



# Yucaipa Valley Water District

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

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

Tuesday, March 7, 2017 at 6:00 p.m.

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- 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 consent calendar matters are routine and will be acted upon in one motion. There will be no discussion of these items unless board members, administrative staff, or members of the public request specific items to be discussed and/or removed prior to the vote for approval.
  - A. Minutes of Meetings
    - 1. Regular Board Meeting - February 7, 2017
    - 2. Board Workshop - February 14, 2017
    - 3. Board Workshop - February 28, 2017
- V. **STAFF REPORT**
- VI. **DISCUSSION ITEMS**
  - A. Presentation of the Unaudited Financial Report for the Period Ending on January 31, 2017 [[Director Memorandum No. 17-020 - Page 38 of 105](#)]
    - RECOMMENDED ACTION: That the Board receives and files the unaudited financial report.
  - B. Consideration to Purchase Additional Imported Water from the San Bernardino Valley Municipal Water District for Calendar Year 2017 [[Director Memorandum No. 17-021 - Page 66 of 105](#)]
    - RECOMMENDED ACTION: That the Board authorizes the purchase of an additional 1,000 acre feet of imported water for use at the Yucaipa Valley Regional Water Filtration Facility plus 6,000 acre feet of imported water for recharge at the Wilson Creek Spreading Basins for a sum not to exceed \$836,200.

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Any person who requires accommodation to participate in this meeting should contact the District office at (909) 797-5117, at least 48 hours prior to the meeting to request a disability-related modification or accommodation.

Materials that are provided to the Board of Directors after the meeting packet is compiled and distributed will be made available for public review during normal business hours at the District office located at 12770 Second Street, Yucaipa. Meeting materials are also available on the District's website at [www.yvwd.dst.ca.us](http://www.yvwd.dst.ca.us)

- C. Consideration of Resolution No. 2017-08 Establishing the Use of Fire Hydrants for Temporary Construction, Agricultural, and Residential Water Use [[Director Memorandum No. 17-022 - Page 69 of 105](#)]  
RECOMMENDED ACTION: That the Board adopts Resolution No. 2017-08.
- D. Consideration of Adopting a Cellular Device Usage Program [[Director Memorandum No. 17-022 - Page 74 of 105](#)]  
RECOMMENDED ACTION: That the Board authorizes the General Manager to implement the Cellular Device Usage Program for District employees when data collection and communication programs are implemented.
- E. Discussion Regarding the *Water Rights, Water Supply, and Facility Capacity Fee Collection Agreement between the City of Calimesa, San Gorgonio Pass Water Agency and Yucaipa Valley Water District* [[Director Memorandum No. 17-022 - Page 76 of 105](#)]  
RECOMMENDED ACTION: Pending

**VII. BOARD REPORTS & DIRECTOR COMMENTS**

**VIII. ANNOUNCEMENTS**

- A. March 14, 2017 at 4:00 p.m. - Board Workshop
- B. March 21, 2017 at 6:00 p.m. - Regular Board Meeting
- C. March 28, 2017 at 4:00 p.m. - Board Workshop
- D. April 4, 2017 at 6:00 p.m. - Regular Board Meeting
- E. April 11, 2017 at 4:00 p.m. - Board Workshop
- F. April 18, 2017 at 6:00 p.m. - Regular Board Meeting
- G. April 25, 2017 at 4:00 p.m. - Board Workshop
- H. May 2, 2017 at 6:00 p.m. - Regular Board Meeting

**IX. CLOSED SESSION**

- A. Conference with Real Property Negotiator(s)  
Property: Assessor's Parcel Number(s): 0321-261-15 and 0321-261-17  
Agency Negotiator: Joseph Zoba, General Manager  
Negotiating Parties: Dawn Campbell  
Under Negotiation: Terms of Payment and Price
- B. Conference with Real Property Negotiator(s)  
Property: Assessor's Parcel Numbers: 301-201-20, 27 and 28  
Agency Negotiator: Joseph Zoba, General Manager  
Negotiating Parties: Abraham and Nabil Issa  
Under Negotiation: Terms of Payment and Price
- C. Conference with Legal Counsel  
Anticipated Litigation--One Potential Case Against the District (Government Code, Section 54956.9(d))
- D. Conference with Labor Negotiator (Government Code 54957.6)  
Unrepresented Employee: Joseph Zoba, General Manager

**X. ADJOURNMENT**

# Consent Calendar



Yucaipa Valley Water District

The board meeting minutes from February 7, 2017, will be distributed prior to the board meeting for review and approval.

# MINUTES OF A BOARD WORKSHOP

February 14, 2017 at 4:00 P.M.

Directors Present:

Jay Bogh, President  
Bruce Granlund, Vice President  
Lonni Granlund, Director  
Chris Mann, Director  
Tom Shalhoub, Director

Staff Present:

Joseph Zoba, General Manager  
John Hull, Public Works Manager  
Mike Kostelecky, Operations Manager  
Matthew Porras, Management Analyst  
Kathryn Hallberg, Management Analyst

Directors Absent:

None.

Consulting Staff Present:

David Wysocki, Legal Counsel

Guests and Others Present:

Jeff Hewitt, City of Calimesa  
Bill Davis, City of Calimesa  
Mike Thornton, City of Calimesa  
Linda Shelton, Customer  
Kathy Raybould, Customer  
Cheryl Thompson, Argent Management LLC  
Mike Turner, Argent Management LLC  
John Ohanian, Terra Verde Group LLC

- I. Call to Order - 4:00 p.m.
- II. Public Comments - No comments were provided by individuals in the audience:
- III. Staff Report - General Manager Joseph Zoba discussed the following topics:
  - A recent article regarding the State of Arizona considering Direct Potable Reuse (DPR) for a solution to water supply challenges.
  - A recent article discussing the new position of the San Diego County Water Authority relating to the State of California's proposed underground water tunnel project.
  - The District's current State Water Project allocation is at 60 percent.
- IV. Presentations
  - A. Overview of the California Drought and Yucaipa Valley Water District's Action Plan Related to the State Water Resources Control Board Water Conservation Restrictions [Workshop Memorandum No. 17-016] General Manager Joseph Zoba provided an overview of the California Drought and Yucaipa Valley Water District's Action Plan related to the State Water Resources Control Board Water conservation restrictions.
  - B. Overview of the Draft Water Rights, Water Supply, and Facility Capacity Fee Collection Agreement between the City of Calimesa, San Gorgonio Pass Water Agency and Yucaipa Valley Water District [Workshop Memorandum No. 17-017] General Manager Joseph Zoba provided an overview of the Draft Water Rights, Water Supply, and Facility Capacity Fee Collection Agreement between the City of Calimesa, San Gorgonio Pass Water Agency and Yucaipa Valley Water District. Contributions to the discussion with the Directors and District staff were

made by Jeff Hewitt, Bill Davis, Mike Thornton, Cheryl Thompson, Mike Turner and John Ohanian.

V. Operational Updates

- A. Overview of New Data Collection Programs and Water System Outage Information [Workshop Memorandum No. 17-018] Management Analyst Matthew Porras provided an overview of the new data collection programs used by District staff. Management Analyst Kathryn Hallberg provided an overview of the new process of sharing water system outage information.

VI. Administrative Items

- A. Overview of the Unaudited Financial Report for the Period Ending on January 31, 2017 [Workshop Memorandum No. 17-019] General Manager Joseph Zoba provided an overview of the unaudited financial report for the period ending on January 31, 2017.

VII. Director Comments

- A. None.

VIII. Closed Session

- A. Conference with Real Property Negotiator(s)  
Property: Assessor's Parcel Number(s): 0321-261-15 and 0321-261-17  
Agency Negotiator: Joseph Zoba, General Manager  
Negotiating Parties: Dawn Campbell  
Under Negotiation: Terms of Payment and Price
- B. Conference with Real Property Negotiator(s)  
Property: Assessor's Parcel Numbers: 301-201-20, 27 and 28  
Agency Negotiator: Joseph Zoba, General Manager  
Negotiating Parties: Abraham and Nabil Issa  
Under Negotiation: Terms of Payment and Price
- C. Conference with Legal Counsel  
Anticipated Litigation--One Potential Case Against the District (Government Code, Section 54956.9(d))

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.

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

Respectfully submitted,

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Joseph B. Zoba, Secretary

# MINUTES OF A BOARD WORKSHOP

February 28, 2017 at 4:00 P.M.

Directors Present:

Jay Bogh, President  
Bruce Granlund, Vice President  
Lonni Granlund, Director  
Chris Mann, Director  
Tom Shalhoub, Director

Staff Present:

Joseph Zoba, General Manager  
Vicky Elisalda, Controller  
Ashley Gibson, Water Resource Project Supervisor  
Mike Kostelecky, Operations Manager  
Matthew Porras, Management Analyst  
Kathryn Hallberg, Management Analyst  
Sean Trost, Utility Service Worker  
Kyle Westerlin, Utility Service Worker  
Brain Bandy, Integrated Operator  
Christopher Crosby, Integrated Operator  
Dale Fundak, Integrated Operator  
Mathew Hendrickson, Integrated Operator  
Sean Ferris, Integrated Operator

Directors Absent:

None.

Consulting Staff Present:

David Wysocki, Legal Counsel

Guests and Others Present:

Bonnie Johnson, City of Calimesa  
Jeff Hewitt, City of Calimesa  
Steve Copland, San Bernardino Valley Municipal Water District  
Linda Shelton, Customer  
Kathy Raybould, Customer  
Al Ineichen, Customer  
David Bucannon, Customer  
Mike Turner, Argent Management LLC  
Cheryl Thompson, Argent Management LLC

- I. Call to Order - 4:00 p.m.
- II. Public Comments - No comments were provided by individuals in the audience:
- III. Consent Calendar - Payment of Bills
  1. Approve/Ratify Invoices for Board Awarded Contracts
  2. Ratify General Expenses for January 2017

Director Lonni Granlund moved and Director Bruce Granlund seconded a motion to approve the consent calendar. The motion was approved by the following vote:

Director Jay Bogh - Absent at the time the vote was taken  
Director Bruce Granlund - Yes  
Director Lonni Granlund - Yes  
Director Chris Mann - Yes  
Director Tom Shalhoub - Yes

- IV. Staff Report - General Manager Joseph Zoba discussed the following topics:
- The District's current State Water Project allocation is at 60 percent.
- V. Presentations
- A. Overview of the California Drought and Yucaipa Valley Water District's Action Plan Related to the State Water Resources Control Board Water Conservation Restrictions [Workshop Memorandum No. 17-020] - General Manager Joseph Zoba provided an overview of the California Drought and Yucaipa Valley Water District's Action Plan related to the State Water Resources Control Board Water conservation restrictions.
- B. Overview of the Draft Water Rights, Water Supply, and Facility Capacity Fee Collection Agreement between the City of Calimesa, San Geronio Pass Water Agency and Yucaipa Valley Water District [Workshop Memorandum No. 17-021] - General Manager Joseph Zoba provided an overview of the draft water rights, water supply, and facility capacity fee collection agreement between the City of Calimesa, San Geronio Pass Water Agency and Yucaipa Valley Water District. Additional comments were contributed by the board members, Bonnie Johnson, Mike Turner, and District staff.
- VI. Operational Updates
- A. Consideration to Purchase Additional Imported Water Supplies from the San Bernardino Valley Municipal Water District for Calendar Year 2017 [Workshop Memorandum No. 17-022] - General Manager Joseph Zoba discussed the consideration to purchase additional imported water supplies from the San Bernardino Valley Municipal Water District for calendar year 2017.
- VII. Policy Issues
- A. Overview of Resolution No. 2017-xx Regarding the Use of Construction, Agricultural, and Residential Hydrant Water Meters [Workshop Memorandum No. 17-023] - Management Analyst Kathryn Hallberg provided an overview of a resolution regarding the use of construction, agricultural, and residential hydrant water meters.
- VIII. Administrative Items
- A. Implementation of a Cellular Device Usage Program [Workshop Memorandum No. 17-024] - Management Analyst Matthew Porras discussed the implementation of a cellular device usage program.
- B. Proposed Modification to District Payroll Cycle to be from Sunday through Saturday [Workshop Memorandum No. 17-025] - General Manager Joseph Zoba proposed a modification to District payroll cycle. Additional discussion was contributed to this item from the board members, Dale Fundak, Christopher Crosby and District staff.
- IX. Director Comments
- A. Director Tom Shalhoub commented on the well attended the meeting.
- X. Adjournment - The meeting was adjourned at 4:48 p.m.



Respectfully submitted,

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Joseph B. Zoba, Secretary

# Staff Report



Yucaipa Valley Water District

DAVID L. WYSOCKI  
ATTORNEY AT LAW  
543 E. Mariposa Drive  
Redlands, California 92373-7351  
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March 2, 2017

Texts and Emails on Private Devices and Accounts from or to Public Officials or Employees  
Conducting the Public's Business are Public Records

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The California Supreme Court announced today that it would not permit public officials to conduct the public's business on private devices and place those communications beyond the Public Record Act's (PRA) reach. The Court referred to a constitutional mandate to broadly interpret the PRA in favor of public access. However, the Court acknowledged that the PRA was dated, and that this case "concerns how laws, originally designed to cover paper documents, apply to evolving methods of electronic communication. It requires recognition that, in today's environment, not all employment-related activity occurs during a conventional workday, or in an employer-maintained workplace." The Court said that writings concerning the conduct of the public's business are not beyond the reach of the PRA merely because they were sent or received using a private device and account.

The Court applied PRA's four-part test to determine whether private device communications could qualify as "public records" subject to the PRA: "Is it (1) a writing, (2) with content relating to the conduct of the public's business, which is (3) prepared by, or (4) owned, used, or retained by any state or local agency?" The key is whether the communication relates to the conduct of the public's business. Here, the Court recognized that whether a writing is sufficiently related to public business will not always be clear. In providing practical examples, the Court suggested that context matters. The Court explained that an email from a public employee to a spouse complaining "my coworker is an idiot" is likely not a public record. However, an employee's email to a manager about a co-worker's mismanagement of an agency project might be a public record. The Court suggested looking to the following factors: content, context, purpose, audience, and whether the employee was acting within the scope of employment.

The Court had no problem finding that electronic communications prepared by public agency officials and employees are "prepared" by the agency, since such officials and employees act on the agency's behalf. And, the Court held that a public agency is considered to own, use or retain such communications because it has constructive possession of such communications through its control over its own employees. "A writing retained by a public employee conducting agency business has been 'retained by' the agency...even if the writing is retained in the employee's personal account."

The Court went on to address the serious policy considerations, which are likely of vital interest to public agency officials and employees. A primary concern is protecting a public official's and an employee's privacy.

The Court noted that any personal information contained within communications otherwise covered by the Act could be redacted ("blacked out"). The court further noted that privacy concerns could and should be addressed on a case-by-case basis, starting with the statutory exemptions from disclosure contained in the PRA at Government Code, Section 6254.

The Court also addressed how a public agency should search for agency-related communications on private devices while protecting a public official's and an employee's privacy. The Court stated that public agencies should make a "reasonable effort" to locate records. But a public agency is not required to launch "extraordinarily extensive or intrusive searches." The Court suggested that public agencies should adopt internal policies for conducting such searches. When the request is for records in an official's or employee's private device and account, "an agency's first step should be to communicate the request to the employees in question." The Court concluded that the public agency could then reasonably rely on an official or employee to search their own personal devices and accounts for responsive material.

The Court acknowledged with approval another state's process in which public employees who withhold personal records from their employer "must submit an affidavit with facts sufficient to show that the withheld information is not a 'public record' under that state's public records law. The Court also suggested that public agencies could require employees and officials to only use government accounts for public business communications. Moreover, agencies could require their employees to copy or forward messages relating to public business to their agency accounts.

**IN THE SUPREME COURT OF CALIFORNIA**

CITY OF SAN JOSE et al.,	)	
	)	
Petitioners,	)	
	)	S218066
v.	)	
	)	Ct.App. 6 H039498
THE SUPERIOR COURT OF SANTA,	)	Santa Clara County
CLARA COUNTY,	)	Super. Ct. No. 109CV150427
Respondent;	)	
	)	
TED SMITH,	)	
	)	
Real Party in Interest.	)	
	)	
_____	)	

Here, we hold that when a city employee uses a personal account to communicate about the conduct of public business, the writings may be subject to disclosure under the California Public Records Act (CPRA or Act).<sup>1</sup> We overturn the contrary judgment of the Court of Appeal.

**I. BACKGROUND**

In June 2009, petitioner Ted Smith requested disclosure of 32 categories of public records from the City of San Jose, its redevelopment agency and the agency’s executive director, along with certain other elected officials and their

<sup>1</sup> Government Code section 6250 et seq. All statutory references are to the Government Code unless otherwise specified.

staffs.<sup>2</sup> The targeted documents concerned redevelopment efforts in downtown San Jose and included emails and text messages “sent or received on private electronic devices used by” the mayor, two city council members, and their staffs. The City disclosed communications made using City telephone numbers and email accounts but did not disclose communications made using the individuals’ personal accounts.

Smith sued for declaratory relief, arguing CPRA’s definition of “public records” encompasses all communications about official business, regardless of how they are created, communicated, or stored. The City responded that messages communicated through personal accounts are not public records because they are not within the public entity’s custody or control. The trial court granted summary judgment for Smith and ordered disclosure, but the Court of Appeal issued a writ of mandate. At present, no documents from employees’ personal accounts have been collected or disclosed.

## II. DISCUSSION

This case concerns how laws, originally designed to cover paper documents, apply to evolving methods of electronic communication. It requires recognition that, in today’s environment, not all employment-related activity occurs during a conventional workday, or in an employer-maintained workplace.

Enacted in 1968, CPRA declares that “access to information concerning the conduct of the people’s business is a fundamental and necessary right of every person in this state.” (§ 6250.) In 2004, voters made this principle part of our Constitution. A provision added by Proposition 59 states: “The people have the right of access to information concerning the conduct of the people’s business, and, therefore, . . . the writings of public officials and agencies shall be open to public scrutiny.” (Cal. Const., art. I, § 3, subd. (b)(1).) Public access laws serve a

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<sup>2</sup> These parties, sued as defendants below and the petitioners here, are collectively referred to as the “City.”

crucial function. “Openness in government is essential to the functioning of a democracy. ‘Implicit in the democratic process is the notion that government should be accountable for its actions. In order to verify accountability, individuals must have access to government files. Such access permits checks against the arbitrary exercise of official power and secrecy in the political process.’ ”  
*(International Federation of Professional and Technical Engineers, Local 21, AFL-CIO v. Superior Court (2007) 42 Cal.4th 319, 328-329 (International Federation).)*

However, public access to information must sometimes yield to personal privacy interests. When enacting CPRA, the Legislature was mindful of the right to privacy (§ 6250), and set out multiple exemptions designed to protect that right. *(Commission on Peace Officer Standards & Training v. Superior Court (2007) 42 Cal.4th 278, 288 (Commission on Peace Officer Standards); see § 6254.)* Similarly, while the Constitution provides for public access, it does not supersede or modify existing privacy rights. (Cal. Const., art. I, § 3, subd. (b)(3).)

CPRA and the Constitution strike a careful balance between public access and personal privacy. This case concerns how that balance is served when documents concerning official business are created or stored outside the workplace. The issue is a narrow one: Are writings concerning the conduct of public business beyond CPRA’s reach merely because they were sent or received using a nongovernmental account? Considering the statute’s language and the important policy interests it serves, the answer is no. Employees’ communications about official agency business may be subject to CPRA regardless of the type of account used in their preparation or transmission.

A. *Statutory Language, Broadly Construed, Supports Public Access*

CPRA establishes a basic rule requiring disclosure of public records upon request. (§ 6253.)<sup>3</sup> In general, it creates “a presumptive right of access to any record *created or maintained* by a public agency that relates in any way to the business of the public agency.” (*Sander v. State Bar of California* (2013) 58 Cal.4th 300, 323, italics added.) Every such record “must be disclosed unless a statutory exception is shown.” (*Ibid.*) Section 6254 sets out a variety of exemptions, “many of which are designed to protect individual privacy.” (*International Federation, supra*, 42 Cal.4th at p. 329.) The Act also includes a catchall provision exempting disclosure if “the public interest served by not disclosing the record clearly outweighs the public interest served by disclosure.” (§ 6255, subd. (a).)

“When we interpret a statute, ‘[o]ur fundamental task . . . is to determine the Legislature’s intent so as to effectuate the law’s purpose. We first examine the statutory language, giving it a plain and commonsense meaning. We do not examine that language in isolation, but in the context of the statutory framework as a whole in order to determine its scope and purpose and to harmonize the various parts of the enactment. If the language is clear, courts must generally follow its plain meaning unless a literal interpretation would result in absurd consequences the Legislature did not intend. If the statutory language permits more than one reasonable interpretation, courts may consider other aids, such as the statute’s purpose, legislative history, and public policy.’ [Citation.] ‘Furthermore, we consider portions of a statute in the context of the entire statute and the statutory scheme of which it is a part, giving significance to every word, phrase, sentence, and part of an act in pursuance of the legislative purpose.’ ” (*Sierra Club v. Superior Court* (2013) 57 Cal.4th 157, 165-166.)

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<sup>3</sup> CPRA was modeled on the federal Freedom of Information Act (FOIA) (5 U.S.C. § 552). (*San Gabriel Tribune v. Superior Court* (1983) 143 Cal.App.3d 762, 772.)



In CPRA cases, this standard approach to statutory interpretation is augmented by a constitutional imperative. (See *Sierra Club v. Superior Court*, *supra*, 57 Cal.4th at p. 166.) Proposition 59 amended the Constitution to provide: “A statute, court rule, or other authority, including those in effect on the effective date of this subdivision, shall be *broadly* construed if it furthers the people’s right of access, and *narrowly* construed if it limits the right of access.” (Cal. Const., art. I, § 3, subd. (b)(2), italics added.) “ ‘Given the strong public policy of the people’s right to information concerning the people’s business (Gov. Code, § 6250), and the constitutional mandate to construe statutes limiting the right of access narrowly (Cal. Const., art. I, § 3, subd. (b)(2)), “all public records are subject to disclosure unless the Legislature has *expressly* provided to the contrary.” ’ ’ ” (*Sierra Club*, at p. 166.)

We begin with the term “public record,” which CPRA defines to include “any writing containing information relating to the conduct of the public’s business prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics.” (§ 6252, subd. (e); hereafter “public records” definition.) Under this definition, a public record has four aspects. It is (1) a writing, (2) with content relating to the conduct of the public’s business, which is (3) prepared by, *or* (4) owned, used, or retained by any state or local agency.

1. *Writing*

CPRA defines a “writing” as “any handwriting, typewriting, printing, photostating, photographing, photocopying, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combinations thereof, and any record thereby created, regardless of the manner in which the record has been stored.” (§ 6252, subd. (g).) It is undisputed that the items at issue here constitute writings.

In 1968, creating a “writing” could be a fairly involved process. Typically, a person would use an implement to type, or record words longhand, or would

dictate to someone else who would write or type a document. Writings were generally made on paper or some other tangible medium. These writings were physically identifiable and could be retrieved by examining the physical repositories where they were stored. Writings exchanged with people outside the agency were generally sent, on paper, through the mail or by courier. In part because of the time required for their preparation, such writings were fairly formal and focused on the business at hand.

Today, these tangible, if laborious, writing methods have been enhanced by electronic communication. Email, text messaging, and other electronic platforms, permit writings to be prepared, exchanged, and stored more quickly and easily. However, the ease and immediacy of electronic communication has encouraged a commonplace tendency to share fleeting thoughts and random bits of information, with varying degrees of import, often to broad audiences. As a result, the line between an official communication and an electronic aside is now sometimes blurred. The second aspect of CPRA's "public records" definition establishes a framework to distinguish between work-related and purely private communications.

## 2. *Relating to the Conduct of the Public's Business*

The overall structure of CPRA, with its many exemptions, makes clear that not everything written by a public employee is subject to review and disclosure. To qualify as a public record, a writing must "contain[] information relating to the conduct of the public's business." (§ 6252, subd. (e).) Generally, any "record . . . kept by an officer because it is necessary or convenient to the discharge of his official duty . . . is a public record." (*Braun v. City of Taft* (1984) 154 Cal.App.3d 332, 340; see *People v. Purcell* (1937) 22 Cal.App.2d 126, 130.)

Whether a writing is sufficiently related to public business will not always be clear. For example, depending on the context, an email to a spouse complaining "my coworker is an idiot" would likely not be a public record. Conversely, an email to a superior reporting the coworker's mismanagement of an

agency project might well be. Resolution of the question, particularly when writings are kept in personal accounts, will often involve an examination of several factors, including the content itself; the context in, or purpose for which, it was written; the audience to whom it was directed; and whether the writing was prepared by an employee acting or purporting to act within the scope of his or her employment. Here, the City claimed all communications in personal accounts are beyond the reach of CPRA. As a result, the content of specific records is not before us. Any disputes over this aspect of the “public records” definition await resolution in future proceedings.

