



Yucaipa Valley Water District

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

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

Tuesday, December 5, 2017 at 6:00 p.m.

- I. CALL TO ORDER** - Pledge of Allegiance
- II. ROLL CALL**
- III. PUBLIC COMMENTS** - At this time, members of the public may address the Board of Directors on matters within its jurisdiction. To provide comments on specific agenda items, please complete a speaker's request form and provide the completed form to the Board Secretary prior to the board meeting.
- IV. CONSENT CALENDAR** - All consent calendar matters are routine and will be acted upon in one motion. There will be no discussion of these items unless board members, administrative staff, or members of the public request specific items to be discussed and/or removed prior to the vote for approval.
 - A. Minutes of Meetings
 - 1. Regular Board Meeting - November 21, 2017
 - 2. Board Workshop - November 28, 2017
- V. STAFF REPORT**
- VI. DISCUSSION ITEMS**
 - A. Ratification of Amendment No. 1 to the Contract with Forbes Steel Buildings for the Erection of a Replacement Public Works Building [[Director Memorandum No. 17-109 - Page 16 of 33](#)]
 - RECOMMENDED ACTION: That the Board ratifies Change Order No. 1 in the amount of \$59,582.
 - B. Authorization to Access State and Federal Criminal History Data for Employment Verification [[Director Memorandum No. 17-110 - Page 19 of 33](#)]
 - RECOMMENDED ACTION: That the Board adopts Resolution No. 2017-26 Authorizing Access to State and Federal Level Summaries for Criminal History Information for Employment Verification.
- VII. BOARD REPORTS & DIRECTOR COMMENTS**
- VIII. CLOSED SESSION**
 - A. Conference with Legal Counsel Existing Litigation Government Code, Section 54956.9(d) - Robinson Ranch vs Yucaipa Valley Water District; San Bernardino Superior Court Case No. CIVDS 1712116

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

- B. Conference with Legal Counsel Existing Litigation Government Code, Section 54956.9(d) - San Geronio Pass Water Agency v. Beaumont Basin Watermaster; Riverside Superior Court Case No. RIC 1716346
- C. 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
- D. 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
- E. Conference with Real Property Negotiator(s) (Government Code 54956.8)
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

IX. ANNOUNCEMENTS

- A. December 12, 2017 at 4:00 p.m. - Board Workshop
- B. December 19, 2017 at 6:00 p.m. - Regular Board Meeting
- C. **December 26, 2017 at 4:00 p.m. - Board Workshop - Cancelled**
- D. **January 2, 2018 at 6:00 p.m. - Regular Board Meeting - Cancelled**
- E. January 9, 2018 at 4:00 p.m. - Board Workshop

X. ADJOURNMENT

Consent Calendar



Yucaipa Valley Water District

MINUTES OF A REGULAR BOARD MEETING

November 21, 2017 at 6:00 P.M.

Directors Present:

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

Staff Present:

Joseph Zoba, General Manager
Allison Edmisten, Chief Financial Officer
Jennifer Ares, Water Resource Manager
Mike Kostelecky, Operations Manager
John Wrobel, Public Works Manager
Kathryn Hallberg, Management Analyst
Matthew Porras, Management Analyst
Kevin Lee, Senior Plant Operator

Directors Absent:

Bruce Granlund, Vice President

Consulting Staff Present:

David Wysocki, Legal Counsel

Registered Guests and Others Present:

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

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

CALL TO ORDER

Director Jay Bogh led the pledge of allegiance.

FLAG SALUTE

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

ROLL CALL

Customer Chris Closser asked questions about the source and taste of water at his home on the North Bench area.

PUBLIC COMMENTS

Director Bruce Granlund moved to approve the consent calendar and Director Lonni Granlund seconded the motion.

CONSENT CALENDAR

A. Minutes of Meetings

1. Regular Board Meeting – November 7, 2017
2. Board Workshop – November 14, 2017

The motion was approved by the following vote:

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

Director Tom Shalhoub - Yes

- General Manager Joseph Zoba reported on the emergency pavement replacement bids that were received for roadway repairs on Oak Mesa Drive and Wildwood Canyon Road due to the water mainline leak on November 11, 2017. Two bids were received: JB Paving & Engineering in the amount of \$51,550; and PacWest Engineering in the amount of \$51,427. The District staff will authorize PacWest Engineering to proceed with the emergency repairs which should be completed within the next two weeks.
- Management Analyst Matthew Porras stated that he has been working with the contractor awarded the steel building erection contract on October 3, 2017 in the amount \$150,000. The District staff is proposing to increase the functional area of the building by an additional 2,000 square feet for a revised cost of \$208,075. The District staff requested concurrence from the Board of Directors to proceed with the understanding that documentation will be resubmitted to the Board at the next board workshop. There was a consensus from the board members to proceed to keep the project on schedule.
- General Manager Joseph Zoba requested a motion for discussion of an emergency issue as agenda item 6.E. regarding interior coating repairs of drinking water reservoir R-17.1.1. Director Chris Mann moved and Director Tom Shalhoub seconded a motion to add emergency item 6.E. to the agenda as a discussion item.

STAFF REPORT

The motion was approved by the following vote:

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

DISCUSSION ITEMS:

Following a staff presentation by Chief Financial Officer Allison Edmisten, Director Lonni Granlund moved and Director Chris Mann seconded a motion to receive and file the unaudited financial report.

