



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

**NOTICE AND AGENDA
REGULAR MEETING OF THE BOARD OF DIRECTORS**

*This meeting is hereby noticed pursuant to
California Government Code Section 54950 et. seq. and
under the provisions of Assembly Bill 361*

Wednesday, October 13, 2021 - 6:00 p.m.
560 Magnolia Avenue, Beaumont, CA 92223

COVID-19 NOTICE

This meeting of the Board of Directors is open to the public who would like to attend in person. COVID-19 safety guidelines are in effect pursuant to the Cal/OSHA COVID-19 Prevention Emergency Temporary Standards and the California Department of Public Health Recommendations

- **Face coverings are mandatory for unvaccinated persons and must be properly worn over the nose and mouth at all times**
- **Face coverings are recommended for fully vaccinated persons indoors**
- **Maintain 6 feet of physical distancing from others in the building who are not in your party**
- **There will be no access to restrooms in the building**

TELECONFERENCE NOTICE

*The BCVWD Board of Directors will attend in person at the BCVWD Administrative Office **and/or** via Zoom Video Conference*

To access the Zoom conference, use the link below:

<https://us02web.zoom.us/j/84318559070?pwd=SXlzMFEZCMGhOYTFIL2tnUGlpU3h0UT09>

*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/>

BCVWD REGULAR MEETING – OCTOBER 13, 2021

Call to Order: President Slawson

Roll Call - Board of Directors

Pledge of Allegiance: Director Ramirez

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

Invocation: President Slawson

Teleconference Verification

Roll Call

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 August 2021 Budget Variance Reports (pages 6 - 10)
 - b) Review of the August 31, 2021 Cash/Investment Balance Report (page 11)
 - c) Review of Check Register for the Month of September 2021 (pages 12 - 27)
 - d) Review of September 2021 Invoices Pending Approval (pages 28 - 30)
 - e) Minutes of the Regular Meeting of August 26, 2021 (pages 31 - 39)
 - f) Minutes of the Special Meeting of September 7, 2021 (pages 40 - 41)
 - g) Minutes of the Regular Meeting of September 8, 2021 (pages 42 - 49)
 - h) Minutes of the Special Meeting of September 23, 2021 (pages 50 - 57)
 - i) Annual Review of Director Expense Reports (pages 58 - 62)

3. **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)
4. **Resolution 2021-__ : Authorizing Public Meetings to be Held via Teleconferencing Pursuant to Government Code Section 54953(e) and Making Findings and Determinations Regarding the Same** (pages 63 - 66)
5. **Presentation by Redistricting Insights on U.S. Census and Redistricting** (pages 67 - 83)
6. **Presentation by Legal Counsel: Review of Pending Cases which may Impede the Delta Conveyance Project** (No written Report)
7. **Resolution 2021-__ : Amending the Temporary Meeting Teleconference Policy and Superseding Resolution 2020-06** (pages 84 - 89)
8. **Resolution 2021-__ : Adopting Policy 5095 District Residences and Facility Emergency Policy and Amending the District's Policies and Procedures Manual** (pages 90 - 130)
9. **Resolution 2021-__ : Amending the District Policies and Procedures Manual Part I: Personnel** (pages 131 - 151)
10. **Discussion Regarding Issuance of Grading Water for Upcoming Development Within Fairway Canyon Master Planned Community (Tract 31462 – Phase IVB)** (pages 152 - 155)
11. **Consideration of a Request for Update to *Will Serve Letter* for Previously Approved Development – Country Club Village (Riverside County Assessor's Parcel Nos. 400-010-003-8, 400-010-016-0, and 400-010-017-1) located in the City of Calimesa** (pages 156 - 162)
12. **Consideration of Attendance at Upcoming Events and Authorization of Reimbursement and Per Diem** (pages 163 - 167)
13. **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 168 - 171)
14. **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)

15. Reports For Discussion

- a. Ad Hoc Committees
 - i. Communications
 - ii. Sites Reservoir
 - iii. Water Re-Use 2x2

b. Directors' Reports

In compliance with Government Code § 53232.3(d), Water Code § 20201, and BCVWD Policies and Procedures Manual Part II Policies 4060 and 4065 directors claiming a per diem and/or expense reimbursement (regardless of pre-approval status) will provide a brief report following attendance.

- Leading Your Community in an Era of Anxiety webinar on 9/15/21
- Southwest Drought Virtual Forum on 9/21-22 /2021

c. Directors' General Comments

d. General Manager's Report

e. Legal Counsel Report

16. Action List for Future Meetings

- Water supply for BCVWD and the region
- Matrix for delivery of recycled water
- Legal Counsel report on changes in Proposition 218
- Legal update on drought conditions in the west
- Maintenance costs at 800-hp well sites
- Policy on rotation of Board President

17. Announcements

Pursuant to the provisions of AB 361, BCVWD Board and Committee meetings may be held via Teleconference only. Meetings listed below will be held both in-person at the BCVWD Administrative Office AND via Zoom teleconference unless otherwise indicated below:

- Personnel Committee Meeting: Monday, Oct. 18, 2021 at 5:30 p.m.
- Engineering Workshop: Thursday, Oct. 28, 2021 at 6 p.m.
- Collaborative Agencies Meeting: Wednesday, Nov. 3, 2021 at 5:30 p.m.
Location TBD
- Finance and Audit Committee Meeting: Thursday, Nov. 4, 2021 at 3 p.m.
- Regular Board Meeting: Wednesday, Nov. 8, 2021 at 6 p.m.
- District offices will be closed Thursday, Nov. 11 in observance of Veterans Day

18. Closed Session

- a) PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Pursuant to Government Code Section 54947
Title: General Manager

19. Report on Closed Session

20. 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 October 10, 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)).

Digitally signed by Dr. Kirene B. Manini, Director of Finance and
Administrative Services, Beaumont-Cherry Valley Water District
Date: 2021.10.07 16:40:10 -07'00'

Dr. Kirene Manini
Director of Finance and Administrative Services

General Ledger
Budget Variance Revenue



User: wclayton
Printed: 9/27/2021 8:55:08 AM
Period 08 - 08
Fiscal Year 2021

Account Number	Description	Budget	Period Amt	End Bal	Variance	% Avail/ Uncollect
50	GENERAL					
01-50-510-419051	Grant Revenue	\$ 642,090.72	\$ 71,611.40	\$ 120,837.40	\$ 521,253.32	81.18%
	Grant Rev	\$ 642,090.72	\$ 71,611.40	\$ 120,837.40	\$ 521,253.32	81.18%
01-50-510-490001	Interest Income - Bonita Vista	\$ 1,600.00	\$ 141.81	\$ 638.18	\$ 961.82	60.11%
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	\$ 5,274.25	\$ 120,701.53	\$ 479,298.47	79.88%
	Interest Income	\$ 648,429.00	\$ 5,416.06	\$ 121,339.71	\$ 527,089.29	81.29%
01-50-510-481001	Fac Fees-Wells	\$ 1,496,528.00	\$ 1,936.00	\$ 1,142,240.00	\$ 354,288.00	23.67%
01-50-510-481006	Fac Fees-Water Rights (SWP)	\$ 383,425.00	\$ 1,225.00	\$ 150,675.00	\$ 232,750.00	60.70%
01-50-510-481012	Fac Fees-Water Treatment Plant	\$ 711,933.00	\$ 921.00	\$ 543,390.00	\$ 168,543.00	23.67%
01-50-510-481018	Fac Fees-Local Water Resources	\$ 151,805.00	\$ 485.00	\$ 59,655.00	\$ 92,150.00	60.70%
01-50-510-481024	Fac Fees-Recycld Wtr Facilities	\$ 1,083,746.00	\$ 1,402.00	\$ 827,180.00	\$ 256,566.00	23.67%
01-50-510-481030	Fac Fees-Transmission (16")	\$ 1,212,064.00	\$ 1,568.00	\$ 925,120.00	\$ 286,944.00	23.67%
01-50-510-481036	Fac Fees-Storage	\$ 1,552,184.00	\$ 2,008.00	\$ 1,184,720.00	\$ 367,464.00	23.67%
01-50-510-481042	Fac Fees-Booster	\$ 107,447.00	\$ 139.00	\$ 82,010.00	\$ 25,437.00	23.67%
01-50-510-481048	Fac Fees-Pressure Reducng Stns	\$ 54,883.00	\$ 71.00	\$ 41,890.00	\$ 12,993.00	23.67%
01-50-510-481054	Fac Fees-Misc Projects	\$ 47,926.00	\$ 62.00	\$ 36,580.00	\$ 11,346.00	23.67%
01-50-510-481060	Fac Fees-Financing Costs	\$ 235,765.00	\$ 305.00	\$ 179,950.00	\$ 55,815.00	23.67%
01-50-510-485001	Front Footage Fees	\$ 23,370.00	\$ 2,935.50	\$ 11,200.50	\$ 12,169.50	52.07%
	Non-Operating Revenue	\$ 7,061,076.00	\$ 13,057.50	\$ 5,184,610.50	\$ 1,876,465.50	26.57%
01-50-510-410100	Sales	\$ 5,626,822.29	\$ 566,575.76	\$ 3,419,732.14	\$ 2,207,090.15	39.22%
01-50-510-410151	Agricultural Irrigation Sales	\$ 22,315.78	\$ -	\$ 12,686.46	\$ 9,629.32	43.15%
01-50-510-410171	Construction Sales	\$ 101,314.47	\$ 30,939.30	\$ 122,665.41	\$ (21,350.94)	-21.07%
01-50-510-413001	Backflow Admin Charges	\$ 45,000.00	\$ 5,536.15	\$ 33,237.80	\$ 11,762.20	26.14%
01-50-510-413011	Fixed Meter Charges	\$ 3,661,780.56	\$ 373,271.85	\$ 2,750,012.43	\$ 911,768.13	24.90%
01-50-510-413021	Meter Fees	\$ 300,000.00	\$ 47,244.00	\$ 319,660.00	\$ (19,660.00)	-6.55%
01-50-510-415001	SGPWA Importation Charges	\$ 3,870,300.00	\$ 408,575.92	\$ 2,529,671.59	\$ 1,340,628.41	34.64%
01-50-510-415011	SCE Power Charges	\$ 1,816,800.00	\$ 181,640.72	\$ 1,124,257.59	\$ 692,542.41	38.12%
01-50-510-417001	2nd Notice Penalties	\$ 100,000.00	\$ 4,910.00	\$ 32,395.00	\$ 67,605.00	67.61%
01-50-510-417011	3rd Notice Charges	\$ 50,000.00	\$ 1,555.00	\$ 6,210.00	\$ 43,790.00	87.58%
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	\$ -	\$ 200.00	\$ 1,800.00	90.00%
01-50-510-417041	Credit Check Processing Fees	\$ 9,600.00	\$ 910.00	\$ 6,885.00	\$ 2,715.00	28.28%
01-50-510-417051	Returned Check Fees	\$ 4,000.00	\$ 400.00	\$ 1,750.00	\$ 2,250.00	56.25%
01-50-510-417061	Custmr Damages/Upgrade Charges	\$ 22,000.00	\$ 2,062.00	\$ 5,458.20	\$ 16,541.80	75.19%
01-50-510-417071	After Hours Call Out Charges	\$ 600.00	\$ 100.00	\$ 250.00	\$ 350.00	58.33%
01-50-510-417081	Bench Test Fees	\$ 90.00	\$ -	\$ -	\$ 90.00	100.00%
01-50-510-417091	Credit Card Processing Fees	\$ 78,000.00	\$ 5,307.50	\$ 31,310.25	\$ 46,689.75	59.86%
01-50-510-419001	Rebates/Refunds	\$ -	\$ -	\$ 26,437.72	\$ (26,437.72)	0.00%
01-50-510-419011	Development Income	\$ 60,000.00	\$ 12,704.23	\$ 170,418.73	\$ (110,418.73)	-184.03%
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	\$ -	\$ (3,792.86)	\$ 11,292.86	150.57%
01-50-510-419061	Miscellaneous Income	\$ 500.00	\$ -	\$ 36,311.86	\$ (35,811.86)	-7162.37%
	Operating Revenue	\$ 16,088,623.10	\$ 1,641,732.43	\$ 10,625,757.32	\$ 5,462,865.78	33.95%
01-50-510-471001	Rent - 12303 Oak Glen	\$ 2,400.00	\$ 200.00	\$ 1,600.00	\$ 800.00	33.33%
01-50-510-471011	Rent - 13695 Oak Glen	\$ 2,400.00	\$ 200.00	\$ 1,600.00	\$ 800.00	33.33%
01-50-510-471021	Rent - 13697 Oak Glen	\$ 2,400.00	\$ 200.00	\$ 1,600.00	\$ 800.00	33.33%
01-50-510-471031	Rent - 9781 Avenida Miravilla	\$ 2,400.00	\$ 200.00	\$ 1,600.00	\$ 800.00	33.33%
01-50-510-471101	Util - 12303 Oak Glen	\$ 4,118.00	\$ 358.03	\$ 2,719.19	\$ 1,398.81	33.97%
01-50-510-471111	Util - 13695 Oak Glen	\$ 4,000.00	\$ 593.01	\$ 2,495.25	\$ 1,504.75	37.62%
01-50-510-471121	Util - 13697 Oak Glen	\$ 5,000.00	\$ 913.28	\$ 3,443.51	\$ 1,556.49	31.13%
01-50-510-471131	Util - 9781 Avenida Miravilla	\$ 3,600.00	\$ 635.04	\$ 2,820.05	\$ 779.95	21.67%
	Rent/Utilities	\$ 26,318.00	\$ 3,299.36	\$ 17,878.00	\$ 8,440.00	32.07%
Revenue Total		\$ 24,466,536.82	\$ 1,735,116.75	\$ 16,070,422.93	\$ 8,396,113.89	34.32%

General Ledger
Budget Variance Expense

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Period 08 - 08
Fiscal Year 2021



Account Number	Description	Budget	Period Amt	End Bal	Variance	Encumbered	% Avail/ Uncollect
10	BOARD OF DIRECTORS						
01-10-110-500101	Board of Directors Fees	\$ 60,200.00	\$ 6,256.76	\$ 38,056.76	\$ 22,143.24	\$ -	36.78%
01-10-110-500115	Social Security	\$ 3,805.00	\$ 386.88	\$ 2,358.48	\$ 1,446.52	\$ -	38.02%
01-10-110-500120	Medicare	\$ 1,158.00	\$ 90.48	\$ 551.58	\$ 606.42	\$ -	52.37%
01-10-110-500125	Health Insurance	\$ 130,241.40	\$ 1,874.31	\$ 13,120.17	\$ 117,121.23	\$ -	89.93%
01-10-110-500140	Life Insurance	\$ 120.00	\$ 6.82	\$ 59.82	\$ 60.18	\$ -	50.15%
01-10-110-500143	EAP Program	\$ 360.00	\$ 7.75	\$ 62.00	\$ 298.00	\$ -	82.78%
01-10-110-500145	Workers' Compensation	\$ 521.00	\$ 32.02	\$ 197.03	\$ 323.97	\$ -	62.18%
01-10-110-500175	Training/Education/Mtgs/Travel	\$ 10,000.00	\$ 307.17	\$ 2,460.42	\$ 7,539.58	\$ -	75.40%
	Board of Directors Personnel	\$ 206,405.40	\$ 8,962.19	\$ 56,866.26	\$ 149,539.14	\$ -	72.45%
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	\$ 112,500.00	\$ -	\$ 58,043.50	\$ 54,456.50	\$ -	48.41%
01-10-110-550051	Advertising/Legal Notices	\$ 2,400.00	\$ -	\$ 690.00	\$ 1,710.00	\$ -	71.25%
	Board of Directors Services	\$ 114,900.00	\$ -	\$ 58,733.50	\$ 56,166.50	\$ -	48.88%
Expense Total	BOARD OF DIRECTORS	\$ 322,305.40	\$ 8,962.19	\$ 115,599.76	\$ 206,705.64	\$ -	64.13%
20	ENGINEERING						
01-20-210-500105	Labor	\$ 561,698.00	\$ 25,561.51	\$ 231,649.25	\$ 330,048.75	\$ -	58.76%
01-20-210-500115	Social Security	\$ 39,169.00	\$ 2,077.47	\$ 14,805.59	\$ 24,363.41	\$ -	62.20%
01-20-210-500120	Medicare	\$ 9,164.00	\$ 485.85	\$ 3,517.74	\$ 5,646.26	\$ -	61.61%
01-20-210-500125	Health Insurance	\$ 107,328.00	\$ 3,640.44	\$ 30,524.68	\$ 76,803.32	\$ -	71.56%
01-20-210-500140	Life Insurance	\$ 2,736.00	\$ 35.28	\$ 282.24	\$ 2,453.76	\$ -	89.68%
01-20-210-500143	EAP Program	\$ 344.00	\$ 7.75	\$ 62.00	\$ 282.00	\$ -	81.98%
01-20-210-500145	Workers' Compensation	\$ 5,778.00	\$ 196.25	\$ 1,536.52	\$ 4,241.48	\$ -	73.41%
01-20-210-500150	Unemployment Insurance	\$ 19,100.00	\$ -	\$ 885.50	\$ 18,214.50	\$ -	95.36%
01-20-210-500155	Retirement/CalPERS	\$ 90,255.00	\$ 4,455.29	\$ 31,946.06	\$ 58,308.94	\$ -	64.60%
01-20-210-500165	Uniforms & Employee Benefits	\$ 350.00	\$ -	\$ -	\$ 350.00	\$ -	100.00%
01-20-210-500175	Training/Education/Mtgs/Travel	\$ 6,000.00	\$ -	\$ 951.18	\$ 5,048.82	\$ -	84.15%
01-20-210-500180	Accrued Sick Leave Expense	\$ 28,816.00	\$ (186.48)	\$ (476.88)	\$ 29,292.88	\$ -	101.65%
01-20-210-500185	Accrued Vacation Leave Expense	\$ 21,282.00	\$ 5,972.80	\$ 9,190.10	\$ 12,091.90	\$ -	56.82%
01-20-210-500187	Accrual Leave Payments	\$ 14,510.00	\$ 2,148.00	\$ 2,148.00	\$ 12,362.00	\$ -	85.20%
01-20-210-500195	CIP Related Labor	\$ (225,000.00)	\$ (6,664.85)	\$ (23,613.62)	\$ (201,386.38)	\$ -	89.51%
	Engineering Personnel	\$ 681,530.00	\$ 37,729.31	\$ 303,408.36	\$ 378,121.64	\$ -	55.48%
01-20-210-540048	Permits, Fees & Licensing	\$ 2,060.00	\$ -	\$ 25.82	\$ 2,034.18	\$ -	98.75%
	Engineering Materials & Supplies	\$ 2,060.00	\$ -	\$ 25.82	\$ 2,034.18	\$ -	98.75%
01-20-210-540014	Development Reimbursable-GIS	\$ 300,000.00	\$ 35,320.00	\$ 77,270.00	\$ 222,730.00	\$ -	74.24%
01-20-210-550030	Membership Dues	\$ 900.00	\$ -	\$ 300.00	\$ 600.00	\$ -	66.67%
01-20-210-550051	Advertising/Legal Notices	\$ 2,000.00	\$ 486.00	\$ 1,139.50	\$ 860.50	\$ -	43.03%
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	\$ 35,806.00	\$ 78,709.50	\$ 242,910.50	\$ -	75.53%
Expense Total	ENGINEERING	\$ 1,005,210.00	\$ 73,535.31	\$ 382,143.68	\$ 623,066.32	\$ -	61.98%
30	FINANCE & ADMIN SERVICES						
01-30-310-500105	Labor	\$ 1,177,847.00	\$ 58,479.29	\$ 523,934.27	\$ 653,912.73	\$ -	55.52%
01-30-310-500110	Overtime	\$ 2,114.00	\$ 432.28	\$ 3,728.32	\$ (1,614.32)	\$ -	-76.36%
01-30-310-500111	Double Time	\$ 393.00	\$ -	\$ 256.16	\$ 136.84	\$ -	34.82%
01-30-310-500115	Social Security	\$ 88,696.00	\$ 3,123.76	\$ 35,591.45	\$ 53,104.55	\$ -	59.87%
01-30-310-500120	Medicare	\$ 20,759.00	\$ 993.20	\$ 8,595.55	\$ 12,163.45	\$ -	58.59%
01-30-310-500125	Health Insurance	\$ 268,320.00	\$ 17,096.92	\$ 127,263.62	\$ 141,056.38	\$ -	52.57%
01-30-310-500130	CalPERS Health Admin Costs	\$ 2,500.00	\$ 155.21	\$ 1,161.76	\$ 1,338.24	\$ -	53.53%
01-30-310-500140	Life Insurance	\$ 6,348.00	\$ 87.72	\$ 789.84	\$ 5,558.16	\$ -	87.56%
01-30-310-500143	EAP Program	\$ 885.00	\$ 20.15	\$ 148.80	\$ 736.20	\$ -	83.19%
01-30-310-500145	Workers' Compensation	\$ 11,734.00	\$ 354.34	\$ 3,109.54	\$ 8,624.46	\$ -	73.50%
01-30-310-500150	Unemployment Insurance	\$ 40,094.00	\$ -	\$ -	\$ 40,094.00	\$ -	100.00%
01-30-310-500155	Retirement/CalPERS	\$ 211,738.00	\$ 13,985.68	\$ 120,135.72	\$ 91,602.28	\$ -	43.26%
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	\$ 15,000.00	\$ 610.00	\$ 3,175.60	\$ 11,824.40	\$ -	78.83%
01-30-310-500180	Accrued Sick Leave Expense	\$ 57,478.00	\$ 552.43	\$ 10,561.92	\$ 46,916.08	\$ -	81.62%
01-30-310-500185	Accrued Vacation Leave Expense	\$ 86,947.00	\$ 5,781.41	\$ 31,124.66	\$ 55,822.34	\$ -	64.20%
01-30-310-500187	Accrual Leave Payments	\$ 93,571.00	\$ 7,860.36	\$ 29,202.57	\$ 64,368.43	\$ -	68.79%
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	\$ 65,092.00	\$ 4,288.85	\$ 33,491.81	\$ 31,600.19	\$ -	48.55%
01-30-320-500110	Overtime	\$ 2,063.00	\$ 230.38	\$ 1,679.95	\$ 383.05	\$ -	18.57%
01-30-320-500111	Double Time	\$ -	\$ 37.08	\$ 234.65	\$ (234.65)	\$ -	0.00%

Account Number	Description	Budget	Period Amt	End Bal	Variance	Encumbered	% Avail/ Uncollect
01-30-320-500115	Social Security	\$ 5,280.00	\$ 291.11	\$ 2,314.90	\$ 2,965.10	\$ -	56.16%
01-30-320-500120	Medicare	\$ 1,084.00	\$ 68.08	\$ 541.39	\$ 542.61	\$ -	50.06%
01-30-320-500125	Health Insurance	\$ 26,832.00	\$ 1,278.20	\$ 10,225.60	\$ 16,606.40	\$ -	61.89%
01-30-320-500140	Life Insurance	\$ 444.00	\$ 6.60	\$ 52.80	\$ 391.20	\$ -	88.11%
01-30-320-500143	EAP Program	\$ 72.00	\$ 1.55	\$ 12.40	\$ 59.60	\$ -	82.78%
01-30-320-500145	Workers' Compensation	\$ 661.00	\$ 23.60	\$ 189.99	\$ 471.01	\$ -	71.26%
01-30-320-500150	Unemployment Insurance	\$ 2,287.00	\$ -	\$ -	\$ 2,287.00	\$ -	100.00%
01-30-320-500155	Retirement/CalPERS	\$ 11,828.00	\$ 531.53	\$ 3,619.58	\$ 8,208.42	\$ -	69.40%
01-30-320-500165	Uniforms & Employee Benefits	\$ 111.00	\$ -	\$ -	\$ 111.00	\$ -	100.00%
01-30-320-500175	Training/Education/Mtgs/Travel	\$ 9,400.00	\$ -	\$ 60.00	\$ 9,340.00	\$ -	99.36%
01-30-320-500176	District Professional Developm	\$ 29,000.00	\$ -	\$ 100.00	\$ 28,900.00	\$ -	99.66%
01-30-320-500177	Gen Safety Training & Supplies	\$ 28,250.00	\$ 500.00	\$ 4,320.00	\$ 23,930.00	\$ -	84.71%
01-30-320-500180	Accrued Sick Leave Expense	\$ 3,106.00	\$ 138.35	\$ 475.37	\$ 2,630.63	\$ -	84.70%
01-30-320-500185	Accrued Vacation Leave Expense	\$ 3,202.00	\$ -	\$ 1,450.46	\$ 1,751.54	\$ -	54.70%
01-30-320-500187	Accrual Leave Payments	\$ 449.00	\$ -	\$ -	\$ 449.00	\$ -	100.00%
01-30-320-550024	Employment Testing	\$ 4,530.00	\$ 500.00	\$ 852.41	\$ 3,677.59	\$ -	81.18%
	Finance & Admin Services Personnel	\$ 2,582,083.00	\$ 117,428.08	\$ 958,401.09	\$ 1,623,681.91	\$ -	62.88%
01-30-310-550006	Cashiering Shortages/Overages	\$ 50.00	\$ 0.15	\$ (0.23)	\$ 50.23	\$ -	100.46%
01-30-310-550018	Employee Medical/First Aid	\$ 300.00	\$ -	\$ -	\$ 300.00	\$ -	100.00%
01-30-310-550042	Office Supplies	\$ 10,000.00	\$ 391.98	\$ 6,064.23	\$ 3,935.77	\$ -	39.36%
01-30-310-550046	Office Equipment	\$ 5,000.00	\$ 161.61	\$ 497.66	\$ 4,502.34	\$ 387.69	82.29%
01-30-310-550048	Postage	\$ 7,000.00	\$ 166.21	\$ 11,041.67	\$ (4,041.67)	\$ -	-57.74%
01-30-310-550066	Subscriptions	\$ 2,000.00	\$ -	\$ -	\$ 2,000.00	\$ -	100.00%
01-30-310-550072	Misc Operating Expenses	\$ 1,000.00	\$ -	\$ 25.94	\$ 974.06	\$ -	97.41%
01-30-310-550078	Bad Debt Expense	\$ 25,000.00	\$ -	\$ -	\$ 25,000.00	\$ -	100.00%
01-30-310-550084	Depreciation	\$ 2,850,000.00	\$ 240,012.13	\$ 1,925,210.71	\$ 924,789.29	\$ -	32.45%
01-30-320-550028	District Certification	\$ 2,550.00	\$ 142.61	\$ 2,337.61	\$ 212.39	\$ -	8.33%
01-30-320-550042	Office Supplies	\$ 2,500.00	\$ -	\$ 1,247.21	\$ 1,252.79	\$ -	50.11%
	Finance & Admin Services Materials & Supplies	\$ 2,905,400.00	\$ 240,874.69	\$ 1,946,424.80	\$ 958,975.20	\$ 387.69	32.99%
01-30-310-500190	Temporary Labor	\$ 65,654.00	\$ 2,989.44	\$ 53,881.07	\$ 11,772.93	\$ -	17.93%
01-30-310-550001	Bank/Financial Service Fees	\$ 20,600.00	\$ 628.48	\$ 4,192.59	\$ 16,407.41	\$ -	79.65%
01-30-310-550008	Transaction/Return Fees	\$ 2,500.00	\$ 147.96	\$ 577.66	\$ 1,922.34	\$ -	76.89%
01-30-310-550010	Transaction/Credit Card Fees	\$ 78,000.00	\$ 7,403.83	\$ 52,774.97	\$ 25,225.03	\$ -	32.34%
01-30-310-550014	Credit Check Fees	\$ 10,300.00	\$ 518.70	\$ 4,001.10	\$ 6,298.90	\$ -	61.15%
01-30-310-550030	Membership Dues	\$ 35,260.00	\$ 2,286.67	\$ 30,321.32	\$ 4,938.68	\$ -	14.01%
01-30-310-550036	Notary & Lien Fees	\$ 2,060.00	\$ 221.00	\$ 558.00	\$ 1,502.00	\$ -	72.91%
01-30-310-550050	Utility Billing Service	\$ 77,000.00	\$ 16,516.15	\$ 48,936.65	\$ 28,063.35	\$ -	36.45%
01-30-310-550051	Advertising/Legal Notices	\$ 4,000.00	\$ -	\$ -	\$ 4,000.00	\$ -	100.00%
01-30-310-550054	Property, Auto& Gen Liab Insur	\$ 108,000.00	\$ 9,532.10	\$ 68,509.23	\$ 39,490.77	\$ -	36.57%
01-30-310-580001	Accounting & Audit	\$ 36,050.00	\$ 700.00	\$ 35,138.00	\$ 912.00	\$ -	2.53%
01-30-310-580011	General Legal	\$ 143,500.00	\$ 35,875.92	\$ 70,995.29	\$ 72,504.71	\$ -	50.53%
01-30-310-580036	Other Professional Services	\$ 132,200.00	\$ 13,501.60	\$ 56,264.00	\$ 75,936.00	\$ -	57.44%
01-30-320-550025	Employee Retention	\$ 5,000.00	\$ 39.94	\$ 598.90	\$ 4,401.10	\$ -	88.02%
01-30-320-550026	Recruitment Expense	\$ 8,059.00	\$ -	\$ 1,722.00	\$ 6,337.00	\$ -	78.63%
01-30-320-550030	Membership Dues	\$ 1,470.00	\$ 219.00	\$ 1,708.00	\$ (238.00)	\$ -	-16.19%
01-30-320-550051	Advertising/Legal Notices	\$ 2,785.00	\$ -	\$ 1,149.34	\$ 1,635.66	\$ -	58.73%
01-30-320-580036	Other Professional Services	\$ 92,000.00	\$ 9,233.75	\$ 16,803.25	\$ 75,196.75	\$ -	81.74%
	Finance & Admin Services Services	\$ 824,438.00	\$ 99,814.54	\$ 448,131.37	\$ 376,306.63	\$ -	45.64%
Expense Total	FINANCE & ADMIN SERVICES	\$ 6,311,921.00	\$ 458,117.31	\$ 3,352,957.26	\$ 2,958,963.74	\$ 387.69	46.87%
35	INFORMATION TECHNOLOGY						
01-35-315-500105	Labor	\$ 143,514.00	\$ 10,414.40	\$ 82,664.30	\$ 60,849.70	\$ -	42.40%
01-35-315-500115	Social Security	\$ 11,298.00	\$ 646.18	\$ 6,180.64	\$ 5,117.36	\$ -	45.29%
01-35-315-500120	Medicare	\$ 2,643.00	\$ 151.12	\$ 1,445.44	\$ 1,197.56	\$ -	45.31%
01-35-315-500125	Health Insurance	\$ 26,832.00	\$ 2,170.69	\$ 17,365.52	\$ 9,466.48	\$ -	35.28%
01-35-315-500140	Life Insurance	\$ 936.00	\$ 16.80	\$ 134.40	\$ 801.60	\$ -	85.64%
01-35-315-500143	EAP Program	\$ 72.00	\$ 1.55	\$ 12.40	\$ 59.60	\$ -	82.78%
01-35-315-500145	Workers' Compensation	\$ 1,476.00	\$ 53.42	\$ 428.41	\$ 1,047.59	\$ -	70.97%
01-35-315-500150	Unemployment Insurance	\$ 4,880.00	\$ -	\$ -	\$ 4,880.00	\$ -	100.00%
01-35-315-500155	Retirement/CalPERS	\$ 15,804.00	\$ 1,320.51	\$ 9,883.36	\$ 5,920.64	\$ -	37.46%
01-35-315-500175	Training/Education/Mtgs/Travel	\$ 4,120.00	\$ -	\$ 95.00	\$ 4,025.00	\$ -	97.69%
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	\$ -	\$ 16,960.51	\$ (2,300.51)	\$ -	-15.69%
01-35-315-500195	CIP Related Labor	\$ (32,875.00)	\$ -	\$ -	\$ (32,875.00)	\$ -	100.00%
	Information Technology Personnel	\$ 216,665.00	\$ 14,774.67	\$ 135,169.98	\$ 81,495.02	\$ -	37.61%
01-35-315-501511	Telephone/Internet Service	\$ 36,668.00	\$ 4,836.55	\$ 25,591.65	\$ 11,076.35	\$ -	30.21%
01-35-315-550044	Printing/Toner & Maint	\$ 19,000.00	\$ 1,830.80	\$ 10,818.73	\$ 8,181.27	\$ -	43.06%
	Information Technology Materials & Supplies	\$ 55,668.00	\$ 6,667.35	\$ 36,410.38	\$ 19,257.62	\$ -	34.59%
01-35-315-550030	Membership Dues	\$ 2,060.00	\$ 261.00	\$ 1,146.00	\$ 914.00	\$ -	44.37%
01-35-315-580016	Computer Hardware	\$ 25,000.00	\$ -	\$ 949.52	\$ 24,050.48	\$ -	96.20%
01-35-315-580021	IT/Software Support	\$ 5,150.00	\$ -	\$ 3,503.45	\$ 1,646.55	\$ -	31.97%
01-35-315-580026	License/Maintenance/Support	\$ 210,000.00	\$ 14,079.47	\$ 113,298.31	\$ 96,701.69	\$ -	46.05%
	Information Technology Services	\$ 242,210.00	\$ 14,340.47	\$ 118,897.28	\$ 123,312.72	\$ -	50.91%

Account Number	Description	Budget	Period Amt	End Bal	Variance	Encumbered	% Avail/ Uncollect
Expense Total	INFORTMATION TECHNOLOGY	\$ 514,543.00	\$ 35,782.49	\$ 290,477.64	\$ 224,065.36	\$ -	43.55%
40	OPERATIONS						
410	Source of Supply Personnel						
01-40-410-500105	Labor	\$ 483,039.00	\$ 19,005.86	\$ 149,126.45	\$ 333,912.55	\$ -	69.13%
01-40-410-500110	Overtime	\$ 16,292.00	\$ 639.70	\$ 3,104.23	\$ 13,187.77	\$ -	80.95%
01-40-410-500111	Double Time	\$ 6,751.00	\$ -	\$ 2,428.58	\$ 4,322.42	\$ -	64.03%
01-40-410-500113	Standby/On-Call	\$ 12,250.00	\$ 700.00	\$ 5,950.00	\$ 6,300.00	\$ -	51.43%
01-40-410-500115	Social Security	\$ 36,063.00	\$ 1,382.52	\$ 11,057.79	\$ 25,005.21	\$ -	69.34%
01-40-410-500120	Medicare	\$ 8,439.00	\$ 323.33	\$ 2,586.11	\$ 5,852.89	\$ -	69.36%
01-40-410-500125	Health Insurance	\$ 187,824.00	\$ 7,877.35	\$ 63,018.80	\$ 124,805.20	\$ -	66.45%
01-40-410-500140	Life Insurance	\$ 3,252.00	\$ 32.04	\$ 256.32	\$ 2,995.68	\$ -	92.12%
01-40-410-500143	EAP Program	\$ 504.00	\$ 6.20	\$ 49.60	\$ 454.40	\$ -	90.16%
01-40-410-500145	Workers' Compensation	\$ 24,270.00	\$ 596.55	\$ 4,767.11	\$ 19,502.89	\$ -	80.36%
01-40-410-500150	Unemployment Insurance	\$ 57,436.00	\$ -	\$ 9,614.52	\$ 47,821.48	\$ -	83.26%
01-40-410-500155	Retirement/CalPERS	\$ 111,455.00	\$ 5,692.72	\$ 42,728.75	\$ 68,726.25	\$ -	61.66%
01-40-410-500165	Uniforms & Employee Benefits	\$ 3,652.00	\$ -	\$ 393.90	\$ 3,258.10	\$ -	89.21%
01-40-410-500175	Training/Education/Mtgs/Travel	\$ 6,000.00	\$ 220.00	\$ 1,742.50	\$ 4,257.50	\$ -	70.96%
01-40-410-500180	Accrued Sick Leave Expense	\$ 22,256.00	\$ 663.60	\$ 5,962.03	\$ 16,293.97	\$ -	73.21%
01-40-410-500185	Accrued Vacation Leave Expense	\$ 31,088.00	\$ 1,047.30	\$ 10,068.66	\$ 21,019.34	\$ -	67.61%
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	\$ 843,681.00	\$ 46,809.82	\$ 326,932.37	\$ 516,748.63	\$ -	61.25%
01-40-440-500110	Overtime	\$ 42,887.00	\$ 7,333.26	\$ 28,873.03	\$ 14,013.97	\$ -	32.68%
01-40-440-500111	Double Time	\$ 11,117.00	\$ 1,697.93	\$ 10,560.34	\$ 556.66	\$ -	5.01%
01-40-440-500113	Standby/On-Call	\$ 29,250.00	\$ 1,200.00	\$ 10,200.00	\$ 19,050.00	\$ -	65.13%
01-40-440-500115	Social Security	\$ 65,568.00	\$ 3,741.52	\$ 25,425.33	\$ 40,142.67	\$ -	61.22%
01-40-440-500120	Medicare	\$ 15,331.00	\$ 874.98	\$ 5,964.12	\$ 9,366.88	\$ -	61.10%
01-40-440-500125	Health Insurance	\$ 294,316.00	\$ 13,961.57	\$ 113,457.73	\$ 180,858.27	\$ -	61.45%
01-40-440-500140	Life Insurance	\$ 5,366.00	\$ 77.09	\$ 599.84	\$ 4,766.16	\$ -	88.82%
01-40-440-500143	EAP Program	\$ 956.00	\$ 17.77	\$ 142.12	\$ 813.88	\$ -	85.13%
01-40-440-500145	Workers' Compensation	\$ 33,774.00	\$ 1,182.26	\$ 7,931.79	\$ 25,842.21	\$ -	76.52%
01-40-440-500155	Retirement/CalPERS	\$ 184,185.00	\$ 11,543.41	\$ 85,687.46	\$ 98,497.54	\$ -	53.48%
01-40-440-500165	Uniforms & Employee Benefits	\$ 7,000.00	\$ 140.24	\$ 2,281.17	\$ 4,718.83	\$ -	67.41%
01-40-440-500175	Training/Education/Mtgs/Travel	\$ 3,090.00	\$ 100.00	\$ 229.94	\$ 2,860.06	\$ -	92.56%
01-40-440-500177	General Safety Supplies	\$ 7,000.00	\$ 454.86	\$ 1,289.12	\$ 5,710.88	\$ -	81.58%
01-40-440-500180	Accrued Sick Leave Expense	\$ 45,345.00	\$ 688.68	\$ 11,702.23	\$ 33,642.77	\$ -	74.19%
01-40-440-500185	Accrued Vacation Leave Expense	\$ 53,352.00	\$ 2,687.05	\$ 22,977.95	\$ 30,374.05	\$ -	56.93%
01-40-440-500187	Accrual Leave Payments	\$ 20,399.00	\$ -	\$ 1,320.28	\$ 19,078.72	\$ -	93.53%
01-40-440-500195	CIP Related Labor	\$ (110,920.00)	\$ -	\$ (608.02)	\$ (110,311.98)	\$ -	99.45%
450	Inspections Personnel						
01-40-450-500105	Labor	\$ 73,976.00	\$ 1,694.46	\$ 35,576.32	\$ 38,399.68	\$ -	51.91%
01-40-450-500110	Overtime	\$ 28,480.00	\$ -	\$ 12,211.36	\$ 16,268.64	\$ -	57.12%
01-40-450-500111	Double Time	\$ 223.00	\$ -	\$ -	\$ 223.00	\$ -	100.00%
01-40-450-500115	Social Security	\$ 6,384.00	\$ 105.59	\$ 2,972.74	\$ 3,411.26	\$ -	53.43%
01-40-450-500120	Medicare	\$ 1,512.00	\$ 24.70	\$ 695.25	\$ 816.75	\$ -	54.02%
01-40-450-500125	Health Insurance	\$ 27,004.00	\$ 876.19	\$ 12,988.28	\$ 14,015.72	\$ -	51.90%
01-40-450-500140	Life Insurance	\$ 482.00	\$ 3.61	\$ 53.71	\$ 428.29	\$ -	88.86%
01-40-450-500143	EAP Program	\$ 36.00	\$ 0.79	\$ 11.76	\$ 24.24	\$ -	67.33%
01-40-450-500145	Workers' Compensation	\$ 3,187.00	\$ 38.79	\$ 1,142.20	\$ 2,044.80	\$ -	64.16%
01-40-450-500155	Retirement/CalPERS	\$ 15,391.00	\$ 601.27	\$ 7,443.79	\$ 7,947.21	\$ -	51.64%
460	Customer Svc & Meter Reading Personnel						
01-40-460-500105	Labor	\$ 156,027.00	\$ 11,621.85	\$ 96,069.66	\$ 59,957.34	\$ -	38.43%
01-40-460-500110	Overtime	\$ 11,724.00	\$ 22.36	\$ 4,820.33	\$ 6,903.67	\$ -	58.88%
01-40-460-500111	Double Time	\$ 3,933.00	\$ -	\$ 822.43	\$ 3,110.57	\$ -	79.09%
01-40-460-500113	Standby/On-Call	\$ 3,250.00	\$ -	\$ -	\$ 3,250.00	\$ -	100.00%
01-40-460-500115	Social Security	\$ 12,721.00	\$ 831.23	\$ 7,512.61	\$ 5,208.39	\$ -	40.94%
01-40-460-500120	Medicare	\$ 2,975.00	\$ 194.40	\$ 1,757.01	\$ 1,217.99	\$ -	40.94%
01-40-460-500125	Health Insurance	\$ 76,096.00	\$ 5,664.24	\$ 42,726.19	\$ 33,369.81	\$ -	43.85%
01-40-460-500140	Life Insurance	\$ 1,088.00	\$ 19.75	\$ 154.52	\$ 933.48	\$ -	85.80%
01-40-460-500143	EAP Program	\$ 216.00	\$ 4.50	\$ 36.55	\$ 179.45	\$ -	83.08%
01-40-460-500145	Workers' Compensation	\$ 7,987.00	\$ 354.47	\$ 3,203.56	\$ 4,783.44	\$ -	59.89%
01-40-460-500155	Retirement/CalPERS	\$ 46,290.00	\$ 3,784.00	\$ 29,383.19	\$ 16,906.81	\$ -	36.52%
01-40-460-500165	Uniforms & Employee Benefits	\$ 1,800.00	\$ -	\$ 144.99	\$ 1,655.01	\$ -	91.95%
01-40-460-500175	Training/Education/Mtgs/Travel	\$ 412.00	\$ 220.00	\$ 220.00	\$ 192.00	\$ -	46.60%
01-40-460-500180	Accrued Sick Leave Expense	\$ 8,040.00	\$ 968.35	\$ 8,372.44	\$ (332.44)	\$ -	-4.13%
01-40-460-500185	Accrued Vacation Leave Expense	\$ 14,918.00	\$ 795.90	\$ 11,410.57	\$ 3,507.43	\$ -	23.51%
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)	\$ (4,223.76)	\$ (9,073.41)	\$ (21,765.59)	\$ -	70.58%
470	Maintenance & General Plant Personnel						
01-40-470-500105	Labor	\$ 63,243.00	\$ 194.90	\$ 2,339.92	\$ 60,903.08	\$ -	96.30%
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	\$ 12.09	\$ 145.08	\$ 4,040.92	\$ -	96.53%
01-40-470-500120	Medicare	\$ 982.00	\$ 2.83	\$ 33.93	\$ 948.07	\$ -	96.54%
01-40-470-500125	Health Insurance	\$ 31,956.00	\$ 164.38	\$ 1,591.32	\$ 30,364.68	\$ -	95.02%
01-40-470-500140	Life Insurance	\$ 432.00	\$ 0.59	\$ 5.29	\$ 426.71	\$ -	98.78%
01-40-470-500143	EAP Program	\$ 85.00	\$ 0.19	\$ 1.77	\$ 83.23	\$ -	97.92%
01-40-470-500145	Workers' Compensation	\$ 3,101.00	\$ 5.24	\$ 60.50	\$ 3,040.50	\$ -	98.05%
01-40-470-500155	Retirement/CalPERS	\$ 11,576.00	\$ 105.07	\$ 1,724.33	\$ 9,851.67	\$ -	85.10%
	Operations Personnel	\$ 3,147,348.00	\$ 154,785.59	\$ 1,244,380.34	\$ 1,902,967.66	\$ -	60.46%

