



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

**NOTICE AND AGENDA**  
**REGULAR MEETING OF THE BOARD OF DIRECTORS**  
**ENGINEERING WORKSHOP**  
**Thursday, June 24, 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 Order N-08-21*

*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=SXlzMFZCMGh0YTFlL2tnUGlpU3h0UT09>

*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: President Hoffman**

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

**Invocation: Director Ramirez**

**Announcement of Teleconference  
Participation**

**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 which are not on the agenda. However, state law prohibits the Board from discussing or taking action on any item not listed on the agenda. Any non-agenda matters that require action will be referred to Staff for a report and possible action at a subsequent meeting. **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. **California Special Districts Association 2021 Board Elections: Vote to Elect a Representative to the CSDA Board of Directors Southern Network for Seat A** (pages 5 - 24)
3. **Selection of Consultant for the Engineering Services for the 2020 and 2021 Water Pipeline Replacement Projects** (pages 25 - 30)
4. **Consideration of Policy Revision: Training, Education and Conferences; Remuneration / Per Diem Fees; Payment of Expenses; and Expenditure Reimbursement** (pages 31 - 32)
5. **Ad Hoc Communications Committee Recommendation for Designation of Official District Spokesperson** (pages 33 - 36)
6. **Consideration of Attendance at Upcoming Events and Authorization of Reimbursement and Per Diem** (pages 37 - 45)
7. **Continued 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 46 - 47)
8. **Status of Local Emergency regarding the Impact of the Respiratory Illness Pandemic COVID-19 pursuant to Resolution 2020-07** (No Staff Report)
9. **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)
10. **Reports for Discussion**
  - a. **Directors' Reports**

*In compliance with Government Code 61047(e), Water Code 20201, and BCVWD Policies and Procedures Manual Part II Section 13H, directors claiming a per diem will provide a brief report following attendance.*

- i. Director Ramirez: 6/11/21 – ACWA Groundwater Replenishment System Virtual Tour
- ii. Directors’ General Comments
- a. General Manager’s Report

## 11. 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
- Legal update on Drought Conditions in the West

## 12. Announcements – Pursuant to Governor’s Executive Order N-08-21, all BCVWD Board and Committee meetings will be held via teleconference and/or video teleconference until further notice or unless otherwise indicated below:

- Finance and Audit Committee Meeting: Thursday, Jul. 1, 2021 at 3 p.m.
- District Offices will be closed Monday, Jul. 5, 2021 in observance of Independence Day
- Collaborative Agencies Committee: Wednesday, Jul. 7, 2021 at 5 p.m.  
*Meeting available via teleconference or in-person at the Beaumont Library*
- Regular Board Meeting: Wednesday, Jul. 14, 2021 at 6 p.m.
- Personnel Committee Meeting: Monday, Jul. 19, 2021 at 5:30 p.m.
- Engineering Workshop: Thursday, Jul. 22, 2021 at 6 p.m.
- Beaumont Basin Watermaster Committee: Wednesday, Aug. 4, 2021 at 10 a.m.

## 13. Report on Closed Session

## 14. Adjournment

### NOTICES

**AVAILABILITY OF AGENDA MATERIALS** - Agenda exhibits and other writings that are disclosable public records distributed to all or a majority of the members of the Beaumont-Cherry Valley Water District Board of Directors in connection with a matter subject to discussion or consideration at an open meeting of the Board of Directors are available for public inspection in the District's office, at 560 Magnolia Avenue, Beaumont, California ("District Office"). If such writings are distributed to members of the Board less than 72 hours prior to the meeting, they will be available from the District Office at the same time as they are distributed to Board Members, except that if such writings are distributed one hour prior to, or during the meeting, they can be made available from the District Office in the Board Room of the District's Office. Materials may also be available on the District's website: [www.bcvwd.org](http://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](mailto:info@bcvwd.org) or in writing at the Beaumont-Cherry Valley Water District, 560 Magnolia Avenue, Beaumont, California 92223.

### **CERTIFICATION OF POSTING**

I certify that on or before June 21, 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)).

**William Clayton**

Digitally signed by William Clayton  
DN: cn=William Clayton, o=Beaumont-  
Cherry Valley Water District, ou,  
email=william.clayton@bcvwd.org, c=US  
Date: 2021.06.17 15:48:36 -07'00'

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William Clayton  
Acting Director of Finance and Administration



**Beaumont-Cherry Valley Water District  
Board of Directors Meeting  
June 24, 2021**

Item 2

**STAFF REPORT**

**TO:** Board of Directors  
**FROM:** Dan Jagers, General Manager  
**SUBJECT:** **California Special Districts Association (CSDA) 2021 Board Elections: Vote to Elect a Representative to the California Special Districts Association Board of Directors Southern Network for Seat A**

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**Recommendation:**

Choose a candidate from the list below and vote to elect a representative to the California Special District Association (CSDA) Board of Directors, Seat A for the Southern Network.

**Background**

Beaumont-Cherry Valley Water District (BCVWD) is a member of the CSDA, a non-profit organization formed to promote good governance and improved core local services through professional development, advocacy and other services for all types of independent special districts. The CSDA is governed by an 18-member Board of Directors elected from the membership in six geographic networks. BCVWD is part of the Southern Network.

**Summary**

The California Special Districts Association has requested that the Board of Directors of the Beaumont-Cherry Valley Water District submit a ballot to vote for one candidate of their choice to represent the CSDA Southern Network, Seat A. The term for this seat is two (2) years, from 2022 – 2024. There are nine candidates for the seat:

1. Jo MacKenzie – Vista Irrigation District (incumbent)
2. Jan Bissell – Valley-Wide Recreation and Park District
3. Kelly Gregg – Hesperia Recreation and Park District
4. Rickey Manbahal – West Valley Water District
5. Jo-Anne Martin – Placentia Library District
6. Paulina Martinez-Perez – South Bay Irrigation District
7. Rachel Mason – Fallbrook Health District
8. David E. Raley – San Bernardino Valley Water Conservation District
9. John Skerbelis – Rubidoux Community Services District

Candidate information is attached. The deadline to return the ballot is July 16.

**Fiscal Impact:** None.

**Attachments:** Candidate Information

Prepared by Lynda Kerney, Administrative Assistant



## 2021 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

**Name:** Jo MacKenzie

**District/Company:** Vista Irrigation District, *CSDA District of Distinction, Platinum Level*

**Title:** Director

**Elected/Appointed/Staff:** Elected

**Length of Service with District:** 29 years

**1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):**

- CSDA Board of Directors, President 2011, Vice President 2010, Treasurer 2008-2009
- CSDA Legislative Advocate of the Year 2010
- Graduate of CSDA Governance Academy
- CSDA Finance Corporation Board of Directors, 2007-present; President 2012, 2013, 2015- present
- Special District Leadership Foundation Board of Directors, Treasurer 2014-present
- Fiscal and Audit Committees; Membership Committee 2011- present; Chair 2020-2021
- Legislative Committee 2004-present; Chair, 2006-2010 and 2012
- CSDA San Diego Chapter, Board of Directors, 1993-present; President 1998-2000
- Attend all Annual Conferences and Legislative Days

**2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):**

- ACWA: Past Board Director; Local Government, Chair 2014-2015 and Membership Committee
- ACWA Region 10 Board of Directors, Vice Chair, Alternate Chair, Director 1997-2010
- The California Association of Local Agency Formation Commissions (CALAFCO), Board Member and Legislative Committee member, 2017 - present
- Special District Official of the Year by PublicCEO 2011

**3. List local government involvement (such as LAFCO, Association of Governments, etc.):**

- San Diego LAFCO, 1994-present, Commissioner 7 years, Chair 2018-2019; Alternate 5 years; Special District Advisory Committee 14 years, Chair 2005 -2009
- City of San Marcos Planning and Traffic Commissions
- Personally initiated the City of San Marcos Budget Review Committee in 1980, Chair 1996-2006

**4. List civic organization involvement:**

- San Marcos Chamber of Commerce, Lifetime Ambassador
- Graduate Leadership 2000, Cal State San Marcos
- Community Development Associates, Treasurer
- Soroptimist International

**\*\*Candidate Statement-**Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after March 29, 2021 will not be included with the ballot mailing.**



## **RE-ELECT JO MACKENZIE**

### **PROVEN EXPERIENCE LEADING SPECIAL DISTRICTS**

- Dedicated
  - Fiscally Responsible
  - Committed to Special Districts

It has been a privilege to serve on the CSDA Board of Directors representing the Southern Network. I am honored that three years ago you elected me to serve your district. I am asking for your vote again in this election.

I am committed to continue building on the present foundation of CSDA's educational programs, state and federal legislative advocacy, and public outreach. As you know, this year ALL webinars are free to our members. The Special District Leadership Foundation Board has eliminated budget limits for scholarships. This allows all districts to apply for scholarships to attend workshops and conferences in 2021. I serve on both boards and I'm proud that the collaboration between the two boards allows all special districts to take advantage of CSDA's programs.

Serving on the Board of Directors and CSDA committees takes dedication and commitment, and especially a commitment of time. I have a proven record of leadership as both a Board member, a committee member and a chair. I was the PublicCEO Special District Official of the Year 2011 and CSDA Legislative Advocate of the Year 2010.

My proven leadership and public service experience, commitment to fiscal responsibility, and my comprehensive LAFCO and special district knowledge make me the most qualified candidate to represent the Southern Network.