DM 17-104
PRESENTATION OF
THE UNAUDITED
FINANCIAL REPORT
FOR THE PERIOD
ENDING ON OCTOBER
31, 2017

The motion was approved by the following vote:

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

Following a staff presentation by Chief Financial Officer Allison Edmisten, Director Chris Mann moved and Director Lonni Granlund seconded a motion to adopt Resolution No. 2017-25.

The motion was approved by the following vote:

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

DM 17-105
CONSIDERATION OF
RESOLUTION NO.
2017-25 UPDATING
THE METHODOLOGY
USED TO CALCULATE
EMPLOYEE BENEFIT,
ADMINISTRATIVE
OVERHEAD, AND
SURCHARGE
FACTORS FOR COST
RECOVERY OF
CERTAIN SERVICES
PROVIDED BY THE
DISTRICT

Following a staff presentation by Chief Financial Officer Allison Edmisten, Director Tom Shalhoub moved and Director Lonni Granlund seconded a motion to approve the proposed budget adjustments for Fiscal Year 2017-18 by minute order.

The motion was approved by the following vote:

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

DM 17-106
CONSIDERATION OF
PROPOSED BUDGET
ADJUSTMENTS FOR
FISCAL YEAR 2017-18

Following a staff presentation by Management Analyst Matthew Porras, Director Lonni Granlund moved and Director Chris Mann seconded a motion to authorize the recordation of a recycled water easement from the City of Calimesa.

The motion was approved by the following vote:

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

DM 17-107
RECEIPT OF AN
EASEMENT FROM
THE CITY OF
CALIMESA FOR THE
CONSTRUCTION OF A
24" RECYCLED
WATER PIPELINE

Following a staff presentation by Operations Manager Mike Kostelecky, Director Tom Shalhoub moved and Director Chris Mann seconded a motion to direct District Staff to perform emergency coating repairs to drinking water reservoir R-17.1.1 with Superior Tank Solutions for a sum not to exceed \$92,000.

DM 17-108
CONSIDERATION OF
EMERGENCY
COATING REPAIRS TO
DRINKING WATER
RESERVOIR 17.1.1

The motion was approved by the following vote:

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

The following board reports and director comments were provided:

BOARD REPORTS &
DIRECTOR
COMMENTS

- Director Lonni Granlund reported on the San Gorgonio Pass Water Agency meeting on November 20, 2017, and the Association of San Bernardino County Special Districts meeting on November 13, 2017.
- Director Chris Mann reported on Association of San Bernardino County Special Districts meeting on November 13, 2017.
- Director Tom Shalhoub reported on San Gorgonio Pass Water Agency meeting on November 13, 2017.

Director Jay Bogh called attention to the announcements listed on the agenda

ANNOUNCEMENTS

Director Jay Bogh, Director Lonni Granlund, Director Chris Mann and Director Tom Shalhoub were present in closed session with Legal Counsel David Wysocki, Chief Financial Officer Allison Edmisten, and General Manager Joseph Zoba.

CLOSED SESSION

- 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
- F. Conference with Legal Counsel - Anticipated Litigation (Government Code 54956.9(b)) - One Case

The Board Members reconvened out of closed session and legal Counsel David Wysocki reported that direction was provided to the General Manager, but no reportable action was taken in closed session.

The meeting was adjourned at 6:35p.m.

ADJOURNMENT

Respectfully submitted,

Joseph B. Zoba, Secretary

(Seal)

MINUTES OF A BOARD WORKSHOP

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

Directors Present:

Jay Bogh, President
Chris Mann, Director
Tom Shalhoub, Director

Staff Present:

Joseph Zoba, General Manager
Allison Edmisten, Chief Financial Officer
Matthew Porras, Management Analyst
Kathryn Hallberg, Management Analyst
Mike Kostelecky, Operations Manager
John Wrobel, Public Works Manager
Thaxton Van Belle, Senior Plant Operator

Directors Absent:

Bruce Granlund, Vice President
Lonni Granlund, Director

Consulting Staff Present:

David Wysocki, Legal Counsel

Guests and Others Present:

Linda Shelton, Customer
Kevin Garcia, Customer
Brent Anton, Customer

- I. Call to Order - 4:00 p.m.
- II. Public Comments:
 - A. None
- III. Staff Report:
 - Operations Manager Mike Kostelecky discussed the expected reliability of interior water reservoir tank coatings in response to a question asked by Director Shalhoub at the board meeting on November 21, 2017.
- IV. Presentations
 - A. Overview of Planning and Investing for a Resilient California - A Guidebook for State Agencies [Workshop Memorandum No. 17-169] - General Manager Joseph Zoba provided an overview of planning and investing for a resilient California.
- V. Operational Updates
 - A. Overview of Proposed Improvements for the Public Works Department at 12770 Second Street, Yucaipa. [Workshop Memorandum No. 17-170] - Management Analyst Matthew Porras provided an overview of proposed improvements for the Public Works Department at 12770 Second Street, Yucaipa.
 - B. Overview of Suggested Update to the District's Standard Specifications [Workshop Memorandum No. 17-171] - General Manager Joseph Zoba provided an overview of suggested updates to the District's Standard Specifications.
- VI. Administrative Issues

- A. Background Check Process through California Department of Justice [Workshop Memorandum No. 17-172] - Chief Financial Officer Allison Edmisten discussed the background check process through California Department of Justice.
- VII. Director Comments - Director Bogh and Director Shalhoub commented on the impressive staff currently employed by the District, specifically the recent encounter with Courtland Gear.
- VIII. Closed Session – None.
- IX. Adjournment - The meeting was adjourned at 4:19 p.m.

