



# Yucaipa Valley Water District

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

---

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

Wednesday, October 21, 2015 at 6:00 p.m.

---

- I. **CALL TO ORDER** - Pledge of Allegiance
- II. **ROLL CALL**
- III. **PUBLIC COMMENTS** - At this time, members of the public may address the Board of Directors on matters within its jurisdiction. To provide comments on specific agenda items, please complete a speaker's request form and provide the completed form to the Board Secretary prior to the board meeting.
- IV. **CONSENT CALENDAR** - All matters listed under the Consent Calendar are considered by the Board of Directors to be routine and will be enacted in one motion. There will be no discussion of these items prior to the time the board considers the motion unless members of the board, the administrative staff, or the public request specific items to be discussed and/or removed from the Consent Calendar.
  - A. Minutes of Meetings
    - 1. Regular Board Meeting - October 7, 2015
    - 2. Board Workshop - October 13, 2015
  - B. Payment of Bills
    - 1. Approve/Ratify Invoices for Board Awarded Contracts
    - 2. Ratify General Expenses for September 2015
- V. **BOARD REPORTS**
  - A. San Gorgonio Pass Water Agency, Engineering Workshop - October 12, 2015
  - B. Recycled Water Fill Station Training Session for Residential Customers - October 15, 2015
  - C. Reports by Board Members
- VI. **STAFF REPORT**

---

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

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

## **VII. DISCUSSION ITEMS**

- A. Unaudited Financial Report for the Period Ending on September 30, 2015 [[Director Memorandum No. 15-092 - Page 26 of 131](#)]  
RECOMMENDED ACTION: That the Board receives and files the unaudited financial report as presented.
- B. Issuance of a Class I Significant Industrial User Discharge Permit to Sorenson Engineering, Inc. - Permit No. CP-001-03 [[Director Memorandum No. 15-093 - Page 55 of 131](#)]  
RECOMMENDED ACTION: That the Board approves Permit No. CP-003-03 and authorizes District staff to issue the pretreatment permit.
- C. Renewal of Workers' Compensation Insurance Policy for Fiscal Year 2016 [[Director Memorandum No. 15-094 - Page 78 of 131](#)]  
RECOMMENDED ACTION: That the Board Contract with Edgewood Partners Insurance Center (EPIC) for Furnishing Workers' Compensation Insurance for 2015-2016.
- 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) [[Director Memorandum No. 15-095 - Page 87 of 131](#)]  
RECOMMENDED ACTION: That the Board authorizes District staff to finalize and solicit proposals for the demolition of the building, basement and other structures on the subject property.
- E. Authorization to Finalize and Issue a Request for Proposals Related to On-Call Emergency Water and Sewer Pipeline Repair and Emergency Response Services [[Director Memorandum No. 15-096 - Page 102 of 131](#)]  
RECOMMENDED ACTION: That the Board authorizes District staff to finalize and solicit proposals for emergency repair services.
- F. Adoption of Resolution No. 2015-19 Supporting the Investigation and Evaluation of a Regional Recycled Water Seasonal Storage Facility [[Director Memorandum No. 15-097 - Page 114 of 131](#)]  
RECOMMENDED ACTION: That the Board adopts Resolution No. 2015-19.

## **VIII. DIRECTORS COMMENTS**

### **IX. ANNOUNCEMENTS**

- A. October 27, 2015 at 4:00 p.m. - Board Workshop
- B. October 28, 2015 at 6:00 p.m. - San Gorgonio Pass Water Alliance Meeting at the City of Banning
- C. October 29, 2015 at 6:00 p.m. - Community Water Meeting at the Yucaipa Valley Regional Water Filtration Facility
- D. November 4, 2015 at 6:00 p.m. - Regular Board Meeting
- E. November 10, 2015 at 4:00 p.m. - Board Workshop
- F. November 18, 2015 at 6:00 p.m. - Regular Board Meeting
- G. November 24, 2015 at 4:00 p.m. - Board Workshop
- H. December 2, 2015 at 6:00 p.m. - Regular Board Meeting
- I. December 8, 2015 at 4:00 p.m. - Board Workshop
- J. December 16, 2015 at 6:00 p.m. - Regular Board Meeting

### **X. ADJOURNMENT**

# Consent Calendar



Yucaipa Valley Water District

# MINUTES OF A REGULAR BOARD MEETING

October 7, 2015 at 6:00 P.M.

Directors Present:

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

Staff Present:

Joseph Zoba, General Manager  
Jack Nelson, Assistant General Manager  
Jennifer Ares, Water Resource Manager

Directors Absent:

Jay Bogh, Vice President  
Bruce Granlund, Director

Consulting Staff Present:

David Wysocki, Legal Counsel

Registered Guests and Others Present:

Jesse Munoz III, Customer  
David Duron, Customer  
Karen Da Silva, News Mirror  
Steve Copelan, San Bernardino Valley Municipal Water District  
Leonard Stevenson, San Gorgonio Pass Water Agency

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

CALL TO ORDER

Director Tom Shalhoub led the pledge of allegiance.

FLAG SALUTE

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

ROLL CALL

Public comments were provided by the following individuals:

PUBLIC COMMENTS

- David Duron discussed the current seasonal rainfall in the area and the Bureau of Land Management decision related to the Cadiz Project.

Director Ken Munoz moved to approve the consent calendar and Director Tom Shalhoub seconded the motion to approve the consent calendar.

CONSENT CALENDAR

A. Minutes of Meetings

1. Regular Board Meeting - September 16, 2015
2. Board Workshop - September 29, 2015

The motion was approved by the following vote:

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

Director Ken Munoz - Yes  
Director Tom Shalhoub - Yes

#### Reports by Board Members

- Water Resource Manager Jennifer Ares provided information about the San Gorgonio Pass Water Resource Alliance - Technical Committee and General Meeting held on September 23, 2015.
- Director Tom Shalhoub reported on the board meeting of the San Gorgonio Pass Water Agency meeting held on September 21, 2015.
- Director Tom Shalhoub reported on the board meeting of the San Gorgonio Pass Water Agency meeting held on October 5, 2015.
- Director Tom Shalhoub reported on the Beaumont Basin Watermaster meeting held on October 7, 2015.

#### BOARD REPORTS

General Manager Joseph Zoba reported on the following items:

- The City of Beaumont and the Beaumont Cherry Valley Water District will be scheduling a meeting to occur within the next month to discuss the wastewater concepts presented at the joint workshop held on September 14, 2015.
- The Beaumont Cherry Valley Water District has submitted written correspondence to the San Gorgonio Pass Water Agency regarding potential overcharges for imported water. A copy of the letter from the Beaumont Cherry Valley Water District was made available to the board members and the public.
- The District has responded to a request for information from the Better Business Bureau regarding the timing of delinquency charges and discontinuation of service for customers. A copy of the District's response was made available to the board members and the public.
- The San Gorgonio Pass Water Agency will be conducting an Engineering Workshop on Monday, October 12<sup>th</sup> to receive input from the Yucaipa Valley Water District, Beaumont Cherry Valley Water District and the City of Banning.

#### STAFF REPORT

#### DISCUSSION ITEMS:

Following a staff presentation by Water Resource Manager Jennifer Ares, Director Tom Shalhoub moved and Director Ken Munoz seconded a motion to approve the District's participation in the 2015 San Bernardino Valley Regional Urban Water Management Plan for a sum not to exceed \$9,394.

The motion was approved by the following vote:  
Director Jay Bogh - Absent

DM 15-090  
AUTHORIZATION TO  
PARTICIPATE IN THE  
PREPARATION OF  
THE 2015 SAN  
BERNARDINO VALLEY

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

REGIONAL URBAN  
WATER  
MANAGEMENT PLAN

Following a staff presentation by General Manager Joseph Zoba, Director Tom Shalhoub moved and Director Ken Munoz seconded a motion to award a construction contract to Weka, Inc. for a sum not to exceed \$317,772.

DM 15-091  
AWARD OF A  
CONTRACT FOR THE  
CONSTRUCTION OF  
THE NB-12.2  
RECYCLED WATER  
BOOSTER STATION

The motion was approved by the following vote:

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

The Board of Directors provided the following comments:

DIRECTOR  
COMMENTS

- Director Ken Munoz requested an update on the Request for Proposal process related to the demolition of the Cedar Avenue facilities.

Director Lonni Granlund mentioned the announcements listed on the agenda.

ANNOUNCEMENTS

The meeting was adjourned at 6:30 p.m.

Respectfully submitted,

---

Joseph B. Zoba, Secretary

(Seal)

# MINUTES OF A BOARD WORKSHOP

October 13, 2015 at 4:00 P.M.

Directors Present:

Lonni Granlund, President  
Jay Bogh, Vice President  
Bruce Granlund, Director  
Ken Munoz, Director  
Tom Shalhoub, Director

Staff Present:

Joseph Zoba, General Manager  
Jack Nelson, Assistant General Manager  
John Hull, Public Works Manager  
John Wrobel, Regulatory & Environmental Control  
Manager  
Bob Wall, Operations Manager  
Vicky Elisalda, Controller

Directors Absent:

Consulting Staff Present:

David Wysocki, Legal Counsel

Guests and Others Present:

David Duron, Customer  
Richard Siegmund, Customer  
Vanessa Register, Customer  
Leonard Stevenson, San Gorgonio Pass Water Agency

- I. Call to Order - 4:00 p.m.
- II. Public Comments - General Manager Joseph Zoba recognized the members of the Board of Directors and District staff in attendance.
  - David Duron provided information about his attendance at the San Gorgonio Pass Water Agency Engineering Workshop meeting on October 12, 2015, and a proposed ombudsman concept for water conservation.
  - Vanessa Register provided information about the City of Yucaipa's proposed revisions to the Model Landscape Ordinance.
- III. Staff Report:
  - The District staff briefly discussed the following items:
    - A recycled water fill station training session will be conducted on Thursday, October 15, 2015 at 6:00 p.m.
- 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] - General Manager Joseph Zoba provided information about the current status of the Governor's mandate to reduce water consumption in the Yucaipa Valley Water District's service area by 36%.
  - 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] - General Manager Joseph Zoba provided information about a seasonal storage reservoir for recycled water.

V. Operational Updates

- A. Implementation of a Recycled Water Filling Station for Customers of the Yucaipa Valley Water District [Workshop Memorandum No. 15-197] - Public Works Manager John Hull provided information about the status of the recycled water filling station to be located at the Yucaipa Valley Regional Water Filtration Facility.

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] - General Manager Joseph Zoba provided an overview of the Reservoir R-12.4 project construction.
- 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] - General Manager Joseph Zoba provided an overview of the pipeline construction project on Second Street.
- C. Status Report on the Drinking Water Filtration System Efficiency Enhancement Project [Workshop Memorandum No. 15-200] - General Manager Joseph Zoba provided information about the SCRAM Project at the Yucaipa Valley Regional Water Filtration Facility.

VII. Administrative Items

- A. Review of the Unaudited Financial Report for the Period Ending on September 30, 2015 [Workshop Memorandum No. 15-201] - Controller Vicky Elisalda provided an overview of the unaudited financial report.
- B. Overview of the 2015 Pretreatment Compliance Audit Inspection Summary Report for Yucaipa Valley Water District [Workshop Memorandum No. 15-202] - Regulatory & Environmental Control Manager John Wrobel provided an overview of the pretreatment compliance audit report.
- C. Issuance of a Class I Significant Industrial User Discharge Permit to Sorenson Engineering, Inc. - Permit No. CP-001-03 [Workshop Memorandum No. 15-203] - Regulatory & Environmental Control Manager John Wrobel provided an overview of the pretreatment permit for Sorenson Engineering.
- 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] - General Manager Joseph Zoba provided an overview of the concept for the proposed Request for Proposals. A specific document was not provided for review.
- 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] - General Manager Joseph Zoba provided an overview of the concept for the proposed Request for Proposals. A specific document was not provided for review.
- F. Discussion Regarding the Renewal of Worker's Compensation Insurance for Fiscal Year 2016 [Workshop Memorandum No. 15-206] - Assistance General Manager Jack Nelson provided an overview of the proposals for workers' compensation insurance.

VIII. Director Comments

- There were no director comments.

IX. Closed Session

Closed Session - Director Jay Bogh, Director Bruce Granlund, Director Lonni Granlund, Director Ken Munoz, and Director Tom Shalhoub were present in closed



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

Conference with Real Property Negotiator(s)

Property: Assessor's Parcel Numbers: 0301-211-020 and 0301-201-030

Agency Negotiator: Joseph Zoba, General Manager

Negotiating Parties: Mesa Verde Ventures LLC c/o Betek Corporation

Under Negotiation: Terms of Payment and Price

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

- X. Adjournment - The meeting was adjourned at 5:30 p.m.