With a passion for and proven experience in leading special districts, I would be honored to continue serving on the CSDA Board of Directors as your Southern Network Director.

✓ **Your district's vote will be greatly appreciated!**

**Last day to vote: July 16, 2021**

# Re-Elect Jo MacKenzie CSDA Board of Directors

**CSDA - Past President**

**\* *EXPERIENCED LEADER***

**Director Vista Irrigation District - District of Distinction, Platinum Level**



It has been an honor and privilege to serve on the CSDA Board of Directors. I have proven experience leading CSDA and special districts. I believe the strong statewide relationships/connections that I have cultivated over my years of serving both on the CSDA and ACWA Boards and the San Diego CSDA Chapter's Executive Committee has given me the perspective of the needs of our very diverse special districts. CSDA provides the educational opportunities for districts to keep up with the latest governance requirements and provides a library of policies and 'how to' information for the membership.

I am committed to build on the present foundation of CSDA's educational programs and legislative and public outreach. It's important that the CSDA Board maintains its transparency and operates in a prudent and ethical manner on behalf of all our member agencies. I have the knowledge, dedication and commitment that will enable me to continue serving your needs and interests.

## **EXPERIENCE SERVING SPECIAL DISTRICTS**

- ❖ **CSDA** - Past President, increased the membership and the advocacy team; updated Policy Manual and By-laws.
  - ❖ **Treasurer**, wrote the 'Treasurer Duties' and revised the Reimbursement policy.  
Present Committee assignments: Legislative (Past Chair), Membership (Chair) and Finance Corporation Committee (Chair). Previous committee assignments: Fiscal Committee (Chair); Elections & By-laws (Chair).
- ❖ **CSDA Finance Corporation**, President
- ❖ **CSDA Special District Leadership Foundation**, Treasurer
- ❖ **San Diego LAFCO** - Immediate Past Chair; served as a Special District Alternate and served 15 years on the Special District Advisory Committee (Chair).
- ❖ **CALAFCO** - Elected Board member. Serve on the Legislative, Awards, and Elections Committees.
- ❖ **Association of California Water Agencies** - Membership Committee (Past Vice-Chair); Local Government Committee (Past Chair), Past Director on the ACWA Board.
- ❖ **Vista Irrigation District** - Served as President for eight terms. During one of my terms as President, the board committed to qualifying for the District of Distinction, Gold Level. The District has now attained the Platinum Level---one of 12 in the State.

I respectfully ask for your vote! The ballots will be emailed this Friday, May 28. Look in your Inbox as soon as possible and if an email from CSDA is not there, call CSDA and request another ballot.

**Ballots are DUE July 16, 2021.**

**I look forward to continue serving you!**

**Thank you!**





**2021 CSDA BOARD CANDIDATE INFORMATION SHEET**

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: Jan Bissell

District/Company: Valley-Wide Recreation and Park District

Title: Vice President

Elected/Appointed/Staff: Elected

Length of Service with District: 14 years (1999 - 2010, 2018 - to present day)

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

Attendee of CSDA Conference

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

California Parks and Recreation Society (CPRS), California Association of Recreation Park Districts (CARPD), California Interscholastic Federation (CIF).

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

Valley-Wide Recreation and Park District (VWRPD)

4. List civic organization involvement:

First Baptist School Board, USA Pickleball Association (USAPA), Friends of Valley-Wide Foundation (FOVWF), Local Pony Baseball and Softball Associations.

**\*\*Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after March 29, 2021 will not be included with the ballot.**



# JAN BISSELL

FOR

## CSDA BOARD OF DIRECTORS, SEAT A SOUTHERN NETWORK

Hello, my name is Jan Bissell and I am the Vice President of the Valley-Wide Recreation and Park District Board of Directors. I am proud to say that for over 45 years, I have been involved with Valley-Wide Recreation as a volunteer in many capacities from coaching, officiating, organizing fundraisers and being an ambassador of Recreation in the community. My background is in business, but I also had the opportunity to serve as a Recreation Supervisor for 5 years and I was fortunate that both jobs kept me in direct contact with my community.

Last year, I had the honor of being recognized as an Outstanding Board Member for the California Association of Recreation and Park Districts. It is an honor I share with my fellow Board members as it is a reflection of our collective work to ensure the growth and sustainability of our District. With over 80 Parks and community centers and more than 250,000 residents to serve, my focus is on making sure the core of our services continue to reflect and fill the needs of our community.

- **Valley-Wide Recreation and Park District Board Member for 15 years (current)**
- **CIF and Recreation coach and sports official for 40+ years**
- **Outstanding Board Member CARPD 2020**
- **First Baptist Church Board of Trustees for 8 years**
- **First Baptist School Board Member for 4 years**
- **Member of the CIF Board for 25 years**

I am a husband, father, grandfather and a fearless advocate for our community. It is my hope that with your support, I can also be a fearless advocate for your special District.

On Behalf of our Board of Directors and entire Valley-Wide Recreation staff, I respectfully request your District's vote for the nomination to the Board of Directors of the California Special District Association (CSDA).



## 2021 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: Kelly J Gregg

District/Company: Hesperia Recreation and Park District

Title: Director

Elected/Appointed/Staff: Elected

Length of Service with District: 9 years

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

Have attended several CSDA conferences and workshops.

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

N/A

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

Current chair for City of Hesperia Safety committee.

4. List civic organization involvement:

Member of Elks lodge #2646. Have assisted in many community events.

**\*\*Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after March 29, 2021 will not be included with the ballot.**

Kelly J Gregg, Director  
Hesperia Recreation and Park District

I have been a lifelong resident of Hesperia since 1971. I served as the voice of the community, and taxpayers on the HRPD Governing Board from 2010-2014 and 2016-current.

- Serves as Director of the Hesperia Recreation and Park District and on several committees: Finance (chair), Tri-Agency (chair), Personnel (v-chair).
- Served as President of the Hesperia Recreation and Park District and on several committees: Budget (chair), Safety and Security (chair), Foundation, and Golf Course.
- Serves on Hesperia City Council Safety Committee (chair).
- Fiscal responsibility and transparency are two main platform goals that take priority when making decisions for any agency or civic organization.

Kelly J Gregg is available to you at (760)985.1193 or by email [directorgregg@hesperiaparks.com](mailto:directorgregg@hesperiaparks.com)

Please Vote: Kelly J Gregg for CSDA Director Southern Network



**2021 CSDA BOARD CANDIDATE INFORMATION SHEET**

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: Shamindra "Rickey" Manbahal, MPA

District/Company: West Valley Water District

Title: Interim General Manager, Chief Financial & Administrative Officer

Elected/Appointed/Staff: WVWD Board & Public Affairs Manager Naseem Farooqi

Length of Service with District: 1.7 years

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

Participated in several training Transparency Certificate of Excellence, Leadership Academy and General Manager Training, attended conferences and is registered for 2021 conference.

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

ACWA, GFOA, CMTA, CSMFO, League of California Cities

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

GFOA and LAFCO

4. List civic organization involvement:

Various Chamber of Commerce activities, Various non-profit participation  
Jewish Vocational Service, High Road Training Program

**\*\*Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after March 29, 2021 will not be included with the ballot.**

## **CANDIDATE STATEMENT**

When Mr. Manbahal was hired, WVWD was in a state of financial and administrative turmoil. Under his leadership, WVWD enacted ten major reforms to resolve financial issues, address the numerous negative findings in a previous California State Controller's office audit and deliver greater accountability and savings for ratepayers, resulting in WVWD's receiving of the Special District Leadership Foundation Transparency Certificate of Excellence. As a result of his efforts, including the implementation of the Cal-Card purchasing card program to minimize fraud, WVWD's most recent state audit found no material deficiencies with WVWD's internal controls, management and records.

Even in the face of a decline in revenue due to COVID-19, Manbahal's strong leadership produced a responsible fiscal year 2020-2021 budget that generated \$416,000 in cost savings without raising rates for ratepayers. Recently, Manbahal led WVWD's effort to apply for and secure a U.S. Environmental and Protection Agency loan for capital improvements worth nearly \$25 million.

Before his tenure at WVWD, Manbahal served as director of finance, assistant financial services director and interim finance director for localities throughout California. Prior to that, Manbahal worked as an internal auditor for the County of Los Angeles. Manbahal earned his Master's degree in Public Administration from California State University Northridge and a bachelor's degree in accounting. He also serves as a part-time lecturer at UCLA Extension, leading intensive courses in auditing, accounting and business management.

Given his extensive experience in turning around municipal finances and management, we have no doubt Mr. Manbahal will be a valuable addition to CSDA leadership. Without any reservation, we strongly urge you to consider Mr. Manbahal for the position of CSDA Board of Director Seat A — Southern Network in the coming election. If you have any questions or concerns, please contact Mr. Manbahal directly at [smanbahal@wvwd.org](mailto:smanbahal@wvwd.org) or (909) 820-3706.

*Rickey S. Manbahal, MPA  
Interim General Manager  
Chief Financial & Administrative Officer*



**California Special  
Districts Association**  
*Districts Stronger Together*

## 2021 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: Jo-Anne Martin

District/Company: Placentia Library District

Title: Board President

Elected/Appointed/Staff: Elected

Length of Service with District: \_\_\_\_\_

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

I routinely attend the CSDA annual conference, as well as the Legislative Days. I have completed  
multiple CSDA webinars and training sessions. I also completed CSDA's Board Secretary Workshop.

