

AMENDED



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

NOTICE AND AGENDA
REGULAR MEETING OF THE BOARD OF DIRECTORS
Wednesday, April 14, 2021 - 6:00 p.m.

TELECONFERENCE NOTICE
*This meeting is hereby noticed pursuant to
California Government Code Section 54950 et. seq. and
California Governor's Executive Orders N-29-20 and N-33-20*

*The BCVWD Board of Directors will attend via Zoom Video Conference
To access the Zoom conference, use the link below:*
<https://us02web.zoom.us/j/84318559070?pwd=SXlzMFZCMGh0YTFL2tnUGlpU3h0UT09>

*To telephone in, please dial: (669) 900-9128
Enter Meeting ID: 843 1855 9070
Enter Passcode: 113552*

*For Public Comment, use the **"Raise Hand"** feature if on the
video call when prompted. If dialing in, please **dial *9** to
"Raise Hand" when prompted*

Meeting materials are available on the BCVWD's website:
<https://bcvwd.org/document-category/regular-board-agendas/>

Call to Order: President Slawson

Roll Call - Board of Directors

Pledge of Allegiance: Director Hoffman

	President Daniel Slawson
	Vice President Lona Williams
	Secretary Andy Ramirez
	Treasurer David Hoffman
	Member John Covington

Invocation: Director Williams

Roll Call

Teleconference Verification

Public Comment

PUBLIC COMMENT: RAISE HAND OR PRESS *9 to request to speak when prompted

At this time, any person may address the Board of Directors on matters within its jurisdiction. 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. **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:** In accordance with Government Code Section 54954.2, additions to the agenda require a 2/3 vote of the legislative body, or if less than 2/3 of the members are present, a unanimous vote of those members present, which makes the determination that there is a need to take action, and the need to take action arose after the posting of the agenda.
 - a. Item(s) to be removed or continued from the Agenda
 - b. Emergency Item(s) to be added to the Agenda
 - c. Changes to the order of the agenda
2. **Consent Calendar:** All matters listed under the Consent Calendar are considered by the Board of Directors to be routine and will be enacted in one motion. There will be no discussion of these items prior to the time the Board considers the motion unless members of the Board, the administrative staff, or the public request specific items to be discussed and/or removed from the Consent Calendar.
 - a. Review of the February 2021 Budget Variance Reports (pages 5 - 9)
 - b. Review of the February 28, 2021 Cash/Investment Balance Report (page 10)
 - c. Review of Check Register for the Month of March 2021 (pages 11 - 25)
 - d. Review of March 2021 Invoices Pending Approval (pages 26 - 27)
 - e. Minutes of the Regular Meeting of March 10, 2021 (pages 28 - 34)
 - f. Minutes of the Regular Meeting of March 25, 2021 (pages 35 - 45)
 - g. Designation of official District spokesperson(s) (page 46)
3. **Resolution 2021-__:** Ameding the District Policies and Procedures Manual: Part I - Personnel (pages 47 - 80)
4. **Approval of a Three-Year Agreement for the NeoGov Human Resources Information System for an amount not to exceed \$81,831.84** (pages 81 - 90)
5. **Approve Replacement of Audio-Visual Equipment in the Board of Directors Meeting Chambers for an Amount Not to Exceed \$40,640** (pages 91 - 92)
6. **Declare Benches Surplus and Donate to Beaumont-Cherry Valley Recreation and Park District for use in Bogart Park** (pages 93 - 97)
7. **Request for Update to *Will Serve Letter* for Riverside County Assessor's Parcel No. 402-100-020 Located on High Street, east of Cherry Avenue and west of Jonathan Avenue in the Community of Cherry Valley** (pages 98 - 103)
8. **Award a Contract to Legend Pump and Well Services, Inc. in an Amount Not to Exceed \$245,890 for Well 24 – Well and Well Pumping Unit Rehabilitation and Repair** (pages 104 - 106)
9. **Authorize the expenditure of an amount Not to Exceed \$741,300 for the Beaumont Master Drainage Plan Line 16 Pipeline Relocation Project and Noble Creek Recharge Facilities Phase II Pond Bank and Tank Site Grading** (pages 107 - 123)

10. Review of Anticipated California Drought Conditions, District Urban Water Management Plan Drought Restrictions and BCVWD Resolution 2014-05 Regarding Issuance of Will-Serve Letters and Other Drought Response (pages 124 - 162)

11. Status, Discussion, and Request for Direction from Board of Directors Regarding District Paving Activities within the City of Beaumont, City Pavement Poratorium, and Encroachment Permits Related to District Operations (pages 163 - 205)

12. Status of Local Emergency regarding the Impact of the Respiratory Illness Pandemic COVID-19 pursuant to Resolution 2020-07 (Report due every 21 days) (No written Staff Report)

13. Status of Declared Local Emergencies related to Fires

- a. **Impact of the Apple Fire pursuant to Resolution 2020-17** (No Staff Report)
- b. **Impact of the El Dorado Fire pursuant to Resolution 2020-20** (No Staff Report)

14. Reports For Discussion

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

15. Announcements

All meetings will be held via teleconference until further notice, unless otherwise indicated.

- Personnel Committee Meeting: Monday, Apr. 19, 2021 at 5:30 p.m.
- Engineering Workshop: Thursday, Apr. 22, 2021 at 6 p.m.
- Ad Hoc Communications Committee: Monday, May 3, 2021 at 5:30 p.m.
- Collaborative Agencies Committee: Wednesday, May 5, 2021 at 5 p.m.
- Finance and Audit Committee Meeting: Thursday, May 6, 2021 at 3 p.m.
- Regular Board Meeting: Wednesday, May 12, 2021 at 6 p.m.
- Beaumont Basin Watermaster Committee: Wednesday, Jun. 2, 2021 at 10 a.m.

16. Action List 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. 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 on the District website at the same time as they are distributed to Board Members: 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 to the Beaumont-Cherry Valley Water District, 560 Magnolia Avenue, Beaumont, California 92223.

CERTIFICATION OF POSTING

I certify that on or before April 11, 2021, 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)).

Erica Gonzales Erica Gonzales
2021.04.11 10:49:26 -07'00'

Erica Gonzales, Administrative Assistant for

Yolanda Rodriguez
Director of Finance and Administration

General Ledger

Budget Variance Revenue

User: wclayton

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Period 02 - 02

Fiscal Year 2021

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					
01-50-510-419051	Grant Revenue	\$ 642,090.72	\$ -	\$ -	\$ 642,090.72	100.00%
	Grant Rev	\$ 642,090.72	\$ -	\$ -	\$ 642,090.72	100.00%
01-50-510-490001	Interest Income - Bonita Vista	\$ 1,600.00	\$ 183.01	\$ 183.01	\$ 1,416.99	88.56%
01-50-510-490011	Interest Income-Fairway Canyon	\$ 46,829.00	\$ -	\$ -	\$ 46,829.00	100.00%
01-50-510-490021	Interest Income - General	\$ 600,000.00	\$ 10,353.46	\$ 22,374.46	\$ 577,625.54	96.27%
	Interest Income	\$ 648,429.00	\$ 10,536.47	\$ 22,557.47	\$ 625,871.53	96.52%
01-50-510-481001	Fac Fees-Wells	\$ 1,496,528.00	\$ 749,232.00	\$ 1,134,496.00	\$ 362,032.00	24.19%
01-50-510-481006	Fac Fees-Water Rights (SWP)	\$ 383,425.00	\$ 145,775.00	\$ 145,775.00	\$ 237,650.00	61.98%
01-50-510-481012	Fac Fees-Water Treatment Plant	\$ 711,933.00	\$ 356,427.00	\$ 539,706.00	\$ 172,227.00	24.19%
01-50-510-481018	Fac Fees-Local Water Resources	\$ 151,805.00	\$ 57,715.00	\$ 57,715.00	\$ 94,090.00	61.98%
01-50-510-481024	Fac Fees-Recycld Wtr Facilities	\$ 1,083,746.00	\$ 542,574.00	\$ 821,572.00	\$ 262,174.00	24.19%
01-50-510-481030	Fac Fees-Transmission (16")	\$ 1,212,064.00	\$ 606,816.00	\$ 918,848.00	\$ 293,216.00	24.19%
01-50-510-481036	Fac Fees-Storage	\$ 1,552,184.00	\$ 777,096.00	\$ 1,176,688.00	\$ 375,496.00	24.19%
01-50-510-481042	Fac Fees-Booster	\$ 107,447.00	\$ 53,793.00	\$ 81,454.00	\$ 25,993.00	24.19%
01-50-510-481048	Fac Fees-Pressure Reducng Stns	\$ 54,883.00	\$ 27,477.00	\$ 41,606.00	\$ 13,277.00	24.19%
01-50-510-481054	Fac Fees-Misc Projects	\$ 47,926.00	\$ 23,994.00	\$ 36,332.00	\$ 11,594.00	24.19%
01-50-510-481060	Fac Fees-Financing Costs	\$ 235,765.00	\$ 118,035.00	\$ 178,730.00	\$ 57,035.00	24.19%
01-50-510-485001	Front Footage Fees	\$ 23,370.00	\$ -	\$ -	\$ 23,370.00	0.00%
	Non-Operating Revenue	\$ 7,061,076.00	\$ 3,458,934.00	\$ 5,132,922.00	\$ 1,928,154.00	27.31%
01-50-510-410100	Sales	\$ 5,626,822.29	\$ 325,094.19	\$ 720,958.74	\$ 4,905,863.55	87.19%
01-50-510-410151	Agricultural Irrigation Sales	\$ 22,315.78	\$ -	\$ 2,213.28	\$ 20,102.50	90.08%
01-50-510-410171	Construction Sales	\$ 101,314.47	\$ 8,024.47	\$ 14,104.47	\$ 87,210.00	86.08%
01-50-510-413001	Backflow Admin Charges	\$ 45,000.00	\$ 5,372.77	\$ 8,174.93	\$ 36,825.07	81.83%
01-50-510-413011	Fixed Meter Charges	\$ 3,661,780.56	\$ 366,247.87	\$ 673,289.85	\$ 2,988,490.71	81.61%
01-50-510-413021	Meter Fees	\$ 300,000.00	\$ 24,788.00	\$ 33,444.00	\$ 266,556.00	88.85%
01-50-510-415001	SGPWA Importation Charges	\$ 3,870,300.00	\$ 251,727.04	\$ 556,628.99	\$ 3,313,671.01	85.62%
01-50-510-415011	SCE Power Charges	\$ 1,816,800.00	\$ 111,879.82	\$ 247,391.91	\$ 1,569,408.09	86.38%
01-50-510-417001	2nd Notice Penalties	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00	100.00%
01-50-510-417011	3rd Notice Charges	\$ 50,000.00	\$ -	\$ -	\$ 50,000.00	100.00%
01-50-510-417021	Account Reinstatement Fees	\$ 10,000.00	\$ -	\$ -	\$ 10,000.00	100.00%
01-50-510-417031	Lien Processing Fees	\$ 2,000.00	\$ (100.00)	\$ (100.00)	\$ 2,100.00	105.00%
01-50-510-417041	Credit Check Processing Fees	\$ 9,600.00	\$ 545.00	\$ 660.00	\$ 8,940.00	93.13%
01-50-510-417051	Returned Check Fees	\$ 4,000.00	\$ 100.00	\$ 300.00	\$ 3,700.00	92.50%
01-50-510-417061	Custmr Damages/Upgrade Charges	\$ 22,000.00	\$ 20.00	\$ 20.00	\$ 21,980.00	99.91%
01-50-510-417071	After Hours Call Out Charges	\$ 600.00	\$ -	\$ -	\$ 600.00	100.00%
01-50-510-417081	Bench Test Fees	\$ 90.00	\$ -	\$ -	\$ 90.00	100.00%
01-50-510-417091	Credit Card Processing Fees	\$ 78,000.00	\$ 3.50	\$ 8.75	\$ 77,991.25	99.99%
01-50-510-419011	Development Income	\$ 60,000.00	\$ 38,970.53	\$ 38,970.53	\$ 21,029.47	35.05%
01-50-510-419012	Development Income-GIS	\$ 300,000.00	\$ -	\$ -	\$ 300,000.00	100.00%
01-50-510-419031	Well Maintenance Reimbursemnt	\$ 7,500.00	\$ -	\$ -	\$ 7,500.00	100.00%
01-50-510-419061	Miscellaneous Income	\$ 500.00	\$ 15,276.90	\$ 15,276.90	\$ (14,776.90)	-2955.38%
	Operating Revenue	\$ 16,088,623.10	\$ 1,147,950.09	\$ 2,311,342.35	\$ 13,777,280.75	85.63%
01-50-510-471001	Rent - 12303 Oak Glen	\$ 2,400.00	\$ 200.00	\$ 400.00	\$ 2,000.00	83.33%
01-50-510-471011	Rent - 13695 Oak Glen	\$ 2,400.00	\$ 200.00	\$ 400.00	\$ 2,000.00	83.33%
01-50-510-471021	Rent - 13697 Oak Glen	\$ 2,400.00	\$ 200.00	\$ 400.00	\$ 2,000.00	83.33%
01-50-510-471031	Rent - 9781 Avenida Miravilla	\$ 2,400.00	\$ 200.00	\$ 400.00	\$ 2,000.00	83.33%
01-50-510-471101	Util - 12303 Oak Glen	\$ 4,118.00	\$ 365.44	\$ 644.22	\$ 3,473.78	84.36%
01-50-510-471111	Util - 13695 Oak Glen	\$ 4,000.00	\$ 121.36	\$ 512.43	\$ 3,487.57	87.19%
01-50-510-471121	Util - 13697 Oak Glen	\$ 5,000.00	\$ 169.38	\$ 830.61	\$ 4,169.39	83.39%
01-50-510-471131	Util - 9781 Avenida Miravilla	\$ 3,600.00	\$ 86.69	\$ 706.68	\$ 2,893.32	80.37%
	Rent/Utilities	\$ 26,318.00	\$ 1,542.87	\$ 4,293.94	\$ 22,024.06	83.68%
Revenue Total		\$ 24,466,536.82	\$ 4,618,963.43	\$ 7,471,115.76	\$ 16,995,421.06	69.46%

General Ledger
Budget Variance Expense

User: wclayton
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Period 02 - 02
Fiscal Year 2021

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	\$ 45,200.00	\$ 3,200.00	\$ 5,000.00	\$ 40,200.00	\$ -	88.94%
01-10-110-500115	Social Security	\$ 2,805.00	\$ 198.40	\$ 310.00	\$ 2,495.00	\$ -	88.95%
01-10-110-500120	Medicare	\$ 658.00	\$ 46.40	\$ 72.50	\$ 585.50	\$ -	88.98%
01-10-110-500125	Health Insurance	\$ 130,241.40	\$ -	\$ -	\$ 130,241.40	\$ -	100.00%
01-10-110-500140	Life Insurance	\$ 120.00	\$ 13.64	\$ 20.34	\$ 99.66	\$ -	83.05%
01-10-110-500143	EAP Program	\$ 360.00	\$ 15.50	\$ 23.25	\$ 336.75	\$ -	93.54%
01-10-110-500145	Workers' Compensation	\$ 521.00	\$ 16.64	\$ 26.00	\$ 495.00	\$ -	95.01%
01-10-110-500175	Training/Education/Mtgs/Travel	\$ 10,000.00	\$ -	\$ -	\$ 10,000.00	\$ -	100.00%
	Board of Directors Personnel	\$ 189,905.40	\$ 3,490.58	\$ 5,452.09	\$ 184,453.31	\$ -	97.13%
01-10-110-550042	Supplies-Other	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	\$ -	100.00%
	Board of Directors Materials & Supplies	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	\$ -	100.00%
01-10-110-550012	Election Expenses	\$ 130,000.00	\$ -	\$ -	\$ 130,000.00	\$ -	100.00%
01-10-110-550051	Advertising/Legal Notices	\$ 1,400.00	\$ -	\$ 362.00	\$ 1,038.00	\$ -	74.14%
	Board of Directors Services	\$ 131,400.00	\$ -	\$ 362.00	\$ 131,038.00	\$ -	99.72%
Expense Total	BOARD OF DIRECTORS	\$ 322,305.40	\$ 3,490.58	\$ 5,814.09	\$ 316,491.31	\$ -	98.20%
20	ENGINEERING						
01-20-210-500105	Labor	\$ 561,698.00	\$ 29,290.27	\$ 45,645.87	\$ 516,052.13	\$ -	91.87%
01-20-210-500115	Social Security	\$ 39,169.00	\$ 1,860.81	\$ 2,875.23	\$ 36,293.77	\$ -	92.66%
01-20-210-500120	Medicare	\$ 9,164.00	\$ 435.19	\$ 672.43	\$ 8,491.57	\$ -	92.66%
01-20-210-500125	Health Insurance	\$ 107,328.00	\$ 3,640.44	\$ 6,641.78	\$ 100,686.22	\$ -	93.81%
01-20-210-500140	Life Insurance	\$ 2,736.00	\$ 35.28	\$ 70.56	\$ 2,665.44	\$ -	97.42%
01-20-210-500143	EAP Program	\$ 344.00	\$ 7.75	\$ 15.50	\$ 328.50	\$ -	95.49%
01-20-210-500145	Workers' Compensation	\$ 5,778.00	\$ 190.51	\$ 310.31	\$ 5,467.69	\$ -	94.63%
01-20-210-500150	Unemployment Insurance	\$ 19,100.00	\$ -	\$ -	\$ 19,100.00	\$ -	100.00%
01-20-210-500155	Retirement/CalPERS	\$ 90,255.00	\$ 4,121.50	\$ 6,631.26	\$ 83,623.74	\$ -	92.65%
01-20-210-500165	Uniforms & Employee Benefits	\$ 350.00	\$ -	\$ -	\$ 350.00	\$ -	100.00%
01-20-210-500175	Training/Education/Mtgs/Travel	\$ 6,000.00	\$ -	\$ -	\$ 6,000.00	\$ -	100.00%
01-20-210-500180	Accrued Sick Leave Expense	\$ 28,816.00	\$ 711.30	\$ 711.30	\$ 28,104.70	\$ -	97.53%
01-20-210-500185	Accrued Vacation Leave Expense	\$ 21,282.00	\$ -	\$ -	\$ 21,282.00	\$ -	100.00%
01-20-210-500187	Accrual Leave Payments	\$ 14,510.00	\$ -	\$ -	\$ 14,510.00	\$ -	100.00%
01-20-210-500195	CIP Related Labor	\$ (225,000.00)	\$ (311.31)	\$ (5,183.25)	\$ (219,816.75)	\$ -	97.70%
	Engineering Personnel	\$ 681,530.00	\$ 39,981.74	\$ 58,390.99	\$ 623,139.01	\$ -	91.43%
01-20-210-540048	Permits, Fees & Licensing	\$ 2,060.00	\$ -	\$ -	\$ 2,060.00	\$ -	100.00%
	Engineering Materials & Supplies	\$ 2,060.00	\$ -	\$ -	\$ 2,060.00	\$ -	100.00%
01-20-210-540014	Development Reimbursable-GIS	\$ 300,000.00	\$ -	\$ -	\$ 300,000.00	\$ -	100.00%
01-20-210-550030	Membership Dues	\$ 900.00	\$ -	\$ 300.00	\$ 600.00	\$ -	66.67%
01-20-210-550051	Advertising/Legal Notices	\$ 2,000.00	\$ -	\$ -	\$ 2,000.00	\$ -	100.00%
01-20-210-580031	Outside Engineering	\$ 60,000.00	\$ -	\$ -	\$ 60,000.00	\$ -	100.00%
01-20-210-580032	CIP Related Outside Engineering	\$ (41,280.00)	\$ -	\$ -	\$ (41,280.00)	\$ -	100.00%
	Engineering Services	\$ 321,620.00	\$ -	\$ 300.00	\$ 321,320.00	\$ -	99.91%
Expense Total	ENGINEERING	\$ 1,005,210.00	\$ 39,981.74	\$ 58,690.99	\$ 946,519.01	\$ -	94.16%
30	FINANCE & ADMIN SERVICES						
01-30-310-500105	Labor	\$ 1,178,947.00	\$ 70,548.96	\$ 99,790.35	\$ 1,079,156.65	\$ -	91.54%
01-30-310-500110	Overtime	\$ 1,214.00	\$ 960.60	\$ 960.60	\$ 253.40	\$ -	20.87%
01-30-310-500111	Double Time	\$ 193.00	\$ -	\$ -	\$ 193.00	\$ -	100.00%
01-30-310-500115	Social Security	\$ 88,696.00	\$ 4,752.90	\$ 6,933.94	\$ 81,762.06	\$ -	92.18%
01-30-310-500120	Medicare	\$ 20,759.00	\$ 1,111.56	\$ 1,621.64	\$ 19,137.36	\$ -	92.19%
01-30-310-500125	Health Insurance	\$ 268,320.00	\$ 17,900.72	\$ 32,318.28	\$ 236,001.72	\$ -	87.96%
01-30-310-500130	CalPERS Health Admin Costs	\$ 2,500.00	\$ 131.90	\$ 281.90	\$ 2,218.10	\$ -	88.72%
01-30-310-500140	Life Insurance	\$ 6,348.00	\$ 106.56	\$ 207.00	\$ 6,141.00	\$ -	96.74%
01-30-310-500143	EAP Program	\$ 885.00	\$ 17.05	\$ 32.55	\$ 852.45	\$ -	96.32%
01-30-310-500145	Workers' Compensation	\$ 11,734.00	\$ 417.06	\$ 608.64	\$ 11,125.36	\$ -	94.81%
01-30-310-500150	Unemployment Insurance	\$ 40,094.00	\$ -	\$ -	\$ 40,094.00	\$ -	100.00%
01-30-310-500155	Retirement/CalPERS	\$ 211,738.00	\$ 15,156.19	\$ 24,837.68	\$ 186,900.32	\$ -	88.27%
01-30-310-500161	Estim Current Yr OPEB Expense	\$ 151,500.00	\$ -	\$ -	\$ 151,500.00	\$ -	100.00%
01-30-310-500165	Uniforms & Employee Benefits	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	\$ -	100.00%
01-30-310-500175	Training/Education/Mtgs/Travel	\$ 25,000.00	\$ 1,181.60	\$ 1,381.60	\$ 23,618.40	\$ -	94.47%
01-30-310-500180	Accrued Sick Leave Expense	\$ 57,478.00	\$ 2,679.72	\$ 4,242.92	\$ 53,235.08	\$ -	92.62%
01-30-310-500185	Accrued Vacation Leave Expense	\$ 86,947.00	\$ 2,339.15	\$ 6,586.75	\$ 80,360.25	\$ -	92.42%
01-30-310-500187	Accrual Leave Payments	\$ 93,571.00	\$ -	\$ -	\$ 93,571.00	\$ -	100.00%
01-30-310-500195	CIP Related Labor	\$ (16,032.00)	\$ -	\$ -	\$ (16,032.00)	\$ -	100.00%
01-30-310-560000	GASB 68 Pension Expense	\$ 167,500.00	\$ -	\$ -	\$ 167,500.00	\$ -	100.00%
01-30-320-500105	Labor	\$ 67,242.00	\$ 4,410.51	\$ 6,624.13	\$ 60,617.87	\$ -	90.15%
01-30-320-500110	Overtime	\$ 563.00	\$ 86.76	\$ 86.76	\$ 476.24	\$ -	84.59%
01-30-320-500115	Social Security	\$ 4,630.00	\$ 278.86	\$ 416.12	\$ 4,213.88	\$ -	91.01%

Account Number	Description	Budget	Period Amt	End Bal	Variance	Encumbered	% Avail/ Uncollect
01-30-320-500120	Medicare	\$ 1,084.00	\$ 65.22	\$ 97.32	\$ 986.68	\$ -	91.02%
01-30-320-500125	Health Insurance	\$ 26,832.00	\$ 1,278.20	\$ 2,556.40	\$ 24,275.60	\$ -	90.47%
01-30-320-500140	Life Insurance	\$ 444.00	\$ 6.60	\$ 13.20	\$ 430.80	\$ -	97.03%
01-30-320-500143	EAP Program	\$ 72.00	\$ 1.55	\$ 3.10	\$ 68.90	\$ -	95.69%
01-30-320-500145	Workers' Compensation	\$ 661.00	\$ 23.24	\$ 34.75	\$ 626.25	\$ -	94.74%
01-30-320-500150	Unemployment Insurance	\$ 2,287.00	\$ -	\$ -	\$ 2,287.00	\$ -	100.00%
01-30-320-500155	Retirement/CalPERS	\$ 11,828.00	\$ 424.71	\$ 668.42	\$ 11,159.58	\$ -	94.35%
01-30-320-500165	Uniforms & Employee Benefits	\$ 111.00	\$ -	\$ -	\$ 111.00	\$ -	100.00%
01-30-320-500175	Training/Education/Mtgs/Travel	\$ 9,400.00	\$ 40.00	\$ 40.00	\$ 9,360.00	\$ -	99.57%
01-30-320-500176	District Professional Developm	\$ 29,000.00	\$ -	\$ -	\$ 29,000.00	\$ -	100.00%
01-30-320-500177	Gen Safety Training & Supplies	\$ 28,250.00	\$ 500.00	\$ 750.00	\$ 27,500.00	\$ 224.29	96.55%
01-30-320-500180	Accrued Sick Leave Expense	\$ 3,106.00	\$ -	\$ -	\$ 3,106.00	\$ -	100.00%
01-30-320-500185	Accrued Vacation Leave Expense	\$ 3,202.00	\$ -	\$ -	\$ 3,202.00	\$ -	100.00%
01-30-320-500187	Accrual Leave Payments	\$ 449.00	\$ -	\$ -	\$ 449.00	\$ -	100.00%
01-30-320-550024	Employment Testing	\$ 4,530.00	\$ -	\$ 18.89	\$ 4,511.11	\$ -	99.58%
	Finance & Admin Services Personnel	\$ 2,592,083.00	\$ 124,419.62	\$ 191,112.94	\$ 2,400,970.06	\$ 224.29	92.62%
01-30-310-550006	Cashiering Shortages/Overages	\$ 50.00	\$ -	\$ -	\$ 50.00	\$ -	100.00%
01-30-310-550018	Employee Medical/First Aid	\$ 300.00	\$ -	\$ -	\$ 300.00	\$ -	100.00%
01-30-310-550042	Office Supplies	\$ 10,000.00	\$ -	\$ 638.23	\$ 9,361.77	\$ -	93.62%
01-30-310-550046	Office Equipment	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00	\$ -	100.00%
01-30-310-550048	Postage	\$ 12,000.00	\$ 669.85	\$ 669.85	\$ 11,330.15	\$ -	94.42%
01-30-310-550066	Subscriptions	\$ 2,000.00	\$ -	\$ 92.10	\$ 1,907.90	\$ -	95.40%
01-30-310-550072	Misc Operating Expenses	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	\$ -	100.00%
01-30-310-550078	Bad Debt Expense	\$ 25,000.00	\$ -	\$ -	\$ 25,000.00	\$ -	100.00%
01-30-310-550084	Depreciation	\$ 2,850,000.00	\$ 231,115.87	\$ 462,231.93	\$ 2,387,768.07	\$ -	83.78%
01-30-320-550028	District Certification	\$ 2,550.00	\$ -	\$ -	\$ 2,550.00	\$ -	100.00%
01-30-320-550042	Office Supplies	\$ 2,500.00	\$ (85.21)	\$ -	\$ 2,500.00	\$ -	100.00%
	Finance & Admin Services Materials & Supplies	\$ 2,910,400.00	\$ 231,700.51	\$ 463,632.11	\$ 2,446,767.89	\$ -	84.07%
01-30-310-500190	Temporary Labor	\$ 49,154.00	\$ 12,008.56	\$ 23,637.54	\$ 25,516.46	\$ -	51.91%
01-30-310-550001	Bank/Financial Service Fees	\$ 20,600.00	\$ 631.76	\$ 631.76	\$ 19,968.24	\$ -	96.93%
01-30-310-550008	Transaction/Return Fees	\$ 2,500.00	\$ 50.18	\$ 75.18	\$ 2,424.82	\$ -	96.99%
01-30-310-550010	Transaction/Credit Card Fees	\$ 78,000.00	\$ 4,893.90	\$ 10,825.60	\$ 67,174.40	\$ -	86.12%
01-30-310-550014	Credit Check Fees	\$ 10,300.00	\$ 588.90	\$ 588.90	\$ 9,711.10	\$ -	94.28%
01-30-310-550030	Membership Dues	\$ 43,260.00	\$ 2,131.67	\$ 13,907.30	\$ 29,352.70	\$ -	67.85%
01-30-310-550036	Notary & Lien Fees	\$ 2,060.00	\$ 30.00	\$ 30.00	\$ 2,030.00	\$ -	98.54%
01-30-310-550050	Utility Billing Service	\$ 72,000.00	\$ 4,835.95	\$ 9,638.16	\$ 62,361.84	\$ -	86.61%
01-30-310-550051	Advertising/Legal Notices	\$ 4,000.00	\$ -	\$ -	\$ 4,000.00	\$ -	100.00%
01-30-310-550054	Property, Auto& Gen Liab Insur	\$ 85,000.00	\$ 8,240.83	\$ 16,481.66	\$ 68,518.34	\$ -	80.61%
01-30-310-580001	Accounting & Audit	\$ 36,050.00	\$ -	\$ 150.00	\$ 35,900.00	\$ -	99.58%
01-30-310-580011	General Legal	\$ 150,000.00	\$ 3,518.00	\$ 475.50	\$ 149,524.50	\$ -	99.68%
01-30-310-580036	Other Professional Services	\$ 147,200.00	\$ 4,000.00	\$ 8,000.00	\$ 139,200.00	\$ -	94.57%
01-30-320-550025	Employee Retention	\$ 5,000.00	\$ 175.00	\$ 175.00	\$ 4,825.00	\$ -	96.50%
01-30-320-550026	Recruitment Expense	\$ 8,059.00	\$ 199.00	\$ 199.00	\$ 7,860.00	\$ -	97.53%
01-30-320-550030	Membership Dues	\$ 1,470.00	\$ -	\$ 1,059.00	\$ 411.00	\$ -	27.96%
01-30-320-550051	Advertising/Legal Notices	\$ 2,785.00	\$ (43.62)	\$ (43.62)	\$ 2,828.62	\$ -	101.57%
01-30-320-580036	Other Professional Services	\$ 92,000.00	\$ 252.00	\$ 2,502.00	\$ 89,498.00	\$ -	97.28%
	Finance & Admin Services Services	\$ 809,438.00	\$ 41,512.13	\$ 88,332.98	\$ 721,105.02	\$ -	89.09%
Expense Total	FINANCE & ADMIN SERVICES	\$ 6,311,921.00	\$ 397,632.26	\$ 743,078.03	\$ 5,568,842.97	\$ 224.29	88.22%
35	INFORMATION TECHNOLOGY						
01-35-315-500105	Labor	\$ 143,514.00	\$ 10,414.40	\$ 15,621.60	\$ 127,892.40	\$ -	89.11%
01-35-315-500115	Social Security	\$ 11,298.00	\$ 645.94	\$ 969.03	\$ 10,328.97	\$ -	91.42%
01-35-315-500120	Medicare	\$ 2,643.00	\$ 151.06	\$ 226.62	\$ 2,416.38	\$ -	91.43%
01-35-315-500125	Health Insurance	\$ 26,832.00	\$ 2,170.69	\$ 4,341.38	\$ 22,490.62	\$ -	83.82%
01-35-315-500140	Life Insurance	\$ 936.00	\$ 16.80	\$ 33.60	\$ 902.40	\$ -	96.41%
01-35-315-500143	EAP Program	\$ 72.00	\$ 1.55	\$ 3.10	\$ 68.90	\$ -	95.69%
01-35-315-500145	Workers' Compensation	\$ 1,476.00	\$ 54.16	\$ 81.24	\$ 1,394.76	\$ -	94.50%
01-35-315-500150	Unemployment Insurance	\$ 4,880.00	\$ -	\$ -	\$ 4,880.00	\$ -	100.00%
01-35-315-500155	Retirement/CalPERS	\$ 15,804.00	\$ 1,216.00	\$ 2,002.98	\$ 13,801.02	\$ -	87.33%
01-35-315-500175	Training/Education/Mtgs/Travel	\$ 4,120.00	\$ -	\$ -	\$ 4,120.00	\$ -	100.00%
01-35-315-500180	Accrued Sick Leave Expense	\$ 8,270.00	\$ -	\$ -	\$ 8,270.00	\$ -	100.00%
01-35-315-500185	Accrued Vacation Leave Expense	\$ 15,035.00	\$ -	\$ -	\$ 15,035.00	\$ -	100.00%
01-35-315-500187	Accrual Leave Payments	\$ 14,660.00	\$ -	\$ -	\$ 14,660.00	\$ -	100.00%
01-35-315-500195	CIP Related Labor	\$ (32,875.00)	\$ -	\$ -	\$ (32,875.00)	\$ -	100.00%
	Information Technology Personnel	\$ 216,665.00	\$ 14,670.60	\$ 23,279.55	\$ 193,385.45	\$ -	89.26%
01-35-315-501511	Telephone/Internet Service	\$ 36,668.00	\$ 1,882.51	\$ 4,216.57	\$ 32,451.43	\$ -	88.50%
01-35-315-550044	Printing/Toner & Maint	\$ 19,000.00	\$ 1,430.81	\$ 2,007.82	\$ 16,992.18	\$ -	89.43%
	Information Technology Materials & Supplies	\$ 55,668.00	\$ 3,313.32	\$ 6,224.39	\$ 49,443.61	\$ -	88.82%
01-35-315-550030	Membership Dues	\$ 2,060.00	\$ -	\$ 695.00	\$ 1,365.00	\$ -	66.26%
01-35-315-580016	Computer Hardware	\$ 25,000.00	\$ 26.80	\$ 188.39	\$ 24,811.61	\$ -	99.25%
01-35-315-580021	IT/Software Support	\$ 5,150.00	\$ 3,503.45	\$ 3,503.45	\$ 1,646.55	\$ -	31.97%
01-35-315-580026	License/Maintenance/Support	\$ 210,000.00	\$ 6,886.34	\$ 33,091.81	\$ 176,908.19	\$ -	84.24%
	Information Technology Services	\$ 242,210.00	\$ 10,416.59	\$ 37,478.65	\$ 204,731.35	\$ -	84.53%
Expense Total	INFORTMATION TECHNOLOGY	\$ 514,543.00	\$ 28,400.51	\$ 66,982.59	\$ 447,560.41	\$ -	86.98%

Account Number	Description	Budget	Period Amt	End Bal	Variance	Encumbered	% Avail/ Uncollect
40	OPERATIONS						
410	Source of Supply Personnel						
01-40-410-500105	Labor	\$ 483,039.00	\$ 20,559.80	\$ 28,196.90	\$ 454,842.10	\$ -	94.16%
01-40-410-500110	Overtime	\$ 20,292.00	\$ 484.66	\$ 579.28	\$ 19,712.72	\$ -	97.15%
01-40-410-500111	Double Time	\$ 2,751.00	\$ -	\$ -	\$ 2,751.00	\$ -	100.00%
01-40-410-500113	Standby/On-Call	\$ 12,250.00	\$ 700.00	\$ 1,400.00	\$ 10,850.00	\$ -	88.57%
01-40-410-500115	Social Security	\$ 36,063.00	\$ 1,386.51	\$ 2,062.76	\$ 34,000.24	\$ -	94.28%
01-40-410-500120	Medicare	\$ 8,439.00	\$ 324.27	\$ 482.43	\$ 7,956.57	\$ -	94.28%
01-40-410-500125	Health Insurance	\$ 187,824.00	\$ 7,877.35	\$ 15,754.70	\$ 172,069.30	\$ -	91.61%
01-40-410-500140	Life Insurance	\$ 3,252.00	\$ 32.04	\$ 64.08	\$ 3,187.92	\$ -	98.03%
01-40-410-500143	EAP Program	\$ 504.00	\$ 6.20	\$ 12.40	\$ 491.60	\$ -	97.54%
01-40-410-500145	Workers' Compensation	\$ 24,270.00	\$ 590.64	\$ 881.25	\$ 23,388.75	\$ -	96.37%
01-40-410-500150	Unemployment Insurance	\$ 57,436.00	\$ -	\$ -	\$ 57,436.00	\$ -	100.00%
01-40-410-500155	Retirement/CalPERS	\$ 111,455.00	\$ 5,270.94	\$ 8,685.52	\$ 102,769.48	\$ -	92.21%
01-40-410-500165	Uniforms & Employee Benefits	\$ 3,652.00	\$ -	\$ -	\$ 3,652.00	\$ -	100.00%
01-40-410-500175	Training/Education/Mtgs/Travel	\$ 6,000.00	\$ -	\$ 145.00	\$ 5,855.00	\$ -	97.58%
01-40-410-500180	Accrued Sick Leave Expense	\$ 22,256.00	\$ 124.92	\$ 124.92	\$ 22,131.08	\$ -	99.44%
01-40-410-500185	Accrued Vacation Leave Expense	\$ 31,088.00	\$ 764.92	\$ 3,214.98	\$ 27,873.02	\$ -	89.66%
01-40-410-500187	Accrual Leave Payments	\$ 8,586.00	\$ -	\$ -	\$ 8,586.00	\$ -	100.00%
01-40-410-500195	CIP Related Labor	\$ (30,000.00)	\$ -	\$ -	\$ (30,000.00)	\$ -	100.00%
440	Transmission & Distribution Personnel						
01-40-440-500105	Labor	\$ 890,681.00	\$ 44,565.12	\$ 63,167.63	\$ 827,513.37	\$ -	92.91%
01-40-440-500110	Overtime	\$ 42,887.00	\$ 2,234.95	\$ 3,635.93	\$ 39,251.07	\$ -	91.52%
01-40-440-500111	Double Time	\$ 11,117.00	\$ 169.65	\$ 169.65	\$ 10,947.35	\$ -	98.47%
01-40-440-500113	Standby/On-Call	\$ 29,250.00	\$ 1,200.00	\$ 2,400.00	\$ 26,850.00	\$ -	91.79%
01-40-440-500115	Social Security	\$ 68,068.00	\$ 3,166.76	\$ 4,617.24	\$ 63,450.76	\$ -	93.22%
01-40-440-500120	Medicare	\$ 15,931.00	\$ 740.64	\$ 1,079.86	\$ 14,851.14	\$ -	93.22%
01-40-440-500125	Health Insurance	\$ 303,216.00	\$ 12,052.83	\$ 30,903.19	\$ 272,312.81	\$ -	89.81%
01-40-440-500140	Life Insurance	\$ 5,496.00	\$ 85.25	\$ 172.31	\$ 5,323.69	\$ -	96.86%
01-40-440-500143	EAP Program	\$ 956.00	\$ 21.80	\$ 42.25	\$ 913.75	\$ -	95.58%
01-40-440-500145	Workers' Compensation	\$ 34,644.00	\$ 1,013.39	\$ 1,462.08	\$ 33,181.92	\$ -	95.78%
01-40-440-500155	Retirement/CalPERS	\$ 188,285.00	\$ 10,823.98	\$ 18,079.66	\$ 170,205.34	\$ -	90.40%
01-40-440-500165	Uniforms & Employee Benefits	\$ 7,000.00	\$ -	\$ 781.79	\$ 6,218.21	\$ -	88.83%
01-40-440-500175	Training/Education/Mtgs/Travel	\$ 3,090.00	\$ -	\$ -	\$ 3,090.00	\$ -	100.00%
01-40-440-500177	General Safety Supplies	\$ 7,000.00	\$ 287.31	\$ 484.42	\$ 6,515.58	\$ -	93.08%
01-40-440-500180	Accrued Sick Leave Expense	\$ 45,345.00	\$ 2,084.86	\$ 2,574.12	\$ 42,770.88	\$ -	94.32%
01-40-440-500185	Accrued Vacation Leave Expense	\$ 53,352.00	\$ 362.05	\$ 2,927.00	\$ 50,425.00	\$ -	94.51%
01-40-440-500187	Accrual Leave Payments	\$ 20,399.00	\$ -	\$ -	\$ 20,399.00	\$ -	100.00%
01-40-440-500195	CIP Related Labor	\$ (110,920.00)	\$ (196.55)	\$ (196.55)	\$ (110,723.45)	\$ -	99.82%
450	Inspections Personnel						
01-40-450-500105	Labor	\$ 32,976.00	\$ 5,389.28	\$ 8,464.44	\$ 24,511.56	\$ -	74.33%
01-40-450-500110	Overtime	\$ 1,780.00	\$ 2,081.38	\$ 2,777.88	\$ (997.88)	\$ -	-56.06%
01-40-450-500111	Double Time	\$ 223.00	\$ -	\$ -	\$ 223.00	\$ -	100.00%
01-40-450-500115	Social Security	\$ 2,184.00	\$ 465.43	\$ 699.36	\$ 1,484.64	\$ -	67.98%
01-40-450-500120	Medicare	\$ 512.00	\$ 108.87	\$ 163.58	\$ 348.42	\$ -	68.05%
01-40-450-500125	Health Insurance	\$ 13,704.00	\$ 1,302.69	\$ 2,552.76	\$ 11,151.24	\$ -	81.37%
01-40-450-500140	Life Insurance	\$ 252.00	\$ 5.88	\$ 11.22	\$ 240.78	\$ -	95.55%
01-40-450-500143	EAP Program	\$ 36.00	\$ 1.28	\$ 2.45	\$ 33.55	\$ -	93.19%
01-40-450-500145	Workers' Compensation	\$ 1,617.00	\$ 179.08	\$ 278.34	\$ 1,338.66	\$ -	82.79%
01-40-450-500155	Retirement/CalPERS	\$ 8,891.00	\$ 1,050.42	\$ 1,706.41	\$ 7,184.59	\$ -	80.81%
460	Customer Svc & Meter Reading Personnel						
01-40-460-500105	Labor	\$ 174,027.00	\$ 13,083.11	\$ 20,237.67	\$ 153,789.33	\$ -	88.37%
01-40-460-500110	Overtime	\$ 14,424.00	\$ 217.68	\$ 944.25	\$ 13,479.75	\$ -	93.45%
01-40-460-500111	Double Time	\$ 3,933.00	\$ -	\$ -	\$ 3,933.00	\$ -	100.00%
01-40-460-500113	Standby/On-Call	\$ 3,250.00	\$ -	\$ -	\$ 3,250.00	\$ -	100.00%
01-40-460-500115	Social Security	\$ 14,421.00	\$ 971.75	\$ 1,577.20	\$ 12,843.80	\$ -	89.06%
01-40-460-500120	Medicare	\$ 3,375.00	\$ 227.23	\$ 368.83	\$ 3,006.17	\$ -	89.07%
01-40-460-500125	Health Insurance	\$ 80,496.00	\$ 5,828.45	\$ 10,593.05	\$ 69,902.95	\$ -	86.84%
01-40-460-500140	Life Insurance	\$ 1,188.00	\$ 24.07	\$ 42.19	\$ 1,145.81	\$ -	96.45%
01-40-460-500143	EAP Program	\$ 216.00	\$ 4.82	\$ 9.55	\$ 206.45	\$ -	95.58%
01-40-460-500145	Workers' Compensation	\$ 8,687.00	\$ 424.90	\$ 672.38	\$ 8,014.62	\$ -	92.26%
01-40-460-500155	Retirement/CalPERS	\$ 48,690.00	\$ 3,725.05	\$ 6,004.36	\$ 42,685.64	\$ -	87.67%
01-40-460-500165	Uniforms & Employee Benefits	\$ 1,800.00	\$ -	\$ -	\$ 1,800.00	\$ -	100.00%
01-40-460-500175	Training/Education/Mtgs/Travel	\$ 412.00	\$ -	\$ -	\$ 412.00	\$ -	100.00%
01-40-460-500180	Accrued Sick Leave Expense	\$ 8,040.00	\$ 1,590.35	\$ 3,446.29	\$ 4,593.71	\$ -	57.14%
01-40-460-500185	Accrued Vacation Leave Expense	\$ 14,918.00	\$ 775.65	\$ 802.18	\$ 14,115.82	\$ -	94.62%
01-40-460-500187	Accrual Leave Payments	\$ 13,584.00	\$ -	\$ -	\$ 13,584.00	\$ -	100.00%
01-40-460-500195	CIP Related Labor	\$ (30,839.00)	\$ (225.43)	\$ (225.43)	\$ (30,613.57)	\$ -	99.27%
470	Maintenance & General Plant Personnel						
01-40-470-500105	Labor	\$ 63,243.00	\$ -	\$ -	\$ 63,243.00	\$ -	100.00%
01-40-470-500110	Overtime	\$ 3,081.00	\$ -	\$ -	\$ 3,081.00	\$ -	100.00%
01-40-470-500111	Double Time	\$ 955.00	\$ -	\$ -	\$ 955.00	\$ -	100.00%
01-40-470-500115	Social Security	\$ 4,186.00	\$ -	\$ -	\$ 4,186.00	\$ -	100.00%
01-40-470-500120	Medicare	\$ 982.00	\$ -	\$ -	\$ 982.00	\$ -	100.00%
01-40-470-500125	Health Insurance	\$ 31,956.00	\$ -	\$ -	\$ 31,956.00	\$ -	100.00%
01-40-470-500140	Life Insurance	\$ 432.00	\$ -	\$ -	\$ 432.00	\$ -	100.00%
01-40-470-500143	EAP Program	\$ 85.00	\$ -	\$ -	\$ 85.00	\$ -	100.00%
01-40-470-500145	Workers' Compensation	\$ 3,101.00	\$ -	\$ -	\$ 3,101.00	\$ -	100.00%
01-40-470-500155	Retirement/CalPERS	\$ 11,576.00	\$ 218.87	\$ 437.74	\$ 11,138.26	\$ -	96.22%
	Operations Personnel	\$ 3,147,348.00	\$ 154,185.10	\$ 255,471.50	\$ 2,891,876.50	\$ -	91.88%
410	Source of Supply Materials & Supplies						

Account Number	Description	Budget	Period Amt	End Bal	Variance	Encumbered	% Avail/ Uncollect
01-40-410-501101	Electricity - Wells	\$ 1,816,800.00	\$ 164,073.57	\$ 261,074.45	\$ 1,555,725.55	\$ -	85.63%
01-40-410-501201	Gas - Wells	\$ 225.00	\$ 14.79	\$ 29.58	\$ 195.42	\$ -	86.85%
01-40-410-510011	Treatment & Chemicals	\$ 110,000.00	\$ 2,394.00	\$ 18,951.45	\$ 91,048.55	\$ -	82.77%
01-40-410-510021	Lab Testing	\$ 75,000.00	\$ 4,985.11	\$ 8,301.11	\$ 66,698.89	\$ -	88.93%
01-40-410-510031	Small Tools, Parts & Maint	\$ 8,000.00	\$ 2,917.45	\$ 3,293.72	\$ 4,706.28	\$ -	58.83%
01-40-410-520021	Maint & Rpr-Telemetry Equip	\$ 4,280.00	\$ -	\$ -	\$ 4,280.00	\$ -	100.00%
01-40-410-520061	Maint & Rpr-Pumping Equipment	\$ 142,613.00	\$ 2,300.40	\$ 2,363.46	\$ 140,249.54	\$ 4,832.82	94.95%
01-40-410-550066	Subscriptions	\$ 3,000.00	\$ -	\$ -	\$ 3,000.00	\$ -	100.00%
440	Transmission & Distribution Materials & Supplies						
01-40-440-510031	Small Tools, Parts & Maint	\$ 13,250.00	\$ 621.17	\$ 621.17	\$ 12,628.83	\$ -	95.31%
01-40-440-520071	Maint & Rpr-Pipelines&Hydrants	\$ 30,000.00	\$ 6,972.64	\$ 7,404.49	\$ 22,595.51	\$ 1,268.28	71.09%
01-40-440-520081	Maint & Rpr-Pressure Regulatrs	\$ 8,750.00	\$ 290.38	\$ 436.06	\$ 8,313.94	\$ -	95.02%
01-40-440-540001	Backflow Program	\$ 4,200.00	\$ -	\$ -	\$ 4,200.00	\$ -	100.00%
01-40-440-540024	Inventory Adjustments	\$ 7,452.00	\$ -	\$ -	\$ 7,452.00	\$ -	100.00%
01-40-440-540036	Line Locates	\$ 3,605.00	\$ -	\$ 25.82	\$ 3,579.18	\$ -	99.28%
01-40-440-540042	Meters Maintenance & Services	\$ 80,000.00	\$ 10,079.18	\$ 10,407.98	\$ 69,592.02	\$ 1,604.62	84.98%
01-40-440-540078	Reservoirs Maintenance	\$ 54,500.00	\$ -	\$ -	\$ 54,500.00	\$ -	100.00%
470	Maintenance & General Plant Materials & Supplies						
01-40-470-501111	Electricity - 560 Magnolia	\$ 35,000.00	\$ 1,299.24	\$ 2,716.35	\$ 32,283.65	\$ -	92.24%
01-40-470-501121	Electricity - 12303 Oak Glen	\$ 4,000.00	\$ 365.44	\$ 644.22	\$ 3,355.78	\$ -	83.89%
01-40-470-501131	Electricity - 13695 Oak Glen	\$ 2,000.00	\$ 121.36	\$ 225.92	\$ 1,774.08	\$ -	88.70%
01-40-470-501141	Electricity - 13697 Oak Glen	\$ 3,000.00	\$ 169.38	\$ 335.75	\$ 2,664.25	\$ -	88.81%
01-40-470-501151	Elec - 9781 Avenida Miravilla	\$ 2,000.00	\$ 86.69	\$ 191.23	\$ 1,808.77	\$ -	90.44%
01-40-470-501161	Electricity - 815 E. 12th	\$ 6,000.00	\$ 436.76	\$ 859.55	\$ 5,140.45	\$ -	85.67%
01-40-470-501171	Electricity - 851 E. 6th	\$ 4,200.00	\$ 212.06	\$ 416.38	\$ 3,783.62	\$ -	90.09%
01-40-470-501321	Propane - 12303 Oak Glen	\$ 118.00	\$ -	\$ -	\$ 118.00	\$ -	100.00%
01-40-470-501331	Propane - 13695 Oak Glen	\$ 2,000.00	\$ -	\$ 286.51	\$ 1,713.49	\$ -	85.67%
01-40-470-501341	Propane - 13697 Oak Glen	\$ 2,000.00	\$ -	\$ 494.86	\$ 1,505.14	\$ -	75.26%
01-40-470-501351	Propane-9781 Avenida Miravilla	\$ 1,600.00	\$ -	\$ 515.45	\$ 1,084.55	\$ -	67.78%
01-40-470-501411	Sanitation - 560 Magnolia	\$ 2,987.00	\$ 211.35	\$ 422.70	\$ 2,564.30	\$ -	85.85%
01-40-470-501461	Sanitation - 815 E. 12th	\$ 4,172.00	\$ 478.25	\$ 888.84	\$ 3,283.16	\$ -	78.70%
01-40-470-501471	Sanitation - 11083 Cherry Ave	\$ 3,296.00	\$ 279.65	\$ 559.30	\$ 2,736.70	\$ -	83.03%
01-40-470-501611	Maint & Repair- 560 Magnolia	\$ 26,856.00	\$ 1,215.74	\$ 2,652.48	\$ 24,203.52	\$ -	90.12%
01-40-470-501621	Maint & Repair- 12303 Oak Glen	\$ 4,600.00	\$ 1,453.00	\$ 1,453.00	\$ 3,147.00	\$ -	68.41%
01-40-470-501631	Maint & Repair- 13695 Oak Glen	\$ 9,000.00	\$ 134.62	\$ 134.62	\$ 8,865.38	\$ -	98.50%
01-40-470-501641	Maint & Repair- 13697 Oak Glen	\$ 4,000.00	\$ 134.62	\$ 134.62	\$ 3,865.38	\$ -	96.63%
01-40-470-501651	Maint & Rpr-9781 Ave Miravilla	\$ 4,000.00	\$ -	\$ -	\$ 4,000.00	\$ -	100.00%
01-40-470-501661	Maint & Repair- 815 E. 12th	\$ 7,115.00	\$ 603.73	\$ 971.72	\$ 6,143.28	\$ -	86.34%
01-40-470-501671	Maint & Repair- 851 E. 6th	\$ 3,000.00	\$ 173.65	\$ 323.65	\$ 2,676.35	\$ -	89.21%
01-40-470-501691	Maint & Rpr- Buidlgs (General)	\$ 60,000.00	\$ 347.67	\$ 592.11	\$ 59,407.89	\$ -	99.01%
01-40-470-510001	Auto/Fuel	\$ 84,000.00	\$ 4,972.54	\$ 9,928.86	\$ 74,071.14	\$ -	88.18%
01-40-470-520011	Maint & Rpr-Safety Equipment	\$ 17,510.00	\$ 25.31	\$ 25.31	\$ 17,484.69	\$ -	99.86%
01-40-470-520031	Maint & Rpr-General Equipment	\$ 47,380.00	\$ 225.63	\$ 225.63	\$ 47,154.37	\$ -	99.52%
01-40-470-520041	Maint & Rpr-Fleet	\$ 125,500.00	\$ 9,946.77	\$ 12,683.72	\$ 112,816.28	\$ -	89.89%
01-40-470-520051	Maint & Rpr-Paving	\$ 140,000.00	\$ -	\$ -	\$ 140,000.00	\$ -	100.00%
01-40-470-520091	Maint & Rpr-Communicatn Equip	\$ 6,500.00	\$ -	\$ -	\$ 6,500.00	\$ -	100.00%
	Operations Materials & Supplies	\$ 2,973,509.00	\$ 217,542.15	\$ 350,592.07	\$ 2,622,916.93	\$ 7,705.72	87.95%
410	Source of Supply Services						
01-40-410-500501	State Project Water Purchases	\$ 3,870,300.00	\$ 191,121.00	\$ 191,121.00	\$ 3,679,179.00	\$ -	95.06%
01-40-410-540084	State Mandates & Tariffs	\$ 90,000.00	\$ 7,988.46	\$ 22,175.31	\$ 67,824.69	\$ -	75.36%
440	Transmission & Distribution Services						
01-40-440-550051	Advertising/Legal Notices	\$ 4,000.00	\$ -	\$ -	\$ 4,000.00	\$ -	100.00%
470	Maintenance & General Plant Services						
01-40-470-540030	Landscape Maintenance	\$ 82,000.00	\$ 5,159.75	\$ 10,345.48	\$ 71,654.52	\$ -	87.38%
01-40-470-540072	Rechrg Facs, Cnyns&Ponds Maint	\$ 200,000.00	\$ 2,978.79	\$ 4,516.51	\$ 195,483.49	\$ 12,058.20	91.71%
	Operations Services	\$ 4,246,300.00	\$ 207,248.00	\$ 228,158.30	\$ 4,018,141.70	\$ 12,058.20	94.34%
Expense Total	OPERATIONS	\$ 10,367,157.00	\$ 578,975.25	\$ 834,221.87	\$ 9,532,935.13	\$ 19,763.92	91.76%
50	GENERAL						
01-50-510-502001	Rents/Leases	\$ 24,900.00	\$ 2,085.75	\$ 4,171.50	\$ 20,728.50	\$ -	83.25%
01-50-510-510031	Small Tools, Parts & Maint	\$ 515.00	\$ -	\$ -	\$ 515.00	\$ -	100.00%
01-50-510-540066	Property Damages & Theft	\$ 26,827.00	\$ -	\$ -	\$ 26,827.00	\$ -	100.00%
01-50-510-550040	General Supplies	\$ 15,279.00	\$ 620.35	\$ 1,227.17	\$ 14,051.83	\$ -	91.97%
01-50-510-550060	Public Ed./Community Outreach	\$ 99,330.00	\$ 3,741.25	\$ 11,468.75	\$ 87,861.25	\$ -	88.45%
01-50-510-550072	Misc Operating Expenses	\$ 1,030.00	\$ -	\$ -	\$ 1,030.00	\$ -	100.00%
01-50-510-550074	Disaster Preparedness Ongoing Expenses	\$ 15,000.00	\$ 1,062.60	\$ 2,398.77	\$ 12,601.23	\$ -	84.01%
	General Materials & Supplies	\$ 182,881.00	\$ 7,509.95	\$ 19,266.19	\$ 163,614.81	\$ -	89.47%
01-50-510-550096	Beaumont Basin Watermaster	\$ 50,000.00	\$ 3,596.40	\$ 3,596.40	\$ 46,403.60	\$ -	92.81%
01-50-510-550097	SAWPA Basin Monitoring Program	\$ 19,000.00	\$ 1,275.66	\$ 2,551.32	\$ 16,448.68	\$ -	86.57%
	General Services	\$ 69,000.00	\$ 4,872.06	\$ 6,147.72	\$ 62,852.28	\$ -	91.09%
Expense Total	GENERAL	\$ 251,881.00	\$ 12,382.01	\$ 25,413.91	\$ 226,467.09	\$ -	89.91%
Expense Total	ALL EXPENSES	\$ 18,773,017.40	\$ 1,060,862.35	\$ 1,734,201.48	\$ 17,038,815.92	\$ 19,988.21	90.66%



