



# Yucaipa Valley Water District

## Notice and Agenda of a Board Workshop

Tuesday, October 13, 2015 at 4:00 p.m.

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MEETING LOCATION: District Administration Building  
12770 Second Street, Yucaipa

MEMBERS OF THE BOARD: Director Ken Munoz, Division 1  
Director Bruce Granlund, Division 2  
Director Jay Bogh, Division 3  
Director Lonni Granlund, Division 4  
Director Tom Shalhoub, Division 5

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**I. Call to Order**

**II. Public Comments** At this time, members of the public may address the Board of Directors on matters within its jurisdiction; however, no action or significant discussion may take place on any item not on the meeting agenda.

**III. Staff Report**

**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. 15-195 - Page 5 of 159](#)]
- B. Overview of the Proposed Recycled Water System Expansion Projects and the Need for the Construction of a Seasonal Recycled Water Storage Facility [[Workshop Memorandum No. 15-196 - Page 12 of 159](#)]

**V. Operational Updates**

- A. Implementation of a Recycled Water Filling Station for Customers of the Yucaipa Valley Water District [[Workshop Memorandum No. 15-197 - Page 21 of 159](#)]

**VI. 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. 15-198 - Page 26 of 159](#)]
  - B. Status Report on the Installation of a 30" Drinking Water Pipeline and a 12" Drinking Water Pipeline in Second Street, Yucaipa [[Workshop Memorandum No. 15-199 - Page 31 of 159](#)]
  - C. Status Report on the Drinking Water Filtration System Efficiency Enhancement Project [[Workshop Memorandum No. 15-200 - Page 33 of 159](#)]
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Any person with a disability who requires accommodation in order to participate in this meeting should telephone Erin Anton 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 workshop 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](http://www.yvwd.dst.ca.us)

**VII. Administrative Issues**

- A. Review of the Unaudited Financial Report for the Period Ending on September 30, 2015 [[Workshop Memorandum No. 15-201 - Page 36 of 159](#)]
- B. Overview of the 2015 Pretreatment Compliance Audit Inspection Summary Report for Yucaipa Valley Water District [[Workshop Memorandum No. 15-202 - Page 66 of 159](#)]
- C. Issuance of a Class I Significant Industrial User Discharge Permit Issued to Sorenson Engineering, Inc. - Permit No. CP-001-03 [[Workshop Memorandum No. 15-203 - Page 117 of 150](#)]
- D. Issuance of a Request for Proposals for the Demolition of the Building, Basement and Foundation at 35192 Cedar Avenue, Yucaipa (Assessor Parcel Number 0303-232-17) [[Workshop Memorandum No. 15-204 - Page 140 of 159](#)]
- E. Overview of a Request for Proposals for Emergency Repairs of Water and Sewer Pipelines and Related On-Call Services [[Workshop Memorandum No. 15-205 - Page 142 of 159](#)]
- F. Discussion Regarding the Renewal of Worker's Compensation Insurance for Fiscal Year 2016 [[Workshop Memorandum No. 15-206 - Page 143 of 159](#)]

**VIII. Director Comments****IX. Closed Session**

- A. 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

**X. Adjournment**

# Staff Report



Yucaipa Valley Water District

# Presentations



Yucaipa Valley Water District

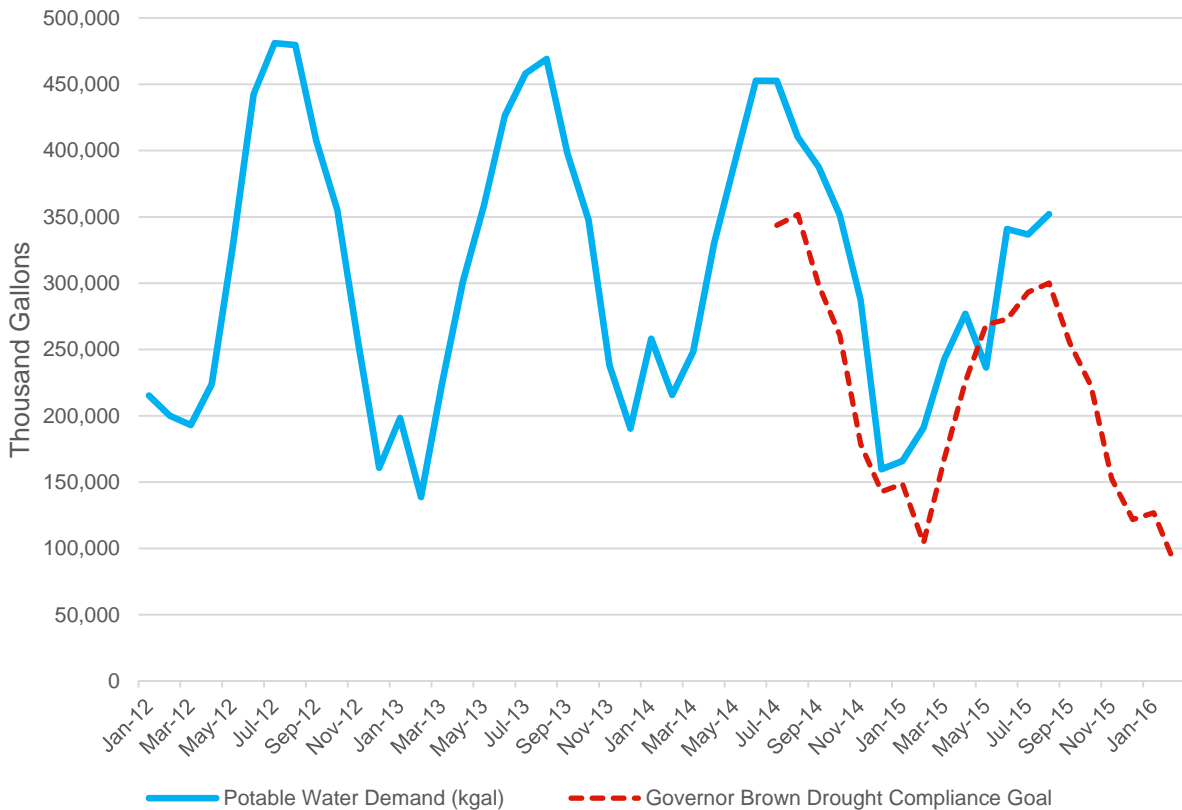


Date: October 13, 2015

Subject: 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

On May 5, 2015, the State Water Resources Control Board (“SWRCB”) adopted emergency regulations to achieve a 25% statewide reduction in potable urban water use. These stringent water use regulations will require the Yucaipa Valley Water District to achieve a 36% reduction from the amount of drinking water produced in 2013. In order to achieve this level of water conservation, the Yucaipa Valley Water District will need to provide water based on the following water demand curve.

Actual Water Consumption and Drought Regulatory Requirements



The chart above illustrates the difference between Governor Brown’s Drought Compliance Goal in 2014 at a 25% reduction, and in 2015 at a 36% reduction in potable water use based on the 2013 baseline period.

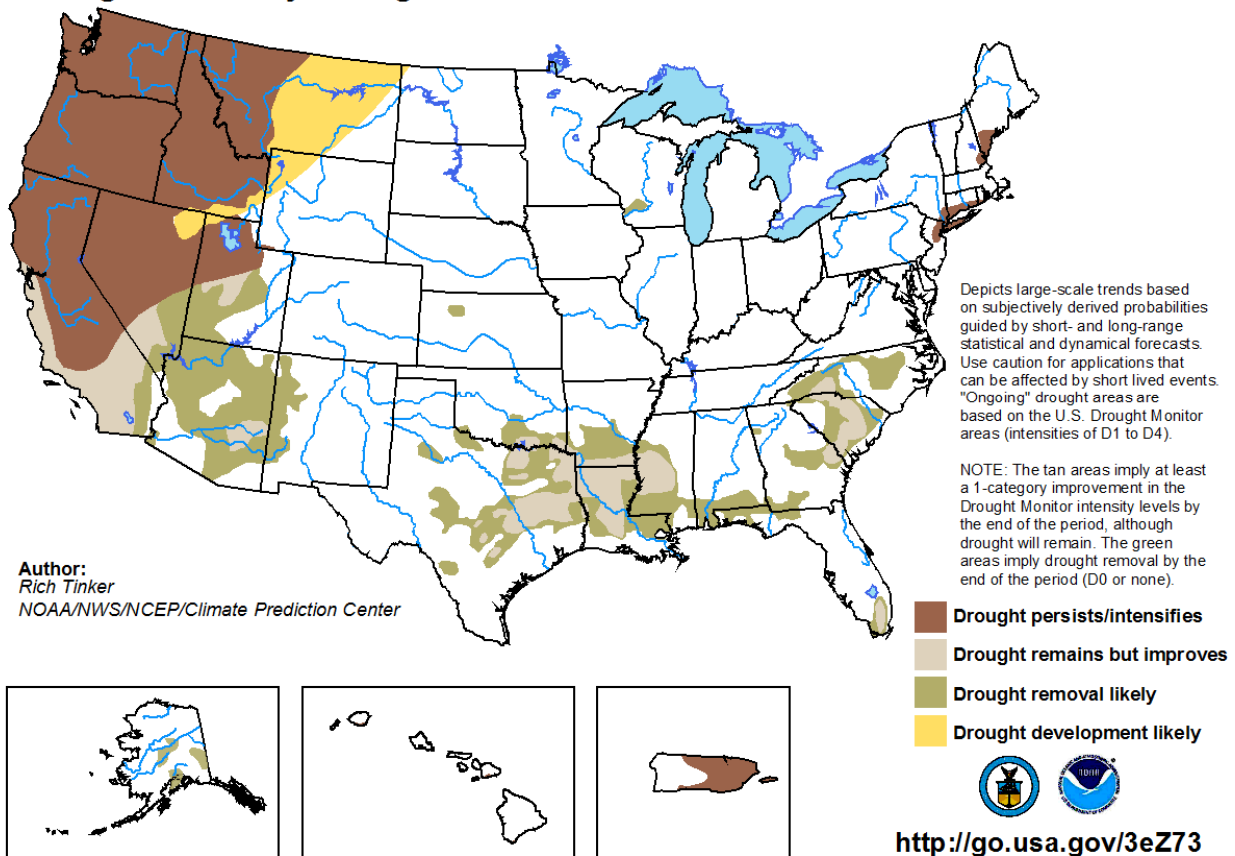
To achieve Governor Brown’s Drought Compliance Goal of a 36% reduction in potable water use from the 2013 baseline period, the Yucaipa Valley Water District has initiated numerous drought conservation programs and conducted a series of monthly community workshops to provide information to our customers.

To achieve the 36% reduction, customers will need to immediately reduce the amount of water used for outdoor landscape purposes by 50% to 60%.

The purpose of this agenda item is to discuss the ongoing and evolving implementation strategy for our community.

**Drought Status and Update**

**U.S. Seasonal Drought Outlook** *valid for September 17 - December 31, 2015*  
**Drought Tendency During the Valid Period** *Released September 17, 2015*



**Latest Seasonal Assessment** - Since the previous seasonal outlook release on August 20, conditions deteriorated substantially from central and northeastern Texas eastward through the lower Mississippi Valley. Record and near-record late summer dryness was observed at a few locations, and accumulated deficits over the last 75 days exceeded 4 inches across much of the region. A few spots in northern Louisiana and east-central Texas had drought intensities go from D0 (abnormally dry) to D3 (extreme drought) during the past month. Heavy rain (6 to 10 inches in the last 30 days) was confined to the Texas and Louisiana Gulf Coast region, where dryness generally eased.

The southwestern monsoon resulted in scattered areas of above-normal rainfall during the past 30 days, while seasonal dryness prevailed elsewhere across the remainder of the interior West. Drought maintained its intensity across most of the region, with abnormally hot weather contributing to some deterioration in the northern Intermountain West, while locally heavy rain prompted improvement in parts of western Washington, southeastern Arizona, and southwestern New Mexico. Scattered heavy rain and flash flooding affected a few spots in the West in mid-September. Los Angeles, CA recorded over an inch of rain on September 15, which almost equaled their normal for the 6-month May - October period. A few inches of rain fell quickly in northern and southern Utah, causing excessive runoff and deadly flash. However, these isolated extreme events did not affect the longer-term dryness and drought that covers the region. Away from Los Angeles, wildfires spread quickly and consumed homes in a few locations, most notable the mountains outside San Francisco, CA.

A broken pattern of abnormal dryness was observed in the central Plains, the Upper Peninsula of Michigan, the Ohio Valley, the mid-Atlantic, and the Northeast, reflected by areas of new D0 conditions during the last couple of weeks. There was also a slight expansion of the moderate drought in and around the New York City area. Meanwhile, dryness and drought improved in the upper Midwest, parts of the Southeast, and southern Florida. Heavy rain has soaked the Florida Panhandle and the adjacent south Atlantic and northeastern Gulf Coasts. 30-day totals of 6 to 10 inches were common, with isolated sites receiving almost 15 inches, prompting the improvement in south Florida.

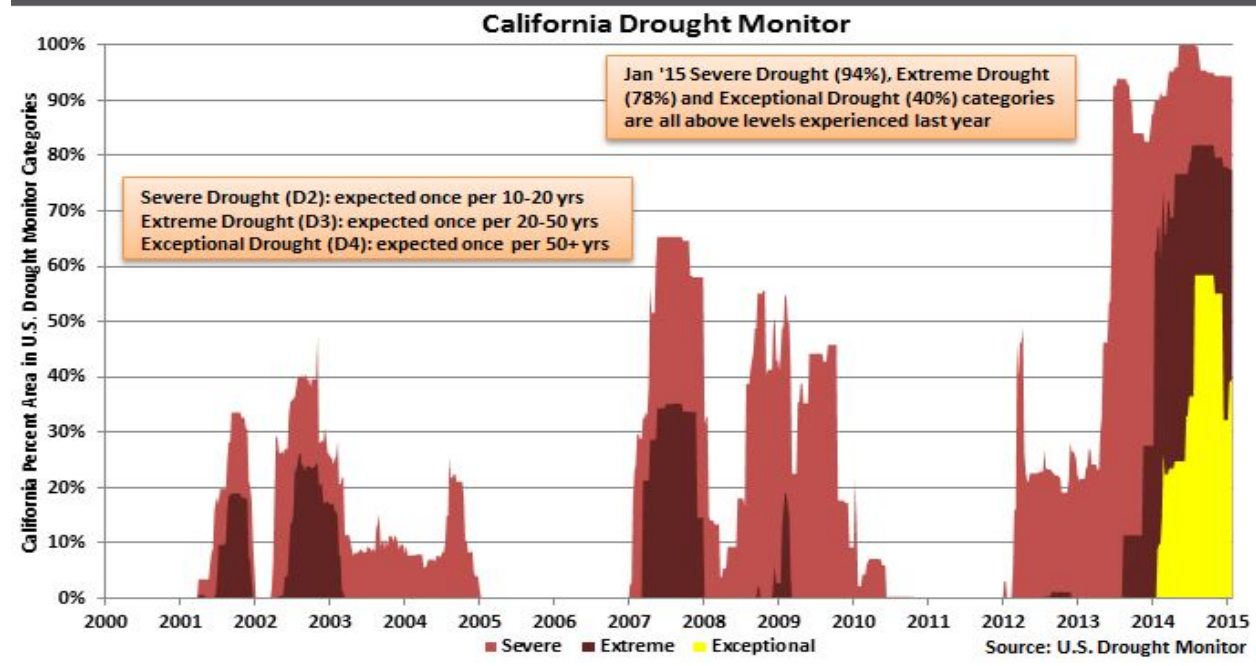
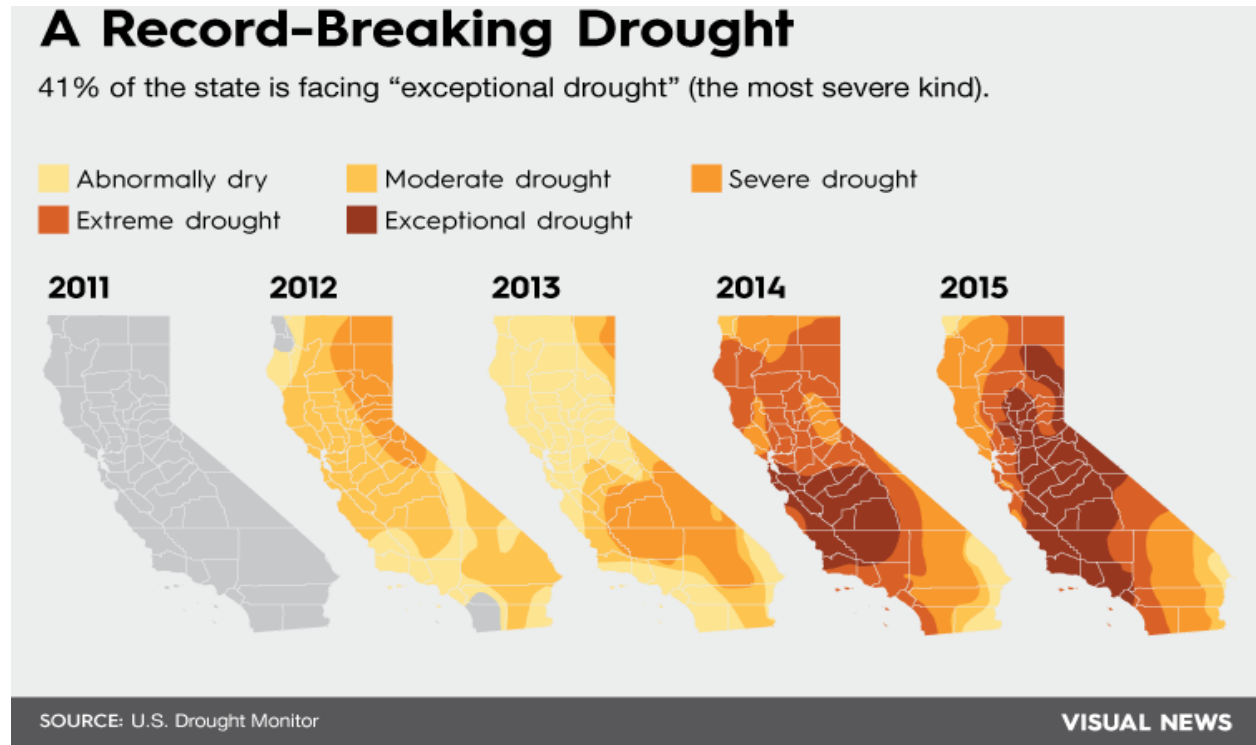
Unseasonably heavy rain continued to pelt much of Hawaii, where widespread improvement has been observed. From mid-August to mid-September, both Honolulu and Lihue received over 10 inches of rain, compared to normal of just 0.5 inch and 1.08 inches, respectively. Both Alaska and Puerto Rico experienced regional relief from moderate rainfall, with a significant decrease in drought coverage across central and southeastern Alaska.

With the strong El Niño event underway and expected to continue through the forecast period, our Outlook is based primarily on conditions typically observed during these events, with some consideration for longer-term trends and model output, all of which is reflected in the October -November-December 3-Month Outlooks. Impacts on the drought include likely persistence for the small areas in the Northeast and the broad area of drought in the northwest and much of California, with some development expected in concert with the favored dryness in the northern Rockies. Along the central and southern California coast, and in a broad swath from the Southwest to the Southeast, abundant precipitation, especially later in the period, is expected to bring widespread improvement. As this is a relatively dry time of year, drought is most likely to persist where it exists in Puerto Rico and Hawaii while additional slow relief is expected in Alaska.

Forecaster: Rich Tinker

**Next Seasonal Drought Outlook issued: October 15, 2015 at 8:30 AM EDT**

Source: [http://www.cpc.ncep.noaa.gov/products/expert\\_assessment/sdo\\_summary.html](http://www.cpc.ncep.noaa.gov/products/expert_assessment/sdo_summary.html)

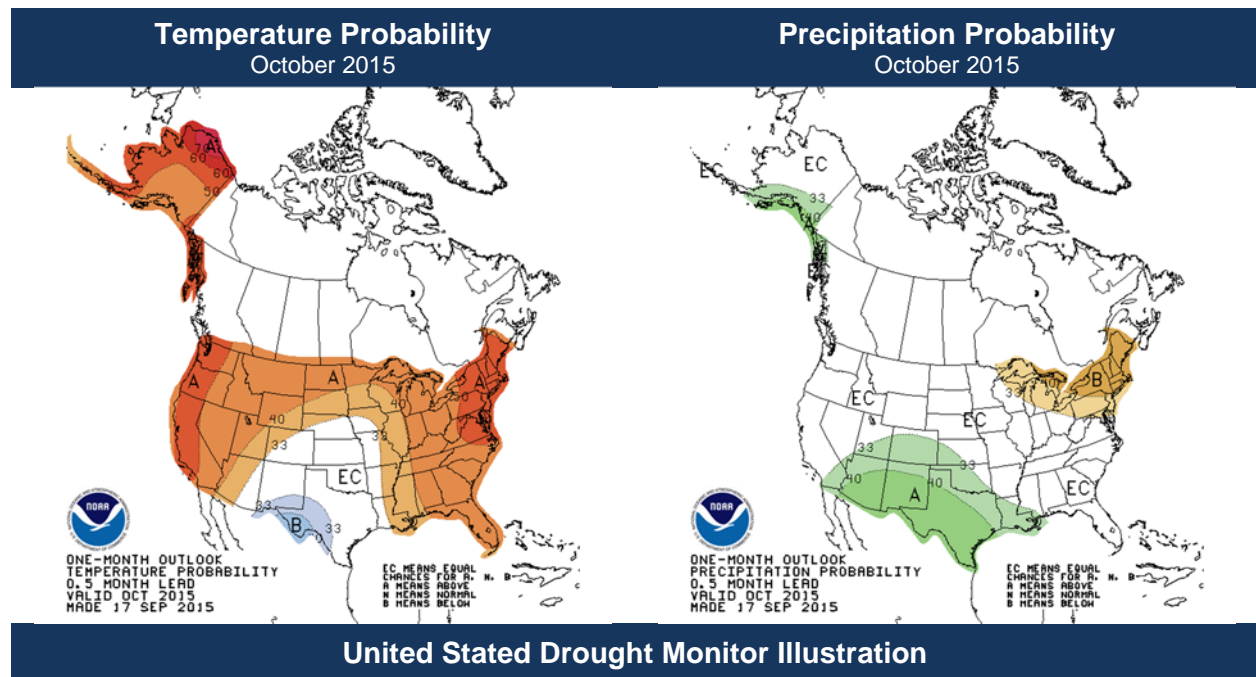




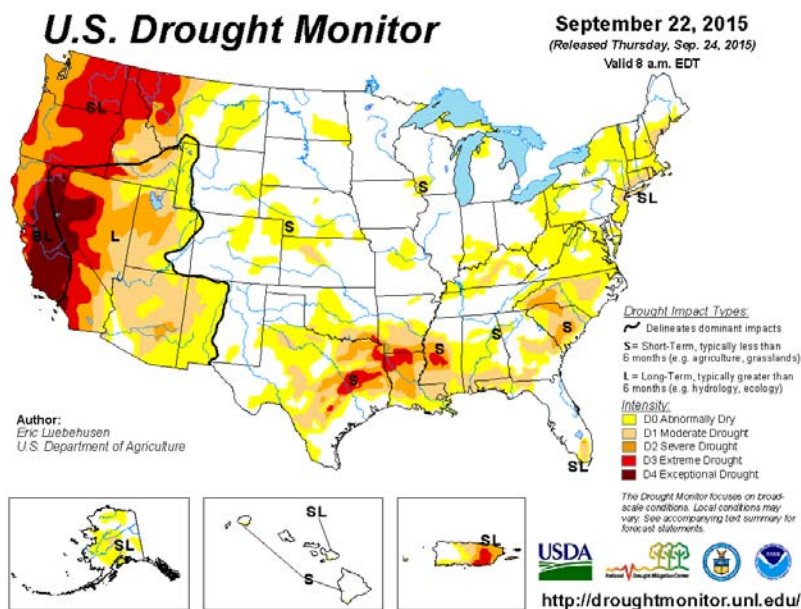
The National Weather Service and the National Oceanic and Atmospheric Administration provides regular predictions for temperature and precipitation forecasts throughout the United States. The following charts show the temperature and precipitation probability for the next month, as well as a compilation of future forecasts for temperature and precipitation.

Temperature Forecast Legend: Orange/Red = Above Normal Temperatures  
Blue = Below Normal Temperatures

Precipitation Forecast Legend: Green = Above Normal Precipitation  
Tan/Brown = Below Normal Precipitation

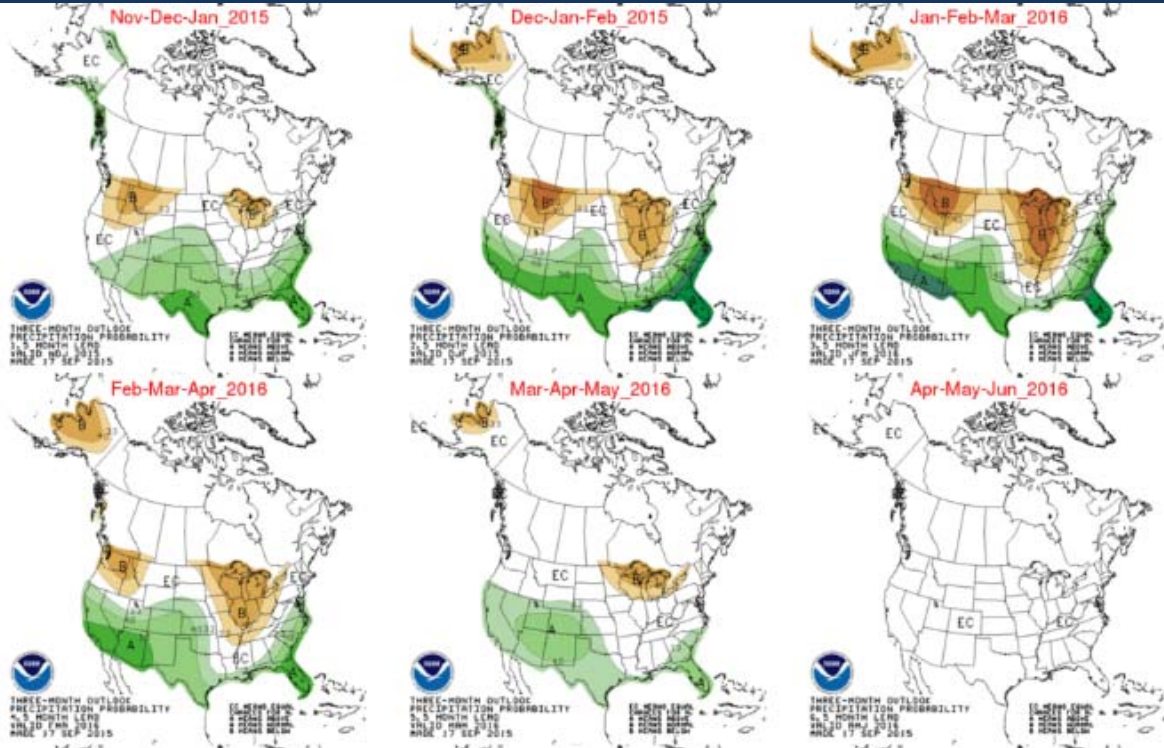


**United States Drought Monitor Illustration**



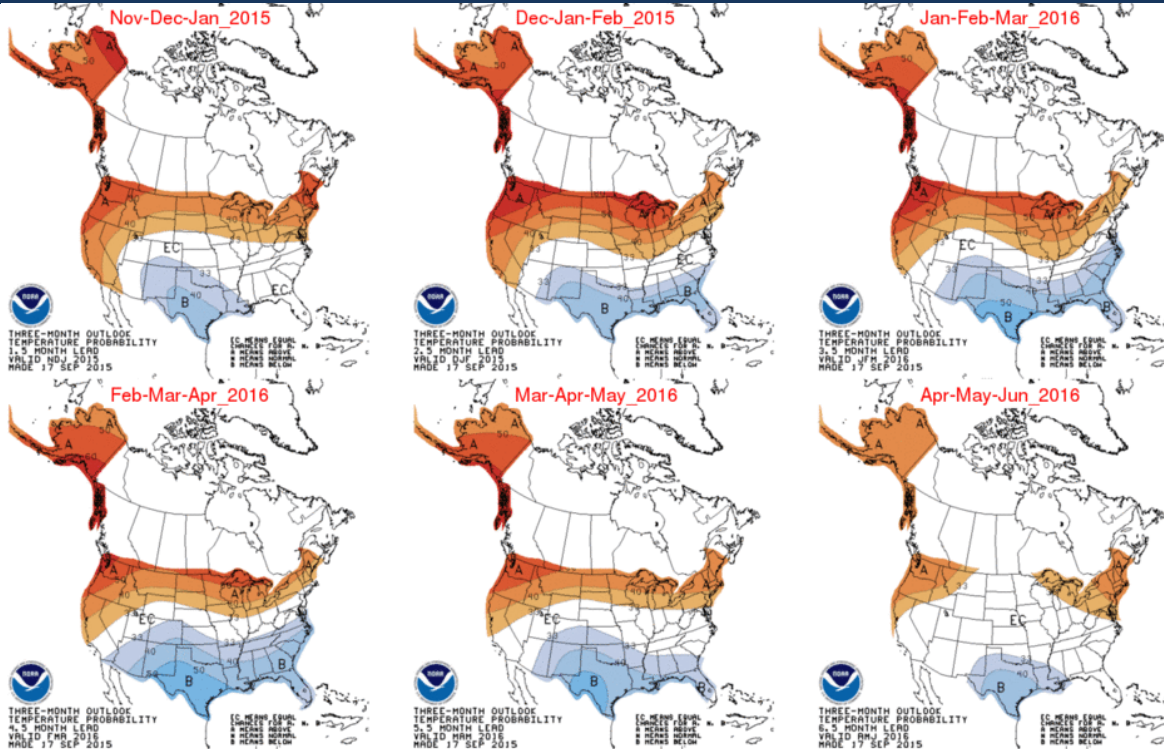
### NOAA Multi-Season Precipitation Predictions - Three Month, Rolling Periods

[http://www.cpc.ncep.noaa.gov/products/predictions/multi\\_season/13\\_seasonal\\_outlooks/color/p.gif](http://www.cpc.ncep.noaa.gov/products/predictions/multi_season/13_seasonal_outlooks/color/p.gif)



### NOAA Multi-Season Temperature Predictions - Three Month, Rolling Periods

[http://www.cpc.ncep.noaa.gov/products/predictions/multi\\_season/13\\_seasonal\\_outlooks/color/t.gif](http://www.cpc.ncep.noaa.gov/products/predictions/multi_season/13_seasonal_outlooks/color/t.gif)

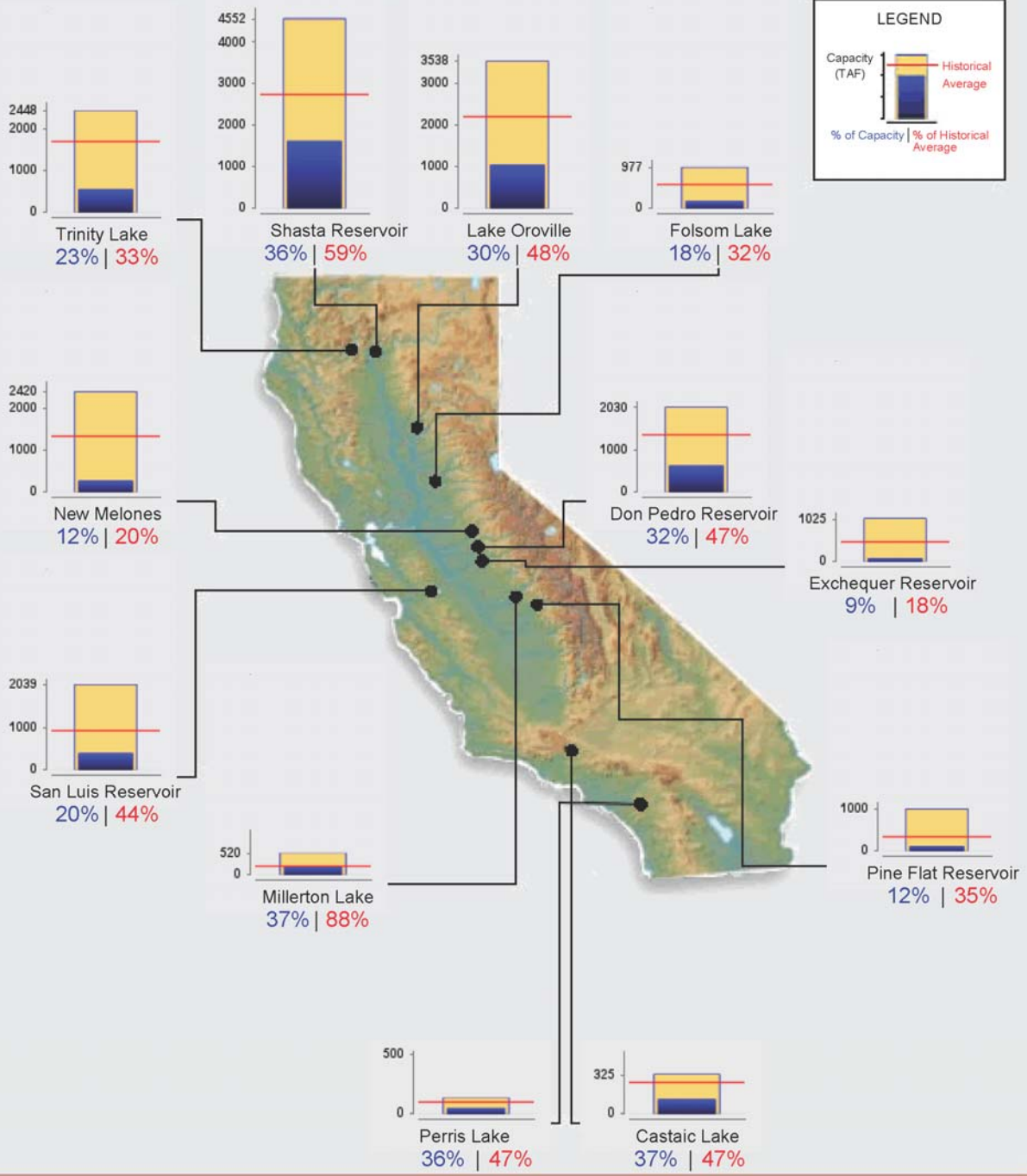




# Reservoir Conditions

Ending At Midnight - September 24, 2015

## CURRENT RESERVOIR CONDITIONS



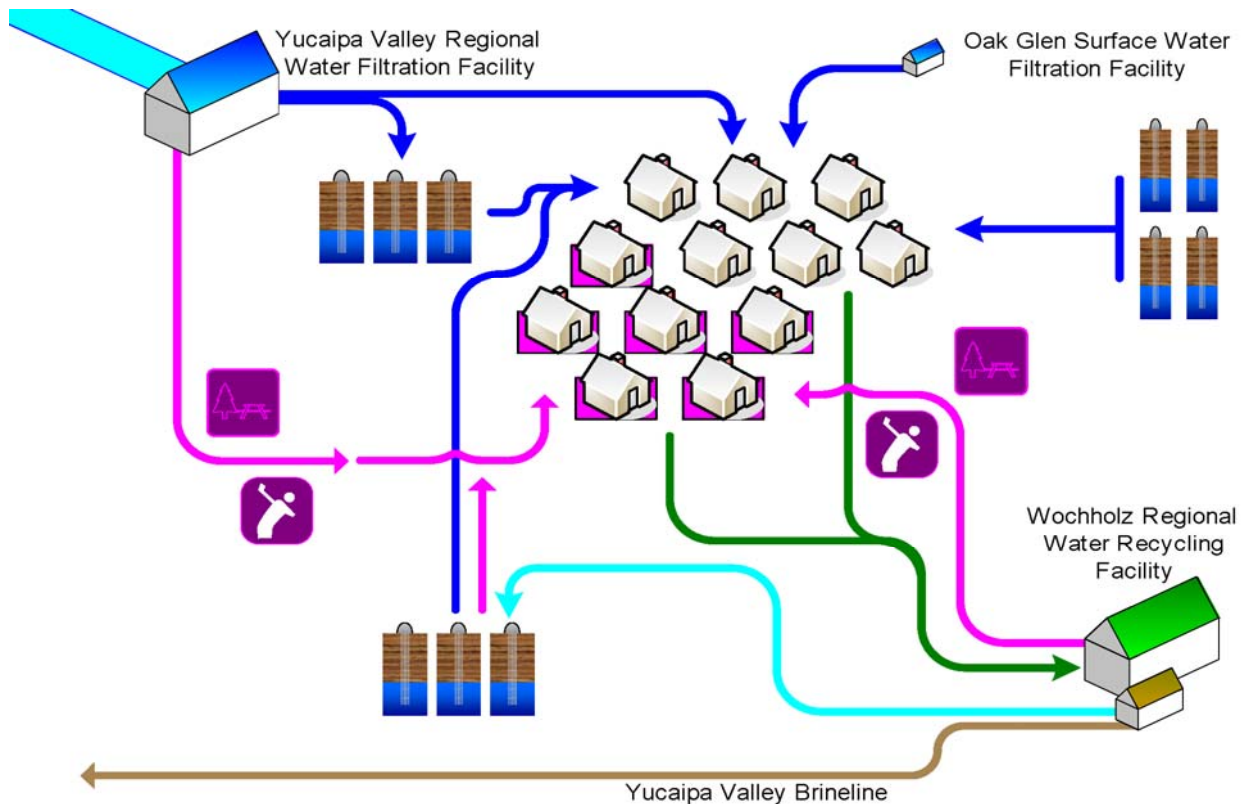
Graph Updated 09/25/2015 08:45 AM



**Date:** October 13, 2015

**Subject:** Overview of the Proposed Recycled Water System Expansion Projects and the Need for the Construction of a Seasonal Recycled Water Storage Facility

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. A fundamental component of the District's overall strategic plan is to increase the amount of recycled water used throughout the sphere of influence of the Yucaipa Valley Water District.



Recycled Water Quality

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

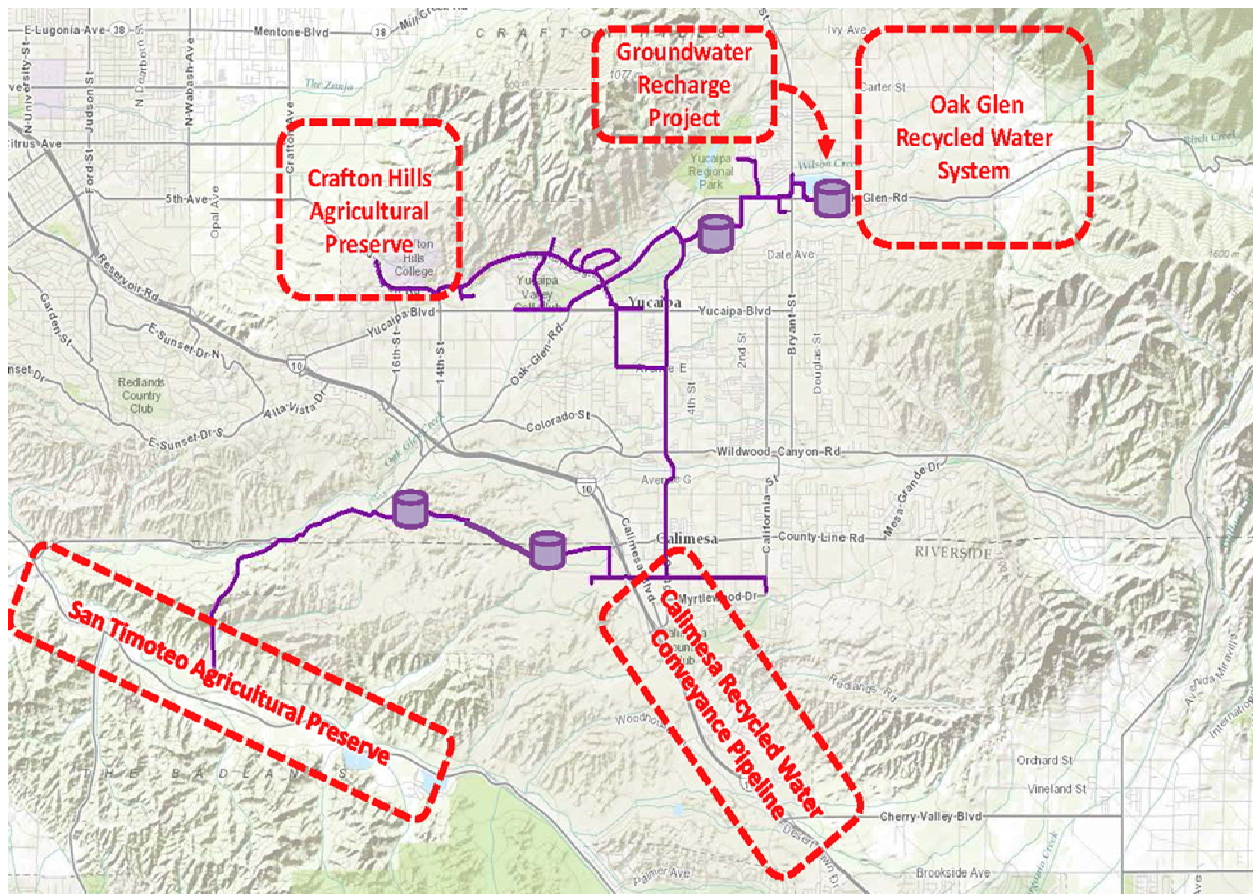
in Yucaipa, Calimesa or Beaumont discharge extremely high quality recycled water to protect downstream uses throughout the Santa Ana Watershed.

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.

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 in the region [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]. On January 21, 2015, the District staff refined Resolution No. 2014-20 to focus on the following three recycled water pipeline projects: one in San Timoteo Canyon; one in Oak Glen; and the other in Mentone [Director Memorandum No. 15-011]. The goal of these projects are to reduce the use of groundwater for irrigation purposes by utilizing recycled water produced by the Wochholz Regional Water Recycling Facility. In all three cases, the quality of the recycled water will easily meet the Basin objectives established by the Regional Water Quality Control Board in each area.

On January 21, 2015, the Board of Directors approved Resolution Nos. 2015-06, 2015-07, and 2015-08 supporting additional phases of the Integrated Recycled Water and Drought Preparedness Pipeline Projects in San Timoteo (Phase 3), Oak Glen (Phase 4), and Mentone (Phase 5).

