



# Yucaipa Valley Water District

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

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

Tuesday, June 19, 2018 at 6:00 p.m.

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- I. **CALL TO ORDER** - Pledge of Allegiance
- II. **ROLL CALL**
- III. **PUBLIC COMMENTS** - At this time, members of the public may address the Board of Directors on matters within its jurisdiction. To provide comments on specific agenda items, please complete a speaker's request form and provide the completed form to the Board Secretary prior to the board meeting.
- IV. **CONSENT CALENDAR** - All consent calendar matters are routine and will be acted upon in one motion. There will be no discussion of these items unless board members, administrative staff, or members of the public request specific items to be discussed and/or removed prior to the vote for approval.
  - A. Minutes of Meetings
    - 1. Regular Board Meeting - June 5, 2018
    - 2. Board Workshop - June 12, 2018
  - B. Payment of Bills
    - 1. Approve/Ratify Invoices for Board Awarded Contracts
    - 2. Ratify General Expenses for May 2018
- V. **STAFF REPORT**
- VI. **DISCUSSION ITEMS**
  - A. Consideration of Insurance Policies for Fiscal Year 2019 [[Director Memorandum No. 18-088 - Page 24 of 133](#)]  
RECOMMENDED ACTION: That the Board authorizes the District staff to contract with Inland Counties Insurance Services Brokerage for a sum not to exceed \$211,825.
  - B. Presentation of the Unaudited Financial Report for the Period Ending on May 31, 2018 [[Director Memorandum No. 18-089 - Page 43 of 133](#)]  
RECOMMENDED ACTION: That the Board receives and files the unaudited financial report.
  - C. Adoption of Resolution No. 2018-20 Establishing the Appropriation Limit for Fiscal Year 2018-19 [[Director Memorandum No. 18-090 - Page 68 of 133](#)]  
RECOMMENDED ACTION: That the Board adopts Resolution No. 2018-20.

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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. Identification and Declaration of Bad Debt for Calendar Year 2016 [[Director Memorandum No. 18-091 - Page 86 of 133](#)]  
 RECOMMENDED ACTION: That the Board authorizes the District staff to declare bad debt for Calendar Year 2016 in the amount of \$20,578.19.
- E. Consideration of Approving a Government Accounting Software & Services Agreement [[Director Memorandum No. 18-092 - Page 87 of 133](#)]  
 RECOMMENDED ACTION: That the Board authorize the General Manager to Execute the Agreement with Caselle for software services in the amount of \$158,515.
- F. Consideration of an Agreement to Purchase Inland Empire Brine Line Capacity from the San Bernardino Valley Municipal Water District [[Director Memorandum No. 18-093 - Page 100 of 133](#)]  
 RECOMMENDED ACTION: That the Board authorizes the General manager to execute an agreement for the purchase of 0.148 MGD of brineline pipeline capacity.
- G. Consideration of an Agreement for a Pipeline Replacement with the Lessee of Assessor's Parcel Number 0303-175-39 [[Director Memorandum No. 18-094 - Page 108 of 133](#)]  
 RECOMMENDED ACTION: That the Board authorizes the General Manager to execute an agreement with Citibank.
- H. Consideration of a Contract for the Yucaipa Creek Erosion Control Project [[Director Memorandum No. 18-095 - Page 111 of 133](#)]  
 RECOMMENDED ACTION: That the Board authorizes the Board President to execute a contract with Rock Structures Construction Company for a sum not to exceed \$27,500.
- I. Discussion Regarding Resolution No. 2018-05 Regarding Guidelines for Members of the Board of Directors [[Director Memorandum No. 18-096 - Page 118 of 133](#)]  
 RECOMMENDED ACTION: Pending

**VII. BOARD REPORTS & DIRECTOR COMMENTS**

**VIII. ANNOUNCEMENTS**

- A. ~~June 26, 2018 at 4:00 p.m. - Board Workshop~~ Cancelled
- B. ~~July 3, 2018 at 6:00 p.m. - Regular Board Meeting~~ Cancelled
- C. July 10, 2018 at 4:00 p.m. - Board Workshop
- D. July 17, 2018 at 6:00 p.m. - Regular Board Meeting
- E. July 31, 2018 at 4:00 p.m. - Board Workshop
- F. August 7, 2018 at 6:00 p.m. - Regular Board Meeting
- G. August 14, 2018 at 4:00 p.m. - Board Workshop
- H. August 21, 2018 at 6:00 p.m. - Regular Board Meeting
- I. August 28, 2018 at 4:00 p.m. - Board Workshop
- J. September 4, 2018 at 6:00 p.m. - Regular Board Meeting
- K. September 11, 2018 at 4:00 p.m. - Board Workshop
- L. September 18, 2018 at 6:00 p.m. - Regular Board Meeting
- M. September 25, 2018 at 4:00 p.m. - Board Workshop
- N. October 2, 2018 at 6:00 p.m. - Regular Board Meeting
- O. October 9, 2018 at 4:00 p.m. - Board Workshop
- P. October 16, 2018 at 6:00 p.m. - Regular Board Meeting
- Q. October 30, 2018 at 4:00 p.m. - Board Workshop

**IX. ADJOURNMENT**

# Consent Calendar



Yucaipa Valley Water District

# MINUTES OF A REGULAR BOARD MEETING

June 5, 2018 at 6:00 P.M.

Directors Present:

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

Staff Present:

Joseph Zoba, General Manager  
Allison Edmisten, Chief Financial Officer  
Mike Kostelecky, Operations Manager  
Jennifer Ares, Water Resource Manager  
Kathryn Hallberg, Management Analyst  
Matthew Porras, Management Analyst  
Thaxton VanBelle, Interim Operations Manager  
Chelsie Fogus, Engineering Tech I

Directors Absent:

Jay Bogh, President  
Tom Shalhoub, Director

Consulting Staff Present:

David Wysocki, Legal Counsel  
John Dietrich, Legal Counsel

Registered Guests and Others Present:

Linda Shelton, Customer  
David Duron, Customer  
Leonard Stephenson, San Gorgonio Pass Water Agency  
Bobby Duncan, San Gorgonio Pass Water Agency  
Adam Askenaizer, News Mirror

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CALL TO ORDER

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

FLAG SALUTE

Director Bruce Granlund led the pledge of allegiance.

ROLL CALL

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

PUBLIC COMMENTS

None

CONSENT CALENDAR

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

A. Minutes of Meetings

- Board Budget Workshop – May 14, 2018
- Regular Board Meeting – May 15, 2018
- Board Workshop – May 22, 2018

The motion was approved by the following vote:

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

STAFF REPORT

General Manager Joseph Zoba provided information about the following items:

- EPA guidelines for Direct Potable Reuse.
- Reservoir 17.1 project is complete, and the reservoir is now in service.
- The Beaumont Basin Watermaster meeting on June 6, 2018 will involve the discussion about overlying water rights with an opinion by the Watermaster legal counsel.

DISCUSSION ITEMS:

DM 18-077

RENTAL OF BEAR  
VALLEY MUTUAL  
WATER COMPANY  
STOCK SHARES FOR  
THE 2018 IRRIGATION  
SEASON

General Manager Joseph Zoba discussed the rental of Bear Valley Mutual Water Company stock shares for the 2018 irrigation season.

Director Lonni Granlund moved that the Board approve the rental of Bear Valley Mutual Water Company stock for the 2018 Irrigation Season to Camp Morning Star and Larry Jacinto. Director Chris Mann seconded the motion.

The motion was approved by the following vote:

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

DM 18-078

ADOPTION OF THE  
OPERATING BUDGET  
AND CAPITAL  
IMPROVEMENT PLAN  
FOR FISCAL YEAR  
2019

Chief Financial Officer Allison Edmisten discussed the adoption of the Operating Budget and Capital Improvement Plan for Fiscal Year 2019.

Director Chris Mann moved that the Board adopt the budget as presented. Director Lonni Granlund seconded the motion.

The motion was approved by the following vote:

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

DM 18-079

APPROVAL OF THE  
INSTALLATION OF  
HARDSCAPE  
LANDSCAPE MATERIAL  
AROUND RESERVOIR  
R-13.1 AT THE  
YUCAIPA VALLEY  
REGIONAL WATER  
FILTRATION FACILITY

Operations Manager Mike Kostelecky discussed the approval of the installation of hardscape landscape material around Reservoir R-13.1 at the Yucaipa Valley Regional Water Filtration Facility.

Director Lonni Granlund moved that the Board authorize the District staff to proceed with the hardscape installation at Reservoir 13.1 with Pacific Coast Landscape & Design for a sum not to exceed \$39,132. Director Chris Mann seconded the motion.

The motion was approved by the following vote:

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

DM 18-080

AUTHORIZATION TO  
SOLICIT BIDS FOR THE  
REPLACEMENT OF  
DRINKING WATER  
PIPELINES ON  
DOUGLAS STREET,  
CORNELL DRIVE,  
AUBURN AVENUE,  
CITIBANK / YUCAIPA  
BLVD AND OAK GLEN  
ROAD

Implementation Manager Matthew Porras reviewed the authorization to solicit bids for the replacement of drinking water pipelines on Douglas Street, Cornell Drive, Auburn Avenue, Citibank / Yucaipa Blvd and Oak Glen Road.

Director Lonni Granlund moved that the Board authorize the District staff to solicit bids for the proposed pipeline replacements. Director Chris Mann seconded the motion.

The motion was approved by the following vote:

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

DM 18-081

AUTHORIZATION TO SOLICIT BIDS FOR THE CONSTRUCTION OF AN 8-INCH DRINKING WATER PIPELINE IN OAK GLEN ROAD

Engineering Technician I Chelsie Fogus reviewed the authorization to solicit bids for the construction of an 8-Inch drinking water pipeline in Oak Glen Road.

Director Chris Mann moved that the Board authorize District Staff to solicit construction bids for the replacement of a drinking water pipeline in Oak Glen Road. Director Lonni Granlund seconded the motion.

The motion was approved by the following vote:

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

DM 18-082

CONSIDERATION OF INSURANCE POLICIES FOR FISCAL YEAR 2019

Implementation Manager Kathryn Hallberg provided an overview for the consideration of insurance policies for fiscal year 2019.

Director Chris Mann moved that the Board continue the item to allow District staff to gather more information regarding ACWA/JPIA proposal. Director Lonni Granlund seconded the motion.

The motion was approved by the following vote:

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

DM 18-083

CONSIDERATION OF BECOMING ACTIVE MEMBERS IN THE ASSOCIATION OF CALIFORNIA WATER AGENCIES (ACWA) AND THE CALIFORNIA ASSOCIATION OF SANITATION AGENCIES (CASA)

General Manager Joseph Zoba provided an overview for the consideration of becoming active members in the Association of California Water Agencies (ACWA) and the California Association of Sanitation Agencies (CASA)

Director Lonni Granlund moved that the Board authorize the District staff to become members of ACWA and CASA. Director Chris Mann seconded the motion.

The motion was approved by the following vote:

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

DM 18-084

CONSIDERATION OF A  
PROPOSED  
DEVELOPMENT  
AGREEMENT WITH  
WESTERN PACIFIC  
HOUSING FOR THE  
DEVELOPMENT OF 121  
LOTS IN CALIMESA -  
PORTIONS OF TRACT  
NOS. 26925, 30386,  
AND 30386-1

General Manager Joseph Zoba provided an overview for the consideration of a proposed development agreement with Western Pacific Housing for the development of 121 lots in Calimesa - portions of tract nos. 26925, 30386, and 30386-1.

Director Chris Mann moved that the Board approve Development Agreement No. 2018-08. Director Lonni Granlund seconded the motion.

The motion was approved by the following vote:

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

DM 18-085

CONSIDERATION OF  
AMENDMENT NO. 3 TO  
THE CONTRACT WITH  
RMC / WOODARD &  
CURRAN FOR THE  
TITLE 22  
ENGINEERING  
REPORT FOR  
INDIRECT POTABLE  
REUSE PROJECT –  
WILSON CREEK  
SPREADING BASINS

Water Resource Manager Jennifer Ares provided an overview for the consideration of Amendment No. 3 to the contract with RMC / Woodard & Curran for the Title 22 Engineering Report for Indirect Potable Reuse Project – Wilson Creek Spreading Basins.

Director Lonni Granlund moved that the Board approve Amendment No. 3 for a sum not to exceed \$39,900. Director Chris Mann seconded the motion.

The motion was approved by the following vote:

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



DM 18-086

CONSIDERATION OF  
RESOLUTION NO.  
2018-18 REQUESTING  
THE LOCAL AGENCY  
FORMATION  
COMMISSION TAKE  
PROCEEDINGS FOR  
THE ANNEXATION OF  
TERRITORY  
(ASSESSOR PARCEL  
NUMBERS 407-220-004,  
007, 008, 009, 014, 016,  
AND 017, AND 413-270-  
012 AND 013)

General Manager Joseph Zoba provided an overview of Resolution No. 2018-18 requesting the Local Agency Formation Commission take proceedings for the annexation of territory (Assessor Parcel Numbers 407-220-004, 007, 008, 009, 014, 016, and 017, and 413-270-012 and 013).

Director Chris Mann moved that the Board approve Resolution No. 2018-18. Director Lonni Granlund seconded the motion.

The motion was approved by the following vote:

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

DM 18-087

CONSIDERATION OF  
APPROVING  
ANTICIPATED  
REIMBURSABLE  
EXPENSES FOR  
BOARD MEMBER  
PARTICIPATION AT  
THE WESTERN  
COALITION OF ARID  
STATES CONFERENCE  
AND THE  
ASSOCIATION OF  
CALIFORNIA WATER  
AGENCIES  
CONFERENCE

General Manager Joseph Zoba provided an overview for the consideration of approving anticipated reimbursable expenses for Board Member participation at the Western Coalition of Arid States conference and the Association of California Water Agencies conference.

The board members decided to discuss and act only upon the meeting for the Western Coalition of Arid States conference since specific conference meeting material was unavailable for the Association of California Water Agencies conference.

Director Lonni Granlund moved that the Board the reject the reimbursement of conference related expenses pursuant to District policy for board members that will be attending the Western Coalition of Arid States conference in June 2018. Director Chris Mann seconded the motion.

The motion was approved by the following vote:

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

BOARD REPORTS AND  
DIRECTOR COMMENTS

- Director Chris Mann reported on the Yucaipa Groundwater Sustainability Agency meeting on May 23, 2018.
- Director Chris Mann reported on the Inland Solar Challenge on May 25, 2018.
- Director Chris Mann reported on the Orange County Water Summit on June 1, 2018.
- Director Lonni Granlund reported on Special District meeting on June 4, 2018.
- Director Lonni Granlund and Director Bruce Granlund reported on the San Gorgonio Pass Water Agency meeting on June 4, 2018.

ANNOUNCEMENTS

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

CLOSED SESSION

Director Lonni Granlund, Director Bruce Granlund and Director Chris Mann were present in closed session with Legal Counsel David Wysocki, Legal Counsel John Dietrich, Chief Financial Officer Allison Edmisten, and General Manager Joseph Zoba.

- A. Conference with Legal Counsel - Government Code Section 54957(b) Consideration of Dismissal of Public Employee Based on Recommendation of Hearing Officer.

The Board Members reconvened out of closed session and legal Counsel David Wysocki reported that Resolution 2018-19 was adopted by the Board.

ADJOURNMENT

The meeting was adjourned at 6:45 p.m.

Respectfully submitted,

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Joseph B. Zoba, Secretary

(Seal)

# MINUTES OF A BOARD WORKSHOP

June 12, 2018 at 4:00 P.M.

Directors Present:

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

Staff Present:

Jennifer Ares, Water Resource Manager  
Allison Edmisten, Chief Financial Officer  
Chelsie Fogus, Engineering Technician  
Ashley Gibson, Water Resource Supervisor  
Kathryn Hallberg, Implementation Manager  
Dustin Hochreiter, Senior Engineering Technician  
Matthew Porras, Implementation Manager  
Michael Rivera, Public Works Supervisor  
John Wrobel, Public Works Manager  
Frank Sclafani, Administrative Clerk I/Intern

Directors Absent:

None.

Consulting Staff Present:

David Wysocki, Legal Counsel

Guests and Others Present:

David Duron, Customer  
Kevin Garcia, Customer  
Linda Shelton, Customer  
Helen Anderson, Customer  
Larry Anderson, Customer  
Lori Askew, City of Calimesa  
Lenard Stephenson, San Gorgonio Pass Water Agency  
Oscar Pinero, Inland County Insurance Brokerage  
Paul Fuller, Allied World Assurance Company  
Jim Byerrum, Allied World Assurance Company  
Karen Thersing, ACWA/JPIA  
Mike Turner, Argent Management

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- I. Call to Order - 4:00 p.m.
  - II. Public Comments
    - None
  - III. Staff Report
    - Chief Financial Officer Allison Edmisten reported on the recent Touch-A-Truck event held in Redlands.
  - IV. Presentations
    - A. Review and Presentation of Proposed Insurance Policies for Fiscal Year 2019 [Workshop Memorandum No. 18-152] - Implementation Manager Kathryn Hallberg and insurance carriers provided a review and presentation of proposed insurance policies for fiscal year 2019.

- B. Overview of Recent Water Conservation Legislation - Senate Bill No. 606 and Assembly Bill No. 1668 [Workshop Memorandum No. 18-153] - Administrative Clerk I/Intern Frank Sclafani provided an overview of recent water conservation legislation - Senate Bill No. 606 and Assembly Bill No. 1668.
- V. Operational Updates
- A. Discussion Regarding a Draft Agreement to Purchase Inland Empire Brine Line Capacity from the San Bernardino Valley Municipal Water District [Workshop Memorandum No. 18-154] - Chief Financial Officer Allison Edmisten provided a discussion regarding a draft agreement to purchase Inland Empire Brine Line Capacity from the San Bernardino Valley Municipal Water District.
  - B. Status Report for the Tracer Study on the R-13.1 Clearwell at the Yucaipa Valley Regional Water Filtration Facility [Workshop Memorandum No. 18-155] - This item was not discussed and will be continued at the next workshop.
  - C. Overview of the Surplus State Water Project Sale Agreement Between the San Bernardino Valley Municipal Water District and the San Gorgonio Pass Water Agency [Workshop Memorandum No. 18-156] - Chief Financial Officer Allison Edmisten provided an overview of the Surplus State Water Project Sale Agreement between the San Bernardino Valley Municipal Water District and the San Gorgonio Pass Water Agency.
- VI. Administrative Items
- A. Discussion Regarding the Reprioritization of the San Timoteo Basin under the Sustainable Groundwater Management Act [Workshop Memorandum No. 18-157] - Water Resource Manager Jennifer Ares provided a discussion regarding the Reprioritization of the San Timoteo Basin under the Sustainable Groundwater Management Act.
  - B. Presentation of the Unaudited Financial Report for the Period Ending on May 31, 2018 [Workshop Memorandum No. 18-158] - Chief Financial Officer Allison Edmisten provided a presentation of the Unaudited Financial Report for the Period Ending on May 31, 2018.
  - C. Review of Draft Resolution No. 2018-xx Establishing the Appropriation Limit for Fiscal Year 2018-19 [Workshop Memorandum No. 18-159] - Chief Financial Officer Allison Edmisten provided a review of draft resolution No. 2018-xx establishing the Appropriation Limit for Fiscal Year 2018-19.
  - D. Identification and Declaration of Bad Debt for Calendar Year 2016 [Workshop Memorandum No. 18-160] - Chief Financial Officer Allison Edmisten discussed Identification and Declaration of Bad Debt for Calendar Year 2016.
  - E. Status Report on the Updated Pretreatment Local Limits for the Yucaipa Valley Water District [Workshop Memorandum No. 18-161] - Public Works Manager John Wrobel provided a status report on the updated pretreatment local limits for the Yucaipa Valley Water District.
  - F. Overview of Proposed Changes to Utility Billing and Accounting Programs [Workshop Memorandum No. 18-162] - Chief Financial Officer Allison Edmisten provided an overview of proposed changes to utility billing and accounting programs.
- VII. Director Comments

- A. None
- X. Adjournment - The meeting was adjourned at 5:25 p.m.

Respectfully submitted,

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Joseph B. Zoba, Secretary

Board Awarded Contracts  
Consent Calendar Board Meeting - June 19, 2018

Encumbered Funds - Remaining Contract Amount														
District Awarded Contracts	Director Memorandum	Job or GL #	Job Cost Breakdown	Awarded Contract Amount	Prior Payments to Date	Pending Invoice Amount	Total Contract Payments	Remaining Contract Amount	Percent Remaining	General Operating Expenses	Water Division Funds	Sewer Division Funds	Recycled Division Funds	Other Funds
Law Office of David L. Wysocki - FY 2018 Legal Services (Operating)	--	*-5-06-54107	--	--	\$33,975	\$3,600	\$37,575							
Alfa Laval, Inc. (S-Reserves) Rehab and Relubish Belt Press #1 and #2 at WRWRF	18-032	03-13002	--	\$349,561	\$0	\$0	\$0	\$349,561	100%		\$349,561			
Brentwood Industries/Polychem System (S-Reserves) Replacement of Primary Clarifier Equipment at WRWRF	18-034	03-13002	--	\$160,000	\$0	\$0	\$0	\$160,000	100%		\$160,000			
DDB Engineering (R-Reserves) Application to DDW for the Recharge at Wilson Creek Basins	15-086	04-19771	--	\$35,900	\$24,655	\$0	\$24,655	\$11,245	31%				\$11,245	
Delta Partners \$90,000 per year-LegislativeConsult (exp 12/18) WS Oper	13-079	*-5-06-54109	--	\$90,000	\$30,000	\$7,500	\$37,500	\$52,500	58%	\$52,500				
Dudek (R-Operating) Install Groundwater Observation Wells near San Timoteo Creek	15-098	04-5-06-57030	--	\$62,328	\$71,333	\$0	\$71,333	(\$9,005)	-14%	(\$9,005)				
Dudek (S-Operating) 2017-Max Benefit Monitoring for San Timoteo/Yucaipa Mgmt Zones	03-5-06-54109	\$93,900	--	\$93,900	\$93,317	\$0	\$93,317	\$583	1%	\$583				
Dudek (S-Operating) 2017-HMP in San Timoteo Creek	17-049 03-5-06-54109	\$59,620	--	\$59,620	\$49,763	\$20	\$49,783	\$9,837	16%	\$9,837				
Dudek (S-Operating) 2018-Max Benefit Monitoring for San Timoteo/Yucaipa Mgmt Zones	18-054 03-5-06-54109	\$93,580	--	\$93,580	\$0	\$23,779	\$23,779	\$69,801	75%	\$69,801				
Dudek (S-Operating) 2018-HMP in San Timoteo Creek	18-055 03-5-06-54109	\$56,340	--	\$56,340	\$0	\$9,831	\$9,831	\$46,509	83%	\$46,509				
Dudek (WS Operating) Inspection of Proposed Sites for Remote Telemetry	17-059 0*-5-06-54109	\$10,775	--	\$10,775	\$5,428	\$0	\$5,428	\$5,348	50%	\$5,348				
Dudek (WS/R Operating) Developing a Comprehensive Database Management System (DMS)	17-084 0*-5-06-54109	\$89,750	--	\$89,750	\$40,344	\$6,840	\$47,184	\$42,566	47%	\$42,566				
Geoscience (R-Operating) Preparation of a groundwater model for the Gateway Basin CO #1 - preparation of groundwater model	14-070 15-010	04-5-06-54109	\$35,320 \$16,390	\$51,710	\$49,284	\$0	\$49,284	\$2,426	5%	\$2,426				
Geoscience (W-Operating) Calculation of Water Budgets for Validation of Annual Change in Storage Exp of the Yucaipa Watershed & Yucaipa Groundwater Basin Model	16-068 16-110	02-5-06-54109	\$130,236 \$41,770	\$172,006	\$147,864	\$0	\$147,864	\$24,142	14%	\$24,142				
HDR (W-Operating) Perform Tracer Study on R13.1 Clearwell at YRWFF	17-068	02-5-06-54109	--	\$37,726	\$12,173	\$0	\$12,173	\$25,553	68%	\$25,553				
Krieger & Stewart Initiate Design of R-12.4 (W-Reserves) TO#4 Revised TO#4, Amendment #2 TO#5- Construction Mgmt Services TO#5, Amendment #1 - Construction Mngt Services	04-164 05-075 14-014 14-092 16-069	65-295	\$74,900 \$600 \$45,000 \$482,500 \$102,600	\$585,100	\$552,636	\$0	\$552,636	\$32,464	6%	\$32,464				
TO#5, Design R-13.4 and H-2 Reservoirs for JP Ranch 60% R-13.4 and 40% H-2 (Developer Funds)	05-083 05-083	65-180 65-179	\$47,400 \$31,600	\$79,000	\$50,471	\$0	\$50,471	\$28,529	36%	\$28,529				\$28,529
One Stop Landscape Supply FY 2018 Sludge Hauling/Reuse (Oper)	--	03-5-02-57031	--	--	\$225,776	\$21,494	\$247,270							
Platinum Advisors (WS Operating) FY 2018 Lobbyist N-T-E per month FY 2018 Quarterly Filing & Misc. Expenses	13-080	*-5-06-54109 02-5-06-54109	-- --	-- --	\$50,000 \$350	\$5,000 \$0	\$55,000 \$350							
RMC Water & Environment TO#26, SRF Mgmt Svcs-Calimesa Regional Recycled Pipeline (R-FCC)	14-023	04-5-06-54109	--	\$95,692	\$69,361	\$0	\$69,361	\$26,331	28%	\$26,331				\$26,331

Board Awarded Contracts  
Consent Calendar Board Meeting - June 19, 2018

													Encumbered Funds - Remaining Contract Amount			
Director Memorandum	Job or GL #	Job Cost Breakdown	Awarded Contract Amount	Prior Payments to Date	Pending Invoice Amount	Total Contract Payments	Remaining Contract Amount	Percent Remaining	General Operating Expenses	Water Division Funds	Sewer Division Funds	Recycled Division Funds	Other Funds			
Application to DDW for the Recharge at Wilson Creek Basins (R-Resvs)	15-086 04-19771	--	\$197,768	\$195,757	\$0	\$195,757	\$2,011	1%				\$2,011				
San Bernardino Valley Water District (W-Operating) Efficient Water Conservation Campaign	16-092 17-112	\$16,195 \$22,400	\$38,595	\$38,508	\$0	\$38,508	\$87	0%	\$87							
Scinor Water America/Pascal Ludwig (S-Reserves) Install UF Modules and Mesh Strainer AT WRWRF	17-088 03-10311	--	\$215,000	\$157,042	\$0	\$157,042	\$57,958	27%			\$57,958					
Separation Processes, Inc. (W-Reserves) Design & Construction Supports Servs for NF SCRAM	15-047 55-19200 02-14500	--	\$191,820	\$170,980	\$0	\$170,980	\$20,840	11%		\$20,840						
Application to DDW for the Recharge at Wilson Creek Basins (R-Resvs)	15-086 04-19771	--	\$42,860	\$24,321	\$0	\$24,321	\$18,539	43%				\$18,539				
Feasibility Report for Wochholz SAGE Project	17-043 03-5-06-54109	--	\$67,575	\$66,201	\$0	\$66,201	\$1,374	2%			\$1,374					
Superior Tank Solutions (W-Operating) Emergency repairs to Reservoir R-17.1.1 CO#1 Factory Powder Coated Floor Replacement	17-108 18-033	\$92,000 \$47,340	\$139,340	\$82,800	\$0	\$82,800	\$56,540	41%	\$56,540							
Vavrinek, Trine, Day & Company (VTD) (Operating) FY 2018 Auditing Services \$23,900 + \$3,500 for Single Audit FY 2019 Auditing Services \$23,900 + \$3,500 for Single Audit	15-106 15-106	--	\$23,900	\$0	\$0	\$0	\$23,900	100%	\$23,900							
Villalobos and Associates (W-Operating) Permitting of Recharge Oper at the Wilson Creek Spreading Basins	16-064 02-5-06-54109	--	\$72,200	\$17,860	\$21,204	\$39,064	\$33,136	46%	\$33,136							
Weka, Inc. (S-Reserves) Construction of Yucaipa Blvd. Sewer-Hampton Rd to 18th St	18-035 03-14500	--	\$526,193	\$0	\$0	\$0	\$526,193	100%		\$526,193						
W.M. Lyles Co. (W-Operating) Containment and Process Piping Repairs at YVRWFF	18-049 02-5-01-57040	--	\$43,600	\$43,600	\$0	\$43,600	\$0	0%	\$0							
<b>GRAND TOTALS</b>			<b>\$3,039,846</b>	<b>\$2,242,339</b>	<b>\$99,268</b>	<b>\$2,341,607</b>	<b>\$1,618,967</b>	<b>--</b>	<b>\$383,923</b>	<b>\$579,497</b>	<b>\$568,893</b>	<b>\$58,126</b>	<b>\$28,529</b>			
									<b>\$383,923</b>	<b>\$1,206,515</b>			<b>\$28,529</b>			

## Checks and Electronic Payments - May 2018

<u>Check Date</u>	<u>Check Number</u>	<u>Name</u>	<u>Check Amount</u>
05/07/2018	31707	State Water Resources Control	\$ 70.00
05/07/2018	31708	Matthew Hendrickson	\$ 100.00
05/07/2018	31709	Geoff Risaliti	\$ 130.00
05/07/2018	31710	State Controller's Office	\$ 16.28
05/07/2018	31711	ADS, LLC	\$ 4,275.00
05/07/2018	31712	AmeriGas Propane LP	\$ 160.55
05/07/2018	31713	Ameripride Uniform Services	\$ 1,262.44
05/07/2018	31714	Atlas Copco Compressors, LLC	\$ 20,902.46
05/07/2018	31715	John F. Simister	\$ 270.85
05/07/2018	31716	Best Home Center	\$ 29.59
05/07/2018	31717	BSK Associates	\$ 45.00
05/07/2018	31718	C & B Crushing, Inc.	\$ 590.00
05/07/2018	31719	Cal-Mesa Steel Supply, Inc.	\$ 53.88
05/07/2018	31720	Cliff's Pest Control, Inc.	\$ 115.00
05/07/2018	31721	Coverall North America, Inc.	\$ 1,021.00
05/07/2018	31722	First American Data Tree, LLC	\$ 50.00
05/07/2018	31723	VP Imaging, Inc.	\$ 2,700.00
05/07/2018	31724	Emergency Power Controls, Inc.	\$ 1,008.00
05/07/2018	31725	Eco Pro Environmental Services	\$ 85.00
05/07/2018	31726	Evoqua Water Technologies LLC	\$ 1,384.16
05/07/2018	31727	Frontier Communications	\$ 148.41
05/07/2018	31728	House Of Quality, Parts Plus	\$ 1,776.70
05/07/2018	31729	Incode Division-Tyler Technolo	\$ 250.00
05/07/2018	31730	Innerline Engineering	\$ 3,500.00
05/07/2018	31731	Nicholas C. Hendrickson	\$ 323.25
05/07/2018	31732	JB Paving & Engineering, Inc.	\$ 84,770.00
05/07/2018	31733	Raiset R. Santana and Adriana	\$ 44.75
05/07/2018	31734	KEC Engineering	\$ 1,200.00
05/07/2018	31735	Krieger & Stewart	\$ 118,942.59
05/07/2018	31736	Lupoid, LLC	\$ 399.53
05/07/2018	31737	LUZ Investment Corp.	\$ 1,614.76
05/07/2018	31738	Maintenance Connection Inc	\$ 9,999.11
05/07/2018	31739	MBC Applied Environmental Scie	\$ 1,300.00
05/07/2018	31740	Nagem, Inc.	\$ 1,085.02
05/07/2018	31741	NetComp Technologies, Inc.	\$ 2,750.00
05/07/2018	31742	Pacific Coast Landscape & Desi	\$ 9,150.00
05/07/2018	31743	Q Versa, LLC	\$ 44,791.81
05/07/2018	31744	Redlands Ford	\$ 8,917.98
05/07/2018	31745	SCCI, Inc.	\$ 350.00
05/07/2018	31746	SB CNTY-Solid Waste Mgmt Div	\$ 33.44
05/07/2018	31747	South Coast A.Q.M.D.	\$ 1,028.88
05/07/2018	31748	Association of San Bernardino	\$ 160.00
05/07/2018	31749	Spectrum Business	\$ 3,668.00
05/07/2018	31750	Steven Enterprises, Inc	\$ 333.54
05/07/2018	31751	The Counseling Team Internatio	\$ 480.00
05/07/2018	31752	The Gas Company	\$ 370.01
05/07/2018	31753	U.S. Telepacific Corp	\$ 2,652.16