**Beaumont-Cherry Valley Water District
Cash Balance & Investment Report
As of February 28, 2021**

Account Name	Account Ending #	<u>Cash Balance Per Account</u>	
		Balance	Prior Month Balance
Wells Fargo			
General	4152	\$ 7,950,609.09	\$ 3,932,684.73
Total Cash		\$ 7,950,609.09	\$ 3,932,684.73

Account Name	<u>Investment Summary</u>		Actual % of		Maturity	Par Amount	Rate	2021 Interest to Date
	Market Value	Prior Month Balance	Total	Policy % Limit				
Ca. State Treasurer's Office: Local Agency Investment Fund	\$27,734,307.84	\$27,734,307.84	43%	No Limit	Liquid	N/A	0.37	\$43,782.56 ⁽¹⁾
CalTRUST Short Term Fund	\$36,857,210.92	\$36,846,857.46	57%	No Limit	Liquid	N/A	0.3	\$22,374.46
Total Investments	\$64,591,518.76	\$64,581,165.30						\$66,157.02
Total Cash & Investments	\$ 72,542,127.85	\$ 68,513,850.03						

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

[Signature] 3/15/2021

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

[Signature] 3/15/2021

⁽¹⁾ 4th Quarter 2020 Interest received in 2021

Accounts Payable

Checks by Date - Detail by Check Date

User: wclayton
Printed: 3/24/2021 3:56 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	02/25/2021		
	0-619-181-216	PR Batch 00006.02.2021 CA SDI			11.86
	0-619-181-216	PR Batch 00006.02.2021 State Income Tax			12.45
	0-619-181-216	PR Batch 00006.02.2021 SDI correction			5.44
Total for this ACH Check for Vendor 10087:				0.00	29.75
ACH	10094	U.S. Treasury	02/25/2021		
	60421898	PR Batch 00006.02.2021 FICA Employer Portion			61.28
	60421898	PR Batch 00006.02.2021 Federal Income Tax			44.01
	60421898	PR Batch 00006.02.2021 Medicare Employee Portion Corr			24.06
	60421898	PR Batch 00006.02.2021 Medicare Employee Portion			14.33
	60421898	PR Batch 00006.02.2021 Medicare Employer Portion			14.33
	60421898	PR Batch 00006.02.2021 FICA Employee Portion correcti			102.86
	60421898	PR Batch 00006.02.2021 FICA Employee Portion			61.28
	60421898	PR Batch 00006.02.2021 Medicare Employer Portion Corr			24.06
	60421898	PR Batch 00006.02.2021 FICA Employer Portion			102.86
Total for this ACH Check for Vendor 10094:				0.00	449.07
Total for 2/25/2021:				0.00	478.82
ACH	10138	ARCO Business Solutions	03/01/2021		
	HW201 Feb 2021	ARCO Fuel Charges 02/16 - 02/22/2021			1,592.30
Total for this ACH Check for Vendor 10138:				0.00	1,592.30
Total for 3/1/2021:				0.00	1,592.30
ACH	10132	South Coast AQMD	03/03/2021		
	3773418	ICE (50-500 HP) EM Elec Gen-Diesel - Fac ID 120877			842.04
	3775383	Flat Fee for Last Fiscal Year Emissions - Fac ID 120877			136.40
Total for this ACH Check for Vendor 10132:				0.00	978.44
11283	UB*04205	Eric Moreno Construction	03/03/2021		
		Refund Check			220.52
		Refund Check			379.02
		Refund Check			845.58
		Refund Check			496.17
Total for Check Number 11283:				0.00	1,941.29
11284	10099	A & A Fence Co. Inc	03/03/2021		
	23897	(30) Rail Posts/(10) White Caps/(10) Hollow Rails-Phase I			866.42
Total for Check Number 11284:				0.00	866.42

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
11285	10216 57189812 57228915 57228915	Accountemps Robert Half Finance & Accounting Accounting Tech Temp 02/15 - 02/19/2021 L Ochoa Labor Cost 02/24 - 02/25/2021 Accounting Tech Temp 02/22 - 02/26/2021	03/03/2021		1,282.24 230.40 1,051.84
Total for Check Number 11285:				0.00	2,564.48
11286	10962 138735981	The ADT Security Corporation Fire Suppression System - 560 Magnolia Ave	03/03/2021		535.00
Total for Check Number 11286:				0.00	535.00
11287	10144 LYUM1522324	AlSCO Inc Cleaning Mats & Shop Towels 12th/Palm Feb 2021	03/03/2021		35.60
Total for Check Number 11287:				0.00	35.60
11288	10420 16YF-TWWX-HTT6 1WCV-1PQH-4NRX 1WCV-1PQH-4NRX	Amazon Capital Services, Inc. Upright 1.1 Cubic Feet Steel Freezer - Water Samples Locking Mail Box - 13695 Oak Glen Locking Mail Box - 13697 Oak Glen	03/03/2021		272.81 134.62 134.62
Total for Check Number 11288:				0.00	542.05
11289	10695 21017 21017	B-81 Paving Inc (4) Districtwide Repairs - Meter Service Line (2) Districtwide Repairs - Main Line	03/03/2021		4,537.50 5,667.75
Total for Check Number 11289:				0.00	10,205.25
11290	10855 1413435 1413435 1413435 1413802 1413802 1416294 1416294 1416295 1416295 1416587 1417582	Badger Meter, Inc MLP 5/8" HRE8 Encoder Register Only MLP 5/8" Meter HRE 8 Encoder W/ITRON ILC M35 3/4" HRE8 Encoder Register Only 1" Encoder W/ITRON ILC 3/4" Meter HRE 8 Encoder W/ITRON ILC M120 1.5" Meter w/Test Plug HRE 8 Enc W/ITRON ILC M170 2" Meter w/Test Plug HRE 8 Enc W/ITRON ILC M55 2.0" HRE8 Encoder Register Only M55 1" HRE8 Encoder Register Only MLP 5/8" Meter HRE 8 Encoder W/ITRON ILC MLP 5/8" Meter HRE 8 Encoder W/ITRON ILC	03/03/2021		4,189.32 33,980.04 8,378.64 3,064.41 4,447.92 1,596.86 4,538.43 872.78 872.77 47,194.50 62,926.00
Total for Check Number 11290:				0.00	172,061.67
11291	10173 200009945	California Society of Municipal Finance Officers 2021 CSMFO Conference S Delgadillo	03/03/2021		200.00
Total for Check Number 11291:				0.00	200.00
11292	10774 921441 921443 921446	Jesus Camacho (17) Truck Washes/(1) Trailer Wash - Feb 2021 (3) Truck Washes (17) Truck Washes / (1) Trailer Wash - Mar 2021	03/03/2021		190.00 30.00 210.00
Total for Check Number 11292:				0.00	430.00
11293	10822 26239968 26239968 26239969 26239969	Canon Financial Services, Inc Meter Usage - 01/01 - 01/31/2021 Contract Charge - Feb 2021 - 560 Magnolia Contract Charge - Feb 2021 - 12th/Palm Meter Usage - 01/01 - 01/31/2021	03/03/2021		679.88 329.33 235.78 102.69
Total for Check Number 11293:				0.00	1,347.68

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
11294	10614 32241 32241	Cherry Valley Automotive Oil Change/Filter - Unit 37/OD 31,600 Labor - Diagnose Shimmy - Flex plate - Unit 37/OD 31,600	03/03/2021		35.07 70.00
Total for Check Number 11294:				0.00	105.07
11295	10351 T1-0170958 T1-0171731	Cherry Valley Nursery & Landscape Supply (16) Piece Sod - Service Line Leak - 1118 Palm (12) Piece Sod - Service Line Leak - 1257 Michigan	03/03/2021		86.20 64.65
Total for Check Number 11295:				0.00	150.85
11296	10500 132353	William Clayton Reimbursement - CPE/Ethics (1)Yr Subscription W Clayton	03/03/2021		166.60
Total for Check Number 11296:				0.00	166.60
11297	10354 01072021	Eric Dahlstrom Covid Emergency Testing	03/03/2021		76.00
Total for Check Number 11297:				0.00	76.00
11298	10390 S1427528.001 S1428594.001 S1430784.001	Dangelo Company Slip Can 8 X 12 06 Hydrant BO EXT 24 - 6 Hole (2) 14" Wrenches / (1) 18" Wrench - District Units	03/03/2021		213.20 145.87 203.77
Total for Check Number 11298:				0.00	562.84
11299	10942 0003027620 0003027622 0003082440 0003082441	Diamond Environmental Services LP (1) Rental Svc Portables-02/15-03/14/2021-39484 Brookside (3) Rental and Service Portable Toilet 01/14 - 01/17/2021 (1) Rental and Service Portable Toilet 02/15 - 3/14/2021 (2) Rental Svc Portables-02/15 03/14/2021-39484 Brookside	03/03/2021		15.93 26.52 89.15 229.55
Total for Check Number 11299:				0.00	361.15
11300	10600 02282021	Gaucha Gophers & Landscape Management NCR I Rodent Control Feb 2021	03/03/2021		1,000.00
Total for Check Number 11300:				0.00	1,000.00
11301	10303 9785954844	Grainger Inc 1" Y Strainer, PVC - Well 6 Chlorinator Piping	03/03/2021		75.67
Total for Check Number 11301:				0.00	75.67
11302	10465 25AR1246789 25AR1246789	Image Source Xerox 3610 Contract Charges 03/01 - 03/31/2021 Xerox 3610 Usage Charges 02/01 - 02/28/2021	03/03/2021		73.20 28.37
Total for Check Number 11302:				0.00	101.57
11303	10398 186943 186943 186944	Infosend, Inc Feb 2021 Printing/Supplies Charges for Utility Billing Feb 2021 Supply Charges for Utility Billing Feb 2021 Postage Charges for Utility Billing	03/03/2021		748.76 549.94 3,537.25
Total for Check Number 11303:				0.00	4,835.95

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
11304	10273	Inland Water Works Supply Co.	03/03/2021		
	S1041243.005	Meter Couplings .75 X 1-1/2			23.56
	S1041738.003	2,040 Security Seals for Transmitters			76.03
	S1042368.001	100W+3Port ERT's Encoder w/Integral Connector			39,598.13
	S1042368.001	2,040 Security Seals for Transmitters			101.37
	S1042368.002	100W+3Port ERT's Encoder w/Integral Connector			118,794.38
	S1042510.001	Elbow Brass .75 - 90			430.67
	S1042510.001	Meter Bolts & Nut Set 2"			166.32
	S1042510.001	Slip Can 8 X 12			633.57
	S1042510.001	Saddle 101U-0905-1IP X 1 SS			520.99
	S1042510.001	Slip Can 6 X 12			174.23
	S1042510.001	10' IWWS OD Tape - Meter Maint			109.82
	S1042510.001	5000 1" x 1/8" Meter Gaskets - Meter Maint			1,847.91
	S1042510.001	3/4" x 520" Teflon Tape - Meter Maint			105.60
	S1042510.001	2" Wide ML Tape 100' Rolls - Meter Maint			131.99
	S1042510.001	Quarts of Pipe Dope for Meter Builds			608.06
Total for Check Number 11304:				0.00	163,322.63
11305	10809	Inner-City Auto Repair & Tires	03/03/2021		
	1702	Spark Plugs/Coil Boots/Rad/Trans Shifter-Unit 11			709.32
	1702	Labor - Beacon Installation and Parts - Unit 11/OD 166,277			770.00
	1703	Labor - Oil Change/Replace Tires - Unit 33/OD 49,568			20.00
	1703	Oil Change/ Filter/ (4) Tires - Unit 33/OD 49,568			842.97
	1705	Alternate/ (2) Batteries - Unit 5/ OD 66,374			902.28
	1705	Labor - Removal/Replace Parts - Unit 5/ OD 66,374			300.00
	1708	Shop Supplies - Alignment - Unit 32/OD 49,593			5.99
	1708	Labor - Alignment - Unit 32/OD 49,593			80.00
	1711	Spark Plugs/Fuel Inject/Trans Shifter-Unit 10/OD 128,603			558.45
	1711	Labor-Throttle Body Svc/Gear Shift-Unit 10/OD 128,603			791.00
	1717	Rear Axel Wheel Seals/Gear Oil - Unit 17/OD 74,309			153.23
	1717	Labor - Remove/Replace Seals - Unit 17/OD 74,309			363.00
	1719	Shift Indicator Assembly - Unit 11/OD 166,118			77.09
	1719	Labor - Replace Shifter Indicator - Unit 11/OD 166,118			220.00
	1728	Battery/Oil Change/Filter - Unit 16/OD 119,233			262.18
	1728	Labor - Battery/Oil Change/Filter - Unit 16/OD 119,233			67.08
	1730	Shop Supplies for Removal of Cab - Unit 12/ OD 64,183			5.99
	1730	Labor - Removal of Cab - Unit 12/ OD 64,183			1,495.00
	1731	Labor - Removed/Replace/Drill Out Unit 12/OD 64,183			946.00
	1731	Plugs/Exh Manifold Gasket/Bolt Set/Unit 12/OD 64,183			531.54
Total for Check Number 11305:				0.00	9,101.12
11306	10545	Itron, Inc	03/03/2021		
	581694	Annual Itron License - 03/01 - 12/31/2021			3,503.45
Total for Check Number 11306:				0.00	3,503.45
11307	10880	Ken Grody Ford Redlands	03/03/2021		
	6328451/4	Brakes/Battery/(2) Tire/Wash-Unit 37/OD 31,667			635.74
	6328451/4	Labor - Remove/Replace Parts - Unit 37/OD 31,667			480.71
	6328762/2	Battery/Tire - Unit 38/OD 23,947			543.97
	6328762/2	Battery/Tire - Unit 38/OD 23,947			107.32
Total for Check Number 11307:				0.00	1,767.74
11308	10961	Jeremy McCarthy	03/03/2021		
	01042021	Covid Emergency Testing			77.28
Total for Check Number 11308:				0.00	77.28

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
11309	10527	OfficeTeam, A Robert Half Company	03/03/2021		
	57166552	Customer Service Temp 02/08 - 02/12/2021			996.48
	57167057	Administrative Assistant Temp 02/08 - 02/12/2021			1,688.70
	57198058	Customer Service Temp 02/15 - 02/19/2021			996.48
	57238203	Customer Service Temp 02/22 - 02/26/2021			996.48
Total for Check Number 11309:				0.00	4,678.14
11310	10095	Riverside County Dept of Waste Resources	03/03/2021		
	202101000339	Weeds/Trash Removal NCR I - 815 E 12th			68.87
	202101000339	Weeds/Trash Removal NCR I - Phase 1			315.56
Total for Check Number 11310:				0.00	384.43
11311	10689	Safety Compliance Company	03/03/2021		
	193738	Safety Meeting - Trenching/Shoring/Excavation 02/03/2021			250.00
	194096	On Site Inspection - Palm Avenue Waterline 02/08/2021			250.00
Total for Check Number 11311:				0.00	500.00
11312	10515	Springbrook Holding Company, LLC	03/03/2021		
	TM INV-003683	Project Management Module Training Support			39.75
Total for Check Number 11312:				0.00	39.75
11313	10778	Urban Habitat	03/03/2021		
	6293	Landscape Contracted Services - Feb 2021			5,140.50
Total for Check Number 11313:				0.00	5,140.50
11314	10385	Waterline Technologies, Inc. - PSOC	03/03/2021		
	5521106	(10) Hypochlorite Solutions - Well 29			1,197.00
	5521336	(10) Hypochlorite Solutions - Well 25			1,197.00
Total for Check Number 11314:				0.00	2,394.00
Total for 3/3/2021:				0.00	390,052.62
ACH	10085	CalPERS Retirement System	03/04/2021		
	100179771-772	PR Batch 00001.03.2021 CalPERS 7% EE Deduction			1,298.34
	100179771-772	PR Batch 00001.03.2021 CalPERS 8% ER Paid			785.40
	100179771-772	PR Batch 00001.03.2021 CalPERS Classic Final Pay			237.66
	100179771-772	PR Batch 00001.03.2021 CalPERS 1% ER Paid			185.47
	100179771-772	PR Batch 00001.03.2021 CalPERS ER PEPRA			3,564.20
	100179771-772	PR Batch 00001.03.2021 CalPERS 8% EE Paid			2,225.41
	100179771-772	PR Batch 00001.03.2021 CalPERS 7.5% EE PEPRA			3,244.52
	100179771-772	PR Batch 00001.03.2021 CalPERS ER Paid Classic			9,014.48
Total for this ACH Check for Vendor 10085:				0.00	20,555.48
ACH	10087	EDD	03/04/2021		
	0-523-996-320	PR Batch 00003.02.2021 CA SDI Feb Adj			-11.14
	0-523-996-320	PR Batch 00001.03.2021 State Income Tax			4,391.63
	0-523-996-320	PR Batch 00003.02.2021 State Income Tax Feb Adj			-12.86
	0-523-996-320	PR Batch 00001.03.2021 CA SDI			1,292.52
Total for this ACH Check for Vendor 10087:				0.00	5,660.15

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
ACH	10094	U.S. Treasury	03/04/2021		
	24390339	PR Batch 00001.03.2021 Medicare Employee Portion			1,589.38
	24390339	PR Batch 00001.03.2021 Federal Income Tax			11,050.50
	24390339	PR Batch 00001.03.2021 FICA Employee Portion			6,795.99
	24390339	PR Batch 00001.03.2021 FICA Employer Portion			6,795.99
	24390339	PR Batch 00001.03.2021 Medicare Employer Portion			1,589.38
Total for this ACH Check for Vendor 10094:				0.00	27,821.24
ACH	10141	Ca State Disbursement Unit	03/04/2021		
	35032688	PR Batch 00001.03.2021 Garnishment			360.05
	35032688	PR Batch 00001.03.2021 Garnishment			288.46
Total for this ACH Check for Vendor 10141:				0.00	648.51
ACH	10203	Voya Financial	03/04/2021		
	VB1450 - Feb	PR Batch 00001.03.2021 Deferred Comp			350.00
Total for this ACH Check for Vendor 10203:				0.00	350.00
ACH	10264	CalPERs Supplemental Income Plans	03/04/2021		
	1001797763	PR Batch 00001.03.2021 ROTH % Deduction			55.76
	1001797763	PR Batch 00001.03.2021 CalPERS 457			450.00
	1001797763	PR Batch 00001.03.2021 457 Loan Repayment			177.19
	1001797763	PR Batch 00001.03.2021 CalPERS 457 %			65.20
	1001797763	PR Batch 00001.03.2021 CalPERS 457-100 %			318.11
Total for this ACH Check for Vendor 10264:				0.00	1,066.26
ACH	10895	Basic Pacific	03/04/2021		
	22796966	PR Batch 00001.03.2021 Flexible Spending Account (PT)			197.91
Total for this ACH Check for Vendor 10895:				0.00	197.91
ACH	10087	EDD	03/04/2021		
	0-487-730-336	PR Batch 00003.03.2021 CA SDI			96.06
	0-487-730-336	PR Batch 00002.03.2021 State Income Tax			1,735.46
	0-487-730-336	PR Batch 00002.03.2021 CA SDI			203.53
Total for this ACH Check for Vendor 10087:				0.00	2,035.05
ACH	10094	U.S. Treasury	03/04/2021		
	63347550	PR Batch 00003.03.2021 Medicare Employer Portion			116.61
	63347550	PR Batch 00002.03.2021 FICA Employer Portion			1,051.80
	63347550	PR Batch 00002.03.2021 Federal Income Tax			3,732.18
	63347550	PR Batch 00002.03.2021 Medicare Employee Portion			245.98
	63347550	PR Batch 00003.03.2021 Medicare Employee Portion			116.61
	63347550	PR Batch 00003.03.2021 FICA Employee Portion			498.60
	63347550	PR Batch 00003.03.2021 FICA Employer Portion			498.60
	63347550	PR Batch 00002.03.2021 Medicare Employer Portion			245.98
	63347550	PR Batch 00002.03.2021 FICA Employee Portion			1,051.80
Total for this ACH Check for Vendor 10094:				0.00	7,558.16
ACH	10264	CalPERs Supplemental Income Plans	03/04/2021		
	1001799278	PR Batch 00003.03.2021 CalPERS 457			7,293.98
	1001799278	PR Batch 00002.03.2021 ROTH-Post-Tax			9,991.56
	1001799278	PR Batch 00003.03.2021 CalPERS ER Paid- GM contract			5,000.00
Total for this ACH Check for Vendor 10264:				0.00	22,285.54

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
ACH	10087	EDD	03/04/2021		
	0-767-397-024	PR Batch 00004.03.2021 CA SDI			25.66
	0-767-397-024	PR Batch 00004.03.2021 State Income Tax			44.63
Total for this ACH Check for Vendor 10087:				0.00	70.29
ACH	10094	U.S. Treasury	03/04/2021		
	53696421	PR Batch 00004.03.2021 Medicare Employee Portion			31.01
	53696421	PR Batch 00004.03.2021 FICA Employer Portion			132.60
	53696421	PR Batch 00004.03.2021 Medicare Employer Portion			31.01
	53696421	PR Batch 00004.03.2021 Federal Income Tax			173.66
	53696421	PR Batch 00004.03.2021 FICA Employee Portion			132.60
Total for this ACH Check for Vendor 10094:				0.00	500.88
ACH	10087	EDD	03/04/2021		
		4th Qtr 2020 Unemployment Benefits			885.50
		4th Qtr 2020 Unemployment Benefits			5,769.50
Total for this ACH Check for Vendor 10087:				0.00	6,655.00
Total for 3/4/2021:				0.00	95,404.47
ACH	10138	ARCO Business Solutions	03/08/2021		
	HW201 Feb 2021	ARCO Fuel Charges 02/23 - 03/01/2021			1,131.19
Total for this ACH Check for Vendor 10138:				0.00	1,131.19
Total for 3/8/2021:				0.00	1,131.19
ACH	10264	CalPERs Supplemental Income Plans	03/09/2021		
	1801813	PR Ded PP06 03.13.2021 Retro			512.49
Total for this ACH Check for Vendor 10264:				0.00	512.49
Total for 3/9/2021:				0.00	512.49
ACH	10288	CalPERS Health Fiscal Services Division	03/10/2021		
	02162021	Admin Fee for Retired Emp Health Ins Mar 2021			13.12
	02162021	Retired Employees Health Ins Mar 2021			2,370.00
	02162021	Admin Fee for Health Ins Mar 2021			138.09
	02162021	Active Employees Health Ins Mar 2021			57,538.04
Total for this ACH Check for Vendor 10288:				0.00	60,059.25
ACH	10030	Southern California Edison	03/10/2021		
	02262021	Electricity 01/25-02/24/2021 - 9781 Avenida Miravilla			86.69
	02262021	Electricity 01/25-02/24/2021 - 13695 Oak Glen Rd			121.36
	02262021	Electricity 12/21-02/01/2021 - Wells (Prior Month)			40,288.89
	02262021	Electricity 01/25-02/24/2021 - 560 Magnolia Ave			1,299.24
	02262021	Electricity 01/25-02/24/2021 - Wells			123,784.68
	02262021	Electricity 01/25-02/24/2021 - 12303 Oak Glen Rd			365.44
	02262021	Electricity 01/25-02/24/2021 - 815 E 12th Ave			436.76
	02262021	Electricity 01/15-02/16/2021 - 851 E 6th St			134.37
	02262021	Electricity 01/25-02/24/2021 - 13697 Oak Glen Rd			169.38
Total for this ACH Check for Vendor 10030:				0.00	166,686.81

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
ACH	10042 07132135000 Feb	Southern California Gas Company Monthly Gas Charges 01/27 - 02/26/2021	03/10/2021		14.79
Total for this ACH Check for Vendor 10042:				0.00	14.79
ACH	10052	Home Depot Credit Services	03/10/2021		
	2282021	Halo Lumens Lights/Sensor Switch - 815 E 12th			109.88
	2282021	Switch Guard/Light Switches - Lights - 815 E 12th			33.41
	2282021	Dish Soap/Air Fresheners/Disinfectant Wipes - Field Office			50.03
	2282021	Dewalt Drilling Hammer - Unit 38			16.13
	2282021	8' Luminated LED/4' Linkable LED - Well 21 Building			236.92
	2282021	Conduit/Liquid-Tite - Well 21 Bldg Lights			23.65
	2282021	Hand Sanitizers - Field Office and District Units			117.45
	2282021	Hand Sanitizers - 12th/Palm			38.01
	2282021	Paper Towels/Soft Soap/Toilet Paper - 12th/Palm			132.02
	2282021	(4) Water Coolers/(6) First Aid Kits - District Units			249.65
	2282021	Disinfectant Wipes - 815 E 12th			14.61
	2282021	1/2" - 2 Electric Gang Box - Well 12 Lights			10.72
	2282021	U-Posts/Cable Ties/Signs - Edgar Canyon			142.04
	2282021	Windex			6.34
Total for this ACH Check for Vendor 10052:				0.00	1,180.86
ACH	10147	Online Information Services, Inc	03/10/2021		
	1044884	(207) Credit Reports for Feb 2021			588.90
Total for this ACH Check for Vendor 10147:				0.00	588.90
ACH	10350	NAPA Auto Parts	03/10/2021		
	145469	Hydraulic Fluid - John Deere Backhoe - Hours 4,688			58.17
	146053	(2) Hood Latches - Unit 21/ OD 30,982			71.09
Total for this ACH Check for Vendor 10350:				0.00	129.26
ACH	10632	Quinn Company	03/10/2021		
	WOG00009819	Labor - Routine Maintenance - Well 23 Generator			1,034.00
	WOG00009819	PM2/Fuel Sample/New Battery - Well 23 Generator			1,028.78
Total for this ACH Check for Vendor 10632:				0.00	2,062.78
ACH	10743	Townsend Public Affairs, Inc	03/10/2021		
	16905	Consulting Services - March 2021			4,000.00
Total for this ACH Check for Vendor 10743:				0.00	4,000.00
ACH	10889	CDTFA	03/10/2021		
	0-017-541-636	2020 Annual Sales Use/Tax Filing			59.00
Total for this ACH Check for Vendor 10889:				0.00	59.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
ACH	10781	Umpqua Bank	03/10/2021		
	10019	C R & R Incorporated			
		Monthly Charge 3 YD Commercial Bin Feb 2021			279.65
	10021	FedEx			
		Shipping - Office Equipment			24.19
		Shipping - Return Office Equipment			33.16
	10034	US Postal Service			
		Postage Stamps			220.00
		Postage Stamps			165.00
	10037	Waste Management Of Inland Empire			
		Yard Dumpsters 815 E 12th Feb 2021			315.14
		Overage Recycle 815 E 12th Jan 2021			67.66
		Recycling Dumpster Charges 815 E 12th Feb 2021			95.45
		Recycling Dumpster Charges 560 Magnolia Feb 2021			115.90
		Monthly Sanitation 560 Magnolia Feb 2021			95.45
	10083	California Chamber of Commerce			
		Credit for CA Labor Law Posters - Not Received			-43.62
	10116	Verizon Wireless Services LLC			
		Cell Phone/iPad Charges for Jan 2021			521.61
	10174	GFOA			
		Cash Flow Forecasting Registration Y Rodriguez			85.00
	10224	Legal Shield			
		Monthly Prepaid Legal for Employees Feb 2021			142.50
	10233	Pro-Pipe & Supply			
		Eye Wash Stations - District Wells			563.79
	10284	Underground Service Alert of Southern California			
		96 New Ticket Charges Jan 2021			158.40
		Monthly Maintenance Fee Jan 2021			10.00
		2020 Annual Regulatory California State Costs			149.17
	10340	County of Riverside			
		2021 Encroachment Permit ENC21010843			2,045.60
	10397	Wal-Mart			
		Batteries - Locators/Leak Detector			202.63
		Ziploc Bags - Routine Water Samples			62.82
	10420	Amazon Capital Services, Inc.			
		Gift Cards - Engineering Week -Employee Retention			175.00
	10424	Top-Line Industrial Supply, LLC			
		Hydraulic Grease Fittings - Tractor Parts			53.59
		Labor - Vacuum Hose - Unit 8/OD 66,402			60.00
		Vacuum Hose - Unit 8/OD 66,402			196.32
	10425	The UPS Store			
		UPS Box 02/01/2021 - 01/31/2022			227.50
	10495	Best Buy			
		6" HDMI Cable for Off Site Usage			26.80
		Autel Robotics Drone			2,743.29
		Memory Card for Drones			107.74
	10526	Verizon			
		Monthly Phone Service 02/01 - 02/28/2021			1,028.26
	10546	Frontier Communications			
		02/10-03/09/2021 Feb FIOS/FAX 12th/Palm			332.64
	10618	E & M Electric and Machinery			
		Annual WIN-911 Alarms/SCADA System			660.00
	10623	WP Engine			
		Web Host for BCVWD Website Feb 2021			115.00
	10692	MMSoft Design			
		Network Monitoring Software Feb 2021			202.45
	10761	BLS*Spamtitan			
		Email Filtering - Districtwide Feb 2021			47.00
		Monthly Web Filter License - Feb 2021			73.32

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	10766	Sam's Club District 2021 Membership Renewal			100.00
	10784	Autodesk, Inc Auto CAD Software - 851 E 6th St Feb 2021			710.00
	10790	Microsoft Monthly Microsoft Office License - Feb 2021			560.00
		Monthly Microsoft Exchange - Feb 2021			264.00
	10818	DOT Compliance Group Form MCS-150 Application			199.00
	10828	GovernmentJobs.com Job Post - Development Services Representative			199.00
	10892	Zoom Video Communications, Inc. Video Conferences Mar 2021			205.90
	10952	Eventbrite HR Training-HR Business Partner/Manager			20.00
		HR Training-Resiliency			20.00
	10956	Matthew Bender & Co Inc Credit for HR Dept Office Supplies - 2021 PERL - Not Received			-85.21
	10957	Hampton Inn Risk Mgt/Flooding-Duplicate Charge-Pending Credit			114.50
	10963	California Pumping & Sanitation, Inc Pump Repair - Septic - 12303 Oak Glen			918.00
	10964	CMTA CMTA Annual Membership Y Rodriguez			95.00
Total for this ACH Check for Vendor 10781:				0.00	14,678.60
Total for 3/10/2021:				0.00	249,460.25
ACH	10138 HW201 Mar 2021	ARCO Business Solutions ARCO Fuel Charges 03/02 - 03/08/2021	03/15/2021		1,448.96
Total for this ACH Check for Vendor 10138:				0.00	1,448.96
Total for 3/15/2021:				0.00	1,448.96
11315	UB*04271	Beaumont Invest. Refund Check	03/17/2021		14,019.95
Total for Check Number 11315:				0.00	14,019.95
11317	10792 04012021	A-1 Financial Services April 2021 Rent - 851 E 6th St Eng Office	03/17/2021		2,085.75
Total for Check Number 11317:				0.00	2,085.75
11318	10216 57256040	Accountemps Robert Half Finance & Accounting Accounting Tech Temp 03/01 - 03/05/2021	03/17/2021		1,155.62
Total for Check Number 11318:				0.00	1,155.62
11319	10001 48678 48678 48678 48678 48678	Action True Value Hardware (6) 24" Bungee Cords/ (4) 45" Bungee Cords PVC Pipe/Threaded - Well 16 (6) Keys - Field Staff Straps - Cherry Valley Yard T10 Bits - Registers	03/17/2021		42.78 13.80 12.86 44.16 13.75
Total for Check Number 11319:				0.00	127.35

[illegible]

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
11326	10305 B-215 B-215	Beaumont Basin Watermaster Prepaid Task Order 23 Annual Reporting and Services Task Order 23 Annual Reporting and Services 2021	03/17/2021		17,982.20 3,596.40
Total for Check Number 11326:				0.00	21,578.60
11327	10774 921447/448	Jesus Camacho (20) Truck Washes/ (1) Trailer Wash - March 2021	03/17/2021		225.00
Total for Check Number 11327:				0.00	225.00
11328	10902 5374368-0213406	Colonial Life Col Life Premiums Feb 2021	03/17/2021		3,682.26
Total for Check Number 11328:				0.00	3,682.26
11329	10772 6051	CV Strategies Strategic Communication Services Feb 2021	03/17/2021		3,741.25
Total for Check Number 11329:				0.00	3,741.25
11330	10942 0003133171 0003133172	Diamond Environmental Services LP (1) Rental and Service Portable Toilet 03/15 - 04/11/2021 (2) Rental and Service Portable Toilet 03/15 - 04/11/2021	03/17/2021		92.32 238.55
Total for Check Number 11330:				0.00	330.87
11331	10202 357456	Thomas Guy Repair Valve Tank/Filter - Unit 8/ OD 66,402	03/17/2021		750.00
Total for Check Number 11331:				0.00	750.00
11332	10809 1739 1739 1743 1743 1746 1746	Inner-City Auto Repair & Tires Labor - Oil Change/Filter - Unit 17/ OD 74,868 Oil Change/Filter - Unit 17/ OD 74,868 Rotors/Pads/(4) Tires/Oil Change - Unit 36/OD 26,010 Labor - Replace Rotors/Pads/Tires - Unit 36/OD 26,010 Labor - Repair Turbo Boot - Unit 5/ OD 77,507 Supplies - Repair Turbo Boot - Unit 5/ OD 77,507	03/17/2021		20.00 54.39 1,028.87 180.00 250.00 5.99
Total for Check Number 11332:				0.00	1,539.25
11333	10967 252588	Keenan & Associates Airbo 2021 Virtual Benefit Fair	03/17/2021		252.00
Total for Check Number 11333:				0.00	252.00
11334	10281 45317 45317	Luther's Truck and Equipment (2) 24WD Rear Tires/Valve Stem/Tire Tubes - JD Backhoe Labor - Replace/Mount Rear Tires - JD Backhoe	03/17/2021		1,256.86 250.00
Total for Check Number 11334:				0.00	1,506.86
11335	10055 6883	Nino's Gas/Diesel 08/27/2020 - 12/29/2020	03/17/2021		4,128.79
Total for Check Number 11335:				0.00	4,128.79
11336	10527 57277681	OfficeTeam, A Robert Half Company Customer Service Temp 03/01 - 03/05/2021	03/17/2021		996.48
Total for Check Number 11336:				0.00	996.48

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
11337	10317 876137 876137	Robertson's Ready Mix Sand for Service Line Repairs Sand for Pipeline Repairs	03/17/2021		1,268.27 1,268.30
Total for Check Number 11337:				0.00	2,536.57
11338	10689 194238	Safety Compliance Company Safety Meeting - Back Safety 2/16/2021	03/17/2021		250.00
Total for Check Number 11338:				0.00	250.00
11339	10290 21-00230 21-00230	San Geronio Pass Water Agency 81 AF @ \$399 for Feb 2021 Mt. View Turnout 398 AF @ \$399 for Feb 2021 Noble Creek Turnout	03/17/2021		32,319.00 158,802.00
Total for Check Number 11339:				0.00	191,121.00
11340	10031 3471634354 3471634360 3471634361 3471634362 34716634359	Staples Business Advantage Office Supplies Office Supplies Office Supplies Office Supplies Office Supplies	03/17/2021		98.90 105.80 295.58 156.09 295.20
Total for Check Number 11340:				0.00	951.57
11341	10255 0431710-IN 0431711-IN 0431891-IN	Unlimited Services Building Maintenance Mar 2021 Janitorial Services for 851 E 6th St Mar 2021 Janitorial Services for 560 Magnolia Mar 2021 Janitorial Services for 815 E 12th St	03/17/2021		150.00 845.00 160.00
Total for Check Number 11341:				0.00	1,155.00
11342	10864 29203	Xcel Pest Control, Inc Quarterly Exterminator - 560 Magnolia	03/17/2021		195.00
Total for Check Number 11342:				0.00	195.00
11343	UB*04272	Beaumont Invest. Refund Check	03/17/2021		14,370.63
Total for Check Number 11343:				0.00	14,370.63
Total for 3/17/2021:				0.00	288,933.97
ACH	10085 1001807221/222 1001807221/222 1001807221/222 1001807221/222 1001807221/222 1001807221/222 1001807221/222 1001807221/222 1001807221/222	CalPERS Retirement System PR Batch 00005.03.2021 CalPERS 8% ER Paid PR Batch 00005.03.2021 CalPERS 7% EE Deduction PR Batch 00005.03.2021 CalPERS ER Paid Classic PR Batch 00004.03.2021 CalPERS Final PR Batch 00005.03.2021 CalPERS 1% ER Paid PR Batch 00005.03.2021 CalPERS ER PEPRA PR Batch 00005.03.2021 CalPERS 8% EE Paid PR Batch 00005.03.2021 CalPERS 7.5% EE PEPRA	03/18/2021		785.40 1,280.67 9,477.19 128.81 182.94 3,526.23 2,476.29 3,209.96
Total for this ACH Check for Vendor 10085:				0.00	21,067.49

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
ACH	10087	EDD	03/18/2021		
	0-199-802-016	PR Batch 00005.03.2021 CA SDI			1,294.74
	0-199-802-016	PR Batch 00005.03.2021 State Income Tax			4,323.14
	0-199-802-016	PR Batch 00005.03.2021 State Income Tax			-7.22
Total for this ACH Check for Vendor 10087:				0.00	5,610.66
ACH	10094	U.S. Treasury	03/18/2021		
	33224139	PR Batch 00005.03.2021 Medicare Employee Portion			1,600.76
	33224139	PR Batch 00005.03.2021 Federal Income Tax correction			-8.27
	33224139	PR Batch 00005.03.2021 FICA Employee Portion			6,844.67
	33224139	PR Batch 00005.03.2021 Federal Income Tax			11,194.69
	33224139	PR Batch 00005.03.2021 Medicare Employer Portion			1,600.76
	33224139	PR Batch 00005.03.2021 FICA Employer Portion			6,844.67
Total for this ACH Check for Vendor 10094:				0.00	28,077.28
ACH	10141	Ca State Disbursement Unit	03/18/2021		
	35175432	PR Batch 00005.03.2021 Garnishment			288.46
	35175432	PR Batch 00005.03.2021 Garnishment			360.05
Total for this ACH Check for Vendor 10141:				0.00	648.51
ACH	10203	Voya Financial	03/18/2021		
	VB1450 Mar	PR Batch 00005.03.2021 Deferred Comp			350.00
Total for this ACH Check for Vendor 10203:				0.00	350.00
ACH	10264	CalPERs Supplemental Income Plans	03/18/2021		
	1001807227	PR Batch 00005.03.2021 100% Contribution Retro Payment			15.49
	1001807227	PR Batch 00005.03.2021 457 Loan Repayment			348.02
	1001807227	PR Batch 00005.03.2021 ROTH % Deduction			55.34
	1001807227	PR Batch 00005.03.2021 CalPERS 457 %			64.93
	1001807227	PR Batch 00005.03.2021 CalPERS 457			450.00
	1001807227	PR Batch 00005.03.2021 100% Contribution			369.40
Total for this ACH Check for Vendor 10264:				0.00	1,303.18
ACH	10895	Basic Pacific	03/18/2021		
	23068630 Mar	PR Batch 00005.03.2021 Flexible Spending Account (PT)			197.91
Total for this ACH Check for Vendor 10895:				0.00	197.91
Total for 3/18/2021:				0.00	57,255.03
ACH	10138	ARCO Business Solutions	03/22/2021		
	HW201 Mar 2021	ARCO Fuel Charges 03/09/2021 - 03/15/2021			1,302.57
Total for this ACH Check for Vendor 10138:				0.00	1,302.57
Total for 3/22/2021:				0.00	1,302.57

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
11344	10223	Richards, Watson & Gershon	03/24/2021		
	230510	Legal Services Jan Board Approval 03/10/2021			3,480.00
	230511	Legal Services Jan Board Approval 03/10/2021			38.00
Total for Check Number 11344:				0.00	3,518.00
Total for 3/24/2021:				0.00	3,518.00
ACH	10138	ARCO Business Solutions	03/29/2021		
	HW201 Mar 2021	ARCO Fuel Charges 03/16/2021 - 03/22/2021			1,027.13
Total for this ACH Check for Vendor 10138:				0.00	1,027.13
Total for 3/29/2021:				0.00	1,027.13
Report Total (100 checks):				0.00	1,092,117.80



**Beaumont-Cherry Valley Water District
Board of Directors Meeting
April 14, 2021**

Item 2d

STAFF REPORT

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

Staff Recommendation

Approve the pending invoice totaling \$5,267.40.

Background

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

Fiscal Impact

There is a \$5,267.40 impact to the District which will be paid from the 2021 budget.

Attachment(s)

- Richards Watson Gershon Invoice #230923



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

350 South Grand Avenue
37th Floor
Los Angeles, CA 90071

CONFIDENTIAL

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DAN JAGGERS, GENERAL MANAGER
BEAUMONT- CHERRY VALLEY WATER DISTRICT
560 MAGNOLIA AVENUE
BEAUMONT, CA 92223-2258

March 15, 2021
Invoice # 230923

Re: [REDACTED] GENERAL COUNSEL SERVICES

For professional services rendered through February 28, 2021:

Current Legal Fees.....	\$5,267.50
Current Client Costs Advanced	<u>\$0.00</u>
TOTAL CURRENT FEES AND COSTS.....	<u>\$5,267.50</u>
Balance Due From Previous Statement	\$3,480.00
TOTAL BALANCE DUE FOR THIS MATTER.....	<u>\$8,747.50</u>

TERMS: PAYMENT DUE UPON RECEIPT

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BEAUMONT-CHERRY VALLEY WATER DISTRICT

560 Magnolia Avenue, Beaumont, CA 92223

**MINUTES OF REGULAR MEETING
OF THE BOARD OF DIRECTORS
Wednesday, March 10, 2021 at 6:00 p.m.**

***Meeting held via 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 began the meeting at 6:00 p.m.*

Pledge of Allegiance: *Led by President Slawson*

Invocation: *Given by Director Ramirez*

Announcement of Teleconference Participation

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

The teleconference capabilities of this meeting have been identified in the Notice and Agenda, 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, Ramirez, Slawson, and Williams (6:09 p.m.)
Directors absent:	None
Staff present:	General Manager Dan Jagers Director of Finance and Administrative Services Yolanda Rodriguez Senior Engineer Mark Swanson Assistant Director of Operations James Bean Director of Information Technology Robert Rasha

	Senior Finance and Administrative Analyst William Clayton Human Resources Coordinator Sabrina Foley Civil Engineering Assistant Evan Ward Administrative Assistant Erica Gonzales
Legal Counsel	James Markman

Members of the public who registered attendance: Larry Smith and Robert Ybarra from the San Geronio Pass Water Agency, and Rene Miyasato-Gee from the Riverside County Flood Control and Water Conservation District.

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:

General Manager Dan Jagers reported that the Personnel Committee meeting will be held on March 22, 2021. Director of Finance and Administrative Services Yolanda Rodriguez indicated that the Future Agenda Item Reinstatement of fees waived due to COVID-19 was addressed at the last meeting.

The Board adopted the adjustments to the agenda by the following vote:

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

2. Consent Calendar:

The following Consent Calendar items were approved with one motion:

- Review of the January 2021 Budget Variance Reports
- Review of the January 31, 2021 Cash/Investment Balance Report
- Review of Check Register for the Month of February 2021
- Review of February 2021 Invoices Pending Approval
- Minutes of the Regular Meeting of February 10, 2021
- Minutes of the Regular Meeting of February 25, 2021
- Report of District Vendor Expenditures in Fiscal Year 2021
- Correspondence – Receive and File – Required Correspondence from FY 2020 Independent Audit Firm

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

Director Williams joined the meeting at 6:09 p.m.

3. Proposed Human Resources Department Vision, Mission, and Values Statement

Human Resources Coordinator Sabrina Foley explained that adoption of a Human Resources Department Vision, Mission, and Values Statement was a recommendation of the human resources consultant. The draft statement was reviewed and recommended for adoption by the Personnel Committee.

President Slawson invited public comment. There was none.

The Board adopted the Human Resources Department Vision, Mission, and Values Statement by the following vote:

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

4. Discussion of San Gorgonio Pass Water Agency Report on 2021 Water Year Conditions and Department of Water Resources Water Allocation

General Manager Dan Jagers noted that the San Gorgonio Pass Water Agency is providing more information on water conditions and the SGPWA General Manager Lance Eckhart provided detail at a recent SGPWA Board meeting. He shared the SGPWA PowerPoint presentation.

The Northern Sierra precipitation conditions are at 60 percent of average, and there is 1,332,000 acre-feet of water in storage for the State Water Project (SWP), Jagers reported, which is about a third of capacity. It looks like it will be a dry, year, he said.

Jagers reminded the Board of water loss last year from the San Luis Reservoir and indicated that was unlikely this year. The SGPWA will bring down about 1,000 acre-feet (af), including reserves if the Beaumont-Cherry Valley Recreation and Parks District wants to hold the Fishing Derby at the BCVWD recharge ponds, but it may be held at the refurbished pond in Bogart Park, Jagers noted.

BCVWD ordered 10,000 af of imported water to meet demands including some increased storage to meet the needs of new residential construction, and an additional 2,500 if available at a reasonable price, Jagers explained. He said the total order is 12,920 af but said he did not believe that amount would be available. It does represent a desire by the SGPWA to obtain more water if it is reasonably priced, he noted, and the District would like to buy more water in the wet years when it is available, and the price is more attractive.

Mr. Jagers spoke with SGPWA General Manager Eckhart and explained BCVWD's philosophy on conjunctive use and noted the District's current storage is 39,000 af.

The available water order is currently at 10 percent, Jaggars noted, with 17,300 af available. He said he believed the SGPWA is reviewing other available water and reminded the Board that the Agency has made deals with other entities in the past.

Because it is a dry year, BCVWD may not be purchasing the water anticipated, and may be taking water out of storage, Jaggars advised.

Director Covington asked how much water has been put in the ground thus far this year. Mr. Jaggars replied that the District began importing in February and has put 479 af into storage at 12 cubic feet per second (cfs) or a little less than 24 af per day. The SGPWA has recharged 81.5 af on behalf of the City of Banning, he said.

In response to Covington, Mr. Jaggars confirmed that Banning has an agreement with BCVWD and the District has recharged for the City at \$60 per af, but said he believes the SGPWA is doing so at no cost and did the same for BCVWD in October. He noted that taxpayer funds pay for those facilities and activities, and the City is not obligated by the agreement to recharge with BCVWD.

President Slawson acknowledged the agencies working together and sharing materials. SGPWA Director Larry Smith said he is grateful that this information was brought to the BCVWD Board and said the consensus of the SGPWA Board is to continue to communicate and share information across the region. All have the same goal: to provide enough water for the constituents, he added.

President Slawson invited public comment. There was none.

5. Resolution 2021-04: Approving the Cooperative Agreement for Beaumont Master Drainage Plan Line 16 Project between Beaumont Cherry Valley Water District and Riverside County Flood Control and Water Conservation District

General Manager Jaggars reminded the Board of previous discussion and said he believes concerns have been addressed. Senior Engineer Mark Swanson reviewed the agreement and addressed items previously noted as concerns.

Swanson pointed to the addition of Recital N to the agreement and noted that the Board and legal counsel had specified a need to be able to walk away if the price is too costly. The language is now satisfactory to legal counsel, he said. He explained other changes in the document including the removal of Section 3, item 2, the statement that had said that the Riverside County Flood Control and Water Conservation District (RCFC&WCD) could back out at any time should funds not be available.

General Manager Jaggars noted that legal counsel Jim Markman had one concern about the diversion of water related to any future claims. Former BCVWD General Manager Eric Fraser had repeatedly identified to RCFC&WCD that diversion of the stormwater was within the purview of BCVWD and its service area under Irrigation District law, Jaggars advised. He said he believed there has been enough development in the community that has increased the output of stormflows that the overall increase due to development is contributing more water to San Timoteo Creek than was there historically. There is a strong case in the event of any future challenges, he stated.

Counsel Markman noted the problem is that Section 2, Paragraph 5, Line 10 of the agreement states that if there is interference with a water right, the risk is BCVWD's, not RCFC&WCD's even though they are building the greater share of the facility and an amount of stormwater will be captured. Since staff or the Board is not aware of any diversion or claim of water right or surface water right, Markman continued, he does not foresee a problem, but it was an alert.

Director Covington asked about claims through the Beaumont Basin Watermaster. Mr. Jagers acknowledged. Covington asked if the water would be metered, and Jagers responded that it would be metered as it goes into the recharge facility so it can be quantified.

Covington said he appreciated staff's work on responding to questions on this item over four years and acknowledged Mr. Markman's expertise. He said he agreed that all the Board's concerns had been resolved.

President Slawson invited public comment. There was none.

The Board adopted Resolution 2021-04 Approving the Cooperative Agreement for Beaumont Master Drainage Plan Line 16 Project between Beaumont-Cherry Valley Water District and Riverside County Flood Control and Water Conservation District by the following vote:

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

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

General Manager Jagers reported positive trends in the community and gave an overview of current statistics. He recommended targeting mid-April for re-opening, noting that the schools are still trying to re-open.

In response to President Slawson, Mr. Jagers confirmed that the City of Beaumont is open 8 a.m. to noon.

Jagers said that at the Collaborative Agencies Committee meeting he learned that the Beaumont Unified School District will open with a morning online session then afternoon in-person school. He pointed out logistical challenges such as transportation and noted that he recommended the one-month outlook to allow employees to find the solution without having to call in sick.

Director Covington said he still supported a scientific approach to bringing back staff at a limited capacity and supported the model of the District still being cautious. The target date of mid-April makes sense, he said, and asked for an update at the April 14 meeting. Slawson concurred.

Mr. Jagers advised that key staff is still in the building every day and other staff alternates and is being as responsive as possible to maintain good service to ratepayers.

7. Reports For Discussion

a. Ad Hoc Committees:

Director Ramirez reported that the Communications Committee is looking at moving to a cafeteria plan with CV Strategies to focus their attention on print newsletters and continuing to offer support as needed regarding online communication. They will be most useful to the District in growing relationships with the Record-Gazette and the Press-Enterprise, he said. Other opportunities are being explored for presentation to the Board, he said.

b. General Manager

Mr. Jagers reported that production is trending on average of the last three years.

Letters have been delivered to the City of Beaumont regarding the blanket permit request and waiver of fees for encroachment permits for paving and are under consideration by Mr. Hart, Jagers stated.

Initially, there were a few calls from the public regarding the fencing of the Noble Creek Recharge Facility but the people who were using it understand why it was done, Jagers noted. There have been a few cut locks and people entering the site, but no activity of significance, he said.

Mr. Bean added that there were instances of the fence being cut, and repairs are needed.

Mr. Jagers advised that public relations strategies will continue to be developed. The website has been search engine optimized, he reported.

Mr. Jagers reminded the Board of the District's purchase of a drone and shared a photo of the recharge facility. He reported that there may be a shutdown due to valve maintenance activity by San Bernardino Valley Municipal Water District. Staff is beginning to use the drone to video well sites and has identified repair work that would not otherwise have been visible, Jagers noted.

The drone has also flown the burn areas and an area of Wallace Canyon shows erosion, he noted. Staff will continue such monitoring after storm events, Jagers said.

Mr. Jagers advised that the District will be required to re-draw director division boundaries with the 2020 Census and noted that there has been growth on the west side of the District. Staff is beginning to query for contracting that work out to a demographer, he said.

Form 700s are due, Jagers reminded the Board.

Staff is working on strategies to resume more activities after pausing last year due to the uncertainties of funding, Jaggars said. He noted there is a tremendous amount of work to do. Development has not slowed down as expected, but has done the opposite due to low interest rates, he advised. The opportunity for staff to work on other things has not happened and staff will propose solutions that may include consulting for some of the work such as recycled water implementation and construction administration, he advised.

c. Directors' Reports:

President Slawson reported that at the Riverside County Water Task Force meeting he heard a presentation about the State Water Project and Climate Change. He explained that a speaker from NASA discussed new satellite technology which read the saturation point of soil in the Bay-Delta.

d. Legal Counsel Report: None.

8. Announcements

All the following meetings will be held via teleconference unless otherwise indicated. President Slawson read the following announcements:

- Personnel Committee Meeting: Monday, Mar. 22, 2021 at 6 p.m.
- Engineering Workshop: Thursday, Mar. 25, 2021 at 6 p.m.
- 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.

9. Action List 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

10. Adjournment

President Slawson adjourned the meeting at 7:13 p.m.

ATTEST:

DRAFT UNTIL APPROVED

DRAFT UNTIL APPROVED

Director Daniel Slawson, 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
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 Jagers 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 Jaggars 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, Jaggars advised. The developer negotiated a six-phase development and made some improvements including a pipeline on the west side and some streets, Jaggars noted.

