



**BEAUMONT-CHERRY VALLEY WATER DISTRICT
560 Magnolia Avenue, Beaumont, CA 92223**

**MINUTES OF REGULAR MEETING – ENGINEERING WORKSHOP
OF THE BOARD OF DIRECTORS
Thursday, March 25, 2021 at 6:00 p.m.**

***Meeting held via teleconference and video teleconference pursuant
to California Government Code Section 54950 et. seq. and
California Governor's Executive Orders N-29-20 and N-33-20***

Call to Order: President Slawson

President Slawson began the meeting at 6:03 p.m.

Pledge of Allegiance was led by Director Covington.

Invocation was given by President Slawson.

Announcement of Teleconference Participation

Director of Finance and Administrative Services Yolanda Rodriguez clarified that this meeting is conducted pursuant to California Government Code Section 54953, and under Executive Order N-29-20 and N-33-20 of the Governor of California.

The teleconference and video conference capabilities of this meeting have been identified in the Notice and Agenda for this meeting, pursuant to the Brown Act and the Governor's Executive Order. Under the Governor's Executive Order and the Gathering Guidelines of the California Department of Health due to the danger of COVID-19, the teleconference locations are not publicly accessible. The public's right to comment and participate in the meeting is being assured via teleconference capabilities.

The Beaumont-Cherry Valley Water District (BCVWD) will use sound discretion and make reasonable efforts to adhere as closely as reasonably possible to the provisions of the Brown Act, and other applicable local laws regulating the conduct of public meetings, in order to maximize transparency and provide the public access to meetings.

Roll Call:

Directors present:	Covington, Hoffman, Slawson, Williams (6:14 p.m.)
Directors absent:	Ramirez
Staff present:	General Manager Dan Jagers Director of Finance and Administrative Services and Recording Secretary Yolanda Rodriguez Assistant Director of Operations James Bean

	Senior Engineer Mark Swanson Evan Ward Administrative Assistant Erica Gonzales
Legal Counsel	James Markman

Members of the public who registered their attendance: Dr. Blair Ball.

Director of Finance and Administrative Services Yolanda Rodriguez verified that all members of the Board of Directors have indicated that they are able to hear the other directors clearly on the teleconference. No directors expressed any reason to believe, based on voice recognition or otherwise, that those persons representing themselves to be directors are not truly so.

Public Comment: None.

1. Adjustments to the Agenda: None.

2. Resolution 2021-05: Consideration of Nomination for California Special Districts Association Board of Directors, Southern Network Seat A

Director of Finance and Administrative Services Yolanda Rodriguez provided background on the District's membership in the California Special Districts Association and explained the nomination procedure.

Director Hoffman indicated he would like to see a representative from this area and suggested Director John Covington. Mr. Covington declined.

The Board adopted Resolution 2021-05 Concurring in the Nomination of Jo MacKenzie to the CSDA Board of Directors by the following roll-call vote:

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

3. Notice Requesting Bids for Demography Services for the 2020 Census Redistricting of Divisional Boundaries

Director of Finance and Administrative Services Yolanda Rodriguez explained the District's responsibilities for redistricting after the 2020 US Census in accordance with California Water Code Section 21605. She noted the compressed time frame for preparation of new division boundaries and recommended the engagement of professional services to perform the work.

General Manager Jagers pointed out that the District's Policies and Procedures Manual includes some advertising requirements for the informal bid process for consulting services. He noted that this is being brought to the Board for transparency purposes. He advised that this is a very busy year, and with the growth in the

Sundance, Fairway Canyon, and Four Seasons communities it may be best to bring in some outside services to move quickly and professionally. It is expected that costs will fall below the general manager's spending limit, but if it exceeds that amount the contract will be brought back to the Board, he said.

Director Williams joined the meeting at 6:14 p.m.

Director Hoffman asked about the budget. Ms. Rodriguez noted that although this was unplanned, funds are available under Miscellaneous Expenses. Legal Counsel Markman explained the deadlines for redistricting and noted that the window of time is shortened due to the Census data being late due to COVID-19.

