



# Yucaipa Valley Water District

## Notice and Agenda of a Board Workshop

Tuesday, November 27, 2018 at 4:00 p.m.

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MEETING LOCATION: District Administration Building  
12770 Second Street, Yucaipa

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

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- I. **Call to Order**
  - II. **Public Comments** At this time, members of the public may address the Board of Directors on matters within its jurisdiction; however, no action or significant discussion may take place on any item not on the meeting agenda.
  - III. **Staff Report**
  - IV. **Strategic Planning**
    - A. Strategic Planning and Capital Improvement Priorities for 2019 [[Workshop Memorandum No. 18-253 - Page 5 of 37](#)]
  - V. **Operational Updates**
    - A. Revised Imported Water Order for 2018 [[Workshop Memorandum No. 18-254 - Page 8 of 37](#)]
  - VI. **Capital Improvement Projects**
    - A. Status Report on the Construction of an 8-Inch Sewer Mainline in Yucaipa Boulevard [[Workshop Memorandum No. 18-255 - Page 10 of 37](#)]
    - B. Status Report on the Construction of the Replacement of Drinking Water Pipelines on Douglas Street, Cornell Drive, Auburn Avenue, Citibank / Yucaipa Boulevard and Oak Glen Road [[Workshop Memorandum No. 18-256 - Page 13 of 37](#)]
  - VII. **Administrative Items**
    - A. Notice of Exemption for the Automated Meter Infrastructure Bureau of Reclamation WaterSMART Water and Energy Efficiency Grant [[Workshop Memorandum No. 18-257 - Page 16 of 37](#)]
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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)

- B. Review of Draft Resolution No. 2018-xx Establishing Employee Benefit, Administrative Overhead and Surcharge Factors [[Workshop Memorandum No. 18-258 - Page 19 of 37](#)]
- C. Presentation of Resolution No. 2018-32 Supporting the Application for a Water Recycling Pilot Project Grant Funding Opportunity from the State Water Resource Control Board [[Workshop Memorandum No. 18-259 - Page 25 of 37](#)]

Recommendation: That the Board adopts Resolution No. 2018-32.

- D. Overview of a Consolidated Rate Revenue and Administrative Policy Resolution [[Workshop Memorandum No. 18-260 - Page 27 of 37](#)]

#### **VIII. Director Comments**

#### **IX. Announcements**

- A. December 4, 2018 at 6:00 p.m. - Regular Board Meeting
- B. December 11, 2018 at 4:00 p.m. - Board Workshop
- C. December 18, 2018 at 6:00 p.m. - Regular Board Meeting
- D. ~~December 25, 2018 at 4:00 p.m. - Board Workshop~~ Canceled
- E. ~~January 1, 2019 at 6:00 p.m. - Regular Board Meeting~~ Canceled
- F. January 8, 2019 at 4:00 p.m. - Board Workshop
- G. January 15, 2019 at 6:00 p.m. - Regular Board Meeting
- H. January 29, 2019 at 4:00 p.m. - Board Workshop

#### **X. Closed Session**

- A. Conference with Real Property Negotiator(s) - Government Code 54956.8  
Property: Assessor's Parcel Number: 473-070-019  
Agency Negotiator: Joseph Zoba, General Manager  
Negotiating Parties: Vinh Nguyen  
Under Negotiation: Terms of Payment and Price
- B. Conference with Real Property Negotiator(s) - Government Code 54956.8  
Property: Assessor's Parcel Numbers: 413-380-001 - 009, and 013  
Agency Negotiator: Joseph Zoba, General Manager  
Negotiating Parties: Johnson Brothers Partnership  
Under Negotiation: Terms of Payment and Price
- C. Conference with Real Property Negotiator(s) - Government Code 54956.8  
Property: Assessor's Parcel Number(s): 294-121-24, 25 / 473-020-006, 008, 029, 043  
Agency Negotiator: Joseph Zoba, General Manager  
Negotiating Parties: Joanna Averett  
Under Negotiation: Terms of Payment and Price
- D. Conference with Legal Counsel--Existing Litigation - Government Code 54956.9(d)  
YVWD vs Hillcrest Mobile Home Park  
San Bernardino Superior Court Case No. CIVDS 1808441

