



Yucaipa Valley Water District

12770 Second Street, Yucaipa, California 92399 Phone: (909) 797-5117

Notice and Agenda of a Regular Meeting of the Board of Directors

Wednesday, June 3, 2015 at 6:00 p.m.

- I. **CALL TO ORDER** - Pledge of Allegiance
- II. **ROLL CALL**
- III. **PUBLIC COMMENTS** - At this time, members of the public may address the Board of Directors on matters within its jurisdiction. To provide comments on specific agenda items, please complete a speaker's request form and provide the completed form to the Board Secretary prior to the board meeting.
- IV. **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. Minutes of Meetings
 - 1. Regular Board Meeting - May 20, 2015
 - 2. Board Workshop - May 26, 2015
 - 3. Board Workshop - June 1, 2015
- V. **BOARD REPORTS**
 - A. Community Water Meeting - May 21, 2015
 - B. San Gorgonio Pass Water Resource Alliance - Administrative Committee, Technical Committee and General Meeting - May 27, 2015
 - C. Reports by Board Members
- VI. **STAFF REPORT**

Any person with a disability who requires accommodation in order to participate in this meeting should telephone Tysa Baeumel at (909) 797-5117 at least 48 hours prior to the meeting in order to make a request for a disability-related modification or accommodation.

Materials related to an item on this agenda submitted to the Board of Directors after distribution of the board meeting packet are available for public inspection during normal business hours at the District office located at 12770 Second Street, Yucaipa. Meeting material is also be available on the District's website at www.yvwd.dst.ca.us

VII. DISCUSSION ITEMS

- A. Recognition of Wayne Kurrle on the Occasion of his Retirement from the Yucaipa Valley Water District [[Director Memorandum No. 15-049 - Page 19 of 72](#)]
RECOMMENDED ACTION: That the Board adopts Resolution No. 2015-11.
- B. Authorization to Destroy Various Documents and Files Pursuant to the District's Record Retention Policy [[Director Memorandum No. 15-050 - Page 21 of 72](#)]
RECOMMENDED ACTION: That the Board authorizes the District staff to proceed with the destruction of various documents and records pursuant to District policy.
- C. Renewal of Insurance Policies for Fiscal Year 2016 with Alteris Insurance Services [[Director Memorandum No. 15-051 - Page 37 of 72](#)]
RECOMMENDED ACTION: That the Board authorizes District staff to renew insurance coverage with Alteris for a sum not to exceed \$199,870.
- D. Consideration of Resolution No. 2015-10 Supporting Phase IV-A and IV-B of the Integrated Recycled Water and Drought Preparedness Project in the North Bench, Oak Glen and Wildwood Areas [[Director Memorandum No. 15-052 - Page 52 of 72](#)]
RECOMMENDED ACTION: That the Board adopts Resolution No. 2015-10.
- E. Consideration of the Operating Budget and Capital Improvement Plan for Fiscal Year 2016 [[Director Memorandum No. 15-053 - Page 58 of 72](#)]
RECOMMENDED ACTION: That the Board adopts the Fiscal Year 2016 Operating Budget and Capital Improvement Plan.
- F. Consideration to Authorize the Distribution of a Revenue Neutral Rate Adjustment Notification Pursuant to the Requirements of Proposition 218 Due to State Water Resources Control Board Mandatory Water Restrictions [[Director Memorandum No. 15-054 - Page 63 of 72](#)]
RECOMMENDED ACTION: Pending

VIII. DIRECTORS COMMENTS

IX. CLOSED SESSION

- A. Conference with Labor Negotiator (Government Code 54957.6)
District Negotiator: Joseph Zoba, General Manager
Employee Organization: IBEW Local Union 1436-YVWD Employees Association
- B. Conference with Labor Negotiator (Government Code 54957.6)
District Negotiator: Joseph Zoba, General Manager
Employee Organization: YVWD Supervisory Employees
- C. Conference with Labor Negotiator (Government Code 54957.6)
District Negotiator: Joseph Zoba, General Manager
Employee Organization: YVWD Management Employees (Exempt)

X. ANNOUNCEMENTS

- A. June 9, 2015 at 4:00 p.m. - Board Workshop
- B. June 17, 2015 at 6:00 p.m. - Regular Board Meeting
- C. June 23, 2015 at 4:00 p.m. - Board Workshop
- D. June 24, 2015 at 6:00 p.m. - San Gorgonio Pass Regional Water Resource Alliance at the City of Banning
- E. July 1, 2015 at 6:00 p.m. - Regular Board Meeting
- F. July 7, 2015 at 4:00 p.m. - Board Workshop

- G. July 15, 2015 at 6:00 p.m. - Regular Board Meeting
- H. July 22, 2015 at 6:00 p.m. - San Gorgonio Pass Regional Water Resource Alliance at the City of Banning
- I. July 28, 2015 at 4:00 p.m. - Board Workshop
- J. August 5, 2015 at 6:00 p.m. - Regular Board Meeting

XI. ADJOURNMENT

Consent Calendar



Yucaipa Valley Water District

MINUTES OF A REGULAR BOARD MEETING

May 20, 2015 at 6:00 P.M.

Directors Present:

Lonni Granlund, President
Bruce Granlund, Director
Ken Munoz, Director
Tom Shalhoub, Director

Staff Present:

Joseph Zoba, General Manager
Jack Nelson, Assistant General Manager
Brent Anton, Engineering Manager
Joe DeSalliers, Public Works Supervisor
John Hull, Public Works Manager
Bob Wall, Operations Manager

Directors Absent:

Jay Bogh, Vice President

Consulting Staff Present:

David Wysocki, Legal Counsel

Registered Guests and Others Present:

Maria De Felice, Customer
Karen Da Silva, News Mirror
Leonard Stevenson, San Gorgonio Pass Water Agency

The regular meeting of the Board of Directors of the Yucaipa Valley Water District was called to order by Director Lonni Granlund at 6:00 p.m. at the Administrative Office Building, 12770 Second Street, Yucaipa, California.

CALL TO ORDER

Director Tom Shalhoub led the pledge of allegiance.

FLAG SALUTE

The roll was called and Director Bruce Granlund, Director Lonni Granlund, Director Ken Munoz, and Director Tom Shalhoub were present. Director Jay Bogh was absent.

ROLL CALL

Maria De Felice requested a future workshop agenda item to discuss alternative policies related to the responsibility of landowners versus tenants for unpaid utility bills.

PUBLIC COMMENTS

There were no other public comments.

Director Bruce Granlund moved to approve the consent calendar and Director Tom Shalhoub seconded the motion to approve the consent calendar.

CONSENT CALENDAR

A. Minutes of Meetings

1. Regular Board Meeting - May 6, 2015
2. Board Workshop - May 12, 2015

B. Payment of Bills

1. Approve/Ratify Invoices for Board Awarded Contracts
2. Ratify General Expenses for April 2015

The motion was approved by the following vote:

Director Jay Bogh - Absent
Director Bruce Granlund - Yes
Director Lonni Granlund - Yes
Director Ken Munoz - Yes
Director Tom Shalhoub - Yes

A. Reports by Board Members

- Director Bruce Granlund and Director Ken Munoz reported on the San Gorgonio Pass Summit held on May 14, 2015.
- Director Lonni Granlund reported on the City of Yucaipa Economic Development Advisory Committee meeting held on May 14, 2015.
- Director Tom Shalhoub reported on the San Bernardino County Special Districts Association meeting held on May 18, 2015.
- Director Tom Shalhoub reported on the San Gorgonio Pass Water Agency Engineering Committee meeting held on May 11, 2015.
- Director Tom Shalhoub and Director Lonni Granlund reported on the City of Calimesa 4th Street Park dedication ceremony held on May 19, 2015.

BOARD REPORTS

General Manager Joseph Zoba provided information about the following topics during the staff report:

- On April 28, 2015, student Vincent Chen provided an overview of his water-related science fair project at a board workshop. The District was notified that Vincent won a first place and a gold medal at the 64th annual California State Science Fair.
- Comments received about the Skydrop irrigation controller project were distributed and discussed.
- The District will be conducting a community meeting on May 21st to discuss the current drought situation
- The District has scheduled a budget workshop on Monday, June 1, 2015.

STAFF REPORT

DISCUSSION ITEMS:

Following a staff presentation by General Manager Joseph Zoba, Director Tom Shalhoub moved and Director Bruce Granlund seconded a motion to receive and file the unaudited financial report as presented.

The motion was approved by the following vote:

Director Jay Bogh - Absent
Director Bruce Granlund - Yes
Director Lonni Granlund - Yes
Director Ken Munoz - Yes

DM 15-045
UNAUDITED
FINANCIAL REPORT
FOR THE PERIOD
ENDING ON APRIL 30,
2015

Director Tom Shalhoub - Yes

Following a staff presentation by Engineering Manager Brent Anton, Director Bruce Granlund moved and Director Ken Munoz seconded a motion to approve Change Order No. 2 and authorize the filing of the Notice of Completion and release of the retention amount of \$15,991.92 thirty-five days after the recorded date.

The motion was approved by the following vote:

Director Jay Bogh - Absent
Director Bruce Granlund - Yes
Director Lonni Granlund - Yes
Director Ken Munoz - Yes
Director Tom Shalhoub - Yes

DM 15-046
CHANGE ORDER NO.
2 AND NOTICE OF
COMPLETION FOR
THE CONSTRUCTION
CONTRACT WITH
BORDEN
EXCAVATING, INC.
FOR THE 8TH STREET
AND WASHINGTON
DRIVE REPLACEMENT
PIPELINES

Following a staff presentation by Operations Manager Bob Wall, Director Tom Shalhoub moved and Director Ken Munoz seconded a motion to authorize the General Manager to execute a professional services contract with Separation Processes for a sum not to exceed \$191,820 related to design and construction support services.

The motion was approved by the following vote:

Director Jay Bogh - Absent
Director Bruce Granlund - Yes
Director Lonni Granlund - Yes
Director Ken Munoz - Yes
Director Tom Shalhoub - Yes

DM 15-047
AUTHORIZATION TO
EXECUTE A
CONTRACT WITH
SEPARATION
PROCESSES FOR
PROFESSIONAL
ENGINEERING
SERVICES RELATED
TO THE NF SCRAM
DESIGN COMPLETION
AND CONSTRUCTION
SUPPORT SERVICES

Following a staff presentation by Public Works Manager John Hull, Director Ken Munoz moved and Director Tom Shalhoub seconded a motion to authorize the purchase of three 2016 Ford F-550 diesel utility trucks from Redlands Ford for a sum not to exceed \$152,378.49.

The motion was approved by the following vote:

Director Jay Bogh - Absent
Director Bruce Granlund - Yes
Director Lonni Granlund - Yes
Director Ken Munoz - Yes
Director Tom Shalhoub - Yes

DM 15-048
AUTHORIZATION TO
PURCHASE
REPLACEMENT
SERVICE TRUCKS
FOR THE PUBLIC
WORKS DEPARTMENT

Director Tom Shalhoub discussed programs for Memorial Day on May 25, 2015.

DIRECTOR
COMMENTS

Director Bruce Granlund and Director Lonni Granlund discussed issues related to the Cedar Avenue building.

Director Bruce Granlund, Director Lonni Granlund, Director Ken Munoz and Director Tom Shalhoub were present in closed session

CLOSED SESSION

with Legal Counsel David Wysocki and General Manager Joseph Zoba concerning the following items:

- A. Conference with Labor Negotiator (Government Code 54957.6)
District Negotiator: Joseph Zoba, General Manager
Employee Organization: IBEW Local Union 1436-YVWD Employees Association
- B. Conference with Labor Negotiator (Government Code 54957.6)
District Negotiator: Joseph Zoba, General Manager
Employee Organization: YVWD Supervisory Employees
- C. Conference with Labor Negotiator (Government Code 54957.6)
District Negotiator: Joseph Zoba, General Manager
Employee Organization: YVWD Management Employees (Exempt)
- D. Conference with Labor Negotiator (Government Code 54957.6)
Unrepresented Employee: Joseph Zoba, General Manager
- E. Conference with Real Property Negotiator(s)
Property: Assessor's Parcel Numbers: 0301-211-020 and 0301-201-030
Agency Negotiator: Joseph Zoba, General Manager
Negotiating Parties: Mesa Verde Ventures LLC c/o Betek Corporation
Under Negotiation: Terms of Payment and Price

The Board Members reconvened out of closed session into open session and Legal Counsel David Wysocki reported that direction was provided to the General Manager but no reportable action was taken in closed session.

Director Lonni Granlund called attention to the announcements listed on the agenda.

ANNOUNCEMENTS

The meeting was adjourned at 7:20 p.m.

Respectfully submitted,

Joseph B. Zoba, Secretary

(Seal)

MINUTES OF A BOARD WORKSHOP

May 26, 2015 at 4:00 P.M.

Directors Present:

Lonni Granlund, President
Bruce Granlund, Director
Ken Munoz, Director

Staff Present:

Joseph Zoba, General Manager
Jack Nelson, Assistant General Manager
Bob Wall, Operations Manager
Brent Anton, Engineering Manager
Vicky Elisalda, Controller
Jennifer Ares, Water Resource Manager
John Wrobel, Regulatory & Environmental Control
Manager
John Hull, Public Works Manager
Joe Desalliers, Public Works Supervisor

Directors Absent:

Jay Bogh, Vice President
Tom Shalhoub, Director

Consulting Staff Present:

David Wysocki, Legal Counsel

Guests and Others Present:

Vanessa Register, Customer
Richard Siegmund, Customer
Jan Leja, Customer

- I. Call to Order - 4:00 p.m.
- II. Public Comments - General Manager Joseph Zoba recognized the members of the Board of Directors and District staff in attendance.
 - There were no public comments at this time.
- III. Staff Report:
 - A staff report was not provided.
- IV. Presentations
 - A. Overview of the California Drought and Yucaipa Valley Water District's Action Plan Related to the State Water Resources Control Board Mandatory Restrictions to Achieve a 36% Reduction in Potable Urban Water Use [Workshop Memorandum No. 15-099] - General Manager Joseph Zoba discussed the status of the emergency drought requirements to be enforced by the State Water Resources Control Board.
- V. Capital Improvement Projects
 - A. Status Report on the Construction of a 6.0 Million Gallon Drinking Water Reservoir R-12.4 - Calimesa [Workshop Memorandum No. 15-100] - Engineering Manager Brent Anton provided an overview of the Reservoir R-12.4 project construction.
 - B. Status Report on the Installation of an Air Conditioning System at Lift Station No. 1 [Workshop Memorandum No. 15-101] - Regulatory & Environmental Control

Manager John Wrobel provided an update on the installation of an air conditioning system at Lift Station No. 1.

- C. Status Report on the Testing of Alternative Sludge Dewatering Equipment at the Wochholz Regional Water Recycling Facility [Workshop Memorandum No. 15-102] - General Manager Joseph Zoba provided an overview of the sludge equipment testing process.
- D. Status Report on the Installation of New Recycled Water Services and Recycled Water Pipelines throughout the Service Area of the Yucaipa Valley Water District [Workshop Memorandum No. 15-103] - Engineering Manager Brent Anton provided an overview of new recycled water services to be installed this summer.

VI. Administrative Items

- A. Discussion Regarding Draft Surplus Recycled Water Exchange Agreement between Yucaipa Valley Water District and Beaumont Cherry Valley Water District [Workshop Memorandum No. 15-104] - General Manager Joseph Zoba provided an overview of the draft recycled water exchange agreement.
- B. Review of Alternative Payment Options for Customers of the Yucaipa Valley Water District [Workshop Memorandum No. 15-105] - This agenda item was not discussed at the board workshop.
- C. Authorization for the Destruction for Various Documents and Files Pursuant to the Yucaipa Valley Water District Record Retention Policy [Workshop Memorandum No. 15-106] - General Manager Joseph Zoba provided an overview of the record destruction process.

VII. Director Comments

- A. Director Lonni Granlund requested the Cedar Avenue building discussion be scheduled for a future board meeting for consideration and possible action.

VIII. Adjournment - The meeting was adjourned at 5:15 p.m.

Respectfully submitted,

Joseph B. Zoba, Secretary

MINUTES OF A BOARD WORKSHOP

June 1, 2015 at 4:00 P.M.

Workshop minutes from June 1, 2015 will be distributed at the board meeting for review and approval.

Board Reports



Yucaipa Valley Water District



Yucaipa Valley Water District

Community Water Meeting

Join Us for a Conversation about Drought Issues and Our Water Resources

The Yucaipa Valley Water District will be conducting a series of community meetings to provide regular updates about the current drought situation.

The next community meeting is scheduled for

Thursday, May 21, 2015, 6:00 p.m. to 8:00 p.m.

Yucaipa Valley Regional Water Filtration Facility at Crystal Creek
35477 Oak Glen Road, Yucaipa 92399





Administrative Committee Meeting

Wednesday, May 27, 2015 at 3:30 p.m.

Banning City Hall Council Chambers
99 East Ramsey Street, Banning, California 92220

1. Call to Order
2. Public Comments
3. Discussion Regarding the Future Plans, Goals and Objectives for the San Geronio Pass Regional Water Alliance
4. Comments by Administrative Committee Members
5. Announcements
 - a. Next Meeting Date/Time for the Administrative Committee
6. Adjournment



Technical Committee Meeting

Wednesday, May 27, 2015 at 4:30 p.m.

Banning City Hall Council Chambers
99 East Ramsey Street, Banning, California 92220

1. Call to Order
2. Public Comments
3. Technical Committees of the San Gorgonio Pass Regional Water Resource Alliance
 - a. Messaging Subcommittee
 - b. Recycled Water Subcommittee
 - c. Water Conservation Subcommittee
4. Comments by Technical Committee Members
5. Announcements
 - a. Next Meeting Date for the Technical Committee: **Wednesday, June 24, 2015 at 4:30 pm**
6. Adjournment



Notice and Agenda of a Regular Meeting Wednesday, May 27, 2015 at 6:00 p.m.