It is a complex process, Mr. Markman noted, and it will be a hustle to get it done by April. It involves four public hearings and an ordinance in place that sets the new districts, he said.

Director Hoffman suggested contacting different vendors and voiced concern about price increases if the work is not completed on time. Director Covington noted that the Census data will be out in September, and asked for clarification. Mr. Markman pointed out that the Elections Code requires the redistricting to be done by April 16. Covington asked about work to be done prior to the Census data release. Mr. Markman indicated that there are only so many firms and this will be a time of redistricting for many more cities with voting districts. He recommended lining up a consultant while it is possible.

The Board approved the Notice Requesting Bids and directed staff to engage professional services to complete the required redistricting of BCVWD divisional boundaries by the following roll-call vote:

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

4. Request for Will Serve Letter for Riverside County Assessor's Parcel No. 419-150-034 located at the southwest corner of 8th Street and Highland Springs Avenue in the City of Beaumont

Senior Engineer Mark Swanson described the parcel (APN 419-150-034) and the owner's intent to split the parcel into two. The plan is a convenience store and gas station on the eastern parcel, and a drive-thru coffee shop on the western parcel, he explained.

Mr. Swanson pointed to the estimated consumption, and noted that as requested, the project represents 4.11 equivalent dwelling units (EDUs). There are existing facilities in Highland Springs Ave and 8th Street, and the project would take separate services from 8th Street, Swanson said. There is no non-potable water line in this area, the closest is at 8th and Xenia, he noted, and the District's Master Plan does not envision that line extending to Highland Springs.

General Manager Jaggars indicated that he did not locate any previous files related to this parcel. This is a new project and would be appropriate to come back to the

Board to realign the project to the current proposed development solution, he said. If there was a previous WSL, this would supersede the previous offer by the Board and would be the move-forward position for the District on service.

Director Hoffman asked about the potential for a car wash. Mr. Swanson said he discussed it with the developer and there is no plan.

The Board approved the request for water service "Will Serve Letter" (WSL) for the proposed development located on 8th Street and Highland Springs Avenue, currently identified as Riverside County Assessor's Parcel No. (APN) 419-150-034 within the City of Beaumont, subject to payment of all fees to the District and securing all approvals from the City of Beaumont by the following roll-call vote:

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

5. Update on Status of Tract No. 19929 Partially Constructed Water Facilities located between Nancy Avenue and Mountain Avenue, north of Orchard Street in the Community of Cherry Valley

General Manager Jagers explained this is a partially completed housing tract of 57 lots that began construction in the late 1990s and gained momentum starting in 2003. The development had a facilities mainline extension agreement attached to it, Jagers advised. The developer negotiated a six-phase development and made some improvements including a pipeline on the west side and some streets, Jagers noted.

Staff understands there are a couple of drainages going across the property, Mr. Jagers continued, and identified them on the map. He said he assumed the developer was halted by Riverside County and the project stalled. The developer did pay capacity charges (facilities fees for eight lots on Jenni Lisa Court and for lots 25, 26, 27, 28, 29, and 30 on Alfred Circle, for a total of 14 lots paid; about 25 percent of the project, Jagers stated.

Some other facilities were installed but never completed in accordance with the approved Water Improvement Plans, Jagers explained.

There are currently some lots for sale in areas that have not yet had capacity charges (facilities fees) paid, and it appears that at least one of the lots has been sold and is being graded, Jagers advised. The facilities agreement has not been satisfied as the facilities that were to be installed to provide for looped water systems have not been achieved, and the system status is in limbo, he said.

The presumption is that a request may be made for a WSL on a parcel with an associated capacity charge (facilities fee) outstanding and with the facilities represented in the approved drawings incomplete. The District has honored the lots that paid the capacity charges (facilities fees) and completed those portions of the facilities. However, there are several lots along Pass View Drive for sale with no active WSL, Jagers explained.