Respectfully submitted,

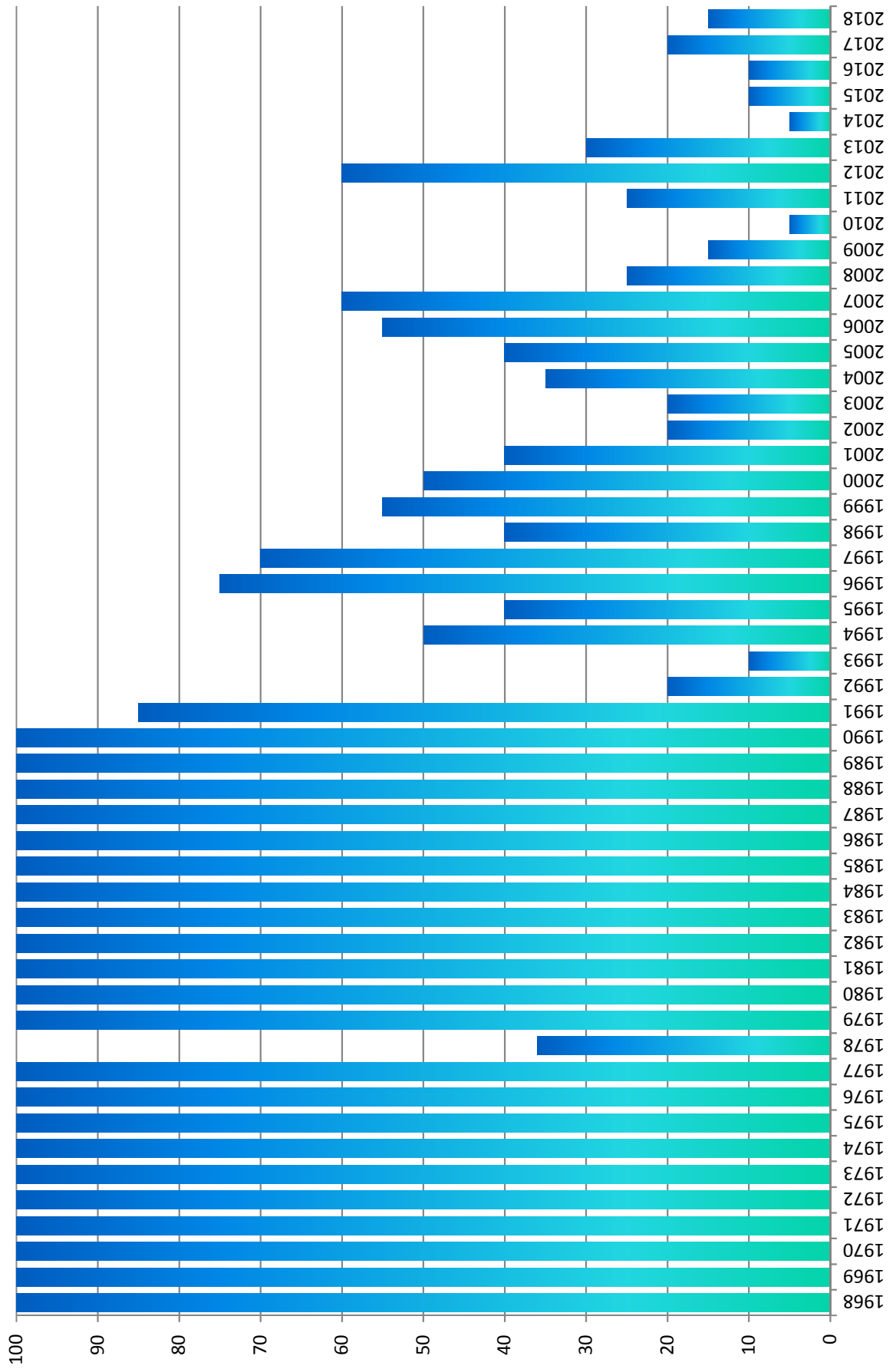
Joseph B. Zoba, Secretary

Staff Report



Yucaipa Valley Water District

Historical Initial Allocation from the Department of Water Resources for the State Water Project - Imported Water



NOTICE TO STATE WATER PROJECT CONTRACTORS**Date:** NOV 29 2017**Number:** 17-10**Subject:** 2018 State Water Project Initial Allocation – 15 Percent**From:**

Handwritten signature of Joel Ledesma in blue ink.

Joel Ledesma
Deputy Director, State Water Project
Department of Water Resources

The Department of Water Resources (DWR) is initially approving 631,115 acre-feet (AF) of Table A water for the long-term State Water Project (SWP) contractors in 2018. SWP supplies are projected to meet 15 percent of most SWP contractors' requests for Table A water, which totals 4,172,786 AF. Attached is the initial 2018 SWP allocation table.

