



# 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, June 20, 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 - June 6, 2017
    - 2. Board Workshop - June 13, 2017
  - B. Payment of Bills
    - 1. Approve/Ratify Invoices for Board Awarded Contracts
    - 2. Ratify General Expenses for May 2017
- V. **STAFF REPORT**
- VI. **DISCUSSION ITEMS**
  - A. Adoption of the Operating Budget and Capital Improvement Plan for Fiscal Year 2018  
[\[Director Memorandum No. 17-050 - Page 20 of 151\]](#)  
RECOMMENDED ACTION: That the Board adopts the budget as presented.
  - B. Presentation of the Unaudited Financial Report for the Period Ending on May 31, 2017  
[\[Director Memorandum No. 17-051 - Page 35 of 151\]](#)  
RECOMMENDED ACTION: That the Board receives and files the unaudited financial report.
  - C. Authorization to Implement a Surplus Vehicle and Equipment Process with Ken Porter Auctions [\[Director Memorandum No. 17-052 - Page 65 of 151\]](#)  
RECOMMENDED ACTION: That the Board authorizes the General Manager to implement the Vehicle and Equipment Process for District vehicles and equipment including Unit 34, Unit 15, Unit 32, Unit 44, and Unit 14.

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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)

- D. Authorization to Obtain Corporate Purchase Cards [[Director Memorandum No. 17-053 - Page 75 of 151](#)]  
 RECOMMENDED ACTION: That the Board authorizes the issuance of corporate purchase cards for Joseph Zoba, Kathryn Hallberg, and Matthew Porras from U.S. Bank.
- E. PUBLIC HEARING – Adoption of Resolution No. 2017-17 Amending the 2015 San Bernardino Valley Regional Urban Water Management Plan, Chapters 1 through 5, Chapter 12, and Appendices [[Director Memorandum No. 17-054 - Page 107 of 151](#)]  
 RECOMMENDED ACTION: That the Board of Directors adopts Resolution 2017-17.
- F. Selection of a Candidate for the California Special District Association Board of Directors – Seat C [[Director Memorandum No. 17-055 - Page 114 of 151](#)]  
 RECOMMENDED ACTION: That the Board provides direction to District staff for the completion of a ballot.
- G. Purchase of a 2016 International DuraStar 4400 Dump Truck [[Director Memorandum No. 17-056 - Page 126 of 151](#)]  
 RECOMMENDED ACTION: That the Board approves the purchase of a 2016 International DuraStar 4400 cab and chassis equipped with a 10 foot, 5-yard square dump bed for a sum not to exceed \$116,640.
- H. Authorization to Establish a Policy to Sell Recycled Water Hauling Containers to Customers Participating in the Recycled Water Fill Station Program [[Director Memorandum No. 17-057 - Page 138 of 151](#)]  
 RECOMMENDED ACTION: That the Board authorizes the General Manager to implement a program to sell recycled water hauling containers from existing totes received by the District and make modifications to the program as needed.
- I. Authorization to Eliminate the Charges for Credit Card Use by Customers [[Director Memorandum No. 17-058 - Page 141 of 151](#)]  
 RECOMMENDED ACTION: That the Board authorizes the General Manager to eliminate the fees and charges to District customers for payments by credit cards and adjust the operating budget to track the expense associated with these fees.

**VII. BOARD REPORTS & DIRECTOR COMMENTS**

**VIII. ANNOUNCEMENTS**

- A. June 27, 2017 at 4:00 p.m. - Board Workshop - Tentative
- B. **July 4, 2017 at 6:00 p.m. - Regular Board Meeting - Cancelled Meeting**
- C. July 11, 2017 at 4:00 p.m. - Board Workshop
- D. July 18, 2017 at 6:00 p.m. - Regular Board Meeting
- E. July 25, 2017 at 4:00 p.m. - Board Workshop
- F. August 1, 2017 at 6:00 p.m. - Regular Board Meeting
- G. August 8, 2017 at 4:00 p.m. - Board Workshop

**IX. ADJOURNMENT**

# Consent Calendar



Yucaipa Valley Water District

# MINUTES OF A REGULAR BOARD MEETING

June 6, 2017 at 6:00 P.M.

Directors Present:

Bruce Granlund, Vice President  
Lonnie Granlund, Director  
Chris Mann, Director  
Tom Shalhoub, Director

Staff Present:

Joseph Zoba, General Manager  
Allison Edmisten, Chief Financial Officer  
Mike Kostelecky, Operations Manager-Water  
Jennifer Ares, Water Resource Manager  
John Wrobel, Reg. & Environ. Control Manager  
Kathryn Hallberg, Management Analyst  
Matthew Porras, Management Analyst

Directors Absent:

Jay Bogh, President

Consulting Staff Present:

David Wysocki, Legal Counsel

Registered Guests and Others Present:

Leonard Stephenson, San Gorgonio Pass Water Agency  
Linda Shelton, Customer

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

CALL TO ORDER

Director Bruce Granlund led the pledge of allegiance.

FLAG SALUTE

The roll was called with, Director Bruce Granlund, Director Lonni Granlund, Director Chris Mann, and Director Tom Shalhoub present. Director Jay Bogh was absent.

ROLL CALL

None

PUBLIC COMMENTS

Director Tom Shalhoub moved to approve the consent calendar and Director Lonnie Granlund seconded the motion. CONSENT CALENDAR

- A. Minutes of Meetings
  - 1. Regular Board Meeting – May 16, 2017
  - 2. Board Workshop – May 30, 2017

The motion was approved by the following vote:

Director Jay Bogh - Absent  
Director Bruce Granlund - Yes  
Director Lonni Granlund - Yes  
Director Chris Mann - Yes  
Director Tom Shalhoub - Yes

General Manager Joseph Zoba reported on the upcoming San Bernardino Valley Municipal Water Agency Advisory Commission meeting scheduled for Thursday, June 8, 2017.

STAFF REPORT

A staff presentation was provided by Water Resource Manager Jennifer Ares and then the public hearing was opened by Director Bruce Granlund at 6:02 p.m. There were no public comments or questions and the public hearing was closed.

Following the public hearing and the staff presentation, Director Tom Shalhoub moved and Director Lonni Granlund seconded a motion to approve the Memorandum of Agreement.

The motion was approved by the following vote:

- Director Jay Bogh - Absent
- Director Bruce Granlund - Yes
- Director Lonni Granlund - Yes
- Director Chris Mann - Yes
- Director Tom Shalhoub - Yes

A staff presentation was provided by Water Resource Manager Jennifer Ares and then the public hearing was opened by Director Bruce Granlund at 6:04 p.m. Customer Linda Shelton questioned who would be representing Yucaipa Valley Water District on the Groundwater Sustainability Agency for San Timoteo Subbasin. General Manager Joseph Zoba stated that it would either be himself or Water Resource Manager Jennifer Ares. There were no more additional public questions or comments. The public hearing was closed.

Following the public hearing and the staff presentation, Director Chris Mann moved and Director Tom Shalhoub seconded a motion to approve the Memorandum of Agreement.

The motion was approved by the following vote:

- Director Jay Bogh - Absent
- Director Bruce Granlund - Yes
- Director Lonni Granlund - Yes
- Director Chris Mann - Yes
- Director Tom Shalhoub - Yes

DISCUSSION ITEMS:

DM 17-044  
EXECUTION OF  
MEMORANDUM OF  
AGREEMENT TO  
FORM A  
GROUNDWATER  
SUSTAINABILITY  
AGENCY FOR THE  
YUCAIPA SUBBASIN

DM 17-045  
EXECUTION OF  
MEMORANDUM OF  
AGREEMENT TO  
FORM A  
GROUNDWATER  
SUSTAINABILITY  
AGENCY FOR THE  
SAN TIMOTEO  
SUBBASIN

Following a staff presentation by Chief Financial Officer Allison Edmisten, Director Lonni Granlund moved and Director Tom Shalhoub seconded a motion to adopt Resolution No. 2017-14.

The motion was approved by the following vote:

- Director Jay Bogh - Absent
- Director Bruce Granlund - Yes
- Director Lonni Granlund - Yes
- Director Chris Mann - Yes
- Director Tom Shalhoub - Yes

Following a staff presentation by Chief Financial Officer Allison Edmisten, Director Tom Shalhoub moved and Director Lonni Granlund seconded a motion to authorize the District staff to declare bad debt for the Calendar Year 2015 in the amount of \$27,288.24.

The motion was approved by the following vote:

- Director Jay Bogh - Absent
- Director Bruce Granlund - Yes
- Director Lonni Granlund - Yes
- Director Chris Mann - Yes
- Director Tom Shalhoub - Yes

Following a staff presentation by Management Analyst Kathryn Hallberg, Director Tom Shalhoub moved and Director Lonni Granlund seconded a motion to authorize the District staff to execute the necessary contracts and documents with Allied Community Insurance Services and Inland Counties Insurance Services for a sum not to exceed \$208,731.

The motion was approved by the following vote:

- Director Jay Bogh - Absent
- Director Bruce Granlund - Yes
- Director Lonni Granlund - Yes
- Director Chris Mann - Yes
- Director Tom Shalhoub - Yes

DM 17-046  
CONSIDERATION OF  
RESOLUTION NO.  
2017-14  
ESTABLISHING THE  
APPROPRIATION  
LIMIT FOR FISCAL  
YEAR 2017-18

DM 17-047  
IDENTIFICATION AND  
DECLARATION OF  
BAD DEBT FOR  
CALENDAR YEAR  
2015

DM 17-048  
DISCUSSION  
REGARDING THE  
RENEWAL OF  
INSURANCE  
COVERAGE FOR  
FISCAL YEAR 2018

Following a staff presentation by Water Resource Manager Jennifer Ares, Director Chris Mann moved and Director Tom Shalhoub seconded a motion to authorize the District staff to execute a contract with Dudek for a sum not to exceed \$59,620.

The motion was approved by the following vote:

- Director Jay Bogh - Absent
- Director Bruce Granlund - Yes
- Director Lonni Granlund - Yes
- Director Chris Mann - Yes
- Director Tom Shalhoub - Yes

- Director Chris Mann reported on the Annual Health Summit at San Antonio Hospital on May 19, 2017; the Inland Solar Challenge on May 21, 2017; and the Yucaipa Chambers of Commerce Government Relations meeting on May 31, 2017.
- Director Tom Shalhoub reported on the Special District Meeting on May 22, 2017; the San Gorgonio Regional Water meeting on May 31, 2017; the West Valley Water District meeting on June 1, 2017; the San Gorgonio Pass Water Agency meeting on June 5, 2017; the City of Calimesa meeting on June 5, 2017; and the West Valley Water District meeting on June 6, 2017.

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

None.

The meeting was adjourned at 6:25 p.m.

Respectfully submitted,

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Joseph B. Zoba, Secretary

DM 17-049

CONSIDERATION OF A  
PROPOSAL FOR THE  
2016-2017 HABITAT  
MONITORING  
PROGRAM  
ACTIVITIES,  
GROUNDWATER/  
SURFACE WATER  
DATA ASSISTANCE,  
ANNUAL REPORT,  
AND WATERSHED  
BUDGET ANALYSIS

BOARD REPORTS &  
DIRECTOR  
COMMENTS

ANNOUNCEMENTS

CLOSED SESSION

ADJOURNMENT

(Seal)

# MINUTES OF A BOARD WORKSHOP

June 13, 2017 at 4:00 P.M.

Directors Present:

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

Staff Present:

Allison Edmisten, Chief Financial Officer  
Jennifer Ares, Water Resource Manager  
Matthew Porras, Management Analyst  
Kathryn Hallberg, Management Analyst  
Mike Kostelecky, Operations Manager  
John Wrobel, Reg. and Environ. Control Manager

Directors Absent:

Tom Shalhoub, Director

Consulting Staff Present:

David Wysocki, Legal Counsel

Guests and Others Present:

Linda Shelton, Customer  
Larry Anderson, Customer  
Leonard Stephenson, San Gorgonio Pass Water Agency

- I. Call to Order - 4:00 p.m.
- II. Public Comments – Customer Larry Anderson commented on the vast benefits of the Recycled Water Fill Station and described how he personally utilizes the water resource made available to the public.
- III. Staff Report – Management Analyst Matthew Porras discussed the following topics:
  - The progress of the rock engraving project to honor John Hull and his work at the Recycled Water Fill Station. A dedication ceremony will be scheduled in the near future.
- IV. Capital Improvement Project Updates
  - A. Status Report on the Construction of the Site Improvements for the Recycled Water Booster Station 12.4.0 in Calimesa [Workshop Memorandum No. 17-080] - Management Analyst Matthew Porras provided an overview of the site improvements for RWB - 12.4.0 Recycled Water Booster Station.
  - B. Status Report on the Construction of Replacement Pipelines on Date Avenue, Dodd Street, Panorama Drive, Lennox Street, Verona Street, Calvin Street, and Vista Lane - Yucaipa [Workshop Memorandum No. 17-081] - Management Analyst Matthew Porras provided a status report on the construction of replacement pipelines on Date Avenue, Dodd Street, Panorama Drive, Lennox Street, Verona Street, Calvin Street, and Vista Lane.
- V. Administrative Issues
  - A. Overview of the Operating Budget and Capital Improvement Plan for Fiscal Year 2018 [Workshop Memorandum No. 17-082] - Chief Financial Officer Allison Edmisten provided an overview of the Operating Budget and Capital Improvement Plan for Fiscal Year 2018.



- B. Presentation of the Unaudited Financial Report for the Period Ending on May 31, 2017 [Workshop Memorandum No. 17-083] - Chief Financial Officer Allison Edmisten provided a presentation of the Unaudited Financial Report for the period ending on May 31, 2017.
  - C. Overview of the Proposed Changes to the Credit Card Convenience Fees Charged to Customers [Workshop Memorandum No. 17-084] - Management Analyst Kathryn Hallberg provided an overview of the proposed changes to the credit card convenience fees charged to customers.
  - D. Overview of a Disposal Plan for Surplus Vehicles and Equipment [Workshop Memorandum No. 17-085] - Management Analyst Matthew Porras provided an overview of a disposal plan for surplus vehicles and equipment.
  - E. Review of a Proposed Property Transaction for the Sale of Two Properties (APNs 0303-191-313 and 0321-411-10) to the City of Yucaipa and the Purchase of a New Well Site from the City of Yucaipa [Workshop Memorandum No. 17-086] - Management Analyst Matthew Porras reviewed proposed property transaction for the sale of two properties (APNs 0303-191-313 and 0321-411-10) to the City of Yucaipa and the purchase of a new well site from the City of Yucaipa.
  - F. Review of Proposed Changes to the Yucaipa Valley Water District Conflict of Interest Code [Workshop Memorandum No. 17-087] - Chief Financial Officer Allison Edmisten provided a review of proposed changes to the Yucaipa Valley Water District Conflict of Interest Code.
  - G. Consideration of Establishing a Policy to Sell Recycled Water Hauling Containers to Customers Participating in the Recycled Water Fill Station Program [Workshop Memorandum No. 17-088] - Operations Manager Mike Kostelecky discussed the consideration of establishing a policy to sell recycled water hauling containers to customers participating in the Recycled Water Fill Station Program.
  - H. Consideration of Amendments to the 2015 San Bernardino Valley Regional Urban Water Management Plan [Workshop Memorandum No. 17-089] - Water Resource Manager Jennifer Ares discussed the proposed amendments to the 2015 San Bernardino Valley Regional Urban Water Management Plan.
  - I. Selection of a Candidate for the California Special District Association Board of Directors – Seat C [Workshop Memorandum No. 17-090] - Management Analyst Kathryn Hallberg discussed the selection of a candidate for the California Special District Association Board of Directors – Seat C.
  - J. Purchase of a 2016 International DuraStar 4400 Cab and Chassis Equipped with a 10 foot, 5-yard Square Dump Bed for a sum not to exceed \$116,640 [Workshop Memorandum No. 17-091] - Regulatory and Environmental Control Manager John Wrobel discussed the purchase of a 5-yard dump truck.
  - K. Review of Corporate Purchase Cards for Joseph Zoba, Kathryn Hallberg, and Matthew Porras from U.S. Bank [Workshop Memorandum No. 17-092] - Chief Financial Officer Allison Edmisten provided a review of corporate purchase cards for Joseph Zoba, Kathryn Hallberg, and Matthew Porras from U.S. Bank.
- VI. Director Comments
- A. None.
- VII. Adjournment - The meeting was adjourned at 4:32 p.m.

Respectfully submitted,

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Joseph B. Zoba, Secretary

Board Awarded Contracts  
Consent Calendar Board Meeting - June 20, 2017

District Awarded Contracts	Director Memorandum	Job or GL #	Job Cost Breakdown	Awarded Contract Amount	Prior Payments to Date	Pending Invoice Amount	Total Contract Payments	Remaining Contract Amount	Percent Remaining	Encumbered Funds - Remaining Contract Amount					
										General Operating Expenses	Water Division Funds	Sewer Division Funds	Recycled Division Funds	Other Funds	
Law Office of David L. Wysocki - FY 2017 Legal Services <b>(Operating)</b>	--	*-5-06-54107	--	--	\$41,363	\$5,025	\$46,388								
Borden Excavating <b>(W-Reserves)</b> 30-Inch Potable Water Conveyance -Phase III	17-008	02-21758	--	\$618,577	\$588,959	\$0	\$588,959	\$29,618	5%		\$29,618				
Borden Excavating <b>(W-Infras Repl Res)</b> Pipeline Replacement -Date,Dodd,Panorama,Lennox,Verona,Calvin & Vista	17-032	02-17850	--	\$1,040,222	\$0	\$0	\$0	\$1,040,222	100%		\$1,040,222				
CV Strategies <b>(W-Operating)</b> Water Conservation Messaging	16-091	02-5-06-54099	--	\$15,000	\$11,930	\$0	\$11,930	\$3,070	20%	\$3,070					
DC Frost Associates, Inc. (S-Operating) Application to DDW for the Recharge at Wilson Creek Basins	17-039	03-5-02-51003	--	\$115,000	\$101,918	\$0	\$101,918	\$13,082	11%			\$13,082			
DDB Engineering <b>(R-Reserves)</b> Application to DDW for the Recharge at Wilson Creek Basins	15-086	04-19771	--	\$35,900	\$24,655	\$0	\$24,655	\$11,245	31%				\$11,245		
Delta Partners \$90,000 per year-LegislativeConsult (exp 12/18) <b>W\S Oper</b>	13-079	*-5-06-54109	--	\$90,000	\$30,000	\$7,500	\$37,500	\$52,500	58%	\$52,500					
Dudek <b>(R-Operating)</b> Install Groundwater Observation Wells near San Timoteo Creek	15-098	04-5-06-57030	--	\$62,328	\$44,947	\$150	\$45,097	\$17,231	28%	\$17,231					
Dudek <b>(S-Operating)</b> <b>2017</b> -Max Benefit Monitoring for San Timoteo/Yucaipa Mgmt Zones	03-5-06-54109	\$93,900	--	\$93,900	\$41,606	\$4,913	\$46,519	\$47,381	50%	\$47,381					
Dudek <b>(S-Operating)</b> <b>2017</b> -HMP in San Timoteo Creek	17-049 03-5-06-54109	\$59,620	--	\$59,620	\$0	\$0	\$0	\$59,620	100%	\$59,620					
Fred M. Boerner Motor Co. <b>(W\S Reserves)</b> Purchase of 2017 International Workstar cab and chassis	16-085	**-10310	--	\$167,497	\$0	\$0	\$0	\$167,497	100%	\$167,497					
Fred M. Boerner Motor Co. <b>(W\S Reserves)</b> Purchase of 2017 International DuraStar cab and chassis	16-086	**-10310	--	\$92,836	\$0	\$0	\$0	\$92,836	100%	\$92,836					
Geoscience <b>(R-Operating)</b> Preparation of a groundwater model for the Gateway Basin CO #1 - preparation of groundwater model	14-070 15-010	04-5-06-54109	\$35,320 \$16,390	\$51,710	\$49,284	\$0	\$49,284	\$2,426	5%	\$2,426					
Geoscience <b>(W-Operating)</b> Calculation of Water Budgets for Validation of Annual Change in Storage	16-058	02-5-06-54109		\$130,236	\$111,228	\$0	\$111,228	\$19,008	15%	\$19,008					
Geoscience <b>(W-Operating)</b> Exp of the Yucaipa Watershed & Yucaipa Groundwater Basin Model	16-110	02-5-06-54109		\$41,770	\$0	\$0	\$0	\$41,770	100%	\$41,770					
Harper & Associates <b>(W-Operating)</b> Engineering, Project Mgmt & Inspection Svcs for coating repairs YVRWFF	15-062	02-5-01-57040	\$16,615	\$16,615	\$13,990	\$0	\$13,990	\$2,625	16%	\$2,625					
Krieger & Stewart Initiate Design of R-12.4 <b>(W-Reserves)</b> TO#4 Revised TO#4, Amendment #2 TO#5- Construction Mgmt Services TO#5, Amendment #1 - Construction Mgmt Services	04-164 05-075 14-014 14-092 16-069	65-295	\$74,900 \$600 \$45,000 \$482,500 \$102,600	\$585,100	\$551,335	\$327	\$551,661	\$33,439	6%	\$33,439					
TO#5, Design R-13.4 and H-2 Reservoirs for JP Ranch 60% R-13.4 and 40% H-2 <b>(Developer Funds)</b>	05-083 05-083	65-180 65-179	\$47,400 \$31,600	\$79,000	\$50,471	\$0	\$50,471	\$28,529	36%					\$28,529	
LinkoCTS <b>(EC-Operating)</b> Pretreatment Software	16-061	03-5-07-54111		\$36,105	\$28,185	\$0	\$28,185	\$7,920	22%	\$7,920					

Board Awarded Contracts  
Consent Calendar Board Meeting - June 20, 2017

District Awarded Contracts	Director Memorandum	Job or GL #	Job Cost Breakdown	Awarded Contract Amount	Prior Payments to Date	Pending Invoice Amount	Total Contract Payments	Remaining Contract Amount	Percent Remaining	Encumbered Funds - Remaining Contract Amount					
										General Operating Expenses	Water Division Funds	Sewer Division Funds	Recycled Division Funds	Other Funds	
One Stop Landscape Supply FY 2017 Sludge Hauling\Reuse (Oper)	--	03-5-02-57031	--	--	\$208,783	\$21,480	\$230,263								
Platinum Advisors (W\S Operating)															
FY 2017 Lobbyist N-T-E per month	13-080	*-5-06-54109	--	--	\$50,000	\$5,000	\$55,000								
FY 2017 Quarterly Filing & Misc. Expenses		02-5-06-54109	--	--	\$375	\$150	\$525								
RMC Water & Environment															
TO#26, SRF Mgmt Svcs-Calimesa Regional Recycled Pipeline (R-FCC)	14-023	04-5-06-54109			\$95,692	\$61,191	\$0	\$61,191	\$34,501	36%			\$34,501		
Application to DDW for the Recharge at Wilson Creek Basins (R-Resvs)	15-086	04-19771	--		\$172,633	\$153,318	\$16,234	\$169,551	\$3,082	2%			\$3,082		
San Bernardino Valley Water District (W-Operating)															
Efficient Wwater Conservation Campaign	16-092	02-5-06-54099	--		\$16,195	\$16,194	\$0	\$16,194	\$1	0%	\$1				
Separation Processes, Inc. (W-Reserves)		55-19200													
Design & Construction Supports Servs for NF SCRAM	15-047	02-14500			\$191,820	\$88,757	\$0	\$88,757	\$103,063	54%		\$103,063			
Application to DDW for the Recharge at Wilson Creek Basins (R-Resrvs)	15-086	04-19771	--		\$42,860	\$24,321	\$0	\$24,321	\$18,539	43%			\$18,539		
TSR Construction (R-Reserves)															
Site Improvements at RWB-12.4	17-019	04-18508	--		\$293,900	\$124,620	\$75,950	\$200,570	\$93,330	32%			\$93,330		
Vavrinek, Trine, Day & Company (VTD) (Operating)															
FY 2016 Auditing Services \$23,900 + \$3,500 for Single Audit	15-106	*-5-06-54108			\$23,900	\$23,900	\$0	\$23,900	\$0	0%	\$0				
FY 2017 Auditing Services \$23,900 + \$3,500 for Single Audit	15-106	*-5-06-54108													
FY 2018 Auditing Services \$23,900 + \$3,500 for Single Audit	15-106	*-5-06-54108													
FY 2019 Auditing Services \$23,900 + \$3,500 for Single Audit	15-106	*-5-06-54108													
Villalobos and Associates (W-Operating)															
Permitting of Recharge Oper at the Wilson Creek Spreading Basins	16-064	02-5-06-54109	--		\$72,200	\$17,860	\$0	\$17,860	\$54,340	75%	\$54,340				
<b>GRAND TOTALS</b>					<b>\$4,233,905</b>	<b>\$2,506,817</b>	<b>\$136,728</b>	<b>\$2,643,545</b>	<b>\$1,976,875</b>	<b>--</b>	<b>\$568,226</b>	<b>\$1,206,342</b>	<b>\$13,082</b>	<b>\$160,697</b>	<b>\$28,529</b>
											↓	↓	↓	↓	↓
											<b>\$568,226</b>	<b>\$1,380,121</b>	<b>\$28,529</b>		

Approval of General Expenses May 2017 (Check Register Attached)

## Check Register - May 2017

<u>Check Date</u>	<u>Check Number</u>	<u>Name</u>	<u>Check Amount</u>
05/01/2017	28785	Ameripride Uniform Services	885.09
05/01/2017	28786	Aqua-Metric Sales Company	28,122.75
05/01/2017	28787	Leroy's Landscape Services	5,700.00
05/01/2017	28788	NetComp Technologies, Inc.	7,971.35
05/01/2017	28789	SCCI, Inc.	1,000.00
05/01/2017	28790	San Gorgonio Pass Water Agenc	15,116.28
05/01/2017	28791	Spectrum Business	1,834.00
05/01/2017	28792	The Counseling Team Internati	540.00
05/01/2017	28793	The Gas Company	113.69
05/01/2017	28794	UC Regents	790.00
05/01/2017	28795	Calmat Company	2,300.78
05/01/2017	28796	Yucaipa Disposal, Inc.	1,476.42
05/01/2017	28797	BofA Credit Card	5,346.26
05/01/2017	28798	Brenntag Pacific, Inc	10,972.33
05/01/2017	28799	Dinosaur Tire Inc.	2,415.07
05/01/2017	28800	Grainger	109.71
05/01/2017	28801	Hach Company	4,924.21
05/01/2017	28802	Hasa, Inc.	3,845.72
05/01/2017	28803	Industrial Safety Supply Corp	837.41
05/01/2017	28804	Inland Water Works Supply Co.	711.72
05/01/2017	28805	Nicholas C. Hendrickson	323.25
05/01/2017	28806	Kevin E. French	425.00
05/01/2017	28807	NCL Of Wisconsin Inc	593.98
05/01/2017	28808	Sunset Electrical Contractors	9,210.41
05/01/2017	28809	Teledyne Isco, Inc.	1,937.78
05/01/2017	28810	State Water Resources Control	105.00
05/01/2017	28811	Steven Eldridge	130.00
05/01/2017	28812	Courtland R. Gear	100.00
05/01/2017	28813	Gregory N. Godwin	198.71
05/01/2017	28814	Standard Insurance Company	3,195.72
05/01/2017	28815	Standard Insurance Vision Pla	706.00
05/01/2017	28816	MetLife Small Business Center	522.43
05/01/2017	28817	Ashley Hosmanek	82.66
05/01/2017	28818	Blue Shield of California	1,519.00
05/01/2017	28819	Nippon Life Insurance Co. of	2,173.77
05/01/2017	28820	REGISTER, BRADLEY	568.08
05/08/2017	28821	Todd Madrid	120.55
05/08/2017	28822	State Controller's Office	15.25
05/08/2017	28823	ADS, LLC	3,951.00
05/08/2017	28824	Ameripride Uniform Services	803.92
05/08/2017	28825	Coverall North America, Inc.	1,021.00
05/08/2017	28826	Crown Ace Hardware - Yucaipa	610.18
05/08/2017	28827	First American Data Tree, LLC	50.00
05/08/2017	28828	Eco Pro Environmental Service	85.00
05/08/2017	28829	Frontier Communications	146.88
05/08/2017	28830	Goforth & Marti Office	14,936.80
05/08/2017	28831	InfoSend, Inc.	3,253.78
05/08/2017	28832	Raiset R. Santana and Adriana	60.00
05/08/2017	28833	Konica Minolta Business Solut	8,180.29
05/08/2017	28834	Krieger & Stewart	40,752.47
05/08/2017	28835	Lowe's Companies, Inc.	53.71
05/08/2017	28836	LUZ Investment Corp.	439.74
05/08/2017	28837	NetComp Technologies, Inc.	2,650.00
05/08/2017	28838	Pro-Pipe & Supply, Inc.	45.62
05/08/2017	28839	SCCI, Inc.	350.00
05/08/2017	28840	San Gorgonio Pass Water Agenc	22,847.46
05/08/2017	28841	South Coast A.Q.M.D.	485.43
05/08/2017	28842	The Counseling Team Internati	600.00
05/08/2017	28843	The Gas Company	53.64

## Check Register - May 2017

<u>Check Date</u>	<u>Check Number</u>	<u>Name</u>	<u>Check Amount</u>
05/08/2017	28844	U.S. Telepacific Corp	2,395.19
05/08/2017	28845	Underground Service Alert Of	195.00
05/08/2017	28846	Yucaipa Valley Water District	6,859.85
05/08/2017	28847	Luke's Transmission Inc.	397.00
05/08/2017	28848	Atlas Copco Compressors, LLC	10,992.20
05/08/2017	28849	Brenntag Pacific, Inc	9,155.30
05/08/2017	28850	Hach Company	2,619.17
05/08/2017	28851	Hasa, Inc.	3,643.31
05/08/2017	28852	Inland Water Works Supply Co.	10,428.05
05/08/2017	28853	Innerline Engineering	1,750.00
05/08/2017	28854	Pavement Recycling	2,250.00
05/08/2017	28855	Polydyne Inc.	2,849.99
05/08/2017	28856	Refrigeration Control Co., In	461.24
05/08/2017	28857	Wilson Bohannon Company	1,516.83
05/12/2017	28858	MOREHEAD, JOY	17.66
05/12/2017	28859	EKERN, RICHARD & KIM	683.23
05/12/2017	28860	PAYROLL CHECK	8,375.95
05/12/2017	28861	PAYROLL CHECK	24,483.97
05/12/2017	28862	PAYROLL CHECK	24,484.19
05/12/2017	28863	PAYROLL CHECK	2,217.60
05/12/2017	28864	PAYROLL CHECK	19,657.88
05/12/2017	28865	PAYROLL CHECK	3,783.35
05/12/2017	28866	PAYROLL CHECK	3,406.47
05/12/2017	28867	PAYROLL CHECK	437.83
05/12/2017	28868	WageWorks, Inc.	1,324.74
05/12/2017	28869	Public Employees' Retirement	25,307.14
05/12/2017	28870	IBEW Local 1436	476.00
05/12/2017	28871	California State Disbursement	115.38
05/12/2017	28872	California State Disbursement	397.38
05/12/2017	28873	Department of the Treasury -	125.00
05/15/2017	28874	Yucaipa Auto Collision, LLC	1,564.61
05/15/2017	28875	CWEA-TCP (OAKPORT ST.)	787.00
05/15/2017	28876	Borden Excavating, Inc.	559,511.05
05/15/2017	28877	DC Frost Associates, Inc.	101,918.23
05/15/2017	28878	Delta Partners, LLC	7,500.00
05/15/2017	28879	Dudek & Associates, Inc	34,909.02
05/15/2017	28880	Geoscience Support Services,	15,537.75
05/15/2017	28881	Krieger & Stewart	3,951.40
05/15/2017	28882	One Stop Landscape Supply Inc	18,538.50
05/15/2017	28883	Platinum Advisors, LLC	5,000.00
05/15/2017	28884	RMC Water and Environment	9,727.75
05/15/2017	28885	Separation Processes, Inc.	12,698.00
05/15/2017	28886	TSR Construction and Inspecti	118,389.00
05/15/2017	28887	David L. Wysocki	5,062.50
05/15/2017	28888	Ralph C. Casas	96.95
05/15/2017	28889	Ameripride Uniform Services	124.03
05/15/2017	28890	Anton Elementary School	631.87
05/15/2017	28891	AT&T Mobility	1,500.10
05/15/2017	28892	Corelogic, Inc.	330.00
05/15/2017	28893	CV Strategies	725.00
05/15/2017	28894	Dreamgig Innovations LLC	142.00
05/15/2017	28895	InfoSend, Inc.	5,326.36
05/15/2017	28896	Separation Processes, Inc.	7,807.28
05/15/2017	28897	South Coast A.Q.M.D.	1,129.23
05/15/2017	28898	Steven Enterprises, Inc	369.00
05/15/2017	28899	News Mirror Publishing, Inc.	139.75
05/15/2017	28900	All American Sewer Tools	3,271.56
05/15/2017	28901	Atlas Copco Compressors, LLC	9,910.26
05/15/2017	28902	Edward S Babcock & Sons, Inc.	270.00

## Check Register - May 2017

<u>Check Date</u>	<u>Check Number</u>	<u>Name</u>	<u>Check Amount</u>
05/15/2017	28903	Bob Walker	1,062.86
05/15/2017	28904	Brenntag Pacific, Inc	12,578.00
05/15/2017	28905	Cal's Towing	150.00
05/15/2017	28906	Cemex Inc. USA	4,207.64
05/15/2017	28907	Commercial Door Metal Systems	23,126.00
05/15/2017	28908	Dinosaur Tire Inc.	76.75
05/15/2017	28909	Evoqua Water Technologies LLC	2,081.51
05/15/2017	28910	G&G Environmental Compliance,	3,324.41
05/15/2017	28911	Grainger	7.92
05/15/2017	28912	House Of Quality, Parts Plus	2,333.90
05/15/2017	28913	Inland Water Works Supply Co.	2,147.36
05/15/2017	28914	JB Paving & Engineering, Inc.	1,825.00
05/15/2017	28915	Kevin E. French	650.00
05/15/2017	28916	Nuckles Oil Company, Inc.	6,713.02
05/15/2017	28917	Nagem, Inc.	1,342.64
05/15/2017	28918	BlueTarp Financial, Inc.	53.95
05/15/2017	28919	Office Solutions Business Pro	1,515.43
05/15/2017	28920	Pall Corporation	29,580.36
05/15/2017	28921	Pro-Pipe & Supply, Inc.	367.28
05/15/2017	28922	Q Versa, LLC	49,882.95
05/15/2017	28923	R & R Anderson Trucking	1,675.18
05/15/2017	28924	SF CC Intermediate Holdings I	165.08
05/15/2017	28925	Donald Kent Stone	1,000.00
05/15/2017	28926	Sunstate Equipment Co., LLC	94.82
05/15/2017	28927	Uline, Inc.	633.65
05/15/2017	28928	Calmat Company	2,411.28
05/15/2017	28929	Wilbur's	29.31
05/15/2017	28930	Cemex Inc. USA	814.82
05/15/2017	28931	Ameripride Uniform Services	471.77
05/15/2017	28932	Cobb's Printing, LLC	317.86
05/15/2017	28933	J Kevin King	442.48
05/15/2017	28934	YVWD-Petty Cash	322.72
05/15/2017	28935	Gregory N. Godwin	200.00
05/15/2017	28936	Western Dental Services, Inc.	255.20
05/15/2017	28937	Workboot Warehouse	178.20
05/15/2017	28938	Berkshire Hathaway Homestate	14,010.27
05/15/2017	28939	WageWorks, Inc.	202.25
05/15/2017	28940	Matthew Porras	457.22
05/15/2017	28941	Kathryn Hallberg	492.06
05/15/2017	28942	Allison Edmisten	147.33
05/22/2017	28943	Atkinson, Andelson, Loya, Ruu	26,320.11
05/22/2017	28944	CWEA-TCP (OAKPORT ST.)	88.00
05/22/2017	28945	Gilbert A. Santacruz	140.00
05/22/2017	28946	BOWLUS PACIFIC VENTU	1,456.36
05/22/2017	28947	AmeriGas Propane LP	155.16
05/22/2017	28948	Ameripride Uniform Services	588.68
05/22/2017	28949	Best Home Center	51.70
05/22/2017	28950	CDW LLC	950.87
05/22/2017	28951	Cory Johnson	2,251.48
05/22/2017	28952	Dudek & Associates, Inc	2,158.27
05/22/2017	28953	Goforth & Marti Office	285.83
05/22/2017	28954	InfoSend, Inc.	3,290.68
05/22/2017	28955	Krieger & Stewart	86,347.23
05/22/2017	28956	LUZ Investment Corp.	482.68
05/22/2017	28957	Victor Moreland	3,600.00
05/22/2017	28958	NetComp Technologies, Inc.	3,250.00
05/22/2017	28959	San Bernardino County Dept of	2,223.00
05/22/2017	28960	Thomas Harder & Co., Inc.	450.00
05/22/2017	28961	Calimesa Performing Art Assoc	250.00

## Check Register - May 2017

<u>Check Date</u>	<u>Check Number</u>	<u>Name</u>	<u>Check Amount</u>	
05/22/2017	28962	Veterans of Foreign Wars	150.00	
05/22/2017	28963	BofA Credit Card	6,939.84	
05/22/2017	28964	Cal-Mesa Steel Supply, Inc.	25.86	
05/22/2017	28965	Victor James Valenti	2,453.70	
05/22/2017	28966	Eric Ewalt	3,960.00	
05/22/2017	28967	Gallade Chemical	2,553.68	
05/22/2017	28968	Industrial Safety Supply Corp	525.97	
05/22/2017	28969	Inland Water Works Supply Co.	1,691.68	
05/22/2017	28970	Innerline Engineering	3,500.00	
05/22/2017	28971	JB Paving & Engineering, Inc.	6,200.00	
05/22/2017	28972	Nuckles Oil Company, Inc.	2,492.00	
05/22/2017	28973	Nagem, Inc.	2,795.60	
05/22/2017	28974	Nalco Company	5,164.50	
05/22/2017	28975	P & R Paper Supply Co., Inc.	659.31	
05/22/2017	28976	Polydyne Inc.	2,849.99	
05/22/2017	28977	Steven Enterprises, Inc	595.33	
05/22/2017	28978	Uline, Inc.	2,464.09	
05/22/2017	28979	HD Supply Facilities Maintena	1,122.71	
05/22/2017	28980	ZEP Manufacturing Company	272.57	
05/22/2017	28981	State Water Resources Control	60.00	
05/22/2017	28982	Page Locksmith	699.62	
05/26/2017	28983	PAYROLL CHECK	2,173.83	
05/26/2017	28984	WageWorks, Inc.	1,324.74	
05/26/2017	28985	Public Employees' Retirement	23,753.93	
05/26/2017	28986	California State Disbursement	115.38	
05/26/2017	28987	California State Disbursement	397.38	
05/26/2017	28988	Department of the Treasury -	125.00	
05/26/2017	28989	American Family Life Assuranc	3,893.68	
05/26/2017	28990	Rodd Greene	669.21	
05/26/2017	28991	Linda Kilday	586.38	
05/26/2017	28992	Dennis Neff	669.58	
05/26/2017	28993	Robert Wall	669.58	
05/26/2017	28994	WESTCAS	495.00	
05/26/2017	28995	Charlie Bailey	567.49	
05/26/2017	28996	Peggy Little	173.73	
05/26/2017	28997	CalPERS - HEALTH	76,906.90	
05/30/2017	28998	Center Electric Services, Inc	533.67	
05/30/2017	28999	UPS Store#1504/ Mail Boxes Et	40.77	
05/30/2017	29000	ADS, LLC	4,275.00	
05/30/2017	29001	Ameripride Uniform Services	604.79	
05/30/2017	29002	Balco Holdings Inc.	32.33	
05/30/2017	29003	Burgeson's Heating & Air Cond	2,390.00	
05/30/2017	29004	Central Communications	283.95	
05/30/2017	29005	East Valley Water District	866.41	
05/30/2017	29006	Frontier Communications	148.47	
05/30/2017	29007	Incode Division-Tyler Technol	350.00	
05/30/2017	29008	Kevin E. French	1,825.00	
05/30/2017	29009	Leroy's Landscape Services	5,700.00	
05/30/2017	29010	Northrop Gruman-IS	133.16	
05/30/2017	29011	Santa Ana Watershed Associati	1,008.87	
05/30/2017	29012	SCE Rosemead	112,275.03	
05/30/2017	29013	Spectrum Business	1,834.00	
05/30/2017	29014	U.S. Telepacific Corp	2,395.46	
05/30/2017	29015	Yucaipa Disposal, Inc.	1,413.00	
05/30/2017	29016	Luke's Transmission Inc.	296.12	
	42885	29017	Anthony Joseph Sobral	84.80
	42885	29018	Aqua-Metric Sales Company	6,368.03
	42885	29019	John F. Simister	100.76
	42885	29020	Brenntag Pacific, Inc	21,062.95



## Check Register - May 2017

<u>Check Date</u>	<u>Check Number</u>	<u>Name</u>	<u>Check Amount</u>
42885	29021	Center Electric Services, Inc	2,128.67
42885	29022	Clinical Laboratory of San Be	17,957.75
42885	29023	Grainger	435.24
42885	29024	Graybar Electric Co., Inc.	277.02
42885	29025	Haaker Equipment Company	3,193.63
42885	29026	Harrington Ind. Plastic, LLC	1,117.81
42885	29027	Hasa, Inc.	3,786.46
42885	29028	Hemet Valley Tool Inc.	171.86
42885	29029	Inland Water Works Supply Co.	2,670.59
42885	29030	Innerline Engineering	3,500.00
42885	29031	Johnson Machinery Co.	69.63
42885	29032	Koraleen Enterprises	409.42
42885	29033	MBC Applied Environmental Sci	1,300.00
42885	29034	Nuckles Oil Company, Inc.	2,324.48
42885	29035	Nagem, Inc.	1,340.00
42885	29036	NCL Of Wisconsin Inc	819.15
42885	29037	Office Solutions Business Pro	965.07
42885	29038	Red Alert Special Couriers	344.26
42885	29039	Redlands Ford	247.52
42885	29040	Safeguard Business Systems In	320.02
42885	29041	SB CNTY-Solid Waste Mgmt Div	23.06
42885	29042	SF CC Intermediate Holdings I	155.41
42885	29043	Steven Enterprises, Inc	2,205.46
42885	29044	Uline, Inc.	1,778.36
42885	29045	UPS Store#1504/ Mail Boxes Et	67.63
42885	29046	Calmat Company	2,406.14
42885	29047	Wilson Bohannan Company	141.09
42885	29048	State Water Resources Control	105.00
42885	29049	CWEA-TCP (OAKPORT ST.)	83.00
42885	29050	CWEA-TCP (OAKPORT ST.)	83.00
<b>May 2017 Check Register Total</b>			<b>1,991,828.49</b>

# Staff Report



Yucaipa Valley Water District

# Discussion Items



Yucaipa Valley Water District



**Date:** June 20, 2017

**Prepared By:** Allison Edmisten, Chief Financial Officer

**Subject:** Adoption of the Operating Budget and Capital Improvement Plan for Fiscal Year 2018

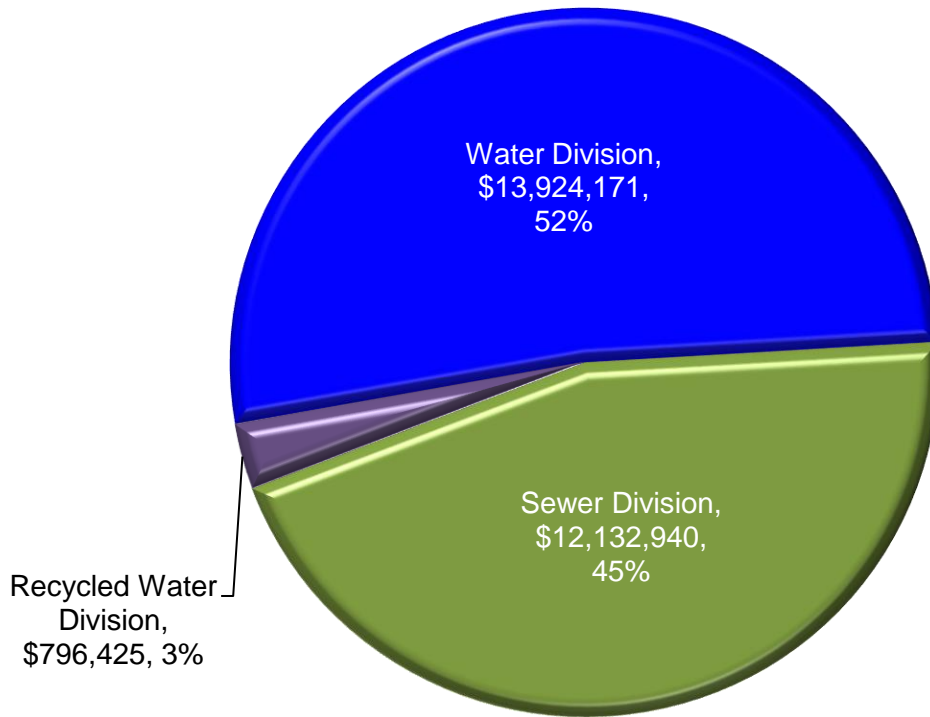
**Recommendation:** That the Board adopts the budget as presented.

