



**BEAUMONT-CHERRY VALLEY WATER DISTRICT
AGENDA
REGULAR MEETING OF THE BOARD OF DIRECTORS
560 Magnolia Avenue, Beaumont, CA 92223
Wednesday, December 18, 2019 - 6:00 p.m.**

Call to Order: President Covington

Pledge of Allegiance: Director Hoffman

Invocation: Director Williams

Roll Call

Public Comment

PUBLIC COMMENT:

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

ACTION ITEMS

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. Reorganization of the Board of Directors for Calendar Year 2020

Officers and appointees take their positions as of January 1, 2020 (pages 4 - 6)

- Nomination and Election of the President
- Nomination and Election of the Vice President
- Nomination and Election of the District Treasurer
- Nomination and Election of the District Secretary
- Appointment of the Personnel Committee
- Appointment of the Finance & Audit Committee
- Appointment to Ad Hoc committees
- Appointment of the Recording Secretary

3. 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. October 2019 Budget Variance Report (pages 7 - 11)
- b. October 31, 2019 Cash/Investment Balance Report (page 12)
- c. November 2019 Check Register (pages 13 - 31)
- d. November 2019 Invoices Pending Approval (pages 32 - 33)
- e. Minutes of the Special Meeting of November 5, 2019 (pages 34 - 38)
- f. Minutes of the Regular Meeting of November 13, 2019 (pages 39 - 48)
- g. Minutes of the Regular Meeting of November 21, 2019 (pages 49 - 55)
- h. Ratify the November 13, 2019 vote to adopt Resolution 2019-13: adopting a Mitigated Negative Declaration (MND) and the Mitigation Monitoring and Reporting Program (MMRP) for the 2017 Water Pipeline Replacement Project (pages 56 - 58)

4. Adopt Annual Meeting Calendar No staff report, calendars only (pages 59 - 60)

5. Resolution 2019-__ : BCVWD Fiscal Year 2020 Operating & 2020-2024 Capital Improvement Budget s (pages 61 - 156)

6. Adjustment of Director Per Diem Fees (pages 157 - 161)

7. Recommendations of the Personnel Committee regarding Equitable Compensation to Elected Members of the Board of Directors (pages 162 - 169)

8. Resolution 2019-__ : Revision of District Policies and Procedures Manual: Part II – Applicable to Board of Directors and District Staff (pages 170 - 203)

9. Resolution 2019-__ : Ammending the District's Regulations Governing Water Service – Part 6 – Customer Account Billing to comply with SB 998, the Water Shutoff Protection Act (pages 204 - 241)

10. Authorize the General Manager to Execute a Contract with Keenan & Associates as the District's Benefits Broker of Record (pages 242 - 259)

11. Beaumont Master Drainage Plan Line 16 Status (No Staff Report)

12. Water Rate Study Information, Findings, and Recommendations (No Staff Report)

13. Reports For Discussion

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

14. Announcements

- District Offices will be closed on Wednesday, December 25 in observance of Christmas Day
- District Offices will be closed on Wednesday, January 1, 2020 in observance of New Year's Day
- Finance and Audit Committee Meeting: Thursday, January 2, 2020 at 3:00 p.m.

- Collaborative Agencies Committee Meeting: Wednesday, January 8 at 4:00 p.m.
- Regular Board Meeting: Wednesday, January 8, 2020 at 6:00 p.m.
- Engineering Workshop: Thursday, January 23, 2020 at 6:00 p.m.
- Personnel Committee Meeting: Monday, January 27, 2020 at 5:30 p.m.
- Beaumont Basin Watermaster Committee Meeting: Wednesday, February 5, 2020 at 10 a.m.

15. Action List for Future Meetings

- Water supply for BCVWD and the region

16. Closed Session

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

17. Adjournment

NOTICES

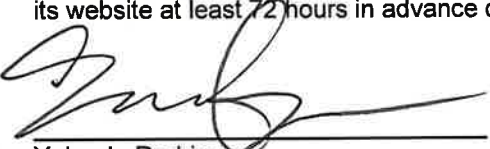
AVAILABILITY OF AGENDA MATERIALS - Agenda exhibits and other writings that are disclosable public records distributed to all or a majority of the members of the Beaumont-Cherry Valley Water District Board of Directors in connection with a matter subject to discussion or consideration at an open meeting 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 December 15, 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)).


for Yolanda Rodriguez
Director of Finance and Administration

Administrative Assistant



**Beaumont-Cherry Valley Water District
Regular Board Meeting
December 18, 2019**

Item 2

STAFF REPORT

TO: Board of Directors
FROM: Dan Jagers, General Manager
SUBJECT: Reorganization of the Board of Directors for Calendar Year 2020

Staff Recommendation

- Nominate and elect members for the positions of:
 - President
 - Vice President
 - Secretary
 - Treasurer
- Presidential appointment of standing committee members and alternates:
 - Finance & Audit Committee
 - Personnel Committee
- Presidential appointment of Ad Hoc committee members and alternates:
 - Bogart Park
 - Water Re-Use 2x2
 - Communications Committee
- Appointment of Recording Secretary

Background

The District's Policies and Procedures Part II Section 5D, Annual Organizational Meeting states:

"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."

Officers elected at this meeting assume their offices on January 1, 2020.
Further, Section 3C, Appointment states:

"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."

Fiscal Impact

The total fiscal impact for 2020 is estimated to be \$44,800 for directors' per diem fees. This is budgeted annually as part of director expenses. The per diem fee as set by Ordinance 2007-01 is \$200 per day of service to the District. The number of meetings in Table A below has been



estimated based on the annual meeting schedule and anticipated number of ad hoc committee meetings.

- Finance and Audit Committee: meets once per month
- Personnel Committee: meets every other month or as-needed.
- Ad Hoc Committees: meet monthly or as needed, for a limited term. Table A below assumes the Ad Hoc Committees will continue meeting irregularly through 2020.

TABLE A – Director Per Diem Fees

	Monthly Meetings	Mo. Per Diem	# of mtgs	Annual total, all directors, all mtgs
Individual per diem (Ord. 2007-01)		\$ 200		
5 directors	Regular meetings	\$ 1,000	24	\$ 24,000
2 directors	Standing committees (2)	\$ 400	16	\$ 6,400
2 directors	Ad Hoc Committees (3)	\$ 600	24	\$ 14,400
	TOTAL		64	\$ 44,800

An organization worksheet follows on the next page.

Staff Report by Lynda J. Kerney, Administrative Assistant



ORGANIZATION WORKSHEET

Position	2019	2020 appointee
President	Covington	
Vice President	Ramirez	
Secretary	Slawson	
Treasurer	Hoffman	
Finance & Audit Committee member	Hoffman	
Finance & Audit Committee member	Slawson	
Finance & Audit Committee alternate	Williams	
Personnel Committee member	Covington	
Personnel Committee member	Ramirez	
Personnel Committee alternate	Hoffman	
Bogart Park Ad Hoc Committee member	Ramirez	
Bogart Park Ad Hoc Committee member	Hoffman	
Bogart Park Ad Hoc Committee alternate	Covington	
Ad Hoc Communications Committee member	Ramirez	
Ad Hoc Communications Committee member	Williams	
Ad Hoc Communications Committee alternate	Hoffman	
Ad Hoc Committee on Water Re-use member	Hoffman	
Ad Hoc Committee on Water Re-use member	Slawson	
Ad Hoc Committee on Water Re-use alternate	Ramirez	
Recording Secretary	Rodriguez	

Report prepared by Lynda Kerney, Administrative Assistant

General Ledger
Budget Variance Revenue

User: wclayton
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Period 10 - 10
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	\$ 335.03	\$ 1,798.29	\$ 101.71	5.35%
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	\$ 210,051.04	\$ 1,182,427.27	\$ (582,427.27)	-97.07%
	Interest Income	\$ 653,900.00	\$ 210,386.07	\$ 1,184,225.56	\$ (530,325.56)	-81.10%
01-50-510-481001	Fac Fees-Wells	\$ 383,000.00	\$ 116,160.00	\$ 548,410.72	\$ (165,410.72)	-43.19%
01-50-510-481006	Fac Fees-Water Rights (SWP)	\$ 242,000.00	\$ 73,500.00	\$ 382,939.25	\$ (140,939.25)	-58.24%
01-50-510-481012	Fac Fees-Water Treatment Plant	\$ 182,000.00	\$ 55,260.00	\$ 260,891.67	\$ (78,891.67)	-43.35%
01-50-510-481018	Fac Fees-Local Water Resources	\$ 96,000.00	\$ 29,100.00	\$ 151,612.69	\$ (55,612.69)	-57.93%
01-50-510-481024	Fac Fees-Recycld Wtr Facilities	\$ 277,000.00	\$ 84,120.00	\$ 488,849.36	\$ (211,849.36)	-76.48%
01-50-510-481030	Fac Fees-Transmission (16")	\$ 310,000.00	\$ 94,080.00	\$ 444,167.36	\$ (134,167.36)	-43.28%
01-50-510-481036	Fac Fees-Storage	\$ 397,000.00	\$ 120,480.00	\$ 568,806.16	\$ (171,806.16)	-43.28%
01-50-510-481042	Fac Fees-Booster	\$ 27,000.00	\$ 8,340.00	\$ 39,374.53	\$ (12,374.53)	-45.83%
01-50-510-481048	Fac Fees-Pressure Reducng Stns	\$ 14,000.00	\$ 4,260.00	\$ 20,112.17	\$ (6,112.17)	-43.66%
01-50-510-481054	Fac Fees-Misc Projects	\$ 12,000.00	\$ 3,720.00	\$ 22,272.83	\$ (10,272.83)	-85.61%
01-50-510-481060	Fac Fees-Financing Costs	\$ 60,000.00	\$ 18,300.00	\$ 89,160.45	\$ (29,160.45)	-48.60%
01-50-510-485001	Front Footage Fees	\$ -	\$ -	\$ 18,232.00	\$ (18,232.00)	0.00%
	Non-Operating Revenue	\$ 2,000,000.00	\$ 607,320.00	\$ 3,034,829.19	\$ (1,034,829.19)	-51.74%
01-50-510-410100	Sales	\$ 5,151,000.00	\$ 551,603.02	\$ 3,898,310.71	\$ 1,252,689.29	24.32%
01-50-510-410151	Agricultural Irrigation Sales	\$ 20,000.00	\$ -	\$ 16,794.28	\$ 3,205.72	16.03%
01-50-510-410171	Construction Sales	\$ 135,000.00	\$ (2,815.20)	\$ 70,297.20	\$ 64,702.80	47.93%
01-50-510-413001	Backflow Admin Charges	\$ 44,000.00	\$ 5,249.78	\$ 39,104.19	\$ 4,895.81	11.13%
01-50-510-413011	Fixed Meter Charges	\$ 3,131,000.00	\$ 308,066.16	\$ 2,758,927.78	\$ 372,072.22	11.88%
01-50-510-413021	Meter Fees	\$ 425,000.00	\$ 32,451.00	\$ 640,242.00	\$ (215,242.00)	-50.65%
01-50-510-415001	SGPWA Importation Charges	\$ 2,853,000.00	\$ 246,204.82	\$ 1,806,927.80	\$ 1,046,072.20	36.67%
01-50-510-415011	SCE Power Charges	\$ 1,717,000.00	\$ 176,627.26	\$ 1,296,274.60	\$ 420,725.40	24.50%
01-50-510-417001	2nd Notice Penalties	\$ 92,000.00	\$ 8,825.00	\$ 84,085.00	\$ 7,915.00	8.60%
01-50-510-417011	3rd Notice Charges	\$ 32,000.00	\$ 3,530.00	\$ 30,930.00	\$ 1,070.00	3.34%
01-50-510-417021	Account Reinstatement Fees	\$ 44,000.00	\$ 2,400.00	\$ 36,650.00	\$ 7,350.00	16.70%
01-50-510-417031	Lien Processing Fees	\$ 5,000.00	\$ (100.00)	\$ 3,600.00	\$ 1,400.00	28.00%
01-50-510-417041	Credit Check Processing Fees	\$ 11,000.00	\$ 1,135.00	\$ 9,150.00	\$ 1,850.00	16.82%
01-50-510-417051	Returned Check Fees	\$ 3,000.00	\$ 275.00	\$ 2,850.00	\$ 150.00	5.00%
01-50-510-417061	Custmr Damages/Upgrade Charges	\$ 22,000.00	\$ 2,213.77	\$ 41,916.15	\$ (19,916.15)	-90.53%
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	\$ 4,683.00	\$ 41,544.25	\$ (544.25)	-1.33%
01-50-510-419001	Insurance Rebate	\$ 50,000.00	\$ -	\$ -	\$ 50,000.00	100.00%
01-50-510-419011	Development Income	\$ 60,000.00	\$ (20,947.43)	\$ 142,726.30	\$ (82,726.30)	-137.88%
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	\$ 996.19	99.62%
	Operating Revenue	\$ 13,852,500.00	\$ 1,319,401.18	\$ 10,952,255.71	\$ 2,900,244.29	20.94%
01-50-510-471001	Rent - 12303 Oak Glen	\$ 2,400.00	\$ 200.00	\$ 2,000.00	\$ 400.00	16.67%
01-50-510-471011	Rent - 13695 Oak Glen	\$ 2,400.00	\$ 200.00	\$ 2,000.00	\$ 400.00	16.67%
01-50-510-471021	Rent - 13697 Oak Glen	\$ 2,400.00	\$ 200.00	\$ 2,000.00	\$ 400.00	16.67%
01-50-510-471031	Rent - 9781 Avenida Miravilla	\$ 2,400.00	\$ 200.00	\$ 2,000.00	\$ 400.00	16.67%
01-50-510-471101	Util - 12303 Oak Glen	\$ 2,614.00	\$ 180.47	\$ 2,299.42	\$ 314.58	12.03%
01-50-510-471111	Util - 13695 Oak Glen	\$ 2,500.00	\$ 51.26	\$ 2,423.55	\$ 76.45	3.06%
01-50-510-471121	Util - 13697 Oak Glen	\$ 3,400.00	\$ 119.28	\$ 3,369.84	\$ 30.16	0.89%
01-50-510-471131	Util - 9781 Avenida Miravilla	\$ 2,700.00	\$ 82.03	\$ 2,321.83	\$ 378.17	14.01%
	Rent/Utilities	\$ 20,814.00	\$ 1,233.04	\$ 18,414.64	\$ 2,399.36	11.53%
Revenue Total		\$ 16,528,214.00	\$ 2,138,340.29	\$ 15,189,728.91	\$ 1,338,485.09	8.10%

General Ledger

Budget Variance Expense

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Period 10 - 10

Fiscal Year 2019

Beaumont-Cherry Valley Water District

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



Account Number	Description	Budget	Period Amt	End Bal	Variance	Encumbered	% Avail/ Uncollect
10	BOARD OF DIRECTORS						
01-10-110-500101	Board of Directors Fees	\$ 61,400.00	\$ 5,000.00	\$ 31,400.00	\$ 30,000.00	\$ -	48.86%
01-10-110-500115	Social Security	\$ 3,807.00	\$ 310.00	\$ 1,946.80	\$ 1,860.20	\$ -	48.86%
01-10-110-500120	Medicare	\$ 891.00	\$ 72.50	\$ 455.30	\$ 435.70	\$ -	48.90%
01-10-110-500145	Workers' Compensation	\$ 890.00	\$ 28.05	\$ 169.02	\$ 720.98	\$ -	81.01%
01-10-110-500175	Training/Education/Mtgs/Travel	\$ 10,000.00	\$ 1,419.22	\$ 6,869.26	\$ 3,130.74	\$ -	31.31%
	Board of Directors Personnel	\$ 76,988.00	\$ 6,829.77	\$ 40,840.38	\$ 36,147.62	\$ -	46.95%
01-10-110-550042	Supplies-Other	\$ 1,000.00	\$ 302.38	\$ 483.61	\$ 516.39	\$ -	51.64%
	Board of Directors Materials & Supplies	\$ 1,000.00	\$ 302.38	\$ 483.61	\$ 516.39	\$ -	51.64%
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	\$ 7,132.15	\$ 47,415.91	\$ 120,572.09	\$ -	71.77%
20	ENGINEERING						
01-20-210-500105	Labor	\$ 506,966.40	\$ 33,570.20	\$ 267,988.90	\$ 238,977.50	\$ -	47.14%
01-20-210-500115	Social Security	\$ 35,826.00	\$ 2,122.93	\$ 17,223.29	\$ 18,602.71	\$ -	51.93%
01-20-210-500120	Medicare	\$ 8,383.00	\$ 496.50	\$ 4,028.11	\$ 4,354.89	\$ -	51.95%
01-20-210-500125	Health Insurance	\$ 71,172.00	\$ 2,243.82	\$ 23,516.83	\$ 47,655.17	\$ -	66.96%
01-20-210-500140	Life Insurance	\$ 2,208.00	\$ 76.07	\$ 729.57	\$ 1,478.43	\$ -	66.96%
01-20-210-500143	EAP Program	\$ 195.00	\$ 4.70	\$ 47.00	\$ 148.00	\$ -	75.90%
01-20-210-500145	Workers' Compensation	\$ 7,580.00	\$ 229.93	\$ 1,823.28	\$ 5,756.72	\$ -	75.95%
01-20-210-500150	Unemployment Insurance	\$ 17,260.00	\$ -	\$ -	\$ 17,260.00	\$ -	100.00%
01-20-210-500155	Retirement/CalPERS	\$ 74,534.00	\$ 3,858.40	\$ 31,153.64	\$ 43,380.36	\$ -	58.20%
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	\$ -	\$ 3,855.30	\$ 20,641.70	\$ -	84.26%
01-20-210-500185	Accrued Vacation Leave Expense	\$ 17,131.00	\$ 657.40	\$ 5,853.72	\$ 11,277.28	\$ -	65.83%
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)	\$ (14,288.70)	\$ (54,989.35)	\$ (170,197.65)	\$ -	75.58%
	Engineering Personnel	\$ 568,345.40	\$ 28,971.25	\$ 301,421.29	\$ 266,924.11	\$ -	46.97%
01-20-210-540048	Permits, Fees & Licensing	\$ 2,000.00	\$ 17.50	\$ 898.77	\$ 1,101.23	\$ -	55.06%
	Engineering Materials & Supplies	\$ 2,000.00	\$ 17.50	\$ 898.77	\$ 1,101.23	\$ -	55.06%
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	\$ 28,988.75	\$ 303,501.66	\$ 288,220.34	\$ -	48.71%
30	FINANCE & ADMIN SERVICES						
01-30-310-500105	Labor	\$ 1,063,933.00	\$ 107,997.29	\$ 747,222.37	\$ 316,710.63	\$ -	29.77%
01-30-310-500110	Overtime	\$ 5,604.00	\$ 177.56	\$ 350.88	\$ 5,253.12	\$ -	93.74%
01-30-310-500115	Social Security	\$ 87,863.00	\$ 4,701.68	\$ 46,232.61	\$ 41,630.39	\$ -	47.38%
01-30-310-500120	Medicare	\$ 20,558.00	\$ 1,617.70	\$ 12,031.59	\$ 8,526.41	\$ -	41.47%
01-30-310-500125	Health Insurance	\$ 260,964.00	\$ 14,953.46	\$ 137,413.69	\$ 123,550.31	\$ -	47.34%
01-30-310-500130	CalPERS Health Admin Costs	\$ 2,000.00	\$ 142.56	\$ 1,318.21	\$ 681.79	\$ -	34.09%
01-30-310-500140	Life Insurance	\$ 6,564.00	\$ 320.89	\$ 3,125.78	\$ 3,438.22	\$ -	52.38%
01-30-310-500143	EAP Program	\$ 777.00	\$ 25.85	\$ 239.70	\$ 537.30	\$ -	69.15%
01-30-310-500145	Workers' Compensation	\$ 15,866.00	\$ 648.02	\$ 4,415.25	\$ 11,450.75	\$ -	72.17%
01-30-310-500150	Unemployment Insurance	\$ 37,032.00	\$ 4,744.00	\$ 7,782.00	\$ 29,250.00	\$ -	78.99%
01-30-310-500155	Retirement/CalPERS	\$ 178,906.00	\$ 17,643.04	\$ 134,387.95	\$ 44,518.05	\$ -	24.88%
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	\$ 633.63	\$ -	84.48%
01-30-310-500175	Training/Education/Mtgs/Travel	\$ 17,000.00	\$ 269.00	\$ 11,477.60	\$ 5,522.40	\$ -	32.48%
01-30-310-500180	Accrued Sick Leave Expense	\$ 62,055.00	\$ 62.43	\$ 6,947.92	\$ 55,107.08	\$ -	88.80%
01-30-310-500185	Accrued Vacation Leave Expense	\$ 91,967.00	\$ 2,953.22	\$ 26,193.48	\$ 65,773.52	\$ -	71.52%
01-30-310-500187	Accrual Leave Payments	\$ 159,803.00	\$ -	\$ 46,365.84	\$ 113,437.16	\$ -	70.99%
01-30-310-550024	Employment Testing	\$ 200.00	\$ -	\$ 300.00	\$ (100.00)	\$ -	-50.00%
01-30-315-500105	Labor	\$ 151,008.00	\$ 13,138.40	\$ 100,926.80	\$ 50,081.20	\$ -	33.16%
01-30-315-500115	Social Security	\$ 13,627.00	\$ 889.20	\$ 7,232.58	\$ 6,394.42	\$ -	46.92%
01-30-315-500120	Medicare	\$ 3,187.00	\$ 207.96	\$ 1,691.51	\$ 1,495.49	\$ -	46.92%
01-30-315-500125	Health Insurance	\$ 23,724.00	\$ 1,976.10	\$ 19,761.00	\$ 3,963.00	\$ -	16.70%
01-30-315-500140	Life Insurance	\$ 972.00	\$ 44.02	\$ 440.20	\$ 531.80	\$ -	54.71%
01-30-315-500143	EAP Program	\$ 65.00	\$ 2.35	\$ 23.50	\$ 41.50	\$ -	63.85%

Account Number	Description	Budget	Period Amt	End Bal	Variance	Encumbered	% Avail/ Uncollect
01-30-315-500145	Workers' Compensation	\$ 2,181.00	\$ 79.74	\$ 551.12	\$ 1,629.88	\$ -	74.73%
01-30-315-500150	Unemployment Insurance	\$ 5,135.00	\$ -	\$ -	\$ 5,135.00	\$ -	100.00%
01-30-315-500155	Retirement/CalPERS	\$ 13,989.00	\$ 1,375.01	\$ 10,090.91	\$ 3,898.09	\$ -	27.87%
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	\$ 1,194.40	\$ 1,194.40	\$ 14,777.60	\$ -	92.52%
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	\$ 3,067.20	\$ 3,067.20	\$ 61,558.80	\$ -	95.25%
01-30-320-500115	Social Security	\$ 4,914.00	\$ 190.19	\$ 190.19	\$ 4,723.81	\$ -	96.13%
01-30-320-500120	Medicare	\$ 1,150.00	\$ 44.48	\$ 44.48	\$ 1,105.52	\$ -	96.13%
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	\$ 17.36	\$ 17.36	\$ 4,543.64	\$ -	99.62%
01-30-320-500150	Unemployment Insurance	\$ 2,198.00	\$ -	\$ -	\$ 2,198.00	\$ -	100.00%
01-30-320-500155	Retirement/CalPERS	\$ 10,618.00	\$ 230.90	\$ 230.90	\$ 10,387.10	\$ -	97.83%
01-30-320-500177	Gen Safety Training & Supplies	\$ 8,200.00	\$ 1,499.82	\$ 4,894.95	\$ 3,305.05	\$ -	40.31%
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	\$ 180,213.83	\$ 1,353,798.42	\$ 1,146,868.58	\$ -	45.86%
01-30-310-550006	Cashiering Shortages/Overages	\$ 50.00	\$ (10.21)	\$ 6.51	\$ 43.49	\$ -	86.98%
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	\$ 635.06	\$ 9,353.46	\$ 1,146.54	\$ -	10.92%
01-30-310-550046	Office Equipment	\$ 17,000.00	\$ 398.97	\$ 3,080.12	\$ 13,919.88	\$ -	81.88%
01-30-310-550048	Postage	\$ 5,000.00	\$ 220.00	\$ 13,757.17	\$ (8,757.17)	\$ -	-175.14%
01-30-310-550066	Subscriptions	\$ 2,000.00	\$ -	\$ -	\$ 2,000.00	\$ -	100.00%
01-30-310-550072	Misc Operating Expenses	\$ 1,000.00	\$ -	\$ 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	\$ 224,314.70	\$ 2,245,731.39	\$ 308,268.61	\$ -	12.07%
01-30-315-501511	Phones - 560 Magnolia	\$ 28,000.00	\$ 2,613.70	\$ 15,803.70	\$ 12,196.30	\$ -	43.56%
01-30-315-501531	Phones - 851 E. 6th	\$ -	\$ 99.44	\$ 543.46	\$ (543.46)	\$ -	0.00%
01-30-315-501561	Phones - 815 E. 12th	\$ 3,800.00	\$ 320.58	\$ 3,200.15	\$ 599.85	\$ -	15.79%
01-30-315-550044	Printing/Toner & Maint	\$ 17,000.00	\$ 2,013.72	\$ 12,909.84	\$ 4,090.16	\$ -	24.06%
01-30-320-550042	Office Supplies	\$ 2,000.00	\$ 338.12	\$ 457.01	\$ 1,542.99	\$ -	77.15%
	Finance & Admin Services Materials & Supplies	\$ 2,644,100.00	\$ 230,944.08	\$ 2,305,092.87	\$ 339,007.13	\$ -	12.82%
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	\$ 763.60	\$ 7,957.44	\$ 12,042.56	\$ -	60.21%
01-30-310-550008	Transaction/Return Fees	\$ 3,000.00	\$ 99.45	\$ 712.58	\$ 2,287.42	\$ -	76.25%
01-30-310-550010	Transaction/Credit Card Fees	\$ 44,000.00	\$ 6,388.83	\$ 41,690.35	\$ 2,309.65	\$ -	5.25%
01-30-310-550014	Credit Check Fees	\$ 10,000.00	\$ 570.00	\$ 4,678.60	\$ 5,321.40	\$ -	53.21%
01-30-310-550026	Recruitment Expense	\$ -	\$ -	\$ 110.29	\$ (110.29)	\$ -	0.00%
01-30-310-550030	Membership Dues	\$ 42,000.00	\$ 1,525.00	\$ 37,389.00	\$ 4,611.00	\$ -	10.98%
01-30-310-550036	Notary & Lien Fees	\$ 2,000.00	\$ 40.00	\$ 702.00	\$ 1,298.00	\$ -	64.90%
01-30-310-550050	Utility Billing Service	\$ 68,000.00	\$ 6,360.97	\$ 58,495.21	\$ 9,504.79	\$ -	13.98%
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	\$ 7,411.11	\$ 61,036.06	\$ 18,963.94	\$ -	23.70%
01-30-310-580001	Accounting & Audit	\$ 35,000.00	\$ -	\$ 31,329.38	\$ 3,670.62	\$ -	10.49%
01-30-310-580011	General Legal	\$ 102,000.00	\$ 3,773.36	\$ 31,034.94	\$ 70,965.06	\$ -	69.57%
01-30-310-580036	Other Professional Services	\$ 170,077.00	\$ 24,794.80	\$ 137,766.42	\$ 32,310.58	\$ 21,090.77	6.60%
01-30-315-550030	Membership Dues	\$ 2,000.00	\$ -	\$ 603.20	\$ 1,396.80	\$ -	69.84%
01-30-315-580016	Computer Hardware	\$ 20,000.00	\$ 2,238.34	\$ 7,481.77	\$ 12,518.23	\$ -	62.59%
01-30-315-580021	IT/Software Support	\$ 5,000.00	\$ (565.13)	\$ 199.00	\$ 4,801.00	\$ -	96.02%
01-30-315-580026	License/Maintenance/Support	\$ 120,000.00	\$ 4,720.50	\$ 87,601.88	\$ 32,398.12	\$ -	27.00%
	Finance & Admin Services Services	\$ 752,077.00	\$ 58,120.83	\$ 531,035.92	\$ 221,041.08	\$ 21,090.77	26.59%
Expense Total	FINANCE & ADMIN SERVICES	\$ 5,896,844.00	\$ 469,278.74	\$ 4,189,927.21	\$ 1,706,916.79	\$ 21,090.77	28.59%
40	OPERATIONS						
410	Source of Supply Personnel						
01-40-410-500105	Labor	\$ 339,562.00	\$ 26,587.97	\$ 183,834.71	\$ 155,727.29	\$ -	45.86%
01-40-410-500110	Overtime	\$ 18,568.00	\$ 463.40	\$ 4,022.23	\$ 14,545.77	\$ -	78.34%
01-40-410-500111	Double Time	\$ 1,631.00	\$ -	\$ -	\$ 1,631.00	\$ -	100.00%
01-40-410-500113	Standby/On-Call	\$ 9,275.00	\$ 1,050.00	\$ 7,400.00	\$ 1,875.00	\$ -	20.22%
01-40-410-500115	Social Security	\$ 26,983.00	\$ 1,899.63	\$ 13,691.99	\$ 13,291.01	\$ -	49.26%
01-40-410-500120	Medicare	\$ 6,316.00	\$ 444.28	\$ 3,216.18	\$ 3,099.82	\$ -	49.08%
01-40-410-500125	Health Insurance	\$ 118,620.00	\$ 6,883.63	\$ 68,724.74	\$ 49,895.26	\$ -	42.06%
01-40-410-500140	Life Insurance	\$ 2,316.00	\$ 89.12	\$ 882.56	\$ 1,433.44	\$ -	61.89%
01-40-410-500143	EAP Program	\$ 325.00	\$ 9.40	\$ 93.79	\$ 231.21	\$ -	71.14%
01-40-410-500145	Workers' Compensation	\$ 24,619.00	\$ 886.84	\$ 6,122.15	\$ 18,496.85	\$ -	75.13%
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	\$ 6,111.38	\$ 45,381.74	\$ 32,034.26	\$ -	41.38%
01-40-410-500165	Uniforms & Employee Benefits	\$ 2,600.00	\$ 200.00	\$ 980.52	\$ 1,619.48	\$ -	62.29%
01-40-410-500175	Training/Education/Mtgs/Travel	\$ 4,000.00	\$ (62.13)	\$ 3,130.50	\$ 869.50	\$ -	21.74%
01-40-410-500180	Accrued Sick Leave Expense	\$ 16,792.00	\$ 1,207.19	\$ 11,003.36	\$ 5,788.64	\$ -	34.47%
01-40-410-500185	Accrued Vacation Leave Expense	\$ 21,897.00	\$ 954.48	\$ 8,902.24	\$ 12,994.76	\$ -	59.34%
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	\$ 70,353.58	\$ 461,040.86	\$ 440,553.14	\$ -	48.86%
01-40-440-500110	Overtime	\$ 40,243.00	\$ 2,565.44	\$ 26,150.17	\$ 14,092.83	\$ -	35.02%
01-40-440-500111	Double Time	\$ 4,607.00	\$ 114.72	\$ 5,657.00	\$ (1,050.00)	\$ -	-22.79%
01-40-440-500113	Standby/On-Call	\$ 15,600.00	\$ 1,675.00	\$ 11,828.56	\$ 3,771.44	\$ -	24.18%
01-40-440-500115	Social Security	\$ 71,623.00	\$ 5,243.46	\$ 35,275.12	\$ 36,347.88	\$ -	50.75%
01-40-440-500120	Medicare	\$ 16,763.00	\$ 1,226.26	\$ 8,251.69	\$ 8,511.31	\$ -	50.77%
01-40-440-500125	Health Insurance	\$ 309,348.00	\$ 13,981.30	\$ 146,664.34	\$ 162,683.66	\$ -	52.59%
01-40-440-500140	Life Insurance	\$ 6,048.00	\$ 229.73	\$ 2,279.35	\$ 3,768.65	\$ -	62.31%
01-40-440-500143	EAP Program	\$ 847.00	\$ 24.98	\$ 245.74	\$ 601.26	\$ -	70.99%
01-40-440-500145	Workers' Compensation	\$ 49,660.00	\$ 1,879.40	\$ 12,086.71	\$ 37,573.29	\$ -	75.66%
01-40-440-500155	Retirement/CalPERS	\$ 174,925.00	\$ 16,540.31	\$ 116,572.69	\$ 58,352.31	\$ -	33.36%
01-40-440-500165	Uniforms & Employee Benefits	\$ 5,500.00	\$ 299.97	\$ 4,219.84	\$ 1,280.16	\$ -	23.28%
01-40-440-500175	Training/Education/Mtgs/Travel	\$ 4,500.00	\$ 818.44	\$ 2,068.90	\$ 2,431.10	\$ -	54.02%
01-40-440-500180	Accrued Sick Leave Expense	\$ 46,222.00	\$ 4,615.09	\$ 29,647.32	\$ 16,574.68	\$ -	35.86%
01-40-440-500185	Accrued Vacation Leave Expense	\$ 64,919.00	\$ 3,918.45	\$ 34,325.57	\$ 30,593.43	\$ -	47.13%
01-40-440-500187	Accrual Leave Payments	\$ 75,670.00	\$ 1,337.74	\$ 2,452.76	\$ 73,217.24	\$ -	96.76%
01-40-440-500195	CIP Related Labor	\$ (60,000.00)	\$ (1,543.09)	\$ (1,581.96)	\$ (58,418.04)	\$ -	97.36%
01-40-440-550024	Employment Testing	\$ 400.00	\$ 60.00	\$ 401.25	\$ (1.25)	\$ -	-0.31%
450	Inspections Personnel						
01-40-450-500105	Labor	\$ 28,126.00	\$ 1,860.35	\$ 17,571.02	\$ 10,554.98	\$ -	37.53%
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	\$ 115.89	\$ 1,403.33	\$ 671.67	\$ -	32.37%
01-40-450-500120	Medicare	\$ 486.00	\$ 27.12	\$ 328.26	\$ 157.74	\$ -	32.46%
01-40-450-500125	Health Insurance	\$ 8,064.00	\$ 752.47	\$ 6,397.35	\$ 1,666.65	\$ -	20.67%
01-40-450-500140	Life Insurance	\$ 192.00	\$ 11.75	\$ 90.07	\$ 101.93	\$ -	53.09%
01-40-450-500143	EAP Program	\$ 22.00	\$ 1.00	\$ 9.10	\$ 12.90	\$ -	58.64%
01-40-450-500145	Workers' Compensation	\$ 1,991.00	\$ 38.20	\$ 520.20	\$ 1,470.80	\$ -	73.87%
01-40-450-500155	Retirement/CalPERS	\$ 9,199.00	\$ 453.63	\$ 4,976.97	\$ 4,222.03	\$ -	45.90%
460	Customer Svc & Meter Reading Personnel						
01-40-460-500105	Labor	\$ 166,735.00	\$ 16,184.93	\$ 137,492.63	\$ 29,242.37	\$ -	17.54%
01-40-460-500110	Overtime	\$ 14,351.00	\$ 417.67	\$ 2,957.33	\$ 11,393.67	\$ -	79.39%
01-40-460-500111	Double Time	\$ 1,557.00	\$ -	\$ 689.46	\$ 867.54	\$ -	55.72%
01-40-460-500113	Standby/On-Call	\$ 7,800.00	\$ 125.00	\$ 875.00	\$ 6,925.00	\$ -	88.78%
01-40-460-500115	Social Security	\$ 14,451.00	\$ 1,236.85	\$ 9,763.61	\$ 4,687.39	\$ -	32.44%
01-40-460-500120	Medicare	\$ 3,383.00	\$ 289.27	\$ 2,283.41	\$ 1,099.59	\$ -	32.50%
01-40-460-500125	Health Insurance	\$ 71,172.00	\$ 4,451.15	\$ 52,501.79	\$ 18,670.21	\$ -	26.23%
01-40-460-500140	Life Insurance	\$ 1,152.00	\$ 54.57	\$ 625.53	\$ 526.47	\$ -	45.70%
01-40-460-500143	EAP Program	\$ 195.00	\$ 6.83	\$ 79.63	\$ 115.37	\$ -	59.16%
01-40-460-500145	Workers' Compensation	\$ 12,318.00	\$ 567.18	\$ 4,399.02	\$ 7,918.98	\$ -	64.29%
01-40-460-500155	Retirement/CalPERS	\$ 42,238.00	\$ 4,037.15	\$ 32,158.41	\$ 10,079.59	\$ -	23.86%
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	\$ 994.65	\$ 6,531.96	\$ 1,244.04	\$ -	16.00%
01-40-460-500185	Accrued Vacation Leave Expense	\$ 14,431.00	\$ 2,206.20	\$ 8,915.01	\$ 5,515.99	\$ -	38.22%
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)	\$ (2,934.36)	\$ (23,626.35)	\$ 13,626.35	\$ -	-136.26%
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	\$ 3,570.56	\$ 42,994.36	\$ (8,551.36)	\$ -	-24.83%
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	\$ 221.51	\$ 2,669.61	\$ (356.61)	\$ -	-15.42%
01-40-470-500120	Medicare	\$ 543.00	\$ 51.82	\$ 624.33	\$ (81.33)	\$ -	-14.98%
01-40-470-500125	Health Insurance	\$ 14,724.00	\$ 1,583.98	\$ 12,846.67	\$ 1,877.33	\$ -	12.75%
01-40-470-500140	Life Insurance	\$ 240.00	\$ 18.60	\$ 177.25	\$ 62.75	\$ -	26.15%
01-40-470-500143	EAP Program	\$ 41.00	\$ 2.44	\$ 25.29	\$ 15.71	\$ -	38.32%
01-40-470-500145	Workers' Compensation	\$ 2,439.00	\$ 104.25	\$ 1,159.39	\$ 1,279.61	\$ -	52.46%
01-40-470-500155	Retirement/CalPERS	\$ 7,806.00	\$ 721.68	\$ 7,005.16	\$ 800.84	\$ -	10.26%
	Operations Personnel	\$ 2,941,001.00	\$ 207,238.31	\$ 1,597,929.61	\$ 1,343,071.39	\$ -	45.67%
410	Source of Supply Materials & Supplies						
01-40-410-501101	Electricity - Wells	\$ 1,717,000.00	\$ 149,739.81	\$ 1,356,194.28	\$ 360,805.72	\$ -	21.01%
01-40-410-501201	Gas - Wells	\$ 225.00	\$ 14.30	\$ 148.42	\$ 76.58	\$ -	34.04%
01-40-410-510011	Treatment & Chemicals	\$ 90,000.00	\$ 18,667.82	\$ 71,790.70	\$ 18,209.30	\$ 62.72	20.16%
01-40-410-510021	Lab Testing	\$ 120,000.00	\$ 4,123.00	\$ 39,681.08	\$ 80,318.92	\$ -	66.93%
01-40-410-510031	Small Tools, Parts & Maint	\$ 3,200.00	\$ 669.83	\$ 2,737.25	\$ 462.75	\$ -	14.46%
01-40-410-520021	Maint & Rpr-Telemetry Equip	\$ 10,000.00	\$ 62.13	\$ 3,400.16	\$ 6,599.84	\$ -	66.00%
01-40-410-520061	Maint & Rpr-Pumping Equipment	\$ 125,000.00	\$ 8,347.49	\$ 54,837.60	\$ 70,162.40	\$ 7,472.52	50.15%
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	\$ 111.29	\$ 8,794.58	\$ (294.58)	\$ -	-3.47%
01-40-440-520071	Maint & Rpr-Pipelines&Hydrants	\$ 55,000.00	\$ 2,170.47	\$ 61,593.48	\$ (6,593.48)	\$ -	-11.99%
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	\$ 233.12	\$ 1,886.87	\$ 5,613.13	\$ -	74.84%
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	\$ (165.01)	\$ 3,062.95	\$ 437.05	\$ -	12.49%
01-40-440-540042	Meters Maintenance & Services	\$ 150,000.00	\$ 10,683.12	\$ 150,004.19	\$ (4.19)	\$ 0.85	0.00%
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	\$ 1,810.01	\$ 20,319.72	\$ 6,880.28	\$ -	25.30%
01-40-470-501121	Electricity - 12303 Oak Glen	\$ 2,500.00	\$ 180.47	\$ 2,299.42	\$ 200.58	\$ -	8.02%
01-40-470-501131	Electricity - 13695 Oak Glen	\$ 1,848.00	\$ 51.26	\$ 1,112.64	\$ 735.36	\$ -	39.79%
01-40-470-501141	Electricity - 13697 Oak Glen	\$ 2,818.00	\$ 119.28	\$ 1,803.03	\$ 1,014.97	\$ -	36.02%
01-40-470-501151	Elec - 9781 Avenida Miravilla	\$ 1,834.00	\$ 82.03	\$ 1,251.83	\$ 582.17	\$ -	31.74%
01-40-470-501161	Electricity - 815 E. 12th	\$ 6,000.00	\$ 365.63	\$ 3,992.25	\$ 2,007.75	\$ -	33.46%
01-40-470-501171	Electricity - 851 E. 6th	\$ -	\$ 228.48	\$ 1,164.69	\$ (1,164.69)	\$ -	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	\$ 259.39	\$ 2,313.06	\$ 586.94	\$ -	20.24%
01-40-470-501461	Sanitation - 815 E. 12th	\$ 4,050.00	\$ 465.37	\$ 3,681.65	\$ 368.35	\$ -	9.10%
01-40-470-501471	Sanitation - 11083 Cherry Ave	\$ 3,200.00	\$ 271.47	\$ 2,667.12	\$ 532.88	\$ -	16.65%
01-40-470-501611	Maint & Repair- 560 Magnolia	\$ 20,000.00	\$ 3,729.78	\$ 21,118.05	\$ (1,118.05)	\$ -	-5.59%
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	\$ 331.30	\$ 4,070.89	\$ 929.11	\$ -	18.58%
01-40-470-501671	Maint & Repair- 851 E. 6th	\$ -	\$ 375.00	\$ 6,400.26	\$ (6,400.26)	\$ -	0.00%
01-40-470-501691	Maint & Rpr- Bldgs (General)	\$ 4,500.00	\$ 57.42	\$ 1,114.99	\$ 3,385.01	\$ -	75.22%
01-40-470-510001	Auto/Fuel	\$ 78,000.00	\$ 13,218.95	\$ 74,526.62	\$ 3,473.38	\$ -	4.45%
01-40-470-520011	Maint & Rpr-Safety Equipment	\$ 17,000.00	\$ 7,515.87	\$ 11,712.62	\$ 5,287.38	\$ 886.78	25.89%
01-40-470-520031	Maint & Rpr-General Equipment	\$ 46,000.00	\$ 1,079.31	\$ 38,152.18	\$ 7,847.82	\$ -	17.06%
01-40-470-520041	Maint & Rpr-Fleet	\$ 50,000.00	\$ 2,547.13	\$ 37,476.72	\$ 12,523.28	\$ -	25.05%
01-40-470-520091	Maint & Rpr-Communicatn Equip	\$ 5,500.00	\$ -	\$ -	\$ 5,500.00	\$ -	100.00%
	Operations Materials & Supplies	\$ 2,611,293.00	\$ 227,345.52	\$ 2,017,298.82	\$ 593,994.18	\$ 8,422.87	22.42%
410	Source of Supply Services						
01-40-410-500501	State Project Water Purchases	\$ 5,899,426.00	\$ 540,645.00	\$ 4,351,169.00	\$ 1,548,257.00	\$ -	26.24%
01-40-410-540084	State Mandates & Tariffs	\$ 70,000.00	\$ 571.60	\$ 48,624.87	\$ 21,375.13	\$ -	30.54%
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	\$ 4,423.30	\$ 43,509.78	\$ 18,050.22	\$ -	29.32%
01-40-470-540072	Rechrg Facs, Cnyns&Ponds Maint	\$ 108,440.00	\$ 1,307.17	\$ 106,964.98	\$ 1,475.02	\$ -	1.36%
	Operations Services	\$ 6,143,426.00	\$ 546,947.07	\$ 4,552,028.63	\$ 1,591,397.37	\$ -	25.90%
Expense Total	OPERATIONS	\$ 11,695,720.00	\$ 981,530.90	\$ 8,167,257.06	\$ 3,528,462.94	\$ 8,422.87	30.10%
50	GENERAL						
01-50-510-502001	Rents/Leases	\$ -	\$ 2,025.00	\$ 11,475.00	\$ (11,475.00)	\$ -	0.00%
01-50-510-510031	Small Tools, Parts & Maint	\$ 500.00	\$ -	\$ 30.06	\$ 469.94	\$ -	93.99%
01-50-510-540066	Property Damages & Theft	\$ 15,000.00	\$ 40.83	\$ 19,823.66	\$ (4,823.66)	\$ -	-32.16%
01-50-510-550040	General Supplies	\$ 11,000.00	\$ 62.53	\$ 10,766.59	\$ 233.41	\$ -	2.12%
01-50-510-550060	Public Ed./Community Outreach	\$ 126,574.00	\$ 1,368.62	\$ 83,528.26	\$ 43,045.74	\$ -	34.01%
01-50-510-550072	Misc Operating Expenses	\$ 1,000.00	\$ -	\$ 512.43	\$ 487.57	\$ -	48.76%
	General Materials & Supplies	\$ 154,074.00	\$ 3,496.98	\$ 126,136.00	\$ 27,938.00	\$ -	18.13%
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	\$ 3,496.98	\$ 149,634.00	\$ 46,440.00	\$ -	23.68%
Expense Total	ALL EXPENSES	\$ 18,548,348.00	\$ 1,490,427.52	\$ 12,857,735.84	\$ 5,690,612.16	\$ 29,513.64	30.52%



**Beaumont-Cherry Valley Water District
Cash Balance & Investment Report
As of October 31, 2019**

Account Name	Account Ending #	<u>Cash Balance Per Account</u>	
		Balance	Prior Month Balance
Wells Fargo			
General	4152	\$1,561,383.50	\$689,222.98
Total Cash		\$ 1,561,383.50	\$ 689,222.98

Account Name	<u>Investment Summary</u>		<u>Actual % of</u>		Maturity	Par Amount	Rate	2019 Interest to Date
	Market Value	Prior Month Balance	Total	Policy % Limit				
Ca. State Treasurer's Office: Local Agency Investment Fund	\$23,594,591.09	\$23,449,682.99	39%	No Limit	Liquid	N/A	2.14	\$599,036.87
CalTRUST Short Term Fund	\$36,173,080.10	\$36,072,008.86	61%	No Limit	Liquid	N/A	2.06	\$731,714.20
Total Investments	\$59,767,671.19	\$59,521,691.85						\$1,330,751.07
Total Cash & Investments	\$ 61,329,054.69	\$ 60,210,914.83						

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

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

Checks by Date - Detail by Check Date

User: wclayton
Printed: 11/27/2019 1:47 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
ACH	10087	EDD	11/05/2019		
	11042019	Unemployment Claim 3rd Qtr 2019			4,744.00
Total for this ACH Check for Vendor 10087:				0.00	4,744.00
Total for 11/5/2019:				0.00	4,744.00
ACH	10288	CalPERS Health Fiscal Services Division	11/07/2019		
	10142019	Admin Fee for Health Insurance Nov 2019			125.20
	10142019	Admin Fee for Retired Emp Health Ins Nov 2019			13.23
	10142019	Retired Employees Health Ins Nov 2019			2,370.00
	10142019	Active Employees Health Ins Nov 2019			46,369.89
Total for this ACH Check for Vendor 10288:				0.00	48,878.32
9545	10792	A-1 Financial Services	11/07/2019		
	11012019	November Rent - 851 E 6th St - Engineer Office			2,025.00
Total for Check Number 9545:				0.00	2,025.00
9546	10001	Action True Value Hardware	11/07/2019		
	47811	Adapter/PVC Glue - Upper Edgar Booster			7.31
	47811	Marking Paint - Potholes			6.78
	47811	WD-40/Dish Soap - 12th/Palm			11.82
	47811	Carburetor Cleaner - Well 6			7.00
	47811	Channel Lock - Meter Change Outs			17.23
	47811	Galv Reducer/Nipple/Valve - Pressure Recorder			22.38
	47811	Reducer/Adapter/Connector - Chlorinator Well 5			2.34
	47811	Pipe Thread Compound - Meter Room			34.19
	47811	5 Gallon Gas Can - Unit 8			25.85
	47811	Hedge Trimmer - Landscape Maint at Various District Facilities			323.23
	47811	1 1/2" Sweep - Upper Edgar Booster			3.54
	47842	Elbows/Nipple - 10285 Bellflower			7.70
	47842	Potholing - Grand Ave - Line 16 Storm Drain			6.78
	47842	Bungee Cords/Tarp - Unit 12			37.66
	47842	Emitters - ODA 1			140.07
	47842	Bolts/Flanges/Washers - Dump Trailer			16.98
	47842	WD-40 Silicon - Unit 8			8.07
	47842	Concrete - Phase 1			30.32
Total for Check Number 9546:				0.00	709.25
9547	10319	ACWA Joint Powers Insurance Authority	11/07/2019		
	11012019	(34) Employee Assistance Program - Nov 2019			79.90
Total for Check Number 9547:				0.00	79.90

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
9548	10144	AlSCO Inc	11/07/2019		
	LYUM1400639	Cleaning of 3 Office Mats 560 Magnolia - Sept 2019			21.08
	LYUM1412332	Cleaning of Mats & Shop Towels - 12th/Palm - Oct 2019			35.10
	LYUM1412334	Cleaning of 3 Office Mats - 560 Magnolia - Oct 2019			43.19
Total for Check Number 9548:				0.00	99.37
9549	10382	Beaumont Power Equipment Inc	11/07/2019		
	2663	Starter Rope - Water Buffalo			3.77
Total for Check Number 9549:				0.00	3.77
9550	10774	Jesus Camacho	11/07/2019		
	161803	(18) Truck Washes - Oct 2019			185.00
	161804	(2) Truck Washes - Oct 2019			20.00
	161805	(18) Truck Washes - Nov 2019			190.00
	161806	(3) Truck Washes - Nov 2019			30.00
Total for Check Number 9550:				0.00	425.00
9551	10249	CDW Government LLC	11/07/2019		
	VLJ7383	Workstation Replacement (2019) - (3) PCs, (8) Monitors			6,722.79
Total for Check Number 9551:				0.00	6,722.79
9552	10614	Cherry Valley Automotive	11/07/2019		
	27367	Oil/Filter - OD 28,703 - Unit 33			65.90
	27367	Labor - Changed Oil/Filter - OD 28,703 - Unit 33			22.00
Total for Check Number 9552:				0.00	87.90
9553	10351	Cherry Valley Nursery & Landscape Supply	11/07/2019		
	0106769	Sod around Hit Hydrant - 789 Aspen Glen			21.55
Total for Check Number 9553:				0.00	21.55
9554	10853	Chr Services INC	11/07/2019		
	116119	Training - First Aid/CPR - (17) Employees			1,020.00
	11619	Training - First Aid/CPR - (18) Employees			1,080.00
Total for Check Number 9554:				0.00	2,100.00
9555	10208	Fidelity Fire Inc	11/07/2019		
	04236	Annual Extinguisher Maint Check - All District Facilities			6,999.11
Total for Check Number 9555:				0.00	6,999.11
9556	10600	Gaucha Gophers & Landscape Management	11/07/2019		
	11042019	NCR 1 Rodent Control - Oct 2019			1,000.00
Total for Check Number 9556:				0.00	1,000.00
9557	10465	Image Source	11/07/2019		
	25AR1037289	Xerox 3610 Contract Charges 11/01 - 30/2019 - 560 Magnolia			71.71
	25AR1037289	Xerox 3610 Usage Charges 10/01 - 31/2019 - 560 Magnolia			149.93
Total for Check Number 9557:				0.00	221.64

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
9558	10273	Inland Water Works Supply Co.	11/07/2019		
	S1028825.002	(11) 3/4" x 2.5" Meter Conns - Inventory			116.15
	S1028825.003	(498) Meter Gaskets			184.05
	S1029083.001	(4) 10" Flg Gaskets - Well 3 Rehab			42.24
	S1029083.001	(1) 10" x 8" Weld Reducer - Well 3 Rehab			70.40
	S1029083.001	(1) 10" Weld 45 - Well 3 Rehab			136.56
	S1029083.001	(1) 8" Weld On Flg - Well 3 Rehab			36.81
	S1029083.001	(2) 10"-12" Flg Bolts - Well 3 Rehab			46.46
	S1029083.001	(1) 6"-8" Flg Bolts - Well 3 Rehab			8.45
	S1029083.001	(4) 10" Weld On Flng - Well 3 Rehab			279.27
	S1029083.001	(2) 8" Full Face Gasket - Well 3 Rehab			19.01
Total for Check Number 9558:				0.00	939.40
9559	10809	Inner-City Auto Repair & Tires	11/07/2019		
	702	Oil/Filters - OD 3,755 - Unit 41			46.02
	709	Oil/Filter - OD 33,618 - Unit 32			4.14
	709	Labor - Changed Oil/Filter - OD 33,618 - Unit 32			39.10
	715	Oil/Filter - OD 12,156 - Unit 38			7.24
	715	Labor - Changed Oil/Filter - OD 12,156 - Unit 38			39.10
Total for Check Number 9559:				0.00	135.60
9560	10429	Legend Pump & Well Service Inc	11/07/2019		
	55928	Install Pump Assembly - Well 3			9,435.00
	55928	Video Log Well - Well 3			1,000.00
	55928	9 Stage Bowl Assembly - Well 3			14,565.00
	55928	600' 1/4 SS Air Line with Gauge - Well 3			2,855.00
	55928	Install Bowl Assembly - Well 3			800.00
	55928	Misc Bolts/Nuts/Gaskets/SS Banding-Buckles - Well 3			522.00
	55928	8"x 8" Discharge Head Assembly Head-Nut/Shaft/Key - Well 3			4,288.00
	55928	1 15/16 Line Shaft - Well 3			13,832.00
	55928	10" Suction Pipe w/ Cone Strainer - Well 3			866.00
	55928	3" Enclosing Tube - Well 3			12,614.00
	55928	8" Column Pipe - Well 3			26,446.00
	55928	Sonar Jet Well - Well 3			9,966.00
Total for Check Number 9560:				0.00	97,189.00
9561	10026	McCrometer Inc	11/07/2019		
	531026 RI	Fire Hydrant Meter Repair/Certified Tested			610.09
	531068 RI	(1) Meter - Repair Swvl Kit			102.30
	531068 RI	(1) Meter - Repair Prop Retest			166.36
Total for Check Number 9561:				0.00	878.75
9562	10278	MetLife - Group Benefits	11/07/2019		
	KM05754034Nov	MetLife Vision Ins - Nov 2019			216.72
	KM05754034Nov	MetLife Dental Ins - Nov 2019			853.04
Total for Check Number 9562:				0.00	1,069.76
9563	10045	Pacific Alarm Service Inc	11/07/2019		
	R151120	Alarm Equip/Rent/Service/Monitor - 815 E 12th			76.00
	R151508	Alarm Equip/Rent/Service/Monitor - 560 Magnolia			368.00
	R151509	Alarm Equip/Rent/Service/Monitor - 11083 Cherry Av			44.50
Total for Check Number 9563:				0.00	488.50

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
9564	10632	Quinn Company	11/07/2019		
	WOG00006332	Labor Exhaust Repairs to Generator - Well 16			750.00
	WOG00006332	Labor PM Level 6 Repairs to Generator - Well 16			1,200.00
	WOG00006332	PM Level 6 Repairs to Generator - Well 16			129.85
	WOG00006332	Exhaust Repairs to Generator - Well 16			892.73
	WOG00006332	Misc Exhaust Repairs to Generator - Well 16			28.71
	WOG00006332	Misc Repairs to Generator - Well 16			76.14
	WOG00006332	Parts Repairs to Generator - Well 16			1,156.36
	WOG00006332	Labor Repairs to Generator - Well 16			1,200.00
Total for Check Number 9564:				0.00	5,433.79
9565	10297	Rain For Rent	11/07/2019		
	1415629	Flushing Well #3 - Baker Tank 10/07 - 10/23/2019			1,717.08
Total for Check Number 9565:				0.00	1,717.08
9566	10852	Red Hawk Fire & Security	11/07/2019		
	3493932	Labor - Install PSU and Panel - 560 Magnolia			616.25
	3493932	PSU and Panel - 560 Magnolia			873.68
Total for Check Number 9566:				0.00	1,489.93
9567	10689	Safety Compliance Company	11/07/2019		
	175951	Safety Meeting - Hearing Protection - Field			250.00
	176159	Safety Meeting - Cold/Flu - All Employees			250.00
Total for Check Number 9567:				0.00	500.00
9568	10042	Southern California Gas Company	11/07/2019		
	07132135000Oct	Monthly Gas Charges - 9/25 - 10/24/19 - Oct 2019			14.30
Total for Check Number 9568:				0.00	14.30
9569	10276	Standard Insurance Company	11/07/2019		
	00610763Nov2019	Oct 2019 Adj - B Ortega			0.71
	00610763Nov2019	Monthly Life & AD&D Insurance - Nov 2019			861.76
Total for Check Number 9569:				0.00	862.47
9570	10031	Staples Business Advantage	11/07/2019		
	3429094174	Hanging Strips/Folders - HR			83.15
	3429094174	Swiffers - 560 Magnolia Ave			60.30
	3429094174	Post Its/Pencils/Highlighters/Stamp - 560 Magnolia Ave			156.88
	3430136208	Organizer/Correction Tape - 560 Magnolia			24.00
	3430136208	Easel/Card Holder - HR			107.73
	3430136208	Bath Tissue - 560 Magnolia			57.53
Total for Check Number 9570:				0.00	489.59
9571	10447	State Water Resources Control Board - DWOCP	11/07/2019		
	10312019	Certificate Renewal - Grade D5 - OP# 9425 - J Bean			105.00
Total for Check Number 9571:				0.00	105.00
9572	10284	Underground Service Alert of Southern California	11/07/2019		
	1020190046	115 New Ticket Charges - Oct 2019			189.75
	1020190046	Monthly Maintenance Fee			10.00
Total for Check Number 9572:				0.00	199.75

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
9573	10255	Unlimited Services Building Maintenance	11/07/2019		
	0402323-IN	Nov 2019 Janitorial Services - 815 E 12th			150.00
	0402323-IN	Nov 2019 Janitorial Services - 851 E 6th			375.00
	0402324-IN	Nov 2019 Janitorial Services - 560 Magnolia Ave			845.00
Total for Check Number 9573:				0.00	1,370.00
9574	10385	Waterline Technologies, Inc. - PSOC	11/07/2019		
	5474668	770 Gallons Chlorine - Well 29			1,024.10
Total for Check Number 9574:				0.00	1,024.10
9575	UB*03557	AIM Property Management Company Refund Check	11/07/2019		
					199.47
Total for Check Number 9575:				0.00	199.47
9576	UB*03565	Elvin E and Patty L Becker Refund Check	11/07/2019		
					40.76
Total for Check Number 9576:				0.00	40.76
9577	UB*03556	Qin Chen Refund Check	11/07/2019		
					18.01
Total for Check Number 9577:				0.00	18.01
9578	UB*03563	Mark Childress Refund Check Refund Check Refund Check Refund Check	11/07/2019		
					34.02
					6.63
					4.76
					13.85
Total for Check Number 9578:				0.00	59.26
9579	UB*03560	Patricia Connolly Refund Check Refund Check Refund Check Refund Check	11/07/2019		
					14.96
					7.18
					18.73
					5.14
Total for Check Number 9579:				0.00	46.01
9580	UB*03558	Keith & Josephine Cunningham Refund Check	11/07/2019		
					102.61
Total for Check Number 9580:				0.00	102.61
9581	UB*03569	Judith Debeaubien Refund Check Refund Check Refund Check Refund Check	11/07/2019		
					27.22
					31.93
					9.36
					13.05
Total for Check Number 9581:				0.00	81.56

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
9582	UB*03570	Candice Dowdy Refund Check Refund Check Refund Check Refund Check	11/07/2019		3.19 2.08 2.28 6.80
Total for Check Number 9582:				0.00	14.35
9583	UB*03564	Brian Fischer Refund Check	11/07/2019		32.22
Total for Check Number 9583:				0.00	32.22
9584	UB*03554	C.A. Gormley Refund Check Refund Check Refund Check Refund Check	11/07/2019		0.02 0.01 0.06 0.01
Total for Check Number 9584:				0.00	0.10
9585	UB*03553	Shirley Grindstaff Refund Check	11/07/2019		59.47
Total for Check Number 9585:				0.00	59.47
9586	UB*03551	Jessica Hendrix Refund Check	11/07/2019		202.89
Total for Check Number 9586:				0.00	202.89
9587	UB*03571	Sabreena Ibarra Refund Check	11/07/2019		138.45
Total for Check Number 9587:				0.00	138.45
9588	UB*03568	Teresa Lugo Refund Check Refund Check Refund Check Refund Check	11/07/2019		0.02 0.03 0.07 0.03
Total for Check Number 9588:				0.00	0.15
9589	UB*03549	Stacy Mohr Refund Check	11/07/2019		42.51
Total for Check Number 9589:				0.00	42.51
9590	UB*03566	Larry Montgomery Refund Check	11/07/2019		0.01
Total for Check Number 9590:				0.00	0.01
9591	UB*03572	Lorraine Montoya Refund Check	11/07/2019		91.80
Total for Check Number 9591:				0.00	91.80

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
9592	UB*03573	Kate Mora Refund Check Refund Check Refund Check Refund Check	11/07/2019		2.70 7.45 0.93 1.29
Total for Check Number 9592:				0.00	12.37
9593	UB*03562	Kevin Muniz Refund Check Refund Check Refund Check Refund Check	11/07/2019		4.33 4.29 4.81 13.65
Total for Check Number 9593:				0.00	27.08
9594	UB*03575	Shirlee Paradis Refund Check	11/07/2019		15.69
Total for Check Number 9594:				0.00	15.69
9595	UB*03567	RDFN Ventures Inc. Refund Check	11/07/2019		272.72
Total for Check Number 9595:				0.00	272.72
9596	UB*03555	Maria Santander Refund Check Refund Check	11/07/2019		0.01 0.04
Total for Check Number 9596:				0.00	0.05
9597	UB*03574	Delbert Tafolla Refund Check Refund Check Refund Check Refund Check	11/07/2019		4.51 13.11 13.46 6.28
Total for Check Number 9597:				0.00	37.36
9598	UB*03561	Ovie C Telley Refund Check	11/07/2019		0.22
Total for Check Number 9598:				0.00	0.22
9599	UB*03552	Taylor Torres Refund Check	11/07/2019		16.00
Total for Check Number 9599:				0.00	16.00
9600	UB*03550	Thomas Addis IV Trang Duong Thi My Refund Check	11/07/2019		34.66
Total for Check Number 9600:				0.00	34.66
9601	UB*03559	Jessica Warren Refund Check Refund Check Refund Check Refund Check	11/07/2019		10.88 52.77 7.81 22.72
Total for Check Number 9601:				0.00	94.18

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
9602	AR-Perr 11072019	Perricone Juices AR Refund - Hydrant Install Deposit	11/07/2019		4,177.16
Total for Check Number 9602:				0.00	4,177.16
Total for 11/7/2019:				0.00	189,097.74
ACH	10030	Southern California Edison	11/13/2019		
	2-03-937-4889	Electricity 9/23 - 10/23/19 - 560 Magnolia Ave - Oct 2019			1,810.01
	2-03-937-4889	Electricity 9/23 - 10/23/19 - 13697 Oak Glen Rd - Oct 2019			119.28
	2-03-937-4889	Electricity 9/23 - 10/23/19 - 851 E 6th St - Oct 2019			228.48
	2-03-937-4889	Electricity 9/23 - 10/23/19 - 9781 Avenida Miravilla - Oct 2019			82.03
	2-03-937-4889	Electricity 8/22 - 9/23/19 - Wells - Sept 2019			7,022.29
	2-03-937-4889	Electricity 9/23 - 10/23/19 - 815 E 12th Ave - Oct 2019			365.63
	2-03-937-4889	Electricity 9/23 - 10/23/19 - 12303 Oak Glen Rd - Oct 2019			180.47
	2-03-937-4889	Electricity 9/23 - 10/23/19 - Wells - Oct 2019			142,717.52
	2-03-937-4889	Electricity 9/23 - 10/23/19 - 13695 Oak Glen Rd - Oct 2019			51.26
Total for this ACH Check for Vendor 10030:				0.00	152,576.97
Total for 11/13/2019:				0.00	152,576.97
ACH	10085	CalPERS Retirement System	11/14/2019		
	15828481	PR Batch 00001.11.2019 CalPERS ER PEPRA			2,940.25
	15828481	PR Batch 00001.11.2019 CalPERS 1% ER Paid			172.94
	15828481	PR Batch 00001.11.2019 CalPERS 8% EE Paid			2,181.08
	15828481	PR Batch 00001.11.2019 CalPERS 8% ER Paid			1,179.39
	15828481	PR Batch 00001.11.2019 CalPERS 7% EE Deduction			1,210.65
	15828481	PR Batch 00001.11.2019 CalPERS ER Paid Classic			8,952.74
	15828481	PR Batch 00001.11.2019 CalPERS 7.5% EE PEPRA			2,929.34
Total for this ACH Check for Vendor 10085:				0.00	19,566.39
ACH	10087	EDD	11/14/2019		
	1-898-610-112	PR Batch 00001.11.2019 CA SDI			830.91
	1-898-610-112	PR Batch 00001.11.2019 State Income Tax			4,189.53
Total for this ACH Check for Vendor 10087:				0.00	5,020.44
ACH	10094	U.S. Treasury	11/14/2019		
	72794261	PR Batch 00001.11.2019 Medicare Employer Portion			1,500.07
	72794261	PR Batch 00001.11.2019 Federal Income Tax			11,061.23
	72794261	PR Batch 00001.11.2019 Medicare Employee Portion			1,575.62
	72794261	PR Batch 00001.11.2019 FICA Employer Portion			5,524.81
	72794261	PR Batch 00001.11.2019 FICA Employee Portion			5,524.81
Total for this ACH Check for Vendor 10094:				0.00	25,186.54
ACH	10141	Ca State Disbursement Unit	11/14/2019		
	DNI4ITW6657	PR Batch 00001.11.2019 Garnishment			360.05
	DNI4ITW6657	PR Batch 00001.11.2019 Garnishment			288.46
Total for this ACH Check for Vendor 10141:				0.00	648.51
ACH	10203	Voya Financial	11/14/2019		
	VB1450-PP23	PR Batch 00001.11.2019 Deferred Comp			475.00
Total for this ACH Check for Vendor 10203:				0.00	475.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
ACH	10264	CalPERs Supplemental Income Plans	11/14/2019		
	15864776	PR Batch 00001.11.2019 CalPERS 457 %			128.59
	15864776	PR Batch 00001.11.2019 CalPERS 457			640.00
	15864776	PR Batch 00001.11.2019 ROTH-Post-Tax			211.83
Total for this ACH Check for Vendor 10264:				0.00	980.42
ACH	10086	American Family Life Assurance Company of Columbus	11/14/2019		
	985141	AFLAC Employee Insurance - Oct 2019			891.88
Total for this ACH Check for Vendor 10086:				0.00	891.88
9603	10052	Home Depot Credit Services	11/14/2019		
	1013641	Cable Ties/U Post - Hang Sign in Canyon			24.07
	1013641	Bolt Cutters - 12th/Palm			53.84
	2020726	Primer/Step Led - 560 Magnolia			29.03
	6214098	Door Sweep - 560 Magnolia			-27.93
	7512175	Lamps/Step Led/Bulbs - 560 Magnolia			163.13
	7614809	Door Sweeps/Lamp Ballast - 560 Magnolia			74.47
	7620644	Lamps/Bulbs - 560 Magnolia			85.41
	8014832	Strip Cutters/Conduit Body/Elbows/Stranded THHN - Unit 32			522.13
	8214025	Stranded THHN - Unit 32			-480.46
	8214026	Conduit/Bell End - Unit 32			-14.04
	8513726	Green Cross Line - 12th/Palm			268.30
	8620617	Bulb Changer Kit - 560 Magnolia			21.93
	8620617	Light Fixture - Well 16			75.39
Total for Check Number 9603:				0.00	795.27
9604	10273	Inland Water Works Supply Co.	11/14/2019		
	S1029198.001	(20) Reading Lids - Inventory			105.60
	S1029198.001	(20) Meter Boxes - Inventory			337.90
	S1029198.001	(6) Meter Reading Hooks			209.07
	S1029198.001	(20) Meter Lid 2 Pieces - Inventory			232.31
	S1029339.002	(150) 1" x 2 5/8" Meter Conns - Inventory			2,439.24
	S1029339.002	(200) 1" x Close Brass Nipples - Inventory			707.49
	S1029339.002	(50) 1" Lock Off Lockwings - Inventory			4,826.74
	S1029339.002	(150) 1" Brass Couplings - Inventory			1,742.32
	S1029339.002	(50) 1" Lock On Lockwings - Inventory			5,015.77
	S1029339.002	(200) 1" x 6" Brass Nipples - Inventory			2,587.08
	S1029339.002	(50) 1" x 5" U Branches - Inventory			3,515.25
	S1029341.001	(100) 1" Check Valves - Inventory			9,925.92
	S1029341.001	(100) 1" Ball Valves - Inventory			4,109.23
Total for Check Number 9604:				0.00	35,753.92
9605	10116	Verizon Wireless Services LLC	11/14/2019		
	9841059820	iPad Charges - Oct 2019			120.00
	9841059820	Cell Phone Charges - Oct 2019			228.51
Total for Check Number 9605:				0.00	348.51
Total for 11/14/2019:				0.00	89,666.88
9606	10647	Lynda Kerney	11/19/2019		
	111919	Reim Mileage CSDA Board Secretary Conf 11/12-11/14/2019 L Kerney			495.90
	111919	Reim Hotel CSDA Board Secretary Conf 11/12-11/14/2019 L Kerney			673.92
Total for Check Number 9606:				0.00	1,169.82
Total for 11/19/2019:				0.00	1,169.82