## Checks and Electronic Payments - May 2018

<u>Check Date</u>	<u>Check Number</u>	<u>Name</u>	<u>Check Amount</u>
05/07/2018	31754	Underground Service Alert Of S	\$ 354.85
05/07/2018	31755	UPS Store#1504/ Mail Boxes Etc	\$ 23.30
05/07/2018	31756	Westrux International, Inc.	\$ 183.76
05/07/2018	31757	Yucaipa Disposal, Inc.	\$ 1,641.05
05/07/2018	31758	Yucaipa Valley Chamber Of Comm	\$ 20.00
05/07/2018	31759	Armorcast Products Company	\$ 29,335.84
05/07/2018	31760	Brenntag Pacific, Inc	\$ 35,451.95
05/07/2018	31761	Burgeson's Heating & Air Cond.	\$ 16,800.00
05/07/2018	31762	Calolympic Glove & Safety Co.,	\$ 1,080.24
05/07/2018	31763	Center Electric Services, Inc.	\$ 28,727.64
05/07/2018	31764	CS Associated Municipal Sale C	\$ 1,953.69
05/07/2018	31765	JW D'Angelo Co.	\$ 461.26
05/07/2018	31766	Grainger	\$ 57.66
05/07/2018	31767	Harrington Ind. Plastic, LLC	\$ 2,713.45
05/07/2018	31768	Hasa, Inc.	\$ 7,133.46
05/07/2018	31769	Hemet Valley Tool Inc.	\$ 623.87
05/07/2018	31770	Myers & Sons Hi-Way Safety Inc	\$ 2,928.65
05/07/2018	31771	Inland Water Works Supply Co.	\$ 5,718.08
05/07/2018	31772	Lowe's Companies, Inc.	\$ 853.30
05/07/2018	31773	Polydyne Inc.	\$ 2,949.12
05/07/2018	31774	Pro-Pipe & Supply, Inc.	\$ 494.61
05/07/2018	31775	Riverside Winnelson Company	\$ 266.47
05/07/2018	31776	Rosemount Analytical, Inc.	\$ 5,712.48
05/07/2018	31777	Sinclair Rock and Sand Inc.	\$ 1,700.00
05/07/2018	31778	Donald Kent Stone	\$ 897.05
05/07/2018	31779	Uline, Inc.	\$ 2,512.58
05/07/2018	31780	US Bank	\$ 3,207.75
05/07/2018	31781	ZEP Manufacturing Company	\$ 879.57
05/11/2018	31782	PAYROLL CHECK	\$ 2,324.91
05/11/2018	31783	PAYROLL CHECK	\$ 582.97
05/11/2018	31784	WageWorks, Inc.	\$ 1,433.43
05/11/2018	31785	IBEW Local 1436	\$ 696.00
05/11/2018	31786	California State Disbursement	\$ 115.38
05/11/2018	31787	California State Disbursement	\$ 397.38
05/11/2018	31788	Department of the Treasury - I	\$ 175.00
05/11/2018	31789	CA-EDD	\$ 1,908.61
05/11/2018	31790	YVWD-Petty Cash	\$ 348.30
05/11/2018	31791	Standard Insurance Company	\$ 1,603.36
05/11/2018	31792	Standard Insurance Vision Plan	\$ 639.32
05/11/2018	31793	MetLife Small Business Center	\$ 147.22
05/11/2018	31794	Ashley Gibson	\$ 40.33
05/11/2018	31795	Blue Shield of California	\$ 2,005.00
05/11/2018	31796	Nippon Life Insurance Co. of A	\$ 2,210.74
05/14/2018	31797	Delta Partners, LLC	\$ 7,500.00
05/14/2018	31798	Dudek & Associates, Inc	\$ 13,508.00
05/14/2018	31799	One Stop Landscape Supply Inc	\$ 22,322.50
05/14/2018	31800	Platinum Advisors, LLC	\$ 5,000.00

## Checks and Electronic Payments - May 2018

<u>Check Date</u>	<u>Check Number</u>	<u>Name</u>	<u>Check Amount</u>
05/14/2018	31801	WM Lyles Co	\$ 43,600.00
05/14/2018	31802	David L. Wysocki	\$ 3,750.00
05/14/2018	31803	Matthew M. Barlow	\$ 650.00
05/14/2018	31804	Ameripride Uniform Services	\$ 614.63
05/14/2018	31805	John F. Simister	\$ 92.00
05/14/2018	31806	BSK Associates	\$ 365.00
05/14/2018	31807	Central Communications	\$ 319.49
05/14/2018	31808	Clinical Laboratory of San Ber	\$ 8,305.50
05/14/2018	31809	Victor James Valenti	\$ 3,799.00
05/14/2018	31810	Corelogic, Inc.	\$ 330.00
05/14/2018	31811	Donegan Tree Service	\$ 650.00
05/14/2018	31812	David Sunden	\$ 340.23
05/14/2018	31813	Evoqua Water Technologies LLC	\$ 1,932.41
05/14/2018	31814	G&G Environmental Compliance, I	\$ 3,990.12
05/14/2018	31815	Incode Division-Tyler Technolo	\$ 5,719.38
05/14/2018	31816	InfoSend, Inc.	\$ 5,204.64
05/14/2018	31817	Innerline Engineering	\$ 1,750.00
05/14/2018	31818	JB Paving & Engineering, Inc.	\$ 26,950.00
05/14/2018	31819	JCS Welding, Inc.	\$ 3,420.00
05/14/2018	31820	Konica Minolta Business Soluti	\$ 699.21
05/14/2018	31821	Nagem, Inc.	\$ 212.50
05/14/2018	31822	National Business Furniture LL	\$ 5,473.61
05/14/2018	31823	John Deere Financial f.s.b.	\$ 71.93
05/14/2018	31824	Pro-Pipe & Supply, Inc.	\$ 22.03
05/14/2018	31825	Red Alert Special Couriers	\$ 344.26
05/14/2018	31826	Riverside-Corona Resource Cons	\$ 4,970.00
05/14/2018	31827	Santa Ana Watershed Project Au	\$ 14,019.00
05/14/2018	31828	Separation Processes, Inc.	\$ 424.00
05/14/2018	31829	Spectrum Business	\$ 2,549.00
05/14/2018	31830	Yucaipa Valley Water District	\$ 4,127.55
05/14/2018	31831	State Water Resources Control	\$ 180.00
05/14/2018	31832	Jacob Duncan	\$ 180.00
05/14/2018	31833	Aaron Blose	\$ 119.55
05/14/2018	31834	Ward & Ward	\$ 140.00
05/14/2018	31835	VALDEZ, ANTHONY AND	\$ 54.85
05/14/2018	31836	All American Sewer Tools	\$ 8,911.54
05/14/2018	31837	Belnick Retail, LLC	\$ 14,098.80
05/14/2018	31838	Brenntag Pacific, Inc	\$ 5,799.05
05/14/2018	31839	Crown Ace Hardware - Yucaipa	\$ 1,089.15
05/14/2018	31840	Flow N Control, Inc.	\$ 6,586.76
05/14/2018	31841	FMB Truck Outfitters, Inc.	\$ 172.29
05/14/2018	31842	Grainger	\$ 4,201.31
05/14/2018	31843	Hach Company	\$ 2,049.55
05/14/2018	31844	Halcyon Electric Inc	\$ 12,206.00
05/14/2018	31845	Hemet Valley Tool Inc.	\$ 363.21
05/14/2018	31846	Hoppers Office & Drafting Furn	\$ 1,384.59
05/14/2018	31847	Industrial Scientific Corporat	\$ 126.61

## Checks and Electronic Payments - May 2018

<u>Check Date</u>	<u>Check Number</u>	<u>Name</u>	<u>Check Amount</u>
05/14/2018	31848	Inland Water Works Supply Co.	\$ 4,545.41
05/14/2018	31849	Nuckles Oil Company, Inc.	\$ 6,272.73
05/14/2018	31850	NCL Of Wisconsin Inc	\$ 874.07
05/14/2018	31851	Office Solutions Business Prod	\$ 670.76
05/14/2018	31852	Safeguard Business Systems Inc	\$ 1,204.92
05/14/2018	31853	Steven Enterprises, Inc	\$ 98.38
05/14/2018	31854	Calmat Company	\$ 4,199.81
05/14/2018	31855	Joe DeSalliers	\$ 646.39
05/14/2018	31856	Rodd Greene	\$ 648.15
05/14/2018	31857	Linda Kilday	\$ 646.39
05/14/2018	31858	Dennis Neff	\$ 599.99
05/14/2018	31859	Robert Wall	\$ 599.99
05/14/2018	31860	Western Dental Services, Inc.	\$ 203.54
05/14/2018	31861	Charlie Bailey	\$ 629.40
05/14/2018	31862	Berkshire Hathaway Homestate C	\$ 11,243.89
05/14/2018	31863	Peggy Little	\$ 176.96
05/14/2018	31864	Steven Molina	\$ 135.00
05/14/2018	31865	American Family Life Assurance	\$ 3,529.28
05/21/2018	31866	State Water Resources Control	\$ 110.00
05/21/2018	31867	CWEA-TCP (OAKPORT ST.)	\$ 980.00
05/21/2018	31868	Courtland R. Gear	\$ 115.55
05/21/2018	31869	Ameripride Uniform Services	\$ 614.15
05/21/2018	31870	AT&T Mobility	\$ 1,550.05
05/21/2018	31871	Best Home Center	\$ 6.01
05/21/2018	31872	City of Riverside	\$ 712.13
05/21/2018	31873	Dinosaur Tire Inc.	\$ 629.79
05/21/2018	31874	ECORP Consulting, Inc.	\$ 710.00
05/21/2018	31875	Innerline Engineering	\$ 1,750.00
05/21/2018	31876	Nicholas C. Hendrickson	\$ 260.70
05/21/2018	31877	NCL Of Wisconsin Inc	\$ 873.39
05/21/2018	31878	NetComp Technologies, Inc.	\$ 3,095.19
05/21/2018	31879	Francis O. Tello	\$ 263.41
05/21/2018	31880	P & R Paper Supply Co., Inc.	\$ 511.88
05/21/2018	31881	Pro-Pipe & Supply, Inc.	\$ 804.55
05/21/2018	31882	Quinn Company	\$ 66.21
05/21/2018	31883	SF CC Intermediate Holdings In	\$ 49.05
05/21/2018	31884	Southern CA Emergency Medicine	\$ 375.00
05/21/2018	31885	South Coast A.Q.M.D.	\$ 257.22
05/21/2018	31886	SCAP	\$ 3,119.00
05/21/2018	31887	Tom Malloy Corp.	\$ 23.71
05/21/2018	31888	UPS Store#1504/ Mail Boxes Etc	\$ 11.16
05/21/2018	31889	Westrux International, Inc.	\$ 227.55
05/21/2018	31890	All American Sewer Tools	\$ 2,995.04
05/21/2018	31891	Aqua-Metric Sales Company	\$ 4,046.17
05/21/2018	31892	Doan and Hartwig Water Systems	\$ 942.94
05/21/2018	31893	JW D'Angelo Co.	\$ 3,738.40
05/21/2018	31894	Harrington Ind. Plastic, LLC	\$ 23.88

## Checks and Electronic Payments - May 2018

<u>Check Date</u>	<u>Check Number</u>	<u>Name</u>	<u>Check Amount</u>
05/21/2018	31895	Inland Water Works Supply Co.	\$ 588.32
05/21/2018	31896	McMaster-Carr Supply Co.	\$ 389.44
05/21/2018	31897	Nuckles Oil Company, Inc.	\$ 2,672.76
05/21/2018	31898	Tom Ponton Industries, Inc.	\$ 2,730.63
05/21/2018	31899	T.T. Technologies, Inc.	\$ 117.74
05/21/2018	31900	Uline, Inc.	\$ 1,152.33
05/21/2018	31901	Vortex Industries. Inc.	\$ 4,639.03
05/21/2018	31902	Calmat Company	\$ 4,894.79
05/21/2018	31903	State Water Resources Control	\$ 285.00
05/21/2018	31904	Atkinson, Andelson, Loya, Ruud	\$ 15,731.60
05/21/2018	31905	Gilbert A. Santacruz	\$ 119.55
05/24/2018	31906	PAYROLL CHECK	\$ 2,223.81
05/25/2018	31907	WageWorks, Inc.	\$ 1,583.43
05/25/2018	31908	California State Disbursement	\$ 115.38
05/25/2018	31909	California State Disbursement	\$ 397.38
05/25/2018	31910	Department of the Treasury - I	\$ 175.00
05/29/2018	31911	Clinical Laboratory of San Ber	\$ 5,742.50
05/29/2018	31912	Three Peaks Corp.	\$ 711.19
05/29/2018	31913	Juan Orozco	\$ 1,759.21
05/29/2018	31914	Ronald Elisalda	\$ 210.00
05/29/2018	31915	ELARBEE, TONYA	\$ 50.58
05/29/2018	31916	JOYCE, PAT & MELANIE	\$ 7,112.39
05/29/2018	31917	SANCHEZ, NIKOLAS M	\$ 41.09
05/29/2018	31918	STOKES, STEVE	\$ 84.00
05/29/2018	31919	ADS, LLC	\$ 4,275.00
05/29/2018	31920	Luke's Transmission Inc.	\$ 1,794.67
05/29/2018	31921	Ralph C. Casas	\$ 84.95
05/29/2018	31922	Ameripride Uniform Services	\$ 772.75
05/29/2018	31923	Cal-Mesa Steel Supply, Inc.	\$ 38.79
05/29/2018	31924	Cliff's Pest Control, Inc.	\$ 115.00
05/29/2018	31925	Computerized Embroidery Compan	\$ 743.47
05/29/2018	31926	Eco Pro Environmental Services	\$ 85.00
05/29/2018	31927	Frontier Communications	\$ 150.01
05/29/2018	31928	Incode Division-Tyler Technolo	\$ 300.00
05/29/2018	31929	InfoSend, Inc.	\$ 1,979.74
05/29/2018	31930	Inland Leaders Charter School	\$ 497.00
05/29/2018	31931	Innerline Engineering	\$ 1,750.00
05/29/2018	31932	Carlos Murillo	\$ 909.21
05/29/2018	31933	Krieger & Stewart	\$ 87,292.16
05/29/2018	31934	Lowe's Companies, Inc.	\$ 89.76
05/29/2018	31935	Nagem, Inc.	\$ 4,922.15
05/29/2018	31936	Office Solutions Business Prod	\$ 2,246.75
05/29/2018	31937	Quinn Company	\$ 805.03
05/29/2018	31938	Redlands Ford	\$ 237.50
05/29/2018	31939	Redlands Tire Pros & Service C	\$ 109.99
05/29/2018	31940	SCCI, Inc.	\$ 350.00
05/29/2018	31941	SCE Rosemead	\$ 184,510.86

## Checks and Electronic Payments - May 2018

<u>Check Date</u>	<u>Check Number</u>	<u>Name</u>	<u>Check Amount</u>
05/29/2018	31942	U.S. Telepacific Corp	\$ 2,656.97
05/29/2018	31943	Aqua-Metric Sales Company	\$ 55,678.85
05/29/2018	31944	Brenntag Pacific, Inc	\$ 10,908.20
05/29/2018	31945	Grainger	\$ 734.31
05/29/2018	31946	Haaker Equipment Company	\$ 323.25
05/29/2018	31947	Hach Company	\$ 1,544.21
05/29/2018	31948	Hasa, Inc.	\$ 3,430.88
05/29/2018	31949	Home Depot U.S.A. Inc	\$ 1,386.48
05/29/2018	31950	McMaster-Carr Supply Co.	\$ 394.07
05/29/2018	31951	Nuckles Oil Company, Inc.	\$ 3,213.32
05/29/2018	31952	Office Solutions Business Prod	\$ 290.06
05/29/2018	31953	Star Fleet Filtration, Inc.	\$ 1,900.03
05/29/2018	31954	US Bank	\$ 3,655.09
05/29/2018	31955	Cobb's Printing, LLC	\$ 212.44
05/29/2018	31956	WageWorks, Inc.	\$ 207.50
			<b><u>\$ 1,254,217.82</u></b>

# Staff Report



# Discussion Items





## Director Memorandum 18-088

**Date:** June 19, 2018

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

**Subject:** Consideration of Insurance Policies for Fiscal Year 2019

**Recommendation:** That the Board authorizes the District staff to contract with Inland Counties Insurance Services Brokerage for a sum not to exceed \$211,825.

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Yucaipa Valley Water District currently has a property/liability insurance policy with Inland Counties Insurance Services Brokerage with insurance coverage provided by Water Plus Insurance Program and Allied World Assurance Coverage.

The District Staff has investigated pooled insurance from Association of California Water Agencies Joint Powers Insurance Authority (ACWA/JPIA) and our current provider Inland Counties Insurance Services Brokerage.

District staff recommends accepting Inland Counties Insurance Services Brokerage proposal for Fiscal Year 2019 in the amount not to exceed \$211,825.00.

### Financial Consideration:

Funding for the initial payment will be split 45% Water Department Prepaid Insurance [GL Account #02-11301], 45% Sewer Department Prepaid Insurance [GL Account #03-11301] and 10% Recycled Department Prepaid Insurance [GL Account #04-11301]. Thereafter the annual cost will be amortized over the 12 months of the fiscal year and charged as an expense each month to each of the departments listed above [GL Account #0\*-5-06-56001]. This was included in the 2019 Fiscal Year Budget.





**INSURANCE PROPOSAL**  
Yucaipa Valley Water District

**EFFECTIVE DATE**  
7/1/2018

**PRESENTED BY:**  
Inland Counties Insurance Services, Inc. DBA Roberge & Fries Insurance  
Agency



**PROGRAM MANAGER**  
[www.alliedpublicrisk.com](http://www.alliedpublicrisk.com)  
Allied Community Insurance Services, LLC  
Agency License No. 733176  
CA License No. 0L01269



**PREMIUM SUMMARY**

**NOTE:** This proposal is prepared from information supplied to us on the application submitted by your insurance broker. It may or may not contain all terms requested on the application. Proposed coverages are provided by the Allied Public Risk WaterPlus policy forms and are subject to the terms, exclusions, conditions and limitations of those policy forms. Actual policies should be reviewed for specific details. Specimen policies are available from your insurance broker.

PAGE	COVERAGE SECTION	PREMIUM
3-7	<b>SECTION 1. PROPERTY</b> (Property, Equipment Breakdown & Mobile Equipment)	\$ 73,446.00
8	<b>SECTION 2. COMMERCIAL CRIME</b>	\$ 1,800.00
9-10	<b>SECTION 3. COMMERCIAL GENERAL LIABILITY</b>	\$ 47,815.00
11	<b>SECTION 4. PUBLIC OFFICIALS &amp; MANAGEMENT LIABILITY</b> (Wrongful Acts, Employment Practices, Employee Benefits, Privacy & Network Risk)	\$ 15,168.00
12	<b>SECTION 5. BUSINESS AUTO</b>	\$ 45,066.00
13	<b>SECTION 6. COMMERCIAL EXCESS LIABILITY</b>	\$ 27,220.00

<b>TOTAL ANNUAL PREMIUM</b> (excludes state-imposed taxes, surcharges, and fees)	\$	210,515.00
<b>TERRORISM PREMIUM</b>	\$	1,210.00
<b>FULLY EARNED POLICY FEE</b>	\$	100.00
<b>STATE-IMPOSED TAXES, SURCHARGES, AND FEES</b>	\$	N/A
<b>TOTAL AMOUNT DUE*</b>	\$	211,825.00

\*Payment is due in accordance with the producer agreement.

**NOTES:**

**INSURED:** Yucaipa Valley Water District  
**EFFECTIVE DATE:** 7/1/2018

**DISCLAIMER:** Actual coverage is subject to the language of the policies as issued. Your issued policy may contain limits, exclusions, and limitations that are not detailed in this proposal.



**SECTION 1. PROPERTY\***

**\*IS THIS SECTION INCLUDED IN THE PROPOSAL? Yes**

**CARRIER:**

- Allied World Assurance Company or affiliate
- A XV (Excellent) A.M. Best Rating

**FORM:**

- Special Causes of Loss
- Proprietary
- Integrated

**LIMITS:**

<b>Blanket Property:</b> (Real Property & Business Personal Property)	<b>\$99,902,731</b>
<b>Blanket Coverage Extension:</b> A separate blanket limit that applies to the following coverages: Business Income, Extended Business Income, Commandeered Property, Civil Authority, Extra Expense, Tenant Leasehold Interest, Electronic Data, Preservation of Property.	<b>\$2,000,000</b>
<b>Equipment Breakdown / Boiler &amp; Machinery:</b>	<b>Included</b>
<b>Mobile Equipment (Scheduled):</b>	<b>\$1,527,499</b>
<b>Mobile Equipment (unscheduled, maximum \$10,000 any one item):</b>	<b>\$15,000</b>
<b>Mobile Equipment (borrowed, rented &amp; leased):</b>	<b>N/A</b>
<b>Earthquake (earth movement excluded):</b>	<b>N/A</b>
<b>Flood Zone AE:</b>	<b>N/A</b>
<b>Flood Zone X (shaded/unshaded)</b>	<b>N/A</b>

**DEDUCTIBLES:**

\$2,500	Property
\$1,000	Mobile Equipment
\$10,000	Equipment Breakdown (aboveground & less than 50 feet belowground)
\$10,000	Equipment Breakdown (greater than 50 feet belowground)
N/A	Earthquake (earth movement excluded)
N/A	Flood Zone X (per occurrence)
N/A	Flood Zone AE <sup>1</sup> (per occurrence)
N/A	Flood Zone AE <sup>1</sup> (per damaged structure / per occurrence)
	<sup>1</sup> the greater of the deductibles will be applied
N/A	Wind/Hail <sup>2</sup> (per occurrence)
N/A	Wind/Hail <sup>2</sup> (per damaged structure / per occurrence)
	<sup>2</sup> the greater of the deductibles will be applied

**POLICY HIGHLIGHTS:**

- Blanket Policy Limits
- Blanket Coverage Extension Limits
- No Coinsurance Penalty
- Equipment Breakdown
- Broad Definition of Covered Property
- Proprietary Coverage Extensions

**VALUATION:**

- Replacement Cost: Real Property & Business Personal Property
- Actual Cash Value: Mobile Equipment
- Actual Loss Sustained: Loss of Income & Expenses
- Market Price: Fine Arts

INSURED: Yucaipa Valley Water District

EFFECTIVE DATE: 7/1/2018

DISCLAIMER: Actual coverage is subject to the language of the policies as issued. Your issued policy may contain limits, exclusions, and limitations that are not detailed in this proposal.

**SPECIAL COVERAGES:**

- **New Locations Or Newly Constructed Property:**  
Pays up to \$1,000,000 for your new real property while being built on or off described premises as well as real property you acquire, lease or operate at locations other than the described premises; and business personal property located at new premises.
- **Utility Services – Direct Damage, Business Income & Expense:**  
Pays up to \$250,000 for covered property damaged by an interruption in utility service to the described premises. The interruption in utility service must result from direct physical loss or damage by a Covered Cause of Loss and does not apply to loss or damage to electronic data, including destruction or corruption of electronic data. Separate limits apply to Direct Damage and Business Income/Expense Expense.
- **Pollution Remediation Expenses:**  
Pays up to \$100,000 or \$250,000 for remediation expenses resulting from a Covered Causes of Loss or Specified Cause of Loss occurring during the policy period and reported within 180 days. Covered Causes of Loss means risks of direct physical loss unless the loss is excluded or limited by the Property Coverage Form. Specified Cause of Loss means the following: fire; lightning; explosion; windstorm or hail; smoke; aircraft or vehicles; riot or civil commotion; vandalism; leakage from fire extinguishing equipment; sinkhole collapse; volcanic action; falling objects; weight of snow; ice or sleet; water damage; and equipment breakdown.
- **SCADA Upgrades:**  
Pays up to \$100,000 to upgrade your scheduled SCADA system after direct physical loss from a Covered Cause of Loss. The upgrade is in addition to its replacement cost. SCADA means the Supervisory Control and Data Acquisition system used in water and wastewater treatment and distribution to monitor leaks, waterflow, water analysis, and other measurable items necessary to maintain operations.
- **Contract Penalties:**  
Pays up to \$100,000 for contract penalties you are required to pay due to your failure to deliver your product according to contract terms solely as a result of direct physical loss or damage by a Covered Cause of Loss to Covered Property.
- **Contamination:**  
Pays up to \$100,000 for loss or damage to covered property because of contamination as a result of a Covered Cause of Loss. Contamination means direct damage to real property and business personal property caused by contact or mixture with ammonia, chlorine, or any chemical used in the water and / or wastewater treatment process.
- **Property In Transit:**  
Pays up to \$100,000 for direct physical loss or damage to covered property while in transit more than 1000 feet from the described premises. Shipments by mail must be registered for covered to apply. Electronic data processing property and fine arts are excluded.
- **Unintentional Errors:**  
Pays up to \$100,000 for any unintentional error or omission you make in determining or reporting values or in describing the covered property or covered locations.

INSURED: Yucaipa Valley Water District  
EFFECTIVE DATE: 7/1/2018

DISCLAIMER: Actual coverage is subject to the language of the policies as issued. Your issued policy may contain limits, exclusions, and limitations that are not detailed in this proposal.



## KEY DEFINITIONS

- **Real Property:**

The buildings, items or structures described in the Declarations that you own or that you have leased or rented from others in which you have an insurable interest. This includes:

  - ✦ Aboveground piping;
  - ✦ Aboveground and belowground penstock;
  - ✦ Additions under construction;
  - ✦ Alterations and repairs to the buildings or structures;
  - ✦ Buildings;
  - ✦ Business personal property owned by you that is used to maintain or service the real property or structure or its premises, including fire-extinguishing equipment; outdoor furniture, floor coverings and appliances used for refrigerating, ventilating, cooking, dishwashing or laundering;
  - ✦ Completed additions;
  - ✦ Exterior signs, meaning neon, automatic, mechanical, electric or other signs either attached to the outside of a building or structure, or standing free in the open;
  - ✦ Fixtures, including outdoor fixtures;
  - ✦ Glass which is part of a building or structure;
  - ✦ Light standards;
  - ✦ Materials, equipment, supplies and temporary structures you own or for which you are responsible, on the premises or in the open (including property inside vehicles) within 1000 feet of the premises, used for making additions, alterations or repairs to buildings or structures at the premises;
  - ✦ Paved surfaces such as sidewalks, patios or parking lots;
  - ✦ Permanently installed machinery and equipment;
  - ✦ Permanent storage tanks;
  - ✦ Solar panels;
  - ✦ Submersible pumps, pump motors and engines;
  - ✦ Underground piping located on or within 1000 feet of premises described in the Declarations;
  - ✦ Underground vaults and machinery.
  
- **Business Personal Property:**

The property you own that is used in your business including:

  - ✦ Furniture and fixtures;
  - ✦ Machinery and equipment;
  - ✦ Computer equipment;
  - ✦ Communication equipment;
  - ✦ Labor materials or services furnished or arranged by you on personal property of others;
  - ✦ Stock;
  - ✦ Your use interest as tenant in improvements and betterments.
  - ✦ Leased personal property for which you have a contractual responsibility to insure.
  
- **Pollution Conditions:**

The discharge, dispersal, release, seepage, migration, or escape of any solid, liquid, gaseous or thermal irritant or contaminant, including smoke, vapor, soot, fumes, acids, alkalis, chemicals, minerals, chemical elements and waste. Waste includes materials to be recycled, reconditioned or reclaimed.

INSURED: Yucaipa Valley Water District  
EFFECTIVE DATE: 7/1/2018

DISCLAIMER: Actual coverage is subject to the language of the policies as issued. Your issued policy may contain limits, exclusions, and limitations that are not detailed in this proposal.



#### KEY DEFINITIONS *(continued)*

- **Remediation Expenses:**  
Expenses incurred for or in connection with the investigation, monitoring, removal, disposal, treatment, or neutralization of pollution conditions to the extent required by: (1) Federal, state or local laws, regulations or statutes, or any subsequent amendments thereof enacted to address pollution conditions; and (2) a legally executed state voluntary program governing the cleanup of "pollution conditions."
- **Outdoor Property:**  
Fixed or permanent structures that are outside covered real property including but not limited to:

  - ✦ Historical markers or flagpoles;
  - ✦ Sirens, antennas, towers, satellite dishes, or similar structures and their associated equipment;
  - ✦ Exterior signs not located at a premises;
  - ✦ Fences or retaining walls;
  - ✦ Storage sheds, garages, pavilions or other similar buildings or structures not located at a premises;
  - ✦ Dumpsters, concrete trash containers, or permanent recycling bins;
  - ✦ Hydrants; or
  - ✦ Electric utility power transmission and distribution lines and related equipment owned by the insured.
- **Equipment Breakdown:**  
Direct damage to mechanical, electrical or pressure systems as follows:

  - ✦ Mechanical breakdown including rupture or bursting caused by centrifugal force;
  - ✦ Artificially generated electrical current, including electrical arcing, that disturbs electrical devices, appliances or wires;
  - ✦ Explosion of steam boilers, steam piping, steam engines or steam turbines owned or leased by you, or operated under your control;
  - ✦ Loss or damage to steam boilers, steam pipes, steam engines or steam turbines; or
  - ✦ Loss or damage to hot water boilers or other water heating equipment;
  - ✦ If covered electrical equipment requires drying out as a result of a flood, we will pay for the direct expenses for such drying out.
  - ✦ None of the following are covered objects as respects to equipment breakdown:
    - a. Insulating or refractory material;
    - b. Buried vessel or piping;
    - c. Sewer piping, piping forming a part of a fire protection system or water piping other than:
      - (1) Feed water piping between any boiler and its feed pump or injector;
      - (2) Boiler condensate return piping; or
      - (3) Water piping forming a part of refrigerating and air conditioning vessels and piping used for cooling, humidifying or space heating purposes;
    - d. Structure, foundation, cabinet or compartment containing the object;
    - e. Power shovel, dragline, excavator, vehicle, aircraft, floating vessel or structure, penstock, draft tube or well-casing;
    - f. Conveyor, crane, elevator, escalator or hoist, but not excluding any electrical machine or electrical apparatus mounted on or used with this equipment; and
    - g. Felt, wire, screen, die, extrusion, late, swing hammer, grinding disc, cutting blade, cable chain, belt, rope, clutch late, brake pad, non-metallic part or any part or tool subject to frequent, periodic replacement.

INSURED: Yucaipa Valley Water District

EFFECTIVE DATE: 7/1/2018

DISCLAIMER: Actual coverage is subject to the language of the policies as issued. Your issued policy may contain limits, exclusions, and limitations that are not detailed in this proposal.



**PROPERTY SUBLIMITS:**

Coverage	Limit
Accounts Receivable	\$500,000
Valuable Papers and Records	\$500,000
Contamination	\$100,000
Tools and Equipment Owned by Your Employees	\$5,000
Personal Effects and Property of Others	\$5,000
Outdoor Property (unscheduled)	\$25,000
New Locations or Newly Constructed Property	\$1,000,000
Business Personal Property at New Locations	\$1,000,000
Utility Services - Direct Damage	\$250,000
Utility Services – Business Income and Extra Expense	\$250,000
Dependent Business Premises	\$250,000
Property at Other Locations	\$250,000
Pollution Remediation Expense (specified cause of loss)	\$250,000
Pollution Remediation Expense (covered cause of loss)	\$100,000
Contract Penalties	\$100,000
SCADA Upgrades	\$100,000
Property in Transit	\$100,000
Backup/Overflow of Water from Sewer, Drain, Sump	\$100,000
Fine Arts	\$25,000
Limited Coverage for "Fungus", Wet Rot or Dry Rot	\$25,000
Trees, Shrubs & Plants (maximum \$1,000 any one item)	\$25,000
Indoor and Outdoor Signs (unscheduled)	\$25,000
Arson Reward	\$10,000
Fire Department Service Charge	\$5,000
Non-Owned Detached Trailers	\$5,000
Cost of Inventory or Adjustment	\$5,000
Patterns, Dies, Molds, Forms	\$2,500
Fire Protection Devices	\$2,500
Debris Removal	25% of scheduled limit
Ordinance or Law Provision	25% of scheduled limit

**NOTES:**

Premium is calculated from attached property schedule; review property schedule for coverage and limit adequacy.

**Earthquake and Flood coverages are excluded.**

**INSURED:** Yucaipa Valley Water District  
**EFFECTIVE DATE:** 7/1/2018

**DISCLAIMER:** Actual coverage is subject to the language of the policies as issued. Your issued policy may contain limits, exclusions, and limitations that are not detailed in this proposal.

**SECTION 2. COMMERCIAL CRIME\***

**\*IS THIS SECTION INCLUDED IN THE PROPOSAL? Yes**

**CARRIER:**

- Allied World Assurance Company or affiliate
- A XV (Excellent) A.M. Best Rating

**FORM:**

- Proprietary
- Integrated

**RATING BASIS:**

- On file with underwriter
- Non auditable

**LIMITS:**

EMPLOYEE THEFT	FORGERY OR ALTERATION	INSIDE THE PREMISES Theft of Money and Securities	INSIDE THE PREMISES Robbery or Safe Burglary or Other Property	OUTSIDE THE PREMISES	COMPUTER FRAUD	FUNDS TRANSFER FRAUD	MONEY ORDERS & COUNTERFEIT PAPER CURRENCY
\$250,000	\$250,000	\$250,000	\$5,000	\$250,000	\$100,000	\$100,000	\$100,000

**DEDUCTIBLE:**

\$1,000 each claim

**DESIGNATED EMPLOYEE BENEFIT PLAN(S):**

**POLICY HIGHLIGHTS:**

- Separate Limits Apply to Each Coverage
- Coverage Extended to Directors and Authorized Volunteers
- Faithful Performance

**NOTES:**

INSURED: Yucaipa Valley Water District

EFFECTIVE DATE: 7/1/2018

DISCLAIMER: Actual coverage is subject to the language of the policies as issued. Your issued policy may contain limits, exclusions, and limitations that are not detailed in this proposal.



### SECTION 3. COMMERCIAL GENERAL LIABILITY\*

\*IS SECTION INCLUDED IN THE PROPOSAL? Yes

**CARRIER:**

- Allied World Assurance Company or affiliate
- A XV (Excellent) A.M. Best Rating

**FORM:**

- Occurrence
- Proprietary

**RATING BASIS:**

- On file with underwriter
- Non auditable

**LIMITS:**

Per Occurrence	\$1,000,000
General Aggregate	\$3,000,000
Products & Completed Operations Aggregate	\$3,000,000
Personal & Advertising Injury Limit	\$1,000,000
Damage to Premises Rented to You	\$1,000,000
Medical Payments	\$10,000

**DEDUCTIBLE:**

N/A

**POLICY HIGHLIGHTS:**

- Duty to Defend
- Broad Definition of Insured
- Fellow Employee
- Per Location Aggregate
- Blanket Additional Insured Endorsement

**OPTIONAL COVERAGES INCLUDED IN QUOTE:**

INSURED: Yucaipa Valley Water District

EFFECTIVE DATE: 7/1/2018

DISCLAIMER: Actual coverage is subject to the language of the policies as issued. Your issued policy may contain limits, exclusions, and limitations that are not detailed in this proposal.