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

I am a member of the League of Women Voters and the California/Nevada League  
of Credit Unions.

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

None.

4. List civic organization involvement:

I currently serve as an Associate Director on Financial Partners Credit Union's Board of Directors, as the Secretary for Alta Vista's Women's Golf Association, an Elder of the Placentia Presbyterian Church and as a literacy volunteer for the Placentia Library District. I am also a past chair and board member of the Homeless Intervention Shelter.

**\*\*Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after March 29, 2021 will not be included with the ballot.**



March 15, 2021

President Jo-Anne Martin's background is in aerospace defense, operations and business. She has a bachelor's degree in biopsychology from Vassar College, and a master's degree in Systems Management from the State University of New York at Binghamton.

Jo-Anne Martin served in the US Air Force for 21 years as an Air Battle Manager. During this time she commanded 2 Air Force units, served as a Mission Crew Commander in both the US and NATO Airborne Warning and Control System (AWACS) and was the Pacific Regional Air Defense Commander. President Martin commanded an AWACS crew during the first Gulf War, accumulating over 200 combat flying hours and was awarded an Air Medal for her accomplishments. She is the first female graduate of the USAF Fighter Weapons (Top Gun) School. Her last assignment was at the Pentagon where she directed Congressional, budget and program integration for a \$28 billion portfolio of communications and computer programs. She routinely briefed Congressional staffers, Air Force senior leadership and media.

After retiring from the Air Force, Jo-Anne Martin spent 10 years in the aerospace defense industry. She was a Director of Business Development for The Boeing Company with extensive international as well as domestic responsibilities. Her international experiences span Asia, the Middle East and Europe with multiple tours in South Korea.

President Martin is very active in the local community serving as Associate Director on the Financial Partner's Credit Union Board of Directors, Secretary for Alta Vista's Women's Golf Association, an Elder of the Placentia Presbyterian Church, and as a literacy volunteer at the Placentia Library District. President Martin also regularly volunteers at Charity's Closet and is a past chair and board member of the Homeless Intervention Shelter.

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## BOARD OF TRUSTEES

Jo-Anne Martin  
President

Gayle Carline  
Secretary

Sherri Dahl  
Trustee

Hilaire Shioura  
Trustee

Al Shkoler  
Trustee

Jeanette Contreras, M.L.S.  
Library Director

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## PLACENTIA LIBRARY DISTRICT

411 E. Chapman Ave.  
Placentia, CA 92870  
Phone: 714-528-1925  
administration@placentialibrary.org  
www.placentialibrary.org



Jo-Anne Martin  
President  
Placentia Library District  
Board of Trustees

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**The vision of the Placentia Library District is to inspire exploration, open minds, and bring people together.**





**2021 CSDA BOARD CANDIDATE INFORMATION SHEET**

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: Paulina Martinez-Perez

District/Company: South Bay Irrigation District

Title: Director- Division 2

Elected/Appointed/Staff: Elected

Length of Service with District: 4 year term- 2020-2024

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

Workshops: Getting Oriented: The Critical Nature of Communications in the Public Age

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

Currently the delegate to ACWA representing South Bay Irrigation District, and an alternate representing Sweetwater Authority.

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

N/A

4. List civic organization involvement:

Public school teacher at a heavily civically involved TK-12 systemt that promotes

social justice and civic engagement with all students. Have also participated in fellowshi

**\*\*Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after March 29, 2021 will not be included with the ballot.**



SOUTH BAY IRRIGATION DISTRICT  
505 GARRETT AVENUE, POST OFFICE BOX 2328  
CHULA VISTA, CALIFORNIA 91912-2328  
(619) 420-1413 FAX (619) 425-7469  
[www.sbid.us](http://www.sbid.us)

BOARD OF DIRECTORS  
STEVE CASTANEDA  
DIVISION 1  
PAULINA MARTINEZ-PEREZ  
DIVISION 2  
JOSE PRECIADO  
DIVISION 3  
HECTOR MARTINEZ  
DIVISION 4  
JOSIE CALDERON-SCOTT  
DIVISION 5

**Candidate Statement:**

I am pleased to share with you my interest in being part of the Board of Directors representing the Southern Network. The Board of Directors for the California Special Districts Association has six major beliefs and I believe I would be an excellent addition that would support the board in being a leading and passionate voice for all special districts.

In order to raise awareness and understanding of what special districts are, the CSDA established the "Districts Make The Difference" campaign. This campaign focuses on creating more visibility and outreach to the public. With its new logos, videos, student contents, etc. the CSDA is demonstrating a newfound commitment to revolutionize, and modernize its efforts. Electing me as the representative of the Southern Network would align with CSDA's most recent push in revitalizing and revamping its efforts to outreach the public.

Undoubtedly, the members of the current Board of Directors are committed to strengthening and supporting the special districts that make up California. However, the strength of a fresh perspective cannot be overstated. As a newly elected Director the South Bay Irrigation District, and the youngest member ever elected, I have been able to bring a new perspective to our governing board. As part of the Board of Directors I would focus on being a member that promotes the ability to look at what can be done, and not only at what has been done.

Professionally, I am a graduate of the University of California, Los Angeles (UCLA) with a major in Political Science and minored in Society and Genetics as well as Biological Anthropology. I also possess a master's degree from Johns Hopkins University and I am currently a public high school biology teacher.

Please feel free to reach me directly at [pmp.sbid@gmail.com](mailto:pmp.sbid@gmail.com) or 619.361.1647.

Thank you for your time.

Respectfully,

A handwritten signature in black ink, appearing to read "Paulina Martinez-Perez".

Paulina Martinez-Perez



**California Special  
Districts Association**  
*Districts Stronger Together*

## 2021 BOARD OF DIRECTORS NOMINATION FORM

**Name of Candidate:**  Rachel Mason

**District:**  Fallbrook Regional Health District

**Mailing Address:**  138 S. Brandon Rd., Fallbrook, CA 92028

**Network:**  Southern Network  (see map)

**Telephone:**  Office:760.731.9187 or Cell: 909.838.8071   
(PLEASE BE SURE THE PHONE NUMBER IS ONE WHERE WE CAN REACH THE CANDIDATE)

**Fax:**  760.731.9131

**E-mail:**  rmason@fallbrookhealth.org

**Nominated by (optional):**  Jennifer Jeffries, FRHD Board Treasurer

**Return this form and a Board resolution/minute action supporting the candidate and Candidate Information Sheet by mail or email to:**

CSDA  
Attn: Amber Phelen  
1112 I Street, Suite 200  
Sacramento, CA 95814  
(877) 924-2732

amberp@csda.net

***DEADLINE FOR RECEIVING NOMINATIONS – March 29, 2021***

*March 11, 2021*

California Special Districts Association

RE: 2021 Board of Directors Election Candidate Statement

To Whom it May Concern,

I respectfully submit this nomination form for consideration to represent the Southern Network of CSDA. My tenure with the Fallbrook Regional Health District has been short in duration, yet I feel that these last two years have been the most rewarding of my professional career. My initial professional life was in the nonprofit industry, so when I switched to a Governmental role, I found a new vocabulary, new rules of operations, and a new ability to provide deep service to my community. Upon entry to this position, I was immediately directed by the Board of Directors, the District's legal counsel and our long-time staffers to engage with CSDA for trainings, education and support. I have been impressed with the education and advocacy provided to members from CSDA and have benefitted from these resources. I believe that while I may be still be considered new to this industry, my broad professional experience and collaboration building abilities could benefit CSDA, my home District and our shared communities.



Rachel A. Mason, M.A., M.S.  
Chief Executive Officer  
Fallbrook Regional Health District



**California Special  
Districts Association**  
*Districts Stronger Together*

## 2021 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: David E. Raley

District/Company: San Bernardino Valley Water Conservation District

Title: Director

Elected/Appointed/Staff: Elected

Length of Service with District: 11 years

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

I have taken Governance Training through CSDA.

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

Our District is currently a member of ACWA.

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

Please see attached statement.

4. List civic organization involvement:

Please see attached statement.

**\*\*Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after March 29, 2021 will not be included with the ballot.**

Director, SBV Water Conservation District/ Retired Credit Union CEO, Retired Colonel

I have demonstrated my leadership and organizational commitment in rising from Aviation Cadet to a Colonel in the US Air Force. I demonstrated the same skills when I was elected to the Conservation District Board against a 16 year talented and effective Board Member.

My leadership skills and financial expertise have ensured cost effective protection of critical ground water resources in the San Bernardino Valley Water Conservation District.

I am a Vietnam Pilot Combat Veteran and a retired USAF Colonel after enlisting as an Aviation Cadet with a Trade High School Diploma.

As your Representative I will use these same skills and commitment to maintain and enhance the operation of the CSDA Board of Directors, Seat A, Southern Network Representative

I have continued to insist the District had effective fiscal controls to build and maintain a permanent strong financial position that ensures the viability of the District and its important endeavors.

“Helping Nature Store Our Water” is our Water District’s motto. I have actively promoted and supported projects to enhance water capture and to ensure all the available State Project water is stored in the Bunker Hill Basin.

I have provided significant contributions to our District’s effort to protect endangered species, public access to trails so all can enjoy the community’s upper Santa Ana River resources and local aggregate supplies in support of the local economy.