We clarify, however, that to qualify as a public record under CPRA, at a minimum, a writing must relate in some substantive way to the conduct of the public’s business. This standard, though broad, is not so elastic as to include every piece of information the public may find interesting. Communications that are primarily personal, containing no more than incidental mentions of agency business, generally will not constitute public records. For example, the public might be titillated to learn that not all agency workers enjoy the company of their colleagues, or hold them in high regard. However, an employee’s electronic musings about a colleague’s personal shortcomings will often fall far short of being a “writing containing information relating to the conduct of the public’s business.” (§ 6252, subd. (e).)<sup>4</sup>

*Coronado Police Officers Assn. v. Carroll* (2003) 106 Cal.App.4th 1001 demonstrates the intricacy of determining whether a writing is related to public

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<sup>4</sup> We recognize that this test departs from the notion that “[o]nly purely personal” communications “totally void of reference to governmental activities” are excluded from CPRA’s definition of public records. (Assem. Statewide Information Policy Com., Final Rep. (Mar. 1970) 1 Assem. J. (1970 Reg. Sess.) appen. p. 9; see *San Gabriel Tribune v. Superior Court*, *supra*, 143 Cal.App.3d at p. 774.) While this conception may yield correct results in some circumstances, it may sweep too broadly in others, particularly when applied to electronic communications sent through personal accounts.

business. There, police officers sought access to a database of impeachment material compiled by public defenders. The attorneys contributed to the database and used its contents in their work. (*Id.* at p. 1005.) However, their representation of individual clients, though paid for by a public entity, was considered under case law to be essentially a private function. (*Id.* at pp. 1007-1009; see *Polk County v. Dodson* (1981) 454 U.S. 312, 321-322.) Accordingly, the *Coronado* court concluded the database did not relate to public business and thus was not a public record. (*Id.* at pp. 1007-1009.) The court was careful to note that not all documents related to the database were private, however. Documents reflecting policy decisions about whether and how to maintain the database might well relate to public business, rather than the representation of individual clients. (*Id.* at p. 1009.) Content of that kind would constitute public records. (*Ibid.*)

### 3. *Prepared by Any State or Local Agency*

The City focuses its challenge on the final portion of the “public records” definition, which requires that writings be “prepared, owned, used, or retained by any state or local agency.” (§ 6252, section (e).) The City argues this language does not encompass communications agency employees make through their personal accounts. However, the broad construction mandated by the Constitution supports disclosure.

A writing is commonly understood to have been prepared by the person who wrote it. If an agency employee prepares a writing that substantively relates to the conduct of public business, that writing would appear to satisfy the Act’s definition of a public record. The City urges a contrary conclusion when the writing is transmitted through a personal account. In focusing its attention on the “owned, used, or retained by” aspect of the “public records” definition, however, it ignores the “prepared by” aspect. (§ 6252, subd. (e).) This approach fails to give “ ‘significance to every word, phrase, sentence, and part’ ” of the Act. (*Sierra Club v. Superior Court, supra*, 57 Cal.4th at p. 166.)

The City draws its conclusion by comparing the Act’s definitions of “local” and “state” agency. Under CPRA, “ ‘*Local agency*’ includes a county; city, whether general law or chartered; city and county; school district; municipal corporation; district; political subdivision; or any board, commission or agency thereof; other local public agency; or entities that are legislative bodies of a local agency pursuant to subdivisions (c) and (d) of Section 54952.” (§ 6252, subd. (a), italics added.) The City points out that this definition does not specifically include individual government officials or staff members, whereas individuals *are* specifically mentioned in CPRA’s definition of “*state agency*.” According to that definition, “ ‘State agency’ means every state office, *officer*, department, division, bureau, board, and commission or other state body or agency, except those agencies provided for in Article IV (except Section 20 thereof) or Article VI of the California Constitution.”<sup>5</sup> (§ 6252, subd. (f)(1), italics added.) The City contends this difference shows the Legislature intended to exclude individuals from the local agency definition. If a local agency does not encompass individual officers and employees, it argues, only writings accessible to the agency as a whole are public records. This interpretation is flawed for a number of reasons.

The City’s narrow reading of CPRA’s local agency definition is inconsistent with the constitutional directive of broad interpretation. (Cal. Const., art. I, § 3, subd. (b)(2); see *Sierra Club v. Superior Court*, *supra*, 57 Cal.4th at p. 175.) Broadly construed, the term “local agency” logically includes not just the discrete governmental entities listed in section 6252, subdivision (a) but also the individual officials and staff members who conduct the agencies’ affairs. It is well established that a governmental entity, like a corporation, can act only through its

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<sup>5</sup> Article IV establishes the Legislature, and article VI establishes the state’s judiciary. (Cal. Const., arts. IV, VI.) These branches of government are thus generally exempt from CPRA. (See *Sander v. State Bar of California*, *supra*, 58 Cal.4th at p. 318; *Copley Press, Inc. v. Superior Court* (1992) 6 Cal.App.4th 106, 111.)

individual officers and employees. (*Suezaki v. Superior Court* (1962) 58 Cal.2d 166, 174; *Alvarez v. Felker Mfg. Co.* (1964) 230 Cal.App.2d 987, 998; see *United States v. Dotterweich* (1943) 320 U.S. 277, 281; *Reno v. Baird* (1998) 18 Cal.4th 640, 656.) A disembodied governmental agency cannot prepare, own, use, or retain any record. Only the human beings who serve in agencies can do these things. When employees are conducting agency business, they are working for the agency and on its behalf. (See, e.g., *Cal. Assn. of Health Facilities v. Dept. of Health Services* (1997) 16 Cal.4th 284, 296-297; cf. *Competitive Enterprise Institute v. Office of Science & Technology Policy* (D.C. Cir. 2016) 827 F.3d 145, 149 [reaching the same conclusion for federal FOIA requests].) We presume the Legislature was aware of these settled principles. (See *People v. Superior Court (Zamudio)* (2000) 23 Cal.4th 183, 199.) A writing prepared by a public employee conducting agency business has been “prepared by” the agency within the meaning of section 6252, subdivision (e), even if the writing is prepared using the employee’s personal account.

The City also fails to explain how its proposed requirement that a public record be “accessible to the agency as a whole” could be practically interpreted. Even when documents were stored in filing cabinets or ledgers, many writings would not have been considered accessible to all agency employees, regardless of their level of responsibility or involvement in a particular project.

Moreover, although employees are not specifically mentioned in the local agency definition, nothing in the statutory language indicates the Legislature meant to *exclude* these individuals from CPRA obligations. The City argues the omission of the word “officer” from the local agency definition reflects a legislative intent that CPRA apply to individuals who work in *state* agencies but *not* employees in local government. The City offers no reason why the Legislature would draw such an arbitrary distinction. If it intended to impose different disclosure obligations on state and local agencies, one would expect to find this difference highlighted throughout the statutory scheme, particularly when the

obligations relate to a “fundamental and necessary right of every person in this state.” (§ 6250.) Yet there is no mention of such an intent anywhere in the Act. Indeed, under the City’s logic, CPRA obligations would potentially extend only to state *officers*, not necessarily state *employees*. The distinction between tenured public officers and those who hold public employment has long been recognized. (See *In re M.M.* (2012) 54 Cal.4th 530, 542-544.) Considering CPRA’s goal of promoting public access, it would have been odd for the Legislature to establish different rules for different levels of state employment. Contrary to the City’s view, it seems more plausible that the reference to “every state . . . officer” in the state agency definition (§ 6252, subd. (f)) was meant to extend CPRA obligations to elected state officers, such as the Governor, Treasurer, or Secretary of State, who are not part of a collective governmental body nor generally considered *employees* of a state agency.<sup>6</sup>

The City’s position is further undermined by another CPRA provision, which indicates that public records can be held by individual officials and need not belong to an agency as a whole. When it is alleged that public records have been improperly withheld, section 6259, subdivision (a) directs that “the court shall order the officer or person charged with withholding the records” to disclose the records or show cause why they should not be produced. If the court concludes “the public official’s decision to refuse disclosure is not justified,” it can order “the public official to make the record public.” (§ 6259, subd. (b).) If the court

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<sup>6</sup> In one respect the local agency definition is worded more broadly than the state agency definition. Section 6252, subdivision (a) states that the term local agency “includes” a county, city, or one of several other listed entities. In statutory drafting, the term “includes” is ordinarily one “of enlargement rather than limitation.” (*Ornelas v. Randolph* (1993) 4 Cal.4th 1095, 1101.) “The ‘statutory definition of a thing as “including” certain things does not necessarily place thereon a meaning limited to the inclusions.’ ” (*Flanagan v. Flanagan* (2002) 27 Cal.4th 766, 774.) By contrast, the definition of “state agency” is couched in more restrictive language: “ ‘State agency’ *means* every state office, officer . . .,” and other listed entities. (§ 6252, subd. (f), italics added.)

finds “that the public official was justified in refusing” disclosure, it must “return the item to the public official without disclosing its content.” (*Ibid.*) The Legislature’s repeated use of the singular word “official” in section 6259 indicates an awareness that an individual may possess materials that qualify as public records. Moreover, the broad term “public official” encompasses officials in state *and* local agencies, signifying that CPRA disclosure obligations apply to individuals working in both levels of government.

4. *Owned, Used, or Retained by Any State or Local Agency*

CPRA encompasses writings prepared *by* an agency but also writings it owns, uses, or retains, regardless of authorship. Obviously, an agency engaged in the conduct of public business will use and retain a variety of writings related to that business, including those prepared by people outside the agency. These final two factors of the “public records” definition, use and retention, thus reflect the variety of ways an agency can possess writings used to conduct public business.

As to retention, the City argues “public records” include only materials in an agency’s possession or directly accessible to the agency. Citing statutory arguments and cases limiting the duty to obtain and disclose documents possessed by others, the City contends writings held in an employee’s personal account are beyond an agency’s reach and fall outside CPRA. The argument fails.

Appellate courts have generally concluded records related to public business are subject to disclosure if they are in an agency’s actual *or constructive* possession. (See, e.g., *Board of Pilot Comrs. for the Bays of San Francisco, San Pablo and Suisun v. Superior Court* (2013) 218 Cal.App.4th 577, 598; *Consolidated Irrigation Dist. v. Superior Court* (2012) 205 Cal.App.4th 697, 710 (*Consolidated Irrigation*)). “[A]n agency has constructive possession of records if it has the right to control the records, either directly or through another person.” (*Consolidated Irrigation*, at p. 710.) For example, in *Consolidated Irrigation*, a city did not have constructive possession of documents in files maintained by subconsultants who prepared portions of an environmental impact report because



the city had no contractual right to control the subconsultants or their files. (*Id.* at pp. 703, 710-711.) By contrast, a city had a CPRA duty to disclose a consultant’s field survey records because the city had a contractual ownership interest and right to possess this material. (See *Community Youth Athletic Center v. City of National City* (2013) 220 Cal.App.4th 1385, 1426, 1428-1429 (*Community Youth*.)

An agency’s actual or constructive possession of records is relevant in determining whether it has an obligation to search for, collect, and disclose the material requested. (See § 6253, subd. (c).) It is a separate and more fundamental question whether a document located outside an agency’s walls, or servers, is sufficiently “owned, used, or retained” by the agency so as to constitute a public record. (See § 6252, subd. (e).) In construing FOIA, federal courts have remarked that an agency’s public records “do not lose their agency character just because the official who possesses them takes them out the door.” (*Competitive Enterprise Institute v. Office of Science and Technology Policy*, *supra*, 827 F.3d at p. 149.) We likewise hold that documents otherwise meeting CPRA’s definition of “public records” do not lose this status because they are located in an employee’s personal account. A writing retained by a public employee conducting agency business has been “retained by” the agency within the meaning of section 6252, subdivision (e), even if the writing is retained in the employee’s personal account.

The City argues various CPRA provisions run counter to this conclusion. First, the City cites section 6270, which provides that a state or local agency may not transfer a public record to a private entity in a manner that prevents the agency “*from providing the record directly* pursuant to this chapter.” (Italics added.) Taking the italicized language out of context, the City argues that public records are only those an agency is able to access “directly.” But this strained interpretation sets legislative intent on its head. The statute’s clear purpose is to prevent an agency from evading its disclosure duty by transferring custody of a record to a private holder and then arguing the record falls outside CPRA because it is no longer in the agency’s possession. Furthermore, section 6270 does not

purport to excuse agencies from obtaining public records in the possession of *their own employees*. It simply prohibits agencies from attempting to evade CPRA by transferring public records to an intermediary not bound by the Act's disclosure requirements.

Next, the City relies on section 6253.9, subdivision (a)(1), which states that an agency must make a public record available "in any electronic format in which *it holds* the information" (italics added), and on section 6253, subdivision (a), which requires that public records be available for inspection "during . . . office hours." These provisions do not assist the City. They merely address the mechanics of how public records must be disclosed. They do not purport to define or limit what constitutes a public record in the first place. Moreover, to say that only public records "in the possession of the agency" (§ 6253, subd. (c)) must be disclosed begs the question of whether the term "agency" includes individual officers and employees. We have concluded it does.

Under the City's interpretation of CPRA, a document concerning official business is only a public record if it is located on a government agency's computer servers or in its offices. Indirect access, through the agency's employees, is not sufficient in the City's view. However, we have previously stressed that a document's status as public or confidential does not turn on the arbitrary circumstance of where the document is located.

In *Commission on Peace Officer Standards, supra*, 42 Cal.4th at pages 289 to 290, a state agency argued certain employment information was exempt from disclosure under CPRA because it had been placed in confidential personnel files. In considering a Penal Code provision that deems peace officer personnel records confidential, we rejected an interpretation that made confidentiality turn on the type of file in which records are located, finding it "unlikely the Legislature intended to render documents confidential based on their location, rather than their content." (*Commission*, at p. 291.) Although we made this observation in analyzing the scope of a CPRA exemption, the same logic applies to the Act's

definition of what constitutes a public record in the first place. We found it unlikely “the Legislature intended that a public agency be able to shield information from public disclosure simply by placing it in” a certain type of file. (*Commission*, at p. 291.) Likewise, there is no indication the Legislature meant to allow public officials to shield communications about official business simply by directing them through personal accounts. Such an expedient would gut the public’s presumptive right of access (*Sander v. State Bar of California*, *supra*, 58 Cal.4th at p. 323), and the constitutional imperative to broadly construe this right (Cal. Const., art. I, § 3, subd. (b)(2)).

In light of these principles, and considering section 6252, subdivision (e) in the context of the Act as a whole (see *Smith v. Superior Court* (2006) 39 Cal.4th 77, 83), we conclude a city employee’s communications related to the conduct of public business do not cease to be public records just because they were sent or received using a personal account. Sound public policy supports this result.

#### B. *Policy Considerations*

Both sides cite policy considerations to support their interpretation of the “public records” definition. The City argues the definition reflects a legislative balance between the public’s right of access and individual employees’ privacy rights, and should be interpreted categorically. Smith counters that privacy concerns are properly addressed in the case-specific application of CPRA’s exemptions, not in defining the overall scope of a public record. Smith also contends any privacy intrusion resulting from a search for records in personal accounts can be minimized through procedural safeguards. Smith has the better of these arguments.

The City’s interpretation would allow evasion of CPRA simply by the use of a personal account. We are aware of no California law requiring that public officials or employees use only government accounts to conduct public business. If communications sent through personal accounts were categorically excluded from CPRA, government officials could hide their most sensitive, and potentially

damning, discussions in such accounts. The City's interpretation "would not only put an increasing amount of information beyond the public's grasp but also encourage government officials to conduct the public's business in private." (Senat, *Whose Business Is It: Is Public Business Conducted on Officials' Personal Electronic Devices Subject to State Open Records Laws?* (2014) 19 Comm. L. & Pol'y 293, 322.)

It is no answer to say, as did the Court of Appeal, that we must presume public officials conduct official business in the public's best interest. The Constitution neither creates nor requires such an optimistic presumption. Indeed, the rationale behind the Act is that it is for the *public* to make that determination, based on information to which it is entitled under the law. Open access to government records is essential to *verify* that government officials are acting responsibly and held accountable to the public they serve. (*CBS, Inc. v. Block* (1986) 42 Cal.3d 646, 651.) "Such access permits checks against the arbitrary exercise of official power and secrecy in the political process." (*Ibid.*) The whole purpose of CPRA is to ensure transparency in government activities. If public officials could evade the law simply by clicking into a different email account, or communicating through a personal device, sensitive information could routinely evade public scrutiny.

The City counters that the privacy interests of government employees weigh against interpreting "public records" to include material in personal accounts. Of course, public employees do not forfeit all rights to privacy by working for the government. (*Long Beach City Employees Assn. v. City of Long Beach* (1986) 41 Cal.3d 937, 951.) Even so, the City essentially argues that the contents of personal email and other messaging accounts should be categorically excluded from public review because these materials have traditionally been considered private. However, compliance with CPRA is not necessarily inconsistent with the privacy rights of public employees. Any personal information not related to the conduct of public business, or material falling under

a statutory exemption, can be redacted from public records that are produced or presented for review. (See § 6253, subd. (a).)

Furthermore, a crabbed and categorical interpretation of the “public records” definition is unnecessary to protect employee privacy. Privacy concerns can and should be addressed on a case-by-case basis. (See *International Federation, supra*, 42 Cal.4th at p. 329.) Beyond the definition of a public record, the Act itself limits or exempts disclosure of various kinds of information, including certain types of preliminary drafts, notes, or memoranda (§ 6254, subd. (a)), personal financial data (§ 6254, subd. (n)), personnel and medical files (§ 6254, subd. (c)), and material protected by evidentiary privileges (§ 6254, subd. (k)). Finally, a catchall exemption allows agencies to withhold any record if the public interest served by withholding it “clearly outweighs” the public interest in disclosure. (§ 6255, subd. (a).) This exemption permits a balance between the public’s interest in disclosure and the individual’s privacy interest. (*International Federation*, at pp. 329-330; *BRV, Inc. v. Superior Court* (2006) 143 Cal.App.4th 742, 755-756.) The analysis here, as with other exemptions, appropriately focuses on the *content* of specific records rather than their location or medium of communication. (See *Commission on Peace Officer Standards, supra*, 42 Cal.4th at p. 291.)<sup>7</sup>

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<sup>7</sup> While admitting it invoked no CPRA exemptions in the proceedings below, the City nevertheless asks us to decide that messages in employees’ personal accounts are universally exempt from disclosure under section 6255. This issue has not been preserved and is beyond the scope of our grant of review. It also appears impossible to decide on this record. Answering threshold questions about whether employees have a reasonable expectation of privacy (see *Hill v. National Collegiate Athletic Assn.* (1994) 7 Cal.4th 1, 35), or whether their messages are covered by the “deliberative process” privilege (*Times Mirror Co. v. Superior Court* (1991) 53 Cal.3d 1325, 1339-1344) would require a fact-intensive review of the City’s policies and practices regarding electronic communications, if not the contents of the challenged documents themselves. The record here is insufficient.

The City also contends the search for public records in employees' accounts would itself raise privacy concerns. In order to search for responsive documents, the City claims agencies would have to demand the surrender of employees' electronic devices and passwords to their personal accounts. Such a search would be tantamount to invading employees' homes and rifling through their filing cabinets, the City argues. It urges no case has extended CPRA so far.

Arguments that privacy interests outweigh the need for disclosure in CPRA cases have typically focused on the sensitive content of the documents involved, rather than the intrusiveness involved in searching for them. (See, e.g., *International Federation, supra*, 42 Cal.4th 319; *Copley Press, Inc. v. Superior Court* (2006) 39 Cal.4th 1272.) Assuming the search for responsive documents can also constitute an unwarranted invasion of privacy, however, this concern alone does not tip the policy balance in the City's favor. Searches can be conducted in a manner that respects individual privacy.

### C. *Guidance for Conducting Searches*

The City has not attempted to search for documents located in personal accounts, so the legality of a specific kind of search is not before us. However, the City and some amici curiae do highlight concerns about employee privacy. Some guidance about how to strike the balance between privacy and disclosure may be of assistance.

CPRA requests invariably impose some burden on public agencies. Unless a records request is overbroad or unduly burdensome, agencies are obliged to disclose all records they can locate "with reasonable effort." (*California First Amendment Coalition v. Superior Court* (1998) 67 Cal.App.4th 159, 166.) Reasonable efforts do not require that agencies undertake extraordinarily extensive or intrusive searches, however. (See *American Civil Liberties Union Foundation v. Deukmejian* (1982) 32 Cal.3d 440, 453; *Bertoli v. City of Sebastopol* (2015) 233 Cal.App.4th 353, 371-372.) In general, the scope of an agency's search for public records "need only be reasonably calculated to locate responsive documents."

*(American Civil Liberties Union of Northern Cal. v. Superior Court* (2011) 202 Cal.App.4th 55, 85; see *Community Youth, supra*, 220 Cal.App.4th at p. 1420.)

CPRA does not prescribe specific methods of searching for those documents. Agencies may develop their own internal policies for conducting searches. Some general principles have emerged, however. Once an agency receives a CPRA request, it must “communicate the scope of the information requested to the custodians of its records,” although it need not use the precise language of the request. (*Community Youth, supra*, 220 Cal.App.4th at p. 1417.) As to requests seeking public records held in employees’ nongovernmental accounts, an agency’s first step should be to communicate the request to the employees in question. The agency may then reasonably rely on these employees to search *their own* personal files, accounts, and devices for responsive material.

Federal courts applying FOIA have approved of individual employees conducting their own searches and segregating public records from personal records, so long as the employees have been properly trained in how to distinguish between the two. (See *Ethyl Corp. v. U.S. Environmental Protection Agency* (4th Cir. 1994) 25 F.3d 1241, 1247.) A federal employee who withholds a document identified as potentially responsive may submit an affidavit providing the agency, and a reviewing court, “with a sufficient factual basis upon which to determine whether contested items were ‘agency records’ or personal materials.” (*Grand Cent. Partnership, Inc. v. Cuomo* (2d Cir. 1999) 166 F.3d 473, 481.) The Washington Supreme Court recently adopted this procedure under its state public records law, holding that employees who withhold personal records from their employer “must submit an affidavit with facts sufficient to show the information is not a ‘public record’ under the PRA. So long as the affidavits give the requester and the trial court a sufficient factual basis to determine that withheld material is indeed nonresponsive, the agency has performed an adequate search under the PRA.” (*Nissen v. Pierce County* (Wn. 2015) 183 Wn.2d 863 [357 P.3d 45, 57].) We agree with Washington’s high court that this procedure, when followed in

good faith, strikes an appropriate balance, allowing a public agency “to fulfill its responsibility to search for and disclose public records without unnecessarily treading on the constitutional rights of its employees.” (*Id.*, 357 P.3d at p. 58.)

Further, agencies can adopt policies that will reduce the likelihood of public records being held in employees’ private accounts. “Agencies are in the best position to implement policies that fulfill their obligations” under public records laws “yet also preserve the privacy rights of their employees.” (*Nissen v. Pierce County*, *supra*, 357 P.3d at p. 58.) For example, agencies might require that employees use or copy their government accounts for all communications touching on public business. Federal agency employees must follow such procedures to ensure compliance with analogous FOIA requests. (See 44 U.S.C. § 2911(a) [prohibiting use of personal electronic accounts for official business unless messages are copied or forwarded to an official account]; 36 C.F.R. § 1236.22(b) (2016) [requiring that agencies ensure official email messages in employees’ personal accounts are preserved in the agency’s recordkeeping system]; *Landmark Legal Foundation v. Environmental Protection Agency* (D.D.C. 2015) 82 F.Supp.3d 211, 225-226 [encouraging a policy that official emails be preserved in employees’ personal accounts as well].)

We do not hold that any particular search method is required or necessarily adequate. We mention these alternatives to offer guidance on remand and to explain why privacy concerns do not require categorical exclusion of documents in personal accounts from CPRA’s “public records” definition. If the City maintains the burden of obtaining records from personal accounts is too onerous, it will have an opportunity to so establish in future proceedings. (See *Connell v. Superior Court* (1997) 56 Cal.App.4th 601, 615-616; *State Bd. of Equalization v. Superior Court* (1992) 10 Cal.App.4th 1177, 1188.)

#### D. Conclusion

Consistent with the Legislature’s purpose in enacting CPRA, and our constitutional mandate to interpret the Act broadly in favor of public access (Cal.



Const., art. I, § 3, subd. (b)(2)), we hold that a city employee's writings about public business are not excluded from CPRA simply because they have been sent, received, or stored in a personal account.

**DISPOSITION**

The judgment is reversed, and the case is remanded for further proceedings consistent with this opinion.

**CORRIGAN, J.**

**WE CONCUR:**

**CANTIL-SAKAUYE, C. J.**

**WERDEGAR, J.**

**CHIN, J.**

**LIU, J.**

**CUÉLLAR, J.**

**KRUGER, J.**

*See last page for addresses and telephone numbers for counsel who argued in Supreme Court.*

**Name of Opinion** City of San Jose v. Superior Court

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**Unpublished Opinion**  
**Original Appeal**  
**Original Proceeding**  
**Review Granted** XXX 225 Cal.App.4th 75  
**Rehearing Granted**

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**Opinion No.** S218066  
**Date Filed:** March 2, 2017

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**Court:** Superior  
**County:** Santa Clara  
**Judge:** James P. Kleinberg

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**Counsel:**

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Keith J. Bray, Joshua Rosen Daniels; Dannis Woliver Kelley, Sue Ann Salmon Evans and William B. Tunick for Education Legal Alliance of the California School Boards Association as Amicus Curiae on behalf of Petitioners.

Jennifer B. Henning for California State Association of Counties as Amicus Curiae on behalf of Petitioners.

Best, Best & Krieger, Shawn D. Hagerty and Hong Dao Nguyen for League of California Cities, California Association of Sanitation Agencies and California Special Districts Association Amici Curiae on behalf of Petitioners.

No appearance for Respondent.

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**Page 2 – S208181 – counsel continued**

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Michael T. Risher, Matthew T. Cagle, Christopher J. Conley; Peter Bibring, Peter Eliasberg; David Loy; and Jennifer Lynch for American Civil Liberties Union Foundation of Northern California, Inc., American Civil Liberties Union of Southern California, Inc., American Civil Liberties Union of San Diego & Imperial County, Inc., and Electronic Frontier Foundation as Amici Curiae on behalf of Real Party in Interest.

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# Discussion Items





**Date:** February 21, 2017

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

**Subject:** Presentation of the Unaudited Financial Report for the Period Ending on January 31, 2017

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

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 28]

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	\$9,434,069.13	\$777,501.15	\$10,211,570.28
Sewer Division	\$11,830,363.02	(\$6,738,763.61)	\$5,091,599.41
Recycled Water Division	<u>\$1,642,207.20</u>	<u>\$571,614.07</u>	<u>\$2,213,821.27</u>
<b>Total</b>	<b>\$22,906,639.35</b>	<b>(\$5,389,648.39)</b>	<b>\$17,516,990.96</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 10 of 28]

The check register lists each check processed during the month of January 2017. The District processed 215 checks during the month of January for a total sum of \$1,610,960.65. 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 11 to 14 of 28]

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 15 to 16 of 28]

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 17 to 18 of 28]

During the month of January 2017 the District's deposit checking account received a sum total of \$2,339,629.22 in revenues from the following categories:

- A total of \$1,723,223.51 was received from 15,885 customers for utility bill payments. This is the total amount of utility bill payments received from water, sewer and recycled services.
- A total of \$2,238.75 was received for construction meter deposits, customer deposits and internet fee payments.
- A total of \$405,969.26 was received from miscellaneous water related activities (other than utility bill charges).
- A total of \$164,420.00 was received from miscellaneous sewer related activities (other than utility bill charges).
- A total of \$43,777.70 was received from miscellaneous recycled related activities (other than utility bill charges).
- The District's general checking account (pages 11-14 of 28) received four ACH deposits for San Bernardino Property Taxes in the amount of \$150,619. The District has received \$1,728,704 (58%) of the allocated \$2,988,634 property taxes for FY 2017.