**SPECIAL COVERAGES:**

- **Water & Wastewater Testing Errors & Omissions:**  
Coverage is provided for damages arising out of an act, error or omission which arises from your water or wastewater testing.
- **Failure To Supply:**  
Coverage is provided for bodily injury or property damage arising out of the failure of any insured to adequately supply water.
- **Waterborne Asbestos:**  
Coverage is provided for bodily injury or property damage from waterborne asbestos arising out of potable water which is provided by you to others.
- **Contractual Liability - Railroads:**  
Coverage is provided for any contract or agreement that indemnifies a railroad for bodily injury or property damage arising out of construction or demolition operations, within 50 feet of any railroad property and affecting any railroad bridge or trestle, tracks, road-beds, tunnel, underpass or crossing.
- **Pollution:**  
Coverage is provided for bodily injury or property damage which occurs or takes place as a result of your operations and arises out of the following:
  - Potable water which you supply to others;
  - Chemicals you use in your water or wastewater treatment process;
  - Natural gas or propane gas you use in your water or wastewater treatment process;
  - Urgent response for the protection of property, human life, health or safety conducted away from premises owned by or rented to or regularly occupied by you;
  - Your application of pesticide or herbicide chemicals if such application meets all standards of any statute, ordinance, regulation or license requirement of any federal, state or local government;
  - Smoke drift from controlled or prescribed burning that has been authorized and permitted by an appropriate regulatory agency.
  - Fuels, lubricants or other operating fluids needed to perform the normal electrical, hydraulic or mechanical functions necessary for the operation of mobile equipment or its parts
  - Escape or back-up of sewage or waste water from any sewage treatment facility or fixed conduit or piping that you own, operate, lease, control or for which you have the right of way, but only if property damage occurs away from land you own or lease.
  - Sudden and accidental events that are neither expected nor intended by an Insured. However, no coverage is provided under this exception for petroleum underground storage tanks.

**NOTES:**

INSURED: Yucaipa Valley Water District  
EFFECTIVE DATE: 7/1/2018

DISCLAIMER: Actual coverage is subject to the language of the policies as issued. Your issued policy may contain limits, exclusions, and limitations that are not detailed in this proposal.

**SECTION 4. PUBLIC OFFICIALS & MANAGEMENT LIABILITY\***

**\*IS THIS SECTION INCLUDED IN THE PROPOSAL? Yes**

**CARRIER:**

- Allied World Assurance Company or affiliate
- A XV (Excellent) A.M. Best Rating

**FORM:**

- Occurrence

**DEFENSE COSTS:**

- Outside the Limits of Liability

**LIMITS:**

Wrongful Acts	\$1,000,000	per act
Employment Practices <i>(including third party discrimination)</i>	\$1,000,000	per offense
Employee Benefit Plans	\$1,000,000	per offense
Injunctive Relief	\$5,000	per act
	\$3,000,000	aggregate limit

**PRIVACY LIABILITY AND NETWORK RISK<sup>1</sup>:**

Privacy & Network Security Wrongful Acts	\$1,000,000	per act
Breach Consultation Services	\$50,000	per act
Breach Response Services	\$50,000	per act
Public Relations & Data Forensics	\$50,000	per act

<sup>1</sup>Coverage provided for Privacy Liability & Network Risk Coverage is issued on a claims made basis with defense inside the limit of liability. Privacy Retroactive Date: 7/1/12. Privacy Deductible: \$1,000.

**SPECIAL COVERAGES:**

- Inverse Condemnation: Yes

**DEDUCTIBLE**

\$2,500 each claim including expenses

**RETROACTIVE DATE:**

**POLICY HIGHLIGHTS:**

- Duty To Defend
- Broad Definition of Named Insured including Past and Future Employees
- Outside Directorship
- Punitive Damages are Covered Where Insurable by Law
- No Intentional Acts, Assault & Battery or Bodily Injury Exclusions

**NOTES:**

**EPLI deductible - \$2,500 deductible each claim including expenses.**

**INSURED:** Yucaipa Valley Water District

**EFFECTIVE DATE:** 7/1/2018

**DISCLAIMER:** Actual coverage is subject to the language of the policies as issued. Your issued policy may contain limits, exclusions, and limitations that are not detailed in this proposal.



**SECTION 5. BUSINESS AUTO\***

**\*IS THIS SECTION IS INCLUDED IN THE PROPOSAL? Yes**

**CARRIER:**

- Allied World Assurance Company or affiliate
- A XV (Excellent) A.M. Best Rating

**FORM:**

- ISO Business Auto

**PORTFOLIO:**

	Symbol	Limit
Combined Single Limit for Bodily Injury & Property Damage (each accident)	1	\$1,000,000
Hired Auto Liability	8	\$1,000,000
Non-Owned Auto Liability	9	\$1,000,000
"No-Fault" or Statutory Personal Injury Protection (each person)	No Coverage	N/A
Medical Payments	2	\$5,000
Uninsured / Underinsured Motorists	2	\$1,000,000
Hired Physical Damage	8	\$50,000
Owned Physical Damage – Comprehensive	2	ACV
Owned Physical Damage – Collision	2	ACV

**DEDUCTIBLE:**

Liability: None  
 Comprehensive: \$500  
 Collision: \$500

**NOTES:**

Please refer to Auto terms provided for per unit coverage. Auto terms per new Vehicle scheduled received from insured.

INSURED: Yucaipa Valley Water District  
 EFFECTIVE DATE: 7/1/2018

DISCLAIMER: Actual coverage is subject to the language of the policies as issued. Your issued policy may contain limits, exclusions, and limitations that are not detailed in this proposal.

**SECTION 6. COMMERCIAL EXCESS LIABILITY\***

**\*IS THIS SECTION IS INCLUDED IN THE PROPOSAL? Yes**

**CARRIER:**

- Allied World Assurance Company or affiliate
- A XV (Excellent) A.M. Best Rating

**FORM:**

- Proprietary
- Following Form

**LIMITS:**

\$5,000,000 / \$5,000,000

**RATING BASIS:**

- On file with underwriter
- Non auditable

**SCHEDULED UNDERLYING POLICIES:**

Commercial General Liability - Yes  
 Hired and Non-Owned Auto Liability - Yes  
 Public Officials & Management Liability - Yes  
 Wrongful Acts - Yes  
 Employment Practices - Yes  
 Employee Benefit Plans - Yes  
 Owned Auto Liability - Yes  
 Employer's Liability (minimum underlying limit requirement of \$500,000 / \$500,000 / \$500,000) - No  
 Other:

**NOTABLE EXCLUSION:**

- Workers' Compensation

**NOTES:**

Employers' Liability subject to Allied World security requirements.  
 Please provide current WC declaration page for EL consideration in Excess.

INSURED: Yucaipa Valley Water District  
 EFFECTIVE DATE: 7/1/2018

DISCLAIMER: Actual coverage is subject to the language of the policies as issued. Your issued policy may contain limits, exclusions, and limitations that are not detailed in this proposal.

**POLICYHOLDER DISCLOSURE  
NOTICE OF TERRORISM  
INSURANCE COVERAGE**

You are hereby notified that under the Terrorism Risk Insurance Act, as amended via the Program Reauthorization Act of 2015, that you have a right to purchase insurance coverage for losses resulting from acts of terrorism, as defined in Section 102(1) of the Act. The term "act of terrorism" means any act that is certified by the Secretary of the Treasury – in consultation with the Secretary of Homeland Security, and the United States Attorney General—to be an act of terrorism; to be a violent act or an act that is dangerous to human life, property or infrastructure; to have resulted in damage within the United States, or outside the United States in the case of certain air carriers or vessels or the premises of a United States mission; and to have been committed by an individual or individuals as part of an effort to coerce the civilian population of the United States or to influence the policy or affect the conduct of the United States Government by coercion.

YOU SHOULD KNOW THAT WHERE COVERAGE IS PROVIDED BY THIS POLICY FOR LOSSES RESULTING FROM CERTIFIED ACTS OF TERRORISM SUCH LOSSES MAY BE PARTIALLY REIMBURSED BY THE UNITED STATES GOVERNMENT UNDER A FORMULA ESTABLISHED BY FEDERAL LAW. HOWEVER, YOUR POLICY MAY CONTAIN OTHER EXCLUSIONS WHICH MIGHT AFFECT YOUR COVERAGE, SUCH AS EXCLUSION FOR NUCLEAR EVENTS. UNDER THIS FORMULA, THE UNITED STATES GOVERNMENT GENERALLY REIMBURSES [85% THROUGH 2015; 84% BEGINNING ON JANUARY 1, 2016; 83% BEGINNING ON JANUARY 1, 2017; 82% BEGINNING ON JANUARY 1, 2018; 81% BEGINNING ON JANUARY 1, 2019 AND 80% BEGINNING ON JANUARY 1, 2020] OF COVERED TERRORISM LOSSES EXCEEDING THE STATUTORILY ESTABLISHED DEDUCTIBLE PAID BY THE INSURANCE COMPANY PROVIDING THE COVERAGE. THE PREMIUM CHARGED FOR THIS COVERAGE IS PROVIDED BELOW AND DOES NOT INCLUDE ANY CHARGES FOR THE PORTION OF LOSS COVERED BY THE FEDERAL GOVERNMENT UNDER THE ACT.

YOU SHOULD ALSO KNOW THAT THE TERRORISM RISK INSURANCE ACT, AS AMENDED, CONTAINS A \$100 BILLION CAP THAT LIMITS U.S. GOVERNMENT REIMBURSEMENT AS WELL AS INSURERS' LIABILITY FOR LOSSES RESULTING FROM CERTIFIED ACTS OF TERRORISM WHEN THE AMOUNT OF SUCH LOSSES IN ANY ONE CALENDAR YEAR EXCEEDS \$100 BILLION. IF THE AGGREGATE INSURED LOSSES FOR ALL INSURERS EXCEED \$100 BILLION, YOUR COVERAGE MAY BE REDUCED.

**Acceptance or Rejection of Terrorism Insurance Coverage**

	I hereby elect to purchase terrorism coverage for a prospective premium of \$1,210.00
	I hereby decline to purchase terrorism coverage for certified acts of terrorism. I understand that I will have no coverage for losses resulting from certified acts of terrorism.

Policyholder/Applicant's Signature  <b>Yucaipa Valley Water District</b>	Insurance Company  <b>Allied World Specialty Insurance Company</b>
Print Name	Policy Number
Date	

IL U 001 09 03

## CALIFORNIA UNINSURED MOTORISTS COVERAGE SELECTION/REJECTION

<b>Applicant/Named Insured:</b> Yucaipa Valley Water District
<b>Company:</b> Allied World Specialty Insurance Company

California law permits you to make certain decisions regarding Uninsured Motorists Coverage. This document describes this coverage and the options available.

You should read this document carefully and contact us or your agent if you have any questions regarding Uninsured Motorists Coverage and your options with respect to this coverage.

This document includes general descriptions of coverage. However, no coverage is provided by this document. You should read your policy and review your Declarations Page(s) and/or Schedule(s) for complete information on the coverages you are provided.

### A. Mandatory Offer Of Bodily Injury Uninsured Motorists Coverage

Please indicate your choices by initialing next to the appropriate item(s) below.

#### 1. Selection Of Bodily Injury Uninsured Motorists Coverage

(Initials)  _____	I select Bodily Injury Uninsured Motorists Coverage at limits equal to the limits of my Bodily Injury Liability Coverage (split limits) or Combined Single Limit for Liability Coverage.
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#### 2. Rejection Of Bodily Injury Uninsured Motorists Coverage

The California Insurance Code requires that we provide you with the following information:

"The California Insurance Code requires an insurer to provide uninsured motorists coverage in each bodily injury liability insurance policy it issues covering liability arising out of the ownership, maintenance, or use of a motor vehicle. Those provisions also permit the insurer and the applicant to delete the coverage completely or to delete the coverage when a motor vehicle is operated by a natural person or persons designated by name. Uninsured motorists coverage insures the insured, his or her heirs, or legal representatives for all sums within the limits established by law, which the person or persons are legally entitled to recover as damages for bodily injury, including any resulting sickness, disease, or death, to the insured from the owner or operator of an uninsured motor vehicle not owned or operated by the insured or a resident of the same household. An uninsured motor vehicle includes an underinsured motor vehicle as defined in subdivision (p) of Section 11580.2 of the Insurance Code".

<b>(Initials)</b> _____	<b>I reject Bodily Injury Uninsured Motorists Coverage entirely.</b>
_____	<b>I delete Bodily Injury Uninsured Motorists Coverage only with respect to the following individuals:</b>
	<b>(Name of Excluded Driver(s))</b> _____ _____

**3. Lower Limit(s) For Bodily Injury Uninsured Motorists Coverage**

The California Insurance Code requires that we provide you with the following information:

"The California Insurance Code requires an insurer to provide uninsured motorists coverage in each bodily injury liability insurance policy it issues covering liability arising out of the ownership, maintenance, or use of a motor vehicle. Those provisions also permit the insurer and the applicant to agree to provide the coverage in an amount less than that required by subdivision (m) of Section 11580.2 of the Insurance Code but not less than the financial responsibility requirements. Uninsured motorists coverage insures the insured, his or her heirs, or legal representatives for all sums within the limits established by law, which the person or persons are legally entitled to recover as damages for bodily injury, including any resulting sickness, disease, or death, to the insured from the owner or operator of an uninsured motor vehicle not owned or operated by the insured or a resident of the same household. An uninsured motor vehicle includes an underinsured motor vehicle as defined in subdivision (p) of Section 11580.2 of the Insurance Code".



(Initials) \_\_\_\_\_ I reject Bodily Injury Uninsured Motorists Coverage at limits equal to my Bodily Injury Liability Coverage (split limits) or Combined Single Limit for Liability Coverage and I select the following lower limits.

(Choose one):

(Initials)	Split Limits	OR	(Initials)	Combined Single Limit
_____	\$ 15,000/30,000		_____	\$ 30,000
_____	20,000/40,000		_____	40,000
_____	25,000/50,000		_____	50,000
_____	30,000/60,000		_____	60,000
_____	50,000/100,000		_____	100,000
_____	100,000/300,000		_____	250,000
_____	250,000/500,000		_____	300,000
_____	500,000/1,000,000		_____	500,000
_____	\$ _____ (Other)		_____	1,000,000
			_____	\$ _____ (Other)

**B. Mandatory Offer Of Property Damage Uninsured Motorists Coverage**

Uninsured Motorists Coverage may also include Property Damage Uninsured Motorists Coverage. Property Damage Uninsured Motorists Coverage provides insurance protection to an insured for compensatory damages for injury to or destruction of a covered auto caused by an automobile accident which an insured is legally entitled to recover from the owner or operator of certain types of uninsured motor vehicles. However, Property Damage Uninsured Motorists Coverage is available only:

1. If you have not rejected Bodily Injury Uninsured Motorists Coverage; and
2. For autos for which you have not purchased Collision Coverage.

Please indicate your choices by initialing next to the appropriate item(s) below.

<p>(Initials)</p> <hr/>	<p>I select Property Damage Uninsured Motorists Coverage at a limit of \$3,500 for each accident for the following vehicle(s):</p> <p>(Specify Year/Make/Model)</p> <hr/> <hr/> <hr/>
<p>(Initials)</p> <hr/> <hr/>	<p>I reject Property Damage Uninsured Motorists Coverage entirely.</p> <p>I delete Property Damage Uninsured Motorists Coverage only with respect to the following individuals:</p> <p>(Name of Excluded Driver(s))</p> <hr/> <hr/>

\_\_\_\_\_  
Applicant's/Named Insured's Signature

\_\_\_\_\_  
Date



## Director Memorandum 18-089

**Date:** June 19, 2018

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

**Subject:** Presentation of the Unaudited Financial Report for the Period Ending on May 31, 2018

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

The following unaudited financial report has been prepared by the Administrative Department for your review. The report has been divided into 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.

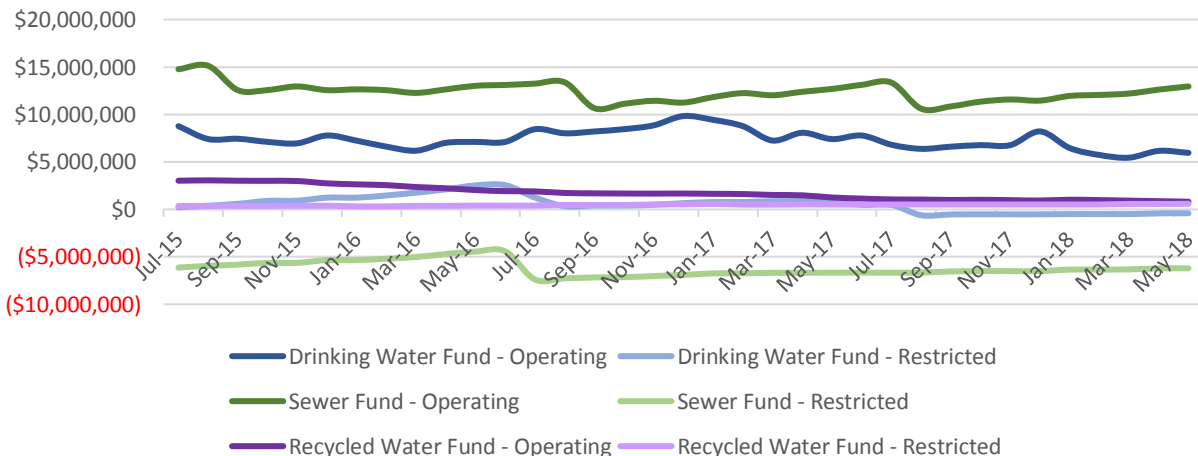
### Cash Fund Balance and Cash Flow Reports

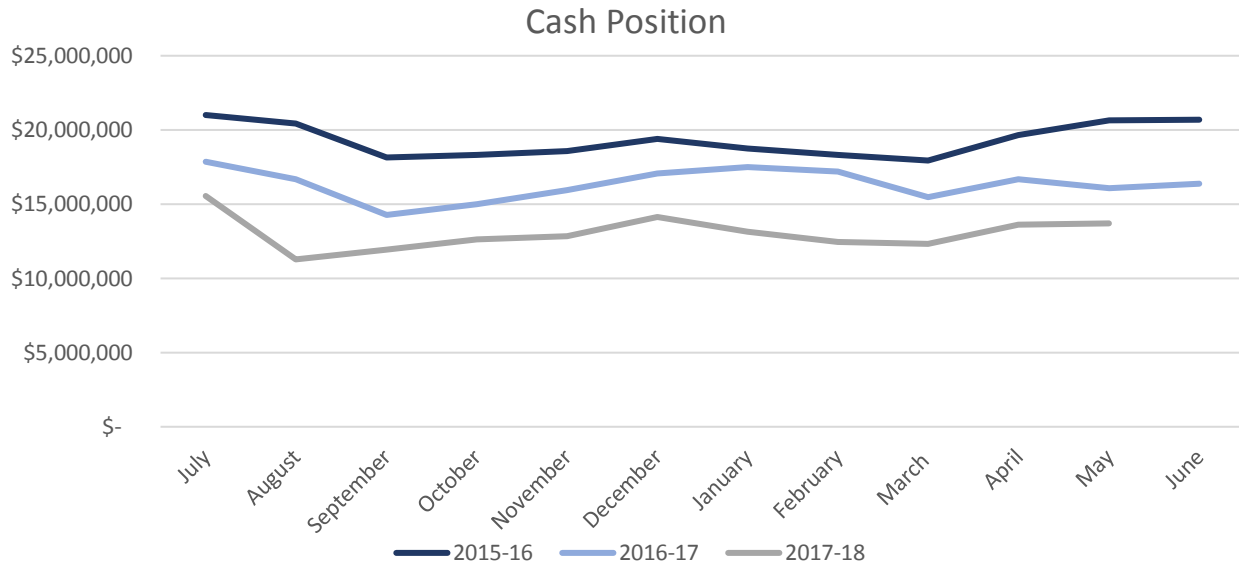
[Detailed information can be found on page 7 to 8 of 25]

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	\$ 5,954,932.63	\$ (404,728.00)	\$ 5,550,204.63
Sewer Division	\$ 12,956,524.55	\$ (6,206,174.61)	\$ 6,750,524.55
Recycled Water Division	\$ 811,898.18	\$ 592,031.41	\$ 1,403,929.59
<b>Total</b>	<b>\$ 19,723,355.36</b>	<b>\$ (6,018,871.20)</b>	<b>\$ 13,704,484.16</b>

Fund Balance





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.

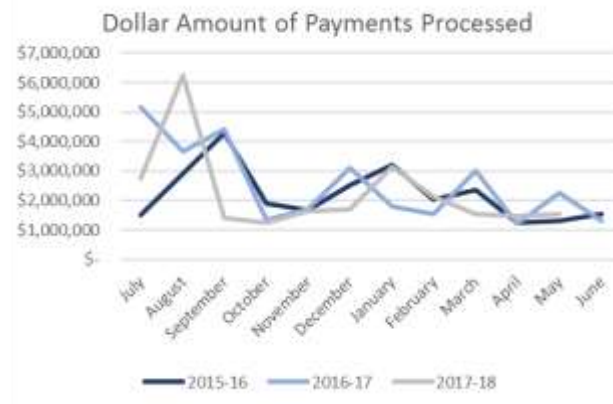
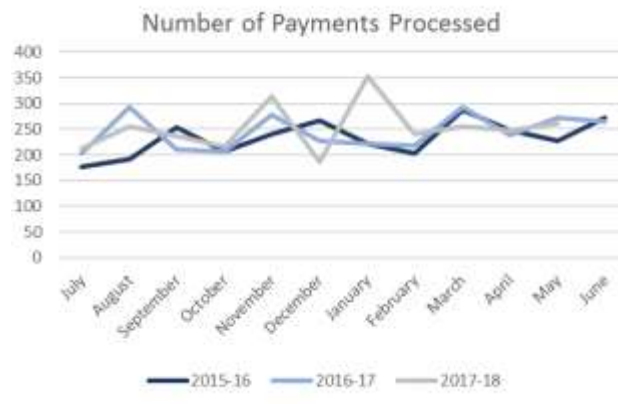
The Cash Flow Report provides a list of the debt service payment due dates and amounts as well as the cash flow requirements for debt service for each month of the fiscal year.

### Cash Disbursement Report

[Detailed information can be found on pages 9 to 14 of 25]

The cash disbursement report lists each check and electronic payment processed during the month of May 2018. 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	250	\$ 1,254,217.82
Electronic Payments	11	\$ 295,418.24
<b>Total</b>	<b>261</b>	<b>\$ 1,549,636.06</b>



**Financial Account Information**

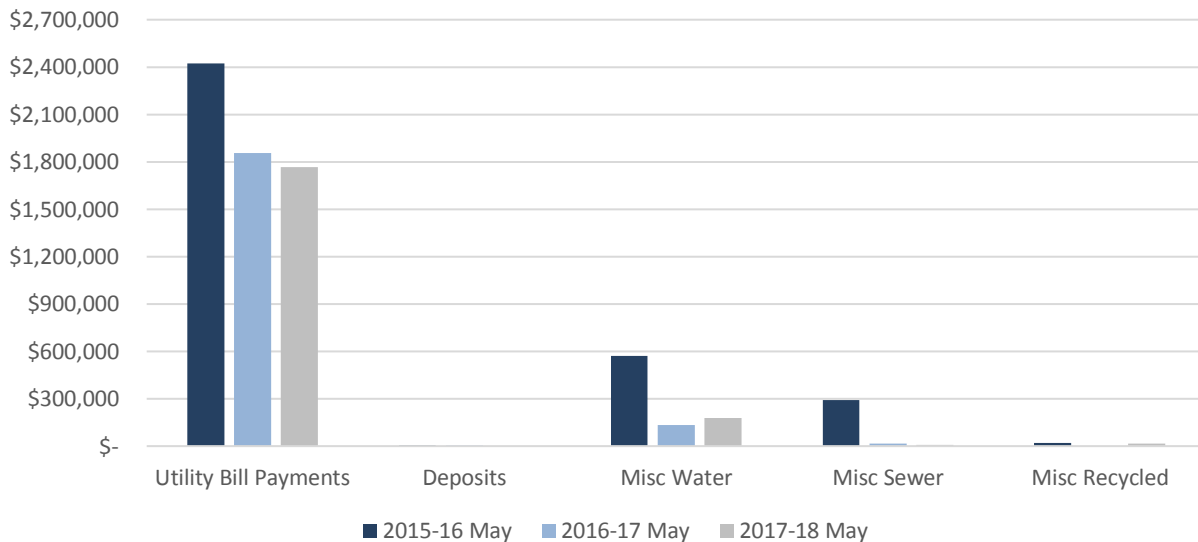
The District currently deposits all revenue received into the Deposit Checking account. The General Checking account is used as a sole processing account for all District checks and electronic payroll. The Investment Checking account is used for the purchase and redemption of US treasury notes and bills 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	\$ 1,766,439.85
Deposits	\$ 0
Misc. Water Related Activities	\$ 180,110.42
Misc. Sewer Related Activities	\$ 9,027.81
Misc. Recycled Related Activities	\$ 17,907.69
<b>Total</b>	<b>\$ 1,973,485.77</b>

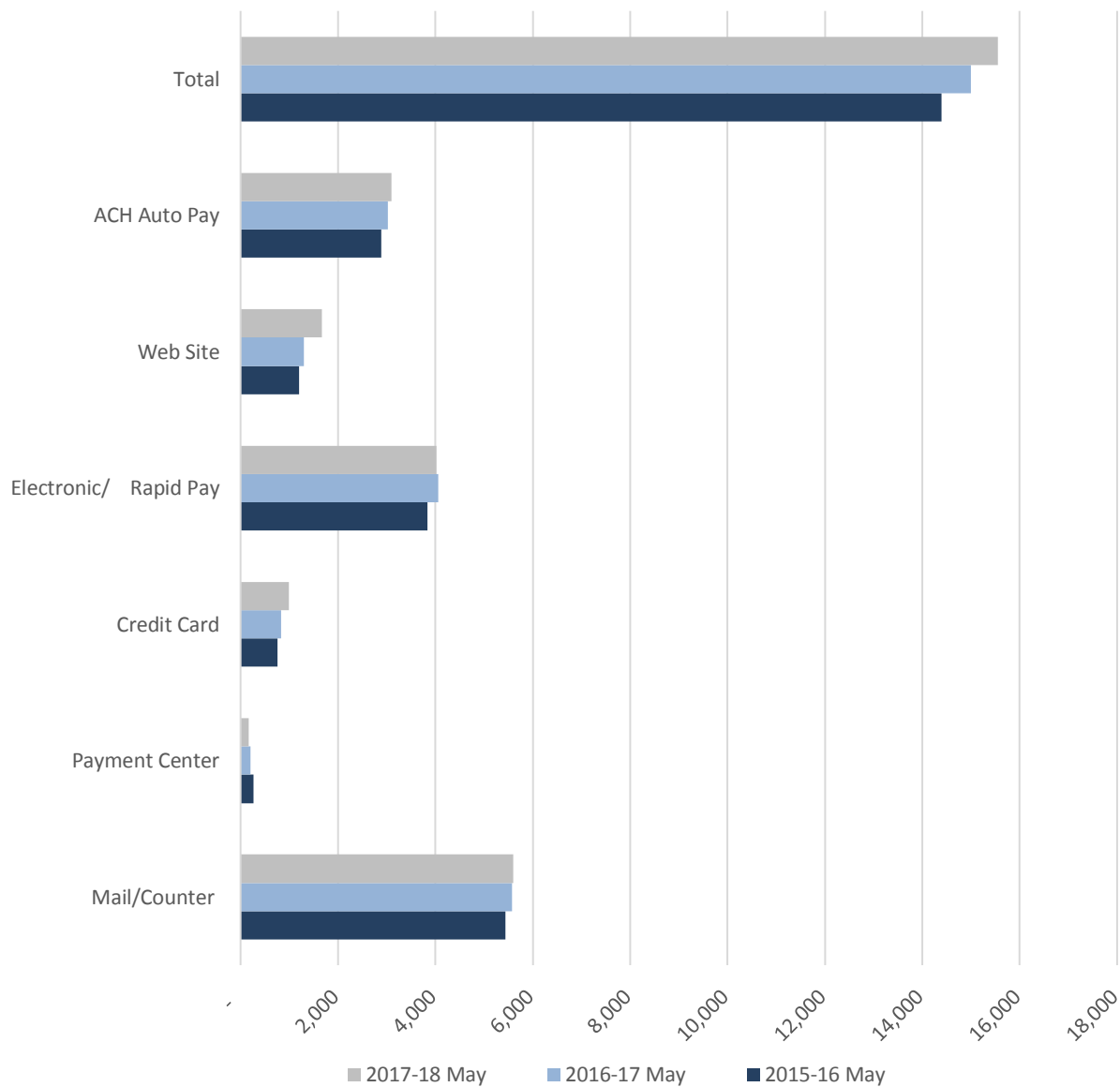
Monthly Revenue Allocation



Summary of Utility Bill Payments:

Payment Method	Number of Payments	% of Total Received
Mail/Counter	5,593	35.97%
Payment Center	162	1.04%
Credit Card	995	6.40%
Electronic Rapid Pay	4,026	25.89%
Web Site	1,670	10.74%
ACH Auto Pay	3,102	19.95%
<b>Total</b>	<b>15,548</b>	<b>100.00%</b>

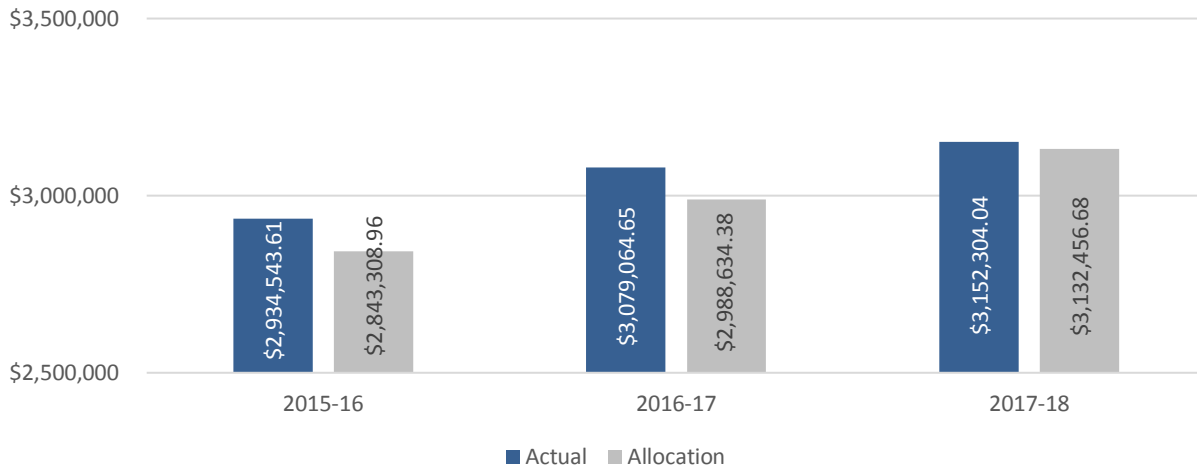
Type of Payments



Summary of Property Tax Revenue:

Current Month	Year-to-Date	Allocation Amount*	Percentage
Property Taxes	\$3,152,304.04	\$ 3,132,456.68	100.63%

Property Taxes - Actual vs. Allocation



**Investment Summary**

[Detailed information can be found on pages 15 to 16 of 25]

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 17 to 25 of 25]

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 May 31, 2018 (81% of Budget Cycle)</b>				
<b>Division</b>	<b>Current Month</b>	<b>Year-to-Date</b>	<b>Budget Amount</b>	<b>Percentage</b>
Water	\$ 1,015,916	\$ 11,449,839	\$ 13,936,171	82.16%
Sewer	\$ 970,437	\$ 10,205,989	\$ 12,135,640	84.10%
Recycled Water	\$ 46,111	\$ 594,601	\$ 813,795	73.07%
<b>District Revenue</b>	<b>\$ 2,032,464</b>	<b>\$ 22,250,429</b>	<b>\$ 26,885,606</b>	<b>82.76%</b>

<b>Summary of Water Budget vs. Expenses</b>				
<b>As of May 31, 2018 (81% 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	\$ 243,540	\$ 4,798,837	\$ 5,370,600	89.35%
Public Works	\$ 236,190	\$ 2,405,457	\$ 2,550,488	94.31%
Administration	\$ 313,552	\$ 3,473,835	\$ 3,719,418	93.40%
Long Term Debt	\$ -	\$ 2,293,913	\$ 2,294,665	99.97%
Asset Acquisition	\$ -	\$ -	\$ -	0.00%
<b>TOTAL</b>	<b>\$ 793,282</b>	<b>\$ 12,972,042</b>	<b>\$ 13,935,171</b>	<b>93.09%</b>

<b>Summary of Sewer Budget vs. Expenses</b>				
<b>As of May 31, 2018 (81% of Budget Cycle)</b>				
<b>Department</b>	<b>Current Month</b>	<b>Year-to-Date</b>	<b>Budget Amount</b>	<b>Percentage</b>
Treatment	\$ 239,626	\$ 3,694,383	\$ 3,930,743	93.99%
Administration	\$ 230,974	\$ 2,923,232	\$ 3,246,153	90.05%
Environmental Control	\$ 67,908	\$ 937,032	\$ 1,124,463	83.33%
Long Term Debt	\$ -	\$ 3,833,694	\$ 3,834,281	99.98%
Asset Acquisition	\$ -	\$ -	\$ -	0.00%
<b>TOTAL</b>	<b>\$ 538,508</b>	<b>\$ 11,388,341</b>	<b>\$ 12,135,640</b>	<b>93.84%</b>

<b>Summary of Recycled Water Budget vs. Expenses</b>				
<b>As of May 31, 2018 (81% of Budget Cycle)</b>				
<b>Department</b>	<b>Current Month</b>	<b>Year-to-Date</b>	<b>Budget Amount</b>	<b>Percentage</b>
Administration	\$ 64,454	\$ 849,178	\$ 813,795	104.35%
<b>TOTAL</b>	<b>\$ 64,454</b>	<b>\$ 849,178</b>	<b>\$ 813,795</b>	<b>104.35%</b>

<b>District Expenses</b>	<b>\$ 1,396,244</b>	<b>\$ 25,209,561</b>	<b>\$ 26,884,606</b>	<b>93.77%</b>
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*Note: Budget amounts for certain categories were updated in November and April as a result of the budget adjustments that were approved by the Board.*



