes	
Assessor's Parcel Number (APN), Tract Map No. Parcel Map No.: 400-010-001 & 007	
Project Type: <input type="checkbox"/> Single-Family <input type="checkbox"/> Multi-Family <input checked="" type="checkbox"/> Commercial/Industrial <input type="checkbox"/> Minor Subdivision (5 lots or less) <input type="checkbox"/> Major subdivision (6+ lots) <input type="checkbox"/> Other	
Site Map Attached: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

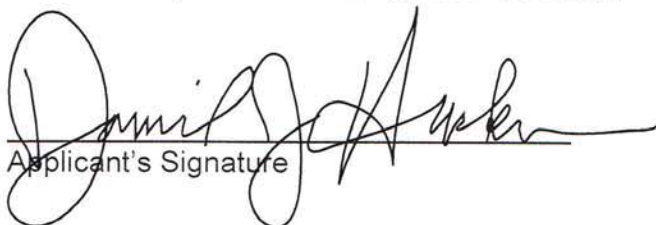
The letter should be delivered to:

Recipient: DAN HASKINS, L.E.C.
POB 541
CALIMESA, CALIFORNIA 92320

PLEASE CHOOSE ONE:

☐ Mail (above address) ☒ E-mail
☐ Fax ☐ Will pick up

The District reserves the right to impose terms and conditions in Will Serve Letters and/or Water Supply Assessment Reports that take into account water availability issues, conservation issues and the District's existing facilities, all of which impact the District's ability to provide service to the subject property and maintain the District's ability to meet existing water demands.


Applicant's Signature

7-8-15

Date



**Beaumont-Cherry Valley Water District
Regular Board Meeting
August 14, 2019**

Item 10

STAFF REPORT

TO: Board of Directors

FROM: Dan Jagers, General Manager

SUBJECT: **Consideration of Attendance at the Association of California Water Agencies Annual Fall Conference in San Diego, December 3-6, 2019**

Staff Recommendation

Consider assignment of two members of the Board of Directors and / or staff to represent BCVWD at the Association of California Water Agencies Conference (ACWA), to be held December 3-6, 2019 at the Manchester Grand Hyatt in San Diego.

Background

The BCVWD Policies and Procedures Manual Part II, Section 12 A states:

Members of the Board of Directors are encouraged to attend educational conferences and professional meetings when the purposes of such activities are to improve District operation. Hence, there is no limit as to the number of Directors attending a particular conference or seminar when it is apparent that their attendance is beneficial to the District.

Attendance at the ACWA conference can be beneficial to the District. The conference provides a forum to learn about potential opportunities, best practices, changes in water or special district law, and to make strategic contacts. In addition, the changing landscape of rates, along with the large water projects that directly impact BCWVD (Sites Reservoir and Gov. Newsom's Water Resilience Portfolio Initiative) will be hot topics at the event and it would serve BCVWD to be well informed.

The location in San Diego in 2019 provides a convenient driving opportunity to attend without significant travel.

Fiscal Impact

Estimated cost per conference attendee:

Conference registration with meal package	725.00
Hotel (check in 12/2, check out 12/6 = 4 nights @ \$209 + tax)	941.15
Meals and incidentals (3.5 days: 3 dinners, 3 breakfasts*)	\$144.00
Transportation (driving personal vehicle 224 miles RT @ 58 cents/mile)**	\$129.92
Director per diem (5 days @ \$200 per day)	\$1,000.00
Estimated cost per conference attendee	\$2,940.07

*U.S. General Services Administration per diem rates for San Diego = \$17 breakfast, \$31 dinner

Attachments

BCVWD Policies and Procedures Manual Part II, Section 12 A
Preliminary Conference Agenda (Version 6/9/2019)

Report prepared by Lynda Kerney, Administrative Assistant

- iii. Amend these rules in whole or in part; or,
- iii. Both.

12. TRAINING, EDUCATION AND CONFERENCES

- A. **Policy.** Members of the Board of Directors are encouraged to attend educational conferences and professional meetings when the purposes of such activities are to improve District operation. Hence, there is no limit as to the number of Directors attending a particular conference or seminar when it is apparent that their attendance is beneficial to the District.
 - i. "Junkets" (a tour or journey for pleasure at public expense), however, will not be permitted.
- B. **Expenses.** It is the policy of the District to encourage Board development and excellence of performance by reimbursing actual expenses incurred for tuition, travel, lodging and meals as a result of training, educational courses, participation with professional organizations, and attendance at local, state and national conferences associated with the interests of the District. Cash advances or use by Directors of District credit cards for these purposes is not permitted unless approved by Article 14E.
 - i. Staff as assigned by the General Manager is responsible for making arrangements for Directors for conference and registration expenses, and may help as requested for per diem. Per diem, when appropriate, shall include reimbursement of expenses for meals, lodging, and travel. All expenses for which reimbursement is requested by Directors, or which are billed to the District by Directors, shall be submitted to the assigned staff member, together with validated receipts in accordance with State law.
 - ii. Attendance by Directors of seminars, workshops, courses, professional organization meetings, and conferences shall be approved by the Board of Directors prior to incurring any reimbursable costs.
 - iii. Expenses to the District for Board of Directors' training, education and conferences should be kept to a minimum by utilizing recommendations for transportation and housing accommodations put forth, if any, by the event sponsor and by:
 - a. Utilizing hotel(s) recommended by the event sponsor in order to obtain discounted rates or using other less expensive nearby lodging.
 - b. Directors traveling together whenever feasible and economically beneficial.

ACWA 2019 Fall Conference & Exhibition

PRELIMINARY AGENDA

December 3 – 6, 2019 • San Diego

ACWA JPIA - MONDAY, DEC. 2

8:30 – 10:00 AM

- ACWA JPIA Program Committee

10:15 – 11:15 AM

- ACWA JPIA Executive Committee

1:30 – 4:00 PM

- ACWA JPIA Board of Directors

4:00 – 5:00 PM

- ACWA JPIA Town Hall

5:00 – 6:00 PM

- ACWA JPIA Reception

TUESDAY, DEC. 3

8:00 AM – 9:45 AM

- Agriculture Committee

8:00 AM – 6:00 PM

- Registration

8:30 AM – Noon

- ACWA JPIA Seminars

9:00 AM – 5:00 PM

- ACWA Legal Briefing & CLE Workshop

10:00 – 11:45 AM

- Groundwater Committee
- Local Government Committee

11:00 AM – Noon

- Outreach Task Force

Noon – 2:00 PM

- ACWA 101 & Luncheon
- Committee Lunch Break

1:00 – 2:45 PM

- Energy Committee
- Finance Committee
- Scholarship & Awards Subcommittee
- Water Management Committee

1:00 – 3:00 PM

- ACWA JPIA: Sexual Harassment Prevention for Board Members & Managers (AB 1825)

3:00 – 4:45 PM

- Communications Committee
- Federal Affairs Committee
- Membership Committee
- Water Quality Committee

5:00 – 6:30 PM

- Welcome Reception in the Exhibit Hall

WEDNESDAY, DEC. 4

7:30 AM – 5 PM

- Registration

8:00 – 9:45 AM

- Opening Breakfast (*Ticket Required*)

8:30 AM – Noon & 1:30 – 6:00 PM

- Exhibit Hall

10:00 – 11:30 AM

- Attorneys Program
- Energy Committee Program
- Exhibitor Demos
- Finance Program
- Region Issue Forum
- Statewide Issue Forum
- Water Industry Trends Program

11:30 – 11:45 AM

- Networking in the Exhibit Hall

11:45 AM – 2:00 PM

- General Session Luncheon (*Ticket Required*)

2:15 – 3:30 PM

- Attorney Program
- Communications Committee Program
- Energy Committee Program
- Exhibitor Case Study
- Region Program
- Statewide Issue Forum
- Water Industry Trends Program

3:45 – 5:00 PM

- Ag/Water Quality Committee
- Aquatic Resources Subcommittee
- Exhibitor Case Study
- Finance Program
- Local Government Committee
- Statewide Issue Forums
- Water Industry Trends Program

3:30 – 5:30 PM

- Legal Affairs Committee

5:00 – 6:00 PM

- Prize Drawing Fiesta Night in the Exhibit Hall

5:30 – 7:00 PM

- CalDesal Hosted Mixer
- Jacobs Hosted Reception

THURSDAY, DEC. 5

7:30 AM – 4 PM

- Registration

7:45 – 9:15 AM

- Regions 1–5 Membership Meetings

8:00 AM – Noon

- Exhibit Hall

8:00 – 9:15 AM

- Networking Continental Breakfast, Exhibit Hall (*Ticket Required*)

8:30 – 10:45 AM

- Ethics Training (AB 1234) - *Limited Seating*

9:30 – 11:00 AM

- Attorneys Program
- Exhibitor Demos
- Finance Program
- Region Issue Forum
- Statewide Issue Forum
- Water Industry Trends Program

11:00 – 11:30 AM

- Prize Drawings in the Exhibit Hall

11:45 AM – 2:00 PM

- General Session Luncheon (*Ticket Required*)

2:15 – 3:15 PM

- Attorneys Program
- Exhibitor Case Studies
- Federal Issues Forum
- Statewide Issue Forum
- Water Industry Trends Program

3:30 – 5 PM

- Regions 6–10 Membership Meetings

6:00 – 7:00 PM

- Outreach Reception

7:00 – 10:00 PM

- Dinner & Entertainment (*Ticket Required*)

FRIDAY, DEC. 6

8:00 – 9:30 AM

- Registration

8:30 – 10:00 AM

- ACWA's Hans Doe Past Presidents' Breakfast in Partnership with ACWA JPIA (*Ticket Required*)

OTHER EVENTS

THURSDAY, DEC. 5

6:45 – 8:30 AM

- San Joaquin Valley Agricultural Water Committee

All conference programs are subject to change.