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On Monday, May 22, 2017, the Yucaipa Valley Water District conducted a budget workshop to review the proposed operating budget for next year. During the budget workshop, the District staff provided a detailed overview of each individual line item for the water, sewer, and recycled water enterprise funds of the District. Based on the discussion at the board workshop, the District staff made changes to the budget as summarized on the attached documentation.

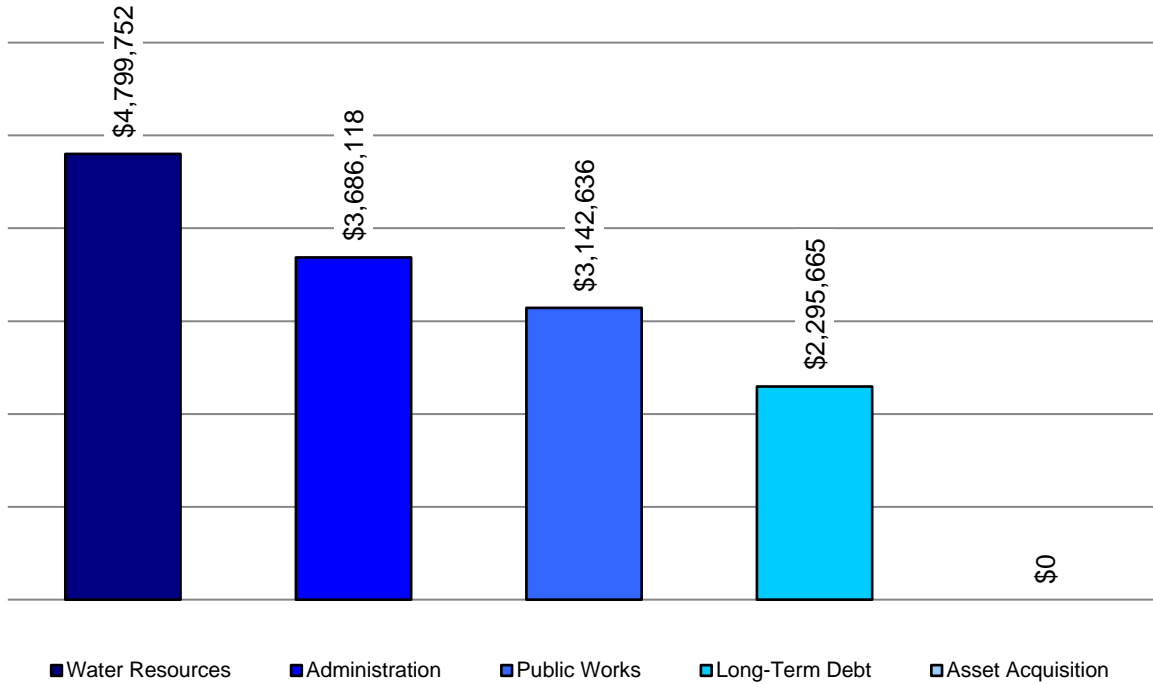
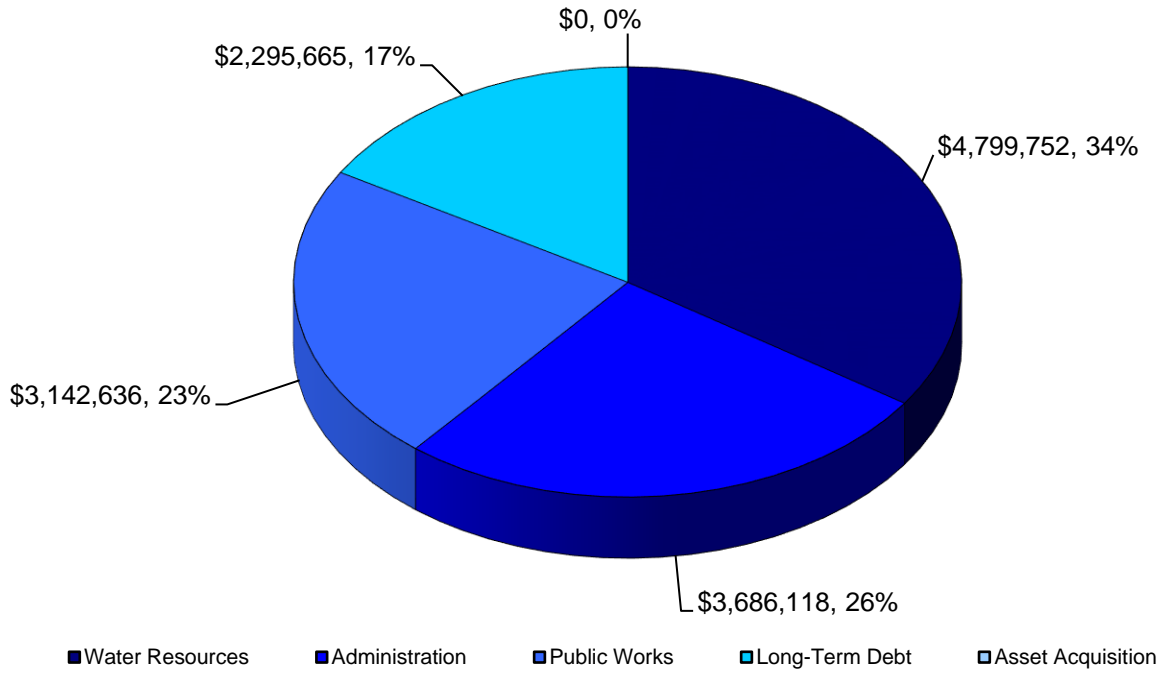
**Budget Overview**

The Fiscal Year 2018 operating budget totals \$26,853,536 (excluding capital improvement projects) distinguished by the following three enterprise funds.

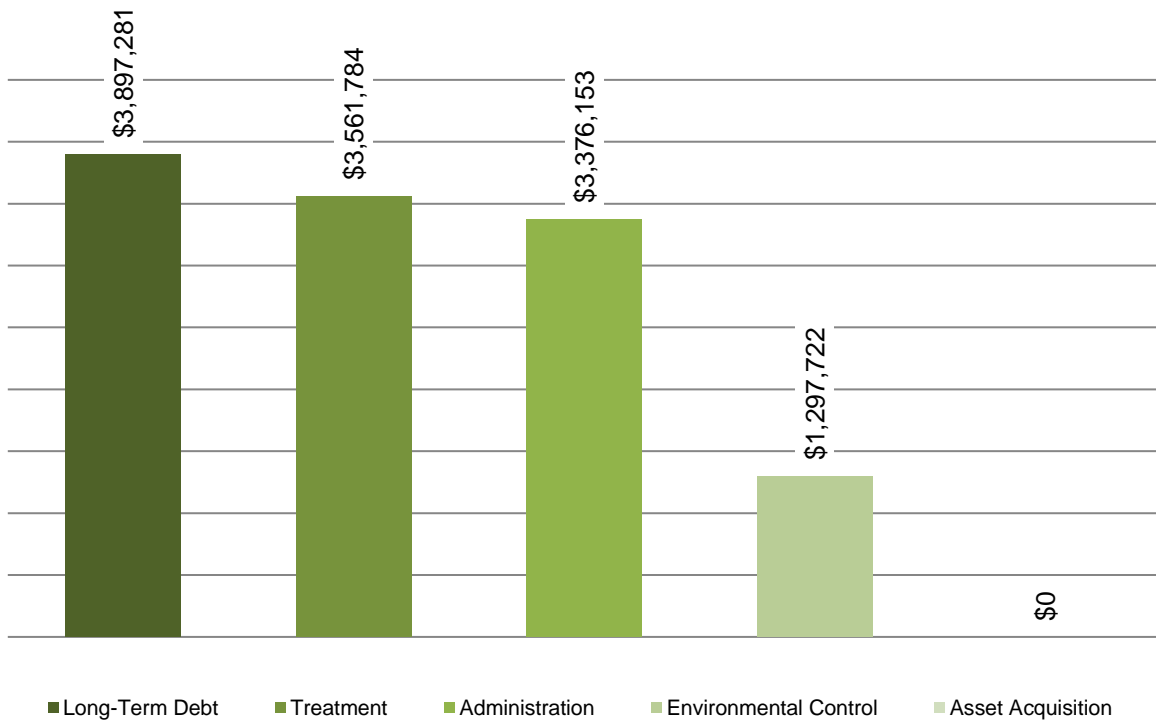
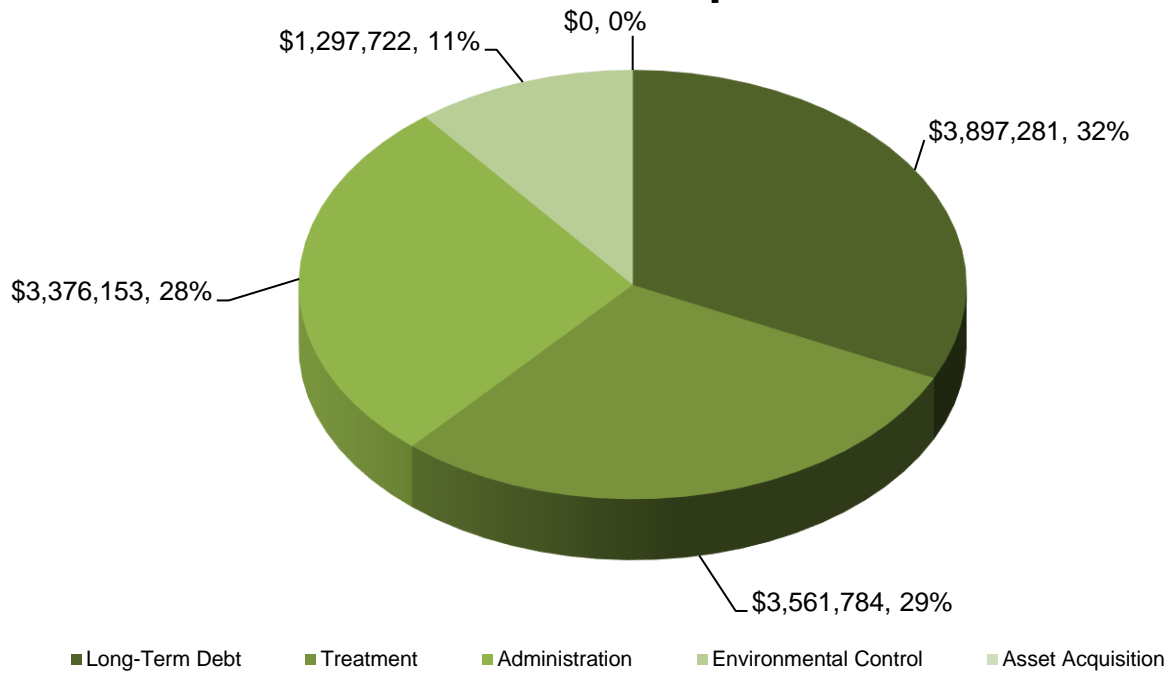


The departmental expenses for each of the enterprise funds are provided below:

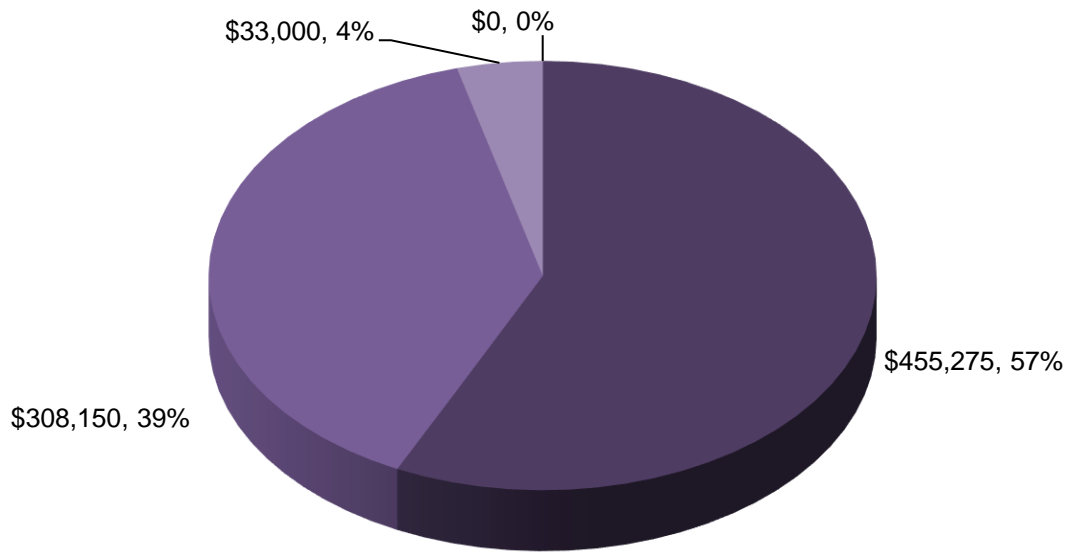
### Water Division Expenditures



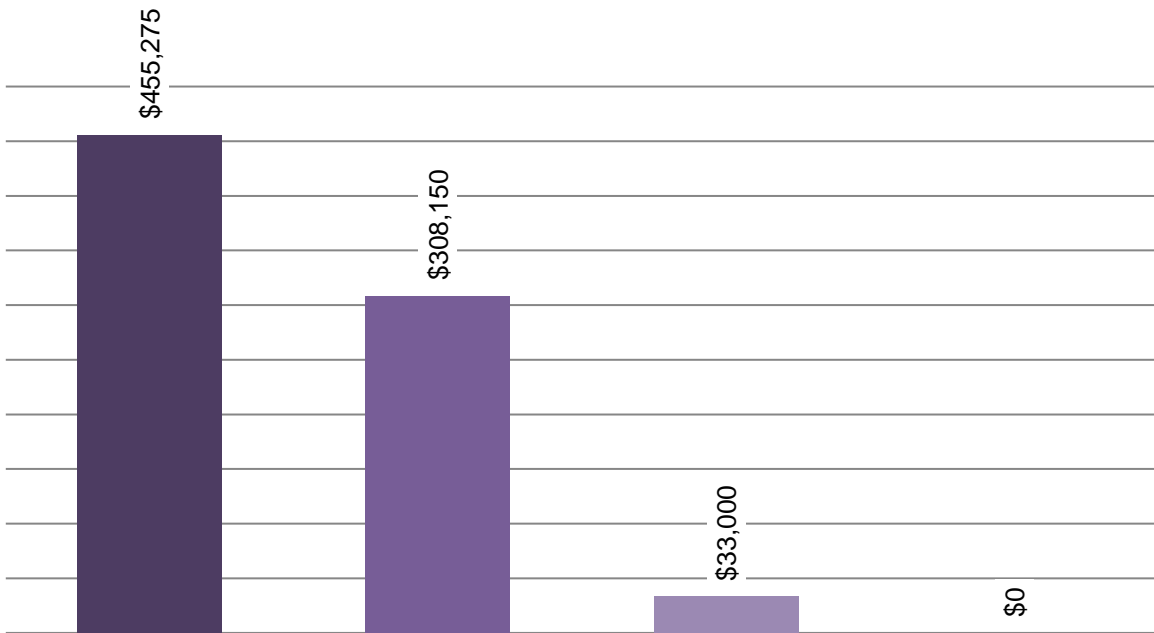
### Sewer Division Expenditures



## Recycled Water Division Expenditures



Labor and Benefits
  Operational Expenses
  Reserves & Infrastructure Replacement
  Asset Acquisition



Labor and Benefits
  Operational Expenses
  Reserves & Infrastructure Replacement
  Asset Acquisition

**Budget Workshop 2017-18 Notes (5/22/17)**

- Changed Christopher Mann to Chris Mann
- Bruce recommended adding disconnect fee information to robo calls

**Water**

- Potable Water – Commodity Charge (Pg 2-2) – increased by \$5k
- Property Tax – Unsecured (Pg 2-7) - actuals are at \$62k YTD...for sewer they are right on budget at \$50k
- Water Resource – Imported Water Purchases (Pg 2-19) - Should we add to narrative that this expense is offset with imported water sales?
- Public Works Summary (Pg 2-24) – this has a 22.3% increase so we may want to elaborate a bit on why...maybe in first paragraph under graph...We plan on installing/repairing more pipelines as well as AMI meter installations which will be completed by in house staff.
- Public Works Repair & Maint of Vehicles/Equip (Pg 2-28) – explanation was given last night regarding newer vehicles so we anticipate a decrease in maintenance and repair cost in the next year – can we add that to the “description”?
- Water Admin (Pg 2-37) – Note was to check on amount of depreciation expense – the budgeted amount has been ~\$200k for last 4 years including proposed for next year.
- Water Admin – Benefits (Pg 2-40) – will look into how this gets paid by division as actuals seem to be trending different than budget.
- Water Admin – Office Supplies (Pg 2-44) – current year totals include
  - \$1k for battery back-ups for supervisors
  - \$4k for Biz Hub for supervisors
  - \$1800 for file drawer
  - \$6200 for chairs
  - \$500 ID badges
  - \$900 Chair Mats
  - TOTAL is ~\$14,400 in one-time expenses (not on-going)...this would have put us just under budget.
- Water Admin – General Supplies & Expense (Pg 2-45) – current year totals include
  - \$5700 Quarterly analysis charge (bank fee)
  - \$1900 backpacks/beanies/Xmas
  - \$5600 Quarterly analysis charge (bank fee)
  - \$2600 Bear Valley Mutual Water Shares
  - \$5700 Quarterly Analysis Charge (bank fee)
  - Total is ~\$21,500 but \$17k is ongoing so we still would have been \$6k over budget...recommend increasing to \$35k
- Water Admin – Printing and Publications (Pg 2-51)
  - Will combine with Public Relations – all historical info as well as proposed
- Water Admin – Public Relations (Pg 2-54)
  - Added Printing and Publications to this object (including all historical info)



- Printing had a ~\$5k budget gap and PR had \$42k when compared to actuals. The request was to increase the budget by \$72k (split between water and sewer). Per Joe, bring each Division budget to \$50k for this line item.
- Water Admin – Contractual Services (Pg 2-62) – current year totals include (do not see CV Strategies here)
  - \$9k LAFCO (one-time?)
  - \$1100 background check (one-time?)
  - \$1900 Addiction Medicine
  - \$2k Laserfiche license
  - \$4k Annual Software support (Steve Hines)
  - \$7300 DocuNav support
  - \$16k Laserfiche upgrade (one-time?)
  - \$7200 Annual Laserfiche maintenance
  - Uniforms, alarm company, Konica, background checks
  - One-time expense total ~\$26,100 which would have kept us right on budget
- Water Admin – Professional Services (Pg 2-65) – current year vendors are
  - Platinum Advisors
  - Krieger & Stuart
  - Santa Ana Watershed Project
  - Delta Partners
  - Geoscience Support Svc
  - Dudek
  - Vision Internet Providers
  - Ruth Villalobos
  - United States Geological
  - *Are any of these labor consulting? If not, I think we need the \$35k to stay but apply it to one of the other lines.*
- Water Admin – Election Related (Pg 2-70)
  - We have not been billed yet...we can include \$10k as an estimate for current year but we will still leave budget for 2017-18 at \$0

### Sewer

- Demand Charge (Pg 3-2) – Changed the axis from \$3m units to \$2m units to better align with other charts...also, increased by \$17k
- Penalty Late Charges (Pg 3-3) – Updated the format to include dollar signs in the chart
- Sewer Admin – Benefits (Pg 3-24) – will look into how this gets paid by division as actuals seem to be trending different than budget.
- Sewer Admin – Office Supplies (Pg 3-27) – current year totals include
  - \$4k for WWTP Biz Hub
  - Without this we would have been right on budget
- Sewer Admin – Mgmt & Admin Services (Pg 3-30) – I will flip the 60%:40% on the last line as the Water Division column is listed first and it's the 40% portion.
- Sewer Admin – Printing and Publications (Pg 3-32)
  - Will combine with Public Relations – all historical info as well as proposed

- Sewer Admin – Public Relations (Pg 3-34)
  - Added Printing and Publications to this object (including all historical info)
  - Printing had a ~\$3k budget gap and PR had \$4k when compared to actuals. The request was to increase the budget by \$72k (split between water and sewer). Per Joe, bring each division to \$50k for this line item.
- Sewer Admin – Utilities (Pg 3-39) – Note was to look at actuals and maybe adjust budget. Actuals are trending to be \$1600 (I adjusted this from \$1,188)....I will fix the chart as it appears to be incorrect and leave budget as is. This is also the chart that is missing the yellow budget bar so that is fixed.
- Lift Station No. 1 – (Pg 3-57) – reduced to \$70k based on trending to offset some of the other needed increases.
- Lift Station Nos. 2-4 (Pgs 3-58 to 3-60) increased each by a one-time \$10k for sulfide per J. Wrobel.
- Sewer Debt Service – WISE (Pg 3-70) – the interest for this payment was posted into this account. This has been corrected and now this “actual” amount was decreased by \$57,284.88.
- Sewer Debt Service – Interest (Pg 3-73) – the interest for the WISE payment was missing as it was included in the principal account.

### **Recycled Water**

- Admin Division (new Pg 4-11) – Added in Repair & Maintenance – Valves for \$5,000...adjusted the following to balance:
  - Repair & Maintenance – Fire Hydrants (Pg 4-13) – reduced by \$500
  - Repair & Maintenance – Meters (Pg 4-14) – reduced by \$1000
  - Computer Expenses (Pg 4-18) – reduced by \$1000
  - Certifications & Renewals (Pg 4-23) – reduced by \$500
  - Laboratory Services (Pg 4-32) \$1,000 – removed budget as discussed
  - Environmental Compliance (Pg 4-37) – reduced by \$1,000
- Printing & Publications (Pg 4-19) - Will combine with Public Relations – all historical info as well as proposed
- Public Relations (Pg 4-21)
  - Added Printing and Publications to this object (including all historical info)

## WATER DIVISION BUDGET

### Fiscal Year 2018

OPERATING REVENUE:	G/L Number	Adopted Budget Fiscal Year 2017	Adopted Budget Fiscal Year 2018
Potable Water - Commodity Charge	02-40010	6,054,000	5,912,971
Construction Water - Commodity Charge	02-40011	20,000	20,000
Imported Water - San Gorgonio Pass W.A.	02-40012	250,000	250,000
Imported Water - San Bernardino Valley M.W.D.	02-40013	850,000	850,000
Potable Water - Commodity Multi-Unit Discount	02-40014	(105,000)	(100,000)
Water Wholesale Revenue	02-40015	237,600	300,000
Water Service Establishment Fee	02-40016	5,000	5,000
Potable Water - Service Demand Charge	02-41000	3,173,000	3,200,000
Fire Service Standby Fee	02-41001	30,000	45,000
Construction Water - Service Charge	02-41003	15,000	15,000
Potable Water - Service Charge Multi-Unit Discount	02-41005	(135,000)	(135,000)
Unauthorized Use of Water Charges	02-41010	2,000	2,000
Water Meter & Service Installation Charges	02-41110	65,000	75,000
Fire Flow Measurements & Reports	02-41112	3,500	3,500
Disconnection and Reconnection Charges	02-41113	125,000	125,000
Delinquent Payment Charges	02-41121	125,000	125,000
Management & Accounting Services	02-42123	160,000	189,000
Bad Debt Write-Off & Recovery	02-42124	(20,000)	(20,000)
<b>Total Operating Revenue</b>		<b>10,855,100</b>	<b>10,862,471</b>
NON-OPERATING REVENUE:			
Transfer - Reserve Fund to Asset Acquisition		-	-
Transfer - Dev. Impact Fees to 2004A Debt Service		-	-
Transfer - Rate Stabilization Fund to Water Division		-	-
Interest Earned	02-43010	30,000	50,000
Property Tax-Unsecured	02-43110	115,000	115,000
Property Tax-Secured	02-43120	2,500,000	2,600,000
Tax Collection-Prior	02-43130	20,000	25,000
Other Taxes	02-43140	160,000	170,000
Rental Income - Water Stock	02-49110	1,700	1,700
Miscellaneous Non-Operating Revenue	02-49150	100,000	100,000
<b>Total Non-Operating Revenue</b>		<b>2,926,700</b>	<b>3,061,700</b>
<b>TOTAL WATER REVENUE</b>		<b>13,781,800</b>	<b>13,924,171</b>
OPERATING EXPENSE			
Water Resource Department		5,005,900	4,799,752
Public Works Department		2,569,500	3,142,636
Administration Department		3,910,735	3,686,118
Long-Term Debt Obligations		2,295,665	2,295,665
Asset Acquisition		-	-
<b>Total Operating Expense</b>		<b>13,781,800</b>	<b>13,924,171</b>
<b>TOTAL WATER EXPENSES</b>		<b>13,781,800</b>	<b>13,924,171</b>

## WATER DIVISION BUDGET

### Fiscal Year 2018

WATER RESOURCE DEPARTMENT	G/L Number	Adopted Budget Fiscal Year 2017	Adopted Budget Fiscal Year 2018
Labor	02-5-01-50010	935,000	729,415
Benefits	02-5-01-500xx	460,150	399,337
Repair & Maintenance - Structures	02-5-01-51003	200,000	275,000
Repair & Maintenance - Valves	02-5-01-51011	7,500	30,000
General Supplies & Expenses	02-5-01-51140	1,250	1,000
Power Purchases	02-5-01-51210	1,400,000	1,400,000
Electricity and Fuel	02-5-01-51211	5,000	5,000
Imported Water Purchases	02-5-01-51316	1,100,000	1,100,000
Licenses & Permits	02-5-01-54019	25,000	25,000
Laboratory Services	02-5-01-54110	75,000	85,000
Operation, Repair & Maintenance - YVRWFF	02-5-01-57040	797,000	750,000
<b>Sub-Total Water Resource Department</b>		<b>5,005,900</b>	<b>4,799,752</b>
<b>PUBLIC WORKS DEPARTMENT</b>			
Labor	02-5-03-50010	1,200,000	1,647,456
Benefits	02-5-03-500xx	683,500	757,180
Repair & Maintenance - Vehicles & Equipment	02-5-03-51001	160,000	200,000
Repair & Maintenance - Valves	02-5-03-51011	10,000	10,000
Repair & Maintenance - Pipelines	02-5-03-51010	225,000	225,000
Repair & Maintenance - Service Lines	02-5-03-51021	175,000	175,000
Repair & Maintenance - Fire Hydrants	02-5-03-51022	40,000	40,000
Repair & Maintenance - Water Meters	02-5-03-51030	75,000	75,000
Fire Flow Testing	02-5-03-51031	-	12,000
General Supplies & Expenses	02-5-03-51140	1,000	1,000
<b>Sub-Total Utility Services Department</b>		<b>2,569,500</b>	<b>3,142,636</b>

## WATER DIVISION BUDGET

### Fiscal Year 2018

ADMINISTRATIVE SERVICES DEPARTMENT	G/L Number	Adopted Budget Fiscal Year 2017	Adopted Budget Fiscal Year 2018
Labor	02-5-06-50010	750,000	792,038
Director Fees	02-5-06-50012	20,000	22,500
Benefits	02-5-06-500xx	381,000	437,080
Repair & Maintenance - Structures	02-5-06-51003	40,000	15,000
Safety Equipment & Supplies	02-5-06-51120	25,000	25,000
Petroleum Products	02-5-06-51125	100,000	100,000
Office Supplies	02-5-06-51130	30,000	30,000
General Supplies & Expenses	02-5-06-51140	30,000	35,000
Electricity	02-5-06-51211	30,000	30,000
Natural Gas	02-5-06-51213	3,000	3,000
Dues & Subscriptions	02-5-06-54002	16,500	16,500
Computer Expenses	02-5-06-54005	100,000	100,000
Postage	02-5-06-54010	5,000	3,500
Printing & Publications	02-5-06-54011	7,500	-
Education & Training	02-5-06-54012	15,000	15,000
Utility Billing Expenses	02-5-06-54013	150,000	180,000
Public Relations	02-5-06-54014	50,000	50,000
Travel Related Expenses	02-5-06-54016	10,000	10,000
Certifications & Renewals	02-5-06-54017	7,000	7,000
Meeting Related Expenses	02-5-06-54020	6,000	6,000
Utilities - YVWD Services	02-5-06-54022	-	50,000
Waste Disposal	02-5-06-54024	2,500	2,500
Telephone	02-5-06-54025	92,000	45,000
Conservatin & Rebates	02-5-06-54099	250,000	10,000
Contractual Services	02-5-06-54104	80,000	80,000
Legal	02-5-06-54107	40,000	40,000
Audit & Accounting	02-5-06-54108	16,000	16,000
Professional Fees	02-5-06-54109	250,000	200,000
Reserve Funds	02-5-06-55500	209,235	200,000
Water Infrastructure Replacement	02-5-06-xxxxx	1,000,000	1,000,000
Insurance	02-5-06-56001	100,000	100,000
Regulatory Compliance	02-5-06-57030	25,000	15,000
Election Related Expenses	02-5-06-57090	10,000	-
Beaumont Basin Watermaster	02-5-06-57096	60,000	50,000
<b>Sub-Total Administration Department</b>		<b>3,910,735</b>	<b>3,686,118</b>

LONG-TERM DEBT	G/L Number	Adopted Budget Fiscal Year 2017	Adopted Budget Fiscal Year 2018
Debt Service - Series 2004A Principal	02-5-40-57201	1,030,000	1,030,000
Debt Service - Series 2004A Interest	02-5-40-57402	1,265,665	1,265,665
Rate Stabilization Fund	02-5-40-57806	-	-
<b>Sub-Total Long-Term Debt</b>		<b>2,295,665</b>	<b>2,295,665</b>

ASSET ACQUISITION	G/L Number	Adopted Budget Fiscal Year 2017	Adopted Budget Fiscal Year 2018
Water Department	02-5-40-57001	-	-
Utility Services Department	02-5-40-57003	-	-
Administration	02-5-40-57006	-	-
<b>Sub-Total Asset Acquisition</b>		<b>-</b>	<b>-</b>

## SEWER DIVISION BUDGET

### Fiscal Year 2018

	<u>G/L Number</u>	<u>Adopted Budget Fiscal Year 2017</u>	<u>Adopted Budget Fiscal Year 2018</u>
<b>OPERATING REVENUE:</b>			
Sewer Service Establishment Fee	03-40016	500	500
Sewer Service Demand Charge	03-41000	11,952,045	11,890,265
Sewer Service Demand - Multi-User Discount	03-41005	(200,000)	(200,000)
Sewer Lateral Installation	03-41110	2,500	2,500
Septage Pumping	03-41116	-	-
Penalty Late Charges	03-41121	150,000	129,925
Revenue-Other, Operating	03-42122	5,682	3,250
Bad Debt Write-Off & Recovery	03-41124	(20,000)	(15,000)
Front Footage Fees	03-41131	0	30,000
<b>Total Operating Revenue</b>		<b>11,890,727</b>	<b>11,841,440</b>
<b>NON-OPERATING REVENUE:</b>			
Reserve Fund Transfer - Asset Acquisition		-	-
Reserve Fund Transfer - Operational Expenses		-	-
Rate Stabilization Fund Transfer In		-	-
Interest Earned	03-43010	35,000	35,000
Property Tax-Unsecured	03-43110	50,000	50,000
Property Tax-Secured	03-43120	175,000	175,000
Tax Collection-Prior	03-43130	10,000	10,000
Other Taxes	03-43140	1,500	1,500
Misc. Non-Operating Revenue	03-49150	40,000	20,000
<b>Total Non-Operating Revenue</b>		<b>311,500</b>	<b>291,500</b>
<b>TOTAL SEWER REVENUE</b>		<b>12,202,227</b>	<b>12,132,940</b>
<hr/>			
<b>OPERATING EXPENSE</b>			
Treatment		3,838,400	3,561,784
Administration		3,298,095	3,376,153
Environmental Control		1,234,000	1,297,722
Debt Service		3,831,732	3,897,281
Asset Acquisition		-	-
<b>Total Operating Expense</b>		<b>12,202,227</b>	<b>12,132,940</b>
<b>TOTAL SEWER EXPENSES</b>		<b>12,202,227</b>	<b>12,132,940</b>

## SEWER DIVISION BUDGET

### Fiscal Year 2018

TREATMENT	G/L Number	Adopted Budget Fiscal Year 2017	Adopted Budget Fiscal Year 2018
Labor	03-5-02-50010	895,000	809,289
Benefits	03-5-02-500xx	542,400	405,495
Repair and Maintenance - Structures	03-5-02-51003	325,000	275,000
Automation Control	03-5-02-51010	65,000	80,000
Chemicals	03-5-02-51106	450,000	500,000
Propane	03-5-02-51111	5,000	10,000
Laboratory Supplies	03-5-02-51115	30,000	30,000
General Supplies & Expenses	03-5-02-51140	1,000	2,000
Utilities-Power Purchases	03-5-02-51210	850,000	800,000
Laboratory Services	03-5-02-54110	120,000	100,000
Sludge Disposal	03-5-02-57031	300,000	250,000
Brineline Operating Expenses	03-5-02-57034	255,000	300,000
	<b>Sub-total Treatment</b>	<b>3,838,400</b>	<b>3,561,784</b>
<b>ADMINISTRATION</b>			
Labor	03-5-06-50010	700,000	707,579
Directors Fees	03-5-06-50012	20,000	22,500
Benefits	03-5-06-500xx	349,250	395,074
Safety Equipment	03-5-06-51120	10,000	10,000
Petroleum Products	03-5-06-51125	20,000	20,000
Office Supplies	03-5-06-51130	4,000	4,000
General Supplies & Expenses	03-5-06-51140	20,000	25,000
Dues & Subscriptions	03-5-06-54002	10,000	10,000
Management & Accounting Services	03-5-06-54003	160,000	189,000
Computer Expenses	03-5-06-54005	95,000	100,000
Printing & Publications	03-5-06-54011	5,500	-
Education & Training	03-5-06-54012	7,000	9,000
Public Relations	03-5-06-54014	7,500	50,000
Travel Related Expenses	03-5-06-54016	7,500	7,000
Certifications & Renewals	03-5-06-54017	7,000	7,500
Licenses & Permits	03-5-06-54019	60,000	62,500
Meeting Related Expenses	03-5-06-54020	5,000	5,000
YVWD Services	03-5-06-54022	-	2,000
Waste Disposal	03-5-06-54024	13,000	13,000
Telephone	03-5-06-54025	152,045	30,000
Drinking Water	03-5-06-54030	1,000	1,000
Contractual Services	03-5-06-54104	35,000	70,000
Legal	03-5-06-54107	45,000	45,000
Audit & Accounting	03-5-06-54108	16,000	16,000
Professional Fees	03-5-06-54109	150,000	225,000
Reserve Funds	03-5-06-55500	563,300	500,000
Sewer Infrastructure Replacement	03-5-06-xxxxx	700,000	700,000
Insurance	03-5-06-56001	100,000	100,000
Regulatory Compliance	03-5-06-57030	35,000	50,000
	<b>Sub-Total Administration</b>	<b>3,298,095</b>	<b>3,376,153</b>

## SEWER DIVISION BUDGET

### Fiscal Year 2018

ENVIRONMENTAL CONTROL	G/L Number	Adopted Budget Fiscal Year 2017	Adopted Budget Fiscal Year 2018
Labor	03-5-07-50011	465,000	565,420
Benefits	03-5-07-500xx	243,000	272,302
Repair and Maintenance - Structures	03-5-07-51003	270,000	225,000
General Supplies & Expenses	03-5-07-51140	1,000	1,000
Lift Station No. 1	03-5-07-51241	125,000	70,000
Lift Station No. 2	03-5-07-51242	16,000	30,000
Lift Station No. 3	03-5-07-51243	5,000	15,000
Lift Station No. 4	03-5-07-51244	40,000	50,000
Lift Station No. 8	03-5-07-51248	3,000	3,000
Professional Fees	03-5-07-54109	66,000	66,000
Laboratory Services	03-5-07-54110	-	-
<b>Sub-Total Environmental Control</b>		<b>1,234,000</b>	<b>1,297,722</b>
<b>LONG-TERM DEBT</b>			
Debt Service - Principal WRWRF Project	03-5-40-57202	2,147,975	2,199,524
Debt Service - Principal Brineline Project	03-5-40-57203	412,790	423,936
Debt Service - Principal WISE Project	03-5-40-57204	127,970	130,782
Debt Service - Principal R-10.3 Project	03-5-40-57205	37,495	38,318
Debt Service - Principal Crow Street & B-12.1	03-5-40-57206	13,795	13,014
Debt Service - Interest	03-5-40-57403	1,091,707	1,091,707
Debt Service - Rate Stabilization Fund	57006.03.06	-	-
<b>Sub-Total Long-Term Debt</b>		<b>3,831,732</b>	<b>3,897,281</b>
<b>ASSET ACQUISITION</b>			
Sewer Treatment Department	03-5-40-57002	-	-
Sewer Administration Department	03-5-40-57006	-	-
Environmental Control Department	03-5-40-57007	-	-
<b>Sub-Total Asset Acquisition</b>		<b>-</b>	<b>-</b>



## RECYCLED WATER DIVISION

### Fiscal Year 2018

OPERATING REVENUE:	<u>G/L Number</u>	<u>Adopted Budget Fiscal Year 2017</u>	<u>Adopted Budget Fiscal Year 2018</u>
Recycled Water - Commodity Charge	04-40010	552,850	551,425
Construction Recycled Water - Commodity Chrg	04-40011	20,000	20,000
Recycled Water - Service Demand Charge	04-41000	50,000	60,000
Construction Recycled Water - Service Charge	04-41003	5,000	5,000
Meter/Lateral Installation	04-41110	2,000	15,000
Delinquent Payment Charges	04-41121	500	1,000
Revenue-Other, Operating	04-41122	250	500
<b>Total Operating Revenue</b>		<b>630,600</b>	<b>652,925</b>
NON-OPERATING REVENUE:			
Transfer - Reserve Fund	--	-	-
Interest Earned	04-43010	7,500	10,000
Property Tax-Unsecured	04-43110	1,000	10,000
Property Tax-Secured	04-43120	15,000	110,000
Tax Collection-Prior	04-43130	1,000	10,000
Other Taxes	04-43140	1,000	2,500
Misc. Non-Operating Revenue	04-49150	1,000	1,000
<b>Total Non-Operating Revenue</b>		<b>26,500</b>	<b>143,500</b>
<b>TOTAL RECYCLED WATER REVENUE</b>		<b>657,100</b>	<b>796,425</b>

## RECYCLED WATER DIVISION

### Fiscal Year 2018

OPERATING EXPENSES	G/L Number	Adopted Budget Fiscal Year 2017	Adopted Budget Fiscal Year 2018
Labor - Recycled Water	04-5-06-50010	275,000	364,137
Director Fees	04-5-06-50012	2,500	5,000
Benefits - Recycled Water	04-5-06-500xx	51,600	91,138
R&M - Structures	04-5-06-51003	20,000	25,000
R&M - Valves	04-5-06-51011	-	5,000
R&M - Pipelines	04-5-06-51020	5,000	5,000
R&M - Service Lines	04-5-06-51021	5,000	15,000
R&M - Fire Hydrants	04-5-06-51022	2,500	1,000
R&M - Meters	04-5-06-51030	25,000	4,000
General Supplies and Expenses	04-5-06-51140	2,000	2,500
Utilities - Power Purchases	04-5-06-51210	85,000	85,000
Dues & Subscriptions	04-5-06-54002	6,500	4,000
Computer Expense	04-5-06-54005	7,500	9,000
Printing & Publications	04-5-06-54011	1,000	-
Education & Training	04-5-06-54012	4,000	4,000
Public Relations	04-5-06-54014	2,500	2,000
Travel & Meeting Related Expenses	04-5-06-54016	5,000	2,500
Certifications & Renewals	04-5-06-54017	1,000	500
Licenses & Permits	04-5-06-54019	35,000	20,000
Meeting Related Expenses	04-5-06-54020	1,000	1,000
Utilities - YVWD Services	04-5-06-54022	-	25,000
Telephone	04-5-06-54025	1,000	1,500
Contractual Services	04-5-06-54104	3,500	8,400
Legal	04-5-06-54107	4,000	1,250
Audit & Accounting	04-5-06-54108	2,500	2,500
Professional Services	04-5-06-54109	25,000	25,000
Laboratory Services	04-5-06-54110	1,000	-
Reserve Funds	04-5-06-55500	8,000	8,000
Recycled Water Infrastructure Replacement	04-5-06-xxxxx	25,000	25,000
Insurance	04-5-06-56001	-	20,000
Regulatory Compliance	04-5-06-57030	40,000	25,000
Environmental Compliance	04-5-06-57040	10,000	9,000
<b>Total Operating Expense</b>		<b>657,100</b>	<b>796,425</b>
<b>TOTAL RECYCLED WATER EXPENSES</b>		<b>657,100</b>	<b>796,425</b>



**Date:** June 20, 2017

**Prepared By:** Allison M. Edmisten, Chief Financial Officer  
Peggy Little, Administrative Supervisor

**Subject:** Presentation of the Unaudited Financial Report for the Period Ending on May 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 30]

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

<b>Fund Source</b>	<b>Operating Funds</b>	<b>Restricted Funds</b>	<b>Total Funds</b>
Water Division	\$7,406,327.29	\$885,325.15	\$8,291,652.44
Sewer Division	\$12,692,349.01	(\$6,664,774.61)	\$6,027,574.40
Recycled Water Division	<u>\$1,254,586.42</u>	<u>\$519,865.76</u>	<u>\$1,774,452.18</u>
<b>Total</b>	<b>\$21,353,262.72</b>	<b>(\$5,259,583.70)</b>	<b>\$16,093,679.02</b>

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

**Check Register**

[Detailed information can be found on pages 7 to 11 of 30]

The check register lists each check processed during the month of May 2017. The District processed 266 checks during the month of May for a total sum of \$1,991,828.49. 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 Chief Financial Officer will make any check, invoice or supporting documentation available for review to any board member upon request.