## Cash Fund Balance Report - May 2018

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	\$ (3,524,033.01)
	*FCC - Future YVRWFF Phase II & III	02-10403	\$ 428,605.82
	*FCC - Recycled System	02-10410	\$ (850,911.32)
	*FCC - Booster Pumping Plants	02-10411	\$ 704,080.77
	*FCC - Pipeline Facilities	02-10412	\$ 149,188.04
	*FCC - Water Storage Reservoirs	02-10413	\$ 2,314,786.54
Operating	Depreciation Reserves	02-10310	\$ 629,427.17
	Infrastructure Reserves	02-10311	\$ 3,839,383.00
	Sustainability Fund	02-10313	\$ 117,821.16
	Rate Stabilization Fund	02-10314	\$ 500,209.14
	Imported Water Fund - MUNI	02-10315	\$ 436,995.68
	Imported Water Fund - SGPWA	02-10316	\$ 763,167.05
	Operating Funds:		\$ (332,070.57)
<b>Total Water Division</b>			<b>\$ 5,550,204.63</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	\$ 1,853,788.79
	*FCC - Future WWTP Expansion	03-10407	\$ 1,437,749.51
	*FCC - Sewer Interceptors	03-10415	\$ (786,972.26)
	*FCC - Lift Stations	03-10416	\$ 354,538.30
	*FCC - Effluent Disposal Facilities	03-10417	\$ (1,598,700.56)
	*FCC - Salt Mitigation Facilities	03-10418	\$ (8,359,741.39)
Operating	Project Fund - Encumbered	03-10215	\$ 276,000.00
	Depreciation Reserves	03-10310	\$ 3,791,698.90
	Infrastructure Reserves	03-10311	\$ 5,252,970.00
	Rate Stabilization Fund	03-10314	\$ 1,464,394.90
	Operating Funds:		\$ 2,171,460.75
<b>Total Wastewater Division</b>			<b>\$ 6,750,349.94</b>

Recycled Water Division		GL#	Balance
Restricted	*FCC - Recycled System	04-10410	\$ 71,068.44
	*FCC - Booster Pumping Plants	04-10411	\$ 8,188.18
	*FCC - Pipeline Facilities	04-10412	\$ 255,492.90
	*FCC - Water Storage Reservoirs	04-10413	\$ 257,281.89
Operating	Project Fund - Encumbered	04-10215	\$ -
	Depreciation Reserves	04-10310	\$ 43,665.84
	Infrastructure Reserves	04-10311	\$ 275,412.31
	Operating Funds:		\$ 492,820.03
<b>Total Recycled Water Division</b>			<b>\$ 1,403,929.59</b>

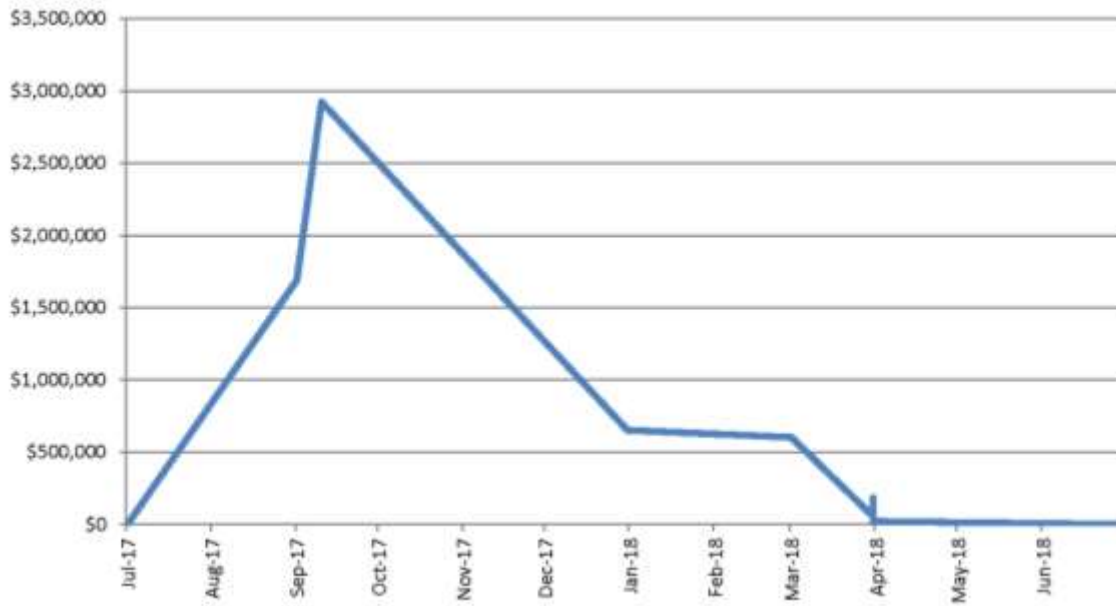
**DISTRICT TOTAL \$ 13,704,484.16**

\*=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 - Desalination 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 - May 2018

<u>Check Date</u>	<u>Check Number</u>	<u>Name</u>	<u>Check Amount</u>
5/7/2018	31707	State Water Resources Control	\$ 70.00
5/7/2018	31708	Matthew Hendrickson	\$ 100.00
5/7/2018	31709	Geoff Risaliti	\$ 130.00
5/7/2018	31710	State Controller's Office	\$ 16.28
5/7/2018	31711	ADS, LLC	\$ 4,275.00
5/7/2018	31712	AmeriGas Propane LP	\$ 160.55
5/7/2018	31713	Ameripride Uniform Services	\$ 1,262.44
5/7/2018	31714	Atlas Copco Compressors, LLC	\$ 20,902.46
5/7/2018	31715	John F. Simister	\$ 270.85
5/7/2018	31716	Best Home Center	\$ 29.59
5/7/2018	31717	BSK Associates	\$ 45.00
5/7/2018	31718	C & B Crushing, Inc.	\$ 590.00
5/7/2018	31719	Cal-Mesa Steel Supply, Inc.	\$ 53.88
5/7/2018	31720	Cliff's Pest Control, Inc.	\$ 115.00
5/7/2018	31721	Coverall North America, Inc.	\$ 1,021.00
5/7/2018	31722	First American Data Tree, LLC	\$ 50.00
5/7/2018	31723	VP Imaging, Inc.	\$ 2,700.00
5/7/2018	31724	Emergency Power Controls, Inc.	\$ 1,008.00
5/7/2018	31725	Eco Pro Environmental Services	\$ 85.00
5/7/2018	31726	Evoqua Water Technologies LLC	\$ 1,384.16
5/7/2018	31727	Frontier Communications	\$ 148.41
5/7/2018	31728	House Of Quality, Parts Plus	\$ 1,776.70
5/7/2018	31729	Incode Division-Tyler Technolo	\$ 250.00
5/7/2018	31730	Innerline Engineering	\$ 3,500.00
5/7/2018	31731	Nicholas C. Hendrickson	\$ 323.25
5/7/2018	31732	JB Paving & Engineering, Inc.	\$ 84,770.00
5/7/2018	31733	Raiset R. Santana and Adriana	\$ 44.75
5/7/2018	31734	KEC Engineering	\$ 1,200.00
5/7/2018	31735	Krieger & Stewart	\$ 118,942.59
5/7/2018	31736	Lupoid, LLC	\$ 399.53
5/7/2018	31737	LUZ Investment Corp.	\$ 1,614.76
5/7/2018	31738	Maintenance Connection Inc	\$ 9,999.11
5/7/2018	31739	MBC Applied Environmental Scie	\$ 1,300.00
5/7/2018	31740	Nagem, Inc.	\$ 1,085.02
5/7/2018	31741	NetComp Technologies, Inc.	\$ 2,750.00
5/7/2018	31742	Pacific Coast Landscape & Desi	\$ 9,150.00
5/7/2018	31743	Q Versa, LLC	\$ 44,791.81
5/7/2018	31744	Redlands Ford	\$ 8,917.98
5/7/2018	31745	SCCI, Inc.	\$ 350.00
5/7/2018	31746	SB CNTY-Solid Waste Mgmt Div	\$ 33.44
5/7/2018	31747	South Coast A.Q.M.D.	\$ 1,028.88
5/7/2018	31748	Association of San Bernardino	\$ 160.00
5/7/2018	31749	Spectrum Business	\$ 3,668.00
5/7/2018	31750	Steven Enterprises, Inc	\$ 333.54
5/7/2018	31751	The Counseling Team Internatio	\$ 480.00
5/7/2018	31752	The Gas Company	\$ 370.01
5/7/2018	31753	U.S. Telepacific Corp	\$ 2,652.16

### Checks and Electronic Payments - May 2018

<u>Check Date</u>	<u>Check Number</u>	<u>Name</u>	<u>Check Amount</u>
5/7/2018	31754	Underground Service Alert Of S	\$ 354.85
5/7/2018	31755	UPS Store#1504/ Mail Boxes Etc	\$ 23.30
5/7/2018	31756	Westrux International, Inc.	\$ 183.76
5/7/2018	31757	Yucaipa Disposal, Inc.	\$ 1,641.05
5/7/2018	31758	Yucaipa Valley Chamber Of Comm	\$ 20.00
5/7/2018	31759	Armorcast Products Company	\$ 29,335.84
5/7/2018	31760	Brenntag Pacific, Inc	\$ 35,451.95
5/7/2018	31761	Burgeson's Heating & Air Cond.	\$ 16,800.00
5/7/2018	31762	Calolympic Glove & Safety Co.,	\$ 1,080.24
5/7/2018	31763	Center Electric Services, Inc.	\$ 28,727.64
5/7/2018	31764	CS Associated Municipal Sale C	\$ 1,953.69
5/7/2018	31765	JW D'Angelo Co.	\$ 461.26
5/7/2018	31766	Grainger	\$ 57.66
5/7/2018	31767	Harrington Ind. Plastic, LLC	\$ 2,713.45
5/7/2018	31768	Hasa, Inc.	\$ 7,133.46
5/7/2018	31769	Hemet Valley Tool Inc.	\$ 623.87
5/7/2018	31770	Myers & Sons Hi-Way Safety Inc	\$ 2,928.65
5/7/2018	31771	Inland Water Works Supply Co.	\$ 5,718.08
5/7/2018	31772	Lowe's Companies, Inc.	\$ 853.30
5/7/2018	31773	Polydyne Inc.	\$ 2,949.12
5/7/2018	31774	Pro-Pipe & Supply, Inc.	\$ 494.61
5/7/2018	31775	Riverside Winnelson Company	\$ 266.47
5/7/2018	31776	Rosemount Analytical, Inc.	\$ 5,712.48
5/7/2018	31777	Sinclair Rock and Sand Inc.	\$ 1,700.00
5/7/2018	31778	Donald Kent Stone	\$ 897.05
5/7/2018	31779	Uline, Inc.	\$ 2,512.58
5/7/2018	31780	US Bank	\$ 3,207.75
5/7/2018	31781	ZEP Manufacturing Company	\$ 879.57
5/11/2018	31782	PAYROLL CHECK	\$ 2,324.91
5/11/2018	31783	PAYROLL CHECK	\$ 582.97
5/11/2018	31784	WageWorks, Inc.	\$ 1,433.43
5/11/2018	31785	IBEW Local 1436	\$ 696.00
5/11/2018	31786	California State Disbursement	\$ 115.38
5/11/2018	31787	California State Disbursement	\$ 397.38
5/11/2018	31788	Department of the Treasury - I	\$ 175.00
5/11/2018	31789	CA-EDD	\$ 1,908.61
5/11/2018	31790	YVWD-Petty Cash	\$ 348.30
5/11/2018	31791	Standard Insurance Company	\$ 1,603.36
5/11/2018	31792	Standard Insurance Vision Plan	\$ 639.32
5/11/2018	31793	MetLife Small Business Center	\$ 147.22
5/11/2018	31794	Ashley Gibson	\$ 40.33
5/11/2018	31795	Blue Shield of California	\$ 2,005.00
5/11/2018	31796	Nippon Life Insurance Co. of A	\$ 2,210.74
5/14/2018	31797	Delta Partners, LLC	\$ 7,500.00
5/14/2018	31798	Dudek & Associates, Inc	\$ 13,508.00
5/14/2018	31799	One Stop Landscape Supply Inc	\$ 22,322.50
5/14/2018	31800	Platinum Advisors, LLC	\$ 5,000.00

<u>Check Date</u>	<u>Check Number</u>	<u>Name</u>	<u>Check Amount</u>
5/14/2018	31801	WM Lyles Co	\$ 43,600.00
5/14/2018	31802	David L. Wysocki	\$ 3,750.00
5/14/2018	31803	Matthew M. Barlow	\$ 650.00
5/14/2018	31804	Ameripride Uniform Services	\$ 614.63
5/14/2018	31805	John F. Simister	\$ 92.00
5/14/2018	31806	BSK Associates	\$ 365.00
5/14/2018	31807	Central Communications	\$ 319.49
5/14/2018	31808	Clinical Laboratory of San Ber	\$ 8,305.50
5/14/2018	31809	Victor James Valenti	\$ 3,799.00
5/14/2018	31810	Corelogic, Inc.	\$ 330.00
5/14/2018	31811	Donegan Tree Service	\$ 650.00
5/14/2018	31812	David Sunden	\$ 340.23
5/14/2018	31813	Evoqua Water Technologies LLC	\$ 1,932.41
5/14/2018	31814	G&G Environmental Compliance,I	\$ 3,990.12
5/14/2018	31815	Incode Division-Tyler Technolo	\$ 5,719.38
5/14/2018	31816	InfoSend, Inc.	\$ 5,204.64
5/14/2018	31817	Innerline Engineering	\$ 1,750.00
5/14/2018	31818	JB Paving & Engineering, Inc.	\$ 26,950.00
5/14/2018	31819	JCS Welding, Inc.	\$ 3,420.00
5/14/2018	31820	Konica Minolta Business Soluti	\$ 699.21
5/14/2018	31821	Nagem, Inc.	\$ 212.50
5/14/2018	31822	National Business Furniture LL	\$ 5,473.61
5/14/2018	31823	John Deere Financial f.s.b.	\$ 71.93
5/14/2018	31824	Pro-Pipe & Supply, Inc.	\$ 22.03
5/14/2018	31825	Red Alert Special Couriers	\$ 344.26
5/14/2018	31826	Riverside-Corona Resource Cons	\$ 4,970.00
5/14/2018	31827	Santa Ana Watershed Project Au	\$ 14,019.00
5/14/2018	31828	Separation Processes, Inc.	\$ 424.00
5/14/2018	31829	Spectrum Business	\$ 2,549.00
5/14/2018	31830	Yucaipa Valley Water District	\$ 4,127.55
5/14/2018	31831	State Water Resources Control	\$ 180.00
5/14/2018	31832	Jacob Duncan	\$ 180.00
5/14/2018	31833	Aaron Blose	\$ 119.55
5/14/2018	31834	Ward & Ward	\$ 140.00
5/14/2018	31835	VALDEZ, ANTHONY AND	\$ 54.85
5/14/2018	31836	All American Sewer Tools	\$ 8,911.54
5/14/2018	31837	Belnick Retail, LLC	\$ 14,098.80
5/14/2018	31838	Brenntag Pacific, Inc	\$ 5,799.05
5/14/2018	31839	Crown Ace Hardware - Yucaipa	\$ 1,089.15
5/14/2018	31840	Flow N Control, Inc.	\$ 6,586.76
5/14/2018	31841	FMB Truck Outfitters, Inc.	\$ 172.29
5/14/2018	31842	Grainger	\$ 4,201.31
5/14/2018	31843	Hach Company	\$ 2,049.55
5/14/2018	31844	Halcyon Electric Inc	\$ 12,206.00
5/14/2018	31845	Hemet Valley Tool Inc.	\$ 363.21
5/14/2018	31846	Hoppers Office & Drafting Furn	\$ 1,384.59
5/14/2018	31847	Industrial Scientific Corporat	\$ 126.61

### Checks and Electronic Payments - May 2018

<u>Check Date</u>	<u>Check Number</u>	<u>Name</u>	<u>Check Amount</u>
5/14/2018	31848	Inland Water Works Supply Co.	\$ 4,545.41
5/14/2018	31849	Nuckles Oil Company, Inc.	\$ 6,272.73
5/14/2018	31850	NCL Of Wisconsin Inc	\$ 874.07
5/14/2018	31851	Office Solutions Business Prod	\$ 670.76
5/14/2018	31852	Safeguard Business Systems Inc	\$ 1,204.92
5/14/2018	31853	Steven Enterprises, Inc	\$ 98.38
5/14/2018	31854	Calmat Company	\$ 4,199.81
5/14/2018	31855	Joe DeSalliers	\$ 646.39
5/14/2018	31856	Rodd Greene	\$ 648.15
5/14/2018	31857	Linda Kilday	\$ 646.39
5/14/2018	31858	Dennis Neff	\$ 599.99
5/14/2018	31859	Robert Wall	\$ 599.99
5/14/2018	31860	Western Dental Services, Inc.	\$ 203.54
5/14/2018	31861	Charlie Bailey	\$ 629.40
5/14/2018	31862	Berkshire Hathaway Homestate C	\$ 11,243.89
5/14/2018	31863	Peggy Little	\$ 176.96
5/14/2018	31864	Steven Molina	\$ 135.00
5/14/2018	31865	American Family Life Assurance	\$ 3,529.28
5/21/2018	31866	State Water Resources Control	\$ 110.00
5/21/2018	31867	CWEA-TCP (OAKPORT ST.)	\$ 980.00
5/21/2018	31868	Courtland R. Gear	\$ 115.55
5/21/2018	31869	Ameripride Uniform Services	\$ 614.15
5/21/2018	31870	AT&T Mobility	\$ 1,550.05
5/21/2018	31871	Best Home Center	\$ 6.01
5/21/2018	31872	City of Riverside	\$ 712.13
5/21/2018	31873	Dinosaur Tire Inc.	\$ 629.79
5/21/2018	31874	ECORP Consulting, Inc.	\$ 710.00
5/21/2018	31875	Innerline Engineering	\$ 1,750.00
5/21/2018	31876	Nicholas C. Hendrickson	\$ 260.70
5/21/2018	31877	NCL Of Wisconsin Inc	\$ 873.39
5/21/2018	31878	NetComp Technologies, Inc.	\$ 3,095.19
5/21/2018	31879	Francis O. Tello	\$ 263.41
5/21/2018	31880	P & R Paper Supply Co., Inc.	\$ 511.88
5/21/2018	31881	Pro-Pipe & Supply, Inc.	\$ 804.55
5/21/2018	31882	Quinn Company	\$ 66.21
5/21/2018	31883	SF CC Intermediate Holdings In	\$ 49.05
5/21/2018	31884	Southern CA Emergency Medicine	\$ 375.00
5/21/2018	31885	South Coast A.Q.M.D.	\$ 257.22
5/21/2018	31886	SCAP	\$ 3,119.00
5/21/2018	31887	Tom Malloy Corp.	\$ 23.71
5/21/2018	31888	UPS Store#1504/ Mail Boxes Etc	\$ 11.16
5/21/2018	31889	Westrux International, Inc.	\$ 227.55
5/21/2018	31890	All American Sewer Tools	\$ 2,995.04
5/21/2018	31891	Aqua-Metric Sales Company	\$ 4,046.17
5/21/2018	31892	Doan and Hartwig Water Systems	\$ 942.94
5/21/2018	31893	JW D'Angelo Co.	\$ 3,738.40
5/21/2018	31894	Harrington Ind. Plastic, LLC	\$ 23.88

### Checks and Electronic Payments - May 2018

<u>Check Date</u>	<u>Check Number</u>	<u>Name</u>	<u>Check Amount</u>
5/21/2018	31895	Inland Water Works Supply Co.	\$ 588.32
5/21/2018	31896	McMaster-Carr Supply Co.	\$ 389.44
5/21/2018	31897	Nuckles Oil Company, Inc.	\$ 2,672.76
5/21/2018	31898	Tom Ponton Industries, Inc.	\$ 2,730.63
5/21/2018	31899	T.T. Technologies, Inc.	\$ 117.74
5/21/2018	31900	Uline, Inc.	\$ 1,152.33
5/21/2018	31901	Vortex Industries. Inc.	\$ 4,639.03
5/21/2018	31902	Calmat Company	\$ 4,894.79
5/21/2018	31903	State Water Resources Control	\$ 285.00
5/21/2018	31904	Atkinson, Andelson, Loya, Ruud	\$ 15,731.60
5/21/2018	31905	Gilbert A. Santacruz	\$ 119.55
5/24/2018	31906	PAYROLL CHECK	\$ 2,223.81
5/25/2018	31907	WageWorks, Inc.	\$ 1,583.43
5/25/2018	31908	California State Disbursement	\$ 115.38
5/25/2018	31909	California State Disbursement	\$ 397.38
5/25/2018	31910	Department of the Treasury - I	\$ 175.00
5/29/2018	31911	Clinical Laboratory of San Ber	\$ 5,742.50
5/29/2018	31912	Three Peaks Corp.	\$ 711.19
5/29/2018	31913	Juan Orozco	\$ 1,759.21
5/29/2018	31914	Ronald Elisalda	\$ 210.00
5/29/2018	31915	ELARBEE, TONYA	\$ 50.58
5/29/2018	31916	JOYCE, PAT & MELANIE	\$ 7,112.39
5/29/2018	31917	SANCHEZ, NIKOLAS M	\$ 41.09
5/29/2018	31918	STOKES, STEVE	\$ 84.00
5/29/2018	31919	ADS, LLC	\$ 4,275.00
5/29/2018	31920	Luke's Transmission Inc.	\$ 1,794.67
5/29/2018	31921	Ralph C. Casas	\$ 84.95
5/29/2018	31922	Ameripride Uniform Services	\$ 772.75
5/29/2018	31923	Cal-Mesa Steel Supply, Inc.	\$ 38.79
5/29/2018	31924	Cliff's Pest Control, Inc.	\$ 115.00
5/29/2018	31925	Computerized Embroidery Compan	\$ 743.47
5/29/2018	31926	Eco Pro Environmental Services	\$ 85.00
5/29/2018	31927	Frontier Communications	\$ 150.01
5/29/2018	31928	Incode Division-Tyler Technolo	\$ 300.00
5/29/2018	31929	InfoSend, Inc.	\$ 1,979.74
5/29/2018	31930	Inland Leaders Charter School	\$ 497.00
5/29/2018	31931	Innerline Engineering	\$ 1,750.00
5/29/2018	31932	Carlos Murillo	\$ 909.21
5/29/2018	31933	Krieger & Stewart	\$ 87,292.16
5/29/2018	31934	Lowe's Companies, Inc.	\$ 89.76
5/29/2018	31935	Nagem, Inc.	\$ 4,922.15
5/29/2018	31936	Office Solutions Business Prod	\$ 2,246.75
5/29/2018	31937	Quinn Company	\$ 805.03
5/29/2018	31938	Redlands Ford	\$ 237.50
5/29/2018	31939	Redlands Tire Pros & Service C	\$ 109.99
5/29/2018	31940	SCCI, Inc.	\$ 350.00
5/29/2018	31941	SCE Rosemead	\$ 184,510.86

## Checks and Electronic Payments - May 2018

<u>Check Date</u>	<u>Check Number</u>	<u>Name</u>	<u>Check Amount</u>
5/29/2018	31942	U.S. Telepacific Corp	\$ 2,656.97
5/29/2018	31943	Aqua-Metric Sales Company	\$ 55,678.85
5/29/2018	31944	Brenntag Pacific, Inc	\$ 10,908.20
5/29/2018	31945	Grainger	\$ 734.31
5/29/2018	31946	Haaker Equipment Company	\$ 323.25
5/29/2018	31947	Hach Company	\$ 1,544.21
5/29/2018	31948	Hasa, Inc.	\$ 3,430.88
5/29/2018	31949	Home Depot U.S.A. Inc	\$ 1,386.48
5/29/2018	31950	McMaster-Carr Supply Co.	\$ 394.07
5/29/2018	31951	Nuckles Oil Company, Inc.	\$ 3,213.32
5/29/2018	31952	Office Solutions Business Prod	\$ 290.06
5/29/2018	31953	Star Fleet Filtration, Inc.	\$ 1,900.03
5/29/2018	31954	US Bank	\$ 3,655.09
5/29/2018	31955	Cobb's Printing, LLC	\$ 212.44
5/29/2018	31956	WageWorks, Inc.	\$ 207.50
			<b><u>\$ 1,254,217.82</u></b>
5/11/2018	electronic pmt	IRS - PAYROLL TAXES	\$ 52,182.09
5/11/2018	electronic pmt	CA-EDD	\$ 9,416.52
5/11/2018	electronic pmt	VOYA-457	\$ 6,038.62
5/11/2018	electronic pmt	CA-PERS Supplemental Income 45	\$ 22,419.50
5/11/2018	electronic pmt	Public Employees' Retirement S	\$ 24,936.31
5/14/2018	electronic pmt	CalPERS - HEALTH	\$ 72,481.59
5/25/2018	electronic pmt	IRS - PAYROLL TAXES	\$ 48,961.41
5/25/2018	electronic pmt	CA-EDD	\$ 9,004.73
5/25/2018	electronic pmt	VOYA-457	\$ 4,752.62
5/25/2018	electronic pmt	CA-PERS Supplemental Income 45	\$ 19,729.97
5/25/2018	electronic pmt	Public Employees' Retirement S	\$ 25,494.88
			<b><u>\$ 295,418.24</u></b>



## Investment Summary - May 2018

### U.S. TREASURIES

Quantity	Description	Cusip	Maturity Date	Yield	Cost of Purchase	Market Value
500,000	US Treasury Bill	912796PQ6	July 12, 2018	0.330%	\$ 496,612.76	\$ 508,458.33
<b>500,000</b>	<b>Total Values</b>				<b>\$ 496,612.76</b>	<b>\$ 508,458.33</b>

<b>Money Market Account Activity-Beginning Balance</b>	<b>\$ 506,808.14</b>
7/31/17 - Bond Interest	\$ -
Dividend/Interest	\$ 2.95
Business Account Fee	\$ -
<b>Income</b>	<b>\$ 2.95</b>
Intra-Bank Transfers to/from Investment Checking	\$ -
<b>Fund Transfers</b>	<b>\$ -</b>
Cusip Maturity	\$ -
<b>Redemptions</b>	<b>\$ -</b>
Cusip Purchase	\$ (496,612.76)
<b>Purchases</b>	<b>\$ (496,612.76)</b>
<b>Ending Balance - Money Market</b>	<b>\$ 10,198.33</b>
<b>US Treasury Securities Investment Principal</b>	<b>\$ 496,612.76</b>
<b>Total Assets</b>	<b>\$ 506,811.09</b>

*Note: As of 6/5/18, the updated treasury information for May has not been received. The information above is as of 4/30/18.*

## Investment Summary - May 2018

### 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	\$ -	\$ -	\$ 32,517.12	\$ 9,778,068.10
November 30, 2017	\$ -	\$ -	\$ -	\$ 9,778,068.10
December 31, 2017	\$ -	\$ 1,804,683.42	\$ -	\$ 11,582,751.52
January 31, 2018	\$ -	\$ -	\$ -	\$ 11,582,751.52
February 28, 2018	\$ -	\$ -	\$ -	\$ 11,582,751.52
March 31, 2018	\$ (1,000,000.00)	\$ -	\$ -	\$ 10,582,751.52
April 30, 2018	\$ -	\$ -	\$ 40,921.99	\$ 10,623,673.51
May 31, 2018	\$ -	\$ -	\$ -	\$ 10,623,673.51
June 30, 2018	\$ -	\$ -	\$ -	\$ 10,623,673.51

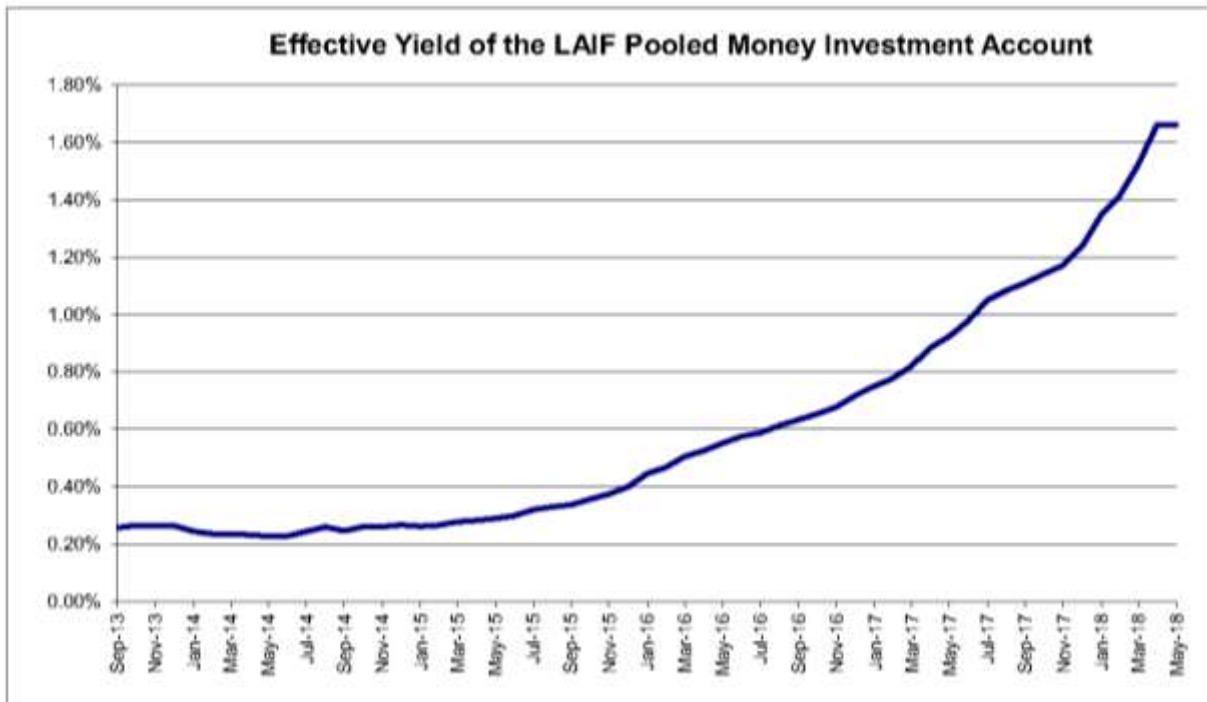
**L.A.I.F. INCOME SUMMARY**

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

INCOME RECEIVED

\$ 40,921.99

\$ 107,585.62



FY 2017-18 Water Revenue					
G/L ACCOUNT #	DESCRIPTION	BUDGET	May '18	Year to Date	%
02-40010	Sales - Water	\$ 5,912,971	\$ 496,941	\$ 4,658,974	78.79%
02-40011	Sales - Construction Water	\$ 20,000	\$ 3,398	\$ 26,740	133.70%
02-40012	Sales - Imported Water (SGPWA)	\$ 250,000	\$ 20,858	\$ 198,688	79.48%
02-40013	Sales - Imported Water (MUNI)	\$ 850,000	\$ 69,305	\$ 634,203	74.61%
02-40014	Sales Disc.-Multi Units Usage Chrg.	\$ (100,000)	\$ (9,555)	\$ (93,108)	93.11%
02-40015	Water Wholesale Revenue	\$ 300,000	\$ 5,310	\$ 112,183	37.39%
02-40016	Service Establishment Fee	\$ 5,000	\$ 25	\$ 925	18.50%
02-41000	Service Demand Charges	\$ 3,200,000	\$ 265,027	\$ 2,702,107	84.44%
02-41001	Fire Service Standby Fees	\$ 45,000	\$ 3,243	\$ 23,496	52.21%
02-41003	Construction Service Charge	\$ 15,000	\$ 218	\$ 2,233	14.89%
02-41005	Sales Disc-Multi Units Service Chrg.	\$ (135,000)	\$ (11,379)	\$ (116,285)	86.14%
02-41010	Unauthorized Use of Water Charge	\$ 2,000	\$ -	\$ 375	18.75%
02-41110	Meter/Lateral Installation	\$ 75,000	\$ -	\$ 27,300	36.40%
02-41112	Fire Flow Test Fees	\$ 3,500	\$ 525	\$ 3,900	111.43%
02-41113	Disconnect/Reconnect Fees	\$ 125,000	\$ 6,910	\$ 65,945	52.76%
02-41121	Penalty - Late Charges	\$ 125,000	\$ 6,182	\$ 117,871	94.30%
02-42123	Management & Accounting Fees	\$ 189,000	\$ 15,750	\$ 173,250	91.67%
02-41124	Bad Debt	\$ (20,000)	\$ (335)	\$ (335)	1.68%
02-43010	Interest Earned	\$ 62,000	\$ 800	\$ 68,208	110.01%
02-43110	Property Tax - Unsecured	\$ 115,000	\$ (215)	\$ 49,842	43.34%
02-43120	Property Tax - Secured	\$ 2,600,000	\$ 112,487	\$ 2,619,761	100.76%
02-43130	Tax Collection - Prior	\$ 25,000	\$ 719	\$ (23,771)	-95.09%
02-43140	Other Taxes	\$ 170,000	\$ 27,423	\$ 137,473	80.87%
02-49110	Rental Income (WATER STOCK)	\$ 1,700	\$ -	\$ -	
02-49150	Revenue - Misc. Non-Operating	\$ 100,000	\$ 2,278	\$ 59,866	59.87%
	<b>WATER OPERATING REVENUE</b>	<b>\$ 13,936,171</b>	<b>\$ 1,015,916</b>	<b>\$ 11,449,839</b>	<b>82.16%</b>
	Grants	\$ -	\$ -	\$ -	
02-89901	Facility Capacity Charges	\$ -	\$ 13,478	\$ 221,272	
02-89902	Sustainability	\$ -	\$ 881	\$ 70,174	
	<b>TOTAL WATER REVENUE</b>	<b>\$ 13,936,171</b>	<b>\$ 1,030,275</b>	<b>\$ 11,741,284</b>	