This initial allocation is made consistent with the long-term water supply contracts and public policy. DWR's approval considered several factors including existing storage in SWP conservation reservoirs, SWP operational regulatory constraints, and the 2018 contractor demands. DWR may revise the initial and subsequent allocations if warranted by the year's developing hydrologic and water supply conditions.

DWR will use the current long-term SWP contractors' 15 percent schedules that they submitted in October 2017 as part of their initial request, unless contractors submit updated schedules. DWR will send the approved monthly water delivery schedules to the long-term SWP contractors.

If you have any questions or need additional information, please contact Pedro Villalobos, Chief, State Water Project Analysis Office, at (916) 653-4313.

Attachment

**2018 STATE WATER PROJECT ALLOCATION
(ACRE-FEET)**

SWP CONTRACTORS	TABLE A (1)	INITIAL REQUEST (2)	APPROVED ALLOCATION (3)	PERCENT INITIAL REQUEST APPROVED (3)/(2) (4)
<u>FEATHER RIVER</u>				
County of Butte	27,500	27,500	5,000	18%
Plumas County FC&WCD	2,700	2,700	405	15%
City of Yuba City	9,600	9,600	1,920	20%
Subtotal	39,800	39,800	7,325	
<u>NORTH BAY</u>				
Napa County FC&WCD	29,025	29,025	5,805	20%
Solano County WA	47,756	47,756	9,551	20%
Subtotal	76,781	76,781	15,356	
<u>SOUTH BAY</u>				
Alameda County FC&WCD, Zone 7	80,619	80,619	12,093	15%
Alameda County WD	42,000	42,000	6,300	15%
Santa Clara Valley WD	100,000	100,000	15,000	15%
Subtotal	222,619	222,619	33,393	
<u>SAN JOAQUIN VALLEY</u>				
Oak Flat WD	5,700	5,700	855	15%
County of Kings	9,305	9,305	1,396	15%
Dudley Ridge WD	45,350	45,350	6,803	15%
Empire West Side ID	3,000	3,000	450	15%
Kern County WA	982,730	982,730	147,410	15%
Tulare Lake Basin WSD	87,471	87,471	13,121	15%
Subtotal	1,133,556	1,133,556	170,035	
<u>CENTRAL COASTAL</u>				
San Luis Obispo County FC&WCD	25,000	25,000	3,750	15%
Santa Barbara County FC&WCD	45,486	45,486	6,823	15%
Subtotal	70,486	70,486	10,573	
<u>SOUTHERN CALIFORNIA</u>				
Antelope Valley-East Kern WA	144,844	144,844	21,727	15%
Castaic Lake WA	95,200	95,200	14,280	15%
Coachella Valley WD	138,350	138,350	20,753	15%
Crestline-Lake Arrowhead WA	5,800	5,800	870	15%
Desert WA	55,750	55,750	8,363	15%
Little Rock Creek ID	2,300	2,300	345	15%
Metropolitan WDSC	1,911,500	1,911,500	286,725	15%
Mojave WA	85,800	85,800	12,870	15%
Palmdale WD	21,300	21,300	3,195	15%
San Bernardino Valley MWD	102,600	102,600	15,390	15%
San Gabriel Valley MWD	28,800	28,800	4,320	15%
San Geronio Pass WA	17,300	17,300	2,595	15%
Ventura County WPD	20,000	20,000	3,000	15%
Subtotal	2,629,544	2,629,544	394,433	
TOTAL	4,172,786	4,172,786	631,115	

Discussion Items





Date: December 5, 2017

Prepared By: Matthew Porras, Management Analyst

Subject: Ratification of Amendment No. 1 to the Contract with Forbes Steel Buildings for the Erection of a Replacement Public Works Building

Recommendation: That the Board ratifies Change Order No. 1 in the amount of \$59,582.

On October 3, 2017, the Board of Directors authorized a contract with Forbes Steel Buildings to construct a replacement building for the public works department on the northerly portion of the District administrative complex for a sum not to exceed \$150,000 [Director Memorandum No. 17-089]. The quote received for the proposed work was \$148,494 which is used as the contract amount in the table below.

At the board meeting on November 21, 2017, the District staff discussed proposed modifications to the public works building to expand the public works building from 4,000 square feet to 5,000 square feet plus an additional 1,000 square feet of covered and partially enclosed area. This expansion allows the District staff to demolish both the existing public works building and the garage located in the center of the public works staging area.

The additional building area and partially enclosed area will increase the original contract amount by \$59,582.