Last modified: June 6, 2019



**Beaumont-Cherry Valley Water District
Regular Board Meeting
August 14, 2019**

Item 11

STAFF REPORT

TO: Board of Directors

FROM: Dan Jagers, General Manager

SUBJECT: **Update on the Beaumont Basin Watermaster Committee and its Adoption of Resolution No. 2019-02 Amending Section 7 of the Rules and Regulations of the Beaumont Basin Watermaster**

Staff Recommendation

No recommendation.

Background

The Beaumont Basin Watermaster Committee was formed as a result of a stipulated judgment on February 4, 2004 between the BCVWD, the City of Beaumont, the City of Banning, the South Mesa Water Company and the Yucaipa Valley Water District. The parties recognized they had common goals in management of the Beaumont Basin and desired to actively manage the local water resources. Pursuant to the judgment, a five-member Watermaster Committee was established, consisting of representatives from each of the agencies.

Over the last year, the Watermaster Committee has grappled with some ambiguity regarding the perfection of water rights following the conversion of overlying water rights as part of the overlying property development. The question arose upon interpretation of Section 7 of the Rules and Regulations of the Beaumont Basin Watermaster regarding the transfer of a developer's overlying rights to an appropriator, and at what point did those rights become appropriative based on the dates of water service provided, parcels being serviced, and amount of water served.

Summary

At its June 25, 2019 special meeting, the Watermaster Committee adopted Resolution 2019-02 making modifications to Section 7 of the Watermaster Rules and Regulations to appropriators as part of the Water Service process, which revised Section 7 of the Beaumont Basin Watermaster to parallel language in the stipulated judgement as well as established an accounting table for transfers of water rights from overlying parties.

Fiscal Impact

None.

Attachments

Beaumont Basin Watermaster June 25, 2019 Memorandum No. 19-15
Email from Beaumont Basin Watermaster Legal Counsel dated June 05, 2019
Memorandum from Beaumont Basin Watermaster Legal Counsel to Watermaster Committee dated May 28, 2019
Section 7 of the Beaumont Basin Watermaster Rules and Regulation in redline form
Beaumont Basin Watermaster Resolution 2019-02

Report prepared by Lynda Kerney, Administrative Assistant

BEAUMONT BASIN WATERMASTER MEMORANDUM NO. 19-15

Date: June 25, 2019

From: Joseph Zoba, Treasurer

Subject: Consideration of Resolution No. 2019-02 Amending Section 7 of the Rules and Regulations of the Beaumont Basin Watermaster

Recommendation: That the Watermaster Committee adopt Resolution No. 2019-02.

At the Watermaster meeting held on March 6, 2019, the members of the Watermaster Committee discussed the process by which water rights can be transferred from an Overlying Party to an Appropriator Party.

The Committee members Dan Jagers and Joseph Zoba worked together with Legal Counsel Thierry Montoya as members of the ad hoc committee. The ad hoc committee members reviewed the Judgment in detail to ensure that Section 7 of the Rules and Regulations as provided in the attached Resolution No. 2019-02 conforms to the Judgment.

Resolution No. 2019-02 was presented at the Watermaster meeting held on June 5, 2019. However, at this meeting Watermaster Committee member Dan Jagers requested clarification about Section III Declaration and Adjustment of Rights, 3. Adjustment of Rights, Subsection D by Legal Counsel Thierry Montoya. The consideration of Resolution No. 2019-02 was subsequently tabled by the Watermaster Committee members.

Mr. Montoya confirmed by email message on June 5, 2019 that "The proposed Resolution No. 2019-02 is consistent with the Stipulated Judgment's "Adjustment of Rights" provision and should be recommended for approval". Therefore a special meeting of the Beaumont Watermaster was arranged for June 25, 2019 to consider the approval of Resolution No. 2019-02.

Resolution No. 2019-02, Amending Section 7 of the Rules and ...



Thierry Montoya <tmontoya@alvaradosmith.com>

To [Dan Jagers](#); [darmstrongsmwc@yahoo.com](#); [George Jorritsma](#);
[Kyle Warsinski](#); [avela@ci.banning.ca.us](#); [Joseph Zoba](#)

06/05/2019



You forwarded this message on 06/05/2019 5:22 PM.

All,

I have reviewed the Stipulated Judgment, in particular, Section III. DECLARATION AND ADJUSTMENT OF RIGHTS, 3 Adjustment of Rights D. In that section, the parties to the Judgment, both overlying and appropriative, stipulated that in instances where an overlying right, "...equal of exceeding the volume of potable groundwater earmarked...., the Appropriator Party which will serve the Overlying Party... [shall]...impose potable water charges and assessments upon the Overlying Party..." as the rates specified in that section. In that same section, it was stipulated among the appropriative and overlying parties to the judgment that the "Appropriator Party...[would refrain from collecting] from such Overlying Party any development charge that may be related to the importation of water in the Beaumont Basin." So the provision is clear in terms of which type of charge will, and will not be imposed on the overlying party under the specified earmarked transfer—as stipulated to by the parties pursuant to the February 4, 2004 filed: "Stipulation for Entry of Judgment Adjudicating Groundwater Rights In The Beaumont Basin."

The proposed Resolution No. 2019-02 is consistent with the Stipulated Judgment's "Adjustment of Rights" provision and should be recommended for approval.

Thierry R. Montoya

Equity Shareholder
1 MacArthur Place, Suite 200
Santa Ana, CA 92707
T: 714.852.6800
F: 714.852.6899
tmontoya@alvaradosmith.com



MEMORANDUM

TO: Beaumont Basin Watermaster ("BBW")
FROM: Thierry Montoya
DATE: May 28, 2019
RE: Resolution of the Beaumont Basin Watermaster to Amend Section 7 of the Rules and Regulations of the Watermaster

As previously akenized, an *Ad Hoc* Committee of the BBW, consisting of Joseph Zoba of the Yucaipa Valley Water District, Dan Jagers of the Beaumont Cherry Valley Water District, and myself, as legal counsel for the BBW, met on April 16, 2019, and again on May 7, 2019, to review and analyze the BBW's Rules and Regulations ("R&R") "Adjustment of Rights" language, concerning overlying to appropriative water rights transfers and the accounting for such, for consistency with the February 4, 2004, "Judgment Pursuant to Stipulation Adjudicating Groundwater Rights in the Beaumont Basin's" relevant water transfer language. The attached Resolution No. 2019-02 (Exhibit "A") is the result of the *Ad Hoc* Committee's recommended changes to R&R's Section 7's "Adjustment of Rights" language to better comport it to the Judgment.

The Judgment's and R&R's Language Regarding Transfer of Overlying Water Rights to an Appropriator

The Judgment defines "overlying parties" as "...owners of land which overlies the Beaumont Basin and have exercised Overlying Water Rights to pump therefrom." See, Judgment, Introduction, section 3(O), lines 13-17. Appropriators hold an interest in "...the amount of Safe Yield remaining after satisfaction of Overlying Water Rights." See, Judgment, Introduction, section 3(C), lines 3-4.

Within that legal construct, the Judgment and the R&R "...allow for the transfer of an overlying water right and when transferred to an appropriative party, the former overlying water right becomes an appropriative right "...to the extent their respective properties [the Overlying Properties] receive water service from an Appropriative Party..." See, Judgment, Declaration and Adjustment of Rights, section 1, lines 7:28-8:5. The Judgment further has a provision for the accounting of such transferred rights from overlying to appropriative stating, "[t]o the extent any Overlying Party requests, and uses its Exhibit "B", Column 4 water to obtain water service from an Appropriative Party, an equivalent volume of potable groundwater shall be earmarked by the Appropriative Party which will serve the Overlying Party, up to the volume of the Overlying Water Rights as reflected in Column 4 of Exhibit "B" attached hereto, for the purpose of serving the Overlying Party." See, Judgment, Declaration and Adjustment of Rights, section 3(B), lines 15-22. In the event that "...the Overlying Party receives water service as provided...the Overlying Party shall forbear the use of that volume of the Overlying Water Right earmarked by the Appropriative Party. The Appropriator Party providing such service shall have the right to produce the volume of water foregone by the

May 28, 2019

Page 2

Overlying Party, in addition to other rights otherwise allocated to the Appropriator Party.” See, Judgment, Declaration and Adjustment of Rights, section 3(C), lines 8:28-9:7; section G, lines 11:9-14; 12:4-7.