Respectfully submitted,

---

Joseph B. Zoba, Secretary

Board Awarded Contracts  
Consent Calendar Regular Meeting -October 21, 2015

District Awarded Contracts	Director Memorandum	Job or GL #	Job Cost Breakdown	Awarded Contract Amount	Prior Payments to Date	Pending Invoice Amount	Total Contract Payments	Remaining Contract Amount	Percent Remaining	Encumbered Funds - Remaining Contract Amount				
										General Operating Expenses	Water Division Funds	Sewer Division Funds	Non-Potable Division Funds	Other Funds
Aklufi & Wysocki - FY 2016 Legal Services (Operating Funds)	--	*-5-06-54107	--	--	\$8,025	\$4,800	\$12,825							
Borden Excavating (W-Depreciation Funds) Construction of 8" Pipeline-Cedar St, Adams St, Adams Ct, Comberton	15-069	02-17849	--	\$507,000	\$0	\$384,038	\$384,038	\$122,963	24%		\$122,963			
Borden Excavating (W-Depreciation Funds) Construction of 30" and 12" Pipeline in 2nd Street	15-070	02-15776	--	\$536,755	\$0	\$0	\$0	\$536,755	100%		\$536,755			
Burgeson's Heating and Air Conditioning/Miller Electric (S-Reserves) Air Conditioning System at Lift Station No. 1	15-021	65-14780	--	\$41,511	\$39,285	\$0	\$39,285	\$2,226	5%			\$2,226		
DDB Engineering (R-Depreciation Funds) Application to DDW for the Recharge at Wilson Creek Basins	15-086	04-19771	--	\$35,900	\$0	\$0	\$0	\$35,900	100%				\$35,900	
Delta Partners \$90,000 per year-Legislative Consult (exp 12/18) WIS Oper	13-079	*-5-06-54109	--	\$90,000	\$60,000	\$7,500	\$67,500	\$22,500	25%	\$22,500				
Dudek (S-Operating Funds) Max Benefit Monitoring for San Timoteo/Yucaipa Mgmt Zones	15-087	03-5-06-54109	--	\$38,650	\$0	\$0	\$0	\$38,650	100%			\$38,650		
Gateway Pacific Contractors, Inc. (Scip Funds) Construction of 6.0 MG Reservoir R-12.4	14-091	SCIP funding	--	\$7,520,080	\$5,035,687	\$275,103	\$5,310,790	\$2,209,290	29%					\$2,209,290
Geoscience (R-Operating Funds) Preparation of a groundwater model for the Gateway Basin CO #1 - preparation of groundwater model	14-070 15-010	04-5-06-54109	\$35,320 \$16,390	\$51,710	\$40,690	\$0	\$40,690	\$11,020	21%	\$11,020				
Harper & Associates (W-Operating Funds) Engineering, Project Mgmt & Inspection Svcs for coating repairs YVRWFF	15-062	02-5-01-57040	\$16,615	\$16,615	\$0	\$3,032	\$3,032	\$13,583	82%	\$13,583				
Krieger & Stewart Initiate Design of R-12.4 (W-Reserves) TO#4 Revised TO#4, Amendment #2 TO#5- Construction Mgmt Services TO#5, Design R-13.4 and H-2 Reservoirs for JP Ranch 60% R-13.4 and 40% H-2 TO#7, Design of a 24" Recycled Water Pipeline TO#7, Amendment #1 Addtl Design Costs	04-164 05-075 14-014 14-092 05-083 05-083 11-091 14-012	65-295	\$74,900 \$600 \$45,000 \$482,500 \$47,400 \$31,600 \$220,800 \$49,000	\$482,500	\$224,679	\$32,929	\$257,607	\$224,893	47%		\$224,893			
One Stop Landscape Supply FY 2016 Sludge Hauling/Reuse (S-Oper)	--	03-5-02-57031	--	--	\$45,826	\$22,772	\$68,598							
Pascal & Ludwig (S-Depreciation Funds) Cleaning & replacement of 4 digester covers at WRWRF	15-041	03-14500	--	\$2,175,000	\$0	\$433,000	\$433,000	\$1,742,000	80%			\$1,742,000		
Platinum Advisors (WIS Operating Funds) FY 2016 Lobbyist N-T-E per month FY 2016 Quarterly Filing & Misc. Expenses	13-080	02-5-06-54109 02-5-06-54109	-- --	-- --	\$15,000 \$0	\$5,000 \$0	\$20,000 \$0							
Redlands Ford (W-Depreciation Funds) 3 Ford F-550 (2016) Service Body Trucks for Public Works	15-048	02-13601	--	\$152,378	\$0	\$0	\$0	\$152,378	100%		\$152,378			
RMC Water & Environment TO#25, Digester Cleaning & a Solids Process Cond Assess TO#25, Amendment #1 (S-Depreciation Reserve Funds) TO#26, SRF Mgmt Svcs-Calimesa Regional Recycled Pipeline (R-FCC) Dewatering Equip Pilot Testing Support Svcs at WRWRF (S-Oper)	12-066 13-074 14-023 15-044	88-12830 03-502-51003 04-5-06-54109 03-5-06-54109	\$57,730 \$271,870 \$95,692 \$45,000	\$329,600	\$210,894	\$26,334	\$237,228	\$92,372	28%		\$92,372		\$62,934	

Board Awarded Contracts  
Consent Calendar Regular Meeting -October 21, 2015

										Encumbered Funds - Remaining Contract Amount				
	Director Memorandum	Job or GL #	Job Cost Breakdown	Awarded Contract Amount	Prior Payments to Date	Pending Invoice Amount	Total Contract Payments	Remaining Contract Amount	Percent Remaining	General Operating Expenses	Water Division Funds	Sewer Division Funds	Non-Potable Division Funds	Other Funds
<b>District Awarded Contracts</b>														
Application to DDW for the Recharge at Wilson Creek Basins (R-Depr)	15-086	04-19771	--	\$131,979	\$0	\$0	\$0	\$131,979	100%				\$131,979	
<b>San Bernardino Valley Municipal Water District (W-Reserve Funds)</b>														
Cost sharing for Yucaipa Groundwater Study by Geoscience	13-078			\$136,945	\$136,945	\$0	\$136,945	\$0	0%		\$0			
<b>Santa Ana Watershed Project Authority</b>														
FY 2015-16 Basin Monitoring Program Task Force (W-Oper)		02-5-01-54019	--		\$13,924	\$0	\$13,924	\$0	0%	\$0				
<b>Separation Processes, Inc. (W-Reserves)</b>														
Design & Construction Supports Servs for NF SCRAM	15-047	02-14500		\$191,820	\$22,068	\$11,905	\$22,068	\$169,752	88%		\$169,752			
Application to DDW for the Recharge at Wilson Creek Basins (R-Depr)	15-086	04-19771	--	\$42,860	\$0	\$0	\$0	\$42,860	100%				\$42,860	
<b>Skydrop Irrigation Controllers (W-Reserves Funds 25% Muni)</b>														
Purchase of Wi-Fi based irrigations controllers	15-043	02-11201		\$250,000	\$102,889	\$0	\$102,889	\$147,111	59%		\$147,111			
<b>Vavrinek, Trine, Day &amp; Company (VTD) (Operating Funds)</b>														
FY 2015 Auditing Services \$23,900 + \$7,775 for Single Audit	13-024	*-5-06-54108	\$31,675	\$31,675	\$11,100	\$8,000	\$19,100	\$12,575	40%	\$12,575				
<b>Weka, Inc. (R-Depreciation Reserve Funds)</b>														
Construction of Various Recycled Water Pipelines/Services	15-084	04-18945	--	\$411,536	\$0	\$0	\$0	\$411,536	100%				\$411,536	
<b>Weka, Inc. (R-Depreciation Reserve Funds)</b>														
Construction of NB-12.2 Recycled Water Booster Station	15-091	04-18508	--	\$317,772	\$0	\$0	\$0	\$317,772	100%				\$317,772	
<b>GRAND TOTALS</b>				<b>\$13,317,960</b>	<b>\$6,397,220</b>	<b>\$1,221,141</b>	<b>\$7,618,361</b>	<b>\$5,829,218</b>	<b>--</b>	<b>\$87,533</b>	<b>\$1,353,852</b>	<b>\$1,875,248</b>	<b>\$274,766</b>	<b>\$2,237,819</b>
										↓		↓		↓
										<b>\$87,533</b>		<b>\$3,503,866</b>		<b>\$2,237,819</b>
Approval of General Expenses September 2015 (Check Register Attached)														

## 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 Maintenan	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>



# Board Reports



Yucaipa Valley Water District

**SAN GORGONIO PASS WATER AGENCY**  
**1210 Beaumont Avenue, Beaumont, CA**  
**Board of Directors Engineering Workshop**  
**Agenda**  
**October 12, 2015 at 1:30 p.m.**

**1. Call to Order, Flag Salute and Roll Call**

**2. Public Comment**

Members of the public may address the Board at this time concerning items relating to any matter within the Agency's jurisdiction. To comment on specific agenda items, please complete a speaker's request form and hand it to the board secretary.

**3. Discussion on Water Retailers Top Priorities**

**4. Review of Class 8 Draft Memorandum of Understanding\* (Page 2)**

**5. Announcements**

- A. Regular Board Meeting, October 19, 2015 at 1:30 p.m.
- B. Finance and Budget Workshop, October 26, 2015 at 1:30 p.m.
- C. San Gorgonio Pass Regional Water Alliance, October 28, 2015
  - 1. Technical Committee at 4:30 p.m. – Banning City Hall Conference Room
  - 2. Regular Board Meeting at 6:00 p.m. – Banning City Council Chambers

**6. Adjournment**

**\*Information included in Agenda Packet**

(1) Materials related to an item on this Agenda submitted to the Board of Directors after distribution of the agenda packet are available for Public inspection in the Agency's office at 1210 Beaumont Avenue, Beaumont during normal business hours. (2) Pursuant to Government Code section 54957.5, non-exempt public records that relate to open session agenda items and are distributed to a majority of the Board less than seventy-two (72) hours prior to the meeting will be available for public inspection at the Agency's office, located at 1210 Beaumont Avenue, Beaumont, California 92223, during regular business hours. When practical, these public records will also be made available on the Agency's Internet Web site, accessible at <http://www.sgpwa.com>. (3) Any person with a disability who requires accommodation in order to participate in this meeting should telephone the Agency (951 845-2577) at least 48 hours prior to the meeting in order to make a request for a disability-related modification or accommodation.

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37

**Memorandum of Understanding  
For the  
Cooperative Use of State Water Project Water**

This Memorandum of Understanding for the Cooperative Use of State Water Project Water (“MOU”) is entered into and effective this 1st day of October, 2015 by and among the Class 8 East Branch Aqueduct Contractors: Antelope Valley-East Kern Water Agency, Coachella Valley Water District, Desert Water Agency, Littlerock Creek Irrigation District, Mojave Water Agency, Palmdale Water District, San Bernardino Valley Municipal Water District, San Gabriel Valley Municipal Water District, and San Geronio Pass Water Agency. Each of the aforementioned public agencies is referred to in this MOU as a “Party” and these agencies are collectively referred to as the “Parties.”

Recitals

A. The Parties have all contracted with the California Department of Water Resources (“DWR”) to receive water from the State Water Project, with contractual Table A Amounts ranging from \_\_\_\_ acre-feet/year to \_\_\_\_ acre-feet/year.

B. Due to the continuing drought, during 2014 DWR allocated 5% of contract amounts to the Parties and in 2015, DWR allocated only 20% of contract amounts to the Parties. Even if 2016 brings some relief from the drought, the Parties believe that they still are not likely to obtain full contractual allocations in the near future.

C. DWR, working with the U.S. Bureau of Reclamation, has proposed the California WaterFix, which is intended to improve water supply reliability for the Parties and other public agencies that receive water from the State Water Project.

D. The Parties, individually and collectively, are working on a number of projects that are also intended to improve water supply reliability for their respective service areas, including but not limited to, making the greatest use of State Project Water when it is available but also relying on other sources (local surface water supplies, groundwater, recycled water, stormwater and rainwater capture, and the like) while increasing water conservation efforts.

E. The Parties wish to cooperate to share resources where feasible and cost-effective so as to ensure the greatest degree of water supply reliability for their respective ratepayers. As part of that effort, the Parties wish to ensure that, collectively, they receive the greatest possible allocation of water developed through the California WaterFix and other statewide initiatives that may result in additional water or additional water supply reliability to State Water Project contractors.

38 F. The Parties intend to develop a plan for such a cooperative effort by DATE and  
39 intend to enter into a definitive agreement to implement that plan by DATE, which agreement  
40 will be fully consistent with the Parties' respective agreements with DWR for water from the  
41 State Water Project and other legal requirements.

42 G. The Parties wish to memorialize their mutual understandings by means of this  
43 MOU.

44  
45 Understandings  
46

47 1. *Term.* This MOU shall be deemed to have become effective on October 1, 2015 or  
48 whenever two Parties have executed this MOU, whichever is earlier. This MOU shall  
49 terminate on the earlier of the date upon which two or more Parties enter into a definitive  
50 agreement to enhance water supply reliability based on the plan referred to in Recital F or  
51 December 31, 2016, whichever is earlier.

52 2. *Cooperative Efforts.* The Parties agree that they will explore ways to improve water  
53 supply reliability for water received from the State Water Project, including but not  
54 limited to the California WaterFix, as follows:

55 a. Analyzing whether the Parties may pool their respective allocations of water from  
56 the State Water Project, either on an annual or long-term basis, for the purpose of  
57 more efficient and effective operations.

58 b. Analyzing whether the Parties may seek to obtain a single "pooled" right to any  
59 improved water supply reliability or increased water quantities resulting from the  
60 California WaterFix.

61 c. Analyzing whether the Parties may shift State Water Project capacity and/or  
62 deliveries among themselves in order to make more effective use of water.

63 d. Analyzing whether some Parties may advance funds for the acquisition of  
64 improved water supply reliability or increased water quantities resulting from the  
65 California WaterFix.

66 e. Analyzing other strategies, such as wet-year water transfers, the conjunctive use  
67 of surface water and groundwater, the additional use of recycled water (especially  
68 for groundwater replenishment) that could generate improved regional water  
69 supply reliability.

70 f. Other studies, as may be determined by the Parties.

- 71 3. *Planning Report.* The Parties agree that they will attempt to complete a planning report  
72 that identifies and evaluates the effectiveness of the water supply strategies identified in  
73 paragraph 2 above, including the cost of water from each strategy, the yield, and other  
74 information needed to make prudent decisions relating to the investment of public  
75 monies, no later than DATE TBD.
- 76 4. *Definitive Agreement.* The Parties agree that they will attempt to enter into one or more  
77 definitive agreements to implement the recommendations in the planning report by  
78 DATE TBD.
- 79 5. *Cost-Sharing.* Each Party agrees that it will act in good faith by actively participating in  
80 the development of the planning report and by contributing a pro-rata share, based on  
81 Table A allotments, to the cost of the planning report. If a Party wishes to involve counsel  
82 in the review of the planning report, all such costs will be borne only by that Party.
- 83 6. *Books and Records.* Each Party shall have access to and the right to examine any of the  
84 other Party's books, documents, papers or other records (including, without limitation,  
85 records contained on electronic media) relating to the performance of that Party's  
86 obligations pursuant to this Agreement, *provided that* nothing in this paragraph shall be  
87 construed to provide a Party with access to records dated on or before the effective date  
88 of this MOU, and *provided further that* nothing in this paragraph shall be construed to  
89 operate as a waiver of any applicable privileges.
- 90 7. *Withdrawal.* Any Party may withdraw by providing the other Parties with thirty days'  
91 written notice of withdrawal. Such Party's withdrawal shall be conditioned upon the  
92 Party's payment of its proportionate share of the costs of this effort, as described in  
93 paragraph \_\_\_ above, up through and including the date of its notice of withdrawal.
- 94 8. *General Provisions*
- 95 a. *Authority.* Each signatory of this MOU represents that s/he is authorized to  
96 execute this MOU on behalf of the Party for which s/he signs. Each Party  
97 represents that it has legal authority to enter into this MOU and to perform all  
98 obligations under this MOU.
- 99 b. *Amendment.* This MOU may be amended or modified only by a written  
100 instrument executed by each of the Parties to this MOU.
- 101 c. *Jurisdiction and Venue.* This MOU shall be governed by and construed in  
102 accordance with the laws of the State of California, except for its conflicts of law  
103 rules. Any suit, action, or proceeding brought under the scope of this MOU shall  
104 be brought and maintained to the extent allowed by law in the County of San  
105 Bernardino, California.

