



# Yucaipa Valley Water District

## Notice and Agenda of a Board Workshop

Tuesday, September 12, 2017 at 4:00 p.m.

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MEETING LOCATION: District Administration Building  
12770 Second Street, Yucaipa

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

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- I. **Call to Order**
  - II. **Public Comments** At this time, members of the public may address the Board of Directors on matters within its jurisdiction; however, no action or significant discussion may take place on any item not on the meeting agenda.
  - III. **Staff Report**
  - IV. **Operational Updates**
    - A. Repair of the Hydraulic Wiper System on the Ultraviolet Lamps at the Wochholz Regional Water Recycling Facility [[Workshop Memorandum No. 17-133 - Page 5 of 116](#)]
    - B. Consideration of a Replacement of Ultrafiltration Membrane Filters at the Wochholz Regional Water Recycling Facility [[Workshop Memorandum No. 17-134 - Page 7 of 116](#)]
  - V. **Policy Issues**
    - A. Overview of Draft Resolution No. 2017-23 Establishing the Methodology to Calculate and Collect Facility Capacity Charges Related to the Purchase of Permanent Water Resources from New Development within the Boundary of the San Gorgonio Pass Water Agency and the City of Calimesa [[Workshop Memorandum No. 17-135 - Page 24 of 116](#)]
  - VI. **Administrative Issues**
    - A. Presentation of the Unaudited Financial Report for the Period Ending on August 31, 2017 [[Workshop Memorandum No. 17-136 - Page 35 of 116](#)]
    - B. Development of a Digital Video Library for the Yucaipa Valley Water District [[Workshop Memorandum No. 17-137 - Page 64 of 116](#)]
    - C. Review of Amended Yucaipa Valley Water District Conflict of Interest Code [[Workshop Memorandum No. 17-138 - Page 65 of 116](#)]
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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. Participation in the iEfficient Campaign for Fiscal Year 2017-18 [[Workshop Memorandum No. 17-139 - Page 74 of 116](#)]
- E. Overview of a New Paperless Billing Option for District Customers [[Workshop Memorandum No. 17-140 - Page 92 of 116](#)]
- F. Development of a Comprehensive Database Management System for Measuring and Monitoring Various Operational Parameters [[Workshop Memorandum No. 17-141 - Page 94 of 116](#)]
- G. Overview of a Contract with Zerion Software for iForm Builder Support for the Collection of Field Data [[Workshop Memorandum No. 17-142 - Page 105 of 116](#)]

**VII. Director Comments**

**VIII. Closed Session**

- A. Conference with Legal Counsel Existing Litigation Government Code, Section 54956.9(d) - Robinson Ranch v. Yucaipa Valley Water District;  
San Bernardino Superior Court Case No. CIVDS 1712116
- B. Conference with Legal Counsel Existing Litigation Government Code, Section 54956.9(d) - San Gorgonio Pass Water Agency v. Beaumont Basin Watermaster;  
Riverside Superior Court Case No. RIC 1716346
- C. Conference with Real Property Negotiator(s)  
Conference with Real Property negotiator(s) (Government Code 54956.8)  
Property: Assessor's Parcel Number: 301-201-20  
Agency Negotiator: Joseph Zoba, General Manager  
Negotiating Parties: Abraham Issa  
Under Negotiation: Terms of Payment and Price
- D. Conference with Real Property Negotiator(s)  
Property: Assessor's Parcel Numbers: 0301-211-020 and 0301-201-030  
Agency Negotiator: Joseph Zoba, General Manager  
Negotiating Parties: Mesa Verde Ventures LLC c/o Betek Corporation  
Under Negotiation: Terms of Payment and Price
- E. Conference with Labor Negotiator (Government Code 54957.6)  
District Negotiator: Joseph Zoba, General Manager, and Allison Edmisten, Chief Financial Officer  
Employee Organization: IBEW Local Union 1436-YVWD Employees Association

**IX. Adjournment**

# Staff Report



Yucaipa Valley Water District

# Operational Updates



Yucaipa Valley Water District



**Date:** September 12, 2017

**From:** Kevin King, Operations Manager  
Thaxton VanBelle, Senior Operator

**Subject:** Repair of the Hydraulic Wiper System on the Ultraviolet Lamps at the Wochholz Regional Water Recycling Facility

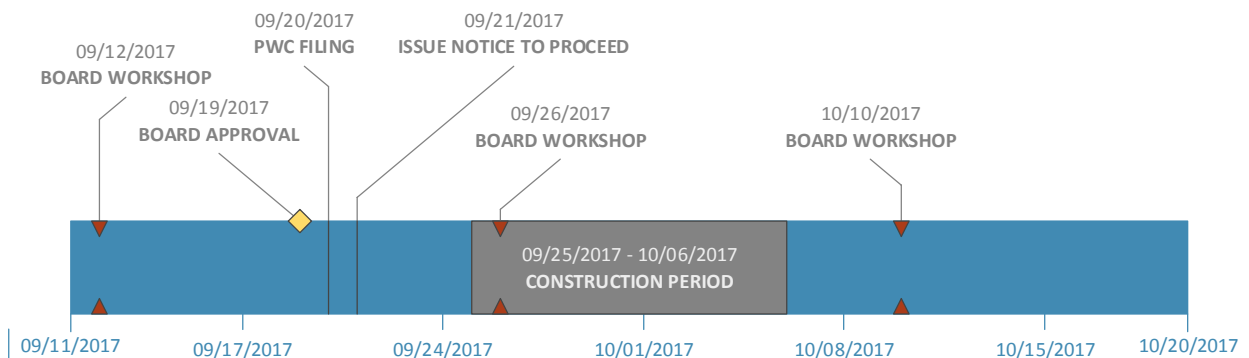
The District staff recently replaced the ultraviolet (UV) lamps and quartz sleeves on the disinfection system at the Wochholz Regional Water Recycling Facility. During this time, it was found that twenty-two (22) of the forty-two (42) hydraulic wipers were in need of repair. Since all of the wipers are the same age, District staff is recommending that all of the wiper hydraulics be rebuilt at a cost not to exceed \$98,674.17.

Financial Consideration

The contractor for this project, DC Frost Associates, has been assigned the Department of Industrial Relations number: 1000038788.

Funding for this project will be from the Sewer Department, Treatment Division, [GL Account #03-5-02-51003].

Project Schedule<sup>1</sup>



<sup>1</sup> The Project Schedule is based on the anticipated approval at a future board meeting. Status reports will be provided at workshop meetings and any project schedule changes will be documented as the project progresses.



**IC FROST ASSOCIATES, INC.** a wholly owned subsidiary of Coombs-Hopkins  
 2855 Mitchell Drive, Suite 215 • Walnut Creek, CA 94598  
 (800) 964-9733 Fax (925) 939-4457

**QUOTATION**

TO: Yucaipa Valley Water District  
 Thaxton Van Belle  
 Phone #: 909-795-2491  
 Cell #:  
 Fax #:  
 Email: tvanbelle@yvwd.dst.ca.us

NUMBER: WC- 27649-Q-R2

DATE: August 16, 2017

PAGE: 1 of 1

EQUIPMENT: Trojan

MODEL: UV3000Plus

REF #: 511190

We are pleased to offer our quotation on the equipment listed herein for the above project.				
ITEM	QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
A	42	Hydraulic Wiper Cylinder, part #326411 Left-Sided Modules	\$1,226.39	\$51,508.38
B	29	Hose Kit, UV3+ MD RET F, part #907632-04F071BK	\$132.50	\$3,842.50
C	29	Hose Kit, UV3+ MD EXT M, part #907632-04M150BK Right-Sided Modules	\$148.00	\$4,292.00
D	20	Hose Kit, UV3+ MD RET F, part #907632-0F145BL	\$144.00	\$2,880.00
E	20	Hose Kit, UV3+ MD EXT M, part #907632-04M066BL	\$135.50	\$2,710.00
F	98	Nipple, UV3+ 1/4NPT x 1/16D NB, part #326447	\$4.60	\$450.80
		Note: Original zinc-plated couplers obsolete. Current material is nickel-plated brass, which is not compatible w/zinc.		
		<b>Note from Trojan:</b>		
			<b>Sub Total</b>	\$65,683.68
			<b>Sales Tax:</b> San Bernardino, County of 7.7500%	\$5,090.49
			<b>Freight Terms:</b> F.O.B. Factory, Prepaid & Added to Invoice	
G	1	Two (2) Trojan Certified Technicians for Six (6) days of service. 3 working days in each week. Monday and Friday are travel days Service will occur over two (2) weeks  Technicians will replace all wiper cylinders and hose kits.  This firm quote will <i>not</i> require support from site operations staff	\$27,900.00	\$27,900.00
			<b>Grand Total</b>	\$98,674.17

Submittals/Drawings: na weeks after receipt of order with complete information.

Shipment: 1-2 weeks after receipt of purchase order or approved drawings.

Prices quoted herein are firm for your acceptance for a period of thirty (30) days.

If prices quoted herein do not include sales or use tax, such taxes, if required, are to be paid by the purchaser.

This quotation and any resulting order will be subject to our standard terms of sale.

PAYMENT TERMS: Net 30 days

BY: Catherine M. Frost



**Date:** September 12, 2017

**From:** Joseph Zoba, General Manager

**Subject:** Consideration of a Replacement of Ultrafiltration Membrane Filters at the Wochholz Regional Water Recycling Facility

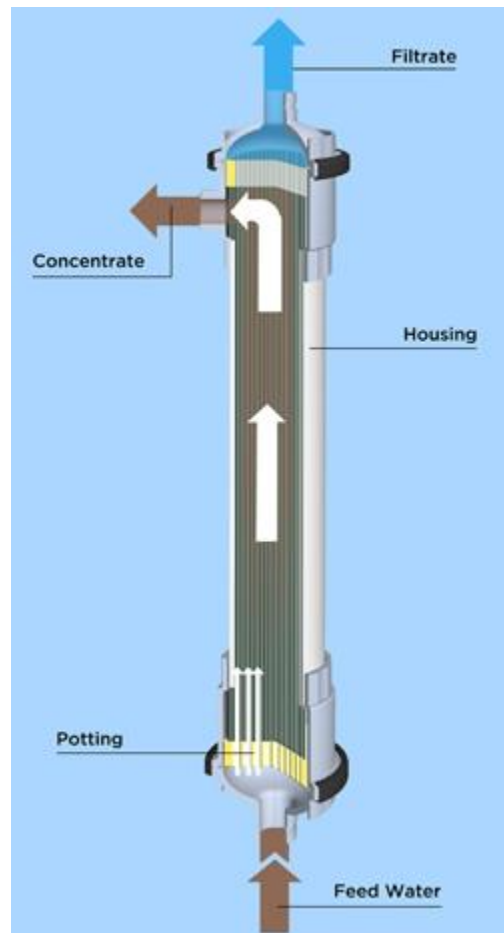
The Yucaipa Valley Water District is analyzing the potential replacement of microfiltration membranes at the Wochholz Regional Water Recycling Facility. Based on an initial review by Separation Processes, the District staff is evaluating the benefits of testing Scinor membranes to gain additional treatment with an ultrafiltration membrane versus the existing microfiltration membrane.

This project would also include the replacement of the pre-strainer associated with the new membranes. While the replacement strainer would add about \$60,000 to the project cost for equipment and installation, the new strainer would provide a 200-micron mesh instead of the existing 320-micron slits. The new strainer would be tested and ultimately part of a larger contract to install new strainers for the remaining microfiltration membranes.

#### Financial Consideration

If the Board of Directors decides to pursue this project, the contractor for this project (Scinor Water America) and the selected strainer installation contractor will need Department of Industrial Relations numbers prior to taking the item to a future board meeting.

Funding for this project will be from the Sewer Division, Infrastructure Reserves [GL Account #03-10311].





Separation Processes, Inc.  
3156 Lionshead Ave., Suite #2  
Carlsbad, CA 92010  
Tel: 760-400-3660  
Fax: 760-400-3661  
www.spi-engineering.com

August 18, 2017

Mr. Joe Zoba  
General Manager  
Yucaipa Valley Water District  
12770 Second Street  
Yucaipa, CA 92399

Subject: Scinor Membrane Replacement at Wochholz

Dear Mr. Zoba:

As we discussed, the Pall membranes which have been in service for 9 years are approaching the end of their useful life. Staff has experienced significant fiber breaks as a result of the process turbidity upset that occurred last winter. Fiber breaks compromise water quality and can result in fouling of the RO system if excessive. While the performance of the Pall membrane has exceeded its projected life of 8 years, there are alternatives that should be considered.

Attached is the proposal from Scinor that we discussed yesterday. The Scinor SMT600-P50 is being proposed for replacement of the Pall membrane at the Wochholz facility. The difference in the membrane is that it has the ability to remove virus (greater than 4 log). In the current regulatory environment, the State of California requires groundwater recharge (IPR) facilities to obtain 12-10-10 log removal for virus, Giardia, and Cryptosporidium. This requirement became effective in 2014, and will apply to the Wochholz facility when recycled water is used for recharge. The Pall MF membrane has limited ability to remove virus and traditionally virus removal credit has not been provided.

The Scinor UF module itself has been out for a couple of years. It is a direct replacement for the Pall MF module in the system, and no modifications to the system are required. It was designed for that intent. SPI has evaluated the membrane for drinking water use in the State of Texas, which was approved, and performed a 1 year study at West Basin on a universal type membrane system. We have also evaluated another Scinor product for retrofit in a submerged system and are in the process of replacing 2,496 membranes at the location with the Scinor product. We have a similar membrane approved and scheduled for installation at a new facility under construction for the Monterey Regional Water Pollution Control Authority.

SPI requested the proposal from Scinor and requested that it be structured as a replacement set for evaluation, and purchase of the remaining set within a year. The arrangement works well in order for us to evaluate the membrane for use and coordinate the change with the State.



August 18, 2017  
Mr. Joe Zoba  
Subject: Scinor Membrane Replacement at Wochholz  
Page 2



Given the option, we believe that is a better option for the District, and I would like to proceed along a path to obtain virus removal credits for the UF membrane. In looking at other testing information, the State has indicated that it may consider awarding credits based upon the 10<sup>th</sup> percentile of data that can be demonstrated. I would like to be able to demonstrate the removal, in order to obtain the removal credit. I think we can be awarded at least 2 log credit, based on criteria provided in the drinking water regulations. It may take a site demonstration in order to obtain virus removal credit and obtain the removal credit from the State.

As always SPI looks forward to working with the District and providing Engineering and Operational Support Services for the Yucaipa Valley Water District

Sincerely,

*James C. Vickers*

James C. Vickers, P.E.  
Vice President



## Ultrafiltration Module Quote

### Yucaipa Valley Water District

June 7, 2017



**Scinor Water America, LLC**

1440 Broadway, 23rd Floor  
New York, NY 10018  
800.774.1385

[info@scinor.com](mailto:info@scinor.com) | [scinor.com](http://scinor.com)





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New York, NY 10018  
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Mr. Jim Vickers  
Separation Processes, Inc.  
3156 Lionshead Avenue #2  
Carlsbad, CA 92010

June 7, 2017

**RE: Yucaipa Valley Water District  
Membrane Replacement Project**

Dear Jim,

Thank you for considering Scinor for this important project. Below you will find the information that you have requested.

Our solution is simple: a true direct replacement of the current installed modules without the need for changes to operating protocol, cleaning regime or special hardware. As discussed, Scinor has executed many successful retrofit projects using this simple yet effective approach. The combination of our experience and the understanding of your facility will ensure a successful execution.

Please feel free to contact me with any questions or clarifications you may require.

Sincerely,

*Tom Poschmann*

**Scinor Water America, LLC**  
Tom Poschmann

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**Scinor Water America, LLC**  
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New York, NY 10018  
800.774.1385  
www.scinor.com

## Company Introduction

The Scinor group of companies (Scinor Water Limited) is a global supplier of hollow fiber membranes, modules, systems and plants used for water treatment applications for industrial and potable water applications. Founded in 2009, Scinor has its roots in this market going back to 1993. Our proprietary hollow fiber filter membranes are made from Polyvinylidene Fluoride (PVDF) using the Thermally Induced Phase Separation (TIPS) method of manufacture. We construct filter modules using our membranes in our own proprietary designs and in configurations that directly replace most products supplied by major manufacturers of hollow fiber products.

Scinor's three operating companies - Beijing Scinor Membrane Technology Co., Ltd., Beijing Scinor Water Technology, Co., Ltd, and Scinor Water America, LLC, - benefit from over 20 years of history in reverse osmosis, hollow fiber filter, and engineering and plant construction business. Beijing Scinor Membrane Technology Co., Ltd. manufactures hollow fiber membranes, modules and systems. Beijing Scinor Water Technology, Co., Ltd is the engineering, procurement, and construction arm of the company building water treatment plants using our proprietary membranes and designs throughout Asia.

Scinor Water America, LLC is the international distribution arm of the business operating out of New York. Scinor Water America, LLC is a US company jointly owned by Scinor Water Limited and the Scinor Water America management team. Formed in 2014, the company markets, distributes, and services Scinor's TIPS PVDF Ultrafiltration membranes throughout the world.

Scinor's unique membranes were developed over a ten-year period beginning in 1993 at China's prestigious Tsinghua University under the direction of Dr. Xiao Lin Wang. These membranes are made using a patented manufacturing technique that results in an interconnected homogeneous pore structure having a uniform 0.1 micron pore size. The Scinor group of companies is the exclusive owner of this technology and has first rights to all new developments in this field coming out of Tsinghua University through a long-term research partnership.

Thermally Induced Phase Separation (TIPS) manufacturing results in PVDF membranes with a high crystalline structure that are extremely durable and that have high chemical tolerance. TIPS membranes have been proven to provide much longer service life than membranes manufactured using other manufacturing techniques. Scinor has over one hundred installations in service.

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Our facilities and quality standards are ISO 9001 certified and our green manufacturing techniques and facilities are ISO 14001 certified. Our goal is to provide the highest quality products that provide great economy of use all in an environmentally friendly way.

## Retrofit Experience

Scinor has successfully commissioned over 100 systems including retrofits of most major membrane manufacturers, of both pressure and submerged configurations. Our track record demonstrates the technical expertise that has set us apart from others.

Through years of experience, we understand that the key to a successful membrane installation is a combination of a strong membrane, a solid system design, an understanding of how to apply the membrane in a particular application and ongoing service support. Scinor offers customers an extremely durable TIPS PVDF membrane, industry-leading system design experience, deep applications knowledge and a dedicated service team.

Scinor modules provide a **direct retrofit** for all major membrane vendors' installations; that is, Scinor's modules can retrofit installations with **no special hardware, no programming changes, and no process or cleaning protocol adjustments**. This means that Scinor offers a choice when replacing what once was a proprietary system – this lowers replacement costs to the end-users and also provides a TIPS PVDF membrane and all the benefits that TIPS brings – greater mechanical strength, higher chemical tolerance, and greater permeability.

## Technology Overview

Thermally Induced Phase Separation, or TIPS, is a unique method for manufacturing polymeric membranes which yields a mechanically stronger, chemically more tolerant, and more permeable membrane than other methods.

Ultrafiltration as applied on drinking water and wastewater has evolved significantly over the past 30 years. While research existed for some time, the technology started gaining acceptance in the early nineties with the introduction of dead-end mode (as opposed to cross-flow mode),

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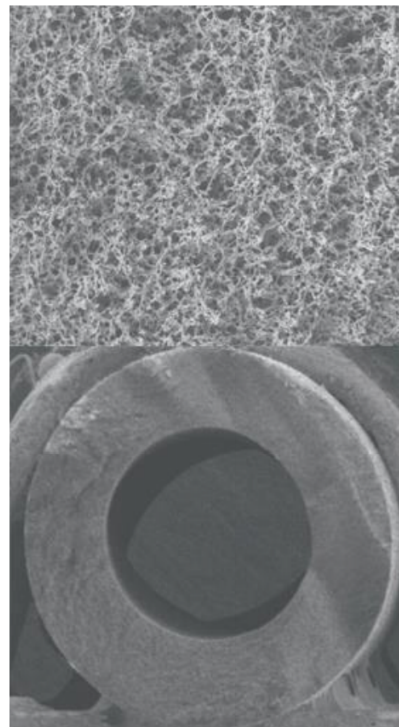


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integrity tests, and cleaning protocols that began to increase overall cost-effectiveness. The US Surface Water Treatment Rule that became effective in 1993 further propelled the technology towards acceptance in the industry as it provided an ideal solution to meet the tighter regulations.

With tighter regulations and additional advances came more manufacturers with their own proprietary membranes. These manufacturers pushed the envelope on what could be accomplished with polymeric UF membranes and through years of competition yielded what is now commonplace in the industry – Polyvinylidene fluoride membranes, outside-in flow pattern, and pressurized membranes (as opposed to the submerged variety). While today this can be mistaken as a commodity market, there are important differentiators in the market that can provide additional value to end-users.

TIPS is the next evolution in the dynamic marketplace and one of the most important differentiators when it comes to UF. This is because TIPS membranes provide for greater permeability, greater mechanical strength, and higher chemical tolerance to the great majority of UF membranes available. In the TIPS manufacturing process employed by Scinor, phase separation occurs at high temperature resulting in a high crystalline PVDF structure with a homogeneous sponge-like, interconnected pore structure and maximum permeability. All of this leads to longer membrane life, better performance, and ultimately a better cost-effective solution.



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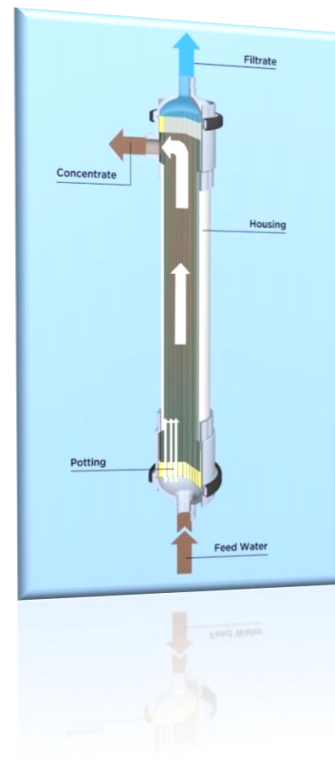
**Scinor Water America, LLC**  
 1440 Broadway, 23<sup>rd</sup> Floor  
 New York, NY 10018  
 800.774.1385  
 www.scinor.com

## Product Overview

### SMT600-P50 Pressurized Ultrafiltration Module

Scinor SMT600 series ultrafiltration modules utilizing our state-of-the-art Thermally Induced Phase Separation (TIPS) PVDF membranes provide the highest permeability, mechanical strength, and chemical tolerance in the industry. These modules are ideal for use in potable water, wastewater, desalination, and industrial applications. The SMT600-P50 retrofits major membrane vendor installations giving end-users a choice when replacing membranes.

The SMT600-P50 is an outside-in configuration module that operates in dead-end or cross-flow mode depending on specifics of the application. Cleaning processes used are simple backwash, maintenance clean, and Clean-in-Place.



PRODUCT ADVANTAGES	
<p><b>Excellent Filtered Water Quality</b></p> <ul style="list-style-type: none"> <li>• Tight 0.1 µm pore size distribution</li> <li>• Low fiber breakage rate</li> </ul> <p><b>Long Operational Life</b></p> <ul style="list-style-type: none"> <li>• High mechanical strength and durability</li> <li>• &gt;5000 mg/L Sodium Hypochlorite tolerance</li> </ul> <p><b>Low Capital Cost</b></p> <ul style="list-style-type: none"> <li>• High flux rates on all water sources</li> </ul>	<p><b>Low Requirements for Pretreatment</b></p> <ul style="list-style-type: none"> <li>• Outside-in configuration</li> <li>• Optimal -flow channel</li> </ul> <p><b>Low Operating and Maintenance Requirements</b></p> <ul style="list-style-type: none"> <li>• Low energy and chemical consumption due to higher permeability</li> <li>• Automatic operation</li> </ul>

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## Module Specifications

Scinor Module	Part Number	SMT600-P50
	Fiber Material	Polyvinylidene Fluoride (PVDF)
	Effective Area	538 ft <sup>2</sup> (50 m <sup>2</sup> )
	Nominal Pore Size	0.1 µm
	Fiber ID/OD	0.7 mm/1.3 mm
	Geometry	Ø160 mmX2330 mm
	Port Size	DN50, Side DN40
	Housing/Head	U-PVC/ABS
	Potting Material	Epoxy Resin
Operating Parameters	Temperature	33-104°F (1-40 C)
	pH Range	1-11 Continuous
	Max. NaClO	5000 mg/L
	Backwash Flux	30-70 gfd (50-120 l/mh)
	Air Scour Flow	3.1-7.5 scfm/module (5-12 Nm <sup>3</sup> /hr/module)
	CIP pH Range	1-13
	Max. Feed Pressure	60 psi (0.4 MPa)
	Max. TMP	45 psi (0.3 MPa)
Filtered Water Performance	Max. Air Scour	36 psi (0.25 MPa)
	Max. Backwash	36 psi (0.25 MPa)
	Turbidity	≤0.1 ntu
	Silt Density Index	≤3
	E.Coli Removal	non-detect

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## Commercial Offer

### 1.1 Pricing

Option	Description	Quantity	Unit Price	Total Price
Option 1 Initial trial set	<p><b><u>SMT600-P50 Module</u></b></p> <p>Includes:</p> <ul style="list-style-type: none"> <li>- all necessary miscellaneous hardware for installation, as shown in attached installation drawing</li> <li>- Installation by others</li> </ul>	96	\$1,600 USD	\$153,600 USD
Option 2 Additional sets	<p><b><u>SMT600-P50 Module</u></b></p> <p>Includes:</p> <ul style="list-style-type: none"> <li>- all necessary miscellaneous hardware for installation, as shown in attached installation drawing</li> <li>- Installation by others</li> </ul>	480	\$1,600 USD	\$768,000 USD

### 1.2 Validity

Option 1 offer is valid for 30 days from the date of proposal

Option 2 offer is valid for 360 days from the date of this proposal

### 1.3 Incoterms

DDP jobsite

Freight prepay and add

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#### 1.4 Lead time

Option 1 lead time 2 weeks

Option 2 lead time 12 weeks

#### 1.5 Taxes & Duties

Taxes and duties of any type are not included in pricing

#### 1.6 Service

1-Year Silver Service Package Plan included:

- Inspection, Auditing, and Optimization – one trip, 3 days
  - Includes staff training
- **Unlimited Telephone Support**
- Monthly remote data monitoring, if applicable
- Additional service billed at \$1000/day plus travel and expenses
  - Extra trips and/or days

#### 1.7 Attachments

Terms and Conditions of Sale

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## STANDARD TERMS AND CONDITIONS OF SALE

These terms and conditions of sale ("Agreement") are applicable to any order placed with and accepted by Scinor Water America, LLC (referred to herein as "Supplier"):

1. **SCOPE OF AGREEMENT.** Supplier, upon acceptance of an Order placed by Buyer, will supply the products and services specified in the Order (the "Work") to Buyer, pursuant to the terms and conditions of this Agreement and its exhibits and Supplier's acceptance of such order submitted by Buyer is expressly limited to the terms and conditions of this Agreement notwithstanding any contrary provision contained in Buyer's purchase orders, invoices, acknowledgements or other documents. The details of the Work (e.g. quantity, price, and product specifications) shall be set forth in the relevant Order.
2. **PRICE AND TERMS.** (a) The prices payable by Buyer for goods and services to be supplied by Supplier under this Agreement will be specified in the applicable Order. Unless otherwise expressly stated in an Order, all prices exclude shipping and taxes. (b) Payment terms are net thirty (30) calendar days from the date of the invoice. If Buyer does not pay an invoiced amount within terms, Buyer will in addition pay finance charges of one and one-half percent (1.5%) per month on the late balance and Supplier reserves the right to (1) withhold shipment of the Work until full payment is made; and/or (2) revoke any credit extended to Buyer. In the event that Buyer's account is more than ninety (90) days in arrears, Buyer shall reimburse Supplier for the reasonable costs, including attorney's fees, of collecting such amounts from Buyer. In the event of any dispute regarding an invoice, no finance charges will apply in the event that Buyer provides written notice of the dispute prior to the due date for such payment. (c) Upon reasonable request by the Supplier, Buyer shall provide copies of its most recent audited financial statements or other reasonable evidence of its financial capacity and such other information as Supplier reasonable requests to determine credit status or credits limits. (d) Buyer shall provide notice within five (5) business days of the occurrence of any event which materially affects Buyer's ability to perform its obligations under this Agreement including but not limited to: (i) the material default of any supplier or sub-contractor; (ii) labor strike or dispute; or (iii) material uncured default with respect to any debt obligations of Buyer. (e) Pricing schedules (whether attached to this Agreement or an Order) are subject to change upon a change in the price of applicable raw materials (as reflected on a recognized trade or commodity pricing tracker) in excess of five percent (5%) from the date of such schedule. (f) Unless otherwise specified in the Order, Work will be delivered FOB Supplier's manufacturing facility and will be shipped to Buyer via carriers selected by Supplier.
3. **BUYER MATERIALS AND DATA.** (a) Buyer represents and warrants that any matter it furnishes for performance of services by Supplier (i) does not infringe any copyright or trademark or other Intellectual Property Rights of any third party; (ii) is not libelous or obscene; (iii) does not invade any persons right to privacy; and (iv) does not otherwise violate any laws or infringe the rights of any third party. (b) Buyer warrants that it has the right to use and to have Supplier use on behalf of Buyer any data provided to Supplier or its Affiliates by Buyer including specifically customer names, identifying information, addresses and other contact information and related personal information ("Data").
4. **INTELLECTUAL PROPERTY.** Any and all inventions, discoveries, patent applications, patents, copyrights, trademarks and trade names, commercial symbols, trade secrets, work product and information embodying proprietary data existing and owned by Buyer as of the date of the Order or made or conceived by employees of Buyer during the Term of the Order shall be and remain the sole

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and exclusive property of Buyer provided that Buyer grants to Supplier a license to use, display and distribute (and to sub-license its affiliates and sub-contractors to use, display and distribute) any intellectual property rights delivered to Supplier as reasonably necessary to perform any Order. Any and all inventions, discoveries, patent applications, patents, copyrights, trademarks and trade names, commercial symbols, trade secrets, work product and information embodying proprietary data existing and owned by Supplier as of the date of the Order or made or conceived by employees, consultants, representatives or agents of Supplier during the term of this Agreement shall be and remain the sole and exclusive property of Supplier.