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.

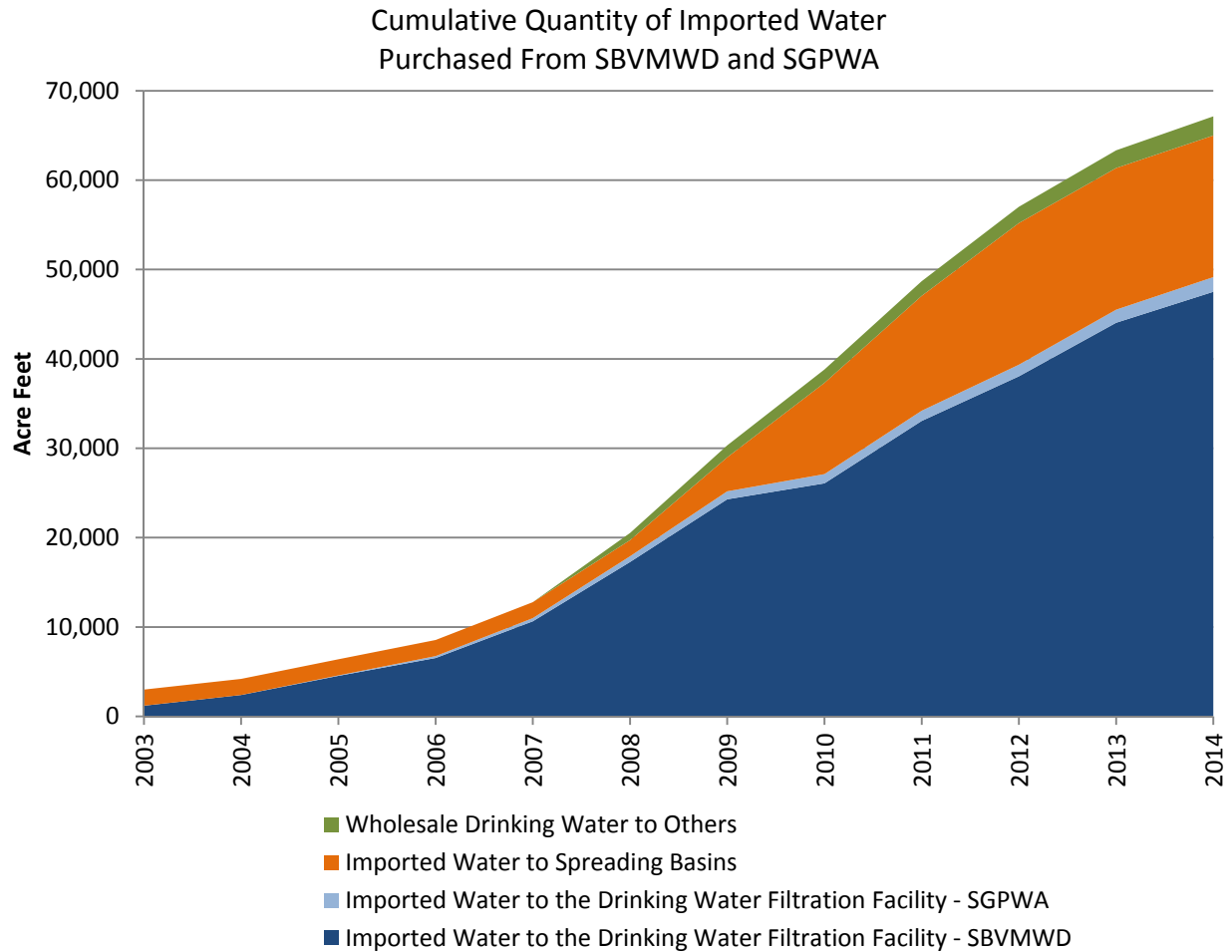
### Groundwater Recharge with Recycled Water

The Yucaipa Valley Water District has been actively recharging imported water at the Wilson Creek Spreading Basins for several years. Since 2003, the District has recharged nearly 16,000 acre feet of imported water at this location. This recharge strategy has resulted in increased water stored in the Gateway Groundwater Basin, which is the groundwater basin located immediately below the Wilson Creek recharge facilities.

On September 16, 2015, the Board of Directors authorized the District staff to complete the necessary applications for the recharge of recycled water at the Wilson Creek Spreading Basins. [Director Memorandum No. 15-086] This is an important project that will improve the overall drought resiliency of the local groundwater basin.



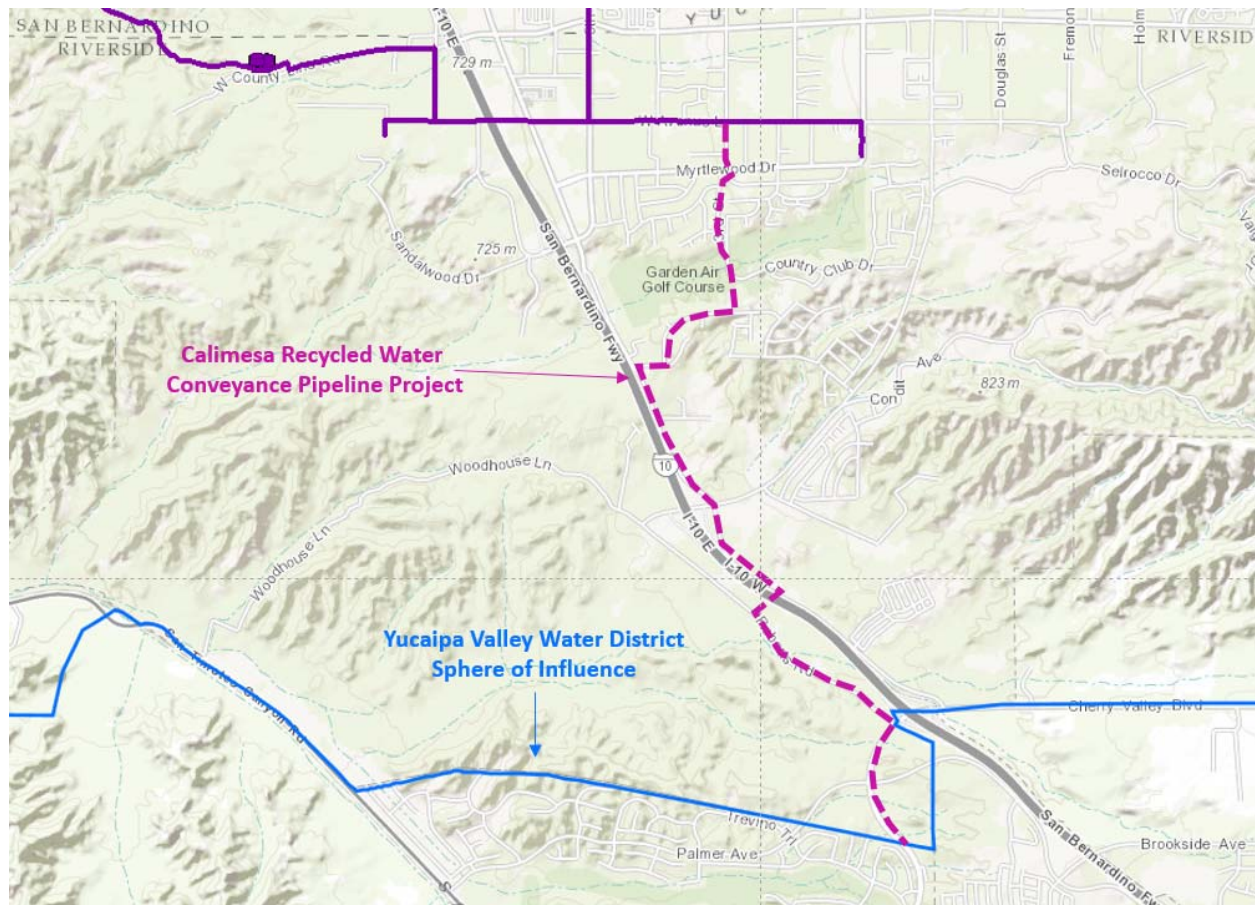
Overall, our groundwater management strategy involving the active recharge of water and the in-lieu recharge via direct delivery of imported water to the Yucaipa Valley Regional Water Filtration Facility has enabled the Yucaipa Valley Water District to store nearly 70,000 acre feet of water in the region.



**Beaumont Cherry Valley Water District - Recycled Water System Interconnection**

On September 23, 2014, the District staff provided a status report on the Calimesa Recycled Water Conveyance Pipeline Project that will consist of approximately 18,500 linear feet of 24” recycled water pipeline that will provide recycled water to the southern Calimesa service area and provide for an interconnection with Beaumont Cherry Valley Water District.

Prior to soliciting bids for this project, the District staff will be securing alternative funding from the State Water Resources Control Board to maximize the use of District funds to expand the recycled water system.



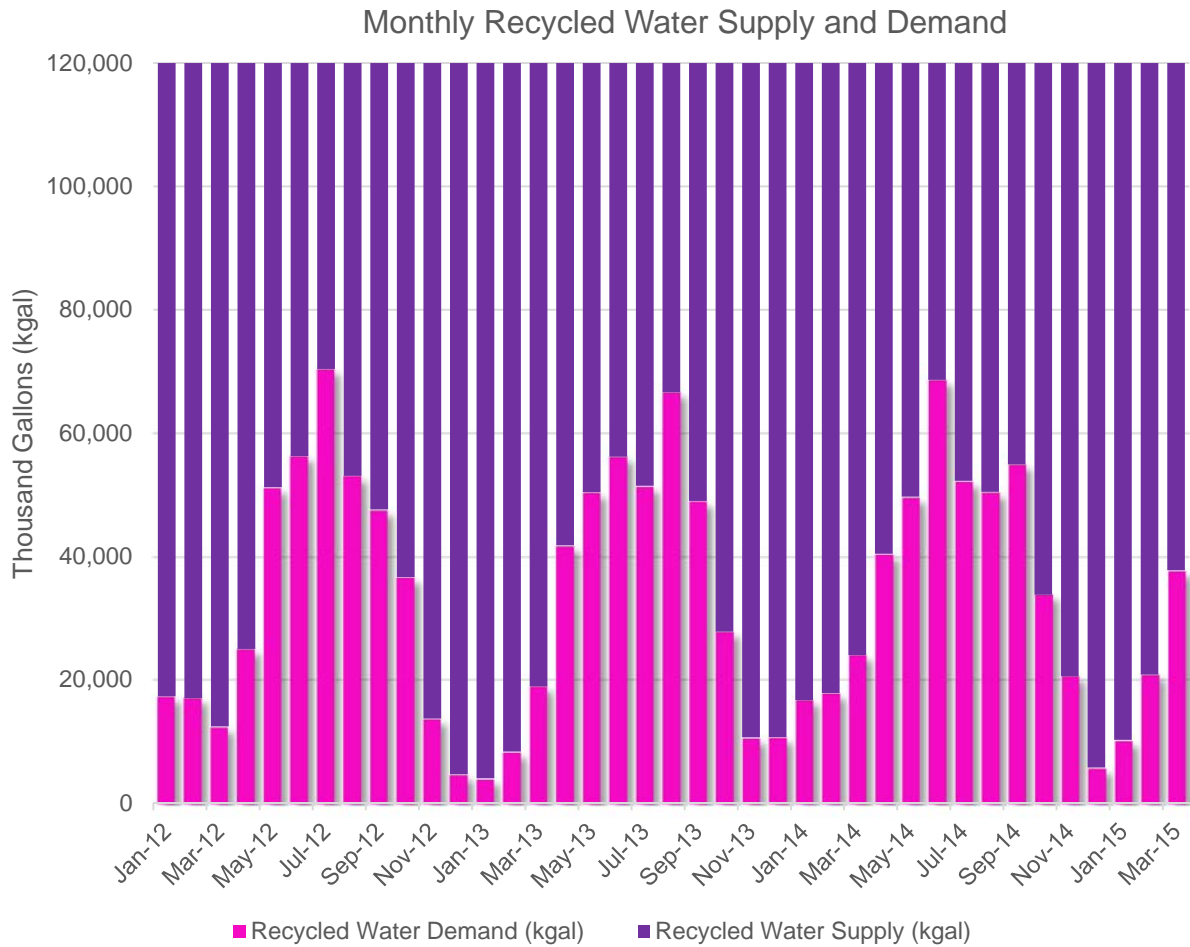
This proposed pipeline will enable the District to reduce the drinking water use to proposed projects in the City of Calimesa as well as provide an opportunity to exchange recycled water with the Beaumont Cherry Valley Water District. The use of this conveyance pipeline will provide an opportunity to deliver recycled water that is surplus to the needs of our community. Likewise, the delivery of recycled water from Beaumont Cherry Valley will only be the quantity of recycled water that is surplus to the needs of their community. The collaborative operation of this recycled water system interconnection will reduce the long-term drought impacts of both communities and increase the protection of local groundwater resources.

### Recycled Water Seasonal Storage Project

The efficient use of recycled water requires that the supplies and demands for irrigation customers is balanced as they vary significantly throughout the year. Surplus recycled water generated during the winter months is discharged to San Timoteo Creek because the District lacks the storage capacity to hold it until it can be utilized in the summer months. As our recycled water demands continue to grow, it is highly likely that the peak summer recycled water demands will need to be supplemented with other water sources like groundwater or imported water.

The illustration below shows the surplus recycled water currently available (dark purple) as compared to the current recycled water demands (light purple).





During this workshop item, the District staff will be presenting the concept of constructing an open water storage reservoir for seasonal storage.



## Syphon Reservoir Recycled Water Storage Project

### Project Overview

The Irvine Ranch Water District (IRWD) is in the planning stages of the Syphon Reservoir Recycled Water Storage Project. Syphon Reservoir, located in the northern portion of the City of Irvine, is a sixty-year-old facility currently used to store irrigation water supplies. The Syphon Reservoir Recycled Water Storage Project would have two components. (1) Conversion of Syphon Reservoir to a seasonal storage facility for IRWD's recycled water system. This component would include upgrading the facility to current standards to create a contemporary recycled water facility. (2) Capacity augmentation to increase storage capability from 500 acre feet, currently, to potentially up to 5,000 acre feet. By providing additional storage, this project will allow IRWD to recycle 100% of the District's wastewater.

The cost to convert Syphon Reservoir to a contemporary seasonal recycled water storage facility would be approximately \$7.5 - \$10 million. This includes both on- and off-site improvements such as new outlets and pipes, a pump station and disinfection facility, renovations to the existing spillway and environmental mitigation costs. Increasing the reservoir's current capacity would be up to approximately \$40-50 million. This includes, among other things, potential de-silting, dam construction, upsizing pumps and conveyance systems and environmental mitigation.

As part of the planning stage, the District will be developing the necessary feasibility studies and environmental compliance documents as well as working with adjacent property owners to acquire the property necessary to facilitate and mitigate the project.



**Background: IRWD’s Recycled Water Program**

IRWD boasts one of the most robust recycled water systems in the country. With nearly 400 miles of recycled water pipelines, 12 storage reservoirs, and almost 4,500 metered recycled water connections, the District delivered more than 24,000 acre-feet of recycled water in FY 08/09. IRWD promotes the use of recycled water for non-potable purposes by providing a 10% discount for irrigation uses and a 40% discount for industrial uses. Roughly 25% of the District’s total water demand is met through the use of recycled water.

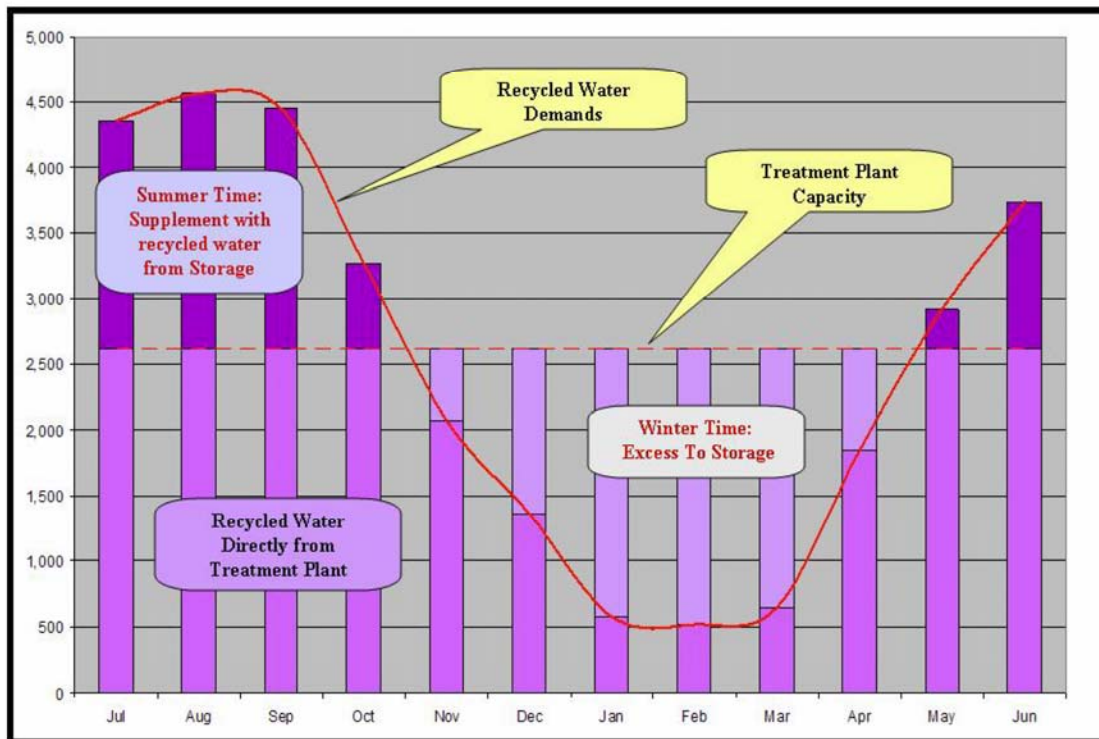
Recycled water is used within the District’s service area for:

- Landscape irrigation: 80% of all public and commercial landscaping is irrigated with recycled water.
- Agriculture irrigation
- Commercial uses: 45 commercial buildings use recycled water for toilet/urinal flushing and in cooling towers.
- Industrial uses: including a carpet dying, concrete production, and composting.

**Seasonal Storage of Recycled Water**

While recycled water production remains relatively stable throughout the year, recycled water demands, dominated by irrigation uses, vary considerably due to variations in weather patterns. IRWD’s recycled water storage reservoirs allow for excess recycled water produced in the cooler and wetter winter months to be stored for use in the hotter and dryer summer months when irrigation demands are higher. Without adequate seasonal storage, the excess supplies are lost to ocean disposal and operational costs to purchase supplemental water to meet summer demands increase.

The addition of Syphon Reservoir to IRWD’s existing network of seasonal recycled water storage reservoirs will allow the District to utilize 100% of its recycled water. Every gallon of recycled water used for irrigation, toilet flushing or industrial processes, saves a gallon of drinking water for potable purposes.



# Operational Updates



Yucaipa Valley Water District



**Date:** October 13, 2015

**Subject:** Implementation of the Recycled Water Filling Station for Customers of the Yucaipa Valley Water District

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The Yucaipa Valley Water District staff has been investigating the implementation of a recycled water filling station to meet the needs of customers interested in using recycled water for irrigation use at their homes.

On August 5, 2015, the Board of Directors authorized the District staff to proceed with the implementation of a recycled water filling station.

On September 3<sup>rd</sup> and September 17<sup>th</sup>, the District hosted a meeting with interested residential customers. During the community meeting, a copy of the attached application was distributed for customers. The District's website is currently being reconfigured to host information about this program for our customers.

The next step is to receive approval from the Department of Drinking Water for the residential recycled water fill station.

The purpose of this workshop item is to provide an update on the status of this project.



Yard Sign Concept



## Residential Recycled Water Fill Station Application and Agreement

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Yucaipa Valley Water District Account Number: \_\_\_\_\_

Driver's License Number Associated with this Address: \_\_\_\_\_

Additional Driver's License Number(s) Associated with this Address: \_\_\_\_\_

**Recycled water will be used for:**

- Irrigation of trees, landscaping, garden  Vehicle washing
- Surface washing of outdoor furniture  Surface washing of hard surfaces (paths, walls, etc...)
- Other: \_\_\_\_\_

### Things to know about the use of recycled water

1. **What is tertiary-treated recycled water and is it safe?** The District's disinfected tertiary-treated recycled water ("recycled water") is sewage that has been treated to State defined standards in compliance with Title 22 of the California Code of Regulations. The recycled water produced at the Wochholz Regional Water Recycling Facility is regularly tested in compliance with the requirements established by the Santa Ana Regional Water Quality Control Board and is used throughout our service territory for irrigation of parks, school yards, golf courses, and median landscaped areas, and at other approved locations.
2. **What can I use recycled water for?** Title 22 of the California Code of Regulations specifies that recycled water can be used to water your trees, gardens, vegetables, and lawns as well as wash your car, outdoor furniture and hard surfaces (paths, walls, windows, etc.). Please note that recycled water cannot runoff from your property.
3. **What is recycled water NOT suitable for?** Recycled water cannot be used for drinking, cooking, bathing or showering, filling swimming pools or spas, children's water toys, or plumbing to the household domestic plumbing system (including the irrigation system).
4. **Can I water my plants with recycled water?** Yes, all plants can be watered with recycled water. This includes fruit trees, vegetables and herbs. Just remember to wash all fruits, vegetables, and herbs with drinking water prior to consumption.

5. **Do water conservation restrictions apply to recycled water?** No. Water-use restrictions do not apply to recycled water. However, recycled water is a valuable resource and should not be wasted.
6. **Who develops the health standards for recycled water?** Recycled water is strictly monitored to ensure it meets water quality standards set by the Regional Water Quality Control Board and the State Water Resources Control Board.
7. **How much will recycled water cost me?** Nothing, it's free.
8. **How much recycled water can I pick up at a time?** The maximum amount of recycled water one can obtain is 300 gallons per visit. Please remember that water weighs over eight (8) pounds per gallon. A five (5) gallon container weighs over forty (40) pounds. Please be sure your vehicle can handle the amount of recycled water you elect to transport. **The Yucaipa Valley Water District is not liable for any personal injuries or property damages, including to you or your vehicle(s), due to your use of the District's recycled water and the District's Residential Recycled Water Fill Station.**
9. **What are the rules and regulations for residential use of recycled water?**
  - The Program rules and regulations include Yucaipa Valley Water District's Rules and Regulations for Water, Sewer, and Recycled Water, as amended from time to time.
  - Only residents who are Yucaipa Valley Water District customers that have been approved to use recycled water can obtain recycled water through this Program.
  - Only containers that have Yucaipa Valley Water District provided stickers affixed to them can be used to transport recycled water.
  - Recycled water can only be used for the uses identified by Yucaipa Valley Water District.
  - The resale of recycled water provided to a resident under this program is prohibited.
  - Recycled water must not be put into an existing landscape irrigation system.
  - It is **illegal** to connect recycled water containers and equipment to buried irrigation systems or to onsite drinking water supply. If an illegal connection does occur you, your family, and neighbors could end up drinking recycled water. Violators are subject to fines up to \$1,000 per day and loss of participation in the Program.
  - Recycled water cannot be used for irrigation within 50 feet of a well.
  - Recycled water shall not be discharged to the street gutter or storm drain system. If you have leftover recycled water and want to dispose of it, either discharge it to a landscaped area or to the sanitary sewer system.
  - Do not drink recycled water or use it for food preparation.
  - Take precautions to avoid contact with food while using recycled water.
  - Wash vegetables with drinking water prior to eating or cooking.
  - Recycled water shall be used and/or applied promptly.
  - Containers with recycled water shall be closed or covered to avoid mosquito and vector control issues.
  - Yucaipa Valley Water District may conduct site visits to monitor the use of recycled water.
  - The hours of the Recycled Water Fill Station may be modified by Yucaipa Valley Water District at any time without prior notice.
10. **What is the process to obtain recycled water?**
  - Complete this **Residential Recycled Water Use Application and Agreement** (form can be filled out online, then printed and signed).
  - Bring the completed form to the Yucaipa Valley Water District's Residential Recycled Water Fill Station. Hours are posted at [www.yvwd.dst.ca.us](http://www.yvwd.dst.ca.us).
  - An attendant will provide training in the proper use of recycled water and procedures for collection, issue you a wallet card, and answer any questions you may have.
  - During training you will be provided with Recycled Water stickers that need to be placed on all containers used to transport and store recycled water.

- After training is complete and stickers have been installed on the containers, you will be able to pick up recycled water during the designated residential fill station “open” hours, posted on the District’s website at [www.yvwd.dst.ca.us](http://www.yvwd.dst.ca.us).
- You will be required to show the attendant the wallet card you received at the time of training. Do not share your wallet card with others. All users must receive training to ensure they are informed of the use requirements.
- During each pickup, the attendant will scan the bar code that is on back of the wallet card and will enter the amount of recycled water you are collecting.

In consideration of being allowed to use recycled water, I hereby waive, release, and discharge the Yucaipa Valley Water District, its directors, officers, agents, and employees (herein collectively referred to as “the District”) from any liability of any sort (including all claims, demands, damages, actions or causes of action in law or in equity), arising from injuries, including death, or property damages that I may suffer as a result of using the District’s recycled water and its Residential Recycled Water Fill Station to obtain recycled water except to the extent arising from the negligence or premises liability of the District.

The undersigned hereby requests recycled water and agrees to abide by all regulations of the District. This application/agreement shall at all times be subject to such changes or modifications of the regulations by the Board of Directors of the District, as said Board of Directors may, from time to time, direct in the exercise of its jurisdiction.

When accepted by the Yucaipa Valley Water District, this application for permission to use the District’s recycled water and its Residential Recycled Water Fill Station Program (the “Program”) in accordance with all of the terms and conditions described herein, will constitute the agreement between the undersigned customer and the Yucaipa Valley Water District (the “Agreement”).

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Thank you for participating in the Residential Recycled Water Fill Station Program. We sincerely appreciate your involvement and support to make this program a success.



# Capital Improvement Projects



Yucaipa Valley Water District



**Date:** October 13, 2015

**Subject:** Status Report on the Construction of a 6.0 Million Gallon Drinking Water Reservoir R-12.4 - Calimesa

At the regular meeting on July 16, 2014, the Board authorized the solicitation of bids for the construction of a 6.0 Million Gallon R-12.4 Reservoir located on Singleton Road in Calimesa [Director Memorandum No. 14-060]. On November 19, 2014, the Board of Directors awarded the construction contract for the reservoir facility to Gateway Pacific Contractors [Director Memorandum No. 14-091].



The purpose of this agenda item is to provide an update on the progress of the reservoir construction project.











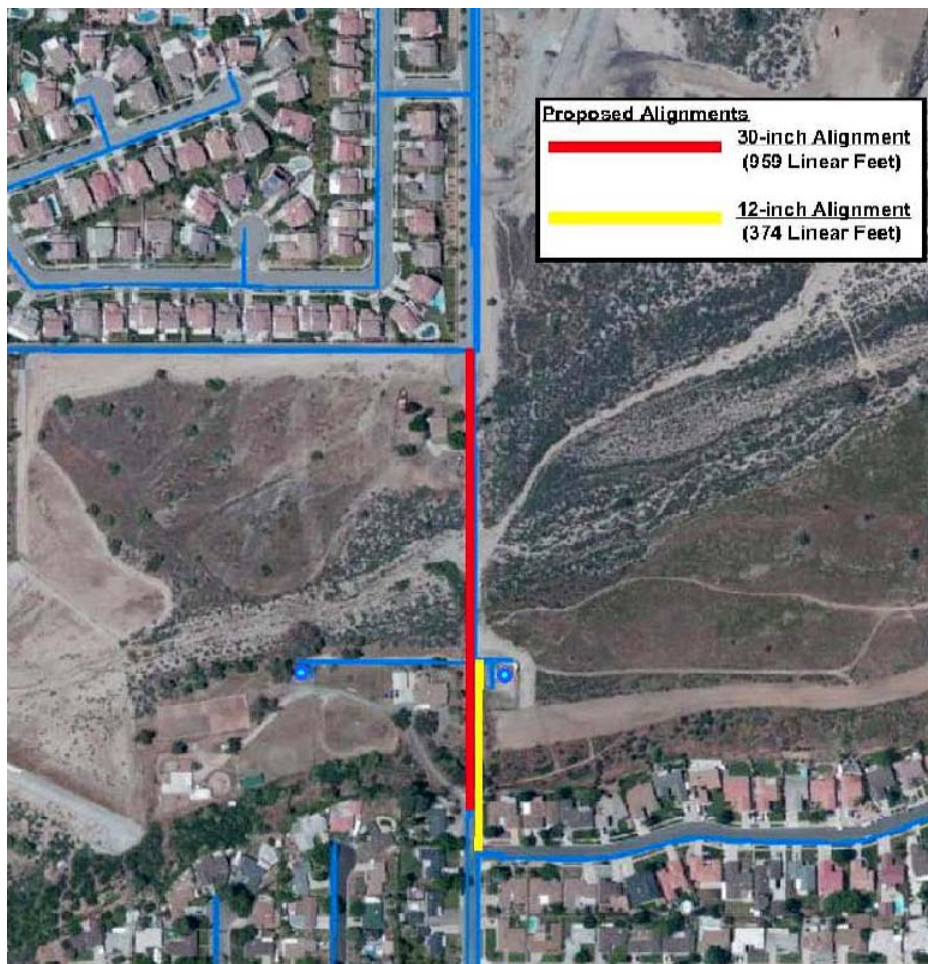
**Date:** October 13, 2015

**Subject:** Status Report on the Installation of a 30” Drinking Water Pipeline and a 12” Drinking Water Pipeline in Second Street, Yucaipa

At the regular board meeting on September 3, 2014 the Board of Directors authorized the District staff to solicit bids for the construction of a 30” drinking water conveyance pipeline and 12” drinking water pipeline in Second Street, Yucaipa [Director Memorandum No. 14-072].

On July 15, 2015, the Board of Directors awarded the construction contract to Borden Excavating for \$536,755. [DM 15-070]

The purpose of this agenda item is to provide an update on the status of the construction project.









Date: October 13, 2015

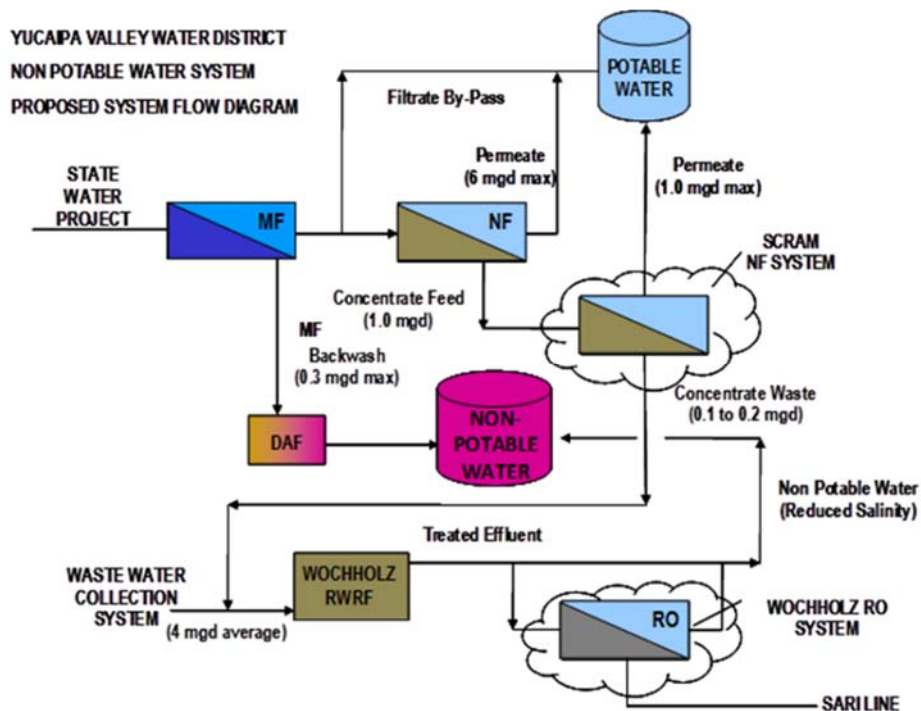
Subject: Status Report on the Drinking Water Filtration System Efficiency Enhancement Project

The Yucaipa Valley Water District operates the Yucaipa Valley Regional Water Filtration Facility (YVRWFF) for production of drinking water. The drinking water filtration facility is designed for an ultimate capacity of 36 million gallons per day (mgd) using the latest membrane barrier technology for the removal of macro, micro and molecular constituents that are commonly found in surface water streams and lakes.

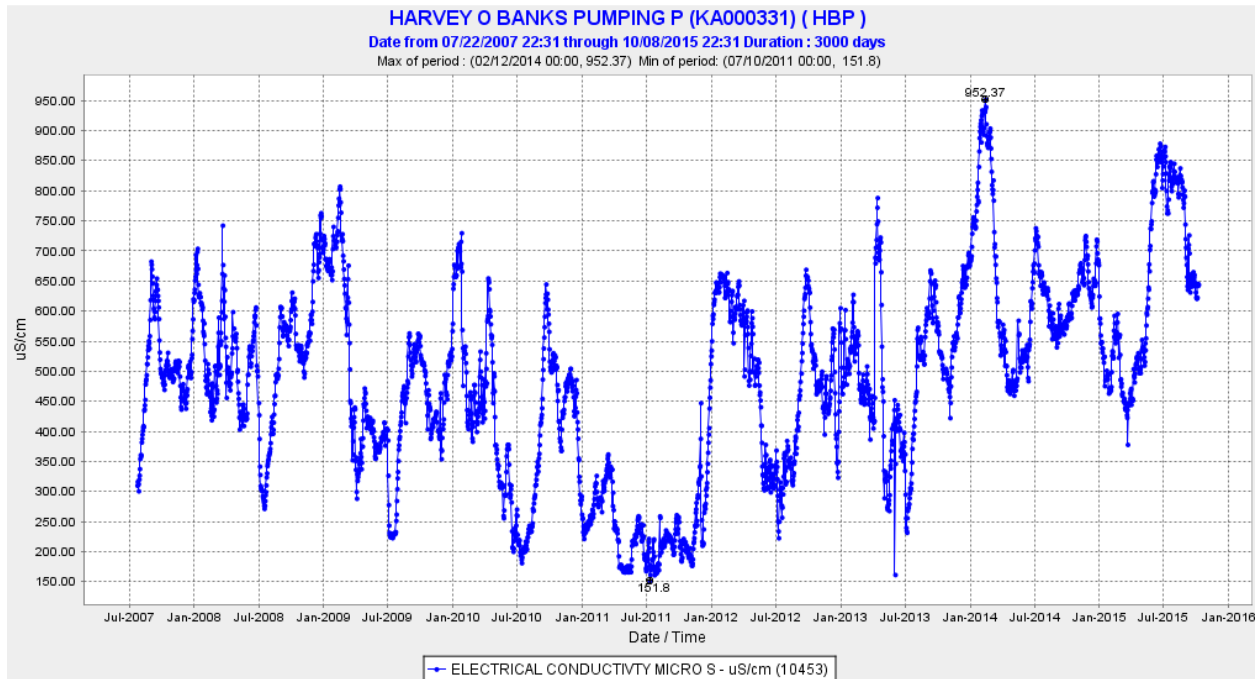
Today the filtration system consists of 13.6 mgd of microfiltration (MF) and 6.0 mgd of nanofiltration (NF) processes. The 6.0 mgd NF system capacity allows the District to provide up to 8.0 mgd of drinking water at a blend ratio of 75:25 NF:MF, which is needed to minimize formation of regulated disinfection by products. To increase the production capacity of the facility, an additional NF process should be installed.

The District staff has analyzed the benefit of increasing the nanofiltration capacity by 3 mgd with a concentrate recycle process to increase the productivity and efficiency of the system while reducing the volume of the backwash water produced at the facility. This system enhancement will increase the overall drinking water capacity of the facility from 8 mgd to 12 mgd while eliminating about 1.0 mgd of flow to the recycled water system.

The benefit of this project would be to: (1) increase the efficiency of drinking water produced from the filtration facility from 85% to 95%; (2) decrease the amount of recycled water produced from the drinking water facility; (3) enhance the protection of the drinking water supply from increased salinity excursions and an upward overall salinity trend from source water originating from the State Water Project (a



salinity peak in early 2014 and mid-2015 is shown below); and (4) maintain compliance with the Regional Water Quality Control Board Basin Plan objectives for the Beaumont, San Timoteo and Yucaipa Management Zones.



The purpose of this agenda item is to provide an overview of the proposed drinking water filtration system production enhancement project.

# Administrative Items



Yucaipa Valley Water District



**Date: October 13, 2015**

**Subject: Review of the Unaudited Financial Report for the Period Ending on September 30, 2015**

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The District staff has prepared the attached Unaudited Financial Report for the period ending on September 30, 2015. The unaudited report is attached to this memorandum for your review.

This financial information will be presented again at the next regularly scheduled board meeting with a recommendation to receive and file the unaudited financial report.



Yucaipa Valley Water District

**Director Memorandum 15-0xx**

**Date:** October 21, 2015

**Prepared By:** Vicky Elisalda, Controller  
Peggy Little, Administrative Supervisor

**Subject:** Unaudited Financial Report for the Period Ending on September 30, 2015

**Recommendation:** That the Board receives and files the unaudited financial report as presented.

The following unaudited financial report has been prepared by the Administrative Department for your review. The report has been divided into six sections to clearly disseminate information pertaining to the financial status of the District. Please remember that the following financial information has not been audited.

**Cash Fund Balance Report**

[Detailed information can be found on page 6 to 7 of 30]

The Cash Fund Balance Report provides a summary of how the total amount of funds maintained by financial institutions is distributed throughout the enterprise and non-enterprise funds of the District. A summary of the report is as follows:

<b>Fund Source</b>	<b>Operating Funds</b>	<b>Restricted Funds</b>	<b>Total Funds</b>
Water Division	\$7,443,545.47	\$586,423.56	\$8,029,969.03
Sewer Division	\$12,562,041.54	(\$5,820,379.61)	\$6,741,661.93
Recycled Water Division	<u>\$3,021,098.19</u>	<u>\$369,859.32</u>	<u>\$3,390,957.51</u>
<b>Total</b>	<b>\$23,026,685.20</b>	<b>(\$4,864,096.73)</b>	<b>\$18,162,588.47</b>

Most of the funds reflected in the Cash Fund Balance Report are designated for specific purposes and are therefore restricted, either by law or by District policy.

**Check Register**

[Detailed information can be found on pages 8 to 12 of 30]

The check register lists each check processed during the month of September 2015. The District processed 249 checks during the month of September for a total sum of \$4,162,234.44. All checks are reviewed by District staff for accuracy and completeness, and usually signed by the General Manager and one Director, but may be signed by two Directors.

The Controller will make any check, invoice or supporting documentation available for review to any board member upon request.

**Financial Account Information**

[Detailed information can be found on pages 13 to 16 of 30]

The District currently deposits all revenue received into the Deposit Checking account. The General Checking account is used as a sole processing account for all District checks and electronic payroll. The Investment Checking account is used for the purchase and redemption of US treasury notes and bills and for the transfer of LAIF funds. The US treasury notes and bills are booked at cost.

The LAIF investment account is a pooled money account administered by the State of California. Additional information on the LAIF account is provided below in the investment summary report.

**Investment Summary**

[Detailed information can be found on pages 17 to 18 of 30]

The investment summary report illustrates the District's investments in US treasury notes and bills in addition to the investments held by the Local Agency Investment Fund or LAIF. The yields for the treasury notes and bills are provided for each individual transaction. The historical annual yield for funds invested with LAIF is also provided.

Separate pooled money investment reports prepared by the State of California are maintained by the District and available for review.

**Monthly Revenue Allocation**

[Detailed information can be found on pages 19 to 20 of 30]

During the month of September 2015 the District received a sum total of \$2,245,076.17 in revenues from the following categories:

- A total of \$1,840,493.90 was received from 14,684 customers for utility bill payments. This is the total amount of utility bill payments received from water, sewer and recycled services.
- A total of \$1,736.00 was received for construction meter deposits, customer deposits and internet fee payments.
- A total of \$275,469.27 was received from miscellaneous water related activities (other than utility bill charges).
- A total of \$127,377.00 was received from miscellaneous sewer related activities (other than utility bill charges).
- A total of \$0.00 was received from miscellaneous recycled related activities (other than utility bill charges).

**Fiscal Year 2016 Budget Status**

[Detailed information can be found on pages 21 to 30 of 30]

The revenue and expense budget status for the 2016 Fiscal Year is provided for your review.

**Summary of Revenue Budget  
As of September 30, 2015 (21% of Budget Cycle)**

<u>Division</u>	<u>Budget Amount</u>	<u>Current Month</u>	<u>Year-To-Date</u>	<u>Percentage</u>
Water	13,412,500	909,718	1,997,840	14.90%
Sewer	11,820,000	944,331	2,165,469	18.32%
Recycled Water	537,250	50,610	117,454	21.86%
<b>District Revenue</b>	<b>25,769,750</b>	<b>1,904,659</b>	<b>4,280,763</b>	<b>16.61%</b>

**Summary of Water Budget  
As of September 30, 2015 (21% of Budget Cycle)**

<u>Department</u>	<u>Budget Amount</u>	<u>Current Month</u>	<u>Year-To-Date</u>	<u>Percentage</u>
Water Resources	5,050,200	330,115	1,042,161	20.64%
Public works	2,385,800	106,058	364,751	15.29%
Administration	3,682,486	249,333	806,369	21.90%
Long Term Debt	2,294,014	0	1,653,457	72.08%
Asset Acquisition	0	0	0	0.00%
<b>TOTAL</b>	<b>13,412,500</b>	<b>685,506</b>	<b>3,866,738</b>	<b>28.83%</b>

**Summary of Sewer Budget  
As of September 30, 2015 (21% of Budget Cycle)**

<u>Department</u>	<u>Budget Amount</u>	<u>Current Month</u>	<u>Year-To-Date</u>	<u>Percentage</u>
Treatment	3,789,816	227,736	740,317	19.53%
Administration	3,151,840	231,900	688,761	21.85%
Environmental Control	982,300	66,064	192,077	19.55%
Long Term Debt	3,896,044	2,097,629	2,097,629	53.84%
Asset Acquisition-Palmer	0	0	0	0.00%
<b>TOTAL</b>	<b>11,820,000</b>	<b>2,623,329</b>	<b>3,718,784</b>	<b>31.46%</b>

**Summary of Recycled Water Budget  
As of September 30, 2015 (21% of Budget Cycle)**

<u>Department</u>	<u>Budget Amount</u>	<u>Current Month</u>	<u>Year-To-Date</u>	<u>Percentage</u>
Administration	537,250	26,778	96,860	18.03%
<b>TOTAL</b>	<b>537,250</b>	<b>26,778</b>	<b>96,860</b>	<b>18.03%</b>
<b>District Expenses</b>	<b>25,769,750</b>	<b>3,335,613</b>	<b>7,682,382</b>	<b>29.81%</b>

### **Investment Policy Disclosure**

The District is currently compliant with the portfolio of its Investment Policy and State Law.