Qualifications: Master's Degree in Business Administration from Arizona State University, President/CEO, Norton (Alta Vista) Credit Union, President, Crafton Hills College Foundation, Redlands Police Civilian Patrol, 3 years as Chairman of the Volunteer Governing Committee, City of Redlands Technical and Professional Volunteer of the Year and President of the San Bernardino Valley Conservation Trust.

I ask for your vote.

Thank you.

909.798.9248



## 2021 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: John Skerbelis

District/Company: Rubidoux Community Services District

Title: Director

Elected/Appointed/Staff: Elected

Length of Service with District: 8 years

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

None

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

None

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

Riverside County Solid Waste Advisory Committee

Rubidoux Community Services District - Board of Directors

4. List civic organization involvement:

Past involvement with Riverside County Dept of Environmental Health on Community clean ups

**\*\*Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after March 29, 2021 will not be included with the ballot.**

## CANDIDATE STATEMENT

### JOHN SKERBELIS

Unique to Rubidoux Community Services District (“Rubidoux”) is its history as the state of California’s first community services district, formed in 1952. Rubidoux was within an unincorporated area of western Riverside County and now provides approximately 35,000 people with water, sewer, fire protection, trash, weed abatement, and street light services. These services in part helped enable the area to develop and grow, eventually leading into the incorporation of the area as the City of Jurupa Valley on July 1, 2011. Rubidoux continues to provide services consistent with its formation in 1952 and as a CSDA Member appreciates the support CSDA provides in many ways.

John Skerbelis is a Director on Rubidoux’s Board of Directors and currently the Board President. He is seeking election to CSDA’s Board of Directors and is asking for support from fellow CSDA Southern Network Members.

Examples of Director Skerbelis’ local community service experience include -

- Elected to Board of Directors of Rubidoux in 2007 and past Board President twice
- Member of Riverside County Solid Waste Management Advisory Council – 7 years
- Recognized by Riverside County Board of Supervisors for outstanding performance related to the illegal dumping task force (AB 1822 and AB 1924)
- Worked for Riverside County Department of Environmental Health - 8 years
- Local business owner
- Coordinated with Congressman Calvert and Takano to secure FEMA funds for Rubidoux

With his experience and diversity of public service, Director Skerbelis would be a meaningful member of CSDA’s Board of Directors. When submitting your vote in the upcoming vote for CSDA Board of Director Seat A – Southern Network, it is requested you consider John Skerbelis for your vote. Thank you.





**Beaumont-Cherry Valley Water District  
Engineering Workshop Meeting  
June 24, 2021**

**Item 3**

**STAFF REPORT**

**TO:** Board of Directors

**FROM:** Dan Jagers, General Manager

**SUBJECT:** Selection of Consultant for the Engineering Services for the 2020 & 2021 Water Pipeline Replacement Projects

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**Staff Recommendation:**

Authorization for the General Manager to negotiate the final project engineering scope of services and subsequent execution of a Professional Services Agreement for said work in a not to exceed amount of **\$188,000.00** (\$170,365.00 for services and 10% approximate contingency of \$17,635.00).

**Background:**

On June 9, 2021, the District received Proposals in response to a Request for Proposals (RFP) for the Design and Engineering Services for the 2020 & 2021 Water Pipeline Replacement Projects as set forth in the District's 2017-2026 Capital Improvement Program. The following list sets forth the **seven (7)** firms who responded to the solicitation (listed alphabetically):

1. CASC Engineering & Consulting, Inc.
2. Cozad & Fox, Inc.
3. Kimley-Horn & Associates, Inc.
4. Michael Baker International
5. PdM Consulting, Inc.
6. RTM Engineering Consultants
7. Tait & Associates, Inc.

Each proposal was evaluated separately by three (3) District staff members based on the following criteria:

- Past performance and qualifications of the team members on similar projects.
- Familiarity with and capacity of Firms to handle all aspects of the work.
- Ability to complete the project within the proposed time frame.
- Project elements: The proposed project approach, scope, manner, and thoroughness in which it is presented in the proposal.
- Firm's experience, staff availability, stability, financial responsibility and past performance on similar projects.
- Cost of proposed services.

The District received proposals from qualified engineering consulting firms for design, environmental, and construction phase services required for this project. The services included the work briefly described hereafter.



The six (6) pipelines identified for replacement are budgeted for in Appendix C of the 2021 Operating Budget (Attachment 2) and the intent of this RFP was to obtain engineering services related to the six (6) budgeted pipeline replacements as one (1) project.

The pipelines are identified as follows:

Pipeline 1 – Lambert Road

New water pipeline to replace an aging 6-in diameter steel pipeline located within Lambert Road from Napoleon Street to the end of the cul-de-sac.

Pipeline 2 – Bing Place

New water pipeline to replace an aging 6-in diameter steel pipeline located within Bing Place from Napoleon Street to the end of the cul-de-sac.

Pipeline 3 – Star Lane, Sky Lane, and View Drive

New water pipeline to replace a series of three (3) aging 6-in diameter steel pipelines located within Star Lane, Sky Lane, and View Drive.

Pipeline 4 – Utica Way

New water pipeline to replace an aging 4-in diameter, high pressure steel pipeline located within Utica Way from Vineland Street to an existing in-line valve.

Pipeline 5 – Avenida Sonrisa

New water pipeline to replace an aging 6-in diameter, high pressure steel pipeline located within Avenida Sonrisa from Avenida San Timoteo to Avenida Miravilla.

Pipeline 6 – Avenida Miravilla

New water pipeline to replace an aging 6-in diameter steel pipeline located within Avenida Miravilla from the existing connection located near Quail Road to the existing blowoff valve in Avenida Miravilla.

The following is a list of specific tasks included in the proposed scope of work.

1. Project Coordination
2. Preliminary Engineering Evaluation and Design
3. Environmental
4. Permit Compliance
5. Surveying
6. Geotechnical Investigation
7. Preparation of Final Plans and Specifications
8. Bid Phase Services
9. Construction Phase Services
10. Project Management and Administration



District Staff reviewed and evaluated the submitted proposals and that review and selection process identified **Cozad & Fox, Inc.** as the highest-ranking proposal. The proposal review process included scoring of the technical merits of each proposal (80% weight in overall score) and the estimated overall cost set forth in the proposal (20% weight in overall score).

Scores from each of the seven (7) firms are summarized in the tables below, the “Proposal Technical Score” in the table represents the average of the scores assigned by reviewers. Table 1 below identifies the “Weighted Technical Score” which was calculated using equation (1) below. The “Weighted Service Cost Score” shown in Table 1 was calculated using equation (2) below.

$$(1) \left( \frac{\text{Proposal Technical Score}}{\text{Highest Proposal Technical Score}} \right) \times (\text{Technical Score Weight})$$

$$(2) \left( \frac{\text{Lowest Service Cost Total}}{\text{Service Cost Total}} \right) \times (\text{Service Cost Weight})$$

**Table 1: Consultant Weighted Scores**

	Proposal Technical/Service Cost Final Weighted Score						
	Cozad & Fox	Tait & Assoc.	Kimley-Horn	RTM	Michael Baker	PdMC	CASC
Proposal Technical Score	85.7	85.0	84.0	76.7	92.0	66.3	83.3
*Weighted Technical Score	74%	74%	73%	67%	80%	58%	72%
Service Cost Total	\$170,365.00	\$201,720.00	\$235,020.00	\$185,340.00	\$250,255.00	\$287,096.00	\$248,920.00
**Weighted Service Cost Score	20%	17%	14%	18%	14%	12%	14%
<b>Total Weighted Score</b>	<b>94.5%</b>	<b>90.8%</b>	<b>87.5%</b>	<b>85.1%</b>	<b>93.6%</b>	<b>69.5%</b>	<b>86.2%</b>

\*Technical Score Weight = 80%

\*\*Service Cost Weight = 20%

District staff recommends that **Cozad & Fox, Inc.** be awarded the contract for Engineering Services due to overall proposal ranking which considered their technical capabilities and proposed cost. The proposed design phase engineering services are estimated to be completed within six (6) months.



**Fiscal Impact:**

The 2020 & 2021 Water Replacement Pipeline Project overall planning costs set forth in Appendix C of the 2021 Operating Budget are as follows:

#	Description	2021/2025 CIP Budget Amount
1	Lambert Road	\$106,360.00
2	Bing Place	\$106,360.00
3	Star Lane, Sky Lane, and View Drive	\$418,204.00
4	Utica Way	\$188,406.00
5	Avenida Sonrisa	\$525,250.00
6	Avenida Miravilla	\$156,112.00
<b>Total 2020-2021 Replacement Pipelines CIP Budget Amount</b>		<b>\$1,500,692.00</b>

The overall project costs (including design services) are proposed to be funded from the replacement reserve budget.