### **Financial Account Information**

[Detailed information can be found on pages 12 to 15 of 30]

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

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

### **Investment Summary**

[Detailed information can be found on pages 16 to 17 of 30]

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

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

### **Monthly Revenue Allocation**

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

During the month of May 2017 the District's deposit checking account received a sum total of \$1,854,162.04 in revenues from the following categories:

- A total of \$1,700,291.58 was received from 14,998 customers for utility bill payments. This is the total amount of utility bill payments received from water, sewer and recycled services.
- A total of \$2,363.50 was received for construction meter deposits, customer deposits and internet fee payments.
- A total of \$76,011.03 was received from miscellaneous water related activities (other than utility bill charges).
- A total of \$16,424.98 was received from miscellaneous sewer related activities (other than utility bill charges).
- A total of \$0 was received from miscellaneous recycled related activities (other than utility bill charges).
- A total of \$59,070.95 was received for Riverside Property Taxes.
- The District's general checking account (pages 12-15 of 30) received three ACH deposits for San Bernardino Property Taxes in the amount of \$67,065.77. The District has received \$3,003,124.14 (100%+) of the allocated \$2,988,634.38 property taxes for both counties for FY 2017.

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

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

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

**Summary of Revenue Budget  
As of May 31, 2017 (87% 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	910,250	11,921,941	86.50%
Sewer	12,202,227	967,764	11,092,254	90.90%
Recycled Water	657,100	51,301	646,518	98.39%
<b>District Revenue</b>	<b><u>26,641,127</u></b>	<b><u>1,929,315</u></b>	<b><u>23,660,713</u></b>	<b><u>88.81%</u></b>

**Summary of Water Budget Expenses  
As of May 31, 2017 (87% 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	186,755	4,213,676	84.17%
Public works	2,569,500	268,426	2,270,901	88.38%
Administration	3,910,735	287,139	3,651,666	93.38%
Long Term Debt	2,295,665	0	2,295,663	100.00%
Asset Acquisition	0	0	0	0.00%
<b>TOTAL</b>	<b>13,781,800</b>	<b>742,320</b>	<b>12,431,906</b>	<b>90.21%</b>

**Summary of Sewer Budget Expenses  
As of May 31, 2017 (87% 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	357,657	3,404,196	88.69%
Administration	3,298,095	255,738	3,058,411	92.73%
Environmental Control	1,234,000	71,525	957,791	77.62%
Long Term Debt	3,831,732	0	3,831,725	100.00%
Asset Acquisition	0	0	0	0.00%
<b>TOTAL</b>	<b>12,202,227</b>	<b>684,920</b>	<b>11,252,123</b>	<b>92.21%</b>

**Summary of Recycled Water Budget Expenses  
As of May 31, 2017 (87% 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	94,896	867,110	131.96%
<b>TOTAL</b>	<b>657,100</b>	<b>94,896</b>	<b>867,110</b>	<b>131.96%</b>
<b>District Expenses</b>	<b><u>26,641,127</u></b>	<b><u>1,522,136</u></b>	<b><u>24,551,139</u></b>	<b><u>92.16%</u></b>

### **Investment Policy Disclosure**

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

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

### **Questions or Comments**

If you have any questions about a particular budget account, please do not hesitate to contact the Chief Financial Officer 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 - May 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	\$ (2,122,144.85)
*FCC - Future YVRWFF Phase II & III	02-10403	\$ 411,173.52
*FCC - Recycled System	02-10410	\$ (878,372.61)
*FCC - Booster Pumping Plants	02-10411	\$ 675,079.09
*FCC - Pipeline Facilities	02-10412	\$ 128,179.16
*FCC - Water Storage Reservoirs	02-10413	\$ 2,297,855.68
Depreciation Reserves	02-10310	\$ 540,006.84
Infrastructure Reserves	02-10311	\$ 2,839,383.00
Sustainability Fund	02-10313	\$ 44,603.96
Rate Stabilization Fund	02-10314	\$ 500,209.14
Imported Water Fund - MUNI	02-10315	\$ (365,462.79)
Imported Water Fund - SGPWA	02-10316	\$ 818,068.69
Operating Funds:		\$ 3,029,518.45
<b>Total Water Division</b>		<b>\$ 8,291,652.44</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	\$ 1,700,901.65
*FCC - Future WWTP Expansion	03-10407	\$ 1,343,228.40
*FCC - Sewer Interceptors	03-10415	\$ (834,232.84)
*FCC - Lift Stations	03-10416	\$ 331,216.66
*FCC - Effluent Disposal Facilities	03-10417	\$ (1,628,438.94)
*FCC - Salt Mitigation Facilities	03-10418	\$ (8,470,612.54)
Project Fund - Encumbered	03-10215	\$ 276,000.00
Depreciation Reserves	03-10310	\$ 3,397,773.57
Infrastructure Reserves	03-10311	\$ 4,627,970.00
Rate Stabilization Fund	03-10314	\$ 1,464,394.90
Operating Funds:		\$ 2,926,210.54
<b>Total Wastewater Division</b>		<b>\$ 6,027,574.40</b>

Recycled Water Division	GL#	Balance
*FCC - Recycled System	04-10410	\$ 65,376.79
*FCC - Booster Pumping Plants	04-10411	\$ 1,532.04
*FCC - Pipeline Facilities	04-10412	\$ 222,369.18
*FCC - Water Storage Reservoirs	04-10413	\$ 230,587.75
Project Fund - Encumbered	04-10215	\$ -
Depreciation Reserves	04-10310	\$ 60,409.84
Infrastructure Reserves	04-10311	\$ 250,412.31
Operating Funds:		\$ 943,764.27
<b>Total Recycled Water Division</b>		<b>\$ 1,774,452.18</b>

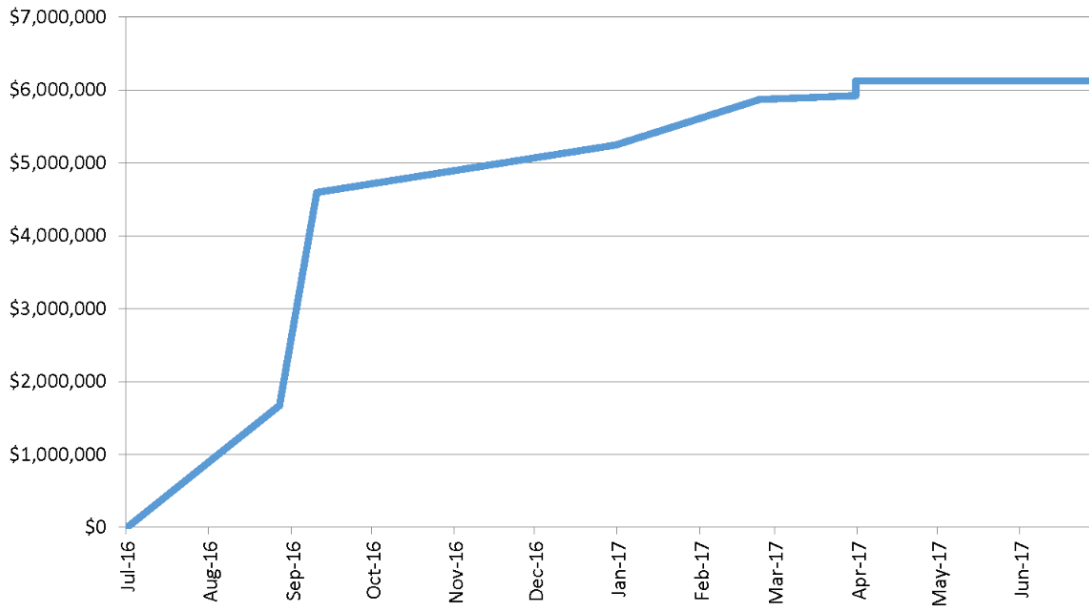
**DISTRICT TOTAL \$ 16,093,679.02**

\*=Restricted Funds

### Cash Fund Balance Report - May 2017

Financial Obligations for Fiscal Year 2016/17				
Due Date	Fund	Description	Term of Obligation	Amount
8/27/2016	Water	2015A Bond Payment - YVRWFF	2015-2034	\$ 1,670,556.25
9/10/2016	Sewer	SRF Payment - WRWRF	2009-2028	\$ 2,923,688.75
12/31/2016	Sewer	SRF Payment - Yucaipa Regional Brineline	2013-2032	\$ 649,273.50
2/23/2017	Water	2015A Bond Payment - YVRWFF	2015-2034	\$ 625,106.25
3/31/2017	Sewer	SRF Payment - Recycled Reservoir R-10.3	2014-2033	\$ 54,277.31
3/31/2017	Sewer	SRF Payment - Desalination at WRWRF	2014-2033	\$ 185,251.30
3/31/2017	Sewer	SRF Payment - Crow Street/Recycled Booster B-12.1	2016-2035	\$ 19,254.37
<b>Total</b>				<b>\$ 6,127,407.73</b>

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





## Check Register - May 2017

<u>Check Date</u>	<u>Check Number</u>	<u>Name</u>	<u>Check Amount</u>
5/1/2017	28785	Ameripride Uniform Services	885.09
5/1/2017	28786	Aqua-Metric Sales Company	28,122.75
5/1/2017	28787	Leroy's Landscape Services	5,700.00
5/1/2017	28788	NetComp Technologies, Inc.	7,971.35
5/1/2017	28789	SCCI, Inc.	1,000.00
5/1/2017	28790	San Gorgonio Pass Water Agenc	15,116.28
5/1/2017	28791	Spectrum Business	1,834.00
5/1/2017	28792	The Counseling Team Internati	540.00
5/1/2017	28793	The Gas Company	113.69
5/1/2017	28794	UC Regents	790.00
5/1/2017	28795	Calmat Company	2,300.78
5/1/2017	28796	Yucaipa Disposal, Inc.	1,476.42
5/1/2017	28797	BofA Credit Card	5,346.26
5/1/2017	28798	Brenntag Pacific, Inc	10,972.33
5/1/2017	28799	Dinosaur Tire Inc.	2,415.07
5/1/2017	28800	Grainger	109.71
5/1/2017	28801	Hach Company	4,924.21
5/1/2017	28802	Hasa, Inc.	3,845.72
5/1/2017	28803	Industrial Safety Supply Corp	837.41
5/1/2017	28804	Inland Water Works Supply Co.	711.72
5/1/2017	28805	Nicholas C. Hendrickson	323.25
5/1/2017	28806	Kevin E. French	425.00
5/1/2017	28807	NCL Of Wisconsin Inc	593.98
5/1/2017	28808	Sunset Electrical Contractors	9,210.41
5/1/2017	28809	Teledyne Isco, Inc.	1,937.78
5/1/2017	28810	State Water Resources Control	105.00
5/1/2017	28811	Steven Eldridge	130.00
5/1/2017	28812	Courtland R. Gear	100.00
5/1/2017	28813	Gregory N. Godwin	198.71
5/1/2017	28814	Standard Insurance Company	3,195.72
5/1/2017	28815	Standard Insurance Vision Pla	706.00
5/1/2017	28816	MetLife Small Business Center	522.43
5/1/2017	28817	Ashley Hosmanek	82.66
5/1/2017	28818	Blue Shield of California	1,519.00
5/1/2017	28819	Nippon Life Insurance Co. of	2,173.77
5/1/2017	28820	REGISTER, BRADLEY	568.08
5/8/2017	28821	Todd Madrid	120.55
5/8/2017	28822	State Controller's Office	15.25
5/8/2017	28823	ADS, LLC	3,951.00
5/8/2017	28824	Ameripride Uniform Services	803.92
5/8/2017	28825	Coverall North America, Inc.	1,021.00
5/8/2017	28826	Crown Ace Hardware - Yucaipa	610.18
5/8/2017	28827	First American Data Tree, LLC	50.00
5/8/2017	28828	Eco Pro Environmental Service	85.00
5/8/2017	28829	Frontier Communications	146.88
5/8/2017	28830	Goforth & Marti Office	14,936.80
5/8/2017	28831	InfoSend, Inc.	3,253.78
5/8/2017	28832	Raiset R. Santana and Adriana	60.00
5/8/2017	28833	Konica Minolta Business Solut	8,180.29
5/8/2017	28834	Krieger & Stewart	40,752.47
5/8/2017	28835	Lowe's Companies, Inc.	53.71
5/8/2017	28836	LUZ Investment Corp.	439.74
5/8/2017	28837	NetComp Technologies, Inc.	2,650.00
5/8/2017	28838	Pro-Pipe & Supply, Inc.	45.62
5/8/2017	28839	SCCI, Inc.	350.00
5/8/2017	28840	San Gorgonio Pass Water Agenc	22,847.46
5/8/2017	28841	South Coast A.Q.M.D.	485.43
5/8/2017	28842	The Counseling Team Internati	600.00
5/8/2017	28843	The Gas Company	53.64

**Check Register - May 2017**

<u>Check Date</u>	<u>Check Number</u>	<u>Name</u>	<u>Check Amount</u>
5/8/2017	28844	U.S. Telepacific Corp	2,395.19
5/8/2017	28845	Underground Service Alert Of	195.00
5/8/2017	28846	Yucaipa Valley Water District	6,859.85
5/8/2017	28847	Luke's Transmission Inc.	397.00
5/8/2017	28848	Atlas Copco Compressors, LLC	10,992.20
5/8/2017	28849	Brenntag Pacific, Inc	9,155.30
5/8/2017	28850	Hach Company	2,619.17
5/8/2017	28851	Hasa, Inc.	3,643.31
5/8/2017	28852	Inland Water Works Supply Co.	10,428.05
5/8/2017	28853	Innerline Engineering	1,750.00
5/8/2017	28854	Pavement Recycling	2,250.00
5/8/2017	28855	Polydyne Inc.	2,849.99
5/8/2017	28856	Refrigeration Control Co., In	461.24
5/8/2017	28857	Wilson Bohannon Company	1,516.83
5/12/2017	28858	MOREHEAD, JOY	17.66
5/12/2017	28859	EKERN, RICHARD & KIM	683.23
5/12/2017	28860	PAYROLL CHECK	8,375.95
5/12/2017	28861	PAYROLL CHECK	24,483.97
5/12/2017	28862	PAYROLL CHECK	24,484.19
5/12/2017	28863	PAYROLL CHECK	2,217.60
5/12/2017	28864	PAYROLL CHECK	19,657.88
5/12/2017	28865	PAYROLL CHECK	3,783.35
5/12/2017	28866	PAYROLL CHECK	3,406.47
5/12/2017	28867	PAYROLL CHECK	437.83
5/12/2017	28868	WageWorks, Inc.	1,324.74
5/12/2017	28869	Public Employees' Retirement	25,307.14
5/12/2017	28870	IBEW Local 1436	476.00
5/12/2017	28871	California State Disbursement	115.38
5/12/2017	28872	California State Disbursement	397.38
5/12/2017	28873	Department of the Treasury -	125.00
5/15/2017	28874	Yucaipa Auto Collision, LLC	1,564.61
5/15/2017	28875	CWEA-TCP (OAKPORT ST.)	787.00
5/15/2017	28876	Borden Excavating, Inc.	559,511.05
5/15/2017	28877	DC Frost Associates, Inc.	101,918.23
5/15/2017	28878	Delta Partners, LLC	7,500.00
5/15/2017	28879	Dudek & Associates, Inc	34,909.02
5/15/2017	28880	Geoscience Support Services,	15,537.75
5/15/2017	28881	Krieger & Stewart	3,951.40
5/15/2017	28882	One Stop Landscape Supply Inc	18,538.50
5/15/2017	28883	Platinum Advisors, LLC	5,000.00
5/15/2017	28884	RMC Water and Environment	9,727.75
5/15/2017	28885	Separation Processes, Inc.	12,698.00
5/15/2017	28886	TSR Construction and Inspecti	118,389.00
5/15/2017	28887	David L. Wysocki	5,062.50
5/15/2017	28888	Ralph C. Casas	96.95
5/15/2017	28889	Ameripride Uniform Services	124.03
5/15/2017	28890	Anton Elementary School	631.87
5/15/2017	28891	AT&T Mobility	1,500.10
5/15/2017	28892	Corelogic, Inc.	330.00
5/15/2017	28893	CV Strategies	725.00
5/15/2017	28894	Dreamgig Innovations LLC	142.00
5/15/2017	28895	InfoSend, Inc.	5,326.36
5/15/2017	28896	Separation Processes, Inc.	7,807.28
5/15/2017	28897	South Coast A.Q.M.D.	1,129.23
5/15/2017	28898	Steven Enterprises, Inc	369.00
5/15/2017	28899	News Mirror Publishing, Inc.	139.75
5/15/2017	28900	All American Sewer Tools	3,271.56
5/15/2017	28901	Atlas Copco Compressors, LLC	9,910.26
5/15/2017	28902	Edward S Babcock & Sons, Inc.	270.00

### Check Register - May 2017

<u>Check Date</u>	<u>Check Number</u>	<u>Name</u>	<u>Check Amount</u>
5/15/2017	28903	Bob Walker	1,062.86
5/15/2017	28904	Brenntag Pacific, Inc	12,578.00
5/15/2017	28905	Cal's Towing	150.00
5/15/2017	28906	Cemex Inc. USA	4,207.64
5/15/2017	28907	Commercial Door Metal Systems	23,126.00
5/15/2017	28908	Dinosaur Tire Inc.	76.75
5/15/2017	28909	Evoqua Water Technologies LLC	2,081.51
5/15/2017	28910	G&G Environmental Compliance,	3,324.41
5/15/2017	28911	Grainger	7.92
5/15/2017	28912	House Of Quality, Parts Plus	2,333.90
5/15/2017	28913	Inland Water Works Supply Co.	2,147.36
5/15/2017	28914	JB Paving & Engineering, Inc.	1,825.00
5/15/2017	28915	Kevin E. French	650.00
5/15/2017	28916	Nuckles Oil Company, Inc.	6,713.02
5/15/2017	28917	Nagem, Inc.	1,342.64
5/15/2017	28918	BlueTarp Financial, Inc.	53.95
5/15/2017	28919	Office Solutions Business Pro	1,515.43
5/15/2017	28920	Pall Corporation	29,580.36
5/15/2017	28921	Pro-Pipe & Supply, Inc.	367.28
5/15/2017	28922	Q Versa, LLC	49,882.95
5/15/2017	28923	R & R Anderson Trucking	1,675.18
5/15/2017	28924	SF CC Intermediate Holdings I	165.08
5/15/2017	28925	Donald Kent Stone	1,000.00
5/15/2017	28926	Sunstate Equipment Co., LLC	94.82
5/15/2017	28927	Uline, Inc.	633.65
5/15/2017	28928	Calmat Company	2,411.28
5/15/2017	28929	Wilbur's	29.31
5/15/2017	28930	Cemex Inc. USA	814.82
5/15/2017	28931	Ameripride Uniform Services	471.77
5/15/2017	28932	Cobb's Printing, LLC	317.86
5/15/2017	28933	J Kevin King	442.48
5/15/2017	28934	YVWD-Petty Cash	322.72
5/15/2017	28935	Gregory N. Godwin	200.00
5/15/2017	28936	Western Dental Services, Inc.	255.20
5/15/2017	28937	Workboot Warehouse	178.20
5/15/2017	28938	Berkshire Hathaway Homestate	14,010.27
5/15/2017	28939	WageWorks, Inc.	202.25
5/15/2017	28940	Matthew Porras	457.22
5/15/2017	28941	Kathryn Hallberg	492.06
5/15/2017	28942	Allison Edmisten	147.33
5/22/2017	28943	Atkinson, Andelson, Loya, Ruu	26,320.11
5/22/2017	28944	CWEA-TCP (OAKPORT ST.)	88.00
5/22/2017	28945	Gilbert A. Santacruz	140.00
5/22/2017	28946	BOWLUS PACIFIC VENTU	1,456.36
5/22/2017	28947	AmeriGas Propane LP	155.16
5/22/2017	28948	Ameripride Uniform Services	588.68
5/22/2017	28949	Best Home Center	51.70
5/22/2017	28950	CDW LLC	950.87
5/22/2017	28951	Cory Johnson	2,251.48
5/22/2017	28952	Dudek & Associates, Inc	2,158.27
5/22/2017	28953	Goforth & Marti Office	285.83
5/22/2017	28954	InfoSend, Inc.	3,290.68
5/22/2017	28955	Krieger & Stewart	86,347.23
5/22/2017	28956	LUZ Investment Corp.	482.68
5/22/2017	28957	Victor Moreland	3,600.00
5/22/2017	28958	NetComp Technologies, Inc.	3,250.00
5/22/2017	28959	San Bernardino County Dept of	2,223.00
5/22/2017	28960	Thomas Harder & Co., Inc.	450.00
5/22/2017	28961	Calimesa Performing Art Assoc	250.00

### Check Register - May 2017

<u>Check Date</u>	<u>Check Number</u>	<u>Name</u>	<u>Check Amount</u>
5/22/2017	28962	Veterans of Foreign Wars	150.00
5/22/2017	28963	BofA Credit Card	6,939.84
5/22/2017	28964	Cal-Mesa Steel Supply, Inc.	25.86
5/22/2017	28965	Victor James Valenti	2,453.70
5/22/2017	28966	Eric Ewalt	3,960.00
5/22/2017	28967	Gallade Chemical	2,553.68
5/22/2017	28968	Industrial Safety Supply Corp	525.97
5/22/2017	28969	Inland Water Works Supply Co.	1,691.68
5/22/2017	28970	Innerline Engineering	3,500.00
5/22/2017	28971	JB Paving & Engineering, Inc.	6,200.00
5/22/2017	28972	Nuckles Oil Company, Inc.	2,492.00
5/22/2017	28973	Nagem, Inc.	2,795.60
5/22/2017	28974	Nalco Company	5,164.50
5/22/2017	28975	P & R Paper Supply Co., Inc.	659.31
5/22/2017	28976	Polydyne Inc.	2,849.99
5/22/2017	28977	Steven Enterprises, Inc	595.33
5/22/2017	28978	Uline, Inc.	2,464.09
5/22/2017	28979	HD Supply Facilities Maintena	1,122.71
5/22/2017	28980	ZEP Manufacturing Company	272.57
5/22/2017	28981	State Water Resources Control	60.00
5/22/2017	28982	Page Locksmith	699.62
5/26/2017	28983	PAYROLL CHECK	2,173.83
5/26/2017	28984	WageWorks, Inc.	1,324.74
5/26/2017	28985	Public Employees' Retirement	23,753.93
5/26/2017	28986	California State Disbursement	115.38
5/26/2017	28987	California State Disbursement	397.38
5/26/2017	28988	Department of the Treasury -	125.00
5/26/2017	28989	American Family Life Assuranc	3,893.68
5/26/2017	28990	Rodd Greene	669.21
5/26/2017	28991	Linda Kilday	586.38
5/26/2017	28992	Dennis Neff	669.58
5/26/2017	28993	Robert Wall	669.58
5/26/2017	28994	WESTCAS	495.00
5/26/2017	28995	Charlie Bailey	567.49
5/26/2017	28996	Peggy Little	173.73
5/26/2017	28997	CalPERS - HEALTH	76,906.90
5/30/2017	28998	Center Electric Services, Inc	533.67
5/30/2017	28999	UPS Store#1504/ Mail Boxes Et	40.77
5/30/2017	29000	ADS, LLC	4,275.00
5/30/2017	29001	Ameripride Uniform Services	604.79
5/30/2017	29002	Balco Holdings Inc.	32.33
5/30/2017	29003	Burgeson's Heating & Air Cond	2,390.00
5/30/2017	29004	Central Communications	283.95
5/30/2017	29005	East Valley Water District	866.41
5/30/2017	29006	Frontier Communications	148.47
5/30/2017	29007	Incode Division-Tyler Technol	350.00
5/30/2017	29008	Kevin E. French	1,825.00
5/30/2017	29009	Leroy's Landscape Services	5,700.00
5/30/2017	29010	Northrop Gruman-IS	133.16
5/30/2017	29011	Santa Ana Watershed Associati	1,008.87
5/30/2017	29012	SCE Rosemead	112,275.03
5/30/2017	29013	Spectrum Business	1,834.00
5/30/2017	29014	U.S. Telepacific Corp	2,395.46
5/30/2017	29015	Yucaipa Disposal, Inc.	1,413.00
5/30/2017	29016	Luke's Transmission Inc.	296.12
42885	29017	Anthony Joseph Sobral	84.80
42885	29018	Aqua-Metric Sales Company	6,368.03
42885	29019	John F. Simister	100.76
42885	29020	Brenntag Pacific, Inc	21,062.95

## Check Register - May 2017

<u>Check Date</u>	<u>Check Number</u>	<u>Name</u>	<u>Check Amount</u>
42885	29021	Center Electric Services, Inc	2,128.67
42885	29022	Clinical Laboratory of San Be	17,957.75
42885	29023	Grainger	435.24
42885	29024	Graybar Electric Co., Inc.	277.02
42885	29025	Haaker Equipment Company	3,193.63
42885	29026	Harrington Ind. Plastic, LLC	1,117.81
42885	29027	Hasa, Inc.	3,786.46
42885	29028	Hemet Valley Tool Inc.	171.86
42885	29029	Inland Water Works Supply Co.	2,670.59
42885	29030	Innerline Engineering	3,500.00
42885	29031	Johnson Machinery Co.	69.63
42885	29032	Koraleen Enterprises	409.42
42885	29033	MBC Applied Environmental Sci	1,300.00
42885	29034	Nuckles Oil Company, Inc.	2,324.48
42885	29035	Nagem, Inc.	1,340.00
42885	29036	NCL Of Wisconsin Inc	819.15
42885	29037	Office Solutions Business Pro	965.07
42885	29038	Red Alert Special Couriers	344.26
42885	29039	Redlands Ford	247.52
42885	29040	Safeguard Business Systems In	320.02
42885	29041	SB CNTY-Solid Waste Mgmt Div	23.06
42885	29042	SF CC Intermediate Holdings I	155.41
42885	29043	Steven Enterprises, Inc	2,205.46
42885	29044	Uline, Inc.	1,778.36
42885	29045	UPS Store#1504/ Mail Boxes Et	67.63
42885	29046	Calmat Company	2,406.14
42885	29047	Wilson Bohannon Company	141.09
42885	29048	State Water Resources Control	105.00
42885	29049	CWEA-TCP (OAKPORT ST.)	83.00
42885	29050	CWEA-TCP (OAKPORT ST.)	83.00
<b>May 2017 Check Register Total</b>			<b>1,991,828.49</b>

### Financial Account Information - May 2017

DATE	DESCRIPTION	Deposit Checking	General Checking	Investment Checking	Treasuries at cost	LAIF Invest. Fund	TOTAL ACTIVITY
4/30/2017	bal forward	1,304,272.43	30,000.00	11,596.51	506,235.08	14,811,404.47	16,663,508.49
4/30	rev retained in MM						-
		(9.66)					(9.66)
5/1/2017	Deposit	56,072.58					56,072.58
	Credit Card-4/28	519.66					519.66
	Credit Card-5/1	4,555.60					4,555.60
	Electronic	15,338.09					15,338.09
	Website-5/1	5,021.13					5,021.13
	Website-5/2	150.01					150.01
	Website-5/2	823.78					823.78
5/2/2017	Deposit	14,496.31					14,496.31
	Credit Card-5/1	1,387.93					1,387.93
	Credit Card-5/2	3,859.17					3,859.17
	Electronic	28,682.94					28,682.94
	Website-5/2	5,630.14					5,630.14
	Website-5/3	167.99					167.99
	Website-5/3	1,170.42					1,170.42
	Ck#28785-28820		(116,804.58)				(116,804.58)
	TRF#1507 - AP	(116,804.58)	116,804.58				-
	ETS Fees	(1,960.07)					(1,960.07)
	ETS Fees	(1,655.51)					(1,655.51)
5/3/2017	Deposit	47,084.45					47,084.45
	Dep Corr	(56.25)					(56.25)
	Dep Corr	56.25					56.25
	Deposit - 34658 Turner Ln	8,746.00					8,746.00
	Credit Card-5/2	1,247.38					1,247.38
	Credit Card-5/3	3,734.23					3,734.23
	Electronic	24,987.24					24,987.24
	Website-5/3	3,399.50					3,399.50
	Website-5/4	222.54					222.54
	Website-5/4	824.81					824.81
	ACH pmts	57,559.52					57,559.52
5/4/2017	Deposit	28,010.18					28,010.18
	Deposit-M/C	8,047.02					8,047.02
	Credit Card-5/3	1,233.21					1,233.21
	Credit Card-5/4	9,599.40					9,599.40
	Electronic	13,195.33					13,195.33
	Website-5/4	2,015.99					2,015.99
	Website-5/5	764.79					764.79
5/5/2017	Deposit	29,192.87					29,192.87
	Credit Card-5/4	818.86					818.86
	Credit Card-5/5	2,526.55					2,526.55
	Electronic	14,465.52					14,465.52
	Website-5/5	3,098.05					3,098.05
	Website-5/6	4,123.91					4,123.91
	Website-5/7	3,381.37					3,381.37
	Website-5/8	552.93					552.93
	Website-5/8	692.59					692.59
	Deposit - SBC Taxes		17,155.53				17,155.53
	TRF#1508 - to Dep Cking	17,155.53	(17,155.53)				-
5/8/2017	Deposit	47,759.53					47,759.53
	Credit Card-5/5	757.17					757.17
	Credit Card-5/8	3,331.40					3,331.40
	Electronic	21,163.31					21,163.31
	Website-5/8	4,307.01					4,307.01
	Website-5/9	161.31					161.31

### Financial Account Information - May 2017

DATE	DESCRIPTION	Deposit Checking	General Checking	Investment Checking	Treasuries at cost	LAIF Invest. Fund	TOTAL ACTIVITY
	Website-5/9	957.48					957.48
5/9/2017	Deposit	40,586.89					40,586.89
	Deposit - Pacific West	2,000.00					2,000.00
	Deposit - Custer St.	23,479.60					23,479.60
	Credit Card-5/8	2,301.01					2,301.01
	Credit Card-5/9	3,010.87					3,010.87
	Electronic	30,063.12					30,063.12
	Website-5/9	2,864.82					2,864.82
	Website-5/10	66.02					66.02
	Website-5/10	913.59					913.59
	Dep Corr	0.43					0.43
	Dep Corr	(0.43)					(0.43)
5/10/2017	Deposit	67,336.98					67,336.98
	Deposit - Riv Taxes	731.01					731.01
	Credit Card-5/9	924.70					924.70
	Credit Card-5/10	3,161.99					3,161.99
	Electronic	17,520.32					17,520.32
	Website-5/10	3,616.11					3,616.11
	Website-5/11	58.52					58.52
	Website-5/11	447.27					447.27
	ACH pmts	53,736.50					53,736.50
	Deposit - SBC Taxes		10,340.80				10,340.80
	<b>TRF#15 - to Dep Cking</b>	10,340.80	(10,340.80)				-
5/11/2017	Deposit	21,348.94					21,348.94
	Credit Card-5/10	1,222.31					1,222.31
	Credit Card-5/11	5,052.47					5,052.47
	Electronic	11,902.46					11,902.46
	Website-5/11	3,959.59					3,959.59
	Website-5/12	689.78					689.78
	Federal Taxes		(130,713.17)				(130,713.17)
	State Taxes		(25,817.18)				(25,817.18)
	PR Direct Deposit		(135,960.22)				(135,960.22)
	CalPERS 457 DC & Loans		(20,900.04)				(20,900.04)
	VOYA 457		(7,086.42)				(7,086.42)
	Ch#28821-28873		(272,319.62)				(272,319.62)
	<b>TRF#1510 - AP &amp; PR</b>	<b>(592,796.65)</b>	<b>592,796.65</b>				-
5/12/2017	Deposit	51,920.31					51,920.31
	Deposit - Johnson Machinery	159.57					159.57
	Deposit - Graybar Electric	78.09					78.09
	Credit Card-5/11	674.84					674.84
	Credit Card-5/12	3,111.71					3,111.71
	Electronic	17,397.36					17,397.36
	Website-5/12	3,206.82					3,206.82
	Website-5/13	21.85					21.85
	Website-5/13	3,163.29					3,163.29
	Website-5/14	2,324.39					2,324.39
	Website-5/15	72.00					72.00
	Website-5/15	2,660.73					2,660.73
5/15/2017	Deposit	65,377.40					65,377.40
	Credit Card-5/12	1,401.18					1,401.18
	Credit Card-5/15	3,552.16					3,552.16
	Electronic	16,881.21					16,881.21
	Website-5/15	5,997.10					5,997.10
	Website-5/16	314.67					314.67
	Website-5/16	826.41					826.41
	ACH pmts	72,505.39					72,505.39

### Financial Account Information - May 2017

DATE	DESCRIPTION	Deposit Checking	General Checking	Investment Checking	Treasuries at cost	LAIF Invest. Fund	TOTAL ACTIVITY
5/16/2017	Deposit	4,682.79					4,682.79
	Deposit - M/C	19,997.71					19,997.71
	Credit Card-5/15	935.62					935.62
	Credit Card-5/16	3,728.95					3,728.95
	Electronic	23,419.99					23,419.99
	Website-5/16	3,959.50					3,959.50
	Website-5/17	1,089.39					1,089.39
5/17/2017	Deposit	29,709.68					29,709.68
	Credit Card-5/16	653.57					653.57
	Credit Card-5/17	6,454.08					6,454.08
	Electronic	13,052.08					13,052.08
	Website-5/17	3,965.05					3,965.05
	Website-5/18	126.45					126.45
	Website-5/18	601.28					601.28
	Ck#28874-28942		(1,094,216.68)				(1,094,216.68)
	<b>TRF#1511 - AP</b>	<b>(1,094,216.68)</b>	<b>1,094,216.68</b>				-
5/18/2017	Deposit	29,083.08					29,083.08
	Deposit - Bear Valley	2,860.00					2,860.00
	Credit Card-5/17	1,612.42					1,612.42
	Credit Card-5/18	1,949.43					1,949.43
	Electronic	9,667.79					9,667.79
	Website-5/18	2,615.94					2,615.94
	Website-5/19	417.41					417.41
5/19/2017	Deposit	23,337.31					23,337.31
	Deposit - RC Taxes	3,462.78					3,462.78
	Deposit - RC Taxes	963.72					963.72
	Credit Card-5/18	502.44					502.44
	Credit Card-5/19	2,478.94					2,478.94
	Electronic	14,633.77					14,633.77
	Website-5/19	2,023.00					2,023.00
	Website-5/20	88.48					88.48
	Website-5/20	2,216.11					2,216.11
	Website-5/21	2,199.95					2,199.95
	Website-5/22	251.75					251.75
	Deposit - SBC Taxes		39,569.44				39,569.44
	<b>TRF#1512 - AP</b>	<b>39,569.44</b>	<b>(39,569.44)</b>				-
5/22/2017	Deposit	45,833.43					45,833.43
	Credit Card-5/19	560.54					560.54
	Credit Card-5/22	5,726.20					5,726.20
	Electronic	15,318.43					15,318.43
	Website-5/22	2,853.05					2,853.05
	Website-5/23	310.07					310.07
	Website-5/23	2,573.71					2,573.71
	ACH prmts	45,318.61					45,318.61
5/23/2017	Deposit	45,113.78					45,113.78
	Credit Card-5/22	988.41					988.41
	Credit Card-5/23	1,400.67					1,400.67
	Electronic	15,457.31					15,457.31
	Website-5/23	1,853.17					1,853.17
	Website-5/24	61.53					61.53
	Website-5/24	352.78					352.78
5/24/2017	Deposit	35,624.89					35,624.89
	Credit Card-5/23	648.58					648.58
	Credit Card-5/24	2,258.36					2,258.36
	Electronic	13,503.40					13,503.40
	Website-5/24	2,199.87					2,199.87



### Financial Account Information - May 2017

DATE	DESCRIPTION	Deposit Checking	General Checking	Investment Checking	Treasuries at cost	LAIF Invest. Fund	TOTAL ACTIVITY
	Website-5/25	205.93					205.93
	Website-5/25	475.30					475.30
	Federal Taxes		(50,727.80)				(50,727.80)
	State Taxes		(8,356.71)				(8,356.71)
	PR Direct Deposit		(116,227.69)				(116,227.69)
	CalPERS 457 DC & Loans		(18,319.56)				(18,319.56)
	VOYA 457		(6,365.65)				(6,365.65)
	Ck#28943-28997		(294,038.31)				(294,038.31)
	Void CK#28539, 3/27/17		24,286.79				24,286.79
	<b>TRF#1513 - AP &amp; PR</b>	<b>(469,748.93)</b>	<b>469,748.93</b>				-
5/25/2017	Deposit	17,986.66					17,986.66
	Deposit - M/C	27,068.02					27,068.02
	Deposit -Riv Tax	65,100.07					65,100.07
	Credit Card-5/24	356.52					356.52
	Credit Card-5/25	1,578.13					1,578.13
	Electronic	5,903.19					5,903.19
	Website-5/25	9,453.48					9,453.48
	Website-5/26	963.50					963.50
	ACH pmts	73,956.48					73,956.48
	ACH pmts	1,811.67					1,811.67
5/26/2017	Deposit	27,485.17					27,485.17
	Credit Card-5/25	206.63					206.63
	Credit Card-5/26	1,290.10					1,290.10
	Electronic	7,632.72					7,632.72
	Website-5/26	3,793.92					3,793.92
	Website-5/27	1,979.28					1,979.28
	Website-5/28	216.01					216.01
	Website-5/28	1,743.83					1,743.83
	Website-5/29	1,796.25					1,796.25
	Website-5/30	278.66					278.66
	Website-5/30	240.86					240.86
5/30/2017	Deposit	55,590.71					55,590.71
	Credit Card-5/26	510.37					510.37
	Credit Card-5/30	3,318.99					3,318.99
	Electronic	7,591.20					7,591.20
	Website-5/30	4,183.15					4,183.15
	Website-5/31	1,377.68					1,377.68
	Website-5/31	1,005.55					1,005.55
5/31/2017	Deposit	8,473.93					8,473.93
	Credit Card-5/30	1,156.92					1,156.92
	Credit Card-5/31	2,610.23					2,610.23
	Electronic	28,626.63					28,626.63
	Website-5/31	3,115.71					3,115.71
	Website-6/1	917.40					917.40
	Void CK#28368, 3/6/17		533.67				533.67
	Void CK#28385, 3/6/17		40.77				40.77
	Ck#28998-29050		(214,449.30)				(214,449.30)
	<b>TRF#1514 - AP</b>	<b>(213,874.86)</b>	<b>213,874.86</b>				-
	May '17 NSF's	(1,004.95)					(1,004.95)
5/31	retained in MM						-