#### **XI. Adjournment**

# Staff Report



Yucaipa Valley Water District

# Strategic Planning



Yucaipa Valley Water District

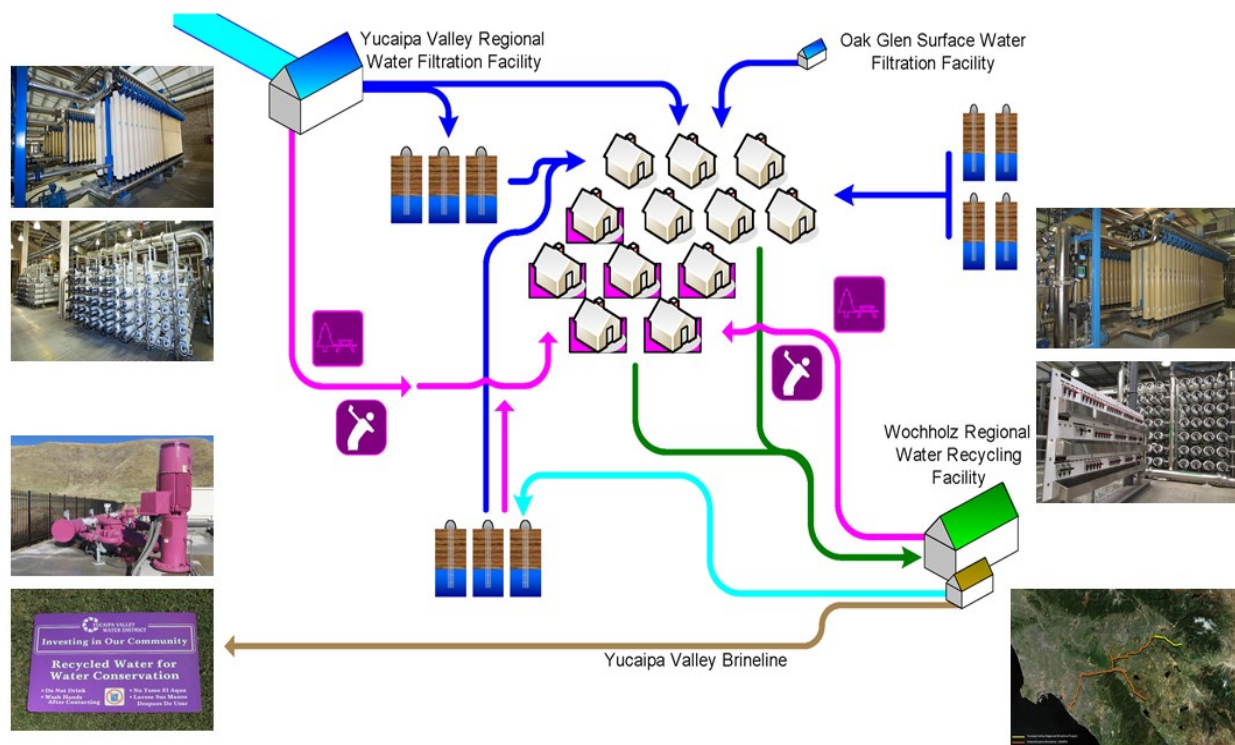


**Date:** November 27, 2018  
**From:** Joseph Zoba, General Manager  
**Subject:** Strategic Planning and Capital Improvement Priorities for 2019

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Over the past several decades, the Yucaipa Valley Water District has embarked on a series of capital improvement projects that have created integrated systems of drinking water, recycled water, sewer treatment, and brine disposal facilities. The integration of these facilities has set the Yucaipa Valley Water District on a course to sustainably maintain exceptionally pure and renewable water resources.