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
9607	10000	A C Propane Co	11/21/2019		
	1573	Propane Refill Nov 2019 - 9781 Avenida Miravilla			314.40
	1573	Propane Refill Nov 2019 - 13695 Oak Glen Rd			416.07
	1573	Propane Refill Nov 2019 - 13697 Oak Glen Rd			598.99
Total for Check Number 9607:				0.00	1,329.46
9608	10792	A-1 Financial Services	11/21/2019		
	12012019	December Rent - 851 E 6th St - Engineer Office			2,025.00
Total for Check Number 9608:				0.00	2,025.00
9609	10073	AWT Chemicals	11/21/2019		
	19-0120	AWT-Aqua-Fit 3" 50LB Drums - District Wells 21, 16, 4A, 6, 12, 24, 23			16,446.72
Total for Check Number 9609:				0.00	16,446.72
9610	10308	Byrd Industrial Electronics	11/21/2019		
	1102-20	Corrected Solenoid Control Power Wiring - Well 23			540.00
	1102-20	Mileage - Well 23			111.24
Total for Check Number 9610:				0.00	651.24
9611	10019	C R & R Incorporated	11/21/2019		
	0098144	Monthly Charges 3 YD Commercial Bin - Nov 2019			271.47
Total for Check Number 9611:				0.00	271.47
9612	10822	Canon Financial Services, Inc	11/21/2019		
	20779356	BW Meter Usage - 10/1 - 31/2019 - 560 Magnolia			44.18
	20779356	CLR Meter Usage - 10/1 - 31/2019 - 560 Magnolia			747.58
	20779356	Contract Charge - 11/01 - 30/2019 - 560 Magnolia			329.33
Total for Check Number 9612:				0.00	1,121.09
9613	10249	CDW Government LLC	11/21/2019		
	VRD6224	(10) Shure MX400DP Microflex Desktop Base - Replace District Mic			2,392.37
	VRD6224	(10) Shure MX400DP Microflex Modular Gooseneck MX415/C - Replace			3,010.10
	VSB1339	Annual Veeam Standard Report 2019			1,182.00
	VSD2083	IT Security Item II			716.73
	VSD2083	IT Security Item I			450.55
	VSD2083	IT Security Item III			3,154.66
Total for Check Number 9613:				0.00	10,906.41
9614	10351	Cherry Valley Nursery & Landscape Supply	11/21/2019		
	0107753	3/4" Rocks - 9230 Oak View			177.79
Total for Check Number 9614:				0.00	177.79
9615	10016	City of Beaumont	11/21/2019		
	261701Sept-Oct	Monthly Sewer Charges 9/1 -11/1/19 - Oct 2019			54.08
Total for Check Number 9615:				0.00	54.08

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
9616	10390	Dangelo Company	11/21/2019		
	S1382829.001	(4) 3" Flange Gaskets - Repairs - 1040 Claiborne Ave			8.25
	S1382829.001	(20) Bolts 5/8" x 1.5" - Repair - 1040 Claiborne Ave			7.70
	S1382829.001	(2) Flange Bolt and Nut Sets - Repairs - 1040 Claiborne Ave			11.18
	S1382829.001	(2) 3" x 2" Comp Flanges - Repairs - 1040 Claiborne Ave			53.77
	S1383764.001	(20) Returned - 5/8" x 1.5" Bolts - Stock			-7.69
Total for Check Number 9616:				0.00	73.21
9617	10273	Inland Water Works Supply Co.	11/21/2019		
	S1029750.001	(40) 1.5" Meter Bolt Sets - Inventory			126.71
	S1029750.001	(22) 1.5" Drop In Meter Gaskets - Inventory			56.22
	S1029750.001	(2) 4" x 2.5" Warf Heads - Inventory			1,475.86
	S1029750.001	(5) 2" Meter Bolt Sets - Inventory			16.64
	S1029750.001	(47) 2" Drop In Meter Gaskets - Inventory			134.49
	S1029750.001	(13) 2" Meter Flanges - Inventory			255.77
	S1029787.001	(48) 1" Lock Offs - Inventory			4,633.68
	S1029787.001	(68) 1" Brass Couplings - Inventory			789.85
	S1029787.001	(83) 1" x Brass Close - Inventory			293.61
	S1029787.001	(150) 1" x 6" Brass Nipples - Inventory			1,940.31
	S1029787.001	(50) 1" Lock Ons - Inventory			5,015.76
	S1029787.001	(150) 1" x 2 5/8" Meter Conns - Inventory			2,439.24
	S1029787.001	(50) 1" x 5" U Branches - Inventory			3,515.26
	S1029788.001	(98) 1" Ball Valves - Inventory			4,027.04
	S1029788.001	(14) 1" Check Valves - Inventory			1,389.63
Total for Check Number 9617:				0.00	26,110.07
9618	10809	Inner-City Auto Repair & Tires	11/21/2019		
	752	Oil/Filter - Air Compressor			269.38
	752	Labor - Removed/Replaced Radiator - Air Compressor			622.50
	752	Labor - Changed Oil/Filter - Air Compressor			45.00
	752	Radiator/Water Pump/Coolant/Oil - Air Compressor			1,029.99
	781	Labor - Removed/Replaced Gas/Ethanol - OD 65,215 Unit 17			195.00
	781	Oil/Filter - OD 65,215 Unit 17			224.61
	781	Labor - Changed Oil/Filter - OD 65,215 Unit 17			60.00
	781	Coolant/Converter/Sensor- OD 65,215 Unit 17			2,064.93
Total for Check Number 9618:				0.00	4,511.41
9619	10224	Legal Shield	11/21/2019		
	0101129 Nov	Monthly Prepaid Legal for Employees - Nov 2019			214.30
Total for Check Number 9619:				0.00	214.30

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
9620	10429	Legend Pump & Well Service Inc	11/21/2019		
	55975	Wire Brush Well - Well 10			4,340.00
	55975	Haul 5HP Unit for Evaluation - Well 10			1.00
	55975	Bail Well Clean - Well 10			1,860.00
	55975	Disassemble /Inspect Bowl Assembly - Well 10			100.00
	55975	(50%) Mobilize to Site - Well 10			600.00
	55975	Video Log Well - Well 10			900.00
	55975	Remove/Inspect - Pump/Column/Check Valve - Well 10			1,500.00
	55975	Permits - Well 10			1,500.00
	55975	Remove Existing Pumping Unit/Motor - Well 10			100.00
	55976	Haul 50HP Motor to Repair - Well 4A			100.00
	55976	Haul Bowl Assembly to Hard - Well 4A			480.00
	55976	Video Log Well - Well 4A			900.00
	55976	(50%) Mobilization to Site - Well 4A			825.00
	55976	Bail Well Clean - Well 4A			1,860.00
	55976	Wire Brush Well - Well 4A			4,960.00
	55976	Remove 50HP Motor - Well 4A			100.00
	55976	Remove/Inspect - Pump/Column/Shaft - Well 4A			3,480.00
	55976	Permits - Well 4A			1,800.00
	55976	Remove Pumping Unit Bowls - Well 4A			100.00
	55977	Remove Existing Pumping Unit/Motor - Well 18			100.00
	55977	Haul 5HP for Evaluation - Well 18			1.00
	55977	Disassemble/Inspect - Pump Bowl Assemble - Well 18			100.00
	55977	(50%) Mobilization to Site - Well 18			600.00
	55977	Permits - Well 18			1,500.00
	55977	Video Log Well - Well 18			900.00
	55977	Bail Well Clean - Well 18			2,480.00
	55977	Remove/Inspect - Pump/Column/Check Valve - Well 18			1,500.00
Total for Check Number 9620:				0.00	32,687.00
9621	10026	McCrometer Inc	11/21/2019		
	531223 RI	Repairs 4" Meter for Well 10			628.58
	531223 RI	Repairs 8" Meter for Well 4a			682.95
Total for Check Number 9621:				0.00	1,311.53
9622	10027	MST Backflow Inc	11/21/2019		
	09112019	6" Check Valve Disc Assembly - Oak Valley South of Park			158.12
	09112019	Labor - Test/Certify - Oak Valley South of Park			75.00
Total for Check Number 9622:				0.00	233.12
9623	10653	Myers & Sons Hi-Way Safety Inc	11/21/2019		
	95846	(50) Lime Green Safety Cone 28" 7lb - Stock			886.78
Total for Check Number 9623:				0.00	886.78
9624	10350	NAPA Auto Parts	11/21/2019		
	104739	Grease Gun - 12th/Palm			307.08
	104926	Trailer Wire/Tape - Unit 17			19.37
	105439	Antifreeze - Cat Loader			73.23
	105661	2 Batteries - Well 24			648.48
	105924	Battery - Unit 33			143.08
	106019	Brake Light - Unit 8			4.84
	106019	Oil - District Trucks			70.98
	106033	Refund - Batteries - Well 24			-155.16
	107192	Oil - Portable Generator			16.75
	107192	Magnetics - Unit 32			3.22
	107367	Trailer Lamp/Fem Term - Water Trailer			17.22
Total for Check Number 9624:				0.00	1,149.09

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
9625	10196	National Meter & Automation, Inc	11/21/2019		
	S1121504.001	(100) 1" Badger Meters w/Wire - Inventory			24,998.00
	S1122195.001	(55) 1" Meters With Wire - Inventory			13,748.90
	S1122195.001	(4) 1 1.5" Meters With Wire - Inventory			2,094.66
	S1122195.001	(12) 2" Meters With Wire - Inventory			8,908.77
Total for Check Number 9625:				0.00	49,750.33
9626	10055	Nino's	11/21/2019		
	6878	Auto/Diesel Fuel - Apr - Jul 2019 - District Trucks			4,157.88
	6879	Auto/Diesel Fuel - Aug - Oct 2019 - District Trucks			2,969.34
Total for Check Number 9626:				0.00	7,127.22
9627	UB*03576	Ortiz Enterprises Inc	11/21/2019		
		Refund Check			2,395.69
Total for Check Number 9627:				0.00	2,395.69
9628	10632	Quinn Company	11/21/2019		
	PCA00152379	Driver Side CAT Loader Steps			946.91
	PCA00153370	(1) CAT Dozer General Repairs			53.95
	PCA00153370	(1) CAT Dozer General Repairs			75.56
	WOG00006408	Labor - Portable Generator Annual PM2 Battery Replacement			123.59
	WOG00006408	(1) Portable Generator Annual PM2			86.64
	WOG00006408	(1) Portable Generator Annual PM2 Battery Replacement			292.44
	WOG00006408	Labor - Portable Generator Annual PM2			453.47
Total for Check Number 9628:				0.00	2,032.56
9629	10797	Raftelis Financial Consultants, Inc	11/21/2019		
	13573	Fees for Water Rate Study - Oct 2019			20,794.80
Total for Check Number 9629:				0.00	20,794.80
9630	10297	Rain For Rent	11/21/2019		
	1420114	Flushing Well #3 - Baker Tank 10/08 - 11/04/2019			4,043.06
Total for Check Number 9630:				0.00	4,043.06
9631	10282	Rancho Paseo Medical Group	11/21/2019		
	10242019	Employee Testing - J Sibole			60.00
Total for Check Number 9631:				0.00	60.00
9632	10852	Red Hawk Fire & Security	11/21/2019		
	3482720	Annual Suppression Inspection - 12/1/2019 - 11/30/2020 - 560 Magnolia			1,974.00
Total for Check Number 9632:				0.00	1,974.00
9633	10223	Richards, Watson & Gershon	11/21/2019		
	223809	Legal Services Sept Board Approval 11/13/19			3,753.66
	223810	Legal Services Sept Board Approval 11/13/19			37.20
Total for Check Number 9633:				0.00	3,790.86
9634	10171	Riverside Assessor - County Recorder	11/21/2019		
	09302019	Sept 2019 Lien Fees			16.00
	10312019	Oct 2019 Lien Fees			24.00
Total for Check Number 9634:				0.00	40.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
9635	10095 201910000339	Riverside County Dept of Waste Resources Weeds/Trash Removal NCR I - Oct 2019	11/21/2019		276.85
Total for Check Number 9635:				0.00	276.85
9636	10317 532294 532294 532294 532294	Robertson's Ready Mix (25.46) Tons of Sand - Maint/Repair Pipelines & Hydrants (25.46) Tons of Sand - Maint/Repair Pipelines & Hydrants (26.35) Tons of Sand - Meter Maint (26.35) Tons of Sand - Meter Maint	11/21/2019		247.62 10.13 249.82 9.85
Total for Check Number 9636:				0.00	517.42
9637	10689 176894	Safety Compliance Company Safety Meeting - Tractor Safety - Field Office	11/21/2019		250.00
Total for Check Number 9637:				0.00	250.00
9638	10290 19-00205	San Geronio Pass Water Agency 1,355 AF @ \$399 - Oct 2019	11/21/2019		540,645.00
Total for Check Number 9638:				0.00	540,645.00
9639	10132 3547477 3548783	South Coast AQMD I C E (50-500-HP) EM ELEC GEN-NAT GAS - FAC ID 26688 Flat Fee For Last Fiscal Year Emissions - FAC ID 26688	11/21/2019		421.02 136.40
Total for Check Number 9639:				0.00	557.42
9640	10341 WD-0167713	State Water Resources Control Board Annual Permit Fee - FAC ID 4DW0527 - 7/1/19 - 6/30/2020	11/21/2019		2,572.00
Total for Check Number 9640:				0.00	2,572.00
9641	10063 1026463	The Record Gazette Notice to Public - Unclaimed Funds Notices	11/21/2019		360.00
Total for Check Number 9641:				0.00	360.00
9642	10743 15337	Townsend Public Affairs, Inc Consulting Services for the Month of November 2019	11/21/2019		4,000.00
Total for Check Number 9642:				0.00	4,000.00
9643	10778 5221 5221 5221 5221 5221 5221 5221 5221 5221 5221 5221	Urban Habitat Well Site 16 Well Site 24 Well Site 22 2650 Pressure Zone Reservoir (Hannon Tank) Well Site 29 2850 Pressure Zone Reservoir (Vineland Tanks) BCVWD Business Office Well Site 25 2750 Pressure Zone Reservoir (Cherry Tanks) Well Site 3 Well Site 2	11/21/2019		300.00 240.00 420.00 780.00 180.00 420.00 90.00 90.00 840.00 330.00 270.00
Total for Check Number 9643:				0.00	3,960.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
9644	10385 5476107	Waterline Technologies, Inc. - PSOC (900) Gallons Chlorine - Well 25	11/21/2019		1,197.00
Total for Check Number 9644:				0.00	1,197.00
9645	10293 157519	Western Dental Services Inc Western Dental Premiums - Nov 2019	11/21/2019		86.14
Total for Check Number 9645:				0.00	86.14
9646	UB*03579	Stefany Campbell Refund Check Refund Check Refund Check Refund Check	11/21/2019		1.77 3.67 5.75 1.26
Total for Check Number 9646:				0.00	12.45
9647	UB*03577	Kevin Eierman Refund Check	11/21/2019		81.60
Total for Check Number 9647:				0.00	81.60
9648	UB*03580	Alan Lemieux Refund Check Refund Check Refund Check Refund Check	11/21/2019		20.71 162.19 43.23 14.86
Total for Check Number 9648:				0.00	240.99
9649	UB*03576	Ortiz Enterprises Inc Refund Check Refund Check Refund Check	11/21/2019		687.46 809.91 958.27
Total for Check Number 9649:				0.00	2,455.64
9650	UB*03581	TNT Blanchard General Eng Inc. Refund Check	11/21/2019		1,291.22
Total for Check Number 9650:				0.00	1,291.22
9651	UB*03578	Jason Walden Refund Check Refund Check Refund Check Refund Check	11/21/2019		27.40 15.55 19.66 59.13
Total for Check Number 9651:				0.00	121.74
Total for 11/21/2019:				0.00	750,793.76

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
ACH	10781	Umpqua Bank	11/25/2019		
	10318	Dell Marketing LP			
		Laptop - HR			1,230.09
	10692	MMSoft Design			
		Software - Network Monitoring - 560 Magnolia			202.14
		International Fee			4.04
	10025	Lee's Auto Body			
		Door Mirror - Unit 37			78.64
		Labor - Repair Door Mirror - Unit 37			24.00
	10034	US Postal Service			
		Stamps - 560 Magnolia			220.00
	10037	Waste Management Of Inland Empire			
		Monthly Sanitation - 815 12th St			465.37
		Monthly Sanitation - 560 Magnolia			205.31
	10135	Big Time Design			
		(2) Long Sleeve Shirts - Field Staff			44.00
		(3) Vest - Field Staff			93.96
		(4) Pants - Field Staff			88.00
		(2) Short Sleeve Shirts - Field Staff			40.00
		(1) Jacket - Field Staff			37.90
		(7) Shirts - Field Staff			196.11
	10147	Online Information Services, Inc			
		195 Credit Reports for Sept 2019			570.00
	10174	GFOA			
		(5)Treatment/Distribution Book Sets			441.91
		(2) Operation Math Books			191.53
	10249	CDW Government LLC			
		Printer - HR			438.20
	10292	Association of California Water Agencies			
		ACWA 2019 Conf - 12/2 - 6/19 - L Williams			725.00
	10397	Wal-Mart			
		Table - Board Room			43.06
		Refund - JD Mower			-18.46
	10409	Stater Bros			
		Knife/Server - 100 Year Celebration			15.06
		Lunch - Employee Appreciation			49.99
		Lunch - Employee Appreciation			10.99
		Balloons/Cake - 100 Year Celebration			111.60
	10420	Amazon.com			
		Batteries - Handhelds			243.60
		Phone Cord Cable - 560 Magnolia			50.50
		Beverage Dispenser - 100 Year Celebration			79.32
	10424	Top-Line Industrial Supply, LLC			
		Pressure Washer Hose/Connector - Vac Truck			160.96
		(6) Whip Check - Compressor Hose			164.70
	10442	CareerTrack			
		Annual Training Subscription - S Foley			199.00
	10478	Orbitz.com			
		ACWA 2019 Conf 12/2 - 6/19 - L Williams			694.22
	10516	Department of Motor Vehicles			
		HUL01413H697 - Registration NCR Boat Fee			0.76
		HUL01413H697 - Registration NCR Boat			36.00
	10526	Verizon			
		Monthly Phone Service - 9/1 - 30/19 Sept 2019			986.35
		Monthly Phone Service - 10/1 - 31/19 Oct 2019			988.84
	10541	Full Source, LLC			
		Hard Hats - District Employees			159.19
	10546	Frontier Communications			
		10/10/19 - 11/9/19 - Oct FIOS/FAX 12TH/Palm			320.58
		9/25/19 - 10/24/19 - Oct FIOS/FAX 560 Magnolia			290.00
		9/25/19 - 10/24/19 - Oct FIOS/FAX 851 E 6th St			99.44

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	10557	Beaumont Copy & Graphics			
		Business Cards - S Foley/D Baguyo			181.94
	10596	Tractor Supply Co			
		Tire Tube - JD Mower			21.54
	10623	WP Engine			
		Website Hosting - 560 Magnolia			35.00
	10636	La Ti Da Studio			
		Photographer - 100 Year Celebration			199.00
	10680	Hobby Lobby			
		Paint Marker - 560 Magnolia			12.91
	10698	D & S Towing			
		Towing - Unit 17			150.00
	10761	BLS*Spamtitan			
		Monthly Spam Filter - 560 Magnolia			47.00
		International Trans Fee			0.94
		Software - Web Filter - 560 Magnolia			71.88
		International Trans Fee			1.44
	10766	Sam's Club			
		Plates - 100 Year Celebration			38.73
	10784	Autodesk, Inc			
		CAD Software - Engineering			710.00
	10790	Microsoft			
		Monthly License Email - 560 Magnolia			264.00
		Monthly Microsoft Office - 560 Magnolia			500.00
	10801	PK Safety Supply			
		Eye Wash Station - Wells 24 & 26			2,103.90
	10832	Panera Bread			
		Pastries - Senator Morrell's Visit			27.01
		Pastries - Assemblyman Chad Mays			27.01
	10846	Art To Frames			
		Frames - Board Room (Returned)			-269.94
	10848	Disneyland Hotel			
		Parking - CSMFO Strategic Planning - 10/6 -8/19 - Y Rodriguez			70.00
	10851	Psyche Therapy Inc			
		Fraudulent - Credit			-520.35
	10856	CardExchange Store			
		Software - ID Badges			145.00
	10857	Enterprise			
		Car Rental -Senator Morrell's Visit			182.51
	10858	Smart & Final			
		Forks/Cups - 100 Year Celebration			85.71
		Punch - 100 Year Celebration			5.99
	10859	Party City			
		Table cloths/Balloons - 100 Year Celebration			71.05
	10860	The Cakewalk Redlands			
		Cake - 100 Year Celebration			19.99
	10861	Green Part Store			
		Seat/Bearings/Fuel Pump - JD Mower			292.70
		Isolator - JD Mower			46.37
Total for this ACH Check for Vendor 10781:				0.00	14,503.23
Total for 11/25/2019:				0.00	14,503.23
9652	10447	State Water Resources Control Board - DWOCB	11/26/2019		
	112519	Renewal Water Certification D3 - OP#27195 J Haggin			90.00
Total for Check Number 9652:				0.00	90.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
9653	10271	Beaumont Ace Home Center	11/26/2019		
	1-Oct	PVC Union - Water Line Well 29			11.84
	1-Oct	Refund - Bulb - Unit 33			-1.08
	1-Oct	Paint Brushes - Painting Fire Hydrants			15.10
	1-Oct	Box of Rags/Lubricant/Epoxy Syringe - Unit 5			39.30
	1-Oct	Water Jug - Unit 10			16.69
	1-Oct	No Parking Signs - Barricades			8.05
	1-Oct	Electrical Tape - Stock 12th/Palm			10.67
	1-Oct	Light Bulbs - 560 Magnolia			35.55
	1-Oct	Hose Bid/Vacuum Breaker - Well 25			18.83
	1-Oct	Extension Cord/Tape - 560 Magnolia			35.86
	1-Oct	Poly Film - 39688 Sonrisa			18.31
	1-Oct	Hacksaw Blade/Door Sweep - 12th/Palm			35.53
	1-Oct	LTD Switch - 560 Magnolia			6.89
	1-Oct	Broom Handle - Unit 17			9.68
	1-Oct	Fuse - Chlorinator Well 16			3.00
	1-Oct	Light Bulbs/Tubes - 560 Magnolia			379.68
	1-Oct	Paint Markers - Mark Broken Registers			24.19
	1-Oct	Couplings - Drip Line - Champions			18.59
	1-Oct	Adapter - Chlorine Line Well 29			8.61
	1-Oct	Mouse Bar/Refills - District Sites			12.92
	1-Oct	THHN Wire - Upper Edgar Booster			107.74
	1-Oct	Key Ring - Keys			4.62
	1-Oct	Bulb - Unit 33			6.45
	1-Oct	Ball Valve - 1256 Pennsylvania			18.85
	1-Oct	No Hunting Signs - Oak Glen Rd Canyon			34.88
	1-Oct	Spare Fuses - District Electrical Panels			35.57
	1-Oct	Gloves/Dusk Mask/Tape/Hard Hat - Unit 5			71.92
	1-Oct	No Hunting Sign -Upper House Gate			2.68
	1-Oct	Glue/Tapered Handle - Unit 4			15.39
	1-Oct	Bolts/Washers/1/2 Bit - John Deer Mower			16.37
	1-Oct	Safety Gloves - Field			18.31
	1-Oct	Box of Rags/Mop - 560 Magnolia			28.86
	1-Oct	Box of Rags - Unit 17			18.31
	1-Oct	Nylock Nut - JD Mower			1.07
	1-Oct	Marking Paint/Nails - Potholing on Grand Ave			47.13
	1-Oct	Nails/Wood Filler/Putty Knife - 560 Magnolia			16.02
	1-Oct	No Hunting Signs - Canyons			80.49
Total for Check Number 9653:				0.00	1,232.87
9654	10837	SERVPRO of Beaumont/Banning	11/26/2019		
	783	General Cleaning - Cherry Yard Shop			617.28
	795	General Cleaning - Cherry Yard Shop			2,437.92
Total for Check Number 9654:				0.00	3,055.20
9655	10398	Infosend, Inc	11/26/2019		
	161614	Oct 2019 Billing Charges for Utility Billing			961.61
	161614	Oct 2019 Postage Charges for Utility Billing			4,585.25
	161614	Oct 2019 Supply Charges for Utility Billing			814.11
Total for Check Number 9655:				0.00	6,360.97
Total for 11/26/2019:				0.00	10,739.04

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
ACH	10085	CalPERS Retirement System	11/27/2019		
	1001453456	PR Batch 00002.11.2019 CalPERS 7.5% EE PEPRA			2,976.46
	1001453456	PR Batch 00002.11.2019 CalPERS 8% EE Paid			2,221.12
	1001453456	PR Batch 00002.11.2019 CalPERS ER PEPRA			2,987.53
	1001453456	PR Batch 00002.11.2019 CalPERS 1% ER Paid			172.94
	1001453456	PR Batch 00002.11.2019 CalPERS ER Paid Classic			9,028.29
	1001453456	PR Batch 00002.11.2019 CalPERS 8% ER Paid			1,179.39
	1001453456	PR Batch 00002.11.2019 CalPERS 7% EE Deduction			1,210.65
Total for this ACH Check for Vendor 10085:				0.00	19,776.38
ACH	10087	EDD	11/27/2019		
	0-153-170-880	PR Batch 00002.11.2019 State Income Tax			4,179.77
	0-153-170-880	PR Batch 00002.11.2019 CA SDI			787.91
Total for this ACH Check for Vendor 10087:				0.00	4,967.68
ACH	10094	U.S. Treasury	11/27/2019		
	43060303	PR Batch 00002.11.2019 Medicare Employee Portion			1,599.64
	43060303	PR Batch 00002.11.2019 Federal Income Tax			11,121.11
	43060303	PR Batch 00002.11.2019 FICA Employee Portion			5,627.35
	43060303	PR Batch 00002.11.2019 Medicare Employer Portion			1,524.09
	43060303	PR Batch 00002.11.2019 FICA Employer Portion			5,627.35
Total for this ACH Check for Vendor 10094:				0.00	25,499.54
ACH	10141	Ca State Disbursement Unit	11/27/2019		
	MF269FZ6657	PR Batch 00002.11.2019 Garnishment			288.46
	MF269FZ6657	PR Batch 00002.11.2019 Garnishment			360.05
Total for this ACH Check for Vendor 10141:				0.00	648.51
ACH	10203	Voya Financial	11/27/2019		
	VB1450-PP24	PR Batch 00002.11.2019 Deferred Comp			475.00
Total for this ACH Check for Vendor 10203:				0.00	475.00
ACH	10264	CalPERs Supplemental Income Plans	11/27/2019		
	1001587536	PR Batch 00002.11.2019 ROTH-Post-Tax			211.83
	1001587536	PR Batch 00002.11.2019 CalPERS 457			640.00
	1001587536	PR Batch 00002.11.2019 CalPERS 457 %			128.59
Total for this ACH Check for Vendor 10264:				0.00	980.42
Total for 11/27/2019:				0.00	52,347.53
Report Total (128 checks):				0.00	1,265,638.97



**Beaumont-Cherry Valley Water District
Board of Directors Meeting
December 18, 2019**

Item 3d

STAFF REPORT

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

Staff Recommendation

Approve the pending invoices totaling \$5,767.51.

Background

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

Fiscal Impact

There is a \$5,767.51 impact to the District which will be paid from the 2019 budget.

Attachment(s)

- Richards Watson Gershon Invoice # 224307



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

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

CONFIDENTIAL

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

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

November 12, 2019
Invoice # 224307

Re: [REDACTED] GENERAL COUNSEL SERVICES

For professional services rendered through October 31, 2019:

Current Legal Fees	\$5,627.50
Current Client Costs Advanced	<u>\$140.01</u>
TOTAL CURRENT FEES AND COSTS	<u>\$5,767.51</u>
Balance Due From Previous Statement	\$3,753.66
TOTAL BALANCE DUE FOR THIS MATTER	<u>\$9,521.17</u>

TERMS: PAYMENT DUE UPON RECEIPT

PLEASE RETURN THIS PAGE WITH YOUR REMITTANCE TO

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

RICHARDS WATSON GERSHON



**BEAUMONT-CHERRY VALLEY WATER DISTRICT
MINUTES OF SPECIAL MEETING
OF THE BOARD OF DIRECTORS
560 Magnolia Avenue, Beaumont, CA 92223
Tuesday, November 5, 2019 at 6:00 p.m.**

Call to Order: *President Covington began the meeting at 6:20 p.m.*

Pledge of Allegiance: *Led by Director Hoffman.*

Roll Call:

Directors present:	Covington, Hoffman, Slawson Director Williams arrived at 6:46 p.m.
Directors absent:	Ramirez
Staff present:	General Manager Dan Jagers, Director of Finance and Administration Yolanda Rodriguez, Senior Engineer Mark Swanson, Assistant Director of Operations James Bean, Senior Finance and Administrative Analyst William Clayton, Administrative Assistant Erica Gonzales, Customer Service Representative III Sandra Delgadillo, Senior Accountant Sylvia Molina, Administrative Assistant Lynda Kerney.

Members of the public who registered attendance: Steve Lehtonen, Dr. Blair Ball.

Public Comment: None.

1. Discussion and Review of Preliminary Water Rater Study Information, Findings, and Recommendations and Direction regarding Rate Structure Options

President Covington introduced the item and pointed to available handouts. General Manager Jagers gave a general overview of the evening's agenda and said staff has had continued discussion with Raftelis Financial Consultants.

The numbers presented previously seemed high, Jagers reminded, and have changed due to the previous exclusion of separated pass-throughs of the San Geronio Pass Water Agency (SGPWA) wholesale water rate and electrical costs. Those have now been pulled out, including the inflationary accelerators. This no longer asks the Board to estimate those rate increases. Increases have declined with those exclusions, and the pass-throughs will just run true to what they are, Jagers continued.

The overall goal tonight, he said, is to get Board direction on the use of a two, three or four-tier rate system. Jagers explained:

- The four-tier system provides an opportunity to tune high-end consumption and try to affect conservation through water savings for the high users.

- The three-tier rate was recommended by Raftelis as a middle-of-the-road solution to “train” the ratepayers on conservation by having higher costs associated with higher use.

Jaggers explained that the handouts detail the impact on rates for various customers. He suggested it may be possible to have a dynamic calculator available on the website. Jaggers also noted the importance of staying on a schedule for the rate action.

Jaggers explained inclusions in the rate for needed items such as emergency equipment and supplies, and planning for the engineering and operations center project, which are recent and therefore not on the Capital Improvement Plan.

Jaggers addressed a question from President Covington about the accomplishments of Tier 3 and Tier 4. In trying to curb excessive water use, Tier 4 includes a very high cost lens which tries to move excessive use down to Tier 3. Covington noted the necessity of the rate study to assure costs from 2020 to 2024 are covered and customers can understand why rates were raised.

President Covington indicated his goals were for the Board to be comfortable with what tier should be used, and to understand where the money is going.

GM Jaggers introduced the rate model and detailed some expenses influencing the rate, including the CIP and a bond issue. He said Raftelis leaned toward the three-tier structure as it creates conservation without moving customers from a fourth tier and potentially having to do another rate study in three years.

Director Hoffman asked about Raftelis’ estimate of fixed vs. variable costs. Mr. Jaggers noted currently 26 percent of costs are recovered in the fixed portion of the rate and 74 percent is carried in the variable portion. The true cost to the District is approximately 50/50, with the expectation that the fixed costs will increase over time. He posited that this is because the water use per house is decreasing.

Senior Finance and Administrative Analyst William Clayton answered a question from Director Hoffman about fixed and variable costs. Hoffman pointed out increasing costs such as medical, labor, electricity and water supply and noted additional fixed costs such as trucks. Even if no water is sold, these costs exist, he said. The greater percentage of fixed costs, the ability to recover costs through sales diminishes regardless of tiers. He noted that collection has lagged due to not performing a rate study in a timely basis, and the District is playing catch up while trying to be fair to everyone.

Jaggers provided additional information on costs. He noted the balance between fixed costs and creating state-required conservation through tiered rates. To encourage conservation, there should be more in the variable rate right now, he said, which may change over time. The State will fine the District if conservation goals are not achieved, he reminded. To get to those goals, the three-tier rate is recommended now without having the effect of losing the top-end revenue generators, Jaggers explained.

Jaggers pointed to the Oct. 17 presentation by Raftelis which included annual rate increases of 11 percent in years 1, 2 and 3, then 9.5 percent in years 4 and 5. Jaggers explained that those numbers included the pass-through for the electrical and the wholesale water rate which had an inflation accelerator estimated.

6:46 p.m. – Director Williams arrived.

The pass-through rates have been removed from the model, Jagers explained. As more water is used, he said, the pass-through for SGPWA incrementally grows based on water use. The Proposition 218 process allows that to be adjusted without trying to estimate it, Jagers continued. This presentation shows the standalone rates, Jagers said, now with a 12 percent increase in 2020 in order to pick up the cost of the wholesale water which was raised by \$82 per acre-foot (AF). Following years are increased at 5.9 percent in year 2, then 6.2 percent in years 3 and 4, Jagers stated.

Pass-through revenues for SGPWA and Southern California Edison (SCE) are projected at the current rates and will need to be adjusted, Jagers explained. Jagers presented different rate structures for different meter sizes. Tier 1 is the lowest cost rate, he said, and as usage moves up the tiers the cost is higher. Currently, Tier 1 is up to 44 units of sale (4,400 cubic feet) at 96 cents per unit; Tier 2 is 45 units and more at a rate of \$1.05 per unit. In the proposed tiers, the Tier 1 usage goes down in consideration of indoor use, Jagers noted. He presented the suggested tier levels and pricing and detailed concerns with the 4-tier model.

Currently, the pass-through cost is 46 cents for the SGPWA, and analysis shows it should be 72 cents, he explained. The model shows the power charge should be at 37 cents and the current charge is 33 cents. Jagers explained the increase in SCE bills with the new rate structures and said until this year, the pass-through was satisfying the electric bills.

President Covington asked about California's conservation goal of 55 gallons per person per day and pointed out that considering a household of 3.5 persons at 1,500 gallons per day the numbers are not very robust. Mr. Swanson explained that the legislation states goals, but the State still must present a formal plan by 2022 as to how to move forward. The goal is 55 gallons per capita daily (gpcd) by 2025, then reduces to 50 gpcd. It will need to be determined how many people are in a household, Swanson continued, and the District will end up doing budget-based rates at some point in the future. Ultimately, it is the District that will be fined if the goals are not met, Swanson explained, and it must be determined how to pay the fine and how the water wasters will be charged accordingly. Covington acknowledged it will not impact this rate study but will factor in the future. GM Jagers said that budget-based rates will be the future, however the District's business model today is not sophisticated enough. He explained details of water budgeting.

Mr. Jagers reminded the Board that the District's billing is mostly bi-monthly and said a calculation average of 199 gallons per day of usage was used. Covington stressed capturing costs. Jagers assured that the best estimate has been made, but if the District ends up upside down, the rates will be back in front of the Board reassessing in three years rather than five. President Covington pointed out that electric rates will be increasing and Jagers noted it is a true pass-through and will be adjusted, estimating a 2 to 4 percent increase over time. Covington noted it would be preferable to over-collect the SCE pass-through; if it is under collected, there is no way to recoup the funds.

In response to Vice President Slawson, Mr. Jagers explained the total aggregate rate including the pass-throughs. Director Hoffman pointed out the SCE fixed charges to start up a well and stressed the importance of operational planning. He

agreed with President Covington that sufficient SCE costs must be built in to have flexibility to cover the expenses. Mr. Jagers indicated the goal would be to reduce exposure to SCE fixed costs. He detailed efforts to manage costs and anticipated effects on power use such as recycled water coming online.

Jagers presented examples of billing under the different tiered systems and introduced the rate model built by Raftelis Financial Consultants.

Jagers showed the input sheet and again pointed to two projects included in the model that are not currently in the CIP – the disaster preparedness equipment and the Engineering and Operations Center. Senior Finance and Administrative Analyst William Clayton gave the Board a tour of the rate model and answered questions from the Board regarding inputs. Mr. Clayton explained the balance between the minimum reserve amount and recommended reserve amount. If reserves are depleted, Jagers cautioned, the District runs out of cash flow.

Mr. Clayton demonstrated the tier structure using the model. President Covington indicated this answered several of his concerns. The model allows accounting staff to make adjustments each year to show a true tracking of costs, validating that the District is on target, Jagers added. If there are problems, it offers an approach to solve them. President Covington asked about adjustment to the 12 percent first year increase. Mr. Jagers advised that the majority of the increase was due to SCE costs, so the model would not show an adjustment.

Mr. Jagers explained the drivers of the increases such as debt. He said he considers everything was represented very accurately and expressed confidence in the model's reflection of the District's needs. In response to Director Hoffman's question about a drop in anticipated expenses, Mr. Jagers explained first-year project costs to build two wells and complete pipeline replacements. Public improvements in the CIP will continue, Jagers noted. Director Hoffman noted anticipated growth of 400 to 500 dwelling units per year which will increase demand on existing wells and asked whether conservation would make up for that demand. Mr. Jagers advised that new wells will be needed and would be paid for by facilities fees. He noted that the model is conservative with growth and includes fewer than 500 houses based on the City of Beaumont projections. If growth is overstated, the District could run out of money as there would not be enough sales; much of that is accounted for in the variable rate of the model. Mr. Clayton added that staff is projecting into 2028, which is beyond the scope of the rate study.

GM Jagers pointed out that BCVWD's rates are lower than most in the area and will still be on the lower end for the region. He showed a comparison of rate collection against expenses over the past five years.

President Covington commented on the information shown in the dashboard and said he was not comfortable with revenue recovery of four tiers. A 3-tier structure seems to capture both low end and high-end usage and is more equitable and fairer across new and existing homes, he said. Covington acknowledged the constant fixed costs and said for all customers he is comfortable with the proposed 3-tier structure.

Mr. Jagers reminded the Board about funding for the Sites Reservoir and the District's anticipated contribution of \$2.8 million in four years. He said he expects it to be funded through facilities fees so it is not included in this rate model, but there is still some uncertainty and if necessary, there will be an update to the rate study. A facilities fee study is in progress, he said.

Director Williams indicated that she is more comfortable after absorbing the more detailed information and indicated support for the 3-tier structure. Director Hoffman said he is leaning toward the 3-tier structure. Director Slawson said he had initially supported 4 tiers, but after hearing the specifics he is now convinced it doesn't matter that much and supports the 3-tier structure as it is recommended by the consultant and staff.

GM Jagers advised that drought rates will be included in the rate action. During times of conservation, sales are lost, and the cost of water must increase. The model has a rate recovery component based on usage reduction and declaration of drought to keep the District revenue-whole.

Ms. Rodriguez said she was pleased with the Board's support for the 3-tier structure. She noted it is a middle ground and not a shock for the customers. She assured close examination of the pass-throughs to make sure the District recovers the funds to cover operations costs.

President Covington noted that even into 2024, these are inexpensive rates. GM Jagers acknowledged all staff who had contributed to preparing the information for the model and doing a thorough job of aggregating all District costs including recycled water in 2021. Director Hoffman asked about costs of building the booster pump. Mr. Jagers noted it will be funded through facilities fees; the operation of the system is included in the rate study.

2. Identify and Confirm dates for Rate Study Workshops and Town Hall Meetings

President Covington pointed to the timeline handout. Mr. Jagers noted a late rate study workshop to be scheduled for the week of December 9, if needed. Ms. Rodriguez indicated that with the Board's direction to staff supporting the 3-tier rate structure at this meeting, the timeline will be revised.

President Covington noted that the expected final wrap-up will occur at the end of February, 2020.

No dates were set for the Town Hall meetings.

3. Action List for Future Meetings:

None.

4. Adjournment

President Covington adjourned the meeting at 8:00 p.m.

ATTEST:

DRAFT UNTIL APPROVED

DRAFT UNTIL APPROVED

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

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



**BEAUMONT-CHERRY VALLEY WATER DISTRICT
MINUTES OF REGULAR MEETING
OF THE BOARD OF DIRECTORS
560 Magnolia Avenue, Beaumont, CA 92223
Wednesday, November 13, 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 Ramirez

Director Ramirez led the pledge.

Invocation: Vice President Slawson

Vice President Slawson gave the invocation.

Roll Call:

Directors present:	Covington, Hoffman, Ramirez, Slawson, Williams
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 Assistant Director of Operations James Bean Civil Engineering Assistant Daniel Baguyo
Legal counsel:	Jim Markman

Members of the public who registered their attendance: Kirk Howard, Nate Smith, Thomas Medina, Norman Medina. From the San Geronio Pass Water Agency: Dr. Blair Ball.. From the City of Beaumont: Councilman Lloyd White.

Public Comment: None.

ACTION ITEMS

1. Adjustments to the Agenda: None.

General Manager Jagers advised the Board there is a handout for Item 3.

2. Consent Calendar:

The following Consent Calendar items were approved with one motion:

- a. September 2019 Budget Variance Report
- b. Quarterly Statement of Cash Flows for September 30, 2019
- c. September 30, 2019 Cash/Investment Balance Report
- d. October 2019 Check Register
- e. October 2019 Invoices Pending Approval
- f. Minutes of the Regular Meeting of October 9, 2019
- h. Minutes of the Regular Meeting of October 24, 2019

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

- g. Minutes of the Special Meeting of October 17, 2019

Item 2g: Minutes of the Special Meeting of October 17, 2019 was approved by the following vote:

MOVED: Slawson	SECONDED: Hoffman	APPROVED 4-0-1
AYES:	Covington, Hoffman, Slawson, Williams	
NOES:	None.	
ABSTAIN:	Ramirez.	
ABSENT:	None.	

3. PUBLIC HEARING

Resolution 2019-13: Adopting a Mitigated Negative Declaration and Mitigation Monitoring and Reporting Program for 2017 Water Pipeline Replacement Project

President Covington introduced the item and explained the public hearing procedure.

The Public Hearing was opened at 6:15 p.m.

Director of Finance and Administration Yolanda Rodriguez reported that the Notice of Public Hearing was recorded with the County of Riverside on October 9 and published in the Record-Gazette on October 11 and 18, as well as posted at several public offices and mailed to property owners within a reasonable distance to the project. As of this evening, no written comments or protests on this item have been received, she noted.

Senior Engineer Mark Swanson described the project involving three pipelines: Avenida Altejo Bella, Apple Tree Lane, and Egan Avenue. Staff prepared the studies required by the California Environmental Quality Act (CEQA), Swanson explained, and sent out notices. Two tribal governments indicated interest, information was received, and both tribes are satisfied, Swanson said. No additional correspondence was received.

In response, to Director Ramirez, Mr. Swanson confirmed that engineering consultants assisted with the Mitigated Negative Declaration (MND). Mr. Jaggars noted that these are replacement pipelines and could have been

considered for a categorical exemption from CEQA, however because a new alignment for the Altejo Bella pipeline was identified, staff went above and beyond the minimum required in the interest of transparency.

There was no public comment.

President Covington closed the Public Hearing at 6:22 p.m.

The Board adopted Resolution 2019-13 Adopting a Mitigated Negative Declaration and Mitigation Monitoring and Reporting Program for 2017 Water Pipeline Replacement Project by the following roll call vote:

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

4. NOT ADOPTED. Resolution 2019-__ : Revision of District Policies and Procedures Manual: Part II – Applicable to Board of Directors and District Staff

General Manager Jagers noted that several issues have been clarified in the Part II revision. He drew attention to the summary of substantive items addressed and to the redline copies. Legal counsel has reviewed it and made minor changes.

Director Ramirez noted that the Personnel Committee went back and forth to assure revisions were as clear as possible, with the intent to eliminate vagueness and allow future Boards to function efficiently. Additionally, he continued, the Committee worked with staff to correct typos, to assure liabilities were reduced, and clarify expectations and communications.

Directors Hoffman and Slawson thanked and complimented the Committee members. President Covington noted that the Committee believes that loopholes and gray areas have been cleaned up. There were many restrictions that tied the hands of staff and directors in basic functions, he said. Other agencies' policies were compared, and Covington said he believes this is a step forward in revising the entire policy handbook.

President Covington called Dr. Blair Ball for public comment. Dr. Ball indicated he appreciated what was done by the Committee and advised that many years ago, he and Stella Parks did the same. He drew attention to Section 6C regarding agenda preparation. Item ii indicates the agenda will be set at the discretion of the Board President and the General Manager, and "should the President decline to agendize an item requested by an individual Board member," they can come back at a different date, Ball read. He said he strongly believes that any director should have the ability to put something on the agenda without consent of the Board President. Each director represents a specific area and the President has no authority over other Board members, Ball added, and suggested the following:

"The President shall not decline to agendize an item requested by an individual Board member, and shall place the item on the next Board meeting." Some items

could be time-sensitive, he explained. Ball pointed out that any item could be tabled or dismissed at a public meeting.

Director Ramirez requested the item be adjusted to not decline a request by a Board member to place an item on the agenda. Director Slawson pointed out the policy indicates the agenda will be set by the President and GM, and all directors have a direct line to the GM. Covington advised that his intent was to prevent rogue Board members from placing items on the agenda to advance their own agenda, and to formalize the process which had been ambiguous. President Covington acknowledged Dr. Ball's comments but suggested a weigh-in by the GM, president and vice president. He said he is comfortable with the wording as it appears.

Director Ramirez agreed with Covington regarding the potential of rogue directors and suggested adding "if unreasonable," in Section 6Cii.

President Covington called Lloyd White of the City of Beaumont for public comment. Councilman White shared his experience and said the City relies on the "Future Agenda Items" section at the end of each agenda at which point any suggested agenda items can be vetted and consensus of the council received to agendize an item. In addition, the Mayor can independently add agenda items.

Director Williams pointed out the policy allows an item to be agendized via a majority vote. Director Ramirez indicated the use of the word "may" could also mean "may not," and should be clarified.

President Covington called Nate Smith for public comment. Smith agreed with previous public speakers and noted experience on an HOA board where members representing a constituency could be shut out if the president's opinion differed. He stressed the importance to allow directors to submit an agenda item since no one is duly elected by the entire district.

Counsel Markman opined this is at the discretion of the Board. Mr. Jaggars read:

"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, if unreasonable, as requested by an individual Board member, the item will be agendized at a subsequent meeting based on a majority vote of the Board."

Director Ramirez indicated his consideration of the comments made and noted concerns. After some discussion, Director Hoffman suggested the policy go back to the Personnel Committee and directors think about the wording as it is important to get it right and assure there is a way to get items on the agenda.

GM Jaggars pointed to Section 6A which clarifies the agenda is prepared in cooperation with the GM, Board President and/or Vice President.

President Covington moved to adopt Resolution 2019-__ : Revision of District Policies and Procedures Manual: Part II – Applicable to Board of Directors and District Staff with the removal of the last sentence of Section 6-c-ii.

Director Ramirez posited that Section 6Cii then contradicts Section 6A and noted additional concern. President Covington rescinded his motion, tabled the item and remanded the policy back to the Personnel Committee.

Counsel Markman indicated it is a common struggle as to how items get onto an agenda and there is no standard solution.

The Resolution was NOT ADOPTED.

5. Resolution 2019-14: Approving a Memorandum of Agreement for the Creation of the Coordinated San Timoteo Groundwater Sustainability Agency

General Manager Jagers reminded the Board that the Sustainable Groundwater Management Act (SGMA) created a condition where a Groundwater Sustainability Agency (GSA) must be formed and subsequently a Sustainable Groundwater Plan must be implemented if the basin was designated a certain priority. The San Timoteo Groundwater Basin was initially designated Medium Priority by the Department of Water Resources (DWR). During its process the DWR re-categorized the San Timoteo basin as Low Priority.

President Covington noted a potential conflict regarding basin management with his employer, recused himself from the discussion, passed the gavel to VP Slawson and left the room at 6:50 p.m.

Mr. Jagers explained that the required GSA was formed in 2016 and the initial process of the Sustainable Groundwater Plan was initiated. The basin was re-categorized due to management of the adjudicated portion by the Beaumont Basin Watermaster. No plan is now required, and associated expenses unnecessary; but this may change in the future, Jagers explained.

GSA meetings continued and there is interest by BCVWD and Yucaipa Valley Water District in managing sub-basins outlying the adjudicated area, Jagers explained. He detailed potential activities to be addressed and suggested it behooves the BCVWD to participate in a management plan to assure agreement that the basin is managed well and is positioned for the oncoming growth. The intention is to manage certain areas and set the stage for participation, Jagers explained. No formal plan is required; the intent is to manage together in good faith and parallel the requirements of SGMA to be prepared if the basin is again re-prioritized, but not apply to DWR for recognition.

In response to Director Ramirez, Mr. Jagers confirmed that the San Geronio Pass Water Agency (SGPWA) has no interest in participating in this activity. Director Ramirez opined that it is an excellent point to recapture any leakage from the basin. Director Hoffman indicated he feels it wise to parallel the SGMA.

The Board adopted Resolution 2019-14 Approving a Memorandum of Agreement for the Creation of the Coordinated San Timoteo Groundwater Sustainability Agency by the following vote:

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

President Covington returned to the dais at 7 p.m.

6. Consideration of Request for “Will Serve Letter” and Annexation Approval for 99 S. California Avenue (Riverside County Assessor’s Parcel No. 417-180-014) in the City of Beaumont

Senior Engineer Swanson reminded the Board of previous discussions of this item and noted the applicant was present. Water consumption information has been provided and staff believes it fair and reasonable. The extension of the 24-inch main on California south from First Street was discussed with the applicant last week, is a project condition, and details will be worked out at staff level.

Mr. Swanson reviewed the domestic water demand numbers of 350 gallons per day (GPD). Although lower than nearby facilities, it does not seem unreasonable given conservation activity, Swanson said. Approval of the Will-Serve Letter (WSL) tonight allows the applicant to move forward with the LAFCO process for annexation, Swanson explained.

Director Williams pointed out the Table should show Total Estimated Water Demand of 368 GPD. Director Ramirez asked about comparable water use in other scenarios. Mr. Swanson explained the research done by staff and noted the District reserves a right to perform a water audit in the future. If consumption is higher than expected, the applicant must pay the appropriate facility fees.

Director Hoffman stated he appreciated everyone working together on this item.

The Board approved the “Will Serve Letter” and Annexation for 99 S. California Avenue (Riverside County Assessor’s Parcel Nos. 417-180-013 and 417-180-014) in the City of Beaumont by the following vote:

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

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

Mr. Jagers explained the request of ACWA for the Districts vote on the candidate slate or other candidate(s). Director Williams is the only BCVWD director registered to attend the conference and it is recommended she be appointed to cast the ballot. Jagers noted there is a Budget Workshop slated for Thursday, Dec. 5. Director Williams indicated she will try to return from the conference in time to attend the Budget Workshop.

The Board approved Appointment of Director Lona Williams as the BCVWD Delegate Voter at the Association of California Water Agencies Annual Fall Conference in San Diego, CA on Dec. 4, 2019 by the following vote:

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

8. Review and Consideration of Adjustment of Director Per Diem Fees and Provision of Health Benefits for Directors

Mr. Jagers reminded the Board about previous discussion. Director of Finance and Administrative Services Yolanda Rodriguez reviewed information from comparable agencies which shows many offer health benefits to directors.

BCVWD contracts for benefits with CalPERS, which does not allow the extension of benefits to Board members, so the District would have to contract with a different insurer to provide the benefit, Rodriguez explained. Another option, she continued, is to consider total costs for per diem along with the average cost of health benefits provided by other agencies totaling an average package of \$2,346.66, to make the Board's total compensation comparable to other agencies.

President Covington noted that it would be catastrophic to employees to pull BCVWD out of the CalPERS insurance benefit in order to obtain an alternative insurer to include directors. He pointed out that 85 to 90 percent of other agencies provide health benefits for directors. Three directors previously requested staff inquire as to provision of benefits, Covington said, and agrees if it is the will of the Board to direct staff to continue.

If the directors wish to have medical insurance, Covington continued, the five should be under a different policy. If a director currently has a better plan offered through an employer for example, Covington suggested, there could be a provision via a public hearing process to set aside a medical health benefit stipend so directors might procure their own medical insurance, and/or obtain insurance through the District.

GM Jagers added that legal counsel will have to advise what the District can do. There will be additional considerations, he noted, such as insurance offered for director only, or if it will include dependents; there is a significant difference in costs. Covington noted most agencies provide benefits for the director and dependents. Mr. Jagers noted that the next step to truly understand costs for health insurance benefits will have to be shopped to potential insurers.

Counsel Markman added the District may be able to shop for benefits or levels of secondary coverage in addition to what directors currently receive from employers.

President Covington polled the Board members. Director Williams supported further research. Director Ramirez indicated the heart of the staff report is good. He said he liked Option 2 presented and would be prepared to vote to move forward with insurance. Director Hoffman said his purpose is to serve the community and he does not feel entitled to the medical benefits although other districts provide them. Director Slawson indicated support for insurance or stipend and pointed out that current directors have their own health insurance now, but that may not necessarily be the case for everyone who may want to serve on the Board. Health insurance is a baseline need, he said.

GM Jagers reiterated the need for legal counsel vetting. Covington added that insurance may entice other candidates to step up for election more than service to the community. There is a lot of uncompensated work behind the scenes, he noted, and this agency needs to be equitable to others.

Counsel Markman said he would work with the new HR Coordinator and Ms. Rodriguez to assure options are not problematic.

Director Ramirez and GM Jagers confirmed to bring back the item in January. President Covington asked how potential expenses of more than \$100,000 per year would be accounted for in the 2020 budget if yet undecided. Ms. Rodriguez indicated she anticipates a budget amendment in 2020 due to several factors.

With consensus of the Board, President Covington directed staff to bring back a stipend option and real cost comparison at the January 8, 2020 Regular Meeting.

9. Southern California Edison Public Safety Power Shutoff Report and District Activities

Assistant Director of Operations James Bean explained that Public Safety Power Shutoffs (PSPS) are the new norm when there is a high risk of fires. The District has been proactive in adjusting to the conditions, Bean explained.

Staff produced an energy cost analysis including different time of use rates as staff tries to conserve energy and limit costs. The District is notified when a shutoff may occur and has analyzed what would result if pumps were run during higher energy cost time of use in order to keep reservoirs full.

A PSPS was experienced for a 28-hour period in October which affected two wells, four reservoirs, a booster station and a telemetry repeater. All reservoirs had been filled in preparation and staff worked with Cal Fire and other agencies to monitor conditions. Backup generators were employed, and the public was notified via phone blast and social media to conserve water. The City and the Recreation and Park District also shut down irrigation.

Director Williams commented that the proactivity is impressive. Director Ramirez asked if all well sites have generators; Mr. Bean said not every site, but in strategic locations. There may be need to change operations and utilize additional generators with the new norm, he said.

In response to President Covington, Mr. Bean said there are at least two well sites that are prepared for adding generators. Covington asked about the Air Resources Board related to the use of generators during PSPS events and Bean said there has been no opinion yet. Covington suggested renting generators for the three months of the Santa Ana wind season.

Director Hoffman added that water supply could become restricted in areas after three or four days without power as it is used up, and he advocated for generators.

GM Jagers reported on a discussion at the Collaborative Agencies meeting. The County of Riverside is meeting with Southern California Edison and the consensus is that Edison did not manage the event well. This new norm is significantly

different than what has been planned for, Jaggers noted. In an emergency, the Board would declare significant restrictions, but this is a case where a utility is deciding they have too much risk because of their antiquated facilities. This puts everyone at risk due to lack of regular fire supply and in a fire event, the system may be depressurized creating a health risk.

10. Reports For Discussion

a. Ad Hoc Committees: No Report.

b. General Manager:

Mr. Jaggers updated the Board of well rehabilitation activities. The mold remediation at the yard was done. During the process, some structural issues were identified and will be addressed.

Production is down by 957 acre-feet (AF) compared to last year, which is within projections and is good news, Jaggers said. He anticipates an increase next year. The SGPWA and State Water Project have had some delivery inconsistencies, Jaggers explained. BCVWD makes adjustments to adapt.

Jaggers reported the status of the ponds and recharge activity. BCVWD and Banning have taken 12,051 AF and 125 AF respectively, year-to-date. BCVWD's total may be 14,077 AF and a cost adjustment will be made for an estimated total of \$5.3 million, Jaggers explained.

At a recent workshop of the SGPWA Board, General Manager Jeff Davis reported that nothing about the new imported water rate was unusual. Jaggers gave background on the imported water rate and presented calculations estimating that at the end of September, SGPWA met its stated goal of collecting half the cost of the Nickel Water. He also pointed out that the DWR variable rate anticipated to be \$289 per AF instead appears to be \$239.21 per AF, resulting in added funds to SGPWA reserves.

BCVWD believes there will be a significant reduction in SGPWA's expected loss in 2019, and sales moving forward will help. BCVWD is currently the only agency buying water and paying the toll, Jaggers said, and he indicated it is unfortunate that the history of the cost of variable water is overstated and there is never a reconciliation of the true cost of water. Jaggers said he will continue to monitor and will report back to the Board in January.

c. Directors' Reports:

VP Slawson attended the Riverside County Water Task Force meeting on October 25 and listened to discussion of recent legislation such as the human right to water and the significant work that will be needed to determine the associated credit. Slawson reported that the General Manager from Eastern Municipal Water District said they hope to convince the state that if the plans are implemented that they add something to the EBT or WIC program and leave the water districts out of it.

Counsel Markman commented this is a problem arising everywhere due to conflict with Proposition 218 which requires charging the ratepayer only the portion of the costs to serve water to them. The District cannot charge or give a customer different amounts of water depending on their income level. It is

unknown how the state will square those concepts without a Constitutional amendment, Markman said.

d. Legal Counsel Report: None.

11. Announcements

GM Jagers provided a three-month calendar detailing the upcoming activities of the District and asked the Board to review it for discussion at the meeting next week. Director Ramirez suggested consolidating meetings of Dec. 11 and Dec. 18. President Covington concurred, noting he is not in town on the 11th. He noted the rate workshop is important and suggested curtailing the agenda on the 18th to include the rate workshop.

President Covington read the following 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 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. Convened in Closed Session: 8:11 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: 8:25 p.m.

Report on Action Taken During Closed Session:

No reportable action was taken.

14. Adjournment: 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, November 21, 2019 at 6:00 p.m.**

Call to Order: President Covington

President Covington began the meeting at 6:06 p.m.

Director Williams led the Pledge of Allegiance

Invocation was given by Director Ramirez

Roll Call:

Directors present:	Covington, Hoffman, Ramirez, Slawson, Williams
Directors absent:	None
Staff present:	General Manager Dan Jagers, Director of Finance and Administration Yolanda Rodriguez, Senior Engineer Mark Swanson, 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: Fran Flanders.

Public Comment: None.

1. Presentation of President's Special Recognition Award Received from the Association of California Water Agencies Joint Powers Insurance Authority for Beaumont-Cherry Valley Water District's Property and Workers Compensation Programs

Director of Finance and Administration Yolanda Rodriguez explained the basis of the recognition program.

Director Ramirez acknowledged the increase in safety and reduction in liabilities.

2. Discussion and Direction regarding 4-inch Pipeline Replacement near 9087 Avenida Miravilla in the Community of Cherry Valley

Director Hoffman recused himself from the discussion and left the room at 6:08 p.m.

Senior Engineer Mark Swanson reminded the Board the property at 9087 Avenida Miravilla has been previously discussed. The three parcels have been merged and

were previously known as 9133 Nonie Court. In the February approval of the Will-Serve Letter (WSL), the Board conditioned the property to realign the 4-inch water line which serves six or seven parcels. The applicant requested a cost consideration, as the original condition to bring the line down Avenida Miravilla was cost prohibitive.

Swanson explained the two-phase plan for the pipeline realignment. The cost of Phase 1 is the burden of the applicant, and Phase 2 would be constructed by the District at a later time as indicated back in February, he noted. The plan is 90 percent complete and staff will need to work to execute an easement with Director Hoffman as the pipeline will run across his property as part of Phase 2.

The applicant may use the plan produced by staff and hire a contractor, and execute an easement as identified, Swanson continued. Phase 2 can be done on the District's timeline and the estimated cost for pipeline replacement is \$62,900. Swanson explained that one property has irrigation lines that may be affected. He asked the Board for direction as to the inclusion of the project in the Capital Improvement Plan.

General Manager Jagers provided additional detail on the determination of the alignment. The intent is to procure the materials through the annual services contract with the District's pipeline suppliers and complete the work with District labor.

President Covington asked for explanation of the alignment and why it is not being constructed in the street (Avenida Miravilla) as lines in backyards are always a problem, he noted. Mr. Swanson indicated that the narrow width (22 feet) of Avenida Miravilla could present a problem with tree roots and at the intersection of Avenida San Timoteo and Avenida Altura Bellathe southernmost property has an old brick wall that staff prefers to avoid damaging. He explained service lines that would be affected and noted increased costs along Avenida Miravilla, including pavement repair. Mr. Jagers pointed out problems with potential land disturbance as designated by the Multiple Species Habitat Conservation Plan.

In response to President Covington, Mr. Swanson explained easement and ingress/egress needs. President Covington indicated he did not like the alignment and the idea of skirting two properties but said he understands the challenging issues.

Director Williams asked about other structures indicated on the plan, the timeline for Phase 2 and pipeline alignments in the vicinity already on the CIP. Swanson pointed out a storage shed and explained some of the engineering challenges. In response to Williams' funding question, Swanson noted the work has been identified as a project but has not been penciled in as part of the CIP. Williams suggested shifting funds from an identified project to the 4-inch pipeline. Jagers noted there are not issues with the other line currently and explained the services to lower houses. This is the "best-worst" solution as determined by staff, he said. The idea was to mitigate a leaky area and get it fixed, Jagers added; Williams asked about causation of additional leak issues and Jagers explained.

Director Williams asked about availability of funds for an additional project. Mr. Jagers noted that funds would be from the Capital Improvement reserves and reviewed expenses. Part of the labor costs are spent fixing leaks in the area, he noted.

In response to Director Ramirez, Swanson noted that staff has not evaluated options beyond Phase 2 as additional work may incur CEQA and other issues. Per prior direction, staff has worked to find the lowest cost, best solution, Jagers noted. Phase 1 is ready to proceed, he added.

Director Ramirez clarified some alignment details. Mr. Jagers suggested photos could be supplied at another meeting to satisfy the Board with a more significant understanding. Director Ramirez requested staff look at access along Avenida Miravilla and Mr. Swanson responded. President Covington suggested a field trip to the location.

Director Slawson inquired about the lines serving and crossing the pipeline. Mr. Swanson responded. Slawson asked about additional nearby problem areas, and Mr. Jagers explained that the other areas will need to be addressed in the future.

President Covington reiterated the need for a field trip. If feasible to spend a little more money and do more work, the pipelines need to be in roads not in yards, Covington stated. He indicated that Phase 1, although already discussed with the homeowner, is not installed or set in stone. Mr. Jagers interjected that staff moved forward based on direction from the Board at a meeting in the spring. The homeowner paid for the drawings to be prepared and staff did the work and participated in getting to Phase 1.

The Board has not approved the alignment; if the Board directs staff to change the Phase 1 drawings, the cost is on the District, Covington stated. Mr. Swanson said staff would look at other options prior to the field trip and in response to President Covington, confirmed that none of Phase 1 has been installed.

Director Ramirez clarified that he would like staff to look at feasibility and cost of Phase 2 taking a pipeline from the bend / break in the trees at Nonie Court across to Avenida Miravilla, then down the street.

7:03 p.m. – Director Hoffman returned to the dais.

3. Discussion of City of Beaumont-Approved Ordinance and Implementation of a Pavement Cut Moratorium

General Manager Jagers indicated this item is related to the Beaumont Avenue pipeline activity expected to be discussed in the near future.

Mr. Swanson reported that the City of Beaumont approved the moratorium and has now implemented an ordinance as part of the CIP plan and pavement management plan to keep the pavement in good condition. This applies to all utilities in the streets. New streets or reconstructed streets will have a five-year moratorium; if the District has plans to replace a pipeline, but the City plans to repave that street sooner, the District will have to wait five years.

Exemptions include emergencies which endanger life, public health and safety, such as a leak, work mandated by legislation, or service to buildings or properties where no other reasonable means of providing service exist, Swanson explained.

This applies to new development and the District would have to apply to the City to be able to provide service.

Streets that are slurry sealed incur a three-year moratorium, Swanson noted. This is what spurred the Beaumont Avenue pipeline replacement project discussed last month, Swanson explained. Staff must now be cognizant of the CIP and what projects and problem areas might need to be addressed, such as the 9th Street project staff proposed last month.

President Covington asked if BCVWD had taken a position on the ordinance; Mr. Jagers said it did not. Covington pointed out that the District will be the entity most impacted. Mr. Jagers advised that staff will prepare a sequence of work that will target the areas the City will be working in and try to get in front of the activity.

Mr. Swanson advised that the ordinance also mandates the resurface area shall be a minimum of 12 feet wide for each traffic lane affected, as determined by Public Works sole discretion. Additionally, the resurface area shall extend a minimum of 25 feet long in both directions. Right now, the District resurfaces as necessary plus a few feet, but this will require more and increase the cost of leak repair.

Mr. Jagers said the City Engineer indicated that the next segment of Beaumont Avenue that would move forward is at least three years away.

Director Ramirez asked about potential variance to be provided to the water district. Mr. Swanson said there is a provision for the Public Works Director to grant a variance.

Mr. Jagers suggested a letter from the District requesting a variance on an ongoing basis.

Since this is after the fact, Ramirez said, he would support persistence with those letters requesting any variance on how much resurfacing needs to be redone, as that affects costs to the residents.

4. Discussion regarding Sites Reservoir

General Manager Jagers updated the Board. There will be a decision made in the spring regarding what, if any, participation the BCVWD and the San Geronimo Pass Water Agency (SGPWA) wants to have moving forward. The conundrum, he continued, is he is now hearing others realize the amounts of water being utilized by the retailers are probably lower than what are projected in the Urban Water Management Plans. Jagers reminded that he has previously suggested similarly, such as reductions in water use due to the new landscape laws.

BCVWD is participating in the Sites Reservoir project for 4,000 acre-feet (AF) of supply. This is probably a number that is needed, plus some, but what others think they need may change quite a bit, Jagers posited. The SGPWA is in for 10,000 AF, and if demands are diminishing, Jagers said, the amount should be reviewed.

With SGPWA General Manager Jeff Davis nearing the end of his tenure, Jagers continued, the BCVWD must be tracking this to know its participation. If allowed, the SGPWA will collect taxes to fund their component, he said, but they also anticipate collecting from the BCVWD \$2.8 million until 2035 for BCVWD's

component of the bond sales. He suggested examining the number to define the amount needed and understand it well before making a decision. Jagers said he will bring further information at the next workshop.

President Covington asked about progress on the project. Mr. Jagers said the SGPWA relayed that the project is stalled at the moment due to uncertainty about environmental costs and how much water needs to go to support the fish. The buy-in was delayed until April 2020 but decisions need to be made in January-February, Jagers explained.

The ideal project looks like the 1.3 to 1.5 million AF reservoir with relation to costs and discussion indicated the cost might range from \$600 per AF to \$900 per AF, Jagers reported. He contrasted that with the comparable cost of filtration facilities such as that being developed by Yucaipa Valley Water District.

Additionally, Jagers continued, post-2035, the compression on the East Branch Extension bond sales will disappear and the tax base side to BCVWD ratepayers should diminish by 50 percent. The water costs more, but the taxes go down, Jagers noted.

The final decision will be made if the Bay-Delta conveyance facility goes forward, Jagers said. There may be an opportunity to pick up capacity for those who do not want to participate in Sites, paid by tax base.

BCVWD has stayed in the project amid uncertainty, Jagers explained, because BCVWD wants to assure it has eggs in multiple baskets. President Covington said risk of the money on the table was understood and commented that if Sites begins to go sideways, or become too expensive, assure that the District is not in too deep. Jagers advised that the next decision is the one that has that potential. He suggested inviting Mr. Davis to give another presentation when appropriate.

President Covington indicated confidence in the continued vigilance of GM Jagers and said if Jagers is not comfortable with something, to let the Board know. Jagers said his goal is to keep the Board informed and assure there are no surprises.

5. Discussion of San Geronio Pass Water Agency 2019 Imported Water Rate

Mr. Jagers drew attention to the previous discussion on rates and how much water is to be delivered for the coming year. If delivery rates continue, BCVWD will take delivery of approximately 14,000 AF in 2019. The SGPWA identified that the 2019 rate was to pay for half the cost of the Nickel Water lease this year, at \$1,932,000. As of September, the SGPWA had collected more than anticipated on the lease recovery, Jagers reported.

Jagers showed SGPWA revenues and expenses and noted that water deliveries are continuing. He compared the average annual wheeling rates and calculated that BCVWD may be paying more than its costs. The SGPWA indicated it would reconcile its costs in February. This is important because BCVWD currently has a figure plugged into the rate model which sets the first-year increase to 12 percent. If that number should be lower, Jagers continued, it affects BCVWD's rate model. Covington pointed out it is a pass-through and suggested preparing for a worst-

case scenario. Should the rate go down, he noted, the District is not over-collecting from its customers.

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

Mr. Jagers updated the Board on the Noble tank and pipeline project. In response to President Covington, Jagers confirmed the capacity of the new welded steel tank is 2 million gallons and there is a 24-inch pipeline slated for Dutton Street. Jagers explained the location of the new tank near the old entrance to Bogart Park.

Staff is working with the Health Department on the well project, Jagers said. The pipeline replacement project is almost ready to go out to bid, he continued.

Progress has been made on the recycled water project with the City of Beaumont, Jagers reported. A booster station site has been identified, he said.

7. Update: Legislative Action and Issues Affecting BCVWD

There was no discussion.

8. General Manager's Report

General Manager Jagers explained the overflow of the Hannon Reservoir and balancing of the groundwater basin. He noted a potential problem with the CLA valve and said staff is addressing the issue.

Current flow to the recharge basins is at 34 cubic feet per second (cfs), Jagers noted. The SGPWA has indicated that 25 cfs flow rates may be available to the end of the year, he added. He has directed operations staff to slow the rate in order to perform any needed maintenance.

The SGPWA notified BCVWD that their ponds can now receive water, Jagers noted. BCVWD has been invited to use those basins to accept water, but the basins have not yet been tested. Covington advocated accepting all the water possible.