As noted above, the Judgment and the Rules are consistent with California law holding that an overlying water right can be terminated, transferred, or abandoned—and when such occurs, the former overlying right becomes appropriative in nature. See, *Fall River Valley Irr. Dist. v. Mt. Shasta Power Corp.* (1927) 202 Cal. 56, 65-- riparian and overlying water rights may also be abandoned by both the concurrence of an intent to abandon and the act of relinquishing possession.

To that extent that R&R, Section 7’s “Adjustments of Rights” provisions were aligned with the Judgment and case law on the issue of water transfers of an overlying right to an appropriative party, that language is set forth in the proposed Resolution No. 2019-02 and its Attachment “A.” Those sections of R&R, Section 7 that were excised were removed as not being sufficiently tied to the Judgment.

Finally, the *Ad Hoc* Committee recommends language for a “Form 5,” as notice of an overlying to appropriative water rights transfer.

SECTION 7 ADJUSTMENTS OF RIGHTS

7.0 In General. Overlying Parties shall have the right to exercise their respective Overlying Water Rights except to the extent provided in Section III, Paragraph 3, entitled Adjustment of Rights, of the Judgment. (Judgment, p. 8, lines 12-14).

- (a) To the extent any Overlying Party requests, and uses its adjudicated water rights to obtain water service from an Appropriator Party, an equivalent volume of potable groundwater shall be earmarked by the Appropriator Party which will serve the Overlying Party, up to the volume of the Overlying Water Rights as reflected in Column 4 of Exhibit "B" of the Judgment, for the purpose of serving the Overlying Party. (Judgment, p. 8, lines 15-27).
- (b) When an Overlying Party receives water service as provided for in paragraph 7(a), the Overlying Party shall forebear the use of that volume of the Overlying Water Right earmarked by the Appropriator Party. The Appropriator Party providing such service shall have the right to produce the volume of water foregone by the Overlying Party, in addition to other rights otherwise allocated to the Appropriator Party. (Judgment, p. 8, line 28 – p. 9, line 7).
- (c) Should the volume of the Overlying Water Right equal or exceed the volume of potable groundwater earmarked as provided in paragraph 7(a), the Appropriator Party which will serve the Overlying Party shall:
 - (i) Impose potable water charges and assessments upon the Overlying Party and its successors in interest at the rates charged to the then-existing regular customers of the Appropriator Party, and
 - (ii) Not collect from such Overlying Party any development charge that may be related to the importation of water into the Beaumont Basin.
- (d) If an Appropriator Party provides recycled water to serve an overlying use served with groundwater, then the Overlying Water Right shall not be diminished by the receipt of recycled water.

7.1 Notice of Adjustment of Rights, from an Overlying Pumper to Appropriator. The Overlying Pumper and Appropriator shall complete a Notice of Adjustment of Rights (Form 5 - Notice to Adjust Rights of an Overlying Party due to Proposed Provision of Water Service by an Appropriator) and file it with the Watermaster ~~within 30 days of entering into a Service Agreement.~~

- (a) Accounting for ~~Adjustment of Rights Transfers.~~ Watermaster staff will shall maintain an accounting of acquisitions by Appropriators of water otherwise subject to Overlying Water Rights as the result of the provision of water service by an Appropriator. The Watermaster shall maintain an accounting of all ~~adjustments of rights based on actual meter readings or other measuring devices. The accounting will be presented~~ transfers, and such accounting shall be included in the Annual Report and other relevant Watermaster reports as appropriate.

~~7.2 — Transfer of Water Between Appropriators. Any Appropriator may transfer all or any portion of its Appropriator's Production Right or Operating Yield that is surplus to its needs to another Appropriator in accordance with these Rules and Regulations.~~

~~7.3 — Watermaster Supervision and Approval. Any proposed transfer shall first be approved by the Watermaster and implemented under Watermaster supervision.~~

~~7.4 — Marketing Procedures. An Appropriator wishing to transfer all or any portion of its Appropriator's Production Right may do so in any one of the following three ways:~~

~~(a) — The Appropriator may undertake its own marketing efforts and negotiate an agreement with one or more Appropriators; or~~

~~(b) — The Appropriator may request assistance from the Watermaster to conduct a sealed bidding process among the Appropriators and award a contract to the highest bidder; or~~

~~(c) — The Appropriator may request the Watermaster to allocate the total amount of water to be transferred to the accounts of the other Appropriators in proportion to their respective shares of the Operating Safe Yield and assess each of the Appropriators for the water at a cost not to exceed a Watermaster-approved Groundwater Replenishment Rate.~~

~~7.5 — Disposition of Revenue. Any revenue generated from the transfer of surplus water shall be used first to reduce or pay off delinquent Annual Administrative Assessments and Annual Replenishment Assessments, if any, and the balance shall be paid over to the transferring party. At the transferring party's option, the balance may be credited to future Assessments.~~

~~7.67.2~~ **Accounting for Transfers.** The Watermaster shall maintain an accounting of all transfers, and such accounting shall be included in the Annual Report and other relevant Watermaster reports as appropriate.

~~7.77.3~~ **Availability of Unused Overlying Production and Allocation to the Appropriator Parties.** Except as provided for in Section 7.0 herein, to the extent that groundwater pumping by an overlying party to the Judgment does not exceed five times the share of safe yield assigned to the overlying party during any five-year period (see column 4 of Exhibit B to the Judgment), the amount of groundwater not produced by such overlying party pursuant to its rights under the Judgment shall be available for allocation to the appropriator parties in accordance with their respective percentage shares of unused safe yield (see column 3 of Exhibit C to the Judgment). The availability and allocation of any such groundwater not produced by the overlying parties in accordance with their rights under the Judgment shall be first determined in fiscal year 2003/09 and every year thereafter. The table below illustrates the allocation process anticipated in the Judgment.

Available Unused Overlying Production in Fiscal	Will be Allocated to the Appropriator Parties in Fiscal
2003/04	2008/09
2004/05	2009/10
2005/06	2010/11

2006/07	2011/12
2007/08	2012/13
2008/09	2013/14
2009/10	2014/15
2010/11	2015/16
2011/12	2016/17
2012/13	2017/18

Groundwater not produced by the overlying parties in accordance with their rights under the Judgment and determined to be available for allocation to the appropriator parties pursuant hereto may be utilized by the appropriator parties in accordance with the terms of the Judgment and these Rules and Regulations. Neither this rule nor its operation shall be deemed or construed in any way to change, limit or otherwise affect any rights awarded to and held by the overlying parties pursuant to the Judgment. Nor shall this rule or its operation result in any liability to the overlying parties or be deemed or construed as a transfer, assignment, forfeiture or abandonment of any overlying rights under the Judgment.

Adjusted Water Rights Pursuant to Section 3 of the Judgment
(Example Tabulation for Annual Reporting Purposes)

<u>Overlying Party to the Judgment</u>	<u>2004 Initial Overlying Water Right (acre feet)</u>	<u>2014 Updated Overlying Water Right (acre feet)</u>	<u>Beaumont Cherry Valley Water District</u>		<u>Yucaipa Valley Water District</u>	
			<u>Earmarked</u>	<u>Transferred</u>	<u>Earmarked</u>	<u>Transferred</u>
<u>California Oak Valley Golf and Resort</u>	<u>950.0</u>	<u>735.8</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<u>Plantation on the Lake</u>	<u>581.0</u>	<u>450.0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<u>Sharondale Mesa Owners Association</u>	<u>200.0</u>	<u>154.9</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<u>Tukwet Canyon Golf Club</u>	<u>2,200.0</u>	<u>1704.0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<u>Rancho Calimesa Mobile Home Park</u>	<u>150.0</u>	<u>116.2</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<u>Gutierrez, Hector, et.al.</u>	<u>10.0</u>	<u>7.7</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<u>Darmont, Boris and Miriam</u>	<u>2.5</u>	<u>1.9</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<u>Aldama, Nicolas and Amalia</u>	<u>7.0</u>	<u>5.4</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<u>McAmis, Ronald L.</u>	<u>5.0</u>	<u>3.9</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<u>Nikodinov, Nick</u>	<u>20.0</u>	<u>15.5</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<u>Beckman, Walter M.</u>	<u>75.0</u>	<u>58.1</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<u>Albor Properties III</u>	<u>300.0</u>	<u>232.4</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<u>Sterns, Leonard M. and Dorothy D.</u>	<u>200.0</u>	<u>154.9</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<u>Sunny-Cal Egg and Poultry Company</u>	<u>1,439.5</u>	<u>1,115.0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<u>Merlin Properties</u>	<u>550.0</u>	<u>426.0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<u>Oak Valley Partners</u>	<u>1,806.0</u>	<u>1,215.85</u>	<u>0</u>	<u>0</u>	<u>2.65</u>	<u>180.40</u>
<u>Roman Catholic Bishop of San Bernardino</u>	<u>154.0</u>	<u>119.3</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<u>Total</u>	<u>8,650.0¹</u>		<u>6,700.0²</u>			

1. Original Safe Yield - February 4, 2004
2. Recalculated Safe Yield - Resolution No. 2015-01

**NOTICE TO ADJUST RIGHTS OF AN OVERLYING PARTY DUE TO
PROPOSED PROVISION OF WATER SERVICE BY AN
APPROPRIATOR**

Please take notice that _____ (“Appropriator”) proposes to provide retail water service to _____ (“Overlying Owner”) and that _____ acre feet (“Earmarked Water”) of Overlying Water Rights will be transferred to the Appropriator when the Overlying Owner receives water service.