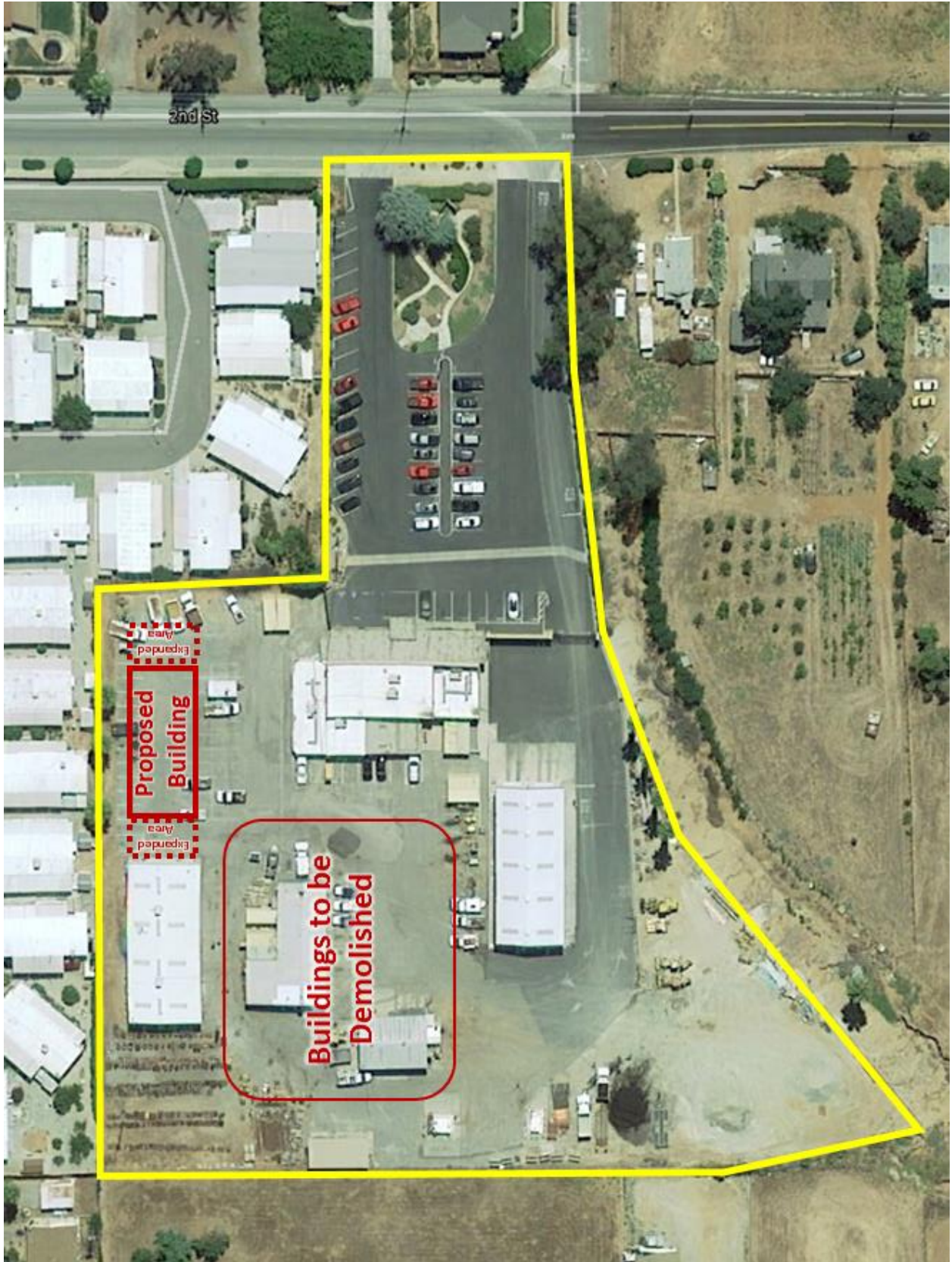
	Contract Changes	Contract Amount	Percentage Change from Original Bid Amount	Reference
Original Bid Amount		\$148,494	- -	DM 17-089
Change Order No. 1	\$59,582	\$208,076	40.12%	DM 17-109

The major goal of this change is to improve the working conditions and overall functionality of the public works staging area.

Financial Consideration

The contractor for this project has been assigned the Department of Industrial Relations number: 1000052847

Funding for this project will be from Water Division Infrastructure Reserves [GL Account #02-10311]. This is not a budgeted line item, however, there is sufficient cash for this project.



Forbes Steel Buildings

BID SHEET

Date: 11/21/2017
 Source:
 Saleman:
 Name: Ryan Janisch
 Address: Yucaipa Water District
 City: Yucaipa
 State:
 Zip:
 Phone no: (951) 902-7579
 Cell ph.
 Fax: rjanisch@ybwbd.dst.ca.us

Wall Color:
 Trim Color:
 Roof Color:
 Jurisdiction:

Building Size:	Width	Length	Height	
	40	125	18	
Basic Building Price:	Building Discount		-10%	\$56,190.00
			5' eave overhang!	\$8,125.00
Access Doors:	Size	Qty		
	4070	2		\$1,328.40
Roll up door: insulated	14 X 14	Chain Rollup	2	\$4,564.00
				\$0.00
				\$0.00
Insulation:		Roof	R-19	\$7,625.00
		Wall	R-13	\$5,137.00
Skylights:			14	\$908.00
Accessories:	25x40 roof extension			\$8,500.00
	back wall roof enclosed			\$3,600.00
				\$0.00
	Gutters	Both Sides		\$2,767.00
Shipping charge:				
	Building Total with extras:			\$98,744.40
Concrete:	Yes	THICKNESS	6" Slab	\$56,831.00
Erection:	Yes			\$52,500.00
				\$208,075.40

Notes: prevailing wage

Shipping charge: First 50 miles included, additional thereafter (tbd upon location)

- NOTES: 1). PRICE DOES NOT INCLUDE COST OF PERMITS OR GRADING
 2). PRICE GOOD FOR 5 DAYS FROM BID DATE

FORBES STEEL BUILDINGS (760) 868-5811 FAX (760) 868-1374



Director Memorandum 17-110

Date: December 5, 2017

Prepared By: Allison M. Edmisten, Chief Financial Officer

Subject: Authorization to Access State and Federal Criminal History Data for Employment Verification

Recommendation: That the Board adopts Resolution No. 2017-26 Authorizing Access to State and Federal Level Summaries for Criminal History Information for Employment Verification.

