



**BEAUMONT-CHERRY VALLEY WATER DISTRICT
AGENDA
REGULAR MEETING OF THE BOARD OF DIRECTORS
560 Magnolia Avenue, Beaumont, CA 92223
Wednesday, November 13, 2019 - 6:00 p.m.**

Call to Order: President Covington

Pledge of Allegiance: Director Ramirez

Invocation: Vice President Slawson

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

Action may be taken on any item on the agenda. 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. September 2019 Budget Variance Report (pages 4 - 8)
- b. Quarterly Statement of Cash Flows for September 30, 2019 (page 9)
- c. September 30, 2019 Cash/Investment Balance Report (page 10)
- d. October 2019 Check Register (pages 11 - 30)
- e. October 2019 Invoices Pending Approval (pages 31 - 33)
- f. Minutes of the Regular Meeting of October 9, 2019 (pages 34 - 39)
- g. Minutes of the Special Meeting of October 17, 2019 (pages 40 - 43)
- h. Minutes of the Regular Meeting of October 24, 2019 (pages 44 - 50)

3. PUBLIC HEARING

Resolution 2019-___: Adopting a Mitigated Negative Declaration and Mitigation Monitoring and Reporting Program for the 2017 Water Pipeline Replacement Project (pages 51 - 59)

4. **Resolution 2019-___: Revision of District Policies and Procedures Manual: Part II – Applicable to Board of Directors and District Staff** (pages 60 - 139)
5. **Resolution 2019-___: Approving a Memorandum of Agreement for the Creation of the Coordinated San Timoteo Groundwater Sustainability Agency** (pages 140 – 160)
6. **Consideration of Request for “Will Serve Letter” and Annexation Approval for 99 S. California Avenue (Riverside County Assessor’s Parcel Nos. 417-180-013 & 417-180-014) in the City of Beaumont** (pages 161 - 172)
7. **Consideration of Appointment of a BCVWD Delegate Voter at the Association of California Water Agencies Annual Fall Conference in San Diego, CA on Dec. 4, 2019** (pages 173 - 183)
8. **Review and Consideration of Adjustment of Director Per Diem Fees and Provision of Health Benefits for Directors** (pages 184 - 190)
9. **Update on Southern California Edison Public Safety Power Shutoff Report and District Activities** (pages 191 - 192)

10. Reports For Discussion

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

11. Announcements

- Engineering Workshop: Thursday, Nov. 21, 2019 at 6 p.m. *Note day change due to Thanksgiving Holiday*
- Personnel Committee meeting: Monday, Nov. 25, 2019 at 5:30 p.m.
- District Offices will be closed on Thursday, Nov. 28, 2019 in observance of Thanksgiving Day
- Association of California Water Agencies Fall Conference: Dec. 3 – 6
- Beaumont Basin Watermaster Committee Meeting: Dec. 4, 2019 at 10:00 a.m.
- Finance and Audit Committee Meeting: Dec. 5, 2019 at 3:00 p.m.
- Budget Workshop: Thurs., Dec. 5, 2019 at 6:00 p.m.
- Regular Board Meeting: Wednesday, Dec. 18, 2019 at 6 p.m.

12. Action List for Future Meetings

- Water supply for BCVWD and the region

13. Closed Session

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

14. Adjournment

NOTICES

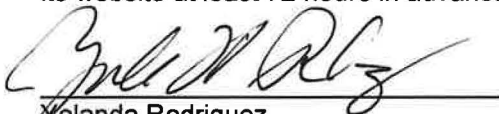
AVAILABILITY OF AGENDA MATERIALS - Agenda exhibits and other writings that are disclosable public records distributed to all or a majority of the members of the Beaumont-Cherry Valley Water District Board of Directors in connection with a matter subject to discussion or consideration at an open meeting 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 November 10, 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: 10/30/2019 3:11:55 PM
Period 09 - 09
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	\$ -	\$ 1,463.26	\$ 436.74	22.99%
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	\$ 67,208.21	\$ 972,376.23	\$ (372,376.23)	-62.06%
	Interest Income	\$ 653,900.00	\$ 67,208.21	\$ 973,839.49	\$ (319,939.49)	-48.93%
01-50-510-481001	Fac Fees-Wells	\$ 383,000.00	\$ 7,047.04	\$ 432,250.72	\$ (49,250.72)	-12.86%
01-50-510-481006	Fac Fees-Water Rights (SWP)	\$ 242,000.00	\$ 4,459.00	\$ 309,439.25	\$ (67,439.25)	-27.87%
01-50-510-481012	Fac Fees-Water Treatment Plant	\$ 182,000.00	\$ 3,352.44	\$ 205,631.67	\$ (23,631.67)	-12.98%
01-50-510-481018	Fac Fees-Local Water Resources	\$ 96,000.00	\$ 1,765.40	\$ 122,512.69	\$ (26,512.69)	-27.62%
01-50-510-481024	Fac Fees-Recycld Wtr Facilities	\$ 277,000.00	\$ 15,085.52	\$ 404,729.36	\$ (127,729.36)	-46.11%
01-50-510-481030	Fac Fees-Transmission (16")	\$ 310,000.00	\$ 5,707.52	\$ 350,087.36	\$ (40,087.36)	-12.93%
01-50-510-481036	Fac Fees-Storage	\$ 397,000.00	\$ 7,309.12	\$ 448,326.16	\$ (51,326.16)	-12.93%
01-50-510-481042	Fac Fees-Booster	\$ 27,000.00	\$ 505.96	\$ 31,034.53	\$ (4,034.53)	-14.94%
01-50-510-481048	Fac Fees-Pressure Reducng Stns	\$ 14,000.00	\$ 258.44	\$ 15,852.17	\$ (1,852.17)	-13.23%
01-50-510-481054	Fac Fees-Misc Projects	\$ 12,000.00	\$ 225.68	\$ 18,552.83	\$ (6,552.83)	-54.61%
01-50-510-481060	Fac Fees-Financing Costs	\$ 60,000.00	\$ 1,410.96	\$ 70,860.45	\$ (10,860.45)	-18.10%
01-50-510-485001	Front Footage Fees	\$ -	\$ 15,610.00	\$ 18,232.00	\$ (18,232.00)	0.00%
	Non-Operating Revenue	\$ 2,000,000.00	\$ 62,737.08	\$ 2,427,509.19	\$ (427,509.19)	-21.38%
01-50-510-410100	Sales	\$ 5,151,000.00	\$ 689,498.85	\$ 3,346,707.69	\$ 1,804,292.31	35.03%
01-50-510-410151	Agricultural Irrigation Sales	\$ 20,000.00	\$ 9,802.05	\$ 16,794.28	\$ 3,205.72	16.03%
01-50-510-410171	Construction Sales	\$ 135,000.00	\$ 7,730.30	\$ 73,112.40	\$ 61,887.60	45.84%
01-50-510-413001	Backflow Admin Charges	\$ 44,000.00	\$ 2,671.56	\$ 33,854.41	\$ 10,145.59	23.06%
01-50-510-413011	Fixed Meter Charges	\$ 3,131,000.00	\$ 266,323.10	\$ 2,450,861.62	\$ 680,138.38	21.72%
01-50-510-413021	Meter Fees	\$ 425,000.00	\$ 57,903.00	\$ 607,791.00	\$ (182,791.00)	-43.01%
01-50-510-415001	SGPWA Importation Charges	\$ 2,853,000.00	\$ 315,948.70	\$ 1,560,722.98	\$ 1,292,277.02	45.30%
01-50-510-415011	SCE Power Charges	\$ 1,717,000.00	\$ 226,658.10	\$ 1,119,647.34	\$ 597,352.66	34.79%
01-50-510-417001	2nd Notice Penalties	\$ 92,000.00	\$ 9,385.00	\$ 75,260.00	\$ 16,740.00	18.20%
01-50-510-417011	3rd Notice Charges	\$ 32,000.00	\$ 3,025.00	\$ 27,400.00	\$ 4,600.00	14.38%
01-50-510-417021	Account Reinstatement Fees	\$ 44,000.00	\$ 4,600.00	\$ 34,250.00	\$ 9,750.00	22.16%
01-50-510-417031	Lien Processing Fees	\$ 5,000.00	\$ 600.00	\$ 3,700.00	\$ 1,300.00	26.00%
01-50-510-417041	Credit Check Processing Fees	\$ 11,000.00	\$ 1,015.00	\$ 8,015.00	\$ 2,985.00	27.14%
01-50-510-417051	Returned Check Fees	\$ 3,000.00	\$ 350.00	\$ 2,575.00	\$ 425.00	14.17%
01-50-510-417061	Custmr Damages/Upgrade Charges	\$ 22,000.00	\$ 7,841.65	\$ 39,702.38	\$ (17,702.38)	-80.47%
01-50-510-417071	After Hours Call Out Charges	\$ 1,500.00	\$ -	\$ 450.00	\$ 1,050.00	70.00%
01-50-510-417091	Credit Card Processing Fees	\$ 41,000.00	\$ 4,531.75	\$ 36,861.25	\$ 4,138.75	10.09%
01-50-510-419001	Insurance Rebate	\$ 50,000.00	\$ -	\$ -	\$ 50,000.00	100.00%
01-50-510-419011	Development Income	\$ 60,000.00	\$ 16,010.78	\$ 163,673.73	\$ (103,673.73)	-172.79%
01-50-510-419021	Recharge Income	\$ 15,000.00	\$ -	\$ 7,642.50	\$ 7,357.50	49.05%
01-50-510-419031	Well Maintenance Reimbursemnt	\$ -	\$ -	\$ 7,992.95	\$ (7,992.95)	0.00%
01-50-510-419041	Gain (Loss) - Asset Disposal	\$ -	\$ -	\$ 15,840.00	\$ (15,840.00)	0.00%
01-50-510-419061	Miscellaneous Income	\$ 1,000.00	\$ 3.81	\$ 3.81	\$ 996.19	99.62%
	Operating Revenue	\$ 13,852,500.00	\$ 1,623,894.84	\$ 9,632,854.53	\$ 4,219,645.47	30.47%
01-50-510-471001	Rent - 12303 Oak Glen	\$ 2,400.00	\$ 200.00	\$ 1,800.00	\$ 600.00	25.00%
01-50-510-471011	Rent - 13695 Oak Glen	\$ 2,400.00	\$ 200.00	\$ 1,800.00	\$ 600.00	25.00%
01-50-510-471021	Rent - 13697 Oak Glen	\$ 2,400.00	\$ 200.00	\$ 1,800.00	\$ 600.00	25.00%
01-50-510-471031	Rent - 9781 Avenida Miravilla	\$ 2,400.00	\$ 200.00	\$ 1,800.00	\$ 600.00	25.00%
01-50-510-471101	Util - 12303 Oak Glen	\$ 2,614.00	\$ 246.66	\$ 2,118.95	\$ 495.05	18.94%
01-50-510-471111	Util - 13695 Oak Glen	\$ 2,500.00	\$ 167.07	\$ 2,372.29	\$ 127.71	5.11%
01-50-510-471121	Util - 13697 Oak Glen	\$ 3,400.00	\$ 266.58	\$ 3,250.56	\$ 149.44	4.40%
01-50-510-471131	Util - 9781 Avenida Miravilla	\$ 2,700.00	\$ 250.69	\$ 2,239.80	\$ 460.20	17.04%
	Rent/Utilities	\$ 20,814.00	\$ 1,731.00	\$ 17,181.60	\$ 3,632.40	17.45%
Revenue Total		\$ 16,528,214.00	\$ 1,755,574.94	\$ 13,051,388.62	\$ 3,476,825.38	21.04%

General Ledger

Budget Variance Expense

User: wclayton
 Printed: 10/30/2019 3:12:19 PM
 Period 09 - 09
 Fiscal Year 2019

Beaumont-Cherry Valley Water District

560 Magnolia Avenue
 Beaumont CA 92223
 (951) 845-9581
 www.bcwwd.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	\$ 2,200.00	\$ 26,400.00	\$ 35,000.00	\$ -	57.00%
01-10-110-500115	Social Security	\$ 3,807.00	\$ 136.40	\$ 1,636.80	\$ 2,170.20	\$ -	57.01%
01-10-110-500120	Medicare	\$ 891.00	\$ 31.90	\$ 382.80	\$ 508.20	\$ -	57.04%
01-10-110-500145	Workers' Compensation	\$ 890.00	\$ 12.58	\$ 140.97	\$ 749.03	\$ -	84.16%
01-10-110-500175	Training/Education/Mtgs/Travel	\$ 10,000.00	\$ -	\$ 5,450.04	\$ 4,549.96	\$ -	45.50%
	Board of Directors Personnel	\$ 76,988.00	\$ 2,380.88	\$ 34,010.61	\$ 42,977.39	\$ -	55.82%
01-10-110-550042	Supplies-Other	\$ 1,000.00	\$ -	\$ 181.23	\$ 818.77	\$ -	81.88%
	Board of Directors Materials & Supplies	\$ 1,000.00	\$ -	\$ 181.23	\$ 818.77	\$ -	81.88%
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	\$ 2,380.88	\$ 40,283.76	\$ 127,704.24	\$ -	76.02%
20	ENGINEERING						
01-20-210-500105	Labor	\$ 506,966.40	\$ 25,159.19	\$ 234,418.70	\$ 272,547.70	\$ -	53.76%
01-20-210-500115	Social Security	\$ 35,826.00	\$ 1,576.34	\$ 15,100.36	\$ 20,725.64	\$ -	57.85%
01-20-210-500120	Medicare	\$ 8,383.00	\$ 368.66	\$ 3,531.61	\$ 4,851.39	\$ -	57.87%
01-20-210-500125	Health Insurance	\$ 71,172.00	\$ 2,243.82	\$ 21,273.01	\$ 49,898.99	\$ -	70.11%
01-20-210-500140	Life Insurance	\$ 2,208.00	\$ 70.21	\$ 653.50	\$ 1,554.50	\$ -	70.40%
01-20-210-500143	EAP Program	\$ 195.00	\$ 4.70	\$ 42.30	\$ 152.70	\$ -	78.31%
01-20-210-500145	Workers' Compensation	\$ 7,580.00	\$ 174.11	\$ 1,593.35	\$ 5,986.65	\$ -	78.98%
01-20-210-500150	Unemployment Insurance	\$ 17,260.00	\$ -	\$ -	\$ 17,260.00	\$ -	100.00%
01-20-210-500155	Retirement/CalPERS	\$ 74,534.00	\$ 2,987.35	\$ 27,295.24	\$ 47,238.76	\$ -	63.38%
01-20-210-500165	Uniforms & Employee Benefits	\$ 350.00	\$ -	\$ -	\$ 350.00	\$ -	100.00%
01-20-210-500175	Training/Education/Mtgs/Travel	\$ 6,000.00	\$ -	\$ 191.00	\$ 5,809.00	\$ -	96.82%
01-20-210-500180	Accrued Sick Leave Expense	\$ 24,497.00	\$ 256.80	\$ 3,855.30	\$ 20,641.70	\$ -	84.26%
01-20-210-500185	Accrued Vacation Leave Expense	\$ 17,131.00	\$ -	\$ 5,196.32	\$ 11,934.68	\$ -	69.67%
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)	\$ (2,127.67)	\$ (40,700.65)	\$ (184,486.35)	\$ -	81.93%
	Engineering Personnel	\$ 568,345.40	\$ 30,713.51	\$ 272,450.04	\$ 295,895.36	\$ -	52.06%
01-20-210-540048	Permits, Fees & Licensing	\$ 2,000.00	\$ (32.00)	\$ 881.27	\$ 1,118.73	\$ -	55.94%
	Engineering Materials & Supplies	\$ 2,000.00	\$ (32.00)	\$ 881.27	\$ 1,118.73	\$ -	55.94%
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	\$ 30,681.51	\$ 274,512.91	\$ 317,209.09	\$ -	53.61%
30	FINANCE & ADMIN SERVICES						
01-30-310-500105	Labor	\$ 1,063,933.00	\$ 69,849.56	\$ 639,225.08	\$ 424,707.92	\$ -	39.92%
01-30-310-500110	Overtime	\$ 5,604.00	\$ 44.39	\$ 173.32	\$ 5,430.68	\$ -	96.91%
01-30-310-500115	Social Security	\$ 87,863.00	\$ 4,013.28	\$ 41,530.93	\$ 46,332.07	\$ -	52.73%
01-30-310-500120	Medicare	\$ 20,558.00	\$ 1,182.05	\$ 10,413.89	\$ 10,144.11	\$ -	49.34%
01-30-310-500125	Health Insurance	\$ 260,964.00	\$ 15,013.16	\$ 122,460.23	\$ 138,503.77	\$ -	53.07%
01-30-310-500130	CalPERS Health Admin Costs	\$ 2,000.00	\$ 145.73	\$ 1,175.65	\$ 824.35	\$ -	41.22%
01-30-310-500140	Life Insurance	\$ 6,564.00	\$ 325.97	\$ 2,804.89	\$ 3,759.11	\$ -	57.27%
01-30-310-500143	EAP Program	\$ 777.00	\$ 25.85	\$ 213.85	\$ 563.15	\$ -	72.48%
01-30-310-500145	Workers' Compensation	\$ 15,866.00	\$ 439.03	\$ 3,767.23	\$ 12,098.77	\$ -	76.26%
01-30-310-500150	Unemployment Insurance	\$ 37,032.00	\$ -	\$ 3,038.00	\$ 33,994.00	\$ -	91.80%
01-30-310-500155	Retirement/CalPERS	\$ 178,906.00	\$ 13,149.33	\$ 116,744.91	\$ 62,161.09	\$ -	34.75%
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	\$ 116.37	\$ 116.37	\$ 633.63	\$ -	84.48%
01-30-310-500175	Training/Education/Mtgs/Travel	\$ 17,000.00	\$ 90.00	\$ 11,208.60	\$ 5,791.40	\$ -	34.07%
01-30-310-500180	Accrued Sick Leave Expense	\$ 62,055.00	\$ 1,383.43	\$ 6,885.49	\$ 55,169.51	\$ -	88.90%
01-30-310-500185	Accrued Vacation Leave Expense	\$ 91,967.00	\$ 2,042.66	\$ 23,240.26	\$ 68,726.74	\$ -	74.73%
01-30-310-500187	Accrual Leave Payments	\$ 159,803.00	\$ 7,951.36	\$ 46,365.84	\$ 113,437.16	\$ -	70.99%
01-30-310-550024	Employment Testing	\$ 200.00	\$ 25.00	\$ 300.00	\$ (100.00)	\$ -	-50.00%
01-30-315-500105	Labor	\$ 151,008.00	\$ 9,555.20	\$ 87,788.40	\$ 63,219.60	\$ -	41.87%
01-30-315-500115	Social Security	\$ 13,627.00	\$ 592.80	\$ 6,343.38	\$ 7,283.62	\$ -	53.45%
01-30-315-500120	Medicare	\$ 3,187.00	\$ 138.64	\$ 1,483.55	\$ 1,703.45	\$ -	53.45%
01-30-315-500125	Health Insurance	\$ 23,724.00	\$ 1,976.10	\$ 17,784.90	\$ 5,939.10	\$ -	25.03%
01-30-315-500140	Life Insurance	\$ 972.00	\$ 44.02	\$ 396.18	\$ 575.82	\$ -	59.24%
01-30-315-500143	EAP Program	\$ 65.00	\$ 2.35	\$ 21.15	\$ 43.85	\$ -	67.46%

Account Number	Description	Budget	Period Amt	End Bal	Variance	Encumbered	% Avail/ Uncollect
01-30-315-500145	Workers' Compensation	\$ 2,181.00	\$ 54.66	\$ 471.38	\$ 1,709.62	\$ -	78.39%
01-30-315-500150	Unemployment Insurance	\$ 5,135.00	\$ -	\$ -	\$ 5,135.00	\$ -	100.00%
01-30-315-500155	Retirement/CalPERS	\$ 13,989.00	\$ 1,015.35	\$ 8,715.90	\$ 5,273.10	\$ -	37.69%
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	\$ 480.58	\$ 3,395.13	\$ 4,804.87	\$ -	58.60%
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	\$ 129,656.87	\$ 1,173,584.59	\$ 1,327,082.41	\$ -	53.07%
01-30-310-550006	Cashiering Shortages/Overages	\$ 50.00	\$ (1.14)	\$ 16.72	\$ 33.28	\$ -	66.56%
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	\$ 1,261.07	\$ 8,718.40	\$ 1,781.60	\$ -	16.97%
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	\$ 336.90	\$ 13,537.17	\$ (8,537.17)	\$ -	-170.74%
01-30-310-550066	Subscriptions	\$ 2,000.00	\$ -	\$ -	\$ 2,000.00	\$ -	100.00%
01-30-310-550072	Misc Operating Expenses	\$ 1,000.00	\$ 0.03	\$ 0.06	\$ 999.94	\$ -	99.99%
01-30-310-550078	Bad Debt Expense	\$ 3,000.00	\$ -	\$ -	\$ 3,000.00	\$ -	100.00%
01-30-310-550084	Depreciation	\$ 2,554,000.00	\$ 224,314.88	\$ 2,021,416.69	\$ 532,583.31	\$ -	20.85%
01-30-315-501511	Phones - 560 Magnolia	\$ 28,000.00	\$ 606.48	\$ 13,190.00	\$ 14,810.00	\$ -	52.89%
01-30-315-501531	Phones - 851 E. 6th	\$ -	\$ 99.45	\$ 444.02	\$ (444.02)	\$ -	0.00%
01-30-315-501561	Phones - 815 E. 12th	\$ 3,800.00	\$ 324.74	\$ 2,879.57	\$ 920.43	\$ -	24.22%
01-30-315-550044	Printing/Toner & Maint	\$ 17,000.00	\$ 1,307.75	\$ 10,896.12	\$ 6,103.88	\$ -	35.91%
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	\$ 228,250.16	\$ 2,074,148.79	\$ 569,951.21	\$ -	21.56%
01-30-310-500190	Temporary Labor	\$ 25,000.00	\$ -	\$ 20,234.40	\$ 4,765.60	\$ -	19.06%
01-30-310-550001	Bank/Financial Service Fees	\$ 20,000.00	\$ 831.47	\$ 7,193.84	\$ 12,806.16	\$ -	64.03%
01-30-310-550008	Transaction/Return Fees	\$ 3,000.00	\$ 98.63	\$ 613.13	\$ 2,386.87	\$ -	79.56%
01-30-310-550010	Transaction/Credit Card Fees	\$ 44,000.00	\$ 5,215.48	\$ 35,301.52	\$ 8,698.48	\$ -	19.77%
01-30-310-550014	Credit Check Fees	\$ 10,000.00	\$ 599.20	\$ 4,108.60	\$ 5,891.40	\$ -	58.91%
01-30-310-550026	Recruitment Expense	\$ -	\$ 25.09	\$ 110.29	\$ (110.29)	\$ -	0.00%
01-30-310-550030	Membership Dues	\$ 42,000.00	\$ 1,525.00	\$ 35,864.00	\$ 6,136.00	\$ -	14.61%
01-30-310-550036	Notary & Lien Fees	\$ 2,000.00	\$ -	\$ 662.00	\$ 1,338.00	\$ -	66.90%
01-30-310-550050	Utility Billing Service	\$ 68,000.00	\$ 6,308.20	\$ 52,134.24	\$ 15,865.76	\$ -	23.33%
01-30-310-550051	Advertising/Legal Notices	\$ 4,000.00	\$ -	\$ 2,013.40	\$ 1,986.60	\$ -	49.67%
01-30-310-550054	Property, Auto & Gen Liab Insur	\$ 80,000.00	\$ 6,567.39	\$ 53,624.95	\$ 26,375.05	\$ -	32.97%
01-30-310-580001	Accounting & Audit	\$ 35,000.00	\$ 1,100.00	\$ 31,329.38	\$ 3,670.62	\$ -	10.49%
01-30-310-580011	General Legal	\$ 102,000.00	\$ 2,548.32	\$ 27,261.58	\$ 74,738.42	\$ -	73.27%
01-30-310-580036	Other Professional Services	\$ 170,077.00	\$ 20,169.39	\$ 112,971.62	\$ 57,105.38	\$ 41,885.57	8.95%
01-30-315-550030	Membership Dues	\$ 2,000.00	\$ 436.60	\$ 603.20	\$ 1,396.80	\$ -	69.84%
01-30-315-580016	Computer Hardware	\$ 20,000.00	\$ 1,031.34	\$ 5,243.43	\$ 14,756.57	\$ -	73.78%
01-30-315-580021	IT/Software Support	\$ 5,000.00	\$ 199.00	\$ 764.13	\$ 4,235.87	\$ -	84.72%
01-30-315-580026	License/Maintenance/Support	\$ 120,000.00	\$ 4,663.75	\$ 82,881.38	\$ 37,118.62	\$ -	30.93%
	Finance & Admin Services Services	\$ 752,077.00	\$ 51,318.86	\$ 472,915.09	\$ 279,161.91	\$ 41,885.57	31.55%
Expense Total	FINANCE & ADMIN SERVICES	\$ 5,896,844.00	\$ 409,225.89	\$ 3,720,648.47	\$ 2,176,195.53	\$ 41,885.57	36.19%
40	OPERATIONS						
410	Source of Supply Personnel						
01-40-410-500105	Labor	\$ 339,562.00	\$ 17,139.73	\$ 157,246.74	\$ 182,315.26	\$ -	53.69%
01-40-410-500110	Overtime	\$ 18,568.00	\$ 323.11	\$ 3,558.83	\$ 15,009.17	\$ -	80.83%
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	\$ 6,350.00	\$ 2,925.00	\$ -	31.54%
01-40-410-500115	Social Security	\$ 26,983.00	\$ 1,279.09	\$ 11,792.36	\$ 15,190.64	\$ -	56.30%
01-40-410-500120	Medicare	\$ 6,316.00	\$ 299.66	\$ 2,771.90	\$ 3,544.10	\$ -	56.11%
01-40-410-500125	Health Insurance	\$ 118,620.00	\$ 6,772.07	\$ 61,841.11	\$ 56,778.89	\$ -	47.87%
01-40-410-500140	Life Insurance	\$ 2,316.00	\$ 87.56	\$ 793.44	\$ 1,522.56	\$ -	65.74%
01-40-410-500143	EAP Program	\$ 325.00	\$ 9.19	\$ 84.39	\$ 240.61	\$ -	74.03%
01-40-410-500145	Workers' Compensation	\$ 24,619.00	\$ 605.03	\$ 5,235.31	\$ 19,383.69	\$ -	78.73%
01-40-410-500150	Unemployment Insurance	\$ 51,129.00	\$ -	\$ (259.00)	\$ 51,388.00	\$ -	100.51%
01-40-410-500155	Retirement/CalPERS	\$ 77,416.00	\$ 4,555.10	\$ 39,270.36	\$ 38,145.64	\$ -	49.27%
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	\$ -	\$ 3,192.63	\$ 807.37	\$ -	20.18%
01-40-410-500180	Accrued Sick Leave Expense	\$ 16,792.00	\$ 1,910.79	\$ 9,796.17	\$ 6,995.83	\$ -	41.66%
01-40-410-500185	Accrued Vacation Leave Expense	\$ 21,897.00	\$ 350.86	\$ 7,947.76	\$ 13,949.24	\$ -	63.70%
01-40-410-500187	Accrual Leave Payments	\$ 26,091.00	\$ -	\$ 2,163.98	\$ 23,927.02	\$ -	91.71%

Account Number	Description	Budget	Period Amt	End Bal	Variance	Encumbered	% Avail/ Uncollect
01-40-410-500195	CIP Related Labor	\$ (25,000.00)	\$ -	\$ -	\$ (25,000.00)	\$ -	100.00%
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	\$ 45,322.50	\$ 390,687.28	\$ 510,906.72	\$ -	56.67%
01-40-440-500110	Overtime	\$ 40,243.00	\$ 4,389.66	\$ 23,584.73	\$ 16,658.27	\$ -	41.39%
01-40-440-500111	Double Time	\$ 4,607.00	\$ 3,038.38	\$ 5,542.28	\$ (935.28)	\$ -	-20.30%
01-40-440-500113	Standby/On-Call	\$ 15,600.00	\$ 1,200.00	\$ 10,153.56	\$ 5,446.44	\$ -	34.91%
01-40-440-500115	Social Security	\$ 71,623.00	\$ 3,536.93	\$ 30,031.66	\$ 41,591.34	\$ -	58.07%
01-40-440-500120	Medicare	\$ 16,763.00	\$ 827.18	\$ 7,025.43	\$ 9,737.57	\$ -	58.09%
01-40-440-500125	Health Insurance	\$ 309,348.00	\$ 14,781.60	\$ 132,683.04	\$ 176,664.96	\$ -	57.11%
01-40-440-500140	Life Insurance	\$ 6,048.00	\$ 230.10	\$ 2,049.62	\$ 3,998.38	\$ -	66.11%
01-40-440-500143	EAP Program	\$ 847.00	\$ 25.68	\$ 220.76	\$ 626.24	\$ -	73.94%
01-40-440-500145	Workers' Compensation	\$ 49,660.00	\$ 1,253.80	\$ 10,207.31	\$ 39,452.69	\$ -	79.45%
01-40-440-500155	Retirement/CalPERS	\$ 174,925.00	\$ 11,233.40	\$ 100,032.38	\$ 74,892.62	\$ -	42.81%
01-40-440-500165	Uniforms & Employee Benefits	\$ 5,500.00	\$ -	\$ 3,919.87	\$ 1,580.13	\$ -	28.73%
01-40-440-500175	Training/Education/Mtgs/Travel	\$ 4,500.00	\$ 175.15	\$ 1,250.46	\$ 3,249.54	\$ -	72.21%
01-40-440-500180	Accrued Sick Leave Expense	\$ 46,222.00	\$ 1,256.06	\$ 25,032.23	\$ 21,189.77	\$ -	45.84%
01-40-440-500185	Accrued Vacation Leave Expense	\$ 64,919.00	\$ 1,863.00	\$ 30,407.12	\$ 34,511.88	\$ -	53.16%
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	\$ 100.00	\$ 341.25	\$ 58.75	\$ -	14.69%
450	Inspections Personnel						
01-40-450-500105	Labor	\$ 28,126.00	\$ 789.48	\$ 15,710.67	\$ 12,415.33	\$ -	44.14%
01-40-450-500110	Overtime	\$ 4,985.00	\$ -	\$ 4,965.51	\$ 19.49	\$ -	0.39%
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	\$ 48.95	\$ 1,287.44	\$ 787.56	\$ -	37.95%
01-40-450-500120	Medicare	\$ 486.00	\$ 11.45	\$ 301.14	\$ 184.86	\$ -	38.04%
01-40-450-500125	Health Insurance	\$ 8,064.00	\$ 268.14	\$ 5,644.88	\$ 2,419.12	\$ -	30.00%
01-40-450-500140	Life Insurance	\$ 192.00	\$ 3.04	\$ 78.32	\$ 113.68	\$ -	59.21%
01-40-450-500143	EAP Program	\$ 22.00	\$ 0.40	\$ 8.10	\$ 13.90	\$ -	63.18%
01-40-450-500145	Workers' Compensation	\$ 1,991.00	\$ 23.01	\$ 482.00	\$ 1,509.00	\$ -	75.79%
01-40-450-500155	Retirement/CalPERS	\$ 9,199.00	\$ 266.67	\$ 4,523.34	\$ 4,675.66	\$ -	50.83%
460	Customer Svc & Meter Reading Personnel						
01-40-460-500105	Labor	\$ 166,735.00	\$ 15,164.61	\$ 121,307.70	\$ 45,427.30	\$ -	27.25%
01-40-460-500110	Overtime	\$ 14,351.00	\$ 189.05	\$ 2,539.66	\$ 11,811.34	\$ -	82.30%
01-40-460-500111	Double Time	\$ 1,557.00	\$ 154.44	\$ 689.46	\$ 867.54	\$ -	55.72%
01-40-460-500113	Standby/On-Call	\$ 7,800.00	\$ -	\$ 750.00	\$ 7,050.00	\$ -	90.38%
01-40-460-500115	Social Security	\$ 14,451.00	\$ 1,013.55	\$ 8,526.76	\$ 5,924.24	\$ -	41.00%
01-40-460-500120	Medicare	\$ 3,383.00	\$ 237.03	\$ 1,994.14	\$ 1,388.86	\$ -	41.05%
01-40-460-500125	Health Insurance	\$ 71,172.00	\$ 4,964.35	\$ 48,050.64	\$ 23,121.36	\$ -	32.49%
01-40-460-500140	Life Insurance	\$ 1,152.00	\$ 57.23	\$ 570.96	\$ 581.04	\$ -	50.44%
01-40-460-500143	EAP Program	\$ 195.00	\$ 7.19	\$ 72.80	\$ 122.20	\$ -	62.67%
01-40-460-500145	Workers' Compensation	\$ 12,318.00	\$ 480.45	\$ 3,831.84	\$ 8,486.16	\$ -	68.89%
01-40-460-500155	Retirement/CalPERS	\$ 42,238.00	\$ 3,380.61	\$ 28,121.26	\$ 14,116.74	\$ -	33.42%
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	\$ 527.67	\$ 5,537.31	\$ 2,238.69	\$ -	28.79%
01-40-460-500185	Accrued Vacation Leave Expense	\$ 14,431.00	\$ 308.88	\$ 6,708.81	\$ 7,722.19	\$ -	53.51%
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)	\$ (3,540.45)	\$ (20,691.99)	\$ 10,691.99	\$ -	-106.92%
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	\$ 4,947.20	\$ 39,423.80	\$ (4,980.80)	\$ -	-14.46%
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	\$ 308.18	\$ 2,448.10	\$ (135.10)	\$ -	-5.84%
01-40-470-500120	Medicare	\$ 543.00	\$ 72.08	\$ 572.51	\$ (29.51)	\$ -	-5.43%
01-40-470-500125	Health Insurance	\$ 14,724.00	\$ 1,322.39	\$ 11,262.69	\$ 3,461.31	\$ -	23.51%
01-40-470-500140	Life Insurance	\$ 240.00	\$ 23.71	\$ 158.65	\$ 81.35	\$ -	33.90%
01-40-470-500143	EAP Program	\$ 41.00	\$ 2.19	\$ 22.85	\$ 18.15	\$ -	44.27%
01-40-470-500145	Workers' Compensation	\$ 2,439.00	\$ 114.13	\$ 1,055.14	\$ 1,383.86	\$ -	56.74%
01-40-470-500155	Retirement/CalPERS	\$ 7,806.00	\$ 986.33	\$ 6,283.48	\$ 1,522.52	\$ -	19.50%
	Operations Personnel	\$ 2,941,001.00	\$ 155,397.59	\$ 1,390,691.30	\$ 1,550,309.70	\$ -	52.71%
410	Source of Supply Materials & Supplies						
01-40-410-501101	Electricity - Wells	\$ 1,717,000.00	\$ 193,692.71	\$ 1,206,454.47	\$ 510,545.53	\$ -	29.73%
01-40-410-501201	Gas - Wells	\$ 225.00	\$ 14.79	\$ 134.12	\$ 90.88	\$ -	40.39%
01-40-410-510011	Treatment & Chemicals	\$ 90,000.00	\$ 1,218.81	\$ 53,122.88	\$ 36,877.12	\$ -	40.97%
01-40-410-510021	Lab Testing	\$ 120,000.00	\$ 4,875.24	\$ 35,558.08	\$ 84,441.92	\$ -	70.37%
01-40-410-510031	Small Tools, Parts & Maint	\$ 3,200.00	\$ 719.20	\$ 2,067.42	\$ 1,132.58	\$ -	35.39%
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	\$ 4,953.21	\$ 46,490.11	\$ 78,509.89	\$ 2,119.77	61.11%
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	\$ 1,194.23	\$ 8,683.29	\$ (183.29)	\$ -	-2.16%
01-40-440-520071	Maint & Rpr-Pipelines&Hydrants	\$ 55,000.00	\$ 13,157.55	\$ 59,423.01	\$ (4,423.01)	\$ 175.02	-8.36%
01-40-440-520081	Maint & Rpr-Pressure Regulatrs	\$ 7,500.00	\$ -	\$ -	\$ 7,500.00	\$ -	100.00%

Account Number	Description	Budget	Period Amt	End Bal	Variance	Encumbered	% Avail/ Uncollect
01-40-440-540001	Backflow Program	\$ 7,500.00	\$ -	\$ 1,653.75	\$ 5,846.25	\$ -	77.95%
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	\$ 319.22	\$ 3,227.96	\$ 272.04	\$ -	7.77%
01-40-440-540042	Meters Maintenance & Services	\$ 150,000.00	\$ 24,538.32	\$ 139,321.07	\$ 10,678.93	\$ (1.39)	7.12%
01-40-440-540078	Reservoirs Maintenance	\$ 24,500.00	\$ -	\$ 23,372.62	\$ 1,127.38	\$ -	4.60%
470	Maintenance & General Plant Materials & Supplies						
01-40-470-501111	Electricity - 560 Magnolia	\$ 27,200.00	\$ 2,892.93	\$ 18,509.71	\$ 8,690.29	\$ -	31.95%
01-40-470-501121	Electricity - 12303 Oak Glen	\$ 2,500.00	\$ 246.66	\$ 2,118.95	\$ 381.05	\$ -	15.24%
01-40-470-501131	Electricity - 13695 Oak Glen	\$ 1,848.00	\$ 167.07	\$ 1,061.38	\$ 786.62	\$ -	42.57%
01-40-470-501141	Electricity - 13697 Oak Glen	\$ 2,818.00	\$ 266.58	\$ 1,683.75	\$ 1,134.25	\$ -	40.25%
01-40-470-501151	Elec - 9781 Avenida Miravilla	\$ 1,834.00	\$ 250.69	\$ 1,169.80	\$ 664.20	\$ -	36.22%
01-40-470-501161	Electricity - 815 E. 12th	\$ 6,000.00	\$ 599.40	\$ 3,626.62	\$ 2,373.38	\$ -	39.56%
01-40-470-501171	Electricity - 851 E. 6th	\$ -	\$ 297.27	\$ 936.21	\$ (936.21)	\$ -	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	\$ -	\$ 1,625.91	\$ (942.91)	\$ -	-138.05%
01-40-470-501341	Propane - 13697 Oak Glen	\$ 618.00	\$ -	\$ 1,566.81	\$ (948.81)	\$ -	-153.53%
01-40-470-501351	Propane-9781 Avenida Miravilla	\$ 903.00	\$ -	\$ 1,070.00	\$ (167.00)	\$ -	-18.49%
01-40-470-501411	Sanitation - 560 Magnolia	\$ 2,900.00	\$ 205.31	\$ 2,053.67	\$ 846.33	\$ -	29.18%
01-40-470-501461	Sanitation - 815 E. 12th	\$ 4,050.00	\$ 398.86	\$ 3,216.28	\$ 833.72	\$ -	20.59%
01-40-470-501471	Sanitation - 11083 Cherry Ave	\$ 3,200.00	\$ 271.47	\$ 2,395.65	\$ 804.35	\$ -	25.14%
01-40-470-501611	Maint & Repair- 560 Magnolia	\$ 20,000.00	\$ 1,528.04	\$ 17,388.27	\$ 2,611.73	\$ -	13.06%
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	\$ -	\$ 973.00	\$ 27.00	\$ -	2.70%
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	\$ -	\$ 1,496.11	\$ 3.89	\$ -	0.26%
01-40-470-501661	Maint & Repair- 815 E. 12th	\$ 5,000.00	\$ 314.13	\$ 3,739.59	\$ 1,260.41	\$ -	25.21%
01-40-470-501671	Maint & Repair- 851 E. 6th	\$ -	\$ 406.99	\$ 6,025.26	\$ (6,025.26)	\$ -	0.00%
01-40-470-501691	Maint & Rpr- Buidlgs (General)	\$ 4,500.00	\$ 44.50	\$ 1,057.57	\$ 3,442.43	\$ -	76.50%
01-40-470-510001	Auto/Fuel	\$ 78,000.00	\$ 7,352.52	\$ 61,307.67	\$ 16,692.33	\$ -	21.40%
01-40-470-520011	Maint & Rpr-Safety Equipment	\$ 17,000.00	\$ 298.11	\$ 4,196.75	\$ 12,803.25	\$ -	75.31%
01-40-470-520031	Maint & Rpr-General Equipment	\$ 46,000.00	\$ 4,212.81	\$ 37,072.87	\$ 8,927.13	\$ -	19.41%
01-40-470-520041	Maint & Rpr-Fleet	\$ 50,000.00	\$ 676.02	\$ 34,929.59	\$ 15,070.41	\$ -	30.14%
01-40-470-520091	Maint & Rpr-Communicatn Equip	\$ 5,500.00	\$ -	\$ -	\$ 5,500.00	\$ -	100.00%
	Operations Materials & Supplies	\$ 2,611,293.00	\$ 265,112.64	\$ 1,789,953.30	\$ 821,339.70	\$ 2,293.40	31.37%
410	Source of Supply Services						
01-40-410-500501	State Project Water Purchases	\$ 2,853,000.00	\$ 487,977.00	\$ 3,810,524.00	\$ (957,524.00)	\$ -	-33.56%
01-40-410-540084	State Mandates & Tariffs	\$ 70,000.00	\$ -	\$ 48,053.27	\$ 21,946.73	\$ -	31.35%
440	Transmission & Distribution Services						
01-40-440-550051	Advertising/Legal Notices	\$ 4,000.00	\$ -	\$ 1,760.00	\$ 2,240.00	\$ -	56.00%
470	Maintenance & General Plant Services						
01-40-470-540030	Landscape Maintenance	\$ 61,560.00	\$ 4,196.51	\$ 39,086.48	\$ 22,473.52	\$ -	36.51%
01-40-470-540072	Rechrg Facs, Cnyns&Ponds Maint	\$ 108,440.00	\$ 7,921.59	\$ 105,657.81	\$ 2,782.19	\$ -	2.57%
	Operations Services	\$ 3,097,000.00	\$ 500,095.10	\$ 4,005,081.56	\$ (908,081.56)	\$ -	-29.32%
Expense Total	OPERATIONS	\$ 8,649,294.00	\$ 920,605.33	\$ 7,185,726.16	\$ 1,463,567.84	\$ 2,293.40	16.89%
50	GENERAL						
01-50-510-502001	Rents/Leases	\$ -	\$ 2,025.00	\$ 9,450.00	\$ (9,450.00)	\$ -	0.00%
01-50-510-510031	Small Tools, Parts & Maint	\$ 500.00	\$ 30.06	\$ 30.06	\$ 469.94	\$ -	93.99%
01-50-510-540066	Property Damages & Theft	\$ 15,000.00	\$ 2,460.59	\$ 19,782.83	\$ (4,782.83)	\$ -	-31.89%
01-50-510-550040	General Supplies	\$ 11,000.00	\$ 1,282.03	\$ 10,704.06	\$ 295.94	\$ -	2.69%
01-50-510-550060	Public Ed./Community Outreach	\$ 126,574.00	\$ 152.83	\$ 82,159.64	\$ 44,414.36	\$ -	35.09%
01-50-510-550072	Misc Operating Expenses	\$ 1,000.00	\$ -	\$ 512.43	\$ 487.57	\$ -	48.76%
	General Materials & Supplies	\$ 154,074.00	\$ 5,950.51	\$ 122,639.02	\$ 31,434.98	\$ -	20.40%
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	\$ 196,074.00	\$ 5,950.51	\$ 146,137.02	\$ 49,936.98	\$ -	25.47%
Expense Total	ALL EXPENSES	\$ 15,501,922.00	\$ 1,368,844.12	\$ 11,367,308.32	\$ 4,134,613.68	\$ 44,178.97	26.39%

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

YEAR-TO-DATE CASH & INVESTMENT FLOWS

	September 30, 2019	September 30, 2018	
Cash flows from operating activities:			
Receipts from customers	\$ 8,930,524	\$ 10,155,981	
Payments to employees for salaries and benefits	(2,991,683)	(2,661,872)	
Payments to suppliers and service providers	(6,682,650)	(5,176,911)	
Receipt of customer deposits	38,348	58,413	
Net cash (used) provided (for) by operating activities	(705,461)	2,375,611	(1)
Cash flows from capital and related financing activities:			
Acquisition and construction of capital assets	(1,502,525)	(1,756,270)	(2)
Cash received from sale of capital assets	15,840	-	
Capital contributions	2,427,509	4,431,311	(1)
Rental income	17,182	16,820	(1)
Net cash provided by capital and related financing activities	958,006	2,691,861	
Cash flows from investing activities:			
Interest received	1,231,578	778,006	(1)
Net increase in cash and cash equivalents	1,484,123	5,845,478	
Cash and investments, beginning of year	58,656,814	51,174,856	
Cash and investments, September 30	\$ 60,140,937	\$ 57,020,334	

RECONCILIATION TO CASH & INVESTMENT BALANCE REPORT

Cash Per Cash Balance & Investment Report:			
General #4152	\$ 689,223	\$ 1,289,156	
Ca. State Treasurer's Office: Local Agency Investment Fund	23,449,683	24,412,910	
CalTRUST Short Term Fund	36,072,009	31,272,326	
Total Cash Per Cash Balance & Investment Report:	\$ 60,210,915	\$ 56,974,392	
Adjustments to Reconcile GL to Cash Balance & Investment Report:			
<i>(Timing Differences Between Bank and Book)</i>			
Deposits in transit	\$ 43,311	\$ 37,832	
Outstanding checks and bank debits	(28,612)	(13,203)	
CalTRUST Short Term Fund Cumulative Unrealized (Gain) Loss	(86,077)	19,913	
Petty Cash and Cash on Hand	1,400	1,400	
Total Adjustments:	\$ (69,978)	\$ 45,942	
Reconciled Cash and Investments	\$ 60,140,937	\$ 57,020,334	

CASH & INVESTMENT BALANCE CLASSIFICATIONS

Restricted Cash and Investments			
Restricted Cash and Investments - Capital Commitments	\$ 28,881,724	\$ 25,318,383	
Restricted Cash and Investments - Funds Held for Others	3,082,857	3,229,761	
Total Restricted Cash and Investments	\$ 31,964,581	\$ 28,548,144	
Unrestricted Cash and Investments			
Designated:			
Reserve for Operations (3 months of budg. op. expenses)	\$ 3,371,679	\$ 2,790,972	
Emergency Reserve (15% of budg. op. expenses)	1,917,641	1,674,583	
Capital Replacement Reserve	22,887,036	24,006,635	
Total Unrestricted Cash and Investments	\$ 28,176,356	\$ 28,472,190	
Total Cash and Investments	\$ 60,140,937	\$ 57,020,334	


- (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.

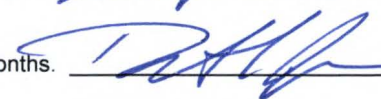


**Beaumont-Cherry Valley Water District
Cash Balance & Investment Report
As of September 30, 2019**

Account Name	Account Ending #	Cash Balance Per Account	
		Balance	Prior Month Balance
Wells Fargo	General 4152	\$689,222.98	\$414,163.25
	Total Cash	\$ 689,222.98	\$ 414,163.25

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	\$23,449,682.99	\$23,449,682.99	39%	No Limit	Liquid	N/A	2.25	\$454,128.77	
CalTRUST Short Term Fund	\$36,072,008.86	\$36,004,800.65	61%	No Limit	Liquid	N/A	2.18	\$666,571.26	
Total Investments	\$59,521,691.85	\$59,454,483.64						\$1,120,700.03	
Total Cash & Investments		\$ 60,210,914.83	\$ 59,868,646.89						

The investments above are in accordance with the District's investment policy.  10/24/2019

BCVWD will be able to meet its cash flow obligations for the next 6 months.  10/24/2019

Accounts Payable

Checks by Date - Detail by Check Date

User: wclayton
 Printed: 10/30/2019 3:33 PM

Beaumont-Cherry Valley Water District

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



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
9429	10718	Airwave Communication ENT	09/25/2019		
	7064	Install Radio Equipment to Unit 41			1,480.96
	7064	Install Radio Equipment to Unit 42			1,480.96
	7064	Install Radio Equipment to Unit 40			1,480.96
	7064	Labor to Install Radio Equipment to Unit 41			403.33
	7064	Labor to Install Radio Equipment to Unit 40			403.33
	7064	Labor to Install Radio Equipment to Unit 42			403.34
Total for Check Number 9429:				0.00	5,652.88
Total for 9/25/2019:				0.00	5,652.88
ACH	10085	CalPERS Retirement System	10/03/2019		
	15764184	PR Batch 00001.10.2019 CalPERS 1% ER Paid			172.94
	15764184	PR Batch 00001.10.2019 CalPERS ER PEPRA			2,791.08
	15764184	PR Batch 00001.10.2019 CalPERS 8% ER Paid			1,179.39
	15764184	PR Batch 00001.10.2019 CalPERS 8% EE Paid			2,207.65
	15764184	PR Batch 00001.10.2019 CalPERS 7% EE Deduction			1,210.65
	15764184	PR Batch 00001.10.2019 CalPERS ER Paid Classic			9,002.88
	15764184	PR Batch 00001.10.2019 CalPERS 7.5% EE PEPRA			2,780.72
Total for this ACH Check for Vendor 10085:				0.00	19,345.31
ACH	10087	EDD	10/03/2019		
	1-102-387-648	PR Batch 00001.10.2019 State Income Tax			3,981.20
	1-102-387-648	PR Batch 00001.10.2019 CA SDI			855.27
Total for this ACH Check for Vendor 10087:				0.00	4,836.47
ACH	10094	U.S. Treasury	10/03/2019		
	95677702	PR Batch 00001.10.2019 FICA Employee Portion			5,785.49
	95677702	PR Batch 00001.10.2019 Medicare Employer Portion			1,474.81
	95677702	PR Batch 00001.10.2019 FICA Employer Portion			5,785.49
	95677702	PR Batch 00001.10.2019 Medicare Employee Portion			1,474.81
	95677702	PR Batch 00001.10.2019 Federal Income Tax			10,636.80
Total for this ACH Check for Vendor 10094:				0.00	25,157.40
ACH	10141	Ca State Disbursement Unit	10/03/2019		
	1QG2S5F6657	PR Batch 00001.10.2019 Garnishment			266.30
	1QG2S5F6657	PR Batch 00001.10.2019 Garnishment			288.46
Total for this ACH Check for Vendor 10141:				0.00	554.76
ACH	10203	Voya Financial	10/03/2019		
	VB1450-PP20	PR Batch 00001.10.2019 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 15819692 15819692	CalPERS Supplemental Income Plans PR Batch 00001.10.2019 CalPERS 457 PR Batch 00001.10.2019 CalPERS 457 %	10/03/2019		640.00 158.83
Total for this ACH Check for Vendor 10264:				0.00	798.83
9430	10837 754	SERVPRO of Beaumont/Banning Emerg - Mold Remediation - Cherry Yard Shop	10/03/2019		3,555.24
Total for Check Number 9430:				0.00	3,555.24
Total for 10/3/2019:				0.00	54,723.01
ACH	10087 09262019	EDD 3rd Quarter 2019 State Tax Adj (Rounding)	10/04/2019		0.03
Total for this ACH Check for Vendor 10087:				0.00	0.03
Total for 10/4/2019:				0.00	0.03
ACH	10288 09162019 09162019 09162019 09162019	CalPERS Health Fiscal Services Division Admin Fee for Retired Emp Health Ins - Oct 2019 Admin Fee for Active Emp Health Ins - Oct 2019 Retired Employees Health Ins - Oct 2019 Active Employees Health Ins - Oct 2019	10/09/2019		13.23 129.33 2,370.00 47,900.57
Total for this ACH Check for Vendor 10288:				0.00	50,413.13
Total for 10/9/2019:				0.00	50,413.13
9431	UB*03521	Konrad Bolowich Refund Check	10/10/2019		13.29
Total for Check Number 9431:				0.00	13.29
9432	UB*03517	Angela Cardona Refund Check	10/10/2019		244.90
Total for Check Number 9432:				0.00	244.90
9433	UB*03514	Antonino Garcia Refund Check Refund Check Refund Check Refund Check	10/10/2019		16.60 23.14 48.29 22.65
Total for Check Number 9433:				0.00	110.68
9434	UB*03508	Nermine Hanna Refund Check Refund Check Refund Check Refund Check	10/10/2019		5.17 112.73 10.78 3.71
Total for Check Number 9434:				0.00	132.39

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
9435	UB*03509	Linda Jones Refund Check Refund Check Refund Check Refund Check	10/10/2019		11.85 46.36 8.49 24.71
Total for Check Number 9435:				0.00	91.41
9436	UB*03512	Joshua Dunn or Jose Huizar Refund Check Refund Check Refund Check Refund Check	10/10/2019		22.74 39.99 19.16 13.75
Total for Check Number 9436:				0.00	95.64
9437	UB*03520	Krista Bates or Krista Ponce Refund Check Refund Check Refund Check Refund Check	10/10/2019		36.75 16.10 11.55 1.80
Total for Check Number 9437:				0.00	66.20
9438	UB*03519	Alredo Lemus Refund Check Refund Check Refund Check Refund Check	10/10/2019		2.35 4.90 1.68 13.51
Total for Check Number 9438:				0.00	22.44
9439	UB*03511	Juan Carlos Lopez Refund Check Refund Check Refund Check Refund Check	10/10/2019		5.87 4.21 68.97 12.26
Total for Check Number 9439:				0.00	91.31
9440	UB*03518	Yolanda Luevanos Barba Refund Check Refund Check Refund Check Refund Check	10/10/2019		35.61 13.21 16.87 12.10
Total for Check Number 9440:				0.00	77.79
9441	UB*03513	Rosa Martinez Refund Check Refund Check Refund Check Refund Check	10/10/2019		18.34 48.37 16.47 22.96
Total for Check Number 9441:				0.00	106.14
9442	10836 09252019 09252019 09252019	Pardee Homes Refund GIS Deposit Tr 31469 - 7 L 9 Refund Meter Deposit Tr 31469 - L99 R Refund GIS Deposit Tr 31469 - L99 R	10/10/2019		275.00 1,082.00 275.00
Total for Check Number 9442:				0.00	1,632.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
9443	UB*03515	Plumbing Systems West Inc Refund Check Refund Check Refund Check Refund Check	10/10/2019		1,957.69 2.59 1.86 4.59
Total for Check Number 9443:				0.00	1,966.73
9444	UB*03516	Frank Ramirez Refund Check Refund Check Refund Check Refund Check	10/10/2019		4.75 6.62 13.81 10.80
Total for Check Number 9444:				0.00	35.98
9445	UB*03510	Jonathan Stewart Refund Check	10/10/2019		1,948.41
Total for Check Number 9445:				0.00	1,948.41
9446	10001	Action True Value Hardware	10/10/2019		
	47706	Broom - 12th/Palm			10.76
	47706	Couplings/Adaptors - Well 5			21.51
	47706	Box of Gloves/Hand Cleaner - Meter Room			33.38
	47706	Wood Stakes - Avenida Sonrisa			21.44
	47706	Box of Rags - Unit 17			15.07
	47706	Clamps/Adapters/Nipple - Well 19			27.92
	47706	(20) 90lbs Concrete - ODA 1			122.62
	47706	Welding Rod - Unit 37			2.57
	47788	Pipe Tread Compound/Paint - Meter Room			38.61
	47788	PVC - Well 25			11.59
	47788	Brush - Unit 17			11.84
	47788	Nipples - ODA 1			8.34
	47788	Ball Valve/Reducer/Bushings - 8888 Oak Glen Rd			61.92
	47788	Galv Reducer - Unit 17			7.54
	47788	Copper Tubing - District Sample Sites			72.18
	47788	Rebar Wire - Fence			11.84
	47788	Valve/Nipple/Elbow - 9191 Bonita Ave			32.82
Total for Check Number 9446:				0.00	511.95
9447	10319	ACWA Joint Powers Insurance Authority	10/10/2019		
	10012019	(33) Employee - Employee Assistance Program - Oct 2019			77.55
	10012019	Auto/General Liability Ins - Oct 2019			5,684.36
	10012019	Prepaid Auto/General Liability Ins - Oct 2019 - Sept 2020			62,527.74
Total for Check Number 9447:				0.00	68,289.65
9448	10003	All Purpose Rental	10/10/2019		
	39035	Replace Concrete - Main Line Leak 39688 Avenida Sonrisa			72.60
	39122	Cement Mixer - Well 4A			60.50
Total for Check Number 9448:				0.00	133.10
9449	10144	Alsco Inc	10/10/2019		
	LYUM1393222	Cleaning of 3 Office Mats 560 Magnolia - Aug 2019			16.68
	LYUM1396909	Cleaning of Mats & Shop Towels 12th/Palm - Sept 2019			33.15
	LYUM1396911	Cleaning of 1 Office Mats 560 Magnolia - Sept 2019			5.56
	LYUM1400637	Cleaning of Mats & Shop Towels 12th/Palm - Sept 2019			35.10
Total for Check Number 9449:				0.00	90.49