Staff understands there are a couple of drainages going across the property, Mr. Jaggars 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, Jaggars stated.

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

Counsel Markman asked about the County's requirements for bonding for public improvements. Mr. Jaggars 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.

ATTEST:

DRAFT UNTIL APPROVED

DRAFT UNTIL APPROVED

Director Daniel Slawson, 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

MEMO

DATE: April 14, 2021
TO: Board of Directors
FROM: Communications Committee
SUBJECT: Designation of official District spokesperson(s)

Staff Recommendation:

Receive and file President's designations.

Summary

The BCVWD Policies and Procedures Manual Part II, Section 4: Board President sets forth the responsibilities of the President of the Board of Directors. Those responsibilities include serving as the spokesperson for the Board.

At the recommendation of the Ad Hoc Communications Committee, President Slawson desires to delegate these responsibilities.

President Slawson has appointed the District spokesperson(s) duties to the members of the Communications Committee as follows:

Second Quarter 2021	Apr. 1 – June 30	Director Ramirez
Third Quarter 2021	July 1 – Sept. 30	Director Williams
Fourth Quarter 2021	Oct. 1 – Dec. 31	Director Ramirez

Reference

Policies and Procedures Manual Part II, Section 4: Board President

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.



**Beaumont-Cherry Valley Water District
Regular Board Meeting
April 14, 2021**

Item 3

STAFF REPORT

TO: Board of Directors

FROM: Dan Jagers, General Manager

SUBJECT: **Resolution 2021-___: Amending the District Policies and Procedures Manual: Part I - Personnel**

Staff Recommendation

Adopt Resolution 2021-___ Amending the District Policies and Procedures Manual: Part I – Personnel: Section 1000 General and Section 2000 Administration.

Background

On March 18, 2009, the Board of Directors adopted Resolution 2009-05, establishing a Policy and Procedures Manual applicable to the Board of Directors and District staff. This document has been periodically updated over the years.

At the July 23, 2018 Personnel Committee meeting, committee members directed staff to review, revise and update the District's Policies and Procedures. This project is being addressed in sections by staff. Some sections of the policy manual have been revised individually over the course of the past two years upon recommendation of the human resources consultant or due to other circumstances.

The Personnel Committee has reviewed the proposed revisions and the new policies and after careful consideration, the Personnel Committee recommends the Policies and Procedures Manual: Part I – Personnel: Section 1000 General and Section 2000 Administration for adoption by the Board.

Summary

Attached are the current Board-approved policies and procedures sections in redline format, side-by-side with the proposed revisions or new policy sections. There are substantive revisions to the policies, the entirety of which have been reviewed by District legal counsel. These revisions were presented to the Personnel Committee at its meetings of February 22, 2021 and March 22, 2021, and there were no comments or concerns voiced by the Employee Association representatives. These sections pertain to all District personnel and apply in conjunction with the Employee Association Memorandum of Understanding.

In preparation of these revisions, staff considered recommendations by HR Dynamics and legal counsel, and consulted several sources to update the content and verbiage of the District's Policy Manual, including sample policies from the California Special Districts Association, articles published by the California League of Cities and Institute for Local Government, the District's HR consultant, and recently updated manuals of other special districts. The aim of reorganization of the Policy Manual is to introduce consistency and modernize the document to align with the organizational goals of the District.



Proposed for revision are:

0000	Affirmative Action	Deleted and replaced with 2000 Equal Opportunity
1000	Definitions	
1005	Contractual Provisions	
2000	Equal Opportunity	
2010	Access to Personnel Records	
2015	Harassment	
2020	Sexual Harassment	Includes revisions recommended by legal counsel

New policies are:

1010	Policy Manual	
2025	Whistleblower Protection	Recommended by legal counsel

As part of the policy manual revision process, a new policy numbering system is being implemented for clarity and organizational purposes.

The policy manual Table of Contents will be updated to reflect new content, the new policy numbering system and page numbers. This is an administrative task and does not require Board action or inclusion in the resolution.

Fiscal Impact

None.

Attachments

1. Resolution 2021-___: Amending the District Policies and Procedures Manual: Part I – Personnel: Section 1000 General and Section 2000 Administration
2. Policy Approval Tracking, BCVWD Policies and Procedures Manual Project
3. Side-by-Side Original and Proposed Policies

Staff Report prepared by Sabrina Foley, Human Resources Coordinator and Lynda Kerney, Administrative Assistant

RESOLUTION 2021-__

**A RESOLUTION OF THE BOARD OF DIRECTORS OF
THE BEAUMONT-CHERRY VALLEY WATER DISTRICT
AMENDING THE DISTRICT'S POLICIES AND
PROCEDURES MANUAL: PART I: PERSONNEL**

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

WHEREAS, upon review and discussion, the Personnel Committee of the Board of Directors has recommended revisions to Part I of the Policy and Procedures Manual based on advice given by the District's legal counsel and human resources consultant; and

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

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

1. The BCVWD Policies and Procedures Manual, Part I Sections:

Policy Title	Former Section	New Number
Affirmative Action	4	---
Definitions	1	1000
Contractual Provisions	2	1005
Equal Opportunity	3	2000
Access to Personnel Records	5	2010
Harassment	6	2015
Sexual Harassment	7	2020

are hereby replaced in entirety with the policies attached hereto as Exhibit A

2. The BCVWD Policies and Procedures Manual Part I is hereby amended to include new sections:

1010	Policy Manual
2025	Whistleblower Protection

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Signatures on next page

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

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

DRAFT UNTIL APPROVED

DRAFT UNTIL APPROVED

Director Daniel Slawson, 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: Policies

1000	Definitions
1005	Contractual Provisions
1010	Policy Manual
2000	Equal Opportunity
2010	Access to Personnel Records
2015	Harassment
2020	Sexual Harassment
2025	Whistleblower Protection

EXHIBIT A

BEAUMONT-CHERRY VALLEY WATER DISTRICT

GENERAL

POLICY TITLE: DEFINITIONS

POLICY NUMBER: 1000

1000.1 **District.** The Beaumont-Cherry Valley Water District shall hereinafter be referred to as "District."

1000.2 **Designee(s).** Sections empowering the General Manager as decision-maker will not apply to any other individual, unless the General Manager should designate another management employee or supervisor as vested with such powers.

1000.3 **Employee.** See Policy 3000.

1000.4 **Board of Directors.** The Board of Directors are an elected body and therefore not considered employees of the District. The Board of Directors may be referred to as "the Board" herein. Section 4000 of this Manual defines the roles, responsibilities, and powers of the Board of Directors.

BEAUMONT-CHERRY VALLEY WATER DISTRICT

GENERAL

POLICY TITLE: CONTRACTUAL PROVISIONS

POLICY NUMBER: 1005

1005.1 **Application.** The provisions of this Manual will apply to all District employment. In the event a specific provision of this Manual is contrary to a term or terms of a Memorandum of Understanding (MOU) or a written employment agreement, the MOU or written employment agreement will prevail. Such MOU and any amendment must be in writing and duly adopted by action of the District Board at a properly noticed public meeting.

POLICY TITLE: POLICY MANUAL

POLICY NUMBER: 1010

- 1010.1 A manual of District policies shall be maintained by the Human Resources Department.
- 1010.2 The Policy Manual will be available to all employees and members of the public in accordance with the Public Records Act and under applicable law.
- 1010.3 Revisions to the Policy Manual are subject to approval by the Board of Directors.
1. The Table of Contents, Title Pages, Page Numbering, and Dividers are exempt from Board approval.
 2. Changes of format, font, spacing, and corrections of typographical (typo) errors are exempt from board approval.
- 1015.4 Upon hire, employees will receive a copy of the Policy Manual and sign an acknowledgement of receipt.
- 1015.5 Individual District departments and employees may maintain additional department or desk manuals separately from the Policy Manual. Adoption or revision of these internal documents are not subject to Board approval.
- 1015.6 The Policy Manual will be written with clarity, precision, and inclusion. The Policy Manual will be written using APA (American Psychological Association) style and grammar guidelines to increase the ease of reading comprehension.
1. The Policy Manual will use a standardized format and numbering system.
 2. The Policy Manual will use the singular "they" as a generic third-person pronoun.
 3. The Policy Manual will use the serial comma, also known as the Oxford comma.
 4. Law, Government Code, etc. will be cited via parenthetical citations.
 5. Policies may cite other policies within the text to provide context via parenthetical citations.
 6. Abbreviations must be defined upon first use for each individual policy. Terms defined under the Definitions policy (Policy 1000) need not be defined in subsequent policies. For example, "District" is always defined as "Beaumont-Cherry Valley Water District" (Policy 1000.1).
 7. Numbers will be listed as numerals only, not spelled alphabetically. For example, "5," "\$5,000," and "120" are all acceptable.
- 1015.7 **Reservation of Rights.** As circumstances change, the District may revise, supplement, or rescind policies or portions of this Manual. Employees will be notified in writing of such changes as they occur. Only written changes adopted by the Board of Directors are recognized or binding.

POLICY TITLE: EQUAL OPPORTUNITY

POLICY NUMBER: 2000

2000.1 The District is an equal opportunity employer. The District will not unlawfully discriminate against qualified applicants or employees with respect to any terms or conditions of employment based on race, color, national origin, ancestry, sex (including pregnancy, childbirth or related medical conditions), sexual orientation, gender, gender identity, gender expression, age (40 and over), religion and religious creed, physical or mental disability, legally protected medical condition (including ARC or HIV positive, cancer and genetic characteristics), genetic information, marital status, citizenship status, military or veteran status, or other basis protected by law.

2000.2 The District will reasonably accommodate employees and applicants with disabilities if the person is otherwise qualified to safely perform all the essential functions of the position. The District will also provide reasonable accommodation for pregnancy, childbirth, or related medical conditions if requested by the employee upon advice and medical certification of their health care provider. Reasonable accommodation may include a temporary transfer to a less strenuous or hazardous position, if requested, supported by proper medical certification and otherwise qualifying as reasonable accommodation.

2000.3 The District is also committed to providing a workplace that is free of unlawful harassment, including sexual harassment. Please see the policies on Harassment and Sexual Harassment in this Manual (Policies 2015 and 2020). Complaints alleging discrimination or any other violation of this Equal Opportunity Policy may be made according to the complaint process in the Sexual Harassment Policy (Policy 2020). The District prohibits retaliation against employees for making a complaint, opposing unlawful discrimination and harassment, or cooperating in an investigation. Complaints of retaliation may be made according to the complaint procedure in the Sexual Harassment Policy (Policy 2020).

2000.4 The District complies with all applicable federal and state laws and regulations relating to nondiscrimination in employment and housing.

POLICY TITLE: ACCESS TO PERSONNEL RECORDS

POLICY NUMBER: 2010

2010.1 Employee files are confidential and are to be treated as such. Access to employee files is limited to the following:

1. The Employee. Current or former employees may inspect their own personnel file in the presence of the General Manager or their designee (Labor Code 1198.5). To inspect their own personnel file, an employee may request a Personnel Records Request Form from Human Resources or from their supervisor.
2. Persons Other Than the Employee. Other employees of the District may have access to personnel files only if they have a "need to know." This means access is limited to:
 - a. Administrative Department staff, such as Human Resources personnel, as they need access in the course of their normal duties.
 - b. Management considering an employee for promotion, transfers into their departments, or disciplinary action.
 - c. Members of the Personnel Committee of the Board as it pertains to the Policy Manual subject to legal counsel recommendation.

2010.2 Hard-copy personnel files may not be removed from the Human Resources Department.

2010.3 Representatives of government or law enforcement agencies, in the course of their duties, may be allowed to access file information as permitted by District Policy, Federal, State, or Local Law.

2010.4 Occasionally, portions of a personnel file may be subject to disclosure under a Public Records Act request, either in redacted or unredacted form. In no event will information be disclosed if it constitutes an unwarranted invasion into personal privacy.

POLICY TITLE: HARRASSMENT

POLICY NUMBER: 2015

2015.1 The District is committed to providing a work environment for its employees that is free of unlawful harassment. The District prohibits sexual harassment (Policy 2020) as well as harassment because of race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, genetic information, marital status, age, sex, gender, gender identity, gender expression, sexual orientation, veteran or military status, or any other basis protected by federal, state or local law, ordinance, or regulation (collectively "protected status"). This policy applies to all persons involved in the operation of the District and prohibits harassment by any employee of the District—supervisors and co-workers.

2015.2 **Reporting.** Employees are encouraged to immediately report any incident of unlawful harassment to either their supervisor, Human Resources, or to the General Manager so that complaints can be quickly and fairly resolved.

2015.3 Harassment because of any protected status is prohibited, including, but not limited to the following behavior:

1. Verbal conduct such as epithets, derogatory jokes or comments, slurs, unwanted sexual advances, invitations, or comments;
2. Visual conduct such as derogatory and/or sexually oriented posters, photography, cartoons, drawings, or gestures;
3. Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with work because of sex, race, or any other protected basis; and, retaliation for having reported or threatened to report harassment.

2015.4 This policy applies to all employees, interns, volunteers, third parties, and agents of the employer, including supervisory and non-supervisory employees, and it applies to all phases of employment. It also applies to protect employees in the workplace from unwelcome conduct by non-employees, and all reasonable actions will be taken to protect employees from the actions of contractors, suppliers, clients, and others.

2015.5 Bullying, abusive conduct, and other forms of disruptive behavior are considered harassment under this policy.

2015.6 **Complaint Process.** If any employee of the District believes they have been harassed, the employee should provide a written complaint to their supervisor, Department Director, Director of Finance and Administrative Services, the Human Resources Department, or the General Manager as soon as possible after the incident. The complaint should include the details of the incident(s), dates and times, name(s) of the individual(s) involved, together with the name(s) of any witness(es).

2015.7 Staff receiving harassment complaints will refer them immediately to the General Manager or the Personnel Committee of the Board of Directors (in the event the complaint involves the General Manager) who will undertake an immediate, thorough, and objective investigation of the harassment allegation(s). At the discretion of the General Manager, an outside firm or consultant may be retained to conduct an objective investigation.

1. An employee is never required to make a complaint to a supervisor or manager who is alleged to be responsible for the harassment. The complaint may be made to an uninvolved supervisor or manager, or to the parties named above.
2. While written complaints are strongly encouraged, the District will investigate all complaints, including those that are not written or that are anonymous. However, the ability to investigate and remedy unwritten or anonymous complaints may be compromised if insufficient information is available for the investigation.
3. The investigation will be conducted in as confidential a manner as possible, consistent with a full, fair, and proper investigation.

2015.8 **Remedial Action.** If it is determined that harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee determined to be responsible for harassment will be subjected to appropriate disciplinary action, up to, and including termination. The complainant will be advised once the investigation is complete and will be provided with a summary of the results of

the investigation, including whether corrective action was taken and the general nature of that action. The complainant will not be entitled to a copy of the confidential investigation report or the specific details of corrective action, consistent with employee privacy and the confidentiality of personnel matters. Others involved in the investigation may also be advised once the investigation is complete and provided with a

summary of other information appropriate to their involvement.

2015.9 **Retaliation Prohibited.** The District prohibits retaliation of any kind against any employee who has complained about harassment, opposed harassment, or participated in a harassment investigation.

POLICY TITLE: SEXUAL HARASSMENT

POLICY NUMBER: 2020

2020.1 Acts of sexual harassment by employees, supervisors, or managers, are prohibited and are subject to sanctions and disciplinary measures, up to and including termination of employment. The District is committed to providing a workplace that is free of unlawful discrimination and harassment. In keeping with this policy, the District is committed to providing a workplace that is free of sexual harassment (including harassment based on gender, pregnancy, childbirth or related medical conditions). The District strictly prohibits and will not tolerate harassment of employees by officers, managers, supervisors, or co-workers. Similarly, the District will not tolerate harassment by its employees or non-employees with whom District employees have a business, service, or professional relationship. The District will seek to protect employees from harassment by non-employees in the workplace or in work related situations.

2020.2 **Definition.** Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct by an individual is used as a term or condition of employment.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such an individual.
3. Such conduct has the purpose or effect of substantially interfering with a person's work performance or creating an intimidating, hostile, or offensive work environment.
4. Verbal conduct such as epithets, derogatory jokes or comments, slurs, unwanted sexual advances, invitations, comments, or graphic commentaries on the person's body; sexually degrading words to describe the person, or propositions of a sexual nature.
5. Visual conduct such as derogatory and/or sexually oriented posters, photography, cartoons, drawings, or gestures.
6. Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with work because of sex, race, or any other protected basis, sexually suggestive objects or pictures placed in the work area that may embarrass or offend the person.
7. Direct or indirect threats or suggestions of sexual relations or sexual contact are made.
8. Retaliation for having reported or threatened to report harassment.

2020.3 All employees shall be informed of the District's sexual harassment policy and complaint process again when any complaint is filed. Also, the policy and the complaint process set forth herein shall be readily available to all employees and members of the general public utilizing the District's facilities and services.

1. All new employees shall be given a copy of the sexual harassment policy at the time of hiring and said policy's contents shall be discussed with said employee at that time by Human Resources during new hire orientation.
2. An annual bulletin shall be prepared distributed, and signed by all employees informing them of the District's sexual harassment policy. The Human Resources department is responsible for the communication and tracking of the annual bulletin.
3. Within 14 working days after any complaint has been filed in accordance with this policy, a bulletin shall be prepared and distributed to all employees re-informing them of the District's sexual harassment policy.

2020.4 **Training.** All supervisors and Directors shall attend two hours of sexual harassment prevention training every two years. All other employees shall attend one hour of sexual harassment prevention training every two years. The training shall be conducted in accordance with the Department of Fair Employment and Housing regulations and shall include a component on harassment based on gender, gender identity, gender expression, and sexual orientation, as well as abusive conduct.

2020.5 **Complaint Process.** Any employee who believes they are the victim of sexual harassment should notify the other employee that such behavior is offensive and ask them to immediately stop the behavior. It is important to let fellow employees know when behavior is offensive because the District hires people from a variety of cultural and ethnic backgrounds. Complaints of harassment in employment should be reported in writing as soon as possible to any supervisory employee, and/or Human Resources Personnel. If the complaint is directed against the General Manager, the complaint shall be filed with the Personnel Committee of the Board of Directors.

1. An employee is never required to make a complaint to a supervisor or manager who is alleged to be responsible for the harassment. The complaint may be made to an uninvolved supervisor or manager.
2. The complaint should include details of the incident, names of individuals involved, and names of any witnesses.
3. A formal complaint is made in writing. Said form should be submitted by the employee to any supervisory employee, preferably the immediate supervisor. While written complaints are strongly encouraged, the District will investigate all complaints, including those that are not written or that are anonymous. However, the ability to investigate and remedy unwritten or anonymous complaints may be compromised if insufficient information is available for the investigation.

4. An employee may file a formal or informal confidential complaint without fear of reprisal.
5. The investigation will be conducted in as confidential a manner as possible, consistent with a full, fair, and proper investigation.

2020.6 Complaint Response Process. Any supervisory employee who receives a formal sexual harassment complaint shall at all times maintain strict confidentiality and shall personally deliver said complaint immediately and directly to Human Resources, the General Manager, or the General Manager's designee..

1. Within 72 hours of the filing of a formal or informal complaint, even if it is withdrawn, an investigation shall commence and be conducted by Human Resources, the General Manager, or the General Manager's designee, regarding the alleged harassment.
2. The investigation shall include a written statement from the alleged harasser.
3. A written record of any investigation of an alleged sexual harassment shall be maintained. Findings will be sent to the General Manager, or their designee. The General Manager, or their designee, shall immediately inform, in total confidentiality, the Personnel Committee of the Board of Directors.
4. All discussions resulting from said investigation shall be kept confidential by all informed of said investigation.
5. The person initiating the complaint has the right to be accompanied by an advocate when discussing alleged incidents. Said person shall be advised of this right prior to the commencement of such discussions.
6. All parties concerned will be advised of the results of the investigation to the extent permitted by District policy and applicable law.

2020.7 Disciplinary Procedures and Sanctions. Upon conclusion of the investigation of an alleged sexual harassment, appropriate action shall be taken by the General Manager against the harasser where sexual harassment is found, including mandatory sexual harassment training to prevent future incidents. The complainant will be advised once the investigation is complete and will be provided with a summary of the results of the investigation, including whether corrective action was taken and the general nature of that action. The complainant will not be entitled to a copy of the confidential investigation report or the specific details of corrective action, consistent with employee privacy and confidential personnel matters. Others involved in the investigation may also be advised once the investigation is complete and provided with a summary of other information appropriate to their involvement.

1. Appropriate action shall be taken to remedy the victim's loss, if any, resulting from the harassment. Making the employee whole may involve reinstatement, back pay, etc.

2. Action taken to remedy a sexual harassment situation shall be done in a manner to protect potential future victims. An employee involved in a confirmed incident shall be removed from supervision of a person verified to have committed a harassment activity.
3. Employees complaining of sexual harassment shall be protected thereafter from any form of reprisal and/or retaliation.

POLICY TITLE: WHISTLEBLOWER PROTECTION

POLICY NUMBER: 2025

2025.1 The District is committed to the highest standards of financial reporting and lawful and ethical behavior. Protecting the integrity of the District is of paramount importance. Additionally, the District is committed to full compliance with all state and federal statutes, rules, and regulations by all employees and members of the Board of Directors.

2025.2 The purpose of this policy is to encourage and enable Board members, employees, temporary employees, consultants, vendors, and others affiliated with the District to report any action or suspected action taken within the District that is illegal, fraudulent, or in violation of any adopted policy of the District, to a source within the District before turning to outside parties for resolution.

2025.3 **Definition.** A "Whistleblower" is an employee who discloses information to a government or law enforcement agency, person with authority over the employee, or to another employee with authority to investigate, discover, or correct the violation or noncompliance, or who provides information to or testifies before a public body conducting an investigation, hearing, or inquiry, where the employee has reasonable cause to believe that the information discloses violations of state or federal statute, violation or noncompliance with a local, state, or federal rule or regulation, or unsafe working conditions or work practices in the employee's employment or place of employment. A whistleblower can also be an employee who refuses to participate in an activity that would result in a violation of a state or federal statute, or a violation of or noncompliance with a local, state, or federal rule or regulation.

2025.4 This policy applies to any matter which is related to the District's business and does not relate to private acts of an individual not connected to the business of the District. This policy is intended to supplement but not replace the District's other related policies such as harassment and discrimination (Policies 2000, 2005, 2015, and 2020), any grievance procedure, or to any applicable state and federal laws governing whistleblowing.

2025.5 Board members and employees are prohibited from taking an adverse action against another employee who has engaged in protected activity.

2025.6 **Protected employees.** An employee, or a person acting on behalf of the employee, who reports or is about to report, or is perceived to have reported or be about to report, verbally or in writing, a violation or suspected violation of this policy, unless the employee knows the report is false. Additionally, employees are protected when the employee is requested by the District or any agency or officer thereof, to participate in an investigation, hearing, or inquiry held by the District, agency, or official, are protected under this policy.

2025.7 **Retaliation Prohibited.** No District Board member or employee may take the following actions against any other employee or Board member because the latter employee or Board member in good faith engaged in certain kinds of protected activity:

1. Terminate, demote, suspend, or take other similar adverse employment action.
2. Threaten, or otherwise discriminate against an employee regarding the employee's compensation,

terms, conditions of employment, work location assignment, or privileges.

3. Subject to coercion or disciplinary action.

2025.8 To protect the District's integrity and the public's trust, the District may take official action to enforce and punish violations of standards of this policy.

2025.9 **Protected Activity.**

1. Disclosure of information to a government or law enforcement agency, person with authority over the employee, or to another employee with authority to investigate.
2. Refusal to participate in an activity that would result in violation of a state or federal statute, or a violation of noncompliance with local, state, or federal rule or regulation.
3. Filing a complaint for investigation with the California Office of the Controller's Whistleblower Program, the District Attorney, the Grand Jury, Cal/OSHA, or any other agency or District department or person with authority to receive or process whistleblower complaints alleging:
 - a. Improper governmental activity
 - b. Misuse of funds
 - c. Deficiencies in quality and delivery of services
 - d. Wasteful or inefficient practices
 - e. Unlawful activity in connection with a District contract
 - f. Abuse of authority
 - g. Specified or substantial danger to public health or safety
 - h. Use of a District office, position, or resource for personal gain
 - i. Any other similar type of complaint
4. This protection extends to those whose allegations that are made in good faith but prove to be mistaken.
5. The District reserves the right to discipline employees who make bad faith, knowingly false, or vexatious complaints, reports, or inquiries or who otherwise abuse this policy.
6. Complaints or concerns expressed to co-workers who do not have the authority to act on whistleblower complaints are not protected activity under this policy.

2028.10 **Reporting.**

1. All persons who witness or experience improper activity of the type enumerated by this policy shall report the activity in order to facilitate early, effective, and impartial investigation and intervention by the District.
2. Any whistleblower who believes they are being retaliated against must contact the Human Resources department, the General Manager, or the General Manager's designee immediately.
3. Matters reported internally will be investigated by the General Manager or their designee. The District will provide a full report on matters raised under this policy to the Board of Directors.
4. Complaints, reports, or inquiries may be made under this policy on a confidential or anonymous basis. The report should provide sufficient information and specific facts. The District will conduct a prompt and objective review and investigation of the allegation.

Policy Number	New Policy Number	Section	Policy Name	Drafted by BCVWD Staff	Approved by Legal Counsel	Presented to Personnel Committee	Approved by Personnel Committee	Presented to Board of Directors	Approved by Board of Directors	Adoption Date
1	1000	General	Definitions	Yes	2/16/2021	2/22/2021	2/22/2021	4/14/2021		
2	1005	General	Contractual Provisions	Yes	2/16/2021	2/22/2021	2/22/2021	4/14/2021		
N/A	1010	General	Policy Manual	Yes	2/16/2021	2/22/2021	2/22/2021	4/14/2021		
3	2000	Administration	Equal Opportunity	Yes	3/15/2021	3/22/2021	3/22/2021	4/14/2021		
4	2005	Administration	Affirmative Action	Yes	Recommend to Remove	3/22/2021	3/22/2021	4/14/2021		
5	2010	Administration	Access to Personnel Records	Yes	3/15/2021	3/22/2021	3/22/2021	4/14/2021		
6	2015	Administration	Harassment	Yes	3/15/2021	3/22/2021	3/22/2021	4/14/2021		
7	2020	Administration	Sexual Harassment	Yes	3/15/2021	3/22/2021	3/22/2021	4/14/2021		
N/A	2025	Administration	Whistleblower Protection	Yes	3/15/2021	3/22/2021	3/22/2021	4/14/2021		
8	3000	Personnel	Employee Status	Yes						
N/A	3001	Personnel	Employee Information and Emergency Data	Yes						
N/A	3002	Personnel	Employee Groups	No						
9	3005	Personnel	Compensation	Yes						
N/A	3006	Personnel	Prevailing and Living Wage	No						
10 & 49	3010	Personnel	Employee Performance Evaluation and Procedure	Yes						
11	3015	Personnel	Performance Evaluation-General Manager	Yes						
12	3020	Personnel	Health and Welfare Benefits	Yes						
13	3025	Personnel	Pay Periods	Yes						
14	3030	Personnel	Gift Acceptance Guidelines	Yes						
15	3035	Personnel	Outside Employment	Yes						
16	3040	Personnel	Letters of Recommendation	Yes						
17	3045	Personnel	Executive Officer	Yes						
18	3050	Personnel	Volunteer Personnel Workers' Compensation Insurance	Yes						
19	3055	Personnel	Work Hours, Overtime, and Standby Program	Yes						
20	3060	Personnel	Continuity of Service	Yes						
20 (incorrect numbering)	3065	Personnel	Reduction in Force	Yes						
21	3070	Personnel	Holidays	Yes						
22	3075	Personnel	Vacation	Yes						
23	3080	Personnel	Pre-Employment Physical Examination	Yes						
24	3085	Personnel	Sick Leave	Yes						
25	3090	Personnel	Family and Medical Leave	Yes						
26	3095	Personnel	Pregnancy Disability Leave	Yes						
N/A	3096	Personnel	Lactation Accommodation	No						
27	3100	Personnel	Bereavement Leave	Yes						
28	3105	Personnel	Personal Leave of Absence	Yes						
29	3110	Personnel	Jury and Witness Duty	Yes						
N/A	3111	Personnel	Leave for Crime Victims and Family Members	No						
30	3115	Personnel	Return to Work Policy	Yes						
31	3120	Personnel	Occupational Injury and Illness Prevention Program	Yes						
N/A	3121	Personnel	Infectious Disease Control	Yes						
N/A	3122	Personnel	Workplace Violence	Yes						
N/A	3123	Personnel	Theft	No						
32	3125	Personnel	Uniforms and Protective Clothing	Yes						
33	3130	Personnel	Conferences	Yes						
34	3135	Personnel	Occupational Certification Assistance	Yes						
35	3140	Personnel	Respiratory Protection Program	Yes						
36	3145	Personnel	Driver Training and Record Review	Yes						

Policy Approval Tracking
BCVWD Policies and Procedures Manual Project

Policy Number	New Policy Number	Section	Policy Name	Drafted by BCVWD Staff	Approved by Legal Counsel	Presented to Personnel Committee	Approved by Personnel Committee	Presented to Board of Directors	Approved by Board of Directors	Adoption Date
37	3150	Personnel	District Vehicle Usage	Yes						
38	3151	Personnel	Personal Vehicle Usage							
39	3160	Personnel	HIPAA Compliance and Security Officer	Yes						
40	3165	Personnel	Tobacco Use	Yes						
41	3170	Personnel	Smoke Free Workplace	Yes						
42	3175	Personnel	Disciplinary Action or Terminations	Yes						
43	3180	Personnel	Nepotism-Employment of Relatives	Yes						
44	3185	Personnel	Confidentiality Regarding Resignations	Yes						
45	3190	Personnel	Internet, E-Mail, and Electronic Communication Ethics, Usage and Security	Yes						
N/A	3191	Personnel	Electronic Signature Policy	No						
46	3195	Personnel	Cellular Telephone Usage	Yes						
47	3200	Personnel	Grievance Procedures	Yes						
48	3205	Personnel	Substance Abuse (In Conformance with Department of Transportation Guidelines)	Yes						
N/A	3206	Personnel	FMCSA Clearinghouse Registration	No						
50	3215	Personnel	Personnel Action Form (PAF)	Yes						
51	3220	Personnel	Recruitment, Selection and Onboarding	Yes						
N/A	3225	Personnel	Employee Leave Donation Program and Policy	Yes						
N/A	3230	Personnel	Workers' Compensation	Yes						
N/A	3231	Personnel	Accommodations for Disability	No						
N/A	3235	Personnel	Military Leave	Yes						
N/A	3240	Personnel	Dress Code and Personal Standards	Yes						
N/A	3245	Personnel	Non-Solicitation and Political Speech	No						
N/A	3250	Personnel	Telecommuting	No						
N/A	3255	Personnel	Time off for School Activities	No						
N/A	3260	Personnel	Time off to Vote	No						
1	4005	Board of Directors	Basis of Authority	Yes						
2	4010	Board of Directors	Members of the Board of Directors	Yes						
3	4015	Board of Directors	Committees of the Board of Directors	Yes						
4	4020	Board of Directors	Board President	Yes						
5	4025	Board of Directors	Board Meetings	Yes						
6	4030	Board of Directors	Board Meeting Agendas	Yes						
7	4035	Board of Directors	Board Meeting Conduct	Yes						
8	4040	Board of Directors	Board Actions and Decisions	Yes						
9	4045	Board of Directors	Attendance at Meetings	Yes						
10	4050	Board of Directors	Minutes of Board Meetings	Yes						
11	4055	Board of Directors	Rules of Order for Board and Committee Meetings	Yes						
12	4060	Board of Directors	Training, Education and Conferences	Yes						
13 & 16	4065	Board of Directors	Remuneration, Director Per Diem Fees	Yes						
14	4070	Board of Directors	Payment of Expenses Incurred on District Business	Yes						
15	4075	Board of Directors	Expenditure Reimbursement	Yes						

Policy Approval Tracking
BCVWD Policies and Procedures Manual Project

Policy Number	New Policy Number	Section	Policy Name	Drafted by BCVWD Staff	Approved by Legal Counsel	Presented to Personnel Committee	Approved by Personnel Committee	Presented to Board of Directors	Approved by Board of Directors	Adoption Date
17	4080	Board of Directors	Membership in Associations	Yes						
18	4085	Board of Directors	Ethics Training	Yes						
N/A	4086	Board of Directors	Anti-Harassment Training	No						
19	4090	Board of Directors	Code of Ethics	Yes						
20	4095	Board of Directors	Ethics Policy	Yes						
1	5005	Operations	Emergency Preparedness	Yes						
2	5010	Operations	Emergency Response Guideline for Hostile or Violent Incidents	Yes						
3	5015	Operations	Computer and Business Continuity Security	Yes						
4	5020	Operations	Environmental Health and Safety Compliance Program	Yes						
5	5025	Operations	Illness and Injury Prevention Program	Yes						
6	5030	Operations	Budget Preparation	Yes						
7	5035	Operations	Fixed-Asset Accounting Control	Yes						
8	5040	Operations	Fixed-Asset Capitalization	Yes						
9	5045	Operations	Investment of District Funds	Yes						
10	5050	Operations	Customer Payment Arrangements	Yes						
11	5055	Operations	Employment of Consultants and Professional Services	Yes						
12	5060	Operations	Employment of Outside Contractors	Yes						
13	5065	Operations	Easement Abandonment	Yes						
14	5066	Operations	Easement Acceptance	No						
15	5070	Operations	Encroachment Permits	Yes						
16	5075	Operations	Credit Card Usage	Yes						
17	5080	Operations	Purchasing	Yes						
N/A	5081	Operations	Contract Review Policy	No						
18	5085	Operations	Disposal of Surplus Property or Equipment	Yes						
19	5090	Operations	Records Retention	Yes						
N/A	5095	Operations	District Residences and Facility Emergency Policy	Yes	7/21/2020	3/22/2021				
N/A	5100	Operations	Press Relations and Social Media	No						
1	6005	Miscellaneous	Purpose of Board Policies	Yes						
2	6010	Miscellaneous	Adoption, Amendment of Policies	Yes						
3	6015	Miscellaneous	Public Complaints	Yes						
4	6020	Miscellaneous	Claims Against the District	Yes						
5	6025	Miscellaneous	Copying Public Documents	Yes						
6	6030	Miscellaneous	District Standards for the Furnishing of Materials	Yes						
7	6035	Miscellaneous	Environmental Review Guidelines	Yes						
8	6040	Miscellaneous	Annexation	No						
9	6045	Miscellaneous	Construction Requirements	No						
N/A	7000	Information Technology	Acceptable Use	Yes						
N/A	7005	Information Technology	Accessibility	Yes						
N/A	7010	Information Technology	Electronic Communications	Yes						
N/A	7015	Information Technology	Passwords	Yes						
N/A	7020	Information Technology	Remote Access/VPN	Yes						
N/A	7025	Information Technology	Datacenter Physical Security	Yes						
N/A	7030	Information Technology	Wireless Communications	Yes						
N/A	7035	Information Technology	Mobile Device Security	Yes						
N/A	7040	Information Technology	Internet Use	Yes						

Policy Approval Tracking
BCVWD Policies and Procedures Manual Project

Policy Number	New Policy Number	Section	Policy Name	Drafted by BCVWD Staff	Approved by Legal Counsel	Presented to Personnel Committee	Approved by Personnel Committee	Presented to Board of Directors	Approved by Board of Directors	Adoption Date
N/A	7045	Information Technology	Information Systems Backup & Data Retention	Yes						
N/A	7050	Information Technology	Personally Identifiable Information	Yes						
N/A	7055	Information Technology	Drones Use	No						

Attachment 3

Proposed Policy
BEAUMONT-CHERRY VALLEY WATER DISTRICT

ADMINISTRATION

POLICY TITLE: EQUAL OPPORTUNITY
POLICY NUMBER: 2000

2000.1 The District is an equal opportunity employer. The District will not unlawfully discriminate against qualified applicants or employees with respect to any terms or conditions of employment based on race, color, national origin, ancestry, sex (including pregnancy, childbirth or related medical conditions), sexual orientation, gender, gender identity, gender expression, age (40 and over), religion and religious creed, physical or mental disability, legally protected medical condition (including ARC or HIV positive, cancer and genetic characteristics), genetic information, marital status, citizenship status, military service or veteran status, or other basis protected by law.

2000.2 The District will reasonably accommodate employees and applicants with disabilities if the person is otherwise qualified to safely perform all the essential functions of the position. The District will also provide reasonable accommodation for pregnancy, childbirth, or related medical conditions if requested by the employee upon advice and medical certification of their health care provider. Reasonable accommodation may include a temporary transfer to a less strenuous or hazardous position, if requested, supported by proper medical certification and otherwise qualifying as reasonable accommodation.

2000.3 The District is also committed to providing a workplace that is free of unlawful harassment, including sexual harassment. Please see the policies on Harassment and Sexual Harassment in this Manual (Policies 2015 and 2020). Complaints alleging discrimination or any other violation of this Equal Opportunity Policy may be made according to the complaint process in the Sexual Harassment Policy (Policy 2020). The District prohibits retaliation against employees for making a complaint, opposing unlawful discrimination and harassment, or cooperating in an investigation. Complaints of retaliation may be made according to the complaint procedure in the Sexual Harassment Policy (Policy 2020).

2000.4 The District complies with all applicable federal and state laws and regulations relating to nondiscrimination in employment and housing.

Current Policy

1. DEFINITIONS

- A. District. Beaumont-Cherry Valley Water District shall hereinafter be referred to as "District."
- B. Designees. Sections empowering the General Manager as decision-maker will not apply to any other individual, unless the General Manager should designate another management employee or supervisor as vested with such powers.

2. CONTRACTUAL PROVISIONS

- A. Application. The provisions of this Manual will apply to all District employment. In the event a specific provision of this Manual is contrary to a term or terms of a Memorandum of Understanding (MOU) or a written employment agreement, the MOU or written employment agreement will prevail. Such MOU or employment agreement and any amendment must be in writing and duly adopted by action of the District Board at a properly noticed public meeting.

3. EQUAL OPPORTUNITY

The District is an equal opportunity employer. The District will not unlawfully discriminate against qualified applicants or employees with respect to any terms or conditions of employment based on race, color, national origin, ancestry, sex (including pregnancy, childbirth or related medical conditions), sexual orientation, gender identity, age (40 and over), religion and religious creed, physical or mental disability, legally protected medical condition (including ARC or HIV positive, cancer and genetic characteristics), marital status, citizenship status, military service status, or other basis protected by law.

When necessary, the District will reasonably accommodate employees and applicants with disabilities if the person is otherwise qualified to safely perform all of the essential functions of the position. The District will also provide reasonable accommodation for pregnancy, childbirth or related medical conditions if requested by the employee upon advice and medical certification of her health care provider. Reasonable accommodation may include a temporary transfer to a less strenuous or hazardous position, if requested, supported by proper medical certification and otherwise qualifying as reasonable accommodation.

The District is also committed to providing a workplace that is free of unlawful harassment, including sexual harassment. Please see the policies on Harassment and Sexual Harassment in this Manual. Complaints alleging discrimination or any other violation of this Equal Opportunity Policy may be made according to the complaint process in the Sexual Harassment Policy. The District prohibits retaliation against employees for making a complaint, opposing unlawful discrimination and harassment or cooperating in an investigation. Complaints of retaliation may be made according to the complaint procedure in the Sexual Harassment Policy.

Adopted by Resolution 20-XX, Date

Proposed Policy to be Removed

Current Policy

BEAUMONT-CHERRY VALLEY WATER DISTRICT

ADMINISTRATION

~~POLICY TITLE: AFFIRMATIVE ACTION~~
~~POLICY NUMBER: 2005~~

~~2005.1 See Equal Opportunity Policy.~~

Commented [FS(1): Legal Counsel recommends removing this policy, as it is replaced by the Equal Opportunity Policy.

Adopted by Resolution 20-XX, Date

4. **AFFIRMATIVE ACTION**

Please see Equal Opportunity Policy in this Manual.

5. **ACCESS TO PERSONNEL RECORDS**

Employee files are confidential and are to be treated as such. Access to employee files is limited to the following:

1. The Employee. Employees may inspect their own personnel file in the presence of the General Manager or his/her designee.
2. Persons Other Than the Employee. Other employees of the District may have access to personnel files only if they have a "need to know." This means access is limited to:
 - i. Administrative Department staff as they need access in the course of their normal duties;
 - ii. Management considering an employee for promotion, transfers into their departments, or disciplinary action.
 - iii. Members of the Personnel Committee of the Board as it pertains to the Policy Manual subject to legal counsel recommendation.

6. **HARASSMENT**

- A. The District is committed to providing a work environment for its employees that is free of unlawful harassment. The District prohibits sexual harassment (see Section 7, "SEXUAL HARRASSMENT") as well as harassment because of race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation or any other basis protected by federal, state or local law, ordinance or regulation. This policy applies to all persons involved in the operation of the District and prohibits harassment by any employee of the District - supervisors and co-workers.
- B. **Reporting:** Employees are encouraged to immediately report any incident of unlawful harassment so that complaints can be quickly and fairly resolved.
- C. Harassment because of race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation or any other protected basis is prohibited, including, but not limited to the following behavior:
 - i. Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments;
 - ii. Visual conduct such as derogatory and/or sexually oriented posters, photography, cartoons, drawings or gestures;

POLICY TITLE: ACCESS TO PERSONNEL RECORDS
POLICY NUMBER: 2010

2010.1 Employee files are confidential and are to be treated as such. Access to employee files is limited to the following:

1. The Employee. ~~Current or former employees may inspect their own personnel file in the presence of the General Manager or their designee (Labor Code 1198.5). To inspect their own personnel file, an employee may request a Personnel Records Request Form from Human Resources or from their supervisor. Employees may inspect their own personnel file in the presence of the General Manager or his/her designee.~~
2. Persons Other Than the Employee. Other employees of the District may have access to personnel files only if they have a "need to know." This means access is limited to:
 - a. Administrative Department staff, such as Human Resources personnel, as they need access in the course of their normal duties.
 - b. Management considering an employee for promotion, transfers into their departments, or disciplinary action.
 - c. Members of the Personnel Committee of the Board as it pertains to the Policy Manual subject to legal counsel recommendation.

2010.2 Hard-copy personnel files may not be removed from the Human Resources Department.

2010.3 Representatives of government or law enforcement agencies, in the course of their duties, may be allowed to access file information as permitted by District Policy, Federal, State, or Local Law.

2010.4 Occasionally, portions of a personnel file may be subject to disclosure under a Public Records Act request, either in redacted or unredacted form. In no event will information be disclosed if it constitutes an unwarranted invasion into personal privacy.

Adopted by Resolution 20-XX, Date

4. AFFIRMATIVE ACTION

Please see Equal Opportunity Policy in this Manual.

5. ACCESS TO PERSONNEL RECORDS

Employee files are confidential and are to be treated as such. Access to employee files is limited to the following:

1. The Employee. Employees may inspect their own personnel file in the presence of the General Manager or his/her designee.
2. Persons Other Than the Employee. Other employees of the District may have access to personnel files only if they have a "need to know." This means access is limited to:
 - i. Administrative Department staff as they need access in the course of their normal duties;
 - ii. Management considering an employee for promotion, transfers into their departments, or disciplinary action.
 - iii. Members of the Personnel Committee of the Board as it pertains to the Policy Manual subject to legal counsel recommendation.

6. HARASSMENT

- A. The District is committed to providing a work environment for its employees that is free of unlawful harassment. The District prohibits sexual harassment (see Section 7, "SEXUAL HARASSMENT") as well as harassment because of race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation or any other basis protected by federal, state or local law, ordinance or regulation. This policy applies to all persons involved in the operation of the District and prohibits harassment by any employee of the District - supervisors and co-workers.
- B. **Reporting:** Employees are encouraged to immediately report any incident of unlawful harassment so that complaints can be quickly and fairly resolved.
- C. Harassment because of race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation or any other protected basis is prohibited, including, but not limited to the following behavior:
 - i. Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments;
 - ii. Visual conduct such as derogatory and/or sexually oriented posters, photography, cartoons, drawings or gestures;

POLICY TITLE: HARASSMENT
POLICY NUMBER: 2015

2015.1 The District is committed to providing a work environment for its employees that is free of unlawful harassment. The District prohibits sexual harassment (~~Policy 2020~~) (~~see Section 7, "SEXUAL HARASSMENT"~~) as well as harassment because of race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, genetic information, marital status, age, sex, gender, gender identity, gender expression, sexual orientation, veteran or military status, or any other basis protected by federal, state or local law, ordinance, or regulation (collectively "protected status"). This policy applies to all persons involved in the operation of the District and prohibits harassment by any employee of the District—supervisors and co-workers.

2015.2 **Reporting.** Employees are encouraged to immediately report any incident of unlawful harassment to either their supervisor, Human Resources, or to the General Manager so that complaints can be quickly and fairly resolved.

2015.3 Harassment because of ~~race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation, or any other protected basis~~ any protected status is prohibited, including, but not limited to the following behavior:

1. Verbal conduct such as epithets, derogatory jokes or comments, slurs, unwanted sexual advances, invitations, or comments;
2. Visual conduct such as derogatory and/or sexually oriented posters, photography, cartoons, drawings, or gestures;
3. Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with work because of sex, race, or any other protected basis; and, Retaliation for having reported or threatened to report harassment.

2015.4 This policy applies to all employees, interns, volunteers, third parties, and agents of the employer, including supervisory and non-supervisory employees, and it applies to all phases of employment. It also applies to protect employees in the workplace from unwelcome conduct by non-employees, and all reasonable actions will be taken to protect employees from the actions of contractors, suppliers, clients, and others.

2015.5 Bullying, abusive conduct, and other forms of disruptive behavior are considered harassment under this policy.

2015.6 **Complaint Process.** If any employee of the District believes ~~that he/she/they~~ have been harassed, the employee should provide a written complaint to the ir supervisor, Department Director, Director of Finance and Administrative Services, the Human Resources Department, or the General Manager as soon as possible after the incident. The complaint should include the details of the incident(s), dates and times, name(s) of the individual(s) involved, together with the name(s) of any witness(es).

2015.7 Staff receiving harassment complaints will refer them immediately to the General Manager or the Personnel Committee of the Board of Directors (in the event the complaint involves the General Manager) who will undertake an immediate, thorough, and objective investigation of the harassment allegation(s). At the discretion of the General Manager, an outside firm or consultant may be retained to conduct an objective investigation.

Adopted by Resolution 20-XX, Date

4. AFFIRMATIVE ACTION

Please see Equal Opportunity Policy in this Manual.

5. ACCESS TO PERSONNEL RECORDS

Employee files are confidential and are to be treated as such. Access to employee files is limited to the following:

1. The Employee. Employees may inspect their own personnel file in the presence of the General Manager or his/her designee.
2. Persons Other Than the Employee. Other employees of the District may have access to personnel files only if they have a "need to know." This means access is limited to:
 - i. Administrative Department staff as they need access in the course of their normal duties;
 - ii. Management considering an employee for promotion, transfers into their departments, or disciplinary action.
 - iii. Members of the Personnel Committee of the Board as it pertains to the Policy Manual subject to legal counsel recommendation.

6. HARASSMENT

- A. The District is committed to providing a work environment for its employees that is free of unlawful harassment. The District prohibits sexual harassment (see Section 7, "SEXUAL HARASSMENT") as well as harassment because of race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation or any other basis protected by federal, state or local law, ordinance or regulation. This policy applies to all persons involved in the operation of the District and prohibits harassment by any employee of the District - supervisors and co-workers.
- B. **Reporting:** Employees are encouraged to immediately report any incident of unlawful harassment so that complaints can be quickly and fairly resolved.
- C. Harassment because of race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation or any other protected basis is prohibited, including, but not limited to the following behavior:
 - i. Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments;
 - ii. Visual conduct such as derogatory and/or sexually oriented posters, photography, cartoons, drawings or gestures;

1. An employee is never required to make a complaint to a supervisor or manager who is alleged to be responsible for the harassment. The complaint may be made to an uninvolved supervisor or manager or to the parties named above.
2. While written complaints are strongly encouraged, the District will investigate all complaints, including those that are not written or that are anonymous. However, the ability to investigate and remedy unwritten or anonymous complaints may be compromised if insufficient information is available for the investigation.
3. The investigation will be conducted in as confidential a manner as possible, consistent with a full, fair, and proper investigation.

2015.8 **Remedial Action.** If it is determined that harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee determined to be responsible for harassment will be subjected to appropriate disciplinary action, up to, and including termination. The complainant will be advised once the investigation is complete and will be provided with a summary of the results of the investigation, including whether corrective action was taken and the general nature of that action. The complainant will not be entitled to a copy of the confidential investigation report or the specific details of corrective action, consistent with employee privacy and the confidentiality of personnel matters. Others involved in the investigation may also be advised once the investigation is complete and provided with a summary of other information appropriate to their involvement.

2015.9 **Retaliation Prohibited.** The District prohibits retaliation of any kind against any employee who has complained about harassment, opposed harassment, or participated in a harassment investigation.

- iii. Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with work because of sex, race or any other protected basis; and, Retaliation for having reported or threatened to report harassment.
- D. **Complaint Process:** If any employee of the District believes that he/she has been harassed, the employee should provide a written complaint to the supervisor, Department Director, Director of Finance and Administrative Services, or the General Manager as soon as possible after the incident. The complaint should include details of the incident(s), dates and times, name(s) of the individual(s) involved, together with the name(s) of any witness(es).

Staff receiving harassment complaints will refer them immediately to the General Manager or the Personnel Committee of the Board of Directors (in the event the complaint involves the General Manager) who will undertake an immediate, thorough and objective investigation of the harassment allegation(s).

- i. An employee is never required to make a complaint to a supervisor or manager who is alleged to be responsible for the harassment. The complaint may be made to an uninvolved supervisor or manager.
- ii. While written complaints are strongly encouraged, the District will investigate all complaints, including those that are not written or that are anonymous. However, the ability to investigate and remedy unwritten or anonymous complaints may be compromised if insufficient information is available for the investigation.
- iii. The investigation will be conducted in as confidential a manner as possible, consistent with a full, fair and proper investigation.
- E. **Remedial Action.** If it is determined that harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee determined to be responsible for harassment will be subjected to appropriate disciplinary action, up to, and including termination. The complainant will be advised once the investigation is complete and will be provided with a summary of the results of the investigation, including whether corrective action was taken and the general nature of that action. The complainant will not be entitled to a copy of the confidential investigation report or the specific details of corrective action, consistent with employee privacy and the confidentiality of personnel matters. Others involved in the investigation may also be advised once the investigation is complete and provided with a summary of other information appropriate to their involvement.

7. SEXUAL HARASSMENT

- A. Acts of sexual harassment by employees, supervisors, or managers, are prohibited and are subject to sanctions and disciplinary measures, up to and including termination of employment. The District is committed to providing a workplace that is free of unlawful discrimination and harassment. In keeping with this policy, the District is committed to providing a workplace that is free of sexual harassment (including harassment based on

POLICY TITLE: SEXUAL HARASSMENT
POLICY NUMBER: 2020

2020.1 Acts of sexual harassment by employees, supervisors, or managers, are prohibited and are subject to sanctions and disciplinary measures, up to and including termination of employment. The District is committed to providing a workplace that is free of unlawful discrimination and harassment. In keeping with this policy, the District is committed to providing a workplace that is free of sexual harassment (including harassment based on gender, pregnancy, childbirth or related medical conditions). The District strictly prohibits and will not tolerate harassment of employees by officers, managers, supervisors, or co-workers. Similarly, the District will not tolerate harassment by its employees ~~of or~~ non-employees with whom District employees have a business, service, or professional relationship. The District will seek to protect employees from harassment by non-employees in the workplace or in work related situations.

2020.2 **Definition.** Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct by an individual is used as a term or condition of employment.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such an individual.
3. Such conduct has the purpose or effect of substantially interfering with a person's work performance or creating an intimidating, hostile, or offensive work environment.
4. Verbal conduct such as epithets, derogatory jokes or comments, slurs, ~~or~~ unwanted sexual advances, invitations, ~~or~~ comments, or graphic commentaries on the person's body; sexually degrading works to describe the person, or propositions of a sexual nature.
5. Visual conduct such as derogatory and/or ~~sexually-oriented~~sexually oriented posters, photography, cartoons, drawings, or gestures.
6. Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with work because of sex, race, or any other protected basis, sexually suggestive objects or pictures placed in the work area that may embarrass or offend the person.
7. Direct or indirect threats or suggestions of sexual relations or sexual contact are made.
8. Retaliation for having reported or threatened to report harassment.

2020.3 All employees shall be informed of the District's sexual harassment policy and complaint process again when any complaint is filed. Also, the policy and the complaint process set forth herein shall be readily available to all employees and members of the general public utilizing the District's facilities and services.

1. All new employees shall be given a copy of the sexual harassment policy at the time of hiring and said policy's contents shall be discussed with said employee at that time by ~~the supervisor within whose department they will be working~~Human Resources during new hire orientation.

Adopted by Resolution 20-XX, Date

- iii. Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with work because of sex, race or any other protected basis; and, Retaliation for having reported or threatened to report harassment.
- D. **Complaint Process:** If any employee of the District believes that he/she has been harassed, the employee should provide a written complaint to the supervisor, Department Director, Director of Finance and Administrative Services, or the General Manager as soon as possible after the incident. The complaint should include details of the incident(s), dates and times, name(s) of the individual(s) involved, together with the name(s) of any witness(es).

Staff receiving harassment complaints will refer them immediately to the General Manager or the Personnel Committee of the Board of Directors (in the event the complaint involves the General Manager) who will undertake an immediate, thorough and objective investigation of the harassment allegation(s).

- i. An employee is never required to make a complaint to a supervisor or manager who is alleged to be responsible for the harassment. The complaint may be made to an uninvolved supervisor or manager.
 - ii. While written complaints are strongly encouraged, the District will investigate all complaints, including those that are not written or that are anonymous. However, the ability to investigate and remedy unwritten or anonymous complaints may be compromised if insufficient information is available for the investigation.
 - iii. The investigation will be conducted in as confidential a manner as possible, consistent with a full, fair and proper investigation.
- E. **Remedial Action.** If it is determined that harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee determined to be responsible for harassment will be subjected to appropriate disciplinary action, up to, and including termination. The complainant will be advised once the investigation is complete and will be provided with a summary of the results of the investigation, including whether corrective action was taken and the general nature of that action. The complainant will not be entitled to a copy of the confidential investigation report or the specific details of corrective action, consistent with employee privacy and the confidentiality of personnel matters. Others involved in the investigation may also be advised once the investigation is complete and provided with a summary of other information appropriate to their involvement.