Jagers shared the updated plans for the recycled water plant and potential location for BCVWD's booster station. He explained detail on flow rates. BCVWD now needs to work on the cost agreement with the City, Jagers reported, and the Recycled Water 2x2 Committee should meet early next year to begin talking about the numbers, he said. Covington asked about the March 2020 deadline for the plant to come online. Jagers said the City has asked for an extension from the State Water Resources Control Board due to last year's rain delay and the Board is willing to consider it. They might have recycled water in the summer of 2020, Jagers noted, but BCVWD will not be ready until the summer or fall of 2021.

Mr. Jagers advised that consultants estimated \$170,000 to improve the Board Room acoustics. Staff looked at cost savings strategies and installed new microphones, adjusted the sensitivity of the system, replaced older wiring,

adjusted all speakers and repaired the recorder. The next step is to replace the monitors and the projector and screen with video monitors. A request was received for access to electronic documents and a low-cost solution is a Chromebook tablet, Jagers said. He noted that a higher-end sound study may be performed, but panels may be installed as a first option. He assured the Board that staff is striving for cost-effectiveness.

9. Topics for Future Meetings:

Director Ramirez asked if a date was set for a Communications Ad Hoc Committee meeting in December. Ms. Rodriguez indicated she needs confirmation from directors on a date.

10. Announcements

President Covington read the following announcements:

- 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, 2019
- 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.

11. Adjournment

President Covington adjourned the meeting at 7:55 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
December 18, 2019**

Item 3h

STAFF REPORT

TO: Board of Directors

FROM: Dan Jagers, General Manager

SUBJECT: **Consent Calendar: Ratify the November 13, 2019 vote to adopt Resolution 2019-13: adopting a Mitigated Negative Declaration (MND) and the Mitigation Monitoring and Reporting Program (MMRP) for the 2017 Water Pipeline Replacement Project**

Staff Recommendation

Vote to approve the Consent Calendar including ratification of the November 13, 2019 vote to adopt Resolution 2019-13: adopting a Mitigated Negative Declaration (MND) and the Mitigation Monitoring and Reporting Program (MMRP) for the 2017 Water Pipeline Replacement Project.

Summary

At its meeting of November 13, 2019, the Board held a Public Hearing and voted 5-0 to adopt Resolution 2019-13: adopting a Mitigated Negative Declaration (MND) and the Mitigation Monitoring and Reporting Program (MMRP) for the 2017 Water Pipeline Replacement Project.

Legal Counsel recommends ratification of the vote to adopt the Resolution due to some ambiguity in the procedure of November 13, 2019.

Fiscal Impact:

None.

Attachments

Resolution 2019-13

Staff Report prepared by Lynda J. Kerney, Administrative Assistant

RESOLUTION 2019-13

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 with in 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

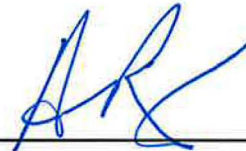
1. The Board of Directors hereby adopts the Mitigation Monitoring and Reporting Program, as set forth in the Project staff report.
2. The Board of Directors hereby finds that the proposed mitigation measures described in the Mitigated Negative Declaration are feasible and therefore will become binding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

ADOPTED this 13th day of November, 2019, by the following vote:

AYES: *Covington, Hoffman, Ramirez, Slawson, Williams*
NOES:
ABSTAIN:
ABSENT:



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

ATTEST: 

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

Regular Meetings**Second Wednesday of every month**

Meeting time is 6:00 p.m. unless otherwise noted on posted agendas.

January 8
February 12
March 11
April 8
May 13
June 10
July 8
August 12
September 9
October 14
November 4 (date change due to Veteran's Day Holiday)
Thurs., December 3 (Budget Workshop)

Engineering Workshop**Fourth Thursday of every month**

Meeting time is 6:00 p.m. unless otherwise noted on posted agendas.

January 23
February 27
March 26
April 23
May 28
June 25
July 23
August 27
September 24
October 22
November 19
Wednesday, December 15

Finance and Audit Committee**First Thursday of the month**

Meeting time is 3:00 p.m. unless otherwise noted on posted agendas.

January 2
February 6
March 5
April 2
May 7
June 4
July 1 (Wednesday, due to Holiday)
August 6
September 3
October 1
November 5
December 3

Personnel Committee**Fourth Monday, odd months**

Meeting time is 5:30 p.m. unless otherwise noted on posted agendas.

January 27
March 23
May 25 – No meeting, Memorial Day
July 27
September 28
November 23

District Holidays 2020

Jan. 1	New Year's Day
Jan. 20	Martin Luther King Day
Feb. 17	President's Day
May 25	Memorial Day
July 2	Independence Day (observed)
Sept. 7	Labor Day
Nov. 11	Veterans Day
Nov. 26	Thanksgiving
Dec. 24	Christmas Day (observed)

Agendas are posted at least 72 hours in advance of a regular meeting and 24 hours in advance of a special meeting and are also available on the District's website at www.bcvwd.org. At regular meetings, members of the public may address the Board of Directors on any item within the jurisdiction of the Board; however, no action may be taken on any item not appearing on the agenda, unless the action is otherwise authorized by Government Code Subdivision 54954.2(b). Unless otherwise noted, meetings are held at the BCVWD office at

560 Magnolia Avenue, Beaumont, CA 92223

For additional information, please contact the Director of Finance and Administrative Services at

(951) 845-9581.

2020

January

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
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1 New Year's Day
20 Martin Luther King Jr. Day

February

Su	Mo	Tu	We	Th	Fr	Sa
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23	24	25	26	27	28	29

2 Groundhog Day
12 Lincoln's Birthday
14 St. Valentine's Day
17 President's Day
22 Washington's Birthday
26 Ash Wednesday

March

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8 Daylight Saving Time Begins
17 St. Patrick's Day

April

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5	6	7	8	9	10	11
12	13	14	15	16	17	18
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26	27	28	29	30		

1 April Fool's Day
5 Palm Sunday
10 Good Friday
12 Easter

May

Su	Mo	Tu	We	Th	Fr	Sa
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

10 Mother's Day
25 Memorial Day

June

Su	Mo	Tu	We	Th	Fr	Sa
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28	29	30				

14 Flag Day
21 Father's Day
21 Summer Solstice

July

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4 Independence Day

August

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30	31					

September

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20	21	22	23	24	25	26
27	28	29	30			

7 Labor Day
13 Grandparent's Day

October

Su	Mo	Tu	We	Th	Fr	Sa
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

31 Halloween

November

Su	Mo	Tu	We	Th	Fr	Sa
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

1 Daylight Saving Time Ends
3 Election Day
11 Veteran's Day
26 Thanksgiving

December

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

21 Winter Solstice
25 Christmas
31 New Year's Eve

Created at www.CalendarHome.com



**Beaumont-Cherry Valley Water District
Regular Board Meeting
December 18, 2019**

Item 5

STAFF REPORT

TO: Board of Directors

FROM: Dan Jagers, General Manager

SUBJECT: **Resolution 2019-____: The BCVWD Fiscal Year 2020 Operating & 2020-2024 Capital Improvement Budgets**

Staff Recommendation

Adopt the proposed Resolution 2019-__: Fiscal Year 2020 Operating & 2020-2024 Capital Improvement Budget.

Background

Attached for the Board's consideration is the proposed Fiscal Year 2020 Operating & 2020-2024 Capital Improvement Budget.

The purpose of this budget is to provide rate payers, the Board of Directors, and other stakeholders with reliable financial information about the District. Through the process of planning and preparing the budget, the District assesses its plans and goals for the foreseeable future by identifying and estimating the spending of financial resources.

The proposed FY 2020 Operating & 2020-2024 Capital Improvement Budget (CIB) considers major policy issues that impact District revenues such as reasonable water conservation efforts and changes in the local rate of development. The fundamental theme of expenses is to balance them, using realistic projections, against the conservative estimates for revenues.

The Government Finance Officers' Association (GFOA) recommends that governments prepare and adopt a formal capital budget as part of their annual or biennial budget process, a capital budget that is directly linked to a multi-year capital improvement plan.

The District's CIB in the attached document is directly linked to the Ten-Year Capital Improvement Plan (CIP) and forecasts the next five years of the CIP. The CIP is a multi-year plan that identifies and prioritizes funding for future capital outlays based on an assessment of District-wide needs. The Board most recently approved the 2019-2028 CIP in December 2018. Staff anticipates that the full CIP will be brought before the Board for consideration every two to three years.

Fiscal Impact

The total anticipated revenues for FY 2020 are \$17,369,795, which include \$13,070,729 of operating revenues, \$3,036,600 of capacity charges (facilities fees), and \$1,262,883 of other non-operating revenues, including \$394,012 of reserve contribution from the fund balance account designated Reserve for Operations. The estimated gross operating expenses of \$17,014,195 provides for an unbalanced budget with a deficit in the amount of \$394,012 if the reserve contribution was not implemented. This also does not include a depreciation expense of \$2,681,000. Because of this deficit, there will be no contribution to the Capital Replacement



Reserve Fund. Staff proposes to fund the deficit amount with a one-time resource from the Capital Replacement Reserve Fund.

Staff anticipates the approval of updated Water Rates in March of 2020 and will present an Amended Budget to the Board at such time with amended Revenues. Staff also anticipates that the Amended Budget will be balanced, and depreciation expense will be partially funded with a contribution into the Capital Replacement Reserve Fund.

Staff continues to work with Raftelis Financial Consultants, the District's Rate Study consultant, in order to provide a stable financial plan which will ensure charges reflect current and future cost recover and a balanced budget moving forward.

Attachment(s)

Beaumont-Cherry Valley Water District 2020 Operating & Capital Improvement Budget

Staff Report prepared by Sylvia Molina, Senior Accountant and Erica Gonzales, Administrative Assistant

RESOLUTION 2019-_____

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
BEAUMONT-CHERRY VALLEY WATER DISTRICT
ADOPTING THE ANNUAL OPERATING AND CAPITAL IMPROVEMENT
BUDGET FOR THE FISCAL YEAR ENDING DEC. 31, 2020**

WHEREAS, the Board of Directors of the Beaumont-Cherry Valley Water District has reviewed the staff report, draft budget and associated materials distributed for the December 18, 2019 Regular Meeting of the Board of Directors; and

WHEREAS, the Board of Directors has determined that it is necessary for the efficient management of the District that certain sums of revenue be appropriated to the activities as set forth in said budget,

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

1. In all aspects the recitals stated above are true and correct.
2. The Budget Staff Report and Presentation, and all associated documents are incorporated herein by reference, approved, and adopted as findings.
3. The Board of Directors determines and adopts the proposed organizational structure as outlined in the staff report, budget, and associated documents.
4. The Board of Directors hereby approves and adopts the Fiscal Year 2020 Budget and 2020 Classification and Compensation Plan attached hereto as Exhibit "A".
5. The District's General Manager is authorized to take all necessary actions to implement the provisions of the FY 2020 Budget as adopted by this Resolution including to recruit and appoint positions within the limits of said Budget and Plan without further Board action.
6. The General Manager is directed to implement the intent of this Resolution as soon as reasonable following applicable procedures. The expenditure amounts designated for the FY 2020 are hereby appropriated and may be expended by the departments or funds for which they are designated.

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

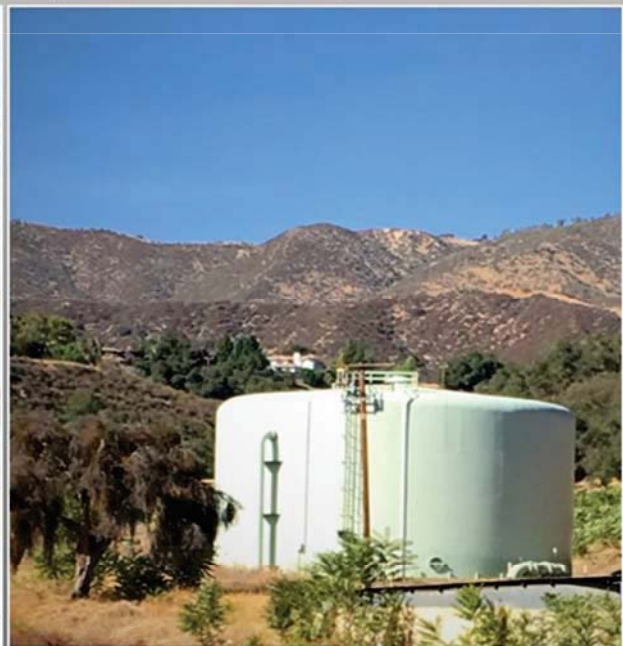
Director Andy Ramirez, Secretary to the
Board of Directors of the
Beaumont-Cherry Valley Water District

Beaumont-Cherry Valley Water District

100 Years of Service, Quality and Stewardship



FY 2020 Operating Budget & 2020-2024 Capital Improvement Budget



Board of Directors



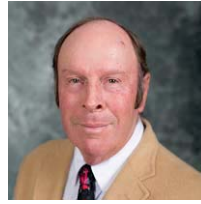
John Covington
President



Daniel Slawson
Vice-President



Andy Ramirez
Secretary



David Hoffman
Treasurer



Lona Williams
Director

General Manager



Daniel Jagers

Table of Contents

Budget Message.....	1
Overview	4
About the Community	4
About the Beaumont-Cherry Valley Water District	7
Accounting, Budgeting, and Rate-Setting Structure	9
Financial Guidelines and Policies	11
Operating Budget.....	14
Financial Summary	15
Revenue Detail	19
Operating Revenue	19
Non-Operating Revenue.....	23
Operating Expenses Detail.....	25
Board of Directors	28
Engineering	30
Finance and Administrative Services	34
Professional Services	36
Finance and Administrative Services	37
Information Technology	39
Human Resources and Risk Management	41
Operations.....	43
Source of Supply.....	45
Transmission and Distribution.....	47
Inspections.....	49
Customer Service and Meter Reading	51
Maintenance and General Plant.....	53
Budget Detail.....	55
Revenues: 2019 Adopted (Amended) Budget versus 2019 Projected Actuals versus 2020 Proposed Budget	56
Expenses: 2019 Adopted (Amended) Budget versus 2019 Projected Actuals versus 2020 Proposed Budget.....	57
Account Descriptions	61
2020 Salary Schedule.....	74
Capital Improvements.....	75
Appendices - Capital Improvements	77
Appendix A.....	78
Appendix B.....	80
Appendix C	81
Appendix D	82
Appendix E.....	83
Appendix F.....	85
Appendix G	86

Table of Contents (continued)

Appendix H	87
Appendix I	89

DRAFT

Budget Message

December 18, 2019

To the Board of Directors, Customers, and Stakeholders of the Beaumont-Cherry Valley Water District:

Staff is pleased to present the Beaumont-Cherry Valley Water District Fiscal Year 2020 Operating and 2020-2024 Capital Improvement Budget. For over one hundred years, the Beaumont-Cherry Valley Water District (District) has provided residents and businesses in the City of Beaumont and community of Cherry Valley with a safe and reliable water supply.

The purpose of this budget is to provide customers, the Board of Directors, and other stakeholders with reliable financial information about the District. Through the process of planning and preparing the budget, the District assesses its plans and goals for the foreseeable future by identifying and estimating the spending of financial resources.

The budget was prepared after considering major policy issues that impact District revenues such as reasonable water conservation efforts and changes in the local rate of development.

The fundamental theme of the document is to present a balanced Budget with conservative estimates for revenues and realistic expense projections.

Budget Summary

In summary, staff is proposing a budget that has estimated gross revenues of \$17,369,795, which includes \$13,070,729 of operating revenues, \$3,036,600 of capacity charges (facilities fees), and \$868,454 of other non-operating revenues and \$394,012 of reserve contribution from the reserve fund balance account designated for operations. The estimated gross operating expenses of \$17,014,195, less depreciation expense of \$2,681,000, does not allow the District to contribute to Capital Replacement Reserves. In order to produce a balanced budget, the deficit between the estimated gross revenues and operating expenses will be funded with contributions from the reserve account for \$394,012 from the fund balance account designated for operations.

The budgeted expenses include changes in wages and benefits, power costs, and purchases of California State Water Project (SWP) water, among other things. The fiscal year 2020 budget utilizes the same assumptions as the 2019 budget including projected actuals from the prior period as a basis and the \$3,210,077 in amendments, including a 106.8% increase in State Project Water Purchases, from \$2,853,000 to \$5,899,426.

The District continues to be debt free.

Revenues

The District receives funding from domestic water sales and service charges, agricultural water sales, grants, investment income, charges for miscellaneous services, and capacity charges that support future development. Water sales are 49 percent of gross budgeted revenues in fiscal year 2020. These funding sources were not enough to produce a balanced budget and the deficit will be funded by reserve contributions from the fund balance account designated for operations.

A significant source of funding continues to be the use of reserves for capital improvement projects. Those funds were set aside to start and complete capital projects identified as necessary and budgeted for in the District's 2017 and 2018 Ten Year Capital Improvement Plan (CIP), but were not fully expended.

Expenses

The Beaumont Basin relies on imported water to protect and replenish groundwater supplies. The District's largest operating expense is for the purchase of imported water from the SWP. In fiscal year 2020, \$3,752,050, or 22.1 percent of gross operating expenses, is appropriated for SWP water purchases. As a cost recovery district, the water purchases are intended to be financed through pass-through charges and due to the 25.8 percent water cost increase, and no change to water rates, there is an imbalance.

Salaries and benefits make up 38.7% percent of total budgeted operating expenses and include 39 full-time positions to address functions critical to providing service in accordance with best management practices.

Capital Improvement Budget (CIB)

In March 2017, the Board of Directors adopted the 2017-2026 Capital Improvement Plan (CIP). The CIP was subsequently updated in March 2018. The CIP is designed to show how the District will build, maintain, and manage the assets needed to produce, treat, and distribute water while keeping costs as low as possible. This planning tool provides the framework for District investments over a ten-year horizon, while providing the flexibility to adapt to changing infrastructure needs and opportunities as they arise.

The Capital Improvement Budget (CIB) presented in this document includes only the next five years of the CIP as updated by the Board in March 2018. Any additions or changes to the CIP are documented in the CIB.

Short- and Long-Term Issues Impacting the Budget

Water Rates

The last rate study conducted on behalf of the District was issued in 2010 and did not increase fixed meter charges or water sales beyond 2012. The exception being the rate for fixed charges for fire services, which had scheduled increases until 2015 and affected 35 customers out of 16,990, at the time. Additionally, pass-through charges to cover the cost of purchasing imported water and the cost of electricity used for pumping water from wells and through the system have not been adjusted since 2013. On May 8, 2019, the Board approved a contract for services with Raftelis Financial Consultants, Inc. (Raftelis) to perform a water rate and fee study. Staff continues to work with Raftelis in order to provide a stable financial plan which will ensure charges reflect current and future cost recovery. Staff anticipates the approval of updated rates in March of 2020 to ensure the cost recovery of fees and charges and will present an Amended Budget to the Board at such time.

Funding Imported Water Supply

The District, along with other water agencies and stakeholders in the Beaumont Basin, have continued their efforts to come to an understanding of the component costs of the water supply portfolio of the San Geronio Pass Water Agency (SGPWA), the region's wholesale water provider, and the funding tools being employed to ensure the delivery of necessary water supplies to the region at the lowest melded cost. As the principal buyer of imported water, District staff, in conjunction with the SGPWA, continues exploring and developing possible strategies. The District continues to work in cooperation with the SGPWA and other stakeholders to create a comprehensive strategy for funding imported water supply for the region.

Twin Tunnels Project

California's largest supply of clean water is dependent on an aging and inefficient system that cannot adequately store water when it is available. The reliability of the SWP is projected to decrease from about 60 percent current

reliability to 48 percent or below in the future. The proposed solution, the Twin Tunnels Project, will update the infrastructure, reduce risk from earthquakes, and provide reliable water while protecting the environment. Part of the cost to fix California's primary water delivery system will be paid for by SWP contractors and other public water agencies that rely on the supply.

Sites Reservoir

One additional long-term water supply project capable of supplementing local water supplies is the Sites Reservoir Project. The District is currently participating in the Sites Reservoir Project for 4,000 AFY of supply in conjunction with the SGPWA's 10,000 AFY of supply participation. The Sites Reservoir Project is a proposed reservoir that would be located at the site of a cattle ranch in the eastern foothills of the Central Valley about 78 miles northwest of Sacramento. Sites Reservoir is not on any major stream; all water must be pumped into the reservoir. Sites Reservoir was part of the original SWP, but was deferred during original construction of the SWP. Because of currently dwindling water supplies, new interest has arisen in the reservoir. It is designed to give water agencies across the state more flexibility to meet both customer demands and environmental needs, especially in dry and critical years. The Sites Reservoir project is moving forward, but there is some risk that one or both may not be completed and operational.

Increasing CalPERS Costs

The District provides retirement benefits to District employees through the California Public Employees Retirement System (CalPERS). Although the District pays what it is billed annually, the District's unfunded liability is in excess of \$2 million. Due to changes in actuarial assumptions made by the CalPERS Board, as well as projected rate of return on investments, the unfunded liability is expected to increase. A significant portion of the current CalPERS contributions are directly related to paying off the principal and interest of the unfunded liability, the difference between estimated pension plan obligations and the current value of its assets. It is expected that these contributions may grow significantly over the next ten years, which would have a direct impact on rates.

Financial Stability

While the District has strong reserves in fiscal year 2020, there is increasing pressure on reserves in the short-term. There is an emphasis on improving the execution rate of the Capital Improvement Plan (CIP), and as it increases more unobligated cash will be used, especially for projects funded by Capital Replacement Reserves, unless rates as well as capacity fees are increased. In addition, the preceding issues (above) all put pressure on reserves and rates. The fiscal 2020 budget presented is based on revenues projected at the current water rates and the water rate study, to be completed in 2020, may require rate increases to ensure District reserves are fully funded.

Respectfully Submitted,

Daniel Jagers
General Manager

Yolanda Rodriguez
Director of Finance and Administrative Svc.

Overview

About the Community

History

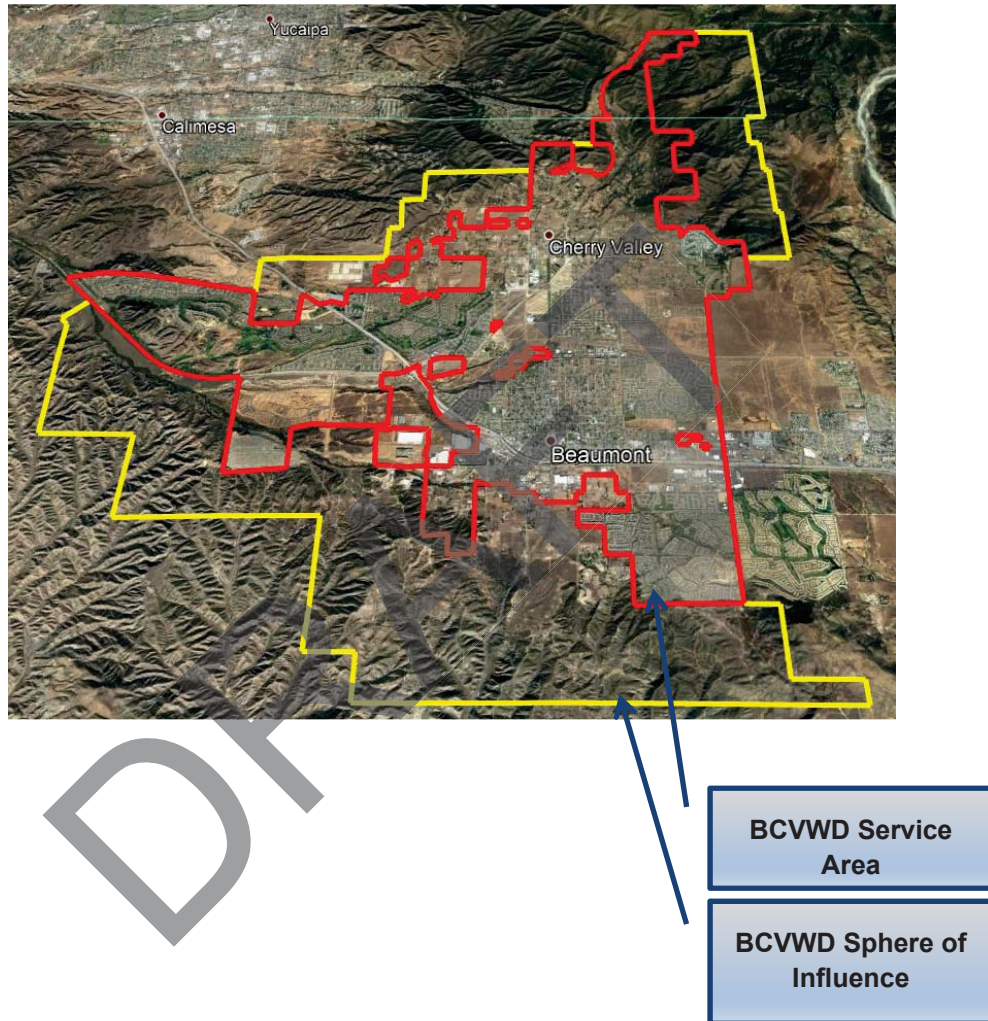
The origin of the District dates back to the latter part of the 1800's when the Southern California Investment Company was the owner of the land that currently is the City of Beaumont and the community of Cherry Valley. The Company intended to build a system of water lines for the purpose of developing subdivisions throughout the Beaumont and Cherry Valley areas. The area started to develop in the late 1880s and in 1912 the community of Beaumont was incorporated. The District was formed in 1919 as the Beaumont Irrigation District under California Irrigation District law, Water Code Section #20500 et seq. The name was changed to the Beaumont-Cherry Valley Water District in 1973. The District owns 575 acres of watershed land in Edgar Canyon in San Bernardino County and 949 acres of watershed in Riverside County. Edgar Canyon is named after Dr. William F. Edgar, a military doctor who was in charge of a number of hospitals during the Civil War. Dr. Edgar appreciated the beauty of the land and purchased it in 1859. He planted fruits and vineyards and later established the first winery. Over the years, both the name and the mission of the District have changed. Today, the Beaumont-Cherry Valley Water District continues to develop programs and policies that ensure a supply of water for the area's growing population.



Service Area

The District's present service area covers approximately 28 square miles, virtually all of which is in Riverside County, and includes the City of Beaumont, the community of Cherry Valley, and some small areas of Calimesa.

Figure 1
BCVWD Service Area



Local Economy and Profile

Beaumont and Cherry Valley remained relatively small until the mid-1980s. The populations of Beaumont and Cherry Valley in 1980 were 6,818 and 5,012 respectively. Current population served by the District is approximately 55,592, with 19,339 service connections. Meeting the water supply demands for this continued growth in Beaumont continues to be challenging. The City of Beaumont remains one of the ten fastest-growing small cities in the State of California.

According to projections in the District's 2015 Urban Water Management Plan, the population served by the District is expected to reach approximately 78,000 by 2030. The City of Beaumont's General Plan, adopted in 2007, had a projected build-out population of 87,200. The build-out population within the District's Sphere of Influence (SOI) is estimated to be about 112,300 based on the District's estimates of land use. The table below shows population

data for the City of Beaumont and comparative population, income, and unemployment data for Riverside County for the past ten years:

Table 1
Demographic and Economic Statistics

Calendar Year	Population	County of Riverside		
		Median Household Income	Per Capita Personal Income	Unemployment Rate
2009	33,523	58,134	24,361	10.6%
2010	37,278	57,768	24,431	11.2%
2011	38,553	58,365	24,516	12.9%
2012	39,353	57,096	23,863	14.2%
2013	40,424	56,529	23,591	14.9%
2014	42,117	63,523	23,660	14.3%
2015	43,629	56,603	23,783	12.9%
2016	45,349	57,972	24,443	11.3%
2017	46,179	60,100	36,800	4.3%
2018	48,237	63,900	39,300	4.1%

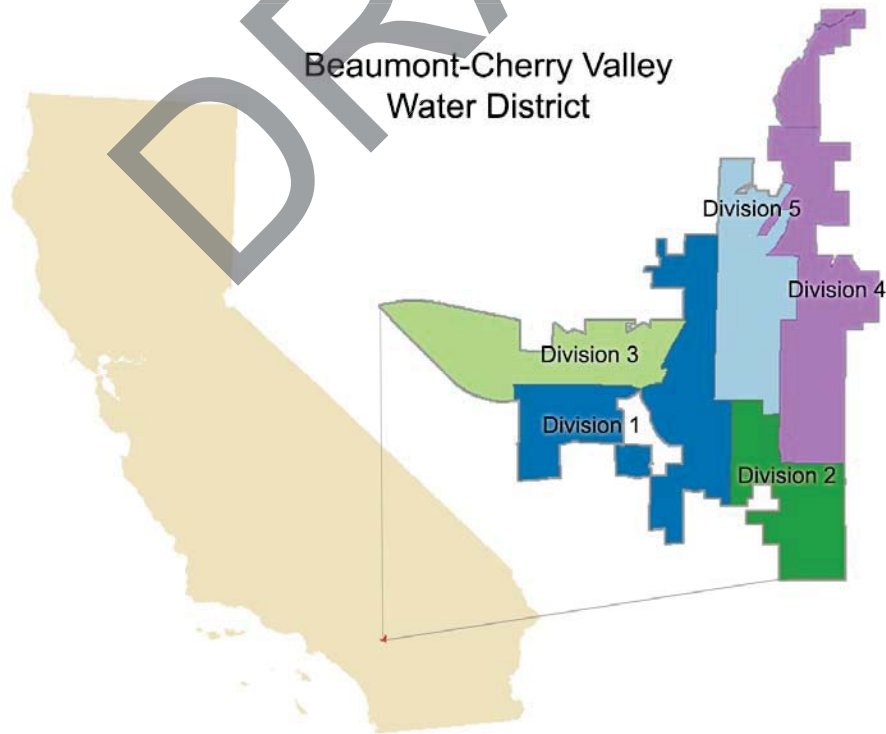


About the Beaumont-Cherry Valley Water District

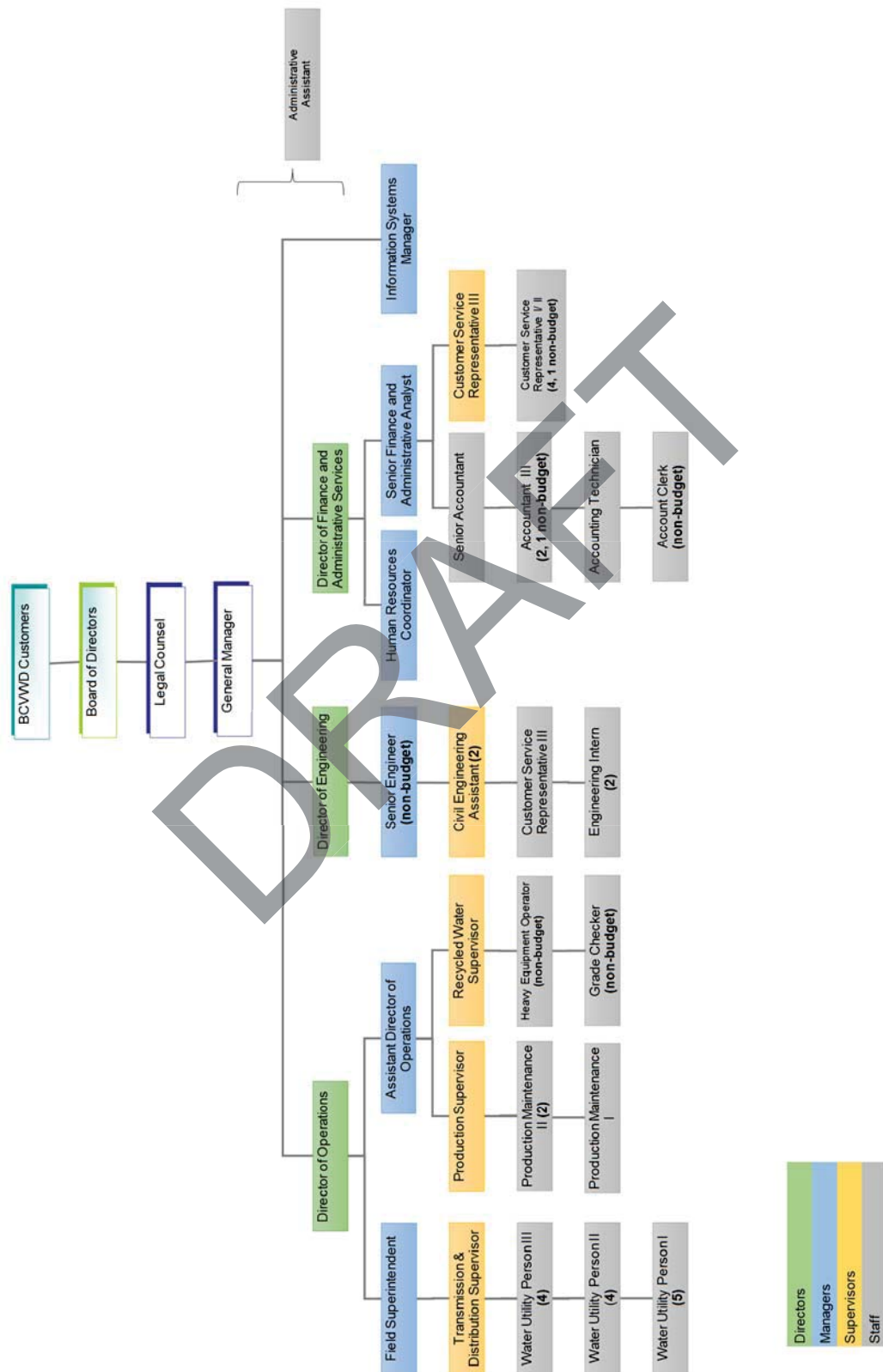
District Governance

The District's Board of Directors is comprised of five members elected at-large by voters to serve a four year staggered term and must be a resident of the division they represent. The District operates under a Board-Manager form of government. The General Manager is appointed by the Board, and administers the daily affairs of the District and carries out policies of the Board of Directors. The Board of Directors meets twice a month, on the second Wednesday and fourth Thursday of the month. Each year the Board of Directors adopts an operating budget prior to the new fiscal year. The budget authorizes and provides the basis for reporting and control of financial operation and accountability for District funds.

Board of Directors	Division Represented	Term Expiration
John Covington, President	Division 4	December 2, 2022
Daniel Slawson, Vice-President	Division 3	December 2, 2022
Andy Ramirez, Secretary	Division 1	December 4, 2020
David Hoffman, Treasurer	Division 5	December 2, 2022
Lona Williams	Division 2	December 4, 2020



BCVWD Organization Chart 2020



Effective 01/01/2020

Accounting, Budgeting, and Rate-Setting Structure

Proprietary Fund Accounting

The District's financial reporting structure is fund-based. A fund is defined as a separate, self-balancing set of accounts, used to account for resources that are segregated for specific purposes in accordance with special regulations, restrictions, or limitations. There are two types of proprietary funds – enterprise funds and internal service funds. Both fund types use the same Generally Accepted Accounting Principles (GAAP), similar to businesses in the private sector.

GAAP requires full accrual accounting. Revenues are recognized in the accounting period in which they are earned and expenses are recognized in the accounting period incurred. Both enterprise and internal service funds recover the full cost of providing services (including capital costs) through fees and other revenues, and charges on those who use their services.

The District reports all activity in one enterprise fund, which is intended to be entirely or predominantly supported from user charges or rates. Operations are accounted for in a manner to show a profit or loss, on a basis comparable with industries in the private sector. Occasionally, rate adjustments are needed to ensure that the funds maintain adequate cash balances to cover operating costs, debt service, and capital repairs and replacements.

What is a Budget?

The calendar 2020 budget provides the following functions:

1. A Policy Document
The budget links desired goals and policy direction to the actual day-to-day activities of the District.
2. An Operational Tool
The budget directs the operation of the District. Activities of each function or department have been formalized and described in the chapter Budget by Department. This process helps maintain an understanding of the various enterprises of the District, how they relate to each other and to the goals and policies of the District and the Board.
3. A Financial Planning Tool
The budget is a financial planning tool. A balanced budget must be adopted by the Board of Directors and in place, prior to the expense of District funds on January 1. The budget provides the authority to spend District funds.
4. A Link with the Community
Transparency: The budget provides an opportunity to allow and encourage public review of District operations. The document describes the activities of the District, the reason or cause for those activities, future implications, and the direct relationship to constituents.

How Does the Budget Compare to the Annual Financial Report?

The budgetary management of District funds is based on the “bottom line” and whether the expenses, including capital replacements, are supported by revenue. BCVWD uses its reserve balances or “ending reserves”, to evaluate its funds.

Some of the common differences between a GAAP-based Comprehensive Annual Financial Report (CAFR) and a budgetary basis of accounting are as follows:

- Under a budgetary basis, the receipt of debt proceeds, capital outlays (including the capital improvement program) and debt service principal payments are reported as nonoperating revenues and expenses. Depreciation expense is not reported
- The opposite is true under a GAAP-based CAFR: capital outlays are reflected as additions to assets on the balance sheet and depreciated over their useful lives. Debt proceeds are shown as a liability and principal expenses on debt service are reflected as a reduction of a liability
- The timing of revenue and expenses are the same under both a GAAP-based CAFR and a budgetary basis of accounting. Revenues are recognized when earned and expenses are recognized when incurred

Proposition 218

The need for a rate increase can dictate the timing of the budget process. Proposition 218, officially titled the “Right to Vote on Taxes Act,” was approved by California voters in 1996. It amended the State Constitution, and established additional procedural requirements, and limitations on new and increased taxes, assessments, and property-related fees and charges.

For special districts such as BCVWD, any fees or charges imposed on persons as an incident of property ownership (water commodity charges, service charges, related late charges and fees, sanitation fees, etc.) must comply with the requirements of this law. Specifically, the District must notify all affected property owners 45 days prior to a public hearing on any proposed rate increase. During that 45-day period, the property owner may choose to protest the increase by submitting a written form to that effect. The proposed fee or increase is prohibited, if written protests constitute a simple majority.

Substantive requirements of Proposition 218 include restrictions on expenses that may be included in the fee or rate. For example, revenues cannot exceed the costs required to provide the property related service, and revenues from the fee cannot be used for any purpose other than that for which it was imposed. These requirements suggest that an agency develop cost of service studies that document the costs for which their fees and rates are imposed, utilizing appropriate industry principles and guidelines.

Budget Control and Amendment

The General Manager is responsible for keeping the expenses within budget allocations and may adopt budget policies necessary to carry out that responsibility. No expenditure of funds shall be authorized unless sufficient funds have been appropriated by the Board or reallocated by the General Manager as described in this budget.

The General Manager may exercise discretion in the administration of the Budget to respond to changed circumstances, by requesting budget amendments between line items within their department. Budget transfers between departments must be approved by each department director. Any single modification in excess of \$50,000, shall require approval by the Board. Any addition to the budget shall also require approval by the Board. All budget transfers are documented and tracked in the District’s computerized financial system and reported to the Finance and Audit committee at their regular meetings on the first Thursday of each month.

The General Manager may authorize the hiring of full-time staff as necessary, as long as the position or classification has been authorized by the Board. In addition, the General Manager may authorize the hiring of temporary or part-time staff as needed.

In the event that the General Manager determines that an emergency exists requiring immediate action, the General Manager shall have the power, without prior Board action, to enter into contracts and agreements and expend funds on behalf of the District to ensure continuity of District operations per the Operations Policies and Procedures Manual, Section 1(F), Emergency Preparedness Authorization During District Emergencies.

Financial Guidelines and Policies

General Financial Goals

- Ensure delivery of an adequate level of water-related services, by assuring reliance on ongoing resources and maintaining an adequate financial base
- Ensure the District is in a position to respond to changes in the economy or new service requirements, without an undue amount of financial stress
- Assure ratepayers that the District is well-managed financially
- Adhere to the highest accounting and management policies as set by Government Finance Officers Association (GFOA), Governmental Accounting Standards Board (GASB), and other professional standards for financial reporting and budgeting

Cash and Investments

The District maintains cash and investment programs in accordance with the Investment Policy, which is intended to provide a guideline for the prudent investment of surplus cash, reserves, trust funds, and restricted monies and to outline a policy for maximizing the efficiency of the District's cash management system in compliance with Section 53646 of the Government Code of California. The policy applies to all financial assets of the District as accounted for in the audited financial statements. The primary objectives of the District's investment activities, in order of priority, are safety of principal through the mitigation of both credit and market risk, maintenance of the liquidity necessary to meet cash flow needs and, lastly, return on investment.

Operating Budget Guidelines

- Based on the District's definition of a balanced budget, current operating expenses will be paid from current revenues and reserves carried forward from the prior year. Additional personnel will only be requested to meet program initiatives and policy directives after service needs have been thoroughly examined, and it has been determined that additional staffing will result in increased revenue, enhanced operating efficiencies, or service levels.

Reserve Policy

This policy, incorporated with Board of Directors Resolution 2010-10, adopted on July 14, 2010, identifies restricted reserves as Future Capital Commitments, Funds Held for Others, and Debt Service. Board designated unrestricted reserves are identified in the policy as Emergency, Capital Replacement, and Operations.

Designated Reserves

1. Emergency Reserve

The purpose of the Emergency Reserve is to ensure continued service to the District's customers and service areas for events which are impossible to anticipate and budget for. The Emergency Reserve is adjusted annually to a minimum of 15 percent of the annual operating budget.

2. *Capital Replacement Reserve*

The Capital Replacement Reserve is earmarked for the purchase of operating equipment, physical plant, infrastructure, water conservation projects and other capital items. They are designed to stabilize funding for capital by accumulating “pay as you go” reserves available for necessary capital purchases. The Capital Replacement Reserve is funded through any sources other than capacity fees, including operating revenues, and is available for capital improvements.

3. *Reserve for Operations*

The Reserve for Operations is to be used for working capital purposes and to ensure continuity of customer services regardless of cash flow. This Reserve is adjusted annually to a minimum amount sufficient to pay for three months of budgeted operating expenses, not exceeding a maximum of six months of budgeted operating expenses. Adequate reserves, along with sound financial policies, provide financial flexibility in the event of unanticipated expenses or revenue fluctuations.

Restricted Reserves

1. *Reserves for Future Capital Commitments*

Reserves for Future Capital Commitments are established by resolution to ensure that specific fees are set aside to provide for expansion of the domestic water system. The annual minimum funded is represented by fees collected during the year. Appropriation of these reserves is done through Board action and funds appropriated to these reserves are invested in the same manner as other District investments, with interest earnings on the restricted reserves credited in a logical and systematic manner.

2. *Reserves for Funds Held for Others*

Reserves for Funds Held for Others are established by the Board to be used to segregate funds held for others, such as refundable or prepaid deposits and are adjusted to equal the amount of funds held for others at year-end. Funds appropriated to these reserves are invested in the same manner as other District investments.

3. *Debt Service Reserve*

The Debt Service Reserve is established to be used to provide for the repayment of debt. This reserve is maintained at the minimum required by funding covenants and funds appropriated to these reserves are invested in the same manner as other District investments, with interest earnings on the restricted reserves credited in a logical and systematic manner.

As of September 30, 2019 and 2018 respectively, the District's cash and investment balances were as follows:

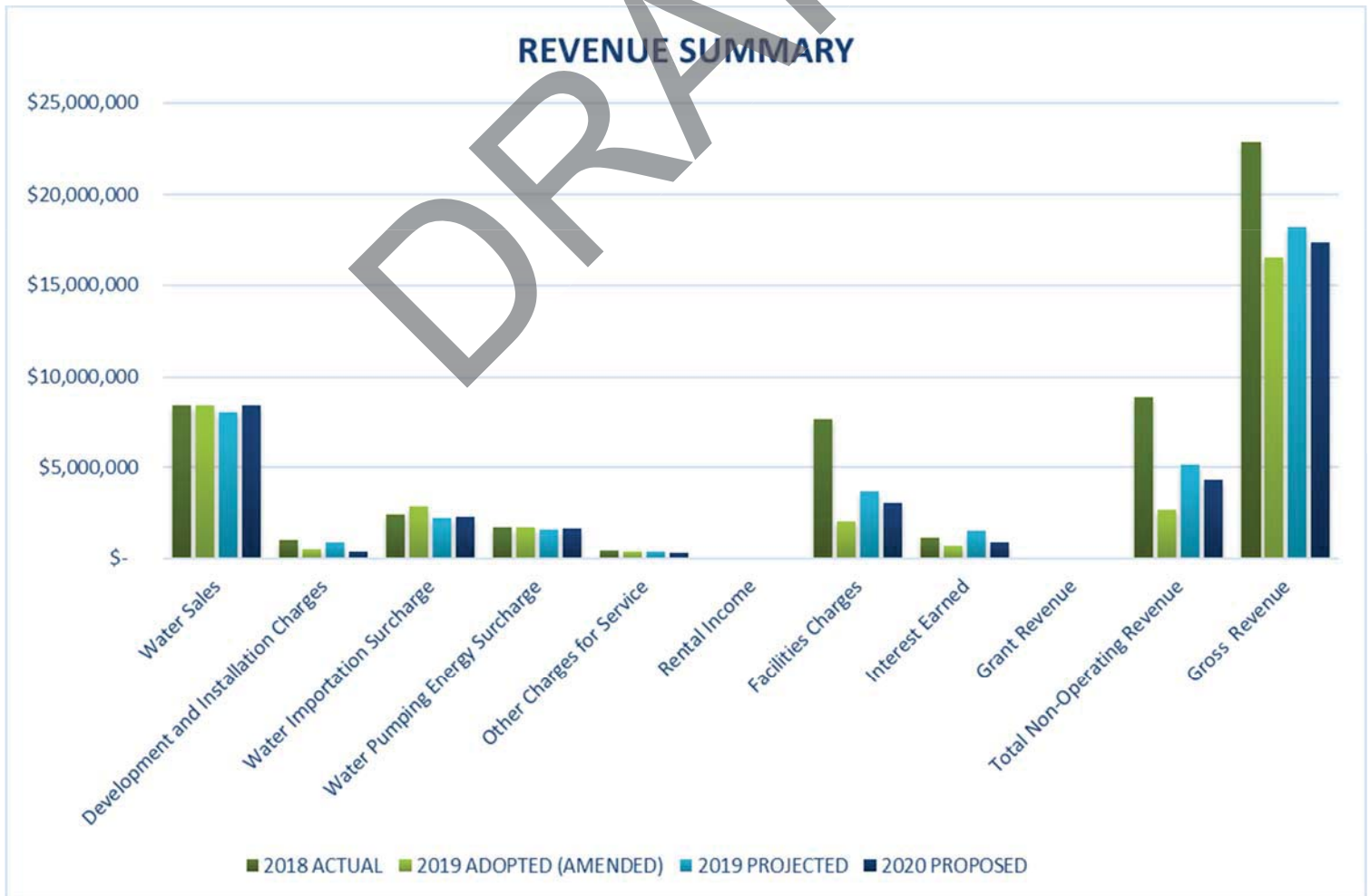
	September 30, 2019	September 30, 2018
Restricted Cash and Investments		
Restricted Cash and Investments - Capital Commitments	\$ 28,881,724	\$ 25,318,383
Restricted Cash and Investments - Funds Held for Others	3,082,857	3,229,761
Total Restricted Cash and Investments	\$ 31,964,581	\$ 28,548,144
Unrestricted 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

Operating Budget

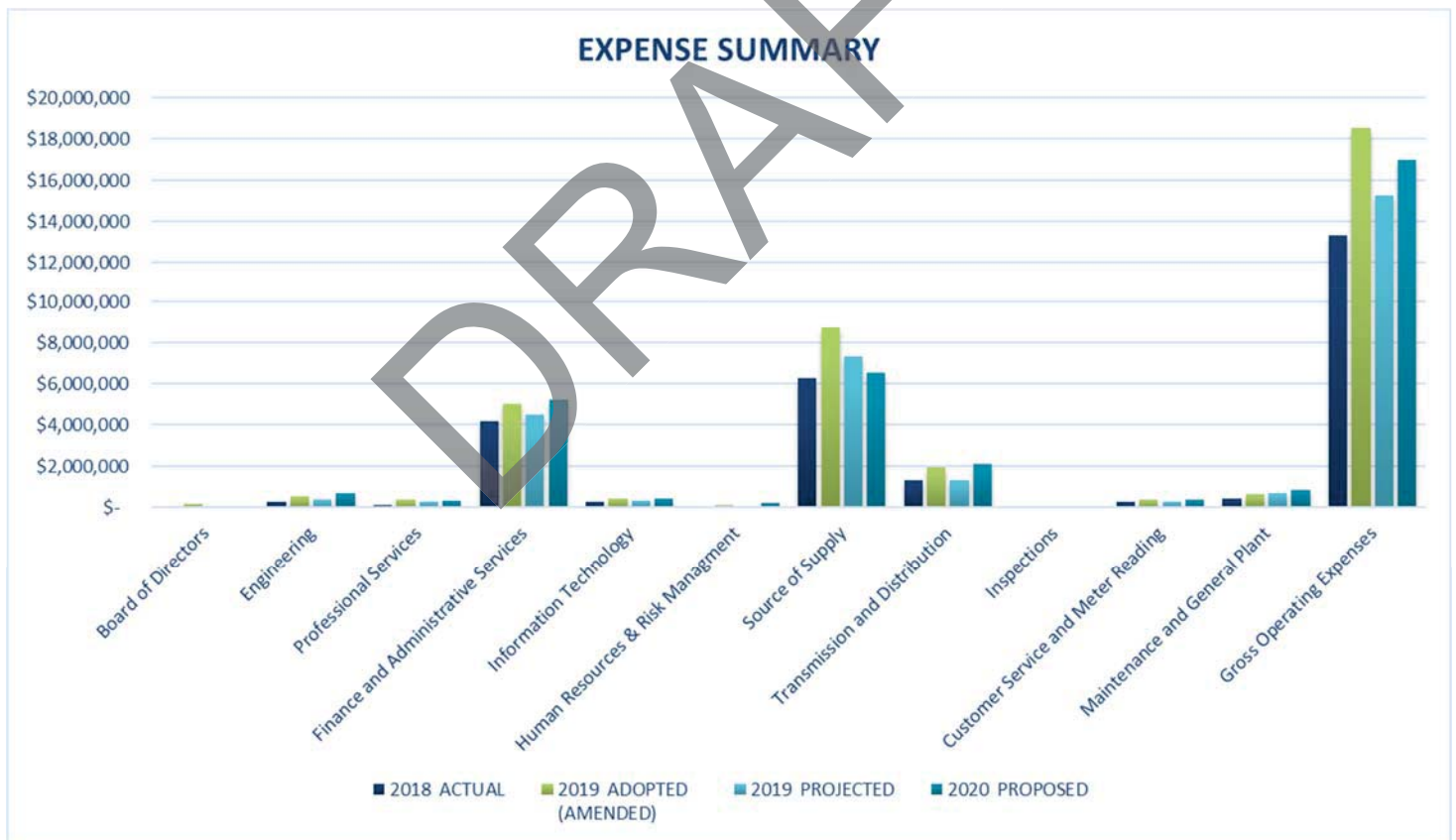


Financial Summary

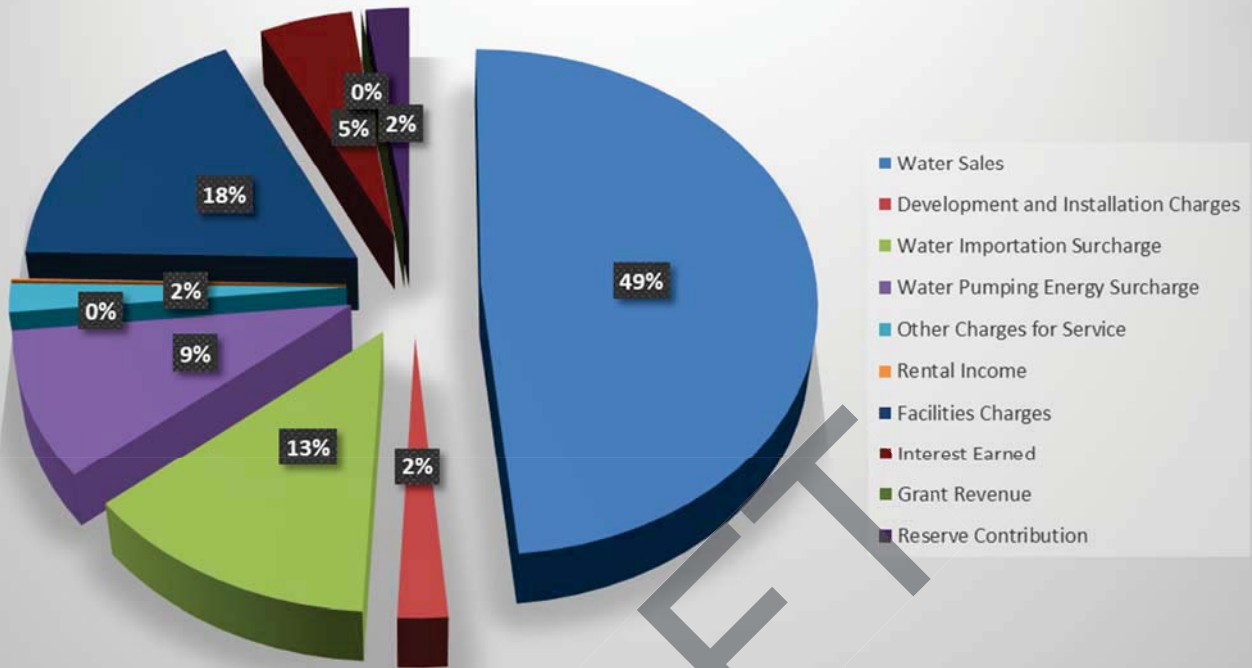
	2018 ACTUAL	2019 ADOPTED (AMENDED)	2019 PROJECTED	2020 PROPOSED	CHANGE
Operating Revenue					
Water Sales	\$ 8,471,245	\$ 8,437,000	\$ 8,071,872	\$ 8,435,516	\$ (1,484)
Development and Installation Charges	979,629	485,000	870,345	385,000	(100,000)
Water Importation Surcharge	2,378,829	2,853,000	2,181,852	2,298,354	(554,646)
Water Pumping Energy Surcharge	1,706,465	1,717,000	1,565,242	1,635,854	(81,146)
Other Charges for Service	457,783	361,500	366,993	316,005	(45,495)
Total Operating Revenue	13,993,951	13,853,500	13,056,305	13,070,729	(782,771)
Non-Operating Revenue					
Rental Income	\$ 20,934	\$ 20,814	\$ 20,025	\$ 20,025	\$ (789)
Capacity Fees	7,706,050	2,000,000	3,641,795	3,036,600	1,036,600
Interest Earned	1,150,999	653,900	1,489,257	848,429	194,529
Grant Revenue	-	-	-	-	-
Reserve Contribution	-	-	-	394,012	394,012
Total Non-Operating Revenue	8,877,983	2,674,714	5,151,078	4,299,066	1,624,352
Gross Revenue	22,871,934	16,528,214	18,207,382	17,369,795	841,581



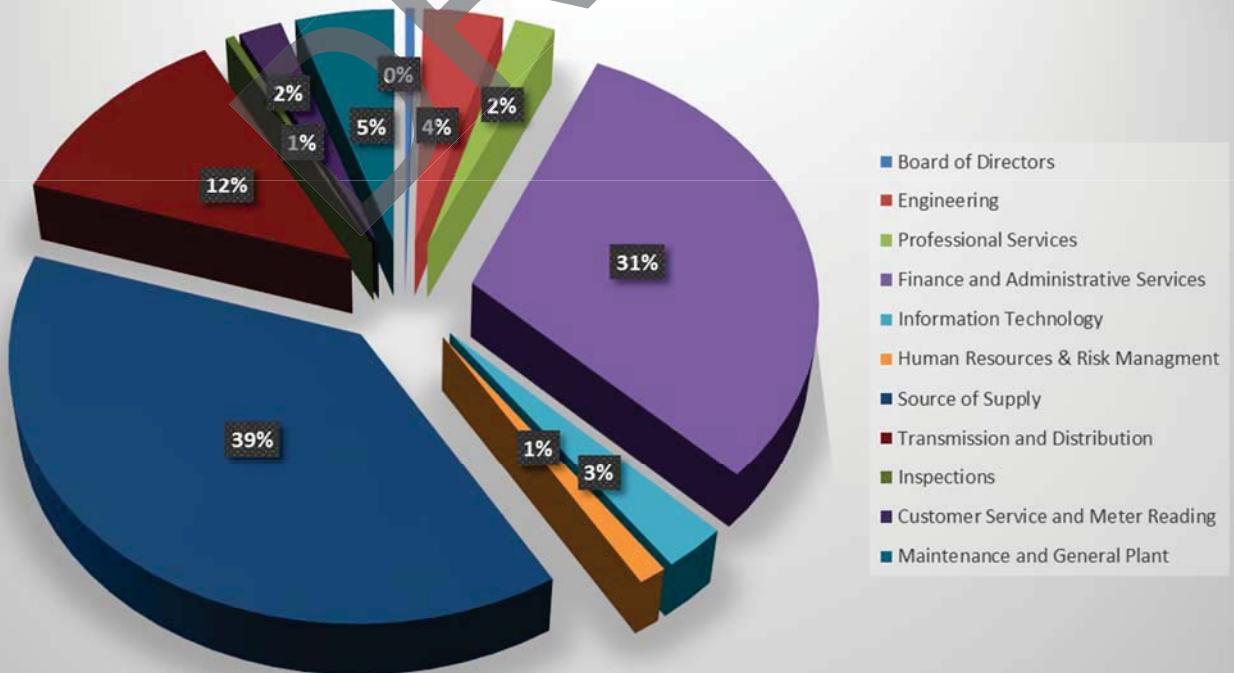
	2018 ACTUAL	2019 ADOPTED (AMENDED)	2019 PROJECTED	2020 PROPOSED	CHANGE
Operating Expenses					
Board of Directors	\$ 38,332	\$ 167,988	\$ 59,912	\$ 79,909	\$ (88,079)
Engineering	289,792	569,722	364,992	693,378	123,656
Professional Services	146,614	371,077	261,256	353,390	(17,687)
Finance and Administrative Services	4,203,048	5,003,142	4,484,793	5,232,662	229,520
Information Technology	291,250	449,893	343,236	467,014	17,121
Human Resources & Risk Management	-	136,732	14,204	208,046	71,314
Source of Supply	6,266,927	8,759,191	7,341,838	6,550,506	(2,208,685)
Transmission and Distribution	1,335,611	1,991,969	1,343,769	2,109,496	117,527
Inspections	68,817	55,445	44,002	80,856	25,411
Customer Service and Meter Reading	279,699	368,421	279,435	378,120	9,699
Maintenance and General Plant	420,917	674,768	722,552	860,818	186,050
Gross Operating Expenses	\$ 13,341,007	\$ 18,548,348	\$ 15,259,988	\$ 17,014,195	\$ (1,534,153)



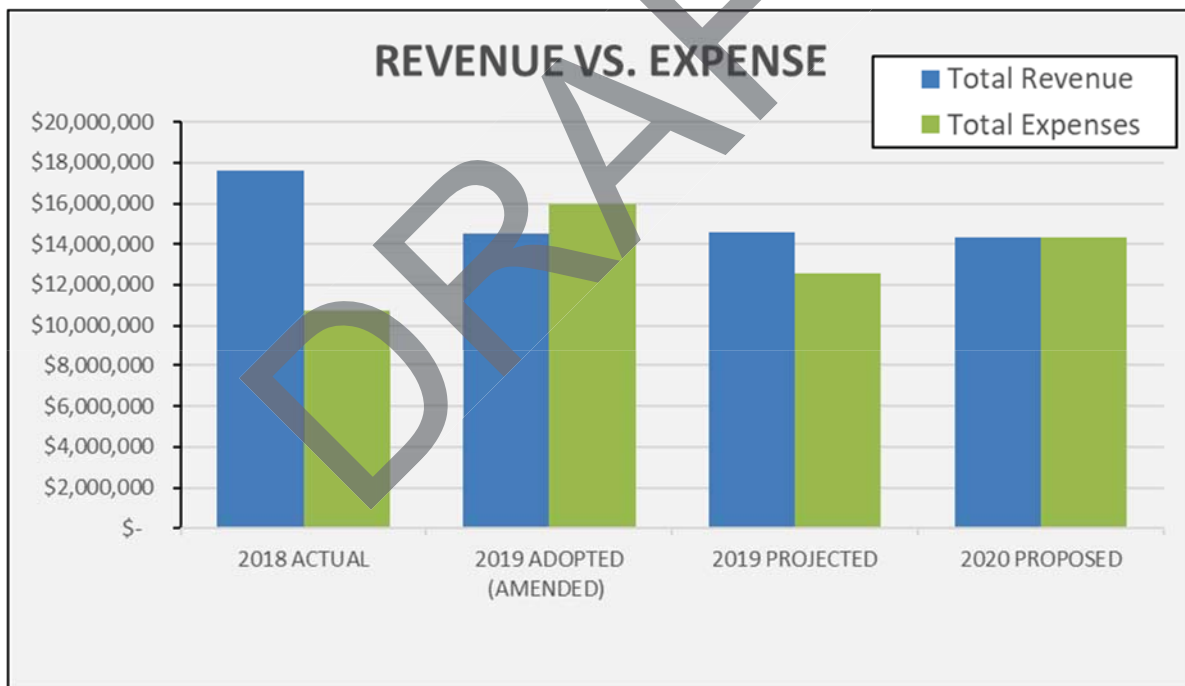
2020 PROPOSED REVENUE



2020 PROPOSED EXPENSES



	2018 ACTUAL	2019 ADOPTED (AMENDED)	2019 PROJECTED	2020 PROPOSED
Gross Revenue	\$ 22,871,934	\$ 16,528,214	\$ 18,207,382	\$ 17,369,795
Less Capacity Fees	5,282,211	2,000,000	3,641,795	3,036,600
Net Revenue	\$ 17,589,723	\$ 14,528,214	\$ 14,565,587	\$ 14,333,195
Gross Expenses	\$ 13,341,007	\$ 18,548,348	\$ 15,259,988	\$ 17,014,195
Less Depreciation	2,575,804	2,554,000	2,695,222	2,681,000
Net Expenses	\$ 10,765,203	\$ 15,994,348	\$ 12,564,766	\$ 14,333,195
Net Increase/(loss)	\$ 6,824,520	\$ (1,466,134)	\$ 2,000,822	\$ -



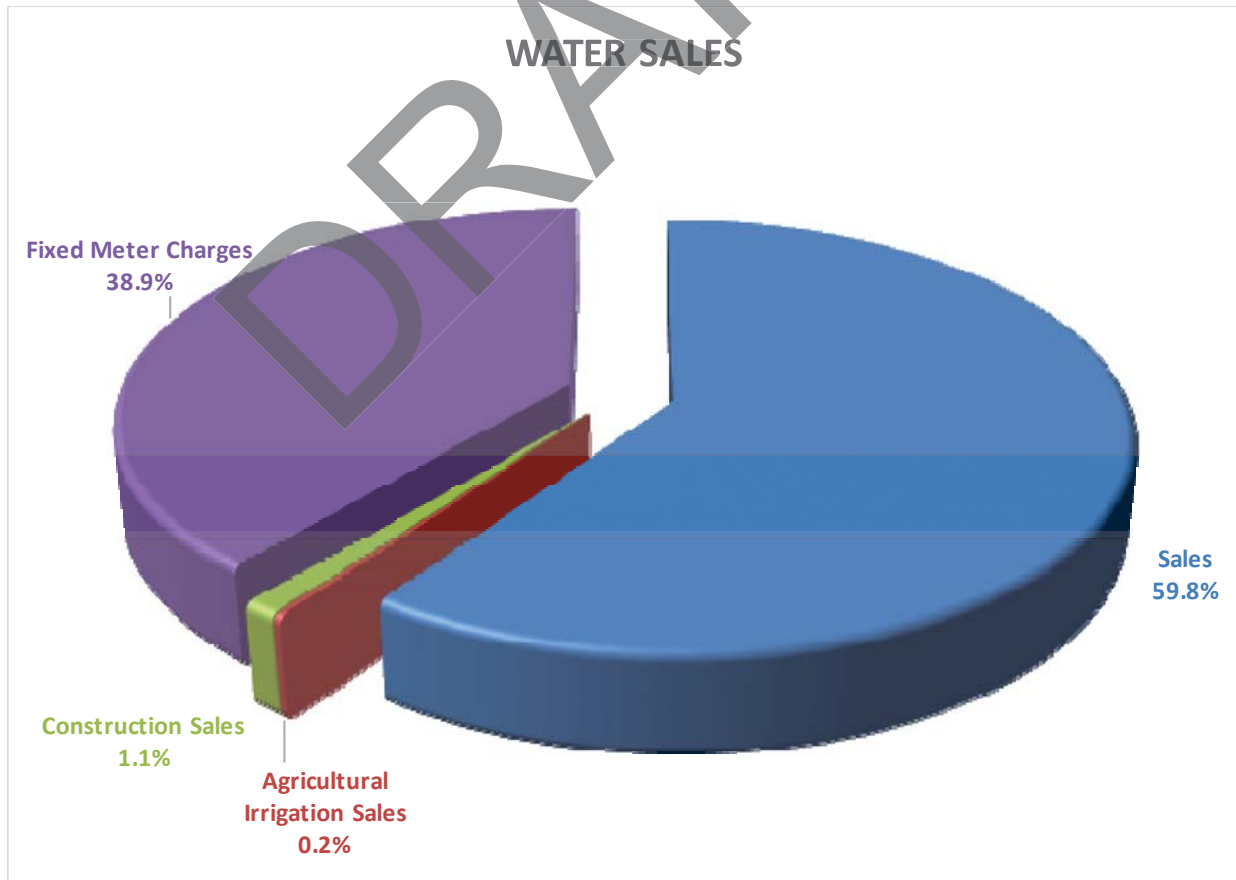
Revenue Detail

OPERATING REVENUE

Water Sales

The District produces potable water for sale to seven customer classes: single family residential, multifamily residential, commercial, industrial, irrigation, agricultural irrigation, and other. Most customers are billed on a bi-monthly cycle based on the amount of water usage, which is metered and measured in hundred cubic feet (HCF) where 1 HCF is equal to 748 gallons, as well as a fixed charge for the meter. Proposed water sales for 2020 are \$8,435,516, a 0.02 percent decrease below budgeted sales for 2019 with potable water usage estimated at 11,553 AF for 2020.

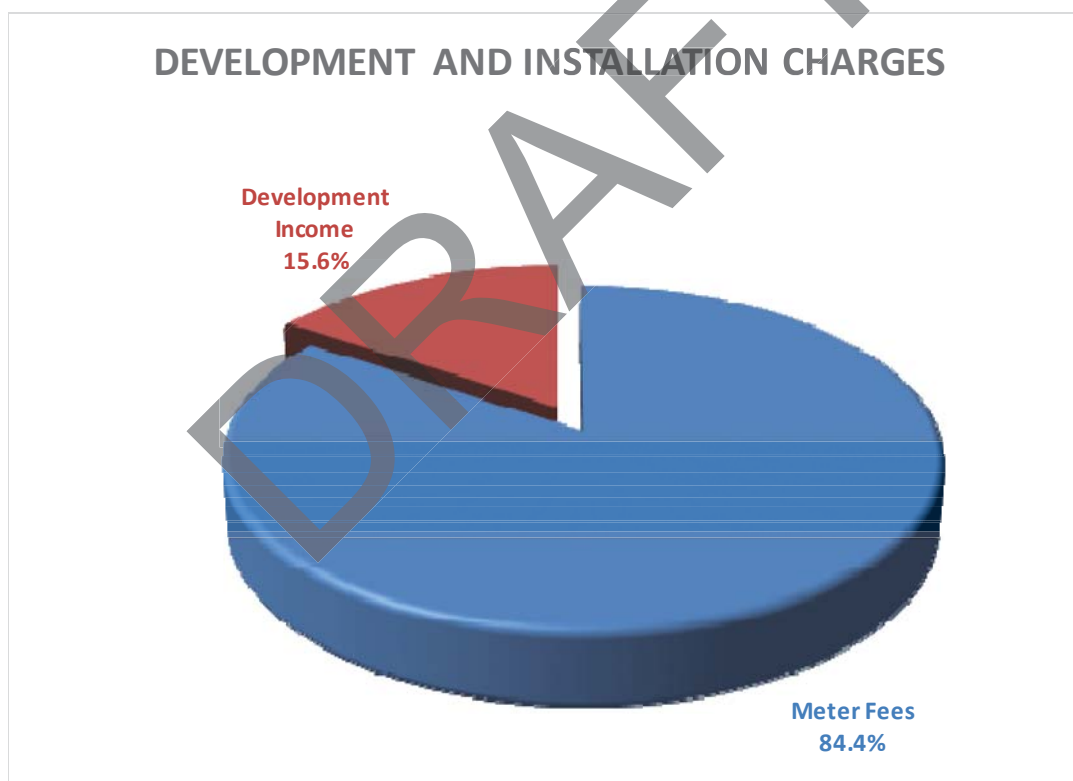
		2018 ACTUAL	2019 ADOPTED (AMENDED)	2019 PROJECTED	2020 PROPOSED	CHANGE
Water Sales						
01-50-510-410100	Sales	\$ 5,119,001	\$ 5,151,000	\$ 4,706,065	\$ 5,042,921	\$ (108,079)
01-50-510-410151	Agricultural Irrigation Sales	21,640	20,000	18,935	20,000	-
01-50-510-410171	Construction Sales	136,852	135,000	90,801	90,801	(44,199)
01-50-510-413011	Fixed Meter Charges	3,193,751	3,131,000	3,256,072	3,281,794	150,794
		<u>\$ 8,471,245</u>	<u>\$ 8,437,000</u>	<u>\$ 8,071,872</u>	<u>\$ 8,435,516</u>	<u>\$ (1,484)</u>



Development and Installation Charges

The District incurs engineering, legal and administrative costs associated with new development, which are charged against deposits collected and recorded as revenue. The District also collects deposits for new service installations, which are recorded as revenue against the deposits when the services are installed. Proposed development and installation charges for 2020 are \$385,000, a 20.6 percent decrease below budgeted charges for 2019, based on conservative projections of a slowing in development growth.