Account Number	Description	Budget	Period Amt	End Bal	Variance	Encumbered	% Avail/ Uncollect
410	Source of Supply Materials & Supplies						
01-40-410-501101	Electricity - Wells	\$ 1,816,800.00	\$ 300,603.67	\$ 1,602,886.08	\$ 213,913.92	\$ -	11.77%
01-40-410-501201	Gas - Wells	\$ 225.00	\$ 14.30	\$ 118.34	\$ 106.66	\$ -	47.40%
01-40-410-510011	Treatment & Chemicals	\$ 140,000.00	\$ 53,690.00	\$ 123,637.44	\$ 16,362.56	\$ -	11.69%
01-40-410-510021	Lab Testing	\$ 75,000.00	\$ 7,027.30	\$ 36,295.42	\$ 38,704.58	\$ -	51.61%
01-40-410-510031	Small Tools, Parts & Maint	\$ 8,000.00	\$ 350.74	\$ 5,857.15	\$ 2,142.85	\$ -	26.79%
01-40-410-520021	Maint & Rpr-Telemetry Equip	\$ 4,280.00	\$ -	\$ -	\$ 4,280.00	\$ -	100.00%
01-40-410-520061	Maint & Rpr-Pumping Equipment	\$ 122,713.00	\$ 7,999.45	\$ 33,077.35	\$ 89,635.65	\$ 48,881.34	33.21%
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	\$ 3,182.20	\$ 6,434.83	\$ 6,815.17	\$ -	51.44%
01-40-440-520071	Maint & Rpr-Pipelines&Hydrants	\$ 35,000.00	\$ 16,309.10	\$ 35,910.53	\$ (910.53)	\$ -	-2.60%
01-40-440-520081	Maint & Rpr-Pressure Regulatrs	\$ 14,750.00	\$ -	\$ 5,577.49	\$ 9,172.51	\$ -	62.19%
01-40-440-540001	Backflow Program	\$ 4,200.00	\$ 1,141.26	\$ 3,100.17	\$ 1,099.83	\$ -	26.19%
01-40-440-540024	Inventory Adjustments	\$ 7,452.00	\$ (5,093.02)	\$ 856.36	\$ 6,595.64	\$ -	88.51%
01-40-440-540036	Line Locates	\$ 3,605.00	\$ 300.80	\$ 1,521.72	\$ 2,083.28	\$ -	57.79%
01-40-440-540042	Meters Maintenance & Services	\$ 88,900.00	\$ 11,099.57	\$ 71,166.24	\$ 17,733.76	\$ 414.91	19.48%
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	\$ 3,402.80	\$ 15,967.75	\$ 19,032.25	\$ -	54.38%
01-40-470-501121	Electricity - 12303 Oak Glen	\$ 4,000.00	\$ 358.03	\$ 2,719.19	\$ 1,280.81	\$ -	32.02%
01-40-470-501131	Electricity - 13695 Oak Glen	\$ 2,000.00	\$ 305.03	\$ 1,486.81	\$ 513.19	\$ -	25.66%
01-40-470-501141	Electricity - 13697 Oak Glen	\$ 3,000.00	\$ 361.44	\$ 1,832.15	\$ 1,167.85	\$ -	38.93%
01-40-470-501151	Elec - 9781 Avenida Miravilla	\$ 2,000.00	\$ 388.71	\$ 1,495.27	\$ 504.73	\$ -	25.24%
01-40-470-501161	Electricity - 815 E. 12th	\$ 6,000.00	\$ 939.57	\$ 4,625.91	\$ 1,374.09	\$ -	22.90%
01-40-470-501171	Electricity - 851 E. 6th	\$ 4,200.00	\$ 357.73	\$ 2,380.81	\$ 1,819.19	\$ -	43.31%
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	\$ 287.98	\$ 946.85	\$ 1,053.15	\$ -	52.66%
01-40-470-501341	Propane - 13697 Oak Glen	\$ 2,000.00	\$ 551.84	\$ 1,611.36	\$ 388.64	\$ -	19.43%
01-40-470-501351	Propane-9781 Avenida Miravilla	\$ 1,600.00	\$ 246.33	\$ 1,155.78	\$ 444.22	\$ -	27.76%
01-40-470-501411	Sanitation - 560 Magnolia	\$ 3,287.00	\$ 431.03	\$ 2,434.62	\$ 852.38	\$ -	25.93%
01-40-470-501461	Sanitation - 815 E. 12th	\$ 5,650.00	\$ 428.99	\$ 3,641.42	\$ 2,008.58	\$ -	35.55%
01-40-470-501471	Sanitation - 11083 Cherry Ave	\$ 3,446.00	\$ 285.83	\$ 2,249.56	\$ 1,196.44	\$ -	34.72%
01-40-470-501611	Maint & Repair- 560 Magnolia	\$ 26,856.00	\$ 2,785.50	\$ 14,583.79	\$ 12,272.21	\$ -	45.70%
01-40-470-501621	Maint & Repair- 12303 Oak Glen	\$ 4,600.00	\$ -	\$ 1,876.66	\$ 2,723.34	\$ -	59.20%
01-40-470-501631	Maint & Repair- 13695 Oak Glen	\$ 9,000.00	\$ -	\$ 178.05	\$ 8,821.95	\$ -	98.02%
01-40-470-501641	Maint & Repair- 13697 Oak Glen	\$ 4,000.00	\$ -	\$ 783.52	\$ 3,216.48	\$ -	80.41%
01-40-470-501651	Maint & Rpr-9781 Ave Miravilla	\$ 4,000.00	\$ -	\$ 52.80	\$ 3,947.20	\$ -	98.68%
01-40-470-501661	Maint & Repair- 815 E. 12th	\$ 7,115.00	\$ 413.50	\$ 4,127.75	\$ 2,987.25	\$ -	41.99%
01-40-470-501671	Maint & Repair- 851 E. 6th	\$ 3,000.00	\$ 257.84	\$ 1,715.21	\$ 1,284.79	\$ -	42.83%
01-40-470-501691	Maint & Rpr- Buidlgs (General)	\$ 58,072.00	\$ 7,295.39	\$ 12,161.03	\$ 45,910.97	\$ -	79.06%
01-40-470-510001	Auto/Fuel	\$ 84,000.00	\$ 6,656.90	\$ 50,383.65	\$ 33,616.35	\$ -	40.02%
01-40-470-520011	Maint & Rpr-Safety Equipment	\$ 17,510.00	\$ 53.29	\$ 3,869.95	\$ 13,640.05	\$ -	77.90%
01-40-470-520031	Maint & Rpr-General Equipment	\$ 47,380.00	\$ 3,537.50	\$ 34,405.63	\$ 12,974.37	\$ 202.85	26.96%
01-40-470-520041	Maint & Rpr-Fleet	\$ 125,500.00	\$ 11,094.29	\$ 51,715.40	\$ 73,784.60	\$ -	58.79%
01-40-470-520051	Maint & Rpr-Paving	\$ 140,000.00	\$ 91,973.50	\$ 143,356.25	\$ (3,356.25)	\$ -	-2.40%
01-40-470-520091	Maint & Rpr-Communicatn Equip	\$ 6,500.00	\$ -	\$ -	\$ 6,500.00	\$ -	100.00%
	Operations Materials & Supplies	\$ 3,003,509.00	\$ 529,038.39	\$ 2,288,196.29	\$ 715,312.71	\$ 49,499.10	22.17%
410	Source of Supply Services						
01-40-410-500501	State Project Water Purchases	\$ 3,870,300.00	\$ -	\$ 666,729.00	\$ 3,203,571.00	\$ -	82.77%
01-40-410-540084	State Mandates & Tariffs	\$ 100,000.00	\$ 500.00	\$ 57,655.48	\$ 42,344.52	\$ -	42.34%
440	Transmission & Distribution Services						
01-40-440-550051	Advertising/Legal Notices	\$ 4,000.00	\$ -	\$ 1,268.00	\$ 2,732.00	\$ -	68.30%
470	Maintenance & General Plant Services						
01-40-470-540030	Landscape Maintenance	\$ 82,000.00	\$ 10,281.00	\$ 41,621.46	\$ 40,378.54	\$ -	49.24%
01-40-470-540072	Rechrg Facs, Cynns&Ponds Maint	\$ 160,000.00	\$ 1,330.87	\$ 30,381.45	\$ 129,618.55	\$ -	81.01%
	Operations Services	\$ 4,216,300.00	\$ 12,111.87	\$ 797,655.39	\$ 3,418,644.61	\$ -	81.08%
Expense Total	OPERATIONS	\$ 10,367,157.00	\$ 695,935.85	\$ 4,330,232.02	\$ 6,036,924.98	\$ 49,499.10	57.75%
50	GENERAL						
01-50-510-502001	Rents/Leases	\$ 25,360.00	\$ 2,131.64	\$ 16,823.67	\$ 8,536.33	\$ -	33.66%
01-50-510-510031	Small Tools, Parts & Maint	\$ 515.00	\$ 338.97	\$ 386.13	\$ 128.87	\$ -	25.02%
01-50-510-540066	Property Damages & Theft	\$ 26,827.00	\$ -	\$ 8,981.38	\$ 17,845.62	\$ -	66.52%
01-50-510-550040	General Supplies	\$ 15,279.00	\$ 1,493.84	\$ 5,148.66	\$ 10,130.34	\$ -	66.30%
01-50-510-550060	Public Ed./Community Outreach	\$ 98,870.00	\$ 27,724.34	\$ 58,209.34	\$ 40,660.66	\$ -	41.13%
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	\$ -	\$ 3,879.74	\$ 11,120.26	\$ -	74.14%
	General Materials & Supplies	\$ 182,881.00	\$ 31,688.79	\$ 93,428.92	\$ 89,452.08	\$ -	48.91%
01-50-510-550096	Beaumont Basin Watermaster	\$ 50,000.00	\$ 8,592.86	\$ 37,171.46	\$ 12,828.54	\$ -	25.66%
01-50-510-550097	SAWPA Basin Monitoring Program	\$ 19,000.00	\$ 3,880.50	\$ 11,534.46	\$ 7,465.54	\$ -	39.29%
	General Services	\$ 69,000.00	\$ 12,473.36	\$ 48,705.92	\$ 20,294.08	\$ -	29.41%
Expense Total	GENERAL	\$ 251,881.00	\$ 44,162.15	\$ 142,134.84	\$ 109,746.16	\$ -	43.57%
Expense Total	ALL EXPENSES	\$ 18,773,017.40	\$ 1,316,495.30	\$ 8,613,545.20	\$ 10,159,472.20	\$ 49,886.79	53.85%



**Beaumont-Cherry Valley Water District
Cash Balance & Investment Report
As of August 31, 2021**

Account Name	Account Ending #	Cash Balance Per Account	
		Balance	Prior Month Balance
Wells Fargo	General 4152	\$4,475,722.91	\$4,217,641.86
Total Cash		\$ 4,475,722.91	\$ 4,217,641.86

Account Name	Market Value	Prior Month Balance	Actual % of		Maturity	Par Amount	Rate	2021 Interest to Date
			Total	Policy % Limit				
Ca. State Treasurer's Office: Local Agency Investment Fund	\$31,791,101.63	\$31,791,101.63	46%	No Limit	Liquid	N/A	0.21	\$100,576.35 ⁽¹⁾
CalTRUST Short Term Fund	\$36,898,744.22	\$36,893,469.96	54%	No Limit	Liquid	N/A	0.15	\$63,907.74
Total Investments	\$68,689,845.85	\$68,684,571.59						\$164,484.09
Total Cash & Investments	\$ 73,165,568.76	\$ 72,902,213.45						

The investments above are in accordance with the District's investment policy *[Signature]* 9/23/2021

BCVWD will be able to meet its cash flow obligations for the next 6 months. *[Signature]* 9/23/2021

⁽¹⁾ 4th Quarter 2020 Interest received in 2021

Accounts Payable

Checks by Date - Detail by Check Date

User: welayton
 Printed: 9/27/2021 10:42 AM

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	10138 HW201 Aug 2021	ARCO Business Solutions ARCO Fuel Charges 08/17-08/23/2021	08/25/2021		1,256.43
Total for this ACH Check for Vendor 10138:				0.00	1,256.43
Total for 8/25/2021:				0.00	1,256.43
ACH	10085 100000016487154 100000016487154 100000016487154 100000016487154 100000016487154 100000016487154 100000016487154 100000016519674 100000016519674	CalPERS Retirement System PR Batch 00001.09.2021 CalPERS 7% EE Deduction PR Batch 00001.09.2021 CalPERS ER PEPRA PR Batch 00001.09.2021 CalPERS 7.5% EE PEPRA PR Batch 00001.09.2021 CalPERS ER Paid Classic PR Batch 00001.09.2021 CalPERS 8% ER Paid PR Batch 00001.09.2021 CalPERS 8% EE Paid PR Batch 00001.09.2021 CalPERS 1% ER Paid PR Batch 00001.09.2021 CalPERS ER PEPRA Adj PR Batch 00001.09.2021 CalPERS Payment Adj (PT)	09/02/2021		1,266.34 3,625.86 3,361.44 8,500.21 849.98 1,987.71 180.89 120.12 111.36
Total for this ACH Check for Vendor 10085:				0.00	20,003.91
ACH	10087 0-961-332-128 0-961-332-128	EDD PR Batch 00001.09.2021 CA SDI PR Batch 00001.09.2021 State Income Tax	09/02/2021		1,241.44 4,840.80
Total for this ACH Check for Vendor 10087:				0.00	6,082.24
ACH	10094 270164563218483 270164563218483 270164563218483 270164563218483 270164563218483	U.S. Treasury PR Batch 00001.09.2021 FICA Employer Portion PR Batch 00001.09.2021 FICA Employee Portion PR Batch 00001.09.2021 Medicare Employee Portion PR Batch 00001.09.2021 Federal Income Tax PR Batch 00001.09.2021 Medicare Employer Portion	09/02/2021		6,578.13 6,578.13 1,703.82 12,225.93 1,703.82
Total for this ACH Check for Vendor 10094:				0.00	28,789.83
ACH	10141 36947335 36947335	Ca State Disbursement Unit PR Batch 00001.09.2021 Garnishment PR Batch 00001.09.2021 Garnishment	09/02/2021		288.46 294.05
Total for this ACH Check for Vendor 10141:				0.00	582.51
ACH	10203 VB1450 PP18 21	Voya Financial PR Batch 00001.09.2021 Deferred Comp	09/02/2021		350.00
Total for this ACH Check for Vendor 10203:				0.00	350.00
ACH	10264 100000016539216 100000016539216 100000016539216 100000016539216 100000016539216	CalPERs Supplemental Income Plans PR Batch 00001.09.2021 457 Loan Repayment PR Batch 00001.09.2021 CalPERS 457 % PR Batch 00001.09.2021 100% Contribution PR Batch 00001.09.2021 ROTH % Deduction PR Batch 00001.09.2021 CalPERS 457	09/02/2021		357.79 68.83 240.11 55.34 1,086.00
Total for this ACH Check for Vendor 10264:				0.00	1,808.07

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
ACH	10895 25751779	Basic Pacific PR Batch 00001.09.2021 Flexible Spending Account (PT)	09/02/2021		197.91
Total for this ACH Check for Vendor 10895:				0.00	197.91
ACH	10984 25751781	MidAmerica Administrative & Retirement Solutions PR Batch 00001.09.2021 401(a) Deferred Comp	09/02/2021		2,348.58
Total for this ACH Check for Vendor 10984:				0.00	2,348.58
ACH	10030 700154530138Jul 700359906319Aug 700359906319Aug 700359906319Aug	Southern California Edison Electricity 03/25-07/22/2021 - Wells Electricity 07/23-08/22/2021 - 12303 Oak Glen Rd Electricity 07/23-08/22/2021 - 13697 Oak Glen Rd Electricity 07/23-08/22/2021 - 13695 Oak Glen Rd	09/02/2021		1,443.79 358.03 361.44 305.03
Total for this ACH Check for Vendor 10030:				0.00	2,468.29
ACH	10031 3484623521 3485168439	Staples Business Advantage Office Supplies Office Supplies	09/02/2021		124.51 9.69
Total for this ACH Check for Vendor 10031:				0.00	134.20
ACH	10042 07132135000Aug	Southern California Gas Company Monthly Gas Charges 07/27-08/25/21	09/02/2021		14.30
Total for this ACH Check for Vendor 10042:				0.00	14.30
ACH	10138 HW201 Aug 2021	ARCO Business Solutions ARCO Fuel Charges 08/24-08/30/2021	09/02/2021		2,321.03
Total for this ACH Check for Vendor 10138:				0.00	2,321.03
1941	10987 09022021	Vehicle Registration Collections PR Batch 00001.09.2021 Garnishment Veh Reg FTB	09/02/2021		288.27
Total for Check Number 1941:				0.00	288.27
Total for 9/2/2021:				0.00	65,389.14
11838	UB*04421	Daniel Biddle Refund Check Refund Check Refund Check Refund Check Refund Check	09/09/2021		38.90 13.37 382.02 1.47 18.64
Total for Check Number 11838:				0.00	454.40
11842	10970 2021-39	AB Fence Company New Automatic Gate Keypad - 560 Magnolia Ave	09/09/2021		1,450.00
Total for Check Number 11842:				0.00	1,450.00
11843	10003 45875 45950 45999	All Purpose Rental (2) Trenching Shovels - Unit 17/36 Rent Pipe Saw - Bmt Ave/6th Repair Trenching Shovel - Unit 5	09/09/2021		55.92 145.20 27.96
Total for Check Number 11843:				0.00	229.08

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
11844	10144 LYUM1562250 LYUM1565518	AlSCO Inc Cleaning Mats & Shop Towels 12th/Palm August 2021 Cleaning Mats & Shop Towels 12th/Palm August 2021	09/09/2021		35.60 33.65
Total for Check Number 11844:				0.00	69.25
11845	10420 1PCW-99K3-K1CQ 1PCW-99K3-K1CQ	Amazon Capital Services, Inc. Timer - Well 22 Tags - LockOut/Block Out Safety	09/09/2021		97.32 176.32
Total for Check Number 11845:				0.00	273.64
11846	10893 80940	Anthem Blue Cross EAP EAP September 2021	09/09/2021		68.20
Total for Check Number 11846:				0.00	68.20
11847	10879 20E13200	Aquafit Chlorination Systems 240 Pails of Chlorine - Districtwide	09/09/2021		35,056.30
Total for Check Number 11847:				0.00	35,056.30
11848	10695 21101 21104 21104	B-81 Paving Inc (1) Main Line and (3) Service Line Repairs - Districtwide Paving for WWTP Meter Install (3) Service Line Repairs/(1) Mainline Repair - Districtwide	09/09/2021		11,779.50 1,542.75 6,616.50
Total for Check Number 11848:				0.00	19,938.75
11849	10855 1448585 1450816	Badger Meter, Inc MLP 5/8" HRE8 Encoder Register Only - AMR TS 12" Meter w/Test Plug W/ITRON ILC - AMR	09/09/2021		8,378.64 6,859.37
Total for Check Number 11849:				0.00	15,238.01
11850	10382 7292	Beaumont Power Equipment Inc Pull Cord Replacement/Oil Change - Dirt Compactors	09/09/2021		28.62
Total for Check Number 11850:				0.00	28.62
11851	10998 1283	Bender Sign Company District Office Sign Replacement	09/09/2021		1,288.46
Total for Check Number 11851:				0.00	1,288.46
11852	10173 200010725	California Society of Municipal Finance Officers Govt Accounting/Financial Reporting Training - S Molina	09/09/2021		150.00
Total for Check Number 11852:				0.00	150.00
11853	10774 577190	Jesus Camacho (20) Truck Washes August 2021	09/09/2021		215.00
Total for Check Number 11853:				0.00	215.00
11854	10822 27210649 27210649 27210649 27210649 27210650 27210650	Canon Financial Services, Inc Meter Usage - 07/01-07/31/2021 Contract Charge - 08/01-08/31/2021 - 851 E 6th St Meter Usage - 07/01-07/31/2021 Contract Charge - 08/01-08/31/2021 - 560 Magnolia Meter Usage - 07/01-07/31/2021 Contract Charge - 08/01-08/31/2021 - 12th/Palm	09/09/2021		62.34 238.56 768.05 329.33 102.99 235.78
Total for Check Number 11854:				0.00	1,737.05

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
11855	10614 34679 34679 34811 34811	Cherry Valley Automotive Labor - Oil/Filter - Unit 38/OD 22,925 Oil/Filter - Unit 38/OD 22,925 Labor - Tires/Brake Pads - Unit 38/OD 23,068 Tires/Brake Pads - Unit 38/OD 23,068	09/09/2021		20.00 35.07 200.00 554.55
Total for Check Number 11855:				0.00	809.62
11856	10016 EP2021-0956 EP2021-0968 EP2021-0979	City of Beaumont EP0956 - Beaumont Ave/6th Street EP0968 - 706 & 714 Cedar View Dr EP0979 - 495 B St	09/09/2021		1,730.11 800.50 645.56
Total for Check Number 11856:				0.00	3,176.17
11857	10996 08312021	Edmund Clark Safety Boot Reimbursement - E Clark	09/09/2021		140.24
Total for Check Number 11857:				0.00	140.24
11858	10112 827371	Cla-Val Pump Control Valve - Well 22	09/09/2021		3,600.92
Total for Check Number 11858:				0.00	3,600.92
11859	10500 08302021	William Clayton CPA License Renewal - B Clayton	09/09/2021		250.00
Total for Check Number 11859:				0.00	250.00
11860	10902 5374368-0813740	Colonial Life Col Life Premiums August 2021	09/09/2021		4,099.70
Total for Check Number 11860:				0.00	4,099.70
11861	10266 17895 17895	Cozad & Fox Inc. Preliminary & Final Design - Noble Tank No. 2 Preliminary & Final Design - Noble Tank No. 2	09/09/2021		1,575.90 1,575.90
Total for Check Number 11861:				0.00	3,151.80
11862	10942 0003425823 0003425824	Diamond Environmental Services LP (1) Rental and Service Portable Restroom - 08/30-09/26/2021 (2) Rental and Service Handicap Restroom - 08/30-09/26/2021	09/09/2021		92.32 238.55
Total for Check Number 11862:				0.00	330.87
11863	10985 EI01197691	Eide Bailly LLP Accounting Manager Consulting Services - July 2021	09/09/2021		9,501.60
Total for Check Number 11863:				0.00	9,501.60
11864	10600 08312021	Gaicho Pest Control Inc. NCR I Rodent Control Sept 2021	09/09/2021		1,000.00
Total for Check Number 11864:				0.00	1,000.00
11865	10174 3023887	GFOA Budget Training - W Clayton	09/09/2021		210.00
Total for Check Number 11865:				0.00	210.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
11866	10337 18049 18049	Hilltop Geotechnical, Inc Compaction Testing - City Related Leaks Compaction Testing - City Related Leaks	09/09/2021		138.13 138.12
Total for Check Number 11866:				0.00	276.25
11867	10719 09022021	HR Dynamics & Performance Management, Inc HR Consulting Services August 2021	09/09/2021		1,987.50
Total for Check Number 11867:				0.00	1,987.50
11868	10995 18663 18664	Infinity Recycling & Materials Inc 200 Tons Class 2 CMB - Antonelle Court Project 200 Tons Class 2 CMB - Antonelle Court Project	09/09/2021		1,497.05 1,392.05
Total for Check Number 11868:				0.00	2,889.10
11869	10398 197178 197178 197179 197818 197818 197819	Infosend, Inc Aug 2021 Processing Fees for Utility Billing Aug 2021 Supply Charges for Utility Billing Aug 2021 Postage Charges for Utility Billing Aug 2021 Processing Fees for Utility Billing Aug 2021 Supply Charges for Utility Billing Aug 2021 Postage Charges for Utility Billing	09/09/2021		1,467.01 1,082.45 6,960.63 45.43 29.94 191.56
Total for Check Number 11869:				0.00	9,777.02
11870	10273 S1047979.002 S1047979.003 S1048077.002 S1048077.003 S1048077.004 S1048077.004 S1048077.004 S1048077.004 S1048077.004 S1048077.005 S1048077.005 S1048445.001 S1048445.001 S1048445.001 S1048445.001 S1048445.003 S1048445.003 S1048445.004 S1048445.005 S1048445.006 S1048981.001	Inland Water Works Supply Co. 900' Copper Tubing 1 900' Copper Tubing 1 Flex 511 Coupling 1 1x3 Romac SCC FC Repair Clamp 1.13 1x3 Romac SCC FC Repair Clamp 1.13 Elbow 90 CTS COMP X CTS COMP 1 Coupling CTS COMP 1 Meter Bushing .75 X 1 Flex 511 Coupling 1 Full Circle 400 - 425 X 07 Full Circle 660 - 700 X 07 Flex Gasket 1089 - 1140 Air Vac Valve 2 Gasket Drop In Flg 10 Flange 10 Weld On Domestic 10 Flange Tee DIP 10 PC 350 DIP 10 PC 350 100' Plastic Water Line Repl Kit Flange 10 Weld On 11.04 - 11.44 x 20" Full Circle - 1363 Beaumont Ave	09/09/2021		545.63 545.63 36.35 813.93 406.96 1,316.85 1,174.77 885.13 363.43 1,309.60 1,298.62 156.18 2,307.69 126.71 316.79 1,470.49 1,206.61 2,413.22 1,797.60 316.79 664.30
Total for Check Number 11870:				0.00	19,473.28
11871	10809 2155 2155 2156 2156	Inner-City Auto Repair & Tires Oil/Filter - Unit 1/OD 22,354 Labor - Oil/Filter - Unit 1/OD 22,354 Oil/Filter/Tires - Unit 41/OD 19,258 Labor - Oil/Filter/Tires - Unit 41/OD 19,258	09/09/2021		54.39 30.00 767.54 80.00
Total for Check Number 11871:				0.00	931.93
11872	10496 S-91934	John Borden Heating & Air Conditioning Service Call for AC Unit - 560 Magnolia Ave	09/09/2021		39.00
Total for Check Number 11872:				0.00	39.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
11873	10880 6342319 6342319	Ken Grody Ford Redlands Labor - Oil/Filter - Unit 36/OD 31,028 Oil/Filter - Unit 36/OD 31,028	09/09/2021		14.29 45.92
Total for Check Number 11873:				0.00	60.21
11874	10608 013541	Koff & Associates Consulting Services - Classification Study	09/09/2021		6,781.25
Total for Check Number 11874:				0.00	6,781.25
11875	10429 56980	Legend Pump & Well Service Inc Contract Rehab - Well 24	09/09/2021		110,504.00
Total for Check Number 11875:				0.00	110,504.00
11876	10281 45977 45977 45995 45995	Luther's Truck and Equipment Labor - Dome Light Bulb/Shocks/Qtr Flaps - Unit 21/OD 31,638 Dome Light Bulb/Shocks/Qtr Flaps - Unit 21/OD 31,638 Shut Off Valve Assembly/O Rings - Unit 21/OD 31,710 Labor - Shut Off Valve Assembly/O Rings - Unit 21/OD 31,710	09/09/2021		437.50 342.52 443.31 850.00
Total for Check Number 11876:				0.00	2,073.33
11877	10143 15139 15140 15141 15142 15143 15144 15145 15146 15147 15148 15149 15150 15151 15152 15153 15154 15155 15156 15157 15158 15159 15160 15161 15163 15164	Nobel Systems Inc GIS Data Updates - Tr 31462-7 PW GIS Data Updates - Tr 31468-7 PW GIS Data Updates - Tr 31462-8 PW GIS Data Updates - PM 34209 PW GIS Data Updates - Tr 31462 Ph 2 Inf PW GIS Data Updates - Tr 31462 Ph 2 Inf NPW GIS Data Updates - Tr 27971 Ph 1A Inf PW GIS Data Updates - Tr 27971 Ph 1B Inf PW GIS Data Updates - Tr 27971-1 PW GIS Data Updates - Tr 27971-2 PW GIS Data Updates - Tr 27971-3 PW GIS Data Updates - Tr 27971-5 Ph1 PW GIS Data Updates - Tr 27971-5 Ph2 PW GIS Data Updates - Tr 27971 Ph1A Inf NPW GIS Data Updates - Tr 27971 Ph1B Inf NPW GIS Data Updates - Tr 27971 Ph2 Inf PW GIS Data Updates - Tr 27971 Ph4 Inf PW GIS Data Updates - 9584 Avenida Miravilla Easement GIS Data Updates - 9584 Avenida Miravilla PW GIS Data Updates - 417-124-020 Offsite PW GIS Data Updates - Tr 31462-9 PW GIS Data Updates - Tr 31462-12 PW GIS Data Updates - Tr 31462-14 PW GIS Data Updates - Tr 37298-1 PW As Built GIS Data Updates - Tr 37298-1 NPW As Built	09/09/2021		2,200.00 1,800.00 4,650.00 2,200.00 600.00 600.00 1,200.00 1,600.00 1,400.00 1,200.00 1,400.00 2,100.00 1,150.00 1,200.00 3,000.00 1,400.00 800.00 100.00 600.00 600.00 1,800.00 1,600.00 1,200.00 460.00 460.00
Total for Check Number 11877:				0.00	35,320.00
11878	10056 E0968535 E0968535 E0968535	RDO Equipment Co. Trust# 80-5800 2021 John Deere Coupler Atchmnt for Backhoe 2021 John Deere Coupler for Backhoe 2021 John Deere Backhoe/Loader 310SL	09/09/2021		926.03 685.45 107,708.52
Total for Check Number 11878:				0.00	109,320.00
11879	10997 13627	Redistricting Insights, LLC Redistricting Consulting Services	09/09/2021		4,800.00
Total for Check Number 11879:				0.00	4,800.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
11880	10317	Robertson's Ready Mix	09/09/2021		
	963598	Sand and Base for Meter Maintenance			892.81
	963598	Sand and Base for Service Lines			892.81
	985324	Sand & Base for Pipelines and Hydrants			1,605.03
	985324	Sand & Base for Meter Maint			1,605.03
Total for Check Number 11880:				0.00	4,995.68
11881	10689	Safety Compliance Company	09/09/2021		
	201203	Safety Meeting - Confined Space 08/17/2021			250.00
	201420	Ergonomics Assessment 8/24/2021			250.00
Total for Check Number 11881:				0.00	500.00
11882	10431	Southern California West Coast Electric	09/09/2021		
	33635	Replay Relay - Booster 21B			400.00
Total for Check Number 11882:				0.00	400.00
11883	10447	State Water Resources Control Board - DWOCP	09/09/2021		
	OP#23801	Certification Renewal - Grade T3 - Op#23801 - J Bean			90.00
Total for Check Number 11883:				0.00	90.00
11884	10255	Unlimited Services Building Maintenance	09/09/2021		
	0441130-IN	Sep 2021 Janitorial Services for 815 E 12th St			150.00
	0441131-IN	Sep 2021 Janitorial Services for 560 Magnolia Ave			845.00
	0441303-IN	Sep 2021 Janitorial Services for 851 E 6th St			160.00
Total for Check Number 11884:				0.00	1,155.00
11885	10778	Urban Habitat	09/09/2021		
	6549	Landscape Contract Service - July 2021			5,140.50
	6660	Landscape Contract Service - August 2021			5,140.50
Total for Check Number 11885:				0.00	10,281.00
11886	10421	Vulcan Materials Company	09/09/2021		
	730422267	Tempt Asphalt Pipelines			1,092.12
	93042267	Tempt Asphalt Meter Maintenance			1,092.12
Total for Check Number 11886:				0.00	2,184.24
11887	10385	Waterline Technologies, Inc. - PSOC	09/09/2021		
	5549003	Chlorine - Well 25			598.50
	5549004	Chlorine - Well 29			598.50
Total for Check Number 11887:				0.00	1,197.00
Total for 9/9/2021:				0.00	427,503.47
ACH	10052	Home Depot Credit Services	09/13/2021		
	8312021	Cordless Combo Tool Kit - Unit 4			753.17
	8312021	Utility Cart - Districtwide			128.22
	8312021	Lava Rock - Landscape Repair from Service Leak			25.75
	8312021	Cordless Combo Tool Kit - Unit 5			753.17
	8312021	Safety Gloves/Eyewear - Field Staff			34.41
	8312021	Drill Bits - Production Drill			102.30
	8312021	Disinfectant Wipes - 12th/Palm			21.91
	8312021	PVC Cement/Purple Primer - Districtwide			22.97
	8312021	Safety Gloves - Field Staff			21.53
	8312021	Caution Tape - 560 Magnolia Ave Sign			25.83
	8312021	Light Bulbs - Well 16			46.84
	8312021	Contractor/Trash Bags - 560 Magnolia/12th/Palm			335.34
	8312021	Conduit/Coupling/Elbow - Well 22 Chlorinator			75.97
	8312021	Pipe Wrenches/Power Inverter/Utility Knife/Ratchet-District			558.25
Total for this ACH Check for Vendor 10052:				0.00	2,905.66

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
ACH	10138 HW201 Sep 2021	ARCO Business Solutions ARCO Fuel Charges 08/31-09/06/2021	09/13/2021		1,160.57
Total for this ACH Check for Vendor 10138:				0.00	1,160.57
ACH	10147 1079829	Online Information Services, Inc 181 Credit Reports for August 2021	09/13/2021		518.70
Total for this ACH Check for Vendor 10147:				0.00	518.70
ACH	10632 WOA00031842	Quinn Company Wiring Harness - Cat Dozer	09/13/2021		900.00
Total for this ACH Check for Vendor 10632:				0.00	900.00
ACH	10743 17510	Townsend Public Affairs, Inc Consulting Services - September 2021	09/13/2021		4,000.00
Total for this ACH Check for Vendor 10743:				0.00	4,000.00
ACH	10288 09012021 09012021 09012021 09012021	CalPERS Health Fiscal Services Division Active Employees Health Ins Sept 2021 Retired Employees Health Ins Sept 2021 Admin Fee for Health Ins Sept 2021 Admin Fee for Retired Emp Health Ins Sept 2021	09/13/2021		53,934.45 2,844.00 134.84 17.02
Total for this ACH Check for Vendor 10288:				0.00	56,930.31
Total for 9/13/2021:				0.00	66,415.24
ACH	10085 1001943646 1001943646 1001943646 1001943646 1001943646 1001943646 1001943646 1001943646	CalPERS Retirement System PR Batch 00002.09.2021 CalPERS 8% EE Paid PR Batch 00002.09.2021 CalPERS 7.5% EE PEPRA PR Batch 00002.09.2021 CalPERS 7% EE Deduction PR Batch 00002.09.2021 CalPERS ER PEPRA PR Batch 00002.09.2021 CalPERS 1% ER Paid PR Batch 00002.09.2021 CalPERS 8% ER Paid PR Batch 00002.09.2021 CalPERS ER Paid Classic	09/16/2021		1,837.18 3,344.75 1,233.16 3,607.85 176.15 876.64 8,179.25
Total for this ACH Check for Vendor 10085:				0.00	19,254.98
ACH	10087 0-029-283-232 0-029-283-232	EDD PR Batch 00002.09.2021 CA SDI PR Batch 00002.09.2021 State Income Tax	09/16/2021		1,235.31 4,959.47
Total for this ACH Check for Vendor 10087:				0.00	6,194.78
ACH	10094 270165931028445 270165931028445 270165931028445 270165931028445 270165931028445	U.S. Treasury PR Batch 00002.09.2021 Medicare Employer Portion PR Batch 00002.09.2021 Medicare Employee Portion PR Batch 00002.09.2021 FICA Employer Portion PR Batch 00002.09.2021 FICA Employee Portion PR Batch 00002.09.2021 Federal Income Tax	09/16/2021		1,730.32 1,730.32 6,691.50 6,691.50 12,449.74
Total for this ACH Check for Vendor 10094:				0.00	29,293.38
ACH	10141 37096044 37096044	Ca State Disbursement Unit PR Batch 00002.09.2021 Garnishment PR Batch 00002.09.2021 Garnishment	09/16/2021		288.46 294.05
Total for this ACH Check for Vendor 10141:				0.00	582.51

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
ACH	10203 VB1450 PP19 21	Voya Financial PR Batch 00002.09.2021 Deferred Comp	09/16/2021		350.00
Total for this ACH Check for Vendor 10203:				0.00	350.00
ACH	10264 100000016560015 100000016560015 100000016560015 100000016560015 100000016560015 100000016560015	CalPERS Supplemental Income Plans PR Batch 00002.09.2021 CalPERS 457 % PR Batch 00002.09.2021 100% Contribution PR Batch 00002.09.2021 457 Loan Repayment PR Batch 00002.09.2021 ROTH-Post-Tax PR Batch 00002.09.2021 ROTH % Deduction PR Batch 00002.09.2021 CalPERS 457	09/16/2021		66.82 720.33 357.79 25.00 55.34 1,086.00
Total for this ACH Check for Vendor 10264:				0.00	2,311.28
ACH	10895 25952308	Basic Pacific PR Batch 00002.09.2021 Flexible Spending Account (PT)	09/16/2021		197.91
Total for this ACH Check for Vendor 10895:				0.00	197.91
ACH	10984 DB1631717284287	MidAmerica Administrative & Retirement Solutions PR Batch 00002.09.2021 401(a) Deferred Comp	09/16/2021		2,348.58
Total for this ACH Check for Vendor 10984:				0.00	2,348.58
1944	10987 09162021	Vehicle Registration Collections PR Batch 00002.09.2021 Garnishment Veh Reg FTB	09/16/2021		150.73
Total for Check Number 1944:				0.00	150.73
Total for 9/16/2021:				0.00	60,684.15
ACH	10781 10016 10019 10037 10052 10116 10224 10274 10284 10319 10397 10409 10424 10526	Umpqua Bank City of Beaumont Overnight Inspection Fee - Bmt Ave Leak C R & R Incorporated Monthly Charges 3 YD Commercial Bin Aug 2021 Waste Management Of Inland Empire Yard Dumpsters 815 E 12th Aug 2021 Recycling Dumpster Charges - 815 E 12th Aug 2021 Monthly Sanitation 560 Magnolia Aug 2021 Recycling Dumpster Charges 560 Magnolia Aug 2021 Home Depot Credit Services Drill/Drill Tote/Drill Bits - 560 Magnolia Ave Verizon Wireless Services LLC iPad Charges for Aug 2021 Cell Phone Charges for Aug 2021 Legal Shield Monthly Prepaid Legal for Employees Aug 2021 Beaumont Chamber of Commerce (8) State of the City Address Attendees Underground Service Alert of Southern California Monthly Maintenance Fee 140 New Ticket Charges July 2021 ACWA Joint Powers Insurance Authority ACWA/JPIA Conference Registration - S Foley Wal-Mart Tables - 560 Magnolia Ave Office Supplies - 12th/Palm Stater Bros Water - Board of Directors Top-Line Industrial Supply, LLC Drill Bit - Unit 17 Verizon Monthly Phone Service 08/01-08/31/2021	09/17/2021		614.43 285.83 331.40 97.59 118.50 242.33 188.43 449.96 120.00 123.55 360.00 10.00 231.00 225.00 200.28 57.50 16.76 2.23 1,033.80

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	10546	Frontier Communications 08/10-09/09/2021 Aug FIOS/FAX 12th/Palm			331.70
		07/25-08/24/2021 Aug FIOS/FAX 560 Magnolia Ave			290.00
		07/25-08/24/2021 Aug FIOS/FAX 841 E 6th St			145.38
10623		WP Engine Web Host for BCVWD Website Aug 2021			115.00
10652		Society for Human Resource Management Annual Membership 01/01 - 12/31/2022 S Foley			219.00
10656		EC-Council International Ltd CCISO Annual Renewal			102.00
10692		MMSoft Design Network Monitoring Software Aug 2021			202.45
10717		Tri-State Seminar LLC Refund - Tri State Seminar Registration Cancellation- Covington			-99.00
10761		BLS*Spamtitan Email Filtering Districtwide Aug 2021			47.00
		Monthly Web Filter License Aug 2021			73.32
10781		Umpqua Bank Credit Card Fee - Reversed on Sept Statement			35.00
		Finance Charge - Reversed on Sept Statement			333.25
10784		Autodesk, Inc Auto CAD Software 851 E 6th St - Aug 2021			710.00
10790		Microsoft Monthly Microsoft Office License - Aug 2021			928.00
		Monthly Microsoft Exchange - Aug 2021			14.80
		Monthly Microsoft Exchange - Aug 2021			264.00
10832		Panera Bread Refreshments - Leadership Academy Session 2			39.94
10840		Ready Fresh (Arrowhead) Water - Aug 2021 - 851 E 6th			97.84
10892		Zoom Video Communications, Inc. (10) Video Conferences Aug 2021			205.90
10926		SSD Alarm Alarm Equip/Rent/Service/Monitor - 851 E. 6th St			77.69
		Alarm Equip/Rent/Service/Monitor - 560 Magnolia Ave			362.13
		Alarm Equip/Rent/Service/Monitor - 11083 Cherry Ave			59.50
		Alarm Equip/Rent/Service/Monitor - 815 12th Street			125.00
10941		Project Management Institute Individual Membership/California Inland Empire Chapter 2022			159.00
10968		Great Place to Work Institute, Inc Award Plaque			142.61
10978		Nextiva, Inc. Implementation of New Phone System			2,465.71
10999		Backblaze Offsite Backup Storage			27.58
11000		Federal Aviation Administration Drone Registration License Fee			5.00
11001		Keeper Security, Inc Cyber Security Password Manager Sub - 08/20/2021-08/19/2022			1,575.00
11002		Postal Annex Packaging & Shipping for Laptop - L Kerney			166.21
11003		Project Energy Savers Drought Education Materials for Public			1,104.45
11004		Solarwinds Cyber Security Monitoring Annual Renewal			5,902.50
11005		WaterWisePro Training, LLC Maintenance & Construction Expo Reg - J McCarty/A Becerra			100.00
		Maintenance & Construction Expo Reg - J Medina/E Dahlstrom			100.00
		Maintenance & Construction Expo Reg - D Smith/J Haggin			100.00
Total for this ACH Check for Vendor 10781:				0.00	21,236.55
Total for 9/17/2021:				0.00	21,236.55

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
ACH	10030	Southern California Edison	09/20/2021		
	700154530138Au2	Electricity 07/23-08/22/21 - Wells			16,480.75
	700154530138Aug	Electricity 07/23-08/22/21 - 560 Magnolia Ave			3,402.80
	700154530138Aug	Electricity 07/23-08/22/21 - Wells			282,679.13
	700154530138Aug	Electricity 07/23-08/22/21 - 9781 Avenida Miravi			388.71
	700154530138Aug	Electricity 07/20-08/17/21 - 815 E 12th Ave			939.57
	700154530138Aug	Electricity 07/20-08/12/21 - 851 E 6th St			280.04
Total for this ACH Check for Vendor 10030:				0.00	304,171.00
ACH	10138	ARCO Business Solutions	09/20/2021		
	HW201 Sept 2021	ARCO Fuel Charges 09/07-09/13/2021			1,719.41
Total for this ACH Check for Vendor 10138:				0.00	1,719.41
Total for 9/20/2021:				0.00	305,890.41
11888	UB*04428	4MasBaseball Refund Check	09/23/2021		117.60
Total for Check Number 11888:				0.00	117.60
11889	UB*04422	Ae Suk Duro (Country Junction) Refund Check	09/23/2021		160.17
Total for Check Number 11889:				0.00	160.17
11890	UB*04432	Tim Alder Refund Check Refund Check Refund Check Refund Check Refund Check Refund Check	09/23/2021		6.26 496.71 0.58 0.13 1,117.60 2,247.07
Total for Check Number 11890:				0.00	3,868.35
11891	UB*04433	Ricky Davidson Refund Check Refund Check Refund Check Refund Check Refund Check	09/23/2021		21.45 191.37 17.52 21.35 39.41
Total for Check Number 11891:				0.00	291.10
11892	UB*04426	Eric Moreno Construction Refund Check	09/23/2021		1,727.00
Total for Check Number 11892:				0.00	1,727.00
11893	UB*04427	Fernando Gomez Refund Check	09/23/2021		10.17
Total for Check Number 11893:				0.00	10.17
11894	UB*04430	Brian Johnson Refund Check	09/23/2021		3.85
Total for Check Number 11894:				0.00	3.85
11895	UB*04431	Pardee Homes Refund Check	09/23/2021		904.02
Total for Check Number 11895:				0.00	904.02

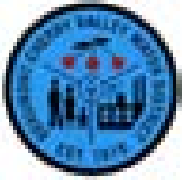
Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
11896	UB*04429	Paul Reimers Refund Check Refund Check Refund Check Refund Check	09/23/2021		7.21 7.12 12.97 3.21
Total for Check Number 11896:				0.00	30.51
11897	UB*04425	Carlos Soca Refund Check Refund Check Refund Check Refund Check	09/23/2021		10.90 44.01 4.91 11.05
Total for Check Number 11897:				0.00	70.87
11898	UB*04423	Sylvia Torres Refund Check	09/23/2021		34.94
Total for Check Number 11898:				0.00	34.94
11899	UB*04424	Lawrance Wright Refund Check	09/23/2021		4.98
Total for Check Number 11899:				0.00	4.98
11901	10792 10012021	A-1 Financial Services October 2021 Rent - 851 E. 6th St Eng Office	09/23/2021		2,131.64
Total for Check Number 11901:				0.00	2,131.64
11902	10001 5157 5157	Action True Value Hardware Sleeve/Thread/PVC Pipe/Blue Cement - Service Repair (3) Trench Shovels - Fleet	09/23/2021		15.13 87.24
Total for Check Number 11902:				0.00	102.37
11903	10420 1NND-K9RM-MNWT	Amazon Capital Services, Inc. Training Materials for Drone Pilot	09/23/2021		23.65
Total for Check Number 11903:				0.00	23.65
11904	10901 09012021 Dental	Ameritas Life Insurance Corp. Ameritas Dental September 2021	09/23/2021		1,699.44
Total for Check Number 11904:				0.00	1,699.44
11905	10272 08312021 08312021 08312021	Babcock Laboratories Inc (79) Coliform Water Samples (28) Copper/Lead Samples (4) Nitrate Samples	09/23/2021		3,483.90 940.80 67.20
Total for Check Number 11905:				0.00	4,491.90
11906	10855 1450816 1458357	Badger Meter, Inc Freight - 12" Meter TS 4" Meter Compound w/Test Plug w/ITRON ILC (AMR)	09/23/2021		223.08 10,725.28
Total for Check Number 11906:				0.00	10,948.36

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
11907	10271	Beaumont Ace Home Center	09/23/2021		
	08312021	Tarp Strap/Chain/Grab Hook/Hose Mend - Unit 5			87.96
	08312021	Keys - Districtwide			12.08
	08312021	Impact Drill/Bit Set - Unit 17			75.94
	08312021	Sand Bags for Leak Repairs - Districtwide			14.82
	08312021	Spray Paint/Marker - Unit 5			4.29
	08312021	Paint Brushes - Districtwide			19.29
	08312021	Electircal Wire - Districtwide			107.74
	08312021	No Parking Signs/Masking Tape - Districtwide			34.36
	08312021	Knee Pads/Safety Gloves - Unit 13			68.40
	08312021	Trench Shovel - Unit 13			29.62
	08312021	Plug/Bushings - Well 24			26.15
	08312021	PVC Valves/Nipples/Tees/Elbows/Adapters - Well 21 Chlorinator			193.34
	08312021	Fan - Highland Springs Building			161.61
	08312021	Muratic Acid - Well 25			9.15
	08312021	Chlorine - Well 24			91.48
	08312021	PVC Unions - Well 21 Chlorinator			34.01
	08312021	Windex/Rags - 12th & Palm			25.62
	08312021	Steel Rod - Pump Handles			16.15
	08312021	PVC Elbows/Coupling/Conduit - Cherry Yard			22.09
	08312021	Sand Bags for Leak Repairs - Districtwide			14.81
	08312021	Hex Nipple - Well 19			8.17
	08312021	PVC Cement - Unit 33			7.53
	08312021	Hand Trowel - Until 10			9.69
	08312021	Screws - Districtwide			3.44
	08312021	Washers/Screws/Bolts - Wel 21 Chlorinator			25.08
	08312021	Wood Stakes - Districtwide			59.80
	08312021	Bushing/Niple/Coupling/Union - Well 24			46.89
	08312021	PVC Elbow/Adapter/Coupling - Well 21 Chlorinator			80.74
	08312021	Screwdriver - Unit 42			4.30
	08312021	Pipe Wrap - Bmt Ave & 6th			25.85
	08312021	PVC Pipe - Well 21 Chlorinator			95.30
	08312021	Hammer/Pruner - Unit 5			46.31
	08312021	PVC Tee - Well 21 Chlorinator			18.85
	08312021	PVC Coupling/Elbow/Union/Adapter/Pipe - Well 21 Chlorinator			306.45
	08312021	Crimper Cutters/Screwdriver Sets - 560 Magnolia Ave			113.92
	08312021	PVC Elbows - Well 25			3.09
	08312021	Sawzall Blades - Unit 33			11.08
Total for Check Number 11907:				0.00	1,915.40
11908	10305	Beaumont Basin Watermaster	09/23/2021		
	B-229	Task Order No. 27 - Provide Electronic Files to City of Beaumont			3,000.00
	B-229	Legal Expenses/Special Project			3,012.84
Total for Check Number 11908:				0.00	6,012.84
11909	10382	Beaumont Power Equipment Inc	09/23/2021		
	7319	Parts for Lawnmower Repair			18.85
	7319	Labor for Lawnmower Repair			15.00
Total for Check Number 11909:				0.00	33.85
11910	10986	Best Drilling and Pump Inc.	09/23/2021		
	3778	Well Rehab - Well 14			28,535.00
	3784	Well Rehab - Well 14			8,950.00
Total for Check Number 11910:				0.00	37,485.00
11911	10822	Canon Financial Services, Inc	09/23/2021		
	27356798	Contract Charge - 09/01-09/30/2021 - 851 E 6th St			238.56
	27356798	Contract Charge - 09/01-09/30/2021 - 560 Magnolia			329.33
	27356798	Meter Usage - 08/01-08/31/2021			50.57
	27356798	Meter Usage - 08/01-08/31/2021			847.29
	27356799	Contract Charge - 09/01-09/30/2021 - 12th/Palm			235.78
	27356799	Meter Usage - 08/01-08/31/2021			71.34
Total for Check Number 11911:				0.00	1,772.87

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
11912	10614 34916 34916	Cherry Valley Automotive Labor - Gas Struts - Unit 38/OD 23,428 Gas Struts - Unit 38/OD 23,428	09/23/2021		420.00 348.03
Total for Check Number 11912:				0.00	768.03
11913	10016 EP2021-0967 EP2021-0983 EP2021-0984	City of Beaumont EP0967 - 1396 Pennsylvania Ave EP0983 - NE Corner of Elm St/10th St EP0984 - 910 E 13th St	09/23/2021		800.50 645.56 645.56
Total for Check Number 11913:				0.00	2,091.62
11914	10772 6329 6330	CV Strategies Rate Increase Notice/Facebook Boosting - August 2021 Strategic Communication Services - August 2021	09/23/2021		11,796.96 7,683.75
Total for Check Number 11914:				0.00	19,480.71
11915	10929 1040	IC Systems (96) 60lb Buckets of Accu-Tab Chlorine Tablets	09/23/2021		14,524.00
Total for Check Number 11915:				0.00	14,524.00
11916	10465 25AR1325404 25AR1325404	Image Source Xerox 3610 Contract Charges 09/01-09/30/2021 Xerox 3610 Usage Charges 08/01-08/31/2021	09/23/2021		73.20 17.02
Total for Check Number 11916:				0.00	90.22
11917	10995 18666 18696 18697 18701	Infinity Recycling & Materials Inc Recycle Class II Base - Antonell Pipeline Replacement Recycle Class II Base - Antonell Pipeline Replacement Recycle Class II Base - Antonell Pipeline Replacement Recycle Class II Base - Antonell Pipeline Replacement	09/23/2021		965.29 628.71 736.67 1,330.66
Total for Check Number 11917:				0.00	3,661.33
11918	10273 S1047979.004 S1048077.006 S1048445.007 S1049140.001	Inland Water Works Supply Co. 780' Copper Tubing 1 600' Copper Tubing 1 Flex Gasket 1089 - 1140 8 Mueller FLG BFV EL&C - Antonell Pipeline Replacement	09/23/2021		7,093.20 5,745.21 111.56 1,273.74
Total for Check Number 11918:				0.00	14,223.71
11919	10809 2080 2080 2169 2169 2171 2171 2208 2208 2209 2209	Inner-City Auto Repair & Tires Labor - Oil Filter/Window Handle/Tires/Shock - Unit 12/OD 64,184 Oil Filter/Window Handle/Tires/Shock - Unit 12/OD 64,184 Oil/Oil Filter/Tires - Unit 4/OD 58,010 Labor - Oil/Oil Filter/Tires - Unit 4/OD 58,010 Labor - Oil/Oil Fltr/Whl Hb Asby/Brk Pds/Rtr - Unit 34/OD 41,320 Oil/Oil Filter/Whl Hub Asbly/Brake Pds/Rotor - Unit 34/OD 41,320 Oil/Oil Filter/Refrigerant/Starter Assembly - Unit 17/OD 78,874 Labor - Oil/Oil Fltr/Refrig/Starter Assembly - Unit 17/OD 78,874 Oil/Oil Filter/Cabin Air Filter - Unit 38/OD 30,027 Labor - Oil/Oil Filter/Cabin Air Filter - Unit 38/OD 30,027	09/23/2021		347.49 743.86 401.17 145.00 370.00 801.97 305.27 184.99 82.40 70.00
Total for Check Number 11919:				0.00	3,452.15
11920	10894 0001506546	Liberty Dental Plan Liberty Dental - October 2021	09/23/2021		318.44
Total for Check Number 11920:				0.00	318.44

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
11921	10026 552834 RI 552834 RI	McCrometer Inc New Bearing Assembly for the Noble Booster Flow Meter New Cable Drive for the Noble Booster Flow Meter	09/23/2021		313.20 10.88
Total for Check Number 11921:				0.00	324.08
11922	10056 W7607735 W7607735	RDO Equipment Co. Trust# 80-5800 Labor - Snap Ring - Back Hoe Snap Ring - Back Hoe	09/23/2021		562.70 1.47
Total for Check Number 11922:				0.00	564.17
11923	10223 233058 233059	Richards, Watson & Gershon Legal Services July Board Approval 09/08/2021 Legal Services July Board Approval 09/08/2021	09/23/2021		5,970.00 2,258.04
Total for Check Number 11923:				0.00	8,228.04
11924	10171 21-390720 21-390748 21-395642	Riverside Assessor - County Recorder Aug 2021 Lien Fees Aug 2021 Lien Fees Aug 2021 Lien Fees	09/23/2021		60.00 20.00 60.00
Total for Check Number 11924:				0.00	140.00
11925	10689 201766	Safety Compliance Company Safety Meeting - Driving Safety 09/01/2021	09/23/2021		250.00
Total for Check Number 11925:				0.00	250.00
11926	10830 1939697-IN	SC Fuels Hydraulic Oil for District Wells	09/23/2021		876.08
Total for Check Number 11926:				0.00	876.08
11927	10753 08132021	Lona Williams BIA Conference Mileage Reimbursement	09/23/2021		46.03
Total for Check Number 11927:				0.00	46.03
11928	10864 31839	Xcel Pest Control, Inc Quarterly Exterminator - 560 Magnolia Ave	09/23/2021		195.00
Total for Check Number 11928:				0.00	195.00
11929	10901 09012021 Vision	Ameritas Life Insurance Corp. Ameritas Visions September 2021	09/23/2021		433.56
Total for Check Number 11929:				0.00	433.56
11930	10016 261701 July-Aug	City of Beaumont Bi Monthly Sewer Charges 07/01-09/01/2021	09/23/2021		70.20
Total for Check Number 11930:				0.00	70.20

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
11931	10000	A C Propane Co	09/23/2021		
	233712	Propane Refill Aug 2021 - 13697 Oak Glen Rd			551.84
	233712	Propane Refill Aug 2021 - 13697 Oak Glen Rd			551.84
	233712	Propane Refill Aug 2021 - 13697 Oak Glen Rd			-551.84
	233713	Propane Refill Aug 2021 - 13695 Oak Glen Rd			-287.98
	233713	Propane Refill Aug 2021 - 13695 Oak Glen Rd			287.98
	233713	Propane Refill Aug 2021 - 13695 Oak Glen Rd			287.98
	233714	Propane Refill Aug 2021 - 9781 Avenida Miravilla			-246.33
	233714	Propane Refill Aug 2021 - 9781 Avenida Miravilla			246.33
	233714	Propane Refill Aug 2021 - 9781 Avenida Miravilla			246.33
Total for Check Number 11931:				0.00	1,086.15
Total for 9/23/2021:				0.00	144,664.40
ACH	10138 HW201 Sep 2021	ARCO Business Solutions ARCO Fuel Charges 09/14-09/20/2021	09/27/2021		
Total for this ACH Check for Vendor 10138:				0.00	1,778.76
Total for 9/27/2021:				0.00	1,778.76
Report Total (123 checks):				0.00	1,094,818.55



**Beaumont-Cherry Valley Water District
Board of Directors Meeting
October 13, 2021**

Item 2d

STAFF REPORT

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

Staff Recommendation

Approve the pending invoices totaling \$10,799.18.