The District currently utilizes an outside contractor to conduct all pre-employment background investigations. However, this process does not currently include the utilization of Live Scan through the California Department of Justice (DOJ).

Live Scan is a system for the electronic submission of applicant fingerprints and the subsequent automated background check and response. Live scan technology replaces the process of recording an individual's fingerprint patterns manually through a rolling process using ink and a standard fingerprint card. Fingerprints can be digitalized through an electronic process (Live Scan), enabling the electronic transfer of the fingerprint image data, in combination with personal descriptor information, to central computers at the DOJ. This transfer of information takes place in a matter of seconds. The applicant visits an Applicant Live Scan satellite location where the fingerprint images and related data are electronically transmitted to the DOJ. The transaction is generally processed electronically through DOJ without technician intervention within 48 to 72 hours.

There are many locations throughout both San Bernardino and Riverside Counties where applicants may go to have their fingerprints scanned once the District proposes a conditional job offer. This makes it convenient for the potential new hire employee.

By approving the resolution included in this memorandum, the Board authorizes the District to apply with the DOJ to request Live Scan processing for potential new hire employees. The appropriate DOJ forms will be completed and submitted, and this will be an additional component to our current background check process.

RESOLUTION NO. 2017-26

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE YUCAIPA VALLEY WATER DISTRICT AUTHORIZING ACCESS TO STATE AND FEDERAL LEVEL SUMMARIES FOR CRIMINAL HISTORY INFORMATION FOR EMPLOYMENT VERIFICATION

WHEREAS, Penal Code Sections 11105(b)(11) and 13300(b)(11) authorize cities, counties, districts and joint powers authorities to access state and local summary criminal history information for employment, licensing or certification purposes; and

WHEREAS, Penal Code Section 11105(b)(11) authorizes cities, counties, districts and joint powers authorities to access federal level criminal history information by transmitting fingerprint images and related information to the Department of Justice to be transmitted to the Federal Bureau of Investigation; and

WHEREAS, Penal Code Sections 11105(b)(11) and 13300(b)(11) require that there be a requirement or exclusion from employment, licensing, or certification based on specific criminal content on the part of the subject of the record; and

WHEREAS, Penal Code Sections 11105(b)(11) and 13300(b)(11) require the city council, board of supervisors, governing body of a city, county or district or joint powers authority to specifically authorize access to summary criminal history information for employment, licensing, or certification purposes.

NOW, THEREFORE, BE IT RESOLVED that the Yucaipa Valley Water District is hereby authorized to access state and federal level summary criminal history information for employment (including volunteers and contract employees) purposes and may not disseminate the information to a private entity.

PASSED AND ADOPTED this 5th day of December 2017.

President of the Board

ATTEST:

Secretary of the Board



STATE OF CALIFORNIA
BCII 9001 (Rev. 07/2016)

DEPARTMENT OF JUSTICE

REQUEST FOR CONTRIBUTING AGENCY ORI AND/OR RESPONSE MAIL CODE

In order to submit applicant fingerprints via Live Scan, you must have an Originating Agency Identifier (ORI) code to identify your agency. In order to receive responses electronically, you must request a Response Mail Code. Note that electronic responses will be sent to a secure electronic mailbox, from which you will retrieve your messages. **In order to receive a Mail Code, you must have a completed form BCII 9005, Subscriber Agreement, on file with the Department of Justice or returned with this request.**

- Request for ORI
- Request for Electronic Response Mail Code

Contributing Agency Name: _____

Mailing Address: _____

City, State, Zip Code: _____

Your projection for monthly applicant submissions: _____

Contact Person Name: _____ Phone Number: _____

Email: _____ Fax Number: _____

Please describe the services your agency provides and indicate the California statute you believe authorizes your agency to request criminal history information.

Please check the box(es) for the type(s) of applicants for whom you will be submitting:

- Employment _____
Title or Position (i.e., Classified Employee)
- License, Certification, Permit _____
Type of License, Certification, Permit
- Volunteers _____
Identify Licensing Agency as it would appear on fingerprint card (i.e., Department of Social Service)

- We request that all responses be sent electronically to the same secure mailbox.
- We request separate secure mailbox(es) for the following application type(s);
 - Employment
 - License, Certification, Permit
 - Volunteers

ORI's and mail code number(s) will be assigned by the Department of Justice and the information returned to you on form BCII 9003, Notification of ORI, Mail Code, and/or Billing Number.