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Proposed Policy
BEAUMONT-CHERRY VALLEY WATER DISTRICT

ADMINISTRATION

2. An annual bulletin shall be prepared, distributed, and signed by all employees informing them of the District's sexual harassment policy. The Human Resources department is responsible for the communication and tracking of the annual bulletin. See Appendix C.
3. Within ~~fourteen (14)~~14 working days after any complaint has been filed in accordance with this policy, a bulletin shall be prepared and distributed to all employees re-informing them of the District's sexual harassment policy.

2020.4 Training. All supervisors and Directors shall attend two hours of sexual harassment prevention training every two years. All other employees shall attend one hour of sexual harassment prevention training every two years. The training shall be conducted in accordance with the Department of Fair Employment and Housing regulations and shall include a component on harassment based on gender, gender identity, gender expression, and sexual orientation, as well as abusive conduct.

2020.5 **Complaint Process.** Any employee who believes he/she-is/they are the victim of sexual harassment should notify the other employee that such behavior is offensive, and ask them/him or her to immediately stop the behavior. It is important to let fellow employees know when behavior is offensive because the District hires people from a variety of cultural and ethnic backgrounds. Complaints of harassment in employment should be reported in writing as soon as possible to any supervisory employee, and/or Human Resources Personnel. If the complaint is directed against the General Manager, the complaint shall be filed with the Personnel Committee of the Board of Directors.

1. An employee is never required to make a complaint to a supervisor or manager who is alleged to be responsible for the harassment. The complaint may be made to an uninvolved supervisor or manager.
2. The complaint should include details of the incident, names of individuals involved, and names of any witnesses.
3. A formal complaint is made in writing. Said form should be submitted by the employee to any supervisory employee, preferably the immediate supervisor. While written complaints are strongly encouraged, the District will investigate all complaints, including those that are not written or that are anonymous. However, the ability to investigate and remedy unwritten or anonymous complaints may be compromised if insufficient information is available for the investigation.
4. An employee may file a formal or informal confidential complaint without fear of reprisal.
5. The investigation will be conducted in as confidential a manner as possible, consistent with a full, fair, and proper investigation.

2020.6 **Complaint Response Process.** Any supervisory employee who receives a formal sexual harassment complaint shall at all times maintain strict confidentiality and shall personally deliver said complaint immediately and directly to Human Resources, the General Manager, or the General Manager's designee, the Department Director or the General Manager.

1. Within ~~seventy-two (72)~~72 hours of the filing of a formal or informal complaint, even if it is withdrawn, an investigation shall commence and be conducted by Human Resources, the

Adopted by Resolution 20-XX, Date

Current Policy

gender, pregnancy, childbirth or related medical conditions). The District strictly prohibits and will not tolerate harassment of employees by officers, managers, supervisors or co-workers. Similarly, the District will not tolerate harassment by its employees of non-employees with whom District employees have a business, service or professional relationship. The District will seek to protect employees from harassment by non-employees in the workplace or in work related situations.

- B. Definition. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
 - i. Submission to such conduct by an individual is used as a term or condition of employment.
 - ii. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such an individual.
 - iii. Such conduct has the purpose or effect of substantially interfering with a person's work performance or creating an intimidating, hostile or offensive work environment.
 - iv. Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations, or comments, graphic commentaries on the person's body; sexually degrading words to describe the person, or propositions of a sexual nature.
 - v. Visual conduct such as derogatory and /or sexually-oriented posters, photography, cartoons, drawings, or gestures.
 - vi. Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with work because of sex, race or any other protected basis, sexually suggestive objects or pictures placed in the work area that may embarrass or offend the person.
 - vii. Direct or indirect threats or suggestions of sexual relations or sexual contact are made.
 - viii. Retaliation for having reported or threatened to report harassment.
- C. All employees shall be informed of the District's sexual harassment policy and complaint process again when any complaint is filed. Also, the policy and the complaint process set forth herein shall be readily available to all employees and members of the general public utilizing the District's facilities and services.
 - i. All new employees shall be given a copy of the sexual harassment policy at the time of hiring and said policy's contents shall be discussed with said employee at that time by the supervisor within whose department they will be working.
 - ii. An annual bulletin shall be prepared, distributed and signed by all employees informing them of the District's sexual harassment policy. See Appendix C.

General Manager, or the General Manager's designee, regarding the alleged harassment, the General Manager, within which the alleged harassment occurred.

2. The investigation shall include a written statement from the alleged harasser.
3. A written record of any investigation of an alleged sexual harassment shall be maintained. Findings will be sent to the General Manager, or their designee. The General Manager, or their designee, shall immediately inform, in total confidentiality, the Personnel Committee of the Board of Directors.
4. All discussions resulting from said investigation shall be kept confidential by all informed of said investigation.
5. The person initiating the complaint has the right to be accompanied by an advocate when discussing alleged incidents. Said person shall be advised of this right prior to the commencement of such discussions.
6. All parties concerned will be advised of the results of the investigation to the extent permitted by District policy and applicable law.

2020.7 Disciplinary Procedures and Sanctions. Upon conclusion of the investigation of an alleged sexual harassment, appropriate action shall be taken by the General Manager against the harasser where sexual harassment is found, including mandatory sexual harassment training to prevent future incidents. The complainant will be advised once the investigation is complete and will be provided with a summary of the results of the investigation, including whether corrective action was taken and the general nature of that action. The complainant will not be entitled to a copy of the confidential investigation report or the specific details of corrective action, consistent with employee privacy and confidential personnel matters. Others involved in the investigation may also be advised once the investigation is complete and provided with a summary of other information appropriate to their involvement.

1. Appropriate action shall be taken to remedy the victim's loss, if any, resulting from the harassment. Making the employee whole may involve reinstatement, back pay, etc.
2. Action taken to remedy a sexual harassment situation shall be done in a manner to protect potential future victims. An employee involved in a confirmed incident shall be removed from supervision of a person verified to have committed a harassment activity.
3. Employees complaining of sexual harassment shall be protected thereafter from any form of reprisal and/or retaliation.

Adopted by Resolution 20-XX, Date

- iii. Within fourteen (14) working days after any complaint has been filed in accordance with this policy, a bulletin shall be prepared and distributed to all employees re-informing them of the District's sexual harassment policy.
- D. **Complaint Process.** Any employee who believes he/she is the victim of sexual harassment should notify the other employee that such behavior is offensive, and ask him or her to immediately stop the behavior. It is important to let fellow employees know when behavior is offensive because the District hires people from a variety of cultural and ethnic backgrounds. Complaints of harassment in employment should be reported in writing as soon as possible to any supervisory employee. If the complaint is directed against the General Manager, the complaint shall be filed with the Personnel Committee of the Board of Directors.
 - i. An employee is never required to make a complaint to a supervisor or manager who is alleged to be responsible for the harassment. The complaint may be made to an uninvolved supervisor or manager.
 - ii. The complaint should include details of the incident, names of individuals involved and names of any witnesses.
 - iii. A formal complaint is made in writing. Said form should be submitted by the employee to any supervisory employee, preferably to the immediate supervisor. While written complaints are strongly encouraged, the District will investigate all complaints, including those that are not written or that are anonymous. However, the ability to investigate and remedy unwritten or anonymous complaints may be compromised if insufficient information is available for the investigation.
 - iv. An employee may file a formal or informal confidential complaint without fear of reprisal.
 - v. The investigation will be conducted in as confidential a manner as possible, consistent with a full, fair and proper investigation.
- E. **Complaint Response Process.** Any supervisory employee who receives a formal sexual harassment complaint shall at all times maintain strict confidentiality and shall personally deliver said complaint immediately and directly to the Department Director or the General Manager.
 - i. Within seventy-two (72) hours of the filing of a formal or informal complaint, even if it is withdrawn, an investigation shall commence and be conducted by the General Manager, within which the alleged harassment occurred.
 - ii. The investigation shall include a written statement from the alleged harasser.
 - iii. A written record of any investigation of an alleged sexual harassment shall be maintained. Findings will be sent to the General Manager. The General Manager shall immediately inform, in total confidentiality, the Personnel Committee of the Board of Directors.

Current Policy

- iv. All discussions resulting from said investigation shall be kept confidential by all informed of said investigation.
 - v. The person initiating the complaint has the right to be accompanied by advocate when discussing alleged incidents. Said person shall be advised of this right prior to the commencement of such discussions.
 - v. All parties concerned will be advised of the results of the investigation.
- F. **Disciplinary Procedures and Sanctions.** Upon conclusion of the investigation of an alleged sexual harassment, appropriate action shall be taken by the General Manager against the harasser where sexual harassment is found, including mandatory sexual harassment training to prevent future incidents. The complainant will be advised once the investigation is complete and will be provided with a summary of the results of the investigation, including whether corrective action was taken and the general nature of that action. The complainant will not be entitled to a copy of the confidential investigation report or the specific details of corrective action, consistent with employee privacy and confidential personnel matters. Others involved in the investigation may also be advised once the investigation is complete and provided with a summary of other information appropriate to their involvement.
- i. Appropriate action shall be taken to remedy the victim's loss, if any, resulting from the harassment. Making the employee whole may involve reinstatement, back pay, etc.
 - ii. Action taken to remedy a sexual harassment situation shall be done in a manner so as to protect potential future victims. An employee involved in a confirmed incident shall be removed from supervision of a person verified to have committed a harassment activity.
 - ii. Employees complaining of sexual harassment shall be protected thereafter from any form of reprisal and/or retaliation.
8. **EMPLOYEE STATUS**
- A. **At Will.** All employment at the District is "at will." This means that either the employee or the District may end the employment relationship at any time, with or without advance notice and with or without cause. Provided, however, that discipline, grievance, layoff and other similar procedures in an MOU or written employment agreement will apply while in force, but are not intended to alter the at-will nature of the employment relationship. The at will nature of the employment relationship can only be changed by a clear and unambiguous intent to alter the at will nature of employment made in a MOU or written employment agreement approved by the District Board and signed by or on half of the employee involved. Any reference in this Manual to discipline is not intended to change the at will nature of the employment relationship or to restrict either the employee's or the District's options under the "at will" employment policy.

POLICY TITLE: WHISTLEBLOWER PROTECTION
POLICY NUMBER: 2025

2025.1 The District is committed to the highest standards of financial reporting and lawful and ethical behavior. Protecting the integrity of the District is of paramount importance. Additionally, the District is committed to full compliance with all state and federal statutes, rules, and regulations by all employees and members of the Board of Directors.

2025.2 The purpose of this policy is to encourage and enable Board members, employees, temporary employees, consultants, vendors, and others affiliated with the District to report any action or suspected action taken within the District that is illegal, fraudulent, or in violation of any adopted policy of the District, to a source within the District before turning to outside parties for resolution.

2025.3 **Definition.** A "Whistleblower" is an employee who discloses information to a government or law enforcement agency, person with authority over the employee, or to another employee with authority to investigate, discover, or correct the violation or noncompliance, or who provides information to or testifies before a public body conducting an investigation, hearing, or inquiry, where the employee has reasonable cause to believe that the information discloses violations of state or federal statute, violation or noncompliance with a local, state, or federal rule or regulation, or unsafe working conditions or work practices in the employee's employment or place of employment. A whistleblower can also be an employee who refuses to participate in an activity that would result in a violation of a state or federal statute, or a violation of or noncompliance with a local, state, or federal rule or regulation.

2025.4 This policy applies to any matter which is related to the District's business and does not relate to private acts of an individual not connected to the business of the District. This policy is intended to supplement but not replace the District's other related policies such as harassment and discrimination (Policies 2000, 2005, 2015, and 2020), any grievance procedure, or to any applicable state and federal laws governing whistleblowing.

2025.5 Board members and employees are prohibited from taking an adverse action against another employee who has engaged in protected activity.

2025.6 **Protected employees.** An employee, or a person acting on behalf of the employee, who reports or is about to report, or is perceived to have reported or be about to report, verbally or in writing, a violation or suspected violation of this policy, unless the employee knows the report is false. Additionally, employees are protected when the employee is requested by the District or any agency or officer thereof, to participate in an investigation, hearing, or inquiry held by the District, agency, or official, are protected under this policy.

2025.7 **Retaliation Prohibited.** No District Board member or employee may take the following actions against any other employee or Board member because the latter employee or Board member in good faith engaged in certain kinds of protected activity:

1. Terminate, demote, suspend, or take other similar adverse employment action.
2. Threaten, or otherwise discriminate against an employee regarding the employee's compensation, terms, conditions of employment, work location assignment, or privileges.
3. Subject to coercion or disciplinary action.

Adopted by Resolution 20-XX, Date

2025.8 To protect the District's integrity and the public's trust, the District may take official action to enforce and punish violations of standards of this policy.

2025.9 **Protected Activity.**

1. Disclosure of information to a government or law enforcement agency, person with authority over the employee, or to another employee with authority to investigate.
2. Refusal to participate in an activity that would result in violation of a state or federal statute, or a violation of noncompliance with local, state, or federal rule or regulation.
3. Filing a complaint for investigation with the California Office of the Controller's Whistleblower Program, the District Attorney, the Grand Jury, Cal/OSHA, or any other agency or District department or person with authority to receive or process whistleblower complaints alleging:
 - a. Improper governmental activity
 - b. Misuse of funds
 - c. Deficiencies in quality and delivery of services
 - d. Wasteful or inefficient practices
 - e. Unlawful activity in connection with a District contract
 - f. Abuse of authority
 - g. Specified or substantial danger to public health or safety
 - h. Use of a District office, position, or resource for personal gain
 - i. Any other similar type of complaint
4. This protection extends to those whose allegations that are made in good faith but prove to be mistaken.
5. The District reserves the right to discipline employees who make bad faith, knowingly false, or vexatious complaints, reports, or inquiries or who otherwise abuse this policy.
6. Complaints or concerns expressed to co-workers who do not have the authority to act on whistleblower complaints are not protected activity under this policy.

2028.10 **Reporting.**

1. All persons who witness or experience improper activity of the type enumerated by this policy shall report the activity in order to facilitate early, effective, and impartial investigation and intervention by the District.
2. Any whistleblower who believes they are being retaliated against must contact the Human Resources department, the General Manager, or the General Manager's designee immediately.
3. Matters reported internally will be investigated by the General Manager or their designee. The District will provide a full report on matters raised under this policy to the Board of Directors.
4. Complaints, reports, or inquiries may be made under this policy on a confidential or anonymous basis. The report should provide sufficient information and specific facts. The District will conduct a prompt and objective review and investigation of the allegation.

Adopted by Resolution 20-XX, Date

Proposed Policy

BEAUMONT-CHERRY VALLEY WATER DISTRICT

GENERAL

POLICY TITLE: DEFINITIONS

POLICY NUMBER: [41000](#)

1000.1 **District.** [The](#) Beaumont-Cherry Valley Water District shall hereinafter be referred to as "District."

1000.2 **Designee(s).** Sections empowering the General Manager as decision-maker will not apply to any other individual, unless the General Manager should designate another management employee or supervisor as vested with such powers.

[1000.3](#) **Employee.** [See Policy 3000.](#)

[1000.4](#) **Board of Directors.** [The Board of Directors are an elected body and therefore not considered employees of the District. The Board of Directors may be referred to as "the Board" herein. Section 4000 of this Manual defines the roles, responsibilities, and powers of the Board of Directors.](#)

Current Policy

1. DEFINITIONS

- A. District. Beaumont-Cherry Valley Water District shall hereinafter be referred to as "District."
- B. Designees. Sections empowering the General Manager as decision-maker will not apply to any other individual, unless the General Manager should designate another management employee or supervisor as vested with such powers.

2. CONTRACTUAL PROVISIONS

- A. Application. The provisions of this Manual will apply to all District employment. In the event a specific provision of this Manual is contrary to a term or terms of a Memorandum of Understanding (MOU) or a written employment agreement, the MOU or written employment agreement will prevail. Such MOU or employment agreement and any amendment must be in writing and duly adopted by action of the District Board at a properly noticed public meeting.

3. EQUAL OPPORTUNITY

The District is an equal opportunity employer. The District will not unlawfully discriminate against qualified applicants or employees with respect to any terms or conditions of employment based on race, color, national origin, ancestry, sex (including pregnancy, childbirth or related medical conditions), sexual orientation, gender identity, age (40 and over), religion and religious creed, physical or mental disability, legally protected medical condition (including ARC or HIV positive, cancer and genetic characteristics), marital status, citizenship status, military service status, or other basis protected by law.

When necessary, the District will reasonably accommodate employees and applicants with disabilities if the person is otherwise qualified to safely perform all of the essential functions of the position. The District will also provide reasonable accommodation for pregnancy, childbirth or related medical conditions if requested by the employee upon advice and medical certification of her health care provider. Reasonable accommodation may include a temporary transfer to a less strenuous or hazardous position, if requested, supported by proper medical certification and otherwise qualifying as reasonable accommodation.

The District is also committed to providing a workplace that is free of unlawful harassment, including sexual harassment. Please see the policies on Harassment and Sexual Harassment in this Manual. Complaints alleging discrimination or any other violation of this Equal Opportunity Policy may be made according to the complaint process in the Sexual Harassment Policy. The District prohibits retaliation against employees for making a complaint, opposing unlawful discrimination and harassment or cooperating in an investigation. Complaints of retaliation may be made according to the complaint procedure in the Sexual Harassment Policy.

Adopted by Resolution 20-XX, Date

Proposed Policy

BEAUMONT-CHERRY VALLEY WATER DISTRICT

GENERAL

POLICY TITLE: CONTRACTUAL PROVISIONS
POLICY NUMBER: 1005

1005.1 **Application.** The provisions of this Manual will apply to all District employment. In the event a specific provision of this Manual is contrary to a term or terms of a Memorandum of Understanding (MOU) or a written employment agreement, the MOU or written employment agreement will prevail. Such MOU and any amendment must be in writing and duly adopted by action of the District Board at a properly noticed public meeting.

Adopted by Resolution 20-XX, Date

Current Policy

1. DEFINITIONS

- A. District. Beaumont-Cherry Valley Water District shall hereinafter be referred to as "District."
- B. Designees. Sections empowering the General Manager as decision-maker will not apply to any other individual, unless the General Manager should designate another management employee or supervisor as vested with such powers.

2. CONTRACTUAL PROVISIONS

- A. Application. The provisions of this Manual will apply to all District employment. In the event a specific provision of this Manual is contrary to a term or terms of a Memorandum of Understanding (MOU) or a written employment agreement, the MOU or written employment agreement will prevail. Such MOU or employment agreement and any amendment must be in writing and duly adopted by action of the District Board at a properly noticed public meeting.

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The District is an equal opportunity employer. The District will not unlawfully discriminate against qualified applicants or employees with respect to any terms or conditions of employment based on race, color, national origin, ancestry, sex (including pregnancy, childbirth or related medical conditions), sexual orientation, gender identity, age (40 and over), religion and religious creed, physical or mental disability, legally protected medical condition (including ARC or HIV positive, cancer and genetic characteristics), marital status, citizenship status, military service status, or other basis protected by law.

When necessary, the District will reasonably accommodate employees and applicants with disabilities if the person is otherwise qualified to safely perform all of the essential functions of the position. The District will also provide reasonable accommodation for pregnancy, childbirth or related medical conditions if requested by the employee upon advice and medical certification of her health care provider. Reasonable accommodation may include a temporary transfer to a less strenuous or hazardous position, if requested, supported by proper medical certification and otherwise qualifying as reasonable accommodation.

The District is also committed to providing a workplace that is free of unlawful harassment, including sexual harassment. Please see the policies on Harassment and Sexual Harassment in this Manual. Complaints alleging discrimination or any other violation of this Equal Opportunity Policy may be made according to the complaint process in the Sexual Harassment Policy. The District prohibits retaliation against employees for making a complaint, opposing unlawful discrimination and harassment or cooperating in an investigation. Complaints of retaliation may be made according to the complaint procedure in the Sexual Harassment Policy.

Proposed Policy (New)

No Existing Policy

BEAUMONT-CHERRY VALLEY WATER DISTRICT

GENERAL

POLICY TITLE: POLICY MANUAL

POLICY NUMBER: 1010

1010.1 A manual of District policies shall be maintained by the Human Resources Department.

1010.2 The Policy Manual will be available to all employees and members of the public in accordance with the Public Records Act and under applicable law.

1010.3 Revisions to the Policy Manual are subject to approval by the Board of Directors.

1. The Table of Contents, Title Pages, Page Numbering, and Dividers are exempt from Board approval.
2. Changes of format, font, spacing, and corrections of typographical (typo) errors are exempt from board approval.

1015.4 Upon hire, employees will receive a copy of the Policy Manual and sign an acknowledgement of receipt.

1015.5 Individual District departments and employees may maintain additional department or desk manuals separately from the Policy Manual. Adoption or revision of these internal documents are not subject to Board approval.

1015.6 The Policy Manual will be written with clarity, precision, and inclusion. The Policy Manual will be written using APA (American Psychological Association) style and grammar guidelines to increase the ease of reading comprehension.

1. The Policy Manual will use a standardized format and numbering system.
2. The Policy Manual will use the singular "they" as a generic third-person pronoun.
3. The Policy Manual will use the serial comma, also known as the Oxford comma.
4. Law, Government Code, etc. will be cited via parenthetical citations.
5. Policies may cite other policies within the text to provide context via parenthetical citations.
6. Abbreviations must be defined upon first use for each individual policy. Terms defined under the Definitions policy (Policy 1000) need not be defined in subsequent policies. For example, "District" is always defined as "Beaumont-Cherry Valley Water District" (Policy 1000.1).
7. Numbers will be listed as numerals only, not spelled alphabetically. For example, "5," "\$5,000," and "120" are all acceptable.

1015.7 **Reservation of Rights.** As circumstances change, the District may revise, supplement, or rescind policies or portions of this Manual. Employees will be notified in writing of such changes as they occur. Only written changes adopted by the Board of Directors are recognized or binding.

Adopted by Resolution 20-XX, Date



**Beaumont-Cherry Valley Water District
Regular Board Meeting
April 14, 2021**

Item 4

STAFF REPORT

TO: Board of Directors

FROM: Dan Jagers, General Manager

SUBJECT: Approval of a Three-Year Agreement for the NeoGov Human Resources Information System for an amount not to exceed \$81,831.84

Staff Recommendation

Authorize the General Manager to execute a three (3) year agreement for the NeoGov Human Resources Information System (HRIS) for an amount not to exceed \$81,831.84.

Background

The Beaumont-Cherry Valley Water District (District) is currently in need of a Human Resources Information System (HRIS) that has the capability of managing the entire Human Resources employee lifecycle. This includes everything from recruiting and job application tracking to drug screening, performance evaluations, mandatory training, benefits/payroll, and more. Currently, the District is performing most of these tasks manually, which is extremely inefficient, especially as the District continues to grow.

Some of the key benefits from an HRIS are as follows:

- Better record keeping
- Improved quality of HR reporting
- Centralized database of employee information
- Streamlining employee recruiting and onboarding
- Time-Tracking, Leave Management and Scheduling
- Payroll and Benefits Administration
- Mandatory Training Tracking
- Employee Self-Service options
- Incorporate all functions of HR into one system

An HRIS system will increase productivity, improved operational efficiency, boost employee satisfaction, and provide management reporting for informed decision-making.

Summary

Due to the specific needs of the District and the limited number of available vendors for these services, the General Manager has determined that a sole-source contract is necessary. Under the BCVWD Policies and Procedures Manual Part III Section 17 H – Sole Source, the purchase meets the following criteria:



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
iv	Procurement of support services in connection with the assembly, installation or servicing of equipment or software of a highly technical or specialized nature
viii	Procurement of compatible additions to existing equipment where a different manufacturer's equipment would be impractical for the specific need

Selection Process

District staff researched Human Resources Information Systems that would provide a secure, user friendly, web accessible platform. The product must seamlessly integrate with other technologies currently being utilized by the District and could be supported by internal District staff to minimize long-term cost of ownership.

Several systems were evaluated based on the following criteria:

- Automated Applicant Tracking
- Electronic New Hire Onboarding
- Integrated Time & Attendance Solutions
- Payroll Processing
- Paid Time Off Management
- Benefits and Open Enrollment Administration
- Benefits Invoice Reconciliation and Carrier Payments
- Performance Management Tracking
- License and Training Tracking
- Workers Compensation Tracking
- HR Compliance and Documents Library
- Ad Hoc On Demand Reporting
- General Ledger batch export to Springbrook / Payroll integration
- Employee Self Service
- Employee Communications and Recordkeeping

NeoGov is a California-based company located in El Segundo and supports more than 2,000 government and higher education institutions. Most local city and municipal government agencies in Riverside and San Bernardino Counties utilize NeoGov in some capacity.



After a thorough review by the IT Department, NeoGov was selected as the best option based on the District's requirements and recommends sole-sourcing this item due to the significant local presence of this software in local area government agencies.

Fiscal Impact

The fiscal impact to the District is not to exceed \$81,831.84 over the 3-year term of the contract. For the 2021 fiscal year, the impact will be \$22,878.79, which includes the set-up, and first year of service.

Invoice Date	Amount Due	Current / Proposed Budget
April, 2021	\$22,878.79	\$36,000
April, 2022	\$23,211.49	\$36,000
April, 2023	\$35,741.56	\$36,000
April, 2024 – and after	\$35,741.56*	\$36,000

No appropriation is needed, as the initial cost and implementation fee was included under 01-35-315-580026, Licensing/Maintenance/Support, in the FY 2021 Operating Budget.

*All costs after April 2024 will be based on the 2023 pricing. The vendor reserves the right to increase pricing with sufficient notice to all customers.

Attachments

1. Exhibit A – Order Form NeoGov
2. BCVWD Policies and Procedures Manual Part III Section 17

Staff Report prepared by Robert M. Rasha Jr., Director of Information Technology

Exhibit A Order Form

NEOGOV

NEOGOV

Customer:

Governmentjobs.com, Inc. (dba "NEOGOV")
300 Continental Blvd, Suite 565
El Segundo, CA 90245
United States
accounting@neogov.com

Beaumont-Cherry Valley Water District (CA)
Beaumont, CA
USA

Quote Valid From: 2/23/2021
Quote Valid To: 3/25/2021

Quote Number: Q-00822
Payment Terms: Annual Net 30

Order Summary

Year 1

Service Description	Start Date	End Date	Term Price
Onboard License			\$1,309.70
Insight License			\$1,496.75
Perform License			\$2,245.25
Core HR License			\$2,245.25
Customer Success Package License			\$0.00
Governmentjobs.com License			\$346.50
Payroll License			\$2,993.55
Time & Attendance License			\$2,993.49
Benefits License			\$748.30
Year 1 TOTAL:			\$14,378.79

Year 2

Service Description	Start Date	End Date	Term Price
Governmentjobs.com License			\$559.35
Benefits License			\$1,207.97
Onboard License			\$2,114.23

Service Description	Start Date	End Date	Term Price
Insight License			\$2,416.18
Perform License			\$3,624.48
Core HR License			\$3,624.48
Customer Success Package License			\$0.00
Time & Attendance License			\$4,832.35
Payroll License			\$4,832.45
Year 2 TOTAL:			\$23,211.49

Year 3

Service Description	Start Date	End Date	Term Price
Insight License			\$3,720.49
Onboard License			\$3,255.54
Perform License			\$5,581.05
Core HR License			\$5,581.05
Customer Success Package License			\$0.00
Governmentjobs.com License			\$861.30
Time & Attendance License			\$7,440.96
Payroll License			\$7,441.11
Benefits License			\$1,860.06
Year 3 TOTAL:			\$35,741.56

Year 1

Service Description	Start Date	End Date	Term Price
Insight Training			\$500.00
Insight Setup			\$500.00
Onboard Training			\$500.00
Onboard Setup			\$500.00
Perform Training			\$500.00
Perform Setup			\$500.00
Core HR Training			\$500.00
Core HR Setup			\$500.00
Payroll Training			\$750.00

Service Description	Start Date	End Date	Term Price
Payroll Software Setup			\$750.00
Time & Attendance Training			\$750.00
Time & Attendance Setup			\$750.00
Implementation Package			\$0.00
Benefits Training			\$750.00
Benefits Setup			\$750.00
Year 1 TOTAL:			\$8,500.00

ORDER TOTAL: **\$81,831.84**

DRAFT

- 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.



**Beaumont-Cherry Valley Water District
Regular Board Meeting
April 14, 2021**

Item 5

STAFF REPORT

TO: Board of Directors

FROM: Dan Jagers, General Manager

SUBJECT: **Approve Replacement of Audio-Visual Equipment in the Board of Directors Meeting Chambers for an amount not to exceed \$40,640**

Staff Recommendation

Authorize the General Manager to proceed with replacement of Audio-Visual Equipment in the Board of Directors Meeting Chambers referenced in 2021 Capital Improvement Plan IT-ADMIN-002 for an amount not to exceed \$40,640.

Background

The Beaumont-Cherry Valley Water District (District) has a desire to update / upgrade the audio-visual equipment located in the Board of Directors meeting rooms. Initially, \$150,000 was requested to replace all equipment, however, to provide a more cost-effective solution, it has been determined that all work can be done in-house by District staff, providing significant savings to the District. The current equipment that is in the meeting space was installed during the initial build of the administration office at 560 Magnolia Avenue and has been fully depreciated. It is in immediate need of replacement.

During the replacement of the equipment, staff will also be installing technology that will enable the District to broadcast / multicast the Board of Directors meetings to the public utilizing technologies such as Zoom, YouTube, Facebook Live, and others.

Since all items will be purchased and installed by District staff, this project will not go out to bid. All items will be purchased in accordance with the District Purchasing Policy.

If approved, the following items would be purchased and installed:

- 2x 65"-85" Smart TVs with mounting / stand (size will be based on where it will be mounted)
- 11x Solid State Computer Systems (fanless / noiseless)
- Webcams and adapters
- Solid State Digital Recorder
- 16 Channel Digital Mixer
- Cables, Adapters, DI Boxes, Splitters, etc. to connect all devices*

**Existing microphones and monitors will be utilized as these devices were recently replaced*

The individual devices being purchased will be installed and configured by the Information Technology Department, and training will be provided to internal staff to support all future meetings.



Fiscal Impact

The fiscal impact to the District is not to exceed \$40,640. The 2021 CIP currently allocates \$150,000 (IT-ADMIN-0002); however, staff believes it is possible to significantly lower these costs by performing the upgrade internally.

A breakdown of cost is as follows.

Item	Estimated Cost
(2) Smart TVs	\$6,000
TV Stand / Mounting	\$2,000
(11) Solid State PC's (Fanless / Noiseless)	\$16,700
12-16 Channel Audio Mixer	\$3,000
DI Box with XLR Snake Cable	\$500
Digital Recorder with Cables	\$1,000
Wiring, Cameras, Adapters, Connectivity Devices	\$5,000
20% contingency to address any unforeseen costs	\$6,440

Staff Report prepared by Robert M. Rasha Jr., Director of Information Technology



**Beaumont-Cherry Valley Water District
Regular Board Meeting
April 14, 2021**

Item 6

STAFF REPORT

TO: Board of Directors

FROM: Dan Jagers, General Manager

SUBJECT: **Declare Benches Surplus and Donate to Beaumont-Cherry Valley Recreation and Park District for use in Bogart Park**

Staff Recommendation

Declare 20 park benches and 10 picnic tables previously used at the Noble Creek Recharge Facility (NCRF) Phase I site as surplus equipment, waive the requirements of BCVWD Policy and Procedures Manual Part III Section 8 A-ii, and donate the benches to the Beaumont-Cherry Valley Recreation and Park District (BCVRPD) for use at Bogart Park.

Background

In early 2018, the Beaumont-Cherry Valley Water District (BCVWD) Board of Directors, with the public's safety in mind, instructed District staff to remove the picnic benches, barbecues, and portable restroom from the NCRF Phase I facility to deter loitering by the local high school students and transients in the area. Subsequently, the BCVWD Board of Directors decided to enclose the NCRF Phase I with a chain link fence. The fencing was completed in September, 2020 and the facility is no longer considered a space within the public realm, negating the need to accommodate the public with said picnic benches. Since their removal, these items have been stored at other District facilities and remain unused.

On November 14, 2018, after lengthy negotiations, the Board of Directors approved the assignment of its Bogart Park property lease to the Beaumont-Cherry Valley Recreation and Park District (BCVRPD). In December 2018, the Riverside County Regional Park and Open Space District (RCRPOSD) assigned the remaining term of its lease of BCVWD property representing portions of Bogart Park along with the County-owned Bogart Park land to BCVRPD. Subsequently, BCVRPD has made many significant improvements to the Park to make it useful and appealing to the public once again.

BCVWD Policies and Procedures Manual Part III, Section 8 – Disposal of Surplus Property or Equipment directs that the Board of Directors shall take action to declare equipment surplus if the value is greater than \$500. Section 8 A-ii specifies that surplus equipment is to be advertised for sale and bids accepted.

Summary

On March 23, 2021, correspondence was received (attached) from BCVRPD General Manager Duane Burk stating that the above-identified picnic benches could be utilized in Bogart Park for public use.

BCVWD does not have a need for the benches and could make use of available space that is currently occupied by the benches. Furthermore, District staff identifies that the public could benefit from the benches if they were located in Bogart Park.



The monetary value of the park benches is unknown, but staff estimates it may be greater than \$500. Staff requests that the Board consider waiving the requirements of District Policy Section 8 A-ii which requires sale of surplus equipment valued greater than \$500, and direct staff instead to donate the park benches to the Beaumont-Cherry Valley Recreation and Park District for use at Bogart Park.

There are 20 benches (3 broken) and 10 tables (1 broken). Staff notes that if BCVRPD cannot repair / use the broken items, that they will be disposed of.

Fiscal Impact

None.

Attachment

Correspondence from BCVRPD dated March 16, 2021

Photos of park benches to be declared surplus

BCVWD Policies and Procedures Manual, Part III Section 8

Staff Report prepared by Erica Gonzales, Administrative Assistant



BEAUMONT-CHERRY VALLEY

RECREATION & PARK DISTRICT

March 16th, 2021

Beaumont-Cherry Valley Water District
Attn: Dan Jagers, General Manager
560 Magnolia Avenue
Beaumont CA 92223

Dear Mr. Jagers

I hope all is well. I wanted to send this letter to update you and your Board of park improvements that have been accomplished in Bogart Park. The irrigation in the meadow is completed; the playground equipment is functional and certified for use. All bathrooms are operational, oak trees have been trimmed and look great we have hired a consultant for environmental issues and a civil engineer for GIS mapping and finally the big news is we have stocked the pond with fish. We anticipate this will enhance more activity in the park this spring and moving forward.

With that said, I noticed your recharge facility has been recently fenced off and benches are stored by the water tank on Cherry Valley Blvd, is the Water District considering to surplus these benches? If so, our park District could utilize their use in Bogart Park. As you know, we have enjoyed a great relationship with you and your Board of Directors one of which I am very honored. Consequently, you and your staff are very helpful and responsive in all of our requests such as fishing derby, Apple fire, Eldorado fire, our Winter fest just to name a few. Collaboration and cooperation is defined by all of you.

In the future we look forward to a continued working relationship and of course if we can be of any assistance please just let us know. If the Water District does surplus these benches please consider Bogart Regional Park for their future use by the public.

Respectfully,

Duane Burk
General Manager
Beaumont-Cherry Valley Recreation and Park District

390 W OAK VALLEY PARKWAY, BEAUMONT CA 92223 - (909) 845-9555 - FAX: (909) 845-9557
WWW.BCVPARKS.COM

DAN HUGHES, CHAIRMAN - CHRIS DIERCKS, VICE CHAIRMAN/SECRETARY - JOHN FLORES, TREASURER -
DENISE WARD, DIRECTOR - ARMANDO DE LA CRUZ, DIRECTOR

Benches and Tables for Surplus



- 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.



**Beaumont-Cherry Valley Water District
Regular Board Meeting
April 14, 2021**

Item 7

STAFF REPORT

TO: Board of Directors

FROM: Dan Jagers, General Manager

SUBJECT: Request for Update to *Will Serve Letter* for Riverside County Assessor's Parcel No. 402-100-020 Located on High Street, east of Cherry Avenue and west of Jonathan Avenue in the Community of Cherry Valley

Staff Recommendation

Consider the request for an update of water service for a property located on High Street, identified as Riverside County Assessor's Parcel No. (APN) 402-100-020 within the community of Cherry Valley, subject to payment of all fees to the District and securing all approvals from the County of Riverside and:

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

Background

The Applicant, Michelle Koning, has requested water service from the District for a proposed single-family residence on an existing parcel of land located on High Street and further identified as Riverside County APN 402-100-020.

On April 11, 2018, the Beaumont-Cherry Valley Water District (BCVWD) Board of Directors approved the original request for water service for APN 402-100-020 (see Attachment 1 – Parcel Map) which would take service on High Street. Following said approval on April 11, 2018, the District received a request for update of water service on July 11, 2019 with a service address of 10436 Apple Court identifying a use of a private cul-de-sac street which would require the applicant to extend a water main into the newly created cul-de-sac to receive water service for an address of Apple Court.

District staff informed the Applicant of the requirements regarding water main extensions and subsequently the Applicant initiated the process of abandoning the private cul-de-sac which allowed the change of address from 10436 Apple Court to 40127 High Street. This process allowed the parcel to conform with the District's standard practices concerning water service installations.

On March 31, 2021, the Applicant submitted a request for update of water service for APN 402-100-020 to the District. The Applicant provided us documentation (see Attachment 2 – Property Site Address Form) identifying the removal of the 10436 Apple Court address and the primary address change of 40127 High Street. District staff has verified with the County of Riverside that the address change has been successfully updated which satisfies the District's standard.

Said property is located on High Street, between Cherry Avenue and Jonathan Avenue in the community of Cherry Valley, California. This parcel is currently within the District's Service Boundary. The Applicant plans to construct a new single-family residence on the parcel identified



on the attached Parcel Map. The Applicant will need to secure the necessary approvals from the County of Riverside.

The impact of this residence on the District's water supply system is minimal. The Applicant will be required to pay all applicable District Fees including Facilities Fees, a non-tract water service installation charge, and front-footage fees. The Applicant will be required to pay all actual applicable fees in effect at the time of application for service installation.

Final meter size will be determined by the Applicant. Fire Flow requirements will be determined by the County of Riverside Fire Department and said requirements will dictate actual required Fire Hydrant Fire Flows and residential fire sprinkler requirements for the residence.

Conditions:

The Applicant shall conform to all District requirements for water service and all County of Riverside requirements.

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

Fiscal Impact:

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

Attachments

- Attachment 1 – Vicinity Map – APN 402-100-020
- Attachment 2 – Property Site Address Form
- Attachment 3 – Site Plan – APN 402-100-020
- Attachment 4 – "Will Serve Request" Application

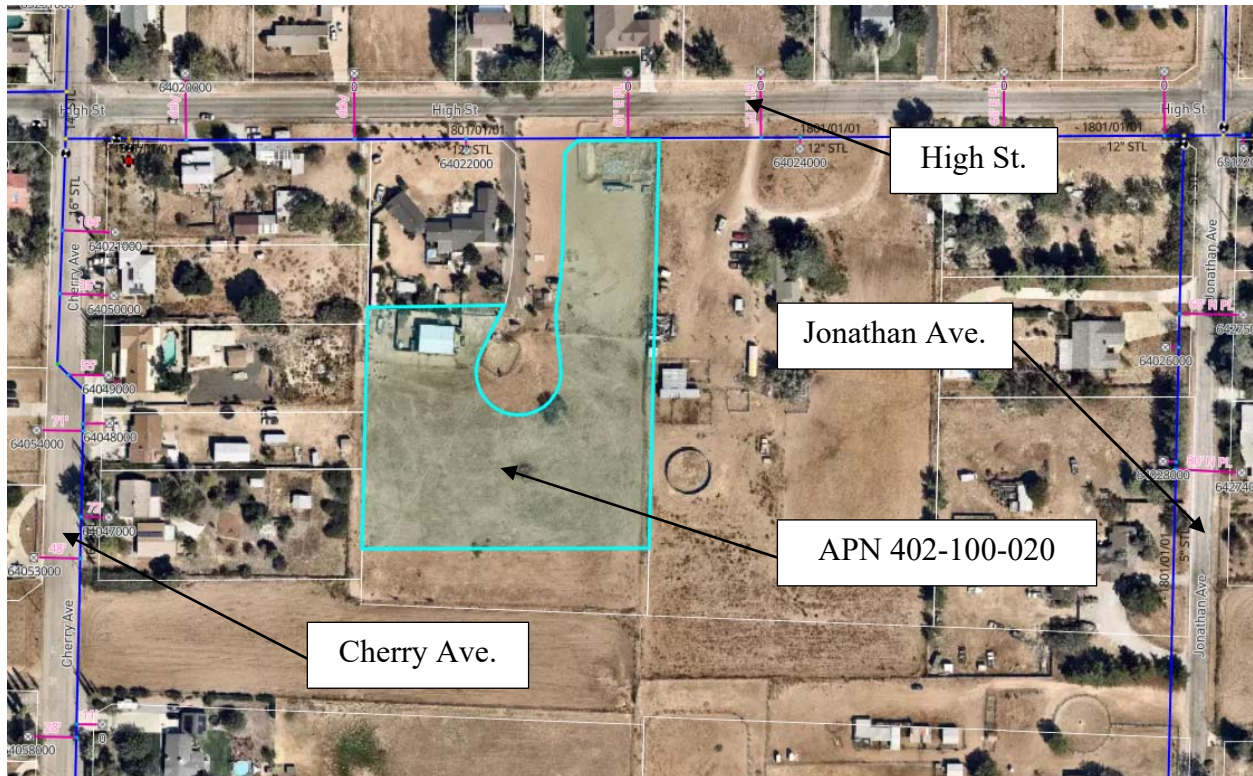
Report prepared by Aaron Walker, Development Services



**Beaumont-Cherry Valley Water District
Regular Board Meeting
April 14, 2021**

Item 7

**ATTACHMENT 1
Vicinity Map – APN 402-100-020**



Attachment 2 - Property Site Address Form



County of Riverside
Transportation and Land Management Agency
Property Site Address Form



Permit number: N/A

Date: 03/11/2021

Delivered to: Michelle Koning Phone #:

This official address was created and assigned by the County of Riverside.

The address (s) below are being assigned to:

- | | |
|---|--|
| <input checked="" type="checkbox"/> Residential Dwelling | <input type="checkbox"/> Cell Tower/ Monopole/ Palm / Pine |
| <input type="checkbox"/> Mobile Home Dwelling | <input type="checkbox"/> Irrigation Meter |
| <input type="checkbox"/> Commercial Building | <input type="checkbox"/> Water Meter |
| <input type="checkbox"/> Pump Station Meter | <input type="checkbox"/> Temporary Power Meter |
| <input type="checkbox"/> Agricultural(Commercial if existing address) Meter | <input type="checkbox"/> Monument Sign |
| <input type="checkbox"/> Cable Pedestal | <input type="checkbox"/> Electric to Well |
| <input type="checkbox"/> Power Pedestal | <input type="checkbox"/> Rough Grading |
| <input type="checkbox"/> Traffic Signal Light Pedestal | <input type="checkbox"/> Guard House |
| <input type="checkbox"/> Street Light | <input checked="" type="checkbox"/> Address change per owner requested |

Address Action (Check one): ☒ New Address ☐ Address Verification ☐ Address Change

Assessor's Parcel number: 402100020

Primary Address: 40127 HIGH ST. BEAUMONT, CA 92223

Second Unit Address: N/A

Property Legal Description: CHERRY VALLEY LAND & WATER CO LOT 2

Please remove your present address: 10436 Apple Ct. Beaumont, Ca 92223

In issuing this notice the Building Director is acting for the Board of Supervisors by virtue of the provisions of Ordinance No. 463 of the County of Riverside, which provides that the official number is to be displayed within 30 days from the date of issuance of this notice.

Failure to comply with this notice is a violation of above-mentioned ordinance.

For your convenience, safety and to eliminate possible confusion, you are required to immediately display your correct number. **You will need to show this document when applying for utilities such as Edison (SCE), Gas Company, Water, or Telephone Service, as well as the U.S. Postal Service.**

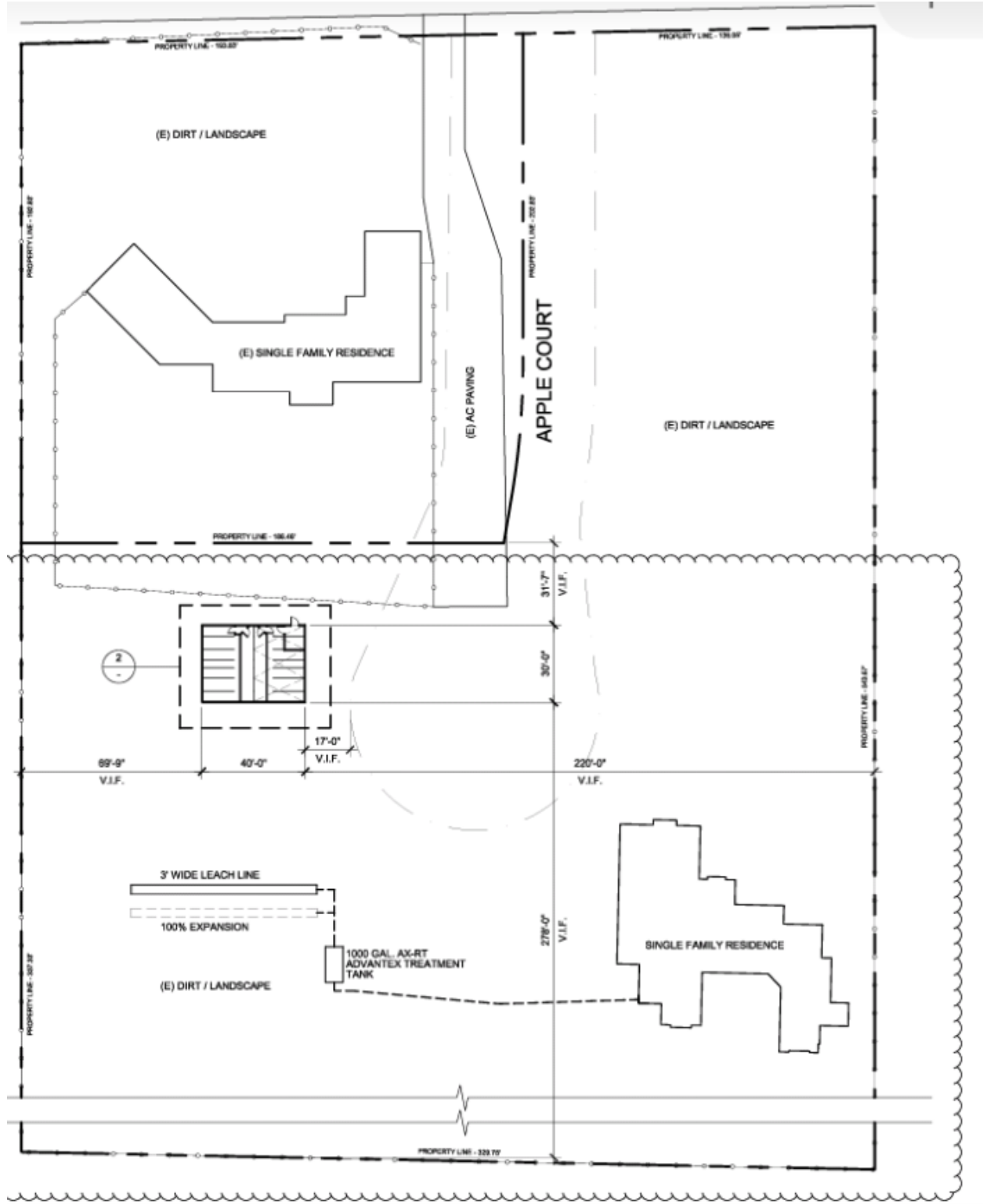
If additional information is desired in this matter, address your communications to RCIT/GIS, 3450 14th Street, Riverside, CA. 92501 or (951) 955-8158.

295-1053 (rev 02/2020)

4080 Lemon Street, 9TH Floor • Riverside, California 92502 • (951) 955-8158
P. O. Box 1629 • Riverside, California 92502-1605 • FAX (951) 955-1817

Address created by: Vinnie Nguyen

ATTACHMENT 3 - SITE PLAN
APN 402-100-020



ATTACHMENT 4 - WILL SERVE REQUEST
APPLICATION



BEAUMONT CHERRY VALLEY WATER DISTRICT

560 Magnolia Avenue • PO Box 2037
Beaumont, CA 92223-2258
Phone (951) 845-9581
www.bcvwd.org

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

Applicant Name: Michelle Koning	Contact Phone # 951-428-9189
Mailing Address: 10436 Apple Court	Fax #:
City: Cherry Valley	E-mail: mycoolbulldogs@aol.com
State & Zip: CA 92223	
Service Address: 40127 High Street, Cherry Valley, CA 92223	
Assessor's Parcel Number (APN), Tract Map No. Parcel Map No.: 402-100-020	
Project Type: <input checked="" type="checkbox"/> Single-Family <input type="checkbox"/> Multi-Family <input type="checkbox"/> Commercial/Industrial <input type="checkbox"/> Minor Subdivision (5 lots or less) <input type="checkbox"/> Major subdivision (6+ lots) <input type="checkbox"/> Other	
Site Map Attached: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

The letter should be delivered to:

Recipient: Michelle Koning 40127 High Street Cherry Valley, CA 92223
PLEASE CHOOSE ONE: <input type="checkbox"/> Mail (above address) <input checked="" type="checkbox"/> E-mail <input type="checkbox"/> Fax <input type="checkbox"/> Will pick up

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

Michelle Koning

Applicant's Signature

4-6-2021

Date



**Beaumont-Cherry Valley Water District
Special Board Meeting
April 14, 2021**

Item 8

STAFF REPORT

TO: Board of Directors

FROM: Dan Jagers, General Manager

SUBJECT: **Award a Contract to Legend Pump and Well Services, Inc. in an Amount Not to Exceed \$245,900 for Well 24 – Well and Well Pumping Unit Rehabilitation and Repair**

Staff Recommendation

Authorize the General Manager to enter into a contract not to exceed \$245,900 with Legend Pump and Well Services, Inc. to perform the work necessary to remove, inspect, and repair the District's existing Well 24 pumping unit and to rehabilitate the well.

Background

Well 24 is located at 38001 Brookside Avenue, east of Union Street and west of Fairway Drive. District records indicate that Well 24 was constructed (drilled) in 2004 to a depth of 1,430 feet. The well construction consists of approximately 920 feet of louvered casing and 510 feet of blank casing. Well 24's motor is a 600 horsepower (HP) moto. A replacement 600 hp motor was purchased in 2020 and will be installed as part of the proposed contractual work. Well 24 provides 2,600 gallons per minute (gpm) to the District's 2750 pressure zone.

In June 2020, a District Emergency was declared after District staff observed a noise coming from Well 24. Upon further investigation, Well 24 was found to have excessive vibration and it was recommended to the Board to Declare a District Emergency to inspect and repair the Well 24 subsurface equipment due to the high production rate for the 2750 pressure zone and another well in the pressure zone being out of service. It was also recommended to purchase a new motor to be installed in the colder months when there is less demand on the system. District staff identified to the Board that a rehabilitation and repair for Well 24 would come before the Board as needed and at a future date.

During the removal and inspection of the Well 24 pumping equipment, damaged bearings were identified within the top one hundred feet (100') of the pumping unit shaft. Additionally, the pump repair vendor had difficulty removing the pump column piping and postulated that it appeared overspray of the epoxy column pipe coating on to the threads of the pump column pipe may have "glued" the threads together making it difficult and time consuming to disassemble the column pipe. Of the five (5) sections of column pipe removed, all of them had to be cut as disassembly effort was crushing the pipe. In an effort to expedite the repair and return Well 24 to service as quickly as possible, as identified in the declaration of an emergency, used non epoxy coated column pipe that the District had on hand was provided to the pump vendor and the shaft bearings were replaced. Well 24 was returned to service four (4) days after the emergency declaration.

In January 2021, Production staff witnessed excessive oil secretion from the Well 24 discharge head at the point of contact with the pumping unit shaft. Upon inspection by the District General Manager, Assistant Director of Operations, Engineering and Production staff, it was determined that additional wear and damage was most likely sustained to subsurface pump column bearings



and oil sealing items and that a full removal, inspection, and repair was warranted as originally intended during the emergency. Further, the pump repair vendor who performed the original emergency repair inspected the issue and subsequently supported the Staff assessment and conclusion.

Summary

A Notice Inviting Bids for Well 24 – Pumping Unit Repair and Well Rehabilitation was published in the Record Gazette on March 5, 2021 and March 12, 2021 and local area pump vendors providing pump repair services were also contacted by Staff. Installation of the previously purchased new 600 hp motor is included as part of the Scope of Work for this project. Staff included a full replacement of the column, tube, and shaft in the Request for Proposal (RFP) as a basis of award component in anticipation of the possibility for further issues arising from column threads pipe disassembly issues discussed previously. Three (3) bids were received on March 25, 2021 and are set forth in Table 1 below.

Table 1
WELL 24 PUMP REPAIR AND WELL REHABILITATION
SUMMARY OF BID RESULT

Bidder	Base Bid Amount (Basis of Award)	Additive Bid Item Chemical Well Rehabilitation	Total Base Bid and Chemical Well Rehabilitation
Best Drilling and Pump, Inc.	\$248,000.00	\$132,000.00	\$380,000.00
Weber Water Resources CA, LLC	\$168,099.64	\$109,735.00	\$277,834.64
Legend Pump & Well Services, Inc.	\$167,148.00	\$56,388.00	\$223,536.00

Staff has completed a review of the submitted bids and has determined that Legend Pump & Well Services, Inc. is the lowest responsive bidder for both the Base Bid, as well as the total bid with chemical rehabilitation. The bid amounts set forth in Table 1 include Base Bid Amounts which establish the Basis of Award and are based on the Scope of Work-Fee Schedule included in the bid packet. Said Scope of Work – Base Bid sets forth the minimum probable work (with pump column, tube and shaft replacement) Staff anticipates will be required for rehabilitation and repair of Well No. 24.

Said Base Bid Schedule does not include any additive work items, which may be necessary or desired by the District once the pumping equipment is removed from the Well and inspected, and upon completion of the initial video survey of the condition of the well. The Bid does include Additive Bid Schedules which include costs for Chemical Well Rehabilitation (to be considered after initial video and traditional well rehabilitation efforts) also identified as part of the overall project last requested herein for authorization if necessary, and typical items that may need replacement during the well repair and rehabilitation project. These items are included in the Bid Schedules to establish pricing in the event said work is deemed necessary.



Staff has requested a contingency of approximately 10% as identified in Table 2, to provide for minor maintenance items which may need to be replaced as part of the work activities.

At this time, staff requests that the Board award the work and authorize the General Manager to enter into a contract for the repair and rehabilitation of Well No. 24 with Legend Pump & Well Services, Inc. in the amount set forth in Table 2, hereafter.