### **Fiscal Year 2017 Budget Status**

[Detailed information can be found on pages 19 to 28 of 28]

The revenue and expense budget status for the 2017 Fiscal Year is provided for your review.

**Summary of Revenue Budget  
As of January 31, 2017 (54% of Budget Cycle)**

<u>Division</u>	<u>Budget Amount</u>	<u>Current Month</u>	<u>Year-To-Date</u>	<u>Percentage</u>
Water	13,781,800	912,700	7,118,142	51.65%
Sewer	12,202,227	958,688	6,299,756	51.63%
Recycled Water	657,100	13,525	347,163	52.83%
<b>District Revenue</b>	<b><u>26,641,127</u></b>	<b><u>1,884,913</u></b>	<b><u>13,765,061</u></b>	<b><u>51.67%</u></b>

**Summary of Water Budget Expenses  
As of January 31, 2017 (54% of Budget Cycle)**

<u>Department</u>	<u>Budget Amount</u>	<u>Current Month</u>	<u>Year-To-Date</u>	<u>Percentage</u>
Water Resources	5,005,900	242,917	2,742,699	54.79%
Public works	2,569,500	142,272	1,367,436	53.22%
Administration	3,910,735	290,214	2,178,846	55.71%
Long Term Debt	2,295,665	0	1,670,556	72.77%
Asset Acquisition	0	0	16,455	0.00%
<b>TOTAL</b>	<b>13,781,800</b>	<b>675,403</b>	<b>7,975,992</b>	<b>57.87%</b>

**Summary of Sewer Budget Expenses  
As of January 31, 2017 (54% of Budget Cycle)**

<u>Department</u>	<u>Budget Amount</u>	<u>Current Month</u>	<u>Year-To-Date</u>	<u>Percentage</u>
Treatment	3,838,400	180,512	1,899,070	49.48%
Administration	3,298,095	239,519	1,854,067	56.22%
Environmental Control	1,234,000	62,022	587,385	47.60%
Long Term Debt	3,831,732	649,274	3,572,942	93.25%
Asset Acquisition	0	0	0	0.00%
<b>TOTAL</b>	<b>12,202,227</b>	<b>1,131,327</b>	<b>7,913,464</b>	<b>64.85%</b>

**Summary of Recycled Water Budget Expenses  
As of January 31, 2017 (54% of Budget Cycle)**

<u>Department</u>	<u>Budget Amount</u>	<u>Current Month</u>	<u>Year-To-Date</u>	<u>Percentage</u>
Administration	657,100	41,507	505,799	76.97%
<b>TOTAL</b>	<b>657,100</b>	<b>41,507</b>	<b>505,799</b>	<b>76.97%</b>

<b>District Expenses</b>	<b><u>26,641,127</u></b>	<b><u>1,848,237</u></b>	<b><u>16,395,255</u></b>	<b><u>61.54%</u></b>
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### **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 - January 2017

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	\$ (2,151,417.50)
*FCC - Future YVRWFF Phase II & III	02-10403	\$ 407,075.90
*FCC - Recycled System	02-10410	\$ (884,711.03)
*FCC - Booster Pumping Plants	02-10411	\$ 668,258.59
*FCC - Pipeline Facilities	02-10412	\$ 94,237.56
*FCC - Water Storage Reservoirs	02-10413	\$ 2,270,502.47
Depreciation Reserves	02-10310	\$ 598,989.82
Infrastructure Reserves	02-10311	\$ 3,546,285.00
Sustainability Fund	02-10313	\$ 866,466.56
Rate Stabilization Fund	02-10314	\$ 500,209.14
Imported Water Fund - MUNI	02-10315	\$ (520,804.32)
Imported Water Fund - SGPWA	02-10316	\$ 774,743.01
Operating Funds:		\$ 3,668,179.92
<b>Total Water Division</b>		<b>\$ 10,211,570.28</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	\$ 19,255.00
*FCC - Debt Service WWTP Expansion & Upgrade	03-10405	\$ 1,676,235.33
*FCC - Future WWTP Expansion	03-10407	\$ 1,327,978.69
*FCC - Sewer Interceptors	03-10415	\$ (841,857.71)
*FCC - Lift Stations	03-10416	\$ 327,454.01
*FCC - Effluent Disposal Facilities	03-10417	\$ (1,633,236.83)
*FCC - Salt Mitigation Facilities	03-10418	\$ (8,488,500.12)
Project Fund - Encumbered	03-10215	\$ 268,500.00
Depreciation Reserves	03-10310	\$ 3,338,736.55
Infrastructure Reserves	03-10311	\$ 4,394,650.00
Rate Stabilization Fund	03-10314	\$ 1,464,394.90
Operating Funds:		\$ 2,364,081.57
<b>Total Wastewater Division</b>		<b>\$ 5,091,599.41</b>

Recycled Water Division	GL#	Balance
*FCC - Recycled System	04-10410	\$ 63,953.04
*FCC - Booster Pumping Plants	04-10411	\$ 68,472.31
*FCC - Pipeline Facilities	04-10412	\$ 214,745.13
*FCC - Water Storage Reservoirs	04-10413	\$ 224,443.59
Project Fund - Encumbered	04-10215	\$ 200,000.00
Depreciation Reserves	04-10310	\$ 57,749.84
Infrastructure Reserves	04-10311	\$ 267,520.00
Operating Funds:		\$ 1,116,937.36
<b>Total Recycled Water Division</b>		<b>\$ 2,213,821.27</b>

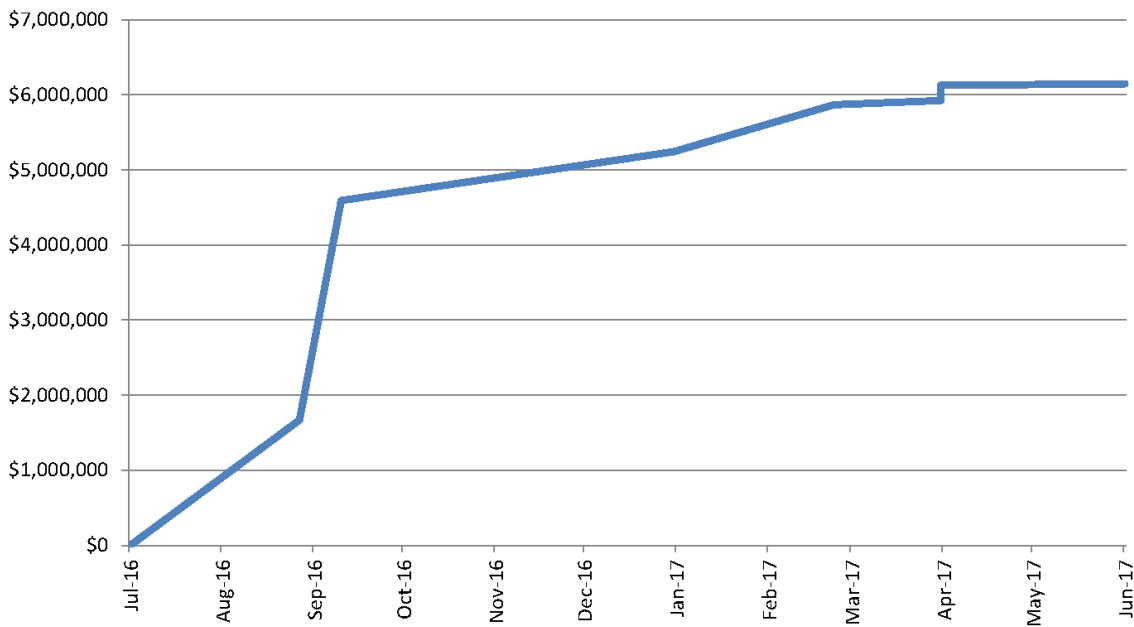
**DISTRICT TOTAL \$ 17,516,990.96**

\*=Restricted Funds

### Cash Fund Balance Report - January 2017

Pending Financial Obligations for Fiscal Year 2015/16				
Due Date	Fund	Description	Term of Obligation	Amount
08/27/2016	Water	2015A Bond Payment - YVRWFF	2015-2034	\$ 1,670,556.25
09/10/2016	Sewer	SRF Payment - WRWRF	2009-2028	\$ 2,923,688.75
12/31/2016	Sewer	SRF Payment - Yucaipa Regional Brineline	2013-2032	\$ 649,273.50
02/23/2017	Water	2015A Bond Payment - YVRWFF	2015-2034	\$ 625,106.25
03/31/2017	Sewer	SRF Payment - Recycled Reservoir R-10.3	2014-2033	\$ 54,277.31
03/31/2017	Sewer	SRF Payment - Desalinization at WRWRF	2014-2033	\$ 185,251.30
03/31/2017	Sewer	SRF Payment - Crow Street/Recycled Booster B-12.1	2016-2035	\$ 19,254.37
06/01/2017	Sewer	SBVMWD - Inland Empire Brineline Payment	2013-2016	\$ 20,000.00
<b>Total</b>				<b>\$ 6,147,407.73</b>

**Payment Schedule and Cash Flow Requirements  
for Fiscal Year 2016-2017**



**Check Register - January 2017**

<b><u>Check Date</u></b>	<b><u>Check Number</u></b>	<b><u>Name</u></b>	<b><u>Check Amount</u></b>
01/03/2017	27846	Ameripride Uniform Services	540.88
01/03/2017	27847	Dudek & Associates, Inc	4,203.83
01/03/2017	27848	Henry Minkler Const.,Inc	2,241.95
01/03/2017	27849	Incode Division-Tyler Technolo	350.00
01/03/2017	27850	South Coast A.Q.M.D.	479.21
01/03/2017	27851	Spectrum Business	3,673.00
01/03/2017	27852	The Gas Company	2,489.11
01/03/2017	27853	Yucaipa Disposal, Inc.	1,413.00
01/03/2017	27854	Yucaipa Valley Chamber Of Comm	50.00
01/03/2017	27855	John F. Simister	404.29
01/03/2017	27856	Brenntag Pacific, Inc	23,104.82
01/03/2017	27857	Charles P. Crowley Company, In	1,293.17
01/03/2017	27858	Calolympic Glove & Safety Co.,	172.67
01/03/2017	27859	CDA Systems, LLC	586.71
01/03/2017	27860	Clinical Laboratory of San Ber	10,650.00
01/03/2017	27861	Dickson	224.74
01/03/2017	27862	Dinosaur Tire Inc.	394.21
01/03/2017	27863	David Sunden	4,451.42
01/03/2017	27864	Frost Company	3,975.00
01/03/2017	27865	Grainger	1,846.69
01/03/2017	27866	Home Depot U.S.A. Inc	40.67
01/03/2017	27867	Inland Water Works Supply Co.	1,490.40
01/03/2017	27868	Masek Consulting Services, Inc	700.00
01/03/2017	27869	Nuckles Oil Company, Inc.	1,550.12
01/03/2017	27870	Nagem, Inc.	2,546.54
01/03/2017	27871	BlueTarp Financial, Inc.	306.54
01/03/2017	27872	P & R Paper Supply Co., Inc.	480.55
01/03/2017	27873	Tony R. Harris	4,985.17
01/03/2017	27874	SB CNTY-Solid Waste Mgmt Div	52.41
01/03/2017	27875	Thomas Emery Taylor	200.00
01/03/2017	27876	UGSI Chemical Feed, Inc.	14,447.62
01/03/2017	27877	YRC, Inc.	234.63
01/03/2017	27878	State Water Resources Control	285.00
01/03/2017	27879	VARA, TONY G.	1,300.00
01/06/2017	27880	PAYROLL CHECK	2,028.99
01/06/2017	27881	PAYROLL CHECK	319.93
01/06/2017	27882	PAYROLL CHECK	598.59
01/06/2017	27883	WageWorks, Inc.	1,269.08
01/06/2017	27884	Public Employees' Retirement S	24,509.22
01/06/2017	27885	IBEW Local 1436	448.00
01/06/2017	27886	California State Disbursement	115.38
01/06/2017	27887	California State Disbursement	476.30
01/06/2017	27888	Department of the Treasury - I	125.00
01/09/2017	27889	SINGLETON RD LLC	191.51
01/09/2017	27890	ROACH, WILLIAM	48.62
01/09/2017	27891	RIVAS, FELIPE	160.65
01/09/2017	27892	ADS, LLC	3,951.00
01/09/2017	27893	Luke's Transmission Inc.	15.00
01/09/2017	27894	Ralph C. Casas	89.70
01/09/2017	27895	Ameripride Uniform Services	534.37
01/09/2017	27896	CA-Board of Equalization	4,511.00
01/09/2017	27897	Central Communications	485.60
01/09/2017	27898	Steve Hines No.1, LLC	9,172.00
01/09/2017	27899	Crown Ace Hardware - Yucaipa	664.04
01/09/2017	27900	First American Data Tree, LLC	50.00
01/09/2017	27901	Fedex	31.35
01/09/2017	27902	Frontier Communications	143.77
01/09/2017	27903	Geoscience Support Services, I	4,923.25
01/09/2017	27904	House Of Quality, Parts Plus	1,784.23

### Check Register - January 2017

<u>Check Date</u>	<u>Check Number</u>	<u>Name</u>	<u>Check Amount</u>
01/09/2017	27905	Raiset R. Santana and Adriana	64.00
01/09/2017	27906	Matthew Bender & Co., Inc.	219.35
01/09/2017	27907	NetComp Technologies, Inc.	6,925.00
01/09/2017	27908	SCCI, Inc.	350.00
01/09/2017	27909	Association of San Bernardino	70.00
01/09/2017	27910	Tokay Software	270.00
01/09/2017	27911	Underground Service Alert Of S	151.50
01/09/2017	27912	UPS Store#1504/ Mail Boxes Etc	9.28
01/09/2017	27913	Yucaipa Valley Water District	6,520.41
01/09/2017	27914	John F. Simister	41.70
01/09/2017	27915	Brenntag Pacific, Inc	4,793.63
01/09/2017	27916	Haaker Equipment Company	342.61
01/09/2017	27917	Hasa, Inc.	4,051.82
01/09/2017	27918	Inland Water Works Supply Co.	2,096.64
01/09/2017	27919	Innerline Engineering	5,250.00
01/09/2017	27920	Lowe's Companies, Inc.	397.88
01/09/2017	27921	BlueTarp Financial, Inc.	595.57
01/09/2017	27922	Office Solutions Business Prod	3,483.58
01/09/2017	27923	Uline, Inc.	1,754.81
01/09/2017	27924	HD Supply Facilities Maintenan	2,166.87
01/09/2017	27925	Calmat Company	2,267.72
01/09/2017	27926	Cobb's Printing, LLC	349.34
01/09/2017	27927	Gregory N. Godwin	199.17
01/09/2017	27928	Standard Insurance Company	3,127.68
01/09/2017	27929	Workboot Warehouse	139.64
01/09/2017	27930	Berkshire Hathaway Homestate C	24,456.27
01/09/2017	27931	Anthem Blue Cross L and H	388.40
01/09/2017	27932	Standard Insurance Company	3,346.84
01/09/2017	27933	Standard Insurance Vision Plan	670.64
01/09/2017	27934	MetLife Small Business Center	544.60
01/09/2017	27935	Hyatt Regency Long Beach	1,384.00
01/09/2017	27936	Inland Empire EAC	165.00
01/09/2017	27937	WageWorks, Inc.	212.75
01/09/2017	27938	Taylor Corporation	252.30
01/17/2017	27939	CV Strategies	2,446.00
01/17/2017	27940	Delta Partners, LLC	7,500.00
01/17/2017	27941	Dudek & Associates, Inc	9,581.60
01/17/2017	27942	Krieger & Stewart	3,630.57
01/17/2017	27943	One Stop Landscape Supply Inc	22,626.00
01/17/2017	27944	Platinum Advisors, LLC	5,125.00
01/17/2017	27945	RMC Water and Environment	15,933.78
01/17/2017	27946	Sacramento Bank of Commerce	473.00
01/17/2017	27947	Separation Processes, Inc.	2,358.88
01/17/2017	27948	David L. Wysocki	3,375.00
01/17/2017	27949	Ameripride Uniform Services	551.18
01/17/2017	27950	AT&T Mobility	1,572.58
01/17/2017	27951	Balco Holdings Inc.	245.00
01/17/2017	27952	Burgeson's Heating & Air Cond.	488.00
01/17/2017	27953	Carpet Station Tile & Wood, In	4,687.00
01/17/2017	27954	Corelogic, Inc.	330.00
01/17/2017	27955	Coverall North America, Inc.	1,021.00
01/17/2017	27956	Goforth & Marti Office	10,481.74
01/17/2017	27957	InfoSend, Inc.	5,245.70
01/17/2017	27958	Kevin E. French	13,726.00
01/17/2017	27959	Konica Minolta Business Soluti	624.13
01/17/2017	27960	Layne Christensen Company	1,952.17
01/17/2017	27961	VOID CHECK	0.00
01/17/2017	27962	Spectrum Business	389.99
01/17/2017	27963	Charles P. Crowley Company, In	9,604.64

### Check Register - January 2017

<u>Check Date</u>	<u>Check Number</u>	<u>Name</u>	<u>Check Amount</u>
01/17/2017	27964	California Water Technologies,	4,223.10
01/17/2017	27965	California Boiler, Inc.	1,760.60
01/17/2017	27966	Cemex Inc. USA	554.42
01/17/2017	27967	Clean Diesel Specialists So Ca	1,631.76
01/17/2017	27968	Victor James Valenti	3,304.00
01/17/2017	27969	Evoqua Water Technologies LLC	918.60
01/17/2017	27970	Eric Ewalt	9,665.00
01/17/2017	27971	Hasa, Inc.	3,471.90
01/17/2017	27972	Myers & Sons Hi-Way Safety Inc	64.11
01/17/2017	27973	Home Depot U.S.A. Inc	70.07
01/17/2017	27974	Inland Water Works Supply Co.	737.87
01/17/2017	27975	Innerline Engineering	1,750.00
01/17/2017	27976	Nuckles Oil Company, Inc.	2,813.75
01/17/2017	27977	Office Solutions Business Prod	222.60
01/17/2017	27978	Q Versa, LLC	830.00
01/17/2017	27979	R & R Anderson Trucking	1,368.35
01/17/2017	27980	Reign Electric Services and Sy	7,548.00
01/17/2017	27981	Donald Kent Stone	500.00
01/17/2017	27982	Top-Line Industrial Supply, LL	19.50
01/17/2017	27983	Tri County Pump Company	13,383.64
01/17/2017	27984	Uline, Inc.	2,648.07
01/17/2017	27985	American Water Works Assoc.	262.00
01/17/2017	27986	CWEA-TCP (OAKPORT ST.)	83.00
01/17/2017	27987	CWEA-TCP (OAKPORT ST.)	98.00
01/17/2017	27988	San Geronio Pass Water Agency	13,503.30
01/20/2017	27989	PAYROLL CHECK	2,028.99
01/20/2017	27990	WageWorks, Inc.	1,269.08
01/20/2017	27991	Public Employees' Retirement S	24,541.45
01/20/2017	27992	California State Disbursement	115.38
01/20/2017	27993	California State Disbursement	476.30
01/20/2017	27994	Department of the Treasury - I	125.00
01/20/2017	27995	Western Dental Services, Inc.	273.95
01/20/2017	27996	Matthew Porras	136.42
01/20/2017	27997	Ashley Hosmanek	131.04
01/23/2017	27998	NYMAN, PATRICK	16.46
01/23/2017	27999	STONE, BENJAMIN	27.37
01/23/2017	28000	California Water Environment A	172.00
01/23/2017	28001	CWEA-TCP (OAKPORT ST.)	166.00
01/23/2017	28002	Atkinson, Andelson, Loya, Ruud	5,639.50
01/23/2017	28003	Ameripride Uniform Services	536.16
01/23/2017	28004	Dudek & Associates, Inc	5,701.69
01/23/2017	28005	Frontier Communications	146.86
01/23/2017	28006	Incode Division-Tyler Technolo	17,307.02
01/23/2017	28007	InfoSend, Inc.	3,705.90
01/23/2017	28008	MailFinance Inc.	337.64
01/23/2017	28009	NetComp Technologies, Inc.	2,750.00
01/23/2017	28010	San Bdno. Valley Muni. Water D	880,600.00
01/23/2017	28011	SCE Rosemead	88,321.98
01/23/2017	28012	Association of San Bernardino	70.00
01/23/2017	28013	The Counseling Team Internatio	540.00
01/23/2017	28014	Thomson West	2,773.44
01/23/2017	28015	Watereuse Association	1,605.00
01/23/2017	28016	Brenntag Pacific, Inc	6,541.44
01/23/2017	28017	Cal-Mesa Steel Supply, Inc.	41.91
01/23/2017	28018	Cemex Inc. USA	1,827.90
01/23/2017	28019	Center Electric Services, Inc.	8,054.26
01/23/2017	28020	Evoqua Water Technologies LLC	1,140.11
01/23/2017	28021	Fisher Scientific Co.	229.31
01/23/2017	28022	Fuel Equipment Services, Inc.	312.65

## Check Register - January 2017

<u>Check Date</u>	<u>Check Number</u>	<u>Name</u>	<u>Check Amount</u>
01/23/2017	28023	G&G Environmental Compliance,I	2,531.74
01/23/2017	28024	Gabe Crane	9,250.01
01/23/2017	28025	Harrington Ind. Plastic, LLC	2,643.41
01/23/2017	28026	HD Supply Waterworks, Ltd.	1,109.33
01/23/2017	28027	Hemet Valley Tool Inc.	1,076.42
01/23/2017	28028	Jerry Herbert Roofing Inc.	125.00
01/23/2017	28029	Inland Water Works Supply Co.	228.01
01/23/2017	28030	JB Paving & Engineering, Inc.	275.00
01/23/2017	28031	Kevin E. French	1,142.00
01/23/2017	28032	Harold J. Cossette	2,390.76
01/23/2017	28033	Lowe's Companies, Inc.	267.83
01/23/2017	28034	Nuckles Oil Company, Inc.	1,834.30
01/23/2017	28035	Nagem, Inc.	5,988.05
01/23/2017	28036	Office Solutions Business Prod	324.58
01/23/2017	28037	Patton Sales Corporation	267.18
01/23/2017	28038	Polydyne Inc.	5,699.98
01/23/2017	28039	Q Versa, LLC	7,691.14
01/23/2017	28040	SB & Riv Counties Fire Equipme	641.66
01/23/2017	28041	SF CC Intermediate Holdings In	106.95
01/23/2017	28042	Uline, Inc.	2,991.54
01/23/2017	28043	American Water Works Assoc.	1,200.00
01/23/2017	28044	Matthew Flordelis	205.00
01/23/2017	28045	Courtland R. Gear	65.00
01/23/2017	28046	Geoff Risaliti	65.00
01/23/2017	28047	American Family Life Assurance	3,510.23
01/23/2017	28048	Rodd Greene	669.21
01/23/2017	28049	Dennis Neff	669.58
01/23/2017	28050	YVWD-Petty Cash	234.86
01/23/2017	28051	Gregory N. Godwin	200.00
01/23/2017	28052	Standard Insurance Company	2,991.88
01/23/2017	28053	Robert Wall	669.58
01/23/2017	28054	Charlie Bailey	567.49
01/23/2017	28055	Anthem Blue Cross L and H	407.30
01/23/2017	28056	Standard Insurance Company	3,307.37
01/23/2017	28057	Standard Insurance Vision Plan	670.64
01/23/2017	28058	MetLife Small Business Center	460.06
01/23/2017	28059	CalPERS - HEALTH	70,349.82
01/23/2017	28060	Boot Barn Inc.	200.00

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**January 2017 Check Register Total**

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**1,610,960.65**

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### Financial Account Information - January 2017

DATE	DESCRIPTION	Deposit Checking	General Checking	Investment Checking	Treasuries at cost	LAIF Invest. Fund	TOTAL ACTIVITY
12/31/2016	bal forward	3,315,875.21	30,000.00	16,981.53	504,189.86	13,180,374.91	17,047,421.51
12/31	rev retained in MM				(4,394.91)		(4,394.91)
01/03/2017	Deposit	91,044.47					91,044.47
	Credit Card-12/30	133.16					133.16
	Credit Card-1/3	8,275.23					8,275.23
	Electronic	18,488.72					18,488.72
	Website-1/3	5,673.81					5,673.81
	Website-1/4	578.67					578.67
	Website-1/4	1,053.51					1,053.51
	ACH pmts	59,769.70					59,769.70
	ETS Fees	(1,868.54)					(1,868.54)
	ETS Fees	(1,773.51)					(1,773.51)
01/04/2017	Deposit	20,308.38					20,308.38
	Credit Card-1/3	1,978.72					1,978.72
	Credit Card-1/4	22,097.97					22,097.97
	Electronic	43,555.06					43,555.06
	Website-1/4	4,659.54					4,659.54
	Website-1/5	42.43					42.43
	Website-1/5	377.61					377.61
	Deposit - SBC Tax		47,108.44				47,108.44
	TRF#1478- SB Tax	47,108.44	(47,108.44)				0.00
01/05/2017	Deposit	61,936.19					61,936.19
	Credit Card-1/4	1,070.18					1,070.18
	Credit Card-1/5	1,769.88					1,769.88
	Electronic	20,726.93					20,726.93
	Website-1/5	5,751.06					5,751.06
	Website-1/6	1,401.07					1,401.07
01/06/17-PR	Federal Taxes		(53,545.43)				(53,545.43)
01/06/17-PR	State Taxes		(8,552.80)				(8,552.80)
01/06/17-PR	PR Direct Deposit		(123,356.04)				(123,356.04)
01/06/17-PR	VOYA 457		(6,918.89)				(6,918.89)
01/06/17-PR	CalPERS 457		(20,957.57)				(20,957.57)
	Cks. #27846-27888		(121,054.84)				(121,054.84)
	TRF#1479- AP & PR	(334,385.57)	334,385.57				0.00
01/06/2017	Deposit	42,634.64					42,634.64
	Credit Card-1/5	662.45					662.45
	Credit Card-1/6	4,298.43					4,298.43
	Electronic	15,682.43					15,682.43
	Website-1/6	4,619.54					4,619.54
	Website-1/7	339.77					339.77
	Website-1/7	3,911.52					3,911.52
	Website-1/8	3,268.97					3,268.97
	Website-1/9	373.18					373.18
	Website-1/9	689.07					689.07
01/09/2017	Deposit	44,902.95					44,902.95
	Credit Card-1/6	1,037.14					1,037.14
	Credit Card-1/9	6,691.35					6,691.35
	Electronic	14,091.83					14,091.83
	Website-1/9	5,729.48					5,729.48
	Website-1/10	308.74					308.74
	Website-1/10	847.03					847.03