16,093,679.02

<b>TOTALS</b>	<b>734,442.96</b>	<b>30,000.00</b>	<b>11,596.51</b>	<b>506,235.08</b>	<b>14,811,404.47</b>	<b>16,093,679.02</b>
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## Investment Summary - May 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	496,089.28
<b>496,000</b>		<b>Total Values</b>			<b>499,794.95</b>	<b>496,089.28</b>

<b>Money Market Account Activity-Beginning Balance</b>	<b>6,440.13</b>
5/31/17 - Dividend/Interest	0.00
Annual Activity charge - GL#43010-W/S/R	0.00
<b>Income</b>	<b>0.00</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>6,440.13</b>
<b>US Treasury Securities Investment Principal</b>	<b>499,794.95</b>
<b>Total Assets</b>	<b>506,235.08</b>

### Investment Summary - May 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	(\$800,000.00)	\$0.00	\$0.00	\$14,782,824.91
April 30, 2017	\$0.00	\$0.00	\$28,579.56	\$14,811,404.47
May 31, 2017	\$0.00	\$0.00	\$0.00	\$14,811,404.47
June 30, 2017	\$0.00	\$0.00	\$0.00	\$14,811,404.47

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

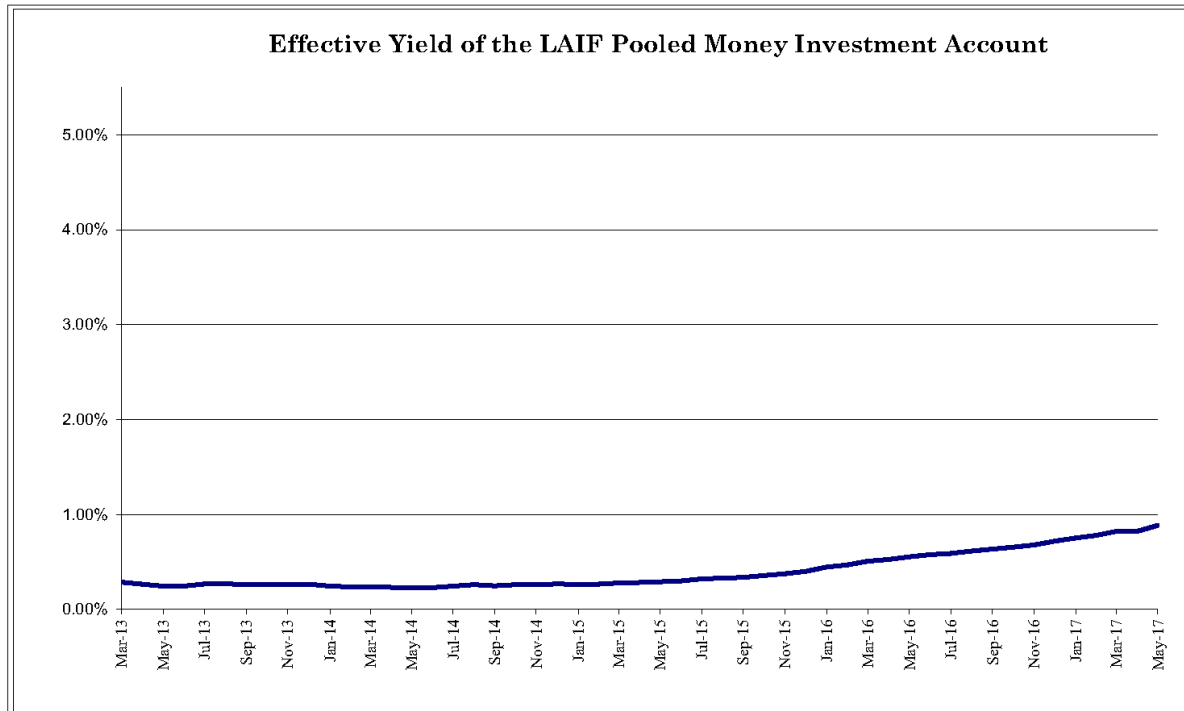
INCOME RECEIVED

**CURRENT QUARTER**

\$28,579.56

**FY YEAR-TO-DATE**

\$98,153.70



Daily Deposit Allocation - May 2017

DATE	Description	Qty	CHECKING DEPOSITS	AR Mail & Counter	AR Payment Centers	AR Credit Card	AR Electronic Rapid Pay	AR Web Site	AR ACH Auto Pay	AR TOTAL	AR Water Fees & Deposits	Water Allocation	Sewer Allocation	Recycled Allocation	RECAP TOTAL
4/24/2017	Bank Corr		(72.00)	(72.00)						(72.00)					(72.00)
4/24/2017	Bank Corr		62.34	62.34						62.34					62.34
5/1/2017	Mail & Counter	433	56,072.58	56,072.58						56,072.58					56,072.58
	Credit Cards	53	5,075.26		5,075.26					5,075.26					5,075.26
	Electronic	195	15,338.09			15,338.09				15,338.09					15,338.09
	Website	72	5,994.92					5,868.92		5,868.92	126.00				5,994.92
5/2/2017	Mail & Counter	174	14,496.31	14,496.31						14,496.31					14,496.31
	Credit Cards	56	5,247.10		5,247.10					5,247.10					5,247.10
	Electronic	369	28,682.94			28,682.94				28,682.94					28,682.94
	Website - 76 fees	79	6,968.55					6,835.55		6,835.55	133.00				6,968.55
5/3/2017	Mail & Counter	322	47,084.45	47,084.45						47,084.45					47,084.45
	Deposit - 34652 Turner	-	8,746.00						57,559.52	0.00		500.00			8,746.00
	Credit Cards	45	4,981.61		4,981.61					4,981.61					4,981.61
	Electronic	293	24,987.24			24,987.24				24,987.24					24,987.24
	Website - 47 fees	48	4,446.85					4,364.60		4,364.60	82.25				4,446.85
	ACH payment	535	57,559.52						57,559.52	57,559.52					57,559.52
5/4/2017	Mail & Counter	288	28,010.18	27,890.18						27,890.18	120.00				28,010.18
	Deposit - MC	-	8,047.02							0.00		8,047.02			8,047.02
	Credit Cards	40	10,832.61		10,832.61					10,832.61					10,832.61
	Electronic	180	13,195.33			13,195.33				13,195.33					13,195.33
	Website	32	2,780.78					2,724.78		2,724.78	56.00				2,780.78
5/5/2017	Mail & Counter	234	29,192.87	29,192.87						29,192.87					29,192.87
	Credit Cards	36	3,345.41			3,345.41				3,345.41					3,345.41
	Electronic	198	14,465.52				14,465.52			14,465.52					14,465.52
	Website - 124 fees	125	11,848.85					11,631.85		11,631.85	217.00				11,848.85
5/8/2017	Mail & Counter	351	47,759.53	47,759.53						47,759.53					47,759.53
	Credit Cards	31	4,088.57		4,088.57					4,088.57					4,088.57
	Electronic	198	21,163.31			21,163.31				21,163.31					21,163.31
	Website - 60 fees	61	5,425.80					5,320.80		5,320.80	105.00				5,425.80
5/9/2017	Mail & Counter	310	40,586.89	40,586.89						40,586.89					40,586.89
	Dep - Pacific West	-	2,000.00							0.00		2,000.00			2,000.00
	Dep - Custer St	-	23,479.60							0.00		15,258.60			23,479.60
	Credit Cards	39	5,311.88		5,311.88					5,311.88					5,311.88
	Electronic	337	30,063.12				30,063.12			30,063.12					30,063.12
	Website 40 fees	42	3,844.43					3,774.43		3,774.43	70.00				3,844.43
5/10/2017	Mail & Counter	315	67,336.98	67,336.98						67,336.98					67,336.98
	Deposit - Riv Tax	-	731.01							0.00		731.01			731.01
	Credit Cards	42	4,086.69		4,086.69					4,086.69					4,086.69
	Electronic	171	17,520.32				17,520.32			17,520.32					17,520.32
	Website - 45 fees	47	4,121.90					4,043.15		4,043.15	78.75				4,121.90
	ACH payment	604	53,736.50						53,736.50	53,736.50					53,736.50
5/11/2017	Mail & Counter	194	21,348.94	21,348.94						21,348.94					21,348.94
	Credit Cards	23	6,274.78		6,274.78					6,274.78					6,274.78
	Electronic	155	11,902.46			11,902.46				11,902.46					11,902.46
	Website	48	4,649.37					4,565.37		4,565.37	84.00				4,649.37

Daily Deposit Allocation - May 2017

DATE	Description	Qty	CHECKING DEPOSITS	AR Mail & Counter	AR Payment Centers	AR Credit Card	AR Electronic Rapid Pay	AR Web Site	AR ACH Auto Pay	AR TOTAL	AR Water Fees & Deposits	Water Allocation	Sewer Allocation	Recycled Allocation	RECAP TOTAL
5/12/2017	Mail & Counter	308	51,920.31	51,920.31						51,920.31					51,920.31
	Deposit - Johnson Machinery	-	159.57							0.00		159.57			159.57
	Deposit - Graybar Electric	-	78.09							0.00		120.11	(42.02)		78.09
	Credit Cards	43	3,786.55			3,786.55				3,786.55					3,786.55
	Electronic	213	17,397.36				17,397.36			17,397.36					17,397.36
	Website	101	11,449.08					11,272.33		11,272.33	176.75				11,449.08
5/15/2017	Mail & Counter	524	65,377.40	65,377.40						65,377.40					65,377.40
	Credit Cards	49	4,953.34			4,953.34				4,953.34					4,953.34
	Electronic	209	16,881.21				16,881.21			16,881.21					16,881.21
	Website - 70 fees	71	7,138.18					7,015.68		7,015.68	122.50				7,138.18
	ACH payment	687	72,505.39						72,505.39	72,505.39					72,505.39
5/16/2017	Mail & Counter	62	4,682.79	4,682.79						4,682.79					4,682.79
	Deposit - MC	-	19,997.71							0.00		19,997.71			19,997.71
	Credit Cards	47	4,664.57			4,664.57				4,664.57					4,664.57
	Electronic	282	23,419.99				23,419.99			23,419.99					23,419.99
	Website	51	5,048.89					4,959.64		4,959.64	89.25				5,048.89
5/17/2017	Mail & Counter	290	29,709.68	29,709.68						29,709.68					29,709.68
	Credit Cards	62	7,107.65			7,107.65				7,107.65					7,107.65
	Electronic	162	13,052.08				13,052.08			13,052.08					13,052.08
	Website	44	4,692.78					4,615.78		4,615.78	77.00				4,692.78
5/18/2017	Mail & Counter	216	29,083.08	29,083.08						29,083.08					29,083.08
	Deposit - Bear Valley	-	2,860.00							0.00		2,860.00			2,860.00
	Credit Cards	30	3,561.85			3,561.85				3,561.85					3,561.85
	Electronic	122	9,667.79				9,667.79			9,667.79					9,667.79
	Website	33	3,033.35					2,975.60		2,975.60	57.75				3,033.35
5/19/2017	Mail & Counter	170	23,337.31	23,337.31						23,337.31					23,337.31
	Deposit - RC Taxes	-	3,462.78							0.00		3,462.78			3,462.78
	Deposit - RC Taxes	-	963.72							0.00		963.72			963.72
	Credit Cards	32	2,981.38			2,981.38				2,981.38					2,981.38
	Electronic	182	14,633.77				14,633.77			14,633.77					14,633.77
	Website	78	6,779.29					6,642.79		6,642.79	136.50				6,779.29
5/22/2017	Mail & Counter	268	45,833.43	45,833.43						45,833.43					45,833.43
	Credit Cards	48	6,286.74			6,286.74				6,286.74					6,286.74
	Electronic	177	15,318.43				15,318.43			15,318.43					15,318.43
	Website	57	5,736.83					5,637.08		5,637.08	99.75				5,736.83
	ACH payment	562	45,318.61						45,318.61	45,318.61					45,318.61
5/23/2017	Mail & Counter	248	45,113.78	45,113.78						45,113.78					45,113.78
	Credit Cards	26	2,389.08			2,389.08				2,389.08					2,389.08
	Electronic	198	15,457.31				15,457.31			15,457.31					15,457.31
	Website	30	2,267.48					2,214.98		2,214.98	52.50				2,267.48
5/24/2017	Mail & Counter	221	35,624.89	35,624.89						35,624.89					35,624.89
	Credit Cards	31	2,906.94			2,906.94				2,906.94					2,906.94
	Electronic	137	13,503.40				13,503.40			13,503.40					13,503.40
	Website	27	2,881.10					2,833.85		2,833.85	47.25				2,881.10
5/25/2017	Mail & Counter	143	17,986.66	17,986.66						17,986.66					17,986.66
	Deposit - MC	-	27,068.02							0.00		27,068.02			27,068.02
	Deposit - Riv Tax	-	65,100.07	11,186.63						11,186.63		53,913.44			65,100.07
	Credit Cards	15	1,934.65			1,934.65				1,934.65					1,934.65
	Electronic	65	5,903.19				5,903.19			5,903.19					5,903.19
	Website	41	10,416.98					10,345.23		10,345.23	71.75				10,416.98
	ACH payment	632	75,768.15						75,768.15	75,768.15					75,768.15

Daily Deposit Allocation - May 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
5/26/2017	Mail & Counter	124	27,485.17	27,485.17						27,485.17					27,485.17
	Credit Cards	17	1,496.73			1,496.73				1,496.73					1,496.73
	Electronic	96	7,632.72				7,632.72			7,632.72					7,632.72
	Website - 102 fees	104	10,048.81					9,870.31		9,870.31	178.50				10,048.81
5/30/2017	Mail & Counter	301	55,590.71	55,590.71						55,590.71					55,590.71
	Credit Cards	35	3,829.36			3,829.36				3,829.36					3,829.36
	Electronic	89	7,591.20				7,591.20			7,591.20					7,591.20
	Website - 57 fees	58	6,566.38					6,466.63		6,466.63	99.75				6,566.38
5/31/2017	Mail & Counter	88	8,473.93	8,473.93						8,473.93					8,473.93
	Credit Cards	36	3,767.15			3,767.15				3,767.15					3,767.15
	Electronic	234	28,626.63				28,626.63			28,626.63					28,626.63
	Website	47	4,033.11					3,950.86		3,950.86	82.25				4,033.11
May-17	Utility Pmt Cntr-209			(15,502.61)	15,502.61					0.00					(1,004.95)
	May 17 NSF's			(1,004.95)						(1,004.95)					0.00
	SB fax-ach \$17,155.53 (5/5)									0.00					0.00
	SB fax-ach \$10,340.80 (5/10)									0.00					0.00
	SB fax-ach \$39,569.44 (5/19)									0.00					0.00
	<b>TOTALS</b>	<b>14,998</b>	<b>1,854,162.04</b>	<b>786,657.28</b>	<b>15,502.61</b>	<b>98,909.90</b>	<b>366,403.41</b>	<b>127,930.21</b>	<b>304,888.17</b>	<b>1,700,291.58</b>	<b>2,363.50</b>	<b>135,081.98</b>	<b>16,424.98</b>	<b>0.00</b>	<b>1,854,162.04</b>
	Riverside Tax Deposit											<b>59,070.95</b>			
	Total less Riverside Tax Amount											<b>76,011.03</b>			
	<b>TOTAL # AR PAYMENTS</b>			<b>5,573</b>	<b>209</b>	<b>836</b>	<b>4,064</b>	<b>1,296</b>	<b>3,020</b>	<b>14,998</b>					
	<b>PERCENT OF TOTAL RECEIVED</b>			<b>37.16%</b>	<b>1.39%</b>	<b>5.57%</b>	<b>27.10%</b>	<b>8.64%</b>	<b>20.14%</b>	<b>100%</b>					

**FY 2017 - Water Revenue**

ACCOUNT#	DESCRIPTION	BUDGET	Qtr 1 Totals	Qtr 2 Totals	Qtr 3 Totals	April '17	May '17	Year to Date	Percentage YTD
02-40010	Sales - Water	6,054,000	1,501,778	1,292,677	573,865	296,325	411,183	4,075,828	67.32%
02-40011	Sales - Construction Water	20,000	2,459	2,806	701	453	2,215	8,633	43.17%
02-40012	Sales - Imported Water (SGPWA)	250,000	69,821	46,498	22,711	12,935	15,534	167,500	67.00%
02-40013	Sales - Imported Water (MUNI)	850,000	188,564	182,482	84,562	42,764	58,512	556,884	65.52%
02-40014	Sales Disc.-Multi Units Usage Chrg.	(105,000)	(24,610)	(26,531)	(21,221)	(7,301)	(8,390)	(88,052)	83.86%
02-40015	Water Wholesale Revenue	237,600	52,747	31,865	154,951	17,375	0	256,937	108.14%
02-40016	Service Establishment Fee	5,000	1,025	750	675	25	25	2,500	50.00%
02-41000	Service Demand Charges	3,173,000	586,498	782,339	784,605	262,696	263,185	2,679,324	84.44%
02-41001	Fire Service Standby Fees	30,000	8,297	10,799	10,327	3,787	3,450	36,661	122.20%
02-41003	Construction Service Charge	15,000	2,125	3,337	2,445	207	187	8,301	55.34%
02-41005	Sales Disc-Multi Units Service Chrg.	(135,000)	(25,736)	(34,129)	(34,129)	(11,376)	(11,376)	(116,747)	86.48%
02-41010	Unauthorized Use of Water Charge	2,000	0	0	0	0	0	0	0.00%
02-41110	Meter/Lateral Installation	65,000	15,375	10,500	10,125	375	700	37,075	57.04%
02-41112	Fire Flow Test Fees	3,500	300	675	600	225	300	2,100	60.00%
02-41113	Disconnect/Reconnect Fees	125,000	31,420	34,605	30,820	5,495	5,550	107,890	86.31%
02-41121	Penalty - Late Charges	125,000	37,316	39,048	23,631	6,916	8,383	115,293	92.23%
02-42123	Management & Accounting Fees	160,000	40,039	39,987	39,987	13,329	13,329	146,671	91.67%
02-41124	Bad Debt	(20,000)	0	0	0	0	0	0	0.00%
02-43010	Interest Earned	30,000	6	11,088	10,063	12,861	0	34,017	113.39%
02-43110	Property Tax - Unsecured	115,000	0	62,661	(311)	362	(138)	62,574	54.41%
02-43120	Property Tax - Secured	2,500,000	0	1,172,434	226,152	1,041,465	110,294	2,550,344	102.01%
02-43130	Tax Collection - Prior	20,000	0	7,996	3,310	801	483	12,590	62.95%
02-43140	Other Taxes	160,000	0	12,174	88,474	6,968	15,499	123,116	76.95%
02-49110	Rental Income (WATER STOCK)	1,700	0	0	0	0	2,860	2,860	
02-49150	Revenue - Misc. Non-Operating	100,000	22,601	12,330	25,123	6,073	4,107	70,234	70.23%
	<b>WATER OPERATING REVENUE</b>	<b>13,781,800</b>	<b>2,510,026</b>	<b>3,696,392</b>	<b>2,037,463</b>	<b>1,712,761</b>	<b>895,892</b>	<b>10,852,534</b>	<b>78.75%</b>
	Grants	0	0	0	0	0	0	0	
02-89901	Facility Capacity Charges	0	442,958	247,995	199,207	13,478	13,478	917,116	
02-89902	Sustainability	0	52,485	43,491	54,554	881	881	152,291	
	<b>TOTAL WATER REVENUE</b>	<b>13,781,800</b>	<b>3,005,469</b>	<b>3,987,878</b>	<b>2,291,224</b>	<b>1,727,119</b>	<b>910,250</b>	<b>11,921,941</b>	

**FY 2017 - Sewer Revenue**

ACCOUNT#	DESCRIPTION	BUDGET	Qtr 1 Totals	Qtr 2 Totals	Qtr 3 Totals	April '17	May '17	Year to Date	Percentage YTD
03-40016	Sales - Establish Service Fee	500	450	125	0	0	25	600	120.00%
03-41000	Sales - Sewer Charges	11,952,045	2,233,311	2,868,850	2,859,048	955,679	958,718	9,875,606	82.63%
03-41005	Sales Disc-Multi Units Service Chrg.	(200,000)	(42,758)	(54,862)	(54,714)	(18,246)	(18,267)	(188,845)	94.42%
03-41110	Meter/Lateral Installation	2,500	0	0	0	0	0	0	0.00%
03-41121	Penalty - Late Charges	150,000	30,643	31,228	33,143	10,533	10,846	116,393	77.60%
03-41124	Bad Debt	(20,000)	0	0	0	0	0	0	0.00%
03-41131	Front Footage Fees		0	24,330	0	0	0	24,330	
03-42122	Revenue - Other Operating	5,682	360	360	180	0	0	900	15.84%
03-43010	Interest Earned	35,000	0	11,088	10,046	12,861	0	33,995	97.13%
03-43110	Property Tax - Unsecured	50,000	0	50,000	0	0	0	50,000	100.00%
03-43120	Property Tax - Secured	175,000	0	175,000	0	0	0	175,000	100.00%
03-43130	Tax Collection - Prior	10,000	0	10,000	0	0	0	10,000	100.00%
03-43140	Other Taxes	1,500	0	1,500	0	0	0	1,500	100.00%
03-49150	Misc. Non-Oper Revenue	40,000	2,419	0	1,180	0	0	3,599	9.00%
	<b>SEWER OPERATING REVENUE</b>	<b>12,202,227</b>	<b>2,224,425</b>	<b>3,117,619</b>	<b>2,848,883</b>	<b>960,827</b>	<b>951,322</b>	<b>10,103,077</b>	<b>82.80%</b>
	Grants	0	0	0	0	0	0	0	
03-89901	Facility Capacity Charges	0	460,959	262,809	221,967	0	16,442	962,177	
03-89903	Contrib Capital-Front Footage Fees	0	0	19,500	7,500	0	0	27,000	
03-89905	Contrib Capital-Infrastructure	0	0	0	0	0	0	0	
	<b>TOTAL SEWER REVENUE</b>	<b>12,202,227</b>	<b>2,685,384</b>	<b>3,399,928</b>	<b>3,078,350</b>	<b>960,827</b>	<b>967,764</b>	<b>11,092,254</b>	



### FY 2017 - Recycled Revenue

ACCOUNT#	DESCRIPTION	BUDGET	Qtr 1 Totals	Qtr 2 Totals	Qtr 3 Totals	April '17	May '17	Year to Date	Percentage YTD
04-40010	Sales - Recycled Water	552,850	608,314	(335,096)	16,208	22,782	45,125	357,332	64.63%
04-40011	Sales - Construction Water	20,000	2,819	3,232	113	61	282	6,506	32.53%
04-41000	Sales - Service Demand Chrg.	50,000	10,825	14,152	15,429	6,040	5,653	52,099	104.20%
04-41003	Const. Water Minimum Chrg.	5,000	515	1,007	810	75	68	2,475	49.51%
04-41110	Meter/Lateral installation	2,000	1,570	5,525	0	0	0	7,095	354.75%
04-41121	Penalty - Late Charges	500	100	429	235	143	173	1,079	215.81%
04-41122	Revenue - Other Operating	250	0	0	0	0	0	0	0.00%
04-43010	Interest Earned	7,500	0	2,464	2,233	2,858	0	7,554	100.72%
04-43110	Property Tax - Unsecured	1,000	0	1,000	0	0	0	1,000	100.00%
04-43120	Property Tax - Secured	15,000	0	15,000	0	0	0	15,000	100.00%
04-43130	Property Tax - Prior	1,000	0	1,000	0	0	0	1,000	100.00%
04-43140	Property Tax - Other	1,000	0	1,000	0	0	0	1,000	100.00%
04-49150	Misc. Non-Operating Revenue	1,000	0	0	73	0	0	73	7.27%
	<b>RECYCLED OPERATING REVENUE</b>	<b>657,100</b>	<b>624,143</b>	<b>(290,288)</b>	<b>35,100</b>	<b>31,959</b>	<b>51,301</b>	<b>452,215</b>	<b>68.82%</b>
	Grants	0	0	0	0			0	
04-89901	Facility Capacity Charges	0	67,668	66,410	43,502	16,724	0	194,304	
	<b>TOTAL RECYCLED REVENUE</b>	<b>657,100</b>	<b>691,811</b>	<b>(223,878)</b>	<b>78,602</b>	<b>48,683</b>	<b>51,301</b>	<b>646,518</b>	

FY 2017 - Water Expenses

ACCOUNT#	DESCRIPTION	BUDGET	Qtr 1 Totals	Qtr 2 Totals	Qtr 3 Totals	April '17	May '16	Year to Date	Percentage YTD
02-5-01-50010	Labor-Water Resources	935,000	186,482	194,452	222,462	58,492	60,528	722,416	77.26%
02-5-01-50011	Labor Credit	0	0	0	0	0	0	0	0
02-5-01-50013	Benefits-Fica	65,000	15,288	16,001	18,285	4,827	4,985	59,386	91.36%
02-5-01-50014	Benefits-Life Insurance	3,000	797	859	852	206	116	2,830	94.34%
02-5-01-50016	Benefits-Health\Defrd Comp	180,000	49,077	36,403	50,449	16,004	15,604	167,536	93.08%
02-5-01-50017	Benefits-Disability Insurance	11,000	2,602	2,742	3,008	826	780	9,957	90.52%
02-5-01-50019	Benefits-Workers Compensation	43,000	8,026	10,890	13,751	3,438	0	36,105	83.96%
02-5-01-50021	Benefits-PERS	50,000	10,728	10,226	11,689	3,140	3,266	39,048	78.10%
02-5-01-50022	Benefits-PERS-Employer	100,000	12,321	12,779	14,825	4,028	4,105	48,058	48.06%
02-5-01-50023	Benefits-Uniforms	3,250	522	539	577	147	233	2,018	62.11%
02-5-01-50024	Benefits-Vacation & Sick Pay	3,000	2,085	1,850	2,085	479	487	6,986	232.88%
02-5-01-50025	Benefits-Boot Allowance	1,900	600	200	168	200	0	1,168	61.46%
02-5-01-51003	R&M - Structures	200,000	41,516	127,817	64,671	11,177	24,687	269,868	134.93%
02-5-01-51011	R&M - CLA Valves	7,500	2,044	1,667	1,638	159	(9)	5,499	73.33%
02-5-01-51140	General Supplies & Expenses	1,250	83	353	152	25	0	613	49.08%
02-5-01-51210	Utilities - Power Purchases	1,400,000	352,259	266,869	186,247	79,569	37,221	922,164	65.87%
02-5-01-51211	Utilities - Electricity & Fuel	5,000	890	984	1,079	325	312	3,589	71.79%
02-5-01-51316	Imported Water Purchases	1,100,000	364,433	370,573	208,501	197,864	0	1,141,371	103.76%
02-5-01-54019	Licenses & Permits	25,000	925	4,751	4,389	35,771	2,223	48,059	192.24%
02-5-01-54110	Laboratory Services	75,000	18,498	23,227	20,893	7,563	8,231	78,411	104.55%
02-5-01-57040	YVRRWFF Operating Expense	797,000	181,513	192,919	188,928	61,246	23,987	648,593	81.38%
	<b>WATER RESOURCE TOTALS</b>	<b>5,005,900</b>	<b>1,250,689</b>	<b>1,276,099</b>	<b>1,014,650</b>	<b>485,483</b>	<b>186,755</b>	<b>4,213,676</b>	<b>84.17%</b>
02-5-03-50010	Labor-Public Works	1,200,000	258,318	247,202	276,684	86,478	179,970	1,048,652	87.39%
02-5-03-50011	Labor Credit	0	(830)	(517)	(4,222)	0	(1,689)	(7,259)	
02-5-03-50013	Benefits-Fica	82,500	21,079	19,632	22,540	7,009	14,183	84,444	102.36%
02-5-03-50014	Benefits-Life Insurance	5,500	2,032	1,937	1,895	526	355	6,744	122.63%
02-5-03-50016	Benefits-Health\Defrd Comp	300,000	120,719	69,748	95,771	31,637	33,114	350,989	117.00%
02-5-03-50017	Benefits-Disability Insurance	15,500	4,347	4,014	4,430	1,417	1,771	15,978	103.08%
02-5-03-50019	Benefits-Workers Compensation	45,000	8,346	10,890	13,751	3,438	0	36,424	80.94%
02-5-03-50021	Benefits-PERS	73,000	8,165	9,649	10,504	3,084	3,247	34,649	47.46%
02-5-03-50022	Benefits-PERS Employer	150,000	17,575	16,412	18,911	5,857	5,982	64,738	43.16%
02-5-03-50023	Benefits-Uniforms	7,500	1,413	1,514	1,439	500	582	5,448	72.64%
02-5-03-50024	Benefits-Vacation & Sick Pay	1,000	1,419	1,182	1,379	401	408	4,788	478.81%
02-5-03-50025	Benefits-Boot Allowance	3,500	200	2,560	600	199	378	3,937	112.50%
02-5-03-51001	R & M - Vehicles & Equipment	160,000	55,404	80,482	37,265	12,736	12,645	198,532	124.08%
02-5-03-51011	R&M - Valves	10,000	3,064	389	550	1,947	0	5,949	59.49%
02-5-03-51020	R&M - Pipelines	225,000	57,775	35,772	35,613	19,805	9,832	158,797	70.58%
02-5-03-51021	R&M - Service Lines	175,000	38,644	32,699	24,908	13,589	3,266	113,106	64.63%
02-5-03-51022	R&M - Fire Hydrants	40,000	4,829	7,557	6,706	2,371	0	21,463	53.66%
02-5-03-51030	R&M - Water Meters	75,000	66,607	10,319	19,514	10,929	5,267	112,637	150.18%
02-5-03-51031	Fire Flow Testing	0	2,557	4,001	2,857	4,039	0	13,454	
02-5-03-51092	Equipment Credits	0	(408)	(115)	(1,640)	0	(884)	(3,047)	
02-5-03-51140	General Supplies & Expenses	1,000	97	86	192	101	0	477	47.71%
	<b>PUBLIC WORKS TOTALS</b>	<b>2,569,500</b>	<b>671,351</b>	<b>555,412</b>	<b>569,649</b>	<b>206,063</b>	<b>268,426</b>	<b>2,270,901</b>	<b>88.38%</b>

FY 2017 - Water Expenses

ACCOUNT#	DESCRIPTION	BUDGET	Qtr 1 Totals	Qtr 2 Totals	Qtr 3 Totals	April '17	May '16	Year to Date	Percentage YTD
02-5-06-50010	Labor-Administration	750,000	175,063	155,543	188,982	51,356	74,117	645,060	86.01%
02-5-06-50011	Labor Credit	0	0	(40)	0	0	0	(40)	
02-5-06-50012	Director Fees	20,000	2,955	4,714	6,785	1,519	2,330	18,304	91.52%
02-5-06-50013	Benefits-Fica	50,000	13,157	11,346	17,118	4,816	6,449	52,887	105.77%
02-5-06-50014	Benefits-Life Insurance	3,000	785	775	878	201	127	2,765	92.18%
02-5-06-50016	Benefits-Health/Defrd Comp	165,000	52,700	41,040	58,662	19,883	19,931	192,216	116.49%
02-5-06-50017	Benefits-Disability Insurance	7,000	1,908	1,580	2,465	665	838	7,455	106.50%
02-5-06-50019	Benefits-Workers Compensation	12,000	2,000	5,637	4,000	1,000	0	12,637	105.30%
02-5-06-50021	Benefits-PERS	42,000	10,112	9,317	10,501	2,955	2,972	35,857	85.37%
02-5-06-50022	Benefits PERS Employer	87,000	12,512	11,451	13,178	3,827	3,689	44,657	51.33%
02-5-06-50023	Uniforms	2,000	344	382	366	108	136	1,336	66.81%
02-5-06-50024	Benefits-Vacation & Sick Pay	12,000	1,977	1,709	2,941	786	307	7,720	64.34%
02-5-06-50025	Benefits-Boots	1,000	536	400	394	0	0	1,330	133.02%
02-5-06-51003	R&M - Structures	40,000	8,854	38,180	107,285	104,714	36,148	295,181	737.95%
02-5-06-51091	Expense Credits (overhead)	0	(872)	(560)	(1,440)	0	(492)	(3,363)	
02-5-06-51120	Safety Equipment/Supplies	25,000	4,681	6,443	6,916	2,172	611	20,824	83.29%
02-5-06-51125	Petroleum Products	100,000	21,336	22,128	19,987	4,333	9,720	77,505	77.50%
02-5-06-51130	Office Supplies & Expenses	30,000	10,693	18,195	6,678	2,040	5,990	43,596	145.32%
02-5-06-51140	General Supplies & Expenses	30,000	3,301	9,939	11,046	7,463	2,522	34,271	114.24%
02-5-06-51199	Disaster Incidences	0	0	0	0	0	0	0	
02-5-06-51211	Utilities - Electricity	30,000	9,455	6,621	5,768	1,859	2,076	25,780	85.93%
02-5-06-51213	Utilities - Natural Gas	3,000	97	656	1,096	54	0	1,903	63.43%
02-5-06-54002	Dues & Subscriptions	16,500	1,215	9,322	5,511	0	155	16,202	98.20%
02-5-06-54005	Computer Expenses	100,000	17,646	57,424	18,834	12,099	19,395	125,397	125.40%
02-5-06-54010	Postage	5,000	292	167	1,101	87	13	1,660	33.20%
02-5-06-54011	Printing & Publications	7,500	173	149	914	0	143	1,380	18.39%
02-5-06-54012	Education & Training	15,000	2,787	2,324	3,644	158	524	9,435	62.90%
02-5-06-54013	Utility Billing Expenses	150,000	44,568	37,535	38,265	12,110	7,256	139,734	93.16%
02-5-06-54014	Public Relations	50,000	599	955	699	0	(1,160)	1,093	2.19%
02-5-06-54016	Travel Related Expenses	10,000	210	1,293	1,023	810	2,155	5,492	54.92%
02-5-06-54017	Certifications & Renewals	7,000	1,104	2,509	2,099	783	1,023	7,518	107.40%
02-5-06-54020	Meeting Related Expenses	6,000	812	992	2,867	210	2,783	7,664	127.74%
02-5-06-54022	Utilities - YVWD Services	0	22,165	17,743	11,269	4,135	0	55,311	
02-5-06-54024	Utilities - Waste Disposal	2,500	532	659	564	241	177	2,174	86.96%
02-5-06-54025	Utilities - Telephone & Internet	92,000	10,526	11,321	10,599	3,243	1,469	37,159	40.39%
02-5-06-54099	Conservation & Rebates	250,000	(4,133)	9,545	18,305	5,915	0	29,631	11.85%
02-5-06-54104	Contractual Services	80,000	23,776	17,008	45,563	18,252	2,164	106,763	133.45%
02-5-06-54107	Legal	40,000	9,216	25,289	24,022	5,516	(836)	63,207	158.02%
02-5-06-54108	Audit & Accounting	16,000	9,450	1,305	0	0	0	10,755	67.22%
02-5-06-54109	Professional Fees	250,000	125,043	98,588	47,856	30,593	2,500	304,580	121.83%
02-5-06-55500	Depreciation Reserves	209,235	52,320	52,305	52,305	17,435	(9,483)	164,882	78.80%
02-5-06-56001	Infrastructure Replacement	1,000,000	250,030	249,990	249,990	83,330	83,330	916,670	91.67%
02-5-06-57030	Insurance	100,000	23,567	23,870	23,580	7,860	7,860	86,737	86.74%
02-5-06-57090	Regulatory Compliance	25,000	1,313	2,756	8,482	850	200	13,601	54.40%
02-5-06-57096	Election Related Expenses	10,000	0	0	0	0	0	0	
02-5-06-57096	Beaumont Basin Watermaster	60,000	0	0	26,738	0	0	26,738	44.56%
02-5-06-57199	Suspense	0	0	0	0	0	0	0	
	<b>ADMINISTRATION TOTALS</b>	<b>3,910,735</b>	<b>924,806</b>	<b>968,507</b>	<b>1,057,837</b>	<b>413,376</b>	<b>287,139</b>	<b>3,651,666</b>	<b>93.38%</b>

**FY 2017 - Water Expenses**

ACCOUNT#	DESCRIPTION	BUDGET	Qtr 1 Totals	Qtr 2 Totals	Qtr 3 Totals	April '17	May '16	Year to Date	Percentage YTD
02-5-40-57201	Debt Srv-Series 2015A Princ.(25009)	1,030,000	1,030,000	0	0	0	0	1,030,000	100.00%
02-5-40-57402	Interest-Long-Term Debt Bonds	1,265,665	640,556	0	625,106	0	0	1,265,663	100.00%
	<b>40 - Debt</b>	<b>2,295,665</b>	<b>1,670,556</b>	<b>0</b>	<b>625,106</b>	<b>0</b>	<b>0</b>	<b>2,295,663</b>	<b>100.00%</b>
02-5-40-57001	Asset Acq. - Water Resources	0	0	0	0	0	0	0	--
02-5-40-57003	Asset Acq. - Public works	0	0	0	0	0	0	0	--
02-5-40-57006	Asset Acq. - Admin	0	0	16,455	(16,455)	0	0	0	--
	<b>40 - Capital Outlay</b>	<b>0</b>	<b>0</b>	<b>16,455</b>	<b>(16,455)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>--</b>
			4,517,403	2,816,473	3,250,787			12,431,906	
	<b>TOTAL WATER EXPENSES</b>	<b>13,781,800</b>	<b>4,517,403</b>	<b>2,816,473</b>	<b>3,250,787</b>	<b>1,104,922</b>	<b>742,321</b>	<b>12,431,906</b>	<b>90.21%</b>

### FY 2017 - Sewer Expenses

ACCOUNT#	DESCRIPTION	BUDGET	Qtr 1 Totals	Qtr 2 Totals	Qtr 3 Totals	April '17	May '17	Year to Date	Percentage YTD
03-5-02-50010	Labor-S Treatment	895,000	196,729	211,129	252,910	65,880	67,966	794,615	88.78%
03-5-02-50013	Benefits-Fica	75,000	15,989	16,734	20,448	5,340	5,501	64,012	85.35%
03-5-02-50014	Benefits-Life Insurance	5,000	900	954	936	224	134	3,147	62.95%
03-5-02-50016	Benefits-Health\Defrd Comp	200,000	54,448	37,317	52,533	16,594	16,388	177,280	88.64%
03-5-02-50017	Benefits-Disability Insurance	15,000	2,955	2,688	3,349	915	863	10,771	71.80%
03-5-02-50019	Benefits-Workers Compensation	45,000	8,026	10,890	13,751	3,438	0	36,105	80.23%
03-5-02-50021	Benefits-PERS	60,000	12,008	11,632	13,449	3,595	3,717	44,401	74.00%
03-5-02-50022	Benefits-PERS Employer	130,000	13,879	14,185	16,738	4,523	4,596	53,921	41.48%
03-5-02-50023	Benefits-Uniforms	5,000	732	726	833	431	264	2,985	59.70%
03-5-02-50024	Benefits-Vacation & Sick Pay	5,000	1,090	997	1,090	189	192	3,558	71.16%
03-5-02-50025	Benefits-Boot Allowance	2,400	551	752	152	0	0	1,454	60.60%
03-5-02-51003	R&M - Structures	325,000	44,233	63,069	47,586	36,608	135,430	326,926	100.59%
03-5-02-51010	R&M - Automation Control	65,000	16,334	10,203	36,278	7,407	4,852	75,075	115.50%
03-5-02-51106	Chemicals	450,000	146,625	141,749	147,336	59,014	38,708	533,431	118.54%
03-5-02-51111	Propane	5,000	2,024	3,088	0	155	0	5,267	105.35%
03-5-02-51115	Laboratory Supplies	30,000	13,293	10,044	5,798	5,015	819	34,969	116.56%
03-5-02-51140	General Supplies & Expenses	1,000	6	1,411	281	0	68	1,766	176.60%
03-5-02-51210	Utilities - Power Purchases	850,000	207,681	179,184	191,264	66,115	62,430	706,674	83.14%
03-5-02-54110	Laboratory Services	120,000	25,996	25,674	21,572	4,303	11,520	89,065	74.22%
03-5-02-57031	Sludge Disposal	300,000	67,118	58,025	65,102	18,539	0	208,783	69.59%
03-5-02-57034	Brine Operating Expenses	255,000	8,689	79,225	135,071	2,795	4,210	229,991	90.19%
	<b>TREATMENT TOTALS</b>	<b>3,838,400</b>	<b>839,306</b>	<b>879,677</b>	<b>1,026,476</b>	<b>301,080</b>	<b>357,657</b>	<b>3,404,196</b>	<b>88.69%</b>