Notice is hereby given that the Watermaster will reduce the Overlying Owner’s Overlying Water Right(s) (as shown in Exhibit B, Column 4 of the Judgment and modified by the redetermination of safe yield) by the amount of Earmarked Water and adjust the Appropriative Water Rights of the Appropriator effective on the day when water service is first provided by the Appropriator.

OVERLYING OWNER

APPROPRIATOR

<u>Overlying Party</u>	<u>Appropriator Party</u>
<u>Authorized Agent – Print Name</u>	<u>Authorized Agent – Print Name</u>
<u>Title</u>	<u>Title</u>
<u>Signature</u>	<u>Signature</u>
<u>Date</u>	<u>Date</u>
<u>Address for Notice</u>	<u>Address for Notice</u>
<u>Telephone</u>	<u>Telephone</u>
<u>Email Address</u>	<u>Email Address</u>

For Watermaster Use

Date Form is Received:

Date Earmarked Water is First Used:

**NOTICE OF TRANSFER OF APPROPRIATOR PRODUCTION RIGHT OR
OPERATING YIELD BETWEEN APPROPRIATORS**
Calendar Year

Notice is hereby given that commencing on January 1, _____ and terminating on December 31, _____, _____ ("Transferor") hereby transfers to _____ ("Transferee") the quantity of _____ acre-feet of corresponding Appropriator Production Right or Operating Yield adjudicated to Transferor or its predecessor in interest in the Judgment rendered in the Case of SAN TIMOTEO WATERSHED MANAGEMENT AUTHORITY vs. CITY OF BANNING, et. Al., RIC 389197, entered on February 4, 2004.

TRANSFEROR

TRANSFEEEE

Entity Name

Entity Name

Authorized Agent – Print Name

Authorized Agent – Print Name

Title

Title

Signature

Signature

Date

Date

Address for Notice

Address for Notice

Telephone

Telephone

Email Address

Email Address

For Watermaster Use

Date Form is Received:

Date Earmarked Water is First Used:

RESOLUTION NO. 2019-02

A RESOLUTION OF THE BEAUMONT BASIN WATERMASTER TO AMEND SECTION 7 OF THE RULES AND REGULATIONS OF THE WATERMASTER

WHEREAS, the Stipulated Judgment establishing the Beaumont Basin Watermaster (Riverside Superior Court Case No. 389197) empowers the Beaumont Basin Watermaster to adopt appropriate rules and regulations for the conduct of Watermaster affairs.

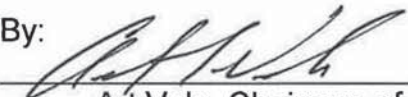
NOW, THEREFORE, BE IT RESOLVED BY THE BEAUMONT BASIN WATERMASTER AS FOLLOWS:

1. The Beaumont Basin Watermaster hereby rescinds Section 7 of the Beaumont Basin Watermaster Rules and Regulations in its entirety and replaces Section 7 of the Beaumont Basin Watermaster Rules and Regulations as provided in Attachment A. .
2. The Beaumont Basin Watermaster hereby adopts Form 5 entitled, "Notice to Adjust Rights of an Overlying Party due to Proposed Provision of Water Service by an Appropriator", and Form 7 entitled, "Notice of Transfer of Appropriator Production Right or Operating Yield Between Appropriators" as provided in Attachment A.
3. The Secretary of the Watermaster is hereby authorized and directed to disseminate copies of this Resolution to all pumpers within the Beaumont Basin and other interested parties, and to incorporate such Amendment in the Rules and Regulations of the Watermaster and maintain same on its website for reference.

PASSED AND ADOPTED this 25th day of June 2019.

BEAUMONT BASIN WATERMASTER

By:



Art Vela, Chairman of the
Beaumont Basin Watermaster

Attachment A

SECTION 7 ADJUSTMENTS OF RIGHTS

- 7.0 In General.** Overlying Parties shall have the right to exercise their respective Overlying Water Rights except to the extent provided in Section III, Paragraph 3, entitled Adjustment of Rights, of the Judgment. (Judgment, p. 8, lines 12-14).
- (a) To the extent any Overlying Party requests, and uses its adjudicated water rights to obtain water service from an Appropriator Party, an equivalent volume of potable groundwater shall be earmarked by the Appropriator Party which will serve the Overlying Party, up to the volume of the Overlying Water Rights as reflected in Column 4 of Exhibit "B" of the Judgment, for the purpose of serving the Overlying Party. (Judgment, p. 8, lines 15-27).
 - (b) When an Overlying Party receives water service as provided for in paragraph 7(a), the Overlying Party shall forebear the use of that volume of the Overlying Water Right earmarked by the Appropriator Party. The Appropriator Party providing such service shall have the right to produce the volume of water foregone by the Overlying Party, in addition to other rights otherwise allocated to the Appropriator Party. (Judgment, p. 8, line 28 – p. 9, line 7).
 - (c) Should the volume of the Overlying Water Right equal or exceed the volume of potable groundwater earmarked as provided in paragraph 7(a), the Appropriator Party which will serve the Overlying Party shall:
 - (i) Impose potable water charges and assessments upon the Overlying Party and its successors in interest at the rates charged to the then-existing regular customers of the Appropriator Party, and
 - (ii) Not collect from such Overlying Party any development charge that may be related to the importation of water into the Beaumont Basin.
 - (d) If an Appropriator Party provides recycled water to serve an overlying use served with groundwater, then the Overlying Water Right shall not be diminished by the receipt of recycled water.
- 7.1 Notice of Adjustment of Rights from an Overlying Pumper to an Appropriator.** The Overlying Pumper and Appropriator shall complete a Notice of Adjustment of Rights (Form 5 - Notice to Adjust Rights of an Overlying Party due to Proposed Provision of Water Service by an Appropriator) and file it with the Watermaster.
- (a) Accounting for Transfers. Watermaster shall maintain an accounting of acquisitions by Appropriators of water otherwise subject to Overlying Water Rights as the result of the provision of water service by an Appropriator. The Watermaster shall maintain an accounting of all transfers, and such accounting shall be included in the Annual Report and other relevant Watermaster reports as appropriate.
- 7.2 Transfer of Water Between Appropriators.** Any Appropriator may transfer all or any portion of its Appropriator's Production Right or Operating Yield that is surplus to its needs to another Appropriator in accordance with these Rules and Regulations. The

Watermaster shall maintain an accounting of all transfers, and such accounting shall be included in the Annual Report and other relevant Watermaster reports as appropriate.

- 7.3 Availability of Unused Overlying Production and Allocation to the Appropriator Parties.** Except as provided for in Section 7.0 herein, to the extent that groundwater pumping by an overlying party to the Judgment does not exceed five times the share of safe yield assigned to the overlying party during any five-year period (see column 4 of Exhibit B to the Judgment), the amount of groundwater not produced by such overlying party pursuant to its rights under the Judgment shall be available for allocation to the appropriator parties in accordance with their respective percentage shares of unused safe yield (see column 3 of Exhibit C to the Judgment). The availability and allocation of any such groundwater not produced by the overlying parties in accordance with their rights under the Judgment shall be first determined in fiscal year 2008/09 and every year thereafter. The table below illustrates the allocation process anticipated in the Judgment.

Available Unused Overlying Production in Fiscal	Will be Allocated to the Appropriator Parties in Fiscal
2003/04	2008/09
2004/05	2009/10
2005/06	2010/11
2006/07	2011/12
2007/08	2012/13
2008/09	2013/14
2009/10	2014/15
2010/11	2015/16
2011/12	2016/17
2012/13	2017/18

Groundwater not produced by the overlying parties in accordance with their rights under the Judgment and determined to be available for allocation to the appropriator parties pursuant hereto may be utilized by the appropriator parties in accordance with the terms of the Judgment and these Rules and Regulations. Neither this rule nor its operation shall be deemed or construed in any way to change, limit, or otherwise affect any rights awarded to and held by the overlying parties pursuant to the Judgment. Nor shall this rule or its operation result in any liability to the overlying parties or be deemed or construed as a transfer, assignment, forfeiture, or abandonment of any overlying rights under the Judgment.