5. **CONFIDENTIAL INFORMATION.** Any information that parties receive or otherwise have access to incidental to or in connection with this Agreement (collectively, the “Confidential Information”), shall be and remain the property of the disclosing party. Confidential Information shall not include information which: (i) was in the possession of the Receiving Party at the time it was first disclosed by the Disclosing Party; (ii) was in the public domain at the time it was disclosed to the Receiving Party; (iii) enters the public domain through sources independent of the Receiving Party and through no breach of this provision by the Receiving Party; (iv) is made available by the Disclosing Party to a third party on an unrestricted, non-confidential basis; (v) was lawfully obtained by the Receiving Party from a third party not known by the Receiving Party to be under an obligation of confidentiality to the Disclosing Party; or (vi) was at any time developed by the Receiving Party independently of any disclosure by the Disclosing Party. Confidential Information may be used to the extent necessary to perform this Agreement and the parties shall not disclose Confidential Information to any third party, except to its agents (who have executed confidentiality agreements containing terms substantially similar to the terms) as necessary to provide the Work hereunder. In no event shall Buyer acquire any right, title or interest in and to any product or process information, including related know how, either existing or developed during the course of the business relationship with Supplier and Buyer, and in no event shall Supplier acquire and right, title, or interest in and to any materials or information provided to it by Buyer.
6. **INDEMNIFICATION.** The indemnifying party, as Indemnitor, shall indemnify, defend and hold harmless the indemnified party, as Indemnitee, its officers, directors, employees, agents, subsidiaries, and other affiliates from and against any and all claims, damages, liabilities, and expenses (including attorney fees) arising from any third-party claim based on Indemnitor’s (or its agent’s) breach of any representation, warranty, covenant, agreement, or obligation under the Order or this Agreement , or Indemnitor’s (or its agent’s) grossly negligent and/or willful acts in carrying out its obligations under the Order or the Agreement, provided that in no event shall Supplier be responsible for any claims arising out of its compliance with instructions, requirements, or specifications provided by or required by Buyer (including the use of information, artwork, logos, and/or trademarks provided by Buyer). Neither party will be responsible for indemnifying another party hereto where the basis of the indemnity claim arises out of such other party’s own negligence or willful misconduct. In order to avail itself of this indemnity provision, Indemnitee shall promptly provide notice to Indemnitor of any such claim, tender the defense of the claim to Indemnitor, and cooperate with Indemnitor in the defense of the claim. Indemnitor shall not be liable for any cost, expense, or compromise incurred or made by Indemnitee in any legal action without the Indemnitor’s prior written consent.
7. **BREACH.** In addition to all other rights to which a party is entitled under this Agreement, if either party breaches any term of the Order or the Agreement, the non-breaching party shall have the right to: (a) terminate the Order immediately upon written notice to the other party; and (b) seek to obtain

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injunctive relief to prevent such breach or to otherwise enforce the terms of this Agreement. Failure to properly demand compliance or performance of any term of the Order or this Agreement shall not constitute a waiver of Supplier's rights hereunder and prior to any claim for damages being made for non-conformance or breach, Buyer shall provide Supplier with reasonable notice of any alleged deficiencies in the Work or performance under the Order or this Agreement and Supplier shall have a reasonable opportunity to cure any such alleged non-conformance or breach.

8. **WARRANTY.** Supplier warrants that the Work shall reasonably conform to specifications in all material respects. Other than the warranties set forth in this section, Supplier makes no warranty of any kind, expressed or implied or otherwise whatsoever, that the services performed or any items produced will be merchantable or fit for any particular purpose or use. In the event of any breach of any warranty specified in this provision, Buyer's exclusive remedy shall be that Supplier shall, at its option, repair or replace any defective goods at no cost to Buyer or refund any purchase price paid for such Work.
9. **LIMITATION OF LIABILITY.** IN NO EVENT SHALL EITHER PARTY BE LIABLE HEREUNDER FOR INCIDENTAL, SPECIAL, INDIRECT, CONSEQUENTIAL, OR PUNITIVE DAMAGES EVEN IF ADVISED IN ADVANCE OF THE POSSIBILITY FOR SUCH DAMAGES AND VENDOR'S TOTAL LIABILITY FOR DAMAGES UNDER THIS AGREEMENT AND THE ORDER SHALL BE LIMITED TO THE TOTAL FEES DUE HEREUNDER FOR THE INVOICE UPON WHICH A CLAIM IS BASED.
10. **NOTICE.** Any notice sent pursuant to the Order or this Agreement shall be sent by certified mail, return receipt requested, or by overnight mail to the addresses on the Order or to such address as either party may in the future designate. A copy of any notice to Supplier shall be also sent to General Counsel, Scinor Water America, LLC, 1440 Broadway, 23<sup>rd</sup> Floor, New York, NY 10018 together with a copy this Agreement. Notices shall be effective upon receipt.
11. **ASSIGNMENT.** Except as otherwise provided, the Order and this Agreement shall be binding upon and inure to the benefit of the parties' successors and lawful assigns.
12. **STATUS.** Buyer and Supplier are separate entities. Nothing in the Order or this Agreement shall be construed as creating an employer-employee or joint venture relationship.
13. **COMPLIANCE WITH LAW.** Each party shall comply with all state, federal and local laws and regulations applicable to its performance hereunder.
14. **GOVERNING LAW.** The Order and this Agreement shall be governed by the laws of the State of New York, without reference to conflicts of law principles. Any legal suit, action or proceeding arising out of or relating to the Order or these this Agreement shall be commenced in a federal court in New York or in state court in the County of Suffolk, New York, and the appellate courts thereof, and each party hereto irrevocably submits to the exclusive jurisdiction and venue of any such court in any such suit, action or proceeding. With respect to any litigation arising out of the Order or this Agreement, the parties expressly waive any right they may have to a jury trial and agree that any such litigation shall be tried by a judge without a jury and the prevailing party shall be entitled to recover its expenses, including reasonable attorney's fees, from the other party.

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15. **FORCE MAJEURE.** Neither party shall be liable for any failure to perform or delay in performance of this Agreement to the extent that any such failure arises from acts of God, war, civil insurrection or disruption, riots, government act or regulation, strikes, lockouts, labor disruption, cyber or hostile network attacks, inability to obtain raw or finished materials, inability to secure transport, or any cause beyond such party's commercially reasonable control.
16. **SURVIVAL.** In the event any provision of the Order or this Agreement is held by a tribunal of competent jurisdiction to be contrary to the law, the remaining provisions of the Order or this Agreement will remain in full force and effect. All sections herein relating to payment, ownership, confidentiality, indemnification and duties of defense, representations and warranties, waiver, waiver of jury trial and provisions which by their terms extend beyond the Term shall survive the termination of the Order and this Agreement.
17. **ENTIRE AGREEMENT.** The Order, this Agreement and the operative provisions of any quotation issued by Supplier and any purchase order issued by Buyer, sets forth the entire agreement and understanding among the parties as to the subject matter hereof, and merges and supersedes all prior discussions, agreements, and understandings of every and any nature among them. No proposal, purchase order, order confirmation, acceptance, or any other document provided by either Party to the other, nor any electronic click-wrap, terms of use or similar online consent or acceptance language accompanying or set forth as a prerequisite to any electronic interface or utility associated with any Work, shall be deemed to amend the terms hereof and any such contradictory or additional terms shall be ineffective. No party shall be bound by any condition, definition, warranty, or representations, other than as expressly set forth or provided for in the Order or this Agreement, or as may be, on or subsequent to the date hereof set forth in writing and signed by the party to be bound thereby. In the event of any ambiguity or conflict between any of the terms and conditions contained in this Agreement and the terms and conditions contained in an Order, the terms and conditions of this Agreement shall control, unless the Parties have expressly provided in such Order that a specific provision in this Agreement is amended, in which case this Agreement shall be so amended, but only with respect to such Order. The Order or this Agreement may not be amended, supplemented, changed, or modified, except by agreement in writing signed by the parties to be bound thereby.

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# Policy Issues



Yucaipa Valley Water District



**Date:** September 12, 2017

**From:** Joseph Zoba, General Manager

**Subject:** Overview of Draft Resolution No. 2017-23 Establishing the Methodology to Calculate and Collect Facility Capacity Charges Related to the Purchase of Permanent Water Resources from New Development within the Boundary of the San Gorgonio Pass Water Agency and the City of Calimesa

The Yucaipa Valley Water District currently charges \$13,478 per dwelling unit for facilitate capacity charges for each new residential unit constructed in our service area. This fee recovers costs expended by the District for the construction of the following facilities:

Description of Drinking Water Component	Existing Facility Capacity Charges
Yucaipa Valley Regional Water Filtration Facility	\$3,811
Recycled Water System	\$823
Booster Pumping Plants	\$885
Pipeline Facilities	\$4,407
Water Storage Reservoirs	\$3,552
<b>Total</b>	<b>\$13,478</b>

While the District’s development related fees are typically more expensive than our neighboring agencies, the Yucaipa Valley Water District has consistently pursued extensive improvements and fully-integrated solutions to secure long-term, reliable, and resilient water and sewer service for our customers.

On July 27, 2015, the Board of Directors of the San Gorgonio Pass Water Agency (“SGPWA”) adopted Resolution No. 2015-05 adopting facility capacity fees for new infrastructure and additional water resources. The adoption of this resolution was deemed necessary by the SGPWA to “...meet future increasing demands for SGPWA supplemental water to the SGPWA service area which will require additional water facilities to be constructed to distribute water and to acquire additional water rights to meet future increasing demands.”<sup>1</sup>

At the board workshops on April 25, 2017, May 30, 2017, July 11, 2017, and August 8, 2017, the District staff presented a sample methodology that can be used to calculate the cost of securing

<sup>1</sup> This fee only is applicable to developments in the Calimesa portion of the Yucaipa Valley Water District service area. The portion of the Yucaipa Valley Water District in the City of Yucaipa receives imported water service from the San Bernardino Valley Municipal Water District.



permanent water supplies using the nexus report adopted by the San Geronio Pass Water Agency in July 2015. Based on the suggested methodology, the District staff prepared a draft resolution to adopt the methodology and implement a new facility capacity fee component applicable for new homes in the Calimesa portion of our service area.

Based on the sample methodology, the additional cost per residential dwelling unit in the City of Calimesa will be \$4,683 for a home that is dual-plumbed to receive recycled water for front and rear yard irrigation use. This charge would not be applicable to new development in the City of Yucaipa.

### **Methodology Used to Calculate the Supplemental Water Facility Capacity Charge for Supplemental Water Resources**

- One Domestic Use Factor (1.0 DUF) = 10 kgal/monthly billing period
  - *Estimated Annual Drinking Water Demand = 120 kgal per year*
  - *Estimated Daily Drinking Water Demand of 330 gpd/EDU*
- 0% Interest
- 49.0% State Water Project Reliability Factor - Ten-Year Rolling Average
  - *2017 State Water Project Allocation on September 30 - 85% (DWR Notice 17-05)*
  - *2016 State Water Project Allocation on September 30 - 60% (DWR Notice 16-06)*
  - *2015 State Water Project Allocation on September 30 - 20% (DWR Notice 15-03)*
  - *2014 State Water Project Allocation on September 30 - 20% (DWR Notice 14-08)*
  - *2013 State Water Project Allocation on September 30 - 35% (DWR Notice 13-09)*
  - *2012 State Water Project Allocation on September 30 - 65% (DWR Notice 12-09)*
  - *2011 State Water Project Allocation on September 30 - 80% (DWR Notice 11-06)*
  - *2010 State Water Project Allocation on September 30 - 50% (DWR Notice 10-11)*
  - *2009 State Water Project Allocation on September 30 - 40% (DWR Notice 09-07)*
  - *2008 State Water Project Allocation on September 30 - 35% (DWR Notice 08-03)*
- \$6,231/Acre Foot Permanent Water Right Estimate
  - *Most Recent San Geronio Pass Permanent Water Right Purchase Estimate*

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Calculation:

$$120 \text{ kgal} \times \frac{1,000 \text{ gal}}{1 \text{ kgal}} \times \frac{0.000003069 \text{ AF}}{\text{gallon}} \times \frac{\$6,231}{\text{Acre Foot}} \times \frac{1}{0.490 \text{ Reliability}} = \underline{\underline{\$4,683/EDU}}$$

Since the last workshop, the District staff has had an opportunity to meet with representatives from the Building Industry Association and other stakeholders that have expressed an interest in this issue. Based on feedback received, the District staff recommends conducting a public hearing for the adoption of this fee on Tuesday, September 19, 2017 at 6:00 pm.

Additionally, the draft resolution has an effective date of July 1, 2018 to provide sufficient time for smaller residential projects that have already secured project-specific financing to complete their projects.

**DRAFT RESOLUTION NO. 2017-23****A RESOLUTION OF THE YUCAIPA VALLEY WATER DISTRICT ESTABLISHING THE METHODOLOGY TO CALCULATE AND COLLECT FACILITY CAPACITY CHARGES RELATED TO THE PURCHASE OF PERMANENT WATER RESOURCES FOR NEW DEVELOPMENT WITHIN THE BOUNDARY OF THE SAN GORGONIO PASS WATER AGENCY AND THE CITY OF CALIMESA**

WHEREAS, the Yucaipa Valley Water District (the "District") is a public agency of the State of California organized and existing pursuant to the provisions of the County Water District Law of this State (Section 30000, et seq. of the Water Code); and

WHEREAS, the District has adopted Facility Capacity Charges for drinking water, sewer, and recycled water services; and

WHEREAS, the District's Board of Directors reviewed Resolution No. 2015-05 adopted by the San Gorgonio Pass Water Agency (the "Pass Water Agency") and its Capacity Fee Study and documentation ("Study") supporting the need for supplemental water to provide service to new development within the boundary of the Pass Water Agency; and

WHEREAS, the above-referenced Study was considered by the District's Board of Directors at several board workshops, board meetings, and the public hearing; and

WHEREAS, the District's Board of Directors is expected to secure supplemental water from the Pass Water Agency when a permanent source of supply is secured and available to provide service to new development within the service area of the Pass Water Agency; and

WHEREAS, the purpose of the supplemental water capacity charge is to purchase and/or finance, in whole or in part, permanent water rights dedicated to the District or fund the implementation of a similar program that provides the same permanent water supply for new development within the boundary of both the District and the Pass Water Agency; and

WHEREAS, the fee structure and methodology established herein is set forth as the supplemental water fee adopted by the Pass Water Agency (as may be modified) in its Resolution No. 2015-05, Section 7 as a reasonable estimate for securing supplemental water rights unless modified by the District's Board of Directors; and

WHEREAS, the facts and evidence presented to the District's Board of Directors during previous board workshops and board meetings, including the Pass Water Agency's Study, demonstrate that the facility capacity charge related to supplemental water to be levied by the District will not exceed the estimated reasonable cost for providing the services for which the capacity charges are imposed and, therefore, complies with Government Code Section 66013; and

WHEREAS, the District is relying upon the facts and evidence presented in the Pass Water Agency's Study to support the need for the supplemental facility capacity charge expected to be assessed by the Pass Water Agency; and

WHEREAS, the supplemental water facility capacity charge established herein is exempt from the California Environmental Quality Act, Public Resources Code, Section 21080(b)(8) because the charges are imposed to obtain funds necessary to maintain services within the District; and

WHEREAS, this resolution shall be implemented to supplement the facility capacity charges currently in effect by the Yucaipa Valley Water District; and

WHEREAS, the charges set forth herein are being adopted following a public hearing and notices provided in accordance with the requirements of Government Code, Section 66000, et seq.,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Yucaipa Valley Water District, as follows:

1. Purpose and Implementation. The charges set forth herein are for the purpose of implementing the San Gorgonio Pass Water Agency Resolution No. 2015-05 provided as Exhibit A and as supported by the Pass Water Agency's Study.
2. Implementation of the San Gorgonio Pass Water Agency Resolution No. 2015-05. The Board of Directors of the Yucaipa Valley Water District hereby directs the General Manager to include language in development agreements within the boundary of the San Gorgonio Pass Water Agency, subject to further review and approval by the Board of Directors, adequate to ensure permanent water resources are secured for all new development within the San Gorgonio Pass Water Agency boundary:
  - A. All new development shall be required to be dual-plumbed with recycled water to meet the irrigation demands; and drinking water to meet drinking water and fire flow demands.
  - B. A Domestic Use Factor (DUF) shall be based on an equivalent volume of drinking water used to meet domestic water demands for a typical equivalent single-family residential dwelling unit (EDU). The District staff is directed to provide information to evaluate the conversion factor for the DUF based on data acquired in the future. For purposes of this resolution, one DUF is equal to 10 kgal per monthly billing period.
  - C. Drinking water demand shall be determined for each parcel in units of gallons per day per Equivalent Dwelling Unit (gpd/EDU) and expressed as a Domestic Use Factor (DUF) to 1/10<sup>th</sup>. The DUF will be used to calculate the Supplemental Water Facility Capacity Charge for each parcel within the Pass Water Agency service area.

Typical components used to calculate the Supplemental Water Facility Capacity Charge for the purchase of permanent water supplies shall include: (i) the DUF for each parcel; (ii) the lesser of either 0% or the actual interest charge incurred by the District necessary to finance the construction of facilities or purchase of supplemental water rights; (iii) the rolling average of ten prior years of State Water Project reliability as determined by the California Department of Water Resources in effect on September 30<sup>th</sup> of each calendar year; and (iv) the estimated or actual cost of securing permanent supplemental water supplies by the San Gorgonio Pass Water Agency.

An example of the calculation methodology is provided in Exhibit B.

- D. Property owners and/or developers that provide sufficient permanent secured water rights and/or water resources shall receive a credit for the Supplemental Water Facility Capacity Charge required by this resolution if the secured water resources are permanently dedicated to the Yucaipa Valley Water District prior to executing a development agreement for the subject development.
  - E. Based on the example calculation methodology illustrated in Exhibit B, the Supplemental Water Facility Capacity Charge shall automatically be adjusted without further action of the Board of Directors based on (i) changes by the San Geronio Pass Water Agency as provided in Resolution No. 2015-05 and subsequent versions; and (ii) on October 1<sup>st</sup> of each year based on the State Water Project reliability determination as of September 30<sup>th</sup> by the California Department of Water Resources.
3. Monthly Water Demands in Excess of Paid Supplemental Water Facility Capacity Charge. The Board of Directors of the Yucaipa Valley Water District hereby directs the implementation of a surcharge for drinking water demands by customers that exceed the quantity of Supplemental Water Facility Capacity Charge as determined and assessed to each parcel for the use of supplemental water rights on an as needed basis.
- A. The Domestic Use Factor (DUF) used to calculate the Supplemental Water Facility Capacity Charge shall be evaluated each billing period to determine if the quantity of drinking water delivered exceeded the DUF purchased for the property.
  - B. If the quantity of drinking water delivered is equal to or less than the DUF used to calculate the Supplemental Water Facility Capacity Charge, then no surcharge shall be applied.
  - C. If the quantity of drinking water delivered is greater than the DUF used to calculate the Supplemental Water Facility Capacity Charge, then the surcharge shall be applied as provided in Exhibit C.
4. Equivalent Alternatives to Secured Supplemental Water Sources. The Board of Directors of the Yucaipa Valley Water District hereby directs the District staff to pursue the planning and implementation of direct potable reuse of recycled water as a feasible alternative to securing supplemental imported water from areas outside of the Yucaipa Valley Water District. Funds collected pursuant to this Resolution may be substituted for constructing and implementing a direct potable reuse project at the Wochholz Regional Water Recycling Facility and the Yucaipa Valley Regional Water Filtration Facility. Furthermore, the District staff is directed to pursue Federal and State funding to bridge the anticipated shortfall in funds if this equivalent source of supply becomes a reliable alternative to imported water.
5. Effective Date. This Resolution shall become effective on July 1, 2018 and shall remain in effect until such time as it is rescinded or superseded.

PASSED, APPROVED and ADOPTED this 19<sup>th</sup> day of September 2017.

YUCAIPA VALLEY WATER DISTRICT

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Jay Bogh, President Board of Directors

ATTEST:

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Joseph B. Zoba, General Manager

**RESOLUTION NO. 2015-05**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
SAN GORGONIO PASS WATER AGENCY  
TO ADOPT FACILITY CAPACITY FEES FOR  
FACILITIES AND WATER**

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

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

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

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

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

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

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

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

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

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

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

NOW THEREFORE BE IT HEREBY RESOLVED

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

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

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

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

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

13. The Resolution shall take effect immediately.

AYES:

NOES:

DATE: July 27, 2015

SAN GORGONIO PASS WATER AGENCY

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



## Sample Methodology to Calculate the Supplemental Water Facility Capacity Charge

Assumptions:

- One Domestic Use Factor (1.0 DUF) = 10 kgal/monthly billing period
  - *Estimated Annual Drinking Water Demand = 120 kgal per year*
  - *Estimated Daily Drinking Water Demand of 330 gpd/EDU*
  
- 0% Interest
  
- 49.0% State Water Project Reliability Factor - Ten-Year Rolling Average
  - *2017 State Water Project Allocation on September 30 - 85% (DWR Notice 17-05)*
  - *2016 State Water Project Allocation on September 30 - 60% (DWR Notice 16-06)*
  - *2015 State Water Project Allocation on September 30 - 20% (DWR Notice 15-03)*
  - *2014 State Water Project Allocation on September 30 - 20% (DWR Notice 14-08)*
  - *2013 State Water Project Allocation on September 30 - 35% (DWR Notice 13-09)*
  - *2012 State Water Project Allocation on September 30 - 65% (DWR Notice 12-09)*
  - *2011 State Water Project Allocation on September 30 - 80% (DWR Notice 11-06)*
  - *2010 State Water Project Allocation on September 30 - 50% (DWR Notice 10-11)*
  - *2009 State Water Project Allocation on September 30 - 40% (DWR Notice 09-07)*
  - *2008 State Water Project Allocation on September 30 - 35% (DWR Notice 08-03)*
  
- \$6,231/Acre Foot Permanent Water Right Estimate
  - *Most Recent San Geronio Pass Permanent Water Right Purchase Estimate*

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Calculation:

$$120 \text{ kgal} \times \frac{1,000 \text{ gal}}{1 \text{ kgal}} \times \frac{0.000003069 \text{ AF}}{\text{gallon}} \times \frac{\$6,231}{\text{Acre Foot}} \times \frac{1}{0.490 \text{ Reliability}} = \underline{\underline{\$4,683/EDU}}$$

# Administrative Issues



Yucaipa Valley Water District



**Date:** September 12, 2017

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

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

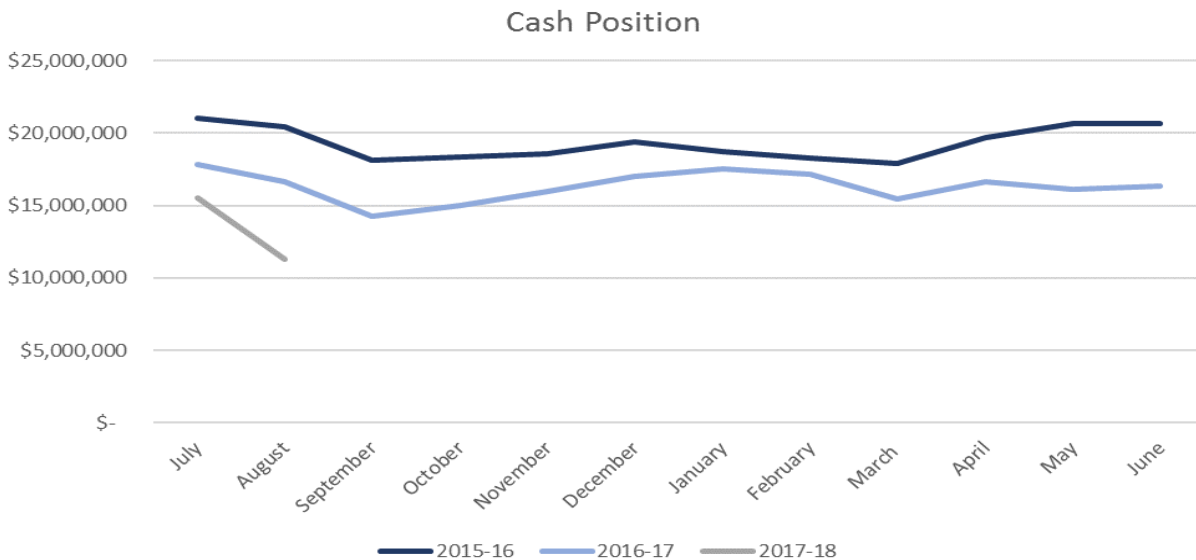
The following unaudited financial report has been prepared by the Administrative Department for your review. The report has been divided into five sections to clearly disseminate information pertaining to the financial status of the District. Please remember that the following financial information has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

**Cash Fund Balance and Cash Flow Reports**

[Detailed information can be found on page 7 to 8 of 29]

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

Fund Source	Operating Funds	Restricted Funds	Total Funds
Water Division	\$ 6,381,174.66	\$ (612,522.00)	\$ 5,768,652.66
Sewer Division	\$ 10,608,457.14	\$ (6,656,553.61)	\$ 3,951,903.53
Recycled Water Division	\$ 1,036,821.40	\$ 519,371.76	\$ 1,556,193.16
<b>Total</b>	<b>\$ 18,026,453.20</b>	<b>\$ (6,749,703.85)</b>	<b>\$ 11,276,749.35</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.

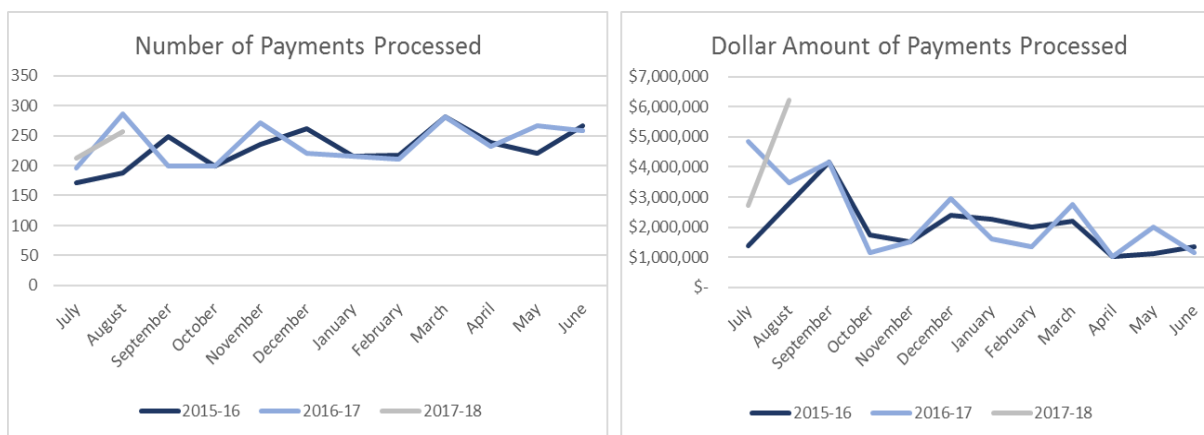
The Cash Flow Report provides a list of the debt service payment due dates and amounts as well as the cash flow requirements for debt service for each month of the fiscal year.

**Cash Disbursement Report**

[Detailed information can be found on pages 9 to 14 of 29]

The cash disbursement report lists each check and electronic payment processed during the month of August 2017. All payments are reviewed by District staff for accuracy and completeness, checks are usually signed by the General Manager and one Director, but may be signed by two Directors. The Chief Financial Officer will make any check, payment, invoice or supporting documentation available for review to any board member upon request.