**Attachments:**

- Attachment 1 - Replacement Pipelines Locations Map
- Attachment 2 - Appendix C of the 2021 Operating Budget

Staff Report prepared by Evan Ward, Civil Engineering Assistant



## Attachment 1 Replacement Pipeline Locations Map



## Attachment 2

### Beaumont-Cherry Valley Water District 2021-2025 Capital Improvement Budget Appendix C Potable Pipeline Replacement Projects

Project No.	Year Requested	Title	Footnotes	Total Project Cost 2016 Dollars	New Project Dollars	Actual 2017 - 2019	Estimated Actual 2020	Unspent Project Balance	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget	ADJUSTED COST BY FUNDING SOURCE						
														Facility Fees	Capital Replace.	Developer	Other	Total Budget 2021 - 2025		
<b>Inflation Factor</b>				1.05553			1.0869		1.149	1.1813	1.2146	1.2488	1.2839							
P-2750-0025	2025	Maple Ave., 1st St to 3rd St		\$ 259,027				259,027				62,923	260,550		-	323,473	\$ -	\$ -	\$ -	\$ 323,473
P-2750-0036	2025	Michigan St., 6th to 8th		\$ 388,118				388,118				94,282	390,401		-	484,682	\$ -	\$ -	\$ -	\$ 484,682
P-2750-0050	2030	Orange Ave., 8th St to 10th st		\$ 489,766				489,766		115,712	479,158				-	594,870	\$ -	\$ -	\$ -	\$ 594,870
P-2750-0064	2018	Antonell Court, Pennsylvania Ave. to Cherry Ave.		\$ 140,280				140,280		33,143	137,241				-	170,384	\$ -	\$ -	\$ -	\$ 170,384
P-2750-0066	2018	Egan Ave.-Wellwood Ave. Alley, 5th to 8th St		\$ 344,419				344,419					86,022	356,178	-	442,200	\$ -	\$ -	\$ -	\$ 442,200
P-2750-0067	2018	Elm Ave.-Wellwood Ave. Alley, 7th St. to 5th St.		\$ 144,713				144,713			35,154	145,564			-	180,718	\$ -	\$ -	\$ -	\$ 180,718
P-2750-0068	2018	Elm Ave., 6th to 7th		\$ 91,092				91,092				22,751	94,202		-	116,953	\$ -	\$ -	\$ -	\$ 116,953
P-2750-0069	2018	Egan Ave-California Ave. Alley, 5th to 7th		\$ 211,423		64,509	15,040	131,874	151,523						-	151,523	\$ -	\$ -	\$ -	\$ 151,523
P-3040-0023	2020	Bing Pl		\$ 90,037				90,037	20,690	85,670					-	106,360	\$ -	\$ -	\$ -	\$ 106,360
P-3040-0024	2020	Lambert Pl		\$ 90,037				90,037	20,690	85,670					-	106,360	\$ -	\$ -	\$ -	\$ 106,360
P-3040-0025	2020	Star Ln, Sky Ln, and View Dr		\$ 344,314				344,314		81,348	336,856				-	418,204	\$ -	\$ -	\$ -	\$ 418,204
P-3040-0026	2020	Utica Way, Vineland St to View Dr.		\$ 159,491				159,491	36,651	151,755					-	188,406	\$ -	\$ -	\$ -	\$ 188,406
P-3040-0027	2020	Grand Ave., Jonathon Ave. to Bellflower; Cherry Valley Blvd. Bellflower to HS Village 12 in		\$ 861,101				861,101	197,881	819,338					-	1,017,219	\$ -	\$ -	\$ -	\$ 1,017,219
P-3620-0001	2020	"B" Line Upper Edgar to upper end of 20" DIP and from lower end 20" DIP to Balance line and Balance Line in Edgar Canyon	1	\$ 1,744,474				1,744,474	400,880	1,659,867					-	2,060,748	\$ -	\$ -	\$ -	\$ 2,060,748
P-3620-0002	2020	"A" Line Upper Edgar to split at Apple Tree Lane Tract		\$ 1,895,626				1,895,626					486,759		-	486,759	\$ -	\$ -	\$ -	\$ 486,759
P-3620-0009	2020	Ave. Miravilla, End of 12-in to Whispering Pines		\$ 132,152				132,152	30,369	125,743					-	156,112	\$ -	\$ -	\$ -	\$ 156,112
P-3620-0012	2030	Ave Altejo Bella, Ave Miravilla to end of cul-de-sac		\$ 272,010		64,853	13,481	193,676	222,534						-	222,534	\$ -	\$ -	\$ -	\$ 222,534
P-3620-0015	2020	Appletree Ln, B line to Oak Glen Rd		\$ 660,023		63,388	13,447	583,188	670,083						-	670,083	\$ -	\$ -	\$ -	\$ 670,083
		Avenida Sonrisa		\$ 444,637				444,637	102,178	423,072					-	525,250	\$ -	\$ -	\$ -	\$ 525,250
				\$ 8,762,741	\$ -	\$ 192,750	\$ 41,968	\$ 8,528,023	\$ 1,853,479	\$ 3,581,318	\$ 1,145,613	\$ 905,288	\$ 937,139	\$ -	\$ 8,422,837	\$ -	\$ -	\$ -	\$ -	\$ 8,422,837
<b>GENERAL</b>		Budget amounts are subject to change from one year to the next because of inflation. Budget amounts in one year for a project that are unspent would increase the costs to the following year. Estimated Actual 2020 costs are actual costs as of <b>September 30, 2020</b>																		
<b>Footnotes:</b>		1 Total Unspent Project Balance is greater than the Total Budget 2021 - 2025 because the Total Unspent Project Balance includes the total cost for projects that have costs anticipated to be spent outside of the 2021-2025 period																		



**Beaumont-Cherry Valley Water District  
Board Regular Meeting  
June 24, 2021**

Item 4

STAFF REPORT

**TO:** Board of Directors

**FROM:** Dan Jagers, General Manager

**SUBJECT:** **Consideration of Policy Revision: Training, Education, and Conferences; Remuneration / Per Diem Fees; Payment of Expenses; and Expenditure Reimbursement**

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**Staff Recommendation**

Discussion and direction regarding the referral of the potential policy revision item to the Personnel Committee for review, discussion and revision process.

**Background**

After review, discussion and amendment via the Personnel Committee, revised District Policies and Procedures Manual Part II pertaining to the Board of Directors and staff was adopted on December 18, 2019 by Resolution 2019-16. Included in this adoption were:

Section 12 – Training, Education and Conferences

Section 13 – Remuneration / Per Diem Fees

Section 14 – Payment of Expenses Incurred on District Business

Section 15 – Expenditure Reimbursement

To produce / revise the policies, staff consulted publications from the California Attorney General, the Institute for Local Government (ILG), the California Special Districts Association (CSDA) and others, and reviewed policies of other agencies. Reimbursement of expenditures and payment of per diem fees are governed by law as detailed below and in the attachments.

This item was requested to be agendized by a Board member to include additional pre-authorized trainings and / or events. It is also proposed to make the process for pre-approval more flexible and streamlined. Staff would like the Board to discuss these options and give direction on how to proceed.

**Summary**

A review of current polices related to authorization of expense reimbursement (including payment of registration or other fees for attending events and activities) and pre-authorized activities for payment of per diem fees has been requested by a Board member.

For the past five years or longer, the District has used a process whereby policy revisions are considered and vetted through the Personnel Committee and legal counsel before coming to the



Board for consideration and adoption. Staff recommends the Board refer this matter to the Personnel Committee for action.

**Fiscal Impact**

To be determined.

**Attachments**

1. Current BCVWD Policies and Procedures Manual, Part II:
  - a. Section 12 – Training, Education and Conferences
  - b. Section 13 – Remuneration / Per Diem Fees
  - c. Section 14 – Payment of Expenses Incurred on District Business
  - d. Section 15 - Expenditure Reimbursement

Staff Report prepared by Lynda Kerney, Administrative Assistant





**Beaumont-Cherry Valley Water District  
Regular Board Meeting  
June 24, 2021**

Item **5**

STAFF REPORT

**TO:** Board of Directors  
**FROM:** Dan Jagers, General Manager  
**SUBJECT:** **Ad Hoc Communications Committee Recommendation for Designation of Official District Spokesperson**

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**Staff Recommendation**

Direct staff as desired, and / or receive the Board President’s designation.

**Background**

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.

It is the prerogative of the Board President to delegate this responsibility, if desired.

At its April 14, 2021 meeting, the Board briefly considered then tabled the presidential designation of a District spokesperson.

**Summary**

The Ad Hoc Communications Committee would like to partner with President Slawson and inquire if he desires to delegate these responsibilities for the remainder of his presidential term (December 31, 2021).

It is recommended by the Ad Hoc Communications Committee that President Slawson should appoint the District spokesperson(s) duties to the members of the Communications Committee as follows:

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

In addition, if President Slawson so desires and should it be the will of the Board, one or both of the following actions can be taken:

1. Annual appointments. Staff will add the designation of the District spokesperson to the regular rotation of Presidential appointments at the next Board reorganization meeting on December 21, 2021.
2. Change of District Policy. Staff will provide a draft policy change of BCVWD Policies and Procedures Manual Part II, Section 4: Board President to the Personnel Committee for consideration of making the District spokesperson a rotation of all five directors rather than a presidential appointment, to be reviewed and then if desired, recommended to the full Board.



## **Discussion**

It is the recommendation of the Ad Hoc Communications Committee to establish the position of District spokesperson on a quarterly rotating basis to cycle through all five Board members. This 15-month cycle would be adopted based on director terms and would offer each director the opportunity to become more involved in the community, stay better informed, gauge the sentiment of the community, and report back to the Board, and to represent the District at outside events.

The function of the spokesperson is to present the District's message and promote positive publicity. The responsibilities of the spokesperson also include designation on op-eds, press releases and other publicity disseminated by the District, functioning as the contact person / media liaison, and making public announcements or speaking at press conferences.