Adjusted Water Rights Pursuant to Section 3 of the Judgment
(Example Tabulation for Annual Reporting Purposes)

Overlying Party to the Judgment	2004 Initial Overlying Water Right (acre feet)	2014 Updated Overlying Water Right (acre feet)	Beaumont Cherry Valley Water District		Yucaipa Valley Water District	
			Earmarked	Transferred	Earmarked	Transferred
California Oak Valley Golf and Resort	950.0	735.8	0	0	0	0
Plantation on the Lake	581.0	450.0	0	0	0	0
Sharondale Mesa Owners Association	200.0	154.9	0	0	0	0
Tukwet Canyon Golf Club	2,200.0	1704.0	0	0	0	0
Rancho Calimesa Mobile Home Park	150.0	116.2	0	0	0	0
Gutierrez, Hector, et.al.	10.0	7.7	0	0	0	0
Darmont, Boris and Miriam	2.5	1.9	0	0	0	0
Aldama, Nicolas and Amalia	7.0	5.4	0	0	0	0
McAmis, Ronald L.	5.0	3.9	0	0	0	0
Nikodinov, Nick	20.0	15.5	0	0	0	0
Beckman, Walter M.	75.0	58.1	0	0	0	0
Albor Properties III	300.0	232.4	0	0	0	0
Sterns, Leonard M., and Dorothy D.	200.0	154.9	0	0	0	0
Sunny-Cal Egg and Poultry Company	1,439.5	1,115.0	0	0	0	0
Merlin Properties	550.0	426.0	0	0	0	0
Oak Valley Partners	1,806.0	1,215.85	0	0	2.65	180.40
Roman Catholic Bishop of San Bernardino	154.0	119.3	0	0	0	0
Total	8,650.0¹				6,700.0²	

1. Original Safe Yield - February 4, 2004
2. Recalculated Safe Yield - Resolution No. 2015-01

NOTICE TO ADJUST RIGHTS OF AN OVERLYING PARTY DUE TO PROPOSED PROVISION OF WATER SERVICE BY AN APPROPRIATOR

Please take notice that _____ ("Appropriator")
proposes to provide retail water service to _____
("Overlying Owner") and that _____ acre feet ("Earmarked Water") of Overlying Water Rights
will be transferred to the Appropriator when the Overlying Owner receives water service.

Notice is hereby given that the Watermaster will reduce the Overlying Owner's Overlying Water Right(s) (as shown in Exhibit B, Column 4 of the Judgment and modified by the redetermination of safe yield) by the amount of Earmarked Water and adjust the Appropriative Water Rights of the Appropriator effective on the day when water service is first provided by the Appropriator.

OVERLYING OWNER

APPROPRIATOR

Overlying Party	Appropriator Party
Authorized Agent – Print Name	Authorized Agent – Print Name
Title	Title
Signature	Signature
Date	Date
Address for Notice	Address for Notice
Telephone	Telephone
Email Address	Email Address

For Watermaster Use
Date Form is Received:
Date Earmarked Water is First Used:

NOTICE OF TRANSFER OF APPROPRIATOR PRODUCTION RIGHT OR OPERATING YIELD BETWEEN APPROPRIATORS **Calendar Year _____**

Notice is hereby given that commencing on January 1, _____ and terminating on December 31, _____ ("Transferor") hereby transfers to _____ ("Transferee") the quantity of _____ acre-feet of corresponding Appropriator Production Right or Operating Yield adjudicated to Transferor or its predecessor in interest in the Judgment rendered in the Case of SAN TIMOTEO WATERSHED MANAGEMENT AUTHORITY vs. CITY OF BANNING, et. Al., RIC 389197, entered on February 4, 2004.

TRANSFEROR

TRANSFEEEE

_____	_____
Entity Name	Entity Name
_____	_____
Authorized Agent – Print Name	Authorized Agent – Print Name
_____	_____
Title	Title
_____	_____
Signature	Signature
_____	_____
Date	Date
_____	_____
Address for Notice	Address for Notice
_____	_____
Telephone	Telephone
_____	_____
Email Address	Email Address

For Watermaster Use
Date Form is Received:
Date Earmarked Water is First Used:



**Beaumont-Cherry Valley Water District
Regular Board Meeting
August 14, 2019**

Item 12

STAFF REPORT

TO: Board of Directors

FROM: Dan Jagers, General Manager

SUBJECT: Update of the San Timoteo Groundwater Basin, Sustainable Groundwater Management Agency requirements and Review of the Draft Memorandum of Agreement for the San Timoteo Groundwater Sustainability Agency

Staff Recommendation

No recommendation.

Background

The Sustainable Groundwater Management Act (SGMA) was signed into state law on September 16, 2014, establishing a new structure for managing California's groundwater resources. The San Timoteo Groundwater Management Agency was established on June 20, 2017 and consists of representatives from the City of Redlands, Yucaipa Valley Water District, Beaumont-Cherry Valley Water District and the San Geronio Pass Water Agency. General Manager Dan Jagers and Assistant Director of Operations James Bean are the primary and alternate representatives for the District, respectively.

At the Regular Board meeting on June 13, 2018, staff informed the Board that although the Upper Santa Ana Valley – San Timoteo Basin was originally assigned a priority level of "Medium," it had been downgraded to a "Very Low" priority in the 2018 DRAFT Prioritization published by the California Department of Water Resources (DWR). The boundary amendment for the San Timoteo Groundwater Basin has subsequently been approved, eliminating the southerly portion of the basin in the Badlands area due to the lack of available groundwater. Due to this change along with the adjudication of the Beaumont Basin Watermaster, the functionality and management of the San Timoteo Groundwater Basin is significantly reduced.

The attached Draft Memorandum of Agreement is being proposed to create a coordinated and cohesive management effort among those members of the San Timoteo Groundwater Sustainability Agency (STGMA) invested in managing the San Timoteo Basin. In addition, the City of Banning may join the group, and the San Geronio Pass Water Agency's General Manager has indicated said Agency will not participate at this time.

Figure 1 shows how the proposed STGMA will utilize management areas to achieve compliance with the Sustainable Groundwater Management Act.

Fiscal Impact

There is no fiscal impact to the District at this time.



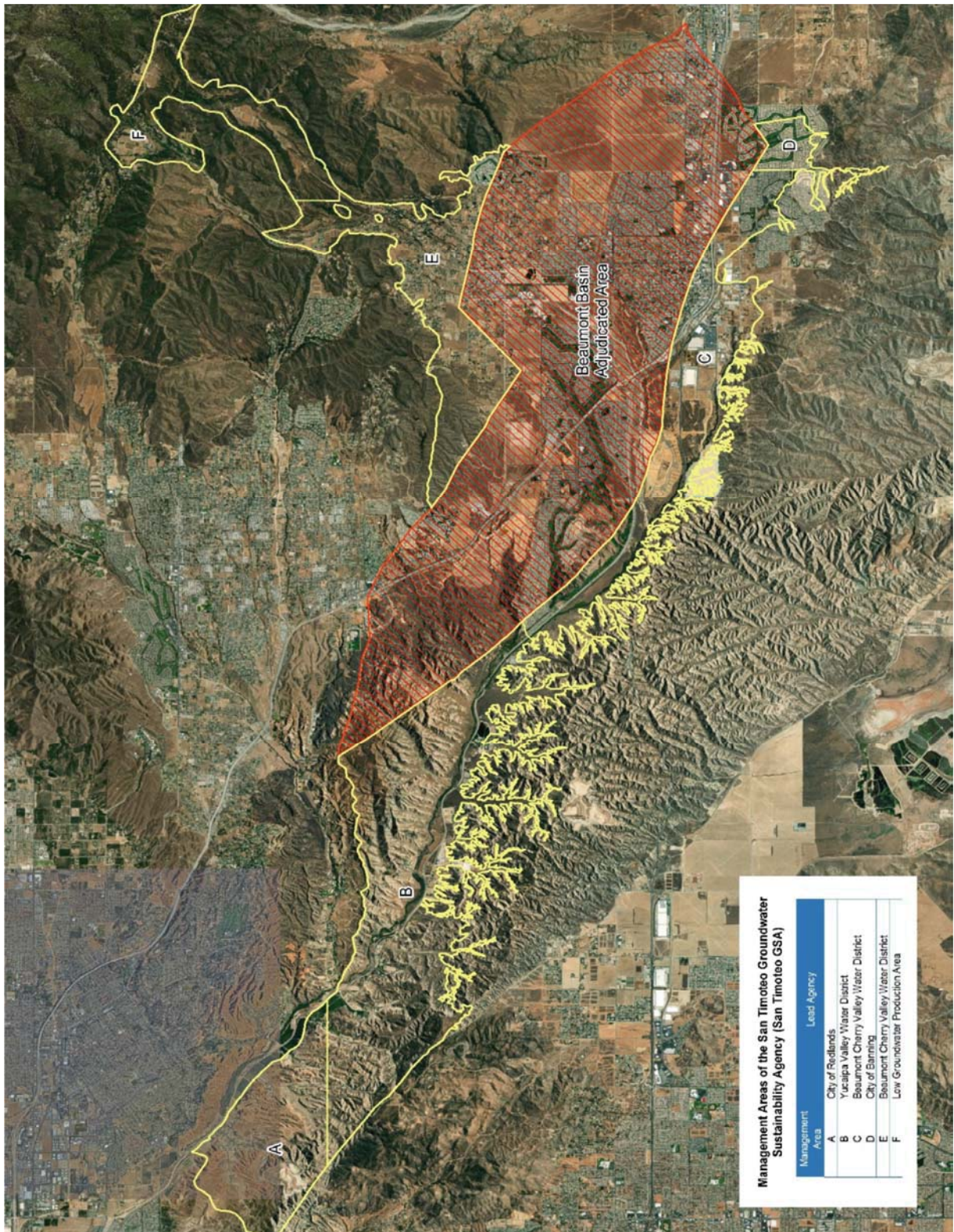
Attachment(s)