	Number Processed	Amount Processed
Checks	246	\$ 6,011,859.05
Electronic Payments	10	\$ 217,090.79
<b>Total</b>	<b>256</b>	<b>\$ 6,228,949.84</b>



**Financial Account Information**

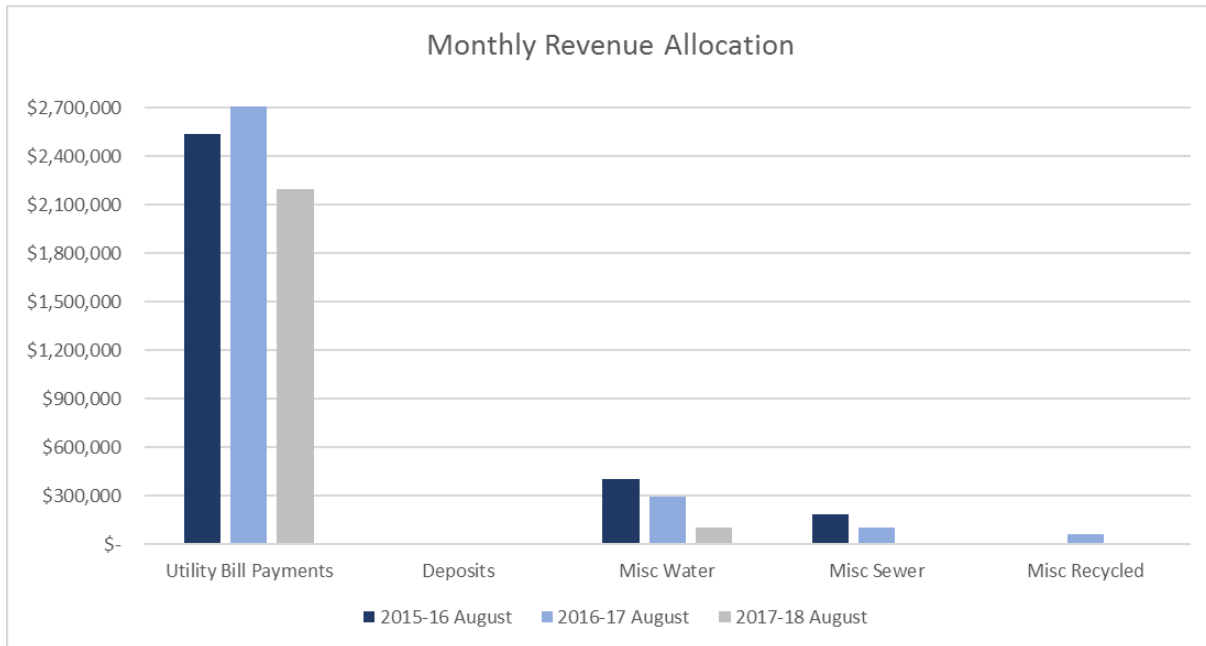
[Detailed information can be found on pages 15 to 18 of 29]

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

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

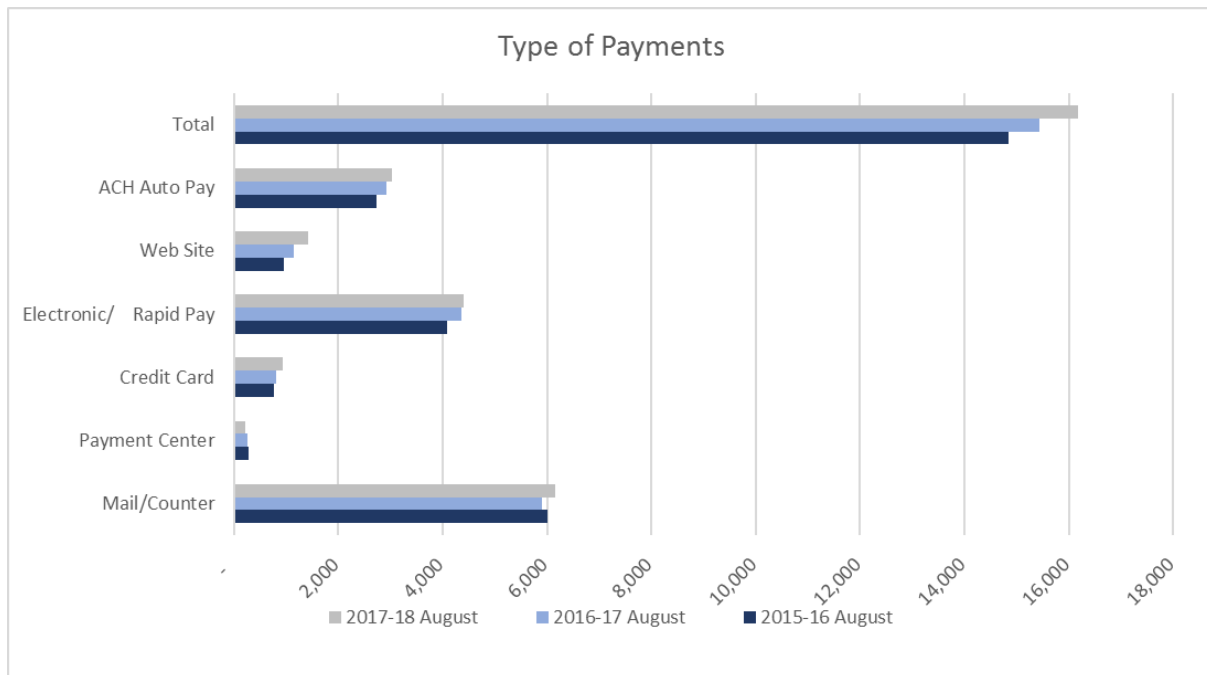
Monthly Revenue Allocation:

Funding Source	Total
Utility Bill Payments	\$ 2,198,827.29
Deposits	\$ 0
Misc. Water Related Activities	\$ 103,525.40
Misc. Sewer Related Activities	\$ 8,610.24
Misc. Recycled Related Activities	\$ 38.71
<b>Total</b>	<b>\$ 2,311,001.64</b>



Summary of Utility Bill Payments:

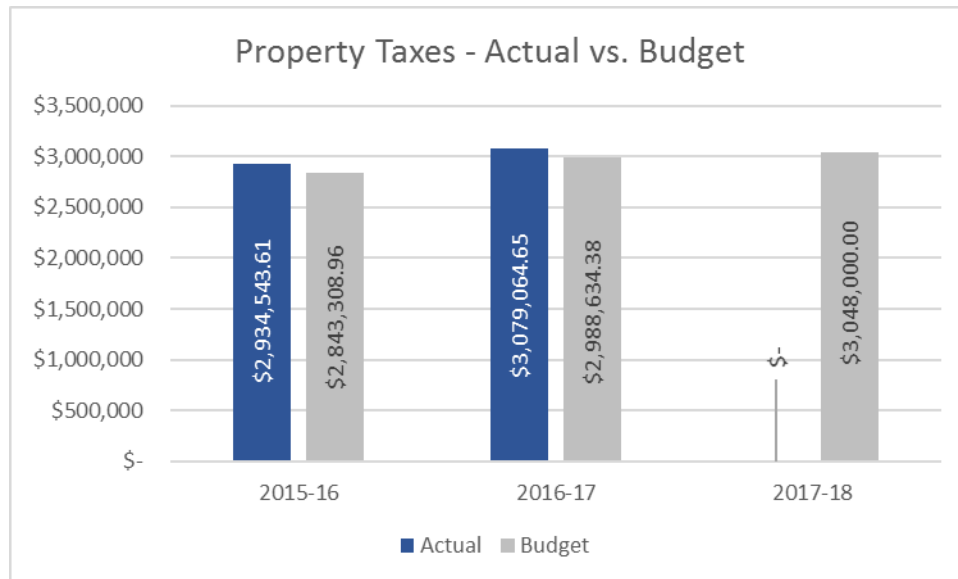
Payment Method	Number of Payments	% of Total Received
Mail/Counter	6,167	38.14%
Payment Center	223	1.38%
Credit Card	944	5.84%
Electronic Rapid Pay	4,397	27.20%
Web Site	1,413	8.74%
ACH Auto Pay	3,024	19.00%
<b>Total</b>	<b>16,168</b>	<b>100.00%</b>



**Summary of Property Tax Revenue:**

Current Month	Year-to-Date	Budget Amount	Percentage
Property Taxes	\$ 0	\$ 3,048,000	0%

\*NOTE: Property taxes previously reported in July were for the prior fiscal year. As of August 31, 2017 Property Tax Revenue is \$0.



**Investment Summary**

[Detailed information can be found on pages 19 to 20 of 29]

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

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

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.

**Fiscal Year 2017-18 Detail Budget Status**

[Detailed information can be found on pages 21 to 29 of 29]

The revenue and expense budget status for the 2017-18 Fiscal Year is provided for your review.

### 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.

<b>Summary of Revenue Budget</b>				
<b>As of August 31, 2017 (12% of Budget Cycle)</b>				
<b>Division</b>	<b>Current Month</b>	<b>Year-to-Date</b>	<b>Budget Amount</b>	<b>Percentage</b>
Water	\$ 1,233,144	\$ 1,537,388	\$ 13,924,171	11.04%
Sewer	\$ 981,827	\$ 1,282,104	\$ 12,132,940	10.57%
Recycled Water	\$ 82,739	\$ 108,010	\$ 796,425	13.56%
<b>District Revenue</b>	<b>\$ 2,297,710</b>	<b>\$ 2,927,502</b>	<b>\$ 26,853,536</b>	<b>10.90%</b>

<b>Summary of Water Budget vs. Expenses</b>				
<b>As of August 31, 2017 (12% of Budget Cycle)</b>				
<b>Department</b>	<b>Current Month</b>	<b>Year-to-Date</b>	<b>Budget Amount</b>	<b>Percentage</b>
Water Resources	\$ 287,505	\$ 799,471	\$ 4,799,752	16.66%
Public Works	\$ 164,361	\$ 278,356	\$ 3,142,636	8.86%
Administration	\$ 234,213	\$ 483,535	\$ 3,686,118	13.12%
Long Term Debt	\$ 1,690,106	\$ 1,690,106	\$ 2,295,665	73.62%
Asset Acquisition	\$ -	\$ -	\$ -	0.00%
<b>TOTAL</b>	<b>\$ 2,376,185</b>	<b>\$ 3,251,468</b>	<b>\$ 13,924,171</b>	<b>23.35%</b>

<b>Summary of Sewer Budget vs. Expenses</b>				
<b>As of August 31, 2017 (12% of Budget Cycle)</b>				
<b>Department</b>	<b>Current Month</b>	<b>Year-to-Date</b>	<b>Budget Amount</b>	<b>Percentage</b>
Treatment	\$ 233,511	\$ 429,354	\$ 3,561,784	12.05%
Administration	\$ 206,893	\$ 412,701	\$ 3,376,153	12.22%
Environmental Control	\$ 70,157	\$ 161,065	\$ 1,297,722	12.41%
Long Term Debt	\$ -	\$ -	\$ 3,897,281	0.00%
Asset Acquisition	\$ -	\$ -	\$ -	0.00%
<b>TOTAL</b>	<b>\$ 510,561</b>	<b>\$ 1,003,120</b>	<b>\$ 12,132,940</b>	<b>8.27%</b>

<b>Summary of Recycled Water Budget vs. Expenses</b>				
<b>As of August 31, 2017 (12% of Budget Cycle)</b>				
<b>Department</b>	<b>Current Month</b>	<b>Year-to-Date</b>	<b>Budget Amount</b>	<b>Percentage</b>
Administration	\$ 43,525	\$ 87,956	\$ 796,425	11.04%
<b>TOTAL</b>	<b>\$ 43,525</b>	<b>\$ 87,956</b>	<b>\$ 796,425</b>	<b>11.04%</b>
<b>District Expenses</b>	<b>\$ 2,930,271</b>	<b>\$ 4,342,544</b>	<b>\$ 26,853,536</b>	<b>16.17%</b>



## Cash Fund Balance Report - August 2017

Water Division		GL#	Balance
Restricted	*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	\$ (3,630,304.91)
	*FCC - Future YVRWFF Phase II & III	02-10403	\$ 411,685.72
	*FCC - Recycled System	02-10410	\$ (877,086.31)
	*FCC - Booster Pumping Plants	02-10411	\$ 675,931.65
	*FCC - Pipeline Facilities	02-10412	\$ 132,421.86
Operating	*FCC - Water Storage Reservoirs	02-10413	\$ 2,301,274.83
	Depreciation Reserves	02-10310	\$ 590,775.14
	Infrastructure Reserves	02-10311	\$ 3,089,413.00
	Sustainability Fund	02-10313	\$ 48,528.16
	Rate Stabilization Fund	02-10314	\$ 500,209.14
	Imported Water Fund - MUNI	02-10315	\$ (92,172.57)
	Imported Water Fund - SGPWA	02-10316	\$ 893,860.39
Operating Funds:			\$ 1,350,561.40
<b>Total Water Division</b>			<b>\$ 5,768,652.66</b>

Sewer Division		GL#	Balance
Restricted	*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	\$ 1,703,642.35
	*FCC - Future WWTP Expansion	03-10407	\$ 1,344,922.81
	*FCC - Sewer Interceptors	03-10415	\$ (833,385.63)
	*FCC - Lift Stations	03-10416	\$ 331,634.73
	*FCC - Effluent Disposal Facilities	03-10417	\$ (1,627,905.84)
Operating	*FCC - Salt Mitigation Facilities	03-10418	\$ (8,468,625.03)
	Project Fund - Encumbered	03-10215	\$ 276,000.00
	Depreciation Reserves	03-10310	\$ 3,528,046.87
	Infrastructure Reserves	03-10311	\$ 4,803,000.00
	Rate Stabilization Fund	03-10314	\$ 1,464,394.90
Operating Funds:			\$ 537,015.37
<b>Total Wastewater Division</b>			<b>\$ 3,951,903.53</b>

Recycled Water Division		GL#	Balance
Restricted	*FCC - Recycled System	04-10410	\$ 64,882.79
	*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
Operating	Project Fund - Encumbered	04-10215	\$ -
	Depreciation Reserves	04-10310	\$ 62,424.84
	Infrastructure Reserves	04-10311	\$ 256,692.31
	Operating Funds:		\$ 717,704.25
<b>Total Recycled Water Division</b>			<b>\$ 1,556,193.16</b>

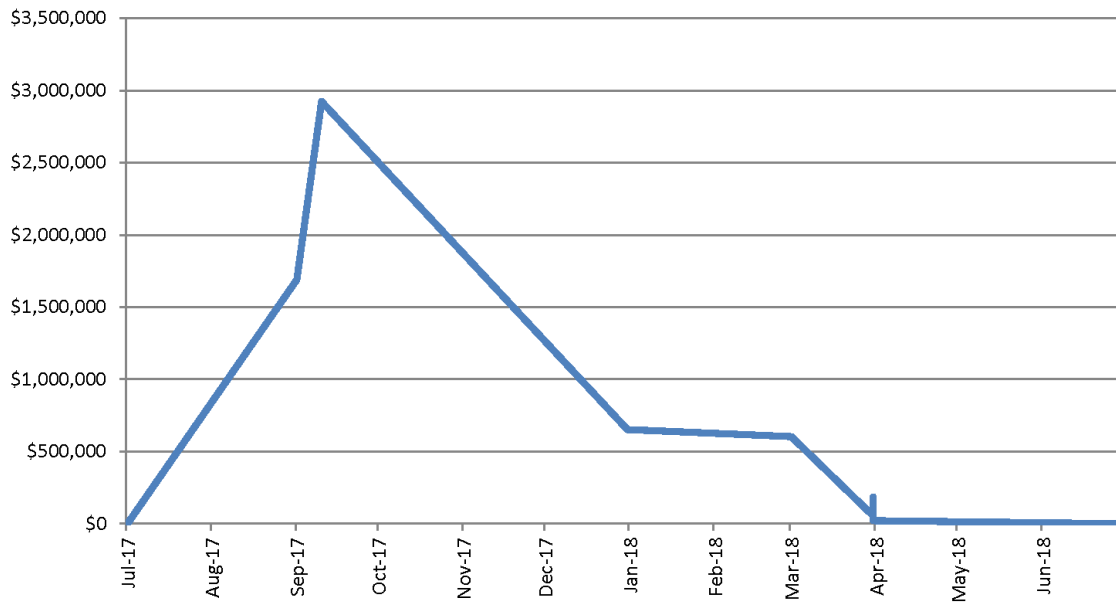
**DISTRICT TOTAL \$ 11,276,749.35**

\*=Restricted Funds

### Cash Flow Report for Fiscal Year 2017-18

Financial Obligations for Fiscal Year 2017-18				
Due Date	Fund	Description	Term of Obligation	Amount
9/1/2017	Water	2015A Bond Payment - YVRWFF	2015-2034	\$ 1,690,106.25
9/10/2017	Sewer	SRF Payment - WRWRF	2009-2028	\$ 2,923,668.75
12/31/2017	Sewer	SRF Payment - Yucaipa Regional Brineline	2013-2032	\$ 652,249.39
3/1/2018	Water	2015A Bond Payment - YVRWFF	2015-2034	\$ 603,806.25
3/31/2018	Sewer	SRF Payment - Recycled Reservoir R-10.3	2014-2033	\$ 54,243.03
3/31/2018	Sewer	SRF Payment - Desalinization at WRWRF	2014-2033	\$ 186,470.11
3/31/2018	Sewer	SRF Payment - Crow Street/Recycled Booster B-12.1	2016-2035	\$ 21,247.48
<b>Total</b>				<b>\$ 6,131,791.26</b>

**Payment Schedule and Cash Flow Requirements  
for Fiscal Year 2017-18**



### Checks and Electronic Payments - August 2017

<u>Check Date</u>	<u>Check Number</u>	<u>Name</u>	<u>Check Amount</u>
8/1/2017	29511	ADS, LLC	\$ 4,275.00
8/1/2017	29512	Ameripride Uniform Services	\$ 761.87
8/1/2017	29513	Eco Pro Environmental Services	\$ 85.00
8/1/2017	29514	Incode Division-Tyler Technolo	\$ 1,874.75
8/1/2017	29515	Leroy's Landscape Services	\$ 5,700.00
8/1/2017	29516	MailFinance Inc.	\$ 337.64
8/1/2017	29517	Clement John Grieco III	\$ 646.00
8/1/2017	29518	Nixon-Egli Equipment Co. of So	\$ 1,278.35
8/1/2017	29519	SCE Rosemead	\$ 222,063.06
8/1/2017	29520	Southern CA Emergency Medicine	\$ 170.00
8/1/2017	29521	Spectrum Business	\$ 3,668.00
8/1/2017	29522	The Gas Company	\$ 47.64
8/1/2017	29523	U.S. Telepacific Corp	\$ 2,428.27
8/1/2017	29524	Yucaipa Disposal, Inc.	\$ 1,448.57
8/1/2017	29525	John F. Simister	\$ 310.50
8/1/2017	29526	Brenntag Pacific, Inc	\$ 25,082.35
8/1/2017	29527	California Water Technologies,	\$ 3,978.71
8/1/2017	29528	Cole-Parmer	\$ 100.11
8/1/2017	29529	JW D'Angelo Co.	\$ 5,269.31
8/1/2017	29530	Larry Cross	\$ 1,525.00
8/1/2017	29531	Evoqua Water Technologies LLC	\$ 1,162.91
8/1/2017	29532	Grainger	\$ 187.98
8/1/2017	29533	Hasa, Inc.	\$ 3,882.19
8/1/2017	29534	HD Supply Waterworks, Ltd.	\$ 247.13
8/1/2017	29535	Hemet Valley Tool Inc.	\$ 38.45
8/1/2017	29536	Industrial Safety Supply Corp	\$ 89.64
8/1/2017	29537	Inland Water Works Supply Co.	\$ 5,502.53
8/1/2017	29538	Koraleen Enterprises	\$ 2,305.26
8/1/2017	29539	Lowe's Companies, Inc.	\$ 867.64
8/1/2017	29540	Nagem, Inc.	\$ 791.67
8/1/2017	29541	BlueTarp Financial, Inc.	\$ 320.13
8/1/2017	29542	Office Solutions Business Prod	\$ 82.45
8/1/2017	29543	SB CNTY-Solid Waste Mgmt Div	\$ 13.39
8/1/2017	29544	Steven Enterprises, Inc	\$ 2,493.14
8/4/2017	29545	PAYROLL CHECK	\$ 2,163.40
8/4/2017	29546	WageWorks, Inc.	\$ 1,324.74
8/4/2017	29547	IBEW Local 1436	\$ 476.00
8/4/2017	29548	California State Disbursement	\$ 115.38
8/4/2017	29549	California State Disbursement	\$ 397.38
8/4/2017	29550	Department of the Treasury - I	\$ 125.00
8/4/2017	29551	Jeremy Costello	\$ 78.62
8/4/2017	29552	Ashley Gibson	\$ 55.87
8/4/2017	29553	Nippon Life Insurance Co. of A	\$ 2,336.40
8/7/2017	29554	MOORE, RON	\$ 100.00
8/7/2017	29555	PERPULY, FRANCISCO	\$ 31.68
8/7/2017	29556	ROE, KEN	\$ 58.13
8/7/2017	29557	WALKINGTON FAMILY TR	\$ 42.43
8/7/2017	29558	WARNER, WILLIAM C.	\$ 68.32
8/7/2017	29559	BRIXTON CALIMESA LLC	\$ 189.30

## Checks and Electronic Payments - August 2017

<u>Check Date</u>	<u>Check Number</u>	<u>Name</u>	<u>Check Amount</u>
8/7/2017	29560	BERRY, PAUL	\$ 42.43
8/7/2017	29561	Water Environment Federation	\$ 494.00
8/7/2017	29562	State Water Resources Control	\$ 105.00
8/7/2017	29563	Ameripride Uniform Services	\$ 688.90
8/7/2017	29564	California Department of Fish	\$ 1,405.00
8/7/2017	29565	Corelogic, Inc.	\$ 330.00
8/7/2017	29566	Coverall North America, Inc.	\$ 1,021.00
8/7/2017	29567	Crown Ace Hardware - Yucaipa	\$ 743.96
8/7/2017	29568	First American Data Tree, LLC	\$ 50.00
8/7/2017	29569	Frontier Communications	\$ 147.13
8/7/2017	29570	Groundwater Resources Associat	\$ 75.00
8/7/2017	29571	House Of Quality, Parts Plus	\$ 1,982.31
8/7/2017	29572	InfoSend, Inc.	\$ 5,060.70
8/7/2017	29573	Raiset R. Santana and Adriana	\$ 61.25
8/7/2017	29574	Konica Minolta Business Soluti	\$ 1,107.73
8/7/2017	29575	NetComp Technologies, Inc.	\$ 2,450.00
8/7/2017	29576	SCCI, Inc.	\$ 350.00
8/7/2017	29577	State Water Resources Control	\$ 961.00
8/7/2017	29578	Underground Service Alert Of S	\$ 241.00
8/7/2017	29579	Cemex Inc. USA	\$ 321.71
8/7/2017	29580	JW D'Angelo Co.	\$ 1,284.88
8/7/2017	29581	Grainger	\$ 65.13
8/7/2017	29582	Hasa, Inc.	\$ 7,149.86
8/7/2017	29583	HD Supply Waterworks, Ltd.	\$ 6,576.29
8/7/2017	29584	Hemet Valley Tool Inc.	\$ 570.90
8/7/2017	29585	Inland Water Works Supply Co.	\$ 1,033.60
8/7/2017	29586	Innerline Engineering	\$ 3,500.00
8/7/2017	29587	Nicholas C. Hendrickson	\$ 429.73
8/7/2017	29588	McWane Inc.	\$ 49,101.83
8/7/2017	29589	Nuckles Oil Company, Inc.	\$ 7,748.52
8/7/2017	29590	P & R Paper Supply Co., Inc.	\$ 1,089.36
8/7/2017	29591	R & R Anderson Trucking	\$ 1,377.02
8/7/2017	29592	Sonsray Machinery LLC	\$ 703.07
8/7/2017	29593	Uline, Inc.	\$ 1,894.54
8/7/2017	29594	Calmat Company	\$ 3,897.35
8/7/2017	29595	Kenneth Carnes	\$ 96.98
8/14/2017	29596	Borden Excavating, Inc.	\$ 30,928.85
8/14/2017	29597	Delta Partners, LLC	\$ 7,500.00
8/14/2017	29598	Dudek & Associates, Inc	\$ 21,113.54
8/14/2017	29599	Geoscience Support Services, I	\$ 4,947.50
8/14/2017	29600	Platinum Advisors, LLC	\$ 5,000.00
8/14/2017	29601	RMC Water and Environment	\$ 3,216.00
8/14/2017	29602	TSR Construction and Inspectio	\$ 13,995.00
8/14/2017	29603	David L. Wysocki	\$ 3,187.50
8/14/2017	29604	BRADNER, KRISTIAN	\$ 34.43
8/14/2017	29605	LAGUNA, REBECA	\$ 19.05
8/14/2017	29606	CWEA-TCP (OAKPORT ST.)	\$ 265.00
8/14/2017	29607	Dale A. Fundak	\$ 117.55
8/14/2017	29608	Ronald Elisalda	\$ 359.75

## Checks and Electronic Payments - August 2017

<u>Check Date</u>	<u>Check Number</u>	<u>Name</u>	<u>Check Amount</u>
8/14/2017	29609	Ameripride Uniform Services	\$ 601.52
8/14/2017	29610	AT&T Mobility	\$ 1,435.66
8/14/2017	29611	Beaumont Basin Watermaster	\$ 12,922.50
8/14/2017	29612	Central Communications	\$ 338.45
8/14/2017	29613	Cliff's Pest Control, Inc.	\$ 375.00
8/14/2017	29614	Larry Jacinto Farming, Inc.	\$ 300.00
8/14/2017	29615	Pro-Pipe & Supply, Inc.	\$ 38.64
8/14/2017	29616	SCCI, Inc.	\$ 385.00
8/14/2017	29617	San Gorgonio Pass Water Agency	\$ 29,861.76
8/14/2017	29618	San Bdo. Valley Muni. Water D	\$ 164,979.09
8/14/2017	29619	Separation Processes, Inc.	\$ 5,479.67
8/14/2017	29620	Spectrum Business	\$ 2,649.00
8/14/2017	29621	UC Regents/Career Center 070	\$ 975.00
8/14/2017	29622	Wells Fargo Bank-Corporate Tru	\$ 1,690,089.83
8/14/2017	29623	Yucaipa Valley Water District	\$ 10,599.84
8/14/2017	29624	Luke's Transmission Inc.	\$ 15.00
8/14/2017	29625	All American Asphalt	\$ 30,000.00
8/14/2017	29626	All American Sewer Tools	\$ 1,554.63
8/14/2017	29627	John F. Simister	\$ 161.41
8/14/2017	29628	Center Electric Services, Inc.	\$ 434.52
8/14/2017	29629	Victor James Valenti	\$ 3,533.55
8/14/2017	29630	JW D'Angelo Co.	\$ 20,357.24
8/14/2017	29631	David Sunden	\$ 222.34
8/14/2017	29632	Evoqua Water Technologies LLC	\$ 1,932.41
8/14/2017	29633	G&G Environmental Compliance, I	\$ 8,073.05
8/14/2017	29634	Harrington Ind. Plastic, LLC	\$ 474.91
8/14/2017	29635	Hemet Valley Tool Inc.	\$ 765.69
8/14/2017	29636	Industrial Safety Supply Corp	\$ 260.93
8/14/2017	29637	Inland Water Works Supply Co.	\$ 2,418.50
8/14/2017	29638	Nicholas C. Hendrickson	\$ 749.94
8/14/2017	29639	Nuckles Oil Company, Inc.	\$ 1,332.85
8/14/2017	29640	Microflex Corp #774353	\$ 1,773.99
8/14/2017	29641	Nagem, Inc.	\$ 5,072.87
8/14/2017	29642	Nalco Company	\$ 7,746.75
8/14/2017	29643	Odyssey Power Corporation	\$ 2,450.00
8/14/2017	29644	P & R Paper Supply Co., Inc.	\$ 270.76
8/14/2017	29645	Page Locksmith	\$ 107.75
8/14/2017	29646	Polydyne Inc.	\$ 2,849.99
8/14/2017	29647	John Deere Financial f.s.b.	\$ 714.26
8/14/2017	29648	Q Versa, LLC	\$ 2,231.04
8/14/2017	29649	R & R Anderson Trucking	\$ 1,367.66
8/14/2017	29650	Redlands-Yucaipa Rentals Inc.	\$ 349.25
8/14/2017	29651	Riverside Winnelson Company	\$ 533.76
8/14/2017	29652	SB CNTY-Solid Waste Mgmt Div	\$ 309.89
8/14/2017	29653	Schaner's WasteWater Prod., In	\$ 2,456.10
8/14/2017	29654	Hadronex, Inc.	\$ 120.00
8/14/2017	29655	Sonsray Machinery LLC	\$ 113.14
8/14/2017	29656	Sunstate Equipment Co., LLC	\$ 130.38
8/14/2017	29657	Tri County Pump Company	\$ 5,360.31