Background

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

Fiscal Impact

There is a \$10,799.18 impact to the District which will be paid from the 2021 budget.

Attachment(s)

- Richards Watson Gershon Invoice #233476
- Richards Watson Gershon Invoice #233477



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

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

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

September 9, 2021
Invoice # 233476

Re: [REDACTED] GENERAL COUNSEL SERVICES

For professional services rendered through August 31, 2021:

Current Legal Fees.....	\$5,897.50
Current Client Costs Advanced	\$45.68
TOTAL CURRENT FEES AND COSTS.....	<u>\$5,943.18</u>
Balance Due From Previous Statement	\$5,970.00
TOTAL BALANCE DUE FOR THIS MATTER.....	<u>\$11,913.18</u>

TERMS: PAYMENT DUE UPON RECEIPT

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Los Angeles, CA 90071





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

September 9, 2021
Invoice # 233477

Re: [REDACTED]

For professional services rendered through August 31, 2021:

Current Legal Fees.....	\$4,856.00
Current Client Costs Advanced	<u>\$0.00</u>
TOTAL CURRENT FEES AND COSTS.....	<u>\$4,856.00</u>
Balance Due From Previous Statement	\$2,258.04
TOTAL BALANCE DUE FOR THIS MATTER.....	<u>\$7,114.04</u>

TERMS: PAYMENT DUE UPON RECEIPT

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





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

**MINUTES OF REGULAR MEETING – ENGINEERING WORKSHOP
OF THE BOARD OF DIRECTORS
Thursday, August 26, 2021 at 6:00 p.m.**

Meeting held in person and via teleconference and video teleconference pursuant to California Government Code Section 54950 et. seq. and California Governor’s Executive Order N-08-21

Call to Order: President Slawson

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

Pledge of Allegiance was led by Director Hoffman.

Invocation was given by President Slawson.

Announcement of Teleconference Participation

Acting Director of Finance and Administrative Services William Clayton clarified that this meeting is conducted pursuant to California Government Code Section 54953, and under Executive Orders N-29-20, N-33-20 and N-08-21 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. 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 and at BCVWD Administrative Office Board Room.

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:	Hoffman, Ramirez, Slawson, Williams
Directors absent:	Covington
Staff present:	General Manager Dan Jagers Director of Operations James Bean Director of Information Technology Robert Rasha Senior Engineer Mark Swanson Human Resources Coordinator Sabrina Foley

	Civil Engineering Assistant Evan Ward Civil Engineering Assistant Daniel Baguyo Accounting Technician Erica Gonzales Administrative Assistant Lynda Kerney
Legal Counsel	James Markman

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

Acting Director of Finance and Administrative Services William Clayton 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:

Ms. Raquel Thornton thanked the Board for the District's response to her request for weed abatement last year and requested attention again. She pointed to an area of overgrowth near International Parkway. Mr. Jagers advised that it would be investigated and noted that Beaumont-Cherry Valley Recreation and Park District maintains the equestrian trail. Director Hoffman acknowledged the potential for fire.

A member of the public thanked the District for addressing the weed abatement previously.

A member of the public advised there was previously fire close to her home and requested attention to the brush.

President Slawson advised the speakers that staff will address the issues.

1. **Adjustments to the Agenda:** None.
2. **Public Hearing** (continued from July 22, 2021)
 - a. **Resolution 2021-13: Adoption of the Beaumont-Cherry Valley Water District 2020 Urban Water Management Plan**
 - b. **Resolution 2021-14: Adoption of the Beaumont-Cherry Valley Water District Water Shortage Contingency Plan**

Senior Engineer Mark Swanson introduced the item and reminded the Board of the presentation at the August 11, 2021 meeting. He provided an update on the Urban Water Management Plan (UWMP) and Mr. Jagers pointed out correspondence received from the City of Beaumont (City) and response by staff. Mr. Swanson briefed the Board on the comments received from the City. No other comments were received, he reported. All correspondence is published on the District's website, Swanson said.

Once the UWMP is adopted by the Board, Swanson continued, all comments will be incorporated, it will be posted on the website, and it will be submitted to the

Department of Water Resources within 30 days. If there is need for change, the process will be similar but the revision process will not repeat until 2025.

Mr. Jaggars commented on the meeting with City staff. President Slawson called for public comment. There was none. President Slawson closed the hearing at 6:37 p.m.

Staff responded to questions from Director Hoffman related to data included in the letter to the City dated August 26, 2021.

Director Ramirez asked for clarification regarding stormwater connections to the City of Beaumont recycled water plant. Mr. Jaggars replied that if the City has increased stormwater infiltration it would go to the plant and be recycled. He discussed stormwater volume and related recharge and Director Ramirez offered insight.

Director Hoffman asked if communication with the City of Beaumont had been cooperative and goal-oriented. Mr. Swanson advised that the meeting last week resulted in 11th hour work, but it was a collaborative process with a win-win solution.

The Board adopted Resolution 2021-13: Adoption of the Beaumont-Cherry Valley Water District 2020 Urban Water Management Plan by the following vote:

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

The Board adopted Resolution 2021-14: Adoption of the Beaumont-Cherry Valley Water District Water Shortage Contingency Plan by the following vote:

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

3. Resolution 2021-15 Approving Amendment No. 1 to 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

Senior Engineer Mark Swanson reminded the Board about the project and advised that bids for the project exceeded the \$6.8 million cap. Flood Control committed to covering 100 percent of the costs of contingencies and changes, Swanson advised. The District's additional obligation would be \$379,325, he said.

Swanson pointed out specific language in the Agreement where Flood Control will pick up 100 percent of the costs of any change orders, and the establishment of contribution caps based on grant funding. This sets a new ceiling for the District's maximum cost for the project, he explained. Legal Counsel Jim Markman opined that the item is in order.

Mr. Swanson added that Flood Control issued a Notice of Award to the contractor on August 24, 2021, indicating intent to move forward. Mr. Jagers noted they were fully informed by staff and moved forward with getting the contractor started. General Manager Jagers noted concern about the increasing cost of materials.

Director Hoffman asked about the grant funding requested and matching 50 percent contribution. Mr. Swanson provided detail. BCVWD would be responsible for either \$3.27 or \$3.817 million without the grant. The grant is still available, and the District has qualified, but the project must be completed before the window closes. Director Hoffman was assured that all action necessary is being taken.

Mr. Swanson reviewed the project timeline. In response to Director Hoffman, Swanson assured that communication with Flood Control had been positive. Director Williams indicated satisfaction that the Board’s concerns had been addressed.

President Slawson invited public comment. There was none.

The Board adopted Resolution 2021-15 approving Amendment 1 of the Cooperative Agreement for Beaumont Master Drainage Plan Line 16 Project between Riverside County Flood Control and Water Conservation District by the following roll-call vote:

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

4. Approve Additional Expenditures in an Amount Not to Exceed \$45,000 for the Previously Approved Antonell Court Pipeline Replacement Project

Senior Engineer Mark Swanson reviewed the project details and advised the Board that after this project was approved at the May 27, 2021 meeting and bids were solicited, additional comments were received from the City. Staff acquiesced to the City’s requests and Swanson detailed the additional work. Project plans were modified, and the contractor amended the bid, resulting in approximately \$45,000 to complete the additional work.

Director Hoffman asked for further detail and clarification and Mr. Swanson responded. Mr. Jagers added that the City is undergoing an aggressive street rehabilitation project and coordination came at the last minute to accommodate the City’s demands. He further detailed the City’s request to remove the existing pipe rather than abandon it in place and to backfill under the City’s concrete spandrels. He said staff is requesting the additional funding to retain the contingency funds. This is the most cost-effective solution, he said.

To avoid delay, the contractor has begun work, Swanson explained. Staff is working on Change Order 1 to address the updated requirements, he said. Change Order 2 for removal of the old pipe will follow, Swanson noted.

President Slawson asked about work to protect the cross-gutters, and Mr. Jaggars and Mr. Swanson provided detail.

The Board approved the additional expenditures in an amount not to exceed \$45,000 for the previously approved Antonell Court Pipeline Replacement Project between Pennsylvania Avenue and Cherry Avenue by the following roll-call vote:

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

5. BCVWD 2022 Imported Water Order Quantity from the San Gorgonio Pass Water Agency

General Manager Jaggars advised that the Water Order is due on or about September 1. He advised that more water than average was used this year, and the District did not receive all the water ordered this year due to the drought. He cautioned that between 6,000 to 8,000 acre-feet (af) could be pumped from the District's storage account. Water remaining in storage with the San Gorgonio Pass Water Agency (SGPWA) will be requested, he said.

Jaggars said he expects to make an order for approximately 10,600 af for replenishment in 2021, plus the water that was not received this year, and an additional 300 af for new houses. He said he will be more firm on the target next week. Pass-through fees have been collected to pay for any water ordered, he assured.

Additional supply may be available from other sources, according to SGPWA, Jaggars continued. It is unknown if the drought will continue, but staff will have a clear target as winter approaches. It may be a La Niña (dry) year, he warned.

Jaggars requested authorization from the Board for an imported water order of up to 10,900 af. In response to President Slawson, Jaggars explained that the total amount remaining from the 2020 order depends on how much is delivered the rest of the year, but could range between 6,000 and 8,000 af. He said he will work with Acting Director of Finance and Administrative Services Bill Clayton to determine how much in pass-through fees have been collected to cover the costs of the water purchase.

Director Hoffman noted that the SGPWA recharged some water into their facilities and BCVWD has the right to request to purchase that water. Jaggars confirmed, and said SGPWA General Manager Lance Eckhart is supportive.

President Slawson invited public comment. There was none.

The Board authorized the purchase of 10,900 af plus 6,000 af (if available at a reasonable cost) of imported water from the San Gorgonio Pass Water Agency for calendar year 2022 and authorized the General Manager to execute the letter addressed to the San Gorgonio Pass Water Agency regarding the Supplemental Water Order for 2022 by the following roll-call vote:

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

6. Status of Automatic Meter Read/Advanced Metering Infrastructure Deployment Project: Water Sustain and Manage America’s Resources for Tomorrow: Water and Energy Efficiency Grant

Acting Director of Finance and Administrative Services Bill Clayton provided highlights of the report. The project is more than 50 percent complete, he advised. So far, \$146,790 has been received in reimbursement from the grant, he noted. Impact from the COVID-19 outbreak is now affecting the supply chain, he explained. Mr. Jagers added that radio meters have been ordered but are delayed and advised of a shortage of labor for installation of the meters.

Mr. Clayton noted that the next required semi-annual performance report will be submitted in September or October.

7. Consideration to Approve Purchase of One (1) John Deere 310SL Backhoe Loader in an Amount Not to Exceed \$120,000

Director of Operations James Bean explained that funds for this purchase were approved in the 2021 fiscal year budget. He described the equipment and the District’s need. The existing equipment will be retained for other jobs and redundancy, he stated. In response to Director Hoffman, Mr. Bean detailed the accessories of the backhoe.

The Board authorized the General Manager to purchase one (1) John Deere Backhoe Loader as listed in the 2021 Capital Improvement Budget from RDO Equipment Co. as a Sourcewell government contract distributor for John Deere Sourcewell contract #032119-JDC, in an amount not to exceed \$120,000.00, including contingencies by the following roll-call vote:

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

8. Association of California Water Agencies (ACWA) 2022-2023 Region 9 Board Election

Mr. Jagers introduced the item. President Slawson recommended the slate of candidates as identified by the ACWA Election Committee.

The Board selected a vote for the slate as recommended by the ACWA Election Committee by the following roll-call vote:

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

9. California Special Districts Association Opportunities for Involvement

General Manager Jagers introduced the item and advised the Board of opportunities for involvement for interested directors. President Slawson acknowledged the information. Director Williams noted that a login is needed for the CSDA website.

Director Ramirez pointed out that the District would be responsible for providing the per diem compensation for directors involved. He indicated interest and said he would review the documentation.

Legal Counsel Markman informed the Board that Richards, Watson and Gershon (RWG) has attended CSDA events and finds them as valuable as ACWA and very professional.

Mr. Jagers supplied information on the required volunteer commitments and will send additional information to interested directors.

10. 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

General Manager Jagers advised that the current California drought continues to worsen. The District’s new Water Shortage Contingency Plan (WSCP) offers a revised look on how to address the drought conditions, he noted. He advised that the drought outlook and response may change in the near future with further understanding. He advised the Board that the District must be ready to react. Jagers said he will discuss the new WSCP adopted by the Board earlier tonight, and how to plan for water shortage activities at the next Board meeting.

Jagers noted that the Governor has declared drought in 51 counties and called for a voluntary 15 percent reduction in water use.

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

Mr. Jagers reported that COVID-19 cases are continuing to drift upward and assessments are made on a day to day basis as to how to protect staff. He said he is concerned that the numbers are climbing and hospital loads are increasing.

There is benefit for staff working in the office, he noted, and explained that it is a balance to keep staff safe. He said if cases continue to increase, staffing will need to be reduced to 50 percent, splitting the four-day workweek. He noted that there is a new phone system that provides remote access and offers a better situation than last year. New OSHA directives are late coming, he advised.

The solution is to keep staff healthy while providing service to ratepayers, he noted. He emphasized being fair and healthy to staff.

12. 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

General Manager Jagers advised there is still risk with fires and monsoonal threats. Director of Operations James Bean attends meetings with the weather service and response agencies, Jagers noted. Agencies are cautious, he explained.

Jagers reported that he will be making a presentation at the Riverside County Water Task Force meeting tomorrow on lessons learned from the Apple and Eldorado Fires.

13. Reports for Discussion

a. Directors' Reports

Director Ramirez reported on the Tri-State Seminar from August 9 to 12, 2021.

Director Williams, Director Ramirez, and President Slawson reported on the Building Industry Association Southern California Water Conference on August 13.

Director Hoffman and Director Williams reported on the Beaumont Chamber of Commerce State of the City Luncheon on August 25.

b. Director General Comments: None.

c. General Manager's Report

Mr. Jagers advised that he and staff attended the State of the City luncheon. He noted the City's projects of interest to the District as related to impact on District facilities and need to accommodate the designs: widening of Pennsylvania Avenue, a project near Highland Springs in conjunction with the City of Banning and an extension on Second Street. Jagers noted that the District will be more proactive related to utility coordination. He expressed concern about the City's pavement moratorium and its extension on Second Street that may create a condition where the developer may not be able to put in the water improvements as they build their properties.

From a water supply planning perspective, Jagers commented on the State's mandate for the City of Beaumont to create 4,000 low income / affordable houses by 2028.

He updated the Board on Well 29 and Well 14 repairs. A planned maintenance cycle will be coming up, he advised.

Jagers stated that staff is still struggling with encroachment permit issues with the City. Data suggests that the cost of pavement patches is now running \$9,000 per patch. Averaging 15 patches per year, the cost runs into six figures, Jagers warned. He said staff is working to resolve this in more detail and will advise staff of findings. There are still inconsistencies in permit requirements, he added.

Mr. Markman is prepared to make some of the requested legal reports and Jagers said he is working to schedule them.

d. Legal Counsel Report

Mr. Markman indicated he would have a report on the Delta Conveyance Project litigation at the next meeting. He commented on current water issues.

14. Topics for Future Meetings:

- Water supply for BCVWD and the region
- Matrix for delivery of recycled water
- Update and legal perspective on the Delta Conveyance Project
- Legal Counsel report on changes in Proposition 218
- Legal update on drought conditions in the west
- Maintenance costs at 800-hp well sites
- Policy on rotation of Board President

15. Announcements

Pursuant to Governor’s Executive Order N-08-21, BCVWD Board and Committee meetings may be held via Teleconference only. Meetings listed below will be held both in-person at the BCVWD Administrative Office AND via Zoom teleconference unless otherwise indicated below. President Slawson read the following announcements:

- Finance and Audit Committee Meeting: Thursday, Sept. 2, 2021 at 3 p.m.
- District offices will be closed Monday, Sept. 6 in observance of Labor Day
- Regular Board Meeting: Wednesday, Sept. 8, 2021 at 6 p.m.
- Personnel Committee Meeting: Monday, Sept. 20, 2021 at 5:30 p.m.
- Engineering Workshop: Thursday, Sept. 23, 2021 at 6 p.m.
- Beaumont Basin Watermaster Committee: Wednesday, Oct. 6, 2021 at 10
- Collaborative Agencies Meeting: Wednesday, Nov. 3, 2021 at 5:30 p.m.

General Manager Jagers pointed out there is Special Meeting scheduled for Tuesday, September 7, 2021 at 5 p.m.

16. Adjournment

President Slawson adjourned the meeting at 8:52 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 SPECIAL MEETING
OF THE BOARD OF DIRECTORS
Tuesday, September 7, 2021 at 5:00 p.m.**

Meeting held in person and via teleconference and video teleconference pursuant to California Government Code Section 54950 et. seq. and California Governor’s Executive Order N-08-21

Call to Order: President Slawson

President Slawson began the meeting at 5:07 p.m.

Announcement of Teleconference Participation

Acting Director of Finance and Administrative Services William Clayton clarified that this meeting is conducted pursuant to California Government Code Section 54953, and under Executive Order N-08-21 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 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 and at BCVWD Administrative Office Board Room.

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, Williams
Directors absent:	None
Staff present:	General Manager Dan Jagers Acting Director of Finance and Administrative Services William Clayton Human Resources Coordinator Sabrina Foley Accounting Technician Erica Gonzales
Legal Counsel	None

Members of the public who registered their attendance: None.

Acting Director of Finance and Administrative Services William Clayton verified that all members of the Board of Directors have indicated that they are able to hear the other directors clearly. 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. Recessed to Closed Session at 5:11 p.m.

CONFERENCE WITH LABOR NEGOTIATORS
Pursuant to Government Code Section 54957.6
Agency designated representative: Dan Jagers, General Manager
Employee Organization: BCVWD Employee Association

Reconvened in Open Session at 8:08 p.m.

3. Report on Action Taken During Closed Session

President Slawson advised that no reportable action was taken.

4. Adjournment

President Slawson adjourned the meeting at 8:08 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
OF THE BOARD OF DIRECTORS
Wednesday, September 8, 2021 at 6:00 p.m.**

***Meeting held via teleconference pursuant to
California Government Code Section 54950 et. seq. and
Governor’s Executive Orders N-29-20, N-33-20, and N-08-21***

Call to Order: *President Slawson opened the meeting at 6:05 p.m.*

Pledge of Allegiance: *Led by Director Hoffman*

Invocation: *Given by Director Ramirez*

Announcement of Teleconference Participation

Acting Director of Finance and Administrative Services William Clayton clarified that this meeting is conducted in person and via teleconference pursuant to California Government Code Section 54953, and under Executive Orders N-29-20, N-33-20, and N-08-21 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 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, Williams
Directors absent:	None
Staff present:	General Manager Dan Jagers Director of Operations James Bean Acting Director of Finance and Administrative Services William Clayton Senior Engineer Mark Swanson Accounting Technician Erica Gonzales
Legal Counsel	James Markman

Members of the public who registered attendance: San Gorgonio Pass Water Agency Board member Larry Smith, Christopher McCarrey, and Thomas and Norma Medina.

Acting Director of Finance and Administrative Services William Clayton verified that all present members of the Board of Directors have indicated that they are able to hear the other directors clearly. 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:

Ms. Norma Medina reminded the Board about relocating the water meter to the front of her house and asked if that was still the plan. Mr. Jaggars assured it is on the District's project list. Mr. Medina reported that the street is torn up. Mr. Jaggars stated that Senior Engineer Mark Swanson would reach out to the City Planning Department and the developer of the project coming across the street from their home.

1. Adjustments to the Agenda:

President Slawson moved item 10b forward at the request of Director Ramirez.

2. Consent Calendar:

Director Hoffman requested to table item 2g of the Consent Calendar as there are members of the public who wish to speak on the item but who could not be at this meeting.

The following Consent Calendar items were approved with one motion:

- a. Review of the July 2021 Budget Variance Reports
- b. Review of the July 31, 2021 Cash/Investment Balance Report
- c. Review of Check Register for the Month of August 2021
- d. Review of August 2021 Invoices Pending Approval
- e. Minutes of the Regular Meeting of August 11, 2021
- f. Minutes of the Special Meeting of August 18, 2021

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

g. Pre-Approved Events and Director Appointments List

President Slawson noted that this item has been discussed at multiple meetings and the public has had ample opportunity to comment. There was no further discussion.

Item 2g was approved by the following vote:

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

President Slawson addressed Item 10b out of order.

10. Reports for Discussion

b. Directors' Reports

Director Ramirez reported on the following events:

- 7/6/2021 – California Department of Food and Agriculture virtual event
- 7/12/2021 - ACWA Local Government Commission: Managing California's Groundwater virtual event
- 7/22/2021 - ACWA Water Management Committee: Water Use Efficiency Standards Update

President Slawson reported on the following:

- 8/27/2021 – Riverside County Water Task Force

Director Hoffman proposed a process to track and vet claims for reimbursement or per diem compensation via review by the Finance & Audit Committee, with final determination by the Board. Director Williams noted that the expense reports with backup information are now included in the Finance & Audit Committee agenda packets. She noted this adds a level of transparency.

3. Presentation by Chandler Asset Management and Direction to Staff regarding Investment Advisory Service

General Manager Dan Jagers noted that Chandler Asset Management (Chandler) has made presentations to the Finance & Audit Committee. Mr. Christopher McCarry, Senior Portfolio Analyst with Chandler provided background on the firm, and its focus on safety and liquidity.

McCarry pointed out other public agency clients and detailed their services. He reviewed the District's current portfolio, pointed out low yields, emphasized risk management, discussed potential strategy, and explained fees.

In response to Director Hoffman, Mr. McCarry clarified some fees and compared to current LAIF charges. Hoffman asked about time commitment. Mr. McCarry said that the usual contracts are three years with optional annual renewal; however, the District may decide to terminate the relationship at any time at their discretion. At no time does Chandler have control or access to assets, he stated.

Director Hoffman pointed out that the Board takes its responsibility for District funds very seriously and wants to do the best, safest, and wisest management. McCarry assured that is the goal of Chandler as a fiduciary, with recommendations made based on the best interests of their clients.

In response to Director Williams, Mr. McCarry assured there are no termination fees and explained that Chandler's revenue is derived from the monthly fees for assets under management. He further detailed typical efforts to customize portfolios and training available to staff.

In response to Director Covington, General Manager Jagers and Acting Director of Finance and Administrative Services Clayton detailed the concepts of how to distribute the District's assets between investments, and near-term strategy. Covington noted that asset management had been discussed at the Finance & Audit Committee and expressed support.

Mr. Jagers noted that a further concept would come back to the Board at a later time.

Director Ramirez asked if the levels of commission are industry standard, and if other agencies had negotiated the fees. Mr. McCarry clarified that Chandler receives no commission for any recommendation; compensation is on a percentage of assets under management of a monthly basis. The fees are pretty standard, and Chandler feels they are competitive for the service provided, he noted.

President Slawson reiterated Director Hoffman's comment about responsibility for the ratepayers' funds. He indicated support for the management idea.

General Manager Jagers indicated that based on the discussion, staff would identify a path forward and bring something formal back to the Board.

Director Covington thanked the Finance and Audit Committee.

4. Consider an Amendment to Award of Bid for the Purchase of four (4) Fleet Vehicles in an Amount Not to Exceed \$154,778.00 to Include an Additional \$5,790.00 For a Total Amended Not to Exceed Amount of \$160,568.00

Director of Operations James Bean presented the amendment to the previously approved purchase. He noted it is a strange market and explained that between approval of the purchase and placing the order, the Ford Motor Company had reached the end of its 2021 production due to the shortage of microchips.

The F-450 was ordered, is being built and delivery is expected, but the 2021 models of the two Rangers and the F-150 were unavailable, Bean explained. Although the new pricing for the 2022 models is slightly more, it is within the previously approved amount, but this amendment is brought to the Board for transparency, he said. He detailed the process for obtaining quotes.

Director Hoffman asked about warranties, and Mr. Bean noted the warranty included is the same as previously quoted. Hoffman advised looking at the time period of the warranty rather than the miles.

Director Hoffman asked about the cost and detail of equipping the vehicles. Mr. Bean noted this cost is for radios, toolboxes, and emergency lighting.

In response to President Slawson, Mr. Bean said he would send the email order as soon as approved. He responded to questions from Director Hoffman about previous equipment. Director Hoffman cautioned that the market on trucks is up, and money can be recovered.

In response to Director Covington, Mr. Bean noted that two trucks would be taken out of circulation, but with the AMR / AMI project one would be retained.

Director Hoffman asked if registration fees, and insurance costs are paid on vehicles out of service. Mr. Bean said all are registered, and Director Williams pointed out that all District vehicles are exempt from fees. Mr. Jagggers noted that the insurance policy from ACWA/JPIA covers all vehicles.

The Board approved an increase in budget allocation of \$5,788.40 to cover the increased prices to purchase three (3) of the fleet vehicles from Fritts Ford in Riverside, Calif. as previously approved on July 22, 2021, and as listed in the 2021 Capital Improvement Budget by the following vote:

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

5. Consideration of Attendance at Upcoming Events and Authorization of Reimbursement and Per Diem

General Manager Jagggers introduced this as an informational item, as the Annual List of Pre-Approved Events was approved earlier. Staff and directors commented on some events. Director Covington requested that educational events be emailed to directors.

Director Ramirez indicted interest in two webinars:

- Leading Your Community in an Era of Anxiety on 9/15/21
- Southwest Drought Virtual Forum on 9/21-22 /2021

6. 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

General Manager Jagggers pointed to the Urban Water Management Plan and Water Shortage Contingency Plan. He suggested review of the Plans and noted the six levels of concern based on reduction in normal long-term water supplies. He reminded the Board about water banking and current restrictions in supply.

There is some uncertainty this year, he continued, and said the intent is to request additional available water from the San Gorgonio Pass Water Agency (SGPWA). But in the future, the District may fall into one of the stated shortage levels, he advised. He indicated that there will be further discussion at the Engineering

Workshop and determination of what actions might be taken. This is a significantly critical year from a water supply perspective, he advised.

In response to Director Covington, Mr. Jagers noted it is supposed to be a La Nina year, but with all the fires and changing watershed conditions, the reservoirs may be affected by debris. There are many factors that are not understood and there will probably be adverse conditions, he cautioned. Jagers pointed to recent events and advised that there may be funds taken from reserves to buy additional water. Covington pointed to issues moving the water south via the State Water Project but said if there are opportunities to make water purchases, there should be discussion.

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

General Manager Jagers noted that infections are declining but hospitalizations are up. Staff continues to work within protocols and people are staying safe, he noted. The office remains open four days a week and fully staffed, he said.

8. 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 there is some monsoonal rain being predicted. There may be movement of the soils on the hillsides and there is a bit of concern, which will continue to be monitored, he said.

9. Beaumont Basin Watermaster: Ruling on Motion by Yucaipa Valley Water District regarding the 2019 Annual Report and Rule 7.3 by Riverside County Superior Court

District Legal Counsel James Markman explained that the Yucaipa Valley Water District (YVWD) had a concept of how the Beaumont Basin judgment should be implemented that was contrary to what the Watermaster was doing and was intended with the adjudication and judgment. He explained about water transfers from overlies and the deal cut with Oak Valley Partners for YVWD to lease overlying water rights.

Mr. Markman explained similar situations looked at as a conversion provision, not a transfer provision. The judgment is clear that for properties ready to develop, parcel by parcel, there is an allotment of overlying water. When it converts to homes, that amount of water can be used to serve that site, he explained. The Beaumont Basin Watermaster adopted a rule that after five years of not pumping the unused water, that water is assigned to the appropriators in accordance with the proportionate water rights under the judgment. The allocation is very important to Banning and South Mesa which have a storage account based on those allocations.

YVWD argued to eliminate those allocations in favor of transferring the water directly for use in its service area. Those provisions in the judgment were argued over the last four months, he explained. The Court ruled in favor of the provision as a conversion, Markman said, and it appends the water to the parcel.

YVWD can seek a reconsideration, Markman noted, or take a different approach.

In response to President Slawson, Mr. Markman noted there is a 60-day trigger for appeal and Jagers advised that the ruling was made August 31.

10. Reports For Discussion

a. Ad Hoc Committees:

Communications Committee: No report.

Sites Reservoir Committee: No report.

Water Re-Use 2x2: No report.

b. Directors' Reports: *(This item was addressed earlier in the meeting.)*

c. Directors' General Comments: None.

d. General Manager's Report:

Mr. Jagers advised that there has been no recharge. Staff is seeking a cost-effective approach to berm grading at the recharge ponds and may use staff and rented equipment. He further detailed the needed work.

MDP Line 16 is moving forward, he advised.

Director Covington asked about the pipeline relocations. Mr. Jagers said the material is on order and the bidding process has begun. The project is being correlated with MDP Line 16.

The Antonell Court project is underway, he noted, and briefly reiterated the City's request to remove the old pipe.

There may be possibility for some recharge water from some exchange projects of the San Gorgonio Pass Water Agency, he said. Approaching the end of the year there may be some water put into the ponds.

The MOU with staff is moving forward and the classification and compensation studies are underway. Interviews are being completed for some staff positions, Jagers said.

One 800-hp well motor of the two ordered was received today, he concluded.

President Slawson noted recent news on algae issues.

e. Legal Counsel Report: None.

11. Action List for Future Meetings:

- Water supply for BCVWD and the region
- Matrix for delivery of recycled water
- Update and legal perspective on the Delta Conveyance Project
- Legal Counsel report on changes in Proposition 218
- Legal update on drought conditions in the west
- Maintenance costs at 800-hp well sites
- Policy on rotation of Board President

12. Announcements

President Slawson read the following announcements:

- Personnel Committee Meeting: Monday, Sept. 20, 2021 at 5:30 p.m.
- Engineering Workshop: Thursday, Sept. 23, 2021 at 6 p.m.
- Beaumont Basin Watermaster Committee: Wednesday, Oct. 6, 2021 at 10 a.m.
- Finance and Audit Committee Meeting: Thursday, Oct. 7, 2021 at 3 p.m.
- Regular Board Meeting: Wednesday, Oct. 13, 2021 at 6 p.m.
- Collaborative Agencies Meeting: Wednesday, Nov. 3, 2021 at 5:30 p.m.

Mr. Jagers advised that another special meeting will be scheduled.

13. Closed Session

There was no closed session.

CONFERENCE WITH LEGAL COUNSEL – Existing Litigation
Significant exposure to litigation
Pursuant to Government Code Section 54956.9(d)(1)
San Timoteo Watershed Authority v. City of Banning, et. al., Riverside
County Superior Court Case No. RIC389197

14. Report on Closed Session

N/A

15. Adjournment

President Slawson adjourned the meeting at 8:17 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, September 23, 2021 at 6:00 p.m.**

Meeting held in person and via teleconference and video teleconference pursuant to California Government Code Section 54950 et. seq. and California Governor’s Executive Order N-08-21

Call to Order: President Slawson

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

Pledge of Allegiance was led by Director Williams.

Invocation was given by Director Hoffman.

Announcement of Teleconference Participation

Acting Director of Finance and Administrative Services William Clayton clarified that this meeting is conducted pursuant to California Government Code Section 54953, and under Executive Order N-29-20, N-33-20 and N-08-21 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 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 and at BCVWD Administrative Office Board Room.

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
Directors absent:	Ramirez
Staff present:	General Manager Dan Jagers Senior Engineer Mark Swanson Director of Operations James Bean Acting Director of Finance and Administrative Services William Clayton

	Human Resources Coordinator Sabrina Foley Accounting Technician Erica Gonzales Administrative Assistant Lynda Kerney
Legal Counsel	James Markman

Members of the public who registered their attendance: San Geronio Pass Water Agency Director Larry Smith, and Rick Rush of Tri-Pointe Homes.

Acting Director of Finance and Administrative Services William Clayton 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. Request for Extension of Will-Serve Letter for Tentative Tract Map 31470

Senior Engineer Mark Swanson explained that the overall Sundance Specific Plan project has been ongoing for 20 years or so. In 2018, this Will-Serve Letter (WSL) came to the Board for extension, Swanson continued, and based on policy procedure, then went to the General Manager for extension for one year.

The total development by Tri Pointe Homes (formerly Pardee Homes) is for 859 dwelling units consisting of six tracts, Swanson explained. Homes are continuing to be built, he said, and the four tracts remaining are the Altis active adult community with 704 units along Discovery Way. He noted the timeline for ongoing construction and plan approvals.

This extension is for 125 units of Tentative Tract Map 31470 for one more year, Swanson reported.

In response to Director Covington, Mr. Swanson said the original WSL was issued in 2016. General Manager Jaggars added some historical detail of this former Pardee Homes development and Mr. Swanson reviewed the Board's WSL extension policy.

Director Hoffman asked if WSLs will be subject to conditions based on drought situation. Mr. Jaggars said any restrictions might be on percentages of use, which might impact landscaping. He noted there is no definitive guidance from either the state or other agencies but there is an ordinance in place, however it does not apply to this development.

Mr. Swanson pointed out the project has been graded but a minor level of grading may be necessary, and grading water may be discussed.

President Slawson invited public comment. There was none.

The Board approved the request for extension of Will Serve Letter for Tentative Tract Map 31470 related to the Sundance Specific Plan located in 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: Williams	SECONDED: Hoffman	APPROVED 4-0
AYES:	Covington, Hoffman, Slawson, Williams	
NOES:	None.	
ABSTAIN:	None.	
ABSENT:	Ramirez	

3. Discussion regarding Sites Reservoir Project Phase 2, Amendment 3 inclusion on the San Gorgonio Pass Water Agency Statement of Charges

General Manager Dan Jagers advised the Board that the San Gorgonio Pass Water Agency (SGPWA) will present the Phase 2, Amendment 3 at its meeting next week. There are cash calls involved: \$100 per share for 2022, Jagers began.

Director Covington stated it is \$400,000 for BCVWD for 2022. He noted that the agreement authorizes the Department of Water Resources (DWR) to include the SGPWA costs on the Statement of Charges in 2022, and asked what that would mean for the ratepayers of the SGPWA.

Mr. Jagers indicated there is a conundrum. The DWR has allowed the project design component to be placed on the State Water Project Statement of Charges. Moving forward, the design can be charged and paid for by ad valorem tax funds, he explained. The SGPWA expects BCVWD to reimburse its share (\$400,000) of the cost of its 4,000 acre-feet (af) in 2022, Jagers added.

Jagers said he will convene a meeting of the Sites Reservoir Ad Hoc Committee to discuss. Covington opined that placing this cost on the ad valorem spreads the cost among every property owner in the BCVWD service area. Putting it in the rate has a greater impact on BCVWD as it is the largest purchaser of water from SGPWA.

Mr. Jagers clarified that the SGPWA shares total \$1 million, and \$400,000 is BCVWD's shares. The \$1 million would be funded from the debt service taxes, and the \$400,000 is to be reimbursed from BCVWD.

Director Hoffman pointed out that the ad valorem taxes would pay for the SGPWA's costs, but the BCVWD share must come from ratepayers or builders. This must be budgeted, he stated. To date, this activity has been funded with collections for capacity charges (facilities fees) for new water supplies, Jagers stated. He said he suspects the District's tax base will constitute 60 percent of ad valorem tax contributions. He explained nuances of the tax base.

Director Covington pointed out that BCVWD is into the Sites project for approximately \$850,000 so far. Jagers advised that if paying for BCVWD's 4,000 af of the total annual payment will be expected to be \$2.8 million for 400,000 af and reminded the Board that the Sites Reservoir is also providing the promise of future water for entities yet to develop. The idea is the new houses pay more to recover those rates, and undeveloped land pays a component.

But BCVWD is contributing to both halves through costs and tax-based contributions, Jagers concluded.

President Slawson asked about avenues to exit the program and potential loss of money invested in the project. Mr. Jagers explained that the contributions would be lost; however, there may be other entities which would want to pay to capture the District's component; in which case there can be reimbursement.

Director Covington reminded the Board that a provision was included in the latest agreement with SGPWA to assure that should their Board decide to exit the project, the BCVWD would not have to jump ship with them. Mr. Jagers further refreshed the memory of the Board on the intent of this provision.

President Slawson invited public comment. There was none.

4. Discussion of California Governor's Executive Order N-29-20 and N-08-21 regarding Brown Act Requirement Suspensions and the Return to Pre-COVID Teleconferencing Procedures after September 30, 2021 and a review of AB 361

Mr. Jagers explained that AB 361 pertains to continuing with hybrid in-person / teleconference meetings.

District Legal Counsel James Markman stated that BCVWD has already been complying with all the components of the legislation. AB 361 is effective October 1 and the District can continue to operate as is on two conditions: first, there must be a state of emergency declared by the Governor, and second, some state or local official has imposed or recommended measures to promote social distancing, or the District has determined that continuing this type of meeting is necessary due to health hazard.

Markman explained the nuances of teleconferencing under the Brown Act and contrasted the components of AB 361. He said the District has been complying with the requirements well. He cautioned that the District would have to make findings on a 30-day basis that the circumstances of the emergency have been reconsidered and the ability to meet safety is still impacted. He said he will prepare a resolution for adoption on the next consent calendar.

Markman also noted that the public must have an opportunity to comment in real time and the public comment period cannot be closed until everyone has had a chance to speak. If there are technical troubles, the Board cannot take an action on the item until glitches have been remedied so all can understand.

5. 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

General Manager Jagers pointed out that it is not raining and there are a lot of fires. The State has been looking at water use in California and some local agencies have been identified as achieving only 1.8 percent in water savings instead of the 15 percent requested by the Governor. This suggested that people are not achieving the voluntary goals.

BCVWD has a little more water use per meter than last year, Jagers advised. The increase is to be expected, and use seems reasonable based on weather being significantly hotter than last year, he said. The State's analysis is not perfect related to reality and true savings.

Jagers said he expected to see some stronger activity come from the State about the seriousness of the drought situation. The BCVWD Water Shortage Contingency Plan (WSCP) as mandated by the State creates a situation for raising rates, but until it is mandated, there is risk in getting out in front, he cautioned. Jagers said he expects a State Water Project zero allocation year due to the severity of the drought. The State will create a program that will be mandated down to local agencies, Jagers said, and the best approach to the WSCP will be brought to the Board.

The District has reached out to the public to conserve, but until conservation is rolled out across the state, people may not take it as seriously. Something needs to be done in the near future, Jagers noted, and said he hopes the State identifies a path forward for consistent action across the state. Lessons were learned in 2015 when it was in dire shape, he noted.

Director Covington pointed out that drought condition has not yet been declared in seven counties.

General Manager Jagers shared a Water Conditions Update presentation from the SGPWA showing the status of their water supply. Precipitation is just above the record low and reservoirs are well below the norm, he noted.

Director Covington asked about typical water orders, and Jagers provided detail. Director Hoffman pointed out that the City of Banning has 200 acre-feet, but uses more than that. Jagers answered his question about the sources of supply and noted that water loss from the Beaumont Basin is unresolved but is being examined by the Watermaster.

Mr. Jagers summarized water supplies available in 2021. The SGPWA has 580 acre-feet in their storage account, and BCVWD has written a letter to inquire about purchase of that water at a cost presumed to be a little over \$200,000, he advised. Other sources are also being sought, he said.

In response to President Slawson, Jagers explained the 20-year Nickel water deal, a private water supply leased by SGPWA.

Director Covington commented that the District's typical water order for 2021 is 12,500 af but delivery may total only 2,290 af for the year. SGPWA is still working on strategy for next year, Jagers noted. He explained that starting October 1, recharge will begin with 743 af, for a total of approximately 2,453 af delivered in 2021, plus any agreement for the 508 af from SGPWA. Covington noted this is not even close to half the order for 2021. Jagers estimated that 8,000 af will be taken out of storage.

Jagers assured that he is having discussions with the SGPWA regarding next year, and said planning is ahead. Covington asked if there are conversations with other agencies such as South Mesa Water Company about purchasing water from agencies that have it in storage for 2021. Mr. Jagers said yes, and noted that there are some legal issues to be resolved, as it changed the landscape for some of those opportunities. Discussions have been ongoing, he assured the Board.

The City of Banning can use the revenue, Covington said, and noted that the Board has always supported going after deals that are sensible. He asked staff to identify any opportunities to get ahead of the curve; to avoid arrears in storage (as five years supply is preferred), "and if we can effectuate a deal, let's do it." Mr. Jagers stressed the importance of partnership and working together. Action will need to be taken as the drought continues. There is a likelihood of continued impacts next year and staff must understand it, Jagers stated.

President Slawson acknowledged the good information coming from the SGPWA.

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

General Manager Jagers reported that COVID-19 cases seem to be declining but people are being adversely affected. The current path seems to be successful for the District, he stated.

7. 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

General Manager Jagers emphasized it is dry and there are local areas that can burn. Most of the remaining emergency is related to the potential for mud and debris flows. Staff pays attention to bulletins about monsoonal activities, he advised.

8. Update: Legislative Action and Issues Affecting BCVWD

Mr. Jagers provided highlights of the written report and assured the Board that application submittals were made to recover some arrearages.

Jagers explained the implications of the passage of SB 9 which mandates that accessory dwelling units can be served from the same meter as the main house. Director Covington voiced concern about water use in high density development areas and impact on conservation.

Legal Counsel Markman advised that this law removes from local control every discretionary land use for turning down any lot into a duplex or four-plex. No one has an answer as to where the water will come from, he noted. Director Covington pointed out that in Cherry Valley such development may be stymied by the restrictions on septic tanks.

Covington pointed to SB 914 and said it appears that this funding may not have trickled down to the states yet.

9. Reports for Discussion

- a. Directors' Reports: None
- c. Director General Comments:

Director Hoffman advised that someone has applied for a zone change for the Sunny Cal Egg Ranch.

d. General Manager's Report

Mr. Jagers advised that notification of the zone change was received to change from residential housing to warehousing and commercial space in order to parallel what is happening on the north side of Cherry Valley Boulevard. From a water perspective, this is acceptable, Jagers continued, and said it probably helps the region. But from aesthetic and traffic perspectives, it probably has impacts to the local community.

Director Hoffman noted there is a public hearing scheduled. Mr. Jagers advised that the comment period is until the end of October. If directors are interested, staff can make a copy of the application available. This is an overlier use activity in the Beaumont Basin, and will bring its own water supply. Anticipated development (unless high water use manufacturing) would likely be able to satisfy their usage with the overlier right.

Mr. Jagers reiterated that there will be SGPWA recharge at the Noble Creek Recharge Facility Phase I on the order of 24 af per day.

Mr. Jagers advised that the MDP Line 16 project is moving forward and is out to bid.

Staff is working on strategies to compact the banks and address some spillways at the Noble Creek Recharge facility Phase II, Jagers said. He explained that the project will be run in-house, with District staff operating rented equipment and performing the work. He will bring back a cost estimate.

Jagers reported that the new Director of Finance and Administrative Services, Dr. Kirene Manini, will begin work on Monday, and an offer has been made to an individual for the Administrative Assistant position. He thanked William Clayton for his service in the interim.

Jagers said he is meeting next week with the City of Beaumont and SGPWA regarding water reuse and recycling and obtaining grant funding.

e. Legal Counsel Report: None.

10. Topics for Future Meetings:

- Water supply for BCVWD and the region
- Matrix for delivery of recycled water
- Update and legal perspective on the Delta Conveyance Project
- Legal Counsel report on changes in Proposition 218
- Legal update on drought conditions in the west
- Maintenance costs at 800-hp well sites
- Policy on rotation of Board President
- Update on emergency well repairs

11. Announcements

- Beaumont Basin Watermaster Committee: Wednesday, Oct. 6, 2021 at 10 a.m.
- Finance and Audit Committee Meeting: Thursday, Oct. 7, 2021 at 3 p.m.
- Regular Board Meeting: Wednesday, Oct. 13, 2021 at 6 p.m.
- Personnel Committee Meeting: Monday, Oct. 18, 2021 at 5:30 p.m.
- Engineering Workshop: Thursday, Oct. 28, 2021 at 6:00 p.m.
- Collaborative Agencies Meeting: Wednesday, Nov. 3, 2021 at 5:30 p.m.

12. Closed session at 7:51 p.m.

- a. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Pursuant to Government Code Section 54947
Title: General Manager

Reconvened in Open Session at 8:57 p.m.

13. Report on Action Taken at Closed Session

President Slawson advised that no reportable action was taken.