FY 2017 - Sewer Expenses

ACCOUNT#	DESCRIPTION	BUDGET	Qtr 1 Totals	Qtr 2 Totals	Qtr 3 Totals	April '17	May '17	Year to Date	Percentage YTD
03-5-06-50010	Labor-Administration	700,000	162,497	144,772	176,416	47,766	70,175	601,625	85.95%
03-5-06-50011	Labor Credit	0	0	(15)	0	0	0	(15)	
03-5-06-50012	Directors Fees	20,000	2,955	4,714	6,785	1,519	2,330	18,304	91.52%
03-5-06-50013	Benefits-Fica	45,000	12,124	10,631	16,073	4,520	6,125	49,473	109.94%
03-5-06-50014	Benefits-Life Insurance	3,000	753	740	836	203	127	2,659	88.62%
03-5-06-50016	Benefits-Health\Defrd Comp	155,000	47,850	36,828	55,234	17,657	17,505	175,075	112.95%
03-5-06-50017	Benefits-Disability Insurance	7,500	1,676	1,542	2,342	630	800	6,989	93.19%
03-5-06-50019	Benefits-Workers Compensation	25,000	2,000	5,637	4,000	1,000	0	12,637	50.55%
03-5-06-50021	Benefits-PERS	40,000	8,336	8,363	9,684	2,823	2,696	31,903	79.76%
03-5-06-50022	Benefits PERS Employer	55,000	11,686	10,659	12,351	3,482	3,388	41,567	75.58%
03-5-06-50023	Benefits-Uniforms	2,000	188	218	189	78	58	732	36.59%
03-5-06-50024	Benefits-Vacation & Sick Pay	15,000	1,977	1,709	2,941	786	307	7,721	51.47%
03-5-06-50025	Benefits-Boot Allowance	1,750	200	0	0	0	0	200	11.43%
03-5-06-51120	Safety Equipment/Supplies	10,000	3,440	4,886	1,496	0	0	9,822	98.22%
03-5-06-51125	Petroleum Products	20,000	10,012	3,600	3,600	1,672	1,337	20,221	101.11%
03-5-06-51130	Office Supplies	4,000	991	6,319	53	188	56	7,606	190.15%
03-5-06-51140	General Supplies & Expenses	20,000	1,176	8,928	6,626	5,781	102	22,613	113.07%
03-5-06-54002	Dues & Subscriptions	10,000	1,799	5,399	3,420	0	155	10,772	107.72%
03-5-06-54003	Management & Admin Services	160,000	40,039	39,987	39,987	13,329	13,329	146,671	91.67%
03-5-06-54005	Computer Expenses	95,000	14,939	55,153	18,972	11,699	12,923	113,686	119.67%
03-5-06-54011	Printing & Publications	5,500	30	149	731	0	143	1,053	19.14%
03-5-06-54012	Education & Training	7,000	4,842	1,141	2,285	158	913	9,338	133.41%
03-5-06-54014	Public Relations	7,500	353	139	699	0	516	1,707	22.76%
03-5-06-54016	Travel Related Expenses	7,500	2,055	1,230	1,055	732	746	5,818	77.57%
03-5-06-54017	Certifications & Renewals	7,000	627	2,201	503	1,453	658	5,442	77.74%
03-5-06-54019	Licenses & Permits	60,000	11,660	47,362	3,391	251	0	62,664	104.44%
03-5-06-54020	Meeting Related Expenses	5,000	541	1,002	2,227	124	2,463	6,358	127.16%
03-5-06-54022	Utilities - YVWD Services	0	424	382	382	127	0	1,315	
03-5-06-54024	Utilities - Waste Disposal	13,000	3,333	3,174	3,174	1,058	1,058	11,798	90.75%
03-5-06-54025	Utilities - Telephone & Internet	152,045	4,714	8,586	13,897	4,306	2,295	33,798	22.23%
03-5-06-54030	Drinking Water	1,000	332	201	216	82	97	928	92.79%
03-5-06-54104	Contractual Services	35,000	13,176	15,930	36,093	2,312	641	68,152	194.72%
03-5-06-54107	Legal	45,000	6,291	22,852	25,784	5,032	(836)	59,123	131.39%
03-5-06-54108	Audit & Accounting	16,000	9,450	1,305	0	0	0	10,755	67.22%
03-5-06-54109	Professional Fees	150,000	39,843	37,242	94,370	36,219	2,500	210,174	140.12%
03-5-06-55500	Depreciation Reserves	563,300	140,840	140,820	140,820	46,940	46,940	516,360	91.67%
	Infrastructure Replacement	700,000	175,030	174,990	174,990	58,330	58,330	641,670	91.67%
03-5-06-56001	Insurance	100,000	23,667	23,580	23,580	7,860	7,860	86,547	86.55%
03-5-06-57030	Regulatory Compliance	35,000	4,989	16,412	23,749	0	0	45,150	129.00%
	<b>ADMINISTRATION TOTALS</b>	<b>3,298,095</b>	<b>766,835</b>	<b>848,769</b>	<b>908,951</b>	<b>278,118</b>	<b>255,738</b>	<b>3,058,411</b>	<b>92.73%</b>

### FY 2017 - Sewer Expenses

ACCOUNT#	DESCRIPTION	BUDGET	Qtr 1 Totals	Qtr 2 Totals	Qtr 3 Totals	April '17	May '17	Year to Date	Percentage YTD
03-5-07-50010	Labor-Environmental Control	465,000	126,104	100,235	111,079	33,432	36,866	407,715	87.68%
03-5-07-50011	Labor Credit	0	(370)	0	0	0	0	(370)	
03-5-07-50013	Benefits-Fica	34,000	10,051	7,949	8,846	2,654	2,922	32,422	95.36%
03-5-07-50014	Benefits-Life Insurance	2,000	423	317	254	69	43	1,106	55.28%
03-5-07-50016	Benefits-Health/Defrd Comp	100,000	34,829	15,339	20,759	6,706	7,211	84,843	84.84%
03-5-07-50017	Benefits-Disability Insurance	6,000	1,598	1,251	1,296	399	409	4,953	82.54%
03-5-07-50019	Benefits-Workers Compensation	30,000	3,000	7,629	6,000	1,500	0	18,129	60.43%
03-5-07-50021	Benefits-PERS	25,000	6,510	4,635	5,545	1,634	1,728	20,053	80.21%
03-5-07-50022	Benefits-PERS Employer	40,000	7,896	6,683	7,583	2,298	2,471	26,931	67.33%
03-5-07-50023	Benefits-Uniforms	3,000	413	418	388	211	245	1,676	55.85%
03-5-07-50024	Benefits-Vacation & Sick Pay	2,000	706	640	574	217	220	2,356	117.80%
03-5-07-50025	Benefits-Boot Allowance	1,000	162	0	0	0	0	162	16.24%
03-5-07-51003	Sewer Pipeline & Facilities	270,000	57,510	41,580	48,717	46,032	11,838	205,678	76.18%
03-5-07-51140	General Supplies & Expenses	1,000	135	72	0	0	0	207	20.70%
03-5-07-51241	Lift Station #1	125,000	12,670	9,819	9,590	3,688	3,407	39,174	31.34%
03-5-07-51242	Lift Station #2	16,000	13,435	3,917	2,818	1,915	713	22,798	142.49%
03-5-07-51243	Lift Station #3	5,000	604	486	558	749	178	2,574	51.49%
03-5-07-51244	Lift Station #4	40,000	2,368	1,517	11,928	1,731	511	18,055	45.14%
03-5-07-51248	Lift Station #8	3,000	158	184	329	77	75	823	27.44%
03-5-07-54111	Pretreatment	66,000	35,421	9,072	16,708	4,619	2,687	68,507	103.80%
			0						
	<b>ENVIRONMENTAL CONTROL TOTAL</b>	<b>1,234,000</b>	<b>313,622</b>	<b>211,741</b>	<b>252,972</b>	<b>107,931</b>	<b>71,525</b>	<b>957,791</b>	<b>77.62%</b>
03-5-40-57202	Debt Service - Principal - WRWRF	2,147,975	2,147,973	0	0	0	0	2,147,973	100.00%
03-5-40-57203	Debt Service - Principal - Brineline	412,790	0	412,791	0	0	0	412,791	100.00%
03-5-40-57204	Debt Service - Principal - WISE	127,970	0	0	185,251	0	0	127,966	100.00%
03-5-40-57205	Debt Service - Principal - R 10.3	37,495	0	0	37,493	0	0	37,493	100.00%
03-5-40-57206	Debt Service - Principal - Crow & B12-1	13,795	0	0	12,734	0	0	12,734	92.31%
03-5-40-57403	Debt Service - Interest	1,091,707	775,696	236,483	23,305	0	0	1,092,768	100.10%
	<b>40 - Debt</b>	<b>3,831,732</b>	<b>2,923,669</b>	<b>649,274</b>	<b>258,783</b>	<b>0</b>	<b>0</b>	<b>3,831,725</b>	<b>100.00%</b>
03-5-40-57002	Asset Acq. - Treatment	0	0	0	0	0	0	0	
03-5-40-57006	Asset Acq. - Admin (fuel master)	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	
	<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>	
			4,843,432	2,589,461	2,447,182	687,128	684,921	11,252,123	
	<b>TOTAL SEWER EXPENSES</b>	<b>12,202,227</b>	<b>4,843,432</b>	<b>2,589,461</b>	<b>2,447,182</b>	<b>687,128</b>	<b>684,921</b>	<b>11,252,123</b>	<b>92.21%</b>

**FY 2017 - Recycled Expenses**

ACCOUNT#	DESCRIPTION	BUDGET	Qtr 1 Totals	Qtr 2 Totals	Qtr 3 Totals	April '17	May '17	Year to Date	Percentage YTD
04-5-06-50010	Labor-Recycled Water	275,000	63,747	49,891	55,325	16,825	47,111	232,900	84.69%
04-5-06-50012	Director Fees	2,500	0	0	0	2,500	0	2,500	100.00%
04-5-06-50013	Benefits-FICA	15,000	4,837	3,535	4,557	1,378	3,699	18,005	120.03%
04-5-06-50014	Benefits-Life Insurance	250	(10)	(7)	(9)	(2)	0	(28)	-11.22%
04-5-06-50016	Benefits-Health & Def Comp	25,000	8,062	5,457	6,961	2,114	2,537	25,131	100.52%
04-5-06-50017	Benefits-Disability Insurance	1,500	535	347	517	157	294	1,851	123.38%
04-5-06-50019	Benefits-Workers Compensation	3,000	394	2,333	787	197	0	3,711	123.72%
04-5-06-50021	Benefits-PERS Employee	2,000	2,589	2,406	2,620	743	780	9,137	456.87%
04-5-06-50022	Benefits-PERS Employer	2,800	4,033	3,469	3,877	1,159	1,193	13,732	490.44%
04-5-06-50023	Benefits-Uniforms	1,300	186	209	186	66	54	701	53.94%
04-5-06-50024	Benefits-Vacation & Sick Pay	500	313	145	169	49	50	726	145.26%
04-5-06-50025	Benefits-Boots	250	0	0	0	0	0	0	0.00%
04-5-06-51003	R & M-Structures	20,000	34,003	19,240	13,482	12,221	29,663	108,608	543.04%
04-5-06-51020	R & M-Pipelines	5,000	5,267	5,467	129	0	0	10,863	217.27%
04-5-06-51021	R & M-Service Lines	5,000	(643)	8,578	1,647	1,820	503	11,905	238.09%
04-5-06-51022	R & M-Fire Hydrants	2,500	0	0	0	0	238	238	9.53%
04-5-06-51030	R & M-Meters	25,000	1,825	0	0	0	0	1,825	7.30%
04-5-06-51140	General Supplies & Expenses	2,000	38	1,703	1,294	1,276	0	4,310	215.52%
04-5-06-51210	Utilities-Power Purchases	85,000	24,929	22,283	14,865	5,952	895	68,923	81.09%
04-5-06-54002	Dues & Subscriptions	6,500	56	0	4,728	0	0	4,784	73.59%
04-5-06-54005	Computer Expense	7,500	64	7,194	0	0	0	7,258	96.77%
04-5-06-54011	Printing & Publications	1,000	83	67	79	0	32	261	26.11%
04-5-06-54012	Education & Training	4,000	782	1,873	1,285	35	495	4,469	111.73%
04-5-06-54014	Public Relations	2,500	234	31	62	0	0	327	13.08%
04-5-06-54016	Travel Related Expenses	5,000	289	1,318	21	1,068	2,621	5,317	106.34%
04-5-06-54017	Certifications & Renewals	1,000	0	0	0	0	0	0	0.00%
04-5-06-54019	Licenses & Permits	35,000	0	21,472	0	0	0	21,472	61.35%
04-5-06-54020	Meeting Related Expenses	1,000	121	248	300	102	240	1,010	101.01%
04-5-06-54022	Utilities - YVWD Services	0	598,568	(581,905)	5,681	2,598	0	24,942	
04-5-06-54025	Utilities - Telephone & Internet	1,000	420	419	421	141	0	1,401	140.11%
04-5-06-54010	Contractual Services	3,500	2,058	122	6,247	20	0	8,446	241.32%
04-5-06-54107	Legal	4,000	1,275	0	0	0	0	1,275	31.88%
04-5-06-54108	Audit & Accounting	2,500	2,100	290	0	0	0	2,390	
04-5-06-54109	Professional Fees	25,000	33,571	40,143	45,755	11,373	0	130,841	523.37%
04-5-06-54110	Laboratory Services	1,000	0	0	0	0	0	0	0.00%
04-5-06-55500	Depreciation	8,000	2,015	1,995	1,995	665	665	7,335	91.69%
04-5-06-56001	Infrastructure Replacement	25,000	6,280	6,240	6,240	2,080	2,080	22,920	91.68%
04-5-06-57030	Insurance	0	5,252	5,235	5,235	1,745	1,745	19,212	
04-5-06-57030	Regulatory Compliance	40,000	5,269	44,214	19,450	19,476	0	88,409	221.02%
04-5-06-57040	Environmental Compliance	10,000	0	0	0	0	0	0	0.00%
			808,539	(325,989)	203,908			867,110	
	<b>TOTAL RECYCLED EXPENSES</b>	<b>657,100</b>	<b>808,539</b>	<b>(325,989)</b>	<b>203,908</b>	<b>85,756</b>	<b>94,896</b>	<b>867,110</b>	<b>131.96%</b>





## Director Memorandum 17-052

**Date:** June 20, 2017

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

**Subject:** Authorization to Implement a Surplus Vehicle and Equipment Process with Ken Porter Auctions

**Recommendation:** That the Board authorizes the General Manager to implement the Vehicle and Equipment Process for District vehicles and equipment including Unit 34, Unit 15, Unit 32, Unit 44, and Unit 14.

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The District staff has been reviewing concepts for eliminating old, unused equipment, and vehicles. The District staff has contacted Ken Porter Auctions from Carson California to assist in this effort.

The attached agreement outlines the details of the arrangement between the District and Ken Porter Auctions. In summary, the vehicles will be picked up and transported to the auction yard in Carson, California where the vehicles will be included in an upcoming sale. Ken Porter Auctions will take a 5% commission, yielding the remaining 95% of the sale price to the District. This agreement will remain in effect for future use as the need arises.

With approval from the Board of Directors, the District staff recommends disposing of the following five vehicles listed below to evaluate the services offered by Ken Porter Auctions.

- Unit 34 – 1988 Chevrolet Service Truck
- Unit 15 – 1991 Ford 2 Ton Service Truck
- Unit 32 – 1988 Ford 2 Ton Dump Truck
- Unit 44 – 1989 Ford Water Truck 2 Ton
- Unit 14 – 1991 Chevrolet 2 Ton Dump Truck



May 15, 2017

Yucaipa Valley Water District

Jesse McCartney

12770 Second Street

Yucaipa CA 92399

Dear: Jesse McCartney

Thank you for the opportunity to submit a Proposal to assist you in the disposal of excess vehicles and equipment. We are pleased to offer the **Yucaipa Valley Water District** the following quotation:

	<u>Commissions</u>	<u>Transportation</u>
Cars, SUV's and Pickup Trucks	5%	<b>\$50 /vehicle</b>
Large Trucks and other vehicles	5%	<b>\$100.00 /vehicle</b>
Office furniture and Miscellaneous items*	25%	<b>\$500.00 /trailer</b>
(Drop-Off & Pick-up of trailer only)		
De-Logo		<b>\$35/vehicle</b>
Drive Cycle		<b>\$60 /vehicle</b>

\*The trailer cost is only for drop-off and pick-up. We do not load the trailer on your behalf. We ask that all items loaded be palletized and shrink wrapped with an inventory list included.

There are **NO OTHER FEES OR CHARGES** to you unless you specifically agree to them prior to any auction. We conduct our auctions on the 1st and 3rd Saturday's of each month. We will provide you

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21140 S. Avalon Blvd. Carson, CA 90745  
 Phone: 310-353-7140 • Fax 310-353-5740  
[www.kenporterauctions.com](http://www.kenporterauctions.com) • E-mail: [infor@kenporterauctions.com](mailto:infor@kenporterauctions.com)



with a detailed summary along with your settlement check within 20 days of the auction. Your permanent records are also available on our website and are accessible by you 24/7/365.

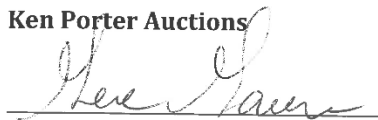
Ken Porter Auctions looks forward to the opportunity of meeting and exceeding your auction needs. If you have any further questions, comments, or concerns, please contact the undersigned at (310) 353-7140.

**AGREEMENT:**

I/We the Yucaipa Valley Water District agree to the terms set forth in this agreement, signed this

15th day of May 2017 between **Ken Porter Auctions** and the Yucaipa Valley Water District

Any changes, amendments and/or cancellation to this agreement must be in writing and signed no less than 30 days from the effective date.

**Ken Porter Auctions**  


Yucaipa Valley Water District

\_\_\_\_\_

**Gene Govoreau**

**Jesse McCartney**

Date: 5/15/17

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

Sincerely,

Gene Govoreau  
General Manager  
Ken Porter Auctions

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21140 S. Avalon Blvd. Carson, CA 90745  
 Phone: 310-353-7140 • Fax 310-353-5740  
[www.kenporterauctions.com](http://www.kenporterauctions.com) • E-mail: [infor@kenporterauctions.com](mailto:infor@kenporterauctions.com)



May 15, 2017

Jesse McCartney  
Yucaipa Valley Water District  
12770 Second Street  
Yucaipa, CA 92399

Dear Jesse:

Thank you for the opportunity to present Ken Porter Auctions to you. Ken Porter Auctions has delivered "Full-Circle" auction services to Southern California since 1962. We are one of the oldest and most trusted PUBLIC auto auctions in North America, specializing in "Government Agencies" vehicle and equipment disposal.

We are locally owned and deliver personalized services to many agencies in a fully "customizable" format. Regardless of what your vehicle remarketing or miscellaneous disposal needs are, we will deliver. We sell anything from golf carts, cars and trucks, to computers, furniture and office equipment, to yachts, airplanes and helicopters. If you need to convert it to cash, call us.

Everyone is a major customer at Ken Porter Auctions. Whether you need to sell one vehicle or item or hundreds, your business is always important to us.

Ken Porter Auctions offer "One Call Does It All" services for our clients. Here is all you need to do:

- Fax, e-mail, or click the mouse and your Consignment Agreement goes directly to KPA or you can enter your data from our website, it's your choice. Your Consignment Agreement will immediately be entered into our system and given to our In-House Transportation Department or you may choose to delivery your vehicle(s) or item(s) directly to us.
- All current and historical data will be available to you on our secured website, 24 hours a day, 7 days a week, 365 days of the year.
- Your vehicle will be sold at the next scheduled KPA auction.
- A complete and detailed expense breakdown of each vehicle of item sold will accompany your settlement check.

In addition, KPA provides the following:

- Large Public and Dealer attendance at each bi-monthly auction.
- Dynamic website, receiving more than 1,500,000 visits per year.

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21140 S. Avalon Blvd. Carson, CA 90745  
PH (310) 353-7140 • Fx (310) 353-5740  
[www.kenporterauctions.com](http://www.kenporterauctions.com)

Page 1



- Live and Online Auction giving you local and national buyers
- Convenient access to updated Consignor records via our website.
- Radio, TV, and Newspaper advertising.
- Reconditioning and repair service is available.
- 20,000 plus COLOR brochures mailed out before each sale, plus e-mail blasts.
- Title documentation is completed by our In-House DMV Department. "Special" DMV services are also available.
- Vehicle storage at NO cost to our clients.
- Conveniently located in Carson, CA, near the 110 and 405 freeways.

#### Our Qualifications

- Ken Porter Auctions is open Monday through Friday, 8:00 am to 5:00 pm and open from 7:00 am to 5:00 pm on the Saturday the auction(s) is/are held,
- Ken Porter Auctions conducts auctions twice a month; the 1<sup>st</sup> and 3<sup>rd</sup> Saturday's,
- Ken Porter Auctions has full staff of employees at the auction location at all times,
- Ken Porter Auctions holds all proper and valid Department of Motor Vehicles licenses, Seller's Permit from the State Board of Equalization and none of these licenses have ever been revoked,
- Ken Porter Auctions complies with California Civil Code, Section 1812.600,
- Ken Porter auctions has over 500 auction spaces for vehicles, large and oversized trucks as well as an additional inside storage for vehicles and equipment,
- Ken Porter Auctions is connected to the Department of Motor Vehicles database and can provide a check of registration, Vehicle Identification Numbers (VIN), and provide D M V title searches,
- Ken Porter Auctions provides a Smog Certificate of Compliance on each vehicle.
- Ken Porter Auctions does NOT use any subcontractors related to auction services.

Thank you for the opportunity

Gene Govoreau  
General Manager  
Ken Porter Auctions

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21140 S. Avalon Blvd. Carson, CA 90745  
PH (310) 353-7140 • FX (310) 353-5740  
[www.kenporterauctions.com](http://www.kenporterauctions.com)

Unit 34 1988 Chevrolet Service Truck



Unit 15 1991 Ford 2 Ton Service Truck



Unit 32 – 1988 Ford 2 Ton Dump Truck





Unit 44 – 1989 Ford Water Truck 2 Ton



Unit 14 1991 Chevrolet 2 Ton Dump Truck





**Date:** June 20, 2017

**Prepared By:** Joseph Zoba, General Manager  
Allison M. Edmisten, Chief Financial Officer

**Subject:** Authorization to Obtain Corporate Purchase Cards

**Recommendation:** That the Board authorizes the issuance of corporate purchase cards for Joseph Zoba, Kathryn Hallberg, and Matthew Porras from U.S. Bank

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The District staff has reviewed the benefits of obtaining corporate purchase cards for three staff members instead of the current credit card issued by Bank of America to the General Manager. Based on the overall benefits of this program, the District staff may recommend obtaining three corporate cards from U.S. Bank.

**STATE OF CALIFORNIA**  
**PARTICIPATING ADDENDUM NO. 7-14-99-22**  
WASHINGTON WSCA-NASPO COMMERCIAL CARD SOLUTIONS  
CONTRACT 00612-CATEGORY 1  
**U.S. Bank National Association (Contractor)**

This Participating Addendum Number 7-14-99-22 is entered into between the State of California, Department of General Services (hereafter referred to as "State" or "DGS") and U.S. Bank National Association (hereafter referred to as "Contractor" or "U.S. Bank") under the State of Washington WSCA-NASPO Commercial Card Solutions Contract Number 00612-Category 1.

**1. SCOPE**

A. This Participating Addendum includes the following commercial card products and associated services offered under the WSCA-NASPO Commercial Card Contract 00612-Category 1 to be provided by the Contractor to the State of California Purchase Card (CAL-Card) Program:

- Purchase Card (with Corporate Liability)
- Managed Spend Card (Purchase Card with declining balance feature)
- Emergency Response Card (Purchase Card with extended activation feature)

Note: All other commercial card products offered under the Washington WSCA-NASPO Commercial Card Solutions Contract 00612-Category 1, including Corporate/Travel Cards and One Cards, are excluded from this Participating Addendum.

B. This Participating Addendum is available for all State of California state agencies and local governmental agencies as defined in Exhibit A, Section 1.B (Eligible Participating Agencies).

C. Each local governmental agency shall make its own determination whether this Participating Addendum and the WSCA-NASPO Commercial Card Contract are consistent with its procurement policies and regulations.

**2. TERM**

The term of this Participating Addendum shall begin upon signature approval by the State and end December 31, 2018, or upon termination, whichever occurs first.

The State will have the option to extend the term of this Participating Addendum in the event the Washington WSCA-NASPO Commercial Card Contract term is extended. Lead State amendments to extend the Washington WSCA-NASPO Commercial Card Contract term date are not automatically incorporated into this Participating Addendum. Any extension(s) to the term of this Participating Addendum will be through a written amendment upon mutual agreement between the State and the Contractor.

**3. INCORPORATION OF DOCUMENTS**

**A. Lead State Agreement**

State of Washington WSCA-NASPO Commercial Card Solutions Contract Number 00612-Category 1 is hereby incorporated by reference and made a part of this Participating Addendum.

**B. Terms and Conditions**

Terms and conditions of the following exhibits are hereby incorporated and made a part of this Participating Addendum:

- Exhibit A – CAL-Card Program Requirements (7 pages)
- Exhibit B – General Terms and Conditions (GTC 610 as modified) (3 pages)
- Exhibit C – Contractor Certification Clauses (CCC 307) (4 pages)
- Exhibit D – Agreement for Commercial Card Services (8 pages)
- Exhibit E – Incentives and Fees (3 pages)
- Exhibit F – Glossary of Terms (2 pages)

State of California  
Department of General Services

**Participating Addendum No. 7-14-99-22**  
*WSCA-NASPO Commercial Card Solutions (Purchase Card)*

#### 4. ORDER OF PRECEDENCE

In the event of any inconsistency between the articles, attachments, or provisions which constitute this agreement, the following descending order of precedence shall apply:

- 1) California Participating Addendum Number 7-14-99-22, including Exhibits A-F
- 2) Washington WSCA-NASPO Commercial Card Solutions Contract Number 00612-Category 1
- 3) Washington WSCA-NASPO Commercial Card Solutions Request for Proposal (RFP) 00612
- 4) Approved portions of the Contractor's Response to Washington WSCA-NASPO Commercial Card Solutions RFP 00612

#### 5. CONTRACT MANAGEMENT

##### A. Contractor Primary Contact

The Contract Manager and primary point of contact for the Contractor shall be as follows:

Contractor: U.S. Bank National Association  
Name: Courtney Hoppe  
Phone: (310) 363-5850  
E-Mail: [Courtney.hoppe@usbank.com](mailto:Courtney.hoppe@usbank.com)  
Address: U.S. Bank National Association  
901 Marquette Avenue  
Minneapolis, MN 55402

Should the Contract Manager information change, the Contractor will provide written notice with the updated information to the State Contract Administrator no later than 10 calendar days after the change.

##### B. State Primary Contact

The State Contract Administrator for this Participating Addendum and primary point of contact for the State's CAL-Card Program shall be as follows:

Name: Julie Matthews  
Phone: (916) 375-4612  
Fax: (916) 375-4663  
E-Mail: [Julie.Matthews@dgs.ca.gov](mailto:Julie.Matthews@dgs.ca.gov)  
Address: State of California  
Department of General Services, Procurement Division  
707 Third Street, 2nd Floor, MS 2-202  
West Sacramento, CA 95605

Should the State Contract Administrator information change, the State will provide written notice with the updated information to the Contractor Contract Manager no later than 10 calendar days after the change.

#### 6. AGREEMENT

This Participating Addendum with its exhibits and/or amendments, sets forth the entire agreement between the parties with respect to the subject matter of all previous communications, representations or agreements, whether oral or written, with respect to the subject matter hereof. Terms and conditions inconsistent with, contrary or in addition to the terms and conditions of this Participating Addendum with its exhibits and/or amendments, shall not be added to or incorporated into this Participating Addendum, by any subsequent purchase order or otherwise, and any such attempts to add or incorporate such terms and conditions are hereby rejected. The terms and conditions of this Participating Addendum and its exhibits and/or amendments shall prevail and govern in the case of any such inconsistent or additional terms.

State of California  
Department of General Services

Participating Addendum No. 7-14-99-22  
WSCA-NASPO Commercial Card Solutions (Purchase Card)

**7. AGREEMENT SIGNATURES**

IN WITNESS WHEREOF, this Participating Addendum has been executed by the parties hereto.

**STATE OF CALIFORNIA**

**CONTRACTOR**

Department of General Services  
*Agency Name*

U.S. Bank National Association  
*Contractor Name*

*[Handwritten Signature]*  
*Signature of Authorized Signer*

*[Handwritten Signature]*  
*Signature of Authorized Signer*

Jim Butler, Deputy Director  
*Printed Name and Title of Authorized Signer*

Kelly M. Caspers, Vice President  
*Printed Name and Title of Authorized Signer*

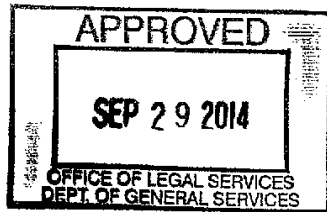
*9/29/14*  
*Date Signed*

9/26/14  
*Date Signed*

707 Third Street  
West Sacramento, CA 95605  
*Address*

901 Marquette Avenue  
Minneapolis, MN 55402  
*Address*

*[Handwritten mark]*



*[Handwritten signature]*

State of California  
Department of General Services

Participating Addendum No. 7-14-99-22  
Exhibit A – CAL-Card Program Requirements

## EXHIBIT A – CAL-Card Program Requirements

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### 1. CAL-CARD PROGRAM REQUIREMENTS

#### A. CAL-Card Program Overview

"CAL-Card" is the official registered name of the State's Purchase Card Program administered by the State of California, Department of General Services. The purpose of the CAL-Card Program is to provide eligible participating agencies with purchase card services for the acquisition of goods and services.

#### B. Eligible Participating Agencies

- 1) State of California state agencies and local government agencies are allowed to participate in the State's CAL-Card Program under this Participating Addendum through a subscription agreement process.
  - a. A "state agency" is any State of California government agency, department, bureau, board, or commission.
  - b. Pursuant to Public Contract Code §10298 and for purposes of this Participating Addendum, a "local government agency" is any city, county, district, or other local governmental body or corporation empowered to expend public funds for the acquisition of goods, information technology, or services. Further, for purposes of this Participating Addendum, reference to local government agencies will also include the California State Universities (CSU) and University of California (UC) systems.
- 2) State agencies may participate in the State's CAL-Card Program under this Participating Addendum upon the signing and submission of a properly completed Subscription Agreement, in the format specified by the State, incorporating all terms and conditions of the Participating Addendum.
- 3) Local governmental agencies may participate in the State's CAL-Card Program under this Participating Addendum upon credit approval by U.S. Bank and upon the signing and submission of a properly completed Local Agency Subscription Agreement. Each local governmental agency will be subject to credit approval by the Contractor as described in Exhibit D, Section 2.A (Financial Information). Local governmental agencies shall assume responsibility and liability for local governmental agency's performance of the terms and conditions of the Participating Addendum. The State shall not bear liability or responsibility for local governmental agencies participating under this Participating Addendum.
- 4) Upon execution of a properly completed Subscription Agreement and/or Local Agency Subscription Agreement with credit approval from the Contractor, the state agency and/or local governmental agency will become a "Participating Agency" and the provision of services by the Contractor to such Participating Agency will be governed by the terms of this Participating Addendum.

#### C. Card Products and Liability

Contractor will provide the following card products to Participating Agencies under the State's CAL-Card Program:

- Purchase Card (with Corporate Liability)
- Managed Spend Card (Purchase Card with declining balance feature)
- Emergency Response Card (Purchase Card with extended activation feature)

Card products are further defined in Exhibit D, Section 3.A (Card Products). All card products offered under this Participating Addendum for the State's CAL-Card Program are corporate liability. Participating Agencies shall have no liability for lost or stolen cards or fraudulent use of any corporate liability cards.

State of California  
Department of General Services

Participating Addendum No. 7-14-99-22  
Exhibit A – CAL-Card Program Requirements

#### D. Statewide Transition and Implementation

Upon Participating Addendum execution, the Contractor will work with the State to transition current CAL-Card Participating Agencies to the new Participating Addendum. Contractor and State Contract Administrator will develop a transition plan specific to the CAL-Card Program to ensure that an efficient and effective transition takes place. Contractor will work with the State Contract Administrator to meet all required elements of the agreed to plan.

#### E. Agency Enrollment

Contractor will provide an agency enrollment process for new CAL-Card Program participants. Within 15 calendar days of Participating Addendum execution, the Contractor shall provide the State Contract Administrator with detailed agency enrollment process, procedures, and applicable forms for review.

#### F. Card Design

- 1) Contractor will be responsible for the embossing and printing of cards. The State will use a basic design as the standard card stock to be used by all CAL-Card participants that will identify the card as a State of California CAL-Card purchasing card. The State will be responsible for furnishing any necessary artwork (digital file) to the Contractor for changes to the standard design during the term of the Participating Addendum.
- 2) Participating Agency will have the ability to customize standard card stock with verbiage and/or logo embossing as described below:
  - a. State Agencies
    - Name – STATE OF CALIFORNIA, top, left side of card (required)
    - Program – CAL-Card, top, right side of card (required)
    - Phrase – FOR OFFICIAL USE ONLY, top, right side of card under CAL-Card (required)
    - Name – AGENCY/DEPARTMENT (required)
    - Name – CARDHOLDER NAME, (required)
    - Picture – LOGO/EMBLEM, (optional)
  - b. Local Government Agencies
    - Name – LOCAL GOVERNMENTAL AGENCY NAME, top, left side of card (required)
    - Program – CAL-Card, top, right side of card (required)
    - Phrase – FOR OFFICIAL USE ONLY, top, right side of card under CAL-Card (required)
    - Name – CARDHOLDER NAME, (required)
    - Picture – LOGO/EMBLEM, (optional)

#### G. Card Issuance

Contractor will mail cards issued to Participating Agency within five business days or sooner after the Contractor receives cardholder account set-up information. Cards will be issued in accordance with Exhibit D, Section 3.B (Card and Account Issuance).

#### H. Customer Support

- 1) Contractor will provide a dedicated customer service team to support the State's CAL-Card Program throughout the term of the Participating Addendum. Contractor will:
  - Provide qualified, highly skilled personnel and ensure personnel are familiar with all aspects of the State's CAL-Card Program.
  - Provide at least one designated Relationship Manager, available to the State Contract Administrator and Participating Agency Program Administrators Monday through Friday during regular business hours, for CAL-Card Program contract support and escalation issues.
  - Provide at least one designated Account Coordinator, available to Participating Agency Program Administrators Monday through Friday during regular business hours, to assist with day-to-day Participating Agency account management support.



State of California  
Department of General Services

**Participating Addendum No. 7-14-99-22**  
Exhibit A – CAL-Card Program Requirements

- Provide a designated customer service team for cardholder support.
  - Provide a domestic and internationally toll-free phone number available to cardholders 24 hours a day, every day of the year for cardholder services.
  - Have an established escalation process.
- 2) Within 15 calendar days of Participating Addendum execution, the Contractor shall provide the State Contract Administrator with customer service information including but not limited to:
- Relationship Manager information
  - Account Coordinator information
  - Customer service unit information
  - Any additional Contractor support contacts (i.e. technical support, cardholder support, etc.) provided for the CAL-Card Program.
- 3) Should the customer service information or personnel change during the term of the Participating Addendum, Contractor will provide written notice to the State Contract Administrator 10 calendar days before changes or substitutions take place. Substitutions of personnel will include replacements with similar qualifications.
- 4) The State reserves the right to request additional personnel and/or replacement of current personnel at any time. Contractor will be notified in writing at least 10 calendar days before additional personnel and/or replacement personnel are needed.

#### **I. Training**

- 1) Contractor will provide ongoing training for all CAL-Card Program participants throughout the term of the Participating Addendum including, at a minimum:
- Online Web-based training for Participating Agency Program Administrators and Cardholders
  - Onsite/Classroom training for Participating Agency Program Administrators
  - Onsite User Group Forums
  - Written User Reference Guides
- 2) Contractor will work with the State Contract Administrator on a training plan to be offered for the CAL-Card Program including training types, schedule, user reference guides and additional training materials.

#### **J. Purchase Card Data Management and Reporting System**

Contractor shall provide its online (web-based) system, U.S. Bank Access Online®, to the State's CAL-Card Program participants for:

- Transaction data collection and management
- Administration of system accounts
- Reporting output and data transfer

Designated authorized personnel from the State and Participating Agency will be provided permissions within Access Online®.

#### **K. Payment Terms**

- 1) Contractor will be responsible for sending an itemized official invoice (statement) to each Participating Agency after the end of each billing cycle as designed for each of the accounts established for the Participating Agency.
- 2) The full amount of each Participating Agency's monthly balance or billing cycle balance, except for disputed or reported fraud items, will be due within forty-five (45) calendar days from the billing cycle date of the Contractor invoice. If the Invoice is not postmarked within three business days after the billing cycle, the pay term can be extended the equal number of days between the third day after the billing cycle and the actual latest postmark date of the Statement. Billing statements and billing disputes are further outlined in Exhibit D, Section 3.C (Billing and Payment).

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- 3) Payment may be made to the Contractor via check, cash warrant, bank wire, automated clearing house, or electronic funds transfer at the Participating Agency's option.

**L. Late Payment Penalties**

Late payment penalties for undisputed payments not received by the Contractor within the specified periods will be determined as follows:

- 1) State Agencies – State agencies will be required to pay late payment penalties based on the California Prompt Payment Act (Government Code Section 927 et seq.). The penalty on any undisputed late payment shall be calculated in accordance with the penalty interest rate factor per day formula provided in the State of California Budget Letter 14-14, Late Payment Penalty Interest Rates (or its successor letter).
- 2) Local Governmental Agencies – Local governmental agencies may be subject to late payment penalties as described in Exhibit E, Section 6 (Card Fees), unless local governmental agency provides Contractor with codes and/or legal authority which would prohibit local governmental agency's ability to pay penalty fees under this Participating Addendum.

**M. CAL-Card Program Website and User Instructions**

The State will administer a website dedicated to the State's CAL-Card Program for program information, participation forms and additional resources available to Participating Agencies. In addition, the State Contract Administrator will administer a User Instructions guide for Participating Agencies. Contractor may be required to provide information to the State Contract Administrator for public posting on the dedicated CAL-Card Program website and/or User Instructions guide.

**N. Participating Agency Responsibilities**

- 1) All Participating Agencies shall prepare the necessary forms to participate in the CAL-Card Program as described in the Participating Addendum and posted User Instructions guide.
- 2) All Participating Agencies shall designate an Agency Program Administrator who will serve as the primary point of contact between the Participating Agency and U.S. Bank.
- 3) State agencies participating in the CAL-Card Program shall comply with all applicable procurement laws, regulations, policies, procedures, and best practices, including those discussed in the State Contracting Manuals and User Instructions guide.

**O. Program and Transaction Data Reporting (for Participating Agencies)**

- 1) Custom Financial Extract Files

Contractor shall provide, at no cost to the Participating Agency, the ability to download data from Access Online® and the automatic creation of batch upload files containing accounting data to Participating Agency's internal accounting systems to include, at a minimum, a custom interface file to any internal system(s) designated by the Participating Agency. Contractor will be required to provide custom extract files at the request of the State and/or Participating Agency. The custom extract file shall be created in such a manner that it can be imported into the Participating Agency's internal accounting/financial system with no special programming or manual entry of transaction data.

- 2) Financial Information System for California ("FI\$Cal")

Contractor will be required to provide custom interface files, at no cost to the State, for the State's financial management system ("FI\$Cal system"). The Contractor will work with State of California, FI\$Cal personnel to design, develop, test and implement the custom financial extract solution for the FI\$Cal system. The custom interface file shall be created in such a manner that it can be imported into the FI\$Cal system with no special programming or manual entry of transaction data. FI\$Cal and Contractor will be responsible for providing necessary items to complete work as determined between the parties including but not limited to tasks, deliverables, schedule, system security and file requirements.

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#### **P. CAL Card Program Reporting**

Contractor will be required to provide the following reports to the State. State may request additional reporting information for CAL-Card Program activity during the term of the Participating Addendum and Contractor will work with State Contract Administrator to provide requested reports.

##### **1) Usage/Rebate Report**

Contractor shall provide an electronic Usage/Rebate Report to the State on a quarterly (3 calendar months) basis. The report shall provide incentive share (rebates) for each Participating Agency for the calendar quarter.

Report must contain at a minimum, but not limited to, the data elements identified below:

- Participating Agency Name
- Quarterly Volume Sales
- Quarterly Qualifying Large Ticket Volume
- Total number of Transactions
- Total number of Qualifying Large Ticket Transactions
- Calculated incentive share (rebates) for each Participating Agency
- Total actual incentive share (rebates) paid to Participating Agency

Report shall be provided to the State Contract Administrator, in Excel format via email, within 60 days following the last day of the quarter. Within 30 calendar days from Participating Addendum execution, the Contractor must submit a preliminary report to the State Contract Administrator for review.

##### **2) Delinquency Report**

Contract shall provide an electronic Delinquency Report to the State on a monthly basis. The report shall list Participating Agencies with balances past due greater than 45 calendar days, with subsequent suspension at 90 calendar days after the cycle close. Report shall be provided to the State Contract Administrator, in Excel format via email, within 15 calendar days following the last day of the calendar month.

##### **3) Agency Program Administrator Contact Report**

Contractor shall provide an electronic Program Administrator Contact Report to the State Contract Administrator on a quarterly (3 calendar months) basis and/or upon written request. The report shall provide Agency Program Administrator information (including agency name, contact name, email, and phone number) for each Participating Agency. Report shall be provided to the State Contract Administrator, in Excel format via email, within 60 calendar days following the last day of the quarter or within 10 calendar days of the State's written request.

#### **Q. End-of-Life Transition**

Contractor agrees that at the end of the Participating Addendum, should the State conduct another procurement and award a new contract, the Contractor will work with the State Contract Administrator to ensure that an efficient and effective transition takes place within nine months.

## **2. ADDITIONAL REQUIREMENTS**

### **A. Insurance Certificates**

Contractor shall furnish copies of certificates for all required insurance, as specified in the WSCA-NASPO Contract Number 00612-Category 1, to the State Contract Administrator within 30 calendar days of the Participating Addendum execution. Copies of renewal certificates for all required insurance shall be furnished within 30 calendar days after renewal date.

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#### **B. Darfur Certification**

Pursuant to Public Contract Code §10475 et seq., if the Contractor has or within the previous three years has had business activities or other operations outside the United States, the Contractor must complete a Darfur Contract Act Certification stating they are not a scrutinized company as defined, or demonstrate Contractor has obtained permission under the statute. Contractor must provide required documentation to the State Contract Administrator within 15 calendar days of the State's written request.