- 106 d. *Entire Agreement.* This MOU constitutes the entire agreement of the Parties with  
107 respect to the subject matter of this MOU and supersedes any prior oral or written  
108 agreement, understanding, or representation relating to the subject matter of this  
109 MOU.
- 110 e. *Partial Invalidity.* If, after the date of execution of this MOU, any provision of  
111 this MOU is held to be illegal, invalid, or unenforceable under present or future  
112 laws effective during the term of this MOU, such provision shall be fully  
113 severable. However, in lieu thereof, there shall be added a provision as similar in  
114 terms to such illegal, invalid or unenforceable provision as may be possible and  
115 be legal, valid and enforceable.
- 116 f. *Necessary Actions.* Each Party agrees to execute and deliver additional  
117 documents and instruments and to take any additional actions as may be  
118 reasonably required to carry out the purposes of this MOU.
- 119 g. *Compliance with Law.* In performing their respective obligations under this  
120 MOU, the Parties shall comply with and conform to all applicable laws, rules,  
121 regulations and ordinances.
- 122 h. *Third Party Beneficiaries.* This MOU shall not create any right or interest in any  
123 non-Party or in any member of the public as a third party beneficiary.
- 124 i. *Counterparts.* This MOU may be executed in one or more counterparts, each of  
125 which shall be deemed to be an original, but all of which together shall constitute  
126 but one and the same instrument.
- 127 j. *Notices.* All notices, requests, demands or other communications required or  
128 permitted under this MOU shall be in writing unless provided otherwise in this  
129 MOU and shall be deemed to have been duly given and received on: (i) the date  
130 of service if served personally or served by electronic mail or facsimile  
131 transmission on the Party to whom notice is to be given at the address(es)  
132 provided below, (ii) on the first day after mailing, if mailed by Federal Express,  
133 U.S. Express Mail, or other similar overnight courier service, postage prepaid, and  
134 addressed as provided below, or (iii) on the third day after mailing if mailed to the  
135 Party to whom notice is to be given by first class mail, registered or certified,  
136 postage prepaid, addressed as follows:

137 **Notice Information**

138 **Signature Blocks**



Yucaipa Valley Water District

## Notice of a Recycled Water Fill Station Training Session for Residential Customers

The Yucaipa Valley Water District is in the process of developing a recycled water filling station so customers can pick up recycled water for their home landscaping needs. While the District is securing the necessary permits for the operation of the recycled water fill station, we are offering training courses and issuing identification cards to customers in advance of the grand opening. Please join us to learn more about the program.

**Thursday, October 15, 2015, at 6:00 p.m.**

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



For additional information, please contact the Yucaipa Valley Water District at (909) 797-5117 or by email at [customer\\_service@yvwd.dst.ca.us](mailto:customer_service@yvwd.dst.ca.us).

# Staff Report



Yucaipa Valley Water District



# Discussion Items



Yucaipa Valley Water District



**Date** October 21, 2015

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

**Sub ect** 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 5 to 6 of 29]

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 7 to 11 of 29]

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 12 to 15 of 29]

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 16 to 17 of 29]

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 18 to 19 of 29]

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 20 to 29 of 29]

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

**Summary o Revenue Budget  
As o September 30, 2015 (21% o 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 o Water Budget  
As o September 30, 2015 (21% o 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 o Sewer Budget  
As o September 30, 2015 (21% o 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 o Recycled Water Budget  
As o September 30, 2015 (21% o 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>

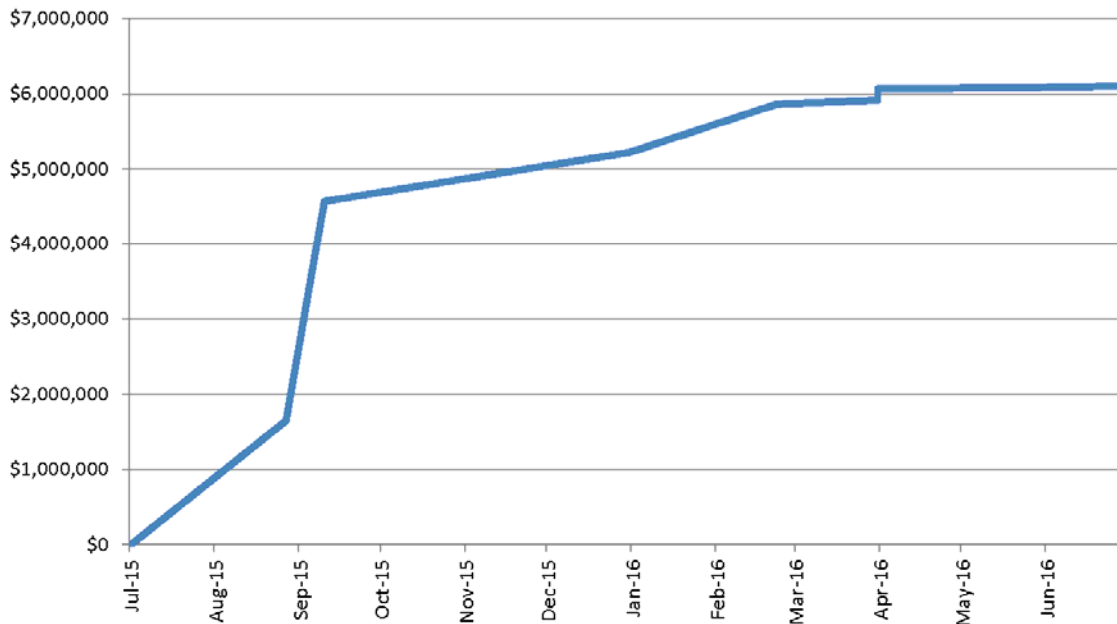
**DISTRICT TOTAL \$ 18,162,588.47**

\*=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 Geronio 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 Blanca-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 pmts	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)
	TRF#1370- AP & PR	(411,262.30)	411,262.30				0.00

### Financial Account Information - September 2015

DATE	DESCRIPTION	Deposit	General	Investment	Treasuries	LAIF	TOTAL
		Checking	Checking	Checking	at cost	Invest. Fund	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

<b>LOCAL AGENCY INVESTMENT FUND</b>				
PERIOD	TOTAL WITHDRAWAL AMOUNT	TOTAL DEPOSIT AMOUNT	ACCRUED INTEREST (QUARTERLY)	ENDING BALANCE
July 31, 2015	(\$525,000.00)	\$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**

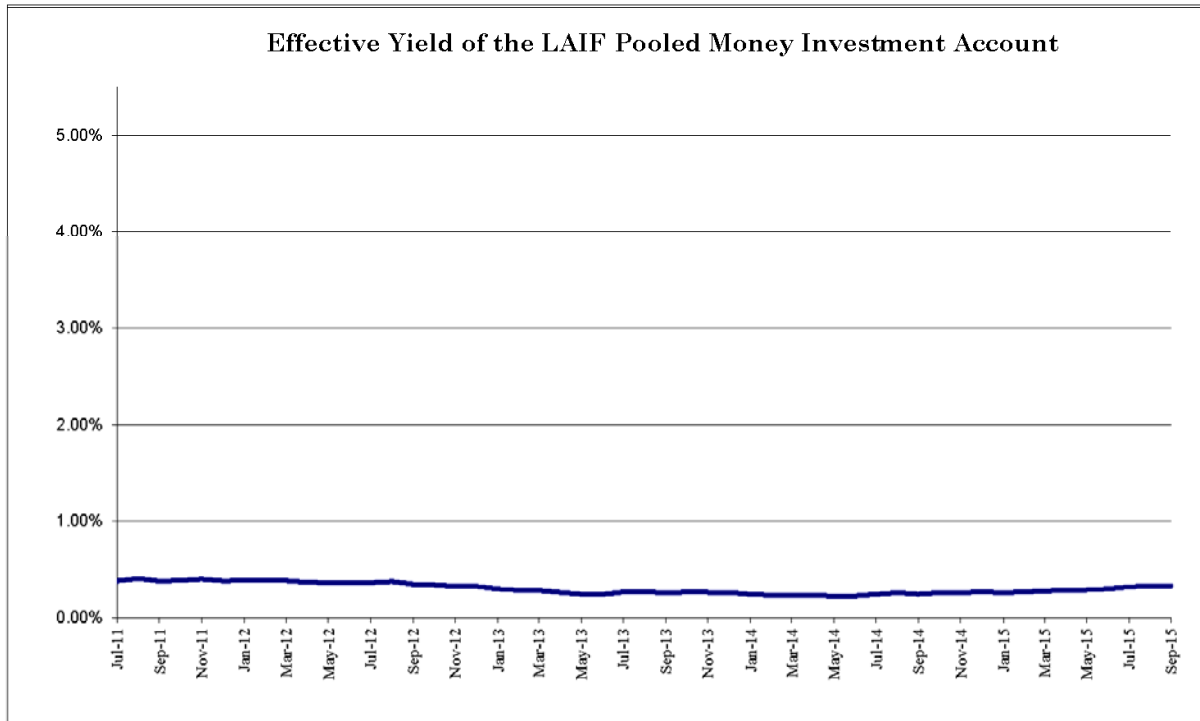
**CURRENT QUARTER**

**FY YEAR-TO-DATE**

INCOME RECEIVED

\$12,375.46

\$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 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
09/01/2015	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					5,047.40
	Electronic	312	28,547.01				28,547.01			28,547.01					28,547.01
	Website - 77 fees	78	8,476.27					8,341.52		8,341.52					8,476.27
09/02/2015	Mail & Counter	344	57,660.93	57,660.93						57,660.93					57,660.93
	Credit Cards	55	7,954.93			7,954.93				7,954.93					7,954.93
	Electronic	254	23,804.10				23,804.10			23,804.10					23,804.10
	Website	40	3,707.79					3,637.79		3,637.79					3,707.79
09/03/2015	Mail & Counter	361	43,981.06	43,981.06						43,981.06		100.00			43,981.06
	Credit Cards	31	5,570.32			5,570.32				5,570.32					5,570.32
	Electronic	270	22,843.19				22,843.19			22,843.19					22,843.19
	Website - 48 fees	49	4,251.74					4,167.74		4,167.74					4,251.74
	ACH payment	477	44,757.92						44,757.92	44,757.92					44,757.92
09/04/2015	Mail & Counter	312	43,317.04	43,267.04						43,267.04		50.00			43,317.04
	Credit Cards	32	3,916.86			3,916.86				3,916.86					3,916.86
	Electronic	217	16,853.92				16,853.92			16,853.92					16,853.92
	Website - 112 fees	116	15,602.47					15,406.47		15,406.47					15,602.47
09/08/2015	Mail & Counter	742	107,984.27	107,934.27						107,934.27		50.00			107,984.27
	Credit Cards	52	6,677.75			6,677.75				6,677.75					6,677.75
	Electronic	219	17,517.77				17,517.77			17,517.77					17,517.77
	Website - 40 fees	42	5,019.34					4,949.34		4,949.34					5,019.34
09/09/2015	Mail & Counter	144	14,861.91	14,861.91						14,861.91					14,861.91
	Deposit - M/C	-	8,124.00							0.00			4,062.00		8,124.00
	Credit Cards	49	6,945.44			6,945.44				6,945.44					6,945.44
	Electronic	367	34,057.75				34,057.75			34,057.75					34,057.75
	Website	41	5,063.59					4,991.84		4,991.84					5,063.59
09/10/2015	Mail & Counter	414	75,733.28	75,633.28						75,633.28		100.00			75,733.28
	Credit Cards	45	5,818.69			5,818.69				5,818.69					5,818.69
	Electronic	189	17,605.93				17,605.93			17,605.93					17,605.93
	Website	41	3,740.13					3,668.38		3,668.38			4,062.00		3,740.13
09/11/2015	ACH pymts	556	60,190.56						60,190.56	60,190.56					60,190.56
	Mail & Counter	263	32,937.95	32,852.95						32,852.95		85.00			32,937.95
	Deposit - M/C	-	188.04							0.00		188.04			188.04
	Deposit - M/C	-	585.00							0.00		585.00			585.00
	Credit Cards	34	3,444.90			3,444.90				3,444.90					3,444.90
	Electronic	223	18,886.09				18,886.09			18,886.09					18,886.09
	Website	67	8,016.65					7,896.40		7,896.40					8,016.65
09/14/2015	Mail & Counter	593	114,145.93	114,045.93						114,045.93		100.00			114,145.93
	Credit Cards	37	4,108.59			4,108.59				4,108.59					4,108.59
	Electronic	181	16,914.19				16,914.19			16,914.19					16,914.19
	Website	44	4,175.00					4,098.00		4,098.00					4,175.00
09/15/2015	Mail & Counter	103	8,861.09	7,739.22						7,739.22		1,121.87			8,861.09
	Credit Cards	33	3,492.38			3,492.38				3,492.38					3,492.38
	Electronic	256	24,108.41				24,108.41			24,108.41					24,108.41
	Website	43	4,776.57					4,701.32		4,701.32					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					80,803.01
	Credit Cards	64	8,677.45			8,677.45				8,677.45					8,677.45
	Electronic	157	15,252.44				15,252.44			15,252.44					15,252.44
	Website	37	4,331.13					4,266.38		4,266.38					4,331.13
09/17/2015	Mail & Counter	200	32,984.73	32,984.73						32,984.73					32,984.73
	Deposit-W/Lyon Homes	-	344,694.00							0.00			123,315.00		344,694.00
	Credit Cards	32	4,947.18			4,947.18				4,947.18					4,947.18
	Electronic	135	10,671.12				10,671.12			10,671.12					10,671.12
	Website - 26 fees	28	2,553.17					2,507.67		2,507.67					2,553.17