STATE OF CALIFORNIA
BCIA 8016
(orig. 04/2001; rev. 01/2011)

DEPARTMENT OF JUSTICE

REQUEST FOR LIVE SCAN SERVICE

[Print Form](#)

[Reset Form](#)

Applicant Submission

ORI (Code assigned by DOJ) _____ Authorized Applicant Type _____

Type of License/Certification/Permit OR Working Title (Maximum 30 characters - if assigned by DOJ, use exact title assigned) _____

Contributing Agency Information:

Agency Authorized to Receive Criminal Record Information _____ Mail Code (five-digit code assigned by DOJ) _____

Street Address or P.O. Box _____ Contact Name (mandatory for all school submissions) _____

City _____ State _____ ZIP Code _____ Contact Telephone Number _____

Applicant Information:

Last Name _____ First Name _____ Middle Initial _____ Suffix _____

Other Name (AKA or Alias) Last _____ First _____ Suffix _____

Date of Birth _____ Sex Male Female _____ Driver's License Number _____

Height _____ Weight _____ Eye Color _____ Hair Color _____ Billing Number _____ (Agency Billing Number)

Place of Birth (State or Country) _____ Social Security Number _____ Misc. Number _____ (Other Identification Number)

Home Address Street Address or P.O. Box _____ City _____ State _____ ZIP Code _____

Your Number: _____
OCA Number (Agency Identifying Number)

Level of Service: DOJ FBI

If re-submission, list original ATI number: _____
(Must provide proof of rejection) Original ATI Number

Employer (Additional response for agencies specified by statute):

Employer Name _____ Mail Code (five digit code assigned by DOJ) _____

Street Address or P.O. Box _____

City _____ State _____ ZIP Code _____ Telephone Number (optional) _____

Live Scan Transaction Completed By:

Name of Operator _____ Date _____

Transmitting Agency _____ LSID _____ ATI Number _____ Amount Collected/Billed _____

ORIGINAL - Live Scan Operator

SECOND COPY - Applicant

THIRD COPY (if needed) - Requesting Agency



STATE OF CALIFORNIA
BCIA 8049
(orig. 12/1998; rev. 02/2011)

DEPARTMENT OF JUSTICE

CONTRACT FOR SUBSEQUENT ARREST NOTIFICATION SERVICE

Department of Justice
Bureau of Criminal Information and Analysis
P.O. Box 903417
Sacramento, CA 94203-4170

The agency listed below is authorized to receive state summary criminal history information from the files of the Department of Justice (DOJ) for employment, licensing, or certification purposes. This agency further requests that fingerprint transactions submitted for this purpose be retained in DOJ's files for **California only** subsequent arrest notification service pursuant to section 11105.2 of the California Penal Code. **Fingerprint submissions received before the effective date of this contract will not be retained by the California Department of Justice.**

AGENCY NAME: _____

AGENCY ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

ORI NUMBER: (If Applicable) _____

CONTACT PERSON(S): _____

CONTACT PERSON(S) TELEPHONE: _____

Please retain the following authorized categories:

ALL EMPLOYEES ALL VOLUNTEERS

ALL LICENSES, CERTIFICATIONS, OR PERMITS

OTHER: (specify) _____

This agency certifies that, to its knowledge, there is no statute or regulation prohibiting this notification and that all requirements for criminal record security and privacy of individuals will be met. This agency will notify the Bureau of Criminal Information and Analysis when it no longer has a legitimate interest in a subject, as required by section 11105.2 of the California Penal Code. The agency agrees to immediately return any subsequent arrest notification received from DOJ for any person unknown to the agency.

Signature of Agency Representative Date

Print Name

Title of Agency Representative

FOR DOJ USE ONLY:	
<input type="checkbox"/> Approved	<input type="checkbox"/> Not Authorized
_____ Signature of DOJ Representative	
_____ Effective Date	

Board Reports



Yucaipa Valley Water District

Director Comments



Yucaipa Valley Water District



FACTS ABOUT THE YUCAIPA VALLEY WATER DISTRICT

Service Area Size: 40 square miles (sphere of influence is 68 square miles)

Elevation Change: 3,140 foot elevation change (from 2,044 to 5,184 feet)