### Financial Account Information - January 2017

DATE	DESCRIPTION	Deposit Checking	General Checking	Investment Checking	Treasuries at cost	LAIF Invest. Fund	TOTAL ACTIVITY
12/31/2016	bal forward	3,315,875.21	30,000.00	16,981.53	504,189.86	13,180,374.91	17,047,421.51
01/10/2017	Deposit	57,646.96					57,646.96
	Credit Card-1/9	1,198.90					1,198.90
	Credit Card-1/10	6,013.10					6,013.10
	Electronic	41,437.96					41,437.96
	Website-1/10	4,084.20					4,084.20
	Website-1/11	154.40					154.40
	Website-1/11	268.51					268.51
	ACH pmts	52,760.54					52,760.54
01/11/2017	Deposit	55,661.77					55,661.77
	Credit Card-1/10	946.14					946.14
	Credit Card-1/11	6,125.78					6,125.78
	Electronic	12,079.67					12,079.67
	Website-1/11	3,827.69					3,827.69
	Website-1/12	921.19					921.19
	Cks. #27889-27938		(103,815.09)				(103,815.09)
	TRF#1480- AP	(103,815.09)	103,815.09				0.00
	TRF#1481-Dep to Inv Cking	(2,400,000.00)		2,400,000.00			0.00
01/12/2017	Deposit	52,897.86					52,897.86
	Credit Card-1/11	2,927.66					2,927.66
	Credit Card-1/12	2,917.00					2,917.00
	Electronic	8,786.73					8,786.73
	Website-1/12	4,419.72					4,419.72
	Website-1/13	1,142.67					1,142.67
01/13/2017	Deposit	38,512.25					38,512.25
	Deposit - RC Tax	23,222.21					23,222.21
	Deposit - MC	15,931.00					15,931.00
	Deposit - RC Tax	731.01					731.01
	Deposit - 12861 Custer	23,479.60					23,479.60
	Credit Card-1/12	316.10					316.10
	Credit Card-1/13	3,674.45					3,674.45
	Electronic	16,372.06					16,372.06
	Website-1/13	4,551.79					4,551.79
	Website-1/14	1,958.37					1,958.37
	Website-1/15	3,184.33					3,184.33
	Website-1/16	3,481.10					3,481.10
	Website-1/17	349.59					349.59
	Website-1/17	1,394.98					1,394.98
	Deposit - SBC Tax		83,422.01				83,422.01
1/17	TRF#1482- SB Tax	83,422.01	(83,422.01)				0.00
01/17/2017	Deposit	58,833.86					58,833.86
	Credit Card-1/13	1,353.77					1,353.77
	Credit Card-1/17	3,131.64					3,131.64
	Electronic	16,860.34					16,860.34
	Website-1/17	1,294.06					1,294.06
	ACH pmts	62,659.91					62,659.91
	TRF#1483 - Inv Ck to LAIF			(2,380,000.00)		2,380,000.00	0.00
1/13	LAIF Quarterly interest					22,450.00	22,450.00
1/15	Qtrly Analysis Fee			(12,629.71)			(12,629.71)

## Financial Account Information - January 2017

DATE	DESCRIPTION	Deposit Checking	General Checking	Investment Checking	Treasuries at cost	LAIF Invest. Fund	TOTAL ACTIVITY
12/31/2016	bal forward	3,315,875.21	30,000.00	16,981.53	504,189.86	13,180,374.91	17,047,421.51
01/18/2017	Deposit	12,738.08					12,738.08
	Credit Card-1/17	2,184.18					2,184.18
	Credit Card-1/18	11,297.92					11,297.92
	Electronic	24,523.16					24,523.16
	Website-1/18	3,038.88					3,038.88
	Website-1/19	66.62					66.62
	Website-1/19	879.02					879.02
	Deposit - SBC Tax		10,340.80				10,340.80
1/19	<b>TRF#1484- SB Tax</b>	<b>10,340.80</b>	<b>(10,340.80)</b>				<b>0.00</b>
01/19/2017	Deposit	54,372.30					54,372.30
	Credit Card-1/18	3,059.46					3,059.46
	Credit Card-1/19	2,857.00					2,857.00
	Electronic	13,184.02					13,184.02
	Website-1/19	3,579.88					3,579.88
	Website-1/20	1,728.66					1,728.66
01/20/17-PR	Federal Taxes		(50,344.09)				(50,344.09)
01/20/17-PR	State Taxes		(8,027.82)				(8,027.82)
01/20/17-PR	PR Direct Deposit		(117,129.50)				(117,129.50)
01/20/17-PR	VOYA 457		(6,957.38)				(6,957.38)
01/20/17-PR	CalPERS 457		(19,981.66)				(19,981.66)
	Cks. #27939-27997		(224,498.21)				(224,498.21)
	<b>TRF#1485- AP &amp; PR</b>	<b>(426,938.66)</b>	<b>426,938.66</b>				<b>0.00</b>
01/20/2017	Deposit	27,664.08					27,664.08
	Credit Card-1/19	1,415.90					1,415.90
	Credit Card-1/20	2,776.83					2,776.83
	Electronic	16,855.53					16,855.53
	Website-1/20	3,848.42					3,848.42
	Website-1/21	42.43					42.43
	Website-1/21	3,117.79					3,117.79
	Website-1/22	2,502.41					2,502.41
	Website-1/23	213.17					213.17
	Website-1/23	559.71					559.71
	ACH pmts	44,922.42					44,922.42
01/23/2017	Deposit	54,422.08					54,422.08
	Credit Card-1/20	652.00					652.00
	Credit Card-1/23	4,301.20					4,301.20
	Electronic	15,864.31					15,864.31
	Website-1/23	4,679.55					4,679.55
	Website-1/24	225.96					225.96
	Website-1/24	324.14					324.14
01/24/2017	Deposit	10,220.12					10,220.12
	Credit Card-1/23	581.01					581.01
	Credit Card-1/24	3,009.76					3,009.76
	Electronic	16,873.44					16,873.44
	Website-1/24	4,887.49					4,887.49
	Website-1/25	257.32					257.32
	Website-1/25	850.43					850.43

### Financial Account Information - January 2017

DATE	DESCRIPTION	Deposit Checking	General Checking	Investment Checking	Treasuries at cost	LAIF Invest. Fund	TOTAL ACTIVITY
12/31/2016	bal forward	3,315,875.21	30,000.00	16,981.53	504,189.86	13,180,374.91	17,047,421.51
01/25/2017	Deposit	30,050.30					30,050.30
	Deposit - RC Tax	52,127.94					52,127.94
	Deposit - Singleton Rd	309,757.00					309,757.00
	Credit Card-1/24	747.81					747.81
	Credit Card-1/25	7,992.47					7,992.47
	Electronic	9,900.60					9,900.60
	Website-1/25	3,077.69					3,077.69
	Website-1/26	274.35					274.35
	Website-1/26	209.52					209.52
	ACH pmts	59,395.33					59,395.33
	Cks. #27998-28060		(1,161,592.51)				(1,161,592.51)
	<b>TRF#1486- AP</b>	<b>(1,161,592.51)</b>	<b>1,161,592.51</b>				<b>0.00</b>
01/26/2017	Deposit	40,395.07					40,395.07
	Deposit - WHWC	125,800.00					125,800.00
	Deposit - MC	13,844.69					13,844.69
	Deposit - SCE Rebate	10,544.08					10,544.08
	Credit Card-1/25	1,680.50					1,680.50
	Credit Card-1/26	1,855.72					1,855.72
	Electronic	5,818.27					5,818.27
	Website - 1/26	2,315.48					2,315.48
	Website - 1/27	445.47					445.47
	Website - 1/27	645.49					645.49
	Deposit - SBC Tax		9,747.51				9,747.51
	<b>1/25 TRF#1487- SB Tax</b>	<b>9,747.51</b>	<b>(9,747.51)</b>				<b>0.00</b>
01/27/2017	Deposit	18,911.55					18,911.55
	Deposit - 26811 Singleton Rd	44,717.00					44,717.00
	Credit Card-1/26	441.45					441.45
	Credit Card-1/27	2,389.38					2,389.38
	Electronic	7,879.47					7,879.47
	Website-1/27	3,889.83					3,889.83
	Website-1/28	1,663.29					1,663.29
	Website-1/29	2,215.75					2,215.75
	Website-1/30	42.43					42.43
	Website-1/30	529.79					529.79
01/30/2017	Deposit	48,327.49					48,327.49
	Deposit - Riv Tax	3,462.95					3,462.95
	Deposit - Riv Tax	1,687.50					1,687.50
	Credit Card-1/27	597.78					597.78
	Credit Card-1/30	2,393.33					2,393.33
	Electronic	10,577.54					10,577.54
	Website-1/30	4,225.63					4,225.63
	Website-1/31	321.71					321.71
	Website-1/31	1,125.29					1,125.29
01/31/2017	Deposit	11,497.48					11,497.48
	Deposit - MC	1,551.76					1,551.76
	Credit Card-1/30	1,037.81					1,037.81
	Credit Card-1/31	2,293.42					2,293.42
	Electronic	14,965.22					14,965.22
	Website-1/31	3,740.05					3,740.05
	Website-2/1	933.57					933.57
	Jan' 17 NSF's	(1,535.39)					(1,535.39)
<i>1/31</i>	<i>retained in MM</i>				4,269.97		4,269.97
							17,516,990.96
	<b>TOTALS</b>	<b>1,375,749.31</b>	<b>30,000.00</b>	<b>24,351.82</b>	<b>504,064.92</b>	<b>15,582,824.91</b>	<b>17,516,990.96</b>

## Investment Summary - January 2017

### U.S. TREASURIES

Quantity	Description	Cusip	Maturity Date	Yield	Cost of Purchase	Market Value
496,000	US Treasury Note	912828WP1	June 15, 2017	0.875%	499,794.95	496,505.92
<b>496,000</b>	<b>Total Values</b>				<b>499,794.95</b>	<b>496,505.92</b>

<b>Money Market Account Activity-Beginning Balance</b>	<b>4,394.91</b>
1/31/17 - Dividend/Interest	0.06
Annual Activity charge - GL#43010-W/S/R	(125.00)
<b>Income</b>	<b>(124.94)</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>4,269.97</b>
<b>US Treasury Securities Investment Principal</b>	<b>499,794.95</b>
<b>Total Assets</b>	<b>504,064.92</b>

### Investment Summary - January 2017

#### LOCAL AGENCY INVESTMENT FUND

PERIOD	TOTAL WITHDRAWAL AMOUNT	TOTAL DEPOSIT AMOUNT	ACCRUED INTEREST (QUARTERLY)	ENDING BALANCE
July 31, 2016	(\$3,000,000.00)	\$0.00	\$24,655.18	\$16,157,905.95
August 31, 2016	(\$3,000,000.00)	\$0.00	\$0.00	\$13,157,905.95
September 30, 2016	\$0.00	\$0.00	\$0.00	\$13,157,905.95
October 31, 2016	\$0.00	\$0.00	\$22,468.96	\$13,180,374.91
November 30, 2016	\$0.00	\$0.00	\$0.00	\$13,180,374.91
December 31, 2016	\$0.00	\$0.00	\$0.00	\$13,180,374.91
January 31, 2017	\$0.00	\$2,380,000.00	\$22,450.00	\$15,582,824.91
February 28, 2017	\$0.00	\$0.00	\$0.00	\$15,582,824.91
March 31, 2017	\$0.00	\$0.00	\$0.00	\$15,582,824.91
April 30, 2017	\$0.00	\$0.00	\$0.00	\$15,582,824.91
May 31, 2017	\$0.00	\$0.00	\$0.00	\$15,582,824.91
June 30, 2017	\$0.00	\$0.00	\$0.00	\$15,582,824.91

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

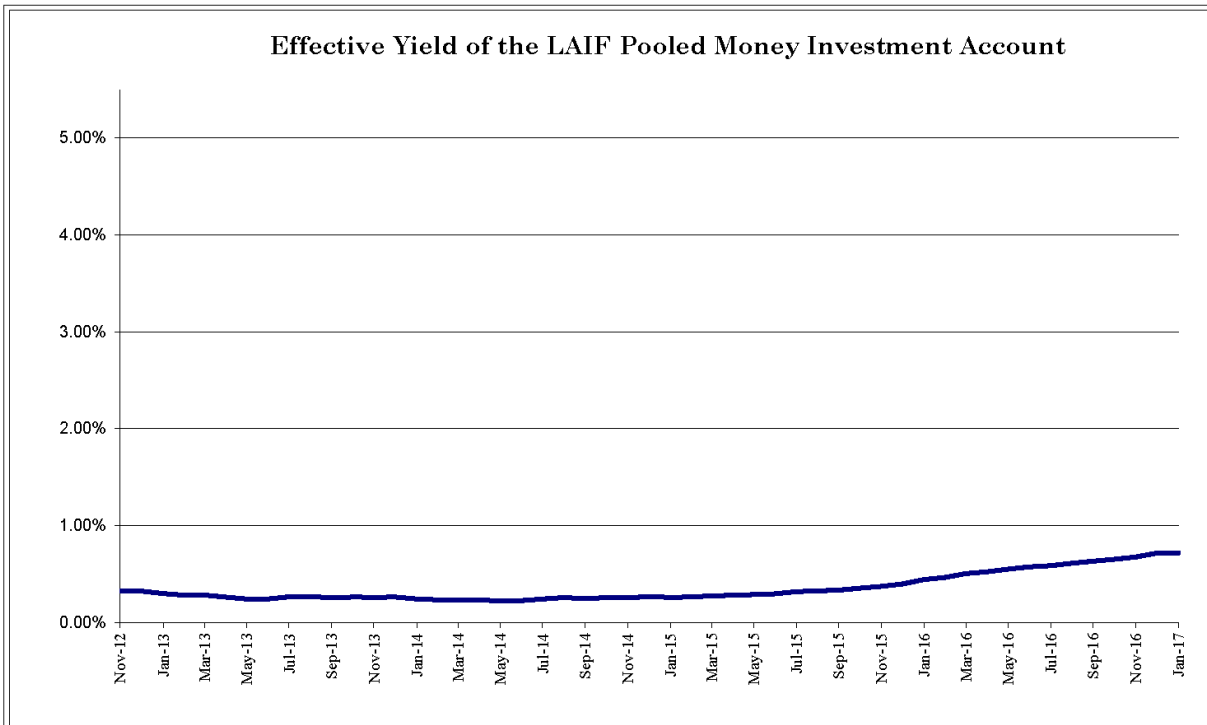
**CURRENT QUARTER**

**FY YEAR-TO-DATE**

INCOME RECEIVED

\$22,450.00

\$69,574.14



Monthly Revenue Allocation - January 2017

DATE	Description	Qty	DEPOSIT CHECKING	AR Mail & Counter	AR Payment Centers	AR Credit Card	AR Electronic Rapid Pay	AR Web Site	AR ACH Auto Pay	AR TOTAL	AR Water Fees & Deposits	Water Allocation	Sewer Allocation	Recycled Allocation	RECAP TOTAL
01/03/2017	Mail & Counter	613	91,044.47	91,044.47						91,044.47					91,044.47
	Credit Cards	76	8,408.39			8,408.39				8,408.39					8,408.39
	Electronic	204	18,488.72				18,488.72			18,488.72					18,488.72
	Website	81	7,305.99					7,164.24		7,305.99					7,305.99
01/04/2017	ACH payment	536	59,769.70						59,769.70	59,769.70					59,769.70
	Mail & Counter	156	20,308.38	20,308.38						20,308.38					20,308.38
	Credit Cards	88	24,076.69			24,076.69				24,076.69					24,076.69
	Electronic	556	43,555.06				43,555.06			43,555.06					43,555.06
	Website - 49 fees	52	5,079.58					4,993.83		5,079.58					5,079.58
01/05/2017	Mail & Counter	483	61,936.19	61,936.19						61,936.19					61,936.19
	Credit Cards	20	2,840.06			2,840.06				2,840.06					2,840.06
	Electronic	253	20,726.93				20,726.93			20,726.93					20,726.93
01/06/2017	Website	70	7,152.13					7,029.63		7,152.13					7,152.13
	Mail & Counter	302	42,634.64	42,634.64						42,634.64					42,634.64
	Credit Cards	45	4,960.88			4,960.88				4,960.88					4,960.88
	Electronic	204	15,682.43				15,682.43			15,682.43					15,682.43
	Website - 130 fees	133	13,202.05					12,974.55		13,202.05					13,202.05
01/09/2017	Mail & Counter	367	44,902.95	44,902.95						44,902.95					44,902.95
	Credit Cards	63	7,728.49			7,728.49				7,728.49					7,728.49
	Electronic	194	14,091.83				14,091.83			14,091.83					14,091.83
	Website - 50 fees	53	6,885.25					6,797.75		6,885.25					6,885.25
01/10/2017	Mail & Counter	393	57,646.96	57,646.96						57,646.96					57,646.96
	Credit Cards	37	7,212.00			7,212.00				7,212.00					7,212.00
	Electronic	382	41,437.96				41,437.96			41,437.96					41,437.96
	Website - 44 fees	45	4,507.11					4,430.11		4,507.11					4,507.11
	ACH payment	591	52,760.54						52,760.54	52,760.54					52,760.54
01/11/2017	Mail & Counter	326	55,661.77	55,661.77						55,661.77					55,661.77
	Credit Cards	54	7,071.92			7,071.92				7,071.92					7,071.92
	Electronic	166	12,079.67				12,079.67			12,079.67					12,079.67
	Website - 45 fees	46	4,748.88					4,670.13		4,748.88					4,748.88
01/12/2017	Mail & Counter	302	52,897.86	52,897.86						52,897.86					52,897.86
	Credit Cards	48	5,844.66			5,844.66				5,844.66					5,844.66
	Electronic	124	8,786.73				8,786.73			8,786.73					8,786.73
	Website	42	5,562.39					5,488.89		5,562.39					5,562.39
01/13/2017	Mail & Counter	275	38,512.25	38,512.25						38,512.25					38,512.25
	Deposit - RC Tax	-	23,222.21							23,222.21					23,222.21
	Deposit - MC	-	15,931.00							15,931.00					15,931.00
	Deposit - RC Tax	-	731.01							731.01					731.01
	Deposit - 12861 Cluster	-	23,479.60							23,479.60					23,479.60
	Credit Cards	36	3,990.55			3,990.55				3,990.55					3,990.55
	Electronic	215	16,372.06				16,372.06			16,372.06					16,372.06
01/17/2017	Website - 155 fees	156	14,920.16					14,648.91		14,920.16					14,920.16
	Mail & Counter	581	58,833.86	58,833.86						58,833.86					58,833.86
	Credit Cards	43	4,485.41			4,485.41				4,485.41					4,485.41
	Electronic	217	16,860.34				16,860.34			16,860.34					16,860.34
	Website	13	1,294.06					1,271.31		1,294.06					1,294.06
	ACH payment	681	62,659.91						62,659.91	62,659.91					62,659.91
01/18/2017	Mail & Counter	139	12,738.08	12,738.08						12,738.08					12,738.08
	Credit Cards	115	13,482.10			13,482.10				13,482.10					13,482.10
	Electronic	341	24,523.16				24,523.16			24,523.16					24,523.16
	Website - 35 fees	37	3,984.52					3,923.27		3,984.52					3,984.52
01/19/2017	Mail & Counter	380	54,372.30	54,372.30						54,372.30					54,372.30
	Credit Cards	40	5,916.46			5,916.46				5,916.46					5,916.46
	Electronic	173	13,184.02				13,184.02			13,184.02					13,184.02
	Website	52	5,217.54					5,217.54		5,217.54					5,217.54

### Monthly Revenue Allocation - January 2017

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 Fees & Deposits Allocation	Sewer Allocation	Recycled Allocation	RECAP TOTAL
01/20/2017	Mail & Counter	190	27,664.08	27,664.08						27,664.08				27,664.08
	Credit Cards	36	4,192.73			4,192.73				4,192.73				4,192.73
	Electronic	245	16,855.53				16,855.53			16,855.53				16,855.53
	Website - 114 fees	115	10,283.93					10,084.43		10,084.43	199.50			10,283.93
	ACH payment	557	44,922.42						44,922.42	44,922.42				44,922.42
01/23/2017	Mail & Counter	474	54,422.08	54,422.08						54,422.08				54,422.08
	Credit Cards	53	4,953.20			4,953.20				4,953.20				4,953.20
	Electronic	209	15,864.31				15,864.31			15,864.31				15,864.31
	Website - 49 fees	50	5,229.65					5,143.90		5,143.90	85.75			5,229.65
01/24/2017	Mail & Counter	101	10,220.12	10,220.12						10,220.12				10,220.12
	Credit Cards	36	3,590.77			3,590.77				3,590.77				3,590.77
	Electronic	242	16,873.44				16,873.44			16,873.44				16,873.44
	Website	50	5,995.24					5,907.74		5,907.74	87.50			5,995.24
01/25/2017	Mail & Counter	277	30,050.30	30,050.30						30,050.30				30,050.30
	Deposit - RC Tax	-	52,127.94	12,912.16						12,912.16	39,215.78			52,127.94
	Deposit - Singleton Rd	-	309,757.00							0.00	153,556.00	156,199.00		309,757.00
	Credit Cards	61	8,740.28			8,740.28				8,740.28				8,740.28
	Electronic	135	9,900.60				9,900.60			9,900.60				9,900.60
	Website - 32 fees	33	3,561.56					3,505.56		3,505.56	56.00			3,561.56
	ACH payment	620	59,395.33						59,395.33	59,395.33				59,395.33
01/26/2017	Mail & Counter	206	40,335.07	40,335.07						40,335.07	60.00			40,395.07
	Deposit-MHWC	-	125,800.00							0.00	125,800.00			125,800.00
	Deposit-M/C	-	13,844.69							0.00	13,844.69			13,844.69
	Deposit-SCE Rebate	-	10,544.08							0.00	10,544.08			10,544.08
	Credit Cards	31	3,536.22			3,536.22				3,536.22				3,536.22
	Electronic	90	5,818.27				5,818.27			5,818.27				5,818.27
	Website - 39 fees	40	3,406.44					3,338.19		3,338.19	68.25			3,406.44
01/27/2017	Mail & Counter	171	18,911.55	18,911.55						18,911.55				18,911.55
	Deposit - 26811 Singleton	-	44,717.00							0.00	1,215.00			44,717.00
	Credit Cards	27	2,830.83			2,830.83				2,830.83				2,830.83
	Electronic	117	7,879.47				7,879.47			7,879.47				7,879.47
	Website-83 fees	84	8,341.09					8,195.84		8,195.84	145.25			8,341.09
01/30/2017	Mail & Counter	403	48,327.49	48,327.49						48,327.49				48,327.49
	Deposit - R/v Tax	-	3,462.95							0.00	3,462.95			3,462.95
	Deposit - R/v Tax	-	1,687.50							0.00	1,687.50			1,687.50
	Credit Cards	33	2,991.11			2,991.11				2,991.11				2,991.11
	Electronic	123	10,577.54				10,577.54			10,577.54				10,577.54
	Website	54	5,672.63					5,578.13		5,578.13	94.50			5,672.63
01/31/2017	Mail & Counter	143	11,497.48	11,497.48						11,497.48				11,497.48
	Deposit-M/C	-	1,551.76							0.00	222.38			1,551.76
	Credit Cards	33	3,331.23			3,331.23				3,331.23				3,331.23
	Electronic	169	14,965.22				14,965.22			14,965.22				14,965.22
	Website	58	4,673.62					4,572.12		4,572.12	101.50			4,673.62
Jan-17	Utility Pmt Cntrl-245		(16,983.93)	(16,983.93)						0.00				0.00
	Jan '17 NSFs		(1,535.39)	(1,535.39)						0.00				(1,535.39)
	SB Tax ACH \$47,108.44 (1/4)									0.00				0.00
	SB Tax ACH \$83,422.01 (1/13)									0.00				0.00
	SB Tax ACH \$10,340.80 (1/18)									0.00				0.00
	SB Tax ACH \$9,747.51 (1/25)									0.00				0.00
	<b>TOTALS</b>	<b>15,885</b>	<b>2,339,679.22</b>	<b>827,088.34</b>	<b>16,983.93</b>	<b>130,183.98</b>	<b>344,523.29</b>	<b>124,936.07</b>	<b>279,507.90</b>	<b>1,723,225.51</b>	<b>2,238.75</b>	<b>405,969.26</b>	<b>43,777.70</b>	<b>2,339,679.22</b>

**TOTAL # AR PAYMENTS** 6,038 245 974 4,379 1,264 2,985  
**PERCENT OF TOTAL RECEIVED** 38.01% 1.54% 6.13% 27.57% 7.96% 18.79%  
**15,885**      **1,723,225.51**      **2,238.75**      **405,969.26**      **164,420.00**      **43,777.70**      **2,339,679.22**  
**100%**