The District is using Sandy Gage with Merrill Lynch Wealth Management (Bank of America Corporation) for Treasury investments. The District expects to meet its expenditure requirements for the next six months.

### **Questions or Comments**

If you have any questions about a particular budget account, please do not hesitate to contact the Controller directly. If you need additional information, the members of the Administrative Department would be happy to provide you with any detailed information you may desire.



## Cash Fund Balance Report - September 2015

Water Division	GL#	Balance
*ID 1 Construction Funds	02-10216	\$ 293,145.85
*ID 2 Construction Funds	02-10217	\$ 80,409.31
*FCC - Debt Service YVRWFF Phase I	02-10401	\$ (428,825.16)
*FCC - Future YVRWFF Phase II & III	02-10403	\$ 282,037.91
*FCC - Recycled System	02-10410	\$ (1,077,634.04)
*FCC - Booster Pumping Plants	02-10411	\$ 460,697.92
*FCC - Pipeline Facilities	02-10412	\$ (674,440.33)
*FCC - Water Storage Reservoirs	02-10413	\$ 1,651,032.10
Depreciation Reserves	02-10310	\$ 3,134,932.13
Infrastructure Reserves	02-10311	\$ 2,014,191.00
Sustainability Fund	02-10313	\$ 596,670.36
Rate Stabilization Fund	02-10314	\$ 500,209.14
Imported Water Fund - MUNI	02-10315	\$ 57,141.30
Imported Water Fund - SGPWA	02-10316	\$ 843,172.30
Operating Funds:		\$ 297,229.24
<b>Total Water Division</b>		<b>\$ 8,029,969.03</b>

Sewer Division	GL#	Balance
*SRF Reserve Fund - Brineline	03-10218	\$ 637,449.00
*SRF Reserve Fund - WISE	03-10219	\$ 184,928.00
*SRF Reserve Fund - R 10.3	03-10220	\$ 51,531.00
*SRF Reserve Fund - Crow St	03-10221	\$ -
*FCC - Debt Service WWTP Expansion & Upgrade	03-10405	\$ 930,600.40
*FCC - Future WWTP Expansion	03-10407	\$ 857,573.89
*FCC - Sewer Interceptors	03-10415	\$ (1,077,060.15)
*FCC - Lift Stations	03-10416	\$ 211,388.84
*FCC - Effluent Disposal Facilities	03-10417	\$ (1,782,910.28)
*FCC - Salt Mitigation Facilities	03-10418	\$ (5,833,880.31)
Project Fund - Encumbered	03-10215	\$ 154,500.00
Depreciation Reserves	03-10310	\$ 5,673,006.09
Infrastructure Reserves	03-10311	\$ 3,386,270.00
Rate Stabilization Fund	03-10314	\$ 1,464,394.90
Operating Funds:		\$ 1,883,870.55
<b>Total Wastewater Division</b>		<b>\$ 6,741,661.93</b>

Recycled Water Division	GL#	Balance
*FCC - Recycled System	04-10410	\$ 37,466.43
*FCC - Booster Pumping Plants	04-10411	\$ 39,980.37
*FCC - Pipeline Facilities	04-10412	\$ 182,260.85
*FCC - Water Storage Reservoirs	04-10413	\$ 110,151.67
Project Fund - Encumbered	04-10215	\$ 200,000.00
Depreciation Reserves	04-10310	\$ 509,918.00
Infrastructure Reserves	04-10311	\$ 234,173.00
Operating Funds:		\$ 2,077,007.19
<b>Total Recycled Water Division</b>		<b>\$ 3,390,957.51</b>

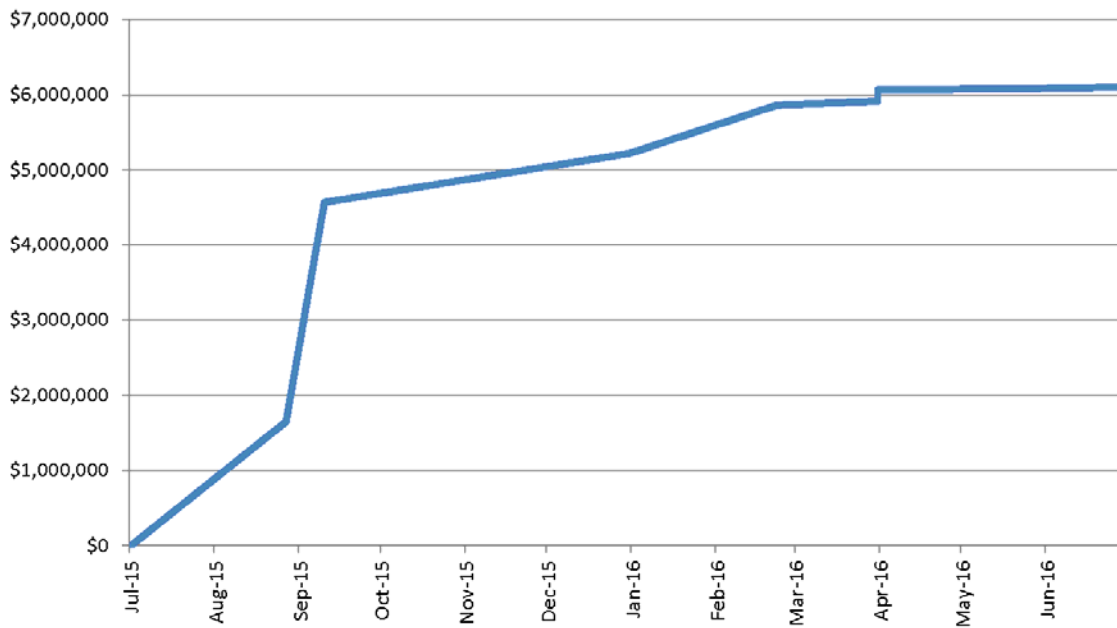
**DISTRICT TOTAL** **\$ 18,162,588.47**

\*=Restricted Funds

## Cash Fund Balance Report - September 2015

Pending Financial Obligations for Fiscal Year 2015/16				
Due Date	Fund	Description	Term of Obligation	Amount
08/27/2015	Water	2015A Bond Payment - YVRWFF	2015-2034	\$ 1,646,177.19
09/10/2015	Sewer	SRF Payment - WRWRF	2009-2028	\$ 2,923,688.75
12/31/2015	Sewer	SRF Payment - Yucaipa Regional Brineline	2013-2032	\$ 649,273.50
02/23/2016	Water	2015A Bond Payment - YVRWFF	2015-2034	\$ 640,556.25
03/31/2016	Sewer	SRF Payment - Recycled Reservoir R-10.3	2014-2033	\$ 54,277.31
03/31/2016	Sewer	SRF Payment - Desalinization at WRWRF	2014-2033	\$ 185,251.30
06/01/2016	Sewer	SBVMWD - Inland Empire Brineline Payment	2013-2016	\$ 20,000.00
06/30/2016	Sewer	SRF Payment - Crow Street/Recycled Booster B-12.1	Estimated	\$ 19,254.37
<b>Total</b>				<b>\$ 6,138,478.67</b>

**Payment Schedule and Cash Flow Requirements  
for Fiscal Year 2015-2016**



## Check Register - September 2015

<u>Check Date</u>	<u>Check Number</u>	<u>Name</u>	<u>Check Amount</u>
09/01/2015	24087	State Water Resources Control	55.00
09/01/2015	24088	ADS, LLC	6,262.00
09/01/2015	24089	Ameripride Uniform Services	485.99
09/01/2015	24090	Redlands Employment Services	948.40
09/01/2015	24091	Calimesa, City Of	90.00
09/01/2015	24092	Fedex	211.75
09/01/2015	24093	House Of Quality, Parts Plus	460.98
09/01/2015	24094	Konica Minolta Business Soluti	1,147.62
09/01/2015	24095	Krieger & Stewart	60,485.50
09/01/2015	24096	Leroy's Landscape Services	5,700.00
09/01/2015	24097	PMG Multirotors Inc.	7,105.32
09/01/2015	24098	Praxair Inc.	25.39
09/01/2015	24099	Association of San Bernardino	70.00
09/01/2015	24100	State Water Resources Control	2,923,668.75
09/01/2015	24101	U.S. Telepacific Corp	3,846.44
09/01/2015	24102	The Gas Company	23.97
09/01/2015	24103	Yucaipa Disposal, Inc.	1,407.16
09/01/2015	24104	Ampak Chemicals, Inc.	5,319.00
09/01/2015	24105	Brithinee Electric	10,050.14
09/01/2015	24106	Daily Journal Corporation	752.40
09/01/2015	24107	DC Frost Associates, Inc.	8,084.56
09/01/2015	24108	Dickson	328.00
09/01/2015	24109	Fastenal Company	33.26
09/01/2015	24110	Grainger	2,181.88
09/01/2015	24111	Alan L. Grubel Automotive Inc.	473.21
09/01/2015	24112	Hewlett-Packard Co.-Public Sec	1,982.04
09/01/2015	24113	Inland Water Works Supply Co.	6,612.30
09/01/2015	24114	J.L. Wingert Co.	32.54
09/01/2015	24115	JB Paving & Engineering, Inc.	7,587.25
09/01/2015	24116	Johnson Power Systems	1,252.32
09/01/2015	24117	MBC Applied Environmental Scie	1,300.00
09/01/2015	24118	Nuckles Oil Company, Inc.	4,362.38
09/01/2015	24119	NCL Of Wisconsin Inc	145.69
09/01/2015	24120	Office Solutions Business Prod	162.34
09/01/2015	24121	Polydyne Inc.	5,713.20
09/01/2015	24122	Freedom Communications Holding	640.00
09/01/2015	24123	Pro-Pipe & Supply, Inc.	1,818.27
09/01/2015	24124	Riverside Winnelson Company	281.47
09/01/2015	24125	JR Simplot Company	302.40
09/04/2015	24126	PAYROLL CHECK	2,174.25
09/04/2015	24127	PAYROLL CHECK	177.60
09/04/2015	24128	CARNES, TIM	42.21
09/04/2015	24129	FELARCA, JOY LYNN	16.66
09/04/2015	24130	MICHAELS, MIKE	60.79
09/04/2015	24131	ARMSTRONG, DAVID	42.43
09/04/2015	24132	CA-PERS Supplemental Income 45	17,154.07
09/04/2015	24133	WageWorks, Inc.	1,328.07
09/04/2015	24134	Public Employees' Retirement S	20,650.02
09/04/2015	24135	Hong Nelson	125.00
09/04/2015	24136	IBEW Local 1436	216.00
09/04/2015	24137	Rodd Greene	601.00
09/04/2015	24138	Standard Insurance Company	2,138.36
09/04/2015	24139	Western Dental Services, Inc.	302.27
09/04/2015	24140	Robert Hines	601.00
09/04/2015	24141	Anthem Blue Cross L and H	316.90

## Check Register - September 2015

<u>Check Date</u>	<u>Check Number</u>	<u>Name</u>	<u>Check Amount</u>
09/04/2015	24142	Standard Insurance Company	2,713.84
09/04/2015	24143	Aetna Health of California	59,168.00
09/04/2015	24144	Standard Insurance Vision Plan	558.80
09/04/2015	24145	MetLife Small Business Center	437.88
09/08/2015	24146	Addiction Medicine Consultants	49.50
09/08/2015	24147	Ameripride Uniform Services	406.65
09/08/2015	24148	Redlands Employment Services	900.98
09/08/2015	24149	First American Data Tree, LLC	50.00
09/08/2015	24150	DDB Engineering Inc.	6,389.60
09/08/2015	24151	InfoSend, Inc.	5,276.77
09/08/2015	24152	Neopost USA Inc.	190.48
09/08/2015	24153	NetComp Technologies, Inc.	10,719.72
09/08/2015	24154	Riverside Winnelson Company	4,757.04
09/08/2015	24155	San Gorgonio Pass Water Agency	11,686.38
09/08/2015	24156	The Gas Company	25.91
09/08/2015	24157	Underground Service Alert Of S	193.50
09/08/2015	24158	George F. Siddle	72.75
09/08/2015	24159	Brenntag Pacific, Inc	10,470.61
09/08/2015	24160	Victor James Valenti	3,614.96
09/08/2015	24161	CraneVeyor Corp.	624.00
09/08/2015	24162	Crown Ace Hardware - Yucaipa	1,194.86
09/08/2015	24163	VOID CHECK	0.00
09/08/2015	24164	FKC Co., Ltd	2,000.00
09/08/2015	24165	Grainger	2,380.21
09/08/2015	24166	Hach Company	618.87
09/08/2015	24167	Hasa, Inc.	3,890.98
09/08/2015	24168	Inland Water Works Supply Co.	341.17
09/08/2015	24169	JB Paving & Engineering, Inc.	8,800.00
09/08/2015	24170	Nuckles Oil Company, Inc.	2,376.51
09/08/2015	24171	Nagem, Inc.	4,159.09
09/08/2015	24172	Office Solutions Business Prod	21.29
09/08/2015	24173	Pro-Pipe & Supply, Inc.	153.16
09/08/2015	24174	Redlands-Yucaipa Rentals Inc.	198.00
09/08/2015	24175	Roquet Construction	3,440.55
09/08/2015	24176	Teledyne Isco, Inc.	234.90
09/08/2015	24177	HD Supply Facilities Maintenanc	3,253.32
09/08/2015	24178	MOIST PROP MGMT	29.70
09/08/2015	24179	PRATT, TERRY	26.78
09/08/2015	24180	SRF 81 LLC	42.43
09/08/2015	24181	DALLIN LLC	20.65
09/08/2015	24182	VANDERELST, JOHN	17.68
09/08/2015	24183	John Hull	115.00
09/08/2015	24184	Jennifer Ares	199.59
09/14/2015	24185	Aklufi & Wysocki	4,837.50
09/14/2015	24186	Delta Partners, LLC	7,500.00
09/14/2015	24187	Krieger & Stewart	27,436.07
09/14/2015	24188	One Stop Landscape Supply Inc	23,757.50
09/14/2015	24189	Platinum Advisors, LLC	5,000.00
09/14/2015	24190	RMC Water and Environment	50,461.36
09/14/2015	24191	Sacramento Bank of Commerce	30,340.00
09/14/2015	24192	Separation Processes, Inc.	11,963.50
09/14/2015	24193	Skydrop, LLC	3,800.00
09/14/2015	24194	VTD, Vavrinek, Trine, Day & CO	10,500.00
09/14/2015	24195	Ameripride Uniform Services	413.12
09/14/2015	24196	Redlands Employment Services	948.40

## Check Register - September 2015

<u>Check Date</u>	<u>Check Number</u>	<u>Name</u>	<u>Check Amount</u>
09/14/2015	24197	Corelogic, Inc.	330.00
09/14/2015	24198	Coverall North America, Inc.	1,021.00
09/14/2015	24199	Eurofins Eaton Analytical, Inc	1,600.00
09/14/2015	24200	Fedex	94.19
09/14/2015	24201	Jean's Flower Basket	59.30
09/14/2015	24202	SCCI, Inc.	350.00
09/14/2015	24203	SB CNTY-Fire Protection Distri	2,702.00
09/14/2015	24204	Separation Processes, Inc.	1,419.00
09/14/2015	24205	Sims Welding & Supply Co., Inc	202.99
09/14/2015	24206	The Counseling Team Internatio	180.00
09/14/2015	24207	News Mirror Publishing, Inc.	408.10
09/14/2015	24208	Ampak Chemicals, Inc.	4,893.48
09/14/2015	24209	Best Home Center	110.10
09/14/2015	24210	CINTAS Corporation	786.68
09/14/2015	24211	Jan Brinkman Jr.	145.00
09/14/2015	24212	G&G Environmental Compliance, I	2,590.26
09/14/2015	24213	Grainger	168.87
09/14/2015	24214	Harrington Ind. Plastic, LLC	65.57
09/14/2015	24215	Inland Water Works Supply Co.	5,722.81
09/14/2015	24216	Matich Corp	2,065.55
09/14/2015	24217	Nuckles Oil Company, Inc.	1,509.52
09/14/2015	24218	Office Solutions Business Prod	176.90
09/14/2015	24219	P & R Paper Supply Co., Inc.	296.04
09/14/2015	24220	R & R Anderson Trucking	1,358.36
09/14/2015	24221	Redlands-Yucaipa Rentals Inc.	171.60
09/14/2015	24222	Riverside Winnelson Company	205.29
09/14/2015	24223	State Water Resources Control	90.00
09/18/2015	24224	PAYROLL CHECK	2,092.65
09/18/2015	24225	CA-PERS Supplemental Income 45	16,052.38
09/18/2015	24226	WageWorks, Inc.	1,328.07
09/18/2015	24227	Matthew Porras	115.68
09/18/2015	24228	DUNGAN, CHARLES J	173.00
09/18/2015	24229	FRANK, ANTHONY & KRI	17.76
09/18/2015	24230	GUSTAS, DEBORAH	52.36
09/18/2015	24231	MOORE, JOHN	91.14
09/18/2015	24232	Public Employees' Retirement S	20,630.66
09/18/2015	24233	Hong Nelson	125.00
09/21/2015	24234	Ralph C. Casas	79.75
09/21/2015	24235	Ameripride Uniform Services	404.26
09/21/2015	24236	Redlands Employment Services	758.72
09/21/2015	24237	AT&T Mobility	1,533.98
09/21/2015	24238	Central Communications	284.02
09/21/2015	24239	Fedex	23.49
09/21/2015	24240	InfoSend, Inc.	3,531.29
09/21/2015	24241	NetComp Technologies, Inc.	6,610.60
09/21/2015	24242	RMC Water and Environment	891.60
09/21/2015	24243	Verizon	92.69
09/21/2015	24244	Vision Internet Providers, Inc	14,300.00
09/21/2015	24245	Walter L. Ferar	654.45
09/21/2015	24246	Agriserve Pest Control	225.00
09/21/2015	24247	Atlas Copco Compressors, LLC	681.98
09/21/2015	24248	Auto Care Clinic	48.90
09/21/2015	24249	BofA Credit Card	444.92
09/21/2015	24250	Cemex Inc. USA	1,893.24
09/21/2015	24251	Center Electric	13,555.86

## Check Register - September 2015

<u>Check Date</u>	<u>Check Number</u>	<u>Name</u>	<u>Check Amount</u>
09/21/2015	24252	Clinical Laboratory of San Ber	4,774.50
09/21/2015	24253	Cortech Engineering	1,920.58
09/21/2015	24254	Daily Journal Corporation	673.20
09/21/2015	24255	Evoqua Water Technologies LLC	2,051.32
09/21/2015	24256	Fisher Scientific Co.	82.60
09/21/2015	24257	Gallade Chemical	1,501.20
09/21/2015	24258	Grainger	1,900.69
09/21/2015	24259	Alan L. Grubel Automotive Inc.	4,428.09
09/21/2015	24260	Hach Company	2,569.35
09/21/2015	24261	Inland Water Works Supply Co.	1,610.25
09/21/2015	24262	J.L. Wingert Co.	1,155.83
09/21/2015	24263	JB Paving & Engineering, Inc.	9,105.25
09/21/2015	24264	Lowe's Companies, Inc.	37.70
09/21/2015	24265	Nuckles Oil Company, Inc.	1,799.67
09/21/2015	24266	NCL Of Wisconsin Inc	1,006.69
09/21/2015	24267	Odyssey Power Corporation	2,250.00
09/21/2015	24268	P & R Paper Supply Co., Inc.	655.65
09/21/2015	24269	Freedom Communications Holding	572.00
09/21/2015	24270	Pro-Pipe & Supply, Inc.	222.53
09/21/2015	24271	Q Versa, LLC	15,752.56
09/21/2015	24272	Smart & Final Stores, LLC	327.73
09/21/2015	24273	Steven Enterprises, Inc	534.61
09/21/2015	24274	Donald Kent Stone	625.00
09/21/2015	24275	TRL Systems, Inc.	4,703.00
09/21/2015	24276	UPS Store#1504/ Mail Boxes Etc	66.41
09/21/2015	24277	ZEP Manufacturing Company	248.94
09/21/2015	24278	American Family Life Assurance	2,505.43
09/21/2015	24279	Boot Barn #4	270.60
09/21/2015	24280	CalPERS Education Forum 2015	399.00
09/21/2015	24281	Cobb's Printing, LLC	444.96
09/21/2015	24282	YVWD-Petty Cash	257.09
09/21/2015	24283	Gregory N. Godwin	594.19
09/21/2015	24284	WageWorks, Inc.	291.75
09/21/2015	24285	Taylor Corporation	279.96
09/28/2015	24286	PROPERTY MGMT, EAST	290.00
09/28/2015	24287	COLDIRON, PAUL & ALL	116.32
09/28/2015	24288	MANOU, PATRICK	55.51
09/28/2015	24289	State Water Resources Control	140.00
09/28/2015	24290	California Water Environment A	328.00
09/28/2015	24291	Ameripride Uniform Services	418.04
09/28/2015	24292	Aqua-Metric Sales Company	20,797.61
09/28/2015	24293	Redlands Employment Services	675.74
09/28/2015	24294	Bay Alarm Company	4,581.96
09/28/2015	24295	Incode Division-Tyler Technolo	1,270.66
09/28/2015	24296	Krieger & Stewart	64,554.68
09/28/2015	24297	Leroy's Landscape Services	5,700.00
09/28/2015	24298	Praxair Inc.	26.32
09/28/2015	24299	Pro-Pipe & Supply, Inc.	63.75
09/28/2015	24300	SCCI, Inc.	350.00
09/28/2015	24301	SB CNTY-Fire Protection Distri	1,982.00
09/28/2015	24302	SB CNTY-Fire Hazard Abatement	1,123.00
09/28/2015	24303	SCE Rosemead	319,280.09
09/28/2015	24304	Southern CA Emergency Medicine	225.00
09/28/2015	24305	South Coast A.Q.M.D.	9,647.76
09/28/2015	24306	Tattletale Portable Alarm Syst	3,105.00

## Check Register - September 2015

<u>Check Date</u>	<u>Check Number</u>	<u>Name</u>	<u>Check Amount</u>
09/28/2015	24307	U.S. Telepacific Corp	3,853.18
09/28/2015	24308	Verizon	188.56
09/28/2015	24309	Yucaipa Disposal, Inc.	1,407.16
09/28/2015	24310	Agriserve Pest Control	212.05
09/28/2015	24311	Ampak Chemicals, Inc.	4,680.72
09/28/2015	24312	Auto Care Clinic	681.01
09/28/2015	24313	BofA Credit Card	937.60
09/28/2015	24314	Brithinee Electric	5,846.34
09/28/2015	24315	Cal Duct Inc	394.21
09/28/2015	24316	Calolympic Glove & Safety Co.,	104.88
09/28/2015	24317	CHJ Consultants	12,980.50
09/28/2015	24318	DLT Solutions, LLC	696.60
09/28/2015	24319	Environmental Systems Research	26,994.60
09/28/2015	24320	Grainger	1,570.81
09/28/2015	24321	Alan L. Grubel Automotive Inc.	977.51
09/28/2015	24322	Hach Company	1,396.95
09/28/2015	24323	Industrial Safety Supply Corp	1,274.34
09/28/2015	24324	Inland Water Works Supply Co.	1,178.06
09/28/2015	24325	Innerline Engineering	8,700.00
09/28/2015	24326	John Crane Inc.	238.44
09/28/2015	24327	Nuckles Oil Company, Inc.	3,945.96
09/28/2015	24328	NCL Of Wisconsin Inc	567.27
09/28/2015	24329	Nixon-Egli Equipment Co. of So	5,345.63
09/28/2015	24330	Office Solutions Business Prod	273.50
09/28/2015	24331	PowerPlan	2,167.85
09/28/2015	24332	Red Alert Special Couriers	344.26
09/28/2015	24333	Redlands-Yucaipa Rentals Inc.	198.00
09/28/2015	24334	Saf-r-Dig Utility Surveys, Inc	12,150.00
09/28/2015	24335	Steven Enterprises, Inc	1,027.51
<b>September 2015 Check Register Total</b>			<b>4,162,234.44</b>

## Financial Account Information - September 2015

DATE	DESCRIPTION	Deposit Checking	General Checking	Investment Checking	Treasuries at cost	LAIF Invest. Fund	TOTAL ACTIVITY
08/31/2015	bal forward	3,751,669.70	27,938.00	30,114.90	501,567.03	16,103,970.94	20,415,260.57
8/31	rev retained in MM				(629.30)		(629.30)
09/01/2015	Deposit	21,512.87					21,512.87
	Credit Card-8/31	772.67					772.67
	Credit Card-9/1	4,274.73					4,274.73
	Electronic	29,547.01					29,547.01
	Website-9/1	7,548.91					7,548.91
	Website-9/2	237.42					237.42
	Website-9/2	689.94					689.94
09/02/2015	Deposit	57,660.93					57,660.93
	Deposit - Casablanca	29,854.60					29,854.60
	NSF-Casa Blance-JE#4763	(29,854.60)					(29,854.60)
	Credit Card-9/1	1,819.79					1,819.79
	Credit Card-9/2	6,135.14					6,135.14
	Electronic	23,804.10					23,804.10
	Website-9/2	3,240.48					3,240.48
	Website-9/3	81.14					81.14
	Website-9/3	386.17					386.17
	ETS Fees	(1,671.90)					(1,671.90)
	ETS Fees	(1,305.44)					(1,305.44)
09/03/2015	Deposit	43,981.06					43,981.06
	Credit Card-9/2	2,389.71					2,389.71
	Credit Card-9/3	3,180.61					3,180.61
	Electronic	22,843.19					22,843.19
	Website-9/3	3,263.30					3,263.30
	Website-9/4	988.44					988.44
	ACH pymts	44,757.92					44,757.92
9/4/15-PR	Federal Taxes		(45,458.00)				(45,458.00)
9/4/15-PR	State Taxes		(7,686.01)				(7,686.01)
9/4/15-PR	PR Direct Deposit		(106,385.31)				(106,385.31)
9/4/15-PR	VOYA 457		(8,103.64)				(8,103.64)
	Ck#24087-24145		(3,180,234.07)				(3,180,234.07)
	<b>TRF#1368- AP &amp; PR</b>	<b>(3,349,929.03)</b>	<b>3,349,929.03</b>				<b>0.00</b>
09/04/2015	Deposit	43,317.04					43,317.04
	Credit Card-9/3	688.35					688.35
	Credit Card-9/4	3,228.51					3,228.51
	Electronic	16,853.92					16,853.92
	Website-9/4	5,058.18					5,058.18
	Website-9/5	2,503.97					2,503.97
	Website-9/6	99.74					99.74
	Website-9/6	2,010.07					2,010.07
	Website-9/7	1,538.08					1,538.08
	Website-9/8	284.73					284.73
	Website-9/8	4,107.70					4,107.70
09/08/2015	Deposit	107,984.27					107,984.27
	Credit Card-9/4	1,489.14					1,489.14
	Credit Card-9/8	5,188.61					5,188.61
	Electronic	17,517.77					17,517.77
	Website-9/8	2,587.84					2,587.84
	Website-9/9	134.95					134.95
	Website-9/9	2,296.55					2,296.55
	Ck#24146-24184		(88,806.35)				(88,806.35)
	<b>TRF#1369- AP</b>	<b>(88,806.35)</b>	<b>88,806.35</b>				<b>0.00</b>



## Financial Account Information - September 2015

DATE	DESCRIPTION	Deposit Checking	General Checking	Investment Checking	Treasuries at cost	LAIF Invest. Fund	TOTAL ACTIVITY
08/31/2015	bal forward	3,751,669.70	27,938.00	30,114.90	501,567.03	16,103,970.94	20,415,260.57
09/09/2015	Deposit	14,861.91					14,861.91
	Deposit - MC Brown Act Int.	8,124.00					8,124.00
	Credit Card-9/8	1,089.96					1,089.96
	Credit Card-9/9	5,855.48					5,855.48
	Electronic	34,057.75					34,057.75
	Website-9/9	3,658.05					3,658.05
	Website-9/10	629.08					629.08
	Website-9/10	776.46					776.46
09/10/2015	Deposit	75,733.28					75,733.28
	Credit Card-9/9	1,836.72					1,836.72
	Credit Card-9/10	3,981.97					3,981.97
	Electronic	17,605.93					17,605.93
	Website-9/10	2,648.38					2,648.38
	Website-9/11	1,091.75					1,091.75
	ACH pymts	60,190.56					60,190.56
09/11/2015	Deposit	32,937.95					32,937.95
	Deposit - M/C	188.04					188.04
	Deposit - M/C	585.00					585.00
	Credit Card-9/10	458.95					458.95
	Credit Card-9/11	2,985.95					2,985.95
	Electronic	18,886.09					18,886.09
	Website-9/11	3,270.81					3,270.81
	Website-9/12	1,904.19					1,904.19
	Website-9/13	2,305.03					2,305.03
	Website-9/14	71.72					71.72
	Website-9/14	464.90					464.90
09/14/2015	Deposit	114,145.93					114,145.93
	Credit Card-9/11	438.33					438.33
	Credit Card-9/14	3,670.26					3,670.26
	Electronic	16,914.19					16,914.19
	Website-9/14	3,145.07					3,145.07
	Website-9/15	158.15					158.15
	Website-9/15	871.78					871.78
09/15/2015	Deposit	8,861.09					8,861.09
	Credit Card-9/14	863.19					863.19
	Credit Card-9/15	2,629.19					2,629.19
	Electronic	24,108.41					24,108.41
	Website-9/15	4,166.47					4,166.47
	Website-9/16	88.62					88.62
	Website-9/16	521.48					521.48
	ACH pymts	60,534.16					60,534.16
09/16/2015	Deposit	80,803.01					80,803.01
	Credit Card-9/15	2,284.99					2,284.99
	Credit Card-9/16	6,392.46					6,392.46
	Electronic	15,252.44					15,252.44
	Website-9/16	3,687.31					3,687.31
	Website-9/17	142.47					142.47
	Website-9/17	501.35					501.35
9/18/15-PR	Federal Taxes		(44,908.37)				(44,908.37)
9/18/15-PR	State Taxes		(7,910.72)				(7,910.72)
9/18/15-PR	PR Direct Deposit		(104,870.81)				(104,870.81)
9/18/15-PR	VOYA 457		(7,213.64)				(7,213.64)
	Ck#24185-24233		(246,358.76)				(246,358.76)
	<b>TRF#1370- AP &amp; PR</b>	<b>(411,262.30)</b>	<b>411,262.30</b>				<b>0.00</b>

## Financial Account Information - September 2015

DATE	DESCRIPTION	Deposit Checking	General Checking	Investment Checking	Treasuries at cost	LAIF Invest. Fund	TOTAL ACTIVITY
08/31/2015	bal forward	3,751,669.70	27,938.00	30,114.90	501,567.03	16,103,970.94	20,415,260.57
09/17/2015	Deposit	32,984.73					32,984.73
	Deposit - William Lyon Homes	344,694.00					344,694.00
	Credit Card-9/16	3,294.47					3,294.47
	Credit Card-9/17	1,652.71					1,652.71
	Electronic	10,671.12					10,671.12
	Website-9/17	1,957.74					1,957.74
	Website-9/18	595.43					595.43
09/18/2015	Deposit	27,883.85					27,883.85
	Deposit - M/C	5,131.73					5,131.73
	Credit Card-9/17	933.80					933.80
	Credit Card-9/18	2,987.38					2,987.38
	Electronic	20,043.79					20,043.79
	Website-9/18	3,524.01					3,524.01
	Website-9/19	1,659.11					1,659.11
	Website-9/20	1,520.80					1,520.80
	Website-9/21	63.00					63.00
	Website-9/21	735.07					735.07
09/21/2015	Deposit	121,555.36					121,555.36
	Credit Card-9/18	1,034.63					1,034.63
	Credit Card-9/21	3,209.77					3,209.77
	Electronic	19,108.17					19,108.17
	Website-9/21	2,432.39					2,432.39
	Website-9/22	224.08					224.08
	ACH pymts	27,032.87					27,032.87
09/22/2015	Deposit	9,072.30					9,072.30
	Credit Card-9/21	1,841.70					1,841.70
	Credit Card-9/22	883.13					883.13
	Electronic	22,735.31					22,735.31
	Website-9/22	2,398.97					2,398.97
	Website-9/23	101.62					101.62
	Website-9/23	175.60					175.60
	Ck#24234-24285		(111,633.08)				(111,633.08)
	TRF#1371- AP	(111,633.08)	111,633.08				0.00
09/23/2015	Deposit	22,112.78					22,112.78
	Credit Card-9/22	595.58					595.58
	Credit Card-9/23	1,926.98					1,926.98
	Electronic	10,014.70					10,014.70
	Website-9/23	3,141.67					3,141.67
	Website-9/24	90.67					90.67
	Website-9/24	369.79					369.79
09/24/2015	Deposit	25,239.97					25,239.97
	Deposit - M/C	31,566.90					31,566.90
	Credit Card-9/23	470.64					470.64
	Credit Card-9/24	708.11					708.11
	Electronic	9,124.32					9,124.32
	Website-9/24	3,678.90					3,678.90
	Website-9/25	546.79					546.79

### Financial Account Information - September 2015

DATE	DESCRIPTION	Deposit Checking	General Checking	Investment Checking	Treasuries at cost	LAIF Invest. Fund	TOTAL ACTIVITY
08/31/2015	bal forward	3,751,669.70	27,938.00	30,114.90	501,567.03	16,103,970.94	20,415,260.57
09/25/2015	Deposit	24,576.28					24,576.28
	Credit Card-9/24	874.35					874.35
	Credit Card-9/25	1,604.47					1,604.47
	Electronic	5,927.36					5,927.36
	Website-9/25	2,972.99					2,972.99
	Website-9/26	97.33					97.33
	Website-9/26	2,035.73					2,035.73
	Website-9/27	1,404.84					1,404.84
	Website-9/28	308.70					308.70
	Website-9/28	206.15					206.15
	ACH pymts	76,638.20					76,638.20
09/28/2015	Deposit	44,699.94					44,699.94
	Credit Card-9/25	987.25					987.25
	Credit Card-9/28	1,842.99					1,842.99
	Electronic	8,581.32					8,581.32
	Website-9/28	3,230.49					3,230.49
	Website-9/29	167.37					167.37
	Website-9/29	1,158.10					1,158.10
	Ck#24178-24182, 9/8		(137.24)				(137.24)
	Ck#24286-24335		(535,064.94)				(535,064.94)
	TRF#1372- AP	(535,202.18)	535,202.18				0.00
09/29/2015	Deposit	36,961.34					36,961.34
	Deposit - RC Tax	6,613.15					6,613.15
	Deposit - M/C	3,300.15					3,300.15
	Deposit - M/C	655.00					655.00
	Credit Card-9/28	594.34					594.34
	Credit Card-9/29	1,969.86					1,969.86
	Electronic	17,613.38					17,613.38
	Website-9/29	2,964.48					2,964.48
	Website-9/30	1,584.08					1,584.08
09/30/2015	Deposit	45,131.80					45,131.80
	Credit Card-9/29	485.95					485.95
	Credit Card-9/30	6,617.99					6,617.99
	Electronic	16,627.36					16,627.36
	Website-9/30	3,546.73					3,546.73
	Website-10/1	1,370.41					1,370.41
	September '15 NSF's	(2,385.36)					(2,385.36)
9/30	retained in MM				629.31		629.31
							18,162,588.47
	<b>TOTALS</b>	<b>1,496,935.59</b>	<b>30,000.00</b>	<b>30,114.90</b>	<b>501,567.04</b>	<b>16,103,970.94</b>	<b>18,162,588.47</b>

### Investment Summary - September 2015

#### LOCAL AGENCY INVESTMENT FUND

PERIOD	TOTAL WITHDRAWAL AMOUNT	TOTAL DEPOSIT AMOUNT	ACCRUED INTEREST (QUARTERLY)	ENDING BALANCE
July 31, 2015	(\$25,000.00)	\$0.00	\$12,375.46	\$19,103,970.94
August 31, 2015	(\$3,000,000.00)	\$0.00	\$0.00	\$16,103,970.94
September 30, 2015	\$0.00	\$0.00	\$0.00	\$16,103,970.94
October 31, 2015	\$0.00	\$0.00	\$0.00	\$16,103,970.94
November 30, 2015	\$0.00	\$0.00	\$0.00	\$16,103,970.94
December 31, 2015	\$0.00	\$0.00	\$0.00	\$16,103,970.94
January 31, 2016	\$0.00	\$0.00	\$0.00	\$16,103,970.94
February 28, 2016	\$0.00	\$0.00	\$0.00	\$16,103,970.94
March 31, 2016	\$0.00	\$0.00	\$0.00	\$16,103,970.94
April 30, 2016	\$0.00	\$0.00	\$0.00	\$16,103,970.94
May 31, 2016	\$0.00	\$0.00	\$0.00	\$16,103,970.94
June 30, 2016	\$0.00	\$0.00	\$0.00	\$16,103,970.94

**L.A.I.F. INCOME SUMMARY**

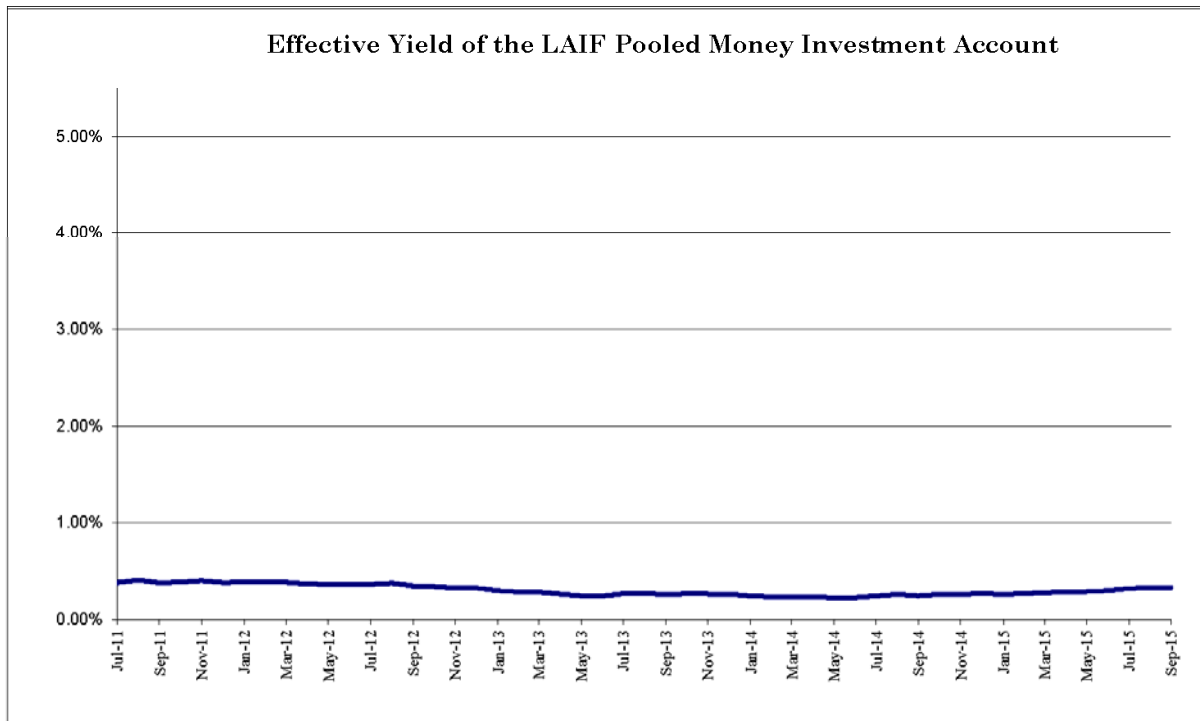
INCOME RECEIVED

**CURRENT QUARTER**

\$12,375.46

**FY YEAR-TO-DATE**

\$12,375.46



## Investment Summary - September 2015

U.S. TREASURIES						
Quantity	Description	Cusip	Maturity Date	Yield	Cost of Purchase	Market Value
501,000	US Treasury Bill	912796GQ6	November 27, 2015	0.020%	500,937.73	500,984.97
<b>501,000</b>	<b>Total Values</b>				<b>500,937.73</b>	<b>500,984.97</b>

<b>Money Market Account Activity-Beginning Balance</b>	629.30
9/30/15 - Dividend/Interest	0.01
<b>Income</b>	<b>0.01</b>
Intra-Bank Transfers to/from Investment Checking	0.00
<b>Fund Transfers</b>	<b>0.00</b>
Cusip Maturity	0.00
<b>Redemptions</b>	<b>0.00</b>
Cusip Purchase	0.00
<b>Purchases</b>	<b>0.00</b>
<b>Ending Balance - Money Market</b>	<b>629.31</b>
<b>US Treasury Securities Investment Principal</b>	<b>500,937.73</b>
<b>Total Assets</b>	<b>501,567.04</b>