Number of Employees: 5 elected board members
62 full time employees

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

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

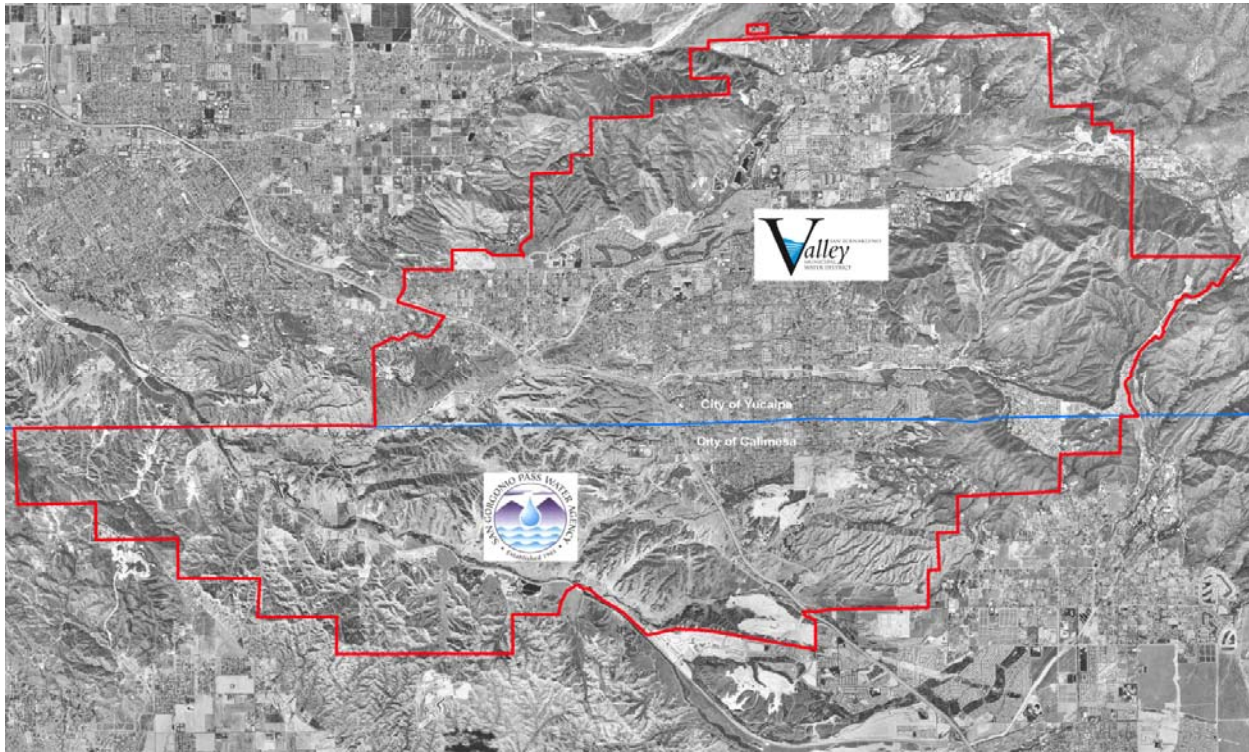
Water System: 215 miles of drinking water pipelines
27 reservoirs - 34 million gallons of storage capacity
18 pressure zones
12,000 ac-ft annual water demand (3.9 billion gallons)
Two water filtration facilities:
- 1 mgd at Oak Glen Surface Water Filtration Facility
- 12 mgd at Yucaipa Valley Regional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

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

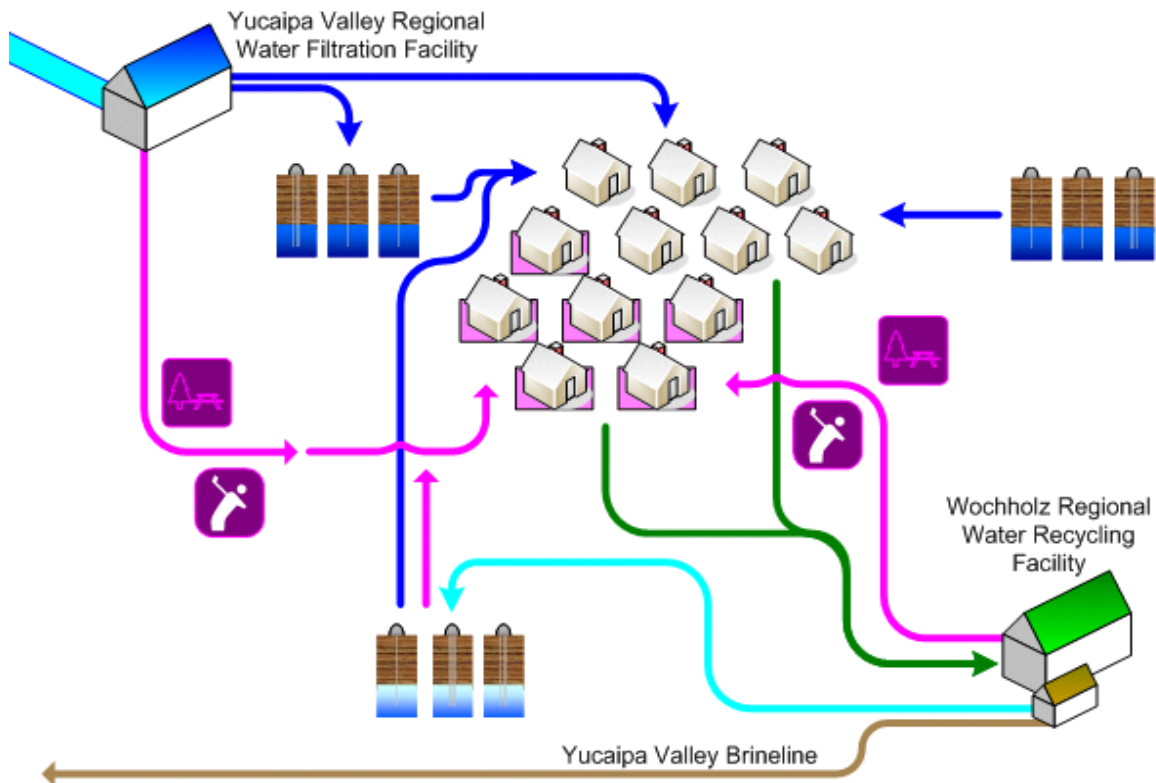
Recycled Water: 22 miles of recycled water pipelines
5 reservoirs - 12 million gallons of storage
1,200 ac-ft annual recycled demand (0.4 billion gallons)

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

State Water Contractors: San Bernardino Valley Municipal Water District
San Gorgonio 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

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