## Sustainable and Integrated Infrastructure Concepts

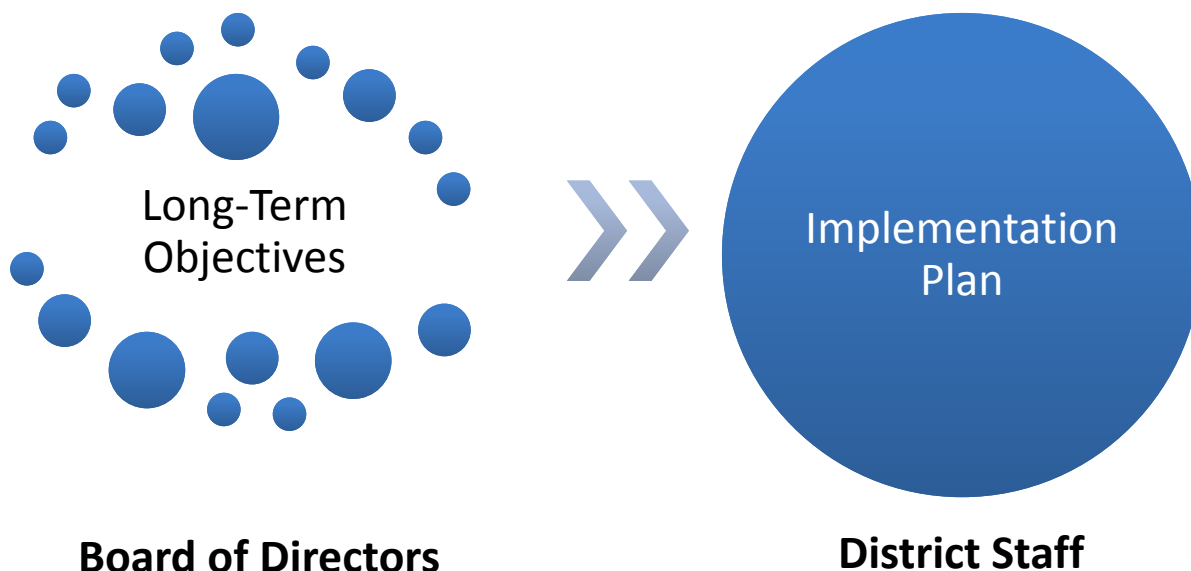


In preparation for the next decade of projects, the Board of Directors of the Yucaipa Valley Water District will review the strategic plan for the District on an annual basis to rearrange priorities for future capital improvement projects.



As identified in the process above, the first four steps (Vision, Mission Statement, Values, and Long-Term Objectives) are the responsibility of the Board of Directors working collectively as a whole. The majority of the Board of Directors will provide direction to the District staff to communicate the long-term objectives.

With the long-term objectives set by the Board of Directors, the District staff is responsible for preparing an implementation plan and completing the long-term objectives.



The purpose of this agenda item is to prepare for the strategic planning process and to evaluate the long-term objectives previously set by the Board of Directors.