Table 2
WELL 24 SUMMARY OF REQUESTED WORK AUTHORIZATION

Work Item	Description of Work	Well Rehabilitation and Repair Costs (Recommended Authorized Costs)
1	Base Bid Work (Pump Removal, Well Videos, Well and Pump Bowl Refurbishment and Rehabilitation) (Estimated Cost)	\$167,148.00
2	Chemical Well Rehabilitation (Additive Bid Item to be performed as necessary)	\$56,388.00
Well Rehabilitation Work with Chemical Rehabilitation		\$223,536.00
Well Rehabilitation Services Contingency (10%)		\$22,353.60
Total Requested Authorization (Rounded)		\$245,900.00

In the event the inspection of the well indicates the need to perform additional work to rehabilitate the well in excess of the \$245,900 identified herein, Staff will seek additional direction from the Board of Directors before additional action is taken.

Fiscal Impact

The fiscal impact to the District will be an amount not to exceed \$245,900.00, as set forth in Table 2 above. This not-to-exceed amount includes additional funds over the base bid amount to cover the cost of chemical treatment (if necessary) and to provide approximately 10% contingencies for replacement of normally worn well components.

While the Well No. 24 repair and rehabilitation activities are not part of the District's 2021 Operating/Capital Budget, funds are available from Capital Replacement Reserve funds for completion of this work.

Report prepared by James Bean, Assistant Director of Operations



**Beaumont-Cherry Valley Water District
Regular Board Meeting
April 14, 2021**

Item 9

STAFF REPORT

TO: Board of Directors

FROM: Dan Jagers, General Manager

SUBJECT: **Authorize the expenditure of an amount Not to Exceed \$741,300 for the Beaumont Master Drainage Plan Line 16 Pipeline Relocation Project and Noble Creek Recharge Facilities Phase II Pond Bank and Tank Site Grading**

Staff Recommendation

Consider authorizing the expenditure of an amount Not to Exceed **\$741,300 (Option B)** for the Beaumont Master Drainage Plan Line 16 Pipeline Relocation and Noble Creek Recharge Facilities Phase II Pond Bank and Tank Site Grading Project.

Background

At the May 28, 2020 Beaumont-Cherry Valley Water District (District) Board Meeting, District staff presented estimated costs related to necessary pipeline replacements/relocations as part of the MDP Line 16 Project. District staff identified that there are four (4) waterlines which will require relocation to facilitate the construction of MDP Line 16 Storm Drain main line, laterals, and inlets (catch basins). Said waterline relocations are identified in the District's Capital Improvement Plan (CIP), and are proposed to be funded using a combination of capacity charges (facilities fees) and capital replacement reserves. See Exhibit A for the MDP Line 16 Project Vicinity Map.

At that time, the design status for the MDP Line 16 Project was at 60% and the Cooperative (Co-Op) Agreement between the District and Riverside County Flood Control and Water Conservation District (RCFC&WCD) was not executed. Discussion between District staff and the Board of Directors at the May 28, 2020 Engineering Workshop determined that the proposed pipeline relocations/replacements and associated project costs and funding mechanisms were generally acceptable; however, it was further determined that prior to funding approval for the above-described pipeline relocation project, the design plans for MDP Line 16 should be approved and the Co-Op Agreement approved and executed by the District and RCFC&WCD.

At the March 10, 2021 Board Meeting, the Board of Directors approved the Co-Op Agreement between the District and RCFC&WCD for the MDP Line 16 Project. District staff and RCFC&WCD have also completed the design efforts with the design consultant for the storm drain project. District staff anticipates receiving the final design plans from RCFC&WCD for signature within the coming weeks and District staff verified with the Riverside County Board of Supervisors that the Co-Op Agreement was approved on March 30, 2021. RCFC&WCD staff has indicated to District staff that the project could be ready for bid by the end of April 2021.

In order to avoid conflict with construction activities relating to the MDP Line 16 Project, District staff recognizes that the preparation and construction of the pipeline replacement/relocation project will need to occur rather quickly. Originally, grant funding for MDP Line 16 required design and construction to be completed by September 30, 2021, however, has since been extended to September 30, 2022. District staff has prepared preliminary plans for the proposed pipeline relocation (see Attachment 4).



District staff further identifies that as part of the MDP Line 16 Project, there are several required improvements to be made to the Noble Creek Recharge Facilities Phase II (NCRF Ph II). Said improvements include new spillway construction between Ponds 1 and 2, Ponds 2 and 3, and Ponds 3 and 4 (see Exhibit E for spillway locations). In order to meet the design requirements for the spillways to convey the design storm flows within the NCRF Ph II facilities, District staff identifies that substantial grading activities will be required. There will also be required grading along the southern bank of Pond 4 to increase its storage capacity.

Additionally, the area adjacent to the District's existing non-potable tank and Pond 1 will require grading for a future tank site for NT-2800-0001 (as described in the District's CIP), a two (2) million gallon (MG) non-potable water storage tank. District staff believes it to be beneficial to complete grading operations for this future tank in conjunction with the other aforementioned NCRF Ph II grading improvements. With the additional non-potable tank site ready for tank construction, the needed increase in storage capacity in the non-potable/recycled water system can be expedited as the District secures recycled water from the City of Beaumont.

This report is intended to further define the pipeline relocation and NCRF Ph II site grading scope as well as present the estimated costs associated with each project, as briefly described herein.

Summary

MDP Line 16 Pipeline Relocation Project:

Upon review of RCFC&WCD's consulting engineer's (JLC Engineering) 100% design, District staff maintains that there are a total of four (4) segments of pipelines of varying size that will need to be relocated as part of the MDP Line 16 Storm Drain project. The pipelines and work to be done is identified below:

- **Pipeline No. 1:**
 - **Option A:** Replacement of approximately 160 linear feet (LF) of 6" steel pipe (STL) and 8" Ductile Iron Pipe (DIP) with 8" DIP, along Grand Avenue extending approximately 75' east and west beyond the intersection of Cherry Avenue and Grand Avenue. Note that Pipeline 1 Option A is the minimum amount of realignment necessary to avoid conflicts the MDP Line 16 Storm Drain project.
 - **Option B:** Replacement of approximately 550 LF of 6" STL and 8" DIP with 8" DIP, from El Monte Drive easterly along Grand Avenue. The intent of this alignment is to completely replace the existing 6" STL with 8" DIP (District's current minimum standard).
- **Pipeline No. 2:** Replacement of approximately 180 LF of 6" DIP with 12" DIP, along Grand Avenue east of Jonathan Avenue. The proposed 12" diameter would be installed to meet the identified needs of the District's Master Plan (a portion of P-3040-0027). This area would typically be facilitated by an 8" diameter pipeline, however, the 3040-pressure zone does provide water to a portion of the new development located in the northern portion of the Sundance project.
- **Pipeline No. 3:** Replacement of approximately 240 LF of 6" DIP with 12" DIP along Grand Avenue, measured easterly from Winesap Avenue. Similar to Pipeline No. 2, the proposed 12" pipeline would facilitate the identified needs of the District's Master Plan (a portion of P-3040-0027).



- **Pipeline No. 4:** Relocation of approximately 242 LF of 10" DIP with 12" DIP, north of Grand Avenue along Noble Street. 10" diameter pipe is not a common size, therefore District staff recommends replacing this portion of pipeline with 12" diameter.

Exhibit B depicts the general locations and alignments of Pipeline No. 1 thru Pipeline No. 4 and Exhibit D provides additional detail to each of the proposed pipeline alignments.

A portion of the existing waterline located in Grand Avenue (from Jonathan Avenue to Bellflower Avenue) is identified as a replacement pipeline project in the Capital Improvement Budget (shown in the District's Annual Budget in Appendix C as P-3040-0027) and is depicted in the District's Master Plan as a proposed 12" diameter pipe. The complete CIP Pipeline project (P-3040-0027) is currently planned as follows:

- **P-3040-0027:** Replacement of approximately 3,245 LF of 6" DIP with 12" DIP, along Grand Avenue from Jonathan Avenue to Bellflower Avenue.

A total of \$1,017,219 is accounted for P-3040-0027 in the adopted 2021 CY District Operating Budget and is to be funded with Capital Replacement Reserves. District staff recommends the allocation of funding be provided by a portion of the Capital Replacement Budget from pipeline P-3040-0027 for Pipeline No. 2 and Pipeline No. 3, with the remaining funding component provided from capacity charges (facilities fees – restricted funds) due to the nature of the project being pipeline relocation related directly to the MDP Line 16 Storm Drain Project (capacity charges [facilities fees] funded project) and the upsizing of facilities due to the demands from new development. Pipeline 1 Option A (or Pipeline 1 Option B) and Pipeline 4 are proposed to be funded solely by capacity charges (facilities fees – restricted funds) due to their relocation needed by the MDP Line 16 Storm Drain Project. District staff understands the remaining budget for P-3040-0027 will need to be used to complete the required replacement work along Grand Avenue at a future time and is not currently proposed as a part of this Project.

District staff has completed a preliminary engineer's estimate (see Exhibit C - MDP Line 16 Pipeline Relocation Project Cost Estimate, attached). Table 1A and Table 1B below, set forth a summary of the estimated costs to construct each pipeline, as well as the mechanisms to be used to fund each.



**Table 1A –
Option A MDP Line 16 Pipeline Relocation Project Funding Breakdown**

MDP Line 16 Pipeline Relocation Project			
OPTION A - Project Funding Breakdown			
TOTAL PROJECT APPROPRIATION REQUESTED			\$431,464.09
Pipeline	Pipeline Cost	Funding Source & Percent Funded	
		Capacity Charges	Capital Replacement
1 (Option A)	\$115,417.58	100%	0%
		\$115,417.58	\$0.00
2	\$100,229.03	33%	67%
		\$33,075.58	\$67,153.45
3	\$106,632.87	33%	67%
		\$35,188.85	\$71,444.02
4	\$109,184.61	100%	0%
		\$109,184.61	\$0.00
Capacity Charges Funded (Restricted Funds)		\$292,866.62	
Capital Replacement Reserve Funded			\$138,597.47

See Exhibit C – Sheet 1 of 2 for a detailed breakdown.

**Table 1B –
Option B MDP Line 16 Pipeline Relocation Project Funding Breakdown**

MDP Line 16 Pipeline Relocation Project			
OPTION B - Project Funding Breakdown			
TOTAL PROJECT APPROPRIATION REQUESTED			\$496,703.15
Pipeline	Pipeline Cost	Funding Source & Percent Funded	
		Capacity Charges	Capital Replacement
1 (Option B)	\$180,656.64	100%	0%
		\$180,656.64	\$0.00
2	\$100,229.03	33%	67%
		\$33,075.58	\$67,153.45
3	\$106,632.87	33%	67%
		\$35,188.85	\$71,444.02
4	\$109,184.61	100%	0%
		\$109,184.61	\$0.00
Capacity Charges Funded (Restricted Funds) ⁽¹⁾		\$358,105.68	
Capital Replacement Reserve Funded ⁽²⁾			\$138,597.47

See Exhibit C – Sheet 2 of 2 for a detailed breakdown.



The estimated costs set forth herein in Table 1A and Table 1B represent costs for design, construction, and administrative services. Geotechnical and survey data from the MDP Line 16 Project may be able to be used; however, the costs associated in this estimate assume that additional Geotechnical studies will be necessary. Also, it is noted that the Environmental portion of the cost estimate (See Exhibit C) assumes a Notice of Exemption will be filed with the State due to the nature of the work being replacement of existing facilities. Included in the total project cost is a 15% construction contingency and a 20% contingency for all other costs (Plans, Specifications & Estimate [PS&E], permitting, Administrative labor, etc.).

District staff recommends Option B, which includes the complete replacement of approximately 550 LF of existing 6" STL and 8" DIP with 8" DIP, from El Monte Drive easterly along Grand Avenue as previously described (please see Exhibits B and D).

NCRF Ph II Pond Bank and Tank Site Grading:

Upon review of JLC Engineering's 100% design, District staff identifies that as part of the MDP Line 16 Storm Drain Project, grading activities will be required to construct the proposed spillways to be located between Ponds 1-4, as well as the tank site for future 2 MG non-potable tank NT-2800-0001.

District Staff identifies that it would be beneficial to grade the non-potable water tank site concurrently with the NCRF Ph II Pond Banks. This will provide a cost savings to the District in the future and would relieve the District of pond operation logistics due to Pond 1 being in use. The cost of grading the non-potable water tank site has been included in the earthwork and grading portion of the cost estimate shown below in Table 2 and is estimated to be approximately \$15,000 to \$20,000 of the overall grading costs.

Exhibit E depicts the general location of grading areas within NCRF Ph II as described above.

District staff has completed a preliminary engineer's estimate (see Exhibit F – MDP Line 16 - NCRF Phase II Pond Bank and Tank Site Grading Project Cost Estimate, attached). Table 2, below, sets forth a summary of the estimated costs related to the proposed grading operations. Due to the nature of the MDP Line 16 Storm Drain Project being classified as a "new water source," District staff recommends that the grading operations should be funded through capacity charges (facilities fees - restricted funds).



Table 2 – MDP Line 16 – NCRF Phase II Pond Bank and Tank Site Grading Project Funding Breakdown

MDP LINE 16 – NCRF PHASE II POND BANK AND TANK SITE GRADING PROJECT TOTAL PROJECT APPROPRIATION REQUESTED	
ITEM	ITEM SUBTOTAL COST
Mobilization	\$40,000.00
Dust Control	\$3,000.00
Stormwater Pollution Prevention Plan (SWPPP)	\$3,000.00
Geotechnical Services/Materials Testing	\$26,500.00
Grading Plan	\$12,500.00
Earthwork/Grading	\$85,020.00
Surveying Services	\$18,000.00
Subtotal Engineer's Construction Cost Estimate	\$188,020.00
Estimated Administrative Costs (10%)	\$18,802.00
Estimated Construction Contingencies (20%)	\$37,604.00
Capacity Charges Funded (Restricted Funds)	\$244,426.00

See Exhibit F for a detailed breakdown.

It is noted that the District currently has an executed contract with RCFC&WCD for an amount of \$38,120.00 to perform work related to the design of the NCRF Phase II basin spillways, as well as design of modifications to the existing transfer structures between the NCRF Phase II basins. District staff proposes to utilize the consulting services from JLC Engineering (consultant for MDP Line 16 Storm Drain, contracted through RCFC&WCD) for the design of the grading of the NCRF Phase II ponds. JLC Engineering has already identified the limits of pond grading and is in possession of the required data regarding the NCRF Phase II facilities to complete a grading plan. Staff further proposes utilizing remaining budget that was allocated when the contract was executed for design of the MDP Line 16 Storm Drain to complete the Pond Bank Grading portion as identified above in Table 2. Any costs related to the analysis and design for the NCRF Phase II pond grading which are above and beyond what has already been appropriated by the Board may be funded through capacity charges (facilities fees). The District has incurred \$5,998.00 in costs against the \$38,120.00 budget; a total budget of \$32,122.00 remains after approved invoicing to date.

However, JLC Engineering is in the process of finalizing the structural analysis and design plans for the proposed catwalk which will allow for access to the emergency outlet structure from NCRF Phase II Pond 4 to Noble Creek Channel. JLC Engineering has provided District staff a summary of the scope and costs for the design of said catwalk, and is summarized as follows:

- Catwalk Structural Analysis and Details: **\$4,000.00**
- Re-assess Retaining Wall for additional loads: **\$1,000.00**
- Plan Sheet detail preparation: **\$2,500.00**



Once the work is completed for the design of the catwalk, a total of \$24,622.00 will remain in the MDP Line 16 Storm Drain Project budget. District staff believes that this remaining amount should be sufficient to cover costs of consulting services for design and plan preparation for the NCRF Ph II Pond Bank and Tank Site Grading project.

Previous geotechnical data gathered during the construction of NCRF Ph II may be used for the NCRF Ph II Pond Bank and Tank Site Grading, however the costs estimated in Table 2 assume that additional geotechnical research would be necessary.

The estimated costs set forth above in Table 2 represent estimated costs for grading plan preparation, construction, administrative services, as well as surveying and geotechnical services. Also, it is noted that the Environmental portion of the cost estimate (See Exhibit C) assumes a Notice of Exemption will be filed with the State due to the work being completed on disturbed District property. Included in the grading project cost estimate is a 20% construction contingency and a 10% administrative contingency for all other costs.

The MDP Line 16 Storm Drain Project is identified (as Grand Avenue Storm Drain) in the District's 2021 Operating Budget (Appendix B – Potable Infrastructure Projects), and the total available funds for this project are \$5,403,680 of which are available under restricted funds. Remaining budget for design consultant services for the MDP Line 16 Storm Drain Project may be reallocated to cover costs for the design and plan preparation of the MDP Line 16 NCRF Ph II Pond Bank and Tank Site Grading Project.

The total estimated costs for the improvements related to the Grand Avenue Pipeline Relocation Project and the NCRF Phase II Pond Bank and Tank Grading Project is summarized in Table 3 below.

Table 3 –District Improvements Related to the MDP Line 16 Storm Drain Project – Cost Summary

TOTAL PROJECT APPROPRIATION REQUESTED		
ITEM	ITEM SUBTOTAL COST	
	Option A Selected	Option B Selected
Grand Avenue Pipeline Replacement Project	\$431,464.09	\$496,703.15
NCRF Phase II Pond Bank & Tank Site Grading Project	\$244,426.00	
SUBTOTAL ENGINEER'S CONSTRUCTION COST ESTIMATE	\$675,890.09	\$741,129.15
Facilities Fees Funded (Restricted Funds)	\$537,292.62	\$602,531.68
Capital Replacement Reserves Funded	\$138,597.47	\$138,597.47



Fiscal Impact

The fiscal impact to the District for the Grand Avenue Pipeline Replacement Project and the NCRF Phase II Pond Grading Project (combined) will be an amount not to exceed **\$676,000.00 (rounded)**, if Option A is selected; or an amount not to exceed **\$741,300.00 (rounded)**, if Option B is selected, as presented in Table 1A, Table 1B, Table 2, Exhibit C, and Exhibit F attached (Options A and B related to improvements for the Grand Avenue Pipeline Replacement Project only). This not-to-exceed amount includes contingencies for construction related costs and contingencies for additional soft costs related to each project, as previously described.

Staff recommends that the Board approve Option B Pipeline improvements and associated Grading activities expenditures for an amount Not to Exceed **\$741,300 (Option B)** for the Beaumont Master Drainage Plan Line 16 Pipeline Relocation and Noble Creek Recharge Facilities Phase II Pond Bank and Tank Site Grading Project.

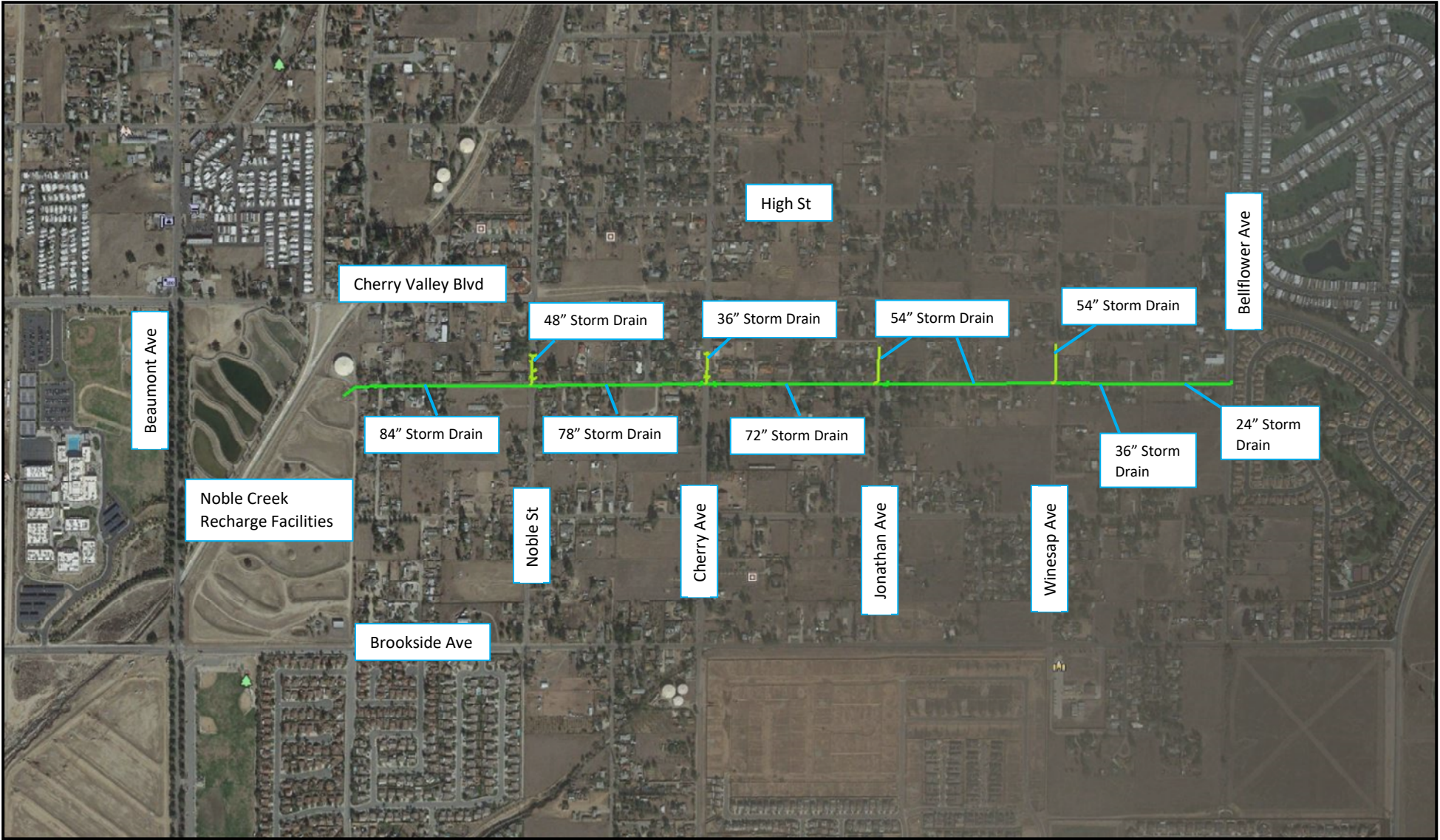
Attachments:

1. Exhibit A – MDP Line 16 Project Vicinity Map
2. Exhibit B – MDP Line 16 Pipeline Relocation Project Location Map
3. Exhibit C – MDP Line 16 Pipeline Relocation Project Cost Estimate
4. Exhibit D – MDP Line 16 Pipeline Relocation Plan – Preliminary
5. Exhibit E – MDP Line 16 NCRF Phase II Pond Bank & Tank Site Grading Areas
6. Exhibit F – MDP Line 16 NCRF Phase II Pond Bank & Tank Site Grading Project Preliminary Engineer's Cost Estimate

Staff Report prepared by Daniel Baguyo, Civil Engineering Assistant



Exhibit A – MDP Line 16 Vicinity Map

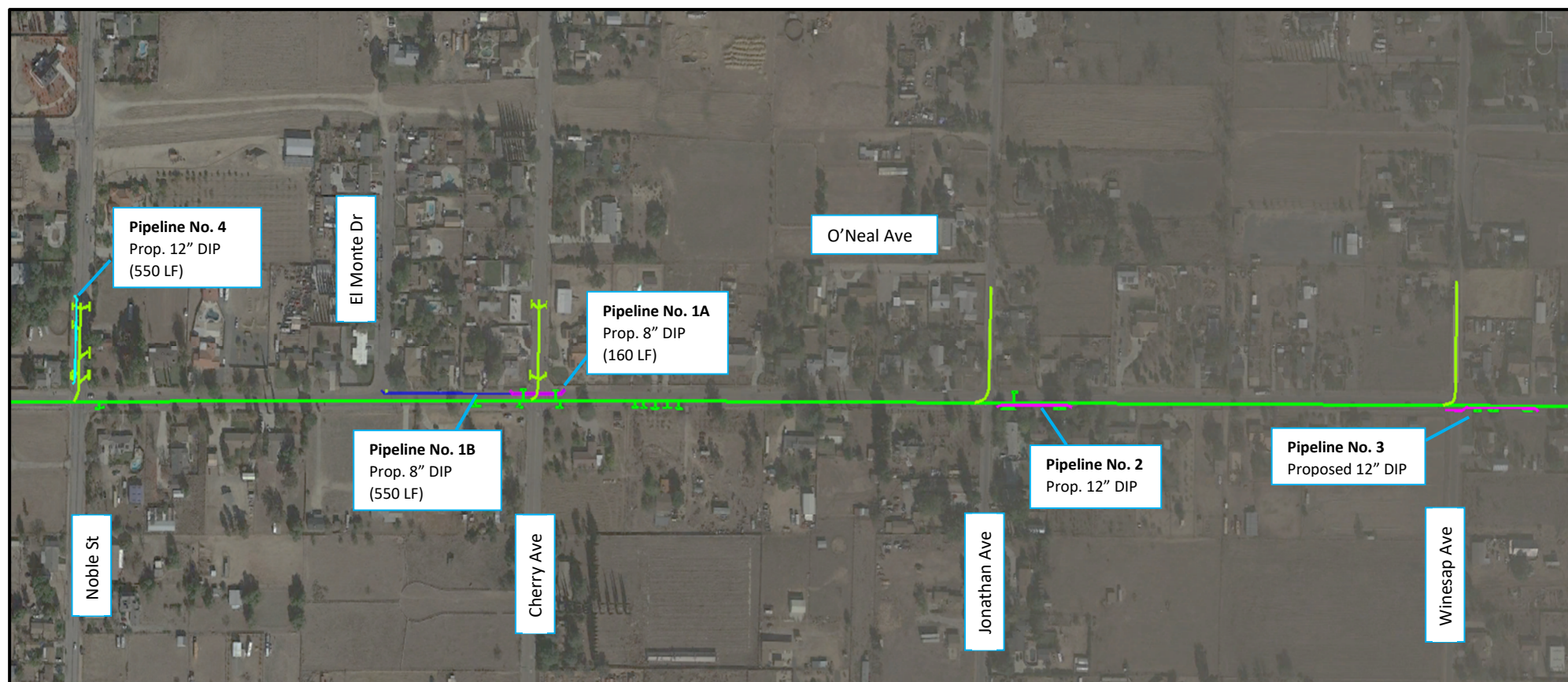


Not to Scale





Exhibit B – MDP Line 16 Pipeline Relocation Project Location Map



Not to Scale



"Exhibit C" - MDP Line 16 Pipeline Relocation Project Cost Estimate

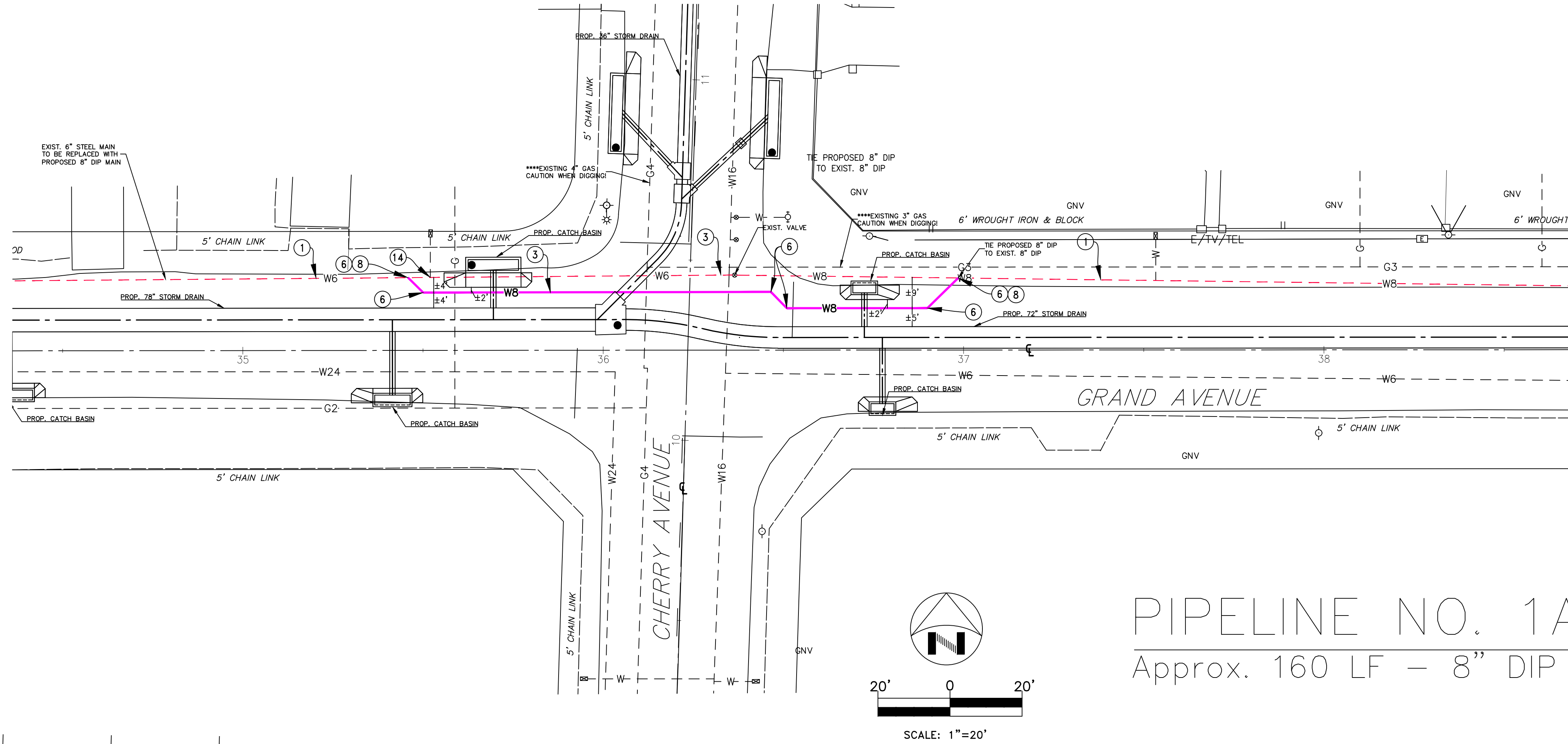
MDP Line 16 Pipeline Relocation Project OPTION A - Project Cost Estimate Summary		
ITEM NO.	CONSTRUCTION PHASE	
1	Mobilization	\$19,383.75
2	Dust Control	\$10,000.00
3	SWPPP	\$10,800.00
4	Traffic Control	\$4,000.00
5	Potable Water Pipeline	\$188,589.02
6	Pavement Removal and Replacement	\$54,249.53
7	Field Inspection / Engineering Support	\$7,753.50
8	Contract Administration	\$10,768.75
Subtotal Engineers Estimate (Construction)		\$305,544.55
Construction Contingency (15%)		\$45,831.68
TOTAL PIPELINE CONSTRUCTION ESTIMATE AND CONTINGENCIES		\$351,376.24
ITEM NO.	OTHER COSTS ESTIMATE (SOFT COSTS)	
50	Environmental	\$0.00
51	Preliminary Engineering	\$3,230.63
52	Permitting	\$6,500.00
53	Mapping / Survey / Research	\$5,750.00
54	Plans, Specifications & Estimates (PS&E)	\$12,276.38
55	City / County Processing & Coordination	\$7,538.13
56	Bid & Award	\$9,476.50
57	Geotechnical	\$11,199.50
58	Project Close-Out	\$10,768.75
Subtotal Other Costs Estimate (Soft Costs)		\$66,739.88
Other Costs (Soft Costs) Contingency (20%)		\$13,347.98
TOTAL OTHER COSTS ESTIMATE AND CONTINGENCY (SOFT COSTS)		\$80,087.85
TOTAL PROJECT APPROPRIATION REQUESTED		\$431,464.09

"Exhibit C" - Sheet 1 of 2

"Exhibit C" - MDP Line 16 Pipeline Relocation Project Cost Estimate

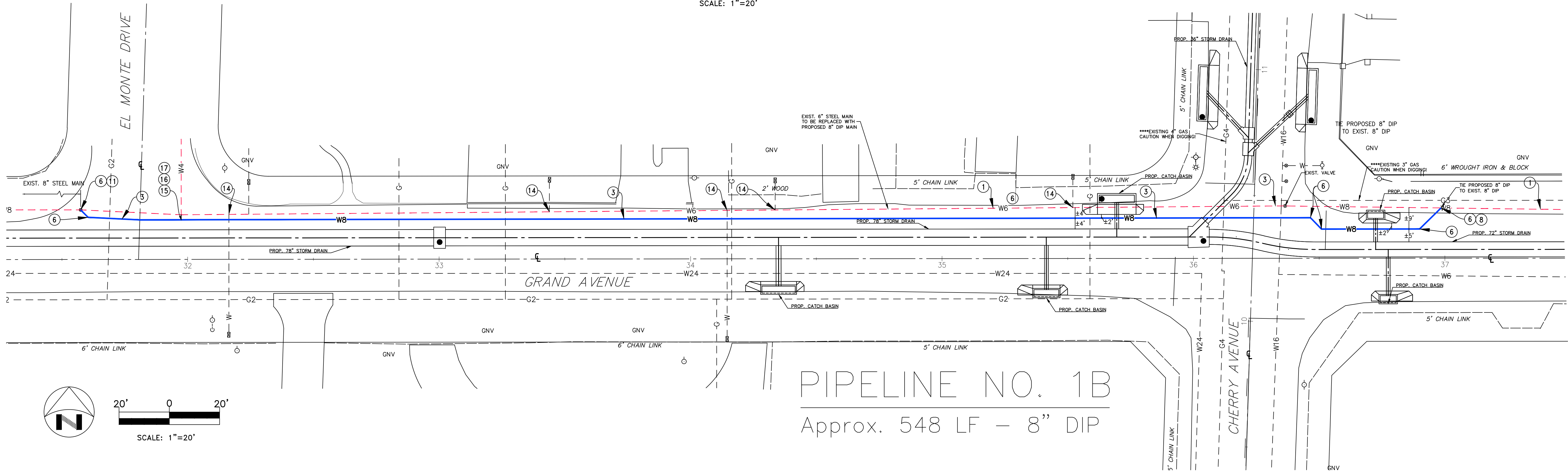
MDP Line 16 Pipeline Relocation Project OPTION B - Project Cost Estimate Summary		
ITEM NO.	CONSTRUCTION PHASE	
1	Mobilization	\$20,695.50
2	Dust Control	\$10,000.00
3	SWPPP	\$10,800.00
4	Traffic Control	\$4,000.00
5	Potable Water Pipeline	\$212,712.35
6	Pavement Removal and Replacement	\$79,988.36
7	Field Inspection / Engineering Support	\$8,928.00
8	Contract Administration	\$11,317.00
Subtotal Engineers Estimate (Construction)		\$358,441.21
Construction Contingency (15%)		\$53,766.18
TOTAL PIPELINE CONSTRUCTION ESTIMATE AND CONTINGENCIES		\$412,207.40
ITEM NO.	OTHER COSTS ESTIMATE (SOFT COSTS)	
50	Environmental	\$0.00
51	Preliminary Engineering	\$3,720.00
52	Permitting	\$6,500.00
53	Mapping / Survey / Research	\$6,900.00
54	Plans, Specifications & Estimates (PS&E)	\$13,323.75
55	City / County Processing & Coordination	\$7,687.25
56	Bid & Award	\$10,190.00
57	Geotechnical	\$11,271.50
58	Project Close-Out	\$10,820.63
Subtotal Other Costs Estimate (Soft Costs)		\$70,413.13
Other Costs (Soft Costs) Contingency (20%)		\$14,082.63
TOTAL OTHER COSTS ESTIMATE AND CONTINGENCY (SOFT COSTS)		\$84,495.75
TOTAL PROJECT APPROPRIATION REQUESTED		\$496,703.15

"Exhibit C" - Sheet 2 of 2



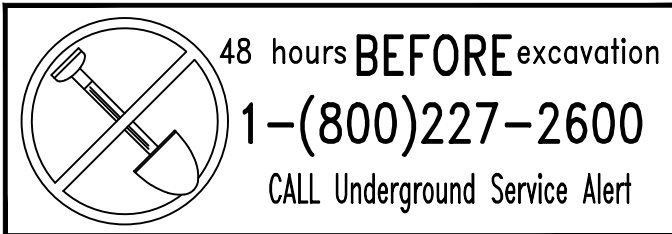
PIPELINE NO. 1A
Approx. 160 LF – 8" DIP

- CONSTRUCTION NOTES
1. PROTECT IN PLACE
 2. INSTALL 6" DIP (CLASS 350) WITH POLYETHYLENE ENCASEMENT AND BEDDING PER BCVWD PLATE 6-1 (36" MIN COVER)
 3. INSTALL 8" DIP (CLASS 350) WITH POLYETHYLENE ENCASEMENT AND BEDDING PER BCVWD PLATE 6-1 (36" MIN COVER)
 4. INSTALL 6" – 45' FLG'D X MJ ELBOW, WITH EBAA IRON SERIES 1100 RESTRAINT
 5. INSTALL 6" – 45' MJ ELBOW WITH EBAA IRON SERIES 1100 RESTRAINT
 6. INSTALL 8" – 45' FLG'D X MJ ELBOW, WITH EBAA IRON SERIES 1100 RESTRAINT
 7. INSTALL 8" – 45' MJ ELBOW WITH EBAA IRON SERIES 1100 RESTRAINT
 8. INSTALL FLEX COUPLING ADAPTER PER BCVWD PLATE 9
 9. INSTALL 6" FLG'D X PE SPOOL, 2'-0" LONG
 10. INSTALL FLG'D X PE SPOOL, 2'-0" LONG
 11. INSTALL 6" X 8" FLG'D DIP ECCENTRIC REDUCER
 12. DISINFECT ALL POTABLE WATER SERVICE PIPING AND APPURTENANCES (PER AWWA STANDARD)
 13. ABANDON IN PLACE EXISTING PIPELINE AND PLUG SEVERED PIPE ENDS WITH 3" MINIMUM CLASS "C" CONCRETE PLUG (EACH END)
 14. RELOCATE EXISTING SERVICE LATERAL AND APPURTENANCES AS NECESSARY FOR CONSTRUCTION IN ACCORDANCE WITH BCVWD PLATE 6-3
 15. INSTALL 4" DIP FLG'D X PE SPOOL, CUT TO FIT
 16. INSTALL 8" X 4" FLG'D TEE
 17. INSTALL 4" FLG'D X MJ ADAPTER
 18. INSTALL 12" DIP (CLASS 350) WITH POLYETHYLENE ENCASEMENT AND BEDDING PER BCVWD PLATE 6-1 (48" MIN COVER)
 19. INSTALL 6" FLG'D X MJ ADAPTER, WITH EBAA IRON SERIES 1100 RESTRAINT
 20. INSTALL 12" – 45' FLG'D X MJ ELBOW, WITH EBAA IRON SERIES 1100 RESTRAINT
 21. INSTALL 12" – 90' FLG'D X MJ ELBOW, WITH EBAA IRON SERIES 1100 RESTRAINT
 22. INSTALL 8" FLG'D X MJ ADAPTER, WITH EBAA IRON SERIES 1100 RESTRAINT
 23. INSTALL 6" X 12" FLG'D DIP ECCENTRIC REDUCER
 24. INSTALL 12" – 45' FLG'D ELBOW, WITH EBAA IRON SERIES 1100 RESTRAINT



PIPELINE NO. 1B
Approx. 548 LF – 8" DIP

NOT FOR CONSTRUCTION



BEAUMONT-CHERRY VALLEY WATER DISTRICT					
ENGINEERING					
SYM	REVISIONS			DATE	BY

BEAUMONT-CHERRY VALLEY WATER DISTRICT

560 Magnolia Ave. • Beaumont, CA. 92223 • 951-845-9581

APPROVED BY _____
REGISTERED ENGINEER No. _____ DATE _____

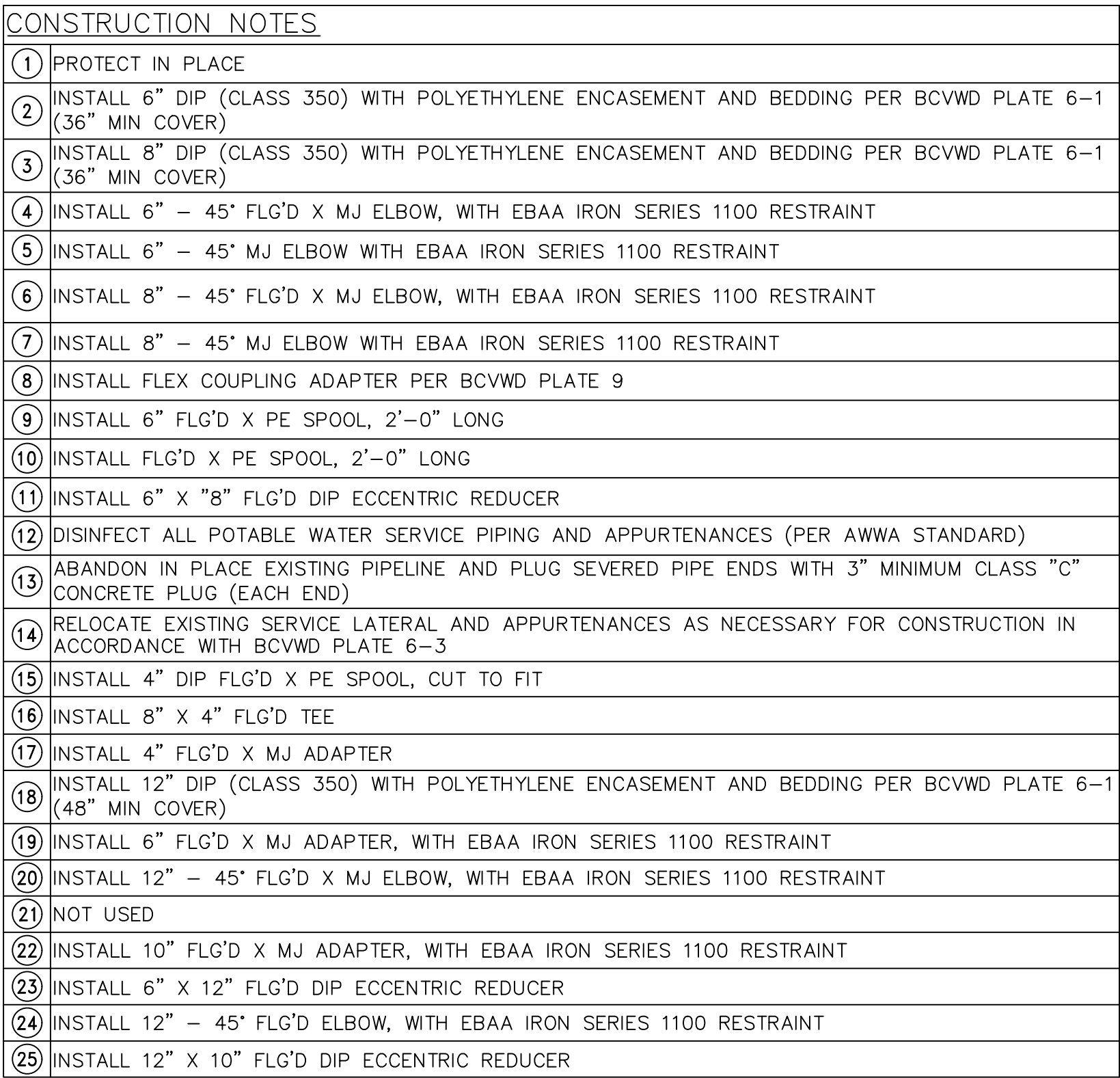
SCALE	AS NOTED
FIELD BOOK	N/A
DESIGN	DAB
DRAWN	DAB
CHECKED	MBS/DKJ

BCVWD	
MDP LINE 16 PIPELINE RELOCATION PLAN	
PIPELINE No. 1A	
PIPELINE No. 1B	

SHEET	1
OF 3 SHEETS	---
FILE No.	---



SCALE	AS NOTED	BCVWD	SHEET
FIELD BOOK	N/A		2
DESIGN	DAB		
DRAWN	DAB		
CHECKED	MBS/DKJ		
		MDP LINE 16 PIPELINE RELOCATION PLAN	---
		PIPELINE No. 2	FILE NO.
		PIPELINE No. 3	



BCVWD

MDP LINE 16 PIPELINE RELOCATION PLAN


PIPELINE No. 4

SHEET

3

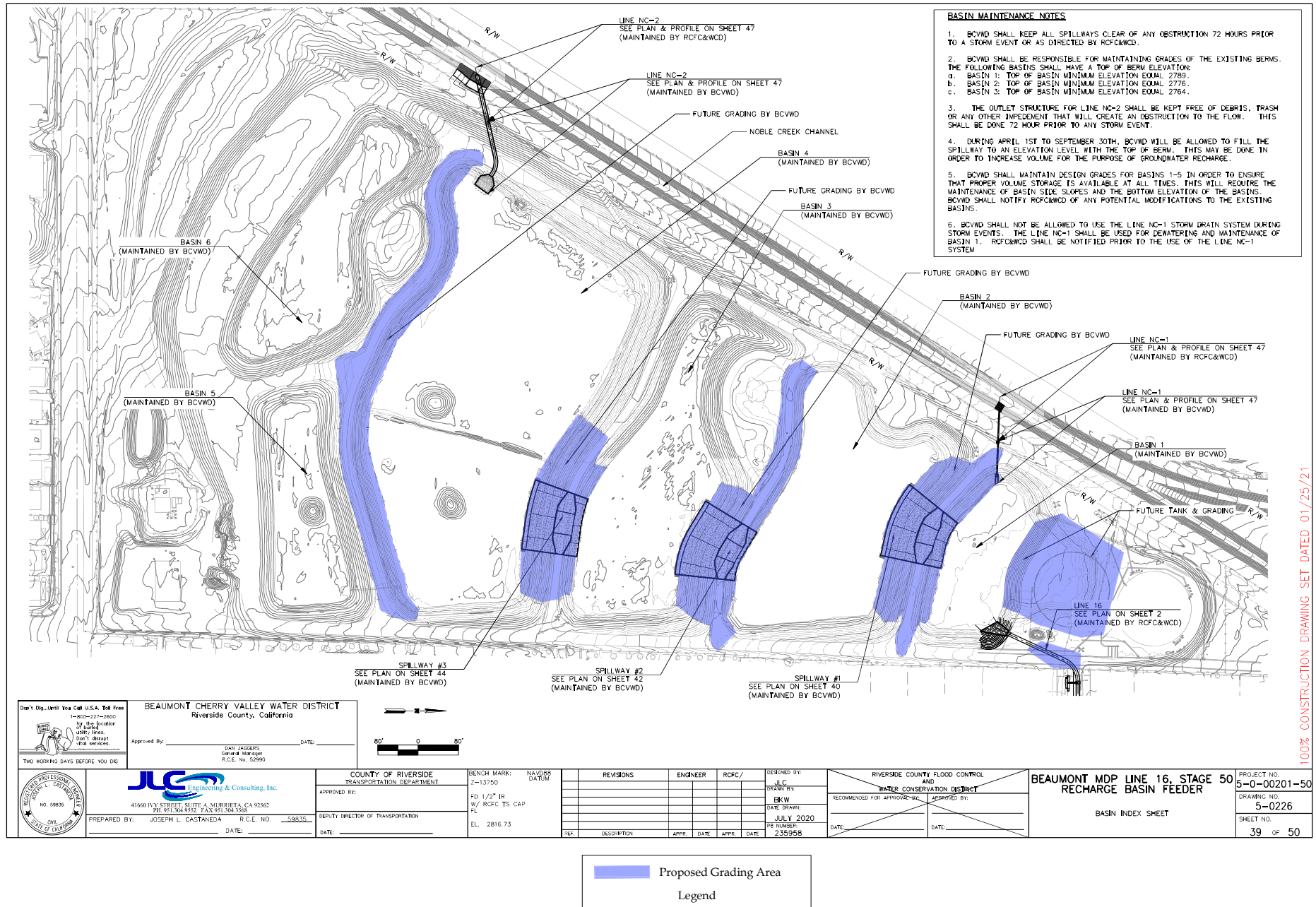
OF 3 SHEETS

FILE No.

 48 hours **BEFORE** excavation
1-(800)227-2600
CALL Underground Service Alert

BEAUMONT—CHERRY VALLEY WATER DISTRICT						BEAUMONT—CHERRY VALLEY WATER DISTRICT 560 Magnolia Ave. • Beaumont, CA. 92223 • 951—845—9581	SCALE AS NOTED	BCVWD MDP LINE 16 PIPELINE RELOCATION PLAN PIPELINE No. 4	SHEET 3 OF 3 SHEETS
ENGINEERING							FIELD BOOK N/A		FILE No.
							DESIGN DAB		
							DRAWN DAB		
							CHECKED MBS/DKJ		
	SYM	REVISIONS		DATE	BY	APPROVED BY _____ REGISTERED ENGINEER No. _____ DATE _____			

Exhibit E - MDP Line 16 NCRF Phase II Pond Bank & Tank Site Grading Areas



100% CONSTRUCTION DRAWING SET DATED 01/25/21

EXHIBIT F					
MDP Line 16 - NCRF Phase II Pond Bank & Tank Site Grading					
PRELIMINARY ENGINEER'S CONSTRUCTION COST ESTIMATE					
ITEM NO.	DESCRIPTION	QTY	UNIT	ENGINEER'S ESTIMATE	
				UNIT PRICE	TOTAL
1	Mobilization				
1.1	Mobilization	1	L.S.	\$15,000.00	\$15,000.00
1.2	Bonds/Insurance	1	L.S.	\$10,000.00	\$10,000.00
1.3	Schedule of Values	0	L.S.	\$0.00	\$0.00
1.4	Preliminary Project Schedule	0	L.S.	\$0.00	\$0.00
1.5	Demobilization	1	L.S.	\$15,000.00	\$15,000.00
				Sub Total:	\$40,000.00
2	Dust Control				
2.1	Dust Control	1	L.S.	\$3,000.00	\$3,000.00
				Sub Total:	\$3,000.00
3	SWPPP				
3.1	Prepare and Submit SWPPP Plan	0	L.S.	\$5,000.00	\$0.00
3.2	Install Initial BMPS	1	L.S.	\$1,500.00	\$1,500.00
3.3	Maintain BMPS	1	L.S.	\$1,500.00	\$1,500.00
				Sub Total:	\$3,000.00
4	Traffic Control				
5	Environmental				
6	Permits				
7	Potable Water Pipeline				
8	Thrust Block				
9	Pavement Removal Repair and Replacement				
10	Geotechnical / Materials Testing				
10.1	Research & Review of Geologic Data/Information	1	L.S.	\$2,500.00	\$2,500.00
10.2	Site Exploration, Logging, Sampling, Etc.	1	L.S.	\$6,500.00	\$6,500.00
10.3	Laboratory Testing	1	L.S.	\$5,000.00	\$5,000.00
10.4	Geotechnical Reporting	1	L.S.	\$4,000.00	\$4,000.00
10.5	Field Inspections & Compaction Testing	1	L.S.	\$8,500.00	\$8,500.00
				Sub Total:	\$26,500.00
11	Miscellaneous				
12	Grading Plan				
12.1	Plan Preparation	1	L.S.	\$10,000.00	\$10,000.00
12.2	Preliminary Earthwork Analysis	1	L.S.	\$2,500.00	\$2,500.00
				Sub Total:	\$12,500.00
13	Earthwork / Grading				
13.1	Clear and Grub	1	L.S.	\$3,500.00	\$3,500.00
13.2	Removals	1	L.S.	\$28,750.00	\$28,750.00
13.3	Over-Excavation	1	L.S.	\$14,250.00	\$14,250.00
13.4	Grading and Compaction (Pond Banks + Tank Site)	1	L.S.	\$38,520.00	\$38,520.00
				Sub Total:	\$85,020.00
14	Survey				
14.1	Field Staking	1	L.S.	\$4,000.00	\$4,000.00
14.2	Field Verification	1	L.S.	\$4,000.00	\$4,000.00
14.3	Final Topography	1	L.S.	\$10,000.00	\$10,000.00
				Sub Total:	\$18,000.00
SUBTOTAL ENGINEERS CONSTRUCTION COST ESTIMATE					\$188,020.00
ESTIMATED ADMINISTRATIVE COSTS (10%)					\$18,802.00
CONTINGENCIES (20%) (ENGINEERING & CONSTRUCTION)					\$37,604.00
PRELIMINARY TOTAL GRADING ESTIMATE AND CONTINGENCIES					\$244,426.00



**Beaumont-Cherry Valley Water District
Regular Board Meeting
April 14, 2021**

Item 10

STAFF REPORT

TO: Board of Directors

FROM: Dan Jagers, General Manager

SUBJECT: **Review of Anticipated California Drought Conditions, District Urban Water Management Plan Drought Restrictions and BCVWD Resolution 2014-05 Regarding Issuance of Will-Serve Letters and Other Drought Response**

Staff Recommendation

Review District drought mitigation measures and consider setting a date of June 9, 2021 to hold a public hearing on the current drought stage per the District's Water Shortage Contingency Plan.

Background

In response to the need to ensure adequate water supplies for its ratepayers and considering local area resident criticism and demands, the BCVWD Board of Directors adopted Resolution 2014-05. The Resolution establishes a policy preventing the District from issuing new Will-Serve Letters (WSLs) to applicants whose estimated use would be more than two (2) Equivalent Dwelling Units (EDUs) during a time of declared drought and mandatory conservation measures, and when the "quantity of the District's ready to deliver water supplies is less than a projected demand of five years based on the District's then-current annual demand" unless certain development criteria have been met by the applicants.

The District's 2015 Urban Water Management Plan provides additional guidance on potential action to be taken in response to drought conditions.

Summary

With the reduction of the State Water Project allocation to just 5 percent, BCVWD can anticipate a very low percentage of delivery of the 12,500 acre-feet (af) ordered via the San Geronio Pass Water Agency (SGPWA). Although the SGPWA is actively seeking additional alternative supplies, the District must be prepared to respond to drought conditions, including using water from the groundwater basin storage, the potential for denial of WSLs and institution of its Drought Surcharges as adopted with the rate study Resolution 2020-04.

Current status

As a result of the Board of Directors' action to plan for future needs and budget for additional water purchases during wet years when water has been available, the District currently has approximately 39,749 af of water in storage in the Beaumont Basin. This is sufficient to meet the needs of the District's customers for slightly over 3 years without drought restrictions being enacted. Drought restrictions could lengthen that period to four or five years. However, given the persistent ongoing drought conditions in the State of California, it is prudent to institute drought mitigation measures in a timely manner to assure the supplies are not depleted.



Action to Consider

1. Declaration of Drought Stage

The District's 2015 Urban Water Management Plan (UWMP) lists five stages of drought and addresses the action to be taken in the event of drought conditions, setting out a Water Shortage Contingency Plan. The UWMP will be reviewed as part of this staff report activity.