If there is to be a looped system, either it must be built by a future developer, or less desirable, the District will have to build it sometime in the future. Staff believes this may become an issue for the persons buying the lots and trying to develop, Jagers advised. Staff will work with legal counsel to provide a response to the lots that are subject to the mainline extension agreement which has an expiration date.

Senior Engineer Mark Swanson added that the capacity charges (facilities fees) previously calculated are no longer valid. He pointed to a draft letter to the developer who still owns the property.

In response to Director Hoffman, Legal Counsel Markman advised the District to send the letter via certified mail, pull a lot book report to find out the record owner of the properties and send copies to them. He noted it would be a poor position for the District to be in to have to prevent a new lot owner from building.

President Slawson asked if there had been a request for a construction grading water meter. Mr. Jagers indicated that such request was what initiated this investigation, but District policy does not address withholding a construction meter for such an instance. The meter was issued along with a letter that identified the problem to the principal contractor, Jagers noted.

Counsel Markman asked about the County's requirements for bonding for public improvements. Mr. Jagers said he would look into it. President Slawson encouraged staff to alert as many interested parties as possible.

President Slawson invited public comment. There was none.

6. Acknowledge Receipt of the JPIA Risk Control Grant Program Grant in the amount of \$10,000

Assistant Director of Operations James Bean explained that the Association of California Water Agencies / Joint Powers Insurance Authority is the insurance provider for the District. The risk control grant is offered annually to members and staff identified the opportunity to secure some funding for a component of the District's Disaster Preparedness Plan, he said.

Mr. Bean reminded the Board of their approval of the ACWA/JPIA Commitment to Excellence in 2019, which paved the way to qualify for the grant.

Operations worked with Information Technology to finalize the project and submit the grant. The District was awarded the full \$10,000 available. The project will include a digital repeater and antenna at the main office and handheld digital radios to be issued to key staff to improve the ability to communicate when cellular service is insufficient, Bean explained.

In response to Director Covington, Mr. Bean provided detail on the radio equipment. Director Covington advocated switching from analog to digital radios in the fleet vehicles.

President Slawson invited public comment. There was none.

7. Amending Parts 8-1.6 Reimbursement Agreement and 8-2 Main Extension Procedures of the BCVWD Rules and Regulations to Update Reimbursement Agreement and Oversizing Agreement provisions

General Manager Jagers indicated a need to tune up Part 8 of the District's Rules and Regulations related to construction of facilities reimbursement agreements. He explained that the District has enacted these provisions in the past for periods of ten years to provide a reimbursement opportunity to a developer when a developer farther along constructs and pays more than their fair share.

The second part is to formalize the pipeline oversizing agreement policy, Jagers said. The intent is to bring back a recommendation vetted by legal counsel to clearly set forth requirements for these activities so that there are no surprises to the development community or others regarding the steps required, he explained.

There will be public hearings for changes of the rules, he noted. There are developers who have identified interest in enacting some of these activities and staff would like to have the revisions finalized, Jagers stated. Senior Engineer Swanson further explained the need to substantively revise the rules.

President Slawson clarified the mechanism for oversizing and reimbursement agreements. Mr. Jagers provided further detail. He noted that some larger buildings are finding need for significant fire flow and had determined that, given prevailing wage and other District costs, it was less costly to provide the facility and offer the upsized facility. The District has benefitted from this, Jagers noted.

An updated policy would provide the opportunity to contribute capacity charges (facilities fees) collected from developers for oversizing components on a case-by-case basis, Jagers explained.

President Slawson invited public comment. There was none.

8. 2020 and 2021 Capital Improvement Plan Waterline Replacement Project

General Manager Jagers advised that Capital Improvement Plan (CIP) items will begin to come before the Board along with updates on well and reservoir projects.

Senior Engineer Swanson explained that the 10-Year Capital Improvement Master Plan was adopted by the Board and projects have been brought forward. He noted there were several pipelines identified in the 2021-2025 Capital Improvement Budget. Staff had discussed projects for 2020, but due to COVID-19 and the Apple and Eldorado fires, the projects were delayed.