## Checks and Electronic Payments - August 2017

<u>Check Date</u>	<u>Check Number</u>	<u>Name</u>	<u>Check Amount</u>
8/18/2017	29658	One Stop Landscape Supply Inc	\$ 23,033.50
8/18/2017	29659	PAYROLL CHECK	\$ 2,108.17
8/18/2017	29660	PAYROLL CHECK	\$ 437.83
8/18/2017	29661	WageWorks, Inc.	\$ 1,324.74
8/18/2017	29662	California State Disbursement	\$ 115.38
8/18/2017	29663	California State Disbursement	\$ 397.38
8/18/2017	29664	Department of the Treasury - I	\$ 125.00
8/21/2017	29665	Atkinson, Andelson, Loya, Ruud	\$ 5,956.45
8/21/2017	29666	CWEA-TCP (OAKPORT ST.)	\$ 85.00
8/21/2017	29667	California Water Environment A	\$ 180.00
8/21/2017	29668	BIR, RAGHBIR	\$ 425.09
8/21/2017	29669	Matthew M. Barlow	\$ 80.00
8/21/2017	29670	Ralph C. Casas	\$ 107.45
8/21/2017	29671	Ameripride Uniform Services	\$ 606.89
8/21/2017	29672	Clinical Laboratory of San Ber	\$ 13,950.50
8/21/2017	29673	Dudek & Associates, Inc	\$ 3,526.59
8/21/2017	29674	Goforth & Marti Office	\$ 4,251.56
8/21/2017	29675	InfoSend, Inc.	\$ 1,951.29
8/21/2017	29676	MBC Applied Environmental Scie	\$ 1,300.00
8/21/2017	29677	McCall's Meter Sales & Service	\$ 900.00
8/21/2017	29678	NetComp Technologies, Inc.	\$ 1,650.00
8/21/2017	29679	The Counseling Team Internatio	\$ 300.00
8/21/2017	29680	John F. Simister	\$ 120.48
8/21/2017	29681	Brenntag Pacific, Inc	\$ 28,622.25
8/21/2017	29682	C & B Crushing, Inc.	\$ 180.00
8/21/2017	29683	Cemex Inc. USA	\$ 4,085.69
8/21/2017	29684	JW D'Angelo Co.	\$ 1,449.04
8/21/2017	29685	Emergency Power Controls, Inc.	\$ 5,200.00
8/21/2017	29686	Grainger	\$ 460.33
8/21/2017	29687	Inland Water Works Supply Co.	\$ 5,659.05
8/21/2017	29688	Nicholas C. Hendrickson	\$ 201.49
8/21/2017	29689	JB Paving & Engineering, Inc.	\$ 4,020.00
8/21/2017	29690	McMaster-Carr Supply Co.	\$ 189.17
8/21/2017	29691	MCR Technologies, Inc.	\$ 526.64
8/21/2017	29692	Nuckles Oil Company, Inc.	\$ 5,862.74
8/21/2017	29693	Micro Motion, Inc.	\$ 1,442.00
8/21/2017	29694	Nagem, Inc.	\$ 968.50
8/21/2017	29695	Office Solutions Business Prod	\$ 431.10
8/21/2017	29696	Pro-Pipe & Supply, Inc.	\$ 747.45
8/21/2017	29697	Sonsray Machinery LLC	\$ 812.80
8/21/2017	29698	Uline, Inc.	\$ 1,204.35
8/21/2017	29699	American Family Life Assurance	\$ 3,827.45
8/21/2017	29700	Jeremy Costello	\$ 78.62
8/21/2017	29701	Rodd Greene	\$ 669.21
8/21/2017	29702	Linda Kilday	\$ 586.38
8/21/2017	29703	Maintenance Connection Inc	\$ 2,239.90
8/21/2017	29704	Dennis Neff	\$ 669.58
8/21/2017	29705	Gregory N. Godwin	\$ 200.00
8/21/2017	29706	Robert Wall	\$ 669.58

### Checks and Electronic Payments - August 2017

<u>Check Date</u>	<u>Check Number</u>	<u>Name</u>	<u>Check Amount</u>
8/21/2017	29707	Western Dental Services, Inc.	\$ 255.20
8/21/2017	29708	Workboot Warehouse	\$ 199.99
8/21/2017	29709	Charlie Bailey	\$ 567.49
8/21/2017	29710	Berkshire Hathaway Homestate C	\$ 14,010.24
8/21/2017	29711	Motif Seattle	\$ 7,847.97
8/21/2017	29712	WageWorks, Inc.	\$ 202.25
8/21/2017	29713	CalPERS - HEALTH	\$ 72,666.79
8/21/2017	29714	Boot Barn Inc.	\$ 200.00
8/28/2017	29715	LINK 1 LLC	\$ 23.19
8/28/2017	29716	BRIGHTMAN, DAVID	\$ 111.52
8/28/2017	29717	SMITH, CYNTHIA	\$ 40.00
8/28/2017	29718	State Water Resources Control	\$ 90.00
8/28/2017	29719	Kyle Westerlin	\$ 205.00
8/28/2017	29720	MCKAY, JILLIAN	\$ 39.26
8/28/2017	29721	ServiceQuick	\$ 260.00
8/28/2017	29722	ADS, LLC	\$ 4,275.00
8/28/2017	29723	Ralph C. Casas	\$ 82.50
8/28/2017	29724	Ameripride Uniform Services	\$ 606.85
8/28/2017	29725	Bill Paugh	\$ 184.00
8/28/2017	29726	Cal's Towing	\$ 50.00
8/28/2017	29727	Cliff's Pest Control, Inc.	\$ 85.00
8/28/2017	29728	Eco Pro Environmental Services	\$ 85.00
8/28/2017	29729	Fedex	\$ 23.90
8/28/2017	29730	Frontier Communications	\$ 148.78
8/28/2017	29731	Incode Division-Tyler Technolo	\$ 350.00
8/28/2017	29732	Leroy's Landscape Services	\$ 355.00
8/28/2017	29733	McCall's Meter Sales & Service	\$ 225.00
8/28/2017	29734	Michael Joseph	\$ 250.00
8/28/2017	29735	SCCI, Inc.	\$ 350.00
8/28/2017	29736	SCE Rosemead	\$ 292,623.41
8/28/2017	29737	Spectrum Business	\$ 1,834.00
8/28/2017	29738	State Water Resources Control	\$ 2,923,668.75
8/28/2017	29739	The Gas Company	\$ 23.70
8/28/2017	29740	U.S. Postal Service	\$ 2,000.00
8/28/2017	29741	Anthony Joseph Sobral	\$ 62.66
8/28/2017	29742	All American Sewer Tools	\$ 1,350.16
8/28/2017	29743	Allmax Software, Inc.	\$ 2,390.00
8/28/2017	29744	JW D'Angelo Co.	\$ 11,051.43
8/28/2017	29745	Grainger	\$ 103.42
8/28/2017	29746	Inland Water Works Supply Co.	\$ 1,612.49
8/28/2017	29747	Mark C. Etheredge	\$ 480.00
8/28/2017	29748	Nagem, Inc.	\$ 2,216.66
8/28/2017	29749	NCL Of Wisconsin Inc	\$ 445.92
8/28/2017	29750	Nixon-Egli Equipment Co. of So	\$ 1,673.91
8/28/2017	29751	BlueTarp Financial, Inc.	\$ 279.38
8/28/2017	29752	Office Solutions Business Prod	\$ 127.04
8/28/2017	29753	Patton Sales Corporation	\$ 748.81
8/28/2017	29754	Riverside Winnelson Company	\$ 198.25
8/28/2017	29755	SB CNTY-Solid Waste Mgmt Div	\$ 48.93

## Checks and Electronic Payments - August 2017

<u>Check Date</u>	<u>Check Number</u>	<u>Name</u>	<u>Check Amount</u>
8/28/2017	29756	Calmat Company	\$ 2,479.11
			<b>\$ 6,011,859.05</b>
8/4/2017	electronic pmt	IRS Payroll Taxes	\$ 50,925.58
8/4/2017	electronic pmt	CA - EDD	\$ 8,169.92
8/4/2017	electronic pmt	VOYA - 457	\$ 6,220.77
8/4/2017	electronic pmt	CA - PERS 457	\$ 18,758.31
8/4/2017	electronic pmt	CA - PERS Retirement	\$ 24,398.19
8/18/2017	electronic pmt	IRS Payroll Taxes	\$ 50,434.75
8/18/2017	electronic pmt	CA - EDD	\$ 7,825.41
8/18/2017	electronic pmt	VOYA - 457	\$ 6,365.65
8/18/2017	electronic pmt	CA - PERS 457	\$ 20,438.26
8/18/2017	electronic pmt	CA - PERS Retirement	\$ 23,553.95
			<b>\$ 217,090.79</b>



## Financial Account Information - August 2017

DATE	DESCRIPTION	Deposit Checking	General Checking	Investment Checking	Treasuries at cost	LAIF Invest. Fund	TOTAL ACTIVITY
7/31/2017	bal forward	\$ 1,233,012.44	\$ 35,363.65	\$ 28,727.91	\$ 504,613.45	\$ 13,745,550.98	\$ 15,547,268.43
7/31	rev retained in MM				\$ (6,825.65)		\$ (6,825.65)
8/1/2017	Deposit	\$ 37,297.65					\$ 37,297.65
	Credit Card-7/31	\$ 1,065.80					\$ 1,065.80
	Credit Card-8/1	\$ 5,004.92					\$ 5,004.92
	Electronic	\$ 29,736.88					\$ 29,736.88
	Website-8/1	\$ 5,966.96					\$ 5,966.96
	Website-8/2	\$ 446.55					\$ 446.55
	Website-8/2	\$ 984.12					\$ 984.12
8/2/2017	Deposit	\$ 34,882.71					\$ 34,882.71
	ETS Fees	\$ (2,578.77)					\$ (2,578.77)
	ETS Fees	\$ (1,592.51)					\$ (1,592.51)
	Credit Card-8/1	\$ 1,617.61					\$ 1,617.61
	Credit Card-8/2	\$ 4,499.92					\$ 4,499.92
	Electronic	\$ 24,486.62					\$ 24,486.62
	Website-8/2	\$ 5,281.59					\$ 5,281.59
	Website-8/3	\$ 200.00					\$ 200.00
	Website-8/3	\$ 486.61					\$ 486.61
8/3/2017	Deposit	\$ 48,623.08					\$ 48,623.08
	Credit Card-8/2	\$ 741.50					\$ 741.50
	Credit Card-8/3	\$ 3,604.17					\$ 3,604.17
	Electronic	\$ 27,850.51					\$ 27,850.51
	Website-8/3	\$ 4,812.76					\$ 4,812.76
	Website-8/4	\$ 1,947.40					\$ 1,947.40
	ACH pymts	\$ 76,653.83					\$ 76,653.83
8/4/17-PR	Federal Taxes		\$ (50,925.58)				\$ (50,925.58)
8/4/17-PR	State Taxes		\$ (8,169.92)				\$ (8,169.92)
8/4/17-PR	PR Direct Deposit		\$ (115,617.61)				\$ (115,617.61)
8/4/17-PR	VOYA 457		\$ (6,220.77)				\$ (6,220.77)
8/4/17-PR	CalPERS 457 DC & Loans		\$ (18,758.31)				\$ (18,758.31)
8/4/17-PR	CalPers Retirement		\$ (24,398.19)				\$ (24,398.19)
	Ck#29511-29553		\$ (306,107.43)				\$ (306,107.43)
	TRF#1530- AP & PR	\$ (524,834.16)	\$ 524,834.16				\$ -
8/4/2017	Deposit	\$ 35,641.16					\$ 35,641.16
	Deposit-M/C	\$ 616.31					\$ 616.31
	Deposit-Riv Tax	\$ 887.31					\$ 887.31
	Deposit-Riv Tax	\$ 1,087.31					\$ 1,087.31
	Deposit-Riv Tax	\$ 4,317.18					\$ 4,317.18
	Credit Card-8/3	\$ 574.03					\$ 574.03
	Credit Card-8/4	\$ 2,820.57					\$ 2,820.57
	Electronic	\$ 25,702.08					\$ 25,702.08
	Website-8/4	\$ 4,543.88					\$ 4,543.88
	Website-8/5	\$ 136.43					\$ 136.43
	Website-8/5	\$ 3,762.89					\$ 3,762.89
	Website-8/6	\$ 4,017.56					\$ 4,017.56
ok	Website-8/7	\$ 65.00					\$ 65.00
	Website-8/7	\$ 112.58					\$ 112.58
	Deposit Correction	\$ (135.70)					\$ (135.70)
8/18 sint	Deposit Correction	\$ 135.70					\$ 135.70
8/17/2017	Deposit	\$ 61,125.38					\$ 61,125.38
	Credit Card-8/4	\$ 1,047.70					\$ 1,047.70
	Credit Card-8/7	\$ 12,349.68					\$ 12,349.68
	Electronic	\$ 18,915.13					\$ 18,915.13
	Website-8/7	\$ 1,111.45					\$ 1,111.45
	Website-8/8	\$ 1,939.21					\$ 1,939.21
	Website-8/8	\$ 882.02					\$ 882.02
8/8/2017	Deposit	\$ 45,743.44					\$ 45,743.44
	Credit Card-8/7	\$ 1,433.64					\$ 1,433.64
	Credit Card-8/8	\$ 6,783.46					\$ 6,783.46
	Electronic	\$ 20,809.57					\$ 20,809.57
	Website-8/8	\$ 3,801.21					\$ 3,801.21
	Website-8/9	\$ 349.23					\$ 349.23
	Website-8/9	\$ 762.16					\$ 762.16
	Ck#29554-29595		\$ (104,647.04)				\$ (104,647.04)
	TRF#1531- AP	\$ (104,647.04)	\$ 104,647.04				\$ -
8/9/2017	Deposit	\$ 19,227.99					\$ 19,227.99
	Credit Card-8/8	\$ 732.49					\$ 732.49
	Credit Card-8/9	\$ 3,051.03					\$ 3,051.03

## Financial Account Information - August 2017

DATE	DESCRIPTION	Deposit Checking	General Checking	Investment Checking	Treasuries at cost	LAIF Invest. Fund	TOTAL ACTIVITY
7/31/2017	bal forward	\$ 1,233,012.44	\$ 35,363.65	\$ 28,727.91	\$ 504,613.45	\$ 13,745,550.98	\$ 15,547,268.43
	Electronic	\$ 13,573.61					\$ 13,573.61
	Website-8/9	\$ 3,825.01					\$ 3,825.01
ok	Website-8/10	\$ 121.32					\$ 121.32
	Website-8/10	\$ 347.03					\$ 347.03
8/10/2017	Deposit	\$ 28,255.00					\$ 28,255.00
	Credit Card-8/8	\$ 97.33					\$ 97.33
	Credit Card-8/9	\$ 2,092.38					\$ 2,092.38
	Credit Card-8/10	\$ 3,158.39					\$ 3,158.39
	Electronic	\$ 11,722.44					\$ 11,722.44
	Website-8/10	\$ 4,360.34					\$ 4,360.34
	Website-8/11	\$ 828.24					\$ 828.24
	ACH pmts	\$ 83,399.98					\$ 83,399.98
8/11/2017	Deposit	\$ 34,192.92					\$ 34,192.92
	Deposit-Summerwind Phase 2	\$ 25,000.00					\$ 25,000.00
	Deposit-M/C	\$ 24,596.90					\$ 24,596.90
	Credit Card-8/10	\$ 1,010.23					\$ 1,010.23
	Credit Card-8/11	\$ 6,236.91					\$ 6,236.91
	Electronic	\$ 15,248.43					\$ 15,248.43
	Website-8/11	\$ 4,264.05					\$ 4,264.05
	Website-8/12	\$ 314.62					\$ 314.62
ok	Website-8/12	\$ 3,667.49					\$ 3,667.49
	Website-8/13	\$ 3,662.55					\$ 3,662.55
	Website-8/14	\$ 176.40					\$ 176.40
	Website-8/14	\$ 3,303.14					\$ 3,303.14
8/14/2017	Deposit	\$ 61,725.47					\$ 61,725.47
	Dep-Stunt World	\$ 23,609.60					\$ 23,609.60
	Credit Card-8/11	\$ 1,164.01					\$ 1,164.01
	Credit Card-8/14	\$ 4,236.25					\$ 4,236.25
	Electronic	\$ 14,195.88					\$ 14,195.88
	Website-8/14	\$ 5,657.29					\$ 5,657.29
ok	Website-8/15	\$ 64.93					\$ 64.93
	Website-8/15	\$ 534.56					\$ 534.56
8/15/2017	Deposit	\$ 25,974.05					\$ 25,974.05
	Credit Card-8/14	\$ 1,867.51					\$ 1,867.51
	Credit Card-8/15	\$ 2,986.43					\$ 2,986.43
	Electronic	\$ 25,511.98					\$ 25,511.98
	Website-8/15	\$ 4,567.98					\$ 4,567.98
	Website-8/16	\$ 418.98					\$ 418.98
	Website-8/16	\$ 124.27					\$ 124.27
	ACH pmts	\$ 92,557.50					\$ 92,557.50
8/16/2017	Deposit	\$ 18,941.76					\$ 18,941.76
	Credit Card-8/15	\$ 1,034.30					\$ 1,034.30
	Credit Card-8/16	\$ 5,097.64					\$ 5,097.64
	Electronic	\$ 21,295.59					\$ 21,295.59
	Website-8/16	\$ 4,446.71					\$ 4,446.71
	Website-8/17	\$ 220.08					\$ 220.08
	Website-8/17	\$ 600.41					\$ 600.41
	TRF#1532 - LAIF to Inv Ck			\$ 4,000,000.00		\$ (4,000,000.00)	\$ -
	TRF#1533 - Inv Ck to Dep Ck	\$ 4,000,000.00		\$ (4,000,000.00)			\$ -
8/17/2017	Deposit	\$ 23,917.68					\$ 23,917.68
	Credit Card-8/16	\$ 1,224.04					\$ 1,224.04
	Credit Card-8/17	\$ 1,229.31					\$ 1,229.31
	Electronic	\$ 14,653.93					\$ 14,653.93
	Website-8/17	\$ 5,412.74					\$ 5,412.74
ok	Website-8/18	\$ 90.67					\$ 90.67
	Website-8/18	\$ 1,331.67					\$ 1,331.67
8/18/16-PR	Federal Taxes		\$ (50,434.75)	x			\$ (50,434.75)
8/18/16-PR	State Taxes		\$ (7,825.41)	x			\$ (7,825.41)
8/18/16-PR	PR Direct Deposit		\$ (120,607.49)	x			\$ (120,607.49)
8/18/16-PR	VOYA 457		\$ (6,365.65)	x			\$ (6,365.65)
8/18/16-PR	CalPERS 457		\$ (20,438.26)	x			\$ (20,438.26)
8/18/16-PR	CalPERS Retirement		\$ (23,553.95)	x			\$ (23,553.95)
	Ck#29596-29664		\$ (2,145,502.00)				\$ (2,145,502.00)
	TRF#1534- AP & PR	\$ (2,374,727.51)	\$ 2,374,727.51	x			\$ -
	Deposit Correction	\$ (296.71)					\$ (296.71)
8/18 stnt	Deposit Correction	\$ 296.71					\$ 296.71
8/18/2017	Deposit	\$ 32,492.66					\$ 32,492.66

## Financial Account Information - August 2017

DATE	DESCRIPTION	Deposit Checking	General Checking	Investment Checking	Treasuries at cost	LAIF Invest. Fund	TOTAL ACTIVITY
7/31/2017	bal forward	\$ 1,233,012.44	\$ 35,363.65	\$ 28,727.91	\$ 504,613.45	\$ 13,745,550.98	\$ 15,547,268.43
	Deposit-M/C	\$ 306.80					\$ 306.80
	Credit Card-8/17	\$ 1,073.75					\$ 1,073.75
	Credit Card-8/18	\$ 3,068.96					\$ 3,068.96
	Electronic	\$ 19,597.65					\$ 19,597.65
	Website-8/18	\$ 4,606.24					\$ 4,606.24
	Website-8/19	\$ 342.06					\$ 342.06
	Website-8/19	\$ 3,835.40					\$ 3,835.40
	Website-8/20	\$ 3,375.90					\$ 3,375.90
ok	Website-8/21	\$ 173.28					\$ 173.28
	Website-8/21	\$ 860.17					\$ 860.17
	Credit Adj.	\$ 0.06					\$ 0.06
8/23 stmt	Debit Adj.	\$ (0.06)					\$ (0.06)
8/21/2017	Deposit	\$ 75,268.13					\$ 75,268.13
	Credit Card-8/18	\$ 1,513.32					\$ 1,513.32
	Credit Card-8/21	\$ 4,671.75					\$ 4,671.75
	Electronic	\$ 18,873.80					\$ 18,873.80
	Website-8/21	\$ 3,750.91					\$ 3,750.91
ok	Website-8/22	\$ 477.53					\$ 477.53
	Website-8/22	\$ 601.53					\$ 601.53
	ACH pmts	\$ 44,011.44					\$ 44,011.44
8/22/2017	Deposit	\$ 27,185.48					\$ 27,185.48
	Credit Card-8/21	\$ 2,241.12					\$ 2,241.12
	Credit Card-8/22	\$ 5,286.71					\$ 5,286.71
	Electronic	\$ 23,499.23					\$ 23,499.23
	Website-8/22	\$ 3,863.69					\$ 3,863.69
	Website-8/23	\$ 462.85					\$ 462.85
	Website-8/23	\$ 503.61					\$ 503.61
8/23/2017	Deposit	\$ 34,011.49					\$ 34,011.49
	Credit Card-8/22	\$ 2,108.34					\$ 2,108.34
	Credit Card-8/23	\$ 5,412.51					\$ 5,412.51
	Electronic	\$ 14,282.83					\$ 14,282.83
	Website-8/23	\$ 3,796.82					\$ 3,796.82
	Website-8/24	\$ 76.52					\$ 76.52
ok	Website-8/24	\$ 325.00					\$ 325.00
	Ck#29665-29714		\$ (202,344.55)				\$ (202,344.55)
	TRF#1535- AP	\$ (202,344.55)	\$ 202,344.55				\$ -
8/24/2017	Deposit	\$ 37,543.52					\$ 37,543.52
	Credit Card-8/23	\$ 1,527.76					\$ 1,527.76
	Credit Card-8/24	\$ 2,904.43					\$ 2,904.43
	Electronic	\$ 8,779.53					\$ 8,779.53
	Website-8/24	\$ 2,857.91					\$ 2,857.91
ok	Website-8/25	\$ 70.02					\$ 70.02
	Website-8/25	\$ 1,285.26					\$ 1,285.26
8/25/2017	Deposit	\$ 25,164.25					\$ 25,164.25
	Deposit-M/C	\$ 3,837.40					\$ 3,837.40
	Credit Card-8/24	\$ 599.74					\$ 599.74
	Credit Card-8/25	\$ 2,974.62					\$ 2,974.62
	Electronic	\$ 21,305.89					\$ 21,305.89
	Website-8/25	\$ 4,834.32					\$ 4,834.32
	Website-8/26	\$ 302.11					\$ 302.11
ok	Website-8/26	\$ 2,249.65					\$ 2,249.65
	Website-8/27	\$ 3,071.35					\$ 3,071.35
ok	Website-8/28	\$ 108.34					\$ 108.34
	Website-8/28	\$ 827.85					\$ 827.85
	ACH pymts	\$ 126,642.21					\$ 126,642.21
8/28/2017	Deposit	\$ 89,787.38					\$ 89,787.38
	Credit Card-8/25	\$ 855.04					\$ 855.04
	Credit Card-8/28	\$ 5,756.29					\$ 5,756.29
	Electronic	\$ 18,484.52					\$ 18,484.52
	Website-8/28	\$ 5,082.92					\$ 5,082.92
	Website-8/29	\$ 354.44					\$ 354.44
	Website-8/29	\$ 1,490.92					\$ 1,490.92
8/29/2017	Deposit	\$ 30,663.84					\$ 30,663.84
	Credit Card-8/28	\$ 981.51					\$ 981.51
	Credit Card-8/29	\$ 4,455.94					\$ 4,455.94
	Electronic	\$ 25,198.69					\$ 25,198.69
	Website-8/29	\$ 4,688.49					\$ 4,688.49

### Financial Account Information - August 2017

DATE	DESCRIPTION	Deposit Checking	General Checking	Investment Checking	Treasuries at cost	LAIF Invest. Fund	TOTAL ACTIVITY
7/31/2017	bal forward	\$ 1,233,012.44	\$ 35,363.65	\$ 28,727.91	\$ 504,613.45	\$ 13,745,550.98	\$ 15,547,268.43
	Website-8/30	\$ 514.96					\$ 514.96
	Website-8/30	\$ 848.14					\$ 848.14
8/30/2017	Deposit	\$ 50,320.12					\$ 50,320.12
	Deposit-M/C	\$ 27,055.08					\$ 27,055.08
	Credit Card-8/29	\$ 1,526.47					\$ 1,526.47
	Credit Card-8/30	\$ 4,062.54					\$ 4,062.54
	Electronic	\$ 22,101.27					\$ 22,101.27
	Website-8/30	\$ 4,240.56					\$ 4,240.56
	Website-8/31	\$ 331.83					\$ 331.83
	Website-8/31	\$ 651.03					\$ 651.03
	Ck#29715-29756		\$ (3,253,258.03)				\$ (3,253,258.03)
	TRF#1536- AP	\$ (3,253,258.03)	\$ 3,253,258.03				\$ -
8/31/2017	Deposit	\$ 42,947.50					\$ 42,947.50
	Credit Card-8/30	\$ 1,771.18					\$ 1,771.18
	Credit Card-8/31	\$ 2,843.62					\$ 2,843.62
	Electronic	\$ 15,651.94					\$ 15,651.94
	Website-8/31	\$ 8,227.43					\$ 8,227.43
	Website-9/1	\$ 1,919.07					\$ 1,919.07
	August '17 NSF's	\$ (1,517.27)					\$ (1,517.27)
	NSF Return Error	\$ (0.15)					\$ (0.15)
	8/31 retained in MM				\$ 6,825.65		\$ 6,825.65
	<b>TOTALS</b>	\$ 967,857.01	\$ 30,000.00	\$ 28,727.91	\$ 504,613.45	\$ 9,745,550.98	\$ 11,276,749.35

## Investment Summary - August 2017

### U.S. TREASURIES

Quantity	Description	Cusip	Maturity Date	Yield	Cost of Purchase	Market Value
500,000	US Treasury Bill	912796MH9	December 21, 2017	0.330%	\$ 497,787.80	\$ 504,735.65
<b>500,000</b>	<b>Total Values</b>				<b>\$ 497,787.80</b>	<b>\$ 504,735.65</b>

<b>Money Market Account Activity-Beginning Balance</b>	<b>\$ 6,823.74</b>
7/31/17 - Bond Interest	\$ -
7/31/17 - Dividend/Interest	\$ 1.91
Annual Activity charge - GL#43010-W/S/R	
<b>Income</b>	<b>\$ 1.91</b>
Intra-Bank Transfers to/from Investment Checking	\$ -
<b>Fund Transfers</b>	<b>\$ -</b>
Cusip Maturity	\$ -
<b>Redemptions</b>	<b>\$ -</b>
Cusip Purchase	\$ -
<b>Purchases</b>	<b>\$ -</b>
<b>Ending Balance - Money Market</b>	<b>\$ 6,825.65</b>
<b>US Treasury Securities Investment Principal</b>	<b>\$ 497,787.80</b>
<b>Total Assets</b>	<b>\$ 504,613.45</b>

*Note: As of 9/5/17, the updated treasury information for August has not been received. The information above is as of 7/31/17.*

## Investment Summary - August 2017

### LOCAL AGENCY INVESTMENT FUND

PERIOD	TOTAL WITHDRAWAL AMOUNT	TOTAL DEPOSIT AMOUNT	ACCRUED INTEREST (QUARTERLY)	ENDING BALANCE
July 31, 2017	\$ (1,600,000.00)	\$ -	\$ 34,146.51	\$ 13,745,550.98
August 31, 2017	\$ (4,000,000.00)	\$ -	\$ -	\$ 9,745,550.98
September 30, 2017	\$ -	\$ -	\$ -	\$ 9,745,550.98
October 31, 2017	\$ -	\$ -	\$ -	\$ 9,745,550.98
November 30, 2017	\$ -	\$ -	\$ -	\$ 9,745,550.98
December 31, 2017	\$ -	\$ -	\$ -	\$ 9,745,550.98
January 31, 2018	\$ -	\$ -	\$ -	\$ 9,745,550.98
February 28, 2018	\$ -	\$ -	\$ -	\$ 9,745,550.98
March 31, 2018	\$ -	\$ -	\$ -	\$ 9,745,550.98
April 30, 2018	\$ -	\$ -	\$ -	\$ 9,745,550.98
May 31, 2018	\$ -	\$ -	\$ -	\$ 9,745,550.98
June 30, 2018	\$ -	\$ -	\$ -	\$ 9,745,550.98