		2018 ACTUAL	2019 ADOPTED (AMENDED)	2019 PROJECTED	2020 PROPOSED	CHANGE
Development and Installation Charges						
01-50-510-413021	Meter Fees	\$ 768,945	\$ 425,000	\$ 689,025	\$ 325,000	\$ (100,000)
01-50-510-419011	Development Income	210,684	60,000	181,320	60,000	-
		<u>\$ 979,629</u>	<u>\$ 485,000</u>	<u>\$ 870,345</u>	<u>\$ 385,000</u>	<u>\$ (100,000)</u>



Water Importation Surcharge

The Water Importation Surcharge is the cost to the end user (Rate Payer) for imported water supplies to offset existing groundwater overdraft not to exceed the actual State Water Project Water costs incurred by the District. The proposed water importation surcharge for 2020 is \$2,298,354, a 19.4 decrease below the budgeted amount for 2019.

		<u>2018 ACTUAL</u>	<u>2019 ADOPTED (AMENDED)</u>	<u>2019 PROJECTED</u>	<u>2020 PROPOSED</u>	<u>CHANGE</u>
Water Importation Surcharge						
01-50-510-415001	SGPWA Importation Charges	\$ 2,378,829	\$ 2,853,000	\$ 2,181,852	\$ 2,298,354	\$ (554,646)

Water Pumping Energy Surcharge

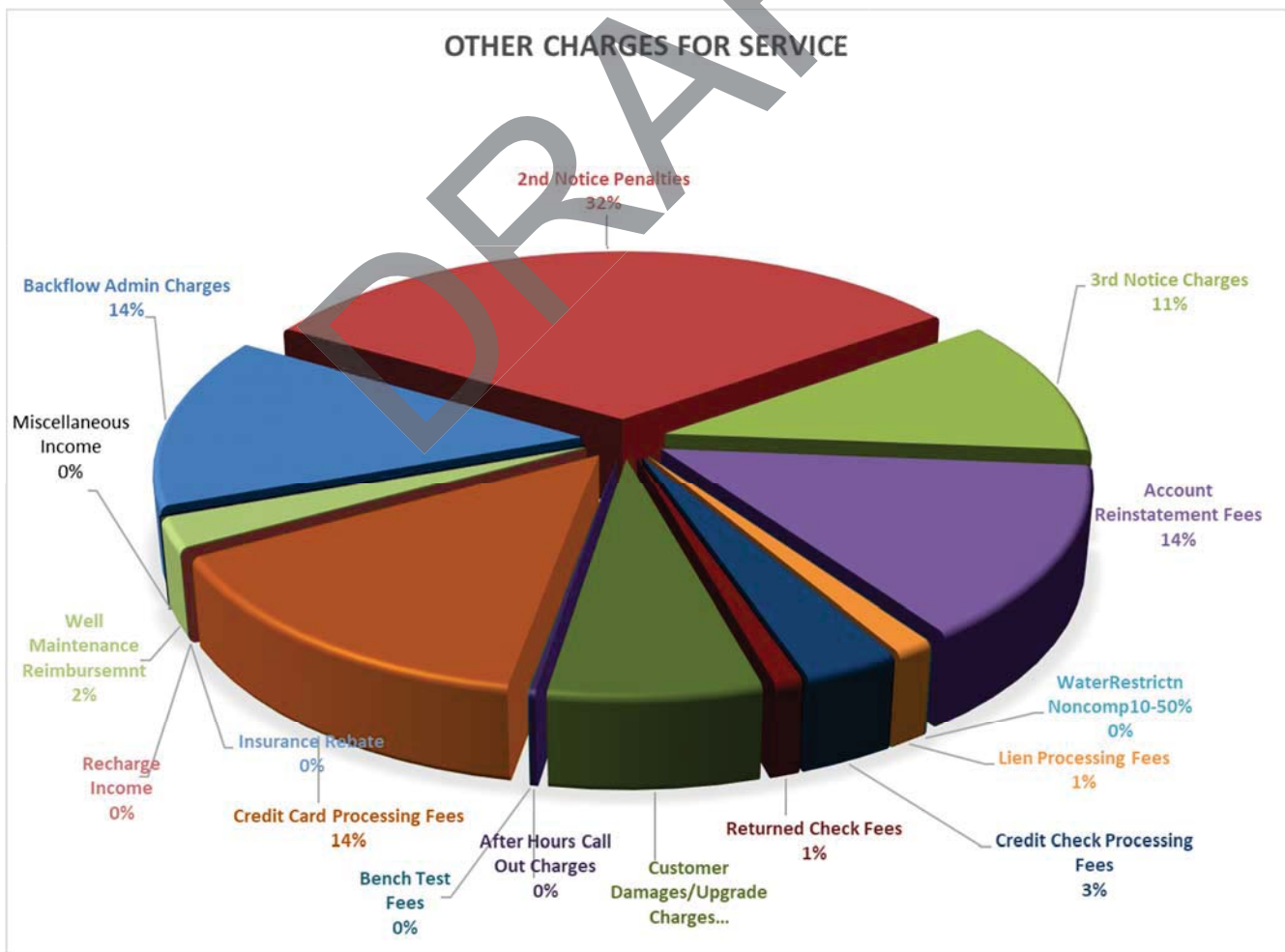
The Water Pumping Energy Surcharge is the cost to the end user (Rate Payer) for electricity to pump and deliver water. It includes all Southern California Edison (SCE) charges for operation of pumps, wells, and booster stations in the water system. The proposed water pumping energy surcharge for 2020 is \$1,635,854, a 4.7 percent decrease below the budgeted amount for 2019.

		<u>2018 ACTUAL</u>	<u>2019 ADOPTED (AMENDED)</u>	<u>2019 PROJECTED</u>	<u>2020 PROPOSED</u>	<u>CHANGE</u>
Water Pumping Energy Surcharge						
01-50-510-415011	SCE Power Charges	\$ 1,706,465	\$ 1,717,000	\$ 1,565,242	\$ 1,635,854	\$ (81,146)

Other Charges for Service

Other Charges for Service include many of the user fees customers pay to utilize specific services such as account reinstatement fees, past due notices and other service fees. The proposed charges for 2020 are \$316,005, a 12.6 percent decrease from budgeted charges for 2019.

		2018 ACTUAL	2019 ADOPTED (AMENDED)	2019 PROJECTED	2020 PROPOSED	CHANGE
Other Charges for Service						
01-50-510-413001	Backflow Admin Charges	\$ 44,893	\$ 44,000	\$ 46,925	\$ 44,000	\$ -
01-50-510-417001	2nd Notice Penalties	93,770	92,000	100,665	100,665	8,665
01-50-510-417011	3rd Notice Charges	35,640	32,000	38,445	35,000	3,000
01-50-510-417021	Account Reinstatement Fees	50,500	44,000	53,122	44,000	-
01-50-510-417030	WaterRestrictn Noncomp10-50%	-	-	-	-	-
01-50-510-417031	Lien Processing Fees	5,200	5,000	4,444	4,000	(1,000)
01-50-510-417041	Credit Check Processing Fees	11,385	11,000	10,885	10,000	(1,000)
01-50-510-417051	Returned Check Fees	4,105	3,000	3,365	3,000	-
01-50-510-417061	Customer Damages/Upgrade Charges	62,401	22,000	42,831	22,000	-
01-50-510-417071	After Hours Call Out Charges	1,600	1,500	650	650	(850)
01-50-510-417081	Bench Test Fees	-	-	-	90	90
01-50-510-417091	Credit Card Processing Fees	42,966	41,000	48,493	45,000	4,000
01-50-510-419001	Insurance Rebate	50,073	50,000	-	-	(50,000)
01-50-510-419021	Recharge Income	30,570	15,000	9,171	-	(15,000)
01-50-510-419031	Well Maintenance Reimbursemnt	-	-	7,993	7,500	7,500
01-50-510-419061	Miscellaneous Income	24,681	1,000	4	100	(900)
		\$ 457,783	\$ 361,500	\$ 366,993	\$ 316,005	\$ (45,495)



NON-OPERATING REVENUE

Rental Income

The District owns four residential properties and charges rental income and utilities for use of the properties. Proposed rental income for 2020 is \$20,025, a 3.8 percent decrease below budgeted revenue for 2019.

		2018 ACTUAL	2019 ADOPTED (AMENDED)	2019 PROJECTED	2020 PROPOSED	CHANGE
Rental Income						
01-50-510-471001	Rent - 12303 Oak Glen	\$ 2,400	\$ 2,400	\$ 2,400	\$ 2,400	\$ -
01-50-510-471011	Rent - 13695 Oak Glen	2,400	2,400	2,400	2,400	-
01-50-510-471021	Rent - 13697 Oak Glen	2,400	2,400	2,400	2,400	-
01-50-510-471031	Rent - 9781 Avenida Miravilla	2,400	2,400	2,400	2,400	-
01-50-510-471101	Util - 12303 Oak Glen	2,803	2,614	2,688	2,688	74
01-50-510-471111	Util - 13695 Oak Glen	2,412	2,500	2,158	2,158	(342)
01-50-510-471121	Util - 13697 Oak Glen	3,320	3,400	3,631	3,631	231
01-50-510-471131	Util - 9781 Avenida Miravilla	2,799	2,700	1,948	1,948	(752)
		<u>\$ 20,934</u>	<u>\$ 20,814</u>	<u>\$ 20,025</u>	<u>\$ 20,025</u>	<u>\$ (789)</u>

Capacity Fees

Capacity Fees (Facilities Fees) or development impact fees are paid by industrial, commercial and residential developers to fund the cost of the impacts of their developments on the District's water system. The District has collected facilities fees since the early 1980's. Facilities fees pay for oversizing of pipelines, new wells, tanks, transmission mains etc. needed to serve new developments. Proposed facilities charges for 2020 are \$3,036,600, a 51.8 percent increase from budgeted facilities charges for 2019, based on conservative projections of continued development growth.

		2018 ACTUAL	2019 ADOPTED (AMENDED)	2019 PROJECTED	2020 PROPOSED	CHANGE
Capacity Fees						
01-50-510-481001	Fac Fees-Wells	\$ 986,973	\$ 383,000	\$ 658,093	\$ 580,800	\$ 197,800
01-50-510-481006	Fac Fees-Water Rights (SWP)	624,505	242,000	459,527	367,500	125,500
01-50-510-481012	Fac Fees-Water Treatment Plant	469,526	182,000	313,070	276,300	94,300
01-50-510-481018	Fac Fees-Local Water Resources	247,253	96,000	181,935	145,500	49,500
01-50-510-481024	Fac Fees-Recycld Wtr Facilities	786,873	277,000	586,619	420,600	143,600
01-50-510-481030	Fac Fees-Transmission (16")	799,366	310,000	533,001	470,400	160,400
01-50-510-481036	Fac Fees-Storage	1,023,678	397,000	682,567	602,400	205,400
01-50-510-481042	Fac Fees-Booster	70,862	27,000	47,249	41,700	14,700
01-50-510-481048	Fac Fees-Pressure Reducing Stns	36,196	14,000	24,135	21,300	7,300
01-50-510-481054	Fac Fees-Misc Projects	31,608	12,000	26,727	18,600	6,600
01-50-510-481060	Fac Fees-Financing Costs	157,663	60,000	106,993	91,500	31,500
01-50-510-485001	Front Footage Fees	47,709	-	21,878	-	-
01-50-510-488001	Contributed Capital	2,423,839	-	-	-	-
		<u>\$ 7,706,050</u>	<u>\$ 2,000,000</u>	<u>\$ 3,641,795</u>	<u>\$ 3,036,600</u>	<u>\$ 1,036,600</u>

Interest Earned

The District currently holds a diverse portfolio of investments to meet both short term liquidity, mid-term cash funded Capital Improvement Plans, and long-term earnings. The goals for the District's investments are:

- Safety
- Liquidity
- Earn a total rate of return commensurate with the first two goals

The proposed \$848,429 of general interest earned for 2020 is based on the expected level of capital invested throughout the fiscal year, a 29.7 percent increase above 2019 budgeted interest revenue.

		2018 ACTUAL	2019 ADOPTED (AMENDED)	2019 PROJECTED	2020 PROPOSED	CHANGE
Interest Earned						
01-50-510-490001	Interest Income - Bonita Vista	\$ 2,407	\$ 1,900	\$ 2,158	\$ 1,600	\$ (300)
01-50-510-490011	Interest Income-Fairway Canyon	57,363	52,000	52,347	46,829	(5,171)
01-50-510-490021	Interest Income - General	1,091,229	600,000	1,418,913	800,000	200,000
01-50-510-490031	Unrlzd Gain/Loss on Investment	-	-	15,840	-	-
		<u>\$ 1,150,999</u>	<u>\$ 653,900</u>	<u>\$ 1,489,257</u>	<u>\$ 848,429</u>	<u>\$ 194,529</u>

Grant Revenue

The District continues to pursue grant funding opportunities, but does not have any awarded grant funding for the 2020 budget.

Reserve Contribution

The proposed \$394,012 reserve contribution is required in order to produce a balanced budget. The estimated expenses for 2020 exceed the estimated revenues generated and the use of the fund balance account designated for operations is needed to absorb the revenue-expense imbalance for the upcoming fiscal year.

		2018 ACTUAL	2019 ADOPTED (AMENDED)	2019 PROJECTED	2020 PROPOSED	CHANGE
Reserve Contribution						
01-50-510-302011	Reserve Contribution	\$ -	\$ -	\$ -	\$ 394,012	\$ 394,012



Operating Expenses Detail

2019 DISTRICT-WIDE ACCOMPLISHMENTS

- Continued to develop working relationships with regional stakeholders including:
 - City of Beaumont
 - San Geronio Pass Water Agency
 - YVWD, City of Banning, San Geronio Pass Regional Water Alliance, County of Riverside, Riverside County Flood Control & Water Conservation District, and others
 - Completed in a timely manner the Comprehensive Annual Financial Report (CAFR) and submittal to the Government Officers Association (GFOA) for the annual Certificate of Achievement for Excellence in Financial Reporting for the year ending December 31, 2018
- Finalized and Executed Memorandum of Understanding with the City of Beaumont for supply of Recycled Water to the District and continued advancement of recycled water facilities development
- Worked with SGPWA to complete construction activities related to the upsizing of the East Branch Extension - Noble Creek Turnout, from 20 cubic feet per second to 34 cubic feet per second
- Finalized Bogart Park Lease re-assignment for the remaining 12 year period from the County of Riverside to Beaumont Cherry Valley Recreation and Parks Department (BCVRPD)
- Hosted and participated in activities and a celebration commemorating the 100th year anniversary of the District providing water service to the Beaumont and Cherry Valley communities
- Hosted State legislators to strengthen relationships between the District and its state representatives and to continue to build the District's brand in the region and across the State

2020 DISTRICT-WIDE GOALS

- Apply for and gain certification for the delivery of Recycled Water through the Department of Water Resources (DWR)
- Apply for grant funding to secure additional generator power and provide redundancy during emergencies and Public Service Power Shutdowns from Southern California Edison
- Continue to advance recycled water facilities development including design and construction of Recycled Water Booster Station on a City of Beaumont provided site located adjacent to the City of Beaumont Waste Water Treatment Plant
- Collaborate with local agencies to develop best practices in Disaster Preparedness
- Construction of Capital Improvement Program facilities
- Continued development of: water supply opportunities with regional partners; storm water capture programs; recycled water supply and recovery programs; and San Timoteo groundwater basin management activities

BUDGET BY DEPARTMENT

Department Descriptions

The District has three departments, each of which is an organizational unit of the District, providing distinct and different services. Included within each department are 2019 accomplishments and 2020 goals. Within every department are separate divisions, each with a listing of budgeted positions, a description of the division, and a two-year financial trend detailing the division's expenses at the account level.

Operating expenses are controlled at the department level and should not exceed appropriations. Budget transfers between divisions may be made administratively, if the transfer is within the same department. Budget transfers between departments must be approved by both department directors. Any single modification in excess of \$50,000

shall require approval by the Board. Any addition to the budget shall also require approval by the Board. All budget transfers are documented and tracked in the District's computerized financial system and reported to the Finance and Audit committee at their regular meetings on the first Thursday of each month.

Salaries and Benefits

The personnel budget for 2020 reflects 39 full-time equivalent (FTE) positions, not including the Board of Directors. There are no additional FTE positions for fiscal year 2020. The personnel budget for 2020 also reflects 7 part-time positions, for a total of 46 positions in the budget. Total payroll and related costs are budgeted at \$6,592,950 for an increase of \$342,456 or 5.5%, as compared to 2019.

The District reorganized between the end of 2011 and beginning of 2012, losing 8 FTEs and an enormous amount of institutional knowledge. Over the years, as the economy has continued to recover, the reduction in workforce which resulted in a temporary suspension of certain operation and maintenance tasks, has been replaced by the need for additional personnel to reinstate suspended activities, add additional services, and meet state mandates. The following table depicts increases in personnel from fiscal 2016 through fiscal 2020 required in order to meet those requirements.

The Beaumont-Cherry Valley Water District Employee Association is the bargaining unit of the Beaumont-Cherry Valley Water District, with a multiyear Memorandum of Understanding (MOU) that expires on December 31, 2021. The MOU provides a COLA based upon the August to August Unadjusted Consumer Price Index, U.S. Cities average.

Personnel Summary by Department			2016	2017	2018	2019	2019	2020	2020
Full and Employees	Part-Time	District	Actual	Actual	Actual	Budget (FT)	Budget (PT)	Budget (FT)	Budget (PT)
Engineering			3	5	3	3	4	4	4
Finance and Administrative Services									
	Finance and Administrative Services		10	12	11	11	3	11	3
	Information Technology		1	1	1	1	0	1	0
	Human Resources		0	0	0	1	0	1	0
Operations									
	Source of Supply		3	4	5	5	0	5	0
	Transmission and Distribution		11	10	14	14	0	14	0
	Field Inspections		0	0	0	0	0	0	0
	Customer Service and Meter Reading		3	3	3	3	0	3	0
	Maintenance and General Plant		0	0	0	0	0	0	0
Total Positions			31	35	37	38	7	39	7

Salaries and Benefits

The District contributes to CalPERS, a multiple-employer defined benefit pension plan. Effective fiscal 2002, the District contracted the retirement formula of 2.7% @ 55. All employees hired before 01/01/13 are covered under this retirement formula, and are referred to as Classic Members. The Public Employees' Pension Reform Act (PEPRA) went into effect 01/01/13, with a retirement formula of 2% @ 62. All employees hired after 12/31/12 and not a prior Classic Member of CalPERS are covered under this retirement formula.

Participants are required to contribute up to 8% of their annual covered salary. In previous years the District's unfunded liability was included as a percentage of the employer's contribution. Effective fiscal 2018, CalPERS collects the employer contributions toward the plan's unfunded liability as dollar amounts instead of the prior method of a contribution rate. This is being done to avoid any possible funding issues that could arise from a declining payroll or reduction in the number of active members in the plan. The plan's normal contribution will continue to be collected as a percentage of payroll. The unfunded accrued liability (UAL) is billed at the beginning of the fiscal year, with the option of prepayment at a discounted rate or monthly payments. The District's UAL payment was \$139,737 for 2019. The District opted to go with the prepayment option of \$134,932, saving \$4,805.

Retiree Benefits/Other Post-Employment Benefits (OPEB)

The District offers post-employment medical benefits. Benefits and employee/employer contributions are based on a minimum of five years of service, hire date, and date of retirement. These benefits are currently funded on a pay-as-you-go basis.

The District implemented GASB Statement 75 for the year ended December 31, 2018, which changed the reporting and accounting for the District's OPEB Liability. A required actuarial valuation was performed with the assistance of an actuarial consulting firm for the year ended December 31, 2018, and the Net OPEB Liability as of that date was determined to be \$1,330,857.

BOARD OF DIRECTORS

BOARD OF DIRECTORS

Board of Directors	Positions
Director, Division 1	1
Director, Division 2	1
Director, Division 3	1
Director, Division 4	1
Director, Division 5	1
Total Positions	5

Division Description

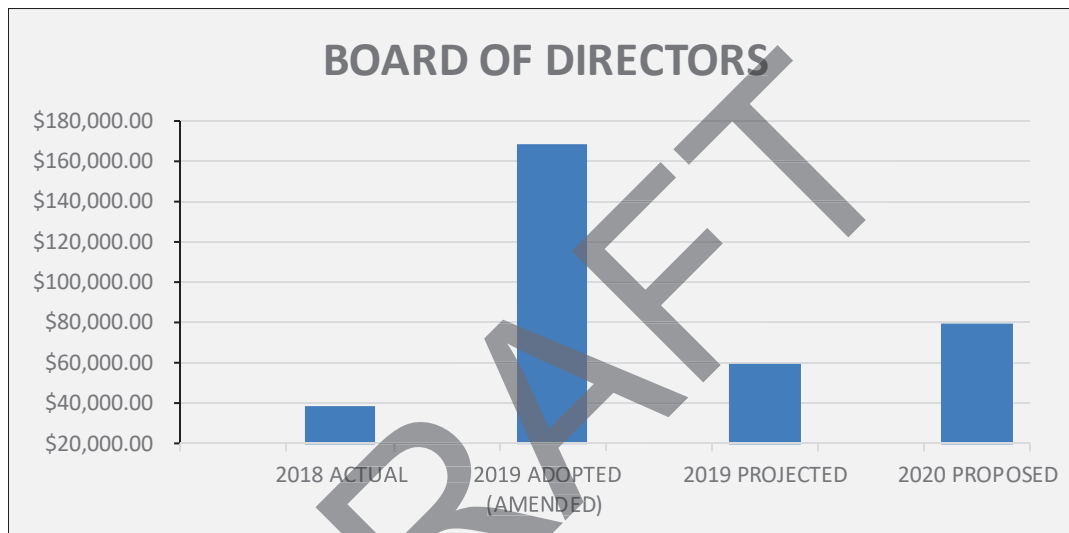
This division includes per diem paid to each Board member as well as the associated payroll tax expenses, election expenses and seminar/travel expenses.



Division Budget

Proposed expenses for 2020 are \$79,909, a 52.4 percent decrease from budgeted expenses for 2019. This decrease is primarily due to election-related expenses, which for 2020, will be received the following year.

		2018	2019	2019	2020	
		ACTUAL	ADOPTED (AMENDED)	PROJECTED	PROPOSED	CHANGE
BOARD OF DIRECTORS						
01-10-110-500101	Board of Directors Fees	\$ 31,200	\$ 61,400	\$ 41,400	\$ 53,600	\$ (7,800)
01-10-110-500115	Social Security	1,934	3,807	2,182	3,324	(483)
01-10-110-500120	Medicare	452	891	510	779	(112)
01-10-110-500145	Workers' Compensation	224	890	188	776	(114)
01-10-110-500175	Training/Education/Mtgs/Travel	2,986	10,000	7,267	10,300	300
01-10-110-550012	Election Expenses	185	90,000	8,123	10,000	(80,000)
01-10-110-550042	Supplies-Other	1,350	1,000	242	1,030	30
01-10-110-550051	Advertising/Legal Notices	-	-	-	100	100
		<u>\$ 38,332</u>	<u>\$ 167,988</u>	<u>\$ 59,912</u>	<u>\$ 79,909</u>	<u>\$ (88,079)</u>



ENGINEERING

DIVISIONS

- Engineering

2019 ACCOMPLISHMENTS

- Continued water supply review and analysis for the District, the San Geronio Pass Water Agency, and the San Geronio Pass Region stakeholders including an in-depth review and analysis of District and regional water supply, water demand, costs and financing analysis of current and future District and regional water supply needs as set forth in White Papers 1 through 7
- Furthered implementation of recycled water opportunity with the City of Beaumont in conjunction with the BCVWD Operations Department, including: coordination of activities with City of Beaumont staff and Council Members, execution of Recycled Water Implementation Memorandum and Implementation Schedule, preparation of recycled water booster station preliminary design requirements, design and equipment parameters, and construction schedule and associated costs, participation in preparation and execution of a Memorandum of Understanding Regarding Recycled Water with the City of Beaumont for the delivery and use of Recycled Water
 - Furthered coordination efforts with City of Beaumont staff to provide a suitable location for the District's recycled water booster station
- Provided complete in-house (District staff) development support activities including but not limited to: planning, water system modeling, water supply review and assessment, development plan checking, main extension agreement preparation, construction support (including project management pre-construction and construction support, inspection, project coordination, project testing and commissioning, final project inspection, and project closeout)
 - Includes the plan review and construction coordination between contractors and developers for three 24-inch pipelines in Potrero Boulevard and two 24-inch pipelines in Fourth Street, totaling 12,900 LF of new pipeline
- Continued revisions to and improvement of Engineering Department including but not limited to; hiring of two interns over the summer to support ongoing development and District projects; including in-house project development, implementation of recycled water system activities, and digitizing existing system drawings
- Provided engineering support to Operations department for rehabilitation and repair of existing wells due to failure or ongoing maintenance cycle activities as follows:
- Supported Operations department with well rehabilitation activities for Wells 3, 4A, 10, and 18
- Provided support to Finance and Operations departments with grant funding opportunities for on-going and upcoming projects
- Supported Finance department with the on-going rate study. Provided an in-depth analysis of the Capital Improvement Plan (infrastructure and pipelines projects) to formulate the funding requirements of the next 5 years of projects needed
- Furthered the on-going District Capital Improvement Plan projects
 - Pipelines – Completed California Environmental Quality Act requirements (CEQA) and moved design to 95%
 - Noble Reservoir No. 2 & Transmission Pipeline – 90% CEQA and moved design to 85%
 - Grand Avenue Storm Drain (MDP Line 16) – 60% Plan submittal and continuing coordination efforts with Flood Control

- Wells 1A / 2A Re-drill – Completed CEQA Notice of Exemption and prepared a Notice of Intent to the State Division of Drinking Water for the re-drill of both wells
- Brought forth Beaumont Avenue Service Replacement Project and moved design to 90%

2020 ENGINEERING DEPARTMENT GOALS AND OBJECTIVES

- Continue advancing water supply review and analysis for the District, the San Geronio Pass Water Agency, and the San Geronio Pass region stakeholders
- Continue implementation of recycled water opportunity with the City of Beaumont including;
 - Coordination of activities with City of Beaumont staff and Council Members
 - Preparation of Recycled Water Contract
 - Continue District recycled water implementation efforts
- Continue to provide in-house (District staff) development support activities
- Coordinate with BCVWD Operations Department to complete on-going Capital Improvement Design activities and commence construction for Noble Reservoir No. 2 and Transmission Pipeline, 2017 Replacement Pipeline Project, and Well 1A and 2A Well Drilling Project, Well 25 block wall, Noble Creek Recharge Facility Phase I security fencing, Noble Booster equipment purchase, 4A Booster equipment replacement, and Beaumont Avenue service replacements
- Coordinate with BCVWD Operations Department to commence Capital Improvement Projects including request for proposals (as necessary) and design of Well 30 and 31, Well 1A and 2A Pumping Plants, Well 30 and 31 Pumping Plant, Raw Water Filter and Pump Station, City of Beaumont WWTP Recycled Water Booster Station and connection piping, 2750 PZ to 2850 PZ Booster Station, 2020 Replacement Pipelines, and miscellaneous projects
- Coordinate with Finance Staff to complete a comprehensive Facilities Fee study for Domestic Water and Recycled Water

ENGINEERING

Engineering	2019 Actual Full-Time Positions	2019 Actual Part-Time Positions	2020 Full-Time Positions	2020 Part-Time Positions
Director of Engineering	0	0	1	0
Senior Engineer	1	0	0	0
District Engineer	0	2 ⁽¹⁾	0	2 ⁽¹⁾
Civil Engineering Assistant	2	0	2	0
Customer Service Representative III	0	1 ⁽²⁾	1	0
Engineering Intern	0	0	0	2 ⁽³⁾
Total Positions	3	2	4	4
(1) Total budget for both positions is based on 640 hours each (2) Total budget for position is based on 1,560 hours (3) Total budget for position is based on 1,000 hours				

Division Description

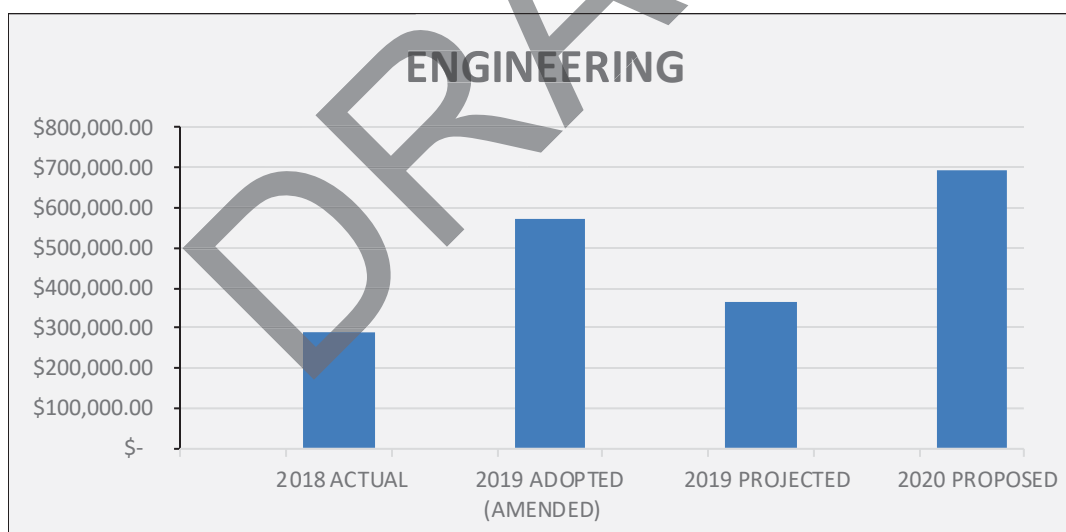
This division is responsible for the plan, design, and construction of the District's domestic water, non-potable water, and general District facilities included in the District's Ten Year Capital Improvement Plan. It develops and implements developer capacity and connection charges and tracks all new development within the District service area, prepares development review letters and agreements, and coordinates developer meetings.



Division Budget

Proposed expenses for 2020 are \$693,378, a 21.7 percent increase above budgeted expenses for 2019. The expected increase is due to the anticipated need for additional labor and associated benefits in the management of the District's Capital Improvement Plan.

		2018	2019	2019	2020	
		ACTUAL	ADOPTED (AMENDED)	PROJECTED	PROPOSED	CHANGE
ENGINEERING						
01-20-210-500105	Labor	\$ 262,670	\$ 506,966	\$ 312,558	\$ 568,262	\$ 61,296
01-20-210-500115	Social Security	16,930	35,826	20,134	39,710	3,884
01-20-210-500120	Medicare	3,960	8,383	4,709	9,294	911
01-20-210-500125	Health Insurance	19,367	71,172	28,364	104,544	33,372
01-20-210-500140	Life Insurance	574	2,208	871	2,784	576
01-20-210-500143	EAP Program	33	195	56	288	93
01-20-210-500145	Workers' Compensation	2,397	7,580	2,124	8,489	909
01-20-210-500150	Unemployment Insurance	-	17,260	-	19,324	2,064
01-20-210-500155	Retirement/CalPERS	29,796	74,534	36,394	93,299	18,765
01-20-210-500165	Uniforms & Employee Benefits	-	350	150	350	-
01-20-210-500175	Training/Education/Mtgs/Travel	40	6,000	255	6,000	-
01-20-210-500180	Accrued Sick Leave Expenses	8,079	24,497	5,140	28,287	3,790
01-20-210-500185	Accrued Vacation Expenses	10,043	17,131	6,928	20,202	3,071
01-20-210-500187	Accrual Leave Payments	1,616	21,430	-	14,745	(6,685)
01-20-210-500195	CIP Related Labor	(66,913)	(225,187)	(54,268)	(225,000)	187
01-20-210-550030	Membership Dues	-	-	-	800	800
01-20-210-550051	Advertising/Legal Notices	1,200	1,377	1,575	2,000	623
		\$ 289,792	\$ 569,722	\$ 364,992	\$ 693,378	\$ 123,656



FINANCE AND ADMINISTRATIVE SERVICES

DIVISIONS

- Professional Services
- Finance and Administrative Services
- Information Technology
- Human Resources

2019 ACCOMPLISHMENTS

- Initiated 2019 Water Rate and Fee Study, a step toward enhancing the District's financial stability
- Re-initiated the Developer Impact Fee Study (Facilities Fee Study), another step toward enhancing the District's financial stability
- Obtained an unmodified "clean" opinion for the financial statement audit of the year ended December 31, 2018
- Timely completed the Comprehensive Annual Financial Report (CAFR) and submitted to the Government Officers Association (GFOA) for the annual Certificate of Achievement for Excellence in Financial Reporting for the year ending December 31, 2018
- Upgraded District computer system and email system to ensure the most up-to-date and secure system to provide continued high quality service and to minimize exposure to increased public agency cyber attacks
- Submitted applications for grant funding for the Recycled Water Distribution Facility and a portion of the 3-phase AMR/AMI application
- Updated District policies to current best practices and current laws, where applicable
- Implemented Onboarding best practice
- Hosted a Benefits Fair which coincided with Open Enrollment and provided employees with relevant benefit information
- On target to complete 1,120 meters with AMR technology by year end
- Deployed ongoing new computer system upgrades within the District to ensure current technology is being utilized
- Deployed new servers in the Data Center to ensure current technology is being utilized to benefit District and minimize exposure to increased public agency cyber attacks
- Completed and brought online the Engineering office at 6th Street and Chestnut Avenue
- Commenced programs and associated improvements to the District's website and social media platforms with emphasis on transparency, social media presence, monitoring and response
- Completed upgrades to the Board of Directors Room audio system related to new Board of Directors monitors and microphones

2020 FINANCE AND ADMINISTRATIVE SERVICES DEPARTMENT GOALS AND OBJECTIVES

- Finalize 2019 Water Rate and Fee Study and implementation of same, a step toward enhancing the District's financial stability
- Finalize Developer Impact Fee Study (Facilities Fee Study), another step toward enhancing the District's financial stability
- Obtain an unmodified "clean" opinion for the financial statement audit of the year ended December 31, 2019

- Timely completion of the District's audited Comprehensive Annual Financial Report (CAFR) and submittal to the Government Officers Association (GFOA) for the annual Certificate of Achievement for Excellence in Financial Reporting for the year ending December 31, 2019
- Timely production of District Budget and first ever submission of Budget document, for the 2021 calendar year, to California Society of Municipal Finance Officers (CSMFO) for an anticipated Operating Budget Excellence Award
- Continue to improve District computer systems and email system to ensure the most up-to-date and secure system to provide high quality service and to minimize exposure to increased public agency cyber attacks
- Provide timely financial information to District Board and other departments and regularly review District revenue trends to aid in management of the District's financial resources
- Continue seeking prudent cost saving mechanisms, such as applying for Grants for Capital Improvement Projects
- Continue to implement best investment practices to safely and prudently maximize rate of return of investments.
- Review District's cost recovery components to ensure accurate fees
- Continue updating District policies to current best practices and current laws, where applicable
- Provide Leadership and Coaching training for all supervisors and managers
- Continue to provide an annual Total Compensation Report for all full-time employees
- Continue implementing best practice with the District's Records Retention Policy and paperless filing system
- Deploy upgrade to phone system to provide redundancy and update to the latest platform
- Deploy 2,400 meters with AMR Technology. Possibly increase this number based on funding availability
- Upgrade computer workstations for field office and customer service staff
- Continue upgrades to the Board of Directors Room audio/visual system related to new public viewing monitors and/or screens, and associated audio video system equipment

PROFESSIONAL SERVICES

There are no positions budgeted in this division.

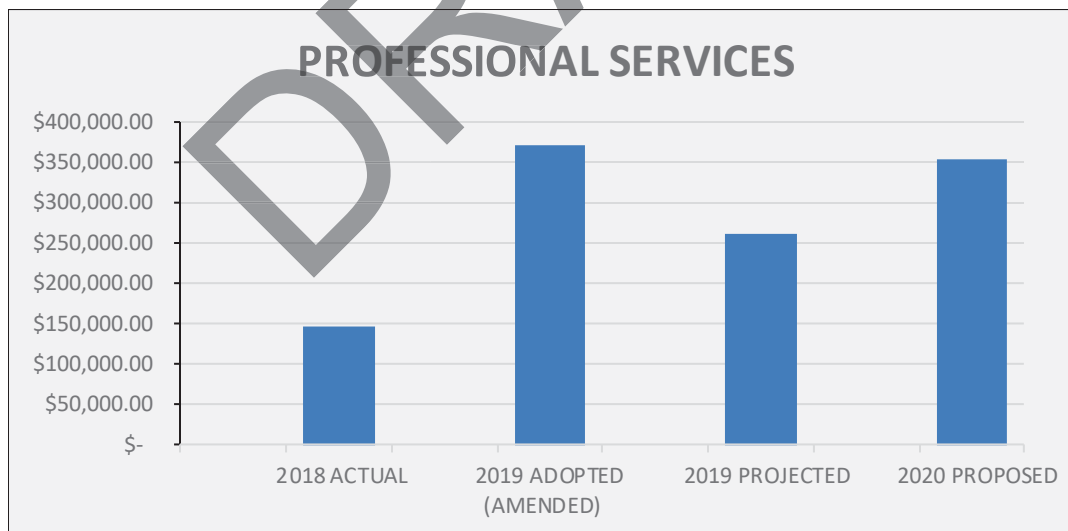
Division Description

This category includes professional services from outside consultants for legal services, engineering, auditing, and other professional services.

Division Budget

Proposed expenses for 2020 are \$353,390, a 4.8 percent decrease below the amended budgeted professional services expenses for 2019, due to an anticipated reduction in other professional services expenses.

		2018	2019	2019	2020	
PROFESSIONAL SERVICES		ACTUAL	ADOPTED (AMENDED)	PROJECTED	PROPOSED	CHANGE
01-20-210-540012	Dev Reimbursable Engineering	\$ -	\$ -	\$ -	\$ -	\$ -
01-20-210-540018	Grant & Loan Procurement	-	-	-	-	-
01-20-210-540048	Permits, Fees & Licensing	1,706	2,000	1,175	2,060	60
01-20-210-580031	Outside Engineering	-	60,000	-	61,800	1,800
01-20-210-580032	CIP Related Outside Engineering	-	(40,000)	-	(41,280)	(1,280)
01-30-310-580001	Accounting & Audit	26,485	35,000	41,773	36,050	1,050
01-30-310-580011	General Legal	45,621	102,000	36,349	154,500	52,500
01-30-310-580036	Other Professional Services	34,928	170,077	150,629	78,000	(92,077)
01-50-510-550096	Beaumont Basin Watermaster	37,874	42,000	31,331	43,260	1,260
01-50-510-550097	SAWPA Basin Monitoring Program	-	-	-	19,000	19,000
		\$ 146,614	\$ 371,077	\$ 261,256	\$ 353,390	\$ (17,687)



FINANCE AND ADMINISTRATIVE SERVICES

Finance and Administrative Services	2019 Actual Full-Time Positions	2019 Actual Part-Time Positions	2020 Full-Time Positions	2020 Part-Time Positions
General Manager	1	0	1	0
Director of Finance and Administrative Services	1	0	1	0
Senior Finance and Administrative Analyst	1	0	1	0
Senior Accountant	1	0	1	0
Accountant III	1	1 ⁽¹⁾	1	1 ⁽¹⁾
Accounting Technician	1	0	1	0
Administrative Assistant	1	1 ⁽²⁾	1	1 ⁽²⁾
Customer Service Representative III	1	0	1	0
Customer Service Representative II	0	0	1	0
Customer Service Representative I	3	0	2	1 ⁽²⁾
Total Positions	11	2	11	3
⁽¹⁾ Total budget for position is based on 900 hours ⁽²⁾ Total budget for each position is based on 1,000 hours				

Division Description

This division includes all administrative salaries, employee benefits, operating supplies, property insurance and other expenses associated with the following administrative functions of the District.

General Manager

Appointed by the Board of Directors, the General Manager plans, directs and oversees District programs, services and resources in accordance with short and long-range goals, policy statements and directives.

Accounting

The accounting section is responsible for managing the general ledger, bank reconciliation, fixed assets, financial reports, payroll, accounts payable, accounts receivable, annual budget and investment and cash management.

Billing and Customer Service

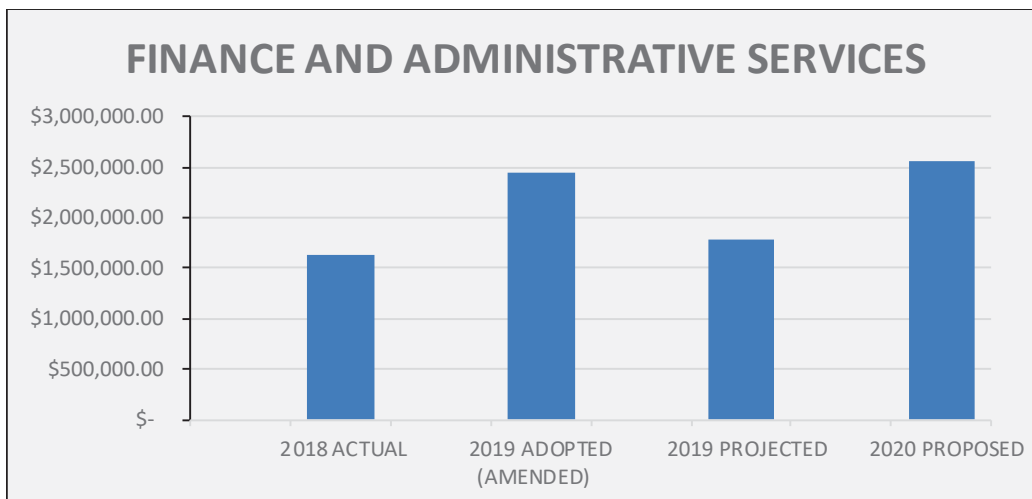
This section is responsible for managing all billing data, coordinating with other departments, ensuring that all customer bills are accurate and sent on time, providing assistance with payments, opening and closing accounts, account information, water consumption and more.



Division Budget

Proposed expenses for 2020 are \$2,551,662, a 4.2 percent increase above the amended budgeted finance and administrative services expenses for 2019.

		2018	2019	2019	2020	
		ACTUAL	ADOPTED (AMENDED)	PROJECTED	PROPOSED	CHANGE
FINANCE AND ADMINISTRATIVE SERVICES						
01-30-310-500105	Labor	\$ 858,380	\$ 1,063,933	\$ 852,300	\$ 1,141,273	\$ 77,340
01-30-310-500110	Overtime	-	5,604	231	1,185	(4,419)
01-30-310-500115	Social Security	52,253	87,863	55,375	87,852	(11)
01-30-310-500120	Medicare	13,843	20,558	13,885	20,557	(1)
01-30-310-500125	Health Insurance	180,075	260,964	163,280	287,496	26,532
01-30-310-500130	CalPERS Health Admin Costs	1,662	2,000	1,568	3,000	1,000
01-30-310-500140	Life Insurance	3,621	6,564	3,740	6,876	312
01-30-310-500143	EAP Program	179	777	285	860	83
01-30-310-500145	Workers' Compensation	7,389	15,866	5,023	16,632	766
01-30-310-500150	Unemployment Insurance	-	37,032	4,051	38,808	1,776
01-30-310-500155	Retirement/CalPERS	143,852	178,906	155,660	213,002	34,096
01-30-310-500161	Estim Current Yr OPEB Expense	-	100,000	100,000	107,150	7,150
01-30-310-500165	Uniforms & Employee Benefits	162	750	755	1,000	250
01-30-310-500175	Training/Education/Mtgs/Travel	7,525	17,000	14,945	25,000	8,000
01-30-310-500180	Accrued Sick Leave Expenses	32,356	62,055	9,181	58,662	(3,393)
01-30-310-500185	Accrued Vacation Expenses	36,742	91,967	30,987	90,288	(1,679)
01-30-310-500187	Accrual Leave Payments	36,288	159,803	61,821	115,720	(44,083)
01-30-310-500190	Temporary Labor	-	25,000	26,979	25,000	-
01-30-310-500195	CIP Related Labor	(15,849)	-	-	-	-
01-30-310-550001	Bank/Financial Service Fees	15,004	20,000	9,592	20,600	600
01-30-310-550006	Cashiering Shortages/Overages	40	50	22	50	-
01-30-310-550008	Transaction/Return Fees	1,206	3,000	818	3,090	90
01-30-310-550010	Transaction/Credit Card Fees	46,144	44,000	47,069	45,320	1,320
01-30-310-550014	Credit Check Fees	6,600	10,000	5,478	10,300	300
01-30-310-550018	Employee Medical/First Aid	54	750	333	300	(450)
01-30-310-550024	Employment Testing	214	200	400	206	6
01-30-310-550026	Recruitment Expense	-	-	147	-	-
01-30-310-550030	Membership Dues	31,437	42,000	47,819	43,260	1,260
01-30-310-550036	Notary & Lien Fees	1,151	2,000	883	2,060	60
01-30-310-550042	Office Supplies	11,928	10,500	11,625	13,315	2,815
01-30-310-550046	Office Equipment	19,995	17,000	3,575	5,000	(12,000)
01-30-310-550048	Postage	51,744	5,000	18,050	5,150	150
01-30-310-550050	Utility Billing Service	-	68,000	69,512	70,040	2,040
01-30-310-550051	Advertising/Legal Notices	5,349	4,000	2,685	4,120	120
01-30-310-550054	Property, Auto& Gen Liab Insur	73,530	80,000	71,500	82,400	2,400
01-30-310-550066	Subscriptions	-	2,000	-	2,060	60
01-30-310-550072	Misc Operating Expenses	3,335	1,000	0	1,030	30
01-30-310-550078	Bad Debt Expense	1,036	3,000	-	3,000	-
		\$ 1,627,245	\$ 2,449,142	\$ 1,789,571	\$ 2,551,662	\$ 102,520
NOTE: System Depreciation is omitted from the chart for clarity						
01-30-310-550084	Depreciation	\$ 2,575,804	\$ 2,554,000	\$ 2,695,222	\$ 2,681,000	\$ 127,000



INFORMATION TECHNOLOGY

Information Technology	2019 Actual Full-Time Positions	2019 Actual Part-Time Positions	2020 Full-Time Positions	2020 Part-Time Positions
Information Systems Manager	1	0	1	0
Total Positions	1	0	1	0

Division Description

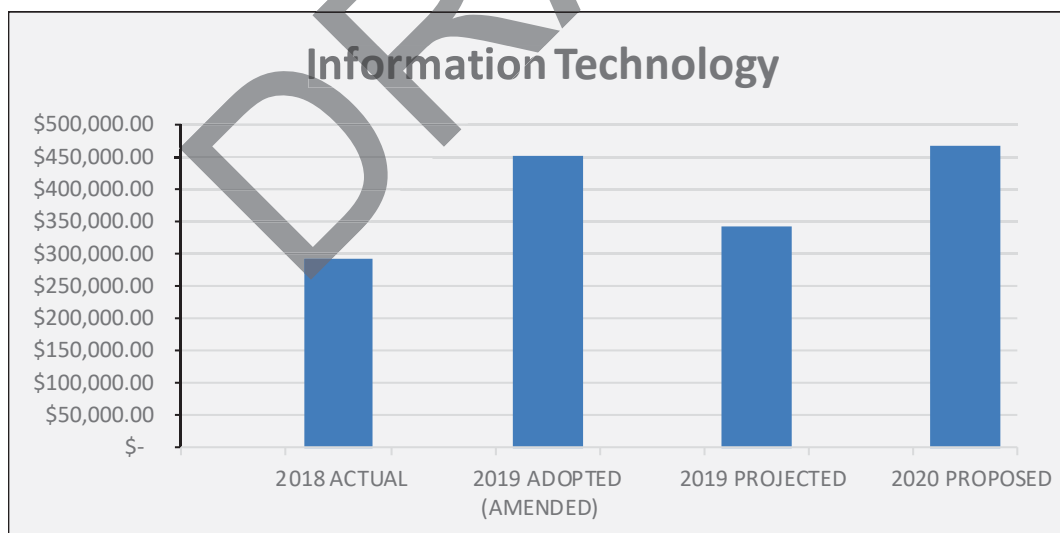
This division includes the administrative salaries, employee benefits, operating supplies, and other expenses associated with the effective and efficient integration of technology into the District's business practices and procedures.



Division Budget

Proposed expenses for 2020 are \$467,014, a 3.8 percent increase above budgeted information technology expenses for 2019, due to an anticipated increase in license, maintenance, and support expenses related to information technology.

		2018	2019	2019	2020	
		ACTUAL	ADOPTED (AMENDED)	PROJECTED	PROPOSED	CHANGE
INFORMATION TECHNOLOGY						
01-30-315-500105	Labor	\$ 116,035	\$ 151,008	\$ 117,051	\$ 140,662	\$ (10,346)
01-30-315-500115	Social Security	7,375	13,627	8,458	12,380	(1,247)
01-30-315-500120	Medicare	1,725	3,187	1,978	2,896	(291)
01-30-315-500125	Health Insurance	21,714	23,724	23,713	26,136	2,412
01-30-315-500140	Life Insurance	503	972	528	912	(60)
01-30-315-500143	EAP Program	16	65	28	72	7
01-30-315-500145	Workers' Compensation	885	2,181	629	2,032	(149)
01-30-315-500150	Unemployment Insurance	-	5,135	-	4,783	(352)
01-30-315-500155	Retirement/CalPERS	9,965	13,989	11,621	15,604	1,615
01-30-315-500175	Training/Education/Mtgs/Travel	1,623	4,000	4,073	4,120	120
01-30-315-500180	Accrued Sick Leave Expenses	4,823	8,785	-	8,029	(756)
01-30-315-500185	Accrued Vacation Expenses	21,815	15,972	-	14,597	(1,375)
01-30-315-500187	Accrual Leave Payments	-	43,303	19,287	35,678	(7,625)
01-30-315-500195	CIP Related Labor	(14,369)	(31,855)	-	(32,875)	(1,020)
01-30-315-501511	Phones - 560 Magnolia	18,239	28,000	17,587	28,840	840
01-30-315-501531	Phones - 851 E. 6th	-	-	592	3,914	3,914
01-30-315-501561	Phones - 815 E. 12th	3,797	3,800	3,839	3,914	114
01-30-315-550030	Membership Dues	397	2,000	804	2,060	60
01-30-315-550044	Printing/Toner & Maint	12,899	17,000	14,528	17,510	510
01-30-315-550051	Advertising/Legal Notices	-	-	-	-	-
01-30-315-580016	Computer Hardware	11,488	20,000	6,991	20,600	600
01-30-315-580021	IT/Software Support	2,402	5,000	1,019	5,150	150
01-30-315-580026	License/Maintenance/Support	69,916	120,000	110,509	150,000	30,000
		\$ 291,250	\$ 449,893	\$ 343,236	\$ 467,014	\$ 17,121



HUMAN RESOURCES AND RISK MANAGEMENT

Human Resources	2019 Actual Full-Time Positions	2019 Actual Part-Time Positions	2020 Full-Time Positions	2020 Part-Time Positions
Human Resources Manager	1	0	1	0
Total Positions	1	0	1	0

Division Description

This division ensures the District is compliant with all legal and regulatory requirements related to personnel, as well as a healthy and happy workplace environment.



Division Budget

Proposed expenses for 2020 are \$208,046, a 52.2 percent increase above budgeted human resources and risk management expenses for 2019, due to anticipated increases in investments in professional development, safety, and other professional services.

		2018	2019	2019	2020	
		ACTUAL	ADOPTED (AMENDED)	PROJECTED	PROPOSED	CHANGE
HUMAN RESOURCES AND RISK MANAGEMENT						
01-30-320-500105	Labor	\$ -	\$ 64,626	\$ 9,202	\$ 66,992	\$ 2,366
01-30-320-500110	Overtime	-	-	-	569	569
01-30-320-500115	Social Security	-	4,914	571	4,590	(324)
01-30-320-500120	Medicare	-	1,150	133	1,075	(75)
01-30-320-500125	Health Insurance	-	23,724	-	26,136	2,412
01-30-320-500140	Life Insurance	-	432	-	444	12
01-30-320-500143	EAP Program	-	65	-	72	7
01-30-320-500145	Workers' Compensation	-	4,561	52	968	(3,593)
01-30-320-500150	Unemployment Insurance	-	2,198	-	2,278	80
01-30-320-500155	Retirement/CalPERS	-	10,618	693	11,866	1,248
01-30-320-500165	Uniforms & Employee Benefits	-	-	-	125	125
01-30-320-500175	Training/Education/Mtgs/Travel	-	-	-	9,350	9,350
01-30-320-500176	District Professional Development	-	-	-	19,000	19,000
01-30-320-500177	General Safety Training & Supplies	-	8,200	3,395	14,385	6,185
01-30-320-500180	Accrued Sick Leave Expenses	-	7,014	-	3,066	(3,948)
01-30-320-500185	Accrued Vacation Expenses	-	7,230	-	3,160	(4,070)
01-30-320-500187	Accrual Leave Payments	-	-	-	-	-
01-30-320-550024	Employment Testing	-	-	-	-	-
01-30-320-550025	Employee Retention	-	-	-	2,500	2,500
01-30-320-550030	Membership Dues	-	-	-	1,470	1,470
01-30-320-550042	Office Supplies	-	2,000	159	2,000	-
01-30-320-550051	Advertising/Legal Notices	-	-	-	1,000	1,000
01-30-320-580036	Other Professional Services	-	-	-	37,000	37,000
		\$ -	\$ 136,732	\$ 14,204	\$ 208,046	\$ 71,314



OPERATIONS

DIVISIONS

- Source of Supply
- Transmission and Distribution
- Field Inspections
- Customer Service and Meter Reading
- Maintenance and General Plant

2019 ACCOMPLISHMENTS

- Completion of rehabilitation of three (3) wells (Wells 4A, 10, and 18) in Edgar canyon to increase low cost water resources and reduce the need for expensive imported water replenishment
- Completion of rehabilitation of one (1) well (Well 3) in the Beaumont Basin to increase redundancy and ensure adequate water supplies during high system demand conditions
- Furthered implementation of recycled water opportunity with the City of Beaumont in conjunction with the BCVWD Engineering Department, including: coordination of activities with City of Beaumont staff and Council Members, execution of a contract for professional services with T.R. Holliman & Associates to develop a Recycled Water Implementation Road Map. Participation in preparation and execution of a Memorandum of Understanding (MOU) Regarding Recycled Water with the City of Beaumont for the delivery and use of Recycled Water
- Provided pre-construction, inspection, coordination, testing and commissioning, and project closeout services related to development activities
 - Includes inspection and construction coordination between contractors and developers for three 24-inch pipelines in Potrero Boulevard and two 24-inch pipelines in Fourth Street, totaling 12,900 LF of new pipeline
- Continued improvement to District Safety Program by utilizing professional risk management, safe work practices, training, and by providing additional safety equipment
- Developed and implemented modified pumping schedules reducing energy costs during Southern California Edison (SCE) new Time of Use Rate Structures. Developed and implemented modified pumping schedules providing maximum storage capacity in District reservoirs during SCE Public Safety Power Shutoffs (PSPS) reducing risk during wildfire conditions
- Provided support to Finance and Operations departments with grant funding opportunities for on-going and upcoming projects
- Supported Finance Department with the on-going rate study. Provided support to the Engineering Department for the analysis of the Capital Improvement Plan (infrastructure and pipelines projects) which aided in projecting the next 5 years of projects needed
- Worked with the Engineering Department on two major Capital Improvement Plan projects.
 - Provided field planning support for the Grand Avenue Storm Drain (MDP Line 16) and performed the necessary potholing efforts to obtain field data which allowed design to move forward in a cost effective manner
 - Provided field support for the Beaumont Avenue Service Replacement Project by identifying the existing lateral connections which are in need of replacement between Sixth Street and Oak Valley Parkway

2020 OPERATIONS DEPARTMENT GOALS AND OBJECTIVES

- Apply for and commence permitting process with the California Department of Water Resources for the use of Title 22 compliant recycled water in the District's non-potable water system
- Continue mapping of the Districts non-potable system including the mapping of customer non-potable/potable water use areas and piping for use in permitting process. Complete system wide shutdown tests of the non-potable water system including all non-potable water users to ensure complete separation of the non-potable and potable water systems on both District and end user properties
- Continue to improve best management practices to reduce staff exposure to workplace hazards by mitigating hazards, providing professional development opportunities, and increasing access to safety equipment and training
- Acquire and deploy additional backup generators to improve redundancy during emergencies and Southern California Edison Public Safety Power Shutoffs
- Coordinate with BCVWD Engineering Department to complete on-going Capital Improvement activities and commence construction for Noble Reservoir No. 2 and Transmission Pipeline, 2017 Replacement Pipeline Project, and Well 1A and 2A Well Drilling Project, Well 25 block wall, Noble Creek Recharge Facility Phase I security fencing, Noble Booster equipment purchase, 4A Booster equipment replacement, and Beaumont Avenue service replacements
- Coordinate with BCVWD Engineering Department to commence Capital Improvement Projects including request for proposals (as necessary) of Well 30 and 31, Well 1A and 2A Pumping Plants, Well 30 and 31 Pumping Plant, Raw Water Filter and Pump Station, City of Beaumont WWTP Recycled Water Booster Station and connection piping, 2750 PZ to 2850 PZ Booster Station, 2020 Replacement Pipelines, and miscellaneous projects
- Continue the AMR/AMI project implementation by further changing out a series of existing meters for CY 2020

SOURCE OF SUPPLY

Source of Supply	2019 Actual Full-Time Positions	2019 Actual Part-Time Positions	2020 Full-Time Positions	2020 Part-Time Positions
Recycled Water Supervisor	0	0	1	0
Production Supervisor	1	0	1	0
Production Maintenance II	2	0	2	0
Production Maintenance I	1	0	1	0
Total Positions	4	0	5	0

Division Description

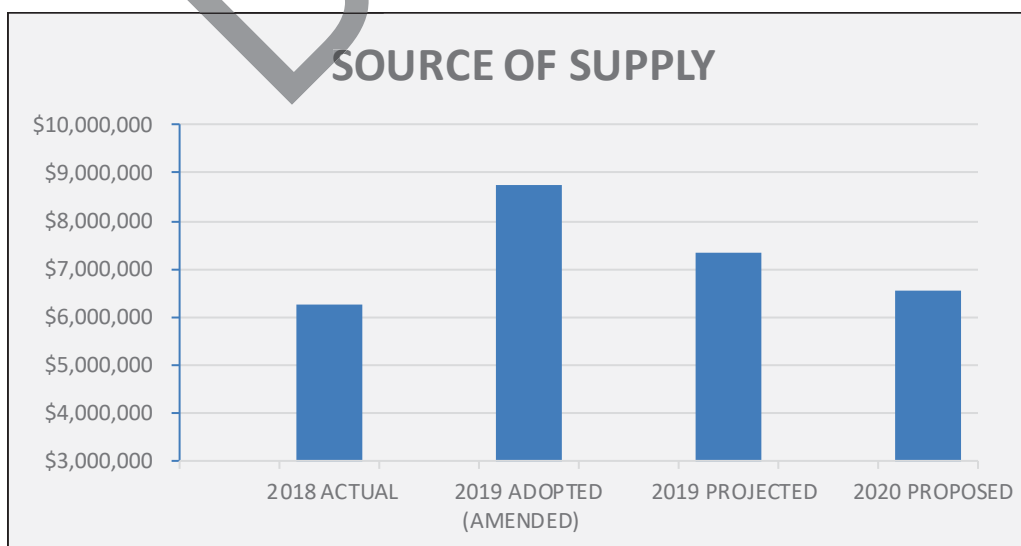
Source of Supply represents the division responsible for expenses related to the operation and maintenance of wells, booster stations, storage facilities, State Water Project supplies. It oversees supervisory control and data acquisition (SCADA), water quality functions, and the construction, installation, testing, calibration, maintenance and repair of electrical systems and process control instrumentation systems.



Division Budget

Source of supply expenses for 2020 are proposed as \$6,550,506, a 25.2 percent decrease below 2019 amended budgeted expenses.

		2018	2019	2019	2020	
SOURCE OF SUPPLY		ACTUAL	ADOPTED (AMENDED)	PROJECTED	PROPOSED	CHANGE
01-40-410-500105	Labor	\$ 205,027	\$ 339,562	\$ 209,662	\$ 359,300	\$ 19,738
01-40-410-500110	Overtime	4,246	18,568	4,745	19,656	1,088
01-40-410-500111	Double Time	633	1,631	-	1,713	82
01-40-410-500113	Standby/On-Call	9,000	9,275	8,467	9,800	525
01-40-410-500115	Social Security	15,065	26,983	15,723	27,487	504
01-40-410-500120	Medicare	3,543	6,316	3,696	6,434	118
01-40-410-500125	Health Insurance	64,518	118,620	82,455	130,680	12,060
01-40-410-500140	Life Insurance	988	2,316	1,058	2,412	96
01-40-410-500143	EAP Program	68	325	113	360	35
01-40-410-500145	Workers' Compensation	9,330	24,619	6,980	26,047	1,428
01-40-410-500150	Unemployment Insurance	4,604	51,129	(345)	53,173	2,044
01-40-410-500155	Retirement/CalPERS	49,232	77,416	52,360	89,944	12,528
01-40-410-500165	Uniforms & Employee Benefits	781	2,600	1,041	2,786	186
01-40-410-500175	Training/Education/Mtgs/Travel	1,482	4,000	4,257	6,000	2,000
01-40-410-500180	Accrued Sick Leave Expense	9,812	16,792	13,062	17,418	626
01-40-410-500185	Accrued Vacation Expenses	14,877	21,897	10,597	23,785	1,888
01-40-410-500187	Accrual Leave Payments	412	26,091	2,885	9,626	(16,465)
01-40-410-500195	CIP Related Labor	(89)	(25,000)	-	(25,800)	(800)
01-40-410-500501	State Project Water Purchases	3,842,357	5,899,426	5,080,699	3,752,050	(2,147,376)
01-40-410-500511	Ground Water Purchases	-	-	-	-	-
01-40-410-501101	Electricity - Wells	1,734,948	1,717,000	1,598,969	1,635,854	(81,146)
01-40-410-501201	Gas - Wells	180	225	179	225	-
01-40-410-510011	Treatment & Chemicals	79,539	90,000	61,899	90,000	-
01-40-410-510021	Lab Testing	58,121	120,000	49,003	90,000	(30,000)
01-40-410-510031	Small Tools, Parts & Maint	1,477	3,200	2,757	7,200	4,000
01-40-410-520021	Maint & Rpr-Telemetry Equip	831	10,000	4,451	10,300	300
01-40-410-520031	Maint & Rpr-General Equipment	-	-	1,218	-	-
01-40-410-520061	Maint & Rpr-Pumping Equipment	51,651	125,000	60,769	128,750	3,750
01-40-410-540048	Permits, Fees & Licensing	-	-	-	-	-
01-40-410-540084	State Mandates & Tariffs	104,295	70,000	64,071	72,100	2,100
01-40-410-550024	Employment Testing	-	200	100	206	6
01-40-410-550066	Subscriptions	-	1,000	968	3,000	2,000
		\$ 6,266,927	\$ 8,759,191	\$ 7,341,838	\$ 6,550,506	\$ (2,208,685)



TRANSMISSION AND DISTRIBUTION

Transmission and Distribution	2019 Actual Full-Time Positions	2019 Actual Part-Time Positions	2020 Full-Time Positions	2020 Part-Time Positions
Director of Operations	1	0	1	0
Assistant Director of Operations	1	0	1	0
Field Superintendent	1	0	1	0
Transmission and Distribution Supervisor	1	0	1	0
Water Utility Person III	3 ⁽¹⁾	0	3 ⁽¹⁾	0
Water Utility Person II	2 ⁽¹⁾	0	2 ⁽¹⁾	0
Water Utility Person I	5 ⁽¹⁾	0	5 ⁽¹⁾	0
Total Positions	14	0	14	0
<i>(1) Employee counted in home department only; total budget splits expenses for other departments worked</i>				

Division Description

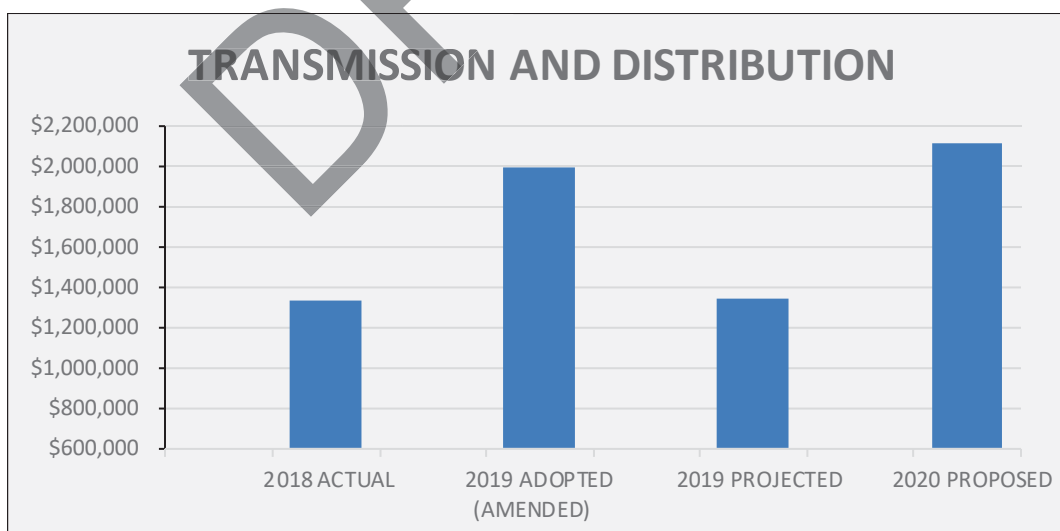
This division includes the maintenance of the distribution system, service connections, meters, reservoirs and pressure regulating stations that deliver water throughout the District. This division also includes expenses associated with new service requests, fire hydrants and fire services.



Division Budget

Proposed expenses for 2020 are \$2,109,496, a 5.9 percent increase above 2019 amended budgeted transmission and distribution expenses.

		2018	2019	2019	2020	
		ACTUAL	ADOPTED (AMENDED)	PROJECTED	PROPOSED	CHANGE
TRANSMISSION AND DISTRIBUTION						
01-40-440-500105	Labor	\$ 588,873	\$ 901,594	\$ 520,916	\$ 910,902	\$ 9,308
01-40-440-500110	Overtime	34,379	40,243	31,446	40,809	566
01-40-440-500111	Double Time	6,689	4,607	7,390	8,252	3,645
01-40-440-500113	Standby/On-Call	13,346	15,600	13,538	24,700	9,100
01-40-440-500115	Social Security	47,112	71,623	40,042	71,607	(16)
01-40-440-500120	Medicare	10,788	16,763	9,367	16,764	1
01-40-440-500125	Health Insurance	179,196	309,348	176,911	333,780	24,432
01-40-440-500140	Life Insurance	2,718	6,048	2,733	6,240	192
01-40-440-500143	EAP Program	175	847	294	918	71
01-40-440-500145	Workers' Compensation	19,744	49,660	13,610	51,086	1,426
01-40-440-500155	Retirement/CalPERS	128,342	174,925	133,377	203,424	28,499
01-40-440-500165	Uniforms & Employee Benefits	4,916	5,500	5,226	5,893	393
01-40-440-500175	Training/Education/Mtgs/Travel	989	4,500	1,667	3,090	(1,410)
01-40-440-500180	Accrued Sick Leave Expense	13,976	46,222	33,376	49,544	3,322
01-40-440-500185	Accrued Vacation Expenses	44,245	64,919	40,543	66,253	1,334
01-40-440-500187	Accrual Leave Payments	44,108	75,670	1,487	46,097	(29,573)
01-40-440-500195	CIP Related Labor	(77,488)	(60,000)	(52)	(61,920)	(1,920)
01-40-440-510031	Small Tools, Parts & Maint	6,156	8,500	11,578	16,500	8,000
01-40-440-520071	Maint & Rpr-Pipelines&Hydrants	77,358	55,000	79,231	80,000	25,000
01-40-440-520081	Maint & Rpr-Pressure Regulators	12,252	7,500	-	7,725	225
01-40-440-540001	Backflow Program	2,577	7,500	2,205	7,725	225
01-40-440-540024	Inventory Adjustments	12,880	3,000	(5,147)	3,090	90
01-40-440-540036	Line Locates	4,915	3,500	4,304	3,605	105
01-40-440-540042	Meters Maintenance & Services	149,390	150,000	185,761	154,500	4,500
01-40-440-540078	Reservoirs Maintenance	7,510	24,500	31,163	54,500	30,000
01-40-440-550024	Employment Testing	464	400	455	412	12
01-40-440-550051	Advertising/Legal Notices	-	4,000	2,347	4,000	-
		\$ 1,335,611	\$ 1,991,969	\$ 1,343,769	\$ 2,109,496	\$ 117,527



INSPECTIONS

Inspections	2019 Actual Full-Time Positions	2019 Actual Part-Time Positions	2020 Full-Time Positions	2020 Part-Time Positions
Transmission and Distribution Supervisor	0 ⁽¹⁾	0	0 ⁽¹⁾	0
Total Positions	0	0	0	0
<i>(1) Budget amount represents portion of full-time position expenses from Transmission and Distribution employees who perform duties within this division</i>				

Division Description

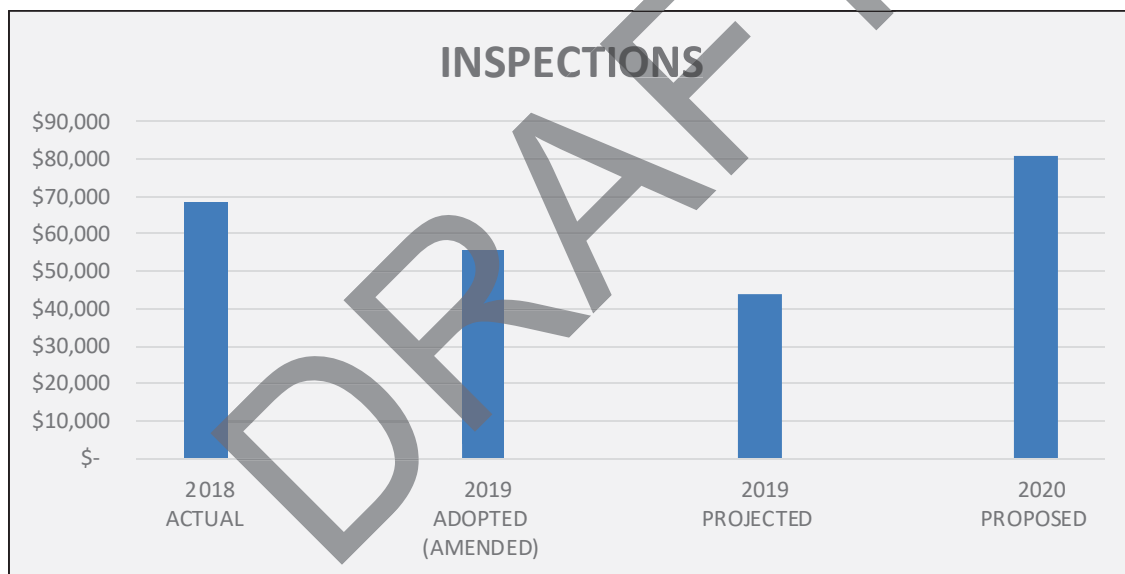
This division includes the labor expenses of inspecting developer-constructed additions to the distribution system such as service connections, meters, reservoirs and pressure regulating stations that deliver water throughout the District. These expenses are typically recovered through inspection fees and development charges.