The designated District spokesperson may be eligible to claim a per diem remuneration for attendance at "Other meetings or events for Board members appointed by the President on matters of District business."<sup>1</sup> The Board will need to further clarify what outside events would be pre-authorized for a per diem, and which would require Board authorization. (See Attachment 1). Staff recommends that any proposed policy changes be referred to the Personnel Committee to undergo the District's usual review process.

## **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.

## **Fiscal Impact**

Unknown. There will be additional fiscal impact based on the authorization of per diem remuneration and any increase in director attendance at events.

## **Attachments**

1. BCVWD Policies and Procedures Manual Part II, Section 13 – Remuneration / Director Per Diem Fees

Staff Report prepared by Lynda Kerney, Administrative Assistant

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<sup>1</sup> BCVWD Policies and Procedures Manual Part II, Section 13 – D2a

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

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### 13. REMUNERATION / DIRECTOR PER DIEM FEES

- a. **Remuneration.** Members of the Board of Directors shall be eligible to receive a “per diem” for each day of service rendered as an officer of the Board. The “per diem” amount shall be established by the Board and be consistent with applicable state law.
- b. **Limit.** Per diem compensation is limited to no more than 10 days per month.
- c. **Attendance.** For purposes of this section, attendance includes:
  - i. Physical presence at the majority of a meeting, event, conference or occurrence listed in subdivision D (below), unless presence for a lesser period is authorized by the Board President, or, for a committee meeting, by the committee chair;
  - ii. Participation by teleconference at the majority of a meeting pursuant to California Government Code 54953;
  - iii. Participation in an approved home study or online Ethics course to meet the requirements of Government Code Sections 53234-53235.5 when participation has been authorized by the Board President.
- d. **Eligibility.** Matters of District Business eligible for per diem shall include, but not be limited to:
  1. General Board Member Preapproved Activities/Events. The following activities/events are preapproved for all Board members:
    - a. Board and Committee Meetings  
All regular and special board meetings and committee meetings for appointed members
    - b. Conferences
      - (1) ACWA and ACWA-JPIA conferences, trainings and webinars and ACWA Region 9 meetings
      - (2) CSDA Conferences, trainings and webinars
    - c. Other Agencies
      - (1) San Geronio Pass Water Agency Board or Committee meetings.
      - (2) Beaumont Basin Watermaster
      - (3) City of Beaumont: Any official city meeting.
      - (4) City of Banning: Any official city meeting
      - (5) LAFCO meetings in which District business is discussed or affected as part of the agenda
    - d. Training Seminars
      - (1) State mandated ethics training
        - a. The entire two-hour course counts as ONE day of service, even if the coursework is completed over more than one 24-hour period.
      - (2) State mandated sexual harassment training
        - a. The entire course counts as ONE day of service, even if the coursework is completed over more than one 24-hour period.
      - (3) Brown Act training
  2. Specific Board Member Authorization  
The following activities/events are preapproved for Board members designated to represent the District by the Board President.
    - a. ACWA Committees
      - b. Meetings of a legislative body of another government agency, or an official event sponsored by another government agency, when attendance has been authorized by the

- c. President,  
Meetings with members of the legislative executive or judicial branch of the state or federal government when attendance is directed by the President,
  - d. Meetings with the General Manager, District Counsel, or Board President on matters of District business
  - e. Other meetings or events for Board members appointed by the President to attend such meeting or event on behalf of the District
3. Other Activities/Events, Authorization  
Board members may seek authorization to attend other functions that constitute the performance of official duties, including, but not limited to, tours of Beaumont-Cherry Valley Water District facilities, tours of other agency facilities, dedication ceremonies, open houses, groundbreaking ceremonies, receptions for officials, retirement celebrations for other agency officials, anniversary celebrations, ribbon-cutting ceremonies, legislative roundtables, public hearings, project update meetings, meetings of ACWA Regions 1 through 10, and association dinners and lunches. Board members desiring to attend events of this nature should obtain approval from the Board in order to receive a per diem and expense reimbursement.
- e. Non-authorized Activities/Events  
The following activities/events are not eligible for per diem or expense claims:
    - a. Retirement receptions for Beaumont-Cherry Valley Water District employees/Board members
    - b. Beaumont-Cherry Valley Water District picnics or other social functions
  - f. **Travel.** Per diem shall include travel days to and from business meetings as appropriate. Board members shall not count travel to meetings within the Counties of Riverside or San Bernardino as a reimbursable per diem travel day.
  - g. **Requests.** In the event that circumstances prevent the per diem request from being considered in the manner described herein, a Director may submit a request to the Board for a per diem for having attended a meeting or conference with the understanding that the Board may or may not approve the request.
  - h. **Reports.** A Director who requests compensation ("per diem") for attendance at a meeting other than a regular, special, or committee meeting of the Board shall provide a brief report of the meeting to the Board at a regular meeting of the Board of Directors following the meeting that was attended. If multiple Board members attended, a joint report may be made.

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#### 14. PAYMENT OF EXPENSES INCURRED ON DISTRICT BUSINESS

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



## BEAUMONT-CHERRY VALLEY WATER DISTRICT UPCOMING EVENTS

**SELECTED UPCOMING EVENTS OF POTENTIAL INTEREST:** Event attendance is governed by BCVWD Policies and Procedures Manual Part II Section 12 Training, Education and Conferences, and Part II Section 13 Remuneration / Director Per Diem Fees. Per Government Code 53232.3(d) Directors will either prepare a written report for distribution to the Board or make a verbal report during the next regular meeting of the Board. Directors desiring to attend events not specifically enumerated and authorized by BCVWD policy should obtain approval from the Board in order to receive a per diem and expense reimbursement.

For events that are not pre-approved by District Policy, the Board may vote to authorize attendance and eligibility for per diem and expense reimbursement.

DATE	EVENT	POLICY / \$
6/23/21 7/20/21 8/19/21 9/22/21	<b>ACWA: Zooming Through California: Connecting ACWA Regions</b> Webinar series highlighting a wide range of local and regional water issues including developments in regional water management, the California Air Resources Board Clean Fleets Rule, and innovation on the Colorado River	<b>Approved</b> Sec. 13 D1 b(1)
	<a href="https://www.acwa.com/events/acwa-region-virtual-event-series/">https://www.acwa.com/events/acwa-region-virtual-event-series/</a>	\$100
6/30/21 11 a.m.	<b>ACWA: Drought Messaging Webinar</b> Local water suppliers are sharing information with customers about local investments in drought resiliency while promoting long-term water efficiency, and, in some cases, communicating about mandatory conservation.	<b>Approved</b> Sec. 13 D1 b(1)
	<a href="https://www.acwa.com/events/drought-messaging-webinar/">https://www.acwa.com/events/drought-messaging-webinar/</a>	\$50
7/12/21 Noon	<b>ACWA: Managing California's Groundwater: Incorporating Climate Change and Multi-Benefit Projects (Maven's Notebook and Local Government Commission)</b> Topics to be discussed include incorporating climate change and multi-benefit projects.	<b>Approved</b> Sec. 13 D1 b(1)
	<a href="https://www.acwa.com/events/managing-californias-groundwater-incorporating-climate-change-and-multi-benefit-projects/">https://www.acwa.com/events/managing-californias-groundwater-incorporating-climate-change-and-multi-benefit-projects/</a>	FREE
7/28 to 7/29/21 10 to 11:30	<b>CSDA Virtual Workshop: Strategic Planning for Special Districts</b> Condensed version of Brent Ives' daylong training. A balanced and clear strategic plan is critical to the efficiency of a special district. Class for managers and Board members.	<b>Approved</b> Sec. 13 D1 b(1)
	Csda.net	\$175

8/30-9/2/21	<b>CSDA Annual Membership Conference (Monterey)</b> Densely packed educational and networking experience. Meet with industry suppliers, hear from the best in special-district-specific topics with more than 30 breakout sessions, network with peers, and more Early bird registration before 7/30/21 = \$625++	<b>Approved</b> Sec. 13 D1 b(1)
		\$675++
9/26 – 9/29/21	<b>CSDA: Special District Leadership Academy (Lake Tahoe)</b> Comprehensive governance leadership conference for elected and appointed directors Based on CSDA's Special District Leadership Academy (SDLA) groundbreaking, curriculum-based continuing education program, which recognizes the necessity for the board and general manager to work closely toward a common goal. SDLA provides the knowledge base to perform essential governance responsibilities and is designed for both new and experienced special district board members.	<b>Approved</b> Sec. 13 D1 b(1)
	<a href="https://sdla.csdanet/home?_ga=2.205676691.1603457549.1620330760-1598748694.1601482748">https://sdla.csdanet/home?_ga=2.205676691.1603457549.1620330760-1598748694.1601482748</a>	\$600++
11/30 – 12/3/21	<b>ACWA Fall Conference and Exhibition</b> Location: Pasadena No details available yet	<b>Approved</b> Sec. 13 D1 b(1)
12/7/21 10 – 11	<b>CSDA Webinar: The Great Board Chair</b> The Board chairman or president holds a very important role in conducting the public's business. The chair holds the keys to being able to lead the Board through effective, proper and productive public meetings, and the interactions of the Board with both the public and the executive. This class provides an overview for the sitting or incoming Board chair who desires to optimize their service and improve how agency leaders do their work. It outlines what are and are not the roles of the chair, and how to make the time in the position most productive.	<b>Approved</b> Sec. 13 D1 b(1)
		FREE

++ = Hotel accommodations, transportation and other expenses will be additional

Additional Resources may be found here:

ACWA <https://www.acwa.com/events/>

ACWA/JPIA <https://www.acwajpia.com/board-training/>

CSDA <http://csda.net/learn/board-member-resources>

BCVWD Policies and Procedures Manual Part II Section 13 D-3:

Other Activities/Events, Authorization

Board members may seek authorization to attend other functions that constitute the performance of official duties, including, but not limited to, tours of

Beaumont-Cherry Valley Water District facilities, tours of other agency facilities, dedication ceremonies, open houses, groundbreaking ceremonies, receptions for officials, retirement celebrations for other agency officials, anniversary celebrations, ribbon-cutting ceremonies, legislative roundtables, public hearings, project update meetings, meetings of ACWA Regions 1 through 10, and association dinners and lunches. Board members desiring to attend events of this nature should obtain approval from the Board in order to receive a per diem and expense reimbursement.