Monthly Revenue Allocation - September 2015

DATE	Description	Qty	DEPOSIT CHECKING	Mail & Counter	AR Payment Centers	AR Credit Card	AR Electronic Rapid Pay	AR Web Site	AR ACH Auto Pay	AR TOTAL	AR Water Customer Deposits	Water Allocation	Sewer Allocation	Recycled Allocation	RECAP TOTAL
09/01/2015	Mail & Counter	207	21,512.87	21,231.44						21,231.44		281.43			21,512.87
	Credit Cards	46	5,047.40			5,047.40									5,047.40
	Electronic	312	28,547.01				28,547.01								28,547.01
	Website - 77 fees	78	8,476.27					8,341.52			134.75				8,476.27
09/02/2015	Mail & Counter	344	57,660.93	57,660.93											57,660.93
	Credit Cards	55	7,954.93			7,954.93									7,954.93
	Electronic	254	23,804.10				23,804.10								23,804.10
	Website	40	3,707.79					3,637.79			70.00				3,707.79
09/03/2015	Mail & Counter	361	43,981.06	43,981.06								100.00			43,981.06
	Credit Cards	31	5,570.32			5,570.32									5,570.32
	Electronic	270	22,843.19				22,843.19								22,843.19
	Website - 48 fees	49	4,251.74					4,167.74			84.00				4,251.74
	ACH payment	477	44,757.92						44,757.92						44,757.92
09/04/2015	Mail & Counter	312	43,317.04	43,267.04											43,317.04
	Credit Cards	32	3,916.86			3,916.86									3,916.86
	Electronic	217	16,853.92				16,853.92								16,853.92
	Website - 112 fees	116	15,602.47					15,406.47			196.00				15,602.47
09/08/2015	Mail & Counter	742	107,984.27	107,934.27											107,984.27
	Credit Cards	52	6,677.75			6,677.75									6,677.75
	Electronic	219	17,517.77				17,517.77								17,517.77
	Website - 40 fees	42	5,019.34					4,949.34			70.00				5,019.34
09/09/2015	Mail & Counter	144	14,861.91	14,861.91											14,861.91
	Deposit - M/C	-	8,124.00							0.00					8,124.00
	Credit Cards	49	6,945.44			6,945.44						4,062.00			6,945.44
	Electronic	367	34,057.75				34,057.75								34,057.75
	Website	41	5,063.59					4,991.84			71.75				5,063.59
09/10/2015	Mail & Counter	414	75,733.28	75,633.28											75,733.28
	Credit Cards	45	5,818.69			5,818.69									5,818.69
	Electronic	189	17,605.93				17,605.93								17,605.93
	Website	41	3,740.13					3,668.38			71.75				3,740.13
09/11/2015	ACH prnts	556	60,190.56						60,190.56						60,190.56
	Mail & Counter	263	32,937.95	32,852.95											32,937.95
	Deposit - M/C	-	188.04							0.00					188.04
	Credit Cards	34	3,444.90			3,444.90									3,444.90
	Electronic	223	18,886.09				18,886.09								18,886.09
	Website	67	8,016.65					7,896.40			117.25				8,016.65
09/14/2015	Mail & Counter	583	114,145.93	114,045.93											114,145.93
	Credit Cards	37	4,108.59			4,108.59									4,108.59
	Electronic	181	16,914.19				16,914.19								16,914.19
	Website	44	4,175.00					4,098.00			77.00				4,175.00
09/15/2015	Mail & Counter	103	8,861.09	7,738.22											8,861.09
	Credit Cards	33	3,492.38			3,492.38						1,121.87			3,492.38
	Electronic	256	24,108.41				24,108.41								24,108.41
	Website	43	4,776.57					4,701.32			75.25				4,776.57
	ACH payment	601	60,534.16						60,534.16						60,534.16
09/16/2015	Mail & Counter	316	80,803.01	80,803.01											80,803.01
	Credit Cards	64	8,677.45			8,677.45									8,677.45
	Electronic	157	15,252.44				15,252.44								15,252.44
	Website	37	4,331.13					4,296.38			64.75				4,331.13
09/17/2015	Mail & Counter	200	32,984.73	32,984.73											32,984.73
	Deposit-W Lyon Homes	-	344,694.00							0.00					344,694.00
	Credit Cards	32	4,947.18			4,947.18									4,947.18
	Electronic	135	10,671.12				10,671.12								10,671.12
	Website - 26 fees	28	2,553.17					2,507.67			45.50				2,553.17

Monthly Revenue Allocation - September 2015

DATE	Description	Qty	CHECKING DEPOSITS	AR Mail & Counter	AR Payment Centers	AR Credit Card	AR Electronic Rapid Pay	AR Web Site	AR ACH Auto Pay	AR TOTAL	AR Water Customer Deposits	Water Allocation	Sewer Allocation	Recycled Allocation	RECAP TOTAL
09/18/2015	Mail & Counter	195	27,883.85	27,883.85						27,883.85					27,883.85
	Deposit - M/C	-	5,131.73							0.00		5,131.73			5,131.73
	Credit Cards	38	3,921.18			3,921.18				3,921.18					3,921.18
	Electronic	215	20,043.79				20,043.79			20,043.79					20,043.79
	Website - 71 fees	73	7,501.99					7,377.74		7,377.74	124.25				7,501.99
09/21/2015	Mail & Counter	529	121,555.36	121,555.36						121,555.36					121,555.36
	Credit Cards	36	4,244.40			4,244.40				4,244.40					4,244.40
	Electronic	227	19,108.17				19,108.17			19,108.17					19,108.17
	Website	29	2,656.47					2,605.72		2,605.72	50.75				2,656.47
	ACH payment	511	27,032.87						27,032.87	27,032.87					27,032.87
09/22/2015	Mail & Counter	128	9,072.30	9,072.30						9,072.30					9,072.30
	Credit Cards	24	2,724.83			2,724.83				2,724.83					2,724.83
	Electronic	256	22,735.31				22,735.31			22,735.31					22,735.31
	Website	32	2,676.19					2,620.19		2,620.19	56.00	100.00			2,676.19
09/23/2015	Mail & Counter	175	22,112.78	22,112.78						22,112.78					22,112.78
	Credit Cards	25	2,522.56			2,522.56				2,522.56					2,522.56
	Electronic	106	10,014.70				10,014.70			10,014.70					10,014.70
	Website - 32 fees	33	3,602.13					3,546.13		3,546.13	56.00				3,602.13
09/24/2015	Mail & Counter	180	25,239.97	25,239.97						25,239.97					25,239.97
	Deposit - M/C	-	31,566.90							0.00		31,566.90			31,566.90
	Credit Cards	13	1,178.75			1,178.75				1,178.75					1,178.75
	Electronic	90	9,124.32				9,124.32			9,124.32					9,124.32
	Website - 30 fees	33	4,225.69					4,173.19		4,173.19	52.50				4,225.69
09/25/2015	Mail & Counter	143	24,576.28	24,576.28						24,576.28					24,576.28
	Credit Cards	21	2,478.82			2,478.82				2,478.82					2,478.82
	Electronic	68	5,927.36				5,927.36			5,927.36					5,927.36
	Website - 68 fees	69	7,025.74					6,906.74		6,906.74	119.00				7,025.74
	ACH payment	596	76,638.20						76,638.20	76,638.20					76,638.20
09/28/2015	Mail & Counter	323	44,699.94	44,699.94						44,699.94					44,699.94
	Credit Cards	28	2,830.24			2,830.24				2,830.24					2,830.24
	Electronic	80	8,581.32				8,581.32			8,581.32					8,581.32
	Website - 32 fees	33	4,555.96					4,499.96		4,499.96	56.00				4,555.96
09/29/2015	Mail & Counter	84	36,961.34	36,961.34						36,961.34					36,961.34
	Deposit - RC Tax	-	6,613.15							0.00		6,613.15			6,613.15
	Deposit - M/C	-	3,300.15							0.00		3,300.15			3,300.15
	Deposit - M/C	-	655.00							0.00		655.00			655.00
	Credit Cards	22	2,564.20			2,564.20				2,564.20					2,564.20
	Electronic	200	17,613.38				17,613.38			17,613.38					17,613.38
	Website	42	4,548.56					4,475.06		4,475.06	73.50				4,548.56
09/30/2015	Mail & Counter	248	45,131.80	45,131.80						45,131.80					45,131.80
	Credit Cards	39	7,103.94			7,103.94				7,103.94					7,103.94
	Electronic	171	16,627.36				16,627.36			16,627.36					16,627.36
	Website	40	4,917.14					4,847.14		4,847.14	70.00				4,917.14
Sep-15	Utility Pmt Cntr-288			(22,958.20)	22,958.20					0.00					0.00
	Sept '15 NSF's			(2,385.36)						(2,385.36)					(2,385.36)
	<b>TOTALS</b>	<b>14,684</b>	<b>2,245,076.17</b>	<b>964,685.83</b>	<b>22,958.20</b>	<b>96,170.81</b>	<b>377,837.63</b>	<b>109,687.72</b>	<b>289,153.71</b>	<b>1,840,493.90</b>	<b>1,796.00</b>	<b>275,469.27</b>	<b>127,377.00</b>	<b>0.00</b>	<b>2,245,076.17</b>
	<b>TOTAL # AR PAYMENTS</b>			<b>5,711</b>	<b>288</b>	<b>751</b>	<b>4,193</b>	<b>1,010</b>	<b>2,731</b>	<b>14,684</b>					
	<b>PERCENT OF TOTAL RECEIVED</b>			<b>38.89%</b>	<b>1.96%</b>	<b>5.11%</b>	<b>28.55%</b>	<b>6.88%</b>	<b>18.60%</b>	<b>100%</b>					

### FY 2016 - Water Revenue

ACCOUNT#	DESCRIPTION	BUDGET	July '15	Aug '15	Sept '15	Year to Date	Percentage YTD
02-40010	Sales - Water	6,165,000	135,209	451,047	522,886	1,109,141	17.99%
02-40011	Sales - Construction Water	20,000	110	1,622	793	2,524	12.62%
02-40012	Sales - Imported Water (SGPWA)	250,000	22,872	15,360	17,510	55,743	22.30%
02-40013	Sales - Imported Water (MUNI)	850,000	2,347	63,765	72,446	138,559	16.30%
02-40014	Sales Disc - Multi Units Usage Chrg.	(130,000)	(2,401)	(8,631)	(11,032)	(22,065)	16.97%
02-40015	Water Wholesale Revenue	70,000	4,146	4,862	4,645	13,653	19.50%
02-40016	Service Establishment Fee	3,000	525	575	375	1,475	49.17%
02-41000	Service Demand Charges	3,000,000	54,947	254,450	254,935	564,332	18.81%
02-41001	Fire Service Standby Fees	25,000	771	2,261	2,154	5,186	20.74%
02-41003	Construction Service Charge	14,000	127	1,212	1,095	2,433	17.38%
02-41005	Sales Disc - Multi Units Service Chrg.	(120,000)	(2,549)	(11,376)	(11,376)	(25,302)	21.09%
02-41010	Unauthorized Use of Water Charge	2,000	0	0	0	0	0.00%
02-41110	Meter/Lateral installation	35,000	7,875	7,550	5,625	21,050	60.14%
02-41112	Fire Flow Test Fees	3,500	225	300	375	900	25.71%
02-41113	Disconnect/Reconnect Fees	130,000	9,120	9,895	9,950	28,965	22.28%
02-41121	Penalty - Late Charges	150,000	7,218	13,053	11,833	32,104	21.40%
02-42123	Management & Accounting Fees	160,000	13,326	13,334	13,334	39,994	25.00%
02-41124	Bad Debt	(20,000)	0	0	0	0	0.00%
02-43010	Interest Earned	15,000	0	0	4,062	4,062	27.08%
02-43110	Property Tax - Unsecured	110,000	0	0	6,630	6,630	6.03%
02-43120	Property Tax - Secured	2,400,000	0	0	0	0	0.00%
02-43130	Tax Collection - Prior	15,000	0	0	0	0	0.00%
02-43140	Other Taxes	185,000	0	0	17	17	0.01%
02-49150	Revenue - Misc. Non-Operating	80,000	4,013	10,964	3,462	18,438	23.05%
	<b>WATER OPERATING REVENUE</b>	<b>13,412,500</b>	<b>257,879</b>	<b>830,243</b>	<b>909,718</b>	<b>1,997,840</b>	<b>14.90%</b>
	Grants	0				0	
02-89901	Facility Capacity Charges	0	283,038	172,099	202,170	657,307	
02-89902	Sustainability	0	19,373	42,935	13,209	75,517	
	<b>TOTAL WATER REVENUE</b>	<b>13,412,500</b>	<b>560,290</b>	<b>1,045,277</b>	<b>1,125,097</b>	<b>2,730,664</b>	



### FY 2016 - Sewer Revenue

ACCOUNT#	DESCRIPTION	BUDGET	July '15	Aug '15	Sept '15	Year to Date	Percentage YTD
03-40016	Sales - Establish Service Fee	500	0	0	0	0	0.00%
03-41000	Sales - Sewer Charges	11,675,000	273,261	950,328	946,804	2,170,394	18.59%
03-41005	Sales Disc-Multi Units Service Chrg.	(200,000)	(5,440)	(18,294)	(18,295)	(42,030)	21.01%
03-41110	Meter/Lateral Installation	1,000	0	0	0	0	0.00%
03-41121	Penalty - Late Charges	150,000	8,583	10,361	11,760	30,703	20.47%
03-41124	Bad Debt	(20,000)	0	0	0	0	0.00%
03-42122	Revenue - Other Operating	2,000	360	105	0	465	23.25%
03-43010	Interest Earned	15,000	0	0	4,062	4,062	27.08%
03-43110	Property Tax - Unsecured	10,000	0	0	0	0	0.00%
03-43120	Property Tax - Secured	125,000	0	0	0	0	0.00%
03-43130	Tax Collection - Prior	10,000	0	0	0	0	0.00%
03-43140	Other Taxes	1,500	0	0	0	0	0.00%
03-49150	Misc. Non-Oper Revenue	50,000	0	1,875	0	1,875	3.75%
	<b>SEWER OPERATING REVENUE</b>	<b>11,820,000</b>	<b>276,764</b>	<b>944,375</b>	<b>944,331</b>	<b>2,165,469</b>	<b>18.32%</b>
	Grants	0				0	
03-89901	Facility Capacity Charges	0	172,641	184,377	123,315	480,333	
03-89903	Contrib Capital-Front Footage Fees	0	0	0	0	0	
03-89905	Contrib Capital-Infrastructure	0	0	0	0	0	
	<b>TOTAL SEWER REVENUE</b>	<b>11,820,000</b>	<b>449,405</b>	<b>1,128,752</b>	<b>1,067,646</b>	<b>2,645,802</b>	

### FY 2016 - Recycled Revenue

ACCOUNT#	DESCRIPTION	BUDGET	July '15	Aug '15	Sept '15	Year to Date	Percentage YTD
04-40010	Sales - Recycled Water	450,000	19,891	42,017	46,193	108,101	24.02%
04-40011	Sales - Construction Water	10,000	104	347	818	1,270	12.70%
04-41000	Sales - Service Demand Chrg.	42,500	1,101	3,124	3,177	7,403	17.42%
04-41003	Const. Water Minimum Chrg.	5,000	21	214	193	428	8.56%
04-41110	Meter/Lateral installation	1,500	0	0	0	0	0.00%
04-41121	Penalty - Late Charges	500	15	10	229	254	50.72%
04-41122	Revenue - Other Operating	250	0	0	0	0	0.00%
04-43010	Interest Earned	8,000	0	0	0	0	0.00%
04-43110	Property Tax - Unsecured	1,000	0	0	0	0	0.00%
04-43120	Property Tax - Secured	15,000	0	0	0	0	0.00%
04-43130	Property Tax - Prior	1,000	0	0	0	0	0.00%
04-43140	Property Tax - Other	1,000	0	0	0	0	0.00%
04-49150	Misc. Non-Operating Revenue	1,500	0	0	0	0	0.00%
	<b>RECYCLED OPERATING REVENUE</b>	<b>537,250</b>	<b>21,132</b>	<b>45,712</b>	<b>50,610</b>	<b>117,454</b>	<b>21.86%</b>
	Grants	0				0	
04-89901	Facility Capacity Charges	0	0	0	5,800	5,800	
	<b>TOTAL RECYCLED REVENUE</b>	<b>537,250</b>	<b>21,132</b>	<b>45,712</b>	<b>56,410</b>	<b>123,254</b>	

**FY 2016 - Water Expenses**

ACCOUNT#	DESCRIPTION	BUDGET	July '15	Aug '15	Sept '15	Year to Date	Percentage YTD
02-5-01-50010	Labor-Water Resources	884,000	48,986	60,934	62,120	172,040	19.46%
02-5-01-50011	Labor Credit	0	0	0	0	0	
02-5-01-50013	Benefits-Fica	63,000	4,012	4,997	5,113	14,123	22.42%
02-5-01-50014	Benefits-Life Insurance	3,200	302	259	284	845	26.41%
02-5-01-50016	Benefits-HealthDefrd Comp	145,000	13,501	14,476	15,028	43,006	29.66%
02-5-01-50017	Benefits-Disability Insurance	11,000	785	851	885	2,521	22.91%
02-5-01-50019	Benefits-Workers Compensation	42,000	3,995	3,995	0	7,989	19.02%
02-5-01-50021	Benefits-PERS	47,000	2,542	3,831	3,831	10,205	21.71%
02-5-01-50022	Benefits-PERS-Employer	100,000	2,773	4,091	4,091	10,954	10.95%
02-5-01-50023	Benefits-Uniforms	3,500	298	244	223	765	21.86%
02-5-01-50024	Benefits-Vacation & Sick Pay	7,500	595	595	388	1,577	21.02%
02-5-01-50025	Benefits-Boot Allowance	2,000	200	194	200	594	29.71%
02-5-01-51003	R&M - Structures	275,000	5,095	12,039	6,561	23,695	8.62%
02-5-01-51011	R&M - CLA Valves	10,000	0	0	0	0	0.00%
02-5-01-51140	General Supplies & Expenses	2,000	77	105	0	182	9.08%
02-5-01-51210	Utilities - Power Purchases	1,650,000	92,179	137,843	184,892	414,914	25.15%
02-5-01-51211	Utilities - Electricity & Fuel	5,000	268	154	733	1,155	23.09%
02-5-01-51316	Imported Water Purchases	1,100,000	84,857	85,692	0	170,549	15.50%
02-5-01-54019	Licenses & Permits	25,000	0	2,062	1,071	3,133	12.53%
02-5-01-54110	Laboratory Services	75,000	1,600	2,508	2,606	6,714	8.95%
02-5-01-57040	YVRWFF Operating Expense	600,000	70,841	44,272	42,089	157,202	26.20%
	<b>WATER RESOURCE TOTALS</b>	<b>5,050,200</b>	<b>332,904</b>	<b>379,142</b>	<b>330,115</b>	<b>1,042,161</b>	<b>20.64%</b>
02-5-03-50010	Labor-Public Works	1,042,800	33,636	54,528	53,200	141,364	13.56%
02-5-03-50011	Labor Credit	0	0	(1,076)	0	(1,076)	
02-5-03-50013	Benefits-Fica	92,000	2,770	4,471	4,368	11,609	12.62%
02-5-03-50014	Benefits-Life Insurance	7,000	372	372	372	1,117	15.96%
02-5-03-50016	Benefits-HealthDefrd Comp	300,000	18,302	21,374	21,311	60,987	20.33%
02-5-03-50017	Benefits-Disability Insurance	16,500	694	872	860	2,427	14.71%
02-5-03-50019	Benefits-Workers Compensation	45,000	3,995	3,995	0	7,989	17.75%
02-5-03-50021	Benefits-PERS	73,000	2,557	3,761	3,790	10,109	13.85%
02-5-03-50022	Benefits-PERS Employer	160,000	2,617	3,848	3,879	10,344	6.46%
02-5-03-50023	Benefits-Uniforms	6,000	364	221	223	808	13.46%
02-5-03-50024	Benefits-Vacation & Sick Pay	4,000	243	243	243	729	18.23%
02-5-03-50025	Benefits-Boot Allowance	3,500	0	330	0	330	9.43%
02-5-03-51001	R & M - Vehicles & Equipment	150,000	8,281	17,125	9,558	34,964	23.31%
02-5-03-51011	R&M - Valves	10,000	0	0	0	0	0.00%
02-5-03-51020	R&M - Pipelines	275,000	13,897	22,544	7,393	43,834	15.94%
02-5-03-51021	R&M - Service Lines	100,000	5,140	11,868	861	17,869	17.87%
02-5-03-51022	R&M - Fire Hydrants	25,000	990	303	0	1,294	5.17%
02-5-03-51030	R&M - Water Meters	75,000	4,853	15,502	0	20,354	27.14%
02-5-03-51092	Equipment Credits	0	0	(417)	0	(417)	
02-5-03-51140	General Supplies & Expenses	1,000	115	0	0	115	11.53%
	<b>PUBLIC WORKS TOTALS</b>	<b>2,385,800</b>	<b>98,827</b>	<b>159,865</b>	<b>106,058</b>	<b>364,751</b>	<b>15.29%</b>

FY 2016 - Water Expenses

ACCOUNT#	DESCRIPTION	BUDGET	July '15	Aug '15	Sept '15	Year to Date	Percentage YTD
02-5-06-50010	Labor-Administration	705,000	33,424	49,321	48,254	130,999	18.58%
02-5-06-50011	Labor Credit	0	0	2,252	0	2,252	
02-5-06-50012	Director Fees	19,000	0	1,474	1,742	3,216	16.93%
02-5-06-50013	Benefits-Fica	47,500	2,696	3,829	3,782	10,307	21.70%
02-5-06-50014	Benefits-Life Insurance	3,200	220	220	222	662	20.68%
02-5-06-50016	Benefits-Health/Defrd Comp	165,000	10,559	13,027	13,525	37,111	22.49%
02-5-06-50017	Benefits-Disability Insurance	7,500	467	580	579	1,626	21.68%
02-5-06-50019	Benefits-Workers Compensation	15,750	1,000	1,000	0	2,000	12.70%
02-5-06-50021	Benefits-PERS	40,286	2,269	3,337	3,337	8,944	22.20%
02-5-06-50022	Benefits PERS Employer	85,000	2,322	3,415	3,415	9,152	10.77%
02-5-06-50023	Uniforms	2,000	110	88	95	293	14.66%
02-5-06-50024	Benefits-Vacation & Sick Pay	10,000	843	1,184	982	3,009	30.09%
02-5-06-50025	Benefits-Boots	1,000	0	0	0	0	0.00%
02-5-06-51003	R&M - Structures	20,000	283	551	180	1,014	5.07%
02-5-06-51091	Expense Credits (overhead)	0	0	(236)	0	(236)	
02-5-06-51120	Safety Equipment/Supplies	25,000	218	135	2,036	2,389	9.56%
02-5-06-51125	Petroleum Products	125,000	4,642	12,208	4,746	21,595	17.28%
02-5-06-51130	Office Supplies & Expenses	30,000	2,366	3,084	2,111	7,561	25.20%
02-5-06-51140	General Supplies & Expenses	30,000	799	308	1,135	2,241	7.47%
02-5-06-51199	Disaster Incidences	0	0	0	0	0	
02-5-06-51211	Utilities - Electricity	28,000	2,282	39	6,830	9,151	32.68%
02-5-06-51213	Utilities - Natural Gas	3,000	28	26	0	54	1.80%
02-5-06-54002	Dues & Subscriptions	10,000	1,182	0	164	1,346	13.46%
02-5-06-54005	Computer Expenses	65,000	3,902	7,645	2,444	13,991	21.53%
02-5-06-54010	Postage	6,000	71	2,284	118	2,473	41.21%
02-5-06-54011	Printing & Publications	7,500	268	178	0	446	5.95%
02-5-06-54012	Education & Training	15,000	1,164	158	433	1,754	11.70%
02-5-06-54013	Utility Billing Expenses	180,000	12,045	11,723	6,859	30,626	17.01%
02-5-06-54014	Public Relations	9,000	25,371	8,457	2,018	35,846	398.29%
02-5-06-54016	Travel Related Expenses	10,000	207	188	15	411	4.11%
02-5-06-54017	Certifications & Renewals	6,000	140	245	345	730	12.16%
02-5-06-54020	Meeting Related Expenses	6,000	89	219	358	667	11.12%
02-5-06-54024	Utilities - Waste Disposal	2,750	177	177	177	530	19.28%
02-5-06-54025	Utilities - Telephone	42,000	3,453	3,329	2,330	9,111	21.69%
02-5-06-54099	Conservation & Rebates	0	(8,250)	(64)	(104)	(8,418)	
02-5-06-54104	Contractual Services	65,000	17,192	3,207	4,730	25,129	38.66%
02-5-06-54107	Legal	45,000	1,913	3,225	0	5,138	11.42%
02-5-06-54108	Audit & Accounting	16,000	4,725	0	0	4,725	29.53%
02-5-06-54109	Professional Fees	150,000	21,277	7,494	5,965	34,737	23.16%
02-5-06-55500	Depreciation Reserves	200,000	16,663	16,667	16,667	49,997	25.00%
	Infrastructure Replacement	1,265,000	105,417	105,416	105,416	316,249	25.00%
02-5-06-56001	Insurance	105,000	8,325	8,328	8,328	24,981	23.79%
02-5-06-57030	Regulatory Compliance	55,000	4	2,458	100	2,561	4.66%
02-5-06-57090	Election Related Expenses	0	0	0	0	0	
02-5-06-57096	Beaumont Basin Watermaster	60,000	0	0	0	0	0.00%
02-5-06-57199	Suspense	0	0	(1)	0	(1)	
	<b>ADMINISTRATION TOTALS</b>	<b>3,682,486</b>	<b>279,862</b>	<b>277,174</b>	<b>249,333</b>	<b>806,369</b>	<b>21.90%</b>

FY 2016 - Water Expenses

ACCOUNT#	DESCRIPTION	BUDGET	July '15	Aug '15	Sept '15	Year to Date	Percentage YTD
02-5-40-57201	Debt Srv-Series 2015A Princ. (25009)	980,000	0	980,000	0	980,000	100.00%
02-5-40-57402	Interest-Long-Term Debt Bonds	1,314,014	0	673,457	0	673,457	51.25%
	<b>40 - Debt</b>	<b>2,294,014</b>	<b>0</b>	<b>1,653,457</b>	<b>0</b>	<b>1,653,457</b>	<b>72.08%</b>
02-5-40-57001	Asset Acq. - Water Resources	0	0	0	0	0	--
02-5-40-57003	Asset Acq. - Public works	0	0	0	0	0	--
02-5-40-57006	Asset Acq. - Administration	0	0	0	0	0	--
	<b>40 - Capital Outlay</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>--</b>
						3,866,738	
	<b>TOTAL WATER EXPENSES</b>	<b>13,412,500</b>	<b>711,594</b>	<b>2,469,638</b>	<b>685,506</b>	<b>3,866,738</b>	<b>28.83%</b>

### FY 2016 - Sewer Expenses

ACCOUNT#	DESCRIPTION	BUDGET	July '15	Aug '15	Sept '15	Year to Date	Percentage YTD
03-5-02-50010	Labor-S Treatment	985,300	36,805	60,938	60,831	158,574	16.09%
03-5-02-50013	Benefits-Fica	75,000	2,994	4,961	4,988	12,943	17.26%
03-5-02-50014	Benefits-Life Insurance	5,000	356	277	310	942	18.84%
03-5-02-50016	Benefits-Health\Defrd Comp	200,000	14,455	16,255	16,826	47,536	23.77%
03-5-02-50017	Benefits-Disability Insurance	15,000	705	868	900	2,472	16.48%
03-5-02-50019	Benefits-Workers Compensation	45,000	3,995	3,995	0	7,989	17.75%
03-5-02-50021	Benefits-PERS	60,000	2,784	3,935	3,935	10,655	17.76%
03-5-02-50022	Benefits-PERS Employer	130,000	3,089	4,197	4,197	11,483	8.83%
03-5-02-50023	Benefits-Uniforms	4,500	479	278	211	968	21.52%
03-5-02-50024	Benefits-Vacation & Sick Pay	5,000	323	323	252	897	17.94%
03-5-02-50025	Benefits-Boot Allowance	2,400	200	314	200	714	29.74%
03-5-02-51003	R&M - Structures	225,000	45,310	26,960	16,224	88,494	39.33%
03-5-02-51010	R&M - Automation Control	65,000	0	3,298	0	3,298	5.07%
03-5-02-51106	Chemicals	490,000	30,010	19,314	9,574	58,897	12.02%
03-5-02-51111	Propane	5,000	0	2,357	0	2,357	47.14%
03-5-02-51115	Laboratory Supplies	30,000	2,776	1,407	4,459	8,641	28.80%
03-5-02-51140	General Supplies & Expenses	1,000	0	22	66	88	8.80%
03-5-02-51210	Utilities - Power Purchases	830,000	66,332	97,886	102,031	266,249	32.08%
03-5-02-54110	Laboratory Services	115,000	512	7,988	2,698	11,198	9.74%
03-5-02-57031	Sludge Disposal	300,000	22,069	23,758	0	45,826	15.28%
03-5-02-57034	Brine Operating Expenses	201,616	27	35	34	96	0.05%
	<b>TREATMENT TOTALS</b>	<b>3,789,816</b>	<b>233,218</b>	<b>279,363</b>	<b>227,736</b>	<b>740,317</b>	<b>19.53%</b>

### FY 2016 Sewer Expenses

ACCOUNT#	DESCRIPTION	BUDGET	July '15	Aug '15	Sept '15	Year to Date	Percentage YTD
03-5-06-50010	Labor-Administration	660,000	29,938	45,835	44,768	120,541	18.26%
03-5-06-50012	Directors Fees	19,000	0	1,474	1,742	3,216	16.93%
03-5-06-50013	Benefits-Fica	43,000	2,399	3,532	3,485	9,417	21.90%
03-5-06-50014	Benefits-Life Insurance	3,600	217	217	217	650	18.05%
03-5-06-50016	Benefits-Health/Defrd Comp	145,000	9,454	11,974	12,472	33,900	23.38%
03-5-06-50017	Benefits-Disability Insurance	7,500	416	545	543	1,504	20.05%
03-5-06-50019	Benefits-Workers Compensation	27,500	1,000	1,000	0	2,000	7.27%
03-5-06-50021	Benefits-PERS	36,000	2,103	3,093	3,093	8,290	23.03%
03-5-06-50022	Benefits PERS Employer	75,000	2,152	3,165	3,165	8,483	11.31%
03-5-06-50023	Benefits-Uniforms	2,000	79	63	63	205	10.24%
03-5-06-50024	Benefits-Vacation & Sick Pay	10,000	843	1,184	982	3,009	30.09%
03-5-06-50025	Benefits-Boot Allowance	1,740	0	0	0	0	0.00%
03-5-06-51120	Safety Equipment/Supplies	10,000	1,577	0	130	1,706	17.06%
03-5-06-51125	Petroleum Products	22,500	1,111	1,000	2,510	4,621	20.54%
03-5-06-51130	Office Supplies	4,000	1,889	21	372	2,282	57.05%
03-5-06-51140	General Supplies & Expenses	17,500	313	362	117	792	4.52%
03-5-06-54002	Dues & Subscriptions	10,000	422	654	164	1,240	12.40%
03-5-06-54003	Management & Admin Services	160,000	13,326	13,334	13,334	39,994	25.00%
03-5-06-54005	Computer Expenses	95,000	6,052	6,114	5,584	17,750	18.68%
03-5-06-54011	Printing & Publications	1,500	235	178	0	413	27.53%
03-5-06-54012	Education & Training	7,000	158	443	317	917	13.10%
03-5-06-54014	Public Relations	7,500	467	0	0	467	6.23%
03-5-06-54016	Travel Related Expenses	5,000	174	791	252	1,217	24.34%
03-5-06-54017	Certifications & Renewals	5,000	136	270	0	406	8.12%
03-5-06-54019	Licenses & Permits	50,000	0	0	9,648	9,648	19.30%
03-5-06-54020	Meeting Related Expenses	5,000	91	88	359	538	10.75%
03-5-06-54024	Utilities - Waste Disposal	12,500	1,054	1,054	1,054	3,161	25.29%
03-5-06-54025	Utilities - Telephone	20,000	1,395	1,318	925	3,638	18.19%
03-5-06-54030	Drinking Water	1,000	65	109	80	254	25.38%
03-5-06-54104	Contractual Services	30,000	11,019	972	3,895	15,885	52.95%
03-5-06-54107	Legal	45,000	1,050	1,425	0	2,475	5.50%
03-5-06-54108	Audit & Accounting	16,000	4,725	0	0	4,725	29.53%
03-5-06-54109	Professional Fees	150,000	13,794	13,884	5,965	33,643	22.43%
03-5-06-55500	Depreciation Reserves	500,000	41,663	41,667	41,667	124,997	25.00%
	Infrastructure Replacement	800,000	66,667	66,670	66,670	200,007	25.00%
03-5-06-56001	Insurance	105,000	8,325	8,328	8,328	24,981	23.79%
03-5-06-57030	Regulatory Compliance	42,000	1,000	790	0	1,790	4.26%
	<b>ADMINISTRATION TOTALS</b>	<b>3,151,840</b>	<b>225,307</b>	<b>231,553</b>	<b>231,900</b>	<b>688,761</b>	<b>21.85%</b>

### FY 2016 - Sewer Expenses

ACCOUNT#	DESCRIPTION	BUDGET	July '15	Aug '15	Sept '15	Year to Date	Percentage YTD
03-5-07-50010	Labor-Environmental Control	310,000	18,519	30,843	33,094	82,457	26.60%
03-5-07-50011	Labor Credit	0	0	(310)	0	(310)	
03-5-07-50013	Benefits-Fica	28,000	1,461	2,423	2,598	6,482	23.15%
03-5-07-50014	Benefits-Life Insurance	2,000	142	142	142	426	21.32%
03-5-07-50016	Benefits-Health\Defrd Comp	75,000	8,397	8,978	8,978	26,352	35.14%
03-5-07-50017	Benefits-Disability Insurance	4,500	308	423	444	1,175	26.12%
03-5-07-50019	Benefits-Workers Compensation	30,000	1,197	1,197	0	2,394	7.98%
03-5-07-50021	Benefits-PERS	20,000	1,210	1,780	1,832	4,823	24.11%
03-5-07-50022	Benefits-PERS Employer	45,000	1,239	1,821	1,875	4,935	10.97%
03-5-07-50023	Benefits-Uniforms	2,000	107	130	84	320	16.02%
03-5-07-50024	Benefits-Vacation & Sick Pay	2,000	140	154	169	463	23.17%
03-5-07-50025	Benefits-Boot Allowance	800	157	0	0	157	19.62%
03-5-07-51003	R&M - Structures	270,000	11,106	10,057	3,681	24,844	9.20%
03-5-07-51140	General Supplies & Expenses	1,000	0	0	0	0	0.00%
03-5-07-51241	Lift Station #1	85,000	4,725	7,866	5,120	17,711	20.84%
03-5-07-51242	Lift Station #2	15,000	960	226	3,376	4,563	30.42%
03-5-07-51243	Lift Station #3	5,000	203	0	573	776	15.53%
03-5-07-51244	Lift Station #4	20,000	6,265	33	1,402	7,700	38.50%
03-5-07-51248	Lift Station #8	3,000	39	0	106	145	4.83%
03-5-07-54109	Professional Fees	60,000	0	4,071	2,590	6,662	11.10%
03-5-07-54110	Laboratory Services	4,000	0	0	0	0	0.00%
	<b>ENVIRONMENTAL CONTROL TOTAL</b>	<b>982,300</b>	<b>56,176</b>	<b>69,836</b>	<b>66,064</b>	<b>192,077</b>	<b>19.55%</b>
03-5-40-57202	Debt Service - Principal - WRWRF	2,097,629	0	0	2,097,629	2,097,629	100.00%
03-5-40-57203	Debt Service - Principal - Brimline	401,939	0	0	0	0	0.00%
03-5-40-57204	Debt Service - Principal - WISE	125,600	0	0	0	0	0.00%
03-5-40-57205	Debt Service - Principal - R 10.3	36,663	0	0	0	0	0.00%
03-5-40-57206	Debt Service - Principal - Crow & B12-1	18,357	0	0	0	0	0.00%
03-5-40-57403	Debt Service - Interest	1,215,856	0	0	0	0	0.00%
	<b>40 - Debt</b>	<b>3,896,044</b>	<b>0</b>	<b>0</b>	<b>2,097,629</b>	<b>2,097,629</b>	<b>53.84%</b>
03-5-40-57002	Asset Acq. - Treatment	0	0	0	0	0	
03-5-40-57006	Asset Acq. - Administration	0	0	0	0	0	
03-5-40-57007	Asset Acq. - Environmental Control	0	0	0	0	0	
	<b>40 - Capital Outlay</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
	<b>TOTAL SEWER EXPENSES</b>	<b>11,820,000</b>	<b>514,702</b>	<b>580,752</b>	<b>2,623,329</b>	<b>3,718,783</b>	<b>31.46%</b>



**FY 2016 - Recycled Expenses**

ACCOUNT#	DESCRIPTION	BUDGET	July '15	Aug '15	Sept '15	Year to Date	Percentage YTD
04-5-06-50010	Labor-Recycled Water	226,630	15,010	15,240	15,224	45,474	20.07%
04-5-06-50012	Director Fees	2,500	0	0	0	0	0.00%
04-5-06-50013	Benefits-FICA	5,000	1,253	1,183	1,173	3,609	72.18%
04-5-06-50014	Benefits-Life Insurance	250	(2)	(2)	(2)	(6)	-2.37%
04-5-06-50016	Benefits-Health & Def Comp	15,000	2,084	2,136	2,136	6,356	42.37%
04-5-06-50017	Benefits-Disability Insurance	500	137	136	136	409	81.80%
04-5-06-50019	Benefits-Workers Compensation	3,000	197	197	0	394	13.12%
04-5-06-50021	Benefits-PERS Employee	2,200	83	122	122	327	14.87%
04-5-06-50022	Benefits-PERS Employer	5,000	85	125	125	335	6.69%
04-5-06-50023	Benefits-Uniforms	200	30	88	60	178	88.79%
04-5-06-50024	Benefits-Vacation & Sick Pay	500	27	27	27	81	16.21%
04-5-06-50025	Benefits-Boots	250	0	0	0	0	0.00%
04-5-06-51003	R & M-Structures	50,000	2,826	42	437	3,305	6.61%
04-5-06-51020	R & M-Pipelines	7,500	0	0	0	0	0.00%
04-5-06-51021	R & M-Service Lines	15,000	17	549	0	566	3.77%
04-5-06-51022	R & M-Fire Hydrants	5,000	0	0	0	0	0.00%
04-5-06-51030	R & M-Meters	1,500	0	2,639	2,702	5,340	356.02%
04-5-06-51140	General Supplies & Expenses	250	58	0	0	58	23.00%
04-5-06-51210	Utilities-Power Purchases	77,720	10	288	288	586	0.75%
04-5-06-54002	Dues & Subscriptions	4,000	40	0	0	40	1.00%
04-5-06-54005	Computer Expense	5,000	165	53	23	241	4.82%
04-5-06-54011	Printing & Publications	1,000	33	89	0	122	12.25%
04-5-06-54012	Education & Training	3,500	35	35	115	185	5.28%
04-5-06-54014	Public Relations	3,500	104	0	0	104	2.97%
04-5-06-54016	Travel Related Expenses	2,000	0	0	0	0	0.00%
04-5-06-54017	Certifications & Renewals	250	0	0	0	0	0.00%
04-5-06-54019	Licenses & Permits	2,500	0	0	0	0	0.00%
04-5-06-54020	Meeting Related Expenses	250	0	0	30	30	12.00%
04-5-06-54025	Telephone	750	139	139	0	279	37.18%
04-5-06-54010	Contractual Services	1,500	2,025	19	660	2,704	180.28%
04-5-06-54107	Legal	1,000	225	188	0	413	41.25%
04-5-06-54108	Audit & Accounting	0	1,050	0	0	1,050	
04-5-06-54109	Professional Fees	25,000	13,529	2,136	770	16,435	65.74%
04-5-06-54110	Laboratory Services	1,000	0	0	0	0	0.00%
04-5-06-55500	Depreciation	8,000	630	670	670	1,970	24.63%
04-5-06-57030	Infrastructure Replacement	25,000	2,083	2,083	2,083	6,249	25.00%
04-5-06-57040	Regulatory Compliance	25,000	19	8	0	27	0.11%
04-5-06-57040	Environmental Compliance	10,000	0	0	0	0	0.00%
	<b>TOTAL RECYCLED EXPENSES</b>	<b>537,250</b>	<b>41,892</b>	<b>28,190</b>	<b>26,778</b>	<b>96,860</b>	<b>18.03%</b>



**Date: October 13, 2015**

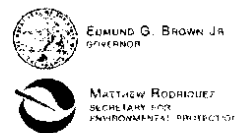
**Subject: Overview of the 2015 Pretreatment Compliance Audit Inspection Summary Report for Yucaipa Valley Water District**

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The Santa Ana Regional Water Quality Control Board's pretreatment program includes pretreatment compliance audits, inspections, annual and semiannual report reviews, program modifications, and enforcement activities. Pretreatment compliance inspections verify the compliance status of POTWs, focusing on the POTW's own compliance monitoring and enforcement activities. Pretreatment compliance audits involve a comprehensive review of all elements of a POTW's pretreatment program. Audits take place every five years. Inspections usually occur every year, except when an audit is scheduled.

On June 15, 2015 and June 16, 2015 a Pretreatment Audit was conducted by PG Environmental LLC, who is under contract with the USEPA to conduct these audits. PG Environmental personnel interviewed District representatives, reviewed records and documentation, checked pretreatment database, and inspected the Districts industrial dischargers.

On September 23, 2015 the District received the summary report which outlines the inspection/audit and includes the required changes and recommended changes to be made to the Districts Pretreatment Program. The District is required to respond to the required changes and recommendations.



## Santa Ana Regional Water Quality Control Board

September 23, 2015

Joe Zoba, General Manager  
 Yucaipa Valley Water District  
 PO. Box 730  
 Yucaipa, CA 92399-0730

### 2015 PRETREATMENT COMPLIANCE AUDIT INSPECTION SUMMARY REPORT FOR YUCAIPA VALLEY WATER DISTRICT

Dear Mr. Zoba:

On June 15-16, 2015, Ms. Kettie Holland and Mr. Stephen Clark, of PG Environmental, LLC, under contract with the United States Environmental Protection Agency (USEPA) conducted a Pretreatment Compliance Audit Inspection (PCA) of Yucaipa Valley Water District's (District) pretreatment program. The PCA was conducted on behalf of the California Regional Water Quality Control Board, Santa Ana Region.

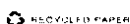
Order No. R8-2007-0012, NPDES No. CA 0105619, Waste Discharge Requirements for the Henry N. Wochholz Regional Water Recycling Facility, requires the District to implement a pretreatment program which incorporates 40 CFR 403, *et seq.*, the federal pretreatment regulations. The PCA was conducted to evaluate the effectiveness of the District's pretreatment program, and to determine whether any changes have been made to the District's program since the December 2011 inspection.