Banning City Hall Council Chambers
99 East Ramsey Street, Banning, California 92220

1. Call to Order
2. Public Comments
3. Approval of Minutes
4. Presentations
 - a. Member Agency Profile: Yucaipa Valley Water District
5. Reports and Discussion Items
 - a. Technical Committee Report
 - b. Administrative Committee Report
6. Future Meeting Topics
 - a. Alliance Member Agency Profile for June 2015 - City of Banning
 - b. Other Meeting Topics
7. Comments by Alliance Members
8. Announcements
 - a. Next Meeting Date: **Wednesday, June 24, 2015 at 6:00 pm**
9. Adjournment

Staff Report



Yucaipa Valley Water District

Discussion Items



Yucaipa Valley Water District



Date: June 3, 2015

Prepared By: Joseph Zoba, General Manager

Subject: Recognition of Wayne Kurrle on the Occasion of his Retirement from the Yucaipa Valley Water District

Recommendation: That the Board adopts Resolution No. 2015-11.

On June 19, 2015, Wayne Kurrle will be retiring from the Yucaipa Valley Water District as a Plant Maintenance Technician after nine years of service. Mr. Kurrle has exemplified professionalism, dedication and commitment to our community throughout his career with the Yucaipa Valley Water District.

The purpose of this agenda item is to provide Mr. Kurrle with a resolution recognizing his service to the District and our community.

RESOLUTION NO. 2015-11

**A RESOLUTION OF THE YUCAIPA VALLEY WATER DISTRICT
HONORING WAYNE KURRELE ON THE OCCASION OF HIS RETIREMENT**

WHEREAS, Mr. Wayne Kurrele was first employed by the Yucaipa Valley Water District on October 2, 2006, and will be retiring on June 19, 2015; and

WHEREAS, for nearly nine years, Mr. Wayne Kurrele has worked for the Yucaipa Valley Water District as a team member maintaining water and sewer facilities; and

WHEREAS, during his tenure, Mr. Wayne Kurrele has been the primary individual responsible for the overall maintenance and upkeep of the Yucaipa Valley Regional Water Filtration Facility; and

WHEREAS, throughout his tenure of service to the Yucaipa Valley Water District, Mr. Wayne Kurrele has been distinguished as a result of his skills, dependability, knowledge, commitment and experience; and

WHEREAS, retiring from the Yucaipa Valley Water District as a Plant Maintenance Technician, Mr. Wayne Kurrele has always exhibited the characteristics of a true professional, dedicated employee, and friend.

NOW, THEREFORE, BE IT HEREBY RESOLVED AND ORDERED, that the Board of Directors of the Yucaipa Valley Water District, on behalf of the District staff, does hereby extend its sincere appreciation to Mr. Wayne Kurrele for his years of dedicated service and contributions to the Yucaipa Valley Water District and the community.

BE IT FURTHER RESOLVED that a suitably prepared copy of this resolution is presented to Mr. Wayne Kurrele.

PASSED AND ADOPTED this 3rd day of June 2015.

YUCAIPA VALLEY WATER DISTRICT

Bruce Granlund, President Board of Directors

ATTEST:

Joseph B. Zoba, General Manager



Date: June 3, 2015

Prepared By: Peggy Little, Administrative Manager
Erin Anton, Administrative Clerk IV

Subject: Authorization to Destroy Various Documents and Files Pursuant to the District's Record Retention Policy

Recommendation: That the Board authorizes the District staff to proceed with the destruction of various documents and records pursuant to District policy.

On November 19, 2008, the Board of Directors adopted Resolution No. 15-2008 a record retention policy to retain documents for administrative, operational, legal, fiscal, historical, and research purposes.

The policy was structured to meet the following objectives:

- To provide a systematic and orderly destruction of records no longer required by statute to be retained or needed for reference;
- To establish a timely transfer of inactive records to low cost storage;
- To provide protection of records essential to the District, but which are referred to infrequently; and
- To eliminate duplicate records.

Additionally, this policy authorizes the General Manager to implement the retention, imaging, destruction and disposal of records in a manner consistent with the policy.

As a matter of practice, the District staff summarizes the documents to be destroyed and provides the list for review by the Board to determine if any changes to the existing policy are required.

**DOCUMENTS TO BE DESTROYED PURSUANT TO DISTRICT POLICY
DIRECTOR MEMORANDUM NO. 15-050
June 3, 2015**

ADMINISTRATION

ACCOUNTS PAYABLE

Vendor Paid Bill Files	2003-2010
General Checking Cancelled Checks	2003-2007

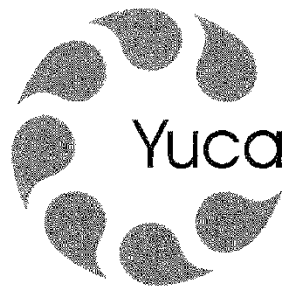
BILLING/CUSTOMER SERVICE

Billing reports	2005-2011
Daily Cash Deposit Duplicates	2009-2013
CC Receipts	2009-2012
Misc Cash –Journal Entry Duplicates	2002-2009
Bad Debt W/O's	1996-2000
Bank Statements	1995-2004
Closed Service Orders	2004-2011
Meter Change Outs/Swaps/Lid Replacements	2007-2011

MISCELLANEOUS CONTRACTS – EXPIRED

PAYROLL

WASTEWATER



Yucaipa Valley Water District

12770 Second Street, Yucaipa, California 92399

Records Management Policy

November 19, 2008

In 1968 the Legislature passed the California Public Records Act (PRA) (Government Code, Section 6250 et seq.) which is modeled after the federal Freedom of Information Act and details what government information is, and is not, available to the public. In general, all records are open to the public except 28 specific exemption categories listed in PRA, Section 6254. The PRA applies to all records, in whatever form, maintained by either state or local public agencies.

Since, with the exception of the PRA, legislation and directives establishing the state Records Management Program do not apply to local government, county and/or city government agencies do not have a standardized program of accountability for their treatment of public records. Nor does local government have standard retention periods for various record categories other than certain record types identified in government codes that mandate specific local programs. To alleviate this situation the 1999 legislature added Section 12236 to the Government Code, which states in Section 12236 (a) "The Secretary of State shall establish the Local Government Records Program to be administered by the State Archives to establish guidelines for local government retention and to provide archival support to local agencies in this state." The attached policy is based on the guidelines provided by the Secretary of State.

DEFINITIONS

Active Records – As a measure of activity for records that are referred to at least once a month per cubic foot of records. Also – As a retention period for a Perpetual Record that remains "active" until some event occurs to change its status, at which time it has fulfilled its function. (See also Perpetual Record)

Administrative Records – Records commonly found in all offices and typically retained only for short time periods – less than five years. Examples include subject, chronological, budget, and policy files.

Archival Records – Records with enduring value because they reflect significant historical events, document the history and development of an agency, or provide valuable research data.

Discovery – The pretrial disclosure of pertinent facts or documents by one or both parties to a civil action or proceeding. Anything requested during discovery must be disclosed if it exists – even non-records and records that should have been destroyed earlier. Discovery effectively freezes selected holdings until released by opposing attorney or the court.

Non-Records – Material not usually included within the definition of records, such as unofficial copies of documents kept only for convenience or reference, working papers, appointment logs, stocks of publications and processed documents, and library or museum material intended solely for reference or exhibition. Also, documents such as rough notes, calculations or drafts assembled or created and used in the preparation or analysis of other documents. (See also Discovery)

Permanent Records – Records that are required in perpetuity, usually identified by statute or other written guidance. Examples include water rights, easements, land grants, etc.

Perpetual Records – Records retained for an indefinite period of time and then stored or destroyed after some event takes place. Examples include office personnel files which are kept until a person is no longer employed, policy files kept until the policy is changed, contract files kept until the contract terminates, etc.

Program Records - Records that relate to the primary function of the District in response to its daily mission. Examples include lien files, election files, etc.

Public Records - Any information relating to the conduct of the public's business prepared, owned, used, or retained by the District generally final in format and content.

Records - All papers, maps, exhibits, magnetic tapes, photographic films and prints, and other documents produced, received, owned or used by the District.

Records Retention Schedule - A list of all records produced or maintained by the District and the actions taken with regards to those records. A retention schedule is the District's legal authority to receive, create, retain, and dispose of official public records. It assists the agency by documenting which records require office or temporary storage, which records have historic or research value, and which records should be destroyed because they no longer have any administrative, fiscal, or legal value. In the event of litigation, courts accept a retention schedule as establishing an agency's "normal course of doing business".

Retention Period - The length of time a record must be retained to fulfill its administrative, fiscal and/or legal function. Then a record should be disposed of as soon as possible in accordance with an approved Records Retention Schedule.

PURPOSE OF RECORDS MANAGEMENT

The purpose of this policy is to apply efficient and economical management methods to the creation, utilization, maintenance, retention, preservation, and disposal of records. Effective records management ensures that records are kept only as long as they have some administrative, fiscal, or legal value. When records no longer fulfill the value for which they were created, they should be destroyed unless they also have some historic or research significance. Staff members should realize that an effective records management program is not only cost effective; it will also make their jobs easier. They should also know that records retained beyond their value "just in case" only extend the agency's legal liability in the event of adverse litigation.

EVALUATION OF RECORDS

In preparing this policy, the District conducted an inventory of records and determined the immediate and future usefulness of the records. In general, records are retained only as long as they serve the immediate administrative, legal and/or fiscal purposes for which they were created. When records no longer serve these purposes, they are disposed of or preserved for archival purposes, whichever is appropriate.

Records with Administrative Value

Records with administrative value are created to help accomplish the functions for which the District is responsible and have administrative value only as long as they assist the District in performing current or future work. Their administrative use is exhausted when the transactions to which they relate are complete and from that point on they lose value rapidly.

Records with Legal Value

Records with legal value contain evidence of legally enforceable rights or obligations of the District. Examples are records that provide the basis for action, such as legal decisions and opinions; fiscal documents representing agreements, such as leases, titles and contracts; and records of action in particular cases, such as claim papers and legal dockets.

Records with Financial Value

Fiscal records pertain to the financial transactions, such as budgets, ledgers, allotments, payrolls and vouchers. After some records have served a basic administrative function, they may still have sufficient fiscal value to justify additional retention to protect the District against court action and/or audits.

Records with Historical Value

Some records will also have enduring value because they reflect significant historical events or document the history and development of the District. Others contain accumulated data that can be useful for both scientific and historical research.

RECORD RETENTION SCHEDULE

Keeping records, either in offices or storage areas, is very expensive and the actual or potential value of the records must be weighed against the cost. Except for perpetual records, most administrative records should only be kept two or three years and certainly not more than five. Program records (unique and representative of the function of the District) are typically large files and kept for longer periods of time.

In preparing the record retention schedule, the District considered questions such as:

- How serious would it be if a particular record 5 or 10 years from now were unavailable?
- What are the chances of it being needed?
- Are the consequences serious enough to justify keeping a large volume of records for long periods of time at considerable cost?
- Is the information available anywhere else?
- What would it cost to reconstruct the record if necessary?

Answering these questions resulted in a realistic approach to the problem of determining how long records should be kept.

Establishing the retention periods also involved discussion with the people who use the records. Departmental managers were encouraged to look realistically at their need for the records. While it is often comfortable to state "the records are used all the time and therefore must be kept permanently". Permanent retention is very expensive, rarely necessary, and usually must be justified by a specific written requirement such as a statute, legal opinion, or government code. The State of California assumes "permanent" to mean 500 years! Will our records really have any value 500 years from now?

Once retention periods were established for records, the Records Retention Schedule was developed. The schedule formalizes the retention and disposition of the District's records and

establishes the “normal course of doing business”.

The Records Retention Schedule is based on the District's legal authority to do whatever needs to be done with records and documents entrusted to the District's care. It certifies the life, care, and disposition of all records. If subpoenaed records have been destroyed, the District's schedules (and evidence of compliance with those schedules) will defend the District's actions. However, to prove there was no adverse intent when records were destroyed, schedules must be specific and consistently used. Adverse intent (to keep records out of court) is both a civil and criminal offense.

DISPOSITION OF RECORDS

Once records have fulfilled their administrative, fiscal, or legal function they will be disposed of in accordance with the Records Retention Schedule. Disposition may include sending appropriate records to an archival facility, recycling unneeded records, and/or destroying unneeded confidential records. Remember, in the event of litigation the court will want to know what how the District maintains records during our normal course of doing business, therefore it is intent of this policy to explain the process and procedure for the disposition of records.

SUMMARY

The primary concern of a records management policy is the efficient, effective and economical management of information. The guiding principle is to insure that information is available when and where it is needed, in an organized and efficient manner, and in a well-maintained environment. Records management encompasses all the record-keeping requirements that allow the District to establish and maintain control over information flow and administrative operations through the entirety of a document life cycle, from their creation to their final disposition.

ACKNOWLEDGEMENT

The formulation of this policy was mainly derived from publications developed by the California State Archives in association with the League of California Cities and the City Clerks Association of California. This document and record retention schedule was also based on the content available from the Local Government Records Management Guidelines, Archives and Museum Division of the California Secretary of State, February 2006. The use of these guidelines makes this records retention policy consistent with other special districts and local governments in California.

Yucaipa Valley Water District - Record Retention Schedule
 Thursday, November 14, 2008

Item	Office of Record	Classification	Record Type / Description	Retention of Original Record	Essential Record	Imaging System	Authority / Citation
1	Accounting	Financial	Accounts Payable & Related Financial Records (Invoices, Check Copies, Purchase Requests, Purchase Orders, Petty Cash Records, Etc...)	AA + 4			GC 60201; MD
2	Accounting	Financial	Accounts Receivable	AA + 4			GC 60201; MD
3	Accounting	Financial	Assessed Valuation (Riverside County)	FYE + 3		DIS	GC 60201; MD
4	Accounting	Financial	Assessed Valuation (San Bernardino County)	FYE + 3		DIS	GC 60201; MD
5	Accounting	Financial	Assessment District Financial Records	AP + 4		DIS	GC 60201; MD
6	Accounting	Financial	Assets Records - Additions/Deletion	P	Yes	DIS, CMMS	GC 60201; MD
7	Accounting	Financial	Audit Work Papers, Backup Records	AA + 4			GC 60201; MD
8	Accounting	Financial	Audit Annual Reports	P		DIS	GC 60201; MD
9	Accounting	Financial	Bank Deposit Records & Receipts	AA + 4			GC 60201; MD
10	Accounting	Financial	Bank Statements and Reconciliations	US			GC 60201; MD
11	Accounting	Financial	Bank Signature Cards	AA + 4			GC 60201; MD
12	Accounting	Financial	Bankruptcy Files, liens	AS + 2			GC 60201; MD
13	Accounting	Financial	Billing Records - Billing ledgers, meter reads, usage, payments including electronic payments, adjustments, shutoff lists, extension lists, routes	FYE + 2	Yes		GC 60201; MD
14	Accounting	Financial	Bond Issue Records	CL + 10	Yes	DIS	GC 60200 - 60204
15	Accounting	Financial	Bond Registers	CL + 10	Yes	DIS	GC 60200 - 60204
16	Accounting	Financial	Bonds - Account Statements	CL + 10			GC 60200 - 60204; 53921; CCP 337.5
17	Accounting	Financial	Bonds - Administration	CL + 10			GC 60200 - 60204; 53921; CCP 337.5
18	Accounting	Financial	Bonds - Bonds and Coupons (paid/cancelled)	CL + 10			GC 60200 - 60204; 53921; CCP 337.5
19	Accounting	Financial	Bonds - Fund Transfers	CL + 10			GC 60200 - 60204; 53921; CCP 337.5
20	Accounting	Financial	Budget - Final Adopted Annual Budget	P		DIS	GC 60200 - 60204
21	Accounting	Financial	Budgets, proposed	DWNLR			GC 60200 - 60204
22	Accounting	Financial	Cancelled Checks	AA + 4			GC 60201; MD
23	Accounting	Financial	Capital Reconciliations	AA + 4			GC 60201; MD
24	Accounting	Financial	Cash Receipts	AA + 4			GC 60201; MD
25	Accounting	Financial	Cash Transfer Report	AA + 4			GC 60201; MD
26	Accounting	Financial	Chart of Accounts, original	US			GC 60201; MD
27	Accounting	Financial	Check Register	AA + 4			GC 60201; MD
28	Accounting	Financial	Contracts Administration Records	AT + 5			GC 60201; MD
29	Accounting	Financial	Correspondence - Accounting	CYE + 5			GC 60201; MD
30	Accounting	Financial	Cost Accounting Records	CYE + 10			MD
31	Accounting	Financial	Customer Files	CL + 2			MD
32	Accounting	Financial	Direct Payment Applications	CL + 2			GC 60201; MD
33	Accounting	Financial	Expense Reports, originals	AA + 4			GC 60201; MD
34	Accounting	Financial	Financial Transactions	AA + 4			GC 60201; MD
35	Accounting	Financial	Financing Corporation - Agendas	CL + 10		DIS	GC 60200 - 60204; 53921; CCP 337.5