Seven pipeline projects will be pulled together as one set of projects in 2021, Swanson explained. Staff is completing a Request for Proposal for an engineering consultant to assist with preparing the pipelines with design, geotechnical, and environmental work, he said. Approximately \$1,671,076 has been estimated for this under the Capital Replacement budget, he noted. This includes contingency and soft costs, he added.

A contract will come back to the Board for consideration, Swanson advised.

General Manager Jagers reiterated that these are replacement pipelines, not new facilities. He advised that the District has the capability to do these things in-house,

but staff is bogged down. The anticipated slowdown in 2020 did not happen but the District was conservative with expenditures, he said. He said he expects to maximize consultants and opportunities to flex work into temporary or consulting staff to kick-start everything.

Jaggers noted the estimate of mortgages in arrears and noted the economy could slow down in the late 2021 or early 2022 period as COVID-19 wanes, but the District will be ramping up to get projects completed.

Director Covington noted that the Master Drainage Plan Line 16 Pipeline Relocation Project is not listed. Mr. Swanson noted that will be on the next agenda.

President Slawson invited public comment. There was none.

9. Update on Recycled Water

General Manager Jaggers advised there is a significant amount of work to do, but the agreements need to be finalized. The District was just notified that the City of Beaumont is bringing the 16-inch recycled water line out from the wastewater treatment plant to the edge of the right-of-way, he said. The City has also identified that they are planning to repave 4th Street by May, he said, and noted there is a connection to the recycled water line that will need to be made.

Staff will pothole the lines before the City does the paving, Jaggers advised.

Jaggers shared photos of the treatment plant under construction and described the processes. He noted that the City is filtering and processing, but a significant amount of work remains. At a City Council meeting, it was reported that filtered water is being produced and discharge is going into the Brine Line, and work would be completed in the fall or winter of 2021, Jaggers noted.

Mr. Jaggers advised that discussion regarding consulting work on the project would be coming forward to the Board. He noted that the draft agreement will be sent to legal counsel for review then to the City.

The booster station is at 50 to 60 percent design Jaggers said. Proposed revisions to the Non-Potable Master Plan have been drafted and will soon come to the Board, Jaggers noted.

Jaggers also pointed out the importance of recycled water to the District considering the State Water Project reduction in allocation to 5 percent from 10 percent, and this appears to be the second year of drought. He added that a review of Resolution 2014-05 regarding drought restrictions will be coming forward, and if conditions continue, staff will request the Board enact some of the Urban Water Management Planning drought restrictions.

Jaggers detailed a requirement that the City over-treat wastewater to balance the salt load into San Timoteo Creek and speculated that may be a delay to completion of the recycled water agreement.

In response to President Slawson, General Manager Jaggers further explained treatment plant works. The District would connect to the system, move recycled water to the booster station, and send it out into a 16-inch line.

10. Notice Regarding the Preparation of the Beaumont-Cherry Valley Water District 2020 Urban Water Management Plan

Senior Engineer Mark Swanson advised that work has begun on the 2020 Urban Water Management Plan (UWMP) which will look outward 25 years. Staff is working in collaboration with the San Geronio Pass Water Agency on their plan, he explained.

The Urban Water Management Plan Act requires the District to coordinate with other entities in the vicinity of the District, and this is the notice to the Board that this is proceeding. A letter will be sent out soon to notify the other entities, Swanson advised.

The UWMP is due July 1, Swanson said, and Jagers added that he believes the the State has just released the finalized guidebook denoting the requirements for the UWMP.. The work is being done in-house, Swanson advised.

Mr. Jagers indicated that the UWMP process with the new manager at the SGPWA is more collaborative and the agency has hired a consultant to assist.

Director Covington pointed out that in the Pass area, there are three UWMPs being completed at the same time, along with a Groundwater Sustainability Plan. He concurred that the new SGPWA general manager has created a cohesive, collaborative process.