FY 2017 - Water Revenue

ACCOUNT#	DESCRIPTION	BUDGET	July '16	Aug '16	Sept '16	Oct '16	Nov '16	Dec '16	Jan '17	Year to Date	Percentage YTD
02-40010	Sales - Water	6,054,000	136,788	609,298	755,691	514,443	474,518	303,716	205,699	3,000,154	49.56%
02-40011	Sales - Construction Water	20,000	33	1,554	872	827	(14,431)	621	297	(10,227)	-51.14%
02-40012	Sales - Imported Water (SGPWA)	250,000	21,274	23,259	25,288	19,267	15,789	11,442	7,855	124,174	49.67%
02-40013	Sales - Imported Water (MUNI)	850,000	4,587	82,490	101,488	70,952	82,969	44,349	30,506	417,341	49.10%
02-40014	Sales Disc.-Multi Units Usage Chrg.	(105,000)	(2,280)	(9,996)	(12,334)	(9,098)	(9,997)	(7,435)	(6,958)	(58,099)	55.33%
02-40015	Water Wholesale Revenue	237,600	25,569	26,568	621	8,170	10,909	12,786	131,897	216,510	91.12%
02-40016	Service Establishment Fee	5,000	350	375	300	0	400	350	525	2,300	46.00%
02-41000	Service Demand Charges	3,173,000	66,257	260,783	259,458	260,503	260,991	260,845	260,973	1,629,811	51.36%
02-41001	Fire Service Standby Fees	30,000	1,311	3,491	3,495	3,498	3,681	3,619	3,241	22,337	74.46%
02-41003	Construction Service Charge	15,000	129	966	1,030	1,060	1,136	1,141	773	6,235	41.57%
02-41005	Sales Disc-Multi Units Service Chrg.	(135,000)	(2,983)	(11,376)	(11,376)	(11,376)	(11,376)	(11,376)	(11,376)	(71,241)	52.77%
02-41010	Unauthorized Use of Water Charge	2,000	0	0	0	0	0	0	0	0	0.00%
02-41110	Meter/Lateral Installation	65,000	4,875	5,250	5,250	0	5,625	4,875	7,500	33,375	51.35%
02-41112	Fire Flow Test Fees	3,500	0	300	0	450	75	150	75	1,050	30.00%
02-41113	Disconnect/Reconnect Fees	125,000	11,410	10,155	9,855	8,870	12,525	13,210	14,150	80,175	64.14%
02-41121	Penalty - Late Charges	125,000	11,746	13,503	12,066	16,266	10,784	11,998	9,268	85,632	68.51%
02-42123	Management & Accounting Fees	160,000	13,381	13,329	13,329	13,329	13,329	13,329	13,329	93,355	58.35%
02-41124	Bad Debt	(20,000)	0	0	0	0	0	0	0	0	0.00%
02-43010	Interest Earned	30,000	0	0	6	10,111	0	0	10,103	20,220	67.40%
02-43110	Property Tax - Unsecured	115,000	0	0	0	7,136	106,052	(50,526)	216	62,878	54.68%
02-43120	Property Tax - Secured	2,500,000	0	0	0	0	194,769	977,664	129,398	1,301,831	52.07%
02-43130	Tax Collection - Prior	20,000	0	0	0	3,597	12,908	(8,509)	1,694	9,690	48.45%
02-43140	Other Taxes	160,000	0	0	0	(27)	4,986	7,216	87,630	99,805	62.38%
02-49110	Rental Income (WATER STOCK)	1,700	0	0	0	0	0	0	0	0	0.00%
02-49150	Revenue - Misc. Non-Operating	100,000	3,892	14,265	4,444	4,094	4,150	4,086	15,905	50,836	50.84%
	<b>WATER OPERATING REVENUE</b>	<b>13,781,800</b>	<b>296,339</b>	<b>1,044,204</b>	<b>1,169,482</b>	<b>922,072</b>	<b>1,179,791</b>	<b>1,593,552</b>	<b>912,700</b>	<b>7,118,142</b>	<b>51.65%</b>
	Grants	0	0	0	0	0	0	0	0	0	0.00%
02-89901	Facility Capacity Charges	0	188,692	188,038	66,228	0	72,781	175,214	118,339	809,292	
02-89902	Sustainability	0	13,611	12,918	25,956	2,163	13,209	28,119	41,978	137,954	
	<b>TOTAL WATER REVENUE</b>	<b>13,781,800</b>	<b>498,642</b>	<b>1,245,161</b>	<b>1,261,666</b>	<b>924,235</b>	<b>1,265,781</b>	<b>1,796,885</b>	<b>1,073,016</b>	<b>8,065,387</b>	



FY 2017 - Sewer Revenue

ACCOUNT#	DESCRIPTION	BUDGET	July '16	Aug '16	Sept '16	Oct '16	Nov '16	Dec '16	Jan '17	Year to Date	Percentage YTD
03-40016	Sales - Establish Service Fee	500	425	25	0	100	0	25	0	575	115.00%
03-41000	Sales - Sewer Charges	11,952,045	307,983	951,755	973,573	953,791	968,553	946,507	956,105	6,058,266	50.69%
03-41005	Sales Disc-Multi Units Service Chrg.	(200,000)	(6,152)	(18,286)	(18,320)	(18,297)	(18,309)	(18,256)	(18,230)	(115,849)	57.92%
03-41110	Meter/Lateral Installation	2,500	0	0	0	0	0	0	0	0	0.00%
03-41121	Penalty - Late Charges	150,000	10,538	10,913	9,192	11,066	9,160	11,002	10,710	72,581	48.39%
03-41124	Bad Debt	(20,000)	0	0	0	0	0	0	0	0	0.00%
03-41131	Front Footage Fees		0	0	0	0	0	24,330	0	24,330	
03-42122	Revenue - Other Operating	5,682	180	180	0	180	180	0	0	720	12.67%
03-43010	Interest Earned	35,000	0	0	0	10,111	0	0	10,103	20,214	57.75%
03-43110	Property Tax - Unsecured	50,000	0	0	0	0	0	50,000	0	50,000	100.00%
03-43120	Property Tax - Secured	175,000	0	0	0	0	0	175,000	0	175,000	100.00%
03-43130	Tax Collection - Prior	10,000	0	0	0	0	0	10,000	0	10,000	100.00%
03-43140	Other Taxes	1,500	0	0	0	0	0	1,500	0	1,500	100.00%
03-49150	Misc. Non-Oper Revenue	40,000	0	2,419	0	0	0	0	0	2,419	6.05%
	<b>SEWER OPERATING REVENUE</b>	<b>12,202,227</b>	<b>312,975</b>	<b>947,006</b>	<b>964,445</b>	<b>956,951</b>	<b>959,584</b>	<b>1,200,107</b>	<b>958,688</b>	<b>6,299,756</b>	<b>51.63%</b>
	Grants	0	0	0	0	0	0	0	0	0	0
03-89901	Facility Capacity Charges	0	246,630	115,677	98,652	24,400	123,315	115,094	164,420	888,188	
03-89903	Contrib Capital-Front Footage Fees	0	0	0	0	0	0	19,500	0	19,500	
03-89905	Contrib Capital-Infrastructure	0	0	0	0	0	0	0	0	0	
	<b>TOTAL SEWER REVENUE</b>	<b>12,202,227</b>	<b>559,605</b>	<b>1,062,683</b>	<b>1,063,097</b>	<b>981,351</b>	<b>1,082,899</b>	<b>1,334,701</b>	<b>1,123,108</b>	<b>7,207,444</b>	

### FY 2017 - Recycled Revenue

ACCOUNT#	DESCRIPTION	BUDGET	July '16	Aug '16	Sept '16	Oct '16	Nov '16	Dec '16	Jan '17	Year to Date	Percentage YTD
04-40010	Sales - Recycled Water	552,850	16,467	234,323	357,523	191,673	434,992	(961,762)	6,021	279,238	50.51%
04-40011	Sales - Construction Water	20,000	98	1,221	1,500	467	1,869	896	63	6,114	30.57%
04-41000	Sales - Service Demand Chrg.	50,000	1,478	4,532	4,815	4,734	4,698	4,720	4,717	29,694	59.39%
04-41003	Const. Water Minimum Chrg.	5,000	28	193	294	331	391	285	258	1,780	35.60%
04-41110	Meter/Lateral installation	2,000	0	1,570	0	0	5,200	325	0	7,095	354.75%
04-41121	Penalty - Late Charges	500	11	56	33	178	121	130	221	750	149.91%
04-41122	Revenue - Other Operating	250	0	0	0	0	0	0	0	0	0.00%
04-43010	Interest Earned	7,500	0	0	0	2,247	0	0	2,245	4,492	59.89%
04-43110	Property Tax - Unsecured	1,000	0	0	0	0	0	1,000	0	1,000	100.00%
04-43120	Property Tax - Secured	15,000	0	0	0	0	0	15,000	0	15,000	100.00%
04-43130	Property Tax - Prior	1,000	0	0	0	0	0	1,000	0	1,000	100.00%
04-43140	Property Tax - Other	1,000	0	0	0	0	0	1,000	0	1,000	100.00%
04-49150	Misc. Non-Operating Revenue	1,000	0	0	0	0	0	0	0	0	0.00%
	<b>RECYCLED OPERATING REVENUE</b>	<b>657,100</b>	<b>18,082</b>	<b>241,895</b>	<b>364,165</b>	<b>199,630</b>	<b>447,271</b>	<b>(937,405)</b>	<b>13,525</b>	<b>347,163</b>	<b>52.83%</b>
	Grants	0								0	
04-89901	Facility Capacity Charges	0	0	67,668	0	0	60,803	5,607	43,502	177,580	
	<b>TOTAL RECYCLED REVENUE</b>	<b>657,100</b>	<b>18,082</b>	<b>309,563</b>	<b>364,165</b>	<b>199,630</b>	<b>508,074</b>	<b>(931,798)</b>	<b>57,027</b>	<b>524,742</b>	

FY 2017 - Water Expenses

ACCOUNT#	DESCRIPTION	BUDGET	July '16	Aug '16	Sept '16	Oct '16	Nov '16	Dec '16	Jan '17	Year to Date	Percentage YTD
02-5-01-50010	Labor-Water Resources	935,000	40,367	59,332	86,783	59,293	68,871	66,288	64,080	445,014	47.60%
02-5-01-50011	Labor Credit	0	0	0	0	0	0	0	0	0	
02-5-01-50013	Benefits-Fica	65,000	3,302	4,832	7,154	4,895	5,642	5,465	5,280	36,569	56.26%
02-5-01-50014	Benefits-Life Insurance	3,000	290	242	265	261	299	299	288	1,944	64.81%
02-5-01-50016	Benefits-HealthDefrd Comp	180,000	11,028	13,266	24,784	4,677	15,572	16,153	16,380	101,860	56.59%
02-5-01-50017	Benefits-Disability Insurance	11,000	676	814	1,112	851	963	927	908	6,252	56.83%
02-5-01-50019	Benefits-Workers Compensation	43,000	8,026	0	0	637	3,438	6,815	3,438	22,354	51.98%
02-5-01-50021	Benefits-PERS	50,000	2,021	3,473	5,233	3,330	3,445	3,450	3,392	24,345	48.69%
02-5-01-50022	Benefits-PERS-Employer	100,000	2,390	3,954	5,976	4,083	4,354	4,342	4,292	29,392	29.39%
02-5-01-50023	Benefits-Uniforms	3,250	150	155	218	166	155	218	163	1,225	37.68%
02-5-01-50024	Benefits-Vacation & Sick Pay	3,000	617	617	852	617	617	617	617	4,552	151.73%
02-5-01-50025	Benefits-Boot Allowance	1,900	200	200	200	200	0	200	0	800	42.11%
02-5-01-51003	R&M - Structures	200,000	5,345	11,803	24,368	14,494	107,376	5,947	1,950	171,283	85.64%
02-5-01-51011	R&M - CLA Valves	7,500	657	1,030	357	176	0	1,490	838	4,549	60.65%
02-5-01-51140	General Supplies & Expenses	1,250	54	15	14	166	88	99	0	436	34.86%
02-5-01-51210	Utilities - Power Purchases	1,400,000	74,245	136,966	141,049	106,385	109,795	50,689	75,512	694,639	49.62%
02-5-01-51211	Utilities - Electricity & Fuel	5,000	206	341	343	324	306	354	378	2,252	45.03%
02-5-01-51316	Imported Water Purchases	1,100,000	136,791	130,917	97,725	128,140	141,541	73,886	13,503	721,502	65.59%
02-5-01-54019	Licenses & Permits	25,000	0	0	925	1,876	1,438	1,438	889	6,565	26.26%
02-5-01-54110	Laboratory Services	75,000	0	4,682	13,817	9,181	6,845	7,202	8,667	50,381	67.17%
02-5-01-57040	YVRWFF Operating Expense	797,000	79,581	69,146	32,786	65,807	58,374	68,738	42,354	416,786	52.29%
	<b>WATER RESOURCE TOTALS</b>	<b>5,005,900</b>	<b>364,946</b>	<b>441,784</b>	<b>443,959</b>	<b>405,357</b>	<b>529,318</b>	<b>314,417</b>	<b>242,917</b>	<b>2,742,699</b>	<b>54.79%</b>
02-5-03-50010	Labor-Public Works	1,200,000	54,076	81,158	123,083	81,990	84,919	80,293	78,818	584,337	48.69%
02-5-03-50011	Labor Credit	0	0	0	(830)	0	(288)	(230)	(2,606)	(3,954)	
02-5-03-50013	Benefits-Fica	82,500	4,404	6,634	10,041	6,708	6,919	6,004	6,421	47,132	57.13%
02-5-03-50014	Benefits-Life Insurance	5,500	657	723	653	666	636	636	636	4,605	83.73%
02-5-03-50016	Benefits-HealthDefrd Comp	300,000	31,345	32,014	57,360	7,875	31,621	30,252	30,897	221,363	73.79%
02-5-03-50017	Benefits-Disability Insurance	15,500	1,138	1,435	1,774	1,394	1,331	1,289	1,356	9,717	62.69%
02-5-03-50019	Benefits-Workers Compensation	45,000	8,026	0	320	637	3,438	6,815	3,438	22,673	50.38%
02-5-03-50021	Benefits-PERS	73,000	456	3,108	4,601	3,066	2,916	3,667	3,041	20,855	28.57%
02-5-03-50022	Benefits-PERS Employer	150,000	3,520	5,669	8,386	5,560	5,317	5,535	5,421	39,409	26.27%
02-5-03-50023	Benefits-Uniforms	7,500	436	447	530	437	438	639	445	3,373	44.97%
02-5-03-50024	Benefits-Vacation & Sick Pay	1,000	434	394	591	394	394	394	394	2,995	299.48%
02-5-03-50025	Benefits-Boot Allowance	3,500	0	200	0	130	1,577	854	400	3,160	90.30%
02-5-03-51001	R & M - Vehicles & Equipment	160,000	9,841	12,131	33,432	22,396	33,029	24,400	8,516	143,746	89.84%
02-5-03-51011	R&M - Valves	10,000	700	2,364	0	389	0	0	0	3,452	34.52%
02-5-03-51020	R&M - Pipelines	225,000	13,962	35,709	8,104	25,817	4,653	5,302	1,701	95,248	42.33%
02-5-03-51021	R&M - Service Lines	175,000	9,260	14,292	15,092	20,445	9,768	2,487	657	72,000	41.14%
02-5-03-51022	R&M - Fire Hydrants	40,000	1,709	4,526	(1,406)	386	1,625	5,545	(246)	12,140	30.35%
02-5-03-51030	R&M - Water Meters	75,000	13,115	40,150	13,342	8,496	236	1,587	3,497	80,422	107.23%
02-5-03-51031	Fire Flow Testing	0	0	2,557	0	2,514	545	0	0	5,616	
02-5-03-51092	Equipment Credits	0	0	0	(408)	0	(84)	(32)	(513)	(1,036)	
02-5-03-51140	General Supplies & Expenses	1,000	0	97	0	86	0	0	0	183	18.34%
	<b>PUBLIC WORKS TOTALS</b>	<b>2,569,500</b>	<b>153,080</b>	<b>243,607</b>	<b>274,664</b>	<b>189,386</b>	<b>188,989</b>	<b>175,438</b>	<b>142,272</b>	<b>1,367,436</b>	<b>53.22%</b>

FY 2017 - Water Expenses

ACCOUNT#	DESCRIPTION	BUDGET	July '16	Aug '16	Sept '16	Oct '16	Nov '16	Dec '16	Jan '17	Year to Date	Percentage YTD
02-5-06-50010	Labor-Administration	750,000	30,906	51,737	92,420	49,955	52,046	53,542	52,815	383,421	51.12%
02-5-06-50011	Labor Credit	0	0	0	0	0	(40)	0	0	(40)	
02-5-06-50012	Director Fees	20,000	0	1,407	1,548	1,900	1,407	1,407	1,759	9,428	47.14%
02-5-06-50013	Benefits-Fica	50,000	2,590	4,152	6,416	3,901	3,816	3,629	4,751	29,254	58.51%
02-5-06-50014	Benefits-Life Insurance	3,000	236	293	256	259	253	263	288	1,848	61.58%
02-5-06-50016	Benefits-HealthDefrd Comp	165,000	9,861	16,444	26,395	7,352	16,473	17,215	18,746	112,486	68.17%
02-5-06-50017	Benefits-Disability Insurance	7,000	450	663	805	563	500	517	737	4,225	60.35%
02-5-06-50019	Benefits-Workers Compensation	12,000	2,000	0	0	637	1,000	4,000	1,000	8,637	71.97%
02-5-06-50021	Benefits-PERS	42,000	1,889	3,354	4,868	3,210	3,168	3,939	3,153	22,582	53.77%
02-5-06-50022	Benefits PERS Employer	87,000	2,322	4,537	5,653	3,750	3,872	3,829	3,940	27,904	32.07%
02-5-06-50023	Uniforms	2,000	104	110	130	112	110	160	114	840	41.98%
02-5-06-50024	Benefits-Vacation & Sick Pay	12,000	479	521	976	481	614	614	1,048	4,734	39.45%
02-5-06-50025	Benefits-Bonds	1,000	195	168	173	200	200	0	0	936	93.58%
02-5-06-51003	R&M - Structures	40,000	225	6,838	1,791	11,523	11,711	14,946	34,066	81,101	202.75%
02-5-06-51091	Expense Credits (overhead)	0	0	0	(872)	0	(249)	(311)	(757)	(2,188)	
02-5-06-51120	Safety Equipment/Supplies	25,000	1,221	2,242	1,219	558	2,842	3,043	1,892	13,017	52.07%
02-5-06-51125	Petroleum Products	100,000	4,643	5,368	11,325	8,142	5,922	8,064	7,446	50,911	50.91%
02-5-06-51130	Office Supplies & Expenses	30,000	3,946	4,112	2,634	6,886	4,749	6,560	786	29,674	98.91%
02-5-06-51140	General Supplies & Expenses	30,000	1,161	870	1,271	5,908	2,164	1,867	7,206	20,446	68.15%
02-5-06-51199	Disaster Incidences	0	0	0	0	0	0	0	0	0	
02-5-06-51211	Utilities - Electricity	30,000	2,120	3,508	3,827	2,779	2,084	1,759	1,891	17,967	59.89%
02-5-06-51213	Utilities - Natural Gas	3,000	30	29	37	44	95	517	541	1,294	43.15%
02-5-06-54002	Dues & Subscriptions	16,500	527	172	516	344	4,021	4,957	4,106	14,642	88.74%
02-5-06-54005	Computer Expenses	100,000	4,637	6,450	6,659	26,635	11,755	19,034	2,106	77,176	77.18%
02-5-06-54010	Postage	5,000	32	58	202	0	26	141	9	468	9.35%
02-5-06-54011	Printing & Publications	7,500	0	106	67	0	100	49	457	779	10.39%
02-5-06-54012	Education & Training	15,000	723	1,907	158	1,331	307	686	0	5,110	34.07%
02-5-06-54013	Utility Billing Expenses	150,000	13,102	18,636	12,829	12,253	9,391	15,891	9,449	91,552	61.03%
02-5-06-54014	Public Relations	50,000	399	0	200	87	600	268	0	1,554	3.11%
02-5-06-54016	Travel Related Expenses	10,000	0	42	168	0	51	1,243	31	1,535	15.35%
02-5-06-54017	Certifications & Renewals	7,000	360	669	75	1,105	921	483	869	4,482	64.03%
02-5-06-54022	Meeting Related Expenses	6,000	481	82	249	779	779	89	1,457	3,262	54.36%
02-5-06-54024	Utilities - YVWD Services	0	6,874	7,924	7,367	7,801	6,095	3,847	0	39,908	
02-5-06-54025	Utilities - Waste Disposal	2,500	177	177	177	273	209	177	209	1,401	56.03%
02-5-06-54025	Utilities - Telephone & Internet	92,000	5,957	1,043	3,527	3,614	4,037	3,671	1,890	23,738	25.80%
02-5-06-54099	Conservation & Rebates	250,000	(2,695)	(2,094)	656	3,194	2,726	4,944	380	2,167	0.87%
02-5-06-54104	Contractual Services	80,000	16,622	3,220	3,933	8,129	3,935	4,944	10,507	51,290	64.11%
02-5-06-54107	Legal	40,000	3,372	1,875	3,969	2,218	17,814	5,257	0	34,506	86.26%
02-5-06-54108	Audit & Accounting	16,000	3,600	0	5,850	1,305	0	0	0	10,755	67.22%
02-5-06-54109	Professional Fees	250,000	30,620	32,082	62,341	77,397	8,512	11,623	2,500	225,075	90.03%
02-5-06-55500	Depreciation Reserves	209,235	17,450	17,435	17,435	17,435	17,435	17,435	17,435	122,060	58.34%
02-5-06-56001	Infrastructure Replacement	1,000,000	83,370	83,330	83,330	83,330	83,330	83,330	83,330	583,350	58.34%
02-5-06-57030	Insurance	100,000	7,847	7,860	7,860	7,860	8,150	7,860	7,860	55,297	55.30%
02-5-06-57090	Regulatory Compliance	25,000	572	741	0	308	1,074	1,375	6,196	10,266	41.06%
02-5-06-57096	Election Related Expenses	10,000	0	0	0	0	0	0	0	0	
02-5-06-57096	Beaumont Basin Watermaster	60,000	0	0	0	0	0	0	0	0	
02-5-06-57199	Suspense	0	0	0	0	0	0	0	0	0	
	<b>ADMINISTRATION TOTALS</b>	<b>3,910,735</b>	<b>258,307</b>	<b>288,059</b>	<b>378,441</b>	<b>363,557</b>	<b>293,349</b>	<b>306,920</b>	<b>290,214</b>	<b>2,178,846</b>	<b>55.71%</b>

**FY 2017 - Water Expenses**

ACCOUNT#	DESCRIPTION	BUDGET	July '16	Aug '16	Sept '16	Oct '16	Nov '16	Dec '16	Jan '17	Year to Date	Percentage YTD
02-5-40-57201	Debt Srv-Series 2015A Princ.(25009)	1,030,000	0	1,030,000	0	0	0	0	0	1,030,000	100.00%
02-5-40-57402	Interest-Long-Term Debt Bonds	1,265,665	0	640,556	0	0	0	0	0	640,556	50.61%
	40 - Debt	2,295,665	0	1,670,556	0	0	0	0	0	1,670,556	72.77%
02-5-40-57001	Asset Acq. - Water Resources	0	0	0	0	0	0	0	0	0	-
02-5-40-57003	Asset Acq. - Public works	0	0	0	0	0	0	0	0	0	-
02-5-40-57006	Asset Acq. - Admin	0	0	0	0	16,455	0	0	0	16,455	--
	40 - Capital Outlay	0	0	0	0	16,455	0	0	0	16,455	--
										7,975,992	
	<b>TOTAL WATER EXPENSES</b>	13,781,800	776,332	2,644,006	1,097,065	974,754	1,011,656	796,775	675,403	7,975,992	57.87%

**FY 2017 - Sewer Expenses**

ACCOUNT#	DESCRIPTION	BUDGET	July '16	Aug '16	Sept '16	Oct '16	Nov '16	Dec '16	Jan '17	Year to Date	Percentage YTD
03-5-02-50010	Labor-S Treatment	895,000	33,541	65,784	97,404	66,706	74,261	70,162	70,907	478,765	53.49%
03-5-02-50013	Benefits-Fica	75,000	2,742	5,345	7,902	5,414	5,994	5,327	5,753	38,476	51.30%
03-5-02-50014	Benefits-Life Insurance	5,000	310	299	290	299	328	328	317	2,170	43.41%
03-5-02-50016	Benefits-HealthDefrd Comp	200,000	12,733	14,797	26,918	4,407	16,319	16,591	17,096	108,861	54.43%
03-5-02-50017	Benefits-Disability Insurance	15,000	795	933	1,228	942	935	811	993	6,636	44.24%
03-5-02-50019	Benefits-Workers Compensation	45,000	8,026	0	0	637	3,438	6,815	3,438	22,354	49.67%
03-5-02-50021	Benefits-PERS	60,000	2,251	3,798	5,960	3,802	3,937	3,893	3,884	27,524	45.87%
03-5-02-50022	Benefits-PERS Employer	130,000	2,640	4,494	6,745	4,595	4,795	4,795	4,828	32,892	25.30%
03-5-02-50023	Benefits-Uniforms	5,000	223	231	278	275	214	237	199	1,657	33.13%
03-5-02-50024	Benefits-Vacation & Sick Pay	5,000	332	332	425	332	332	332	332	2,419	48.39%
03-5-02-50025	Benefits-Boot Allowance	2,400	372	179	0	0	395	357	0	1,303	54.28%
03-5-02-51003	R&M - Structures	325,000	10,387	8,749	25,097	8,651	43,481	10,936	18,176	125,478	38.61%
03-5-02-51010	R&M - Automation Control	65,000	0	5,821	10,513	4,305	475	5,423	4,134	30,672	47.19%
03-5-02-51106	Chemicals	450,000	27,109	59,883	59,632	63,680	38,894	39,175	22,181	310,554	69.01%
03-5-02-51111	Propane	5,000	0	0	2,024	0	0	3,088	0	5,112	102.25%
03-5-02-51115	Laboratory Supplies	30,000	3,706	4,909	4,678	4,369	4,512	739	786	23,699	79.00%
03-5-02-51140	General Supplies & Expenses	1,000	0	0	6	1,177	0	235	0	1,418	141.77%
03-5-02-51210	Utilities - Power Purchases	850,000	49,327	79,680	78,674	68,503	54,540	56,140	811	387,676	45.61%
03-5-02-54110	Laboratory Services	120,000	4,677	9,867	11,452	10,602	6,451	8,621	5,189	56,859	47.38%
03-5-02-57031	Sludge Disposal	300,000	21,608	22,428	23,083	13,669	21,731	22,626	0	125,143	41.71%
03-5-02-57034	Brine Operating Expenses	255,000	247	3,520	4,922	74,278	1,533	3,414	21,488	109,402	42.90%
	<b>TREATMENT TOTALS</b>	<b>3,838,400</b>	<b>181,025</b>	<b>291,049</b>	<b>367,233</b>	<b>336,642</b>	<b>282,564</b>	<b>260,046</b>	<b>180,512</b>	<b>1,899,070</b>	<b>49.48%</b>