During the PCA, PG Environmental personnel interviewed various District representatives regarding the overall pretreatment program implementation including its legal authority, compliance sampling and monitoring, and enforcement response procedures. The audit team also reviewed the facility files and observed District staff's inspection of the following industrial dischargers regulated by the District's pretreatment program:

- Skat-Trak Performance Products (Class II non-significant categorical industrial user [CIU] subject to the federal regulations at 40 CFR 464, metal molding and casting).
- Sorenson Engineering, Inc. (Class I CIU subject to the federal regulations at 40 CFR 433.17, metal finishing).

The site inspections were conducted to determine whether the industrial dischargers are in compliance with their discharge requirements, sampling locations, no dilution of waste

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Joe Zoba

- 2 -

September 23, 2015

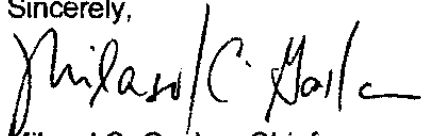
stream is present in the industrial wastewater flows, and to assess the District's inspection program.

The findings of the PCA are discussed in the enclosed report, "Pretreatment Compliance Audit Summary Report". The audit found that a few aspects of the District's pretreatment program require corrective action. The report concludes with requirements and recommendations for improving the District's pretreatment program. We concur with those requirements and recommendations.

By November 9, 2015, please submit a report to this office describing the steps the District has taken, and those proposed, to address the required actions identified in the PCA report. Copies of your report must also be submitted to the State Water Resources Control Board and USEPA, Region 9 at the addresses below.

We appreciate District staff's cooperation and assistance during the PCA. Should you have any questions regarding the PCA report, please contact Najah N. Amin, Compliance, Regulations and Permits staff Engineer, at (951) 320-6362.

Sincerely,



Milasol C. Gaslan, Chief  
Compliance, Regulations and Permits

Enclosure: Pretreatment Compliance Audit Summary Report

cc: w/enclosure

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## **Pretreatment Compliance Audit**

### **Summary Report**

**Discharger:** Yucaipa Valley Water District  
NPDES Permit No. CA0105619

**Location:** 12770 Second Street; Yucaipa, CA 92399

**Contacts:** John Wrobel, Regulatory & Environmental Control Manager,  
Yucaipa Valley Water District

Gary DeFrese, Vice President, G&G Environmental Compliance,  
Inc., Consultant to the Yucaipa Valley Water District

**Audit Dates:** June 15–16, 2015

**Audited By:** Kettie Holland, PG Environmental, LLC  
Stephen Clark, PG Environmental, LLC

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## 1. Executive Summary

This report includes several requirements and recommendations to enhance the operation of the Yucaipa Valley Water District's (District's) pretreatment program. The requirements are provided in Section 13.1 of this report. From the recent audit, the District is required to amend its sewer use ordinance (SUO) to include the notification procedures for bypass. The District is also required to modify the significant industrial user (SIU) permits to ensure that language is added to clarify the difference between pH limits for compliance purposes and for implementing the general prohibitive standards. The District is also required to amend the SIU permits to include the five-day written notification requirement for slug discharge control plans and ensure that it is adequately implementing its enforcement response plan (ERP).

Recommendations for the District's pretreatment program are also included in Section 13.2 of this report. From the recent audit, several recommendations were made, for instance, it is recommended that the District's SUO be modified to be at least consistent with the requirements in 40 CFR 403 of the federal regulations. It is also recommended that the District immediately sample the discharge from the micro-brewery in the service area and identify the cause of the inconsistent sampling results between the District and Sorenson Engineering.

Multiple recommendations were also made based on the facility site inspections performed during the audit and are provided in Section 9.3 of this report. These issues are described in greater detail in the appropriate section of this report and summarized in the final section.

## 2. Introduction

On behalf of the Santa Ana Regional Water Quality Control Board (Regional Water Board), PG Environmental, LLC, conducted a pretreatment compliance audit (audit) of the Yucaipa Valley Water District's (District's) pretreatment program on June 15–16, 2015. The last review of the District's pretreatment program was an inspection performed in December 2011. This report describes the primary concerns generated by the recent audit. It also describes the actions taken by the District to address the concerns generated by the previous inspection.

The audit consisted of three parts: an interview of the District's Regulatory & Environmental Control Manager and the District's consultant from G&G Environmental (collectively, hereinafter, District representatives), a review of the pretreatment program files, and site visits to various permitted industries. The interview included a discussion with the District representatives regarding the program in general, the District's compliance sampling and inspection procedures and their frequency, and enforcement response. The file review consisted of examining the files of several nondomestic dischargers. To provide a general overview of the pretreatment program, the files were selected on the basis of the classifications of the nondomestic dischargers. The files of the following dischargers were reviewed during the audit:



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- Skat-Trak Performance Products (Class II non-significant categorical industrial user [CIU] subject to the federal regulations at 40 CFR 464, metal molding and casting).
- Sorenson Engineering, Inc. (Class I CIU subject to the federal regulations at 40 CFR 433.17, metal finishing).

Onsite inspections were conducted at both of these facilities as a component of the audit. Refer to Section 9.3, *Nondomestic Discharger Site Inspections Conducted during the Audit*, for more information.

## 2.1 Size of Program

The District's pretreatment program consists of two permitted nondomestic dischargers, which are both classified as significant industrial users (SIUs) as defined at 40 CFR 403.3(v). One of the permitted dischargers is classified as a categorical industrial user (CIU). The other permitted nondomestic discharger is classified as a non-significant CIU that evaporates categorical wastewater generated at the facility, but discharges boiler blowdown and wastewater from the facility's autoclave to the District's publicly owned treatment works (POTW). The District representatives mentioned that they conduct inspections at food service establishments (FSEs), car washes, and automotive facilities with sand/oil interceptors at least annually, but try to do so semi-annually. These other nondomestic dischargers have not been permitted by the District.

The District did not have contributing jurisdictions which generated and discharged wastewater to the District's Water Reclamation Facility (WRF). The District representatives also stated that the District does not accept remediated groundwater or hauled waste at the WRF.

## 2.2 Description of the District's Water Reclamation Facility

The District operates a tertiary water recycling facility located in the Yucaipa area of San Bernardino County. The treatment plant accepts domestic, commercial, and industrial waste generated within the Cities of Yucaipa and Calimesa. The service area was primarily comprised of residential neighborhoods with some industrial/commercial pockets. According to the District representatives, approximately 1 percent of the total wastewater discharged to the WRF was from industrial/commercial sources.

The District owns and operates the Henry N. Wochholz Regional Water Recycling Facility (National Pollution Discharge Elimination System [NPDES] Permit No. CA0105619), which has a design capacity of 8 million gallons per day (mgd) and an average daily flow of 4 mgd. The NPDES permit allows up to 6.7 mgd of tertiary treated wastewater to discharge to San Timoteo Creek, a tributary of the Santa Ana River. The District representatives also mentioned that a portion of the reclaimed wastewater was used for irrigation purposes.

During the interview portion of the audit, the Audit Team inquired about recent or planned changes to the District's WRF. District representatives stated that they were in the process of changing a solids belt-press and may discharge treated wastewater to the "brine line" in the future. Specifically, the brine line provides an additional disposal

option for high-saline waste that does not qualify for use, reclamation, or return to the region through the municipal sewer system's domestic treatment plants, but does qualify for ocean discharge. The brine line carries the waste directly to treatment plants operated by the Orange County Sanitation District. After treatment, the waste is discharged to the Pacific Ocean.

The District was also considering various options for sludge management at the WRF. Specifically, the District was conducting an assessment of various solids management options (specifically with screw press technology) to implement a more efficient drying method than that achieved with the current belt presses. None of the planned modifications for the WRF were associated with pretreatment issues.

### **2.3 Focus Topics**

The following topics regarding other industrial pretreatment program activities were discussed with the District representatives. Additional information on the District's activities in these areas is provided in Section 12, *Pretreatment Program Outreach*, of this report.

#### **2.3.1 Significant Noncompliance**

The District's Consultant is responsible for calculating the number of SIUs in significant noncompliance (SNC). SNC calculations are performed by hand. No SIUs were reported as being in SNC for 2014, and no SIUs were reported as being in SNC for the first half of 2015. The District's current enforcement response plan (ERP) was dated 2010 and was in the process of being updated at the time of the audit. The District's sewer use ordinance (SUO) uses the federal definition of SNC and incorporates the *Streamlining Rule*, which extended the "grace period" for late documents from 30 days to 45 days before the documents are classified as significantly late, placing a facility into SNC. The ERP also includes the federal definition of SNC and incorporates the *Streamlining Rule*.

#### **2.3.2 Pharmaceutical Recovery**

The District does not implement a pharmaceutical recovery program. The District included a "what to flush" mailer in the sewer bills distributed to customers in the service area, which advises residents not to dispose of pharmaceuticals to the sewer. The District representatives also reported that the local sheriff's department may have a locked drop box for the collection of unused pharmaceuticals.

Pharmaceutical waste in the District's effluent can have a detrimental effect on the environmental health of receiving waters. Pharmaceutical take-back events have proven to be a simple and effective way of reducing these harmful effects on the environment. Successful take-back programs have been implemented in California's San Francisco Bay Area by the Bay Area Pollution Prevention Group (BAPPG); EPA considers the BAPPG programs to be model systems. The District should consider providing educational outreach material regarding proper disposal methods for unused pharmaceuticals to senior citizen care centers, hospitals and clinics, and pharmacies.

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### 2.3.3 Dental Mercury

The District had not implemented a dental mercury management program at the time of the audit. However, the District stated that approximately two years prior to the audit the District distributed surveys to dental facilities to identify if these facilities used dental amalgam. The District representatives stated that they planned to send out the surveys again during July 2016. The District doesn't typically inspect the dental facilities but may conduct a follow-up visit after sending out the survey in order to verify the information provided in the survey. The District also distributed information to dental facilities about best management practices (BMPs) for handling dental mercury and medical photo processors.

The District has developed a local limit for mercury of 0.01 mg/L. The District's NPDES permit did not contain a limit for mercury but sampling was required. According to the influent, effluent, and sludge data for mercury concentrations provided in the 2014 Annual Pretreatment Report, the influent and effluent concentrations of mercury were measured as non-detect. The mercury concentration for sludge was measured as 0.12 milligrams per kilogram.

### 2.3.4 Industrial Laundries

The District had not identified or permitted industrial laundries at the time of the audit. The District representatives also mentioned that industrial laundry facilities were not planning to move into the District's service area.

In the event that an industrial laundry facility moves into the District's service area, the District should consider discussing the EPA's safe detergent stewardship initiative (SDSI) program with the facility. SDSI is a voluntary program to commit to the use of safer surfactants. Safer surfactants are those which break down quickly to non-polluting compounds, helping to protect aquatic life in both freshwater and saltwater environments. Nonylphenol ethoxylates (NPEs) are an example of a surfactant class that does not meet the definition of a safer surfactant.

### 2.3.5 Performance Measures

The District does not permit FSEs but conducts inspections at these facilities at least once per year. During these inspections, the District representative reviews the facility's pumping records. In the event that a sanitary sewer overflow (SSO) occurs which may be attributed to discharges from a FSE or other commercial facility, the District's collection crew will notify the pretreatment program, who will conduct an evaluation in an effort to determine the source of the fats, oil and grease (FOG) discharge. In the event that the District identifies the source of the FOG discharges that contributed to the SSO, the District may bill them for the SSO response (including time/hours for the collection crew). The pretreatment program will also distribute BMP flyers with proper grease handling and disposal information.

The District also provides FOG management outreach material to residential areas by including information in a mailer. The District representatives stated that they have not had issues with residential FOG-related SSOs. The District representatives stated that the District did not experience FOG-related SSOs during 2014.

### 2.2.6 Potential Clean-up or Criminal Violations

The District representatives were unaware of instances in which a facility might close, leaving a potential cleanup needing state funding or of any facilities that had knowingly violated a pretreatment or other environmental regulation.

## 3. Pretreatment Program Modifications

The federal pretreatment regulations at 40 CFR 403.18 require the District to notify the Regional Water Board of any modifications it intends to make to its pretreatment program.

At the time of the audit, the District was in the process of modifying its SUO and had developed a “red-line” version which had not been provided to the Regional Water Board. The District representatives mentioned that they were in the process of updating the ERP and planned to submit both items to the Regional Water Board for approval prior to presenting the modified documents to the District’s Board of Directors for formal adoption.

## 4. Local Limits

The federal pretreatment regulations at 40 CFR 403.5(c) require POTWs to develop and enforce local limits to implement the general and specific prohibitions at 40 CFR 403.5(a) and (b). The pretreatment regulations also require POTWs to continue to develop these local limits as necessary and to effectively enforce the limits.

According to the 2011 inspection report, the local limits for boron and total dissolved solids (TDS) were stated as “water supply + (numerical limit) and is not accurate unless the two flows are exactly the same”. The 2011 inspection report stated that this should be changed to a numerical limit which accounts for the water supply in the calculation. In response to this requirement, the District stated:

The constituent TDS was calculated two times, once using the District’s NPDES permit limit Maximum Benefit 12 month average of 450 mg/L. The calculated local limit was determine to be 1,051 mg/L. The second calculation was done using actual headwork loading of 474 mg/L. The calculated local limit was determined to be 719 mg/L.

As the Control Authority, a more stringent value was chosen (TDS limit of 400 mg/L plus the water supply) to better protect a designated beneficial use such as the protection of future recycled water use.

The local limit for boron was calculated using the Basin Plan objective of 0.75 mg/L. The calculated local limit was determined to be 15.0 mg/L. The local limit water supply plus 1.0 mg/L was adopted to protect the reclaimed water supply and was most stringent at about 1.4 mg/L. The maximum safe boron concentration for most tolerant plants is about 4.0 mg/L.

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The term water supply plus an incremental value is commonly used to encourage management of contributions by IUs without penalizing them for source water (background concentrations) as long as the adopted value doesn't compromise any regulatory limits placed on the Control Authority. Further, it provides necessary flexibility in the enforcement of local limits that still protect the designated beneficial use while allowing discretionary judgement based upon actual impacts of the discharge quality (i.e. small changes in source water background levels should be considered when determining an industry's efforts to comply with a standard).

According to the 2011 inspection report, "development of the local limits should refer to the chronic water quality limits." In response to this requirement, the District stated,

The local limits were evaluated for chronic, acute water quality standards, biosolids and NPDES permit limits most stringent of daily and monthly average local limit information. The acute water quality limits were adjusted for the site specific hardness of 166 mg/L that is called out in the NPDES permit.

The District representatives stated that the local limits were last evaluated in 2010 and the District planned to conduct another review of the local limits after the NPDES permit has been modified and renewed. There has not been a significant change in the wastewater discharged from the District's industrial user community, thus warranting the need for an immediate evaluation of their local limits. The District representatives stated that they found the local limits to be adequate in protecting the POTW at the time of the audit.

## 5. Legal Authority

The federal pretreatment regulations at 40 CFR 403.8(f) require every POTW subject to the national pretreatment program to have the necessary legal authority to apply and enforce Sections 307(b) and (c) and Section 402(b)(8) of the Clean Water Act. As noted previously, the District was in the process of modifying its SUO. The current SUO and the draft redline version of the SUO were reviewed as a component of the 2015 audit.

The following elements were required as a component of the 2011 inspection report. The District's response to these requirements is also provided:

- Local limits need to be added to the SUO. In response to this requirement, the District stated, "The District appreciates the recommendation, however prefers to adopt local limits and other referenced documents in the Ordinance (i.e., fees, ERP, local limits, etc.) by Resolution."
- Section 6.16, Measurements and Tests of the District's SUO states, "In the event that no control manhole has been required, the control manhole shall be considered to be the nearest downstream manhole in the public sewer to the point at which the building is connected." Sampling locations should be in a dedicated manhole which has no possibility of data corruption from other waste streams.

In response to this requirement, the District stated that they "will ensure that all sampling locations will be in a dedicated manhole with no possibility of data corruption from other waste streams."

## PCA Summary Report

- According to the 2011 inspection report, “Permitted Industries are required to complete flow measurements per 40 CFR 403.12(b)(4). Flow measurement language needs to be added to the SUO and permits.”

In response to this requirement, the District stated, “The District will add flow measurement language to the SUO during the next review and to permits when they are renewed.”

- The SUO was not in compliance with the Streamlining Rule as representative samples were not being obtained. The District allowed grab samples for self-monitoring and control authority monitoring when the regulations required composite sampling unless justification was provided.

In response to this requirement, the District stated that they “will ensure that representative samples are being obtained as required. Justification will be provided if a grab sample is the only method for obtaining a sample.”

- A fine of \$100 is frequently assessed to permitted industries but is not indicated in the SUO. Local authority to assess such a fine does not exist.

In response to this requirement, the District stated that “The District has no record of \$100 fines being assessed to any permitted industries. The existing Ordinance No. 54-2009, Section 10.01 references enforcement actions in accordance with Ordinance and the adopted ERP. The adopted ERP does include monetary penalties in the Enforcement Response Guide.

- The SUO requires spill containment systems to comply with state and county requirements. The SUO should state what the requirements for spill containment are. At a minimum, it should follow Occupational Safety and Health Administration (OSHA) requirements of 110% for a single vessel and 150% of the largest vessel for multi-vessel containment.

In response to this requirement, the District stated that they “will ensure that all spill containment systems utilized by their permitted industries comply with OSHA requirements.”

- Civil and criminal penalties must be at least \$1,000 per day per violation. The SUO currently states civil and criminal penalties shall not exceed \$1,000 per day per violation. In response to this requirement the District stated that it will review the civil and criminal penalty language used in the SUO against state law and make corrections as appropriate when the SUO is reviewed and updated.

As a component of the 2015 audit, the District’s SUO (Ordinance NO. 54-2009; effective November 2009) was reviewed to determine its consistency with the federal pretreatment regulations at 40 CFR 403. The following inconsistencies were identified in the District’s SUO.

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According to the regulations at 40 CFR 403.17, notification of bypass includes procedures for providing notice to the POTW when a facility knows in advance of their need to bypass in addition to procedures for notifying the POTW after an unanticipated bypass. Section 8.02.1, Report of Potential Problems, of the District's SUO includes the requirements for notification of potential problems. However, the District's SUO did not explicitly include "unanticipated bypass" as one of the instances in Section 8.02.1 of the SUO. Additionally, the SUO did not include the requirements for notification prior to an anticipated bypass. Therefore, the District is required to amend its SUO to include the notification procedures for bypass notification which should be at least consistent with the requirements at 40 CFR 403.17.

The term "discharge" or "indirect discharge" is not defined in Article 2, definitions and abbreviations of the District's SUO. According to the regulations at 40 CFR 403.3(i), the term *discharge* or *indirect discharge* means, "The introduction of pollutants into a POTW from any nondomestic source regulated under section 307(b), (c) or (d) of the Act." It is recommended that the District include this definition in the SUO to be consistent with the regulations at 40 CFR 403.3(i).

According to the regulations at 40 CFR 403.8(f)(1)(i), "The POTW shall have the legal authority to deny or condition new or increased contributions of pollutants, or changes in the nature of pollutants, to the POTW by IUs where such contributions do not meet applicable Pretreatment Standards and Requirements." Section 6.11 of the District's SUO requires the pretreatment of industrial waste to an acceptable condition prior to discharging to the Public Sewer. However, this Section of the SUO does not provide the legal authority to "deny" new or increased contributions of pollutants to the POTW. It is recommended that the District include this provision in the SUO and to be consistent with the regulations at 40 CFR 403.8(f)(1)(i).

The regulations at 40 CFR 403.12(b) state the requirements for baseline monitoring reports (BMRs) including the required elements of a BMR per the federal regulations. Section 8.03.1 of the District's SUO includes the requirements for submitting a BMR. However, the specific elements of a BMR are not listed in this section of the SUO. The elements of a BMR including identifying information and other environmental permits (both requirements of a BMR) are found in other sections throughout the SUO. However, to reduce confusion, it is recommended that the District amend its SUO to include the required elements of a BMR to be in the same section of the SUO and to be consistent with the regulations at 40 CFR 403.12(b).

The regulations at 40 CFR 403.12(g)(2) state, "If sampling performed by an IU indicates a violation, the User shall notify the Control Authority within 24 hours of becoming aware of the violation. The User shall also repeat the sampling and analysis and submit the results of the repeat analysis to the Control Authority within 30 days after becoming aware of the violation." Section 7.02.2 of the District's SUO includes the requirement for the resampling and submittal of the repeat analysis within 30 days but does not include the 24 hour notification statement. Section 8.02.1 of the District's SUO states the IU shall notify the District immediately of discharges which may result in a violation of the Ordinance (including local limits). To reduce confusion it is recommended that the

District amend Section 7.02.2 of the SUO to include the 24 hour notification requirement with the 30 day resample requirement in the same manner it is presented in 40 CFR 403.12(g)(2) of the regulations.

## 6. Nondomestic Discharger Characterization

The federal pretreatment regulations at 40 CFR 403.8(f)(2) require POTWs to develop and implement procedures to identify and locate industrial users that might be subject to the local pretreatment program. These procedures must also include proper categorization of all SIUs as defined at 40 CFR 403.3(v).

District staff conduct a number of activities to identify potential nondomestic dischargers within the District's service area. During the interview portion of the audit, the District representatives stated that they review water accounts for high volumes of water usage on a monthly basis. In the event that a new business were to move into the District's service area, the facility would need to have plumbing and site plans developed and approved by the District's engineering department. These plans would be submitted to the District's engineering department who alerts the pretreatment program of the new potential nondomestic discharger. The pretreatment program will identify if the facility generates wastewater and is required to implement devices for wastewater treatment. The pretreatment program will then send out a survey for the business to complete and will conduct a follow up inspection at the facility. The District representatives also stated that they conduct drive-by inspections, internet and phonebook searches and are also in communication with CAL FIRE and the County of San Bernardino.

In addition, the District is able to identify changes in wastewater discharges for existing industrial users through its quarterly inspection activities.

During discussions with the District representatives it was stated that a wastewater survey had recently been sent to a new micro-brewery in the service area. The facility discharges to the POTW and has not yet been permitted by the District. It is strongly recommended that the District conduct an in-depth evaluation at the facility to determine the nature and volume of pollutants discharged from the facility to the POTW including processes in which off-specification products may be discharged to the POTW and create potential slug-like discharges. The District is reminded that it is required to identify the character and volume of pollutants contributed to the POTW by industrial users in accordance with the regulations at 40 CFR 403.8(f)(2)(ii). The District should make sampling of the industry a priority.

## 7. Control Mechanisms

To ensure compliance with applicable pretreatment standards, the federal pretreatment regulations at 40 CFR 403.8(f)(1)(iii) require POTWs to control the discharges from nondomestic dischargers by using control mechanisms (permits or other similar means). The District issues permits with a duration of two years. The Sorenson Engineering and



## PCA Summary Report

Skat-Trak permits were reviewed as a component of the 2015 audit to evaluate the consistency with the permit provisions and the required elements at 40 CFR 403.

### **7.1 Effluent Limitations**

According to the 2011 inspection report, FOG discharge is not a local limit but a prohibitive limit. Reference to FOG being a local limit should be removed throughout the control mechanisms. In response to this requirement, the District had stated that it adopted a local limit for total oil and grease of 500 mg/L. The District stated it would replace the term FOG with total oil and grease in the control mechanisms upon renewal.

As a component of the 2015 audit, the Skat-Track and Sorenson Engineering permits were reviewed to identify if the modifications had been made to the FOG local limit. According to the discharge limitation table included in Part 1 of the permits, the total oil and grease limit is 500 mg/L. The District had adequately amended the discharge limitation table provided in Part 1 of the industrial user permits reviewed during the 2015 audit.

According to the 2011 inspection report, the industrial permits re-state the general prohibitive standards from the SUO. The industrial permits incorrectly defined a high temperature limit of 104 degrees Fahrenheit, but the SUO had a limit of 140 degrees Fahrenheit. The permits were required to be revised. In response to this requirement, the District stated that it will revise permits as they are up for renewal.

As a component of the 2015 audit, the permits were reviewed to identify if the modifications had been completed per the 2011 inspection report. The general prohibitive standards included in the standard conditions of the permits state that wastewater "Having a temperature higher than 140 degrees Fahrenheit shall not be discharged to the District's collection system." According to the permits reviewed during the 2015 audit, the District made adequate modifications to the permits.

According to the 2011 inspection report, the industrial permits incorrectly define an allowable pH discharge of 5 to 12.5 standard units (s.u.), but the SUO has a range of 5 to 11 s.u. The permits were required to be revised. In response to this requirement the District stated that the permits contain limits for pH as defined in the SUO of 5 to 11. The reference to 5 to 12.5 s.u. is in the prohibited discharge conditions and is in reference to the federal pH lower limit of 5 and the upper pH range of 12.5 s.u. The District stated that it will review the language to clarify the difference between a prohibited discharge and a limit violation. Language will be added as appropriate to each permit as it is up for renewal.

As a component of the 2015 audit, the Audit Team reviewed the permits to identify if modifications were made to the permits as required per the 2011 inspection report. The District modified the Sorenson Engineering permit to include and emphasize specific language in the General Prohibitive Standards section of the permits and to differentiate the pH limit for compliance purposes and the pH limit for implementing the general prohibitive standards. However, the same clarification had not been added to the Skat-

Trak permit. Additionally, the discharge limitation table included in the Sorenson Engineering permit indicates that the daily maximum local limit for pH is measured in milligrams per liter (mg/L), which are the incorrect units for measuring pH. The correct units for pH measurement are standard units (s.u.). Therefore, the District is required to modify the permits to ensure that the clarification language is added to the Skat-Trak permit and that the proper units are included for pH.

## **7.2 Sampling Frequency**

According to the 2011 inspection report, the industrial permits must require a minimum of two samples per year conducted by the industry per the SUO and streamlining rule changes. This language was missing from the standard industrial permit. In response to this requirement, the District stated that this language will be added to the standard industrial permit when they are up for renewal.

As a component of the 2015 audit the permits were reviewed to identify if the required modifications had been implemented in the permit as required per the 2011 inspection report. Part 2.a of the Sorenson Engineering permit requires that self-monitoring samples are to be collected semi-annually. The Skat-Track facility is permitted as a NSCIU. Therefore, according to the regulations at 40 CFR 403.12(e), NSCIUs are not required to report on the nature and concentration of pollutants but are required to submit certification statements on an annual basis stating that the facility has not discharged more than 100 gallons of total categorical wastewater on any given day during the reporting period.

## **7.3 Slug Discharge Control Plan Requirements**

According to the 2011 inspection report, the industrial permits were not consistent regarding the assessment for slug discharge plans. Section 6.06(p) of the SUO requires this assessment and for the language to be included in the permits. The Sorenson Engineering permit included this language but the Skat-Trak permit did not. The common parts of each permit should be identical and must meet the requirements of the ordinance and 40 CFR. The District was required to revise the Skat-Trak permit and confirm that the standard permit has the same language. In response to this requirement, the District stated that it will revise the Skat-Trak permit and will ensure the inclusion of the correct slug discharge plan language.

As a component of the 2015 audit it was noted that Section 6.06(p) does not exist in the District's SUO. The language regarding slug discharge control plans in the Sorenson Engineering and Skat-Trak permits were reviewed and were identical. The regulations at 40 CFR 403.8(f)(2)(vi)(A-D) state the required elements for slug discharge control plans. Part 3.E. 3 of the permits include the required elements for a slug discharge control plan. However, the provision regarding immediately notifying the District of the event does not include the five day follow-up written notification requirement as stated at 40 CFR 403.8(f)(2)(vi)(c). Therefore, the District is required to amend the permits to include the five day written notification requirement for slug discharge control plans in accordance with 40 CFR 403.8(f)(2)(vi) of the regulations.

#### **7.4 Certification Statement**

According to the 2011 inspection report, the industrial permits should require that each industry complete a statement that certifies that the pretreatment standards are being met in the self-monitoring data. In response to this requirement the District stated that it will ensure that permits will require permitted industries to complete a statement that certifies that the pretreatment requirements are being met in the self-monitoring data as they come up for renewal. The District included this statement in Part 1.F of the Skat-Trak permit but the aforementioned language had not been added to the Sorenson Engineering permit.

According to the 2011 inspection report, the Skat-Trak permit included a total industrial flow of 2,000 gpd. Breakdown was 500 gpd for boiler blow down and 1,500 gpd for categorical. Since the categorical process has zero discharge, the permitted flow for Skat-Trak should be 500 gpd. In response to this requirement, the District stated that it was revising the Skat-Trak permit and will incorporate these items upon permit renewal.

As a component of the 2015 audit the Skat-Trak permit was reviewed. Part 1.C of the permit states, "The facility is not authorized to discharge any categorical process wastewater into the sanitary sewer. The only industrial wastewater permitted to be discharges is the batch discharges from the boiler (less than 140 degrees prior to discharge) and autoclave." It is recommended that the District modify this statement to include the units for temperature measurement.

### **8. Application of Pretreatment Standards and Requirements**

The federal pretreatment regulations at 40 CFR 403.8(f)(1) require the District to have the legal authority to require compliance with applicable pretreatment standards and requirements and to ensure compliance with these standards and requirements through the use of control mechanisms such as permits.

The District has correctly classified and permitted the nondomestic users whose files were reviewed during the audit. For more information on the District's legal authority, refer to Section 5.0, *Legal Authority*, of this report.

### **9. Compliance Monitoring**

The federal pretreatment regulations at 40 CFR 403.8(f)(2)(v) require a POTW to develop and implement an inspection and monitoring program to determine, independent of information supplied by nondomestic dischargers, compliance or noncompliance with applicable pretreatment standards and requirements. Further, 40 CFR 403.8(f)(2)(vii) requires POTWs to investigate instances of noncompliance and to enforce the regulations as necessary.

The District representatives stated that they conduct compliance monitoring for the same pollutant parameters that the facility is required to sample for in their wastewater discharge permit. The District representatives also mentioned that they utilized an Access-based program for tracking inspections and sampling data. The District maintains records related to compliance monitoring for at least three years, but has not discarded

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records since the inception of the program. As a District practice, documents are maintained using Laserfiche® software.

### **9.1 Compliance Sampling**

The federal regulations at 40 CFR 403.8(f)(2)(v) require all SIUs to be sampled at least once each year unless the POTW has authorized a CIU to forego sampling of a pollutant regulated by federal pretreatment requirements. Then the POTW must sample for the waived pollutant(s) at least once during the permit term [40 CFR 403.8(f)(2)(v)(A)]. The District collects compliance samples at Sorenson Engineering on a semi-annual basis and from Skat-Trak on an annual basis.

The District mentioned that variances in TDS sampling results collected from Sorenson Engineering were observed by the facility and District representatives. To address this issue, the District contracted Babcock Laboratories to split and analyze TDS samples collected at Sorenson Engineering. The District representatives stated that when the District and facility first began splitting samples, the sampling results were significantly different. At the time of the audit the facility and District were still splitting samples and the District representatives mentioned that the sampling results were closer in value than when the split sampling first took place. It is recommended that the District identify the cause of the differing sample results for TDS for samples collected by the facility and the District.

The District representatives stated that the District collects samples for Skat-Trak. The District's contract lab conducts the analysis for samples collected at the IUs. The District receives and reviews the sampling results and enters the information into the access-based database. The compliance sampling data and documentation reviewed for Skat-Trak and Sorenson Engineering as a component of the 2015 audit was deemed adequate.

### **9.2 Compliance Inspections**

The regulations at 40 CFR 403.8(f)(2)(v) require all SIUs to be inspected at least once each year, unless a discharger is subject to the reduced reporting requirements under 40 CFR 403.12(e)(3). The POTW must inspect those dischargers at least once every 2 years [40 CFR 403.8(f)(2)(v)(C)]. The District performs inspections of its SIUs quarterly.

The District documents its observations during the inspections by utilizing an inspection report form. The report form includes an area for recording information including the name, address, and contact information for the facility. The form also includes a violation checklist to indicate various types of violations that occurred at the facility (if any). The form also includes an inspection checklist and multiple pages of attached notes for details observed with the process areas and pretreatment system. The District completes the inspection report forms for the quarterly inspections conducted at the facility and also completes the form when visiting the facility to observe sampling activities or other follow-up items. The inspection report includes details of observations and the uniqueness of the inspections conducted at the facilities. From the files reviewed during the 2015 audit, the District's inspection frequency and documentation procedures were deemed adequate.

### 9.3 ***Nondomestic Discharger Site Inspections Conducted During the Audit***

Site inspections at two permitted nondomestic dischargers were conducted as part of the audit. The dischargers were selected to represent facilities of varying size and classification. The following was noted during the nondomestic discharger site visits:

- *Sorenson Engineering, Inc.* The facility receives various types of metals and uses high precision Swiss lathe equipment and techniques to produce components for the aerospace industry. The District had classified the facility as a CIU due to the wastewater generated from its metal finishing and metal cleaning operations, which are subject to the regulations at 40 CFR 433, metal finishing.

The following was observed regarding the process areas inspected as a component of the facility site visit:

- Cutting and machining rooms—In this area, the facility received rods of various types of metals. The metals were cut and machined to a specific size. The facility had approximately 100 cutting and milling machines within this area of the facility. Adjacent to the cutting room was a separate room which also housed metal scraps from the metal drilling and cutting operations. Metal scraps were collected and introduced to a centrifuge to remove the oil from the metal. The oil was reused in various machines throughout the process areas. Adjacent to this room was an outdoor storage area that housed totes used for the collection of wastewater from floor mopping. Wastewater generated from floor mopping was not discharged to the District's POTW.
- Processing department—This area of the facility housed the vapor degreaser which was used to remove residual oils and greases from the metals prior to performing the metal finishing operations. This area of the facility also housed annealing ovens used for heat treating the metal.
- Passivation area— This area of the facility housed six small tanks for the passivation process. The tanks were mostly empty at the time of the inspection. The facility representative stated that the facility had not used the passivation area in months. The rinse tank of the passivation system was plumbed to a tote. Wastewater generated from the process was collected in the tote and was transferred to the pretreatment system for treatment prior to discharging to the District's POTW.
- Gold plating line—This process area of the facility was housed in a separate building than the other processing areas. Adjacent to the building housing the gold plating line were scrubbers used for cleaning the air within the gold plating process room. Wastewater generated from the air scrubbers was discharged to the pretreatment system. The facility had implemented the Osciline

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300, an automated system for the operation of the gold plating line. This system consisted of multiple levels of baths and chemical tanks.

The facility discharges pretreated wastewater from its metal finishing process, gold plating line, and air scrubber operation to the District's publicly owned treatment works (POTW).

Wastewater generated at the facility is pumped to the facility's pretreatment system located within a separate building than the various process areas. Wastewater generated from the gold plating line and the metal finishing lines is directed to Tank 6 or Tank 7 of the treatment system. Tank 6 is used for the collection of acid bearing wastes and Tank 7 is used for the collection of alkaline wastes. The wastewater from both tanks is then mixed in Tank 8, a 1,500-gallon mixing tank that has a pH probe to measure the pH of the wastewater. Wastewater is pumped to Tank 9, which is the final pH adjustment tank used to precipitate metals from the wastewater. Coagulant is added to the wastewater in Tank 9. In addition, sodium hydroxide or acid may also be added in Tank 9 for pH adjustment. The pH of the wastewater in the tank was measured at 8.1 standard units (s.u.) at 11:27 a.m. Wastewater is pumped to Tank 10 which is a slant plate clarifier for solids removal. The wastewater is pumped to the Macrolite filter system which contains canisters with filters for further solids removal. The wastewater is then collected in Tank 13, a holding tank where the pH and conductivity of the wastewater is measured. The wastewater is pumped to a final holding tank (i.e., Tank 14) prior to discharging to the sampling box and ultimately to the District's POTW.

The facility has the ability to recirculate wastewater that does not meet permitted pH limits. Specifically, wastewater can be recirculated through Tank 9 for additional pH adjustment. Once the wastewater reaches the desired pH it will be treated through the remaining parts of the pretreatment system prior to discharge. The facility has high-level alarms and pH alarms to notify facility representatives that the wastewater is out of specifications or if a treatment tank is nearing its capacity.

Sludge collected from the clarifier is pumped to a sludge holding tank and then to the filter press. Filter cake from the filter press is hauled offsite for disposal. Filtrate is reintroduced to Tank 9 and is treated prior to discharging to the District's POTW.

The wastewater treatment system diagrams were reviewed during the facility inspection to identify inconsistencies between the diagrams and the on-site conditions observed during the inspection. Specifically, Tanks 13 and 14 were not depicted on the system details diagram for heavy metal removal as observed during the facility inspection. It is recommended that the District conduct a follow up inspection at the facility to identify inconsistencies with the diagrams and ensure that the diagrams adequately depict the pretreatment system.

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During the inspection of a process area near the gold plating line, the Audit Team identified new equipment stored within the area. The facility representative stated that the facility was planning on implementing a selective plating operation that was to be in place by September 2015. This additional line would include the installation of a new sink for rinsing and tumbling operations and small-scale plating operations. Wastewater generated from this process would be plumbed to the pretreatment system and would be treated prior to discharging to the District's POTW. It is strongly recommended that the District work closely with the facility to ensure that these changes, which may affect the nature and concentration of wastewater discharged from the facility, do not negatively impact the District's POTW.

During the inspection of the gold plating line, the facility representatives mentioned that the rinse water for the final products introduced to the gold plating process line needed to be maintained at a very high quality. At the time of the inspection Tanks 2 and 4 were reported as the rinse tanks, which were constantly running (fresh water was being constantly added). The Audit Team requested information regarding the conductivity threshold of the rinse tank (i.e., when a rinse tank reaches a certain conductivity, the rinse water needed to be changed). The facility representatives stated that they aimed to keep the conductivity of the rinse water around 1 (units unspecified) and had set the rinse water to refill at a flow that would allow the facility to maintain a conductivity of 1. It was unclear to the Audit Team how this conductivity threshold was developed. Due to water constantly flowing through the gold plating rinse tanks, it is strongly recommended that the District conduct a follow up inspection at the facility to identify if the facility is using dilution as a form of wastewater treatment. Further, it is recommended that the District encourage the facility to develop and implement standard operating procedures for the gold plating line to have a formalized process for changing the rinse water (i.e., developing a threshold for conductivity) to address concerns related to dilution.

- *Skat-Trak Performance Products.* The facility conducts lost wax investment casting to produce parts for high performance watercrafts. Specifically, the facility receives and conducts aluminum forming operations to produce magnum pumps, specialty impellers, pump nozzles, nozzle rings, steering rings, tail cones, pump step wedges, stainless steel super intake grates, nose boots, and replacement parts. The facility generates and discharges wastewater from its autoclave in addition to boiler blowdown, thus the District has classified the facility as an NSCIU due to its aluminum casting operation, which is subject to the regulations at 40 CFR 464, Metal Molding and Casting. Other wastewater generated at the facility is evaporated and is not permitted to be discharged to the District's publicly owned treatment works (POTW). The facility also converts used tires into paddle tires for off road vehicle use.

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The facility conducted lost wax investment casting, meaning that the facility could not re-use the wax. The following was observed with the following process areas at the time of the inspection:

To produce an aluminum or stainless steel part, the facility produced a ceramic mold into which molten metal could be poured. Producing the ceramic molds began by crafting a wax model. Wax models were formed by injecting molten wax into an aluminum mold of the specific part to be made. To aid the release of the wax from the aluminum mold, a release compound was applied. The aluminum molds were cleaned by using an APC-205 detergent and water wash solution. This solution was collected and introduced to the facility's evaporator system.

The wax models were coated with alternating layers of fine sand and bound together with a binding agent. As the ceramic molds were being formed, they were cured in a temperature and humidity controlled environment. After completion of the ceramic mold, the wax was melted out to create the cavity for the molten metal. Spent wax was hauled off site to be reused by another industry.

Raw materials in the form of stainless steel or aluminum were heated in a melting furnace and poured into the ceramic molds. After the molten metal was poured, the aluminum castings were placed on a circular metal cooling rack. The metal cooling rack had a recirculating non-contact cooling system that did not discharge water to the sewer. Stainless steel castings were air-cooled. The ceramic was broken apart from the castings and removed as a dry operation. The castings were placed in a Goff machine for further cleaning, which did not utilize water. The waste ceramic material was collected and shipped off-site for disposal. The aluminum and stainless steel parts were machined to make the final product for the buyer.

The paddle tire operations were located in a separate building from the investment casting operations. The facility received used tires and removed the tread from the tires which was buffed down to create a smooth surface. Airborne rubber debris from the buffing process were collected via a local exhaust ventilation system. New rubber was attached to the tire bodies and formed into paddles. Wastewater was not generated from this process. Waste rubber was collected in a roll-off dumpster and disposed of offsite.

At the time of the inspection, wastewater generated from the facility's mold cleaning (pre-casting) activity, and floor mopping activity was collected and evaporated at the facility. The facility also batch discharges water from the autoclave and boiler blowdown to the District. The District requires the facility to retain the blowdown water so that it can cool to an acceptable temperature before discharging to the District's POTW.

Categorical wastewater generated at the facility is pumped to a 1,000 liter tote. From the tote it is pumped to one of three 55-gallon drums which are stored on



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secondary containment pallets. Each drum has an evaporator ball that is used to heat the wastewater in the drum and aid in the evaporation process.

The three 55-gallon drums comprising the evaporation system were dry and empty at the time of the inspection. The volume of wastewater within the tote was approximately 225 liters and its valve that allowed discharge to the three 55-gallon drums was closed. According to a facility employee who performs maintenance on the system, the evaporator system was cleaned approximately 1 month prior to the inspection. During the maintenance activity, the solids were removed from the three 55-gallon drums.

Two unlabeled 55-gallon drums, separate from the evaporation system, were housed in the area and contained solids that appeared to be removed from the evaporation system. It was unclear if these solids were considered as hazardous waste. The facility did not maintain a log documenting when it evaporates wastewater or cleans the system. It is recommended that the District encourage the facility to develop and maintain an evaporation log to document the volume of wastewater introduced to the system, date and time of introduction, and any other pertinent information regarding the disposal of the wastewater and associated solids.

Multiple floor drains were observed throughout the facility. Two floor drains were observed in the boiler room, one of which was the sampling location for discharge to the District's POTW. The floor drains located in process areas were reported to be capped or removed. The floor drains observed in the process areas appeared to be capped except for one, located adjacent to the facility restrooms in the computerized numerical control (CNC) lathe and mill room. It was undetermined at the time of the inspection if the floor drain was plugged or not. An unknown pipe that appeared to be an HVAC condensate pipe led to the floor drain. Facility representatives did not know the source of the pipe. The discharge valve on the unknown pipe was observed to be in the closed position. The District representative stated the District will issue a letter requiring Skat-Trak to determine the source of the unknown pipe. It is recommended the District require Skat-Trak to confirm that the floor drain located adjacent to the restrooms in the CNC lathe and mill room is capped and to determine the source of the unknown pipe located above the drain.