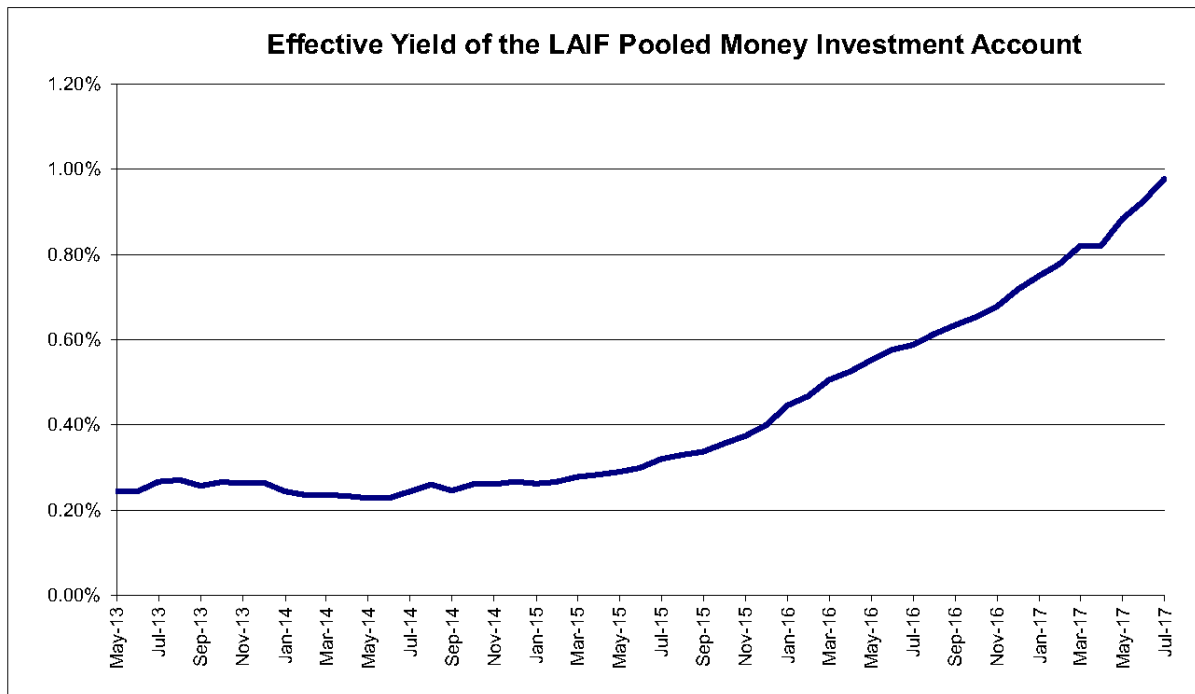
**L.A.I.F. INCOME SUMMARY**

**CURRENT QUARTER    FY YEAR-TO-DATE**

INCOME RECEIVED

\$            34,146.51

\$            34,146.51



FY 2017-18 Water Revenue					
G/L ACCOUNT #	DESCRIPTION	BUDGET	Aug '17	Year to Date	%
02-40010	Sales - Water	\$ 5,912,971	\$ 780,590	\$ 912,039	15.42%
02-40011	Sales - Construction Water	\$ 20,000	\$ 1,421	\$ 1,818	9.09%
02-40012	Sales - Imported Water (SGPWA)	\$ 250,000	\$ 28,610	\$ 52,029	20.81%
02-40013	Sales - Imported Water (MUNI)	\$ 850,000	\$ 103,382	\$ 105,252	12.38%
02-40014	Sales Disc.-Multi Units Usage Chrg.	\$ (100,000)	\$ (12,421)	\$ (14,957)	14.96%
02-40015	Water Wholesale Revenue	\$ 300,000	\$ 13,415	\$ 37,633	12.54%
02-40016	Service Establishment Fee	\$ 5,000	\$ 25	\$ 25	0.50%
02-41000	Service Demand Charges	\$ 3,200,000	\$ 263,830	\$ 323,112	10.10%
02-41001	Fire Service Standby Fees	\$ 45,000	\$ 4,072	\$ 5,421	12.05%
02-41003	Construction Service Charge	\$ 15,000	\$ 269	\$ 293	1.95%
02-41005	Sales Disc-Multi Units Service Chrg.	\$ (135,000)	\$ (11,376)	\$ (14,029)	10.39%
02-41010	Unauthorized Use of Water Charge	\$ 2,000	\$ -	\$ -	0.00%
02-41110	Meter/Lateral installation	\$ 75,000	\$ 325	\$ 325	0.43%
02-41112	Fire Flow Test Fees	\$ 3,500	\$ 525	\$ 900	25.71%
02-41113	Disconnect/Reconnect Fees	\$ 125,000	\$ 7,350	\$ 12,610	10.09%
02-41121	Penalty - Late Charges	\$ 125,000	\$ 12,367	\$ 24,825	19.86%
02-42123	Management & Accounting Fees	\$ 189,000	\$ 15,750	\$ 31,500	16.67%
02-41124	Bad Debt	\$ (20,000)	\$ -	\$ -	0.00%
02-43010	Interest Earned	\$ 50,000	\$ -	\$ 15,368	30.74%
02-43110	Property Tax - Unsecured	\$ 115,000	\$ -	\$ -	0.00%
02-43120	Property Tax - Secured	\$ 2,600,000	\$ -	\$ -	0.00%
02-43130	Tax Collection - Prior	\$ 25,000	\$ -	\$ -	0.00%
02-43140	Other Taxes	\$ 170,000	\$ -	\$ -	0.00%
02-49110	Rental Income (WATER STOCK)	\$ 1,700	\$ -	\$ -	
02-49150	Revenue - Misc. Non-Operating	\$ 100,000	\$ 10,651	\$ 28,865	28.86%
	<b>WATER OPERATING REVENUE</b>	<b>\$ 13,924,171</b>	<b>\$ 1,218,786</b>	<b>\$ 1,523,029</b>	<b>10.94%</b>
	Grants	\$ -		\$ -	
02-89901	Facility Capacity Charges	\$ -	\$ 13,478	\$ 13,478	
02-89902	Sustainability	\$ -	\$ 881	\$ 881	
	<b>TOTAL WATER REVENUE</b>	<b>\$ 13,924,171</b>	<b>\$ 1,233,144</b>	<b>\$ 1,537,388</b>	

**NOTE: Plan check & inspection fees to 02-42122**

FY 2017-18 Sewer Revenue					
G/L ACCOUNT #	DESCRIPTION	BUDGET	Aug '17	Year to Date	%
03-40016	Sales - Establish Service Fee	\$ 500	\$ -	\$ -	0.00%
03-41000	Sales - Sewer Charges	\$ 11,890,265	\$ 982,710	\$ 1,265,199	10.64%
03-41005	Sales Disc-Multi Units Service Chrg.	\$ (200,000)	\$ (18,328)	\$ (23,986)	11.99%
03-41110	Meter/Lateral Installation	\$ 2,500	\$ -	\$ -	0.00%
03-41121	Penalty - Late Charges	\$ 129,925	\$ 9,044	\$ 17,124	13.18%
03-41131	Front Footage Fees	\$ 30,000	\$ -	\$ -	0.00%
03-41124	Bad Debt	\$ (15,000)	\$ -	\$ -	0.00%
03-42122	Revenue - Other Operating	\$ 3,250	\$ 180	\$ 180	5.54%
03-43010	Interest Earned	\$ 35,000	\$ -	\$ 15,366	43.90%
03-43110	Property Tax - Unsecured	\$ 50,000	\$ -	\$ -	0.00%
03-43120	Property Tax - Secured	\$ 175,000	\$ -	\$ -	0.00%
03-43130	Tax Collection - Prior	\$ 10,000	\$ -	\$ -	0.00%
03-43140	Other Taxes	\$ 1,500	\$ -	\$ -	0.00%
03-49150	Misc. Non-Oper Revenue	\$ 20,000	\$ -	\$ -	0.00%
	<b>SEWER OPERATING REVENUE</b>	<b>\$ 12,132,940</b>	<b>\$ 973,606</b>	<b>\$ 1,273,883</b>	<b>10.50%</b>
	Grants	\$ -		\$ -	
03-89901	Facility Capacity Charges	\$ -	\$ 8,221	\$ 8,221	
03-89903	Contrib Capital-Front Footage Fees	\$ -	\$ -	\$ -	
03-89905	Contrib Capital-Infrastructure	\$ -	\$ -	\$ -	
	<b>TOTAL SEWER REVENUE</b>	<b>\$ 12,132,940</b>	<b>\$ 981,827</b>	<b>\$ 1,282,104</b>	



<b>FY 2017-18 Recycled Revenue</b>						
<b>G/L ACCOUNT #</b>	<b>DESCRIPTION</b>	<b>BUDGET</b>	<b>Aug '17</b>	<b>Year to Date</b>	<b>%</b>	
04-40010	Sales - Recycled Water	\$ 551,425	\$ 75,417	\$ 97,528	17.69%	
04-40011	Sales - Construction Water	\$ 20,000	\$ 312	\$ 339	1.69%	
04-41000	Sales - Service Demand Chrg.	\$ 60,000	\$ 5,793	\$ 7,028	11.71%	
04-41003	Const. Water Minimum Chrg.	\$ 5,000	\$ 78	\$ 85	1.70%	
04-41110	Meter/Lateral installation	\$ 15,000	\$ -	\$ (650)	-4.33%	
04-41121	Penalty - Late Charges	\$ 1,000	\$ 1,140	\$ 1,410	141.00%	
04-41122	Revenue - Other Operating	\$ 500	\$ -	\$ (1,145)	-228.96%	
04-43010	Interest Earned	\$ 10,000	\$ -	\$ 3,415	34.15%	
04-43110	Property Tax - Unsecured	\$ 10,000	\$ -	\$ -	0.00%	
04-43120	Property Tax - Secured	\$ 110,000	\$ -	\$ -	0.00%	
04-43130	Property Tax - Prior	\$ 10,000	\$ -	\$ -	0.00%	
04-43140	Property Tax - Other	\$ 2,500	\$ -	\$ -	0.00%	
04-49150	Misc. Non-Operating Revenue	\$ 1,000	\$ -	\$ -	0.00%	
	<b>RECYCLED OPERATING REVENUE</b>	<b>\$ 796,425</b>	<b>\$ 82,739</b>	<b>\$ 108,010</b>	<b>13.56%</b>	
	Grants	\$ -		\$ -		
04-89901	Facility Capacity Charges	\$ -	\$ -	\$ -		
	<b>TOTAL RECYCLED REVENUE</b>	<b>\$ 796,425</b>	<b>\$ 82,739</b>	<b>\$ 108,010</b>		

FY 2017-18 Water Expenses					
G/L ACCOUNT #	DESCRIPTION	BUDGET	Aug '17	Year to Date	%
02-5-01-50010	Labor-Water Resources	\$ 729,415	\$ 59,064	\$ 99,130	13.59%
02-5-01-50011	Labor Credit	\$ -	\$ -	\$ -	
02-5-01-50013	Benefits-Fica	\$ 55,800	\$ 4,863	\$ 8,183	14.67%
02-5-01-50014	Benefits-Life Insurance	\$ 3,440	\$ 116	\$ 232	6.73%
02-5-01-50016	Benefits-Health\Defrd Comp	\$ 144,480	\$ 14,813	\$ 28,192	19.51%
02-5-01-50017	Benefits-Disability Insurance	\$ 6,565	\$ 809	\$ 1,437	21.89%
02-5-01-50019	Benefits-Workers Compensation	\$ 19,693	\$ -	\$ 3,438	17.46%
02-5-01-50021	Benefits-PERS	\$ 51,059	\$ 3,228	\$ 4,734	9.27%
02-5-01-50022	Benefits-PERS-Employer	\$ 106,500	\$ 4,025	\$ 6,251	5.87%
02-5-01-50023	Benefits-Uniforms	\$ 2,580	\$ 140	\$ 281	10.87%
02-5-01-50024	Benefits-Vacation & Sick Pay	\$ 7,500	\$ 546	\$ 1,091	14.55%
02-5-01-50025	Benefits-Boot Allowance	\$ 1,720	\$ -	\$ 400	23.26%
02-5-01-51003	R&M - Structures	\$ 275,000	\$ 509	\$ 13,379	4.86%
02-5-01-51011	R&M - CLA Valves	\$ 30,000	\$ -	\$ -	0.00%
02-5-01-51140	General Supplies & Expenses	\$ 1,000	\$ -	\$ -	0.00%
02-5-01-51210	Utilities - Power Purchases	\$ 1,400,000	\$ 181,188	\$ 234,313	16.74%
02-5-01-51211	Utilities - Electricity & Fuel	\$ 5,000	\$ 337	\$ 533	10.65%
02-5-01-51316	Imported Water Purchases	\$ 1,100,000	\$ -	\$ 292,370	26.58%
02-5-01-54019	Licenses & Permits	\$ 25,000	\$ -	\$ -	0.00%
02-5-01-54110	Laboratory Services	\$ 85,000	\$ 1,220	\$ 6,375	7.50%
02-5-01-57040	YVRWFF Operating Expense	\$ 750,000	\$ 16,647	\$ 99,134	13.22%
	<b>WATER RESOURCE TOTALS</b>	<b>\$ 4,799,752</b>	<b>\$ 287,505</b>	<b>\$ 799,471</b>	<b>16.66%</b>
02-5-03-50010	Labor-Public Works	\$ 1,647,456	\$ 85,312	\$ 122,111	7.41%
02-5-03-50011	Labor Credit	\$ -	\$ (295)	\$ (295)	
02-5-03-50013	Benefits-Fica	\$ 126,030	\$ 6,837	\$ 9,809	7.78%
02-5-03-50014	Benefits-Life Insurance	\$ 9,500	\$ 345	\$ 675	7.11%
02-5-03-50016	Benefits-Health\Defrd Comp	\$ 399,000	\$ 35,504	\$ 65,648	16.45%
02-5-03-50017	Benefits-Disability Insurance	\$ 14,900	\$ 1,332	\$ 2,142	14.38%
02-5-03-50019	Benefits-Workers Compensation	\$ 44,500	\$ -	\$ 3,438	7.73%
02-5-03-50021	Benefits-PERS	\$ 45,000	\$ 2,668	\$ 2,529	5.62%
02-5-03-50022	Benefits-PERS Employer	\$ 102,000	\$ 5,764	\$ 8,344	8.18%
02-5-03-50023	Benefits-Uniforms	\$ 7,500	\$ 495	\$ 1,108	14.77%
02-5-03-50024	Benefits-Vacation & Sick Pay	\$ 4,000	\$ 277	\$ 555	13.87%
02-5-03-50025	Benefits-Boot Allowance	\$ 4,750	\$ -	\$ -	0.00%
02-5-03-51001	R & M -Vehicles & Equipment	\$ 200,000	\$ 15,723	\$ 35,826	17.91%
02-5-03-51011	R&M - Valves	\$ 10,000	\$ -	\$ 1,211	12.11%
02-5-03-51020	R&M - Pipelines	\$ 225,000	\$ 4,231	\$ 13,911	6.18%
02-5-03-51021	R&M - Service Lines	\$ 175,000	\$ 2,300	\$ 3,497	2.00%
02-5-03-51022	R&M - Fire Hydrants	\$ 40,000	\$ 620	\$ 834	2.08%
02-5-03-51030	R&M - Water Meters	\$ 75,000	\$ 3,291	\$ 7,056	9.41%
02-5-03-51031	Fire Flow Testing	\$ 12,000	\$ -	\$ -	0.00%
02-5-03-51092	Equipment Credits	\$ -	\$ (42)	\$ (42)	
02-5-03-51140	General Supplies & Expenses	\$ 1,000	\$ -	\$ -	0.00%
	<b>PUBLIC WORKS TOTALS</b>	<b>\$ 3,142,636</b>	<b>\$ 164,361</b>	<b>\$ 278,356</b>	<b>8.86%</b>

FY 2017-18 Water Expenses					
G/L ACCOUNT #	DESCRIPTION	BUDGET	Aug '17	Year to Date	%
02-5-06-50010	Labor-Administration	\$ 792,038	\$ 47,096	\$ 71,779	9.06%
02-5-06-50011	Labor Credit	\$ -	\$ -	\$ -	
02-5-06-50012	Director Fees	\$ 22,500	\$ 2,042	\$ 2,042	9.08%
02-5-06-50013	Benefits-Fica	\$ 62,000	\$ 4,145	\$ 6,209	10.01%
02-5-06-50014	Benefits-Life Insurance	\$ 3,740	\$ 119	\$ 238	6.35%
02-5-06-50016	Benefits-Health\Defrd Comp	\$ 154,600	\$ 18,707	\$ 32,912	21.29%
02-5-06-50017	Benefits-Disability Insurance	\$ 7,300	\$ 596	\$ 1,183	16.20%
02-5-06-50019	Benefits-Workers Compensation	\$ 21,900	\$ -	\$ 1,000	4.57%
02-5-06-50021	Benefits-PERS	\$ 56,700	\$ 2,515	\$ 3,867	6.82%
02-5-06-50022	Benefits PERS Employer	\$ 118,200	\$ 3,505	\$ 5,592	4.73%
02-5-06-50023	Uniforms	\$ 2,800	\$ 78	\$ 184	6.57%
02-5-06-50024	Benefits-Vacation & Sick Pay	\$ 8,000	\$ 307	\$ 614	7.68%
02-5-06-50025	Benefits-Boots	\$ 1,840	\$ -	\$ -	0.00%
02-5-06-51003	R&M - Structures	\$ 15,000	\$ 4,547	\$ 8,939	59.60%
02-5-06-51091	Expense Credits (overhead)	\$ -	\$ (477)	\$ (477)	
02-5-06-51120	Safety Equipment/Supplies	\$ 25,000	\$ 324	\$ 3,355	13.42%
02-5-06-51125	Petroleum Products	\$ 100,000	\$ 4,755	\$ 16,206	16.21%
02-5-06-51130	Office Supplies & Expenses	\$ 30,000	\$ 170	\$ 3,167	10.56%
02-5-06-51140	General Supplies & Expenses	\$ 35,000	\$ 1,735	\$ 5,313	15.18%
02-5-06-51199	Disaster Incidences	\$ -	\$ -	\$ -	
02-5-06-51211	Utilities - Electricity	\$ 30,000	\$ 3,952	\$ 6,528	21.76%
02-5-06-51213	Utilities - Natural Gas	\$ 3,000	\$ -	\$ -	0.00%
02-5-06-54002	Dues & Subscriptions	\$ 16,500	\$ 360	\$ 826	5.01%
02-5-06-54005	Computer Expenses	\$ 100,000	\$ 550	\$ 5,800	5.80%
02-5-06-54010	Postage	\$ 3,500	\$ 2,024	\$ 2,024	57.83%
02-5-06-54012	Education & Training	\$ 15,000	\$ 1,195	\$ 2,417	16.12%
02-5-06-54013	Utility Billing Expenses	\$ 180,000	\$ 6,473	\$ 19,161	10.65%
02-5-06-54014	Public Relations	\$ 50,000	\$ 127	\$ 127	0.25%
02-5-06-54016	Travel Related Expenses	\$ 10,000	\$ 28	\$ 1,547	15.47%
02-5-06-54017	Certifications & Renewals	\$ 7,000	\$ 473	\$ 828	11.82%
02-5-06-54020	Meeting Related Expenses	\$ 6,000	\$ 439	\$ 814	13.56%
02-5-06-54022	Utilitys - YVWD Services	\$ 50,000	\$ -	\$ 6,863	13.73%
02-5-06-54024	Utilities - Waste Disposal	\$ 2,500	\$ -	\$ 182	7.28%
02-5-06-54025	Utilities - Telephone & Internet	\$ 45,000	\$ 1,565	\$ 4,817	10.70%
02-5-06-54099	Conservation & Rebates	\$ 10,000	\$ -	\$ -	
02-5-06-54104	Contractual Services	\$ 80,000	\$ 3,187	\$ 20,046	25.06%
02-5-06-54107	Legal	\$ 40,000	\$ -	\$ 4,628	11.57%
02-5-06-54108	Audit & Accounting	\$ 16,000	\$ -	\$ -	0.00%
02-5-06-54109	Professional Fees	\$ 200,000	\$ 2,500	\$ 15,055	7.53%
02-5-06-55500	Depreciation Reserves	\$ 200,000	\$ 16,667	\$ 33,333	16.67%
	Infrastructure Replacement	\$ 1,000,000	\$ 83,333	\$ 166,666	16.67%
02-5-06-56001	Insurance	\$ 100,000	\$ 8,056	\$ 15,927	15.93%
02-5-06-57030	Regulatory Compliance	\$ 15,000	\$ 200	\$ 900	6.00%
02-5-06-57090	Election Related Expenses	\$ -	\$ -	\$ -	
02-5-06-57096	Beaumont Basin Watermaster	\$ 50,000	\$ 12,923	\$ 12,923	25.85%
02-5-06-57199	Suspense	\$ -	\$ -	\$ -	
	<b>ADMINISTRATION TOTALS</b>	<b>\$ 3,686,118</b>	<b>\$ 234,213</b>	<b>\$ 483,535</b>	<b>13.12%</b>

FY 2017-18 Water Expenses					
G/L ACCOUNT #	DESCRIPTION	BUDGET	Aug '17	Year to Date	%
02-5-40-57201	Debt Srv-Series 2015A Princ.(2500	\$ 1,030,000	\$ 1,065,000	\$ 1,065,000	103.40%
02-5-40-57402	Interest-Long-Term Debt Bonds	\$ 1,265,665	\$ 625,106	\$ 625,106	49.39%
	<b>40 - Debt</b>	<b>\$ 2,295,665</b>	<b>\$ 1,690,106</b>	<b>\$ 1,690,106</b>	<b>73.62%</b>
02-5-40-57001	Asset Acq, - Water Resources	\$ -	\$ -	\$ -	--
02-5-40-57003	Asset Acq, - Public works	\$ -	\$ -	\$ -	--
02-5-40-57006	Asset Acq. - Admin (fuel master)	\$ -	\$ -	\$ -	--
	<b>40 - Capital Outlay</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>--</b>
				\$ 3,251,467	
	<b>TOTAL WATER EXPENSES</b>	<b>\$ 13,924,171</b>	<b>\$ 2,376,185</b>	<b>\$ 3,251,467</b>	<b>23.35%</b>

FY 2017-18 Sewer Expenses					
G/L ACCOUNT #	DESCRIPTION	BUDGET	Aug '17	Year to Date	%
03-5-02-50010	Labor-S Treatment	\$ 809,289	\$ 66,281	\$ 99,728	12.32%
03-5-02-50013	Benefits-Fica	\$ 62,000	\$ 5,362	\$ 8,062	13.00%
03-5-02-50014	Benefits-Life Insurance	\$ 3,680	\$ 135	\$ 269	7.31%
03-5-02-50016	Benefits-Health\Defrd Comp	\$ 155,600	\$ 15,568	\$ 28,971	18.62%
03-5-02-50017	Benefits-Disability Insurance	\$ 7,300	\$ 898	\$ 1,484	20.32%
03-5-02-50019	Benefits-Workers Compensation	\$ 21,900	\$ -	\$ 3,438	15.70%
03-5-02-50021	Benefits-PERS	\$ 53,000	\$ 3,673	\$ 5,376	10.14%
03-5-02-50022	Benefits-PERS Employer	\$ 92,375	\$ 4,512	\$ 6,952	7.53%
03-5-02-50023	Benefits-Uniforms	\$ 2,800	\$ 327	\$ 589	21.05%
03-5-02-50024	Benefits-Vacation & Sick Pay	\$ 5,000	\$ 250	\$ 501	10.02%
03-5-02-50025	Benefits-Boot Allowance	\$ 1,840	\$ 200	\$ 554	30.11%
03-5-02-51003	R&M - Structures	\$ 275,000	\$ 8,550	\$ 10,018	3.64%
03-5-02-51010	R&M - Automation Control	\$ 80,000	\$ 5,765	\$ 5,765	7.21%
03-5-02-51106	Chemicals	\$ 500,000	\$ 31,472	\$ 75,587	15.12%
03-5-02-51111	Propane	\$ 10,000	\$ -	\$ -	0.00%
03-5-02-51115	Laboratory Supplies	\$ 30,000	\$ 446	\$ 3,190	10.63%
03-5-02-51140	General Supplies & Expenses	\$ 2,000	\$ -	\$ -	0.00%
03-5-02-51210	Utilities - Power Purchases	\$ 800,000	\$ 86,247	\$ 141,424	17.68%
03-5-02-54110	Laboratory Services	\$ 100,000	\$ 1,697	\$ 12,286	12.29%
03-5-02-57031	Sludge Disposal	\$ 250,000	\$ -	\$ 23,034	9.21%
03-5-02-57034	Brine Operating Expenses	\$ 300,000	\$ 2,129	\$ 2,129	0.71%
	<b>TREATMENT TOTALS</b>	<b>\$ 3,561,784</b>	<b>\$ 233,511</b>	<b>\$ 429,354</b>	<b>12.05%</b>
03-5-06-50010	Labor-Administration	\$ 707,579	\$ 40,952	\$ 60,667	8.57%
03-5-06-50011	Labor Credit	\$ -	\$ -	\$ -	
03-5-06-50012	Directors Fees	\$ 22,500	\$ 2,042	\$ 2,042	9.08%
03-5-06-50013	Benefits-Fica	\$ 54,200	\$ 3,621	\$ 5,267	9.72%
03-5-06-50014	Benefits-Life Insurance	\$ 3,500	\$ 119	\$ 237	6.78%
03-5-06-50016	Benefits-Health\Defrd Comp	\$ 144,700	\$ 17,138	\$ 29,440	20.35%
03-5-06-50017	Benefits-Disability Insurance	\$ 6,400	\$ 535	\$ 1,072	16.75%
03-5-06-50019	Benefits-Workers Compensation	\$ 19,100	\$ -	\$ 1,000	5.24%
03-5-06-50021	Benefits-PERS	\$ 49,600	\$ 2,290	\$ 3,377	6.81%
03-5-06-50022	Benefits PERS Employer	\$ 103,300	\$ 3,061	\$ 4,781	4.63%
03-5-06-50023	Benefits-Uniforms	\$ 2,564	\$ 84	\$ 143	5.57%
03-5-06-50024	Benefits-Vacation & Sick Pay	\$ 10,000	\$ 307	\$ 614	6.14%
03-5-06-50025	Benefits-Boot Allowance	\$ 1,710	\$ -	\$ -	0.00%
03-5-06-51120	Safety Equipment/Supplies	\$ 10,000	\$ -	\$ -	0.00%
03-5-06-51125	Petroleum Products	\$ 20,000	\$ 1,924	\$ 3,124	15.62%
03-5-06-51130	Office Supplies	\$ 4,000	\$ -	\$ -	0.00%
03-5-06-51140	General Supplies & Expenses	\$ 25,000	\$ -	\$ -	0.00%
03-5-06-51199	Disaster Repairs	\$ -	\$ -	\$ -	
03-5-06-54002	Dues & Subscriptions	\$ 10,000	\$ 494	\$ 847	8.47%
03-5-06-54003	Management & Admin Services	\$ 189,000	\$ 15,750	\$ 31,500	16.67%
03-5-06-54005	Computer Expenses	\$ 100,000	\$ 661	\$ 5,638	5.64%
03-5-06-54012	Education & Training	\$ 9,000	\$ 158	\$ 1,312	14.58%
03-5-06-54014	Public Relations	\$ 50,000	\$ -	\$ -	0.00%
03-5-06-54016	Travel Related Expenses	\$ 7,000	\$ (181)	\$ 1,337	19.10%
03-5-06-54017	Certifications & Renewals	\$ 7,500	\$ 483	\$ 1,043	13.90%
03-5-06-54019	Licenses & Permits	\$ 62,500	\$ 2,366	\$ 2,366	3.79%
03-5-06-54020	Meeting Related Expenses	\$ 5,000	\$ 439	\$ 803	16.06%
03-5-06-54022	Utilities - YVWD Services	\$ 2,000	\$ -	\$ 127	6.36%