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
9450	10695 2632 2632	B-81 Paving Inc (11) Districtwide Repairs - Main Line (7) Districtwide Repairs - Meter Service Lines	10/10/2019		9,243.75 9,461.25
Total for Check Number 9450:				0.00	18,705.00
9451	10272 BI90653 BI90657 BI90659 BI90660 BI90748 BI91507 BI91509 BI91546 BI92110 BI92654 BI92682	Babcock Laboratories Inc (15) Coliforms Lab Sample (1) Coliforms Lab Sample (1) Coliforms Lab Sample (1) Nitrate-Nitrogen (1) Coliforms Lab Sample (15) Coliforms Lab Sample (5) Coliforms Lab Sample (2) Hexavalent Chromium (15) Coliforms Lab Sample (15) Coliforms Lab Sample (1) Coliforms Lab Sample	10/10/2019		630.00 84.00 42.00 16.00 42.00 630.00 210.00 190.00 630.00 630.00 42.00
Total for Check Number 9451:				0.00	3,146.00
9452	10135 3691	Big Time Design (4) Uniform Polo Shirts - UB Main Office	10/10/2019		116.37
Total for Check Number 9452:				0.00	116.37
9453	10774 151148	Jesus Camacho 21 Truck Washes Sept 2019	10/10/2019		220.00
Total for Check Number 9453:				0.00	220.00
9454	10614 27023 27023 27023	Cherry Valley Automotive Labor - Change Oil/Filter - OD 55,617 Unit 12 Labor - Replace Window Handle - OD 55,617 Unit 12 Window Handle/Oil/Filter - OD 55,617 Unit 12	10/10/2019		22.00 20.00 52.07
Total for Check Number 9454:				0.00	94.07
9455	10360 CLOINV083874 COLINVO83874	Cutting Edge Supply (2) Slope Board Blades (24) Slope Board Bolts	10/10/2019		859.31 92.32
Total for Check Number 9455:				0.00	951.63
9456	10600 10012019	Gaicho Gophers & Landscape Management NCR 1 Rodent Control Sept 2019	10/10/2019		1,000.00
Total for Check Number 9456:				0.00	1,000.00
9457	10303 9308492082	Grainger Inc (2) Sump Pumps - Well 25	10/10/2019		1,744.71
Total for Check Number 9457:				0.00	1,744.71

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
9458	10052	Home Depot Credit Services	10/10/2019		
	11310	Struts/Clamps - Eye Station Well 25/29			38.29
	1611431	Concrete - Well 3			15.41
	1611431	Respirator/Head Lamp/Diamond Wheel - Well 3			226.11
	3625536	Trash Bags/Paper Towels/Cleaning Wipes - 12th/Palm			397.78
	4011777	Union/Adapter - Pond Phase 1			50.04
	4011812	PVC Union - ODA 1			27.02
	4032844	Lumber/Steel Stakes/Mats - 39688 Avenida Sonrisa			135.71
	6033739	Bolt Cutters - Unit 17			26.90
	6033739	Lumber/Wire Mesh/Socket - 39688 Avenida Sonrisa			77.59
	624949	Cooler - Water Samples			53.84
	684949	Nails - Hang Banner 560 Magnolia			1.80
	7012334	Primer/Cement - Well 22			114.31
	8032496	(8) Boxes Trash Bags - Stock 12th/Palm			223.86
	W939228679	Tool Kit - Unit 17			537.67
Total for Check Number 9458:				0.00	1,926.33
9459	10465	Image Source	10/10/2019		
	25AR1018993	Xerox 3610 Usage Charges 9/1-30/2019			52.57
	25AR1018993	Xerox 3610 Contract Charges 10/1-31/2019			71.71
Total for Check Number 9459:				0.00	124.28
9460	10776	Impact Promotional Pro	10/10/2019		
	7229	Re-Production Lapel Pins - 100th Anniversary			11.64
	7229	Custom Lapel Pins - 100th Anniversary			121.43
Total for Check Number 9460:				0.00	133.07
9461	10398	Infosend, Inc	10/10/2019		
	160208	Sept 2019 Billing Charges for Utility Billing			897.49
	160208	Sept 2019 Postage Charges for Utility Billing			4,236.93
	160208	Sept 2019 Supply Charges for Utility Billing			728.47
Total for Check Number 9461:				0.00	5,862.89
9462	10273	Inland Water Works Supply Co.	10/10/2019		
	S1026838.004	(2) 4" Flange Tees - Inventory			490.15
	S1026838.004	(8) 4" Mega Lugs - Inventory			286.20
	S1026838.005	(8) 10" Standard Full Circles - Inventory			1,141.94
	S1027332.001	(50) 1" x 5" U Branches - Inventory			3,515.26
	S1027332.001	(50) 1" Lock On Lockwings - Inventory			5,015.76
	S1027332.001	(250) 1" x Close Brass Nipples - Inventory			884.36
	S1027332.001	(100) 1" Brass Couplings - Inventory			1,161.55
	S1027332.001	(150) 1" x 6" Brass Nipples - Inventory			1,940.30
	S1027332.001	(150) 1" x 2 5/8" Meter Conns - Inventory			2,439.24
	S1027332.001	(50) 1" Lock Off Lockwings - Inventory			4,826.75
	S1027333.001	(100) 1" Ball Valves - Inventory			4,109.23
	S1027333.001	(100) 1" Check Valves - Inventory			9,925.92
	S1027548.001	(6) 8" OD Full Circles - Inventory			651.37
	S1027548.001	(6) 4" OD Full Circles - Inventory			451.42
	S1027548.001	(6) 6" STD Full Circles - Inventory			554.94
	S1027548.001	(7) 6" OD Full Circles - Inventory			647.43
	S1027548.001	(1) 8" STD Full Circle - Inventory			108.56
	S1027548.001	(1) 4" STD Full Circle - Inventory			78.35
	S1027548.002	(1) 8" STD Full Circle - Inventory			108.56
	S1027548.002	(3) 4" STD Full Circles - Inventory			235.02
	S1027548.003	(4) 6" OD Full Circles - Inventory			369.97
	S1027548.003	(2) 8" STD Full Circles - Inventory			217.12
	S1027551.001	(1) Holder for Tapping Machine			120.35
	S1027706.001	(400) Transmitters - Inventory			31,678.49
	S1027706.001	(400) Security Seals for Transmitters			84.48
	S1027769.001	(300ft) 8- Rolls of 1" Copper and 3 - Rolls of 100' - Inventory			1,336.83
	S1027769.001	(480ft) 8- Rolls of 1" Copper and 3 - Rolls of 100' - Inventory			2,138.93
Total for Check Number 9462:				0.00	74,518.48

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
9463	10496 S80428	John Borden Heating & Air Conditioning AC Repair - 560 Magnolia	10/10/2019		291.00
Total for Check Number 9463:				0.00	291.00
9464	10278 KM05754034 Oct KM05754034 Oct KM05754034 Oct KM05754034 Oct KM05754034 Oct KM05754034 Oct	MetLife - Group Benefits Billing - S Ath - Aug/Sept 2019 MetLife Dental Ins - Oct 2019 Billing - C Nyberg Sept - 2019 MetLife Vision Ins - Oct 2019 Billing - L Diaz - Sept 2019 Billing - L Diaz - Sept 2019	10/10/2019		142.16 853.04 25.38 216.72 21.66 71.08
Total for Check Number 9464:				0.00	1,330.04
9465	10350 102201 102737 102874	NAPA Auto Parts Lamp - District Trucks Socket/Wrench - Unit 5 Final Charge - Kenworth	10/10/2019		26.32 22.61 36.61
Total for Check Number 9465:				0.00	85.54
9466	10045 R150285 R150808 R150809	Pacific Alarm Service Inc Alarm Equip/Rent/Service/Monitor 815 E 12th St Oct 2019 Alarm Equip/Rent/Service/Monitor 560 Magnolia Oct 2019 Alarm Equip/Rent/Service/Monitor 11083 Cherry Ave Oct 2019	10/10/2019		76.00 368.00 44.50
Total for Check Number 9466:				0.00	488.50
9467	10282 08302019	Rancho Paseo Medical Group Employee Testing - S Foley	10/10/2019		25.00
Total for Check Number 9467:				0.00	25.00
9468	10223 223463 223464	Richards, Watson & Gershon Legal Services Aug 2019 Board Approval 10/9/19 Legal Services Aug 2019 Board Approval 10/9/19	10/10/2019		1,941.92 606.40
Total for Check Number 9468:				0.00	2,548.32
9469	10277 15850 15858 15860 15875	Rio Stone Building Materials Replace Concrete from a Leak - Avenida Sonrisa Replace Concrete from a Leak - Avenida Sonrisa Replace Concrete from a Leak - Avenida Sonrisa Replace Concrete from a Leak - Avenida Sonrisa	10/10/2019		175.01 175.01 175.01 175.01
Total for Check Number 9469:				0.00	700.04
9470	10317 540428 540438	Robertson's Ready Mix (26.47) Tons of Base - Maint for Pipes (26.47) Tons of Base - Meter Maint	10/10/2019		203.24 203.25
Total for Check Number 9470:				0.00	406.49
9471	10290 19-00204	San Gorgonio Pass Water Agency 1,223 AF @ \$399 for Sept 2019	10/10/2019		487,977.00
Total for Check Number 9471:				0.00	487,977.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
9472	10830 0706270-IN	SC Fuels (12) Barrels of Oil for District Wells	10/10/2019		601.04
Total for Check Number 9472:				0.00	601.04
9473	10042 07132135000Sept	Southern California Gas Company Monthly Gas Charges 08/26 - 09/25/19 Sept 2019	10/10/2019		14.79
Total for Check Number 9473:				0.00	14.79
9474	10276 00610763 Oct 19 00610763 Oct 19 00610763 Oct 19	Standard Insurance Company Billing Adjustment - Oct 2019 Monthly Life & AD&D Insurance Billing Adjustment - Aug - Sept 2019	10/10/2019		0.34 842.94 39.07
Total for Check Number 9474:				0.00	882.35
9475	10031 3425674094 3425674094 3426261258 3427382586	Staples Business Advantage Stapler/Pens/Keyboards - 560 Magnolia Toner Cartridges - 560 Magnolia Markers/Pens/Date Stamp/Binders - 560 Magnolia Organizer - 560 Magnolia	10/10/2019		301.62 183.15 233.65 25.85
Total for Check Number 9475:				0.00	744.27
9476	10770 W1007089 W1007089	Sulzer Electro-Mechanical Services, Inc Bearings/Oil Sight Glass - Well 4A Labor - Balancing/Coupling/Base Surface/Shop - Well 4A	10/10/2019		1,395.30 2,726.93
Total for Check Number 9476:				0.00	4,122.23
9477	10743 15245	Townsend Public Affairs, Inc Consulting Services for the Month of Oct 2019	10/10/2019		4,000.00
Total for Check Number 9477:				0.00	4,000.00
9478	10284 920190047 920190047	Underground Service Alert of Southern California Monthly Maintenance Fee 162 New Ticket Charges Sept 2019	10/10/2019		10.00 267.30
Total for Check Number 9478:				0.00	277.30
9479	10255 0400329-IN 0400330-IN 0400610-IN	Unlimited Services Building Maintenance Oct 2019 Janitorial Services 815 E 12th St Oct 2019 Janitorial Services 560 Magnolia Ave Oct 2019 Janitorial Services 851 E 6th St	10/10/2019		150.00 845.00 375.00
Total for Check Number 9479:				0.00	1,370.00
9480	10778 5159 5159 5159 5159 5159 5159 5159 5159 5159 5159 5159 5159	Urban Habitat Well Site 22 2850 Pressure Zone Reservoir (Vineland Tank) Well Site 2 Well Site 24 2650 Pressure Zone Reservoir (Hannon Tank) Well Site 29 Well Site 25 2750 Pressure Zone Reservoir (Cherry Tank) Well Site 16 Well Site 3 BCVWD Business Office	10/10/2019		420.00 420.00 270.00 240.00 780.00 180.00 90.00 840.00 300.00 330.00 90.00
Total for Check Number 9480:				0.00	3,960.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
9481	10035 019629	USA Blue Book Samples 1000 Tests - Check for Chlorine Residue	10/10/2019		422.41
Total for Check Number 9481:				0.00	422.41
9482	10385 5470589	Waterline Technologies, Inc. - PSOC 900 Gallons Chlorine - Well 25	10/10/2019		1,197.00
Total for Check Number 9482:				0.00	1,197.00
9483	10319 09302019 09302019 09302019	ACWA Joint Powers Insurance Authority 2019/2020 1st Qtr Workers Comp 2019/2020 1st Qtr Workers Comp Rate Adjustment 2019/2020 1st Qtr Workers Comp Rate Adjustment	10/10/2019		9,390.47 -0.15 -1.77
Total for Check Number 9483:				0.00	9,388.55
Total for 10/10/2019:				0.00	705,035.20
ACH	10138 HW201 Oct 2019	ARCO Business Solutions ARCO Fuel Charges 9/12/19 - 10/11/19 Oct 2019	10/15/2019		6,091.73
Total for this ACH Check for Vendor 10138:				0.00	6,091.73
ACH	10030 2-03-937-4889 2-03-937-4889 2-03-937-4889 2-03-937-4889 2-03-937-4889 2-03-937-4889 2-03-937-4889 2-03-937-4889 2-03-937-4889	Southern California Edison Electricity 8/22 - 9/23/19 - Wells Sept 2019 Electricity 8/22 - 9/23/19 - 9781 Avenida Miravilla Sept 2019 Electricity 7/22 - 8/21/19 - Wells Aug 2019 Electricity 8/22 - 9/23/19 - 13695 Oak Glen Rd Sept 2019 Electricity 8/22 - 9/23/19 - 13697 Oak Glen Rd Sept 2019 Electricity 8/22 - 9/23/19 - 12303 Oak Glen Rd Sept 2019 Electricity 8/22 - 9/23/19 - 560 Magnolia Ave Sept 2019 Electricity 8/22 - 9/23/19 - 851 E 6th St Sept 2019 Electricity 8/22 - 9/23/19 - 815 E 12th Ave Sept 2019	10/15/2019		189,267.64 250.69 4,425.07 167.07 266.58 246.66 2,892.93 297.27 599.40
Total for this ACH Check for Vendor 10030:				0.00	198,413.31
ACH	10086 560763	American Family Life Assurance Company of Columbus AFLAC Employee Insurance - Sept 2019	10/15/2019		891.88
Total for this ACH Check for Vendor 10086:				0.00	891.88
Total for 10/15/2019:				0.00	205,396.92
ACH	10132 3526764 3526826 3530007 3530190	South Coast AQMD ICE EM Elec Gen Diesel - Fac ID 140810 ICE EM Elec Gen Diesel - Fac ID 148118 Flat Fee Last Year Emissions - Fac ID 140810 Flat Fee Last Year Emissions - Fac ID 148118	10/16/2019		421.02 421.02 136.40 136.40
Total for this ACH Check for Vendor 10132:				0.00	1,114.84
Total for 10/16/2019:				0.00	1,114.84

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
ACH	10085	CalPERS Retirement System	10/17/2019		
	15798662	PR Batch 00002.10.2019 CalPERS 8% ER Paid			1,179.39
	15798662	PR Batch 00002.10.2019 CalPERS 7.5% EE PEPRA			2,866.58
	15798662	PR Batch 00002.10.2019 CalPERS ER PEPRA			2,877.27
	15798662	PR Batch 00002.10.2019 CalPERS 8% EE Paid			2,203.22
	15798662	PR Batch 00002.10.2019 CalPERS 1% ER Paid			172.94
	15798662	PR Batch 00002.10.2019 CalPERS 7% EE Deduction			1,210.65
	15798662	PR Batch 00002.10.2019 CalPERS ER Paid Classic			8,994.51
Total for this ACH Check for Vendor 10085:				0.00	19,504.56
ACH	10087	EDD	10/17/2019		
	1-262-369-216	PR Batch 00002.10.2019 CA SDI			859.44
	1-262-369-216	PR Batch 00002.10.2019 State Income Tax			4,001.94
Total for this ACH Check for Vendor 10087:				0.00	4,861.38
ACH	10094	U.S. Treasury	10/17/2019		
	00760906	PR Batch 00002.10.2019 Medicare Employee Portion			1,475.09
	00760906	PR Batch 00002.10.2019 Medicare Employer Portion			1,475.09
	00760906	PR Batch 00002.10.2019 Federal Income Tax			10,687.34
	00760906	PR Batch 00002.10.2019 FICA Employee Portion			5,501.74
	00760906	PR Batch 00002.10.2019 FICA Employer Portion			5,501.74
Total for this ACH Check for Vendor 10094:				0.00	24,641.00
ACH	10141	Ca State Disbursement Unit	10/17/2019		
	MQG8CR16657	PR Batch 00002.10.2019 Garnishment			288.46
	MQG8CR16657	PR Batch 00002.10.2019 Garnishment			266.30
Total for this ACH Check for Vendor 10141:				0.00	554.76
ACH	10203	Voya Financial	10/17/2019		
	VB1450-PP21	PR Batch 00002.10.2019 Deferred Comp			475.00
Total for this ACH Check for Vendor 10203:				0.00	475.00
ACH	10264	CalPERs Supplemental Income Plans	10/17/2019		
	15839129	PR Batch 00001.10.2019 ROTH-Post-Tax			211.83
	15839129	PR Batch 00002.10.2019 ROTH-Post-Tax			211.83
	15839129	PR Batch 00002.10.2019 CalPERS 457 %			158.83
	15839129	PR Batch 00002.10.2019 CalPERS 457			640.00
Total for this ACH Check for Vendor 10264:				0.00	1,222.49
Total for 10/17/2019:				0.00	51,259.19
ACH	10781	Umpqua Bank	10/23/2019		
	10016	City of Beaumont			
		Encroachment Permit - Potholing			738.52
	10031	Staples Business Advantage			
		Pencils - Engineering			7.52
	10034	US Postal Service			
		Stamps - 560 Magnolia			220.00
		Return Frames for Refund			116.90
	10037	Waste Management Of Inland Empire			
		Monthly Sanitation - 815 E 12th			398.86
		Monthly Sanitation - 560 Magnolia			205.31

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	10056	RDO Equipment Co. Trust# 80-5800 Parts for John Deer Mower			521.62
	10099	A & A Fence Co. Inc Emerg - Fence Repair - ODA 1			1,123.83
	10147	Online Information Services, Inc 195 Credit Reports for Aug 2019			559.20
	10173	California Society of Municipal Finance Officers IE Chapter Registration/CSMFO GASB Updates - L Lopez IE Chapter Registration/CSMFO GASB Updates - S Molina IE Chapter Registration/CSMFO GASB Updates - Y Rodriguez Prepaid CSMFO Conf 1/29 - 31/2019 L Lopez Prepaid CSMFO Conf 1/29 - 31/2019 S Molina Prepaid CSMFO Pre-Conf Session 1/28/19 S Molina Prepaid CSMFO Conf 1/29 - 31/2019 W Clayton Prepaid CSMFO Conf 1/29 - 31/2019 S Delgadillo Prepaid 2020 CSMFO Membership Renewal - S Delgadillo			30.00 30.00 30.00 425.00 425.00 150.00 425.00 425.00 110.00
	10397	Wal-Mart Tires - John Deer Mower			136.19
	10420	Amazon.com Mount Bracket/Transmitter - 12th/Palm TV - 12th/Palm			236.76 794.58
	10424	Top-Line Industrial Supply, LLC Swivel/Cap - Repair 2 Blow Off/Stock Wrench/Hose Adapter - Clean Dozer O Ring - Repair Dozer			150.68 67.66 4.01
	10546	Frontier Communications 8/25/19 - 9/24/19 Sept FIOS/FAX 560 Magnolia 8/25/19 - 9/24/19 Sept FIOS/FAX 851 E 6th St Engineering 9/10/19 - 10/19/19 Sept FIOS/FAX 12th/Palm			290.00 99.45 324.74
	10623	WP Engine Website Hosting Sep 2019 - BCVWD.Org			35.00
	10627	ISACA Membership Renewal - 560 Magnolia			180.00
	10655	CompTIA Membership Renewal - 560 Magnolia			50.00
	10656	EC-Council International Ltd International Fee Membership Renewal - 560 Magnolia (Pending Credit) Membership Renewal - 560 Magnolia International Fee (Pending Credit)			1.60 80.00 80.00 1.60
	10692	MMSoft Design Monthly Renewal Monitoring - 560 Magnolia International Fee Monthly Microsoft Office - 560 Magnolia Monthly Microsoft Office - 560 Magnolia			202.61 4.05 512.90 264.00
	10735	ASCE Prepaid ASCE Annual Membership 1/1 -31/2020 - M Swanson			300.00
	10761	BLS*Spamtitan Email Filtering - 560 Magnolia International Fee International Fee Web Filter - 560 Magnolia			47.00 0.94 1.44 71.88
	10767	Alliance Trailer Corp Couplers - Trailer			15.70
	10782	R.S. Hughes, Inc Ear Plugs/Dust Mask - Safety Equipment - Field			244.27
	10784	Autodesk, Inc Auto CAD Software - 851 E 6th St - Engineering			710.00
	10838	ID Wholesaler Photo ID Backdrop System - Employees Security Badges			230.58

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	10839	Shell Gas Station Gas - Pony Tank			125.00
		Gas - Unit 38			66.24
		Gas - Pony Tank			125.00
	10840	Ready Fresh (Arrowhead) Water - 851 E 6th St - Eng			31.99
	10841	Panetteria Meal - 34th Annual WaterRuse Symposium Conf 9/8 - 11/19 J Bean			26.55
	10842	Buon Appetito Restaurant Meal - 34th Annual WaterRuse Symposium Conf 9/8 - 11/19 J Bean			26.57
	10843	Burger Lounge Meal - 34th Annual WaterRuse Symposium Conf 9/8 - 11/19 J Bean			15.03
	10844	La Pensione Hotel 34th Annual WaterRuse Symposium Conf 9/8 - 11/19 J Bean			90.00
	10845	Harbor Freight Tools Waterproof Utility Case - Pressure Records			43.09
	10846	Art To Frames Shipping - Frames - Board Room			18.95
		Frames - Board Room (Returned)			269.94
		Frames - Board Room			283.43
	10847	ACE Parking Parking - 34th Annual WaterRuse Symposium Conf 9/8 - 11/19 J Bean			17.00
	10848	DLR Res Hotel Prepaid CSMFO Conf 1/29 - 31/2019 - S Delgadillo			285.48
		Prepaid CSMFO Conf 1/28 - 31/2019 - Y Rodriguez			285.48
		Prepaid CSMFO Conf 1/28 - 31/2019 - S Molina/L Lopez			285.48
		Prepaid CSMFO Conf 1/29 - 31/2019 - W Clayton			285.48
	10849	MyCommerce Software - Restore Hard Drive			199.00
	10850	ISC CISSP Annual Membership			125.00
	10851	Psyche Therapy Inc Fraudulent - In Dispute (Credit Pending)			520.35
Total for this ACH Check for Vendor 10781:				0.00	14,204.46
Total for 10/23/2019:				0.00	14,204.46
ACH	10087	EDD	10/24/2019		
	1-189-170-624	PR Batch 00003.10.2019 State Income Tax			22.16
	1-189-170-624	PR Batch 00003.10.2019 CA SDI			22.72
Total for this ACH Check for Vendor 10087:				0.00	44.88
ACH	10094	U.S. Treasury	10/24/2019		
	53169977	PR Batch 00003.10.2019 FICA Employer Portion			140.89
	53169977	PR Batch 00003.10.2019 Medicare Employer Portion			32.95
	53169977	PR Batch 00003.10.2019 Federal Income Tax			95.72
	53169977	PR Batch 00003.10.2019 FICA Employee Portion			140.89
	53169977	PR Batch 00003.10.2019 Medicare Employee Portion			32.95
Total for this ACH Check for Vendor 10094:				0.00	443.40
9484	10792	A-1 Financial Services	10/24/2019		
	00012019	November Rent - 851 E 6th St - Engineer Office			2,025.00
Total for Check Number 9484:				0.00	2,025.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
9485	10144	Alsco Inc	10/24/2019		
	LYUM1404493	Cleaning of Mats & Shop Towels 12th/Palm - Oct 2019			35.10
	LYUM1404495	Cleaning of 3 Office Mats 560 Magnolia - Oct 2019			43.16
	LYUM1408447	Cleaning of Mats & Shop Towels 12th/Palm - Oct 2019			35.10
	LYUM1408449	Cleaning of 3 Office Mats 560 Magnolia - Oct 2019			43.41
Total for Check Number 9485:				0.00	156.77
9486	10283	BCVWD Custodian of Petty Cash	10/24/2019		
	09052019	Livescan - New Employee - S Foley			50.00
	09232019	Livescan - New Employee - C Kitchen			50.00
	10102019	Water/Punch - 100 Year Celebration			17.81
	10102019	Iron/Clean Tablecloths - 100 Year Celebration			41.00
	10212019	Livescan - New Employee - J Sibole			50.00
	10232019	Pastries/Coffee Cups - Assemblyman Visit/Tour			11.55
Total for Check Number 9486:				0.00	220.36
9487	10308	Byrd Industrial Electronics	10/24/2019		
	1009-19	Mileage - Well 24			111.24
	1009-19	Labor - Removed/Install Power Supply - Well 24			300.00
	1009-19	Power Supply - Well 24			95.36
Total for Check Number 9487:				0.00	506.60
9488	10019	C R & R Incorporated	10/24/2019		
	0097727	Monthly Charges 3 YD Commercial Bin Oct 2019			271.47
Total for Check Number 9488:				0.00	271.47
9489	10774	Jesus Camacho	10/24/2019		
	151150	(19) Truck Washes - Oct 2019			190.00
	151150	(1) Dump Truck Wash - Oct 2019			15.00
Total for Check Number 9489:				0.00	205.00
9490	10822	Canon Financial Services, Inc	10/24/2019		
	20665815	Contract Charge - 10/01 - 31/2019 - Oct 2019			329.33
	20665815	CLR Meter Usage - 9/1 - 30/2019 - Sept 2019			736.29
	20665815	BW Meter Usage - 9/1 - 30/2019 - Sept 2019			52.41
Total for Check Number 9490:				0.00	1,118.03
9491	10339	Centro Business Forms Inc	10/24/2019		
	219676	CA Use Sale Tax - 2019 Tax Forms - 560 Magnolia			-7.76
	219676	2019 Tax Forms - 560 Magnolia			146.67
Total for Check Number 9491:				0.00	138.91
9492	10614	Cherry Valley Automotive	10/24/2019		
	27186	Labor - Change/Replace Oil & Filter - OD 113,122 Unit 16			22.00
	27186	Oil/Filter - OD 113,122 Unit 16			36.29
	27351	Flat Repair - OD 113,122 - Unit 16			20.00
Total for Check Number 9492:				0.00	78.29
9493	10390	Dangelo Company	10/24/2019		
	S1382829.001	Flanges/Gaskets/Bolt & Nut Sets - Repairs 1040 Claiborne Ave			80.90
	S1383765.001	(20) 1/2" Meter Bolt Sets - Inventory			17.46
Total for Check Number 9493:				0.00	98.36

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
9494	10303 9277128287	Grainger Inc (1) Motor for Well 21	10/24/2019		153.94
Total for Check Number 9494:				0.00	153.94
9495	10337 17056	Hilltop Geotechnical, Inc Emerg Soil Testing/Mileage - Phase 1	10/24/2019		600.93
Total for Check Number 9495:				0.00	600.93
9496	10398 160656 160656 160656	Infosend, Inc Postage - Backflow Notices Processing Fee - Backflow Notices Set Up Fee - Backflow Notices	10/24/2019		145.31 150.00 150.00
Total for Check Number 9496:				0.00	445.31
9497	10273 S1027548.004 S1027548.004 S1028825.001 S1028825.001 S1028825.001	Inland Water Works Supply Co. (2) 4" Standard Full Circles - Inventory (2) 8" Standard Full Circles - Inventory (1502) Meter Gaskets - Stock (30) 1.5" Meter Bolt Sets - Inventory (39) 3/4" x 2.5" Meter Conns - Inventory	10/24/2019		156.68 217.12 555.11 63.36 411.82
Total for Check Number 9497:				0.00	1,404.09
9498	10809 661 661 661 661 687	Inner-City Auto Repair & Tires Labor - Remove/Install Shock & Strut - OD 64,200 Unit 17 Shocks/Starter/Wheel Bearing & Wearing - OD 64,200 Unit 17 Labor - Remove/Replace Wheel Bearing - OD 64,200 Unit 17 Labor - Remove/Replace Starter - OD 64,200 Unit 17 Labor - Dismount/Mount Tires - John Deer Mower	10/24/2019		56.00 986.39 361.00 76.00 43.00
Total for Check Number 9498:				0.00	1,522.39
9499	10224 0101129 Oct	Legal Shield Monthly Prepaid Legal for Employees - Oct 2019	10/24/2019		214.30
Total for Check Number 9499:				0.00	214.30
9500	10102 17570 17570	Pat's Pots Labor - Rental Portable Toilets - 9/24/19 - 10/21/19 - Oct 2019 Rental Portable Toilets - 9/24/19 - 10/21/19 - Oct 2019	10/24/2019		245.20 64.80
Total for Check Number 9500:				0.00	310.00
9501	10797 13215	Raftelis Financial Consultants, Inc Fees for Water Rate Study - Sept 2019	10/24/2019		8,636.04
Total for Check Number 9501:				0.00	8,636.04
9502	10297 1409519	Rain For Rent Flushing Well #3 - Baker Tank 09/10-10/07/2019	10/24/2019		2,110.13
Total for Check Number 9502:				0.00	2,110.13
9503	10282 09262019	Rancho Paseo Medical Group Employee Testing - C Kitchen	10/24/2019		100.00
Total for Check Number 9503:				0.00	100.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
9504	10095 201909000339	Riverside County Dept of Waste Resources Weeds/Trash Removal NCR I Sept 2019	10/24/2019		10.00
Total for Check Number 9504:				0.00	10.00
9505	10317 559685 559685 564003 564003	Robertson's Ready Mix (25.91) Tons of Sand - Meters Maint (26.01) Tons of Sand - Maint on Pipelines and Hydrants (12.63) Tons of Base - Meters Maint (12.63) Tons of Base - Maint on Pipeline/Hydrants	10/24/2019		258.76 259.67 194.45 194.44
Total for Check Number 9505:				0.00	907.32
9506	10689 175239	Safety Compliance Company Safety Meeting - GHS - 560 Magnolia	10/24/2019		250.00
Total for Check Number 9506:				0.00	250.00
9507	10837 754	SERVPRO of Beaumont/Banning Emerg - Mold Remediation - Cherry Yard Shop	10/24/2019		3,555.24
Total for Check Number 9507:				0.00	3,555.24
9508	10652 10042019	Society for Human Resource Management Prepaid Annual Membership - Y Rodriguez	10/24/2019		219.00
Total for Check Number 9508:				0.00	219.00
9509	10063 1017183 1018743 1018743 1018743	The Record Gazette Advertise - Centennial Year - 560 Magnolia Notice of Intent - MND - 2017 Water Pipeline Replacement Notice of Intent - MND - 2017 Water Pipeline Replacement Notice of Intent - MND - 2017 Water Pipeline Replacement	10/24/2019		374.30 200.00 200.00 200.00
Total for Check Number 9509:				0.00	974.30
9510	10700 6002	Tokay Software, Inc Backflow Prevention Mgmt Software	10/24/2019		640.00
Total for Check Number 9510:				0.00	640.00
9511	10798 0919-001	Urban Futures Inc Fees for Services OPEB Model & Analysis - Aug/Sept 2019	10/24/2019		4,270.85
Total for Check Number 9511:				0.00	4,270.85
9512	10116 9839022544 9839022544	Verizon Wireless Services LLC iPad Charges for Sept 2019 Cell Phone Charges for Sept 2019	10/24/2019		120.03 196.45
Total for Check Number 9512:				0.00	316.48
9513	10385 5473518	Waterline Technologies, Inc. - PSOC 900 Gallons Chlorine - Well 25	10/24/2019		1,197.00
Total for Check Number 9513:				0.00	1,197.00
9514	10293 152869	Western Dental Services Inc Western Dental Premiums - Oct 2019	10/24/2019		101.58
Total for Check Number 9514:				0.00	101.58

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
9515	10271	Beaumont Ace Home Center	10/24/2019		
	1-Sep	Valves/Hexes/Nipple - Chlorinator Well 29			21.81
	1-Sep	Pump - Swamp Cooler Well 25			35.33
	1-Sep	Screen for Window - 12th/Palm			19.88
	1-Sep	Speed Square - 39688 Avenida Sonrisa			12.91
	1-Sep	Refund - Portland Cement Well 4A			-11.84
	1-Sep	Bolts/Washers/Nuts - John Deer Mower			18.80
	1-Sep	Ties/Couplings/Bushings - Unit 4			19.51
	1-Sep	Wood Stakes - Locate Water Line			29.35
	1-Sep	PVC Nipples - ODA 1			9.60
	1-Sep	Adapter/Nipples/Ball Valves - Well 25			60.99
	1-Sep	Pulley - Well 21			12.16
	1-Sep	Shovels - Unit 35			27.90
	1-Sep	Galv Strap/Lock Washer/Nut - Unit 32			4.48
	1-Sep	Drill Bit/Hardware - Unit 4			9.98
	1-Sep	(2) Pulley V Belts - Well 24			28.64
	1-Sep	Steel Stakes - Pour Concrete Avenida Sonrisa			42.99
	1-Sep	Channel/Pipe Clamp - Well 25 & 29			85.05
	1-Sep	Trowel/Tape/Hand Trans planter - Unit 4			42.08
	1-Sep	Utility Pump - Stock 12th/Palm			116.34
	1-Sep	Shovels - Unit 5			60.21
	1-Sep	Tape/Bushings/Adaptors - Well 25			83.10
	1-Sep	Off Set Pipe Wrench - Unit 36/41/42			323.22
	1-Sep	Wood/Bricks - 39688 Avenida Sonrisa			61.53
	1-Sep	Portland Cement - Well 4A			35.53
	1-Sep	Nipple/Sealant/Threaded Rod - Well 4A			55.47
	1-Sep	Mapp Pro Fuel - Taking Water Samples			55.99
	1-Sep	Leather Gloves - Field			21.54
	1-Sep	Box of Rags - Unit 5			36.61
	1-Sep	Saw Blade - Unit 17			12.92
	1-Sep	(7) Couplings - 12th/Palm			1.43
	1-Sep	Cleaner - Box of Rags - 12th/Palm			34.64
	1-Sep	(4) Premium Pumps - Wells 23/24/29/25			141.32
	1-Sep	Chain/Swivel Connector - Unit 41			13.50
	1-Sep	T-Post - Fence ODA 1			25.82
	1-Sep	Pick/Kneeling Mat - Unit 5			73.79
	1-Sep	(4) Pulley V Belts - Exhaust Fans Well 25			36.60
	1-Sep	Small Tools - Unit 41			595.34
	1-Sep	Batteries - Locator			28.53
	1-Sep	Brass Nipple - Unit 17			14.33
	1-Sep	Holder/Brush/Cutting Wheel/Spool- District Welder			92.71
	1-Sep	Auto Wire - Sump Pumps Well 25			9.47
	1-Sep	Trowel - 12th/Palm			6.78
	1-Sep	Scraper/Utility Knife - Unit 4			20.77
	1-Sep	Portland Cement/Wire Connectors - Well 4A			60.65
	1-Sep	Pop Up Heads - Sprinklers 12th/Palm			17.20
	1-Sep	Hand Sanitizer - Unit 17			1.61
	1-Sep	Rebar Tie Wire/Duct Tape - Locating Water Line			10.00
	1-Sep	Utility Box/Screwdriver - 12th/Palm			8.59
	1-Sep	Water Flex - Well 5			18.85
	1-Sep	Safety Equip - Earmuffs/Hearing Muffs w/Head Strap - Well 23			32.30
	1-Sep	Elbows/Coupling - Well 22			11.80
	1-Sep	Broom Handle - Unit 41			9.69
Total for Check Number 9515:				0.00	2,597.80
9516	10056	RDO Equipment Co. Trust# 80-5800	10/24/2019		
	W58072	Labor Replace Gearbox - JD Equipment			420.00
	W58072	Labor Engine Diagnostics - JD Equipment			280.00
	W58072	Replace Gearbox - JD Equipment			1,325.30
	W58072	Engine Diagnostics - JD Equipment			26.92
Total for Check Number 9516:				0.00	2,052.22

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
9517	10031	Staples Business Advantage	10/24/2019		
	3425674093	Self Ink Stamp - 560 Magnolia Ave			30.16
	3427944089	(4) File Jackets - 560 Magnolia			224.08
	3427944089	Toner - 560 Magnolia			223.03
	3427944090	Paper Towels - 560 Magnolia			81.65
	3427944091	Stapler/Battery/Wrist Rest/Pads/Highlighters - 560 Magnolia			307.84
	3427944092	20 Cases of Paper - 560 Magnolia			1,310.56
	3428492313	Tray/Letter Holder - 560 Magnolia			33.39
	3428492314	Magnetic Label Holder - 560 Magnolia			30.70
Total for Check Number 9517:				0.00	2,241.41
9518	UB*03538	Cassandra Alongi	10/24/2019		
		Refund Check			22.27
		Refund Check			19.82
		Refund Check			46.48
		Refund Check			15.98
Total for Check Number 9518:				0.00	104.55
9519	UB*03547	Boberg Engineering Inc	10/24/2019		
		Refund Check			196.61
		Refund Check			234.90
		Refund Check			274.07
		Refund Check			685.16
Total for Check Number 9519:				0.00	1,390.74
9520	UB*03522	Devin Borna	10/24/2019		
		Refund Check			70.37
		Refund Check			34.30
		Refund Check			640.82
		Refund Check			24.59
Total for Check Number 9520:				0.00	770.08
9521	UB*03523	Devin Borna	10/24/2019		
		Refund Check			120.13
		Refund Check			42.31
		Refund Check			123.62
		Refund Check			58.98
		Refund Check			72.83
Total for Check Number 9521:				0.00	417.87
9522	UB*03524	Borna Holdings Lp	10/24/2019		
		Refund Check			675.41
		Refund Check			231.93
		Refund Check			323.27
		Refund Check			554.36
Total for Check Number 9522:				0.00	1,784.97
9523	UB*03536	Tammy Dixon	10/24/2019		
		Refund Check			15.37
		Refund Check			13.96
		Refund Check			5.22
		Refund Check			7.27
Total for Check Number 9523:				0.00	41.82

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
9524	UB*03534	Alfonso Estrada Refund Check	10/24/2019		113.84
Total for Check Number 9524:				0.00	113.84
9525	UB*03531	John Foster Refund Check Refund Check Refund Check Refund Check	10/24/2019		77.78 78.78 27.08 37.75
Total for Check Number 9525:				0.00	221.39
9526	UB*03541	Josue Garcia Refund Check	10/24/2019		109.78
Total for Check Number 9526:				0.00	109.78
9527	UB*03542	Nina Giangreco Refund Check	10/24/2019		503.76
Total for Check Number 9527:				0.00	503.76
9528	UB*03537	Alisha Gomez Refund Check	10/24/2019		102.23
Total for Check Number 9528:				0.00	102.23
9529	UB*03526	Gabrielle Gonzales Refund Check	10/24/2019		2.90
Total for Check Number 9529:				0.00	2.90
9530	UB*03540	Mark Grant Refund Check Refund Check Refund Check Refund Check	10/24/2019		17.16 8.22 168.72 5.90
Total for Check Number 9530:				0.00	200.00
9531	UB*03527	Maria Gutierrez Refund Check	10/24/2019		30.47
Total for Check Number 9531:				0.00	30.47
9532	UB*03545	Karin Hatami Refund Check	10/24/2019		341.02
Total for Check Number 9532:				0.00	341.02
9533	UB*03528	Felicia Johnson Refund Check	10/24/2019		10.70
Total for Check Number 9533:				0.00	10.70
9534	UB*03535	K Hovnanian Homes Refund Check Refund Check Refund Check	10/24/2019		1,047.88 655.00 2,619.70
Total for Check Number 9534:				0.00	4,322.58

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
9535	UB*03546	Nina Lacap Refund Check	10/24/2019		80.78
Total for Check Number 9535:				0.00	80.78
9536	UB*03548	Roman Lugo Refund Check	10/24/2019		78.95
Total for Check Number 9536:				0.00	78.95
9537	UB*03533	Dennis Massey Refund Check Refund Check Refund Check Refund Check	10/24/2019		39.59 28.41 82.64 81.60
Total for Check Number 9537:				0.00	232.24
9538	UB*03525	Priscilla Miramontes Refund Check Refund Check Refund Check Refund Check	10/24/2019		1.27 3.69 5.97 1.77
Total for Check Number 9538:				0.00	12.70
9539	UB*03539	Richard & Shauna Mosley Refund Check	10/24/2019		755.40
Total for Check Number 9539:				0.00	755.40
9540	UB*03543	Ralph L. Wadsworth Construction Refund Check Refund Check Refund Check Refund Check Refund Check	10/24/2019		1,423.14 5.00 77.37 55.50 193.42
Total for Check Number 9540:				0.00	1,754.43
9541	UB*03532	RSI Communities LLC Refund Check Refund Check Refund Check Refund Check	10/24/2019		2,520.38 307.55 435.18 220.64
Total for Check Number 9541:				0.00	3,483.75
9542	UB*03530	Yu Fang Tang Refund Check	10/24/2019		68.44
Total for Check Number 9542:				0.00	68.44
9543	UB*03529	Isabella Toro Refund Check	10/24/2019		25.85
Total for Check Number 9543:				0.00	25.85

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
9544	UB*03544	Smanjit or Raymond Tucker Refund Check	10/24/2019		107.65
Total for Check Number 9544:				0.00	107.65
Total for 10/24/2019:				0.00	57,206.29
ACH	10085	CalPERS Retirement System	10/31/2019		
	15798683	PR Batch 00004.10.2019 CalPERS 8% EE Paid			2,207.65
	15798683	PR Batch 00003.10.2019 CalPERS 7.5% EE PEPRA			70.36
	15798683	PR Batch 00004.10.2019 CalPERS ER Paid Classic			9,002.87
	15798683	PR Batch 00003.10.2019 CalPERS 7.5% EE PEPRA			70.10
	15798683	PR Batch 00004.10.2019 CalPERS ER PEPRA			2,931.21
	15798683	PR Batch 00004.10.2019 CalPERS 1% ER Paid			172.94
	15798683	PR Batch 00004.10.2019 CalPERS 7.5% EE PEPRA			2,920.33
	15798683	PR Batch 00004.10.2019 CalPERS 7% EE Deduction			1,210.65
	15798683	PR Batch 00004.10.2019 CalPERS 8% ER Paid			1,179.39
Total for this ACH Check for Vendor 10085:				0.00	19,765.50
ACH	10087	EDD	10/31/2019		
	0-353-758-656	PR Batch 00004.10.2019 CA SDI			858.55
	0-353-758-656	PR Batch 00004.10.2019 State Income Tax			4,148.56
Total for this ACH Check for Vendor 10087:				0.00	5,007.11
ACH	10094	U.S. Treasury	10/31/2019		
	23362382	PR Batch 00004.10.2019 FICA Employer Portion			5,503.22
	23362382	PR Batch 00004.10.2019 Federal Income Tax			11,065.42
	23362382	PR Batch 00004.10.2019 Medicare Employee Portion			1,552.90
	23362382	PR Batch 00004.10.2019 Medicare Employer Portion			1,495.04
	23362382	PR Batch 00004.10.2019 FICA Employee Portion			5,503.22
Total for this ACH Check for Vendor 10094:				0.00	25,119.80
ACH	10141	Ca State Disbursement Unit	10/31/2019		
	899AXRN6657	PR Batch 00004.10.2019 Garnishment			288.46
	899AXRN6657	PR Batch 00004.10.2019 Garnishment			266.30
Total for this ACH Check for Vendor 10141:				0.00	554.76
ACH	10203	Voya Financial	10/31/2019		
	VB1450-PP22	PR Batch 00004.10.2019 Deferred Comp			475.00
Total for this ACH Check for Vendor 10203:				0.00	475.00
ACH	10264	CalPERs Supplemental Income Plans	10/31/2019		
	15846778	PR Batch 00004.10.2019 CalPERS 457 %			128.59
	15846778	PR Batch 00003.10.2019 CalPERS 457 %			18.69
	15846778	PR Batch 00004.10.2019 CalPERS 457			640.00
	15846778	PR Batch 00004.10.2019 ROTH-Post-Tax			211.83
Total for this ACH Check for Vendor 10264:				0.00	999.11
Total for 10/31/2019:				0.00	51,921.28
Report Total (179 checks):				0.00	1,196,927.23



**Beaumont-Cherry Valley Water District
Board of Directors Meeting
November 13, 2019**

Item 2e

STAFF REPORT

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

Staff Recommendation

Approve the pending invoices totaling \$3,790.86.

Background

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

Fiscal Impact

There is a \$3,790.86 impact to the District which will be paid from the 2019 budget.

Attachment(s)

- Richards Watson Gershon Invoice # 223809
- Richards Watson Gershon Invoice # 223810



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

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

October 8, 2019
Invoice # 223809

Re: [REDACTED] GENERAL COUNSEL SERVICES

For professional services rendered through September 30, 2019:

Current Legal Fees	\$3,617.50
Current Client Costs Advanced	<u>\$136.16</u>
TOTAL CURRENT FEES AND COSTS	<u>\$3,753.66</u>
Balance Due From Previous Statement	\$1,941.92
TOTAL BALANCE DUE FOR THIS MATTER	<u>\$5,695.58</u>

TERMS: PAYMENT DUE UPON RECEIPT

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

October 8, 2019
Invoice # 223810

Re: [REDACTED] ADV. PETERS

For professional services rendered through September 30, 2019:

Current Legal Fees	\$37.20
Current Client Costs Advanced	\$0.00
TOTAL CURRENT FEES AND COSTS	<u>\$37.20</u>
Balance Due From Previous Statement	\$606.40
TOTAL BALANCE DUE FOR THIS MATTER	<u>\$643.60</u>

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**BEAUMONT-CHERRY VALLEY WATER DISTRICT
MINUTES OF REGULAR MEETING
OF THE BOARD OF DIRECTORS
560 Magnolia Avenue, Beaumont, CA 92223
Wednesday, October 9, 2019 at 6:00 p.m.**

Call to Order: President Covington

President Covington began the meeting at 6:10 p.m.

Pledge of Allegiance: Director Hoffman

Director Hoffman led the pledge.

Invocation: Director Ramirez

Director Ramirez gave the invocation.

Roll Call:

Directors present:	Covington, Hoffman, Slawson, Williams Ramirez was present until 7 p.m.
Directors absent:	None
Staff present:	General Manager Dan Jagers Director of Finance and Administrative Services Yolanda Rodriguez Senior Engineer Mark Swanson Administrative Assistant Erica Gonzales Senior Finance and Administrative Analyst Bill Clayton Assistant Director of Operations James Bean Human Resources Coordinator Sabrina Foley Production Maintenance Worker Dustin Smith Production Maintenance Worker Josh McCue Accountant III Lorena Lopez Accounting Technician Sally Hernandez Customer Service Representative Sandra Delgadillo District Engineer Joe Reichenberger Senior Accountant Sylvia Molina Water Utility Person Jon Medina Customer Service Representative Luz Diaz
Legal counsel:	Tilden Kim

Members of the public who registered their attendance: Fran Flanders, Nisha Wade, and Kim Jarvis. From the Beaumont-Cherry Valley Recreation and Park District: Duane Burk. From the San Gorgonio Pass Water Agency: Dr. Blair Ball, Steve Lehonten, Ron Duncan, and David Castaldo.

Public Comment: None.

1. Celebration of BCVWD 100-Year Anniversary

President Covington thanked the attendees, introduced the directors and general manager and offered some highlights of the District. He dedicated the meeting to the memory of former director Stella Parks. Engineer Joe Reichenberger presented the history of the District.

RECESS: President Covington called a recess at 6:50 p.m.

Director Ramirez left the meeting at 7 p.m.

RECONVENE: 7:18 p.m.

ACTION ITEMS

2. Adjustments to the Agenda: None.

Mr. Jaggars introduced Ms. Sabrina Foley, the District's new Human Resources Coordinator.

3. Consent Calendar:

The following Consent Calendar items were approved with one motion:

- a. August 2019 Budget Variance Report
- b. August 30, 2019 Cash/Investment Balance Report
- c. September 2019 Check Register
- d. September 2019 Invoices Pending Approval
- e. Minutes of the Regular Meeting of August 14, 2019 (Revised)
- f. Minutes of the Regular Meeting of September 11, 2019
- g. Minutes of the Regular Meeting of September 26, 2019

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

4. Review and Consideration of Adjustment of Director Per Diem Fees

General Manager Jaggars explained that this is an opportunity for the Board to review and discuss per diem fees and adjust if desired. There has been no adjustment since 2007.

Director Williams noted the current per diem seems in line with other districts. President Covington indicated that the average is \$201 and pointed out that a majority of the water agencies include some type of benefits for their directors, which skews the average.

Director Hoffman agreed the per diem is in line. He would like some research done on expenses of benefits available such as health coverage.

Director Slawson said he does not favor an increase in the per diem. Slawson said he was asked by Director Ramirez to look into health benefits for directors and include options. He said the he does not need health insurance, but anyone's situation can change. It would make sense to provide the directors with insurance, he said, and he would be willing to look at the information.

5. Resolution 2019-11: Establishing an Employee Leave Donation Program

General Manager Jagers explained the Personnel Committee has reviewed the proposed policy. There was a desire to assist employees in need of additional time of for catastrophic health issues, he said. Ms. Rodriguez explained this is a voluntary program which would not result in costs to the District. It allows an employee to share their vacation or sick time with another employee needing time for illness. The policy has been vetted through the Employee Association, management, and the Personnel Committee, Rodriguez said. She explained some detail of the policy.

Mr. Jagers added there is an approval process to prevent abuse of the system. President Covington added that the Personnel Committee recommends the policy after working on it for at least six months. It does not allow employees just to trade off excess sick leave, he assured.

Director Williams indicated that a similar program at the school district where she worked proved helpful. Director Slawson indicated similar experience.

The Board adopted Resolution 2019-11 Establishing an Employee Leave Donation Program for the benefit of all BCVWD full time, regular employees by the following vote:

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

6. Resolution 2019-12: Authorizing the General Manager to Submit an Application to the Bureau of Reclamation for a WaterSMART: Water and Energy Efficiency Grant

General Manager Jagers indicated that an application was made for a WaterSMART grant for an Automatic Meter Read Deployment Project (AMR/AMI) system but was unsuccessful. There is a new series of grants coming out, he said, and the District will again apply. The application requires a new resolution from the Board, and Mr. Jagers requested approval.

In response to President Covington, Mr. Jagers explained the funding opportunities of either \$300,000 or \$1.5 million and gave details of the project. The District will apply for both grants, he said.

Director Hoffman reminded the Board that the District contracts with a grant writing consultant whose assistance will be beneficial.

The Board approved Resolution 2019-12 authorizing the General Manager to submit an application to the Bureau of Reclamation (BOR) for a WaterSMART: Water and Energy Efficiency Grant (WEEG) by the following vote:

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

7. Status of San Geronio Pass Water Agency 2020 Water Order

General Manager Jagers updated the Board on the status of the BCVWD water order. He advised the Board that an order for 12,500 acre-feet (AF) was made as discussed.

8. Update on Sites Reservoir, Participation Agreement, and Ongoing Funding Requirements

Mr. Jagers reported that in September, the Sites Reservoir Committee postponed the next phase to April 2020. There will be no additional cost for the 2019 portion of Phase 2, he said. The additional time will be utilized to determine the permitability of the project he said. Governor Newsom’s Water Reliability Portfolio indicates project support, he said.

Jagers presented potential costs per acre foot from \$625 to \$850 for a 1.3 to 1.5 million AF reservoir. He explained some variables.

Tax-based funding is undecided, Jagers noted, and it is to be determined how the BCVWD service area will fit into that. He stressed there will be some decisions to be made in the next few months and the Board must be prepared.

President Covington noted that Sites is in Phase 2 and asked about timeline and any potential unknown contributions in 2020 that may affect the BCVWD budget. Mr. Jagers noted progress depends on the level of comfort of the participants and said he does anticipate unknown 2020 expenses. Costs will be economically manageable, Jagers said, paid from facilities fees designated for new water sources. Staff is working on determining any inclusion in the 2020 budget, likely based on information provided by the San Geronio Pass Water Agency.

9. Update on Public Relations Consultant Activities

Mr. Jagers reminded the Board that this update had been requested by Director Ramirez. He presented a written report detailing activity of the last three months. Current efforts include working on Search Engine Optimization.

Director Slawson provided a comment from Director Ramirez: He requests an avenue for directors to give statements on the website, not necessarily to interact, but to give bullet point statements. Mr. Jagers voiced concern regarding potential necessity of editing messages to assure they are holistic to the agency and not in a way that could be construed as supportive of a re-election campaign. Staff is

focused on making statements through the Facebook page using quotes approved by the directors before posting. Other public agencies have had struggles with this from a legal perspective, Jagers advised.

President Covington asked if a date has been set for a meeting of the Ad Hoc Communications Committee and indicated that Director Ramirez' request can be vetted at that level, then come back to the Board for discussion and/or approval. Mr. Jagers said he has spoken to Director Ramirez about a date at the end of October, but due to rate study activity this has not yet been set. President Covington acknowledged the need for caution regarding the website and social media, a consistent message, and the need for some level of authorization before the Board could feel comfortable.

10. Reports For Discussion

a. Ad Hoc Committees:

Director Slawson reported that the San Geronio Pass Regional Water Alliance is going well. The website is ongoing with assistance from Riverside County Flood Control, he said. Mr. Jagers added that he heard at a SGPWA meeting that Steve Lehtonen will replace David Fenn as co-chair of the Alliance. President Covington noted that Director Slawson serves as chair of the Alliance.

b. General Manager:

Mr. Jagers reported there was a meeting last week with Webb Associates regarding the recycled water project to discuss a possible better location for the booster station site, resulting in lower costs. The City Manager requested BCVWD provide quarterly or bi-monthly updates at the City Council meeting. The Ad Hoc Committee should reconvene in the near future, he said.

Mr. Jagers updated the Board on the rehabilitation of Well 3. Work on Wells 4A, 10 and 18 is ongoing, he explained. The pipeline replacement project is ready to go out to bid, Jagers noted. The Noble Tank project will soon come back to the Board, he advised. Bid documents for the Noble Creek Recharge Facility fencing have been prepared, he said. Unfortunately, site complications will restrict it to a meandering chain link fence, he said.

Mr. Jagers updated the Board on the emergency mold remediation activity authorized at the last meeting.

Production from the Beaumont Basin was 9,522 AF, Jagers said. He noted that production is down from last year's approximately 10,540 AF. He pointed out that two wells were taken offline in July, August and September.

Water deliveries from the SGPWA attained 34 cfs but that rate is expected to go back down, Jagers said. Staff will work with the SGPWA to strive for more uniformity. In response to President Covington, Mr. Jagers stated that the turnout ran at 34 cfs for a period over the summer and offered additional detail on operations. As of the end of September, Jagers reported, 10,287 AF has been recharged, putting the District ahead of what is needed. Jagers projected having 3,000 to 4,000 AF of additional water above need by the end of the year.

Mr. Jagers drew attention to the defunct California Water Fix and indicated there will be a new opportunity for a Delta conveyance facility into which the State Water Contractors may participate. He detailed issues regarding the San Luis Reservoir.

- c. Directors' Reports: None.
- d. Legal Counsel Report: None.

11. Announcements

President Covington read the following announcements:

- BCVWD Rate Study Workshop: Thursday, October 17, 2019 at 6:00 p.m.
- Engineering Workshop: Thursday, Oct. 24, 2019 at 6:00 p.m.
- Collaborative Agencies Committee Meeting: Nov. 6, 2019 at 5:00 p.m.
- Finance and Audit Committee Meeting: Nov. 7, 2019 at 3:00 p.m.
- District Offices will be closed on Mon., Nov. 11 in observance of Veterans Day
- Personnel Committee meeting: Monday, Nov. 25, 2019 at 5:30 p.m.
- Association of California Water Agencies Conference: Dec. 3 - 6 in San Diego
- Beaumont Basin Watermaster Committee Meeting: Dec. 4, 2019 at 10:00 a.m.
- Regular Board Meeting and Budget Workshop: Thu., Dec. 5, 2019 at 6 p.m.