The District representative requested that the facility Secretary-Treasurer provide waste manifests for the documentation of the disposal of solids from the evaporation system and the waste manifests for used oil. The facility Secretary-Treasurer stated that the facility representative who maintains the waste manifests and is the typical facility representative during inspections was not onsite at the time of the inspection. The Secretary-Treasurer stated she did not know where the waste manifests were maintained and was unable to locate them. The contracted District inspector stated that the District will issue a letter to Skat-Trak informing them that they must always have someone onsite that knows where to locate the waste manifests. It is recommended that the District perform a followup inspection at the facility to review and obtain the proper documentation to ensure

that residual waste from the evaporation system is properly disposed of and ensure that this waste is not introduced to the District's POTW.

#### **9.4 Requesting, Receiving, and Analyzing Reports**

The federal pretreatment regulations at 40 CFR 403.8(f)(2)(iv) require the District to request, receive, and analyze all reports submitted by SIUs. The SIU reports must contain the information required at 40 CFR 403.12.

As a component of the 2015 audit, the Skat-Trak and Sorenson Engineering files were reviewed to evaluate the District's process for requesting, receiving, and analyzing reports. According to the regulations at 40 CFR 403.12(g)(3), samples are to be collected in accordance with the collection and analytical procedures in 40 CFR 136. According to these collection procedures, samples for oil and grease and cyanide are to be collected as grab samples. Sorenson Engineering submitted results for self-monitoring samples dated October 8, 2014. According to the information documented on the chain of custody form, samples for oil and grease and cyanide were collected as composite samples. The District stated that they issued the facility a notice of violation (NOV) for these issues, which was not included in the facility's file (refer to Section 10, *Enforcement* for further detail). The facility collected a re-sample to correct these issues on October 29, 2014 in which samples for oil and grease and cyanide were collected as grab samples.

#### **9.5 Slug Discharge Control Plans**

The federal pretreatment regulations at 40 CFR 403.8(f)(2)(vi) require the District to evaluate each SIU, either by October 14, 2006 or within 1 year of its becoming an SIU, to determine whether the SIU needs to develop and implement a slug discharge control plan. A slug discharge is any discharge of a nonroutine, episodic nature, including an accidental spill or noncustomary batch discharge [40 CFR 403.8(f)(2)(vi)]. The regulations also require a SIU to notify the POTW immediately of any changes at its facility affecting the potential for a slug discharge.

The District representatives stated that evaluations for the need to develop slug discharge control plans were not conducted, but the District requires both industries to develop and implement slug discharge control plans. As a component of the 2015 audit, the slug discharge control plan for Sorenson Engineering was reviewed for their consistency with the regulations at 40 CFR 403.8(f)(2)(vi)(A—D) and was deemed adequate.

### **10. Enforcement**

The federal pretreatment regulations at 40 CFR 403.8(f)(5) require the District to develop and implement an ERP. This plan must contain detailed procedures indicating how the District will investigate and respond to instances of industrial user noncompliance. The District's ERP was last modified in 2010.

According to the 2011 inspection report, civil and criminal penalties must be at least \$1,000 per day per violation. The ERP stated civil and criminal penalties shall not exceed

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\$1,000 per day per violation. In response to this requirement, the District stated that it will make the correction when the ERP is reviewed and updated. As a component of the 2015 audit the District's ERP was reviewed and the modification required as a component of the 2011 inspection report had not been completed. According to the regulations at 40 CFR 403.8(f)(1)(B)(vi)(A), "All POTW's shall be able to seek injunctive relief for noncompliance by Industrial Users with criminal penalties in at least the amount of \$1,000 a day for each violation by the Industrial Users of Pretreatment Standards and Requirements." Therefore, the District is required to amend its ERP to be consistent with the federal regulations at 40 CFR 403.8(f)(1)(B)(vi)(A).

According to the 2011 inspection report, Sorenson Engineering should have been issued a NOV for failure to provide sampling data in 2010 and failure to provide sampling data in a timely fashion during 2011. In response to this requirement, the District stated that the sampling data for 2010 had been misplaced but had been submitted by Sorenson Engineering. Sampling data in 2011 was not 45 days late, but a Written Warning was issued reminding Sorenson that if the data is submitted 45 days or more past the due date, the facility would be in SNC.

As previously stated in Section 9.4, self-monitoring samples collected for oil and grease and cyanide by Sorenson Engineering on October 8, 2014 were collected as composite samples instead of as grab samples (required per 40 CFR 136). The District representatives stated that they issued a NOV to the facility for these issues. However, the NOV was not provided in the files reviewed during the audit. According to the Enforcement Response Guide (part of the District's ERP), for improper sample or collection methods, the District is to issue a written warning to the facility. The District representatives stated that the District likely called the facility and notified them of the issue in which the facility collected and submitted a resample (collected as grabs) on October 29, 2014 in response to the issue. However, documentation of the District's enforcement response was not included in the file. Therefore, the District is required to ensure that it properly implements its ERP as stated at 40 CFR 403.8(f)(5) of the federal regulations.

## 11. Data Management

The District maintains hardcopy binders of documentation for each of the SIUs. The binders are labeled and have sections for compliance sampling, self-monitoring, enforcement, correspondence, and permitting. The District also utilized an Access-based data management system to track permit information and inspection frequencies. The database had a "sample finder" which provides the results and sample dates of the compliance and self-monitoring conducted at an IU. When sampling data is entered into the database and an effluent violation appears, the violation is flagged in red. The District also utilizes the database to track inspections of FSEs. The database has the ability to schedule inspections and provide the District with a schedule of the upcoming inspection dates.

The database appeared outdated and did not appear to have all of the capabilities that the District desired. However, the District's data management efforts appeared to be adequate in implementing the program.

## 12. Pretreatment Program Outreach

The District provides outreach for various pollution prevention activities in addition to the items discussed in Section 2.3.3, Pharmaceutical Recovery, Section 2.3.3, Dental Mercury, and Section 2.3.5, Performance Measures. The following pollution prevention and program outreach materials were discussed as a component of the audit:

- “What 2 Flush” handout—The District has compiled a two-page mailer with information on what items should not be disposed of to the POTW. The mailer includes pollution prevention outreach and proper handling tips for non-woven disposable wipes, pharmaceuticals, kitty litter, personal hygiene items, FOG waste, food, hair, and household hazardous materials.

It appeared that the District could perform more public outreach. Outreach material could include proper FOG and pharmaceutical disposal practices for residential customers. The District could provide this educational outreach material at senior citizen care centers, hospitals, clinics, pharmacies, and areas with a high volume of residential housing. County fairs, District celebrations, and bill inserts are also opportunities for the District to provide this outreach material.

## 13. Summary of Requirements and Recommendations

The primary requirements and recommendations resulting from the audit of the District's pretreatment program are described below. For more specific information pertaining to each comment, please refer to the cited sections of the report

### 13.1 Requirements

1. Section 8.02.1, Report of Potential Problems, of the District's SUO includes the requirements for notification of potential problems. However, the District's SUO did not explicitly include “unanticipated bypass” as one of the instances in Section 8.02.1 of the SUO. Additionally, the SUO did not include the requirements for notification prior to an anticipated bypass. Therefore, the District is required to amend its SUO to include the notification procedures for bypass notification which should be at least consistent with the requirements at 40 CFR 403.17. (Section 5, *Legal Authority*)
2. The District modified the Sorenson Engineering permit to include and emphasize specific language in the General Prohibitive Standards section of the permits to differentiate the pH limit for compliance purposes and the pH limit for implementing the general prohibitive standards. However, the same clarification had not been added to the Skat-Trak permit. Additionally, the discharge limitation table included in the Sorenson

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Engineering permit indicates that the daily maximum local limit for pH is measured in milligrams per liter (mg/L). Therefore, the District is required to modify the permits to ensure that the clarification language is added to the Skat-Trak permit and that the proper units are included for pH. (Section 7.1, *Effluent Limitations*)

3. The regulations at 40 CFR 403.8(f)(2)(vi)(A–D) state the required elements for slug discharge control plans. Part 3.E. 3 of the permits include the required elements for a slug discharge control plan. However, the provision regarding immediately notifying the District of the event does not include the five day follow-up written notification requirement as stated at 40 CFR 403.8(f)(2)(vi)(c). Therefore, the District is required to amend the permits to include the five day written notification requirement for slug discharge control plans in accordance with 40 CFR 403.8(f)(2)(vi) of the regulations. (Section 7.3, *Slug Discharge Control Plan Requirements*)
4. According to the regulations at 40 CFR 403.8(f)(1)(B)(vi)(A), “All POTW’s shall be able to seek injunctive relief for noncompliance by Industrial Users with criminal penalties in at least the amount of \$1,000 a day for each violation by the Industrial Users of Pretreatment Standards and Requirements.” Therefore, the District is required to amend its ERP to be consistent with the federal regulations at 40 CFR 403.8(f)(1)(B)(vi)(A). (Section 10, *Enforcement*)
5. The self-monitoring samples collected for oil and grease and cyanide by Sorenson Engineering on October 8, 2014 were collected as composite samples instead of as grab samples (required per 40 CFR 136). The District representatives stated that they issued a NOV to the facility for these issues. However, the NOV was not provided in the files reviewed during the audit. According to the Enforcement Response Guide (part of the District’s ERP), for improper sample or collection methods, the District is to issue a written warning to the facility. The District representatives stated that the District likely called the facility and notified them of the issue in which the facility collected and submitted a resample (collected as grabs) on October 29, 2014 in response to the issue. However, documentation of the District’s enforcement response was not included in the file. Therefore, the District is required to ensure that it properly implements its ERP as stated at 40 CFR 403.8(f)(5) of the federal regulations. (Section 10, *Enforcement*)

### 13.2 Recommendations

1. The term “discharge” or “indirect discharge” is not defined in Article 2, definitions and abbreviations of the District’s SUO. According to the regulations at 40 CFR 403.3(j), the term *discharge* or *indirect discharge*

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means, “The introduction of pollutants into a POTW from any nondomestic source regulated under section 307(b), (c) or (d) of the Act.” It is recommended that the District include this definition in the SUO to be consistent with the regulations at 40 CFR 403.3(i). (Section 5, *Legal Authority*)

2. According to the regulations at 40 CFR 403.8(f)(1)(i), “The POTW shall have the legal authority to deny or condition new or increased contributions of pollutants, or changes in the nature of pollutants, to the POTW by IUs where such contributions do not meet applicable Pretreatment Standards and Requirements.” Section 6.11 of the District’s SUO requires the pretreatment of industrial waste to an acceptable condition prior to discharging to the Public Sewer. However, this Section of the SUO does not provide the legal authority to “deny” new or increased contributions of pollutants to the POTW. It is recommended that the District include this provision in the SUO and to be consistent with the regulations at 40 CFR 403.8(f)(1)(i). (Section 5, *Legal Authority*)
3. The regulations at 40 CFR 403.12(b) state the requirements for baseline monitoring reports (BMRs). Section 8.03.1 of the District’s SUO includes the requirements for submitting a BMR. However, the specific elements of a BMR are not listed in this section of the SUO. The elements of a BMR including identifying information and other environmental permits (both requirements of a BMR) are found in other sections throughout the SUO. However, to reduce confusion, it is recommended that the District amend its SUO to include the required elements of a BMR to be in the same section of the SUO and to be consistent with the regulations at 40 CFR 403.12(b). (Section 5, *Legal Authority*)
4. The regulations at 40 CFR 403.12(g)(2) state, “If sampling performed by an IU indicates a violation, the User shall notify the Control Authority within 24 hours of becoming aware of the violation. The User shall also repeat the sampling and analysis and submit the results of the repeat analysis to the Control Authority within 30 days after becoming aware of the violation.” Section 7.02.2 of the District’s SUO includes the requirement for the resampling and submittal of the repeat analysis within 30 days but does not include the 24 hour notification statement. Section 8.02.1 of the District’s SUO states the IU shall notify the District immediately of discharges which may result in a violation of the Ordinance (including local limits). To reduce confusion it is recommended that the District amend Section 7.02.2 of the SUO to include the 24 hour notification requirement with the 30 day resample requirement in the same manner it is presented in 40 CFR 403.12(g)(2) of the regulations. (Section 5, *Legal Authority*)
5. During discussions with the District representatives it was stated that a wastewater survey had recently been sent to a new micro-brewery in the service area. The facility discharges to the POTW and has not yet been

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permitted by the District. It is strongly recommended that the District conduct an in-depth evaluation at the facility to determine the nature and volume of pollutants discharged from the facility to the POTW including processes in which off-specification products may be discharged to the POTW and create potential slug-like discharges. The District should make sampling of the industry a priority. (Section 6, *Nondomestic Discharger Characterization*)

6. As a component of the 2015 audit the Skat-Trak permit was reviewed. Part I.C of the permit states, "The facility is not authorized to discharge any categorical process wastewater into the sanitary sewer. The only industrial wastewater permitted to be discharges is the batch discharges from the boiler (less than 140 degrees prior to discharge) and autoclave." It is recommended that the District modify this statement to include the units for temperature measurement. (Section 7.4, *Certification Statement*)
7. The District mentioned that variances in TDS sampling results collected from Sorenson Engineering were observed by the facility and District representatives. To address this issue, the District contracted Babcock Laboratories to split and analyze TDS samples collected at Sorenson Engineering. At the time of the audit the facility and District were still splitting samples and the District representatives mentioned that the sampling results were closer in value than when the split sampling first took place. It is recommended that the District identify the cause of the differing sample results for TDS for samples collected by the facility and the District. (Section 9.1, *Compliance Sampling*)
8. The wastewater treatment system diagrams were reviewed during the Sorenson Engineering facility inspection to identify inconsistencies between the diagrams and the on-site conditions observed during the inspection. Specifically, Tanks 13 and 14 were not depicted on the system details diagram for heavy metal removal as observed during the facility inspection. It is recommended that the District conduct a follow up inspection at the facility to identify inconsistencies with the diagrams and ensure that the diagrams adequately depict the pretreatment system. (Section 9.3, *Nondomestic discharger Site Inspections Conducted During the Audit*)
9. It is strongly recommended that the District work closely with Sorenson Engineering to ensure that modifications at the facility, which may affect the nature and concentration of wastewater discharged from the facility, do not negatively impact the District's POTW. (Section 9.3, *Nondomestic discharger Site Inspections Conducted during the Audit*)
10. During the inspection of the gold plating line, the Sorenson Engineering facility representatives mentioned that the rinse water for the final products introduced to the gold plating process needed to be maintained at a very high quality. At the time of the inspection Tanks 2 and 4 were

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reported as the rinse tanks, which were constantly running (fresh water was being constantly added). Due to water flowing through the gold plating rinse tanks, it is strongly recommended that the District conduct a follow up inspection at the facility to identify if the facility is using dilution as a form of wastewater treatment. Further, it is recommended that the District encourage the facility to develop and implement standard operating procedures for the gold plating line to have a formalized process for changing the rinse water (i.e., developing a threshold for conductivity) to address concerns related to dilution. (Section 9.3, *Nondomestic discharger Site Inspections Conducted during the Audit*)

11. It is recommended that the District encourage the Skat-Trak facility to develop and maintain an evaporation log to document the volume of wastewater introduced to the system, date and time of introduction, and any other pertinent information regarding the disposal of the wastewater and associated solids. (Section 9.3, *Nondomestic discharger Site Inspections Conducted during the Audit*)
12. It is recommended the District require Skat-Trak to confirm that the floor drain located adjacent to the restrooms in the CNC lathe and mill room is capped and to determine the source of the unknown pipe located above the drain identified in the process area. (Section 9.3, *Nondomestic discharger Site Inspections Conducted during the Audit*)
13. It is recommended that the District perform a followup inspection at the Skat-Trak facility to review and obtain the proper documentation to ensure that residual waste from the evaporation system is properly disposed of and ensure that this waste is not introduced to the District's POTW. (Section 9.3, *Nondomestic discharger Site Inspections Conducted during the Audit*)



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<b>ICIS WENDB DATA ENTRY WORKSHEET</b>			
<b>PRETREATMENT COMPLIANCE INSPECTIONS/AUDITS</b>			
▶ TYPE OF COMPLIANCE MONITORING: <b>Pretreatment Compliance Audit</b>			
▶ NAME OF PRETREATMENT PROGRAM: <b>Yucaipa Valley Water District</b>			
▶ CONTROLLING AUTHORITY NPDES ID: <b>CA0105619</b>			
START DATE OF INSPECTION ..... 6/15/2015		▶ END DATE OF INSPECTION ..... 6/16/2015	
LEAD INSPECTOR (Name, Company, Phone, E-mail [if available]): Kettie Holland; PG Environmental; 303-279-1778			
ACCOMPANYING INSPECTOR(s) (Name, Company, Phone, E-mail [if available]): Stephen Clark; PG Environmental; 303-279-1778			
SIGNIFICANT INDUSTRIAL USERS (SIUs)	PCI CHECKLIST REFERENCE	PCA CHECKLIST REFERENCE	DATA
▶ SIUs* :	II.B.2.a	I.C.4.a	2
▶ SIUs Without Control Mechanism:	II.C.1.c	I.D.1 and II.A	0
▶ SIUs Not Inspected:	II.E.2.c	I.F.2.c	0
▶ SIUs Not Sampled:	II.E.2.b	I.F.2.b	0
▶ SIUs in SNC with Pretreatment Standards** :	II.F.3.a	I.F.3.a	0
▶ SIUs in SNC with Reporting Requirements:	II.F.3.a	I.F.3.a	0
SIUs in SNC with Pretreatment Schedule:		I.F.3.a	0
SIUs in SNC Published in Newspaper:		I.G.4; II.D.7	0
Criminal Suits Filed Against SIUs:	II.F.1		0
CATEGORICAL INDUSTRIAL USERS (CIUs)			
▶ CIUs:		I.C.4.a	2
OTHER INFORMATION			
Pass-Through/Interference Indicator	(none, Yes, or No)	I.G.6	No
DEFICIENCIES			
Control Mechanism Deficiencies	(No or Yes)	I.D.1;II.A.4	Yes
Inadequacy of Sampling and Inspections	(No or Yes)	II.C and Site Visit Sheets	Yes
Adequacy of Pretreatment Resources	(Yes or No)	I.I	Yes
FOOTNOTES: ▶ denotes required information * The number of SIUs entered into PCS is based on the CA's definition of "Significant Industrial User." ** AS DEFINED IN EPA's 1986 Pretreatment Compliance Monitoring and Enforcement Guidance.			
DATA ENTRY WORKSHEET COMPLETED BY: <b>Kettie Holland</b>		DATE: <b>07/30/2015</b>	
TITLE: <b>Environmental Scientist</b>		TELEPHONE NO.: <b>303-279-1778</b>	

PCA Summary Report

**RNC DATA ENTRY WORKSHEET**

<b>RNC DATA ENTRY WORKSHEET</b>		
<i>INSTRUCTIONS: Enter the data provided by the specific checklist questions that are referenced.</i>		
Yucaipa Valley Water District		
NPDES number CA0105619		
Date of inspection: June 15-16, 2015		Date entered into PCS
		Level      Checklist Reference
NA	Failure to enforce against pass through and/or interference	I      II.F.6.b&9
NA	Failure to submit required reports within 30 days	I      Att. A.A.3
NA	Failure to meet compliance schedule milestone date within 90 days	I      Att. A.A.4
NA	Failure to issue/reissue control mechanisms to 90% of SIUs within 6 months	II      II.C.1.b&2
NA	Failure to inspect or sample 80% of SIUs within the last 12 months	II      II.E.2
NA	Failure to enforce pretreatment standards and reporting requirements	II      II.F.2
NA	Other (specify)	II
<b>SNC</b>		
NA	CA in SNC for violation of any Level I criterion	
NA	CA in SNC for violation of two or more Level II criterion	
<p>For more information on RNC, please refer to EPA's 1990 <u>Guidance for Reporting and Evaluating POTW Noncompliance with Pretreatment Implementation Requirements</u></p>		
RNC WORKSHEET COMPLETED BY: <b>Kettie Holland</b>		DATE: <b>07/30/2015</b>
TITLE: <b>Environmental Scientist</b>		TELEPHONE: <b>303-279-1778</b>

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PCA Summary Report

**Sorenson Engineering, Inc.**  
**Site Visit Data Sheet**

## PCA Summary Report

**SITE VISIT DATA SHEET**

<b>INSTRUCTIONS:</b> Record observations made during the IU site visit. Provide as much detail as possible.					
Name of Industry: Sorenson Engineering, Inc.					
Address of Industry: 32032 Dunlap Boulevard; Yucaipa, CA 92399					
Date of visit: 6/16/2015			Time of visit: 9:26 a.m.		
Name of inspector(s): John Wrobel, Regulatory & Environmental Control Manager, Yucaipa Valley Water District (District) Gary DeFrese, Vice President, G&G Environmental, District Kettie Holland, EPA Contractor, PG Environmental, LLC Stephen, Clark, EPA Contractor, PG Environmental, LLC					
Provide the name(s) and title(s) of industry representative(s)					
<b>Name</b>		<b>Title</b>		<b>Phone/Email</b>	
Joe Watanabe		Facilities Maintenance Manager		909-795-2434 ext. 297	
IU Permit Number: CP-001-03		Exp Date: 11/05/2015		IU Classification: Categorical industrial user (CIU) subject to 40 CFR 433, metal finishing.	
Inspection Type/Purpose	Scheduled	X	Unscheduled	X	PCA
	PCI		New Company		Complaint
Please provide the following documentation:					
1. Nature of operation: The facility receives various types of metals and uses high precision Swiss lathe equipment and techniques to produce components for the aerospace industry. The District had classified the facility as a CIU due to the wastewater generated from its metal finishing and metal cleaning operations, which are subject to the regulations at 40 CFR 433, metal finishing.					
2. Number of employees	180	Number of shifts:	1	Hours of operation:	6:00 a.m.-6:00 p.m.; Monday-Friday
3. Water source: Not reviewed (N/R).					
4. Wastestream flow(s) discharged to the POTW: The facility discharges pretreated wastewater from its metal finishing process, gold plating line, and air scrubber operation to the District's publicly owned treatment works (POTW).					
Sanitary:	N/R.	Process:	N/R.	Combined:	N/R.
5. Describe any significant changes in process or flow: No significant changes in process or flow were observed during the facility inspection. However, the facility wastewater treatment system diagram provided in the facility's file was not representative of the facility conditions observed during the inspection. Additionally, the facility representatives mentioned that the facility planned to implement a new process. Refer to notes 1 and 2 in the Notes section for additional details.					
6. Type of pretreatment system (Describe): Wastewater generated at the facility is pumped to the facility's pretreatment system located within a separate building than the various process areas. Wastewater generated from the gold plating line and the metal finishing lines is directed to Tank 6 or Tank 7 of the treatment system. Tank 6 is used for the collection of acid bearing wastes and Tank 7 is used for the collection of alkaline wastes. The wastewater from both tanks is then mixed in Tank 8, a 1,500-gallon mixing tank that has a pH probe to measure the pH of the wastewater. Wastewater is pumped to Tank 9, which is the final pH adjustment tank used to precipitate metals from the wastewater. Coagulant is added					

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to the wastewater in Tank 9. In addition, sodium hydroxide or acid may also be added in Tank 9 for pH adjustment. The pH of the wastewater in the tank was measured at 8.1 standard units (s.u.) at 11:27 a.m. Wastewater is pumped to Tank 10 which is a slant plate clarifier for solids removal. The wastewater is pumped to the Macrolite filter system which contains canisters with filters for further solids removal. The wastewater is then collected in Tank 13, a holding tank where the pH and conductivity of the wastewater is measured. The wastewater is pumped to a final holding tank (i.e., Tank 14) prior to discharging to the sampling box and ultimately to the District's POTW.

The facility has the ability to recirculate wastewater that does not meet permitted pH limits. Specifically, wastewater can be recirculated through Tank 9 for additional pH adjustment. Once the wastewater reaches the desired pH it will be treated through the remaining parts of the pretreatment system prior to discharge. The facility has high-level alarms and pH alarms to notify facility representatives that the wastewater is out of specifications or if a treatment tank is nearing its capacity.

Sludge collected from the clarifier is pumped to a sludge holding tank and then to the filter press. Filter cake from the filter press is hauled offsite for disposal. Filtrate is reintroduced to Tank 9 and is treated prior to discharging to the District's POTW.

X	Continuous flow	Batch	Combined
<p>7. Condition/operation of pretreatment system (Describe): The pretreatment system was housed in a building separate from the other process areas at the facility. The pretreatment system was in operation at the time of the inspection and appeared to be properly operating. The pretreatment system appeared to receive regular maintenance activities and was clean at the time of the inspection.</p> <p>Any unusual conditions or problems with the pretreatment system: No unusual conditions or problems with the pretreatment system were noted during the facility inspection.</p>			
<p>8. Process area description (identify raw materials and processes used): The facility consisted of multiple buildings housing various process areas. The following was observed regarding the process areas inspected as a component of the facility site visit:</p> <ul style="list-style-type: none"> <li>• <u>Cutting and machining rooms</u>—In this area, the facility received rods of various types of metals. The metals were cut and machined to a specific size. The facility had approximately 100 cutting and milling machines within this area of the facility. Adjacent to the cutting room was a separate room which also housed metal scraps from the metal drilling and cutting operations. Metal scraps were collected and introduced to a centrifuge to remove the oil from the metal. The oil was reused in various machines throughout the process areas. Adjacent to this room was an outdoor storage area that housed totes used for the collection of wastewater from floor mopping. Wastewater generated from floor mopping was not discharged to the District's POTW.</li> <li>• <u>Processing department</u>—This area of the facility housed the vapor degreaser which was used to remove residual oils and greases from the metals prior to performing the metal finishing operations. This area of the facility also housed annealing ovens used for heat treating the metal.</li> <li>• <u>Passivation area</u>— This area of the facility housed six small tanks for the passivation process. The tanks were mostly empty at the time of the inspection. The facility representative stated that the facility had not used the passivation area in months. The rinse tank of the passivation system was plumbed to a tote. Wastewater generated from the process was collected in the tote and was transferred to the pretreatment system for treatment prior to discharging to the District's POTW.</li> </ul>			

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<ul style="list-style-type: none"> <li>• <u>Gold plating line</u>—This process area of the facility was housed in a separate building than the other processing areas. Adjacent to the building housing the gold plating line were scrubbers used for cleaning the air within the gold plating process room. Wastewater generated from the air scrubbers was discharged to the pretreatment system. The facility had implemented the Osciline 300, an automated system for the operation of the gold plating line. This system consisted of multiple levels of baths and chemical tanks. Refer to note 3 in the Notes section for additional information regarding the gold plating line.</li> </ul>			
9. Condition/operation of process area (Describe): The process areas were clean and relatively free of debris at the time of the inspection.			
Any unusual conditions or problems with the process area: No unusual conditions or problems with the process areas were observed during the inspection.			
10. General housekeeping in process area (Describe): The process areas were clean and relatively free of debris at the time of the inspection. However, hydraulic oil and absorbent pads were observed on the floor of the machine room. Floor drains were not observed within this process area.			
Any unusual conditions or problems with general housekeeping in process area: Apart from the hydraulic oil and absorbent pads observed on the floor of the machine room, unusual conditions or problems with the process area were not observed at the time of the inspection.			
11. Chemical storage area (identify the chemicals that are maintained on-site and how they are stored): The majority of the chemicals observed during the inspection were housed in the process tanks of the gold plating line. Containment was provided for these acidic solutions and they were not stored in the vicinity of a floor drain.			
Any floor drains?	No.	Any spill control measures?	Yes.
General housekeeping of chemical storage area (Describe): The chemicals housed within the process baths of the gold plating area were contained. The area was clean and debris was not observed accumulated in the area.			
12. Are hazardous wastes drummed and labeled? Yes.			
13. Does the IU have hazardous waste manifests? Yes. No issues were observed with the hazardous waste manifests at the time of the inspection.			
Any problems associated with hazardous waste: No issues associated with hazardous waste were observed during the inspection.			
14. Solid waste production: The facility produced solids waste in the form of filter cake.			
Solid waste disposal method(s): Filter cake was collected and hauled offsite by a contractor for disposal.			
15. Description of sample location: Samples were collected from the second chamber of the sampling box at the wastewater treatment building, downstream of the pretreatment system.			
Sampling method/technique: Grab and composite samples were collected from the facility's sampling location.			
16. Evaluation of self-monitoring data?	Yes	No	X N/A
If yes, was self-monitoring adequate: Not applicable (N/A).			
17. Who performs the self-monitoring analysis? This component was not reviewed as part of the inspection.			
Notes:			
1. The wastewater treatment system diagrams were reviewed during the facility inspection to identify inconsistencies between the diagrams and the on-site conditions observed during the inspection. Specifically, Tanks 13 and 14 were not depicted on the system details diagram for heavy metal removal as observed during the facility inspection. It is recommended that the District conduct a follow up			

## PCA Summary Report

inspection at the facility to identify inconsistencies with the diagrams and ensure that the diagrams adequately depict the pretreatment system.

2. During the inspection of a process area near the gold plating line, the Audit Team identified new equipment stored within the area. The facility representative stated that the facility was planning on implementing a selective plating operation that was to be in place by September 2015. This additional line would include the installation of a new sink for rinsing and tumbling operations and small-scale plating operations. Wastewater generated from this process would be plumbed to the pretreatment system and would be treated prior to discharging to the District's POTW. It is strongly recommended that the District work closely with the facility to ensure that these changes, which may affect the nature and concentration of wastewater discharged from the facility, do not negatively impact the District's POTW.
3. During the inspection of the gold plating line, the facility representatives mentioned that the rinse water for the final products introduced to the gold plating needed to be maintained at a very high quality. At the time of the inspection Tanks 2 and 4 were reported as the rinse tanks, which were constantly running (fresh water was being constantly added). The Audit Team requested information regarding the conductivity threshold of the rinse tank (i.e., when a rinse tank reaches a certain conductivity, the rinse water needed to be changed). The facility representatives stated that they aimed to keep the conductivity of the rinse water around 1 (units unspecified) and had set the rinse water to refill at a flow that would allow the facility to maintain a conductivity of 1. It was unclear to the Audit Team how this conductivity threshold was developed. Due to water constantly flowing through the gold plating rinse tanks, it is strongly recommended that the District conduct a follow up inspection at the facility to identify if the facility is using dilution as a form of wastewater treatment. Further, it is recommended that the District encourage the facility to develop and implement standard operating procedures for the gold plating line to have a formalized process for changing the rinse water (i.e., developing a threshold for conductivity) to address concerns related to dilution.

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PCA Summary Report

**Skat-Trak Performance Products**  
**Site Visit Data Sheet**



PCA Summary Report

**SITE VISIT DATA SHEET**

INSTRUCTIONS: Record observations made during the IU site visit. Provide as much detail as possible.					
Name of Industry: Skat-Trak Performance Products					
Address of Industry: 654 Avenue K; Calimesa, CA 92320					
Date of visit: 6/16/2015			Time of visit: 1:10 p.m.		
Name of inspector(s): John Wrobel, Regulatory and Environmental Control Manager, Yucaipa Valley Water District (District) Gary W. DeFress, G&G Environmental Compliance, Inc., District Kettie Holland, EPA Contractor, PG Environmental, LLC Stephen Clark, EPA Contractor, PG Environmental, LLC					
Provide the name(s) and title(s) of industry representative(s)					
<b>Name</b>		<b>Title</b>		<b>Phone/Email</b>	
Diane Stuart		Secretary-Treasurer		909-795-2505	
Ken Stuart		Owner		909-795-2505	
IU Permit Number: CP-003-03		Exp Date: 10/16/2016		IU Classification: Non-Significant categorical industrial user (NSCIU) subject to 464, Metal Molding and Casting	
Inspection	Scheduled	X	Unscheduled	X	PCA
Type/Purpose	PCI		New Company		Complaint
Please provide the following documentation:					
1. Nature of operation: The facility conducts lost wax investment casting to produce parts for high performance watercrafts. Specifically, the facility receives and conducts aluminum forming operations to produce magnum pumps, specialty impellers, pump nozzles, nozzle rings, steering rings, tail cones, pump step wedges, stainless steel super intake grates, nose boots, and replacement parts. The facility generates and discharges wastewater from its autoclave in addition to boiler blowdown, thus the District has classified the facility as an NSCIU due to its aluminum casting operation, which is subject to the regulations at 40 CFR 464, Metal Molding and Casting. Other wastewater generated at the facility is evaporated and is not permitted to be discharged to the District's publicly owned treatment works (POTW). The facility also converts used tires into paddle tires for off road vehicle use.					
2. Number of employees	30	Number of shifts:	1	Hours of operation:	6 a.m. - 5 p.m.; Monday--Friday
3. Water source: Not reviewed (N/R).					
4. Wastestream flow(s) discharged to the POTW: At the time of the inspection, wastewater generated from the facility's mold cleaning (pre-casting) activity, and floor mopping activity was collected and evaporated at the facility. The facility also batch discharges water from the autoclave and boiler blowdown to the District. The District requires the facility to retain the blowdown water so that it can cool to an acceptable temperature before discharging to the District's POTW.					
Sanitary:	N/R.	Process:	Permitted to discharge a maximum of 500 gallons per day (gpd) of autoclave and boiler blowdown water.	Combined:	N/R.
5. Describe any significant changes in process or flow: No significant changes in process or flow were observed at the time of the inspection.					

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6.	<p>Type of pretreatment system (Describe): Categorical wastewater generated at the facility is pumped to a 1,000 liter tote. From the tote it is pumped to one of three 55-gallon drums which are stored on secondary containment pallets. Each drum has an evaporator ball that is used to heat the wastewater in the drum and aid in the evaporation process. Refer to note 1 in the Notes section for additional information.</p>				
	<table border="1"> <tr> <td data-bbox="462 504 673 535">Continuous flow</td> <td data-bbox="673 504 738 535">X</td> <td data-bbox="738 504 933 535">Batch</td> <td data-bbox="933 504 1364 535">Combined</td> </tr> </table>	Continuous flow	X	Batch	Combined
Continuous flow	X	Batch	Combined		
7.	<p>Condition/operation of pretreatment system (Describe): At the time of the inspection, the three 55-gallon drums of the evaporator system were empty and the 1,000 liter tote contained approximately 225 liters of wastewater. Refer to note 1 in the Notes section for additional information.</p>				
	<p>Any unusual conditions or problems with the pretreatment system: Wastewater was not observed within the evaporator system at the time of the inspection. Refer to note 1 in the Notes section for additional information.</p>				
8.	<p>Process area description (identify raw materials and processes used): The facility conducted lost wax investment casting, meaning that the facility could not re-use the wax. The following was observed with the following process areas at the time of the inspection:</p> <p>To produce an aluminum or stainless steel part, the facility produced a ceramic mold into which molten metal could be poured. Producing the ceramic molds began by crafting a wax model. Wax models were formed by injecting molten wax into an aluminum mold of the specific part to be made. To aid the release of the wax from the aluminum mold, a release compound was applied. The aluminum molds were cleaned by using an APC-205 detergent and water wash solution. This solution was collected and introduced to the facility's evaporator system.</p> <p>The wax models were coated with alternating layers of fine sand and bound together with a binding agent. As the ceramic molds were being formed, they were cured in a temperature and humidity controlled environment. After completion of the ceramic mold, the wax was melted out to create the cavity for the molten metal. Spent wax was hauled off site to be reused by another industry.</p> <p>Raw materials in the form of stainless steel or aluminum were heated in a melting furnace and poured into the ceramic molds. After the molten metal was poured, the aluminum castings were placed on a circular metal cooling rack. The metal cooling rack had a recirculating non-contact cooling system that did not discharge water to the sewer. Stainless steel castings were air-cooled. The ceramic was broken apart from the castings and removed as a dry operation. The castings were placed in a Goff machine for further cleaning, which did not utilize water. The waste ceramic material was collected and shipped off-site for disposal. The aluminum and stainless steel parts were machined to make the final product for the buyer.</p> <p>The paddle tire operations were located in a separate building from the investment casting operations. The facility received used tires and removed the tread from the tires which was buffed down to create a smooth surface. Airborne rubber debris from the buffing process were collected via a local exhaust ventilation system. New rubber was attached to the tire bodies and formed into paddles. Wastewater was not generated from this process. Waste rubber was collected in a roll-off dumpster and disposed of offsite.</p>				
9.	<p>Condition/operation of process area (Describe): The facility was in operation at the time of the inspection.</p> <p>Any unusual conditions or problems with the process area: No unusual conditions or problems with the</p>				

PCA Summary Report

process areas were observed during the inspection. However, an open floor drain was observed in a process area. See note 2 in the Notes section for observations regarding floor drains.			
10. General housekeeping in process area (Describe): Some process areas for the investment casting operations contained debris throughout the area. Rubber debris was observed within the rubber cutters and tire press areas of the paddle tire operations building; this building did not contain floor drains. Any unusual conditions or problems with general housekeeping in process area: No unusual conditions or problems were observed.			
11. Chemical storage area (identify the chemicals that are maintained on-site and how they are stored): N/R.			
Any floor drains?	N/R.	Any spill control measures?	N/R.
General housekeeping of chemical storage area (Describe): N/R.			
12. Are hazardous wastes drummed and labeled? Two 55-gallon drums used to temporarily store solids from the evaporation process were not labeled.			
13. Does the IU have hazardous waste manifests? Manifests documenting the disposal methods for the solids removed from the evaporator system were requested for review during the inspection. See note 3 in the Notes section for more information. Any problems associated with hazardous waste: Waste manifests for the off hauling of solids from the evaporator system were not provided to the Audit Team during the inspection. See note 3 in the Notes section more information.			
14. Solid waste production: The facility produces solid waste in the form of residual solids from the wastewater evaporation process. Solid waste disposal method(s): Solid wastes from the evaporation process were hauled offsite. Description of sample location: The discharge point was located at a floor drain within the room housing the boiler and autoclave. When collecting compliance samples, the District notifies the facility to hold the discharge so that samples can be collected. Sampling method/technique: Grab samples were collected at the facility.			
15. Evaluation of self-monitoring data?	Yes	No	X N/A
If yes, was self-monitoring adequate: Not applicable (N/A).			
16. Who performs the self-monitoring analysis? This component was not reviewed as part of the inspection.			
Notes:			
<p>1. The three 55-gallon drums comprising the evaporation system were dry and empty at the time of the inspection. The volume of wastewater within the tote was approximately 225 liters and its valve that allowed discharge to the three 55-gallon drums was closed. According to a facility employee who performs maintenance on the system, the evaporator system was cleaned approximately 1 month prior to the inspection. During the maintenance activity, the solids were removed from the three 55-gallon drums.</p> <p>Two unlabeled 55-gallon drums, separate from the evaporation system, were housed in the area and contained solids that appeared to be removed from the evaporation system. It was unclear if these solids were considered as hazardous waste. The facility did not maintain a log documenting when it evaporates wastewater or cleans the system. It is recommended that the District encourage the facility to develop and maintain an evaporation log to document the volume of wastewater introduced to the system, date and time of introduction, and any other pertinent information regarding the disposal of the wastewater and associated solids.</p>			

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PCA Summary Report

2. Multiple floor drains were observed throughout the facility. Two floor drains were observed in the boiler room, one of which was the sampling location for discharge to the District's POTW. The floor drains located in process areas were reported to be capped or removed. The floor drains observed in the process areas appeared to be capped except for one, located adjacent to the facility restrooms in the computerized numerical control (CNC) lathe and mill room. It was undetermined at the time of the inspection if the floor drain was plugged or not. An unknown pipe that appeared to be an HVAC condensate pipe led to the floor drain. Facility representatives did not know the source of the pipe. The discharge valve on the unknown pipe was observed to be in the closed position. The District representative stated the District will issue a letter requiring Skat-Trak to determine the source of the unknown pipe. It is recommended the District require Skat-Trak to confirm that the floor drain located adjacent to the restrooms in the CNC lathe and mill room is capped and to determine the source of the unknown pipe located above the drain.
  
3. The District representative requested that the facility Secretary-Treasurer provide waste manifests for the documentation of the disposal of solids from the evaporation system and the waste manifests for used oil. The facility Secretary-Treasurer stated that the facility representative who maintains the waste manifests and is the typical facility representative during inspections was not onsite at the time of the inspection. The Secretary-Treasurer stated she did not know where the waste manifests were maintained and was unable to locate them. The contracted District inspector stated that the District will issue a letter to Skat-Trak informing them that they must always have someone onsite that knows where to locate the waste manifests. It is recommended that the District perform a followup inspection at the facility to review and obtain the proper documentation to ensure that residual waste from the evaporation system is properly disposed of and ensure that this waste is not introduced to the District's POTW.



# Yucaipa Valley Water District

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October 21, 2015

California Regional Water Quality Control Board  
Santa Ana Region  
3737 Main St. Suite 500  
Riverside, CA 92501-3339

Attn: Milasol C. Gaslan, Chief  
Compliance, Regulations and Permits

**Subject: Response to 2015 Pretreatment Compliance Audit Inspection Summary Report For Yucaipa Valley Water District**

Dear Mr. Gaslan:

Yucaipa Valley Water District (District) has received reviewed the 2015 Pretreatment Compliance Audit Inspection (PCA) Summary Report dated September 23, 2015. This response to the PCA is submitted for your review and approval.

The District began implementing corrective actions to the findings immediately after reviewing the PCA Summary Report. The District appreciates the opportunity to improve our Pretreatment Program and will make all required and recommended changes in accordance with the attached corrective action plan.

If you have any questions please contact either Mr. John Wrobel or myself at (909) 797-5117.

Sincerely,

John Wrobel  
Regulatory & Environmental Control Manager

cc: Joe Zoba, General Manager

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Directors and Officers

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KENNETH P. MUÑOZ  
Division 1

BRUCE GRANLUND  
Division 2

JAY BOGH  
Division 3

LONNI GRANLUND  
Division 4

THOMAS SHALHOUB  
Division 5

JOSEPH B. ZOBA  
General Manager  
and Secretary

### **Pretreatment Compliance Audit Inspection Requirements, Recommendations and Responses**

A report of findings for the Pretreatment Compliance Audit Inspection (PCA) was performed by Ms. Kettie Holland and Mr. Stephen Clark of PG Environmental, LLC under contract with United States Environmental Protection Agency (USEPA) on June 15-16, 2015. The Summary Report of Findings is dated September 23, 2015. The following sections address each concern stated in the PCA Report and whether the corrective action has been taken (completed) or is proposed as a future action.