Other activities / community events that may be of interest and may be authorized for per diem and/or expense reimbursement by vote of the Board:

1. Thursdays at the Edward-Dean Museum (see flyer attached)
2. Summer Concert Series at the Noble Creek Community Center (see flyer attached)
3. Beaumont Chamber of Commerce Breakfast on July 9
4. Independence Day Fireworks at Stewart Park on July 4

SAMPLE MOTION:

*I move that the Board authorize the attendance of Director \_\_\_\_\_ (OR all directors) at these events for purposes of per diem and reimbursement of associated reasonable and necessary expenses per District policy: \_\_\_\_\_ (list events)*



# ACWA'S REGIONAL VIRTUAL EVENT SERIES HIGHLIGHTS DROUGHT AND MORE

BY ACWA STAFF JUN 16, 2021 WATER NEWS

ACWA's regional virtual event series, "Zooming Through California: Connecting ACWA Regions," kicks off Wednesday, June 23 with a look at drought impacts in Region 1.

The first webinar will explore current drought conditions in the region and panelists will share real impacts and stories from water users whose supplies went dry. Panelists will also discuss some of the collaborative mitigation efforts that are currently underway.

The webinar series highlights a wide range of local and regional water issues, including developments in regional water management, the California Air Resource Board's Advanced Clean Fleets Rule and innovation on the Colorado River.

More information about the series, including descriptions of all four webinars, is available online.

The webinars will be held June 23, July 20, Aug. 19 and Sept. 22, each from 10-11:30 a.m. Member cost to attend is \$100 for all four sessions, or \$35 per session. Non-member cost is \$150 for all four sessions, or \$50 per session.

To register, visit [www.acwa.com/events](http://www.acwa.com/events).

© 2021 Association of California Water Agencies





Altered Book by Krozer Robinson

## ADULT WORKSHOP ALTERED BOOKS Thursdays: June 3, 10, 17 1:00 pm - 2:30 pm

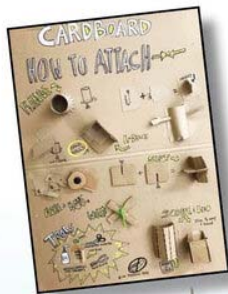
Workshop presents the method of turning discarded hardbound books into art.

**No Cost**

**PLEASE CALL TO REGISTER**

Supplies you will need to bring: hardbound book, metal ruler, and x-acto knife with extra blades.

Edward-Dean Museum  
9401 Oak Glen Road, Cherry Valley, Ca  
(951) 766-2523



## Edward-Dean Museum Thursday Workshops

# STEAM

Science • Technology • Engineering • Art • Math

Thursdays 3:30 - 4:30 pm

**June 3: Project Board** - Explore the methods of building and engineering. All Ages (younger children may need help from an adult)

**June 10: Creating with Cardboard** - use your imagination & building skill to create cardboard designs. All Ages (younger children may need help from an adult or older child)

**June 17: Make a Balloon Car** All Ages

**June 24: See how things work** - Series of safe experiments to learn how things function in nature. All Ages

**COST IS FREE**

Call to reserve a space

**(951) 766-2523**

**EDWARD-DEAN MUSEUM**  
9401 OAK GLEN ROAD, CHERRY VALLEY  
[www.edward-deanmuseum.org](http://www.edward-deanmuseum.org)

# Summer Sunset

## CONCERT SERIES



join us for



**4 SATURDAYS OF ENTERTAINMENT • 6-9 PM**

**MAY 15**

**Lisa Rose**  
 Karen Carpenter  
 Look-Alike and Sound-Alike



Performing the greatest hits of The Carpenters & more!

**JUNE 12**

**Radio Flyers**  
 Paul Freeman, Gina Harlan & Ron Sanders  
 Doo Wop & More



Performing old favorites from decades past.

**JULY 24**

**Nathan Goethals**



Performs timeless classics and standards from the greats including Frank Sinatra and Michael Buble.

**AUGUST 28**

**Gina Harlan's Central Park Band**



Performing Motown, Pop, Rock, Standards, Jazz & more.



**\$20 PER PERSON** per adult for each concert date  
*this event is for the grown ups!*



Ticket price includes entertainment and light fare from Johnny Russo's.

no-host bar with beer & wine!

**DONNA FRANCO GARDEN  
 NOBLE CREEK COMMUNITY CENTER  
 390 W OAK VALLEY PARKWAY,  
 BEAUMONT, CA 92223**

**RSVP to Foundation  
 Member Jim Smith:  
 email jimcsmith27@gmail.com  
 or text 951-616-8521**

**BCVPARKS.COM** @BCVPARKS & @BCVPARKSFOUNDATION ON FACEBOOK & INSTAGRAM



**Beaumont Chamber  
OF COMMERCE**

# Good Morning Beaumont Breakfast

Featured Speaker...

**Robert Loza, Business Liaison Officer  
Beaumont Police Department**



Friday, July 9, 2021, at 7:30 am

**SandTrap Sports Bar and Grill**

892 W. Oak Valley Parkway, Beaumont

Seating is limited. Pre-paid reservations only. \$22 members, \$25 non-members.

Please call 951-845-9541 to reserve a coveted spot.

*"Building a Better Community,  
One Business at a Time."*

Warning: By attending, you voluntarily assume all risk-related exposure to COVID 19. Face masks and distancing are required.

## Event Details

### 4th of July Pyro Spectacular

Saturday, July 4, 2015

Come one, come all! The City of Beaumont would like to invite the entire community to come out and celebrate the birth of our great Nation. On July 4th, beginning at 4:00 p.m. there will be food, fun, and free entertainment for everyone. Bring your lawn chairs and blankets and come listen to The Basix and Hotel California before watching the Pyro Spectacular Fireworks display!

#### Schedule of Events

- 12:00 p.m. to 8:00 p.m. - \$1.00 admission to the City pool, located at 985 Maple Avenue.
- 5:00 p.m. - The Basix
- 7:30 p.m. - Hotel California
- 9:00 p.m. - Pyro Spectacular Fireworks
- 4:00 p.m. to 9:00 p.m. - Market Night, located at 10th Street and Orange Avenue

#### Viewing areas

**Date:** July 4, 2015

**Time:** 5:00 PM

**Location:** Stewart Park, 9th & Orange in the City of Beaumont

**Contact:** 951-769-8524

**Cost:** Free

**Link:** 4th of July Flyer  
(<http://www.ci.beaumont.ca.us/DocumentCe>)



Select Language ▼

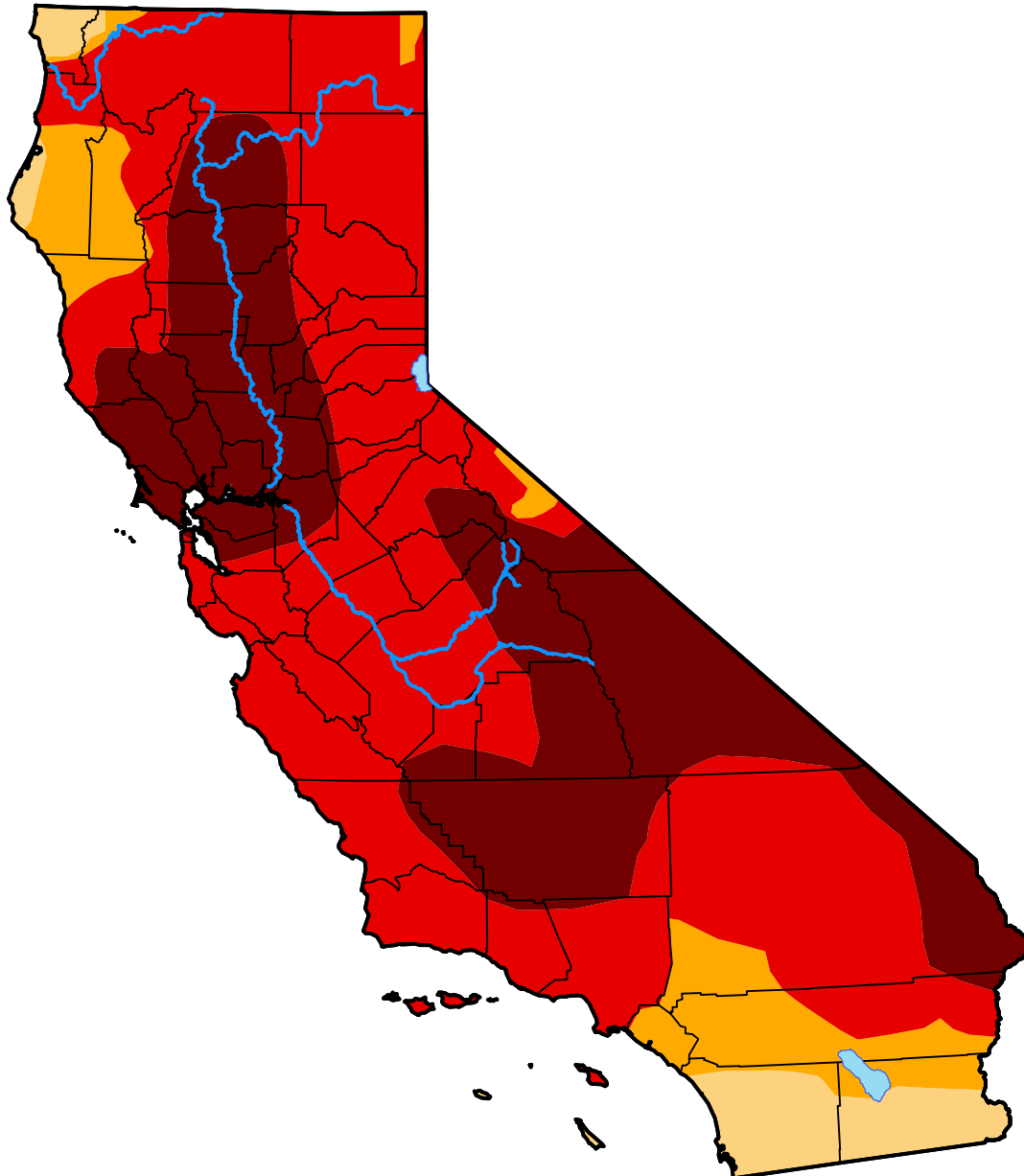
- Stewart Park, located on Maple Avenue between 9th Street and 11th Street
- Bleachers on 9th Street
- BBQs allowed in north park (between 10th Street and 11th Street)