Monthly Revenue Allocation - September 2015

DATE	Description	Qty	DEPOSIT 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
09/19/2015	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				20,043.78			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	2,856.47					2,805.72		2,805.72	50.75				2,856.47
	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	266	22,735.31				22,735.31			22,735.31					22,735.31
	Website	32	2,876.19					2,820.19		2,820.19	56.00				2,876.19
09/23/2015	Mail & Counter	175	22,112.78	22,112.78						22,112.78		100.00			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	3,802.13					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	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	586	76,638.20					76,638.20		76,638.20					76,638.20
09/28/2015	Mail & Counter	323	44,689.94	44,689.94						44,689.94					44,689.94
	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							4,498.96	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	2,584.20			2,584.20				2,584.20					2,584.20
	Electronic	200	17,613.38				17,613.38			17,613.38					17,613.38
	Website	42	4,548.56					4,475.08		4,475.08	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)					(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>269,153.71</b>	<b>1,840,493.90</b>	<b>1,736.00</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>38,89%</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>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	0	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-Health\Defrd Comp	145,000	13,301	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-Health\Defrd 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-HealthDefrd 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%
02-5-06-56001	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 - Brineline	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>



## Director Memorandum 15-093

**Date** October 21, 2015

**Prepared By** John Wrobel, Regulatory and Environmental Control Manager

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

**Recommendation** That the Board approves Permit No. CP-003-03 and authorizes District staff to issue the pretreatment permit.

---

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.





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

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

<b>IU Name and Address:</b>	<b>Sorenson Engineering, Inc. 32032 Dunlap Blvd. Yucaipa, CA 92399</b>
<b>Responsible Party:</b>	<b>David Sorenson, CEO</b>
<b>Contact:</b>	<b>Paul Sewell, CFO (909) 795-2434 Ex. 204 Joe Watanabe, Facilities Maintenance Manager (909) 795- 2434 Ex 297</b>
<b>Mailing Address:</b>	<b>Sorenson Engineering, Inc. 32032 Dunlap Blvd. Yucaipa, CA 92399</b>

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:

---

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

---

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	
<b>pH</b> (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>2-</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.

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



Sorenson Engineering, Inc.  
 Wastewater Discharge Permit  
 Number CP 001-03  
 Page 6

<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>



Sorenson Engineering, Inc.  
Wastewater Discharge Permit  
Number CP 001-03  
Page 7

## 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



Sorenson Engineering, Inc.  
Wastewater Discharge Permit  
Number CP 001-03  
Page 8

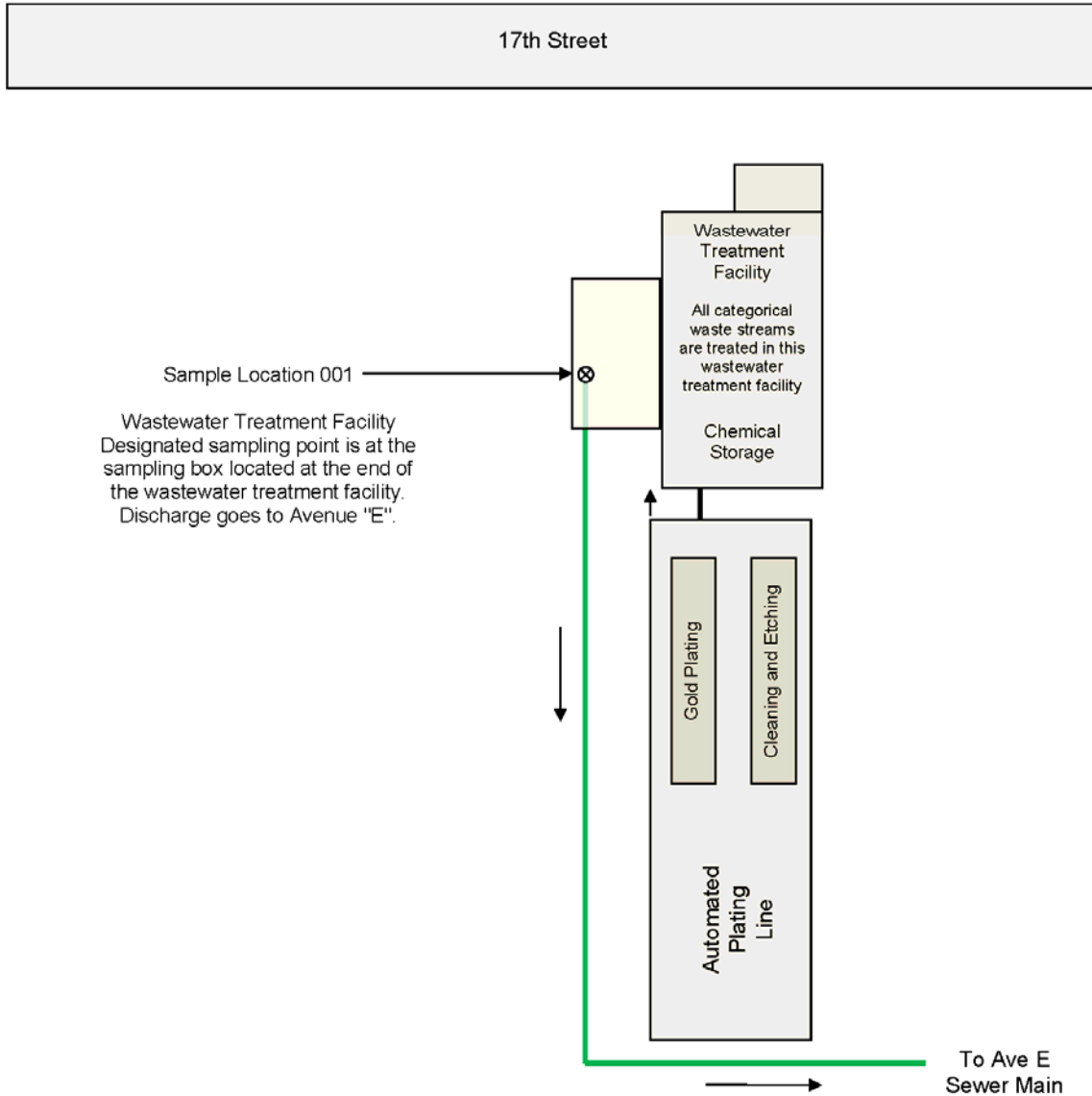
- B. Additional Monitoring Requirements:** All handling and preservation of collected samples and laboratory analyses of samples shall be performed in accordance with **40 CFR, Part 136**, and amendments thereto unless specified otherwise in the monitoring conditions of this permit. **Self monitoring 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.





Sorenson Engineering, Inc.  
Wastewater Discharge Permit  
Number CP 001-03  
Page 9

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





### **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



Sorenson Engineering, Inc.  
Wastewater Discharge Permit  
Number CP 001-03  
Page 11

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.



Sorenson Engineering, Inc.  
Wastewater Discharge Permit  
Number CP 001-03  
Page 12

## **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



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:
- Falsifying self-monitoring reports.
  - Tampering with monitoring equipment.
  - Refusing to allow timely access to the facility premises and records.
  - Failure to meet discharge limitations.
  - Violation of any terms or conditions of this permit.
  - Failure to pay fines or permit fees.
  - 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:
- The permittee has submitted a complete permit application at least ninety (90) days prior to the expiration date of the existing permit.
  - 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.



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.



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.





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



- 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



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  
Number CP 001-03  
Page 20

- 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.



## **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 21, 2015

**Prepared By** Jack Nelson, Assistant General Manager

**Sub ect** Renewal of Workers' Compensation Insurance Policy for Fiscal Year 2016

**Recommendation** That the Board Contract with Edgewood Partners Insurance Center (EPIC) for Furnishing Worker's Compensation Insurance for 2015-2016.

---

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  
deb.bailey@epicbrokers.com**

**License OB29370**

---

**19000 macarthur blvd., suite 900, Irvine, ca 92612  
telephone 949.263.0606 ~ Facsimile 949.263.0906 ~ 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		
Estimated Annual Premium				\$162,725			\$166,615

Handwritten notes and arrows:   
 - A circle around the 2015/2016 Total Payroll cell (\$4,591,150) with an arrow pointing to it from the text "5.5%".   
 - A bracket spanning the 2015/2016 Net Rate and Estimated Payroll cells with an arrow pointing to it from the text "2.4%".   
 - Several small arrows pointing to the 2015/2016 Net Rate cells (4.55, 5.69, .47, .61).



**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 YUWCS00038  
 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	1,221,669	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	1,290,567	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>

Experience Period Totals	Expected Losses	Expected Primary Losses	Expected Excess Losses	# of Claims	Actual Losses	Actual Primary Losses	Actual Excess Losses
	<b>A 158,934</b>	<b>B 32,754</b>	<b>C 126,180</b>		<b>6</b>	<b>5,789</b>	<b>D 5,789</b>

Credible Primary Loss				Credible Excess Loss				Total Adjusted Losses / Total Expected Losses (A)	
$\left[ \left( \frac{\text{Total Actual Primary Losses (D)} \times \text{Credibility Primary}}{\text{Credibility Primary}} \right) + \left( \frac{\text{Total Expected Primary Losses (B)} \times (1 - \text{Credibility Primary})}{(1 - \text{Credibility Primary})} \right) \right]$	$\left[ \left( \frac{\text{Total Actual Excess Losses (E)} \times \text{Credibility Excess}}{\text{Credibility Excess}} \right) + \left( \frac{\text{Total Expected Excess Losses (C)} \times (1 - \text{Credibility Excess})}{(1 - \text{Credibility Excess})} \right) \right]$	=							
<b>D 5,789</b> <b>1.00</b>	<b>B 32,754</b> <b>0.00</b>		<b>E 0</b> <b>0.28</b>	<b>C 126,180</b> <b>0.72</b>		<b>86,639</b>	<b>A 158,934</b>		
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



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 YUWC600313**  
**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.

Prepared: 10/05/2015



**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	Days in Force	Factor			
1	2	0.05	52	54	0.25	121	124	0.44	192	196	0.63	279	282	0.82
3	4	0.07	55	58	0.26	125	127	0.45	197	200	0.64	283	287	0.83
5	6	0.08	59	62	0.27	128	131	0.46	201	205	0.65	288	291	0.84
7	8	0.09	63	65	0.28	132	135	0.47	206	209	0.66	292	296	0.85
9	10	0.10	66	69	0.29	136	138	0.48	210	215	0.67	297	301	0.86
11	12	0.11	70	73	0.30	139	142	0.49	215	218	0.68	302	305	0.87
13	14	0.12	74	76	0.31	143	146	0.50	219	223	0.69	306	310	0.88
15	16	0.13	77	80	0.32	147	149	0.51	224	228	0.70	311	314	0.89
17	18	0.14	81	83	0.33	150	155	0.52	229	232	0.71	315	319	0.90
19	20	0.15	84	87	0.34	156	156	0.53	233	237	0.72	320	323	0.91
21	22	0.16	88	91	0.35	157	160	0.54	238	241	0.73	324	328	0.92
23	25	0.17	92	94	0.36	161	164	0.55	242	246	0.74	329	332	0.93
26	29	0.18	95	98	0.37	165	167	0.56	247	250	0.75	333	337	0.94
30	32	0.19	99	102	0.38	168	171	0.57	251	255	0.76	338	342	0.95
33	36	0.20	103	105	0.39	172	175	0.58	256	260	0.77	343	346	0.96
37	40	0.21	106	109	0.40	176	178	0.59	261	264	0.78	347	351	0.97
41	43	0.22	110	113	0.41	179	182	0.60	265	269	0.79	352	355	0.98
44	47	0.23	114	116	0.42	183	187	0.61	270	273	0.80	356	360	0.99
48	51	0.24	117	120	0.43	188	191	0.62	274	278	0.81	361	365	1.00

**Date** October 21, 2015

**Prepared By** Joseph Zoba, General Manager

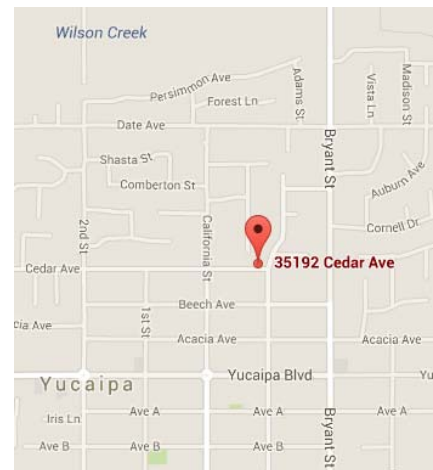
**Sub ect** Issuance of a Request for Proposals for the Demolition of the Building, Basement and Foundation at 35192 Cedar Avenue, Yucaipa (Assessor Parcel Number 0303-232-17)

**Recommendation** That the Board authorizes District staff to finalize and solicit proposals for the demolition of the building, basement and other structures on the subject property.

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 current draft of the RFP includes the demolition and removal of the building and pavement as shown below, but does not include the demolition of the well site 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/>).





## **Demolition of Structures Located at 35192 Cedar Avenue, Yucaipa**

**Response Due:** \_\_\_\_\_

**Public Bid Opening:** \_\_\_\_\_

Yucaipa Valley Water District  
12770 Second Street  
Yucaipa, California 92399

Contact Information:

Mr. John Hull, Public Works Manager  
(909) \_\_\_\_\_

## Table of Contents

[INSERT UPDATED TABLE OF CONTENTS]

## Introduction

This Request for Proposals (“RFP”) is being issued by the Yucaipa Valley Water District (“District”) to solicit a cost for the demolition of certain structures located at 35192 Cedar Avenue, Yucaipa. Demolition is defined as the demolition and removal of building, basements, and foundations, as well as, the demolition and removal of site improvements, including but not limited to retaining walls, paving and foundation landscaping.