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Item	Office of Record	Classification	Record Type / Description	Retention of Original Record	Essential Record	Imaging System	Authority / Citation
36	Accounting	Financial	Financing Corporation - Director Memorandums	CL + 10		DIS	GC 60200 - 60204; 53921; CCP 337.5
37	Accounting	Financial	Financing Corporation - Formation Documents	P		DIS	GC 60200 - 60204; 53921; CCP 337.5
38	Accounting	Financial	Financing Corporation - Minutes	P		DIS	GC 60200 - 60204; 53921; CCP 337.5
39	Accounting	Financial	Fund Transfers/Adjustments	AA + 4			GC 60201; MD
40	Accounting	Financial	General Ledger	AA + 10			GC 60201; MD
41	Accounting	Financial	Inventory Reports	AA + 4	Yes		GC 60201; MD
42	Accounting	Financial	Investment Files (Money Market Certificates, T-Bills and Notes)	AE + 6			GC 60200 - 60204; MD
43	Accounting	Financial	Investment Transactions Reports	P	Yes	DIS	GC 60201; MD
44	Accounting	Financial	IRS Form 1099	AA + 4			26 CFR 31.6001-1(3)(2)
45	Accounting	Financial	Journal Vouchers	FYE + 5			GC 60201; ND
46	Accounting	Financial	LAIF Records	FYE + 5			GC 60201; MD
47	Accounting	Financial	Mandated Costs Recovery Claims/Documentation	AS + 4		DIS	GC 60201; MD
48	Accounting	Financial	Monthly AVR Statements	AA + 4		DIS	GC 60201; MD
49	Accounting	Financial	Policy/Regulations/Procedures	US		DIS	GC 60201; ND
50	Accounting	Financial	Rate Schedules	US		DIS	GC 60201; MD
51	Accounting	Financial	State Controllers Report	FYE + 5		DIS	GC 60201; MD
52	Accounting	Financial	Surplus Equipment Disposal Records	AA + 4		DIS	GC 60200 - 60204; CCP 337
53	Accounting	Financial	Trial Balance Reports	AA + 4			MD
54	Accounting	Financial	Warrant Register/Demand Lists	FYE + 2			GC 60200 - 60204
55	Accounting	Financial	Work Order Reports	AA + 4			GC 60200 - 60204
56	Customer Service	Customer	Customer Service Files - new connections	P		CMMS	ND
57	Customer Service	Customer	Meter Reading - Field Memos, Routes, Maintenance Records	CYE + 2			
58	Customer Service	Forms	Customer Complaint Forms	CYE + 2			MD
59	Department	Agreement	Contracts (GM Approved) - Leases, Equipment, Services, Supplies	AT + 2	Yes	DIS	MD
60	Department	Board	Board Packets - Reference Copies	DWNLR			MD
61	Department	Consultant	Consultant Reference Info/Brochures	DWNLR			GC 60200 - 60204, MD
62	Department	Correspondence	Correspondence (not attached to agreement or project file)	CYE + 2		DIS	MD
63	Department	Correspondence	General Public	CYE + 2			MD
64	Department	Correspondence	Reproduction / Document Requests	CYE + 2			MD
65	Department	Emergency	Disaster Planning Records - Copies	CYE + 2			GC 60201
66	Department	Emergency	Drills/Correspondence	CYE + 2			GC 60201
67	Department	Emergency	Emergency Plans, District (all), Original	US + 2		DIS	GC 60201
68	Department	Emergency	Emergency Plans/Other Agencies	US + 2		DIS	GC 60201
69	Department	Facilities	Environmental (worksite) Monitoring - Data (Results)	30		DIS	8 CCR 3204(d)
70	Department	Facilities	Environmental (worksite) Monitoring - MSDS	30		DIS	8 CCR 3204(d)
71	Department	Facilities	Environmental (worksite) Monitoring - Sampling Plan	30		DIS	8 CCR 3204(d)

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Item	Office of Record	Classification	Record Type / Description	Retention of Original Record	Essential Record	Imaging System	Authority / Citation
72	Department	Facilities	Environmental (worksite) Monitoring - Worksheets/ Field Notes	1		DIS	8 CCR 3204(d)
73	Department	Facilities	Operations & Maintenance Records	P		DIS, CMMS	GC 60200 - 60204
74	Department	Financial	Budget - Reference Copies	US		DIS	MD
75	Department	Financial	Budget Correspondence/Memos	FYE + 2			GC 60201, MD
76	Department	Financial	Budget - Work Papers	CYE			MD
77	Department	General	Brochures, Vendor Catalogs, Information	DWNLR			MD
78	Department	General	Draft Documents	DWNLR			GC60200 - 60204
79	Department	General	Forms	US			MD
80	Department	General	Inter/Intra Dept Memorandums	CYE + 2			MD
81	Department	General	Meetings, staff-agendas, communications, notes,	CYE + 2			MD
82	Department	General	Subject Files	DWNLR			GC60200 - 60204
83	Department	Laboratory Data	Laboratory Reports & Tests	P		DIS, CMMS	40CFR 141.33
84	Department	Operations	Activity Reports	CYE + 2			MD
85	Department	Operations	Confined Space Entry Permits, Originals	CYE + 2		DIS	MD
86	Department	Operations	Flow Charts, Circular	CYE + 5		DIS	MD
87	Department	Operations	Hazardous Waste, Documentation - handling and disposal	CYE + 10		DIS	40 CFR 122.21
88	Department	Operations	Leak Reports	CYE + 2		CMMS	MD
89	Department	Operations	Maintenance and Repair	CYE + 5			MD
90	Department	Operations	Monthly Reports	CYE + 2			
91	Department	Operations	Standby Schedules	CYE + 2			MD
92	Department	Organization	Associations	DWNLR			
93	Department	Organization	Studies, Statistics	4		DIS	MD
94	Department	Policy	Policies and Procedures	US		DIS	MD
95	Department	Procurement	Proposals, Unaccepted	CYE + 2			GC 60200 - 60204
96	Department	Project	Catalogues - vendors	DWNLR			MD
97	Department	Project	Completion Notices, originals	P*		DIS	GC 60200 - 60204, MD
98	Department	Project	Project Files - Non-Construction (for projects funded by federal or state loans and grants refer to loan / grant closeout procedures)	CYE + 10		DIS	MD
99	Department	Quality Control	Bacteriological Analysis	CYE + 5		LIMS	40CFR 141.33
100	Department	Quality Control	Chemical Analysis	CYE + 10		LIMS	40CFR 141.91
101	Department	Quality Control	General Laboratory Results	CYE + 12		DIS	
102	Department	Reference	Computer Reference Materials	DWNLR			MD
103	Department	Reference	Equipment Manuals, Reference	US		CMMS	MD
104	Department	Reference	Policies and Procedures	US		DIS	MD
105	Department	Regulatory	Safety Meetings, agendas, training material, sign-in sheets - copies (originals maintained by Safety Officer)	CYE + 2		DIS	
106	Department	Reports	Incident Reports and Studies	P		DIS	GC 60200 - 60204, ND
107	Department	Risk Management	Incident Reports & Related Materials	CL + 5		DIS	ND

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Item	Office of Record	Classification	Record Type / Description	Retention of Original Record	Essential Record	Imaging System	Authority / Citation
108	Department	Safety	Completed Tags and Checklists	CYE + 2			MD; 29CFR1910.147 - Requires retraining as necessary and a written training certification. No training record retention time is specified.
109	Department	Safety	Compliance Audit Form	CYE + 2			MD; 29CFR1910.147 - Requires retraining as necessary and a written training certification. No training record retention time is specified.
110	Department	Safety	Employee Safety Training	CYE + 2			MD; 8 CCR 3203(b)(2)
111	Department	Safety	Lockout/Tagout Program	CYE + 2			MD; 29CFR1910.147 - Requires retraining as necessary and a written training certification. No training record retention time is specified.
112	Department	Safety	Material Safety Data Sheets (MSDS)	30		DIS	29CFR1910.1200; 8CCR 3204(D)(1)(B)(2)
113	Department	Safety	Respirator Inventory & Maintenance - Original	CYE + 2			MD
114	Department	Safety	Safety Manual, Written Programs & Data; Policies and Procedures	US		DIS	MD
115	Utility Services	Assets	Leak Reports	CYE + 2			MD
116	Engineering	Boundary	Annexation Files - Working Files	P*		DIS	
117	Engineering	Boundary	Annexations, Detachments, Boundary Changes, Sphere of Influence, General District - completed	P	Yes	DIS	GC 60200 - 60204
118	Engineering	Boundary	Annexations, Detachments, Improvement Districts and Assessment Districts - completed	P	Yes	DIS	GC 60200 - 60204
119	Engineering	Boundary	Boundary Modification Proposals	P	Yes	DIS	GC 60200 - 60204
120	Engineering	Customer	Backflow Test Reports, Originals	CYE + 3		DIS, CMMS	CCR Title 17, Section 7605
121	Engineering	Development	Comment Letters - Conditions of Approval, filed with customer service or extension files	P		DIS	MD
122	Engineering	Development	Tract Maps, Parcel Maps, Tentative Tract Files	CYE + 5			MD
123	Engineering	Development	Utility Location Requests	CYE + 2			MD
124	Engineering	Development	Water Service Cost Worksheets	CYE + 2			MD
125	Engineering	Development	Water Supply Assessments	P		DIS	MD
126	Engineering	Development	Will Serve Letters	CYE + 2			MD
127	Engineering	Environmental	Environmental Documentation, EIR, Notices of Exemption,	P		DIS	GC 60200 - 60204/CEQA
128	Engineering	Environmental	Negative Declaration, Notices of Determination - District	10		DIS	Guideline 15095(c)
129	Engineering	Facility	Backflow Test Reports, Originals	CYE + 3		DIS, CMMS	CCR Title 17, Section 7605
130	Engineering	Facility	Fire Flow Test Results	P		CMMS	MD

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Item	Office of Record	Classification	Record Type / Description	Retention of Original Record	Essential Record	Imaging System	Authority / Citation
131	Engineering	Facility	Plans & Specifications, originals	P		DIS, CMMS	GC 60200 - 60204, ND
132	Engineering	Financial	Formation Files - Assessment Districts, Improvement	P	Yes	DIS	GC60200 - 60204
133	Engineering	Financial	Improvement District Formation, Annexations, Deletions	P	Yes	DIS	GC 60200-60204
134	Engineering	NPW	Cross-Connection Testing Reports	10		DIS, CMMS	
135	Engineering	NPW	Non-Potable Water Engineering Report	P		DIS, CMMS	
136	Engineering	Operations	SARI - Dump Station Records, Waste Manifests	CYE + 3		DIS	
137	Engineering	Operations	SARI Line Meter Readings	CYE + 3		DIS	
138	Engineering	Operations	SARI Line Waste Hauler Permits	P		DIS	MD
139	Engineering	Project	Extension Files - Main line extension	P		DIS, CMMS	GC 60200 - 60204, ND
140	Engineering	Project	Facilities Construction Projects, Correspondence,	P		DIS	
141	Engineering	Project	Feasibility Studies	7		DIS	
142	Engineering	Project	Notices of Completion	P		DIS, CMMS	MD
143	Engineering	Project	Record (As-Built) Drawings	P	Yes	DIS, CMMS	ND
144	Engineering	Project	Request for Proposals	CL + 3		DIS	MD
145	Engineering	Project	Soils Reports	P		DIS	MD
146	Engineering	Project - Other	Comment Letters - No-Comment, Non-Interference - Letters to City and County	CYE + 2			MD
147	Engineering	Projects	Facilities Construction Projects, Inspection Reports	P		DIS, CMMS	GC 60200 - 60204
148	Engineering	Property	Acquisitions/Sale, Real Property	P		DIS, CMMS	GC 60200 - 60204, 6254
149	Engineering	Property	Appraisals, District Property	P		DIS	GC 60200 - 60204, 6254(h)
150	Engineering	Property	Grant Deeds, Easements, Quitclaims	P	Yes	DIS, CMMS	GC 60200- 60204
151	Engineering	Regulatory	Urban Water Management Plan - Final	P		DIS	MD, CA Water Code
152	Executive	Agreement	Contracts - Agency Agreements, Legal Settlements, Community Facilities Districts, Supplemental Water Sales, Wastewater Sales	AT + 5	Yes	DIS	MD
153	Executive	Agreement	Contracts (Board Approved) - Financing, Operation and Maintenance, Capital Improvement, Construction	AT + 5	Yes	DIS	MD
154	Executive	Assets	Vehicles - Ownerships & Title	AD + 1		DIS	
155	Executive	Assets	Vehicles- Fleet Invoices - Purchase Data	CYE + 2		DIS	
156	Executive	Board	Appointments/Resignations (Review for historical and research value)	AT + 4		DIS	MD
157	Executive	Board	Board Minutes, originals (Image for safety, keep originals)	P	Yes	DIS	GC60200 - 60204
158	Executive	Board	Board Packets, including agendas, special meeting notices, certificates of posting, board letters and backup	P		DIS	GC60200 - 60204; MD
159	Executive	Board	Campaign Statements	AT + 7		DIS	GC 81009 (c)
160	Executive	Board	Committee Agendas	CYE + 2		DIS	MD
161	Executive	Board	Directors Files, Correspondence, Biographical Data, etc.	P		DIS	GC 60200 - 60204; MD
162	Executive	Board	Elections: Correspondence, Notifications and Publications	EL + 5		DIS	GC 81009
163	Executive	Board	Formation Files, Articles of Incorporation - General	P	Yes	DIS	GC 60200 - 60204; CCP
164	Executive	Board	Oaths of Office	AT + 6		DIS	GC60200-60204;
165	Executive	Board	Resolutions & Ordinances (Image for safety, keep originals)	P	Yes	DIS	GC 60200-60204
166	Executive	Board	Resolutions & Ordinances (Image for safety, keep originals)	P	Yes	DIS	GC60200 - 60204

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Item	Office of Record	Classification	Record Type / Description	Retention of Original Record	Essential Record	Imaging System	Authority / Citation
167	Executive	Boundary	Sphere of Influence Amendments - completed	P	Yes	DIS	GC60200 - 60204
168	Executive	Correspondence	Board Letters	CYE + 2			MD
169	Executive	Correspondence	Customer information requests, generally - not requests for public information	CL + 2			MD
170	Executive	Election	Calendar of Election	EL + 2		DIS	MD
171	Executive	Election	Certificates of Election	T + 4		DIS	GC 81009(a)(d)
172	Executive	Emergency	Disaster Planning Records - Original	CYE + 2		DIS	GC 60201
173	Executive	FPPC	Statement of Economic Interest - Designated Positions	AT + 7		DIS	GC 81009(e)
174	Executive	Legal	Conflict of Interest Code	US		DIS	GC 60200 - 60204
175	Executive	Legal	Lawsuits - Adjudications	P	Yes	DIS	MD
176	Executive	Legal	Lawsuits - All Others	AS + 4		DIS	GC 60201; MD
177	Executive	Legal	Lawsuits - Civil Rights Related Actions	AS + 7		DIS	42 USC 1983
178	Executive	Legal	Lawsuits - Small Claims	AS + 1		DIS	MD
179	Executive	Legal	Legal Opinions	DWNLR		DIS	MD
180	Executive	Operations	AQMD Permits, Originals	US + 2		DIS	CFR 40, Chapter 1, Part 70
181	Executive	Personnel	Negotiations - MOA's/MOU's Access restricted	P		DIS	29 USC 211(c), 203(m),
182	Executive	Policy	Board Policies	US		DIS	MD
183	Executive	Public Information	District Brochures, Programs, Publications - Including annual Reports and Historical Material	DWNLR			MD
184	Executive	Public Information	News Clippings, Check for Historical Value	5		DIS	MD
185	Executive	Public Information	Projects, Documentation of Activities, Special Events, Tours, Programs, Water Education	CYE + 5			GC 60200 - 60204; MD
186	Executive	Records Mgmt	Record Retention Schedule	US		DIS	MD
187	Executive	Records Mgmt	Records Destruction Authorization	3		DIS	MD
188	Executive	Regulatory	Control, Drinking Water Corrections, Lead Service Lines,	10			MD
189	Executive	Regulatory	NPDES Permits	AE + 10		DIS	
190	Executive	Regulatory	Wastewater-Monthly Report to RWQCB	CYE + 5		DIS	40CFR 122.41
191	Executive	Regulatory	Water Quality Compliance	CYE + 12		DIS	40CFR 141.91; 141.33
192	Executive	Risk Management	Accident Reports	AS/AT + 5		DIS	MD
193	Executive	Risk Management	Accident Reports - District Assets (and related materials)	CL + 7		DIS	ND
194	Executive	Risk Management	Claims, Automobile	AS + 10		DIS	MD
195	Executive	Risk Management	Claims, damage	AS + 2		DIS	GC 60201
196	Executive	Risk Management	Claims, Loss or Damage	AS + 10		DIS	MD
197	Executive	Risk Management	Claims, Workers Compensation	AS + 10		DIS	MD
198	Executive	Risk Management	Expired Policy - Liability	AE + 10		DIS	MD
199	Executive	Risk Management	Insurance Certificates	AE + 2		DIS	ND
200	Executive	Risk Management	Insurance Policies, Liability	AE + 10		DIS	GC 60200 - 60204, MD
201	Executive	Risk Management	Proposals, Liability Insurance	CYE + 2		DIS	MD
202	Executive	Safety	Atmospheric Testing Records	CYE + 2			29CFR 1910.146; MD