BCVWD may currently meet the criteria of a drought condition as defined by the UWMP and this will be discussed at the Board Meeting. In order to implement any drought stage, the Board of Directors must hold a public hearing "wherein the conditions that bring about the reduction in supply and current consumption are discussed, options considered, and impacts on the revenue stream and public are presented."¹

2. Institution of Drought Surcharges

BCVWD Rules and Regulations Governing Water Service Part 5, Section 5-1.4 reads:

5-1.4 DROUGHT SURCHARGES

In the event that the District activates water supply drought rates, customers will be notified in advance of the below surcharges. Drought rates are generally triggered by the declaration of a specific water shortage by the California Department of Water Resources, or alternatively, by the District's Board of Directors.

The Surcharge Rate below is additive to the current Commodity Rate, per unit of water, at the date of presentation. The Surcharge Rate in effect is dependent on the drought stage declared.

	Stage 1	Stage 2	Stage 3	Stage 4
Reduction in Use	10%	20%	30%	40%
Surcharge	\$0.17	\$0.36	\$0.60	\$0.92

3. Review Resolution 2014-05

Resolution 2014-05 required certain drought-activated mitigation requirements including (a), (b), and (c) regarding drought conditions (not declared by State of California), mandatory conservation (not required yet), and District water supplies in storage less than a projected demand of five (5) years based on the District's current demand.

¹ 2015 UWMP Section 8, page 8-4



Fiscal Impact

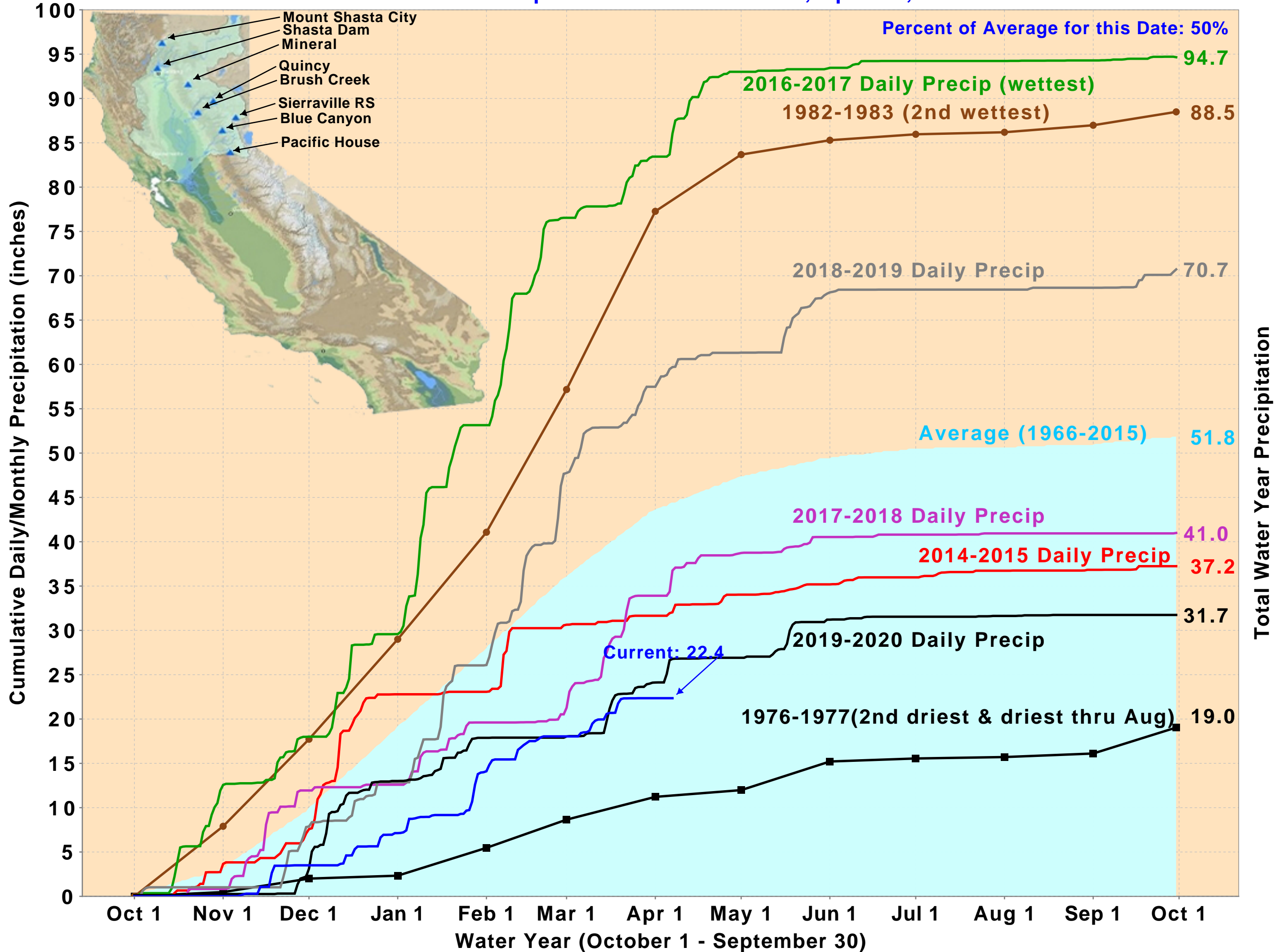
To be determined.

Attachments

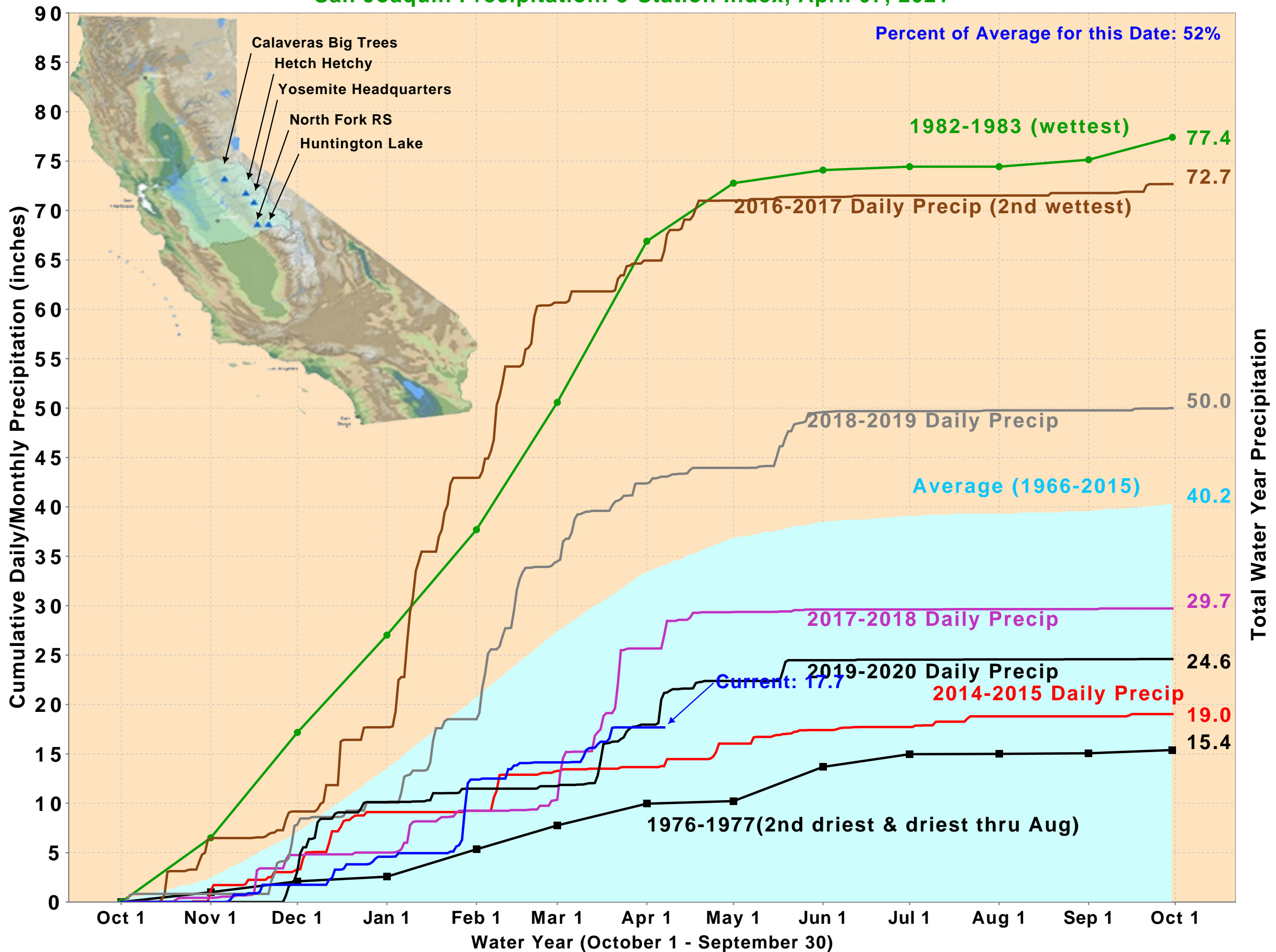
1. California and Regional Water Conditions
2. Resolution 2014-05
3. BCVWD 2015 Urban Water Management Plan Section 8

Staff Report prepared by Daniel K. Jagers, General Manager

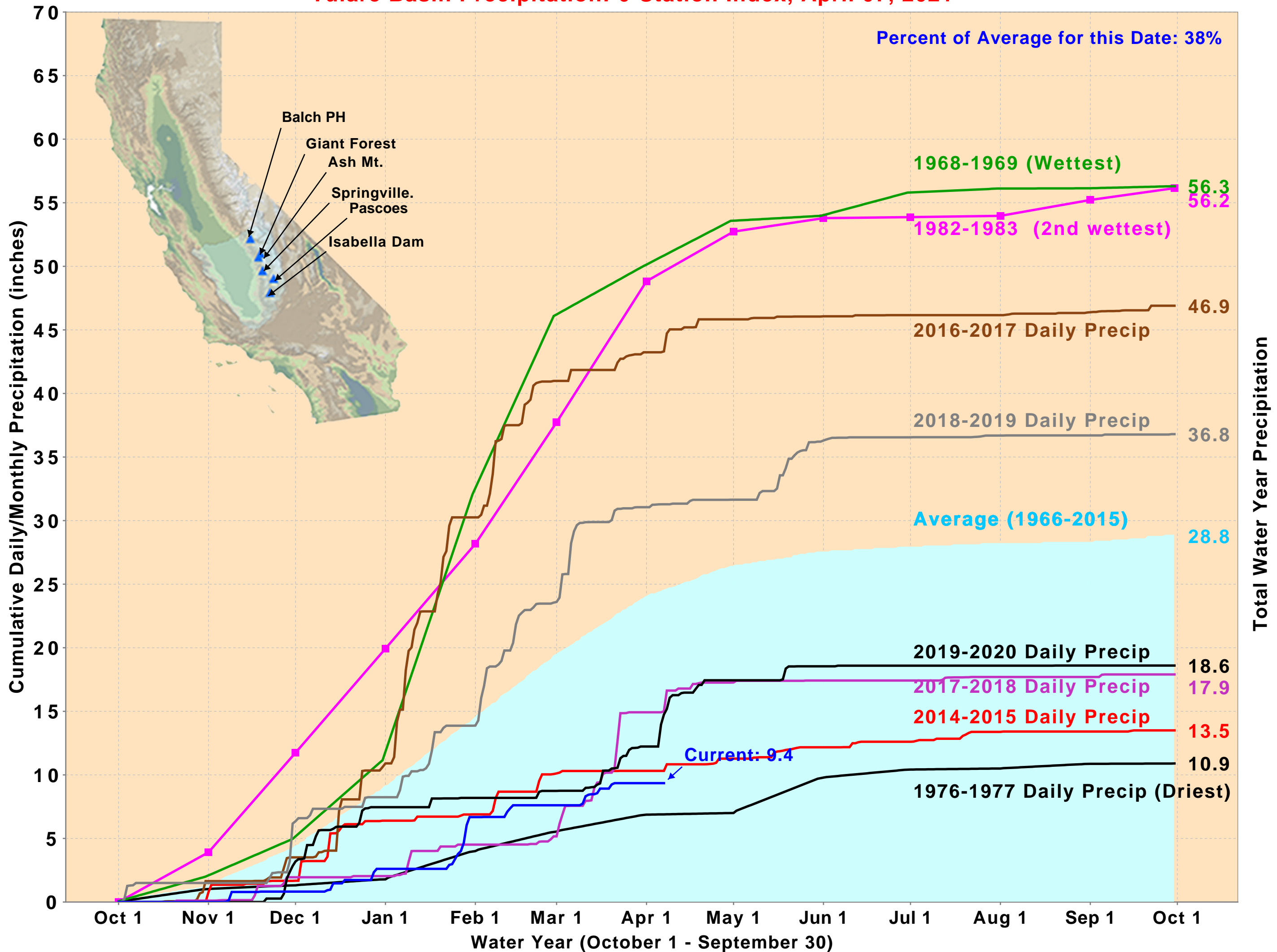
Northern Sierra Precipitation: 8-Station Index, April 07, 2021



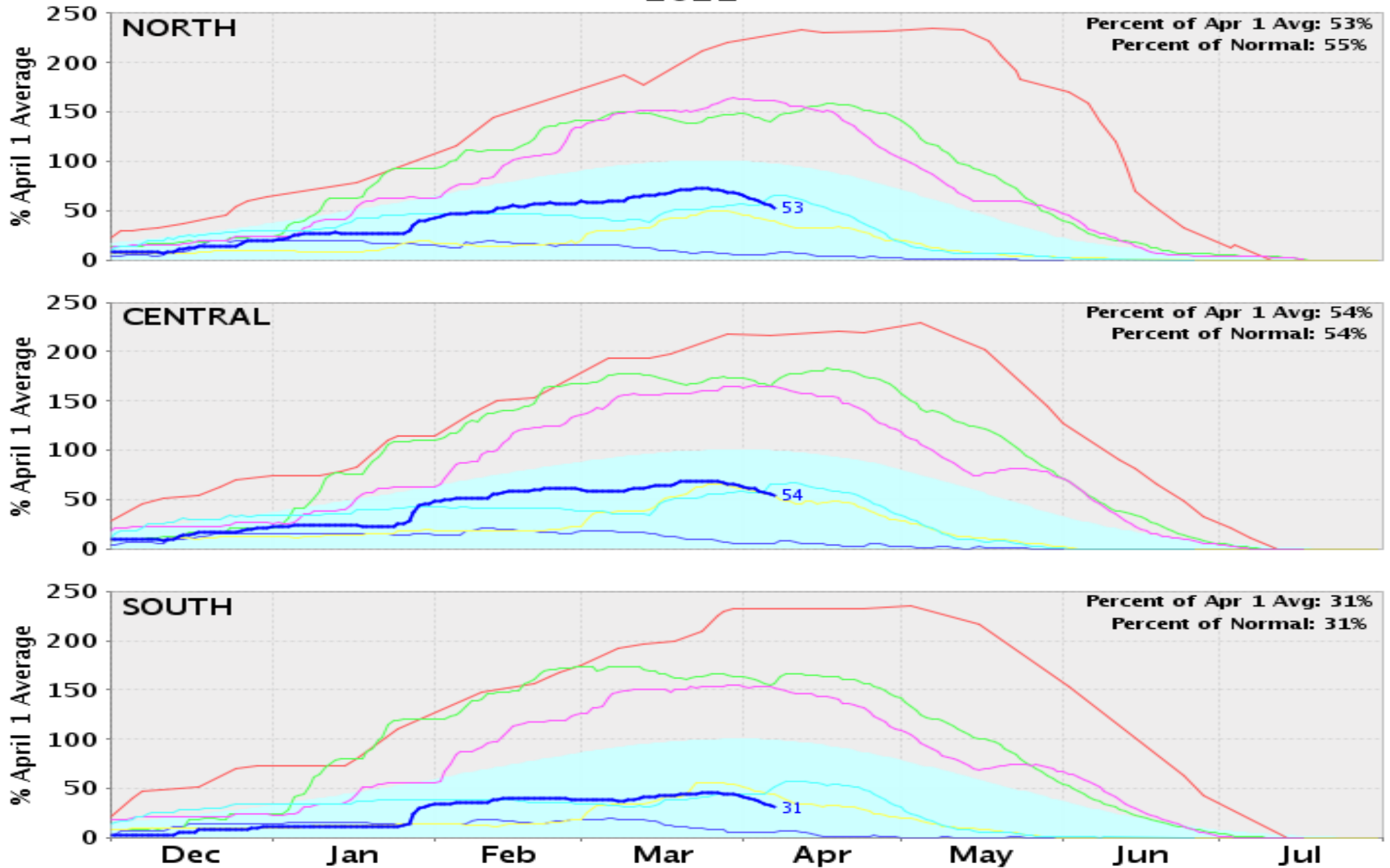
San Joaquin Precipitation: 5-Station Index, April 07, 2021



Tulare Basin Precipitation: 6-Station Index, April 07, 2021



California Snow Water Content – Percent of April 1 Average For: 07-Apr-2021



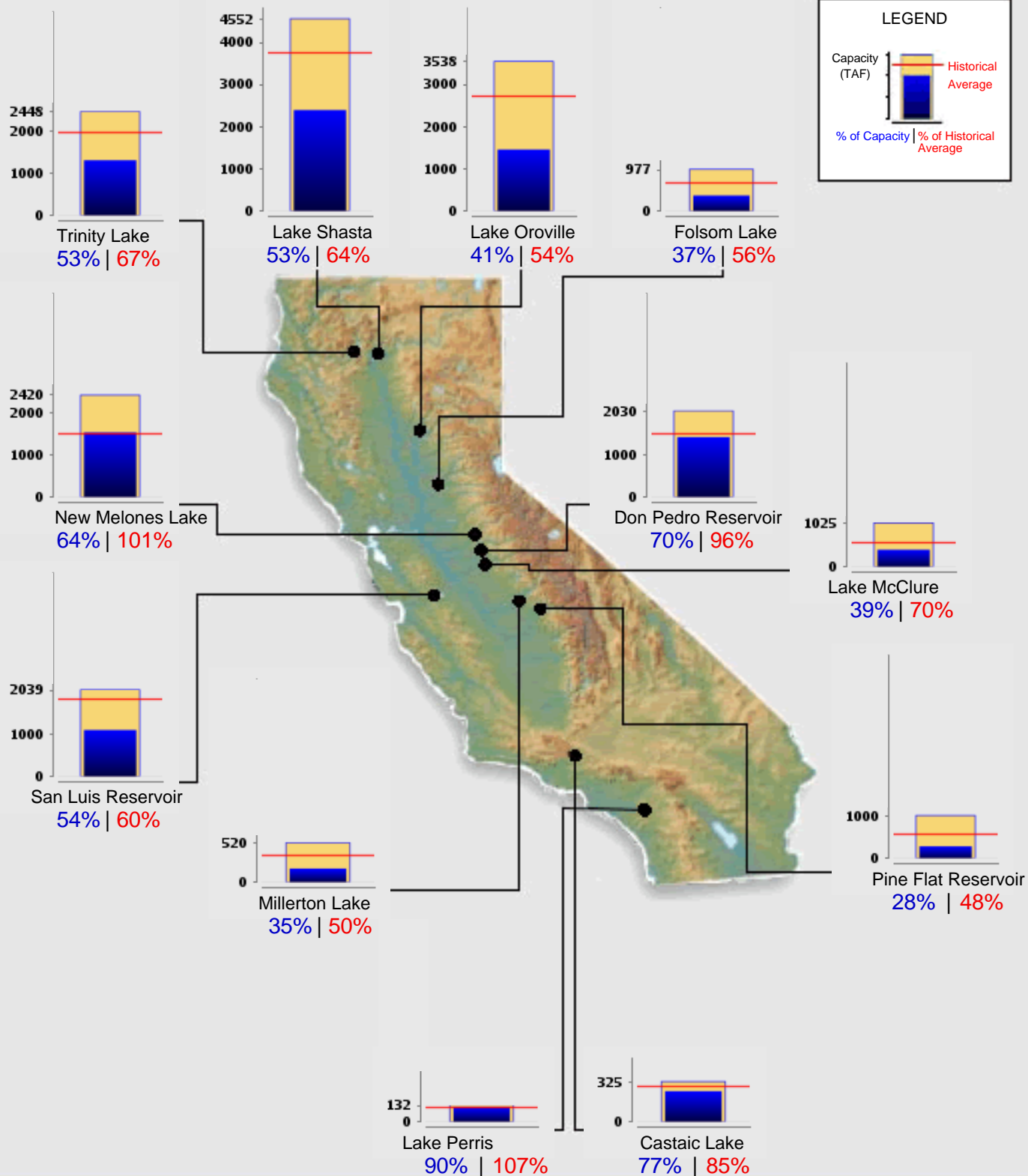
— Average
 — 1982-1983 (max)
 — 2014-2015 (min)
 — 2016-2017
 — 2017-2018
 — 2018-2019
 — 2019-2020
 — 2020-2021 (current)



Reservoir Conditions

Ending At Midnight - April 7, 2021

CURRENT RESERVOIR CONDITIONS



Graph Updated 04/08/2021 08:18 AM

U.S. Drought Monitor California

April 6, 2021

(Released Thursday, Apr. 8, 2021)

Valid 8 a.m. EDT

Drought Conditions (Percent Area)

	None	D0-D4	D1-D4	D2-D4	D3-D4	D4
Current	0.77	99.23	92.65	69.68	35.42	5.36
Last Week <i>03-30-2021</i>	0.77	99.23	90.66	64.02	31.76	5.36
3 Months Ago <i>01-05-2021</i>	0.00	100.00	95.20	74.34	33.84	1.19
Start of Calendar Year <i>12-29-2020</i>	0.00	100.00	95.17	74.34	33.75	1.19
Start of Water Year <i>09-29-2020</i>	15.35	84.65	67.65	35.62	12.74	0.00
One Year Ago <i>04-07-2020</i>	32.29	67.71	43.31	1.30	0.00	0.00

Intensity:

 None	 D2 Severe Drought
 D0 Abnormally Dry	 D3 Extreme Drought
 D1 Moderate Drought	 D4 Exceptional Drought

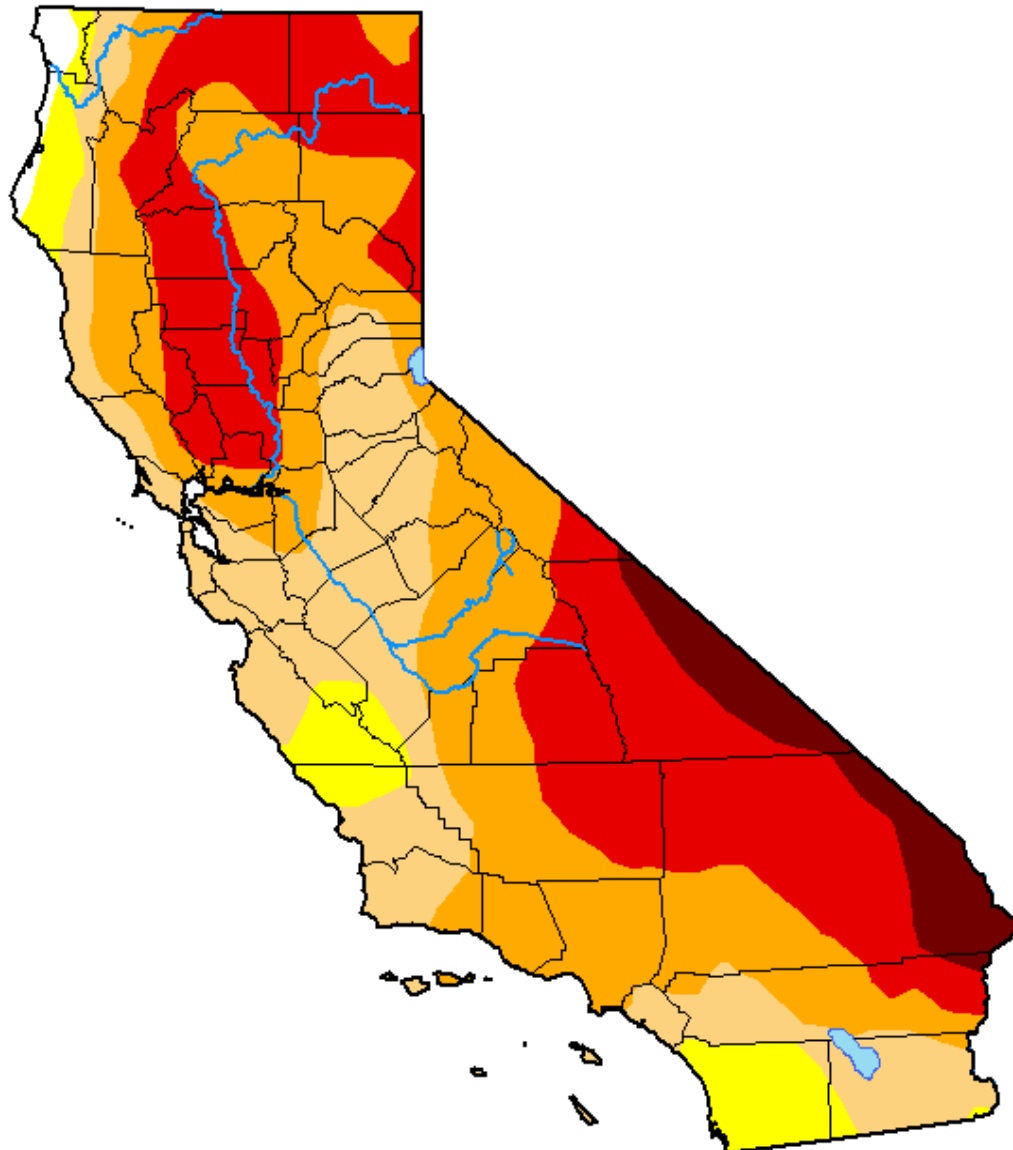
The Drought Monitor focuses on broad-scale conditions. Local conditions may vary. For more information on the Drought Monitor, go to <https://droughtmonitor.unl.edu/About.aspx>

Author:

Deborah Bathke
National Drought Mitigation Center



droughtmonitor.unl.edu



RESOLUTION 2014-05

A RESOLUTION OF THE BOARD OF DIRECTORS OF BEAUMONT-CHERRY VALLEY WATER DISTRICT PRECLUDING THE APPROVAL OF A REQUEST FOR THE ISSUANCE OF ANY WILL SERVE LETTER UNDER THE CIRCUMSTANCES STATED HEREIN SUBJECT TO THE EXCEPTIONS STATED HEREIN

WHEREAS, This Board has discussed and desires to adopt a policy which will suspend the issuance of will serve letters which will add demand to the District's water supplies not previously considered and approved by this Board during conditions specified herein.

WHEREAS, This policy is intended to avoid requiring conservation by presently served ratepayers in order to protect available supplies while simultaneously creating new demand on those supplies and to preserve the rights of persons who have relied on the issuance of a will serve letter by annexing to the District or paying fees or constructing infrastructure in consideration of the issuance of a will serve letter.

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

1. Subject to the exceptions stated in Paragraph 2 below, this Board shall not issue a will serve letter when:
 - (a) A condition of drought exists in the State of California as declared by the Governor of the State of California,
 - (b) There is in effect mandatory conservation measures applicable to the District's ratepayers imposed directly by the State of California, or imposed by implementation of District conservation measures in accordance with the District's Urban Water Management Plan and
 - (c) The quantity of the District's ready to deliver water supplies is less than a projected demand of five years based on the District's then current annual demand.
2. The following applications shall be excepted from the prohibition of the issuance of will serve letters stated in Paragraph 1 of this Resolution:
 - (a) An application for residential or commercial water use reasonably estimated to constitute an annual demand equal to or less than 2 (two) EDU's;
 - (b) An application for service to property as to which a will serve letter previously has been issued and the recipient of that letter or his or her successor in interest has relied on the letter in paying fees to the District, annexing the subject property to the District or constructing District infrastructure in order to provide service to the subject property.
3. The District Secretary shall certify the adoption of this Resolution.

ADOPTED AND APPROVED this 8th day of October, 2014

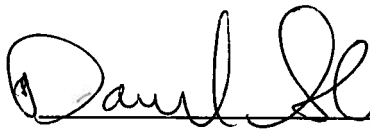


Chairman

I, Daniel Slawson, Secretary of the Beaumont-Cherry Valley Water District Board of Directors, do hereby certify that the foregoing Resolution was adopted at a regular meeting of the Beaumont-Cherry Valley Water District Board of Directors, held on the 8th day of October, 2013, by the following vote:

AYES: 3	BOARDMEMBERS: Ross, Guldseth, Ball
NOES: 1	BOARDMEMBERS: Slawson
ABSENT: 1	BOARDMEMBERS: Woll (vacant seat)
ABSTAINED: 0	BOARDMEMBERS:

ATTEST:



Secretary

Section 8

Water Shortage Contingency Planning

CWC 10632

The plan shall provide an urban water shortage contingency analysis that includes each of the following elements that are within the authority of the urban water supplier.

Stages of Action

Prohibitions on End Uses

Penalties, Charges, Other Enforcement of Prohibitions

Consumption Reduction Methods

Determining Water Shortage Reductions

Revenue and Expenditure Impacts

Resolution or Ordinance

Catastrophic Supply Interruption

Minimum Supply Next Three Years

Water shortage contingency planning is a strategic planning process to prepare for and respond to water shortages. Good planning and preparation can help maintain reliable supplies and reduce the impacts of supply interruptions.

This section describes BCVWD's water shortage contingency planning. The planning includes staged responses to a water shortage, such as a drought, that occurs over a period of time, as well catastrophic supply interruptions which occur suddenly.

The water shortage contingency plan (WSCP) can be created separately from the UWMP and amended as needed without amending the corresponding UWMP. However, the most current version of the WSCP must be included as part of the UWMP when the UWMP is submitted to DWR.

Stages of Action

10632(a) Stages of action to be undertaken by the urban water supplier in response to water supply shortages, including up to a 50 percent reduction in water supply, and an outline of specific water supply conditions which are applicable to each stage.

The District proposes a five-stage plan of action in the event of an extended drought condition or loss of supply. The action levels for each stage are presented in the subsections that follow, and the water supply reduction stages are provided in Table 8-1. These stages could be implemented as a result of BCVWD water shortages, including reduction in imported water allocation, or mandatory water conservation targets by the Governor's office.

Table 8-1 Retail Stages of Water Shortage Contingency Plan		
Stage	Complete Both	
	Percent Supply Reduction ¹ <i>Numerical value as a percent</i>	Water Supply Condition <i>(Narrative description)</i>
Add additional rows as needed		
1	10%	Up to a 10% reduction in normal, "long term" water supply; imported water supply allocation averages approximately 50% over a 2-year (or longer) period
2	20%	Up to 20% reduction in normal, "long term" water supply; imported water supply allocation between 49.9% and 25% over a 3-year (or longer) period
3	25%	Up to 25% reduction in normal, "long term" water supply; imported water supply allocation between 24.9% and 10% over a 3-year (or longer) period
4	30%	Up to 30% reduction in normal, "long term" water supply; imported water supply allocation between 9.9% and 5% over a 3-year (or longer) period
5	50%	Up to 50% reduction in normal, "long term" water supply; imported water supply allocation averages less than 5% over a 4-year (or longer) period
¹ One stage in the Water Shortage Contingency Plan must address a water shortage of 50%.		
NOTES:		

These stages and the percent reductions in demand are based on BCVWD's experience during the state mandated water conservation program targets comparing 2015 with a similar period in 2013. BCVWD was able to reduce consumption by 24.3% for the period May 2015 through April 2016. This was done through the restrictions in Board of Directors Resolution 2015-05 which limited watering to two days per week.

In establishing the "Stages," BCVWD has the advantage of the Beaumont Basin, its large storage capacity for banked water, and BCVWD's 80,000 AF storage account. BCVWD currently has 25,568 AF in storage, despite an average SWP allocation of only 43% for the period 2012 through 2015. BCVWD's plan is to purchase additional imported water over that needed to meet demands to add to the storage account balance each year including making up for any shortfall that may occur during dry years. The District's goal is to fill the storage account by 2040 or before.

Stage 1

Stage 1 occurs when:

- A 10% water use reduction from the established base year is required, or

- Imported water supply allocation averages approximately 50% over a two year(or longer) period

The District declares a water shortage and imposes voluntary water conservation. In this stage the District shall notify all its customers that water deliveries may be reduced. The District will recommend a voluntary 10% water use reduction based on an established base year to be determined by the District at the time Stage 1 is implemented. At the same time the District shall implement its own public awareness program to encourage the efficient use of water. This will be accomplished by bill stuffers, web site information, and articles in the local newspaper.

Stage 2

Stage 2 occurs when:

- A 20% water use reduction from the established base year is required, or
- The SWP allocation averages between 49.9% and 25% over a three year (or longer) period, or
- Stage 1 voluntary conservation efforts do not yield the 10% reduction in demand.

At this point the District will initiate water restrictions similar to Resolution 2015-05 and require a 20% reduction in demand from an established base year.

Stage 3

Stage 3 occurs when:

- A 25% water use reduction from the established base year is required, or
- The SWP allocation averages between 24.9% and 10% over a three year (or longer) period, or
- The Stage 2 conservation efforts do not result in the required 20 percent reduction

In this stage the District will impose restrictions similar to Resolution 2015-05, but limit lawn watering to one day per week and no filling of swimming pools. Topping off of swimming pools is permitted. No new construction meters will be approved. Use of recycled or non-potable water for construction activities will be encouraged. The District will adopt financial incentives to encourage efficient water use. Public awareness programs will expand to schools.

Stage 4

Stage 4 occurs when:

- A 30 % water use reduction from the established base year is required, or
- The SPW allocation averages between 9.9% and 5%, over a three year (or longer) period, or
- The Stage 3 conservation efforts do not result in the required 25 percent reduction

In this stage the District will impose restrictions similar to Resolution 2015-05, but make more stringent including prohibit lawn watering except for lawns and turf irrigated with recycled or non-potable water. No filling of swimming pools; topping off of swimming pools may be permitted. Hand watering of plantings is permitted two days per week if using a hose with a shut-off nozzle. Use of potable water for construction activities will be prohibited; only recycled or non-potable water, if available, can be used for construction activities. Trucking recycled water may be necessary. The District will adopt financial incentives to encourage efficient water use. Stricter enforcement penalties will be developed. At this Stage, the District will appoint a water conservation advisory committee. This committee will comprise of officials from the District, the City of Beaumont, and the Cherry Valley community. Public awareness in schools will continue. District staff will work with high water using commercial/retail and industrial facilities to develop programs to reduce water use.

Stage 5

Stage 5 occurs when:

- A 50% water use reduction from the established base year is required, or
- The SWP allocation averages less than 5% for four consecutive years

In this stage the District will impose restrictions similar to Resolution 2015-05, but prohibit lawn watering except for lawns and turf irrigated with recycled or non-potable water. No filling of swimming pools; topping off only permitted on covered pools. Hand watering of plantings is permitted one day per week if using a hose with a shut-off nozzle. Use of potable water for construction will be prohibited; only recycled or non-potable water may be used for construction activities, as determined by the Board of Directors. Trucking recycled water may be necessary. "Will serve" letters or annexations will not be approved by the Board of Directors. The District will adopt financial incentives to encourage efficient water use. Stricter enforcement penalties will be developed. The water conservation advisory committee will continue to function. This committee will comprise of officials from the District, the City of Beaumont, and the Cherry Valley community. Public awareness in schools will continue. District staff will work with high water using commercial/retail and industrial facilities to develop programs to reduce water use.

Implementation

Implementation of any of the above stages will require action by the Board of Directors and should only be considered after a public hearing wherein the conditions that bring about the reduction in supply and current consumption are discussed, options considered, and impacts on the revenue stream and public are presented. The public will generally be provided an opportunity to provide public input on implementation of water shortage contingency stages.

Prohibitions on End Users

CWC 10632

(a)(4) Additional, mandatory prohibitions against specific water use practices during water shortages, including, but not limited to, prohibiting the use of potable water for street cleaning.

(5) Consumption reduction methods in the most restrictive stages. Each urban water supplier may use any type of consumption reduction methods in its water shortage contingency analysis that would reduce water use, are appropriate for its area, and have the ability to achieve a water use reduction consistent with up to a 50 percent reduction in water supply.

Table 8-2 provides a list of water use prohibitions and the various stages when they would be implemented. The list is “fixed” by DWR; other prohibitions may be considered by the Board. Note that if a prohibition is listed for a given stage, it would be applicable to all higher numbered stages. For example, a prohibition in Stage 2 would be prohibited in Stages 3, 4, and 5 also.

Except in extreme sudden emergencies, the Board of Directors would normally hold a public hearing to discuss the conditions requiring prohibitions in water use. Comments from the public will be taken and considered before making a decision. Some of the restrictions could include one or more of the above depending on the water shortage and its duration. A resolution would be adopted identifying the course of action and mandatory restrictions.

It is possible that the initial recommended prohibitions may not result in the desired reduction and more restrictive measures need to be taken. The Board would then call for another public hearing, present the facts and the results to-date of the implementation of the water restrictions and the need for further reductions. Further reductions could then be implemented through a resolution.

The list presented in Table 8-2 is not intended to include all possible restrictions; other measures may be identified during the public hearing and implemented.

Customers would be notified in writing of any prohibitions set by the Board and notices would be posted on the District’s website, and the local newspapers and cable TV (English and Spanish versions).

Water Features and Swimming Pools

CWC 10632

(b) Commencing with the urban water management plan update due July 1, 2016, for purposes of developing the water shortage contingency analysis pursuant to subdivision (a), the urban water supplier shall analyze and define water features that are artificially supplied with water, including ponds, lakes, waterfalls, and fountains, separately from swimming pools and spas, as defined in subdivision (a) of Section 115921 of the Health and Safety Code.

Health and Safety Code Section 115921

As used in this article the following terms have the following meanings:

(a) "Swimming pool" or "pool" means any structure intended for swimming or recreational bathing that contains water over 18 inches deep. "Swimming pool" includes in-ground and aboveground structures and includes, but is not limited to, hot tubs, spas, portable spas, and non-portable wading pools.

In Table 8-2, swimming pools are separate and distinct from "water features." Water features include decorative ponds, water hazards on golf courses, artificial waterfalls and fountains. Golf course water hazard ponds that serve as irrigation reservoirs or balancing ponds, supplied with private wells are not covered by BCVWD's water restrictions. BCVWD water restrictions do not apply to water features supplied by private wells.

Stock ponds for animal watering are not covered under the swimming pool or water feature restrictions. Recycled and non-potable water may be used without restriction in water features and ponds if approved for use.

Penalties, Charges, and Enforcement of Provisions

10632(f) Penalties or charges for excessive use, where applicable.

BCVWD has provisions within its Rules and Regulations to establish charges for excessive water use. Currently there is 2-tiered rate structure in effect which increases the unit cost (per one hundred cubic feet (HCF) for water use in a billing period over 44 HCF. BCVWD could increase these charges, initiate consumption surcharges for excessive use to cover the additional cost of imported replacement water, and/or provide for additional tiers upon proper notification and following the procedures established by Proposition 218. This is not something that can be done on short notice however.

BCVWD has "water waster" provisions in Part 15 of its Rules and Regulations.

"15-1 PROHIBITION OF WATER WASTER – No person, firm, or corporation shall use, deliver, or apply waters received from this District in any manner that causes the loss, waste, or the applications of water for unbeneficial purposes. Within the meaning of this Regulation, any waters that are allowed to escape, flow, and run into areas which do not make reasonable beneficial use of such water, including but not limited to streets, gutters, drains, channels, and uncultivated lands, shall be presumed to be wasted contrary to the prohibitions of these Rules and Regulations.

1) Upon the first failure of any person, firm, or corporation to comply, this District shall serve or mail a warning notice upon any person determined to be in violation of these Rules and Regulations.

Table 8-2 Retail Only: Restrictions and Prohibitions on End Uses

Stage	Restrictions and Prohibitions on End Users <i>Drop down list</i> <i>These are the only categories that will be accepted by the WUEdata online submittal tool</i>	Additional Explanation or Reference (optional)	Penalty, Charge, or Other Enforcement? <i>Drop Down List</i>
<i>Add additional rows as needed</i>			
All	Landscape - Restrict or prohibit runoff from landscape irrigation	Part of BCVWD's Water Waste Provisions	Yes
2	Landscape - Limit landscape irrigation to specific times		Yes
2	Landscape - Limit landscape irrigation to specific days	2 days per week	Yes
2	CII - Lodging establishment must offer opt out of linen service		Yes
2	CII - Restaurants may only serve water upon request		Yes
2	Landscape - Prohibit all landscape irrigation	Prohibit irrigation of street median turf only	Yes
2	Water Features - Restrict water use for decorative water features, such as fountains		Yes
2	Other - Prohibit use of potable water for washing hard surfaces		Yes
3	Other - Require automatic shut of hoses		Yes
3	Landscape - Limit landscape irrigation to specific days	1 day per week	Yes
3	Other - Customers must repair leaks, breaks, and malfunctions in a timely manner		Yes
4	Landscape - Prohibit certain types of landscape irrigation	Hand watering only with auto nozzle	Yes
5	Pools and Spas - Require covers for pools and spas		Yes
5	Pools - Allow filling of swimming pools only when an appropriate cover is in place.		Yes
5	Other - Prohibit use of potable water for construction and dust control		Yes
5	Other - Prohibit vehicle washing except at facilities using recycled or recirculating water		Yes
NOTES:			

2) Upon the second failure of any person, firm or corporation to so comply, the water charges of any such consumer shall be doubled until full compliance with these Rules or Regulations has been established to the satisfaction of the Board of Directors of the District.

3) Upon the third failure of any person, firm, or corporation to so comply, the District shall terminate water service to any connection through which waters delivered by the District are wasted in violation of these Rules and Regulations.”

In Resolution 2016-05, there was a list of financial penalties for violation of the water restrictions in the Resolution.

- Upon the first failure of any person, firm, or corporation to comply, the District shall serve or mail a warning notice upon any person determined to be in violation of the District’s Rules and Regulations
- Upon the second failure of any person, firm, or corporation to so comply, the water charges of any such customer shall be doubled until full compliance with the District’s Rules and Regulations has been established to the satisfaction of the Board of Directors of the District.
- Upon the second failure of any person, firm, or corporation to so comply, the District shall terminate water service to any connection through which waters delivered by the District are wasted in violation of the District’s Rules and Regulations.

Consumption Reduction Methods

CWC 10632

(a)(5) Consumption reduction methods in the most restrictive stages. Each urban water supplier may use any type of consumption reduction methods in its water shortage contingency analysis that would reduce water use, are appropriate for its area, and have the ability to achieve a water use reduction consistent with up to a 50 percent reduction in water supply.

Table 8-4 presents some consumption reduction methods, separate from the restrictions and prohibitions presented previously. The list in Table 8-5 is limited by DWR and so does not include all possible methods.

- **Expand Public Information** – BCVWD should work with SGPWA and the other retailers in the San Geronio Pass to develop a consistent, region-wide message that could include regular articles in the local newspapers, displays at major events, low water using garden workshops, etc. Expand into the schools and service clubs. Work with the high volume water users in the commercial/retail/industrial area to determine if there are water reduction opportunities.

- **Improved Customer Billing** – Provide customers with their historic usage for the past year in graphical format (bar charts) with target levels for water conservation. Provide data on other typical customers in the District's service area.

Table 8-3 Retail Only: Stages of Water Shortage Contingency Plan - Consumption Reduction Methods		
Stage	Consumption Reduction Methods by Water Supplier <i>These are the only categories that will be accepted by the WUEdata online submittal tool</i>	Additional Explanation or Reference <i>(optional)</i>
Add additional rows as needed		
2	Expand Public Information Campaign	
3	Improve Customer Billing	Provide Historic Record and comparison of use on similar properties. Show targets and actual reductions
4	Provide Rebates for Landscape Irrigation Efficiency	Consider rebates on smart controllers with SGPWA
3	Provide Rebates for Turf Replacement	Work with SGPWA to develop replacement programs
NOTES:		

- **Rebates for Irrigation Efficiency Improvements** – BCVWD should work with SGPWA to provide rebates to improve irrigation efficiency including drip systems and smart controllers. Replacement of spray nozzles with rotating nozzles reduces water consumption significantly and prevents overspray.
- **Rebates for Turf Replacement** -- BCVWD should work with SGPWA to provide rebates to convert turf areas to low water using drought tolerant plantings.
- **Other Methods Not on DWR's List:**
 - Work with the City of Beaumont and developers to install drought tolerant, low water using plantings in common areas and street medians. Reduce turf and planted areas in new home construction.
 - Convert existing street median and common area turf areas to drought tolerant, low water using plantings.
 - Begin using recycled water for landscape irrigation. This method has the greatest potential for reducing potable water use in the BCVWD service area.
 - Restrict construction water use to non-potable water

- Implement more tiers in the rate structure to reflect the cost for purchase of imported water as a result of higher use.

BCVWD does not perform extensive main flushing or any hydrant flow testing. All water taken from fire hydrants is metered and billed.

Determining Water Shortage Reductions

10632(i) A mechanism for determining actual reductions in water use pursuant to the urban water shortage contingency analysis.

The District keeps historic and current pumping records on all of its wells. The imported water delivered by the Pass Agency is metered both by the Pass Agency/DWR Meter and BCVWD's own meter. All of the District's customers are metered. BCVWD's customer billing system retains customer water usage by billing period. Except for water used from hydrants to fight fires or water lost due to accidents breaking fire hydrants, all water taken from hydrants for construction, street sweeping, vector trucks, etc. is metered. These records are used to determine seasonal and annual fluctuations in water use.

BCVWD can compare pumping records from one year to the next to determine actual reductions in water use. The District, through its billing system, is able to track historic and current use by service account and therefore track customer usage during a drought and evaluate the effectiveness of each conservation measure implemented under this plan.

Revenue and Expenditure Impacts

10632(g) An analysis of the impacts of each of the actions and conditions described in subdivisions (a) to (f), inclusive, on the revenues and expenditures of the urban water supplier, and proposed measures to overcome those impacts, such as the development of reserves and rate adjustments.

Drought Rate Structures and Surcharges

BCVWD does not have a drought rate structure or surcharge in place at this time.

Use of Financial Reserves

Rather than identify the financial impacts of each prohibition on BCVWD's financial position, the impacts will be assessed on a "percent reduction in water demand" basis.

The District's current water rate structure includes a service (meter) charge (bimonthly, regardless of how much water is used), and a 2-tiered commodity charge per 100 cu ft of water used. In addition there is a power surcharge and an imported water surcharge per 100 cu ft of water used.

During times of drought, the revenue from the commodity charge and the power and imported water surcharges would be reduced by an amount equal to the water conservation effort. The meter charge would not be affected. But the reduction in water consumption will also reduce the power consumption needed to pump and produce water and reduce the need for imported water, essentially balancing out the reduction in surcharge revenue.

For 2016, the proposed budget estimated \$2.6 million in fixed meter (service) charges and \$3.79 million in water sales revenue including agricultural water sales and construction water sales (commodity charge). Water importation surcharges were budgeted at \$1.75 million and SCE power surcharge at \$1.55 million. So total “variable” revenue would be \$7.09 million. The expenses budgeted for chemicals and treatment, electricity and imported water was \$2.33 million. The fixed meter (service) charges would not be affected by a reduction in water sales. All of the other revenues and expenses would be.

It is important to note the 2016 budget was based on 8,700 AFY of water sales, which is about 10% less than year 2015 projected ending. So this already represents a conservative position.

Assuming a water reduction of 25% is required for a 2-month long-term interruption, the annual reduction would be $(2/12) * 25\%$ or 4.2%. The resultant loss in water sales revenue would be \$298,000, i. e, $0.042 * \$7.09$ million; the reduction in chemicals, electricity and imported water purchase would be \$98,000. The net would be an annual loss of revenue of \$200,000.

A 50% reduction in water demand for a period of 1 month would result in a similar net annual revenue loss of \$200,000.

The costs above do not include additional staff overtime that may be required providing notifications, production, publication, and mailing of notices; updates, water conservation messages, inspection and enforcement. An estimate of \$25,000 for each “event” is reasonable to cover these costs. So the total annual impact could be in the \$225,000 to \$250,000 range.

If water reduction of another 10% on an annual basis were required, i.e., water sales at 7,900 AFY versus the 8,700 AFY budgeted, the impact would be a net loss of \$476,000.

The BCVWD audited Financial Report for 2014 showed BCVWD with over \$131.6 million in net assets of which \$13.5 million was in unrestricted funds. The impact of a net \$175,000 loss due to a water reduction of 25% over a 2 month period (or 50% for a 1 month period), or even another 10% reduction on an annual basis will not affect BCVWD's operation. The \$476,000 is less than 4% of the District's unrestricted cash assets. As a result, no special action is needed.

Other Measures

BCVWD will be looking a performing a rate review in 2017. The last rate review was in 2010, and the Board of Directors established rates from 2010 through 2015. The 2015 rates are currently in effect. The financial analysis presented above was based on reduced consumption and the 2015 rates.

Resolution or Ordinance

10632(h) A draft water shortage contingency resolution or ordinance.

A draft water shortage contingency resolution is included at the end of this Section.

Catastrophic Supply Interruption

Water Shortage Contingency Planning

10632(c) Actions to be undertaken by the urban water supplier to prepare for, and implement during, a catastrophic interruption of water supplies including, but not limited to, a regional power outage, an earthquake, or other disaster.

Water supplies may be interrupted or reduced significantly in a number of ways –regional and local power outage, an earthquake that damages water delivery or storage facilities, or a contaminated well or water source. This section describes how BCVWD will meet the maximum day demands of their customers and their plans to respond to such emergencies so that emergency needs are met promptly and equitably. Table 8-4 presents the average day and maximum day demands for the period 2005 through 2035 based on BCVWD’s maximum day/average day ratio of 2.0. The data was taken from BCVWD’s 2015 Potable Water Master Plan and represents a very conservative approach to growth and does not consider any lingering water conservation effect. This provides the backdrop for the sub-sections to follow.

Table 8-4
Historic and Projected Average and Maximum Day Potable Water Demands
(source: 2015 Potable Water Master Plan)--(no conservation effect)

Year	Average Day Demand, AFY	Average Day Demand, mgd	Maximum Day Demand, mgd
2005	9,306 ¹	7.4	17.0 actual
2010	11,023 ¹	8.3	19.7 actual
2015	10,252 ²	9.2	15.3 actual
2020	14,753	13.17	26.34
2025	16,576	14.80	29.59
2030	18,674	16.67	33.34
2035	20,658	18.44	36.88
2040	22,483	20.07	40.14

¹ Total water demand since potable water used in non-potable system

² Total potable water demand and potable water into non-potable system

Regional and Local Power Outage

To meet emergency water needs BCVWD has both gravity storage and wells. Storage can provide for short term power outages; wells, equipped with standby generators or emergency power connections can meet longer term power outages.

Storage

The storage can provide short term water supply for regional or local power outage, i.e., a few hours to one day depending on the time of year and water demand. Approximately 24 MG (72.5 acre-feet) of gravity storage is available as listed in Table 8-5.

The reservoir storage capacity in Table 8-5 does not include the Twelfth and Palm Reservoir (0.4 MG). This serves as an equalization tank for the Twelfth and Palm Boosters. The almost 23.45 MG of gravity storage is more than 2.5 x maximum day based on 2015 conditions. Considering the vast amount of water storage in the Beaumont Basin aquifer, the need for large amounts of above-ground gravity storage is not warranted— provided, of course, there is adequate well capacity to meet the maximum day demands. BCVWD has such well capacity on standby power or capable of being connected to portable standby generators.

Table 8-5
Gravity Storage Reservoirs in BCVWD System

Available Reservoirs	Total Aboveground Storage (MG)	Total Aboveground Storage (AF)
Upper Edgar	0.75	1.5
Lower Edgar	1.0	3.1
Noble & Highland Springs	3.0	9.2
Vineland I, II & III	5.5	18.5
Cherry I,II, and III	4.1	12.3
Taylor	3.9	12.0
Hannon (2650 Zone)	5.0	15.3
3900 Zone (not yet operational)	0.2	0.6
TOTAL	23.45	72.5

Wells

Wells equipped with emergency power or emergency power connections can supply up to a maximum of 14,880 gpm, or 65.7 acre-feet per day (AF/day) or 21.4 mgd and assumes all wells in service. See Table 8-6. This capacity only includes BCVWD's share of the joint wells with the City of Banning. (If there was a regional power outage, the City of Banning would likely need water too, and would rely on their share of the well capacity.)

The District has three portable generators. The portable units have the capability of running up to 50, 350 and 550 horsepower (hp) motors respectively.

BCVWD's wells with standby power or standby power connections can provide water to meet the maximum day demand to the year 2018 assuming all wells with standby power or standby power connections are in service and growth occurs as projected. With conservation, the wells should have capacity to beyond 2020. So a local or regional power outage should have little or no impact. If, however, Well 29, BCVWD's largest well, is out of service for any reason due to mechanical failure, BCVWD will only be able to supply 15.4 mgd and will not be able to meet the maximum day demand during a regional power outage of extended duration. During such an event, water use, e.g., irrigation, will have to be restricted. It should be noted that 15.4 mgd **will** be able to supply an average day to well beyond the year 2035; so the impacts of a regional power outage will depend on the time of year.

BCVWD has plans for the rehabilitation/replacement of Well 2 which should boost capacity by 1,500 gpm (2.2 mgd) or more. This well should be equipped with a generator or standby power connection. As other wells are constructed, they should have standby power to provide back-up and reliability.

Pressure Zone Transfers and Boosting

BCVWD is able to move water between pressure zones through pressure regulators and booster pumping stations. Except for the Cherry Yard Boosters (21A, 21B and 21C), which are used regularly, the other boosters are usually used only for emergency transfers when gravity transfer from higher pressure zones cannot be made.

Boosters 21A and 21B which pump from the Cherry Reservoir (2750 Zone) to Noble Reservoir (3040 Zone) have transfer switches so a portable generator can be connected. Booster 21C has a natural gas driven pump that has a capability of pumping 1,500 gpm from the Cherry reservoir (2750 Zone) to the Noble reservoir (3040 Zone).