**Contractors** with demonstrated experience in demolition and with an interest in making their services available to the District are invited to respond to this RFP. “Respondents” means the **Contractors** that submit proposals in response to this RFP. It is understood that the selected Respondent acting as an individual, partnership, corporation or other legal entity, is licensed and capable of providing the specified services. The Respondent shall be financially solvent and each of its members if a joint venture, its employees, agents or sub-consultants of any tier shall be competent to perform the services required under this RFP.

Nothing in this RFP shall be construed to create any legal obligation on the part of the District or any respondents. The District reserves the right, in its sole discretion, to amend, suspend, terminate, or reissue this RFP in whole or in part, at any stage. In no event shall the District be liable to Respondents for any cost or damages incurred in connection with the RFP process, including but not limited to, any and all costs of preparing a response to this RFP or any other costs incurred in reliance on this RFP. No respondent shall be entitled to repayment from the District for any costs, expenses or fees related to this RFP. All supporting documentation submitted in response to this RFP will become the property of the District and available for public review without limitations. Respondents may also withdraw their interest in the RFP, in writing, at any point in time as more information becomes known.

Upon receiving/downloading this Request for Proposals (RFP), interested **Contractors** shall notify the District by \_\_\_\_\_, \_\_\_\_\_, 2015 by 4:00 PM regarding their intent to respond to the RFP so that notification may be provided as to any subsequent amendments to the RFP. Email confirmations to \_\_\_\_\_. Failure to confirm by aforementioned date will disqualify proposers.

## Response Due Date

Due Date: \_\_\_\_\_, \_\_\_\_\_, 2015 by 4:00 PM

Mailing Address / Drop-Off Location: Yucaipa Valley Water District  
Attn: \_\_\_\_\_,  
12770 Second Street  
Yucaipa, California 92399

## Project Description

The Yucaipa Valley Water District (“District”) owns property located at 35192 Cedar Avenue, Yucaipa. The subject property unused buildings and facilities that will be demolished and removed from the property. The proposed demolition does not include the well site located to the north of the existing building on the property.

Demolition is defined as the destruction and removal of building, basements, and foundations, as well as, the demolition and removal of site improvements, including but not limited to retaining walls, paving and landscaping.



### General Obligations of Contractor

1. The selected **Contractor** will be required to sign the attached Standard Agreement in Appendix A. There will be no negotiation on the language of the attached Standard Agreement.
2. The **Contractor** shall be licensed by the California **Contractors** State License Board or other required agencies.
3. The **Contractor** and **Subcontractor** must be registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5
4. The **Contractor** shall perform all services as expeditiously as is consistent with skill and care and shall complete the services within each and all of the time periods.
5. The **Contractor** shall comply with the California Fair Employment and Housing Act and all other State, Federal and local laws including, but not limited to, those prohibiting discrimination, on account of race, color, national origin, sexual orientation, religion, age, marital status, gender or disability.
6. The **Contractor** shall obtain all permits necessary to complete the Project.

7. The **Contractor** shall provide all supervision, labor, equipment, technical expertise, safety equipment, and service operations to complete the project. All work shall be performed under the supervision of a qualified superintendent of foreman.
8. The designated District Representative shall have sole authority to approve all phases of the project including the quality of work and shall not authorize payment until in his or her opinion the work has been satisfactorily completed.
9. The **Contractor** shall ensure that employees comply with all California State Industrial regulations and practices.
10. The **Contractors'** personnel shall conduct themselves in a professional manner at all times. Personnel shall be courteous, neat in appearance, and wear visible **Contractor** identification including all personal protection equipment. All equipment shall display their company identification, including any **Subcontractors**.
11. The **Contractor** shall ensure all **Contractor** personnel comply with all relevant OSHA, Cal/OSHA, and Labor and Industries work safety regulations at all times they are on the project site. **Contractor** is responsible for implementing confined space entry procedures in accordance with all relevant laws and regulations.

### Scope of Work and Requirements

1. CONSTRUCTION PERIOD AND REQUIREMENT - The Contract Work shall be complete within 28 calendar days after date of approval by the District's Board of Directors. Contractor is advised that "Liquidated Damages" of \$250 per calendar day may be assessed for each calendar day that the Work remains incomplete following the date established by the Contract Completion Schedule, as adjusted for due cause by Change Order.
2. DEMOLITION SPECIFICATIONS - The Scope of Work and Requirements includes the following:
  - a. Demolition and removal of building, basements, and foundations.
  - b. Demolition and removal of site improvements, including but not limited to retaining walls, paving and foundation landscaping. Existing trees 4" in diameter, located beyond of 25 feet from the structure shall remain and be protected during demolition.
3. DEFINITIONS
  - a. Remove: Remove and legally dispose of items except those indicated to be reinstalled, salvaged, or to remain on the District's property.
  - b. Existing to Remain: Protect items indicated to remain against damage during demolition.
4. MATERIALS OWNERSHIP: Except for items or materials indicated to be reused, salvaged, or otherwise indicated to remain the District's property, demolished materials shall become the Contractor's property and shall be removed from the site with further disposition at the Contractor's option.
5. SUBMITTALS - Submit each item for information only, unless otherwise indicated.
  - a. Proposed dust-control measures.

- b. Proposed noise control measures.
  - c. Schedule of demolition activities indicating the detailed sequence of demolition and removal work, with starting and ending dates for each activity.
  - d. Inventory of items to be removed and salvaged.
  - e. Landfill records for record purposes.
6. PROJECT CONDITIONS
- a. Contractor is responsible to comply with any/all required demolition permits required by local authorities and ordinances.
  - b. Buildings to be demolished will be vacated and their use discontinued before start of Work.
  - c. Conditions existing at time of inspection for bidding purpose will be maintained by the District as far as practical.
  - d. Storage or sale of removed items or materials on-site will not be permitted.
  - e. Landfill Disposal - Contractor shall supply District with a copy of landfill and disposal receipts.
7. EXAMINATION
- a. Survey existing conditions and correlate with requirements indicated to determine extent of demolition required.
  - b. Survey the condition of the buildings to determine whether removing any element might result in a structural deficiency or unplanned collapse of any portion of the structure or adjacent structures during demolition.
  - c. Perform surveys as the Work progress to detect hazards resulting from demolition activities.
8. PREPARATION
- a. Drain, purge, or otherwise remove, collect, and dispose of chemicals, gases, explosives, acids, flammables, or other dangerous materials before proceeding with demolition operations.
  - b. Conduct demolition operations and remove debris to ensure minimum interference with roads, streets, walks, and other adjacent occupied and used facilities.
  - c. Do not close or obstruct streets, walks, or other adjacent occupied or used facilities without permission from authorities having jurisdiction. Provide alternate routes around closed or obstructed traffic ways if required by governing regulations.
  - d. Conduct demolition operations to prevent injury to people and damage to adjacent buildings and facilities to remain. Ensure safe passage of people around demolition area.
  - e. Erect temporary protection such as walks, fences, railings, canopies, and covered passageways, where required by authorities having jurisdiction.
  - f. Protect existing site improvements, appurtenances, and landscaping to remain.
  - g. Use of explosives will not be permitted.

- h. Pollution Controls - Under the authority of Section 112 of the Clean Air Act, as amended, 42 U.S. C. 1857 (C-7), the Administrator of the United States Environmental Protection Agency (EPA) promulgated National Emission Standards for Hazardous Air Pollutants on April 6, 1973, (38 F.R. 8820) Asbestos was designated a hazardous air pollutant, and standards were set for its use, and to control asbestos emissions. It was determined that one significant source of asbestos emissions was the demolition of certain buildings and structures.
  - i. Use water mist, temporary enclosures, and other suitable methods to limit the spread of dust and dirt. Comply with governing environmental protection regulations.
  - i. Do not create hazardous or objectionable conditions, such as flooding and pollution when using water.
  - j. Remove and transport debris in a manner that will prevent spillage on adjacent surfaces and areas.
  - k. Clean adjacent buildings and improvements of dust, dirt and debris caused by demolition operations. Return adjacent areas to condition existing before start of demolition.
  - l. Contractor shall limit hours of operation to Monday through Friday during the hours of 8:00 a.m. to 3:00 p.m. Special hours of operation outside the normal hours must be approved by the District. Contractor shall limit noise pollution at all times to prevent objectionable conditions.
9. DEMOLITION
- a. Building Demolition: Demolish buildings, structures, facilities, and other debris including brush and trees or logs, and completely remove from the site. Use methods required to complete Work within limitations of governing regulations.
  - b. Locate demolition equipment throughout the building and remove debris and materials so as not to impose excessive loads on supporting walls, floors, or framing.
  - c. Dispose of demolished items and materials promptly. On-site storage or sale of removed items is prohibited.
  - d. Break up and remove concrete slabs.
  - e. Remove structural framing members to ground to avoid free fall and to prevent ground impact and dust generation.
  - f. Below-Grade Construction: Demolish and remove all foundation walls and all below-grade construction.
  - g. Basement Excavation - Below grade structures foundation/basement floor shall be totally removed.
  - h. Completely fill below-grade areas and voids resulting from demolition of buildings and pavements with soil materials and sufficient compaction to ensure there is proper drainage and no ponding of water on the site for a minimum period of one year.
  - i. Damages: Promptly repair damages to adjacent facilities caused by demolition operations.

- j. Special Conditions - The Contractor shall preserve all surrounding buildings and property. Contractor should note the proximity of surrounding buildings. Any damage to surrounding buildings or property will be repaired by the Contractor at his expense.
10. DISPOSAL OF DEMOLISHED MATERIALS
- a. Promptly dispose of demolished materials. Do not allow demolished materials to accumulate on-site.
  - b. Burning: Do not burn demolished materials.
  - c. Transport demolished materials and legally dispose of them.
11. MEASUREMENT AND PAYMENT
- a. The work of Building Demolition shall not be paid for separately but shall be included in the lump sum project cost payable within 30 days of receipt of complete invoice.
12. COORDINATION - **Contractor** shall accommodate District representative who will be monitoring **Contractors** activities.
13. WORK HOURS - Generally standard work hours shall occur between the hours of 8:00 am to 3:00 pm, Monday through Friday unless authorized by a District representative.
14. HEALTH AND SAFETY - All work shall be done in a safe, workmanlike manner. Work performed, methods, and equipment used shall be in conformance with the prevailing State and Federal Occupational Safety and Health Act. Costs from delays and losses due to **Contractor** operations not in conformance to these acts, or stoppages by OSHA inspectors or the designated representative, as a result of non-conformance, shall be solely borne by the **Contractor**.
- All Cal-OSHA and Title 8 requirements shall be followed for access to confined spaces. Confined space entry procedures shall be submitted prior to contract award.
15. LICENSES - **Contractor** must possess the following **Contractor** licenses:
- a. Class A General Engineering
16. TRAFFIC CONTROL - The **Contractor** shall be responsible, during all phases of the work to provide for public safety and convenience. Operations shall be conducted in such a manner as to cause as little inconvenience as possible to the abutting property owners.
17. STORMWATER POLLUTION CONTROL - The **Contractor** shall exercise every reasonable precaution to prevent the discharge of any material which is not solely stormwater to the storm drain system. Non-allowable discharges include, but are not limited to, eroded soil from stockpiles or disturbed earth on-site, concrete and concrete washout water, saw cut slurry, fuel, oil, and other vehicle fluids, solid wastes, and construction chemicals.
- The **Contractor** will be responsible for the complete cleanup of all material that is discharged from the project(s) in violation of the Discharge Rules. Should the **Contractor** fail to promptly and effectively clean up such discharges, District may cause the cleanup to be performed by others, the costs to be deducted from any monies due or to become due the **Contractor**.
18. **Subcontractors** - The **Contractor** may utilize the services of specialty



**Subcontractors** on those parts of the work that, under normal contracting practices, are performed by a specialty **Subcontractor**. It is understood that at least 50% of the work to be performed shall be performed by the **Contractor**. Any **Subcontractor** used must adhere to the same terms as the **Contractor**. The **Contractor** shall be fully responsible to the District for the performance of their **Subcontractor**, and of person either directly or indirectly employed by them.

19. **INSURANCE REQUIREMENTS** - The **Contractor** shall procure and maintain for the duration of the contract, insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the work hereunder by the **Contractor**, his agents, representatives, employees or sub-**Contractors**. All sub-**Contractors** shall be required to comply with the applicable insurance provisions. The maintenance of proper coverage is a material element of the contract and failure to maintain or renew coverage or to provide evidence of renewal may be treated by the District as a material breach of contract.

The **Contractor** will be required to provide insurance in accordance with the attached Agreement included in Appendix A.

20. **MAINTENANCE OF RECORDS AND ACCOUNTING** - The **Contractor** shall maintain, during the Project implementation time and for a period of three (3) years after completion of the Project, accurate and organized records of all costs of any type and all services performed for the Project. District will have the right at any time, including during the performance of all Phases of the Project to audit and copy all such records.
21. **RESPONSE REQUIREMENTS** - All **Contractors** are required to follow the format specified below. The content of the proposal must be clear, concise, and complete. Each section of the proposal shall be presented according to the outline shown below to aid in expedient information retrieval.

Four (4) copies of the proposal shall be delivered no later than 4:00 P.M. on \_\_\_\_\_, \_\_\_\_\_, 2015, to:

Drop-off Location: Yucaipa Valley Water District  
12770 Second Street  
Yucaipa, California 92399

Please note that faxed copies will not be accepted. Also note that incomplete proposals, incorrect information, or late submittals may be cause for immediate disqualification. The District reserves the right to amend the Project Information prior to the date that proposals are due. Amendments to the Project Information shall be emailed to all potential **Contractors**. The District reserves the right to extend the date by which the proposals are due.