Division Budget

Proposed expenses for 2020 are \$80,856, a 45.8 percent increase above 2019 budgeted inspection expenses.

		2018	2019	2019	2020	
		ACTUAL	ADOPTED (AMENDED)	PROJECTED	PROPOSED	CHANGE
INSPECTIONS						
01-40-450-500105	Labor	\$ 29,934	\$ 28,126	\$ 20,948	\$ 41,427	\$ 13,301
01-40-450-500110	Overtime	14,305	4,985	6,621	7,204	2,219
01-40-450-500111	Double Time	-	217	-	394	177
01-40-450-500113	Standby/On-Call	-	88	-	-	(88)
01-40-450-500115	Social Security	2,752	2,075	1,717	3,041	966
01-40-450-500120	Medicare	644	486	402	712	226
01-40-450-500125	Health Insurance	12,517	8,064	7,527	12,552	4,488
01-40-450-500140	Life Insurance	155	192	104	276	84
01-40-450-500143	EAP Program	4	22	11	34	12
01-40-450-500145	Workers' Compensation	1,631	1,991	643	2,924	933
01-40-450-500155	Retirement/CalPERS	6,875	9,199	6,031	12,292	3,093
		<u>\$ 68,817</u>	<u>\$ 55,445</u>	<u>\$ 44,002</u>	<u>\$ 80,856</u>	<u>\$ 25,411</u>



CUSTOMER SERVICE AND METER READING

Customer Service and Meter Reading	2019 Actual Full-Time Positions	2019 Actual Part-Time Positions	2020 Full-Time Positions	2020 Part-Time Positions
Water Utility Person III	1	0	1	0
Water Utility Person II	2	0	2	0
Total Positions	3	0	3	0

Division Description

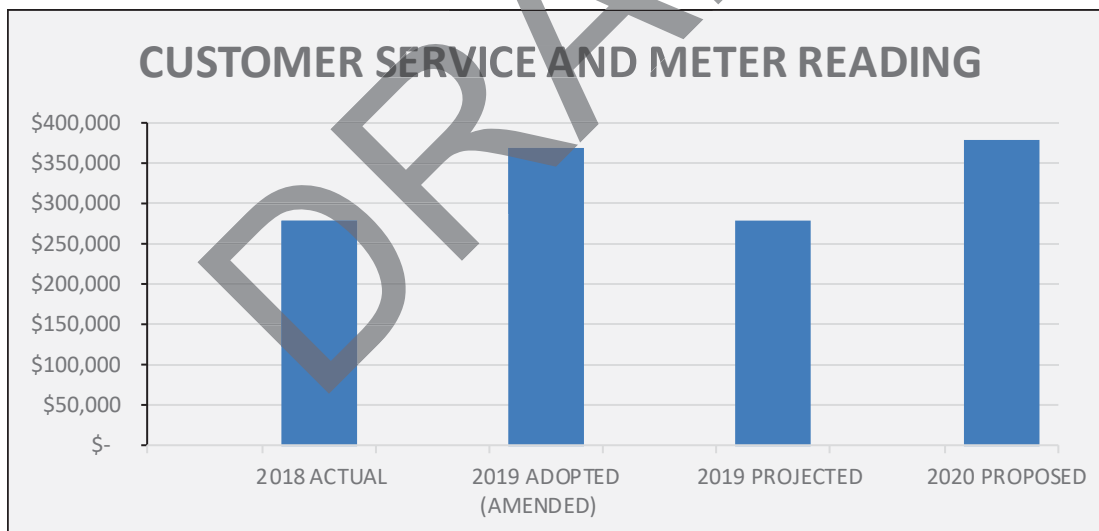
This department conducts meter reading and field related customer service activities for approximately 19,301 accounts.



Division Budget

Proposed expenses for 2020 are \$378,120, a 2.6 percent increase above 2019 budgeted customer service and meter reading expenses.

		2018	2019	2019	2020	
		ACTUAL	ADOPTED (AMENDED)	PROJECTED	PROPOSED	CHANGE
CUSTOMER SERVICE AND METER READING						
01-40-460-500105	Labor	\$ 160,705	\$ 166,735	\$ 161,744	\$ 173,375	\$ 6,640
01-40-460-500110	Overtime	3,431	14,351	3,386	13,807	(544)
01-40-460-500111	Double Time	725	1,557	919	2,152	595
01-40-460-500113	Standby/On-Call	2,000	7,800	1,000	-	(7,800)
01-40-460-500115	Social Security	11,340	14,451	11,369	14,222	(229)
01-40-460-500120	Medicare	2,658	3,383	2,659	3,330	(53)
01-40-460-500125	Health Insurance	62,926	71,172	64,068	78,408	7,236
01-40-460-500140	Life Insurance	732	1,152	761	1,140	(12)
01-40-460-500143	EAP Program	61	195	97	216	21
01-40-460-500145	Workers' Compensation	7,008	12,318	5,109	12,236	(82)
01-40-460-500155	Retirement/CalPERS	35,748	42,238	37,495	47,651	5,413
01-40-460-500165	Uniforms & Employee Benefits	284	700	2,089	1,600	900
01-40-460-500175	Training/Education/Mtgs/Travel	-	400	-	412	12
01-40-460-500180	Accrued Sick Leave Expense	7,569	7,776	7,383	7,934	158
01-40-460-500185	Accrued Vacation Expenses	14,862	14,431	8,945	14,722	291
01-40-460-500187	Accrual Leave Payments	490	19,562	-	17,029	(2,533)
01-40-460-500195	CIP Related Labor	(30,839)	(10,000)	(27,589)	(10,320)	(320)
01-40-460-550024	Employment Testing	-	200	-	206	6
		\$ 279,699	\$ 368,421	\$ 279,435	\$ 378,120	\$ 9,699



MAINTENANCE AND GENERAL PLANT

Maintenance and General Plant	2019 Actual Full-Time Positions	2019 Actual Part-Time Positions	2020 Full-Time Positions	2020 Part-Time Positions
Transmission and Distribution Supervisor	0 ⁽¹⁾	0	0 ⁽¹⁾	0
Water Utility Person III	0 ⁽¹⁾	0	0 ⁽¹⁾	0
Water Utility Person II	0 ⁽¹⁾	0	0 ⁽¹⁾	0
Water Utility Person I	0 ⁽¹⁾	0	0 ⁽¹⁾	0
Total Positions	0	0	0	0
<i>(1) Budget amount represents portion of full-time position expenses from Transmission and Distribution employees who perform duties within this division</i>				

Division Description

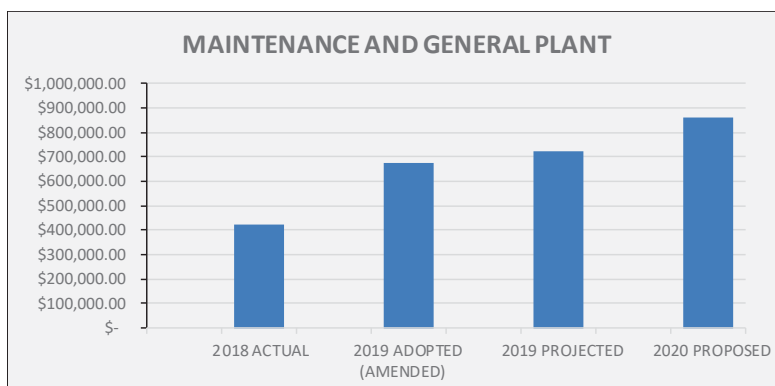
This category includes utilities, auto/equipment fuel, maintenance and repairs for all residences and offices. It also includes all landscape maintenance related labor as well as general maintenance in the canyon areas, recharge basin system and the Noble Creek Recharge facility.



Division Budget

Proposed expenses for 2020 are \$860,818 a 27.6 percent increase above 2019 budgeted maintenance and general plant expenses.

		2018	2019	2019	2020	
		ACTUAL	ADOPTED (AMENDED)	PROJECTED	PROPOSED	CHANGE
MAINTENANCE AND GENERAL PLANT						
01-40-470-500105	Labor	\$ 27,278	\$ 34,443	\$ 52,565	\$ 43,917	\$ 9,474
01-40-470-500110	Overtime	-	2,475	-	3,616	1,141
01-40-470-500111	Double Time	-	214	-	482	268
01-40-470-500113	Standby/On-Call	-	88	-	-	(88)
01-40-470-500115	Social Security	1,693	2,313	3,264	2,981	668
01-40-470-500120	Medicare	396	543	763	700	157
01-40-470-500125	Health Insurance	8,815	14,724	15,017	19,620	4,896
01-40-470-500140	Life Insurance	121	240	212	312	72
01-40-470-500143	EAP Program	12	41	30	53	12
01-40-470-500145	Workers' Compensation	1,125	2,439	1,407	3,102	663
01-40-470-500155	Retirement/CalPERS	5,130	7,806	8,378	10,963	3,157
01-40-470-501111	Electricity - 560 Magnolia	20,920	27,200	27,354	28,016	816
01-40-470-501121	Electricity - 12303 Oak Glen	2,803	2,500	2,848	2,575	75
01-40-470-501131	Electricity - 13695 Oak Glen	1,446	1,848	1,519	1,904	56
01-40-470-501141	Electricity - 13697 Oak Glen	2,321	2,818	2,404	2,903	85
01-40-470-501151	Elec - 9781 Avenida Miravilla	1,701	1,834	1,842	1,890	56
01-40-470-501161	Electricity - 815 E. 12th	4,773	6,000	5,111	6,180	180
01-40-470-501171	Electricity - 851 E. 6th	-	-	1,784	4,200	4,200
01-40-470-501321	Propane - 12303 Oak Glen	-	114	-	118	4
01-40-470-501331	Propane - 13695 Oak Glen	966	683	2,136	2,000	1,317
01-40-470-501341	Propane - 13697 Oak Glen	999	618	2,058	2,000	1,382
01-40-470-501351	Propane-9781 Avenida Miravilla	1,098	903	1,621	1,600	697
01-40-470-501411	Sanitation - 560 Magnolia	2,721	2,900	2,687	2,987	87
01-40-470-501461	Sanitation - 815 E. 12th	4,956	4,050	4,248	4,172	122
01-40-470-501471	Sanitation - 11083 Cherry Ave	3,108	3,200	3,186	3,296	96
01-40-470-501600	Property Maintenance & Repairs	-	-	-	-	-
01-40-470-501611	Maint & Repair- 560 Magnolia	26,856	20,000	23,184	25,000	5,000
01-40-470-501621	Maint & Repair- 12303 Oak Glen	239	1,200	70	1,236	36
01-40-470-501631	Maint & Repair- 13695 Oak Glen	-	1,000	1,297	1,200	200
01-40-470-501641	Maint & Repair- 13697 Oak Glen	767	1,000	1,288	1,200	200
01-40-470-501651	Maint & Rpr-9781 Ave Miravilla	414	1,500	1,995	1,545	45
01-40-470-501661	Maint & Repair- 815 E. 12th	8,258	5,000	4,986	5,150	150
01-40-470-501671	Maint & Repair- 851 E. 6th	-	-	8,034	1,500	1,500
01-40-470-501691	Maint & Rpr- Bldgs (General)	6,711	4,500	1,410	20,000	15,500
01-40-470-510001	Auto/Fuel	79,519	78,000	81,744	82,000	4,000
01-40-470-510002	CIP Related Fuel	-	-	-	-	-
01-40-470-520011	Maint & Rpr-Safety Equipment	6,174	17,000	5,596	17,510	510
01-40-470-520031	Maint & Rpr-General Equipment	39,515	46,000	49,430	47,380	1,380
01-40-470-520041	Maint & Rpr-Fleet	45,908	50,000	46,573	51,500	1,500
01-40-470-520091	Maint & Rpr-Communication Equip	-	5,500	-	5,665	165
01-40-470-540030	Landscape Maintenance	5,664	61,560	52,115	82,000	20,440
01-40-470-540072	Rechrg Facs, Cnyns&Ponds Maint	46,226	108,440	140,877	178,440	70,000
01-50-510-502001	Rents/Leases	-	-	12,600	24,580	24,580
01-50-510-510031	Small Tools, Parts & Maint	-	500	40	515	15
01-50-510-540066	Property Damages & Theft	43,387	15,000	26,377	15,450	450
01-50-510-550040	General Supplies	15,279	11,000	14,272	11,330	330
01-50-510-550060	Public Education/Community Outreach	3,620	126,574	109,546	137,000	10,426
01-50-510-550072	Misc Operating Expenses	-	1,000	683	1,030	30
		\$ 420,917	\$ 674,768	\$ 722,552	\$ 860,818	\$ 186,050



Budget Detail



Revenues: 2019 Adopted (Amended) Budget versus 2019 Projected Actuals versus 2020 Proposed Budget

		2018 ACTUAL	2019 ADOPTED (AMENDED)	2019 PROJECTED	2020 PROPOSED	CHANGE
OPERATING REVENUE						
Water Sales						
01-50-510-410100	Sales	\$ 5,119,001	5,151,000	4,706,065	5,042,921	(108,079)
01-50-510-410151	Agricultural Irrigation Sales	21,640	20,000	18,935	20,000	-
01-50-510-410171	Construction Sales	136,852	135,000	90,801	90,801	(44,199)
01-50-510-413011	Fixed Meter Charges	3,193,751	3,131,000	3,256,072	3,281,794	150,794
		8,471,245	8,437,000	8,071,872	8,435,516	(1,484)
Development and Installation Charges						
01-50-510-413021	Meter Fees	768,945	425,000	689,025	325,000	(100,000)
01-50-510-419011	Development Income	210,684	60,000	181,320	60,000	-
		979,629	485,000	870,345	385,000	(100,000)
Water Importation Surcharge						
01-50-510-415001	SGPWA Importation Charges	2,378,829	2,853,000	2,181,852	2,298,354	(554,646)
Water Pumping Energy Surcharge						
01-50-510-415011	SCE Power Charges	1,706,465	1,717,000	1,565,242	1,635,854	(81,146)
Other Charges for Service						
01-50-510-413001	Backflow Admin Charges	44,893	44,000	46,925	44,000	-
01-50-510-417001	2nd Notice Penalties	93,770	92,000	100,665	100,665	8,665
01-50-510-417011	3rd Notice Charges	35,640	32,000	38,445	35,000	3,000
01-50-510-417021	Account Reinstatement Fees	50,500	44,000	53,122	44,000	-
01-50-510-417030	WaterRestrictn Noncomp10-50%	-	-	-	-	-
01-50-510-417031	Lien Processing Fees	5,200	5,000	4,444	4,000	(1,000)
01-50-510-417041	Credit Check Processing Fees	11,385	11,000	10,885	10,000	(1,000)
01-50-510-417051	Returned Check Fees	4,105	3,000	3,365	3,000	-
01-50-510-417061	Customer Damages/Upgrade Charges	62,401	22,000	42,831	22,000	-
01-50-510-417071	After Hours Call Out Charges	1,600	1,500	650	650	(850)
01-50-510-417081	Bench Test Fees	-	-	-	90	90
01-50-510-417091	Credit Card Processing Fees	42,966	41,000	48,493	45,000	4,000
01-50-510-419001	Insurance Rebate	50,073	50,000	-	-	(50,000)
01-50-510-419021	Recharge Income	30,570	15,000	9,171	-	(15,000)
01-50-510-419031	Well Maintenance Reimbursemnt	-	-	7,993	7,500	7,500
01-50-510-419061	Miscellaneous Income	24,681	1,000	4	100	(900)
		457,783	361,500	366,993	316,005	(45,495)
Total Operating Revenues		13,993,951	13,853,500	13,056,305	13,070,729	(782,771)
NON-OPERATING REVENUE						
Rental Income						
01-50-510-471001	Rent - 12303 Oak Glen	2,400	2,400	2,400	2,400	-
01-50-510-471011	Rent - 13695 Oak Glen	2,400	2,400	2,400	2,400	-
01-50-510-471021	Rent - 13697 Oak Glen	2,400	2,400	2,400	2,400	-
01-50-510-471031	Rent - 9781 Avenida Miravilla	2,400	2,400	2,400	2,400	-
01-50-510-471101	Util - 12303 Oak Glen	2,803	2,614	2,688	2,688	74
01-50-510-471111	Util - 13695 Oak Glen	2,412	2,500	2,158	2,158	(342)
01-50-510-471121	Util - 13697 Oak Glen	3,320	3,400	3,631	3,631	231
01-50-510-471131	Util - 9781 Avenida Miravilla	2,799	2,700	1,948	1,948	(752)
		20,934	20,814	20,025	20,025	(789)
Facilities Charges						
01-50-510-481001	Fac Fees-Wells	986,973	383,000	658,093	580,800	197,800
01-50-510-481006	Fac Fees-Water Rights (SWP)	624,505	242,000	459,527	367,500	125,500
01-50-510-481012	Fac Fees-Water Treatment Plant	469,526	182,000	313,070	276,300	94,300
01-50-510-481018	Fac Fees-Local Water Resources	247,253	96,000	181,935	145,500	49,500
01-50-510-481024	Fac Fees-Recycld Wtr Facilities	786,873	277,000	586,619	420,600	143,600
01-50-510-481030	Fac Fees-Transmission (16")	799,366	310,000	533,001	470,400	160,400
01-50-510-481036	Fac Fees-Storage	1,023,678	397,000	682,567	602,400	205,400
01-50-510-481042	Fac Fees-Booster	70,862	27,000	47,249	41,700	14,700
01-50-510-481048	Fac Fees-Pressure Reducng Stns	36,196	14,000	24,135	21,300	7,300
01-50-510-481054	Fac Fees-Misc Projects	31,608	12,000	26,727	18,600	6,600
01-50-510-481060	Fac Fees-Financing Costs	157,663	60,000	106,993	91,500	31,500
01-50-510-485001	Front Footage Fees	47,709	-	21,878	-	-
01-50-510-488001	Contributed Capital	2,423,839	-	-	-	-
		7,706,050	2,000,000	3,641,795	3,036,600	1,036,600
Interest Earned						
01-50-510-490001	Interest Income - Bonita Vista	2,407	1,900	2,158	1,600	(300)
01-50-510-490011	Interest Income-Fairway Canyon	57,363	52,000	52,347	46,829	(5,171)
01-50-510-490021	Interest Income - General	1,091,229	600,000	1,418,913	800,000	200,000
01-50-510-490031	Unrlzd Gain/Loss on Investment	-	-	15,840	-	-
		1,150,999	653,900	1,489,257	848,429	194,529
Grant Revenue						
01-50-510-419051	Grant Revenue	-	-	-	-	-
Reserve Contribution						
01-50-510-302011	Reserve Contribution	-	-	-	394,012	394,012
Total Non-Operating Revenues		8,877,983	2,674,714	5,151,078	4,299,066	1,624,352
Total Revenues		\$ 22,871,934	\$ 16,528,214	\$ 18,207,382	\$ 17,369,795	\$ 841,581

Expenses: 2019 Adopted (Amended) Budget versus 2019 Projected Actuals versus 2020 Proposed Budget

	2018	2019	2019	2020	
	ACTUAL	ADOPTED (AMENDED)	PROJECTED	PROPOSED	CHANGE
BOARD OF DIRECTORS					
01-10-110-500101 Board of Directors Fees	31,200	61,400	41,400	53,600	(7,800)
01-10-110-500115 Social Security	1,934	3,807	2,182	3,324	(483)
01-10-110-500120 Medicare	452	891	510	779	(112)
01-10-110-500145 Workers' Compensation	224	890	188	776	(114)
01-10-110-500175 Training/Education/Mtgs/Travel	2,986	10,000	7,267	10,300	300
01-10-110-550012 Election Expenses	185	90,000	8,123	10,000	(80,000)
01-10-110-550042 Supplies-Other	1,350	1,000	242	1,030	30
01-10-110-550051 Advertising/Legal Notices	-	-	-	100	100
	<u>38,332</u>	<u>167,988</u>	<u>59,912</u>	<u>79,909</u>	<u>(88,079)</u>
ENGINEERING					
01-20-210-500105 Labor	262,670	506,966	312,558	568,262	61,296
01-20-210-500115 Social Security	16,930	35,826	20,134	39,710	3,884
01-20-210-500120 Medicare	3,960	8,383	4,709	9,294	911
01-20-210-500125 Health Insurance	19,367	71,172	28,364	104,544	33,372
01-20-210-500140 Life Insurance	574	2,208	871	2,784	576
01-20-210-500143 EAP Program	33	195	56	288	93
01-20-210-500145 Workers' Compensation	2,397	7,580	2,124	8,489	909
01-20-210-500150 Unemployment Insurance	-	17,260	-	19,324	2,064
01-20-210-500155 Retirement/CalPERS	29,796	74,534	36,394	93,299	18,765
01-20-210-500165 Uniforms & Employee Benefits	-	350	150	350	-
01-20-210-500175 Training/Education/Mtgs/Travel	40	6,000	255	6,000	-
01-20-210-500180 Accrued Sick Leave Expenses	8,079	24,497	5,140	28,287	3,790
01-20-210-500185 Accrued Vacation Expenses	10,043	17,131	6,928	20,202	3,071
01-20-210-500187 Accrual Leave Payments	1,616	21,430	-	14,745	(6,685)
01-20-210-500195 CIP Related Labor	(66,913)	(225,187)	(54,268)	(225,000)	187
01-20-210-550030 Membership Dues	-	-	-	800	800
01-20-210-550051 Advertising/Legal Notices	1,200	1,377	1,575	2,000	623
	<u>289,792</u>	<u>569,722</u>	<u>364,992</u>	<u>693,378</u>	<u>123,656</u>
PROFESSIONAL SERVICES					
01-20-210-540012 Dev Reimbursable Engineering	-	-	-	-	-
01-20-210-540018 Grant & Loan Procurement	-	-	-	-	-
01-20-210-540048 Permits, Fees & Licensing	1,706	2,000	1,175	2,060	60
01-20-210-580031 Outside Engineering	-	60,000	-	61,800	1,800
01-20-210-580032 CIP Related Outside Engineering	-	(40,000)	-	(41,280)	(1,280)
01-30-310-580001 Accounting & Audit	26,485	35,000	41,773	36,050	1,050
01-30-310-580011 General Legal	45,621	102,000	36,349	154,500	52,500
01-30-310-580036 Other Professional Services	34,928	170,077	150,629	78,000	(92,077)
01-50-510-550096 Beaumont Basin Watermaster	37,874	42,000	31,331	43,260	1,260
01-50-510-550097 SAWPA Basin Monitoring Program	-	-	-	19,000	19,000
	<u>146,614</u>	<u>371,077</u>	<u>261,256</u>	<u>353,390</u>	<u>(17,687)</u>
FINANCE AND ADMINISTRATIVE SERVICES					
01-30-310-500105 Labor	858,380	1,063,933	852,300	1,141,273	77,340
01-30-310-500110 Overtime	-	5,604	231	1,185	(4,419)
01-30-310-500115 Social Security	52,253	87,863	55,375	87,852	(11)
01-30-310-500120 Medicare	13,843	20,558	13,885	20,557	(1)
01-30-310-500125 Health Insurance	180,075	260,964	163,280	287,496	26,532
01-30-310-500130 CalPERS Health Admin Costs	1,662	2,000	1,568	3,000	1,000
01-30-310-500140 Life Insurance	3,621	6,564	3,740	6,876	312
01-30-310-500143 EAP Program	179	777	285	860	83
01-30-310-500145 Workers' Compensation	7,389	15,866	5,023	16,632	766
01-30-310-500150 Unemployment Insurance	-	37,032	4,051	38,808	1,776
01-30-310-500155 Retirement/CalPERS	143,852	178,906	155,660	213,002	34,096
01-30-310-500161 Estim Current Yr OPEB Expense	-	100,000	100,000	107,150	7,150
01-30-310-500165 Uniforms & Employee Benefits	162	750	755	1,000	250
01-30-310-500175 Training/Education/Mtgs/Travel	7,525	17,000	14,945	25,000	8,000
01-30-310-500180 Accrued Sick Leave Expenses	32,356	62,055	9,181	58,662	(3,393)
01-30-310-500185 Accrued Vacation Expenses	36,742	91,967	30,987	90,288	(1,679)
01-30-310-500187 Accrual Leave Payments	36,288	159,803	61,821	115,720	(44,083)
01-30-310-500190 Temporary Labor	-	25,000	26,979	25,000	-
01-30-310-500195 CIP Related Labor	(15,849)	-	-	-	-
01-30-310-550001 Bank/Financial Service Fees	15,004	20,000	9,592	20,600	600
01-30-310-550006 Cashiering Shortages/Overages	40	50	22	50	-
01-30-310-550008 Transaction/Return Fees	1,206	3,000	818	3,090	90
01-30-310-550010 Transaction/Credit Card Fees	46,144	44,000	47,069	45,320	1,320
01-30-310-550014 Credit Check Fees	6,600	10,000	5,478	10,300	300
01-30-310-550018 Employee Medical/First Aid	54	750	333	300	(450)
01-30-310-550024 Employment Testing	214	200	400	206	6
01-30-310-550026 Recruitment Expense	-	-	147	-	-
01-30-310-550030 Membership Dues	31,437	42,000	47,819	43,260	1,260
01-30-310-550036 Notary & Lien Fees	1,151	2,000	883	2,060	60
01-30-310-550042 Office Supplies	11,928	10,500	11,625	13,315	2,815
01-30-310-550046 Office Equipment	19,995	17,000	3,575	5,000	(12,000)
01-30-310-550048 Postage	51,744	5,000	18,050	5,150	150
01-30-310-550050 Utility Billing Service	-	68,000	69,512	70,040	2,040
01-30-310-550051 Advertising/Legal Notices	5,349	4,000	2,685	4,120	120

Expenses: 2019 Adopted (Amended) Budget versus 2019 Projected Actuals versus 2020 Proposed Budget

		2018	2019	2019	2020	
		ACTUAL	ADOPTED (AMENDED)	PROJECTED	PROPOSED	CHANGE
FINANCE AND ADMINISTRATIVE SERVICES (continued)						
01-30-310-550054	Property, Auto & Gen Liab Insur	73,530	80,000	71,500	82,400	2,400
01-30-310-550066	Subscriptions	-	2,000	-	2,060	60
01-30-310-550072	Misc Operating Expenses	3,335	1,000	0	1,030	30
01-30-310-550078	Bad Debt Expense	1,036	3,000	-	3,000	-
		<u>1,627,245</u>	<u>2,449,142</u>	<u>1,789,571</u>	<u>2,551,662</u>	<u>102,520</u>
DEPRECIATION						
01-30-310-550084	Depreciation	2,575,804	2,554,000	2,695,222	2,681,000	127,000
		<u>2,575,804</u>	<u>2,554,000</u>	<u>2,695,222</u>	<u>2,681,000</u>	<u>127,000</u>
INFORMATION TECHNOLOGY						
01-30-315-500105	Labor	116,035	151,008	117,051	140,662	(10,346)
01-30-315-500115	Social Security	7,375	13,627	8,458	12,380	(1,247)
01-30-315-500120	Medicare	1,725	3,187	1,978	2,896	(291)
01-30-315-500125	Health Insurance	21,714	23,724	23,713	26,136	2,412
01-30-315-500140	Life Insurance	503	972	528	912	(60)
01-30-315-500143	EAP Program	16	65	28	72	7
01-30-315-500145	Workers' Compensation	885	2,181	629	2,032	(149)
01-30-315-500150	Unemployment Insurance	-	5,135	-	4,783	(352)
01-30-315-500155	Retirement/CalPERS	9,965	13,989	11,621	15,604	1,615
01-30-315-500175	Training/Education/Mtgs/Travel	1,623	4,000	4,073	4,120	120
01-30-315-500180	Accrued Sick Leave Expenses	4,823	8,785	-	8,029	(756)
01-30-315-500185	Accrued Vacation Expenses	21,815	15,972	-	14,597	(1,375)
01-30-315-500187	Accrual Leave Payments	-	43,303	19,287	35,678	(7,625)
01-30-315-500195	CIP Related Labor	(14,369)	(31,855)	-	(32,875)	(1,020)
01-30-315-501511	Phones - 560 Magnolia	18,239	28,000	17,587	28,840	840
01-30-315-501531	Phones - 851 E. 6th	-	-	592	3,914	3,914
01-30-315-501561	Phones - 815 E. 12th	3,797	3,800	3,839	3,914	114
01-30-315-550030	Membership Dues	397	2,000	804	2,060	60
01-30-315-550044	Printing/Toner & Maint	12,899	17,000	14,528	17,510	510
01-30-315-550051	Advertising/Legal Notices	-	-	-	-	-
01-30-315-580016	Computer Hardware	11,488	20,000	6,991	20,600	600
01-30-315-580021	IT/Software Support	2,402	5,000	1,019	5,150	150
01-30-315-580026	License/Maintenance/Support	69,916	120,000	110,509	150,000	30,000
		<u>291,250</u>	<u>449,893</u>	<u>343,236</u>	<u>467,014</u>	<u>17,121</u>
HUMAN RESOURCES AND RISK MANAGEMENT						
01-30-320-500105	Labor	-	64,626	9,202	66,992	2,366
01-30-320-500110	Overtime	-	-	-	569	569
01-30-320-500115	Social Security	-	4,914	571	4,590	(324)
01-30-320-500120	Medicare	-	1,150	133	1,075	(75)
01-30-320-500125	Health Insurance	-	23,724	-	26,136	2,412
01-30-320-500140	Life Insurance	-	432	-	444	12
01-30-320-500143	EAP Program	-	65	-	72	7
01-30-320-500145	Workers' Compensation	-	4,561	52	968	(3,593)
01-30-320-500150	Unemployment Insurance	-	2,198	-	2,278	80
01-30-320-500155	Retirement/CalPERS	-	10,618	693	11,866	1,248
01-30-320-500165	Uniforms & Employee Benefits	-	-	-	125	125
01-30-320-500175	Training/Education/Mtgs/Travel	-	-	-	9,350	9,350
01-30-320-500176	District Professional Development	-	-	-	19,000	19,000
01-30-320-500177	General Safety Training & Supplies	-	8,200	3,395	14,385	6,185
01-30-320-500180	Accrued Sick Leave Expenses	-	7,014	-	3,066	(3,948)
01-30-320-500185	Accrued Vacation Expenses	-	7,230	-	3,160	(4,070)
01-30-320-500187	Accrual Leave Payments	-	-	-	-	-
01-30-320-550024	Employment Testing	-	-	-	-	-
01-30-320-550025	Employee Retention	-	-	-	2,500	2,500
01-30-320-550030	Membership Dues	-	-	-	1,470	1,470
01-30-320-550042	Office Supplies	-	2,000	159	2,000	-
01-30-320-550051	Advertising/Legal Notices	-	-	-	1,000	1,000
01-30-320-580036	Other Professional Services	-	-	-	37,000	37,000
		<u>-</u>	<u>136,732</u>	<u>14,204</u>	<u>208,046</u>	<u>71,314</u>
SOURCE OF SUPPLY						
01-40-410-500105	Labor	205,027	339,562	209,662	359,300	19,738
01-40-410-500110	Overtime	4,246	18,568	4,745	19,656	1,088
01-40-410-500111	Double Time	633	1,631	-	1,713	82
01-40-410-500113	Standby/On-Call	9,000	9,275	8,467	9,800	525
01-40-410-500115	Social Security	15,065	26,983	15,723	27,487	504
01-40-410-500120	Medicare	3,543	6,316	3,696	6,434	118
01-40-410-500125	Health Insurance	64,518	118,620	82,455	130,680	12,060
01-40-410-500140	Life Insurance	988	2,316	1,058	2,412	96
01-40-410-500143	EAP Program	68	325	113	360	35
01-40-410-500145	Workers' Compensation	9,330	24,619	6,980	26,047	1,428
01-40-410-500150	Unemployment Insurance	4,604	51,129	(345)	53,173	2,044
01-40-410-500155	Retirement/CalPERS	49,232	77,416	52,360	89,944	12,528
01-40-410-500165	Uniforms & Employee Benefits	781	2,600	1,041	2,786	186
01-40-410-500175	Training/Education/Mtgs/Travel	1,482	4,000	4,257	6,000	2,000
01-40-410-500180	Accrued Sick Leave Expense	9,812	16,792	13,062	17,418	626

Expenses: 2019 Adopted (Amended) Budget versus 2019 Projected Actuals versus 2020 Proposed Budget

	2018	2019	2019	2020	
	ACTUAL	ADOPTED (AMENDED)	PROJECTED	PROPOSED	CHANGE
SOURCE OF SUPPLY (continued)					
01-40-410-500185 Accrued Vacation Expenses	14,877	21,897	10,597	23,785	1,888
01-40-410-500187 Accrual Leave Payments	412	26,091	2,885	9,626	(16,465)
01-40-410-500195 CIP Related Labor	(89)	(25,000)	-	(25,800)	(800)
01-40-410-500501 State Project Water Purchases	3,842,357	5,899,426	5,080,699	3,752,050	(2,147,376)
01-40-410-500511 Ground Water Purchases	-	-	-	-	-
01-40-410-501101 Electricity - Wells	1,734,948	1,717,000	1,598,969	1,635,854	(81,146)
01-40-410-501201 Gas - Wells	180	225	179	225	-
01-40-410-510011 Treatment & Chemicals	79,539	90,000	61,899	90,000	-
01-40-410-510021 Lab Testing	58,121	120,000	49,003	90,000	(30,000)
01-40-410-510031 Small Tools, Parts & Maint	1,477	3,200	2,757	7,200	4,000
01-40-410-520021 Maint & Rpr-Telemetry Equip	831	10,000	4,451	10,300	300
01-40-410-520031 Maint & Rpr-General Equipment	-	-	1,218	-	-
01-40-410-520061 Maint & Rpr-Pumping Equipment	51,651	125,000	60,769	128,750	3,750
01-40-410-540048 Permits, Fees & Licensing	-	-	-	-	-
01-40-410-540084 State Mandates & Tariffs	104,295	70,000	64,071	72,100	2,100
01-40-410-550024 Employment Testing	-	200	100	206	6
01-40-410-550066 Subscriptions	-	1,000	968	3,000	2,000
	6,266,927	8,759,191	7,341,838	6,550,506	(2,208,685)
TRANSMISSION AND DISTRIBUTION					
01-40-440-500105 Labor	588,873	901,594	520,916	910,902	9,308
01-40-440-500110 Overtime	34,379	40,243	31,446	40,809	566
01-40-440-500111 Double Time	6,689	4,607	7,390	8,252	3,645
01-40-440-500113 Standby/On-Call	13,346	15,600	13,538	24,700	9,100
01-40-440-500115 Social Security	47,112	71,623	40,042	71,607	(16)
01-40-440-500120 Medicare	10,788	16,763	9,367	16,764	1
01-40-440-500125 Health Insurance	179,196	309,348	176,911	333,780	24,432
01-40-440-500140 Life Insurance	2,718	6,048	2,733	6,240	192
01-40-440-500143 EAP Program	175	847	294	918	71
01-40-440-500145 Workers' Compensation	19,744	49,660	13,610	51,086	1,426
01-40-440-500155 Retirement/CalPERS	128,342	174,925	133,377	203,424	28,499
01-40-440-500165 Uniforms & Employee Benefits	4,916	5,500	5,226	5,893	393
01-40-440-500175 Training/Education/Mtgs/Travel	989	4,500	1,667	3,090	(1,410)
01-40-440-500180 Accrued Sick Leave Expense	13,976	46,222	33,376	49,544	3,322
01-40-440-500185 Accrued Vacation Expenses	44,245	64,919	40,543	66,253	1,334
01-40-440-500187 Accrual Leave Payments	44,108	75,670	1,487	46,097	(29,573)
01-40-440-500195 CIP Related Labor	(77,488)	(60,000)	(52)	(61,920)	(1,920)
01-40-440-510031 Small Tools, Parts & Maint	6,156	8,500	11,578	16,500	8,000
01-40-440-520071 Maint & Rpr-Pipelines&Hydrants	77,358	55,000	79,231	80,000	25,000
01-40-440-520081 Maint & Rpr-Pressure Regulators	12,252	7,500	-	7,725	225
01-40-440-540001 Backflow Program	2,577	7,500	2,205	7,725	225
01-40-440-540024 Inventory Adjustments	12,880	3,000	(5,147)	3,090	90
01-40-440-540036 Line Locates	4,915	3,500	4,304	3,605	105
01-40-440-540042 Meters Maintenance & Services	149,390	150,000	185,761	154,500	4,500
01-40-440-540078 Reservoirs Maintenance	7,510	24,500	31,163	54,500	30,000
01-40-440-550024 Employment Testing	464	400	455	412	12
01-40-440-550051 Advertising/Legal Notices	-	4,000	2,347	4,000	-
	1,335,611	1,991,969	1,343,769	2,109,496	117,527
INSPECTIONS					
01-40-450-500105 Labor	29,934	28,126	20,948	41,427	13,301
01-40-450-500110 Overtime	14,305	4,985	6,621	7,204	2,219
01-40-450-500111 Double Time	-	217	-	394	177
01-40-450-500113 Standby/On-Call	-	88	-	-	(88)
01-40-450-500115 Social Security	2,752	2,075	1,717	3,041	966
01-40-450-500120 Medicare	644	486	402	712	226
01-40-450-500125 Health Insurance	12,517	8,064	7,527	12,552	4,488
01-40-450-500140 Life Insurance	155	192	104	276	84
01-40-450-500143 EAP Program	4	22	11	34	12
01-40-450-500145 Workers' Compensation	1,631	1,991	643	2,924	933
01-40-450-500155 Retirement/CalPERS	6,875	9,199	6,031	12,292	3,093
	68,817	55,445	44,002	80,856	25,411
CUSTOMER SERVICE AND METER READING					
01-40-460-500105 Labor	160,705	166,735	161,744	173,375	6,640
01-40-460-500110 Overtime	3,431	14,351	3,386	13,807	(544)
01-40-460-500111 Double Time	725	1,557	919	2,152	595
01-40-460-500113 Standby/On-Call	2,000	7,800	1,000	-	(7,800)
01-40-460-500115 Social Security	11,340	14,451	11,369	14,222	(229)
01-40-460-500120 Medicare	2,658	3,383	2,659	3,330	(53)
01-40-460-500125 Health Insurance	62,926	71,172	64,068	78,408	7,236
01-40-460-500140 Life Insurance	732	1,152	761	1,140	(12)
01-40-460-500143 EAP Program	61	195	97	216	21
01-40-460-500145 Workers' Compensation	7,008	12,318	5,109	12,236	(82)
01-40-460-500155 Retirement/CalPERS	35,748	42,238	37,495	47,651	5,413
01-40-460-500165 Uniforms & Employee Benefits	284	700	2,089	1,600	900
01-40-460-500175 Training/Education/Mtgs/Travel	-	400	-	412	12
01-40-460-500180 Accrued Sick Leave Expense	7,569	7,776	7,383	7,934	158

Expenses: 2019 Adopted (Amended) Budget versus 2019 Projected Actuals versus 2020 Proposed Budget

	2018	2019	2019	2020	
	ACTUAL	ADOPTED (AMENDED)	PROJECTED	PROPOSED	CHANGE
CUSTOMER SERVICE AND METER READING (continued)					
01-40-460-500185 Accrued Vacation Expenses	14,862	14,431	8,945	14,722	291
01-40-460-500187 Accrual Leave Payments	490	19,562	-	17,029	(2,533)
01-40-460-500195 CIP Related Labor	(30,839)	(10,000)	(27,589)	(10,320)	(320)
01-40-460-550024 Employment Testing	-	200	-	206	6
	<u>279,699</u>	<u>368,421</u>	<u>279,435</u>	<u>378,120</u>	<u>9,699</u>
MAINTENANCE AND GENERAL PLANT					
01-40-470-500105 Labor	27,278	34,443	52,565	43,917	9,474
01-40-470-500110 Overtime	-	2,475	-	3,616	1,141
01-40-470-500111 Double Time	-	214	-	482	268
01-40-470-500113 Standby/On-Call	-	88	-	-	(88)
01-40-470-500115 Social Security	1,693	2,313	3,264	2,981	668
01-40-470-500120 Medicare	396	543	763	700	157
01-40-470-500125 Health Insurance	8,815	14,724	15,017	19,620	4,896
01-40-470-500140 Life Insurance	121	240	212	312	72
01-40-470-500143 EAP Program	12	41	30	53	12
01-40-470-500145 Workers' Compensation	1,125	2,439	1,407	3,102	663
01-40-470-500155 Retirement/CalPERS	5,130	7,806	8,378	10,963	3,157
01-40-470-501111 Electricity - 560 Magnolia	20,920	27,200	27,354	28,016	816
01-40-470-501121 Electricity - 12303 Oak Glen	2,803	2,500	2,848	2,575	75
01-40-470-501131 Electricity - 13695 Oak Glen	1,446	1,848	1,519	1,904	56
01-40-470-501141 Electricity - 13697 Oak Glen	2,321	2,818	2,404	2,903	85
01-40-470-501151 Elec - 9781 Avenida Miravilla	1,701	1,834	1,842	1,890	56
01-40-470-501161 Electricity - 815 E. 12th	4,773	6,000	5,111	6,180	180
01-40-470-501171 Electricity - 851 E. 6th	-	-	1,784	4,200	4,200
01-40-470-501321 Propane - 12303 Oak Glen	-	114	-	118	4
01-40-470-501331 Propane - 13695 Oak Glen	966	683	2,136	2,000	1,317
01-40-470-501341 Propane - 13697 Oak Glen	999	618	2,058	2,000	1,382
01-40-470-501351 Propane-9781 Avenida Miravilla	1,098	903	1,621	1,600	697
01-40-470-501411 Sanitation - 560 Magnolia	2,721	2,900	2,687	2,987	87
01-40-470-501461 Sanitation - 815 E. 12th	4,966	4,050	4,248	4,172	122
01-40-470-501471 Sanitation - 11083 Cherry Ave	3,108	3,200	3,186	3,296	96
01-40-470-501600 Property Maintenance & Repairs	-	-	-	-	-
01-40-470-501611 Maint & Repair- 560 Magnolia	26,856	20,000	23,184	25,000	5,000
01-40-470-501621 Maint & Repair- 12303 Oak Glen	239	1,200	70	1,236	36
01-40-470-501631 Maint & Repair- 13695 Oak Glen	-	1,000	1,297	1,200	200
01-40-470-501641 Maint & Repair- 13697 Oak Glen	767	1,000	1,288	1,200	200
01-40-470-501651 Maint & Rpr-9781 Ave Miravilla	414	1,500	1,995	1,545	45
01-40-470-501661 Maint & Repair- 815 E. 12th	8,258	5,000	4,986	5,150	150
01-40-470-501671 Maint & Repair- 851 E. 6th	-	-	8,034	1,500	1,500
01-40-470-501691 Maint & Rpr- Bldgs (General)	6,711	4,500	1,410	20,000	15,500
01-40-470-510001 Auto/Fuel	79,519	78,000	81,744	82,000	4,000
01-40-470-510002 CIP Related Fuel	-	-	-	-	-
01-40-470-520011 Maint & Rpr-Safety Equipment	6,174	17,000	5,596	17,510	510
01-40-470-520031 Maint & Rpr-General Equipment	39,515	46,000	49,430	47,380	1,380
01-40-470-520041 Maint & Rpr-Fleet	45,908	50,000	46,573	51,500	1,500
01-40-470-520091 Maint & Rpr-Communication Equip	-	5,500	-	5,665	165
01-40-470-540030 Landscape Maintenance	5,664	61,560	52,115	82,000	20,440
01-40-470-540072 Rechrng Facs, Cnyns&Ponds Maint	46,226	108,440	140,877	178,440	70,000
01-50-510-502001 Rents/Leases	-	-	12,600	24,580	24,580
01-50-510-510031 Small Tools, Parts & Maint	-	500	40	515	15
01-50-510-540066 Property Damages & Theft	43,387	15,000	26,377	15,450	450
01-50-510-550040 General Supplies	15,279	11,000	14,272	11,330	330
01-50-510-550060 Public Education/Community Outreach	3,620	126,574	109,546	137,000	10,426
01-50-510-550072 Misc Operating Expenses	-	1,000	683	1,030	30
	<u>420,917</u>	<u>674,768</u>	<u>722,552</u>	<u>860,818</u>	<u>186,050</u>
TOTAL OPERATING EXPENSE	\$13,341,007	\$ 18,548,348	\$ 15,259,988	\$ 17,014,195	\$ (1,534,153)

Account Descriptions



OPERATING REVENUE

WATER SALES

- 01-50-510-410100 — Sales** — Commodity charges for commercial, residential and landscape irrigation water usage.
- 01-50-510-410151 — Agricultural Irrigation Sales** — Commodity charges for irrigation water usage.
- 01-50-510-410171 — Construction Sales** — Commodity charges for water used for new construction and other purposes through portable fire hydrant meters.
- 01-50-510-413011 — Fixed Meter Charges** — Fixed service charges for installed meters based on meter size.

DEVELOPMENT AND INSTALLATION CHARGES

- 01-50-510-413021 — Meter Fees** — Charges for new service installations.
- 01-50-510-419011 — Development Income** — Revenue earned and charged to deposits that were collected to cover engineering, legal and administrative costs associated with new development.

WATER IMPORTATION SURCHARGE

- 01-50-510-415001 — SGPWA Importation Charges** — Pass-through charge to cover the cost of purchasing imported water from various sources including the San Geronio Pass Water Agency.

WATER PUMPING ENERGY SURCHARGE

- 01-50-510-415011 — SCE Power Charges** — Pass-through charge to cover the cost of electricity used for pumping water from wells and through the system.

OTHER CHARGES FOR SERVICE

- 01-50-510-413001 — Backflow Administration Charges** — Administrative charge for required annual backflow program administration.
- 01-50-510-417001 — Second Notice Penalties** — Late fee assessed on delinquent accounts.
- 01-50-510-417011 — Third Notice Charges** — Late fee assessed on delinquent accounts for mailed disconnection notices.
- 01-50-510-417021 — Account Reinstatement Fees** — Fee associated with the reinstatement of service when an account is inactivated due to non-payment including, but not limited to, the disconnection of service for non-payment.
- 01-50-510-417030 — Water Restriction Noncompliance 10% - 50%** — Fees assessed on accounts where water waste is deemed to have occurred.
- 01-50-510-417031 — Lien Processing Fees** — Fees associated with both filing and releasing liens on delinquent accounts.
- 01-50-510-417041 — Credit Check Processing Fees** — Pass-through charge to cover the cost of performing a credit check.
- 01-50-510-417051 — Returned Check Fees** — Pass-through charges for payments returned by the bank as unpaid.
- 01-50-510-417061 — Customer Damages/Upgrade Charges** — Reimbursements for work performed when customers/developers cause damage to District property or customer requested changes such as meter relocation charges.
- 01-50-510-417071 — After-Hours Call Out Charges** — Reimbursement charge for after-hours services provided.
- 01-50-510-417081 — Bench Test Fees** — Fees for pulling a meter and bench testing it.
- 01-50-510-417091 — Credit Card Processing Fees** — Pass-through charge to cover the bank fees charged to the District for credit card processing.
- 01-50-510-419001 — Rebates/Reimbursements** — Rebates and reimbursements issued to the District from various sources, including from credit card usage, insurance carrier for safety improvements, etc.
- 01-50-510-419021 — Recharge Income** — Income received for the recharge of imported water from San Geronio Pass Water Agency (SGPWA) for the City of Banning.
- 01-50-510-419031 — Well Maintenance Reimbursement** — Reimbursements issued to the District for well maintenance from various sources, including the City of Banning. Reimbursements issued to the District for well maintenance from various sources, including the City of Banning.
- 01-50-510-419061 — Miscellaneous Income** — Receipts for miscellaneous, non-recurring revenues.

NON-OPERATING REVENUE

RENTAL INCOME

- 01-50-510-471001 — Rent — 12303 Oak Glen Road** — Rental of District residential property.
- 01-50-510-471011 — Rent — 13695 Oak Glen Road** — Rental of District residential property.
- 01-50-510-471021 — Rent — 13697 Oak Glen Road** — Rental of District residential property.

- 01-50-510-471031 — Rent — 9781 Avenida Miravilla** — Rental of District residential property.
- 01-50-510-471101 — Utilities — 12303 Oak Glen Road** — Utility payments for District residential property.
- 01-50-510-471111 — Utilities — 13695 Oak Glen Road** — Utility payments for District residential property.
- 01-50-510-471121 — Utilities — 13697 Oak Glen Road** — Utility payments for District residential property.
- 01-50-510-471131 — Utilities — 9781 Avenida Miravilla** — Utility payments for District residential property.

FACILITIES CHARGES

- 01-50-510-481001 — Facility Fees – Wells** — Fees paid per EDU by individual homeowners and industrial, residential, and commercial developers to fund the cost of the impacts of their developments on the District's water system, specifically for new wells.
- 01-50-510-481006 — Facility Fees – Water Rights (SWP)** — Fees paid per EDU by individual homeowners and industrial, residential, and commercial developers to fund the cost of the impacts of their developments on the District's water system, specifically for State Water Project water rights.
- 01-50-510-481012 — Facility Fees – Water Treatment Plant** — Fees paid per EDU by individual homeowners and industrial, residential, and commercial developers to fund the cost of the impacts of their developments on the District's water system, specifically for new water treatment plants.
- 01-50-510-481018 — Facility Fees – Local Water Resources** — Fees paid per EDU by individual homeowners and industrial, residential, and commercial developers to fund the cost of the impacts of their developments on the District's water system, specifically for local water resources.
- 01-50-510-481024 — Facility Fees – Recycled Water Facilities** — Fees paid per EDU by individual homeowners and industrial, residential, and commercial developers to fund the cost of the impacts of their developments on the District's water system, specifically for new recycled water facilities.
- 01-50-510-481030 — Facility Fees – Transmission (16")** — Fees paid per EDU by individual homeowners and industrial, residential, and commercial developers to fund the cost of the impacts of their developments on the District's water system, specifically for new 16" transmission lines.
- 01-50-510-481036 — Facility Fees – Storage** — Fees paid per EDU by individual homeowners and industrial, residential, and commercial developers to fund the cost of the impacts of their developments on the District's water system, specifically for new storage facilities.
- 01-50-510-481042 — Facility Fees – Booster** — Fees paid per EDU by individual homeowners and industrial, residential, and commercial developers to fund the cost of the impacts of their developments on the District's water system, specifically for new booster stations.
- 01-50-510-481048 — Facility Fees – Pressure Reducing Stations** — Fees paid per EDU by individual homeowners and industrial, residential, and commercial developers to fund the cost of the impacts of their developments on the District's water system, specifically for new pressure reducing stations.
- 01-50-510-481054 — Facility Fees – Miscellaneous Projects** — Fees paid per EDU by individual homeowners and industrial, residential, and commercial developers to fund the cost of the impacts of their developments on the District's water system, for miscellaneous projects not covered by other types of facilities fees.
- 01-50-510-481060 — Facility Fees – Financing Costs** — Fees paid per EDU by individual homeowners and industrial, residential, and commercial developers to fund the cost of the impacts of their developments on the District's water system, specifically for costs of financing new facilities.
- 01-50-510-485001 — Front Footage Fees** — Charged to cover the cost of pipelines traveling along the frontage of properties requesting service.
- 01-50-510-488001 — Contributed Capital** — Fees and infrastructure contributed to enhance District facilities.

INTEREST EARNED

- 01-50-510-490001 — Interest Income - Bonita Vista** — Interest income earned on Bonita Vista note receivable.
- 01-50-510-490011 — Interest Income - Fairway Canyon** — Interest income earned on the Fairway Canyon note receivable.
- 01-50-510-490021 — Interest Income - General** — Interest income earned on District investments.
- 01-50-510-490031 — Unrlzd Gain/Loss on Investment** — Increase or decrease in value of an investment the District is holding that is not realized until the investment is sold.

GRANT REVENUE

01-50-510-419051 — Grant Revenue — Grant funding received.

RESERVE CONTRIBUTIONS

01-50-510-302021 — Reserve for Operations (Reserve Contribution) — Use of a fund balance account to address an budget deficit for the upcoming fiscal year.

OPERATING EXPENSES

BOARD OF DIRECTORS EXPENSES

The three digit departmental number 110 seen in this section of the General Ledger refers to the expenses incurred in relation to Board activities.

- 01-10-110-500101 — Board of Directors Fees** — Per diem for each Director for attendance at meetings and Board approved training, seminars, and conferences with per diem payment based on days of service.
- 01-10-110-500115 — Social Security** — Expenses for the District's portion of Social Security (FICA) for this department.
- 01-10-110-500120 — Medicare** — Expenses for the District's portion of Medicare for this department.
- 01-10-110-500145 — Workers' Compensation** — Standard costs paid for employees in this department to the District's insurance carrier.
- 01-10-110-500175 — Training/Educational/Mtgs./Travel Expense** — Provides for costs associated with attendance to District approved training, educational forums, webinars, meetings, seminars and conferences, mileage reimbursement for board members.
- 01-10-110-550012 — Election Expenses** — Costs associated with directorial elections.
- 01-10-110-550042 — Supplies - Other** — Cost of supplies used by Directors such as name placards, professional photos, and business cards.
- 01-10-110-550051 — Advertising/Legal Notices** — Cost associated with advertising notices, etc.

ENGINEERING EXPENSES

The three digit departmental number 210 seen in this section of the General Ledger refers to the expenses incurred for the labor of the Engineering staff.

- 01-20-210-500105 — Labor** — Wage expenses for this department.
- 01-20-210-500115 — Social Security** — Expenses for the District's portion of Social Security (FICA) for this department.
- 01-20-210-500120 — Medicare** — Expenses for the District's portion of Medicare for this department.
- 01-20-210-500125 — Health Insurance** — Cost of providing health benefits to employees in this department.
- 01-20-210-500140 — Life Insurance** — Life insurance premiums paid on behalf of full-time employees in this department.
- 01-20-210-500143 — EAP Program** — Cost of providing Employee Assistance Program.
- 01-20-210-500145 — Workers' Compensation** — Standard costs paid for employees in this department to the District's insurance carrier.
- 01-20-210-500150 — Unemployment Insurance** — Cost of providing unemployment benefits for employees in this department.
- 01-20-210-500155 — Retirement/CalPERS** — Retirement contributions paid on behalf of employees in this department.
- 01-20-210-500165 — Uniforms and Employee Benefits** — Annual purchase of uniforms and boot allowance.
- 01-20-210-500175 — Training/Educational/Mtgs./Travel Expense** — Provides for costs associated with personnel development, which include attendance and or participation of District approved training, educational forums, webinars, meetings, seminars and conferences, mileage reimbursement for employees in this department.
- 01-20-210-500180 — Accrued Sick Leave Expense** — Cost of unused sick time earned by employees in this department.
- 01-20-210-500185 — Accrual Vacation Leave Expense** — Cost of unused vacation time earned by employees in this department.

- 01-20-210-500187 — Accrual Leave Payments** — Cash payouts of excess vacation and sick time permitted under District policy.
- 01-20-210-500195 — CIP Related Labor** — Wage expenses for a Capital Improvement Project in this department.
- 01-20-210-550030 — Membership Dues** — Membership dues and certifications for CPESC, QSP/D, ASCE, etc.
- 01-20-210-550051 — Advertising/Legal Notices** — Cost associated with advertising notices, inviting bids, etc.

PROFESSIONAL SERVICES EXPENSES

The section of the General Ledger refers to the expenses incurred for Professional Expenses. The three digit department number 210 seen in this section of the General Ledger refers to the expenses incurred related to Engineering. The three digit department number 310 seen in this section refers to the expenses related to Finance and Administrative Services. The three digit department number 510 seen in this section refers to general District related professional services not associated with a specific department.

- 01-20-210-540012 — Development Reimbursable Engineering** — This section includes all engineering required to be reimbursed by development for plan checks and plan processing.
- 01-20-210-540018 — Grant and Loan Procurement** — This section includes all procurement costs for grants and loans.
- 01-20-210-540048 — Permits, Fees and Licensing** — This includes all engineering costs associated with miscellaneous District projects.
- 01-20-210-580031 — Outside Engineering** — This section includes any contract engineering work performed by outside vendors.
- 01-20-210-580032 — CIP Related Outside Engineering** — This section includes any contract engineering work performed by outside vendors on Capital Improvement Projects.
- 01-30-310-580001 — Accounting and Audit** — Includes costs associated with audits of District financials.
- 01-30-310-580011 — General Legal** — Costs associated with both day to day and unforeseen legal matters. This section includes costs for general legal counselling as well as all fees associated with legal matters including legal fees, court fees, and other expenses of a lawyer. This may include litigation expenses not associated with Capital Improvements (property acquisitions etc.).
- 01-30-310-580036 — Other Professional Services** — Costs associated with outside legal, engineering and auditing services.
- 01-50-510-550096 — Beaumont Basin Watermaster** — This section accounts for the District's cost of participation in the Beaumont Basin Watermaster.
- 01-50-510-550097 — SAWPA Basin Monitoring Program** — This section accounts for the District's cost of participation in the Santa Ana Watershed Project Authority Basin Monitoring Program.

FINANCE AND ADMINISTRATIVE SERVICES EXPENSES

The three digit departmental number 310 seen in this section of the General Ledger refers to the expenses incurred for Finance and Administrative Services as well as General District expenses. This section of the General Ledger includes expenses incurred for Professional Expenses related to Finance and Administrative Services that are not included in the Professional Services Expenses above.

- 01-30-310-500105 — Labor** — Wage expenses for this department.
- 01-30-310-500110 — Overtime** — Overtime expenses for this department.
- 01-30-310-500115 — Social Security** — Expenses for the District's portion of Social Security (FICA) for this department.
- 01-30-310-500120 — Medicare** — Expenses for the District's portion of Medicare for this department.
- 01-30-310-500125 — Health Insurance** — Cost of providing health benefits to employees in this department.
- 01-30-310-500130 — CalPERS Health Administration Costs** — Administrative fees charged for CalPERS health insurance.
- 01-30-310-500140 — Life Insurance** — Life insurance premiums paid on behalf of full-time employees in this department.
- 01-30-310-500143 — EAP Program** — Cost of providing Employee Assistance Program.
- 01-30-310-500145 — Workers' Compensation** — Standard costs paid for employees in this department to the District's insurance carrier.

- 01-30-310-500150 — Unemployment Insurance** — Cost of providing unemployment benefits for employees in this department.
- 01-30-310-500155 — Retirement/CalPERS** — Retirement contributions paid on behalf of employees in this department.
- 01-30-310-500161 — Estimated Current Year OPEB Expense** — Actuarially-determined annual expense associated with the measurement of the District's net Other Postemployment Benefits (OPEB).
- 01-30-310-500165 — Uniforms and Employee Benefits** — Annual purchase of uniforms and boot allowance.
- 01-30-310-500175 — Training/Educational/Mtgs./Travel Expense** — Provides for costs associated with personnel development, which include attendance and or participation of District approved training, educational forums, webinars, meetings, seminars and conferences, mileage reimbursement for employees in this department.
- 01-30-310-500180 — Accrued Sick Leave Expense** — Cost of unused sick time earned by employees in this department.
- 01-30-310-500185 — Accrual Vacation Leave Expense** — Cost of unused vacation time earned by employees in this department.
- 01-30-310-500187 — Accrual Leave Payments** — Cash payouts of excess vacation and sick time permitted under District policy.
- 01-30-310-500190 — Temporary Labor** — Labor expenses for the use of temporary employees.
- 01-30-310-500195 — CIP Related Labor** — Wage expenses for a Capital Improvement Project in this department.
- 01-30-310-550001 — Bank/Financial Service Fees** — Service fees associated with District bank deposit accounts.
- 01-30-310-550006 — Cashiering Shortages/Overages** — Accounts for cash shortages and overages at the cashiering windows.
- 01-30-310-550008 — Transaction/Return Fees** — Fees bank charged to the District for payments returned by the bank as unpaid.
- 01-30-310-550010 — Transaction/Credit Card Fees** — Fees bank charged to the District for credit card processing.
- 01-30-310-550014 — Credit Check Fees** — Costs of performing credit checks for water service applicants.
- 01-30-310-550018 — Employee Medical/First Aid** — Cost of supplies for First Aid kits located in District Offices.
- 01-30-310-550024 — Employment Testing** — Costs associated with pre-employment and random drug testing.
- 01-30-310-550026 — Recruitment Expense** — Cost associated with recruitment of new employees.
- 01-30-310-550030 — Membership Dues** — Membership dues for associations including the Beaumont Chamber of Commerce, Cherry Valley Chamber of Commerce and the California Special District Association, ACWA, AWWA, etc.
- 01-30-310-550036 — Notary and Lien Fees** — Fees associated with filing and releasing liens on delinquent accounts.
- 01-30-310-550042 — Office Supplies** — Cost of miscellaneous office supplies.
- 01-30-310-550046 — Office Equipment** — Costs that are part of service and/or lease agreements for the office equipment.
- 01-30-310-550048 — Postage** — Costs such as postage for regular and delinquent utility bills as well as daily correspondence.
- 01-30-310-550050 — Utility Billing Service** — Cost associated with the production, mailing, etc. of Utility Bills.
- 01-30-310-550051 — Advertising/Legal Notices** — Cost associated with advertising notices, inviting bids, unclaimed funds, etc.
- 01-30-310-550054 — Property, Auto and General Liability Insurance** — Annual insurance premiums covering District properties and facilities.
- 01-30-310-550066 — Subscriptions** — Costs associated with subscriptions to regulatory and technical materials. Also includes cost for accessing credit verification information.
- 01-30-310-550072 — Miscellaneous Operating Expenses** — Expenses which do not fall directly under another general ledger account under financial and administrative services.
- 01-30-310-550078 — Bad Debt Expense** — Cost of providing water service to accounts which are deemed to be uncollectible.

DEPRECIATION

- 01-30-310-550084 — Depreciation** — Annual depreciation expenses on capital assets.

INFORMATION TECHNOLOGY EXPENSES

The three digit departmental number 315 seen in this section of the General Ledger includes the administrative salaries, employee benefits, operating supplies, and other expenses associated with the information technology function of the District.

- 01-30-315-500105 — Labor** — Wage expenses for this department.
- 01-30-315-500115 — Social Security** — Expenses for the District's portion of Social Security (FICA) for this department.
- 01-30-315-500120 — Medicare** — Expenses for the District's portion of Medicare for this department.
- 01-30-315-500125 — Health Insurance** — Cost of providing health benefits to employees in this department.
- 01-30-315-500140 — Life Insurance** — Life insurance premiums paid on behalf of full-time employees in this department.
- 01-30-315-500143 — EAP Program** — Cost of providing Employee Assistance Program.
- 01-30-315-500145 — Workers' Compensation** — Standard costs paid for employees in this department to the District's insurance carrier.
- 01-30-315-500150 — Unemployment Insurance** — Cost of providing unemployment benefits for employees in this department.
- 01-30-315-500155 — Retirement/CalPERS** — Retirement contributions paid on behalf of employees in this department.
- 01-30-315-500175 — Training/Educational/Mtgs./Travel Expense** — Provides for costs associated with personnel development, which include attendance and or participation of District approved training, educational forums, webinars, meetings, seminars and conferences, mileage reimbursement for employees in this department.
- 01-30-315-500180 — Accrued Sick Leave Expense** — Cost of unused sick time earned by employees in this department.
- 01-30-315-500185 — Accrual Vacation Leave Expense** — Cost of unused vacation time earned by employees in this department.
- 01-30-315-500187 — Accrual Leave Payments** — Cash payouts of excess vacation and sick time permitted under District policy.
- 01-30-315-500195 — CIP Related Labor** — Wage expenses for a Capital Improvement Project in this department.
- 01-30-315-501511 — Phones – 560 Magnolia Ave** — Phone and communication services for office and field operation including internet and fax services.
- 01-30-315-501531 — Phones – 851 E. 6th Street** — Phone and communication services for engineering annex including internet services (District network) and fax services.
- 01-30-315-501561 — Phones – 815 E. 12th Street** — Phone and communication services for field office including internet services (telemetry and District network) and fax services.
- 01-30-315-550030 — Membership Dues** — Membership dues for information technology related associations such as Multi-State Information Sharing & Analysis Center (MS-ISAC) and Municipal Information Systems Association of California (MISAC).
- 01-30-315-550044 — Printing/Toner and Maintenance** — Costs associated with toner supplies, imaging, or enterprise printers.
- 01-30-315-550051 — Advertising/Legal Notices** — Cost associated with advertising notices, inviting bids, etc.
- 01-30-315-580016 — Computer Hardware** — Costs for general information technology hardware related items such as cables, wire management, keyboards, mouse, computer repair components.
- 01-30-315-580021 — IT/Software Support** — Costs for general information technology software related items.
- 01-30-315-580026 — License/Maintenance/Support** — Costs for information technology related license renewals, maintenance agreements and renewals and Annual Support Agreements.

HUMAN RESOURCES AND RISK MANAGEMENT

The three digit departmental number 320 seen in this section of the General Ledger includes the administrative salaries, employee benefits, operating supplies, and other expenses associated with the human resource related functions of the District.

- 01-30-320-500105 — Labor** — Wage expenses for this department.
- 01-30-320-500110 — Overtime** — Overtime expenses for this department.

- 01-30-320-500115 — Social Security** — Expenses for the District's portion of Social Security (FICA) for this department.
- 01-30-320-500120 — Medicare** — Expenses for the District's portion of Medicare for this department.
- 01-30-320-500125 — Health Insurance** — Cost of providing health benefits to employees in this department.
- 01-30-320-500140 — Life Insurance** — Life insurance premiums paid on behalf of full-time employees in this department.
- 01-30-320-500143 — EAP Program** — Cost of providing Employee Assistance Program.
- 01-30-320-500145 — Workers' Compensation** — Standard costs paid for employees in this department to the District's insurance carrier.
- 01-30-320-500150 — Unemployment Insurance** — Cost of providing unemployment benefits for employees in this department.
- 01-30-320-500155 — Retirement/CalPERS** — Retirement contributions paid on behalf of employees in this department.
- 01-30-320-500165 — Uniforms and Employee Benefits** — Annual purchase of uniforms and boot allowance.
- 01-30-320-500175 — Training/Educational/Mtgs./Travel Expense** — Provides for costs associated with personnel development, which include attendance and or participation of District approved training, educational forums, webinars, meetings, seminars and conferences, mileage reimbursement for employees in this department.
- 01-30-320-500176 — District Professional Development** — Provides for costs associated with advance and/or District-wide personnel development, which includes attendance and/or participation of District approved training, educational forums, webinars, meetings, seminars and conferences, mileage reimbursement for authorized employees.
- 01-30-320-500177 — General Safety Training and Supplies** — Provides for general safety-related training and supply costs such as OSHA-required training, quarterly facilities inspections for safety compliance, employee CPR/First Aid, and general safety materials or equipment.
- 01-30-320-500180 — Accrued Sick Leave Expense** — Cost of unused sick time earned by employees in this department.
- 01-30-320-500185 — Accrual Vacation Leave Expense** — Cost of unused vacation time earned by employees in this department.
- 01-30-320-500187 — Accrual Leave Payments** — Cash payouts of excess vacation and sick time permitted under District policy.
- 01-30-320-550024 — Employment Testing** — Costs associated with pre-employment and random drug testing.
- 01-30-320-550025 — Employee Retention** — Cost associated with acknowledgments, certificates, etc.
- 01-30-310-550030 — Membership Dues** — Membership dues for associations including CalChamber, CALPERLA, SHRM, etc.
- 01-30-320-550042 — Office Supplies** — Cost of miscellaneous office supplies.
- 01-30-320-550051 — Advertising/Legal Notices** — Cost associated with advertising notices, inviting bids, etc.
- 01-30-320-580036 — Other Professional Services** — Costs associated with outside training.

SOURCE OF SUPPLY

The three digit department number 410 seen in this section of the General Ledger refers to the expenses incurred for the operation and maintenance of wells, tanks, purchase and extraction of water.

- 01-40-410-500105 — Labor** — Wage expenses for this department.
- 01-40-410-500110 — Overtime** — Overtime expenses for this department.
- 01-40-410-500111 — Double Time** — Double-time expenses for this department.
- 01-40-410-500113 — Standby/On-Call** — Expenses for minimum two-hour off-duty work for this department.
- 01-40-410-500115 — Social Security** — Expenses for the District's portion of Social Security (FICA) for this department.
- 01-40-410-500120 — Medicare** — Expenses for the District's portion of Medicare for this department.
- 01-40-410-500125 — Health Insurance** — Cost of providing health benefits to employees in this department.
- 01-40-410-500140 — Life Insurance** — Life insurance premiums paid on behalf of full-time employees in this department.
- 01-40-410-500143 — EAP Program** — Cost of providing Employee Assistance Program.
- 01-40-410-500145 — Workers' Compensation** — Standard costs paid for employees in this department to the District's insurance carrier.
- 01-40-410-500150 — Unemployment Insurance** — Cost of providing unemployment benefits for employees in this department.