14. Adjournment

President Slawson adjourned the meeting at 8:57 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

Payroll

Timecard Proof List

Date Range: 01/01/2021 to 10/07/2021

Beaumont-Cherry Valley Water District

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



Pay	Date	Per Diem	Reimbursement Cost	Reimbursement	# of Per Diem Payments YTD
Employee No: 170 Slawson, Daniel					
Regular Board Meeting	1/13/2021	200.00			
San Gorgonio Pass Regional Water Alliance	1/27/2021	200.00			
Engineering Workshop	1/28/2021	200.00			
Regular Board Meeting	2/10/2021	200.00			
Engineering Workshop	2/25/2021	200.00			
Riverside County Water Task Force	2/26/2021	200.00			
Regular Board Meeting	3/10/2021	200.00			
San Gorgonio Pass Regional Water Alliance	3/24/2021	200.00			
Engineering Workshop	3/25/2021	200.00			
Regular Board Meeting	4/14/2021	260.00			
Engineering Workshop	4/22/2021	260.00			
Riverside County Water Task Force	4/23/2021	260.00			
Regular Board Meeting	5/12/2021	260.00			
ACWA Conference	5/14/2021	260.00			
Meeting with Supervisor Jeff Hewitt	5/19/2021	260.00			
San Gorgonio Pass Regional Water Alliance	5/26/2021	260.00			
Engineering Workshop	5/27/2021	260.00			
Regular Board Meeting	6/9/2021	260.00			
Riverside County Water Task Force	6/18/2021	260.00			
Engineering Workshop	6/24/2021	260.00			
Meeting with Reidman Property Developers	7/1/2021	260.00			
Engineering Workshop	7/22/2021	260.00			
San Gorgonio Pass Regional Water Alliance	7/28/2021	260.00			
Meeting With Senator Ochoa-Bogh	8/3/2021	260.00			
Regular Board Meeting	8/11/2021	260.00			
BIA - So Cal Water Conference	8/13/2021	260.00			
Special Board Meeting	8/18/2021	260.00			
Engineering Workshop	8/26/2021	260.00			
Riverside County Water Task Force	8/27/2021	260.00			
Special Board Meeting	9/7/2021	260.00			
Regular Board Meeting	9/8/2021	260.00			
Engineering Workshop	9/23/2021	260.00			

Employee No: 170	Total Meetings YTD 2021	32	7,780.00	Total Reimbursements	0.00	32
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Employee No: 178 Hoffman, David

Finance & Audit Committee	1/7/2021	200.00
Ad Hoc Communications Committee	1/12/2021	200.00
Regular Board Meeting	1/13/2021	200.00
Harrasment Training	1/25/2021	200.00
Engineering Workshop	1/28/2021	200.00
Finance & Audit Committee	2/4/2021	200.00
Regular Board Meeting	2/10/2021	200.00
Engineering Workshop	2/25/2021	200.00
Finance & Audit Committee	3/4/2021	200.00

Regular Board Meeting	3/10/2021	200.00
Engineering Workshop	3/25/2021	200.00
Finance & Audit Committee	4/1/2021	260.00
Ad Hoc Sites Reservoir Committee	4/8/2021	260.00
Regular Board Meeting	4/14/2021	260.00
Engineering Workshop	4/22/2021	260.00
Ad Hoc Sites Reservoir Committee	5/4/2021	260.00
Finance & Audit Committee	5/6/2021	260.00
Regular Board Meeting	5/12/2021	260.00
Finance & Audit Committee Special Meeting	5/25/2021	260.00
Engineering Workshop	5/27/2021	260.00
Finance & Audit Committee	6/3/2021	260.00
Regular Board Meeting	6/9/2021	260.00
Engineering Workshop	6/24/2021	260.00
Finance & Audit Committee Meeting	7/1/2021	260.00
Regular Board Meeting	7/14/2021	260.00
Personnel Committee Meeting	7/20/2021	260.00
Engineering Workshop	7/22/2021	260.00
Finance & Audit Committee	8/5/2021	260.00
Regular Board Meeting	8/11/2021	260.00
Special Board Meeting	8/18/2021	260.00
State of the City Address	8/25/2021	260.00
Engineering Workshop	8/26/2021	260.00
Finance & Audit Committee	9/2/2021	260.00
Special Board Meeting	9/7/2021	260.00
Regular Board Meeting	9/8/2021	260.00
Engineering Workshop	9/23/2021	260.00
Finance & Audit Committee	10/7/2021	260.00

Employee No: 178 Total Meetings YTD 2021 37 8,960.00 Total Reimbursements 0.00 37

Employee No: 179 Covington, John

Finance & Audit Committee	1/7/2021	200.00
Regular Board Meeting	1/13/2021	200.00
Personnel Committee	1/25/2021	200.00
Engineering Workshop	1/28/2021	200.00
Regular Board Meeting	2/10/2021	200.00
Personnel Committee	2/22/2021	200.00
Engineering Workshop	2/25/2021	200.00
Finance & Audit Committee	3/4/2021	200.00
Regular Board Meeting	3/10/2021	200.00
ACWA Legislative Session	3/11/2021	200.00
Personnel Committee	3/22/2021	200.00
Engineering Workshop	3/25/2021	200.00
Finance & Audit Committee	4/1/2021	260.00
Ad Hoc Sites Reservoir Committee	4/8/2021	260.00
Regular Board Meeting	4/14/2021	260.00
Personnel Committee	4/19/2021	260.00
Engineering Workshop	4/22/2021	260.00
Ad Hoc Sites Reservoir Committee	5/4/2021	260.00
Finance & Audit Committee	5/6/2021	260.00
Regular Board Meeting	5/12/2021	260.00
Personnel Committee	5/17/2021	260.00

Meeting with Supervisor Jeff Hewitt	5/19/2021	260.00
Finance & Audit Committee Special Meeting	5/25/2021	260.00
Engineering Workshop	5/27/2021	260.00
Finance & Audit Committee Special Meeting	6/3/2021	260.00
Regular Board Meeting	6/9/2021	260.00
Personnel Committee	6/21/2021	260.00
Engineering Workshop	6/24/2021	260.00
Meeting with Reidman Property Developers	7/1/2021	260.00
Regular Board Meeting	7/14/2021	260.00
Regular Board Meeting	8/11/2021	260.00
Special Board Meeting	8/18/2021	260.00
Special Board Meeting	9/7/2021	260.00
Regular Board Meeting	9/8/2021	260.00
Personnel Committee	9/20/2021	260.00
Engineering Workshop	9/23/2021	260.00

Employee No: 179 Total Meetings YTD 2021 36 8,640.00 Total Reimbursements 0.00 36

Employee No: 193 Ramirez, Andy

Ad Hoc Communications Committee	1/12/2021	200.00
Regular Board Meeting	1/13/2021	200.00
Personnel Committee	1/25/2021	200.00
Engineering Workshop	1/28/2021	200.00
Regular Board Meeting	2/10/2021	200.00
Ad Hoc Communications Committee	2/18/2021	200.00
Personnel Committee	2/22/2021	200.00
Engineering Workshop	2/25/2021	200.00
ICMA - City Management*	2/25/2021	0.00
ACWA - Water Banking, Integrated Planning	3/2/2021	200.00
Collaborative Agencies Committee	3/3/2021	200.00
Ad Hoc Communications Committee	3/8/2021	200.00
Regular Board Meeting	3/10/2021	200.00
ACWA - Water Management Committee	3/17/2021	200.00
Personnel Committee	3/22/2021	200.00
Ad Hoc Communications Committee	4/5/2021	260.00
Regular Board Meeting	4/14/2021	260.00
Personnel Committee	4/19/2021	260.00

City of Beaumont City Council Meeting 4/20/2021 260.00 did not get paid for this meeting

Engineering Workshop	4/22/2021	260.00
Ad Hoc Communications Committee	5/3/2021	260.00
ACWA - Perspective on Water Resources*	5/3/2021	0.00
Collaborative Agencies Committee	5/5/2021	260.00
Cal Trust Training	5/6/2021	260.00
Regular Board Meeting	5/12/2021	260.00
ACWA Conference*	5/12/2021	0.00
ACWA Conference	5/13/2021	260.00
ACWA Conference	5/14/2021	260.00
Personnel Committee	5/17/2021	260.00
ACWA - Accessing Utility Rebates for SCADA	5/24/2021	260.00
Finance & Audit Committee Special Meeting**	5/25/2021	0.00
Engineering Workshop	5/27/2021	260.00
Ad Hoc Communications Committee	6/7/2021	260.00
Regular Board Meeting	6/9/2021	260.00
ACWA: Groundwater Replenishment System VR Tour	6/11/2021	260.00

ACWA: Using Nature-Based Solutions to Advance Equity	6/15/2021	260.00		
Personnel Committee	6/21/2021	260.00		
ACWA: Collaborating Across ITWM/SGMA-Groundwater Recharge*	6/21/2021	0.00		
ACWA: PFAS - Encouraging Results from OCWD Treatment Engineering Workshop	6/23/2021	260.00		
ACWA: CA Groundwater: Drinking Water Community Engage	6/24/2021	260.00		
ACWA: 2021 Water Data Science Symposium	6/28/2021	260.00		
ACWA - California State Board of Food and Agriculture	6/29/2021	260.00		
Ad Hoc Communications Committee Meeting	7/6/2021	260.00		
ACWA - Local Government Commission and the Groundwater Exchange	7/8/2021	260.00		
Regular Board Meeting	7/12/2021	260.00		
Personnel Committee Meeting	7/14/2021	260.00		
Engineering Workshop	7/20/2021	260.00		
ACWA - How Today's Drought Conditions Affect Southern California	7/22/2021	260.00		
Ad Hoc Communications Committee	7/29/2021	260.00		
Tri State Seminar - Travel To Las Vegas	8/2/2021	260.00	Mileage	132.72
Tri State Seminar - Conference Day 1	8/8/2021	260.00	Meals	9.09
Tri State Seminar - Conference Day 2	8/9/2021	260.00	Meals	8.89
Tri State Seminar - Conference Day 3	8/10/2021	260.00	Meals	10.77
Tri State Seminar - Conference Day 4	8/11/2021	260.00	Mileage, Meals	153.31
BIA - So Cal Water Conference	8/12/2021	260.00	Mileage	45.36
Regular Board Meeting*	8/13/2021	0.00		
Special Board Meeting	8/11/2021	260.00		
Engineering Workshop	8/18/2021	260.00		
Webinar - ACWA - Technology to Address Trends in Damage Prevention	8/26/2021	260.00		
Collaborative Agencies Committee	8/31/2021	260.00		
Special Board Meeting	9/1/2021	260.00		
Regular Board Meeting	9/7/2021	260.00		
Ad Hoc Communications Committee Meeting	9/8/2021	260.00		
Personnel Committee Meeting	9/14/2021	260.00		
San Geronio Pass Water Agency Meeting	9/20/2021	260.00		
ACWA: Tracking Groundwater Contamination	9/27/2021	260.00		
Employee No: 193	Total Meetings YTD 2021	67	15,020.00	Total Reimbursements
				360.14
				61

Employee No: 214 Williams, Lona

Regular Board Meeting	1/13/2021	200.00
Engineering Workshop	1/28/2021	200.00
Finance & Audit Committee	2/4/2021	200.00
Regular Board Meeting	2/10/2021	200.00
Ad Hoc Communications Committee	2/18/2021	200.00
Engineering Workshop	2/25/2021	200.00
Ad Hoc Communications Committee	3/8/2021	200.00
Regular Board Meeting	3/10/2021	200.00
Engineering Workshop	3/25/2021	200.00
Ad Hoc Communications Committee	4/5/2021	260.00
Ad Hoc Sites Reservoir Committee**	4/8/2021	0.00
Regular Board Meeting	4/14/2021	260.00
Engineering Workshop	4/22/2021	260.00
Ad Hoc Communications Committee	5/3/2021	260.00
Regular Board Meeting	5/12/2021	260.00

ACWA Conference*	5/12/2021	0.00		
ACWA Conference	5/13/2021	260.00		
Engineering Workshop	5/27/2021	260.00		
Ad Hoc Communications Committee	6/7/2021	260.00		
Engineering Workshop	6/24/2021	260.00		
Finance & Audit Committee Meeting	7/1/2021	260.00		
Ad Hoc Communications Committee Meeting	7/8/2021	260.00		
Regular Board Meeting	7/14/2021	260.00		
Ad Hoc Communications Committee	8/2/2021	260.00		
Meeting With Senator Ochoa-Bogh	8/3/2021	260.00		
Finance & Audit Committee	8/5/2021	260.00		
Regular Board Meeting	8/11/2021	260.00		
BIA - So Cal Water Conference	8/13/2021	260.00	Mileage	46.03
Special Board Meeting	8/18/2021	260.00		
State of the City Address	8/25/2021	260.00		
Engineering Workshop	8/26/2021	260.00		
Finance & Audit Committee	9/2/2021	260.00		
Special Board Meeting	9/7/2021	260.00		
Regular Board Meeting	9/8/2021	260.00		
Ad Hoc Communications Committee	9/14/2021	260.00		
Engineering Workshop	9/23/2021	260.00		
Finance & Audit Committee	10/7/2021	260.00		
Employee No: 214	Total Meetings YTD 2021	37	8,560.00 Total Reimbursements	46.03
				35

*Two meetings were attended on the same date but only one (1) Per Diem payment is allowed per day

**Board members do not get paid a Per Diem to attend BCVWD Committee meetings that they do not participate in



**Beaumont-Cherry Valley Water District
Regular Board Meeting
October 13, 2021**

Item 4

STAFF REPORT

TO: Board of Directors

FROM: Dan Jagers, General Manager

SUBJECT: Resolution 2021-__: Authorizing Public Meetings to be Held via Teleconferencing Pursuant to Government Code Section 54953(e) and Making Findings and Determinations Regarding the Same

Staff Recommendation

Staff recommends that the Board:

Make the following findings so that meetings of the Board will be subject to the special Brown Act requirements for teleconference meetings: (1) the Board has reconsidered the circumstances of the COVID-19 state of emergency; and (2) state and local officials continue to recommend measures to promote social distancing, and

Adopt Resolution 2021-__: Authorizing Public Meetings to be Held via Teleconferencing Pursuant to Government Code Section 54953(e) and Making Findings and Determinations Regarding the Same.

Summary

Staff has placed this item on the agenda so that the Board can continue to meet virtually pursuant to AB 361's special Brown Act requirements for teleconference meetings. These special requirements give local public agencies greater flexibility to conduct teleconference meetings when there is a declared state of emergency and either social distancing is mandated or recommended, or an in-person meeting would present imminent risks to the health and safety of attendees.

Background

On March 4, 2020, Governor Newsom proclaimed a state of emergency to exist in California due to the spread of COVID-19. The Governor subsequently issued numerous executive orders suspending or modifying state laws to facilitate the response to the emergency. Among other things, these executive orders superseded certain Brown Act requirements and established special rules to give local public agencies greater flexibility to conduct teleconference meetings. Those special rules expired on September 30, 2021.

On September 16, 2021, in anticipation of then-imminent expiration of his special rules for teleconference meetings, the Governor signed AB 361. In key part, this bill amends the Brown Act to establish special requirements for teleconference meetings if a legislative body of a local public agency holds a meeting during a proclaimed state of emergency and either state or local officials have imposed or recommended measures to promote social distancing, or the body



determines, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

To continue to hold meetings under special teleconferencing requirements, a legislative body of a local public agency need to make two findings pursuant to Government Code Section 54953(e)(3). First, there must be a declared state of emergency and the legislative body must find that it has “reconsidered” the circumstances of such emergency. Second, the legislative body must find that such emergency continues to directly impact the ability of the legislative body’s members to meet in person. Alternatively, for the second finding, the legislative body must find that state or local officials continue to impose or recommend social distancing measures. These findings must be made within 30 days after the legislative body teleconferences for the first time under AB 361 and on a monthly basis thereafter.

The declared emergency is still in effect. Furthermore, the State of California and local officials have recommended measures to promote social distancing. The California Division of Occupational Safety and Health still requires that employers provide training on the effectiveness of physical distancing in the workplace.

Fiscal Impact

None.

Attachments

1. Resolution 2021-__: Authorizing Public Meetings to be Held via Teleconferencing Pursuant to Government Code Section 54953(e) and Making Findings and Determinations Regarding the Same

Staff Report prepared by District Legal Counsel

RESOLUTION 2021-__

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BEAUMONT-CHERRY VALLEY WATER DISTRICT AUTHORIZING PUBLIC MEETINGS TO BE HELD VIA TELECONFERENCING PURSUANT TO GOVERNMENT CODE SECTION 54953(e) AND MAKING FINDINGS AND DETERMINATIONS REGARDING THE SAME

WHEREAS, the Board is committed to public access and participation in its meetings while balancing the need to conduct public meetings in a manner that reduces the likelihood of exposure to COVID-19 and to support physical distancing during the COVID-19 pandemic; and

WHEREAS, all meetings of the Board are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the Board conduct its business; and

WHEREAS, pursuant to Assembly Bill 361, signed by Governor Newsom and effective on September 16, 2021, legislative bodies of local agencies may hold public meetings via teleconferencing pursuant to Government Code Section 54953(e), without complying with the requirements of Government Code Section 54953(b)(3), if the legislative body complies with certain enumerated requirements in any of the following circumstances:

1. The legislative body holds a meeting during a proclaimed state of emergency, and state or local officials have imposed or recommended measures to promote social distancing.
2. The legislative body holds a meeting during a proclaimed state of emergency for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.
3. The legislative body holds a meeting during a proclaimed state of emergency and has determined, by majority vote, that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

WHEREAS, on March 4, 2020, Governor Newsom declared a State of Emergency in response to the COVID-19 pandemic (the “Emergency”); and

WHEREAS, the Centers for Disease Control and Prevention continue to advise that COVID-19 spreads more easily indoors than outdoors and that people are more likely to be exposed to COVID-19 when they are closer than 6 feet apart from others for longer periods of time; and

WHEREAS, due to the ongoing COVID-19 pandemic and the need to promote social distancing to reduce the likelihood of exposure to COVID-19, the Board of Directors intends to hold public meetings via teleconferencing pursuant to Government Code Section 54953(e).

NOW, THEREFORE, the Board of Directors of Beaumont-Cherry Valley Water District resolves as follows:

Section 1. The Recitals provided above are true and correct and are hereby incorporated by reference.

Section 2. This Board hereby determines that, as a result of the Emergency, meeting in person presents imminent risks to the health or safety of attendees.

Section 3. This Board shall conduct its meetings pursuant to Government Code Section 54953(e).

Section 4. Staff is hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

Section 5. The District has reconsidered the circumstances of the state of emergency and finds that: (i) the state of emergency continues to directly impact the ability of the members to meet safely in person, and (ii) state or local officials continue to impose or recommend measures to promote social distancing.

ADOPTED this _____ day of _____, 2021, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

ATTEST:

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



**Beaumont-Cherry Valley Water District
Regular Board Meeting
October 13, 2021**

Item 5

STAFF REPORT

TO: Board of Directors
FROM: Dan Jagers, General Manager
SUBJECT: Presentation by Redistricting Insights on U.S. Census and Redistricting

Staff Recommendation

None. Information only.

Background

In accordance with Section 21605 of the California Water Code, the Board of Directors shall, by resolution, and after a public hearing, adjust division boundaries of the elected Board of Directors after each Federal Census to equalize the population as far as practicable. California Elections Code Section 22000 requires BCWVD to adjust the boundaries of any divisions after each federal decennial census so that the divisions are equal in population and in compliance with federal law.

In 2011, following the 2010 Census, the District staff prepared and the Board of Directors adopted a resolution re-drawing division boundaries based on the population.

Recent developments

The U.S. Census Bureau released the 2020 data on August 12, 2021. In September 2021, the California legislature passed SB 594 which moved forward the last day for the Board of Directors to adopt any boundary changes to April 17, 2022. This further quickened the pace and condensed the window of time for the redistricting process.

The final deadline to submit new division boundary maps to the Registrar of Voters (ROV) is 125 days prior to the election (July 6, 2022). Due to the foresight of the Board of Directors, BCVWD has a good start on the process and has begun working with consultant, Redistricting Insights, to guide the process and produce the required boundary maps.

BCVWD has a window of just 182 days (from October 13, 2021 to April 13, 2022) to complete the process of data analysis, boundary map production, and public input between this presentation and the scheduling of the required public hearing and map adoption at the Board of Directors meeting on April 13, 2022.

Summary

The Board will receive, today, a presentation by Redistricting Insights to include a primer on the process and requirements, and preliminary data. Attached is the timeline for completion of this project as it currently stands, including scheduled activity at upcoming Board meetings.

Attachments

1. Timeline for Redistricting
2. Redistricting Insights presentation

Staff Report prepared by Lynda Kerney, Administrative Assistant

Timeline for Redistricting – V4. 9/23/2021		
2022-11-08	2022 Election	
2022-07-06	Deadline to submit maps to County ROV (this may change)	E-125 Engineering Dept to produce maps
2022-04-17	Last day for Board to adopt any boundary changes	Requirement of SB 594
2022-04-13	Last Board meeting prior to deadline	Fail-safe in case of any further map adjustments
2022-03-24	Board Meeting – Continued Public Hearing – Adopt Resolution on Final Map	
2022-03-10	Legal counsel comments due	
2022-03-09	Board Meeting – Continued Public Hearing on proposed boundaries	Required by Elections Code 22001
2022-03-02	Agenda deadline for 3/9 Public Hearing	Draft maps must be available on website and in packet
2022-02-28	Send draft staff report, resolution, and documents to legal counsel	9 working days for legal review
2022-02-09	Board Meeting – Formal Public Hearing on proposed boundaries	First draft maps provided to the public
2022-02 TBD	Virtual workshop for the public on how to use the mapping tool	Suggested by Redistricting Insights
2022-02/02 NOON	Final Report due from Redistricting Insights	Deadline for agenda preparation
2022-01-28 2022-02-04	Run Public Hearing Notice in Beaumont Record-Gazette	
2022-01-27	Comments from staff due back to Redistricting Insights	RI to address comments. Final Report due 02/02/22
2022-01-17	Internal review	8 working days
2022-01-17	Draft report and first draft maps from consultant	Hard deadline. This allows staff time to thoroughly review suggested maps and prepare staff report for Board
2022-01-01	Mapping tool available on website for public input	Redistricting Insights to work with Director of IT
2022-01-01	Begin public outreach	Send press releases, etc. (See plan)
2022-01	CV Strategies implements communication / outreach plan	Produce messaging and outreach materials (Jan – April)
2021-10-13	Board Meeting – Informational item	Presentation by Redistricting Insights



Prepared for the *Beaumont-Cherry Valley Water District*

September 17, 2021

WHAT IS REDISTRICTING?

Redistricting is at its core the act of equalizing population among districts.

This is important in order to meet two requirements - one constitutional, one from Supreme Court precedent:

- Equal Representation (14th Amendment) - how effective any resident can be at advocating for themselves or being represented within a jurisdiction.
- One Person One Vote - equal ability to elect a candidate of choice.

WHAT IS REDISTRICTING?

Redistricting has changed significantly over the years as federal and state laws, norms, best practices, and public opinion has transformed.

In California/Municipal Law:

- Prop 11 and 20 (Statewide Redistricting)
- CA FAIRMAPS Act



REDISTRICTING/REAPPORTIONMENT

They are different things but people mistakenly conflate them

Reapportionment

Allocating the 435 Congressional seats among the states

A graphic of a torn piece of paper with a white background and a dark border. The text on the paper reads: "N.Y. loses single seat in Congress by just 89 people as Census Bureau releases reapportionment figures". Below the main text is the date "April 26, 2021".

**N.Y. loses single seat in Congress by just 89 people as
Census Bureau releases reapportionment figures**

April 26, 2021

Redistricting

Drawing district lines within the states, counties, cities, school districts



DEFINITIONS



REAPPORTIONMENT

Census Bureau for Congress
(30 seconds)

REDISTRICTING

Done by states, cities, school boards

GERRYMANDER



5

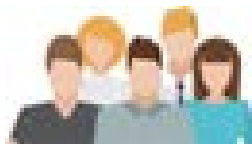
PRINCIPLES OF REDISTRICTING



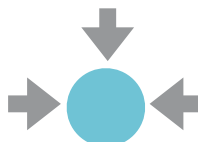
POPULATION EQUALITY



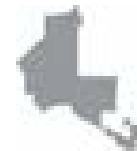
FEDERAL VOTING RIGHTS ACT
SECTION 2



COMMUNITIES OF INTEREST



COMPACTNESS



CONTIGUITY



6

POPULATION EQUALITY

For Congress it is 1 person for deviation

For State and local governments it is a deviation range of 10%

	Population	Deviation	% of Deviation
D1	21,000	1000	5%
D2	20,200	200	1%
D3	19,800	-200	-1%
D4	19,250	-750	-3.75%
D5	19,750	-250	-1.25%

**These numbers are just an example and not reflective of the district's current population*



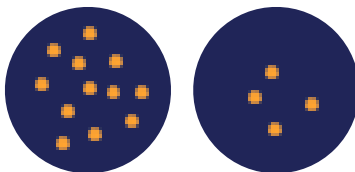
7

EQUAL POPULATION

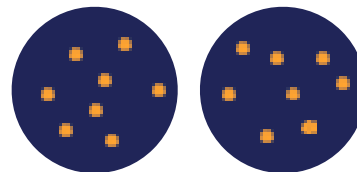
What is “equal” population has been a key subject in redistricting litigation.

- Population Equality is based on “People” not citizens or voters or other metrics.
- The metric used is called “deviation” which is a measure of how close a district is to equal size.

Not Equal Districts



Equal Districts



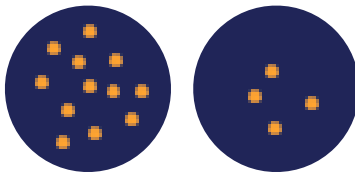
8

EQUAL POPULATION

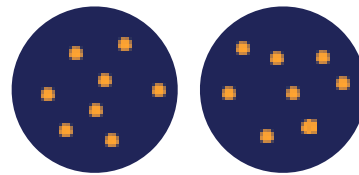
What is “equal” population has been a key subject in redistricting litigation.

- Equality is Required
- *Strict adherence to a numeric goal for equality beyond what is required is not necessarily better.*

Not Equal Districts



Equal Districts



FEDERAL VOTING RIGHTS ACT



**FEDERAL VOTING RIGHTS ACT
OF 1965**



MOBIL V. HOLDER (1980)



**CONGRESSIONAL RESPONSE TO
MOBIL V. HOLDER (1982)**



THORNBURG V. GINGLES (1985)



WHAT IS THE VOTING RIGHTS ACT?

The decision to invoke Section 2 is something that requires legal counsel.

Does the minority population qualify under Section 2?

Is the proposed district a sufficient remedy – is it an “effective” majority minority district?

Is there a claim for a coalition district?

Without Section 2, a community of interest can still be supported but race cannot be a predominant factor in drawing lines.



11

GINGLES FACTORS

“Gingles factors” are three preconditions that a minority group must meet to establish a violation of Section 2 of the Voting Rights Act. These preconditions are the following:

1. A minority group must be sufficiently large and geographically compact to comprise a majority of the district;
2. The minority group must be politically cohesive (it must demonstrate a pattern of voting for the same candidates, also known as “bloc voting”); and,
3. A majority of voters vote sufficiently as a bloc usually to defeat the minority group’s preferred candidate.



12

BUT THE GINGLES FACTORS HAVE LIMITS.....



SHAW V. RENO, [509 U.S. 630](#) (1993)

SIGNIFICANCE: Legislative and congressional districts will be struck down by courts for violating the Equal Protection Clause if they cannot be explained on grounds other than race. While not dispositive, “bizarrely shaped” districts are strongly indicative of racial intent.

MILLER V. JOHNSON, [515 U.S. 900](#) (1995)

SIGNIFICANCE: A district becomes an unconstitutional racial gerrymander if race was the “predominant” factor in the drawing of its lines

Source: NCSL



13

COMMUNITIES OF INTEREST

Redistricting plans are built with census data to put communities of interest together to form districts.

When members of the public come forward to testify about their communities it can be almost anything.

Items to consider:

- What is the community of interest that is being described through the testimony?
- What is the geographic area of that community of interest?
- What data can be utilized to help identify that community of interest?
- How does that community of interest relate to San Bernardino County?



14

COMPACTNESS

Many measures based on geography are available but in California we tend to adhere to
“shall be drawn to encourage geographical compactness in a manner that nearby areas of population are not bypassed in favor of more distant populations.”



15

CONTIGUITY

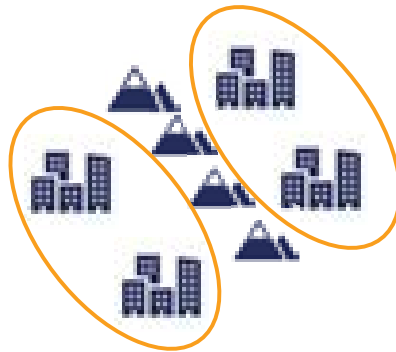
This is not an issue in most counties... unless they have islands.

State law does not allow point contiguity...it is advisable to seek functional contiguity where you can travel through the district to each point.

Point Contiguity



Functional Contiguity



16

WHAT IS REDISTRICTING?

Redistricting has changed significantly over the years as federal and state laws, norms, best practices, and public opinion has transformed.

In Public Opinion / Media:

- 97% of Voters agree that “local government should be required to have transparent / open redistricting.”
- Media and Community Based Organizations have become much more adept at covering redistricting.



17

ONLINE MAPPING

There are other mapping tools the public may use, but are not controlled by the commission or city staff.

- These tools are *perfectly appropriate* for the community to use as input.
- Data and maps from these programs can be imported to our tools and reviewed by the commission.



18

COMMUNITIES OF INTEREST

Bringing like people together for representation

What are you looking for in trying to judge the applicability of a Community of Interest to the redistricting process?



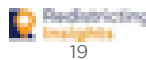
Group with shared culture / characteristics



Geographic Nature / Density / Ability to be mapped

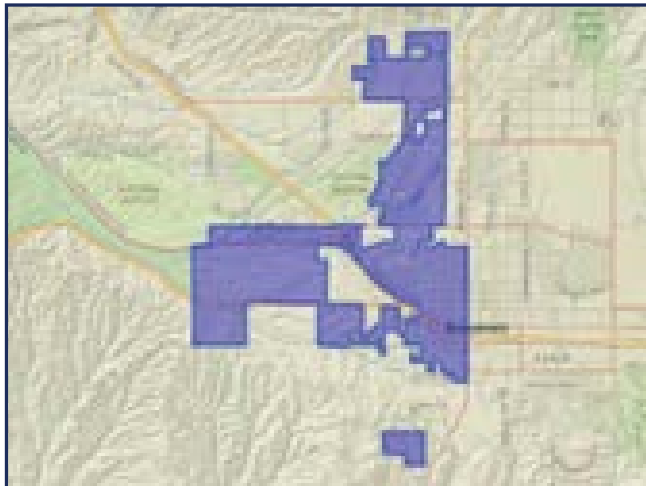


Relationship to Agency / Policies



REDISTRICTING BEAUMONT-CHERRY VALLEY WD

Trustee Area 1

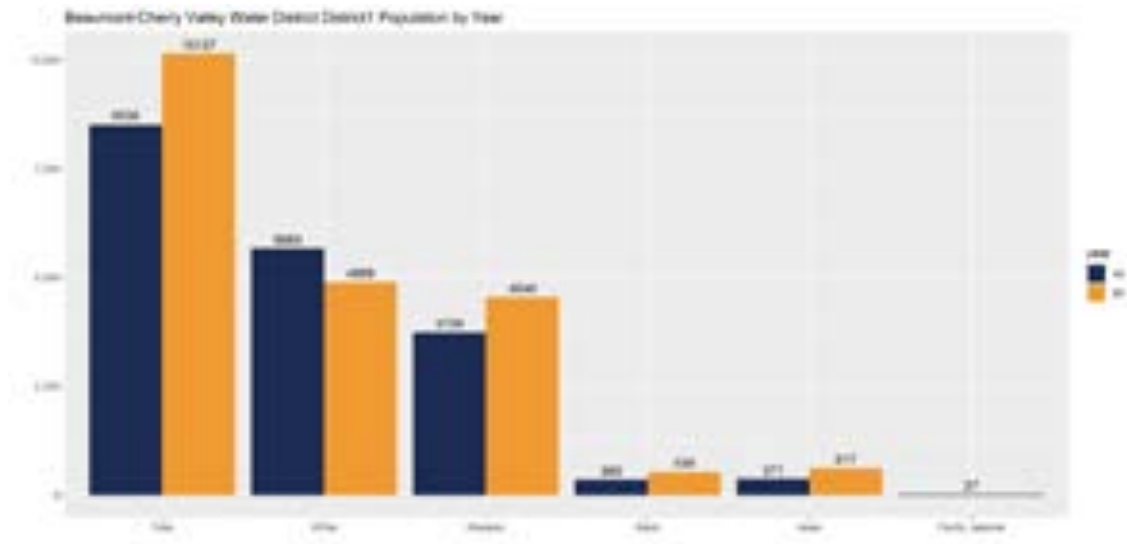


2020 Census Results	
Total Population	10,137
White	4,889
Black	536
Asian	617
Hispanic	4,540

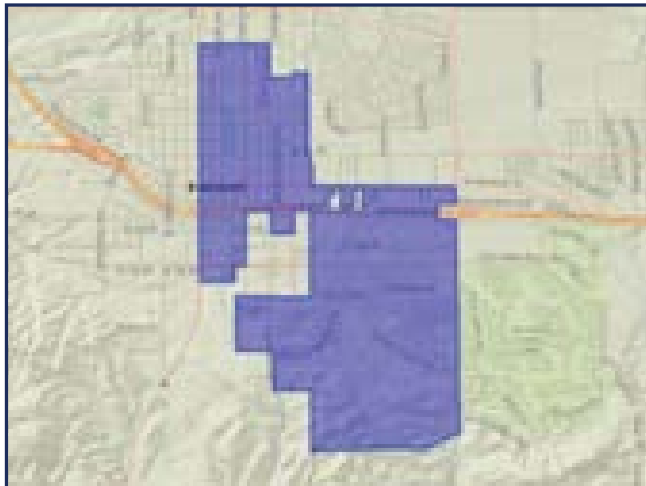
2019 ACS Results				
Total Voting Age Pop.	White Voting Age Pop.	Black Voting Age Pop.	Asian Voting Age Pop.	Hispanic Voting Age Pop.
5,713	2,377	372	247	2,717



Trustee Area 1



Trustee Area 2

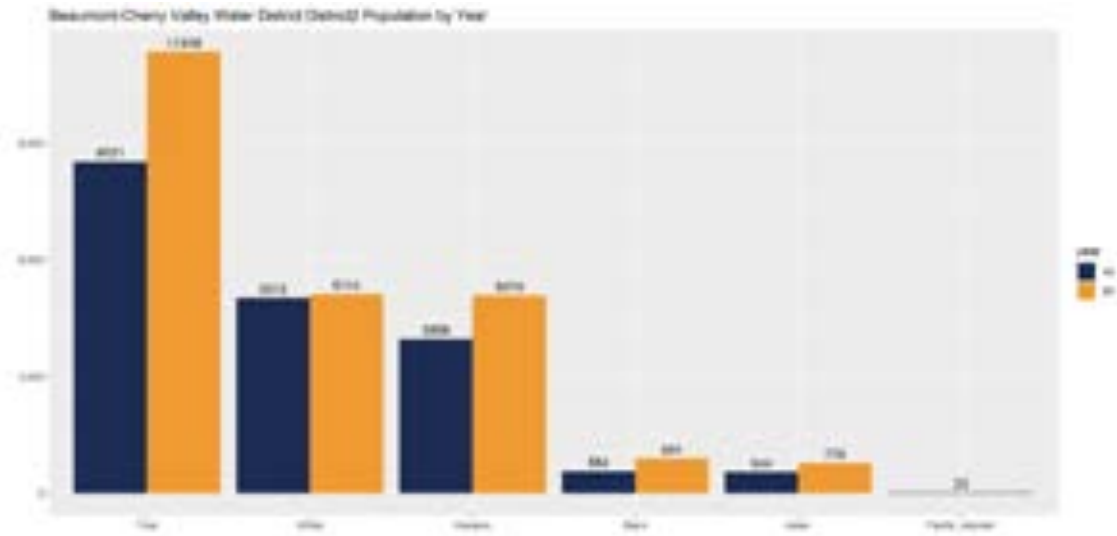


2020 Census Results	
Total Population	11,348
White	5,114
Black	891
Asian	776
Hispanic	5,079

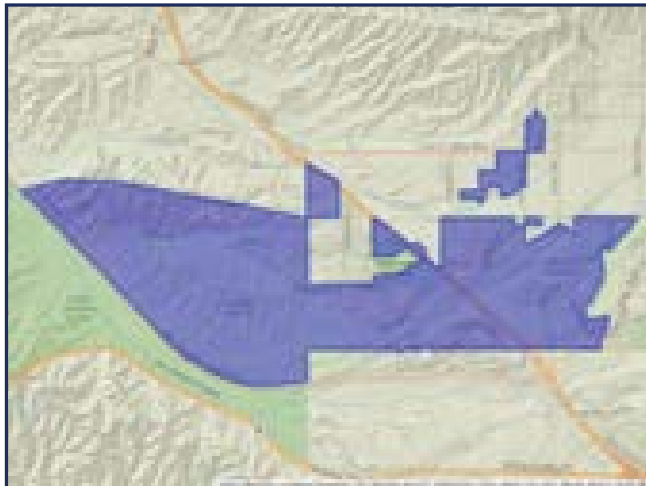
2019 ACS Results				
Total Voting Age Pop.	White Voting Age Pop.	Black Voting Age Pop.	Asian Voting Age Pop.	Hispanic Voting Age Pop.
6,344	2,673	701	421	2,372



Trustee Area 2



Trustee Area 3

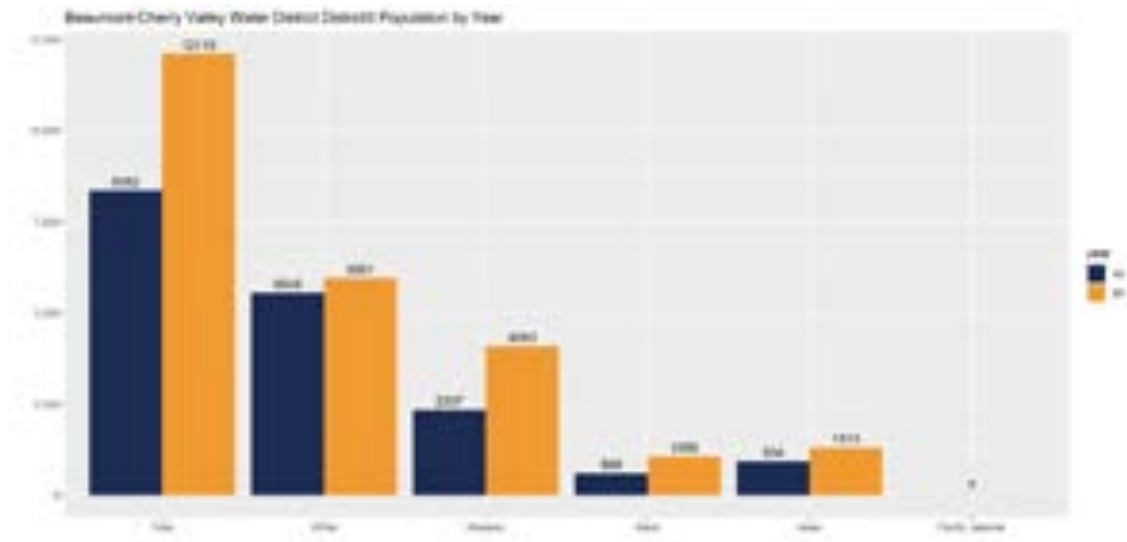


2020 Census Results	
Total Population	12,110
White	5,951
Black	1,056
Asian	1,313
Hispanic	4,083

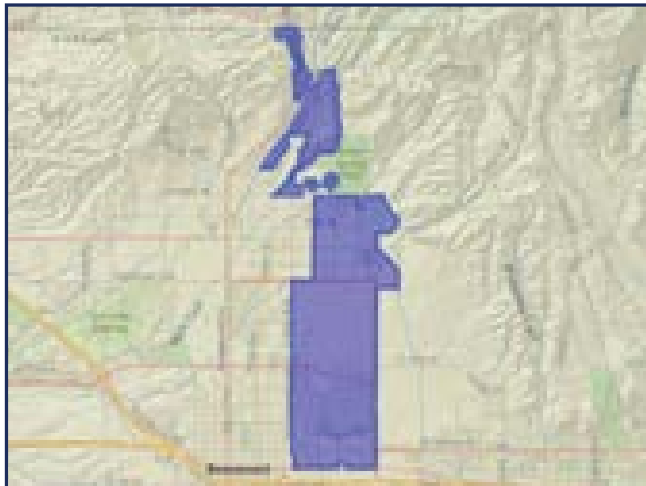
2019 ACS Results				
Total Voting Age Pop.	White Voting Age Pop.	Black Voting Age Pop.	Asian Voting Age Pop.	Hispanic Voting Age Pop.
7,245	3,329	390	796	2,398



Trustee Area 3



Trustee Area 4

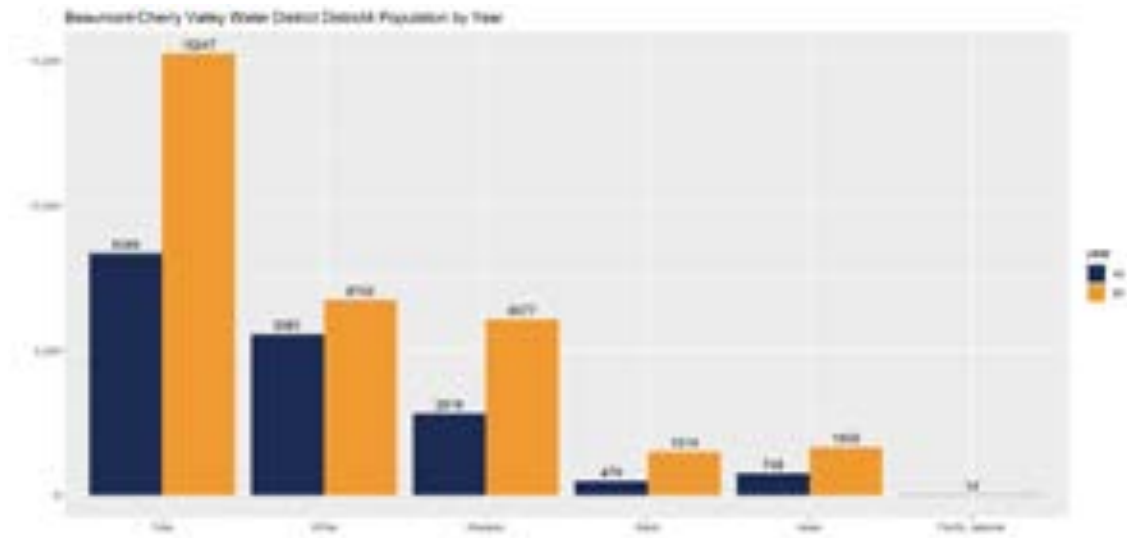


2020 Census Results	
Total Population	15,247
White	6,742
Black	1,514
Asian	1,658
Hispanic	6,077

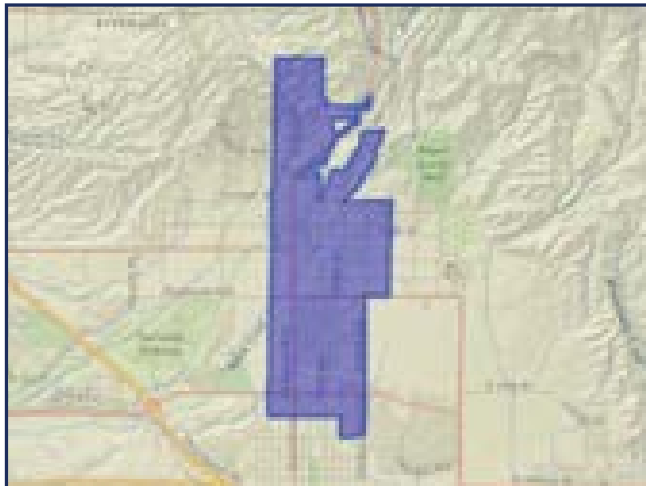
2019 ACS Results				
Total Voting Age Pop.	White Voting Age Pop.	Black Voting Age Pop.	Asian Voting Age Pop.	Hispanic Voting Age Pop.
7,867	2,963	1,041	733	3,056



Trustee Area 4



Trustee Area 5

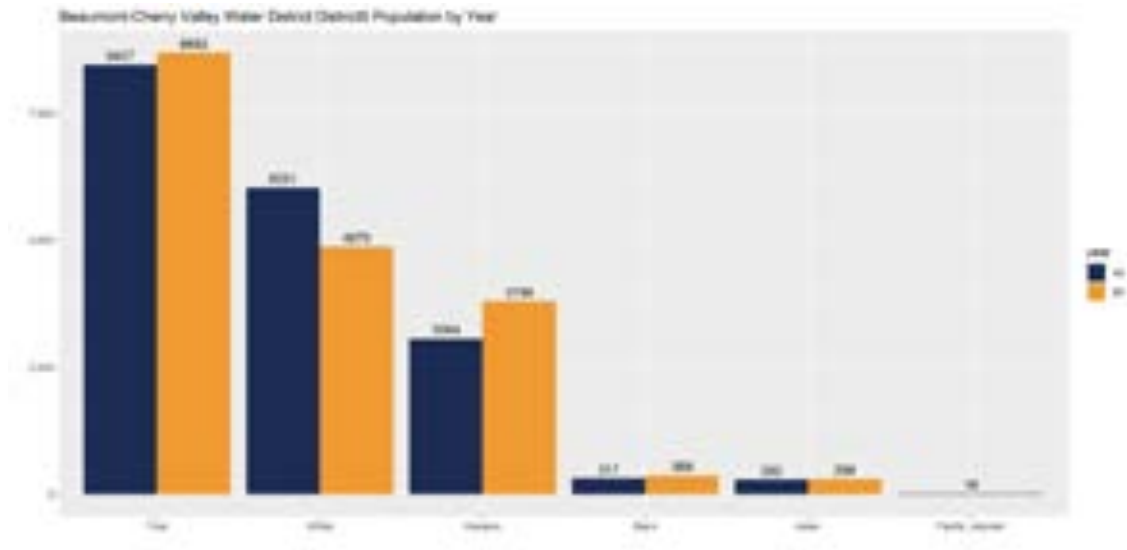


2020 Census Results	
Total Population	8,692
White	4,870
Black	369
Asian	298
Hispanic	3,798

2019 ACS Results				
Total Voting Age Pop.	White Voting Age Pop.	Black Voting Age Pop.	Asian Voting Age Pop.	Hispanic Voting Age Pop.
6,636	3,224	504	270	2,474



Trustee Area 5



District Comparison

	District 1	District 2	District 3	District 4	District 5
2020 Census Count	10,137	11,348	12,110	15,247	8,692
Deviation #	-1,370	-159	-603	-3,740	-2,815
Deviation %	-11.9%	-1.4%	5.2%	32.5%	-24.5%
2010 Census Count	8,508	8,521	8,352	8,349	8,457
2019 CVAP	5,713	6,344	7,245	7,867	6,636
2010 CVAP	5,114	3,923	4,647	5,054	4,920





**Beaumont-Cherry Valley Water District
Regular Board Meeting
October 13, 2021**

Item 7

STAFF REPORT

TO: Board of Directors
FROM: Dan Jagers, General Manager
SUBJECT: **Resolution 2021-__ : Amending the Temporary Meeting Teleconference Policy and Superseding Resolution 2020-06**

Staff Recommendation

Adopt Resolution 2021-__ Amending the Temporary Meeting Teleconference Policy and Superseding Resolution 2020-06.

Background

On March 18, 2020, the Board adopted Resolution 2020-06 establishing the Temporary Meeting Teleconference Policy in Response to the Impact of the Respiratory Illness Pandemic COVID-19.

Summary

The Governor of the State of California issued a series of Executive Orders waiving certain provisions of the Brown Act related to teleconferencing. These orders expired on September 30, 2021 and were replaced by provisions of AB 361, now written into Government Code Section 54953. As a result of some changes, it is necessary to update the Temporary Policy.

Fiscal Impact

None.

Attachments

- Proposed Resolution 2021-__ Amending the Temporary Meeting Teleconference Policy and Superseding Resolution 2020-06

Staff Report prepared by Lynda Kerney, Administrative Assistant

RESOLUTION 2021-__

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
BEAUMONT-CHERRY VALLEY WATER DISTRICT
AMENDING THE TEMPORARY MEETING
TELECONFERENCE POLICY AND SUPERSEDING
RESOLUTION 2020-06**

WHEREAS, on March 4, 2020 California Governor Gavin Newsom declared a state of emergency and state agencies including Cal/OSHA and the Department of Public Health promulgating health guidelines which are still in effect; and

WHEREAS, on March 18, 2020, the Board adopted Resolution 2020-06 establishing the Temporary Meeting Teleconference Policy in Response to the Impact of the Respiratory Illness Pandemic COVID-19 and in concert with executive orders issued by the Governor; and

WHEREAS, Assembly Bill 361 passed by the legislature and signed by the Governor on September 16, 2021 made changes to the Brown Act regarding teleconferencing and established new rules and procedures which address items included in this policy,

NOW THEREFORE, BE IT RESOLVED by the Board of Directors of the Beaumont-Cherry Valley Water District that the Beaumont-Cherry Valley Water District Policies and Procedures Manual Part II is hereby revised and amended to include the revised Temporary Meeting Teleconference Policy attached herewith as Exhibit A.

ADOPTED this _____ day of _____, 2021 by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

ATTEST:

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

Attachments: Exhibit A – Temporary Meeting Teleconference Policy

EXHIBIT A -- PROPOSED POLICY AMENDMENTS

TEMPORARY MEETING TELECONFERENCE POLICY IN RESPONSE TO ~~THE IMPACT OF THE RESPIRATORY ILLNESS PANDEMIC COVID-19~~ A STATE OF EMERGENCY

PURPOSE

- To ~~adhere to the Gathering Guidelines promulgated by the California Department of Public Health and~~ protect the health and safety of BCVWD directors, employees and the public while maintaining transparency.
- ~~To maximize the opportunity to limit gatherings by implementing the provisions of Governor Gavin Newsom's Executive Order N-25-20 dated March 12, 2020~~ incorporate the provisions of Assembly Bill 361 as chaptered on September 16, 2021 and comply with The Brown Act, Government Code § 54950 et. seq.
- To identify modified teleconferencing options under a gubernatorial proclaimed state of emergency.