Table 8-6
BCVWD Wells with Standby Power or Connections for Standby Power

Well No.	Location	Total Capacity		Remarks
		GPM	AF/Day	
12	Upper Edgar Canyon	130	0.6	Auxiliary engine drive
14	Upper Edgar Canyon	200	0.9	Portable generator connection
6	Middle Edgar Canyon	250	1.1	Portable generator connection
4A	Lower Edgar Canyon	300	1.3	Portable generator connection
16	BSU (Vineland)	800	3.5	Portable generator connection
21	BSU (Cherry Ave)	2,100	9.3	Portable generator connection
22	BSU (Michigan Ave)	1,700	7.5	Portable generator connection
23	BSU (Recharge Site)	2,700	11.9	Standby Generator
24	BSU (Brookside)	1,250	5.5	Standby Generator (only BCVWD's Share of Capacity Shown – total = 2500 gpm)
25	BSU (Starlight)	1,250	5.5	Standby Generator (only BCVWD's Share of Capacity Shown – total = 2900 gpm)
26	BSU (Snapdragon)	825	3.6	Standby Generator (only BCVWD's Share of Capacity Shown – total = 1650 gpm) Pumps to Potable and Non-potable System
29	BSU (Sunny Cal Egg)	4,000	17.7	Standby Generator
Total Wells with Standby Power or Standby Power Connections		15,505	68.4	22.3 mgd capacity
Total Wells with Standby Power or Standby Power Connections with Well 29 out of service and 26 to Non-potable System		10,680	47.2	15.4 mgd capacity
Total All Wells incl. Edgar Canyon		18,935	83.7	27.3 mgd capacity

There is an emergency booster at the Well 4A site with a 100 hp motor; which is rated at 500 gpm and can boost water from the 3040 Zone to the Upper Edgar Tank (3620 Zone), BCVWD's

highest active pressure zone. In addition, the 50 hp Noble Tank Booster, which has a rated capacity of 500 gpm, can boost water from the 3040 Zone to the 3330 Mesa Pressure Zone.

Stationary backup generators with automatic transfer switches were installed at the headquarters building and at Highland Springs Hydropneumatic system.

Summary

BCVWD is well positioned with a combination of ground storage, wells with standby power or standby power connections and pressure zone boosters to weather extended local or regional power outages. If BCVWD's largest well is out of service for mechanical reasons and demands are high due to climatic conditions, there will be a need to initiate water restrictions to reduce the demands.

As population increases as projected, additional well capacity will be needed to keep pace with the maximum day demand. New wells will be equipped with standby power generators.

Earthquake or Other Natural Disasters

BCVWD Facilities

The San Andreas Fault passes through the San Geronio Pass area about 8 to 10 miles north of the center of BCVWD's service area. If a major earthquake were to occur along the San Andreas Fault in the Pass area many of the BCVWD's facilities could be affected.

The Cherry Tanks, Upper Edgar Tank, Taylor Tank, the Vineland Tanks and the Hannon Tank are all equipped with flexible connectors (EBBA Iron Flex-tends) for movement during an earthquake. Upper Edgar, Cherry Tank III, Vineland II and III, and Taylor Tank are all anchored to their ring wall foundation and have been designed to resist seismic shaking. These are all relatively new tanks constructed since year 2000 and designed and constructed to recent AWWA standards. These tanks should be capable of resisting significant earthquake shaking. BCVWD's other tanks were designed according to AWWA standards in effect at the time they were constructed; but over time the design standards have improved and become more stringent. The greatest vulnerability will be with the older steel tanks.

Experience with other earthquakes, e.g., Landers, magnitude 7.3 (1992), has shown steel water tanks survive but do suffer some minor structural damage. Observations of some of the water tanks showed the inlet/outlet piping sheared off and some "elephant footing" of the side wall occurred but the tanks remained intact. This is what would be expected with BCVWD's older tanks. The newer tanks should survive with little or no damage. The older tanks should be able to be put back into service within a week, if not sooner.

Wells and well pumps could be damaged during a very severe earthquake but they should be able to be returned to service within a month depending on the availability of replacement parts and equipment to repair the pumps.

Piping breaks could be expected to occur, but these can be repaired fairly quickly. BCVWD has an inventory of repair clamps, fittings and pipe as well as staff and equipment to make these repairs.

BCVWD has also constructed emergency “interties” at various locations along Highland Springs Road so that water can be supplied in either direction between the City of Banning and BCVWD.

Another threat is fire in the watershed which could cause damage to wells in Little San Geronio Canyon (Edgar Canyon). A severe fire could damage and make inoperable some or all of the eleven active wells in the canyon. Damage could occur to power and telemetry poles, electrical panels, pump house roofs etc. If all of the wells in Edgar Canyon were put out of service, BCVWD would lose about 2.2 mgd (or about 8 percent) of its well capacity. This can be made up by the Beaumont Basin wells; so the impact from a water supply standpoint would be minimal. In this case there would be a financial impact since the replacement water from the Beaumont Basin would be more costly to pump.

Each well is in a concrete masonry block building, but the roof and electrical power lines/poles are vulnerable to fires. A severely burned watershed could present a problem if heavy rains cause mud and debris flows that make access into the canyon difficult. One of the largest fires in the District was the Repplier Fire 11/2/1993 to 11/4/1993 which burned 8,000 acres and caused 2,000 people to be evacuated from Cherry Valley¹. The cause was determined to be arcing power lines. No District facilities were impacted though the fire did surround the District’s “middle houses.” No water supply outages occurred. In fact the fire fighters relied on BCVWD water supply facilities to fight the fires.

The bulk of the watershed where the wells are located is owned by BCVWD. BCVWD rigorously controls entry which minimizes the fire danger; but the threat is always there. BCVWD has established procedures for fires in the watershed with a number of the staff actually experiencing them in the past.

Imported Water Interruptions

The SWP California Aqueduct could be interrupted for a number of reasons including:

- Earthquake or extremely high floods destroying levees in the Sacramento-San Joaquin Delta
- Earthquake damage to the aqueduct or any of its major pumping stations
- Subsidence/slippage/flooding of the aqueduct

¹ The Southland Firestorm: Week 2: Latest Southland Fires (1993). Los Angeles Times, Cecilia Rasmussen, researcher, Nov. 3.

Levee Destruction

The U.S. Geological Survey indicated a 63 percent chance of a magnitude 6.7 quake in the next 30 years in the Bay/Delta Area. A 6.7 quake could create a collapse of the 100-year-old levees that channel Delta water, causing saltwater to flood in (dam break in reverse) and contaminate the supply.² A seismic event creating levee breaches could create an outage of 1 to 2 years.³ A report by the U.S. Department of the Interior, indicated a large earthquake with significant levee breaches could cause disruption in the water supply for 28 months.⁴ Based on this, it is not unreasonable to assume the SWP would not be delivering water for at least 2.3 years or say 2.5 years minimum.

Land subsidence in the Delta has been on-going since the 1800s as the peat soil dries and oxidizes. The land subsidence creates increased water level differences and increased water pressures on the levees which increases the risk of breach from causes other than seismic events.

Since 1900 there have been 163 levee breaches which flooded 114 islands. Fifty-one of the breaches have occurred since 1970 about the time the SWP began operation and Oroville Dam was constructed. One levee break occurred in 2004 at the Jones Tract. The cause of the failure was unknown. It happened in June and took about 1 month to “seal” the breach and almost six months to pump out the flooded island.⁵ These breaches have not caused significant disruption in the SWP delivery up until now.

Climate is always changing which will bring its own stresses on the Delta levees. Sea level rise will exacerbate the water level differential over time, increasing hydrostatic pressures on the levees. Climate changes will affect the hydrologic response of the Sacramento-San Joaquin River watersheds resulting in higher peak flows and less snowmelt. This will mean higher peak

² SCWC (Southern California Water Committee) Blog (2012). April is Earthquake Preparedness Month in California--Time to Protect California's Water Supply from a Quake, Richard Atwater, April 12.

³ Jack R. Benjamin and Assoc. in assoc. with Resource Management Associates and Economics Insight (2005). Preliminary Seismic Risk Analysis Associated with Levee Failures in the Sacramento – San Joaquin Delta. Prepared for California Bay-Delta Authority and California Department of Water Resources (June)

⁴ US Dept of Interior (undated). Anticipating California Levee Failure: Government response strategies for protecting natural resources from freshwater oil spills, Office of Environmental Policy and Compliance, Region IX, prepared by: Melissa Blach, Karen Jurist, and Sara Morton

⁵ DWR (undated). Levee Failures in the Sacramento-San Joaquin Delta, Water Conference Poster, prepared by URS Consultants.

flows earlier in the season than the levees have historically experienced. This in combination with sea level rise will cause increased water pressure on the levees.⁶

In summary, climate change, subsidence, and aging levees will increase the risk of levee breach and the “Jones Tract” experiences can be expected to become more frequent and more severe. However, these should be less catastrophic than a significant seismic event causing an outage of supply due to numerous levee breaches and salt water intrusion shutting down deliveries for as much as 2.5 years or perhaps longer.

Aqueduct or Pump Station Damage

The California Aqueduct could be ruptured by displacement on the San Andreas Fault, and supply may not be restored for a three to six week period or perhaps even longer. The situation would be further complicated by physical damage to the pumping equipment of the electrical switchgear. These repairs could take a number of months depending on the severity.

One of the SWP’s important design engineering features is the ability to isolate parts of the system. The Aqueduct is divided into “pools.” Thus, if one reservoir or portion of the California Aqueduct is damaged in some way, other portions of the system can still remain in operation and supply water. For example, if the Banks Pumping Plant in Tracy were to be out of service or the aqueduct out of service between Banks Pumping Plant and San Luis Reservoir, water could be delivered into the East Branch from water stored in San Luis Reservoir or Silverwood Reservoir. Similarly if the Edmonston Pumping Plant or the aqueduct either upstream or downstream of Edmonston Pumping Plant were out of service, water to the East Branch could be delivered from water stored in Silverwood Reservoir.

If however, there was damage to the Devil Canyon Power Generating Station or the penstocks leading to it, the East Branch Extension bringing water to the Pass Water Agency would be out of service. The length of service outage could be 6 months or more depending on the severity.

Aqueduct Subsidence, Slippage and Flooding

The Aqueduct is subject to damage from a wide variety of causes. Past examples include slippage of aqueduct side panels into the California Aqueduct near Patterson in the mid-1990s, the Arroyo Pasajero flood event in 1995 (which also destroyed part of Interstate 5 near Los Banos), and various subsidence repairs needed along the East Branch of the Aqueduct since the 1980s. All these outages were short-term in nature (on the order of weeks), and DWR’s Operations and Maintenance Division worked diligently to devise methods to keep the Aqueduct in operation while repairs were made. Thus, the SWP contractors experienced no significant

⁶ Lund, J. et. al. (2007). Envisioning Futures for the Sacramento-San Joaquin Delta, Public Policy Institute of California.

interruption in deliveries.⁷ These events would not have a significant impact on water deliveries to the Pass Agency assuming there is adequate storage in Silverwood Reservoir.

Summary

In the event of a major catastrophe which caused an outage of the State Water Project for an extended period of time, e.g., a year or more, BCVWD would be relying on its own Beaumont Basin storage account to make up the difference. In the event the outage is long enough to deplete the District's storage account, BCVWD could request Watermaster to temporarily waive the need for immediate replenishment and give permission to draw on the Basin. There is over 2 million acre-ft of water in storage in the basin, and short term "mining" will have little impact on the overall water levels in the basin. In this event, BCVWD would begin to implement some water use restrictions. BCVWD is in a unique position that interruptions in supply can easily be accommodated.

Water Supply Contamination

Contamination of BCVWD's water supply could occur as a result of past or current industrial/commercial operations, old dumps and landfills, on-site wastewater disposal systems, cross-connections, vandalism or terrorism. A cross-connection or bacteriological contamination would be the most serious and require immediate action once detected. The actions that are to be taken and the required notification procedures are in the BCVWD's Emergency Response Plan (ERP). The ERP was developed in 2004 and most recently updated in 2011. It is currently (2016) being reviewed and adjustments are made as needed.

Past Industrial/Commercial Operations etc.

Lockheed Martin Corporation⁸

Lockheed Martin Corporation used two remote sites near Beaumont, Calif., to test solid rocket propellant and motors, weapons, and ballistics. Contamination related to these operations has been identified at both sites—Potrero Canyon and Laborde Canyon. Although the sites are owned or managed by entities other than Lockheed Martin today, Lockheed Martin has assumed responsibility for environmental cleanup at both locations.

The Potrero Canyon site is south of Beaumont and not overlying any of the Beaumont Basin. BCVWD is not extracting any groundwater from this area. Laborde Canyon is located

⁷ Kern County Water Agency (2010). Urban Water Management Plan Update.

⁸ <http://www.lockheedmartin.com/us/who-we-are/sustainability/remediation/beaumont.html> Accessed 09052012

southwest of the City of Beaumont in the San Timoteo Badlands and also does not overly the Beaumont Groundwater Basin.

Other Contaminated Sites

The Regional Board's Geographic Environmental Information Management System (GEIMS/GeoTracker) was reviewed for contaminated sites in the BCVWD service area. There are 3 "open" sites in Beaumont; two are in the remediation phase; one is in the site assessment phase. There are 8 "closed" sites which means the Regional Board has approved the remediation or the site was not considered to need remediation. There were 4 sites identified in Cherry Valley; all have been closed.

On-site Wastewater Disposal Systems

BCVWD has been monitoring the nitrate concentration in its wells over the years and has noticed a gradual increase in some wells. At this point in time, no wells are shut down because of nitrate contamination.

The University of California Riverside (UCR), under contract with the SWRCB, conducted a water quality assessment of Beaumont Management Zone with the specific objective of looking at nitrate contamination from on-site wastewater disposal systems.⁹

Forty wells and 11 surface water sites were sampled and analyzed in the UCR study. In the central part of the BMZ, i.e., generally in Cherry Valley, several wells "showed clear signs of contamination by septic systems. The groundwater within the central part of Cherry Valley appeared to be more strongly affected by septic systems than groundwater on the periphery of Cherry Valley. Several wells had measureable concentrations of pharmaceuticals and personal care products (PPCPs) and major anions and cations suggesting septic waste was entering the groundwater system."¹⁰

Figure 8-1 shows historical trends in the nitrate concentrations in the BCVWD's wells; wells 1, 16 and 21 are in the Beaumont Basin; wells 4 and 5 are in lower Edgar Canyon.

⁹ Univ. of California Riverside (2012). Final Report: Water Quality Assessment of the Beaumont Management Zone: Identifying Sources of Groundwater Contamination Using Chemical and Isotope Tracers. SWRCB Agreement No. R*-2010-0022, Department of Environmental Sciences, Riverside, CA 92521, Feb 3.

¹⁰ Ibid, pg 27

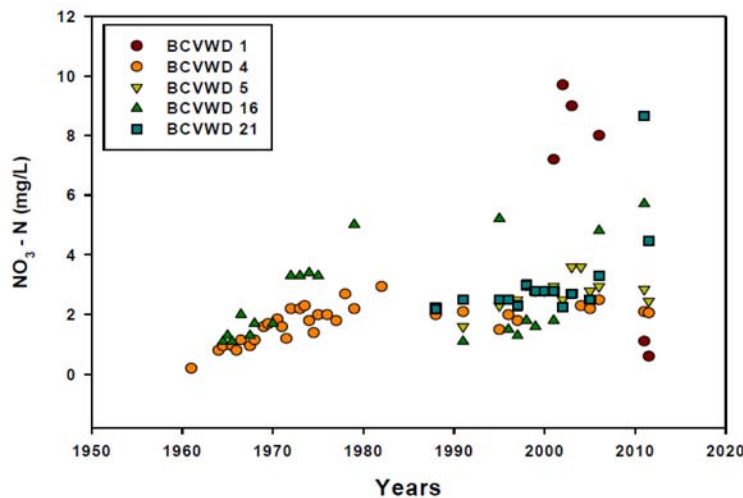


Figure 8-1
Historical Trends in Nitrate-N Concentration in Selected BCVWD Wells¹¹
(MCL for NO₃-N = 10 mg/L)

BCVWD has been able to deal with the nitrate concentrations by blending with other lower nitrate source waters when it has become an issue. The last time was in 2006-07 when the District was required by CDDW to monitor nitrate concentration in Well 16 and the 2850 zone reservoir on a regular basis. It is believed that the nitrate incidents may occur again. At some point in time it may be necessary to either install well-head treatment for nitrate removal (ion exchange or reverse osmosis) if blending alone cannot mitigate the problem. If the problem gets worse, sewers may need to be installed in the more densely developed portions of Cherry Valley.

Vandalism and Terrorism

Vandalism and terrorism-related contamination are remote possibilities; nevertheless they could occur. BCVWD has installed intrusion alarms on its new well pump buildings and reservoirs and other critical facilities. Cameras have been installed at the District headquarters and elsewhere. Vandalism has not been a cause for concern in the past; terrorism can be cause for concern; however, BCVWD did have a Vulnerability Assessment and Emergency Response Plan prepared as required by the US EPA after 9/11/2001 attacks. The Vulnerability Assessment is a sensitive document and is kept confidential on file with BCVWD's Director of Operations. The document outlines steps and procedures to be implemented to prevent or minimize terror incidents.

¹¹ Ibid

BCVWD Actions Needed During Water Supply Interruption

BCVWD has a water system Emergency Response Plan which is reviewed annually. It was last updated in May 2011 and is currently under review. This ERP identifies the actions to be taken, emergency reporting stations, notification and alert process, and procedures for various emergencies. These actions will not be repeated here.

Impact of Local Interruptions of Supply, Vandalism and Terrorism

BCVWD has its own field crews, equipment and materials to respond promptly and make emergency repairs to the water system should vandalism occur. Several of BCVWD's operations staff live on District property in Little San Geronio Canyon and so are able to respond to emergencies quickly. There is always an on-call staff person. Operations staff can "poll" the telemetry system remotely with laptop computers to make adjustments and identify problems. When an interruption occurs, such as a pipeline main break, BCVWD staff will immediately respond and isolate the main and stop the leak. That is their first duty. They then assess the situation and determine what needs to be done next. Time permitting they will notify the affected customers of the outage and its expected duration.

BCVWD's Emergency Response Plan contains the procedures to be followed and the required notification process when cross-connections, bacteriological contamination, or other emergency action is required by the CDDW.

The ERP provides specific details on dealing with terror attacks on the water system. This is confidential.

Impact of Longer Term Aqueduct Interruptions

As stated previously, BCVWD is fortunate to have the Beaumont Groundwater Basin available to meet demands even during extended periods of imported water supply outages. BCVWD has an 80,000 AF authorized storage account. As of December 31, 2015, BCVWD's storage account had a balance of 25,568 AF¹². At the current demand (2015) of about 6,100 AFY for imported water, the amount of water presently in storage is sufficient to meet BCVWD's imported water demands for about four years even if no imported water is available. (Note this does not include the District's additional demand for imported water banking.)

Outage Due to Contamination

Well outage due to contamination, not terrorism-related and not bacteriological, typically occurs gradually. Because of regulatory testing, these problems are identified quickly and appropriate action is taken in accordance with the District's Emergency Response Plan.

¹² 2015 Annual Report (2016). Beaumont Basin Watermaster, Draft, August.

The most serious incident in the past occurred at Wells 1, 16 and 21 where nitrate spiking occurred. Well 1 pumps into a small reservoir at 12th and Palm Avenue which receives water from another well (Well 3 and ultimately Well 2 when it is put back into service). Both Wells 2 and 3 are low in nitrate, so the nitrate spike can easily be blended down to meet the MCL before it is introduced into the distribution system by the 12th and Palm Boosters. Well 16 and 21 pump into a reservoir (Vineland and Cherry respectively). These reservoirs receive water indirectly from a number of other low nitrate wells. Blending is carefully monitored to ensure there is ample low-nitrate water in the reservoir to meet the MCL. So far this has not been an issue and the system blending has complied with CDDW requirements. If these wells increase in nitrates, blending may not be a solution and treatment will be required.

On July 1, 2014 the SWRCB DDW established an MCL for hexavalent chromium (Cr+6) at 0.010 mg/L (10 µg/L). The first step in the implementation was sampling of the District's wells. Amounts just over the MCL were detected in several wells. This hexavalent chromium is due to natural causes. In response to state-mandated hexavalent chromium testing, Well 25 was rehabilitated and Well 26 was modified to pump to the non-potable water system in lieu of providing wellhead treatment at this time. In the future, well head treatment may be installed.

Actions taken during outages due to cross-connection or bacteriological contamination are in the Emergency Response Plan and were discussed above.

Advisory Reductions for Short-term Interruptions

A short-term interruption could result in district-wide water shortage, e.g., several major production wells out of service for maintenance, bacteriological contamination etc., or a localized water shortage, e.g., transmission main break, reservoir out of service, etc. In the latter case, reduction in demand would only be required in a small (localized) portion of the service area.

Localized Interruption

If the interruption is localized, BCVWD staff would typically go “door to door” in the affected area notifying the affected customers of the interruption and the estimated time to get the water supply “back to normal.” The purpose is to request the customers to voluntarily reduce their water use until the situation can be remedied. Staff will suggest that they do the following:

1. Avoid watering lawns, washing cars (except at commercial car washes), and filling or adding make-up water to swimming pools
2. Minimize use of water using appliances, e.g., automatic washing machines and dishwashers, i.e., full loads only.
3. Use water wisely within the house, shorten showers, minimize faucet running time, etc.
4. Stop using water from hydrants for construction and dust control

5. Reduce park, school and street median landscape watering to the minimum needed to sustain plant life.

Once the short term emergency is over, BCVWD staff will again notify the customers that the water supply is “back to normal,” thank them for using water wisely and encourage them to continue to do so.

District-wide Interruption

If the interruption is District-wide, individual customer notification is not practical. A more extensive outreach program is needed.

BCVWD management will notify the District’s Board of Directors, City of Beaumont elected officials and management, and the Riverside County Supervisor whose district covers the service area of the District-wide interruption, as appropriate. In addition BCVWD will notify the newspapers, e.g., Riverside Press-Enterprise, Banning Record Gazette, etc., cable TV provider (Time Warner), and local radio stations in Riverside, San Bernardino, and the Coachella Valley, including the Spanish language stations. In addition a notice will be posted on the BCVWD website.

Consumers will be urged to conserve water by taking the steps listed above for a localized interruption. Once the short term emergency is over, BCVWD staff will again notify all of the local elected officials, newspapers and cable TV and radio stations that the water supply is “back to normal,” thank them for their conservation efforts and encourage customers to continue to use water wisely.

Minimum supply Next Three Years

§10632(b) An estimate of the minimum water supply available during each of the next three water years based on the driest three-year historic sequence for the agency's water supply.

Table 8-7 (DWR Table 8-4) presents a summary of the water supply available over the next 3 years (2016, 2017, and 2018). Table 8-8 provides the back-up for Table 8-7.

Table 8-7
(DWR Table 8-4) Minimum Water Supply Next Three Years (2016 – 2018)

DWR Table 8-4 Retail: Minimum Supply Next Three Years			
	2016	2017	2018
Available Water Supply	13,826	9,650	4,508
NOTE: 2016 based on BCVWD receiving 9,870 AF per SGPWA email. Year 2017 and 2018 assumes 35% and 5% SWP Allocation as used in Stress Test. SPW amounts per SGPWA for Stress Test Analysis.			

Table 8-8
Minimum Water Supply Available Next 3 Years

	YEAR		
	2016	2017	2018
DEMAND			
Potable Water Demand, AFY	11,110	12,020	12,930
Non-Potable Water Demand, AFY	1,410	1,530	1,660
Recycled Water Into Non-potable System, AFY	-	-	775
Total Water Demand Supplied from Groundwater, AFY	12,520	13,550	15,365
SUPPLY			
Groundwater			
Edgar Canyon, AFY	1,117	1,117	1,117
Beaumont Basin, AFY	2,839	2,791	2,826
Imported SPW, AFY	9,870	5,742	565
Subtotal Supply, AFY	13,826	9,650	4,508
From (to) Banked Beaumont Basin Storage, AF	(1,306)	3,900	10,857
BCVWD Beaumont Basin Storage Account Balance, AF	26,874	22,974	12,117

The assumptions in Table 8-8 are:

- The non-potable water system is supplied by non-potable water from the Beaumont Basin. Non-potable water extractions from the Beaumont Basin are assumed to be considered as extractions from BCVWD's storage account.
- The Edgar Canyon extractions represent the smallest 3-year moving average of pumping from 1983 through 2015.
- For the SPW supply for 2016, the allocation to each Contractor is 60%; so the Pass Agency will receive 60% of 17,300 AFY, their Table A amount, or 10,380 AF. Communication from SGPWA indicated BCVWD would receive 9,870 AF for 2016¹³. For the succeeding years, the allocation will follow the period 2013 (35%) and 2014 (5%) as assumed in BCVWD's Self-certification provided to DWR in response to the Drought Emergency Water Conservation directive. These amounts, (5,742 AFY and 565 AFY), were provided to BCVWD by SGPWA.
- Recycled water delivery is assumed to start in 2018.

¹³ Email. J. Davis GM SGPWA to E. Fraser, GM BCVWD, April 26, 2016.

- Banked storage in BCVWD's account at the end of 2015 was 25,568 AF.¹⁴
- An increase in demand of 22.7% from 2016 to 2020.
- Beaumont Basin available groundwater is determined by Watermaster based on a projection of reallocation of unused overlie rights.¹⁵

The result shows that BCVWD will still have over 12,000 AF in storage at the end of 2018. Even if recycled water has not started, there will still be over 11,300 AF in storage. With some conservation, there will be even more water remaining in storage. This is close to a 1-year supply.

Reconciliation with Self-certification Report

BCVWD submitted a Self-certification Report to DWR in response to the Drought Emergency Water Conservation directive. The Self-certification Report covered the 3-year period 2017 through 2019. The assumptions in the Self-certification Report were slightly different than in Table 8-8. In the Self-certification Report:

- The water was the average of 2013 and 2014 demands demand and remained constant for the 3-year period rather than increasing as in Table 8-8.
- Edgar Canyon supply was the average of years 2013 through 2015 as opposed to the minimum 3-year moving average used in Table 8-8.
- BCVWD did not include any recycled water.
- The reallocated unused overlie rights were based on the 2014 Watermaster Annual Report vs. the 2015 Watermaster Annual Report in Table 8-8.
- The amount of water in banked storage in January 2017, the start of the Self-certification Report evaluation, was estimated to be 27,576 AF.
- The amount of groundwater in banked storage at the end of the 3-year Self-certification period was 16,831 AF

The analysis presented in Table 8-8 represents a more severe drought analysis although in either case, BCVWD has water, in storage, even after the extension of the drought.

¹⁴ Beaumont Basin Watermaster (2016). 2015 Annual Report – Draft., August

¹⁵ Ibid

DRAFT

RESOLUTION _____

**RESOLUTION OF THE BOARD OF DIRECTORS
OF THE BEAUMONT CHERRY VALLEY WATER DISTRICT
WATER SHORTAGE CONTINGENCY REGULATIONS**

The Board of Directors of the Beaumont Cherry Valley Water District (District) does hereby resolve:

WHEREAS, the Urban Water Management Plan (UWMP), 2015 Update, adopted by the Board contains provisions relating to water shortages and contingencies due to catastrophic outage of state, regional and District supply facilities, hydrologic conditions resulting in lower than normal water supply or other factors which prevent the District from providing as much water as is customary; and

WHEREAS, the District endeavors to supply water in sufficient quantities to protect public health; and

WHEREAS, the District has established four stages of action in the UWMP 2015 Update which impose both voluntary and mandatory reductions in water use depending on the severity of the shortage,

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the District as follows:

1. The General Manager is hereby authorized to declare a Water Shortage according to the Water Shortage Contingency Plan in the UWMP 2015 Update
2. The General Manager is hereby authorized and directed to implement the various stages identified in the UWMP 2015 Update
3. The General Manager shall monitor water use and recommend to the Board of Directors additional measures as may be required to conserve water resources and ensure public health.

ADOPTED this _____

BEAUMONT CHERRY VALLEY WATER DISTRICT

President of the Board of Directors of the
Beaumont Cherry Valley Water District



**Beaumont-Cherry Valley Water District
Regular Board Meeting
April 14, 2021**

Item 11

STAFF REPORT

TO: Board of Directors

FROM: Dan Jagers, General Manager

SUBJECT: **Status, Discussion, and Request for Direction from Board of Directors Regarding District Paving Activities within the City of Beaumont, City Pavement Moratorium, and Encroachment Permits Related to District Operations**

Staff Recommendation

Direct staff regarding next steps of resolution process regarding Beaumont-Cherry Valley Water District (District) paving activities within the City of Beaumont (City). Discuss City Paving Moratorium and City issued encroachment permits as they relate to District operations and others.

Background

District staff provided two separate requests regarding encroachment permits and fee waivers including the following attached letters:

1. District letter dated March 8, 2021 to Mr. Jeff Hart, City Engineer/Public Work's Director regarding Beaumont Cherry Valley Water District request for blanket encroachment permit pursuant to City of Beaumont Code of Ordinances 12.12.150 – Blanket Permits
2. District letter dated March 8, 2021 to Mr. Jeff Hart, City Engineer/Public Work's Director regarding Beaumont Cherry Valley Water District request for waiver of fees for nonprofit public utilities District pursuant to City of Beaumont Code of Ordinances 12.12.155 – Waiver of fees for nonprofit public utilities district

On April 8, 2021, Mr. Hart responded to Letter number 1 identified above regarding blanket permit request.

Staff plans to review the District requests, City's response and gain direction from the Board of Directors regarding how the Board would like Staff to proceed.

Further, Staff will discuss and review the City's pavement moratorium and additional financial burdens that are being placed on the District as a result of this item.

Fiscal Impact

None.



Attachment

1. District letter dated March 8, 2021 to Mr. Jeff Hart, City Engineer/Public Work's Director regarding Beaumont Cherry Valley Water District request for blanket encroachment permit pursuant to City of Beaumont Code of Ordinances 12.12.150 – Blanket Permits
2. District letter dated March 8, 2021 to Mr. Jeff Hart, City Engineer/Public Work's Director regarding Beaumont Cherry Valley Water District request for waiver of fees for nonprofit public utilities District pursuant to City of Beaumont Code of Ordinances 12.12.155 – Waiver of fees for nonprofit public utilities district
3. City of Beaumont letter dated April 5, 2021 regarding Request for Blanket Encroachment Permit

Staff Report prepared by Dan Jagers, General Manager



Beaumont-Cherry Valley Water District

Phone: (951) 845-9581 Fax: (951) 845-0159

Email: info@bcvwd.org

<http://www.bcvwd.org>

March 8, 2021

Jeff Hart, City Engineer/Public Work's Director
550 E. 6th St.
Beaumont, CA 92223

Re: Beaumont Cherry Valley Water District Request for Blanket Encroachment Permit pursuant to City of Beaumont Code of Ordinances 12.12.150 – Blanket Permits

Dear Mr. Hart,

Please consider this letter Beaumont-Cherry Valley Water District's (District) formal request to you (Public Works Director/City Engineer for the City of Beaumont) to consider issuance of a blanket encroachment permit to the District in accordance with the City of Beaumont's (City) Code of Ordinances, Chapter 12.12.150 for ongoing District maintenance and repair activities related to existing District facilities which are located within the public right of way and/or easements within the City of Beaumont.

District staff identifies that the City of Beaumont's Code of Ordinances includes Chapter 12.12.150 – Blanket Permits and further identifies the following:

"The City Engineer may issue to any applicant a blanket permit for a series of excavations or encroachments of the same type or types. This provision shall be broadly applied, to reduce the administrative costs of both City and applicant."

The District is a public agency which services the same residents as the City within the majority of Spheres of Influence for both the City of Beaumont and the District. The District therefore requests that the City provide issuance of said requested blanket encroachment permit to provide for the activities described hereafter.

Our request for said blanket permit includes all activities related to repair, maintenance and/or installation of existing or new water and non-potable water mains, water service laterals, fire hydrants, fire services, and all other District facilities. Please note that the District would also propose to make a plan submittal for all new proposed water main installations and replacement mains to the City of Beaumont for review and comment, similar to those plans submitted in 2020 by the District related to work performed by the District to support the City's 2020 Paving Project associated with Beaumont Avenue.

Finally, it is important to note that it is District staff's observation that it appears that the District has been operating under a blanket permit historically (due to past District staff conversations with previous City Management) and asks that you reaffirm this Blanket Permit formally.

The District does also submit applications for blanket encroachment permits from other jurisdictional agencies which provide for encroachments into various rights of way located within those jurisdictional agencies Sphere of Influence and the District would

560 Magnolia Avenue Beaumont CA 92223

Board of Directors

David Hoffman
Division 5

John Covington
Division 4

Daniel Slawson
Division 3

Lona Williams
Division 2

Andy Ramirez
Division 1



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like to apply to the City for a similar activity within the City of Beaumont. Included with this letter are recent examples of those other blanket encroachment permits applied for by the District for the County of Riverside as well as the City of Calimesa for your reference (see Attachment 1).

I further understand that various District staff has inquired informally to City Public Works staff and past City Management staff about acquiring an annual encroachment permit for District activities within the City's right of way and those staff members were informed by said past management that an annual encroachment permit was not necessary and also that the District did not need (at that time) to submit encroachment permit applications.

Regardless of those informal conversations with past City Management and Staff, the District has also formally submitted various encroachment permits in 2020 (as evidenced by my February 16, 2021 email to you regarding this matter included as Attachment 2) to the City for review and approval. I am informed by District staff that the District did not receive responses related to those District's request of said various specific encroachment permit submittals. This lack of response by the City reinforced the concept of a blanket easement being in place with District Staff. Finally, it should be noted that District staff has historically contacted City Public Works staff to identify when and where various District work activities were taking place within the City, and City staff has frequently visited said sites and discussed the ongoing work activities with District staff without any dialog related to encroachment permits.

At this time, I would like to take the opportunity to clearly state that the District desires to work with the City to find an expedient path forward to ensure that all District encroachments within the City's right of way are documented and that street surface and structural section repair requirements are met to the best of the District's abilities.

In the event a blanket encroachment permit is considered and subsequently approved by you, the District would propose to utilize a form acceptable to City staff that provides clear documentation to each encroachment activity within the City thereby ensuring that the City's needs are met and so that the District can perform its ongoing operation and maintenance of water and non-potable water facilities at the safest and lowest cost to District rate payers and the City's residences.

Attachment 3 provides a draft example of how the District's proposed encroachment activity form might look. It is envisioned that a form of this nature would be familiar and repeatable to both District and City staff and could provide for future ongoing right of way encroachment documentation in the event said blanket permit were to be issued and would ensure that the City and the District have accurate tracking of all District work within City Streets (see Attachment 3 – Draft Blanket Permit Activity Form).

Finally, the District is a public utility which has been doing business in and working with the City of Beaumont as an irrigation district since 1919 and as the Beaumont Land and Water Company before since the late 1800's. The District (organized and existing under and by virtue of the Wright Irrigation District act, as revised and re-enacted in 1897 and further identified in the "California Irrigation District Act", as amended in 1921) certainly reinforces the District's request that a Blanket Permit be issued by the City of

560 Magnolia Avenue Beaumont CA 92223



Beaumont-Cherry Valley Water District

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Division 1

Beaumont to the District. This District has functioned for over 100 years in this area and works in partnership with the City of Beaumont during that period.

The District looks forward to improving the District's encroachment permit process in partnership with the City to ensure that methodology is executed such that the City has the opportunity to ensure that timely street repairs are made while providing for the District's right of way privileges as it relates to construction, operation and maintenance of District facilities within the City of Beaumont are supported.

Thank you for your consideration.

Sincerely,

Daniel K. Jagers
General Manager
Beaumont-Cherry Valley Water District

Attachments:

1. Examples of recent Jurisdictional Agency Encroachment Permits from County of Riverside and City of Calimesa.
2. D. Jagers 2/16/2021 email to J. Hart regarding various District encroachment permits submittals to the City of Beaumont.
3. Draft Blanket Permit Activity Form

560 Magnolia Avenue Beaumont CA 92223

Attachment No. 1

Examples of Recent Jurisdictional Agency Encroachment Permits
From
County of Riverside and City of Calimesa



County of Riverside, State of California

PERMIT NO.: ENC18020570

Transportation Department

VARIOUS RIVERSIDE COUNTY ROADS

Encroachment Permit

NOTICE

The Riverside County Transportation Dept. Permit Section shall be notified 48 hours prior to any construction.

If Permit section is not notified, any work performed is subject to immediate removal.

For Blanket Permits, see Permit Information below. **Riverside Office Telephone: 951-955-6790**

Beaumont Cherry Valley Water District
P O Box 2037
Beaumont, CA 92223

Contact: ANTHONY LARA
Phone: 951-845-9581x229
Ref: *BLANKET PERMIT*****

Date Issued: 2/27/2018

PERMIT INFORMATION

Subject to the provision of Riverside County Ordinance 499, all the terms, conditions, restrictions, specifications, standards, rules and regulations of the County of Riverside or any other public agency written below or printed as general or special provisions or incorporated herein by reference:

PERMISSION IS HEREBY GRANTED TO EXCAVATE AND MAINTAIN 3' X 4' BELL HOLES WITHIN THE PAVED AND EARTH SECTIONS OF VARIOUS RIVERSIDE COUNTY ROADS WITHIN THE BEAUMONT CHERRY VALLEY WATER DISTRICT BOUNDARIES.

THESE BELL HOLES ARE FOR THE PURPOSE OF MAINTAINING, REPAIRING OR INSTALLING A CONSUMER SERVICE.

THE PERMITTEE SHALL NOTIFY THE TRANSPORTATION DEPARTMENT OF EACH PROPOSED ENCROACHMENT BY EXECUTING AND MAILING IN ONE COPY OF FORM RD 136 PRIOR TO STARTING WORK.

IN THE EVENT THAT A LARGER BELLHOLE IS NECESSARY OR IN THE CASE OF EMERGENCY REPAIRS, THE PERMITTEE IS REQUIRED TO APPLY FOR A SEPARATE ENCROACHMENT PERMIT ON THE FIRST BUSINESS DAY THEREAFTER.

THE PERMITTEE IS REQUIRED TO CONTACT THE TRAFFIC SIGNAL SUPERVISOR AT 951-955-6894, 48-HOURS PRIOR TO ALL EXCAVATIONS WITHIN 1,000 FEET OF A TRAFFIC SIGNAL AND/OR LOOPS.

The following specifications and/or standards, a copy of which is attached to this permit are hereby referred to and made a part hereof as fully as if they are set out herein:

COUNTY STANDARDS AND/OR SPECIFICATIONS FOR:

FORM RD 136

PLATE BRIDGING STANDARD

**** Applicant Copy ****

Page 1

A copy of this permit is to be kept at the site of the work and must be shown on demand to any authorized representative of the County Transportation Director. This permit is to be strictly construed and no work other than that specifically mentioned above authorized hereby. Performance of the work shall be deemed to be acceptance by the Permittee of all terms, conditions of this permit, and Ordinance No. 499.

This permit is void unless work herein contemplated shall be completed before **2/27/2019**

CC: DANIEL NICHOLSON

Call Underground Service Alert
48 hours before you dig
For underground locating
800.422.4133

Patricia Romo, P.E. Director of Transportation

By


Ward Maxwell, P.E. Permit Engineer

Number

CONDITIONS

- G01 IT IS THE RESPONSIBILITY OF THE PERMITTEE TO ENSURE THAT THIS PERMIT REMAINS CURRENT FOR THE DURATION OF THE PROJECT. WORKING WITH AN EXPIRED PERMIT WILL NECESSITATE THE IMMEDIATE TERMINATION OF ALL CONSTRUCTION WITHIN THE RIGHT OF WAY UNTIL AN EXTENSION OF TIME IS OBTAINED. FOR INFORMATION ON HOW TO APPLY FOR AN EXTENSION OF TIME TO THIS PERMIT, CALL THE RIVERSIDE OFFICE AT 951-955-6790 OR THE PALM DESERT OFFICE AT 760-863-8267.
- G02 THE PERMITTEE AND HIS OR HER SUCCESSOR(S) IN-INTEREST SHALL DEFEND, INDEMNIFY AND HOLD HARMLESS THE COUNTY OF RIVERSIDE, ITS PERSONNEL AND AGENTS, FROM ANY ACCIDENTS OR INJURIES RESULTING FROM OPERATIONS AUTHORIZED BY THIS PERMIT.
- G03 SHOULD IT BECOME NECESSARY AT SOME FUTURE TIME TO RELOCATE OR REMOVE THIS ENCROACHMENT, IT SHALL BE AT THE EXPENSE OF THE PERMITTEE WITH NO COSTS BEING INCURRED BY THE COUNTY OF RIVERSIDE TRANSPORTATION DEPARTMENT OR ANY OTHER GOVERNMENTAL AGENCY.
- G04 IT IS THE RESPONSIBILITY OF THE PERMITTEE TO COMPLY WITH ALL CURRENT CAL-OSHA SAFETY REQUIREMENTS FOR WORK PERFORMED WITHIN COUNTY RIGHTS OF WAY.
- G05 THE PERMITTEE SHALL ACCEPT FULL RESPONSIBILITY FOR COMPLYING WITH FEDERAL, STATE AND COUNTY ENVIRONMENTAL LAWS AND RECEIVING ANY NECESSARY ENVIRONMENTAL CLEARANCES AND/OR PERMITS PRIOR TO COMMENCING ANY WORK AS AUTHORIZED BY THIS PERMIT. IF THE PERMITTEE FAILS TO COMPLY WITH THE REQUIRED ENVIRONMENTAL LAWS, THIS PERMIT SHALL BE IMMEDIATELY REVOKED.
- G06 THE COUNTY OF RIVERSIDE TRANSPORTATION DEPARTMENT RESERVES THE RIGHT TO MAKE CHANGES OR ADDITIONS TO A PERMIT AFTER ISSUANCE IF SUCH CHANGES OR ADDITIONS ARE BELIEVED NECESSARY FOR THE PROTECTION OF THE ROADS OR FOR THE HEALTH AND SAFETY OF THE PUBLIC.
- G07 ENCROACHMENT ON PRIVATE PROPERTY: This permit authorizes work to be accomplished within the County of Riverside road right of way ONLY. Whenever construction extends within private property, it shall be the responsibility of the permittee (or his contractors) to secure permission from abutting property owners. Such authorization must be secured by the permittee prior to starting work.
- G08 TRACK LAYING CONSTRUCTION EQUIPMENT: Cleated TRACK LAYING construction equipment shall not be permitted to operate on any paved surface unless fitted with smooth-faced street pads. All mechanical outriggers shall be fitted with rubber street shoes to protect the paving during excavations. Rubber-tired equipment only shall be used in backfill operations in paved areas. If the existing pavement is scarred, spalled, or broken during the term of this contract, or if the pavement is marred, the County of Riverside shall request that these portions of road be resurfaced over their entire width. Resurfacing shall consist of 0.1' of A.C. surfacing plus appropriate seal coat as indicated in County Ordinance 461 Specifications and Standard 818. Feather overlay shall not be permitted except as approved by the Permit Engineer.

- G09 CARE OF DRAINAGE STRUCTURES: Any drainage structure including corrugated metal pipe, steel culvert and concrete structures encountered during excavation which necessitate removal shall be replaced in kind. In the event it becomes necessary to remove or cut existing drainage structures, the County of Riverside Transportation Department shall be notified prior to commencement of this work. Drainage structures and open drains shall be kept free of debris at all times for proper drainage. Disposal of debris or other materials into drainage facilities is prohibited.
- G10 RIGHT OF WAY CLEANUP: Any surplus material resulting from excavation and backfill operations shall be removed from the right of way. All paved surfaces shall be broom cleaned of earth and other objectionable materials immediately after backfill and compaction. Existing gutter line and drainage ditches shall be replaced to their original standard or better. All excess material shall be removed prior to paving. Water tanker shall be used, as required, to sprinkle the job site to keep down dust conditions and shall be used immediately after backfill. SEE G16.
- G11 DE-WATER OPERATIONS: If de-watering operations are required and pumps are forcing water on Riverside County roads, it shall be the responsibility of the permittee or his contractor to control this water and to provide off-street barricades when necessary and to execute appropriate de-watering notification and/or documentation to the respective Regional Water Quality Control Board. SEE G16.
- G12 UTILITY CLEARANCE: Prior to making any excavation within the County right of way as authorized by this permit, the permittee shall contact all concerned utility companies relative to the location of existing utility structures. Permits that require excavation shall be valid only after an Underground Service Alert (USA) inquiry identification number is issued. The USA ticket must be available for review at the job site. Damage to existing substructures resulting from operations conducted under this permit shall be the sole responsibility of the permittee.
- G13 COORDINATE WORK: The proposed work shall be subordinate to any operation which the State of California or Riverside County may conduct in this area during the period of this permit. Work shall be coordinated with the State or County forces to preclude delay or interference with State or County projects.
- G14 PROTECTION OF TRAFFIC: All excavations and work areas shall be properly signed, lighted, and barricaded as deemed necessary by the District Road Maintenance Supervisor or Transportation Department Inspector and in accordance with County Improvement Standards and Specifications, County Ordinance 461, Section 6 "Public Safety and Convenience" (6.01 through 6.06).
- G15 The County of Riverside Transportation Department reserves the right to request the contractor to re-open the road to its full capacity in case of emergency occurring either on a State Highway or adjacent roads, and when traffic delays are excessive due to the contractor operations. Work can resume once the emergency is cleared and/or the traffic congestion is mitigated.
- G16 NPDES: the permittee shall accept full responsibility for complying with all NPDES laws, regulations and requirements including the installation of Best Management Practices (BMP'S).

- G17 The permittee is required to contact the Traffic Signal Supervisor at (951) 955-6894, 48 HOURS prior to any excavations for location of conduits. Should any conduits or loops be damaged as a result of this installation, they should be replaced within ten days by the permittee as directed by the Transportation Department Director.
- TRAFFIC SIGNAL CONSTRUCTION:**
All new or modified traffic signals shall be constructed in accordance with Section 23, "Signalization and Highway Lighting" of the County Road Standards and Specifications (Ordinance 461), which is available on the County internet web site at <http://rctlma.org/trans/Land-Development/Road-Standards> or contact the Traffic Engineering Section at (951) 955-6800 for a copy of the latest traffic signal specifications and standards.
- A01 **AC CUTTING:** Pavement will be saw cut to a straight edge prior to removal. Method of pavement cutting shall be approved through the office of the Director of Transportation. (Under no circumstances shall excavating equipment be used to excavate prior to cutting of pavement). Excavation material shall be placed in such a position as to best facilitate the general flow of traffic. Prior to final paving operations, any damage to pavement straight edge shall be corrected.
- A04 **PAVEMENT REPAIR:** After backfill and compaction operations have been completed, a temporary patch consisting of 2 inches of SC-800 shall be placed and maintained at the end of each working day. A permanent patch of 3 inches A.C. surfacing placed on a 6 inch Class II base shall be placed no later than 5 days after completion of temporary road repair.
- A05 **AC caps** shall be 0.1' minimum in thickness and shall be of the Performance Grade (PG) asphalt (SEE A27). Asphalt dike shall be PG 70-10 paving asphalt, 3/8-inch maximum, medium grading.
- A11 **FOG SEAL:** A fog seal coat consisting of an application of asphaltic emulsion shall be applied over all patch areas as determined by the County of Riverside Director of Transportation. Fog seal shall be applied as specified in County Ordinance 461 Section 11.03.
- A12 **SEAL ARMOR COAT:** A seal coat consisting of an application binder and screening shall be applied on all patch areas where such seal coats existed prior to issuance of this permit. Seal or armor coats shall be applied as specified in County Ordinance 461, Section 13.
- A17 There shall be a minimum of 30 inches of cover over all pipes or conduits including all service lines or laterals. Any installation adjacent to a drainage culvert, ditch, box culvert, etc. shall be placed a minimum depth of 12 inches below flow line.
- A19 The maximum length of open trench (excavation or back fill not resurfaced) allowed during construction shall be the distance of construction which can be reasonably installed in a single day. No excavation shall be made unless the construction material exists on the work site. An open trench shall be attended by contractor's personnel at all times. Where pavement has been removed, a minimum of 2 inches of temporary paving shall be placed and maintained before that area is made available to traffic. Before leaving the project and at the end of each day, all areas of pavement removal, including sidewalk, drainage courses and driveway approaches shall be backfilled, compacted, and surfaced with temporary asphalt. Upon approval of the permit engineer, appropriate areas of the trench may be protected by plate bridging or protective fencing. **PLATE BRIDGING IN THE TRAVELED WAY SHALL BE AS SHOWN ON THE ATTACHED DRAWING.**

- A2A Final paving course will contain 1/2-inch maximum aggregate and shall be of the Performance Grade (PG) asphalt concrete (see A27) AC paving and placement will conform to applicable sections of the State of California Standards Specifications, latest edition and Ordinance 461 Specifications Section 11. For trench patches completed, a final paving course will be placed 0.1 feet in thickness as indicated on the attached drawing. Changes to overlay widths and other requirements may become necessary due to discrepancies between plans and existing field conditions, proposed excavation encroaching upon additional road lanes, unanticipated damage to a road caused by contractor and other similar considerations. Any and all such additional paving requirements deemed necessary by the County will be performed at the full expense of the permittee.
- A2B In situations where the full roadway will be removed by the permittee, full reconstruction of the structural section will be required. The aggregate base will be Class II aggregate base, of appropriate thickness, 0.50' as the minimum. When the asphalt concrete section is 0.30' or thicker the paving will be as follows, leveling course 3/4 inch maximum, medium PG asphalt, over 3/4 inch maximum medium PG AC finish course.
- C01 **ROAD CLOSURES:** No street shall be closed without expressed approval by the Permit Engineer. A minimum of one lane of traffic shall be maintained at all times to provide limited access for the adjoining property owners and emergency vehicles. In the event it is felt by the permittee that there is no alternative to closing a street in order to perform the work, a request by letter complete with detour plans and proposed closure dates must be submitted to the permit engineer, at least four (4) weeks in advance of the proposed road closure. Road closures, if approved, require a separate permit (no exceptions). Road closure requirements and procedures are available at the County of Riverside Transportation Department permit section offices.
- C06 At a minimum, temporary traffic control during construction shall conform to the latest edition of the Manual on Uniform Traffic Control Devices (MUTCD) and the requirements of the County Traffic Engineer.
- C13 All work as authorized by this permit within the paved section shall be performed between the hours of 7:00 A.M. and 4:00 P.M. unless otherwise directed by the County of Riverside Director of Transportation.
- C15 It is the responsibility of the permittee to provide for the restoration of any traffic signing and striping or pavement markings that is disturbed as a result of this installation.
- C16 **SIGHT CLEARANCE:** Sight clearance of 600 feet in either direction shall be assured and maintained.
- L01 **BACKFILL MATERIAL:** Backfill shall be free of brush, roots or other organic substance detrimental to its use for purposes of producing an adequately consolidated backfill. Any material which the County deems unsuitable (spongy or saturated material) which is encountered during excavation shall not be used for backfill, but shall be supplemented or replaced by an approved sand or gravel.
- L02 **BACKFILL MATERIAL:** Backfill shall be approved imported select material or equivalent and shall be placed in lifts of not greater than eight (8) inches and vibrated using vibrotamper or equivalent equipment. Alternate methods may be substituted, but in any case a relative compaction of 95 percent shall be attained within the structural section of the roadway.
- L04 **COMPACTION TESTS:** If so required by the inspector, compaction tests shall be made for each crossing or service line. One (1) copy of each test shall be forwarded to the County of Riverside Director of Transportation for approval and filed prior to making permanent repairs. Compaction tests shall be made as outlined in Section 6.3.01 of State of California Standard Specifications, latest edition, County Ordinance 461 Specifications (section 8.02) and Standard 818.

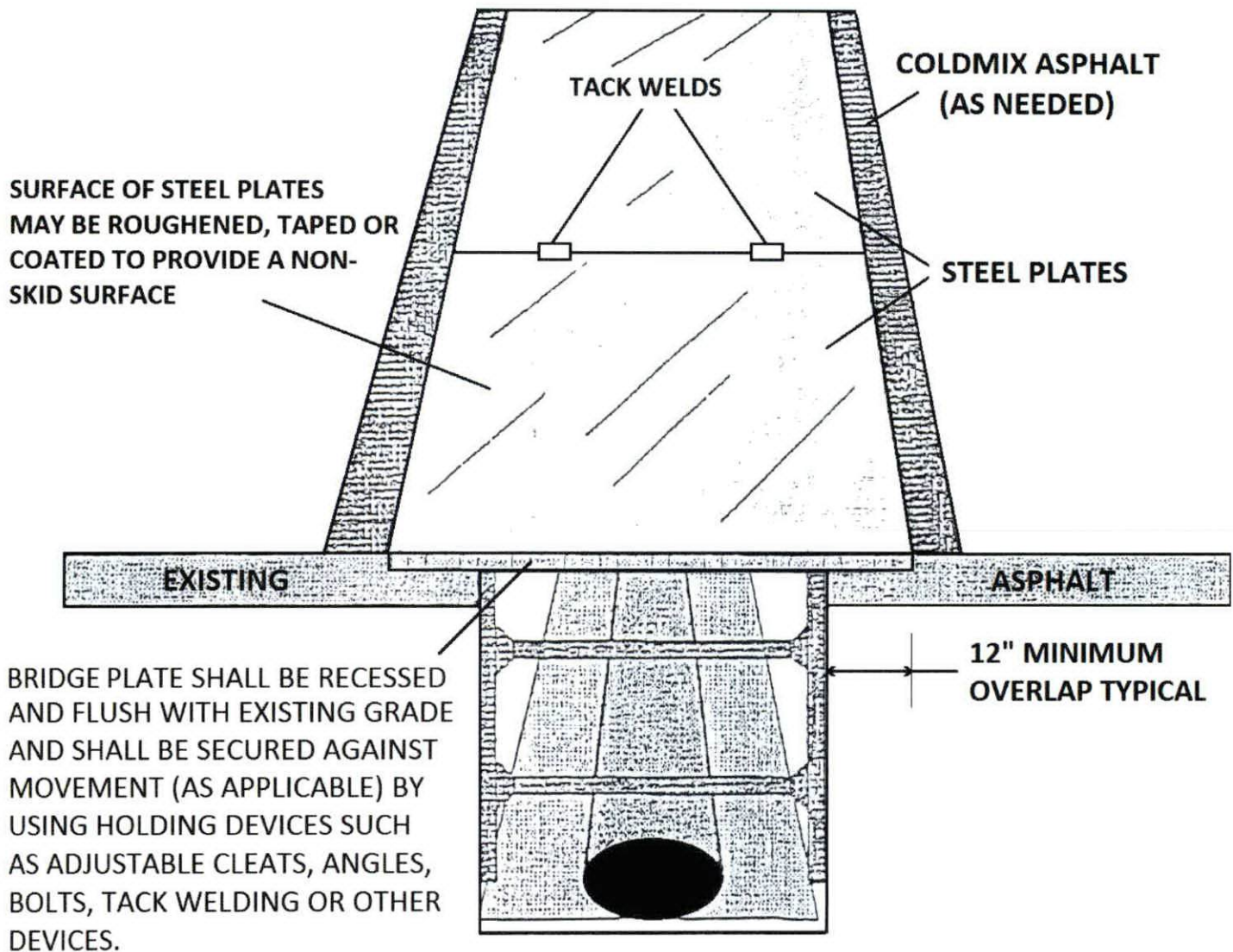
- S01 All street centerline and other survey monuments likely to be disturbed by construction of this project shall be perpetuated in conformance with 8771 of the Business and Professions Code (Prof. Land Surveyor's Act). A completed Corner Record showing at least 4 ties to each point shall be prepared by a licensed land surveyor or registered civil engineer (prior to 1982) and submitted to the County Surveyor prior to any construction. After construction, a subsequent corner record shall be filed with the County Surveyor for the replacement of any monument that has been destroyed, damaged, covered, obscured, or otherwise obliterated by the construction as stated by the Board of Registration for Professional Engineers and Land Surveyor's letter dated February 28, 1997. All monuments shall be flush with the surface of the pavement and in conformance with Riverside County Ordinance 461, Section 21. Corner Records for replacement monuments must be submitted prior to any proper project clearance.
- S02 The permittee shall notify the Riverside County Surveyor's office (951) 955-6700 at least two weeks in advance of starting construction, so that any precise benchmarks located within this project may be moved prior to construction.
- T02 **TREE RELOCATION OR REMOVAL:** Tree relocation within the County of Riverside road right of way shall be accomplished by a licensed, bonded and insured tree service, and handled safely without interference or hazard to the traveling public. It shall be the responsibility of the permittee to maintain the tree in a vigorous growing condition at its new location. Trees to be removed shall be removed in sections which can be handled safely without interference or hazard to highway traffic. The entire width of the tree stump shall be removed and disposed of so that no debris remains in view of the highway. The stump hole shall be backfilled and thoroughly compacted as specified in the following paragraph. Where it becomes necessary to restrict traffic, the work shall be restricted to a maximum of 500 feet at any one time. Adequate signs, flagmen and/or barricades shall be provided to protect the traveling public at all times.