FY 2017 - Sewer Expenses

ACCOUNT#	DESCRIPTION	BUDGET	July '16	Aug '16	Sept '16	Oct '16	Nov '16	Dec '16	Jan '17	Year to Date	Percentage YTD
03-5-06-50010	Labor-Administration	700,000	27,316	48,146	87,035	46,365	48,455	49,952	49,225	356,493	50.93%
03-5-06-50011	Labor Credit	0	0	0	0	0	0	(15)	0	(15)	
03-5-06-50012	Directors Fees	20,000	0	1,407	1,548	1,900	1,407	1,407	1,759	9,428	47.14%
03-5-06-50013	Benefits-Fica	45,000	2,296	3,858	5,970	3,608	3,525	3,499	4,453	27,208	60.46%
03-5-06-50014	Benefits-Life Insurance	3,000	232	282	240	247	242	251	275	1,788	58.94%
03-5-06-50016	Benefits-Health/Defrd Comp	155,000	8,890	14,892	24,069	6,065	15,027	15,736	17,181	101,859	65.72%
03-5-06-50017	Benefits-Disability Insurance	7,500	305	619	753	528	497	517	702	3,920	52.26%
03-5-06-50019	Benefits-Workers Compensation	25,000	2,000	0	0	637	1,000	4,000	1,000	8,637	34.55%
03-5-06-50021	Benefits-PERS	40,000	1,737	2,766	3,833	2,980	2,895	2,488	2,902	19,601	49.00%
03-5-06-50022	Benefits PERS Employer	55,000	2,157	4,269	5,260	3,483	3,620	3,556	3,667	26,012	47.30%
03-5-06-50023	Benefits-Uniforms	2,000	58	58	72	58	58	103	58	464	23.22%
03-5-06-50024	Benefits-Vacation & Sick Pay	15,000	479	521	976	481	614	614	1,048	4,734	31.56%
03-5-06-50025	Benefits-Boot Allowance	1,750	0	0	200	0	0	0	0	200	11.43%
03-5-06-51120	Safety Equipment/Supplies	10,000	262	3,004	174	2,413	2,167	307	865	9,191	91.91%
03-5-06-51125	Petroleum Products	20,000	2,149	6,663	1,200	1,200	1,200	1,200	1,200	14,812	74.06%
03-5-06-51130	Office Supplies	4,000	107	0	884	5,226	168	925	53	7,363	184.06%
03-5-06-51140	General Supplies & Expenses	20,000	599	343	234	5,879	2,379	669	6,130	16,234	81.17%
03-5-06-51199	Disaster Repairs (lift station 2)	0	0	0	0	0	0	0	0	0	
03-5-06-54002	Dues & Subscriptions	10,000	414	1,213	172	172	3,415	1,812	2,472	9,669	96.69%
03-5-06-54003	Management & Admin Services	160,000	13,329	13,329	13,329	13,329	13,329	13,329	13,329	93,355	58.35%
03-5-06-54005	Computer Expenses	95,000	4,215	5,827	4,897	23,846	12,335	18,972	1,956	72,048	75.84%
03-5-06-54011	Printing & Publications	5,500	0	30	0	0	100	49	457	636	11.56%
03-5-06-54012	Education & Training	7,000	1,149	3,535	158	241	307	594	0	5,983	85.47%
03-5-06-54014	Public Relations	7,500	153	0	200	0	139	0	0	492	6.56%
03-5-06-54016	Travel Related Expenses	7,500	571	286	1,198	0	34	1,196	0	3,285	43.79%
03-5-06-54017	Certifications & Renewals	7,000	393	234	0	893	430	878	98	2,926	41.80%
03-5-06-54019	Licenses & Permits	60,000	0	0	11,660	0	1,982	45,380	0	59,022	98.37%
03-5-06-54020	Meeting Related Expenses	5,000	438	30	73	764	130	108	1,241	2,784	55.68%
03-5-06-54022	Utilities - YVWD Services	0	170	127	127	127	127	127	0	806	
03-5-06-54024	Utilities - Waste Disposal	13,000	1,058	1,217	1,058	1,058	1,058	1,058	1,058	7,566	58.20%
03-5-06-54025	Utilities - Telephone & Internet	152,045	2,520	569	1,636	1,544	(66)	7,108	3,513	16,813	11.06%
03-5-06-54030	Drinking Water	1,000	155	87	90	82	119	0	126	659	65.88%
03-5-06-54104	Contractual Services	35,000	10,912	1,014	1,250	11,739	1,102	3,089	5,868	34,974	99.93%
03-5-06-54107	Legal	45,000	1,947	1,875	2,469	1,731	17,364	3,757	0	29,143	64.76%
03-5-06-54108	Audit & Accounting	16,000	3,600	0	5,850	1,305	0	0	0	10,755	67.22%
03-5-06-54109	Professional Fees	150,000	14,963	13,834	11,046	13,939	15,996	6,250	2,500	78,529	52.35%
03-5-06-55500	Depreciation Reserves	563,300	46,940	46,940	46,940	46,940	46,940	46,940	46,940	328,600	58.33%
	Infrastructure Replacement	700,000	58,370	58,330	58,330	58,330	58,330	58,330	58,330	408,350	58.34%
03-5-06-56001	Insurance	100,000	7,947	7,860	7,860	7,860	7,860	7,860	7,860	55,107	55.11%
03-5-06-57030	Regulatory Compliance	35,000	2,692	2,297	0	0	4,204	12,209	3,255	24,656	70.45%
	<b>ADMINISTRATION TOTALS</b>	<b>3,298,095</b>	<b>220,593</b>	<b>245,453</b>	<b>300,788</b>	<b>264,970</b>	<b>268,488</b>	<b>314,254</b>	<b>239,519</b>	<b>1,854,067</b>	<b>56.22%</b>

FY 2017 - Sewer Expenses

ACCOUNT#	DESCRIPTION	BUDGET	July '16	Aug '16	Sept '16	Oct '16	Nov '16	Dec '16	Jan '17	Year to Date	Percentage YTD
03-5-07-50010	Labor-Environmental Control	465,000	18,281	43,195	64,628	32,515	34,104	33,615	30,861	257,200	55.31%
03-5-07-50011	Labor Credit	0	0	0	(370)	0	0	0	0	(370)	
03-5-07-50013	Benefits-Fica	34,000	1,453	3,430	5,168	2,580	2,703	2,666	2,448	20,447	60.14%
03-5-07-50014	Benefits-Life Insurance	2,000	142	142	139	144	88	85	85	825	41.27%
03-5-07-50016	Benefits-Health/Defrd Comp	100,000	7,858	9,420	17,550	2,275	6,548	6,515	6,578	56,745	56.75%
03-5-07-50017	Benefits-Disability Insurance	6,000	311	544	743	444	405	492	375	3,223	53.72%
03-5-07-50019	Benefits-Workers Compensation	30,000	3,000	0	0	637	1,500	5,492	1,500	12,129	40.43%
03-5-07-50021	Benefits-PERS	25,000	1,154	2,153	3,203	1,610	1,580	1,445	1,585	12,730	50.92%
03-5-07-50022	Benefits-PERS Employer	40,000	1,255	2,604	4,037	2,218	2,152	2,314	2,164	16,743	41.86%
03-5-07-50023	Benefits-Uniforms	3,000	125	133	156	131	125	162	125	956	31.86%
03-5-07-50024	Benefits-Vacation & Sick Pay	2,000	173	213	320	213	213	213	127	1,472	73.62%
03-5-07-50025	Benefits-Boot Allowance	1,000	162	0	0	0	0	0	0	162	16.24%
03-5-07-51003	Sewer Pipeline & Facilities	270,000	20,681	19,388	17,442	20,170	14,815	6,595	9,451	108,542	40.20%
03-5-07-51140	General Supplies & Expenses	1,000	18	108	9	32	0	41	0	207	20.70%
03-5-07-51241	Lift Station #1	125,000	2,260	5,424	4,986	3,551	3,242	3,025	3,050	25,539	20.43%
03-5-07-51242	Lift Station #2	16,000	10,225	1,935	1,275	1,025	2,276	616	1,005	18,357	114.73%
03-5-07-51243	Lift Station #3	5,000	174	259	171	169	155	161	180	1,270	25.39%
03-5-07-51244	Lift Station #4	40,000	376	1,399	593	499	439	578	517	4,402	11.00%
03-5-07-51248	Lift Station #8	3,000	32	47	80	49	53	83	86	429	14.29%
03-5-07-54111	Pretreatment	66,000	28,185	4,269	2,966	2,810	2,309	3,953	1,885	46,378	70.27%
	<b>ENVIRONMENTAL CONTROL TOTAL</b>	<b>1,234,000</b>	<b>95,865</b>	<b>94,663</b>	<b>123,094</b>	<b>71,073</b>	<b>72,706</b>	<b>67,962</b>	<b>62,022</b>	<b>587,385</b>	<b>47.60%</b>
	Debt Service - Principal - WRWRF	2,147,975	0	0	2,147,973	0	0	0	0	2,147,973	100.00%
03-5-40-57203	Debt Service - Principal - Brineline	412,790	0	0	0	0	0	412,791	0	412,791	100.00%
03-5-40-57204	Debt Service - Principal - WISE	127,970	0	0	0	0	0	0	0	0	0.00%
03-5-40-57205	Debt Service - Principal - R 10.3	37,495	0	0	0	0	0	0	0	0	0.00%
03-5-40-57206	Debt Service - Principal - Crow & B12-1	13,795	0	0	0	0	0	0	0	0	0.00%
03-5-40-57403	Debt Service - Interest	1,091,707	0	0	775,696	0	0	236,483	0	1,012,179	92.72%
	<b>40 - Debt</b>	<b>3,831,732</b>	<b>0</b>	<b>0</b>	<b>2,923,669</b>	<b>0</b>	<b>0</b>	<b>649,274</b>	<b>0</b>	<b>3,572,942</b>	<b>93.25%</b>
	Asset Acq. - Treatment	0	0	0	0	0	0	0	0	0	
03-5-40-57006	Asset Acq. - Admin (fuel master)	0	0	0	0	0	0	0	0	0	
03-5-40-57007	Asset Acq. - EC (ADS flow monitors & smart covers)	0	0	0	0	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>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
	<b>TOTAL SEWER EXPENSES</b>	<b>12,202,227</b>	<b>497,483</b>	<b>631,165</b>	<b>3,714,784</b>	<b>672,685</b>	<b>623,759</b>	<b>1,291,536</b>	<b>482,052</b>	<b>7,913,464</b>	<b>64.85%</b>



FY 2017 - Recycled Expenses

ACCOUNT#	DESCRIPTION	BUDGET	July '16	Aug '16	Sept '16	Oct '16	Nov '16	Dec '16	Jan '17	Year to Date	Percentage YTD
04-5-06-50010	Labor-Recycled Water	275,000	17,305	17,169	29,274	16,322	16,962	16,608	15,786	129,425	47.06%
04-5-06-50012	Director Fees	2,500	0	0	0	0	0	0	0	0	0.00%
04-5-06-50013	Benefits-FICA	15,000	1,428	1,328	2,081	1,246	1,290	999	1,298	9,670	64.47%
04-5-06-50014	Benefits-Life Insurance	250	(3)	(3)	(5)	(3)	(2)	(2)	(2)	(20)	-7.88%
04-5-06-50016	Benefits-Health & Def Comp	25,000	2,181	2,116	3,764	1,170	2,110	2,177	2,088	15,606	62.42%
04-5-06-50017	Benefits-Disability Insurance	1,500	158	153	224	140	112	96	148	1,030	68.66%
04-5-06-50019	Benefits-Workers Compensation	3,000	394	0	0	637	197	1,500	197	2,924	97.47%
04-5-06-50021	Benefits-PERS Employee	2,000	656	781	1,152	817	786	803	765	5,760	288.02%
04-5-06-50022	Benefits-PERS Employer	2,800	1,075	1,198	1,760	1,144	1,125	1,201	1,119	8,621	307.91%
04-5-06-50023	Benefits-Uniforms	1,300	57	59	71	63	63	83	57	453	34.83%
04-5-06-50024	Benefits-Vacation & Sick Pay	500	84	84	145	48	48	48	48	507	101.30%
04-5-06-50025	Benefits-Boots	250	0	0	0	0	0	0	0	0	0.00%
04-5-06-51003	R & M-Structures	20,000	6,877	8,600	18,525	16,365	1,471	1,405	6,791	60,034	300.17%
04-5-06-51020	R & M-Pipelines	5,000	3,486	1,381	400	5,467	0	0	47	10,781	215.61%
04-5-06-51021	R & M-Service Lines	5,000	860	(1,503)	0	0	0	8,578	5	7,940	158.80%
04-5-06-51022	R & M-Fire Hydrants	2,500	0	0	0	0	0	0	0	0	0.00%
04-5-06-51030	R & M-Meters	25,000	0	0	1,825	0	0	0	0	1,825	7.30%
04-5-06-51140	General Supplies & Expenses	2,000	0	38	0	1,281	422	0	1,263	3,004	150.19%
04-5-06-51210	Utilities-Power Purchases	85,000	5,199	10,030	9,700	10,423	6,333	5,527	4,861	52,072	61.26%
04-5-06-54002	Dues & Subscriptions	6,500	56	0	0	0	0	0	1,624	1,680	25.84%
04-5-06-54005	Computer Expense	7,500	0	0	64	4,494	0	2,700	0	7,258	96.77%
04-5-06-54011	Printing & Publications	1,000	0	83	0	0	67	0	73	223	22.34%
04-5-06-54012	Education & Training	4,000	205	542	35	954	835	84	0	2,654	66.36%
04-5-06-54014	Public Relations	2,500	34	0	200	0	31	0	0	265	10.59%
04-5-06-54016	Travel Related Expenses	5,000	0	42	247	0	1,094	224	0	1,607	32.14%
04-5-06-54017	Certifications & Renewals	1,000	0	0	0	0	0	0	0	0	0.00%
04-5-06-54019	Licenses & Permits	35,000	0	0	0	7,907	0	13,564	0	21,472	61.35%
04-5-06-54020	Meeting Related Expenses	1,000	91	0	30	162	0	85	(169)	199	19.92%
04-5-06-54022	Utilities - YVWD Services	0	179,153	253,833	165,582	400,048	4,178	(986,130)	0	16,663	
04-5-06-54025	Utilities - Telephone & Internet	1,000	140	140	140	140	140	140	0	839	83.90%
04-5-06-54010	Contractual Services	3,500	2,017	20	21	91	16	15	917	3,097	88.48%
04-5-06-54107	Legal	4,000	0	0	1,275	0	0	0	0	1,275	31.88%
04-5-06-54108	Audit & Accounting	2,500	800	0	1,300	290	0	0	0	2,390	
04-5-06-54109	Professional Fees	25,000	7,462	16,329	9,779	3,200	17,378	4,790	0	58,938	235.75%
04-5-06-54110	Laboratory Services	1,000	0	0	0	0	0	0	0	0	0.00%
04-5-06-55500	Depreciation	8,000	685	665	665	665	665	665	665	4,675	58.44%
	Infrastructure Replacement	25,000	2,120	2,080	2,080	2,080	2,080	2,080	2,080	14,600	58.40%
04-5-06-56001	Insurance	0	1,762	1,745	1,745	1,745	1,745	1,745	1,745	12,232	
04-5-06-57030	Regulatory Compliance	40,000	2,015	1,809	1,446	1,209	3,013	36,509	100	46,101	115.25%
04-5-06-57040	Environmental Compliance	10,000	0	0	0	0	0	0	0	0	0.00%
	TOTAL RECYCLED EXPENSES	657,100	236,298	318,717	253,525	478,106	62,157	(884,510)	41,507	505,799	76.97%



## Director Memorandum 17-021

**Date:** March 7, 2017

**Prepared By:** Joseph Zoba, General Manager

**Subject:** Consideration to Purchase Additional Imported Water from the San Bernardino Valley Municipal Water District for Calendar Year 2017

**Recommendation:** That the Board authorizes the purchase of an additional 1,000 acre feet of imported water for use at the Yucaipa Valley Regional Water Filtration Facility plus 6,000 acre feet of imported water for recharge at the Wilson Creek Spreading Basins for a sum not to exceed \$836,200.

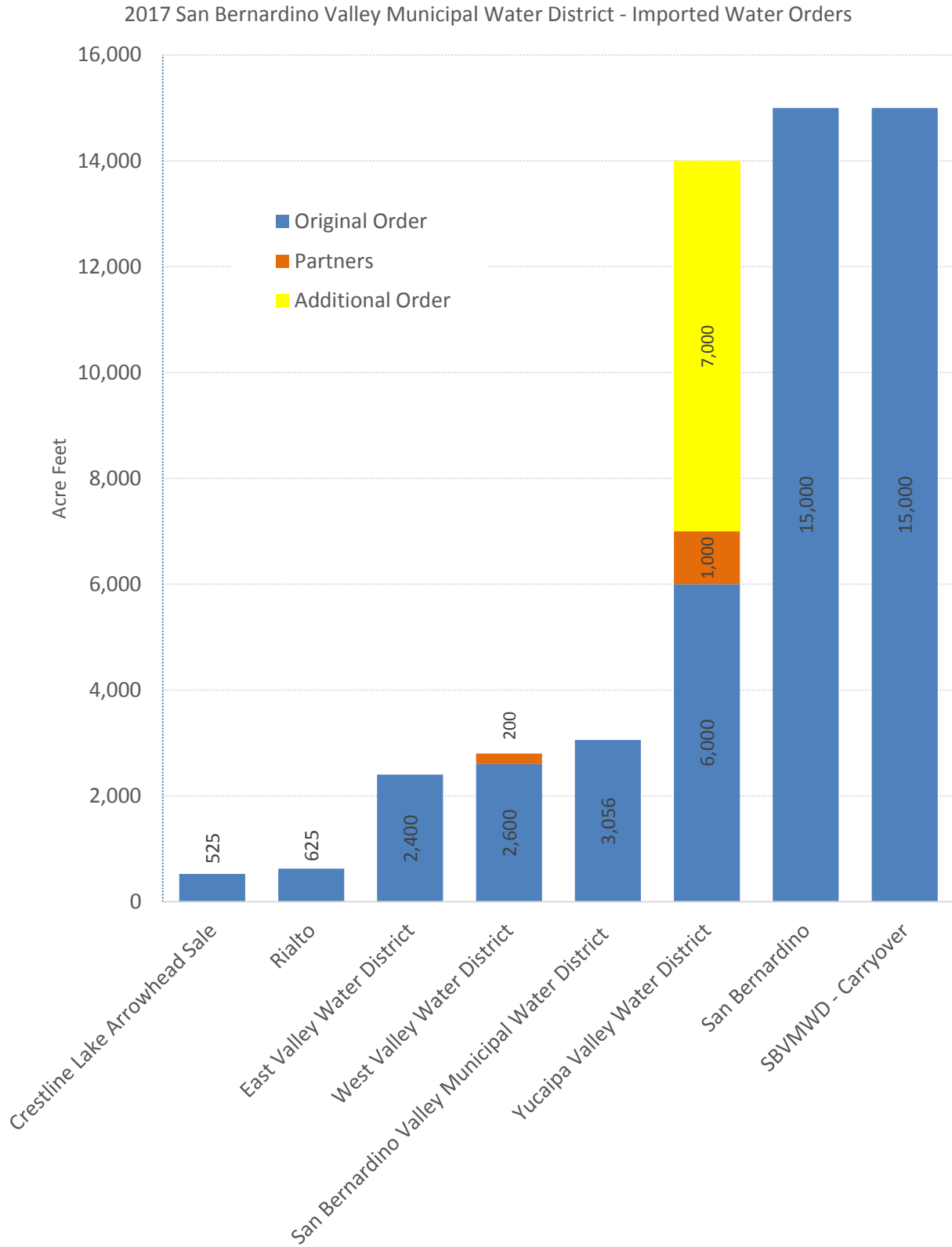
On July 20, 2016, the Board of Directors authorized the purchase of 6,000 acre feet of imported water from the San Bernardino Valley Municipal Water District for a total cost of \$754,800 [Director Memorandum No. 16-071]. This water will be delivered to the Yucaipa Valley Regional Water Filtration Facility throughout the year to produce drinking water for our community. Additionally, the Yucaipa Valley Water District will be processing an additional 1,000 acre feet of drinking water for Western Heights Mutual Water Company.

On February 22, 2017, the District staff received information from the San Bernardino Valley Municipal Water District that additional imported water would be available this year due to the wet winter conditions and snowpack in northern California (attached). The District staff has reviewed our operational plan for this year and recommends the purchase of an additional 1,000 acre feet of imported water for use at the Yucaipa Valley Regional Water Filtration Facility plus 6,000 acre feet of imported water for recharge at the Wilson Creek Spreading Basins for a total of 7,000 acre feet of additional water supplies. The total cost of this purchase in the amount of \$836,200 will be funded by GL 02-10313.

Imported Water Classification	Unit Cost of Imported Water *	Quantity of Additional Imported Water Requested by YVWD	Cost
<b>Direct Delivery</b>	\$125.80/acre foot	1,000 acre feet	\$125,800
<b>Seasonal Storage</b>	\$118.40/acre foot	6,000 acre feet	\$710,400
<b>Total Cost</b>			<b>\$836,200</b>

\* San Bernardino Valley Municipal Water District Resolution No. 888

If the Board of Directors approve this additional purchase of imported water, the Yucaipa Valley Water District will import a total of 13,000 acre feet of water this year to offset future groundwater production. For comparative purposes, the purchase of imported water this year will be equivalent to 2.8 years of groundwater production based on the 4,600 acre feet of groundwater extracted by Yucaipa Valley Water District in 2016.





Wed 02/22/2017 8:55 AM

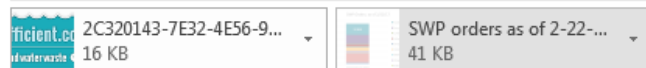
Bob Tincher &lt;bobt@sbnmwd.com&gt;

Wet Year Water Available from SWP

To mlitchfield@wvwd.org; Chris Diggs; Daniel Cozad; Jennifer Ares; Jarb Thaipejr P. E. M. B. A. (jthaipejr@lomalinda-ca.gov); John J. Mura (jmura@eastvalley.org); Joseph Zoba; 'Clarence Mansell'; 'kmalloy@eastvalley.org'; Robert Eisenbeisz; Mike Huffstutler (Waterwiz@sprintmail.com); 'stacey.aldstadt@sbnmwd.org'; Miguel Guerrero; Bill Brown; David Armstrong; ahussain@ci.colton.ca.us; Greg Gage; 'Katie Nickel'; 'Linda Jadeski'; mcory@ci.colton.ca.us; Mike Kostelecky; rtorres@ci.colton.ca.us; 'Russ Handy'; 'Steve Nix'; Thomas Crowley;

Cc Lillian Hernandez; Doug Headrick; wenh@sbnmwd.com; Cindy Saks; Tom Holcombe; Mike Esquer

**i** You replied to this message on 02/24/2017 10:49 AM.  
This message was sent with High importance.



Good morning,

The primary water management strategy in both the Upper Santa Ana River Watershed Integrated Regional Water Management Plan (IRWMP) and the San Bernardino Valley Regional Urban Water Management Plan (RUWMP) is to store SWP water in wet years so that we have it available during dry years. This year is turning out to be one of the wettest, if not the wettest, years in Northern California so it is a great year for us, as a valley, to be importing this valuable resource. The SWP is a "real-time" system meaning we either use it, or lose it. We also do not know what the future holds, the next year, or the year after, could be dry. The current allocation is 60% but all indications are that the allocation will be going up. Based on the orders for SWP that have been placed, to date, and the 60% allocation, there is about 18,000 AF available for purchase (see attached).

Many on this email are part of the Groundwater Sustainability Task Force that is developing a method to equitably share the cost of wet-year SWP supplies amongst all of the water agencies that pump from the basin. Until that process is complete, the import of SWP water is based on the orders placed by the retail water agencies.

Last year, we set a record for the amount of SWP water imported into the Valley District service area. Thanks to all of the agencies that participated in that record-setting year! This year, we have the opportunity to break our own record! Like last year, we are hoping that we can work together to get all of the wet-year SWP water imported into the valley. It does not matter how the water is used, direct delivery or recharge. The rate for recharge water is about \$118/AF and the rate for direct delivery is about \$126.

Please email me your order for SWP water on your letterhead and specify the amount of water you would like to purchase and whether it is for direct delivery and/or recharge.