General Response Requirements - Sealed proposals submitted in response to this Project Information shall be in the following order and shall include:

General Information

- Identification of the **Contractor**.
- Legal name and address
- If company is wholly owned subsidiary of a "parent company," identify the "parent company"
- Addresses of offices located in San Bernardino and/or Riverside County, if any

- Number of employees in San Bernardino and/or Riverside County
- Name, title, address and telephone number of person to contact concerning the proposal

#### Safety

- **Contractor** and **Subcontractors** shall submit their experience modification rate for the previous three years.
- If the **Contractor** and/or **Subcontractor** are not able to provide the required information, the **Contractor** and/or **Subcontractor** will be required to affirmatively state so, and explain why.

#### Minimum Contractor Qualifications

- **Contractor** submitting qualifications must include a **Contractor** who possesses the applicable California **Contractors** license Class A.

#### Schedule of Rates and Fees

- **Contractor** shall complete the attached Unit Price Sheet and **Contractor** Information in Appendix B.

#### Exceptions to Project Information

- The **Contractor** shall certify that it takes no exceptions to the Project Information including the Sample Agreement included in Appendix A.

22. PUBLIC DISCLOSURE - All proposals submitted in response to this Project Information become the property of the District and public records, and as such may be subject to public review. Under the California Public Records Act (California Government Code Section 6250 et seq.) records in the custody of a public entity generally have to be disclosed unless the information being sought falls into one or more of the exemptions to disclosure set out in Government Code Sections 6254 through 6255. The cover letter of the proposal should contain a paragraph that states whether or not **Contractor** believes that its proposal does or does not contain information that falls into one of the exemptions of Government Code Sections 6254 through 6255 and whether or not **Contractor** considers such information to be confidential.

In the absence of a declaration, District may be obligated to disclose proposal to any party that requests it. Regardless of assertions of confidentiality, proposal contents may still be disclosed if District, or a court with jurisdiction, determines that such proposal is a public record requiring disclosure.

23. PROPOSAL SCHEDULE - The solicitation receipt and evaluation of proposals and the selection of the **Contractor** will conform to the following schedule (Note: Dates are subject to change):
- i. Distribution of Project Information – \_\_\_\_\_
  - ii. Last Day to Submit Questions – \_\_\_\_\_ by 4:00 PM.
  - iii. Notification to District of Intention to Propose – \_\_\_\_\_ by 4:00 PM.
  - iv. Addendum (if necessary) and release of answers to submitted questions to all potential bidders – \_\_\_\_\_.
  - v. Submittal of Responses Deadline – \_\_\_\_\_ by 4:00 PM.

vi. Optional Discussions with Respondents – Week of \_\_\_\_\_

vii. Approval of Agreement – \_\_\_\_\_

24. PROPOSAL SELECTION PROCESS - Award will be based on best value not lowest responsible respondent. Proposals will be considered only in their entirety. The District reserves the right to reject any or all proposals without qualifications, to select a **Contractor** based on proposals received without interview, and to negotiate specific requirements and costs using the selected proposal as a basis. District reserves the right to discuss and negotiate scope, costs, and schedule as needed. At any time prior to the District executing a Contract with the selected **Contractor**, if that **Contractor** cannot meet any of the RFP conditions, the District has the option of selecting another **Contractor**. The District reserves the right to enter into contracts with multiple **Contractors**.
25. PROPOSAL EVALUATION CRITERIA - Selection of the **Contractor** will be based on best ability to respond quickly with appropriate capabilities. Proposals will be evaluated based on best value as determined multiple factors including but not limited to: location, staffing, equipment, past experience, reputation, safety rating, and bond rating.
26. CONTRACT TERMS AND CONDITIONS - Issuance of this Project Information does not commit District to award a contract, or to pay any costs incurred in the preparation of a response to this request. District retains the right to reject any or all submittals. Selection is dependent upon the negotiation of a mutually acceptable contract with the successful **Contractor**. No modifications to the standard contract language will be granted.

Each submittal shall be valid for not less than one hundred and twenty (120) days from the date of receipt.

All insurance shall be provided at the sole cost and expense of the firm selected, unless the requirement is modified or waived by the District. District reserves the right to modify the insurance limits or to substitute project insurance during contract negotiations.

The Yucaipa Valley Water District looks forward to receiving a proposal from your company. If you have any questions regarding this information, please contact:

\_\_\_\_\_, Public Works Manager

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Appendices:

Appendix A: Sample Agreement

Appendix B: Unit Price Sheet and **Contractor** information

# APPENDIX A

Insert Standard Agreement

- Exhibit A - Request for Proposals
- Exhibit B - Contractor's Proposal
- Exhibit C - Insurance and Bonding Requirements
- Exhibit D - Special Provisions

## **APPENDIX B**

Insert Rate Proposal Sheet and Contractor Information



**Date** October 21, 2015

**Prepared By** Joseph Zoba, General Manager

**Sub ect** Authorization to Finalize and Issue a Request for Proposals Related to On-Call Emergency Water and Sewer Pipeline Repair and Emergency Response Services

**Recommendation** That the Board authorizes District staff to finalize and solicit proposals for emergency construction and repair services.

---

At the board workshop on October 13, 2015, the District staff briefly discussed the preparation of a Request for Proposals related to emergency repairs of water and sewer pipelines [Director Memorandum No. 15-205]. With the anticipated heavy rains expected this winter, the attached solicitation is both timely and appropriate.



# **On-Call Water and Sewer Pipeline Repair and Emergency Response Services**

**Response Due: \_\_\_\_\_**

**Public Bid Opening: \_\_\_\_\_**

Yucaipa Valley Water District  
12770 Second Street  
Yucaipa, California 92399

Contact Information:  
Mr. John Hull, Public Works Manager  
(909) \_\_\_\_\_

## **Table of Contents**

Insert updated Table of Contents



## Introduction

The Yucaipa Valley Water District ("District") is circulating this Project Information to **Contractors** qualified to provide the District with on-call sewer pipeline repair and emergency response construction services for water and sewer pipelines

Upon receiving/downloading this Request for Proposals (RFP), interested **Contractors** shall notify the District by \_\_\_\_\_, \_\_\_\_\_, 2015 by 4:00 PM regarding their intent to respond to the RFP so that notification may be provided as to any subsequent amendments to the RFP. Email confirmations to \_\_\_\_\_. Failure to confirm by aforementioned date will disqualify proposers.

## Response Due Date

Due Date: \_\_\_\_\_, \_\_\_\_\_, 2015 by 4:00 PM

Mailing Address / Drop-Off Location: Yucaipa Valley Water District  
Attn: \_\_\_\_\_,  
12770 Second Street  
Yucaipa, California 92399

## Project Description

The District's services area covers approximately 40 square miles in the City of Yucaipa and the City of Calimesa. The District has approximately 12,000 water connections serving about 17,000 units and approximately 13,500 sewer connections serving about 20,000 units.

The District operations about 215 miles of drinking water pipelines, 205 miles of sewer mainlines, 22 miles of recycled water pipelines, and 15 miles of brine disposal pipelines. All of the pipelines maintained by the District range in size from 4" to 36".

The objective of this project is to provide the District with a local responsive on-call **Contractor** for pipeline repair, replacement, rehabilitation and emergency response construction services.

The **Contractor** must be available 24-hours a day, 7 days a week, and be able to respond on-site with 2-hours for an emergency call out.

The first term of this contract shall run one year from the date the contract is executed. The contract may be renewed up to two (2) additional terms in one (1) year increments for total possible of three (3) terms. The District finances operate on a fiscal year from July 1 to June 30. The District retains the sole option to offer to renew the contract for an additional term. If the District intends to offer a renewal for an additional term, the notice shall be sent approximately (60) calendar days prior to the end of the current term. A renewal is contingent upon acceptance of the offer by both Parties. Award of contract is no guarantee that any or all terms will be awarded.

The contract is for up to \$100,000 in services per term. The District does not guarantee that the full amount or any amount will be awarded. The District does not guarantee that annual contract renewal options will be exercised.

## General Obligations of Contractor

1. The selected **Contractor** will be required to sign the attached Standard Agreement in Appendix A. There will be no negotiation on the language of the attached Standard Agreement.
2. The **Contractor** shall be licensed by the California **Contractors** State License Board or other required agencies.
3. The **Contractor** and **Subcontractor** must be registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5
4. The **Contractor** shall perform all services as expeditiously as is consistent with skill and care and shall complete the services within each and all of the time periods.
5. The **Contractor** shall comply with the California Fair Employment and Housing Act and all other State, Federal and local laws including, but not limited to, those prohibiting discrimination, on account of race, color, national origin, sexual orientation, religion, age, marital status, gender or disability.
6. The **Contractor** shall obtain all permits necessary to complete the Project(s).
7. The **Contractor** shall provide all supervision, labor, equipment, technical expertise, safety equipment, and service operations to complete the project. All work shall be performed under the supervision of a qualified superintendent of foreman.
8. The designated District Representative(s) shall have sole authority to approve all phases of the project including the quality of work and shall not authorize payment until in his or her opinion the work has been satisfactorily completed.
9. The **Contractor** shall ensure that employees comply with all California State Industrial regulations and practices.
10. The **Contractors** personnel shall conduct themselves in a professional manner at all times. Personnel shall be courteous, neat in appearance, and wear visible **Contractor** identification including all personal protection equipment. All equipment shall display their company identification, including any **Subcontractors**.
11. The **Contractor** shall ensure all **Contractor** personnel comply with all relevant OSHA, Cal/OSHA, and Labor and Industries work safety regulations at all times they are on the project site. **Contractor** is responsible for implementing confined space entry procedures in accordance with all relevant laws and regulations.

## Scope of Work and Requirements

1. CONSTRUCTION PERIOD AND REQUIREMENT - The first term of this contract shall run one year from the date the contract is executed. Award of contract is no guarantee that any or all terms will be awarded.
2. EMERGENCY RESPONSE CALL-OUT AVAILABILITY - The **Contractor** must be available 24-hours a day, 7 days a week, and be able to respond on site within 2-hours for an emergency call out.

It will be the **Contractors** responsibility to respond on site within 2 hours in an emergency from the time the call is placed by the District, with sufficient labor and

equipment to begin work. The District's representative will specify emergency or non-emergency when requesting work.

The **Contractor** will provide the District with a primary and backup designated representative's phone number or dispatch number and a backup phone number that the District can reach at any time. The District will contact the **Contractors** designated representative or backup representative by phone to request work.

Work from a daytime call out may extend into night time hours. Any night work will be scheduled at least 48-hours in advance.

When receiving an emergency work request from the District, the **Contractor** shall confirm within 30 minutes of the call whether he accepts or declines the work request. For non-emergency requests the confirmation time is 4 hours.

A "Declined Request" is defined as the occurrence of one of the following:

- a. **Contractor** cannot be reached at either of the designated phone numbers
- b. **Contractor** does not confirm acceptance or decline of the work request within 30 minutes for an emergency call out or 4 hours for a non-emergency call out
- c. **Contractor** declines the work request within the designated time

After three (3) Declined Requests the District reserves the right to terminate the contract for non-performance.

If the **Contractor** accepts the work request and subsequently fails to respond on site within the designated time for emergency or non-emergency work, it shall be considered a "No-Show".

The **Contractor** will be assessed liquidated damages in the amount of \$1000.00 for each No-Show. After two (2) No-Shows the District reserves the right to terminate the contract for non-performance.

3. COORDINATION - **Contractor** shall accommodate District representative who will be monitoring **Contractors** activities.
4. WORK HOURS - Generally standard work hours shall occur between the hours of 6:30 am to 5:00 pm, Monday through Friday unless authorized by a District representative. Night work hours are between 5:01 pm and 6:29 am.
5. HEALTH AND SAFETY - All work shall be done in a safe, workmanlike manner. Work performed, methods, and equipment used shall be in conformance with the prevailing State and Federal Occupational Safety and Health Act. Costs from delays and losses due to **Contractor** operations not in conformance to these acts, or stoppages by OSHA inspectors or the designated representative, as a result of non-conformance, shall be solely borne by the **Contractor**.

All Cal-OSHA and Title 8 requirements shall be followed for access to confined spaces. Confined space entry procedures shall be submitted prior to contract award.

6. LICENSES - **Contractor** must possess the following **Contractor** licenses:
  - a. Class B Driver's License and
  - b. C-34 (Pipeline **Contractor**); or
  - c. Class A General Engineering
7. TRAFFIC CONTROL - The **Contractor** shall be responsible, during all phases of the

work to provide for public safety and convenience. Operations shall be conducted in such a manner as to cause as little inconvenience as possible to the abutting property owners.

Convenient access to driveways, houses and buildings along the line of work shall be maintained.

8. **STORMWATER POLLUTION CONTROL** - The **Contractor** shall exercise every reasonable precaution to prevent the discharge of any material which is not solely stormwater to the storm drain system. Non-allowable discharges include, but are not limited to, eroded soil from stockpiles or disturbed earth on-site, concrete and concrete washout water, saw cut slurry, fuel, oil, and other vehicle fluids, solid wastes, and construction chemicals.

The **Contractor** will be responsible for the complete cleanup of all material that is discharged from the project(s) in violation of the Discharge Rules. Should the **Contractor** fail to promptly and effectively clean up such discharges, District may cause the cleanup to be performed by others, the costs to be deducted from any monies due or to become due the **Contractor**.

9. **Subcontractors** - The **Contractor** may utilize the services of specialty **Subcontractors** on those parts of the work that, under normal contracting practices, are performed by a specialty **Subcontractor**. It is understood that at least 50% of the work to be performed shall be performed by the **Contractor**. Any **Subcontractor** used must adhere to the same terms as the **Contractor**. The **Contractor** shall be fully responsible to the District for the performance of their **Subcontractor**, and of person either directly or indirectly employed by them.
10. **INSURANCE REQUIREMENTS** - The **Contractor** shall procure and maintain for the duration of the contract, insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the work hereunder by the **Contractor**, his agents, representatives, employees or sub-**Contractors**. All sub-**Contractors** shall be required to comply with the applicable insurance provisions. The maintenance of proper coverage is a material element of the contract and failure to maintain or renew coverage or to provide evidence of renewal may be treated by the District as a material breach of contract.  
  