- 01-40-410-500155 — Retirement/CalPERS** — Retirement contributions paid on behalf of employees in this department.
- 01-40-410-500165 — Uniforms and Employee Benefits** — Annual purchase of uniforms and boot allowance.
- 01-40-410-500175 — Training/Educational/Mtgs./Travel Expense** — Provides for costs associated with personnel development, which include attendance and or participation of District approved training, educational forums, webinars, meetings, seminars and conferences, mileage reimbursement for employees in this department.
- 01-40-410-500180 — Accrued Sick Leave Expense** — Cost of unused sick time earned by employees in this department.
- 01-40-410-500185 — Accrual Vacation Leave Expense** — Cost of unused vacation time earned by employees in this department.
- 01-40-410-500187 — Accrual Leave Payments** — Cash payouts of excess vacation and sick time permitted under District policy.
- 01-40-410-500195 — CIP Related Labor** — Wage expenses for a Capital Improvement Project in this department.
- 01-40-410-500501 — State Project Water Purchases** — Costs associated with the purchase of imported water from the San Geronio Pass Water Agency (SGPWA).
- 01-40-410-500511 — Ground Water Purchases** — Costs associated with the purchase of groundwater rights from South Mesa Mutual.
- 01-40-410-501101 — Electricity - Wells** — Charges for power purchased from Southern California Edison to operate District pumping facilities.
- 01-40-410-501201 — Gas - Wells** — Natural gas purchased for the operation of an emergency booster pump.
- 01-40-410-510011 — Treatment and Chemicals** — Costs associated with the purchase of water treatment chemicals such as chlorine.
- 01-40-410-510021 — Lab Testing** — Costs associated with water sample analysis conducted by outside laboratories.
- 01-40-410-510031 — Small Tools, Parts and Maintenance** — Costs for minor repairs and small parts purchases.
- 01-40-410-520021 — Maintenance and Repairs – Telemetry Equipment** — Costs associated with the maintenance and repair of the District's telemetry system.
- 01-40-410-520031 — Maintenance and Repair – General Equipment** — Costs associated with the equipment, maintenance and repair incurred for the operation and maintenance of wells, tanks, purchase and extraction of water.
- 01-40-410-520061 — Maintenance and Repair – Pumping Equipment** — Costs associated with the maintenance and repair of pumping equipment, wells, booster and chlorination equipment.
- 01-40-410-540048 — Permits, Fees and Licensing** — Costs of permits, fees and licensing for District facilities and operations.
- 01-40-410-540084 — State Mandates and Tariffs** — Expenses include National Pollutant Discharge Elimination System (NPDES) permit fees and water system fees to the California Department of Public Health as well as all permits and annual reports mandated by other Regulatory Agencies.
- 01-40-410-550024 — Employment Testing** — Costs associated with pre-employment and random drug testing.
- 01-40-410-550066 — Subscriptions** — Costs of subscriptions for regulatory and technical updates.

TRANSMISSION AND DISTRIBUTION

The three digit departmental number 440 seen in this section of the General Ledger refers to the expenses incurred for the operation and maintenance of the infrastructure used to bring water from wells to storage tanks and from storage tanks to the consumers.

- 01-40-440-500105 — Labor** — Wage expenses for this department.
- 01-40-440-500110 — Overtime** — Overtime expenses for this department.
- 01-40-440-500111 — Double Time** — Double-time expenses for this department.
- 01-40-440-500113 — Standby/On-Call** — Expenses for minimum two-hour off-duty work for this department.
- 01-40-440-500115 — Social Security** — Expenses for the District's portion of Social Security (FICA) for this department.
- 01-40-440-500120 — Medicare** — Expenses for the District's portion of Medicare for this department.
- 01-40-440-500125 — Health Insurance** — Cost of providing health benefits to employees in this department.
- 01-40-440-500140 — Life Insurance** — Life insurance premiums paid on behalf of full-time employees in this department.

- 01-40-440-500143 — EAP Program** — Cost of providing Employee Assistance Program.
- 01-40-440-500145 — Workers' Compensation** — Standard costs paid for employees in this department to the District's insurance carrier.
- 01-40-440-500155 — Retirement/CalPERS** — Retirement contributions paid on behalf of employees in this department.
- 01-40-440-500165 — Uniforms and Employee Benefits** — Annual purchase of uniforms and boot allowance.
- 01-40-440-500175 — Training/Educational/Mtgs./Travel Expense** — Provides for costs associated with personnel development, which include attendance and or participation of District approved training, educational forums, webinars, meetings, seminars and conferences, mileage reimbursement for employees in this department.
- 01-40-440-500180 — Accrued Sick Leave Expense** — Cost of unused sick time earned by employees in this department.
- 01-40-440-500185 — Accrual Vacation Leave Expense** — Cost of unused vacation time earned by employees in this department.
- 01-40-440-500187 — Accrual Leave Payments** — Cash payouts of excess vacation and sick time permitted under District policy.
- 01-40-440-500195 — CIP Related Labor** — Wage expenses for a Capital Improvement Project in this department.
- 01-40-440-510031 — Small Tools, Parts and Maintenance** — Costs for minor repairs and small parts purchases.
- 01-40-440-520071 — Maintenance and Repair – Pipeline and Hydrants** — Costs associated with the maintenance and repair of pipelines and fire hydrants.
- 01-40-440-520081 — Maintenance and Repair – Hydraulically Controlled Valves** — Costs associated with the maintenance and repair of Cla-Valves, including control valves, bypass valves, pressure regulating valves (PRV), pressure sustaining valves, and any other hydraulically controlled system valves.
- 01-40-440-540001 — Backflow Program** — Costs associated with maintenance done to District owned and operated backflow devices, as well as costs for the annual required testing of these devices.
- 01-40-440-540024 — Inventory Adjustments** — Costs associated with change in market value on inventory using an average-cost valuation method or costs associated with removing obsolete or damaged items from inventory.
- 01-40-440-540036 — Line Locates** — Cost associated with the locating and marking of underground facilities.
- 01-40-440-540042 — Meters Maintenance and Services** — Costs associated with repair and maintenance of existing meters and services, service lines, in accordance with the District's meter change out program.
- 01-40-440-540078 — Reservoirs Maintenance** — Costs associated with the repair and maintenance of District water storage facilities.
- 01-40-440-550024 — Employment Testing** — Costs associated with pre-employment and random drug testing.
- 01-40-440-550051 — Advertising/Legal Notices** — Cost associated with advertising notices, inviting bids, etc.

INSPECTIONS

The three digit departmental number 450 seen in this section of the General Ledger refers to the expenses incurred for the labor of the inspectors. These costs are typically recovered through inspection fees and development charges.

- 01-40-450-500105 — Labor** — Wage expenses for this department.
- 01-40-450-500110 — Overtime** — Overtime expenses for this department.
- 01-40-450-500111 — Double Time** — Double-time expenses for this department.
- 01-40-450-500113 — Standby/On-Call** — Expenses for minimum two-hour off-duty work for this department.
- 01-40-450-500115 — Social Security** — Expenses for the District's portion of Social Security (FICA) for this department.
- 01-40-450-500120 — Medicare** — Expenses for the District's portion of Medicare for this department.
- 01-40-450-500125 — Health Insurance** — Cost of providing health benefits to employees in this department.
- 01-40-450-500140 — Life Insurance** — Life insurance premiums paid on behalf of full-time employees in this department.
- 01-40-450-500143 — EAP Program** — Cost of providing Employee Assistance Program.
- 01-40-450-500145 — Workers' Compensation** — Standard costs paid for employees in this department to the District's insurance carrier.
- 01-40-450-500155 — Retirement/CalPERS** — Retirement contributions paid on behalf of employees in this department.

CUSTOMER SERVICE AND METER READING

The three digit departmental number 460 seen in this section of the General Ledger refers to the expenses incurred for the labor of the meter readers and the field customer service representative.

- 01-40-460-500105 — Labor** — Wage expenses for this department.
- 01-40-460-500110 — Overtime** — Overtime expenses for this department.
- 01-40-460-500111 — Double Time** — Double-time expenses for this department.
- 01-40-460-500113 — Standby/On-Call** — Expenses for minimum two-hour off-duty work for this department
- 01-40-460-500115 — Social Security** — Expenses for the District's portion of Social Security (FICA) for this department.
- 01-40-460-500120 — Medicare** — Expenses for the District's portion of Medicare for this department.
- 01-40-460-500125 — Health Insurance** — Cost of providing health benefits to employees in this department.
- 01-40-460-500140 — Life Insurance** — Life insurance premiums paid on behalf of full-time employees in this department.
- 01-40-460-500143 — EAP Program** — Cost of providing Employee Assistance Program.
- 01-40-460-500145 — Workers' Compensation** — Standard costs paid for employees in this department to the District's insurance carrier.
- 01-40-460-500155 — Retirement/CalPERS** — Retirement contributions paid on behalf of employees in this department.
- 01-40-460-500165 — Uniforms and Employee Benefits** — Annual purchase of uniforms and boot allowance.
- 01-40-460-500175 — Training/Educational/Mtgs./Travel Expense** — Provides for costs associated with personnel development, which include attendance and or participation of District approved training, educational forums, webinars, meetings, seminars and conferences, mileage reimbursement for employees in this department.
- 01-40-460-500180 — Accrued Sick Leave Expense** — Cost of unused sick time earned by employees in this department.
- 01-40-460-500185 — Accrual Vacation Leave Expense** — Cost of unused vacation time earned by employees in this department.
- 01-40-460-500187 — Accrual Leave Payments** — Cash payouts of excess vacation and sick time permitted under District policy.
- 01-40-460-500195 — CIP Related Labor** — Wage expenses for a Capital Improvement Project in this department.
- 01-40-460-550024 — Employment Testing** — Costs associated with pre-employment and random drug testing.

MAINTENANCE and GENERAL PLANT EXPENSES

The three digit departmental number 470 seen in this section of the General Ledger refers to the expenses incurred for the labor of employees performing landscape and general plant maintenance. This department includes expenses related to District owned properties. The three digit department number 510 seen in this section of the General Ledger refers to the general expenses incurred by the District that are not associated with a specific department.

- 01-40-470-500105 — Labor** — Wage expenses for this department.
- 01-40-470-500110 — Overtime** — Overtime expenses for this department.
- 01-40-470-500111 — Double Time** — Double-time expenses for this department.
- 01-40-470-500113 — Standby/On-Call** — Expenses for minimum two-hour off-duty work for this department
- 01-40-470-500115 — Social Security** — Expenses for the District's portion of Social Security (FICA) for this department.
- 01-40-470-500120 — Medicare** — Expenses for the District's portion of Medicare for this department.
- 01-40-470-500125 — Health Insurance** — Cost of providing health benefits to employees in this department.
- 01-40-470-500140 — Life Insurance** — Life insurance premiums paid on behalf of full-time employees in this department.
- 01-40-470-500143 — EAP Program** — Cost of providing Employee Assistance Program.
- 01-40-470-500145 — Workers' Compensation** — Standard costs paid for employees in this department to the District's insurance carrier.
- 01-40-470-500155 — Retirement/CalPERS** — Retirement contributions paid on behalf of employees in this department.
- 01-40-470-501111 — Electricity – 560 Magnolia Avenue** — Electricity for the main District Office.
- 01-40-470-501121 — Electricity – 12303 Oak Glen Rd** — Electricity for District residence, billed to the occupant.
- 01-40-470-501131 — Electricity – 13695 Oak Glen Rd** — Electricity for District residence, billed to the occupant.

- 01-40-470-501141 — **Electricity – 13697 Oak Glen Rd** — Electricity for District residence, billed to the occupant.
- 01-40-470-501151 — **Electricity – 9781 Avenida Miravilla** — Electricity for District residence, billed to the occupant.
- 01-40-470-501161 — **Electricity – 815 E. 12th Street** — Electricity for the field office.
- 01-40-470-501171 — **Electricity – 851 E. 6th Street** — Electricity for the engineering annex.
- 01-40-470-501321 — **Propane – 12303 Oak Glen Rd** — Propane purchased for District residence, billed to the occupant.
- 01-40-470-501331 — **Propane – 13695 Oak Glen Rd** — Propane purchased for District residence, billed to the occupant.
- 01-40-470-501341 — **Propane – 13697 Oak Glen Rd** — Propane purchased for District residence, billed to the occupant.
- 01-40-470-501351 — **Propane – 9781 Avenida Miravilla** — Propane purchased for District residence, billed to the occupant.
- 01-40-470-501411 — **Sanitation – 560 Magnolia Ave** — Sewer and Refuse for the main District Office.
- 01-40-470-501461 — **Sanitation – 815 E. 12th Street** — Sewer/Refuse and trash bin for field office.
- 01-40-470-501471 — **Sanitation – 11083 Cherry Ave** — Trash bin located at Cherry Yard.
- 01-40-470-501600 — **Property Maintenance and Repairs** — Maintenance work performed on the various District owned buildings (wells, pressure regulation stations, booster pumps, etc.).
- 01-40-470-501611 — **Maintenance and Repair – 560 Magnolia Ave** — Costs associated with the maintenance and repairs performed at the District Administration Office, including routine maintenance to A/C unit, cleaning services, and any other professional services associated with the maintenance or repair of this facility.
- 01-40-470-501621 — **Maintenance and Repair – 12303 Oak Glen Rd** — Maintenance and repairs performed at District residence.
- 01-40-470-501631 — **Maintenance and Repair – 13695 Oak Glen Rd** — Maintenance and repairs performed at the District residence.
- 01-40-470-501641 — **Maintenance and Repair – 13697 Oak Glen Rd** — Maintenance and repairs performed at the District residence.
- 01-40-470-501651 — **Maintenance and Repair – 9781 Avenida Miravilla** — Maintenance and repairs performed at the District residence.
- 01-40-470-501661 — **Maintenance and Repair – 815 E. 12th Street** — Costs associated with the maintenance and repair performed at the District Field Office, including routine maintenance to A/C unit, ice machine, cleaning services, and any other professional services associated with the maintenance or repair of this facility.
- 01-40-470-501671 — **Maintenance and Repair – 851 E. 6th Street** — Costs associated with the maintenance and repair performed at the District Engineering Annex, including routine cleaning services, water service, and any other professional services associated with the maintenance or repair of this facility.
- 01-40-470-501691 — **Maintenance and Repair – Buildings (General)** — Costs associated with maintenance and repair of general District facilities not otherwise specified.
- 01-40-470-510001 — **Auto/Fuel** — Fuel purchased for District fleet vehicles.
- 01-40-470-510002 — **CIP Related Fuel** — Fuel purchased for Capital Improvement Projects.
- 01-40-470-520011 — **Maintenance and Repair – Safety Equipment** — Costs for safety items such as barricades, safety vests, etc. District keeps on-hand inventory; purchases would be only to replenish worn out items.
- 01-40-470-520031 — **Maintenance and Repair – General Equipment** — Costs associated with preventative maintenance performed on District equipment.
- 01-40-470-520041 — **Maintenance and Repair – Fleet** — Costs associated with routine maintenance, parts, oil changes, repairs, vehicle cleaning service etc., for all fleet vehicles.
- 01-40-470-520091 — **Maintenance and Repair – Communication Equipment** — Cost associated with the maintenance and repair of District radio equipment.
- 01-40-470-540030 — **Landscape Maintenance** — Landscape maintenance performed at the various District facilities.
- 01-40-470-540072 — **Recharge Facility, Canyon and Pond Maintenance** — Costs associated with the maintenance necessary for the basins at the recharge project and basins located in Edgar Canyon.
- 01-50-510-502001 — **Rents/Leases** — Cost associated with third party rental agreements with the District including the Engineering Annex.
- 01-50-510-510031 — **Small Tools, Parts and Maintenance** — Cost of general tools used for District operations not specifically associated with any one project.
- 01-50-510-540066 — **Property Damage and Theft** — Costs associated with small claims on the District for property damage.

- 01-50-510-550040 — General Supplies** — Cost of general supplies used for District operations not specifically associated with any one project.
- 01-50-510-550060 — Public Education/Community Outreach** — Costs associated with public education and community outreach, such as the mandated Annual Consumer Confidence Report (Water Quality Report), public relations, etc.
- 01-50-510-550072 — Miscellaneous Operating Expenses** — Expenses which do not fall directly under another general ledger account for the District.

DRAFT

2020 Salary Schedule

Beaumont-Cherry Valley Water District Salary Schedule							
Effective: January 1, 2020 Classification	Hourly Rates					Annual Range	
	1	2	3	4	5		
Account Clerk I	23.56	24.74	25.98	27.28	28.64	49,004.80	59,571.20
Accountant III	34.83	36.57	38.40	40.32	42.34	72,446.40	88,067.20
Accounting Technician	26.39	27.71	29.10	30.55	32.08	54,891.20	66,726.40
Administrative Assistant	21.95	23.05	24.20	25.41	26.68	45,656.00	55,494.40
Assistant Director of Operations	41.63	43.71	45.90	48.19	50.60	86,590.40	105,248.00
Civil Engineering Assistant	33.65	35.33	37.10	38.95	40.90	69,992.00	85,072.00
Customer Service Representative I	17.42	18.29	19.20	20.16	21.17	36,233.60	44,033.60
Customer Service Representative II	20.48	21.50	22.58	23.71	24.90	42,598.40	51,792.00
Customer Service Representative III	26.00	27.30	28.67	30.10	31.60	54,080.00	65,728.00
Director of Engineering	71.52	75.10	78.85	82.79	86.93	148,761.60	180,814.40
Director of Finance and Administrative Services	62.00	65.10	68.35	71.77	75.36	128,960.00	156,748.80
Director of Operations	60.55	63.58	66.76	70.10	73.61	125,944.00	153,108.80
Engineering Intern	14.80	15.54	16.32	17.14	18.00	30,784.00	37,440.00
Field Superintendent	41.63	43.71	45.90	48.19	50.60	86,590.40	105,248.00
General Manager	contract rate increased by COLA				105.50		219,440.00
Grade Checker (1000 HR)	28.79	30.23	31.74	33.33	35.00	59,883.20	72,800.00
Heavy Equipment Operator (1000 HR)	31.27	32.83	34.47	36.19	38.00	65,041.60	79,040.00
Human Resource Coordinator	26.00	27.30	28.67	30.10	31.60	54,080.00	65,728.00
Information Systems Manager	49.98	52.48	55.10	57.85	60.74	103,958.40	126,339.20
Production Maintenance I	20.90	21.94	23.04	24.19	25.40	43,472.00	52,832.00
Production Maintenance II	25.62	26.90	28.24	29.65	31.13	53,289.60	64,750.40
Production Supervisor	33.82	35.51	37.29	39.15	41.11	70,345.60	85,508.80
Recycled Water Supervisor	33.49	35.16	36.92	38.77	40.71	69,659.20	84,676.80
Senior Accountant	36.57	38.40	40.32	42.34	44.46	76,065.60	92,476.80
Senior Engineer	57.77	60.66	63.69	66.87	70.21	120,161.60	146,036.80
Sr. Finance and Administrative Analyst	40.75	42.79	44.93	47.18	49.54	84,760.00	103,043.20
Transmission & Distribution Supervisor	33.49	35.16	36.92	38.77	40.71	69,659.20	84,676.80
Water Utility Person I	18.31	19.23	20.19	21.20	22.26	38,084.80	46,300.80
Water Utility Person II	21.53	22.61	23.74	24.93	26.18	44,782.40	54,454.40
Water Utility Person III	24.21	25.42	26.69	28.02	29.42	50,356.80	61,193.60
Board of Directors	\$200 per day for meeting attendance in accordance with District rules						

Capital Improvements

What are Capital Improvements?

Capital improvements include the purchase, construction, replacement, addition, or major repair of public facilities, infrastructure, and equipment. The selection and evaluation of capital projects involves analysis of District requirements, speculation on growth, the ability to make estimates, and the consideration of historical perspectives. A “capital project” has a monetary value of at least \$5,000, has a useful life of more than a year, and results in the creation or revitalization of a fixed asset. A capital project is usually relatively large compared to other “capital outlay” items that may be included in the annual operating budget. Vehicles and heavy equipment are considered capital projects by the District for the purpose of financial planning.

Ten Year Capital Improvement Plan

In March 2017, the Board of Directors adopted the 2017-2026 Ten Year Capital Improvement Plan (CIP) which was subsequently updated in March 2018. The CIP is a ten-year fiscal planning tool used to identify the future capital needs of the Beaumont-Cherry Valley Water District (BCVWD/District), as well as identify the timing and method of financing those capital needs. The District, like other water agencies across California, must deal with population growth, aging infrastructure, climate change and environmental mandates, and an influx of new technologies. The reality is that infrastructure cannot simply be replaced. Upgrades are essential and necessary in order to meet customer needs at affordable rates. Water meters, for example, must become intuitive, two-way communication devices and wells need to be built with next-generation computers in order to maximize pumping efficiencies and provide for added security.

Many of these enhancements and upgrades are costly, but necessary. The CIP is designed to show how the District will build, maintain, and manage the assets needed to produce, treat, and distribute water while keeping costs as low as possible. This planning tool provides the framework for District investments over a ten-year horizon, while providing the flexibility to adapt to changing infrastructure needs and opportunities as they arise.

Generally, projects included in the CIP are non-recurring projects that exceed \$5,000 in cost and have a useful life of a minimum of two years which qualifies them as capital assets per the District's capitalization policy. In fact, the larger capital projects in the CIP have costs exceeding \$1,000,000 and useful lives of ten to fifty years. The District's CIP includes projects in five distinct improvement groups: Potable Water Infrastructure projects (Appendix B), Non-Potable Water Infrastructure projects (Appendix C), Pipeline Replacement projects (Appendices D and E), and Capital Acquisitions such as IT replacements and upgrades and vehicle replacements (Appendix F). Projects in the CIP that have significant cost may require the use of reserves, low-interest loans or bond debt to finance their costs.

The schedules presented as Appendices B through D, and G through I in this Capital Improvement Budget (CIB) include the next five years of the CIP as adopted by the Board in March 2018, with revisions made periodically due to the dynamic nature of the CIP. Additionally, because of inflationary adjustments to these projects, a project that is initially budgeted for in one year but is not completed in that year may have a higher total cost than in the previous CIB. Similarly, as the CIP is reviewed and certain projects are moved back or forward in time, the total project costs may change due to inflationary adjustments. These Appendices show the expected carry forward amount from 2019, with the years 2020 through 2024.

The schedules presented as Appendices E and F are new to the CIP, added for 2020. The emphasis is on the 2020 budget year as this is the spending plan for the upcoming year. Of the ten year period covered in the CIP, the upcoming fiscal year is the most detailed and accurate since it is based on the most current plans and ongoing projects.

Projects that have been added to the CIP and CIB for 2020 are documented by footnote in the Appendices and are described in detail below.

Appendix C

- **Beaumont Avenue Pipeline Replacements (\$402,737)**

Install new water service laterals and meters to replace approximately 68 existing water meters and service laterals and pipelines located within Beaumont Avenue, before the City resurfacing project is set to begin, which is anticipated for early 2020.

Appendix D

- **Servers and Related Equipment (Ongoing)**

Servers and related equipment in the IT Server Room are aging devices that require replacement every 3-5 years in order to operate at optimum performance. Four servers and related equipment are scheduled to be replaced each year.

- **Network Infrastructure and Equipment (\$103,240)**

Network infrastructure and equipment such as switches, storage, and power capacity require replacement every 3-5 years are schedule to be replaced in 2023.

- **Back-End SCADA Software and Equipment (Ongoing)**

Supervisory Control and Data Acquisition (SCADA) software applications and equipment require replacement every 3-5 years in order to operate at optimum performance.

Appendix E

- **Engineering and Operations Center (\$1,760,000)**

Short term cost for the purchase of land in the next 3 - 5 years and completion of facilities planning (soft costs) for a future District office facility based on preliminary projections of staffing needs over time, as determined by the Engineering Department. The short term cost proposed is half of the combination of preliminary estimates of purchase cost for land and associated soft costs.

Appendix F

- **Disaster Preparedness Equipment \$(932,265)**

District staff, in coordination with the ongoing improvements to the District's safety plan, has identified areas of vulnerability in assessing responses to emergency situations and has identified as necessary the purchase of certain equipment such as backup generators and an emergency communications system. The costs are budgeted to be evenly spread across 2020 through 2023.

Appendices – Capital Improvements

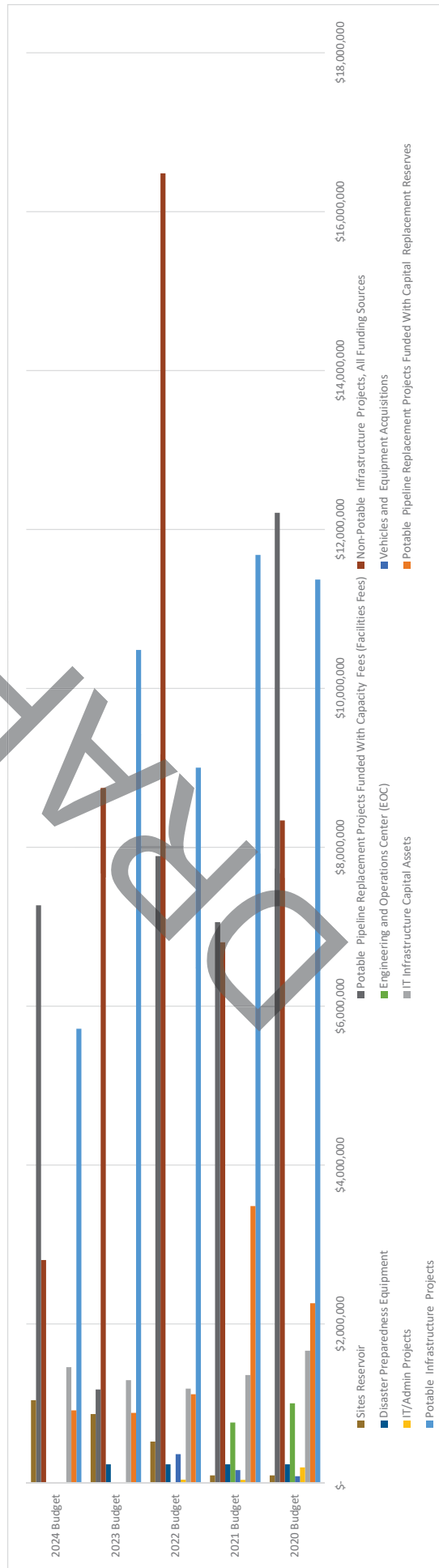


Beaumont-Cherry Valley Water District
2020-2024 Capital Improvement Budget

Appendix A

Table 1 - All Projects By Type

	(APPENDIX B)	(APPENDIX C) Potable Pipeline Replacement Projects	(APPENDIX D) IT Infrastructure Capital Assets	(APPENDIX D) IT/Admin Projects	(APPENDIX D) Vehicles and Equipment Acquisitions	(APPENDIX E) Engineering and Operations Center (EOC)	(APPENDIX F) Disaster Preparedness Equipment	(APPENDIX G) Non-Potable Infrastructure Projects, All Funding Sources	(APPENDIX H) Potable Pipeline Replacement Projects Funded With Capacity Fees (Facilities Fees)	(APPENDIX I) Sites Reservoir	TOTAL
2019 Carryover	\$ 41,000,863	\$ 8,577,897	\$ 7,032,258	\$ 240,519	\$ 535,220	\$ -	\$ -	\$ 47,220,950	\$ 30,533,105	\$ 3,571,701	\$ 138,712,514
2020 Budget	\$ 11,369,359	\$ 2,261,137	\$ 1,662,439	\$ 194,517	\$ 83,813	\$ 1,000,000	\$ 233,066	\$ 8,338,479	\$ 12,210,279	\$ 93,714	\$ 37,446,803
2021 Budget	\$ 11,680,050	\$ 3,483,453	\$ 1,356,643	\$ 38,177	\$ 160,604	\$ 760,000	\$ 233,066	\$ 6,802,876	\$ 7,056,700	\$ 93,714	\$ 31,665,284
2022 Budget	\$ 9,001,140	\$ 1,114,188	\$ 1,185,161	\$ 40,328	\$ 361,268	\$ -	\$ 233,066	\$ 16,481,546	\$ 7,888,373	\$ 519,643	\$ 36,824,713
2023 Budget	\$ 10,483,172	\$ 880,501	\$ 1,292,016	\$ -	\$ -	\$ -	\$ 233,066	\$ 8,745,119	\$ 1,174,483	\$ 866,071	\$ 23,674,428
2024 Budget	\$ 5,715,361	\$ 911,524	\$ 1,455,417	\$ 65	\$ -	\$ -	\$ -	\$ 2,803,517	\$ 7,268,520	\$ 1,039,286	\$ 19,193,625
Total	\$ 48,249,081	\$ 8,650,803	\$ 6,951,678	\$ 273,021	\$ 605,684	\$ 1,760,000	\$ 932,266	\$ 43,171,536	\$ 35,598,355	\$ 2,612,428	\$ 148,804,852

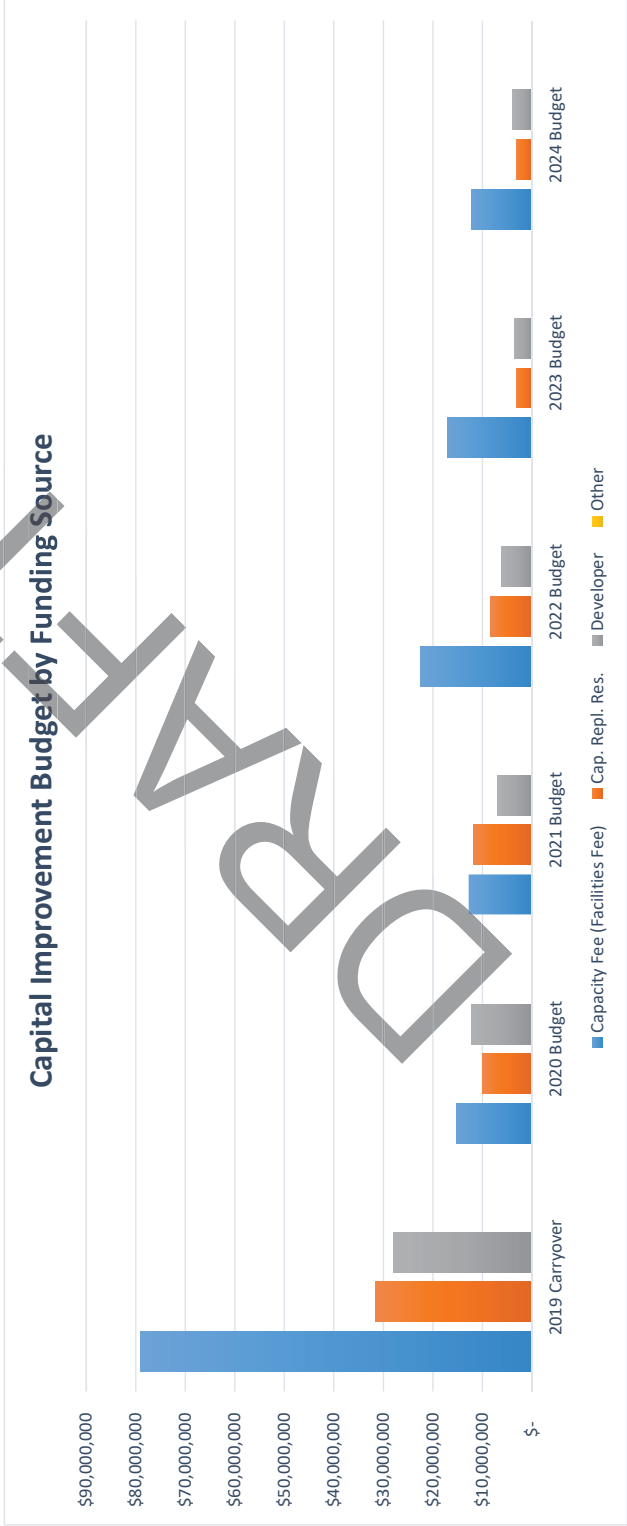


Beaumont-Cherry Valley Water District
2020-2024 Capital Improvement Budget

Appendix A

Table 2 - All Funding Sources

	2019 Carryover	2020 Budget	2021 Budget	2022 Budget	2023 Budget	2024 Budget	Total Adjusted Budget
Capacity Fee (Facilities Fee)	\$ 79,080,413	\$ 15,311,242	\$ 12,767,498	\$ 22,451,633	\$ 16,955,075	\$ 12,135,476	\$ 79,620,924
Cap. Repl. Res.	31,668,164	10,005,779	11,873,618	8,308,378	3,172,438	3,126,795	36,487,008
Developer	27,963,937	12,129,782	7,024,168	6,064,702	3,546,916	3,931,354	32,696,921
Other	-	-	-	-	-	-	-
	\$ 138,712,514	\$ 37,446,803	\$ 31,665,284	\$ 36,824,713	\$ 23,674,428	\$ 19,193,625	\$ 148,804,852



NOTE: Carryover amounts are not added to Budget amounts, Carryover amounts are allocated to a budget year(s)

Beaumont-Cherry Valley Water District
2020-2024 Capital Improvement Budget
Appendix B
Potable Infrastructure Projects

Project No.	Year Needed	Title	Funding Source	Facility Fees	Res.	Developer	Other	Footnotes	(A)	Year	(A1)	(B)	(C)	(D)	Estimated Carryover 2019	(B) - (A) - (D)	(F) = (B) x CY Inflation	(G) = (E) x (CY Inflation) - (F)	(H) = (E) x (CY Inflation) - (F) - (G)	(I) = (E) x (CY Inflation) - (F) - (H) - (I)	2024	2023	2022	2021	2020	2019	2018	2017	2016	2015	2014	2013	2012	2011	2010	2009	2008	2007	2006	2005	2004	2003	2002	2001	2000	1999	1998	1997	1996	1995	1994	1993	1992	1991	1990	1989	1988	1987	1986	1985	1984	1983	1982	1981	1980	1979	1978	1977	1976	1975	1974	1973	1972	1971	1970	1969	1968	1967	1966	1965	1964	1963	1962	1961	1960	1959	1958	1957	1956	1955	1954	1953	1952	1951	1950	1949	1948	1947	1946	1945	1944	1943	1942	1941	1940	1939	1938	1937	1936	1935	1934	1933	1932	1931	1930	1929	1928	1927	1926	1925	1924	1923	1922	1921	1920	1919	1918	1917	1916	1915	1914	1913	1912	1911	1910	1909	1908	1907	1906	1905	1904	1903	1902	1901	1900	1899	1898	1897	1896	1895	1894	1893	1892	1891	1890	1889	1888	1887	1886	1885	1884	1883	1882	1881	1880	1879	1878	1877	1876	1875	1874	1873	1872	1871	1870	1869	1868	1867	1866	1865	1864	1863	1862	1861	1860	1859	1858	1857	1856	1855	1854	1853	1852	1851	1850	1849	1848	1847	1846	1845	1844	1843	1842	1841	1840	1839	1838	1837	1836	1835	1834	1833	1832	1831	1830	1829	1828	1827	1826	1825	1824	1823	1822	1821	1820	1819	1818	1817	1816	1815	1814	1813	1812	1811	1810	1809	1808	1807	1806	1805	1804	1803	1802	1801	1800	1799	1798	1797	1796	1795	1794	1793	1792	1791	1790	1789	1788	1787	1786	1785	1784	1783	1782	1781	1780	1779	1778	1777	1776	1775	1774	1773	1772	1771	1770	1769	1768	1767	1766	1765	1764	1763	1762	1761	1760	1759	1758	1757	1756	1755	1754	1753	1752	1751	1750	1749	1748	1747	1746	1745	1744	1743	1742	1741	1740	1739	1738	1737	1736	1735	1734	1733	1732	1731	1730	1729	1728	1727	1726	1725	1724	1723	1722	1721	1720	1719	1718	1717	1716	1715	1714	1713	1712	1711	1710	1709	1708	1707	1706	1705	1704	1703	1702	1701	1700	1699	1698	1697	1696	1695	1694	1693	1692	1691	1690	1689	1688	1687	1686	1685	1684	1683	1682	1681	1680	1679	1678	1677	1676	1675	1674	1673	1672	1671	1670	1669	1668	1667	1666	1665	1664	1663	1662	1661	1660	1659	1658	1657	1656	1655	1654	1653	1652	1651	1650	1649	1648	1647	1646	1645	1644	1643	1642	1641	1640	1639	1638	1637	1636	1635	1634	1633	1632	1631	1630	1629	1628	1627	1626	1625	1624	1623	1622	1621	1620	1619	1618	1617	1616	1615	1614	1613	1612	1611	1610	1609	1608	1607	1606	1605	1604	1603	1602	1601	1600	1599	1598	1597	1596	1595	1594	1593	1592	1591	1590	1589	1588	1587	1586	1585	1584	1583	1582	1581	1580	1579	1578	1577	1576	1575	1574	1573	1572	1571	1570	1569	1568	1567	1566	1565	1564	1563	1562	1561	1560	1559	1558	1557	1556	1555	1554	1553	1552	1551	1550	1549	1548	1547	1546	1545	1544	1543	1542	1541	1540	1539	1538	1537	1536	1535	1534	1533	1532	1531	1530	1529	1528	1527	1526	1525	1524	1523	1522	1521	1520	1519	1518	1517	1516	1515	1514	1513	1512	1511	1510	1509	1508	1507	1506	1505	1504	1503	1502	1501	1500	1499	1498	1497	1496	1495	1494	1493	1492	1491	1490	1489	1488	1487	1486	1485	1484	1483	1482	1481	1480	1479	1478	1477	1476	1475	1474	1473	1472	1471	1470	1469	1468	1467	1466	1465	1464	1463	1462	1461	1460	1459	1458	1457	1456	1455	1454	1453	1452	1451	1450	1449	1448	1447	1446	1445	1444	1443	1442	1441	1440	1439	1438	1437	1436	1435	1434	1433	1432	1431	1430	1429	1428	1427	1426	1425	1424	1423	1422	1421	1420	1419	1418	1417	1416	1415	1414	1413	1412	1411	1410	1409	1408	1407	1406	1405	1404	1403	1402	1401	1400	1399	1398	1397	1396	1395	1394	1393	1392	1391	1390	1389	1388	1387	1386	1385	1384	1383	1382	1381	1380	1379	1378	1377	1376	1375	1374	1373	1372	1371	1370	1369	1368	1367	1366	1365	1364	1363	1362	1361	1360	1359	1358	1357	1356	1355	1354	1353	1352	1351	1350	1349	1348	1347	1346	1345	1344	1343	1342	1341	1340	1339	1338	1337	1336	1335	1334	1333	1332	1331	1330	1329	1328	1327	1326	1325	1324	1323	1322	1321	1320	1319	1318	1317	1316	1315	1314	1313	1312	1311	1310	1309	1308	1307	1306	1305	1304	1303	1302	1301	1300	1299	1298	1297	1296	1295	1294	1293	1292	1291	1290	1289	1288	1287	1286	1285	1284	1283	1282	1281	1280	1279	1278	1277	1276	1275	1274	1273	1272	1271	1270	1269	1268	1267	1266	1265	1264	1263	1262	1261	1260	1259	1258	1257	1256	1255	1254	1253	1252	1251	1250	1249	1248	1247	1246	1245	1244	1243	1242	1241	1240	1239	1238	1237	1236	1235	1234	1233	1232	1231	1230	1229	1228	1227	1226	1225	1224	1223	1222	1221	1220	1219	1218	1217	1216	1215	1214	1213	1212	1211	1210	1209	1208	1207	1206	1205	1204	1203	1202	1201	1200	1199	1198	1197	1196	1195	1194	1193	1192	1191	1190	1189	1188	1187	1186	1185	1184	1183	1182	1181	1180	1179	1178	1177	1176	1175	1174	1173	1172	1171	1170	1169	1168	1167	1166	1165	1164	1163	1162	1161	1160	1159	1158	1157	1156	1155	1154	1153	1152	1151	1150	1149	1148	1147	1146	1145	1144	1143	1142	1141	1140	1139	1138	1137	1136	1135	1134	1133	1132	1131	1130	1129	1128	1127	1126	1125	1124	1123	1122	1121	1120	1119	1118	1117	1116	1115	1114	1113	1112	1111	1110	1109	1108	1107	1106	1105	1104	1103	1102	1101	1100	1099	1098	1097	1096	1095	1094	1093	1092	1091	1090	1089	1088	1087	1086	1085	1084	1083	1082	1081	1080	1079	1078	1077	1076	1075	1074	1073	1072	1071	1070	1069	1068	1067	1066	1065	1064	1063	1062	1061	1060	1059	1058	1057	1056	1055	1054	1053	1052	1051	1050	1049	1048	1047	1046	1045	1044	1043	1042	1041	1040	1039	1038	1037	1036	1035	1034	1033	1032	1031	1030	1029	1028	1027	1026	1025	1024	1023	1022	1021	1020	1019	1018	1017	1016	1015	1014	1013	1012	1011	1010	1009	1008	1007	1006	1005	1004	1003	1002	1001	1000	999	998	997	996	995	994	993	992	991	990	989	988	987	986	985	984	983	982	981	980	979	978	977	976	975	974	973	972	971	970	969	968	967	966	965	964	963	962	961	960	959	958	957	956	955	954	953	952	951	950	949	948	947	946	945	944	943	942	941	940	939	938	937	936	935	934	933	932	931	930	929	928	927	926	925	924	923	922	921	920	919	918	917	916	915	914	913	912	911	910	909	908	907	906	905	904	903	902	901	900	899	898	897	896	895	894	893	892	891	890	889	888	887	886	885	884	883	882	881	880	879	878	877	876	875	874	873	872	871	870	869	868	867	866	865	864	863	862	861	860	859	858	857	856	855	854	853	852	851	850	849	848	847	846	845	844	843	842	841	840	839	838	837	836	835	834	833	832	831	830	829	828	827	826	825	824	823	822	821	820	819	818	817	816	815	814	813	812	811	810	809	808	807	806	805	804	803	802	801	800	799	798	797	796	795	794	793	792	791	790	789	788	787	786	785	784	783	782	781	780	779	778	777	776	775	774	773	772	771	770	769	768	767	766	765	764	763	762	761	760	759	758	757	756	755	754	753	752	751	750	749	748	747	746	745	744	743	742	741	740	739	738	737	736	735	734	733	732	731	730	729	728	727	726	725	724	723	722	721	720	719	718	717	716	715	714	713	712	711	710	709	708	707	706	705	704	703	702	701	700	699	698	697	696	695	694	693	692	691	690	689	688	687	686	685	684	683	682	681	680	679	678	677	676	675	674	673	672	671	670	669	668	667	666	665	664	663	662	661	660	659	658	657	656	655	654	653	652	651	650	649	648	647	646	645	644
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Drinking Water Pipeline Replacement Projects Funded With Capital Replacement Reserves

2020-2024 Capital Improvement Budgets
Public Pipeline Replacement Projects Funded With Capital Replacement Reserves
4/2020

BCVWD 2020 Operating Budget & 2020-2024 Capital Improvement Budget - Page 81 of 89

Beaumont-Cherry Valley Water District
2020-2024 Capital Improvement Budget
Appendix D
Capital Assets

Project Number Initiation Factor	Status	Description	FUNDING SOURCE			(A)	(A1)	(B)	(C)	(D)	(E) = (A)+(B)-(C)-(D)	Estimated Actual 2019	Estimated Carryover 2019	(F) = (E) x CF inflation	2020	2021	2022	2023	2024	Facilities	Cap. Repl.	Developer	(H) = (F) x CF inflation		(I) = (H) x CF inflation	Total Adjusted	
			Facilities	Cap. Repl.	Developer																		Other				
IT-NEW-0001	2019	Redundant SAN Project	0%	100%	0%	0%	\$	23,310	\$	51,417	1,610	49,807	1,610	1,1175	1,1490	1,1813	1,2146	1,2488									
IT-NEW-0002	TBD 2019	Endpoint Protection / LanGuard Security Software Project	0%	100%	0%	0%	\$	9,241	N/A	0																	
IT-NEW-0006	Ongoing	Workstation Replacement project (68 units @ \$1K per unit 33% per year)	0%	100%	0%	0%	\$	166,667	\$	60,000		11,604	186,543	20,846	21,433	22,037	22,657	23,295									
IT-NEW-0008	TBD 2019	Shoreline Phone System	0%	100%	0%	0%	\$	11,069	N/A					12,389													
IT-NEW-0010	Ongoing	TBD 2019 Truck Radios (4)	0%	100%	0%	0%	\$	1,554	N/A			13,54															
IT-NEW-0011	TBD 2019	Power Distribution Unit (PDU) Project	0%	100%	0%	0%	\$	45,000	N/A			9,986															
IT-NEW-0012	Ongoing	Server Replacement Project	0%	100%	0%	0%	\$	51,771	N/A			1,034															
IT-NEW-0013	Ongoing	Servers and Related Equipment (4 per year - 3 year life, \$15K per server)	0%	100%	0%	0%	\$	552,029	\$	600,000		600,000		69,050	68,938	70,879	72,875	74,928									
IT-NEW-0014	TBD 2023	Network Infrastructure and Equipment (Network Switches, Firewall Appliances, SAN Storage, TapeBackup Storage, Power Capacity)	0%	100%	0%	0%	\$	78,204	\$	85,000			85,000														
TOTAL IT NETWORK INFRASTRUCTURE CAPITAL PROJECTS																											
IT-SCAD-0002	TBD 2021	Wendware SCADA Phase 2 Project	0%	100%	0%	0%	\$	388,274	N/A	\$	263			300,000	111,285	411,343											
IT-SCAD-0003	TBD 2021	Wendware SCADA Phase 3 Project	0%	100%	0%	0%	\$	204,964	N/A			171,766			63,712	264,564											
IT-SCAD-0004	TBD 2024	AIIR / AMI Deployment Project	0%	100%	0%	0%	\$	3,000,000	\$	5,704,270		134,855	5,284,028	1,056,806	1,056,806	1,056,806	1,316,731										
IT-SCAD-0005	Ongoing	New Development Meters	0%	0%	100%	0%	\$	N/A		\$	286,387																
IT-SCAD-0007	Ongoing	Back-End SCADA Software and Equipment (Network gear, Radio Equipment, Tablets)	0%	100%	0%	0%	\$	N/A	\$	300,000			300,000	33,525	34,469	35,440	36,438	37,464									
TOTAL IT SCADA INFRASTRUCTURE CAPITAL PROJECTS																											
IT-ADMIN-0001	TBD 2021	Laser-Fine Digitized Floorroom Project	0%	100%	0%	0%	\$	66,455	N/A			66,455			38,177	40,328											
IT-ADMIN-0002	TBD 2020	Board Room Audio / Video System	0%	100%	0%	0%	\$	150,000	N/A			150,000			167,625												
IT-ADMIN-0003	TBD 2020	Front Office Space Reconfiguration and Furniture Replacement	0%	100%	0%	0%	\$	N/A	\$	38,500		34,436			26,892												
TOTAL IT FIELD OPS AND IT ADMIN CAPITAL PROJECTS																											
\$ 216,455 \$ 35,500 \$ - \$ 286,650 \$ 6,147,003 \$ 1,862,174 \$ 1,092,245 \$ 1,357,195 \$ 6,371,129 \$ - \$ 6,371,129 \$ - \$ 78,505 \$ - \$ 167,625 \$ - \$ 26,892 \$ - \$ 37,464 \$ - \$ 177,335 \$ - \$ 273,021 \$ - \$ 273,02																											

Beaumont-Cherry Valley Water District
2020-2024 Capital Improvement Budget
Appendix E
Engineering and Operations Center (EOC)

ENR CCI

11268

Item	Quantity	Unit	Unit Cost	Cost	Model Input Calculation	Model Input Total	2020 (Not Inflated)	2021 (Not Inflated)
Main EOC Building	13,000	sq ft	\$ 500	\$ 6,500,000				
Warehousing and Shops	7,000	sq ft	\$ 500	\$ 3,500,000				
Site Grading				\$ 302,500				
Site Paving				\$ 625,000				
Site Utilities				\$ 580,000				
Landscaping and Irrigation				\$ 261,400				
Site Security Lighting				\$ 125,000				
Site Fencing & Auto Gates				\$ 145,000				
Subtotal				\$12,038,900				
Soft Costs								
Legal for land purchase etc	2%			\$ 240,800				
Program Development & Needs Assessment								
Design Architecture and Engineering	10%	1 LS	\$ 60,000	\$ 60,000				
Inspection and Testing	5%			\$ 1,203,900				
				\$ 602,000				
CEQA	2%			\$ 240,800				
Survey and Legal	1	LS	\$ 20,000	\$ 20,000				
Geotechnical Investigation	1	LS	\$ 30,000	\$ 30,000				
Permitting	1%			\$ 120,400				
Soft Costs Subtotal							\$ 2,517,900	

Beaumont-Cherry Valley Water District
2020-2024 Capital Improvement Budget
Appendix E
Engineering and Operations Center (EOC)

Item	Quantity	Unit	Unit Cost	Cost	Model Input Calculation	Model Input Total	2020 (Not Inflated)	2021 (Not Inflated)
Subtotal				\$ 14,556,800				
Contingencies	20%			\$ 2,911,400				
Subtotal Structures and Site Work				\$ 17,468,200				
Land Cost	10	ac	\$ 100,000	\$ 1,000,000				
Land Cost					\$ 1,000,000			
Soft Costs + Land Subtotal					\$ 3,517,900			
Include 50% in model						\$ 1,760,000	\$ 1,000,000	\$ 760,000
Subtotal Structures, Site and Land				\$ 18,468,200				
Allowances								
Furniture, Fixtures, Equipment (FF&E)	1	LS	\$ 250,000	\$ 250,000				
Office Cubicles	25	ea	\$ 3,000	\$ 75,000				
Budget Estimate				\$ 18,793,200				

**Beaumont-Cherry Valley Water District
2020-2024 Capital Improvement Budget
Appendix F
Disaster Preparedness Equipment**

Equipment	Estimated Cost	2020 (Not Inflated)	2021 (Not Inflated)	2022 (Not Inflated)	2023 (Not Inflated)	2024 (Not Inflated)
Emergency Chlorination System (Towable)	\$ 45,250.00					
Generator Well 25	\$ 240,000.00					
Generator Well 29	\$ 240,000.00					
Generator (Towable)	\$ 100,000.00					
Switchgear (4 Well Sites)	\$ 100,000.00					
Potable Water Pillow Tank (25,000 gallons) 4 total	\$ 47,200.00					
Emergency Piping	\$ 40,000.00					
Submersible Pump (\$3,500, 2 Total)	\$ 7,000.00					
Submersible Well Drop Pipe & Reel	\$ 30,000.00					
Emergency Backflow Protection	\$ 15,000.00					
Small Portable Generators (\$2,000, 4 Total)	\$ 8,000.00					
Conex Container	\$ 2,500.00					
10' X 10' Pop Up Tent Shelter (\$2,500, 2 Total)	\$ 5,000.00					
10' X 10' Pop Up Shade (\$500, 4 Total)	\$ 2,000.00					
Emergency Communication System	\$ 29,300.00					
	\$ 911,250.00					
Emergency Supplies	Estimated Cost					
First Aid/Trauma Kits (\$500, 4 Total)	\$ 2,000.00					
AED/Station at All Three Offices (\$1,600, 3 Total)	\$ 4,800.00					
Cots (\$50, 10 Total)	\$ 500.00					
Freeze Dried Food	\$ 3,000.00					
Pallet of 50 year 12 oz water cans (2,400 cans)	\$ 2,400.00					
Water Purification System (\$100, 5 Total)	\$ 500.00					
Flashlights (\$30, 10 Total)	\$ 300.00					
Batteries	\$ 300.00					
Two-way Radios (8 Total Motorola Handheld)	\$ 1,500.00					
12 Hour Industrial 15" Glowsticks (100 Total)	\$ 380.00					
Emergency Blankets (100 Total)	\$ 250.00					
Down Sleeping Bag (\$80, 10 Total)	\$ 800.00					
Propane Heater (\$100, 4 Total)	\$ 400.00					
Propane Tanks (\$50, 10 Total)	\$ 500.00					
Portable Space Heaters (\$200, 4 Total)	\$ 800.00					
Flammable Cabinet Storage(\$1000, 2 Total)	\$ 2,000.00					
Fuel Storage Containers 5 Gallon (\$65, 9 Total)	\$ 585.00					
	\$ 21,015.00					
Total Estimated Cost for Immediate Needs	\$ 932,265.00	\$ 233,066	\$ 233,066	\$ 233,066	\$ 233,066	\$ 233,066
4 Year Spread	\$ 233,066.25					

Beaumont-Cherry Valley Water District
2020-2024 Capital Improvement Budget

Appendix G

Non-Potable Infrastructure Projects, All Funding Sources

Project No.	Pressure Zone	Year Needed	Description	Facilities Fee	Cap. Repl.	Developer	Other	(A)	(B)	(C)	(D)	(E) = (A) - (B) - (C) - (D)	(F) = (E) x CY Inflation	(G) = (E) x (CY Inflation) - (F)	(H) = (E) x (CY Inflation) - (F) - (G)	(I) = (E) x (CY Inflation) - (F) - (G) - (H)	Total Adjusted
Infra Factor								Total Project Cost 2016 Dollars	Actual 2017	Actual 2018	Estimated Actual 2019	Estimated Carryover 2019					
NBP-2600-0003	2600	2020	2600 Zone Non-potable Booster at COB Treatment Plant	100%	0%	0%	0%	\$7,669,465				7,669,465	1,175	881,188	7,701,019	732,946	\$9,315,153
NBP-2600-0001	2600	2025	24" San Timoteo Rd, Palmer to Tukwet Canyon	25%	0%	75%	0%	4,099,072				4,099,072	1,145,166	1,177,414	1,210,570	1,445,488	\$9,978,537
NP-2600-0002	2600	2020	12" Tukwet Canyon, Champions to Suncal Tract	0%	0%	100%	0%	464,643				464,643					\$580,236
NP-2600-0003	2600	2025	16" Tukwet Canyon, Suncal Tract to San Timoteo	25%	0%	75%	0%	1,050,076				1,050,076	293,362	301,623	310,116	370,296	\$1,275,397
NP-2600-0004	2600	2025	18" San Timoteo Canyon, Tukwet Canyon to end of Existing NP	15%	0%	85%	0%	\$1,365,005				1,365,005	381,344	392,083	403,124	481,352	\$1,657,903
NP-2600-0006	2600	2025	24" Potrero Ave, South side San Timoteo (Heartland) to Fourth St.	25%	0%	75%	0%	\$2,504,971				2,504,971	2,799,275				\$2,799,275
NP-2600-0010	2600	2025	24" Fourth St, from ebo Distribution Way to Potrero Ave.	25%	0%	75%	0%	\$2,445,772				2,445,772	2,733,121				\$2,733,121
NP-2600-0012	2600	2025	8" In Heartland Development, w/o Potrero Ave.	0%	0%	100%	0%	\$576,278				576,278		662,118			\$662,118
NP-2600-0015	2600	2025	16" Through Hidden Canyon Development	20%	0%	80%	0%	\$921,170				921,170			1,118,832		\$1,118,832
NP-2600-0017	2600	2025	12" Sun Cal Tract, Oak Valley Pkwy North to Tukwet Canyon Rd.	0%	0%	100%	0%	\$957,376				957,376	1,099,983				\$1,099,983
NP-2600-0012	2600	2025	30" COB WWTP SITE, from 2600 to 2600 Zone Booster Pump (NPB 2600-0003) to 4th	40%	0%	60%	0%	\$1,103,240				1,103,240	253,515				\$1,353,755
NP-2600-0014	2600	2025	12" Highland Springs Ave, 2nd St to 1st St	0%	0%	100%	0%	\$93,012				93,012			109,876		\$109,876
NP-2600-0016	2600	2020	12" Sundance TR, Cougar Way South to Park circle	0%	0%	100%	0%	199,549				199,549				249,192	\$249,192
NP-2600-0017	2600	2020	12" Sundance TR, Park circle to Highland Springs Ave.	0%	0%	100%	0%	146,280				146,280				182,672	\$182,672
NP-2600-0018	2600	2020	8" Sundance TR, Cougar Way South to Park square	0%	0%	100%	0%	66,585				66,585				83,151	\$83,151
NP-2600-0019	2600	2025	8" Sundance TR, Mary Lane, Tigra Tr West	0%	0%	100%	0%	\$150,754				150,754	168,466				\$168,466
NPR-2520-0001	2520	2020	2520 to 2370 Non-potable Water Pressure Regulator	100%	0%	0%	0%	\$755,799				126,799				158,344	\$158,344
NPR-2600-0001	2600	2020	2600 to 2520 Non-potable Water Pressure Regulator	100%	0%	0%	0%	126,799				126,799				158,344	\$158,344
NPR-2600-0001	2600	2020	2600 Zone Non-potable Regulation and Metering Station	100%	0%	0%	0%	\$338,130				338,130		194,248			\$422,250
NPR-2600-0001	2600	2020	2600 to 2600 Non-potable Water Pressure Regulator	100%	0%	0%	0%	200,000				200,000				249,796	\$249,796
NPT-2600-001	2600	2020	Raw Water Filter System at 2600 PZ Tank	100%	0%	0%	0%	250,000	2,235			247,765			292,688		\$292,688
NT-2600-0001	2600	2025	3 MG 2600 Zone Non-potable Water Tank	100%	0%	0%	0%	\$4,351,473				4,351,473		999,930	4,140,512		\$5,140,443
NT-2600-0001	2600	2020	2MG Non-potable 2600 Zone Tank	100%	0%	0%	0%	3,381,300				3,381,300			389,437	3,707,411	\$4,106,848
NWR-2600-0002	2600	2025	San Timoteo Creek Non-potable Extraction Wells	100%	0%	0%	0%	\$14,635,437				14,635,437	817,746	864,774	868,793	913,821	\$4,325,595

TOTAL NEW NON-POTABLE INFRASTRUCTURE CIP PROJECTS

\$0 \$0 \$47,220,950 \$8,338,479 \$6,802,876 \$16,481,546 \$8,745,119 \$2,803,517 \$28,109,775 \$0 \$15,061,761 \$0 \$43,171,536

Footnotes:

- GENERAL: Budget amounts are subject to change from one year to the next because of inflation.
Budget amounts in 2020 for a project that are unpaid would cause that same project to cost more in 2021.
Carryover amounts are not added to Budget amounts. Carryover amounts are allocated to a budget year(s).
1 Project extends beyond 2024 but anything after 2024 is not included here.

Facilities Fee	\$2,235	\$0	\$0	\$34,432,421	\$2,617,679	\$3,446,118	\$14,258,647	\$6,079,065	\$1,708,266	\$28,109,775		
Cap. Repl./Res.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
Developer	\$12,788,529	\$0	\$0	\$12,788,529	\$5,720,801	\$3,356,758	\$2,222,898	\$2,666,053	\$1,095,251	\$15,061,761		
Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
	\$47,223,185	\$2,235	\$0	\$47,220,950	\$8,338,479	\$6,802,876	\$16,481,546	\$8,745,119	\$2,803,517	\$28,109,775	\$0	\$43,171,536

Beaumont-Cherry Valley Water District
2020-2024 Capital Improvement Budget

Appendix H

Potable Pipeline Projects Funded With Capacity Fees (Facilities Fees)

Project No. Inflation Factor		Pressure Zone	Funding Source					(A) Total Project Cost 2016 Dollars	(B) Actual 2017 1,02816	(C) Actual 2018 1,0571	(D) Estimated Actual 2019 1,0869	(E) = (A/(1 - (P) - (G)) (C) - (D)	(F) = (E) x CY Inflation	(G) = (E) x (CY Inflation) - (F)	(H) = (E) x (CY Inflation) - (F) - (G)	(I) = (E) x (CY Inflation) - (P) - (G) - (H)	Adjusted Budget By Funding Source				Total Adjusted Budget
			Facility Fees	Cap. Repl. Res.	Developer	Other	Facility Fees										Capital Replace.	Developer	Other		
P-2520-0003	2520	Cherry Valley Blvd., End Ex. 24-in to Suncoal PA 17	55%	0%	45%	0%	\$ 171,946	1,028,116	1,057,1	1,086,9	171,946	1,117,5	1,149	1,183	1,2146	1,2488	118,099	0	96,627	0	214,726
P-2520-0004	2520	Cherry Valley Blvd., Suncoal PA 17 to PA 22/26	55%	0%	45%	0%	\$ 850,441	1,028,116	1,057,1	1,086,9	850,441	950,367	1,149	1,183	1,2146	1,2488	527,021	0	427,665	0	950,367
P-2520-0005	2520	Cherry Valley Blvd., Suncoal PA 22/27 to Oak Valley Pkwy	55%	0%	45%	0%	\$ 611,046	1,028,116	1,057,1	1,086,9	611,046	688,844	2,851,060	1,183	1,2146	1,2488	375,564	0	307,280	0	682,844
P-2520-0006	2520	Oak Valley Pkwy., Cherry Valley Blvd to San Tim Crossing at Hidden Can.	55%	0%	45%	0%	\$ 2,481,340	1,028,116	1,057,1	1,086,9	2,481,340	2,851,060	2,851,060	2,851,060	2,851,060	2,851,060	1,568,083	0	1,292,977	0	2,851,060
P-2520-0008	2520	San Timoteo Stream Crossing	55%	0%	45%	0%	\$ 1,982,285	1,028,116	1,057,1	1,086,9	1,982,285	2,341,674	2,341,674	2,341,674	2,341,674	2,341,674	1,287,921	0	1,053,753	0	2,341,674
P-2520-0009	2520	In Heartland 2520 Tract, stream crossing to Clifton Way	55%	0%	45%	0%	\$ 1,946,815	1,028,116	1,057,1	1,086,9	1,946,815	2,341,674	2,341,674	2,341,674	2,341,674	2,341,674	1,287,921	0	1,053,753	0	2,341,674
P-2520-0009	2520	In Heartland 2520 Tract, Clifton Way to Potrero	55%	0%	45%	0%	\$ 1,741,625	1,028,116	1,057,1	1,086,9	1,741,625	2,341,674	2,341,674	2,341,674	2,341,674	2,341,674	1,287,921	0	1,053,753	0	2,341,674
P-2520-0011	2520	In Potrero from Heartland to 2520 Tank in Legacy	70%	0%	30%	0%	\$ 2,804,438	1,028,116	1,057,1	1,086,9	2,804,438	3,302,182	3,302,182	3,302,182	3,302,182	3,302,182	2,451,527	0	1,050,655	0	3,302,182
P-2520-0010	2520	Highlands (Preserve)	40%	0%	60%	0%	\$ 138,802	1,028,116	1,057,1	1,086,9	138,802	155,111	155,111	155,111	155,111	155,111	62,045	0	93,067	0	155,111
P-2520-0010	2520	Sunny Cal Egg Ranch, Cherry Valley Blvd South	0%	0%	100%	0%	\$ 198,229	1,028,116	1,057,1	1,086,9	198,229	221,520	221,520	221,520	221,520	221,520	0	0	221,520	0	221,520
P-2520-0011	2520	Sunny Cal Egg Ranch, Brookside Ave. north	0%	0%	100%	0%	\$ 687,361	1,028,116	1,057,1	1,086,9	687,361	789,778	789,778	789,778	789,778	789,778	197,444	0	592,333	0	789,778
P-2520-0013	2520	Brookside Ave., Sunny Cal Entrance to Decadear St.	25%	0%	75%	0%	\$ 107,981	1,028,116	1,057,1	1,086,9	107,981	134,846	134,846	134,846	134,846	134,846	0	0	0	0	134,846
P-2520-0014	2520	New Sunny Cal Egg Ranch Well, east, discharge pipe to Brookside Ave.	100%	0%	0%	0%	\$ 44,860	1,028,116	1,057,1	1,086,9	44,860	56,021	56,021	56,021	56,021	56,021	56,021	0	0	0	56,021
P-2520-0016	2520	Well discharge pipe, north of Brookside Ave. at Decadear St.	100%	0%	0%	0%	\$ 84,865	1,028,116	1,057,1	1,086,9	84,865	105,979	105,979	105,979	105,979	105,979	105,979	0	0	0	105,979
P-2520-0017	2520	Ryland Well discharge pipe	100%	0%	0%	0%	\$ 1,189,055	1,028,116	1,057,1	1,086,9	1,189,055	1,328,768	1,328,768	1,328,768	1,328,768	1,328,768	531,507	0	797,261	0	1,328,768
P-2520-0017	2520	Cherry Valley Blvd, Champions Dr., to Oak Valley Pkwy	40%	0%	60%	0%	\$ 1,889,082	1,028,116	1,057,1	1,086,9	1,889,082	2,231,573	2,231,573	2,231,573	2,231,573	2,231,573	1,227,365	0	1,004,208	0	2,231,573
P-2520-0018	2520	Oak Valley Pkwy, Cherry Valley Blvd. to San Timoteo Stream Crossing	55%	0%	45%	0%	\$ 1,889,082	1,028,116	1,057,1	1,086,9	1,889,082	2,231,573	2,231,573	2,231,573	2,231,573	2,231,573	1,227,365	0	1,004,208	0	2,231,573
P-2520-0018	2520	Oak Valley Pkwy, Cherry Valley Blvd. to San Timoteo Stream Crossing	55%	0%	45%	0%	\$ 1,889,082	1,028,116	1,057,1	1,086,9	1,889,082	2,231,573	2,231,573	2,231,573	2,231,573	2,231,573	1,227,365	0	1,004,208	0	2,231,573
P-2520-0019	2520	Stream Crossing	55%	0%	45%	0%	\$ 1,889,082	1,028,116	1,057,1	1,086,9	1,889,082	2,231,573	2,231,573	2,231,573	2,231,573	2,231,573	1,227,365	0	1,004,208	0	2,231,573
P-2520-0019	2520	San Timoteo Stream Crossing	55%	0%	45%	0%	\$ 1,889,082	1,028,116	1,057,1	1,086,9	1,889,082	2,231,573	2,231,573	2,231,573	2,231,573	2,231,573	1,227,365	0	1,004,208	0	2,231,573
P-2520-0020	2520	Oak Valley Pkwy., San Timoteo Stream Crossing to end of pipe at Padre San Cal	40%	0%	60%	0%	\$ 683,878	1,028,116	1,057,1	1,086,9	683,878	785,776	785,776	785,776	785,776	785,776	314,310	0	471,465	0	785,776
P-2520-0020	2520	Padre San Cal, San Timoteo Stream Crossing to end of pipe at Oak Valley Pkwy	40%	0%	60%	0%	\$ 309,059	1,028,116	1,057,1	1,086,9	309,059	365,092	365,092	365,092	365,092	365,092	91,273	0	273,819	0	365,092
P-2520-0032	2520	Forest Road extension, across Noble Cr. to San Timoteo Creek (see Heartland (6 Potrero))	25%	0%	75%	0%	\$ 738,132	1,028,116	1,057,1	1,086,9	738,132	824,863	824,863	824,863	824,863	824,863	206,216	0	618,647	0	824,863
P-2520-0072	2750	Ring Ranch Rd extension, across Noble Cr. to Kirkwood Ranch Project	25%	0%	75%	0%	\$ 854,452	1,028,116	1,057,1	1,086,9	854,452	954,850	954,850	954,850	954,850	954,850	238,712	0	716,137	0	954,850
P-2520-0074	2750	Kirkwood Ranch, Oak Valley Pkwy to I-10 (existing pipe)	25%	0%	75%	0%	\$ 221,556	1,028,116	1,057,1	1,086,9	221,556	276,679	276,679	276,679	276,679	276,679	276,679	0	0	0	276,679
P-2520-0010	2850	Oak View Dr., New Well to Brookside Ave.	100%	0%	0%	0%	\$ 890,445	1,028,116	1,057,1	1,086,9	890,445	995,072	995,072	995,072	995,072	995,072	248,768	0	746,304	0	995,072
P-2850-0017	2850	Sundance Drive, Sundance Circle to Highland Springs Rd.	25%	0%	75%	0%	\$ 184,296	1,028,116	1,057,1	1,086,9	184,296	205,950	205,950	205,950	205,950	205,950	205,950	0	0	0	205,950
P-2850-0018	2850	2850 to 3040 Zone Booster Pump Suction and Discharge Pipes	100%	0%	0%	0%	\$ 1,569,995	1,028,116	1,057,1	1,086,9	1,569,995	1,860,610	1,860,610	1,860,610	1,860,610	1,860,610	882,275	0	1,078,336	0	1,860,610
P-2850-0019	2850	Highland Springs Ave., Proposed Buried Tank to Cougar Way	45%	0%	55%	0%	\$ 1,111,051	1,028,116	1,057,1	1,086,9	1,111,051	1,241,599	1,241,599	1,241,599	1,241,599	1,241,599	1,241,599	0	0	0	1,241,599
P-3040-0009	3040	Cherry Ave. Noble Tank to Dutton St	100%	0%	0%	0%	\$ 1,043,286	1,028,116	1,057,1	1,086,9	1,043,286	1,165,872	1,165,872	1,165,872	1,165,872	1,165,872	92,615	0	874,404	0	1,165,872
P-3040-0016	3040	Cougar Way, Cherry Ave. to Highland Springs Ave.	25%	0%	75%	0%	\$ 116,742	1,028,116	1,057,1	1,086,9	116,742	130,459	130,459	130,459	130,459	130,459	97,844	0	97,844	0	130,459
P-3040-0017	3040	2850 Sundance Booster to 3040 Zone	25%	0%	75%	0%	\$ 397,724	1,028,116	1,057,1	1,086,9	397,724	456,985	456,985	456,985	456,985	456,985	114,246	0	342,738	0	456,985
P-3040-0018	3040	Highland Springs Ave., Cougar Way to Brookside Ave	25%	0%	75%	0%	\$ 397,724	1,028,116	1,057,1	1,086,9	397,724	456,985	456,985	456,985	456,985	456,985	114,246	0	342,738	0	456,985

Appendix H

[illegible]

Beaumont-Cherry Valley Water District
2020-2024 Capital Improvement Budget
Appendix I

Sites Reservoir

Project No. Not Initialed	Year Needed	Title	FUNDING SOURCE				Total Project Cost 2019 Dollars	Year	New Project Dollars	Actual 2017	Actual 2018	Estimated Actual 2019	Estimated Carryover 2019	2020	2021	2022	2023	2024	Facilities Fees				Total Adjusted Budget
			Facility Fees	Cap. Repl. Res.	Developer	Other													Facilities Fees	Capitat Replac.	Developer	Other	
WA-SITES-Reser	2020	Investment in Sites Reservoir Project	100%	0%	0%	0%	\$ 4,000,000			166,200		262,099	3,571,701	93,714	93,714	519,643	866,071	1,039,286	\$ 2,612,428	\$ -	\$ -	\$ -	\$ 2,612,428
																							\$ -
							\$ 4,000,000		\$ -	166,200	-	262,099	3,571,701	93,714	93,714	519,643	866,071	1,039,286	\$ 2,612,428	\$ -	\$ -	\$ -	\$ 2,612,428
		Totals																					\$ -

DRAFT



**Beaumont-Cherry Valley Water District
Regular Board Meeting
December 18, 2019**

Item 6

STAFF REPORT

TO: Board of Directors
FROM: Dan Jagers, General Manager
SUBJECT: 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 set at a rate of \$200 per Ordinance 2007-01, adopted on December 12, 2007 and has not been increased since.