The PCA Summary Report (Report) indicated whether a concern or finding constituted a required action or a recommendation for action.

The following is a Summary of the Requirements and Recommendations as stated in the PCA Summary Report and the Districts response and actions to those findings.

#### **Requirements**

##### **Requirement No. 1:**

Section 8.02.1 Report of Potential Problems, of the District's SUO includes in the requirements for notification of potential problems. However, the District's SUO did not explicitly include "unanticipated bypass" as one of instances in Section 8.02.1 of the SUO. Additionally, the SUO did not include the requirements for notification prior to an anticipated bypass. Therefore the District is required to amend its SUO to include the notification procedures for bypass notification which should be at least consistent with the requirements at 40 CFR 403.17. (Section 5, *Legal Authority*)

##### **Response:**

The District will amend its SUO to include the notification procedures for bypass notification to be consistent with the requirements at 40 CFR 403.17. Please see the Districts current draft SUO being submitted to the California Regional Water Quality Control Board, Santa Ana Region.

##### **Requirement No. 2:**

The District modified the Sorenson Engineering permit to include and emphasize language in the General Prohibitive Standards section of the permits to differentiate the pH limit for compliance purposes and pH limit for implementing the general prohibitive standards. However, the same clarification had not been added to the Skat-Trak permit. Additionally, the discharge limitation table included in the Sorenson Engineering permit indicates that the daily maximum local limit for pH is measured in milligrams per liter (mg/L). Therefore, the District is required to modify the permits to ensure that the clarification language is added to the Skat-Trak permit and the proper units are included for pH. (Section 7.1, *Effluent Limitations*)

**Response:**

The District has amended the Skat-Trak Permit to clarify the pH limit for compliance and the pH limit for implementing the general prohibitive standards. The Sorenson Engineering Permit has been amended to include the proper units for pH.

**Requirement No. 3 :**

The regulations at 40 CFR 403.8(f)(2)(vi)(A-D) state the required elements for slug discharge control plans. Part 3.E. 3 of the permits include the required elements for a slug discharge control plan. However, the provisions regarding immediately notifying the District of the event does not include the five day follow-up written notification requirement as stated at 40 CFR 403.8(f)(2)(vi)(c). Therefore, the District is required to amend the permits to include the five day written notification requirement for slug discharge control plans in accordance with 40 CFR 403.8(f)(2)(vi) of the regulations. (Section 7.3, *Slug Discharge Control Plan Requirements*)

**Response:**

The District will amend the permits to include the five day written notification requirement for slug discharge control plans in accordance with 40 CFR 403.8(f)(2)(vii) of the regulations.

**Requirement No. 4:**

According to the regulations at 40 CFR 403.8(f)(1)(B)(vi)(A), "All POTW's shall be able to seek injunctive relief for noncompliance by Industrial users with criminal penalties in at least the amount of \$1,000 a day for each violation by the industrial Users of Pretreatment Standards and Requirements." Therefore, the District is required to amend its ERP to be consistent with federal regulations at 40 CFR 403.8(f)(1)(B)(vi)(A). (Section 10, *Enforcement*)

**Response:**

The District will amend its ERP to be consistent with federal regulations at 40 CFR 403.8(f)(1)(B)(vi)(A).

**Requirement No. 5:**

The self-monitoring samples collected for oil and grease and cyanide by Sorenson Engineering on October 8, 2014 were collected as composite samples instead of grab samples ( required per 40 CFR 136). The District representatives stated they issued a NOV to the facility for these issues. However, the NOV was not provided in the files reviewed during the audit. According to the Enforcement Response Guide (part of the District's ERP), for improper sample or collection methods, the District is to issue a written warning to the facility. The District representatives stated that the District likely called the facility and notified them of the issue in which the facility collected and submitted a resample (collected as grabs) on October 29, 2014 in response to the issue. However, documentation of the District's enforcement response was not included in the file. Therefore, the District is required to ensure that it properly implements its ERP as stated at 40 CFR 403.8(f)(5) of the federal regulations. (Section10, *Enforcement*)

**Response:**

The District will ensure that it properly implements its ERP as stated at 40 CFR 403.8(f)(5) of the federal regulations. Also all conversations and phone calls will be documented and placed in the permit files.

### **Recommendations**

#### **Recommendations No. 1:**

The term "discharge" or "indirect discharge" is not defined in Article 2 definitions and abbreviations of the District's SUO. According to the regulations at 40 CFR 403.3(i), the term *discharge* or *indirect discharge* means, "The introduction of pollutants into a POTW from any nondomestic source regulated under section 307(b), (c) or (d) of the ACT." It is recommended that the District include this definition in the SUO to be consistent with the regulations at 40 CFR 403.3(i). (Section 5, *Legal Authority*)

#### **Response:**

The District will include the definition of the term "discharge or indirect discharge" in the District's SUO to be consistent with the regulations at 40 CFR 403.3(i).

#### **Recommendations No. 2:**

According to the regulations at 40 CFR 403.8(f)(1)(i), "The POTW shall have the legal authority to deny or condition new or increased contributions of pollutants, or changes in the nature of pollutants, to the POTW by IUs where such contributions do not meet applicable Pretreatment Standards and Requirements." Section 6.11 of the District's SUO requires the pretreatment of industrial waste to an acceptable condition prior to discharging to the Public Sewer. However, this Section of the SUO does not provide the legal authority to "deny" new or increased contributions of pollutants to the POTW. It is recommended that the District include this provision in the SUO and to be consistent with the regulations at 40 CFR 403.8(f)(1)(i). (Section 5, *Legal Authority*)

#### **Response:**

The District will ensure that its SUO will have legal authority to "deny" new or increased contributions of pollutants to the POTW and to be consistent with the regulations at 40 CFR 403.8(f)(1)(i).

#### **Recommendation No. 3:**

The regulations at 40 CFR 403.12(b) state the requirements for baseline monitoring reports (BMRs). Section 8.03.1 of the District's SUO includes the requirements for submitting a BMR. However, the specific elements of BMR are not listed in this section of the SUO. The elements of a BMR including identifying information and other environmental permits (both requirements of a BMR) are found in other sections throughout the SUO. However, to reduce confusion, it is recommended that the District amend its SUO to include the required elements of a BMR to in the same section of the SUO and to be consistent with the requirements at 40 CFR 403.12(b). (Section 5, *Legal Authority*)

#### **Response:**



The District will amend its SUO to include the required elements of a BMR to in the same section of the SUO and to be consistent with the requirements at 40 CFR 403.12(b).

**Recommendation No. 4:**

The regulations at 40 CFR 403.12(g)(2) state, "If sampling performed by an IU indicates a violation, the User shall notify the Control Authority within 24 hours of becoming aware of the violation. The User shall also repeat the sampling and analysis and submit the results of the repeat analysis to the Control Authority within 30 days after becoming aware of the violation." Section 7.02.2 of the District's SUO includes the requirement for the resampling and submittal of the repeat analysis within 30 days but does not include the 24 hour notification statement. Section 8.02.1 of the District's SUO states the IU shall notify the District immediately of discharges which may result in a violation of the Ordinance (including local limits). To reduce confusion it is recommended that the District amend Section 7.02.2 of the SUO to include the 24 hour notification requirement with the 30 day resample requirement in the same manner it is presented in 40 CFR 403.12(g)(2) of the regulations. (Section 5, *Legal Authority*)

**Response:**

The District will amend Section 7.02.2 of the SUO to include the 24 hour notification requirement with the 30 day resample requirement in the same manner it is presented in 40 CFR 403.12(g)(2) of the regulations.

**Recommendation No.5:**

During discussions with the District representatives it was stated that a wastewater survey had recently been sent to a new micro-brewery in the service area. The facility discharges to the POTW and has not yet been permitted by the District. It is strongly recommended that the District conduct an in-depth evaluation at the facility to determine the nature and volume of pollutants discharged from the facility to the POTW including processes in which off-specification products may be discharged to the POTW and create potential slug-like discharge. The District should make sampling of the industry a priority. (Section 6, *Nondomestic Discharger Characterization*)

**Response:**

The District will conduct an in-depth evaluation at the facility to determine the nature and volume of pollutants discharged from the facility to the POTW including processes in which off-specification products may be discharged to the POTW and create potential slug-like discharge. The District will make sampling of the industry a priority.

**Recommendation No. 6:**

As a component of the 2015 audit the Skat-Trak permit was reviewed. Part 1.C of the permit states, "The Facility is not authorized to discharge any categorical process wastewater into the sanitary sewer. The only industrial wastewater permitted to be discharged is the batch discharges from the boiler (less than 140 degrees prior to discharge) and autoclave." It is recommended that the District modify this statement to include the units for temperature measurement. (Section 7.4, *Certification Statement*)

**Response:**

The District will modify the statement to include the units for temperature measurement. "The Facility is not authorized to discharge any categorical process wastewater into the sanitary sewer. The only industrial wastewater permitted to be discharged is the batch discharges from the boiler (less than 140 degrees prior to discharge) and autoclave."

**Recommendations No. 7:**

The District mentioned the variances in TDS sampling results collected from Sorenson Engineering were observed by the facility and District representatives. To address this issue, the District contracted Babcock Laboratories to split and analyze TDS samples collected at Sorenson Engineering. At the time of the audit the facility and District were still splitting samples and the district representatives mentioned that the sampling results were closer in value than when the split sampling first took place. It is recommended that the District identify the cause of the differing sample results for TDS for samples collected by the facility and the District. (Section 9.1, *Compliance Sampling*)

**Response:**

District will attempt to identify the cause of the differing sample results for TDS for samples collected by the facility and the District.

**Recommendation No. 8:**

The wastewater treatment system diagrams were reviewed during the Sorenson Engineering facility inspection to identify inconsistencies between the diagrams and the on-site conditions observed during the inspection. Specifically, Tanks 13 and 14 were not depicted on the system details diagram for heavy metal removal as observed during the facility inspection. It is recommended that the District conduct a follow up inspection at the facility to identify inconsistencies with the diagram and ensure that the diagrams adequately depict the pretreatment system. (Section 9.3, *Nondomestic discharger Site Inspections Conducted During the Audit*)

**Response:**

The District will conduct a follow up inspection at the facility to identify inconsistencies with the diagram and ensure that the diagrams adequately depict the pretreatment system.

**Recommendation No. 9:**

It is strongly recommended that the District work closely with Sorenson Engineering to ensure that modifications at the facility, which may affect the nature and concentration of wastewater discharged from the facility do not negatively impact the District's POTW. (Section 9.3, *Nondomestic discharger Site Inspections Conducted During the Audit*)

**Response:**

The District works closely with Sorenson Engineering to ensure that any modifications at the facility, which may affect the nature and concentration of wastewater discharged from the facility do not negatively impact the District's POTW.

**Recommendation No. 10:**

During the inspection of the gold plating line, the Sorenson Engineering facility representatives mentioned that the rinse water for the final products introduced to the gold plating process needed to be maintained a very high quality. At the time of the inspection Tanks 2 and 4 were reported as the rinse tanks, which were constantly running (fresh water was being constantly added). Due to the water flowing through the gold plating rinse tanks, it is strongly recommended that the District conduct a follow up inspection at the facility to identify if the facility is using dilution as a form of wastewater treatment. Further, it is recommended that the District encourage the facility to develop and implement standard operating procedures for the gold plating line to have formalized process for changing the rinse water (i.e., developing a threshold for conductivity) to address concerns related to dilution. (Section 9.3, *Nondomestic discharger Site Inspections Conducted during the Audit*)

**Response:**

The District will conduct a follow up inspection at the facility to identify if the facility is using dilution as a form of wastewater treatment. Also the District will encourage the facility to develop and implement standard operating procedures for the gold plating line to have a formalized process for changing the rinse water to address concerns related to dilution

**Recommendation No. 11:**

It is recommended that the District encourage the Skat-Trak facility to develop and maintain an evaporation log to document the volume of wastewater introduced to the system, date and time of introduction, and any other pertinent information regarding the disposal of the wastewater and associated solids. (Section 9.3, *Nondomestic discharger Site Inspections Conducted during the Audit*)

**Response:**

The District will require Skat-Trak to develop an evaporation log to document the volume of wastewater introduced to the system, date and time of introduction, and any other pertinent information regarding the disposal of the wastewater and associated solids.

**Recommendation No. 12:**

It is recommended the District require Skat-Trak to confirm that the floor drain located adjacent to the restrooms in the CNC lathe and mill room is capped and to determine the source of the unknown pipe located above the drain identified in the process area. (Section 9.3, *Nondomestic discharger Site Inspections Conducted during the Audit*)

**Response:**

The District will conduct an inspection to confirm that the floor drain mentioned in Recommendation No. 12 is capped as required and identify the source of unknown pipe located above the drain.

**Recommendations No. 13:**

It is recommended that the District perform a follow-up inspection at the Skat-Trak facility to review and obtain the proper documentation to ensure that residual waste from the evaporation system is properly disposed of and ensure that waste is not introduced to

the District's POPTW. (Section 9.3, *Nondomestic discharger Site Inspections Conducted during the Audit*)

**Response:**

The District issued a Written Warning to Skat-Trak requiring them to keep all documentation available for review at all times. An inspection was conducted to verify that the requirements of the Written Warning were complied to. Skat-Trak is in compliance with having and maintaining the proper documentation as required.

The primary District contact for all Pretreatment Program issues is Mr. John Wrobel. The designated contact for G&G Environmental Compliance, Inc. is Mr. Gary W. DeFrese. Contact information for each is provided below:

***John Wrobel***  
12770 Second Street  
P.O. Box 730  
Yucaipa, CA 92399-0730  
Office: (909) 797-5119  
Fax: (909) 797-6381

***Gary W. DeFrese***  
5053 La Mart Dr. Suite 203  
Riverside, CA 92507  
Office: (951) 683-3538  
Fax: (951) 683-3859



**Date:** October 13, 2015

**Subject:** Issuance of a Class I Significant Industrial User Discharge Permit Issued to Sorenson Engineering, Inc. - Permit No. CP-001-03

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Publicly owned treatment works (POTWs) collect waste from homes, commercial buildings, and industrial facilities and transport the water carrying waste via a series of pipes, known as a sewer collection system to a sewer treatment plant. Here, the POTW is responsible for separating the waste from the water.

Generally, POTWs are designed to treat waste in water from typical domestic uses. However, POTWs also receive waste from industrial (non-domestic) users. Industrial wastewater often includes by-product chemicals from production and manufacturing processes that can contain chemicals such as copper, lead, nickel, and other heavy metals. Because certain wastes can interfere with the biological or filtration treatment processes, these wastes must be removed before they are discharged into a sewer collection system.

The removal process is known as "pretreatment" and is enforced by the General Pretreatment Regulations at [40 CFR 403.1 et seq.](#) which establish the responsibilities of government agencies and industries to implement practices to control industrial wastes that may pass through or interfere with publicly owned treatment works (POTWs) or contaminate sewage sludge.

In 1978, U.S. EPA promulgated extensive regulations requiring many POTWs to develop and implement local pretreatment programs. U.S. EPA delegated the responsibility to oversee these pretreatment programs to the State Water Board and Regional Water Boards in 1989. As a result, the State and Regional Water Quality Control Boards are responsible for the review and approval of POTW pretreatment programs. The discharge permits for POTWs spell out the pretreatment program monitoring and reporting requirements.

The Regional Water Board's pretreatment program includes pretreatment compliance audits, inspections, annual and semiannual report reviews, program modifications, and enforcement activities. Pretreatment compliance inspections verify the compliance status of POTWs, focusing on the POTW's own compliance monitoring and enforcement activities. Pretreatment compliance audits involve a comprehensive review of all elements of a POTW's pretreatment program. Audits take place every five years. Inspections usually occur every year, except when an audit is scheduled.

The attached pretreatment permit outlines the pollutant limitations for the industrial wastewater to be discharged from the Sorenson Engineering facility located at 32032 Dunlap Blvd. The issuance of this permit is scheduled for the regular board meeting on October 21, 2015.



## CLASS I SIGNIFICANT INDUSTRIAL USER DISCHARGE PERMIT

**Date:** October 23, 2015

**Name:** Sorenson Engineering, Inc.  
32032 Dunlap Blvd.  
Yucaipa, CA 92399

**Attention:** Mr. David Sorenson, CEO

**Reference:** Class I Significant Industrial User Discharge Permit Issued to Sorenson Engineering, Inc.

**Permit No:** CP-001-03

**SIC No:** 3451  
**NAICS:** 332721

**Issued By:** Yucaipa Valley Water District  
12770 Second Street  
Yucaipa, California 92399

Dear Mr. Sorenson:

The enclosed permit outlines the pollutant limitations for the industrial wastewater to be discharged from Sorenson Engineering, Inc. facility located at 32032 Dunlap Blvd. into the Yucaipa Valley Water District ("District") wastewater collection system. All discharges of wastewater generated at this facility, actions, and reports thereto, shall be in accordance with the terms and conditions of this permit and the **District's Sewer Use Ordinance**. The annual permit fee is \$500 per year plus sampling costs.

If you wish to appeal or challenge any of the discharge limitations, pretreatment requirements, or conditions imposed in this permit, a petition must be filed for modification or reissuance of this permit within ten (10) working days of issuance.

**It is hereby certified that this permit was prepared based on information provided by a combination of one or more of the following sources: the user's permit application, facts obtained during a field inspection of the user's wastewater generating activities, and/or additional information obtained from the user.**

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John Wrobel  
Regulatory & Environmental Control Manager



Sorenson Engineering, Inc.  
 Wastewater Discharge Permit  
 Number CP 001-03  
 Page 1

**Class I Significant Industrial User Discharge Permit  
 Number CP-001-03**

**IU Name and Address:** Sorenson Engineering, Inc.  
 32032 Dunlap Blvd.  
 Yucaipa, CA 92399

**Responsible Party:** David Sorenson, CEO

**Contact:** Paul Sewell, CFO (909) 795-2434  
 Ex. 204  
 Joe Watanabe, Facilities  
 Maintenance Manager (909) 795-  
 2434 Ex 297

**Mailing Address:** Sorenson Engineering, Inc.  
 32032 Dunlap Blvd.  
 Yucaipa, CA 92399

In accordance with the provisions of the Yucaipa Valley Water District's **Sewer Use Ordinance**, the above listed company ("permittee") is hereby authorized to discharge industrial wastewater from 32032 Dunlap Blvd., Yucaipa, CA 92399 to the District's wastewater collection system, in accordance with the discharge limitations, monitoring requirements, and other conditions set forth in this permit. Compliance with this permit does not relieve the permittee of its obligation to comply with all pretreatment regulations, standards or requirements under local, State and Federal laws, including any such laws, regulations, standards, or requirements that may become effective during the term of this permit.

Noncompliance with the terms and conditions of this permit shall constitute a violation of the requirements of the District's **Sewer Use Ordinance**, and shall subject the permittee to applicable enforcement actions.

This permit shall become effective on: November 5, 2015

This permit shall expire at midnight on: November 4, 2017

The permittee shall not discharge any industrial wastewater after the date of expiration. If the permittee wishes to continue discharging wastewater to the District's wastewater collection system after the expiration date, an application must be filed for reissuance of this permit in accordance with the requirements of the District's **Sewer Use Ordinance**. This application is due a minimum of 90-days prior to the expiration of this permit.

Issued By:

Accepted By:

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John Wrobel,  
 Regulatory & Environmental Control Manager  
 Yucaipa Valley Water District  
 12770 Second Street  
 Yucaipa, California 92399

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David Sorenson  
 CEO  
 Sorenson Engineering, Inc.  
 32032 Dunlap Blvd.  
 Yucaipa, California 92399



Sorenson Engineering, Inc.  
Wastewater Discharge Permit  
Number CP 001-03  
Page 2

## **PART 1 - DISCHARGE REQUIREMENTS**

- A. Discharge Location:** During the period of **November 5, 2015 to midnight of November 4, 2017**, the permittee is authorized to discharge the industrial wastewater specified in Part 1-C, through the sample location(s), and outfall(s) listed below to the District's wastewater collection system.
- 1. Discharge Location 001:** A dedicated sampling structure located at the end of the treatment process. Industrial process wastewater is the only discharge flowing out through this outfall and sampling point and is subject to Federal categorical discharge standards under 40 CFR Part 433.17 (a) PSNS and Yucaipa Valley Water Districts local discharge limits. When both Local Limits and Federal Categorical Limits are applicable, the discharge must meet the more stringent Limits (40CFR PART 403.4). See Part 2 pg. 9 for a drawing that displays the sample location.
- B. Permit Duration and Designated Discharge Limits:** During the period of **November 5, 2015 to midnight of November 4, 2017** the industrial wastewater discharged from Sample Location 001, shall not exceed the Categorical or Local Discharge Limitations specified in the Discharge Limitation Table on page 4.
- C. Permit Classification:** Sorenson Engineering is classified as a **Categorical Industrial User (CIU)**. This decision is based on metal finishing operations described under 40CFR Part 433.10 Metal Finishing regulations which cover discharges from any of the six following categories: Electroplating, Electroless Plating, Anodizing, Coating (chromating, phosphating, and coloring), Chemical Etching and Milling, and Printed Circuit Board Manufacture. Federal categorical limits specified in **40CFR Part 433.17 PSNS** (Pretreatment Standards for New Sources) will be applied unless the local limit is more stringent. The most stringent limit will be applied to the discharge.
- D. Total Toxic Organic (TTO) Monitoring:** TTO monitoring is required under **40CFR Part 433.17** to establish a baseline of organic pollutants in the waste stream. If the sample indicates compliance with the **2.13 mg/L PSNS** limit, a semi-annual certification statement may be used, for future samples to meet this requirement. See page 5 and 6 for complete list of TTOs. In requesting the certification alternative, a discharger shall submit a solvent management plan (also referred to as a Toxic Organic Management Plan or TOMP) that specifies to the satisfaction of the District of the toxic organic compounds used; the method of disposal used instead of dumping, such as reclamation, contract hauling, or incineration; and procedures for ensuring that toxic organics do not routinely spill or leak into the wastewater.
- E. Certification Statement in Lieu of Requiring Monitoring for TTO:** The District may allow Sorenson Engineering to make the following certification statement: "Based on my inquiry of the person or persons directly responsible for managing compliance with the permit limitation [or pretreatment standard] for total toxic organics (TTO), I certify that, to the best of my knowledge and belief, no dumping of concentrated toxic organics into the wastewaters has occurred since filing of the last discharge monitoring report. I further certify that this facility is implementing the Toxic Organic Management Plan (TOMP) submitted to the District. This statement is to be included as a comment with each Self Monitoring Report required by this permit. If monitoring is necessary to measure compliance with the TTO





Sorenson Engineering, Inc.  
Wastewater Discharge Permit  
Number CP 001-03  
Page 3

standard, the industrial discharger shall analyze for only those pollutants which would reasonably be expected to be present above 0.01 mg/L.

- F. **Notification of Process Changes:** Sorenson Engineering, Inc. is required to notify the District, in writing, at least 30 days in advance, of any new connections or changes to existing discharges or other modifications which will alter the amount of or pollutant strength of any wastewater, which is discharged to the District's wastewater collection system.
- G. **Discharge Limitations:** The Discharge Limitation Table on Page 4 contains limits for both federal and local limitations. Certain constituents may also contain daily and monthly average limitations. **The most stringent value between the federal limit and local limit shall apply to the discharge. (The lowest concentration is bolded and in Italic).** Additionally, if more than 1 sample is collected during a calendar month, each sample must comply with the daily maximum and the arithmetic mean of all collected samples will be compared against the monthly average. Please note, that if only one sample is collected in a calendar month, the single sample also represents the "monthly average" and will be evaluated against that limitation as well.



Sorenson Engineering, Inc.  
 Wastewater Discharge Permit  
 Number CP 001-03  
 Page 4

DISCHARGE LIMITATION TABLE				
Sample Point, (Location 001) Maximum Assigned Flow 20,000	Categorical Limit 40CFR Part 433.17 (PSNS) (mg/L)		Local Limit (mg/L)	Local Limit (lbs)
	Pollutant	Daily Maximum	Monthly Average	Daily Maximum
<i>pH</i> (See note 1 at the bottom of the page)	--	--	<b>*5.0 – 11.0</b>	<b>N/A</b>
Biochemical Oxygen Demand-5 Day (BOD)	--	--	2500	
Bis(2-Ethylhexyl Phthalate)	--	--	0.013	
Total Suspended Solids (TSS)	--	--	2500	
<b>Total Dissolved Solids (TDS)</b> (See note 2 at the bottom of the page)	--	--		<b>*106.0 lb</b>
Ammonia-Nitrogen	--	--	50	
Arsenic	--	--	1.9	
Boron (B)	--	--	WS Plus 1.0	
<b>Cadmium (Cd), Total</b>	0.11	<b>*0.07</b>	0.1	
<b>Chromium (Cr), Total</b>	2.77	1.71	<b>*1.7</b>	
<b>Copper (Cu), Total</b>	3.38	2.07	<b>*0.7</b>	
<b>Cyanide (CN), Total</b>	1.20	0.65	<b>*0.3</b>	
Dissolved Sulfides (SO <sub>3</sub> <sup>s-</sup> )	--	--	0.1	
<b>Lead (Pb) Total</b>	0.69	0.43	<b>*0.2</b>	
Mercury (Hg) Monitor Only	--	--	0.01	
Molybdenum	--	--	0.7	
<b>Nickel (Ni)</b>	3.98	2.38	<b>*2.3</b>	
Oil/Grease (Total)	--	--	500	
<b>Oil/Grease (Total Petroleum Hydrocarbons)</b>	--	--	<b>*100</b>	
Selenium (Se) Total	--	--	0.1	
<b>Silver (Ag) Total</b>	0.43	0.24	<b>* 0.1</b>	
<b>Total Toxic Organics (TTO)</b>	<b>*2.13</b>	--	0.58	
<b>Zinc (Zn) Total</b>	<b>2.61</b>	<b>*1.48</b>	7.2	

Note 1: pH equals the negative log of the hydrogen ion concentration (-log [H<sup>+</sup>]).  
 Note 2: Sorenson's TDS limit is in pounds. Please see TDS Mass Limit Determination on page 17 of the Fact Sheet.  
 Note 3: \* Industry's permitted limits for compliance purposes.



Sorenson Engineering, Inc.  
Wastewater Discharge Permit  
Number CP 001-03  
Page 5

The term TTO shall mean Total Toxic Organics. Industrial user needs to analyze only for those pollutants, which would reasonably be expected to be present above 0.01 mg/L.

Acenaphthene	Acrolein
Acrylonitrile	Benzene
Benzidine	Carbon tetrachloride
Chlorobenzene	1,2,4-trichlorobenzene
Hexachlorobenzene	1,2-dichloroethane
1,1,1-trichloroethane Hexachloroethane	1,1-dichloroethane
1,1,2-trichloroethane	1,1,1,2-tetrachloroethane
Chloroethane	Bis(2-chloroethyl) ether
2-chloroethyl vinyl ethers	2-chloronaphthalene
2,4,6-trichlorophenol	Parachlorometa cresol
Chloroform	2-chlorophenol
1,2-dichlorobenzene	1,3-dichlorobenzene
1,4-dichlorobenzene	3,3-dichlorobenzidine
2,4-dichlorophenol	1,2-dichloropropane
1,2-dichloropropylene	2,4-dimethylphenol
2,4-dinitrotoluene	2,6-dinitrotoluene
1,2-diphenylhydrazine	1,1 -dichloroethylene
1,2-trans-dichloroethylene	Ethylbenzene
Fluoranthene	4-chlorophenyl phenyl ether
4-bromophenyl phenyl ether	Bis(2-chloroisopropyl) ether
Bis(2-chloroethoxy)methane	Methylene chloride
Methyl chloride	Methyl bromide
Bromoform	Dichlorobromomethane
Chlorodibromomethane	Hexachlorobutadiene
Hexachlorocyclopentadiene	Isophorone
Naphthalene	Nitrobenzene
2-nitrophenol	4-nitrophenol
2,4-dinitrophenol	4,6-dinitro-o-cresol
N-nitrosodimethylamine	N-nitrosodiphenylamine
N-nitrosodi-n-propylamine	Pentachlorophenol
Phenol	Bis(2-ethylhexyl) phthalate
Butyl benzyl phthalate	Di-N-Butyl Phthalate
Di-n-octyl phthalate	Diethyl Phthalate



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<b>Dimethyl phthalate</b>	<b>Benzo(a) anthracene</b>
<b>Benzo(a)pyrene</b>	<b>Benzo(b) fluoranthene</b>
<b>Benzo(b) fluoranthene</b>	<b>Chrysene</b>
<b>Acenaphthylene</b>	<b>Anthracene</b>
<b>Benzo(ghi) perylene</b>	<b>Fluorene</b>
<b>Phenanthrene</b>	<b>Dibenzo(h) anthracene</b>
<b>Indeno (1,2,3-cd) pyrene</b>	<b>Pyrene</b>
<b>Tetrachloroethylene</b>	<b>Toluene</b>
<b>Trichloroethylene</b>	<b>Vinyl chloride</b>
<b>Aldrin</b>	<b>Dieldrin</b>
<b>Chlordane</b>	<b>4,4-DDT</b>
<b>4,4-DDE</b>	<b>4,4-DDD</b>
<b>Alpha-endosulfan</b>	<b>Beta-endosulfan</b>
<b>Endosulfan sulfate</b>	<b>Endrin</b>
<b>Endrin aldehyde</b>	<b>Heptachlor</b>
<b>Heptachlor epoxide</b>	<b>Alpha-BHC</b>
<b>Beta-BHC</b>	<b>Gamma-BHC</b>
<b>Delta-BHC</b>	<b>PCB-1242</b>
<b>PCB-1254</b>	<b>PCB-1221</b>
<b>PCB-1232</b>	<b>PCB-1248</b>
<b>PCB-1260</b>	<b>PCB-1016</b>
<b>Toxaphene</b>	<b>2,3,7,8-TCDD</b>



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## PART 2 – MONITORING REQUIREMENTS

- A. General Monitoring Requirements:** From the period beginning on the effective date of the permit until midnight on November 4, 2017, the permittee shall monitor the wastewater to be discharged to the District's Wastewater collection system at the indicated frequency, for the following pollutants, at Sample Location 001. **All required *Semi-Annual Monitoring* shall be completed during the FIRST MONTH OF THE SECOND and FOURTH QUARTERS of the Year (April, and October), to ensure the reporting requirements are met.**

MONITORED	FREQUENCY	SAMPLE TYPE
Flow	Continuous while discharging	Flow Meter
Ammonia Nitrogen (NH <sub>3</sub> -N)	Not required	
Arsenic	Not required	
Bis (2-Ethylhexyl) Phthalate)	Not required	
Biochemical Oxygen Demand (BOD)	Not required	
Boron (B)	Not required	
<b>Cadmium (Cd)</b>	<b>Semi-Annual</b>	<b>Composite</b>
<b>Chromium (Cr)</b>	<b>Semi-Annual</b>	<b>Composite</b>
<b>Copper (Cu)</b>	<b>Semi-Annual</b>	<b>Composite</b>
<b>Cyanide (CN)</b>	<b>Semi-Annual</b>	<b>Grab</b>
Dissolved Sulfides	Not required	
Fluoride (F)	Not required	
<b>Lead (Pb)</b>	<b>Semi-Annual</b>	<b>Composite</b>
Mercury (Hg)	Not required	
Molybdenum	Not required	
<b>Nickel (Ni)</b>	<b>Semi-Annual</b>	<b>Composite</b>
Oil & Grease (Total)	Not required	
<b>Oil &amp; Grease (Total Petroleum Hydrocarbons)</b>	<b>Semi-Annual</b>	<b>Grab</b>
<b>pH</b>	<b>Continuous/Meter</b>	<b>Grab</b>
Selenium (Se)	Not required	
<b>Silver (Ag)</b>	<b>Semi-Annual</b>	<b>Composite</b>
<b>Total Dissolved Solids (TDS)</b>	<b>Semi-Annual</b>	<b>Composite</b>
Total Suspended Solids	Not required	
<b>Total Toxic Organics</b>	<b>Semi-Annual<sup>2</sup></b>	<b>Grab and/or Composite</b>
<b>Zinc (Zn)</b>	<b>Semi-Annual</b>	<b>Composite</b>

1. See Part 2-C, Sample Location (Page 9)

2. Sampling may be waived in accordance with Part 1 – Discharge Requirements Section D and E of this Permit



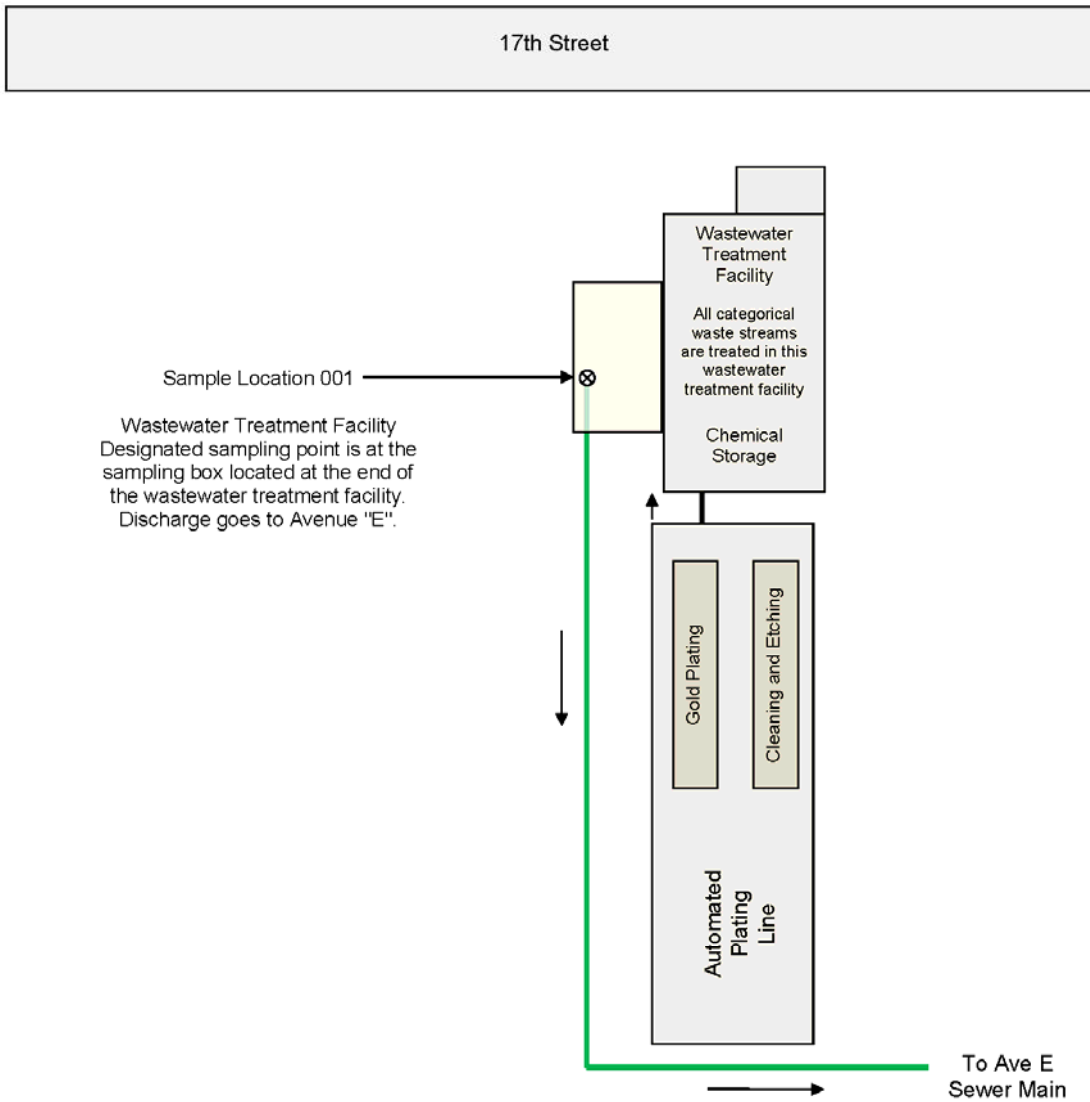
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- B. Additional Monitoring Requirements:** All handling and preservation of collected samples and laboratory analyses of samples shall be performed in accordance with **40 CFR, Part 136**, and amendments thereto unless specified otherwise in the monitoring conditions of this permit. **Self monitoring results for the Semi-Annual shall be submitted to the District prior to the last day of the second month of the Second and Fourth Quarters of the Year (May and November).** A Self Monitoring Report Form shall accompany each submittal of sample Results. See Part 3 – Reporting for more details on the Self-Monitoring Report (SMR) form.
- C. Monitoring Location:** Self-Monitoring of Industrial wastewater shall be conducted at the Sample Locations 001. Compliance with all Categorical limits and Local limits in this permit will be determined at Sample Location 001 only.



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**PROCESS FLOW DIAGRAM  
SORENSEN ENGINEERING, INC.  
33032 DUNLAP BLVD.**





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### **PART 3 - REPORTING REQUIREMENTS**

**A. Permittee's Self-Monitoring Reports:** All required monitoring results shall be summarized and reported on the District's Dischargers Self Monitoring Report Form provided by the District. This report form shall indicate the compliance status and concentration and/or mass value of all pollutants in the wastewater for which sampling and analysis were performed. The Monitoring Report Form includes the following:

1. **Certified Laboratory Report**
2. **Signed Certified Statement Form**

All applications, reports, or information submitted to the District must include a **Signed Certified Statement**.

All required ***Semi-Annual*** monitoring reports shall be submitted to the District no later than the last day of the **Second Month of the Second and Fourth Quarters of the Calendar Year (May, and November)**. Failure to submit the required Reporting Forms shall result in the permittee being in violation of their Discharge Permit. Any incomplete monitoring result shall be returned to the permittee for completion. If the monitoring results are not submitted within 45 days of the due date, the permittee shall be considered in Significant Noncompliance (SNC) and a Notice of Violation (NOV) will be issued.

**B. Automatic Re-sampling:** If the results of the permittee's wastewater analysis indicate that a violation of this permit has occurred, the permittee must:

1. Inform the District of the violation by telephone within 24 hours of becoming aware that a violation has occurred.
2. Repeat the sampling and constituent analysis and submit, in writing, the results of this repeat analysis within 30 days of the first violation.

**C. Accidental Discharge Report:** The permittee shall notify the District immediately upon the occurrence of any accidental discharge of substances prohibited by the District's Sewer Use Ordinance or any upsets, bypass, slug loads or spills that occur at the facility identified in this permit and may enter the public sewer. During normal business hours the District's Wochholz Regional Water Recycling Facility should be notified by telephone at **(909) 795-2491**. The notification shall include the location of the discharge, date and time of the discharge, and the type of waste, including concentration, volume and corrective actions taken. The permittee's notification of accidental discharges in accordance with this section does not relieve the permittee of other reporting requirements that arise under local, State, or Federal laws.

Within five days following an accidental discharge, the permittee shall submit to the District, a detailed written report. The report shall specify:

1. Description and cause of the accidental discharge and the impact of the incident on the permittee's compliance status. The description should also include location of discharge, type, concentration and volume of waste.
2. Duration of noncompliance, including exact dates and times of noncompliance and the time when compliance is expected to be achieved.
3. All steps taken or to be taken to reduce, eliminate, and/or prevent recurrence of such conditions of slug load, accidental discharge or other noncompliance events.

**D. Material Safety Data Sheets:** The permittee shall maintain copies of Material Safety Data Sheets (MSDS) for all chemicals used in association with the manufacturing process. If





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hazardous materials are used in the manufacturing process, secure storage with secondary containment must be provided for those materials. If the permittee generates substances listed as toxic the permittee must follow Federal regulatory guidelines for the disposal of those substances. Secure storage with secondary containment must be provided with no possible access to the sewer. Storage of the wastes shall not exceed 90 days and transportation of the wastes shall be by a licensed carrier to a licensed disposal facility. Copies of all shipping manifests and disposal receipts for hazardous materials shipped offsite shall be available for the District to review.

**E. Slug Discharge Control Plan (SDCP):** Each permitted industrial user who stores significant quantities of liquids in the vicinity of floor drains or other openings to the District's sewer system such that spillage of stored liquids could result in Slug Loading or in any provisions of the District's Sewer Use Ordinance shall submit a Slug Discharge Control Plan with the District. All Significant Industrial Users shall be evaluated for the need to develop a Slug Discharge Control Plan. The Plan shall contain at a minimum, the following elements:

1. Description of discharge practices, including non-routine batch discharges;
2. Description of stored chemical;
3. Procedures for immediately notifying the District of any accidental or slug discharge. Such notification must also be given for any discharge which would violate any of the standards set forth in the District's **Sewer Use Ordinance** and any local, state or federal regulations, with procedures for follow-up written notification within five days; and
4. Procedures to prevent adverse impact from any accidental or slug discharge. Such procedures include, but are not limited to inspection and maintenance of storage areas, handling and transfer of materials, loading and unloading operations, control of plant site runoff, worker training, building of containment structures or equipment, measures for containing toxic organic chemicals (including solvents), and/or measures and equipment for emergency response.

The Slug Discharge Control Plan shall be updated whenever changes occur in any of the addressed areas; chemicals are added or replaced; processes or plumbing are rerouted or changed; pretreatment facilities are modified or replaced; operations and/or maintenance procedures are modified; or personnel listed in the plan are replaced, changed, or removed.

During routine inspections, the Slug Discharge Control Plan shall be reviewed by the Permittee at least annually and either;

1. Updated and resubmitted, or
2. A written certification submitted stating that no change in the Slug Discharge Control Plan has occurred.

**F. Report Submittal:** All reports required by this permit shall be submitted to: Yucaipa Valley Water District, P.O. Box 730, Yucaipa, CA 92399-0730, Attention: Environmental Control Section.



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#### **PART 4- SPECIAL CONDITIONS**

##### **A. Reopener Clause:**

1. This permit may be reopened and modified to incorporate any new or revised requirement contained in a national categorical pretreatment standard promulgated for the industrial category covered by this permit.
2. This permit may be reopened and modified to incorporate any new or revised requirements resulting from the District's reevaluation of its local limits.
3. This permit may be reopened and modified to incorporate any new or revised requirements developed by the District as are necessary to ensure POTW compliance with applicable biosolids management requirements promulgated by Federal Regulations in 40 CFR Part 503.