POLICY

1. The Brown Act allows a legislative body to use any type of teleconferencing in connection with any meeting (Government Code § 54953 (b)).
2. Teleconference is defined as “a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio, or video, or both.”
3. Teleconference meetings must be conducted in a manner that protects the statutory and constitutional rights of citizens (Government Code § 54953 (b)(3)).
4. AB 361 amended Government Code Section 54953 and permits a government agency to meet via teleconference pursuant to certain procedures under the following circumstances:
 - a. The legislative body holds a meeting during a proclaimed state of emergency, and state or local officials have imposed or recommended measures to promote social distancing.
 - b. The legislative body holds a meeting during a proclaimed state of emergency for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.
 - c. The legislative body holds a meeting during a proclaimed state of emergency and has determined, by majority vote, pursuant to subparagraph (B), that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.
4. ~~The Governor's Executive Order N-29-20 states:~~
 - ~~a. A local legislative body is authorized to hold public meetings via teleconferencing and to make public meetings accessible telephonically or otherwise electronically to all members of the public seeking to observe and to address the local legislative body.~~

~~b. All requirements in the Brown Act expressly or impliedly requiring the physical presence of members, the clerk or other personnel of the body, or of the public as a condition of participation in or quorum for a public meeting are waived.~~

~~c.d. A local legislative body that holds a meeting via teleconferencing and allows members of the public to observe and address the meeting telephonically or otherwise electronically, consistent with the notice and accessibility requirements in the Order, shall have satisfied any requirement that the body allow members of the public to attend the meeting and offer public comment. Such a body need not make available any physical location from which members of the public may observe the meeting and offer public comment.~~

5. The Board of Directors will use information and guidelines from local, state, and federal agencies to determine risks to the health and safety of meeting attendees.

6. The Board of Directors may impose or recommend measures that promote social distancing or consider making findings that meeting in person would present an imminent safety hazard to meeting attendees.

7. In response to identified risks the Beaumont-Cherry Valley Water District may implement this Temporary Meeting Teleconference Policy, effective until the termination of the Governor's proclaimed State of Emergency or until terminated by vote of the Board of Directors.

~~5. In response to the California Public Health Department's Gathering Guidance to use phones, videos, or videoconferencing to reduce the need for close interactions and the Governor's Executive Order N-33-20 requiring all individuals to stay home or at their place of residence except as needed (except critical sectors as identified), the Beaumont-Cherry Valley Water District will implement this Temporary Meeting Teleconferencing Policy, effective until the termination of the District's Local Emergency by the Board of Directors or until the provisions under the Governor's Executive Orders are no longer in effect.~~

6.8. The following components of the Brown Act related to teleconferencing have been **suspended**:

- a. Notice of each teleconference location from which a member will be participating in a public meeting.
- b. Each teleconference location be accessible to the public.
- c. Members of the public may address the body at each teleconference conference location.
- d. Post agendas at all teleconference locations.
- e. At least one member of the state body be physically present at the location specified in the notice of the meeting.
- f. During teleconference meetings, at least a quorum of the members of the local body participate from locations within the boundaries of the territory over which the local body exercises jurisdiction.

7.9. As urged by the Governor's Executive Order, the 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 its meetings."

8-10. This Temporary Meeting Teleconference Policy will be in effect during the period in which state or local public health officials have imposed or recommended social distancing measures.

TELECONFERENCE MEETING PROCEDURE

Applicable to any meetings held by BCVWD that are subject to the Brown Act.

Responsible	Step	Action	Notes
<u>Director of Finance and Administration</u> <u>Administrative Assistant</u>	1	Contact members of the Board of Directors to poll who prefers to use teleconferencing	<ul style="list-style-type: none"> Remind the Board members that all votes must be taken by roll call when teleconferencing is in use. Under the Executive Order, teleconference locations do not have to be posted or accessible to the public, nor does a quorum of members need to be present within the jurisdiction. A Board member may phone in from a location of their convenience.
Information Technology Manager	2	Set up the needed equipment for teleconferencing of the meeting, such as A/V needs and conference call capability	None of the elected officials or staff need be physically present in the Board Room for the meeting. Technology must be available to enable the public to participate in the meeting.
Administrative Assistant	3	Post proper advance notice of the meeting per Brown Act regulations. Identify that the meeting will make use of Teleconferencing.	Teleconference locations do not have to be listed specifically. The agenda must give notice of the means by which members of the public may observe the meeting and offer public comment.
Administrative Assistant	4	Prepare agenda packets as usual, with fewer paper copies as deemed appropriate	Care must be taken to assure that all materials are clear, readable and available to both those present and those teleconferencing. This is part of legal due process under Government Code § 54953 (b)(3). There will be no opportunity to provide handouts to teleconference participants.
Staff	5	Set up the Board Room according to CDC guidelines for social distancing and assure ADA compliance	This is applicable only if the current Governor's Executive Order permits such gatherings.

Legal Counsel or Director of Finance and Administrative Services <u>or designee</u>	6	At the opening of the meeting, read into the record the documentation (script) regarding the agenda posting, the Governor's Executive Order, setup of teleconference facilities, attendance, and roll calls in compliance with the Brown Act	
Director of Finance and Administrative Services <u>or designee</u>	7	Remind Board members that all votes must be taken by roll call.	
Information Technology Manager	8	Assure that any teleconferencing of Closed Session is not available to the public and non-essential staff	Consider delaying any closed session items to a meeting when all Board members are physically present.

DRAFT



**Beaumont-Cherry Valley Water District
Regular Board Meeting
October 13, 2021**

Item 8

STAFF REPORT

TO: Board of Directors
FROM: Dan Jagers, General Manager
SUBJECT: **Resolution 2021-__ Adopting Policy 5095 District Residences and Facility Emergency Policy and Amending the District's Policies and Procedures Manual**

Staff Recommendation

Adopt Resolution 2021-__ Adopting Policy 5095 District Residences and Facility Emergency Policy and amending the District's Policies and Procedures Manual.

Requested Board action today

Staff requests the Board's consideration and action on the following items:

1. CONSENSUS: Approve in general the Employment and Occupancy Agreement (EOA) template. Per the recommendation of the Personnel Committee, each EOA will come before the Board for approval, unless the Board directs otherwise (Attachment 4)
2. CONSENSUS: Approve in concept the formula for calculation and the implementation process for the Monthly Maintenance Fee (Attachment 5)
3. CONSENSUS: Approve in concept the Scope of Work and Accountability Program (Attachment 6)
4. VOTE: Adoption of Resolution 2021-__ Adopting Policy 5095 District Residences and Facility Emergency Policy and amending the District's Policies and Procedures Manual (Attachments 1 and 2)

Background

As the Beaumont-Cherry Valley Water District boundaries grew to encompass the more rural areas of Cherry Valley and the Bonita Vista Water Company, it acquired various properties in Edgar Canyon, such as well sites and other facilities, three of which included residential dwelling structures.

Over time, BCVWD employees have been installed at these four residences to provide security, maintenance, and respond to any emergency need that arises. The District's intent upon installing District employees at these residences "is in furtherance of providing ongoing security for the District's wells and transmission facilities." ¹

At its meeting of June 1, 2020, the Personnel Committee reviewed the District Residences and Facility Emergency Policy (hereinafter, the "Policy") and samples of the Housing Agreement and directed staff to prepare revisions that assure transparency and represent the interests of both

¹ From the BCVWD response to the Grand Jury dated 9/17/2008



the employees residing in the District-owned residences (employee-occupants, or EOs) and those employees not in residences. Legal Counsel has reviewed and provided input which has been incorporated into the Policy and the Employment and Occupancy Agreement (EOA). The Personnel Committee made a final recommendation for the Board at its meeting of June 21, 2021.

The Board of Directors reviewed the policy and attachments at its meeting of July 14, 2021, made several recommendations and generated a few questions.

Summary

Staff presents the following for Committee review and discussion:

1. District Residences and Facility Emergency Policy revision in entirety including Board changes from the 7/14/2021 meeting and optional additional language
2. Employment and Occupancy Agreement sample
3. Monthly Maintenance Fees calculation - Revised
4. Scope of Work and Accountability Program

District Residences and Facility Emergency Policy (Attachment 2)

Using sample documents from similar situations at other Districts, information gleaned from interviews of the employees currently residing in the District-owned residences, and considering items identified by the Personnel Committee, staff prepared a substantial revision of the Policy. Importantly, the Policy has been designed to assure that the residency does not constitute a taxable fringe benefit to the employee and is instead a working condition fringe benefit, and does not create a legal tenancy.² At the same time, typical legal tenant protections have been included to assure the safety and peace of mind of the EO.

Typical minor maintenance functions are included in the policy, but more detailed and significant responsibilities are outlined in the Scope of Work, which will be attached as Exhibit A to the EOA.

Per direction at the Board meeting of July 14, 2021, the following terms were added to or revised on the EOA and Policy document:

- “At no time may the maximum occupancy be exceeded”
- “The same guest(s) or person(s) shall not exceed three stays per year”
- Storage for belongings left after termination of EOA
- Clarification of pet liability insurance requirement and pet deposit

At its July 14, 2021 meeting, the Board also inquired about the references to County ordinances regarding animals. The following links will bring up the ordinances in entirety. Staff has prepared a digest of the most relevant portions of the ordinances. It is attached herewith as Attachment 7. These ordinances apply to the District residences properties regardless of their inclusion in Policy

² This comports with the direction of the Grand Jury for the Board to follow the IRS Publication 15B: <https://www.irs.gov/pub/irs-prior/p15b--2021.pdf>



5095, or the EOA. Staff recommends retaining the references in the document to assure the Board's concerns about vaccination of animals and potential liability issues are addressed.

County Riverside Title 6 – Animals:

https://library.municode.com/ca/riverside_county/codes/code_of_ordinances?nodeId=TIT6AN

County of San Bernardino Title 3, Division 2 – Animals

https://codelibrary.amlegal.com/codes/sanbernardino/latest/sanberncty_ca/0-0-0-37938

The possibility of dog breed restrictions was also broached by the Board and could be included in the policy and in the EOA if desired. (See discussion below.)

The Board requested clarification of the disposition of abandoned personal property after the vacation of the premises. Staff has added language to the Policy document which comports with, but is slightly more generous than, the provisions of California Civil Code. There is no rate specified for storage fees, as the only guidance in the statute is “reasonable cost of storage.” This daily rate usually mirrors the daily charge of a rental unit, and can be determined by staff based on the current monthly maintenance fee.

The Personnel Committee recommended that Policy 5095 become effective 90 days after adoption, making the effective date January 11, 2022 if adopted today. Staff recommends delaying the effective date of the Policy to February 1, 2022.

Employment and Occupancy Agreement (Attachment 4)

This document reflects policy items and delineates the legal terms for occupation of the District-owned residences. It is a standalone document and is not a part of the Policy adoption, allowing the District flexibility in terms (while remaining within the policy) and to respond to potential legal environment changes. The Personnel Committee recommends that each EOA come before the Board for review prior to execution. Staff suggests that new EOAs or any significant changes in terms come to the Board for review, but that each two-year standard renewal may be made at the discretion of the General Manager.

The EOA with the inclusion of the Scope of Work is intended as a type of employment contract. Although the EOA is designed not to create a legal tenancy, the District desires to assure fair treatment of all occupants of District residences and looks to typical landlord-tenant norms to inform the document. This agreement is intended as an administrative, personnel-related document.

At its meeting of June 21, 2021, the Personnel Committee opined that a one-year term would be burdensome for the EO and labor intensive for staff. The term of the Agreement was changed to two (2) years.

In conjunction with the changes in the Policy document per direction at the Board meeting of July 14, 2021, the following terms were added to the EOA and policy document:

- “At no time may the maximum occupancy be exceeded”
- “The same guest(s) or person(s) shall not exceed three stays per year”
- Storage for belongings left after termination of EOA



- Clarification of pet liability insurance requirement and pet deposit

The acceptability of specific dog breeds at the residences was questioned by the Board at the July 14, 2021 meeting. The ordinances of Riverside County and San Bernardino County provide for mandatory spaying or neutering of pit bulls (see Attachment 7) but there is no prohibition on breeds in the unincorporated areas. Language was added to address any determinations by the County and any incidents. If desired, the Board may vote to include language prohibiting specific breeds from being maintained at the District residences and such language will be incorporated into the policy document and EOA.

Optional language:

District reserves the right to deny the keeping of aggressive dogs or specific aggressive breeds, or dogs mixed with aggressive breeds including but not limited to: Pit Bulls (aka American Staffordshire Terriers, Staffordshire Bull Terriers, or American Pit Bull Terriers), Bull Terriers, Bull Mastiffs, Boxers, German Shepherds, Huskies, Malamutes, Doberman Pinschers, Rottweilers, Chow Chows, Cane Corsos, Rhodesian Ridgebacks, and wolf hybrids.

Staff recommends that discretion be given to the General Manager to address any current situations and to evaluate circumstances on a case-by-case basis.

The Board also asked about the possibility of payroll deduction for payment of utility bills, which are currently handled on a reimbursement basis. Currently, propane charges are addressed on a “level pay plan” with a monthly payroll deduction as requested by the employee-occupants. Electricity is reimbursed monthly upon receipt of the bill. These funds are meticulously tracked by Finance Department staff.

Monthly Maintenance Fees (Attachment 5)

The District does not charge “rent” on the residences. The District’s intent upon installing District employees at these residences is in furtherance of providing ongoing security, emergency operations, and maintenance for the District’s wells and transmission facilities.

The Personnel Committee set a goal of assuring that the monthly maintenance fees charged are fair and equitable, comport with legal considerations, and account for the work provided by the EOs. After significant analysis, detailed discussion and careful consideration, the Personnel Committee made findings that a calculation of monthly maintenance fees based on the real estate rule of thumb for determining annual residential maintenance costs would be appropriate and show a proper nexus to the intent of the fee. See Attachment 5.

Unfortunately, an incorrect version of the Attachment 5 – Monthly Maintenance Fees Calculation was included in the July meeting agenda packet. Staff regrets the error and points to the Attachment 5 herewith. The tables have been updated to reflect the correct fee calculations based on a 2.5 percent collection, and the narrative has been corrected.

The Personnel Committee also recommended that monies collected as monthly maintenance fees accrue as restricted funds. The Finance and Administrative Services Department tracks



revenue and expenses related to the residences and prepares an annual adjustment to the fund balance at the end of the year.

Scope of Work and Accountability Program (Attachment 6)

This document will be customized for each District residence and attached to each EOA.

The Personnel Committee requested a delineated Scope of Work (SOW) and defined maintenance program that could be quantified to assure the District's needs and goals for installing EOs at the residences are being met.

The example Scope of Work has been prepared based on current conditions and work being performed. A version that is customized to each residence and the knowledge, skills, and abilities of the individual EO will be attached to the EOA. The Accountability Program and point based system will allow equitable evaluation of work situations at the residences and provide the mechanism to track performance.

The Personnel Committee also identified that administration of the suggested Accountability Program (internal review process and points tracking system) would be burdensome for the EO and labor intensive for staff if addressed on an annual basis. Staff has changed the basis for review to a two-year term.

Per direction at the July 14, 2021 Board of Directors meeting, the following items have been added to the Scope of Work:

- Maintenance – window screens, weather stripping, toilet seats.

Staff requests Board review and consensus on the premise and format of the Scope of Work and Accountability Program.

District Residences Renovation Plan

A commitment by the Board to refresh and renovate the District-owned properties to assure standards of livability and provide appropriate housing was discussed by the Personnel Committee. The Personnel Committee opined that certain major maintenance activities of the District-owned residences had been lacking, and they voiced concern.

Staff proposes a Renovation Plan consistent with the expressed concern and commitment of the Personnel Committee to assure standards of livability for the employee-occupants of the District-owned residences. The goal is to thoroughly renovate the residences to bring to 2022 standards, assure compliance with current building codes, address any and all issues, ensure functionality, and provide quality housing.

Renovations may include roof replacement, electrical system upgrades, kitchen remodel, and other major and minor repairs and updates.

Upon consensus of the Personnel Committee, staff developed an informal request for proposal document to obtain professional services to inspect, evaluate, and prioritize work needed at the



residences. This was sent out to 21 contractors and home inspectors in June, and again to area contractor associations in July. No responses were received. Staff will revise and simplify the request, and attempt to identify additional inland empire contractors to solicit proposals for this inspection work. This cost is not expected to exceed \$4,000.

Once the report is received, staff will analyze the findings and recommendations and prioritize the rehab work. A detailed plan, timeline and budget will be presented to the Board for approval.

Conclusion: Board action today

Staff requests the Board's consideration, deliberation, and action on the following items:

1. CONSENSUS: Approve in general the Employment and Occupancy Agreement (EOA) template. Per the recommendation of the Personnel Committee, each EOA will come before the Board for approval, unless the Board directs otherwise (Attachment 4)
2. CONSENSUS: Approve in concept the formula for calculation and the implementation process for the Monthly Maintenance Fee (Attachment 5)
3. CONSENSUS: Approve in concept the Scope of Work and Accountability Program (Attachment 6)
4. VOTE: Adoption of Resolution 2021-__ Adopting Policy 5095 District Residences and Facility Emergency Policy and amending the District's Policies and Procedures Manual (Attachments 1 and 2)

Fiscal Impact

The fiscal impact to the District should be net zero over time as the collected fees are calculated to cover all ongoing housing maintenance activities.

The fund balance for the maintenance of the District residences is \$80,126.70 as of September 30, 2021. This is the amount collected and accrued in monthly maintenance fees collected from 2009 to 2021 less previous expenditures. The renovation costs will be proposed in the FY 2022, FY 2023, and FY 2024 budgets and beyond, as the timeline for renovation of the houses progresses.

Attachments

1. Resolution 2021-__ Amending the District Residences and Facility Emergency Policy
2. Proposed District Residences and Facility Emergency Policy 5095
3. Current District Residences and Facility Emergency Policy (2009)
4. Sample Employment and Occupancy Agreement
5. Monthly Maintenance Fee Calculation
6. Draft Scope of Work and Accountability Program
7. Digest of County Animal Ordinances referenced in the policy and EOA

Staff Report prepared by Lynda Kerney, Administrative Assistant

RESOLUTION 2021-___

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BEAUMONT-CHERRY VALLEY WATER DISTRICT ADOPTING POLICY 5095: DISTRICT RESIDENCES AND FACILITY EMERGENCY POLICY AND AMENDING THE DISTRICT'S POLICIES AND PROCEDURES MANUAL

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, in response to recommendations from the Riverside County Grand Jury, the Board of Directors adopted a District Residences and Facility Emergency Policy on March 11, 2009; and

WHEREAS, the Board of Directors desires to implement a new numbering system to the District Policies and Procedures Manual for organization and clarity; and

WHEREAS, upon significant review and discussion, the Personnel Committee of the Board of Directors recommended revision of the District Residences and Facility Emergency Policy; and

WHEREAS, the Board of Directors has carefully reviewed and considered the policy revision attached hereto as Exhibit A, finds the policy 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 that

- The BCVWD Policies and Procedures Manual is hereby revised to include Policy 5095 attached hereto as Exhibit A
- Policy 5095 will become effective on February 1, 2022.

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

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Director Daniel Slawson, President of the
Board of Directors of the
Beaumont-Cherry Valley Water District

Director Lona Williams, Secretary to the
Board of Directors of the
Beaumont-Cherry Valley Water District

Attachment: Exhibit A - Policy 5095

EXHIBIT A

POLICY TITLE: DISTRICT RESIDENCES AND FACILITY EMERGENCY POLICY
POLICY NUMBER: 5095

5095.1 **Purpose.** BCVWD owns and maintains domestic water facilities and associated structures located in Edgar Canyon and other properties within the City of Beaumont, the community of Cherry Valley and unincorporated areas within Riverside and San Bernardino Counties.

5095.2 **Properties.** District-owned residence properties include four (4) separate residence dwelling units in close proximity to water system facilities necessary for the provision of water service, including but not limited to wells, pipelines, reservoirs, and other facilities necessary for delivery of water. These facilities are located in remote locations in the District-owned watershed area.

5095.3 **Emergency Capability.** It is critical that the District have the capability to respond to emergencies or other problems which may arise at any time at the remotely located water system facilities.

5095.4 Local Emergencies include:

1. Acts of vandalism
2. Security breaches
3. Power failures
4. Operational failures
5. Floods
6. Fires
7. Earthquakes
8. Monitor damage caused by wildlife
9. Other natural or human-caused emergencies

5095.5 **Regional Emergencies.** It is also necessary to have the capability to respond to regional emergencies, in conjunction with other public agencies, in order to provide mutual response to a major and/or natural disaster.

5095.6 **Practicality.** The housing of District personnel in said residences is the most practical alternative to provide emergency and safeguarding services to remote water facilities.

5095.7 **Non-Employee Occupancy.**

1. In the event that it is determined by the General Manager that a District-owned Residence does not require occupancy by a BCVWD employee for the above-stated purposes, whether on a long- or short-term basis, a District-owned Residence may be leased to a private or public agency tenant on a 12-month basis at fair market value.

2. The District's needs shall be evaluated by the General Manager after 11 months following the date of execution of the lease, and a determination made as to whether to offer a 12-month renewal of the lease.

3. If a District-owned Residence will be leased to a private party, all of the landlord-tenant laws of the State of California will apply, and a California Association of Realtors standard Residential Lease Agreement form shall be used along with appropriate disclosures and District rules as outlined in the District's Employment and Occupancy Agreement.

5095.8 **Occupancy of District-Owned Residences.** Occupancy of District-owned residences is provided for the convenience of BCVWD.

1. The Employee-Occupant is required to accept this lodging as a condition of employment.
2. Management will determine which employees are eligible for occupancy of District-owned residences based on organizational criteria, such as the employee's job functions, availability of residences, and the qualifications of the employee.

3. Employment and Occupancy Agreements for District-owned residences are provided to Employees with the experience and qualifications necessary to perform required duties in order to safeguard the District's facilities and respond to emergencies or other potential problems that may arise

4. Upon selection and prior to moving into a District-owned residence, Employee shall enter into an Employment and Occupancy Agreement as provided by the District.

5. Employees residing in District-owned residences shall pay a monthly maintenance fee which will accrue to pay for major maintenance expenses of the residence. The monthly maintenance fee will contain an annual escalator equal to the District annual cost-of-living adjustment up to a 3 percent maximum to be triggered at the 12-month anniversary date of the Employment and Occupancy Agreement.

6. Upon selection and prior to moving into a District-owned residence, Employee shall furnish to the District a reasonable security deposit based on three (3) times the amount of the monthly maintenance fee. The security deposit is fully refundable upon move-out, unless deductions are necessary for:

- a. Default on payment of the monthly maintenance fee
- b. Default on reimbursement for electric or propane service
- c. Damage in excess of normal wear and tear
- d. Cleaning due to excessive filth / trash / debris

5095.8 **Responsibilities.**

1. The General Manager or their designee will prepare a Scope of Work to be performed by Employees living in District-owned residences, to be designated Exhibit A to the Employment and Occupancy Agreement.

2. The primary responsibilities of the Employee-Occupant residing in a District-owned residence include but are not limited to:

- a. Safeguarding property and facilities from trespassers and potential vandalism
- b. Monitoring property and facilities daily
- c. Responding immediately to facilities nearest the residence in the event of a natural disaster or other emergency

3. Management will provide procedures for the Employee-Occupant to follow for situations that may occur, to be included in the Scope of Work document

4. Oversight of the responsibilities of the Employee-Occupant will be assigned to the Employee-Occupant's immediate supervisor.

5095.9 **Occupancy.**

1. Occupancy by the Employee is not a benefit of employment but is required due to the need for oversight of BCVWD property.

2. During Employee's employment, Employee-Occupant's immediate family (spouse or Registered Domestic Partner, and their children) may occupy said Residence. Employee is required to advise the District of any updates to the list of occupants.

3. Maximum occupancy of District-owned residences is two (2) persons per bedroom.

4. Employee may have guests in the residence for not more than 14 consecutive days or 30 days total in one calendar year, and no more than two (2) guests at any one time. At no time may the maximum occupancy be exceeded. The same guest(s) or person(s) shall not exceed three (3) stays per year.

5. Employee may have up to two (2) pre-approved indoor pets in the residence. Other domestic animals may be considered if the property is appropriate (i.e., horses). **Pets to be maintained indoors shall be subject to an additional Pet Deposit.**

6. All animals in residence on BCVWD property are governed under Title 6 of the Riverside County Code or Title 3, Division 2 of the San Bernardino County Code and must be approved by BCVWD prior to locating them at the residence.

7. Copies of proper vaccination records must be submitted to the District for all animals prior to locating them on the premises.

8. Employee-Occupant must procure liability insurance that includes coverage of dogs or other animals on the premises and add BCVWD as an additional insured.

9. Vehicles. It is the intention of the District to limit the parking of vehicles on the properties so as to avoid aesthetic nuisance.

a. Passenger vehicles and trucks may be parked on the property.

b. All vehicles must be in operable condition, currently registered in the State of California to the Employee-Occupant, their spouse, or licensed driver residing on the property. Valid registration tags must be displayed.

c. No commercial vehicles other than the Employee-Occupant's assigned District vehicle, or other by permission of the General Manager only

d. Recreational Vehicles (RVs). One RV of any size may be parked on the property.

i. The RV may be occupied by no more than two (2) persons on a temporary basis (not to exceed 14 days in a 30-day period).

ii. The RV must be in compliance with all applicable County ordinances.

iii. The RV must be in operable condition, currently registered in the State of California with current valid registration tags displayed.

e. Boats, ATVs, personal watercraft, trailers, golf carts and other vehicles are limited to one such vehicle on the property and must be parked as much as possible to be out of sight from the street.

f. Variances to the above policies may be made at the discretion of the General Manager.

All variance requests must be submitted in writing to the General Manager.

5095.10 Utilities.

1. Provided by BCVWD free of charge to the residence:

a. Septic tank service and routine related maintenance (normal wear and tear)

i. Employee-Occupant must acknowledge that the residence is on a septic system and agree to properly use and care for the system including drains and laterals.

ii. Employee-Occupant must acknowledge receipt of the guide "Do's and Don'ts of the Septic System" and understanding of the information

iii. Adverse use such as grease buildup, drainage of excessive household chemicals, or flushing of non-biodegradables are not covered by District maintenance and repairs are the responsibility of the Employee-Occupant

b. Pest Control.

i. Pest control shall be provided upon request as needed for interior of residence and garage.

ii. Pest control shall be provided upon recommendation by annual inspection as needed.

2. To be reimbursed by the Employee-Occupant to the District. Employee shall be responsible for payment within 15 days of presentation of invoice or bill by the District:
 - a. Propane gas
 - b. Electricity

3. To be established and provided by Employee-Occupant at their discretion:
 - a. Telephone service
 - b. Internet service
 - c. Television (cable or satellite)

4. Trash removal. There is no trash pick-up service for the residence. Employee-Occupant will be responsible for daily removal of trash to an appropriate waste management site. Residence trash may be disposed of in dumpsters at District facilities.

5. Water. A charge equivalent to the cost of eight (8) units of water representing indoor household use, inclusive of any pass-through charges (imported water, electrical, etc.) and meter fees as adopted by the Board as current rates will be included in the calculation of the monthly maintenance fee.

5095.11 Maintenance: BCVWD responsibility:

1. BCVWD shall perform or cause to be performed by a qualified contractor an inspection of the Residence and property to determine any maintenance needs every three years or as determined by the General Manager.
2. Unless repair or replacement of property is deemed to be the result of negligence or misuse by the Employee or occupants otherwise beyond normal wear and tear (in which case, Employee will be held responsible for payment in full of all costs associated with restoration of the property), BCVWD shall be responsible for the interior, exterior and replacements as specified below:
 - i. All residence structural items including but not limited to joists, roof members and shingles, foundation, gutters and downspouts, window frames and glass, doors, and associated hardware.
 - ii. All appliances purchased and installed by BCVWD.
 - iii. All fencing, gates, locks, and associated hardware.
 - iv. Exterior maintenance: roof repair, wood trim, and siding.
 - v. All major plumbing repairs including but not limited to piping, valves, drain lines, septic system, and faucets.
 - vi. All internal and external electrical which was previously installed by BCVWD (conduit and associated hardware and switches, circuit breakers, attached lighting fixtures).
 - vii. All items integral to residence or garage structure or design, including but not limited to, framing, roof, drywall, foundation, window frames and glass, and doors and associated hardware.
 - viii. Maintenance, repair and/or replacement of air conditioner and/or heating unit, and associated hardware, duct work, and electrical.
 - ix. Maintenance, repair and/or replacement of propane fuel tank, and associated hardware and piping.

5095.12 **Insurance.** BCVWD shall carry and maintain, at BCVWD's sole cost and expense, at all times during the term of the Employment and Occupancy Agreement, with respect to the premises, broad form General Public Liability Insurance for Bodily Injury and Property Damage in the amount of \$1,000,000 per person, \$3,000,000 per occurrence. The policy may contain and aggregate limit not less than the occurrence limit. The required limits may be satisfied by a combination of primary policy and an excess or umbrella policy.

1. All insurance required pursuant to the express provisions of the Employment and Occupancy Agreement shall provide that coverage shall not be revised, canceled, or reduced until at least thirty (30) days written notice of such revision, cancellation or reduction shall have been given to Employee.

2. The comprehensive general liability insurance to be maintained by BCVWD pursuant to this section shall name the Employee-Occupant as additional insured.

5095.13 Termination of Employment and Occupancy

1. Employee's right to use and occupy a District-owned residence is a condition of employment, subject to review, and is on a periodic basis.

2. Upon termination of employment, the right is also terminated.

3. Occupancy of the District-owned residence may be terminated at any time by BCVWD with or without cause upon forty-five (45) days' written notice.

4. Vacation of premises will occur on the earlier of:

a. Forty-five (45) days following written notice from BCVWD to vacate the residence; or

b. Thirty (30) days following the date upon which Employee's employment with BCVWD is terminated.

5. Removal of EO personal property from residence: Personal property of value greater than \$700 left at the District residence after vacation of the premises will be considered abandoned and may be removed to a storage site. The EO will be charged a daily reasonable cost for said storage. Following 60 days after vacation of the premises, the personal property will be considered abandoned and will be disposed of. Any fixtures installed by the EO become the property of the District.

Attachment 3 - Existing Policy

BEAUMONT CHERRY VALLEY WATER DISTRICT PERSONNEL POLICY MANUAL

DISTRICT RESIDENCES AND FACILITY EMERGENCY POLICY

Facility Emergency Policy

The Beaumont Cherry Valley Water District currently owns three residences. Said residences are located on District property in close proximity to water system facilities necessary for the provision of water service. These facilities include but are not limited to wells, pipelines, reservoirs and other facilities necessary for delivery of the water. These facilities are located in remote locations in the District-owned watershed area.

The District will offer lodging in order to effectively safeguard the District facilities and respond to emergencies or other potential problems which may arise. Employees living in these residences will be required to be on an on-call schedule to provide the services described below. Such services include but are not limited to:

1. Safeguarding property and facilities from trespassers and potential vandalism
2. Monitor property and facilities on a daily basis
3. Respond immediately to facilities nearest to the residence in the event of a natural disaster or other emergency
4. first to be called upon to assist the Production Department standby employee in the event of telemetry system, distribution and transmission system, and customer service emergencies which require after hours emergency repairs (Refer to Standby Program Policy)

The Assistant General Manager is responsible for preparing the on-call schedule

It is critical that the District have the capability to respond to emergencies or other problems which may arise at any time at the remotely located water system facilities. These emergencies include acts of vandalism, security breaches, power failures, operational failures, floods, fires, earthquakes and other natural or manmade emergencies. It is also necessary to have the capability to respond to regional emergencies, in conjunction with other public agencies, in order to provide mutual response to a major and/or natural disaster. The housing of District personnel in said residences is the most practical alternative to provide emergency and safeguarding services to remote water facilities.

For items 1 and 2 above, no overtime will be paid for actually performing said services. For items 3 and 4 above, overtime will be paid after two hours of actual emergency work has been performed.

District Residences Policy

In addition to the provision of the particular Lease for Employee Housing, the employees who reside in District residences shall also be responsible for and comply with the following:

1. Employees shall pay for electric and propane utilities at their place of lodging. Employees shall be responsible for such payment within 15 days of presentation of such invoice by the District. The District will provide water.

2. Employees shall pay the possessory interest tax as invoiced by the respective County Tax Assessor/Collector
3. Employees shall establish, and pay for their personal telephone service, internet, cable etc.
4. Employees shall pay \$200 per month which will accrue to pay for major maintenance of the residence

Request for repair or maintenance items, or improvements to the residence in excess of \$200 shall be brought to the General Manager for approval

5. Employees are responsible for upkeep of individuals lawns or yards

Management will determine which employees will live in the District residences based on certain criteria. Management will write procedures for the occupant to follow for any situation that might occur. Upon selection and prior to moving into a residence, the employee shall enter into a Lease for Employee Housing as provided by the District.

ADOPTED, SIGNED AND APPROVED THIS 11TH Day of March, 2009 by the following vote:

AYES: Ball, Parks, Dopp, Ross and Woll
NAYS: None
ABSENT: None
ABSTAIN: None

Dr. Blair Ball, President of the
Board of Directors of the
Beaumont Cherry Valley Water District

Attest:

Ryan Woll, Secretary to the
Board of Directors of the
Beaumont Cherry Valley Water District



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

For Board meeting
10/13/2021

EMPLOYMENT AND OCCUPANCY AGREEMENT – AGENCY FACILITIES

This Employment and Occupancy Agreement (“Agreement”) is made and executed effective:

_____, _____ by and between Beaumont-Cherry Valley Water District, an independent special district of the State of California (BCVWD or “DISTRICT”), and:

_____ (“EMPLOYEE”), an individual.

PART I - RECITALS

1. BCVWD owns and maintains domestic water facilities and associated structures located in Edgar Canyon and other properties within the City of Beaumont, the community of Cherry Valley and unincorporated areas within Riverside and San Bernardino Counties.
2. For the convenience of the DISTRICT, and in the best interest of the DISTRICT, BCVWD desires to engage the services of EMPLOYEE to perform duties as specified herein including in the Scope of Work with respect to said facilities and associated structures.
3. EMPLOYEE has the experience and qualifications necessary to perform required duties.
4. The purpose of this Agreement is to set forth the terms by which BCVWD has engaged EMPLOYEE to perform various duties at BCVWD’s facilities located at:

and other miscellaneous properties; and the terms and conditions under which EMPLOYEE shall occupy the residential premises owned by BCVWD (“Residence”) located at:

5. The parties hereby acknowledge that EMPLOYEE shall pay \$_____ per month which will accrue to pay for major maintenance of the DISTRICT-owned Residence. This amount will increase by an annual escalator equal to the District’s cost-of-living wage adjustment up to a maximum adjustment of 3 percent on the first of the month following the 12-month anniversary date of this agreement, and annually thereafter.

PART II - SCOPE OF WORK

1. **Location.** In consideration of occupancy of the DISTRICT-owned Residence (“Residence”) at:
_____ :

2. **Residence.** EMPLOYEE shall reside full-time at the BCVWD above-identified Residence located on BCVWD property as part of the terms of this Agreement.

3. Services to be Provided

- a. Effectively safeguard the DISTRICT property and facilities from trespassers and potential vandalism
- b. Monitor property and facilities daily
- c. Respond immediately to facilities nearest the Residence in the event of a natural disaster or other emergency
- d. Perform the duties as outlined in Exhibit A, Scope of Work
- e. EMPLOYEE’s regular duties, responsibilities, and obligations are defined in, and are hereby incorporated by reference, in the EMPLOYEE’s regular Job Classification Specification (job description).

4. Site/Facility Security

EMPLOYEE shall be alert to the fact that Edgar Canyon facilities are important sources of potable water. The safety and protection of these sources is of foremost importance to BCVWD. All activity in and around the streams is prohibited. Guests of the EMPLOYEE are not allowed tours, nor will photography, videography, or recordation of any type of any facility, structure or property be allowed. The location of security equipment is strictly confidential and shall not be disclosed to anyone other than BCVWD management.

5. Compensation and Job Status

- A. EMPLOYEE’s employment status under this Agreement shall be at-will and governed by the BCVWD Employees MOU and/or District Policy.
- B. EMPLOYEE shall observe adherence to all BCVWD Employee Rules and Regulations, Policies, and the Policies and Procedures Manual.
- C. EMPLOYEE’s regular Job Classification Specification is attached as Exhibit B and such duties are in addition to the Scope of Work (Exhibit A) as the course of regular employment.

PART III - TERMS OF OCCUPANCY OF RESIDENCE

Occupancy by the EMPLOYEE is not a benefit of employment but is required due to the need for oversight of the BCVWD property.

1. Occupancy

- A. A Residence consisting of a _____ bedroom structure and detached garage are located on BCVWD’s property in the area where EMPLOYEE performs work for BCVWD.

- B. EMPLOYEE agrees that they carefully examined the Residence prior to occupancy, including the grounds and all buildings and improvements, and that the facilities are, at the time of this Agreement, in good order and repair, and in a safe and clean condition. EMPLOYEE accepts occupancy of the Residence “as is.”
- C. No Residential Tenancy Created. This Agreement does not establish a leasehold interest in the Residence or the property upon which the Residence is situated. This Agreement does not establish a landlord-tenant relationship between EMPLOYEE and BCVWD. The Residence is corporate housing provided to EMPLOYEE under a license as part of the position of EMPLOYEE. To the extent that any rights under California residency laws apply, EMPLOYEE hereby explicitly waives them.
- D. BCVWD recognizes the presence of occupants in said Residence is beneficial to BCVWD in terms of maintenance, security and emergency response. Accordingly, BCVWD shall permit EMPLOYEE and Family Members as defined in the District Residences and Facility Emergency Policy, if any, to occupy said Residence during EMPLOYEE’s employment together with an appropriate monthly maintenance fee as well as exchange of the performance of certain associated job duties and activities set forth on Exhibit A – Scope of Work including but not limited to maintaining and securing the Residence in accordance with the terms established herein.
- E. The maximum occupancy of the Residence is two (2) persons per bedroom.
- F. EMPLOYEE may have guests in the Residence for not more than 14 consecutive days or 30 days total in one calendar year, and no more than two (2) guests at any one time. **At no time may the maximum occupancy (Section E, above) be exceeded. The same guest(s) or person(s) shall not exceed three (3) stays per year.**
- G. Within two (2) days of any change, EMPLOYEE shall advise BCVWD of any additional inhabitants or change of inhabitants at Residence (including family or overnight guests and persons overnighing in any RV parked on the property) and shall, if requested, provide the license plate and vehicle description of said inhabitants.

Occupant List

Date:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

- H. The Residence shall be used as a private dwelling and will be occupied only by those persons named above. The Residence shall not be used for any other purposes without the consent of the General Manager.

2. Rules.

- A. Pets and animals.

- i. Under no circumstances shall EMPLOYEE maintain on the property wild or undomesticated animals, which are deemed as potentially dangerous by BCVWD.
 - ii. All animals in residence on BCVWD property are governed under Title 6 - Animals of the County of Riverside Code or Title 3, Division 2 of the San Bernardino County Code and must be approved by BCVWD prior to locating them at the Residence.
 - 1. Dogs must be properly and currently licensed, vaccinated and in compliance with the ordinances of the County of Riverside or County of San Bernardino.
 - 2. Proof of required vaccinations must be submitted prior to occupancy.
 - iii. All dogs must be specifically listed for coverage on the required liability insurance policy. Dog breeds disallowed for coverage by the insurer are not allowed on District property.
 - iv. Any animal declared by the County to be a public nuisance, noisy animal, potentially dangerous or dangerous, or vicious animal must be immediately removed from District property.
 - v. Any animal involved in an incident such as a bite or attack must be removed from District property regardless of the outcome or determination of any County investigation or action.
 - vi. All animals approved by BCVWD shall be quartered as deemed appropriate by BCVWD.
 - vii. Pets to be maintained indoors shall be subject to an additional Pet Deposit.
 - viii. Animals not in compliance with the above may be removed by DISTRICT.
- B. Fires. No fires shall be permitted on BCVWD property except in facilities such as wood burning stoves, fireplaces, the existing fire pit, or similar devices. Use of a barbeque will be acceptable as long as the barbeque is a self-contained and covered/lidded device – no other open fires will be allowed.
 - C. EMPLOYEE shall not permit anything dangerous, flammable, or explosive on the DISTRICT Property or within the Residential Unit.
 - D. Firearms. Legal firearms/weapons and associated ammunition are permitted on BCVWD property as permitted by law.
 - E. EMPLOYEE shall not erect any television or radio antenna, flagpole, or similar structure on the exterior of the Residential Unit or on any other location on the DISTRICT Property without written permission from the General Manager or their designee.
 - F. EMPLOYEE shall not allow unlawful use of the DISTRICT Property or Residential Unit.
 - G. EMPLOYEE shall not operate or use the DISTRICT Property or Residential Unit in such a manner as to create a nuisance on the property.
 - H. EMPLOYEE shall not grow, or allow others to grow, any crops on the DISTRICT Property or within the Residential Unit without prior written permission from the DISTRICT Manager.
 - I. EMPLOYEE agrees to comply with all federal, state and local laws, ordinances and rules with regards to illegal drugs or substances.

3. Utilities

- A. Provided by BCVWD free of charge to the Residence:
 - i. Septic tank service and routine related maintenance (normal wear and tear)
 - 1. Employee-Occupant acknowledges that the residence is on a septic system and agrees to properly use and care for the system including drains and laterals.
 - 2. Employee-Occupant acknowledges receipt of the guide “Do’s and Don’ts of the Septic System” and understands the information.
 - 3. Adverse use such as grease buildup, drainage of excessive household chemicals, or flushing of non-biodegradables are not covered by District maintenance and repairs are the responsibility of the Employee-Occupant.
 - ii. Pest control
 - 1. Pest control shall be provided upon request as needed for interior of Residence and garage.
 - 2. Pest control shall be provided upon recommendation by annual inspection as needed.
- B. To be reimbursed to the District upon receipt of bill:
 - i. Propane gas
 - 1. Employee shall be responsible for payment within 15 days of presentation of such invoice by the District.
 - ii. Electricity
 - 1. Employee shall be responsible for payment within 15 days of presentation of such invoice by the District.
- C. To be established and provided by EMPLOYEE at their discretion:
 - i. Telephone service
 - ii. Internet service
 - iii. Television (cable or satellite)
- D. Trash removal: There is no trash pick-up service for the Residence. EMPLOYEE will be responsible for daily removal to an approved waste management site; Residence trash may be disposed of in dumpsters at District facilities.
- E. Water Service: A flat rate for water service will be collected with the monthly maintenance fee, based on eight (8) units of water use including any pass-through charges (imported water, electrical, etc.) and meter fees. The flat rate will be adjusted per any change in BCVWD’s approved rates.

4. Maintenance

- A. EMPLOYEE Responsibility
 - a. EMPLOYEE shall maintain cleanliness and order of both the interior and exterior areas of said Residence structures, as well as the surface of the surrounding roadway so as to have a clear, neat and orderly appearance.

- b. EMPLOYEE shall maintain the lawn, front and back yards of the Residence as applicable.
- c. EMPLOYEE shall make minor repairs and maintain the property in good order including furnishings, appliances, and fixtures in the Residence.
 - i. Minor repairs would include such tasks as leaky faucets and other water leaks, loose handles, blemishes on walls, and the like
 - ii. Maintenance of furniture, fixtures and appliances would include such tasks as replacing light bulbs, tightening bolts or screws, repairing tears, proper cleaning, **window screens, weather stripping, toilet seats**, and the like
- d. Under no circumstances shall EMPLOYEE make any modifications, additions, or improvements of any nature to any BCVWD structure, landscaping or property without first obtaining written authorization from BCVWD.
- e. All permitted modifications, additions, or improvements and any fixtures installed by EMPLOYEE shall be the property of the DISTRICT.
- f. Requests for repair, maintenance items or improvements to the Residence must obtain prior approval in accordance with District Policy (5080 Purchasing).
- g. EMPLOYEE is required to alert BCVWD of defective or dangerous conditions at the property immediately upon discovery.

B. BCVWD Responsibility

- a. Unless repair or replacement of property is deemed to be the result of negligence or misuse by the EMPLOYEE or occupants otherwise beyond normal wear and tear (in which case, EMPLOYEE will be held responsible for payment in full of all costs associated with restoration of the property), BCVWD shall be responsible for all interior, exterior and replacements as specified below:
 - i. All Residence structural items including but not limited to joists, roof members and shingles, foundation, gutters and downspouts, window frames and glass, doors and associated hardware.
 - ii. All appliances purchased and installed by BCVWD.
 - iii. All fencing, gates, locks, and associated hardware.
 - iv. All exterior maintenance, roof repair, wood trim and siding.
 - v. All major plumbing repairs including but not limited to piping, valves, drain lines, septic system, and faucets.
 - vi. All internal and external electrical which was previously installed by BCVWD (conduit and associated hardware and switches, circuit breakers, attached lighting fixtures).
 - vii. All items integral to Residence or garage structure or design, including but not limited to, framing, roof, drywall, foundation, window frames and glass, and doors and associated hardware.
 - viii. Maintenance, repair and/or replacement of air conditioner and/or heating unit.
 - ix. Maintenance, repair and/or replacement of propane fuel tank, and associated hardware and piping.

- x. All requests for maintenance of any of the aforementioned shall be directed to BCVWD, and subsequent follow-up and approval of work shall be solely at the discretion of BCVWD.

5. Unauthorized Individuals/Trespassers

- A. In the event EMPLOYEE encounters or observes trespassers on BCVWD properties, EMPLOYEE shall:
 - (i) Inform said trespasser that they are trespassing on BCVWD property and request they vacate.
 - (ii) If the trespasser refuses to cooperate when asked to vacate, EMPLOYEE shall notify BCVWD management and the Sheriff's Department. Under no circumstance shall EMPLOYEE use force, brandish weapons or provoke violence. BCVWD shall be notified of all incidents involving trespass no later than the next working day.
 - (iii) EMPLOYEE shall not grant access to BCVWD facilities by non-DISTRICT personnel, nor shall EMPLOYEE grant permission to any person(s) to hike on or through BCVWD property unless written permission has been obtained from the General Manager.

6. Vehicles

All vehicles stored at Residence area must be operable and must meet applicable State of California emissions requirements. BCVWD reserves the right to limit the number of vehicles stored on property if BCVWD deems their presence to be unsightly or unsafe. Vehicles are to be maintained in safe condition in order to insure they are not a threat to BCVWD structures, facilities, or personnel. It is the intention of the District to limit the parking of vehicles on the properties so as to avoid aesthetic nuisance.

- a. Passenger vehicles and trucks may be parked on the property.
- b. All vehicles must be in operable condition, currently registered in the State of California to the Employee-Occupant, their spouse, registered domestic partner, or other licensed driver residing on the property and listed on the Occupant List. Valid registration tags must be displayed.
- c. No commercial vehicles other than the employee's assigned District vehicle, or other by permission of the General Manager only
- d. RVs
 - One Recreational Vehicle (RV) of any size may be parked on the property.
 - The RV may be occupied by no more than two persons on a temporary basis (not to exceed 14 days in a 30-day period).
 - The RV must adhere to all applicable County ordinances,
 - The RV must be in in operable condition, currently registered in the State of California with current valid tags displayed
- e. Boats, ATVs, personal watercraft, trailers, golf carts and other vehicles
 - These types of other vehicles are limited to one such vehicle on the property and must be parked as much as possible to be out of sight from the street

7. Smoke and Carbon Monoxide Detectors.

EMPLOYEE acknowledges and agrees that smoke and carbon monoxide detectors are in place and are operational. EMPLOYEE agrees to test the smoke and carbon monoxide detectors at least once a month. If the detectors are battery powered, EMPLOYEE agrees to replace the batteries at least annually. If, after replacing the batteries, the smoke and carbon monoxide detectors do not work, EMPLOYEE agrees to inform the DISTRICT immediately. If the detectors are not battery powered, EMPLOYEE agrees to inform the DISTRICT immediately of any malfunction.

8. Demand to Vacate Premises

BCVWD reserves the right to require the EMPLOYEE to vacate the premises in the event of a disaster or life threatening situation such as, but not limited to, earthquake, flood, rockslide, fire, power outage, or any other such condition, which could cause potential harm to the EMPLOYEE and related occupant(s) of the Residence. EMPLOYEE and any related occupants will, without argument, abandon the property immediately upon the verbal request of the BCVWD General Manager (or designated spokesperson), or a Department Head. EMPLOYEE and related occupants shall not return to the property until authorization is given by any one of the above named BCVWD representatives.

9. Personal Property

- A. EMPLOYEE shall have sole responsibility for the personal contents of the property.
- B. Insurance. EMPLOYEE shall maintain at their sole cost and expense and provide proof of insurance including coverage for Personal Property (if possible / discretionary) and Liability which shall include coverage for dogs or other animals if applicable. Coverage should be sufficient to include household furniture and furnishings, including without limitation art, silverware, dishes, antiques, personal clothing, jewelry, and items of similar nature. EMPLOYEE understands, acknowledges and agrees that neither the forgoing assets nor any other property of EMPLOYEE shall be covered under and insurance policy held by BCVWD. The Insurance policy shall be issued under the name of the EMPLOYEE and BCVWD named additional insured.
- C. DISTRICT is not responsible for EMPLOYEE'S personal property. In the event that EMPLOYEE'S personal property or equipment on the DISTRICT Property is damaged in any way, irrespective of the cause, DISTRICT shall not be liable therefore. EMPLOYEE does hereby release and waive on behalf of itself and any insurer by subrogation or otherwise, all claims against DISTRICT on account of any loss or other casualty to EMPLOYEE'S personal property or equipment whether or not such loss or other casualty shall have resulted in whole or in part from the negligence of DISTRICT. This clause is intended as a complete release of liability in favor of DISTRICT without limitation for all claims whether known or unknown, liquidated or unliquidated, contingent or absolute.

10. Access to Residence

BCVWD reserves the right to enter the property at its discretion by written 24-hour notice in a non-emergency situation, or with no notice in the event of an emergency related to, but not limited to, a natural disaster, serious illness or accident, or a situation where there is just cause to believe a harmful or life-threatening situation may exist.