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 was presented to the Board at the October 9, 2019 regular meeting. At that time, the Board noted that many other comparable agencies offer health insurance benefits to their elected Board members and directed staff to investigate the possibility of offering same to BCVWD directors, or an optional cash-in-lieu benefit to cover the cost of private insurance premiums.

Staff research showed and District legal counsel confirmed that cash-in-lieu of benefit is not an option for elected officials of this public agency. This information was presented at the November 25, 2019 meeting of the Personnel Committee, and the Committee subsequently directed staff to bring back consideration of the per diem to the full Board with specific options for increases at 50, 60 and 75 percent of the maximum (see Table A, below), with the goal of making BCVWD director compensation equitable with other comparable agencies.



Compensation may 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).

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.

Staff continues to work toward offering a possible insurance option for directors (see related agenda item regarding engagement of a Benefits Broker of Record), or providing a Medical Reimbursement Program option for directors (see related Agenda item regarding recommendations of the Personnel Committee regarding equitable compensation to elected members of the Board of Directors).

Fiscal Impact

If the per diem is increased to the maximum level of \$320, the total annual maximum impact if all directors attend all anticipated meetings would be approximately \$ \$71,680. The percent increase is calculated using a percentage of the total allowable increase of \$120.

TABLE A – Estimated impact of per diem increases

CURRENT	Monthly Meetings	Mo. Per Diem	# of mtgs	Annual total, all directors, all mtgs
Individual per diem (Ord. 2007-01)		\$ 200		
5 directors	Regular meetings	\$ 1,000	24	\$ 24,000
2 directors	Standing committees (2)	\$ 400	16	\$ 6,400
2 directors	Ad Hoc Committees (3)	\$ 600	24	\$ 14,400
	TOTAL		64	\$ 44,800

	Monthly Meetings	Mo. Per Diem	# of mtgs	Annual total, all directors, all mtgs
Individual per diem 50 percent increase		\$ 260		
5 directors	Regular meetings	\$ 1,300	24	\$ 31,200
2 directors	Standing committees (2)	\$ 520	16	\$ 8,320
2 directors	Ad Hoc Committees (3)	\$ 780	24	\$ 18,720
	TOTAL		64	\$ 58,240

	Monthly Meetings	Mo. Per Diem	# of mtgs	Annual total, all directors, all mtgs
Individual per diem 60 percent increase		\$ 272		
5 directors	Regular meetings	\$ 1,360	24	\$ 32,640
2 directors	Standing committees (2)	\$ 544	16	\$ 8,704
2 directors	Ad Hoc Committees (3)	\$ 816	24	\$ 19,584
	TOTAL		64	\$ 60,928



	Monthly Meetings	Mo. Per Diem	# of mtgs	Annual total, all directors, all mtgs
Individual per diem 75 percent increase		\$ 290		
5 directors	Regular meetings	\$ 1,450	24	\$ 34,800
2 directors	Standing committees (2)	\$ 580	16	\$ 9,280
2 directors	Ad Hoc Committees (3)	\$ 870	24	\$ 20,880
	TOTAL		64	\$ 64,960

	Monthly Meetings	Mo. Per Diem	# of mtgs	Annual total, all directors, all mtgs
Individual per diem full increase		\$ 320		
5 directors	Regular meetings	\$ 1,600	24	\$ 38,400
2 directors	Standing committees (2)	\$ 640	16	\$ 10,240
2 directors	Ad Hoc Committees (3)	\$ 960	24	\$ 23,040
	TOTAL		64	\$ 71,680

Attachment(s)

Exhibit A - Ordinance 2007-01

Exhibit B - BCVWD Policy and Procedures Manual, Part II, Section 16

Report prepared by Lynda Kerney, Administrative Assistant

EXHIBIT A

ORDINANCE NO. 2007-1

**ORDINANCE OF THE BOARD OF DIRECTORS OF THE
BEAUMONT-CHERRY VALLEY WATER DISTRICT PROVIDING FOR
COMPENSATION OF MEMBERS OF THE
BOARD OF DIRECTORS**

**THE BOARD OF DIRECTORS OF THE BEAUMONT-CHERRY VALLEY
WATER DISTRICT, RIVERSIDE COUNTY, CALIFORNIA, DOES ORDAIN as
follows:**

Section 1. Purpose. This Ordinance is enacted pursuant to Section 20200 et seq.
of the Water Code of California.

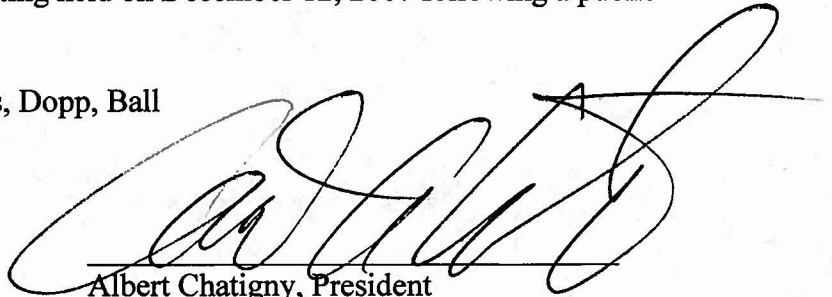
Section 2. Compensation and Operative Date.


A. Each Director shall receive \$200.00 compensation per day for each day's
service rendered at meetings or events specified in the Policy Statement entitled "Board
Member's Compensation and Expense Reimbursement" adopted this same date and as
amended from time to time, not exceeding a total of ten (10) days in any calendar month.

THE FOREGOING ORDINANCE was introduced at a meeting of the Board of
Directors of the Beaumont-Cherry Valley Water District held on December 12, 2007,
following a public hearing, notice of which was published in the Press Enterprise. This
Ordinance takes effect 60 days from and after the date of its passage.

PASSED and ADOPTED by the Board of Directors of the Beaumont-Cherry
Valley Water District at a regular meeting held on December 12, 2007 following a public
hearing by the following vote:

AYES: Chatigny, Parks, Dopp, Ball
NOES: Lash
ABSENT:
ABSTAIN:


Albert Chatigny, President
Beaumont-Cherry Valley Water District and
the Board of Directors thereof


C.J. Butcher, Secretary
Beaumont-Cherry Valley Water District
and the Board of Directors thereof

**EXHIBIT B -
BCVWD Policy and Procedures Manual, Part II, Section 16**

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.



**Beaumont-Cherry Valley Water District
Regular Board Meeting
December 18, 2019**

Item 7

STAFF REPORT

TO: Board of Directors
FROM: Dan Jagers, General Manager
SUBJECT: **Recommendations of the Personnel Committee regarding Equitable Compensation to Elected Members of the Board of Directors**

Staff Recommendation

None. Direct staff as desired.

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 or providing a cash-in-lieu of benefit.

Staff subsequently presented information to the Personnel Committee at its November 25, 2019 meeting demonstrating that the cash-in-lieu of benefit is not an option for elected directors. The Committee requested staff examine alternative benefits for directors in order to bring BCVWD director compensation to equitable terms with other agencies which offer health benefits. These options are being researched in parallel with the potential for offering health insurance benefits to directors and potential increase in the director per diem rate.

Summary

The proposed alternative benefits as defined by the Personnel Committee are:

1. Medical Reimbursement program.
2. District-paid or District-issued cellular telephone.
3. California Public Employees Retirement System (CalPERS) service credit

Staff requests further direction from the Board regarding each of these items, discussed below. Note that staff understands the primary goal of the Board is to make a determination on the provision of health insurance benefits to directors, investigation of which is ongoing and running parallel to these alternatives. Staff also posits that an alternative exists in the form of increasing the Board's per diem fees, presented in a separate staff report.

1. Medical Reimbursement program.

Although it is permissible for elected directors to participate in health insurance benefits (Government Code §35120), California law¹ precludes water district directors from receiving

¹ California Attorney General Opinion 00-111 and Thorning v. Hollister School District, (1992) Cal. App. 4th 1598, 1606-1607



compensation in excess of the allowable limit (i.e. the per diem amount). Instead, the Board may consider a medical reimbursement program which allows for District reimbursement of directors' out-of-pocket expense for medical benefits. Such a program is offered by the San Geronimo Pass Water Agency, and its policy is attached for reference (Attachment A). The SGPWA's current policy cap is \$2,000. Personnel Committee members suggested District staff review options and present findings related to this type of program with the potential for such a program for Board members to have a cap of \$3,000 per year.

2. District-paid or District-issued cellular telephone.

BCVWD current cell phone policy covers only the use of cell phones (Attachment B); it does not currently include a specific policy on the issuance of District-owned cell phones or the reimbursement for District business use of a personal cell phone. Such policies are becoming more common, and staff plans to review this in the future.

Staff has found no incidence of provision of District-paid cell phones or reimbursements to elected directors. It is highly possible that a District-provided phone may fall within the same prohibitions on receiving compensation in excess of the allowable limit. District legal counsel will be consulted.

Should the reimbursement of business use of cell phones be determined to be allowable as an actual and necessary expense incurred in performance of official duties, the Board will need to consider an amendment to the District's Policies and Procedures Manual to establish new policy, covering both employees and electeds regarding how and to whom reimbursements are paid. In addition, Part II of the Policies and Procedures Manual governing Board member reimbursable expenditures will need to be revised to include reimbursement for cell phone expenses.

Most significantly, Board member use of a personal cell phone for District business especially as related to email and texting creates a host of California Public Records Act (CPRA) implications². As a rule, such use is highly discouraged. The City of San Jose v. Superior Court case (2017 – 2 Cal. 5th 608) determined that when a public employee uses a personal account or device to communicate about conduct of the public's business, the writings may be subject to disclosure under the CPRA. A "writing" is considered retained by the agency even if it is retained on a personal email, text or other account including social media. The California Supreme Court issued guidance for agencies indicating that policies should be developed that reduce the incidence of public records being maintained in private accounts and devices, specifically discourage employees and officials from using personal accounts to conduct agency business.

However, quite a few agencies provide a small reimbursement to employees who use their personal cell phones during the business day (a "Bring Your Own Device" policy). The percentage / amount of such reimbursement is dependent on the amount of business vs. personal use of the device and can never be 100 percent of the cost. In addition, the IRS may consider this taxable compensation. If desired by the Board, staff will research further and produce sample policies.

² Government Code §6252(e-g): "Public records include any writing containing information relating to the conduct of the public's business prepared, owned, used or retained by any state or local agency regardless of physical form or characteristics." "Writing means any handwriting, typewriting ... transmitting by electronic mail ... and every other means of recording upon any tangible thing any form of communication or representation"



3. California Public Employees Retirement System (CalPERS) service credit

In 1994, the California Public Employees Retirement Law established that elected officials of special districts are not eligible to become members of Cal PERS.³ This is not an option for BCVWD Board members.

Conclusion

Staff requests direction from the Board regarding continued pursuit of the above alternatives 1 and/or 2 given consideration and/or any Board action / decisions / direction related to the parallel activities on increased Board per diem compensation and provision of health benefits via a benefits broker.

Fiscal Impact

To be determined.

Attachments

- A. San Geronio Pass Water Agency Medical Reimbursement Plan
- B. BCVWD current cell phone policy

Staff Report prepared by Lynda Kerney, Administrative Assistant

³ California Government Code §20320 – 20325

SAN GORGONIO PASS WATER AGENCY

MEDICAL REIMBURSEMENT PLAN

The San Gorgonio Pass Water Agency hereby establishes Medical Reimbursement Plan (hereinafter called the "Plan").

DEFINITION OF PLAN

A medical reimbursement plan is any plan or arrangement under which an employer reimburses a director or employee for uninsured medical care expenses incurred by the director or employee or their qualified dependents.

DEFINITION OF MEDICAL CARE EXPENSES

Medical expenses are costs of diagnosis, cure, mitigation, treatment or prevention of disease, and the costs for treatments affecting any part or function of the body. They include the costs of equipment, supplies and diagnostic devices needed for these purposes. They also include dental expenses.

Medical care expenses must be primarily to alleviate or prevent a physical or mental defect or illness. They do not include expenses that are merely beneficial to general health, such as vitamins or a vacation.

Medical expenses include the premiums paid for insurance that covers expenses of medical care, and the amounts paid for transportation to get medical care. Medical expenses also include amounts paid for qualified long-term care services and limited amounts paid for any qualified long-term insurance contract.

This definition of medical expenses is to be construed in accordance with Internal Revenue Code Section 213 for deductible medical expenses. In general, IRS guidelines include amounts paid for medical care including, among other things, hospital services, nursing services, medical, laboratory, surgical, dental, and other diagnostic and healing services, x-rays, medicine and drugs. See Appendix A of this plan attached for more detailed list.

PLAN YEAR

The plan year starts on July 1 and extends to June 30 of the following year.

MAXIMUM CREDIT PER YEAR

For each plan year that the participant is eligible, the Agency will credit to each participant the maximum amount that has been established by the Board of Directors.

MAXIMUM CREDIT ACCUMULATION

The maximum amount each participant may accumulate is equal to the annual credit multiplied by 4, which is the normal term of a Board member. No further amounts will be credited when this amount has been reached, until the next plan year. At the beginning of the new plan year, the credit available for the new plan year will be added, up to the maximum as stipulated in this paragraph.

REIMBURSEMENT OF MEDICAL EXPENSES

After a director or employee is eligible to participate in this plan, the Agency will reimburse medical and dental expenses that were paid by the participant, up to the amount the participant has available. The amount each participant has available is equal to any amount available for the current year, plus any amounts available from previous eligible years.

The amount the Board of Directors establishes will be credited to each participant at the beginning of the plan year. If a participant does not use all of his credit in a plan year, it will be rolled over to the next plan year. Reimbursements will be paid up to the total amount available for the current year plus any amounts available from previous years, up to the aforementioned maximum amount.

Amounts for future years cannot be credited to the participant in advance of the plan year.

PLAN COVERS MEDICAL EXPENSES FOR DIRECTOR OR EMPLOYEE AND THEIR QUALIFIED DEPENDENTS

The Agency will reimburse for medical expenses that were paid for the director or employee and their qualified dependents.

A participant means a person who, on or after the effective date of the Plan, is

1. An active, permanent, full-time employee of the Agency and is scheduled to work not less than thirty (30) hours per week, or
2. An elected or appointed director of the Agency

A qualified dependent means a director or employee's spouse and other dependents who qualify as dependents under Section 152 of the Internal Revenue Code. In general, the word dependent as defined in Section 152 of the Code includes, among others, children, grandchildren, parents, brothers and sisters, if over half of such person's support is furnished by the participant.

PARTICIPATION ELIGIBILITY

An employee shall be eligible to participate in the Plan on his/her first day of employment. A director shall be eligible to participate in the Plan on the first day sworn into office. A qualified dependent is eligible on the date the director/employee becomes eligible or the date the director/employee acquires the qualified dependent.

PAYMENTS UNDER THE PLAN

Payments shall be made upon request of the director/employee for all or part of the medical expenses incurred; provided, however, that

1. The medical expenses were incurred while the participant was covered under this plan as a participant.

2. Payments will be made only upon proof that the medical expenses were incurred; as such **only original detailed receipts must be submitted.**
3. Such payment shall be made from this plan only in the event, and to the extent, that payment of such medical expenses is not provided for under any medical insurance policy, other medical reimbursement plan, Medicare, or under any other Federal, state, or other Governmental accident and health plan or program.

TERMINATION OF PARTICIPATION

Participation in the plan will cease on the earlier of the following:

1. The date the participant ceases to be an eligible director or employee or qualified dependent
2. The date this plan is terminated.
3. Requests for payments must be turned in within 30 days of the participant's date of termination. All requests submitted after the termination date must meet all other payment requirements. Credits remaining after all qualified payments have been made are not available for any other use, and will be zeroed in any relevant documentation maintained by the Agency.

AMENDMENT AND TERMINATION

The Board of Directors shall have the right to alter, amend or terminate the plan in whole or in part at any time as it determines to be appropriate.

EFFECTIVE DATE

The effective date of this plan is March 7, 2011.

SAN GORGONIO PASS WATER AGENCY

MEDICAL REIMBURSEMENT PLAN

APPENDIX A

EXCERPT FROM IRS PUBLICATION 17

Table 21-1 Medical and Dental Expenses Checklist

Generally included:		Generally non included:	
<ul style="list-style-type: none"> • Bandages • Birth control pills prescribed by your doctor • Capital expenses for equipment or improvements to your home needed for medical care (see Publication 502) • Certain fertility enhancement procedures (see Publication 502) • Certain weight-loss expenses for obesity • Diagnostic devices • Expenses for an organ donor • Eye surgery – to promote the correct function of the eye • Guide dogs or other animals aiding the blind, deaf and disabled • Hospital services fees (lab work, therapy, nursing services, surgery, etc) • Lead-based paint removal (see Publication 502) • Legal abortion • Legal operation to prevent having children such as a vasectomy or tubal ligation • Long-term care contracts, qualified (see Publication 502) • Meals and lodging provided by a hospital during medical treatment 	<ul style="list-style-type: none"> • Medical and hospital premiums • Medical services fees (from doctors, dentists, surgeons, specialists, and other medical practitioners) • Oxygen equipment and oxygen • Part of life-care fee paid to retirement home designated for medical care • Prescription medicines (prescribed by a doctor) and insulin • Psychiatric and psychological treatment • Social Security tax, Medicare tax, FUTA, and state employment tax for worker providing medical care (see Wages for nursing services below) • Special items (artificial limbs, false teeth, eye-glasses, contact lenses, hearing aids, crutches, wheelchair, etc) • Special education for mentally or physically disabled persons (see Publication 502) • Stop-smoking programs • Transportation for needed medical care • Treatment at a drug or alcohol center (includes meals and lodging provided by the center) • Wages for nursing services (see Publication 502) 	<ul style="list-style-type: none"> • Baby sitting and childcare • Bottled water • Contributions to Archer MSA'S (see Publication 969) • Diaper service • Expenses for your general health (even if following your doctor's advice) such as: <ul style="list-style-type: none"> -Health club dues -Household help -Social activities such as dancing or swimming lessons -Trip for general health improvement • Flexible spending account reimbursements for medical expenses (see Publication 502) • Funeral, burial or cremation expenses • Health savings account payments for medical expenses (see Publication 502) • Illegal operation or treatment • Life insurance or income protection policies, or policies providing payment for loss of life, limb, sight, etc. • Maternity clothes 	<ul style="list-style-type: none"> • Medical insurance included in car insurance covering all persons injured in or by your car • Medicine you buy without a prescription • Nursing care for a healthy baby • Prescription drugs you brought in (or ordered shipped) from another country, in most cases • Nutritional supplements, vitamins, herbal supplements, "natural medicines", etc. , unless recommended by a medical practitioner as a treatment for a specific medical condition diagnosed by a physician • Surgery for purely cosmetic reasons (see Publication 502) • Toothpaste, toiletries, cosmetics, etc. • Teeth whitening • Weight-loss expenses not for the treatment of obesity or other disease

BCVWD Policies and Procedures Manual - Part 1 – Section 46

46. CELLULAR TELEPHONE USAGE

- A. Personal cellular telephones may be used by employees during hours of work for essential personal calls, or for an occasional personal business call.
 - i. Essential personal calls are defined as calls of minimal duration and frequency that are urgent in nature and cannot be made at another time or from a different telephone. Examples of essential personal calls are calls to arrange for care of a child or other family emergency, to alert a family member of an unexpected delay due to a change in work schedule, or to arrange for transportation or service in the event of car trouble, etc.
 - ii. To the extent possible, personal cellular telephone usage should be confined to rest and lunch breaks, and in locations such that the conversation is not disrupting to other employees or District business.
- B. **Exception.** Personal and District-owned cellular telephone usage will not be permitted by employees who are engaged in a continuous operation, such as a member on a utility crew engaged in the construction or repair of District facilities.
- C. **Meetings.** Personal and District-owned cellular telephones will be turned off or set to vibration mode during meetings, training sessions or during work hours if the employee's work station is in close proximity to others.
- D. **Safety.** Employees are expected to operate District vehicles and equipment in a safe and prudent manner. Therefore, if use of a cellular telephone is necessary while driving a District vehicle or operating potentially hazardous equipment, hands-free cellular telephone accessories shall be used to maximize the employee's attentiveness. District employees will follow current laws concerning driving and the use of electronic devices.
- E. **Camera Phones.** Camera phones shall not be used in situations where any individual may have an expectation of privacy. This includes but is not limited to restrooms, locker rooms and training rooms.
- F. **Text Messages.** Text messaging devices shall not be used by employees to communicate with each other during working hours unless specifically authorized for District purposes by a supervisor.



**Beaumont-Cherry Valley Water District
Regular Board Meeting
December 18, 2019**

Item 8

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

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 November 25, 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.

At its meeting of November 13, 2019, the Board of Directors requested the Personnel Committee make revisions to Section 6C, and at its meeting on November 25, 2019 the Committee produced the requested changes.

Attached is a redlined page showing the proposed revisions to Section 6C, and a final version without redline.

The Policy Manual Table of Contents will be updated to reflect new content and page numbers. This is an administrative task and does not require Board action or inclusion in the Resolution.

Fiscal Impact

No fiscal impact to the District.

Attachments

- Attachment A: Resolution 2019-___: Revising the District's Policies and Procedures Manual Part II including Exhibit A - Beaumont-Cherry Valley Water District Policies and Procedures, Part II Proposed, no redline
- Attachment B: Proposed Beaumont-Cherry Valley Water District Policies and Procedures, Part II, Section 6C Redlined

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:

//
//
//
//

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

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. 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 six (6) working days prior to the date of the next scheduled regular meeting.
- 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 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;

- 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.

(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
- 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 incurred 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.

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.C.~~ **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-six (65) working days prior to the date of the next scheduled regular 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.



**Beaumont-Cherry Valley Water District
Regular Board Meeting
December 18, 2019**

Item **9**

STAFF REPORT

TO: Board of Directors

FROM: Dan Jagers, General Manager

SUBJECT: **Consideration of Resolution 2019-____, Amending the District's Regulations Governing Water Service – Part 6 – Customer Account Billing to comply with SB 998, the Water Shutoff Protection Act**

Staff Recommendation

Adopt Resolution 2019-____: Amending the District's Regulations Governing Water Service – Part 6 – Customer Account Billing

Background

SB 998 Discontinuation of Residential Water Service, also known as the Water Shutoff Protection Act was approved by Governor Jerry Brown and filed with the Secretary of State on September 28, 2018. It requires every urban and community water system with more than 200 water service connections to comply with the several mandates as of February 1, 2020.

At its meeting of September 26, 2019, the Board was briefed on the recently enacted legislation. One of the core tenets of the bill is that water systems may not discontinue residential water service due to delinquent payment until payments are delinquent for at least 60 days.

District staff requested discussion and direction from the Board on selecting a proposed SB 998-compliant billing method. The consensus of the Board at that time was to base the timeline, from bill issuance to discontinuation of water service on Option A with a 15-day due date from the date of bill issuance. Therefore, the revised policy also includes a non-penalty phase of 15 days after the revised due date to minimize impact to the customers who typically pay their bills within the current 30-day payment window.

Staff worked with Legal Counsel to develop the billing option proposed on table below:



Table 1
Current and Proposed SB 998-Compliant Billing Methodologies

Dates	Current	Proposed Bill Due in 15 days
5/14/2020	May bill issued for Mar-Apr usage	
5/18/2020		May bill issued for Mar-Apr usage
6/2/2020		May bill due
6/3/2020		May bill delinquent
6/15/2020	May bill due	
6/16/2020	2nd Notice	
6/17/2020		2nd Notice <i>15 days delinquent</i>
6/29/2020	2nd Notice due	2nd Notice due
6/30/2020	3rd Notice	3rd Notice <i>28 days delinquent</i>
7/2/2020	Courtesy Call	
7/7/2020	3rd Notice due (5pm inactivation)	
7/8/2020	Disconnection of service	
7/16/2020	July bill issued for May-Jun usgage	Courtesy Call <i>44 days delinquent</i>
7/20/2020		July bill issued for May-Jun usgage
7/30/2020		Courtesy Call <i>58 days delinquent</i>
8/4/2020		3rd Notice due (5pm inactivation) <i>63 days delinquent</i> July bill due
8/5/2020		Disconnection of service <i>64 days delinquent</i> July bill delinquent
8/17/2020	July bill due	
8/18/2020	2nd Notice	
8/19/2020		2nd notice penalty (15 days delinquent)

55 days from the date bill issued

79 days from the date bill issued

*If due date falls on a weekend day or holiday, payment will be accepted on the following business day without penalty

The proposed timeline would be compliant with SB 998, while minimizing impacts to the District's collections processes as well as to the majority of customers, those who usually pay the bill by the due date.



Summary

The proposed changes to the District's Regulations Governing Water Service – Part 6 – Customer Account Billing attached to the Resolution as Exhibit A were developed to reflect the direction of the Board and to comply with the requirements of SB 998. Significant substantive changes were required and include:

Staff-Level changes:

- Clean-up and organization of the policy

Legal Counsel provided language, changes and recommendations in compliance with SB 998:

Discontinuation policy containing:

- a. A plan for deferred or reduced payment schedules for those who qualify
- b. Alternative payment schedules for those who qualify
- c. Formal mechanism to contest and appeal bill

Procedural Protections added and/or revised:

- No discontinuance of residential water service due to non-payment until the payments are delinquent for at least 60 days
- New or revised compliant procedures for appeals, extensions and alternative repayment options.

Shutoff notices:

- Must be in English, Spanish, Chinese, Tagalog, Vietnamese and Korean
- Must be sent to mailing address and service address
- Must include:
 - Customer's (consumer's) name
 - Amount of delinquency
 - Description on how to petition bill
 - Description of procedure for a deferred, reduced or alternative payment schedule
- If unable to make contact with account holder (returned mail):
 - Must make good faith effort to visit residence and leave:
 - Notice of imminent discontinuation of service
 - Copy of District's discontinuation policy.
- Provide a copy of discontinuation policy to customer no fewer than seven (7) business days before water service is shut off.

Special Medical or Financial Circumstances

Avoid discontinuing residential water service if all of the following conditions exist:

- A primary care provider certifies the discontinuation of water service will pose a serious or potentially fatal threat to a resident.
- The customer demonstrates an inability to pay based on receipt of public assistance or a declaration that the household is below 200 percent of the federal poverty level.
- The customer is willing to establish an alternative payment arrangement
 - The District may choose the payment plan options and parameters



Limit reconnection fees for low-income customers (and waive interest charges on delinquent bills).

Other Considerations and Requirements

- Provide notice to renters and mobile home or multi-family residents that their service may be discontinued due to non-payment by their landlords, and that the residents have the right to become customers of the District without paying the past-due amounts owed by the landlord to reconnect service.
- Annually post the number of times the District has discontinued service for non-payment on the District's website and provide an annual report to the State Board of Directors.

Should the Board request additional changes to the policy language, further legal counsel review will be recommended.

Fiscal Impact

The fiscal impact is yet to be determined, and is being considered as part of the rate study in progress by Raftelis Financial Consultants. There are several implications such as a decrease in reconnection fees collected and an increase in administrative costs for staff time to administer an alternative payment arrangement program.

In addition, there will be expenses related to producing, translating and printing the required notices, and increased field staff time to provide required notification. The District also expects reduced ability to charge delinquent bill fees / late charges.

Attachments

1. Resolution 2019-__: Amending the District's Regulations Governing Water Service – Part 6 – Customer Account Billing, with Exhibit A
2. Part 6 policy with redline by legal counsel (original District changes accepted)
3. Part 6 policy with redline by District staff (District changes from original policy)
4. Original Part 6 policy, no redline
5. Minutes of the Board of Directors meeting of 9/26/19 re: SB 998

Staff Report prepared by Bill Clayton, Finance and Administrative Analyst and Lynda Kerney, Administrative Assistant

RESOLUTION 2019-__

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE BEAUMONT-CHERRY VALLEY WATER DISTRICT
AMENDING THE DISTRICT'S REGULATIONS GOVERNING
WATER SERVICE PART 6 – CUSTOMER ACCOUNT BILLING**

WHEREAS, SB 998 Discontinuation of Residential Water Service, also known as the Water Shutoff Protection Act was approved by Governor Jerry Brown and chaptered by the Secretary of State on September 28, 2018; and

WHEREAS, California law now requires every urban and community water system with more than 200 water service connections to comply with the SB 998 mandates as of February 1, 2020; and

WHEREAS, the existing BCVWD policy (Regulations Governing Water Service, Part 6) regarding customer account billing was reviewed, re-organized and rewritten to include and comply with the mandates set forth by SB 998; and

WHEREAS, the District's legal counsel has reviewed the revisions to the policy and legal recommendations and language have been included,

NOW THEREFORE, BE IT RESOLVED by the Board of Directors of the Beaumont-Cherry Valley Water District that the District's Regulations Governing Water Service – Part 6 – Customer Account Billing is hereby rescinded in its entirety and replaced with the content of Exhibit A, attached, effective February 1, 2020.

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

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

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

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



Exhibit A

BEAUMONT-CHERRY VALLEY WATER DISTRICT REGULATIONS GOVERNING WATER SERVICE PART 6 – CUSTOMER ACCOUNT BILLING AND COLLECTIONS

6-1 GENERAL PROVISION: The Board of Directors shall establish rates and charges for services provided by the Beaumont-Cherry Valley Water District as identified in Part 5 of the District's Regulations Governing Water Service and as provided for herein. The customer (consumer) and/or property owner is liable for all services subsequent to the date stipulated on the application and until such time as the customer (consumer) makes a formal request to the District to discontinue the service. A person or entity taking possession of premises and using water from an active connection without having made application to the District for water service shall be liable for the water delivered from the date of the last recorded reading.

6-1.1 CHARGES: Water charges shall begin when a water service connection is installed and the meter is set, or an existing service is requested to be turned on, unless the water is otherwise requested by the customer (consumer) to be left shut off when the service connection is ordered or installed. Thereafter, the District may transfer to the account which is established for such service, in accordance with California State Water Code Section 22282.1, any delinquent and/or unpaid charges from other closed or open accounts which are held by the customer (consumer) and/or property owner with the District.

6-2.1 RENDERING OF THE BILL: The regular billing period will be bi-monthly except all large-volume commercial and other accounts designated by the District, which will be billed monthly.

6-2.1.2 INFORMATION ON BILL: The bill will be in the form of a statement showing one (1) or more of the following: charge for water used, service charge, other charges, and a total amount due. In addition, the bill will show the customer's (consumer's) account number, the date of billing, the service location and the address to which the bill was mailed.

6-2.2 PERSON TO BE BILLED: Charges will be billed to the customer (consumer) noted in the application submitted in accordance with Part 4 of the District's Regulations Governing Water Service. The customer (consumer) shall notify the District of any change in ownership or occupancy of the premises at least three (3) calendar days prior to such change.

6-2.3 OPENING AND CLOSING BILLS: Opening and closing bills for less than the normal billing period shall consist of charges for actual water consumption and a proration of the availability charge.

6-2.4 PAYMENT OF BILLS: Bills for metered water service shall be rendered at the end of each billing period and are due and payable within fifteen (15) calendar days of issuance of said bill by the District. On the sixteenth (16th) day, any unpaid balance will be considered past due and delinquent. Delinquent accounts are hereafter identified as any account that remains unpaid without having established an alternative payment plan, an arrangement that extends into the next billing period and is signed by the customer (consumer), by close of business fifteen (15) calendar days after issuance of the water bill. Although the account is considered delinquent, a fifteen (15) calendar-day payment grace period will be granted automatically before the first penalty is imposed. A penalty will be imposed on any unpaid balance on the thirty-first (31st) calendar day after issuance of the water



**BEAUMONT-CHERRY VALLEY WATER DISTRICT
REGULATIONS GOVERNING WATER SERVICE
PART 6 – CUSTOMER ACCOUNT BILLING AND
COLLECTIONS**

bill. The penalty imposed will be from the latest Resolution containing the Schedule of Administrative Cost Recoveries adopted by the Board of Directors (Attachment A).

All forms of cash payments, including checks and preauthorized withdrawals are accepted for payment. The District may accept credit cards as payment for bills as a convenience to customers (consumers). The District will charge a credit card processing fee as prescribed in the latest Resolution containing the Schedule of Administrative Cost Recoveries adopted by the Board of Directors (Attachment A).

6-2.5 ADJUSTMENT OF BILL: A bill based upon an estimated reading may be adjusted at the customer's (consumer's) request. All other adjustments will be made per Part 12-2 of the District's Regulations Governing Water Service. A request for adjustment must be made in writing stating the basis upon which the adjustment should be made. Within fifteen (15) calendar days after receipt of the request for adjustment, the District will notify the consumer of the findings.

6-2.6 DISPUTED BILLS AND APPEAL:

If a customer (consumer) disputes the water bill and exercises their right to appeal to the District, the District will not disconnect water service for non-payment while the appeal is pending, however, additional fees provided for herein will continue to apply.

Any customer in receipt of a notice of impending service discontinuation may appeal the delinquent rate, charge, or fee giving rise to the discontinuation notice, unless an appeal of the same rate, charge, or fee has previously been received and resolved. The customer shall file the appeal within fifteen (15) calendar days of receiving the disputed bill or by the due date printed on the original statement. The customer (consumer) may deliver a written notice of appeal on a form provided by the District that explains the basis for the appeal, including an explanation of any alleged errors in the District's billing practices. The appeal will be reviewed, heard, and resolved in accordance with the following procedure:

- a. The billing division supervisor shall review the appeal form and all materials submitted in support of the appeal and shall issue a tentative decision regarding the appeal within fifteen (15) calendar days from the date of receipt of the appeal.
- b. The billing division supervisor shall mail the tentative decision to the appellant.
- c. The customer has fifteen (15) business days from the date of the decision to accept the tentative decision or request a meeting/appointment with the billing division supervisor.
- d. If a meeting/appointment is requested, the billing division supervisor shall schedule and hold a meeting/appointment within thirty (30) calendar days.
- e. At least ten (10) business days prior to the meeting/appointment, written notice of the date and time of the meeting/appointment shall be mailed to the customer.



**BEAUMONT-CHERRY VALLEY WATER DISTRICT
REGULATIONS GOVERNING WATER SERVICE
PART 6 – CUSTOMER ACCOUNT BILLING AND
COLLECTIONS**

- f. At the conclusion of the hearing, the billing division supervisor shall have fifteen (15) business days to issue a final, written decision justifying their decision. The billing division supervisor may grant the appeal and adjust or rescind the delinquent rate, charge, or fee under the following circumstances:
 - i. The rate, charge, or fee was erroneously calculated and therefore imposed in error due to a meter defect, accounting mistake, or other reason;
 - ii. In the interest of fairness or justice, extraordinary circumstances merit an adjustment or rescission of the rate, charge, or fee.
- g. Such decision shall be mailed to the appellant.
- h. The customer may appeal an adverse determination by the billing division supervisor to the finance and administrative services department supervisor.

6-2.7 DELINQUENT TENANTS AND/OR LANDLORDS: Delinquent charges or penalties for water service accumulated by a tenant in the tenant's name shall be collected from the tenant and not from any subsequent tenant. If a tenant fails to pay such charges or penalties, the property owner shall become responsible for the unpaid balance.

The following provisions apply where the District furnishes service through a master meter, or furnishes individually metered residential service to residential occupants of a detached single-family dwelling, a multiunit residential structure, mobilehome park, or permanent residential structure in a labor camp as defined in California Health & Safety Code Section 17008, and the owner, manager, or operator of the dwelling, structure, or park is the customer of record. In addition to providing notice to the property owner consistent with Section 6.2-11 if this Policy, the District will implement the following measures:

At least ten (10) calendar days prior to discontinuing service, the District will make a good faith effort to inform the residential occupants in writing that the dwelling unit's account is delinquent and that service will be terminated. The written notice will inform the occupants that they may become a customer of record and accept bills for the unit's water service and that the occupants will not be held responsible for delinquent amounts owed by the existing customer of record. The written notice shall be in English and in the languages listed in Civil Code section 1632.

The District is not required to make service available to the residential occupants unless each residential occupant agrees to the terms and conditions of service and meets the requirements of applicable law and the District's rules. However, if one or more of the residential occupants are willing and able to assume responsibility for the subsequent charges to the account to the satisfaction of the District's General Manager, or if there is a physical means legally available to the District of selectively terminating service to those residential occupants who have not met the requirements of the District's rules, the District shall make service available to those residential occupants who have met those requirements.



**BEAUMONT-CHERRY VALLEY WATER DISTRICT
REGULATIONS GOVERNING WATER SERVICE
PART 6 – CUSTOMER ACCOUNT BILLING AND
COLLECTIONS**

Notwithstanding the foregoing, if the dwelling unit is a detached single-family dwelling unit, then the District will: (1) give notice to the occupant of service discontinuation at least ten (10) calendar days prior to the proposed discontinuation; and (2) require the occupant to verify that the delinquent account customer was the landlord, manager, or agent of the dwelling unit. Verification may include a lease or rental agreement, rent receipts, or other government document.

6-2.8 LATE FEES: A delinquency notice shall be mailed to customers (consumers) and/or property owners with an unpaid account balance thirty (30) calendar days from the date of bill issuance. Said delinquency notice shall indicate the amount which must be paid. The District will impose late fees as prescribed in the latest Resolution containing the Schedule of Administrative Cost Recoveries adopted by the Board of Directors (Attachment A).

6-2.9 SMALL BALANCE ACCOUNTS: Any balance on a bill of \$10 or less may be carried over, and added to, the next billing period without being assessed a late fee or incurring further collection action. Any payment on the account will first be applied to balances carried over before being applied to newly billed charges.

6-2.10 WAIVER OF LATE FEES: At the request of the customer (consumer), the District may waive the late fee if approved by the District, on a case-by-case basis, and the customer has not been assessed a late fee for delinquent payment in the preceding 12 months.

If any member of the customer's household is a current recipient of CalWORKs, CalFresh, general assistance, Medi-Cal, Supplemental Security Income/State Supplementary Payment Program, or California Special Supplemental Nutrition Program for Women, Infants, and Children, or the customer declares that his or her household's annual income is less than 200 percent of the federal poverty level, then the District will waive interest charges on delinquent bills once every 12 months.

6-2.11 WRITTEN DISCONNECTION NOTICE: The District will not discontinue water service for non-payment until payment by the customer (consumer) has been delinquent for a minimum of sixty (60) calendar days. The District will make a reasonable, good faith effort to contact the customer in writing at least thirty (30) calendar days before discontinuation of water service for non-payment. The written disconnection notice will be mailed to the mailing address designated on the account. If the mailing address and the address of the property to which water service is provided are different, a second notice will be mailed to the service address and addressed to "Occupant." The written disconnection notice will include:

- Customer's (Consumer's) name and address
- Amount that is delinquent
- Date by which payment (or, if approved in accordance with Part 6-2.14, an alternative payment plan) is required to avoid discontinuation of service
- Description of the process to apply for a deferred, reduced, or alternative payment plan in accordance with Parts 6-2.14 and 6-2.15, including an amortization of the delinquent residential service charges, consistent with this Policy
- Description of the process to apply for an extension of time to pay for the delinquent service rate, charge, or fee



**BEAUMONT-CHERRY VALLEY WATER DISTRICT
REGULATIONS GOVERNING WATER SERVICE
PART 6 – CUSTOMER ACCOUNT BILLING AND
COLLECTIONS**

- Description of the process to dispute or appeal a bill in accordance with Part 6-2.6
- District phone number and a web link to the District's customer (consumer) account billing and collections policy

If the written disconnection notice is returned through the mail as undeliverable, the District will make a reasonable, good faith effort to visit the residence and leave a written notice of discontinuance for non-payment.

Residential service shall not be terminated for nonpayment:

- Until a payment by a customer (consumer) has been delinquent for a minimum of sixty (60) calendar days
- During the pendency of an investigation by the District of a customer (consumer) dispute or complaint
- During any appeal of the District's decision to discontinue service
- When the customer has been granted an extension
- If all the following conditions are met (the "Need-Based Exemption"):
 - The customer (consumer), or the customer's tenant, submits the certification of a primary care provider that discontinuation of residential service will be life threatening or pose a serious threat to the health and safety of a resident of the premises serviced by the delinquent account;
 - The (customer) consumer declares that they are financially unable to pay for residential water service within the normal billing cycle, as demonstrated by a self-certification of qualifying as a "Low-Income Customer" whereby:
 - Any member of the household being a current recipient of CalWORKS, CalFresh, general assistance, Medi-Cal, Supplemental Security Income/State Supplementary Payment Program, or California Special Supplemental Nutrition Program for Women, Infants, or Children; or
 - The household's annual income being less than 200 percent of the federal poverty level; and
 - The Customer is willing to enter into an alternative payment plan, an amortization agreement, or a plan for deferred payment, with respect to all delinquent charges over a period determined by the District based on the circumstances of the case

6-2.12 SPECIAL CONSIDERATIONS FOR LOW-INCOME CUSTOMERS

For a Low-Income Customer that qualifies for the Need-Based Exemption, the District will offer one or more of the following options for repayment of the delinquent rate, charge, or fee: (1) amortize the unpaid balance; (2) participate in an alternative payment schedule; (3) a partial or full reduction of the unpaid balance financed without an additional charges to other ratepayers; or (4) temporarily defer payment. The terms of the payment option will be in accordance with Parts 6-2.14 and 6-2.15 of this Policy and are expected to result in repayment within twelve (12) months, unless additional time is required to avoid undue hardship. If the customer breaches the agreed upon plan or does not pay their current residential services charges for sixty (60) calendar days or more, then service may be discontinued no sooner than five (5) business days after the



**BEAUMONT-CHERRY VALLEY WATER DISTRICT
REGULATIONS GOVERNING WATER SERVICE
PART 6 – CUSTOMER ACCOUNT BILLING AND
COLLECTIONS**

District posts a final notice of intent to discontinue service in a prominent and conspicuous location at the customer's property.

6-2.13 TEN-DAY NOTICE OF TERMINATION

The District will make a reasonable, good faith effort to notify the customer (consumer) by phone ten (10) business days in advance of disconnection of water service for non-payment. The District will specifically do the following: (1) offer to provide a copy of this Policy; (2) offer options to avert the service discontinuation, including alternative payment schedules, deferred payments, minimum payments, procedures for requesting amortization of the unpaid balance; and (3) explain the process to request a review and/or appeal of the delinquent service rate, charge, or fee. The District assumes no responsibility for contact information that has not been kept up-to-date by the customer (consumer) and/or owner.

6-2.14 ALTERNATIVE PAYMENT PLANS:

Any customer (consumer) who is unable to pay for service within the current billing period may request that an alternative payment plan be considered by the District to avoid late fees or disruption of service. The current billing period is defined as beginning on the date of bill issuance. As there may be multiple billing periods open, new bills issued do not supersede bills issued for previous water service. A new bill does not extend the due date(s) of any previously unpaid balance(s). The District will consider all circumstances surrounding the request and make a determination as to whether the payment plan is warranted.

A payment plan will set forth a payment schedule for the unpaid balance over a period defined by the District. The payments will not be combined with the customer's (consumer's) regular bill. The customer (consumer) must comply with the terms of the payment plan and remain current as charges accrue in each subsequent billing period. The customer (consumer) may not request a further payment plan ~~plan~~ of for any subsequent unpaid charges while paying delinquent charges pursuant to a payment plan. Failure to comply with the terms of the payment plan will result in a ten-day notice of termination pursuant to Part 6-2.13.

6-2.15 DEFERRED OR REDUCED PAYMENT PLANS

The District may allow customers to defer or reduce delinquent rates, charges, or fees in accordance with the terms of this Part. The billing division supervisor is authorized to determine which of the payment options, described in 6-2.12 the customer undertakes and may set the parameters of that payment option provided that the repayment of any remaining outstanding balance occurs within 12 months. The District may grant a longer repayment period if it finds the longer period is necessary to avoid undue hardship to the customer based on the circumstances of the individual case. The District may approve a partial or full reduction of the unpaid balance to customers (consumers) meeting the "Need-Based Exemption" criteria detailed in Section 6-2.11, so long as that reduction is financed without additional charges to other ratepayers.

6-2.16 DISCONNECTION DEADLINE:

A residential customer may call the following phone number during normal business hours to discuss options to avert a service discontinuation: 951-845-9581. All delinquent water service charges and associated fees must be received by the District by 5:00 p.m. on the day specified in the written disconnection notice. Any account delinquent after



**BEAUMONT-CHERRY VALLEY WATER DISTRICT
REGULATIONS GOVERNING WATER SERVICE
PART 6 – CUSTOMER ACCOUNT BILLING AND
COLLECTIONS**

said deadline will be inactivated in the District's billing system and subject to disconnection of water service with applicable charges/fees.

6-2.17 DISCONNECTION OF WATER SERVICE FOR NON-PAYMENT:

The District will disconnect water service by turning off, and in some cases locking off, the meter. The customer (consumer) will be notified pursuant to Parts 6-2.11 and 6-2.13 and charged a fee to re-establish service in the billing system. Any meter turned off will remain in the off position until payment is received in full, including all assessed fees.

6-2.18 RE-ESTABLISHMENT OF WATER SERVICE:

The District will promptly provide information regarding the procedures for restoring service to customers once their service is discontinued, including the payment of applicable reconnection service fees. For Low-Income Customers, the reconnection service fee will not exceed the District's actual cost to reconnect water service, up to a maximum of \$50 for reconnection during normal business hours and \$150 during nonoperational hours. The fee may be annually adjusted for changes in the Consumer Price Index beginning January 1, 2021.

In order to resume or continue service that has been disconnected for non-payment, the customer (consumer) must pay all outstanding charges. The District will endeavor to reconnect service as soon as practicable but, at a minimum, will restore service before the end of business following payment, so long as said payment is received during normal business hours. Water service that is turned on by any person other than District personnel or without District authorization may be subject to fines or additional charges or fees. Any damages that occur as a result of unauthorized restoration of service are the responsibility of the customer (consumer).

6-2.19 RE-ESTABLISHMENT OF WATER SERVICE AFTER BUSINESS HOURS:

Service restored after normal business hours, weekends, or holidays will be charged an after-hours re-establishment fee. Service will not be restored after regular business hours unless the customer (consumer) has been informed of the after-hours re-establishment fee and has signed the District's After hours Reestablishment Agreement acknowledging the fee and agreeing to pay the subject fee. The after-hours reestablishment fee is in addition to the regular re-establishment fee and the late fees for a delinquent account. District staff responding to service calls are not permitted to collect payment but will review the process requirements with the customer (consumer).

6-2.20 NOTIFICATION OF DISPOSITION OF RETURNED PAYMENT:

Upon receipt of notification of a returned payment (i.e. insufficient funds) for water service or other charges, the District will consider the account not paid. The District will make a reasonable, good faith effort to notify the customer (consumer) by phone of the returned payment. A 48-hour written notice of termination of service due to a returned payment will be generated and left at the residence.

Water service will be disconnected if the amount of the returned payment and the returned payment fee are not paid on or before the date specified in the notice of termination. All amounts paid to redeem a returned payment and to pay the returned payment fee must be paid for restoration of service. Additional fees may be applied to the account, including but not limited to, re-establishment and after-hours re-establishment fees.



**BEAUMONT-CHERRY VALLEY WATER DISTRICT
REGULATIONS GOVERNING WATER SERVICE
PART 6 – CUSTOMER ACCOUNT BILLING AND
COLLECTIONS**

If the District receives three or more returned payments from the same customer (consumer) within a 12 month period, the account will be placed on a "cash payment only" status until further notice.

6-2.21 SERVICE CHARGES FOR VIOLATIONS:

If water service is discontinued for violation of any of the District's rules, regulations, resolutions or ordinances, service shall not be re-instituted until the violations have been corrected and all applicable service charges and fees as provided for herein are paid in full.

6-2.22 PARTIAL PAYMENTS: A partial payment of a delinquent account may be accepted and credited to a customer's (consumer's) account, but such partial payment shall not be cause for removing the account from a delinquent status and shall not preclude the meter from being turned off for delinquency. To avoid a disconnection, the balance must be paid in full by the disconnection deadline OR a payment arrangement must be in place.

6-2.23 AUTHORIZATION FOR CONTINUANCE OF SERVICE FOR DELINQUENT ACCOUNTS: The District may authorize continuation of service to a delinquent account if a payment plan satisfactory to the District has been established.

6-3.1 LIEN AGAINST PROPERTY FOR NON-PAYMENT: Any unpaid debt will be deemed a lien against the real property to which service is rendered as specified herein and in accordance with applicable law. The District is authorized to file a lien against the real property serviced with the Assessor-Clerk- Recorder of the County of Riverside for any charges sixty (60) calendar days delinquent. The District may charge a lien processing fee as prescribed in the latest Resolution containing the Schedule of Administrative Cost Recoveries adopted by the Board of Directors (Attachment A).

6-3.2 COLLECTION OF DELINQUENT AND UNPAID CHARGES: The County Assessor-Clerk-Recorder shall include the amount of charges of unpaid bills as a lien against the debtor's property until the unpaid charges are collected. A release of a lien will be filed with the County Assessor-Clerk-Recorder once the District recovers all funds due including any and all administrative cost recovery fees assessed and the account is brought current.

6-3.3 SUIT: All unpaid bills including penalties provided herein may be collected by suit. Defendant (customer [consumer] and/or property owner) shall pay all costs of suit in any judgment rendered in favor of the District including reasonable attorney's fees.

6-3.4 BANKRUPTCY: A customer (consumer) and/or property owner who files for bankruptcy and names the District as a creditor shall, as a condition to continued water service, make a cash deposit within twenty (20) calendar days of such filing in an amount equal to the security deposit collected in accordance with Part 4-1.5.



BEAUMONT-CHERRY VALLEY WATER DISTRICT
REGULATIONS GOVERNING WATER SERVICE
ATTACHMENT A- SCHEDULE OF ADMINISTRATIVE COST RECOVERIES
Amended August 8th, 2012 – Resolution 2012-08

The Beaumont-Cherry Valley Water District hereby establishes the fees listed below as a means to recover administrative costs associated with managing and servicing customer accounts.

Credit Card Processing Fee	\$1.75 per transaction
Credit Check Fee	\$5
Late Fee	\$5 penalty assessed on the 31 st day
Termination Notice Charge	\$5 penalty assessed after the 45th day
Account Reinstatement Fee	\$50 penalty assessed for the restoration of customer's account
Resubmit Fee	\$5 penalty fee for checks that have to be resubmitted to the bank for processing
Returned Payment-Fee	\$25 penalty fee for returned items
Lien Fee	\$100 per occurrence/filing
Broken/Missing Lock Charge	\$20 per occurrence
Public Records, Copy Charges	\$0.25/per sheet
Public Records, Audio CD Charge	\$1.50



**BEAUMONT-CHERRY VALLEY WATER DISTRICT
REGULATIONS GOVERNING WATER SERVICE
PART 6 – CUSTOMER ACCOUNT BILLING AND
COLLECTIONS**

6-1 GENERAL PROVISION: The Board of Directors shall establish rates and charges for services provided by the Beaumont-Cherry Valley Water District as identified in Part 5 of the District's Regulations Governing Water Service and as provided for herein. The customer (consumer) and/or property owner is liable for all services subsequent to the date stipulated on the application and until such time as the customer (consumer) makes a formal request to the District to discontinue the service. A person or entity taking possession of premises and using water from an active connection without having made application to the District for water service shall be liable for the water delivered from the date of the last recorded reading.

6-1.1 CHARGES: Water charges shall begin when a water service connection is installed and the meter is set, or an existing service is requested to be turned on, unless the water is otherwise requested by the customer (consumer) to be left shut off when the service connection is ordered or installed. Thereafter, the District may transfer to the account which is established for such service, in accordance with California State Water Code Section 22282.1, any delinquent and/or unpaid charges from other closed or open accounts which are held by the customer (consumer) and/or property owner with the District.

6-2.1 RENDERING OF THE BILL: The regular billing period will be bi-monthly except all large-volume commercial and other accounts designated by the District, which will be billed monthly.

6-2.1.2 INFORMATION ON BILL: The bill will be in the form of a statement showing one (1) or more of the following: charge for water used, service charge, other charges, and a total amount due. In addition, the bill will show the customer's (consumer's) account number, the date of billing, the service location and the address to which the bill was mailed.

6-2.2 PERSON TO BE BILLED: Charges will be billed to the customer (consumer) noted in the application submitted in accordance with Part 4 of the District's Regulations Governing Water Service. The customer (consumer) shall notify the District of any change in ownership or occupancy of the premises at least three (3) calendar days prior to such change.

6-2.3 OPENING AND CLOSING BILLS: Opening and closing bills for less than the normal billing period shall consist of charges for actual water consumption and a proration of the availability charge.

6-2.4 PAYMENT OF BILLS: Bills for metered water service shall be rendered at the end of each billing period and are due and payable within fifteen (15) calendar days of issuance of said bill by the District. On the sixteenth (16th) day, any unpaid balance will be considered past due and delinquent. Delinquent accounts are hereafter identified as any account that remains unpaid without having established an alternative payment plan, an arrangement that extends into the next billing period and is signed by the customer (consumer), by close of business fifteen (15) calendar days after issuance of the water bill. Although the account is+ considered delinquent, a fifteen (15) calendar-day payment grace period will be granted automatically before the first penalty is imposed. A penalty will be imposed on any unpaid balance on the thirty-first (31st) calendar day after issuance of the water



BEAUMONT-CHERRY VALLEY WATER DISTRICT
REGULATIONS GOVERNING WATER SERVICE
PART 6 – CUSTOMER ACCOUNT BILLING AND
COLLECTIONS

bill. The penalty imposed will be from the latest Resolution containing the Schedule of Administrative Cost Recoveries adopted by the Board of Directors (Attachment A).

All forms of cash payments, including checks and preauthorized withdrawals are accepted for payment. The District may accept credit cards as payment for bills as a convenience to customers (consumers). The District will charge a credit card processing fee as prescribed in the latest Resolution containing the Schedule of Administrative Cost Recoveries adopted by the Board of Directors (Attachment A).

6-2.5 ADJUSTMENT OF BILL: A bill based upon an estimated reading may be adjusted at the customer's (consumer's) request. All other adjustments will be made per ~~SPart~~Part 12-2 of the District's Regulations Governing Water Service. A request for adjustment must be made in writing stating the basis upon which the adjustment should be made. Within fifteen (15) calendar days after receipt of the request for adjustment, the District will notify the consumer of the findings.

6-2.6 DISPUTED BILLS AND APPEAL:

If a customer (consumer) disputes the water bill and exercises their right to appeal to the District, the District will not disconnect water service for non-payment while the appeal is pending, however, additional fees provided for herein will continue to apply.

Any customer in receipt of a notice of impending service discontinuation may appeal the delinquent rate, charge, or fee giving rise to the discontinuation notice, unless an appeal of the same rate, charge, or fee has previously been received and resolved. The customer shall file the appeal within fifteen (15) calendar days of receiving the disputed bill or by the due date printed on the original statement. The customer (consumer) may deliver a written notice of appeal on a form provided by the District that explains the basis for the appeal, including an explanation of any alleged errors in the District's billing practices. The appeal will be reviewed, heard, and resolved in accordance with the following procedure:

- a. The billing division supervisor shall review the appeal form and all materials submitted in support of the appeal and shall issue a tentative decision regarding the appeal within fifteen (15) calendar days from the date of receipt of the appeal.
- b. The billing division supervisor shall mail the tentative decision to the appellant.
- c. The customer has fifteen (15) business days from the date of the decision to accept the tentative decision or request a ~~hearing meeting/appointment~~ with the ~~Review Manager~~ billing division supervisor.
- d. If a ~~hearing meeting/appointment~~ is requested, the ~~Review Manager~~ billing division supervisor shall schedule and hold a ~~hearing meeting/appointment~~ within thirty (30) calendar days.
- e. At least ten (10) business days prior to the ~~hearing meeting/appointment~~, written notice of the date and time of the ~~hearing meeting/appointment~~ shall be mailed to the customer.



BEAUMONT-CHERRY VALLEY WATER DISTRICT
REGULATIONS GOVERNING WATER SERVICE
PART 6 – CUSTOMER ACCOUNT BILLING AND
COLLECTIONS

- f. At the conclusion of the hearing, the ~~Review Manager~~billing division supervisor shall have fifteen (15) business days to issue a final, written decision justifying his or hertheir decision. The ~~Review Manager~~billing division supervisor may grant the appeal and adjust or rescind the delinquent rate, charge, or fee under the following circumstances:
 - i. The rate, charge, or fee was erroneously calculated and therefore imposed in error due to a meter defect, accounting mistake, or other reason;
 - ii. In the interest of fairness or justice, extraordinary circumstances merit an adjustment or rescission of the rate, charge, or fee.
- g. Such decision shall be mailed to the appellant.
- h. The customer may appeal an adverse determination by the ~~Review Manager~~billing division supervisor to the finance and administrative services department supervisor.

6-2.7 DELINQUENT TENANTS AND/OR LANDLORDS: Delinquent charges or penalties for water service accumulated by a tenant in the tenant's name shall be collected from the tenant and not from any subsequent tenant. If a tenant fails to pay such charges or penalties, the property owner shall become responsible for the unpaid balance.

~~Should a customer (consumer) who is the owner of a property have service discontinued for non-payment, the tenant(s) has the option of submitting an application for service. The full application process applies to said tenant(s).~~

The following provisions apply where the District furnishes service through a master meter, or furnishes individually metered residential service to residential occupants of a detached single-family dwelling, a multiunit residential structure, mobilehome park, or permanent residential structure in a labor camp as defined in California Health & Safety Code Section 17008, and the owner, manager, or operator of the dwelling, structure, or park is the customer of record. In addition to providing notice to the property owner consistent with Section 6.2-11 if this Policy, the District will implement the following measures:

At least ten (10) calendar days prior to discontinuing service, the District will make a good faith effort to inform the residential occupants in writing that the dwelling unit's account is delinquent and that service will be terminated. The written notice will inform the occupants that they may become a customer of record and accept bills for the unit's water service and that the occupants will not be held responsible for delinquent amounts owed by the existing customer of record. The written notice shall be in English and in the languages listed in Civil Code section 1632.

The District is not required to make service available to the residential occupants unless each residential occupant agrees to the terms and conditions of service and meets the requirements of applicable law and the District's rules. However, if one or more of the residential occupants are willing and able to assume responsibility for the subsequent charges to the account to the satisfaction of the District's General Manager, or if there is a physical means legally available to the District of selectively terminating service to those residential occupants who have not met the requirements of the District's rules,



BEAUMONT-CHERRY VALLEY WATER DISTRICT
REGULATIONS GOVERNING WATER SERVICE
PART 6 – CUSTOMER ACCOUNT BILLING AND
COLLECTIONS

the District shall make service available to those residential occupants who have met those requirements.

Notwithstanding the foregoing, if the dwelling unit is a detached single-family dwelling unit, then the District will: (1) give notice to the occupant of service discontinuation at least ten (10) calendar days prior to the proposed discontinuation; and (2) require the occupant to verify that the delinquent account customer was the landlord, manager, or agent of the dwelling unit. Verification may include a lease or rental agreement, rent receipts, or other government document.

6-2.8 LATE FEES: A delinquency notice shall be mailed to customers (consumers) and/or property owners with an unpaid account balance ~~thirty (30)~~ calendar days from the date of bill issuance. Said delinquency notice shall indicate the amount which must be paid. The District will impose late fees as prescribed in the latest Resolution containing the Schedule of Administrative Cost Recoveries adopted by the Board of Directors (Attachment A).

6-2.9 SMALL BALANCE ACCOUNTS: Any balance on a bill of \$10 or less may be carried over, and added to, the next billing period without being assessed a late fee or incurring further collection action. Any payment on the account will first be applied to balances carried over before being applied to newly billed charges.

6-2.10 WAIVER OF LATE FEES: At the request of the customer (consumer), the District may waive the late fee if approved by the District, on a case-by-case basis, and the customer has not been assessed a late fee for delinquent payment in the preceding 12 months.

If any member of the customer's household is a current recipient of CalWORKs, CalFresh, general assistance, Medi-Cal, Supplemental Security Income/State Supplementary Payment Program, or California Special Supplemental Nutrition Program for Women, Infants, and Children, or the customer declares that his or her household's annual income is less than 200 percent of the federal poverty level, then the District will waive interest charges on delinquent bills once every 12 months.

6-2.11 WRITTEN DISCONNECTION NOTICE: The District will not discontinue water service for non-payment until payment by the customer (consumer) has been delinquent for a minimum of sixty (60) calendar days. The District will make a reasonable, good faith effort to contact the customer in writing at least thirty (30) calendar days before discontinuation of water service for non-payment. The written disconnection notice will be mailed to the mailing address designated on the account. If the mailing address and the address of the property to which water service is provided are different, a second notice will be mailed to the service address and addressed to "Occupant ". The written disconnection notice will include:

- Customer's (Consumer's) name and address
- Amount that is delinquent
- Date by which payment (or, if approved in accordance with Part 6-~~2-13~~2.14, an alternative payment plan) is required to avoid discontinuation of service
- Description of the process to apply for ~~an~~ a deferred, reduced, or alternative payment plan in accordance with ~~Part 6-2.13~~ Parts 6-2.14 and



BEAUMONT-CHERRY VALLEY WATER DISTRICT
REGULATIONS GOVERNING WATER SERVICE
PART 6 – CUSTOMER ACCOUNT BILLING AND
COLLECTIONS

6-2.15, including an amortization of the delinquent residential service charges, consistent with this Policy

- Description of the process to apply for an extension of time to pay for the delinquent service rate, charge, or fee
- Description of the process to dispute or appeal a bill in accordance with Part 6-2.6
- District phone number and a web link to the District's customer (consumer) account billing and collections policy

If the written disconnection notice is returned through the mail as undeliverable, the District will make a reasonable, good faith effort to visit the residence and leave a written notice of discontinuance for non-payment.

Residential service shall not be terminated for nonpayment:

- Until a payment by a customer (consumer) has been delinquent for a minimum of sixty (60) calendar days
- During the pendency of an investigation by the District of a customer (consumer) dispute or complaint
- During any appeal of the District's decision to discontinue service
- When the customer has been granted an extension
- If all the following conditions are met (the "Need-Based Exemption"):
 - The customer (consumer) or the customer's tenant, submits the certification of a primary care provider that discontinuation of residential service will be life threatening or pose a serious threat to the health and safety of a resident of the premises where residential service is provided; and serviced by the delinquent account;
 - The (customer) consumer declares that they are financially unable to pay for residential water service within the normal billing cycle, as demonstrated by a self-certification of qualifying as a "Low-Income Customer" whereby:
 - Any member of the household being a current recipient of CalWORKS, CalFresh, general assistance, Medi-Cal, Supplemental Security Income/State Supplementary Payment Program, or California Special Supplemental Nutrition Program for Women, Infants, or Children; or
 - ~~the~~The household's annual income being less than 200 percent of the federal poverty level; and
 - The Customer is willing to enter into an alternative payment plan, an amortization agreement, or a plan for deferred payment, with respect to all delinquent charges over a period determined by the District based on the circumstances of the case

6-2.12 SPECIAL CONSIDERATIONS FOR LOW-INCOME CUSTOMERS

For a Low-Income Customer that qualifies for the Need-Based Exemption, the District will offer one or more of the following options for repayment of the delinquent rate.



BEAUMONT-CHERRY VALLEY WATER DISTRICT
REGULATIONS GOVERNING WATER SERVICE
PART 6 – CUSTOMER ACCOUNT BILLING AND
COLLECTIONS

charge, or fee: (1) amortize the unpaid balance; (2) participate in an alternative payment schedule; (3) a partial or full reduction of the unpaid balance financed without an additional charges to other ratepayers; or (34) temporarily defer payment. The terms of the payment option will be in accordance with Parts 6-2.14 and 6-2.15 of this Policy and are expected to result in repayment within twelve (12) months, unless additional time is required to avoid undue hardship. If the customer breaches the agreed upon plan or does not pay their current residential services charges for sixty (60) calendar days or more, then service may be discontinued no sooner than five (5) business days after the District posts a final notice of intent to discontinue service in a prominent and conspicuous location at the customer's property.

~~6-2.12.13~~ TEN-DAY NOTICE OF TERMINATION

The District will make a reasonable, good faith effort to notify the customer (consumer) by phone ten (10) business days in advance of disconnection of water service for non-payment. The District will specifically do the following: (1) offer to provide a copy of this Policy; (2) offer options to avert the service discontinuation, including alternative payment schedules, deferred payments, minimum payments, procedures for requesting amortization of the unpaid balance; and (3) explain the process to request a review and/or appeal of the delinquent service rate, charge, or fee. The District assumes no responsibility for contact information that has not been kept up-to-date by the customer (consumer) and/or owner.

~~6-2.13.14~~ ALTERNATIVE PAYMENT PLANS:

Any customer (consumer) who is unable to pay for service within the current billing period may request that an alternative payment plan be considered by the District to avoid late fees or disruption of service. The current billing period is defined as beginning on the date of bill issuance. As there may be multiple billing periods open, new bills issued do not supersede bills issued for previous water service. A new bill does not extend the due date(s) of any previously unpaid balance(s). The District will consider all circumstances surrounding the request and make a determination as to whether the payment plan is warranted.

A payment plan will set forth a payment schedule for the unpaid balance over a period defined by the District. The payments will not be combined with the customer's (consumer's) regular bill. The customer (consumer) must comply with the terms of the payment plan and remain current as charges accrue in each subsequent billing period. The customer (consumer) may not request a further payment plan ~~or for~~ for any subsequent unpaid charges while paying delinquent charges pursuant to a payment plan. Failure to comply with the terms of the payment plan will result in a ten-day notice of termination pursuant to Part 6-~~2.12.2.13.~~

6-2.15 DEFERRED OR REDUCED PAYMENT PLANS

The District may allow customers to defer or reduce delinquent rates, charges, or fees in accordance with the terms of this Part. The billing division supervisor is authorized to determine which of the payment options, described in 6-2.12 the customer undertakes and may set the parameters of that payment option provided that the repayment of any remaining outstanding balance occurs within 12 months. The District may grant a longer repayment period if it finds the longer period is necessary to avoid undue hardship to the customer based on the circumstances of the individual case. The District may approve a partial or full reduction of the unpaid balance to customers (consumers)



BEAUMONT-CHERRY VALLEY WATER DISTRICT
REGULATIONS GOVERNING WATER SERVICE
PART 6 – CUSTOMER ACCOUNT BILLING AND
COLLECTIONS

meeting the "Need-Based Exemption" criteria detailed in Section 6-2.11, so long as that reduction is financed without additional charges to other ratepayers.

~~6-2.14~~2.16 DISCONNECTION DEADLINE:

A residential customer may call the following phone number during normal business hours to discuss options to avert a service discontinuation: 951-845-9581. All delinquent water service charges and associated fees must be received by the District by 5:00 p.m. on the day specified in the written disconnection notice. Any account delinquent after said deadline will be inactivated in the District's billing system and subject to disconnection of water service with applicable charges/fees.

~~6-2.15~~2.17 DISCONNECTION OF WATER SERVICE FOR NON-PAYMENT:

The District will disconnect water service by turning off, and in some cases locking off, the meter. The customer (consumer) will be notified pursuant to Parts 6-2.11 and ~~6-2.12~~2.13 and charged a fee to re-establish service in the billing system. Any meter turned off will remain in the off position until payment is received in full, including all assessed fees.

~~6-2.16~~2.18 RE-ESTABLISHMENT OF WATER SERVICE:

The District will promptly provide information regarding the procedures for restoring service to customers once their service is discontinued, including the payment of applicable reconnection service fees. For Low-Income Customers, the reconnection service fee will not exceed the District's actual cost to reconnect water service, up to a maximum of \$50 for reconnection during normal business hours and \$150 during nonoperational hours. The fee may be annually adjusted for changes in the Consumer Price Index beginning January 1, 2021.

In order to resume or continue service that has been disconnected for non-payment, the customer (consumer) must pay all outstanding charges. The District will endeavor to reconnect service as soon as practicable but, at a minimum, will restore service before the end of business following payment, so long as said payment is received during normal business hours. Water service that is turned on by any person other than District personnel or without District authorization may be subject to fines or additional charges or fees. Any damages that occur as a result of unauthorized restoration of service are the responsibility of the customer (consumer).

~~6-2.17~~2.19 RE-ESTABLISHMENT OF WATER SERVICE AFTER BUSINESS HOURS:

Service restored after normal business hours, weekends, or holidays will be charged an after-hours re-establishment fee. Service will not be restored after regular business hours unless the customer (consumer) has been informed of the after-hours re-establishment fee and has signed the District's After hours Reestablishment Agreement acknowledging the fee and agreeing to pay the subject fee. The after-hours reestablishment fee is in addition to the regular re-establishment fee and the late fees for a delinquent account. District staff responding to service calls are not permitted to collect payment but will review the process requirements with the customer (consumer).

~~6-2.18~~2.20 NOTIFICATION OF DISPOSITION OF RETURNED PAYMENT:

Upon receipt of notification of a returned payment (i.e. insufficient funds) for water service or other charges, the District will consider the account not paid. The District will make a reasonable, good faith effort to notify the customer (consumer) by phone of the



**BEAUMONT-CHERRY VALLEY WATER DISTRICT
REGULATIONS GOVERNING WATER SERVICE
PART 6 – CUSTOMER ACCOUNT BILLING AND
COLLECTIONS**

returned payment. A 48-hour [written](#) notice of termination of service due to a returned payment will be generated and left at the residence.