FY 2017-18 Sewer Expenses					
G/L ACCOUNT #	DESCRIPTION	BUDGET	Aug '17	Year to Date	%
03-5-06-54024	Utilities - Waste Disposal	\$ 13,000	\$ -	\$ 1,085	8.34%
03-5-06-54025	Utilities - Telephone & Internet	\$ 30,000	\$ 3,319	\$ 7,619	25.40%
03-5-06-54030	Drinking Water	\$ 1,000	\$ 190	\$ 267	26.74%
03-5-06-54104	Contractual Services	\$ 70,000	\$ 770	\$ 12,063	17.23%
03-5-06-54107	Legal	\$ 45,000	\$ -	\$ 4,516	10.03%
03-5-06-54108	Audit & Accounting	\$ 16,000	\$ -	\$ -	0.00%
03-5-06-54109	Professional Fees	\$ 225,000	\$ 2,500	\$ 11,593	5.15%
03-5-06-55500	Depreciation Reserves	\$ 500,000	\$ 41,667	\$ 83,333	16.67%
	Infrastructure Replacement	\$ 700,000	\$ 58,333	\$ 116,666	16.67%
03-5-06-56001	Insurance	\$ 100,000	\$ 7,872	\$ 15,743	15.74%
03-5-06-57030	Regulatory Compliance	\$ 50,000	\$ -	\$ 3,077	6.15%
	<b>ADMINISTRATION TOTALS</b>	<b>\$ 3,376,153</b>	<b>\$ 206,893</b>	<b>\$ 412,701</b>	<b>12.22%</b>
03-5-07-50010	Labor-Environmental Control	\$ 565,420	\$ 35,780	\$ 62,502	11.05%
03-5-07-50011	Labor Credit	\$ -	\$ -	\$ -	
03-5-07-50013	Benefits-Fica	\$ 43,302	\$ 2,829	\$ 4,947	11.42%
03-5-07-50014	Benefits-Life Insurance	\$ 3,200	\$ 43	\$ 86	2.70%
03-5-07-50016	Benefits-Health\Defrd Comp	\$ 134,400	\$ 6,439	\$ 12,443	9.26%
03-5-07-50017	Benefits-Disability Insurance	\$ 5,100	\$ 415	\$ 748	14.66%
03-5-07-50019	Benefits-Workers Compensation	\$ 15,300	\$ -	\$ 1,500	9.80%
03-5-07-50021	Benefits-PERS	\$ 25,000	\$ 1,711	\$ 2,845	11.38%
03-5-07-50022	Benefits-PERS Employer	\$ 40,000	\$ 2,462	\$ 4,257	10.64%
03-5-07-50023	Benefits-Uniforms	\$ 2,400	\$ 147	\$ 298	12.42%
03-5-07-50024	Benefits-Vacation & Sick Pay	\$ 2,000	\$ 220	\$ 440	22.02%
03-5-07-50025	Benefits-Boot Allowance	\$ 1,600	\$ -	\$ 144	9.00%
03-5-07-51003	R&M - Structures	\$ 225,000	\$ 5,279	\$ 51,605	22.94%
03-5-07-51140	General Supplies & Expenses	\$ 1,000	\$ 103	\$ 695	69.46%
03-5-07-51241	Lift Station #1	\$ 70,000	\$ 5,621	\$ 7,795	11.14%
03-5-07-51242	Lift Station #2	\$ 30,000	\$ 930	\$ 1,815	6.05%
03-5-07-51243	Lift Station #3	\$ 15,000	\$ 369	\$ 531	3.54%
03-5-07-51244	Lift Station #4	\$ 50,000	\$ 640	\$ 1,189	2.38%
03-5-07-51248	Lift Station #8	\$ 3,000	\$ 85	\$ 141	4.71%
03-5-07-54111	Pretreatment	\$ 66,000	\$ 7,083	\$ 7,083	10.73%
	<b>ENVIRONMENTAL CONTROL TOTAL</b>	<b>\$ 1,297,722</b>	<b>\$ 70,157</b>	<b>\$ 161,065</b>	<b>12.41%</b>
03-5-40-57202	Debt Service - Principal - WRWRF	\$ 2,199,524	\$ -	\$ -	0.00%
03-5-40-57203	Debt Service - Principal - Brineline	\$ 423,936	\$ -	\$ -	0.00%
03-5-40-57204	Debt Service - Principal - WISE	\$ 130,782	\$ -	\$ -	0.00%
03-5-40-57205	Debt Service - Principal - R 10.3	\$ 38,318	\$ -	\$ -	0.00%
03-5-40-57206	Debt Service - Principal - Crow & B12-1	\$ 13,014	\$ -	\$ -	0.00%
03-5-40-57403	Debt Service - Interest	\$ 1,091,707	\$ -	\$ -	0.00%
	<b>40 - Debt</b>	<b>\$ 3,897,281</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>
03-5-40-57002	Asset Acq. - Treatment	\$ -	\$ -	\$ -	
03-5-40-57006	Asset Acq. - Admin (fuel master)	\$ -	\$ -	\$ -	
03-5-40-57007	Asset Acq. - EC (ADS flow monitors & smart covers)	\$ -	\$ -	\$ -	
	<b>40 - Capital Outlay</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
				\$ 1,003,120	
	<b>TOTAL SEWER EXPENSES</b>	<b>\$ 12,132,940</b>	<b>\$ 510,561</b>	<b>\$ 1,003,120</b>	<b>8.27%</b>

FY 2017-18 Recycled Expenses					
G/L ACCOUNT #	DESCRIPTION	BUDGET	Aug '17	Year to Date	%
04-5-06-50010	Labor-Recycled Water	\$ 364,137	\$ 20,661	\$ 38,543	10.58%
04-5-06-50012	Director Fees	\$ 5,000	\$ -	\$ -	0.00%
04-5-06-50013	Benefits-FICA	\$ 20,000	\$ 1,686	\$ 3,160	15.80%
04-5-06-50014	Benefits-Life Insurance	\$ 1,820	\$ -	\$ -	0.00%
04-5-06-50016	Benefits-Health & Def Comp	\$ 30,000	\$ 2,807	\$ 5,193	17.31%
04-5-06-50017	Benefits-Disability Insurance	\$ 3,300	\$ 195	\$ 404	12.24%
04-5-06-50019	Benefits-Workers Compensation	\$ 4,000	\$ -	\$ 197	4.92%
04-5-06-50021	Benefits-PERS Employee	\$ 11,000	\$ 849	\$ 1,151	10.46%
04-5-06-50022	Benefits-PERS Employer	\$ 18,243	\$ 1,555	\$ 2,329	12.77%
04-5-06-50023	Benefits-Uniforms	\$ 1,365	\$ 45	\$ 90	6.62%
04-5-06-50024	Benefits-Vacation & Sick Pay	\$ 500	\$ 35	\$ 71	14.20%
04-5-06-50025	Benefits-Boots	\$ 910	\$ 200	\$ 200	21.98%
04-5-06-51003	R & M-Structures	\$ 25,000	\$ 3	\$ 3	0.01%
04-5-06-51011	R & M-Valves	\$ 5,000	\$ -	\$ -	0.00%
04-5-06-51020	R & M-Pipelines	\$ 5,000	\$ -	\$ -	0.00%
04-5-06-51021	R & M-Service Lines	\$ 15,000	\$ 864	\$ 864	5.76%
04-5-06-51022	R & M-Fire Hydrants	\$ 1,000	\$ -	\$ -	0.00%
04-5-06-51030	R & M-Meters	\$ 4,000	\$ 510	\$ 2,686	67.15%
04-5-06-51140	General Supplies & Expenses	\$ 2,500	\$ -	\$ 97	3.88%
04-5-06-51210	Utilities-Power Purchasess	\$ 85,000	\$ 7,805	\$ 13,125	15.44%
04-5-06-54002	Dues & Subscriptions	\$ 4,000	\$ -	\$ 16	0.39%
04-5-06-54005	Computer Expense	\$ 9,000	\$ -	\$ 600	6.67%
04-5-06-54012	Education & Training	\$ 4,000	\$ 1,715	\$ 1,817	45.44%
04-5-06-54014	Public Relations	\$ 2,000	\$ -	\$ -	0.00%
04-5-06-54016	Travel Related Expenses	\$ 2,500	\$ -	\$ 319	12.74%
04-5-06-54017	Certifications & Renewals	\$ 500	\$ -	\$ -	0.00%
04-5-06-54019	Licenses & Permits	\$ 20,000	\$ -	\$ -	0.00%
04-5-06-54020	Meeting Related Expenses	\$ 1,000	\$ 98	\$ 166	16.59%
04-5-06-54022	Utilities - YVWD Services	\$ 25,000	\$ -	\$ 3,609	14.44%
04-5-06-54025	Utilities - Telephone & Internet	\$ 1,500	\$ -	\$ 110	7.30%
04-5-06-54010	Contractural Services	\$ 8,400	\$ -	\$ 2,024	24.10%
04-5-06-54107	Legal	\$ 1,250	\$ -	\$ -	0.00%
04-5-06-54108	Audit & Accounting	\$ 2,500	\$ -	\$ -	
04-5-06-54109	Professional Fees	\$ 25,000	\$ -	\$ -	0.00%
04-5-06-54110	Laboratory Services	\$ -	\$ -	\$ -	
04-5-06-55500	Depreciation	\$ 8,000	\$ 665	\$ 1,350	16.88%
	Infrastructure Replacement	\$ 25,000	\$ 2,083	\$ 4,166	16.67%
04-5-06-56001	Insurance	\$ 20,000	\$ 1,749	\$ 3,499	17.49%
04-5-06-57030	Regulatory Compliance	\$ 25,000	\$ -	\$ 2,169	8.68%
04-5-06-57040	Environmental Compliance	\$ 9,000	\$ -	\$ -	0.00%
				\$ 87,956	
	<b>TOTAL RECYCLED EXPENSES</b>	<b>\$ 796,425</b>	<b>\$ 43,525</b>	<b>\$ 87,956</b>	<b>11.04%</b>



**Date:** September 12, 2017  
**From:** Joseph Zoba, General Manager  
**Subject:** Development of a Digital Video Library for the Yucaipa Valley Water District

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The Yucaipa Valley Water District works closely with students from elementary, middle, and high schools throughout the year. Over the past year, the District staff has been asked to provide informational videos following student tours of the water and wastewater treatment plants. The District is also routinely featured in the video productions prepared by Yucaipa High School as part of the Solar Challenge.

For community outreach, it would be helpful to provide brief videos of existing treatment systems as well as videos about planned improvements like the incorporation of new ultrafiltration technology as discussed in Workshop Memorandum No. 17-134.

The purpose of this agenda item is to discuss a basic framework about the creation of a digital video library that would: (1) provide information about the District, and (2) be used as material for the public and students to incorporate into their own video productions.





**Date:** September 12, 2017  
**From:** Allison M. Edmisten, Chief Financial Officer  
**Subject:** Review of Amended Yucaipa Valley Water District Conflict of Interest Code

---

At the board workshop on June 13, 2017, the District staff presented proposed changes to the Yucaipa Valley Water District's Conflict of Interest Code. During the past few months, staff has been working with the Fair Political Practices Commission (FPPC) on these proposed amendments. The District staff has received approval from the FPPC for these amendments and been directed to begin the 45-day public comment period.

The Notice of Intent to Amend as well as the amended Conflict of Interest Code have been sent to employees as well as posted on our website. The public comment period began on Friday, September 8, 2017 and will close on Monday, October 23, 2017. The amended Conflict of Interest Code will then be brought back before the Board at the October 31, 2017 board workshop with a recommendation to approve the Conflict of Interest Code at the November 7, 2017 board meeting. We will then receive final approval from the FPPC and the Conflict of Interest Code will be effective 30 days from the FPPC approval date.

NOTICE OF INTENTION TO AMEND THE CONFLICT OF INTEREST CODE  
OF THE **YUCAIPA VALLEY WATER DISTRICT**

NOTICE IS HEREBY GIVEN that the **Yucaipa Valley Water District**, pursuant to the authority vested in it by section 87306 of the Government Code, proposes amendment to its conflict of interest code. A comment period has been established commencing on September 8, 2017 and closing on October 23, 2017. All inquiries should be directed to the contact listed below.

The **Yucaipa Valley Water District** proposes to amend its conflict of interest code to include employee positions that involve the making or participation in the making of decisions that may foreseeably have a material effect on any financial interest, as set forth in subdivision (a) of section 87302 of the Government Code. The amendment carries out the purposes of the law and no other alternative would do so and be less burdensome to affected persons.

Changes to the conflict of interest code include: **several job title additions and deletions, clarifying disclosure categories assigned to those positions** and other technical changes.

Information on the code amendment is available on the agency's internet site and attached to this email.

Any interested person may submit written comments relating to the proposed amendment by submitting them no later than **October 23, 2017**, or at the conclusion of the public hearing, if requested, whichever comes later. At this time, no public hearing is scheduled. A person may request a hearing no later than **October 9, 2017**.

The **Yucaipa Valley Water District** has determined that the proposed amendments:

1. Impose no mandate on local agencies or school districts.
2. Impose no costs or savings on any state agency.
3. Impose no costs on any local agency or school district that are required to be reimbursed under Part 7 (commencing with Section 17500) of Division 4 of Title 2 of the Government Code.
4. Will not result in any nondiscretionary costs or savings to local agencies.
5. Will not result in any costs or savings in federal funding to the state.
6. Will not have any potential cost impact on private persons, businesses or small businesses.

All inquiries concerning this proposed amendment and any communication required by this notice should be directed to: **Allison M. Edmisten, Chief Financial Officer, (909) 797-5117, [aedmisten@yvwd.dst.ca.us](mailto:aedmisten@yvwd.dst.ca.us)**.



## Conflict of Interest Code

Adopted \_\_\_\_\_, 2017



Yucaipa Valley Water District

**CONFLICT OF INTEREST CODE**

The Political Reform Act (Act) prohibits a public official from using his or her official position to influence a governmental decision in which he or she has a financial interest. Every state and local agency must adopt a conflict of interest code that identifies all officials and employees within the agency who make governmental decisions based on the positions they hold. The individuals in the designated positions must disclose financial interests as specified in the agency's conflict of interest code.

To help identify potential conflicts of interest, the law requires public officials and employees in designated positions to report their financial interests on a form called Statement of Economic Interests using the California Fair Political Practices Commission Form 700. The conflict of interest codes and the Form 700s are fundamental tools in ensuring that officials are acting in the public's best interest.

A conflict of interest code must:

- Provide reasonable assurance that all foreseeable potential conflict of interest situations will be disclosed or prevented;
- Provide to each affected person a clear and specific statement of their duties under the conflict of interest code; and
- Adequately differentiate between designated employees with different powers and responsibilities.

The Conflict of Interest Code for the Yucaipa Valley Water District consists of the following three components:

1. Incorporation Section (Terms of the Code) - This section designates where the Form 700s are filed and retained (i.e., the agency or the FPPC). This section also must reference Regulation 18730, which provides the rules for disqualification procedures, reporting financial interests, and references the current gift limit.
2. List of Designated Positions - The code must list all agency positions that involve the making or participation in making of decisions that "may foreseeably have a material effect on any financial interest." This covers agency members, officers and employees, and it may include volunteers on a committee if the members make or participate in making government decisions.
3. Detailed Disclosure Categories - A disclosure category is a description of the types of financial interests officials in one or more job classifications must disclose on their Form 700s. The categories must be tailored to the financial interests affected, and must not require public officials to disclose private financial information that does not relate to their public employment.

It is essential and legally required that an agency's conflict of interest code reflects the current structure of the agency and properly identifies all officials and employees who should be filing a Form 700. To ensure the codes remain current and accurate, each agency is required to review its conflict of interest code at least every other year.



Yucaipa Valley Water District

## CONFLICT OF INTEREST CODE

All conflict of interest forms will be filed with the Yucaipa Valley Water District's administrative clerk responsible for payroll processing.

### Detailed Disclosure Categories

The following detailed disclosure categories provided in Appendix B, constitutes the third required component of the Yucaipa Valley Water District's Conflict of Interest Code. Designated employees, whether designated under their official classification or working title, shall file statements of economic interests with the Yucaipa Valley Water District who will make the statements available for public inspection and reproduction upon request, consistent with Government Code Section 81008.

The financial disclosures required of a consultant will be determined on a case-by-case basis by the Chief Financial Officer and General Manager. The determination of whether a consultant has disclosure requirements will be made in writing using the latest version of the Fair Political Practices Commission Form 805. The determination will include a description of the consultant's duties and based upon that description, a statement of the extent, if any, of the disclosure requirements. Each Form 805 is a public record and will be retained for public inspection in the same manner and location as where the Conflict of Interest is maintained for cross-referencing purposes.

### Updates to the Conflict of Interest Code

The Yucaipa Valley Water District will follow the most recent checklist provided by the Fair Political Practices Commission to provide regular updates to the Conflict of Interest Code. The most recent checklist is provided in Appendix C.

### Terms of the Code

The Political Reform Act (Government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission ("FPPC") has adopted a regulation (2 Cal. Code of Regs. Sec. 18730) which contains the terms of a standard conflict of interest code, which can be incorporated by reference in an agency's code. After public notice and hearing it may be amended by the FPPC to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the FPPC are hereby incorporated by reference. This regulation and the attached Appendix designating officials and employees and establishing disclosure categories, shall constitute the Conflict of Interest Code of the Yucaipa Valley Water District.

Designated employees shall file their statements with the Yucaipa Valley Water District which will make the statements available for public inspection and reproduction. (Gov. Code Section 81008.)



Yucaipa Valley Water District

**CONFLICT OF INTEREST CODE**

**Appendix A**

<b>LIST OF DESIGNATED POSITIONS</b>	<b>ASSIGNED DISCLOSURE CATEGORIES</b>
Chief Financial Officer	1, 2
Engineering Manager	1, 2
Management Analyst	1
Operations Manager – Sewer	1
Operations Manager – Water	1
Public Works Manager	1
Water Resources Manager	1
Purchasing Agent	1
General Legal Counsel	1, 2
Consultant/New Position	*

Note: The position of Legal Counsel is filled by an outside consultant acting in a staff capacity for the District.

\* With respect to consultants and new positions the General Manager, however, may determine in writing that a particular consultant or new position, although a “designated position,” is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the consultant’s or new position’s duties, and based upon that description, a statement of the extent of disclosure requirements. The General Manager’s determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

The following positions are NOT covered by the code because they must file under section 87200 and, therefore, are listed for informational purposes only:

- Members of the Board of Directors
- General Manager/Secretary
- Members of the YVWD Financing Corporation

An individual holding one of the above listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe that their position has been categorized incorrectly. The Fair Political Practices Commission makes the final determination whether a position is covered by section 87200.



## CONFLICT OF INTEREST CODE

### Appendix B

#### Disclosure Categories

##### CATEGORY 1

Investments and business positions in business entities, and income, including receipt of loans, gifts, and travel payments, from sources that provide services, supplies, materials, machinery, or equipment of the type utilized by the District. Sources may include, but are not limited to engineering and environmental consulting firms, water and soil testing companies, products and service contractors, mechanical vendors, farmers, and their agents.

##### CATEGORY 2

Interests in real property, located in whole or in part within the boundaries of the District or within two miles of the District, including any leasehold, beneficial or ownership interest or option to acquire such interest in real property.



**CONFLICT OF INTEREST CODE**

**Appendix C**

**MULTI-COUNTY AGENCY  
CONFLICT OF INTEREST CODE AMENDMENT  
INTERNAL CHECKLIST**

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Agency Internal Use: (Contact information of staff participating in amendment)

Agency Staff: \_\_\_\_\_  
Name Phone Email

Agency Staff: \_\_\_\_\_  
Name Phone Email

Notes: \_\_\_\_\_

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**STEP 1. GATHER INFORMATION:**

- Current code-check with FPPC to confirm: advice@fppc.ca.gov
- Most recent organization chart
- Job duty statements for new positions
- Number of all agency employees and number of Form 700 filers
- Number of consultants filing Form 700, if any \_\_\_\_\_
- Check FPPC website for training sessions

**STEP 2. REVIEW AND ANALYZE INFORMATION:**

- Compare the current code to current organizational chart; list changes
- Positions:
  - Delete designated positions no longer in existence
  - Add positions - newly created since last code amendment
  - Current positions: Review job duty statements, talk to managers--are changes needed?
- Begin to write descriptions of changes. Review sample formats on FPPC's fact sheet #62.
- Compare agency programs and update disclosure categories as needed  
 Review FPPC's fact sheet #64 - Sample Disclosure Categories
- Review committee minutes, if any. Include those that make decisions. Do not include solely advisory committees.
- Prepare a strikeout/underline draft of the code
- Circulate to appropriate management staff for comments
- Prepare draft proposal to FPPC. Do not circulate to employees yet, see Step 5.





## CONFLICT OF INTEREST CODE

### Appendix C

#### STEP 3. SUBMIT TO: [ADVICE@FPPC.CA.GOV](mailto:ADVICE@FPPC.CA.GOV)

- Code in strike/out underline
- Current organization chart
- Written description of changes
- Provide FPPC the agency numbers identified in Step 1.

#### STEP 4. FPPC INITIAL REVIEW:

- An FPPC Consultant will be assigned to initially review the draft code and offer suggestions. Depending upon the amendment, meetings, teleconferences, email questions may be posed. Justifications may be requested for certain disclosure categories, including full disclosure positions.

#### STEP 5. PUBLIC NOTICE:

- If the agency requires board approval it should be obtained at this step.
- Notify all agency employees; email the notification to your FPPC contact.
- Recommend posting on your agency's intranet. At the agency's discretion post on your Agency's internet.
- Provide the FPPC with public comments, if any.
- During this time period, FPPC staff will forward forms required to be signed in Step 6.

#### STEP 6. FPPC FINAL APPROVAL:

- Send the declaration to FPPC of the CEO or his/her designee.
- Code is effective 30 days after the FPPC Executive Director's or his or her designee's approval.

Notes: \_\_\_\_\_

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**Date:** September 12, 2017

**From:** Jennifer Ares, Water Resource Manager

**Subject:** Participation in the iEfficient Campaign for Fiscal Year 2017-18

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The water agencies participating in the iEfficient public outreach campaign released a Request for Proposal (RFP) for the proposed 2017-18 iEfficient campaign. The award-winning iEfficient Public Outreach Campaign (iEfficient) first began in 2014 and generally focuses on educating water customers about the need for water conservation, available rebates, and important water supply projects such as the California Water Fix.

Survey results about the effectiveness of the public relations campaign are provided below.

Focus Area	Survey Results	
	July 2016	June 2017
Customers understand most water use is outside	26.9%	22.0%
Customers are familiar with Water Saving Garden Friendly	40.2%	34.8%
Support of the California Water Fix	60.0%	58.0%
iEfficient Branding	25.7%	15.0%
Get their information in Spanish	26.9%	22.8%

Given the decrease in the program effectiveness and that iEfficient has never gone through a competitive selection process, the water agencies decided to release an RFP for the 2017-18 outreach campaign. Of the three proposals received, the review team (made up of representatives from East Valley Water District, City of Rialto, San Bernardino Valley Water Conservation District, Yucaipa Valley Water District, Western Municipal Water District, and Valley District) selected ETA based upon their creativity, organized approach, use of data to drive advertising strategies, and their approach to tracking the effectiveness of the campaign.

This proposal does not include the production advertising costs. A detailed advertising plan for 2017-18 will be developed by ETA and the Water Conservation Subcommittee. Once that plan has been developed, it will be brought back to the Board of Directors for review and approval.

By combining resources, the water agencies are able to purchase more impactful advertising, like billboards, than if they advertised individually. In addition, San Bernardino Valley Municipal Water District has been providing 50% of the cost of this campaign and approved a contribution to this effort in the amount of \$49,712.50 for fiscal year 2017-18.

### Financial Consideration

CV Strategies did not expend the entire contract amount from fiscal year 2016-17 for the iEfficient campaign. Consequently the District has a credit remaining that will be applied toward a proportionate share of the advertising plan, once it has been developed with ETA.



# iEfficient Regional Public Outreach Program



**Attention:**

Bob Tincher  
Manager of Water Resources  
San Bernardino Valley Municipal Water District  
380 East Vanderbilt Way  
San Bernardino, CA 92408

**AGENCY: ETA**



**Prepared By:**

Cassandra Popli  
Vice President  
ETA Agency  
444 W. Ocean Blvd. Ste. 150  
Long Beach, CA 90802

## PROJECT UNDERSTANDING

ETA understands that San Bernardino Valley Municipal Water District in cooperation with participating water agencies is requesting proposals from experienced consultants to build upon the award-winning iEfficient regional public outreach program by creating and executing a vibrant, effective plan for fiscal year 2017-18. Although the iEfficient campaign began as a response to the Governor's mandate, the agencies have recognized the need to keep the message in front of customers in order to promote a long-term lifestyle change of water conservation; "Making Water Conservation a Way of Life". The overall goals from the program continue to be the same: educating the public that more water is used outdoors than indoors; informing the public about rebates for water conservation products; educating the public on the importance of the California Water Fix for the Inland Empire; and continue to establish iEfficient as the expert in water-related issues (building the iEfficient "brand").

The latest Water Conservation Survey highlights opportunities for awareness within the Inland Empire with over 70% still not aware of iEfficient. Furthermore, almost a quarter of respondents are craving more programs or information on how to conserve water from their water agency. Therefore, the overall outreach plan needs to focus primarily on overall awareness. Interestingly, the percentage of people who believe a change in behavior is easier than using water-saving devices has dropped from the 2014 survey. This could illustrate how customers feel saving water is a challenge. It presents an opportunity to craft messaging that portrays easier methods to save water and encourages conservation as a habit change that does not lower quality of life. Taking shorter showers, turning off the faucet when brushing your teeth and washing full loads of laundry are easy water saving tips that need to be ingrained in the lifestyles of each customer to ensure long-term conservation.

The percentage of respondents who use water efficient landscaping has also declined since the 2014 survey. Since educating customers on how more water is used outdoors than indoors is a key communication goal for Valley District, it should be a point addressed in the upcoming campaign. The 2016 survey also reinforces the necessity to communicate this to customers as 70% of respondents believe that their household uses more water inside than it does outside.

Lastly, almost 85% of respondents have not heard of the California Water Fix. Since this is also another goal of the iEfficient campaign, that is a large number of respondents who are still uninformed about the plan regardless of if they support it. An awareness campaign needs to be developed and supported with educational tools to allow customers to learn about the plan.

## PROJECT APPROACH

ETA specializes in crafting and implementing exceptional solutions with strict attention to detail that manifests the highest quality results for clients. ETA is able to adjust its project approach to each specific client, allowing the agency to turn around



projects in a timely manner and with tight deadlines, if necessary. The project approach below will detail the process the agency will take for the tasks listed in the RFP.

### **Task 1 – Outreach Plan**

ETA will start the initial task with a kickoff meeting that will establish the goals for the plan. These goals will allow ETA to propose recommended messaging and strategies that will be further refined with feedback from the participating water agencies. For example, what tactics will be the most beneficial in reaching a younger audience as opposed to seniors. How can we reach students? How can we leverage social media? All of these questions along with conceptualizing out-of-the-box ideas will be discussed during the strategic phase to gather the highest return on investment for marketing dollars and allocated resources. The following schedule and costs will be drafted based on the approved tactics. ETA's experience with carefully planning the appropriate media channels is second nature to ETA. With a blend of long-time relationships and hard-nosed negotiation, ETA captures the best available rates for clients.

### **Task 2 – Increase iEfficient brand awareness in water agency service areas**

Long Beach Water, Rancho California Water District and the City of Redlands have turned to ETA for marketing awareness campaigns focusing on conservation and other water related department messaging. ETA will use a similar process when discussing the unique plans for each agency while ensuring it is still part of the same family as the overall outreach plan. ETA will evaluate the strategies currently being used by each of the participating water agencies and develop recommendations to maximize the awareness of iEfficient among their customers. Metrics will also be developed in order to track the success of each plan.

### **Task 3 – Website**

The initial assignment ETA will work on during this task will be to improve the site's effectiveness. ETA will review the analytics as well as use custom software, such as clickthrough and heat maps that allow users' interactions to be tracked. For example, the heat maps could show how users are trying to scroll down for more information when the site isn't built to be mobile-first. This would highlight a missed opportunity in targeting audiences and ensuring the highest possible user experience. Recommendations will be drafted and implemented to increase quality traffic to iEfficient.com. In addition, ETA will also keep the site up-to-date during the term of the project while also implementing SEO and security upgrades as necessary.