# Operational Updates



Yucaipa Valley Water District

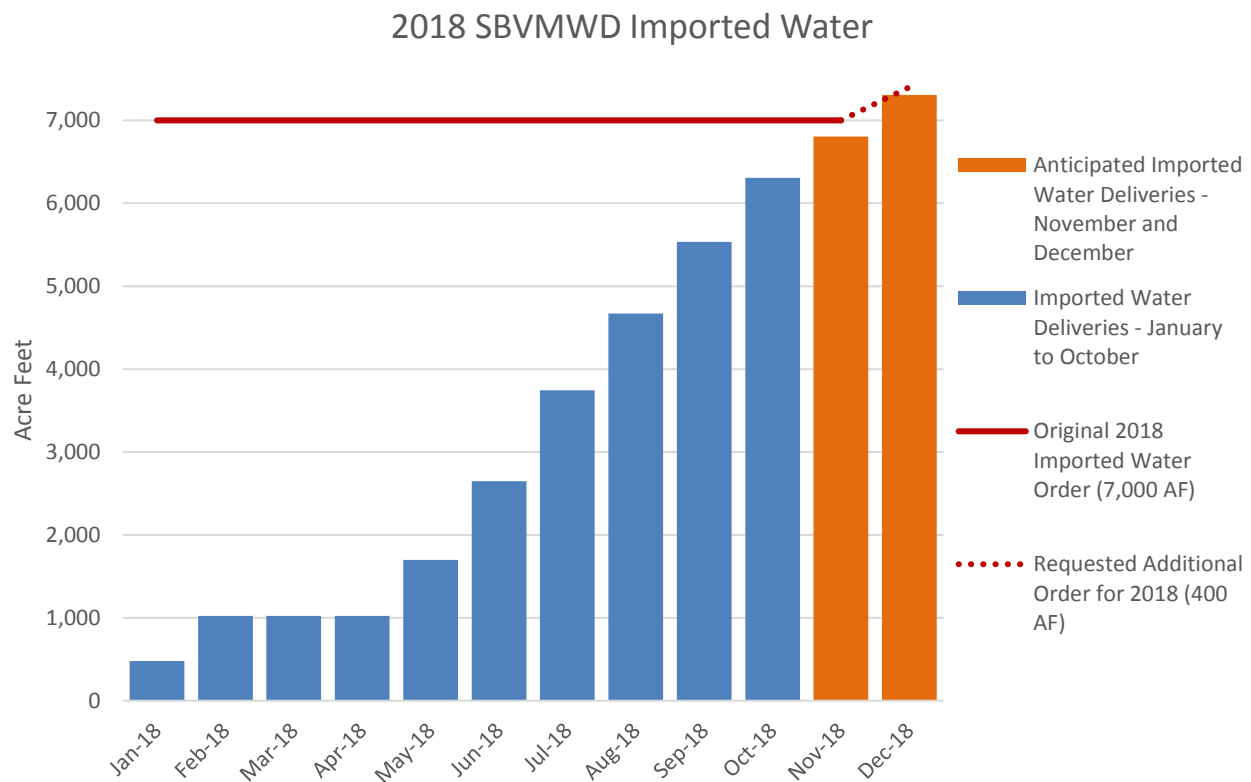


**Date:** November 27, 2018  
**From:** Mike Kostecky, Operations Manager  
**Subject:** Revised Imported Water Order for 2018

On September 5, 2017, the Board of Directors approved the purchase of 7,000 acre feet of imported water for delivery to the Yucaipa Valley Regional Water Filtration Facility for calendar year 2018.

Due to loss of Well No. 46 in May 2018, the District staff relied upon imported water more than expected this year.

To keep the Yucaipa Valley Regional Water Filtration Facility operational throughout the remainder of the calendar year, the District staff recommends purchasing an additional 400 acre feet from the San Bernardino Valley Municipal Water District for a sum not to exceed \$50.320 [GL Account #02-10315]. An additional order from the San Geronio Pass Water Agency is not necessary at this time.