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Item	Office of Record	Classification	Record Type / Description	Retention of Original Record	Essential Record	Imaging System	Authority / Citation
203	Executive	Safety	Confined Space Permits	CYE + 2			ND; 29CFR 1910.146 - Requires retraining as necessary and a written training certification. No training record retention time is specified. Cancelled entry permits are required to be retained for one year.
204	Executive	Safety	CPR/First Aid Training	CYE + 2			MD 8CCR 3203(b)(2)
205	Executive	Safety	Employee Exposure Records - Data (results)	30		DIS	8 CCR 3204(d)(1)(B)(1)
206	Executive	Safety	Employee Exposure Records - Sampling Plan	30		DIS	8 CCR 3204(d)(1)(B)(1)
207	Executive	Safety	Employee Exposure Records - Worksheets/Field Notes	1		DIS	8 CCR 3204(d)(1)(B)(1)
208	Executive	Safety	OSHA Correspondence	CYE + 2		DIS	MD
209	Executive	Safety	Respirator Inventory & Maintenance - Copies	CYE + 2			MD
210	Executive	Safety	Respiratory protection - fit testing records (* or until next test)	*CYE + 2			MD; 29CFR 1910.134 - Requires retraining at least annually, but no specific written training record is required. Written fit testing records must be retained until the next test takes place.
211	Executive	Safety	Safety Committee Meeting Minutes - Original	CYE + 2			MD; 8 CCR 3203(c)(2)
212	Executive	Safety	Safety Inspections	CYE + 2			MD; 8CCR 3203(b)(1)
213	Executive	Safety	Safety Manual, Written Programs & Data; Policies and Procedures - Original	US			MD
214	Human Resources	Correspondence	Benefits - Correspondence	AE + 10			
215	Human Resources	Correspondence	Personnel - Correspondence	5			
216	Human Resources	Personnel	Applications	2			
217	Human Resources	Personnel	Claims, Unemployment Insurance	AS + 5			ND
218	Human Resources	Personnel	Deferred Compensation Plan, Original	AT + 3			MD
219	Human Resources	Personnel	Disciplinary and Adverse Action Records (demotion, probation, termination, suspension, leave without pay)	AS/AT + 3			29 CFR 1602.31
220	Human Resources	Personnel	DMV - Motor Vehicle Pull Notices	CL + 7			
221	Human Resources	Personnel	Duty Statements	US			MD
222	Human Resources	Personnel	EEO Records and Reports	CYE + 3			29 CFR 1602.30, 32
223	Human Resources	Personnel	Employee Attendance Records	AS/AT + 3			PRA 6254, IPA 1798.40, Confidential Destruction
224	Human Resources	Personnel	Employee Benefits - General Information	DWNLR			GC 60200 - 60204
225	Human Resources	Personnel	Employee Benefits Records, life and deferred compensation plans	AS/AT + 3		DIS	GC 6250 at seq; GC 6276.2b; 29USC1027.
226	Human Resources	Personnel	Employee Health and Medical Records	30			8CCR 3204; GC 6264(c)
227	Human Resources	Personnel	Employee Orientation Forms, Packets, Information	US			MD
228	Human Resources	Personnel	Employee Payroll History Sheet	P			

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Item	Office of Record	Classification	Record Type / Description	Retention of Original Record	Essential Record	Imaging System	Authority / Citation
229	Human Resources	Personnel	Employee Personnel Files (restricted access), applications, changes, terminations, performance evaluations	AS/AT + 3			PRA 6254, IPA 1798.40, Confidential Destruction
230	Human Resources	Personnel	Employee Recruitment Files	CYE + 3			CA Code 12946; CA Labor
231	Human Resources	Personnel	Employment Announcements	CYE + 2			MD
232	Human Resources	Personnel	Employment Applications - Not Hired	CYE			GC 12946; GC6250 et seq;
233	Human Resources	Personnel	Garnishments	AS/AT + 3			MD
234	Human Resources	Personnel	Grievance Records	AS/AT + 3			
235	Human Resources	Personnel	Health & Safety Bulletins	2			
236	Human Resources	Personnel	Individual Employee File	AS/AT + 3			
237	Human Resources	Personnel	Insurance Policies - Health Plans	AT + 5			
238	Human Resources	Personnel	Medical and Exposure Reports (exposure to toxic substances, harmful physical agents, or blood borne pathogens; environmental, biological, and material safety monitoring reports concerning toxic substances and harmful physical agents in the workplace)	30			GC 60200 - 60204; MD 8CCR 3204, Transfer report with employee upon written request
239	Human Resources	Personnel	Medical Folders	AS/AT + 3			
240	Human Resources	Personnel	Medical Leave Records, including family leave	AS/AT + 3			FMLA1993; 29CFR 825.500;
241	Human Resources	Personnel	Paychecks	AS/AT + 3			
242	Human Resources	Personnel	Pension Plan	P		DIS	
243	Human Resources	Personnel	Performance Evaluation Calculations	2			PRA 6254, IPA 1798.40, Confidential Destruction
244	Human Resources	Personnel	Proposals, Insurance, Health	CYE + 2			MD
245	Human Resources	Personnel	Retirement Records	AS/AT + 3			29 USC 1027
246	Human Resources	Personnel	Salary & Classification Surveys including job description development	CYE + 2			Labor Code Sec 1197.5(d)
247	Human Resources	Personnel	Timecards	5			
248	Human Resources	Personnel	Training	CYE + 3			PRA 6254, IPA 1798.40, Confidential Destruction
249	Human Resources	Personnel	Training Manuals	US + 5			
250	Human Resources	Personnel	Training Records	CYE + 5			MD
251	Human Resources	Personnel	Travel Records (maintain until travel is complete)	AA			PRA 6254, IPA 1798.40, Confidential Destruction
252	Human Resources	Personnel	Workers Comp/OSHA - claim files, reports, incidents (working files) original filed with administrator	P		DIS	CCR 14311,15400.2; CA
253	Human Resources	Personnel	Worker's Compensation Claims, Reports, Incidents	CL + 5			8 CCR 10102
354	Human Resources	Personnel	Worker's Compensation Insurance	CL + 5			8 CCR 10102
255	Human Resources	Personnel	Workers Compensation Reports	30			
256	Human Resources	Safety	Employee Orientation Checklist; Information	AS/AT + 3			MD

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 Thursday, November 14, 2008

Item	Office of Record	Classification	Record Type / Description	Retention of Original Record	Essential Record	Imaging System	Authority / Citation
257	Human Resources	Safety	Driver Test Results for Alcohol Concentration 0.02 or Greater, Positive Controlled Substances, Refusals to Take Required Tests, Driver Evaluation/Referrals, Calibration Documentation, Administration of Alcohol Controlled Substances Testing Programs, Annual Calendar Year Summary	5			FMCSA (49 CFR part 382); DOT (49 CFR part 40)
258	Human Resources	Safety	Alcohol and Controlled Substances Collection Process	2			FMCSA (49 CFR part 382); DOT (49 CFR part 40)
259	Human Resources	Safety	Negative and Cancelled Controlled Substances Test Results and Alcohol Test Results with Concentration of Less Than 0.02	1			FMCSA (49 CFR part 382); DOT (49 CFR part 40)
260	Purchasing	Procurement	Bids - Accepted \$25,000 to \$100,000 (Filed with Contract)	CYE + 5		DIS, CMMS	
261	Purchasing	Procurement	Bids - Accepted < \$25,000 (Filed with Contract)	CYE + 2		DIS, CMMS	
262	Purchasing	Procurement	Bids - Accepted > \$100,000 (Filed with Contract)	AD		DIS, CMMS	
263	Purchasing	Procurement	Bids - Unaccepted	CYE			



Date: June 3, 2015

Prepared By: Jack Nelson, Assistant General Manager

Subject: Renewal of Insurance Policies for Fiscal Year 2016 with Alteris Insurance Services

Recommendation: That the Board authorizes District staff to renew insurance coverage with Alteris for a sum not to exceed \$199,870.

The Yucaipa Valley Water District's current insurance policies, provided by Alteris Insurance Services, for property, liability, automobile, and equipment breakdown insurance coverage expires on June 30, 2015.

The District has obtained pricing of \$199,866.64 for the property liability, equipment breakdown, and automobile coverage (\$198,685.00) and privacy and network security coverage (\$1,181.64). This is an increase of \$2,795.43 from the prior fiscal year. The increase is related to additional vehicles covered and a slight increase in the District's total insured value. The privacy and security network coverage cost decreases slightly from last year.

Financial Consideration

The cost for property, liability, and automobile insurance will be equally split between the water and wastewater operating budget for Fiscal Year 2016.



INSURANCE PROPOSAL
Yucaipa Valley Water District

EFFECTIVE DATE
7/1/2015

PRESENTED BY:
Inland Counties Insurance Services, Inc. DBA Roberge & Fries Insurance Agency

Alteris

PROGRAM MANAGER
www.alterisus.com
Alteris Insurance Services, Inc.
Agency License No. 3537131



PREMIUM SUMMARY

NOTE: This proposal is prepared from information supplied to us on the application submitted by your insurance broker. It may or may not contain all terms requested on the application. Proposed coverages are provided by the Alteris WaterPlus policy forms and are subject to the terms, exclusions, conditions and limitations of those policy forms. Actual policies should be reviewed for specific details. Specimen policies are available from your insurance broker.

PAGE	COVERAGE SECTION	PREMIUM
3-7	SECTION 1. PROPERTY (Property, Equipment Breakdown & Mobile Equipment)	\$ 61,277.00
8	SECTION 2. COMMERCIAL CRIME	\$ 1,800.00
9-10	SECTION 3. COMMERCIAL GENERAL LIABILITY	\$ 45,272.00
11	SECTION 4. PUBLIC OFFICIALS & MANAGEMENT LIABILITY (Wrongful Acts, Employment Practices & Employee Benefit Plans)	\$ 14,258.00
12	SECTION 5. BUSINESS AUTO	\$ 48,049.00
13	SECTION 6. COMMERCIAL EXCESS LIABILITY	\$ 26,863.00

TOTAL ANNUAL PREMIUM (excludes state-imposed taxes, surcharges, and fees)	\$ 197,519.00
TERRORISM PREMIUM	\$ 1,066.00
FULLY EARNED POLICY FEE	\$ 100.00
STATE-IMPOSED TAXES, SURCHARGES, AND FEES	\$ N/A
TOTAL AMOUNT DUE* *Payment is due in accordance with the producer agreement	\$ 198,685.00

NOTES:

Please provide an updated and signed WaterPlus Renewal Application prior to binding.

Option: The pricing for Excluding IC in the Excess (only offering \$1M primary limit) total is \$185,142 + Privacy \$1,181.64

INSURED: Yucaipa Valley Water District
EFFECTIVE DATE: 7/1/2015

DISCLAIMER: Actual coverage is subject to the language of the policies as issued. Your issued policy may contain limits, exclusions, and limitations that are not detailed in this proposal.



SECTION 1. PROPERTY*

***IS THIS SECTION INCLUDED IN THE PROPOSAL? Yes**

CARRIER:

- Allied World Assurance Company or affiliate
- A XV (Excellent) A.M. Best Rating

FORM:

- Special Causes of Loss
- Proprietary
- Integrated

LIMITS:

Blanket Property: (Real Property & Business Personal Property) **\$95,041,921**

Blanket Coverage Extension:
 A separate blanket limit that applies to the following coverages: Business Income, Extended Business Income, Commandeered Property, Civil Authority, Extra Expense, Tenant Leasehold Interest, Electronic Data, Preservation of Property. **\$2,000,000**

Equipment Breakdown / Boiler & Machinery: **Included**

Mobile Equipment(Scheduled): **\$1,376,739**

Mobile Equipment (unscheduled, maximum \$10,000 any one item): **\$15,000**

Mobile Equipment (borrowed, rented & leased): **N/A**

Earthquake: **N/A**

(earth movement excluded)

Flood Zone AE: **N/A**

Flood Zone X: **N/A**

(shaded/unshaded)

DEDUCTIBLES:

\$2,500	Property
\$1,000	Mobile Equipment
\$10,000	Equipment Breakdown (aboveground & less than 50 feet belowground)
\$10,000	Equipment Breakdown (greater than 50 feet belowground)
N/A	Earthquake (earth movement excluded)
N/A	Flood Zone X (per occurrence)
N/A	Flood Zone AE* (per occurrence)
N/A	Flood Zone AE* (per damaged structure / per occurrence)
N/A	Named Storm Wind/Hail* (per occurrence)
N/A	Named Storm Wind/Hail* (per damaged structure / per occurrence)

*the greater of the deductibles will be applied

POLICY HIGHLIGHTS:

- Blanket Policy Limits
- Blanket Coverage Extension Limits
- No Coinsurance Penalty
- Equipment Breakdown
- Broad Definition of Covered Property
- Proprietary Coverage Extensions

VALUATION:

- Replacement Cost: Real Property & Business Personal Property
- Actual Cash Value: Mobile Equipment
- Actual Loss Sustained: Loss of Income & Expenses
- Market Price: Fine Arts

INSURED: Yucaipa Valley Water District

EFFECTIVE DATE: 7/1/2015

DISCLAIMER: Actual coverage is subject to the language of the policies as issued. Your issued policy may contain limits, exclusions, and limitations that are not detailed in this proposal.

**SPECIAL COVERAGES:**

- **New Locations Or Newly Constructed Property:**
Pays up to \$1,000,000 for your new real property while being built on or off described premises as well as real property you acquire, lease or operate at locations other than the described premises; and business personal property located at new premises.
- **Utility Services – Direct Damage, Business Income & Expense:**
Pays up to \$250,000 for covered property damaged by an interruption in utility service to the described premises. The interruption in utility service must result from direct physical loss or damage by a Covered Cause of Loss and does not apply to loss or damage to electronic data, including destruction or corruption of electronic data. Separate limits apply to Direct Damage and Business Income/Expense Expense.
- **Pollution Remediation Expenses:**
Pays up to \$100,000 or \$250,000 for remediation expenses resulting from a Covered Causes of Loss or Specified Cause of Loss occurring during the policy period and reported within 180 days. Covered Causes of Loss means risks of direct physical loss unless the loss is excluded or limited by the Property Coverage Form. Specified Cause of Loss means the following: fire; lightning; explosion; windstorm or hail; smoke; aircraft or vehicles; riot or civil commotion; vandalism; leakage from fire extinguishing equipment; sinkhole collapse; volcanic action; falling objects; weight of snow; ice or sleet; water damage; and equipment breakdown.
- **SCADA Upgrades:**
Pays up to \$100,000 to upgrade your scheduled SCADA system after direct physical loss from a Covered Cause of Loss. The upgrade is in addition to its replacement cost. SCADA means the Supervisory Control and Data Acquisition system used in water and wastewater treatment and distribution to monitor leaks, waterflow, water analysis, and other measurable items necessary to maintain operations.
- **Contract Penalties:**
Pays up to \$100,000 for contract penalties you are required to pay due to your failure to deliver your product according to contract terms solely as a result of direct physical loss or damage by a Covered Cause of Loss to Covered Property.
- **Contamination:**
Pays up to \$100,000 for loss or damage to covered property because of contamination as a result of a Covered Cause of Loss. Contamination means direct damage to real property and business personal property caused by contact or mixture with ammonia, chlorine, or any chemical used in the water and / or wastewater treatment process.
- **Property In Transit:**
Pays up to \$100,000 for direct physical loss or damage to covered property while in transit more than 1000 feet from the described premises. Shipments by mail must be registered for covered to apply. Electronic data processing property and fine arts are excluded.
- **Unintentional Errors:**
Pays up to \$100,000 for any unintentional error or omission you make in determining or reporting values or in describing the covered property or covered locations.

INSURED: Yucaipa Valley Water District
EFFECTIVE DATE: 7/1/2015

DISCLAIMER: Actual coverage is subject to the language of the policies as issued. Your issued policy may contain limits, exclusions, and limitations that are not detailed in this proposal.

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KEY DEFINITIONS

■ **Real Property:**

The buildings, items or structures described in the Declarations that you own or that you have leased or rented from others in which you have an insurable interest. This includes:

- ✦ Aboveground piping;
- ✦ Aboveground and belowground penstock;
- ✦ Additions under construction;
- ✦ Alterations and repairs to the buildings or structures;
- ✦ Buildings;
- ✦ Business personal property owned by you that is used to maintain or service the real property or structure or its premises, including fire-extinguishing equipment; outdoor furniture, floor coverings and appliances used for refrigerating, ventilating, cooking, dishwashing or laundering;
- ✦ Completed additions;
- ✦ Exterior signs, meaning neon, automatic, mechanical, electric or other signs either attached to the outside of a building or structure, or standing free in the open;
- ✦ Fixtures, including outdoor fixtures;
- ✦ Glass which is part of a building or structure;
- ✦ Light standards;
- ✦ Materials, equipment, supplies and temporary structures you own or for which you are responsible, on the premises or in the open (including property inside vehicles) within 1000 feet of the premises, used for making additions, alterations or repairs to buildings or structures at the premises;
- ✦ Paved surfaces such as sidewalks, patios or parking lots;
- ✦ Permanently installed machinery and equipment;
- ✦ Permanent storage tanks;
- ✦ Solar panels;
- ✦ Submersible pumps, pump motors and engines;
- ✦ Underground piping located on or within 1000 feet of premises described in the Declarations;
- ✦ Underground vaults and machinery.

■ **Business Personal Property:**

The property you own that is used in your business including:

- ✦ Furniture and fixtures;
- ✦ Machinery and equipment;
- ✦ Computer equipment;
- ✦ Communication equipment;
- ✦ Labor materials or services furnished or arranged by you on personal property of others;
- ✦ Stock;
- ✦ Your use interest as tenant in improvements and betterments.
- ✦ Leased personal property for which you have a contractual responsibility to insure.

■ **Pollution Conditions:**

The discharge, dispersal, release, seepage, migration, or escape of any solid, liquid, gaseous or thermal irritant or contaminant, including smoke, vapor, soot, fumes, acids, alkalis, chemicals, minerals, chemical elements and waste. Waste includes materials to be recycled, reconditioned or reclaimed.

INSURED: Yucaipa Valley Water District
EFFECTIVE DATE: 7/1/2015

DISCLAIMER: Actual coverage is subject to the language of the policies as issued. Your issued policy may contain limits, exclusions, and limitations that are not detailed in this proposal.



KEY DEFINITIONS *(continued)*

■ **Remediation Expenses:**

Expenses incurred for or in connection with the investigation, monitoring, removal, disposal, treatment, or neutralization of pollution conditions to the extent required by: (1) Federal, state or local laws, regulations or statutes, or any subsequent amendments thereof enacted to address pollution conditions; and (2) a legally executed state voluntary program governing the cleanup of "pollution conditions.