12. Action List for Future Meetings

- Water supply for BCVWD and the region

13. Convened in Closed Session: 8:16 p.m.

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

Reconvened in Open Session: 8:32 p.m.

Report on Action Taken During Closed Session:

No reportable action was taken.

14. Adjournment: 8:32 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 SPECIAL MEETING
OF THE BOARD OF DIRECTORS
560 Magnolia Avenue, Beaumont, CA 92223
Thursday, October 17, 2019 at 6:00 p.m.**

Call to Order: *President Covington began the meeting at 6:05 p.m.*

Pledge of Allegiance: *Led by Director Hoffman.*

Roll Call:

Directors present:	President Covington Directors Hoffman, Slawson, Williams
Directors absent:	Ramirez.
Staff present:	General Manager Dan Jagers, Director of Finance and Administration Yolanda Rodriguez, Senior Engineer Mark Swanson, Senior Finance and Administrative Analyst William Clayton, Administrative Assistant Erica Gonzales, Engineering Assistant Daniel Baguyo, Customer Service Representative III Sandra Delgadillo, Senior Accountant Sylvia Molina, Accountant III Lorena Lopez.

Members of the public who registered attendance: Bob Wortley, Teri Wortley, Fran Flanders, Dr. Blair Ball. Also attending were Tara Bravo with CV Strategies and Sudhir Pardiwala and Lauren Demin from Rafftelis Financial Consultants.

Public Comment:

Ms. Teri Wortley of the Fairway Canyon area drew attention to increases in her water bills over the last three months without change in use and expressed dissatisfaction with BCVWD response. She indicated that at least 40 to 50 others had also experienced bill increases. She requested BCVWD investigate issues in the neighborhood. President Covington responded. Mr. Jagers indicated that staff would investigate.

1. Discussion and Review of Preliminary Water Rater Study Findings and Recommendations presented by Rafftelis Financial Consultants and Direction regarding Rate Structure Options

Director Hoffman, Board Treasurer and chair of the Finance and Audit Committee, expressed the goal to have the study done as completely and accurately as possible. He pointed out that this is the first time this Board will have heard information from a rate study. He requested patience with any questions and to allow time for understanding and any requests for extra information. The goal is to make a correct and accurate decision to support the ratepayers for the next five years.

General Manager Jagers explained the last rate study in 2010 and current capital reserves. The rates expired in 2015 and uncertainty due to drought delayed a new rate study. He noted additional challenges for water rates including differences in household use, personnel changes, increased health benefit costs, a safety program, regulatory burdens, imported water supply rate increase, change in Southern California Edison rate structure, and other post-employment benefits.

Mr. Jagers shared a list of 2020-2024 capital replacement projects totaling \$36 million. Staff will continue to look for savings, and there is potential for grant funding, he advised. Director Hoffman asked about the CIP plan related to area growth. Mr. Jagers noted that a facilities fee is collected for infrastructure, and rates fund maintenance. A facilities fee study is also ongoing with Raftelis, he said.

Sudhir Pardiwala, Executive Vice President with Raftelis Financial Consultants, presented a model for determining fair and equitable rates including drought rates. The objective of the study is to ensure collection of adequate revenues to meet operating and capital expenses, Pardiwala said, plus coverage of debt and fiscal reserves in order to run the utility in an efficient manner, and meet cash flow and capital requirements. He described the study process and assumptions.

If the District does nothing, Pardiwala explained, reserves would continue to drop. Even with funding the CIP at 75 percent, by 2020 the District would be in the negative, Pardiwala said, and stressed that the District must take care of its finances right now. He described a minimum and maximum target.

The industry standard average increase in water and wastewater rates is typically 6 percent per year, Pardiwala noted. BCVWD has not increased its rates since 2012. During that time the Consumer Price Index has risen by 15 percent, he said, allowing the District to have fallen significantly behind. The CIP is a significant factor in the level of adjustments being considered, Pardiwala said.

Pardiwala explained components of the rate and suggested increases of 11 percent per year for the first three years, then 9.5 percent for two years. Increases in water and power costs will be passed through separately, he said. Director Hoffman pointed out this is a 51 percent increase over the five years. Missing rate increases for the past seven years means the District is now catching up, Pardiwala noted. He detailed costs and revenue needs.

Director Hoffman asked about additional assumptions in the rate. Pardiwala explained and said that Proposition 218 requires that the rates be representative of the cost to serve and detailed the methodology for identifying costs.

Pardiwala proposed a selection of tiered rates and structures based on the standard of 55 gallons per capita per day for the first tier, BCVWD customer average use in the second tier, and amount over the annual usage in the third tier. There is no suggested change to the current fixed / variable ratio. He estimated the average 5/8-inch meter would see a bi-monthly increase of approximately \$5 (\$2.50 per month) the first year.

The tiers are based on the goal to conserve water, he said, and explained the impacts on customers and design of tiers tied to average usage. He gave an overview of drought rates.

Pardiwala pointed out the District currently uses a two-tier system and suggested the District change to three tiers to promote conservation and impact the large users. There is also a four-tier option.

The next step is to finalize the water rates, Pardiwala continued. He asked for Board direction on the tier structure in order to begin drafting the report and to set a date for the Prop. 218 public hearing.

Director Slawson opined there is a lot of information. General Manager Jagers advised that staff will be trying to address Senate Bill 606 and Assembly Bill 1668 which requires conservation, including landscaping and indoor use restrictions. Moving to more than two tiers will begin to prepare ratepayers for higher costs based on higher usage, he noted. The District may be required to pay a penalty if goals in the legislation are not met, Jagers warned. He reiterated some anticipated costs such as the CIP program, rising employment costs, and maintenance activities. Additional information can be brought to the meeting on Oct. 24, he noted.

Mr. Pardiwala advised that if the CIP were further reduced, the revenue level could be adjusted. Mr. Jagers advised that the CIP was reviewed with field staff and revised for minimum impact.

In response to Director Slawson, Mr. Jagers further detailed the tier structure. Mr. Pardiwala added that there is elasticity associated with higher tier rates, and while conservation is good, too much conservation impacts District revenues. He said he believes the three tier is a good structure.

President Covington pointed to the previous water rate analysis by Wildan in 2010 and asked if the budgeted \$27 million for the CIP identified projects had been collected between 2010-2015. Jagers detailed the costs included in the program and how these funds were planned to be collected. The majority of the funds were to be collected by the issuance of a bond to be repaid over 30 years; \$1.9 million each year was programmed to be collected for the payment of that bond. These funds were collected and have been put into the Capital Replacement Reserve Fund, which is used to fund the depreciation expense. Current depreciation expense is \$2.6 million per year and the previous rates funded it at \$1 million per year, resulting in a deficit of \$1.6 million. The money not spent on projects is still in the bank, Jagers assured.

President Covington said he understands the components of the rate but wants to see the math and how water bills are impacted. He questioned how to explain the need for a 45 percent increase to backfill an eight-year gap when the blame lies with the District for not picking up the ball in 2014 with another rate study.

General Manager Jagers asked for direction on the tier system and so that staff could come back with the rate casting.

President Covington pointed to the numbers for build-out in 2024. The City's projections were used, Jagers said. Mr. Pardiwala indicated more conservative numbers can be included in the model to adjust costs. Growth has been 400 to 500 units per year in this part of the County, but 220 units per year were used in the model to be conservative Jagers explained, and shared some detail on development. Newer homes use approximately 2/3 the amount of water as the old-style houses, Jagers noted.

President Covington said his intent at this meeting was to understand what drives the rates: the components, percentile to be factored in, and what the numbers look like are what the Board must see.

Jaggers showed a graph of BCWVD rates in comparison to neighboring districts indicating BCWVD was lowest in the area, then showed the averages for homes with new rates. He indicated that staff could prepare averages for typical houses.

Covington requested detail on some of the CIP projects and estimated costs, pointing out they are a significant driver of the rates. Mr. Jaggers reviewed components of the Well 9 project as an example. President Covington asked for the information to be provided before the next meeting.

Director Williams asked about implementation of the legislated conservation. Mr. Jaggers explained that the target is 55 gallons per capita per day and explained water budgeting. Director Slawson asked about changing the amount of water usage to get to tier 4 at a later date; but this would trigger a new Prop. 218 process.

Mr. Jaggers also pointed out that if the BCWVD's share of costs for the Sites Reservoir cannot be fully funded through taxes or facilities fees, it may become a component of the rate in the future.

General Manager Jaggers asked for Board direction on the preferred tier system. President Covington said he understands the components but would like to see the math before making a decision. He requested information at the meeting of Oct. 24 on the impacts to the District and to the ratepayers. Mr. Pardiwala added that the rates are designed to collect the revenues necessary regardless of the rate structure. Mr. Jaggers will prepare samples and average costs.

2. Confirm dates for Rate Study Town Hall Meetings

Ms. Rodriguez advised that a second Board workshop is being considered for Nov. 7 and a decision on the tiers must be provided to Mr. Pardiwala so a draft can be produced. Mr. Pardiwala indicated he could provide the information desired by the Oct. 24 meeting. If a decision can be made then on the tier structure, the Nov. 7 meeting will not be needed, he said.

No dates were set for the Town Hall meetings.

3. Action List for Future Meetings:

New rate tier structure and Town Hall meeting dates.

4. Adjournment

President Covington adjourned the meeting at 8:25 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, October 24, 2019 at 6:00 p.m.**

Call to Order: President Covington

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

Vice President Slawson led the Pledge of Allegiance

Invocation was given by Director Hoffman

Roll Call:

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

Members of the public who registered their attendance: Thomas Medina, Norma Medina, , Hendrick Becker, Stephanie Kaenel and Kirk Howard.

Public Comment: None.

1. Consideration of BCVWD Recommitment of Support for the Association of California Water Agencies / Joint Powers Insurance Authority (ACWA/JPIA) Commitment to Excellence Program to reduce the frequency and severity of liability, workers' compensation, and property losses

Assistant Director of Operations James Bean noted this is an update of the District's commitment to risk reduction and safety. He noted that safety activities have been increased, such as purchase of additional safety equipment.

In response to President Covington, Mr. Bean confirmed the District's liability insurance is provided through the ACWA/JPIA. Mr. Jagers added the District is committed to best practices. Mr. Bean noted that there is opportunity for awards and grant funding for safety activities through ACWA/JPIA.

The Board approved the BCVWD's recommitment of participation and support of the ACWA/JPIA Commitment to Excellence Program (C2E) by the following vote:

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

2. Discussion and Direction regarding Water Service Requirements, Water Main Extension and Annexation Approval for 99 S. California Avenue (Riverside County Assessor’s Parcel No. 417-180-014) in the City of Beaumont

Senior Engineer Mark Swanson indicated this item was previously discussed at the Board meeting of Sept. 26, 2019. The proposed project is an RV / mini storage facility. Staff has confirmed that the submitted plans are accurate and there is no vehicle wash. Staff has discussed consumption numbers (EDUs) with the applicant and they are believed accurate, Swanson said.

Recycled water for landscape is available and required, Swanson explained. Once water is provided, the District has the right to perform a water audit, he noted. Appropriate fees would then be collected.

The applicant has requested a variance from the required mainline extension, Swanson said. Plans indicate that service will be taken from First Street, but extension along the California frontage would normally be required by District policy. Swanson explained potential options:

1. A 24-inch frontage mainline would be required as usual, but staff will work with the applicant and enter into an oversizing agreement to offset costs of the larger main.
2. The applicant’s engineer suggested an option of cash in lieu of designing and constructing the mainline.
3. The applicant requested to pay only the front footage fees for First Street. Swanson advised that this would cover nowhere near the cost of a 24-inch line, leaving the District with a need to recoup that cost.

Mr. Jaggars explained standard requirements and costs. He noted that there have been several requests for such variances, and the District has upheld its requirements.

Director Slawson asked for detail on the extension; Mr. Swanson responded. Mr. Jaggars added that the District’s front footage fee is being reviewed as part of the fee study.

Applicant Mr. Kirk Howard addressed the Board and provided his biography. He said he has been working on this project for five years and initially approached the City and Water Board for assistance. He said he had no problem paying fees for the water line on a previous project. He indicated that a 24-inch water line will not be of help to him and is quite an expense for his project. He is only requesting water from the 12-inch line on First Street. He has agreed to street improvements for the City of Beaumont. He asked the Board to reevaluate, as the 24-inch mainline will be a hardship.

Mr. Jagers requested Board direction. President Covington noted this is also a request for annexation, and pointed out that if other developments had not already provided mainline in the area, the applicant would have had to pay for that extension. He reiterated the master plan and advised that it takes a drastic situation to provide a variance, as granting one may open the door for other requests. In his five years on the Board, Covington noted, there has never been a variance granted.

Mr. Jagers added information related to fire flow requirements.

3. Discussion and Direction Regarding Water Service for 8895 Avenida Miravilla (Riverside County Assessor's Parcel No. 401-170-009) located on Avenida Miravilla, southwest of the Camino Del Norte, Avenida Miravilla Intersection in the Community of Cherry Valley

General Manager Jagers explained this is an existing property with two services. Historically, if service is at the property and not currently used, policy has been to restore service. Mr. Swanson explained the applicant would like to reestablish service. The meters had been pulled. There may be issues with proper fire flow, Swanson continued, and the applicant has indicated interest in doing a mainline extension to make the connection more robust.

Mr. Jagers noted concerns of existing, old lines in these upper zones and across the property. Work may be done in partnership with the owner to do a mainline replacement for better service, he reported.

Director Hoffman asked about age of lines and repair needs; Mr. Swanson indicated this is why the District is interested in partnering with the applicant. President Covington indicated support for any improvements in line with the Water Master Plan.

4. Discussion and Consideration of Authorizing the General Manager to Enter into a Contract with Frahm Bros. Inc. for the Well 25 East Wall Construction Project in a Not-To-Exceed amount of \$62,700 and Authorize an Additional \$5,500 for the Construction of a Rolling Gate to Secure the Facility

Assistant Director of Operations James Bean reminded the Board this 180-ft wall and gate has been discussed previously and is needed to secure the facility. Staff solicited bids in March and received no bids. In April, staff was granted Board authorization to solicit bids directly. Two bidders responded. Only Frahm Brothers included both the wall and gate. Staff recommends moving forward with the Frahm bid for the wall, and staff will install a gate, Bean explained.

Well 25 is shared with the City of Banning, Bean added, and staff is in discussions with the City regarding their portion of the cost. Regardless, the building must be secured, he advised. Mr. Jagers pointed out that previously the Board was advised of a staff estimate of cost around \$50,000, however the cost of masonry construction has clearly increased.

Director Hoffman asked about funds budgeted. Mr. Jagers explained the project background and noted it would be paid from developer impact fees. Mr. Bean noted that the City staff must still take this project to the Council for authorization;

Mr. Jagers added that the cost has just been determined to allow that activity to proceed. Director Hoffman asked about the necessity of block wall construction; Mr. Jagers explained that chain link was considered but does not comport with the City’s fencing ordinance, and this location at Oak Valley Parkway and Starlight is in a community that has made fee deposits to cover such projects.

The Board authorized the General Manager to enter into a contract with Frahm Bros. Inc. for the Well 25 East Wall Construction Project at the District owned Well 25 facility in a not-to-exceed amount of \$62,700 and authorized an additional \$5,500 (total \$68,200) for the construction of a rolling gate to secure the facility by the following vote:

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

5. Discussion and Direction regarding Issuance of Grading Water for Upcoming Development Within Fairway Canyon Master Planned Community (Tract 31462 - Phase IV)

Mr. Swanson introduced the item and Mr. Jagers explained this is informational only for the Board at this time, to assure their awareness of the activity.

The Fairway Canyon developer has requested grading water, Swanson continued. He described the project and indicated grading will begin shortly, using one-half million to one million gallons per day which will require significant pumping on the part of BCWVD. Phase IV does not yet have a Will-Serve Letter from the District, he noted. Staff will work with the developer and will issue a conditional letter for use of grading water.

Director Hoffman requested updates on project progress. President Covington pointed out stresses on the water system at 2.76 acre-feet per day continuing into the summer season and reminded that this is potable water use. He suggested public perception of mass grading could be negative and requested staff forward the project conditions to the Board to assure viable answers for constituents.

Mr. Jagers assured the developer is cognizant of grading in the wintertime and their contract with the grading contractor takes that into consideration. The District has also taken steps to assure water supply is protected, Jagers explained.

President Covington pointed out that Will-Serve Letters do not address conditions for grading. Per request of President Covington, Mr. Jagers indicated the Board would be provided with the letter including conditions. He assured the Board that staff has worked with the developer on the issues over the past several months, and that staff is sensitive to the issue.

Director Hoffman asked if there was an alternative source of water that could be provided. Mr. Swanson explained the system.

6. Update regarding Beaumont Avenue Road Rehabilitation – Meter/Service Replacement

Senior Engineer Swanson reminded the Board that this project was introduced at the beginning of 2019. He noted that the District was notified by the City of Beaumont about rebuilding of Beaumont Avenue. Field staff has audited laterals and meter condition in areas between 6th Street and Oak Valley Parkway to assure all are up to par in order to avoid leak repairs after road work.

Mr. Swanson reported that additional areas of concern are identified as 9th Street and 11th Street west of Beaumont Avenue, which contain lines that go into Beaumont Avenue. He described the project and shared plans. The project will be similar to what was done on 8th Street, Swanson said. The City expects to go to bid in late fall, Swanson advised, so staff is working to get ahead of the project and minimize impact. Staff has estimated all-in costs of \$402,737, he said, from Capital Reserve Replacements.

Mr. Jaggars added detail and said this would return to the Board for final authorization. He reminded the Board of cost savings achieved on the 8th Street project and assured staff would seek cost savings.

President Covington noted this is an unbudgeted project. In response to Director Hoffman, Mr. Jaggars explained the project is ripe as the laterals will have a high likelihood of being damaged in the road project, and the City is considering a five-year moratorium on cutting streets after road work. BCVWD has committed to partner with the City on such projects to avoid having to repave streets.

President Covington mused about the scope of the paving work and noted that not just service lines, but fire services may be included in the project. Mr. Swanson indicated there are no issues with commercial fire service lines, but others have been evaluated and 68 galvanized or poly lines will be brought up to standard. Covington pointed out this is a city-initiated project with no relief provided to the District and could be a \$500,000 to \$600,000 project that was unplanned. Jaggars noted there have been many leaks, and it makes sense to complete the project as a whole once started.

Director Williams indicated she sees the need, but the money is a concern. She inquired about the city's timeline; Mr. Swanson said the city has indicated starting in the fall, and Jaggars noted that the city seems to be experiencing delays. Director Williams noted the city does not seem ambitious to get the project started and said perhaps the District should be prepared but not concerned at this point. Mr. Swanson will continue to request a timeline.

President Covington asked about calculation of the estimate, Mr. Swanson confirmed it was based on the 8th Street project.

Director Hoffman echoed Covington's concerns regarding an unbudgeted project with no control over costs and pointed out the rate study in progress. He suggested shuffling of funds from other projects.

Mr. Jaggars explained the concept of "prior rights" which would allow the city to require the District to relocate any infrastructure.

7. Review of Rate Charges and Fees for Other Water Retail Agencies

General Manager Jagers reminded the Board that staff was asked at the last meeting to bring forward rates of other districts for comparison. He presented the package of information and chart of rates and explained BCVWD's charges.

President Covington asked staff to use models to calculate and show the Board proposed new rates and how customers would be affected. Mr. Jagers clarified the Board's request and said the intent is to educate and that the presentations would become more sophisticated as the process moves forward.

8. Discussion and Direction regarding the October 17, 2019 BCVWD Rate Workshop

This item was pulled from the agenda at the request of staff.

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

There was no discussion on this item.

10. Update: Legislative Action and Issues Affecting BCVWD

President Covington noted there is a lot of movement in Sacramento which is not good for water agencies. Mr. Jagers advised there is nothing specific to report currently.

11. General Manager's Report

General Manager Jagers reported on a discussion on recycled water with the City today which included some compromise activities which will be examined by engineer Webb and Associates. The goal is to have minimum facilities on the treatment plant site, and gravity over to another site.

Jagers pointed out additional projects being funded by facilities fees such as the Grand Avenue Storm Drain, and indicated staff must be cognizant of costs and minimize the cost to the community.

The SGPWA has done a significant amount of work at their pond site, Jagers explained.

The rate study has District staff busy and recycled water is moving forward, Jagers said. Upcoming is discussion of rates, then budget, and facilities fees, he noted.

12. Topics for Future Meetings:

None were suggested.

13. Announcements

President Covington read the following announcements:

- Finance and Audit Committee Meeting: Thursday, Nov. 7, 2019 at 3:00 p.m.
- District Offices will be closed on Monday, Nov. 11 in observance of Veterans Day
- Regular Meeting: Wednesday, Nov. 13, 2019 at 6 p.m.
- Engineering Workshop: Thursday, Nov. 21, 2019 *Note day change due to Thanksgiving Holiday*
- Personnel Committee meeting: Monday, Nov. 25, 2019 at 5:30 p.m.
- District Offices will be closed on Thursday, Nov. 28 in observance of Thanksgiving Day
- Association of California Water Agencies Fall Conference: Dec. 3 – 6 in San Diego
- Beaumont Basin Watermaster Committee Meeting: Dec. 4, 2019 at 10:00 a.m.
- Finance and Audit Committee Meeting: Thursday, Dec. 5, 2019 at 3:00 p.m.
- BCVWD Budget Workshop – Thursday, Dec. 5 at 6:00 p.m.

14. Adjournment

President Covington adjourned the meeting at 7:52 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
November 13, 2019**

Item 3

STAFF REPORT

TO: Board of Directors

FROM: Dan Jagers, General Manager

SUBJECT: PUBLIC HEARING: Resolution 2019-___: Adopting a Mitigated Negative Declaration and Mitigation Monitoring and Reporting Program for the 2017 Water Pipeline Replacement Project

Staff Recommendation

- a. Conduct Public Hearing
- b. Adopt Resolution 2019-__ adopting a Mitigated Negative Declaration (MND) and the Mitigation Monitoring and Reporting Program (MMRP) for the 2017 Water Pipeline Replacement Project.

Background

The proposed project consists of three (3) identified sections of water pipeline requiring replacement, set forth herein:

Pipeline 1 – Avenida Altejo Bella

New water pipeline to replace an aging 6-in. diameter, high pressure steel pipeline located within an easement through private land adjacent to Noble Creek Canyon from Avenida Altejo Bella to Whispering Pines Road.

Pipeline 2 – Apple Tree Lane

New water pipeline to replace an aging 4-in. and 6-in. diameter steel pipeline located in Apple Tree Lane.

Pipeline 3 – Egan Avenue

New water pipeline to replace an aging 4-in. steel pipeline located in the alley east of Egan Avenue, between California Avenue and Fifth Street.

Pursuant to California Environmental Quality Act (CEQA) guidelines §15063, an Initial Study has been prepared to assess the potential adverse environmental effects of the proposed Project. It has been concluded that potentially significant environmental effects could occur from Project implementation in the areas of Biological Resources, Cultural Resources, Noise, Tribal Cultural Resources, and Mandatory Findings of Significance. However, mitigation measures were identified that would reduce these potential impacts to a less than significant level.

Pursuant to CEQA guidelines §15072, a Notice of Intent to Adopt was recorded with the Riverside County Clerk's office, mailed to property owners within a reasonable distance of the project and published for two (2) consecutive weeks in the local newspaper stating that the complete Draft MND was available for review from October 8, 2019 through November 12, 2019 on the District's website. To date, (November 7, 2019) no written comments have been



received during the public review period. Staff will identify for the record is comments are received between November 7, 2019 and November 12, 2019.

Fiscal Impact

The total amount budgeted for this project is \$1,175,655 for the design and construction of all three (3) sections of pipeline replacement and was approved by the Beaumont-Cherry Valley Board of Directors on November 08, 2017. The Board of Directors approved a contract for engineering and environmental consulting services for the design component, not to exceed \$190,000.

The estimated amount remaining for the construction portion of the project is \$985, 655. Funds for the project will be expended from the Capital Replacement Reserve budget.

Attachment(s)

Resolution 2019-__: Adopting a Mitigated Negative Declaration and Mitigation Monitoring and Reporting Program for 2017 Water Pipeline Replacement Project

Project Location Map

Notice of Intent

Staff Report prepared by Erica Gonzales, Administrative Assistant

RESOLUTION 2019-__

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE BEAUMONT-CHERRY VALLEY WATER DISTRICT
ADOPTING THE MITIGATED NEGATIVE DECLARATION AND MITIGATION
MONITORING AND REPORTING PROGRAM FOR THE 2017 WATER PIPELINE
REPLACEMENT PROJECT**

WHEREAS, the Beaumont-Cherry Valley Water District has identified three (3) sections of water pipeline requiring replacement within the District's service area; and

WHEREAS, the District determined that the 2017 Water Pipeline Replacement Project (Project) was subject to the California Environmental Quality Act and prepared an Initial Study evaluating the potential environmental effects of the Project; and

WHEREAS, the Initial Study identified potentially significant adverse effects in the areas of biological resources, cultural resources, noise, tribal cultural resources and mandatory findings of significance; and

WHEREAS, mitigation measures that avoid the effects or mitigate the effects to a point where clearly no significant effects would occur have been identified through the Initial Study; and

WHEREAS, a Mitigation Monitoring and Reporting Program had been prepared and is designed to ensure compliance during Project implementation,

WHEREAS, the District determined that the mitigation proposed in the Mitigation Monitoring and Reporting Program would reduce the impacts to a less than significant level and a Mitigated Negative Declaration (MND) should be prepared; and

WHEREAS, the District distributed a Notice of Intent (NOI) to Adopt a Mitigated Negative Declaration for the 2017 Water Pipeline Replacement Project on October 8, 2019, which started a 30-day public review period, ending November 12, 2019. The NOI was recorded with the Riverside County Clerk-Recorder's Office, mailed to property owners within a reasonable distance of the Project, posted at the District Offices, Beaumont Library, and City of Beaumont offices, and published in the Record Gazette; and

WHEREAS, the District received no written comments within the 30-day public comment period; and

WHEREAS, the Beaumont-Cherry Valley Water District, located at 560 Magnolia Avenue, Beaumont, California 92223, is the custodian of documents and other materials that constitute the record of proceedings upon which the decision to adopt the Mitigated Negative Declaration is based.

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

A. Adoption of the Mitigated Negative Declaration

1. The Board of Directors finds that the Mitigated Negative Declaration was presented to the Board of Directors, that the Board of Directors has reviewed the Mitigated Negative Declaration prepared for the 2017 Water Pipeline Replacement Project and that the Mitigated Negative Declaration has been prepared and completed in compliance with the California Environmental Quality Act.
2. The Board of Directors finds that on the basis of the Mitigated Negative Declaration and the whole record that there is no substantial evidence that the Project will have a significant adverse impact individually or cumulatively on the environment.

B. Adoption of the Mitigation Monitoring and Reporting Program

1. The Board of Directors hereby adopts the Mitigation Monitoring and Reporting Program, as set forth in the Project staff report.
2. The Board of Directors hereby finds that the proposed mitigation measures described in the Mitigated Negative Declaration are feasible and therefore will become binding upon the District and its construction contractors.

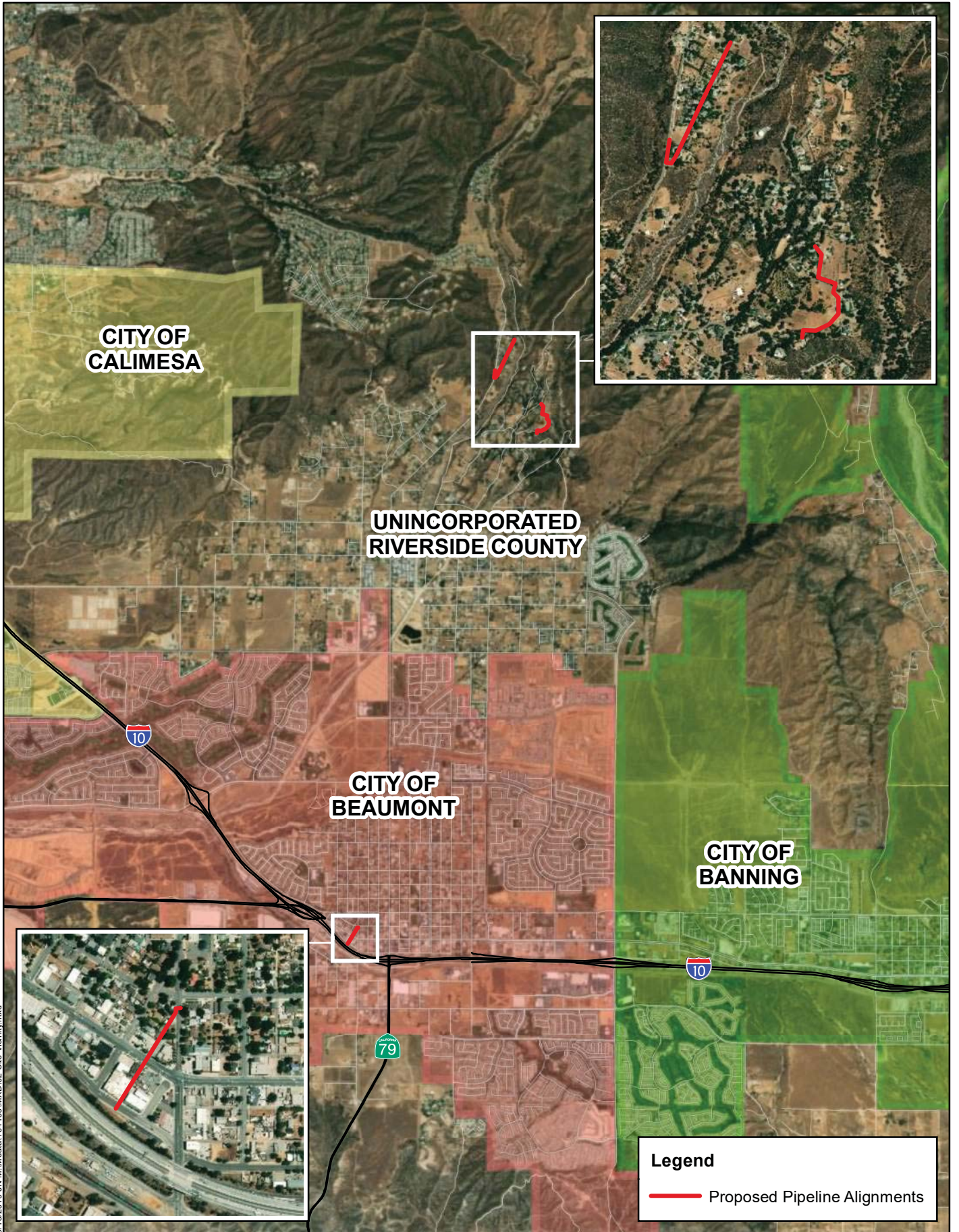
ADOPTED this _____ day of _____, _____, by the following vote:

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



9/16/2019 JN.M:\data\164160\MXD\02 Site Vicinity.mxd

Legend

— Proposed Pipeline Alignments

BCVWD WATER PIPELINE REPLACEMENT PROJECT
 MITIGATED NEGATIVE DECLARATION (MND)
Site Vicinity

Michael Baker INTERNATIONAL

0 1 2 Miles

Source: Riverside County, ESRI Basemap

9/16/2019 J:\M:\data\164160\MXD\MND\03 Apple Tree Lane Concept_Site Plan.mxd



Legend

— Proposed Pipeline Alignment

BCVWD WATER PIPELINE REPLACEMENT PROJECT
MITIGATED NEGATIVE DECLARATION (MND)


Apple Tree Lane
Conceptual Alignment



Source: Google Imagery



9/16/2019 JN M:\data\164160\MXD\MND\04 Avenida Altejo Bella Concept Site Plan.mxd

Legend	
	Proposed Pipeline Alignment

BCVWD WATER PIPELINE REPLACEMENT PROJECT
MITIGATED NEGATIVE DECLARATION (MND)

Avenida Altejo Bella
Conceptual Alignment



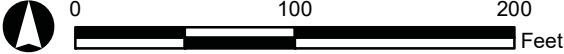
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9/16/2019, JN.M:\data\164160\MX\DMND\05 Egan Avenue Alley Concept Site Plan.mxd

BCVWD WATER PIPELINE REPLACEMENT PROJECT
MITIGATED NEGATIVE DECLARATION (MND)

Egan Avenue Alley
Conceptual Alignment



Source: Google Imagery 2019-11-13 - BCVWD Regular Board Meeting - Page 58 of 192

**BEAUMONT-CHERRY VALLEY WATER DISTRICT
NOTICE OF INTENT TO ADOPT A MITIGATED NEGATIVE DECLARATION FOR
2017 WATER PIPELINE REPLACEMENT PROJECT
NOTICE OF PUBLIC HEARING
NOTICE OF PUBLIC REVIEW OF A PROPOSED MITIGATED NEGATIVE DECLARATION**

Notice is Hereby Given: The Beaumont-Cherry Valley Water District (District) is the lead agency on the below-described project and has prepared a Mitigated Negative Declaration (MND) for the proposed **2017 WATER PIPELINE REPLACEMENT PROJECT** (Project) pursuant to the California Environmental Quality Act (CEQA). The District has determined that the Project will have a less than significant impact on the environment, with mitigation and therefore the MND was prepared. The complete Project description, location and the potential environmental effects are contained in the MND, which is available to the public for review.

Project Title: 2017 WATER PIPELINE REPLACEMENT PROJECT

Project Location and Description: Various. Specific locations can be reviewed at www.bcvwd.org

Mitigations Measures: The District has incorporated mitigation measures for potentially significant project impacts related to biological and cultural resources. The mitigation measures are included in the MND.

Document Availability and Public Review Timeline: The review period for the MND will be from October 8, 2019 to November 12, 2019. A copy of the MND can be reviewed at the District's Main Office building located at 560 Magnolia Avenue, Beaumont, CA 92223. Copies can also be viewed at the District's website at the following address: www.bcvwd.org. Please submit your written comments to Mark Swanson, Senior Engineer, Beaumont-Cherry Valley Water District, 560 Magnolia Avenue, Beaumont, CA 92223, email mark.swanson@bcvwd.org, (951) 845-9581.

Public Hearing: The District Board of Directors will consider adoption of the Proposed MND for this project on **November 13, 2019 at 6:00 p.m. in the Board Room at the Beaumont-Cherry Valley Water District Main Office, 560 Magnolia Avenue, Beaumont, Ca 92223**. You are invited to attend this meeting and present public testimony regarding this project. Inquiries should be directed to Mark Swanson, Senior Engineer, Beaumont-Cherry Valley Water District by email: mark.swanson@bcvwd.org or by phone: (951) 845-9581.

If you would like to view the District Board Agenda and Staff Report on this matter, please visit the District Website at www.bcvwd.org. Select "Board Information" and then "Board Meeting Agendas." The Agenda and Reports are published to the website 72 hours immediately preceding the Board meeting when these matters will be heard.

If you challenge this project in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the District at, or prior to, the public hearing.



**Beaumont-Cherry Valley Water District
Regular Board Meeting
November 13, 2019**

Item 4

STAFF REPORT

TO: Board of Directors
FROM: Dan Jagers, General Manager
SUBJECT: **Resolution 2019-___: Revision of District Policies and Procedures Manual: Part II – Applicable to Board of Directors and District Staff**

Staff Recommendation

Adopt Resolution 2019-___: Revision of District Policies and Procedures Manual: Part II – Applicable to Board of Directors and District Staff as presented

or

Direct staff as desired

Background

At the July 23, 2018 Personnel Committee meeting, Committee members directed staff to review, revise and update the District's Policies and Procedures. The project is being addressed by staff in Sections. Part II pertains to the Board of Directors and staff (employees), and sets policies regarding reimbursement, training, meeting dates, and more. It also contains the District's Code of Ethics and Ethics Policy. From November 26, 2018 through September 23, 2019, the Personnel Committee reviewed and revised amendments to Part II. At the meeting of September 23, 2019, the Committee recommended the policy to the Board of Directors for adoption.

Attached is the current Policies and Procedures Manual Part II, a redlined version showing the proposed revisions, and a final version without redline.

Summary

Staff consulted a number of sources to update the content and verbiage of Part II, including sample policies from the California Special Districts Association, articles published by the California League of Cities and Institute for Local Government, and recently updated manuals of other special districts.

Staff also incorporated changes related to Board member comments and input and included clarification of previously unclear policy statements.

After intense review and discussion, also included are revisions and additions by the Personnel Committee.

Significant substantive changes include:

1. Section 4B – Board President Responsibilities. Responsibilities have been added pursuant to current practices.
2. Section 7C – Board Meeting Conduct. Language regarding decision-making was generalized and a section was added regarding communication.



3. Section 7D – Language was added to reflect the same verbiage on the regular meeting agenda – a speaker may not assign their allowed time to another speaker.
4. Section 8A – Board Action. Revisions were made to reflect Board action best practices and were based on sample policies of other districts.
5. Section 8C – Quorum was added to clarify the constitution of a quorum.
6. Section 9B and 9C – Meeting Attendance. Language was added regarding punctuality and absences to assure proper recordkeeping and procedure.
7. Section 12 – Training, Education and Conferences. This section was thoroughly revised to maintain consistency with other policy areas and eliminate areas of question while allowing flexibility.
8. Section 13 – Remuneration. This section was thoroughly revised to clarify the Board's entitlement to per diems. The revisions are based on other sample policies plus comments made by members of the Board, and address situations encountered by Board and staff over the past year.
9. Section 14 – Payment of Expenses incurred on District Business. This section was thoroughly revised to reflect current best practices, eliminate redundancy, and to better clarify terms.
10. Section 20E – Ethics Policy. Minor revisions were made to reflect current law on filing of Statements of Economic Interests.
11. Section 20H – Incompatible Offices. This section was reduced to eliminate redundant references to existing California law, and instead incorporates law by reference.

Revisions in addition to those listed above have been incorporated into the proposed Part II policy document, and staff recommends thorough consideration by the Board of Directors.

The proposed policy attached also includes minor revisions recommended by legal counsel, denoted on the redline version in blue.

Fiscal Impact

No fiscal impact to the District.

Attachments

Attachment A: Resolution 2019-__: Revising the District's Policies and Procedures Manual Part II

Attachment B: Exhibit A - Beaumont-Cherry Valley Water District Policies and Procedures, Part II Proposed, no redline

Attachment C: Proposed Beaumont-Cherry Valley Water District Policies and Procedures, Part II Redlined

Attachment D: Beaumont-Cherry Valley Water District Policies and Procedures, Part II Current

Report prepared by Lynda Kerney, Administrative Assistant

RESOLUTION 2019-__

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE BEAUMONT-CHERRY VALLEY WATER DISTRICT
REVISING THE DISTRICT'S POLICIES AND PROCEDURES MANUAL
PART II – APPLICABLE TO BOARD OF DIRECTORS AND DISTRICT STAFF**

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, the Board of Directors desires to maintain a strong commitment to its responsibilities as a Board and as individual Board members, serving the best interests of the community and providing essential services while representing the people who elected its members; and

WHEREAS, at its meeting on July 23, 2018, the Personnel Committee of the Board of Directors directed staff to review, revise and update the District's Policies and Procedures Manual; and

WHEREAS, after significant review and discussion, the Personnel Committee has recommended for adoption the proposed revisions and amendments to the District's Policies and Procedures Manual Part II attached hereto as Exhibit A to the Board of Directors; and

WHEREAS, the Board of Directors has reviewed and considered the said revisions and amendments to the BCVWD Policies and Procedures Manual Part II attached as Exhibit A, and finds the revised policy relevant and acceptable, and deems said policy to be in the best interest of the District,

NOW THEREFORE, BE IT RESOLVED by the Board of Directors of the Beaumont-Cherry Valley Water District that the Beaumont-Cherry Valley Water District Policies and Procedures Manual Part II is hereby revised and amended in its entirety, and replaced with the content of Exhibit A, Part II – Applicable to Board of Directors and District Staff, attached hereto, provided that if any provision contained in Part II as revised in Exhibit A to this Resolution is in conflict with then current state or federal legislative or case law, that legislative or case law shall prevail and shall be followed.

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

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

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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

Attachment: EXHIBIT A - BCVWD Policies and Procedures Manual – Part II Revision

Attachment B (Exhibit A)

EXHIBIT A - BCVWD Policies and Procedures Manual – Part II Applicable to Board of Directors and District Staff (Revision 00/00/2019)

1. BASIS OF AUTHORITY

- A. **Authority.** The Board of Directors is the legislative body and unit of authority within the District. Apart from his/her normal function as a part of this unit, Directors have no individual authority. As individuals, Directors may not commit the District to any policy, act, or expenditure.

Directors do not represent any fractional segment of the community, but are, rather, a part of the body that represents and acts for the community as a whole. Routine matters concerning the operational aspects of the District are delegated to District staff members.

2. MEMBERS OF THE BOARD OF DIRECTORS

- A. **Information.** Directors shall thoroughly prepare themselves to discuss agenda items at meetings of the Board of Directors. Information may be requested from staff or exchanged between Directors before meetings.
- i. Information exchanged before meetings shall be distributed through the General Manager, and all Directors will receive all information being distributed.
 - ii. Copies of information exchanged before meetings shall be available at the meeting for members of the public in attendance, and shall also be provided to anyone not present upon their request.
- B. **Conduct.** Directors shall at all times conduct themselves with courtesy to each other, to staff, and to members of the audience present at Board meetings.
- C. **Comments.** Directors shall defer to the chairperson for conduct of meetings of the Board, but shall be free to question and discuss items on the agenda. All comments should be brief and confined to the matter being discussed by the Board.
- D. **Pertinence.** Directors may request for inclusion into minutes brief comments pertinent to an agenda item only at the meeting that item is discussed (including, if desired, a position on abstention or dissenting vote).
- E. **Conflict of Interest.** Directors shall abstain from participating in consideration on

any item involving a personal or financial conflict of interest. Unless such a conflict of interest exists, however, Directors should not abstain from the Board's decision-making responsibilities.

- F. **Information.** Requests by individual Directors for substantive information and/or research from District staff will be channeled through the General Manager.

3. COMMITTEES OF THE BOARD OF DIRECTORS

- A. **Ad Hoc Committees.** The Board President shall appoint such ad hoc committees as may be deemed necessary or advisable by himself/herself and/or the Board. The duties of the ad hoc committees shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made.

- B. **Standing Committees.** The following shall be standing committees of the Board:

- i. Personnel Committee; and
- ii. Finance and Audit Committee.

- C. **Appointment.** The Board President shall appoint and publicly announce the members of the standing committees for the ensuing year no later than the Board's regular meeting in January.

- D. **Oversight.** The Board's standing committees may be assigned to review District functions, activities, and/or operations pertaining to their designated concerns, as specified below. Said assignment may be made by the Board President, a majority vote of the Board, or on their own initiative. Any recommendations resulting from said review should be submitted to the Board in writing.

- i. All meetings of standing committees shall conform to all open meeting laws (e.g., "Brown Act") that pertain to regular meetings of the Board of Directors.

- E. **Personnel.** The Board's standing Personnel Committee shall be concerned with the functions, activities, operations, compensation and welfare of District staff.

- F. **Finance and Audit.** The Board's standing Finance and Audit Committee shall be concerned with the financial management of the District, including the preparation of an annual budget and major expenditures.

4. BOARD PRESIDENT

- A. **Rights.** The President of the Board of Directors shall serve as chairperson at all Board meetings. He/she shall have the same rights as the other members of the Board in voting, introducing motions, resolutions and ordinances, and any discussion of questions that follow said actions.
- B. **Responsibilities.** Responsibilities of the Board President include:
- i. Sign all instruments, act, and carry out stated requirements and the will of the Board;
 - ii. Sign the minutes of the Board meeting following their approval;
 - iii. Appoint and disband all committees, subject to Board ratification;
 - iv. Call such meetings of the Board as deemed necessary and giving proper notice;
 - v. Coordinate the preparation of meeting agendas with the General Manager
 - vi. Confer with the General Manager or designee on crucial matters which may occur between Board of Directors meetings;
 - vii. The orderly conduct of all Board meetings;
 - viii. Serve as spokesperson for the Board; and
 - ix. Perform other duties as authorized by the Board.
- C. **Absence.** In the absence of the President, the Vice President of the Board of Directors shall serve as chairperson over all meetings of the Board. If the President and Vice President of the Board are both absent, the remaining members present shall select one of themselves to act as chairperson of the meeting.

5. BOARD MEETINGS

- A. **Regular Meetings.** Regular meetings of the Board of Directors shall be held on the second Wednesday and fourth Thursday of each calendar month at 6:00 p.m. in the meeting room at 560 Magnolia Avenue, Beaumont, California, 92223-2258. The date, time and place of regular Board meetings may be reconsidered annually at the annual organizational meeting of the Board.
- B. **Special Meetings and Workshops.** Special Meetings and Workshops of the Board of Directors may be called by the Board President or by a majority of the Board.
- i. All Directors shall be notified of a Special Board Meeting and/or Workshop and the

purpose or purposes for which it is called. Said notification shall be in writing, received by them at least twenty-four (24) hours prior to the meeting.

- C. **Adjourned Meetings.** A majority vote by the Board of Directors may terminate any Board meeting at any place in the agenda to any time and place specified in the order of adjournment, except that if no Directors are present at any regular or adjourned regular meeting, the General Manager may declare the meeting adjourned to a stated time and place, and he/she shall cause a written notice of adjournment to be given to those specified in the subparagraph above.

- D. **Annual Organizational Meeting.** The Board of Directors shall hold an annual organizational meeting at its regular meeting in December. At this meeting the Board will elect a President, Vice President, Secretary and Treasurer from among its members to serve during the coming calendar year, and will appoint a staff member recommended by the General Manager as the Board's Recording Secretary.

- E. **Agenda Order.** The President of the meetings described herein shall determine the order in which agenda items shall be considered for discussion and/or action by the Board.

- F. **Public Involvement.** The President and the General Manager shall ensure that appropriate information is available for the audience at meetings of the Board of Directors, and that physical facilities for said meetings are functional and appropriate.

6. BOARD MEETING AGENDAS

- A. **Agenda.** The General Manager, in cooperation with the Board President and/or Vice President, shall prepare an agenda for each regular and special meeting of the Board of Directors in accordance with the Ralph M. Brown Act.

- B. **Public Requests.** Any member of the public may request that a matter directly related to District business be placed on the agenda of a regularly scheduled meeting of the Board of Directors, subject to the following conditions:
 - i. The request must be in writing and be submitted to the General Manager together with supporting documents and information, if any, at least ten (10) business days prior to the date of the meeting;

 - ii. No matter which is legally a proper subject for consideration by the Board in closed session will be accepted under this policy; and

- iii. The Board of Directors may place limitations on the total time to be devoted to a public request issue at any meeting, and may limit the time allowed for any one person to speak on the issue at the meeting.
- C. **Director Requests.** Any Director may request that a matter directly related to District business be placed on the agenda of a regularly scheduled meeting of the board of Directors, subject to the following conditions:
- i. The request must be in writing and submitted to the Board President and General Manager together with supporting documents and information, if any, by noon at least five (5) working days prior to the date of the meeting;
 - ii. The agenda will be set at the discretion of the President and General Manager per Section 6A, above. Should the President decline to agendize an item requested by an individual Board member, the item may be agendized at a subsequent meeting based on a majority vote of the Board.
- D. **Testimony.** This policy does not prevent the Board from taking public testimony at regular and special meetings of the Board on matters which are within the jurisdiction of the Board but not on the agenda.
- i. The Board shall not discuss or take action on such matters at that meeting.
 - ii. The Board may:
 - a. Respond briefly to statements / questions from the public
 - b. Ask a question for clarification
 - c. Make a brief announcement
 - d. Make a brief report on his / her activities
 - e. Provide a reference to staff or other sources for information
 - f. Request staff report back at a later meeting, or
 - g. Direct staff to place the matter on a future agenda (subject to Section 000)
- E. **Notice.** At least seventy-two (72) hours prior to the time of all regular meetings, an agenda, which includes but is not limited to all matters on which there may be discussion and/or action by the Board, shall be posted conspicuously for public review at the District office. If the District maintains a website, the agenda shall be posted on the website for public information at the same time.
- i. The posting of agendas and notices will be governed by the provisions of the Brown Act (Government Code 54950 et. seq.)
 - ii. The agenda for a special meeting shall be posted at least twenty-four (24) hours before the meeting.

7. BOARD MEETING CONDUCT

- A. **Policy.** Meetings of the Board of Directors shall be conducted by the President in a manner consistent with the policies of the District. Section 11 “Rules of Order for Board and Committee Meetings”, shall be used as a general guideline for meeting protocol.

- B. **Timing.** All Board meetings shall commence at the time stated on the agenda and shall be guided by same.

- C. **Conduct.** The conduct of meetings shall, to the fullest possible extent, enable Directors to:
 - i. Consider problems to be solved, weigh evidence related thereto, and exercise sound judgment in the business efforts of the District; and,

 - ii. Receive, consider and take any needed action with respect to reports of accomplishment of District operations; and

 - iii. Deal always in an ethical, honest, straightforward, open and above-board manner with the community, the General Manager, and District staff.

- D. **Public Comment.** Provisions for permitting any individual or group to address the Board concerning any item on the agenda of a special meeting, or to address the Board at a regular meeting on any subject that lies within the jurisdiction of the Board of Directors, shall be as follows:
 - i. Three (3) minutes may be allotted to each speaker. Attendees may not assign their allotted time to another speaker.

 - ii. No disruptive conduct shall be permitted at any Board meeting. Persistence in disruptive conduct shall be grounds for summary termination, by the President, of that person’s privilege of address.

- E. **Disruption.** Willful disruption of any of the meetings of the Board of Directors shall not be permitted. If the President finds that there is in fact willful disruption of any meeting of the Board, he/she may order the disrupting parties out of the room and subsequently conduct the Board’s business without them present.

After clearing the room of disruptive individuals, the President may permit those persons who, in his/her opinion, were not responsible for the willful disruption to remain in the meeting room.

8. BOARD ACTIONS AND DECISIONS

A. **Actions.** Actions by the Board of Directors include but are not limited to the following:

- i. Adoption or rejection of regulations or policies;
- ii. Adoption or rejection of a resolution;
- iii. Adoption or rejection of an ordinance;
- iv. Approval or rejection of any contract or expenditure;
- v. Approval or rejection of any proposal which commits District funds or facilities, including employment and dismissal of the General Manager, and the classification and compensation plan; and,
- vi. Approval or disapproval of matters that require or may require the District or its employees to take action and / or provide services

B. **Majority.** Action can only be taken by the vote of the majority of the Board of Directors. Action may be taken by a vote of a majority of a quorum attending a Board meeting, unless a greater number of votes is required to pass the action due to the application of state or federal law.

C. **Quorum.** Three (3) Directors represent a quorum for the conduct of business.

- i. Abstention. A member abstaining in a vote is considered as absent for that vote. A member abstaining due to a conflict of interest does not count towards a quorum.
 - a. **Example.** If three (3) of five (5) Directors are present at a meeting, a quorum exists and business can be conducted unless the abstention is due to a conflict of interest. However, if one (1) Director abstains on a particular action and the other two (2) cast “aye” votes, no action is taken because a majority of the Board” did not vote in favor of the action.
 - b. **Example.** If an action is proposed requiring a two-thirds (2/3) vote and two (2) Directors abstain, the proposed action cannot be approved because four (4) of the five (5) Directors would have to vote in favor of the action.
 - c. **Example.** If a vacancy exists on the Board and a vote is taken to appoint an individual to fill said vacancy, three (3) Directors must vote in favor of the appointment for it to be approved. If two (2) of the three (3) Directors present abstain, the appointment is not approved.

- D. **Directions.** The Board may give directions that are not formal action. Such directions do not require formal procedural process. Such directions include the Board's directives and instructions to the General Manager.
- i. The President shall determine by consensus a Board directive and shall state it for clarification. Should any two (2) Directors challenge the statement of the President, a voice vote may be requested.
 - ii. A formal motion may be made to place a disputed directive on a future agenda for Board consideration, or to take some other action (such as refer the matter to the General Manager for review and recommendation, etc.).
 - iii. Informal action by the Board is still Board action and shall only occur regarding matters that appear on the agenda.
 - iv. The Board shall act collectively and not individually become involved in the day-to-day operation of the District.
 - v. Individual Board members may follow up on direction given to the General Manager.
 - vi. The General Manager or assigned staff shall make every effort to communicate a definitive answer in a timely manner.

9. ATTENDANCE AT MEETINGS

- A. **Attendance.** Members of the Board of Directors shall attend all regular and special meetings of the Board unless there is cause for absence.
- B. **Punctuality.** Each member shall be in his or her respective seat at the hour set for each regular meeting and at the time set for any special or adjourned meeting. If a member arrives after a meeting convenes, the recording secretary shall note his or her arrival time in the minutes and the Board member shall be deemed present.
- C. **Absences.** If any member of the Board is unable to attend a meeting, the Board member shall, if possible, notify the Board President or the Board Secretary prior to the meeting.

10. MINUTES OF BOARD MEETINGS

- A. **Minutes.** Staff acting in his/her capacity as "Recording Secretary" shall keep minutes of all regular and special meetings of the Board.
- i. Copies of a meeting's minutes shall be distributed to Directors as part of the information packet for the next regular meeting of the Board, at which time the Board will consider approving the minutes as presented or with modifications. Once approved by the Board, the official minutes shall be kept on archival paper in a fire resistant room.
 - ii. Unless directed otherwise, an audio recording of regular and special meetings of the Board of Directors will be made providing that no such recording shall be made of any closed session of the Board of Directors. The device upon which the recording is stored shall be kept for a minimum of 100 days in a fireproof vault or in fire-resistant room or locked cabinet. Members of the public may inspect recordings of Board meetings without charge on a playback device that will be made available by the District.
 - iii. Motions, resolutions or ordinances shall be recorded in the minutes as having passed or failed and individual votes will be recorded. All resolutions and ordinances adopted by the Board shall be numbered consecutively, starting new at the beginning of each year. In addition to other information that the Board may deem to be of importance, the following information (if relevant) shall be included in each meeting's minutes:
 - a. Date, place and type of each meeting;
 - b. Directors present and absent by name;
 - c. Administrative staff present by name;
 - d. Call to order;
 - e. Time and name of late arriving Directors;
 - f. Time and name of early departing Directors;
 - g. Names of Directors absent during any agenda item upon which action was taken;
 - h. Summary record of staff reports;
 - i. Summary record of public comment regarding matters not on the agenda, including names of commentators;
 - j. Approval of the minutes or modified minutes of preceding meetings;
 - k. Approval of financial reports;
 - l. Complete information as to each subject of the Board's deliberation;
 - m. Record of the vote of each Director on every action item;
 - n. Resolutions and ordinances described as to their substantive content and

- sequential numbering;
- o. Record of all contracts and agreements, and their amendment, approved by the Board;
- p. Approval of the annual budget;
- q. Approval of all polices, rules and/or regulations;
- r. Approval of all dispositions of District assets;
- s. Approval of all purchases of District assets; and
- t. Time of meeting's adjournment.

11. RULES OF ORDER FOR BOARD AND COMMITTEE MEETINGS

- A. **Policy.** Action items shall be brought before and considered by the Board by motion in accordance with this policy. These rules of order are intended to be informal and applied flexibly. The Board prefers a flexible form of meeting and, therefore, does not conduct its meetings under formalized rules (Robert's Rules of Order).
- B. **Point of Order.** If a Director believes order is not being maintained or procedures are not adequate, then he/she should raise a point of order - not requiring a second - to the President. If the ruling of the President is not satisfactory to the Director, then it may be appealed to the Board. A majority of the Board will govern and determine the point of order.
- C. **Obtaining the Floor.** Any Director desiring to speak should address the President and, upon recognition by the President, may address the subject under discussion.
- D. **Motions.** Any Director, including the President, may make or second a motion. A motion shall be brought and considered as follows:
 - i. A Director makes a motion; another Director seconds the motion; and the President states the motion.
 - ii. Once the motion has been stated by the President, it is open to discussion and debate. After the public in attendance has had an opportunity to comment, and after the matter has been fully debated, the President will call for the vote.
 - iii. Any Director may move to immediately bring the question being debated to a vote (following public input), thus suspending any further debate. The motion must be made, seconded, and approved by a majority vote of the Board.