#### **PART 5 - STANDARD CONDITIONS**

##### **A. General Conditions and Definitions**

1. **Severability:** The provisions of this permit are severable, and if any provision of this permit, or the application of any provision of this permit to any circumstance, is held invalid, the application of such provision to other circumstances, and the remainder of this permit, shall not be affected thereby.
2. **Duty to comply:** The permittee must comply with all conditions of this permit. Failure to comply with the requirements of this permit may be grounds for administrative action or enforcement proceedings, including civil or criminal penalties, injunctive relief, and summary abatements.
3. **Duty to Mitigate:** The permittee shall take all reasonable steps to minimize or correct any adverse impact to the public treatment plant or the environment resulting from noncompliance with this permit.
4. **Permit Modification:** This permit may be modified for good cause including, but not limited to the following:
  - a. To incorporate any new or revised Federal, State or local pretreatment standards or requirements.
  - b. Material or substantial alterations or additions to the discharger's operation processes, or discharge volume or character which were not considered in drafting the effective permit.
  - c. A change in any condition in either the permittee or the POTW that requires either a temporary or permanent reduction or elimination of the authorized discharge.
  - d. Information indicating that the permittee's discharge poses a threat to the District's collection and treatment systems, POTW personnel or the receiving waters.
  - e. To correct typographical or other errors in the permit.
  - f. Upon request of the permittee, provided such request does not create a violation of any applicable requirements, standards, laws or rules and regulations.The filing of a request by the permittee for a permit modification, revocation, and



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reissuance or termination, or a notification of planned changes or anticipated noncompliance, does not stay any permit condition.

5. **Permit Termination:** This permit may be terminated for the following reasons:
- a. Falsifying self-monitoring reports.
  - b. Tampering with monitoring equipment.
  - c. Refusing to allow timely access to the facility premises and records.
  - d. Failure to meet discharge limitations.
  - e. Violation of any terms or conditions of this permit.
  - f. Failure to pay fines or permit fees.
  - g. Failure to pay sewer charges.

6. **Permit Appeals:** The permittee may petition to appeal the terms of this permit within ten (10) days of issue date.

The petition must be in writing, sent certified mail, return receipt requested. Failure to submit a petition for review shall be deemed to be a waiver of that appeal. If an appeal is submitted, the permittee must indicate in the appeal, the permit provisions objected to, the reasons for the objection(s), and the alternative condition(s), if any, the permittee seeks to be placed in the permit.

If the Board of Directors of the District consents to consider an appeal by the permittee, the effectiveness of this permit shall not be stayed during the appeal process. If after considering the petition and any arguments put forth by the General Manager, the Board determines that reconsideration of this permit is proper; the Board shall remand the permit back to the General Manager for reissuance. Those permit provisions being reconsidered by the General Manager at the direction of the Board shall be stayed pending reissuance of the permit.

A decision by the District's Board of Directors that refuses to reconsider an issued permit shall be considered final administrative action for purposes of judicial review. The permittee seeking judicial review of a final action by the Board must do so by filing a complaint in the Superior Court of the Counties of Riverside or San Bernardino within thirty (30) days.

7. **Property Rights:** The issuance of this permit does not convey any property rights of any sort, or any exclusive privileges, nor does it authorize any injury to private property or any invasion of personal rights, nor any violation of Federal, State, or local laws or regulations.
8. **Permit Transfers:** Permits may not be reassigned or transferred to a new owner or operator. Upon transfer of ownership, written notice to the District must be provided, and a new permit application submitted by the new owner to the District at least 60 days prior to transfer of ownership.
9. **Continuation of Expired Permits:** An expired permit will continue to be effective and enforceable until a new permit is issued if:
- a. The permittee has submitted a complete permit application at least ninety (90) days prior to the expiration date of the existing permit.
  - b. The failure to reissue the permit, prior to the expiration of the previous permit, is not due to any act or failure to act on the part of the permittee.



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10. **Dilution:** The permittee shall not increase the use of potable or process water or, in any way; attempt to dilute an effluent as a partial or complete substitute for adequate treatment to achieve compliance with the limitations contained in this permit.
11. **Definitions:**
- a. **Daily Maximum** - The maximum allowable discharge of a constituent during a calendar day where daily limits are expressed in units of mass, the daily discharge is the total mass discharged over the course of the day. Where daily maximum limitations are expressed in terms of a concentration, the daily discharge is the arithmetic average measurement of the constituent concentration derived from all measurements taken during that day.
  - b. **Composite Sample** - A sample that is collected over time formed by either continuous sampling or by mixing discrete samples. The samples can either be a time composite or a flow proportional composite sample.
  - c. **Grab Sample** - An individual sample collected in less than 15 minutes, without regard for flow or time.
  - d. **Instantaneous Maximum Concentration** - The maximum concentration allowed in any single grab sample.
  - e. **Cooling Water** - (1) Uncontaminated: Water used for cooling purposes only which has no direct contact with any raw material, intermediate, or final product and which does not contain a level of contaminants detectably higher than that of the intake water. (2) Contaminated: Water used for cooling purposes only which may become contaminated either through the addition of water treatment chemicals used for corrosion inhibitors or biocides, or by direct contact with process materials and/or wastewater.
  - f. **Monthly Average** - The arithmetic mean of the values for effluent samples collected during a calendar month or specified 30-day period (as opposed to a rolling 30 day Window).
  - g. **Weekly Average** - The arithmetic mean of the values for effluent samples collected over a period of seven consecutive days.
  - h. **Bi-Weekly** - Once every other week
  - i. **Bi-Monthly** - Once every other month
  - j. **Bi-annually** - Once every other year
  - k. **Semi-annually** - Once every six months
  - l. **Bypass** - Means the intentional diversion of waste streams from any portion of a treatment facility:
  - m. **Upset** - Means an exceptional incident in which there is unintentional and temporary noncompliance with categorical Pretreatment standards because of factors beyond the reasonable control of the Industrial User.
12. **General Prohibitive Standards:** The permittee shall comply with all the general prohibitive discharge standards in Federal regulations namely the permittee shall not discharge wastewater to the District's wastewater collection system:
- a. Having a temperature higher than 140 degrees F. (60 degrees C.);
  - b. Containing more than 500 PPM by weight of fats, oils, and grease;
  - c. Containing any gasoline, benzene, naphtha, fuel oil or other flammable or explosive



- liquids, solids, or gases; and in no case substances with a closed cup flashpoint of less than one hundred forty degrees F. (60 degrees C.);
- d. Containing any garbage that has not been ground by household type or other suitable garbage grinders;
  - e. Containing any ashes, cinders, sand, mud, straw, shavings, metal, glass, feathers, tar, plastics, wood, paunch manure, or any other solids or viscous substances capable of causing obstructions or other interference with proper operation of the wastewater collection system;
  - f. Having a pH lower than 5.0 (to protect the sewer system) or higher than 12.5. (pH used to define a hazardous material) or having any other corrosive property capable of causing damage or hazards to structures, equipment or personnel of the wastewater collection system;
  - g. Containing toxic or poisonous substances in sufficient quantity to injure or to interfere with any wastewater treatment process, to constitute hazards to humans or animals, or to create any hazard in receiving waters for the effluent from the sewer system treatment plant. Toxic wastes shall include, but are not limited to wastes containing cyanide, chromium, cadmium, mercury, copper, and nickel ions;
  - h. Containing noxious or malodorous gases or substances capable of creating a public nuisance; including pollutants which result in the presence of toxic gases, vapors, or fumes;
  - i. Containing solids of such character and quantity that special and unusual attention is required for their handling;
  - j. Containing any substance which may affect the treatment plant's effluent and cause violation of NPDES Permit No. CA0105619 requirements;
  - k. Containing any substance which would cause the treatment plant to be in noncompliance with sludge use, recycle or disposal criteria pursuant to guidelines or regulations developed under section 405 of the Clean Water Act, the Solid Waste Disposal Act, the Clean Air Act, the Toxic Substance Control Act or other regulations or criteria for sludge management and disposal as required by the State.
  - l. Containing color which is not removed in the treatment process;
  - m. Containing any medical or infectious wastes;
  - n. Containing any radioactive wastes or isotopes; or
  - o. Containing any pollutant including BOD pollutants released at a flow rate and/or concentration that would cause interference with the treatment plant operation.

#### B. Operation and Maintenance of Pollution Controls

1. **Proper Operation and Maintenance:** The permittee shall at all times properly operate and maintain all facilities and systems of treatment and control (and related appurtenances) which are installed or used by the permittee to achieve compliance with the conditions of this permit. Proper operation and maintenance includes but is not limited to: effective performance, adequate funding, adequate operator staffing and training, and adequate laboratory and process controls, including appropriate QA procedures.
2. **Duty to halt or Reduce Activity:** Upon reduction of efficiency of operation, or loss or failure of all or part of the treatment facility, the permittee shall, to the extent necessary to maintain compliance with this permit, control its production or discharges (or both) until operation of the treatment facility is restored or an alternative method of treatment is provided. It shall not be a defense for a permittee in an enforcement action that it would have been necessary to halt or reduce the permitted activity, in order to maintain compliance with the conditions of this permit.



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3. **Removed Substances:** Solids, sludge's, filter backwash, or other substances removed in the course of treatment or control of wastewaters shall not be disposed of in the sewer. They shall be disposed of in accordance with **Section 405 of the Clean Water Act, Subtitles C and D of the Resource Conservation and Recovery Act.**

#### C. Monitoring and Records

1. **Representative Sampling:** Samples and measurements taken as required herein shall be representative of the volume and nature of the monitored discharge. All samples shall be taken at the monitoring points specified in this permit and, unless otherwise specified before the effluent joins or is diluted by any other waste stream, body of water or substance. All equipment used for sampling and analysis must be routinely calibrated, inspected and maintained to ensure the accuracy of that equipment. Monitoring points shall not be changed without notification to and the approval of the District.
2. **Flow Measurements:** Flow measurement is required by this permit. The appropriate flow measurement devices and methods consistent with approved scientific practices shall be selected and used to ensure the accuracy and reliability of measurements of volume of monitored discharges. The devices shall be installed, calibrated and maintained to insure that the accuracy of the measurements is consistent with the accepted capability of that type of device. Devices selected shall be capable of measuring flows with a maximum deviation of less than 10 per cent from true discharge rates throughout the range of expected discharge volumes.
3. **Analytical Methods:** All sampling and analysis required by this permit shall be performed in accordance with **40CFR Part 136** and amendments thereto, unless otherwise approved by EPA, or as specified in this permit
4. **Additional Monitoring:** If the permittee monitors any constituent more frequently than required by this permit, using test procedures identified above in section C 3, the results of this monitoring shall be included in the permittee's self monitoring reports.
5. **Inspection and Entry:** The permittee shall allow the District, or an authorized representative, upon request, reasonable access to:
  - a. Enter upon the permittee's premises where a regulated facility or activity is located or conducted or where records must be kept under the conditions of this permit.
  - b. Have access to and copy, at reasonable times, any records that must be kept under the conditions of this permit.
  - c. Inspect, at reasonable times any facilities, equipment (including monitoring and control equipment), practices or operations regulated or required by this permit.
  - d. Sample or monitor, for the purpose of assuring permit compliance, any substances or parameters at any location.
6. **Retention of Records :**
  - a. The permittee shall retain records of all monitoring information, including copies of all reports required by this permit. Records of all data including strip chart recordings and all information used to complete the application for this permit, for a period of at least three years from the date of the sample, measurement, report or application. This period may be extended by request of the District at anytime.
  - b. All records that pertain to matters that are the subject of special orders or any other enforcement, or litigation activities brought by the District, shall be retained and preserved by the permittee until all enforcement activities have concluded, and all periods of limitation with respect to any and all appeals have expired.



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7. **Record Contents:** Records of sampling and analysis shall include:
  - a. The date, exact place, time, and methods of sampling or measurements, and sample preservation techniques or procedures;
  - b. The name of person or persons who performed the sampling or measurements;
  - c. The date(s) analyses were performed;
  - d. The name of the analytical laboratory and person who performed the analyses;
  - e. The analytical methods used; and
  - f. Copies of the results (lab reports) of the analyses.
8. **Falsifying Information:** knowingly making any false statement on any report or other document required by this permit or knowingly rendering any monitoring device or method inaccurate, is a crime and may result in the imposition of criminal sanctions and/or civil penalties.

#### D. Additional Reporting Requirements

1. **Anticipated Noncompliance:** The permittee shall give advance notice to the District of any planned changes in the permittee's facility or activity, which may result in noncompliance with permit requirements.
2. **Automatic Re-sampling:** If the results of the permittee's wastewater analysis indicate a violation has occurred, the permittee must notify the District within 24 hours of becoming aware of the violation and repeat the sampling and analysis and submit, in writing, the results of this repeat analysis within 30 days after becoming aware of the original violation.
3. **Duty to provide Information:** The permittee shall furnish to the District, within three (3) working days any information which the District may request to determine whether cause exists for modifying, revoking and reissuing, or terminating, or determining compliance with this permit. The permittee shall also, upon request, furnish to the District within three (3) working days copies of any records required to be kept by this permit.
4. **Signatory Requirements:** All applications, reports, or information submitted to the District must contain the following certification statement, and be signed as required in Sections (a), (b), or (c) below:

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment for knowing violations".

- a. By a responsible corporate officer, if the permittee submitting the report is a corporation. For the purpose of this paragraph, a responsible corporate officer means:
  - i. A president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any person who performs similar policy or



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- decision making functions for the corporation, or
- ii. The manager if authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.
- b. By a general partner or proprietor if the permittee submitting the reports is a partnership or sole proprietorship respectively.
  - c. By a duly authorized representative if;
    - i. The authorization is made in writing by the individual described in paragraph (a) or (b).
    - ii. The authorization specifies either an individual or a position having responsibility for the overall operation of the facility from which the discharge originates, or having overall responsibility for environmental matters for the discharger.
    - iii. The written authorization is submitted to the District.
  - d. If an authorization under paragraph (a), (b), or (c) of this section is no longer accurate because a different individual or position has responsibility for the overall operation of the facility, or overall responsibility for environmental matters for the permittee, a new authorization satisfying the requirements of paragraph (c) of this section must be submitted to the District prior to or together with any reports to be signed by an authorized representative.
5. **Annual Publication:** Annually, the District shall publish in the newspaper with the largest daily circulation in the District, a list of all Industrial Users that have been in Significant Noncompliance with applicable Pretreatment Standards or requirements during the previous year. Accordingly, the permittee is apprised that noncompliance with this permit may lead to an enforcement action and may result in publication of its name in an appropriate newspaper in accordance with this section.
  6. **Civil and Criminal Liability:** Nothing in this permit shall be construed to relieve the permittee from civil and/or criminal penalties for noncompliance under or State or Federal laws or regulations.
  7. **Penalties for Violations of Permit Conditions:** The District's **Sewer Use Ordinance** provides that any person who violates a permit condition may be subject to a civil penalty of up to \$25,000.00 per day for each violation. Any person who willfully or negligently violates permit conditions is subject to criminal penalties of a fine up to \$250.00 per day per violation, or a fine of at least \$1,000.00 or imprisonment up to six months in jail or both for second convictions.
  8. **Recovery of Costs Incurred:** In addition to civil and criminal liability, the permittee who violates any provision of this permit resulting in damage to or otherwise inhibiting the District's wastewater collection system, shall be liable to the District for any expense, loss, or damage caused by the violation or discharge. The District shall bill the permittee for the costs incurred by the District for any cleaning, repair, or replacement work caused by the non-compliance. The reimbursement shall also include any fines or penalties levied against the District resulting from the violation or discharge. Refusal to pay the assessed costs shall constitute a separate violation of the District's **Sewer Use Ordinance**.
- E. Enforcement**
1. **Notice of Violation:** Any permittee found to be in violation of any permit condition, discharge requirement, reporting requirement, or any provision of the District's **Sewer Use Ordinance** may be issued a written Notice of Violation. The Notice shall state the





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nature of the violation and the penalties for continued non-compliance. If required by the notice, the violator shall submit to the District, within a prescribed period specified in the notice, a plan of return to full compliance pursuant to the District's **Sewer Use Ordinance**.

2. **Administrative Complaint:** The General Manager may issue an Administrative Complaint to any user who violates any permit condition or requirement, a Notice of Violation or any section of the District's **Sewer Use Ordinance**.
  - a. The Administrative Complaint shall allege the act or failure to act that constitutes the violation, the provisions of law authorizing the imposition of Civil Liability, and the Civil Penalty proposed.
  - b. The Administrative Complaint shall be served by personal delivery or certified mail and shall give notice to the recipient of a hearing to be conducted within sixty (60) days from the date of service.
3. **Administrative Hearing:** The Hearing shall be before a hearing officer designated by the Board of Directors of the District.
  - a. The defendant of an Administrative Complaint may waive the right to a hearing, in which case no hearing shall be held.
  - b. A defendant in an Administrative Hearing wishing to appeal a decision of the Hearing Officer may do so to the Board of Directors of the District within thirty (30) days of notice of the Hearing Officer's decision.
  - c. If after a hearing or appeal, if any, it is found in fact there has been a violation of reporting requirements, discharge requirements, the Hearing Officer or the Board or Directors may assess a Civil Penalty against the defendant.
  - d. In determining the amount of a Civil Penalty, the Hearing Officer or Board of Directors may consider all relevant circumstances including, but not limited to, the extent of harm caused by the violation, the economic benefit derived through any non-compliance, the nature and persistence of the violation, and the corrective actions, if any, attempted or taken by the discharger.
4. **Civil Penalties:**
  - a. Fines not to exceed \$2,000.00 for each day of failure or refusal to furnish technical or self-monitoring reports, [Government Code, Section 54740.5(d)(1)];
  - b. Fines not exceeding \$3,000.00 for each day for failure or refusal to timely comply with any compliance schedule established by the District, [Government Code, Section 54740.5(d)(2)];
  - c. Fines not to exceed \$5,000.00 per violation for each day for discharges in violation of any discharge limitation, permit condition, or requirement issued, reissued or adopted by the District, [Government Code, Section 54740.5(d)(3)];
  - d. Fines not exceeding \$10.00 per gallon for discharges in violation of any suspension, cease and desist order, other orders or prohibitions issued, reissued or adopted by the General Manager of the District, [Government Code, Section 54740.5(d)(4)].
  - e. Unless appealed, orders setting administrative Civil Penalties shall become effective and final upon issuance thereof, and payment shall be made within thirty (30) days. Copies of the orders shall be served by personal service or by registered mail upon the parties served with the Administrative Complaint and to other persons who appeared at the hearing and requested a copy.



Sorenson Engineering, Inc.  
Wastewater Discharge Permit  
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- f. All monies collected under these penalties shall be deposited in a special account of the District and shall be made available for the monitoring, treatment and control of harmful discharges into the POTW or for other mitigation measures.
  - g. The amount of any Civil Fines imposed as a result of the Administrative Hearing process, which remain delinquent for a period of sixty (60) days, shall have the force, effect and priority of a judgment lien and continue for ten (10) years from the time of recording unless sooner released, and shall be renewable in accordance with the provisions of Sections 683.110 to 683.220, inclusive, of the Code of Civil Procedure
5. **Judicial Review:** The District's Sewer Use Ordinance and related Resolutions
6. **Civil Liability for Violation:** The District's Sewer Use Ordinance
7. **Emergency Termination of Service:** The District's Sewer Use Ordinance
8. **Annual Public Notice of SNC:** Annually, the District shall publish in the newspaper with the largest daily circulation in the District's service area, a list of all industrial users that have been in SNC with applicable pretreatment standards or requirements during the previous year.
9. **Supplemental Enforcement Actions:** The District's Sewer Use Ordinance
10. **Remedies Non-exclusive:** The remedies provided for in this section are not exclusive. The District may take any, all, or any combination of these actions against the non-compliant user. Enforcement of industrial waste discharge limit violations, other permit conditions, sampling requirements or self-monitoring reporting, will generally be in accordance with the District's Enforcement Response Plan. However, the General Manager may take other action against any user when the circumstances warrant. Further, the General Manager is empowered to take more than one enforcement action against any non-compliant user.
11. **Criminal Penalties:**
- a. A user who willfully or negligently violates any provision of a discharge permit, or any other pretreatment standard or requirement shall, upon conviction, be guilty of a misdemeanor, punishable by a fine of at least One Thousand Dollars (\$1,000.00) per violation, per day or imprisonment for not more than six months, or both for each violation per day.
  - b. Any user who knowingly makes any false statements, representations or certifications in any application, record, report, plan or other documentation filed or required to be maintained pursuant to a discharge permit, or falsifies, tampers with, or knowingly renders inaccurate any monitoring device or method required under that permit shall, upon conviction, be guilty of a misdemeanor, punishable by a fine of at least One Thousand Dollars (\$1,000.00) per violation, per day or imprisonment for not more than six months, or both for each violation per day..
  - c. Payment of any penalty required in this section shall not relieve a user from responsibility for correcting the violation and reimbursing the District for all costs and expenses associated with all corrections including any fines and/or penalties incurred by District as a result of the violation.



Sorenson Engineering, Inc.  
Wastewater Discharge Permit  
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#### **PART 6 - COMPLIANCE TIME SCHEDULES**

- A. Compliance Time Schedule Progress Reports** When required, Compliance Time Schedule progress reports shall be submitted at a minimum frequency of every 30 days until compliance with discharge requirements or the District's Sewer Use Ordinance are obtained. These reports shall contain dates for pretreatment equipment design completion, building permit submittal date, construction starting date, construction updates, construction completion date, employee training completion date, date of achieving final compliance, and/or any other required information. Samples may be required to be collected to demonstrate compliance. The samples shall be collected in accordance with the requirements of this permit.
- B. Compliance Schedule Reporting.** No later than on the respective compliance schedule dates, the permittee shall submit to the District a report including, at a minimum, whether or not it complied with the increment of progress to be met on such date and, if not, the date on which it expects to comply with the increment of progress, the reasons for delay, and the steps being taken to return the project to the schedule established. In no case shall any milestone in the compliance schedule exceed nine months.
- C. Reports of Progress.**
1. Sorenson Engineering, Inc. shall submit to the District, no later than the 15<sup>th</sup> of each month if required, a written Report of Progress. The Report of Progress shall state the probability of Sorenson Engineering, Inc. completing the work required for the upcoming compliance date.
  2. If a Compliance Time Schedule milestone date cannot be met, Sorenson Engineering, Inc. shall notify the District **in Writing and Prior** to the expiration of the Compliance Time Schedule date to request an extension. The extension request shall describe the reason(s) for Sorenson Engineering's failure to comply and the additional amount of time required to complete the remaining work. Compliance Time Schedule date extensions will be granted at the reasonable discretion of The District.



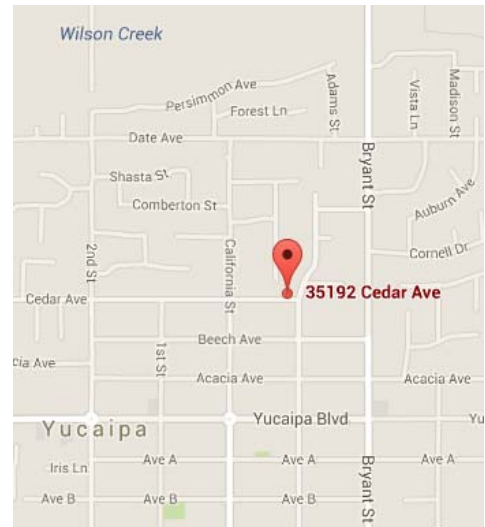
**Date:** October 13, 2015

**Subject:** Issuance of a Request for Proposals for the Demolition of the Building, Basement and Foundation at 35192 Cedar Avenue, Yucaipa (Assessor Parcel Number 0303-232-17)

At the board workshop held on May 27, 2014, the District staff discussed the need to demolish the existing building at 35192 Cedar Avenue. With concurrence from the Board of Directors, the District staff proceeded to move the documents stored and this facility, remove the windows, and physically disconnect all utilities (water, sewer, electrical, phone and gas services). With the building prepared for demolition, the District staff solicited proposals for the demolition work.

The District staff received the following three proposals to demolish the structure:

- J.B. Paving and Engineering - \$20,550;
- Larry Jacinto Construction - \$21,352; and
- Jeremy Harris Construction - \$23,000.



At the board workshop on February 24, 2015, information was provided to the Board of Directors during the public comment portion of the meeting that the building may be useful as a broadcast center for a local radio station.

While the District staff previously received direction to demolish the building, on March 18, 2015, the Board of Directors agreed to delay the demolition to allow sufficient time to fully evaluate the costs associated with utilizing the structure as a local radio station [Director Memorandum No. 15-025].

At the board meeting on June 17, 2015, the Board of Directors authorized District staff to proceed with the demolition of the structure.

The District staff has completed the Request for Proposals (RFP) to demolish the structure on the property. The well site located to the north of the building will remain as a monitoring well, to be surrounded by a 6' tubular steel fence. This well site is important to meet our groundwater monitoring and management obligations pursuant to the recently enacted Sustainable Groundwater Management Act (<http://groundwater.ca.gov/>).



In the future, the District staff will provide a separate RFP to improve the vacant lot to fit within the neighborhood.



**Date:**           **October 13, 2015**

**Subject:**       **Overview of a Request for Proposals for Emergency Repairs of Water and Sewer Pipelines and Related On-Call Services**

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The Yucaipa Valley Water District staff is in the process of completing a Request for Proposals for emergency / on-call repair work. The RFP and general concepts will be discussed at the board workshop.



**Date:** October 13, 2015

**Subject:** Discussion Regarding the Renewal of Worker's Compensation Insurance for Fiscal Year 2016

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The Yucaipa Valley Water District's workers' compensation insurance expires on October 31, 2015. The District's current insurance provider is Berkshire Hathaway Homestead Companies (BHHC) - Oak River Insurance Company.

The District's insurance broker, Edgewood Partners Insurance Center (EPIC) requested quotes from fourteen (14) insurance carriers (the list of quotes is shown on page 2 of the attached Worker's Compensation Insurance Proposal for Yucaipa Valley Water District for the period 11/1/2015 to 10/31/2016).

An analysis of the results found Oak River Ins. Co. (BHHC) to be the lowest quote. Of the fourteen quotes solicited, nine firms declined to quote, one quote is pending, and four quotes have been received. Of the four received, Oak River Ins. Co. (BHHC) submitted a quote of \$166,615 (excluding taxes and fees) compared to the next lowest quote of \$172,358 for Torus National Insurance Company. The final analysis resulted in Oak River Ins. Co. (BHHC) providing the lowest cost workers' compensation insurance coverage by approximately \$5,743.

The annual workers compensation premium quote is \$166,615 compared to last year's cost of \$162,725, resulting in an additional annual cost this year of \$3,890. Including taxes and fees, the total estimated annual workers compensation premium cost to the District will be \$172,084.

The proposed premium includes classification rates set by the California Department of Insurance and the Workers' Compensation Insurance Rating Bureau and a change to the District's experience modification from 0.65 to 0.61 based upon prior years claims.

Financial Considerations:

Renewal of the policy with Oak River Ins. Co. (BHHC) results in an estimated expense of \$172,084 for FY 2015. The cost for property, liability, and automobile insurance will be equally split between the water and wastewater operating budget for Fiscal Year 2016.



# **Workers' Compensation Insurance Proposal**

## **Yucaipa Valley Water District**

**Effective 10/31/2015 to 10/31/2016**

**Presented by:  
David McNeil, ARM  
Principal  
909.919.7508  
david.mcneil@epicbrokers.com**

**Deb Bailey  
Senior Account Manager  
949.417.9105  
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**19000 macarthur blvd., suite 900, Irvine, ca 92612  
telephone 949.263.0606 ~ Facsimile 949.263.0906 ~ [www.epicbrokers.com](http://www.epicbrokers.com)**



# Insurance Summary

## Carriers Approached

Carrier	Best's Rating	Result
Oak River Ins. Co. (BHHC)	A++XIII	Quote - \$166,615
Torus National Insurance Company	A- XI	Quote - \$172,358
State Compensation Ins. Fund	NR	Indication - \$210,000
Zenith Ins. Co.	A X	Indication - \$248,000
AIG Ins. Co.	A XV	Pending
Am Trust Ins. Co.	A IX	Declined - Ineligible Class Code 7580
Comp West Ins. Co.	A-X	Ineligible Class Codes 7520 and 7580
Crum & Forster Ins. Co.	A XIII	Declined - Due to Location
Employers Ins. Co.	A X	Ineligible Class Code 7580
Everest Ins. Co.	A	Ineligible Class Codes 7520 and 7580
Old Republic Ins. Co.	A+ XIII	Ineligible Class Codes 7520 and 7580
Travelers Ins. Co.	A+ XV	Does Not Write Mono-Line WC
Liberty Mutual Ins. Co.	A XV	Does Not Write Mono-Line WC
Ins. Co. of the West (ICW)	A-XV	Declined - Ineligible Class Code 7580

**Premium Does Not Include State Taxes and Fees**

**Workers Compensation Renewal Comparison  
YUCAIPA VALLEY WATER DISTRICT**

		2014/2015			2015/2016		
		Berkshire Hathaway (BHHC) Redwood Fire and Casualty insurance Company			Berkshire Hathaway (BHHC) Redwood Fire and Casualty Insurance Company		
State/Class Code	Description	Estimated Payroll	Base Rate	Net Rate	Estimated Payroll	Base Rate	Net Rate
CA 7520	Waterworks Ops	2,217,491	7.40	4.73	2,366,715	8.62	4.55
CA 7580	Sanitation	865,115	9.27	5.93	929,600	10.78	5.69
CA 8810	Clerical - NOC	1,268,247	0.80	0.51	1,294,835	.89	.47
CA 8742	Salespersons O/S	If Any	.99	.63	If Any	1.15	.61
Experience Modification Factor				65%			61%
Total Payroll		\$4,350,853			\$4,591,150	= 5.5% ↑	
Estimated Annual Premium				\$162,725			\$166,615

2.4% ↑





**Workers' Compensation Experience Rating Form**

YUCAIPA VALLEY WATER DISTRICT  
 P.O. BOX 730  
 YUCAIPA CA 92399

Bureau Number 2-54-21-55-R Page 1 of 1  
 Effective Date 10/31/2015  
 Issue Date 07/02/2015  
 Experience Modification 61%  
 Insurer CYPRESS INSURANCE COMPANY  
 Insurer Group BERKSHIRE HATHAWAY #1  
 Policy Number YUWC500038  
 Issuing Office SAN FRANCISCO  
 Experience Period 01/31/2011 to 01/31/2014

- \*7520 WATERWORKS
- \*7580 SANITARY/SANITATION DISTRICTS OPERATION
- \*8742 SALESPERSONS-OUTSIDE
- \*8810 CLERICAL OFFICE EMPLOYEES

**Summary of Payroll and Expected Losses**

**Summary of Claims and Actual Losses**

Class Code	Payroll	Expected Loss Rate per \$100 payroll	Expected Losses	D-Ratio	Expected Primary Losses	Expected Excess Losses	Claim Number	Injury Type / # of Claims	Open / Closed	Actual Losses	Actual Primary Losses	Actual Excess Losses
<b>Insurer: 905 Policy Period : 10/31/2013 to 10/31/2014</b>												
7520	2,411,627	1.60	38,586	0.22	8,489	30,097	UNDER \$2,001	2		819	819	
7580	922,888	1.82	16,797	0.17	2,855	13,942						
8742	341,712	0.19	649	0.19	123	526						
8810	987,640	0.17	1,679	0.22	369	1,310						
<b>Totals</b>	<b>4,663,867</b>		<b>57,711</b>		<b>11,836</b>	<b>45,875</b>	<b>Totals</b>	<b>2</b>		<b>819</b>	<b>819</b>	<b>0</b>
<b>Insurer: 420 Policy Period : 10/31/2012 to 10/31/2013</b>												
7520	2,370,076	1.60	37,921	0.22	8,343	29,578						
7580	779,961	1.82	14,195	0.17	2,413	11,782						
8810	1,221,659	0.17	2,077	0.22	457	1,620						
<b>Totals</b>	<b>4,371,696</b>		<b>54,193</b>		<b>11,213</b>	<b>42,980</b>	<b>Totals</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>0</b>
<b>Insurer: 420 Policy Period : 10/31/2011 to 10/31/2012</b>												
7520	2,001,023	1.60	32,016	0.22	7,044	24,972	LB000808935	05	Closed	3,377	3,377	0
7580	705,357	1.82	12,837	0.17	2,182	10,655	UNDER \$2,001	3		1,593	1,593	0
8810	1,280,567	0.17	2,177	0.22	479	1,698						
<b>Totals</b>	<b>3,986,947</b>		<b>47,030</b>		<b>9,705</b>	<b>37,325</b>	<b>Totals</b>	<b>4</b>		<b>4,970</b>	<b>4,970</b>	<b>0</b>

<b>Experience Period Totals</b>	Expected Losses	Expected Primary Losses	Expected Excess Losses	# of Claims	Actual Losses	Actual Primary Losses	Actual Excess Losses
	A 158,934	B 32,754	C 126,180		D 5,789	E 5,789	0

Credible Primary Loss				Credible Excess Loss											
$\left[ \left( \frac{\text{Total Actual Primary Losses (D)} \times \text{Credibility Primary}}{\text{Total Expected Primary Losses (B)}} \right) + \left( \frac{\text{Total Actual Excess Losses (E)} \times \text{Credibility Excess}}{\text{Total Expected Excess Losses (C)}} \right) \right] = \text{Total Adjusted Losses} / \text{Total Expected Losses (A)}$															
D	5,789	1.00	B	32,754	0.00	E	0	0.28	C	126,180	0.72	D	96,639	A	158,934
Loss-Free Rating: 57% = Experience Modification <b>61%</b>															

\* Not Physically Inspected; # If Any; F = Federal  
 (S) Subrogation; (J) Joint Claim; (P) Partially Fraudulent, if any  
 CN#RS909451 Workers' Compensation Insurance Rating Bureau of California®



**Berkshire Hathaway Homestate Companies**  
 P.O. Box 881236, San Francisco, CA 94188  
 Phone: 888-495-8949

**QUOTE PROPOSAL FOR WORKERS COMPENSATION COVERAGE**

**Yucaipa Valley Water District**  
**FEIN 95-2742131**  
**Quote ID YUWC800313**  
**Renewal of YUWC500038 for 10/31/2015 to 10/31/2016**  
**10/05/2015 12:00**

**EDGEWOOD PARTNERS INSURANCE CENTER**  
**DEB BAILEY**  
**Ontario, CA**  
**Phone Number: 909-292-0340**  
**Fax#: 909-292-0347**

**Underwriter: Carolyn Hansen**  
**E-mail: chansen@bhhc.com**  
**Phone Number: 888-495-8949**  
**Fax Number: 866-228-4613**

We are pleased to offer this quote for Workers Compensation coverage to your client. Based on payroll, classification, experience modification, and other information provided by you, our terms are as follows:

<b>Carrier:</b>	Redwood Fire And Casualty Insurance
<b>Payment Method:</b>	Direct Bill
<b>Payment Terms:</b>	15% down payment of \$30,461.25 and 9 Monthly installment(s) of \$15,735.86
<b>Total Estimated Cost:</b>	\$ 172,084.00

**TERMS AND CONDITIONS:** This quote expires at 12:01 AM on 10/31/2015. The premium is an estimate and final premium will be determined from payroll and classification information collected at final audit and/or during the policy year. This is a rate indication and premium is subject to change.

**THIS IS NOT A BINDER OF INSURANCE:** Company must receive a written request to bind no later than 12:01 AM on the effective date of the coverage for which this quote was created. No back dating is allowed. Requests to bind made telephonically are not valid for binding.

**UNDERWRITER COMMENTS & QUOTE CONTINGENCIES**

- \* USL&H coverage is not included.
- \* Coverage for volunteers is not included.



**Berkshire Hathaway Homestate Companies**  
 P.O. Box 881236, San Francisco, CA 94188  
 Phone: 888-495-8949

**Yucaipa Valley Water District**  
**FEIN 95-2742131**  
**Quote ID YUWC600313**  
**Renewal of YUWC500038 for 10/31/2015 to 10/31/2016**  
**10/05/2015 12:00**

**California**

Classification	Code	Payroll	Base Rate/ Factor	Premium	Net Rate
Effective: 10/31/2015-10/31/2016					
Waterworks	7520	2,366,715	8.62	204,011	4.55
Sanitary/Sanitation Districts	7580	929,600	10.78	100,211	5.69
Salespersons-outside	8742	IF ANY	1.15	0	0.61
Clerical Office Employees N.O.C.	8810	1,294,835	.89	11,524	0.47
Experience Modification	9898		.610	-123,141	
Risk Adjustment				-20,558	
Tot Est Standard Premium 10/31/2015-10/31/2016				172,047	
Premium Discount	0063		3.215%	-5,532	
Minimum Premium	\$3,000				
Tot Est Standard Premium for California				166,515	

**Policy Totals**

Total Estimated Premium for California	166,515
Expense Constant	100
Total Estimated Annual Premium	166,615
CA CA Workers Compensation Administration Revolving Fund 10/31/2015-10/31/2016 0.7100%	1,183
CA CA Workers Compensation Fraud Account Assessment 10/31/2015-10/31/2016 0.1814%	302
CA CIGA Surcharge 10/31/2015-10/31/2016 1.8341%	3,056
CA CA Subsequent Injuries Benefits Trust Fund Assessment 10/31/2015-10/31/2016 0.0538%	90
CA CA Uninsured Employers Benefits Trust Fund Assessment 10/31/2015-10/31/2016 0.1177%	196
CA CA Occupational Safety and Health Fund Assessment 10/31/2015-10/31/2016 0.2348%	391
CA CA Labor Enforcement and Compliance Fund 10/31/2015-10/31/2016 0.1505%	251
Total Estimated Cost for YUWC600313	172,084



**Berkshire Hathaway Homestate Companies**  
P.O. Box 881236, San Francisco, CA  
Phone: 888-495-8949

## **Policyholder Disclosure Notice of Terrorism Insurance Coverage**

Coverage for acts of terrorism is included in your policy. You are hereby notified that under the Terrorism Risk Insurance Act, as amended in 2007, the definition of act of terrorism has changed. As defined in Section 102(1) of the Act: The term "act of terrorism" means any act that is certified by the Secretary of the Treasury — in concurrence with the Secretary of State and the Attorney General of the United States — to be an act of terrorism; to be a violent act or an act that is dangerous to human life, property, or infrastructure; to have resulted in damage within the United States or outside the United States in the case of certain air carriers or vessels or the premises of a United States mission; and to have been committed by an individual or individuals as part of an effort to coerce the civilian population of the United States or to influence the policy or affect the conduct of the United States Government by coercion. Under your coverage, any losses resulting from certified acts of terrorism may be partially reimbursed by the United States Government under a formula established by the Terrorism Risk Insurance Act as amended. However, your policy may contain other exclusions which might affect your coverage, such as an exclusion for nuclear events. Under the formula, the United States Government generally reimburses 85% of covered terrorism losses exceeding the statutorily established deductible paid by the insurance company providing the coverage. The Terrorism Risk Insurance Act, as amended, contains a \$100 billion cap that limits U.S. Government reimbursement as well as insurers' liability for losses resulting from certified acts of terrorism when the amount of such losses exceeds \$100 billion in any one calendar year. If the aggregate insured losses for all insurers exceed \$100 billion, your coverage may be reduced.

The portion of your annual premium that is attributable to coverage for acts of terrorism is \$0.00, and does not include any charges for the portion of losses covered by the United States government under the Act.



**Berkshire Hathaway Homestate Companies**  
 P.O. Box 881236, San Francisco, CA 94188  
 Phone: 888-495-8949

**CALIFORNIA DISCLOSURES AND NOTICES**

**MEDICAL PROVIDER NOTICE:** We require that all clients use facilities from within their selected MPN networks. In the event this quote is bound, your client will receive an MPN enrollment packet which will need to be distributed to the insured's employees. Additional detailed MPN information will also be provided.

**CALIFORNIA SHORT RATE CALCULATION AND PENALTY SCHEDULE**

In accordance with AB 1425, effective January 1, 2012, the following is the explanation of our short rate calculation and the associated penalties.

If you cancel this policy or if we cancel due to non-payment of premium. First, the premium computed in accordance with Section 1, Rule 2, will be multiplied by the quotient of the number of days for which the policy was written divided by the number of days the policy remained in force to produce the full policy premium. Second, the extended number of days will be determined by dividing the number of days the policy was in force by the number of days for which the policy was written and multiplying the quotient by 365 days. (When the Policy written for a one-year period, the extended number of days will equal the number of days the policy remained in force.) Third, the short rate percentage corresponding to the extended number of days will be obtained from the short rate cancellation table. Fourth, the short rate premium will be equal to the product of the full policy premium times the short rate percentage. The Short Rate Table below will be used in computing the Short Rate Premium. In no event will the final earned premium be less than the policy minimum premium.

Days in Force	Factor	Days in Force	Factor	Days in Force	Factor	Days in Force	Factor	Days in Force	Factor
1	0.05	52	0.25	121	0.44	192	0.63	279	0.82
3	0.07	55	0.26	125	0.45	197	0.64	283	0.83
5	0.08	59	0.27	128	0.46	201	0.65	288	0.84
7	0.09	63	0.28	132	0.47	206	0.66	292	0.85
9	0.10	66	0.29	136	0.48	210	0.67	297	0.86
11	0.11	70	0.30	139	0.49	215	0.68	302	0.87
13	0.12	74	0.31	143	0.50	219	0.69	306	0.88
15	0.13	77	0.32	147	0.51	224	0.70	311	0.89
17	0.14	81	0.33	150	0.52	229	0.71	315	0.90
19	0.15	84	0.34	156	0.53	233	0.72	320	0.91
21	0.16	88	0.35	157	0.54	238	0.73	324	0.92
23	0.17	92	0.36	161	0.55	242	0.74	329	0.93
26	0.18	95	0.37	165	0.56	247	0.75	333	0.94
30	0.19	99	0.38	168	0.57	251	0.76	338	0.95
33	0.20	103	0.39	172	0.58	256	0.77	343	0.96
37	0.21	106	0.40	176	0.59	261	0.78	347	0.97
41	0.22	110	0.41	179	0.60	265	0.79	352	0.98
44	0.23	114	0.42	183	0.61	270	0.80	356	0.99
48	0.24	117	0.43	188	0.62	274	0.81	361	1.00

# 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

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