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

FY 2017-18 Sewer Revenue					
G/L ACCOUNT #	DESCRIPTION	BUDGET	May '18	Year to Date	%
03-40016	Sales - Establish Service Fee	\$ 500	\$ -	\$ 175	35.00%
03-41000	Sales - Sewer Charges	\$ 11,890,265	\$ 978,517	\$ 9,978,748	83.92%
03-41005	Sales Disc-Multi Units Service Chrg.	\$ (200,000)	\$ (18,285)	\$ (188,388)	94.19%
03-41110	Meter/Lateral Installation	\$ 2,500	\$ -	\$ -	0.00%
03-41121	Penalty - Late Charges	\$ 129,925	\$ 9,525	\$ 113,624	87.45%
03-41131	Front Footage Fees	\$ 30,000	\$ -	\$ -	0.00%
03-41124	Bad Debt	\$ (15,000)	\$ -	\$ -	0.00%
03-42122	Revenue - Other Operating	\$ 1,950	\$ 180	\$ 1,620	83.08%
03-43010	Interest Earned	\$ 59,000	\$ -	\$ 62,710	106.29%
03-43110	Property Tax - Unsecured	\$ 50,000	\$ -	\$ 50,000	100.00%
03-43120	Property Tax - Secured	\$ 175,000	\$ -	\$ 175,000	100.00%
03-43130	Tax Collection - Prior	\$ 10,000	\$ -	\$ 10,000	100.00%
03-43140	Other Taxes	\$ 1,500	\$ -	\$ 1,500	100.00%
03-49150	Misc. Non-Oper Revenue	\$ -	\$ 500	\$ 1,000	#DIV/0!
	<b>SEWER OPERATING REVENUE</b>	<b>\$ 12,135,640</b>	<b>\$ 970,437</b>	<b>\$ 10,205,989</b>	<b>84.10%</b>
	Grants	\$ -		\$ -	
03-89901	Facility Capacity Charges	\$ -	\$ 8,221	\$ 458,600	
03-89903	Contrib Capital-Front Footage Fees	\$ -	\$ -	\$ -	
03-89905	Contrib Capital-Infrastructure	\$ -	\$ -	\$ -	
	<b>TOTAL SEWER REVENUE</b>	<b>\$ 12,135,640</b>	<b>\$ 978,658</b>	<b>\$ 10,664,589</b>	

FY 2017-18 Recycled Revenue					
G/L ACCOUNT #	DESCRIPTION	BUDGET	May '18	Year to Date	%
04-40010	Sales - Recycled Water	\$ 565,795	\$ 39,003	\$ 384,054	67.88%
04-40011	Sales - Construction Water	\$ 20,000	\$ 689	\$ 2,592	12.96%
04-41000	Sales - Service Demand Chrg.	\$ 60,000	\$ 5,764	\$ 57,754	96.26%
04-41003	Const. Water Minimum Chrg.	\$ 5,000	\$ 58	\$ 788	15.76%
04-41110	Meter/Lateral installation	\$ 15,000	\$ 560	\$ 400	2.67%
04-41121	Penalty - Late Charges	\$ 1,000	\$ 37	\$ 3,722	372.23%
04-41122	Revenue - Other Operating	\$ 500	\$ -	\$ (1,145)	-228.96%
04-43010	Interest Earned	\$ 13,000	\$ -	\$ 13,936	107.20%
04-43110	Property Tax - Unsecured	\$ 10,000	\$ -	\$ 10,000	100.00%
04-43120	Property Tax - Secured	\$ 110,000	\$ -	\$ 110,000	100.00%
04-43130	Property Tax - Prior	\$ 10,000	\$ -	\$ 10,000	100.00%
04-43140	Property Tax - Other	\$ 2,500	\$ -	\$ 2,500	100.00%
04-49150	Misc. Non-Operating Revenue	\$ 1,000	\$ -	\$ -	0.00%
	<b>RECYCLED OPERATING REVENUE</b>	<b>\$ 813,795</b>	<b>\$ 46,111</b>	<b>\$ 594,601</b>	<b>73.07%</b>
	Grants	\$ -		\$ -	
04-89901	Facility Capacity Charges	\$ -	\$ 17,335	\$ 72,660	
	<b>TOTAL RECYCLED REVENUE</b>	<b>\$ 813,795</b>	<b>\$ 63,446</b>	<b>\$ 667,261</b>	

FY 2017-18 Water Expenses					
G/L ACCOUNT #	DESCRIPTION	BUDGET	May '18	Year to Date	%
02-5-01-50010	Labor-Water Resources	\$ 832,563	\$ 65,647	\$ 708,068	85.05%
02-5-01-50011	Labor Credit	\$ -	\$ -	\$ -	
02-5-01-50013	Benefits-Fica	\$ 55,800	\$ 5,134	\$ 57,624	103.27%
02-5-01-50014	Benefits-Life Insurance	\$ 3,440	\$ 121	\$ 1,269	36.89%
02-5-01-50016	Benefits-Health\Defrd Comp	\$ 144,480	\$ 15,527	\$ 170,539	118.04%
02-5-01-50017	Benefits-Disability Insurance	\$ 6,565	\$ 950	\$ 9,836	149.82%
02-5-01-50019	Benefits-Workers Compensation	\$ 19,693	\$ -	\$ 22,978	116.68%
02-5-01-50021	Benefits-PERS	\$ 51,059	\$ (122)	\$ 25,738	50.41%
02-5-01-50022	Benefits-PERS-Employer	\$ 106,500	\$ 4,269	\$ 45,740	42.95%
02-5-01-50023	Benefits-Uniforms	\$ 2,580	\$ 472	\$ 2,830	109.71%
02-5-01-50024	Benefits-Vacation & Sick Pay	\$ 7,500	\$ 546	\$ 7,606	101.41%
02-5-01-50025	Benefits-Boot Allowance	\$ 1,720	\$ -	\$ 1,522	88.52%
02-5-01-51003	R&M - Structures	\$ 525,000	\$ 1,704	\$ 547,482	104.28%
02-5-01-51011	R&M - CLA Valves	\$ 30,000	\$ -	\$ 7,563	25.21%
02-5-01-51140	General Supplies & Expenses	\$ 2,500	\$ 411	\$ 1,916	76.66%
02-5-01-51210	Utilities - Power Purchases	\$ 1,400,000	\$ 97,160	\$ 1,135,776	81.13%
02-5-01-51211	Utilities - Electricity & Fuel	\$ 5,000	\$ 327	\$ 3,848	76.96%
02-5-01-51316	Imported Water Purchases	\$ 1,206,200	\$ -	\$ 1,140,649	94.57%
02-5-01-54019	Licenses & Permits	\$ 70,000	\$ -	\$ 47,791	68.27%
02-5-01-54110	Laboratory Services	\$ 50,000	\$ -	\$ 43,113	86.23%
02-5-01-57040	YVRWFF Operating Expense	\$ 850,000	\$ 51,395	\$ 816,949	96.11%
	<b>WATER RESOURCE TOTALS</b>	<b>\$ 5,370,600</b>	<b>\$ 243,540</b>	<b>\$ 4,798,837</b>	<b>89.35%</b>
02-5-03-50010	Labor-Public Works	\$ 1,003,049	\$ 94,287	\$ 1,092,552	108.92%
02-5-03-50011	Labor Credit	\$ -	\$ (885)	\$ (7,034)	
02-5-03-50013	Benefits-Fica	\$ 126,030	\$ 7,241	\$ 84,509	67.05%
02-5-03-50014	Benefits-Life Insurance	\$ 9,500	\$ 188	\$ 2,593	27.30%
02-5-03-50016	Benefits-Health\Defrd Comp	\$ 399,000	\$ 26,606	\$ 324,695	81.38%
02-5-03-50017	Benefits-Disability Insurance	\$ 14,900	\$ 1,304	\$ 15,113	101.43%
02-5-03-50019	Benefits-Workers Compensation	\$ 44,500	\$ -	\$ 23,901	53.71%
02-5-03-50021	Benefits-PERS	\$ 45,000	\$ (590)	\$ 21,588	47.97%
02-5-03-50022	Benefits-PERS Employer	\$ 102,000	\$ 5,861	\$ 68,636	67.29%
02-5-03-50023	Benefits-Uniforms	\$ 4,000	\$ 695	\$ 8,676	216.90%
02-5-03-50024	Benefits-Vacation & Sick Pay	\$ 7,500	\$ 452	\$ 3,568	47.58%
02-5-03-50025	Benefits-Boot Allowance	\$ 4,750	\$ -	\$ 3,783	79.65%
02-5-03-51001	R & M -Vehicles & Equipment	\$ 230,000	\$ 25,378	\$ 294,099	127.87%
02-5-03-51011	R&M - Valves	\$ 10,000	\$ -	\$ 7,172	71.72%
02-5-03-51020	R&M - Pipelines	\$ 225,000	\$ 69,525	\$ 261,434	116.19%
02-5-03-51021	R&M - Service Lines	\$ 175,000	\$ 3,250	\$ 61,044	34.88%
02-5-03-51022	R&M - Fire Hydrants	\$ 40,000	\$ 436	\$ 19,018	47.55%
02-5-03-51030	R&M - Water Meters	\$ 75,000	\$ 2,616	\$ 92,119	122.83%
02-5-03-51031	Fire Flow Testing	\$ 28,259	\$ -	\$ 27,570	97.56%
02-5-03-51092	Equipment Credits	\$ -	\$ (541)	\$ (5,727)	
02-5-03-51140	General Supplies & Expenses	\$ 7,000	\$ 366	\$ 6,145	87.79%
	<b>PUBLIC WORKS TOTALS</b>	<b>\$ 2,550,488</b>	<b>\$ 236,190</b>	<b>\$ 2,405,457</b>	<b>94.31%</b>
02-5-06-50010	Labor-Administration	\$ 542,038	\$ 55,555	\$ 569,766	105.12%

FY 2017-18 Water Expenses					
G/L ACCOUNT #	DESCRIPTION	BUDGET	May '18	Year to Date	%
02-5-06-50011	Labor Credit	\$ -	\$ -	\$ 859	
02-5-06-50012	Director Fees	\$ 22,500	\$ 2,773	\$ 23,688	105.28%
02-5-06-50013	Benefits-Fica	\$ 62,000	\$ 4,834	\$ 48,893	78.86%
02-5-06-50014	Benefits-Life Insurance	\$ 3,740	\$ 134	\$ 1,396	37.33%
02-5-06-50016	Benefits-Health\Defrd Comp	\$ 154,600	\$ 19,166	\$ 205,824	133.13%
02-5-06-50017	Benefits-Disability Insurance	\$ 7,300	\$ 761	\$ 7,650	104.80%
02-5-06-50019	Benefits-Workers Compensation	\$ 21,900	\$ -	\$ 11,469	52.37%
02-5-06-50021	Benefits-PERS	\$ 56,700	\$ (180)	\$ 21,452	37.83%
02-5-06-50022	Benefits PERS Employer	\$ 118,200	\$ 4,271	\$ 43,035	36.41%
02-5-06-50023	Uniforms	\$ 2,800	\$ 328	\$ 2,222	79.34%
02-5-06-50024	Benefits-Vacation & Sick Pay	\$ 8,000	\$ 267	\$ 3,321	41.52%
02-5-06-50025	Benefits-Boots	\$ 1,840	\$ -	\$ 1,381	75.05%
02-5-06-51003	R&M - Structures	\$ 195,000	\$ 54,009	\$ 215,270	110.39%
02-5-06-51091	Expense Credits (overhead)	\$ -	\$ (183)	\$ (3,260)	
02-5-06-51120	Safety Equipment/Supplies	\$ 25,000	\$ 94	\$ 27,965	111.86%
02-5-06-51125	Petroleum Products	\$ 106,000	\$ 10,416	\$ 100,586	94.89%
02-5-06-51130	Office Supplies & Expenses	\$ 30,000	\$ 9,385	\$ 34,501	115.00%
02-5-06-51140	General Supplies & Expenses	\$ 54,000	\$ 1,579	\$ 51,809	95.94%
02-5-06-51199	Disaster Incidences	\$ -	\$ -	\$ -	
02-5-06-51211	Utilities - Electricity	\$ 60,000	\$ 2,148	\$ 27,485	45.81%
02-5-06-51213	Utilities - Natural Gas	\$ 3,000	\$ 73	\$ 1,342	44.72%
02-5-06-54002	Dues & Subscriptions	\$ 16,500	\$ 215	\$ 15,443	93.59%
02-5-06-54005	Computer Expenses	\$ 125,000	\$ 12,300	\$ 127,842	102.27%
02-5-06-54010	Postage	\$ 3,500	\$ -	\$ 4,702	134.35%
02-5-06-54011	Printing & Publications	\$ -	\$ 96	\$ 1,748	
02-5-06-54012	Education & Training	\$ 15,000	\$ 178	\$ 9,045	60.30%
02-5-06-54013	Utility Billing Expenses	\$ 180,000	\$ 6,076	\$ 161,247	89.58%
02-5-06-54014	Public Relations	\$ 50,000	\$ 9,668	\$ 12,965	25.93%
02-5-06-54016	Travel Related Expenses	\$ 15,000	\$ 1,131	\$ 15,602	104.02%
02-5-06-54017	Certifications & Renewals	\$ 7,000	\$ 1,070	\$ 8,879	126.84%
02-5-06-54020	Meeting Related Expenses	\$ 6,000	\$ 648	\$ 6,609	110.16%
02-5-06-54022	Utilities - YVWD Services	\$ 50,000	\$ -	\$ 52,003	104.01%
02-5-06-54024	Utilities - Waste Disposal	\$ 2,500	\$ 278	\$ 2,340	93.58%
02-5-06-54025	Utilities - Telephone & Internet	\$ 45,000	\$ 2,996	\$ 39,552	87.89%
02-5-06-54099	Conservation & Rebates	\$ 22,800	\$ -	\$ 22,735	99.71%
02-5-06-54104	Contractual Services	\$ 130,000	\$ 2,896	\$ 109,843	84.49%
02-5-06-54107	Legal	\$ 60,500	\$ -	\$ 64,577	106.74%
02-5-06-54108	Audit & Accounting	\$ 16,000	\$ -	\$ 10,975	68.59%
02-5-06-54109	Professional Fees	\$ 165,000	\$ 2,500	\$ 174,461	105.73%
02-5-06-55500	Depreciation Reserves	\$ 200,000	\$ 16,667	\$ 183,333	91.67%
	Infrastructure Replacement	\$ 1,000,000	\$ 83,333	\$ 916,663	91.67%
02-5-06-56001	Insurance	\$ 100,000	\$ 7,872	\$ 87,781	87.78%
02-5-06-57030	Regulatory Compliance	\$ 7,000	\$ 200	\$ 8,356	119.37%
02-5-06-57090	Election Related Expenses	\$ -	\$ -	\$ -	
02-5-06-57096	Beaumont Basin Watermaster	\$ 28,000	\$ -	\$ 40,482	144.58%
02-5-06-57199	Suspense	\$ -	\$ -	\$ -	
	<b>ADMINISTRATION TOTALS</b>	<b>\$ 3,719,418</b>	<b>\$ 313,552</b>	<b>\$ 3,473,835</b>	<b>93.40%</b>

FY 2017-18 Water Expenses					
G/L ACCOUNT #	DESCRIPTION	BUDGET	May '18	Year to Date	%
02-5-40-57201	Debt Srv-Series 2015A Princ.(2500	\$ 1,669,000	\$ (603,806)	\$ 1,065,000	63.81%
02-5-40-57402	Interest-Long-Term Debt Bonds	\$ 625,665	\$ 603,806	\$ 1,228,913	196.42%
	<b>40 - Debt</b>	<b>\$ 2,294,665</b>	<b>\$ -</b>	<b>\$ 2,293,913</b>	<b>99.97%</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>
				\$ 12,972,041	
	<b>TOTAL WATER EXPENSES</b>	<b>\$ 13,935,171</b>	<b>\$ 793,282</b>	<b>\$ 12,972,041</b>	<b>93.09%</b>



FY 2017-18 Sewer Expenses					
G/L ACCOUNT #	DESCRIPTION	BUDGET	May '18	Year to Date	%
03-5-02-50010	Labor-S Treatment	\$ 878,548	\$ 65,829	\$ 755,833	86.03%
03-5-02-50013	Benefits-Fica	\$ 62,000	\$ 5,059	\$ 60,161	97.03%
03-5-02-50014	Benefits-Life Insurance	\$ 3,680	\$ 124	\$ 1,377	37.41%
03-5-02-50016	Benefits-Health\Defrd Comp	\$ 155,600	\$ 14,530	\$ 166,964	107.30%
03-5-02-50017	Benefits-Disability Insurance	\$ 7,300	\$ 934	\$ 9,902	135.65%
03-5-02-50019	Benefits-Workers Compensation	\$ 21,900	\$ -	\$ 22,978	104.92%
03-5-02-50021	Benefits-PERS	\$ 53,000	\$ (122)	\$ 28,601	53.96%
03-5-02-50022	Benefits-PERS Employer	\$ 92,375	\$ 4,294	\$ 48,893	52.93%
03-5-02-50023	Benefits-Uniforms	\$ 2,800	\$ 350	\$ 4,429	158.19%
03-5-02-50024	Benefits-Vacation & Sick Pay	\$ 5,000	\$ 546	\$ 5,077	101.55%
03-5-02-50025	Benefits-Boot Allowance	\$ 1,840	\$ -	\$ 1,644	89.35%
03-5-02-51003	R&M - Structures	\$ 483,200	\$ 13,392	\$ 551,871	114.21%
03-5-02-51010	R&M - Automation Control	\$ 80,000	\$ 3,079	\$ 57,605	72.01%
03-5-02-51106	Chemicals	\$ 586,000	\$ 56,208	\$ 575,263	98.17%
03-5-02-51111	Propane	\$ 10,000	\$ -	\$ 321	3.21%
03-5-02-51115	Laboratory Supplies	\$ 34,500	\$ 6,365	\$ 42,719	123.82%
03-5-02-51140	General Supplies & Expenses	\$ 3,000	\$ 191	\$ 2,786	92.86%
03-5-02-51210	Utilities - Power Purchases	\$ 800,000	\$ 65,971	\$ 756,398	94.55%
03-5-02-54110	Laboratory Services	\$ 100,000	\$ 1,769	\$ 80,898	80.90%
03-5-02-57031	Sludge Disposal	\$ 250,000	\$ -	\$ 225,776	90.31%
03-5-02-57034	Brine Operating Expenses	\$ 300,000	\$ 1,107	\$ 294,884	98.29%
	<b>TREATMENT TOTALS</b>	<b>\$ 3,930,743</b>	<b>\$ 239,626</b>	<b>\$ 3,694,383</b>	<b>93.99%</b>
03-5-06-50010	Labor-Administration	\$ 557,579	\$ 45,609	\$ 466,248	83.62%
03-5-06-50011	Labor Credit	\$ -	\$ -	\$ 859	
03-5-06-50012	Directors Fees	\$ 22,500	\$ 2,773	\$ 23,688	105.28%
03-5-06-50013	Benefits-Fica	\$ 54,200	\$ 4,053	\$ 40,576	74.86%
03-5-06-50014	Benefits-Life Insurance	\$ 3,500	\$ 116	\$ 1,267	36.21%
03-5-06-50016	Benefits-Health\Defrd Comp	\$ 144,700	\$ 16,614	\$ 181,119	125.17%
03-5-06-50017	Benefits-Disability Insurance	\$ 6,400	\$ 617	\$ 6,351	99.24%
03-5-06-50019	Benefits-Workers Compensation	\$ 19,100	\$ -	\$ 14,469	75.75%
03-5-06-50021	Benefits-PERS	\$ 49,600	\$ (135)	\$ 17,763	35.81%
03-5-06-50022	Benefits PERS Employer	\$ 103,300	\$ 3,373	\$ 35,055	33.94%
03-5-06-50023	Benefits-Uniforms	\$ 2,564	\$ 296	\$ 1,204	46.97%
03-5-06-50024	Benefits-Vacation & Sick Pay	\$ 10,000	\$ 267	\$ 3,322	33.22%
03-5-06-50025	Benefits-Boot Allowance	\$ 1,710	\$ -	\$ -	0.00%
03-5-06-51120	Safety Equipment/Supplies	\$ 10,000	\$ 709	\$ 4,733	47.33%
03-5-06-51125	Petroleum Products	\$ 20,000	\$ 1,200	\$ 15,541	77.71%
03-5-06-51130	Office Supplies	\$ 4,000	\$ 1,134	\$ 12,434	310.85%
03-5-06-51140	General Supplies & Expenses	\$ 25,000	\$ 962	\$ 30,492	121.97%
03-5-06-51199	Disaster Repairs	\$ -	\$ -	\$ -	
03-5-06-54002	Dues & Subscriptions	\$ 10,000	\$ 3,224	\$ 11,367	113.67%
03-5-06-54003	Management & Admin Services	\$ 189,000	\$ 15,750	\$ 173,250	91.67%
03-5-06-54005	Computer Expenses	\$ 100,000	\$ 9,869	\$ 106,576	106.58%
03-5-06-54011	Printing & Publications	\$ -	\$ 96	\$ 700	N/A
03-5-06-54012	Education & Training	\$ 9,000	\$ 413	\$ 10,581	117.57%
03-5-06-54014	Public Relations	\$ 50,000	\$ 85	\$ 1,666	3.33%
03-5-06-54016	Travel Related Expenses	\$ 17,000	\$ 985	\$ 15,876	93.39%
03-5-06-54017	Certifications & Renewals	\$ 7,500	\$ 910	\$ 4,525	60.33%
03-5-06-54019	Licenses & Permits	\$ 67,500	\$ -	\$ 66,321	98.25%
03-5-06-54020	Meeting Related Expenses	\$ 5,000	\$ 533	\$ 5,357	107.13%
03-5-06-54022	Utilities - YVWD Services	\$ 2,000	\$ -	\$ 1,315	65.77%

FY 2017-18 Sewer Expenses					
G/L ACCOUNT #	DESCRIPTION	BUDGET	May '18	Year to Date	%
03-5-06-54024	Utilities - Waste Disposal	\$ 13,000	\$ 1,085	\$ 12,116	93.20%
03-5-06-54025	Utilities - Telephone & Internet	\$ 30,000	\$ 4,158	\$ 50,306	167.69%
03-5-06-54030	Drinking Water	\$ 1,000	\$ 85	\$ 982	98.21%
03-5-06-54104	Contractual Services	\$ 70,000	\$ 853	\$ 46,358	66.23%
03-5-06-54107	Legal	\$ 45,000	\$ -	\$ 135,113	300.25%
03-5-06-54108	Audit & Accounting	\$ 16,000	\$ -	\$ 10,975	68.59%
03-5-06-54109	Professional Fees	\$ 225,000	\$ 2,500	\$ 174,937	77.75%
03-5-06-55500	Depreciation Reserves	\$ 500,000	\$ 41,667	\$ 458,334	91.67%
	Infrastructure Replacement	\$ 700,000	\$ 58,333	\$ 641,663	91.67%
03-5-06-56001	Insurance	\$ 100,000	\$ 7,872	\$ 86,589	86.59%
03-5-06-57030	Regulatory Compliance	\$ 55,000	\$ 4,970	\$ 53,202	96.73%
	<b>ADMINISTRATION TOTALS</b>	<b>\$ 3,246,153</b>	<b>\$ 230,974</b>	<b>\$ 2,923,232</b>	<b>90.05%</b>
03-5-07-50010	Labor-Environmental Control	\$ 424,161	\$ 30,806	\$ 353,504	83.34%
03-5-07-50011	Labor Credit	\$ -	\$ -	\$ -	
03-5-07-50013	Benefits-Fica	\$ 43,302	\$ 2,312	\$ 27,379	63.23%
03-5-07-50014	Benefits-Life Insurance	\$ 3,200	\$ 69	\$ 718	22.44%
03-5-07-50016	Benefits-Health\Defrd Comp	\$ 134,400	\$ 8,941	\$ 90,191	67.11%
03-5-07-50017	Benefits-Disability Insurance	\$ 5,100	\$ 426	\$ 4,582	89.85%
03-5-07-50019	Benefits-Workers Compensation	\$ 15,300	\$ -	\$ 18,041	117.91%
03-5-07-50021	Benefits-PERS	\$ 25,000	\$ (212)	\$ 8,856	35.42%
03-5-07-50022	Benefits-PERS Employer	\$ 40,000	\$ 1,859	\$ 22,516	56.29%
03-5-07-50023	Benefits-Uniforms	\$ 2,400	\$ 188	\$ 2,664	111.02%
03-5-07-50024	Benefits-Vacation & Sick Pay	\$ 2,000	\$ 243	\$ 2,700	134.98%
03-5-07-50025	Benefits-Boot Allowance	\$ 1,600	\$ -	\$ 338	21.12%
03-5-07-51003	R&M - Structures	\$ 225,000	\$ 12,933	\$ 257,296	114.35%
03-5-07-51140	General Supplies & Expenses	\$ 1,000	\$ 60	\$ 793	79.29%
03-5-07-51241	Lift Station #1	\$ 65,000	\$ 5,739	\$ 52,145	80.22%
03-5-07-51242	Lift Station #2	\$ 20,000	\$ 871	\$ 15,662	78.31%
03-5-07-51243	Lift Station #3	\$ 12,000	\$ 1,042	\$ 9,765	81.37%
03-5-07-51244	Lift Station #4	\$ 32,000	\$ 721	\$ 12,829	40.09%
03-5-07-51246	Lift Station #6	\$ -	\$ 129	\$ 129	
03-5-07-51248	Lift Station #8	\$ 7,000	\$ 77	\$ 6,963	99.48%
03-5-07-54111	Pretreatment	\$ 66,000	\$ 1,705	\$ 49,960	75.70%
	<b>ENVIRONMENTAL CONTROL TOTAL</b>	<b>\$ 1,124,463</b>	<b>\$ 67,908</b>	<b>\$ 937,032</b>	<b>83.33%</b>
03-5-40-57202	Debt Service - Principal - WRWRF	\$ 2,199,524	\$ -	\$ 2,199,524	100.00%
03-5-40-57203	Debt Service - Principal - Brineline	\$ 423,936	\$ -	\$ 423,936	100.00%
03-5-40-57204	Debt Service - Principal - WISE	\$ 130,782	\$ -	\$ 130,782	100.00%
03-5-40-57205	Debt Service - Principal - R 10.3	\$ 38,318	\$ -	\$ 38,318	100.00%
03-5-40-57206	Debt Service - Principal - Crow & B12-1	\$ 15,014	\$ -	\$ 14,983	99.79%
03-5-40-57403	Debt Service - Interest	\$ 1,026,707	\$ -	\$ 1,026,151	99.95%
	<b>40 - Debt</b>	<b>\$ 3,834,281</b>	<b>\$ -</b>	<b>\$ 3,833,694</b>	<b>99.98%</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>	
				<b>\$ 11,388,341</b>	
	<b>TOTAL SEWER EXPENSES</b>	<b>\$ 12,135,640</b>	<b>\$ 538,508</b>	<b>\$ 11,388,341</b>	<b>93.84%</b>

FY 2017-18 Recycled Expenses					
G/L ACCOUNT #	DESCRIPTION	BUDGET	May '18	Year to Date	%
04-5-06-50010	Labor-Recycled Water	\$ 343,507	\$ 32,673	\$ 351,798	102.41%
04-5-06-50011	Labor - Credit	\$ -	\$ -	\$ 191	
04-5-06-50012	Director Fees	\$ 5,000	\$ -	\$ -	0.00%
04-5-06-50013	Benefits-FICA	\$ 20,000	\$ 2,501	\$ 26,932	134.66%
04-5-06-50014	Benefits-Life Insurance	\$ 1,820	\$ 64	\$ 608	33.42%
04-5-06-50016	Benefits-Health & Def Comp	\$ 30,000	\$ 9,094	\$ 84,208	280.69%
04-5-06-50017	Benefits-Disability Insurance	\$ 3,300	\$ 447	\$ 4,486	135.93%
04-5-06-50019	Benefits-Workers Compensation	\$ 4,000	\$ -	\$ 11,384	284.60%
04-5-06-50021	Benefits-PERS Employee	\$ 11,000	\$ (172)	\$ 10,261	93.28%
04-5-06-50022	Benefits-PERS Employer	\$ 18,243	\$ 2,266	\$ 24,120	132.22%
04-5-06-50023	Benefits-Uniforms	\$ 1,365	\$ 58	\$ 730	53.49%
04-5-06-50024	Benefits-Vacation & Sick Pay	\$ 500	\$ 55	\$ 454	90.76%
04-5-06-50025	Benefits-Boots	\$ 910	\$ -	\$ 200	21.98%
04-5-06-51003	R & M-Structures	\$ 25,000	\$ -	\$ 29,018	116.07%
04-5-06-51011	R & M-Valves	\$ 5,000	\$ -	\$ -	0.00%
04-5-06-51020	R & M-Pipelines	\$ 5,000	\$ -	\$ 1,393	27.87%
04-5-06-51021	R & M-Service Lines	\$ 15,000	\$ -	\$ 2,363	15.75%
04-5-06-51022	R & M-Fire Hydrants	\$ 1,000	\$ -	\$ 271	27.14%
04-5-06-51030	R & M-Meters/Backflows	\$ 9,000	\$ -	\$ 9,203	102.26%
04-5-06-51140	General Supplies & Expenses	\$ 8,500	\$ 20	\$ 7,531	88.60%
04-5-06-51210	Utilities-Power Purchasess	\$ 70,000	\$ 10,850	\$ 68,474	97.82%
04-5-06-54002	Dues & Subscriptions	\$ 4,000	\$ -	\$ 1,688	42.20%
04-5-06-54005	Computer Expense	\$ 14,000	\$ 1,000	\$ 11,298	80.70%
04-5-06-54011	Printing & Publications	\$ -	\$ 21	\$ 152	N/A
04-5-06-54012	Education & Training	\$ 5,000	\$ 39	\$ 4,427	88.54%
04-5-06-54014	Public Relations	\$ 2,000	\$ -	\$ 1,078	53.91%
04-5-06-54016	Travel Related Expenses	\$ 6,500	\$ 199	\$ 4,653	71.58%
04-5-06-54017	Certifications & Renewals	\$ 2,000	\$ 135	\$ 1,371	68.55%
04-5-06-54019	Licenses & Permits	\$ 20,000	\$ -	\$ 11,156	55.78%
04-5-06-54020	Meeting Related Expenses	\$ 2,500	\$ 56	\$ 1,192	47.67%
04-5-06-54022	Utilities - YVWD Services	\$ 25,000		\$ 21,742	86.97%
04-5-06-54025	Utilities - Telephone & Internet	\$ 1,500	\$ -	\$ 1,770	117.98%
04-5-06-54010	Contractual Services	\$ 8,400	\$ -	\$ 4,111	48.94%
04-5-06-54107	Legal	\$ 1,250	\$ -	\$ -	0.00%
04-5-06-54108	Audit & Accounting	\$ 2,500	\$ -	\$ 1,950	78.00%
04-5-06-54109	Professional Fees	\$ 61,000	\$ -	\$ 71,102	116.56%
04-5-06-54110	Laboratory Services	\$ -	\$ -	\$ -	
04-5-06-55500	Depreciation	\$ 8,000	\$ 665	\$ 7,335	91.69%
	Infrastructure Replacement	\$ 25,000	\$ 2,083	\$ 22,913	91.65%
04-5-06-56001	Insurance	\$ 20,000	\$ 1,749	\$ 19,242	96.21%
04-5-06-57030	Regulatory Compliance	\$ 25,000	\$ 650	\$ 28,373	113.49%
04-5-06-57040	Environmental Compliance	\$ 2,000	\$ -	\$ -	0.00%
				\$ 849,178	
	<b>TOTAL RECYCLED EXPENSES</b>	<b>\$ 813,795</b>	<b>\$ 64,454</b>	<b>\$ 849,178</b>	<b>104.35%</b>



**Date:** June 19, 2018

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

**Subject:** Adoption of Resolution No. 2018-20 Establishing the Appropriation Limit for Fiscal Year 2018-19

**Recommendation:** That the Board adopts Resolution No. 2018-20.

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In 1979, Proposition 4 (the Gann Initiative) was approved adding Article XIII B to the State Constitution. The provisions of this article place limits on the amount of revenue that can be appropriated by all entities of government. This initiative was designed to constrain government expenditures by placing an annual limit on revenue and appropriation growth.

In June 1990, Proposition 111 amended Article XIII B, making changes in the base year upon which the appropriations limit is based, establishing new cost of living factors and new population factors for use by local governments, and increasing appropriations not subject to the limit (primarily qualified capital outlay projects). The financial constraints of Article XIII B apply to State, all cities, counties, special districts and all other political subdivisions.

The Yucaipa Valley Water District has completed the computation associated with the appropriation limitation for fiscal year 2018-19 ("FY 2019"). Based on the attached calculation, the proposed adjustment to the District's appropriation limit includes an increase of 0.96% for the increase in non-residential assessed valuation of new construction and a weighted average increase of 1.34% for population change. These percentages have been used to calculate an increase in the appropriation limit from \$73,987,896 in FY 2018 to \$77,731,684 in FY 2019. This represents an overall increase of 5.06% to the appropriation limit. The District's annual appropriations are well below this limit.

**RESOLUTION NO. 2018-20****RESOLUTION OF THE YUCAIPA VALLEY WATER DISTRICT  
ESTABLISHING THE APPROPRIATION LIMIT FOR FISCAL YEAR 2018-19**

WHEREAS, Article XIII B of the California Constitution provides that the State and each local government shall be subject to an appropriations limit, to govern the maximum amount of each entity's appropriations subject to limitation, in any fiscal year, as the same are defined in Article XIII B; and

WHEREAS, California Government Code Section 7910 provides for the annual establishment by local jurisdictions of their appropriations limit for each fiscal year, and further provides that upon establishment of such appropriations limit any judicial action or proceeding to attack, review, set aside, void, or annul such action by the District must be commenced within forty-five (45) days of the effective date of the resolution establishing the appropriations limit; and

WHEREAS, documentation used in determining the appropriations limit has been made available to the public for a period of not less than fifteen (15) days prior to Board consideration of this resolution.

NOW THEREFORE, the Board of Directors of the Yucaipa Valley Water District does hereby resolve, determine and order as follows:

Section 1. That in accordance with Article XIII B of the California Constitution and Section 7910 of the Government Code of the State of California, the appropriation limit for the Fiscal Year 2018-19 for the Yucaipa Valley Water District is established as \$77,731,684.

Section 2. The adjustment factors for computation of the FY 2018-19 appropriation limitation have been identified in the calculation of the appropriation limit.

Section 3. That documentation used in the determination of such appropriation limit has been available to the public at least fifteen days prior to this meeting of the Board of Directors.

This Resolution is effective immediately upon adoption.

PASSED AND ADOPTED this 19<sup>th</sup> day of June 2018.