The **Contractor** will be required to provide insurance in accordance with the attached Agreement included in Appendix A.
11. **MAINTENANCE OF RECORDS AND ACCOUNTING** - The **Contractor** shall maintain, during the Project implementation time and for a period of three (3) years after completion of the Project, accurate and organized records of all costs of any type and all services performed for the Project. District will have the right at any time, including during the performance of all Phases of the Project to audit and copy all such records.
12. **RESPONSE REQUIREMENTS** - All **Contractors** are required to follow the format specified below. The content of the proposal must be clear, concise, and complete. Each section of the proposal shall be presented according to the outline shown below to aid in expedient information retrieval.

Four (4) copies of the proposal shall be delivered no later than 4:00 P.M. on \_\_\_\_\_, \_\_\_\_\_, 2015, to:

Drop-off Location: Yucaipa Valley Water District  
12770 Second Street  
Yucaipa, California 92399

Please note that faxed copies will not be accepted. Also note that incomplete proposals, incorrect information, or late submittals may be cause for immediate disqualification. The District reserves the right to amend the Project Information prior to the date that proposals are due. Amendments to the Project Information shall be emailed to all potential **Contractors**. The District reserves the right to extend the date by which the proposals are due.

General Response Requirements - Sealed proposals submitted in response to this Project Information shall be in the following order and shall include:

#### General Information

- Identification of the **Contractor**.
- Legal name and address
- If company is wholly owned subsidiary of a "parent company," identify the "parent company"
- Addresses of offices located in San Bernardino and/or Riverside County, if any
- Number of employees in San Bernardino and/or Riverside County
- Name, title, address and telephone number of person to contact concerning the proposal

#### Experience and Technical Competence

- Describe **Contractors** experience in completing similar projects. Include at least three (3) successfully completed projects of similar nature with name of Owner's Project Manager, phone numbers, project type and total value of completed services. Identify any specific projects and include in your client references where this team has worked together.

#### Ability to Accomplish the Work

- Discuss lines of communications for implementing on-call construction activities.
- Discuss your company's ability to meet the 2-hour emergency call out response time
- Provide description of your company's safety policy, record, and how it would be implemented on this job.
- Detailed list of equipment types and capabilities that might be used during the course of the contract.

#### Project Organization and Key Personnel

- Provide an overview that addresses the **Contractors** organization, key personnel and general staffing.

#### Safety

- **Contractor** and **Subcontractors** shall submit their experience modification rate for the previous three years.
- If the **Contractor** and/or **Subcontractor** are not able to provide the required information, the **Contractor** and/or **Subcontractor** will be

required to affirmatively state so, and explain why.

Minimum Contractor Qualifications

- **Contractor** submitting qualifications must include a **Contractor** who possesses the applicable California **Contractors** license Class A or C- 34 (Pipeline **Contractor**).
- Registered with the State of California Department of Industrial Relations.

Schedule of Rates and Fees

- **Contractor** shall complete the attached Unit Price Sheet and **Contractor** Information in Appendix B.

Exceptions to Project Information

- The **Contractor** shall certify that it takes no exceptions to the Project Information including the Sample Agreement included in Appendix A.

13. PUBLIC DISCLOSURE - All proposals submitted in response to this Project Information become the property of the District and public records, and as such may be subject to public review. Under the California Public Records Act (California Government Code Section 6250 et seq.) records in the custody of a public entity generally have to be disclosed unless the information being sought falls into one or more of the exemptions to disclosure set out in Government Code Sections 6254 through 6255. The cover letter of the proposal should contain a paragraph that states whether or not **Contractor** believes that its proposal does or does not contain information that falls into one of the exemptions of Government Code Sections 6254 through 6255 and whether or not **Contractor** considers such information to be confidential.

In the absence of a declaration, District may be obligated to disclose proposal to any party that requests it. Regardless of assertions of confidentiality, proposal contents may still be disclosed if District, or a court with jurisdiction, determines that such proposal is a public record requiring disclosure.

14. PROPOSAL SCHEDULE - The solicitation receipt and evaluation of proposals and the selection of the **Contractor** will conform to the following schedule (Note: Dates are subject to change):
- i. Distribution of Project Information – \_\_\_\_\_
  - ii. Last Day to Submit Questions – \_\_\_\_\_ by 4:00 PM.
  - iii. Notification to District of Intention to Propose – \_\_\_\_\_ by 4:00 PM.
  - iv. Addendum (if necessary) and release of answers to submitted questions to all potential bidders – \_\_\_\_\_.
  - v. Submittal of Responses Deadline – \_\_\_\_\_ by 4:00 PM.
  - vi. Optional Discussions with Respondents – Week of \_\_\_\_\_
  - vii. Approval of Agreement – \_\_\_\_\_
15. PROPOSAL SELECTION PROCESS - Award will be based on best value not lowest responsible respondent. Proposals will be considered only in their entirety. The District reserves the right to reject any or all proposals without qualifications, to select

a **Contractor** based on proposals received without interview, and to negotiate specific requirements and costs using the selected proposal as a basis. District reserves the right to discuss and negotiate scope, costs, and schedule as needed. At any time prior to the District executing a Contract with the selected **Contractor**, if that **Contractor** cannot meet any of the RFP conditions, the District has the option of selecting another **Contractor**. The District reserves the right to enter into contracts with multiple **Contractors**.

16. PROPOSAL EVALUATION CRITERIA - Selection of the **Contractor** will be based on best ability to respond quickly with appropriate capabilities. Proposals will be evaluated based on best value as determined multiple factors including but not limited to: location, staffing, equipment, past experience, reputation, safety rating, and bond rating.
17. CONTRACT TERMS AND CONDITIONS - Issuance of this Project Information does not commit District to award a contract, or to pay any costs incurred in the preparation of a response to this request. District retains the right to reject any or all submittals. Selection is dependent upon the negotiation of a mutually acceptable contract with the successful **Contractor**. No modifications to the standard contract language will be granted.

Each submittal shall be valid for not less than one hundred and twenty (120) days from the date of receipt.

All insurance shall be provided at the sole cost and expense of the firm selected, unless the requirement is modified or waived by the District. District reserves the right to modify the insurance limits or to substitute project insurance during contract negotiations.

The Yucaipa Valley Water District looks forward to receiving a proposal from your company. If you have any questions regarding this information, please contact:

\_\_\_\_\_, Public Works Manager

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Appendices:

Appendix A: Sample Agreement

Appendix B: Unit Price Sheet and **Contractor** information

# APPENDIX A

## Insert Standard Agreement

- Exhibit A - Request for Proposals
- Exhibit B - Contractor's Proposal
- Exhibit C - Insurance and Bonding Requirements
- Exhibit D - Special Provisions



## **APPENDIX B**

Insert Rate Proposal Sheet and Contractor Information



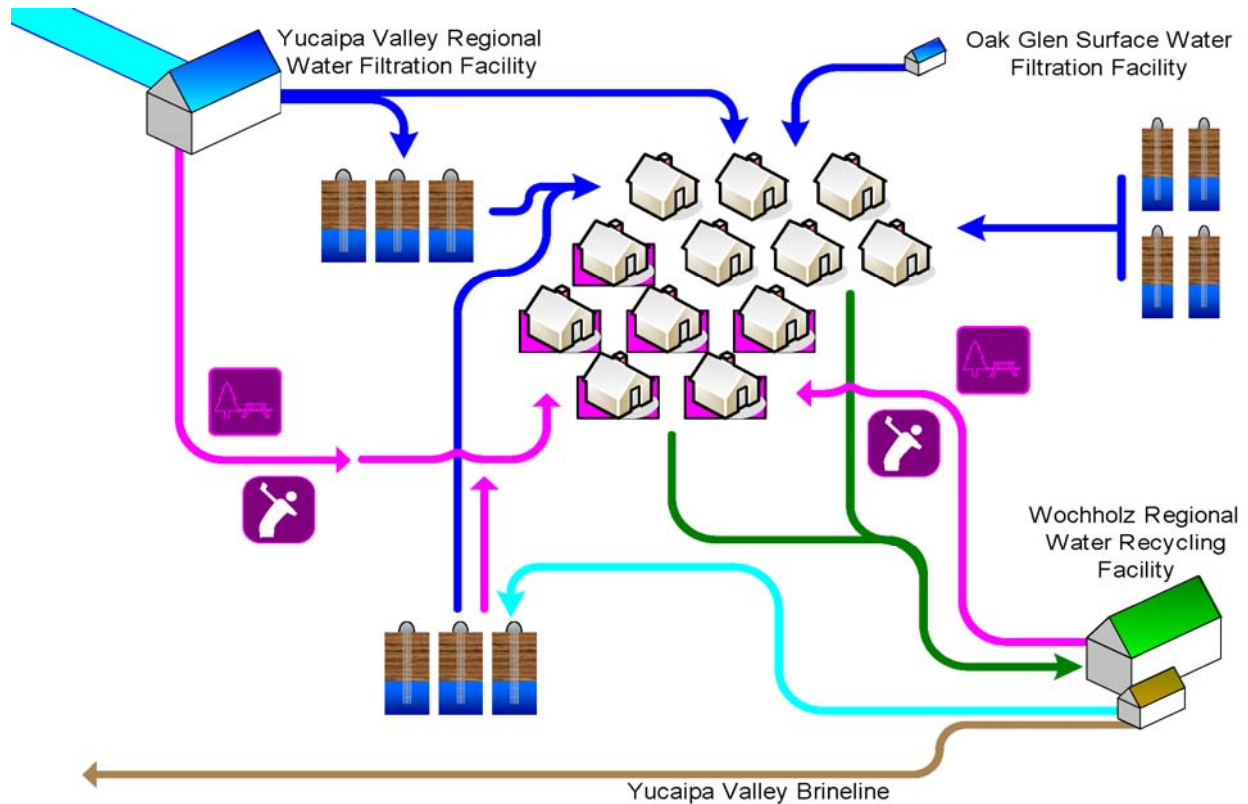
**Date** October 21, 2015

**Prepared By** Joseph Zoba, General Manager

**Sub ect** Adoption of Resolution No. 2015-19 Supporting the Investigation and Evaluation of a Regional Recycled Water Seasonal Storage Facility

**Recommendation** That the Board adopts Resolution No. 2015-19.

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

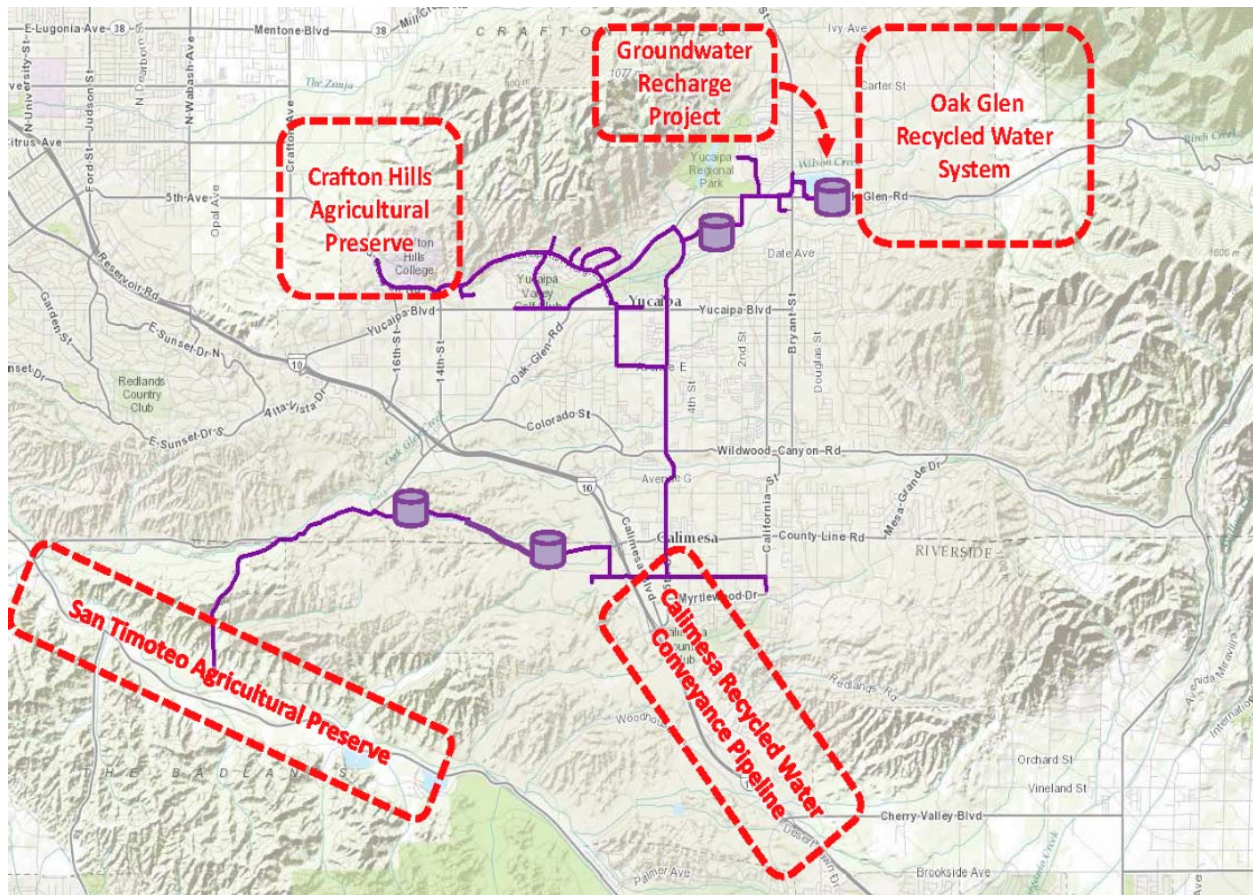
Sewer treatment plants are required to provide a level of treatment to protect beneficial uses downstream of discharge points. These requirements dictate that a sewer treatment plant located in Yucaipa, Calimesa or Beaumont discharge extremely high quality recycled water to protect downstream uses throughout 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.