■ **Outdoor Property:**

Fixed or permanent structures that are outside covered real property including but not limited to:

- ✦ Historical markers or flagpoles;
- ✦ Sirens, antennas, towers, satellite dishes, or similar structures and their associated equipment;
- ✦ Exterior signs not located at a premises;
- ✦ Fences or retaining walls;
- ✦ Storage sheds, garages, pavilions or other similar buildings or structures not located at a premises;
- ✦ Dumpsters, concrete trash containers, or permanent recycling bins;
- ✦ Hydrants; or
- ✦ Electric utility power transmission and distribution lines and related equipment owned by the insured.

■ **Equipment Breakdown:**

Direct damage to mechanical, electrical or pressure systems as follows:

- ✦ Mechanical breakdown including rupture or bursting caused by centrifugal force;
- ✦ Artificially generated electrical current, including electrical arcing, that disturbs electrical devices, appliances or wires;
- ✦ Explosion of steam boilers, steam piping, steam engines or steam turbines owned or leased by you, or operated under your control;
- ✦ Loss or damage to steam boilers, steam pipes, steam engines or steam turbines; or
- ✦ Loss or damage to hot water boilers or other water heating equipment;
- ✦ If covered electrical equipment requires drying out as a result of a flood, we will pay for the direct expenses for such drying out.
- ✦ None of the following are covered objects as respects to equipment breakdown:
 - a. Insulating or refractory material;
 - b. Buried vessel or piping;
 - c. Sewer piping, piping forming a part of a fire protection system or water piping other than:
 - (1) Feed water piping between any boiler and its feed pump or injector;
 - (2) Boiler condensate return piping; or
 - (3) Water piping forming a part of refrigerating and air conditioning vessels and piping used for cooling, humidifying or space heating purposes;
 - d. Structure, foundation, cabinet or compartment containing the object;
 - e. Power shovel, dragline, excavator, vehicle, aircraft, floating vessel or structure, penstock, draft tube or well-casing;
 - f. Conveyor, crane, elevator, escalator or hoist, but not excluding any electrical machine or electrical apparatus mounted on or used with this equipment; and
 - g. Felt, wire, screen, die, extrusion, late, swing hammer, grinding disc, cutting blade, cable chain, belt, rope, clutch late, brake pad, non-metallic part or any part or tool subject to frequent, periodic replacement.

INSURED: Yucaipa Valley Water District
EFFECTIVE DATE: 7/1/2015

DISCLAIMER: Actual coverage is subject to the language of the policies as issued. Your issued policy may contain limits, exclusions, and limitations that are not detailed in this proposal.



PROPERTY SUBLIMITS:

Coverage	Limit
Accounts Receivable	\$500,000
Valuable Papers and Records	\$500,000
Contamination	\$100,000
Tools and Equipment Owned by Your Employees	\$5,000
Personal Effects and Property of Others	\$5,000
Outdoor Property (unscheduled)	\$25,000
New Locations or Newly Constructed Property	\$1,000,000
Business Personal Property at New Locations	\$1,000,000
Utility Services - Direct Damage	\$250,000
Utility Services – Business Income and Extra Expense	\$250,000
Dependent Business Premises	\$250,000
Property at Other Locations	\$250,000
Pollution Remediation Expense (specified cause of loss)	\$250,000
Pollution Remediation Expense (covered cause of loss)	\$100,000
Contract Penalties	\$100,000
SCADA Upgrades	\$100,000
Property in Transit	\$100,000
Backup/Overflow of Water from Sewer, Drain, Sump	\$100,000
Fine Arts	\$25,000
Limited Coverage for "Fungus", Wet Rot or Dry Rot	\$25,000
Trees, Shrubs & Plants (maximum \$1,000 any one item)	\$25,000
Indoor and Outdoor Signs (unscheduled)	\$25,000
Arson Reward	\$10,000
Fire Department Service Charge	\$5,000
Non-Owned Detached Trailers	\$5,000
Cost of Inventory or Adjustment	\$5,000
Patterns, Dies, Molds, Forms	\$2,500
Fire Protection Devices	\$1,000
Debris Removal	25% of scheduled limit
Ordinance or Law Provision	25% of scheduled limit

NOTES:

Premium is calculated from attached property schedule; review property schedule for coverage and limit adequacy.

INSURED: Yucaipa Valley Water District
EFFECTIVE DATE: 7/1/2015

DISCLAIMER: Actual coverage is subject to the language of the policies as issued. Your issued policy may contain limits, exclusions, and limitations that are not detailed in this proposal.



SECTION 2 COMMERCIAL CRIME

***IS THIS SECTION INCLUDED IN THE PROPOSAL? Yes**

CARRIER:

- Allied World Assurance Company or affiliate
- A XV (Excellent) A.M. Best Rating

FORM:

- Proprietary
- Integrated

RATING BASIS:

- On file with underwriter
- Non auditable

LIMITS:

EMPLOYEE THEFT	FORGERY OR ALTERATION	INSIDE THE PREMISES Theft of Money and Securities	INSIDE THE PREMISES Robbery or Safe Burglary or Other Property	OUTSIDE THE PREMISES	COMPUTER FRAUD	FUNDS TRANSFER FRAUD	MONEY ORDERS & COUNTERFEIT PAPER CURRENCY
\$250,000	\$250,000	\$250,000	\$5,000	\$250,000	\$100,000	\$25,000	\$100,000

DEDUCTIBLE:

\$1,000 each claim

DESIGNATED EMPLOYEE BENEFIT PLAN(S):

POLICY HIGHLIGHTS:

- Separate Limits Apply to Each Coverage
- Coverage Extended to Directors and Authorized Volunteers
- Faithful Performance

NOTES:

INSURED: Yucaipa Valley Water District
EFFECTIVE DATE: 7/1/2015

DISCLAIMER: Actual coverage is subject to the language of the policies as issued. Your issued policy may contain limits, exclusions, and limitations that are not detailed in this proposal.



SECTION 3. COMMERCIAL GENERAL LIABILITY*

***IS SECTION INCLUDED IN THE PROPOSAL? Yes**

CARRIER:

- Allied World Assurance Company or affiliate
- A XV (Excellent) A.M. Best Rating

FORM:

- Occurrence
- Proprietary

RATING BASIS:

- On file with underwriter
- Non auditable

LIMITS:

Per Occurrence	\$1,000,000
General Aggregate	\$3,000,000
Products & Completed Operations Aggregate	\$3,000,000
Personal & Advertising Injury Aggregate	\$1,000,000
Damage to Premises Rented to You	\$1,000,000
Medical Payments	\$10,000

DEDUCTIBLE:

None

POLICY HIGHLIGHTS:

- Duty to Defend
- Broad Definition of Insured
- Fellow Employee
- Per Location Aggregate
- Blanket Additional Insured Endorsement

OPTIONAL COVERAGES INCLUDED IN QUOTE:

INSURED: Yucaipa Valley Water District
EFFECTIVE DATE: 7/1/2015

DISCLAIMER: Actual coverage is subject to the language of the policies as issued. Your issued policy may contain limits, exclusions, and limitations that are not detailed in this proposal.



SPECIAL COVERAGES:

- **Water & Wastewater Testing Errors & Omissions:**
Coverage is provided for damages arising out of an act, error or omission which arises from your water or wastewater testing.
- **Failure To Supply:**
Coverage is provided for bodily injury or property damage arising out of the failure of any insured to adequately supply water.
- **Waterborne Asbestos:**
Coverage is provided for bodily injury or property damage from waterborne asbestos arising out of potable water which is provided by you to others.
- **Contractual Liability - Railroads:**
Coverage is provided for any contract or agreement that indemnifies a railroad for bodily injury or property damage arising out of construction or demolition operations, within 50 feet of any railroad property and affecting any railroad bridge or trestle, tracks, road-beds, tunnel, underpass or crossing.
- **Pollution:**
Coverage is provided for bodily injury or property damage which occurs or takes place as a result of your operations and arises out of the following:
 - ✔ Potable water which you supply to others;
 - ✔ Chemicals you use in your water or wastewater treatment process;
 - ✔ Natural gas or propane gas you use in your water or wastewater treatment process;
 - ✔ Urgent response for the protection of property, human life, health or safety conducted away from premises owned by or rented to or regularly occupied by you;
 - ✔ Your application of pesticide or herbicide chemicals if such application meets all standards of any statute, ordinance, regulation or license requirement of any federal, state or local government;
 - ✔ Smoke drift from controlled or prescribed burning that has been authorized and permitted by an appropriate regulatory agency.
 - ✔ Fuels, lubricants or other operating fluids needed to perform the normal electrical, hydraulic or mechanical functions necessary for the operation of mobile equipment or its parts
 - ✔ Escape or back-up of sewage or waste water from any sewage treatment facility or fixed conduit or piping that you own, operate, lease, control or for which you have the right of way, but only if property damage occurs away from land you own or lease.
 - ✔ Sudden and accidental events that are neither expected nor intended by an Insured. However, no coverage is provided under this exception for petroleum underground storage tanks.

NOTES:

INSURED: Yucaipa Valley Water District
EFFECTIVE DATE: 7/1/2015

DISCLAIMER: Actual coverage is subject to the language of the policies as issued. Your issued policy may contain limits, exclusions, and limitations that are not detailed in this proposal.



SECTION 4. PUBLIC OFFICIALS & MANAGEMENT LIABILITY*

***IS THIS SECTION INCLUDED IN THE PROPOSAL? Yes**

CARRIER:

- Allied World Assurance Company or affiliate
- A XV (Excellent) A.M. Best Rating

FORM:

- Occurrence

DEFENSE COSTS:

- Outside the Limits of Liability

LIMITS:

Wrongful Acts	\$1,000,000	per act
Employment Practices (including third party discrimination)	\$1,000,000	per offense
Employee Benefit Plans	\$1,000,000	per offense
Injunctive Relief	\$5,000	per act
	\$3,000,000	aggregate limit

SPECIAL COVERAGES:

- Inverse Condemnation - Yes

RATING BASIS

- On file with underwriter
- Non auditable

DEDUCTIBLE

\$1,000 each claim including expenses

RETROACTIVE DATE:

POLICY HIGHLIGHTS:

- Duty To Defend
- Broad Definition of Named Insured including Past and Future Employees
- Outside Directorship
- Punitive Damages are Covered Where Insurable by Law
- No Intentional Acts, Assault & Battery or Bodily Injury Exclusions

NOTES:

EPL Deductible: \$2,500 deductible each claim including expenses.

INSURED: Yucaipa Valley Water District

EFFECTIVE DATE: 7/1/2015

DISCLAIMER: Actual coverage is subject to the language of the policies as issued. Your issued policy may contain limits, exclusions, and limitations that are not detailed in this proposal.



SECTION 5. BUSINESS AUTO

***IS THIS SECTION IS INCLUDED IN THE PROPOSAL? Yes**

CARRIER:

- Allied World Assurance Company or affiliate
- A XV (Excellent) A.M. Best Rating

FORM:

- ISO Business Auto

PORTFOLIO:

	Symbol	Limit
Combined Single Limit for Bodily Injury & Property Damage (each accident)	1	\$1,000,000
Hired Auto Liability	8	\$1,000,000
Non-Owned Auto Liability	9	\$1,000,000
"No-Fault" or Statutory Personal Injury Protection (each person)	No Coverage	N/A
Medical Payments	2	\$5,000
Uninsured / Underinsured Motorists	2	\$1,000,000
Hired Physical Damage	8	\$50,000
Owned Physical Damage – Comprehensive	2	ACV
Owned Physical Damage – Collision	2	ACV

DEDUCTIBLE:

Liability: None
 Comprehensive: \$500
 Collision: \$500

NOTES:

Please review the auto worksheets provided for coverage detail on a per vehicle basis.

INSURED: Yucaipa Valley Water District
EFFECTIVE DATE: 7/1/2015

DISCLAIMER: Actual coverage is subject to the language of the policies as issued. Your issued policy may contain limits, exclusions, and limitations that are not detailed in this proposal.



SECTION 6. COMMERCIAL EXCESS LIABILITY*

***IS THIS SECTION IS INCLUDED IN THE PROPOSAL? Yes**

CARRIER:

- Allied World Assurance Company or affiliate
- A XV (Excellent) A.M. Best Rating

FORM:

- Proprietary
- Following Form

LIMITS:

\$5,000,000/\$5,000,000

RATING BASIS:

- On file with underwriter
- Non auditable

SCHEDULED UNDERLYING POLICIES:

Commercial General Liability - Yes
 Hired and Non-Owned Auto Liability - Yes
 Public Officials & Management Liability - Yes
 Wrongful Acts - Yes
 Employment Practices - Yes
 Employee Benefit Plans - Yes
 Owned Auto Liability - Yes
 Employer's Liability (minimum underlying limit requirement of \$500,000 / \$500,000 / \$500,000) - No
 Other:

NOTABLE EXCLUSION:

- Workers' Compensation

NOTES:

Employers' Liability subject to Allied World security requirements.

Please provide a copy of the current w/c dec for review, approval and inclusion of the EL into the Excess.

INSURED: Yucaipa Valley Water District
EFFECTIVE DATE: 7/1/2015

DISCLAIMER: Actual coverage is subject to the language of the policies as issued. Your issued policy may contain limits, exclusions, and limitations that are not detailed in this proposal.



OPTIONAL COVERAGE. PRIVACY 101*

YES **NO** *THIS SECTION IS INCLUDED IF MARKED WITH A "YES".

CARRIER:

- Allied World National Assurance Company or affiliate
- A XV (Excellent) A.M. Best Rating
- Issued on Surplus Lines / Nonadmitted Paper

FORM:

- Proprietary claims made policy. Defense inside the limits. A policy aggregate applies to all coverages. Coverage A and B have separate aggregate limits applicable to their respective coverage parts. Coverage C and D share an aggregate limit for their respective coverage parts.

LIMITS:

Privacy & Network Security Coverage: \$250,000

Protects against any actual or alleged act, error, misstatement, misleading statement, omission, neglect or breach of duty committed by an Insured or Third Party Contractor, which results in a breach of the Insured's Network Security, the consequences of which are: 1. unauthorized access to, use of or tampering with a third party's Network; 2. the inability of an authorized third party to gain access to the Insured's services; 3. denial or disruption of Internet service to an authorized third party; 4. Identity Theft or credit/debit card fraud; 5. the transmission of Malicious Code; or 6. the unauthorized release of a third party's confidential and proprietary business.

Notification & Credit Monitoring Costs Coverage: \$250,000

Provides reimbursement to the Named Insured for the costs incurred by the Named Insured for notification to, and for credit monitoring of, any persons residing in the United States, including Employees, arising from a Privacy Wrongful Act, which takes place during the Policy Period.

Data Forensic Coverage: 2.50%

Covers the reasonable and necessary costs incurred by the Named Insured to retain a qualified forensics firm to investigate, examine and analyze the Named Insured's Network, to find the cause, source and extent of a Data Breach.

Crisis Management Coverage: 2.50%

Means the following amounts when incurred during, or within ninety (90) days prior to, a Material Event: 1. amounts for which the Named Insured becomes legally liable for those services performed by a public relations firm, crisis management firm or law firm selected by the Named Insured and approved in writing by the Insurer, to minimize potential harm to the Named Insured arising from a Material Event, including, without limitation, maintaining and restoring public confidence in the Named Insured, and providing advice to the Named Insured or any of its directors, officers, partners or Employees; and 2. amounts for which the Named Insured becomes legally liable for the reasonable and necessary printing, advertising, mailing of materials, or travel by directors, officers, partners, Employees or the firm rendering services as referenced above. Crisis Management Expenses shall not include compensation, fees, benefits, overhead, or the charges or expenses of any Insured or any Third Party Contractor.

RETENTION:

\$2,500 each claim including loss adjustment expenses

TOTAL AMOUNT DUE:

\$1,145.00 annual premium
\$36.64 surplus lines taxes and stamping fee
\$1,181.64

100% premium, taxes, and stamping fees due upon binding

NOTES:

Proposal is subject to signed D-1 from insured and completion of SLA-2 from broker.

Combined Tax/Stamping fee: 3.20%

Retroactive Date: 7/1/2012

INSURED: Yucaipa Valley Water District

EFFECTIVE DATE: 7/1/2015

DISCLAIMER: Actual coverage is subject to the language of the policies as issued. Your issued policy may contain limits, exclusions, and limitations that are not detailed in this proposal.