E. **Secondary Motions.** Ordinarily, only one (1) motion can be considered at a time and a motion must be disposed of before any other motions or business is considered. There are a few exceptions to this general rule, though, where a secondary motion concerning the main motion may be made and considered before voting on the main motion.

- i. **Motion to Amend.** A main motion may be amended before it is voted on, either by the consent of the Directors who moved and seconded, or by a new motion and second.
- ii. **Motion to Table.** A main motion may be indefinitely tabled before it is voted on by motion made to table, which is then seconded and approved by a majority vote of the Board.
- iii. **Motion to Postpone.** A main motion may be postponed to a certain time by a motion to postpone, which is then seconded and approved by a majority vote of the Board.
- iv. **Motion to Refer to Committee.** A main motion may be referred to a Board committee for further study and recommendation by a motion to refer to committee, which is then seconded and approved by a majority vote of the Board.
- v. **Motion to Close Debate and Vote Immediately.** As provided above, any Director may move to close debate and immediately vote on a main motion.
- vi. **Motion to Adjourn.** A meeting may be adjourned by motion made, seconded, and approved by a majority vote of the Board before voting on a main motion.

F. **Decorum.**

- i. The President shall take whatever actions are necessary and appropriate to preserve order and decorum during Board meetings, including public hearings.
- ii. The President may also declare a short recess during any meeting.

G. **Amendment of Rules of Order.** By motion made, seconded and approved by a majority vote, the Board may, at its discretion and at any meeting:

- a. Temporarily suspend these rules in whole or in part;
- b. Amend these rules in whole or in part; or,
- c. Both.

12. TRAINING, EDUCATION AND CONFERENCES

A. **Policy.** The Beaumont-Cherry Valley Water District takes its stewardship over the use of limited public resources seriously. Public resources should only be used when there is a substantial benefit to the District.

i. Educational conferences and professional meetings are considered to provide substantial benefit. 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. Such benefits include:

- a. The opportunity to discuss the community's concerns with state and federal officials;
- b. Participating in regional, state and national organizations whose activities affect the District;
- c. Attending educational seminars designed to improve officials' skill and information levels;
- d. Promoting public service and morale by recognizing such service.

ii. "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.

- i. Staff as assigned by the General Manager is responsible for making arrangements for Directors for conference and registration expenses.
- ii. Reimbursement shall include expenses for meals, lodging, authorized incidentals (see Section 14H) 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 within 30 days of the incurred expense on a District-supplied Expense Form, together with original, valid receipts in accordance with State law.

- iii. 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.
- iv. 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.
 - c. Requesting reservations sufficiently in advance, when possible, to obtain discounted air fares and hotel rates.

C. **Notice.** A Director shall not attend a conference or training event for which there is an expense to the District, if it occurs after the Director has announced his/her pending resignation, or if it occurs after an election in which it has been determined that the Director will not retain his/her seat on the Board. A Director shall not attend a conference or training event when it is apparent that there is no significant benefit to the District.

D. **Reimbursement.** Upon returning from seminars, workshops, conferences, etc., where expenses are paid and/or reimbursed by the District, Directors will either prepare a written report for distribution to the Board or make a verbal report during the next regular meeting of the Board. Said report shall detail what was learned at the session(s) that will be of benefit to the District. Materials from the session(s) may be delivered to the District office to be included in the District library for the future use of other Directors and staff.

13. REMUNERATION / DIRECTOR PER DIEM FEES

- A. **Assignment.** The Board President may appoint one of the Board members as liaison to attend any meeting on a regular basis.
- B. **Remuneration.** Members of the Board of Directors shall be eligible to receive a “per diem” for each day of service rendered as an officer of the Board. The “per diem” amount shall be established by the Board and be consistent with applicable state law.
- C. **Limit.** Per diem compensation is limited to no more than 10 days per month.
- D. **Attendance.** For purposes of this section, attendance includes:
 - i. Physical presence at the majority of a meeting, event, conference or occurrence listed in subdivision D (below), unless presence for a lesser period is authorized by the Board President, or, for a committee meeting, by the committee chair;
 - ii. Participation by teleconference at the majority of a meeting pursuant to California Government Code 54953;
 - iii. Participation in an approved home study or online Ethics course to meet the requirements of Government Code Sections 53234-53235.5 when participation has been authorized by the Board President.
- E. **Eligibility.** Matters of District Business eligible for per diem shall include, but not be limited to:
 - 1. General Board Member Preapproved Activities/Events. The following activities/events are preapproved for all Board members:
 - a. Board and Committee Meetings
All regular and special board meetings and committee meetings for appointed members
 - b. Conferences
 - (1) ACWA and ACWA-JPIA conferences, trainings and webinars and ACWA Region 9 meetings
 - (2) CSDA Conferences, trainings and webinars
 - c. Other Agencies
 - (1) San Gorgonio Pass Water Agency Board or Committee meetings.
 - (2) Beaumont Basin Watermaster
 - (3) City of Beaumont
Any official city meeting.

- (4) City of Banning
Any official city meeting
- (5) LAFCO meetings in which District business is discussed or affected as part of the LAFCO agenda

d. Training Seminars

- (1) State mandated ethics training
 - a. The entire two-hour course counts as ONE day of service, even if the coursework is completed over more than one 24-hour period.
- (2) State mandated sexual harassment training
 - a. The entire course counts as ONE day of service, even if the coursework is completed over more than one 24-hour period.
- (3) Brown Act training

2. Specific Board Member Authorization

The following activities/events are preapproved for Board members designated to represent the District by the Board President.

- a. ACWA Committees
- b. Meetings of a legislative body of another government agency, or an official event sponsored by another government agency, when attendance has been authorized by the President,
- c. Meetings with members of the legislative executive or judicial branch of the state or federal government when attendance is directed by the President,
- d. Meetings with the General Manager, District Counsel, or Board President on matters of District business
- e. Other meetings or events for Board members appointed by the President to attend such meeting or event on behalf of the District

3. Other Activities/Events, Authorization

Board members may seek authorization to attend other functions that constitute the performance of official duties, including, but not limited to, tours of Beaumont-Cherry Valley Water District facilities, tours of other agency facilities, dedication ceremonies, open houses, groundbreaking ceremonies, receptions for officials, retirement celebrations for other agency officials, anniversary celebrations, ribbon-cutting ceremonies, legislative roundtables, public hearings, project update meetings, meetings of ACWA Regions 1 through 10, and association dinners and lunches. Board members desiring to attend events of this nature should obtain approval from the Board in order to receive a per diem and expense reimbursement.

4. New Board Members Orientation

New Board members may receive one (1) per diem and expense reimbursement for an orientation program that meets the following criteria:

- a. Is part of a planned orientation schedule
- b. The orientation meeting is at least two (2) hours in duration
- c. The per diems for this purpose must be claimed during the first two (2) ~~six (6)~~ months of service on the Board
- d. New Board members may also attend a formal harassment awareness training seminar for District employees

F. Non-authorized Activities/Events

The following activities/events are not eligible for per diem or expense claims:

- a. Retirement receptions for Beaumont-Cherry Valley Water District employees/Board members
- b. Beaumont-Cherry Valley Water District picnics or other social functions

- G. **Travel.** Per diem shall include travel days to and from business meetings as appropriate. Board members shall not count travel to meetings within the Counties of Riverside or San Bernardino as a reimbursable per diem travel day.
- H. **Requests.** In the event that circumstances prevent the per diem request from being considered in the manner described herein, a Director may submit a request to the Board for a per diem for having attended a meeting or conference with the understanding that the Board may or may not approve the request.
- I. **Reports.** A Director who requests compensation (“per diem”) for attendance at a meeting other than a regular, special, or committee meeting of the Board shall provide a brief report of the meeting to the Board at a regular meeting of the Board of Directors following the meeting that was attended. If multiple Board members attended, a joint report may be made.
- J. **Review.** Directors’ per diem fees shall be reviewed by the Board annually in October of each year with said increase (if any) to be effective January 1 of the next calendar year.

14. PAYMENT OF EXPENSES INCURRED ON DISTRICT BUSINESS

- A. **General.** Directors may be allowed actual and necessary travel, meals, lodging and other actual and necessary incidental expenses incurred in the performance of official business of the District as approved by the Board. Such business may include: a meeting at which the interest of the District is the major purpose of the meeting, or attending a conference of an organization as authorized in this Manual, or by Board action, or otherwise representing the District at an approved civic or community function. The expenses incurred by reason of attendance at such meeting, conference, or other function may be reimbursed by the District in accordance with the rules set forth in this Section. In the event that circumstances prevent an expense reimbursement request from being considered in the manner described herein, a Director or employee may submit an expense reimbursement request to the Board for having attended a meeting or conference with the understanding that the Board may or may not approve the request.
- B. **Non-reimbursables.** The following expenses are not reimbursable: alcoholic beverages, , parking or traffic violation fines, in-room movies, laundry service, and personal telephone calls. Rental car expenses are not reimbursable unless use of a rental car is authorized prior to travel.
- C. **Cost Control.** To conserve District resources and keep expenses within community standards for public officials, expenditures should adhere to the following guidelines. In the event that expenses are uncured which exceed these guidelines, the cost borne or reimbursed by the District will be limited to the costs that fall within the guidelines.
- D. **Spousal Expenses.** Under no circumstances shall the District prepay or reimburse expenses for a spouse.

- E. **Transportation.** The most economical mode of transportation reasonably consistent with scheduling needs and cargo space requirements must be used, using the most direct and time-efficient route.
- i. **Automobile.** If travel is by automobile, a District vehicle shall be used if available. If the General Manager determines that a District vehicle is not available, the rate of reimbursement for mileage shall be the Internal Revenue Service standard mileage for business mileage. Parking, bridge, and road tolls are also reimbursable. If automobile travel is used in lieu of air travel, the transportation expense to be paid by the District will be limited to the total related costs, for duration of travel and ground transportation at the destination, that would have resulted had air travel been used, including, but not limited to, air fare, transportation to and from airports, and airport parking.
 - ii. **Rental car.** Charges for rental vehicles and applicable insurance may be reimbursed when a District elected official or employee attending a conference, business meeting, or other engagement on District business due to a District vehicle not made available, or the use of District vehicle would not be justifiable. If more than one District elected official is attending, the rental vehicle shall be shared if reasonable. Rental vehicle shall only be of adequate size, and proportional to accommodate the immediate need of passengers. Only receipted fuel expenses for rental cars will be reimbursed.
 - iii. **Taxis, Shuttles, or Ride Share.** Taxi, shuttle or ride share (Uber or Lyft) fares may be reimbursed when such transportation is required for time efficiency.
 - iv. **Airfare.** Airfares booked should be the most economical and reasonable available for purposes of reimbursement under this policy. At the discretion of the General Manager, higher cost (e.g. fully refundable) airfare may be used if staff analysis shows such flexibility in scheduling is warranted and costs can be justified.
- F. **Lodging.** When traveling on District business and an overnight stay is reasonably required, District personnel shall engage a room at a good commercial hotel or motel. Government rates should be obtained when available. No suites, oversized rooms, or upgraded rooms will be permitted. If accompanied on the trip by another person who is not District personnel, and the room is shared, the District shall be charged only for that portion of the room charge, which would have been made for single occupancy. A receipted bill stating occupants and length of stay shall be submitted with the claim for expense reimbursement. If a room is occupied by more than one person, the rate for single occupancy shall be noted on the receipted statement.
- G. **Meals.** Reimbursable meal expenses will not exceed the U.S. Department of General

Services per diem rates. Meals included with conferences, seminars and / or business meetings are not reimbursable.

- H. **Incidental Expenses.** Expense allowance while attending authorized functions shall include, in addition to transportation, lodging, and meals: business, telephone expense, stenographic expense, auto parking, internet access, baggage fees, and other disbursements on behalf of the District. No reimbursement shall be made of expenditures for personal services or needs. If an automobile is used for transportation when air transportation would be required, expenditures for meals and incidental expenses chargeable to the District shall be those which would have resulted had air transportation been used.
- I. **Lodging payment.** Lodging expenses for employees or Board members may be reserved and paid in one of the following manners:
- i. By individual director's District-issued credit card or employee's District-issued credit card
 - ii. In advance by Finance Department staff using a District credit card
 - iii. Via submission of a check request for pre-payment to the hotel
 - iv. Charges made to an employee's or Director's personal credit card. Such charges shall be reimbursed upon submission of an approved expense report form (See Section 12D) which shall include itemized original receipts and a copy of the applicable credit card statement.
- J. **Travel Advance.** A travel advance, equal to the estimated expenditures chargeable to the District, may be made upon a written detailed estimate of the amount needed, submitted to and approved by the General Manager and by the Board of Directors.
- K. **Use of District Credit Cards.** The District shall make credit cards available to Board members and employees as deemed necessary for payment for District-related expenses. Board member credit cards shall be retained by the District until such time as they are needed. All Board member credit cards shall be used primarily for travel expenses. Board member credit cards will have a cap of \$2,500. The following rules shall apply to the use of District credit cards:
- i. District credit cards will be used only for actual and necessary expenses incurred in performance of work-related duties and District business.
 - ii. A District credit card shall not be used for personal expenses. Any personal charges appearing on a District credit card must be immediately reimbursed to the District. The charge of personal expenses by a District employee (staff) to a District credit card may result in revocation of card privileges and disciplinary action up to and including termination.

- iii. District credit cards will be used only by duly authorized Board members and District employees.
 - iv. Purchases and expenditures will be charged and reconciled to the proper account on each monthly statement.
 - v. Itemized, original receipts must be presented to the District business office for each expenditure made by credit card. Each expenditure must document the purpose of said expenditure, the person(s) involved and the business conducted.
 - vi. If a Board member or District employee loses a District-issued credit card, or has a District-issued credit card stolen, the employee or Board member must immediately report the loss or theft to the card-issuing bank and to the Finance Department.
- L. **Report of Expenses for Reimbursement.** District Directors and personnel shall submit a District-provided form, "Record of Expenses / Claim for Reimbursement (Conferences, Meetings, Travels)" which must include all expenses incurred while acting in the interest of the District, to which will be attached the associated vouchers and/ or original, itemized receipts. The form shall be submitted within fifteen (15) days of the conclusion of the transaction. Each expenditure item shall include a detailed description of the function and the nature of the District business conducted. The statement shall also indicate the travel advance, if any, credits for expenses apportioned to personal needs, services, or expenses incurred to the District. Balances owing the District shall be paid on submission of the expenses statement. Amounts due to District personnel shall be paid after the expense statement is reviewed and approved by the General Manager.

15. EXPENDITURE REIMBURSEMENT

- A. **Purpose.** The purpose of this policy is to prescribe the manner in which District employees and directors may be reimbursed for expenditures related to District business.
- B. **Scope.** This policy applies to all employees and members of the Board of Directors and is intended to result in no personal gain or loss to an employee or director.
- C. **Implementation.** Whenever District employees or directors desire to be reimbursed for out-of-pocket expenses for item(s) or service(s) appropriately relating to District business,

they shall submit their requests on a reimbursement form approved by the General Manager and the Board of Directors respectively. Included on the reimbursement form will be an explanation of the District-related purpose for the expenditure(s), and receipts evidencing each expense shall be attached.

- i. The Treasurer and/or the General Manager will review and approve reimbursement requests. Reimbursement requests by the Treasurer and General Manager will be reviewed and approved by the Finance and Audit Committee and/or the Board of Directors.
- ii. All expenses must be reasonable and necessary, and employees and directors are encouraged to exercise prudence in all expenditures.
- iii. The most economical mode and class of transportation reasonably consistent with scheduling requirements will be used. In the event a more expensive class of transportation is used, the reimbursable amount will be limited to the cost of the most economical class of transportation available. Reimbursement for use of personal vehicles will be at the applicable IRS-approved rate.
- iv. Expenditures for food and lodging will be moderate and reasonable.

16. MEMBERSHIP IN ASSOCIATIONS

- A. **Policy.** The Board of Directors shall ordinarily hold membership in and attend meetings of such national, state, and local associations as may exist which have applicability to the functions of the District, and shall look upon such memberships as an opportunity for in-service training.

17. ETHICS TRAINING

- A. **Policy.** All directors and designated executive staff of the District shall receive two hours of training in general ethics principles and ethics laws relevant to public service within six (6) months of election or appointment to the board of directors and at least once every two years thereafter, pursuant to Government Code Sections 53234 through 53235.2.
- B. **Application.** This policy shall also apply to all staff members that the board of directors designates and to members of all commissions, committees and other bodies that are subject to the Ralph M. Brown Open Meeting Act.

- C. **Provider.** All ethics training shall be provided by entities whose curricula have been approved by the California Attorney General and the Fair Political Practices Commission.
- D. **Participation.** Directors shall obtain proof of participation after completing the ethics training. Applicable costs for attending the training will be reimbursed by the District.
- E. **Records.** District staff shall maintain records indicating both the dates that directors completed the ethics training and the name of the entity that provided the training. These records shall be maintained for at least five years after directors receive the training, and are public records subject to disclosure under the California Public Records Act.
- F. **Training Information.** District staff shall provide the board of directors with information on available training that meets the requirements of this policy at least once every year.
- G. **Training Options.** Ethics training may consist of either a training course or a set of self-study materials with tests, and may be taken at home, in person or online.
- H. **Requirements.** Any director of the District that serves on the board of another agency is only required to take the training once every two (2) years.

18. CODE OF ETHICS

- A. **Policy.** The Board of Directors of the District is committed to providing excellence in legislative leadership that results in the provision of the highest quality services to its constituents and to comply with State laws including AB 1234 (Salinas).

In order to assist in the governance of the behavior between and among members of the Board of Directors and District staff, the following rules shall be observed:

- i. The dignity, style, values and opinions of each Director shall be respected.
- ii. Responsiveness and attentive listening in communication is encouraged.
- iii. The needs of the District's constituents should be the priority of the Board of Directors. Directors are accountable to the ratepayers who use the District's services.

- iv. Directors should learn and recognize the various economic interests from which conflict can arise. When a Director believes he/she may have a conflict of interest, the District's legal counsel shall be requested to make a determination if one exists or not.
- v. The primary responsibility of the Board of Directors is the formulation and evaluation of policy. Routine matters concerning the operational aspects of the District are to be delegated to professional staff members of the District.
- vi. Directors should commit themselves to emphasizing the positive, avoiding double talk, hidden agendas, gossip, backbiting, and other negative forms of interaction.
- vii. Directors should commit themselves to focusing on issues and not personalities. The presentation of the opinions of others should be encouraged. Cliques and voting blocs based on personalities rather than issues should be avoided.
- viii. Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, but without being disagreeable. Once the Board of Directors takes action, Directors should commit to supporting said action and not to create barriers to the implementation of said action.
- ix. Directors should practice the following procedures:
 - a. In seeking clarification on informational items, Directors may directly approach professional staff members to obtain information needed to supplement, upgrade, or enhance their knowledge to improve legislative decision-making.
 - b. In handling items related to safety, concerns for safety or hazards should be reported to the General Manager or to the District office. Emergency situations should be dealt with immediately by seeking appropriate assistance.
 - c. In presenting items for discussion at Board meetings, see Section 6, Board Meeting Agendas.
 - d. In seeking clarification for policy-related concerns, especially those involving personnel, legal action, land acquisition and development, finances, and programming, said concerns should be referred directly to the General Manager and/or the District's legal counsel.

- x. If approached by District personnel concerning specific District policy, Directors should direct inquiries to the General Manager. The chain of command should be followed.
- B. **Team Effort.** The work of the District is a team effort. All individuals should work together in the collaborative process, assisting each other in conducting the affairs of the District.
- i. When responding to constituent requests and concerns, Directors should be courteous, responding to individuals in a positive manner and routing their questions through appropriate channels and to responsible management personnel.
 - ii. Directors should develop a working relationship with the General Manager wherein current issues, concerns and District projects can be discussed comfortably and openly.
 - iii. Directors should function as a part of the whole. Issues should be brought to the attention of the Board as a whole, rather than to individual members selectively.
 - iv. Directors are responsible for monitoring the District's progress in attaining its goals and objectives, while pursuing its mission.

19. ETHICS POLICY

The policy of the Beaumont-Cherry Valley Water District/Agency is to maintain the highest ethical standards for its Directors and staff. The proper operation of the District requires that decisions and policy be made within the proper channels of governmental structure, that public office not be used for personal gain, and that Directors and staff remain objective and responsive to the needs of the public they serve. Accordingly, it is the policy of the District that Directors and District staff will maintain the highest standard of personal honesty and fairness in carrying out their duties.

This policy sets forth the basic ethical standards to be followed by the Board of Directors of the Beaumont-Cherry Valley Water District. The objectives of this policy are to (i) provide guidance for dealing with ethical issues, (ii) heighten awareness of ethics and values as critical elements in Directors' conduct, and (iii) improve ethical decision-making and values-based management.

- A. **Responsibilities of Public Office.** Directors are obligated to uphold the Constitution of the United States and the Constitution of the State of California. Directors will comply

with applicable laws regulating their conduct, including conflict of interest, financial disclosure and open government laws. Directors will strive to work in cooperation with other public officials unless prohibited from so doing by law or officially recognized confidentiality of their work. (Cal. Const., art. XX, § 3; Gov. Code, § 1360.)

- B. **Fair and Equal Treatment.** Directors, in the performance of their official duties and responsibilities, will not discriminate against or harass any person on the basis of race, religion, color, creed, age, marital status, national origin, ancestry, gender, sexual orientation, medical condition or disability. A Director will not grant any special consideration, treatment or advantage to any person or group beyond that which is available to every other person or group in similar circumstances.

- C. **Proper Use and Safeguarding of District Property and Resources.** Except as specifically authorized, the California Constitution prohibits a Director from making a “gift of public funds” by utilizing or permitting the use of District -owned vehicles, equipment, telephones, materials or property for his or her personal benefit or profit of third parties. A Director will not ask or require a District employee to perform services for the personal benefit or profit of a Director. Each Director must protect and properly use any District asset within his or her control, including information recorded on paper or in electronic form. Directors will safeguard District property, equipment, moneys, and assets against unauthorized use or removal, as well as from loss due to criminal act or breach of trust. (Cal. Const., art. XVI, § 6; Gov. Code, §§ 8314 and 53234 et seq.; Pen. Code, § 424; see *People v. Battin* (1978) 77 Cal.App.3d 635.)

- D. **Use of Confidential Information.** A Director is not authorized, without approval of the Board of Directors, to disclose information that qualifies as confidential information to a person not authorized to receive it. Under applicable provisions of law, information qualifies as confidential if it
 - i. Has been received for, or during, a closed session meeting of the Board,

 - ii. Is protected from disclosure under the attorney/client or other evidentiary privilege, or Is not required to be disclosed under the California Public Records Act. This Section does not prohibit a Director from taking any of the following actions:
 - a. Making a confidential inquiry or complaint to a district attorney or grand jury concerning a perceived violation of law, including disclosing facts to a district attorney or grand jury that are necessary to establish the alleged illegality of an action taken by the District, an elected official or employee,

 - b. Expressing an opinion concerning the propriety or legality of actions taken by the District in closed session, including disclosure of the nature and extent of the allegedly illegal action, or

- c. Disclosing information acquired during a closed session that is not confidential information. Prior to disclosing confidential information pursuant to (i) or (ii), above, however, a Director will first bring the matter to the attention of either the President of the Board or the full Board, to provide the Board an opportunity to cure an alleged violation.
- E. **Conflict of Interest.** The Political Reform Act, Government Code Section 81000, et. seq., requires local government agencies to adopt a Conflict of Interest Code which is hereby incorporated by reference.
- i. Statement of Economic Interests (Form 700). (See District's Conflict of Interest Policy, a separate document, incorporated herein by reference). A Director will file an annual Statement of Economic Interests as required by the Fair Political Practices Commission (FPPC). A new Director will file an Assuming Office Statement of Economic Interests, and an outgoing Director will file a Leaving Office Statement of Economic Interests before the deadline as set by the FPPC.
 - ii. A Director will not have a financial interest in a contract with the District/Agency, or be a purchaser at a sale by the District or a vendor of a purchase made by the District, unless the Director's participation was authorized under Government Code sections 1091 or 1091.5, or other provisions of law. A Director will not participate in the discussion, deliberation or vote on a matter before the Board of Directors, or in any way attempt to use his or her official position to influence a decision of the Board, if he or she has a prohibited interest with respect to the matter, as defined in the Political Reform Act, Government Code sections 81000 et seq., relating to conflicts of interest. Generally, a Director has a financial interest in a matter if it is reasonably foreseeable that the Board decision would have a material financial effect (as defined by Fair Political Practices Commission [FPPC] regulations found at Cal. Code Regs., tit. 2, §§ 18100 et seq.) that is distinguishable from the effect on the public generally on:
 - a. A business entity in which the Director has a direct or indirect investment in the amount specified in FPPC regulations;
 - b. Real property in which the Director has a direct or indirect investment interest, with a value in the amount specified in FPPC regulations;
 - c. A source of income for the Director in the amount specified in FPPC regulations, within twelve (12) months before the Board decision;
 - d. A source of gifts to the Director in an amount specified in FPPC regulations within twelve (12) months before the Board decision; or
 - e. A business entity in which the Director holds a position as a director, trustee,

officer, partner, manager or employee.

- iii. An “indirect interest” means any investment or interest owned by the spouse or dependent child of the Director, by an agent on behalf of the Director, or by a business entity or trust in which the Director, or the Director’s spouse, dependent child or agent, owns directly, indirectly or beneficially a ten percent (10%) interest or greater. An elected official will not accept honoraria or gifts that exceed the limitations specified in the Fair Political Practices Act or FPPC regulations. Directors will report all gifts, campaign contributions, income and financial information as required under the District’s Conflict of Interest Code and the provisions of the Fair Political Practices Act and FPPC regulations. (Gov. Code, §§ 87100 et seq.)
- iv. If a member of the Board believes that he or she may be disqualified from participation in the discussion, deliberations or vote on a particular matter due to a conflict of interest, the following procedure will be followed:
- v. If the Director becomes aware of the potential conflict of interest before the Board meeting at which the matter will be discussed or acted on, the Director will notify the District’s General Manager and the District’s legal counsel of the potential conflict of interest, so that a determination can be made whether it is a disqualifying conflict of interest;
- vi. If it is not possible for the Director to discuss the potential conflict with the General Manager and the District’s legal counsel before the meeting, or if the Director does not become aware of the potential conflict until during the meeting, the Director will immediately disclose the potential conflict during the Board meeting, so that there can be a determination whether it is a disqualifying conflict of interest; and
- vii. Upon a determination that there is a disqualifying conflict of interest, the Director
 - a. Will not participate in the discussion, deliberation or vote on the matter for which a conflict of interest exists, which will be so noted in the Board minutes, and
 - b. Will leave the room until after the discussion, vote and any other disposition of the matter is concluded, unless the matter has been placed on the portion of the agenda reserved for uncontested matters or the Director has been advised that specific FPPC exemption applies.

- F. **Nepotism.** A Director will not recommend the employment of a relative by the District. A Director will not recommend the employment of a relative to any person known by the Director to be bidding for or negotiating a contract with the District.

- G. **Soliciting Political Contributions.** Directors are prohibited from soliciting political funds or contributions at District facilities, or from District employees. A Director will not accept, solicit or direct a political contribution from (a) District employees, officers, consultants or contractors, or (b) vendors or consultants who have a material financial interest in a contract or other matter while that contract or other matter is pending before the District. A Director will not use the District's seal, trademark, stationery or other indicia of the District's identity, or facsimile thereof, in any solicitation for political contributions contrary to state or federal law. (Gov. Code, § 3205.)

- H. **Incompatible Offices.** Directors are prohibited from simultaneous holding of two incompatible public offices, unless simultaneous holding of the offices is compelled or expressly authorized by law, per Government Code Section 1099.

- I. **Director-General Manager-Financial Officer Relationship.**

General Manager. The Board sets the policy for the District. The General Manager is an employee of the District and is the administrative head under the direction of the Board. The General Manager:

- i. Has charge and control of the construction, maintenance and operation of the water system and other facilities of the District upon approval of the Board of Directors,

- ii. Has power and authority to employ and discharge employees and assistants, consistent with District policy and other provisions of law,

- iii. Prescribes the duties of employees and assistants, consistent with District policy, and

- iv. Fixes and alters the compensation of employees and assistants, subject to approval by the Board.

The District's General Manager serves at the pleasure of the Board. The Board will provide policy direction and instructions to the General Manager on matters within the authority of the Board by majority vote of the Board during duly convened Board and Board committee meetings.

Members of the Board will deal with matters within the authority of the General Manager through the General Manager, and not through other District employees, except as it pertains to the functions of the Financial Officer, or on ethical issues related to the General Manager.

Members of the Board will refrain from making requests directly to District employees (rather than to the General Manager) to undertake analyses, perform other work assignments or change the priority of work assignments.

Members of the Board may request non-confidential, factual information regarding District operations from District employees.

General Manager Duty. The General Manager has primary responsibility for:

- i. Ensuring compliance with the District's Personnel Manual, and ensuring that District employees do not engage in improper activities,
- ii. Investigating allegations of improper activities, and
- iii. Taking appropriate corrective and disciplinary actions.

Board Duty. The Board has a duty to ensure that the General Manager is operating the District according to law and the policies approved by the Board.

Directors are encouraged to fulfill their obligation to the public and the District by disclosing to the General Manager, to the extent not expressly prohibited by law, improper activities within their knowledge.

Directors will not interfere with the General Manager's responsibilities in identifying, investigating and correcting improper activities, unless the Board determines that the General Manager is not properly carrying out these responsibilities.

Financial Officer. The Financial Officer will report to the General Manager and will be available to respond to financial questions concerning the District when called upon by board members.

The Financial office will install and maintain a system of auditing and accounting that will completely and at all times show the financial condition of the District in accordance with generally accepted accounting principles and legal requirements.

The Board will retain and periodically review the work of an auditor as an independent contractor of the District (other than the Financial Officer), who will report to the Board, to conduct an annual audit of the District's books, records and financial affairs.

Attachment C - Redlined Policy

1. BASIS OF AUTHORITY

- A. **Authority.** The Board of Directors is the legislative body and unit of authority within the District. Apart from his/her normal function as a part of this unit, Directors have no individual authority. As individuals, Directors may not commit the District to any policy, act, or expenditure.

Directors do not represent any fractional segment of the community, but are, rather, a part of the body that represents and acts for the community as a whole. Routine matters concerning the operational aspects of the District are delegated to District staff members.

2. MEMBERS OF THE BOARD OF DIRECTORS

- A. **Information.** Directors shall thoroughly prepare themselves to discuss agenda items at meetings of the Board of Directors. Information may be requested from staff or exchanged between Directors before meetings.
- i. Information exchanged before meetings shall be distributed through the General Manager, and all Directors will receive all information being distributed.
 - ii. Copies of information exchanged before meetings shall be available at the meeting for members of the public in attendance, and shall also be provided to anyone not present upon their request.
- B. **Conduct.** Directors shall at all times conduct themselves with courtesy to each other, to staff, and to members of the audience present at Board meetings.
- C. **Comments.** Directors shall defer to the chairperson for conduct of meetings of the Board, but shall be free to question and discuss items on the agenda. All comments should be brief and confined to the matter being discussed by the Board.
- D. **Pertinence.** Directors may request for inclusion into minutes brief comments pertinent to an agenda item only at the meeting that item is discussed (including, if desired, a position on abstention or dissenting vote).
- E. **Conflict of Interest.** Directors shall abstain from participating in consideration on any item involving a personal or financial conflict of interest. Unless such a conflict of interest exists, however, Directors should not abstain from the Board's decision-making responsibilities.
- F. **Information.** Requests by individual Directors for substantive information and/or research from District staff will be channeled through the General Manager.

3. COMMITTEES OF THE BOARD OF DIRECTORS

- A. **Ad Hoc Committees.** The Board President shall appoint such ad hoc committees as may be deemed necessary or advisable by himself/herself and/or the Board. The duties of

the ad hoc committees shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made.

- B. **Standing Committees.** The following shall be standing committees of the Board:
 - i. Personnel Committee; and
 - ii. Finance and Audit Committee.
- C. **Appointment.** The Board President shall appoint and publicly announce the members of the standing committees for the ensuing year no later than the Board's regular meeting in December/January.
- D. **Oversight.** The Board's standing committees may be assigned to review District functions, activities, and/or operations pertaining to their designated concerns, as specified below. Said assignment may be made by the Board President, a majority vote of the Board, or on their own initiative. Any recommendations resulting from said review should be submitted to the Board in writing.
 - i. All meetings of standing committees shall conform to all open meeting laws (e.g., "Brown Act") that pertain to regular meetings of the Board of Directors.
- E. **Personnel.** The Board's standing Personnel Committee shall be concerned with the functions, activities, operations, compensation and welfare of District staff.
- F. **Finance and Audit.** The Board's standing Finance and Audit Committee shall be concerned with the financial management of the District, including the preparation of an annual budget and major expenditures.

4. BOARD PRESIDENT

- A. **Rights.** The President of the Board of Directors shall serve as chairperson at all Board meetings. He/she shall have the same rights as the other members of the Board in voting, introducing motions, resolutions and ordinances, and any discussion of questions that follow said actions.
 - B. **Responsibilities.** Responsibilities of the Board President include:
 - i. Sign all instruments, act, and carry out stated requirements and the will of the Board;
 - ii. Sign the minutes of the Board meeting following their approval;
 - iii. Appoint and disband all committees, subject to Board ratification;
 - iv. Call such meetings of the Board as deemed necessary and giving proper notice;
 - v. Coordinate the preparation of meeting agendas with the General Manager
 - vi. Confer with the General Manager or designee on crucial matters which may occur between Board of Directors meetings;
 - vii. The orderly conduct of all Board meetings;
 - viii. Serve as spokesperson for the Board; and
 - ix. Perform other duties as authorized by the Board.
- ~~A.~~

B.C. **Absence.** In the absence of the President, the Vice President of the Board of Directors shall serve as chairperson over all meetings of the Board. If the President and Vice President of the Board are both absent, the remaining members present shall select one of themselves to act as chairperson of the meeting.

5. BOARD MEETINGS

- A. **Regular Meetings.** Regular meetings of the Board of Directors shall be held on the second Wednesday and fourth Thursday of each calendar month at 6:00 p.m. in the meeting room at 560 Magnolia Avenue, Beaumont, California, 92223-2258. The date, time and place of regular Board meetings may be reconsidered annually at the annual organizational meeting of the Board.
- B. **Special Meetings and Workshops.** Special Meetings and Workshops of the Board of Directors may be called by the Board President or by a majority of the Board.
 - i. All Directors shall be notified of a Special Board Meeting and/or Workshop and the purpose or purposes for which it is called. Said notification shall be in writing, received by them at least twenty-four (24) hours prior to the meeting.
- C. **Adjourned Meetings.** A majority vote by the Board of Directors may terminate any Board meeting at any place in the agenda to any time and place specified in the order of adjournment, except that if no Directors are present at any regular or adjourned regular meeting, the General Manager may declare the meeting adjourned to a stated time and place, and he/she shall cause a written notice of adjournment to be given to those specified in the subparagraph above.
- D. **Annual Organizational Meeting.** The Board of Directors shall hold an annual organizational meeting at its regular meeting in December. At this meeting the Board will elect a President, Vice President, Secretary and Treasurer from among its members to serve during the coming calendar year, and will appoint a staff member recommended by the General Manager as the Board's Recording Secretary.
- E. **Agenda Order.** The President of the meetings described herein shall determine the order in which agenda items shall be considered for discussion and/or action by the Board.
- F. **Public Involvement.** The President and the General Manager shall ensure that appropriate information is available for the audience at meetings of the Board of Directors, and that physical facilities for said meetings are functional and appropriate.

6. BOARD MEETING AGENDAS

- A. **Agenda.** The General Manager, in cooperation with the Board President **and/or Vice President**, shall prepare an agenda for each regular and special meeting of the Board of Directors in accordance with the Ralph M. Brown Act.
- B. **Public Requests.** Any member of the public may request that a matter directly related to

District business be placed on the agenda of a regularly scheduled meeting of the Board of Directors, subject to the following conditions:

- i. The request must be in writing and be submitted to the General Manager together with supporting documents and information, if any, at least **ten (10) business days** prior to the date of the meeting;
- ii. No matter which is legally a proper subject for consideration by the Board in closed session will be accepted under this policy; and
- iii. The Board of Directors may place limitations on the total time to be devoted to a public request issue at any meeting, and may limit the time allowed for any one person to speak on the issue at the meeting.

C. Director Requests. Any Director may request that a matter directly related to District business be placed on the agenda of a regularly scheduled meeting of the board of Directors, subject to the following conditions:

- i. **The request must be in writing and submitted to the Board President and General Manager together with supporting documents and information, if any, by noon at least five (5) working days prior to the date of the meeting;**
- ii. **The agenda will be set at the discretion of the President and General Manager per Section 6A, above. Should the President decline to agendize an item requested by an individual Board member, the item may be agendized at a subsequent meeting based on a majority vote of the Board.**

D. Testimony. This policy does not prevent the Board from taking public testimony at regular and special meetings of the Board on matters which are within the jurisdiction of the Board but not on the agenda. ~~which a member of the public may wish to bring before the Board.~~ However,

- i. ~~The~~ Board shall not discuss or take action on such matters at that meeting.
- ii. The Board may:
 - a. Respond briefly to statements / questions from the public
 - b. Ask a question for clarification
 - c. Make a brief announcement
 - d. Make a brief report on his / her activities
 - e. Provide a reference to staff or other sources for information
 - f. Request staff report back at a later meeting, or
 - g. Direct staff to place the matter on a future agenda (subject to Section 000)

E. Notice. At least seventy-two (72) hours prior to the time of all regular meetings, an agenda, which includes but is not limited to all matters on which there may be discussion and/or action by the Board, shall be posted conspicuously for public review at the District office. If the District maintains a website, the agenda shall be posted on the website for public information at the same time.

- i. **The posting of agendas and notices will be governed by the provisions of the Brown Act (Government Code 54950 et. seq.)**
- ii. The agenda for a special meeting shall be posted at least twenty-four (24) hours before the meeting.

7. BOARD MEETING CONDUCT

A. **Policy.** Meetings of the Board of Directors shall be conducted by the President in a manner consistent with the policies of the District. Section 11 “Rules of Order for Board and Committee Meetings”, shall be used as a general guideline for meeting protocol.

B. **Timing.** All Board meetings shall commence at the time stated on the agenda and shall be guided by same.

C. **Conduct.** The conduct of meetings shall, to the fullest possible extent, enable Directors to:

i. Consider problems to be solved, weigh evidence related thereto, and exercise sound judgment in the business efforts of the District; and,

ii. Receive, consider and take any needed action with respect to reports of accomplishment of District operations; and

~~iii.~~ -Deal always in an ethical, honest, straightforward, open and above-board manner with the community, the General Manager, and District staff.

D. **Public Comment.** Provisions for permitting any individual or group to address the Board concerning any item on the agenda of a special meeting, or to address the Board at a regular meeting on any subject that lies within the jurisdiction of the Board of Directors, shall be as follows:

i. Three (3) minutes may be allotted to each speaker. Attendees may not assign their allotted time to another speaker.

Deleted 20
minute max time.

ii. No disruptive conduct shall be permitted at any Board meeting. Persistence in disruptive conduct shall be grounds for summary termination, by the President, of that person’s privilege of address.

E. **Disruption.** Willful disruption of any of the meetings of the Board of Directors shall not be permitted. If the President finds that there is in fact willful disruption of any meeting of the Board, he/she may order the disrupting parties out of the room and subsequently conduct the Board’s business without them present.

After clearing the room of disruptive individuals, the President may permit those persons who, in his/her opinion, were not responsible for the willful disruption to remain in the meeting room.

8. BOARD ACTIONS AND DECISIONS

A. **Actions.** Actions by the Board of Directors include but are not limited to the following:

i. Adoption or rejection of regulations or policies;

- ii. Adoption or rejection of a resolution;
 - iii. Adoption or rejection of an ordinance;
 - iv. Approval or rejection of any contract or expenditure;
 - v. Approval or rejection of any proposal which commits District funds or facilities, including employment and dismissal of ~~personnel~~the General Manager, and the classification and compensation plan; and,
 - vi. Approval or disapproval of matters that require or may require the District or its employees to take action and / or provide services-
- B. **Majority.** Action can only be taken by the vote of the majority of the Board of Directors. **Action may be taken by a vote of a majority of a quorum attending a Board meeting, unless a greater number of votes is required to pass the action due to the application of state or federal law.**
- C. **Quorum.** Three (3) Directors represent a quorum for the conduct of business.
- i. Abstention. A member abstaining in a vote is considered as absent for that vote. A member abstaining due to a conflict of interest does not count towards a quorum.
 - a. **Example.** If three (3) of five (5) Directors are present at a meeting, a quorum exists and business can be conducted unless the abstention is due to a conflict of interest. However, if one (1) Director abstains on a particular action and the other two (2) cast “aye” votes, no action is taken because a majority of the Board” did not vote in favor of the action.
 - b. **Example.** If an action is proposed requiring a two-thirds (2/3) vote and two (2) Directors abstain, the proposed action cannot be approved because four (4) of the five (5) Directors would have to vote in favor of the action.
 - c. **Example.** If a vacancy exists on the Board and a vote is taken to appoint an individual to fill said vacancy, three (3) Directors must vote in favor of the appointment for it to be approved. If two (2) of the three (3) Directors present abstain, the appointment is not approved.
- D. **Directions.** The Board may give directions that are not formal action. Such directions do not require formal procedural process. Such directions include the Board's directives and instructions to the General Manager.
- i. The President shall determine by consensus a Board directive and shall state it for clarification. Should any two (2) Directors challenge the statement of the President, a voice vote may be requested.
 - ii. A formal motion may be made to place a disputed directive on a future agenda for Board consideration, or to take some other action (such as refer the matter to the General Manager for review and recommendation, etc.).
 - iii. Informal action by the Board is still Board action and shall only occur regarding

matters that appear on the agenda.

iv. The Board shall act collectively and not individually become involved in the day-to-day operation of the District.

iii-v. Individual Board members may follow up on direction given to the General Manager.

vi. The General Manager or assigned staff shall make every effort to communicate a definitive answer in a timely manner.

9. ATTENDANCE AT MEETINGS

A. Attendance. Members of the Board of Directors shall attend all regular and special meetings of the Board unless there is ~~good~~ cause for absence.

B. Punctuality. Each member shall be in his or her respective seat at the hour set for each regular meeting and at the time set for any special or adjourned meeting. ~~Any member not present within 10 minutes of the call to order shall be designated in the minutes as absent.~~ If a member arrives after a meeting convenes, the recording secretary shall note his or her arrival time in the minutes **and the Board member shall be deemed present.**

“Any member not present within 10 minutes...” was deleted to retain consistency with the new language suggested by the Personnel Committee on 9/23.

A.C. Absences. If any member of the Board is unable to attend a meeting, the Board member shall, if possible, notify the Board President or the Board Secretary prior to the meeting.

10. MINUTES OF BOARD MEETINGS

A. Minutes. Staff acting in his/her capacity as "Recording Secretary" shall keep minutes of all regular and special meetings of the Board.

- i. Copies of a meeting's minutes shall be distributed to Directors as part of the information packet for the next regular meeting of the Board, at which time the Board will consider approving the minutes as presented or with modifications. Once approved by the Board, the official minutes shall be kept on archival paper in a fire resistant room.
- ii. Unless directed otherwise, an audio recording of regular and special meetings of the Board of Directors will be made **providing that no such recording shall be made of any closed session of the Board of Directors.** The device upon which the recording is stored shall be kept for a minimum of 100 days in a fireproof vault or in fire-resistant room or locked cabinet. Members of the public may inspect recordings of Board meetings without charge on a playback device that will be made available by the District.
- iii. Motions, resolutions or ordinances shall be recorded in the minutes as having passed or failed and individual votes will be recorded. All resolutions and ordinances adopted by the Board shall be numbered consecutively, starting new at the

beginning of each year. In addition to other information that the Board may deem to be of importance, the following information (if relevant) shall be included in each meeting's minutes:

- a. Date, place and type of each meeting;
- b. Directors present and absent by name;
- c. Administrative staff present by name;
- d. Call to order;
- e. Time and name of late arriving Directors;
- f. Time and name of early departing Directors;
- g. Names of Directors absent during any agenda item upon which action was taken;
- h. Summary record of staff reports;
- i. Summary record of public comment regarding matters not on the agenda, including names of commentators;
- j. Approval of the minutes or modified minutes of preceding meetings;
- k. Approval of financial reports;
- l. Complete information as to each subject of the Board's deliberation;
- m. Record of the vote of each Director on every action item;
- n. Resolutions and ordinances described as to their substantive content and sequential numbering;
- o. Record of all contracts and agreements, and their amendment, approved by the Board;
- p. Approval of the annual budget;
- q. Approval of all policies, rules and/or regulations;
- r. Approval of all dispositions of District assets;
- s. Approval of all purchases of District assets; and
- t. Time of meeting's adjournment.

11. RULES OF ORDER FOR BOARD AND COMMITTEE MEETINGS

- A. **Policy.** Action items shall be brought before and considered by the Board by motion in accordance with this policy. These rules of order are intended to be informal and applied flexibly. The Board prefers a flexible form of meeting and, therefore, does not conduct its meetings under formalized rules (Robert's Rules of Order).
- B. **Point of Order.** If a Director believes order is not being maintained or procedures are not adequate, then he/she should raise a point of order - not requiring a second - to the President. If the ruling of the President is not satisfactory to the Director, then it may be appealed to the Board. A majority of the Board will govern and determine the point of order.
- C. **Obtaining the Floor.** Any Director desiring to speak should address the President and, upon recognition by the President, may address the subject under discussion.
- D. **Motions.** Any Director, including the President, may make or second a motion. A motion shall be brought and considered as follows:
 - i. A Director makes a motion; another Director seconds the motion; and the President states the motion.

- ii. Once the motion has been stated by the President, it is open to discussion and debate. After the public in attendance has had an opportunity to comment, and after the matter has been fully debated, the President will call for the vote.
 - iii. Any Director may move to immediately bring the question being debated to a vote (following public input), thus suspending any further debate. The motion must be made, seconded, and approved by a majority vote of the Board.
- E. **Secondary Motions.** Ordinarily, only one (1) motion can be considered at a time and a motion must be disposed of before any other motions or business is considered. There are a few exceptions to this general rule, though, where a secondary motion concerning the main motion may be made and considered before voting on the main motion.
- i. **Motion to Amend.** A main motion may be amended before it is voted on, either by the consent of the Directors who moved and seconded, or by a new motion and second.
 - ii. **Motion to Table.** A main motion may be indefinitely tabled before it is voted on by motion made to table, which is then seconded and approved by a majority vote of the Board.
 - iii. **Motion to Postpone.** A main motion may be postponed to a certain time by a motion to postpone, which is then seconded and approved by a majority vote of the Board.
 - iv. **Motion to Refer to Committee.** A main motion may be referred to a Board committee for further study and recommendation by a motion to refer to committee, which is then seconded and approved by a majority vote of the Board.
 - v. **Motion to Close Debate and Vote Immediately.** As provided above, any Director may move to close debate and immediately vote on a main motion.
 - vi. **Motion to Adjourn.** A meeting may be adjourned by motion made, seconded, and approved by a majority vote of the Board before voting on a main motion.
- F. **Decorum.**
- i. The President shall take whatever actions are necessary and appropriate to preserve order and decorum during Board meetings, including public hearings.
 - ii. The President may also declare a short recess during any meeting.
- G. **Amendment of Rules of Order.** By motion made, seconded and approved by a majority vote, the Board may, at its discretion and at any meeting:
- a. Temporarily suspend these rules in whole or in part;

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

12. TRAINING, EDUCATION AND CONFERENCES

A. Policy. The Beaumont-Cherry Valley Water District takes its stewardship over the use of limited public resources seriously. Public resources should only be used when there is a substantial benefit to the District.

- i. Educational conferences and professional meetings are considered to provide substantial benefit. 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. Such benefits include:
 - a. The opportunity to discuss the community's concerns with state and federal officials;
 - b. Participating in regional, state and national organizations whose activities affect the District;
 - c. Attending educational seminars designed to improve officials' skill and information levels;
 - A-d. Promoting public service and morale by recognizing such service.

ii. "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.~~
- ii. ~~Per diem, when appropriate~~ Reimbursement shall include ~~reimbursement of~~ expenses for meals, lodging, authorized incidentals (see Section 14H) 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 within 30 days of the incurred expense on a District-supplied Expense Form, together with ~~validated-original, valid~~ receipts in accordance with State law.
- iii. 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.

- iv. 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.
 - c. Requesting reservations sufficiently in advance, when possible, to obtain discounted air fares and hotel rates.
- C. Notice. A Director shall not attend a conference or training event for which there is an expense to the District, if it occurs after the Director has announced his/her pending resignation, or if it occurs after an election in which it has been determined that the Director will not retain his/her seat on the Board. A Director shall not attend a conference or training event when it is apparent that there is no significant benefit to the District.
- D. Reimbursement. Upon returning from seminars, workshops, conferences, etc., where expenses are paid and/or reimbursed by the District, Directors will either prepare a written report for distribution to the Board or make a verbal report during the next regular meeting of the Board. Said report shall detail what was learned at the session(s) that will be of benefit to the District. Materials from the session(s) may be delivered to the District office to be included in the District library for the future use of other Directors and staff.

13. REMUNERATION / DIRECTOR PER DIEM FEES

Added by Pres. Covington 11/4/19

- A. Assignment. The Board President may appoint one of the Board members as liaison to attend any meeting on a regular basis.
- B. Remuneration. Members of the Board of Directors shall be eligible to receive a “per diem” for each day of service rendered as an officer of the Board. The “per diem” amount shall be established by the Board and be consistent with applicable state law.
- C. Limit. Per diem compensation is limited to no more than 10 days per month.
- D. Attendance. For purposes of this section, attendance includes:
 - i. Physical presence at the majority of a meeting, event, conference or occurrence listed in subdivision D (below), unless presence for a lesser period is authorized by the Board President, or, for a committee meeting, by the committee chair;
 - ii. Participation by teleconference at the majority of a meeting pursuant to California Government Code 54953;
 - iii. Participation in an approved home study or online Ethics course to meet the requirements of Government Code Sections 53234-53235.5 when participation has been authorized by the Board President.

E. Eligibility. Matters of District Business eligible for per diem shall include, but not be limited to:

1. General Board Member Preapproved Activities/Events. The following activities/events are preapproved for all Board members:

a. Board and Committee Meetings

All regular and special board meetings and committee meetings for appointed members

b. Conferences

(1) ACWA and ACWA-JPIA conferences, trainings and webinars and ACWA Region 9 meetings

(2) CSDA Conferences, trainings and webinars

c. Other Agencies

(1) San Gorgonio Pass Water Agency Board or Committee meetings. ~~The Board may appoint one of its members as liaison to attend any such meetings on a regular basis.~~

(3) Beaumont Basin Watermaster

(4) City of Beaumont

Any official city meeting.

(5) City of Banning

Any official city meeting

(6) LAFCO meetings in which District business is discussed or affected as part of the LAFCO agenda

d. Training Seminars

(1) State mandated ethics training

a. The entire two-hour course counts as ONE day of service, even if the coursework is completed over more than one 24-hour period.

(2) State mandated sexual harassment training

a. The entire course counts as ONE day of service, even if the coursework is completed over more than one 24-hour period.

(3) Brown Act training

2. Specific Board Member Authorization

The following activities/events are preapproved for Board members designated to represent the District by the Board President.

- a. ACWA Committees
- a.b. Meetings of a legislative body of another government agency, or an official event sponsored by another government agency, when attendance has been authorized by the President,
- b.c. Meetings with members of the legislative executive or judicial branch of the state or federal government when attendance is directed by the President,
- d. Meetings with the General Manager, District Counsel, or Board President on matters of District business
- e. Other meetings or events for Board members appointed by the President to attend such meeting or event on behalf of the District

3. Other Activities/Events, Authorization

Board members may seek authorization to attend other functions that constitute the performance of official duties, including, but not limited to, tours of Beaumont-Cherry Valley Water District facilities, tours of other agency facilities, dedication ceremonies, open houses, groundbreaking ceremonies, receptions for officials, retirement celebrations for other agency officials, anniversary celebrations, ribbon-cutting ceremonies, legislative roundtables, public hearings, project update meetings, meetings of ACWA Regions 1 through 10, and association dinners and lunches. Board members desiring to attend events of this nature should obtain approval from the Board in order to receive a per diem and expense reimbursement.

4. New Board Members Orientation

New Board members may receive one (1) per diem and expense reimbursement for an orientation program that meets the following criteria:

- a. Is part of a planned orientation schedule
- b. The orientation meeting is at least two (2) hours in duration
- c. The per diems for this purpose must be claimed during the first two (2) ~~six (6)~~ months of service on the Board
- d. New Board members may also attend a formal harassment awareness training seminar for District employees

F. Non-authorized Activities/Events

The following activities/events are not eligible for per diem or expense claims:

- a. Attending other districts' Board meetings other than listed under Eligible Matters

of District Business above, unless authorized by the Board

- b. Retirement receptions for Beaumont-Cherry Valley Water District employees/Board members
- c. Beaumont-Cherry Valley Water District picnics or other social functions
- d. Harassment awareness training for Beaumont-Cherry Valley Water District employees (except the first training for new Board members state-mandated training)
- e. Chamber of Commerce meetings or mixers.

D-G. Travel. Per diem shall include travel days to and from business meetings as appropriate. Board members shall not count travel to meetings within the Counties of Riverside or San Bernardino as a reimbursable per diem travel day.

E-H. Requests. In the event that circumstances prevent the per diem request from being considered in the manner described herein, a Director may submit a request to the Board for a per diem for having attended a meeting or conference with the understanding that the Board may or may not approve the request.

F-I. Reports. A Director who requests compensation ("per diem") for attendance at a meeting other than a regular, special, or committee meeting of the Board shall provide a brief report of the meeting to the Board at a regular meeting of the Board of Directors following the meeting that was attended. If multiple Board members attended, a joint report may be made.

G-J. Review. Directors' per diem fees shall be reviewed by the Board annually in October of each year with said increase (if any) to be effective January 1 of the next calendar year.

14. PAYMENT OF EXPENSES INCURRED ON DISTRICT BUSINESS

A. **General.** ~~Whenever a Director or employee is attending any~~Directors may be allowed actual and necessary travel, meals, lodging and other actual and necessary incidental expenses incurred in the performance of official business of the District as approved by the Board. Such business may include: a meeting at which the interest of the District is the major purpose of the meeting, or attending a conference of an organization as authorized in this Manual, or by Board action, or otherwise representing the District at an approved civic or community function. ~~T~~he expenses incurred by reason of attendance at such meeting, conference, or other function ~~shall may~~ be reimbursed by the District in accordance with the rules set forth in this Section. In the event that circumstances prevent an expense reimbursement request from being considered in the manner described herein, a Director or employee may submit an expense reimbursement request to the Board for having attended a meeting or conference with the understanding that the Board may or may not approve the request.

B. **Non-reimbursables.** The following expenses are not reimbursable: alcoholic beverages, tips greater than 15 percent, parking or traffic violation fines, in-room movies, laundry service, and personal telephone calls. Rental car expenses are not reimbursable unless use of a rental

car is authorized prior to travel.

C. Cost Control. To conserve District resources and keep expenses within community standards for public officials, expenditures should adhere to the following guidelines. In the event that expenses are uncured which exceed these guidelines, the cost borne or reimbursed by the District will be limited to the costs that fall within the guidelines.

B-D. Spousal Expenses. Under no circumstances shall the District prepay or reimburse expenses for a spouse.

E. Transportation. The most economical mode of transportation reasonably consistent with scheduling needs and cargo space requirements must be used, using the most direct and time-efficient route.

- i. Automobile. If travel is by automobile, a District vehicle shall be used if available. If the General Manager determines that a District vehicle is not available, the rate of reimbursement for mileage shall be the Internal Revenue Service standard mileage for business mileage. Parking, bridge, and road tolls are also reimbursable. If automobile travel is used in lieu of air travel, the transportation expense to be paid by the District will be limited to the total related costs, for duration of travel and ground transportation at the destination, that would have resulted had air travel been used, including, but not limited to, air fare, transportation to and from airports, and airport parking.
- ii. Rental car. Charges for rental vehicles and applicable insurance may be reimbursed when a District elected official or employee attending a conference, business meeting, or other engagement on District business due to a District vehicle not made available, or the use of District vehicle would not be justifiable. If more than one District elected official is attending, the rental vehicle shall be shared if reasonable. Rental vehicle shall only be of adequate size, and proportional to accommodate the immediate need of passengers. Only receipted fuel expenses for rental cars will be reimbursed.
- iii. Taxis, Shuttles, or Ride Share. Taxi, shuttle or ride share (Uber or Lyft) fares may be reimbursed, including a 15 percent gratuity per fare, when such transportation is required for time efficiency.
- iv. Airfare. Airfares booked should be the most economical and reasonable available for purposes of reimbursement under this policy. At the discretion of the General Manager, higher cost (e.g. fully refundable) airfare may be used if staff analysis shows such flexibility in scheduling is warranted and costs can be justified.