End

PLATE BRIDGING

WIDTH OF TRENCH	MINIMUM PLATE THICKNESS
1.0 FOOT TO 3 FOOT	1 INCH
4.0 FEET	1 1/4 INCH

FOR SPANS GREATER THAN 4 FEET, A STRUCTURAL DESIGN SHALL BE PREPARED BY A REGISTERED CIVIL ENGINEER AND APPROVED BY THE RIVERSIDE COUNTY TRANSPORTATION DEPARTMENT PRIOR TO USE.



NOTE: TRENCH WALLS AND ADJACENT SOIL SHALL BE SUFFICIENTLY STABLE FOR THE USE OF THE ABOVE PLATE.

Mail to:
COUNTY OF RIVERSIDE
TRANSPORTATION DEPARTMENT
PERMIT SECTION, 8TH FLOOR CAC
P.O. BOX 1090
RIVERSIDE, CA 92502-1090
PHONE: (951) 955-6790
Email to: cmendoza@rivco.org



ANNUAL (BLANKET) PERMIT NOTIFICATION (RD FORM 136)

Date: _____

Annual Permit No. _____

Applicant: _____
Permit holders name

In compliance with the terms of the above referenced annual permit and County Ordinance 499, notice is hereby given that the following work will be performed:

Road Name/Address: _____

Distance to nearest cross street: _____

Community: _____

Work to be performed: _____

Start Date: _____

Estimated Completion Date: _____

Contact Name: _____

Phone #: _____

RD FORM 136
2/2018
cm



P.O. Box 1190
908 Park Ave.
Calimesa, CA 92320
(909) 795-9801 Fax (909) 795-4399

City of Calimesa Public Works Department

Encroachment Permit Application

Annual Maintenance Permit

FOR OFFICE USE ONLY

Permit Number: EP 21-02

Total Fee: \$ 120.00

THE UNDERSIGNED HEREBY APPLIES FOR PERMISSION TO ENCROACH ON THE FOLLOWING DESCRIBED CITY RIGHT-OF-WAY:

Location: Desert Lawn Dr.

Description of Work: Excavate 3'X4' bell holes for emergency repairs of BCVWD owned water lines during the year 2021.

SUBMIT A DETAIL DRAWING OF WORK TO BE DONE

Excavation Length: 4'
Number of Days: 365

Width: 3'
Beginning: 1/1/2021

Sq. Ft.: 12
Ending: 12/31/221

I understand that the City may revoke any permit that may be granted as a result of this request at any time. In consideration for issuance of this permit, I agree, and by use hereof, my agents, employees, contractors agree to be bound by all of the provisions of Title 7, Chapter 4, of the Calimesa Municipal Code, the Standard Conditions attached to this from any claims defense and legal costs, judgments for damages, or other relief against the City as a result of acts, or omissions, by me or my representatives, in the performance of any activities permitted hereunder, whether the condition giving rise to the claim or judgment was created in whole, or in part, by me or my representatives. Any inspection by the City shall in no way relieve the permittee from responsibility for the work.

Applicant: Beaumont Cherry Valley Water District
Mailing Address: P.O. Box 2037 Beaumont, CA 92223
Signature: [Signature]

Phone No. 951-845-8581 ext. 263

Date 1/21/21

Contractor: _____
Contractor's License #: _____
Mailing Address: _____
Signature: _____

Phone No. _____
Classification: _____
Business License #: _____
Date _____

PERMITTEE SHALL NOTIFY Public Works Dept. 24 hours prior to commencing work.
Phone 909/795-9801, 7:00 a.m. – 5:30 p.m. Monday through Thursday.

FOR OFFICE USE ONLY

SPECIAL CONDITIONS: notify inspector 48 hrs prior to start of work.
Patrick - 909-353-9534

Permission is hereby granted to perform the activities described above, subject to the statutes, ordinances and conditions described above. Special Conditions heron and attached hereto are made a part hereof by reference. Permission granted for the period of through 12/31/21

By: Grant T. Shatz
for Margaret Monson

Date: 1/21/21

Attachment No. 2

D. Jagers 2/16/2021 email to J. Hart
Regarding various District encroachment permit submittals
to the City of Beaumont



CITY OF BEAUMONT
Public Works Department
550 East 6th Street
Beaumont, CA 92223
Inspection Line (951) 769-8522 Ext.350
PublicworksEP@ci.beaumont.ca.us

ENCROACHMENT PERMIT

IMPORTANT NOTICE

Section 4216/4217 of the Government Code requires a DigAlert Identification number be issued before a "Permit to Excavate" will be valid. For your DigAlert Number, call Underground Service Alert TOLL FREE, 1-800-422-4133, two working days before you dig.
I.D. # USA # A

APPLICANT'S INFORMATION		Private Development <input type="checkbox"/> Utility <input type="checkbox"/> City Project <input type="checkbox"/>	
Site Address/Location: 685 Palo Alto Ave at meter box to main line		Permit Number: _____	
Tract/Parcel Number: _____		Date application received: _____	
Scope of Work: Replace Galvanized service		Fee: _____ Receipt Number: _____	
Valuation: _____		Cash Deposit or Surety Bond: Required <input type="checkbox"/> Not Required <input type="checkbox"/>	
Prime Contractor (Applicant): BEAUMONT CHERRY VALLEY WATER DISTRICT		Amount of deposit: \$ _____ Date Received: _____	
Address: 560 Magnolia Ave.		Refundable: Yes <input type="checkbox"/> No <input type="checkbox"/> Date Returned: _____	
Phone Number: 951-845-9581	Emergency phone number: 951-845-1572	Permit Effective Date: _____	
Email address: knute@bcvwd.org		Permit Expiration Date: _____	
Contractors State License Number (Class A, C-8, or C-36 required; License shall be presented with this application): _____		Insurance Policy Number: _____	
City of Beaumont Business License Number: _____		Expiration Date: _____	
Subcontractor (attach additional sheets if more than one): _____		Certificate provided and on file <input type="checkbox"/>	
Address: _____		Field Inspector Assigned: <u>Kevin Norville</u>	
Phone Number: 951-845-9581	Emergency phone number: _____	Phone Number: _____	
Subcontractor's State License Number: _____		The following approved documents are a part of this permit:	
I hereby acknowledge and agree that: (1) I have read and understand this permit and the incorporated General and Special Provisions; (2) the information contained herein is true and correct; (3) I will comply with all City Ordinances, Standard Specifications and the terms, conditions and restrictions of this permit; and (4) I will promptly reimburse the City for expenses resulting from work performed by City forces or City contractors in correcting or repairing incomplete work and unsafe conditions. Permission is hereby granted to the City and/or its agents to enter upon the project site to perform emergency work when necessary or to ensure compliance with the permit.		Plans: _____	
I declare under the penalty of perjury that the foregoing is true and correct. X <u>[Signature]</u>		Other: _____	
Applicant shall notify City of Beaumont Public Works Department 48 hours prior to the start of work.		Special conditions of this permit: Required and Attached <input type="checkbox"/> Not required <input type="checkbox"/>	
		Detour/Traffic Control Plans: Required <input type="checkbox"/> Not Required <input type="checkbox"/> Approved <input type="checkbox"/>	
		This form, when properly validated by signature, is a permit to do the work or acts described.	
		Inspector Signature _____	
		Beaumont City Engineer _____	
		Note: The Permittee shall not start any work prior to contacting the Field Inspector assigned and scheduling a pre-construction meeting; at which time the permit will be activated. Failure to contact the inspector will result in forfeiture of fees paid for this permit. The submittal of a new Encroachment Permit application and associated fees will be required.	
		Work Completed: _____	
		Date: _____ Field Inspector Signature: _____	

Dahlstrom, Knute (BCVWD)

From: Dahlstrom, Knute (BCVWD)
Sent: Thursday, June 11, 2020 4:56 AM
To: publicworksep@beaumontca.gov; Kevin Norville
Subject: Emailing: 685 Palo Alto
Attachments: 685 Palo Alto.pdf

Thanks
Your message is ready to be sent with the following file or link attachments:

685 Palo Alto

Note: To protect against computer viruses, e-mail programs may prevent sending or receiving certain types of file attachments. Check your e-mail security settings to determine how attachments are handled.



CITY OF BEAUMONT
Public Works Department
550 East 6th Street
Beaumont, CA 92223
Inspection Line (951) 769-8522 Ext.350
PublicworksEP@ci.beaumont.ca.us

ENCROACHMENT PERMIT

IMPORTANT NOTICE

Section 4216/4217 of the Government Code requires a DigAlert Identification number be issued before a "Permit to Excavate" will be valid. For your DigAlert Number, call Underground Service Alert TOLL FREE, 1-800-422-4133, two working days before you dig.
I.D. # USA #A

APPLICANT'S INFORMATION		Permit Number: _____	
Private Development <input type="checkbox"/> Utility <input checked="" type="checkbox"/> City Project <input type="checkbox"/>		Date application received: _____	
Site Address/Location: In front of 1240 Trinet Dr.		Fee: _____ Receipt Number: _____	
Tract/Parcel Number: _____		Cash Deposit or Surety Bond: Required <input type="checkbox"/> Not Required <input type="checkbox"/>	
Scope of Work: Retrofit service with copper		Amount of deposit: \$ _____ Date Received: _____	
Valuation: _____		Refundable: Yes <input type="checkbox"/> No <input type="checkbox"/> Date Returned: _____	
Prime Contractor (Applicant): BEAUMONT CHERRY VALLEY WATER DISTRICT		Permit Effective Date: _____	
Address: 560 Magnolia Ave.		Permit Expiration Date: _____	
Phone Number: 951-845-9581ext 260	Emergency phone number: 951-845-1572	Insurance Policy Number: _____	
Email address: knute@bcvwd.org		Expiration Date: _____	
Contractors State License Number (Class A, C-8, or C-36 required; License shall be presented with this application):		Certificate provided and on file <input type="checkbox"/>	
City of Beaumont Business License Number:		Field Inspector Assigned: <u>Kevin Norville</u>	
Subcontractor (attach additional sheets if more than one):		Phone Number: _____	
Address:		The following approved documents are a part of this permit:	
Phone Number: 951-845-9581ext 260		Plans: _____	
Emergency phone number:		Other: _____	
Subcontractor's State License Number:		Special conditions of this permit:	
I hereby acknowledge and agree that: (1) I have read and understand this permit and the incorporated General and Special Provisions; (2) the information contained herein is true and correct; (3) I will comply with all City Ordinances, Standard Specifications and the terms, conditions and restrictions of this permit; and (4) I will promptly reimburse the City for expenses resulting from work performed by City forces or City contractors in correcting or repairing incomplete work and unsafe conditions. Permission is hereby granted to the City and/or its agents to enter upon the project site to perform emergency work when necessary or to ensure compliance with the permit.		Required and Attached <input type="checkbox"/> Not required <input type="checkbox"/>	
I declare under the penalty of perjury that the foregoing is true and correct. X <u>Knut A. Dahlstrom</u>		Detour/Traffic Control Plans:	
Applicant shall notify City of Beaumont Public Works Department 48 hours prior to the start of work.		Required <input type="checkbox"/> Not Required <input type="checkbox"/> Approved <input type="checkbox"/>	
		This form, when properly validated by signature, is a permit to do the work or acts described.	
		Inspector Signature _____	
		Beaumont City Engineer _____	
		Note: The Permittee shall not start any work prior to contacting the Field Inspector assigned and scheduling a pre-construction meeting; at which time the permit will be activated. Failure to contact the inspector will result in forfeiture of fees paid for this permit. The submittal of a new Encroachment Permit application and associated fees will be required.	
		Work Completed: _____	
		Date: _____ Field Inspector Signature: _____	


Dahlstrom, Knute (BCVWD)

From: Dahlstrom, Knute (BCVWD)
Sent: Wednesday, July 8, 2020 9:32 AM
To: publicworksep@beaumontca.gov
Cc: Kevin Norville
Subject: Emailing: 1240 Trinette Dr.
Attachments: 1240 Trinette Dr..pdf

Your message is ready to be sent with the following file or link attachments:

1240 Trinette Dr.

Note: To protect against computer viruses, e-mail programs may prevent sending or receiving certain types of file attachments. Check your e-mail security settings to determine how attachments are handled.

	CITY OF BEAUMONT Public Works Department 550 East 6th Street Beaumont, CA 92223 Inspection Line (951) 769-8522 Ext.350 PublicworksEP@ci.beaumont.ca.us ENCROACHMENT PERMIT	<u>IMPORTANT NOTICE</u> Section 4216/4217 of the Government Code requires a DigAlert Identification number be issued before a "Permit to Excavate" will be valid. For your DigAlert Number, call Underground Service Alert TOLL FREE, 1-800-422-4133, two working days before you dig. I.D. # <u>USA # A</u>
APPLICANT'S INFORMATION Private Development <input type="checkbox"/> Utility <input checked="" type="checkbox"/> City Project <input type="checkbox"/> Site Address/Location: 1202 Beaumont service will be 75' e of intersection Tract/Parcel Number: Scope of Work: 2" service for Dentist office Valuation: Prime Contractor (Applicant): BEAUMONT CHERRY VALLEY WATER DISTRICT Address: 560 Magnolia Ave. Phone Number: 951-845-9581ext 260 Emergency phone number: 951-845-1572 Email address: knute@bcvwd.org Contractors State License Number (Class A, C-8, or C-36 required; License shall be presented with this application): City of Beaumont Business License Number: Subcontractor (attach additional sheets if more than one): Address: Phone Number: 951-845-9581ext 260 Emergency phone number: Subcontractor's State License Number:		Permit Number: _____ Date application received: _____ Fee: _____ Receipt Number: _____ Cash Deposit or Surety Bond: Required <input type="checkbox"/> Not Required <input type="checkbox"/> Amount of deposit: \$ _____ Date Received: _____ Refundable: Yes <input type="checkbox"/> No <input type="checkbox"/> Date Returned: _____ Permit Effective Date: _____ Permit Expiration Date: _____ Insurance Policy Number: _____ Expiration Date: _____ Certificate provided and on file <input type="checkbox"/> Field Inspector Assigned: <u>Kevin Norville</u> Phone Number: _____ The following approved documents are a part of this permit: Plans: _____ Other: _____ Special conditions of this permit: Required and Attached <input type="checkbox"/> Not required <input type="checkbox"/> Detour/Traffic Control Plans: Required <input type="checkbox"/> Not Required <input type="checkbox"/> Approved <input type="checkbox"/> This form, when properly validated by signature, is a permit to do the work or acts described. Inspector Signature _____ Beaumont City Engineer _____
I hereby acknowledge and agree that: (1) I have read and understand this permit and the incorporated General and Special Provisions; (2) the information contained herein is true and correct; (3) I will comply with all City Ordinances, Standard Specifications and the terms, conditions and restrictions of this permit; and (4) I will promptly reimburse the City for expenses resulting from work performed by City forces or City contractors in correcting or repairing incomplete work and unsafe conditions. Permission is hereby granted to the City and/or its agents to enter upon the project site to perform emergency work when necessary or to ensure compliance with the permit. I declare under the penalty of perjury that the foregoing is true and correct. X <u>Amul A. Dahbhal</u>		Note: The Permittee shall not start any work prior to contacting the Field Inspector assigned and scheduling a pre-construction meeting; at which time the permit will be activated. Failure to contact the inspector will result in forfeiture of fees paid for this permit. The submittal of a new Encroachment Permit application and associated fees will be required. Work Completed: Date: _____ Field Inspector Signature: _____
Applicant shall notify City of Beaumont Public Works Department 48 hours prior to the start of work.		


Dahlstrom, Knute (BCVWD)

From: Dahlstrom, Knute (BCVWD)
Sent: Monday, July 20, 2020 5:12 AM
To: publicworksep@beaumontca.gov
Cc: Kevin Norville
Subject: Emailing: 1202 Beaumont Ave
Attachments: 1202 Beaumont Ave.pdf

Your message is ready to be sent with the following file or link attachments:

1202 Beaumont Ave new service install for new construction @ Dentist office

Note: To protect against computer viruses, e-mail programs may prevent sending or receiving certain types of file attachments. Check your e-mail security settings to determine how attachments are handled.

		<p>CITY OF BEAUMONT Public Works Department 550 East 6th Street Beaumont, CA 92223 Inspection Line (951) 769-8522 Ext.350 PublicworksEP@ci.beaumont.ca.us</p> <p>ENCROACHMENT PERMIT</p>		<p><u>IMPORTANT NOTICE</u> Section 4216/4217 of the Government Code requires a DigAlert Identification number be issued before a "Permit to Excavate" will be valid. For your DigAlert Number, call Underground Service Alert TOLL FREE, 1-800-422-4133, two working days before you dig. I.D. # <u>USA #A</u></p>	
<p>APPLICANT'S INFORMATION Private Development <input type="checkbox"/> Utility <input type="checkbox"/> City Project <input type="checkbox"/></p>				Permit Number: _____	
Site Address/Location: 1621 Rose Ave Service line leak at Main				Date application received: _____	
Tract/Parcel Number: _____				Fee: _____ Receipt Number: _____	
Scope of Work: Replace corp. stop at main				Cash Deposit or Surety Bond: Required <input type="checkbox"/> Not Required <input type="checkbox"/>	
Valuation: _____				Amount of deposit: \$ _____ Date Received: _____	
Prime Contractor (Applicant): BEAUMONT CHERRY VALLEY WATER DISTRICT				Refundable: Yes <input type="checkbox"/> No <input type="checkbox"/> Date Returned: _____	
Address: 560 Magnolia Ave.				Permit Effective Date: _____	
Phone Number: 951-845-9581		Emergency phone number: 951-845-1572		Permit Expiration Date: _____	
Email address: knute@bcvwd.org				Insurance Policy Number: _____	
Contractors State License Number (Class A, C-8, or C-36 required; License shall be presented with this application): _____				Expiration Date: _____	
City of Beaumont Business License Number: _____				Certificate provided and on file <input type="checkbox"/>	
Subcontractor (attach additional sheets if more than one): _____				Field Inspector Assigned: <u>Kevin Norville</u>	
Address: _____				Phone Number: _____	
Phone Number: 951-845-9581				The following approved documents are a part of this permit:	
Emergency phone number: 951-845-1572				Plans: _____	
Subcontractor's State License Number: _____				Other: _____	
I hereby acknowledge and agree that: (1) I have read and understand this permit and the incorporated General and Special Provisions; (2) the information contained herein is true and correct; (3) I will comply with all City Ordinances, Standard Specifications and the terms, conditions and restrictions of this permit; and (4) I will promptly reimburse the City for expenses resulting from work performed by City forces or City contractors in correcting or repairing incomplete work and unsafe conditions. Permission is hereby granted to the City and/or its agents to enter upon the project site to perform emergency work when necessary or to ensure compliance with the permit.				Special conditions of this permit: Required and Attached <input type="checkbox"/> Not required <input type="checkbox"/>	
I declare under the penalty of perjury that the foregoing is true and correct. X <u>Knute Dahl</u>				Detour/Traffic Control Plans: Required <input type="checkbox"/> Not Required <input type="checkbox"/> Approved <input type="checkbox"/>	
Applicant shall notify City of Beaumont Public Works Department 48 hours prior to the start of work.				This form, when properly validated by signature, is a permit to do the work or acts described.	
				Inspector Signature _____	
				Beaumont City Engineer _____	
				Note: The Permittee shall not start any work prior to contacting the Field Inspector assigned and scheduling a pre-construction meeting; at which time the permit will be activated. Failure to contact the inspector will result in forfeiture of fees paid for this permit. The submittal of a new Encroachment Permit application and associated fees will be required.	
				Work Completed: _____	
				Date: _____ Field Inspector Signature: _____	

Dahlstrom, Knute (BCVWD)

From: Dahlstrom, Knute (BCVWD)
Sent: Thursday, June 11, 2020 4:55 AM
To: publicworksep@beaumontca.gov; Kevin Norville
Subject: Emailing: 1621 Rose Ave
Attachments: 1621 Rose Ave.pdf

Thanks
Your message is ready to be sent with the following file or link attachments:

1621 Rose Ave

Note: To protect against computer viruses, e-mail programs may prevent sending or receiving certain types of file attachments. Check your e-mail security settings to determine how attachments are handled.



CITY OF BEAUMONT
Public Works Department
550 East 6th Street
Beaumont, CA 92223
Inspection Line (951) 769-8522 Ext.350
PublicworksEP@ci.beaumont.ca.us

ENCROACHMENT PERMIT

IMPORTANT NOTICE

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I.D. # USA #A

APPLICANT'S INFORMATION		Permit Number: _____	
Private Development <input type="checkbox"/> Utility <input type="checkbox"/> City Project <input type="checkbox"/>		Date application received: _____	
Site Address/Location: 1373 Maple Ave at meter box to main line		Fee: _____ Receipt Number: _____	
Tract/Parcel Number: _____		Cash Deposit or Surety Bond: Required <input type="checkbox"/> Not Required <input type="checkbox"/>	
Scope of Work: retrofit leaking Poly service w		Amount of deposit: \$ _____ Date Received: _____	
Valuation: _____		Refundable: Yes <input type="checkbox"/> No <input type="checkbox"/> Date Returned: _____	
Prime Contractor (Applicant): BEAUMONT CHERRY VALLEY WATER DISTRICT		Permit Effective Date: _____	
Address: 560 Magnolia Ave.		Permit Expiration Date: _____	
Phone Number: 951-845-9581	Emergency phone number: 951-845-1572	Insurance Policy Number: _____	
Email address: knute@bcvwd.org		Expiration Date: _____	
Contractors State License Number (Class A, C-8, or C-36 required; License shall be presented with this application):		Certificate provided and on file <input type="checkbox"/>	
City of Beaumont Business License Number: _____		Field Inspector Assigned: Kevin Norville	
Subcontractor (attach additional sheets if more than one):		Phone Number: _____	
Address: _____		The following approved documents are a part of this permit:	
Phone Number: 951-845-9581		Plans: _____	
Emergency phone number: _____		Other: _____	
Subcontractor's State License Number: _____		Special conditions of this permit:	
I hereby acknowledge and agree that: (1) I have read and understand this permit and the incorporated General and Special Provisions; (2) the information contained herein is true and correct; (3) I will comply with all City Ordinances, Standard Specifications and the terms, conditions and restrictions of this permit; and (4) I will promptly reimburse the City for expenses resulting from work performed by City forces or City contractors in correcting or repairing incomplete work and unsafe conditions. Permission is hereby granted to the City and/or its agents to enter upon the project site to perform emergency work when necessary or to ensure compliance with the permit.		Required and Attached <input type="checkbox"/> Not required <input type="checkbox"/>	
I declare under the penalty of perjury that the foregoing is true and correct. X <u>Arub A. Dehter</u> 16		Detour/Traffic Control Plans:	
Applicant shall notify City of Beaumont Public Works Department 48 hours prior to the start of work.		Required <input type="checkbox"/> Not Required <input type="checkbox"/> Approved <input type="checkbox"/>	
		This form, when properly validated by signature, is a permit to do the work or acts described.	
		Inspector Signature _____	
		Beaumont City Engineer _____	
		Note: The Permittee shall not start any work prior to contacting the Field Inspector assigned and scheduling a pre-construction meeting; at which time the permit will be activated. Failure to contact the inspector will result in forfeiture of fees paid for this permit. The submittal of a new Encroachment Permit application and associated fees will be required.	
		Work Completed: _____	
		Date: _____ Field Inspector Signature: _____	


Dahlstrom, Knute (BCVWD)

From: Dahlstrom, Knute (BCVWD)
Sent: Thursday, June 4, 2020 5:26 AM
To: publicworksep@beaumontca.gov
Cc: Kevin Norville
Subject: Emailing: 1373 maple retrofit service
Attachments: 1373 maple retrofit service.pdf

Your message is ready to be sent with the following file or link attachments:

1373 maple retrofit service

Note: To protect against computer viruses, e-mail programs may prevent sending or receiving certain types of file attachments. Check your e-mail security settings to determine how attachments are handled.

	CITY OF BEAUMONT Public Works Department 550 East 6th Street Beaumont, CA 92223 Inspection Line (951) 769-8522 Ext.350 PublicworksEP@ci.beaumont.ca.us ENCROACHMENT PERMIT	IMPORTANT NOTICE Section 4216/4217 of the Government Code requires a DigAlert Identification number be issued before a "Permit to Excavate" will be valid. For your DigAlert Number, call Underground Service Alert TOLL FREE, 1-800-422-4133, two working days before you dig. I.D. # <u>USA # A</u>
APPLICANT'S INFORMATION Private Development <input type="checkbox"/> Utility <input type="checkbox"/> City Project <input type="checkbox"/>		Permit Number: _____ Date application received: _____
Site Address/Location: in front of 1251 Elm Ave at meter box		Fee: _____ Receipt Number: _____
Tract/Parcel Number: _____		Cash Deposit or Surety Bond: Required <input type="checkbox"/> Not Required <input type="checkbox"/> Amount of deposit: \$ _____ Date Received: _____ Refundable: Yes <input type="checkbox"/> No <input type="checkbox"/> Date Returned: _____
Scope of Work: Repair service line leak		Permit Effective Date: _____ Permit Expiration Date: _____
Valuation: _____		Insurance Policy Number: _____ Expiration Date: _____
Prime Contractor (Applicant): BEAUMONT CHERRY VALLEY WATER DISTRICT		Certificate provided and on file <input type="checkbox"/>
Address: 560 Magnolia Ave.		Field Inspector Assigned: <u>Kevin Norville</u> Phone Number: _____
Phone Number: 951-845-9581	Emergency phone number: 951-845-1572	The following approved documents are a part of this permit: Plans: _____ Other: _____
Email address: knute@bcvwd.org		Special conditions of this permit: Required and Attached <input type="checkbox"/> Not required <input type="checkbox"/>
Contractors State License Number (Class A, C-8, or C-36 required; License shall be presented with this application): _____		Detour/Traffic Control Plans: Required <input type="checkbox"/> Not Required <input type="checkbox"/> Approved <input type="checkbox"/>
City of Beaumont Business License Number: _____		This form, when properly validated by signature, is a permit to do the work or acts described. Inspector Signature _____ Beaumont City Engineer _____
Subcontractor (attach additional sheets if more than one): _____		Note: The Permittee shall not start any work prior to contacting the Field Inspector assigned and scheduling a pre-construction meeting; at which time the permit will be activated. Failure to contact the inspector will result in forfeiture of fees paid for this permit. The submittal of a new Encroachment Permit application and associated fees will be required.
Address: _____		Work Completed: _____ Date: _____ Field Inspector Signature: _____
Phone Number: 951-845-9581		
Emergency phone number: _____		
Subcontractor's State License Number: _____		
I hereby acknowledge and agree that: (1) I have read and understand this permit and the incorporated General and Special Provisions; (2) the information contained herein is true and correct; (3) I will comply with all City Ordinances, Standard Specifications and the terms, conditions and restrictions of this permit; and (4) I will promptly reimburse the City for expenses resulting from work performed by City forces or City contractors in correcting or repairing incomplete work and unsafe conditions. Permission is hereby granted to the City and/or its agents to enter upon the project site to perform emergency work when necessary or to ensure compliance with the permit. I declare under the penalty of perjury that the foregoing is true and correct. X <u>Knute Johnson # 5-21-2020</u>		
Applicant shall notify City of Beaumont Public Works Department 48 hours prior to the start of work.		

Dahlstrom, Knute (BCVWD)

From: Dahlstrom, Knute (BCVWD)
Sent: Thursday, May 21, 2020 5:36 AM
To: Kevin Norville; publicworksep@beaumontca.gov
Subject: Emailing: City Encroachment permit
Attachments: City Encroachment permit.pdf


05/21/2020

Thanks

Your message is ready to be sent with the following file or link attachments:

City Encroachment permit

Note: To protect against computer viruses, e-mail programs may prevent sending or receiving certain types of file attachments. Check your e-mail security settings to determine how attachments are handled.

	CITY OF BEAUMONT Public Works Department 550 East 6th Street Beaumont, CA 92223 Inspection Line (951) 769-8522 Ext.350 PublicworksEP@ci.beaumont.ca.us ENCROACHMENT PERMIT	IMPORTANT NOTICE Section 4216/4217 of the Government Code requires a DigAlert Identification number be issued before a "Permit to Excavate" will be valid. For your DigAlert Number, call Underground Service Alert TOLL FREE, 1-800-422-4133, two working days before you dig. I.D. # <u>USA 8 A</u>
APPLICANT'S INFORMATION Private Development <input type="checkbox"/> Utility <input type="checkbox"/> City Project <input type="checkbox"/>		Permit Number: _____
Site Address/Location: in front of 1251 Elm Ave at meter box		Date application received: _____
Tract/Parcel Number: _____		Fee: _____ Receipt Number: _____
Scope of Work: Repair service line leak		Cash Deposit or Surety Bond: Required <input type="checkbox"/> Not Required <input type="checkbox"/> Amount of deposit: \$ _____ Date Received: _____ Refundable: Yes <input type="checkbox"/> No <input type="checkbox"/> Date Returned: _____
Valuation: _____		Permit Effective Date: _____ Permit Expiration Date: _____
Prime Contractor (Applicant): BEAUMONT CHERRY VALLEY WATER DISTRICT		Insurance Policy Number: _____
Address: 560 Magnolia Ave.		Expiration Date: _____
Phone Number: 951-845-9581	Emergency phone number: 951-845-1572	Certificate provided and on file <input checked="" type="checkbox"/>
Email address: knute@bcvwd.org		Field Inspector Assigned: Kevin Norville
Contractors State License Number (Class A, C-8, or C-36 required; License shall be presented with this application): _____		Phone Number: _____
City of Beaumont Business License Number: _____		The following approved documents are a part of this permit: Plans: _____ Other: _____
Subcontractor (attach additional sheets if more than one): _____		Special conditions of this permit: Required and Attached <input type="checkbox"/> Not required <input type="checkbox"/>
Address: _____		Detour/Traffic Control Plans: Required <input type="checkbox"/> Not Required <input type="checkbox"/> Approved <input type="checkbox"/>
Phone Number: 951-845-9581	Emergency phone number: _____	I hereby acknowledge and agree that: (1) I have read and understand this permit and the incorporated General and Special Provisions; (2) the information contained herein is true and correct; (3) I will comply with all City Ordinances, Standard Specifications and the terms, conditions and restrictions of this permit; and (4) I will promptly reimburse the City for expenses resulting from work performed by City forces or City contractors in correcting or repairing incomplete work and unsafe conditions. Permission is hereby granted to the City and/or its agents to enter upon the project site to perform emergency work when necessary or to ensure compliance with the permit.
Subcontractor's State License Number: _____		This form, when properly validated by signature, is a permit to do the work or acts described. Inspector Signature: _____ Beaumont City Engineer: _____
I declare under the penalty of perjury that the foregoing is true and correct. X <u><i>Knute Johnson II</i></u> 5-21-2020		Note: The Permittee shall not start any work prior to contacting the Field Inspector assigned and scheduling a pre-construction meeting; at which time the permit will be activated. Failure to contact the inspector will result in forfeiture of fees paid for this permit. The submittal of a new Encroachment Permit application and associated fees will be required.
Applicant shall notify City of Beaumont Public Works Department 48 hours prior to the start of work.		Work Completed: _____ Date: _____ Field Inspector Signature: _____



CITY OF BEAUMONT
Public Works Department
550 East 6th Street
Beaumont, CA 92223
Inspection Line (951) 769-8522 Ext.350
PublicworksEP@ci.beaumont.ca.us

ENCROACHMENT PERMIT

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I.D. # USA # A

APPLICANT'S INFORMATION	
Private Development <input type="checkbox"/> Utility <input type="checkbox"/> City Project <input type="checkbox"/>	
Site Address/Location: South East corner of 5th st @ Michigan	
Tract/Parcel Number:	
Scope of Work: Repair Main line leak	
Valuation:	
Prime Contractor (Applicant): BEAUMONT CHERRY VALLEY WATER DISTRICT	
Address: 560 Magnolia Ave.	
Phone Number: 951-845-9581	Emergency phone number: 951-845-1572
Email address: knute@bcvwd.org	
Contractors State License Number (Class A, C-8, or C-36 required; License shall be presented with this application):	
City of Beaumont Business License Number:	
Subcontractor (attach additional sheets if more than one):	
Address:	
Phone Number: 951-845-9581	Emergency phone number:
Subcontractor's State License Number:	
I hereby acknowledge and agree that: (1) I have read and understand this permit and the incorporated General and Special Provisions; (2) the information contained herein is true and correct; (3) I will comply with all City Ordinances, Standard Specifications and the terms, conditions and restrictions of this permit; and (4) I will promptly reimburse the City for expenses resulting from work performed by City forces or City contractors in correcting or repairing incomplete work and unsafe conditions. Permission is hereby granted to the City and/or its agents to enter upon the project site to perform emergency work when necessary or to ensure compliance with the permit.	
I declare under the penalty of perjury that the foregoing is true and correct. X <u><i>Stanley A. Dehler</i></u>	
Applicant shall notify City of Beaumont Public Works Department 48 hours prior to the start of work.	
Permit Number: _____	
Date application received: _____	
Fee: _____ Receipt Number: _____	
Cash Deposit or Surety Bond: Required <input type="checkbox"/> Not Required <input type="checkbox"/>	
Amount of deposit: \$ _____ Date Received: _____	
Refundable: Yes <input type="checkbox"/> No <input type="checkbox"/> Date Returned: _____	
Permit Effective Date: _____	
Permit Expiration Date: _____	
Insurance Policy Number: _____	
Expiration Date: _____	
Certificate provided and on file <input type="checkbox"/>	
Field Inspector Assigned: <u>Kevin Norville</u>	
Phone Number: _____	
The following approved documents are a part of this permit:	
Plans: _____	
Other: _____	
Special conditions of this permit:	
Required and Attached <input type="checkbox"/> Not required <input type="checkbox"/>	
Detour/Traffic Control Plans:	
Required <input type="checkbox"/> Not Required <input type="checkbox"/> Approved <input type="checkbox"/>	
This form, when properly validated by signature, is a permit to do the work or acts described.	
Inspector Signature _____	
Beaumont City Engineer _____	
Note: The Permittee shall not start any work prior to contacting the Field Inspector assigned and scheduling a pre-construction meeting; at which time the permit will be activated. Failure to contact the inspector will result in forfeiture of fees paid for this permit. The submittal of a new Encroachment Permit application and associated fees will be required.	
Work Completed:	
Date: _____ Field Inspector Signature: _____	

4-22-2020



CITY OF BEAUMONT
Public Works Department
550 East 6th Street
Beaumont, CA 92223
Inspection Line (951) 769-8522 Ext.350
PublicworksEP@ci.beaumont.ca.us

ENCROACHMENT PERMIT

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APPLICANT'S INFORMATION

Private Development ☐ Utility ☐ City Project ☐

Site Address/Location:

in front of 1505 Sequoia Dr.

Tract/Parcel Number:

Scope of Work:

Retrofit a leaking Poly service

Valuation:

Prime Contractor (Applicant):

BEAUMONT CHERRY VALLEY WATER DISTRICT

Address:

560 Magnolia Ave.

Phone Number:

951-845-9581

Emergency phone number:

951-845-1572

Email address:

knute@bcvwd.org

Contractors State License Number (Class A, C-8, or C-36 required; License shall be presented with this application):

City of Beaumont Business License Number:

Subcontractor (attach additional sheets if more than one):

Address:

Phone Number:

951-845-9581

Emergency phone number:

Subcontractor's State License Number:

I hereby acknowledge and agree that: (1) I have read and understand this permit and the incorporated General and Special Provisions; (2) the information contained herein is true and correct; (3) I will comply with all City Ordinances, Standard Specifications and the terms, conditions and restrictions of this permit; and (4) I will promptly reimburse the City for expenses resulting from work performed by City forces or City contractors in correcting or repairing incomplete work and unsafe conditions. Permission is hereby granted to the City and/or its agents to enter upon the project site to perform emergency work when necessary or to ensure compliance with the permit.

I declare under the penalty of perjury that the foregoing is true and correct.

X

Knute A. Dehnbach # 9-152000

Applicant shall notify City of Beaumont Public Works Department 48 hours prior to the start of work.

Permit Number: _____

Date application received: _____

Fee: _____

Receipt Number: _____

Cash Deposit or Surety Bond: Required ☐ Not Required ☐

Amount of deposit: \$ _____ Date Received: _____

Refundable: Yes ☐ No ☐ Date Returned: _____

Permit Effective Date: _____

Permit Expiration Date: _____

Insurance Policy Number: _____

Expiration Date: _____

Certificate provided and on file ☐

Field Inspector Assigned: Kevin Norville

Phone Number: _____

The following approved documents are a part of this permit:

Plans: _____

Other: _____

Special conditions of this permit:

Required and Attached ☐ Not required ☐

Detour/Traffic Control Plans:

Required ☐ Not Required ☐ Approved ☐

This form, when properly validated by signature, is a permit to do the work or acts described.

Inspector Signature _____

Beaumont City Engineer _____

Note: The Permittee shall not start any work prior to contacting the Field Inspector assigned and scheduling a pre-construction meeting; at which time the permit will be activated. Failure to contact the inspector will result in forfeiture of fees paid for this permit. The submittal of a new Encroachment Permit application and associated fees will be required.

Work Completed:

Date: _____ Field Inspector Signature: _____



CITY OF BEAUMONT
Public Works Department
550 East 6th Street
Beaumont, CA 92223
Inspection Line (951) 769-8522 Ext.350
PublicworksEP@ci.beaumont.ca.us
ENCROACHMENT PERMIT

IMPORTANT NOTICE
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I.D. # USA # A

APPLICANT'S INFORMATION		Permit Number: _____	
Private Development <input type="checkbox"/> Utility <input type="checkbox"/> City Project <input type="checkbox"/>		Date application received: _____	
Site Address/Location: in front of 1255 Pennsylvania Ave		Fee: _____ Receipt Number: _____	
Tract/Parcel Number: _____		Cash Deposit or Surety Bond: Required <input type="checkbox"/> Not Required <input type="checkbox"/>	
Scope of Work: Retrofit a leaking Poly service		Amount of deposit: \$ _____ Date Received: _____	
Valuation: _____		Refundable: Yes <input type="checkbox"/> No <input type="checkbox"/> Date Returned: _____	
Prime Contractor (Applicant): BEAUMONT CHERRY VALLEY WATER DISTRICT		Permit Effective Date: _____	
Address: 560 Magnolia Ave.		Permit Expiration Date: _____	
Phone Number: 951-845-9581	Emergency phone number: 951-845-1572	Insurance Policy Number: _____	
Email address: knute@bcvwd.org		Expiration Date: _____	
Contractors State License Number (Class A, C-8, or C-36 required; License shall be presented with this application): _____		Certificate provided and on file <input type="checkbox"/>	
City of Beaumont Business License Number: _____		Field Inspector Assigned: <u>Kevin Norville</u>	
Subcontractor (attach additional sheets if more than one): _____		Phone Number: _____	
Address: _____		The following approved documents are a part of this permit:	
Phone Number: 951-845-9581		Plans: _____	
Emergency phone number: _____		Other: _____	
Subcontractor's State License Number: _____		Special conditions of this permit:	
I hereby acknowledge and agree that: (1) I have read and understand this permit and the incorporated General and Special Provisions; (2) the information contained herein is true and correct; (3) I will comply with all City Ordinances, Standard Specifications and the terms, conditions and restrictions of this permit; and (4) I will promptly reimburse the City for expenses resulting from work performed by City forces or City contractors in correcting or repairing incomplete work and unsafe conditions. Permission is hereby granted to the City and/or its agents to enter upon the project site to perform emergency work when necessary or to ensure compliance with the permit.		Required and Attached <input type="checkbox"/> Not required <input type="checkbox"/>	
I declare under the penalty of perjury that the foregoing is true and correct. X <u>Knute C. Decker</u> 4-15-2008		Detour/Traffic Control Plans:	
Applicant shall notify City of Beaumont Public Works Department 48 hours prior to the start of work.		Required <input type="checkbox"/> Not Required <input type="checkbox"/> Approved <input type="checkbox"/>	
		This form, when properly validated by signature, is a permit to do the work or acts described.	
		Inspector Signature _____	
		Beaumont City Engineer _____	
		Note: The Permittee shall not start any work prior to contacting the Field Inspector assigned and scheduling a pre-construction meeting; at which time the permit will be activated. Failure to contact the inspector will result in forfeiture of fees paid for this permit. The submittal of a new Encroachment Permit application and associated fees will be required.	
		Work Completed: _____	
		Date: _____ Field Inspector Signature: _____	

Dahlstrom, Knute (BCVWD)

From: Dahlstrom, Knute (BCVWD)
Sent: Tuesday, March 10, 2020 5:56 AM
To: 'publicworksep@beaumontca.gov'
Subject: Auto Color2332.pdf
Attachments: Auto Color2332.pdf

For Michigan Ave service replacement

Thanks



CITY OF BEAUMONT
Public Works Department
550 East 6th Street
Beaumont, CA 92223
Inspection Line (951) 769-8522 Ext.350
PublicworksEP@ci.beaumont.ca.us

ENCROACHMENT PERMIT

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I.D. # USA # A

APPLICANT'S INFORMATION	
Private Development <input type="checkbox"/> Utility <input type="checkbox"/> City Project <input type="checkbox"/>	
Site Address/Location: From meter box East 15' to main	
Tract/Parcel Number:	
Scope of Work: Replace leaking poly water service with copper line	
Valuation:	
Prime Contractor (Applicant): BEAUMONT CHERRY VALLEY WATER DISTRICT	
Address: 560 Magnolia Ave.	
Phone Number: 951-845-9581	Emergency phone number: 951-845-1572
Email address: knute@bcvwd.org	
Contractors State License Number (Class A, C-8, or C-36 required; License shall be presented with this application):	
City of Beaumont Business License Number:	
Subcontractor (attach additional sheets if more than one):	
Address:	
Phone Number: 951-845-9581	Emergency phone number: 951-845-1572
Subcontractor's State License Number:	
I hereby acknowledge and agree that: (1) I have read and understand this permit and the incorporated General and Special Provisions; (2) the information contained herein is true and correct; (3) I will comply with all City Ordinances, Standard Specifications and the terms, conditions and restrictions of this permit; and (4) I will promptly reimburse the City for expenses resulting from work performed by City forces or City contractors in correcting or repairing incomplete work and unsafe conditions. Permission is hereby granted to the City and/or its agents to enter upon the project site to perform emergency work when necessary or to ensure compliance with the permit.	
I declare under the penalty of perjury that the foregoing is true and correct. X <u>Frank A. Deblato</u>	
Applicant shall notify City of Beaumont Public Works Department 48 hours prior to the start of work.	
Permit Number: _____	
Date application received: _____	
Fee: _____ Receipt Number: _____	
Cash Deposit or Surety Bond: Required <input type="checkbox"/> Not Required <input type="checkbox"/>	
Amount of deposit: \$ _____ Date Received: _____	
Refundable: Yes <input type="checkbox"/> No <input type="checkbox"/> Date Returned: _____	
Permit Effective Date: _____	
Permit Expiration Date: _____	
Insurance Policy Number: _____	
Expiration Date: _____	
Certificate provided and on file <input type="checkbox"/>	
Field Inspector Assigned: <u>Kevin Norville</u>	
Phone Number: _____	
The following approved documents are a part of this permit:	
Plans: _____	
Other: _____	
Special conditions of this permit:	
Required and Attached <input type="checkbox"/> Not required <input type="checkbox"/>	
Detour/Traffic Control Plans:	
Required <input type="checkbox"/> Not Required <input type="checkbox"/> Approved <input type="checkbox"/>	
This form, when properly validated by signature, is a permit to do the work or acts described.	
Inspector Signature _____	
Beaumont City Engineer _____	
Note: The Permittee shall not start any work prior to contacting the Field Inspector assigned and scheduling a pre-construction meeting; at which time the permit will be activated. Failure to contact the inspector will result in forfeiture of fees paid for this permit. The submittal of a new Encroachment Permit application and associated fees will be required.	
Work Completed:	
Date: _____ Field Inspector Signature: _____	

Attachment No. 3

Example of Proposed
Draft Blanket Permit Activity Form



Beaumont -Cherry Valley Water District
City of Beaumont Blanket Permit Form

Moratorium Area Excavation

Yes _____ No _____

A. Location

Nearest Address _____

Nearest Cross Street _____

B. Location Description

☐ Mid-Block ☐ Cul de Sac ☐ Corner ☐ Other: _____

C. Pavement Condition/Status

C-1 ☐ Old Pavement

C-2 ☐ Street Construction or Reconstruction (within last 5 years) ☐ Street Grind & Overlay (within last 5 years) ☐ Slurry Street Seal (within 3 years)

C-3 ☐ Other: _____

D. Description of Work

Water Main Repair

☐ Leak on Water Main ☐ Existing Valve Replacement/Maintenance
☐ Connection to Existing Water Main ☐ Other: _____

Comments/Notes:

Water Main Lateral Repair

☐ Fire Hydrant Lateral ☐ New Water Service Installation
☐ Fire Service Lateral ☐ Air Valve Lateral
☐ Existing Water Service Leak ☐ Blow Off Lateral
☐ Other: _____

Comments/Notes:

E. Does Proposed Encroachment fall within City of Beaumont Streets Covered by City Street Cut Moratorium (Ord. 12.31.01)?

☐ Yes ☐ No

If Pavement falls under Condition C-2, complete Section below for consideration by City of Beaumont for Exception:

F. Reason for Exception

F-1 Emergency Work	F-2 Mandated Work	F-3 Building Service
<input type="checkbox"/> Endanger Life	<input type="checkbox"/> Work Mandated: City	<input type="checkbox"/> Service to Building/Property with no other access
<input type="checkbox"/> Endanger Public Health	<input type="checkbox"/> Work Mandated: State	<input type="checkbox"/> Other _____
<input type="checkbox"/> Endanger Public Safety	<input type="checkbox"/> Work Mandated: Federal	

Provide reason for Emergency or describe dangers:

Notes:

BCVWD EMPLOYEE SIGNATURE

DATE

FIELD SUPERINTENDENT REVIEW

☐ APPROVED

☐ REJECTED

Comments:

FIELD SUPERINTENDENT SIGNATURE

DATE

FOR CITY OF BEAUMONT USE ONLY

City Staff Preliminary Comments

☐ APPROVED

☐ REJECTED

☐ OTHER

Comments:



Beaumont-Cherry Valley Water District

Phone: (951) 845-9581 Fax: (951) 845-0159

Email: info@bcvwd.org

<http://www.bcvwd.org>

March 8, 2021

Jeff Hart, City Engineer/Public Work's Director
550 E. 6th St.
Beaumont, CA 92223

Re: Beaumont Cherry Valley Water District request for waiver of fees for nonprofit public utilities District pursuant to City of Beaumont Code of Ordinances Chapter 12.12.155 – Waiver of fees for nonprofit public utilities district

Dear Mr. Hart,

This letter serves as Beaumont Cherry Valley Water District's (District) formal request to you, as the City of Beaumont Public Works Director/City Engineer, for consideration of waiving fees for encroachment permits and associated inspections issued by and provided by the City of Beaumont (City) to the District that may be assessed under the City of Beaumont's Code of Ordinances; Chapter 12.12 – Excavations and Chapter 12.31 – Street Cut Moratorium.

In addition to the District's general request stated above, please specifically consider the waiving of said encroachment permit fees and associated inspection fees for all recent, ongoing and future District maintenance and repair activities related to District facilities which are located within the public right of way and/or easements within the City of Beaumont. I have listed some of the recently issued City of Beaumont encroachment permits and associated fees for reference during your consideration.

Table 1
BCVWD 2021 Recent Encroachment Permit Activity

City Encroachment Permit No.	Date	Location	City Assessed Fee	Comment
EP2021-0848	2/22/21	1262 Michigan	\$945.10	Service Lateral Leak
EP2021-0850	2/12/21	1150 Pennsylvania	\$335.69	Service Lateral Leak
EP2021-0852	2/18/21	480 E. 5 th Street	\$490.63	Water Main Leak
EP2021-0854	2/18/21	514 Michigan	\$490.63	Service Lateral Leak
EP2021-0857	2/22/21	902 Pennsylvania	\$490.63	Service Lateral Leak
EP2021-0858	2/22/21	1175 Pennsylvania	\$490.63	Main Line Leak
EP2021-0859	2/22/21	1284 Palm Avenue	\$490.63	Retrofit Serve Line
EP2021-0860	2/22/21	514 Michigan	\$490.63	Service Lateral Leak
EP2021-0865	3/2/21	700 Emily Lane	\$180.76	Emergency Double Retrofit
Subtotal of Recent Permits			\$4,405.33	

560 Magnolia Avenue Beaumont CA 92223

Board of Directors

David Hoffman
Division 5

John Covington
Division 4

Daniel Slawson
Division 3

Lona Williams
Division 2

Andy Ramirez
Division 1



Beaumont-Cherry Valley Water District

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Please note that the District has requested, under separate cover, that the City provide a blanket permit which if approved would preferably include all activities related to repair, maintenance and/or installation of existing or new water and non-potable water mains, water service laterals, fire hydrants, fire services, and all other District facilities. The District feels that this approach provides for the lowest overall cost to our rate payers and the City's residents.

The District understands that per City Ordinance, any full or partial denial of any requested waiver will be made in writing by the City, and that the District may at either of the two subsequent regularly scheduled City Council meetings following the date of the written denial, appeal said denial to the City Council. Per our zoom meeting of February 25, 2021, it was indicated that you may not be inclined to provide the waiver of fees as the City was in the process of establishing updated procedures related to encroachment permits. In the event of a Staff level denial, please note that it would be the District's desire to schedule an appeal on behalf of the District on the Agenda of one of the two subsequent city council meetings as provided for in City Ordinance Chapter 12.

As I identified during our February 25, 2021 zoom meeting, the District is a public agency which services the same residents as the City within the majority of Spheres of Influence for both the City of Beaumont and the District and hopes to achieve the lowest cost of service to our residents by working in partnership with the City of Beaumont.

In years past various District staff have inquired informally to City Public Works staff about acquiring a blanket encroachment permit and about associated inspection fees and as of the end of 2020, the District encroachment activities within the City's Right of Way had not resulted in fees charged by the City to the District for encroachments or inspections. Further, the District submitted Encroachment Permit applications for some of the District's 2020 encroachments but received no formal City response related to these items. Finally, City staff did visit District construction site activities in 2020 within the City of Beaumont and were also informed of District operations (and associated encroachments) typically via phone conversations between District field staff and City public works field staff.

Moving forward, the District hopes to resolve any uncertainties or issues the City may have related to the District's encroachments within the City of Beaumont right of ways while maintaining District facilities and provide a clear, defined approach for future operations of the District that satisfies City requirements.

560 Magnolia Avenue Beaumont CA 92223



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Please be assured that the District desires to work with the City to find an expedient path forward to ensure that all District encroachments within the City's right of ways are documented and that street surface and structural section repair requirements are met to the best of the District's abilities while performing District construction, operation and maintenance activities.

Thank you in advance for your consideration.

Sincerely,

Daniel K. Jaggers
General Manager
Beaumont-Cherry Valley Water District

560 Magnolia Avenue Beaumont CA 92223



April 5, 2021

Beaumont Cherry Valley Water District
Attn: Daniel K. Jaggers, General Manager
560 Magnolia Avenue
Beaumont, CA 92223

Re: Request for Blanket Encroachment Permit

Dear Mr. Jaggers,

This letter is in response to your request for a blanket encroachment permit request dated March 8, 2021. The City of Beaumont (City) is well aware that we serve many of the same residents as BCVWD. Within that same vein, it is our responsibility to ensure that our rate payers are not making up any deficient fees within permit issuance. It is the sole responsibility of the permittee to be accountable for all costs associated with permit issuance, activity, and close out. We do not serve all of the same residents, we have different service areas. The City of Beaumont does not issue blanket encroachment permits for any users.

Additionally, as you are aware, the City has recently instilled a pavement moratorium ordinance to protect a significant investment into our local streets. The ability to manage and enforce this moratorium is essential in protecting this investment. Issuing a blanket encroachment permit at this time jeopardizes the City's ability to effectively manage the moratorium.

Regarding informal arrangements for an ad-hoc blanket permit, I am unaware of any such arrangement. While this may have been past practice, it has not been the practice for several years. Current staff is very concerned that all permittees be treated equitably, and that preferential treatment is not afforded one any more than the other. I apologize for any permits that may have not been responded to properly. It is vital that all permit applications go through the proper channels so that any change in staff, or absence does not lead delays on the applicant's behalf. All permit requests shall go through permits@beaumontca.gov.

For the reasons aforementioned, the City is currently unable to issue a blanket encroachment permit for maintenance related activities. City staff is amenable to working with BCVWD staff in order to ensure that permits are processed timely and that restoration requirements are reasonable and fair for the level of work being undertaken.



Please feel free to contact me with any questions and/or comments you may have.

Regards,

Jeff Hart, PE
Director of Public Works ~ City Engineer
City of Beaumont