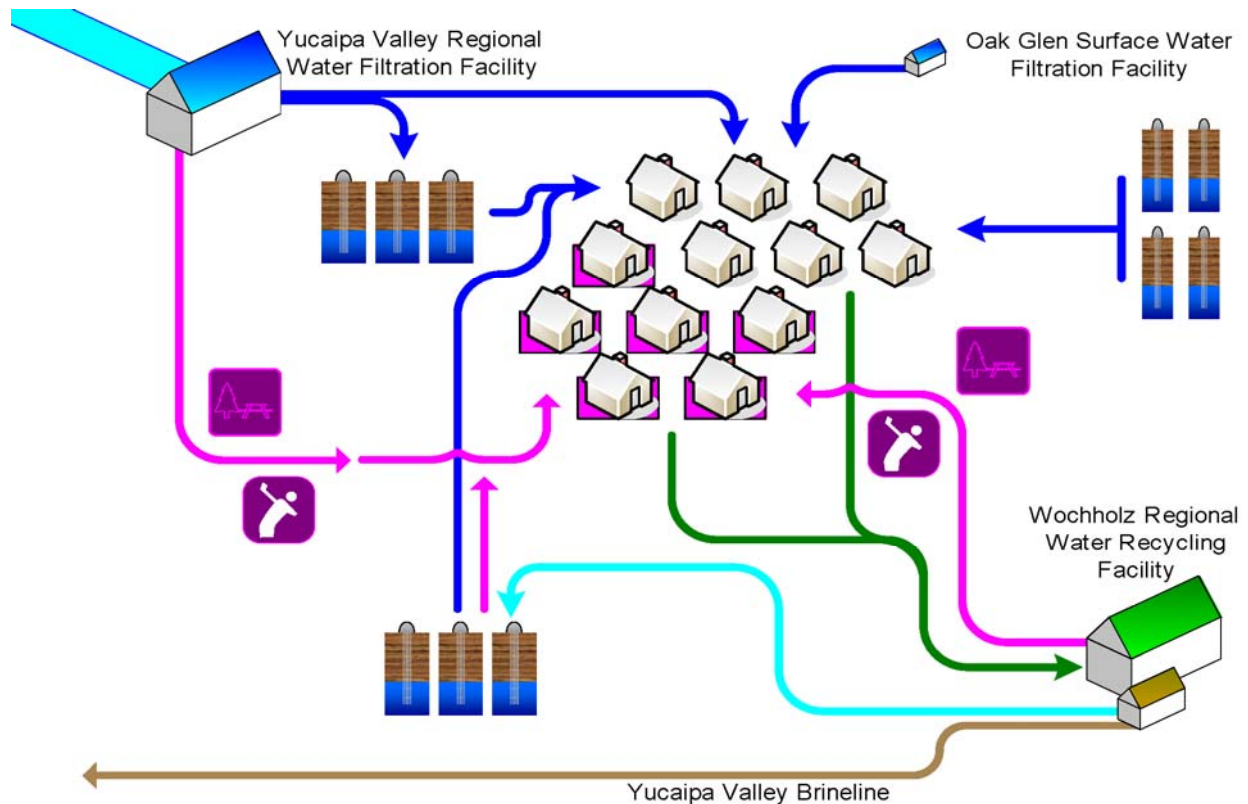
Date: June 3, 2015

Prepared By: Joseph Zoba, General Manager

Subject: Consideration of Resolution No. 2015-10 Supporting Phase IV-A and IV-B of the Integrated Recycled Water and Drought Preparedness Project in the North Bench, Oak Glen and Wildwood Areas

Recommendation: That the Board adopts Resolution No. 2015-10.

On August 20, 2008, the Board of Directors adopted Resolution No. 11-2008 establishing a strategic plan for the management, integration and preservation of water resources. This Plan embodied the concepts of water resource management and the full integration of services offered by the Yucaipa Valley Water District. One key component of the strategic plan is the reliance on recycled water being put to beneficial use throughout the sphere of influence of the Yucaipa Valley Water District.



Sewer treatment plants are required to provide a level of treatment to protect beneficial uses downstream of discharge points. These requirements dictate that a sewer treatment plant located

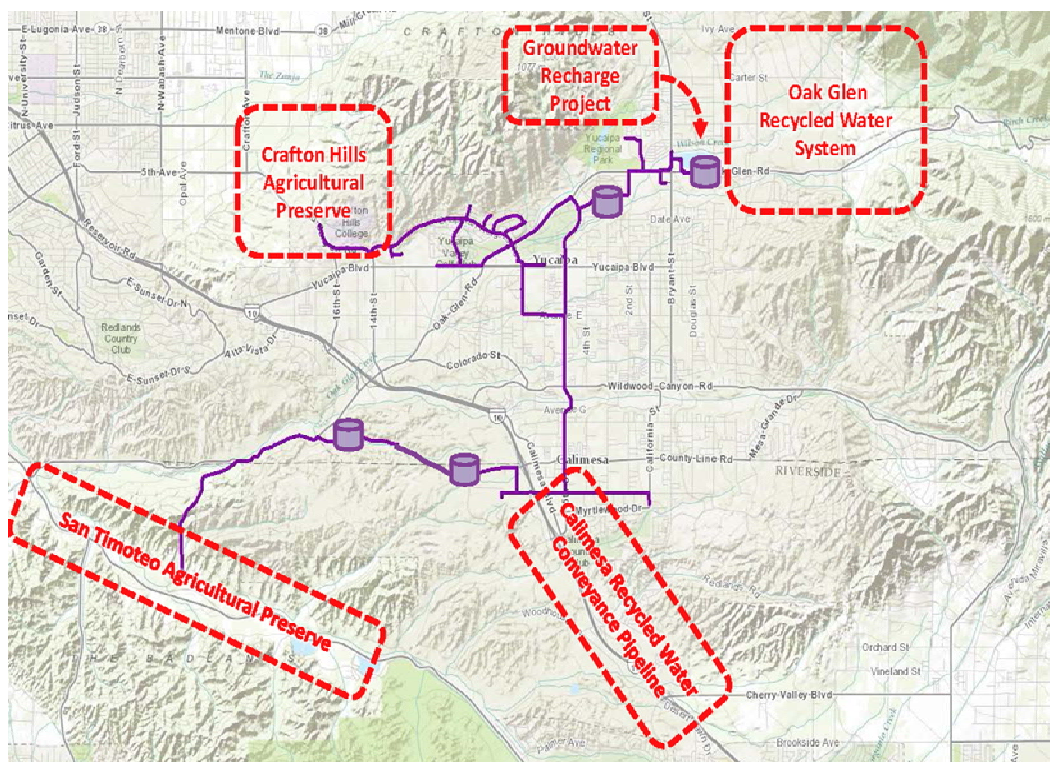
in Yucaipa, Calimesa or Beaumont discharge extremely high quality recycled water to protect downstream uses throughout the Santa Ana Watershed.

Over the past decade, the regulatory requirements have been significantly increased to require treatment processes that reduce minerals (salinity) and nitrogen. This level of treatment requires equipment and purification processes that are similar to those found in drinking water filtration facilities. The net effect is that the Yucaipa Valley Water District has to discharge extremely high quality recycled water, comparable to drinking water, without any compensation from water retailers downstream who receive a direct benefit from the pure water resources produced from the sewer treatment plant.

Recognizing that recycled water is a highly pure and reliable source of water, the Board of Directors approved the construction of several projects designed to maximize the use of recycled water throughout the Yucaipa Valley Water District's sphere of influence. These facilities are now largely completed.

On June 11, 2013, the District staff provided an overview of our existing recycled water system and proposed recycled water pipelines to further expand the use of recycled water [Workshop Memorandum No. 13-119]. The discussion focused primarily on the following five projects:

- The Oak Glen Recycled Water System;
- The Wilson Creek Groundwater Recharge Project;
- The Crafton Hills Agricultural Preserve;
- The Calimesa Recycled Water Conveyance Pipeline; and
- The San Timoteo Agricultural Preserve.



At the regular board meeting on December 3, 2014, the Board of Directors adopted Resolution No. 2014-20 regarding the expansion of the recycled water system to indicate support of the five proposed projects [Director Memorandum 14-098].

Currently the District staff is nearly complete with the design documents associated with the Wilson Creek Groundwater Recharge Project and the Calimesa Recycled Water Conveyance Pipeline. These two projects will likely be under construction in the near future and operational by 2016. Both projects will require additional permits by the Department of Public Health to become fully operational.

For planning purposes, the District staff recommends a refinement of Resolution No. 2014-20 to focus on the remaining three recycled water pipeline projects: one in San Timoteo Canyon; one in Oak Glen; and the other in Mentone. The goal of these projects would be to reduce the use of groundwater for irrigation purposes by utilizing recycled water produced by the Wochholz Regional Water Recycling Facility. In both cases, the quality of the recycled water will easily meet the Basin objectives established by the Regional Water Quality Control Board in each area.

In the Mentone area, the proposed recycled water pipeline would provide a drought-proof water supply to the farmers in the area that have solicited recycled water from the District due to the dropping groundwater levels associated with the current drought. While the proposed recycled water pipeline would not be promoted to compete with the irrigation customers served by Bear Valley Mutual Water Company (City of Redlands), it may provide a reasonable alternative water supply during a future drought. By reducing the amount of high quality drinking water extracted for agricultural use in the eastern Bunker Hill Basin, the groundwater levels should become more sustainable in the long-term for the local water retailers.

For all three proposed pipeline projects, the size of the recycled water pipelines will take into consideration: (1) the needs of customers; (2) existing and future sources of supply from other wastewater treatment plants; and (3) the full integration of a recycled water system for regional benefit. Additionally, based on the Board of Directors approval of the attached resolutions, the District staff would initiate efforts to secure funding for these projects from various sources including, but not limited to project partners, loans, and grants. Resolution Nos. 2015-06, 2015-07 and 2015-08 were approved in support of these projects on January 21, 2015 as Director Memorandum No. 15-011.

The District staff is aggressively pursuing plans to expand our recycled water system in the North Bench and Wildwood areas. The Resolution No. 2015-10 has been developed to expand the proposed recycled water facilities included as Resolution No. 2015-07 to pursue state and federal funding opportunities to expand the recycled water system in the easterly portion of our service area.

RESOLUTION NO 2015-10**A RESOLUTION OF THE YUCAIPA VALLEY WATER DISTRICT
SUPPORTING PHASE IV-A AND IV-B OF THE INTEGRATED
RECYCLED WATER AND DROUGHT PREPAREDNESS PROJECT
(North Bench, Oak Glen and Wildwood Recycled Water Pipeline Project)**

WHEREAS, on January 17, 2014, California Governor Edmund G. Brown Jr issued Proclamation No. 1 -17-2014 declaring a State of Emergency to exist in California due to severe drought conditions and calling on all Californian's to reduce their water usage by 20 percent.

WHEREAS, on April 25, 2014, Governor Edmund G. Brown Jr. issued an Executive Order calling on all Californian's to redouble their efforts to conserve water. The Executive Order finds that the continuous severe drought conditions present urgent challenges across the State including water shortages in communities and for agricultural production, increased wildfires, degraded habitat for fish and wildlife, threat of saltwater contamination, and additional water scarcity if drought conditions continue into 2015.

WHEREAS, the National Integrated Drought Information System reported that nearly 80% of the State was reported to be under "extreme" drought conditions at the end of June 2014.

WHEREAS, on April 25, 2014, the Governor suspended the California Environmental Quality Act's application to the State Water Board's adoption of emergency regulations pursuant to Water Code Section 1058.5 to prevent the waste, unreasonable use, unreasonable method of use, or unreasonable diversion of water, and to promote the use of recycled water and water conservation.

WHEREAS, Water Code section 1058.5 grants the State Water Board the authority to adopt emergency regulations in drought years in order to: "prevent the waste, unreasonable use, unreasonable method of use, or unreasonable diversion of water, to promote water recycling or water conservation, to require curtailment of diversions when water is not available under the diverter's priority of right, or in furtherance of any of the foregoing, to require reporting of diversion or use or the preparation of monitoring reports".

WHEREAS, over the past several years, the Yucaipa Valley Water District has taken bold steps to reduce drinking water use by implementing an extensive recycled water system that currently reduces the demand on drinking water supplies by 10% annually and up to 15% during peak summer months.

WHEREAS, the Yucaipa Valley Water District supports the expansion and further development of the recycled water system to further reduce dependency on imported water supplies and groundwater resources by using recycled water throughout the region.

WHEREAS, on June 11, 2013, November 25, 2014, and January 13, 2015, the District staff provided detailed presentations at public workshops identifying the implementation of recycled projects that would be regionally integrated to provide enhanced drought preparedness for the region.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors, that the Yucaipa Valley Water District is committed to support the Phase IV-A and Phase IV-B of the Yucaipa Valley Water District Integrated Recycled Water and Drought Preparedness Project.

Furthermore, the Board of Directors directs District staff to coordinate the design and construction of the proposed recycled water pipeline and create additional phase boundaries or expand the project(s) as needed to produce functional infrastructure and financial plans that protect water quality objectives and enhance the long-term drought preparedness for the region.

Furthermore, the Board of Directors directs the General Manager to pursue and take the necessary steps to obtain state and federal funds to assist in the development of this recycled water infrastructure.

PASSED, APPROVED and ADOPTED this 3rd day of June 2015.

YUCAIPA VALLEY WATER DISTRICT

Lonni Granlund, President Board of Directors

ATTEST:

Joseph B. Zoba, General Manager

Exhibit "A"



Yucaipa Valley Water District

Phase IV-A and Phase IV-B of the Yucaipa Valley Water District Integrated Recycled Water and Drought Preparedness Project North Bench, Oak Glen and Wildwood Recycled Water Pipeline Project





Date: June 3, 2015

Prepared By: Joseph Zoba, General Manager
Vicky Elisalda, Controller
Peggy Little, Administrative Supervisor

Subject: Consideration of the Operating Budget and Capital Improvement Plan for Fiscal Year 2016

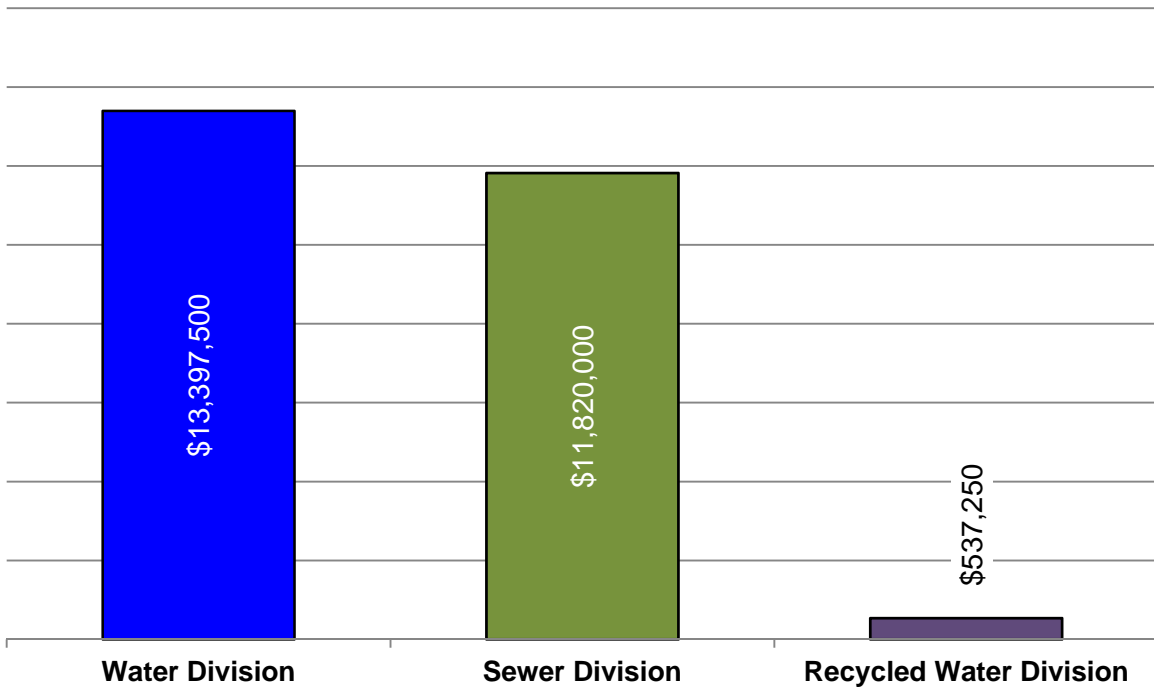
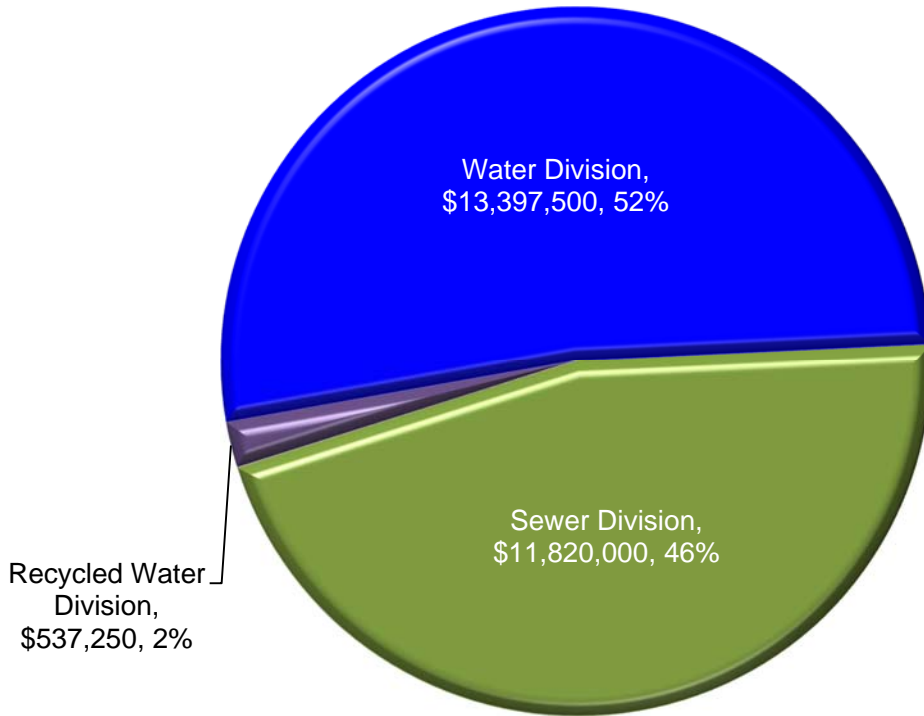
Recommendation: That the Board adopts the Fiscal Year 2016 Operating Budget and Capital Improvement Plan.

The Yucaipa Valley Water District conducted a budget workshop on Monday, June 1, 2015 to review the proposed operating budget for next year. During the budget workshop, the District staff provided a detailed overview of each individual line item for the water, sewer and recycled water enterprise funds for the District.