11. Status of Local Emergency regarding the Impact of the Respiratory Illness Pandemic COVID-19 pursuant to Resolution 2020-07

General Manager Jagers reminded the Board of the plan to re-open the office to the public on Tuesdays and Thursdays, starting April 20.

Jagers presented details on the current COVID-19 situation in the area and suggested that the case numbers be monitored as Easter and Spring Break occur.

He noted that utility workers were able to get vaccinated as of March 15, and some staff members have received the vaccine. There should still be some spacing maintained between staff members, he noted.

There was a plan to revise the Board room audio-visual components, Jagers reminded. In order to provide for ongoing flexibility, the plan has been re-examined. A preliminary plan would maintain the Zoom interaction, he continued, and pointed out that there are potential related revisions to the Brown Act. He said the cost of providing a computer system to view agendas and materials would add about \$50,000 to \$75,000. The computers could also be used by temporary employees such as for the AMR/ AMI project, he noted.

Mr. Jagers shared a plan to assure that District employees are kept safe including vaccination periods, noting that the District cannot require an employee to take the vaccine. Masks will continue to be worn, he noted. The beginning staffing target will be to have 30 percent in the office, he said. Into May, he suggested the minimum target would be 60 percent staffing level, continuing to ramp up moving forward.

He indicated that challenges are anticipated and suggested retaining some flexibility.

Director Covington posited that climbing out of the COVID era, there will be a residual of hybrid Zoom / in-person meetings as a permanent reality. The need for A/V upgrade to the Board room had already been identified, he continued, and said this is money that will prepare the agency for the next phase of COVID and give Board members flexibility as to how they may be comfortable.

Director Williams asked if HR would want voluntarily provided copies of directors' vaccination records. Mr. Jagers explained that the District cannot ask for those records but if it is volunteered it may be of interest. He noted CDC recommendations but said he is not certain as to how to get to that understanding with staff. Counsel Markman said he had not yet encountered legal questions related to the CDC recommendations.

Mr. Jagers concluded stating that the goal is to start pulling a plan together to maintain a flexible Zoom platform based on the project described unless he hears differently. There will be an agenda item on the next Board meeting to further discuss this, he said.

President Slawson concurred with needed upgrades and noted staff's conscientious budgeting for such projects.

Counsel Markman explained that directors can continue to participate in meetings remotely under the Brown Act if posting and other requirements are met. Coming back after COVID, there will be requirements to have a certain number of directors in the room, and a certain number participating within the jurisdiction, he noted. In response to Mr. Jagers, Markman confirmed that remote locations must be open to the public.

12. Review of District Staffing Activities and Cash Flows as related to the ongoing COVID-19 Local State of Emergency

Ms. Rodriguez highlighted the report that she has been bringing to the Board to review the behavior of ratepayers. February was the last month that the District waived the credit card and late fees, so those figures will no longer change, she noted.

As of February 28, there are 93 customers with payment plans for a total outstanding balance of \$87,184. The total number of nonpaying customers is 1,964, Rodriguez reported. She noted a slight increase of \$138,000 in net operating cash from February 29, 2020 to February 25, 2021 and noted the rate increase effective in 2020.

Ms. Rodriguez said the District is doing fairly well in comparison to other agencies which were hard hit in the pandemic. The report will continue to be brought to the Board monthly, Rodriguez said.

In response to Director Covington, Ms. Rodriguez pointed out there are 762 accounts that would have been shut off for non-payment. She assured that staff is working with the County of Riverside for funding to assist non-paying customers and is reaching out to Townsend and Associates to identify any types of assistance.

13. Status of Declared Local Emergencies related to Fires

- a. Impact of the Apple Fire pursuant to Resolution 2020-17
- b. Impact of the El Dorado Fire pursuant to Resolution 2020-20

Mr. Jagers reported that the general manager of the Riverside County Flood Control and Water Conservation District said that the rain did not trigger anything out of the drainages in the burn scar. There may be some monsoonal events that may trigger things that are hard to quantify and for which to evacuate, Jagers said. He said the takeaway was that monsoonal patterns are difficult to predict, and they usually evacuate anyone who may be affected.