Water service will be disconnected if the amount of the returned payment and the returned payment fee are not paid on or before the date specified in the notice of termination. All amounts paid to redeem a returned payment and to pay the returned payment fee must be paid for restoration of service. Additional fees may be applied to the account, including but not limited to, re-establishment and after-hours re-establishment fees.

If the District receives three or more returned payments from the same customer (consumer) within a 12 month period, the account will be placed on a "cash payment only" status until further notice.

~~6-2.19~~[2.21](#) SERVICE CHARGES FOR VIOLATIONS:

If water service is discontinued for violation of any of the District's rules, regulations, resolutions or ordinances, service shall not be re-instituted until the violations have been corrected and all applicable service charges and fees as provided for herein are paid in full.

~~6-2.20~~[2.22](#) PARTIAL PAYMENTS: A partial payment of a delinquent account may be accepted and credited to a customer's (consumer's) account, but such partial payment shall not be cause for removing the account from a delinquent status and shall not preclude the meter from being turned off for delinquency. To avoid a disconnection, the balance must be paid in full by the disconnection deadline [OR a payment arrangement must be in place](#).

~~6-2.21~~[2.23](#) AUTHORIZATION FOR CONTINUANCE OF SERVICE FOR DELINQUENT ACCOUNTS: The District may authorize continuation of service to a delinquent account if a payment plan satisfactory to the District has been established.

6-3.1 LIEN AGAINST PROPERTY FOR NON-PAYMENT: Any unpaid debt will be deemed a lien against the real property to which service is rendered as specified herein and in accordance with applicable law. The District is authorized to file a lien against the real property serviced with the Assessor-Clerk- Recorder of the County of Riverside for any charges [sixty \(60\) calendar](#) days delinquent. The District may charge a lien processing fee as prescribed in the latest Resolution containing the Schedule of Administrative Cost Recoveries adopted by the Board of Directors (Attachment A).



**BEAUMONT-CHERRY VALLEY WATER DISTRICT
REGULATIONS GOVERNING WATER SERVICE
PART 6 – CUSTOMER ACCOUNT BILLING AND
COLLECTIONS**

6-3.2 COLLECTION OF DELINQUENT AND UNPAID CHARGES: The County Assessor-Clerk-Recorder shall include the amount of charges of unpaid bills as a lien against the debtor's property until the unpaid charges are collected. A release of a lien will be filed with the County Assessor-Clerk-Recorder once the District recovers all funds due including any and all administrative cost recovery fees assessed and the account is brought current.

6-3.3 SUIT: All unpaid bills including penalties provided herein may be collected by suit. Defendant (customer [consumer] and/or property owner) shall pay all costs of suit in any judgment rendered in favor of the District including reasonable attorney's fees.

6-3.4 BANKRUPTCY: A customer (consumer) and/or property owner who files for bankruptcy and names the District as a creditor shall, as a condition to continued water service, make a cash deposit within twenty (20) calendar days of such filing in an amount equal to the security deposit collected in accordance with Part 4-1.5.

Document comparison by Workshare 9.5 on Friday, November 22, 2019 5:02:36 PM

Input:	
Document 1 ID	file:///C:/Users/cstraus/Desktop/PART 6 - Customer Account and Billing EG redline (002).docx
Description	PART 6 - Customer Account and Billing EG redline (002)
Document 2 ID	interwovenSite://RWGDM1/RWGIMAN1/2362117/2
Description	#2362117v2<RWGIMAN1> - (Edited) Beaumont-Cherry Valley Water District Policy
Rendering set	Standard

Legend:	
<u>Insertion</u>	
Deletion	
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Style change	
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Deleted cell	
Moved cell	
Split/Merged cell	
Padding cell	

Statistics:	
	Count
Insertions	100
Deletions	26
Moved from	0
Moved to	0
Style change	0
Format changed	0
Total changes	126



BEAUMONT-CHERRY VALLEY WATER DISTRICT
REGULATIONS GOVERNING WATER SERVICE
PART 6 – CUSTOMER ACCOUNT ~~AND BILLING~~
AND COLLECTIONS

6-1 GENERAL PROVISION: The Board of Directors shall establish rates and charges for services provided by the Beaumont-Cherry Valley Water District as identified in ~~Section~~Part 5 of the District's Regulations Governing Water Service and as provided for herein. The customer (consumer) and/or property owner is liable for all services subsequent to the date stipulated on the application and until such time as the customer (consumer) makes ~~proper~~ a formal request to the District to discontinue the service. A person or entity taking possession of premises and using water from an active connection without having made application to the District for water service shall be liable for the water delivered from the date of the last recorded reading. [cw(1)] or until a new applicant for service is approved.

6-1.1 CHARGES: Water charges shall begin when a water service connection is installed and the meter is set, or an existing service is requested to be turned on, unless the water is otherwise ~~ordered requested by the customer (consumer)~~ to be left shut off when the service connection is ordered or installed. Thereafter, the District may transfer to the account which is established for such service, in accordance with California State Water Code Section 22282.1, any delinquent and/or unpaid charges from other closed or open accounts which are held by the customer (consumer) and/or property owner with the District.

~~6-1.2 BANKRUPTCY: A customer (consumer) and/or property owner who files for bankruptcy and names the District as a creditor shall, as a condition to continued water service, make a cash deposit within twenty (20) days of such filing in an amount (1) equal to the average billing for the preceding two (2) cycles, or (2) as determined by the General Manager, whichever is lower. [cw(2)].~~

6-2.1 RENDERING OF THE BILL: The regular billing period will be bi-monthly except ~~all large-volume commercial and other that commercial and other~~ accounts designated by the District, which will be billed monthly.

6-2.1.2 INFORMATION ON BILL: The bill will be in the form of a statement showing one (1) or more of the following: charge for water used, service charge, ~~multiple-unit or special charge~~ other charges, ~~a sewer service charge~~ [cw(3)] and a total amount due. In addition, the bill will show the customer's (consumer's) account number, the date of billing, the service location and the address to which the bill was mailed.

6-2.2 PERSON TO BE BILLED: Charges will be billed to the customer (consumer) noted in the application submitted in accordance with ~~Section~~Part 4 of the District's Regulations Governing Water Service. The customer (consumer) shall notify the District of any change in ownership or occupancy of the premises at least three (3) days prior to such change.

6-2.3 OPENING AND CLOSING BILLS: Opening and closing bills for less than the normal billing period shall consist of charges for actual water consumption and a proration of the availability charge.

6-2.4 PAYMENT OF BILLS: Bills for metered water service shall be rendered at the



BEAUMONT-CHERRY VALLEY WATER DISTRICT
REGULATIONS GOVERNING WATER SERVICE
PART 6 – CUSTOMER ACCOUNT ~~AND BILLING~~
AND COLLECTIONS

end of each billing period and are due and payable within 15 calendar days of ~~upon~~ issuance of said bill by the District receipt. ~~If full payment is not received at the business office of the District on or before the end of the due date grace period (30 day payment grace periods f), the bill shall be considered 30 days come past due and 30 days delinquent. On the 16th day, any unpaid balance will be considered past due and delinquent. Delinquent accounts are hereafter identified as any account that remains unpaid without having established an alternative payment plan, an arrangement that extends into the next billing period and is signed by the customer (consumer), by close of business 15 calendar days after issuance of the water bill.~~ [cw(4)]
A 15 calendar-day payment grace period will be granted automatically from that point before any penalties are imposed. A penalty ~~may will~~ be imposed on any unpaid balance after the grace period in the amount prescribed in the latest Resolution containing ~~the~~ Schedule of Administrative Cost Recoveries adopted by the Board of Directors (Attachment A). [cw(5)]



BEAUMONT-CHERRY VALLEY WATER DISTRICT
REGULATIONS GOVERNING WATER SERVICE
PART 6 – CUSTOMER ACCOUNT ~~AND BILLING~~
AND COLLECTIONS

The District may accept credit cards as payment for bills as a convenience to customers (consumers). The District ~~may~~will charge a credit card processing fee as prescribed in the latest Resolution containing the Schedule of Administrative Cost Recoveries adopted by the Board of Directors (Attachment A).

6-2.5 ADJUSTMENT OF BILL: A bill based upon an estimated reading may ~~be~~ adjusted at the customer's (consumer's) request. All other adjustments will be made per Section Part 12-2 of the District's Regulations Governing Water Service. A request for adjustment must be made in writing stating the basis upon which the adjustment should be made. Within 15 business days ~~(15 days)~~ after receipt of the request for adjustment, the ~~General Manager or his/her District designee~~ will notify the consumer of the findings.

6-2.6 DISPUTED BILLS:

If a customer (consumer) disputes the water bill and exercises their right to appeal to the District, the District will not disconnect water service for non-payment while the appeal is pending, however, additional fees provided for herein will continue to apply.

~~6-2.6 SUIT: All unpaid bills including penalties provided herein may be collected by suit. Defendant (customer/consumer) and/or property owner shall pay all costs of suit in any judgment rendered in favor of District including reasonable attorney's fees.~~

~~6-2.7 DELINQUENT ACCOUNT: A delinquency notice shall be mailed to customers whose accounts are delinquent (the 31st day after the bill was prepared), warning that service is subject to disconnection unless payment is received within fourteen (14) calendar days from the date of mailing of the delinquent notice. The delinquency notice shall indicate the amount which must be paid. The District may impose delinquent charges as prescribed in the latest Resolution containing the Schedule of Administrative Cost Recoveries adopted by the Board of Directors (Attachment A).~~

6-2.7 DELINQUENT TENANTS: Delinquent charges or penalties for water service accumulated by a tenant in the tenant's name shall be collected from the tenant and not from any subsequent tenant. If a tenant fails to pay such charges or penalties, the property owner shall become responsible for the unpaid balance.

Should a customer (consumer) who is the owner of a property have service discontinued for non-payment, the tenant(s) has the option of submitting an application for service. The full application process applies to said tenant(s).

6-2.8 LATE FEES: A delinquency notice shall be mailed to customers (consumers) and/or property owners with an unpaid account balance whose accounts are delinquent 30/30 calendar days from the date of bill issuance. (the 31st day after the bill was prepared), warning that service is subject to disconnection unless payment is received within fourteen (14) calendar days from the date of mailing of said the delinquency notice. The Said delinquency notice shall indicate the amount which must be paid. The District ~~may~~will impose delinquent charges late fees as prescribed in the latest Resolution containing the Schedule of Administrative Cost Recoveries adopted by the Board of Directors (Attachment A).



BEAUMONT-CHERRY VALLEY WATER DISTRICT
REGULATIONS GOVERNING WATER SERVICE
PART 6 – CUSTOMER ACCOUNT ~~AND BILLING~~
AND COLLECTIONS

6-2.9 SMALL BALANCE ACCOUNTS: Any balance on a bill of \$10 or less may be carried over, and added to, the next billing period without being assessed a late fee or incurring further collection action.

6-2.10 WAIVER OF LATE FEES: At the request of the customer (consumer), the District ~~may will~~ waive the late fee if ~~there are extenuating circumstances approved by the District~~, on a case-by-case basis, and the customer has not been assessed a late fee for delinquent payment in the preceding 12 months.

6-2.11 WRITTEN DISCONNECTION NOTICE: The District ~~wish~~ not discontinue water service for non-payment until payment by the customer (consumer) has been delinquent for a minimum of 60 calendar days[cw(7)]. The District will make a reasonable, good faith effort to contact the customer in writing at least 30 calendar days before discontinuation of water service for non-payment. The written disconnection notice will be mailed to the mailing address designated on the account. If the mailing address and the address of the property to which water service is provided are different, a second notice will be mailed to the service address and addressed to "Occupant". The written disconnection notice will include:

- Customer's (Consumer's) address
- Amount that is delinquent
- Date by which payment (or, if approved in accordance with Part 6-2.13 ~~an alternative payment plan~~ ~~plan~~) ~~are~~ is required to avoid discontinuation of service
- Description of the process to apply for ~~an amortization~~ ~~an alternative payment plan~~ in accordance with Part 6-2.13
- Description of the process to dispute or appeal a bill in accordance with Part 6-2.6
- District phone number and a web link to the District's customer (consumer) account billing and collections policy

The written disconnection notice shall also be sent at least 10 business days prior to the termination date to the actual users when service is to a multi-unit residential structure or mobile home park and the owner or manager is the customer (consumer) of record[cw(8)].

If the written disconnection notice is returned through the mail as undeliverable, the District will make a reasonable, good faith effort to visit the residence and leave a written notice of discontinuance for non-payment.

Residential service shall not be terminated for nonpayment:

- Until a payment by a customer (consumer) has been delinquent for a minimum of 60 days
- During the pendency of an investigation by the District of a customer (consumer) dispute or complaint
- When the customer has been granted an extension
- If all the following conditions are met:
 - The customer (consumer) submits the certification of a primary care provider that discontinuation of residential service will be life threatening or pose a serious threat to the health and safety of a resident of the premises where residential service is provided; and



BEAUMONT-CHERRY VALLEY WATER DISTRICT
REGULATIONS GOVERNING WATER SERVICE
PART 6 – CUSTOMER ACCOUNT ~~AND BILLING~~
AND COLLECTIONS

- o The (customer) consumer declares that they are financially unable to pay for residential service, as demonstrated by a self-certification of
 - Any member of the household being a current recipient of CalWORKS, CalFresh, general assistance, Medi-Cal, Supplemental Security Income/State Supplementary Payment Program, or California Special Supplemental Nutrition Program for Women, Infants, or Children; or
 - the household's annual income being less than 200 percent of the federal poverty level; and
- o The Customer is willing to enter into an alternative payment plan, or a plan for deferred payment, with respect to all delinquent charges over a period determined by the District based on the circumstances of the case^[cw(9)]

~~(consumer)~~ 6-2.12 TEN-DAY NOTICE OF TERMINATION

The District will make a reasonable, good faith effort to notify the customer (consumer) by phone ten business days in advance of disconnection of water service for non-payment. The District assumes no responsibility for contact information that has not been kept up-to-date by the customer (consumer) and/or owner.

6-2.1243 ALTERNATIVE PAYMENT PLANS:

Any customer (consumer) who is unable to pay for service within the current billing period may request that an alternative payment plan be considered by the District to avoid late fees or disruption of service. The current billing period is defined as beginning on the date of bill issuance. As there may be multiple billing periods open, new bills issued do not supersede bills issued for previous water service. A new bill does not extend the due date(s) of any previously unpaid balance(s). ~~that plan be considered by the District~~ The District will consider all circumstances surrounding the request and make a determination as to whether the payment ~~arrangement~~ plan is warranted.

~~plans/ payment~~^[cw(10)] ~~(consumer)~~ A payment plan will set forth a payment schedule for ~~amortize~~ the unpaid balance over a period defined by the District ~~(consumer)~~.^[cw(11)] The ~~amortized~~ payments will not be combined with the customer's (consumer's) regular bill. The customer (consumer) must comply with the terms of the ~~amortization~~ payment plan and remain current as charges accrue in each subsequent billing period. The customer (consumer) may not request a further ~~amortization~~ payment plan/arrangement of any subsequent unpaid charges while paying delinquent charges pursuant to ~~an amortization~~ a payment plan. Failure to comply with the terms of ~~an amortization~~ the payment plan will result in a ten-day notice of termination pursuant to Part 6-2.12.

6-2.14 DISCONNECTION DEADLINE:

All delinquent water service charges and associated fees must be received by the District by 5:00 p.m. on the day specified in the written disconnection notice. Any account delinquent after said deadline will be inactivated in the District's billing system and subject to disconnection of water service.

6-2.-815 DISCONNECTION OF WATER SERVICE FOR NON-PAYMENT
FOR NON-PAYMENT:



BEAUMONT-CHERRY VALLEY WATER DISTRICT
REGULATIONS GOVERNING WATER SERVICE
PART 6 – CUSTOMER ACCOUNT ~~AND BILLING~~
AND COLLECTIONS

~~The District will disconnect water service by turning off, and in some cases locking off, the meter. The customer (consumer) will be notified pursuant to Parts 6-2.11 and 6-2.12 and charged a fee to re-establish service in the billing system. Any meter turned off may remain in the off position until payment is received in full, including all assessed fees. Water service shall be discontinued if payment for water service (including penalties) is not made within fourteen (14) calendar days of the date of mailing the delinquent notice (the 46th day after the billing date). At least forty-eight (48) hours prior to termination, the District will make a reasonable attempt to notify the resident of the affected property in accordance with the California Water Code. At no time shall the District discontinue water service at a time when the District offices are closed.~~

6-2.16 RE-ESTABLISHMENT OF WATER SERVICE:

~~In order to resume or continue service that has been disconnected for non-payment, the customer (consumer) must pay all outstanding charges. The District will endeavor to reconnect service as soon as practicable but, at a minimum, will restore service before the end of business on following payment, so long as said payment is received during normal business hours. Water service that is turned on by any person other than District personnel or without District authorization may be subject to fines or additional charges or fees. Any damages that occur as a result of unauthorized restoration of service are the responsibility of the customer (consumer).~~

6-2.17 RE-ESTABLISHMENT OF WATER SERVICE AFTER BUSINESS HOURS:

~~Service restored normal business hours, weekends, or holidays will be charged an after-hours re-establishment fee. Service will not be restored after regular business hours unless the customer (consumer) has been informed of the after-hours re-establishment fee and has signed on the District's After hours Reestablishment Agreement acknowledging the fee and agreeing to contact pay the subject fee. to to pay the subject fee. The after-hours reestablishment fee is in addition to the regular re-establishment fee and the late fees for a delinquent account. District staff responding to service calls are not permitted to collect payment but will instruct review the process requirements with the customer (consumer). to contact the billing department before noon the following business day.~~

6-2.1798 NOTIFICATION OF DISPOSITION OF RETURNED CHECKPAYMENT:

~~Upon receipt of notification of a returned payment (i.e. insufficient funds) for water service or other charges, the District will consider the account not paid. The District will make a reasonable, good faith effort to notify the customer (consumer) by phone of the returned payment. A 48-hour notice of termination of service due to a returned payment will be generated and left at the residence. |cw(12)~~

~~Water service will be disconnected if the amount of the returned payment and the returned payment fee are not paid on or before the date specified in the notice of termination. All amounts paid to redeem a returned checkpayment and to pay the returned check chargepayment fee must be paid for restoration of service. Additional fees may be applied to the account, including but not limited to, re-establishment and after-hours re-establishment fees.~~



BEAUMONT-CHERRY VALLEY WATER DISTRICT
REGULATIONS GOVERNING WATER SERVICE
PART 6 – CUSTOMER ACCOUNT ~~AND BILLING~~
AND COLLECTIONS

~~20~~PAYMENTS (consumer) will

If the District receives ~~two~~three or more ~~bad checks~~returned payments from the same customer (consumer) within a 12 month period, the account will be placed on a "cash payment only" ~~basis~~status until further notice.

21 (consumer) M provided for herein

A charge for restoration of service as provided for in the latest Resolution containing the Schedule of Administrative Cost Recoveries adopted by the Board of Directors (Attachment A) may be assessed.

A consumer having a delinquent account on one (1) premise may not receive service on any other premises until the delinquent account has been paid, including penalties, if any.

The District may impose delinquent charges as prescribed in the latest Resolution containing the Schedule of Administrative Cost Recoveries adopted by the Board of Directors (Attachment A).



BEAUMONT-CHERRY VALLEY WATER DISTRICT
REGULATIONS GOVERNING WATER SERVICE
PART 6 – CUSTOMER ACCOUNT BILLING AND
COLLECTIONS~~CUSTOMER ACCOUNT AND~~

~~If the delinquent amount is paid with a check that is not accepted by the paying bank, for any reason, the District will proceed with disconnection of service in accordance with applicable law. The outstanding charges must be paid in cash for restoration of service.~~

~~If the District receives two or more bad checks from the same customer within a 12 month period, the account will be placed on a cash basis until further notice.~~

6-2.~~922~~19 SERVICE CHARGES FOR VIOLATIONS:

If water service is discontinued for violation of any of the District's rules, regulations, resolutions or ordinances, service shall not be re-instituted until the violations have been corrected and all applicable service charges and fees as provided for herein are paid in full.

6-2.~~2310~~20 PARTIAL PAYMENTS: A partial payment of a delinquent account may be accepted and credited to a customer's (consumer's) account, but such partial payment shall not be cause for removing the account from a delinquent status and shall not preclude the meter from being turned off for delinquency. To avoid a disconnection, the balance must be paid in full by the disconnection deadline.

6-2.~~1241~~21 AUTHORIZATION FOR CONTINUANCE OF SERVICE FOR DELINQUENT

ACCOUNTS: The ~~General Manager or his designee~~District may authorize continuation of service to a delinquent account if ~~financial arrangements~~a payment plan satisfactory to the District hasve been established.

6-3.~~13.1~~1 _LIEN AGAINST PROPERTY FOR NON-PAYMENT: Any unpaid debt will be deemed a lien against the real property to which service is rendered as specified herein and in accordance with applicable law. The ~~General Manager or his/her designee~~District is authorized to file a lien against the real property serviced with the Assessor-Clerk- Recorder of the County of Riverside for any charges 60 days ~~past due~~delinquent. The District may charge a lien processing fee as prescribed in the latest Resolution containing the Schedule of

Administrative Cost Recoveries adopted by the Board of Directors (Attachment A).



BEAUMONT-CHERRY VALLEY WATER DISTRICT
REGULATIONS GOVERNING WATER SERVICE
PART 6 – CUSTOMER ACCOUNT BILLING AND
COLLECTIONS~~CUSTOMER ACCOUNT AND~~

6-3.2 COLLECTION OF DELINQUENT AND UNPAID CHARGES: The County Assessor-Clerk-Recorder shall include the amount of charges of unpaid bills as a lien against the debtor's property until the unpaid charges are collected. A release of lien will be filed with the County Assessor-Clerk-Recorder once the District recovers all funds due including any and all administrative cost recovery fees assessed and the account is brought current.

~~6-23.63~~ 63 SUIT: All unpaid bills including penalties provided herein may be collected by suit. Defendant (customer [consumer] and/or property owner) shall pay all costs of suit in any judgment rendered in favor of District including reasonable attorney's fees.

6-3.4 BANKRUPTCY: A customer (consumer) and/or property owner who files for bankruptcy and names the District as a creditor shall, as a condition to continued water service, make a cash deposit within twenty calendar (20) days of such filing in an amount equal to the security deposit collected in accordance with Part 4-1.5.



BEAUMONT-CHERRY VALLEY WATER DISTRICT
REGULATIONS GOVERNING WATER SERVICE
PART 6 – CUSTOMER ACCOUNT AND BILLING
Page 1 of 3

6-1 GENERAL PROVISION: The Board of Directors shall establish rates and charges for services provided by the Beaumont-Cherry Valley Water District as identified in Section 5 of the District's Regulations Governing Water Service and as provided for herein. The consumer is liable for all services subsequent to the date stipulated on the application and until such time as the consumer makes proper request to the District to discontinue the service or until a new applicant for service is approved.

6-1.1 CHARGES: Water charges shall begin when a water service connection is installed and the meter is set, or an existing service is requested to be turned on, unless the water is otherwise ordered to be left shut off when the service connection is ordered or installed. Thereafter, the District may transfer to the account which is established for such service any delinquent and/or unpaid charges from other closed or open accounts which are held by the customer and/or property owner with the District.

6-1.2 BANKRUPTCY: A consumer who files for bankruptcy and names the District as a creditor shall, as a condition to continued water service, make a cash deposit within twenty (20) days of such filing in an amount (1) equal to the average billing for the preceding two (2) cycles, or (2) as determined by the General Manager, whichever is lower.

6-2.1 RENDERING OF THE BILL: The regular billing period will be bi-monthly except that commercial and other accounts designated by the District will be billed monthly.

6-2.1.2 INFORMATION ON BILL: The bill will be in the form of a statement showing one (1) or more of the following: charge for water used, service charge, multiple unit or special charge, a sewer service charge and a total amount due. In addition, the bill will show the consumer's account number, the date of billing, the service location and the address to which the bill was mailed.

6-2.2 PERSON TO BE BILLED: Charges will be billed to the consumer noted in the application submitted in accordance with Section 4 of the District's Regulations Governing Water Service. The consumer shall notify the District of any change in ownership or occupancy of the premises at least three (3) days prior to such change.

6-2.3 OPENING AND CLOSING BILLS: Opening and closing bills for less than the normal billing period shall consist of charges for actual water consumption and a proration of the availability charge.

6-2.4 PAYMENT OF BILLS: Bills for metered water service shall be rendered at the end of each billing period and are due and payable upon receipt. If full payment is not received at the business office of the District on or before the due date (30 days from the billing date), the bill shall become past due and delinquent. A penalty may be imposed in the amount prescribed in the latest Resolution containing the Schedule of Administrative Cost Recoveries adopted by the Board of Directors (Attachment A).



BEAUMONT-CHERRY VALLEY WATER DISTRICT
REGULATIONS GOVERNING WATER SERVICE
PART 6 – CUSTOMER ACCOUNT AND BILLING
Page 2 of 3

The District may accept credit cards as payment for bills as a convenience to customers. The District may charge a credit card processing fee as prescribed in the latest Resolution containing the Schedule of Administrative Cost Recoveries adopted by the Board of Directors (Attachment A).

6-2.5 ADJUSTMENT OF BILL: A bill based upon an estimated reading may be adjusted at the consumer's request. All other adjustments will be made per section 12 of the District's Regulations Governing Water Service. A request for adjustment must be made in writing stating the basis upon which the adjustment should be made. Within 15 days after receipt of the request for adjustment, the General Manager or his/her designee will notify the consumer of the findings.

6-2.6 SUIT: All unpaid bills including penalties provided herein may be collected by suit. Defendant shall pay all costs of suit in any judgment rendered in favor of District including reasonable attorney's fees.

6-2.7 DELINQUENT ACCOUNT: A delinquency notice shall be mailed to customers whose accounts are delinquent (the 31st day after the bill was prepared), warning that service is subject to disconnection unless payment is received within fourteen (14) calendar days from the date of mailing of the delinquent notice. The delinquency notice shall indicate the amount which must be paid. The District may impose delinquent charges as prescribed in the latest Resolution containing the Schedule of Administrative Cost Recoveries adopted by the Board of Directors (Attachment A).

6-2.8 DISCONNECTION FOR NON-PAYMENT: Water service shall be discontinued if payment for water service (including penalties) is not made within fourteen (14) calendar days of the date of mailing the delinquent notice (the 46th day after the billing date). At least forty-eight (48) hours prior to termination, the District will make a reasonable attempt to notify the resident of the affected property in accordance with the California Water Code. At no time shall the District discontinue water service at a time when the District offices are closed.

A charge for restoration of service as provided for in the latest Resolution containing the Schedule of Administrative Cost Recoveries adopted by the Board of Directors (Attachment A) may be assessed.

A consumer having a delinquent account on one (1) premise may not receive service on any other premises until the delinquent account has been paid, including penalties, if any.

The District may impose delinquent charges as prescribed in the latest Resolution containing the Schedule of Administrative Cost Recoveries adopted by the Board of Directors (Attachment A).



BEAUMONT-CHERRY VALLEY WATER DISTRICT
REGULATIONS GOVERNING WATER SERVICE
PART 6 – CUSTOMER ACCOUNT AND BILLING
Page 3 of 3

If the delinquent amount is paid with a check that is not accepted by the paying bank, for any reason, the District will proceed with disconnection of service in accordance with applicable law. The outstanding charges must be paid in cash for restoration of service.

If the District receives two or more bad checks from the same customer within a 12 month period, the account will be placed on a cash basis until further notice.

6-2.9 SERVICE CHARGES FOR VIOLATIONS: If water service is discontinued for violation of any of the District's rules, regulations, resolutions or ordinances, service shall not be re-instituted until the violations have been corrected and all applicable service charges and fees as provided for herein are paid in full.

6-2.10 PARTIAL PAYMENTS: A partial payment of a delinquent account may be accepted and credited to a customer's account, but such partial payment shall not be cause for removing the account from a delinquent status and shall not preclude the meter from being turned off for delinquency.

6-2.11 AUTHORIZATION FOR CONTINUANCE OF SERVICE FOR DELINQUENT ACCOUNTS: The General Manager or his designee may authorize continuation of service to a delinquent account if financial arrangements satisfactory to the District have been established.

6-3.1 LIEN AGAINST PROPERTY FOR NON-PAYMENT: Any unpaid debt will be deemed a lien against the real property to which service is rendered as specified herein and in accordance with applicable law. The General Manager or his/her designee is authorized to file a lien against the real property serviced with the Assessor-Clerk-Recorder of the County of Riverside for any charges 60 days past due. The District may charge a lien processing fee as prescribed in the latest Resolution containing the Schedule of Administrative Cost Recoveries adopted by the Board of Directors (Attachment A).

6-3.2 COLLECTION OF DELINQUENT AND UNPAID CHARGES: The County Assessor-Clerk-Recorder shall include the amount of charges of unpaid bills as a lien against the debtor's property until the unpaid charges are collected. A release of lien will be filed with the County Assessor-Clerk-Recorder once the District recovers all funds due including any and all administrative cost recovery fees assessed and the account is brought current.

President Covington posited that the City of Banning has water in storage and may be amenable to selling it to BCVWD at a discounted rate. Director Hoffman pointed out that hydraulic constraints affecting the BCVWD also affect other area agencies. Mr. Jagers noted capacity would be available in the spring.

The Board approved a mid-year adjustment to the Fiscal Year 2019 Operating Budget for State Water Project purchases in the amount of \$3,046,426 by the following vote:

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

6. Presentation of SB 998 Regarding Water Shutoff Protection Act and Consideration of Potential BCVWD Policy Changes for Compliance

Senior Finance and Administrative Analyst William Clayton briefed the Board on the recently enacted legislation. The law provides procedural protections for delinquent customers before shutoff, and becomes effective February 1, 2020, Clayton explained. It will require a District policy change, he advised. Mr. Clayton explained the current process and new requirements.

Turning water off is a last resort, Clayton noted, but it prevents the District from encountering Proposition 218 issues where some customers are being subsidized by others. One major consideration is that the new law allows anyone to get a payment plan, Clayton said. General Manager Jagers added that it is important to have a well-crafted policy, as the new law allows a lengthy period of time before the District can discontinue service.

In response to President Covington, Mr. Jagers explained that changing to monthly from bi-monthly billing was analyzed by staff. Director Hoffman asked about current uncollectible losses. Mr. Clayton noted that no account is considered uncollectible, as any outstanding liability converts to a lien on the property.

Clayton explained two options for billing timelines and compared to the District's current process: A. The bill is due upon receipt, or B. The bill is due thirty (30) days after issuance. Mr. Clayton advised that many agencies' bills are due 21 days after receipt, but SB 998 will change that.

Director Hoffman indicated that the fewer delinquencies generated, the better for the District and cash flow. Giving people additional time would be beneficial for them and for the District, he suggested. President Covington agreed and confirmed the District accepts online payments. Mr. Jagers added that a lot of staff time was spent addressing delinquencies and shut offs / turn ons, but new processes have reduced the average of 350 to 400 delinquencies to 40 or 50.

President Covington indicated aversion to additional staff time on shut offs and timely paying customers absorbing costs for delinquencies. He noted that a few may take advantage of the law's benefits and make public agencies carry the burden. There is no funding for this mandate, he pointed out. Any policy must be fair to the customer and the District, he said, without increasing shut off rates.

President Covington directed staff to compose a tight policy that serves the District and all its customers. With the input of the Board regarding billing periods, staff will revise bills and reminder notices and processes, Clayton said. Mr. Jagers suggested Option A which has been working well for the District, rather than stretching the billing further, which may be detrimental.

President Covington concurred. Director Williams asked about additional qualifications for the payment program and a sliding scale. Mr. Clayton noted these have been brought up and will be considered. Mr. Jagers said the language of SB 998 seems flexible enough to allow some similar structure. President Covington asked about the adaptability of billing software. Mr. Clayton said it appears to be capable without hiring additional staff.

Mr. Clayton answered questions about notice requirements and appeal process for Director Williams. She suggested shortening the 15-day appeal period to seven to 10 days of the notice since the District no longer has the option of shut off. Director Ramirez agreed and suggested establishing guidelines rather than hard rules, to allow for some flexibility. He pointed out that the District is primarily an English and Spanish speaking community, and Mr. Jagers noted bi-lingual staff and that there has not been a problem communicating with customers. Director Ramirez concurred regarding Option A with seven days.

Director Hoffman said he preferred Option A with a 15-day grace period. Director Slawson concurred on Option A with a grace period.

Mr. Jagers complimented staff and explained the hardship caused to the District due to this legislation. President Covington noted the Board would like to work reasonably with its customers, but the District is not a bank.

7. Consideration of Request for an Update of “Will Serve Letter” for Riverside County Assessor’s Parcel No. 402-190-007 located at 40090 Lincoln Street in the Community of Cherry Valley

Senior Engineer Mark Swanson explained this is a fairly large residential parcel. Mr. Jagers noted the existing WSL expired in 2017.

The Board approved the request for an update of “Will Serve Letter” for domestic water service for a proposed single-family residence located at 40090 Lincoln Street, identified as Riverside County Assessor’s Parcel No. (APN) 402-190-007, in the Community of Cherry Valley by the following vote:

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

8. Consideration of Request for “Will Serve Letter” and Annexation Approval for 99 S. California Avenue (Riverside County Assessor’s Parcel No. 417-180-014) in the City of Beaumont



**Beaumont-Cherry Valley Water District
Regular Board Meeting
December 18, 2019**

Item 10

STAFF REPORT

TO: Board of Directors

FROM: Dan Jagers, General Manager

SUBJECT: **Authorize the General Manager to Execute a Contract with Keenan & Associates as the District's Benefits Broker of Record**

Staff Recommendation

Authorize the General Manager to execute a contract with Keenan & Associates as the District's Benefits Broker of Record.

Background

The District currently offers Medical, Dental, Vision, Life Insurance, and various supplemental insurance options to employees. Medical benefits are currently offered through CalPERS and Life Insurance is currently offered through The Standard Insurance Company at the expense of the District, and the other various supplemental benefits are contracted with separate vendors at the expense of the employee. Open Enrollment is currently conducted during separate periods for each vendor. During initial one-on-one interviews between the new Human Resource Coordinator and employees and in requests made to the Personnel Committee, employees have stated they would like to have expanded options for benefits, and the Committee has requested staff to research alternatives. Staff searched for alternatives with limited responses from vendors and presented findings during the November 25, 2019 Personnel Committee meeting.

In addition, the Board has directed staff to research adding benefits options for Board of Directors members, which are not currently offered. Since CalPERS membership and associated benefits are restricted to full time employees, District elected officials (Board members) are not eligible, therefore the District would need to contract an additional vendor in order to offer benefits to the Board.

Because the District does not require employees to participate or enroll in the offered employee funded supplemental benefits programs, and the District employs fewer than 50 people, the District has a less attractive buying power to benefits vendors due to the uncertain participation level. Due to that decreased buying power, rates for these supplemental benefits programs are higher for employees and employer-share, if any. The District also has fewer options available due to that decreased buying power and is not able to effectively offer quality benefits choices to employees.

Summary

Offering quality benefits options to employees is critical for employee retention and well-being in order to provide the best water service for the public. Staff recommends contracting with a benefits broker to negotiate rates and conduct research on behalf of the District. This action is also recommended by the District's human resources consultant, HR Dynamics.



Broker commissions are paid by vendors, so there is no cost to the District for this business relationship. Joining with a broker service could improve available options since the District would be joining a larger pool of participants and therefore be more attractive to vendors. This action has cost-saving potential to the District as well as the individual employee since a broker may be able to negotiate more favorable terms for the District paid benefits while providing quality service and options for employees.

Solicitation is not required by policy for this agreement, since there is no cost to the District. However, staff reached out to alternate broker firms Arroyo Insurance and Alliant Insurance Services, Inc., and has received no response from these firms. Informal research determined other firms do not work with public sector agencies or they tend to be industry-specific and therefore less suitable. Some brokers, such as Gallagher Insurance, offer benefits-related services in conjunction with workers compensation insurance, which the District is not currently seeking. Keenan & Associates (Keenan) is recommended to the District by HR Dynamics, in order to address the need for a streamlined Open Enrollment process.

Keenan's references are positive, and the firm is recommended based on responsiveness to clients' needs. Keenan provides benefits broker services to the City of Chino, the City of Colton, Rainbow Municipal Water District, Western Municipal Water District, East Valley Water District, and Desert Water Agency, which demonstrates their experience working with public agencies and with water districts in southern California.

Keenan provides services to more than 950 public sector entities including 65 trusts and Joint Powers Authority (JPA) programs. Keenan's Public Agency Division focuses on the unique needs of entities such as special districts and operates locally in Southern California. Keenan offers an insurance policy review and marketing team to provide professional open enrollment materials. Keenan can provide support during Open Enrollment, coordinate with vendors, work with Human Resources during negotiation of the employees' Memorandum of Understanding (MOU), and assist with Health and Wellness Fairs.

As requested by the Board, Keenan can offer benefits to Board members through their insurance pool, if desired, through a benefit program called Keenan Direct. Keenan also offers a benefits portal which the District may choose to utilize in order to modernize the open enrollment process and provide excellent customer service to our employees.

The proposed agreement and designation would remain in full force and effect unless cancelled in writing by the District. The District would remain in complete control of all decisions regarding benefits offered and will be able to make changes to benefits offered if desired.

Fiscal Impact

There is no cost to the District. Approval of this agreement has the potential for cost savings if vendor contracts are re-negotiated for more favorable terms.

Attachment(s)

1. Proposed Broker of Record Designation
2. Proposed Business Associate Agreement
3. BCVWD Purchasing Policy

Staff Report prepared by Sabrina Foley, Human Resources Coordinator

Attachment 1

Broker of Record Designation

As of **February 1, 2020**, the organization listed below (“Client”) appoints Keenan & Associates (“Keenan”) as the Broker of Record in connection with the following coverages: **Dental, Vision, Life, Voluntary Plans and Section 125 Program** and such additional coverages or insurance as Client may from time-to-time request from Keenan (the “Coverages”). This appointment rescinds any and all previous appointments Client may have made with respect to the Coverages and shall remain in full force and effect until cancelled in writing with sixty (60) days advance notice. The parties hereby agree to the following additional terms:

With respect to the Coverages, Keenan shall have the exclusive authority and right to negotiate with insurance carriers and other coverage providers on Client’s behalf. Keenan shall provide those services as listed on Exhibit A attached to and made a part of this document. Client shall provide Keenan with timely and accurate information necessary to obtain the Coverages and authorizes Keenan to provide such information to prospective insurers and other coverage providers. Except for Keenan’s responsibilities with respect to funds obtained from or on behalf of Client, Keenan shall not be a fiduciary of Client. As compensation for its services, Keenan shall receive commissions from insurance carriers and/or other vendors for the placement of insurance coverage. Client shall have no responsibility for the payment of any such commission to Keenan. Additional information concerning Keenan’s compensation Disclosure Policy is available online at www.Keenan.com or from your Keenan account representative.

Disputes arising out of or relating to this designation, other agreements between the parties, or any other relationship involving Client and Keenan (whether occurring prior to, as part of, or after the signing of this Agreement) shall first be resolved by good faith negotiations between representatives of the parties with decision-making authority. If either party determines that the dispute cannot be resolved through informal negotiation then the dispute shall be submitted to non-binding mediation. The site of the mediation and the selection of a mediator shall be determined by mutual agreement of the parties. If the dispute is not resolved through mediation within sixty (60) days following the first notification of a request to mediate, then either party shall have the right to require the matter to be resolved by final and binding arbitration by JAMS dispute resolution service pursuant to its Streamlined Arbitration Rules and Procedures, or such other arbitration procedures as may be agreed to in writing by the parties. Negotiation, mediation, and arbitration shall be the exclusive means of dispute resolution between Client and Keenan and their respective members, agents, employees and officers. The arbitration shall be conducted in the County of Los Angeles, California.

Beaumont-Cherry Valley Water District		Keenan & Associates	
<u>Signature:</u>		<u>Signature:</u>	
<u>By:</u>		<u>By:</u>	Laurie Lofranco
<u>Title:</u>		<u>Title:</u>	Municipality Practice Leader
<u>Address:</u>	560 Magnolia Avenue	<u>Address:</u>	2355 Crenshaw Blvd., Ste. 200
	Beaumont, CA 92223		Torrance, CA 90501
<u>Telephone:</u>	951-845-1572	<u>Telephone:</u>	310 212-0363
<u>Attention:</u>	Sabrina Foley	<u>Attention:</u>	Karyn Goodsite
<u>E-mail:</u>	sabrina.foley@bcvwd.org	<u>E-mail:</u>	kgoodsite@keenan.com

EXHIBIT A
KEENAN SERVICES

Keenan shall provide the following Services:

1. Plan Review – Keenan shall review applicable benefit plan(s) and provide information and recommendations regarding insured and/or self-insured options, as requested by Client.
2. Insurance Needs Assessment – Keenan shall work with Client to determine Client's insurance needs.
3. Insurance Marketing Plan – Review, evaluate and negotiate insurance renewals on Client's behalf. Keenan shall prepare and present to Client its plan for marketing Client to various carriers and/or Coverage providers. In furtherance of its plan, Keenan shall contact those markets that it has determined most likely to meet Client's needs, as made known to Keenan, but shall not necessarily contact every available market for the particular Coverage being sought. In so far as practical, Keenan shall honor Client's timely and reasonable requests to contact specific markets, but Keenan shall not be obligated to present Client to any carrier or Coverage provider which Keenan has determined would not be willing to quote Client's business or would not give a competitive quote.
4. Insurance Marketing Results – Keenan shall present to the client, in summary format, information concerning all markets and carriers approached. The summary shall include, as applicable: name of carrier and Coverage providers approached, limits, premium, and deductible. The summary shall also include the names of any carriers or Coverage providers who declined to provide a quote.
5. Review of Insurance Options – Keenan shall present, along with the Marketing Results, a comparison summary highlighting the significant terms and/or differences among the various Coverages quoted. This summary is provided for Client's convenience only. It is Client's responsibility to ask questions and to request any additional information that it deems necessary for it to make an informed decision regarding its insurance or self-insurance program.
6. Obtain Coverage – Once the Client has made its decision, Keenan shall take all steps necessary to communicate Client's decision to the carrier selected and to have the carrier or other Coverage provider bind Coverage on behalf of the Client.
7. Implementation – Keenan shall assist Client in the preparation and distribution of materials relating to the implementation of its coverage, for which client shall give final approval.
8. Ongoing Service -- Keenan will provide the following Client support services:
 - Continued analysis of benefit plan design and performance noting available alternatives as appropriate;
 - Direction and support with claims resolution and other related issues;
 - Review of claims experience and trends;
 - Support with billing/eligibility concerns;
 - Acting as a liaison between Client and carriers and vendors and serving as a proactive Client advocate;
 - Responding to day-to-day benefit questions from Client;
 - Assisting Client with governmental reporting and filings (e.g., 5500's and Summary Annual Reports), as applicable;

- Providing information concerning current developments and trends in employee benefits and new legislation that may affect Client's plans;
- Assisting in drafting, review and/or amendment of benefit plan and related documents. Any document drafted or reviewed by Keenan and approved by Client under this Agreement shall apply solely to the plan year for which the Service was provided. They are not intended for use beyond the plan year for which they were created, reviewed or revised. Keenan shall not be held liable for any direct, punitive, special, consequential or incidental damages, loss of profit or revenue, loss of business, loss or inaccuracy of data or scope of insurance resulting from the continued use of such plan documents or SPD beyond the dates for which they were intended;
- Assisting in the coordination and preparation of open enrollment, orientation, health fairs, and/or question and answer meetings for Client's employees. and
- Attendance at **two** meetings of the Client's Insurance Committee.

Attachment 2

BUSINESS ASSOCIATE AGREEMENT

This Business Associate Agreement (the Agreement) is entered into February 1, 2020 (“Effective Date”) by and between the Beaumont-Cherry Valley Water District, the sponsor (“Sponsor”) of one or more health plans (collectively referred hereafter to as the “Plan”) and Keenan & Associates (Business Associate).

WHEREAS, the Sponsor has independently contracted with Business Associates to provide services to, for or on behalf of the Plan; and

WHEREAS, Plan wishes to allow the Business Associate to have access to PHI including but not limited to, EPHI that is either provided to the Business Associate by the Plan or received and created by the Business Associate on behalf of the Plan in the course of providing its services to, for or on behalf of the Plan;

WHEREAS, the Plan is required to comply with HIPAA (including, but not limited to, its Privacy Rule and Security Rule), and other governmental regulations relating to the privacy and security of individuals’ personally identifiable information.

NOW, THEREFORE, for good and valuable consideration, the receipt of which is hereby acknowledged, Plan and Business Associate agree as follows:

DEFINITIONS

Catch-all definition:

Terms used, but not otherwise defined, in this Agreement shall have the same meaning as those terms in 45 CFR §§ 160.103 and 164.501.

Specific definitions:

(a) **Business Associate** “Business Associate” shall generally have the same meaning as the term “business associate” at 45 CFR 160.103, and in reference to this Agreement, shall mean Keenan & Associates.

(b) **Breach** shall have the same meaning as the term “breach” in 45 CFR § 164.402

(c) **Covered Entity** shall generally have the same meaning as the term “covered entity” at 45 CFR 160.103, and in reference to this Agreement shall mean the health and welfare benefits plans sponsored by the entity that is signatory to this Agreement.

(d) **Individual** shall have the same meaning as the term “individual” in 45 CFR § 164.501 and shall include a person who qualifies as a personal representative in accordance with 45 CFR § 164.502(g).

(e) **Privacy Rule** shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 CFR Part 160 and Part 164, Subparts A and E.

(f) **Protected Health Information (“PHI”)** shall have generally the same meaning as the term “protected health information” in 45 CFR § 164.501, and for this Agreement shall be limited to the information created or received by Business Associate from or on behalf of the Covered Entity.

(g) **Secretary** shall mean the Secretary of the Department of Health and Human Services or his designee.

(h) **Security Rule** shall mean the Security Standards for the Protection of Electronic Health Information at 45 CFR Part 160 and Part 164, Subpart A and C.

(i) **Electronic PHI (E-PHI)** shall have the meaning found in the Security Rule 45 CFR, Section 160.103.

(j) **Security Incident** shall have the same meaning as the term “security incident” in 45 CFR Parts 160 and 164, subparts A and C

(k) **HIPAA Rules** shall mean the Privacy, Security, Breach Notification, and Enforcement Rules at 45 CFR Part 160 and Part 164.

(l) **Designated Record Set** shall have the same meaning as the term “designated record set” in 45 CFR 164.501.

(m) **Subcontractor** shall have the same meaning as the term “subcontractor” in 45 CFR §160.103

(n) **Unsecured PHI** shall have the meaning given the term “unsecured protected health information” in 45 CFR § 164.402.

OBLIGATIONS AND ACTIVITIES OF BUSINESS ASSOCIATE

Business Associate agrees to:

(a) Business Associate agrees to not request, use, or further disclose PHI other than as permitted or required by the Agreement or as permitted or required by law.

(b) Business Associate agrees that it shall utilize appropriate physical, administrative and technical safeguards to ensure that the PHI is not used or disclosed in any manner inconsistent with this Agreement. Such safeguards shall include, but not be limited to: (1) establishing policies and procedures to prohibit any employee of Business Associate, who does not have a reasonable need for the PHI in order to accomplish an authorized use or disclosure, from accessing such information and to inform all employees of Business Associate whose services may be used to fulfill obligations under this Agreement of the terms of this Agreement; and (2) disclosing to any agent, Subcontractor or other third party, and requesting from Covered Entity, only the minimum PHI necessary to accomplish the intended purpose of the use, disclosure or request. (“Minimum necessary” shall be interpreted in accordance with the HIPAA Rules.) Business Associate shall provide Covered Entity with such information concerning the safeguards as Covered Entity may reasonably request from time to time.

(c) Use appropriate safeguards, and comply with Subpart C of 45 CFR Part 164 with respect to electronic PHI, to prevent use or disclosure of PHI other than as provided for by the agreement.

(d) Business Associate agrees to mitigate, to the extent practicable, any harmful effect that is known to Business Associate of a use or disclosure of PHI by Business Associate in violation of this Agreement.

(e) Business Associate agrees to report to Covered Entity, in writing, any use or disclosure by Business Associate of PHI not permitted by this Agreement promptly after Business Associate's first awareness thereof, including but not limited to, any discovery of any inconsistent use or disclosure by Subcontractor of Business Associate.

(f) Report to Covered Entity any use or disclosure of PHI not provided for by the Agreement of which it becomes aware, including breaches of Unsecured PHI information as required at 45 CFR 164.410 (without unreasonable delay, and, in no case later than 10 calendar days after discovery of a Breach), and any security incident of which it becomes aware.

(g) Business Associate agrees to require that any Subcontractor, to whom it provides PHI received from, or created or received by Business Associate on behalf of Covered Entity, execute a Business Associate Agreement acknowledging its compliance with the HIPAA Rules.

(h) Business Associate agrees to provide access to PHI, at the request of Covered Entity, and in the time and manner reasonably designated by Covered Entity, to Covered Entity, or, as directed by Covered Entity, to an Individual in order to meet the requirements under 45 CFR 164.524 (within 30 days after receipt of the request unless there is a 30 day extension.)

(i) Business Associate agrees to make any amendment(s) to PHI that the Covered Entity directs or agrees to pursuant to 45 CFR 164.526, and in the time and manner reasonably designated by Covered Entity, in a Designated Record Set, or take other measures as necessary to satisfy Covered Entity's obligations under 45 CFR 164.526 no later than 60 days after the receipt of the request.

(j) Business Associate agrees to make its internal practices, books and records relating to the use and disclosure of the PHI available to the Secretary or the Secretary's designee for the purposes of determining Covered Entity's compliance with the HIPAA Rules. Business Associate shall immediately notify Covered Entity of its receipt of any such request for access, but in no case later than 60 days after the receipt of the request.

(k) Business Associate agrees to document such disclosures of PHI to the extent necessary for Covered Entity to respond to a request by an Individual for an accounting of disclosures of PHI in accordance with 45 CFR § 164.528 no later than 60 days after the receipt of the request.

(l) Maintain and make available the information required to provide an accounting of disclosures to either the Covered Entity, or the Individual, as necessary to satisfy Covered Entity's obligations under 45 CFR 164-528 within 60 days after receipt of the request.

(m) Business Associate agrees to provide Covered Entity, in the time and manner reasonably designated by Covered Entity, information collected in accordance with Section (l) on page 3 of this

Agreement, to permit Covered Entity to respond to a request by an Individual for an accounting of disclosures of PHI in accordance with 45 CFR 164.528 no later than 60 days after the receipt of the request.

(n) Business Associate agrees to provide information and documentation concerning Business Associate's compliance with this Agreement to the extent reasonably requested by Covered Entity as necessary to permit to respond to third parties' inquiries of and/or claims against Covered Entity relating to use and/or disclosure of PHI and/or for Covered Entity to comply with law(s) relating to its monitoring of compliance with this Agreement. Business Associate shall, upon Covered Entity's request, certify to Covered Entity that it complies with the terms of this Agreement no later than 60 days after the receipt of the request.

PERMITTED USES AND DISCLOSURES BY BUSINESS ASSOCIATE

(a) Except as otherwise limited in this Agreement, Business Associate may obtain and/or use PHI as necessary to perform its obligation to provide services to, for, or on behalf of the Plans, so long as such access and/or use is either permitted or required by law and, provided further, that Business Associate has met all legal requirements for such access and/or use. This specifically includes, but is not limited to, Business Associate's access and/or use of PHI as necessary to perform the services set forth in the service agreement between Business Associate and Sponsor.

(b) Business Associate may not use or disclose PHI in a manner that would violate the HIPAA Rules. If the Agreement permits the Business Associate to use or disclose PHI for its own management and administration and legal responsibilities, or for data aggregation services, then disclosure is permitted for the specific uses and disclosures set forth below.

- i) Business Associate may use PHI for proper management and administration of the Business Associate, or to carry out the legal responsibilities of the Business Associate.
- ii) Business associate may disclose PHI for the proper management and administration of Business Associate or to carry out the legal responsibilities of the Business Associate, provided the disclosures are required by law, or Business Associate obtains reasonable assurances from the person to whom the information is disclosed that the information will remain confidential and used, or further disclosed, only as required by law or for the purposes for which it was disclosed to the person, and the person notifies Business Associate of any instances of which it is aware in which the confidentiality of the information has been breached.
- iii) Business Associate may provide data aggregation services relating to the health care operations of the Covered Entity.

OBLIGATIONS OF COVERED ENTITY

(a) Covered Entity shall provide Business Associate with the notice of privacy practices that Covered Entity produces in accordance with 45 CFR § 164.520, as well as any changes to such notice.

(b) Neither Sponsor nor Covered Entity shall request Business Associate to use or disclose PHI in any manner that would not be permitted or required by law if done by Covered Entity.

(c) Covered Entity shall notify Business Associate in writing of any restriction to the use or disclosure of PHI that Covered Entity has agreed to in accordance with 45 CFR § 164.522.

INDEMNIFICATION

(a) Business Associate agrees to indemnify, defend, and hold harmless the Covered Entity, its trustees, officers, directors, employees, agents, or representatives, from any claim or penalty arising out of any improper use and/or disclosure of PHI in violation of the HIPAA Rules, to the extent that such improper use and/or disclosure resulted from Business Associate's negligence or failure to comply with the terms of this Agreement or the HIPAA Rules.

(b) The Sponsor and Covered Entity agree to indemnify, defend and hold harmless Business Associate and/or all of Business Associate's officers, directors, employees, agents, or representatives, from any claim or penalty from any improper use and/or disclosure of PHI, to the extent that such improper use and/or disclosure resulted from the Sponsor's or Covered Entity's negligence, failure to comply with the terms of this Agreement or the HIPAA Rules, or was based upon the Sponsor's or Covered Entity's written direction to use and/or disclose PHI in the manner challenged.

SECURITY

Business Associate agrees to:

i) Implement safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of the electronic PHI that it creates, receives, maintains, or transmits on behalf of the Covered Entity;

ii) Ensure that any Subcontractor, to whom it provides this information agrees to implement reasonable and appropriate safeguards;

iii) Report on a quarterly basis to the Covered Entity, in writing, any Security Incident involving Covered Entity's data. If, however, a Security Incident results in the unauthorized disclosure of Unsecured PHI, Business Associate shall notify Covered Entity in accordance with the Breach notification provisions below.

iv) Notify Covered Entity no later than ten (10) days after discovery of a Breach of Unsecured PHI.¹

v) Perform the four factor risk assessment of any Breach that is discovered in accordance with the HIPAA Rules to determine if notification is required, and advise Covered Entity of its findings.

¹Covered Entity has 60 days from the discovery date of a reportable Breach to report said Breach to the Individual and HHS (if Breach involves 500 or more Individuals.)

vi) Make its policies and procedures, and documentation required by this subpart relating to such safeguards, available to the Secretary for purposes of determining the Covered Entity's compliance with 45 CFR Parts, 162 and 164 and;

vii) Authorize termination of the contract by the Covered Entity if the Covered Entity determines that the Business Associate has violated a material term of the contract.

TERM AND TERMINATION

(a) The Term of this Agreement shall be effective as of the effective date herein and shall terminate when all of the PHI provided by Covered Entity to Business Associate, or created or received by Business Associate on behalf of Covered Entity, is destroyed or returned to Covered Entity, or, if it is infeasible to return or destroy PHI, protections are extended to such information, in accordance with the termination provisions in this Section or on the date Covered Entity terminates for cause as authorized in paragraph (b) of this Section, whichever is sooner.

(b) Upon Covered Entity's knowledge of a material Breach by Business Associate, Covered Entity shall provide an opportunity for Business Associate to cure the breach or end the violation and terminate this Agreement. If the Business Associate does not cure the breach or end the violation within the time specified by Covered Entity; Covered Entity shall have the right to immediately terminate this Agreement. Such termination shall not abrogate any rights which Covered Entity has against Business Associate for violation of this Agreement.

(c) Upon termination of this Agreement for any reason, Business Associate, with respect to PHI received from Covered Entity, or created, maintained, or received by Business Associate on behalf of Covered Entity, shall:

i) Retain only that PHI which is necessary for Business Associate to continue its proper management and administration or to carry out its legal responsibilities;

ii) Return to Covered Entity (or, if agreed to by Covered Entity, destroy) the remaining PHI that the Business Associate still maintains in any form;

iii) Continue to use appropriate safeguards and comply with the HIPAA Rules regarding the use and disclosure of the PHI, for as long as Business Associate retains the PHI;

iv) Not use or disclose the PHI retained by Business Associate other than for the purposes for which such PHI was retained and subject to the same conditions which applied prior to termination; and

v) Return to Covered Entity (or, if agreed to by Covered Entity, destroy) the PHI retained by Business Associate when it is no longer needed by Business Associate for its proper management and administration or to carry out its legal responsibilities.

MISCELLANEOUS

(a) A reference in this Agreement to a section in the Privacy Rule means the section as in effect or as amended, and for which compliance is required.

(b) No modification, amendment, or waiver of any provision of this Agreement will be effective unless in writing and signed by the party to be charged. The Parties agree to take such action as is necessary to amend this Agreement from time to time as is necessary for Business Associate and Covered Entity to comply with the requirements of the HIPAA Rules.

(c) Any ambiguity in this Agreement shall be resolved in favor of a meaning that permits both parties to comply with the HIPAA Rules and/or other applicable law.

(d) Notices:

(i) All reports or notices to Covered Entity pursuant to this Agreement shall be sent to the names and addresses listed on the signature page, or to such other individuals and/or addresses as a party may later designate in writing. Unless expressly prohibited under the HIPAA Rules, such notices and reports may also be sent via email.

(ii) All such reports or notices shall be sent by First Class Mail or express courier service, and shall be deemed effective when delivered, or if refused, when delivery is attempted.

(e) Nothing expressed or implied in this Agreement is intended to confer, nor shall anything herein confer, upon any person other than the Sponsor, Covered Entity, Business Associate, and their respective successors or assigns, any rights, remedies, obligations or liabilities whatsoever.

(f) This Agreement constitutes the complete agreement of the parties relating to the access, use, disclosure and security of PHI and, except as otherwise provided herein, supersedes all prior representations or agreements, whether oral or written, with respect to the confidentiality and security of PHI.

(g) The parties hereby agree and affirm that the subject matter of this Agreement is unique, and that it may be impossible to measure the damages which would result to Covered Entity from violations by Business Associate of the agreements set forth herein. Accordingly, in addition to any other remedies which Covered Entity may have at law or in equity, the parties hereby agree that either party shall have the right to have all obligations and other provisions of this Agreement specifically performed by the other party, as applicable, and that either party shall have the right to seek preliminary and permanent injunctive relief to secure specific performance, and to prevent a breach or contemplated breach, of this Agreement, without, in any case, proof of actual damages.

(h) Disputes arising out of or relating to this Agreement which cannot be resolved by negotiation between the parties shall be submitted to non-binding mediation. If the dispute is not resolved through mediation, it shall be resolved by final and binding arbitration administered by JAMS dispute resolution service pursuant to its Streamlined Arbitration Rules and Procedures, or such other arbitration procedures as agreed to in writing by the Parties. Negotiation, mediation, and arbitration shall be the exclusive means of dispute resolution between the parties and their respective agents, employees and officers. The site of the arbitration shall be in Los Angeles, California. A judgment of any court having jurisdiction may be entered upon the award.

IN WITNESS WHEREOF, the parties hereto hereby set their hands as of the date first above written.

Beaumont-Cherry Valley Water District, as Sponsor and Representative of the Plan(s)		Keenan & Associates	
Signature:		Signature:	
By:		By:	Laurie LoFranco
Title:		Title:	Municipality Practice Leader
Address:	560 Magnolia Avenue	Address:	2355 Crenshaw Blvd., Ste. 200
	Beaumont, CA 92223		Torrance, CA 90501
Telephone:	951-845-1572	Telephone:	310 212-0363
Attention:	Sabrina Foley	Attention:	Privacy Officer

Attachment 3

Purchasing Policy - Section 17

- C. **Implementation.** A credit card shall be issued to the General Manager and the Finance Division Manager. District credit cards will not be issued or used by members of the Board of Directors.
- i. **Timely Payment.** All credit card bills shall be paid in a timely manner to avoid late fees and finance charges.
 - ii. **Reasonable Expenses.** All credit card expenses shall be reasonable and necessary to the furtherance of District business. No personal expenses shall be charged on a District credit card. If there is an overlap on a transaction between personal and District business, the employee shall pay for the transaction personally and then request reimbursement by the District.
 - iii. **Receipts.** All credit-card transactions shall have third-party documents (receipts) attached and the District purpose annotated by the cardholder.
 - iv. **Review and Approval.** The Director of Finance and Administration shall review and approve credit card transactions by the General Manager cardholder. The General Manager shall review and approve credit card transactions by the Director of Finance and Administration.

17. PURCHASING

- A. **Goal.** The purpose of this purchasing policy is to establish policies and procedures for the Beaumont Cherry Valley Water District (District) that provide for:
- i. Competitive bidding in the open market therefore creating the greatest possible advantage to the District.
 - ii. A cost effective purchasing process that incorporates high ethical standards.
 - iii. Obtaining quality materials, supplies, equipment, and non-professional services at the lowest ultimate cost and in a timely manner.
 - iv. A process to purchase, using effective fiscal controls that assure adherence to budgeted expenses and for obtaining appropriate levels of approval as established herein.

B. **Table 1 – Purchasing Requirements and Authorization Table**

Purchase Level	Purchase Amount	Solicitation	Contract Required	Minimum Purchase Approval Levels
1	\$0.00 - \$500.00	Not Required ¹	Not Applicable	All Employees ²
2	\$500.01 - \$1,500.00	Not Required ¹	Not Applicable	Supervisors ²
3	\$1,500.01 - \$3,000.00	Informal Quotes	Purchase Orders ³	Supervisors ^{2,4}
4	\$3,000.01 - \$25,000.00	Three Informal Bids	Purchase Orders ³	Supervisors ^{2,4}
5	\$25,001 +	Three Qualifying Bids / Proposals	Service Agreement, Purchase Order ³ , or Contract	Board of Directors

NOTES TO TABLE:

- 1 Although not required, employees are encouraged to use competitive procurement methods whenever possible, such as by obtaining informal quotes

- 2 Purchasing employee's supervisor (see 17.C. Authorized positions) approval / signature on invoice is required prior to submitting to Accounts Payable for check processing
- 3 Blanket Purchase Orders are permitted, not to exceed two (2) years
- 4 Purchasing employee's supervisor (see 17.C. Authorized positions) approval / signature on Purchase Order is required prior to making the purchase

- C. **Authorized positions:** The following are considered supervisory personnel for the purposes of approving purchases per Table 1:

<u>Supervisors</u>	<u>Department Directors / GM</u>
1 Production Supervisor	7 Director of Operations
2 Transmission and Distribution Supervisor	8 Director of Engineering
3 Recycled Water Supervisor	9 Director of Finance and Administrative Services
4 Assistant Director of Operations	10 General Manager
5 Field Superintendent	
6 Information Systems Manager	

- D. **Definitions**

- i. **Informal Quotes.** For purchases less than \$3,000 (Levels 1 through 3), quotes may be obtained through an informal process (e.g. solicitation of pricing via internet search, email or telephone inquiry). Documentation of the quotes is required.
- ii. **Informal Bids.**
 - a. For procurement of materials, supplies, equipment, and non-professional services in excess of \$3,000 but less than \$25,000 (Level 4), at least three vendors must be contacted for bids / price quotations via written request, email, telephone, legal advertising, or public notice (including District website).
 - b. Regardless of solicitation method, all vendors must receive the same information about specifications and requirements of the product or non-professional service, and all bids submitted must be kept in confidence until the bid is awarded. Vendors will be advised that they will be notified only if they submitted the successful bid.
 - c. All bids received must be documented and retained by the requesting department for two years.
 - d. When a qualified vendor, who has been requested to submit a bid, has not responded by the bid date provided in the request, the bidder is deemed non-responsive. As long as two other vendors have submitted qualifying bids, the non-responsive bidder is considered one of the three bids.
- iii. **Qualifying bids / proposals:** For all procurement of materials, supplies, equipment and non-professional services in excess of \$25,000 (Level 5), formal bidding procedures, as outlined in the District Policy and Procedure Manual, Part III Operations, Sections 11 and 12, will be used.

- E. **Exemptions from Solicitation:** The competitive solicitation process and approval levels

will not be required for the procurement of materials, supplies, equipment, and non-professional services under the following circumstances:

- i. **Non-Discretionary Purchases:** These purchases / payments are not readily adaptable to the open market and competitive selection process. Non-discretionary purchases are generally included in the District's operating budget and do not require the issuance of a purchase order. Payments in excess of the General Manager's authorization limit do not require separate Board approval. Examples of non-discretionary purchases include, but are not limited to:
 - a. Utilities
 - b. Insurance premiums (worker's compensation, general liability, etc.)
 - c. Bank charges and fees
 - d. Payroll disbursements, payroll checks, deductions, deposits and tax payments that are supported by a payroll report
 - e. Software license maintenance
 - f. Memberships, dues and subscriptions
 - g. Permitting and other regulatory fees
 - h. Water purchases and related expenses
 - i. Debt service payments

- F. **Cooperative Procurement:** The District may participate in or reference purchases and contracts established by other political jurisdictions, provided the referenced cooperative purchase agreement is established following a competitive bid process. The District's subsequent cooperative purchase agreement may be authorized according to Table 1.

- G. **Inventory Replenishment:** Purchases to replenish the District's warehouse inventory within established inventory re-order levels require no prior authorization provided that the vendor being utilized has been selected via procedures set forth herein within the last twenty-four months as the designated vendor for the items, or class of items, to be purchased.

- H. **Sole Source.** The General Manager has the final responsibility for determining whether a sole source requisition meets the requirements of this policy. Instances when sole source purchasing may be applicable include the following:
 - i. Property or services can be obtained only from a specific vendor (i.e. materials or equipment; one-of-a-kind items, etc.)
 - ii. Competitive sourcing is precluded because of the existence of patents, copyrights, and special processes, control of raw materials by vendors or similar circumstances
 - iii. Procurement of water or other utility services where it would not be practical or feasible to allow other vendors to provide such services
 - iv. Procurement of support services in connection with the assembly, installation or servicing of equipment or software of a highly technical or specialized nature
 - v. Procurement of parts or components to be used as replacements in support of equipment manufactured by a particular supplier
 - vi. Procurement involving construction where a contractor is already at work on the site and it would not be practical to engage another contractor
 - vii. Procurement where only a single supplier in a market is licensed or authorized to service or sell a specific product line

- viii. Procurement of compatible additions to existing equipment where a different manufacturer's equipment would be impractical for the specific need
 - ix. The supplier or products are specified and required by the funding agency of a grant or Federal / State contract
- I. **Vehicles.** Vehicles may be purchased in accordance with Table 1, in conjunction with the District's Capital Improvement Plan approved by the Board of Directors. Preference will be given to use of the State of California Vehicle Procurement Program, but at the discretion of the General Manager, vehicles may be obtained from an alternative local source if the cost difference does not exceed \$1,500. Consideration may also be given to delivery schedules and availability of inventory.
- J. **Emergency Purchases.** Emergency purchases may be made without competitive bidding when unforeseen circumstances present an immediate risk of:
- i. Harm or hazard to the public health, safety and welfare;
 - ii. Damage to District property; or
 - iii. Serious interruption of District essential services

Since emergency purchases do not normally provide the District an opportunity to obtain competitive quotes, sound judgment shall be used in keeping such orders to an absolute minimum. In addition, the following requirements shall apply:

- i. The Finance Department shall be contacted as soon as possible to obtain a purchase order number
 - a. Documentation explaining the circumstances and nature of the purchase shall be maintained by the Supervisor, General Manager or Department Director
- ii. Emergency purchases at Level 4 require notification of the General Manager within 24 hours
- iii. Emergency purchases at Level 5 require notification of the General Manager within 24 hours. The General Manager will notify the President and/or Vice President of the Board of Directors within an additional 24 hours

If the emergency purchase causes any budget line item to exceed the approved budget, it shall be the responsibility of the department requesting the purchase to obtain subsequent Board of Directors approval of reserve funding or to make a budget transfer to cover the purchase.

Approvals for a budget transfer must be given by the appropriate Supervisor or Manager as determined by the Authorization Table.

All emergency purchases shall be reported to the Board of Directors.

- K. **Change Orders.** Any substantial change to a purchase order or contract shall be documented as a change order.

- i. Taxes, shipping and handling may cause the purchase order or contract to exceed the authorized amount. These items do not require a change order, even if they exceed 10% of the original purchase order or contract amount.
- ii. The General Manager may approve change orders to purchase orders or contracts for the procurement of materials, supplies, and equipment, provided:
 - a. The change order is within the scope of the purchase order or contract and the cost of the changed work does not exceed the adopted budget;
 - b. The cumulative total of all change orders is within 10% of the original purchase order or contract amount

18. DISPOSAL OF SURPLUS PROPERTY OR EQUIPMENT

A. Sale of Surplus Equipment.

- i. For items with a salvage value of greater than \$500, the Board of Directors shall take action to declare equipment surplus.
- ii. Item is advertised for sale with notation of location/hours/days it can be seen and deadline date for submission of sealed bids. (Advertisement also notes that the District reserves the right to reject any or all bids, equipment sold AS IS.)
- iii. Sealed bids are opened at the next Regular Board Meeting and action is taken by the Board to accept or reject highest bid.
- iv. Bidders are notified of Board's action.
- v. Junked Certificates are obtained for vehicles that are sold to protect the District from liability.
- vi. Employees and Board of Directors and their immediate families are prohibited from bidding surplus District equipment and assets.

B. Sale of Real Estate.

- i. Board takes action to declare property surplus and authorizes District staff to obtain appraisal.
- ii. Property is offered to public agencies at the appraised price. (State law requires that public agencies have the opportunity to purchase property prior to advertisement to the general public.)
- iii. If property is not purchased by a public agency, it is advertised in the newspaper with a request that sealed bids be submitted to the District.
- iv. Board takes action at the next regular Board Meeting to accept or reject highest bid.
- v. Bidders are notified of the Board's action. 19.