Bob  
Robert M. Tincher, M.S., P.E.  
Manager of Water Resources  
San Bernardino Valley Municipal Water District  
380 E. Vanderbilt Way  
San Bernardino, CA 92408  
Direct 909.387.9215  
Cell 909.226.2812



**Date:** March 7, 2017

**Prepared By:** Matthew Porras, Management Analyst  
Kathryn Hallberg, Management Analyst  
Joseph Zoba, General Manager

**Subject:** Consideration of Resolution No. 2017-08 Establishing the Use of Fire Hydrants for Temporary Construction, Agricultural, and Residential Water Use

**Recommendation:** That the Board adopts Resolution No. 2017-08.

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On October 4, 2016, the District staff received a request from Mr. Al Ineichen requesting a waiver in monthly fees and construction meter deposit for his water hauled to 36610 Singleton Road, Calimesa. Since the District staff does not have the authority to waive the monthly construction meter fees or the deposit for the construction meter, the item was scheduled for a discussion at the board workshop on October 25, 2016 [Workshop Memorandum No. 16-161].

On October 25, 2016, the board members, District staff, and Mr. Ineichen discussed the practice of hauling drinking water from the District's drinking water system to property owned by Mr. Ineichen.

On December 14, 2016 District staff met with Mr. Al Ineichen at his property to discuss the issues and resolutions that could be presented to the Board for consideration. At this meeting, Mr. Ineichen stated that he does not haul potable water, he only hauls non-potable water for irrigation purposes. Mr. Al Ineichen questioned the purpose of the construction meter deposit of \$1,500, considering the meter is placed and locked on a District hydrant and maintained by the District staff.

On January 10, 2017, and January 31, 2017, the board members, District staff, and Mr. Ineichen discussed the policy regarding construction meter costs, depreciation, installation cost, facility capacity charges, and water usage of current construction meter customers. Based on these discussions, the District staff prepared the attached resolution for review and consideration.

**RESOLUTION NO. 2017-08****RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
YUCAIPA VALLEY WATER DISTRICT ESTABLISHING THE USE OF FIRE  
HYDRANTS FOR TEMPORARY CONSTRUCTION, AGRICULTURAL, AND  
RESIDENTIAL WATER USE**

WHEREAS, the Yucaipa Valley Water District (the "District") determined the use of all water through a hydrant must be metered; and

WHEREAS, construction meters' use will be for construction purposes, agriculture meters use will be for agriculture purposes, and residential meters use will be for potable water purposes; and

WHEREAS, customer will fill out a Fire Hydrant Use Application for Construction, Agriculture, and/or Residential Water Consumption form describing their water uses and conditions; and

WHEREAS, construction meters and agriculture meters should be used with recycled water only, and residential hydrant meters will be used with potable water only; and

WHEREAS, water being hauled in the amount of 250 gallons or more for drinking, culinary or other purposes involving a likelihood of water being ingested by humans must have a State issued Water Hauler's Permit; and

NOW, THEREFORE, the Board of Directors of Yucaipa Valley Water District, based on the foregoing Recitals, do hereby RESOLVE, DETERMINE, AND ORDER as follows:

1. Purpose of Resolution. The District's construction, agriculture, and residential hydrant meters will be required to record water consumption for all water provided by the District. Construction and agriculture meters will be used for the sole purpose of construction and agriculture. The residential hydrant meter will be used for human activities and will be required to use potable water only. Customers will be required to fill out a Fire Hydrant Use Application for Construction, Agriculture, and/or Residential Water Consumption form describing their water uses and requirements in regards to hauling potable and recycled water. Any customer wanting to use potable water instead of recycled for construction and/or agriculture purposes must have prior approval from District staff. All other typical and fixed meter charges shall apply as set forth by the Board of Directors.
2. Construction Meter Installation Charge, Daily Demand Charge and Recycled Water Consumption Charge.
  - a. Construction Meter Installation Charge. A construction meter installation charge shall be paid prior to the District installing the meter at a recycled water fire hydrant as determined by the District. The installation charge will be \$72.72, and will be collected for the installation and removal of the construction meter when the service is discontinued.

- b. Daily Demand Charge. A service charge of \$0.607 shall be charged per calendar day. This charge includes \$0.475 for depreciation cost of the residential hydrant meter and meter locks, plus a daily fee of \$0.132 for meter reading and utility services.
  - c. Recycled Water Consumption Charge. Recycled water used for construction purposes is considered to be a reliable source of water and less subject to interruptions. This water shall be charged at a rate of \$2.765 per kgal. This rate includes the charge of recycled water at the current rate of \$1.71 per kgal and the facility capacity charge of \$1.055 per kgal.
3. Agriculture Meter Installation Charge, Daily Demand Charge and Recycled Water Consumption Charge.
- a. Agriculture Meter Installation Charge. An agriculture meter installation charge shall be paid prior to the District installing the meter at a recycled water fire hydrant as determined by the District. The installation charge will be \$72.72, and will be collected for the installation and removal of the agriculture meter when the service is discontinued.
  - b. Daily Demand Charge. A service charge of \$0.607 shall be charged per calendar day. This charge includes \$0.475 for depreciation cost of the residential hydrant meter and meter locks, plus a daily fee of \$0.132 for meter reading and utility services.
  - c. Recycled Water Consumption Charge. Recycled water used for agriculture purposes is considered to be a reliable source of water and less subject to interruptions. This water shall be charged at a rate of \$2.765 per kgal. This rate includes the charge of recycled water at the current rate of \$1.71 per kgal and the facility capacity charge of \$1.055 per kgal.
4. Residential Hydrant Meter Installation Charge, Daily Demand Charge and Potable Water Consumption Charge.
- a. Residential Hydrant Meter Installation Charge. A residential hydrant meter installation charge shall be paid prior to the District installing the meter at a potable water fire hydrant as determined by the District. The installation charge will be \$72.72, and will be collected for the installation and removal of the residential hydrant meter when the service is discontinued.
  - b. Daily Demand Charge. A service charge of \$0.607 shall be charged per calendar day. This charge includes \$0.475 for depreciation cost of the residential hydrant meter and meter locks, plus a daily fee of \$0.132 for meter reading and utility services.
  - c. Potable Water Consumption Charge. This water shall be charged at a rate of \$3.97 per kgal. This rate includes the charge of potable water with the current rate of \$2.915 per kgal and the facility capacity charge of \$1.055 per kgal.

5. Water Hauler's License. The State of California requires a Water Hauler's License to haul drinking water in bulk (250 gallons capacity or greater). This license is needed anytime water is transported for drinking, culinary or other purposes involving a likelihood of water being ingested by humans.
6. Methodology - The costs are based on current industry and utility services hourly cost and will be adjusted yearly to match the increase of product cost and utility services hourly cost. See fee calculation table below.

Fee Calculations		
Facility Capacity Charges		$\frac{700 \text{ gal}}{\text{day}} \times \frac{365 \text{ days}}{\text{year}} \times \frac{50 \text{ years}}{1} = 12,775 \text{ kgal}$ $\frac{\$13,478}{12,775 \text{ kgal}} = \$1.055 \text{ kgal}$
Daily Demand Charge	Depreciation Cost	<p>Meter depreciation cost over 5 years:</p> <p><math>5 \text{ years} \times 365 \text{ days} = 1825 \text{ days}</math></p> <p>Removable Hydrant Meter w/ AMI Capabilities Cost: \$650.00</p> $\frac{\$650}{1825 \text{ days}} = \$0.356 \text{ per day}$ <p>Fire Hydrant Meter Lock: \$113.08</p> $\frac{\$113.08}{1825 \text{ days}} = \$0.062 \text{ per day}$ <p>Gate Valve Lock: \$103.38</p> $\frac{\$103.38}{1825 \text{ days}} = \$0.057 \text{ per day}$
	Meter Reading and Billing Services	<p>\$48.00 per year</p> $\frac{\$48.00}{365 \text{ days}} = \$0.132 \text{ per day}$

7. Effective Date. This Resolution shall be effective immediately and shall remain in effect until such time as it is rescinded or superseded. All previous resolutions regarding construction meters and potable water use are hereby superseded.



PASSED AND ADOPTED this 7<sup>th</sup> day of March, 2017.

YUCAIPA VALLEY WATER DISTRICT

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Jay Bogh, President Board of Directors

ATTEST:

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## Director Memorandum 17-023

**Date:** March 7, 2017

**Prepared By:** Matthew Porras, Management Analyst

**Subject:** Consideration of Adopting a Cellular Device Usage Program

**Recommendation:** That the Board authorizes the General Manager to implement the Cellular Device Usage Program for District employees when data collection and communication programs are implemented.

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The District staff is beginning to utilize smart phones for the collection of system data. It would be helpful to implement a cellular device program that would apply to District employees who are not assigned a District owned device.

The proposed program has been drafted to provide a reimbursement to employees for the use of their cellular device to offset the purchase and monthly cellular expense.

## CELLULAR DEVICE USAGE PROGRAM

This document establishes the Yucaipa Valley Water District's ("District") program for use of a mobile cellular device by an employee to perform District related tasks. For the purposes of this program, the term "cellular device" is defined as any handheld electronic device with the ability to send, receive, or transmit voice, text, or data messages without a cable connection.

- I. Use of District Owned Cellular Devices.** Cellular devices provided by the District for work related use. The cellular device provided from the District is to be protected by the employee and returned when employment ends. This policy does not apply to District Owned Cellular Devices.
- II. Use of Personally Owned Cellular Devices.** Cellular devices owned and maintained by an employee and used during work hours for District communication and District data collection.
- III. Reimbursement of Cellular Device Expenses.** Eligibility for reimbursement will require that the employee receives annual approval by the General Manager for the use of a Personally Owned Cellular Device for District purposes. The following requirements must be satisfied to be eligible for this reimbursement:
  - The device is required to perform District and work related tasks.
  - The tasks are completed using the device within a reasonable timeframe.
  - The device is used as a point of contact for the employee.
  - The device and service plan are compatible with the required tasks.
  - The device and service plan are maintained and managed by the employee.
  - District utilized applications are installed and updated on the device as required to provide the full functionality of communication and data collection.
  - The District is notified within 24 hours of a lost or stolen cellular device.
  - An executed reimbursement policy will be required to be authorized by the General Manager and updated in January of each calendar year.
  - The District reserves the right to modify, adjust, update, expand, or terminate this policy and the reimbursement at any time without notice.
- IV. Financial Reimbursement**
  - A reimbursement in the amount of \$40 per month will be provided to an eligible employee at the first payroll cycle of each month.



## Director Memorandum 17-024

**Date:** March 7, 2017

**Prepared By:** Joseph Zoba, General Manager

**Subject:** Discussion Regarding the *Water Rights, Water Supply, and Facility Capacity Fee Collection Agreement between the City of Calimesa, San Gorgonio Pass Water Agency and Yucaipa Valley Water District*

**Recommendation:** Pending

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On July 27, 2015, the Board of Directors of the San Gorgonio Pass Water Agency adopted Resolution No. 2015-05 adopting facility capacity fees for new infrastructure and additional water resources (see page 4 of 20). The adoption of this resolution was deemed necessary due to "...meet future increasing demands for SGPWA supplemental water to the SGPWA service area which will require additional water facilities to be constructed to distribute water and to acquire additional water rights to meet future increasing demands."

At the regular meeting of the City of Calimesa on May 2, 2016, the Calimesa council members reviewed a *Cooperative Agreement for the Collection of Facility Capacity Fees by and Between San Gorgonio Pass Water Agency and [City]* (see page 7 of 20). Following a discussion about the draft cooperative agreement with the San Gorgonio Pass Water Agency, the Calimesa council members voted to "defer action and direct staff to continue working with all parties regarding a regional resolution on water supply".

In summer 2016, a new effort was put forth to draft an agreement that expressly achieved the goals of municipal agencies represented by:

- Bonnie Johnson, City Manager, City of Calimesa;
- Jeff Davis, General Manager, San Gorgonio Pass Water Agency; and
- Joseph Zoba, General Manager, Yucaipa Valley Water District.

After several months of discussions and negotiations, the group of managers developed the latest version of the *Water Rights, Water Supply, and Facility Capacity Fee Collection Agreement* (see page 14 of 20). This agreement sets forth the process, conditions, and requirements needed to ensure development fees paid to the San Gorgonio Pass Water Agency result in water rights dedicated to Yucaipa Valley Water District prior to the City of Calimesa issues building permits.



**San Gorgonio  
Pass Water Agency**

- Receipt of Capacity Fees from property owners for new development

**Yucaipa Valley Water District**

- Purchase of permanent secured water rights dedicated by SGPWA to YVWD for new development

**City of Calimesa**

- Issuance of building permits based on secured and dedicated water supply to YVWD for new development

On Wednesday, February 8, 2017, the District received the following email message regarding the status of the Cooperative Agreement from the San Gorgonio Pass Water Agency.



Wed 02/08/2017 2:53 PM

Jeff Davis <JDavis@sgpwa.com>

**Status Report on Cooperative Agreement**

To Joseph Zoba; Bonnie Johnson

**i** You replied to this message on 02/08/2017 11:08 PM.

Joe and Bonnie,

I had a chance to meet this morning with Jeff Ferre and David Fenn regarding the latest draft agreement. After a lengthy discussion, David decided that he would like to take your latest draft to our board for information and discussion, along with the Agency's proposed draft agreement, at the earliest possible date. The purpose would be to discuss the merits of both with the full board and, presumably, to get some direction from the full board on which agreement they would prefer. There would be no action taken at that meeting.

I can't tell you yet exactly when this will take place, but it will most likely be either at our Board meeting on March 6 or our Engineering workshop on March 13. We just have too many other items scheduled for the meetings prior to that. As soon as I figure out which one, I will let you know. Please forward this to your respective staffs as needed.

I think that this probably obviates the need for our next several conference calls (no further negotiations needed at this time) so I would recommend cancelling them until I get some direction from the Board.

Jeff Davis  
San Gorgonio Pass Water Agency  
General Manager  
951/845-2577

Since the San Gorgonio Pass Water Agency has the ability to develop a contract the City of Calimesa, the Yucaipa Valley Water District, or both, it appears that the San Gorgonio Pass Water Agency Board of Directors will be considering all available alternatives. While it is good to evaluate all available options, it is important to understand that the agreement prepared by the San Gorgonio Pass Water Agency and presented to the City of Calimesa in May 2016 does not secure, assign, or dedicate water rights to Yucaipa Valley Water District for new development to

proceed in Calimesa. Therefore, if this is the desired pathway by the San Gorgonio Pass Water Agency, it would effectively stifle new development in Calimesa.

The San Gorgonio Pass Water Agency is scheduled to discuss both agreements at their meeting scheduled for March 6, 2017. The purpose of this agenda item is to provide an update on the discussion at the San Gorgonio Pass Water Agency, provide direction to District staff and review the latest version of the *Water Rights, Water Supply, and Facility Capacity Fee Collection Agreement* (see page 14 of 20).

**RESOLUTION NO. 2015-05****RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
SAN GORGONIO PASS WATER AGENCY  
TO ADOPT FACILITY CAPACITY FEES FOR  
FACILITIES AND WATER**

WHEREAS, the San Gorgonio Pass Water Agency (SGPWA) is a public agency formed and existing pursuant to Article 101 of the California Water Code Appendix (SGPWA Act) in 1961; and

WHEREAS, SGPWA entered into a contract with the California Department of Water Resources (DWR) in 1962 for a Table A amount of water capacity in the California State Water Project (SWP) which is currently 17,300 acre feet per year (AFY) to bring supplemental water to the SGPWA service area; and

WHEREAS, there is a need to meet future increasing demands for SGPWA supplemental water to the SGPWA service area which will require additional water facilities to be constructed to distribute water and to acquire additional water rights to meet future increasing demands; and

WHEREAS, the Board of Directors finds and determines that the present existing water importation, production, transportation, delivery facilities and water supplies are inadequate to meet anticipated demand; and

WHEREAS, Section 101 – 27.1(a) of the SGPWA Act authorizes SGPWA to impose a facility capacity fee, which is in the nature of a connection fee, for the right to make a new retail connection to the water distribution system of any retail water distributor that is located within the boundaries of the SGPWA and that obtains all or any portion of its water supplies from SGPWA; and

WHEREAS, Section 101- 27.1(c) also provides the facility capacity fee referred to in subdivision (a) shall be adopted, established, and imposed only following a public hearing and in accordance with the requirements set forth in Chapter 5 (commencing with Section 66000 of Division 1 of Title 7 of the Government Code as it now exists or may hereafter be amended; and

WHEREAS, the Facility Capacity Fee as set forth in the SGPWA Act, Sections 101 – 27.1 (a) through (i) will assist SGPWA to fund (1) the purchase of capacity in existing pipeline systems owned by other public agencies; (2) and additional basin recharge project for underground water storage in the Beaumont groundwater basin, including land purchases associated with such basin activity; and (3) the purchase of new water and/or water rights and entitlements to meet future water demand; and

WHEREAS, pursuant to Section 101 – 27.1 of the SGPWA Act, SGPWA has prepared a Capacity Fee Study (Study) to support the need for additional water facilities and new water and/or water rights in that the existing facilities are not adequate to meet the future increasing water needs in the SGPWA service area; and

WHEREAS, the Study meets the requirements of Section 101 – 27.1 and Government Code Section 66013 to ensure that the Facility Capacity Fee does not exceed the estimated reasonable cost of providing the service for which the fee is imposed and provides a clear and concise document that will serve as the basis for the proposed fee levels; and

WHEREAS, SGPWA has provided all of the notices prior to and conducted a public hearing on July 27, 2015 required by Section 101 – 27.1 (c) of the Agency Act; and

WHEREAS, SGPWA after close of the hearing considered the Study, and proposed Findings.

NOW THEREFORE BE IT HEREBY RESOLVED

1. The matters set forth in the recitals to this Resolution are true and correct statements and are made findings and determinations of the Board of Directors.
2. That the Findings as set forth on Attachment 1 concerning the Study are hereby adopted.
3. The Board of Directors finds that the Facility Capacity Fees as defined in the Study and the Findings are for the purpose of obtaining funds for capital projects necessary to maintain service within SGPWA as set forth in this Resolution and, therefore, the establishment of such fees is not subject to the California Environmental Quality Act.
4. That the Study is hereby approved.
5. That the Facility Capacity Fees as set forth in the Study and on Attachment 2 hereof are hereby adopted and shall take effect immediately.
6. The General Manager is authorized to contract with the counties in which it is located and with the cities within the SGPWA for the collection of the Facility Capacity Fee along with building permit fees or other fees related to the improvement of property, or may contract for collection of the Facility Capacity Fees by the water retail distributors (SGPWA Act 101 – 27.1 (f)).
7. The Facility Capacity Fee component shall be automatically adjusted without further action of the Board effective on July 1st of each year, beginning July 1, 2016, by a percentage equal to the change in Construction Cost Index for Los Angeles as published by Engineering News Record for the preceding twelve months as set forth in the Study.
8. The Facility Fee component of the facility capacity fee shall be reviewed periodically as determined by the General Manager to determine if changes are needed and reasonable in unit prices, facility requirements, and water demands and demographics in order to ensure that Facility Fee cost allocations are reasonable and that collections over time will fund the required facilities.
9. The Water Capacity Fee component shall be reviewed annually in the month of July, commencing July 1, 2016 to adjust the Water Capacity Fee by a reasonable percentage based on the cost of actual water purchases, an updated water rights appraisal or comparisons of recent



purchases of additional water rights by statewide municipalities and special districts over the preceding twelve months.

10. The General Manager is further authorized to take any and all other actions to implement and carry out this resolution.

11. All resolutions or administrative actions by the Board of Directors, or parts thereof that are inconsistent with any provision of this Resolution are hereby superseded only by this Resolution to the extent of such inconsistency.

12. If any section, subsection, clause, sentence, or phrase in this Resolution is for any reason held invalid, the validity of the remainder of this Resolution shall not be affected thereby. The Board hereby declares it would have passed this Resolution and each section, sentence, clause or phrase thereof, irrespective of the fact that all or more sections, subsections, clauses, sentences, or phrase are held invalid.

13. The Resolution shall take effect immediately.

AYES:

NOES:

DATE: July 27, 2015

SAN GORGONIO PASS WATER AGENCY

By \_\_\_\_\_  
Secretary of the Board of Directors



## Agenda Item No. 11

# STAFF REPORT

## CITY OF CALIMESA CITY COUNCIL MEETING

**SUBJECT:** CONSIDERATION OF COOPERATIVE AGREEMENT FOR THE COLLECTION OF FACILITY CAPACITY FEES BY AND BETWEEN SAN GORGONIO PASS WATER AGENCY AND THE CITY OF CALIMESA

**MEETING DATE:** May 2, 2016

**PREPARED BY:** Bonnie Johnson, City Manager

**RECOMMENDATION:** It is recommended that City Council discuss and consider possible action on one of the following:

1. Approve, in concept, the Cooperative Agreement for the Collection of Facility Capacity Fees by and between San Gorgonio Pass Water Agency (SGPWA) and the City of Calimesa. Authorize the City Attorney and City Manager to work with SGPWA to finalize the agreement.
2. Defer taking action on the Cooperative Agreement for the Collection of Facility Capacity Fees by and between San Gorgonio Pass Water Agency (SGPWA) and the City of Calimesa. Direct staff to continue working with all parties regarding a regional resolution on water supply.
3. Provide alternative direction to staff.
4. Take no action.

**BACKGROUND AND DISCUSSION:** Council Member Hyatt requested this item be on the agenda. Please note that although SGPWA provided the agreement, it is still in draft form and, therefore, may be subject to change.

As the Council has recently become aware, there are currently many issues being discussed regarding regional water supplies and the appropriate allocation of such water. The outcome of these discussions will have a significant effect on the City's ability to move forward with proposed future development. As you are also aware, there are philosophical differences between SGPWA and certain water retailers such as YVWD and BCVWD. The resolution of these issues is key as Calimesa moves forward. Through an established ad-hoc committee, 2 members of our City Council continue to participate in regional discussions. However, at this point, no resolution has been reached.

Proposed Cooperative Agreement with SGPWA  
City Council Meeting of May 2, 2016  
Page No. 2

Based upon the SGPWA Capacity Fee Study (see attachment 2 to this report), the proposed fee would be based upon water usage. The estimated proposed fee per residential unit is \$3,585. This includes both a Facility Fee and Water Capacity Fee. Non-residential fees would vary based upon meter size.

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**FISCAL IMPACT:**       None.

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**ATTACHMENTS:**

Attachment A: Draft Cooperative Agreement for the Collection of Facility Capacity Fees by and between San Gorgonio Pass Water Agency (SGPWA) and the City of Calimesa.

Attachment B: Capacity Fee Study for San Gorgonio Pass Water Agency

**COOPERATIVE AGREEMENT FOR THE COLLECTION OF FACILITY CAPACITY  
FEES  
BY AND BETWEEN  
SAN GORGONIO PASS WATER AGENCY  
AND  
[CITY]**

This Cooperative Agreement (“Agreement”) is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2016, by and between SAN GORGONIO PASS WATER AGENCY (“Agency”), a California public agency formed and operating pursuant to Act 101 of the California Water Code Appendix (“Act”) and the City of \_\_\_\_\_, a California municipal corporation (“City”). The Agency and City are sometimes referred to in this Agreement individually as “Party” and collectively as “Parties.”

**RECITALS**

A. The Agency is a State Water Project (“SWP”) contractor and has an obligation to import and provide water within its service area and to protect and enhance local water supplies for use by present and future water users. The primary source of local water supply to the Agency’s service area is currently groundwater and natural surface runoff. Beaumont Storage Unit (“BSU”), the major groundwater basin providing local groundwater, was determined to be in overdraft and is required to operate in a balanced condition, replacing an amount of water equal to the amount removed from the basin over time. Imported water from the SWP supplements local water supplies.

B. Total water demand at build-out within the Agency’s service area is expected to be in excess of existing local and imported water supplies. Increased demand for water from new development, mandatory balanced operating conditions of the BSU, and decreasing reliability of imported water supplies require the Agency to identify additional reliable sources of water to meet increasing demands. Over the next twenty years, the Agency anticipates investing in a basin recharge facility, purchasing additional capacity in pipelines that convey SWP water, and purchasing additional water rights outside of the SWP (collectively, “Improvements”).

C. Section 27.1 of the Act authorizes the Agency to impose a Facility Capacity Fee which is in the nature of a connection fee, for the right to make a new retail connection to the water distribution system of any retail water distributor that is located within the boundaries of the Agency and that obtains all or any portion of its water supplies from the Agency

D. In accordance with Government Code Section 66013, the Agency adopted Resolution No. 2015-05, which establishes a fee to be imposed on new developments within the Agency’s service area, except for Morongo Tribal land (“Resolution”). As set forth in the Resolution, the fee is dedicated to funding the cost of the Improvements. The fee has two components: (1) a facility fee that will fund a portion of the required new infrastructure; and (2) a water capacity fee that will fund a portion of the purchase of new water rights and entitlements. The facility fee and water capacity fee are referred to in this Agreement, collectively, as “Fee.”

E. As part of the approval process for a new development, the City imposes certain requirements under its authority as the land use approval agency. Such conditions include, but are not limited to, verification that a sufficient water supply will be available to the new development. All of such land use approval requirements are collectively referred to herein as "Development Approvals".

F. The Agency desires the City's assistance in facilitating the collection of the Fee from applicants who apply to City for Development Approvals and the City desires to assist the Agency in collection of the Fee in accordance with the terms of this Agreement.

## AGREEMENT

NOW THEREFORE, in consideration of the Recitals and the terms and conditions set forth in this Agreement, and for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

### 1. COLLECTION OF FEE

During the Term of this Agreement, as defined in Section 2, City shall require any individual or entity to which the Fee applies to remit payment of the Fee to the Agency and to provide evidence to the City of the payment of such Fee. The City shall impose the payment requirement and shall require said individual or entity to provide evidence of the payment in the following manner:

a. Imposition of Fee. As a condition precedent to issuing any Development Approval, the City shall require any individual or entity to which the Fee applies to remit payment of the Fee directly to the Agency. Such condition must be included as a mitigation measure in any environmental document, if any, prepared as part of the project for which the Fee applies, and as part of the Development Approvals for any building permit or entitlement for the improvement of property.

b. Amount of Fee. The amount of the Fee shall be determined in accordance with the terms of the Resolution, as it currently exists or may be amended. In the event the applicant has any questions regarding the calculation of the Fee, the City may direct the applicant to the Agency for assistance.

c. Collection of Fee. Unless the parties agree otherwise in writing, the City shall require evidence of payment of the Fee no later than the following times. In no event shall the City be responsible for directly collecting the Fee.