11. Termination of Employment and Occupancy

- A. EMPLOYEE acknowledges and agrees that occupancy of the Residence is a condition of

employment and that upon termination of employment, EMPLOYEE's right to use and occupy the Residence will also terminate.

- B. In connection with termination by BCVWD of EMPLOYEE's employment, EMPLOYEE agrees to vacate the Residence on the earlier of:
 - 1. Forty-five (45) days following written notice from BCVWD to vacate the Residence; or
 - 2. Thirty (30) days following the date upon which EMPLOYEE's employment with BCVWD is terminated.
- C. If EMPLOYEE remains in the Residence following expiration of the period described above, ~~such occupancy will be deemed a tenancy at sufferance.~~ EMPLOYEE will be liable to BCVWD for liquidated damages in the amount of Two Hundred Fifty Dollars (\$250) per day until occupancy is terminated and BCVWD may utilize all legal rights and remedies to cause EMPLOYEE's occupancy of the Residence to be terminated.
- D. Occupancy of the DISTRICT-owned Residence may be terminated at any time by BCVWD with or without cause upon forty-five (45) days' written notice.
- ~~E. Personal property of obvious value left at the DISTRICT-owned Residence after vacation of the premises will be removed to a storage site and the EO will be charged a daily rate for said storage. Following 60 days after vacation of the premises, the personal property will be considered abandoned and will be disposed of. Any fixtures installed by the EO become the property of the DISTRICT.~~
- ~~F. Personal property of value greater than \$700 left at the District residence after vacation of the premises will be considered abandoned and may be removed to a storage site. The EMPLOYEE will be charged a daily reasonable cost for said storage. Following 60 days after vacation of the premises, the personal property will be considered abandoned and will be disposed of. Any fixtures installed by the EO become the property of the District~~

12. Indemnification and Hold Harmless

- A. BCVWD shall be indemnified against any personal loss, damage, theft or injury suffered by EMPLOYEE during the term of this service contract and occupation of the DISTRICT-owned Residence. EMPLOYEE agrees to indemnify and hold harmless BCVWD for any liabilities, theft, damage, cost or expense whatsoever arising from or related to any claim or litigation which may arise out of or in connection with use and occupancy of the DISTRICT's property, including but not limited to any claim or liability for personal injury or damage or theft of property which is made, incurred or sustained by EMPLOYEE or family or guests of EMPLOYEE.
- B. The term BCVWD and Beaumont-Cherry Valley Water District as used in this Agreement shall include employees, board members, agents, and representatives where the context requires or permits. The term "EMPLOYEE" as used in this Agreement shall include guest(s), heirs, successors, assigns, invitees, representatives and other persons on the property during EMPLOYEE's occupancy (without regard to whether such persons have authority under this Agreement to be upon the property), where the context requires or permits.

13. Assignment of Agreement

Under no circumstance shall the EMPLOYEE assign the terms of this agreement to any other individual. EMPLOYEE shall have no right to assign, or otherwise transfer this Employment and Occupancy Agreement either voluntarily or by operation of law, in whole or in part, nor to sublet or permit occupancy by any party other than EMPLOYEE of all or any part of the premises

without the prior written consent of BCVWD in each instance, which consent may be withheld in BCVWD's sole and absolute discretion. Any purported assignment or subletting of BCVWD's interest shall be null and void and shall, at the option of BCVWD, terminate this Employment and Occupancy Agreement.

14. Term of this Agreement

The term of this Agreement shall be for a period of **two (2) years** from the date of signing, with provision to extend the Agreement through the mutual execution of a new Agreement.

15. Default.

A party shall be deemed to be in default under the terms of this Employment and Occupancy Agreement if a party shall fail to promptly perform or observe any covenant, condition or responsibility to be performed by any party under this Employment and Occupancy Agreement within thirty (30) days after written notice from the other party describing in reasonable terms the manner in which such party has failed to perform their obligation under this Employment and Occupancy Agreement and specifying the action that must be taken to cure the claimed nonperformance.

16. Surrender or Abandonment.

If at any time during the Term of this Agreement, EMPLOYEE abandons the DISTRICT Property or any part thereof, DISTRICT automatically obtains possession of the Residential Unit without becoming liable to EMPLOYEE for damages or for any payment of any kind whatever. DISTRICT shall consider any personal property belonging to EMPLOYEE and left on the Property to also have been abandoned, in which case DISTRICT may dispose of all such personal property in any manner DISTRICT shall deem proper and DISTRICT is hereby relieved of all liability for doing so. EMPLOYEE agrees that upon surrender or abandonment, DISTRICT shall not be liable or responsible for storage or disposition of EMPLOYEE'S personal property.

17. Remedies.

In the event of a default by a party, the non-defaulting party without further notice to the defaulting party shall have all available remedies provided by law or equity.

18. General Provisions

- a. All notices hereunder must be in writing and, unless otherwise provided herein, shall be deemed validly given if sent by certified mail, return receipt requested, addresses as follows (or to any other mailing address which the party to be notified may designate to the other party by such notice). Should BCVWD or EMPLOYEE have a change of address, the other party shall be immediately notified as provided in this paragraph of such change.

EMPLOYEE

BCVWD Beaumont-Cherry Valley Water District

P.O. Box 2037
Beaumont, CA 92223

- b. No verbal or oral agreement, promises, or understandings shall be binding upon either BCVWD or EMPLOYEE and any modification to this Agreement shall be void and ineffective unless made in writing and signed by the parties hereto.
- c. This Agreement shall be binding on and shall inure to the benefit of heirs, successors, executors, administrators, assigns, and personal representatives of the respective parties.
- d. In the event of litigation arising out of this Agreement, or the performance thereof, the Court shall award attorneys' fees to the justly entitled party.
- e. Should any part, clause, provision or condition of this Agreement be held void, invalid, or inoperative, such invalidity shall not affect any other provision hereof, which shall be effective as though such invalid provisions had not been made.
- f. A party hereto, at any time upon reasonable request of the other party, will execute, acknowledge and deliver all such additional agreements, documents, instruments and all such further assurances and will do or cause to be done further acts and things, in each case, as may be proper or reasonably necessary to carry out the purposes of this Agreement.
- g. This Agreement and performance hereof shall be governed, interpreted, construed and regulated by the laws of the State of California.
- h. No failure by either BCVWD or EMPLOYEE to insist upon strict performance by the other of any covenant, agreement, term or condition of this Agreement, or to exercise any right or remedy consequent upon a breach thereof, shall constitute a waiver of any such breach or of such covenant, agreement, term or condition. No waiver of any breach shall affect or alter this Agreement, but each and every covenant, condition, agreement and term of this Agreement shall continue in full force and effect with respect to any other then existing or subsequent breach.
- i. Nothing contained in this Agreement shall be deemed or construed by the parties or by any third person to create the relationship of principal and agent or of partnership or of joint venture or of any association between BCVWD and EMPLOYEE, and no provisions contained in this Agreement not any acts of the parties shall be deemed to create any relationship between BCVWD and EMPLOYEE other than the relationship of employer and employee.
- j. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original but all of which when taken together shall constitute one and the same instrument. The signature page of any counterpart may be detached therefrom without impairing the legal effect of the signature(s) thereon, provided such signature page is attached to any other counterpart identical thereto, except having additional signature pages executed by other parties to this Agreement attached hereto.
- k. All of the Recitals are hereby incorporated herein by this reference to the same extent as though herein again set forth in full.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement, effective the date first written above.

BEAUMONT-CHERRY VALLEY WATER DISTRICT

DATED: _____

DAN JAGGERS, GENERAL MANAGER

EMPLOYEE, _____: I have read and agree to comply with the terms of this Employment and Occupancy Agreement and the Scope of Work (Exhibit A) as may be amended from time to time. I understand that failure to comply with the terms of the Agreement will result in the Agreement being terminated and my having to vacate the DISTRICT-owned Residence.

Upon signing this Agreement, I agree to pay the DISTRICT the first month's (monthly) maintenance fee of \$_____

a Security Deposit of \$_____, and a Pet Deposit of \$_____ if applicable. This Deposit shall be held by the DISTRICT as security for EMPLOYEE'S unpaid monthly maintenance fee, any utilities outstanding, damages and situations beyond normal wear and tear, and the full and timely performance by EMPLOYEE of EMPLOYEE'S obligations under this Agreement, including cleaning, maintaining and repairing the Residence after termination of this Agreement.

I understand and agree to all of the above terms and conditions.

DATED: _____

EMPLOYEE – OCCUPANT

PRINT NAME

Residence: _____
(ADDRESS)

Monies Received			
Security Deposit	Amount	Received By	Date
Pet Deposit	Amount	Received By	Date
Advance (monthly) maintenance fee	Amount	Received By	Date

Attachments	Received (Date)	EMPLOYEE Initials
Exhibit A – Scope of Work		
Exhibit B - EMPLOYEE's Job Classification Specification		
Exhibit C – BCVWD District Facilities and Emergency Policy		
Exhibit D – List of Residents at Property (to be updated annually)		
Exhibit E – Do's and Don'ts of the Septic System		
Documents provided to District	Received (Date)	District acknowledgment
1. Vaccination records of pets to be maintained on the property		
2. Liability Insurance declarations page		
3. Personal Property insurance declarations page		

SAMPLE



BEAUMONT-CHERRY VALLEY WATER DISTRICT

ATTACHMENT 5

DATE: October 13, 2021

SUBJECT: Monthly Maintenance Fee Calculation - REVISED

With sincere apologies from staff, please note that Attachment 5 presented at the 7/14/2021 Board meeting was an incorrect, prior draft version. The narrative contained some errors, and the tables were incorrect.

The Personnel Committee set a goal of assuring that the monthly maintenance fees charged are fair and equitable, comport with legal considerations, and account for the work provided by the employee-occupants.

After significant discussion and lengthy deliberation, the Personnel Committee recommended that the amount of the monthly maintenance fee be based on a common real estate rule of thumb for budgeting of annual residential maintenance costs.¹ This basis meets the original intent of the fee: to be collected from the employee-occupant (EO) to cover the maintenance costs of the structure. It also comports with the findings of the 2008 Riverside County Grand Jury Report and the District's subsequent response.

The Personnel Committee also recommended that monies collected as monthly maintenance fees accrue as restricted funds.

Formula for Determination of the Monthly Maintenance Fee

The Percent System: *A homeowner should budget between 1 to 4 percent of the home's value annually for maintenance costs.* For example, a home valued at \$200,000 should be budgeted for annual maintenance costs between \$2,000 and \$8,000.

After much discussion, a 2.5 percent recovery basis of the residence value has been recommended by the Personnel Committee as shown on Table A hereafter. This midpoint calculation takes into consideration the proposed plan to renovate the District-owned residences, which will result in lessened short-term maintenance needs, along with typical ongoing estimated maintenance needs.

Staff compiled information on average build price per square foot and assigned a current estimated house value (without land value added) to each District-owned residence². Staff has calculated the estimates using the above-described common real estate method. Table A shows the Monthly Maintenance Fee based on current property value:

¹ <https://www.millionacres.com/real-estate-investing/articles/how-much-money-budget-home-maintenance/#:~:text=Generally%20speaking%2C%20you%20should%20expect,to%20spend%20on%20annual%20upkeep>

² Professional formal appraisals can be obtained if desired by the Board.



TABLE A – Calculation of Monthly Maintenance Fee

Cost Recovery Item - 2.5 Percent System			
	Home Value (\$175/SF)	% of Maintenance Cost per \$1000 +10%*	Monthly Maintenance Fee
Residence A	\$255,500.00	\$7,026.25	\$585.52
Residence B	\$227,500.00	\$6,256.25	\$521.35
Residence C	\$210,000.00	\$5,775.00	\$481.25
Residence D	\$362,250.00	\$9,961.88	\$830.16

Annual Escalator

The Personnel Committee recommended adding a clause to the District Residences and Facility Emergency Policy to provide for an annual escalator to assure the monthly maintenance fee does not fall behind the cost-of-living index (inflation rate). The recommended escalator would be equal to the District’s annual cost of living wage increase or a maximum of 3 percent, whichever is less, and that has been incorporated into the Policy document for Board approval.

Although this situation is not a tenancy, the District desires to assure fair treatment of all EOs and looks to typical landlord-tenant norms to inform the policy; therefore, the recommended escalator is comfortably below the 5 percent maximum allowable rent increases as established by the Tenant Protection Act of 2019³.

Adequacy of the Calculated Monthly Maintenance Fee

The first full 12-month period after implementation the annual maintenance fee collection for the four residences will total \$29,019.38. After five years, the fund balance of the Monthly Maintenance Fee will be audited to determine whether it is meeting the funding needs.

With a 2.5 percent maximum annual escalator, funding will continue to increase slightly each year. Table B shows the total maximum annual fees to be collected, including a 2.5 percent escalator.

TABLE B – Example of 2.5 Percent Escalator on Annual Collection

Annual Fees Collected	Maintenance Year 1	+ 2.5 percent Year 2	+ 2.5 percent Year 3	+ 2.5 percent Year 4
Residence A	\$ 7,026.25	\$ 7,201.91	\$ 7,381.95	\$ 7,566.50
Residence B	\$ 6,256.25	\$ 6,412.66	\$ 6,572.97	\$ 6,737.30
Residence C	\$ 5,775.00	\$ 5,919.38	\$ 6,067.36	\$ 6,219.04
Residence D	\$ 9,961.88	\$ 10,210.92	\$ 10,466.19	\$ 10,727.85
TOTAL	\$ 29,019.38	\$ 29,747.76	\$ 30,494.43	\$ 31,259.84

³ https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=201920200AB1482



A detailed Housing Cost Analysis for each District-owned residence was presented to the Personnel Committee at the November 23, 2020 meeting. It demonstrated estimated maintenance and repair costs for each residence over a period of 20 years. The above formula appears to generate sufficient funding to address all ongoing upkeep of the District residences, accounts for inflation, and will cover expenditures for the proposed renovations on a basis of generational equity.⁴

Implementation

The Personnel Committee recommends an effective date for the new District Residences and Facility Emergency Policy 90 days after adoption. The 90-day effective date is designed to provide advance notice to EOs about the increase in monthly maintenance fees and time to prepare to budget for the increases. Staff recommends assigning the effective date of the Policy to February 1, 2022.

If the Policy is adopted at the Board of Directors meeting of October 13, 2021, the new monthly maintenance fees would become effective and would be applied to each residence upon the expiration of the current term of each existing Employment and Occupancy Agreement starting February 1, 2022.

As previously noted, the 2009 policy set a monthly maintenance fee of \$200 per month. New terms can be built into the renewals of the Employment and Occupancy Agreements as the current terms close. The Board may also want to consider a step approach to implementing any increases to avoid such immediate substantial percentage increases and impact to individual Eos, as demonstrated in Table C.

TABLE C – Percent Increases in MMF at the 2.5 percent System

Monthly Fee Collected	Current MMF	Maintenance after 02/2022	Percent Increase
Residence A	\$ 200.00	\$585.52	193
Residence B	\$ 200.00	\$521.35	161
Residence C	\$ 200.00	\$481.25	141
Residence D	\$ 200.00	\$830.16	315
TOTAL	\$ 800.00	\$ 2,418.28	

To ensure continued accuracy, it is the intention of staff to review the monthly maintenance fee on the following basis:

- Each Year: Review annual CPI to assure the fee is not falling behind or climbing ahead.
- Every five (5) years: Audit the restricted fund balance to assure funding needs are being met
- Every 10 years: Review estimated home values to recalculate the 2.5 percent cost recovery basis

Any recommended changes would be brought to the Board for approval.

⁴ Primer on Generational Equity:

<https://mrsc.org/Home/Stay-Informed/MRSC-Insight/September-2012/Financing-Public-Infrastructure-Generational-Equit.aspx>

ATTACHMENT 6

**BCVWD RESIDENCES—EMPLOYEE-OCCUPANT SCOPE OF WORK
AND ACCOUNTABILITY PROGRAM**

This is intended to be a guideline to the responsibilities of the Employee-Occupant (EO). This is not a comprehensive list. Tasks and time will vary dependent upon the needs at the individual property. Activities will be dependent on the observations of, and response needed by each Employee-Occupant and on varying and changing circumstances. The tasks described below and those to be determined on site as needed are to be performed based on the needs of the District and in order to keep the residence safe, clean, and habitable for the use and enjoyment of the Employee-Occupant (EO). Per the Employee Occupancy Agreement, the EO is expected to keep the residence in good working order, clean and habitable.

ACCOUNTABILITY PROGRAM

EO shall complete a Monthly Activity Log form and submit it to the General Manager or their designee on or before the 7th day of the following month.

The General Manager or designee will review the report, evaluating based on a point system. If there are questions or concerns, the GM or designee will meet with and counsel the EO on expectations and requirements.

Point System. A ~~one~~two-year (24 months) Employee Occupancy Agreement will be valued at 12 points. To maintain points, the Monthly Activity Log sheet shall show a satisfactory level of activity, the residence will be adequately maintained, and the EO will display a high level of responsibility. Concerns will be discussed with the EO. After a first counseling and upon a second finding of concern, points may be deducted for unsatisfactory performance. Points can be added for service “above and beyond.”

No later than 90 days prior to the term ~~end~~ination date of the Employee Occupancy Agreement, an audit of the Activity Logs and condition of the residence will be performed. If the EO’s points balance has fallen below 10, the EO may be notified that the Employee Occupancy Agreement may not be extended. The GM or designee will discuss any concerns, unsatisfactory performance, and may notify the EO that the Employee Occupancy Agreement may not be extended. GM may consider passive activity or other items not taken into consideration such as vacation time, illness or injury, or personal situation that may have affected time or performance.

If the EO score is at >9 points, adjustments to the Scope of Work may be made. If at >8 points, the GM will determine whether the Employee Occupancy Agreement will or will not be renewed for another ~~2~~1-year term. If the ~~17~~9-month period has accumulated <16 points, the SOW will be adjusted to reduce responsibilities, considering ~~on~~ any unusual circumstances (i.e., wildfire response).

No later than 60 days prior to the term ~~end~~ination date of the Employee Occupancy Agreement, the GM or designee will either offer the EO a ~~one~~two-year renewal of the Employee Occupancy Agreement or advise of the termination of the Agreement on the term end date.

ROUTINE HOUSEHOLD MAINTENANCE		
Monthly	<ul style="list-style-type: none"> • Weed control / yard work • Trash / litter removal (outdoor) • Check / change / clean HVAC filters • Clean faucet aerators and showerheads • Inspect tub and sink drains • Test smoke / carbon monoxide detectors • Check fire extinguishers • Look for signs of termites • Inspect grout caulking • Check / clean kitchen vent hood • Check sinks / toilets for leaks • Test and optimize irrigation system • <u>Inspect exterior and resolve issues: foundation, vents, gutters, drainpipes etc.</u> • <u>Inspect window screens, weather stripping, toilet seats</u> 	Routine monthly maintenance activities performed by EO. Significant issues and/or necessary repair activity shall be reported to the GM or designee.
Yearly	<ul style="list-style-type: none"> • Clean dryer exhaust • Power wash exterior • Power wash windows / screens • Lubricate garage door springs • Drain water heater • Touch up exterior paint • Clean gutters • Lubricate door hinges • Vacuum bathroom exhaust van gills • Inspect chimney for damage • Fertilize lawn • Change batteries/test smoke, carbon monoxide detectors 	Routine annual maintenance activities performed by EO. Significant issues and/or necessary repair activity shall be reported to the GM or designee.
Every 2 to 5 years	<ul style="list-style-type: none"> • Seal grout • Inspect roof • Replace smoke/carbon monoxide detectors 	Routine maintenance activities performed by EO. Significant issues and/or necessary repair

		activity shall be reported to the GM or designee.
Every 5 to 10 years	<ul style="list-style-type: none"> • Paint interior/exterior • Re-caulk windows and doors 	
Beyond 15 years	<ul style="list-style-type: none"> • Replace kitchen sink / plumbing and drainage • Replace bathroom sink / plumbing and drainage • Replace water heater 	Replacement as needed and as approved by the GM or designee.

SECURITY FUNCTIONS		
Daily observations	<ul style="list-style-type: none"> • Trespassers • Hunters • Illegal activity and/or theft • Locked gates • Signage • Security lighting • Dangerous Wildlife • Abandoned vehicle/packages 	Daily observations shall be made by <u>EQOE</u> to assure District facilities are safe and free from Illegal activities. Significant or ongoing issues shall be reported to the GM or designee.
Weekly observations	<ul style="list-style-type: none"> • Illegal dumping • Graffiti • Illegal activity and/or theft • Horse/bike/foot traffic • Tampering of gates/lock • Vandalism 	Weekly observations shall be made by <u>EQOE</u> to assure District facilities are safe and free from Illegal activities. Minor illegal dump removal and graffiti removal shall be performed by <u>EQOE</u> . Significant or ongoing issues shall be reported to the GM or designee.
Latent Security activity	<ul style="list-style-type: none"> • After hours presence • Canyon ingress and egress • Hiking/exercise activities • Yard work • Fire Fuel Mitigation • Canyon road repair • Outdoor activity 	The presence of <u>EQOE</u> on District owned properties shall act as a deterrent for illegal activities and Latent Security.
Active Security activity	<ul style="list-style-type: none"> • Trespassers/hunters • Vehicle parking/abandoned • Secure facilities • Law enforcement response • Emergency personnel response 	<u>EQOE</u> shall respond to trespassers/hunters on District owned properties maintaining personal safety as a priority. Law enforcement shall be contacted as needed by the <u>EQOE</u> for additional support.

OPERATIONS FUNCTIONS		
Daily	<ul style="list-style-type: none"> • Assess illegal activity • Road conditions • Bridge/creek crossings • Facility conditions • Identify pipeline leaks • Lighting 	<p><u>EOOE</u> shall actively assess conditions and take appropriate action to protect District owned facilities and property while maintaining acceptable aesthetics consistent with this agreement.</p>
Weekly	<ul style="list-style-type: none"> • Yard work • Illegal dump/trash removal • Graffiti removal • Pipeline inspection • Canyon road inspection • Facility inspection • Fire fuel mitigation • Falling trees/limbs • Drainage inspection • Clear access to key valves • Inspect backup power supplies • Clear landslides/rocks 	<p><u>EOOE</u> shall actively assess conditions and take appropriate action to protect District owned facilities and property while maintaining acceptable aesthetics consistent with this agreement.</p>
<p>The Employee-Occupant is expected to respond to District needs and emergencies on a 24 hour-7 day per week basis.</p>		

Attachment 7 – County Ordinances
As referenced in the Draft Policy 5095 and Employment and Occupancy Agreement

County of Riverside Title 6 – Animals

The following are excerpts of Title 6 that appear to be most relevant to District residences. The full ordinance is comprised of more than 60 pages of regulations and administrative procedure and can be found here:

https://library.municode.com/ca/riverside_county/codes/code_of_ordinances?nodet=TIT6AN

- **6.04.020 - Animals or fowl at large prohibited.**

No person owning or having charge of any animal or fowl shall permit the same to be at large on any highway, street, sidewalk, lane, alley or other public place, or upon any private property other than that of the person owning or having charge of such animal or fowl unless such owner or person having charge of such animal or fowl has the consent of the owner of the private property.
(Ord. 534.5 § 2, 1991)

6.04.040 - Impounding animals.

Subject to the provisions contained in [Section 6.04.140](#) of this chapter, it shall be the duty of the health officer to take up and impound all animals found at large upon any highway, street, sidewalk, lane, alley or other public place, or upon any private property. The health officer may contract with any person to keep, feed and care for any such animal at reasonable rates for not more than twenty (20) days.

- **6.05.010 - Crowing roosters.**

Any person owning, keeping or maintaining seven or more crowing roosters, two months of age or older including but not limited to a rooster or male chicken, shall house such roosters in an acoustical structure between sunset and sunrise, so as to reduce the noise emitted by such roosters during nighttime hours. The noise reduction shall be accomplished in such a manner that the noise escaping from the acoustical structure shall not interfere with a reasonable person's use and enjoyment of his or her real property. All such roosters shall be furnished an adequate supply of water and feed.
(Ord. 817 (part), 2002)

- **6.05.020 - Crowing rooster permit.**

All roosters shall be kept and/or maintained only upon lands and in the numbers authorized under county ordinance No. 348. Any person keeping or maintaining on property owned or controlled by said person seven or more crowing roosters, two months of age or older, provided the presence of such roosters is in compliance with the provisions of county ordinance No. 348, shall first obtain a permit and pay the fee prescribed below. The permit requirements shall not apply to 4-H or FFA sponsored projects.

6.06.010 - Mandatory altering and licensing of miniature pigs.

It is unlawful for any person to own, harbor, keep or maintain any miniature pig (also known as a pot bellied pig, Vietnamese pot bellied pig or Chinese pot bellied pig), that is four months of age or older, within the unincorporated area of the county of Riverside, for a period longer than thirty (30) days, unless the animal has been spayed or neutered and the person owning or possessing the animal has obtained from the department of animal control a license for the animal, and paid a fee in the amount specified below. In those instances where the animal may not be safely altered for a valid health reason, the owner of the animal shall obtain from a licensed veterinarian a letter so stating, and the requirement of alteration (but not licensing) shall be excused.

6.08.020 - Mandatory dog licensing and vaccination.

Except as provided in [Section 6.08.050](#), Subsection A. of this chapter, it is unlawful for any person to own harbor or keep any dog, four months of age or older, within the unincorporated area of the county, for a period longer than thirty (30) days, unless a currently valid license tag has been issued by the director or any agency authorized by the County of Riverside for such purpose and said tag is

displayed upon the dog's collar pursuant to Section 30951(b) of the California Food and Agriculture Code.

B.

It is unlawful for any person to own, harbor or keep any dog, three months of age or older, within the unincorporated area of the County of Riverside, for a period longer than thirty (30) days, which has not been vaccinated against rabies. Every person in the unincorporated area of the county who owns, harbors or keeps any dog over three months of age for a period longer than thirty (30) days shall have such dog vaccinated against rabies as provided herein, by a veterinarian of their choice, and such vaccination shall be renewed in accordance with the applicable laws and regulations of the State of California.

C.

Each veterinarian, after vaccinating any dog, shall sign a certificate of vaccination on the form required by the director. The veterinarian shall keep one copy, shall give one copy to the owner of the vaccinated dog and shall send one copy to department. The veterinarian shall contact the director and arrange a mutually agreed upon method of delivery of the certificates of vaccination by mail, electronic transmission, or personal delivery. The failure to remit the mandatory certificate of vaccination to the department may result in an administrative citation pursuant to [Section 6.08.220](#) of this chapter.

D.

The director shall issue a license only upon presentation of a certificate of vaccination indicating therein that the date of the expiration of the vaccination immunity is not earlier than the date of the expiration of the license being issued or renewed, and upon payment of the applicable license fee specific in [section 6.08.020](#), subsection F. of this chapter; provided, however, that where the vaccinated dog is between the ages of three months and twelve (12) months, the period of vaccination immunity required for licensing shall be specified in Title 17, California Administrative Code, Section 2606.4.

11.

G.

Any "assistance dog" such as a guide dog, signal dog or service dog as defined in California Food and Agriculture Code, Section 30850(a), if such dog is in the possession and under the control of, in the case of a guide dog, a blind person, or in the case of a signal dog, a deaf or hearing impaired person, or in the case of a service dog, a physically disabled person, or where such dog is in the possession and under the control of a bona fide organization having as its primary purpose the furnishing and training of guide dogs for the blind, signal dogs for the deaf or hearing-impaired, or service dogs for the physically disabled, is required to obtain an assistance dog identification tag and a current license. The current license tag and assistance dog tag must be affixed to the dog's collar. The assistance dog identification tag will only be provided when the owner provides proof of a current license, submits the application for the tag and provides a signed affidavit that meets the requirements of California Food and Agriculture Code, Section 30850(b). The assistance dog identification tag will be provided at no fee.

6.08.030 - Control of unspayed and unaltered cats.

A.

It shall be unlawful for any person who owns, harbors, or keeps any unspayed or unaltered cat four months of age or older within the unincorporated area of Riverside County to allow or permit such unspayed or unaltered cat to be or remain outdoors in such unincorporated areas.

6.08.050 - Mandatory licensing of kennels and catteries.

A.

Any person maintaining five or more dogs shall obtain the appropriate kennel license.

6.08.120 - Altered and unaltered animals.

A.

Mandatory spaying and neutering.

1.

Requirement. No person may own, keep, or harbor an unaltered and unspayed dog or cat in violation of this section. An owner or custodian of an unaltered dog must have the dog spayed

or neutered, or provide a certificate of sterility, or obtain an unaltered dog license in accordance with this chapter. An owner or custodian of an unaltered cat must have the animal spayed or neutered, or provide a certificate of sterility.

D.

Transfer, sale and breeding of unaltered dog or cat.

1.

Offer for sale or transfer of unaltered dog. An owner or custodian who offers any unaltered dog for sale, trade, or adoption must include a valid unaltered dog license number with the offer of sale, trade or adoption, or otherwise state and establish compliance with this section. An owner or custodian of an unaltered dog must notify the department of the name and address of the transferee within ten (10) days after the transfer. The unaltered license and microchip numbers must appear on a document transferring the animal to the new owner.

2.

Offer for sale or transfer of unaltered cat. An owner or custodian of an unaltered cat must notify the department of the name and address of the transferee within ten (10) days after the transfer. The microchip numbers must appear on a document transferring the animal to the new owner.

6.08.125 - Requiring the mandatory spaying and neutering of pit bull breeds.

A.

Findings.

1.

In recent years, pit bulls comprise a disproportionately high number of unwanted dogs in the county, accounting for twenty (20) percent of shelter dogs and thirty (30) percent of dogs euthanized in the county.

2.

While the majority of pit bull owners are responsible and take appropriate measures to ensure that their dogs do not have unwanted offspring, there is a need to mitigate the large number of unwanted pit bulls in the county.

3.

Restricting the maintenance of and breeding of intact pit bulls and requiring the spaying and neutering of pit bulls will not prevent responsible pet owners and pet breeders from owning, breeding, or showing pit bull breeds.

B.

Purpose. To protect the public's health and welfare from irresponsible owners of pit bulls by mitigating the over population of unwanted pit bulls.

G.

Mandatory spay neutering of pit bull breed dogs. No person shall own or possess a pit bull over the age of four (4) months that has not been spayed or neutered, except as provided for in subsection D. of this section.

6.08.130 - Mandatory microchipping of dogs and cats.

A.

All dogs and cats over the age of four months must be implanted with an identifying microchip. The owner or custodian is required to provide the microchip number to the department, and shall notify the department of any change of ownership of the dog or cat, or any change of address or telephone number. Nothing in this section supersedes, eliminates, or alters the requirements of Sections 6.08.0200, [6.08.050](#) or any other licensing requirements of this chapter.

6.08.140 - Stray or barking dogs.

It shall be unlawful for the owner or person in charge of any dog, whether licensed or unlicensed, to permit such dog to run at large.

6.08.230 - Public nuisance.

A.

The possession or maintenance of any dog, cat or other identified animal or the allowing of any dog, cat or other identified animal to be in violation of this chapter, Ordinance No. 771 or any other county ordinance or state law, is hereby declared to be a public nuisance.

- **Chapter 6.16 - POTENTIALLY DANGEROUS AND DANGEROUS ANIMALS**

Sections:

- **6.16.010 - Findings.**

Because of the increased urbanization of Riverside County the county has experienced increasing numbers of dogs and other animals being kept in close proximity to humans including children.

A.

The keeping of dogs and other animals in close proximity to adults and children has resulted in increasing incidents of attacks, biting and menacing behavior by such dogs and other animals.

B.

These incidents now present a public health and safety problem to the residents of this county and increasing numbers of cases have resulted in painful and/or serious injuries to adults and children, death and injuries to other animals, attendant economic losses to county residents, and anxiety to those bitten by unlicensed animals whose vaccination status is therefore not established.

C.

In an attempt to bring this problem under control, it is necessary to: (1) increase the total number of animals which are licensed and thus properly established to have been vaccinated against rabies; (2) encourage the spaying and neutering of animals, which (a) reduces the number of strays at large and not safely confined, (b) reduce aggressiveness and animals at large, and (c) reduces the financial cost to taxpayers of animal control services; and (3) establish a warning and hearing procedure to put the owners of potentially dangerous, dangerous dogs and other animals on adequate notice to control such animals and to bring about the confinement of such animals and the destruction of those animals where other lesser measures have failed or are inappropriate.

D.

6.20.060 - General prohibition—Declaration of noisy animal as a public nuisance.

It is unlawful and a public nuisance for any person to allow on their property, own, keep, permit, harbor or have in their care, custody or control a noisy animal.

A.

It is unlawful for the responsible party, after being informed in writing that his animal has been declared a noisy animal and that the maintenance of a noisy animal is a public nuisance, to fail, refuse or neglect to take whatever steps or use whatever means are necessary to assure that such noisy animal does not again disturb residents in the vicinity in which the noisy animal is kept.

B.

6.24.060 - Feeding of undomesticated burros.

Except as provided in [Section 6.24.060](#) of this chapter, it is unlawful for any person to feed, or in any manner, provide food to any burro that is not owned or lawfully possessed by that person.

San Bernardino County Ordinances Title 3, Division 2 – Animals

The following are excerpts of Title 3, Division 2 that appear to be most relevant to District residences. The full ordinance is comprised of more than 60 pages of regulations and administrative procedure and can be found here:

https://codelibrary.amlegal.com/codes/sanbernardino/latest/sanberncty_ca/0-0-0-37938#JD_T.3Div.2

§ 32.0108 Control of Animals.

(a) **No person owning or having control of any animal shall permit such animal to stray, to run at large upon any private or public street, sidewalk, school ground, public park, playground, place of public assembly or any other public place or upon any unenclosed private lot or other unenclosed private place or upon any private property without the consent of the owner or person in control thereof.** Parkways comprising the area between the street and sidewalk shall be included as private property for purposes of this Section.

(c) **No person may lawfully bring his or her dog out of his or her property unless:**

(1) **The dog is restrained by a leash and is in the charge of a person competent to restrain the dog; or**

(2) **The dog is properly restrained and enclosed in a vehicle, cage or similar enclosure.**

(d) Any dog found running at large, running loose or unrestrained may be impounded by the Health Officer, Animal Control Officer, or Sheriff for a period of not less than 96 hours. Any unclaimed dogs shall then be destroyed or disposed of in accordance with § [32.0103](#) of this Code.

§ 32.0109 Female Dogs and Puppies.

(a) It shall be unlawful for any person to permit any female dog that is owned, harbored or controlled by that person, when said female dog is in heat or in season or breeding condition, to be unconfined and in such a manner that it attracts stray male dogs.

(b) All dogs under four months of age and until vaccinated shall be confined to the premises of or kept under physical restraint by the owner or keeper. Nothing in this Chapter shall be construed to prevent the sale or transportation of a puppy younger than four months of age.

§ 32.0110 Wild, Exotic or Nondomestic Animals in Captivity.

No person shall have, keep, maintain, breed, sell, trade or let for hire, any wild, exotic, dangerous, or nondomestic animal without first applying to any receiving special authorization from the Health Officer. The keeping or maintenance of such animals shall also conform to the appropriate zoning codes as well as laws and regulations promulgated by the State of California and the Federal government.

§ 32.0119 Animals Which Habitually Make Noise.

(a) Excluding noise from property not zoned for residential purposes (property without “R” in its zoning classification), **it shall be unlawful for any person owning or having control of one or more of any animal, either willfully or through failure to exercise proper control, to allow such animal to habitually bark, howl, crow, or make any other loud noises in such a manner as to at any time, day or night, cause general annoyance or discomfort to a neighboring inhabitant.** The standard of general annoyance or discomfort is a “reasonable person” standard, i.e., the noise is such that a reasonable person, under the same or similar circumstances, would suffer annoyance or discomfort.

(b) Evidence of a violation may be based upon complaints from neighboring inhabitant(s), hereby defined as persons living within 200 yards of such animal owner or keeper’s premises, or if said animal wanders outside of said premises, within 200 yards of any place where such animal wanders outside of said premises.

§ 32.0207 Possession of Unvaccinated Dogs.

It shall be unlawful for any person within the County of San Bernardino, outside municipal corporations, to own, have an interest in, harbor and feed, or have the care, charge, custody, or possession of a dog over the age of four months, whether such dog is confined or not, unless such dog has a current vaccination with the rabies vaccine approved by the California State Department of Public Health and is officially tagged as provided for in this Chapter. The vaccine shall be

used exclusively to vaccinate all dogs within the County of San Bernardino. Vaccination with said vaccine shall be valid for a period not to exceed one year when administered to a dog under one year of age, or three years when administered to a dog over one year of age.

§ 32.0209 License Responsibility.

(a) **Every resident in the unincorporated areas of San Bernardino County who owns, has an interest in, harbors and feeds, or has the care, charge, custody, or possession of a dog four months of age or over, and whether such dog is confined or not, shall obtain a San Bernardino County dog license** for such a dog. Each dog shall have a current rabies vaccination as evidenced by a valid rabies certificate issued by the veterinarian who performed the vaccination as a requisite to licensing. Provided further that rabies vaccination certificate shall not be required if the license is obtained at the time the dog is vaccinated at a County or City low-cost clinic.

KENNEL. A place where five or more dogs over four months of age are kept. The term **KENNEL** shall not apply to animal shelters operated by governmental agencies, or nonprofit societies for the care of stray dogs nor shall the term apply to veterinary hospitals keeping animals in the course of medical treatment.

(Ord. 1093, passed - -1963; Am. Ord. 1455, passed - -1968; Am. Ord. 3908, passed - -2004)

§ 32.0302 Requirement of a Permit.

Every person, firm or corporation engaged in operating, control, or management of a kennel as herein defined shall obtain a permit from the County Health Officer and shall pay an annual permit fee as specified in the County Fee Schedule.

§ 32.0305 Required Vaccinations.

(a) **All dogs four months of age or older shall be currently vaccinated against rabies with a rabies vaccine approved by the California State Department of Health Services.** Said rabies vaccination shall be performed only by a veterinarian who is duly licensed to practice in the State of California.

§ 32.0903 Location and Identification of Apiaries.

(a) Prior to locating or maintaining an apiary, written permission of the property owner or occupant shall be obtained, if the apiary is located on a property not owned or leased by the person responsible for the apiary.

(b) All apiaries owned or kept within the unincorporated area of the County of San Bernardino shall be located at least 100 feet from all public roads (traveled portions) and at least 200 feet from all freeways, unless there are natural barriers to prevent bees from causing a nuisance or hazard to persons using the road or freeway.

**Note there are additional regulations related to apiaries (beekeeping)*

CATTERY. A place where five or more cats are kept. The term **CATTERY** shall not apply to animal shelters operated by governmental agencies nor shall it apply to veterinary hospitals.

§ 32.1202 Requirement of a Permit.

Every person, firm, or corporation engaged in the operation, control, or management of a cattery as herein defined, shall obtain a permit to operate from the County Health Officer, and shall pay an annual fee

§ 32.1301 Food Left Outside for Certain Mammalian Predators.

(a) No person shall feed or in any manner provide food for one or more nondomesticated mammalian predators. A nondomesticated mammalian predator shall include coyotes, raccoons, foxes, opossums, bears, mountain lions, and bobcats.

§ 32.1303 Garbage Containing Food Scraps.

No person shall leave or permit to be left out-of-doors any garbage containing food scraps without first securing said food scraps in closed containers.

Vicious animals

§ 32.1403 Determinations and Notice Process.

(a) *Determination of Potentially Dangerous or Vicious Animal.* If an Animal Control Officer, after conducting an investigation, has determined that there exists probable cause to believe that an animal is potentially dangerous or vicious, he or she shall report the results of his or her investigation in writing to the Chief Officer, who shall review said written report for the purpose of determining whether or not the animal in question is potentially dangerous or vicious.

§ 32.1501 Spaying and Neutering of Pit Bulls.

(a) Pursuant to Health and Safety Code § 122331, **no person shall own or keep a Pit Bull over the age of four months which has not been spayed or neutered**, except as provided in Subdivision (b) below. For purposes of this Section, "Pit Bull" is defined as any Staffordshire Bull Terrier, American Pit Bull Terrier or American Staffordshire Terrier breed of dog, or any mixed breed of dog which contains, as an element of its breeding, any of these breeds so as to be identifiable as partially of the breed of Staffordshire Bull Terrier or American Pit Bull Terrier or American Staffordshire Terrier.

§ 32.1502 Spaying or Neutering of Unaltered Dogs Other Than Pit Bulls.

(a) No person may own or have custody of an unaltered dog over the age of four months if such owner or custodian has been found to have violated any State law or the County Code pertaining to the owner's or custodian's obligations regarding such dog. The owner or custodian in such circumstance must have the dog spayed or neutered or provide a certificate of sterility to the Health Officer or his or her designee (hereinafter referred to as the "Health Officer").

§ 32.1503 Captured, Received, Taken Up, or Impounded Unaltered Dogs Other Than Pit Bulls.

(a) When an unaltered dog is captured, received, taken up, or impounded pursuant to § [32.0102\(a\)](#), the dog shall be spayed or neutered as set forth below.

(1) The dog may be released to the owner or custodian with written notice provided to the owner or custodian that the owner or custodian must within ten calendar days of such release have the dog spayed or neutered and submit a statement signed by a licensed veterinarian confirming such spaying or neutering. Failure to comply with such noticed requirements is a violation of this Code.

(2) Notwithstanding Subdivision (a)(1), the Health Officer, solely at his or her own discretion, may have the dog spayed or neutered by a veterinarian designated by the Health Officer, prior to releasing the dog to the owner or custodian. The owner or custodian shall be liable for all costs associated with such spaying or neutering, including the time expended by the Health Officer, based on the hourly rate set forth in § [16.0213A\(b\)\(1\)](#). The owner or custodian must pay such costs prior to the release of the dog to the owner or custodian.

(b) The owner or custodian of an unaltered dog is exempt from the requirements of § [32.1503\(a\)](#) if the owner or custodian complies with § [32.1502\(b\)](#).

(c) If such dog is impounded, the costs of impoundment shall be a lien on the dog, and the dog shall not be returned to its owner or custodian until the costs are paid. If the owner or custodian of an impounded unaltered dog does not pay the lien against the dog in full within ten calendar days of notice of impoundment, the dog shall be deemed abandoned to the Health Officer in accordance with § [32.0102\(a\)\(1\)\(E\)](#).



**Beaumont-Cherry Valley Water District
Regular Board Meeting
October 13, 2021**

Item 9

STAFF REPORT

TO: Board of Directors

FROM: Dan Jagers, General Manager

SUBJECT: Consideration of 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.

Background

On March 18, 2009, the Board of Directors adopted Resolution 2009-05, establishing a Policies and Procedures Manual applicable to the Board of Directors and District staff. The document has been updated periodically 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. The project has been addressed by staff in sections. At the July 27, 2020 meeting, an overview of the proposed changes to the organization of the document was presented, and the Committee requested "redlined" versions of changes in order to thoroughly review each item. Policy Approval Tracking (**Attachment 1**) is provided as an overview of the project thus far.

The Personnel Committee has reviewed a section of proposed revisions and new policies and after careful consideration, the Committee recommends the Policies for adoption by the Board.

Summary

These revisions were presented to the Personnel Committee at its meetings of May 17, 2021, July 19, 2021, and September 20, 2021, and there were no comments or concerns voiced by the Employee Association representatives. These sections pertain to all District personnel.

Staff 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.

Revised polices are drafted using the APA (American Psychological Association) Style for writing style and grammar. The APA style emphasizes continuity, flow, conciseness, bias-free language,



and clarity. These objectives parallel the District's goals for transparency in our public documents and promote clear and enforceable policies.

The proposed policies are presented side-by-side with the current versions, with redline edits shown for clarity (**Attachments 3a through 3h**). The drafted policies have been reviewed and recommended by the District's 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 numbering system, and page numbers. This is an administrative task and does not require Board action or inclusion in the resolution.

Summary Table of Proposed Policies

Existing Policy Number	New Policy Number and Title	Summary of Proposed Changes
1000	Policy 1000 Definitions	<ul style="list-style-type: none">• Previously adopted by the Board on 4/14/2021• Definition of "reclassification" added at the request of the Personnel Committee
8	Policy 3000 Employee Status	<ul style="list-style-type: none">• Clarifies definition of full-time employment• Adds clarification regarding introductory period for newly promoted employees• Adds CalPERS requirements for temporary employment and part-time employment
N/A	Policy 3001 Employee Information and Emergency Data	<ul style="list-style-type: none">• Proposed new policy
N/A	Policy 3002 Employee Groups	<ul style="list-style-type: none">• Proposed new policy
9	Policy 3005 Compensation	<ul style="list-style-type: none">• Proposes to permit the General Manager to authorize a starting rate for a new employee at a higher step within the classification range to allow for greater flexibility in recruiting and to attract the best possible candidates for the District.• Proposes to limit out-of-class work to 6 months



		<ul style="list-style-type: none"> Clarifies that employees are not eligible for a merit increase after their introductory 6-month evaluation period
N/A	Policy 3006 Public Works Contractor-Employee Relations	<ul style="list-style-type: none"> Proposed new policy
10, 49	Policy 3010 Employee Performance Evaluation	<ul style="list-style-type: none"> Combines existing policies 10 & 49. Proposed new language states requirements for preparation of evaluations to include the Human Resources department. Includes a new section describing the standardized Evaluation form and recordkeeping requirements.
11	Policy 3015 Performance Evaluation-General Manager	<ul style="list-style-type: none"> Minor edits

Fiscal Impact

No fiscal impact.