- Figure 1 – Management Areas of the San Timoteo Groundwater Sustainability Agency (STGMA)
- Draft Memorandum of Agreement for the proposed STGMA

Staff Report prepared by Erica Gonzales, Administrative Assistant



**Figure 1 –
Management Areas of the San Timoteo Groundwater Sustainability Agency (STGMA)**



*Figure 1 taken from Yucaipa Valley Water District July 25, 2019 Board Workshop Agenda

**MEMORANDUM OF AGREEMENT TO FORM A
COORDINATED GROUNDWATER SUSTAINABILITY AGENCY
FOR THE UNADJUDICATED PORTION OF THE
SAN TIMOTEO SUBBASIN AND TO CREATE
MULTIPLE GROUNDWATER SUSTAINABILITY PLANS**

This 2019 Memorandum of Agreement (MOA), amending the 2017 Memorandum of Agreement, is entered into by and among Beaumont Cherry Valley Water District (BCVWD), City of Banning (Banning), City of Redlands (Redlands), and Yucaipa Valley Water District (YVWD), which may be referred to herein individually as a "Party" and collectively as the "Parties."

Pursuant to the Sustainable Groundwater Management Act (SGMA) and as further set forth herein, the purpose of this MOA is to form a Groundwater Sustainability Agency (GSA) for part of the unadjudicated portion of the San Timoteo Subbasin (Basin), the members of which GSA shall be Banning, BCVWD, Redlands, and YVWD (herein, the "San Timoteo GSA").

RECITALS

WHEREAS, on September 16, 2014, Governor Jerry Brown signed into law Senate Bills 1168 and 1319, and Assembly Bill 1739, collectively known as the Sustainable Groundwater Management Act (SGMA), codified in certain provisions of the California Government Code, commencing with Section 65350.5, and in certain provisions of the California Water Code, including but not limited to, Sections 5200 et seq. and 10720 et seq.; and

WHEREAS, SGMA went into effect on January 1, 2015, and thereafter various clarifying amendments to SGMA were signed into law in 2015, including Senate Bills 13 and 226, and Assembly Bills 617 and 939; and

WHEREAS, the San Timoteo Subbasin (Basin), as further depicted in Exhibit A to this MOA, was originally identified by the California Department of Water Resources (DWR) Bulletin 118 as Subbasin No. 8-02.08 of the Upper Santa Ana Valley Groundwater Basin, and designated by DWR as medium priority, and therefore, except as provided by SGMA, the Basin is subject to the requirements of SGMA; and

WHEREAS, on June 20, 2017, the original parties to the San Timoteo GSA adopted a Memorandum of Agreement pursuant to the requirements of SGMA. The original parties consisted of Beaumont Cherry Valley Water District (BCVWD), Yucaipa Valley Water District (YVWD), City of Redlands (Redlands), and San Geronimo Pass Water Agency (SGPWA); and

WHEREAS, on June 20, 2018, the Board of Directors of Eastern Municipal Water District adopted Resolution No. 2018-083 Initiating a Basin Boundary Modification Request for the San Timoteo Subbasin that was subsequently approved by the Department of Water Resources resulting in a revised Basin boundary as depicted in Exhibit B to this MOA which represents the effective boundary of this San Timoteo GSA; and

WHEREAS, in 2019, the San Timoteo Subbasin was reprioritized and identified as Subbasin No. 8-002.08 of the Upper Santa Ana Valley Groundwater Basin and designated by DWR as a very low priority, and therefore, a Groundwater Sustainability Plan (GSP) is encouraged and authorized, but not required by SGMA (Water Code § 10720.7); and

WHEREAS, on June 6, 2019, the General Manager of the San Geronio Pass Water Agency indicated by email message that the San Geronio Pass Water Agency would not be part of the amended San Timoteo GSA due to the very low priority of the Basin; and

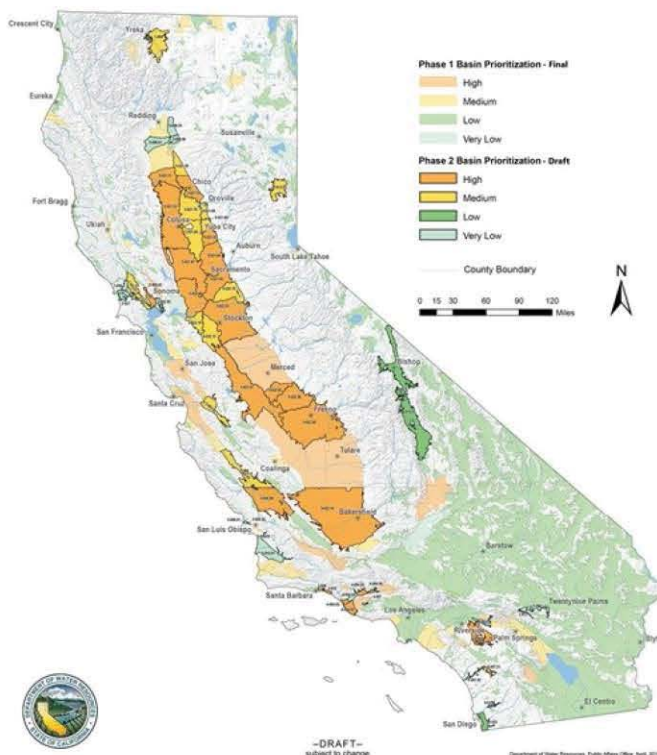
WHEREAS, the Parties recognize and agree that a portion of the Basin (herein, the Adjudicated Area) is subject to the Beaumont Basin adjudication and Judgment in the case referred to as *San Timoteo Watershed Management Authority v. City of Banning, et al.*,

Riverside County Superior Court Case No. RIC 389197, and that pursuant to SGMA Section 10720.8(a)(1), said portion of the Basin generally is not subject to the requirements of SGMA and will be managed by the Beaumont Basin Watermaster and not the San Timoteo GSA; and

WHEREAS, Banning, BCVWD, Redlands, and YVWD each overlie a portion of the Basin and each has respective groundwater supply and groundwater management responsibilities within the Basin, and have been authorized by their governing board to become part of the San Timoteo GSA; and

WHEREAS, in accordance with the terms of this MOA, and in furtherance of the shared intent of the Parties to maximize funding opportunities, increase transparency, and foster cooperation, the Parties agree that the San Timoteo GSA shall be reformed by this MOA to cover the entire Basin except the Adjudicated Area of the Basin; and

WHEREAS, the Parties mutually desire and intend to work with local stakeholders and interested entities in the Basin that are not Parties to this MOA, including but not limited to City of Beaumont, City of Calimesa, County of Riverside Planning Department, County of San Bernardino Flood Control District, San Bernardino Valley Municipal Water District, Beaumont Basin Watermaster, San Geronio Pass Water Agency, overlying landowners, and others to carry out the policy, purposes, and requirements of SGMA in the Basin.