### **Ongoing Account Management:**

Account management will be involved in every step of the process from initial discussions to the completion of the tasks listed in the RFP. The account team will monitor timelines, attend all meetings, and act as the liaison between the Valley District and ETA teams. ETA manages all budgets and coordinates all other aspects of client services. The account team plays a vital role in



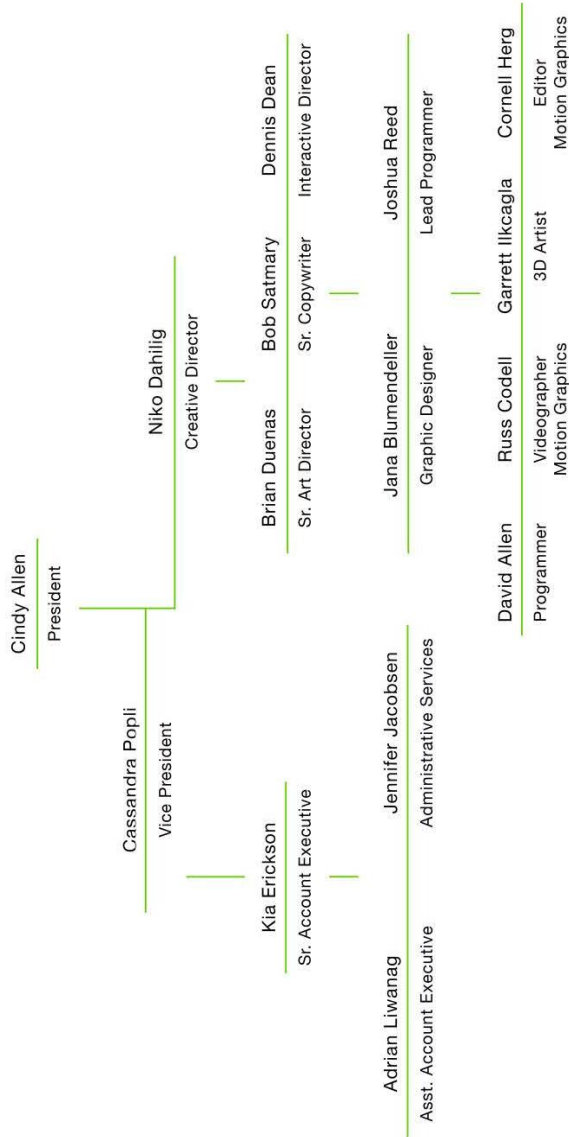
the project and will be the main point of contact for Valley District. The Account Executive (Project Manager) will be Kia Erickson who will work with Cassandra Popli on the management of the projects.

**Project Management Software:**

ETA uses Workamajig, a leading project management system designed to streamline client projects for maximum efficiency. All client jobs originate with a unique job number and are digitally opened in Workamajig. When a job is opened, a completion date is assigned. ETA uses the final completion date to schedule and date the job throughout its various stages ensuring that every involved team member is informed and up-to-date on client projects. In addition, schedules can be reworked based on new information and if a job needs to be elevated into “rush mode.” Extensive experience with government agencies and similar projects has allowed the agency to gather experience and knowledge of the best practices to ensure efficient and timely completions of projects.

**ORGANIZATIONAL CHART**

All of the team members listed below are based out of ETA’s office in Long Beach and can be reached at (562) 499-2305.



**Cindy Allen – President**  
E: [callen@agencyeta.com](mailto:callen@agencyeta.com)

Cindy's participation in the project would be a holistic approach to supervision, checking in at various points throughout the process and providing valuable insight, especially regarding the initial strategy and messaging for the overall outreach plan, given her understanding of the target area and how to motivate these individuals to take action.

Cindy is a self-motivated, visionary professional with over 29 years of diverse communications experience in marketing, government, management and public affairs. Possessing dynamic interpersonal and leadership skills, she is a confident, articulate communicator with the ability to develop valuable and lasting partnerships. She has spearheaded the growth of ETA, creating one of the fastest growing advertising agencies in Southern California and has built its portfolio in a variety of industry sectors, including government, real estate, entertainment, financial services, transportation and retail.

Cindy is known for her innovative approach to marketing and brand building. She possesses a wealth of experience in leadership, public outreach and strategic communications. Cindy's ability to build strong teams through collaboration has been fundamental to ETA's growth. Her strong work ethic, flexibility, and ability to make work fun have been Cindy's strengths since launching ETA.

**Cassandra Popli – Vice President**  
E: [cpopli@agencyeta.com](mailto:cpopli@agencyeta.com)

Cassandra would be working very closely with the project manager, Kia Erickson, to ensure the project meets the goals and specifications required by Valley District, especially during the strategic phase leading into messaging development to ensure key information has been uncovered that will help motivate target audiences and generate results. Since Cassandra has a strong background in research and analytics, she will also be instrumental during the evaluation and measurement of the success of each water agency plan.

Cassandra hails from the U.K. where she started her municipal communications experience by graduating *summa cum laude* from the University of Wales, Swansea, majoring in American Literature, Politics and History. Her award-winning dissertation discussed the marketing of election campaigns and contributed to her knowledge of government and the public sector. She is world travelled, which has allowed her to gather a deep understanding of different cultures, cities and environments. Cassandra is proficient at setting parameters to judge how efficiently and effectively campaigns are performing. Her background in research and data has assisted clients in identifying areas for growth within their target markets. A natural leader and an





integral part of every department at ETA, Cassandra has spearheaded multiple award-winning brands and campaigns, seeing them through from concept to completion. She led the strategic direction for an out-of-the-box creative conservation campaign for Long Beach Water that won three CAPIO awards and two ADDYs. She also supervised a unique crime prevention campaign for Newport Beach Police Department that resulted in the lowest crime statistics in NBPD's records.

**Kia Erickson – Sr. Account Executive (Proposed Project Manager)**

E: [kerrickson@agencyeta.com](mailto:kerrickson@agencyeta.com)

Kia's role on Valley District's project team would be as the designated project manager. Kia is well-versed in acting as the client liaison and strategist through every step of a project, including discovering key strategic information to push a project forward, leading meetings and drafting contact reports accordingly. If Valley District has any questions, as the assigned account executive, Kia will be able to coordinate with the appropriate agency team members and provide Valley District with answers.

A business minded professional with a passion for trends and culture, Kia is a seasoned professional with over 12 years experience, successfully balancing the needs of creative and marketing teams to land best in class branding. Beginning her career in Pennsylvania, Kia moved to New York and worked on high profile clients, such as HBO, Pepsi, Starbucks, Avon, Mountain Dew, Aquafina, GE and Benefiber. Moving to Long Beach over seven years ago, she applies her curiosity and insightful thinking across ETA's full portfolio of clients, playing a key role in the creation of the cutting-edge EZparkLB campaign. The campaign, *EZ-P the parking G*, was created for the launch of a new parking app for Long Beach's Public Works Department and received two CAPIO awards for the categories of Marketing plans and branding/targeted campaigns, and graphic design and photography. She also helped the City of Redlands develop a new strategic water efficiency education outreach effort that engaged with children within the City and encouraged them to save water.

**Adrian Liwanag – Assistant Account Executive**

E: [aliwanag@agencyeta.com](mailto:aliwanag@agencyeta.com)

Adrian's responsibilities on the Valley District's project team will be numerous, including managing project scheduling, budgeting and reporting. His attention to detail is critical during the campaign and social process as he ensures all status reports and contact reports are complete allowing for easy access to information on-demand. He also ensures time tracking is kept updated to allow reports to be easily pulled to highlight the progress of the project and account for the time spent to date using ETA's "Workamajig" project management software.



Adrian is a highly competent and effective marketing professional who helps to develop strategic marketing plans for ETA clients while also assisting in coordinating their day-to-day activities. In years prior, Adrian served as Community Manager for the Long Beach Post, the city's largest local news source, monitoring daily metrics and managing social platforms including Facebook, Twitter and Instagram. This gave him a deep understanding of social platforms and how best to leverage them for clients as he increased the Long Beach Post's following by over 200%.

**Niko Dahilig – Creative Director**  
E: [ndahilig@agencyeta.com](mailto:ndahilig@agencyeta.com)

Niko's role as the Creative Director will be focused on overall creative supervision. Niko will work with ETA's art directors, writers and graphic designers to ensure the development of creative meets the desired strategic goals and communicates effectively with Valley District's target audience. Niko's strong skillset in the digital sphere will also be beneficial with the website task to ensure the site is the most effective. Recently invited to a coveted digital leadership camp in Atlanta and Redondo Beach, Niko's advanced UI and UX methods provide clients with a digital experience that benefits both the user and client. Niko has brought his unique skills to a wide variety of clients, such as the City of Long Beach, City of Redlands, NBCUniversal, Long Beach Water, City of Long Beach Auditor's Office, Port of Long Beach and Long Beach Public Works.

**Brian Duenas – Senior Art Director**  
E: [bduenas@agencyeta.com](mailto:bduenas@agencyeta.com)

Brian will be an asset with the Valley District team, focusing on new strategies to reach Valley District's target audience and crafting messaging that will relate to each segment cluster. Brian is a talented creative, especially gifted in conceptual thinking, striving to find the right visual solution in every situation. Possessing a keen eye for logos and typography, he is always up on the latest design trends. Brian spearheaded the ADDY and CAPIO award-winning creation of Public Works' *EZ-P the parking G* character animation and campaign launch. He also developed the Conservin' Mervyn raindrop mascot in order to promote water efficiency, ultimately leading to a refresh of Mervyn from an 8-bit character to a multi-dimensional 3D animated character. Brian took his character and lifestyle brand skills even further with the City of Redlands, creating two characters who became the face of conservation for the department, including a strong focus on educational outreach materials leading up to the launch of the campaign at Redland's Market Night.



**Bob Satmary – Sr. Copywriter**  
 E: [bsatmary@agencyeta.com](mailto:bsatmary@agencyeta.com)

Bob will work hand-in-hand with ETA's designers to ensure messages are tailored to each target segment, for example, young professionals will have a different set of key motivators in comparison to the senior market. Bob's customization skillset and creative copy acumen will ensure Valley District's communication materials are engaging and impactful. An integral part of the ETA creative team, Bob is a proven, versatile copywriter whose background includes 20+ years working on major national brands such as Hyundai, Samsung, ARCO, Toshiba, Fujitsu, The Ritz-Carlton, Four Seasons, Bosch Home Appliances, NRG, Mitsubishi Motors and Lincoln-Mercury. With expertise in effective branding and storytelling, Bob has helped to build brands for companies in a multitude of industries—from consumer electronics, tourism, government and automotive, to high-tech, hospitality, healthcare and real estate development.

**Josh Reed – Lead Programmer**  
 E: [jreed@agencyeta.com](mailto:jreed@agencyeta.com)

Josh's role on the Valley District team will be focused on digital experiences, including the website task. Josh and his team will also be instrumental in providing analytics to evaluate and measure the impact communication strategies have on programs and initiatives. Born and raised in Southern California, Josh started his five years of communications industry experience by graduating from California State University, Long Beach with a statistics degree that provided him a love for all things code and numbers. At ETA, Josh has quickly made himself indispensable and performs a wide variety of programming duties for clients, such as Long Beach Water, City of Long Beach Auditor's Office, City of Redlands and Port of Long Beach. His skill set includes programming, data analysis, web and mobile optimization, code debugging, quality assurance, web design and site maintenance. He is also experienced in writing programs in C#, Java, and R, and modifying functions for a multitude of content management systems.

## PROJECT SCHEDULE

A sample project schedule is included below for the three tasks listed in the RFP. Although this will be further defined during the initial kickoff meeting, this will provide Valley District with a preliminary schedule for the project approach.





**FEE SCHEDULE**

Service Description	Unit of Measure	Qty.	Unit Price	Extended Price
<b>Task 1 - Outreach Plan</b>				
Senior Account Management	Hours	25	150	\$3,750.00
Account Management	Hours	45	125	\$5,625.00
Senior Creative	Hours	20	150	\$3,000.00
Creative	Hours	35	125	\$4,375.00
Interactive	Hours	20	150	\$3,000.00
<b>Task 2 - Increase iEfficient brand awareness in water agency service areas</b>				
Senior Account Management	Hours	45	150	\$6,750.00
Account Management	Hours	90	125	\$11,250.00
Senior Creative	Hours	55	150	\$8,250.00
Creative	Hours	105	125	\$13,125.00
Interactive	Hours	40	150	\$6,000.00
<b>Task 3 - Website (initial optimization and annual maintenance)</b>				
Senior Account Management	Hours	20	150	\$3,000.00
Account Management	Hours	60	125	\$7,500.00
Senior Creative	Hours	12	150	\$1,800.00
Creative	Hours	36	125	\$4,500.00
Interactive	Hours	140	125	\$17,500.00
			<b>TOTAL</b>	<b>\$99,425.00</b>

ETA confirms that the pricing provided in this RFP remains firm and irrevocable for 60 days following the RFP submission date.



ETA has discounted hourly rates for government clients. Those rates are shown below for reference organized by position as well as various creative tasks.

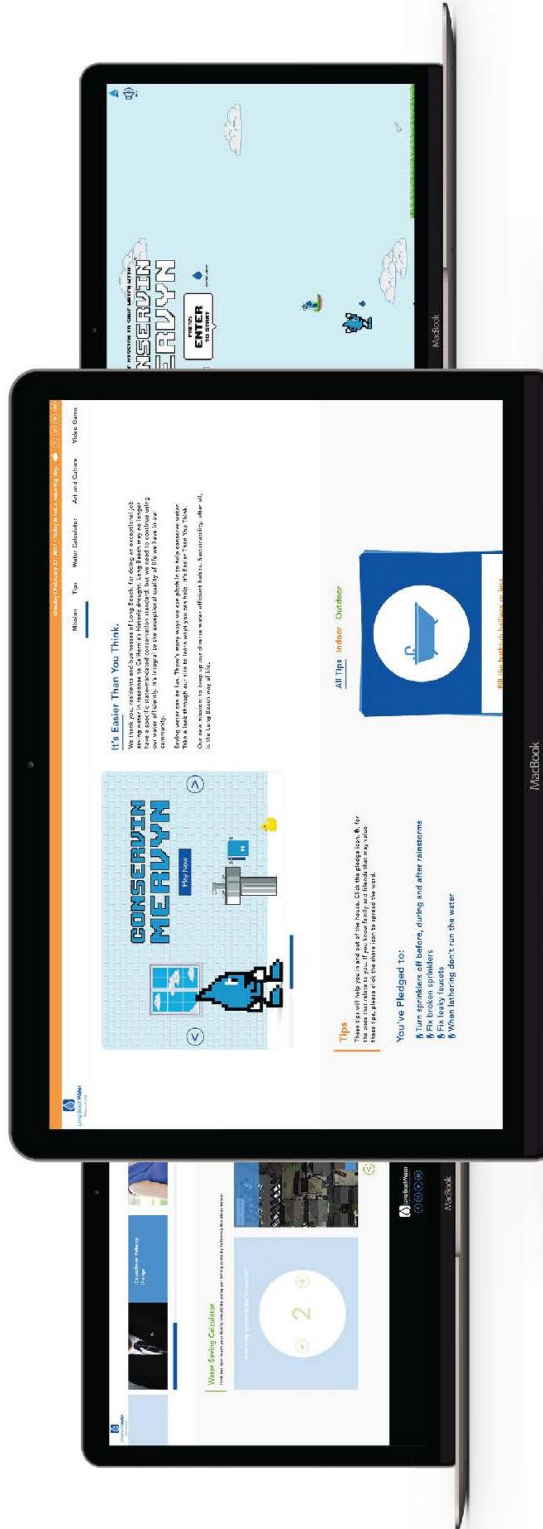
Cindy Allen, President: \$175/hour  
 Cassandra Popli, Vice President: \$150/hour  
 Kia Erickson, Sr. Account Executive: \$125/hour  
 Adrian Liwanag, Assistant Account Executive: \$100/hour  
 Niko Dahilig, Creative Director: \$150/hour  
 Bob Satmary, Sr. Copywriter: \$150/hour  
 Brian Duenas, Sr. Art Director: \$125/hour  
 Dennis Dean, Director of Interactive Services: \$150/hour  
 Josh Reed, Lead Programmer: \$125/hour

Service Rates (price could vary based on task level)

- Concepting: \$150/hour
- Art Direction: \$150/hour
- Creative Copywriting: \$150/hour
- Editing/Proofing: \$100/hour
- Graphic Design: \$125/hour
- Video Editing: \$150/hour
- Production: \$125/hour
- Illustration: \$150/hour
- Account Management: \$125/hour
- Account Coordination: \$100/hour




**Long Beach Water Department**  
 Strategic Brand Development / Logo Design / Website / Television / Social Media / Events / Media Placement / Digital / Video Game  
 LBWater.org/Mission





# Long Beach Water Department

Strategic Brand Development / Logo Design / Website / Social Media / Television / Events / Media Placement / Digital / Video Game  
LBWater.org/Mission



One Song Shower Installation



California Native Mobile Garden

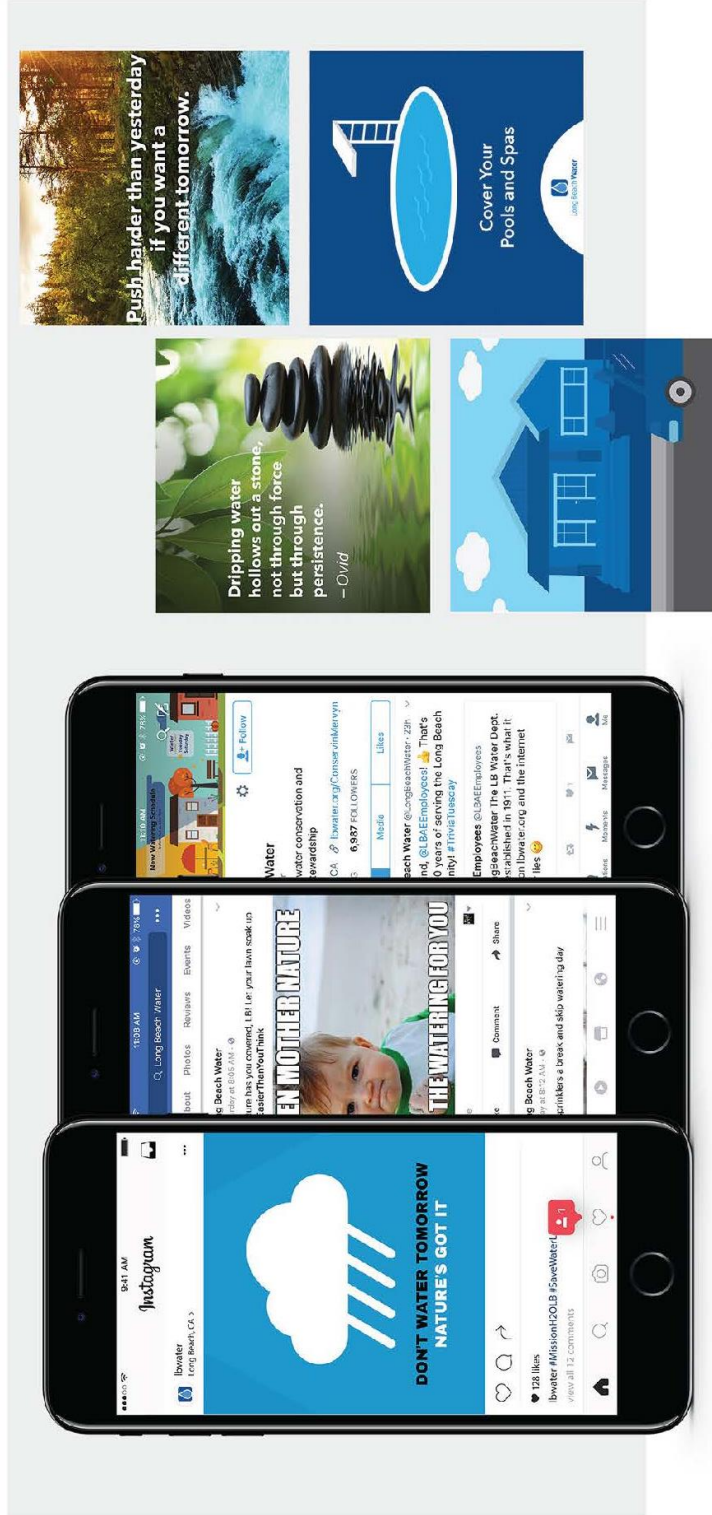






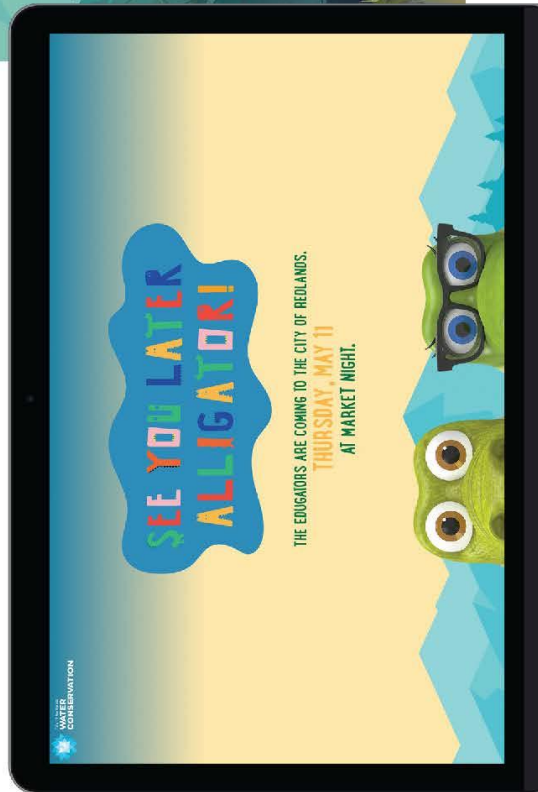
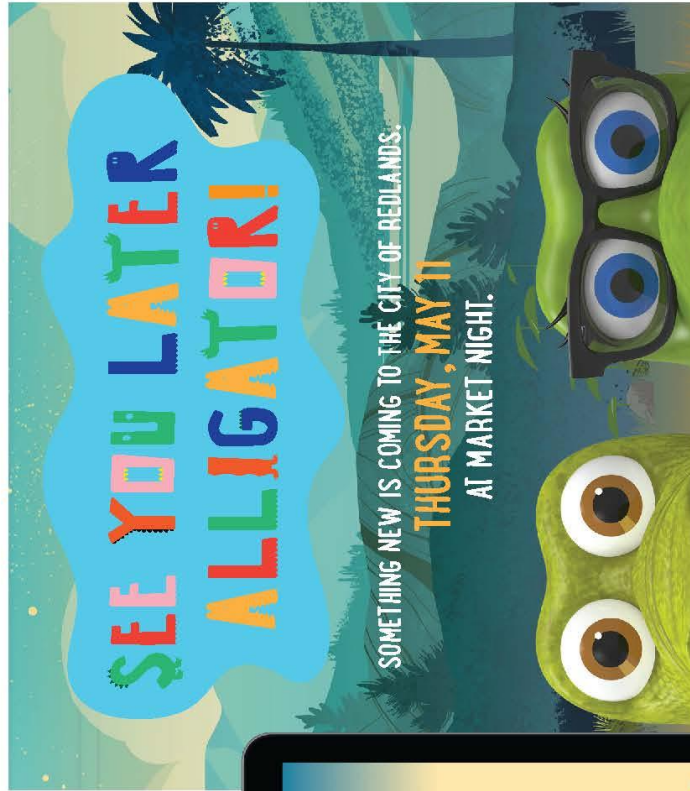
# Long Beach Water Department

Strategic Brand Development / Logo Design / Website / Television / Social Media / Events / Media Placement / Digital / Video Game  
LBWater.org/Mission



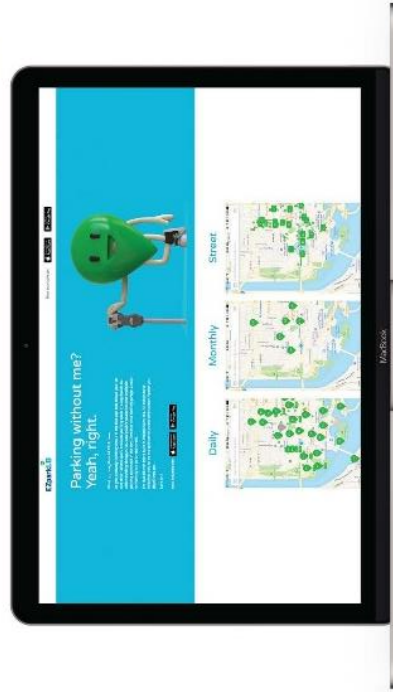
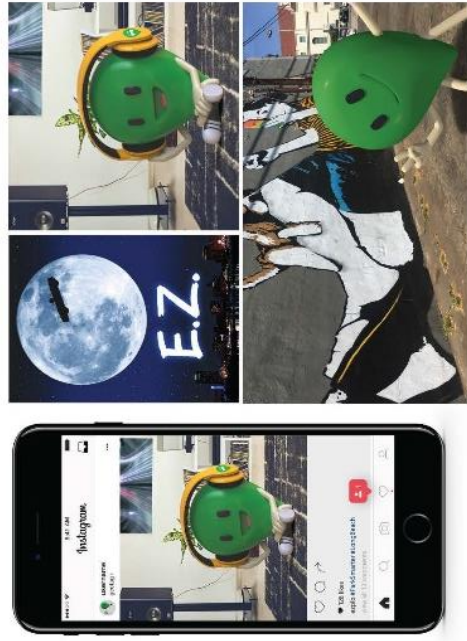
City of Redlands

Strategic Brand Development / Logo Design / Website / Social Media / Events / Digital / Character Creation



# ••• Long Beach Public Works

Strategic Brand Development / Logo Design / Website / Social Media / Events / Media Placement / Digital / Character Creation  
EZparkLB.com





**Date:** September 12, 2017

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

**Subject:** Overview of a New Paperless Billing Option for District Customers

District staff has been exploring the implementation of a paperless utility bill option with our current vendor, Infosend, who processes and mails our paper billing statements to customers. Instead of customers receiving a paper bill in the mail, they could opt to receive their utility bill emailed to them each month. District staff has received several requests from customers for this option.

Infosend would send an email on behalf of the District to any customer who signs up for the paperless, eBilling option. The email would contain a PDF attachment of the bill with the body of the email to include the account number, balance due, and the payment due date. The customer would then be able to click a link in the email that will take them directly to the online payment processing feature. Customers may also choose to call our customer service staff to make a payment, or even mail a payment to the District.

This eBill option would be available for monthly billing, closing statements, and disconnect notices.

The District currently receives 60% of our utility bill payments (9,778 in August) from credit cards, rapid pay (pay through bank), web site, or auto pay arrangements. Assuming 50% of these customers would be interested in receiving their utility bills electronically, the costs and savings are shown below.


Description	Annual Average Number	Cost Per Customer Mailing	Cost Per Customer eBill	Savings*
Cut Off Notice	13,224	\$ 0.57	\$ 0.10	\$ 3,107.64
Closing Bill	1,440	\$ 0.58	\$ 0.10	\$ 345.60
Monthly Bill	180,144	\$ 0.51	\$ 0.10	\$ 24,053.88
<b>TOTAL</b>				<b>\$ 27,507.12</b>

*\* Assumed 50% of Cut Off Notices and Closing Bills are eBill and 50% of the electronic paying customers mentioned above are eBill.*

Below is a sample of the email header that customers would receive for their eBill:

**From:** yvwd@onlinebiller.com [mailto:yvwd@onlinebiller.com] com]  
**Sent:** Friday, September 1, 2017 9:00 AM  
**To:** Tom Gryder <tom.g@infosend.com>  
**Subject:** Your Yucaipa Valley Water District Statement is Now Available

Below is a sample of the email once it is opened:



Account Number: 12-12345-12  
Bill Date: 07-03-2017  
Total Balance Due: \$65.26  
Payment Due Date: 07-31-2017

Your current Yucaipa Valley Water District (YVWD) statement is attached; and you may also view your account information and make a payment by logging into our online payments website [HERE](#).

**Questions About Your Bill:**  
The YVWD has customer service representatives available for personal assistance regarding your account. Please contact us by calling (909) 797-5117 during regular business hours, 8:00am-4:30pm, Monday through Friday, excluding Holidays.

If you have general questions about paying your bill online, please visit the YVWD's [Home Page](#), or contact a customer service representative.

\*\*This is an AUTOMATED MESSAGE and this e-mail address CANNOT RECEIVE REPLIES. For Customer Service assistance, please call us at (909) 797-5117.

Thank you for allowing the YVWD to serve your needs!

Sincerely,  
Yucaipa Valley Water District



**Date:** September 12, 2017

**From:** Jennifer Ares, Water Resource Manager  
Ashley Gibson, Water Resources Project Supervisor

**Subject:** Development of a Comprehensive Database Management System for Measuring and Monitoring Various Operational Parameters

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The District staff uses several different computer programs to acquire, store and analyze water resource and operational data. In order to effectively communicate the information throughout the organization, a comprehensive database would greatly improve our overall efficiency, accuracy, and data management.

The attached proposal represents specific tasks needed to develop a comprehensive Data Management System (DMS).

#### Financial Consideration

Dudek will complete the tasks described below not to exceed \$89,750.00 of which funding will be paid from:

- 45% Water Department, Administrative Service Division, Professional Services [GL Account #02-5-06-54109];
- 45% Sewer Department, Administrative Service Division, Professional Services [GL Account #03-5-06-54109]; and
- 10% Recycled Water Department, Administrative Service Division, Professional Services [GL Account #04-5-06-54109].

August 18, 2017

Jennifer Ares  
Yucaipa Valley Water District  
Post Office Box 730  
Yucaipa, California 92399-0730

**Subject: Scope of Work to Provide Water Resources Data Management System Support  
(Phase 1)**

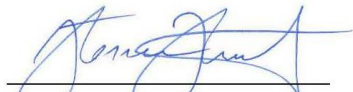
Dear Ms. Ares:

I appreciate that you, Ashley Gibson, and Matt Porras met with Kam Muri and Kyle Harper on June 28 to discuss and learn more about developing a Data Management System (DMS) to manage the information and data collected for the water resources and infrastructure divisions for Yucaipa Valley Water District (District). Based on your meeting and subsequent follow-up correspondence, we have a solid understanding of the next steps to propel the DMS forward for the District in a logical, phased approach.