#### **C. Termination by Mutual Agreement**

- 1) The State and Contractor may mutually agree to terminate this Participating Addendum at any time during the term of the Participating Addendum. Requests for mutual termination may be initiated by either party with written notice. The State and Contractor will mutually agree on the effective date of termination.
- 2) Upon termination of the Participating Addendum, each party will assist the other party in orderly termination of the agreement and transfer of all assets, tangible and intangible, as may facilitate the orderly, undisrupted business continuation of each party. Participating Agencies shall be responsible for payment of all amounts owed to Contractor related to charges incurred up until the effective date of termination.

#### **D. Termination (By State or Participating Agency)**

- 1) The State may terminate the Participating Addendum and any Participating Agency may terminate its respective Subscription Agreement for cause upon a reasonable and good faith determination that the Contractor failed to perform the material requirements of the agreement at the time and in the manner herein provided. In the event of a breach, the State or Participating Agency will send the Contractor a notice specifying the breach and providing the Contractor an opportunity to cure the breach within a period of time no less than 30 calendar days ("Cure Period"). If the breach is not cured within the Cure Period, the State will have the right to terminate the Participating Addendum and the Participating Agency will have the right to terminate its respective Subscription Agreement by notice to the Contractor.
- 2) The State may terminate the Participating Addendum without cause upon 60 calendar days advance written notice to the Contractor. Participating Agencies may terminate their respective Subscription Agreements without cause upon 30 calendar days advance written notice to the Contractor.
- 3) Upon termination of the Participating Addendum and/or Participating Agency's Subscription Agreement, each party will assist the other party in orderly termination of the agreement and transfer of all assets, tangible and intangible, as may facilitate the orderly, undisrupted business continuation of each party. Participating Agencies shall be responsible for payment of all amounts owed to Contractor related to charges incurred up until the effective date of termination.

#### **E. Availability of Funds**

This Agreement is valid and enforceable only if sufficient funds are made available by the Budget Act of the appropriate fiscal year for the purposes of this program. In addition, this Agreement is subject to any additional restriction, limitations or conditions enacted by the Legislature, which may affect the provisions, terms, or funding of this Agreement in any manner. In the event sufficient funds are not made available to the State, the State has the option to terminate the Agreement and Participating Agencies shall remain responsible for payment of all amounts owed to Contractor related to charges incurred up until the effective date of termination.

#### **F. Contracts Funded by the Federal Government**

It is mutually understood between the parties that this Agreement may have been written for the mutual benefit of both parties before ascertaining the availability of congressional appropriation of funds to avoid program and fiscal delays that would occur if the Agreement were executed after that determination was made.

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Exhibit A – CAL-Card Program Requirements

This Agreement is valid and enforceable only if sufficient funds are made available to the State by the United States Government for the current and/or subsequent years covered by this Agreement for the purpose of this program. In addition, this Agreement is subject to any additional restrictions, limitations, or conditions enacted by the Congress or to any statute enacted by the Congress that may affect the provisions, terms, or funding of this Agreement in any manner.

The parties mutually agree that if the Congress does not appropriate sufficient funds for the program, this Agreement shall be amended to reflect any reduction in funds. The State has the option to terminate the Agreement or to amend the Agreement to reflect any reduction in funds. In the event of termination, Participating Agencies shall remain responsible for payment of all amounts owed to Contractor related to charges incurred up until the effective date of termination.

**G. Federal Debarment**

The Federal Department of Labor requires that State agencies, which are expending Federal funds of \$25,000 or more, have in the contract file a certification by the supplier that they have not been debarred or suspended from doing business with the Federal Government. Contractor must provide this documentation upon request.

**H. News Releases**

Unless otherwise exempted, news releases, endorsements, advertising, and social media content pertaining to this Participating Addendum or the State's CAL-Card Program shall not be made without prior written approval of the DGS.

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Exhibit B – General Terms and Conditions (GTC 610 as modified)

### EXHIBIT B – General Terms and Conditions (GTC 610 as modified)

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#### 1. APPROVAL

This Agreement is of no force or effect until signed by both parties and approved by the Department of General Services, if required. Contractor may not commence performance until such approval has been obtained.

#### 2. AMENDMENT

No amendment or variation of the terms of this Agreement shall be valid unless made in writing, signed by the parties and approved as required. No oral understanding or Agreement not incorporated in the Agreement is binding on any of the parties.

#### 3. ASSIGNMENT

This Agreement is not assignable by the Contractor, either in whole or in part, without the consent of the State in the form of a formal written amendment.

#### 4. AUDIT

Contractor agrees that the awarding department, the Department of General Services, the Bureau of State Audits, or their designated representative shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. Contractor agrees to maintain such records for possible audit for a minimum of three (3) years after final payment, unless a longer period of records retention is stipulated. Contractor agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, Contractor agrees to include a similar right of the State to audit records and interview staff in any subcontract related to performance of this Agreement. (Gov. Code §8546.7, Pub. Contract Code §10115 et seq., CCR Title 2, Section 1896).

#### 5. INDEMNIFICATION

Contractor agrees to indemnify, defend and save harmless the State, its officers, agents and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, suppliers, laborers, and any other person, firm or corporation furnishing or supplying work services, materials, or supplies in connection with the performance of this Agreement, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by Contractor in the performance of this Agreement.

#### 6. DISPUTES

Contractor shall continue with the responsibilities under this Agreement during any dispute.

#### 7. TERMINATION FOR CAUSE (Stricken in its entirety—See Exhibit A, Section 2.D)

#### 8. INDEPENDENT CONTRACTOR

Contractor, and the agents and employees of Contractor, in the performance of this Agreement, shall act in an independent capacity and not as officers or employees or agents of the State.

#### 9. RECYCLING CERTIFICATION

The Contractor shall certify in writing under penalty of perjury, the minimum, if not exact, percentage of post consumer material as defined in the Public Contract Code Section 12200, in products, materials, goods, or supplies offered or sold to the State regardless of whether the product meets the requirements of Public Contract Code Section 12209. With respect to printer or duplication cartridges that comply with the requirements of Section 12156(e), the certification required by this subdivision shall specify that the cartridges so comply (Pub. Contract Code §12205).

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#### 10. NON-DISCRIMINATION CLAUSE

During the performance of this Agreement, Contractor and its subcontractors shall not unlawfully discriminate, harass, or allow harassment against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (e.g., cancer), age (over 40), marital status, and denial of family care leave. Contractor and subcontractors shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. Contractor and subcontractors shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code §12990 (a-f) et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, Section 7285 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code Section 12990 (a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations, are incorporated into this Agreement by reference and made a part hereof as if set forth in full. Contractor and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other Agreement.

Contractor shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under the Agreement.

#### 11. CERTIFICATION CLAUSES

The CONTRACTOR CERTIFICATION CLAUSES contained in the document CCC 307 are hereby incorporated by reference and made a part of this Agreement by this reference as if attached hereto.

#### 12. TIMELINESS

Time is of the essence in this Agreement.

#### 13. COMPENSATION

The consideration to be paid Contractor, as provided herein, shall be in compensation for all of Contractor's expenses incurred in the performance hereof, including travel, per diem, and taxes, unless otherwise expressly so provided.

#### 14. GOVERNING LAW

This contract is governed by and shall be interpreted in accordance with the laws of the State of California.

#### 15. ANTITRUST CLAIMS

The Contractor by signing this agreement hereby certifies that if these services or goods are obtained by means of a competitive bid, the Contractor shall comply with the requirements of the Government Codes Sections set out below.

- a. The Government Code Chapter on Antitrust claims contains the following definitions:
  - 1) "Public purchase" means a purchase by means of competitive bids of goods, services, or materials by the State or any of its political subdivisions or public agencies on whose behalf the Attorney General may bring an action pursuant to subdivision (c) of Section 16750 of the Business and Professions Code.
  - 2) "Public purchasing body" means the State or the subdivision or agency making a public purchase. Government Code Section 4550.
- b. In submitting a bid to a public purchasing body, the bidder offers and agrees that if the bid is accepted, it will assign to the purchasing body all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2 (commencing with Section 16700) of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, materials, or services by the bidder for sale to the purchasing body pursuant to the bid. Such assignment shall be made and become effective at the time the purchasing body tenders final payment to the bidder. Government Code Section 4552.

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- c. If an awarding body or public purchasing body receives, either through judgment or settlement, a monetary recovery for a cause of action assigned under this chapter, the assignor shall be entitled to receive reimbursement for actual legal costs incurred and may, upon demand, recover from the public body any portion of the recovery, including treble damages, attributable to overcharges that were paid by the assignor but were not paid by the public body as part of the bid price, less the expenses incurred in obtaining that portion of the recovery. Government Code Section 4553.
- d. Upon demand in writing by the assignor, the assignee shall, within one year from such demand, reassign the cause of action assigned under this part if the assignor has been or may have been injured by the violation of law for which the cause of action arose and (a) the assignee has not been injured thereby, or (b) the assignee declines to file a court action for the cause of action. See Government Code Section 4554.

#### 16. CHILD SUPPORT COMPLIANCE ACT

For any Agreement in excess of \$100,000, the contractor acknowledges in accordance with Public Contract Code 7110, that:

- a. The contractor recognizes the importance of child and family support obligations and shall fully comply with all applicable state and federal laws relating to child and family support enforcement, including, but not limited to, disclosure of information and compliance with earnings assignment orders, as provided in Chapter 8 (commencing with section 5200) of Part 5 of Division 9 of the Family Code; and
- b. The contractor, to the best of its knowledge is fully complying with the earnings assignment orders of all employees and is providing the names of all new employees to the New Hire Registry maintained by the California Employment Development Department.

#### 17. UNENFORCEABLE PROVISION

In the event that any provision of this Agreement is unenforceable or held to be unenforceable, then the parties agree that all other provisions of this Agreement have force and effect and shall not be affected thereby.

#### 18. PRIORITY HIRING CONSIDERATIONS

If this Contract includes services in excess of \$200,000, the Contractor shall give priority consideration in filling vacancies in positions funded by the Contract to qualified recipients of aid under Welfare and Institutions Code Section 11200 in accordance with Pub. Contract Code §10353.

#### 19. SMALL BUSINESS PARTICIPATION AND DVBE PARTICIPATION REPORTING REQUIREMENTS

- a. If for this Contract Contractor made a commitment to achieve small business participation, then Contractor must within 60 days of receiving final payment under this Contract (or within such other time period as may be specified elsewhere in this Contract) report to the awarding department the actual percentage of small business participation that was achieved. (Govt. Code § 14841.)
- b. If for this Contract Contractor made a commitment to achieve disabled veteran business enterprise (DVBE) participation, then Contractor must within 60 days of receiving final payment under this Contract (or within such other time period as may be specified elsewhere in this Contract) certify in a report to the awarding department: (1) the total amount the prime Contractor received under the Contract; (2) the name and address of the DVBE(s) that participated in the performance of the Contract; (3) the amount each DVBE received from the prime Contractor; (4) that all payments under the Contract have been made to the DVBE; and (5) the actual percentage of DVBE participation that was achieved. A person or entity that knowingly provides false information shall be subject to a civil penalty for each violation. (Mil. & Vets. Code § 999.5(d); Govt. Code § 14841.)

#### 20. LOSS LEADER

If this contract involves the furnishing of equipment, materials, or supplies then the following statement is incorporated: It is unlawful for any person engaged in business within this state to sell or use any article or product as a "loss leader" as defined in Section 17030 of the Business and Professions Code. (PCC 10344(e).)




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 Exhibit C – Contractor Certification Clauses (CCC 307)

**EXHIBIT C – Contractor Certification Clauses (CCC 307)**

**CERTIFICATION**

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized to legally bind the prospective Contractor to the clause(s) listed below. This certification is made under the laws of the State of California.

<i>Contractor/Bidder Firm Name (Printed)</i>		<i>Federal ID Number</i>	
<b>U.S. Bank National Association</b>		31-0841368	
<i>By (Authorized Signature)</i>			
			
<i>Printed Name and Title of Person Signing</i>			
Kelly M. Caspers Vice President			
<i>Date Executed</i>		<i>Executed in the County of</i>	
9/26/14		Hennepin County	

**CONTRACTOR CERTIFICATION CLAUSES**

**1. STATEMENT OF COMPLIANCE**

Contractor has, unless exempted, complied with the nondiscrimination program requirements. (Gov. Code §12990 (a-f) and CCR, Title 2, Section 8103) (Not applicable to public entities.)

**2. DRUG-FREE WORKPLACE REQUIREMENTS**

Contractor will comply with the requirements of the Drug-Free Workplace Act of 1990 and will provide a drug-free workplace by taking the following actions:

- a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.
- b. Establish a Drug-Free Awareness Program to inform employees about:
  - 1) the dangers of drug abuse in the workplace;
  - 2) the person's or organization's policy of maintaining a drug-free workplace;
  - 3) any available counseling, rehabilitation and employee assistance programs; and,
  - 4) penalties that may be imposed upon employees for drug abuse violations.
- c. Every employee who works on the proposed Agreement will:
  - 1) receive a copy of the company's drug-free workplace policy statement; and,
  - 2) agree to abide by the terms of the company's statement as a condition of employment on the Agreement.

Failure to comply with these requirements may result in suspension of payments under the Agreement or termination of the Agreement or both and Contractor may be ineligible for award of any future State agreements if the department determines that any of the following has occurred: the Contractor has made false certification, or violated the certification by failing to carry out the requirements as noted above. (Gov. Code §8350 et seq.)

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### 3. NATIONAL LABOR RELATIONS BOARD CERTIFICATION

Contractor certifies that no more than one (1) final unappealable finding of contempt of court by a Federal court has been issued against Contractor within the immediately preceding two-year period because of Contractor's failure to comply with an order of a Federal court, which orders Contractor to comply with an order of the National Labor Relations Board. (Pub. Contract Code §10296) (Not applicable to public entities.)

### 4. CONTRACTS FOR LEGAL SERVICES \$50,000 OR MORE- PRO BONO REQUIREMENT

Contractor hereby certifies that contractor will comply with the requirements of Section 6072 of the Business and Professions Code, effective January 1, 2003.

Contractor agrees to make a good faith effort to provide a minimum number of hours of pro bono legal services during each year of the contract equal to the lessor of 30 multiplied by the number of full time attorneys in the firm's offices in the State, with the number of hours prorated on an actual day basis for any contract period of less than a full year or 10% of its contract with the State.

Failure to make a good faith effort may be cause for non-renewal of a state contract for legal services, and may be taken into account when determining the award of future contracts with the State for legal services.

### 5. EXPATRIATE CORPORATIONS

Contractor hereby declares that it is not an expatriate corporation or subsidiary of an expatriate corporation within the meaning of Public Contract Code Section 10286 and 10286.1, and is eligible to contract with the State of California.

### 6. SWEATFREE CODE OF CONDUCT

a. All Contractors contracting for the procurement or laundering of apparel, garments or corresponding accessories, or the procurement of equipment, materials, or supplies, other than procurement related to a public works contract, declare under penalty of perjury that no apparel, garments or corresponding accessories, equipment, materials, or supplies furnished to the state pursuant to the contract have been laundered or produced in whole or in part by sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor, or with the benefit of sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor. The contractor further declares under penalty of perjury that they adhere to the Sweatfree Code of Conduct as set forth on the California Department of Industrial Relations website located at [www.dir.ca.gov](http://www.dir.ca.gov), and Public Contract Code Section 6108.

b. The contractor agrees to cooperate fully in providing reasonable access to the contractor's records, documents, agents or employees, or premises if reasonably required by authorized officials of the contracting agency, the Department of Industrial Relations, or the Department of Justice to determine the contractor's compliance with the requirements under paragraph (a).

### 7. DOMESTIC PARTNERS

For contracts over \$100,000 executed or amended after January 1, 2007, the contractor certifies that contractor is in compliance with Public Contract Code section 10295.3.

## DOING BUSINESS WITH THE STATE OF CALIFORNIA

The following laws apply to persons or entities doing business with the State of California.

### 1. CONFLICT OF INTEREST

Contractor needs to be aware of the following provisions regarding current or former state employees. If Contractor has any questions on the status of any person rendering services or involved with the Agreement, the awarding agency must be contacted immediately for clarification.

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Current State Employees (Pub. Contract Code §10410):

- 1). No officer or employee shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest and which is sponsored or funded by any state agency, unless the employment, activity or enterprise is required as a condition of regular state employment.
- 2). No officer or employee shall contract on his or her own behalf as an independent contractor with any state agency to provide goods or services.

Former State Employees (Pub. Contract Code §10411):

- 1). For the two-year period from the date he or she left state employment, no former state officer or employee may enter into a contract in which he or she engaged in any of the negotiations, transactions, planning, arrangements or any part of the decision-making process relevant to the contract while employed in any capacity by any state agency.
- 2). For the twelve-month period from the date he or she left state employment, no former state officer or employee may enter into a contract with any state agency if he or she was employed by that state agency in a policy-making position in the same general subject area as the proposed contract within the 12-month period prior to his or her leaving state service.

If Contractor violates any provisions of above paragraphs, such action by Contractor shall render this Agreement void. (Pub. Contract Code §10420)

Members of boards and commissions are exempt from this section if they do not receive payment other than payment of each meeting of the board or commission, payment for preparatory time and payment for per diem. (Pub. Contract Code §10430 (e))

## **2. LABOR CODE/WORKERS' COMPENSATION**

Contractor needs to be aware of the provisions which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions, and Contractor affirms to comply with such provisions before commencing the performance of the work of this Agreement. (Labor Code Section 3700)

## **3. AMERICANS WITH DISABILITIES ACT**

Contractor assures the State that it complies with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA. (42 U.S.C. 12101 et seq.)

## **4. CONTRACTOR NAME CHANGE**

An amendment is required to change the Contractor's name as listed on this Agreement. Upon receipt of legal documentation of the name change the State will process the amendment. Payment of invoices presented with a new name cannot be paid prior to approval of said amendment.

## **5. CORPORATE QUALIFICATIONS TO DO BUSINESS IN CALIFORNIA**

- a. When agreements are to be performed in the state by corporations, the contracting agencies will be verifying that the contractor is currently qualified to do business in California in order to ensure that all obligations due to the state are fulfilled.
- b. "Doing business" is defined in R&TC Section 23101 as actively engaging in any transaction for the purpose of financial or pecuniary gain or profit. Although there are some statutory exceptions to taxation, rarely will a corporate contractor performing within the state not be subject to the franchise tax.

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c. Both domestic and foreign corporations (those incorporated outside of California) must be in good standing in order to be qualified to do business in California. Agencies will determine whether a corporation is in good standing by calling the Office of the Secretary of State.

**6. RESOLUTION**

A county, city, district, or other local public body must provide the State with a copy of a resolution, order, motion, or ordinance of the local governing body which by law has authority to enter into an agreement, authorizing execution of the agreement.

**7. AIR OR WATER POLLUTION VIOLATION**

Under the State laws, the Contractor shall not be: (1) in violation of any order or resolution not subject to review promulgated by the State Air Resources Board or an air pollution control district; (2) subject to cease and desist order not subject to review issued pursuant to Section 13301 of the Water Code for violation of waste discharge requirements or discharge prohibitions; or (3) finally determined to be in violation of provisions of federal law relating to air or water pollution.

**8. PAYEE DATA RECORD FORM STD. 204**

This form must be completed by all contractors that are not another state agency or other governmental entity.

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Exhibit D – Agreement for Commercial Card Services

### EXHIBIT D – Agreement for Commercial Card Services

This exhibit identifies additional terms governing the U.S. Bank Commercial Card Program (the “**Commercial Card Program**”) provided by U.S. Bank National Association (“**U.S. Bank**”) to Participating Agencies for the State of California, Department of General Services (“**DGS**”) CAL-Card Program and is an attachment to the Participating Addendum.

#### Participation in Commercial Card Program:

Certain entities may participate in the Commercial Card Program as defined in Exhibit A, Section 1.B (Eligible Participating Agencies).

#### 1. DEFINITIONS

**A. Definitions.** All capitalized terms used in this exhibit are defined herein and shall have the following meaning:

- 1) “**Account**” means any account established by U.S. Bank pursuant to this Agreement in the name of Participating Agency and/or Cardholders, to which Debt is charged, regardless of whether or not a Card is issued in conjunction with such account.
- 2) “**Affiliate**” means a Person that directly or indirectly controls, is controlled by, or is under common control with, the Person specified.
- 3) “**Ancillary Services**” means any additional services offered in conjunction with an Account.
- 4) “**Association**” means, collectively, the Persons who govern commercial card issuance, including, without limitation, Visa USA, Inc., Visa International Service Association, Inc., MasterCard USA, and MasterCard International.
- 5) “**Billing Cycle**” means the period of time from which a Statement is generated until the next Statement is generated.
- 6) “**Card**” means, in connection with an Account, any commercial charge card issued by U.S. Bank pursuant to this Agreement in the name of Participating Agency and/or Cardholders.
- 7) “**Cardholder**” means an individual employee of Participating Agency, named as the holder of the Account or using the Account in the name of Participating Agency, regardless of whether a physical card is issued in conjunction with the Account.
- 8) “**Cardholder Account**” means an account number assigned to a Cardholder.
- 9) “**Cardholder Agreement**” means the U.S. Bank Cardholder agreement between U.S. Bank and the Cardholder.
- 10) “**Card Products**” means the standard U.S. Bank commercial card product offerings. For the purposes of the Participating Addendum, Card Products include the Purchase Card, Managed Spend Card, and Emergency Response Card.
- 11) “**Central Billing Account**” means any Account used for consolidating Transactions from one or more other Accounts for centralized corporate billing purposes. For the purposes of the Participating Addendum, Central Billing Accounts include Managed Spend Central Billing Account and Central Purchase Accounts.
- 12) “**Charge**” means any transaction posted to an Account that has a debit value, including without limitation, Purchases and Fees.
- 13) “**Charge-off**” means the entire amount due and owing to the Contractor by the Participating Agency that remains outstanding on an Account that was left unpaid for one hundred eighty (180) days after the Billing Cycle close date.
- 14) “**Commercial Card Program**” means the Card Products and Ancillary Services offered by U.S. Bank.
- 15) “**Control**” or “**Controlled**” means, with respect to a Person, the possession, directly or indirectly, of the power to direct or cause the direction of management or policies (whether through ownership of securities or partnership, membership or other ownership interests, by contract or otherwise) of such Person.
- 16) “**Data**” means the information regarding or in connection with Accounts and/or Transactions associated with the Commercial Card Program.

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- 17) **"Debt"** means all amounts charged to an Account including without limitation all amounts related to Charges that are owed to U.S. Bank by Participating Agency and/or Cardholders.
- 18) **"Due Date"** means, with respect to a Statement, the date, as measured by the number of days after the Statement Date, for which the payment of Debt that is listed on the Statement is due.
- 19) **"Fees"** means all fees that are posted to an Account and due and payable to U.S. Bank by Participating Agency and/or its Cardholders that are associated with any Commercial Card Program. Fees include Foreign Transaction Fee and Late Fee.
- 20) **"Foreign Transaction Fee"** means the fee U.S. Bank charges on the amount of any Debt or other Transaction posted to an Account that is not in the same currency in which the Account is billed and which must be converted to the currency used for billing purposes.
- 21) **"Fraudulent Charges"** mean those Charges which are not initiated, authorized or otherwise requested by Participating Agency and/or a Cardholder by any means (electronic, telephonic or written) and do not directly or indirectly benefit Participating Agency and/or a Cardholder.
- 22) **"Intellectual Property"** or **"Intellectual Property Rights"** means any patent rights, copyrights, trade secrets, trade names, service marks, moral rights, know-how and any other similar rights or intangible assets recognized under any laws or international conventions, and in any country or jurisdiction in the world, as intellectual creations to which rights of ownership accrue, and all registrations, applications, disclosures, renewals, extensions, continuations or reissues of the foregoing now or hereafter in force.
- 23) **"Late Fee"** means the fees associated with any Debt that remains unpaid to U.S. Bank by Participating Agency and/or Cardholders after the Due Date on the Statement.
- 24) **"MasterCard"** means MasterCard® USA, Inc., MasterCard International, and any other MasterCard entity identified in the Participating Addendum.
- 25) **"Merchant"** means any entity that has entered into an agreement that governs the acceptance of Cards.
- 26) **"Merchant Category Code"** means the code established by the Associations that identifies and classifies goods or services offered by a Merchant. Each Merchant designates its Merchant Category Code to the applicable Association.
- 27) **"Parent"** means any Person that Controls a Party.
- 28) **"Party"** means any one of U.S. Bank or Participating Agency, and **"Parties"** means U.S. Bank and Participating Agency.
- 29) **"Past Due Balance"** means, with respect to a Statement, the total amount of any Debt which remains unpaid to U.S. Bank by Participating Agency and/or Cardholder after the Due Date specified on such Statement.
- 30) **"Person"** means any corporation, company, limited liability company, general partnership, limited partnership, limited liability partnership, unincorporated association, trust, joint venture, estate or other judicial entity or any governmental body.
- 31) **"Local Agency Subscription Agreement"** means the Commercial Card Program Local Agency Subscription Agreement used by local governmental agencies to join the Commercial Card Program.
- 32) **"Purchase"** means a purchase of goods and/or services that is charged to an Account.
- 33) **"Statement"** means, with respect to one or more accounts, a periodic billing Statement from U.S. Bank listing all Transactions posted to such Accounts.
- 34) **"Summary Statement"** means, with respect to one or more accounts, a billing Statement that provides only an aggregate amount of all Transactions posted to such Accounts.
- 35) **"Transaction"** means any activity posted to an Account, both debit and credits, including but not limited to Purchases, Fees and payments.
- 36) **"Visa"** means Visa® USA, Inc., Visa International Service Association, Inc. and any other Visa entity identified in the Participating Addendum.

## 2. CREDIT PROVISIONS

- A. **Financial Information.** The establishment of a Commercial Card Program provides an extension of credit, and the State and each participating local governmental agency shall provide sufficient information to enable U.S. Bank to perform periodic credit reviews.

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- 1) **State Agencies.** The State of California will be credit qualified as a single entity upon execution of the Participating Addendum. Individual state agencies will not be required to credit qualify on their own.
  - 2) **Local Governmental Agencies.** Each local governmental agency must individually credit qualify and submit a signed, properly completed Local Agency Subscription Agreement to U.S. Bank.
  - 3) **Financial Information for State and Local Governmental Agencies.** To become credit qualified, the State and each local governmental agency will provide the last three (3) years of audited financial statements to U.S. Bank prior to the issuance of any cards. U.S. Bank shall have the right to require the State or any local governmental agency to provide annual financial statements on or before one hundred eighty (180) days after the end of the fiscal year. The local governmental agency should provide this first set of financial statements with their signed, completed Local Agency Subscription Agreement. U.S. Bank will review the financial statements and provide notice to each local governmental agency of the approval or decline of their credit qualification. If satisfactory financial information can be found on a website, U.S. Bank will not require the State or local governmental agency to provide financial information that U.S. Bank can obtain on its own.
- B. Aggregate Product Credit Limit and Account Credit Limits.** Subject to credit approval by U.S. Bank, an Account Credit Limit (an "ACL") for each Account and an Aggregate Product Credit Limit (the "PCL") for all Accounts shall be established by U.S. Bank pursuant to this Agreement.
- 1) **Revising the PCL.** U.S. Bank, at its sole discretion, shall have the right to revise the PCL. U.S. Bank shall provide notice to the Participating Agency of any decrease in the PCL. In the event a decrease in a PCL results in a revised PCL that is lower than the aggregate current amount outstanding on all Accounts, Participating Agency shall have 30 days to make a payment to U.S. Bank that is sufficient to reduce the aggregate current amount outstanding to an amount that is equal to or less than the revised PCL.
  - 2) **Revising ACLs.** U.S. Bank, at its sole discretion, shall have the right to revise any ACL.
    - a. **Participating Agency Accounts.** U.S. Bank shall provide notice to the Participating Agency of any decrease in an ACL. In the event a decrease in an ACL results in a revised ACL that is lower than the aggregate current amount outstanding on the Account, Participating Agency shall have 30 days to make a payment to U.S. Bank on the Account that is sufficient to reduce the aggregate current amount outstanding for such Account to an amount that is equal to or less than the revised ACL.
    - b. **Cardholder Accounts.** U.S. Bank, at its sole discretion, shall have the right to revise any ACL and/or limit spending activity on any Cardholder Account. Based on the credit worthiness of Participating Agency and/or its Cardholder, U.S. Bank, at its sole discretion, shall establish an ACL of no less than five hundred U.S. Dollars (\$500.00).
    - c. **Fraudulent Activity.** U.S. Bank may temporarily revise any ACL and/or limit spending activity on any Account for which fraudulent activity is suspected.

### 3. U.S. COMMERCIAL CARD PROGRAMS

- A. Card Products.** U.S. Bank may provide the following Card Products to Participating Agency and its Cardholders.
- 1) **U.S. Bank Purchase Card.** The U.S. Bank Purchase Card is a charge card designed for use by Cardholders to charge goods and services related to the business activities of Participating Agency. U.S. Bank also provides Central Purchase Accounts, which can be used for the same purpose, but without the issuance of a physical card.
  - 2) **U.S. Bank Managed Spend Card.** The U.S. Managed Spend Card is a specialized corporate liability purchase card designed for use by Participating Agency or Cardholders to charge business related goods and services. Unless requested for a different duration, the Managed Spend Card has a term of twelve (12) to thirty-six (36) months. U.S. Bank also provides Managed Spend Central Billing Accounts, which can also be used for the same purpose, but without the issuance of a physical card.

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Based on the credit worthiness of the Participating Agency, U.S. Bank, at its sole discretion, shall establish a credit limit of no less than five hundred U.S. Dollars (\$500.00).

- 3) **U.S. Bank Emergency Response Card.** The U.S. Bank Emergency Response Card is a corporate liability purchase card designed for use by Cardholders under unusual or special circumstances such as disaster relief/recovery efforts. Participating Agency provides the Emergency Response Card to Cardholders to charge goods and services against a Corporate billed account. Emergency Response Cards do not automatically deactivate. Cards are only cancelled with direction from a Participating Agency or upon termination of the Participating Agency's participation in the Commercial Card Program.
- B. Card and Account Issuance.** Participating Agency shall designate to U.S. Bank Cardholders that are authorized to incur expenses on behalf of Participating Agency during the term of this Agreement and who are to receive Cards and/or be issued Account numbers by submitting to U.S. Bank completed, duly authorized applications, in a format specified by U.S. Bank, such as through Access Online, including any applicable consents and/or authorizations from such Cardholders as may be required by the applicable local law, rule or regulation.
- 1) **Card Delivery.** U.S. Bank shall issue Cards and/or Accounts directly to Participating Agency's designated point of contact.
  - 2) **Creation of Cards by Participating Agency.** Participating Agency has the ability to create Cards on its own through the use of Access Online. Such Cards can be created with or without an individual's name embossed on the face of the Cards. Acceptance of Cards without a name embossed on the face of the Cards is at the discretion of Merchants.
- C. Billing and Payment.** Participating Agency or Cardholder shall pay the amount due on the Statement by the Due Date in accordance with Exhibit A, Section 1.K (Payment Terms).
- 1) **Central Bill.** Each Transaction is either posted to a Cardholder Account and rolled up to a Central Account for billing or billed directly to a Central Account. Participating Agency will receive one or more central account Statements at the conclusion of each Billing Cycle for all Cardholder and/or Central Account Transactions. With respect to Transactions posted to a Cardholder Account and rolled up to a Central Account, the Cardholder receives a memo Statement showing his/her respective Transactions but with no amount due. Participating Agency receives a consolidated Statement, which includes the total amount due for all Cardholder Accounts and Central Accounts and is responsible for ensuring the balance due on the Statement is paid by the Due Date.
  - 2) **Billing Disputes.** U.S. Bank must receive written communication of a dispute within 60 days of the date on the Statement on which the disputed or allegedly incorrect Transaction first appeared. Association regulations govern the resolution of all billing disputes. Billing disputes must be communicated in writing to U.S. Bank through Access Online, at the address provided on the Statement, or in another format as specified by U.S. Bank.
  - 3) **Merchant Category Disclaimer.** Upon request by DGS and/or Participating Agency, U.S. Bank may either prevent or restrict usage of its Card Products to selected Merchants based on Merchant Category Code. To the extent this is requested, the following disclaimers apply:
    - a. **Limitation of Liability.** U.S. Bank can only enforce Merchant Category Code restrictions to the extent it receives accurate Merchant Category Code data with the Transaction authorization request. U.S. Bank has no liability for Transactions declined or approved contrary to the intent of DGS and/or Participating Agency.
    - b. **Incorrect Merchant Category Codes.** To the extent DGS and/or Participating Agency believes a Merchant has not been assigned an accurate Merchant Category Code, U.S. Bank will advise the Association of the inaccuracy. Whether or not the Merchant Category Code is changed is dependent upon applicable Association regulations.
  - 4) **Trailing Transactions.** Upon cancellation of an Account, the Participating Agency and/or Cardholder must cancel the billing of all reoccurring Transactions to the Account.



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**D. Liability.** Liability option for which Participating Agency has been approved is specified in Exhibit A, Section 1.C (Card Products and Liability).

- 1) **Corporate Liability.** Participating Agency is solely liable to U.S. Bank for all billed Transactions.
- 2) **Liability Exceptions.** Participating Agency may be liable for all billed Transactions, regardless of liability option specified in the Participating Addendum, in the following circumstances:
  - a. **Failure to Notify; Liability Exceptions.** Participating Agency shall immediately notify U.S. Bank of any of the following:
    - (i) Termination of employment of any Cardholder;
    - (ii) Any lost or stolen Card for which the Participating Agency has liability;
    - (iii) Any compromised Account for which the Participating Agency has liability; or
    - (iv) Any compromised information regarding Cards, Accounts or other sensitive data including, but not limited to, Account numbers, personal identification numbers, passwords, or Cardholder information.

Participating Agency shall provide sufficient information as may be requested by U.S. Bank for U.S. Bank to act on such notifications. Failure of Participating Agency to provide notification may result in Participating Agency's liability to pay for all Transactions on such Cards and/or Accounts notwithstanding any liability option specified in the Participating Addendum. Liability is limited to period of time from when notification should have been received to when notification is actually received and only for those Transactions that U.S. Bank cannot charge back to the Merchant. In any event, regardless of the liability option chosen, Cardholder's liability will not exceed fifty U.S. Dollars (\$50.00).

**E. Delinquency.** If the amount shown on the Statement as the current amount due has not been paid to U.S. Bank by Participating Agency and/or Cardholder by the Due Date, U.S. Bank shall have the following rights:

- 1) **Suspension.** U.S. Bank shall have the right to suspend any Account that is delinquent for a period exceeding ninety (90) days from the Billing Cycle close date. The 90 day period is made up of forty five (45) day payment terms on the contract, and another forty five (45) day grace period.
- 2) **Cancellation.** U.S. Bank shall have the right to cancel any Account that is delinquent for a period exceeding one hundred eighty (180) days from the Billing Cycle close date, which is made up of the 45 day payment terms on the contract, and another 135 day grace period for collection efforts. If an Account remains unpaid for more than one hundred eighty (180) days after the Billing Cycle close date, U.S. Bank will also "charge off" the entire outstanding balance and deduct it from the Participating Agency's next quarterly rebate.
- 3) **Late Fees.** U.S. Bank shall have the right to bill Late Fees on all delinquent Accounts, as specified in Exhibit A, Section 1.L (Late Payment Penalties).

#### 4. SECURITY AND CONFIDENTIALITY

**A. Security.** U.S. Bank and the Participating Agency shall safeguard information regarding Cards, Account numbers, passwords, personal identification numbers, and other sensitive information provided by U.S. Bank in a manner that is no less stringent than those applicable to each Party's own proprietary information. Each Party will utilize each Party's respective industry standards to maintain an appropriate information security program to prevent the unauthorized disclosure, misuse, alteration, or destruction of Confidential Information.

**B. Confidentiality.** The U.S. Bank and the Participating Agency agree to the following provisions regarding the use and disclosure of Confidential Information:

- 1) **Confidential Information.** For purposes of this Agreement, "Confidential Information" means information supplied by one Party ("Disclosing Party") to the other Party ("Recipient") that is expressly protected from unrestricted use by persons not associated with Disclosing Party.

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- a. **U.S. Bank Confidential Information.** U.S. Bank and Participating Agency agree that the Commercial Card Program is a unique service involving the exchange of proprietary and/or Confidential Information between the Parties. Participating Agency agrees that Commercial Card Program reports, manuals, documentation, and related materials shall be circulated by it only to the extent necessary for Participating Agency to manage the Commercial Card Program and/or use such information in connection with Participating Agency's business. Notwithstanding the foregoing, such records may be subject to disclosure in accordance with the State of California or Participating Agency public records laws. Additionally, DGS may post certain materials on the DGS CAL-Card public website to the extent necessary to manage the Commercial Card program.
  - b. **Participating Agency Confidential Information.** U.S. Bank and Participating Agency agree that any non-public financial information of Participating Agency and any non-public data regarding Participating Agency Accounts, Transactions, charges, spending volume or repayment terms is Confidential Information of Participating Agency and such information shall be circulated by U.S. Bank only to the extent necessary for U.S. Bank to offer the Commercial Card Program.
- 2) **Restriction.** Participating Agency and U.S. Bank agree to take all reasonable steps to safeguard the other Party's proprietary and Confidential Information and not to release such information to any person or Party not essential to participation in the Commercial Card Program.
  - 3) **Care.** The Recipient shall provide the same care to avoid an unauthorized disclosure, misuse, alteration or destruction of Confidential Information of the Disclosing Party as it provides to protect its own similar proprietary information, but in no event, less than a reasonable standard of care.
  - 4) **Relief.** Because damages may be difficult to ascertain, the Parties agree that in the event of any violation of Exhibit D, Section 4.B., without limiting any other rights and remedies of each other, an injunction may be sought against the Party who has breached or threatened to breach the aforementioned Section.
  - 5) **Exceptions.** With respect to Confidential Information, U.S. Bank and Participating Agency agree that the other may use and disclose such information for the following purposes:
    - a. **Normal Business Operations.** U.S. Bank and Participating Agency may use and disclose such Confidential Information of the other as is required by normal business operations in connection with the Commercial Card Programs and as may be required by Association Operating Regulations.
    - b. **Legal and Regulatory Requirements.** U.S. Bank and Participating Agency may use and disclose Confidential Information of the other to legal authorities, agents, auditors or regulators of U.S. Bank and Participating Agency, respectively, or as otherwise may be required by law, rule or regulation.
    - c. **Summarized Data.** U.S. Bank and Participating Agency may use and disclose Data to any third party to the extent that such Data is aggregated, summarized, or otherwise presented in a manner that does not directly or indirectly identify such Data as attributable to U.S. Bank, Participating Agency, and/or Cardholders.
    - d. **Archived Data.** U.S. Bank and Participating Agency are entitled to retain Confidential Information of the other for archival purposes as required in accordance with applicable law, rule or regulations.
    - e. **Third Parties.** Participating Agency acknowledges that portions of its Account and Transaction data are captured by third parties, including, but not limited to the Associations, third-party service providers, Merchants, and Merchant processors, during the course of normal business operations and that the confidentiality provisions of this Agreement do not extend to such third parties.
- 5. TERMINATION (By Contractor)**
- A. **Termination for Cause by U.S. Bank.** U.S. Bank has the right to send the Participating Agency a written notice specifying a default in the following sections (1)-(3) and providing the Participating Agency an opportunity to cure the breach within a period of time no less than 30 days ("Cure Period"). If the breach

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is not cured within the Cure Period, then U.S. Bank has the right to terminate any Card Product and/or Ancillary Service provided to a Participating Agency, or terminate the Participating Agency's Subscription Agreement in its entirety, by written notice to the Participating Agency.

- 1) Dissolution or liquidation of the Participating Agency;
- 2) Insolvency of, the filing of a bankruptcy or insolvency proceeding with respect to, or the appointment of a receiver or trustee for the benefit of creditors of the Participating Agency, or the Participating Agency enters into any other similar proceeding or arrangement for the general benefit of its creditors;
- 3) Material breach of any term or condition by Participating Agency.

**B. Effect of Termination.** Upon termination, all applicable Cards, Accounts, and/or related services shall be deemed canceled upon a stated termination date as referenced in the termination notification. Upon termination, Participating Agency shall instruct all Cardholders to destroy their Cards and/or any records of Account numbers and U.S. Bank shall terminate all applicable services thereunder upon a stated termination date. Participating Agency shall remain liable for all Debts arising from the use of a Card and/or Account prior to the termination date.

**C. Surviving Rights.** Rights, obligations and/or liabilities that arise prior to the termination of this Agreement or the Participating Agency's Subscription Agreement shall survive any such termination.

## 6. OTHER TERMS AND CONDITIONS

**A. Intellectual Property.** DGS, Participating Agency and U.S. Bank each recognizes that it has no right, title or interest, proprietary or otherwise, in or to the name or any logo, or Intellectual Property owned or licensed by the other. DGS, Participating Agency and U.S. Bank each agree that, without prior written consent of the other, it shall not use the name, any logo, or Intellectual Property owned or licensed by the other.

**B. No Third Party Beneficiaries or Claims.** Any Commercial Card Program provided to Participating Agency by U.S. Bank is for the sole and exclusive benefit of Participating Agency and no other persons or organizations shall have any rights and/or remedies arising under or in connection with this Agreement.

**C. Limitation of Liability.** NEITHER PARTICIPATING AGENCY, U.S. BANK, NOR ANY PARTY'S AFFILIATES, REPRESENTATIVES AND ASSIGNS SHALL IN ANY EVENT BE LIABLE TO THE OTHER PARTY FOR ANY CONSEQUENTIAL, SPECIAL, INDIRECT, OR PUNITIVE DAMAGES OF ANY NATURE (INCLUDING LOST PROFITS) EVEN IF SUCH PARTY HAD BEEN NOTIFIED OF THEIR POSSIBLE EXISTENCE.