YUCAIPA VALLEY WATER DISTRICT

ATTEST:

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Jay Bogh, President Board of Directors

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Joseph B. Zoba, General Manager



12770 Second Street, Yucaipa, California 92399

# Appropriation Limit for the Yucaipa Valley Water District

Fiscal Year 2018-19

Prepared by: Allison M. Edmisten, Chief Financial Officer

## Overview of Appropriation Limit

### Introduction

In the 1970s soaring property values in California led to dramatic increases in property taxes, prompting a tax revolt that resulted in the passage of Proposition 13 in the June 1978 California primary. Proposition 13 reduced local property taxes by 57% and thereby slashed the revenue base for local governments and schools. Over the years the revenue loss has been made up by a varying mix of state funds and new revenue from specialized local fees and taxes, as well as by outright local budget cuts.

The California tax revolt did not end with Proposition 13. Seventeen months later, in November 1979, voters passed the Proposition 4, known as the Gann Amendment. Proposition 4 imposed a limit on most state and local government expenditures from tax sources. The limit is calculated annually according to a formula based on population and the cost of living. Under Proposition 4, excess revenues must be returned to the taxpayers.

Both Propositions 13 and 4 have been modified in the years since their passage. While weakened by the changes, Propositions 13 and 4 remain constraints on California state and local budgeting, and continue to be focal points in the public policy debate about California taxing and spending.

### Summary of Proposition 4 and Related Voter Initiatives

Modern spending limits in California began in 1979 with the passage of Proposition 4 (Article XIII B of the California Constitution). Also called the Gann Initiative after its chief sponsor, Paul Gann, Proposition 4 places an appropriations limit on most spending from tax proceeds. The limit for each year is equal to the prior year's spending with upward adjustments allowed for changes in population and the cost of living. Most state and local government appropriations are subject to the limit. However, the law exempts certain appropriations from the limit including capital outlay, debt service and local government subventions. When the limit is exceeded, Proposition 4 requires the surplus to be returned to the taxpayers within two years. Appropriations in the two year period can be averaged before becoming subject to the excess revenue provisions of the Gann limit.

Voters approved the Gann limit in a November 1979 special election by a 74% margin. The late 1970s were a time of surplus state revenues in California, and voter exasperation at the inability of the legislature and the governor to agree on a plan to return the surplus to the taxpayers in the form of refunds or property tax relief helped fuel the tax revolt that led first to Proposition 13 and then to Proposition 4. With the Gann limit, voters took the matter of spending limits into their own hands, and ignored objections that spending limit formulas are an artificial constraint on policy making and hamper the government's ability to address citizen needs.

During the early 1980s, increases in population and the consumer price index outpaced the growth in state revenue, and the Gann limit was not reached. However, a surge in state revenues in 1987 caused the limit to be breached, and led to the first refund to taxpayers.

Voters have modified the Gann limit in a series of initiative measures. Proposition 99 (1988) and Proposition 10 (1998) exempted new tobacco taxes from the Gann limit. Proposition 98 (1988)

required public schools to receive a share of revenues exceeding the Gann limit. That share was changed to a flat 50% by Proposition 111 (1990). Proposition 111 also added three exemptions to the Gann limit: capital outlay spending, appropriations supported by increased gas taxes, and appropriations resulting from national disasters. Most significantly, Proposition 111 changed the formula used for calculating annual adjustments to the Gann limit. Under Proposition 111, the population factor is based on a weighted average of population and K-14 school enrollment growth (instead of population only), and the cost of living factor is based solely on California per-capita personal income growth (and no longer takes into account the Consumer Price Index).

The changes to the Gann limit formula under Proposition 111 substantially raised the Gann limit, making it less likely that the limit will be reached in the future. Many observers believe that in its current weakened state the Gann limit has ceased to be a meaningful constraint on state spending.

## How the Appropriations Limit Works

### Which Revenues Are Subject to Limit?

Article XIII B places a limit on appropriations from most, but not all, government revenue sources. The limit applies to appropriations from proceeds of taxes from both the general fund and special funds of government entities. Proceeds of taxes include tax revenues, interest earnings on invested tax revenues, and any revenues collected by a regulatory license fee or user charge in excess of the amount needed to cover the cost of providing the regulation, product, or service.

### Which Appropriations Are Subject to Limit?

Appropriations for almost all government functions are subject to limitation under Article XIII B. However, there are some important exceptions. The original Proposition 4 provided that the following appropriations are not limited, even if made from proceeds of taxes:

- Subventions from the state to local governments and schools, the use of which is unrestricted (these subventions are not subject to the state's limit, but instead are counted as subject to the local entity's limit);
- Appropriations to pay for costs of complying with federal laws and court mandates;
- Payments for interest and redemption charges on pre-existing (i.e., pre-Proposition 4) or voter-approved bonded indebtedness;
- Withdrawals from previously appropriated reserve funds; and
- Refunds of taxes.

Proposition 111 excluded capital outlay from the appropriations limit. This change reflects the fact that while capital outlay appropriations are made during a single budget year, they reflect long-term investments that are utilized over a number of years. Appropriations directly related to an emergency, such as a fire, earthquake, or other natural disaster, were also excluded from the limit by Proposition 111. No reduction in future limits is required for appropriations made for these emergency purposes.

### The "Base Year" Limit.

The first year that limits were in effect was FY 1980-81. The base year for determining the appropriations limit in FY 1980-81 was FY 1978-79. Actual appropriations in the FY 1978-79



fiscal year that had been financed by the proceeds of taxes were the starting point. Appropriations not subject to limitation were subtracted from that figure and this became the "base year" level of appropriations for computing all subsequent years' limits. Proposition 111 updated the base year for calculating the limit for each government entity to FY 1986-87. For fiscal years beginning with FY 1990-91, the limit for each entity is the FY 1986-87 limit adjusted annually as specified by Article XIII B as amended by Proposition 111.

#### Annual Adjustments to the Limit.

The appropriations limit for each year since FY 1980-81 is calculated by adjusting the base year limit for changes in the cost-of-living and population. Proposition 111, passed by the voters in June 1990, and revised each of the adjustment factors. Specifically, annual adjustments to limits, either upward or downward, are made as follows:

- Cost-of-Living.
  - State and schools are adjusted by the change in California per capita personal income.
  - Local agencies are adjusted by the change in California per capita personal income or the change in the local property tax roll due to the addition of new nonresidential construction.
- Population.
  - The State uses a population factor calculated by adding: (a) the change in the state's total population weighted by the percent of the budget spent on non-educational programs, and (b) the change in average daily attendance (ADA) for K-14 education weighted by the percentage of the budget spent on K-14 education.
  - Local agencies use a population factor that is the percentage change in the jurisdiction or in the county in which the jurisdiction is located. Special districts located in two or more counties may use the change in the county in which the district has the highest assessed valuation.
  - Counties. The population change for counties can be calculated by using one of three methods: (a) the percentage change in population within the county; (b) the percentage change in population for both the county itself and contiguous counties; or (c) the percentage change in population within the incorporated portion of the county.
  - K-14 Schools use the change in population is the percentage change in average daily attendance.
- Program Transfers. Limits of governmental entities are modified to reflect transfers of financial responsibility from one level of government to another. The limit of the new service provider is increased by the amount the former service provider's limit is reduced.
- Funding Transfers. Adjustments either upward or downward are made to account for transfers of program funding sources, for example from tax revenues (subject to limit) to fees (not subject to limit).

The level of appropriations actually made by a government entity in any year does not have any bearing on the calculation of the appropriations limit for the subsequent years. Each year's limit is computed based on the prior year's limit, not the prior year's appropriations.

If the governing body actually appropriates less money than what would be permitted by the limit, it has "room" under its limit, and the limit will be further adjusted the following year for cost-of-living and population changes. A government entity does not "lose" room under its limit for the future by appropriating less than the maximum permitted in any year.

### Appropriations Permitted in Excess of the Limit.

Article XIII B sets forth two circumstances under which governments may make appropriations in excess of their limits:

- Emergency. Appropriations for declared emergencies do not count towards and may be made in excess of the limit. Proposition 111 removed the requirement that the limits for future years must be reduced over a three-year period so that there would be no total increase in allowable appropriations.
- Voter Approval. Article XIII B permits voters of a jurisdiction to authorize an increase in the appropriations limit. However, no voter-approved increase may be in effect for more than four years. At the end of the four-year period, either the voters must approve another increase or the limit must return to the level it would otherwise have been.

### When Revenues Exceed the Appropriations Limit.

A government entity may receive revenues during a fiscal year that exceed its appropriations limit. Proposition 111 allows governments to average appropriations over a two year period before becoming subject to the excess revenue provisions of Article XIII B. In other words, a government entity can offset appropriations that exceeds its appropriations limit in one year of a two-year period by appropriating less than the limit in the other year. If, after taking this two year averaging into account, authority to appropriate is not provided by either an emergency declaration or voter approval, Article XIII B as amended by Propositions 98 and 111 sets forth a process for disposing of the excess State revenues:

- Education Programs. After the two-year averaging period, 50% of any excess revenues are transferred to the State School Fund for elementary, secondary and community college education. A portion of this excess revenue (25%) may effectively be built into the base used to calculate future funding required by Proposition 98 if the excess funds are used for a specified purpose. The transfer to education is not required if the state's average expenditure per student and average class size is equal to or exceeds that of the ten states with the best performance in these areas.
- Return of Excess. The 50% of excess revenues remaining after the transfer to education must be returned to taxpayers within the following two years. The return can be made through a reduction in the tax rate or as a fee reduction.

#### Sources:

- "Government Appropriations Limit: Article XIII B of the Constitution." In: *Revenue and Taxation Reference Book 2003*. Sacramento: Assembly Revenue and Taxation Committee, Chapter 5, January 2004, pp. 150-7.
- "Tax and Expenditure Limitation in California: Proposition 13 & Proposition 4", Institute of Governmental Studies, University of California at Berkeley (<http://www.igs.berkeley.edu/library/htTaxSpendLimits2003.html>)

## Calculation of Appropriation Limitation

### Appropriation Limit Calculation – Part I

Greater of California per capita income or increase in non-residential assessed valuation of new construction		1.0367
Population percentage change factor	x	<u>1.0134</u>
Ratio of change		<u>1.0506</u>

### Appropriation Limit Calculation – Part II

Ratio of change		1.0506
Prior year appropriation limit (2017-18)	x	<u>\$73,987,896</u>
Current year appropriation (2018-19)		<u>\$77,731,684</u>

## Computation of Appropriation Limitation

### Adjustment Factors

Cost of Living Price Factor: The computation of the appropriation limitation involves the greater of the two cost of living factors:

Percentage change in per capita income <sup>1</sup>	or	Percentage change in local assessment roll due to addition of non-residential new construction <sup>2</sup>
<b><u>3.67%</u></b>		0.96%

Population: The computation of the appropriation limitation involves the greater of the following factors for each county:

Growth within San Bernardino County <sup>3</sup>	or	Growth within the City of Yucaipa
<b><u>0.95%</u></b>		0.61%
Growth within Riverside County <sup>4</sup>	or	Growth within the City of Calimesa
1.40%		<b><u>3.61%</u></b>

The underlined factors above were used in calculating the District's appropriation limit for the fiscal year 2018-19. The resolution adopted by the Board of Directors will specify these factors.

<sup>1</sup> State of California, Department of Finance correspondence dated May 2018 (Attachment A)

<sup>2</sup> Ms. Linda Santillano, Auditor-Controller Office, Property Tax Section, July 2017 (909) 382-3189

<sup>3</sup> State of California, Department of Finance correspondence dated May 2018 (Attachment B-SB)

<sup>4</sup> State of California, Department of Finance correspondence dated May 2018 (Attachment B-RIV)

## Procedure for Administering Revenue and Taxation Code Section 2228(a)

The Revenue and Taxation Code, Section 2228(a) requires the following:

If a special district is located within a single county or within more than one city or any combination of cities and incorporated area within a single county, the annual percentage change in population for the district shall be that established for the county or the weighted average of the percentage change of each city and the unincorporated area.

If a special district is located within more than one county, the annual percentage change in population for the district shall be the weighted average of the percentage change of each county or city or unincorporated area within the district or any combination provided that the areas selected are mutually exclusive.

The State of California, Department of Finance has specified that the weights applied shall be the relative share of the assessed valuation (A.V.) of the district in each local agency.

Population Percentage Change Factor:

<u>Local Agency</u>	<u>Percentage Population Change</u>		<u>Assessed Valuation</u>	=	<u>Percentage Change x A.V.</u>
San Bernardino County	0.95%	x	6,406,596,263	=	60,862,664
Riverside County	3.61%	x	1,101,787,030	=	39,774,512
Total District			7,508,383,293		100,637,176

Weighted Average Percent Change:

$$\frac{\text{Total District (Percentage Change x A.V.)}}{\text{Total District Assessed Valuation}} = \frac{100,637,176}{7,508,383,293} = \underline{0.013403}$$

# Attachments



EDMUND G. BROWN JR. • GOVERNOR

STATE CAPITOL • ROOM 1145 • SACRAMENTO CA • 95814-4998 • WWW.DOF.CA.GOV

May 2018

Dear Fiscal Officer:

**Subject: Price Factor and Population Information****Appropriations Limit**

California Revenue and Taxation Code section 2227 requires the Department of Finance to transmit an estimate of the percentage change in population to local governments. Each local jurisdiction must use their percentage change in population factor for January 1, 2018, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2018-19. Attachment A provides the change in California's per capita personal income and an example for utilizing the price factor and population percentage change factor to calculate the 2018-19 appropriations limit. Attachment B provides the city and unincorporated county population percentage change. Attachment C provides the population percentage change for counties and their summed incorporated areas. The population percentage change data excludes federal and state institutionalized populations and military populations.

**Population Percent Change for Special Districts**

Some special districts must establish an annual appropriations limit. California Revenue and Taxation Code section 2228 provides additional information regarding the appropriations limit. Article XIII B, section 9(C) of the California Constitution exempts certain special districts from the appropriations limit calculation mandate. The code section and the California Constitution can be accessed at the following website: <http://leginfo.ca.gov/faces/codes.xhtml>.

Special districts required by law to calculate their appropriations limit must present the calculation as part of their annual audit. Any questions special districts have on this requirement should be directed to their county, district legal counsel, or the law itself. No state agency reviews the local appropriations limits.

**Population Certification**

The population certification program applies only to cities and counties. California Revenue and Taxation Code section 11005.6 mandates Finance to automatically certify any population estimate that exceeds the current certified population with the State Controller's Office. **Finance will certify the higher estimate to the State Controller by June 1, 2018.**

**Please Note:** The prior year's city population estimates may be revised.

If you have any questions regarding this data, please contact the Demographic Research Unit at (916) 323-4086.

MICHAEL COHEN  
Director  
By:

AMY M. COSTA  
Chief Deputy Director

Attachment

May 2018

Attachment A

- A. **Price Factor:** Article XIII B specifies that local jurisdictions select their cost of living factor to compute their appropriation limit by a vote of their governing body. The cost of living factor provided here is per capita personal income. If the percentage change in per capita personal income is selected, the percentage change to be used in setting the fiscal year 2018-19 appropriation limit is:

Per Capita Personal Income	
Fiscal Year (FY)	Percentage change over prior year
2018-19	3.67

- B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2018-19 appropriation limit.

**2018-19:**

Per Capita Cost of Living Change = 3.67 percent  
Population Change = 0.78 percent

Per Capita Cost of Living converted to a ratio:  $\frac{3.67 + 100}{100} = 1.0367$

Population converted to a ratio:  $\frac{0.78 + 100}{100} = 1.0078$

Calculation of factor for FY 2018-19:  $1.0367 \times 1.0078 = 1.0448$



## Fiscal Year 2018-19

**Attachment B**  
**Annual Percent Change in Population Minus Exclusions\***  
**January 1, 2017 to January 1, 2018 and Total Population, January 1, 2018**

County City	Percent Change	— Population Minus Exclusions —		Total Population
	2017-2018	1-1-17	1-1-18	1-1-2018
San Bernardino				
Adelanto	-0.02	34,603	34,597	35,293
Apple Valley	0.87	73,349	73,984	73,984
Barstow	0.54	23,888	24,018	24,411
Big Bear Lake	2.00	5,404	5,512	5,512
Chino	1.03	80,677	81,511	86,757
Chino Hills	4.61	79,498	83,159	83,159
Colton	0.45	53,482	53,724	53,724
Fontana	0.92	210,071	212,000	212,000
Grand Terrace	0.26	12,492	12,524	12,524
Hesperia	1.32	93,590	94,829	94,829
Highland	1.10	54,167	54,761	54,761
Loma Linda	0.16	23,824	23,862	23,946
Montclair	0.80	39,012	39,326	39,326
Needles	-0.12	5,183	5,177	5,177
Ontario	1.39	175,157	177,589	177,589
Rancho Cucamonga	0.79	175,282	176,671	176,671
Redlands	0.49	70,851	71,196	71,196
Rialto	0.55	106,455	107,041	107,041
San Bernardino	0.49	218,521	219,590	221,130
Twentynine Palms	3.52	17,679	18,301	27,046
Upland	0.10	76,937	77,017	77,017
Victorville	0.01	119,958	119,971	123,701
Yucaipa	0.61	54,317	54,651	54,651
Yucca Valley	0.38	21,752	21,834	21,834
Unincorporated	1.14	300,371	303,791	311,659
County Total	0.95	2,126,520	2,146,636	2,174,938

\*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

**Attachment B**  
**Annual Percent Change in Population Minus Exclusions\***  
**January 1, 2017 to January 1, 2018 and Total Population, January 1, 2018**

<b>County City</b>	<b>Percent Change</b>	<b>— Population Minus Exclusions —</b>		<b>Total Population</b>
	<b>2017-2018</b>	<b>1-1-17</b>	<b>1-1-18</b>	<b>1-1-2018</b>
<b>Riverside</b>				
Banning	0.36	31,170	31,282	31,282
Beaumont	3.22	46,730	48,237	48,237
Blythe	1.11	13,416	13,565	19,389
Calimesa	3.61	8,567	8,876	8,876
Canyon Lake	1.25	10,882	11,018	11,018
Cathedral City	0.91	54,250	54,744	54,791
Coachella	0.80	45,273	45,635	45,635
Corona	1.05	166,819	168,574	168,574
Desert Hot Springs	1.35	29,347	29,742	29,742
Eastvale	1.78	63,720	64,855	64,855
Hemet	0.91	82,417	83,166	83,166
Indian Wells	0.45	5,549	5,574	5,574
Indio	1.44	86,632	87,883	87,883
Jurupa Valley	2.31	103,661	106,054	106,054
Lake Elsinore	1.41	62,342	63,220	63,365
La Quinta	1.48	40,605	41,204	41,204
Menifee	2.62	89,552	91,902	91,902
Moreno Valley	1.64	204,285	207,629	207,629
Murrieta	1.56	111,793	113,541	113,541
Norco	0.40	24,086	24,183	26,761
Palm Desert	1.37	52,058	52,769	52,769
Palm Springs	1.16	47,157	47,706	47,706
Perris	0.68	77,311	77,837	77,837
Rancho Mirage	0.86	18,579	18,738	18,738
Riverside	0.83	323,131	325,801	325,860
San Jacinto	1.23	47,560	48,146	48,146
Temecula	1.02	112,040	113,181	113,181
Wildomar	1.13	35,882	36,287	36,287
Unincorporated	1.77	378,894	385,598	385,953
<b>County Total</b>	<b>1.40</b>	<b>2,373,708</b>	<b>2,406,947</b>	<b>2,415,955</b>

\*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

DATE 07/19/2017  
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COUNTY OF SAN BERNARDINO  
PROPERTY INFORMATION SYSTEM  
AGENCY PERCENTAGE CHANGE REPORT

FIP1112

AGENCY	NEW CONST INCREASE	TOTAL INCREASE	PERCENTAGE CHANGE
VICTORVILLE C/D/W/TOWN RDA	339,667.00	3,447,500.00	3.4871
VICTORVILLE RDA PEAR VALLEY ROAD	-2,319,439.00	36,968,521.00	33.3241
VICTORVILLE STREET LIGHT DISTRICT	2,070,613.00	105,504,791.00	7.7126
VICTORVILLE WATER DISTRICT	29,743,501.00	357,285,073.00	5.3755
WEST VALLEY MUC	91,528,707.00	2,261,670,571.00	3.6369
WEST VALLEY WATER DISTRICT	100,303,369.00	631,650,680.00	15.6795
VERNO COMMUNITY SERVICES DISTRICT	343,315.00	1,426,093.00	24.0737
VICAIIPA RDA	676,571.00	5,978,240.00	11.4757
VICAIIPA VALLEY WATER DISTRICT	2,178,656.00	225,521,086.00	6.9617
VICAIIPA-CALIMESA JOINT UNIFIED	2,200,402.00	237,082,592.00	6.9281
VICAIIPA VALLEY RDA	365,374.00	19,270,617.00	3.5574
29 PALMS CEMETERY DISTRICT	492,070.00	21,086,462.00	2.3335

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SAN BERNARDINO COUNTY AUDITOR-CONTROLLER  
PROPERTY TAX DIVISION

11/01/17  
PAGE 295

AGENCY NET VALUATIONS

ROLL YEAR: 2017

AGENCY: NW29 YUCAIPA VALLEY WATER DISTRICT

ADDRESS: P.O. BOX 730  
YUCAIPA, CA 923990730

ACCT CODE	ACCT NAME	NET VALUE BEFORE RDA	RDA INCREMENT	NET VALUE AFTER RDA	HOME OWNERS EXEMPTION	TAX ROLL VALUE
-----						
DA01 DEBT SERVICE IMP 2						
	LOCAL SECURED	864,331,578	66,807,030	797,524,548	9,998,800	787,525,748
	SECURED UTILITY	0	0	0	0	0
	UNSECURED	22,035,190	15,961,925	8,073,265	0	8,073,265
	TOTAL	886,366,768	80,768,955	805,597,813	9,998,800	795,599,013
-----						
GA01 GENERAL TAX LEVY						
	LOCAL SECURED	4,267,726,925	173,953,468	4,093,773,357	58,310,000	4,035,463,357
	SECURED UTILITY	0	0	0	0	0
	UNSECURED	64,251,512	20,585,297	43,666,215	0	43,666,215
	TOTAL	4,331,978,337	194,538,765	4,137,439,572	58,310,000	4,079,129,572
-----						
GA02 GENERAL TAX LEVY IMP DIST A						
	LOCAL SECURED	2,498,916,355	91,202,849	2,407,713,506	36,580,600	2,371,132,906
	SECURED UTILITY	0	0	0	0	0
	UNSECURED	27,891,762	3,495,526	24,396,236	0	24,396,236
	TOTAL	2,526,808,117	94,698,375	2,432,109,742	36,580,600	2,395,529,142

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DIST. NO.	DISTRICT NAME	LOCAL SECURED	TOTAL SECURED	UNSECURED	TOTAL VALUE
0 04-4861	EAST BLYTHE COUNTY WATER	36,503,229	36,503,229	751,415	37,294,644
0 04-4866	MISSION SPRINGS WTR IMP G	1,436,108,556	1,436,108,556	15,138,971	1,451,307,527
1	JUN 27, 2017			PRPCAO50	PAGE 32
-	DISTRICT VALUATIONS - AUDITOR FY17-18				
0	MISSION SPRINGS WTR IMP E	49,025,502	49,025,502	59,154	49,084,656
0	MISSION SPRINGS WTR IMP F	176,313,908	176,313,908	28,738,582	205,052,490
0	MISSION SPRINGS WTR IMP S	1,390,228,070	1,390,228,070	24,304,032	1,414,532,102
0	IDYLLWILD CO WATER	386,578,450	386,578,450	3,146,074	389,724,524
0	IDYLLWILD CO WATER IMP 1	148,995,970	148,995,970	3,089,396	152,064,366
0	IDYLLWILD CO WTR IMP 1 ANX				
0	HONE GARDENS CO WATER	126,368,190	126,368,190	1,214,056	127,582,246
0	MURRIETA COUNTY WATER				
0	CHIRIACO SUMMIT CO WATER	3,369,202	3,369,202	131,960	3,501,162
0	COACHELLA VAL IMP DST 16 ANX 3				
0	CYWD WATER ASMT 65	50,421,894	50,421,894	10,135,691	90,417,585
0	PINE COVE CO WATER	222,333,936	222,333,936	122,801	222,456,737
0	PINYON PINES CO WATER	11,024,672	11,024,672	9,123	11,032,795
0	WEST VALLEY WATER				
0	CO WATER WEST VALLEY JT33-36	130,169,315	130,169,315	24,506,350	24,506,350
0	YUCAIPA VALLEY CO WATER ANX				
0	YUCAIPA VALLEY CO WTR	774,454,415	774,454,415	11,678,709	786,133,124
0	YUCAIPA VALLEY CO WTR IMP 1	327,332,615	327,332,615	5,954,485	333,287,100
0	YUCAIPA VALLEY CO WTR IMP 2	134,966,324	134,966,324	169,502	135,135,826
0	YUCAIPA VAL CO WTR IMP#1 ANX				



## Director Memorandum 18-091

**Date:** June 19, 2018

**Prepared By:** Allison M. Edmisten, Chief Financial Officer  
Erin Anton, Administrative Clerk V

**Subject:** Identification and Declaration of Bad Debt for Calendar Year 2016

**Recommendation:** That the Board authorizes the District staff to declare bad debt for Calendar Year 2016 in the amount of \$20,578.19.

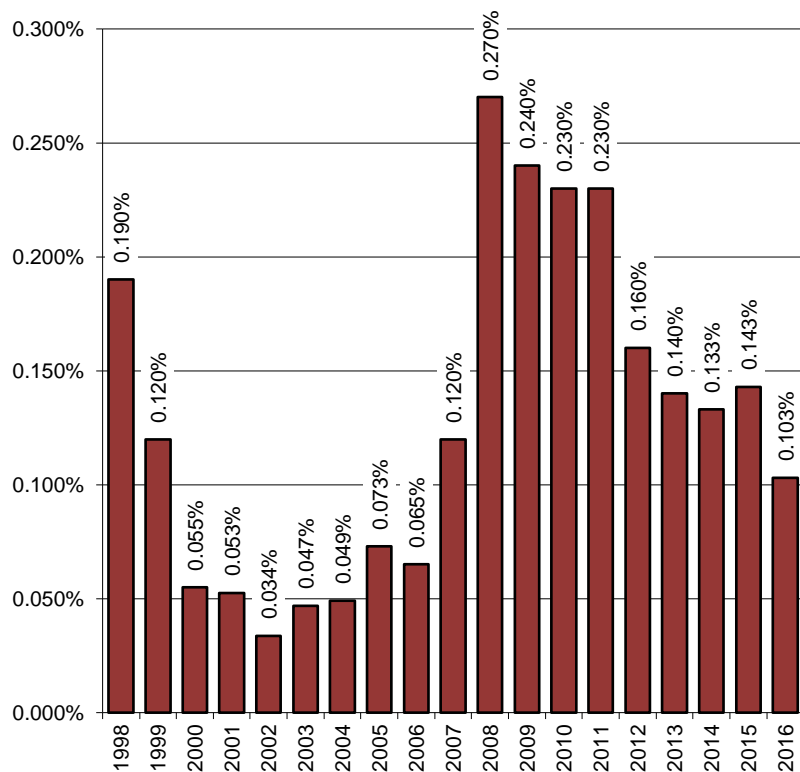
The District actively pursues delinquent accounts, and in most cases is able to collect delinquent fees through a combination of shutting off the services provided, sending accounts to a collection agency, placing a lien on the property involved, and/or pursuing the claims through legal actions such as small claims court. In some cases, the District is unable to collect the money owed the District.

During the calendar year 2016, the amount of bad debt totals \$20,578.19, which includes \$4,622.11 for sewer only customers and \$13,700.63 for water/sewer customers. Of this bad debt total, \$2,255.45 is due to home foreclosures, leaving account balances of \$18,322.74 that was not collected in the normal collection process.

As a proper accounting procedure, this bad debt must be accounted for on our financial statements; otherwise the debt remains as a liability on the District's annual audit.

Overall, the total amount of bad debt represents a loss of 0.103% for calendar year 2016 based on total water and sewer revenues.

**Bad Debt as a Percentage of Annual Water and Sewer Revenues**





**Date:** June 19, 2018

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

**Subject:** Consideration of Approving a Government Accounting Software & Services Agreement

**Recommendation:** That the Board authorize the General Manager to Execute the Agreement with Caselle for software services in the amount of \$158,515.

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The District is currently utilizing a software system that is in need of an upgrade. The District has been on the waiting list for one year and are told it will be at least another 8 months until this upgrade will be implemented. There is a significant need in reporting out of the software system for various Board reports, as well as federal and state reports. The current system is lacking this reporting capability and many reports need to be compiled manually, even by rekeying data into excel spreadsheets.

The current software system charges for upgrades, so this would be an additional one-time cost of approximately \$30,000 over and above the annual maintenance costs currently paid. Due to this delay for the upgrade as well as the shortfalls of the reporting capabilities as well as the annual maintenance costs, District staff is pursuing a new software system.

With this change in government accounting software, the District would have the ability to integrate the utility management, general ledger, payroll, AMI, backflow, accounts payable and inventory. The implementation schedule for the new software is 6 to 8 months from the date of a signed agreement.

District staff is recommending moving forward with Caselle. This will result in a one-time implementation cost of \$158,515 which includes software license fees for us to host the system on our server, training, set-up and conversion. In addition, the annual ongoing maintenance costs will be \$29,124 which is an annual savings of \$25,377 compared to our current system. The annual costs for Caselle includes all future upgrades at no additional cost.



*Caselle*<sup>®</sup> Software & Services Proposal

# Yucaipa Valley Water District, CA

**June 6, 2018**  
(Valid for 90 days)

From:

Wade Walker, Territory Manager  
pww@caselle.com





*Caselle*® Software & Services Proposal  
Yucaipa Valley Water District, CA  
June 6, 2018

**Proposal Summary**

Total Software License	\$86,250
Total Training	17,125
Total Setup	20,200
Total Conversion	34,940
<b>Total Investment</b>	<b>\$158,515</b>

A deposit of 50% of the total proposal price is required with order. The remaining balance will be due upon completion of training.

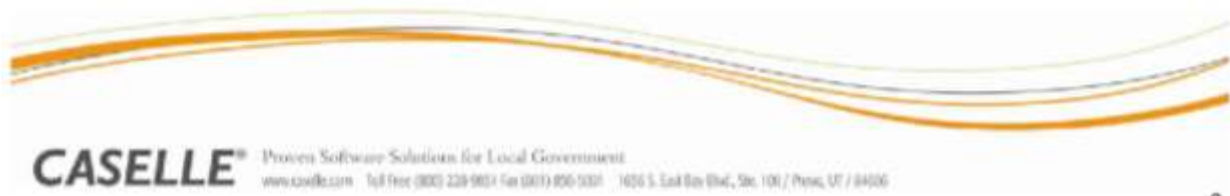
Software Assurance will be \$2,427 per month.

I have read and agree to all terms & conditions proposed herein. I understand if Yucaipa Valley Water District is unable to provide data to Caselle in the requested format, additional fees will apply.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Date



**Caselle® Software & Services Proposal**  
**Yucaipa Valley Water District, CA**  
**June 6, 2018**

**Proposal Detail**

<b>Caselle® Application Software</b>	<b>License Fees</b>	<b>Training</b>	<b>Setup</b>	<b>Conversion</b>	<b>Total</b>
General Ledger	\$5,500	\$1,500	\$700	\$1,120	\$8,820
Budgeting	Incl. w/GL	Included	-	-	-
Bank Reconciliation	Incl. w/GL	Included	-	2,500	2,500
Caselle Advantage Budgeting	5,000	2,250	2,750		10,000
miExcel GL	1,000	Included	1,000	-	2,000
Payroll/Direct Deposit	9,200	2,250	1,750	1,020	14,220
Electronic W2/1099	1,700	Included	-	-	1,700
Timekeeping	2,700	750	500	-	3,950
Human Resources	4,500	375	-	-	4,875
Online Pay Stubs/W2's	-	-	3,000	-	3,000
Accounts Payable	5,500	375	500	2,800	9,175
Utility Management	5,500	2,250	1,500	26,000	35,250
Utility Electronic Reading Interface	2,700	Included	250	-	2,950
Utility Tax Certification	2,700	Included	-	-	2,700
Utility Service Orders	2,700	375	500	-	3,575
Online Mapping	-	-	-	-	-
Utility Backflow Management	4,500	500	1,500	500	7,000
Cash Receipting	4,500	375	500	-	5,375
Online/Electronic Payments	2,250	500	2,250	-	5,000
Asset Management	3,300	375	500	500	4,675
Materials Management	4,500	750	500	500	6,250
Project Accounting	4,500	1,500	500	-	6,500
Caselle Document Management	-	3,000	2,000	-	5,000
Three (3) Concurrent User Licenses	Included	-	-	-	Included
Seven (7) Additional Concurrent User Licenses ( <b>10 Total</b> )	14,000	-	-	-	14,000
<b>Grand Total</b>	<b>\$86,250</b>	<b>\$17,125</b>	<b>\$20,200</b>	<b>\$34,940</b>	<b>\$158,515</b>

**Notes:**

1. The training will take place at Caselle.
2. The monthly credit card and electronic payment transaction fees will be billed by Xpress Bill Pay.
3. Online Paystubs includes 60 employees paid bi-weekly and annual W2's. Software Assurance will be adjusted if the number of employees exceeds this estimate.
4. The subscription based Caselle Document Management includes: Full Text Search, Encryption, Drag and Drop, Role-Based Security, Versioning, Document Retention, Audit Trail, OCR (10,000 pages/month), four (4) Concurrent User Licenses, four (4) Advanced Workflow Licenses and the Caselle Integration.

*Caselle*<sup>®</sup> Software & Services Proposal  
Yucaipa Valley Water District, CA  
June 6, 2018

### Optional On-site Training

Estimated On-site Training – **\$38,500**

*Travel expenses will be invoiced when training is complete and include actual airfare, hotel, and car expenses, plus Caselle's food per diem of \$40.00. These are not included in the total proposal price.*

### On-site Training Requirements

In order to receive the full benefit and value of our software products, it is imperative that the on-site training be conducted in an organized, professional and uninterrupted manner. To insure this, Caselle Inc. requires the following conditions:

- Training class size will be limited to the number of workstations available in the training area.
- Each training area will have one workstation for each student and one workstation for the instructor or data conversion specialist. Each training workstation must have access to a common network.
- Each training room must have a dedicated printer networked to all the training workstations.
- Training rooms must be set up and completely functional before the first day of training.
- Training rooms should provide an education environment and be free from interruptions or distractions for students. Equipment such as a whiteboard or easel, three-hole punch, and stapler should be available in the training room.
- Key personnel must be available before and after normal working hours to discuss data conversion issues, assist with implementation, or if a "live" run of Accounts Payable, Utility Billing or Payroll etc., is to be done.