The Fiscal Year 2016 Operating and Capital Improvement Budget has been developed based on projections of a recovering economy coupled with a long-term drought which is expected to significantly reduce anticipated revenues. Due to the drought impacts, the District should consider the implementation of a revenue neutral position to maintain our current bond rating which will be necessary for funding future projects.

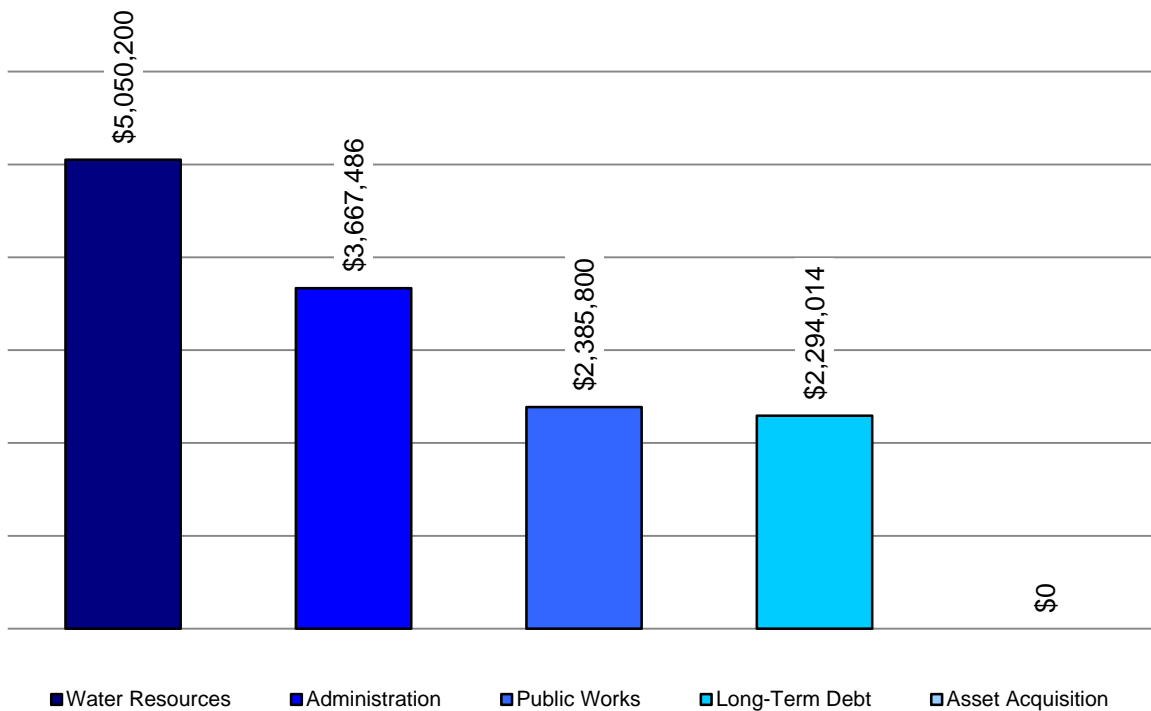
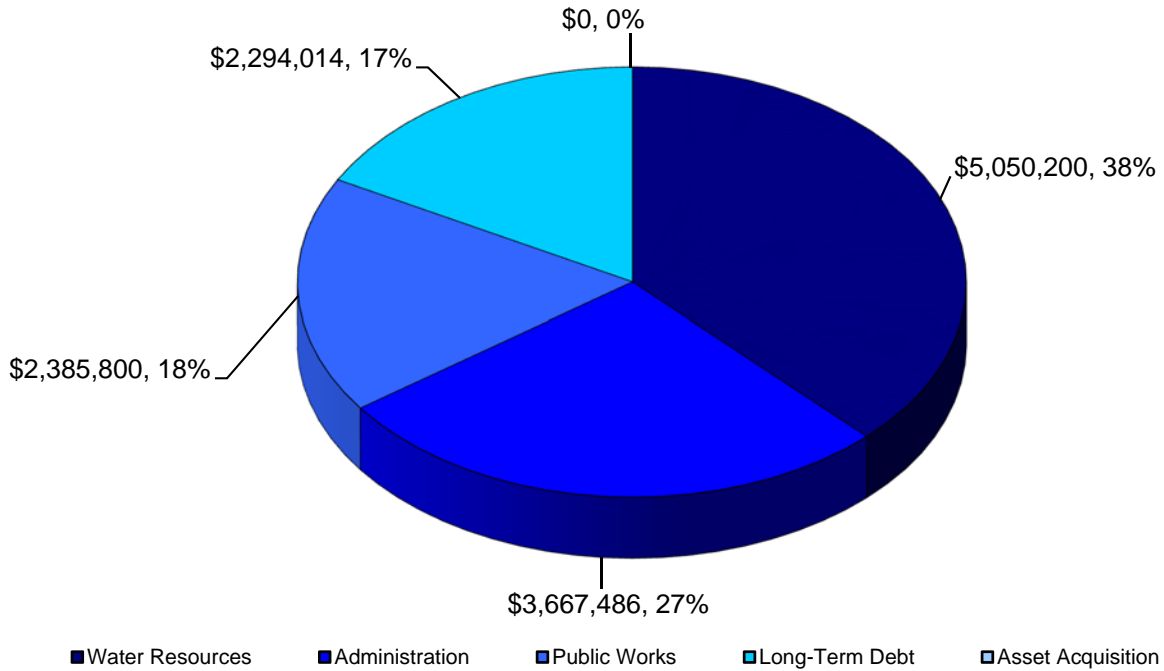
Budget Overview

The Fiscal Year 2016 operating budget totals \$25,754,750 (excluding capital improvement projects) distinguished by the following three enterprise funds.

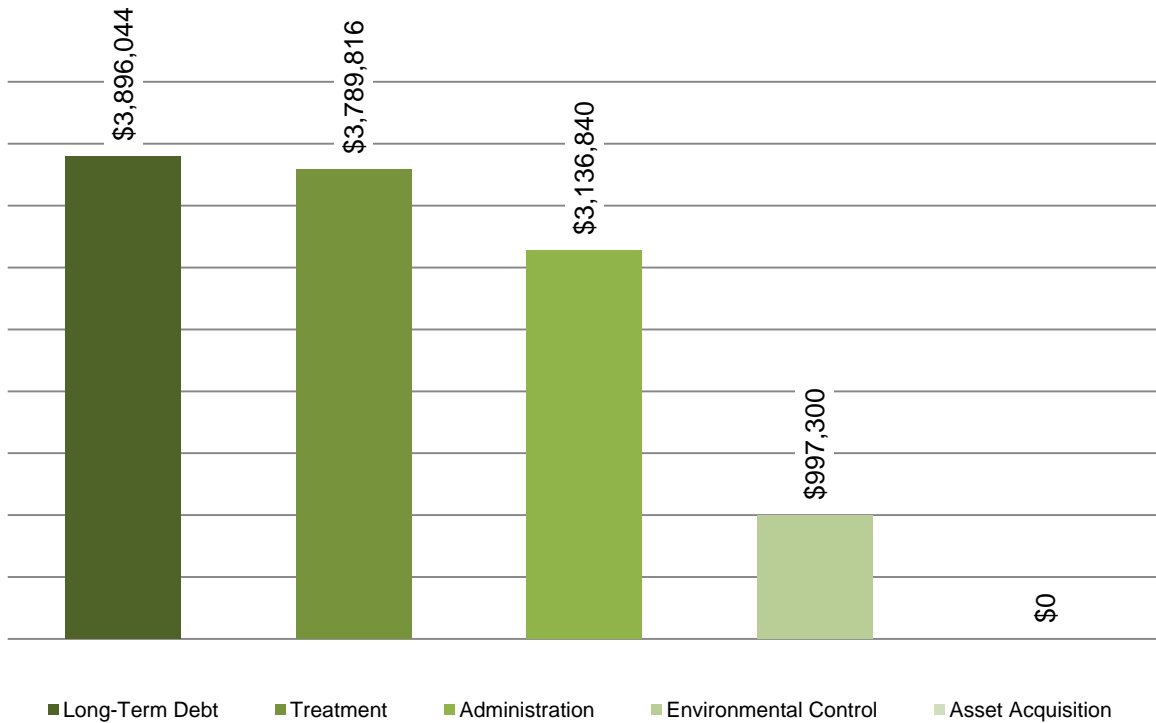
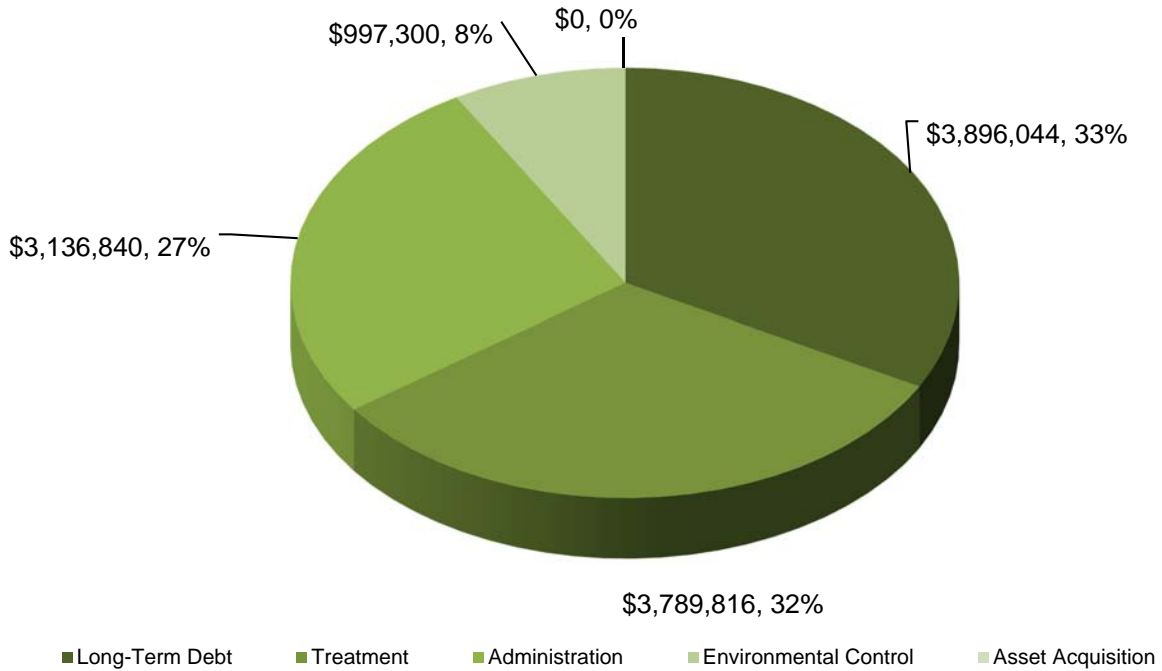


The departmental expenses for each of the enterprise funds are also provided below:

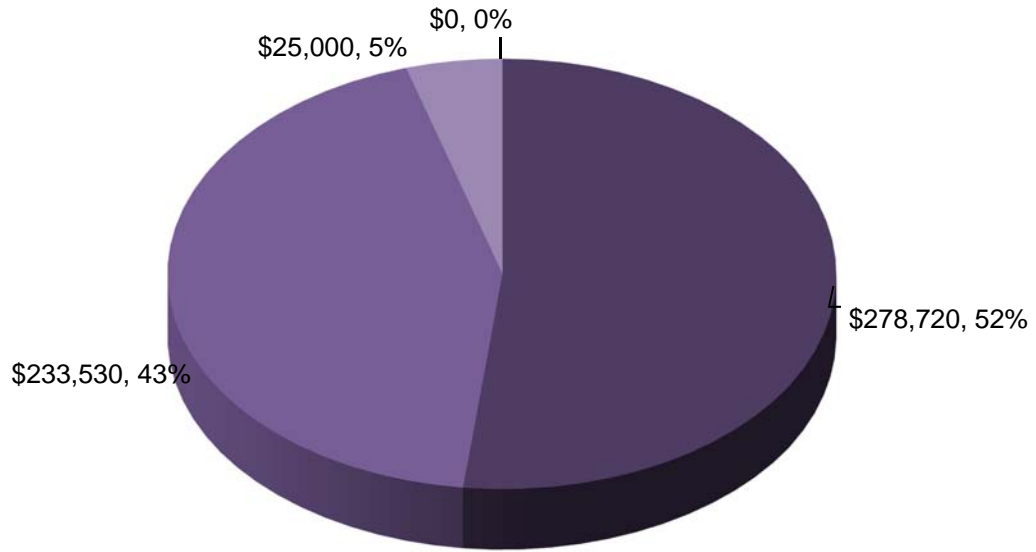
Water Division Expenditures



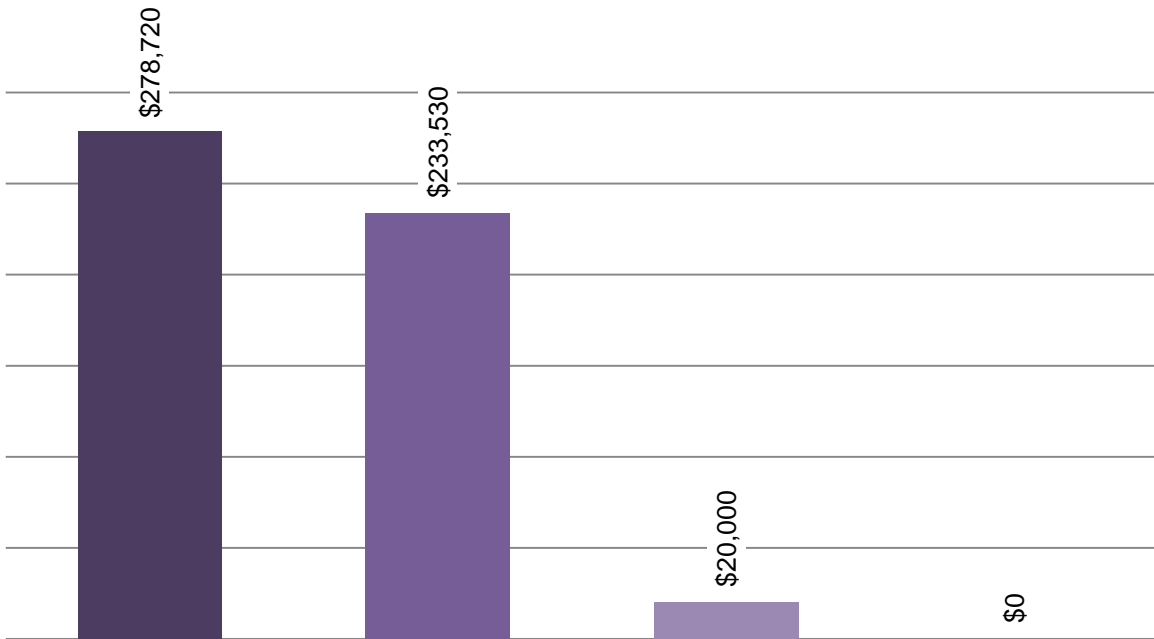
Sewer Division Expenditures



Recycled Water Division Expenditures



■ Labor and Benefits ■ Operational Expenses ■ Reserves & Infrastructure Replacement ■ Asset Acquisition



■ Labor and Benefits ■ Operational Expenses ■ Reserves & Infrastructure Replacement ■ Asset Acquisition



Date: June 3, 2015

Prepared By: Joseph Zoba, General Manager

Subject: Consideration to Authorize the Distribution of a Revenue Neutral Rate Adjustment Notification Pursuant to the Requirements of Proposition 218 Due to State Water Resources Control Board Mandatory Water Restrictions

Recommendation: Pending

On April 1, 2015, Governor Brown issued the fourth in a series of Executive Orders on actions necessary to address California's severe drought conditions, which directed the State Water Resources Control Board to implement mandatory water reductions in urban areas to reduce potable urban water usage.