Attachments

1. Policy Approval Tracking
2. Proposed Resolution 2021-__ Amending the District Policies and Procedures Manual Part I: Personnel
3. Side-by-Side Policies
 - a. Policy 1000 Definitions
 - b. Policy 3000 Employee Status
 - c. Policy 3001 Employee Information and Emergency Data
 - d. Policy 3002 Employee Groups
 - e. Policy 3005 Compensation
 - f. Policy 3006 Public Works Contractor-Employee Relations
 - g. Policy 3010 Employee Performance Evaluation
 - h. Policy 3015 Performance Evaluation-General Manager

Staff Report prepared by Sabrina Foley, Human Resources Coordinator

Policy Approval Tracking
BCVWD Policies and Procedures Manual Project

Policy Number	New Policy Number	Section	Policy Name	Drafted by BCVWD Staff	Responsible Staff	Approved by Legal Counsel	Presented to Personnel Committee	Provisionally Approved by Personnel Committee	Presented to Board of Directors	Approved by Board of Directors	Adoption Date
1	1000	General	Definitions	Yes	Human Resources	2/16/2021	2/22/2021	2/22/2021	4/14/2021		4/14/2021
			Definitions	Additional Edits	Human Resources	6/28/2021	7/19/2021	7/20/2021	10/13/2021	Pending	
2	1005	General	Contractual Provisions	Yes	Human Resources	2/16/2021	2/22/2021	2/22/2021	4/14/2021	4/14/2021	4/14/2021
N/A	1010	General	Policy Manual	Yes	Human Resources	2/16/2021	2/22/2021	2/22/2021	4/14/2021	4/14/2021	4/14/2021
3	2000	Administration	Equal Opportunity	Yes	Human Resources	3/15/2021	3/22/2021	3/22/2021	4/14/2021	4/14/2021	4/14/2021
4	2005	Administration	Affirmative Action	Yes	Human Resources	3/22/2021	3/22/2021	3/22/2021	4/14/2021	4/14/2021	4/14/2021
5	2010	Administration	Access to Personnel Records	Yes	Human Resources	3/15/2021	3/22/2021	3/22/2021	4/14/2021	4/14/2021	4/14/2021
6	2015	Administration	Harassment	Yes	Human Resources	3/15/2021	3/22/2021	3/22/2021	4/14/2021	4/14/2021	4/14/2021
7	2020	Administration	Sexual Harassment	Yes	Human Resources	3/15/2021	3/22/2021	3/22/2021	4/14/2021	4/14/2021	4/14/2021
N/A	2025	Administration	Whistleblower Protection	Yes	Human Resources	3/15/2021	3/22/2021	3/22/2021	4/14/2021	4/14/2021	4/14/2021
8	3000	Personnel	Employee Status	Yes	Human Resources	4/12/2021	7/19/2021	7/20/2021	10/13/2021	Pending	
N/A	3001	Personnel	Employee Information and Emergency Data	Yes	Human Resources	4/12/2021	6/21/2021	6/21/2021	10/13/2021	Pending	
N/A	3002	Personnel	Employee Groups	Yes	Human Resources	4/12/2021	5/17/2021	5/17/2021	10/13/2021	Pending	
9	3005	Personnel	Compensation	Yes	Human Resources	7/13/2021	7/19/2021	7/20/2021	10/13/2021	Pending	
N/A	3006	Personnel	Prevailing Wage-Public Works Contractor-Employee Relations	Yes	Human Resources	7/13/2021	9/20/2021	9/20/2021	10/13/2021	Pending	
10 & 49	3010	Personnel	Employee Performance Evaluation	Yes	Human Resources	7/13/2021	9/20/2021	9/20/2021	10/13/2021	Pending	
11	3015	Personnel	Performance Evaluation-General Manager	Yes	Human Resources	8/3/2021	9/20/2021	9/20/2021	10/13/2021	Pending	
12	3020	Personnel	Health and Welfare Benefits	Yes	Human Resources						
13	3025	Personnel	Pay Periods	Yes	Human Resources						
14	3030	Personnel	Gift Acceptance Guidelines	Yes	Human Resources						
15	3035	Personnel	Outside Employment	Yes	Human Resources						
16	3040	Personnel	Letters of Recommendation	Yes	Human Resources						
17	3045	Personnel	Executive Officer	Yes	Human Resources						
18	3050	Personnel	Volunteer Personnel Workers' Compensation Insurance	Yes	Human Resources						
19	3055	Personnel	Work Hours, Overtime, and Standby Program	Yes	Human Resources						
20	3060	Personnel	Continuity of Service	Yes	Human Resources						
20 (incorrect numbering)	3065	Personnel	Reduction in Force	Yes	Human Resources						
21	3070	Personnel	Holidays	Yes	Human Resources						
22	3075	Personnel	Vacation	Yes	Human Resources						
23	3080	Personnel	Pre-Employment Physical Examination	Yes	Human Resources						
24	3085	Personnel	Sick Leave	Yes	Human Resources						
25	3090	Personnel	Family and Medical Leave	Yes	Human Resources						
26	3095	Personnel	Pregnancy Disability Leave	Yes	Human Resources						
N/A	3096	Personnel	Lactation Accommodation	No	Human Resources						
27	3100	Personnel	Bereavement Leave	Yes	Human Resources						
28	3105	Personnel	Personal Leave of Absence	Yes	Human Resources						
29	3110	Personnel	Jury and Witness Duty	Yes	Human Resources						
N/A	3111	Personnel	Leave for Crime Victims and Family Members	No	Human Resources						
30	3115	Personnel	Return to Work Policy	Yes	Human Resources						
31	3120	Personnel	Occupational Injury and Illness Prevention Program	Yes	Human Resources						
N/A	3121	Personnel	Infectious Disease Control	Yes	Human Resources						
N/A	3122	Personnel	Workplace Violence	Yes	Human Resources						
N/A	3123	Personnel	Theft	No	Human Resources						
32	3125	Personnel	Uniforms and Protective Clothing	Yes	Human Resources						
33	3130	Personnel	Conferences	Yes	Human Resources						
34	3135	Personnel	Occupational Certification Assistance	Yes	Human Resources						
35	3140	Personnel	Respiratory Protection Program	Yes	Human Resources						
36	3145	Personnel	Driver Training and Record Review	Yes	Human Resources						
37	3150	Personnel	District Vehicle Usage	Yes	Human Resources						
38	3151	Personnel	Personal Vehicle Usage		Human Resources						

Policy Approval Tracking
BCVWD Policies and Procedures Manual Project

Policy Number	New Policy Number	Section	Policy Name	Drafted by BCVWD Staff	Responsible Staff	Approved by Legal Counsel	Presented to Personnel Committee	Provisionally Approved by Personnel Committee	Presented to Board of Directors	Approved by Board of Directors	Adoption Date
39	3160	Personnel	HIPAA Compliance and Security Officer	Yes	Human Resources						
40	3165	Personnel	Tobacco Use	Yes	Human Resources						
41	3170	Personnel	Smoke Free Workplace	Yes	Human Resources						
42	3175	Personnel	Disciplinary Action or Terminations	Yes	Human Resources						
43	3180	Personnel	Nepotism-Employment of Relatives	Yes	Human Resources						
44	3185	Personnel	Confidentiality Regarding Resignations	Yes	Human Resources						
45	3190	Personnel	Internet, E-Mail, and Electronic Communication Ethics, Usage and Security	Yes	Information Technology						
N/A	3191	Personnel	Electronic Signature Policy	No	Information Technology						
46	3195	Personnel	Cellular Telephone Usage	Yes	Information Technology						
47	3200	Personnel	Grievance Procedures	Yes	Human Resources						
48	3205	Personnel	Substance Abuse (In Conformance with Department of Transportation Guidelines)	Yes	Human Resources						
N/A	3206	Personnel	FMCSA Clearinghouse Registration	No	Human Resources						
50	3215	Personnel	Personnel Action Form (PAF)	Yes	Human Resources						
51	3220	Personnel	Recruitment, Selection and Onboarding	Yes	Human Resources						
N/A	3225	Personnel	Employee Leave Donation Program and Policy	Yes	Human Resources						
N/A	3230	Personnel	Workers' Compensation	Yes	Human Resources						
N/A	3231	Personnel	Accommodations for Disability	No	Human Resources						
N/A	3235	Personnel	Military Leave	Yes	Human Resources						
N/A	3240	Personnel	Dress Code and Personal Standards	Yes	Human Resources						
N/A	3245	Personnel	Non-Solicitation and Political Speech	No	Human Resources						
N/A	3250	Personnel	Telecommuting	No	Human Resources						
N/A	3255	Personnel	Time off for School Activities	No	Human Resources						
N/A	3260	Personnel	Time off to Vote	No	Human Resources						
1	4005	Board of Directors	Basis of Authority	Yes	HR/Administration						
2	4010	Board of Directors	Members of the Board of Directors	Yes	HR/Administration						
3	4015	Board of Directors	Committees of the Board of Directors	Yes	HR/Administration						
4	4020	Board of Directors	Board President	Yes	HR/Administration						
5	4025	Board of Directors	Board Meetings	Yes	HR/Administration						
6	4030	Board of Directors	Board Meeting Agendas	Yes	HR/Administration						
7	4035	Board of Directors	Board Meeting Conduct	Yes	HR/Administration						
8	4040	Board of Directors	Board Actions and Decisions	Yes	HR/Administration						
9	4045	Board of Directors	Attendance at Meetings	Yes	HR/Administration						
10	4050	Board of Directors	Minutes of Board Meetings	Yes	HR/Administration						
11	4055	Board of Directors	Rules of Order for Board and Committee Meetings	Yes	HR/Administration						
12	4060	Board of Directors	Training, Education and Conferences	Yes	HR/Administration	6/30/2021	N/A	Directed to Full Board	7/14/2021	7/14/2021	7/14/2021
13 & 16	4065	Board of Directors	Remuneration, Director Per Diem Fees	Yes	HR/Administration	6/30/2021	N/A	Directed to Full Board	7/14/2021	Revisions Requested on 7/14/2021	
14	4070	Board of Directors	Payment of Expenses Incurred on District Business	Yes	HR/Administration						
15	4075	Board of Directors	Expenditure Reimbursement	Yes	HR/Administration						
17	4080	Board of Directors	Membership in Associations	Yes	HR/Administration						
18	4085	Board of Directors	Ethics Training	Yes	HR/Administration						
N/A	4086	Board of Directors	Anti-Harassment Training	No	HR/Administration						
19	4090	Board of Directors	Code of Ethics	Yes	HR/Administration						
20	4095	Board of Directors	Ethics Policy	Yes	HR/Administration						

Policy Approval Tracking
BCVWD Policies and Procedures Manual Project

Policy Number	New Policy Number	Section	Policy Name	Drafted by BCVWD Staff	Responsible Staff	Approved by Legal Counsel	Presented to Personnel Committee	Provisionally Approved by Personnel Committee	Presented to Board of Directors	Approved by Board of Directors	Adoption Date
N/A	4100	Board of Directors	Electronic Communications and Data Devices at Dais	Yes	HR/Administration	6/28/2021	N/A	Directed to Full Board	7/14/2021	7/14/2021	7/14/2021
1	5005	Operations	Emergency Preparedness	Yes	Human Resources						
2	5010	Operations	Emergency Response Guideline for Hostile or Violent Incidents	Yes	Human Resources						
3	5015	Operations	Computer and Business Continuity Security	Yes	Information Technology						
4	5020	Operations	Environmental Health and Safety Compliance Program	Yes	HR/Operations						
5	5025	Operations	Illness and Injury Prevention Program	Yes	HR/Operations						
6	5030	Operations	Budget Preparation	Yes	Finance						
7	5035	Operations	Fixed-Asset Accounting Control	Yes	Finance						
8	5040	Operations	Fixed-Asset Capitalization	Yes	Finance						
9	5045	Operations	Investment of District Funds	Yes	Finance						
10	5050	Operations	Customer Payment Arrangements	Yes	Finance/Customer Service						
11	5055	Operations	Employment of Consultants and Professional Services	Yes	Finance/HR						
12	5060	Operations	Employment of Outside Contractors	Yes	Finance/Administration						
13	5065	Operations	Easement Abandonment	Yes	Administration						
14	5066	Operations	Easement Acceptance	No	Administration						
15	5070	Operations	Encroachment Permits	Yes	Administration						
16	5075	Operations	Credit Card Usage	Yes	Finance						
17	5080	Operations	Purchasing	Yes	Finance						
N/A	5081	Operations	Contract Review Policy	No	Finance/Administration						
18	5085	Operations	Disposal of Surplus Property or Equipment	Yes	Finance						
19	5090	Operations	Records Retention	Yes	Administration						
N/A	5095	Operations	District Residences and Facility Emergency Policy	Yes	HR/Administration	7/21/2020	6/21/2021	Requested edits, sent to Board for review	Requested Edits 7/14/2021		
N/A	5100	Operations	Press Relations and Social Media	No	Administration						
1	6005	Miscellaneous	Purpose of Board Policies	Yes	Human Resources						
2	6010	Miscellaneous	Adoption, Amendment of Policies	Yes	Human Resources						
3	6015	Miscellaneous	Public Complaints	Yes	Human Resources						
4	6020	Miscellaneous	Claims Against the District	Yes	Human Resources						
5	6025	Miscellaneous	Copying Public Documents	Yes	HR/Administration						
6	6030	Miscellaneous	District Standards for the Furnishing of Materials	Yes	HR/Administration						
7	6035	Miscellaneous	Environmental Review Guidelines	Yes	Engineering						
8	6040	Miscellaneous	Annexation	No	Engineering						
9	6045	Miscellaneous	Construction Requirements	No	Engineering						
N/A	7000	Information Technology	Acceptable Use	Yes	Information Technology						
N/A	7005	Information Technology	Accessibility	Yes	Information Technology						
N/A	7010	Information Technology	Electronic Communications	Yes	Information Technology						
N/A	7015	Information Technology	Passwords	Yes	Information Technology						
N/A	7020	Information Technology	Remote Access/VPN	Yes	Information Technology						
N/A	7025	Information Technology	Datacenter Physical Security	Yes	Information Technology						
N/A	7030	Information Technology	Wireless Communications	Yes	Information Technology						
N/A	7035	Information Technology	Mobile Device Security	Yes	Information Technology						
N/A	7040	Information Technology	Internet Use	Yes	Information Technology						
N/A	7045	Information Technology	Information Systems Backup & Data Retention	Yes	Information Technology						
N/A	7050	Information Technology	Personally Identifiable Information	Yes	Information Technology						
N/A	7055	Information Technology	Drones Use	No	Information Technology						
N/A	7060	Information Technology	Security and Technology Access for Independent Contractors	No	Information Technology						

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:

1000	Definitions
3000	Employee Status
3005	Compensation
3010	Employee Performance Evaluation
3015	Performance Evaluation-General Manager

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:

3001	Employee Information and Emergency Data
3002	Employee Groups
3006	Public Works Contractor-Employee Relations

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

AYES:

NOES:

ABSTAIN:

ABSENT:

Signatures on next page

ATTEST:

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

DRAFT

Proposed Policy

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.

1000.5 **Reclassification.** A position reclassification is the assignment of a new job profile and/or salary schedule to an existing position. Human Resources bases this change on an evaluation of the duties, responsibilities, scope, impact, and minimum qualifications of the position.

Adopted by Resolution 21-006, 4/14/2021

Current Policy

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.

Adopted by Resolution 21-006, 4/14/2021

Proposed Policy

Current Policy

BEAUMONT-CHERRY VALLEY WATER DISTRICT

PERSONNEL

POLICY TITLE: EMPLOYEE STATUS
POLICY NUMBER: 3000

3000.1 **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 Memorandum of Understanding (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 an MOU or written employment agreement approved by the District Board and signed by or on behalf 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.

3000.2 **Regular Full-Time Employee.** A "Regular" employee is one who has been hired to fill a regular position in any job classification and has completed ~~their~~^{his/her} introductory period except as otherwise required by law. Full-Time Employment is defined as a 40-hour average workweek. Regular employees are compensated according to the District Salary Schedule as approved by the Board of Directors. Regular, Full-Time Employees will be eligible for benefits in accordance with their classification and employee group.

3000.3 **Introductory Employee.** All newly hired employees serve an introductory period. The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. The District uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or the District may end the employment relationship at will at any time during or after the introductory period, with or without cause or advance notice. All new (including rehired) employees work on an introductory basis for the first ~~six (6)~~ months after their date of hire. Any significant absence will automatically extend an introductory period by the length of the absence. If the District determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended one time for a total of up to 12 months or more times at the discretion of the General Manager or their designee.

3000.4 Upon successful completion of the introductory period, full-time employees enter the "regular" employment classification. Successful completion of the introductory period does not guarantee employment for any specific duration or change the at-will status of regular employment.

3000.5 Current employees who are promoted or transferred to a new classification will serve an introductory period for the first 6 months after their date of appointment. Employees who are reclassified will not serve an introductory period for an updated job title. In the event that a promoted or transferred employee is not able to satisfactorily complete their introductory period in the new role, they may resume their former position if it is vacant. However, the District reserves the right to fill vacant positions, and the option to resume a former position is not guaranteed. If the position is not available, the introductory period may be extended at the discretion of the General Manager or their designee, or the employee may be terminated from employment. ~~Additionally, if the employee is not able to satisfactorily complete their introductory period due to violation(s) of policy, they will not be eligible to resume their former position, and may experience disciplinary action, up to and including termination of employment.~~

3000.6 Introductory Evaluation. At the conclusion of the introductory period, employees will receive a performance evaluation to assess whether the introductory period is successfully completed. The introductory period
Adopted by Resolution 20-XX, Date

- 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.

Proposed Policy

Current Policy

BEAUMONT-CHERRY VALLEY WATER DISTRICT

PERSONNEL

is not eligible for a merit increase. See Policy 3010 Employee Performance Evaluation and Procedure.

3000.7 **Temporary Employee.** A temporary employee is defined as anyone hired for a period of ~~six (6)~~ months or less. Employees hired to replace a regular employee who is on a leave of absence shall be hired as temporary employees unless said leave of absence is in excess of one hundred eighty (180) days. Temporary Employees may not work more than 1,000 hours or 125 days in a CalPERS fiscal year (July 1-June 30). Retired Annuitants from CalPERS may not work in excess of 960 hours in a CalPERS fiscal year.

1. Part-Time, Temporary Employee. A temporary employee working less than 40 hours per week on average in a temporary position is a Part-Time, Temporary Employee. Part-Time, Temporary Employees may work in their positions for up to 12 months but may not work in excess of 1,000 hours (960 hours for Retired Annuitants) in a CalPERS fiscal year (July 1-June 30).

3000.8 **Part-Time Employee.** A "Part-time" employee is one who is hired to work within any job classification, but whose position is not regular in nature. The part-time employee works whenever the District's workload increases to a level that a regular employee cannot accommodate or when other factors make part-time employment advantageous. On average, part-time employees may not work more than 20 hours per week. He/She also works standby as discussed in Section 19, ("WORK HOURS, OVERTIME AND STANDBY PROGRAM"). They may also work standby as discussed in Policy 3055 if required by their job classification.

1. A temporary or part-time employee will not be eligible for fringe benefits including holiday pay, vacation pay, jury duty pay, health insurance coverage, bereavement pay, or items of a similar nature, nor will ~~he/she~~ they accrue seniority or leave of absence rights except where required by Temporary law. Temporary or Part-Time employees are eligible for the Employee Assistance Program (EAP), standard life insurance, standard Accidental Death & Dismemberment (AD&D) insurance, and may be eligible to purchase dental and vision insurance or ancillary benefits at their own option and cost.
2. Following the Health Workplace Healthy Family Act of 2014 (AB 1522), in accordance with the California Labor Code, a temporary or part-time employee will accrue paid sick leave as of the first day of employment at a rate of ~~one (1)~~ hour for every ~~thirty (30)~~ hours worked provided that the employee has worked for 30 or more days within a year from the beginning of employment. The temporary or part-time employee will be eligible to take paid sick leave after the 90th day of employment. The employee shall be limited to an annual accrued sick leave limit of ~~twenty-four (24)~~ hours annually.

Adopted by Resolution 20-XX, Date

- B. **Regular Full Time Employee.** A "Regular" employee is one who has been hired to fill a regular position in any job classification and has completed his/her introductory period except as otherwise required by law.
- C. **Introductory Employee.** All newly hired employees serve an introductory period. The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. The District uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or the District may end the employment relationship at will at any time during or after the introductory period, with or without cause or advance notice. All new (Including rehired) employees work on an introductory basis for the first six (6) months after their date of hire. Any significant absence will automatically extend an introductory period by the length of the absence. If the District determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended one or more times.

Upon satisfactory completion of the introductory period, full-time employees enter the "regular" employment classification. Successful completion of the introductory period does not guarantee employment for any specific duration or change the at-will status of regular employment.

- D. **Temporary Employee.** A temporary employee is defined as anyone hired for a period of six (6) months or less. Employees hired to replace a regular employee who is on a leave of absence shall be hired as temporary employees unless said leave of absence is in excess of one-hundred-eighty (180) days.

Part-Time Employee. A "Part-time" employee is one who is hired to work within any job classification, but whose position is not regular in nature. The part-time employee works whenever the District's workload increases to a level that regular employee cannot accommodate or when other factors make part-time employment advantageous. He/she also works standby as discussed in Section 19, ("WORK HOURS, OVERTIME AND STANDBY PROGRAM").

- i. A temporary or part-time employee will not be eligible for fringe benefits including holiday pay, vacation pay, insurance coverage, jury duty pay, bereavement pay or items of a similar nature, nor will he/she accrue seniority or leave of absence rights. Following the Healthy Workplace Healthy Family Act of 2014 (AB 1522), a temporary or part-time employee will accrue paid sick leave as of the first day of employment at a rate of one (1) hour for every thirty (30) hours worked provided that the employee has worked for 30 or more days within a year from the beginning of employment. The temporary or part-time employee will be eligible to take the paid sick leave after the 90th day of employment. The employee shall be limited to an annual accrued sick leave limit of twenty-four (24) hours annually.

9. COMPENSATION

- A. **Compensation at Hiring.** This policy shall apply to all District employees:

Proposed Policy

No Existing Policy

BEAUMONT-CHERRY VALLEY WATER DISTRICT

PERSONNEL

POLICY TITLE: EMPLOYEE INFORMATION AND EMERGENCY DATA

POLICY NUMBER: 3001

3001.1 It is the policy of the District to maintain accurate and vital personal contact information for each employee and Director of the District. This information is needed to maintain accurate payroll, benefits, and emergency information for all employees and Directors. All such information shall be maintained as confidential to the extent allowed by law.

3001.2 It is important that employees promptly notify the District of any changes to their personal information, including:

1. Name
2. Home and Mailing Address
3. Home and Cell Phone Telephone Numbers
4. Change of Emergency Contact Information
5. Educational Accomplishments, such as relevant water certifications
6. Marital or Registered Domestic Partner Status, if necessary for benefits purposes
7. Any dependents the employee wishes to include for benefits purposes
8. Driver's License Status
9. Payroll Deductions and Direct Deposit Information
10. Benefit Plan Beneficiary

3001.3 Employees are responsible for notifying the Human Resources Department in the event of a change in vital information as described above or any other District policy or procedure. A Change of Name/Address form may be obtained from Human Resources.

3001.4 Per California Government Code §3100-3109, an employee must file a new loyalty oath, also known as a Disaster Service Worker and Loyalty Oath, with the District within 10 calendar days of a change of name.

3001.5 The District shall not be responsible in the event of failure of an employee to provide this information in a timely manner for a loss of benefits or services by the employee or dependents.

3001.6 Each employee is also responsible for providing the District with records concerning any licenses or certificates required in the performance of their job, as well as any documents showing that education or training relevant to employment has been completed.

3001.7 **Release of Information.**

1. Personnel records are considered confidential and are the property of the District.
2. Except as required by law, no information from an employee's personnel file will be released verbally or in writing other than job title, and dates of employment. Internal inquiries from other District departments and inquiries from law enforcement agencies are exceptions to this policy.

Adopted by Resolution 20-XX, Date

Proposed Policy

No Existing Policy

BEAUMONT-CHERRY VALLEY WATER DISTRICT

PERSONNEL

3. Inquiries from prospective employers should be directed to the Human Resources Department. The only information to be provided will be the employee's job title, employment dates, employment end date (if no longer employed by the District), and total time of employment with the District.
4. An employee may authorize the release of salary information (e.g., for purposes of credit evaluation) by providing specific authorization.
5. Human Resources will notify the employee (if currently employed) if a verification of employment request is received.
6. All subpoenas served to obtain information contained in District personnel files must be directed immediately to the General Manager or their designee for submission to District legal counsel. It is the District's policy to comply fully with a properly issued subpoena including proof of service to the employee and absent written objection by the employee or document (i.e., Motion to Quash) from the employee's attorney.
7. Employees may examine the allowable contents of their own personnel records by contacting Human Resources and providing a Personnel Records Request form, which is obtainable from Human Resources.
 - a. Employees must review their personnel files in the presence of a Human Resources employee, the General Manager, or their designee.
 - b. Employees may not remove from the office any part of the personnel file.
 - c. The employee may request copies of the file or portions of the file. Within reason, Human Resources will provide copies. For extensive copying, the District's regular Public Records Act copying charges will apply.
 - d. In the event an employee wishes to dispute a document in their personnel file, in the presence of Human Resources the employee may write an explanation or clarification and attach it to the disputed document. Under no circumstances will Human Resources or the employee alter the original document.
8. Employees may authorize the release of their own personnel records by executing a written request identifying the records to be released and the person or entity to which they may be released. Ordinarily, no information on past or present employees shall be provided by the District, other than employment dates and job title, unless such requests for information are accompanied by a signed authorization by the employee to release the information requested.

3001.8 For additional information about electronic records see IT Policy 7050 Personally Identifiable Information.

Adopted by Resolution 20-XX, Date

Proposed Policy

No Existing Policy

BEAUMONT-CHERRY VALLEY WATER DISTRICT

PERSONNEL

POLICY TITLE: EMPLOYEE GROUPS
POLICY NUMBER: 3002

3002.1 **Preamble.** Pursuant to Government Code section 3500 et seq., known as the Meyers-Milias-Brown Act or MMBA, the District has established procedures, set forth herein, for the administration of employer-employee relations. If the procedures set forth below do not address a particular process or scenario, the District shall follow the process provided for in the MMBA. Nothing in this policy shall restrict or limit the ability of the District to negotiate a Memorandum of Understanding (MOU) with a recognized employee group that establishes different procedures, in which case such procedures shall supersede those set forth in this policy.

3002.2 Definitions.

1. Confidential Employee: an employee who, in the course of their duties, has access to confidential information relating to the District's administration of employer-employee relations, including Human Resources classifications and executive management.
2. Management Employee: an exempt (salaried) employee. Management employees may have an employment agreement with the District and are responsible for administering and managing the implementation of District policies and procedures.
3. Executive Management: Classifications which lead a department, such as the Director of Finance & Administration, Director of Operations, etc.
4. Consult/Consultation in Good Faith: to communicate orally or in writing with an Employee Association or Employee organization for the purpose of presenting and obtaining views or advising of intended actions; and, as distinguished from meeting and conferring in good faith regarding matters within the required scope of such meet and confer process, does not involve an exchange of proposals and counterproposals in an endeavor to reach agreement.
5. Chief Negotiator: The General Manager or their designee.
6. Recognized Employee Organization or Recognized Employee Association: an employee organization which has been formally acknowledged by the District as the sole employee organization representing the employees in an appropriate representation unit, having the exclusive right to meet and confer in good faith concerning statutorily required subjects pertaining to unit employees, and thereby assuming the corresponding obligation of representing such employees.
7. Impasse: The Chief Negotiator and a Recognized Employee Organization or Employee Association have reached a point in their meeting and conferring in good faith where their differences on matters within the scope of representation remain so substantial and prolonged that further meeting and conferring would be futile.

3002.3 **Representation Proceedings.** An employee organization that seeks to be formally acknowledged as a Recognized Employee Organization or a Recognized Employee Association representing the employees in an appropriate unit shall file a petition with the Chief Negotiator. Upon receipt of the petition, the Chief Negotiator will determine whether the petition complies with the requirements of such petition, whether the proposed representation unit is an appropriate unit, and shall give written notice of the determination of the petition.

3002.4 **Election Procedure.** It is the responsibility of the Recognized Employee Organization or Recognized Employee Association to arrange for a secret ballot election to elect Association or Organization Representatives. The District will permit reasonable time and privacy for the election to take place.

3002.5 **Use of District Resources.** Access to District work locations and the use of District paid time, facilities, equipment, and other resources by employee organizations and those representing them shall be authorized only to the extent provided for in an MOU and/or administrative procedures, shall be limited to
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lawful activities consistent with employer-employee relations and shall not interfere with the efficiency, safety, and security of District operations. Pursuant to Government Code Section 3505.3, the District shall allow a reasonable number of employees reasonable time off without loss of compensation or benefits when formally meeting and conferring on matters within the scope of representation.

3002.6 **Impasse Procedure.** If the meet and confer process has reached impasse as defined earlier in this policy, either party may initiate an impasse by filing with the other party a written request for an impasse meeting, together with a statement of its position on all issues. An impasse meeting shall then be scheduled by the Chief Negotiator. The purpose of such meeting shall be:

1. To review the position of the parties in a final effort to reach agreement on an MOU; and
2. If the impasse is not resolved, the parties shall use the method set forth in the MMBA at Government Code section 3505.2.
3. All mediation proceedings shall be private. The mediator shall make no public recommendation, nor take any public position at any time concerning the issues.
4. If the parties fail to agree to submit the dispute to mediation or fail to agree on the selection of a mediator, the parties may agree to submit the impasse to fact-finding, as set forth in Government Code section 3505.4.
5. If the dispute is not settled within 30 days after the appointment of the factfinding panel, or upon agreement by both parties within a longer period, the parties shall follow the procedure set forth in Government Code section 3505.5 - 3505.7.

3002.7 Nothing in this policy shall be construed to deny to any person, employee, organization, the District, or any authorized officer, body, or other representative of the District, the rights, powers, and authority granted by Federal or State law.

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Current Policy

BEAUMONT-CHERRY VALLEY WATER DISTRICT

PERSONNEL

POLICY TITLE: COMPENSATION
POLICY NUMBER: 3005

3005.1 **Compensation at Hiring.** This policy shall apply to all District employees.;

3005.2 **New Employees.** All newly appointed employees shall be paid at the first step of the salary range for the position to which the employee is appointed except as provided in this policy elsewhere herein. Changes to the salary schedule must be approved by the Board of Directors. Employees may request a copy of the salary schedule from Human Resources or from their supervisor, and the salary schedule will be available on the District website.

3005.3 The General Manager, or their designee, may authorize a starting rate for a new employee at a higher step within the classification range based on a candidate's experience and eligibility. This action shall be noted in the employment agreement or conditional offer letter, to be maintained in the employee's personnel file.

3005.4 **Advancement within Range.** The General Manager shall authorize advancement within the salary range only after evaluating the employee's performance and determining that it is satisfactory. This determination shall be noted on a performance evaluation form to be placed in the employee's file, with a copy given to the employee (see Policy 3010).

3005.5 **Promotion.** When the District has an opening in a classification above the entry level, notice shall be posted in the break room(s), located at the District Headquarters and at the Operations Building prior to filling the position, or similar employee notice areas for all work locations, prior to filling the position. The District may elect to recruit internally-only or give preference to internal candidates, if desired. All candidates, whether internal or external, shall be evaluated equally with the most qualified candidate being selected for the position. Permanent Regular employees elevated in classification shall serve a minimum six (6)-6-month introductory period in their newly acquired position. Permanent-Regular status will be dependent on the job performance evaluation which will occur at the end of the introductory period (see Policy 3000.3-3000.6).

3005.6 **Performing Work Out of Classification.** Employees required to work a normal shift in a temporary classification higher than their current classification will be paid a shift differential equivalent to five percent (5%) of his/her their base pay rate. Should an employee be required to work temporarily in a classification paying less than his/her their established rate, they/he/she will be paid at their normal rate. Employees may not perform work out of classification for longer than 6 months.

3005.7 **Step Increases.** Employees below Step 5 in their/his/her classification shall be eligible for step increases based on their individual performance evaluation. Individual performance evaluations shall be conducted at 12 twelve-month intervals for all employees, based on anniversary date of either hire, transfer, or promotion to their current position. Employees are not eligible for increases after completing a 6-month introductory period.

3005.8 **Overtime.** See Policy 3055.5.

Adopted by Resolution 20-XX, Date

B. **Regular Full Time Employee.** A "Regular" employee is one who has been hired to fill a regular position in any job classification and has completed his/her introductory period except as otherwise required by law.

C. **Introductory Employee.** All newly hired employees serve an introductory period. The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. The District uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or the District may end the employment relationship at will at any time during or after the introductory period, with or without cause or advance notice. All new (Including rehired) employees work on an introductory basis for the first six (6) months after their date of hire. Any significant absence will automatically extend an introductory period by the length of the absence. If the District determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended one or more times.

Upon satisfactory completion of the introductory period, full-time employees enter the "regular" employment classification. Successful completion of the introductory period does not guarantee employment for any specific duration or change the at-will status of regular employment.

D. **Temporary Employee.** A temporary employee is defined as anyone hired for a period of six (6) months or less. Employees hired to replace a regular employee who is on a leave of absence shall be hired as temporary employees unless said leave of absence is in excess of one-hundred-eighty (180) days.

Part-Time Employee. A "Part-time" employee is one who is hired to work within any job classification, but whose position is not regular in nature. The part-time employee works whenever the District's workload increases to a level that regular employee cannot accommodate or when other factors make part-time employment advantageous. He/she also works standby as discussed in Section 19, ("WORK HOURS, OVERTIME AND STANDBY PROGRAM").

i. A temporary or part-time employee will not be eligible for fringe benefits including holiday pay, vacation pay, insurance coverage, jury duty pay, bereavement pay or items of a similar nature, nor will he/she accrue seniority or leave of absence rights. Following the Healthy Workplace Healthy Family Act of 2014 (AB 1522), a temporary or part-time employee will accrue paid sick leave as of the first day of employment at a rate of one (1) hour for every thirty (30) hours worked provided that the employee has worked for 30 or more days within a year from the beginning of employment. The temporary or part-time employee will be eligible to take the paid sick leave after the 90th day of employment. The employee shall be limited to an annual accrued sick leave limit of twenty-four (24) hours annually.

9. COMPENSATION

A. **Compensation at Hiring.** This policy shall apply to all District employees:

Current Policy

New Employees. All newly appointed employees shall be paid at the first step of the salary range for the position to which the employee is appointed except as provided elsewhere herein.

- B. **Advancement within Range.** The General Manager shall authorize advancement within the salary range only after evaluating the employee's performance and determining that it is satisfactory. This determination shall be noted on a performance evaluation form to be placed in the employee's file, with a copy given to the employee.
- C. **Promotion.** When the District has an opening in a classification above the entry level, notice shall be posted in the break room, located at the District Headquarters and at the Operations Building prior to filling the position. All candidates, whether internal or external, shall be evaluated equally with the most qualified candidate being selected for the position. Permanent employees elevated in classification shall serve a six (6) month introductory period in their newly acquired position. Permanent status will be dependent on the job performance evaluation which will occur at the end of the introductory period.
- D. **Performing Work Out of Classification.** Employees required to work a normal shift in a temporary classification higher than their current classification will be paid a shift differential equivalent to five percent (5%) of his/her base pay rate. Should an employee be required to work temporarily in a classification paying less than his/her established rate, he/she will be paid at their normal rate.
- E. **Step Increases.** Employees below Step 5 in his/ her classification shall be eligible for step increase based on individual performance evaluation. Individual performance evaluations shall be conducted at twelve-month intervals for all employees, based on anniversary date.

10. PERFORMANCE EVALUATION

- A. **Written Evaluation.** Performance evaluations shall be in writing on forms prescribed by the General Manager. Said evaluation shall provide recognition for effective performance and also identify areas that need improvement. In addition to providing scaled scores in each performance and characteristic category, the evaluator will also provide a narrative explanation of the reason for each score.
- B. **Employee Response.** The performance evaluation shall be signed by the evaluator and shall be discussed with the employee. The employee will be provided an opportunity to prepare a written response to the evaluation that will be attached to the evaluation for inclusion in his/her personnel file. Employee responses are to be filed within 30 calendar days, unless an extension for unusual circumstances is granted by the General Manager.
- C. **Discretion.** Unscheduled performance evaluations may be made at the discretion of the General Manager in for specific purposes such as the development of performance improvement plans.

Proposed Policy

No Existing Policy

BEAUMONT-CHERRY VALLEY WATER DISTRICT

PERSONNEL

POLICY TITLE: PUBLIC WORKS CONTRACTOR - EMPLOYEE RELATIONS
POLICY NUMBER: 3006

3006.1 **Labor Code Compliance.** Pursuant to the California Labor Code, "Public Works" generally include construction, pre-construction, alteration, demolition, installation, repair work, and maintenance, done under contract by the District. To the extent mandated by the Labor Code, the District requires its public works contractors to pay prevailing wages, register with the California Department of Industrial Relations, maintain certified payroll records, and otherwise comply with all provisions of the Labor Code applicable to public works. (See Labor Code Sections 1720 through 1861).

3006.2 **Equal Opportunity.** The District requires contractors on public works projects to provide documentation of having an Equal Opportunity Employer policy in effect, in order to be awarded a contract.

3006.3 **Harassment.** The District requires contractors on public works projects to conduct regular Sexual Harassment training for all employees in order to be awarded a contract.

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BEAUMONT-CHERRY VALLEY WATER DISTRICT

PERSONNEL

POLICY TITLE: EMPLOYEE PERFORMANCE EVALUATION
POLICY NUMBER: 3010

~~3010.1 **Written Evaluation.** Performance evaluations shall be in writing on forms prescribed by the General Manager. Said evaluation shall provide recognition for effective areas that need improvement. In addition to providing scaled scores in each performance and characteristic category, the evaluator will also provide a narrative explanation of the reason for each score. **Purpose.** To provide a means for discussing, planning, and reviewing the performance of an employee. Regular performance evaluations improve communication and employee engagement; help employees clearly define and understand their duties and responsibilities; document accomplishments during the rating period; suggest areas in which employees can improve performance; provide information for career development and training; help set goals and expectations for the next rating period; and provide a basis for awarding merit or step increases.~~

~~3010.2 **Employee Response.** The performance evaluation shall be signed by the evaluator and shall be discussed with the employee. The employee will be provided an opportunity to prepare a written response to the evaluation that will be attached to the evaluation for inclusion in his/her personnel file. Employee responses are to be filed within 30 calendar days, unless an extension for unusual circumstances is granted by the General Manager. **Policy.** All full- and part-time regular employees shall have their job performance evaluated on an annual basis. This policy does not preclude the conduct of more frequent evaluations as needed to document significant changes in performance.~~

~~3010.3 **Discretion.** Unscheduled performance evaluations may be made at the discretion of the General Manager in for specific purposes such as the development of performance improvement plans. **Responsibilities.** Each manager and supervisor is responsible for the timely assessment of the performance and contribution of their employees. Human Resources will coordinate, track, and report on the completion of annual performance evaluations; provide annual training to managers and supervisors on conducting effective performance evaluations; and will maintain a copy of each evaluation in the employee's official personnel file. Human Resources will provide an annual compliance report to the General Manager by January 31st for the prior calendar year. The General Manager will share the statistical report (over-all percentage of compliance) with the Personnel Committee of the Board of Directors.~~

~~3010.4 **Standards.** Each supervisor is responsible for developing a clear description of the duties, responsibilities, goals, and expectations for each position to be evaluated. The duties and responsibilities must be consistent with the job description for each position. The goals and expectations should be aligned with the District's strategic goals and mission. The goals and expectations shall be provided to the employee prior to being evaluated against them.~~

~~3010.5 **Preparation of Evaluations.** All employees shall have their job performance evaluated by their immediate supervisor on an annual basis. Interim and/or introductory period evaluations may be completed as necessary to effectively document employee performance. Human Resources must approve the drafted evaluation before it is delivered to the employee in an evaluation conference. **In the event that Human Resources and the supervisor cannot come to a consensus, the matter may be referred to the General Manager and/or to legal counsel.**~~

~~1. **Annual Evaluation.** All employees will have their performance evaluated at the time of their anniversary date (of hire, promotion, or transfer to their most recent position) with the District. The su-~~

Adopted by Resolution 20-XX, Date

New Employees. All newly appointed employees shall be paid at the first step of the salary range for the position to which the employee is appointed except as provided elsewhere herein.

- B. **Advancement within Range.** The General Manager shall authorize advancement within the salary range only after evaluating the employee's performance and determining that it is satisfactory. This determination shall be noted on a performance evaluation form to be placed in the employee's file, with a copy given to the employee.
- C. **Promotion.** When the District has an opening in a classification above the entry level, notice shall be posted in the break room, located at the District Headquarters and at the Operations Building prior to filling the position. All candidates, whether internal or external, shall be evaluated equally with the most qualified candidate being selected for the position. Permanent employees elevated in classification shall serve a six (6) month introductory period in their newly acquired position. Permanent status will be dependent on the job performance evaluation which will occur at the end of the introductory period.
- D. **Performing Work Out of Classification.** Employees required to work a normal shift in a temporary classification higher than their current classification will be paid a shift differential equivalent to five percent (5%) of his/her base pay rate. Should an employee be required to work temporarily in a classification paying less than his/her established rate, he/she will be paid at their normal rate.
- E. **Step Increases.** Employees below Step 5 in his/ her classification shall be eligible for step increase based on individual performance evaluation. Individual performance evaluations shall be conducted at twelve-month intervals for all employees, based on anniversary date.

10. PERFORMANCE EVALUATION

- A. **Written Evaluation.** Performance evaluations shall be in writing on forms prescribed by the General Manager. Said evaluation shall provide recognition for effective performance and also identify areas that need improvement. In addition to providing scaled scores in each performance and characteristic category, the evaluator will also provide a narrative explanation of the reason for each score.
- B. **Employee Response.** The performance evaluation shall be signed by the evaluator and shall be discussed with the employee. The employee will be provided an opportunity to prepare a written response to the evaluation that will be attached to the evaluation for inclusion in his/her personnel file. Employee responses are to be filed within 30 calendar days, unless an extension for unusual circumstances is granted by the General Manager.
- C. **Discretion.** Unscheduled performance evaluations may be made at the discretion of the General Manager in for specific purposes such as the development of performance improvement plans.

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supervisor shall indicate on the Performance Evaluation Form when an eligible employee is recommended for a merit increase and sign the Personnel Action Form (Policy 3215). Employees receiving an overall rating of less than Satisfactory are not eligible to receive a merit increase.

2. **Introductory Evaluation.** Introductory evaluations may be completed during the introductory period (Policy 3000). Upon successful completion of the introductory period, employees shall transition to "Regular" status and receive an annual evaluation at the time of the employee's anniversary date. The introductory evaluation is the tool in which the immediate supervisor determines whether the introductory employee has the skills and other qualifications needed to perform satisfactorily. The immediate supervisor shall indicate on the Performance Evaluation Form if the introductory employee is recommended to pass the introductory period, or if an extension of the introductory period is necessary. An extension of the introductory period must be approved by the General Manager or their designee. The extension of the introductory period must be accompanied by a Performance Improvement Plan (PIP). The PIP should run concurrently with the extension period. An overall rating of Unsatisfactory may result in termination of employment.

3. **Interim Evaluation.** Interim or supplemental evaluations may be initiated by a supervisor whenever the supervisor believes it to be in the best interest of the employee, supervisor, or department to do so. This type of evaluation is usually made whenever an employee's performance and/or work conduct has markedly changed since a previous evaluation or whenever an employee has failed to improve after a previous less than satisfactory evaluation, counselling, or training. The Interim evaluation may include a Performance Improvement Plan (PIP). An overall rating of less than Satisfactory may result in disciplinary action, up to and including termination if improvement is not achieved.

4. **Unsatisfactory Job Performance.** When an employee receives an overall rating of less than Satisfactory, the unsatisfactory performance evaluation must include a specific description of the unsatisfactory performance, behavior, conduct, or actions that are found to be below standard. Departments, in coordination with Human Resources, are responsible for developing a Performance Improvement Plan (PIP) to identify the various ways the employee can improve their performance and be successful in achieving their assigned objectives. A PIP should include an understanding of goals, expectations, and performance standards. The performance standards should reference the quantity and quality of work, the manner in which service is rendered, and such characteristics as shall measure the employee's job performance.

3010.6 **The Evaluation Form.** The District utilizes a standardized Performance Evaluation Form. Upon delivery of the evaluation by the supervisor to the employee, the employee shall sign acknowledging receipt, and the supervisor shall provide a copy of the performance evaluation to the employee and submit the original to Human Resources. The original shall be placed in the employee's official personnel file, and the department may keep a copy in a secured internal file. The employee may provide a written response which will then be filed with the evaluation form.

3010.7 **Staff members are required to complete a Self-Evaluation Form prior to the evaluation conference with their supervisor. The Self-Evaluation Form will be provided to Human Resources along with the completed Performance Evaluation Form and maintained in the employee's personnel file.**

Adopted by Resolution 20-XX, Date

49. Employee Performance Evaluation

- A. **Purpose.** To provide a means for discussing, planning and reviewing the performance of an employee. Regular performance evaluations improve communication and employee engagement; help employees clearly define and understand their duties and responsibilities; document accomplishments during the rating period; suggest areas in which employees can improve performance; provide information for career development and training; help set goals and expectations for the next rating period; and provide a basis for awarding merit or step increases.
- B. **Policy.** All full- and part-time regular employees shall have their job performance evaluated on an annual basis. This policy does not preclude the conduct of more frequent evaluations as needed to document significant changes in performance.
- C. **Responsibilities.** Each manager and supervisor is responsible for the timely assessment of the performance and contribution of their employees. Human Resources will coordinate, track and report on the completion of annual performance evaluations; provide annual training to managers and supervisors on conducting effective performance evaluations; and will maintain a copy of each evaluation in the employee's official personnel file. Human Resources will provide a compliance report to the General Manager by January 31st for the prior calendar year. The General Manager will share the statistical report (over-all percentage of compliance) with the Board of Directors.
- D. **Standards.** Each supervisor is responsible for developing a clear description of the duties, responsibilities, goals and expectations for each position to be evaluated. The duties and responsibilities must be consistent with the job description for each position. The goals and expectations should be aligned with the District's strategic goals and mission. The goals and expectations shall be provided to the employee prior to being evaluated against them.
- E. **Preparation of Evaluations.** All employees shall have their job performance evaluated by their immediate supervisor on an annual basis. Interim evaluations may be completed as necessary to effectively document employee performance.
 - i. **Annual Evaluation** - All employees will have their performance evaluated at the time of their anniversary date with the District. The supervisor shall indicate on the Performance Evaluation Form when an eligible employee is recommended for a merit increase and sign the Personnel Action Form. Employees receiving an overall rating of less than Satisfactory are not eligible to receive a merit increase.
 - ii. **Probationary Evaluation** - Probationary evaluations may be completed during the probationary period. Upon completion of the probationary period, employees shall transition to "Regular" status and receive an annual evaluation at the time of the employee's anniversary date. The probationary evaluation is the tool in which the immediate supervisor determines whether the probationary employee has the skills and other qualifications needed to perform satisfactorily. The immediate supervisor shall indicate on the Performance Evaluation Form if the probationary employee is recommended to pass probation, or if an extension of the probationary period is necessary. The extension of the probationary period must be accompanied by a Performance Improvement Plan (PIP). The PIP should run concurrently with the extension period. An overall rating of Unsatisfactory may result in termination of employment.

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POLICY TITLE: PERFORMANCE EVALUATION-GENERAL MANAGER
POLICY NUMBER: 3015

3015.1 The General Manager of the District is retained and serves at the will of the Board of Directors. The Board of Directors shall review the performance of the General Manager after the initial ~~six (6)~~ months of service after appointment and then annually thereafter, using a process that provides for discussion and encourages feedback in the development of goals and the performance evaluation.

3015.2 **Occurrence.** The performance evaluations should occur in closed session annually during the first Board of Directors meeting of the month in which the evaluation is due, or on another date mutually acceptable to the Board of Directors and the General Manager. ~~The District Secretary~~ Human Resources shall maintain a notification system that tracks the date when the evaluation is due to ensure the Board agenda is properly noticed and to provide adequate advance notice to the Board and the General Manager.

3015.3 **Evaluation Form.** The Board of Directors will agree upon an evaluation format to be utilized by the Board prior to the formal performance review session. The Board of Directors shall be encouraged to prepare input prior to the formal review.

3015.4 **Evaluation.** During the scheduled closed session(s), the Board should meet as a group with the General Manager to discuss the components of the performance evaluation and receive feedback from the General Manager relative to the Board's assessment. If requested by the Board, the District's Legal Counsel may attend the evaluation closed session.

3015.5 **Goals and Objectives.** The Board of Directors and General Manager should jointly develop ~~mutually agreed upon~~ written goals and objectives for the subsequent evaluation period.

3015.6 **Compensation Award.** Any decision on a compensation award shall be made at a public meeting following the closed session evaluation meeting.

11. PERFORMANCE EVALUATION—GENERAL MANAGER

- A. The General Manager of the District is retained and serves at the will of the Board of Directors. The Board of Directors shall review the performance of the General Manager after the initial six (6) months of service after appointment and then annually thereafter, using a process that provides for discussion and encourages feedback in the development of goals and the performance evaluation.
- B. **Occurrence.** The performance evaluations should occur in closed session annually during the first Board of Directors meeting of the month in which the evaluation is due, or on another date mutually acceptable to the Board of Directors and the General Manager. The District Secretary shall maintain a notification system that tracks the date when the evaluation is due to ensure the Board agenda is properly noticed and to provide adequate advance notice to the Board and the General Manager.
- C. **Evaluation Form.** The Board of Directors will agree upon an evaluation format to be utilized by the Board prior to the formal performance review session. Board of Directors shall be encouraged to prepare input prior to the formal review.
- D. **Evaluation.** During the scheduled closed session(s), the Board should meet as a group with the General Manager to discuss the components of the performance evaluation and receive feedback from the General Manager relative to the Board's assessment. If requested by the Board, the District's Legal Counsel may attend the evaluation closed session.
- E. **Goals and Objectives.** The Board of Directors and General Manager should jointly develop mutually agreed upon written goals and objectives for the subsequent evaluation period.
- F. **Compensation Award.** Any decision on a compensation award shall be made at a public meeting following the closed session evaluation meeting.

12. HEALTH AND WELFARE BENEFITS

- A. **Insurance.** The District will provide regular full time employees health insurance coverage through the Public Employees Retirement System (PERS) for all eligible employees and their eligible dependents. Insurance will cover maternity for employee and spouse only.
- B. **State Disability Insurance.** Employees shall pay the cost of the premiums associated with State Disability Insurance.

Adopted by Resolution 20-XX, Date



**Beaumont-Cherry Valley Water District
Regular Board Meeting
October 13, 2021**

Item 10

STAFF REPORT

TO: Board of Directors
FROM: Dan Jagers, General Manager
SUBJECT: Discussion Regarding Issuance of Grading Water for Upcoming Development Within Fairway Canyon Master Planned Community (Tract 31462 – Phase IVB)

Staff Recommendation

No recommendation. Information only.

Background

At the October 24, 2019 Engineering Workshop, District staff identified a request for grading water from SDC Fairway Canyon, LLC. This request was for grading activities associated with a portion of Fairway Canyon Phase IV (identified as Phase IVA). The developer was allotted a maximum flow of 800 gallons per minute (gpm), so long as the District's ability to service existing ratepayers was not affected. The grading activities associated with Phase IVA were completed around September 2020.

At its December 14, 2020, meeting, the Board discussed the provision of grading water to the next portion of Fairway Canyon Phase IV (identified as Phase IVB, Planning Area [PA] 21B and 22), and staff further advised the Board that the grading activities would be monitored to ensure the District water system was not adversely impacted related to customer supply. At that time, staff notified the Board that the developer may not complete the grading operations for Phase IVB within the allotted six-month period.

A Grading Water Letter was issued for the requested water, and during the winter-early spring of 2021, grading commenced at the site. The ongoing operation was provided with a conditional supply set at a maximum flowrate of 800 gpm. For a portion of the identified grading period, BCVWD restricted grading activities when Well 29 experienced a catastrophic motor failure which impacted District supply capacities and shifted supply priority to ensuring District's customers maintained uninterrupted service. Grading in Phase IVB was completed in August / September, 2021.

Discussion

Recently, SDC Fairway Canyon, LLC sold the remaining Phase IV areas of Fairway Canyon to Meritage Homes. Meritage Homes has requested grading water from the District to further grading activities for Fairway Canyon Phase IV, PA18; the work is expected to be completed in approximately 28 weeks.

Fairway Canyon Specific Plan includes 3,300 homes. To date, 2,098 homes have been constructed or are currently under construction (see Figure 1 – Overall Fairway Canyon Site Map). Phase IV, PA19 includes 111 units within the ongoing Phase IV project component. This is the area for which Meritage Homes is requesting grading water at this time. Phase IV is being phased for grading activities due to its size, and could possibly include an additional area with up to 1,091 additional homes to be graded and constructed in the future.