14. Update: Legislative Action and Issues Affecting BCVWD

In response to Director Covington, Mr. Swanson said the EPA has extended the public input period for the Lead and Copper Rule. He said that the rule is a move in the right direction, but BCVWD will not be greatly impacted as staff is not aware of lead in the District's system. Covington said he expects it will take a year to finalize the rule.

Director Covington pointed out that schools and day care centers should be the targets, but it is residential homes. He noted that customers may not follow directions properly for collecting samples for testing, and the District will have to live with the results.

15. General Manager's Report

Mr. Jagers reiterated that the SWP is at 5 percent allocation and advised that it is likely that the District will be taking water out of storage. Over the last few years, the District has added water to storage as part of conjunctive use, he said. He recommended review of Resolution 2014-05 and having a conversation about the UWMP drought activities and when they are to be triggered.

Mr. Jagers noted that there are reportedly some conversations at the state level about drought and drought restrictions, and that could be a criterion to bring back Resolution 2014-05.

The District is still waiting on a response from the City of Beaumont to the request for a blanket encroachment permit and waiver of fees, he said.

Opening of the Board room will be discussed at the next meeting in conjunction with Board activities, he noted. He speculated that the target for returning to the Board room would be early May.

If it is a light year for water deliveries, then maintenance and recharge activities will be lower, Jagers said. He said that SGPWA General Manager Lance Eckhart had brought down the Nickel Water first but there is some SWP water left to come. Director Covington asked about opportunity for purchase of additional water supplies through the SGPWA deals. Jagers answered that there has been opportunity in the past with the Ventura-Casitas deal and he said he would not be surprised to see an effort by the SGPWA there.

The District may write a letter expressing interest in purchase of the Nickel Water, Jagers said. Director Covington noted there is money budgeted for water purchases and said he believes it is reasonable to try to work out.

This is the reason for putting water in storage, Jagers noted. He said he would also reach out to other members of the Beaumont Basin Watermaster, as water has been purchased from them in the past.

16. Topics for Future Meetings:

- Water supply for BCVWD and the region
- Matrix for delivery of recycled water
- Update on the Delta Conveyance Project
- Legal perspective on the Delta Conveyance (request to Counsel Markman)

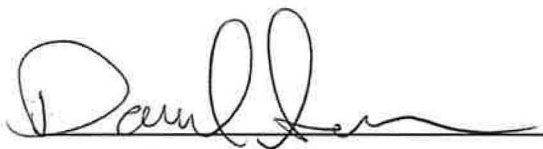
17. Announcements

Pursuant to Governor's Executive Order N-33-20, all BCVWD Board and Committee meetings will be held via teleconference and/or video teleconference until further notice or unless otherwise indicated below. President Slawson read the following announcements:

- Finance and Audit Committee Meeting: Thursday, Apr. 1, 2021 at 3 p.m.
- Beaumont Basin Watermaster Committee: Wednesday, Apr. 7, 2021 at 10 a.m.
- Regular Board Meeting: Wednesday, Apr. 14, 2021 at 6 p.m.
- Personnel Committee Meeting: Monday, Apr. 19, 2021 at 6 p.m.
- Engineering Workshop: Thursday, Apr. 22, 2021 at 6 p.m.
- Collaborative Agencies Committee: Wednesday, May 5, 2021 at 10 a.m.

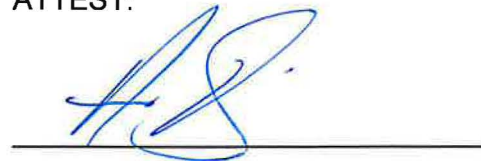
18. Adjournment

President Slawson adjourned the meeting at 8:29 p.m.



Director Daniel Slawson, President
to 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