Caselle will be in contact with the customer prior to scheduling the training to insure the above conditions can be met. If delays result from the above conditions not being met during on-site training, additional training fees may apply.



**CASELLE**<sup>®</sup>

Private Software Solutions for Local Government

www.caselle.com Toll Free (800) 229-9811 Fax (951) 890-5001 1435 S. East Bay Blvd., Ste. 100 / Pomona, CA 91768

**Caselle® Software & Services Proposal**  
 Yucaipa Valley Water District, CA  
 June 6, 2018

### General Information

In order to further define and clarify the various products and services offered in this proposal, the following notes will apply based on the software applications and/or services quoted:

<b>Hardware, Network, &amp; Database Software Requirements</b>	It is the responsibility of the customer to meet the attached Caselle System Requirements. Prior to the implementation, your SQL Server installation must be complete. Customers requesting additional assistance with Microsoft SQL Server installations are asked to contact Executech, Caselle's authorized contractor at (801) 253-4541. Charges will be billed at the rate of \$105 per hour upon approval by the customer. You will be invoiced by Caselle for these services.
<b>Source Code</b>	Source code is held in escrow with InnoSafe, Inc. Technology Protection Services and requires a beneficiary enrollment form, available upon request. An annual fee of \$200 will apply.
<b>Software License Fees</b>	The price quoted is based on the number of concurrent users listed in the proposal. Additional concurrent user licenses are \$2,000 each.
<b>Training</b>	Unless otherwise quoted, training will take place at Caselle's Education Center, located in Provo, Utah. Your staff will be trained on your data. Approximately one half of the training time will be spent reviewing and validating your converted data files. Training hours are from 8:30 a.m. to 4:30 p.m., Monday through Friday.
<b>On-site Implementation Assistance</b>	If on-site implementation assistance is quoted, this may include a pre-implementation customer process evaluation meeting. We will review your current processes and determine what is required to make a smooth transition to the Caselle software system. Additional on-site assistance days may be quoted to assist during and after the implementation. This insures that you are utilizing the Caselle application features to the full benefit of your organization.
<b>Travel Expenses</b>	If on-site training or implementation assistance is quoted, travel expenses will be estimated based on the number of days and trips required. Actual expenses will be invoiced when implementation is complete.

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Yucaipa Valley Water District, CA  
June 6, 2018

### **Implementation Services**

Data conversion is an involved, sometimes complicated procedure that must be completed with a high level of accuracy and precision. To make this process run smoothly, Caselle requires your assistance in providing the required materials for preliminary data conversion, offering clarification as needed during the conversion process, and supplying updated materials for the final data conversion. ***Please read the following information carefully.***

#### ***Gathering Preliminary Data***

Assemble the following information and send it to Caselle.

- Complete the **Information Worksheets** during each phase of the conversion.
- Provide **data to be converted**.
  - You may need to clarify the data, as needed, during the conversion process.
  - Caselle will not convert the prior period detail during data conversion unless optional history conversion is specified in the contract.
- Send **printed or PDF reports** to verify account balances at the time data is sent to Caselle for preliminary conversion and again for final data conversion.

#### ***Submitting Conversion Data***

You will be provided a file layout for each application that will have data conversion. The file layout details the required and/or optional fields that Caselle will need to provide the conversion. The cost of conversion quoted in this proposal is based on your submission of the necessary data in the requested formats. If data cannot be supplied in this format, additional costs will be billed to get your existing data into the desired formats ready for conversion, and could delay any proposed timeline. We may also need file layouts or descriptions of tables and where all of the necessary information is located within your existing data to complete the conversion.

#### ***Data Conversion Timeline***

**The timeline begins when the requested data and all required preliminary information has been received by Caselle.** The timeline to complete an accurate data conversion can range from 90 – 120 days. This is dependent upon the condition of the data and the client's willingness to review the preliminary information for accuracy, including information requested in the discovery phase of the conversion.

#### ***Scheduling Training***

**Important!** Training will only be scheduled after Caselle has completed the mock conversion and the customer has reviewed and approved the conversion.

After training is scheduled, a representative from the Implementation team will review the remaining steps to ensure a successful implementation, prior to going Live on Caselle.

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Yucaipa Valley Water District, CA  
June 6, 2018

### Software Setup & Data Conversion

This section contains the items, per directory, that will be setup and converted in each module. Since estimating the exact quantity may be difficult, we will adjust the calculated conversion cost if the actual number of items converted is greater than or less than 25% of the original estimate.

Data conversion requires that data be submitted in the required format. It is the responsibility of the customer to provide data to Caselle. Conversion services to retrieve or modify your data to the required formats are available at an additional cost. These services will be billed at Caselle's current hourly rate and are not included in this proposal.

#### General Ledger Setup

- Set up the control table in the General Ledger and Account Masks with the appropriate segments for funds, departments, revenue sources, object codes, and other account classifications.
- Modify the existing chart of accounts to utilize the advanced reporting features available with Caselle, if needed.
- Format five standard financial statements:
  - Balance Sheet with Revenue/Expenditures compared to budget
  - Allocation Reconciliation
  - Income Statement (All Funds)
  - Balance Sheet (All Funds)
  - Fund Summary Income Statement

**Note:** Additional fees may be required to set up additional financial statements.

- Establish all necessary journals for interfaced subsystems to allow the subsystems to update transactions to the General Ledger.
- Create a custom Checklist to document your organization's daily, monthly, and fiscal year-end steps; as well as budget procedures.

#### Data Conversion

- The current year-to-date trial balance and budget will be entered and balanced to your existing system. Caselle will provide supporting reports that document the balance sheet accounts, revenues, and expenditure balance for auditing purposes. A trial balance period will be established and all periods from that period forward will contain detail transaction information, if provided.

**560** accounts are included

#### Bank Reconciliation Data Conversion

- Bank reconciliation for the desired cash accounts with outstanding deposits and checks will be established. A bank reconciliation will be completed and balanced to cash for the appropriate beginning period.

**5** bank accounts are included



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**Caselle Advantage Setup**

- Gather data from General Ledger and Account Masks to form basis of the hierarchical structure in Caselle Advantage including reporting structure and filter tree.
- Update dataset fields list (columns of data) used for budgeting and reporting inquiries.
- Create transaction drill directly into the general ledger transactions.
- Provide budget entry screen for Next Year Budget and Forecast.
- Set triggers between Position Based Budget calculations and Operating Budget salaries and related general ledger accounts to update automatically.
- Setup automated extraction process for employee details from payroll to be presented in position based budget worksheet.
- Create Home page to include links to basic alerts, financial reports, operating budget (data entry and reports), position based budget (data entry and reports).

**Payroll/Direct Deposit Setup**

- Set up necessary pay codes for gross pay, deductions, taxes, and benefits.
- Set up check formats for the Employee Payroll Check and Vendor Remittance for applicable deductions.
- Create a custom Checklist to document all necessary payroll procedures for pay periods and year-end.
- Set up default reports for all necessary payroll reporting, including:
  - Transmittals
  - Standard State/Federal Reporting
- Set up header and batch information with the appropriate ACH/NACHA file information.
- Set up bank file with all necessary employee bank routing information.
- Format one direct deposit voucher and one transmittal voucher.
- Additional form set up, such as timesheets will be billed at the rate of \$100 per form. Forms that have multiple pages will be billed \$100 for each additional page included in the form.

**Data Conversion**

- Each employee's information will be converted. This information includes the employee name, address, Social Security number, exemptions, and worker's compensation status.
- Each employee's wage distribution for salary and benefits will be established.
- Employee pay codes for all wages, deductions, taxes, benefits, and reimbursements will be converted.
- Payroll YTD information will be entered and reviewed to ensure W-2 information is accurate at year-end.
- Payroll processing to verify data conversion is accurate will be completed.
- Payroll YTD totals, leave time, hours, and benefits will be balanced to the existing system if supporting reports are provided.
- Caselle will provide reports of the converted data for auditing purposes.
- Each employee file will be set up with the employee's bank routing account information for full ACH compatibility. A pre-notification test file will be generated and verified to ensure accuracy.

**60 employees are included**

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**Timekeeping Setup**

- Establish activity codes and appropriate payroll overrides.
- Set up and define task codes, including descriptions and General Ledger override accounts, if necessary.
- Set up employee defaults for tasks, activities, and shifts.
- Set up applicable FLSA shifts with beginning dates, ending dates, and default hours.

**Accounts Payable Setup**

- Establish vendor defaults.
- Format one check form with requested stub detail.
- Create a Checklist to document Accounts Payable procedures, including the printing of 1099's.

**Data Conversion**

- Each vendor's information will be converted. This information includes the vendor name, street address, mailing address, remittance addresses, city, state, zip code, and 1099 status.
  - Exception: 1099 balances can be established, if provided.

**1,400** vendors are included

**Utility Management Setup**

- Set up services, taxes, rate tables, and other fees for billing.
- Format one form for each of the following: utility bills, delinquent notices, and shut-off notices.
- Set up default reports for billing, meter proofing, and reviewing customer information.
- Create table lists to generate customer labels, reports for new connects, terminated customers with credit balances, and terminated customers with a zero balance.
- Create a Checklist to document daily, monthly, and billing procedures.
- Additional forms will be billed at the rate of \$100 per form. Forms that have multiple pages will be billed \$100 for each additional page included in the form.

**Data Conversion**

- Each customer's information will be entered and verified. This information depends on what is provided. Information will be converted as is and normally includes the customer number, name, service address, mailing address, city, state, zip code, telephone numbers, meter number, location, balances, and previous reads.
- All appropriate transactions for balancing the billing will be converted.
- Balancing totals, billing totals, receivable by service totals, if provided, will be balanced to the existing system using supporting reports.
- Caselle will provide reports of the converted data for auditing purposes.

**13,000** meters or customers are included

**Utility Electronic Reading Interface Setup**

- Create the appropriate import/export formats and test with the interfaced meter reading equipment.





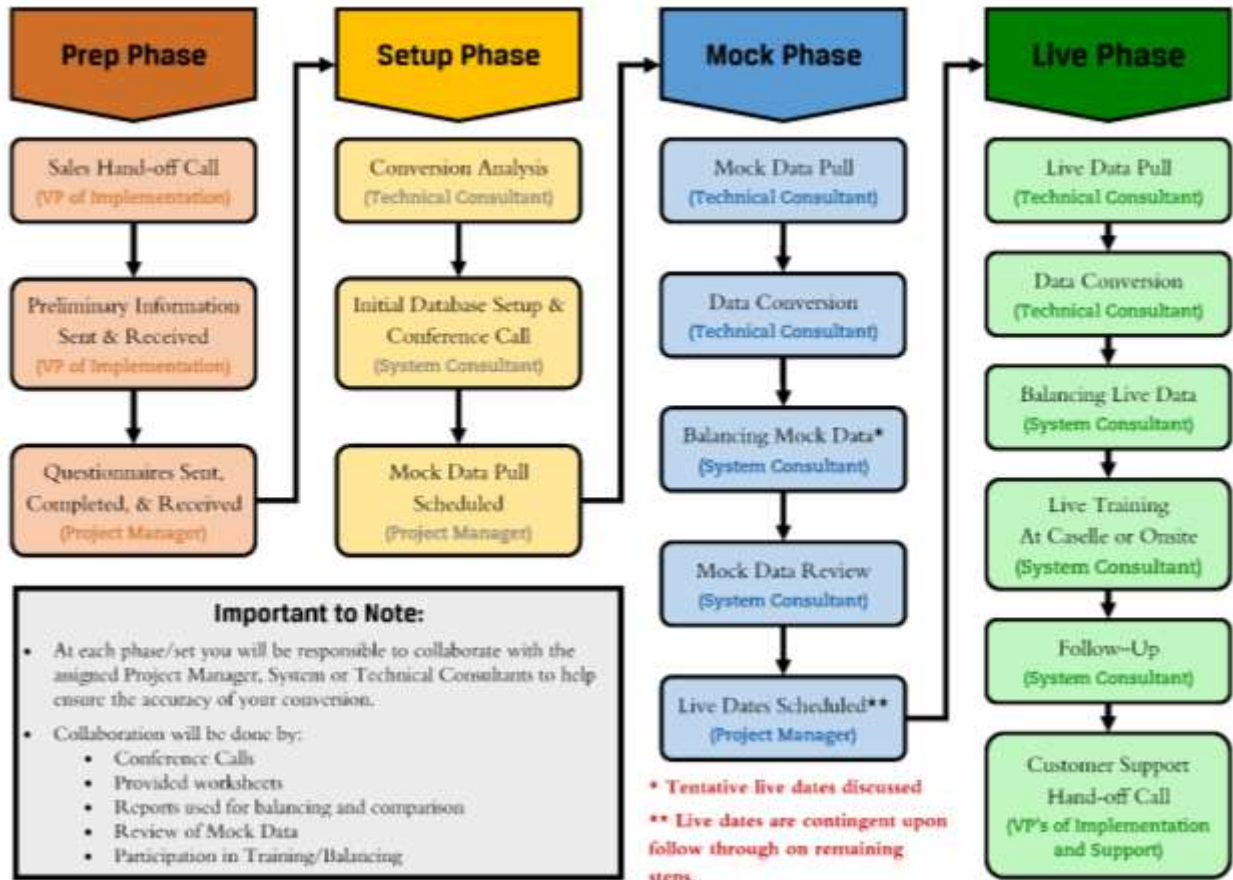
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- Service Orders Setup**
- Set up the Service Order options (including user, department, and actions).
  - Customize Service Order data entry screens.
  - Format three Service Order form layouts.
  - Set up the Utility Management interface.
  - Additional form layouts will be billed at the rate of \$100 per form. Forms that have multiple pages will be billed \$100 for each additional page included in the form.
- Backflow Management Setup**
- Assembly types, approved assembly models, action codes, notification cycles, organization, testers, and a maximum of eight forms will be set up. Forms include:
    - Testers Certification Notice
    - Testing Renewal Notifications
    - Assembly Install Notifications
    - Assembly Failure Notices
- Data Conversion**
- All active backflow assemblies will be attached to the utility location table including all applicable information to start the tracking process.  
**500 assemblies are included**  
***No historical assembly information will be included.***
- Cash Receipting Setup**
- Set up the General Ledger accounts for bank deposits and standard receipting revenue.
  - Set up category and distribution codes.
  - Set up payment types, for example, check, cash, and credit card, and associated reports for balancing.
  - Create default reports to assist in daily operation.
  - Create a Checklist to document procedures for daily cash receipting transactions, updates, and posting of receipts.
- Online/Electronic Payments Setup**
- Set up Online and Electronic Payment Processing (credit cards, electronic funds transfer, and online bank bill pay consolidation).
  - Set up Utility Direct Pay.
  - Set up Xpress Bill Pay, Caselle's authorized electronic payment vendor, including online bill presentation, online bill history, automatic recurring payments, and payment wallets with full integration to Cash Receipting.
- Asset Management Setup**
- Establish the default depreciation frequency and method, with the asset number format.
  - Set up departments, classifications, and asset types.
  - Create a Checklist to document procedures, including the asset creation and General Ledger updates.

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- Data Conversion**
  - Asset number, description, department, classification, and type will be converted. The depreciation start date, life, and method of depreciation will be converted for each asset, if provided.
  - Accumulated depreciation can be converted to ensure an accurate beginning balance.
  
- Materials Management Setup**
  - Create the inventory number mask
  - Set up the Department, Category, and Location files.
  - Establish inventory levels, turnover, and valuation reports.
  - Create a Checklist to document daily, monthly, and inventory procedures.
  
- Data Conversion**
  - Inventory items will be converted. This includes the inventory number, description, location, category, quantity, and unit cost for each item. Inventory valuation will be balanced if available.
  
- Project Accounting Setup**
  - Set up organization settings and all system defaults.
  - Determine job number mask with segments and values for all projects.
  - Determine and set up General Ledger accounts for WIP, depreciation, accumulated depreciation, and clearing accounts for labor and purchases.
  - Interface all applicable Caselle applications.
  - Set up the Crew Rate, Departments, and Jobs for creation, approval, and completion procedures.

## CASELLE Implementation Process





**Date:** June 19, 2018

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

**Subject:** Consideration of an Agreement to Purchase Inland Empire Brine Line Capacity from the San Bernardino Valley Municipal Water District

**Recommendation:** That the Board authorizes the General manager to execute an agreement for the purchase of 0.148 MGD of brineline pipeline capacity.

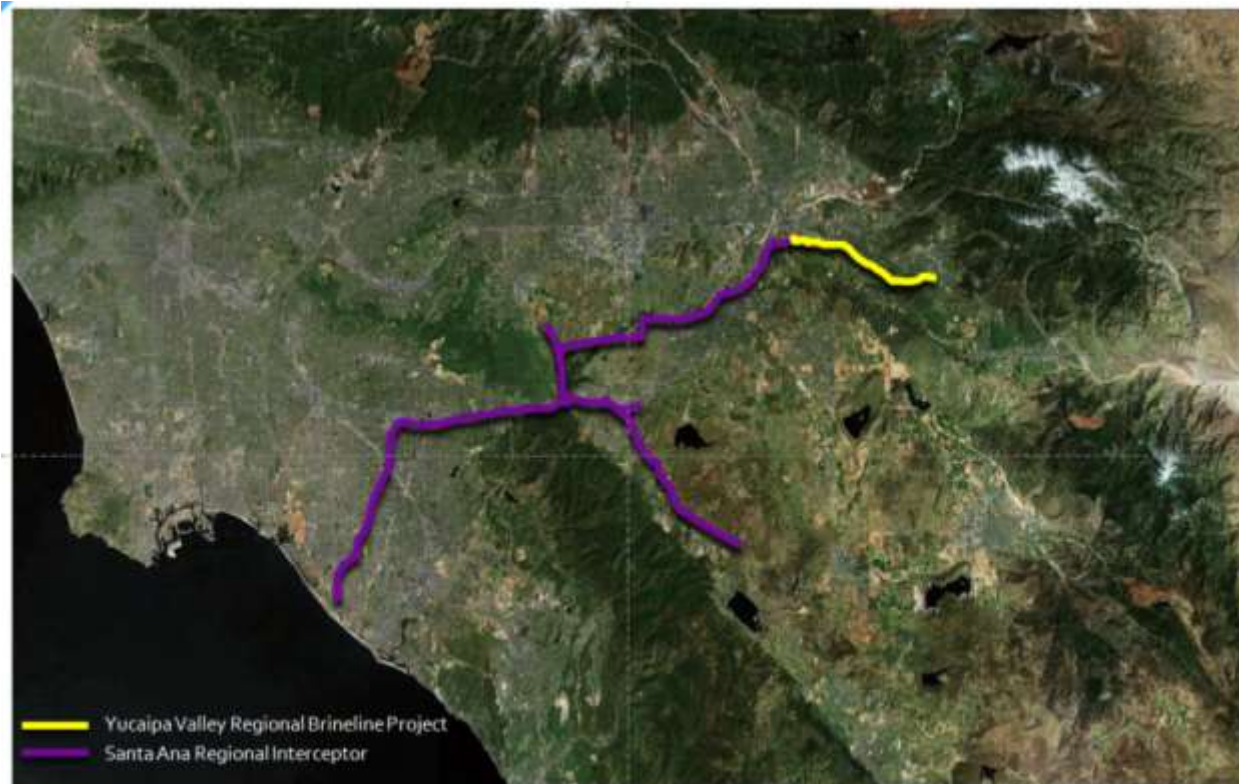
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In 2013, the Yucaipa Valley Water District completed the construction of the Yucaipa Valley Regional Brineline which extends the Inland Empire Brineline from San Bernardino to the Wochholz Regional Water Recycling Facility.



The Yucaipa Valley Regional Brineline is a critical component of the reverse osmosis treatment process at the Wochholz Regional Water Recycling Facility. The brineline is needed to comply with the water quality objectives set by the Santa Ana Regional Water Quality Control Board for the use of recycled water in Yucaipa and Calimesa. The reverse osmosis treatment process enables the District to remove salts and minerals from the recycled water supply which results in an exceptionally

pure quality recycled water source. The non-reclaimable waste produced from the reverse osmosis system, referred to as brine or reverse osmosis concentrate, must be conveyed in a pipeline to lower portions of the Santa Ana Watershed for treatment so it does not degrade fresh water resources throughout the watershed.



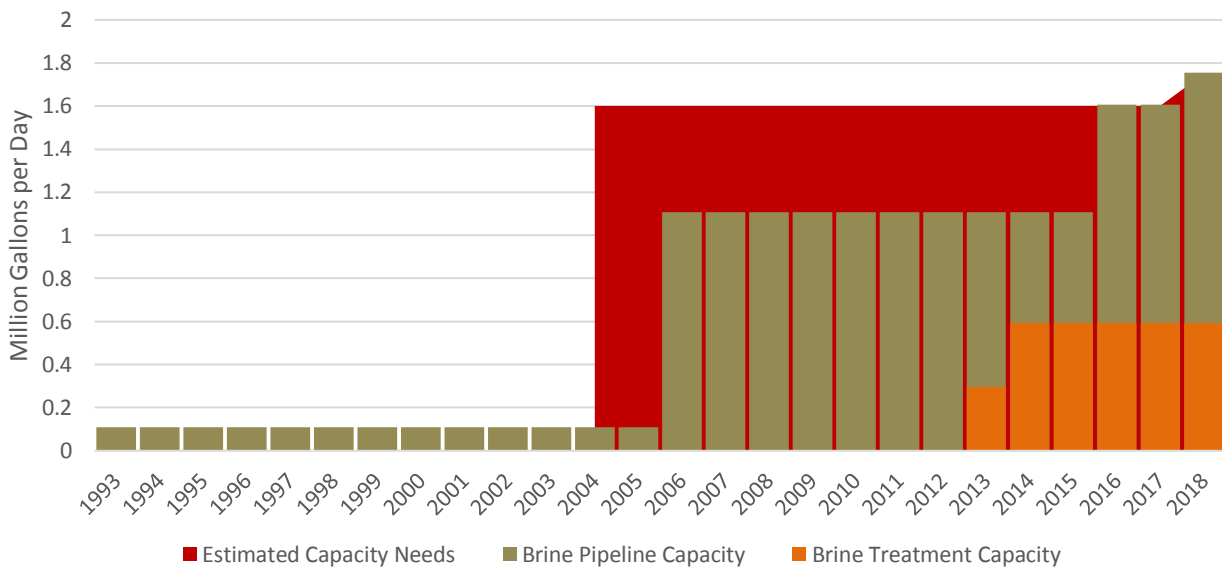
### Yucaipa Valley Regional Water Supply Renewal Project

In order to utilize the Inland Empire Brineline, the project partners need to purchase and maintain ownership of two primary components: pipeline capacity and treatment capacity. Sufficient pipeline capacity is needed to convey the brine solution through the Inland Empire Brineline shown in purple above. Sufficient treatment capacity is also required to provide treatment to the brine solution in treatment facilities owned and operated by the Orange County Sanitation District.

In 1993 the District purchased an original quantity of 0.108 million gallons per day of brineline pipeline capacity. A second purchase of pipeline capacity was secured in 2006 providing an additional 1.0 million gallons per day for a total of 1.108 million gallons per day of brineline pipeline capacity in the Inland Empire Brineline. A third purchase of pipeline capacity was secured in 2016 with the purchase of 0.5 million gallons per day for a total of 1.608 million gallons per day of brineline pipeline capacity representing the current amount of brine pipeline capacity owned by the District.

In 2013, the Yucaipa Valley Water District purchased 0.295 million gallons per day of treatment and disposal capacity in the Orange County Sanitation District's facilities, and in 2016 the District purchased an additional 0.300 million gallons per day of treatment and disposal capacity. The District currently owns 0.595 million gallons per day of treatment capacity with the Orange County Sanitation District.

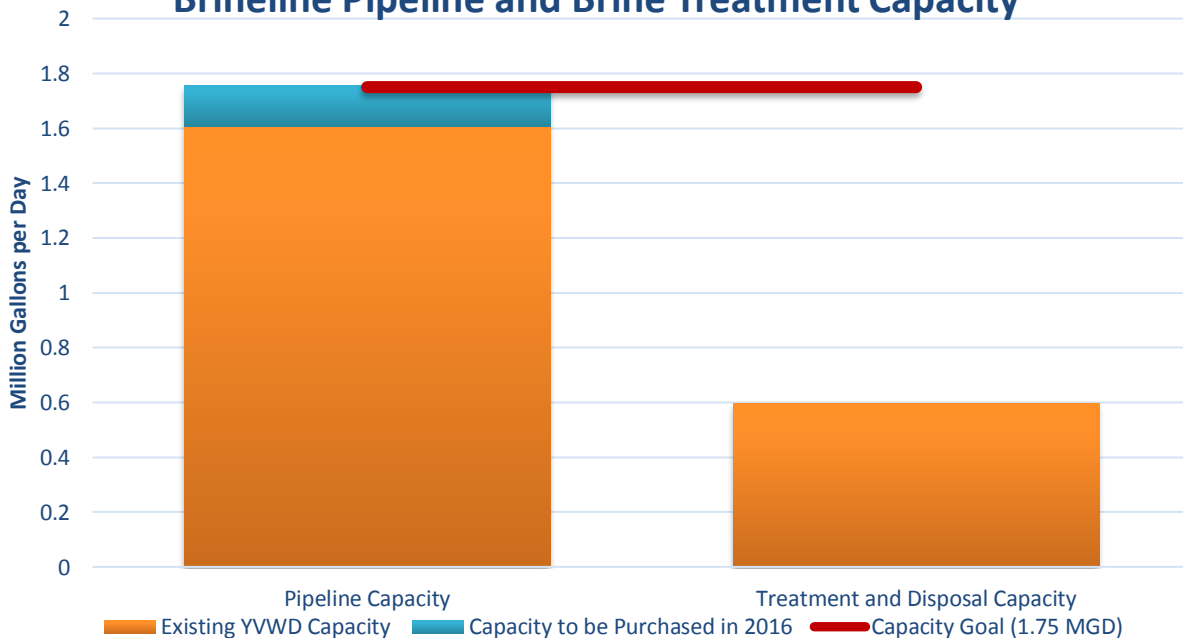
### Brine Pipeline and Treatment Purchases



With the recent strategic planning concepts completed by the Board of Directors, the District staff recommends adjusting our ultimate brine disposal needs from 1.6 million gallons per day of both brineline pipeline and brine treatment/disposal capacity to 1.75 million gallons per day of capacity of pipeline and treatment capacity.

At a recent meeting with the San Bernardino Valley Municipal Water District, the District staff was informed of the availability of 148,000 of brine pipeline capacity currently held by the San Bernardino Valley Municipal Water District. The District staff drafted and presented the attached purchase agreement to the Valley District staff for their review and consideration.

### Brineline Pipeline and Brine Treatment Capacity



Funds for this purchase are provided by the Wastewater Division Infrastructure Reserves (Fund 03-10311) and will be replenished by future development from Facility Capacity Charge Salt Mitigation Facilities (Fund 03-10418).

**Agreement for Yucaipa Valley Water District  
to Purchase Inland Empire Brine Line Pipeline Capacity from  
the San Bernardino Valley Municipal Water District**

This Purchase Agreement ("Purchase Agreement") is made this \_\_\_<sup>th</sup> day of June 2018 ("Effective Date"), by and between San Bernardino Valley Municipal Water District, a municipal water district ("Valley District"), and the Yucaipa Valley Water District ("YVWD"), a county water district. Valley District and YVWD are sometimes collectively referred to as the "Parties" and individually as "Party."

RECITALS

- A. On June 22, 1993, Valley District and Santa Ana Watershed Project Authority ("SAWPA") entered into that certain SARI Capacity Agreement ("SAWPA Agreement"), which is hereby incorporated by reference, granting Valley District the right to acquire a certain amount of pipeline capacity use right and treatment and disposal rights in the Inland Empire Brine Line system ("Brine Line"), formerly known as the Santa Ana Regional Interceptor ("SARI").
- B. In 1993, YVWD purchased 0.108 million gallons per day ("MGD") (i.e. 108,000 gallons per day) of Brine Line pipeline capacity from Orange County Sanitation District (OCSD).
- C. In 2006, YVWD purchased 1.0 MGD of Brine Line pipeline capacity from the City of Rialto.
- D. In 2012, YVWD purchased 0.215 MGD of treatment capacity in the OSCD treatment plant.
- E. In 2013, YVWD purchased 0.08 MGD of treatment capacity in the OSCD treatment plant from Valley District.
- F. In 2016, YVWD purchased 0.5 MGD of Brine Line pipeline capacity from then EnerTech and from Valley District and also purchased 0.3 MGD of treatment capacity in the OSCD treatment plant.
- G. Valley District currently owns 0.148 MGD of Brine Line pipeline capacity which Valley District is willing to sell to YVWD, as an eligible discharger located within Valley District's boundaries.
- H. YVWD is interested in purchasing from Valley District a discharge right allocation for a maximum of 0.148 million gallons per day ("MGD") (i.e., 148,000 gallons per day) of non-reclaimable wastewater into the Brine Line. The discharge right allocation is referred to as the "Capacity Rights".
- I. The purchase price for capacity in the Brine Line is Three Million Seven Hundred Fifty Thousand and 00/100 Dollars (\$3,750,000.00) for each MGD as established by SAWPA Resolution 295, dated July 8, 1997.
- J. YVWD agrees to purchase and assume from Valley District the Capacity Rights, upon the terms and conditions contained in this Purchase Agreement.



- K. Upon completion of this transaction, YVWD will own 1.756 MGD of Brine Line pipeline capacity and 0.595 MGD of treatment capacity in the OCSD treatment plant.

#### OPERATIVE PROVISIONS

NOW, THEREFORE, in consideration of the foregoing facts and mutual covenants and for other good and valuable consideration, the sufficiency of which is hereby acknowledged, the Parties hereby agree as follows:

1. Purchase of Capacity Rights. Subject to the terms and conditions of this Purchase Agreement, Valley District agrees to grant, sell, transfer and assign to YVWD, and YVWD agrees to purchase, acquire, assume and accept from Valley District 0.148 MGD, of pipeline capacity ("Capacity Rights"), including all obligations related thereto.
2. Purchase Price. Subject to the additional costs required under this Purchase Agreement, the purchase price of the Capacity Rights shall be Five Hundred Fifty Five Thousand Dollars (\$555,000.00), subject to any amendments or adjustments to SAWPA Resolution 295 ("Purchase Price"). YVWD acknowledges that the Purchase Price does not cover other costs or annual fees for use or operation of the Brine Line system, which may be imposed by Orange County Sanitation District ("OCSD") or SAWPA from time to time.
3. Additional Costs. In addition to the payment of the Purchase Price contemplated under Section 2, YVWD will be responsible for the timely payment of all other costs, fees and expenses, (whether fixed, use-based, or otherwise) including, without limitation, operation, repair, maintenance and replacement costs imposed by OCSD, SAWPA, Valley District, or the SAWPA Agreement, as amended, regarding the use and operation of the Brine Line system. The payment of any additional fees and costs shall be made within thirty (30) days of YVWD's receipt of an invoice.
4. Compliance. YVWD shall at all times comply with all quality standards and requirements for the discharge of non-reclaimable wastewater into the Brine Line system mandated by applicable ordinances, rules, regulations, orders, permits or agreements, including without limitation, the SAWPA Agreement, as those items may be amended or supplemented from time to time, which are issued or executed by the OCSD, SAWPA, Valley District or any other rule making agency or authority. Further, YVWD agrees to comply with all federal and state law, rule or regulation regarding or relating to the actions contemplated by this Purchase Agreement. Upon execution of this agreement, YVWD will be deemed to have knowledge of, and hereby acknowledges compliance with all applicable ordinances, rules, regulations, orders and permits, including any amendments thereto, affecting or relating to YVWD's use or rights to the Brine Line system.
5. Discharge Permit. Prior to utilizing the Capacity Rights, YVWD will be required to amend its discharge permit and obtain the same from SAWPA and to make such necessary arrangements with Valley District and SAWPA for the point of delivery of such discharge and for payment of the costs of installation and maintenance of facilities, if any, in connection therewith.
6. Default. In the event YVWD fails to pay any amounts owed when due, or if YVWD otherwise fails to comply or perform its obligations under this Purchase Agreement or under any ordinances, rules, regulations, orders or permits of OCSD, SAWPA, Valley District or any other agency or authority with jurisdiction over use of the Brine Line

contemplated herein, Valley District shall provide YVWD with written notice of such default. Upon receipt of the default notice, YVWD shall have ninety (90) days to cure a default for failure to pay any amounts owed ("Cure Period"). If YVWD fails to cure the default within the applicable Cure Period, Valley District may exercise any and all rights available in law or in equity, or as otherwise available under any applicable ordinances, rules, regulations, orders or permits.

7. Indemnification. YVWD hereby indemnifies, defends and holds Valley District harmless from and against any and all claims, penalties, losses, costs, interest, damages, liability, demands, and expenses (including attorneys' fees and costs) arising from or relating to the performance of or any breach by YVWD of the terms of this Purchase Agreement.
8. Attorneys' Fees. If any legal action is necessary to enforce or interpret the terms of this Purchase Agreement, the prevailing party in such action will be entitled to reasonable attorneys' fees and costs in addition to any other relief to which the prevailing party may be entitled.
9. Assignment. This Purchase Agreement may not be assigned by YVWD without the prior written consent of Valley District, which consent shall not be unreasonably withheld.
10. Succession. This Purchase Agreement shall inure to the benefit of, and be binding upon, any approved successors or assigns of each Party.
11. Entire Agreement. This Purchase Agreement, including any exhibits and schedules hereto, contains the entire agreement between the Parties pertaining to the subject matter hereof and fully supersedes all prior written or oral agreements and understandings between the Parties pertaining to such subject matter. The captions in this Purchase Agreement are for convenience only and shall not be considered a part of or affect the construction or interpretation of any provision of this Purchase Agreement.
12. Modifications. This Purchase Agreement cannot be changed orally, and no executory agreement shall be effective to waive, change, modify, or discharge it in whole or in part unless such executory agreement is in writing and is signed by both Parties.
13. Counterparts. This Purchase Agreement may be signed in any number of counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.
14. Risks of the Brine Line. The Brine Line system is a large non-reclaimable wastewater pipeline constructed in various types of terrain and environments and subject to the risk of curtailment, outages, or interruptions due to washout, earthquake, treatment plant requirements, regulatory prohibition or restrictions, or the like, and the Capacity Rights provided herein is purchased subject to such risks.