**Road closures**

- 9th Street - between Orange Avenue & Maple Avenue
- 10th Street - between Orange Avenue & Maple Avenue
- 11th Street - between Orange Avenue and Maple Avenue
- Orange Avenue - between 8th Street and 11th Street
- Maple Avenue - between 8th Street and 11th Street

# U.S. Drought Monitor California

**June 15, 2021**  
(Released Thursday, Jun. 17, 2021)  
Valid 8 a.m. EDT



*Drought Conditions (Percent Area)*

	None	D0-D4	D1-D4	D2-D4	D3-D4	D4
<b>Current</b>	0.00	100.00	100.00	94.75	85.44	33.32
<b>Last Week</b> <i>06-08-2021</i>	0.00	100.00	100.00	94.75	85.20	33.32
<b>3 Months Ago</b> <i>03-16-2021</i>	0.78	99.22	90.62	58.59	29.54	3.75
<b>Start of Calendar Year</b> <i>12-29-2020</i>	0.00	100.00	95.17	74.34	33.75	1.19
<b>Start of Water Year</b> <i>09-29-2020</i>	15.35	84.65	67.65	35.62	12.74	0.00
<b>One Year Ago</b> <i>06-16-2020</i>	41.79	58.21	46.74	20.84	2.45	0.00

***Intensity:***

- None
- D0 Abnormally Dry
- D1 Moderate Drought
- D2 Severe Drought
- D3 Extreme 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:***

Curtis Riganti  
National Drought Mitigation Center



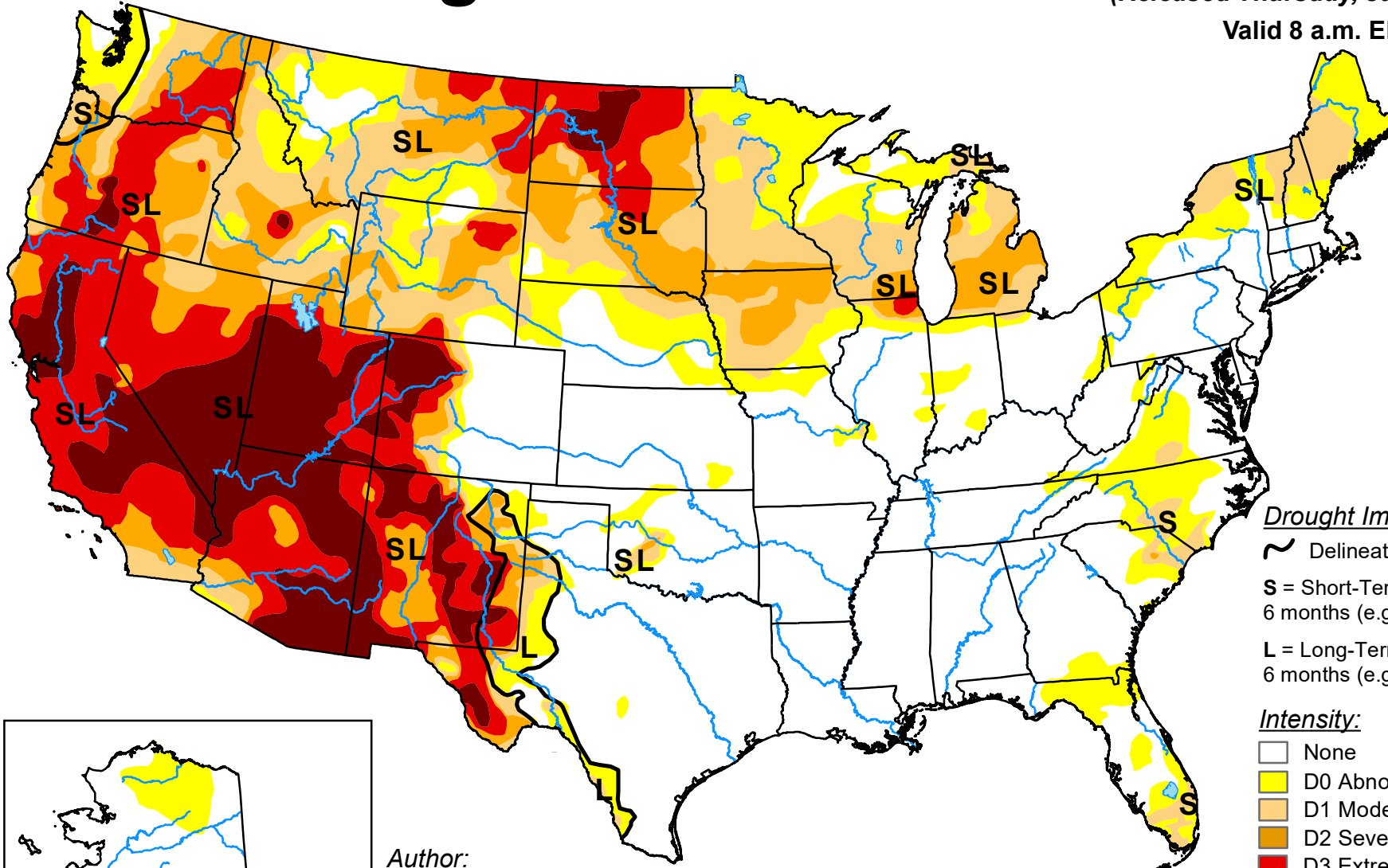
**droughtmonitor.unl.edu**

# U.S. Drought Monitor


June 15, 2021

(Released Thursday, Jun. 17, 2021)







Valid 8 a.m. EDT

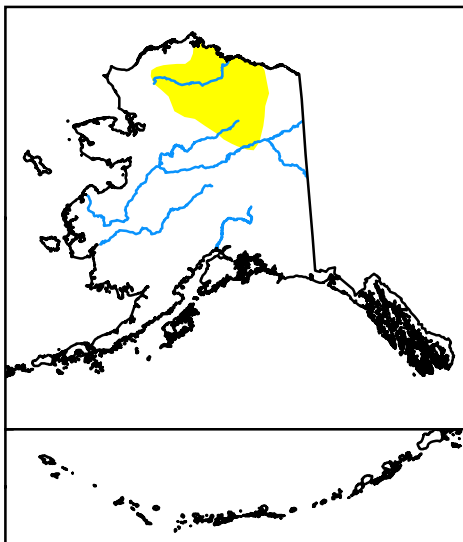


### Drought Impact Types:

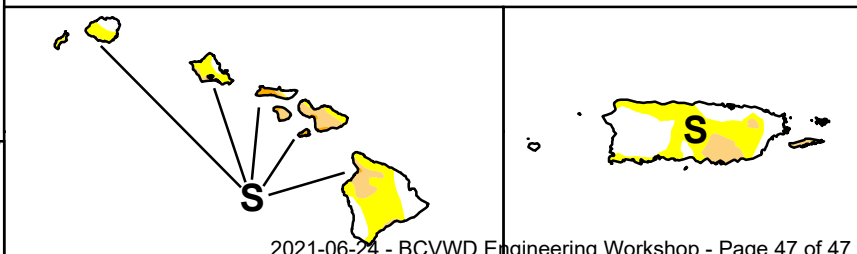
-  Delineates dominant impacts
- S** = Short-Term, typically less than 6 months (e.g. agriculture, grasslands)
- L** = Long-Term, typically greater than 6 months (e.g. hydrology, ecology)

### Intensity:

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



Author:  
Curtis Riganti  
National Drought Mitigation Center



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>



[droughtmonitor.unl.edu](https://droughtmonitor.unl.edu)