AGREEMENT

NOW, THEREFORE, in consideration of the promises, terms, conditions, and covenants contained herein, it is mutually understood and agreed as follows:

- I. **Incorporation of Recitals.** The Recitals stated above are incorporated herein by reference.
- II. **Purposes.** The purpose of this MOA is to form the San Timoteo GSA for part of the unadjudicated portion of the Basin and to initially create separate Groundwater Sustainability Plans (GSPs) for each Management Area in such a manner that the individual GSPs can be consolidated into a single GSP when the priority of the Basin is changed and a GSP is required.
- III. **Boundaries of San Timoteo GSA.** The boundaries of the San Timoteo GSA, as further depicted in Exhibit B to this MOA, shall be the entire Basin except the Adjudicated Area of the Basin as further specified in this MOA. The Parties understand and agree that the Adjudicated Area of the Basin will not be managed by the San Timoteo GSA.
- IV. **Definitions.** The following terms, whether used in the singular or plural, and when used with initial capitalization, shall have the meanings specified herein. The Parties agree that any definitions set forth herein are intended to be consistent with SGMA, and in the event of any discrepancy between a defined term in this MOA and a defined term in SGMA, the terms of SGMA shall control.
 - A. "Adjudicated Area" refers to that portion of the Basin that is subject to the Beaumont Basin adjudication and Judgment in the case referred to as *San Timoteo Watershed Management Authority v. City of Banning, et al.*, Riverside County Superior Court Case No. RIC 389197, as further depicted in Exhibit B to this MOA.
 - B. "Banning" means the City of Banning.
 - C. "Basin" refers to the San Timoteo Subbasin, designated by the California Department of Water Resources as Subbasin No. 8-002.08, as further specified, and depicted in Exhibit B to this MOA.
 - D. "BCVWD" means the Beaumont Cherry Valley Water District.
 - E. "DWR" means the California Department of Water Resources.
 - F. "GSA" means Groundwater Sustainability Agency, as defined by SGMA.
 - G. "GSP" means Groundwater Sustainability Plan, as defined by SGMA.
 - H. "Management Area" refers to the portions of the Basin that have been identified in Exhibit C that allow each Party to proceed at their leisure to create a site-specific GSP to collect data and support the localized groundwater Management Area.
 - I. "Memorandum of Agreement" or "MOA" refers to this Memorandum of Agreement.

- J. "Party" or "Parties" refers individually or collectively to Beaumont Cherry Valley Water District, City of Banning, City of Redlands, and Yucaipa Valley Water District, as signatories to this MOA.
- K. "Redlands" means the City of Redlands.
- L. "SGMA" refers to the Sustainable Groundwater Management Act.
- M. "San Timoteo GSA" refers to the San Timoteo Subbasin GSA formed under this MOA, the members of which GSA are Banning, BCVWD, Redlands, and YVWD.
- N. "YVWD" means the Yucaipa Valley Water District.

V. Approval of MOA and Formation of the San Timoteo GSA. Approval of this MOA and formation of the San Timoteo GSA shall be accomplished by Banning, BCVWD, Redlands, and YVWD each holding its own noticed public hearing pursuant to Government Code §6066 and at such hearing approving a Resolution by its governing board to enter into this MOA and jointly form the San Timoteo GSA.

- A. Upon Approval of the MOA, each Party accepts the responsibility to become the Lead Agency for the development of a GSP in their respective Management Area as illustrated in Exhibit C based upon the schedule and timing as determined by the Lead Agency.

Management Area	Lead Agency
A	City of Redlands
B	Yucaipa Valley Water District
C	Beaumont Cherry Valley Water District
D	City of Banning
E	Beaumont Cherry Valley Water District
F	Low Groundwater Production Area

- B. The Lead Agency agrees to incur all costs related to SGMA compliance, or develop an alternative funding mechanism applicable to their respective Management Area to include, but not be limited to, public outreach, websites, annual reports, well installation, groundwater quality monitoring, groundwater elevation monitoring, GSP updates, groundwater replenishment, and other costs associated with SGMA.

VI. Coordination and Cooperation

- A. Management Areas. The Parties acknowledge that SGMA, and provisions of the SGMA regulations promulgated by DWR, including but not limited to Section 354.20 (23 C.C.R. § 354.20), authorize the establishment of Management Areas for the development and implementation of sustainable groundwater management within the Basin, and accordingly the Parties acknowledge that each GSP covering a Management Area shall at a minimum include the following elements which shall be jointly developed, maintained, and modified as appropriate in the future:
- The reason for the creation of each management area;

-
- ii. The minimum thresholds and measurable objectives established for each Management Area, and an explanation of the rationale for selecting those values
 - iii. The level of monitoring and analysis appropriate for each Management Area;
 - iv. An explanation of how the Management Area can operate under different minimum thresholds and measurable objectives without causing undesirable results outside the Management Area; and
 - v. Specific localized descriptions, maps, and other information sufficient to describe conditions in each area.
 - B. Determination to Prepare a GSP. As a very low priority Basin, each Party, as a lead agency, shall retain the sole and absolute discretion to prepare a GSP for their respective Management Area based on the boundary illustrated in Exhibit C.
 - C. Continued Cooperation. At least annually, the Parties to this MOA will meet, confer, coordinate, and collaborate to discuss and develop technical, managerial, financial, and other criteria and procedures for the preparation, governance, and implementation of GSPs in the Basin and to carry out the policy, purposes, and requirements of SGMA in the Basin.
 - D. Points of Contact. Each Party shall designate a principal contact person for that Party, who may be changed from time to time at the sole discretion of the designating Party. The principal contact person for each Party shall be responsible for coordinating with the principal contact persons for the other Parties in scheduling meetings and other activities under this MOA.
 - E. Changes to Water Levels. The Parties shall coordinate and resolve any changes in groundwater elevations within each Management Area to ensure the Parties, stakeholders, and other interested individuals are reasonably protected from damages related to the operation of each individual Management Area.
 - F. Development of a Basin-wide GSP. In the event the Department of Water Resources requires, or by unanimous written consent of the Parties adopting this MOA in calendar year 2019, the Parties may consolidate the individual GSPs into one GSP and redefine the cost sharing, voting, and operational parameters for the long-term maintenance and oversight of a Basin-wide GSP.

VII. Roles and Responsibilities

- A. The Parties agree to work in good faith and coordinate all activities to carry out the purposes of this MOA in implementing the policy, purposes, and requirements of SGMA within the boundaries of the San Timoteo GSA.
- B. Banning, BCVWD, Redlands, and YVWD, as members of the San Timoteo GSA, shall coordinate with each other to cause all applicable noticing and submission of required information to DWR regarding formation of the San Timoteo GSA.
- C. Banning, BCVWD, Redlands, and YVWD, as members of the San Timoteo GSA, shall determine the information collected and provided on individual websites for

each Management Area to maintain the integrity and exchange of data with the other Parties and Stakeholders in the Basin.

VIII. Funding and Budgeting. The Parties shall independently be responsible for the development of each GSP within their specific Management Area as provided in Exhibit C.

IX. Stakeholders

- A. The Parties agree to work together in ensuring public outreach and involvement of the public, other interested stakeholders, and other agencies, including but not limited to beneficial uses and users of groundwater as provided in SGMA Section 10723.2 for each Management Area.
- B. The Parties acknowledge, agree, and desire that the preparation, adoption, and implementation of GSPs for the Basin, and the ongoing process of ensuring compliance with the requirements of SGMA in the Basin, will involve coordination and cooperation with stakeholders and other interested parties, including but not limited to those identified in this MOA.

X. Term, Termination, and Withdrawal

- A. Term. This MOA shall continue and remain in effect unless and until terminated by the unanimous written consent of the Parties, or as otherwise provided in this MOA or as authorized by law.
- B. Withdrawal. Any Party may decide, in its sole discretion, to withdraw from this MOA by providing fifteen (15) days written notice to the other Parties. Withdrawal by a Party shall not cause or require the termination of this MOA or the existence of the San Timoteo GSA with respect to the non-withdrawing Parties.

XI. Notice Provisions

All notices required by this MOA shall be made in writing and delivered to the respective representatives of the Parties at their respective addresses as follows:

Beaumont Cherry Valley Water District
Attn: General Manager
560 Magnolia Avenue
Beaumont, California 92223

City of Banning
Attention: _____
99 E. Ramsey Street
Banning, California 92220

City of Redlands
Attn: Municipal Utilities Director
35 Cajon Street
Redlands, California 92373

Yucaipa Valley Water District
Attn: General Manager
12770 Second Street
Yucaipa, California 92399

Any Party may change the address to which notices are to be given under this MOA by providing all other Parties with written notice of such change at least fifteen (15) calendar days prior to the effective date of the change. All notices shall be effective upon receipt and shall be deemed received upon confirmed personal service, confirmed courier

service, or on the fifth (5th) calendar day following deposit of the notice in registered first class mail.