The attached Scope of Services defines the scope and fee for Dudek to collaborate with the District in building the first phase of the DMS, and to map out the future phases of DMS development.

Should you have any questions or wish to discuss any details further, please do not hesitate to contact me at (760) 479-4128.

Sincerely,



Steven Stuart, P.E.  
Senior Hydrogeologist and Project Manager

## YUCAIPA VALLEY WATER DISTRICT DATA MANAGEMENT SYSTEM SUPPORT

### Scope of Work

#### Task 1. Data Management System Phase 1

The goal of a Data Management System (DMS) is, at its core, the effective communication of data between teams and sources. For the District, the DMS would be a solution focused on integration; that is, a system capable of incorporating data from multiple sources and streams into consistent and reliable information, made available on demand.

Modern systems architecture favors distribution and decoupling of concerns rather than centralized, monolithic databases and software; given the different number of tools and platforms already in use by the District (i.e., Incode, Sensus AMI, iFormBuilder, Clinical, Babcock) it becomes easy to see how one generalized piece of software could not outperform each of these focused products and services. Nor would it be cost-effective for the District to build and maintain proprietary software (and grow their staff accordingly) to perform each of these tasks in-house. Rather, the best outcome is to build effective integrations between systems, to centralize the data with the understanding that the input sources can—and most likely will—change in the future, but the underlying goals remain the same.

In the DMS architecture, each primary source of data serves as the single source of truth for the information it contains, and the data from each source would flow through the DMS to become available for reports and analytics. In a properly configured DMS, a piece of data, once entered, would not need to be entered a second time to be leveraged by other areas of the system.

Phase 1 DMS development is the focus of this scope, and includes the following:

- Water Resources and Operations
  - Laboratory (District lab, Clinical, and Babcock)
  - Natural Resources (groundwater and surface water)
  - Production Report and Monthly Wastewater Report

Future phases may include components such as:

- Engineering and Construction
  - Asset Management
  - Water Loss
- Customer Service

Please refer to Figure 1 for a conceptual diagram of the DMS components as we understand them now.



We propose completing Phase 1 DMS development in the following sub-tasks:

- Task 1.1.: Design
- Task 1.2.: Build
- Task 1.3.: Test
- Task 1.4.: Deploy

## 1.1. Design

This first phase of DMS development will set the precedent for future design patterns, practices, policies, and conventions; therefore, it is crucial to invest properly in the initial planning and design to reach a shared agreement on the desired functionality and most effective approach.

This does not mean the structure will be set in stone and never deviate; to the contrary, the central goal of the design phase is to establish a flexible approach that is resilient to inevitable future change, with distributed components that adhere to standards-compliant conventions, provide for succession planning, and maximize intercommunication while minimizing dependencies. Think of the District's DMS as the "glue" holding together the systems used in effective District operations and management.

Beyond developing the organizational DMS structure during this first design iteration, we will work with the District to develop functionality related to Water Resources and Operations. The resulting data integrations and reports will be the first use case of the DMS, and will serve as a pilot study for future phases of DMS development.

We propose completing Task 1.1 in the following steps:

- Conduct a kick-off workshop at the District:
  - Meet with the District's IT staff to determine an appropriate stack for DMS development (i.e., the operating systems, platforms, programming languages and tooling with which the DMS will be developed), and identify constraints and considerations with respect to operating system, software, licensing, and security/firewall. Also discuss Web application hosting requirements and preferences, including domain name acquisition, Domain Name Server (DNS), Network Address Translation (NAT), and a Secure Sockets Layer (SSL)/Transport Layer Security (TLS) certificate for HTTPS.
  - Discuss third-party software currently in-use at the District; explore the service/support levels of each (e.g., iFormBuilder Managed Account, ESRI Enterprise Account) and discuss options for optimizing the use of these tools.
  - Review Natural Resources Data, Processes and Workflows:
    - Meet with relevant District staff to review the existing natural resources data, processes and workflows for surface water and groundwater monitoring.
    - Obtain a point of contact at each consultancy to discuss options for data sharing, including submission (uploads) and obtaining results (downloads).
    - Review the reporting process for natural resources data with relevant staff, identifying key metrics and report formats.
  - Review Laboratory Data, Processes and Workflows:
    - Meet with relevant District and Dudek staff to review the existing laboratory data, processes and workflows for the District lab, Clinical, and Babcock.

- Obtain a point of contact at each lab to discuss options for data submission (uploads) and obtaining results (downloads).
- Review the reporting process for laboratory data with relevant staff, identifying key metrics and report formats.
- Review the Production Report and Monthly Wastewater Report:
  - Meet with relevant District staff to review the existing sources of data informing the Production Report and Monthly Wastewater Report (iForm, Manual Readings/Paper, Microsoft Excel, Microsoft Access, and Sensus AMI), including how the data are collected and stored currently. Identify bottlenecks and/or redundancies, and gather ideas for improving the process from those who most closely work with the data.
  - Review the Production Report and Monthly Wastewater Report generation process with relevant staff.
  - Review issues with existing Production Report and Monthly Wastewater Report data and methodologies, e.g., timing discrepancies between readings of different types may create inconsistent totals when rolled up into a single report.
- Conduct post-workshop planning:
  - Natural Resources Data Integrations:
    - Contact each consultancy and review their technical requirements and/or constraints with respect to data sharing methods.
    - Develop preferred data import/export, automation, and integration strategies for surface water and groundwater monitoring.
    - Develop a conceptual Quality Assurance/Quality Control (QA/QC) workflow.
  - Laboratory Data Integrations:
    - Contact each laboratory and review their technical requirements and/or constraints with respect to data sharing methods.
    - Develop preferred data import/export, automation, and integration strategies for laboratory data.
    - Develop a conceptual QA/QC workflow.
  - Production Report and Monthly Wastewater Report Integrations:
    - Develop strategies for importing legacy data from each source. Determine how much past data to load into the DMS, and how to best phase this process, if necessary, to maintain forward progress.
    - Enhance the existing iForm structure (if needed).
    - Plan strategies for phasing out paper/manual entry where possible.
    - Establish policies for data collection (hierarchy of preferred data collection approaches, with graceful degradation and shared understanding among the team).
    - Develop an approach for importing past data and integrating future data: (1) manual readings (e.g., Excel), (2) iForm, and (3) Sensus AMI.
  - Decide on a platform for reporting and analytics (e.g., ESRI Insights, ESRI Operations Dashboard, or custom).
  - Define software licensing and hosting costs beyond what the District currently has (if any).
  - Identify opportunities for “health checks” (i.e., test scripts that run in the background to detect possible issues).

## Assumptions:

- During the one-day workshop to kick off the project, necessary staff will be available to participate for relevant session(s).
- We assume up to six one-hour conference calls with third-party labs and consultancies during the post-workshop discovery phase.
- We assume up to two one-hour conference calls with the District to review DMS plans following the workshop.
- Our integration approach for third-party data may be constrained by what each lab or consultancy is willing and able to provide. To the greatest extent practicable, we will attempt to devise data standards that recognize the variability of capabilities among vendors (i.e., labs and consultancies) and offer appropriate range of integration options. Custom integrations for a specific group that fall outside the parameters of our defined data standards (as defined during Task 1.1) may require an amendment.
- Dudek will not begin work on subsequent tasks until the District approves the DMS plans in writing.
- As a courtesy, we will not charge direct costs for travel to the District office.

## Deliverables:

- We will provide a technical memorandum, delivered electronically in PDF format, which summarizes the agreed-upon DMS architecture. This memorandum will include:
  - An entity relationship diagram (ERD) defining the database structure,
  - A data flow diagram (DFD) defining the key integrations between systems,
  - Description of the stack used for development (including anticipated licensing costs), and
  - Projected timelines for each phase.

Cost: \$30,120.00

## 1.2. Build

Once the conceptual design is set, we will develop a prototype to share with the team, including wireframes (mock-ups) of the design. Wireframes are a set of images used to display functional elements of a Web application; these rapidly provide the team with a visual representation of how the application will function, and they provide the opportunity for the team to make changes early in the process prior to building complex back-end functionality.

Our application development team develops in rapid iterations to allow for hands-on interaction as the system evolves. This is especially important early in the process, when fundamental design decisions and assumptions may require adjustment.

We would plan to meet with the District up to three times during development, with brief biweekly conference calls as needed during development.

While the Task 1.1 visioning will crystallize the structure of the DMS, we envision a combination of the following tools and technologies comprising the District's DMS:

- Application Database(s)
  - Microsoft SQL Server

- ESRI Enterprise Geodatabase (i.e., ArcSDE)
- Custom Web Application for Administration and QA/QC
  - Microsoft Windows Server + Internet Information Server (IIS) for serving the application
  - JavaScript (e.g., React) for the client-side application
  - Python API (e.g., Flask) for serving data to the application
  - Functionality would center on data QA/QC workflows, and would include user management, access control levels, and alerts/notifications.
- ESRI Insights, ESRI Operations Dashboard, or ZerionConnect for reporting/analytics
- ESRI Workforce for Field Planning
- Zerion iFormBuilder + ESRI Apps for Field Operations
  - Possible ESRI Apps include: Collector, Survey123, Explorer, and/or Navigator

Assumptions:

- Work products for this task will center on Water Resources & Operations; while we expect database structure and/or integration techniques applied in this task to provide economies of scale for future phases of the DMS, developing for other phases or use-cases directly would be beyond the scope of this task.
- Dudek may host components of the DMS during development, and for up to six months after completion of development of the DMS at no additional cost to the District; after this time, a monthly hosting fee may apply for continued hosting. The fee would be relative to the server requirements needed to host the application (i.e., Dudek would pass the cost through to the District based on actual usage).
- Dudek will have access to District servers and data necessary to develop the DMS.
- We assume legacy data will be clean enough to import into the DMS as-is, or with minimal automated/scripted cleanup. Manual review/cleanup would be completed by the District.
- We assume the information provided by third-party vendors (i.e., labs and consultancies) during Task 1.1 discovery will be accurate in terms of their technical capabilities; changes in third-party integration options or constraints arising after completion of Task 1.1 may require an amendment to address.
- The District will be responsible for third-party licensing costs; Dudek will assist the District in understanding these costs prior to adding new licensing requirements.
- We assume up to three review meetings for the Administrative QA/QC Dashboard Web application: one at the wireframe stage, one at 50% completion, and one at 100% completion (alpha release).
- We offer the option of a biweekly call throughout the development process; these calls are brief 15-minute status updates to identify progress and potential roadblocks, with actual issue resolution occurring offline or via separate conversations.

## Deliverables:

- For the cost provided in this task, we will deliver an “alpha” (i.e., draft) release of the DMS including:
  - One central ESRI Enterprise Geodatabase (GDB)
  - Natural Resources Data Integrations:
    - Up to five iForms (plus data integrations with the GDB)
    - Data integration between the In-Situ pressure transducer data and the GDB
    - Two integration options for third-party data sharing, including submission of data to the District and secure download of approved District data by authorized third parties:
      - Secure Web service (e.g., ArcGIS Map Service)
      - Flat-file sharing (e.g., comma-separated values)
  - Laboratory Data Integrations:
    - Data integration between the District lab and the GDB
    - Data integration between Clinical lab and the GDB
    - Data integration between Babcock lab and the GDB
  - Production Report and Monthly Wastewater Report Integrations:
    - Up to three iForms (plus data integrations with the GDB)
    - Data integration between Sensus AMI and the GDB
    - Data integration between MS Excel and the GDB
    - Legacy data import (see assumptions)
  - One automated integration health check per data source
  - One Administrative QA/QC Dashboard Web application
  - One reporting/analytics dashboard (ESRI Insights, ESRI Operations Dashboard, or other—TBD based on Task 1.1 planning)
  - Draft user documentation in digital form (Microsoft Word and PDF format) and one hard copy.

Cost: **\$35,200.00**

### 1.3. Test

Testing will be ongoing during Task 1.2.; however, we find it beneficial to have a dedicated testing phase toward the end of development, prior to production. This allows a larger group of users to “beta test” the implementation before going live. This will give users a hands-on opportunity to evaluate the DMS implementation to provide feedback, and will serve as a first form of training to create power users who can assist others in learning the system.

## Assumptions:

- Biweekly calls during testing (same as Task 1.2).
- One on-site beta-tester training held at the District office.
- The purpose of beta testing is to identify small issues and bugs with the goal of achieving desired functionality as previously defined in Task 1.1; if major changes or additions are requested at this stage of development, an amendment may be required.

## Deliverables:

- Completed "beta" release of the DMS
- Draft user documentation in digital form (Microsoft Word and PDF format) and one hard copy.

Cost: \$13,350.00

## 1.4. Deploy

Deployment and training are essential to a successful rollout and adoption of the DMS. Users will need to understand the system and their role in maintaining it, as well as be empowered to train others and take ownership in their day-to-day work using the DMS.

We will provide on-site training for both staff and IT prior to making the final migration, deployment, and rollout of the DMS. We will also provide post-deployment support to District staff and IT.

## Assumptions:

- The District will have sufficient server infrastructure to host the DMS implementation (database, applications, scripts, and automated jobs) or will be able to procure the hardware/licensing needed to host this system (based on specifications defined during Task 1.1.).
- Documentation will be provided as-is.
- Post-deployment, we will provide up to 20 hours of support under this scope; additional support would be available for a flat rate of \$150/hr unless otherwise specified in a subsequent contract/amendment.

## Deliverables:

- Production deployment and rollout of version 1.0 of the DMS
- Online user documentation
- One on-site staff training (screencasted or recorded, if desired)
- Technical whitepaper-style documentation of DMS architecture and roadmap
- One on-site IT training (screencasted or recorded, if desired)

Cost: \$11,080.00

## Cost & Timeline

Below (Table 1) is the anticipated timeline for completing Phase 1 DMS development:

**TABLE 1. PHASE 1 DATA MANAGEMENT SYSTEM TASKS**

Task	Expected Time to Complete	Cost
1.1. Design	1-2 months	\$30,120.00
1.2. Build	5-8 months	\$35,200.00
1.3. Test	2-3 months	\$13,350.00
1.4. Deploy	2-4 weeks	\$11,080.00
	<b>Total</b>	<b>\$89,750.00</b>

### FEE SUMMARY

The fee presented in this proposal will be charged on a time and materials basis in accordance with Dudek’s 2017 Standard Schedule of Charges (see attached). Dudek will complete the tasks described above on a time-and-materials basis, not to exceed \$89,750.00.

The time and materials fee provided in this proposal represents an estimate of the anticipated level of effort required to complete the tasks described in the proposal. Should the actual effort required to complete the tasks be less than anticipated, the amount billed will be less than the total fee. Conversely, should the actual effort to complete the proposed tasks be greater than anticipated, additional fee authorizations will be requested. No work in excess of the proposed fee or outside of the proposed scope of work will be performed without written authorization from Yucaipa Valley Water District.

**TOTAL COST ..... \$89,750**

Please call me at (760) 479-4128 if you have any questions or require further discussion.

Sincerely,



Steven Stuart, P.E. C79764  
Project Manager

# YYWD DATA MANAGEMENT SYSTEM

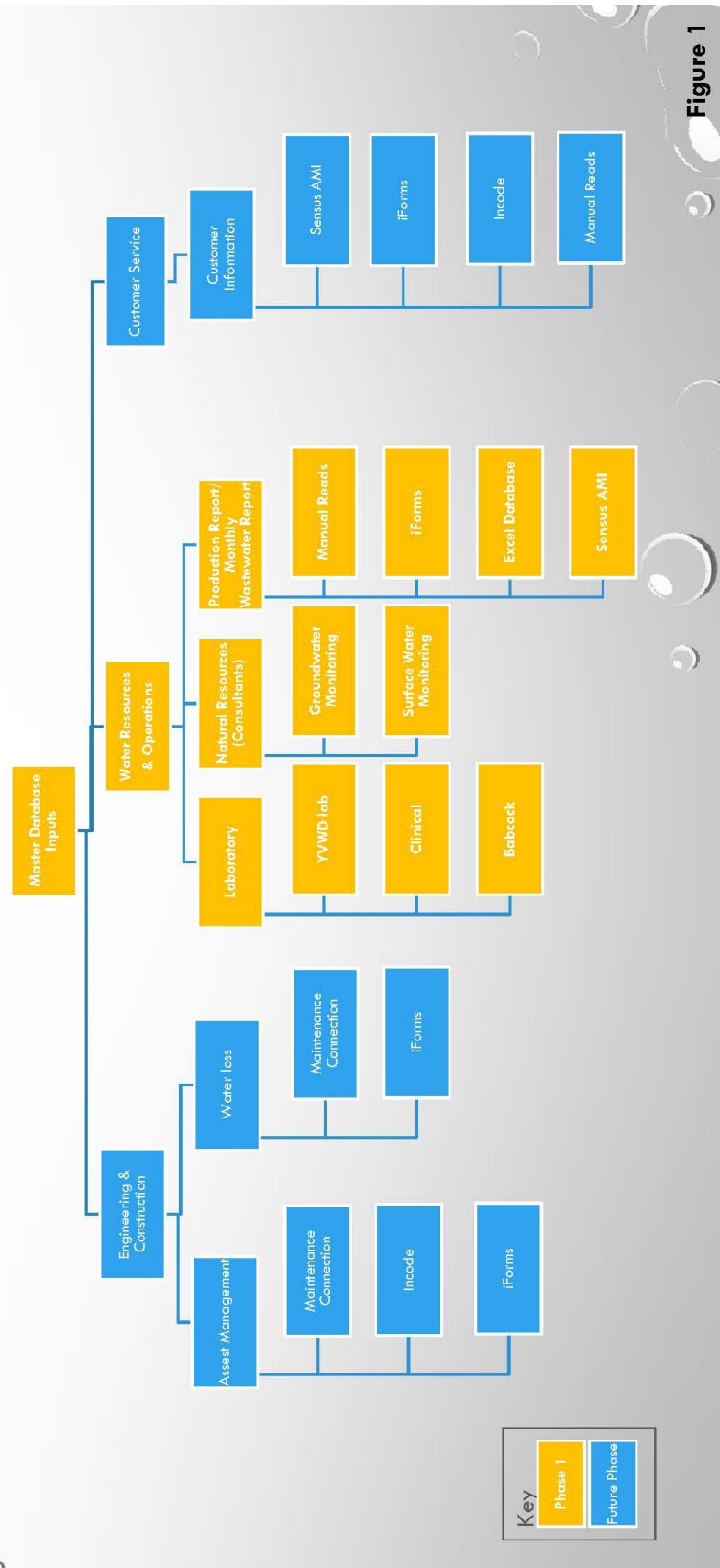


Figure 1





**Date:** September 12, 2017

**From:** Matthew Porras, Management Analyst

**Subject:** Overview of Contract with Zerion Software for iForm Builder Support for the Collection of Field Data

The Yucaipa Valley Water District utilizes iForm Builder to create digital forms for data collection throughout the District. The District staff currently builds the digital forms in-house which yields limited functionality. To leverage the full functionality of the software and assist in the integration of the District's master database, District staff has reached out to Zerion for assistance.



The attached contract includes 150 hours of iForm Builder implementation, design, modifications, and maintenance. The goal of moving forward with this contract is to bolster the abilities of the District to gather accurate data. The use of iForm Builder is the mechanism to funnel the data into the master database for comprehensive analysis and reporting.

Implementation Hours	Hourly Rate	Contract Total
150	\$100	\$15,000

District staff recommends the Board of Directors authorize the General Manager to execute the contract with Zerion Software.

Financial Consideration

Funding for this contract will be split 45% from the Water Department, Administrative Service Division, Contractual Services [GL Account #02-5-06-54104], 45% Sewer Department, Administrative Service Division, Contractual Services [GL Account #03-5-06-54104] and 10% Recycled Department, Administrative Service Division, Contractual Services [GL Account #04-5-06-54104].



### Zerion (iFormBuilder) Support

<b>FOR INTERNAL OFFICE USE ONLY:</b>		
EFFECTIVE DATE OF THIS AGREEMENT: 09/05/2017		Contract #
<b>COMPANY INFORMATION:</b>		
NAME: YUCAIPA WATER VALLEY DISTRICT ADDRESS: 12770 SECOND ST. (P.O. BOX 730) CITY: YUCAIPA STATE: CA ZIP: 92399 PHONE: 909-790-3300 EMAIL ADDRESS: <a href="mailto:MPORRAS@YVWD.DST.CA.US">MPORRAS@YVWD.DST.CA.US</a> URL: <a href="http://WWW.YVWD.DST.CA.US">WWW.YVWD.DST.CA.US</a>	PRINCIPAL CONTACT PERSON: MATTHEW PORRAS	
Term: <u>One-time cost.</u>	Activation Date: UPON SIGNING	Offer Expires: 9/08/2017
Zerion Service Selections	Fees	Notes
<b>iFormBuilder Implementation Support Hours:</b>		
<b>iFormBuilder Implementation Hours Billed at \$100/hour – 150 Hours</b> <ul style="list-style-type: none"> <li>150 implementation hours billed at USD\$100/hour</li> <li>iFormBuilder Implementation support covers anything within the technology of "iFormBuilder." This includes all form design, modifications, and maintenance. As well as any guidance or support within the platform "iFormBuilder."</li> <li>Any development outside of the Zerion (iFormBuilder) solution may require separate SOW.</li> </ul>		
<b>Onsite Discovery Session &amp; Planning Meeting</b> <ul style="list-style-type: none"> <li>2-Days on-site or virtual Discovery Planning session with Solutions Engineer to identify business objectives, requirements, and goals.</li> <li>For Solution Engineer On-Site visits, time on-site is included with the Managed Service, however, travel and accommodations will be billed separately to the customer.</li> </ul>		
<b>TOTAL ZERION SERVICES FEES:</b>		<b>USD\$ 15,000.00</b>
<b>EXECUTION BY THE PARTY:</b>		
By signing below, you agree to purchase the additional services selections above.		
ON BEHALF OF: _____ By (Signature): _____ Name (Printed): _____ Title: _____		
Please complete the order and email to <a href="mailto:chenwood@zerionsoftware.com">chenwood@zerionsoftware.com</a> or fax to 703-564-8570. If you have any questions, we can be reached via <a href="mailto:chenwood@zerionsoftware.com">email</a> or by phone at 703-994-4228, from 9 am to 6 pm EST.		

# Director Comments



Yucaipa Valley Water District

# Adjournment



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

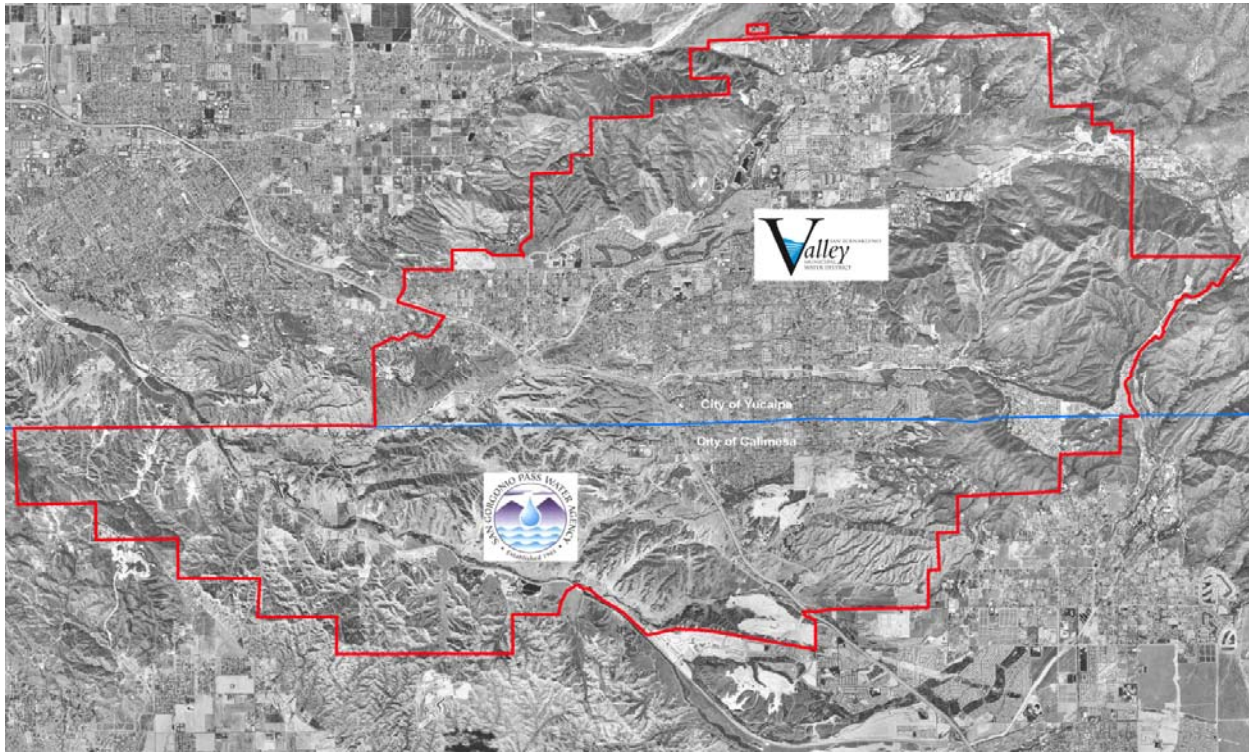
**Water System:** 215 miles of drinking water pipelines  
27 reservoirs - 34 million gallons of storage capacity  
18 pressure zones  
12,000 ac-ft annual water demand (3.9 billion gallons)  
Two water filtration facilities:  
- 1 mgd at Oak Glen Surface Water Filtration Facility  
- 12 mgd at Yucaipa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

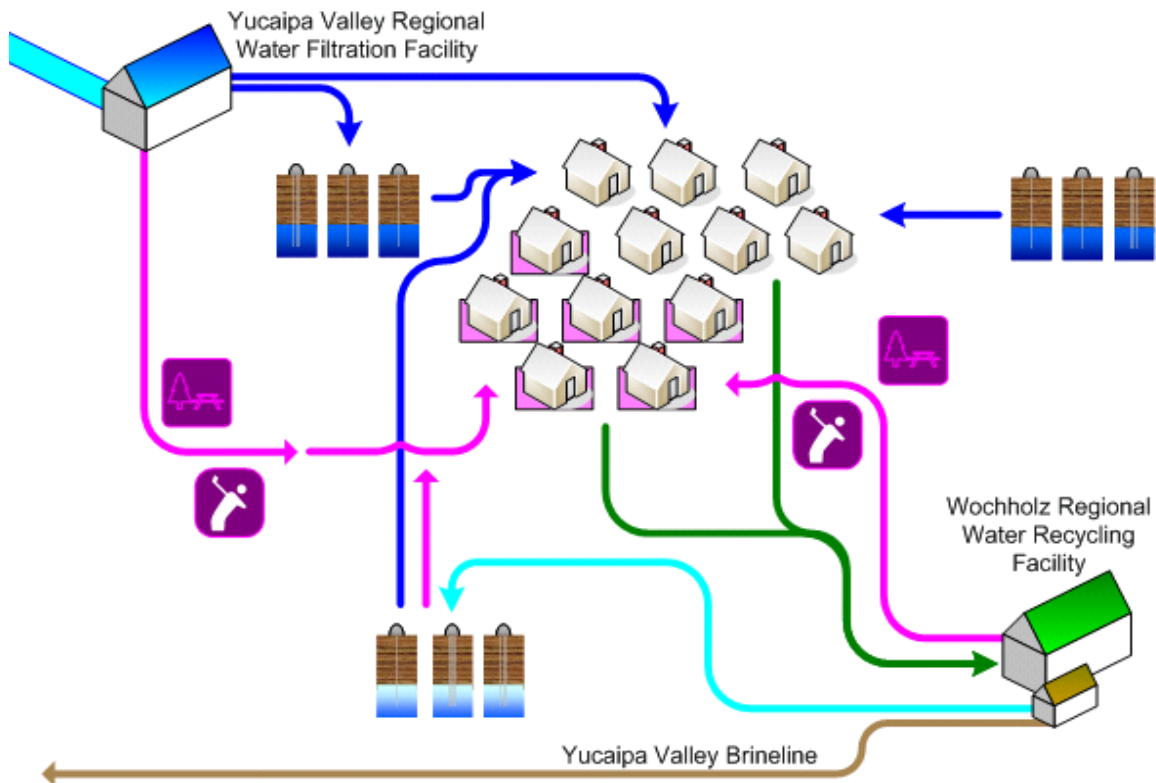
**Recycled Water:** 22 miles of recycled water pipelines  
5 reservoirs - 12 million gallons of storage  
1,200 ac-ft annual recycled demand (0.4 billion gallons)

**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