Of note, the overall phase (Phase IV) does not have an active “Will Serve Letter” with the District.

Staff acknowledges Governor Gavin Newsom’s request for voluntary conservation and notes that drought has not yet been declared in Riverside County. The District’s Water Shortage Contingency Plan (WSCP) has not yet been activated and staff intends to authorize the water use. If drought conditions are enacted by the Board of Directors, grading activities may be curtailed. The District’s 2020 WSCP states that when the District undergoes a 50 percent reduction in normal, “long-term” averaged supply, potable water for construction will be prohibited and non-potable (or recycled water when available) may be used as determined by the Board of Directors.

District staff has drafted a letter which would conditionally provide water to the developer for continued grading activities for Fairway Canyon Phase IV, PA 18. This letter indicates that provision of water may begin on November 1, 2021; the letter would expire on May 30, 2022 (30 weeks).

Staff will continue to have periodic conference calls with the developer to discuss ongoing system constraints and anticipated developer grading water needs.

This item is for informational purposes only.

Fiscal Impact:

None. The developer will pay all rates and fees associated with metered water use associated with grading of Tract 31462 – Phase IV, PA 18.

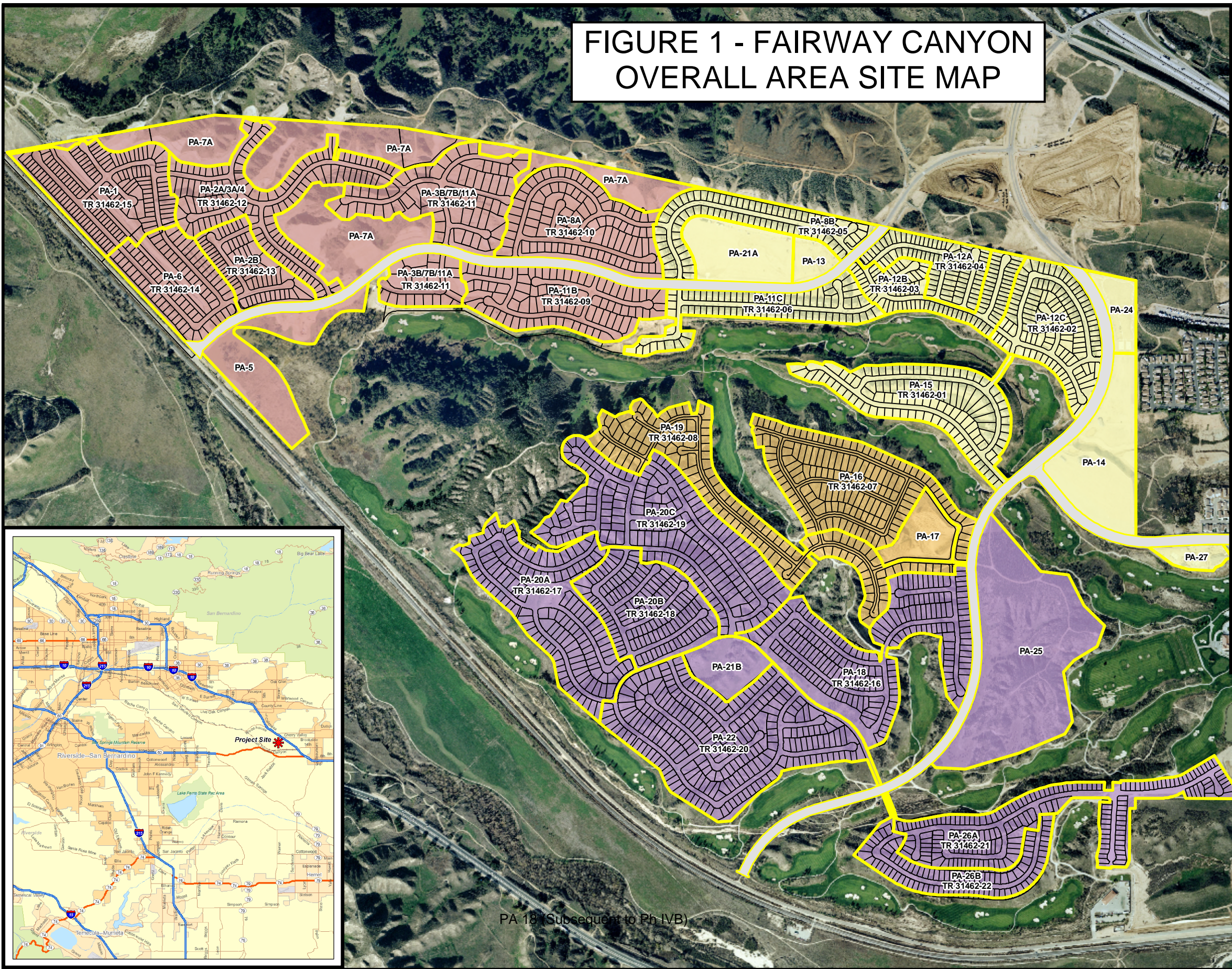
Attachments

Figure 1 – Overall Fairway Canyon Site Map

Figure 2 – Fairway Canyon Grading Status Map

Staff Report prepared by Daniel Baguyo, Civil Engineering Assistant and Mark Swanson, Senior Engineer

FIGURE 1 - FAIRWAY CANYON OVERALL AREA SITE MAP



SUNCAL OAK VALLEY PLANNING AREA SUMMARY 11/21/04						
Phase	Planning Area	PROPOSED PLAN				
		Acreage	Avg. Lot Size	Dwell. Units	Land Use	Min. Pad Dimensions
1	8B	18.28	7,408	79	Medium	55 x 100
1	11C	19.63	8,470	79	Medium	60 x 100
1	12A	12.80	5,641	76	Medium	42 x 100
1	12B	14.32	6,549	87	Medium	42 x 100
1	12C	25.03	9,246	118	Medium	50 x 100
1	14	28.50		175	Mixed Use	
1	15	27.53	8,803	107	Medium	65 x 100
1	13	4.06			Park	
1	21A	14.48			School	
1	24	6.47			Park	
	SubTotal	171.10	SubTotal	721		
2	16	50.00	7,677	148	Medium	60 x 100
2	19	25.23	9,471	127	Medium	70 x 100
2	17	7.53			Park	
2	27	5.67			Commercial	Rec Center
	SubTotal	88.43	SubTotal	275		
3	1	24.89	6,945	133	Medium High	42 x 100
3	2A,3A,4	29.42	7,300	137	Medium	50 x 100
3	2B	12.36	7,127	63	Medium High	38 x 100
3	5	22.80			Park	
3	6	18.79	9,337	74	Medium	60 x 100
3	8A	29.42	10,869	92	Medium	65 x 100
3	3B/7B/11A	37.78	17,031	83	Low	80 x 120
3	11B	31.72	10,196	87	Medium	70 x 100
3	23A/23B	99.59			Open Space	
3	7A	54.14			Open Space	
3	25	51.10		517	High	
	SubTotal	412.01	SubTotal	1186		
4	18	47.13	6,399	188	Medium	50 x 100
4	20A	37.65	8,963	130	Medium	60 x 100
4	20B	24.46	6,852	126	Medium High	42 x 100
4	20C	47.59	9,652	171	Medium	65 x 100
4	21B	8.08			Park	
4	22	55.29	7,884	236	Medium	55 x 100
4	26A	35.66	5,002	178	Medium High	42 x 100
4	26B	18.21	6,187	89	Medium	50 x 100
	SubTotal	274.07	SubTotal	1118		
	35A	5.80			Commercial	
	35B	24.58			Commercial	
	SanTim RW	10.37				
	SubTotal	40.75				
	Total Area	986.36	Total D.U.'s	3300		

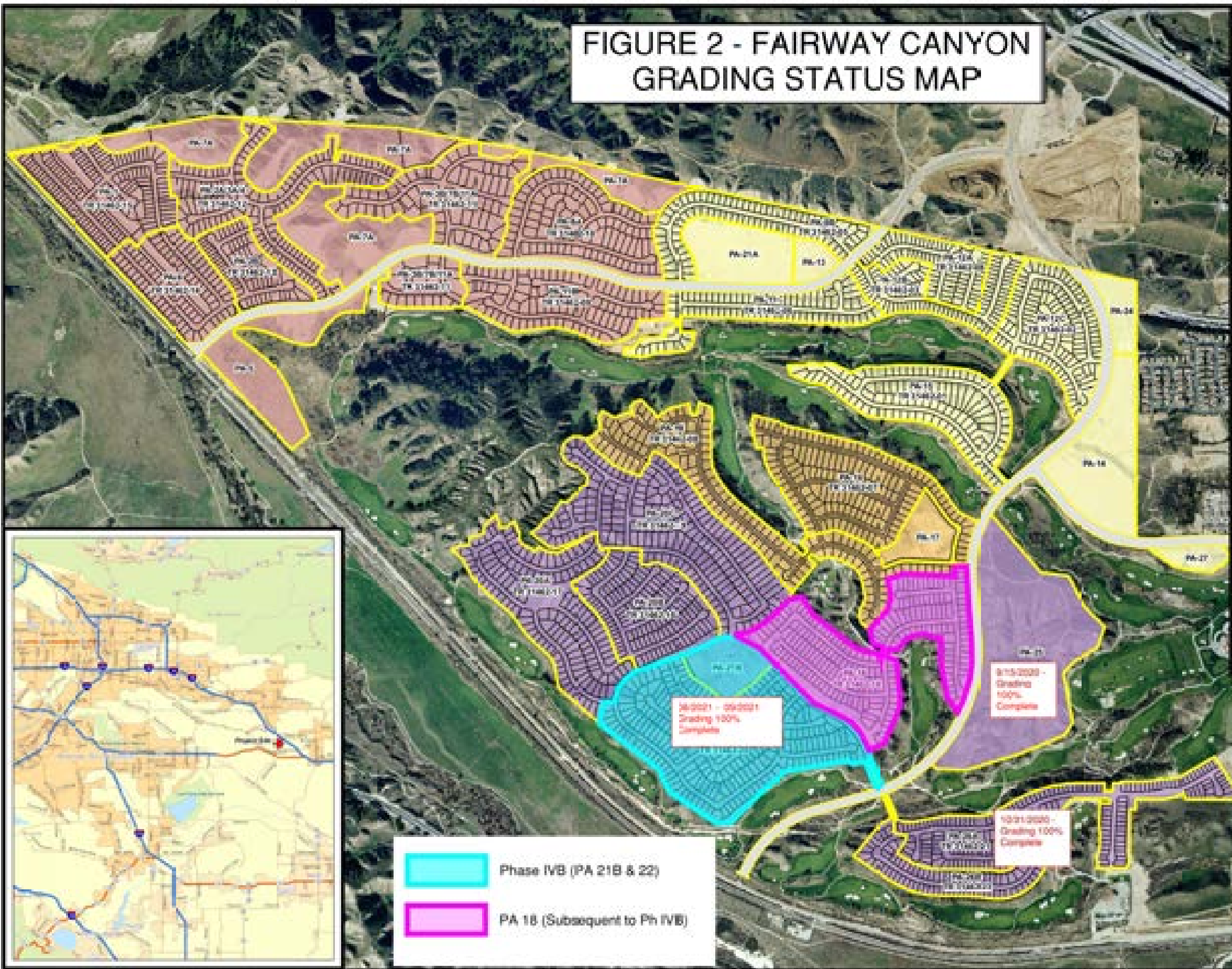
Legend

Phases

- Phase 1
- Phase 2
- Phase 3
- Phase 4



FIGURE 2 - FAIRWAY CANYON GRADING STATUS MAP



MUNICIPAL OAK VALLEY PLANNING AREA SUMMARY LISTING						
Phase	Planning Area	PROPOSED PLAN				
		Average	Avg. Lot Size	Dwell. Units	Land Use	Min. Plot Dimensions
1	10	18.25	7,300	75	Medium	35 x 100
1	11C	19.83	6,470	75	Medium	40 x 100
1	12A	12.80	5,640	75	Medium	42 x 100
1	12B	14.33	6,348	87	Medium	42 x 100
1	12C	25.03	9,248	118	Medium	50 x 100
1	14	28.50	8,300	175	Mixed Use	
1	15	27.51	8,801	107	Medium	45 x 100
1	17	4.06			Park	
1	21A	14.48			School	
1	24	6.47			Park	
	Sub Total	871.16	Sub Total	734		
2	16	50.00	7,077	148	Medium	40 x 100
2	18	25.21	8,271	127	Medium	50 x 100
2	17	7.53			Park	
2	27	5.61			Commercial	Var. Pattern
	Sub Total	88.43	Sub Total	275		
3	1	24.69	6,945	133	Medium High	42 x 100
3	2A, 2A.4	28.42	7,000	137	Medium	50 x 100
3	2B	12.36	7,127	83	Medium High	38 x 100
3	5	22.80			Park	
3	6	18.79	4,137	74	Medium	40 x 100
3	8A	29.42	10,800	92	Medium	42 x 100
3	10A, 10A.1A	27.70	17,001	83	Low	80 x 120
3	11B	21.72	10,190	87	Medium	50 x 100
3	21A, 21B	59.59			Open Space	
3	24	24.14			Open Space	
3	25	31.10			High	
	Sub Total	412.81	Sub Total	1196		
4	18	47.13	6,399	188	Medium	50 x 100
4	20A	17.47	6,863	138	Medium	40 x 100
4	20B	24.46	6,672	128	Medium High	42 x 100
4	20C	47.59	8,672	171	Medium	45 x 100
4	21B	3.80			Park	
4	22	55.29	7,884	236	Medium	35 x 100
4	26A	15.66	5,002	178	Medium High	42 x 100
4	26B	14.21	4,187	89	Medium	50 x 100
	Sub Total	274.87	Sub Total	1118		
	31A	1.60			Commercial	
	31B	24.74			Commercial	
	Sub Total	26.34				
	Total Area	886.34	Total D.U.'s	3390		

Phase IVB (PA 21B & 22)

PA 18 (Subsequent to Ph IVB)

Legend

Phases

- Phase 1
- Phase 2
- Phase 3
- Phase 4



**Beaumont-Cherry Valley Water District
Regular Board Meeting
October 13, 2021**

Item 11

STAFF REPORT

TO: Board of Directors
FROM: Dan Jagers, General Manager
SUBJECT: Consideration of a Request for Update to *Will Serve Letter* for Previously Approved Development – Country Club Village (Riverside County Assessor’s Parcel Nos. 400-010-003-8, 400-010-016-0, and 400-010-017-1) located in the City of Calimesa

Staff Recommendation

Consider the request for update to *Will Serve Letter* for an existing ongoing development located west of the Desert Lawn Drive and Champions Drive intersection, adjacent to the I-10 Freeway, identified as **Country Club Village (Riverside County Assessor’s Parcel Nos. 400-010-003-8, 400-010-016-0, and 400-010-017-1)** within the City of Calimesa, subject to payment of all fees to the District and securing all approvals from the City of Calimesa and City of Beaumont (sewer) and:

- A. Approve the request for update of *Will Serve Letter* for Water Service for a term of one year or;
- B. Deny the request for update of *Will Serve Letter* for Water Service

Background

The Applicant, Black Oak Development, LLC, has requested an update to “Will Serve Letter” for the proposed Country Club Village development.

This Development is proposed to occupy three (3) parcels of land, identified as Riverside County Assessor’s Parcel Nos. (APN) 400-010-003-8, 400-010-016-0, and 400-010-017-1, which was last approved by the Board on January 9, 2019 for an update, and was subsequently granted a *Will Serve Letter* dated March 5, 2019. Due to COVID-19, The 2019 *Will Serve Letter* was not extended in 2020, and has since expired.

The Applicant met with District staff on August 31, 2021 regarding the development moving forward and they acknowledged that the *Will Serve Letter* dated March 5, 2019, has expired. During that meeting, the Applicant indicated that the project has experienced delays relating to sewer and who would serve the project. The Applicant identified that the sewer issues were recently resolved.

The approved 2019 (and current) proposed project development included some minor revisions and Table 1 – Project Development Summary below identifies the approved changes referenced in the Applicant’s November 2, 2018, 50% Design Development Presentation and is further defined in the Proposed Masterplan Modifications to the City of Calimesa, dated October 30, 2018 (see Figure 2 – Proposed Master Plan Modifications):



Table 1 – Project Development Summary

Development Type	Original Proposed Entitlement	New Proposed Entitlement	Overall Change	Est. Water Demand (GPD)	Est. Water Demand (EDUs)
Senior Cluster Homes	267 Units	264 Units	-3 Units	6,000	10.34
Medical Office Building	30,000 sq. ft.	30,000 sq. ft.	-	500	0.86
Assisted Living/Memory Care	“ ”	“ ”	“ ”	10,400	17.93
Assisted Living	“ ”	“ ”	“ ”	16,400	28.28
Hotel	150 keys	150 keys	0	6,000	10.34
Retail 1 & 2	22,500 sq. ft.	24,520 sq. ft.	2,020 sq. ft.	2,000	3.45
Restaurant & Drive Thru Market	6,200 sq. ft.	6,525 sq. ft.	325 sq. ft.	2,500	4.31
	-	-	-	1,000	1.72
TOTAL:				44,800	77.23

The approved Country Club Village Development now consists of 264 senior housing units, 150-room hotel, two restaurants at 6,525 combined sq. ft., 24,520 sq. ft. of retail, one 30,000 square foot medical facility, and miscellaneous appurtenances (i.e. laundromat, beauty salon, spa, swimming pool, etc.). See the attached Figure 2 – Proposed Master Plan Modification.

Information provided by the Applicant for the Development (approved in 2019) identifies the water system demands for the project for the proposed facilities is approximately 44,800 gallons per day (50.2 acre feet per year) or approximately 77.23 EDUs as defined by the District (580 gallons per day per EDU). The demands identified by the applicant have been reviewed by District staff and found to be appropriate for the proposed development’s anticipated use.

The 44,800 gallons per day demand is attributable to the potable water supply and non-potable water supply as follows:

- Potable Average Day Demand of 36,655 gallons per day (41.1 acre feet per year)
- Non-Potable Average Day Demand of 8,145 gallons per day (9.1 acre feet per year)

Upon Board approval, District staff will also prepare an updated *Will Serve Letter* which will include a maximum water supply stipulation that the Country Club Village Development not exceed the equivalent of 44,800 gallons per day of consumption or approximately 77.23 EDUs.

Conditions

Prior to final project development the following conditions must be met:

1. The Applicant shall enter into a water facilities extension agreement and pay all fees associated with the domestic and non-potable water services for the development. The Applicant shall also pay all fees related to new fire service facilities including any facilities improvements that may be necessary to meet the fire flow requirements.
2. The Applicant shall pay front footage fees along all property frontages where facilities are currently installed.
3. The Applicant shall extend existing facilities along all property frontages where facilities are planned but not currently installed.



4. The Applicant will be required to install a fire service connection(s) to support the City of Calimesa/County of Riverside Fire Department's requirement for on-site fire hydrants.
5. The District reserves the right to review annual consumption data (water consumption audit) and adjust the applicant Facilities Fees (at final buildout of the project and when project facilities are fully utilized) for any amount greater than 77.23 EDUs (10.34 EDUs [6,000 gpd] for the senior housing units, 0.86 EDUs [500 gpd] for the medical office building, 17.93 EDUs [10,400 gpd] for the memory care facility, 28.28 EDUs [16,400 gpd] for the assisted living building, 10.34 EDUs [6,000 gpd] for the hotel, 3.45 EDUs [2,000 gpd] for retail buildings 1 & 2, 4.31 EDUs [2,500 gpd] for the restaurant & drive-thru, and 1.72 EDUs [1,000 gpd] for the market) which is currently identified in Table 1.
6. The Applicant shall connect to the non-potable water system for irrigation supply. To minimize the use of potable water, the District requires the applicant conform to the City of Calimesa Landscaping Ordinances and Zoning Requirements and/or County of Riverside Landscaping Ordinances (as applicable) which pertains to water efficient landscape requirements and the following:
 - a. A separate smart irrigation controller shall be set according to the irrigation schedule.
 - b. Any plant may be selected for the landscape, providing the estimated total water use in the total landscape area does not exceed the maximum applied water allowance. To encourage the efficient use of water, the following is highly recommended:
 - i. Protection and preservation of native species and natural vegetation;
 - ii. Selection of water-conserving plant species and turf species;
 - iii. Selection of trees based on applicable local tree ordinances or tree shading guidelines; and
 - iv. Selection of plants from local and regional landscape program plant lists.
 - c. Conversion of drought tolerant landscaping to turf is prohibited.
7. The Applicant shall prepare separate water improvement plans and non-potable water improvement plans for the project as well as required water main and non-potable water main pipeline extensions in accordance with current District Standards showing all required domestic water system and non-potable water system improvements. Said plans shall be approved by the District prior to construction.
8. The Applicant shall conform to all District requirements, District pressure reducing standards, and all City of Calimesa requirements.
9. The applicant shall provide the District with necessary easements for construction, access, and maintenance of all District facilities including, but not limited to Fire Protection facilities, Domestic Water meter(s), Landscape meter(s) and other public and/or site specific appurtenances that may reside on private property (on-site) and/or outside of the public right of way.



Fiscal Impact:

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

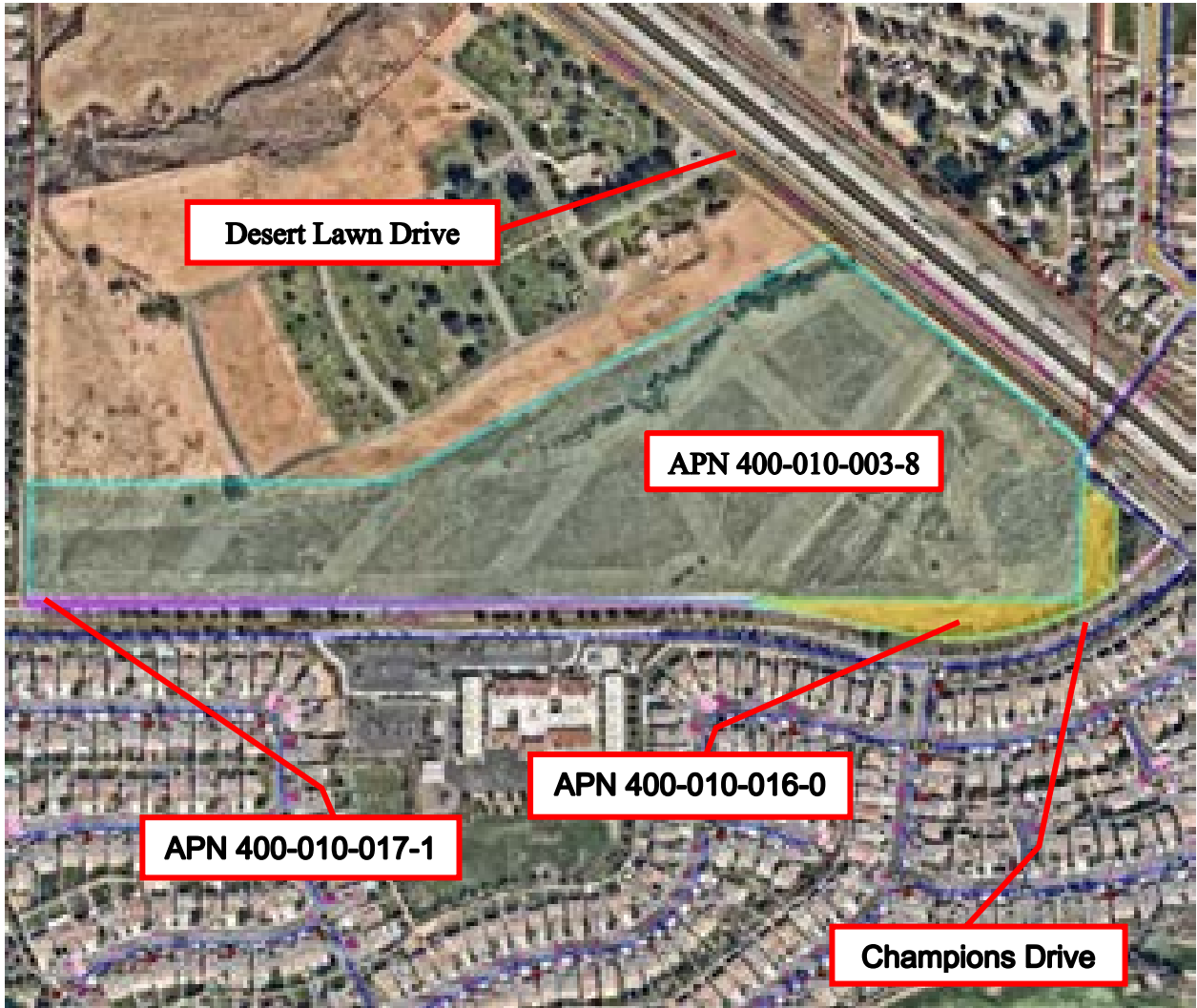
Attachments:

1. Figure 1 – APNs 400-010-003-8, 400-010-016-0, and 400-010-017-1 Vicinity Map
2. Figure 2 – Proposed Master Plan Modification
3. March 5, 2019 “Will Serve Letter”

Report prepared by Aaron Walker, Development Services Representative



FIGURE 1
APNs 400-010-003-8, 400-010-016-0, and 400-010-017-1
VICINITY MAP



Beaumont-Cherry Valley Water District

Vicinity Map

FIGURE 2 PROPOSED MASTER PLAN MODIFICATION

LEGEND

- SENIOR HOUSING
- HOTEL
- MEDICAL OFFICE BUILDING
- RETAIL / MARKET
- RESTAURANT

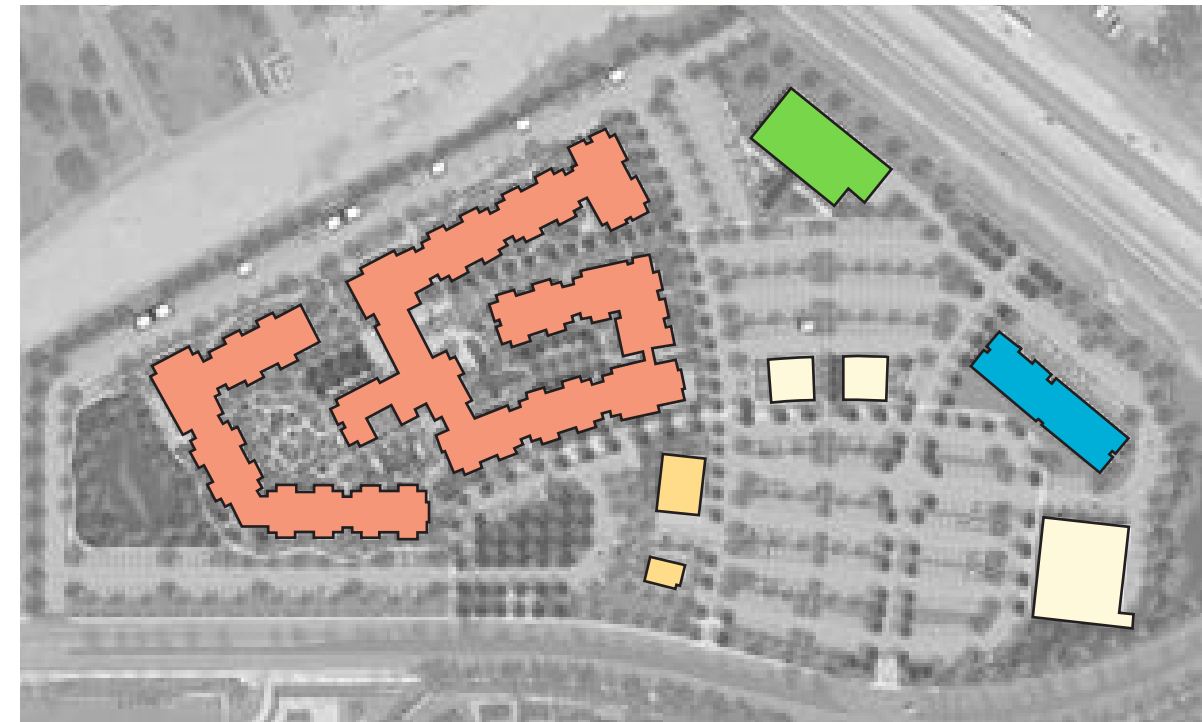
Site

<10%

 Overall Change

CURRENT ENTITLED MASTERPLAN

PROPOSED MASTERPLAN MODIFICATIONS 2018.10.30

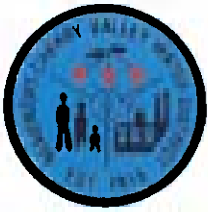


<i>USE</i>	<i>CURRENT ENTITLEMENT</i>	<i>% CHANGE</i>	<i>PROPOSED PROGRAM</i>	
RESIDENTIAL	267 SENIOR HOUSING UNITS	-1%	264 SENIOR HOUSING UNITS	
HOTEL	150 KEYS	0%	150 KEYS	
RETAIL	22,500 SF	+9%	24,520 SF	
RESTAURANT	6,200 SF	+5%	6,525 SF	
MEDICAL OFFICE	30,000 SF	0%	30,000 SF	
* PARCEL SIZE				
	1,315,913 SF		1,015,386 SF	
** LANDSCAPE AREA	(44%) 573,002 SF	+1%	(45%) 457,853 SF	
BUILDING COVERAGE	(27%) 352,838 SF	-8%	(19%) 190,596 SF	
PARKING AREA	(10%) 126,087 SF	+2%	(12%) 122,360 SF	

* PARCEL SIZE HAS DECREASED DUE TO A REDUCTION IN PROJECT SCOPE FROM THE SALE OF A PORTION OF THE ORIGINAL SITE.

** LANDSCAPE AREA INCLUDES LANDSCAPE AND HARDSCAPE AREAS IN COURTYARDS AND SITE AMENITIES.

Previously Entitled Program vs. Proposed Program Comparison



Beaumont-Cherry Valley Water District

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

[Email: info@bcvwd.org](mailto:info@bcvwd.org)

<http://www.bcvwd.org>

March 5, 2019

Andrew Willrodt
Fusco Engineering
600 Wilshire Blvd., Suite 1470
Los Angeles, CA 90017

On behalf of:
CCV Management, LLC
19138 E. Walnut Dr., Suite 100
Rowland Heights, CA 91748

Subject: Update to Will Serve Letter
Country Club Village Development
Beaumont, CA

Dear Mr. Willrodt:

At the Regular Meeting of the Beaumont-Cherry Valley Board of Directors held on January 9, 2019, Fuscoe Engineering's request for update to water service ("Will Serve Letter") for the above referenced Country Club Village Development properties (APN's 400-010-003-8, 400-010-016-0, and 400-010-017-1) was approved for domestic and non-potable water service for the proposed development with a maximum water use not to exceed 44,800 gallons per day or 77.24 Equivalent Dwelling Units (EDUs). Please refer to the January 9, 2019 Staff Report (Attachment 1) for Specific Requirements.

The Beaumont-Cherry Valley Water District will provide water service to the subject property assuming all obligations to provide service are met including, but not limited to, the Rules and Regulations Governing Water Service as amended by the Board of Directors from time to time.

We look forward to working with you in the coming months and please feel free to contact the office should you have any questions.

This letter will expire 12 months from the date of issue.

Sincerely,

Dan Jaegers
BCVWD, General Manager

Attachments: 1. January 9, 2019 Item 4 Staff Report Requiring Will Serve Letter for Country Club Village Development

DKJ/aew



**Beaumont-Cherry Valley Water District
Regular Board Meeting
October 13, 2021**

Item 12

STAFF REPORT

TO: Board of Directors
FROM: Dan Jagers, General Manager
SUBJECT: **Consideration of Attendance at Upcoming Events and Authorization of Reimbursement and Per Diem**

Staff Recommendation

Evaluate director attendance at upcoming events for possible pre-approval or approval after attendance for compensation and / or expense reimbursement under Policies 4060 and 4065 and vote to pre-approve any selected activities.

SAMPLE MOTIONS:

I move that the Board pre-approve 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)

Background

Event attendance is governed by BCVWD Policies and Procedures Manual Part II Policy 4060 Training, Education and Conferences, and Part II Policy 4065 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 pre-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.

Upcoming Events that are or may be pre-approved

DATE	EVENT	POLICY/ \$
10/28/21 12:45 to 4:30 p.m.	Water Education Foundation – Water Summit 2021 (Virtual) Pivoting Today’s Pain into Tomorrow’s Gain Features top policymakers and leading experts providing the latest information and viewpoints on issues affecting water across California and the West. This year’s event will highlight the grip that drought once again has on the state and some innovative programs, projects and partnerships aimed at addressing the challenges. The online event is geared toward a variety of people interested in water, including water district managers and board members, state and	Requires vote on preapproval (Events List Table D, Item 3) \$299



	federal agency officials and regulators, city and county government officials, farmers, environmentalists, attorneys, consultants, engineers, business executives and public interest groups. https://www.watreducation.org/foundation-event/water-summit-2021				
Directors Interested	Covington	Hoffman	Ramirez	Slawson	Williams
10/22/21 7:30 to 9 a.m.	Riverside County Water Task Force: What really happens when it rains? An in-depth dive into what local agencies do to ensure our safety when it does rain in California. Webinar: https://wmwd.zoom.us/webinar/register/WN_RmhtiAzGSe29k1YzufLKfA				Preapproved (Table A, Item 10)
Directors Interested	Covington	Hoffman	Ramirez	Slawson	Williams
2/16 to 2/18	Urban Water Institute's Spring Water Conference at the Hilton Palm Springs No information available yet. Save the Date only. https://www.urbanwater.com/program-agenda/				Preapproved (Table A, Item 17) \$TBD plus travel and per diem
Directors Interested	Covington	Hoffman	Ramirez	Slawson	Williams
11/10/21	CSDA Webinar: General Manager Evaluations Brent Ives teaches specific tasks for the Board on good performance management of the GM. Class provides structure and rationale for conducting the process and offers a complete step-by-step approach to accomplish this critical responsibility of the Board. https://members.csdanet.net/imis1/EventDetail?EventKey=WEBI111021				Approved 8/11/21 FREE
Directors Interested	Covington X	Hoffman	Ramirez X	Slawson X	Williams X



11/22/21 11 a.m. to noon	California-Nevada Drought & Climate Outlook Webinar NOAA / National Integrated Drought Information System Designed to provide stakeholders and other interested parties in the region with timely information on current drought status and impacts, as well as a preview of current and developing climatic events (i.e., El Niño and La Niña). https://www.drought.gov/events/california-nevada-drought-climate-outlook-webinar-4				NOT pre-approved; requires vote
Directors Interested	Covington	Hoffman	Ramirez	Slawson	Williams
11/30 – 12/3/21	ACWA Fall Conference and Exhibition Location: Pasadena https://www.acwa.com/events/2021-fall-conference-exhibition/				Approved 8/11/21
Directors Interested	Covington X	Hoffman	Ramirez X	Slawson X	Williams X
12/7/21 10 – 11 a.m.	CSDA Webinar: The Great Board Chair 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.				Approved 8/11/21 FREE
Directors Interested	Covington	Hoffman	Ramirez X	Slawson X	Williams X

For registration of attendance at any event, Board members should contact the Administrative Assistant.

Fiscal Impact

The fiscal impact will depend on the number of directors attending an event and the event costs.

Attachments

- A. Water Education Foundation – Water Summit 2021

Staff Report prepared by Lynda Kerney, Administrative Assistant



Foundation Event | October 28, 2021 - 12:45pm - 4:30pm

WATER SUMMIT 2021

A VIRTUAL FORUM: PIVOTING TODAY'S PAIN INTO TOMORROW'S GAIN

The 2021 Water Summit, our annual premier event, will be hosted as an engaging virtual experience on the afternoon of Oct. 28, 2021, followed by an optional in-person reception cruise in Sacramento aboard an open-air yacht on the Sacramento River.

Now in its 37th year, the Water Summit features top policymakers and leading experts providing the latest information and viewpoints on issues affecting water across California and the West.

[Click to register!](#)

With the theme, **Pivoting Today's Pain into Tomorrow's Gain**, this year's event will highlight the grip that drought once again has on the state and some innovative programs, projects and partnerships aimed at addressing the challenges.

Speakers include:

- **Karla Nemeth**, Director, California Department of Water Resources
- **Ann Hayden**, Senior Director, Western Water and Resilient Landscapes, Environmental Defense Fund
- **Faith Kearns**, Author, *Getting to the Heart of Science Communication*
- **Anecita Agustinez**, Tribal Policy Advisor, California Department of Water Resources
- **Rick Callender**, Chief Executive Officer, Valley Water
- **Alvar Escriva-Bou**, Senior Fellow, Water Policy Center at the Public Policy Institute of California
- **Plus more...**

The online portion of event will run from 12:45-4:30 p.m. and is geared toward a variety of people interested in water, including water district managers and board members, state and federal agency officials and regulators, city and county government officials, farmers, environmentalists, attorneys, consultants, engineers, business executives and public interest groups. The optional in-person river cruise reception will begin boarding at 5:00 p.m. in Sacramento.

As part of the event, participants will be entered into a drawing to win one of the Foundation's beautiful [water maps](#), and your choice of one of the Layperson's Guides below is included with registration:

- Layperson's Guide to [Climate Change and Water Resources](#)
- Layperson's Guide to [Water Rights Law](#)
- Layperson's Guide to the [Delta](#)
- Layperson's Guide to [Groundwater](#)



[Lake Oroville, July 2021](#)



[An optional in-person reception aboard a yacht cruise of the Sacramento River will include views of Tower Bridge in Sacramento.](#)

- Layperson's Guide to [California Water](#) (may be delivered after Water Summit)

Contact Nick Gray, programs director, with any questions [via email](#).

What participants say about our virtual events:

“The wide variety of topics – that were all integrated – was so helpful in connecting the dots across the ‘water landscape’.”

“Always well-done, thoughtful, and provides opportunities for all views & stakeholders. I appreciate the effort and its value.”

“Amazing event. Thank you so much. WEF is an amazing resource to the water community, which is everyone!”

Pricing Details:

Discount for Foundation members: Our regular contributors receive a \$100 discount on registration. Not a member? [Become one today for \\$100](#) and receive the discount plus all the benefits of Foundation membership.

Virtual Event Only – \$199 for members; \$299 for non-members (includes a copy of one of our Layperson's Guides)

Virtual Event + In-Person Reception – \$249 for members; \$349 for non-members (includes a copy of one of our Layperson's Guides)

A limited amount of scholarship funding is available to pay for a portion of the event. Contact Programs Director Nick Gray [via email](#) for a scholarship application.

Reception & COVID-19 Protocols:

The optional, in-person reception will be hosted aboard the [Capitol Hornblower](#) river yacht in Sacramento. It is an outdoor/open-air venue and the vessel's capacity limits will keep the event well below the level requiring [California Department of Public Health](#) (CDPH) restrictions.

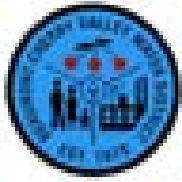
Despite these mitigating circumstances, an inherent risk of exposure to COVID-19 exists in any place where people gather. Per CDPH guidance, all participants should consider their personal choices around harm reduction and risk tolerance in the face of the Delta variant and the likelihood of additional variants emerging in the future.

Acceptance of an assumption of risk waiver is required during registration for the reception.

We ask you not to attend the reception if any of the following are true for you:

- Within 14 days before attending the event you have tested positive or been exposed to someone who has tested positive for COVID-19;
- Within 48 hours before attending the event, you have experienced symptoms of COVID-19 (e.g., a fever of 100.4F or higher, cough, shortness of breath or difficulty breathing, chills, repeated shaking muscle pain/achiness, headache, sore throat, loss of taste or smell, nasal congestion, runny nose, vomiting, diarrhea, fatigue or any other symptoms associated with COVID-19 identified by the CDC);
- Within 14 days before attending the event, you have traveled to any international territory identified by federal or applicable state or local governments as being subject to travel or quarantine advisories due to COVID-19.

Cancellation and Refund Policy:



**Beaumont-Cherry Valley Water District
Regular Board Meeting
October 13, 2021**

Item 13

STAFF REPORT

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

Staff Recommendation

Task the Ad Hoc Communications Committee with producing conservation messaging for social media and development of local press releases on drought.

Attachments

1. Current Reservoir Conditions – October 6, 2021
2. California Drought Monitor Map – October 5, 2021

News:

This is how much rain California needs to get out of the drought
SFGate 9/30/2021

<https://www.sfgate.com/weather/article/How-much-rain-California-need-end-drought-16497191.php>

California is running out of water

“The challenge is there is no water.” – Karla Nemeth, director of the Dept of Water Resources
Cal Matters 9/22/2021

<https://calmatters.org/newsletters/whatmatters/2021/09/california-drought-water-conservation/>

As California’s drought deepens, water use drops only 1.8%

Cal Matters 9/21/21

<https://calmatters.org/environment/drought-2021/2021/09/california-drought-conservation/>

Why Southern California is generally better prepared for drought than Northern California

SF Gate (10/4/21)

<https://www.sfgate.com/california-drought/article/Why-Southern-California-more-water-than-Northern-16502808.php>

California Battles Historic Drought with \$5.2 Billion

The State is using the money to upgrade drinking and wastewater systems, improve streamflows, and relocate vulnerable fish

Scientific American (10/1/2021)

<https://www.scientificamerican.com/article/california-battles-historic-drought-with-5-2-billion/>



Resources:

Save Our Water (State of California)

<https://saveourwater.com/>

USGS California Drought website

<https://ca.water.usgs.gov/california-drought/index.html>

NOAA National Integrated Drought Information System

<https://www.drought.gov/states/california>

Water Education Foundation – All Things Drought

https://www.watereducation.org/post/all-things-drought?utm_campaign=&utm_medium=email&utm_source=bundle_and_blast&mc_cid=c0f3e54898&mc_eid=1759354f4e

Governor Gavin Newsom’s Executive Order N-10-21 (Voluntary 15 percent reduction)

<https://www.gov.ca.gov/wp-content/uploads/2021/07/7.8.21-Conservation-Executive-Order-N-10-21-.pdf>

California Department of Water Resources – Drought page

<https://water.ca.gov/drought/>

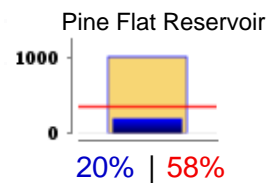
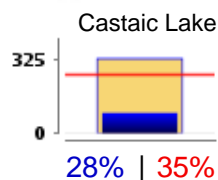
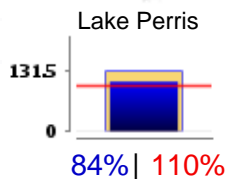
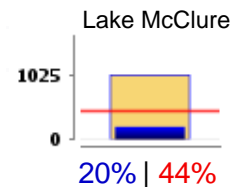
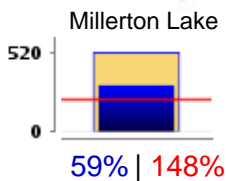
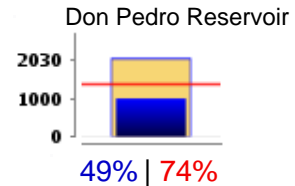
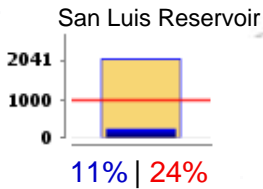
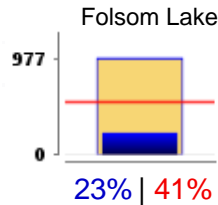
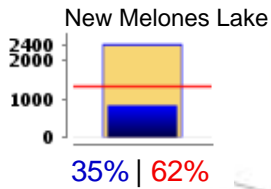
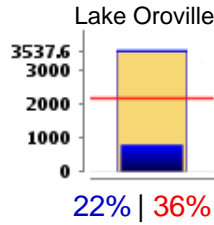
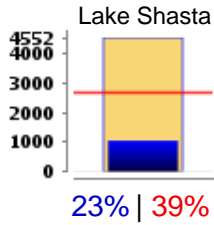
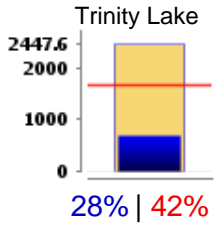
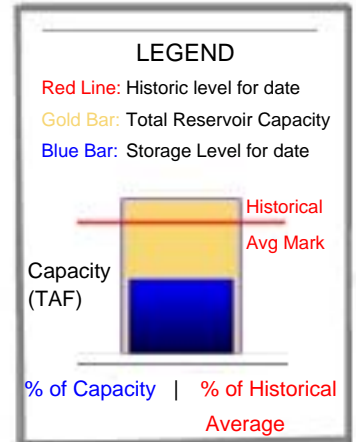




CURRENT RESERVOIR CONDITIONS

SELECTED WATER SUPPLY RESERVOIRS

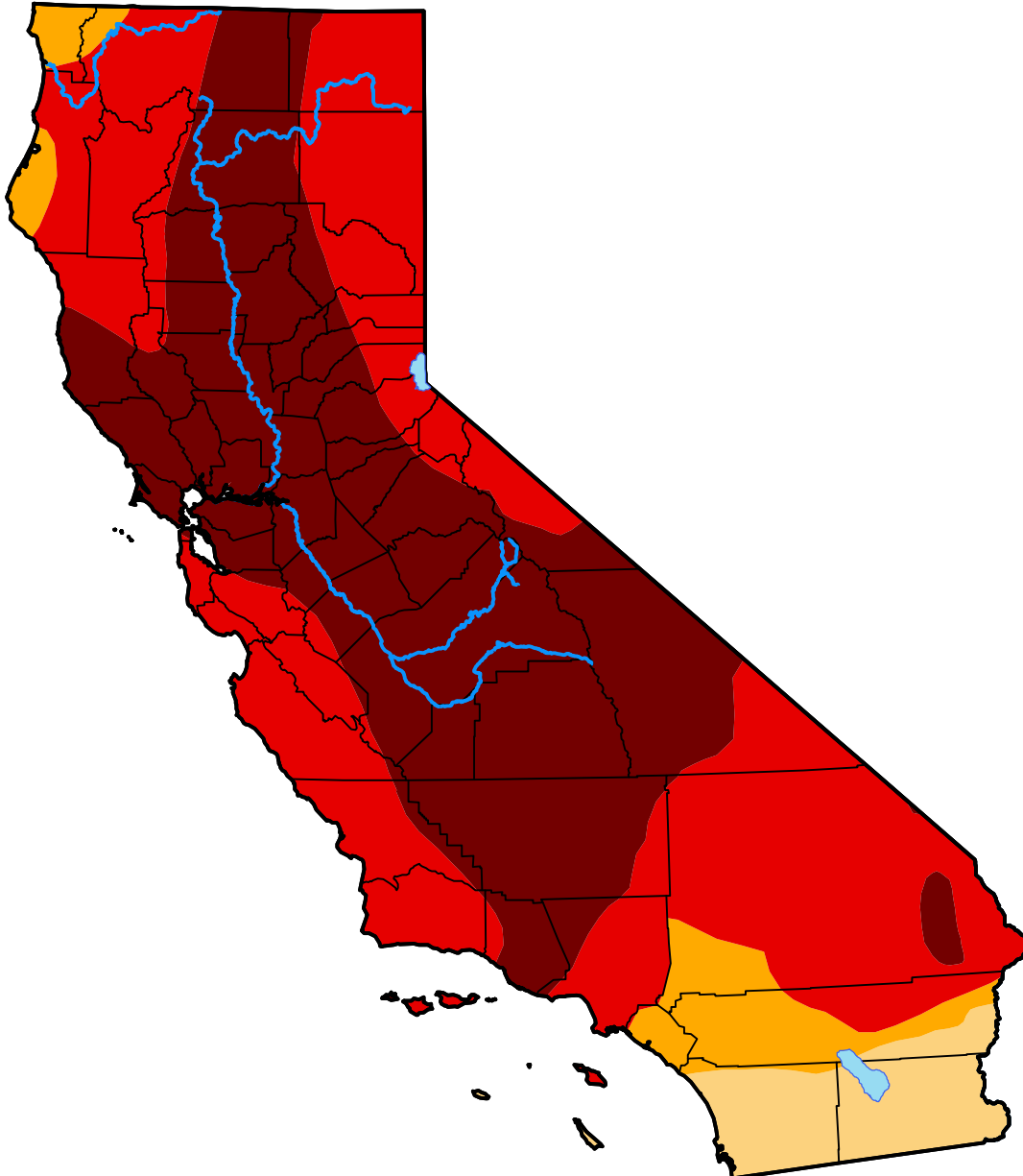
Midnight: October 6, 2021



Updated 10/07/2021 02:48 PM

U.S. Drought Monitor California

October 5, 2021
(Released Thursday, Oct. 7, 2021)
Valid 8 a.m. EDT



Drought Conditions (Percent Area)

	None	D0-D4	D1-D4	D2-D4	D3-D4	D4
Current	0.00	100.00	100.00	93.93	87.88	45.66
Last Week <i>09-28-2021</i>	0.00	100.00	100.00	93.93	87.88	45.66
3 Months Ago <i>07-06-2021</i>	0.00	100.00	100.00	94.73	85.44	33.32
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>09-28-2021</i>	0.00	100.00	100.00	93.93	87.88	45.66
One Year Ago <i>10-06-2020</i>	15.40	84.60	67.54	35.61	12.74	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>

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droughtmonitor.unl.edu