# Capital Improvement Projects



Yucaipa Valley Water District



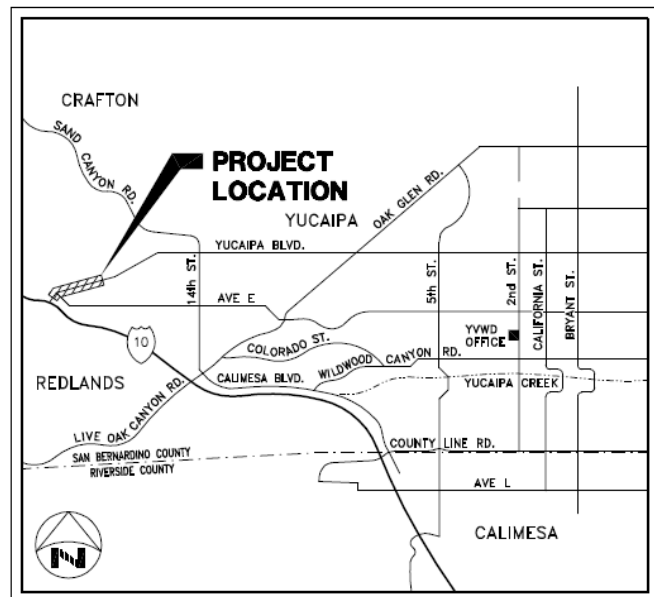
**Date:** November 27, 2018

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

**Subject:** Status Report on the Construction of an 8-Inch Sewer Mainline in Yucaipa Boulevard

On October 4, 2016, the Board of Directors authorized the General Manager to execute an Agreement between The City of Yucaipa and The Yucaipa Valley Water District for Yucaipa Boulevard Sewer Utility [Director Memorandum No. 16-094].

On November 14, 2017, the Board of Directors authorized the District staff to solicit bids for the construction of Yucaipa Boulevard Sewer from Hampton Road to 18th Street [Workshop Memorandum No. 17-163]. The project includes the construction of approximately 2,550 linear feet of 8-inch Vitrified Clay Pipe, including manholes, laterals and appurtenances. The sewer main project is categorically exempt from environmental review in accordance with the California Environmental Quality Act Guidelines Section 15301(C).



As discussed in a Board Workshop on February 13, 2018, the District received 6 bids for the pipeline project. Weka, Inc. was the low bidder in the amount of \$526,193.00. On February 20, 2018 at a regular Board Meeting [Director Memorandum 18-035] the Board of Directors awarded a construction contract with Weka, Inc. to complete the project. The contractor is scheduled to start work in the month of November 2018 and is scheduled to complete within 60 working days on the project.

The sewer main project is categorically exempt from environmental review in accordance with the California Environmental Quality Act Guidelines Section 15301(C).

### Financial Consideration

Funding for this project will be from Sewer Fund, Infrastructure Reserves [GL Account #03-10311]. This project was not included in the 2017-18 budget, however, there is sufficient funding available in the reserve fund listed above.