[Signatures provided on the following page]

IN WITNESS WHEREOF, the Parties have executed this Purchase Agreement to be effective as of the date first set forth above.

SAN BERNARDINO VALLEY MUNICIPAL WATER DISTRICT,  
A MUNICIPAL WATER DISTRICT

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

Name: Susan Longville

Its: Board President

YUCAIPA VALLEY WATER DISTRICT,  
A COUNTY WATER DISTRICT

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

Name: Jay Bogh

Its: Board President



**Date:** June 19, 2018

**Prepared By:** Matthew Porras, Implementation Manager

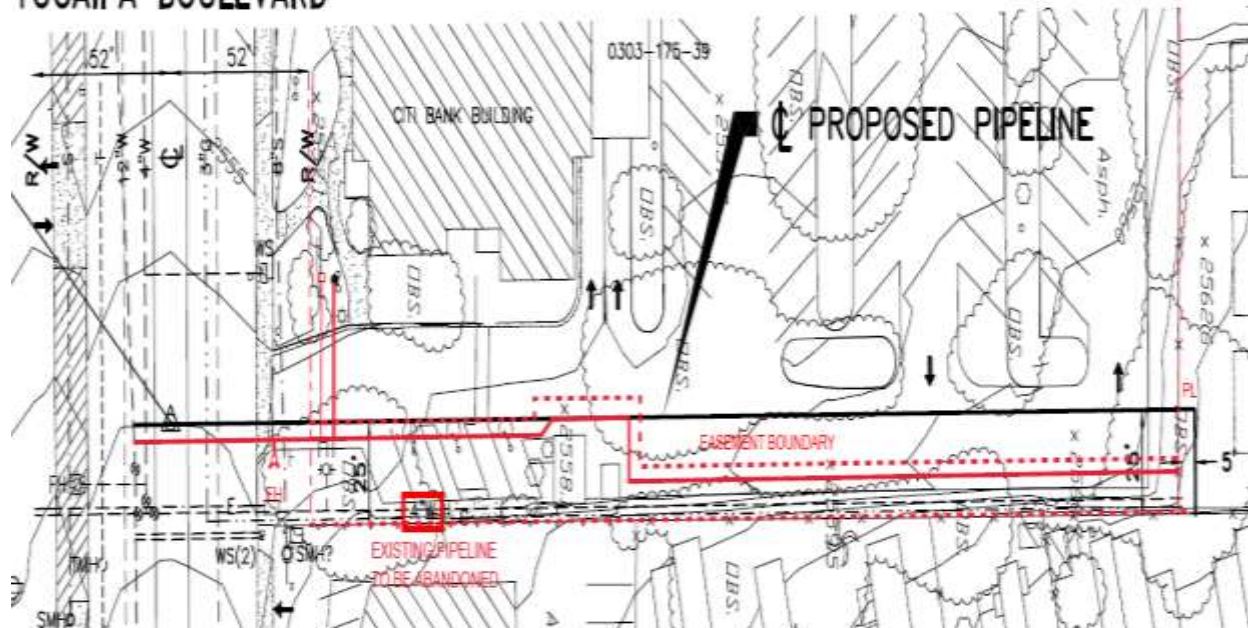
**Subject:** Consideration of an Agreement for a Pipeline Replacement with the Lessee of Assessor's Parcel Number 0303-175-39

**Recommendation:** That the Board authorizes the General Manager to execute an agreement with Citibank.

The District needs to replace an aging 4" steel water main that is past its useful life between Yucaipa Boulevard and Cedar Avenue. The proposed new water pipeline will need to be constructed slightly to the west of the existing pipeline which will require a new easement from the property owner and an agreement with the existing tenant.

The figure below outlines the general location of the proposed pipeline and the associated easement. The attached agreement has been reviewed by the lessee and their comments have been considered.

### YUCAIPA BOULEVARD



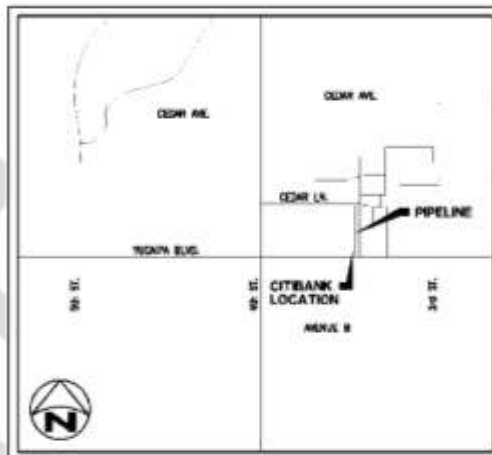
**34580 YUCAIPA BOULEVARD  
AGREEMENT BY AND BETWEEN  
THE YUCAIPA VALLEY WATER DISTRICT AND CITIBANK, N.A.**

June 11, 2018

Yucaipa Valley Water District, a Special District, hereinafter referred to as "District", and Citibank, N.A., a national banking association, hereinafter referred to as "Citibank", hereby mutually agree as follows:

**A. Background and Purpose of Agreement.**

The District is planning a Project that includes replacing an existing pipeline located at 34580 Yucaipa Boulevard in the City of Yucaipa (APN 0303-175-39), hereinafter referred to as the "property". The property is owned by CP Sunshine LLC, who is granting an easement to the District for construction, operation, and maintenance of the replacement pipeline. The property was previously utilized as a branch office by Citibank. It is the District's understanding that Citibank is the sole lessee of the property and has full possession and full responsibility for the property. The purpose of this Agreement is for the District to obtain a right of entry from Citibank to perform the work described above.



**B. Scope of Agreement. The Scope of the Agreement includes:**

1. Citibank hereby grants right of entry to the District to the property to construct, operate, and maintain a water pipeline in accordance with the easement granted by CP Sunshine, LLC (Grant of Easement attached for reference).
2. Prior to commencing construction, the District will procure insurance certificates directly or from the contractor performing the work, for the following insurance types and limits:
  - a) Worker's Compensation – mandatory coverage for on-the-job injuries to the District's employees, contractors and subcontractors meeting all statutory requirements;
  - b) Employer's Liability – Minimum limit of \$1,000,000.00 per occurrence;
  - c) Commercial General Liability (GL) – Must be provided from the District and each contractor, and each policy shall include coverage for (i) Contractual Liability and Completed Operations, and (ii) explosion, collapse, damage to underground piping (XCU), with limits of \$1,000,000.00 per occurrence and \$2,000,000 in the aggregate.
  - d) Automobile/Motor Liability – Required if the District or its contractors or subcontractors drive on the property leased by Citibank during the course of its work, with a combined single limit of not less than \$1,000,000.00 per occurrence
  - e) Umbrella/Excess Coverage - \$5,000,000.00 per occurrence.

The coverages set forth in subparagraphs 2(c), (d) and (e) shall include Citibank, N.A. as an Additional Insured. The insurance provided, as required above, shall be primary, without any right of contribution from any other valid insurance available to Citibank, and must include a waiver of subrogation in favor of Citibank.

- 3. Prior to commencing construction, the District will inspect the site with Citibank's representative to document the pre-construction condition of the site. The District will also prepare a video recording of the site.
- 4. Prior to completion of construction, the District will insure that all areas affected by construction will be restored to pre-job conditions, including areas used for parking, storage of vehicles, and storage of equipment. All existing improvements damaged during construction, including but not limited to curbs, paving, and sidewalks, will be replaced or repaired to preconstruction conditions (or better).
- 5. District will defend, indemnify, and hold harmless Citibank, its officers, employees and agents, from any claims, demands, or causes of action and lawsuits, based on, arising out of, or related to the construction, operation, or use of pipelines, equipment, and facilities owned or operated by the District or its agents.

The District and Citibank hereby agree to the full performance of the covenants and conditions contained herein.

**IN WITNESS WHEREOF**, the Yucaipa Valley Water District and Citibank, N.A. have executed this Agreement the day and year first written below.

**Citibank, N.A.**

**Yucaipa Valley Water District**

\_\_\_\_\_

\_\_\_\_\_ Joseph Zoba, General Manager

\_\_\_\_\_

Date

\_\_\_\_\_

Date

**Date:** June 19, 2018

**Prepared By:** Matthew Porras, Implementation Manager

**Subject:** Consideration of a Contract for the Yucaipa Creek Erosion Control Project

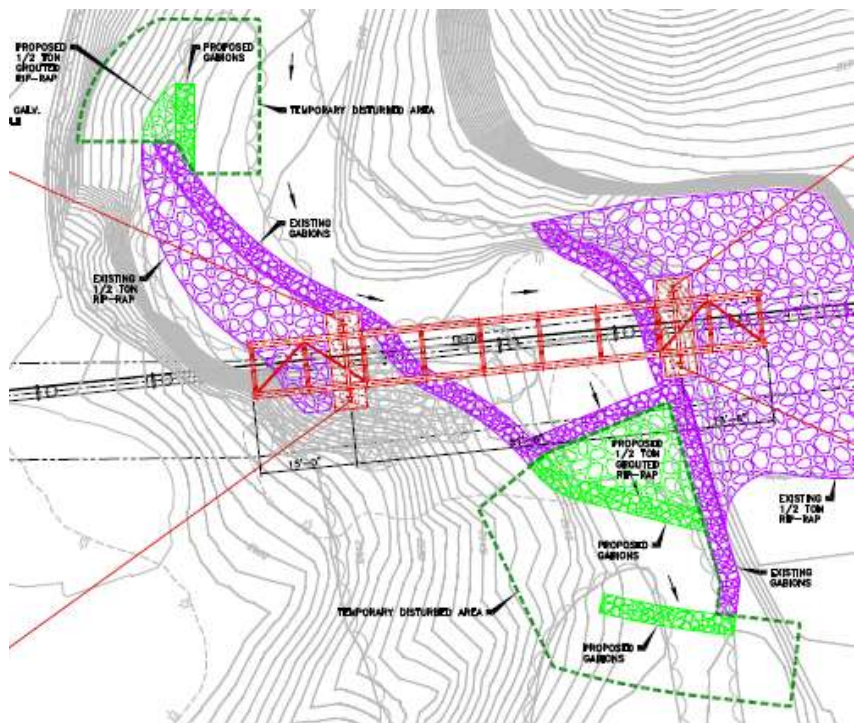
**Recommendation:** That the Board authorizes the Board President to execute a contract with Rock Structures Construction Company for a sum not to exceed \$27,500.

About two years ago, the District staff made improvements to the sewer collection system bridge that crosses Yucaipa Creek, south of Interstate 10.

As a part of the sewer bridge improvements, slope erosion control systems were installed to assist in the preservation of the adjacent slopes and structural footings.

Over the past few years, storm events have undercut the erosion control in multiple areas. The amount of repair work at its current state is relatively small, at 65 linear feet of 3'x3' Gabions and 230 square feet of grouted rip-rap. The plan is to make the repairs now and maintain the erosion control structures before the condition degrades further.

The required permits have been obtained and the necessary mitigation measures have been secured. [DM 18-048] The repair effort will be performed by Rock Structures Construction Company with a cost of \$27,500.





# Yucaipa Valley Water District

12770 Second Street / P.O. Box 730  
Yucaipa, CA 92399  
(909) 797-5118

**AGREEMENT DOCUMENTS  
FOR  
YUCAIPA VALLEY WATER DISTRICT  
RIP-RAP AND GABIONS FOR SEWER SUPPORT  
STRUCTURE OVER YUCAIPA CREEK**

**MAY 2018**

- AGREEMENT
- CERTIFICATE OF CONTRACTOR
- WORKER'S COMPENSATION INSURANCE CERTIFICATE
- INSURANCE ACORD FORM(S)
- INFORMATION REQUIRED OF CONTRACTOR
- ATTACHMENT 1: PROPOSAL AND DESCRIPTION OF WORK
- GENERAL CONDITIONS



### AGREEMENT

THIS AGREEMENT, made and entered into this 6th day of June, 2018, by and between Yucaipa Valley Water District, hereinafter called Owner, and Rock Structures Construction Company hereinafter called Contractor.

WITNESSETH, that the parties hereto do mutually agree as follows:

ARTICLE I: For and in consideration of the payments and agreements hereinafter mentioned to be made and performed by said Owner, said Contractor agrees with said Owner to perform and complete in a workmanlike manner all work required under Attachment 1 (Proposal dated September 8, 2017 and Description of Work) for the Owner's Rip-Rap and Gabions for Sewer Support Structure Over Yucaipa Creek for Twenty-Seven Thousand, Five Hundred Dollars (\$27,500.00), in accordance with this Agreement and the General Conditions therefore, to furnish at his own expense all labor, materials, equipment, tools, and services necessary therefor, except such materials, equipment, and services as may be stipulated by Owner to be furnished by said Owner, and to do everything required by this Agreement and said Proposal and Description of Work.

In addition, Contractor agrees to perform said Work, at said Contract amount, in accordance with the following Contract Completion Schedule: July 15, 2018.

ARTICLE II: For furnishing all said labor, materials, equipment, tools, and services, furnishing and removing all plant, temporary structures, tools, and equipment, and doing everything required by this Agreement and said Proposal and Description of Work; also for all loss and damage arising out of the nature of the work aforesaid, or from the action of the elements, or from any unforeseen difficulties which may arise during the prosecution of the work until its acceptance by said Owner, and for all risks of every description connected with the work; also for all expenses resulting from the suspension or discontinuance of work, and for completing the work in accordance with the requirements of said Proposal and Description of Work, said Owner will pay and said Contractor shall receive, in full compensation therefore, the price(s) named in Article I above.

ARTICLE III: The Owner hereby employs said Contractor to perform the work according to the terms of this Agreement for the abovementioned price(s); and the said parties for themselves, their heirs, executors, administrators, successors, and assigns, do hereby agree to the full performance of the covenants herein contained.

ARTICLE IV: The Proposal, Information Required of Contractor, General Conditions, and Drawings, as well as all insurance and change orders, are hereby incorporated in and made part of this Agreement.

ARTICLE V: Contractor states that he is aware of the provisions of Section 3700 of the Labor Code, which require every employer to be insured against liability for worker's compensation or to undertake self insurance in accordance with provisions of that Code, and Contractor agrees to comply with such provisions before commencing the performance of the Work of this Contract. Contractor shall provide evidence of Worker's Compensation or self insurance to the Owner within ten (10) days of execution of this agreement.

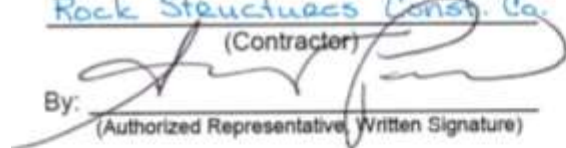
ARTICLE VI: In the event suit is brought to enforce or interpret any part of this Contract, the prevailing party shall be entitled to recover as an element of the costs of suit, and not as damages, reimbursement of costs and reasonable attorney's fees plus expenses (including the cost and expense of Engineer and Owner's representatives and experts and investigators) to be

fixed by the Court. The "prevailing party" shall be the party who is entitled to recover costs of suit, whether or not the suit proceeds to final judgment. A party not entitled to recover costs shall not recover attorney's fees. No sum for attorney's fees and expenses shall be counted in calculating the amount of a judgment for purposes of determining whether a party is entitled to recover costs or attorney's fees and expenses.

ARTICLE VII: If the Owner and/or its Officials, Officers, Employees, Agents, Consultants, and Engineers are named, or are required to testify or contribute time and expense in any other way, in any suit or enforcement action of any kind brought to recover alleged damages or remedy alleged violations resulting from the acts or omissions (including negligent acts or omissions) in connection with, or accidents arising from, the acts, operations, and responsibilities of the Contractor, its Subcontractors, or others associated with or working under Contractor, in direct or indirect relation to the performance of the Work, the Owner and/or its Directors, Officers, Employees, Agents, Consultants, and Engineers shall be held financially harmless and they shall be legally defended (with counsel acceptable to the named party) by the Contractor from any claims for damages and they shall be reimbursed for any reasonable costs incurred by them for lost time, expert assistance, and incidental expenses in connection with their need to defend themselves against such claims, or to contribute time and expense in any other such way, whether or not the suit or enforcement action proceeds to final judgment. This section shall apply and be enforceable for the full time of any applicable statute of limitations.

ARTICLE VIII: The parties do for themselves, their heirs, executors, administrators, successors, and assigns agree to the full performance of all of the provisions herein contained. Contractor may not, either voluntarily or by action of law, assign any obligation assumed by Contractor hereunder without the prior written consent of Owner.

IN WITNESS WHEREOF, the parties hereto have caused this contract to be executed the day and year first above written.

Rock Structures Const. Co.  
(Contractor)  
By:   
(Authorized Representative, Written Signature)

Antonio T. Paredes  
(Authorized Representative, Typed or Printed Name)

Title: Owner  
[Individual, Partner, Corporate Officer (Title)]

ATTEST: (If Corporation)

By: SOLE-PROPRIATOR

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

YUCAIPA VALLEY WATER DISTRICT  
(Name of Owner)

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

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

(corporate seal)

NOTARY (CONTRACTOR)

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF California )  
COUNTY OF Orange )

On May 31, 2018, before me, Steven Annunziata, personally appeared Antonio Parades, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Steven Annunziata  
Signature of Notary



NOTE: If Notary elects to attach an acknowledgment form, Notary shall use a California All-Purpose Acknowledgment form, provided Notary completes the entire form, both the required and optional portions.

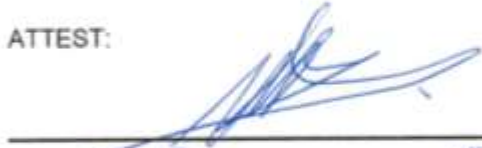
**CERTIFICATE OF CONTRACTOR**

I, Antonio T. Paredes  
certify that I am a/the Sole Proprietor [designate sole proprietor, partner in partnership,  
or specify corporate office, e.g., secretary] in the entity named as Contractor in the foregoing  
Contract.

I hereby expressly certify that the name of the entity to which I am associated is  
Rock Structures Construction Company;  
that this entity is in good standing and has complied with all applicable laws and regulations, and that I  
have been expressly authorized by the proper parties in this entity to execute this contract on behalf  
of the above-named entity.

  
Signature

ATTEST:

  
Name: FERNANDO RIVERA  
(Please Type)  
Title: ASSISTANT

**WORKERS' COMPENSATION INSURANCE CERTIFICATE**

The Contractor shall execute the following form as required by the California Labor Code, Sections 1860 and 1861:

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the Work of this Contract.

May 31<sup>th</sup> 2018  
Date

Rock Structures Const. Co.  
Contractor

By:   
Signature

Antonio T. Paredes, Owner  
Title

ATTEST:

By:   
Signature

Fernando Rivera Assistant  
Title



Yucaipa Valley Water District

## Director Memorandum 18-096

**Date:** June 19, 2018

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

**Subject:** Discussion Regarding Resolution No. 2018-05 Regarding Guidelines for Members of the Board of Directors

**Recommendation:** Pending

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Each year, the Board of Directors reviews the attached Guidelines for Members of the Board of Directors. This was last reviewed January 16, 2018 and the Board adopted Resolution No. 2018-05 at that time.

This item was requested to be added to the meeting agenda after the board workshop on June 12, 2018.

## RESOLUTION NO 2018-05

### A RESOLUTION OF THE YUCAIPA VALLEY WATER DISTRICT READOPTING GUIDELINES FOR MEMBERS OF THE BOARD OF DIRECTORS

WHEREAS, the Yucaipa Valley Water District (“District”) desires to ensure its customers, residents, employees, and those who conduct business with the District, that the District emphasizes values in public service, leadership, and decision-making by adopting these Guidelines; and

WHEREAS, in order to document the District’s Board of Director’s commitment to ethical behavior in performance of the District’s business, the Board desires to adopt these Guidelines.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the District that the following Guidelines are hereby adopted:

#### Section 1. Purpose

The purpose of the Guidelines is to: (a) provide guidance for dealing with ethical issues; (b) heighten awareness of ethics and values as critical elements in a Director’s conduct; and (c) improve ethical decision-making.

Members of the Board of Directors (“Directors”) are subject to the provisions of these Guidelines in addition to other District policies, state laws and regulations. Such laws govern, but are not limited to: disclosure of personal economic interests, receipt of loans, gifts, travel payments and honoraria, campaign contributions, conflicts of interest, dual office-holding and incompatible offices, and criminal and civil misconduct in office. If a Director has a question regarding interpretation or compliance with these Guidelines, or state laws and regulations, the Director shall refer the matter to the General Manager who shall provide the Director with information or may refer the matter to Legal Counsel for further guidance.

While the laws are expansive, the core ethical requirements can be summarized as follows:

- (a) Public office cannot be used for personal financial gain.
- (b) Holding public office does not entitle anyone to personal advantage or benefits.
- (c) The public’s business must be conducted openly.
- (d) Fair processes and merit-based decision-making create an environment of good governance and service to the public.

#### Section 2. Key Principles

- (a) Integrity – A Director must not place himself or herself under any financial or other obligation to any individual or organization that might reasonably be thought to influence the Director’s performance of his or her duties.
- (b) Leadership – A Director has a duty to promote and support the key principles by leadership and example and to maintain and strengthen the public’s trust and confidence in the integrity of the District.

- (c) Selflessness – A Director has a duty to make decisions solely in the public interest. A Director must not act in order to gain financial or other benefits for himself or herself, his or her family, friends or business interests. This means making decisions because they benefit the District, not because they benefit the Director.
- (d) Objectivity – A Director must make decisions solely on merit and in accordance with the Director’s statutory obligations when carrying out public business.
- (e) Accountability – A Director is accountable to the public for his or her decisions and actions.
- (f) Transparency – A Director has a duty to be as open and transparent as possible about his or her decisions and actions and give reasons for decisions.
- (g) Honesty – A Director has a duty to act honestly. A Director must declare any private interests relating to his or her public duties and take steps to resolve any conflicts arising in such a way that protects the public interest or recuse or disqualify himself or herself from taking any action which would constitute a conflict of interest.
- (h) Respect – A Director must treat others with respect at all times and observe the rights of other people. A Director must treat fellow Directors, officials, staff, customers, and the public, with courtesy and civility.

### Section 3. Conduct of Directors

- (a) Ethics Training – Directors shall complete two (2) hours of state-mandated ethics training for local agency officials to meet the specific requirements of state law. State law also mandates two (2) hours of training within one (1) year of initially taking office.
- (b) Relationship Between Board Members – Directors shall strive to work collaboratively and assist each other in conducting the affairs of the District. Directors shall function as a part of a whole. Directors should bring all issues to the attention of the Board as a whole, rather than to select individual Directors.
- (c) Relationship with The Public and Other Public Agencies – Directors shall refer all complaints from customers, residents, and members of the public, to the General Manager. A Director shall not make representations or promises to any member of the public regarding the future action of the District or of the Board, unless such representation or promise has been duly authorized by the Board. When making public statements, a Director shall make it clear whether he or she is authorized to speak on behalf of the Board, or whether he or she is presenting their own views. When representing the Board, a Director’s comments should reflect approved Board policies. In areas where no policy has yet been developed, the Director’s comments shall make this fact clear.
- (d) Presentation and Appearance to The Public – In order to present a positive image to the public, customers and residents, Directors should strive to maintain a professional appearance while performing their duties as Directors.



(e) Relationship with General Manager and Staff

(i) The Board sets the policy of the District. The General Manager is responsible for implementing the policy as formulated by the Board. Directors shall not engage in actions which would constitute day-to-day management. The General Manager is the highest-ranking nonelected officer of the District. The General Manager is appointed by and serves at the pleasure of the Board and performs such duties as may be imposed by the Board. Therefore, the Board will provide policy direction and instructions to the General Manager on matters within the authority of the Board by majority vote of the Board during a duly convened Board meeting. Directors will deal with matters within the authority of the General Manager through the General Manager, and not through other District employees.

(ii) A Director will not make requests directly to other District staff to undertake analyses, perform other work assignments, or change the priority of work assignments. A Director's contact with District staff should be kept to a minimum and should be made only when direct personal contact is required. A Director, when approached by District personnel concerning specific District policy, shall direct inquiries to the General Manager.

(f) Proper Use and Safeguarding of Property and Resources – A Director will not ask a District employee to perform services for the personal benefit or profit of a Director. Each Director must protect and properly use any District asset within his or her control. Directors will safeguard District property, equipment, monies, and assets against unauthorized use or removal, as well as from loss due to criminal act or breach of trust. The District will not reimburse the traveling and incidental expenses incurred by or for the spouse of a Director who attends a conference, tour or event on official District business (See 75 Ops. Cal. Atty. Gen. 20).

(g) Use of Confidential Information – Under the Brown Act, all meetings of the Board are open to the public except as prescribed by law. The Brown Act sets forth provisions that require public officials to maintain the confidentiality of certain information disclosed or discussed in a duly convened closed session. A Director is not authorized, without the approval of the Board, to disclose information that qualifies as confidential information under the applicable provisions of law to a person not authorized to receive it, that: (i) has been received for, or during, a closed session meeting of the Board; (ii) is protected from disclosure under the attorney-client or other evidentiary privilege; or (iii) is not required to be disclosed under the California Public Records Act. A Director shall not waive the attorney-client privilege of the District by disclosing the legal opinions or advice of Legal Counsel to a third party.

(h) Information Requests – A Director shall request all publicly available documents through the General Manager. All requested public documents shall be provided to the Director making the request within a reasonable period of time. All other Directors will be notified of the requests and said documents shall be made available to them upon request. A Director shall not request copies of documents

for the use of any member of the public in order to avoid the payment of copy fees outlined in the Public Records Act.

Section 4. Previously adopted versions of the *Guidelines for Members of the Board of Directors* are hereby repealed and superseded by this resolution.

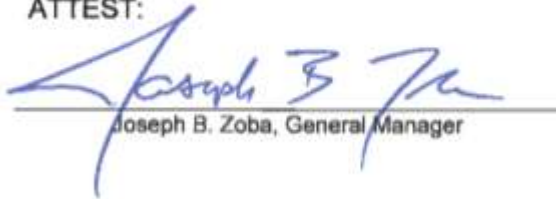
PASSED, APPROVED and ADOPTED this 16<sup>th</sup> day of January 2018.

YUCAIPA VALLEY WATER DISTRICT



Jay Bogh, President Board of Directors

ATTEST:



Joseph B. Zoba, General Manager

STATE OF CALIFORNIA  
COUNTY OF RIVERSIDE  
AND SAN BERNARDINO

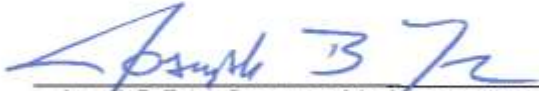
I, Joseph B. Zoba, Secretary of the Board of Directors of the Yucaipa Valley Water District, California, do hereby certify that the foregoing resolution being Resolution No. 2018-05 was duly passed, approved and adopted by said Board, approved and signed by the President, and attested by the Secretary at the Regular Meeting held on the 16<sup>th</sup> day of January 2018, and that the same was passed and adopted by the following vote:

AYES: Director Jay Bogh  
Director Bruce Granlund  
Director Lonni Granlund  
Director Chris Mann  
Director Tom Shalhoub

NOES: None

ABSTAIN: None

ABSENT: None



Joseph B. Zoba, Secretary of the Yucaipa Valley  
Water District and of the Board of Directors

# Board Reports



# Director Comments





## 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

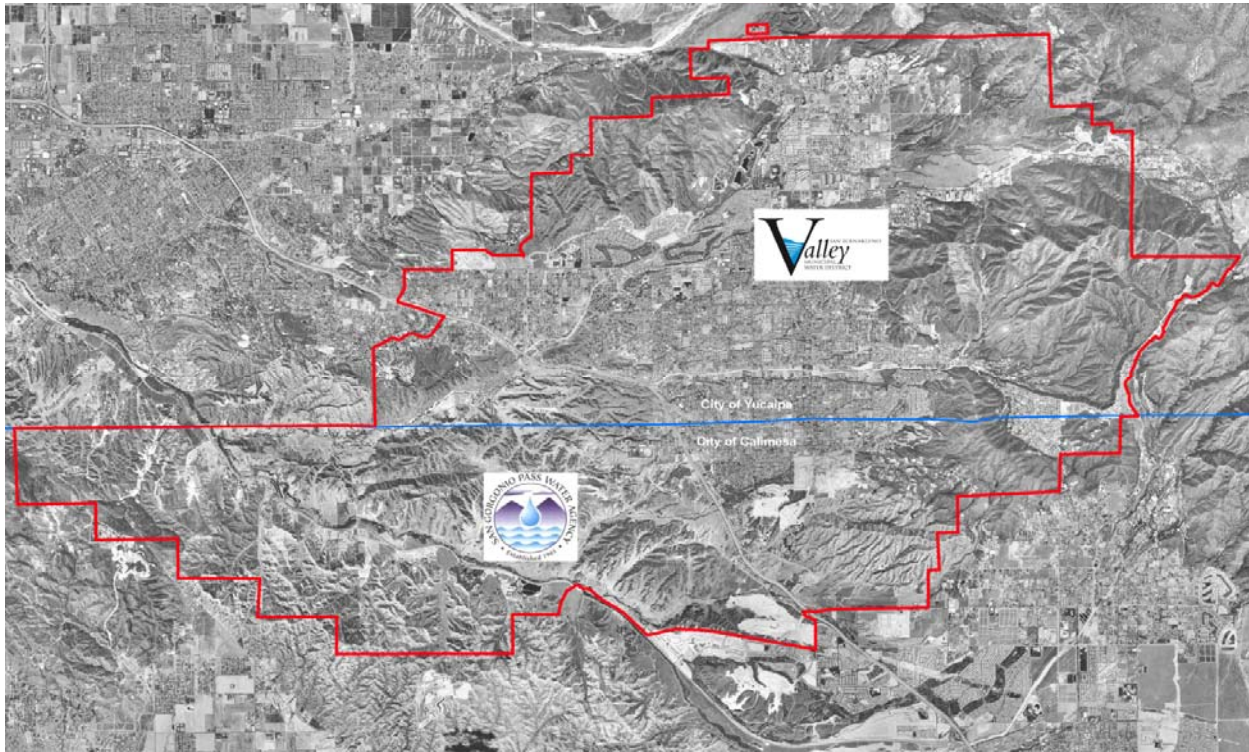
**Water System:** 215 miles of drinking water pipelines  
27 reservoirs - 34 million gallons of storage capacity  
18 pressure zones  
12,000 ac-ft annual water demand (3.9 billion gallons)  
Two water filtration facilities:  
- 1 mgd at Oak Glen Surface Water Filtration Facility  
- 12 mgd at Yucaipa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

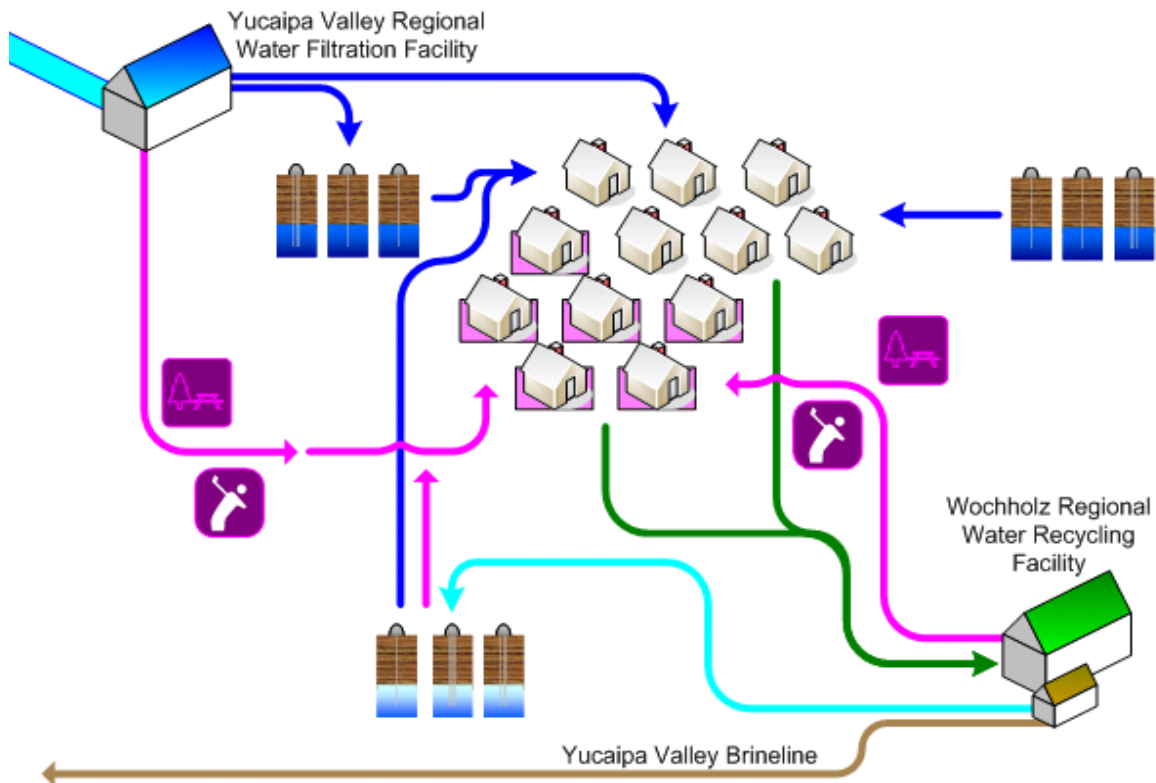
**Recycled Water:** 22 miles of recycled water pipelines  
5 reservoirs - 12 million gallons of storage  
1,200 ac-ft annual recycled demand (0.4 billion gallons)

**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