Prohibited for Everyone

- Using potable water to wash sidewalks & driveways
- Runoff when irrigating with potable water
- Using hoses with no shutoff nozzles to wash cars
- Using potable water in decorative water features that do not recirculate the water
- Using outdoor irrigation during & 48 hours following measurable precipitation
- Using potable water to irrigate ornamental turf on public street medians
- Using portable water to irrigate landscapes of new homes & buildings inconsistent with CBSC & DHCD requirements

Required for Water Suppliers

- Achieve designated conservation standard (4%-36%)
- Notify customers about leaks that are within the customer's control
- Report on water use, compliance & enforcement

Required for Business

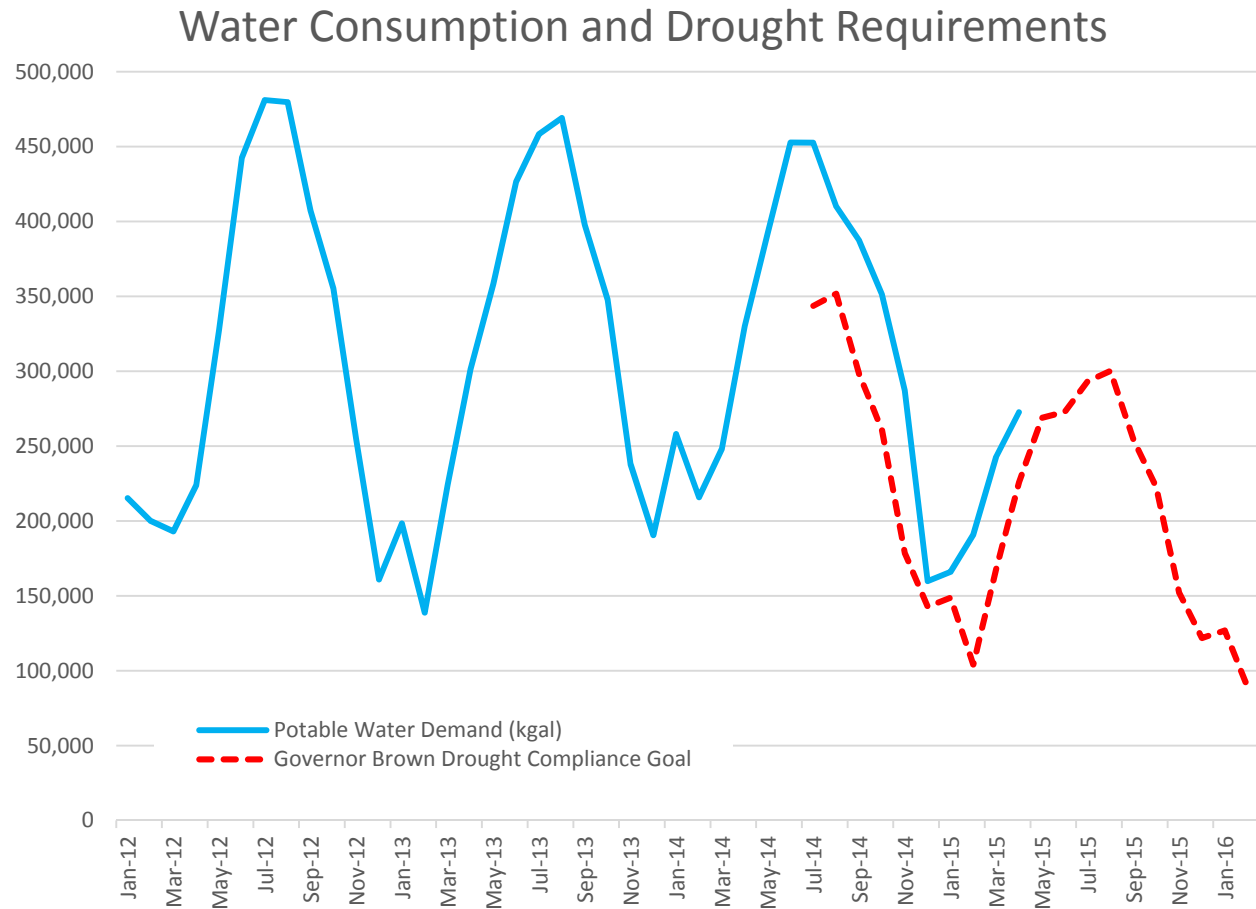
- Restaurants and other food service establishments can only serve water to customers on request
- Hotels and Motels must provide guests with the option of not having towels & linens laundered daily

On May 5, 2015, the State Water Board adopted emergency conservation regulations in accordance with the Governor's directive with the provisions of the emergency regulations effective as of May 15, 2015. The effect of the adopted regulations will require the Yucaipa Valley Water District to implement strategies to reduce water consumption by 36%.

The implementation of the Governor Brown's Executive Orders by the State Water Resources Control Board will require the customers of the Yucaipa Valley Water District to reduce water consumption by 36%. Based on the draft operational budget [Director Memorandum No. 15-053], a 36% reduction in water consumption will reduce the anticipated revenues of the water division by \$2,219,400 during Fiscal Year 2016. The calculation is based on the variable component of the water rate shown in line item 02-40010 budgeted for \$6,165,000 in Fiscal Year 2016. With a

36% reduction in the amount of water sold, this revenue source will be reduced by 36% or \$2,219,400 [$\$6,165,000 \times 0.36 = \$2,219,400$].

The chart below illustrates the anticipated monthly reduction in water consumption based on units of thousand gallons per month or kgal/month.



The District staff is in the process of reviewing different strategies to maintain our credit rating to ensure that the actions by the State of California do not adversely affect our ability to finance planned conjunctive use projects and recycled water infrastructure. Both of these projects are important near term infrastructure needs of the District. Overall, the District staff is concerned that a downgraded municipal bond rating due to the loss of water revenue in Fiscal Year 2016 will result in higher interest rates for planned water system improvements in the near future. While certainly not popular, a thoughtful and strategic response to this issue has the ability to save ratepayers in the future with lower interest rates and a maintained/improved credit rating for the Yucaipa Valley Water District.

This issue will be discussed at the board workshop on June 1, 2015.

Director Comments



Yucaipa Valley Water District



FACTS ABOUT THE YUCAIPA VALLEY WATER DISTRICT

Service Area Size: 40 square miles (sphere of influence is 68 square miles)

Elevation Change: 3,140 foot elevation change (from 2,044 to 5,184 feet)

Number of Employees: 5 elected board members
57 full time employees

Operating Budget: Water Division - \$13,072,750
Sewer Division - \$11,689,000
Recycled Water Division - \$433,500
Total Annual Budget - \$25,195,250

Number of Services: 12,206 water connections serving 16,843 units
13,492 sewer connections serving 20,312 units
62 recycled water connections

Water System: 215 miles of drinking water pipelines
27 reservoirs - 34 million gallons of storage capacity
18 pressure zones
12,000 ac-ft annual water demand (3.9 billion gallons)
Two water filtration facilities:
- 1 mgd at Oak Glen Surface Water Filtration Facility
- 12 mgd at Yucaipa Valley Regional Water Filtration Facility

Sewer System: 8.0 million gallon treatment capacity - current flow at 4.0 mgd
205 miles of sewer mainlines
5 sewer lift stations
4,500 ac-ft annual recycled water prod. (1.46 billion gallons)

Recycled Water: 22 miles of recycled water pipelines
5 reservoirs - 12 million gallons of storage
1,200 ac-ft annual recycled demand (0.4 billion gallons)

Brine Disposal: 2.2 million gallon desalination facility at sewer treatment plant
1.108 million gallons of Inland Empire Brine Line capacity
0.295 million gallons of treatment capacity in Orange County



THE MEASUREMENT OF WATER PURITY

One part per hundred is generally represented by the percent (%).
This is equivalent to about fifteen minutes out of one day.

One part per thousand denotes one part per 1000 parts.
This is equivalent to about one and a half minutes out of one day.

One part per million (ppm) denotes one part per 1,000,000 parts.
This is equivalent to about 32 seconds out of a year.

One part per billion (ppb) denotes one part per 1,000,000,000 parts.
This is equivalent to about three seconds out of a century.

One part per trillion (ppt) denotes one part per 1,000,000,000,000 parts.
This is equivalent to about three seconds out of every hundred thousand years.

One part per quadrillion (ppq) denotes one part per 1,000,000,000,000,000 parts.
This is equivalent to about two and a half minutes out of the age of the Earth (4.5 billion years).





GLOSSARY OF COMMONLY USED TERMS

Every profession has specialized terms which generally evolve to facilitate communication between individuals. The routine use of these terms tends to exclude those who are unfamiliar with the particular specialized language of the group. Sometimes jargon can create communication cause difficulties where professionals in related fields use different terms for the same phenomena.

Below are commonly used water terms and abbreviations with commonly used definitions. If there is any discrepancy in definitions, the District's Regulations Governing Water Service is the final and binding definition.

Acre Foot of Water - The volume of water (325,850 gallons, or 43,560 cubic feet) that would cover an area of one acre to a depth of 1 foot.

Activated Sludge Process – A secondary biological sewer treatment process where bacteria reproduce at a high rate with the introduction of excess air or oxygen, and consume dissolved nutrients in the wastewater.

Annual Water Quality Report - The document is prepared annually and provides information on water quality, constituents in the water, compliance with drinking water standards and educational material on tap water. It is also referred to as a Consumer Confidence Report (CCR).

Aquifer - The natural underground area with layers of porous, water-bearing materials (sand, gravel) capable of yielding a supply of water; see Groundwater basin.

Backflow - The reversal of water's normal direction of flow. When water passes through a water meter into a home or business it should not reverse flow back into the water mainline.

Best Management Practices (BMPs) - Methods or techniques found to be the most effective and practical means in achieving an objective. Often used in the context of water conservation.

Biochemical Oxygen Demand (BOD) – The amount of oxygen used when organic matter undergoes decomposition by microorganisms. Testing for BOD is done to assess the amount of organic matter in water.

Biosolids – Biosolids are nutrient rich organic and highly treated solid materials produced by the sewer treatment process. This high-quality product can be used as a soil amendment on farm land or further processed as an earth-like product for commercial and home gardens to improve and maintain fertile soil and stimulate plant growth.

Catch Basin – A chamber usually built at the curb line of a street, which conveys surface water for discharge into a storm sewer.

Capital Improvement Program (CIP) – Projects for repair, rehabilitation, and replacement of assets. Also includes treatment improvements, additional capacity, and projects for the support facilities.

Collector Sewer – The first element of a wastewater collection system used to collect and carry wastewater from one or more building sewer laterals to a main sewer.

Coliform Bacteria – A group of bacteria found in the intestines of humans and other animals, but also occasionally found elsewhere and is generally used as an indicator of sewage pollution.

Combined Sewer Overflow – The portion of flow from a combined sewer system, which discharges into a water body from an outfall located upstream of a wastewater treatment plant, usually during wet weather conditions.

Combined Sewer System– Generally older sewer systems designed to convey both sewage and storm water into one pipe to a wastewater treatment plant.

Conjunctive Use - The coordinated management of surface water and groundwater supplies to maximize the yield of the overall water resource. Active conjunctive use uses artificial recharge, where surface water is intentionally percolated or injected into aquifers for later use. Passive conjunctive use is to simply rely on surface water in wet years and use groundwater in dry years.

Consumer Confidence Report (CCR) - see Annual Water Quality Report.

Cross-Connection - The actual or potential connection between a potable water supply and a non-potable source, where it is possible for a contaminant to enter the drinking water supply.

Disinfection By-Products (DBPs) - The category of compounds formed when disinfectants in water systems react with natural organic matter present in the source water supplies. Different disinfectants produce different types or amounts of disinfection byproducts. Disinfection byproducts for which regulations have been established have been identified in drinking water, including trihalomethanes, haloacetic acids, bromate, and chlorite

Drought - a period of below average rainfall causing water supply shortages.

Dry Weather Flow – Flow in a sanitary sewer during periods of dry weather in which the sanitary sewer is under minimum influence of inflow and infiltration.

Fire Flow - The ability to have a sufficient quantity of water available to the distribution system to be delivered through fire hydrants or private fire sprinkler systems.

Gallons per Capita per Day (GPCD) - A measurement of the average number of gallons of water use by the number of people served each day in a water system. The calculation is made by dividing the total gallons of water used each day by the total number of people using the water system.

Groundwater Basin - An underground body of water or aquifer defined by physical boundaries.

Groundwater Recharge - The process of placing water in an aquifer. Can be a naturally occurring process or artificially enhanced.

Hard Water - Water having a high concentration of minerals, typically calcium and magnesium ions.

Hydrologic Cycle - The process of evaporation of water into the air and its return to earth in the form of precipitation (rain or snow). This process also includes transpiration from plants, percolation into the ground, groundwater movement, and runoff into rivers, streams and the ocean; see Water cycle.

Infiltration – Water other than sewage that enters a sewer system and/or building laterals from the ground through defective pipes, pipe joints, connections, or manholes. Infiltration does not include inflow. See *Inflow*.

Inflow - Water other than sewage that enters a sewer system and building sewer from sources such as roof vents, yard drains, area drains, foundation drains, drains from springs and swampy areas, manhole covers, cross connections between storm drains and sanitary sewers, catch basins, cooling towers, storm waters, surface runoff, street wash waters, or drainage. Inflow does not include infiltration. See *Infiltration*.

Inflow / Infiltration (I/I) – The total quantity of water from both inflow and infiltration.

Mains, Distribution - A network of pipelines that delivers water (drinking water or recycled water) from transmission mains to residential and commercial properties, usually pipe diameters of 4" to 16".

Mains, Transmission - A system of pipelines that deliver water (drinking water or recycled water) from a source of supply the distribution mains, usually pipe diameters of greater than 16".

Meter - A device capable of measuring, in either gallons or cubic feet, a quantity of water delivered by the District to a service connection.

Overdraft - The pumping of water from a groundwater basin or aquifer in excess of the supply flowing into the basin. This pumping results in a depletion of the groundwater in the basin which has a net effect of lowering the levels of water in the aquifer.

Peak Flow – The maximum flow that occurs over a specific length of time (e.g., daily, hourly, instantaneously).

Pipeline - Connected piping that carries water, oil or other liquids. See Mains, Distribution and Mains, Transmission.

Point of Responsibility, Metered Service - The connection point at the outlet side of a water meter where a landowner's responsibility for all conditions, maintenance, repairs, use and replacement of water service facilities begins, and the District's responsibility ends.

Potable Water - Water that is used for human consumption and regulated by the California Department of Public Health.

Pressure Reducing Valve - A device used to reduce the pressure in a domestic water system when the water pressure exceeds desirable levels.

Pump Station - A drinking water or recycled water facility where pumps are used to push water up to a higher elevation or different location.

Reservoir - A water storage facility where water is stored to be used at a later time for peak demands or emergencies such as fire suppression. Drinking water and recycled water systems will typically use concrete or steel reservoirs. The State Water Project system considers lakes, such as Shasta Lake and Folsom Lake to be water storage reservoirs.

Runoff - Water that travels downward over the earth's surface due to the force of gravity. It includes water running in streams as well as over land.

Sanitary Sewer System - Sewer collection system designed to carry sewage, consisting of domestic, commercial, and industrial wastewater. This type of system is not designed nor intended to carry water from rainfall, snowmelt, or groundwater sources. See *Combined Sewer System*.

Sanitary Sewer Overflow – Overflow from a sanitary sewer system caused when total wastewater flow exceeds the capacity of the system. See *Combined Sewer Overflow*.

Santa Ana River Interceptor (SARI) Line – A regional brine line designed to convey 30 million gallons per day of non-reclaimable wastewater from the upper Santa Ana River basin to the sewer treatment plant operated by Orange County Sanitation District.

Secondary Treatment – Biological sewer treatment, particularly the activated-sludge process, where bacteria and other microorganisms consume dissolved nutrients in wastewater.

Supervisory Control and Data Acquisition (SCADA) - A computerized system which provides the ability to remotely monitor and control water system facilities such as reservoirs, pumps and other elements of water delivery.

Service Connection - The water piping system connecting a customer's system with a District water main beginning at the outlet side of the point of responsibility, including all plumbing and equipment located on a parcel required for the District's provision of water service to that parcel.

Sludge – Untreated solid material created by the treatment of sewage.

Smart Irrigation Controller - A device that automatically adjusts the time and frequency which water is applied to landscaping based on real-time weather such as rainfall, wind, temperature and humidity.

Special District - A political subdivision of a state established to provide a public services, such as water supply or sanitation, within a specific geographic area.

Surface Water - Water found in lakes, streams, rivers, oceans or reservoirs behind dams.

Total Suspended Solids (TSS) – The amount of solids floating and in suspension in water or sewage.

Transpiration - The process by which water vapor is released into the atmosphere by living plants.

Trickling Filter – A biological secondary treatment process in which bacteria and other microorganisms, growing as slime on the surface of rocks or plastic media, consume nutrients in primary treated sewage as it trickles over them.

Underground Service Alert (USA) - A free service that notifies utilities such as water, telephone, cable and sewer companies of pending excavations within the area (dial 8-1-1 at least 2 working days before you dig).

Urban Runoff - Water from city streets and domestic properties that typically carries pollutants into the storm drains, rivers, lakes, and oceans.

Valve - A device that regulates, directs or controls the flow of water by opening, closing or partially obstructing various passageways.

Wastewater – Any water that enters the sanitary sewer.

Water Banking - The practice of actively storing or exchanging in-lieu surface water supplies in available groundwater basin storage space for later extraction and use by the storing party or for sale or exchange to a third party. Water may be banked as an independent operation or as part of a conjunctive use program.

Water cycle - The continuous movement water from the earth's surface to the atmosphere and back again; see Hydrologic cycle.

Water Pressure - Pressure created by the weight and elevation of water and/or generated by pumps that deliver water to the tap.

Water Service Line - The pipeline that delivers potable water to a residence or business from the District's water system. Typically the water service line is a 1" to 1½" diameter pipe for residential properties.

Watershed - A region or land area that contributes to the drainage or catchment area above a specific point on a stream or river.

Water Table - The upper surface of the zone of saturation of groundwater in an unconfined aquifer.

Water Transfer - A transaction, in which a holder of a water right or entitlement voluntarily sells/exchanges to a willing buyer the right to use all or a portion of the water under that water right or entitlement.

Water Well - A hole drilled into the ground to tap an underground water aquifer.

Wetlands - Lands which are fully saturated or under water at least part of the year, like seasonal vernal pools or swamps.

Wet Weather Flow – Dry weather flow combined with stormwater introduced into a combined sewer system, and dry weather flow combined with infiltration/inflow into a separate sewer system.





COMMONLY USED ABBREVIATIONS

AQMD	Air Quality Management District
BOD	Biochemical Oxygen Demand
CARB	California Air Resources Board
CCTV	Closed Circuit Television
CWA	Clean Water Act
EIR	Environmental Impact Report
EPA	U.S. Environmental Protection Agency
FOG	Fats, Oils, and Grease
GPD	Gallons per day
MGD	Million gallons per day
O & M	Operations and Maintenance
OSHA	Occupational Safety and Health Administration
POTW	Publicly Owned Treatment Works
PPM	Parts per million
RWQCB	Regional Water Quality Control Board
SARI	Santa Ana River Inceptor
SAWPA	Santa Ana Watershed Project Authority
SBVMWD	San Bernardino Valley Municipal Water District
SCADA	Supervisory Control and Data Acquisition system
SSMP	Sanitary Sewer Management Plan
SSO	Sanitary Sewer Overflow
SWRCB	State Water Resources Control Board
TDS	Total Dissolved Solids
TMDL	Total Maximum Daily Load
TSS	Total Suspended Solids
WDR	Waste Discharge Requirements
YVWD	Yucaipa Valley Water District