G-F. Lodging. Whenever required to spend the night away from home When traveling on District business and an overnight stay is reasonably required, District personnel shall engage a room at a good commercial hotel or motel. Government rates should be obtained when available. No suites, oversized rooms, or upgraded rooms will be permitted. If accompanied on the trip by another person who is not District personnel, and the room is shared, the District shall be charged only for that portion of the room charge, which would have been made for single occupancy. A receipted bill stating occupants and length of stay shall be submitted with the claim for expense reimbursement. If a room is occupied by more than

one person, the rate for single occupancy shall be noted on the receipted statement.

G. Meals. Reimbursable meal expenses ~~and associated gratuities (not to exceed 15 percent)~~ will not exceed the U.S. Department of General Services per diem rates. Meals included with conferences, seminars and / or business meetings are not reimbursable.

D.H. ~~and~~ Incidental Expenses. Expense allowance while attending authorized functions shall include, in addition to transportation, ~~and~~ lodging, ~~and~~ meals; ~~tips at 15 percent, business~~ telephone expense, stenographic expense, auto parking, ~~taxi~~ internet access, ~~baggage fees~~, and other disbursements on behalf of the District. No reimbursement shall be made of expenditures for personal services or needs. ~~District shall not pay for any alcohol expenses incurred.~~ If an automobile is used for transportation when air transportation ~~would be~~ required, expenditures for meals and incidental expenses chargeable to the District shall be those which would have resulted had air transportation been used.

E.I. Lodging payment. Lodging expenses for employees or Board members may be reserved and paid in one of the following manners:

- i. By individual director's District-issued credit card or employee's District-issued credit card
- ii. In advance by Finance Department staff using a District credit card
- iii. Via submission of a check request for pre-payment to the hotel
- F.iv. Charges made to an employee's or Director's personal credit card. Such charges shall be reimbursed upon submission of an approved expense report form (See Section 12D) which shall include itemized original receipts and a copy of the applicable credit card statement.

G.J. Travel Advance. A travel advance, equal to the estimated expenditures chargeable to the District, may be made upon a written detailed estimate of the amount needed, submitted to and approved by the General Manager and by the Board of Directors.

H.K. Use of District Credit Cards. ~~The District shall make credit cards available to Board members and employees as deemed necessary for payment for District-related expenses. Board member credit cards shall be retained by the District until such time as they are needed. All Board member credit cards shall be used primarily for travel expenses. Board member credit cards will have a cap of \$2,500. District credit cards are issued to certain District employees for use in connection with District-related business.~~ The following rules shall apply to the use of District credit cards:

- i. District credit cards will be used only for actual and necessary expenses incurred in performance of work-related duties and District business.
- ii. A District credit card shall not be used for personal expenses. Any personal charges appearing on a District credit card must be immediately reimbursed to the District. The charge of personal expenses by a District employee (staff) to a District credit card may result in revocation of card privileges and disciplinary action up to and including termination.

- iii. District credit cards will be used only by duly authorized Board members and District employees.
- iv. Purchases and expenditures will be charged and reconciled to the proper account on each monthly statement.
- v. ~~Detailed-Itemized, original~~ receipts must be presented to the District business office for each expenditure made by credit card. Each expenditure must document the purpose of said expenditure, the person(s) involved and the business conducted.
- ~~v.~~vi. If a Board member or District employee loses a District-issued credit card, or has a District-issued credit card stolen, the employee or Board member must immediately report the loss or theft to the card-issuing bank and to the Finance Department.
- ~~i. District Expenditures for the Convenience of Others. On occasion, the District may make expenditure or incur a charge in connection with District business, for the convenience of persons other than District personnel. Such expenditures or charges are made with the understanding that the District shall be credited against reimbursable expenses, or~~

~~reimbursed directly as a balance owing the District on the "Report of Expenses", as provided in the next section.~~

J.L. **Report of Expenses for Reimbursement.** District ~~Directors and~~ personnel shall submit a District-provided form, "Record of Expenses / Claim for Reimbursement (Conferences, Meetings, Travels)" ~~of which must include~~ all expenses incurred ~~by them~~ while acting in the interest of the District, to which will be attached the associated vouchers and/ or original, itemized receipts. The form shall be submitted within fifteen (15) days of the conclusion of the transaction. Each expenditure item shall include a detailed description of the function and the nature of the District business conducted. The statement shall also indicate the travel advance, if any, credits for expenses apportioned to personal needs, services, or expenses incurred to the District. Balances owing the District shall be paid on submission of the expenses statement. Amounts due to District personnel shall be paid after the expense statement is reviewed and approved by the General Manager ~~and approved by the Board of Directors.~~

15. EXPENDITURE REIMBURSEMENT

- A. **Purpose.** The purpose of this policy is to prescribe the manner in which District employees and directors may be reimbursed for expenditures related to District business.
- B. **Scope.** This policy applies to all employees and members of the Board of Directors and is intended to result in no personal gain or loss to an employee or director.
- C. **Implementation.** Whenever District employees or directors desire to be reimbursed for out-of-pocket expenses for item(s) or service(s) appropriately relating to District business, they shall submit their requests on a reimbursement form approved by the General Manager and the Board of Directors respectively. Included on the reimbursement form will be an explanation of the District-related purpose for the expenditure(s), and receipts evidencing each expense shall be attached.
 - i. The Treasurer and/or the General Manager will review and approve reimbursement requests. Reimbursement requests by the Treasurer and General Manager will be reviewed and approved by the Finance and Audit Committee and/or the Board of Directors.
 - ii. All expenses must be reasonable and necessary, and employees and directors are encouraged to exercise prudence in all expenditures.
 - iii. The most economical mode and class of transportation reasonably consistent with scheduling requirements will be used. In the event a more expensive class of transportation is used, the reimbursable amount will be limited to the cost of the most economical class of transportation available. Reimbursement for use of personal vehicles will be at the applicable IRS-approved rate.

- iv. Expenditures for food and lodging will be moderate and reasonable.

16. MEMBERSHIP IN ASSOCIATIONS

- A. **Policy.** The Board of Directors shall ordinarily hold membership in and attend meetings of such national, state, and local associations as may exist which have applicability to the functions of the District, and shall look upon such memberships as an opportunity for in- service training.

17. ETHICS TRAINING

- A. **Policy.** All directors and designated executive staff of the District shall receive two hours of training in general ethics principles and ethics laws relevant to public service within six (6) months of election or appointment to the board of directors and at least once every two years thereafter, pursuant to Government Code Sections 53234 through 53235.2.
- B. **Application.** This policy shall also apply to all staff members that the board of directors designates and to members of all commissions, committees and other bodies that are subject to the Ralph M. Brown Open Meeting Act.
- C. **Provider.** All ethics training shall be provided by entities whose curricula have been approved by the California Attorney General and the Fair Political Practices Commission.
- D. **Participation.** Directors shall obtain proof of participation after completing the ethics training. Applicable costs for attending the training will be reimbursed by the District.
- E. **Records.** District staff shall maintain records indicating both the dates that directors completed the ethics training and the name of the entity that provided the training. These records shall be maintained for at least five years after directors receive the training, and are public records subject to disclosure under the California Public Records Act.
- F. **Training Information.** District staff shall provide the board of directors with information on available training that meets the requirements of this policy at least once every year.
- G. **Training Options.** Ethics training may consist of either a training course or a set of self-study materials with tests, and may be taken at home, in person or online.
- H. **Requirements.** Any director of the District that serves on the board of another agency is only required to take the training once every two (2) years.

18. CODE OF ETHICS

- A. **Policy.** The Board of Directors of the District is committed to providing excellence in legislative leadership that results in the provision of the highest quality services to its constituents and to comply with State laws including AB 1234 (Salinas) ~~approved in 2006 (copy attached as reference).~~

In order to assist in the governance of the behavior between and among members of the Board of Directors and District staff, the following rules shall be observed:

- i. The dignity, style, values and opinions of each Director shall be respected.
- ii. Responsiveness and attentive listening in communication is encouraged.
- ~~iii.~~ iii. The needs of the District's constituents should be the priority of the Board of Directors. Directors are accountable to the ratepayers who use the District's services.
- ~~iii-iv.~~ iii-iv. Directors should learn and recognize the various economic interests from which conflict can arise. When a Director believes he/she may have a conflict of interest, the District's legal counsel shall be requested to make a determination if one exists or not.
- ~~iv-v.~~ iv-v. The primary responsibility of the Board of Directors is the formulation and evaluation of policy. Routine matters concerning the operational aspects of the District are to be delegated to professional staff members of the District.
- ~~v-vi.~~ v-vi. Directors should commit themselves to emphasizing the positive, avoiding double talk, hidden agendas, gossip, backbiting, and other negative forms of interaction.
- ~~vi-vii.~~ vi-vii. Directors should commit themselves to focusing on issues and not personalities. The presentation of the opinions of others should be encouraged. Cliques and voting blocks based on personalities rather than issues should be avoided.
- ~~vii-viii.~~ vii-viii. Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, but without being disagreeable. Once the Board of Directors takes action, Directors should commit to supporting said action and not to create barriers to the implementation of said action.
- ~~viii-ix.~~ viii-ix. Directors should practice the following procedures:
 - a. In seeking clarification on informational items, Directors may directly approach professional staff members to obtain information needed to supplement, upgrade, or enhance their knowledge to improve legislative decision-making.
 - b. In handling items related to safety, concerns for safety or hazards should be reported to the General Manager or to the District office. Emergency situations should be dealt with immediately by seeking appropriate

assistance.

- c. In presenting items for discussion at Board meetings, see Section 6, Board Meeting Agendas.
- d. In seeking clarification for policy-related concerns, especially those involving personnel, legal action, land acquisition and development, finances, and programming, said concerns should be referred directly to the General Manager and/or the District's legal counsel.

~~ix-x.~~ If approached by District personnel concerning specific District policy, Directors should direct inquiries to the ~~appropriate staff supervisor or~~ General Manager. The chain of command should be followed.

B. **Team Effort.** The work of the District is a team effort. All individuals should work together in the collaborative process, assisting each other in conducting the affairs of the District.

- i. When responding to constituent requests and concerns, Directors should be courteous, responding to individuals in a positive manner and routing their questions through appropriate channels and to responsible management personnel.
- ii. Directors should develop a working relationship with the General Manager wherein current issues, concerns and District projects can be discussed comfortably and openly.
- iii. Directors should function as a part of the whole. Issues should be brought to the attention of the Board as a whole, rather than to individual members selectively.
- iv. Directors are responsible for monitoring the District's progress in attaining its goals and objectives, while pursuing its mission.

19. ETHICS POLICY

The policy of the Beaumont-Cherry Valley Water District/Agency is to maintain the highest ethical standards for its Directors and staff. The proper operation of the District requires that decisions and policy be made within the proper channels of governmental structure, that public office not be used for personal gain, and that Directors and staff remain objective and responsive to the needs of the public they serve. Accordingly, it is the policy of the District that Directors and District staff will maintain the highest standard of personal honesty and fairness in carrying out their duties.

This policy sets forth the basic ethical standards to be followed by the Board of Directors of the Beaumont-Cherry Valley Water District. The objectives of this policy are to (i) provide guidance for dealing with ethical issues, (ii) heighten awareness of ethics and values as critical elements in Directors' conduct, and (iii) improve ethical decision-making and values-based

management.

- A. **Responsibilities of Public Office.** Directors are obligated to uphold the Constitution of the United States and the Constitution of the State of California. Directors will comply with applicable laws regulating their conduct, including conflict of interest, financial disclosure and open government laws. Directors will strive to work in cooperation with other public officials unless prohibited from so doing by law or officially recognized confidentiality of their work. (Cal. Const., art. XX, § 3; Gov. Code, § 1360.)
- B. **Fair and Equal Treatment.** Directors, in the performance of their official duties and responsibilities, will not discriminate against or harass any person on the basis of race, religion, color, creed, age, marital status, national origin, ancestry, gender, sexual orientation, medical condition or disability. A Director will not grant any special consideration, treatment or advantage to any person or group beyond that which is available to every other person or group in similar circumstances.
- C. **Proper Use and Safeguarding of District Property and Resources.** Except as specifically authorized, the California Constitution prohibits a Director from making a “gift of public funds” by utilizing or permitting the use of District -owned vehicles, equipment, telephones, materials or property for his or her personal benefit or profit of third parties. A Director will not ask or require a District employee to perform services for the personal benefit or profit of a Director. Each Director must protect and properly use any District asset within his or her control, including information recorded on paper or in electronic form. Directors will safeguard District property, equipment, moneys, and assets against unauthorized use or removal, as well as from loss due to criminal act or breach of trust. (Cal. Const., art. XVI, § 6; Gov. Code, §§ 8314 and 53234 et seq.; Pen. Code, § 424; see *People v. Battin* (1978) 77 Cal.App.3d 635.)
- D. **Use of Confidential Information.** A Director is not authorized, without approval of the Board of Directors, to disclose information that qualifies as confidential information to a person not authorized to receive it. Under applicable provisions of law, information qualifies as confidential if it
 - i. Has been received for, or during, a closed session meeting of the Board,
 - ii. Is protected from disclosure under the attorney/client or other evidentiary privilege, or Is not required to be disclosed under the California Public Records Act. This Section does not prohibit a Director from taking any of the following actions:
 - a. Making a confidential inquiry or complaint to a district attorney or grand jury concerning a perceived violation of law, including disclosing facts to a district attorney or grand jury that are necessary to establish the alleged illegality of an action taken by the District, an elected official or employee,
 - b. Expressing an opinion concerning the propriety or legality of actions taken by the District in closed session, including disclosure of the nature and extent of the allegedly illegal action, or

- c. Disclosing information acquired during a closed session that is not confidential information. Prior to disclosing confidential information pursuant to (i) or (ii), above, however, a Director will first bring the matter to the attention of either the President of the Board or the full Board, to provide the Board an opportunity to cure an alleged violation.

E. **Conflict of Interest.** The Political Reform Act, Government Code Section 81000, et. seq., requires local government agencies to adopt a Conflict of Interest Code which is hereby incorporated by reference.

- i. Statement of Economic Interests (Form 700). (See District’s Conflict of Interest Policy, a separate document, incorporated herein by reference). A Director will file an annual Statement of Economic Interests as required by the Fair Political Practices Commission (FPPC). A new Director will file an Assuming Office Statement of Economic Interests, and an outgoing Director will file a Leaving Office Statement of Economic Interests before the deadline as set by the FPPC.
- ii. A Director will not have a financial interest in a contract with the District/Agency, or be a purchaser at a sale by the District or a vendor ~~at~~of a purchase made by the District, unless the Director’s participation was authorized under Government Code sections 1091 or 1091.5, or other provisions of law. A Director will not participate in the discussion, deliberation or vote on a matter before the Board of Directors, or in any way attempt to use his or her official position to influence a decision of the Board, if he or she has a prohibited interest with respect to the matter, as defined in the Political Reform Act, Government Code sections 81000 et seq., relating to conflicts of interest. Generally, a Director has a financial interest in a matter if it is reasonably foreseeable that the Board decision would have a material financial effect (as defined by Fair Political Practices Commission [FPPC] regulations found at Cal. Code Regs., tit. 2, §§ 18100 et seq.) that is distinguishable from the effect on the public generally on:
 - a. A business entity in which the Director has a direct or indirect investment in the amount specified in FPPC regulations;
 - b. Real property in which the Director has a direct or indirect investment interest, with a value in the amount specified in FPPC regulations;
 - c. A source of income for the Director in the amount specified in FPPC regulations, within twelve (12) months before the Board decision;
 - d. A source of gifts to the Director in an amount specified in FPPC regulations within twelve (12) months before the Board decision; or
 - e. A business entity in which the Director holds a position as a director, trustee, officer, partner, manager or employee.
- iii. An “indirect interest” means any investment or interest owned by the spouse or

dependent child of the Director, by an agent on behalf of the Director, or by a business entity or trust in which the Director, or the Director's spouse, dependent child or agent, owns directly, indirectly or beneficially a ten percent (10%) interest or greater. An elected official will not accept honoraria or gifts that exceed the limitations specified in the Fair Political Practices Act or FPPC regulations. Directors will report all gifts, campaign contributions, income and financial information as required under the District's Conflict of Interest Code and the provisions of the Fair Political Practices Act and FPPC regulations. (Gov. Code, §§ 87100 et seq.)

- iv. If a member of the Board believes that he or she may be disqualified from participation in the discussion, deliberations or vote on a particular matter due to a conflict of interest, the following procedure will be followed:
- v. If the Director becomes aware of the potential conflict of interest before the Board meeting at which the matter will be discussed or acted on, the Director will notify the District's General Manager and the District's legal counsel of the potential conflict of interest, so that a determination can be made whether it is a disqualifying conflict of interest;
- vi. If it is not possible for the Director to discuss the potential conflict with the General Manager and the District's legal counsel before the meeting, or if the Director does not become aware of the potential conflict until during the meeting, the Director will immediately disclose the potential conflict during the Board meeting, so that there can be a determination whether it is a disqualifying conflict of interest; and
- vii. Upon a determination that there is a disqualifying conflict of interest, the Director
 - a. Will not participate in the discussion, deliberation or vote on the matter for which a conflict of interest exists, which will be so noted in the Board minutes, and
 - b. Will leave the room until after the discussion, vote and any other disposition of the matter is concluded, unless the matter has been placed on the portion of the agenda reserved for uncontested matters or the Director has been advised that specific FPPC exemption applies.

F. **Nepotism.** A Director will not recommend the employment of a relative by the District. A Director will not recommend the employment of a relative to any person known by the Director to be bidding for or negotiating a contract with the District.

G. **Soliciting Political Contributions.** Directors are prohibited from soliciting political funds or contributions at District facilities, or from District employees. A Director will not accept, solicit or direct a political contribution from (a) District employees, officers, consultants or contractors, or (b) vendors or consultants who have a material financial interest in a contract or other matter while that contract or other matter is pending

before the District. A Director will not use the District's seal, trademark, stationery or other indicia of the District's identity, or facsimile thereof, in any solicitation for political contributions contrary to state or federal law. (Gov. Code, § 3205.)

- H. **Incompatible Offices.** ~~Another aspect of Directors are prohibited conflicts of interest is from simultaneous holding of two incompatible public offices, unless simultaneous holding of the offices is compelled or expressly authorized by law, per Government Code Section 1099. When public offices are incompatible, the public officer forfeits the first office upon taking the second.~~

~~Government Code section 1099 codifies the common law rule against holding incompatible public offices. Under section 1099, offices are incompatible under any of the following circumstances unless the simultaneous holding of the office is compelled or expressly authorized by law:~~

~~Either office may audit, overrule, remove members of, dismiss employees of, or supervise the other office or body;~~

~~Based on the powers and jurisdictions of the offices, there is a possibility of a significant clash of duties or loyalties between the offices;~~

~~Public policy considerations make it improper for one person to hold both offices. The doctrine of incompatible offices does not apply to positions on government bodies that are solely advisory, or to positions of employment. (Gov. Code, § 1099; 83 Ops.Cal.Atty.Gen 153 (2000); 58 Ops.Cal.Atty.Gen. 109 (1975).) However, the Attorney General has repeatedly held that certain positions, such as general manager of a water district and city manager, are public offices. (E.g., 82 Ops.Cal.Atty.Gen. 201 (1999); 67 Ops.Cal.Atty.Gen 409 (1984).) Government Code section 53227 prohibits an employee of a special district from taking office as an elected or appointed member of the Board of the same special district unless he or she resigns as an employee.~~

- I. **Director-General Manager-Financial Officer Relationship.**

General Manager. The Board sets the policy for the District. The General Manager is an employee of the District and is the administrative head under the direction of the Board.
The General Manager:

- i. Has charge and control of the construction, maintenance and operation of the water system and other facilities of the District upon approval of the Board of Directors,
- ii. Has power and authority to employ and discharge employees and assistants, consistent with District policy and other provisions of law,
- iii. Prescribes the duties of employees and assistants, consistent with District policy, and
- iv. Fixes and alters the compensation of employees and assistants, subject

to approval by the Board.

The District's General Manager serves at the pleasure of the Board. The Board will provide policy direction and instructions to the General Manager on matters within the authority of the Board by majority vote of the Board during duly convened Board and Board committee meetings.

Members of the Board will deal with matters within the authority of the General Manager through the General Manager, and not through other District employees, except as it pertains to the functions of the Financial Officer, **or on ethical issues related to the General Manager.**

Members of the Board will refrain from making requests directly to District employees (rather than to the General Manager) to undertake analyses, perform other work assignments or change the priority of work assignments.

Members of the Board may request non-confidential, factual information regarding District operations from District employees.

General Manager Duty. The General Manager has primary responsibility for:

- i. Ensuring compliance with the District's Personnel Manual, and ensuring that District employees do not engage in improper activities,
- ii. Investigating allegations of improper activities, and
- iii. Taking appropriate corrective and disciplinary actions.

Board Duty. The Board has a duty to ensure that the General Manager is operating the District according to law and the policies approved by the Board.

Directors are encouraged to fulfill their obligation to the public and the District by disclosing to the General Manager, to the extent not expressly prohibited by law, improper activities within their knowledge.

Directors will not interfere with the General Manager's responsibilities in identifying, investigating and correcting improper activities, unless the Board determines that the General Manager is not properly carrying out these responsibilities.

Financial Officer. The Financial Officer will report to the General Manager and will be available to respond to financial questions concerning the District when called upon by board members.

The Financial office will install and maintain a system of auditing and accounting that will completely and at all times show the financial condition of the District in accordance with generally accepted accounting principles and legal requirements.

The Board will retain and periodically review the work of an auditor as an independent

contractor of the District (other than the Financial Officer), who will report to the Board, to conduct an annual audit of the District's books, records and financial affairs.

Attachment D - Current Policy

1. BASIS OF AUTHORITY

- A. **Authority.** The Board of Directors is the unit of authority within the District. Apart from his/her normal function as a part of this unit, Directors have no individual authority. As individuals, Directors may not commit the District to any policy, act, or expenditure.

Directors do not represent any fractional segment of the community, but are, rather, a part of the body that represents and acts for the community as a whole.

2. MEMBERS OF THE BOARD OF DIRECTORS

- A. **Information.** Directors shall thoroughly prepare themselves to discuss agenda items at meetings of the Board of Directors. Information may be requested from staff or exchanged between Directors before meetings.
- i. Information exchanged before meetings shall be distributed through the General Manager, and all Directors will receive all information being distributed.
 - ii. Copies of information exchanged before meetings shall be available at the meeting for members of the public in attendance, and shall also be provided to anyone not present upon their request.
- B. **Conduct.** Directors shall at all times conduct themselves with courtesy to each other, to staff, and to members of the audience present at Board meetings.
- C. **Comments.** Directors shall defer to the chairperson for conduct of meetings of the Board, but shall be free to question and discuss items on the agenda. All comments should be brief and confined to the matter being discussed by the Board.
- D. **Pertinence.** Directors may request for inclusion into minutes brief comments pertinent to an agenda item only at the meeting that item is discussed (including, if desired, a position on abstention or dissenting vote).
- E. **Conflict of Interest.** Directors shall abstain from participating in consideration on any item involving a personal or financial conflict of interest. Unless such a conflict of interest exists, however, Directors should not abstain from the Board's decision-making responsibilities.
- F. **Information.** Requests by individual Directors for substantive information and/or research from District staff will be channeled through the General Manager.

3. COMMITTEES OF THE BOARD OF DIRECTORS

- A. **Ad Hoc Committees.** The Board President shall appoint such ad hoc committees as may be deemed necessary or advisable by himself/herself and/or the Board. The duties of

the ad hoc committees shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made.

- B. **Standing Committees.** The following shall be standing committees of the Board:
 - i. Personnel Committee; and
 - ii. Finance Committee.
- C. **Appointment.** The Board President shall appoint and publicly announce the members of the standing committees for the ensuing year no later than the Board's regular meeting in December.
- D. **Oversight.** The Board's standing committees may be assigned to review District functions, activities, and/or operations pertaining to their designated concerns, as specified below. Said assignment may be made by the Board President, a majority vote of the Board, or on their own initiative. Any recommendations resulting from said review should be submitted to the Board in writing.
 - i. All meetings of standing committees shall conform to all open meeting laws (e.g., "Brown Act") that pertain to regular meetings of the Board of Directors.
- E. **Personnel.** The Board's standing Personnel Committee shall be concerned with the functions, activities, operations, compensation and welfare of District staff.
- F. **Finance.** The Board's standing Finance and Audit Committee shall be concerned with the financial management of the District, including the preparation of an annual budget and major expenditures.

4. BOARD PRESIDENT

- A. **Rights.** The President of the Board of Directors shall serve as chairperson at all Board meetings. He/she shall have the same rights as the other members of the Board in voting, introducing motions, resolutions and ordinances, and any discussion of questions that follow said actions.
- B. **Absence.** In the absence of the President, the Vice President of the Board of Directors shall serve as chairperson over all meetings of the Board. If the President and Vice President of the Board are both absent, the remaining members present shall select one of themselves to act as chairperson of the meeting.

5. BOARD MEETINGS

- A. **Regular Meetings.** Regular meetings of the Board of Directors shall be held on the second Wednesday and fourth Thursday of each calendar month at 6:00 p.m. in the meeting room at 560 Magnolia

Avenue, Beaumont, California, 92223-2258. The date, time and place of regular Board meetings may be reconsidered annually at the annual organizational meeting of the Board.

- B. **Special Meetings and Workshops.** Special Meetings and Workshops of the Board of Directors may be called by the Board President or by a majority of the Board.
 - i. All Directors shall be notified of a Special Board Meeting and/or Workshop and the purpose or purposes for which it is called. Said notification shall be in writing, received by them at least twenty-four (24) hours prior to the meeting.
- C. **Adjourned Meetings.** A majority vote by the Board of Directors may terminate any Board meeting at any place in the agenda to any time and place specified in the order of adjournment, except that if no Directors are present at any regular or adjourned regular meeting, the General Manager may declare the meeting adjourned to a stated time and place, and he/she shall cause a written notice of adjournment to be given to those specified in the subparagraph above.
- D. **Annual Organizational Meeting.** The Board of Directors shall hold an annual organizational meeting at its regular meeting in December. At this meeting the Board will elect a President, Vice President, Secretary and Treasurer from among its members to serve during the coming calendar year, and will appoint a staff member recommended by the General Manager as the Board's Recording Secretary.
- E. **Agenda Order.** The Chairperson of the meetings described herein shall determine the order in which agenda items shall be considered for discussion and/or action by the Board.
- F. **Public Involvement.** The Chairperson and the General Manager shall ensure that appropriate information is available for the audience at meetings of the Board of Directors, and that physical facilities for said meetings are functional and appropriate.

6. BOARD MEETING AGENDAS

- A. **Agenda.** The General Manager, in cooperation with the Board President and Vice President, shall prepare an agenda for each regular and special meeting of the Board of Directors in accordance with the Ralph M. Brown Act.
- B. **Public Requests.** Any member of the public may request that a matter directly related to District business be placed on the agenda of a regularly scheduled meeting of the Board of Directors, subject to the following conditions:
 - i. The request must be in writing and be submitted to the General Manager together with supporting documents and information, if any, at least ten (10) business days prior to the date of the meeting;
 - ii. No matter which is legally a proper subject for consideration by the Board in closed session will be accepted under this policy; and

- iii. The Board of Directors may place limitations on the total time to be devoted to a public request issue at any meeting, and may limit the time allowed for any one person to speak on the issue at the meeting.
- C. **Testimony.** This policy does not prevent the Board from taking testimony at regular and special meetings of the Board on matters which are not on the agenda which a member of the public may wish to bring before the Board. However, the Board shall not discuss or take action on such matters at that meeting.
- D. **Notice.** At least seventy-two (72) hours prior to the time of all regular meetings, an agenda, which includes but is not limited to all matters on which there may be discussion and/or action by the Board, shall be posted conspicuously for public review at the District office. If the District maintains a website, the agenda shall be posted on the website for public information at the same time.
 - i. The agenda for a special meeting shall be posted at least twenty-four (24) hours before the meeting.

7. BOARD MEETING CONDUCT

- A. **Policy.** Meetings of the Board of Directors shall be conducted by the President in a manner consistent with the policies of the District. Section 11 “Rules of Order for Board and Committee Meetings”, shall be used as a general guideline for meeting protocol.
- B. **Timing.** All Board meetings shall commence at the time stated on the agenda and shall be guided by same.
- C. **Conduct.** The conduct of meetings shall, to the fullest possible extent, enable Directors to:
 - i. Consider problems to be solved, weigh evidence related thereto, and make wise decisions intended to solve the problems; and,
 - ii. Receive, consider and take any needed action with respect to reports of accomplishment of District operations.
- D. **Public Comment.** Provisions for permitting any individual or group to address the Board concerning any item on the agenda of a special meeting, or to address the Board at a regular meeting on any subject that lies within the jurisdiction of the Board of Directors, shall be as follows:
 - i. Three (3) minutes may be allotted to each speaker and a maximum of twenty (20) minutes to each subject matter.
 - ii. No disruptive conduct shall be permitted at any Board meeting. Persistence in disruptive conduct shall be grounds for summary termination, by the Chairperson, of that person’s privilege of address.

- E. Disruption. Willful disruption of any of the meetings of the Board of Directors shall not be permitted. If the President finds that there is in fact willful disruption of any meeting of the Board, he/she may order the disrupting parties out of the room and subsequently conduct the Board's business without them present.

After clearing the room of disruptive individuals, the President may permit those persons who, in his/her opinion, were not responsible for the willful disruption to remain in the meeting room.

8. BOARD ACTIONS AND DECISIONS

- A. **Actions.** Actions by the Board of Directors include but are not limited to the following:

- i. Adoption or rejection of regulations or policies;
- ii. Adoption or rejection of a resolution;
- iii. Adoption or rejection of an ordinance;
- iv. Approval or rejection of any contract or expenditure;
- v. Approval or rejection of any proposal which commits District funds or facilities, including employment and dismissal of personnel; and,
- vi. Approval or disapproval of matters that require or may require the District or its employees to take action and / or provide services.

- B. **Majority.** Action can only be taken by the vote of the majority of the Board of Directors. Three (3) Directors represent a quorum for the conduct of business.

- i. Abstention. A member abstaining in a vote is considered as absent for that vote. A member abstaining due to a conflict of interest does not count towards a quorum.
 - a. **Example.** If three (3) of five (5) Directors are present at a meeting, a quorum exists and business can be conducted unless the abstention is due to a conflict of interest. However, if one (1) Director abstains on a particular action and the other two (2) cast "aye" votes, no action is taken because a majority of the Board did not vote in favor of the action.
 - b. **Example.** If an action is proposed requiring a two-thirds (2/3) vote and two (2) Directors abstain, the proposed action cannot be approved because four (4) of the five (5) Directors would have to vote in favor of the action.
 - c. **Example.** If a vacancy exists on the Board and a vote is taken to appoint an individual to fill said vacancy, three (3) Directors must vote in favor of the appointment for it to be approved. If two (2) of the three (3) Directors present abstain, the appointment is not approved.

- C. **Directions.** The Board may give directions that are not formal action. Such directions do not require formal procedural process. Such directions include the Board's directives and instructions to the General Manager.
- i. The President shall determine by consensus a Board directive and shall state it for clarification. Should any two (2) Directors challenge the statement of the President, a voice vote may be requested.
 - ii. A formal motion may be made to place a disputed directive on a future agenda for Board consideration, or to take some other action (such as refer the matter to the General Manager for review and recommendation, etc.).
 - iii. Informal action by the Board is still Board action and shall only occur regarding matters that appear on the agenda.

9. ATTENDANCE AT MEETINGS

- A. **Attendance.** Members of the Board of Directors shall attend all regular and special meetings of the Board unless there is good cause for absence.

10. MINUTES OF BOARD MEETINGS

- A. **Minutes.** Staff acting in his/her capacity as "Recording Secretary" shall keep minutes of all regular and special meetings of the Board.
- i. Copies of a meeting's minutes shall be distributed to Directors as part of the information packet for the next regular meeting of the Board, at which time the Board will consider approving the minutes as presented or with modifications. Once approved by the Board, the official minutes shall be kept in a fire resistant room.
 - ii. Unless directed otherwise, an audio tape recording of regular and special meetings of the Board of Directors will be made. The device upon which the recording is stored shall be kept indefinitely in a fireproof vault or in fire-resistant room or locked cabinet. Members of the public may inspect recordings of Board meetings without charge on a playback machine that will be made available by the District.
 - iii. Motions, resolutions or ordinances shall be recorded in the minutes as having passed or failed and individual votes will be recorded unless the action was unanimous. All resolutions and ordinances adopted by the Board shall be numbered consecutively, starting new at the beginning of each year. In addition to other information that the Board may deem to be of importance, the following information (if relevant) shall be included in each meeting's minutes:
 - a. Date, place and type of each meeting;
 - b. Directors present and absent by name;

- c. Administrative staff present by name;
- d. Call to order;
- e. Time and name of late arriving Directors;
- f. Time and name of early departing Directors;
- g. Names of Directors absent during any agenda item upon which action was taken;
- h. Summary record of staff reports;
- i. Summary record of public comment regarding matters not on the agenda, including names of commentators;
- j. Approval of the minutes or modified minutes of preceding meetings;
- k. Approval of financial reports;
- l. Record by number (a sequential range is acceptable) of all warrants approved for payment;
- m. Complete information as to each subject of the Board's deliberation;
- n. Record of the vote of each Director on every action item for which the vote was not unanimous;
- o. Resolutions and ordinances described as to their substantive content and sequential numbering;
- p. Record of all contracts and agreements, and their amendment, approved by the Board;
- q. Approval of the annual budget;
- r. Approval of all polices, rules and/or regulations;
- s. Approval of all dispositions of District assets;
- t. Approval of all purchases of District assets; and
- u. Time of meeting's adjournment.

11. RULES OF ORDER FOR BOARD AND COMMITTEE MEETINGS

- A. **Policy.** Action items shall be brought before and considered by the Board by motion in accordance with this policy. These rules of order are intended to be informal and applied flexibly. The Board prefers a flexible form of meeting and, therefore, does not conduct its meetings under formalized rules -Robert's Rules of Order.
- B. **Point of Order.** If a Director believes order is not being maintained or procedures are not adequate, then he/she should raise a point of order - not requiring a second - to the President. If the ruling of the President is not satisfactory to the Director, then it may be appealed to the Board. A majority of the Board will govern and determine the point of order.
- C. **Obtaining the Floor.** Any Director desiring to speak should address the President and, upon recognition by the President, may address the subject under discussion.
- D. **Motions.** Any Director, including the President, may make or second a motion. A motion shall be brought and considered as follows:
 - i. A Director makes a motion; another Director seconds the motion; and the President states the motion.

- ii. Once the motion has been stated by the President, it is open to discussion and debate. After the public in attendance has had an opportunity to comment, and after the matter has been fully debated, the President will call for the vote.
 - iii. Any Director may move to immediately bring the question being debated to a vote (following public input), thus suspending any further debate. The motion must be made, seconded, and approved by a majority vote of the Board.
- E. **Secondary Motions.** Ordinarily, only one (1) motion can be considered at a time and a motion must be disposed of before any other motions or business is considered. There are a few exceptions to this general rule, though, where a secondary motion concerning the main motion may be made and considered before voting on the main motion.
 - i. **Motion to Amend.** A main motion may be amended before it is voted on, either by the consent of the Directors who moved and seconded, or by a new motion and second.
 - ii. **Motion to Table.** A main motion may be indefinitely tabled before it is voted on by motion made to table, which is then seconded and approved by a majority vote of the Board.
 - iii. **Motion to Postpone.** A main motion may be postponed to a certain time by a motion to postpone, which is then seconded and approved by a majority vote of the Board.
 - iv. **Motion to Refer to Committee.** A main motion may be referred to a Board committee for further study and recommendation by a motion to refer to committee, which is then seconded and approved by a majority vote of the Board.
 - v. **Motion to Close Debate and Vote Immediately.** As provided above, any Director may move to close debate and immediately vote on a main motion.
 - vi. **Motion to Adjourn.** A meeting may be adjourned by motion made, seconded, and approved by a majority vote of the Board before voting on a main motion.
- F. **Decorum.**
 - i. The President shall take whatever actions are necessary and appropriate to preserve order and decorum during Board meetings, including public hearings.
 - ii. The President may also declare a short recess during any meeting.
- G. **Amendment of Rules of Order.** By motion made, seconded and approved by a majority vote, the Board may, at its discretion and at any meeting:
 - a. Temporarily suspend these rules in whole or in part;

- 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.

- c. Requesting reservations sufficiently in advance, when possible, to obtain discounted air fares and hotel rates.
- C. Notice. A Director shall not attend a conference or training event for which there is an expense to the District, if it occurs after the Director has announced his/her pending resignation, or if it occurs after an election in which it has been determined that the Director will not retain his/her seat on the Board. A Director shall not attend a conference or training event when it is apparent that there is no significant benefit to the District.
- D. Reimbursement. Upon returning from seminars, workshops, conferences, etc., where expenses are reimbursed by the District, Directors will either prepare a written report for distribution to the Board, or make a verbal report during the next regular meeting of the Board. Said report shall detail what was learned at the session(s) that will be of benefit to the District. Materials from the session(s) may be delivered to the District office to be included in the District library for the future use of other Directors and staff.

13. REMUNERATION

- A. Remuneration. Members of the Board of Directors shall be entitled to receive a “per diem” for each day of service to the District. The “per diem” amount shall be established by the Board and be consistent with applicable state law.

14. PAYMENT OF EXPENSES INCURRED ON DISTRICT BUSINESS

- A. **General.** Whenever a Director or employee is attending any meeting at which the interest of the District is the major purpose of the meeting, or attending a conference of an organization as authorized in this Manual, or by Board action, or otherwise representing the District at an approved civic or community function, the expenses incurred by reason of attendance at such meeting, conference, or other function shall be reimbursed by the District in accordance with the rules set forth in this Section. In the event that circumstances prevent an expense reimbursement request from being considered in the manner described herein, a Director or employee may submit an expense reimbursement request to the Board for having attended a meeting or conference with the understanding that the Board may or may not approve the request.
- B. **Transportation.** If the distance to the function is five-hundred (500) miles or less, air or automotive travel may be used, at the option of the traveler. If travel is by automobile, a District vehicle shall be used if available. If the General Manager determines that a District vehicle is not available, the rate of reimbursement for mileage shall be the standard mileage rate permitted at the time by the Internal Revenue Service in computing a deduction for business mileage.

If the distance to the function is greater than five-hundred (500) miles, air travel shall be used, unless accepted due to physical or other reason approved by the General Manager, and by the Board of Directors. If automobile travel is used, the transportation expense to be paid by the District will be limited to the total related costs, for duration of travel and ground transportation at the destination, that would have resulted had air travel been used, including, but not limited to, air fare, transportation to and from airports, and airport parking.

- C. **Lodging.** Whenever required to spend the night away from home, District personnel shall engage a room at a good commercial hotel or motel. If accompanied on the trip by another person who is not District personnel, and the room is shared, the District shall be charged only for that portion of the room charge, which would have been made for single occupancy. A receipted bill stating occupants and length of stay shall be submitted with the claim for expense reimbursement. If a room is occupied by more than one person, the rate for single occupancy shall be noted on the receipted statement.
- D. **Meals and Incidental Expenses.** Expense allowance while attending authorized functions shall include, in addition to transportation and lodging, all meals, tips, telephone expense, stenographic expense, auto parking, taxi and other disbursements on behalf of the District. No reimbursement shall be made of expenditures for personal services or needs. District shall not pay for any alcohol expenses incurred. If an automobile is used for transportation when air transportation is required, expenditures for meals and incidental expenses chargeable to the District shall be those which would have resulted had air transportation been used.
- E. **Travel Advance.** A travel advance, equal to the estimated expenditures chargeable to the District, may be made upon a written detailed estimate of the amount needed, submitted to and approved by the General Manager and by the Board of Directors.
- F. **Use of District Credit Cards.** District credit cards are issued to certain District employees for use in connection with District related business. The following rules shall apply to the use of District credit cards:
 - i. District credit cards will be used only for District business.
 - ii. District credit cards will be used only by duly authorized District employees.
 - iii. Purchases and expenditures will be charged and reconciled to the proper account on each monthly statement.
 - iv. Detailed receipts must be presented to the District business office for each expenditure made by credit card. Each expenditure must document the purpose of said expenditure, the person(s) involved and the business conducted.
- G. **District Expenditures for the Convenience of Others.** On occasion, the District may make expenditure or incur a charge in connection with District business, for the convenience of persons other than District personnel. Such expenditures or charges are made with the understanding that the District shall be credited against reimbursable expenses, or

reimbursed directly as a balance owing the District on the "Report of Expenses", as provided in the next section.

- H. **Report of Expenses for Reimbursement.** District personnel shall submit a "Report of Expenses" of all expenses incurred by them while acting in the interest of the District, to which will be attached the associated vouchers and/ or receipts. Each expenditure item shall include a detailed description of the function and the nature of the District business conducted. The statement shall also indicate the travel advance, if any, credits for expenses apportioned to personal needs, services, or expenses incurred to the District. Balances owing the District shall be paid on submission of the expenses statement. Amounts due to District personnel shall be paid after the expense statement is reviewed by the General Manager and approved by the Board of Directors.

15. EXPENDITURE REIMBURSEMENT

- A. **Purpose.** The purpose of this policy is to prescribe the manner in which District employees and directors may be reimbursed for expenditures related to District business.
- B. **Scope.** This policy applies to all employees and members of the Board of Directors and is intended to result in no personal gain or loss to an employee or director.
- C. **Implementation.** Whenever District employees or directors desire to be reimbursed for out-of-pocket expenses for item(s) or service(s) appropriately relating to District business, they shall submit their requests on a reimbursement form approved by the General Manager and the Board of Directors. Included on the reimbursement form will be an explanation of the District-related purpose for the expenditure(s), and receipts evidencing each expense shall be attached.
 - i. The Treasurer and/or the General Manager will review and approve reimbursement requests. Reimbursement requests by the Treasurer and General Manager will be reviewed and approved by the Finance and Audit Committee and/or the Board of Directors.
 - ii. All expenses must be reasonable and necessary, and employees and directors are encouraged to exercise prudence in all expenditures.
 - iii. The most economical mode and class of transportation reasonably consistent with scheduling requirements will be used. In the event a more expensive class of transportation is used, the reimbursable amount will be limited to the cost of the most economical class of transportation available. Reimbursement for use of personal vehicles will be at the applicable IRS-approved rate.
 - iv. Expenditures for food and lodging will be moderate and reasonable.

16. PAYMENT OF DIRECTORS' FEES

- A. **Availability.** Directors shall be eligible to collect per diem fees as provided by the resolutions and ordinances of the District, and in accordance with State law for attendance to Board business. Board business eligible for per diem shall include, but not be limited to, Board meetings, Board Committee meetings, LAFCO meetings in which District business is discussed or affected as part of the LAFCO agenda, meetings of associations of which the District is a member, special meetings concerning District matters and those organizations for which attendance is authorized for meetings and conferences as listed. Per diem shall include travel days to and from business meetings as appropriate. Board members shall not count travel to meetings within the County as a reimbursable per diem travel day. In the event that circumstances prevent the per diem request from being considered in the manner described herein, a Director may submit a request to the Board for a per diem for having attended a meeting or conference with the understanding that the Board may or may not approve the request.
- B. **Review.** Directors' per diem fees shall be reviewed by the Board annually in October of each year with said increase (if any) to be effective January 1 of the next calendar year.

17. MEMBERSHIP IN ASSOCIATIONS

- A. **Policy.** The Board of Directors shall ordinarily hold membership in and attend meetings of such national, state, and local associations as may exist which have applicability to the functions of the District, and shall look upon such memberships as an opportunity for in-service training.

18. ETHICS TRAINING

- A. **Policy.** All directors and designated executive staff of the District shall receive two hours of training in general ethics principles and ethics laws relevant to public service within one year of election or appointment to the board of directors and at least once every two years thereafter, pursuant to Government Code Sections 53234 through 53235.2.
- B. **Application.** This policy shall also apply to all staff members that the board of directors designates and to members of all commissions, committees and other bodies that are subject to the Ralph M. Brown Open Meeting Act.
- C. **Provider.** All ethics training shall be provided by entities whose curricula have been approved by the California Attorney General and the Fair Political Practices Commission.
- D. **Participation.** Directors shall obtain proof of participation after completing the ethics training. Applicable costs for attending the training will be reimbursed by the District.

- i. **Records.** District staff shall maintain records indicating both the dates that directors completed the ethics training and the name of the entity that provided the training. These records shall be maintained for at least five years after directors receive the training, and are public records subject to disclosure under the California Public Records Act.
- E. **Training Information.** District staff shall provide the board of directors with information on available training that meets the requirements of this policy at least once every year.
- F. **Training Options.** Ethics training may consist of either a training course or a set of self-study materials with tests, and may be taken at home, in person or online.
- G. **Requirements.** Any director of the District that serves on the board of another agency is only required to take the training once every two (2) years.

19. CODE OF ETHICS

- A. **Policy.** The Board of Directors of the District is committed to providing excellence in legislative leadership that results in the provision of the highest quality services to its constituents and to comply with State laws including AB 1234 (Salinas) approved in 2006 (copy attached as reference).

In order to assist in the governance of the behavior between and among members of the Board of Directors and District staff, the following rules shall be observed:

- i. The dignity, style, values and opinions of each Director shall be respected.
- ii. Responsiveness and attentive listening in communication is encouraged.
- iii. The needs of the District's constituents should be the priority of the Board of Directors. When a Director believes he/she may have a conflict of interest, the District's legal counsel shall be requested to make a determination if one exists or not.
- iv. The primary responsibility of the Board of Directors is the formulation and evaluation of policy. Routine matters concerning the operational aspects of the District are to be delegated to professional staff members of the District.
- v. Directors should commit themselves to emphasizing the positive, avoiding double talk, hidden agendas, gossip, backbiting, and other negative forms of interaction.
- vi. Directors should commit themselves to focusing on issues and not personalities. The presentation of the opinions of others should be encouraged. Cliques and voting blocks based on personalities rather than issues should be avoided.

vii. Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, but without being disagreeable. Once the Board of Directors takes action, Directors should commit to supporting said action and not to create barriers to the implementation of said action.

viii. Directors should practice the following procedures:

- a. In seeking clarification on informational items, Directors may directly approach professional staff members to obtain information needed to supplement, upgrade, or enhance their knowledge to improve legislative decision-making.
- b. In handling items related to safety, concerns for safety or hazards should be reported to the General Manager or to the District office. Emergency situations should be dealt with immediately by seeking appropriate assistance.
- c. In presenting items for discussion at Board meetings, See Board Meeting Agenda.
- d. In seeking clarification for policy-related concerns, especially those involving personnel, legal action, land acquisition and development, finances, and programming, said concerns should be referred directly to the General Manager and/or the District's legal counsel.

ix. If approached by District personnel concerning specific District policy, Directors should direct inquiries to the appropriate staff supervisor or General Manager. The chain of command should be followed.

B. Team Effort. The work of the District is a team effort. All individuals should work together in the collaborative process, assisting each other in conducting the affairs of the District.

- i. When responding to constituent requests and concerns, Directors should be courteous, responding to individuals in a positive manner and routing their questions through appropriate channels and to responsible management personnel.
- ii. Directors should develop a working relationship with the General Manager wherein current issues, concerns and District projects can be discussed comfortably and openly.
- iii. Directors should function as a part of the whole. Issues should be brought to the attention of the Board as a whole, rather than to individual members selectively.
- iv. Directors are responsible for monitoring the District's progress in attaining its goals and objectives, while pursuing its mission.

20. ETHICS POLICY

The policy of the Beaumont-Cherry Valley Water District/Agency is to maintain the highest ethical standards for its Directors and staff. The proper operation of the District requires that

decisions and policy be made within the proper channels of governmental structure, that public office not be used for personal gain, and that Directors and staff remain objective and responsive to the needs of the public they serve. Accordingly, it is the policy of the District that Directors and District staff will maintain the highest standard of personal honesty and fairness in carrying out their duties.

This policy sets forth the basic ethical standards to be followed by the Board of Directors of the Beaumont-Cherry Valley Water District. The objectives of this policy are to (i) provide guidance for dealing with ethical issues, (ii) heighten awareness of ethics and values as critical elements in Directors' conduct, and (iii) improve ethical decision-making and values-based management.

- A. **Responsibilities of Public Office.** Directors are obligated to uphold the Constitution of the United States and the Constitution of the State of California. Directors will comply with applicable laws regulating their conduct, including conflict of interest, financial disclosure and open government laws. Directors will strive to work in cooperation with other public officials unless prohibited from so doing by law or officially recognized confidentiality of their work. (Cal. Const., art. XX, § 3; Gov. Code, § 1360.)

- B. **Fair and Equal Treatment.** Directors, in the performance of their official duties and responsibilities, will not discriminate against or harass any person on the basis of race, religion, color, creed, age, marital status, national origin, ancestry, gender, sexual orientation, medical condition or disability. A Director will not grant any special consideration, treatment or advantage to any person or group beyond that which is available to every other person or group in similar circumstances.

- C. **Proper Use and Safeguarding of District Property and Resources.** Except as specifically authorized, the California Constitution prohibits a Director from making a "gift of public funds" by utilizing or permitting the use of District -owned vehicles, equipment, telephones, materials or property for his or her personal benefit or profit of third parties. A Director will not ask or require a District employee to perform services for the personal benefit or profit of a Director. Each Director must protect and properly use any District asset within his or her control, including information recorded on paper or in electronic form. Directors will safeguard District property, equipment, moneys, and assets against unauthorized use or removal, as well as from loss due to criminal act or breach of trust. (Cal. Const., art. XVI, § 6; Gov. Code, §§ 8314 and 53234 et seq.; Pen. Code, § 424; see *People v. Battin* (1978) 77 Cal.App.3d 635.)

- D. **Use of Confidential Information.** A Director is not authorized, without approval of the Board of Directors, to disclose information that qualifies as confidential information to a person not authorized to receive it. Under applicable provisions of law, information qualifies as confidential if it
 - i. Has been received for, or during, a closed session meeting of the Board,

 - ii. Is protected from disclosure under the attorney/client or other evidentiary privilege, or

- iii. Is not required to be disclosed under the California Public Records Act.

This Section does not prohibit a Director from taking any of the following actions:

- i. Making a confidential inquiry or complaint to a district attorney or grand jury concerning a perceived violation of law, including disclosing facts to a district attorney or grand jury that are necessary to establish the alleged illegality of an action taken by the District, an elected official or employee,
- ii. Expressing an opinion concerning the propriety or legality of actions taken by the District in closed session, including disclosure of the nature and extent of the allegedly illegal action, or
- iii. Disclosing information acquired during a closed session that is not confidential information. Prior to disclosing confidential information pursuant to (i) or (ii), above, however, a Director will first bring the matter to the attention of either the President of the Board or the full Board, to provide the Board an opportunity to cure an alleged violation.

E. **Conflict of Interest.** A Director will not have a financial interest in a contract with the District/Agency, or be a purchaser at a sale by the District or a vendor at a purchase made by the District, unless the Director's participation was authorized under Government Code sections 1091 or 1091.5, or other provisions of law. A Director will not participate in the discussion, deliberation or vote on a matter before the Board of Directors, or in any way attempt to use his or her official position to influence a decision of the Board, if he or she has a prohibited interest with respect to the matter, as defined in the Political Reform Act, Government Code sections 81000 et seq., relating to conflicts of interest. Generally, a Director has a financial interest in a matter if it is reasonably foreseeable that the Board decision would have a material financial effect (as defined by Fair Political Practices Commission [FPPC] regulations found at Cal. Code Regs., tit. 2, §§ 18100 et seq.) that is distinguishable from the effect on the public generally on

- i. A business entity in which the Director has a direct or indirect investment in the amount specified in FPPC regulations;
- ii. Real property in which the Director has a direct or indirect investment interest, with a value in the amount specified in FPPC regulations;
- iii. A source of income for the Director in the amount specified in FPPC regulations, within twelve (12) months before the Board decision;
- iv. A source of gifts to the Director in an amount specified in FPPC regulations within twelve (12) months before the Board decision; or
- v. A business entity in which the Director holds a position as a director, trustee, officer, partner, manager or employee.

An “indirect interest” means any investment or interest owned by the spouse or dependent child of the Director, by an agent on behalf of the Director, or by a business entity or trust in which the Director, or the Director’s spouse, dependent child or agent, owns directly, indirectly or beneficially a ten percent (10%) interest or greater. An elected official will not accept honoraria or gifts that exceed the limitations specified in the Fair Political Practices Act or FPPC regulations. Directors will report all gifts, campaign contributions, income and financial information as required under the District’s Conflict of Interest Code and the provisions of the Fair Political Practices Act and FPPC regulations. (Gov. Code, §§ 87100 et seq.)

If a member of the Board believes that he or she may be disqualified from participation in the discussion, deliberations or vote on a particular matter due to a conflict of interest, the following procedure will be followed:

- i. If the Director becomes aware of the potential conflict of interest before the Board meeting at which the matter will be discussed or acted on, the Director will notify the District’s General Manager and the District’s legal counsel of the potential conflict of interest, so that a determination can be made whether it is a disqualifying conflict of interest;
 - ii. If it is not possible for the Director to discuss the potential conflict with the General Manager and the District’s legal counsel before the meeting, or if the Director does not become aware of the potential conflict until during the meeting, the Director will immediately disclose the potential conflict during the Board meeting, so that there can be a determination whether it is a disqualifying conflict of interest; and
 - iii. Upon a determination that there is a disqualifying conflict of interest, the Director
 - a. Will not participate in the discussion, deliberation or vote on the matter for which a conflict of interest exists, which will be so noted in the Board minutes, and
 - b. Will leave the room until after the discussion, vote and any other disposition of the matter is concluded, unless the matter has been placed on the portion of the agenda reserved for uncontested matters or the Director has been advised that specific FPPC exemption applies.
- F. **Nepotism.** A Director will not recommend the employment of a relative by the District. A Director will not recommend the employment of a relative to any person known by the Director to be bidding for or negotiating a contract with the District.
- G. **Soliciting Political Contributions.** Directors are prohibited from soliciting political funds or contributions at District facilities, or from District employees. A Director will not accept, solicit or direct a political contribution from (a) District employees, officers, consultants or contractors, or (b) vendors or consultants who have a material financial interest in a contract or other matter while that contract or other matter is pending before the District. A Director will not use the District’s seal, trademark, stationery or other indicia of the District’s identity, or facsimile thereof, in any solicitation for political contributions contrary to state or federal law. (Gov. Code, § 3205.)

- H. **Incompatible Offices.** Another aspect of prohibited conflicts of interest is simultaneous holding of two incompatible public offices, unless simultaneous holding of the offices is compelled or expressly authorized by law. When public offices are incompatible, the public officer forfeits the first office upon taking the second.

Government Code section 1099 codifies the common law rule against holding incompatible public offices. Under section 1099, offices are incompatible under any of the following circumstances unless the simultaneous holding of the office is compelled or expressly authorized by law:

- i. Either office may audit, overrule, remove members of, dismiss employees of, or supervise the other office or body;
- ii. Based on the powers and jurisdictions of the offices, there is a possibility of a significant clash of duties or loyalties between the offices;
- iii. Public policy considerations make it improper for one person to hold both offices. The doctrine of incompatible offices does not apply to positions on government bodies that are solely advisory, or to positions of employment. (Gov. Code, § 1099; 83 Ops.Cal.Atty.Gen 153 (2000); 58 Ops.Cal.Atty.Gen. 109 (1975).) However, the Attorney General has repeatedly held that certain positions, such as general manager of a water district and city manager, are public offices. (E.g., 82 Ops.Cal.Atty.Gen. 201 (1999); 67 Ops.Cal.Atty.Gen 409 (1984).) Government Code section 53227 prohibits an employee of a special district from taking office as an elected or appointed member of the Board of the same special district unless he or she resigns as an employee.