**D. Representations and Warranties.** EXCEPT AS EXPRESSLY PROVIDED HEREIN, U.S. BANK MAKES NO WARRANTIES, EXPRESS OR IMPLIED, IN LAW OR IN FACT, INCLUDING, WITHOUT LIMITATION, THE IMPLIED WARRANTIES OF FITNESS FOR A PARTICULAR PURPOSE AND OF MERCHANTABILITY, EITHER TO PARTICIPATING AGENCY OR TO ANY OTHER PERSON OR THIRD PARTY, WITH RESPECT TO THE COMMERCIAL CARD PROGRAM PROVIDED BY U.S. BANK OR ITS REPRESENTATIVES OR WITH RESPECT TO SOFTWARE SERVICES PROVIDED OR MADE AVAILABLE TO PARTICIPATING AGENCY OR ANY OTHER PERSON FOR ITS USE BY U.S. BANK IN CONNECTION WITH THIS AGREEMENT AND ANY SERVICE THEREUNDER.

**E. Severability.** Should any provision of this Agreement be declared invalid for any reason, such declaration shall not affect the validity of any other provision of this Agreement, which shall remain in full force and effect as if this Agreement had been executed with the invalid provision(s) eliminated.

**F. Non-Waiver.** The failure of U.S. Bank or Participating Agency to exercise any right, power or option arising under this Agreement, or to insist upon strict compliance with the terms of this Agreement shall not constitute a waiver of this Agreement with respect to any other or subsequent breach hereof, nor a waiver by either of U.S. Bank or Participating Agency of its rights at any time thereafter to require exact and strict compliance with all the terms hereof.

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- G. Interpretation of this Agreement.** The Parties expressly agree that this Agreement shall not be construed more strongly against either Party regardless of which Party is more responsible for its preparation. Unless the context otherwise requires, words importing the singular number shall include the plural and vice versa, words importing any gender include all genders and references to agreements and other contractual instruments shall be deemed to include all present or future amendments, supplements, restatements or replacements thereof or thereto. Headings are inserted for convenience of reference only and shall not affect the construction or interpretation of this Agreement.
- H. Foreign Transactions.** If an Account is used for Purchases or to obtain cash in a country other than the United States, the Statement shall reflect the conversion into U.S. Dollars of Transactions that occurred in a different currency and an applicable exchange rate for any such conversion. Due to fluctuations in foreign exchange rates, a credit transaction may not be in the same amount as the original debit transaction.
- I. USA PATRIOT Act.** In order to comply with the requirements of the USA PATRIOT Act, U.S. Bank may require Participating Agency and Cardholders to provide their legal entity name, street address, taxpayer identification number and other information that will allow U.S. Bank to identify each Participating Agency and Cardholders prior to establishing an Account under or in connection with the Agreement. U.S. Bank reserves the right to require that Participating Agency and Cardholders promptly provide to U.S. Bank sufficient identification documents upon request and in connection with USA PATRIOT Act compliance.
- J. Other Agreements and Regulations.** In addition to this Agreement, the products and services provided to Participating Agency are subject to the following additional agreements and/or regulations:
- 1) **Clearing House Operating Regulations.** Any applicable automated clearinghouse operating rules, including, without limitation, the National Automated Clearing House Association Operating Rules and Guidelines (collectively referred to as the “NACHA Rules”);
  - 2) **Association Operating Regulations.** Visa Association operating rules and regulations, including Visa USA and Visa International; and
  - 3) **Cardholder Agreement.** Each Cardholder may receive a Cardholder Agreement that governs the use of the Account. Activation of the Card or Account by the Cardholder and/or use of the Card or Account by the Cardholder constitutes concurrence with the terms and conditions of the Cardholder Agreement. The Participating Addendum terms and conditions shall prevail and govern in the case of a conflict between the Cardholder Agreement and the Participating Addendum.

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 Exhibit E – Incentives and Fees

**EXHIBIT E – Incentives and Fees**

**1. INTRODUCTION**

This exhibit identifies the incentive share (rebates) and fees applicable under this Participating Addendum.

**2. COMMENCEMENT OF THE NEW REVENUE SHARE OPPORTUNITY**

The first revenue share payment pursuant to this Participating Addendum, if any is earned, shall be made within 60 days after the end of the first Agreement Quarter. The first Agreement Quarter is defined as the first full Calendar Quarter which consists of the three month calendar period beginning in January, April, July or October following the Effective Date of the Participating Addendum.

**3. INCENTIVE SHARE (REBATES)**

The Contractor will provide a Volume Sales Incentive, Prompt Payment Incentive, and Large Ticket Volume Incentive (Incentive Share Components #1-3) to Participating Agencies on a quarterly (3 calendar months) basis. The Contractor will provide an Annual Volume Sales Incentive (Incentive Component #4) to the State on an annual (calendar year) basis.

**A. Incentive Share Component #1 – Volume Sales Incentive**

A Volume Sales Incentive will be given to each Participating Agency. The Volume Sales Incentive is based on the total volume sales less qualifying large ticket volume sales for the individual Participating Agency for each quarter (3 calendar months).

The following formula will be used to determine the Volume Sales Incentive for each Participating Agency:

Volume Sales Incentive Calculation			
Quarterly Volume Sales – Quarterly Large Ticket Volume <i>(for individual participating agency)</i>	x	.0130 <i>(130 bps)</i>	= Participating Agency Quarterly Volume Sales Incentive

**B. Incentive Share Component #2 – Prompt Payment Incentive**

A Prompt Payment Incentive will be given to each Participating Agency. The Prompt Payment Incentive calculation is designed to provide an incentive to each Entity, when Client Held Days is less than forty-five (45) days. Client Held Days cannot be less than zero (0). Client Held Days means the sum of the daily balances for the quarter divided by the total Net Charge Volume for the quarter less 15 days. The Prompt Payment Incentive is based solely on the Client Held Days Payment Performance for each Participating Agency for each quarter (3 calendar months).

The following formula will be used to determine the Prompt Payment Incentive for each Participating Agency:

Prompt Payment Incentive Calculation			
$\frac{(45 - \text{Client Held Days})}{45}$	x	.0045 <i>(45 bps)</i>	x Quarterly Volume Sales <i>(for individual participating agency)</i>
			= Participating Agency Quarterly Prompt Payment Incentive

**C. Incentive Share Component #3 – Large Ticket Volume Incentive**

A Large Ticket Volume Incentive will be given to each Participating Agency. The Large Ticket Volume Incentive is based on the qualifying large ticket volume sales for the individual Participating Agency for each quarter (3 calendar months). Qualifying large ticket transactions will be subject to the Prompt Payment Incentive.

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The following formula will be used to determine the Large Ticket Volume Incentive for each Participating Agency:

Large Ticket Volume Incentive Calculation			
Quarterly Large Ticket Volume <i>(for individual participating agency)</i>	x	.0075 (75 bps)	= Quarterly Large Ticket Volume Incentive

**D. Incentive Share Component #4 – Annual Volume Sales Incentive**

An Annual Volume Sales Incentive will be given to the State. The Annual Volume Sales Incentive is based on a tier rate (determined from the combined annual sales volume for all WSCA-NASPO Participating States) applied to the State's annual sales volume.

The following formula will be used to determine the Annual Volume Sales Incentive for the State:

Annual Volume Sales Incentive Calculation			
State Annual Sales Volume <i>(all Participating Agencies)</i>	x	Applicable tier rate	= State Annual Sales Volume Incentive

Tier	Annual Overall WSCA-NASPO Participating States' Volume	Tier Rate
1	\$500,000,000 - \$2,000,000,000	.0045 (45 bps)
2	\$2,000,000,001 - \$3,000,000,000	.0045 (45 bps)
3	\$3,000,000,001 - \$4,000,000,000	.0045 (45 bps)
4	\$4,000,000,000 +	.0045 (45 bps)

**4. INCENTIVE SHARE PAYMENT SCHEDULE AND TERMS**

**A. Participating Agency Incentives (Incentive Share Components #1-3)**

- 1) Incentive Share Components #1-3 (Volume Sales Incentive, Prompt Payment Incentive and Large Ticket Transaction Incentive) will be paid quarterly to the Participating Agency within 60 days following the last day of each calendar quarter.
  - Quarter 1: January 1 - March 31
  - Quarter 2: April 1 - June 30
  - Quarter 3: July 1 - September 30
  - Quarter 4: October 1 - December 31
- 2) Incentive Share Components #1-3 will be paid via check to each Participating Agency, unless the Participating Agency requires another form of payment.
- 3) Any Participating Agency that does not earn a minimum of \$75.00 for combined Incentive Share Components #1-3 per calendar quarter will forfeit its incentive share for that quarter.
- 4) In the event that the Participating Agency's subscription agreement is terminated prior to the completion of any quarter (3 calendar months), payment for Incentive Share Components #1-3 shall be made to the Participating Agency within 60 days following the last day of the quarter in which the termination occurred for any incentive share earned prior to the termination date.
- 5) Payment made for Incentive Share Components #1-3 will be net of accumulated Charge-offs. "Charge-off" means the entire amount due and owing to the Contractor by the Participating Agency that remains outstanding on an Account that was left unpaid for one hundred eighty (180) days after the Billing Cycle close date.
- 6) Any Charge-offs in excess of the net Incentive Share Components #1-3 from one (1) calendar quarter will be subtracted from one (1) or more of the following calendar quarters.

State of California  
 Department of General Services

Participating Addendum No. 7-14-99-22  
 Exhibit E – Incentives and Fees

**B. State Incentives (Incentive Share Component #4)**

Incentive Share Component #4 will be paid annually to the DGS within 60 days following the last day of the calendar year. Incentive Share Component #4 will be paid via check to the DGS, unless the DGS requires another form of payment.

In the event that the Participating Addendum is terminated prior to the completion of any calendar year, payment for Incentive Share Component #4 shall be made to the DGS within 60 days following the last day of the calendar year for annual volume sales which occurred prior to the Participating Addendum termination date.

**5. INCENTIVE SHARE COMPONENT ADJUSTMENT (INTERCHANGE)**

In the event the Visa U.S.A. Corporate and Purchasing Interchange Reimbursement Fees, including the Visa Large Purchase Advantage Fee Program, decrease or increase by five percent (5%) or more from the April 2014 published interchange rates, Contractor will have the right (but not obligation) to replace the current Revenue Sharing Opportunity with a new Revenue Sharing Opportunity proportionate to the change of the revised interchange rates. Contractor will provide written justification to the State Contract Administrator and propose a proportional change to the rebate, with proof of the change to the referenced interchange tables. The revenue sharing component will not change during the first year of the Participating Addendum.

**6. CARD FEES**

Applicable purchase card fees include:

Fee Description	Charge
<b>1. Annual Card Fee</b>	\$0.00
<b>2. Non-Sufficient Funds Fee</b> , per occurrence	\$0.00
<b>3. Logo Embossing Fee</b> (A two-week delay may occur with Card issuance and implementation)	\$0.00
<b>4. Delinquency/Late Fee<sup>1/</sup></b> (Local Governmental Agencies only) <ul style="list-style-type: none"> <li>• Not Paid by Due Date on entire past due amount</li> <li>• Not Paid by each subsequent Billing Cycle on the entire past due amount</li> <li>• Minimum Late Fee</li> </ul>	1.0% 2.5% \$2.00
<b>5. Foreign Transaction Fee</b> , per occurrence (Fee applies to transactions taking place outside the United States not in U.S. Dollars.)	2.5%

<sup>1/</sup> Delinquency/Late fees are only applicable for local governmental agencies as described in Exhibit A, Section 1.L (Late Payment Penalties).

State of California  
 Department of General Services

Participating Addendum No. 7-14-99-22  
 Exhibit F – Glossary of Terms

**EXHIBIT F – Glossary of Terms**

**1. INTRODUCTION**

Terms used throughout this Participating Addendum are defined below. Additional terms may be defined within individual exhibits.

**2. DEFINITIONS**

<b>Term</b>	<b>Definition</b>
<b>Access Online®</b>	Contractor's system for card program management and reporting.
<b>Account</b>	Any account number assigned to a Participating Agency to which charges and payments may be posted.
<b>Agency Program Administrator</b>	The employee designated by Participating Agency to serve as the primary point of contact between Participating Agency and U.S. Bank and shall be responsible for the Participating Agency's CAL-Card program management and oversight. This includes contract terms, timely payment of invoices, the development and enforcement of agency policy, procedures, and training program. A Purchasing Officer or equivalent normally holds this position.
<b>Billing Cycle</b>	The period of time from which a Statement is generated until the next Statement is generated.
<b>CAL-Card</b>	The official registered service mark name for the State of California's Purchase Card Program.
<b>Cardholder</b>	An individual that is designated by the Agency Program Administrator to be a CAL-Card card recipient and make official government purchases.
<b>Charge</b>	Any transaction posted to an Account that has a debit value.
<b>Charge-off</b>	The entire amount due and owing to the Contractor by the Participating Agency that remains outstanding on an Account that was left unpaid for one hundred eighty (180) days after the Billing Cycle close date.
<b>Client Held Days</b>	"Client Held Days" means the sum of the daily balances for the calendar quarter divided by the total Net Charge Volume for the calendar quarter less fifteen (15) days and cannot be less than zero (0) days.
<b>Client Held Days Payment Performance</b>	The average speed of repayment of Charges made for each calendar quarter.
<b>Foreign Transaction Fee</b>	The fee U.S. Bank charges on the amount of any Debt or other Transaction posted to an Account that is not in the same currency in which the Account is billed and which must be converted to the currency used for billing purposes.
<b>Fraudulent Charges</b>	Charges which are not initiated, authorized, or otherwise requested by Participating Agency and/or a Cardholder by any means (electronic, telephonic or written) and do not directly or indirectly benefit Participating Agency and/or a Cardholder.
<b>Incentive Share</b>	Actual monies paid to the State and/or each Participating Agency based on volume and speed of pay.



State of California  
 Department of General Services

Participating Addendum No. 7-14-99-22  
 Exhibit F – Glossary of Terms

Term	Definition
<b>Large Ticket Transaction</b>	A transaction which qualifies for an incentive interchange rate that is lower than the standard interchange provided on a card transaction. Transaction size to qualify will vary over time with interchange rate changes set by card networks. Large ticket interchange rates may require the merchant to provide additional enhanced data to qualify for the lower rate, however exceptions to this requirement can occur.
<b>Local Governmental Agency</b>	Pursuant to Public Contract Code §10298 and for purposes of this Participating Addendum, a "local government agency" is any city, county, district, or other local governmental body or corporation empowered to expend public funds for the acquisition of goods, information technology, or services. Further, for purposes of this Participating Addendum, reference to local government agencies will also include the California State Universities (CSU) and University of California (UC) systems.
<b>Net Charge Volume</b>	All charges set forth on the Statements furnished for all Accounts, less fees, Fraudulent Charges, chargebacks, and amounts Charged-off by U.S. Bank with respect to such Accounts as uncollectible for each calendar quarter.
<b>Participating Agency</b>	A state agency or local governmental agency that has executed a properly completed Subscription Agreement and/or Local Agency Subscription Agreement and received required credit approval from the Contractor for participation in the State's CAL-Card Program under the Participating Addendum.
<b>Quarterly Large Ticket Volume</b>	Those Charges for each calendar quarter which the Association governing Customer's Card Program (Visa) has determined qualify for large ticket interchange rates and which are processed by such Association using large ticket interchange rates, less credits. All other Charges and all amounts related to Fees, Fraudulent Charges, chargebacks and Charge-offs are excluded from Large Ticket Volume.
<b>Quarterly Volume Sales</b>	All Charges set forth on the Billing Statements furnished for all Accounts, less Fees, Fraudulent Charges, chargebacks, and amounts Charged-off by Contractor with respect to such accounts as uncollectible for each calendar quarter.
<b>State Agency</b>	A State of California government agency, department, bureau, board, or commission.
<b>State Contract Administrator</b>	Individual designated by the Department of General Services as the single point of contact for the State of California CAL-Card Program and Participating Addendum.
<b>Subscription Agreement</b>	Supplement to the Participating Addendum, by qualified agencies, agreeing to all terms and conditions of the Participating Addendum.

**STATE OF CALIFORNIA  
PARTICIPATING ADDENDUM NO. 7-14-99-22  
Amendment 1**

WASHINGTON WSCA-NASPO COMMERCIAL CARD SOLUTIONS  
CONTRACT 00612-CATEGORY 1  
**U.S. Bank National Association (Contractor)**

This Amendment 1 ("Amendment") for Participating Addendum Number 7-14-99-22 ("Participating Addendum") is entered into between the State of California, Department of General Services ("State") and U.S. Bank National Association ("Contractor").

The parties mutually agree to amend the Participating Addendum as follows:

1. Exhibit E, Section 6 (Card Fees) is hereby deleted in its entirety and replaced with the following:

**6. CARD FEES**

Applicable purchase card fees include:

Fee Description	Charge
<b>1. Annual Card Fee</b>	\$0.00
<b>2. Non-Sufficient Funds Fee</b> , per occurrence	\$0.00
<b>3. Logo Embossing Fee</b> <i>(A two-week delay may occur with Card issuance and implementation)</i>	\$0.00
<b>4. Delinquency/Late Fee</b> <sup>1/</sup> <i>(Local Governmental Agencies only)</i> <ul style="list-style-type: none"> <li>• Not Paid by 30 Days from Cycle Close on entire past due amount</li> <li>• Not Paid by 60 Days from Cycle Close on entire past due amount</li> <li>• Not Paid by 90 Days from Cycle Close and each subsequent Billing Cycle on the entire past due amount</li> <li>• Minimum Late Fee</li> </ul>	0.0% 1.0% 2.5% \$2.00
<b>5. Foreign Transaction Fee</b> , per occurrence <i>(Fee applies to transactions taking place outside the United States not in U.S. Dollars.)</i>	2.5%

<sup>1/</sup> Delinquency/Late fees are only applicable for local governmental agencies as described in Exhibit A, Section 1.L (Late Payment Penalties).

All other terms and conditions of the Participating Addendum shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Participating Addendum as of the date of execution by both parties below.

**STATE OF CALIFORNIA**

**U.S. BANK NATIONAL ASSOCIATION**

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

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

Name: Jim Butler

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

Title: Deputy Director

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

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

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



Date: June 20, 2017

Prepared By: Jennifer Ares, Water Resource Manager

Subject: PUBLIC HEARING – Adoption of Resolution No. 2017-17 Amending the 2015 San Bernardino Valley Regional Urban Water Management Plan, Chapters 1 through 5, Chapter 12, and Appendices

Recommendation: That the Board of Directors adopts Resolution 2017-17.

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Multiple water retail agencies in the service area of the San Bernardino Valley Municipal Water District cooperated for the preparation of a Regional Urban Water Management Plan. These agencies included: the City of Colton; the City of Loma Linda; City of Redlands; the City of Rialto; the City of San Bernardino; the East Valley Water District; the Riverside Highland Water Company; the San Bernardino Valley Municipal Water District; the West Valley Water District; and the Yucaipa Valley Water District.

Since the original adoption of the plan, revisions have been made to the Regional Urban Water Management Plan. The water code requires that any changes to an Urban Water Management Plan be readopted and re-filed with the Department of Water Resources (water code section 10640 and 10621(c)).

The Draft Amended Regional Urban Water Management Plan includes revisions to the document to correct errors and clarify portions of the Regional Plan based on a review by the Department of Water Resources. The draft revisions are minor and do not have an impact on the District's future water projections.

A copy of the complete revised Urban Water Management Plan can be found on the District website and also in the District front office located at 12770 Second Street, Yucaipa CA 92399

## PUBLIC HEARING PROCESS

The following process was developed to encourage and facilitate public participation by describing the public hearing process.

### Public Hearing – Adoption of Resolution No. 2017- 17 Amending the 2015 San Bernardino Valley Regional Urban Water Management Plan

- \_\_\_\_\_ **Staff Presentation** - A District staff member will provide a brief presentation and overview of this agenda item.
- \_\_\_\_\_ **Questions by the Board of Directors to District Staff** - The Board President will ask if there are any questions at this time from board members based on the staff presentation.
- \_\_\_\_\_ **Open the Public Hearing** - The Board President will open the public hearing stating the time of day to be recorded in the board meeting minutes.
- \_\_\_\_\_ **Comments from the Public and Property Owners** - The Board of Directors will request written and oral comments from the public as part of the deliberation and consideration process. The Board of Directors will be focused on receiving information to assist in the decision-making process and will not answer questions or debate an issue. This portion of the public hearing process provides an opportunity for the public and property owners to enter information into the record that should be considered by the Board of Directors.
- \_\_\_\_\_ **Close the Public Hearing** - The Board President will close the public hearing stating the time of day to be recorded in the board meeting minutes.
- \_\_\_\_\_ **Final Comments by District Staff** - The District staff may provide additional information and clarification of points raised during the public hearing process to assist the deliberation by the Board of Directors.
- \_\_\_\_\_ **Questions by the Board of Directors** - The Board President will determine if there are any questions from the Board of Directors.
- \_\_\_\_\_ **Entertain a motion from the Board** - The Board President will ask for a motion from the Board of Directors based on the written and oral information presented.

**RESOLUTION NO. 2017-17****A RESOLUTION OF THE YUCAIPA VALLEY WATER DISTRICT ADOPTING CHAPTERS 1 THROUGH 5, CHAPTER 12 AND APPENDICES OF THE 2015 SAN BERNARDINO VALLEY REGIONAL URBAN WATER MANAGEMENT PLAN**

**WHEREAS**, the California Urban Water Management Planning Act, Water Code Section 10610 et seq. (the Act), mandates that every urban supplier of water providing water for municipal purposes to more than 3,000 customers or supplying more than 3,000 acre feet of water annually, prepare an Urban Water Management Plan (Plan), the primary objective of which is to plan for the conservation and efficient use of water; and

**WHEREAS**, Section 10621(a) of the California Water Code requires an update of the Urban Water Management Plan at least once every five years; and

**WHEREAS**, Yucaipa Valley Water District is an urban water supplier for purposes of the Act and a properly noticed public hearing on said draft plan was held by the Yucaipa Valley Water District on June 20, 2017 in order to provide members of the public and other interested entities with the opportunity to be heard in connection with the proposed adoption of the Chapters 1 through 5, Chapter 12, and appendices of the 2015 San Bernardino Valley Regional Urban Water Management Plan on issues related thereto.

**NOW, THEREFORE, BE IT HEREBY RESOLVED AND ORDERED**, that the Board of Directors of the Yucaipa Valley Water District, as follows:

SECTION 1. The Chapters 1 through 5, Chapter 12, and appendices of the 2015 San Bernardino Valley Regional Urban Water Management Plan, presented at this meeting, is hereby approved and adopted;

SECTION 2. The Chapters 1 through 5, Chapter 12, and appendices of the 2015 San Bernardino Valley Regional Urban Water Management Plan is ordered to be filed with the City of Calimesa, City of Yucaipa, County of Riverside and County of San Bernardino no later than 30 days after adoption;

SECTION 3. The General Manager is hereby authorized and directed to file with the State Department of Water Resources and the California State Library no later than 30 days after adoption;

SECTION 4. The General Manager is further directed to periodically review the 2015 San Bernardino Valley Regional Urban Water Management Plan, along with revised Chapters 1 through 5, Chapter 12, and appendices of the 2015 San Bernardino Valley Regional Urban Water Management Plan in accordance with applicable law and recommended the Board of Directors additional amendments to the Plan as may be appropriate as a result of such review.

PASSED AND ADOPTED this 20<sup>th</sup> day of June 2017

Department of Water Resources Comments to 2015 Urban Water Management Plan – YVWD Portion	Proposed Revisions
<b>Historic Population Estimates</b>	Provided the Department of Water Resources a justification of the Districts population estimates.
DWR Table 7-1 Average, single and multiple dry year information needed for table.	The District added the data to the table
<b>Address Four Demand Management Measures</b> Water Waste Prevention Ordinance Description of metering Public Education and Outreach Conservation Program and Staffing	Additional information was provided to the DWR regarding the conservation demand management measures. The District has met all the required demand management measures required.
<b>DWR Table 8-3</b> Consumption reduction methods listed in Section 12.8.1 should be included in DWR Table 8-3.	Error Corrected
<b>UWMP Table 12-12 (DWR Table 5-2)</b> Mistakenly reports 248 GPCD as the actual 2015 GPCD. This should be 194 GPCD, as found in the SBX 7-7 Tables in Appendix Q.	Error Corrected
<b>UWMP Table 12-25 (DWR Table 6-4)</b> Reported groundwater recharge (GWR) volumes are not the same as entered into WUEdata.	Error corrected in the DWR Water Use Efficiency Portal (WUEdata).
<b>UWMP Table 12-29 (DWR Table 6-8)</b> Include recycled water reported in DWR Tables 6-4 and 6-5.	Added a recycled water line in table 6-8.
<b>UWMP Tables 12-24, 12-25 and 12-26 (DWR Tables 6-3, 6-4, and 6-5)</b> Different volumes for recycled water use for 2015 as well as different uses for the recycled water. Table 12-24 reports total recycled water use of 1213 AF. Table 12-25 reports that this same volume is used exclusively for landscape irrigation. Yet Table 12-26 shows 1,869 AF of recycled water use, none of which is for landscape irrigation.	The recycled water error was corrected. 1,199 AF of recycled water was consumed in 2015. Tables 6-3, 6,4 and 6-5 have been corrected. The appropriate use has been clarified as well.

<b>Revisions to Regional Chapters</b>	
<b>City of Colton</b>	
<b>UWMP Table 13-6</b>	This item has been properly addressed in the draft amended UWMP. Appendices not included, could not verify correction in Appendix R. WUEdata to be updated after adoption.
<b>East Valley</b>	
<b>2015 Water Volume</b>	Tables 7-3, 7-5, 7-9, 7-15, SBX7-7 Tables 4, 4A, 5, 6, and 9 have been properly addressed in draft amended tables and UWMP to resolve the discrepancy in the volume of water used in the year 2015. Appendices not included, could not verify corrections in Appendices R and Q. WUEdata to be updated after adoption.
<b>Consumption Reduction Methods</b>	Table 7-19 – This item has been properly addressed in draft amended tables and UWMP to include additional consumption reduction methods. Appendices not included, could not verify correction in Appendix R. WUEdata to be updated after adoption.
<b>Loma Linda</b>	
<b>DWR Table 2-2</b>	This item has been correctly addressed in draft amended table. Appendices not included, could not verify correction in Appendix R.
<b>DWR Table 6-2 and UWMP Table 8-10</b>	WUEdata to be updated after adoption.
<b>City of Redlands</b>	
<b>UWMP Table 9-16 (DWR Table 6-4) Recycled Water</b>	This item has been revised.
<b>UWMP Table 9-21 (DWR Table 7-1)</b>	The base years are now correctly included in draft amended table. Appendices not included, could not verify correction in Appendix R. WUEdata to be updated after adoption.
<b>Riverside Highland Water Company</b>	
<b>SBX7-7 Table 4A</b>	This item has been properly addressed in draft amended table. Appendices not included, could not verify correction in Appendix Q.
<b>City of Rialto</b>	
<b>Future Supply Projects</b>	This item has been properly addressed in the body of the draft amended UWMP.
<b>UWMP Table 14-15</b>	This item has been properly addressed in the body of the draft amended UWMP. Appendices not included, could not verify correction in Appendix R. WUEdata to be updated after adoption.
<b>Appendix G</b>	The proposed modification made to title page of Appendix G clarifies the order of ordinances and addresses DWRs request. Appendices not included, could not verify correction in Appendix G.
<b>San Bernardino Municipal Water District</b>	

<b>Link to BTAC Regional Water Management Plan</b>	This item has been properly addressed in the body of the draft amended UWMP.
<b>DWR Tables 4-2 and 4-3</b>	WUEdata to be updated after adoption.
<b>DWR Table 6-2</b>	This item has been properly addressed in the body of the draft amended UWMP. Appendices not included, could not verify correction in Appendix R. WUEdata to be updated after adoption.
<b>DWR Table 6-4</b>	This item has been properly addressed in the body of the draft amended UWMP. Appendices not included, could not verify correction in Appendix R. WUEdata to be updated after adoption.
<b>San Bernardino Valley Municipal Water District</b>	
<b>Transfers and Exchanges</b>	This item has been properly addressed in the body of the draft amended UWMP.
<b>Future Water Supply Projects</b>	This item has been properly addressed in the body of the draft amended UWMP.
<b>Revenue and Expenditure Impacts</b>	This item has been properly addressed in the body of the draft amended UWMP.
<b>Basin Technical Advisory Committee</b>	This item has been properly addressed in the body of the draft amended UWMP.
<b>West Valley Water District</b>	
<b>Consumption Reduction Methods (DWR Table 8-3)</b>	This item has been properly addressed in the body of the draft amended UWMP. Appendices not included, could not verify correction in Appendix R. WUEdata to be updated after adoption.
<b>SBX7-7 Table 4A</b>	WUEdata to be updated after adoption.
<b>Waste Water Collection (UWMP Table 11-11/DWR Table 6-2)</b>	This item has been properly addressed in the body of the draft amended UWMP. Appendices not included, could not verify correction in Appendix R. WUEdata to be updated after adoption.
<b>All Agencies</b>	
<b>DWR Table 7-1</b>	The base years are now correctly included in draft amended table. Appendices not included, could not verify correction in Appendix R. WUEdata to be updated after adoption.



**The Press-Enterprise**

1825 Chicago Ave, Suite 100  
Riverside, CA 92507  
951-684-1200  
951-368-9018 FAX

5209421

YUCAIPA VALLEY WATER DISTRICT  
PO BOX 730  
YUCAIPA, CA 92399

Publication: The Press-Enterprise

PROOF OF PUBLICATION OF

Ad Desc:

**PROOF OF PUBLICATION**

I am a citizen of the United States. I am over the age of eighteen years and not a party to or interested in the above entitled matter. I am an authorized representative of THE PRESS-ENTERPRISE, a newspaper in general circulation, printed and published daily in the County of Riverside, and which newspaper has been adjudicated a newspaper of general circulation by the Superior Court of the County of Riverside, State of California, under date of April 25, 1952, Case Number 54446, under date of March 29, 1957, Case Number 65673, under date of August 25, 1995, Case Number 267864, and under date of September 16, 2013, Case Number RIC 1309013; that the notice, of which the annexed is a printed copy, has been published in said newspaper in accordance with the instructions of the person(s) requesting publication, and not in any supplement thereof on the following dates, to wit:

**06/06/2017, 06/13/2017**

I certify (or declare) under penalty of perjury that the foregoing is true and correct:

Date: May 31, 2017.  
At: Riverside, California

Legal Advertising Representative, The Press-Enterprise

Legal No. 0010958897

**Ad Copy:**

**Yucaipa Valley Water District  
NOTICE OF PUBLIC HEARING  
2015 URBAN WATER MANAGEMENT  
PLAN AMENDMENT**

NOTICE IS HEREBY GIVEN that on June 20, 2017 at 6:00 p.m. in the meeting room of the Board of Directors of the Yucaipa Valley Water District located at 12770 Second Street, Yucaipa 92399, the Board of Directors will conduct a public hearing pursuant to California Water Code sections 10642 to consider and receive comments and input on amendments to the previously adopted 2015 San Bernardino Valley Regional Urban Water Management Plan.

A copy of the amended 2015 San Bernardino Valley Regional Urban Water Management Plan will be available for public review on or before June 6, 2017, Monday through Friday, during normal business hours at the Yucaipa Valley Water District's Administrative Office located at 12770 Second Street, Yucaipa 92399. In addition, an electronic version of the amended 2015 San Bernardino Regional Urban Water Management Plan will be accessible at [www.dsf.ca.us](http://www.dsf.ca.us). Any written comments regarding the amended 2015 San Bernardino Valley Regional Urban Water Management Plan should be submitted by the close of business on June 19, 2017 to the address set forth above. Public comments can also be made at the public hearing at the time and place first set forth above. Upon conclusion of the public hearing, the Board of Directors of the Yucaipa Valley Water District may revise, change, modify, and/or adopt the amended 2015 San Bernardino Valley Regional Urban Water Management Plan. Questions regarding the public hearing or the 2015 Urban Water Management Plan should be directed to Jennifer Ares at 909.790.3301. If you are disabled in any way and need accommodation to participate in the public hearing, please contact Erin Anton at 909-790-3308 for assistance at least 48 hours prior to the hearing so the necessary arrangements can be made.

Date: June 6, 2017  
Yucaipa Valley Water District 6/6, 13



**Date:** June 20, 2017

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

**Subject:** Selection of a Candidate for the California Special District Association Board of Directors – Seat C

**Recommendation:** That the Board provides direction to District staff for the completion of a ballot.

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The Yucaipa Valley Water District has received a ballot to elect a representative to the California Special District Association Board of Directors - Seat C. The Board should consider selecting one individual and direct the District staff to submit the ballot prior to the due date of August 4, 2017.



**California Special  
Districts Association**  
*Districts Stronger Together*

**RECEIVED**  
**JUN 06 2017**  
**YUCAIPA VALLEY  
WATER DISTRICT**

**CALIFORNIA SPECIAL DISTRICTS ASSOCIATION**  
**2017 BOARD ELECTIONS**  
**MAIL BALLOT INFORMATION**

Dear Member:

A mail ballot has been enclosed for your district's use in voting to elect a representative to the CSDA Board of Directors in your Network for Seat C.

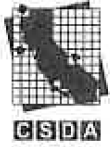
Each of CSDA's six (6) networks has three seats on the Board. Each of the candidates is either a board member or management-level employee of a member district located in your network. Each Regular Member (district) in good standing shall be entitled to vote for one (1) person to represent its network.

We have enclosed the candidate information for each candidate who submitted one. Please vote for **only one** candidate to represent your network in Seat C, **unless otherwise noted on the actual ballot**, and be sure to sign, date and fill in your member district information. If any part of the ballot is not complete, the ballot will not be valid and will not be counted.

Please utilize the enclosed return envelope to return the completed ballot. Ballots must be received at the CSDA office at 1112 I Street, Suite 200, Sacramento, CA 95814 by **5:00pm on Friday, August 4, 2017**.

If you do not use the enclosed envelope, please mail in your ballot to:  
**California Special Districts Association**  
**Attn: 2017 Board Elections**  
**1112 I Street, Suite 200**  
**Sacramento, CA 95814**

Please contact Beth Hummel at 877.924.2732 or [bethh@csla.net](mailto:bethh@csla.net) with any questions.



**California Special  
Districts Association**  
*Districts Stronger Together*

## 2017 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

**Name:** Arlene Schafer

**District/Company:** Costa Mesa Sanitary District

**Title:** Secretary

**Elected/Appointed/Staff:** Elected

**Length of Service with District:** 20 Years

- 1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):**

Current member of the CSDA Board of Directors, Legislative Committee, Membership Commission Chair, Fiscal Committee and attendee of Legislative Days, Annual Conference, SDLA certificate holder.

- 2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):**

Member of CSAC and was a member of the League when serving on the City Council.

- 3. List local government involvement (such as LAFCo, Association of Governments, etc.):**

LAFCO member representing special districts, former Chair and Vice Chair of the ISDOC and currently serving as an Executive Committee member, OCCOG Board member.

- 4. List civic organization involvement:**

President of Harbor-Mesa Lions (2 terms), Costa Mesa Republican Federation of Women, OC Federation of Women, 3<sup>rd</sup> Vice President Ways & Means, Costa Mesa for Responsible Government member.

## RE-ELECT ARLENE SCHAFFER CALIFORNIA SPECIAL DISTRICTS ASSOCIATION SOUTHERN NETWORK

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### Arlene Schaffer—Secretary Costa Mesa Sanitary District



#### PREVIOUS CSDA EXPERIENCE

- ◆ Board President
- ◆ Board Vice President
- ◆ Board Secretary
- ◆ Finance Corporation
- ◆ Legislation Committee
- ◆ Fiscal Committee
- ◆ CSDA Membership Committee
- ◆ Recruitment & Planning Committee

As the former Mayor of the City of Costa Mesa, it has been an honor to serve as your representative on the California Special Districts Association (CSDA) for the past two years and now I humbly ask for your support to re-elect me to the Southern Network for another term. I believe my 28 years of experience as a local government leader that includes 20 years serving special districts in a variety of different capacities makes me the best candidate. In March, the Little Hoover Commission will release its report on special districts and its very likely the report will focus on the role Local Agency Formation Commissions play in special district formation and reorganization. CSDA was an active participant in the public hearings where commissioners learned how special districts provide vital services in our communities and are directly accountable to our voters and ratepayers. During my term as a member of the Board of Directors, CSDA successfully advocated for special districts by using the latest technology for outreaching such as CSDA's campaign website, "Districts Make the Difference" and the new online video, "Districts Empower our Communities." I believe it is extremely important for CSDA to keep its foot on the pedal on advocacy by letting legislators, media, business leaders, schools and the general public know how important we are in our communities.

Currently, I am serving on the Board of Directors for the Costa Mesa Sanitary District (CMSD) where I have been a Board member for 20 years. I am proud to be part of an organization that has been a District of Distinction since 2009, earned the Transparency Certificate of Excellence for four consecutive years and CMSD is one of few special districts in California that received Gold Recognition in Special District Governance.

If re-elected, I will continue to support CSDA's public outreach campaign about the essential services we provide and I will work collaboratively with CSDA Board of Directors and staff on providing essential training and professional development to help your agency succeed. Please vote for Arlene Schaffer by **August 4, 2017**.



**California Special Districts Association**  
*Districts Stronger Together*

**2017 CSDA BOARD CANDIDATE INFORMATION SHEET**

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: Kristin Bloomer

District/Company: Desert Water Agency

Title: Secretary-Treasurer

Elected/Appointed/Staff: Elected

Length of Service with District: 12/4/15 - Current

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

I recently attended the CSDA Legislative Days event.

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

I am a member of ACWA and attend their conferences.

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

City of Palm Springs Measure J Oversight Committee, Desert Water Agency Finance and Legislative Committees

4. List civic organization involvement:

Palm Springs SunUp Rotary Club, Palm Springs Woman's Club, St. Theresa

School PTA President, Desert Roundtable

**\*\*Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after May 31, 2017 will not be included with the ballot.**

### Kristin Bloomer's Candidate Statement

I was first elected to the Desert Water Agency Board in 2015 and currently serve as Secretary-Treasurer on the Board of Desert Water Agency. However, service to my community has always played an important role in my life. I am dedicated to improving the quality of life for my community. Throughout my life, influence in community affairs and local government has grown. I have focused on the priority of shaping local government to strengthen the local and regional economies and create solutions to local and regional challenges. Southern California is faced with many challenges and I believe that challenges present opportunities, and that the Southern Network cannot afford to miss capitalizing upon those opportunities.

I am a longtime Palm Springs resident. My community service started early, when as a teenager, I volunteered with The Braille Institute and the National Charity League of Palm Springs.

My dedication to community service includes:

- Palm Springs Measure J Oversight Commission Vice-Chair
- Palm Springs Sunup Rotary Club past-President and current Assistant District Governor
- Founding President of the Desert Valley Women's Club
- Member of the Palm Springs Woman's Club
- St Theresa School Parent Teacher Group Board President
- Volunteer Volleyball Coach at Palm Springs High School
- Finance and Legislative Committee of Desert Water Agency



**California Special Districts Association**  
*Districts Stronger Together*

### 2017 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: John DeMonaco

District/Company: Chino Valley Independent Fire District

Title: Director

Elected/Appointed/Staff: Elected

Length of Service with District: 11 years

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

I am on the Legislative and Fiscal Committees

I have also served on the Education and Membership Committees

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

I am on the Board of Directors for the Fire Districts Association of California

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

N/A

4. List civic organization involvement:

I am a member and past Chairman of the Rotary Club of Chino. I am also a Board Member of the Chino Rotary Foundation.

**\*\*Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after May 31, 2017 will not be included with the ballot.**



I am seeking election to a seat on the Board of Directors of the California Special Districts Association.

I have served on the Board of Directors of the Chino Valley Independent Fire District for 11 years, elected in 2006. I am very proud to state that our Fire District is the **first** fire district to receive the District of Distinction Accreditation from the Special Districts Leadership Foundation (SDLF). We have been a District of Distinction since 2008. We also have obtained a District of Transparency Certificate of Excellence. I have completed the SDLF Recognition of Special District Governance.

I serve on the CSDA Legislative and the Fiscal Committees. I have previously served on the CSDA Education and Membership committees.

I am a retired Fire Chief with 33 years of Fire Service experience. I have been involved in city, county, JPAs and special districts in various capacities. I am currently on the Board of Directors of the Fire Districts Association of California and also serve on their Conference Committee. I am a Past President of the Chino Rotary Club and past Chairman of the Chino Rotary Foundation.

I understand, and I am committed to legislative advocacy for special districts. Special Districts provide one of the most effective, efficient, and accountable forms of local service. It is vital that we continue to work together to influence and monitor policy decisions affecting California special districts.

My commitment, extensive experience, and education in public service and as a special district board member and policy-maker, provides me with the ability to effectively serve as a CSDA Board Member representing all California Special Districts. I look forward to your support!

Please contact me at (909) 816-8396 or email at [jdemonaco@chofire.org](mailto:jdemonaco@chofire.org).