(i) For residential projects including increasing the water demand from the existing demand pursuant to the criteria set forth in the Resolution: prior to the date of final inspection, or the date the certificate of occupancy is issued, whichever occurs first, or for residential projects containing one or more than one dwelling unit, prior to the date the first dwelling unit within the project receives final inspection or certificate of occupancy, whichever

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occurs first; or prior to the issuance of any will-serve letter or similar authorization, as appropriate;

(ii) For non-residential projects (e.g., commercial, office, industrial) including increasing the water demand from the existing demand pursuant to the criteria set forth in the Resolution: prior to the issuance a building permit or similar authorization for any phase of the project or prior to issuance of any will-serve letter or similar authorization, as appropriate.

d. Evidence of Collection of Fee. Upon receipt of the full amount of any Fee due and payable under the terms of the Resolution, the Agency shall provide documentation to the City verifying receipt of the Fee and will include the proposed project within the Agency's Urban Water Management Plan.

e. Effect of Failure to Pay Fee. If the City issues a Development Approval without first requiring and receiving evidence of the payment of a Fee required by the Resolution, the project for which the Development Approval is authorized shall have no entitlement to water provided by the Agency or by its facilities.

f. Refunds and Credits. The Agency agrees to process and issue any required refunds or credits of the Fee.

## 2. **TERM AND TERMINATION**

Either Party may terminate this Agreement for any reason on six (6) months' written notice to the other Party. This Agreement shall remain in effect until terminated by written notice ("Term").

## 3. **DISPUTE RESOLUTION AND REMEDIES**

In the event a dispute arises between the Parties relating to this Agreement, the Parties shall first attempt to resolve the disagreement through an informal dispute resolution process. A Party shall initiate the informal dispute resolution process by transmitting written notice to the other Party, setting forth the nature and extent of the dispute, and requesting that the Parties engage in informal dispute resolution. Within ten (10) working days from the date of receipt of the request for informal dispute resolution, staff members of both of the Parties shall meet and confer in a good faith effort to resolve the dispute by recognizing their mutual interests and attempting to reach a resolution that is just, equitable and satisfactory to both Parties. The Parties may by mutual agreement recess or continue the informal dispute resolution conference. In the event that the Parties have not reached a mutually satisfactory resolution of the dispute within thirty (30) calendar days following the date of the initial informal dispute resolution conference (unless the Parties have mutually agreed to extend the process beyond the 30 days), either party may pursue other available remedies including, but not limited to, specific performance or injunctive relief.

#### 4. GENERAL PROVISIONS

a. Law, Venue, Attorney Fees. This Agreement shall be interpreted in accordance with the laws of the State of California. If any action is brought to interpret or enforce any term of this Agreement, the action shall be brought in a state or federal court situated in the County of Riverside, State of California. In the event of any such litigation between the Parties, the prevailing party shall be entitled to recover all reasonable costs incurred, including reasonable attorney's fees, as determined by the court. In the event of any breach of this Agreement, the non-breaching party shall be entitled to recover costs and reasonable attorney's fees incurred in curing any breach.

b. Defense and Indemnity. The Agency shall defend, indemnify and hold harmless the City, its elected and appointed officials, officers, employees, and agents from and against any and all costs, claims, liabilities, judgments, or award of damages, including reasonable attorney's fees (collectively "Liabilities"), arising out of or in any way resulting from the adoption and imposition of the Fee or the acts or omissions of the Agency, its officers, employees and agents, relating in any way to the collection and/or accounting for the Fee, except to the extent that the Liabilities arise from the City's negligent or willful misconduct.

c. Amendment. This Agreement may be amended by mutual written agreement of the Parties.

d. Mutual Cooperation. The Parties agree to provide information and take such further actions as are reasonably necessary to effectuate the purposes and intent of this Agreement.

*SIGNATURES ON FOLLOWING PAGE*

IN WITNESS WHEREOF, the Parties have caused this Agreement to be signed as of the date last written below:

**SAN GORGONIO PASS WATER  
AGENCY**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Dated: \_\_\_\_\_

**DRAFT**

**CITY OF** \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Dated: \_\_\_\_\_



Draft Agreement - March 1, 2017

## WATER RIGHTS, WATER SUPPLY, AND FACILITY CAPACITY FEE COLLECTION AGREEMENT

This WATER RIGHTS, WATER SUPPLY, AND FACILITY CAPACITY FEE COLLECTION AGREEMENT ("Agreement"), dated as of April \_\_\_\_, 2017 (the "Execution Date"), is by and among the CITY OF CALIMESA ("CITY"), a municipal corporation, having its principal address at 908 Park Avenue, Calimesa, California 92320, SAN GORGONIO PASS WATER AGENCY ("AGENCY"), a duly constituted Agency created pursuant to the San Gorgonio Pass Water Agency Act, found at California Water Code Appendix Chapter 101, having its principal address at 1210 Beaumont Avenue, Beaumont, California 92223, and YUCAIPA VALLEY WATER DISTRICT ("DISTRICT") a County Water District organized and operating under the County Water District Law, Sections 30000 and following of the California Water Code, having its principal address at 12770 Second Street, Yucaipa, California 92399.

The CITY, AGENCY, and DISTRICT are also referred to herein individually as a "Party" and collectively as the "Parties".

### RECITALS

- A. The AGENCY currently has secured water rights in the State Water Project for a quantity up to 17,300 acre feet of water per year ("AFY") by contract with the California Department of Water Resources ("DWR").
- B. On July 27, 2015, the AGENCY adopted Resolution No. 2015-05 entitled "A Resolution of the Board of Directors of the San Gorgonio Pass Water Agency to Adopt Facility Capacity Fees for Facilities and Water." As set forth in the AGENCY's Resolution No. 2015-05, the Facility and Water Capacity Fees (referred to collectively as the "AGENCY Fees") consist of two components: (1) a facility fee that will fund a portion of new AGENCY infrastructure; and (2) a water capacity fee that will fund new water rights and entitlements acquired by the AGENCY.
- C. The purpose of this Agreement is to enhance existing water supplies provided by the AGENCY to the DISTRICT by creating a mechanism whereby financial contributions from property owners and the DISTRICT are provided to the AGENCY for the purchase of water rights that result in an instantaneous, dedicated, and continuous supply of water to the DISTRICT for development within the DISTRICT and/or the CITY.

### TERMS AND CONDITIONS

NOW, THEREFORE, based on the foregoing Recitals and the terms and conditions set forth in this Agreement, and for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

#### 1. Dedication of Base Secured Water Rights

- A. The AGENCY hereby dedicates a firm supply of 800 AFY of water ("Secured Water Rights") as a continuous supply of water to the DISTRICT for existing development and population within the DISTRICT's service territory upon execution of this Agreement by the Parties.

Draft Agreement - March 1, 2017

- B. The AGENCY shall not contractually obligate, dedicate, deliver, distribute, or provide the Secured Water Rights dedicated to the DISTRICT to any other "AGENCY Customer" defined as any private or public agency or entity, property owner, or other party.
- C. Any portion of the Secured Water Rights not delivered by the AGENCY to the DISTRICT during any calendar year shall be delivered to the DISTRICT prior to the delivery of water to any other AGENCY Customer during the following calendar year. The delivery of such deferred Secured Water Rights shall be provided at a mutually agreeable location over a mutually agreeable duration without an increased cost to the DISTRICT and without impacting or reducing regular deliveries in that calendar year.
- D. The quantity of water dedicated to the DISTRICT includes the entire amount of 800 acre feet per year of Base Secured Water Rights, plus the additional unreliable portion of water when statewide DWR allocations are greater than the most recently published State Water Project reliability report published by the DWR.

## 2. Dedication, Accumulation, and Purchase of Additional Secured Water Rights

- A. In addition to the Secured Water Rights described in Section 1 above, the AGENCY shall purchase additional secured water rights ("Additional Secured Water Rights") when available, and update the AGENCY Fees to reflect the actual cost per acre foot for such Additional Secured Water Rights with a stated reliability factor applied to the specific purchase of Additional Secured Water Rights.
- B. In order to purchase such Additional Secured Water Rights from the AGENCY, the DISTRICT, developers, property owners, and others shall pay the AGENCY Fees for those water rights based on a specific quantity of Additional Secured Water Rights as determined by the DISTRICT. Upon acknowledgement of payment by the AGENCY, the Additional Secured Water Rights shall result in an instantaneous, dedicated, and continuous supply of water from the AGENCY to the DISTRICT. The specific quantity of Additional Secured Water Rights will be determined at the sole discretion of the DISTRICT based on the quantity of water needed to meet the expected water demands of development within the DISTRICT.
- C. Upon receipt of payment by the AGENCY of AGENCY Fees, the purchased Additional Secured Water Rights shall be deemed instantaneously transferred from the AGENCY to the DISTRICT resulting in an immediate accumulation in the quantity of the total Secured Water Rights and Additional Secured Water Rights dedicated and available to the DISTRICT by the AGENCY.
- D. The quantity of water dedicated to the DISTRICT shall include the entire amount of Secured Water Rights and purchased Additional Secured Water Rights, including reliable and unreliable portions of the water rights as delineated by the AGENCY at the time of purchase.
- E. The AGENCY shall provide written evidence to the DISTRICT of the purchased Additional Secured Water Rights including the estimated reliability factor for each

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purchase of such Additional Secured Water Rights. Each purchase of Additional Secured Water Rights shall automatically transfer ownership to the DISTRICT upon payment of AGENCY Fees.

- F. The DISTRICT may acquire and accumulate Additional Secured Water Rights from the AGENCY at any time, without restriction, based on the adopted AGENCY Fees expressed in units of acre feet per year (AFY) of Additional Secured Water Rights. Purchases of Additional Secured Water Rights by the DISTRICT from the AGENCY may be ultimately used within the AGENCY service territory at the discretion, and for the sole benefit of the DISTRICT.
- G. The DISTRICT will provide a drinking water service connection and the CITY will issue a building permit to those parcels for which an AGENCY Customer has:
  - i. Paid the AGENCY Fees to the AGENCY for the Additional Secured Water Rights as determined by the DISTRICT; and
  - ii. Received substantial written proof that the AGENCY has purchased, secured, and transferred ownership of Additional Secured Water Rights needed by the DISTRICT resulting in the instantaneous and continuous delivery of water to the DISTRICT.
- H. Any portion of the Additional Secured Water Rights not delivered by the AGENCY to the DISTRICT during a calendar year shall be delivered to the DISTRICT prior to the delivery of water to any other AGENCY Customer during the following calendar year. The delivery of such deferred purchased Additional Secured Water Rights shall be provided at a mutually agreeable location over a mutually agreeable duration without an increased cost to the DISTRICT without impacting or reducing regular deliveries in that calendar year
- I. The AGENCY shall permanently dedicate and transfer ownership to the DISTRICT, an equal quantity of Additional Secured Water Rights made available on parity, or in a similar manner, to an AGENCY Customer that has not received water from the AGENCY prior to July 27, 2015 as Additional Secured Water Rights, unless such water rights are purchased by a written contract at the published water rights price and made available to all other AGENCY Customers.
- J. The DISTRICT retains all rights to Secured Water Rights and purchased Additional Secured Water Rights when the reliability factor exceeds the reliability factor determined at the time the Water Rights are secured and dedicated to the DISTRICT.
- K. The AGENCY authorizes the DISTRICT to independently purchase water rights from other sources if such water rights can be delivered consistent with the AGENCY wheeling policy in effect at the time the water rights are secured, or by a wheeling mechanism that does not impact the capacity owned by the AGENCY in State Water Project facilities.

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### 3. General Provisions

- A. Dispute Resolution and Remedies. In the event a dispute arises between the Parties relating to this Agreement, the Parties shall first attempt to resolve the dispute through an informal dispute resolution process such as mediation. A Party shall initiate the informal dispute resolution process by transmitting written notice to the other Party, briefly setting forth the nature and extent of the dispute, and requesting that the Parties engage in informal dispute resolution. Within ten (10) working days from the date of receipt of that written notice, the general managers of the AGENCY and the DISTRICT and the city manager of the CITY shall meet and confer in a good faith effort to resolve the dispute by recognizing their mutual interests and attempting to reach a resolution that is just, equitable and satisfactory to both Parties. The Parties may by written agreement postpone or continue the informal dispute resolution process. In the event that the Parties have not reached a mutually satisfactory resolution of the dispute within sixty (60) calendar days following the written notice (unless the Parties have mutually agreed to extend the process beyond the sixty (60) days), either Party may pursue judicial action, including, but not limited to, damages, specific performance and injunctive relief.
- B. Law, Venue, Attorney Fees and Costs. This Agreement shall be interpreted in accordance with the laws of the State of California. If any action is brought to interpret or enforce any term of this Agreement, the action shall be brought in a California State Superior Court in the County of Riverside. In the event of any such litigation between the Parties, the prevailing party shall be entitled to recover all reasonable litigation costs incurred, including without limitation reasonable attorney's fees.
- C. Defense and Indemnity. The AGENCY shall defend, indemnify and hold harmless the DISTRICT and the CITY, their elected and appointed officials, officers, employees, and agents from and against any and all costs, claims, liabilities, judgments, or award of damages, including reasonable attorney's fees (collectively "Liabilities"), arising out of or in any way resulting from the adoption, imposition, collection and application of, and accounting for, the AGENCY Fees.
- D. Amendment. This Agreement may be amended only by mutual written agreement signed by the Parties.
- E. Mutual Cooperation. The Parties agree to provide information and take such further actions as are reasonably necessary to effectuate the purpose and intent of this Agreement. As part of such mutual cooperation, any other cooperative agreement for the collection of the AGENCY Fees between another party and the AGENCY shall be deemed incorporated at the sole discretion of the DISTRICT.
- F. Representations and Warranties. On the Execution Date, each Party represents and warrants to the other Parties that:
- i. It is a duly organized, validly existing and in good standing under the laws of the jurisdiction of its formation and that it has the power and authority to enter into this Agreement and to carry out the transactions contemplated hereby, and to perform and carry out all covenants and obligations on its part to be performed under and pursuant to this Agreement;

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- ii. The execution, delivery and performance of this Agreement is within its powers, has been duly authorized by all necessary action and does not violate any of the terms and conditions in its governing documents, any contracts to which it is a Party or any legal requirement or the like applicable to it;
- iii. All legislative, administrative and other governmental action required to authorize the execution, delivery and performance of this Agreement and the transactions contemplated hereby has been taken except to the extent of actions which by the terms hereof are to be taken at a later time;
- iv. This Agreement constitutes a valid, legal and binding obligation enforceable in accordance with the terms hereof except as such enforceability may be limited by applicable bankruptcy, insolvency, reorganization, moratorium or other similar laws;
- v. It is not bankrupt and there are no proceedings pending or being contemplated by it or, to its knowledge, threatened against it which would result in it being or becoming bankrupt;
- vi. There are no actions, suits or proceedings pending or, to such Party's best knowledge, threatened, against or affecting such Party before any court, administrative body or arbitral tribunal that might materially and adversely affect its ability to enter into this Agreement and/or perform its obligations under this Agreement; and
- vii. The execution, delivery and performance of this Agreement will not contravene any provision of, or constitute a material default under, any other agreement or instrument to which it is a Party or by which it or its property may be bound.

G. Representatives; Notices.

- i. Authorized Representatives. Each Party will designate at least one individual officer or employee who will be its representative and will be authorized to act on behalf of the Party for all purposes in performing the provisions of this Agreement ("Representative"). Each Representative shall be either the General Manager or City Manager of a Party or a Person designated by such Party who shall have at least five (5) years of direct experience and technical expertise in water utility operations. Each Party will also designate an alternate Representative who will serve in the place of (and with the same authority as) the Representative if the latter is unavailable. A Party may also designate more than one Representative. The designation may be changed from time to time. The designation and changes to a designation must be made in a writing delivered to the other Parties.
- ii. Notice. All notifications, notices, demands, requests and other communications herein provided for or made pursuant hereto shall be in writing and shall be sent by (i) registered or certified mail, return receipt requested, and the giving of such communication shall be deemed

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complete on the third (3rd) Business Day after the same is deposited in a United States Post Office with postage charges prepaid, (ii) reputable overnight delivery service, and the giving of such communication shall be deemed complete on the immediately succeeding Business Day after the same is deposited with such delivery service or (iii) so long as a Party has notified the other Parties by means of a method described in clauses (i) or (ii) above of such Party's email address for notification purposes, email transmission of notices to such Party are also permitted provided an original is also sent via one of the other permitted means and the giving of such communication shall be complete when such email is received if such email is received before 5:00 pm PST; otherwise, such communication shall be deemed complete the next Business Day.

H. Other Provisions.

- i. Integration. This Agreement, embodies the entire agreement between the AGENCY, CITY and DISTRICT relating to the subject matter hereof and supersedes all prior agreements and understandings, written or oral, relating to such subject matter.
- ii. Successor and Assigns. This Agreement shall be binding upon, and shall inure to the benefit of and be enforceable by, the Parties hereto and their respective successors and assigns permitted hereunder.
- iii. Relationship of Parties. Each Party is an independent entity and none of the Parties is an agency of another Party.
- iv. Construction and Interpretation. The Parties agree and acknowledge that this Agreement has been developed through a negotiated process among the Parties, and that each Party has had a full and fair opportunity to review the terms of this Agreement with the advice of its own legal counsel and to revise the terms of this Agreement, such that each Party constitutes a drafting Party to this Agreement. Consequently, the Parties understand and agree that no rule of construction shall be applied to resolve any ambiguities against any particular Party as the drafting Party in construing or interpreting this Agreement.
- v. No Waiver by Failure to Act. No failure, delay, forbearance or indulgence on the part of any Party in insisting upon the strict performance of any provision, or in exercising any option, right, power, privilege or remedy hereunder, shall operate or be construed as a waiver or relinquishment thereof, or as an acquiescence in any breach, nor shall any single or partial exercise of any option, right, power, privilege or remedy hereunder preclude any other or further exercise thereof or the exercise of any other option, right, power, privilege or remedy.
- vi. Severability. Any provision of this Agreement which is prohibited or unenforceable in any jurisdiction shall, as to such jurisdiction, be ineffective to the extent of such prohibition or unenforceability without invalidating the remaining provisions hereof, and any such prohibition or unenforceability

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- in any jurisdiction shall not invalidate or render unenforceable such provision in any other jurisdiction.
- vii. Timing and Captions. Any provision of this Agreement referencing a time, number of days, or period for performance shall be measured in calendar days. The captions of the various articles, sections, and paragraphs of this Agreement are for convenience and ease of reference only, and do not define, limit, augment, or describe the scope, content, terms, or intent of this Agreement.
- viii. No Third Party Beneficiaries. Nothing in this Agreement, express or implied, is intended to confer any rights or remedies under or by reason of this Agreement on any persons other than the Parties hereto; nothing in this Agreement is intended to relieve or discharge the obligation or liability of any third person to any party; and this Agreement does not create any duty, liability or standard of care to any person who is not a Party.
- ix. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be an original, and such counterparts together shall constitute but one and the same instrument.

# Board Reports



Yucaipa Valley Water District



# 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  
62 full time employees

**Operating Budget:** Water Division - \$13,397,500  
Sewer Division - \$11,820,000  
Recycled Water Division - \$537,250  
Total Annual Budget - \$25,754,750

**Number of Services:** 12,434 water connections serving 17,179 units  
13,559 sewer connections serving 20,519 units  
64 recycled water connections

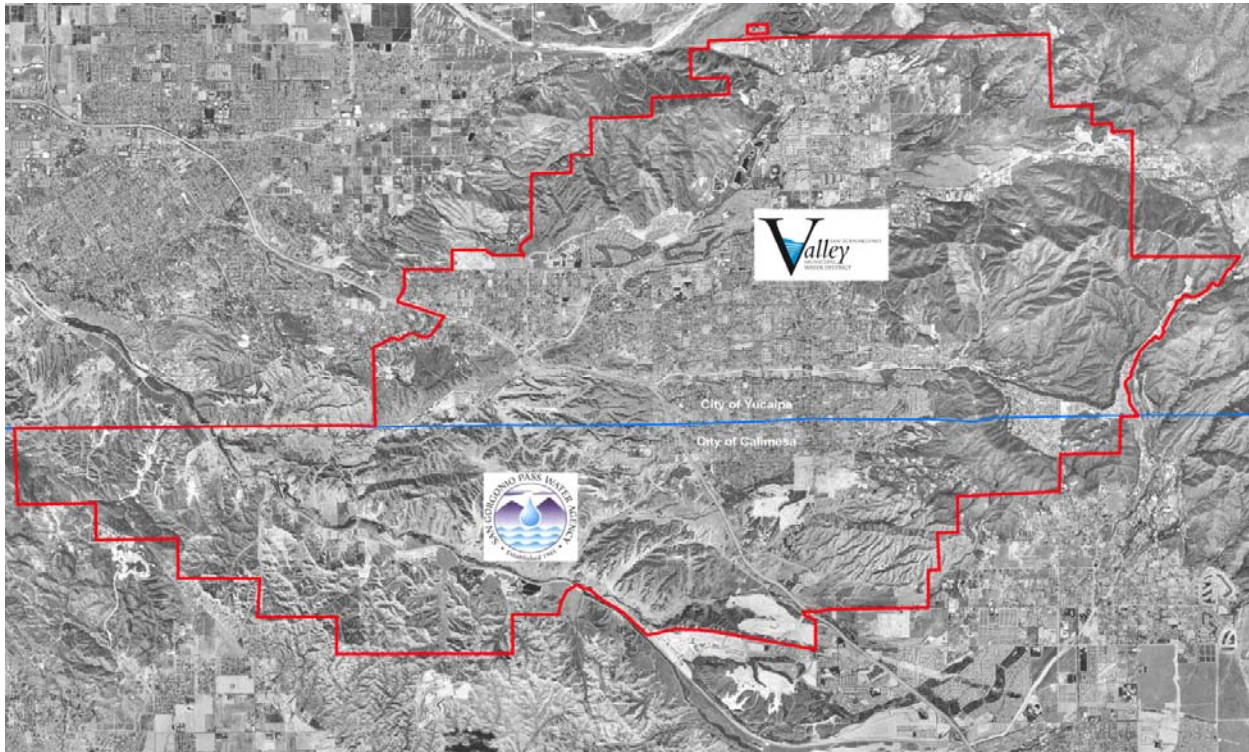
**Water System:** 215 miles of drinking water pipelines  
27 reservoirs - 34 million gallons of storage capacity  
18 pressure zones  
12,000 ac-ft annual water demand (3.9 billion gallons)  
Two water filtration facilities:  
- 1 mgd at Oak Glen Surface Water Filtration Facility  
- 12 mgd at Yucaipa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

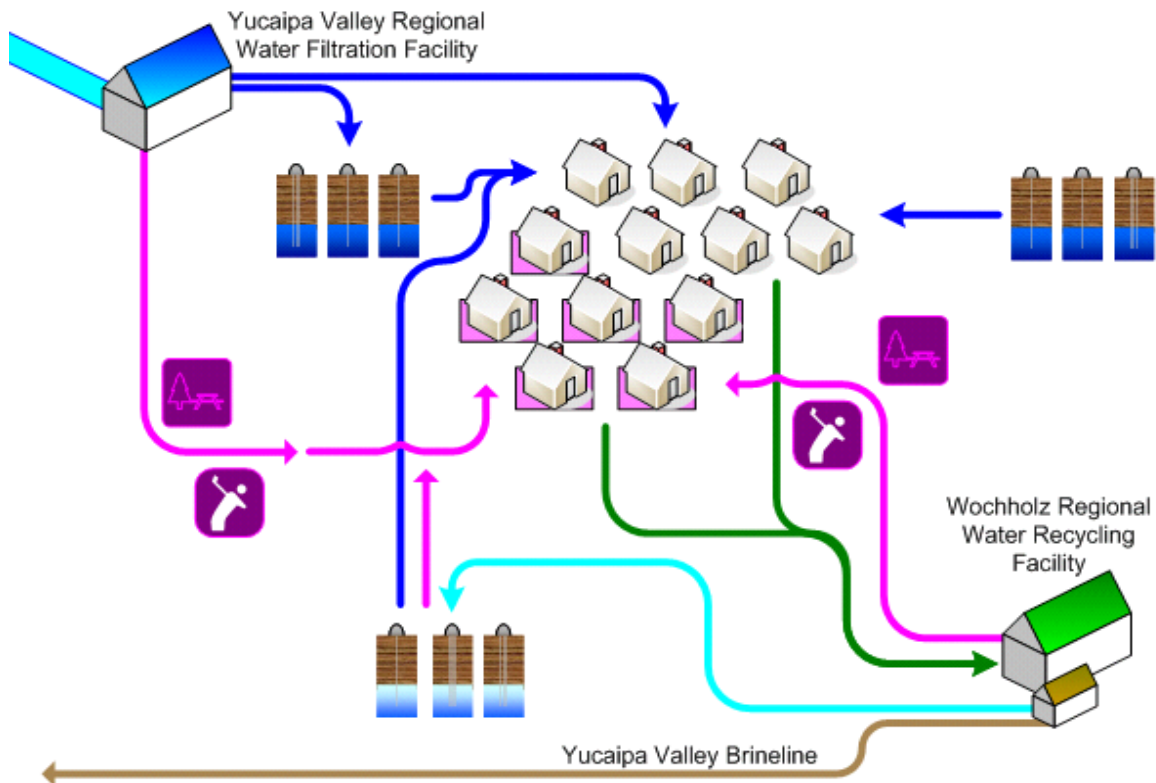
**Recycled Water:** 22 miles of recycled water pipelines  
5 reservoirs - 12 million gallons of storage  
1,200 ac-ft annual recycled demand (0.4 billion gallons)

**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

**State Water Contractors:** San Bernardino Valley Municipal Water District  
San Geronimo Pass Water Agency



**Sustainability Plan:** A Strategic Plan for a Sustainable Future: The Integration and Preservation of Resources, adopted on August 20, 2008.





## 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