I. **Director-General Manager Financial Officer Relationship.**

General Manager. The Board sets the policy for the District. The General Manager:

- i. Has charge and control of the construction, maintenance and operation of the water system and other facilities of the District upon approval of the Board of Directors,
- ii. Has power and authority to employ and discharge employees and assistants, consistent with District policy and other provisions of law,
- iii. Prescribes the duties of employees and assistants, consistent with District policy, and
- iv. Fixes and alters the compensation of employees and assistants, subject to approval by the Board.

The District's General Manager serves at the pleasure of the Board. The Board will provide policy direction and instructions to the General Manager on matters within the authority of the Board by majority vote of the Board during duly convened Board and Board committee meetings. Members of the Board will deal with matters within the authority of the General Manager through the General Manager,

and not through other District employees, except as it pertains to the functions of the Financial Officer. Members of the Board will refrain from making requests directly to District employees (rather than to the General Manager) to undertake analyses, perform other work assignments or change the priority of work assignments. Members of the Board may request non-confidential, factual information regarding District operations from District employees.

General Manager Duty. The General Manager has primary responsibility for:

- i. Ensuring compliance with the District's Personnel Manual, and ensuring that District employees do not engage in improper activities,
- ii. Investigating allegations of improper activities, and
- iii. Taking appropriate corrective and disciplinary actions.

Board Duty. The Board has a duty to ensure that the General Manager is operating the District according to law and the policies approved by the Board. Directors are encouraged to fulfill their obligation to the public and the District by disclosing to the General Manager, to the extent not expressly prohibited by law, improper activities within their knowledge. Directors will not interfere with the General Manager's responsibilities in identifying, investigating and correcting improper activities, unless the Board determines that the General Manager is not properly carrying out these responsibilities.

Financial Officer. The Financial Officer will report to the General Manager and will be available to respond to financial questions concerning the District when called upon by board members.

The Financial office will install and maintain a system of auditing and accounting that will completely and at all times show the financial condition of the District in accordance with generally accepted accounting principles and legal requirements. The Board will retain and periodically review the work of an auditor as an independent contractor of the District (other than the Financial Officer), who will report to the Board, to conduct an annual audit of the District's books, records and financial affairs.



**Beaumont-Cherry Valley Water District
Regular Board Meeting
November 13, 2019**

Item 5

STAFF REPORT

TO: Board of Directors

FROM: Dan Jagers, General Manager

SUBJECT: **Resolution 2019-__ : Approving a Memorandum of Agreement for the Creation of the Coordinated San Timoteo Groundwater Sustainability Agency**

Staff Recommendation

Adopt Resolution 2019-__ : Approving a Memorandum of Agreement for the creation of the Coordinated San Timoteo Groundwater Sustainability Agency (STGSA).

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 STGSA was established on June 20, 2017 and consists of representatives from the City of Banning, Beaumont-Cherry Valley Water District, City of Redlands, Yucaipa Valley Water District (Parties), 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 and Watermaster Committee, the functionality and management of the San Timoteo Groundwater Basin is significantly reduced.

The attached Memorandum of Agreement (MOA) is being proposed to create a coordinated management effort between the City of Banning, City of Redlands, Beaumont-Cherry Valley Water District and the Yucaipa Valley Water District; the San Geronio Pass Water Agency is no longer interested in participating.

Figure 1 - Management Areas of the San Timoteo Groundwater Sustainability Agency (STGMA), attached, shows how the proposed Groundwater Sustainability Agency (GSA) will utilize management areas to begin management strategies which parallel the SGMA management process.

The Parties to the proposed STGSA also discussed minor changes to the management zones to make sure the proposed boundaries coincide with the service area and logical water resource management plans in the region. Figure 2 - Management Area B (YVWD) and Management Area C (BCVWD) Boundary, attached, shows the boundary delineation between Management Area B (YVWD) and Management Area C (BCVWD).



The Parties to the proposed STGSA also reviewed geological information to make sure the boundaries correlated to the subsurface structures in the area, as shown in Figure 3 - Geological Map, attached.

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)

Figure 2 - Management Area B (YVWD) and Management Area C (BCVWD) Boundary

Figure 3 - Geological Map

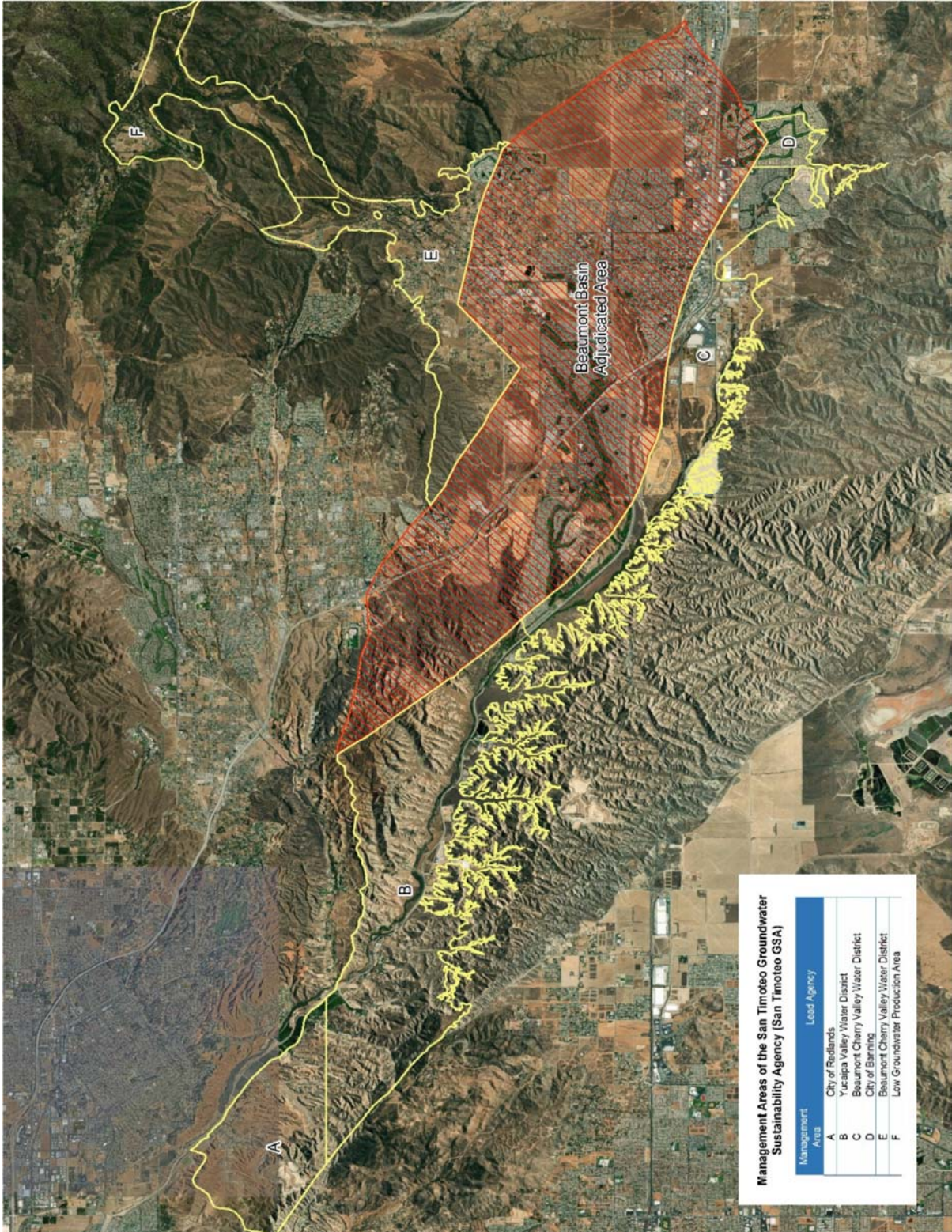
Resolution 2019-__: Approve a Memorandum of Agreement to form a Coordinated Groundwater Sustainability Agency for the Unadjudicated Portion of the San Timoteo Sub-Basin and to Create Multiple Groundwater Sustainability Plans

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)**



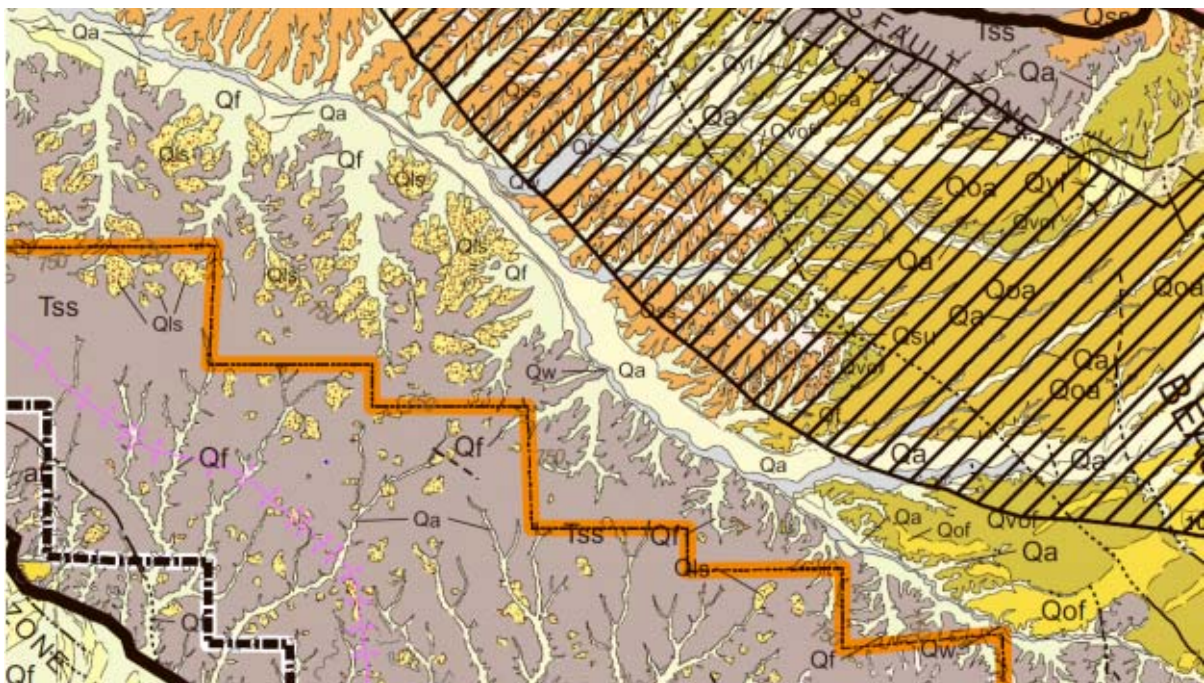


*Figure 1, 2 and 3 taken from Yucaipa Valley Water District November 5, 2019 Regular Board Meeting Agenda

Figure 2 – Management Area B (YVWD) and Management Area C (BCVWD) Boundary



Figure 3 – Geological Map



*Figure 1, 2 and 3 taken from Yucaipa Valley Water District November 5, 2019 Regular Board Meeting Agenda

RESOLUTION 2019-__

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE BEAUMONT-CHERRY VALLEY WATER DISTRICT
TO APPROVE A MEMORANDUM OF AGREEMENT TO FORM A COORDINATED
GROUNDWATER SUSTAINABILITY AGENCY FOR THE UNADJUDICATED PORTION OF
THE SAN TIMOTEO SUB-BASIN AND TO CREATE MULTIPLE GROUNDWATER
SUSTAINABILITY PLANS**

WHEREAS, in September 2014, the Sustainable Groundwater Management Act (SGMA) was signed into law, with an effective date of January 1, 2015, and codified as California Water Code, Section 10720 et seq.; and

WHEREAS, the legislative intent of the SGMA is to, among other goals, provide for sustainable management of alluvial groundwater basins and Basins defined by the California Department of Water Resources (DWR), to enhance local management of groundwater, to establish minimum standards for sustainable groundwater management, and to provide specified local agencies with the technical and financial assistance necessary to sustainably manage groundwater; and

WHEREAS, Water Code section 10723(a) authorizes a “local agency” with water supply, water management or local land use responsibilities, or a combination of local agencies with such responsibilities overlying a groundwater basin, to decide to become a Groundwater Sustainability Agency (GSA) under SGMA; and

WHEREAS, the City of Banning, Beaumont-Cherry Valley Water District, the City of Redlands, and Yucaipa Valley Water District (Parties) each overlie a portion of the unadjudicated portion of the San Timoteo Basin and each has respective groundwater supply and groundwater management responsibilities within the Basin, and will seek authorization from their respective governing board to become part of the coordinated San Timoteo Groundwater Sustainability Agency (STGSA); and

WHEREAS, in accordance with the terms of the attached Memorandum of Agreement, and in furtherance of the shared intent of the Parties to manage local groundwater supplies, maximize funding opportunities, increase transparency, and foster cooperation, the Parties agree that the STGSA shall be reformed to cover the entire Basin except the Adjudicated Area of the Basin.

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

1. The above recitals, and each of them, are true and correct, and are incorporated as terms of this Resolution.
2. The Board of Directors hereby decides and determines that the Beaumont-Cherry Valley Water District shall become a member of the Coordinated Groundwater Sustainability Agency for the unadjudicated portion of the San Timoteo Sub-basin and to participate in the creation of multiple Groundwater Sustainability Plans pursuant to the attached Memorandum of Agreement.

3. Beaumont-Cherry Valley Water District (District) staff, or staff of one of the other member agencies on behalf of the District, shall submit to the Department of Water Resources, within thirty (30) days of the approval of this Resolution, all documentation and information required by Water Code section 10723.8 to support the Agency's formation of a GSA over the Basin.

4. The Board of Directors hereby finds and determines that the approval of this Resolution and formation of the Coordinated Groundwater Sustainability Agency for the unadjudicated portion of the San Timoteo Sub-basin is not a project pursuant to the California Environmental Quality Act (Pub. Resources Code, §21000 et seq.) or the State CEQA Guidelines (14 Cal. Code Regs., Title 14, § 15000 et seq.) (collectively, CEQA). Specifically, the Board finds that, because it is only electing to form the GSA for the Basin and not approving any specific projects or authorizing any further activities, formation of the GSA is not a project under State CEQA Guidelines §15387 because there is no potential that formation of the GSA will result in either a direct physical change or a reasonably foreseeable indirect change in the environment. The Board further finds that even if formation of the GSA constitutes a project under CEQA, it is exempt from CEQA review pursuant to State CEQA Guidelines § 15061 (b)(3) because it can be seen with certainty that there is no possibility that the formation of the GSA may have a significant effect on the environment, finally, the Board finds that formation of the GSA is further exempt from CEQA review pursuant to State CEQA Guidelines § 15307 and § 15308 as an action authorized by state law and taken by a regulatory agency that will assure the maintenance, restoration, or enhancement of a natural resource and the environment.

5. Beaumont-Cherry Valley Water District is directed to file and post within five (5) business days a Notice of Exemption for this approval with the Clerk of the Board of Supervisors of Riverside County.

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

**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

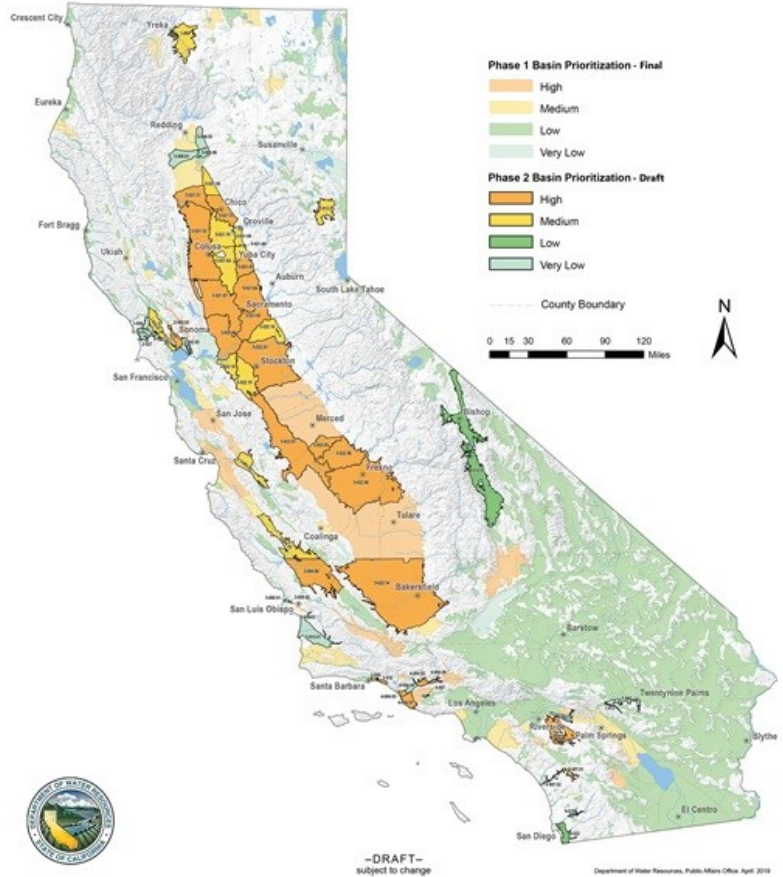
WHEREAS, on June 6, 2019, the General Manager of the San Geronio Pass Water Agency indicated by email message that the San Geronio Pass Water Agency would not be part of the amended San Timoteo GSA due to the very low priority of the Basin; and

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:
 - i. 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: Public Works Director
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 No. _____
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 No. _____

on _____.

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

Attention: Public Works Director
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 No. _____

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 No. _____
on _____.

Notices for the Yucaipa Valley Water District 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**

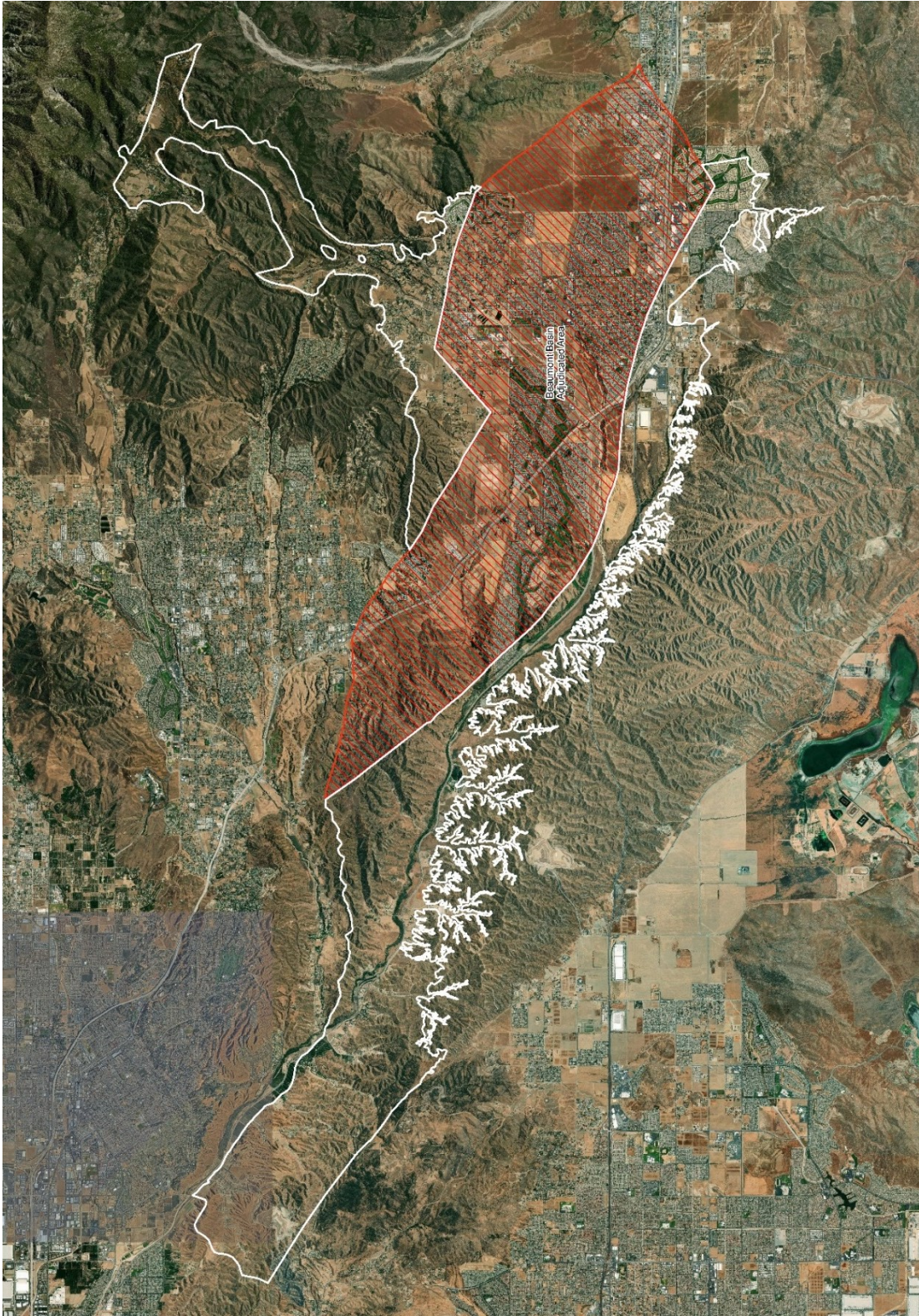
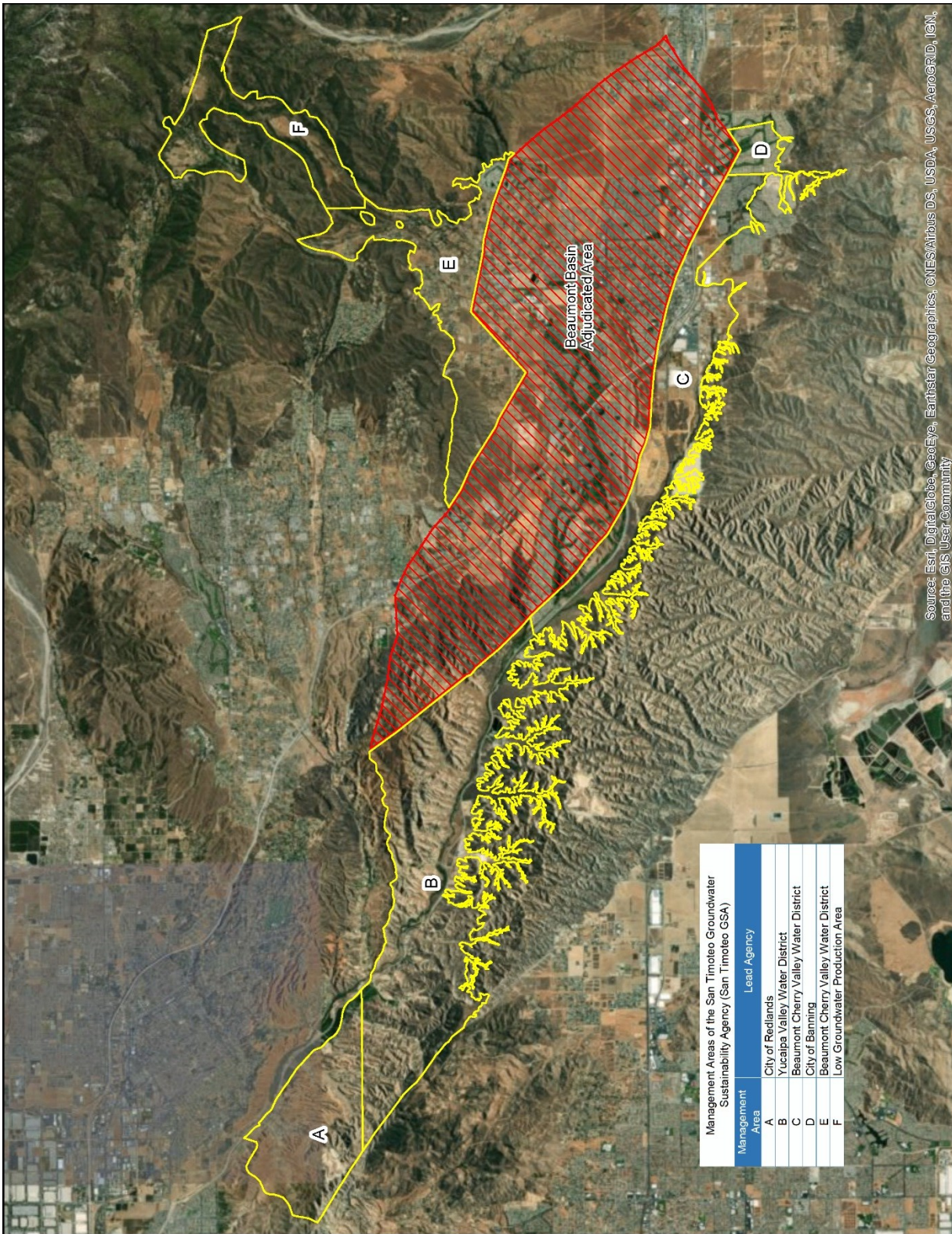


Exhibit C - Management Areas of the San Timoteo Groundwater Sustainability Agency - 2019





**Beaumont-Cherry Valley Water District
Regular Board Meeting
November 13, 2019**

Item 6

STAFF REPORT

TO: Board of Directors
FROM: Dan Jagers, General Manager
SUBJECT: Consideration of Request for “Will Serve Letter” and Annexation Approval for 99 S. California Avenue (Riverside County Assessor’s Parcel Nos. 417-180-013 & 417-180-014) in the City of Beaumont

Staff Recommendation

Consider the request for water service “Will Serve Letter” (WSL) and annexation approval for a property located at 99 S. California Avenue, identified as **Riverside County Assessor’s Parcel Nos. (APNs) 417-180-013 & 417-180-014** 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” and request for annexation, or;
- B. Deny the Application for Water Service and request for annexation

Background

The Applicant, Kirk Howard, has requested water service from the District for a proposed Recreational Vehicle (RV) and Self-Storage Facility to be constructed on two (2) existing vacant parcels of land located at 99 S. California Avenue and further identified as APNs 417-180-013 & 417-180-014 (see Figure 1 attached).

The Applicant’s engineer (Rick Engineering Co.) met with District staff in August of 2019 to discuss the District’s existing facilities and potential utilities to support development of APNs 417-180-013 & 417-180-014. During said meeting, the District identified the parcel is currently outside the District’s Service Boundary and the Applicant must annex the parcel into the District’s service area. The District has confirmed there is an existing 12-inch domestic water main (2750 Pressure Zone) fronting the property on 1st Street and a future 24-inch domestic water main in California Avenue, south of 1st Street (see Figure 2 – Identified Main Extension) forecasted in the District’s 2016 Potable Water System Master Plan.

At the September 26, 2019 Beaumont-Cherry Valley Water District’s (District) Engineering Workshop, District staff presented a Staff Report for the consideration of the Request for “Will Serve Letter” and approval of annexation for 99 S. California Avenue. During said meeting the District’s Board of Director’s instructed District staff to work with the Applicant and address the accuracy of the estimated domestic and non-potable water consumption.

Following the September 26, 2019 Engineering Workshop, District staff presented a subsequent Staff Report for discussion and direction regarding estimated water consumption and a request for variance to the mainline extension condition at the October 24, 2019 Engineering Workshop. During the October 24, 2019 Engineering Workshop, District staff presented options for variance to the mainline extension that was conditioned. The District’s Board of Director’s identified that



the District standard practice should be followed which requires a 24-inch mainline extension across the Applicant’s frontage on California Avenue. Said mainline extension may include a reimbursement agreement for the oversized component of the water main.

The Applicant plans to construct an RV and Self Storage Facility on approximately 3.51 acres identified on Figure 1. The Applicant has further identified a need for domestic, irrigation and fire water service. The Applicant has provided the Estimated Total Water Usage (ETWU) calculations for the on-site landscaping (totaling 6,530 gallons per year) or approximately 18 gallons per day (0.03 EDU’s) and has provided District staff with a detailed estimated water consumption spreadsheet for the District to use to estimate associated impact fees for APNs 417-180-013 & 417-180-014. Said total water system usage is summarized as follows in Table 1:

Table 1

	Acre-Feet Per Year (AF)	Gallons Per Day (GPD)	Equivalent Dwelling Unit (EDU)
Non-Potable Water Demand	0.02 AF	18 GPD	0.03 EDUs
* Domestic Water Demand	0.39 AF	350 GPD	0.60 EDUs
TOTAL ESTIMATED WATER DEMAND:	0.41 AF	2,815 GPD	0.63 EDUs

*Estimate based on Applicant provided consumption Data from a comparable development.

The estimated total consumption for this project will be less than 1 EDU; therefore the project will have a minimal impact on the District’s water supply system.

The Applicant shall complete the annexation process with LAFCO and BCVWD, prepare water improvement plans and construct water facilities across the property frontage on California Avenue and pay all applicable District fees, including water Facilities Fees, a non-tract water service(s) installation charge (for the non-potable and domestic service connection[s]), and front-footage fees for 1st Street, 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 domestic and 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.

Conditions:

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

1. The Applicant shall design and construct a 24-inch mainline extension along the project property frontage on California Avenue from 1st Street where facilities are depicted in the District’s Potable Water System Master Plan.
2. The Applicant will be required to pay commercial front-footage fees along all property frontages where facilities are currently installed.



3. 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 on-site fire suppression.
4. The District reserves the right to review annual consumption data (water consumption audit) and adjust the applicant Facilities Fees (at final buildout of the project and when project facilities are fully utilized) for any amount greater than 1 EDU (580 gal/day).
5. 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 – APNs 417-180-013 & 417-180-014 Beaumont RV and Self Storage Site Map

Figure 2 – BCVWD Potable Master Plan, 2750 Pressure Zone

Figure 3 – Beaumont RV and Self Storage Preliminary Improvement Plans

Figure 4 – Beaumont RV and Self Storage Landscape Planting and Irrigation Plans

Application for Water Service for Riverside County APNs 417-180-013 & 417-180-014

Staff Report prepared by Aaron Walker, Engineering Office Assistant



**FIGURE 1 – APNs 417-180-013 & 417-180-014
Beaumont RV & Self Storage**

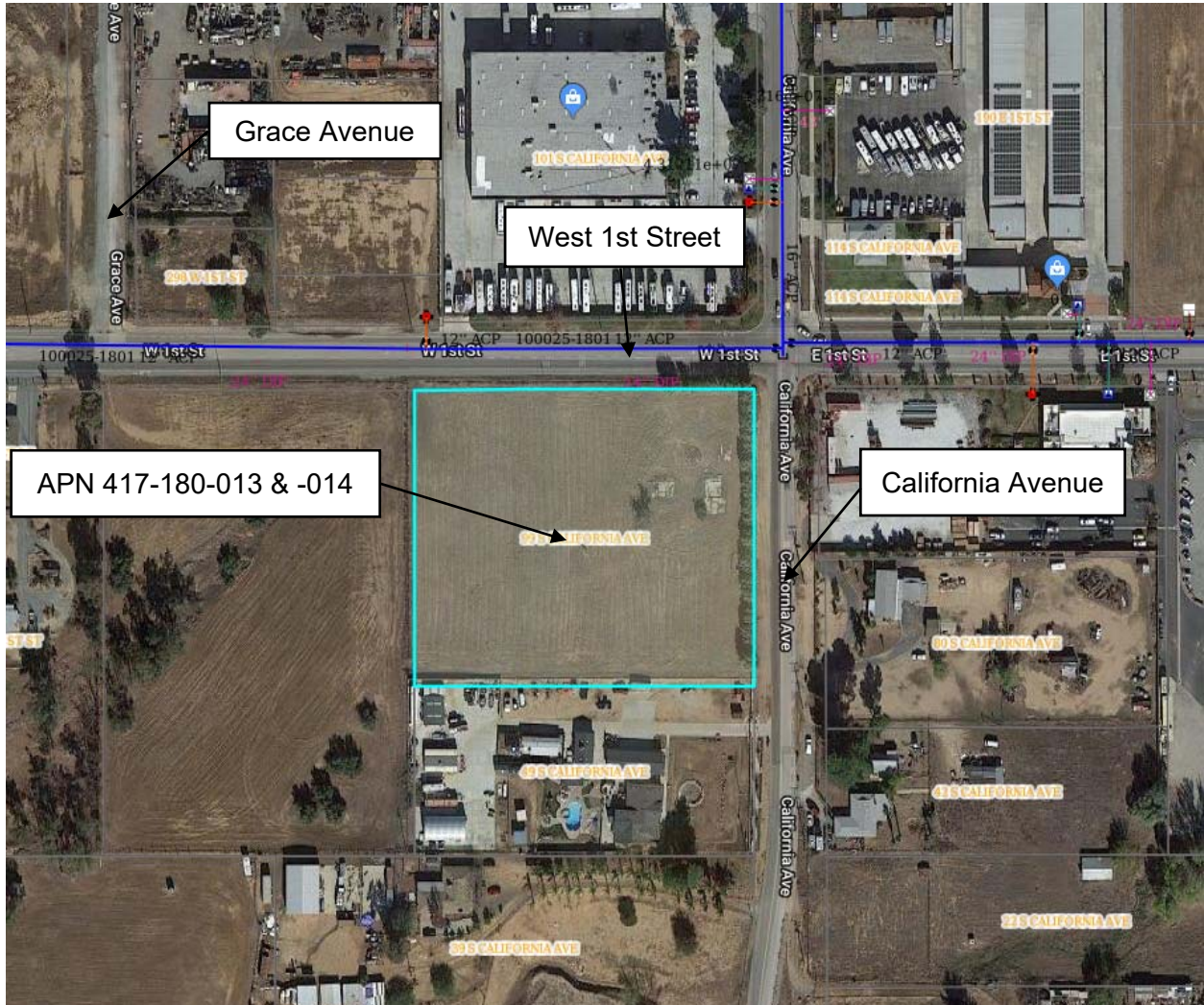
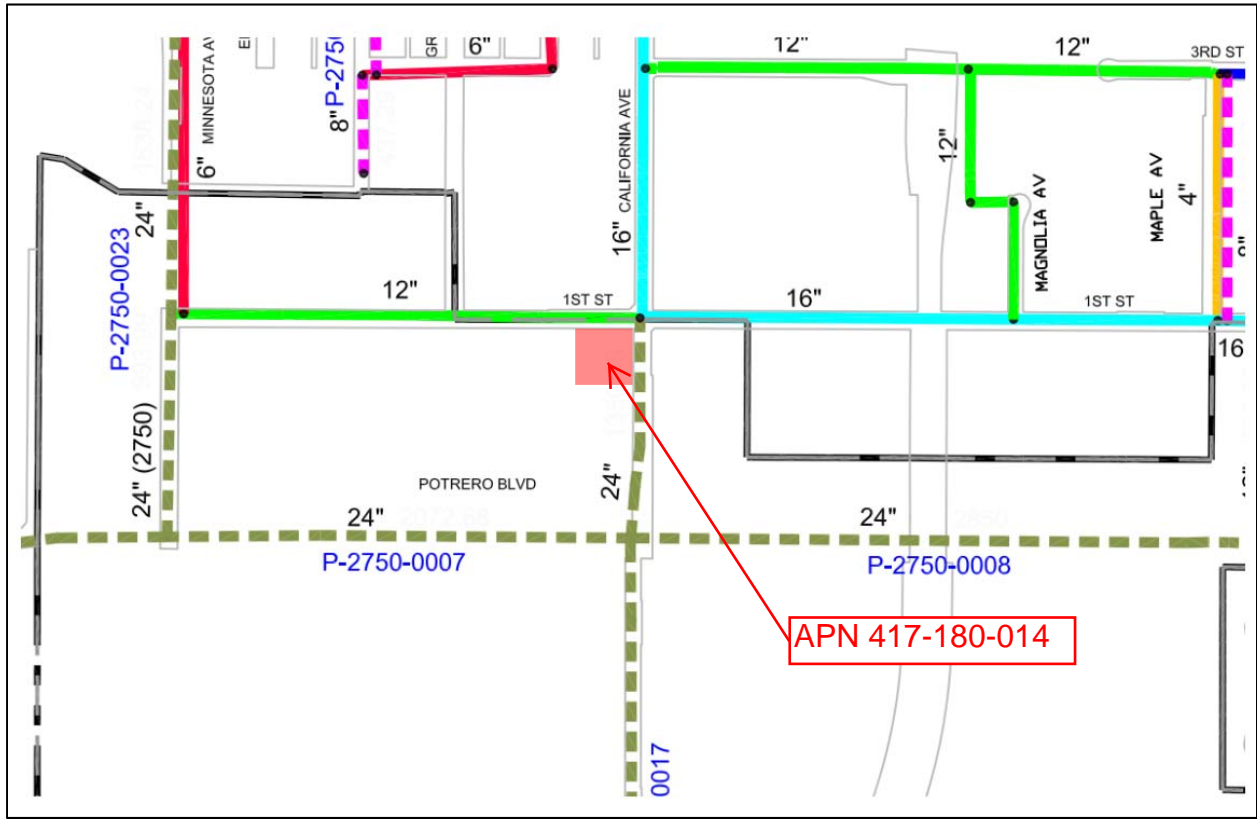
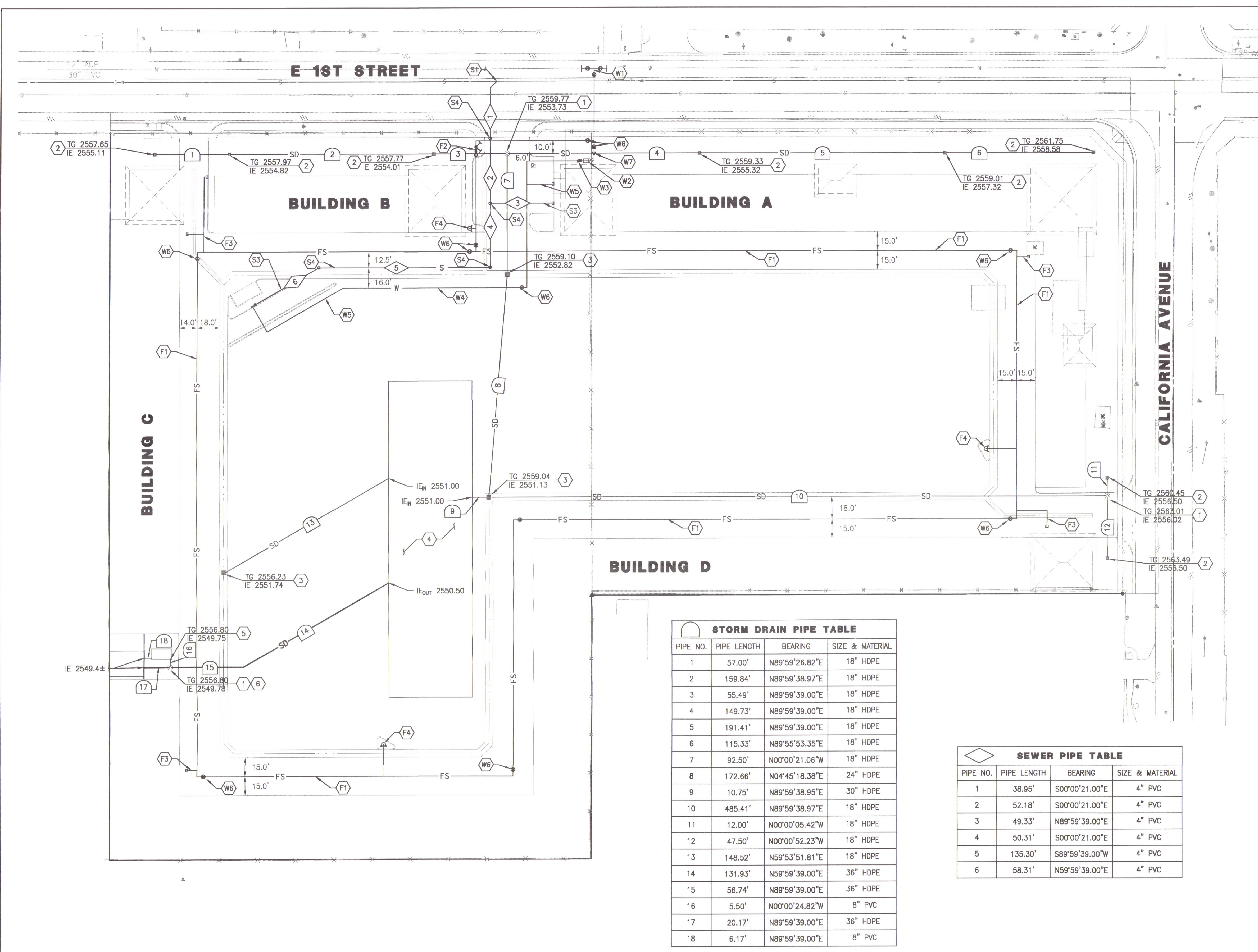


FIGURE 2
BCVWD POTABLE MASTER PLAN
2750 PRESSURE ZONE





- ### STORM DRAIN NOTES
- ① STORM DRAIN MANHOLE PER COUNTY OF RIVERSIDE STANDARD DETAIL NO. 607
 - ② 24"x24" CATCH BASIN (BROOKS 1818 CATCH BASIN OR APPROVED EQUIVALENT)
 - ③ 36"x36" CATCH BASIN (BROOKS 3636 CATCH BASIN OR APPROVED EQUIVALENT)
 - ④ BIOCLEAN URBANPOND (OR APPROVED EQUIVALENT). SEE DETAILS ON SHEETS C15-C17
 - ⑤ BIOCLEAN MODULAR WETLAND SYSTEM (OR APPROVED EQUIVALENT). SEE DETAILS ON SHEET C17
 - ⑥ DIVERSION WEIR. SEE DETAIL 6 ON SHEET C14

- ### FIRE SERVICE/WATER NOTES
- F1 6" PVC C900 PRIVATE FIRE MAIN
 - F2 POST INDICATOR VALVE (PIV), DOUBLE CHECK DETECTOR ASSEMBLY (DCDA), AND FIRE DEPARTMENT CONNECTION (FDC) PER NFPA 24 STANDARDS
 - F3 PVC PRIVATE FIRE LATERAL CONNECTION TO BUILDING, SIZE PER ARCHITECTURE PLAN
 - F4 STANDARD FIRE HYDRANT PER BEAUMONT CHERRY VALLEY WATER DISTRICT STANDARDS, PLATE 1
 - W1 WATER SERVICE CONNECTION TO CITY MAIN PER SEPARATE PERMIT
 - W2 1" WATER METER PER BEAUMONT CHERRY VALLEY WATER DISTRICT STANDARDS, PLATE 12
 - W3 WATER BACKFLOW PREVENTOR VALVE PER BEAUMONT CHERRY VALLEY WATER DISTRICT STANDARDS, PLATE 7
 - W4 2" PVC C900 PRIVATE WATER LATERAL
 - W5 2" PRIVATE WATER LATERAL CONNECTION TO BUILDING, SIZE PER ARCHITECTURE PLAN
 - W6 WATER VALVE PER BEAUMONT CHERRY VALLEY WATER DISTRICT STANDARDS, PLATE 2
 - W7 6"x4" REDUCER

- ### SEWER NOTES
- S1 SEWER WYE CONNECTION TO EXISTING PUBLIC SEWER MAIN PER COUNTY OF RIVERSIDE STANDARD DETAIL NO. 600
 - S2 4" PVC PRIVATE SEWER LATERAL
 - S3 4" PVC PRIVATE SEWER LATERAL CONNECTION TO BUILDING, SIZE PER ARCHITECTURE PLANS
 - S4 SEWER CLEANOUT PER COUNTY OF RIVERSIDE STANDARD DETAIL NO. 603

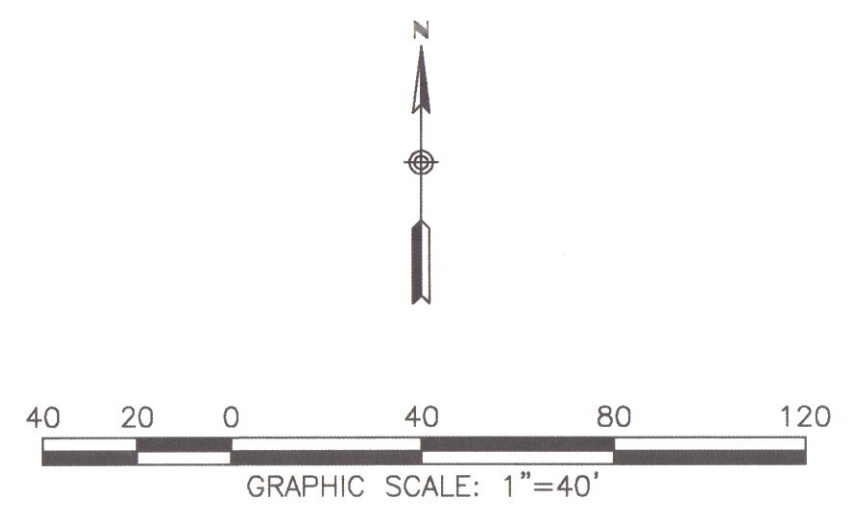
- ### GENERAL NOTES
1. UTILITY TRENCHES SHALL COMPLY WITH SERVICE TRENCH DETAIL PER BEAUMONT CHERRY VALLEY WATER DISTRICT STANDARDS, PLATE 6-2.
 2. GRADING AND IMPROVEMENTS WITHIN THE PUBLIC RIGHT OF WAY TO BE PERMITTED SEPARATELY.
 3. FOR PRECISE GRADING INFORMATION, SEE SHEETS C3-C7.
 4. THRUST BLOCKS SHALL BE INSTALLED AT ALL BENDS AND TEES PER BEAUMONT CHERRY VALLEY WATER DISTRICT STANDARDS, PLATE 11-1 AND 11-2.
 5. POINTS OF CONNECTION ARE TO BE 5 FEET OUT FROM BUILDING. SEE BUILDING PLANS FOR CONTINUATION.

STORM DRAIN PIPE TABLE

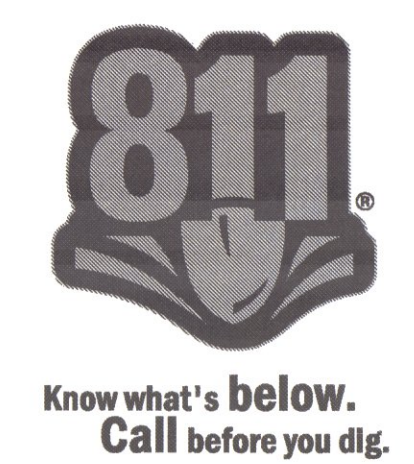
PIPE NO.	PIPE LENGTH	BEARING	SIZE & MATERIAL
1	57.00'	N89°59'26.82"E	18" HDPE
2	159.84'	N89°59'38.97"E	18" HDPE
3	55.49'	N89°59'39.00"E	18" HDPE
4	149.73'	N89°59'39.00"E	18" HDPE
5	191.41'	N89°59'39.00"E	18" HDPE
6	115.33'	N89°55'53.35"E	18" HDPE
7	92.50'	N00°00'21.06"W	18" HDPE
8	172.66'	N04°45'18.38"E	24" HDPE
9	10.75'	N89°59'38.95"E	30" HDPE
10	485.41'	N89°59'38.97"E	18" HDPE
11	12.00'	N00°00'05.42"W	18" HDPE
12	47.50'	N00°00'52.23"W	18" HDPE
13	148.52'	N59°53'51.81"E	18" HDPE
14	131.93'	N59°59'39.00"E	36" HDPE
15	56.74'	N89°59'39.00"E	36" HDPE
16	5.50'	N00°00'24.82"W	8" PVC
17	20.17'	N89°59'39.00"E	36" HDPE
18	6.17'	N89°59'39.00"E	8" PVC

SEWER PIPE TABLE

PIPE NO.	PIPE LENGTH	BEARING	SIZE & MATERIAL
1	38.95'	S00°00'21.00"E	4" PVC
2	52.18'	S00°00'21.00"E	4" PVC
3	49.33'	N89°59'39.00"E	4" PVC
4	50.31'	S00°00'21.00"E	4" PVC
5	135.30'	S89°59'39.00"W	4" PVC
6	58.31'	N59°59'39.00"E	4" PVC



RICK
ENGINEERING COMPANY
1160 MARSH STREET - SUITE 150
SAN LUIS OBISPO, CA 93401
805.544.0707
rickengineering.com



NO.	REVISION DESCRIPTION	REVISED BY	ACCEPT. BY	DATE
△	-	-	-	-

PROJECT ENGINEER DATE

BEAUMONT RV & SELF STORAGE

UTILITY PLAN

SCALE: 1"=40'	REVIEWED FOR COMPLIANCE BY:	SHEET NO. 10
DATE: 7/5/2019	SIGNATURE _____ DATE _____	OF 17 SHEETS
DRAWN BY: CLF	SIGNATURE _____ DATE _____	DRAWING NO. C10
CHECKED BY: TK	SIGNATURE _____ DATE _____	
JOB NO: 18115AC		

FOR PLAN CHECK



CLIENT

DR. KIRK HOWARD

1648 WOODLANDS RD.
BEAUMONT, CA 92223

PROJECT

BEAUMONT RV & SELF STORAGE

WEST FIRST RD. & CALIFORNIA
BEAUMONT, CA

SHEET TITLE

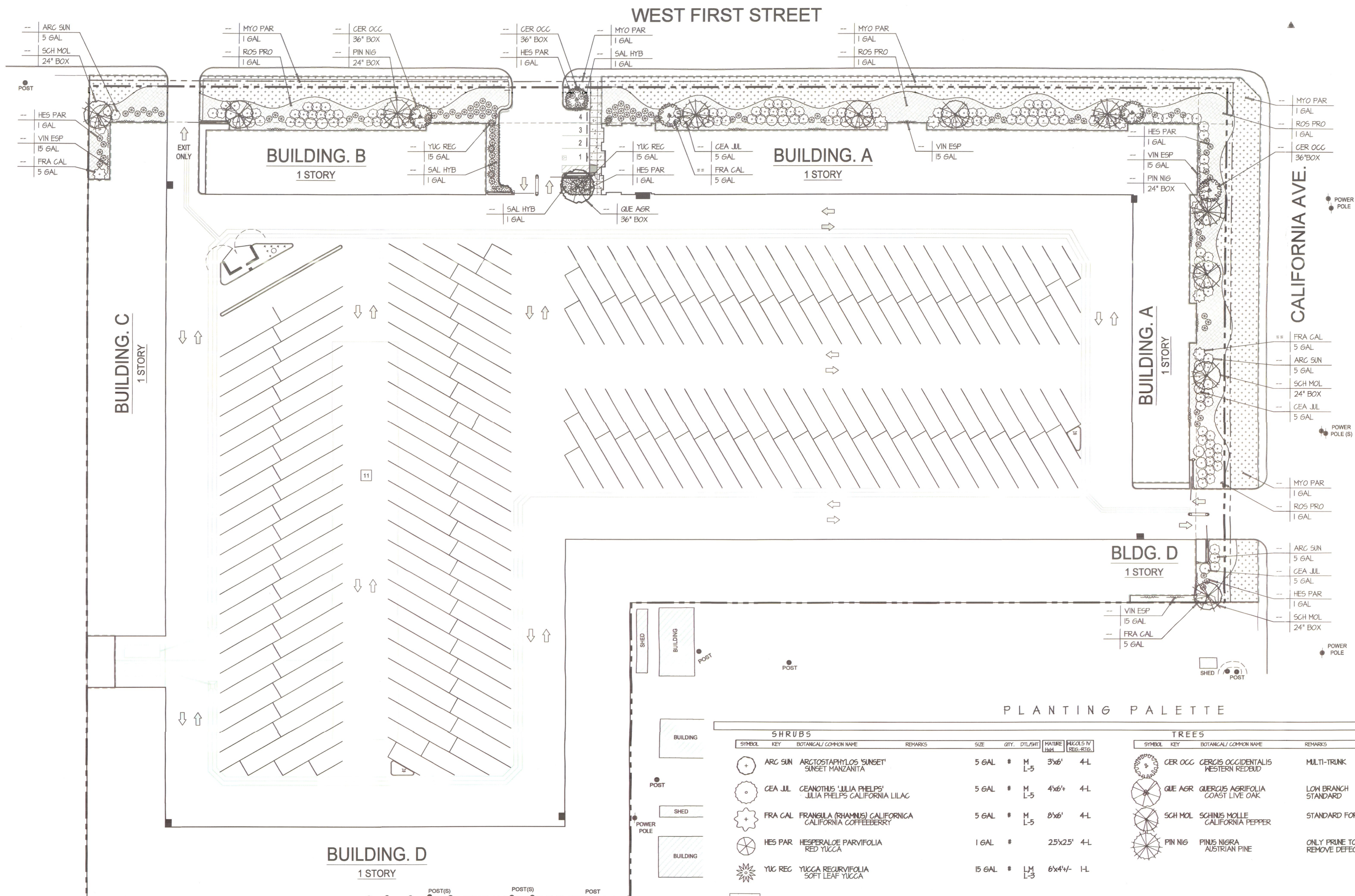
PLANTING PLAN

REV.	DATE	COMMENT
XXX	XXX	XXX

PROJECT MANAGER: EMC
DRAWN BY: MI3
DATE: 01-22-19
JOB NUMBER: 17-130

SHEET NUMBER:

L-1



PLANTING PALETTE

SHRUBS						TREES					
SYMBOL	KEY	BOTANICAL / COMMON NAME	REMARKS	SIZE	QTY.	SYMBOL	KEY	BOTANICAL / COMMON NAME	REMARKS	SIZE	QTY.
⊙	ARC SUN	ARGENTOSTAPHYLOS 'SUNSET' SUNSET MANZANITA		5 GAL	M L-5	⊙	CER OCC	CERCIS OCCIDENTALIS WESTERN REDBUD	MULTI-TRUNK	36" BOX	5
⊙	CEA JUL	CEANOTHUS 'JULIA PHELPS' JULIA PHELPS CALIFORNIA LILAC		5 GAL	M L-5	⊙	QUE AGR	QUERCUS AGRIFOLIA COAST LIVE OAK	LOW BRANCH STANDARD	36" BOX	1
⊙	FRA CAL	FRANGLIA (RHAMNUS) CALIFORNICA CALIFORNIA COFFEEBERRY		5 GAL	M L-5	⊙	SCH MOL	SCHINUS MOLLE CALIFORNIA PEPPER	STANDARD FORM	24" BOX	1
⊙	HES PAR	HESPERALOE PARVIFOLIA RED YUCCA		1 GAL	M L-3	⊙	PIN NIG	PINUS NIGRA AUSTRIAN PINE	ONLY PRUNE TO REMOVE DEFECTS	24" BOX	4
⊙	YUC REC	YUCCA RECURVIFOLIA SOFT LEAF YUCCA		15 GAL	LM L-3						
⊙	MYO PAR	MYOPORUM PARVIFOLIUM MYOPORUM		1 GAL @ 4" OC	AB L-3						
⊙	ROS PRO	ROSMARINUS O. 'PROSTRATUS' TRAILING ROSEMARY		1 GAL @ 30" OC	AB L-3						
⊙	SAL HYB	SALVIA HYBRIDS RED AND WHITE SALVIA		1 GAL @ 18" OC	AB L-3						

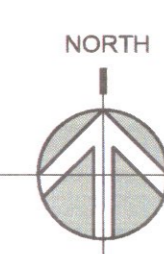
CONTRACTOR SHALL PROTECT ANY EXISTING LANDSCAPE AND HARDSCAPE FROM DAMAGE DURING CONSTRUCTION. ANY AREAS DAMAGED MUST BE RETURNED TO THEIR ORIGINAL CONDITION AFTER CONSTRUCTION OPERATIONS.

PRIOR TO PLANTING, 4 YARDS OF COMPOST MUST BE INCORPORATED PER 1000 SQ. FT. OF PERMEABLE AREA. COMPACTED SOILS MUST BE TRANSFORMED TO A FRIABLE CONDITION. SOIL TO BE AMENDED AND RIPPED TO A DEPTH OF 18".

ARCHITECT OR DEVELOPER SHALL PERFORM AN AGRONOMICAL SOILS TEST FOR FERTILITY AND TO DETERMINE DRAINAGE CAPABILITY. FOLLOW THE LAB SPECIFICATIONS DURING PLANTING. LAB SHALL BE INDEPENDENT FROM THE AMENDMENT SUPPLIER. GENERIC AMENDMENTS SHALL BE USED. PROOF OF AMENDMENTS USED SHALL BE PROVIDED TO THE CLIENT.