John DeMonaco



California Special Districts Association  
Districts Stronger Together

**2017 CSDA BOARD CANDIDATE INFORMATION SHEET**

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: Richard Hall

District/Company: Mojave Water Agency

Title: Director, Division 3

Elected/Appointed/Staff: Elected

Length of Service with District: 17 years

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

Currently serving on the Professional Development Committee and Membership Committee

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

Mojave Water Agency is a member of ACWA

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

Currently President of the Association of San Bernardino County Special Districts

4. List civic organization involvement:

Member of the Elks Association, Kiwanis, Summit Valley Property Owners

**\*\*Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after May 31, 2017 will not be included with the ballot.**

## CANDIDATE STATEMENT

My name is Richard Hall and I am currently a Director for the Mojave Water Agency and President of the Association of the San Bernardino County Special Districts and have served as an elected official for more than 35 years in two Special District organizations. I am interested in the CSDA Board of Directors position for Southern District Seat C – here is a list of my qualifications:

- First-hand knowledge and experience to ensure that we have safe, quality drinking water.
- Knowledge and experience in Recreation and Parks through 20 years on the Hesperia Recreation and Parks Special District board and served as president four times.
- Knowledge and experience in Property Owners Association in Summit Valley, California where I helped to bring electricity and natural gas to the owners and served as president.
- Knowledge and experience in Engineering and Management at General Dynamics Program Office working with the Federal and State government.
- Reduced taxes through leadership as well as set policy to purchase quality water, build water discharge facilities, and given tax money back to residents who helped reduce water usage.
- Continue to fight to bring 21<sup>st</sup> century technology to our Agency to study in order to better ensure management of our water resources by advanced computer systems, deep monitor wells, and other state of the art methods.
- Worked closely with community leaders and residents for best policies and strategies including getting State and Federal funding for safe, drinkable water and other needed projects and programs.
- Support funding colleges and students for research and development for continued new resource solutions for present and future issues.

I know that more needs to be done and have plans to meet these challenges. Let us protect our future and provide leadership with someone who knows how.



**California Special  
Districts Association**  
*Districts Stronger Together*

**2017 CSDA BOARD CANDIDATE INFORMATION SHEET**

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: Michael Mack

District/Company: Rainbow Municipal Water District

Title: Director, Division 5

Elected/Appointed/Staff: Elected

Length of Service with District: 5 months

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

I am the officially appointed RMWD representative for CSDA.

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

I serve as the RMWD representative of both ACWA & CSDA.

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

I worked for the city of San Marcos, CA for over 30 years as Parks Superintendent.

4. List civic organization involvement:

Past President of P.T.A.

**\* SEE ATTACHED STATEMENT \***

**\*\*Candidate Statement – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. Any statements received in the CSDA office after May 31, 2017 will not be included with the ballot.**

## **ENDLESS POSSIBILITIES**



My name is Michael Mack and I am honored to be seeking election to be on the Board of Directors of California Special Districts Association.

I was elected to the Rainbow Municipal Water District Board of Directors in December 2016 and appointed to serve as the District's representative at both ACWA and CSDA. My background includes a degree in horticulture and worked for the City of San Marcos for over thirty years. As the Parks Department Supervisor, I had many responsibilities including reviewing plans and inspection of new park and street median installations. I was both a Certified Playground Inspector and Irrigation Auditor. One of my main responsibilities was ensuring efficient usage of water resources. I calculated, determined, and programmed water requirements for the plant material for all parks and street medians within the City.

I have learned the importance of CSDA is we are the support system to help ensure efficient and productive services to both small and large communities throughout California at the local level of city governments. As your CSDA Board Member, I see endless possibilities and promise to tackle and meet the challenges our districts face. We all must work together for present and future needs for our special districts and by doing so we can and will achieve our goals. We must be proactive with our legislators and with this energy and commitment we can make the difference between success and failure.

I am very honored to have this chance to serve all of you and given this opportunity. I feel extensive service and experience in the public sector, I will work effortlessly to make those endless possibilities become reality.

**Date:** June 20, 2017

**Prepared By:** John Wrobel, Regulatory & Environmental Control Manager

**Subject:** Purchase of a 2016 International DuraStar 4400 Dump Truck

**Recommendation:** That the Board approves the purchase of a 2016 International DuraStar 4400 cab and chassis equipped with a 10 foot, 5-yard square dump bed for a sum not to exceed \$116,640.

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The Public Works Department uses dump trucks for routine maintenance and repairs of the drinking water, recycled water, sewer facilities and pipeline projects. Currently, unit 16 is only useable medium sized dump truck out of the three in the District fleet. Unit 16 is now on restricted use due to compliance with EPA and AQMD smog regulations, and can only be driven up to 1,000 miles per year.



The District Staff is recommending replacement of unit 16 with the purchase of a 2016 International DuraStar through the State of California Vehicle Contract Leveraged Procurement Agreement for an amount of \$116,639.28.



## Fred M. Boerner Motor Co.

3620 E. Florence Ave.  
Huntington Park, CA 90255

May 22, 2017

International DuraStar 4400  
For Purchase off 1-16-23-20I Line Item 35

Base Price: 70,273.64  
Options Price: 12,123.19  
Body Price: 25,602.50  
**Order Subtotal: 107,999.33**  
**\*Taxes NOT Included**

### Options Detail:

Front Tow Hooks, Upgraded Frame Rails, Dana Spicer Front Axle, Front Parabolic Leaf Suspension, TRAILER CONNECTIONS, Manual; With Pull Chain, for Air Tank, AIR DRYER Bendix AD-IP, Front Disc Brakes, Rear Disc Brakes, Air Tank Location, Tilt and Telescopic Steering Column, Exhaust Upgrade, Engine Compression Brake, Rain Cap, Tail Light Wiring, 2-Way Radio Wiring, Trailer Connection Socket, Air Horn, Windshield Wiper Speed Control, Battery Box Location, Daytime Running Lights, Headlights on w/ Wipers, Bug Screen, ISL9 Engine, Dana Spicer Rear Axle, Suspension for Rear Axle, Synthetic Rear Axle Lube, Fuel Water Separator Location, 70 Gallon Fuel Tank, Auto Trans Oil Temp Gauge, Air Cleaner Restriction Gauge, Upgraded Driver Seat, Two Man Passenger Seat, Heated and Power Mirrors, Right Arm Rest, Upgraded Wheels for Disc Brakes, Front Wheel Seals, Rear Wheel Paint, Synthetic Front Lube, Remote Power Module, Body Integrated Harness, Glad Hands, 3 keys, Air Accessory Valve Upgraded tires

### Options Detail:

Valew installed 10' dump body per attached specification

*Scott Pearson Joe Leivian*

Scott Pearson and Joe Leivian  
Government and Refuse Fleet Managers  
Scott: 949-422-0472  
Joe: 602-740-3298



**Per Navistar Warranty: DISTANCE REQUIREMENTS**

The distance traveled, as recorded on the odometer of the vehicle at the time of delivery, will establish the start of warranty distance requirements.

*For example, a vehicle with 1000 miles at time of Delivery to User (DTU) with 100,000 mile warranty coverage, will receive warranty coverage of 101,000 miles.*

Industry Standard on Class 6-8 vehicles is that they are moved under their own power. This movement is defined as distance traveled prior to delivery. DTU is the point of warranty registration by the selling dealer, and the point of time when pre-delivery distance traveled is recorded for the start of the warranty. Per Section 6.9.3, this vehicle may arrive with more than 500 miles and the ordering department has agreed to accept the vehicle and waive any fees associated with mileage per industry standard.

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**Vehicle Specifications  
2016 4400 SBA 4X2 (MA035)**

<b>Code</b>	<b>Description</b>	<b>F/R Wt (lbs)</b>	<b>Tot Wt (lbs)</b>
MA03500	Base Chassis, Model 4400 SBA 4X2 with 187.00 Wheelbase, 119.90 CA, and 75.00 Axle to Frame.	6407/3130	9537
1570	TOW HOOK, FRONT (2) Frame Mounted	8/0	8
1CAG	FRAME RAILS Heat Treated Alloy Steel (120,000 PSI Yield); 10.250" x 3.610" x 0.375" (260.4mm x 91.7mm x 9.5mm); 456.0" (11582mm) Maximum OAL	141/379	520
1LLD	BUMPER, FRONT Full Width, Aerodynamic, Steel; 0.142" Material Thickness <u>Includes</u> : BUMPER, FRONT Powder Coated Gray (Argent) Color	0/0	0
1WEH	WHEELBASE RANGE 134" (340cm) Through and Including 197" (500cm)	0/0	0
2AGE	AXLE, FRONT NON-DRIVING {Dana Spicer E-1202W} Wide Track, I-Beam Type, 12,000-lb Capacity <u>Notes</u> : The following features should be considered when calculating Front GAWR: Front Axles; Front Suspension; Brake System; Brakes, Front Air Cam; Wheels; Tires.	30/0	30
3ADC	SUSPENSION, FRONT, SPRING Parabolic, Taper Leaf; 12,000-lb Capacity; With Shock Absorbers <u>Includes</u> : SPRING PINS Rubber Bushings, Maintenance-Free <u>Notes</u> : The following features should be considered when calculating Front GAWR: Front Axles; Front Suspension; Brake System; Brakes, Front Air Cam; Wheels; Tires.	99/0	99
4091	BRAKE SYSTEM, AIR Dual System for Straight Truck Applications <u>Includes</u> : BRAKE LINES Color and Size Coded Nylon : DRAIN VALVE Twist-Type : GAUGE, AIR PRESSURE (2) Air 1 and Air 2 Gauges; Located in Instrument Cluster : PARKING BRAKE CONTROL Yellow Knob, Located on Instrument Panel : PARKING BRAKE VALVE For Truck : QUICK RELEASE VALVE Bendix On Rear Axle for Spring Brake Release: 1 for 4x2, 2 for 6x4 : SLACK ADJUSTERS, FRONT Automatic : SLACK ADJUSTERS, REAR Automatic : SPRING BRAKE MODULATOR VALVE R-7 for 4x2, SR-7 with relay valve for 6x4 <u>Notes</u> : Front and Rear Dust Shields not Included : Rear Axle is Limited to 23,000-lb GAWR with Code 04091 BRAKE SYSTEM, AIR and Standard Rear Air Cam Brakes Regardless of Axle/Suspension Ordered. : REAR AXLE IS LIMITED TO 19,000-LB GAWR WITH CODE 04091 BRAKE SYSTEM, AIR AND CODE 04NDC BRAKES, REAR, AIR CAM REGARDLESS OF AXLE/SUSPENSION ORDERED. : REAR AXLE IS LIMITED TO 20,000-LB GAWR WITH CODE 04091 BRAKE SYSTEM, AIR AND CODE 04NCW BRAKES, REAR, AIR CAM REGARDLESS OF AXLE/SUSPENSION ORDERED.	117/39	156
4619	TRAILER CONNECTIONS Four-Wheel, With Hand Control Valve and Tractor Protection Valve, for Straight Truck	2/0	2
4732	DRAIN VALVE {Berg} Manual; With Pull Chain, for Air Tank <u>Includes</u> : DRAIN VALVE Mounted in Wet Tank	1/0	1
4AZA	AIR BRAKE ABS {Bendix AntiLock Brake System} Full Vehicle Wheel Control System (4-Channel)	9/21	30
4EBT	AIR DRYER {Bendix AD-IP} With Heater <u>Includes</u> : AIR DRYER LOCATION Inside Left Rail, Back of Cab	23/14	37
4JBZ	BRAKES, FRONT, AIR DISC 22.5 Diam., Includes 18" Sq. In. Brake Chambers	0/0	0
4JCC	BRAKES, REAR, AIR DISC 22.5 Diam., Includes 18/24" Sq. In. Brake Chambers	0/0	0
4SPA	AIR COMPRESSOR {Cummins} 18.7 CFM Capacity	0/0	0

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**Vehicle Specifications  
2016 4400 SBA 4X2 (MA035)**

<b>Code</b>	<b>Description</b>	<b>F/R Wt (lbs)</b>	<b>Tot Wt (lbs)</b>
4WEY	BRAKE PACKAGE, REAR {Bendix Spicer ADB22X} Air, Disc Type, Extended Service; Size 22.5"	0/0	0
4WEZ	BRAKE PACKAGE, FRONT {Bendix Spicer ADB22X} Air, Disc Type, Extended Service; Size 22.5"	0/0	0
4WZJ	AIR TANK LOCATION (2) : One Mounted Under Each Frame Rail, Front of Rear Suspension, Parallel to Rail	6/19	25
5710	STEERING COLUMN Tilting and Telescoping	0/0	0
5CAL	STEERING WHEEL 2-Spoke, 18" Dia., Black	0/0	0
5PSM	STEERING GEAR {Sheppard HD94} Power	39/-2	37
7BEP	EXHAUST SYSTEM Switchback Horizontal Aftertreatment Device, Frame Mounted Right Side Under Cab; Includes Single Vertical Tail Pipe, Frame Mounted Right Side Back of Cab	129/-26	103
7SDP	ENGINE COMPRESSION BRAKE {Jacobs} for Cummins ISL Engines; With Selector Switch and On/Off Switch	0/0	0
7WAE	RAIN CAP With Single Exhaust, Non-Bright Finish	2/0	2
8000	ELECTRICAL SYSTEM 12-Volt, Standard Equipment <u>Includes</u> : BATTERY BOX Steel : DATA LINK CONNECTOR For Vehicle Programming and Diagnostics In Cab : FUSES, ELECTRICAL SAE Blade-Type : HAZARD SWITCH Push On/Push Off, Located on Top of Steering Column Cover : HEADLIGHT DIMMER SWITCH Integral with Turn Signal Lever : JUMP START STUD Located on Positive Terminal of Outermost Battery : PARKING LIGHT Integral with Front Turn Signal and Rear Tail Light : STARTER SWITCH Electric, Key Operated : STOP, TURN, TAIL & B/U LIGHTS Dual, Rear, Combination with Reflector : TURN SIGNAL SWITCH Self-Cancelling for Trucks, Manual Cancelling for Tractors, with Lane Change Feature : TURN SIGNALS, FRONT Includes Reflectors and Auxiliary Side Turn Signals, Solid State Flashers; Flush Mounted : WINDSHIELD WIPER SWITCH 2-Speed with Wash and Intermittent Feature (5 Pre-Set Delays), Integral with Turn Signal Lever : WINDSHIELD WIPERS Single Motor, Electric, Cowl Mounted : WIRING, CHASSIS Color Coded and Continuously Numbered	0/0	0
8GXD	ALTERNATOR {Leece-Neville AV1160P2013} Brush Type; 12 Volt 160 Amp. Capacity, Pad Mount, With Remote Sense	0/0	0
8MEP	BATTERY SYSTEM {International} Maintenance-Free (2) 12-Volt 1300CCA Total	0/0	0
8NAA	TAIL LIGHT WIRING MODIFIED Includes: Wiring for Standard Lt & Rt Tail Lights; Separate 8.0' of Extra Cable Wiring for Lt & Rt Body Mounted Tail Lights	0/2	2
8REA	2-WAY RADIO Wiring Effects; Wiring With 20 Amp Fuse Protection, Includes Ignition Wire With 5 Amp Fuse, Wire Ends Heat Shrink and 10' Coil Taped to Base Harness	2/0	2
8RKB	RADIO {Panasonic CQ120} AM/FM, Includes Multiple Speakers, Includes Auxiliary Input <u>Includes</u> : SPEAKERS IN CAB (2) Dual-Cone with Deluxe Interior : SPEAKERS IN CAB (4) Coaxial with Premium Interior	2/0	2
8TMG	TRAILER CONNECTION SOCKET 7-Way; Mounted at rear of Frame, Wired for Turn Signals Combined With Stop, Compatible With Trailers That Use Combined Stop, Tail, Turn Lamps	7/0	7
8VAY	HORN, ELECTRIC Disc Style	0/0	0
8WCL	HORN, AIR Black, Single Trumpet, Air Solenoid Operated	2/0	2
8WGL	WINDSHIELD WIPER SPD CONTROL Force Wipers to Slowest Intermittent Speed When Park Brake Set and Wipers Left on for a Predetermined Time	0/0	0
8WJJ	BATTERY BOX Steel, With Fiberglass Cover, Mounted 53" Back of Cab, Left Side Perpendicular to Frame Rail	46/39	85

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**Vehicle Specifications  
2016 4400 SBA 4X2 (MA035)**

<b>Code</b>	<b>Description</b>	<b>F/R Wt (lbs)</b>	<b>Tot Wt (lbs)</b>
8WPB	HEADLIGHTS Halogen; Composite Aero Design for Two Light System; Includes Daytime Running Lights	0/0	0
8WRB	HEADLIGHTS ON W/WIPERS Headlights Will Automatically Turn on if Windshield Wipers are turned on	0/0	0
8WTK	STARTING MOTOR {Delco Remy 38MT Type 300} 12 Volt; less Thermal Over-Crank Protection	0/0	0
8WWJ	INDICATOR, LOW COOLANT LEVEL With Audible Alarm	0/0	0
9HAD	GRILLE Chrome	0/0	0
9WAC	BUG SCREEN Front End; Mounted Behind Grille	5/0	5
9WAY	FRONT END Tilting, Fiberglass, With Three Piece Construction	0/0	0
10060	PAINT SCHEMATIC, PT-1 Single Color, Design 100 <u>Includes</u> : PAINT SCHEMATIC ID LETTERS "GA"	0/0	0
10761	PAINT TYPE Base Coat/Clear Coat, 1-2 Tone	0/0	0
11001	CLUTCH Omit Item (Clutch & Control)	-64/-11	-75
12703	ANTI-FREEZE Red, Extended Life Coolant; To -40 Degrees F/ -40 Degrees C, Freeze Protection	0/0	0
12EHK	ENGINE, DIESEL {Cummins ISL9 300} EPA 2010, 300 HP @ 2000 RPM, 860 lb-ft Torque @ 1300 RPM, 2200 RPM Governed Speed, 300 Peak HP (Max)	0/0	0
12THT	FAN DRIVE {Horton Drivemaster} Direct Drive Type, Two Speed With Residual Torque Device for Disengaged Fan Speed <u>Includes</u> : FAN Nylon <u>Notes</u> : Recommend Code 12THT when using front mount obstructions (winches, cones, reels, etc.) that restrict air flow through the radiator.	0/0	0
12UAW	RADIATOR Aluminum; 2-Row, Cross Flow, Over Under System, 1045 SqIn Louvered, With 373 SqIn CAC, With In Tank Oil Cooler	-98/8	-90
12UNY	FEDERAL EMISSIONS {Cummins ISL9} EPA, OBD and GHG Certified for Calendar Year 2016	0/0	0
12VBR	AIR CLEANER With Service Protection Element <u>Includes</u> : GAUGE, AIR CLEANER RESTRICTION Air Cleaner Mounted	0/0	0
12VXT	THROTTLE, HAND CONTROL Engine Speed Control; Electronic, Stationary, Variable Speed; Mounted on Steering Wheel	0/0	0
12VYP	ENGINE CONTROL, REMOTE MOUNTED - No Provision Furnished for Remote Mounted Engine Control	0/0	0
12WZB	EMISSION COMPLIANCE Low NOx Idle Engine, Complies with California Clean Air Regulations; Includes "Certified Clean Idle" Decal on Hood	0/0	0
13AVL	TRANSMISSION, AUTOMATIC {Allison 3500_RDS_P} 5th Generation Controls; Wide Ratio, 6-Speed, With Double Overdrive; On/Off Hwy; Includes Oil Level Sensor, With PTO Provision, Less Retarder, With 80,000-lb GVW & GCW Max.	207/42	249
13WBL	TRANSMISSION SHIFT CONTROL {Allison} Push-Button Type; for Allison 3000 & 4000 Series Transmission	0/0	0
13WLP	TRANSMISSION OIL Synthetic; 29 thru 42 Pints	0/0	0
13WUC	ALLISON SPARE INPUT/OUTPUT for Rugged Duty Series (RDS); General Purpose Trucks, Construction	0/0	0
13WYU	SHIFT CONTROL PARAMETERS Allison 3000 or 4000 Series Transmissions, 5th Generation Controls, Performance Programming	0/0	0
13XAL	PTO LOCATION Left Side of Transmission	0/0	0
14AHB	AXLE, REAR, SINGLE {Dana Spicer S23-170} Single Reduction, 23,000-lb Capacity, R Wheel Ends . Gear Ratio: 5.38 <u>Includes</u> : REAR AXLE DRAIN PLUG (1) Magnetic, For Single Rear Axle <u>Notes</u>	0/263	263

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**Vehicle Specifications  
2016 4400 SBA 4X2 (MA035)**

<b>Code</b>	<b>Description</b>	<b>F/R Wt (lbs)</b>	<b>Tot Wt (lbs)</b>
	: The following features should be considered when calculating Rear GAWR: Rear Axles; Rear Suspension; Brake System; Brakes, Rear Air Cam; Brake Shoes, Rear; Special Rating, GAWR; Wheels; Tires. : When Specifying Axle Ratio, Check Performance Guidelines and TCAPE for Startability and Performance		
14VAH	SUSPENSION, RR, SPRING, SINGLE Vari-Rate; 23,500-lb Capacity, With 4500 lb Auxiliary Rubber Spring <u>Notes</u> : The following features should be considered when calculating Rear GAWR: Rear Axles; Rear Suspension; Brake System; Brakes, Rear Air Cam; Brake Shoes, Rear; Special Rating, GAWR; Wheels; Tires.	0/35	35
14WMG	AXLE, REAR, LUBE {EmGard FE-75W-90} Synthetic Oil; 30 thru 39.99 Pints	0/0	0
15LMR	FUEL/WATER SEPARATOR {Racor 400 Series,} Unheated, with Primer Pump, and WIF Sensor	0/0	0
15LMY	LOCATION FUEL/WATER SEPARATOR Mounted Outside Left Rail 20" Back of Cab	0/0	0
15SGG	FUEL TANK Top Draw; D-Style, Non-Polished Aluminum, 19" Deep, 70 U.S. Gal., 265 L Capacity, with Quick Connect Outlet, Mounted Left Side, Under Cab <u>Notes</u> : N/A with 19.5" Tires	14/2	16
15WDG	DEF TANK 7 U.S. Gal. 26.5L Capacity, Frame Mounted Outside Left Rail, Under Cab	0/0	0
16030	CAB Conventional <u>Includes</u> : ARM REST (2) Molded Plastic; One Each Door : CLEARANCE/MARKER LIGHTS (5) Flush Mounted : COAT HOOK, CAB Located on Rear Wall, Centered Above Rear Window : CUP HOLDERS Two Cup Holders, Located in Lower Center of Instrument Panel : DOME LIGHT, CAB Rectangular, Door Activated and Push On-Off at Light Lens, Timed Theater Dimming, Integral to Console, Center Mounted : GLASS, ALL WINDOWS Tinted : GRAB HANDLE, CAB INTERIOR (1) "A" Pillar Mounted, Passenger Side : GRAB HANDLE, CAB INTERIOR (2) Front of "B" Pillar Mounted, One Each Side : INTERIOR SHEET METAL Upper Door (Above Window Ledge) Painted Exterior Color : STEP (4) Two Steps Per Door	0/0	0
16HBA	GAUGE CLUSTER English With English Electronic Speedometer <u>Includes</u> : GAUGE CLUSTER (5) Engine Oil Pressure (Electronic), Water Temperature (Electronic), Fuel (Electronic), Tachometer (Electronic), Voltmeter : ODOMETER DISPLAY, Miles, Trip Miles, Engine Hours, Trip Hours, Fault Code Readout : WARNING SYSTEM Low Fuel, Low Oil Pressure, High Engine Coolant Temp, and Low Battery Voltage (Visual and Audible)	0/0	0
16HGH	GAUGE, OIL TEMP, AUTO TRANS , for Allison Transmission	1/0	1
16HHE	GAUGE, AIR CLEANER RESTRICTION {Filter-Minder} With Black Bezel Mounted in Instrument Panel	2/0	2
16HKT	IP CLUSTER DISPLAY On Board Diagnostics Display of Fault Codes in Gauge Cluster	0/0	0
16HLJ	GAUGE, DEF FLUID LEVEL	0/0	0
16JNT	SEAT, DRIVER {National 2000} Air Suspension, High Back With Integral Headrest, Vinyl, Isolator, 1 Chamber Lumbar, With 2 Position Front Cushion Adjust, -3 to +14 Degree Angle Back Adjust <u>Includes</u> : SEAT BELT 3-Point, Lap and Shoulder Belt Type	2/0	2
16KAW	SEAT, TWO-MAN PASSENGER {National} Vinyl, With Under Seat Storage Compartment	38/28	66

**INTERNATIONAL®**

**Vehicle Specifications  
2016 4400 SBA 4X2 (MA035)**

<b>Code</b>	<b>Description</b>	<b>F/R Wt (lbs)</b>	<b>Tot Wt (lbs)</b>
16SDT	MIRRORS (2) {Lang Mekra} Styled; Rectangular, Power Both Sides Flat Glass Only, Thermostatically Controlled Heated Heads, Clearance Lights LED, Black Heads, Brackets and Arms, Breakaway Type, 7.09" x 15.75" & Integral Convex Both Sides, 102" Inside Spacing	9/0	9
16WBY	ARM REST, RIGHT, DRIVER SEAT	3/0	3
16WCT	AIR CONDITIONER {Blend-Air} With Integral Heater & Defroster <u>Includes</u> : HEATER HOSES Premium : HOSE CLAMPS, HEATER HOSE Mubea Constant Tension Clamps : REFRIGERANT Hydrofluorocarbon HFC-134A	66/5	71
16WJS	INSTRUMENT PANEL Center Section, Flat Panel	0/0	0
16WJU	WINDOW, POWER (2) and Power Door Locks, Left and Right Doors, Includes Express Down Feature	5/0	5
16WLE	STORAGE POCKET, DOOR Molded Plastic, Full Width; Mounted on Passenger Door	1/0	1
16WRX	CAB INTERIOR TRIM Deluxe <u>Includes</u> : "A" PILLAR COVER Molded Plastic : CAB INTERIOR TRIM PANELS Cloth Covered Molded Plastic, Full Height; All Exposed Interior Sheet Metal is Covered Except for the Following: with a Two-Man Passenger Seat or with a Full Bench Seat the Back Panel is Completely Void of Covering : CONSOLE, OVERHEAD Molded Plastic; With Dual Storage Pockets with Retainer Nets and CB Radio Pocket : DOOR TRIM PANELS Molded Plastic; Driver and Passenger Doors : FLOOR COVERING Rubber, Black : HEADLINER Soft Padded Cloth : INSTRUMENT PANEL TRIM Molded Plastic with Black Center Section : STORAGE POCKET, DOOR (1) Molded Plastic, Full-Length; Driver Door : SUN VISOR (2) Padded Vinyl with Driver Side Toll Ticket Strap, Integral to Console	0/0	0
27DTJ	WHEELS, FRONT {Maxion 90541} DISC; 22.5x8.25 Rims, Painted Steel, 2-Hand Hole, 10-Stud, 285.75mm BC, Hub-Piloted, Flanged Nut, with Steel Hubs	1/0	1
28DTJ	WHEELS, REAR {Maxion 90541} DUAL DISC; 22.5x8.25 Rims, Painted Steel, 2-Hand Hole, 10-Stud, 285.75mm BC, Hub-Piloted, Flanged Nut, with Steel Hubs	0/567	567
29580	WHEEL SEALS, FRONT {International} Oil-Lubricated Wheel Bearings	0/0	0
29PAR	PAINT IDENTITY, FRONT WHEELS Disc Front Wheels; With Vendor Applied White Powder Coat Paint	0/0	0
29PAS	PAINT IDENTITY, REAR WHEELS Disc Rear Wheels; With Vendor Applied White Powder Coat Paint	0/0	0
29WLK	WHEEL BEARING, FRONT, LUBE {EmGard FE-75W-90} Synthetic Oil	0/0	0
60AAG	BDY INTG, REMOTE POWER MODULE Mounted Inside Cab behind Driver Seat; Up to 6 Outputs & 6 Inputs, Max. 20 amp. per Channel, Max. 80 amp Total (Includes 1 Switch Pack With Latched Switches)	0/0	0
60ABM	BDY INTG, RPM I/O HARNESS Includes a Harness with Six Input Blunt Cut Wires and Six Output Blunt Cut Wires, for use with one RPM	0/0	0
7372135429	(4) TIRE, REAR 11R22.5 ECO PLUS HS3 (CONTINENTAL) 495 rev/mile, load range G, 14 ply	0/148	148
7372135429	(2) TIRE, REAR 11R22.5 ECO PLUS HS3 (CONTINENTAL) 495 rev/mile, load range G, 14 ply	-2/0	-2
<b>Services Section:</b>			
40116	WARRANTY Standard for Durastar 1000/4000 Series, Effective with Vehicles Built January 2, 2015 or Later, CTS-2475P	0/0	0

**INTERNATIONAL®**

**Vehicle Specifications  
2016 4400 SBA 4X2 (MA035)**

<b>Code</b>	<b>Description</b>	<b>F/R Wt (lbs)</b>	<b>Tot Wt (lbs)</b>
40LUD	SRV CONTRACT, EXT MAJOR COMP {Navistar Prepackaged Components} To 60-Month/100,000 Miles (160,000 km), Includes Front Axle, Rear Axle, and Propshaft	0/0	0
40MKN	SRV CONTRACT, EXT CMMS ENGINE {Cummins} To 60-Month/100,000 Miles (160,000 km), Extended Cummins ISL Engine Coverage, Protection Plan 1	0/0	0
40PDT	SRV CONTRACT, EXT VEH COVERAGE {Navistar} To 36-Month/50,000 Miles (80,000 km), Excludes Extended Warranty for Engine and Transmission	0/0	0
	<b>Total Component Weight:</b>	<b>7262/4702</b>	<b>11964</b>
	Allison	0/0	0
	<b>Total Goods Purchased:</b>	<b>0/0</b>	<b>0</b>

The weight calculations included in this proposal are an estimate of future vehicle weight. The actual weight as manufactured may be different from the estimated weight. Navistar, Inc. shall not be liable for any consequences resulting from any differences between the estimated weight of a vehicle and the actual weight.

**INTERNATIONAL®**

Weight Summary  
2016 4400 SBA 4X2 (MA035)

May 20, 2016

There is no weight study for this proposal.



# Valew Quality Truck Bodies

## Valew 10'- 5 Yard Square Dump

### **Valew Dump Truck Specifications: Installed on your chassis!**

Specifically designed for extreme use. All steel gauges have been increased for greater durability.

5 yard-10'

Hydraulic Hoist (telescopic style)

Hydraulic Pump

Hot Shift P.T.O.

Hydraulic Reservoir

Double Walled Construction

3/16" interior, 10ga. exterior

One Piece Steel Floor

Headboard

Cab Guard

Spreader Apron

Center Ditch Gate

Safety Locking Controls

Air Tail Gate Release

Ph 45 Hitch assembly w/ air and electric to rear

Spring Loaded Tarp System

Wheelbase Shortening

(2) Steel board inserts

36" Toolbox on passenger side

Primer and Painted White in color

Note: A clean 84"- 90" CA is needed

**Date:** June 20, 2017

**Prepared By:** Mike Kostelecky, Operations Manager  
Allison M. Edmisten, Chief Financial Officer

**Subject:** Authorization to Establish a Policy to Sell Recycled Water Hauling Containers to Customers Participating in the Recycled Water Fill Station Program

**Recommendation:** That the Board authorizes the General Manager to implement a program to sell recycled water hauling containers from existing totes received by the District and make modifications to the program as needed.

---

The Recycled Water Fill Station is now open six days a week, Monday through Saturday, 8:00 a.m. to 3:00 p.m. The traffic at the fill station is increasing due to the warmer weather and need for the recycled water.

At the Yucaipa Valley Regional Water Filtration Facility there is a slow and continuous supply of containers that are used to replenish certain chemicals used on site. Usually, the District staff calls a company to schedule a pick up, free of charge once a minimum number of containers need to be hauled off-site. Storing these containers consumes space at the water filtration facility and through dialogue with the recycled water fill station users an interest has been expressed for them to have the ability to purchase these containers. Therefore, recognizing a problem and a solution, the District staff would like authorization to create



a program to discard of the used totes to customers of the recycled water hauling station.



These storage totes will be thoroughly rinsed, labels removed, and offered for sale in the amount of \$50 on a first-come, first-served basis.

## RECYCLED WATER CONTAINER PURCHASE PROCEDURE

1. To purchase a recycled water hauling container, a registered customer of the Recycled Water Fill Station Program will need to complete the Recycled Water Container Purchase form. A completed form will be used as a placeholder for first-come, first-served basis of reserving a hauling container.
2. When a container is available, the District staff will contact customers with completed forms in the order they are received to let those customers know that a container is available for purchase and a fee of \$50.00 shall be paid at the District office.
3. If there is no response following the District's notification of an available container within 72 hours of leaving a message or contacting the customer, the next customer shall be contacted.
4. Upon receiving payment, the District will issue a receipt to the customers as proof that the fee has been paid.
5. The District's customer service staff will contact the Water Operations Manager to reserve a container for pick-up once the form is completed and the fee paid. At this time, a container will be tagged with the customer's name and will be available for pick-up during the hours the Recycled Water Fill Station is operational.
6. There is a limit of one container per customer per twelve-month period.
7. Upon the receipt of a container, the customer inspects and acknowledges the District thoroughly rinsed. All purchases are final with no returns or exchanges.



12770 SECOND ST., P.O. BOX 730, YUCAIPA, CALIFORNIA 92399-0730  
TELEPHONE:(909)797-5117 FAX:(909)797-6381

## RECYCLED WATER CONTAINER PURCHASE

If you are interested in purchasing a 300 gallon recycled water container (one per customer), please complete the following along with payment in the amount of \$50.00.

SERVICE ADDRESS: \_\_\_\_\_

ACCOUNT NUMBER: \_\_\_\_\_

NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

Paid by: Check \_\_\_\_\_ Cash \_\_\_\_\_ Credit Card \_\_\_\_\_

\*Upon the purchase of a container, the signed party acknowledges the District thoroughly rinsed out the container prior to purchase, purchase is as is, and sale is final.



## Director Memorandum 17-058

**Date:** June 20, 2017

**Prepared By:** Kathryn Hallberg, Management Analyst

**Subject:** Authorization to Eliminate the Charges for Credit Card Use by Customers

**Recommendation:** That the Board authorizes the General Manager to eliminate the fees and charges to District customers for payments by credit cards and adjust the operating budget to track the expense associated with these fees.

Yucaipa Valley Water District is currently charged \$1.75 per customer phone credit card payment and online payment transaction by Electronic Transaction System (ETS). This charge is passed on to the customer during time of payment. ETS also charges the online customers directly an additional \$1.25 for the service. Therefore, an online customer pays \$3.00 to use online payments processing system per transaction.

Detailed in the table below are the fees collected for calendar years 2015 and 2016, and the forecasted increase in transactions and fees for calendar year 2017. Phone transactions have increased at an average rate of 13% per year from 2010 to 2016. Online transactions have increased by an average rate of 19% per year from 2010 to 2016. When the District completes our conversion to offer paperless billing to our customers, the online transactions are expected to increase to an estimated 25% since customers will be able to access a link directly from the paperless billing notification.

Date	Phone Credit Card Processing Fees		Online Credit Card Processing Fees		Internet Fees
	Number of Transactions	Total Fees Paid by YVWD for Phone Charges	Number of Transactions	Total Fees Paid by YVWD for Web Charges	Internet Fee Paid to Web Service Provider. from Customer (\$1.25)
2015	8,615	\$13,463	11,248	\$16,919	\$14,060
2016	9,758	\$17,996	13,397	\$20,066	\$16,746
2017	Projected: 11,026	Projected: \$19,000	Projected: 16,746	Projected: \$29,000	Projected: \$21,000

The District's Operating Budget for fiscal year 2017-2018; Water Division-Utility Billing Expenses allots \$30,000 for credit card convenience fees. The District anticipates the estimated cost to be approximately \$70,000 for calendar year 2017, and will reassess the budget throughout the year.

As a service to our customers and to facilitate timely utility bill payments, the District staff recommends absorbing the customer's cost associated with phone and online credit card payment transactions.

# 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

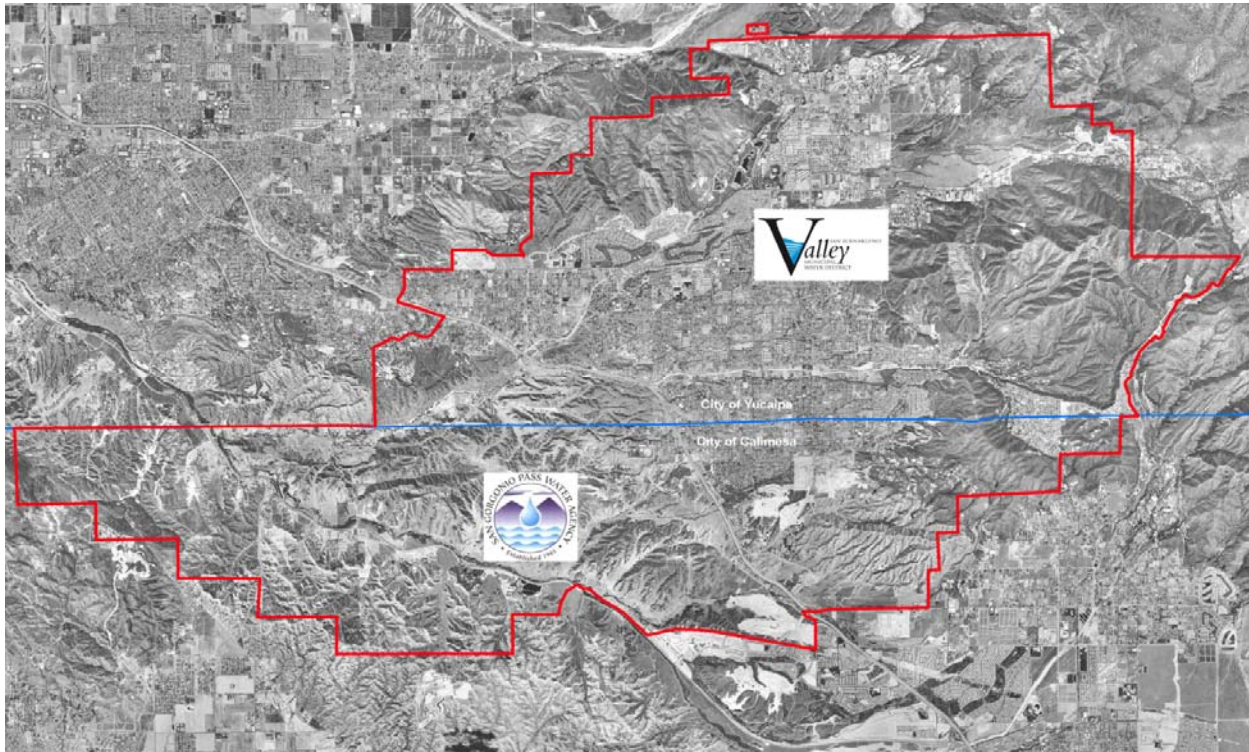
**Sewer System:** 8.0 million gallon treatment capacity - current flow at 4.0 mgd  
205 miles of sewer mainlines  
5 sewer lift stations  
4,500 ac-ft annual recycled water prod. (1.46 billion gallons)

**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)

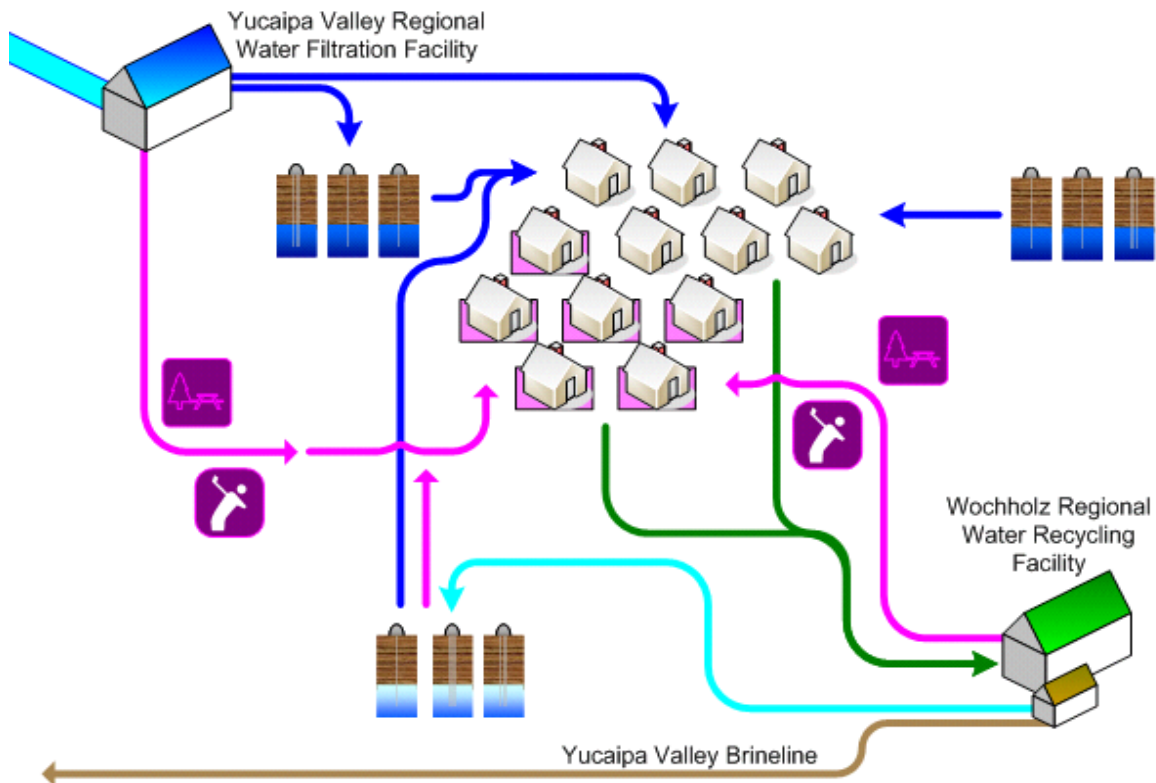
**Brine Disposal:** 2.2 million gallon desalination facility at sewer treatment plant  
1.108 million gallons of Inland Empire Brine Line capacity  
0.295 million gallons of treatment capacity in Orange County



**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