XII. General Terms

- A. Amendments. Amendments to this MOA require unanimous written consent of all Parties and approval by the Parties' respective governing bodies.
- B. Successors and Assigns. The terms of this MOA shall be binding upon all successors in interest and assigns of each Party; provided, however, that no Party shall assign its rights or obligations under this MOA without the signed written consent of all other Parties to this MOA.
- C. Waiver. No waiver of any provision of this MOA by any Party shall be construed as a further or continuing waiver of such provision or any other provision of this MOA by the waiving Party or any other Party.
- D. Authorized Representatives. Each person executing this MOA on behalf of a Party hereto affirmatively represents that such person has the requisite authority to sign this MOA on behalf of the respective Party.
- E. Exemption from CEQA. The Parties recognize and agree that, pursuant to SGMA Section 10728.6 and Public Resources Code Section 21065, neither this MOA nor the preparation or adoption of a GSP constitute a "project" or approval of a project under the California Environmental Quality Act (CEQA) or the State CEQA Guidelines, and therefore this MOA is expressly exempt from CEQA review.
- F. Governing Law and Venue. This MOA shall be governed by and construed in accordance with the laws of the State of California. Any suit, action, or proceeding brought under the scope of this MOA shall be brought and maintained to the extent allowed by law in the County of Riverside, California.
- G. Attorney's Fees, Costs, and Expenses. In the event of a dispute among any or all of the Parties arising under this MOA, each Party shall assume and be responsible for its own attorney's fees, costs, and expenses.
- H. Entire Agreement/Integration. This MOA constitutes the entire agreement among the Parties regarding the specific provisions of this MOA, and the Parties hereto have made no agreements, representations or warranties relating to the specific provisions of this MOA which are not set forth herein.
- I. Construction and Interpretation. The Parties agree and acknowledge that this MOA has been developed through a negotiated process among the Parties, and that each Party has had a full and fair opportunity to review the terms of this MOA with the advice of its own legal counsel and to revise the terms of this MOA, such that each Party constitutes a drafting Party to this MOA. Consequently, the Parties understand and agree that no rule of construction shall be applied to resolve any ambiguities against any particular Party as the drafting Party in construing or interpreting this MOA.

-
- J. Force Majeure. No Party shall be liable for the consequences of any unforeseeable force majeure event that (1) is beyond its reasonable control, (2) is not caused by the fault or negligence of such Party, (3) causes such Party to be unable to perform its obligations under this MOA, and (4) cannot be overcome by the exercise of due diligence. In the event of the occurrence of a force majeure event, the Party unable to perform shall promptly notify the other Parties in writing to the extent practicable. It shall further pursue its best efforts to resume its obligations under this MOA as quickly as possible and shall suspend performance only for such period of time as is necessary as a result of the force majeure event.
- K. Execution in Counterparts. This MOA may be executed in counterparts, each of which shall be deemed an original and all of which when taken together shall constitute one and the same instrument.
- L. No Third Party Beneficiaries. This MOA is not intended, and will not be construed, to confer a benefit or create any right on a third party or the power or right of any third party to bring an action to enforce any of the terms of this MOA.
- M. Timing and Captions. Any provision of this MOA referencing a time, number of days, or period for performance shall be measured in calendar days. The captions of the various articles, sections, and paragraphs of this MOA are for convenience and ease of reference only, and do not define, limit, augment, or describe the scope, content, terms, or intent of this MOA.

IN WITNESS WHEREOF, the Parties hereto have approved and executed this MOA as of the respective dates specified in the adopting Resolution of each Party as provided above in Article III of this MOA.

[The remainder of this page has been intentionally left blank.]

[Signature pages to follow.]

BEAUMONT CHERRY VALLEY WATER DISTRICT

By:

President, Board of Directors

Attest:

Secretary, Board of Directors

Approved as to form:

Counsel, Beaumont Cherry Valley Water District

Participation in the San Timoteo GSA was approved as Resolution _____ on

_____.

Notices for the Beaumont Cherry Valley Water District shall be sent as follows:

Attention: General Manager
560 Magnolia Avenue
Beaumont, California 92223

With copies to:

CITY OF BANNING

By:

Mayor, City Council

Attest:

Secretary, City Council

Approved as to form:

Counsel, City of Banning

Participation in the San Timoteo GSA was approved as Resolution _____ on

_____.

Notices for the City of Redlands shall be sent as follows:

Attention: _____

99 E. Ramsey

Banning, California 92220

With copies to:

CITY OF REDLANDS

By: _____
Mayor, City Council

Attest:

Secretary, City Council

Approved as to form:

Counsel, City of Redlands

Participation in the San Timoteo GSA was approved as Resolution _____ on
_____.

Notices for the City of Redlands shall be sent as follows:

Attention: Municipal Utilities and Engineering Director
35 Cajon Street
Redlands, California 92373

With copies to:

YUCAIPA VALLEY WATER DISTRICT

By:

President, Board of Directors

Attest:

Secretary, Board of Directors

Approved as to form:

Counsel, Yucaipa Valley Water District

Participation in the San Timoteo GSA was approved as Resolution _____ on

_____.

Notices for the San Gorgonio Pass Water Agency shall be sent as follows:

Attention: General Manager
12770 Second Street
Yucaipa, California 92399

With copies to:

**Exhibit A - Original San Timoteo Subbasin No. 8-02-08
of the Upper Santa Ana Valley - 2017**



**Exhibit B - Modified San Timoteo Subbasin 8-002.08
of the Upper Santa Ana Valley - 2019**

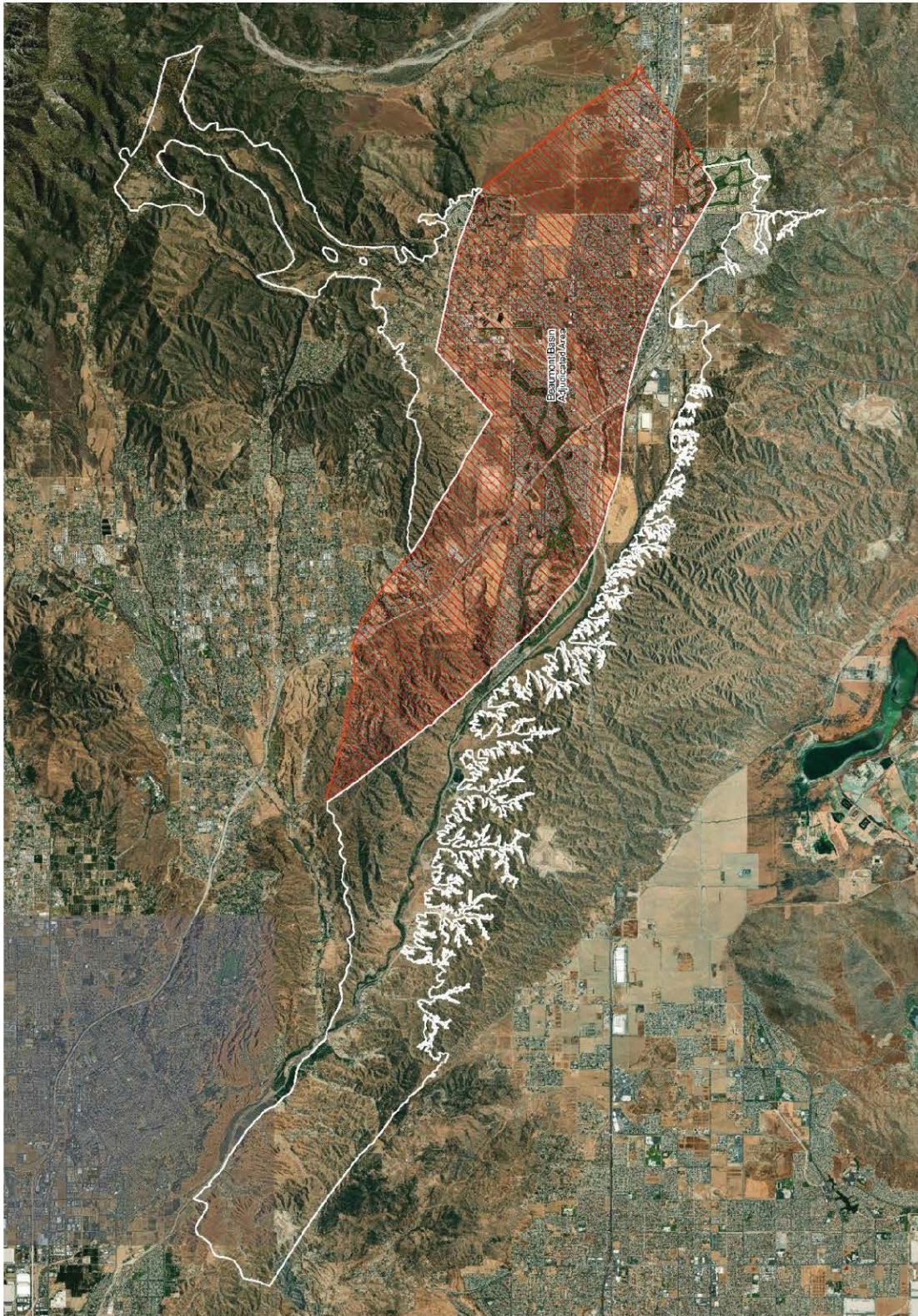


Exhibit C - Management Areas of the San Timoteo Groundwater Sustainability Agency - 2019