MAINTAIN 3" MIN. DEEP MULCH TO THE DRIPLINE OF THE TREES/SHRUBS THROUGHOUT THE LIFE OF THE PLANTING. MULCH BARE GROUND BETWEEN ALL SHRUBS AND TREES 3" DEEP - USE PARTIALLY COMPOSTED, NITROGEN STABILIZED TREE TRIMMINGS, 0-2 INCH SCREENED COMPOST OR PRE-APPROVED EQUAL.

PLANTING PLAN
1"=30'-0"





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SHEET TITLE

HYDROZONES PLAN

REV.	DATE	COMMENT
XXX	XXX	XXX

PROJECT MANAGER: EMC

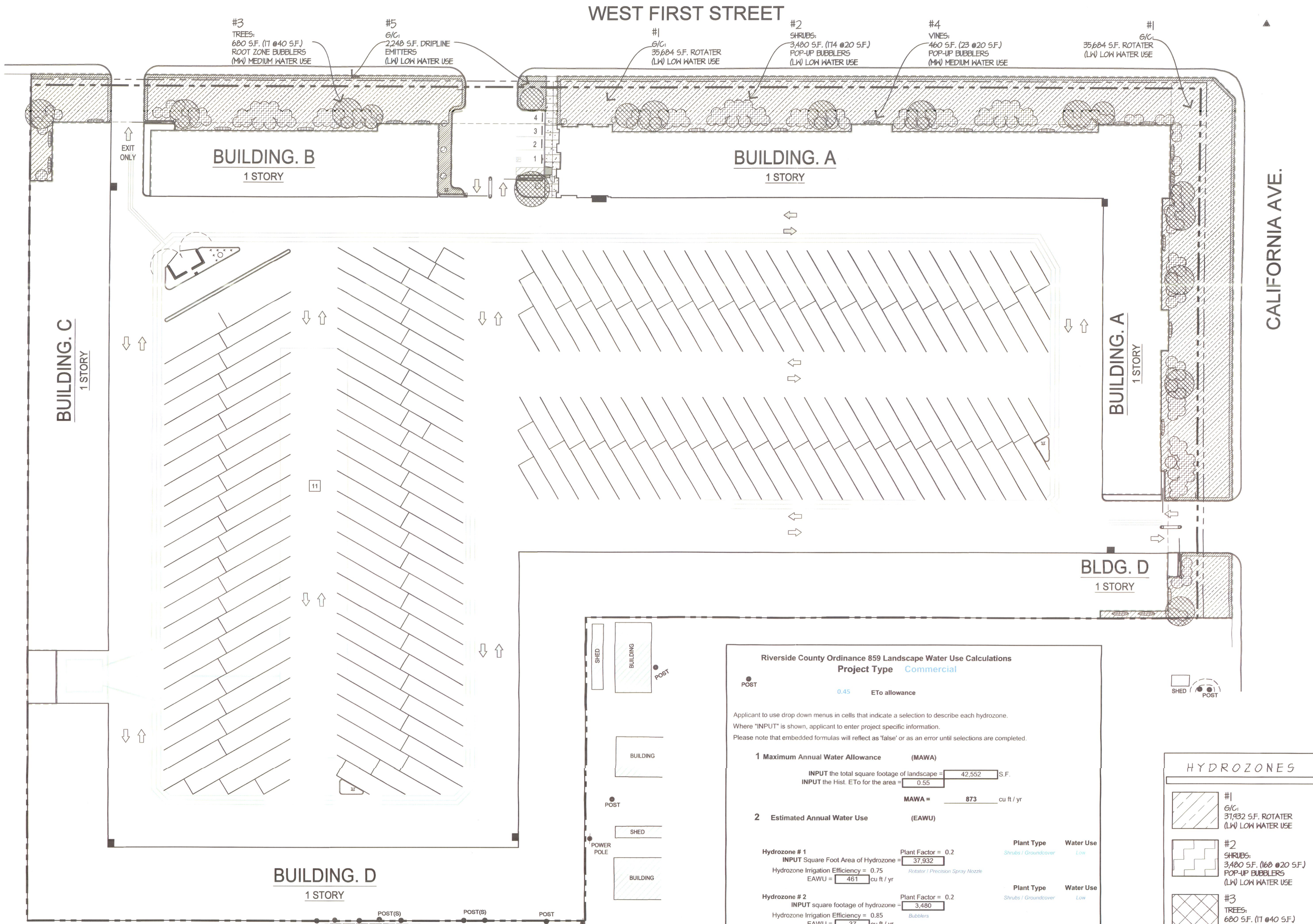
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DATE: 01-22-19

JOB NUMBER: 17-130

SHEET NUMBER:

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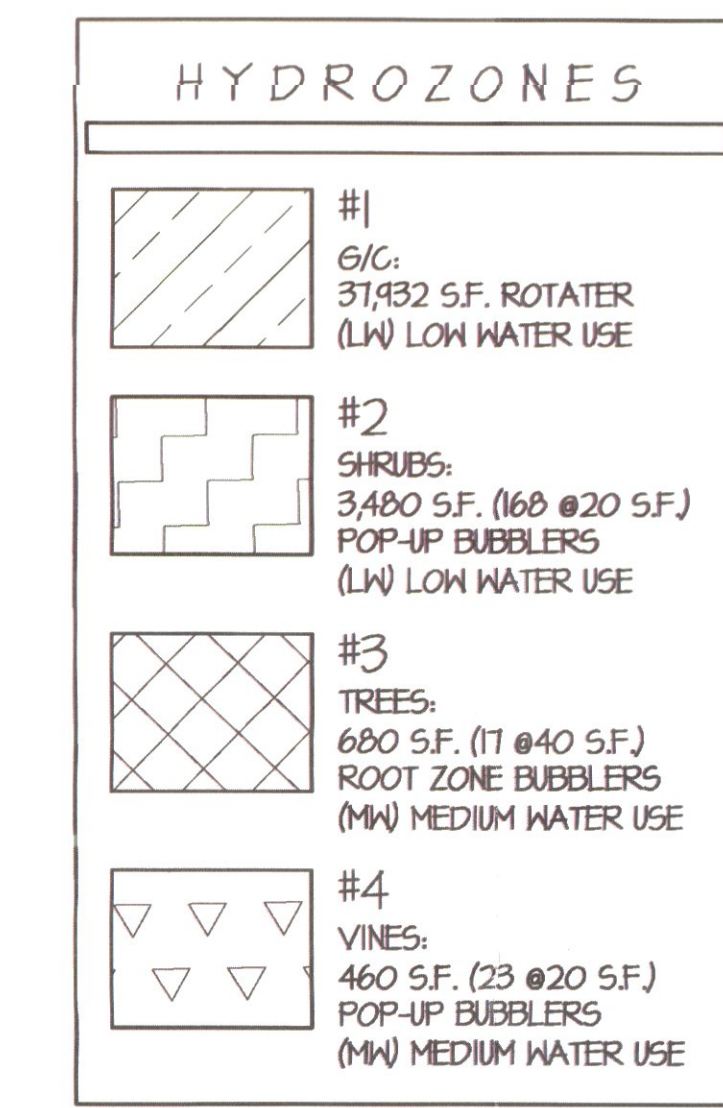


Riverside County Ordinance 859 Landscape Water Use Calculations
Project Type **Commercial**

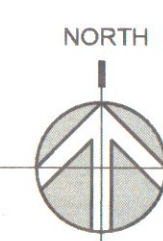
Applc to use drop down menus in cells that indicate a selection to describe each hydrozone. Where "INPUT" is shown, applicant to enter project specific information. Please note that embedded formulas will reflect as 'false' or as an error until selections are completed.

1 Maximum Annual Water Allowance (MAWA)		MAWA = <input type="text" value="873"/> cu ft / yr
INPUT the total square footage of landscape = <input type="text" value="42,552"/> S.F. INPUT the Hist. ETo for the area = <input type="text" value="0.55"/> ETo allowance		
2 Estimated Annual Water Use (EAU)		SubTotal EAU = <input type="text" value="528"/> cu ft / yr
Hydrozone # 1		Input Irrigation System Operation Factor = <input type="text" value="0.85"/> Total EAU = <input type="text" value="621"/>
Hydrozone # 1	INPUT Square Foot Area of Hydrozone = <input type="text" value="37,932"/> Plant Factor = 0.2 Hydrozone Irrigation Efficiency = 0.75 EAU = <input type="text" value="461"/> cu ft / yr	Plant Type: Shrubs / Groundcover Water Use: Low
Hydrozone # 2	INPUT square footage of hydrozone = <input type="text" value="3,480"/> Plant Factor = 0.2 Hydrozone Irrigation Efficiency = 0.85 EAU = <input type="text" value="37"/> cu ft / yr	Plant Type: Shrubs / Groundcover Water Use: Low
Hydrozone # 3	INPUT square footage of hydrozone = <input type="text" value="680"/> Plant Factor = 0.5 Hydrozone Irrigation Efficiency = 0.85 EAU = <input type="text" value="18"/> cu ft / yr	Plant Type: Trees Water Use: Moderate
Hydrozone # 4	INPUT square footage of hydrozone = <input type="text" value="460"/> Plant Factor = 0.5 Hydrozone Irrigation Efficiency = 0.85 EAU = <input type="text" value="12"/> cu ft / yr	Plant Type: Other Water Use: Moderate
Hydrozone # 5	INPUT square footage of hydrozone = <input type="text" value="0"/> Plant Factor = 0 Hydrozone Irrigation Efficiency = 1 EAU = <input type="text" value="0"/> cu ft / yr	Plant Type: n/a Water Use: n/a
Hydrozone # 6	INPUT square footage of hydrozone = <input type="text" value="0"/> Plant Factor = 0 Hydrozone Irrigation Efficiency = 1 EAU = <input type="text" value="0"/> cu ft / yr	Plant Type: n/a Water Use: n/a
MAWA - EAU = <input type="text" value="252"/> cu ft / yr (this number must be positive)		
PERCENTAGE OF WATER SAVED RELATIVE TO MAX. ALLOWED = 29%		

* Trees are not required to be listed as a separate hydrozone if understory is planted with plants of an equal or higher plant factor, and foot area is already included in calculations.



HYDROZONES PLAN
1"=30'-0"





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BEAUMONT, CA

SHEET TITLE

IRRIGATION PLAN

REV.	DATE	COMMENT
XXX	XXX	XXX

PROJECT MANAGER: EMC

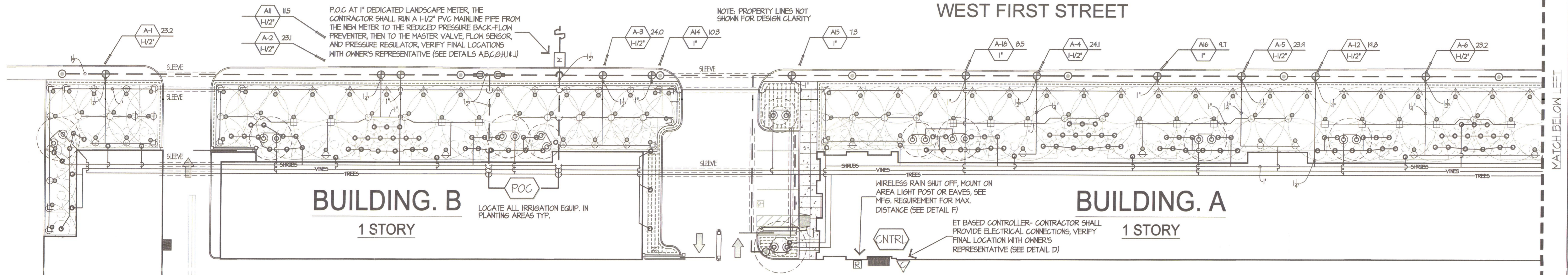
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DATE: 01-22-19

JOB NUMBER: 17-130

SHEET NUMBER:

L-3



SPRINKLER HEADS

SYMBOL	DESCRIPTION	DISCHARGE- GPM	PSI	RADIUS	PRECIP RATE	DETAIL						
○	HUNTER PRO5-4-CV WITH PCN-25 BUBBLER	25	30	---	---	N L-4						
⊙	HUNTER RZ45 WITH PCB-25 FIXED BUBBLER (DEPTH PER ROOTBALL)	25	30	---	---	P L-4						
⊙	MP ROTATOR VARIABLE ARC AND RADIUS LOW FLOW STREAM SPRAYS											
⊙	HUNTER MP1000 SERIES	14	31	43	51	.75	40	8'-15"	45	IN/HR	O L-4	
⊙	HUNTER MP2000 SERIES	4	14	26	1.41	40	13'-21"	45	IN/HR	O L-4		
⊙	HUNTER MP CORNER	45	45	IN/HR	O L-4							
⊙	HUNTER MP3000 SERIES	26	1.7	3.4	40	22'-28'	45	IN/HR	O L-4			
⊙	PRECISION SERIES LOW FLOW NOZZLE											
⊙	TORO 510-5 SERIES 12" POP-UP SPRAY	.06	.04	13	17	20	26	30	4'-5"	1.0	IN/HR	N O L-4
	SQ. SPONG.											

NETAFIM TECHLINE CV - THE SYMBOL REPRESENTS AREA WATERED NOT THE EXACT LAYOUT - SCRATCH INTO SOIL AND COVER W/ MULCH TYP. - INSTALL W/ FLUSH AND AIR RELIEF VALVES PER MFG.

TLGV4-12 -4 GPH DRIPPERS AT 12" INTERVAL WITH 12-18" ROW SPACING 42 GPH 30 --- --- QR L-4

ALL IRRIGATION PIPING SHALL BE SCHEDULE 40 PVC.

ANTI-DRAIN CHECK VALVES (ADV) SHALL BE INSTALLED AT ANY WATER OUTLET SUFFERING LOW HEAD DRAINAGE - FOR SPRINKLERS USE RAINBIRD 5AM5, HUNTER HGV 50M-50F OR VALCON V5000 SERIES.

ALL RECYCLED WATER LINES AND SLEEVES TO BE PURPLE ALERT LINE OR PURPLE TAPED, RECYCLED SYSTEM VALVE BOXES LIDS TO BE PURPLE.

ALL POTABLE WATER LINES AND SLEEVES TO BE WHITE OR BROWNLINE PVC OR POLY PIPE, POTABLE SYSTEM VALVE BOXES TO BE GREEN.

ALL UN-BURIED PVC/POLY PIPE SHALL BE UV RESISTANT, ALL EXPOSED VALVE WIRING SHALL BE UV RESISTANT.

POINT OF CONNECTION AND CONTROLLER INSTALLATION

POC POINT OF CONNECTION TO THE 1/2" SERVICE AND 1" POTABLE IRRIGATION WATER METER INSTALLED BY THE COMMUNITY WATER DISTRICT. VERIFY THE EXACT SITUATION LOCATION PER CIVIL ENGINEER'S DRAWINGS. THE LANDSCAPE CONTRACTOR SHALL PAY FOR ALL FEES AND PERMITS AND COORDINATE WITH THE WATER DEPARTMENT FOR THE INSTALLATION OF THE WATER METER. THE CONTRACTOR SHALL RUN A 1/2" SCH. 40 MAINLINE PIPE FROM THE NEW METER TO THE PRESSURE REGULATOR AND BACKFLOW PREVENTION DEVICE THEN TO THE NORMALLY CLOSED MASTER VALVE AND THE FLOW SENSOR. PROVIDE ALL REQUIRED FITTINGS TO COMPLETE THE CONNECTION TASK. FINAL LOCATION OF THIS EQUIPMENT SHALL BE APPROVED BY THE CITY AND OWNER'S AUTHORIZED REPRESENTATIVES. THE SYSTEM HAS BEEN DESIGNED FOR A MAXIMUM FLOW OF 30 GPM AT MINIMUM OPERATING PRESSURE OF 110.0 PSI. THE CONTRACTOR SHALL VERIFY THE STATIC PRESSURE IN THE FIELD BEFORE COMMENCEMENT OF THE PROJECT.

ENTRL PROVIDE AND INSTALL CONTROLLER ASSEMBLY PER ALL STATE AND LOCAL CODES. FINAL LOCATION TO BE APPROVED BY THE OWNER'S AUTHORIZED REPRESENTATIVE. 120VAC POWER PROVIDED BY OTHERS. THE LANDSCAPE CONTRACTOR SHALL COORDINATE THE 120VAC POWER FROM THE SOURCE TO THE CONTROLLER LOCATION AND MAKE THE FINAL HOOKUP. ALL 120VAC POWER WIRING SHALL BE COMPLETED BY A LICENSED ELECTRICAL CONTRACTOR. THE LANDSCAPE CONTRACTOR SHALL CONNECT THE LOW VOLTAGE CONTROL WIRES TO THE CONTROLLER TERMINAL STRIP IN SEQUENCE PER THE DRAWINGS. ANY DEVIATIONS WILL BE NOTED ON THE AS-BUILT DRAWINGS. THE LANDSCAPE CONTRACTOR SHALL COORDINATE WITH THE LOCAL CONTROLLER REPRESENTATIVE FOR TESTING AND INSTALLATION CERTIFICATION.

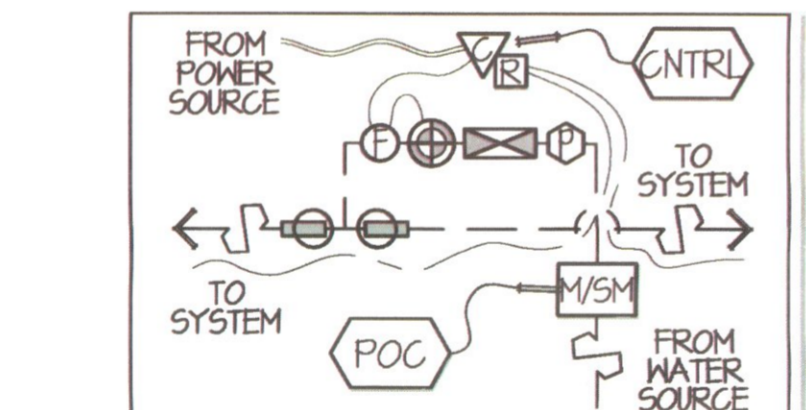
GENERAL IRRIGATION NOTES

- ALL CITY AND STATE LAWS, RULES AND REGULATION GOVERNING OR RELATING TO ANY PORTION OF THIS WORK ARE HEREBY INCORPORATED INTO AND MADE A PART OF THESE SPECIFICATIONS AND THEIR PROVISIONS SHALL BE CARRIED OUT BY THE CONTRACTOR.
- THIS DESIGN IS DIAGNOSTIC. ALL PIPING, VALVES, ETC., SHOWN WITHIN PAVED AREAS IS FOR DESIGN CLARIFICATION ONLY AND SHALL BE INSTALLED IN PLANTING AREAS WHEREVER POSSIBLE. THE MAIN LINE PIPE SHALL BE INSTALLED AND ROUTED TO AVOID UNFORESEEN BELOW GRADE CONDITIONS. THE CONTRACTOR SHALL LOCATE ALL VALVES IN SHRUB AREAS UNLESS OTHERWISE DIRECTED BY THE OAR (OWNER'S AUTHORIZED REPRESENTATIVE).
- THE SPRINKLER SYSTEM DESIGN IS BASED ON THE MINIMUM OPERATING PRESSURE AND THE MAXIMUM FLOW DEMAND SHOWN ON THE IRRIGATION DRAWINGS AT EACH POINT OF CONNECTION. THE IRRIGATION CONTRACTOR SHALL VERIFY WATER PRESSURE PRIOR TO EACH CONSTRUCTION REPORT ANY DIFFERENCE BETWEEN THE WATER PRESSURE INDICATED ON THE DRAWINGS AND THE ACTUAL PRESSURE READINGS AT THE IRRIGATION POINT OF CONNECTION OF THE OWNER'S AUTHORIZED REPRESENTATIVE. IN THE EVENT PRESSURE DIFFERENCES ARE NOT REPORTED PRIOR TO THE START OF CONSTRUCTION, THE IRRIGATION CONTRACTOR SHALL ASSUME FULL RESPONSIBILITY FOR ANY REVISION NECESSARY.
- DO NOT WILLFULLY INSTALL THE SPRINKLER SYSTEM AS SHOWN ON THE DRAWINGS WHEN IT IS OBVIOUS IN THE FIELD THAT UNKNOWN OBSTRUCTIONS, GRADE DIFFERENCES OR DIFFERENCES IN THE AREA DIMENSIONS EXIST THAT MIGHT NOT HAVE BEEN CONSIDERED IN THE ENGINEERING. SUCH OBSTRUCTIONS OR DIFFERENCES SHOULD IMMEDIATELY BE BROUGHT TO THE ATTENTION OF THE OWNER'S AUTHORIZED REPRESENTATIVE. IN THE EVENT THIS NOTIFICATION IS NOT PERFORMED, THE IRRIGATION CONTRACTOR SHALL ASSUME FULL RESPONSIBILITY FOR ANY REVISION NECESSARY.
- THE IRRIGATION CONTRACTOR SHALL FLUSH AND ADJUST ALL SPRINKLER HEADS AND VALVES FOR OPTIMUM COVERAGE AND TO PREVENT OVER SPRAY ONTO WALKS, STREETS, WALLS, ETC. THIS SHALL INCLUDE USE OF VARIABLE ARC SPRINKLERS AND PRESSURE COMPENSATING SCREENS, SELECTING THE BEST DEGREE OF ARC TO FIT THE EXISTING SITE CONDITIONS AND TO THROTTLE THE FLOW CONTROL AT EACH REMOTE CONTROL VALVE TO OBTAIN THE OPTIMUM OPERATING PRESSURE FOR EACH SYSTEM.
- ALL LATERAL LINE PIPING UNDER PAVING WITHOUT A SLEEVE SHALL BE PVC SCHEDULE 40 PIPE AND SHALL BE INSTALLED PRIOR TO PAVING.
- TREE LOCATIONS TAKE PRIORITY OVER IRRIGATION PIPING. STAKE TREE LOCATIONS PRIOR TO TRENCHING FOR PIPE.
- ALL SPRINKLER EQUIPMENT NOT OTHERWISE DETAILED OR SPECIFIED SHALL BE INSTALLED AS PER MANUFACTURER'S RECOMMENDATIONS AND SPECIFICATIONS.
- REFER TO SPECIFICATIONS FOR ADDITIONAL DETAILED INFORMATION.

IRRIGATION LEGEND

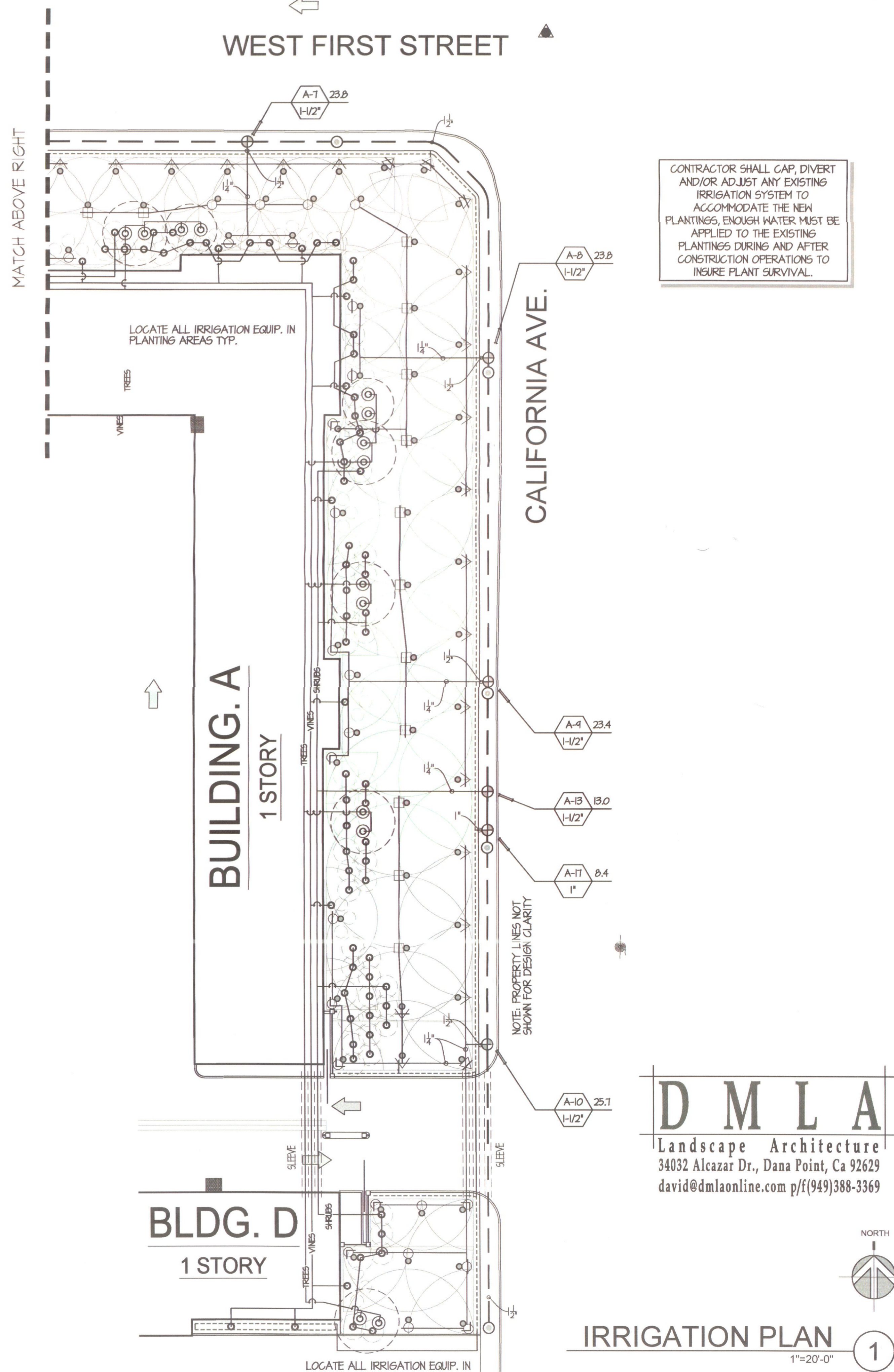
SYMBOL	DESCRIPTION	REMARKS	DETAIL
M	NEW 1" DEDICATED WATER METER AND 1/4" SERVICE LINE PROVIDED AND INSTALLED BY GENERAL CONTRACTOR		---
GDF	RAINBIRD ESP-LXMEF MODULAR CONTROLLER (8 STATION) WITH MASTER VALVE PROGRAMMABILITY, FLOW SENSING, AND RAIN SHUT-OFF. INSTALL WITHIN RAINBIRD LXMM55 WALL MOUNT LOCKING ENCLOSURE.		L-4
GE	IRROMETER MOISTURE SENSORS-INSTALL A PAIR AT EACH HYDROZONE AT DRIEST REPRESENTATIVE AREA. SLEEVE WIRING INSIDE OF ROUND LOCKING VALVE BOX LOCATED NO MORE THAN 2'-3" FROM SENSORS. PLACE SENSORS WITHIN 'ACTIVE' ROOT ZONE. PLACE AND INSTALL PER MFG REQ'S.		L-4
6	NIBCO T-580A BALL VALVE (LINE SIZE)		L-4
H	MILKENS #500AL PRESSURE REGULATOR (LINESIZE). INSTALL ONLY IF EXISTING STATIC PRESSURE IS GREATER THAN 80PSI		L-4
I	FEBCO #825YA RP BACKFLOW PREVENTER W/ MILKENS YB BRONZE NYE STRAINER (LINE SIZE). INSTALL WITHIN V.I.T. 'STRONGBOX' #88C-30 OR DARK GREEN POWDER COATED STEEL ENCLOSURE. VERIFY EXACT MODEL PER BACKFLOW DEVICE. INSTALL PER CITY/COUNTY STANDARDS		L-4
J	SUPERIOR 3300-1/2" NORMALLY OPEN MASTER VALVE IN RECTANGULAR VALVE BOX		L-4
L	RAIN BIRD PEB SERIES REMOTE CONTROL VALVE - INSTALL IN SHRUB BEDS WHEREVER POSSIBLE IN RECTANGULAR VALVE BOX		L-4
M	RAIN BIRD XGZ SERIES CONTROL ZONE ASSEMBLY WITH REMOTE CONTROL LOW FLOW DVF VALVES AND MESH FILTER. INSTALL IN SHRUB BEDS WHEREVER POSSIBLE IN RECTANGULAR VALVE BOX. FOR RECYCLED WATER SYSTEM USE PURPLE TAGS AT EACH VALVE AND INSTALL IN PURPLE BOLT COVER VALVE BOXES, GREEN FOR POTABLE SYSTEMS PER CITY/COUNTY REG'S.		L-4
K	RAIN BIRD 33 DLRC QUICK COUPLER VALVE - INSTALL APPROXIMATELY 150' O.C. OR WHERE SHOWN IN CIRCULAR VALVE BOX. PROVIDE (1) HOSE KEY AND SHOVEL FOR EVERY 10 VALVES INSTALLED		L-4
T	NETAFIM TL50V FLUSH VALVE-INSTALL AT LEAST ONCE AT EACH SYSTEM/ VALVE AT ENDS OF LINES AND FARTHEST FROM SOURCE. PLACE IN ROUND LOCKING VALVE BOX WITH GRAVEL AND EXTRA LENGTH OF BLANK TUBING		L-4
S	AIR RELIEF VALVE-INSTALL ONE AT EACH SYSTEM/ VALVE AT HIGH POINT(S) IN ROUND LOCKING VALVE BOX WITH GRAVEL		L-4
AB	PVC WATER PIPE SCH. 40 (MAINLINE 1/2" AND SMALLER)		L-4
AB	PVC WATER PIPE SCH. 40 3/4"-1/2" (LATERALS)		L-4
BC	ALL IRRIGATION LATERAL PIPING SHALL BE 3/4" SIZE UNLESS NOTED OTHERWISE		L-4
BC	PVC PIPESLEEVE SCH. 40 - 2" MIN. OR 2X DIA. OF PIPE OR WIRE BUNDLE, INSTALL WHERE SHOWN AND ALL STREET OR DRIVE CROSSINGS		L-4
---	IRRIGATION BOXES -BELOW GRADE LOCKABLE 'BOXES' MANUFACTURED BY AMETEK OR CARSON. USE ROUND BOXES FOR GATE VALVES AND QUICK COUPLERS AND RECTANGULAR BOXES FOR BALL VALVES AND REMOTE CONTROL VALVES. VALVE BOX LIDS SHALL BE LABELED 'DVF', 'GV', 'QC' OR 'RCV' WITH CONTROLLER STATION NUMBER, OR PER OAR.		---

ENLARGED POINT OF CONNECTION

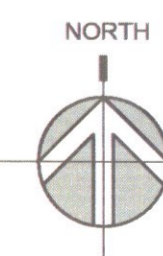


HYDRAULIC CALCULATIONS

WATER METER #1 A SIZE: 1"	
ELEVATION:	---
STATIC PRESSURE ASSUMED MINIMUM	110 PSI
REMOTE CONTROL VALVES A-10 (WORST CASE)	26.7 GPM
PRESSURE CALCULATION WORK SHEET:	
(1) WATER METER	-2.0
(1/2") PVC SCH40 SERVICE LINE (50')	-6.25
(1/2") BACKFLOW PREVENTION DEVICE	-1.5
NYE STRAINER	-1.5
GATE VALVES	-1.0
(1/2") CLASS-BIE PVC MAINLINE (868')	-6.1
REMOTE CONTROL VALVE	-1.5
PVC CLASS 200 LATERAL PIPE (40')	-1.67
FITTINGS (LOSS OF LOSS)	-4.2
ELEVATION DIFFERENTIAL (4')	-2.6
SUB-TOTAL SYSTEM LOSS	-48.37
SPRINKLER PRESSURE REQUIREMENT	-40.0
TOTAL PRESSURE LOSS	-88.37
STATIC PRESSURE AVAILABLE	+110.0
RESIDUAL PRESSURE	+21.63
SET PRESSURE REGULATOR	N.A.



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IRRIGATION PLAN
1"=20'-0" 1

IRRIGATION SPECS.

I. GENERAL CONDITIONS

THE CONTRACTOR SHALL FIELD VERIFY THE EXISTING WATER PRESSURE (P.S.I.) AND AVAILABLE FLOW (G.P.M.) PRIOR TO CONSTRUCTION. NOTIFY THE OWNER'S AUTHORIZED REPRESENTATIVE (O.A.R.) IMMEDIATELY FOR ANY DISCREPANCIES BETWEEN THE ACTUAL PRESSURE AND FLOW AVAILABLE WITH THE DRAWING. MAINTAIN THE DESIGN IS DIAGRAMMATIC. ALL PIPING, VALVES, ETC., SHOWN WITHIN PAVED AREAS IS FOR DESIGN CLARITY ONLY AND SHALL BE INSTALLED IN PLANTING AREAS WHERE POSSIBLE. DO NOT HURRILY INSTALL THE SPRINKLER SYSTEM AS SHOWN ON THE DRAWINGS WHEN IT IS OBVIOUS IN THE FIELD THAT THERE ARE UNKNOWN OBSTRUCTIONS, GRADE DIFFERENCES OR DIFFERENCES IN THE AREAS SIZE AND LAYOUT THAT WERE NOT CONSIDERED IN THE ORIGINAL DESIGN. NOTIFY THE O.A.R. OF SUCH OBSTRUCTIONS AND DIFFERENCES IMMEDIATELY.

IN THE EVENT THAT THE NOTIFICATIONS REQUIRED BY THESE NOTES ARE NOT PERFORMED, THE IRRIGATION CONTRACTOR SHALL ASSUME RESPONSIBILITY FOR ANY REVISION NECESSARY.

II. QUALITY ASSURANCE AND REQUIREMENTS

THE CONTRACTOR SHALL MAINTAIN A QUALIFIED SUPERVISOR, FAMILIAR WITH THE TYPE OF WORK AND THE CONTRACT DOCUMENTS, ON SITE AT ALL TIMES DURING INSTALLATION OF THE WORK AND PRIMARY MAINTENANCE. ALL SPRINKLER EQUIPMENT NOT OTHERWISE DETAILED OR SPECIFIED SHALL BE INSTALLED PER THE MANUFACTURER'S RECOMMENDATIONS.

III. MATERIALS/ INSTALLATION

THE MAINLINE PIPE SHALL BE INSTALLED AND ROUTED TO AVOID UNFORSEEN OBSTACLES BELOW GRADE. TREE LOCATIONS TAKE PRIORITY OVER IRRIGATION PIPING. STAKE TREE LOCATIONS PRIOR TO TRENCING. THE AUTOMATIC CONTROLLER AND THE BACKFLOW DEVICE SHALL BE FACTORY ASSEMBLED AND INSTALLED PER MANUFACTURER'S RECOMMENDATIONS.

FINAL LOCATION OF THE AUTOMATIC CONTROLLER AND THE BACKFLOW DEVICE SHALL BE APPROVED BY THE O.A.R. PRIOR TO INSTALLATION.

THE 120 VOLT ELECTRICAL CONNECTION FOR THE CONTROLLER SHALL BE FURNISHED BY OTHERS. THE CONTRACTOR SHALL COORDINATE THE ROUTE OF THE ELECTRICAL SERVICE TO THE APPROVED CONTROLLER LOCATION WITH THE GENERAL CONTRACTOR. THE SERVICE TO THE CONTROLLER JUNCTION BOX SHALL BE INSTALLED BY A LICENSED ELECTRICIAN. THE IRRIGATION CONTRACTOR SHALL MAKE THE FINAL CONNECTIONS TO THE AUTOMATIC CONTROLLERS FROM THE PROVIDED JUNCTION BOX.

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ALL WIRES FROM THE CONTROLLER TO THE AUTOMATIC VALVES SHALL BE COPPER, DIRECT BURIAL, MINIMUM #14 GAUGE. INSTALL IN 1/2" INCHES TRENCH AS THE MAINLINE WHERE POSSIBLE. COMMON WIRE TO BE WHITE IN COLOR. CONTROL WIRES TO BE A DIFFERENT COLOR FOR EACH CONTROLLER USED. BUNDLE AND TAPE WIRES A MINIMUM OF TEN (10) FEET ON CENTER.

THE CONTRACTOR SHALL RUN THREE (3) SPARE WIRES AND ONE (1) COMMON WIRE FROM THE CONTROLLER TO EACH END OF THE MAIN LINE FOR FUTURE USE. EXTEND THE WIRES AN EXTRA TEN (10) FEET, MAKE A COIL, AND PLACE IN A RECTANGULAR FULL BOX, LABEL THE LID.

ALL MAINLINE PIPING AND CONTROL WIRES UNDER PAVING SHALL BE INSTALLED IN SEPARATE SLEEVES. MAINLINE SLEEVE SIZE SHALL BE A MINIMUM OF TWICE (2x) THE DIAMETER OF THE PIPE TO BE SLEEVED. SIZE WIRE SLEEVES SO THAT WIRES ARE NOT BOUND IN PIPE. MINIMUM COVERAGE FOR SLEEVES SHALL BE TWENTY FOUR (24) INCHES FOR SLEEVED LATERAL LINES. THIRTY (30) INCHES FOR 120 VOLT WIRING IN CONDUIT AND THIRTY SIX (36) INCHES FOR SLEEVED MAINLINE AND/OR CONTROL WIRING.

ALL LATERAL LINE PIPING UNDER PAVEMENT NOT SLEEVED, SHALL BE PVC SCHEDULE 40 AND SHALL BE INSTALLED PRIOR TO PAVING.

DIG TRENCHES STRAIGHT AND SUPPORT PIPE CONTINUOUSLY ON BOTTOM. TRENCH MUST BE FREE OF ROCKS, DEBRIS OR ANY SHARP OBJECTS. SPARE PLASTIC PIPE IN TRENCH. MINIMUM COVERAGE FOR MAINLINE SIZES 1/2" AND SMALLER IS EIGHTEEN (18) INCHES. FOR SIZES 3/4" AND LARGER COVERAGE IS TWENTY FOUR (24) INCHES. FOR LATERAL LINES TWELVE (12) INCHES. 120 VOLT WIRING IN CONDUIT THIRTY (30) INCHES AND LOW VOLTAGE CONTROL WIRE TWELVE (12) INCHES. MINIMUM OR THE SAME DEPTH AS THE MAINLINE. DO NOT INSTALL ANY PIPE OR WIRING DIRECTLY OVER ANOTHER.

BALL VALVES, GATE VALVES, REMOTE CONTROL VALVES (EXCEPT FOR ANTI-SIPHON TYPE) AND QUICK COUPLERS SHALL BE INSTALLED IN BELOW GRADE LOCKABLE BOXES MANUFACTURED BY AMETEK OR CARSON. USE ROUND BOXES FOR GATE VALVE BALL VALVES AND QUICK COUPLERS AND RECTANGULAR BOXES FOR REMOTE CONTROL VALVES. VALVE BOX LIDS SHALL BE GREEN COLOR, LABELED "BV", "GV", "QC" OR "RCV" WITH CONTROLLER STATION NUMBER.

SET VALVE BOXES ONE (1) INCH ABOVE FINISH GRADE. SET VALVES AT SUFFICIENT DEPTH TO PROVIDE APPROPRIATE CLEARANCE BETWEEN THE COVER AND THE VALVE. INSTALL IRRIGATION EQUIPMENT SO THE VALVE BOXES FIT WITHOUT CUTTING THE WALLS OF THE VALVE BOXES. CUT VALVE BOXES SHALL BE REPLACED AT NO COST TO THE OWNER.

THE CONTRACTOR SHALL LOCATE ALL VALVES IN SHRUB AREAS, UNLESS DIRECTED OTHERWISE BY THE O.A.R. ALL SPRINKLER HEADS SHALL BE SET PERPENDICULAR TO FINISH GRADE.

INSTALL ALL SPRINKLERS ON RISERS TWELVE (12) INCHES AWAY FROM WALLS AND STRUCTURES. ALL POP-UP TYPE SPRINKLER HEADS INSTALLED IN SHRUB AND GROUND COVER AREAS SHALL BE INSTALLED SO THAT THE TOP OF THE SPRINKLER HEAD IS ONE (1) INCH ABOVE FINISH GRADE.

ALL POP-UP TYPE SPRINKLER HEADS INSTALLED IN TURF AREAS SHALL BE INSTALLED SO THAT THE TOP OF THE SPRINKLER HEAD IS FLUSH WITH ADJACENT PAVING.

AFTER RECEIVING NOTIFICATION BY THE O.A.R., THE CONTRACTOR, WITHIN TEN (10) DAYS SHALL ADJUST ALL LAWN HEADS SO THAT THE TOP OF THE SPRINKLER HEAD IS ONE QUARTER (1/4) INCH ABOVE FINISH GRADE.

INSTALL ANTI DRAIN VALVES TO ELIMINATE LOW HEAD DRAINAGE. ANTI DRAIN VALVE (ADV) UNITS MAY NOT BE REQUIRED ON ALL HEADS. PRIOR TO INSTALLATION, CONTRACTOR SHALL VERIFY WITH ON SITE GRADES IF THERE IS AN ELEVATION DIFFERENCE OF TWO (2) FEET OR MORE BETWEEN THE HIGHEST AND LOWEST SPRINKLER HEAD ON A SYSTEM. INSTALL THE ADV WHERE NECESSARY.

ALL SOLVENT WELD PVC PRESSURE LINES AND FITTINGS MUST RECEIVE PRIMER BEFORE SOLVENT WELDING.

IV. ADJUSTING AND TESTING THE SYSTEM

AFTER PIPELINE ASSEMBLY THE CONTRACTOR SHALL THOROUGHLY FLUSH THE SYSTEM, WITH OPEN ENDS ALL CAPPED. PRESSURE TEST FOR FOUR (4) HOURS AT 150 P.S.I.

AFTER COVERAGE AND PRESSURE TESTING THE CONTRACTOR SHALL INSTALL ALL TERMINAL FIXTURES AND PERFORM A COVERAGE TEST.

THE CONTRACTOR SHALL ADJUST ALL SPRINKLER HEADS AND VALVES FOR OPTIMUM COVERAGE AND TO PREVENT OVERTSPRAY. THIS SHALL INCLUDE THE USE OF VARIABLE ARC NOZZLES (VAN) AND PRESSURE COMPENSATING SCREENS (PCS), THE SELECTION OF THE BEST DEGREE OF ARC TO FIT THE SITE AND THROTTLING OF THE FLOW CONTROL AT EACH VALVE TO FIND THE OPTIMUM OPERATING PRESSURE FOR EACH SYSTEM.

THE ENTIRE SYSTEM SHALL BE IN FULL AUTOMATIC OPERATION FOR ONE SEVENTH (1/7) DAYS PRIOR TO ANY PLANTING.

V. SUBMITTALS

UPON COMPLETION THE CONTRACTOR SHALL SUPPLY THE OWNER WITH A COMPLETE SET OF REPRODUCIBLE "AS-BUILT" DRAWINGS. THESE AS-BUILTS SHALL SHOW THE LOCATIONS OF ALL POINTS OF CONNECTION, VALVES, CROSSINGS, QUICK COUPLERS AND OTHER MAINLINE COMPONENTS DIMENSIONED ACCURATELY FROM TWO (2) PERMANENT SITE OBJECTS. IN ADDITION THE CONTRACTOR SHALL SUPPLY TWO (2) CONTROLLER CHARTS SHOWING EACH VALVE'S COVERAGE AREA, COLOR CODED TO THE CORRESPONDING CONTROLLER STATION.

THE CONTRACTOR MUST ALSO FURNISH TWO (2) SETS EACH OF THE FOLLOWING: ANY SPECIAL VALVE OR SPRINKLER ADJUSTMENT TOOLS, KEYS FOR THE CONTROLLER ENCLOSURES, QUICK COUPLER KEYS AND ANY OPERATION MANUALS FOR THE EQUIPMENT INSTALLED.

VI. GUARANTEE

THE CONTRACTOR'S WORK SHALL BE FULLY GUARANTEED FOR ONE (1) FULL YEAR FROM THE DATE OF ACCEPTANCE BY THE OWNER. ANY DEFECTIVE MATERIALS OR POOR WORKMANSHIP SHALL BE REPLACED OR CORRECTED AT NO COST TO THE OWNER.

VII. MAINTENANCE

A QUALIFIED SUPERVISOR SHALL BE RESPONSIBLE FOR OPERATING THE IRRIGATIONS SYSTEMS, ADJUSTING THE CONTROLLERS AND OBSERVING THE EFFECTIVENESS OF THE IRRIGATION SYSTEM. CHART ALL CONTROLLER PROGRAMS, RECORDING DATE, TIME, LENGTH OF WATERING FOR EACH STATION. RESET CONTROLLER AT LEAST MONTHLY TO ACCOUNT FOR SEASONAL VARIATIONS. INSPECT AND ADJUST THE ENTIRE IRRIGATION SYSTEM WEEKLY DURING APRIL THRU OCTOBER AND BI-WEEKLY FOR THE REST OF THE YEAR. CHECK FOR LEAKS, WET AND DRY SPOTS, USE A MOISTURE SENSING DEVICE TO EVALUATE ACTUAL SOIL MOISTURE. OBSERVE NOZZLES FOR PROPER PATTERN AND PRESSURE.

VIII. CITY REQUIRED AS-BUILT PLANS

IRRIGATION AS-BUILT PLANS ARE REQUIRED TO BE SUBMITTED FOR THE H.O.A. COMMON LANDSCAPE AREAS. SUBMITTAL OF AS-BUILT PLANS SHALL BE AS REQUIRED BY THE ENGINEERING AND PLANNING DIVISIONS. THE FINAL PLANS SHOULD BE PREPARED BY THE LANDSCAPE ARCHITECT FROM DIMENSIONS PROVIDED BY THE CONTRACTOR. FINAL AS-BUILT PLANS SHALL BE DRAFTED CLEARLY TO THE SATISFACTION OF THE CITY, AND THE FINAL PLANS SHALL BE SUBMITTED TO THE CITY FOR THEIR KEEPING.

THE FINAL AS-BUILT PLANS WILL BE REVIEWED AND APPROVED BY THE CITY AND FINAL PLANS WILL BE REQUIRED TO BE APPROVED AND SIGNED BY THE CITY PRIOR TO RELEASE OF SECURITIES.

MAINTENANCE cont'd.

IV. MAXIMUM APPLIED WATER ALLOWANCE (MAWA)

STATE LAW REQUIRES THE LANDSCAPING AND IRRIGATION SYSTEM ON THE PROPERTY TO BE MAINTAINED AND OPERATED CONSISTENT WITH THE MAWA. MAINTAIN THE IRRIGATION SYSTEM TO MEET OR EXCEED AN IRRIGATION EFFICIENCY NECESSARY TO MEET MAWA. REPLACE BROKEN OR MALFUNCTIONING IRRIGATION SYSTEM COMPONENTS WITH COMPONENTS OF THE SAME MATERIALS AND SPECIFICATIONS, THEIR EQUIVALENT OR BETTER. ENSURE THAT WHEN VEGETATION IS REPLACED, REPLACEMENT PLANTINGS ARE REPRESENTATIVE OF THE HYDROZONE IN WHICH THE PLANTS WERE REMOVED AND ARE TYPICAL OF THE WATER USE REQUIREMENTS OF THE PLANTS REMOVED, SO THAT THE REPLACED VEGETATION DOES NOT RESULT IN MIXING HIGH WATER USE PLANTS WITH LOW WATER USE PLANTS IN THE SAME HYDROZONE.

PLANTING SPECS.

I. GENERAL

THESE DRAWINGS ARE DIAGRAMMATIC, SHOWING INTENDED LOCATIONS AND RELATIONSHIPS OF PLANTING ELEMENTS. FINAL SITE CONDITIONS, ALTERED DURING CONSTRUCTION MAY REQUIRE ADJUSTMENTS TO THE LAYOUT. THE IRRIGATION SYSTEM SHALL BE FULLY OPERATIONAL, TESTED AND INSPECTED PRIOR TO PLANTING. ANY SUBSTITUTIONS MUST BE APPROVED BY THE LANDSCAPE ARCHITECT OR O.A.R. PRIOR TO PURCHASE AND INSTALLATION.

II. PLANT MATERIAL/QUALITY ASSURANCE

THE CONTRACTOR SHALL MAINTAIN A QUALIFIED SUPERVISOR, FAMILIAR WITH THE TYPE OF WORK AND THE CONTRACT DOCUMENTS, ON SITE AT ALL TIMES DURING INSTALLATION OF THE WORK AND PRIMARY MAINTENANCE.

ALL PLANT MATERIAL SHALL BE SUBJECT TO THE APPROVAL BY THE OWNER'S AUTHORIZED REPRESENTATIVE (O.A.R.). THE CONTRACTOR SHALL SUBMIT A LIST OF AVAILABILITY FOR ALL BODIED TREES THIRTY (30) DAYS BEFORE SCHEDULED PLANTING FOR APPROVAL AT THE NURSERY BY THE O.A.R.

CONTRACTOR IS RESPONSIBLE FOR FURNISHING PLANT MATERIAL FREE OF PESTS OR DISEASES AND NORMAL IN FORM FOR THE SPECIES AND DESIGN CALLED FOR IN THE PLANS. ONLY AS MANY PLANTS AS CAN BE PLANTED AND WATERED THAT SAME DAY SHALL BE DISTRIBUTED IN A PLANTING AREA.

THE CONTRACTOR SHALL NOT INSTALL PLANT MATERIAL THAT IS MILDED OR HAS A DAMAGED ROOT BALL. CONTRACTOR SHALL NOT INSTALL TREES WITHIN TEN (10) FEET OF ROTORS/ IMPACT HEADS OR WITHIN THREE (3) FEET OF STREAM/ SPRAY HEADS.

ALL TREES WITHIN A SPECIES SHALL HAVE MATCHING FORM, SIZE AND TEXTURAL DENSITY. SOIL AMENDMENT AND BACKFILL MIX AS DESCRIBED HEREIN ARE FOR BIDDING PURPOSES ONLY. SPECIFIC AMENDMENTS AND FERTILIZER WILL BE SELECTED AND SPECIFIED AFTER ROUGH GRADING IS COMPLETE AND SOILS SAMPLES CAN BE TESTED. AMENDMENT AND FERTILIZER AMOUNT AND TYPE SHALL BE AS RECOMMENDED IN THE AGRONOMIC SOILS REPORT.

III. WEED ABATEMENT

WEED ABATEMENT SHALL BEGIN AFTER ROUGH GRADING. CONTRACTOR TO IRRIGATE PLANTING AREA FOR THREE (3) WEEKS OR UNTIL SUFFICIENT WEED SEEDS HAVE GERMINATED. AFTER WHICH A CONTACT HERBICIDE IS SPRAYED BY A LICENSED PEST CONTROL APPLICATOR. IRRIGATION IS STOPPED FOR FORTY-EIGHT (48) HOURS. THE DEAD WEEDS ARE THEN REMOVED AND AFTER SUCH TIME AS NECESSARY FOR THE HERBICIDE TO DISAPPEAR, PLANTING MAY BEGIN.

IV. SOIL PREPARATION

NO SOIL PREPARATION SHALL BE DONE UNTIL ROUGH GRADING HAS BEEN APPROVED BY THE O.A.R. NO SOIL SAMPLES SHALL BE TAKEN FROM ENOUGH LOCATIONS ON THE SITE TO REPRESENT AN ADEQUATE CROSS SECTION OF CONDITIONS. SOIL TEST SHALL BE PERFORMED BY A SOIL TESTING LABORATORY (PRE-APPROVED BY THE CITY). THE TEST SHALL INDICATE BUT NOT BE LIMITED TO THE FOLLOWING:

- a. ORGANIC MATTER CONTENT
- b. NPK
- c. pH
- d. EC
- e. SOIL TEXTURE (SILT, CLAY, SAND)
- f. RECOMMENDATIONS FOR AMENDMENTS, LEACHING AND MAINTENANCE FERTILIZATIONS.

THE RESULTS AND RECOMMENDATIONS OF THE TESTING LABORATORY SHALL BE SUBMITTED TO AND APPROVED BY THE CITY. THE APPROVED RECOMMENDATIONS FOR AMENDMENTS AND BACKFILL SHALL BE INCORPORATED INTO THE LANDSCAPE PLANS PRIOR TO THE START OF CONSTRUCTION AND SHALL BECOME PART OF THE APPROVED PLANS. CROSS RIP ALL PLANTING AREAS TO DEPTH OF TWELVE (12) INCHES AND UNFORMALLY INCORPORATE THE FOLLOWING AMENDMENTS INTO THE TOP SIX (6) INCHES AS PART OF THE FINISH GRADING WORK.

PER THOUSAND (1,000) SQUARE FEET:
TWO HUNDRED (200) POUNDS "GRO-POWER PLUS"
SIX (6) CUBIC YARDS NITROGEN STABILIZED ORGANIC COMPOST
TWO HUNDRED (200) POUNDS AGRICULTURAL GYPSUM

PRIOR TO PLANTING OF ANY MATERIALS, COMPACTED SOILS SHALL BE TRANSFORMED TO A FRIABLE CONDITION ON ENGINEERED SLOPES, ONLY AMENDED PLANTING HOLES NEED MEET THE REQUIREMENT OF THIS SECTION.

V. FINISHED GRADING

AFTER ROUGH GRADING, WEED ABATEMENT AND SOIL PREPARATION ALL PLANTING AREAS SHALL BE SMOOTHLY GRADED. THE GRADE SHALL BE UNIFORM AND SMOOTH WITH NO ABRUPT CHANGE OF SURFACE. GRADING SHALL PROVIDE FOR NATURAL RUNOFF WITHOUT LOW SPOTS. FLOW LINES SHALL BE ACCURATELY SET BY INSTRUMENT AT TWO (2) PERCENT MINIMUM SLOPE.

CONTRACTOR SHALL REMOVE FROM PLANTING AREAS ALL DEBRIS, WEEDS AND ROCK LARGER THAN ONE (1) INCH IN DIAMETER FROM THE TOP SIX (6) INCHES OF SOIL AND DISPOSED OF OFF-SITE.

VI. INSTALLATION

THE IRRIGATION SYSTEM SHALL BE FULLY OPERATIONAL, TREES INSTALLED AND A COVERAGE TEST COMPLETED PRIOR TO ANY CONTAINER OR GROUND COVER MATERIAL INSTALLATION. EXCAVATION FOR PLANTING SHALL INCLUDE THE STOCKPILING OF TOPSOIL FROM WITHIN AREAS TO BE EXCAVATED FOR TRENCHES, PLANTING HOLES, PITTS AND BEDS. ALL EXCAVATED PLANTING HOLES SHALL HAVE VERTICAL, SCARIFIED SIDES, TWICE (2x) THE SIZE OF THE DIAMETER AND SIX (6) INCHES MINIMUM DEEPER THAN THE ROOTBALL. EXCESS SOIL GENERATED FROM THE EXCAVATIONS AND NOT USED AS BACKFILL OR IN ESTABLISHING FINAL GRADES SHALL BE REMOVED FROM THE SITE.

INSPECT ROOTBALL AND GENTLY LOOSEN OR UNTANGLE MATTED ROOTS, DO NOT CRACK ROOTBALL. REPLACE ANY PLANTS WITH ROOTS GIRDLING THE ROOTBALL. THE CROWN AREA OF TREES AND SHRUBS SHALL BE 2" HIGHER AFTER SETTLING, THAN ADJACENT FINISH GRADE. THE APPROVED BACKFILL FOR PLANT PITTS SHALL CONSIST OF THE FOLLOWING MIX. PLANT PITTS SHALL BE FILLED TO THE REQUIRED GRADE AND THOROUGHLY SETTLED BY WATER APPLICATION AND TAMPING.

PER CUBIC YARD OF MIX, UNIFORMLY BLENDED:
SIX (6) PARTS BY VOLUME ON-SITE SOIL OR NON SALINE, NON SODIC, LOW BORON CONTENT SANDY TEXTURED TOP SOIL
FOUR (4) PARTS BY VOLUME NITROGEN STABILIZED ORGANIC AMENDMENT
TWENTY (20) POUNDS "GRO-POWER PLUS"
THIRTY (30) POUNDS AGRICULTURAL GYPSUM

BACKFILL PIT HALFWAY THEN PLACE "GRO-POWER" SEVEN (7) GRAM OR "AGRIFORM" TWENTY ONE (21) GRAM SLOW RELEASE PLANTING TABLETS SPREAD EVENLY AROUND ROOTBALL. THE NUMBER OF TABLETS PER PLANT SHALL BE PER THE MANUFACTURER.