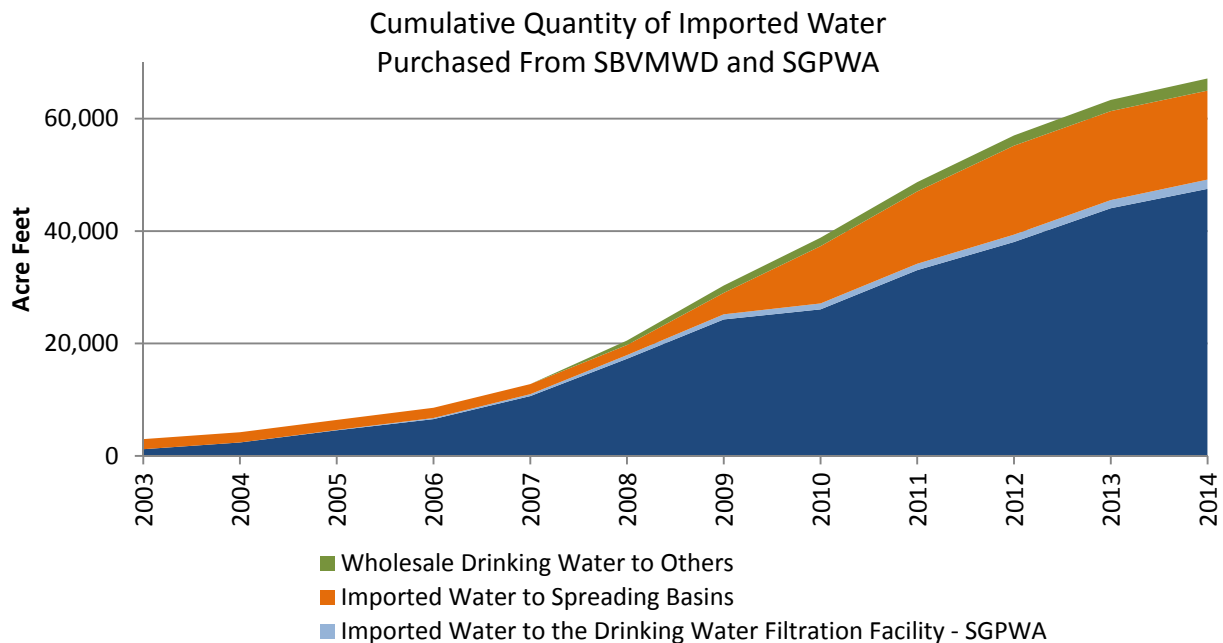
Groundwater Recharge with Recycled Water

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.



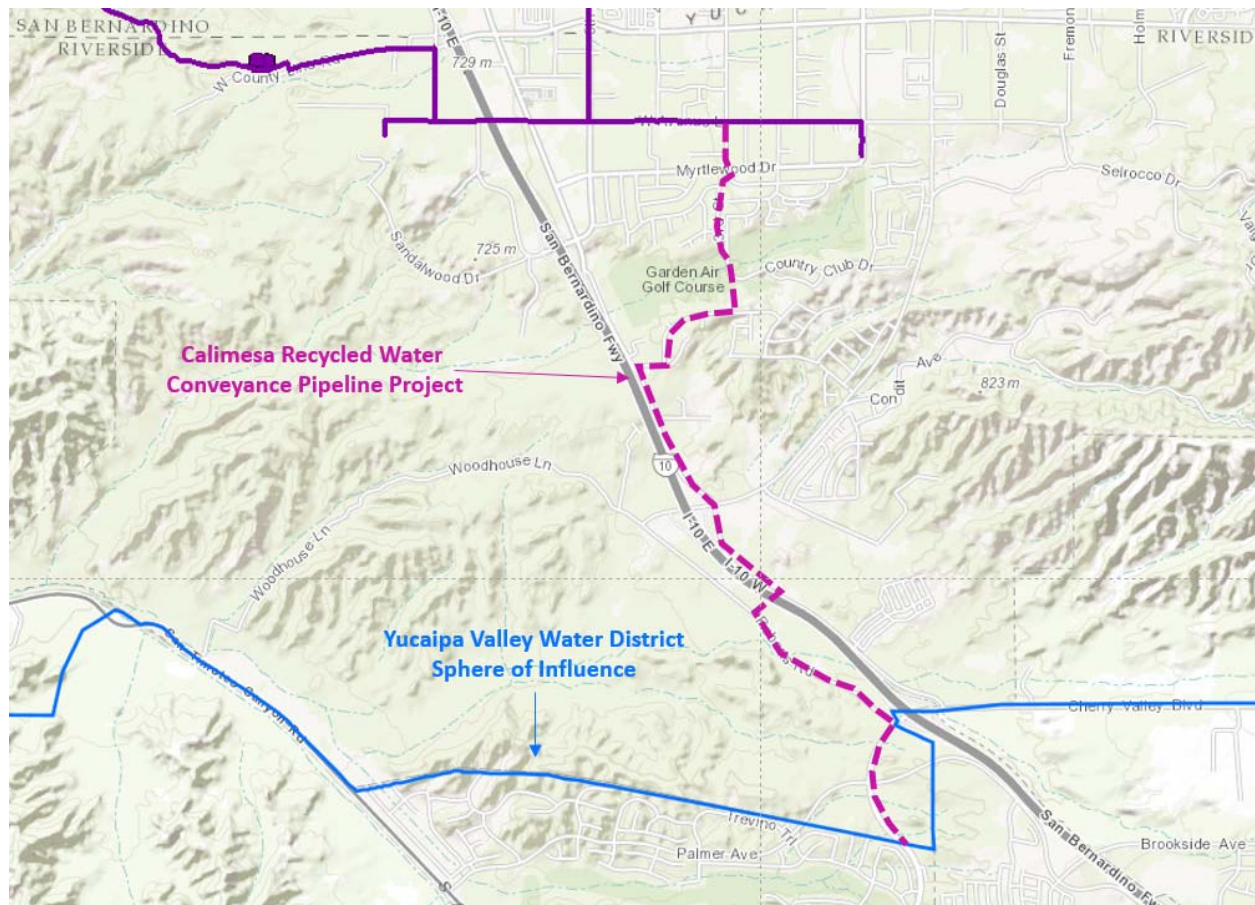
Overall, our groundwater management strategy involving the active recharge of water and the in-lieu recharge via direct delivery of imported water to the Yucaipa Valley Regional Water Filtration Facility has enabled the Yucaipa Valley Water District to store nearly 70,000 acre feet of water in the region.



### 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.

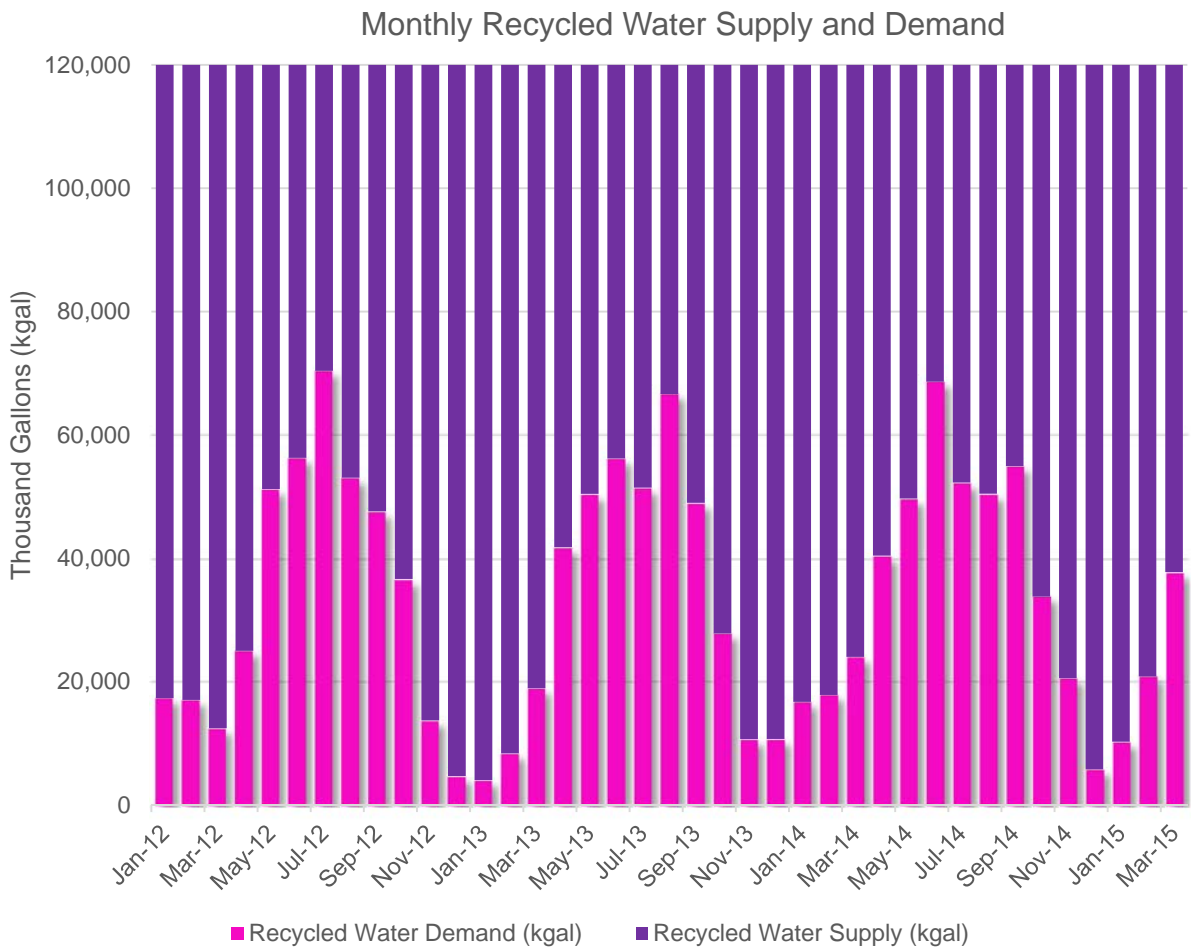


This proposed pipeline will enable the District to reduce the drinking water use to proposed projects in the City of Calimesa as well as provide an opportunity to exchange recycled water with the Beaumont Cherry Valley Water District. The use of this conveyance pipeline will provide an opportunity to 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.

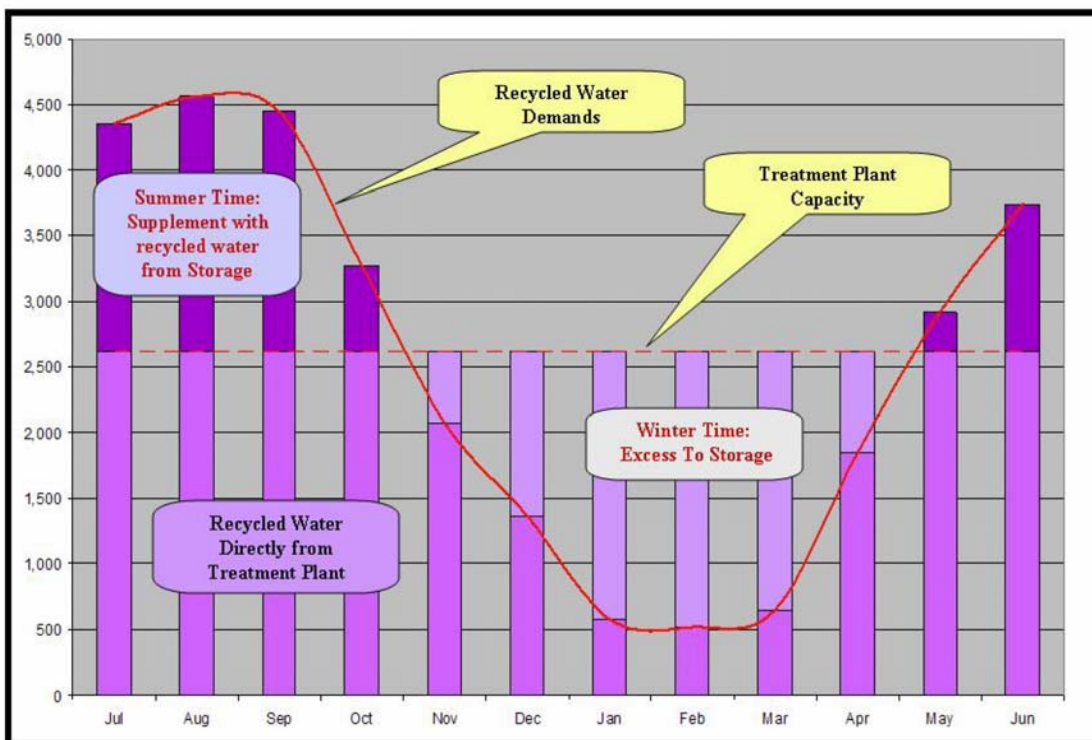
Recycled water is used within the District’s service area for:

- 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.



**RESOLUTION NO 2015-19****A RESOLUTION OF THE YUCAIPA VALLEY WATER DISTRICT  
SUPPORTING THE INVESTIGATION AND EVALUATION OF A REGIONAL  
RECYCLED WATER SEASONAL STORAGE PROJECT**

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

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

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

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

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

**WHEREAS**, over the past several years, the Yucaipa Valley Water District has taken bold steps to reduce drinking water use by implementing an extensive recycled water system that reduces the demand on drinking water supplies by 10% annually and up to 20% during peak summer months.

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

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors, that the Yucaipa Valley Water District is committed to support the investigation and evaluation of a Regional Recycled Water Seasonal Storage facility.

Furthermore, the Board of Directors directs District staff to develop concept designs, construction parameters, and potential locations for the proposed seasonal recycled water

storage project in a manner that meets the stringent water quality objectives of the Upper Santa Ana Watershed while enhancing the long-term drought preparedness for the region.

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

PASSED, APPROVED and ADOPTED this 21<sup>st</sup> day of October 2015.

YUCAIPA VALLEY WATER DISTRICT

---

Lonni Granlund, President Board of Directors

ATTEST:

---

Joseph B. Zoba, General Manager

# 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