PROVIDE A DEPRESSED WATER BASIN AS WIDE AS THE ROOT BALL FOR EACH PLANT. WATER AGAIN THOROUGHLY. UNTIE VINES AND REMOVE ALL STAKES AND TRELLISES THEN SECURELY FASTEN AND TRAIN AGAINST WHATEVER STRUCTURE NEXT TO WHICH THEY ARE PLANTED. TREES MUST BE STAKED AND/OR GUYED AT THE TIME OF PLANTING. LAY SOIL WITHIN TWO (2) DAYS OF DELIVERY AND DO NOT STORE IN HOT SUN. SET IN A STAGGERED PATTERN ON PRE-IRRIGATED MOIST GROUND AND SET FIRMLY AGAINST OTHER SOIL PIECES. WATER THOROUGHLY AFTER PLANTING.

UNLESS NOTED OTHERWISE, CONTRACTOR SHALL PLANT GROUND COVERS IN STRAIGHT ROWS, EVENLY SPACED IN A TRIANGULAR PATTERN AT THE INTERVALS LISTED IN THE DRAWINGS.

THE APPLICATION OF ORGANIC MULCH MATERIALS MADE FROM RECYCLED OR POST-CONSUMER MATERIALS SHALL TAKE PRECEDENCE OVER INORGANIC MATERIALS UNLESS RECYCLED OR POST-CONSUMER MATERIALS ARE NOT LOCALLY AVAILABLE.

AFTER ALL PLANTING IS COMPLETED, TOP DRESS ALL NON-TURF LANDSCAPED AREAS WITH SLOPES LESS STEEP THAN 3:1 WITH A 3" LAYER OF SINGLE GRIND SHREDDED BARK MULCH, TO COVER THE PLANTING AREA COMPLETELY. THIS LAYER IS IN ADDITION TO SOIL AMENDMENT MATERIALS.

UNLESS DIRECTED OTHERWISE BY THE O.A.R., PRUNE ONLY TO REMOVE DEAD OR BROKEN BRANCHES AND SUCKER GROWTH.

VII. GUARANTEE

CONTRACTOR SHALL PROVIDE A NINETY (90) DAY GUARANTEE FOR ALL PLANTS EXCLUDING TREES WHICH SHALL BE GUARANTEED FOR ONE (1) FULL YEAR. DURING THE GUARANTEE PERIOD THE CONTRACTOR SHALL REPLACE, IN A TIMELY MANNER, ANY PLANTS THAT ARE UNHEALTHY, MISSING OR DEAD. THIS GUARANTEE SHALL NOT INCLUDE DAMAGE TO GROUND COVER FROM EXCESSIVE RAIN RUN-OFF AND EXTREME WINDS. SUCH "NATURAL" DAMAGE SHALL BE REPAIRED FOR TIME AND MATERIALS.

VIII. MAINTENANCE

CONTRACTOR SHALL INCLUDE IN THEIR BID FOR A 90 DAY MAINTENANCE PERIOD AFTER FINAL LANDSCAPE ACCEPTANCE BY THE OWNER. THIS MAINTENANCE SHALL INCLUDE, BUT IS NOT LIMITED TO, KEEPING ALL AREAS WEED FREE, WATERED, PEST AND DISEASE FREE AND ANY OTHER WORK NECESSARY FOR HEALTHY, VIGOROUS PLANT GROWTH AND APPEARANCE.

GENERAL NOTES

- A. THE LANDSCAPE ARCHITECT WILL INTERPRET THE MEANING OF ANY PART OF THE PLANS AND SPECIFICATIONS ABOUT WHICH ANY MISUNDERSTANDING MAY ARISE, AND HIS DECISION WILL BE FINAL.
- B. THE CONTRACTOR SHALL OBTAIN CLARIFICATION TO QUESTIONS RELATIVE TO THE DRAWING BEFORE SUBMITTING A BID.
- C. THE CONTRACTOR SHALL PROVIDE ALL LABOR, MATERIALS, EQUIPMENT AND LABOR NECESSARY TO COMPLETE THE WORK SHOWN ON THE DRAWINGS.
- D. THE CONTRACTOR SHALL CARRY NECESSARY CALIFORNIA STATE CONTRACTORS LICENSE OR CERTIFICATE FOR TYPE OF WORK LISTED, SUCH AS C-21.
- E. THE CONTRACTOR SHALL CARRY ALL NECESSARY COMPENSATION AND LIABILITY INSURANCE TO COVER HIS WORKMEN AND WORK TO FULLY PROTECT THE OWNER FROM ANY POSSIBLE SUIT OR LIEN.
- F. THE CONTRACTOR SHALL MAINTAIN A QUALIFIED SUPERVISOR, FAMILIAR WITH THE TYPE OF WORK AND THE CONTRACT DOCUMENTS, ON SITE AT ALL TIMES DURING INSTALLATION OF THE WORK AND PRIMARY MAINTENANCE.
- G. THE CONTRACTOR SHALL PROVIDE ALL NECESSARY PERMITS AND LICENSES AND ASSURE THAT ALL WORK TO BE PERFORMED MEETS OR EXCEEDS ALL APPLICABLE CODES AND ORDINANCES OF PRIVATE OR GOVERNMENTAL AGENCIES HAVING JURISDICTION OVER THE PROJECT.
- H. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO FAMILIARIZE HIMSELF WITH ALL GRADE DIFFERENCES, LOCATION OF WALLS, RETAINING WALLS, STRUCTURES AND UTILITIES. THE CONTRACTOR SHALL REPAIR OR REPLACE ALL ITEMS DAMAGED BY HIS WORK AT NO EXPENSE TO THE OWNER. HE SHALL COORDINATE HIS WORK WITH OTHER CONTRACTORS FOR THE LOCATION AND INSTALLATION OF PIPE SLEEVES AND LATERAL LINES THROUGH WALLS, UNDER ROADWAYS, DRIVES AND PAVING, ETC.

I. THE CONTRACTOR SHALL USE ONLY NEW MATERIALS, OF BRANDS AND TYPES SHOWN AND DESCRIBED IN THESE DRAWINGS.

J. THE CONTRACTOR SHALL EXERCISE CARE IN HANDLING, LOADING, UNLOADING AND STORING ALL EQUIPMENT AND MATERIALS. ALL MATERIALS AND EQUIPMENT THAT IS DAMAGED WILL BE DISCARDED, EVEN IF INSTALLED, AND SHALL BE REPAIRED OR REPLACED AT THE DISCRETION OF THE OWNER'S AUTHORIZED REPRESENTATIVE (O.A.R.) AT NO EXPENSE TO THE OWNER.

K. THE CONTRACTOR SHALL PROTECT ALL PLANTING AREAS FROM EXCESSIVE COMPACTION WHEN TRUCKING MATERIALS AND EQUIPMENT TO AND WITHIN THE SITE.

L. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL THEFTS OR DAMAGE TO MATERIALS ONCE DELIVERED TO JOB SITE. THE CONTRACTOR SHALL BE RESPONSIBLE FOR COORDINATION BETWEEN SUB-CONTRACTORS AS REQUIRED TO ACCOMPLISH ALL CONSTRUCTION OPERATIONS. ALL PIPING, CONDUIT, SLEEVES, ETC. SHALL BE IN PLACE PRIOR TO INSTALLATION OF CONSTRUCTION ITEMS.

N. ALL PROGRESS INSPECTIONS SHALL BE COMPLETED BEFORE SUCCEEDING WORK IS STARTED. ANY WORK COVERED UP BEFORE REQUIRED INSPECTIONS ARE COMPLETED WILL BE EXPOSED FOR REVIEW AT THE CONTRACTOR'S EXPENSE.

O. CLEAN-UP SHALL BE DONE AS EACH PORTION OF THE WORK PROGRESSES. REFUSE AND EXCESS DIRT SHALL BE REMOVED FROM THE SITE, ALL WALKS AND PAVING SHALL BE BROOMED AND ANY DAMAGE OCCURRING TO THE WORK OF OTHERS SHALL BE REPAIRED TO ORIGINAL CONDITION.

P. REFER TO THE SPECIFICATIONS FOR ADDITIONAL DETAILED INFORMATION.

Q. THE CONTRACTOR'S WORK SHALL BE FULLY GUARANTEED FOR ONE (1) FULL YEAR FROM THE DATE OF ACCEPTANCE BY THE OWNER. ANY DEFECTIVE MATERIALS OR POOR WORKMANSHIP SHALL BE REPLACED OR CORRECTED AT NO COST TO THE OWNER.

R. UNLESS NOTED OTHERWISE ALL STRUCTURAL IMPROVEMENTS SHALL BE INSTALLED PRIOR TO IRRIGATION AND PLANTING OPERATIONS.

S. IN THE CASE WHERE EXTRA WORK OR CHANGES WILL RESULT IN ANY INCREASED COSTS OVER THE CONTRACT FEE, THE CONTRACTOR SHALL FIRST RECEIVE THE OWNER'S EXPRESSED WRITTEN APPROVAL FOR SUCH ADDITIONAL FUNDS PRIOR TO PURCHASING MATERIALS OR DOING THE WORK/CHANGES.

MAINTENANCE

I. GENERAL

THE OWNER OR LESSEE WILL ENGAGE A MAINTENANCE CONTRACTOR FOR THE MAINTENANCE OF THE SITE LANDSCAPE FOR THE LIFE OF THE LEASE.

MAINTENANCE CONTRACTOR SHALL FURNISH ALL SUPERVISION, LABOR, MATERIALS AND EQUIPMENT NECESSARY FOR THE COMPLETE MAINTENANCE OF ALL LANDSCAPE AREAS.

ALL LANDSCAPE AREAS SHALL BE WATERED AS NECESSARY FOR THE PROPER DEVELOPMENT AND MAINTENANCE OF THE VEGETATION.

PLANT MATERIALS SHALL BE MAINTAINED IN A HEALTHY AND VIGOROUS CONDITION. IRRIGATION AND DRAINAGE SYSTEMS KEPT IN GOOD WORKING ORDER, AND THE GENERAL SITE KEPT CLEAN AND WEED FREE.

MAINTENANCE CONTRACTOR SHALL ROUTINELY CHECK FOR BLOCKED DRAIN INLETS, AND KEEP SHOALS FREE OF LEAVES AND OTHER DEBRIS. ALWAYS CHECK AND CLEAN BETWEEN STORMS.

ALL LITTER AND TRASH INCLUDING LEAVES, BOTTLES AND OTHER DEBRIS SHALL BE REMOVED FROM ALL AREAS OF THE SITE AND DISPOSED OF OFF-SITE.

MAINTENANCE CONTRACTOR SHALL REPAIR OR REPLACE ALL DEAD, DAMAGED OR DISEASED PLANT MATERIAL.

II. IRRIGATION

A QUALIFIED PERSON SHALL BE COMPLETELY RESPONSIBLE FOR OPERATING THE IRRIGATION SYSTEMS, WITH THE DUTIES OF ADJUSTING CONTROLLERS, OBSERVING THE EFFECTIVENESS OF THE IRRIGATION SYSTEM, AND MAKING MINOR ADJUSTMENTS TO THE SYSTEM.

THE IRRIGATION SYSTEM SHALL BE MAINTAINED FOR OPTIMUM PERFORMANCE. THIS INCLUDES CLEANING AND ADJUSTING ALL SPRINKLER HEADS AND VALVES FOR PROPER COVERAGE.

A CHART SHALL BE MAINTAINED TO RECORD CURRENT IRRIGATION PROGRAMS, INCLUDING DAY, TIME, AND LENGTH OF WATERING FOR EACH STATION AND PROGRAM FOR EACH CONTROLLER.

INSPECTIONS OF THE IRRIGATION SYSTEM IN OPERATION SHALL BE MADE WEEKLY DURING SUMMER MONTHS, APRIL THROUGH OCTOBER, AND BI-WEEKLY NOVEMBER THROUGH MARCH, TO DETECT ANY MALFUNCTIONS OF THE SYSTEM. CHECK FOR LEAKS OR WET SPOTS.

TURN ON EACH SYSTEM WITH THE CONTROLLER AND CHECK IT TO ENSURE THAT IT OPERATES CORRECTLY --OPENING AND CLOSING.

VISUALLY OBSERVE EACH SPRINKLER HEAD 1 INCH FOR PROPER OPERATION, SPRAY PATTERN, PRESSURE, AND WATER DISTRIBUTION.

A SOIL SAMPLING PROBE AND/OR A TENSIO-METER SHALL BE USED REGULARLY TO EVALUATE ACTUAL SOIL MOISTURE LEVELS AND IRRIGATION SCHEDULE.

CHECK AT LEAST WEEKLY TO MAKE SURE AREAS ARE NOT BEING OVER OR UNDER WATERED. ADJUST THE SCHEDULE AS NEEDED TO CORRECT FOR EITHER OF THESE SITUATIONS. RESET THE SCHEDULE ON OUR CONTROLLER AT LEAST MONTHLY, AT THIS TIME, CHECK THE TIME ON THE CONTROLLER TO MAKE SURE THAT IT IS CORRECT.

CHECK THE WATER BILL FOR EXCESSIVE CONSUMPTION. COMPARE MONTH TO MONTH AND YEAR TO YEAR, PAY SPECIAL ATTENTION TO LARGE FEE SHINGS.

LOOK AT THE GENERAL HEALTH AND "LOOK" OF THE PLANT MATERIAL. MAKE SURE ADJUSTMENTS (ADDING/ DELETING OR MOVING OF HEADS, CHANGING NOZZLE TYPES, TRIMMING OR MOVING OF PLANT MATERIAL) SO THAT PROBLEMS CAN BE ELIMINATED INSTEAD OF TEMPORARILY FIXED. (SEE NOTES IV FOR MAWA CONSIDERATIONS)

ALL MALFUNCTIONING EQUIPMENT MUST BE REPAIRED PRIOR TO THE NEXT SCHEDULED IRRIGATION.

ALL REPLACEMENT HEADS SHALL BE OF THE SAME MANUFACTURER, TYPE, AND APPLICATION RATES.

III. PLANTINGS

INSPECTIONS OF THE LANDSCAPE PLANTINGS SHALL BE MADE WEEKLY DURING SUMMER MONTHS, APRIL THROUGH OCTOBER, AND BI-WEEKLY NOVEMBER THROUGH MARCH- COORDINATE WITH THE IRRIGATION INSPECTION.

ALL AREAS MUST BE KEPT WEED FREE, BY THE USE OF ORGANIC MULCHES, HAND REMOVAL CHEMICAL CONTROLS- IN THAT ORDER.

MULCHED AREAS MUST BE REPLENISHED AS MULCH DECOMPOSES- CHECK APRIL AND OCTOBER, REPLENISH AS NECESSARY.

FERTILIZER SHALL BE APPLIED AS NEEDED USING SLOW RELEASE, ORGANIC BASED MATERIALS IN APRIL AND OCTOBER. USE AS INDICATED BY SOILS TEST ANALYSIS.

GROUND COVERS BORDERING WALKS AND CURBS SHALL BE EDGED AS NECESSARY TO PROVIDE A CLEAN CRISP LINE. VINES SHALL BE KEPT PRUNED TO ADJACENT WALLS AS NECESSARY AND TRIMMED TO CONTROL EXCESSIVE GROWTH. NOT ALLOWING VINE TO GROW OVER WINDOWS, DOORS, GATES OR OTHER ARCHITECTURAL ELEMENTS AND EQUIPMENT.

TREE PRUNING SHALL BE PERFORMED AS NEEDED TO ELIMINATE HAZARDS, MAINTAIN A NATURAL APPEARANCE. SHRUB PRUNING SHALL BE PERFORMED AS NEEDED TO MAINTAIN A NATURAL APPEARANCE. SHRUBS ARE INTENDED TO FILL THE PLANTING SPACE AS MUCH AS POSSIBLE. DO NOT POWER PRUNE SHRUBS INTO ODD TOPIARY SHAPES. TREES AND SHRUBS SHALL BE PRUNED TO CORRECT HAZARDS AND ANY STRUCTURAL DEFECTS. REMOVE SUCKERS, CROSS-CROSSING BRANCHES, DEAD AND DISEASED LIMBS AND FOLIAGE. AND THINNING OF THE CROWN TO REDUCE WIND DAMAGE. ALWAYS CHECK/PRUNE IMMEDIATELY AFTER BIG WINDS-STORMS.

SPARSE GROUND COVER AREAS SHALL BE CHECKED FOR, AS THEY MAY INDICATE A FAILURE OF IRRIGATION SYSTEM OR THE NEED FOR FERTILIZER AND SOIL AMENDMENT. BARE AREAS SHALL BE RE-PLANTED TO MATCH ORIGINAL DESIGN.

AS PLANTS GROW, LOOK OUT FOR DESIGN ADJUSTMENTS THAT CAN BE MADE (ADDING/ REMOVING, TRIMMING OR MOVING OF PLANT MATERIAL) SO THAT PROBLEMS CAN BE ELIMINATED INSTEAD OF TEMPORARILY FIXED. (SEE NOTES IV FOR MAWA CONSIDERATIONS)

bruce jordan, architect

131 Calle Iglesia, Suite 100
San Clemente, CA. 92672-7541

Telephone (949) 388-8090
Facsimile (949) 388-8290

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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: Kirk Howard	Contact Phone # (951) 769-7700
Mailing Address: 190 E 1st Street	Fax #:
City: Beaumont	E-mail: kirkghoward71@me.com
State & Zip: CA, 92223	
Service Address: 99 E 1st Street, Beaumont, CA	
Assessor's Parcel Number (APN), Tract Map No. Parcel Map No.: 417-180-013, 417-180-014	
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: Kirk Howard

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.

Kirk Howard
Applicant's Signature

7/12/2019
Date



**Beaumont-Cherry Valley Water District
Regular Board Meeting
November 13, 2019**

Item 7

STAFF REPORT

TO: Board of Directors
FROM: Dan Jagers, General Manager
SUBJECT: **Consideration of Appointment of a BCVWD Delegate Voter at the Association of California Water Agencies Annual Fall Conference in San Diego, CA on Dec. 4, 2019**

Staff Recommendation

1. Appoint Director Lona Williams as a delegate to cast a ballot on behalf of BCVWD for ACWA President and Vice President for 2020-21 at the ACWA Fall Conference on Dec. 4, 2019,

OR

2. Appoint Director Lona Williams as a delegate to cast a ballot on behalf of BCVWD and direct staff to prepare a resolution of nomination for an alternative candidate of the Board's choosing.

Summary

The election for ACWA President and Vice President for the 2020-21 term is scheduled for Wednesday, Dec. 4 at ACWA's 2019 Fall Conference in San Diego.

The ACWA Nominating Committee has announced a slate that recommends current ACWA Vice President Steve LaMar for President and current ACWA Region 5 Chair Sarah Palmer for Vice President.

Nominations from the floor will be accepted prior to the vote. Nominations must be made by an ACWA member and be supported by a resolution of the member's governing body. Such alternative candidate must be an elected member of the BCVWD Board.

The election will take place during the General Session Membership Meeting on Wednesday, Dec. 4 at 1:15 p.m. Delegates must be present at the meeting. Director Lona Williams is the only BCVWD director registered to attend the conference.

Fiscal Impact

No impact above and beyond the cost of conference attendance.

Attachments

ACWA Election Memorandum dated October 4, 2019

Candidate information:

- LaMar (ACWA slate)
- Palmer (ACWA slate)
- Tobin (will be nominated from the floor)

Report prepared by Lynda Kerney, Administrative Assistant

TO: ACWA Member Agency Board Presidents and General Managers
CC: ACWA Board of Directors
FROM: Dave Eggerton, ACWA Executive Director
DATE: October 4, 2019
SUBJECT: Notice of General Session Membership Meeting at ACWA 2019 Fall Conference

There will be a General Session Membership Meeting at the 2019 Fall Conference in San Diego, California, on **Wednesday, December 4**. The purpose of this meeting is to formally nominate and elect ACWA's President and Vice President for the 2020-2021 term. The General Session Membership Meeting will convene at 1:15 p.m., immediately following the Wednesday luncheon program, which will be located in the Harbor Ballroom A-F, Manchester Grand Hyatt.

Election / Voting Process

The ACWA Nominating Committee has announced a 2020-2021 slate that recommends current **Vice President Steven LaMar for ACWA President** and current **Region 5 Vice Chair Sarah Palmer for ACWA Vice President**.

As provided by ACWA's Bylaws (Article 9, Section 9) nominations from the floor will be accepted prior to the vote. The Bylaws require that floor nominations and seconds be made by a member of the Association and must be supported by a resolution of the governing body of the member making and seconding such nomination. The member agency on whose board the nominee serves shall submit a resolution of support if they are not the agency making the floor nomination or second. **(See attached for detailed General Session/Election Procedures.)**

ACWA will issue one proxy voting card to each member agency's designated voting representative (delegate) as identified by the member agency on the attached proxy designation form. The designated voting representative must be **present** at the General Session Membership Meeting and must sign-in as the delegate to receive the proxy voting card. Proxy voting cards will **only** be available for pick-up on **Wednesday, December 4, between 9:00 a.m. and 12:00 p.m.** at the **ACWA General Session Desk** in the **Harbor Foyer**, Manchester Grand Hyatt. Proxy voting cards will not be issued before or after these hours.

To expedite the sign-in process at the **ACWA General Session Desk**, please indicate your voting delegate in advance on the enclosed proxy designation form and return it by email (**donnap@acwa.com**) or fax

GENERAL SESSION/ELECTION PROCEDURES FOR ACWA 2019 FALL CONFERENCE

The following information is provided to inform the ACWA member agency delegates attending the 2019 Fall Conference of the procedures to be used pertaining to the nomination and election of ACWA officers during the General Session Membership Meeting.

PROXY VOTING CARDS – (REQUIRED FOR VOTING)

ACWA will issue one proxy voting card each member agency's designated voting representative (delegate) as officially identified by the member agency. In order to vote during the General Session Membership Meeting, the designated voting representative must be **present** at the General Session Membership Meeting and must sign-in as the delegate to receive the proxy voting card no later than **12:00 p.m. on Wednesday, December 4**. Upon sign-in, the voting delegate will receive the required proxy voting cards. Proxy voting cards will **only** be available for pick-up on **Wednesday, December 4, between 9:00 a.m. and 12:00 p.m.** at the **ACWA General Session Desk** in the **Harbor Foyer**, Manchester Grand Hyatt. Proxy voting cards will not be issued before or after these hours. The luncheon and General Session Membership Meeting will be held in the Harbor Ballroom A-F.

GENERAL SESSION MEMBERSHIP MEETING, WEDNESDAY, DEC. 4 (DOORS OPEN AT 1:05 P.M.)

1. The General Session Membership Meeting will be called to order at 1:15 p.m. and a quorum will be determined. The presence of 50 authorized voting representatives is required to establish a quorum for transacting business.
2. Legal Affairs Committee Chair Jennifer Buckman will provide an overview of the agenda and election procedures.
3. Nominating Committee Chair DeAna Verbeke will present the committee's report and announce the candidate for ACWA President.
4. President Brent Hastey will call for floor nominations for ACWA President.
5. If there are no floor nominations for President, the election will proceed. President Hastey will close the nominations and delegates will vote by holding up their "Yes" or "No" proxy voting cards.
6. If there **are** floor nominations for President, the nomination will follow the procedures established by Article 9 of ACWA's Bylaws, stating that floor nominations and seconds shall be made by a member of the Association and must be supported by a resolution of the governing body of the member making and seconding such nomination. The member agency on whose board the nominee serves shall submit a resolution of support if they are not the agency making the floor nomination or second.
 - a. Ballots will be distributed to the voting delegates.
 - b. Delegates will complete their ballots and place them in the ballot box, which will be centrally located in the Harbor Ballroom A-F meeting room.
 - c. Tellers' Committee will count the ballots. President Hastey has appointed the following staff members to serve as the Tellers' Committee: Clerk of the Board Donna Pangborn; Director of Business Development & Events Paula Currie; and Executive Assistant Lili Vogelsang.
 - d. Legal Affairs Committee Chair Jennifer Buckman will serve as the proctor to oversee the ballot counting process.
 - e. Candidates are welcome to designate an observer to be present during the ballot counting process.



PROXY DESIGNATION FORM

**ASSOCIATION OF CALIFORNIA WATER AGENCIES
GENERAL SESSION MEMBERSHIP MEETING(S)**

**WEDNESDAY, DECEMBER 4, 2019 AT 1:15 PM
THURSDAY, DECEMBER 5, 2019 AT 1:15PM (IF NEEDED)**

TO: Donna Pangborn, Clerk of the Board

EMAIL: donnap@acwa.com

FAX: 916-325-4857

The person designated below will be attending the ACWA General Session Membership Meeting(s) on **Wednesday, December 4, 2019 (and December 5, 2019 if necessary)** as our voting delegate.

<i>MEMBER AGENCY'S NAME</i>	<i>AGENCY'S TELEPHONE No.</i>
<i>MEMBER AGENCY'S AUTHORIZED SIGNATORY (print)</i>	<i>SIGNATURE</i>
<i>DELEGATE'S NAME (print)</i>	<i>SIGNATURE</i>
<i>DELEGATE'S EMAIL</i>	<i>DELEGATE'S TELEPHONE No.</i>
<i>DELEGATE'S AFFILIATION (if different from assigning agency)¹</i>	<i>DATE</i>

¹ If your agency designates a delegate from another entity to serve as its authorized voting representative, please indicate the delegate's entity in the appropriate space above. Note: Delegates need to sign the proxy form indicating they have accepted the responsibility of carrying the proxy.

REMINDER: Proxy voting cards will **only** be available for pick up on **Wednesday, December 4**, between **9:00 a.m.** and **12:00 p.m.** at the **ACWA General Session Desk** in the **Harbor Foyer**, Manchester Grand Hyatt. The luncheon and General Session Membership Meeting will be held in the Harbor Ballroom A-F.



October 14, 2019

Board of Directors
Beaumont-Cherry Valley Water District
P.O. Box 2037
Beaumont, CA 92223

Dear President and Members of the Board:

I am pleased to share with you that the Association of California Water Agencies (ACWA) Nominating Committee has selected me as their recommended candidate to serve in the role of ACWA President for the 2020-2021 term. I am excited about having the continued opportunity to play a leadership role in ACWA and represent your water agency and the other 457 ACWA member agencies in addressing California's increasingly complex water issues. I am writing to respectfully request your agency's support for my candidacy during the ACWA Officer Election at our fall conference.

My experience in serving as the ACWA Vice President the past two years, in addition to participating on various ACWA committees and in numerous events over the years, has shown me that it is the people that make the difference in the success of our statewide organization. The diversity among water agencies – north/south, east/west, large/small, ag/urban, coastal/mountain, desert/forest – provides a stellar example of the value of collaboration. Statewide, ACWA member agencies have the expertise to solve almost any water issue when given the opportunity. One of the things I enjoy most about being a part of ACWA is being able to learn from water experts from each of our regions. Together we are a mighty force throughout California and together we can solve difficult issues to the benefit of all Californians.

I have attached a brief summary of my experience. While this experience is indeed important, what I treasure most is having the support of people whom I respect within ACWA – past presidents, fellow ACWA Board members, friends from other water agency boards, general managers and district staff.

Many agencies have already indicated support for my candidacy, and I am very grateful for their early votes of confidence. I respectfully ask for an opportunity to represent the best interests of water agencies throughout California and ask for your agency's vote. I look forward to seeing you at our fall conference in San Diego. Thank you in advance for your support. Please contact me if you have any questions about my candidacy at 714-227-2869.

Respectfully,

A handwritten signature in black ink that reads "Steven E. LaMar".

Steven E. LaMar
Director

Enclosure: Statement of Qualifications

STEVEN E. LAMAR

Statement of Qualifications for President Association of California Water Agencies

- Inclusive Leadership
- Active Advocacy
- Strong Commitment to the Water Community

“Seeing things from all perspectives and working together to make a difference. This is not only the best way to forge alliances and make tough policy decisions, it’s essential for good governance.”



Inclusive Leadership: Experience that Counts

Steve LaMar has been a member of the Irvine Ranch Water District (IRWD) Board of Directors since early 2009, serving multiple terms as Board President. In past elections, he received support and endorsements from both the business community (e.g., Orange County Business Council, Building Industry Association) and environmental groups (e.g., Orange County League of Conservation Voters, Sierra Club).

Mr. LaMar has also served in leadership roles for the Association of California Water Agencies (ACWA). He is currently Vice President, past Chair of the ACWA Federal Affairs Committee, and a member of ACWA’s Executive Committee. He is a past Chair of ACWA’s Headwaters Task Force. Mr. LaMar has served on the board of directors of several other water-related organizations, including the National Water Resources Association (representing 17 Western states), the Southern California Water Coalition, CalDesal, and the National Water Research Institute.

Beyond his water industry involvement, Steve has held leadership positions at a wide range of organizations, such as President of the Natural Communities Coalition of Orange County, a nonprofit organization responsible for implementing California’s first natural community conservation plan and for protecting 37,000 acres of habitat. He was a past leader in the California Building Industry Association, where he chaired both the Water Resources Committee and the Government Affairs Committee.

Active Advocacy: Not Just Words

Mr. LaMar has a history of advocating for ACWA’s policies and initiatives in his current role as an ACWA officer and through service on numerous ACWA committees. He currently chairs ACWA’s Water Resilience Portfolio Working Group to develop ACWA’s recommendations to the Newsom Administration and the ACWA Board Steering Committee to draft ACWA’s first five-year strategic plan.

A Long-Term Commitment to the Water Community: Live What You Believe

Steve’s commitment to the water community pre-dates his joining the Board of IRWD. He worked on the Delta Vision Stakeholders Coordinating Group as a business representative, the AB 2717 Landscape Task Force as the chair of the Economics Work Group, the 2005 and 2009 Advisory Committees for the California Water Plan, the State Water Desalination Task Force, and Governor Davis’ Drought Advisory Panel.

Serving on the Board of IRWD has provided Mr. LaMar with the knowledge and understanding of what goes into providing retail water service to a broad and diverse community. He has a Bachelor of Arts in Political Science from Pittsburg State University and an Environmental Management Institute Certificate from the U.S. Environmental Protection Agency.

Irvine Ranch Water District is a large retail water and sewer agency in Orange County, California serving over 400,000 residents in a 180-square-mile area, with approximately 115,000 water and sewer service connections.

Sarah Palmer, Zone 7 Water Agency Director

Seeks Your Support as ACWA Vice President



I am pleased and excited to be selected by ACWA's Nominating Committee to be on the official slate as Vice President. The election is on December 4th at the San Diego Fall Conference and I am asking for your support.

As you may know, I have been on the Board of Directors of Zone 7 Water Agency for more than 13 years, serving 3 terms as President. I am active in ACWA by being the Region 5 Vice Chair, an active ACWA Board member, and serving on the ACWA Water Quality, Water Management, and Agriculture Committees. I am also active on the PFAS/PFOA workgroup, the Direct Potable Reuse workgroup (just formed), and the ACWA Board Steering Committee. Learning from these groups has reinforced the fact that we all must work together. With the diverse challenges facing California water, we cannot afford to silo ourselves. ACWA gives us the opportunity and means to find our common ground and advocate on behalf of each other and our environment.

I have a Ph.D. in Cell Physiology and Biochemistry from the University of Toronto and a B.A. in Biology and Political Science from New York University. This background in science, with subsequent research and teaching careers, has led to opportunities for communicating complex concepts to both professional and lay groups. My work with Zone 7 has given me the opportunity to become well acquainted with the issues facing both urban and agricultural stakeholders.

I believe in a vision for California that will integrate all aspects of water: urban, rural, and agricultural. In California, all regions depend on one another. We already have one of the most highly engineered water systems in the world. We must manage it in such a way that we are stewards of both the human made infrastructure and the natural environment. We must think long-term. The world is changing more rapidly than we have yet to understand. We must be prepared to meet those challenges together.

I am increasingly concerned with the issues facing agriculture in California. Agriculture is about 20% of my agency Zone 7's water sales. California agriculture is a national treasure. Its welfare goes beyond the 3% of California's economy. Protecting our agricultural community, and its water, is a matter of food security, even of national security. One of the missions of ACWA should be to find a way to protect our agricultural resources, to make the issues of SGMA work for the Central Valley at least as well as it has for my agency's wineries. With the need for new conveyances and storage of water for our state and their resulting rising costs, we cannot allow more than one million acres of California farmland to go permanently fallow. The social and food security issues are dire under that scenario. Urban and agricultural interests must partner in their common dependence on one another.

I support an "all -of-the-above" approach to managing our state water portfolio. Groundwater banking, new conveyance, potable and non-potable reuse, desalination, increased storage, headwater/forest management all add up to a hefty price tag. There is no one solution or one size fits all. Each region will find its best fit but in such a way that it integrates with other regions. The challenges of present and pending climate change and the ever-present threats of earthquake and fire demand it.

My involvement with the Delta Conveyance, while understandably controversial, has given me a broad insight into the issues of providing water for 24 million people in the Bay Area and beyond as well as the valid and deep concerns of the Delta stakeholders and that fragile estuary on which so many species rely. The “reset” of the project by the Newsom administration should not be a setback, but rather a new opportunity to engage with Delta communities to identify and address their legitimate concerns. I will be chairing a Delta Stakeholder Engagement advisory committee to incorporate Delta perspectives into the logistics and locale of the new alternative. Environmental needs and local cultural heritage must be considered.

I will work to expand ACWA’s membership. Representing and advocating to balance all regional issues in the state will make us stronger and allow more perspectives to be heard. The ACWA JPIA is a strong incentive for joining. My agency joined the JPIA this past year with the unanimous approval by our Board of Directors.

I look forward to working with the ACWA team. The staff is among the best I have seen, the executives are visionary. My ability to work with and understand up-to-date and science-based decision making, my experience along with my strengths of listening, learning, communicating, and adapting make me an ideal candidate for the office of Vice President of ACWA. Again, I ask for your support so that we may work together.

Sincerely,
Sarah Palmer, Ph.D.

More information can be found at:

www.linkedin.com/in/sarahlpalmerh2o

Sarah Palmer’s Goals for ACWA In Brief

- Build on existing partnerships while expanding connections with urban, agricultural, academic, heritage and environmental interests
- Minimize “silo-ing” while respecting regional differences
- Increase stakeholder engagement through communication and education
- Advocate for the universal right to clean water
- Improve Association financial strength through increased membership and non-dues funding sources
- Promote a resilient, robust and diverse water portfolio that will serve California for generations to come

Resolution in Support of Sarah Palmer for ACWA Vice President

Now that the ACWA Nominating committee has set a slate for the positions of President and Vice President to be voted on at the ACWA Fall Conference in San Diego including Steve LaMar for President and Sarah Palmer as Vice President, I respectfully ask if your Board can lend me your support. I have included a sample Resolution if you choose to use it!

Thank you for your consideration,

Sarah

Resolution of the Board of Directors of

**In Support of Sarah Palmer
for the position of ACWA Vice President**

WHEREAS, ACWA has announced that the nominating committee has selected the slate for President and Vice President of ACWA

WHEREAS, Sarah Palmer has been selected for the slate as Vice President

WHEREAS, Sarah Palmer has a working knowledge of water industry issues and concerns, possesses strength of character and leadership capabilities, and is experienced in matters related to the performance of the duties of the office of Vice President; and

WHEREAS, Sarah Palmer can provide the dedication of time and energy to effectively serve in the capacity; and

WHEREAS, Sarah Palmer has served in a leadership role as a member of the Zone 7 Water Agency Board of Directors since 2006, 3 terms as President, has served on the Administrative, Finance, Tri-Valley Liaison, and Water Resources Committees of Zone 7 Water Agency; and

WHEREAS, Sarah Palmer serves as the Vice-Chair of ACWA Region 5 Board of Directors and as a Board member of ACWA

WHEREAS, Sarah Palmer serves as a member of the ACWA Agriculture, Water Management, and Water Quality Committees and as a member of the Water Quality Committee PFOS/PFAS subcommittee; and

WHEREAS, Sarah Palmer serves on the ACWA Board Steering Committee; and

WHEREAS, Sarah Palmer has demonstrated outstanding effort and support of local and regional water issues, including public information workshops and presentations; and

WHEREAS, it is the opinion of the ACWA Nominating Committee that Sarah Palmer possesses all the qualities needed to fulfill the duties of the office of ACWA Vice President.

NOW, THEREFORE, BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF _____ does hereby support Sarah Palmer for the office of ACWA Vice President.

PASSED AND ADOPTED by the _____ Board of Directors at a regular meeting held on _____.

AYES:

NOES:

ABSENT:

October 18, 2019

Dear ACWA Member Agency Board Chairs and Presidents:

I wanted to inform you that I will be nominated from the floor for the office of ACWA Vice President during the General Session Membership Meeting on December 4th, at the ACWA Fall Conference.

I feel strongly that I am the best candidate to bring the *experience and leadership* needed to help ACWA fulfill its vision and mission. Consequently, I believe I have an obligation to the ACWA membership to continue to offer myself to serve in this important role.

GO TO THE FOLLOWING WEB ADDRESS TO ACCESS MY STATEMENT OF QUALIFICATIONS, CURRICULUM VITAE, AND MY PRIORITIES FOR ACWA: <https://www.sjwd.org/pam-tobin-for-acwa-vp>

Many ACWA members across the State -- north and south, ag and urban -- have also encouraged me to continue my bid for ACWA Vice President. Among those urging me to continue my candidacy are *former ACWA Presidents: Jerry Gladbach and Bette Boatman*. They and others have told me that they value my 15 years of experience in California water, the leadership roles I have played and my active participation in ACWA and ACWA-JPIA over the last several years.

I would appreciate **YOUR AGENCY'S VOTE** at conference in support of my candidacy for ACWA Vice President. **PLEASE BE SURE TO DESIGNATE AND DIRECT YOUR DELEGATE TO CAST YOUR VOTE FOR ME.**

Information regarding the voting process, the delegate designation form, and a facsimile of the ballot your delegate will receive at conference may also be found at the web address above.

I would be pleased to speak to you and your Board colleagues to provide more information about myself or answer any questions you might have. I welcome and invite such a conversation.

Thank you for your consideration.

Sincerely,



Pam Tobin
Director, San Juan Water District
Chair, ACWA Region 4; Director, ACWA-JPIA
916-275-0875 | petpyrs@surewest.net

cc: General Manager
Beaumont-Cherry Valley Water District
PO Box 2037
Beaumont, CA 92223



**Beaumont-Cherry Valley Water District
Regular Board Meeting
November 13, 2019**

Item 8

STAFF REPORT

TO: Board of Directors
FROM: Dan Jagers, General Manager
SUBJECT: **Review and Consideration of Adjustment of Director Per Diem Fees and Provision of Health Benefits for Directors**

Staff Recommendation

Review and consider adjustment of Director Per Diem fees and provision of health insurance benefits for directors and direct staff as follows:

- Option 1: Per Diem Rate: Staff shall prepare an amendment to Ordinance 2007-01 and set a date for the required public hearing to amend the per diem rate
AND / OR
- Option 2: Health Benefits: Staff shall do all things necessary to begin provision of health insurance and / or other fringe benefits to directors, as desired
OR
- Option 3: Staff shall do nothing. The per diem rate will remain at \$200 and no health insurance benefits will be offered to elected directors.

Background

At its meeting of October 9, 2019, the Board reviewed its per diem rates per the attached October 9, 2019 Staff Report and noted that many other comparable districts offer health insurance coverage to their directors. Beaumont-Cherry Valley Water District (BCVWD) does not currently provide health benefit coverage to its elected directors. The Board directed staff to investigate opportunities and associated costs of providing health insurance to elected directors.

In addition, the Board directed staff to produce an average compensation figure when given the costs of health coverage (see Table B). California Government Code Section 53201 and 53205.1 allows a special district to provide benefits to its board members and their dependents, including health (medical), dental, vision and life insurance. Director health benefits are considered a beneficial use of public funds, as it is in the best interest of the district to assure its directors and their families are healthy and not burdened by excessive healthcare costs and illnesses.

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Summary

Option 1 – Per Diem Rate

BCVWD's current director per diem rate is \$200. The average per diem of comparable agencies¹ is \$176.22; however 83 percent of the comparable agencies surveyed offer health insurance benefits to their elected directors, where BCWVD does not. The Board may increase its per diem rate in any amount up to the maximum of \$320. Using an example of attendance at three (3) meetings per month, the BCVWD monthly per diem cost per director would be \$960.

TABLE A - PER DIEM (COST PER "DAY OF SERVICE")			
	Current per diem rate	Mtgs per month	Monthly cost of per diem
BCVWD current	\$ 200.00	3	\$ 600.00
Maximum increase	\$ 320.00	3	\$ 960.00

Option 2 – Health Benefits

A survey of comparable agencies revealed that 15 out of 18 offer health insurance benefits to their directors. One agency instead offered a Medical Reimbursement Plan valued at \$2,000 per year. Benefits may be extended to the Board of Directors by revising the BCVWD Policies and Procedures Manual, Part II, Section 13 to add desired benefits.

Currently, the BCVWD contracts for health insurance through CalPERS, which offers a variety of plans. Unfortunately, CalPERS restricts eligibility for these plans to full time employees who are CalPERS members. The 1994 Public Employees Retirement Law now prohibits elected officials of water districts from becoming members of CalPERS, so BCVWD would have to change its insurance provider should the directors vote to add health coverage to their benefits. Preliminary research by staff shows that such a change would require renegotiation with the District's Employee Association, and anticipated impacts could include all staff changing medical providers due to different insurers, and / or potential increase in premiums.

Using the average family health plan cost for local governments as published in a 2019 report by the Kaiser Family Foundation (\$1,818 per month), or the actual value of the benefit (see Exhibit A) the average monthly value of health benefits provided to directors of the comparable agencies surveyed is \$1,170.77. This is a benefit NOT currently provided to BCVWD directors, but appears to be a common practice of other agencies.

Table B (below) shows a comparison of staff-estimated average monthly director costs of per diems plus health insurance. If BCVWD were to offer health insurance, the monthly director cost would likely be very similar to other agencies' benefit costs. Without the health insurance benefit, BCWVD's director costs are currently approximately 25 percent of other agencies' costs.

¹ A comparable agency was determined by examining number of water connections, number of employees, annual operating budget, and proximity to BCVWD.



	Current per diem	Mtgs per month	Total monthly per diem cost	Est. cost of health benefit	Note	Est. cost of total director package
BCVWD electeds	\$ 200.00	3	\$ 600.00	\$ 1,797.80	(2)	\$ 2,397.80
Average of Comparator Districts	\$ 176.22	3	\$ 528.66	\$ 1,818.00	(3)	\$ 2,346.66

Note (2) : Cost of benefit based on BCVWD's current health plan, family coverage

Note (3): Estimated cost of benefit based on Kaiser Family Foundation 2019 Employer Health Benefits Survey

Fiscal Impact

Option 1: Per Diem Rate

The fiscal impact of an increase in the director per diem rate is provided in Table C below and further detailed in the October 9, 2019 staff report, attached herewith as Exhibit B. If the director per diem is increased to the maximum level of \$320, the total annual maximum fiscal impact if all directors attend all meetings is \$ \$70,720, an increase of approximately \$21,720 per year.

TABLE C – Director Per Diem Increase

	Monthly Meetings	Per Diem per meeting All Directors attend		# of mtgs	Annual total All Directors, All Mtgs	
		\$200	\$320			
5 directors	Regular Board Mtg	\$1,000	\$1,600	12	\$12,000	\$19,200
5 directors	Engineering Workshop	\$1,000	\$1,600	11	\$11,000	\$17,600
2 directors	Standing Committees (2)	\$800	\$1,280	16	\$12,800	\$20,480
5 directors	Special Meeting	\$1,000	\$1,600	2	\$2,000	\$3,200
2 directors	Ad Hoc Committees (2)	\$400	\$640	16	\$11,200	\$10,240
	Annual Totals				\$49,000	\$70,720

The above Table C assumed 12 regular monthly Board meetings, 11 Engineering Workshops (historically the Workshop in November is cancelled due to the Thanksgiving Holiday), two standing committees each with two members: Finance and Audit Committee meeting monthly, Personnel Committee meeting bi-monthly, and two as-needed special meetings. It also assumed the current 2x2 Recycled Water Ad Hoc committee meeting once per month through 2020 and the Communications Ad Hoc Committee meeting four times in the 2020 calendar year.

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Option 2: Health Benefits

Currently, BCVWD offers four HMO health plans to its employees. Table D below shows the 2020 monthly costs of each plan level – Employee Only, Employee plus One Dependent, and Family (Employee plus Two or more Dependents):

TABLE D - BCVWD 2020 Monthly Health Insurance Rates

	EE ONLY	EE +1 DEP	FAMILY
Anthem HMO	\$ 619.93	\$ 1,239.86	\$ 1,611.82
Blue Shield	\$ 813.17	\$ 1,626.34	\$ 2,114.24
Kaiser Permanente	\$ 664.39	\$ 1,328.78	\$ 1,727.41
United Healthcare	\$ 668.31	\$ 1,336.62	\$ 1,737.61

Based on the costs of current coverage, with all five directors covered, the annual fiscal impact to the District would range from approximately \$37,195.80 if insurance covered each Director only on the least cost plan, to \$126,854.40 if insurance covered each Director's family on the highest cost plan. These estimates are based on the current CalPERS plans and will vary when/if the District changes its health plan provider in order to provide Director coverage.

Attachments

- Exhibit A – Director Health Benefits and Per Diem Comparison – Spreadsheet
- Exhibit B - October 19, 2019 Staff Report: Review and Consideration of Adjustment of Director Per Diem Fees

Staff Report prepared by Lynda J. Kerney, Administrative Assistant

PREPARED FOR BOARD 11/13/19	EXHIBIT A - DIRECTOR HEALTH BENEFITS AND PER DIEM COMPARISON - NOVEMBER 2019							
AGENCY	PER DIEM	MAX	# FTEs	# WATER CONN	BUDGET \$MIL	HEALTH?	Est. value of health benefit (month)*	NOTES
Beaumont-Cherry Valley WD	\$ 200.00	10	36	19,000	\$ 16.5	None offered	\$ 1,797.80	
Valley Center (NE San Diego County)	\$ 100.00	10	61	10,163	\$ 54.2	Yes, but 0% paid by agency	\$ -	Water and wastewater
Mission Springs Water Dist (Desert Hot Spr)	\$ 100.00	10	49	13,161	\$ 14.0	95% pd for EE and dependents	\$ 1,727.10	Water and wastewater
Indian Wells Valley (Ridgecrest)	\$ 110.25	10	30	12,000	\$ 11.9	68.5% paid by agency for EE and dependents	\$ 1,245.33	Per diem auto increase 5%
Lakeside (San Diego County)	\$ 125.00	10	14	7,000	\$ 7.9	100% paid for EE and dependents	\$ 1,818.00	
Yucaipa Valley Water District	\$ 140.72	10	62	12,434	\$ 27.7	Cafeteria Plan \$890	\$ 890.00	Water & wastewater
Rainbow Municipal (South of Temecula)	\$ 150.00	2+	52	8,200	\$ 41.0	100% EE only	\$ 682.00	Mtgs limited to those assigned. Water, Wastewater
Olivenhain (Encinitas)	\$ 150.00	10	86	28,724	\$ 66.4	100% paid for EE and dependents	\$ 1,818.00	Water and wastewater
La Puente (West Covina)	\$ 155.11	8	21	2,500	\$ 3.9	100% paid for EE and dependents	\$ 1,818.00	
Rincon del Diablo (Escondido)	\$ 160.00	10	21	8,000	\$ 23.7	100% paid for EE only	\$ 682.00	Water, wastewater and fire
West Valley Water Dist (Rialto)	\$ 161.70		63	21,676	\$ 31.0	100% paid for EE and dependents	\$ 1,818.00	Water only. Automatic 5% annual per diem increase
Joshua Basin Water (Joshua Tree)	\$ 173.63		28	5,400	\$ 9.0	None	\$ -	
Hi-Desert Water District (Yucca Valley)	\$ 175.00	10	45	10,648	\$ 8.4	100% paid for EE and 1 dependent	\$ 1,818.00	Water and wastewater
Rowland Water District (La Puente)	\$ 185.00	10	37	13,500	\$ 24.8	100% paid for EE and dependents	\$ 1,818.00	
East Valley Water District (Highland)	\$ 200.00	10	67	21,613	\$ 55.5	95% pd for EE and dependents	\$ 1,727.10	Water & wastewater
Vista Irrigation Dist (Escondido, Oceanside)	\$ 200.00	10	90	28,688	\$ 51.0	100% paid for EE and dependents	\$ 1,818.00	
El Toro (Lake Forest / Laguna Woods)	\$ 219.00	10	61	9,948	\$ 22.7	None	\$ -	
San Geronio Pass Water Agcy	\$ 252.93	5	11	-	\$ 25.2	No insurance: Medical Reimbursement Plan: Covers EE and all dependents up to \$2,000	\$ 166.67	Per Diem annual auto increase by EE COLA, max. 5%. State Water Contractor.
Desert Water Agency (Palm Springs)	\$ 389.75	10	85	23,000	Not Available	100% for EE, 80% for 1 dependent, 0 for more dependents	\$ 1,227.60	State Water Contractor
Average per diem, all:	\$ 176.22					Average monthly value, all:	\$ 1,170.77	
Median per diem, all:	\$ 161.70							

*Based on average of \$1818 family coverage (Kaiser Health Costs Report 2019, pg 36), OR the average cost of a BCVWD family coverage plan, OR actual amount



**Beaumont-Cherry Valley Water District
Regular Board Meeting
October 9, 2019**

EXHIBIT B

STAFF REPORT

TO: Board of Directors
FROM: Dan Jagers, General Manager
SUBJECT: **Review and Consideration of Adjustment of Director Per Diem Fees**

Staff Recommendation

No recommendation.

- Option A: Direct staff to prepare an amendment to Ordinance 2007-01 and set a date for the required public hearing.
- Option B: Do nothing. The per diem rate will remain at \$200.

Background

The BCVWD Policy and Procedures Manual, Part II, Section 16B states that *per diem fees shall be reviewed by the Board annually in October each year, with said increase (if any) to be effective January 1 of the next calendar year.* Compensation was last reviewed in 2018 and has not been increased since 2007. Compensation was set at a rate of \$200 per Ordinance 2007-01, adopted on December 12, 2007.

Water Code Section 20201 - 20203 provides authorization for members of the governing Board to receive compensation for each day's service rendered as a member of the Board, not to exceed a total of 10 days per month. Water Code 20202 allows the Board to increase the per diem rate and states *the increase may not exceed an amount equal to 5 percent, for each calendar year following the operative date of the last adjustment.* Therefore, the Board may increase the per diem rate by 5 percent for each calendar year since 2008, when Ordinance 2007-1 was made effective.

The per diem rate is per day of service, not per meeting. A Director may attend one or more meetings during a day, but will still be eligible for just one per diem compensation. Payment of per diems is regulated by the BCVWD Policy and Procedures Manual, Part II, Section 16.

Summary

An analysis of current director per diem rates at comparable agencies is attached (Exhibit A). Should the Board decide to consider increasing the per diem, it may do so by holding a public hearing to amend Ordinance 2007-01 which set compensation at \$200 per day for a maximum of 10 days per calendar month. Compensation could be increased by any desired amount up to a maximum of \$320 per diem (12 years at 5 percent per year = \$120, added to the current \$200).



Fiscal Impact

If the per diem is increased to the maximum level of \$320, the total annual maximum fiscal impact if all directors attend all meetings is \$ \$70,720, an increase of approximately \$21,720 per year.

	Monthly Meetings	Per Diem per meeting All Directors attend		# of mtgs	Annual total All Directors, All Mtgs	
		\$200	\$320		\$200	\$320
5 directors	Regular Board Mtg	\$1,000	\$1,600	12	\$12,000	\$19,200
5 directors	Engineering Workshop	\$1,000	\$1,600	11	\$11,000	\$17,600
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	Annual Totals				\$49,000	\$70,720

The above table assumed 12 regular monthly Board meetings, 11 Engineering Workshops (historically the Workshop in November is cancelled due to the Thanksgiving Holiday), two standing committees each with two members: Finance and Audit Committee meeting monthly, Personnel Committee meeting bi-monthly, and two as-needed special meetings. It also assumed the current 2x2 Recycled Water Ad Hoc committee meeting once per month through 2020 and the Communications Ad Hoc Committee meeting four times in the 2020 calendar year.

Attachment(s)

- Exhibit A - Local Agencies' Per Diem Analysis
- Exhibit B - Ordinance 2007-01
- Exhibit C - BCVWD Policy and Procedures Manual, Part II, Section 16

Report prepared by Lynda Kerney, Administrative Assistant



**Beaumont-Cherry Valley Water District
Regular Board Meeting
November 13, 2019**

Item 9

STAFF REPORT

TO: Board of Directors
FROM: Dan Jagers, General Manager
SUBJECT: **Update on Southern California Edison Public Safety Power Shutoff Report and District Activities**

Staff Recommendation

No Recommendation.

Background

Public Safety Power Shutoffs

In 2018, the State of California experienced devastating wildfires that resulted in loss of life and property throughout the State. In an effort to reduce the risk of fires as a result of downed power lines or equipment, many power companies in the State have implemented Public Safety Power Shutoff (PSPS) protocols when there are potentially dangerous weather conditions in fire-prone areas. Southern California Edison (SCE), provides power service to all District facilities and has initiated PSPS during said adverse weather conditions.

During recent Santa Ana Wind events, SCE has placed many of the District facilities under PSPS consideration. These notices are dynamic and consideration changes as weather conditions change. Generally, the District has been placed on a consideration notice for PSPS one to two days prior to a PSPS identified weather condition. Said notices are updated multiple times leading up to said weather events and throughout the day during the PSPS consideration period. With the uncertainty of an actual power outage initiated by SCE taking place and further uncertainty for the duration of an SCE initiated actual power outage, District staff has been modifying normal operating procedures to assure adequate water supplies for customers, as well as, provide the maximum quantity of stored water for potential fire flow activities during these SCE initiated events.

Energy Cost Analysis

During the last few months, as District staff has considered how the new SCE shut downs might affect the District, staff completed an energy cost analysis of District Wells and Booster Facilities in an effort to understand the potential economic impact of running said facilities during On Peak (i.e. higher energy rate cost periods) under SCE's new energy rate structure. Staff determined that the increased cost of running equipment during On Peak hours is reasonable and costs the District some additional costs but staff identifies said cost is justified to assure District customers a maximum opportunity to ensure storage is maintained with the uncertainty of a power outage during PSPS consideration. To that end, staff has adjusted normal pumping activities to maintain maximum storage activities in all District reservoirs during PSPS consideration.



Proactive Response

By proactively pumping and maintaining maximum storage and associated stored water capacity, District staff has positioned the District to be in a favorable position during Santa Ana Wind events and local fires over the past few weeks. On October 10, 2019 the Wolf Fire, near Wolfskill Truck Road and Silver Creek Drive, south of Banning broke out, resulting in the voluntary evacuation of communities in both Banning and Beaumont. District staff reached out to the City of Banning (Banning) and offered assistance through an emergency connection between the District and Banning's water system, located on South Highland Springs Avenue, to provide additional fire flow capacity (if needed) should firefighting activities put a strain on the City of Banning's water system. Fortunately, additional water supplies were not needed by Banning and the emergency connection was not activated.

Outage Experience

Further PSPS considerations were issued during the week of October 28, 2019. Said PSPS resulted in the actual shutdown of SCE circuits affecting two District wells, a booster station, four reservoirs, and a radio repeater station for the District's telemetry system. The power outage was experienced from 10:15 a.m. October 29 with full power being restored at 4:30 p.m. on October 30. The prolonged duration of this power outage and District staff's desire to keep all tanks at maximum levels resulted in District staff operating back up generated power, having refueling trucks on standby, and the manual operation of some District facilities throughout the night and into the following day. These activities were successful and maximum water level storage was maintained.

Further, in an effort to maintain maximum reservoir storage capacity and thereby maximum stored water for firefighting support, should a fire break out, District staff issued a phone blast notification through our IVR system asking District customers to conserve water in the communities served by facilities affected by the PSPS outage. In addition, District staff collaborated with the City of Beaumont (City) to issue a similar message on both District and City social media platforms to assure that a unified message was communicated to our constituents. Staff further coordinated irrigation system shut downs with both the City of Beaumont (parks and common spaces) and the Beaumont-Cherry Valley Recreation and Park District to conserve as much water as possible to maintain maximum storage levels. District staff also plans to coordinate future irrigation shut downs with Beaumont Unified School District during future events.

Current situation

At this time, SCE is not calling for PSPS considerations, but District staff is monitoring the weather, SCE platforms, and CalFire incident platforms to stay ahead of potential outages. Staff will continue to work proactively and holistically with our neighboring agencies to assure water supplies are available for our customers and to maintain fire flow capacities should a wildfire break out in our region.

Fiscal Impact

No fiscal impact at this time.

Staff Report prepared by James Bean, Assistant Director of Operations