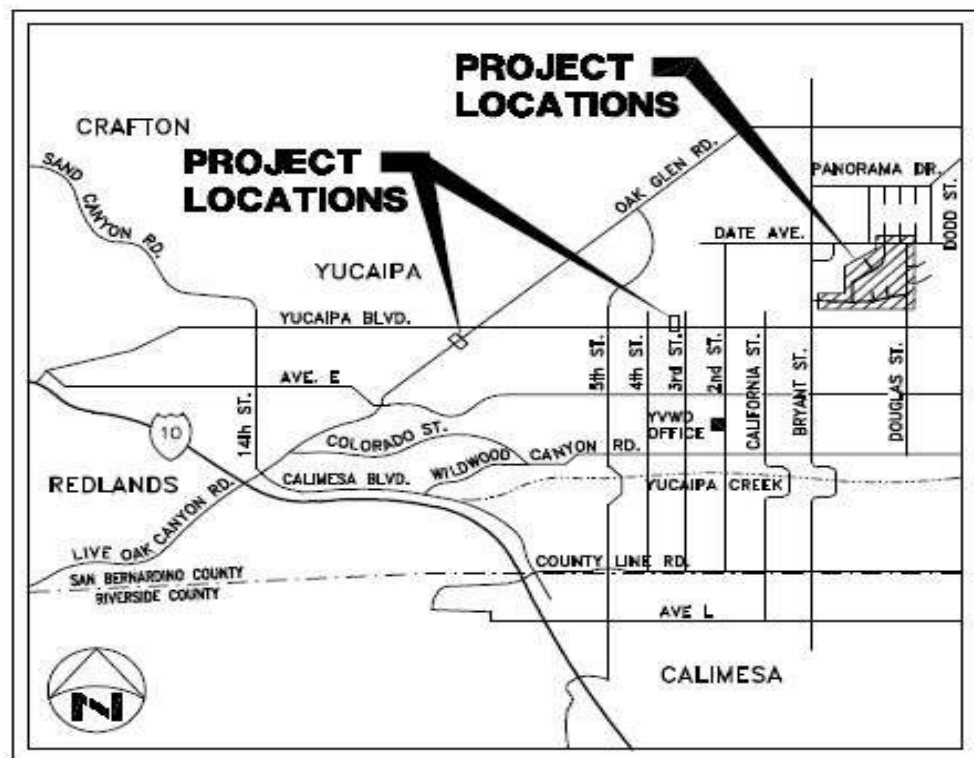


**Date:** November 27, 2018

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

**Subject:** Status Report on the Construction of the Replacement of Drinking Water Pipelines on Douglas Street, Cornell Drive, Auburn Avenue, Citibank / Yucaipa Boulevard and Oak Glen Road

On, June 5, 2018 the Board of Directors authorized District staff to solicit bids for the construction of Drinking Water Pipelines on Douglas Street, Cornell Drive, Auburn Avenue, Citibank / Yucaipa Blvd and Oak Glen Road. The project includes the construction of 411 linear feet of 6- inch ductile iron pipe in the Citibank / Yucaipa Blvd area and 3,409 linear feet of 8-inch ductile iron pipe on Auburn Avenue, Cornell Drive, Douglas Street and Oak Glen Road.



On July 25, 2018 the District received 4 bids for the Drinking Water pipeline replacement project as discussed at the regular Board Workshop on July 31, 2018.

On August 7, 2018, the Board of Directors awarded a construction contract to Borden Excavating. Borden Excavating started work on November 5, 2018 and is scheduled to be completed January 7, 2018. The current phasing will include the Citi-Bank segment first, the Oak Glen Road crossing second, and the residential subdivision third.

The purpose of this item is informational, discussing the progress of the project.





# Administrative Items



Yucaipa Valley Water District



**Date:** November 27, 2018

**From:** Kathryn Hallberg, Implementation Manager

**Subject:** Notice of Exemption for the Advanced Meter Infrastructure Bureau of Reclamation WaterSMART Water and Energy Efficiency Grant

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On October 19, 2018, the Yucaipa Valley Water District filed a CEQA - Notice of Exemption for the District's Advanced Meter Infrastructure. The Advanced Meter Infrastructure Project is partially funded by the Bureau of Reclamation WaterSMART Water and Energy Efficiency Grant awarded to the District on October 2, 2018.

The Notice of Exemption did not receive any comments in the 30 days comment period and therefore is approved. The Bureau of Reclamation was notified of the approval of the CEQA Notice of Exemption for the District's AMI project.

#### Financial Consideration

There is no fiscal impact to the approval of the CEQA - Notice of Exemption.



**Notice of Exemption****Appendix E**

**To:** Office of Planning and Research  
P.O. Box 3044, Room 113  
Sacramento, CA 95812-3044

County Clerk

County of: Riverside

**From:** (Public Agency): Yucaipa Valley Water District  
12770 Second Street  
Yucaipa, CA 92399

(Address)

**Project Title:** Advanced Metering Infrastructure Project

**Project Applicant:** Yucaipa Valley Water District

**Project Location - Specific:**

District-wide - cities of Yucaipa and Calimesa

**Project Location - City:** Yucaipa and Calimesa **Project Location - County:** San Bernardino/Riverside

**Description of Nature, Purpose and Beneficiaries of Project:**

Replace approximately 6,924 existing water meters with smart water meters and transceivers. Purpose is to convert 100 percent of the YVWD's drinking water and recycled water connections to an efficient Advanced Meter Infrastructure system that will provide real-time water use information to customers.

**Name of Public Agency Approving Project:** Yucaipa Valley Water District

**Name of Person or Agency Carrying Out Project:** Yucaipa Valley Water District

**Exempt Status: (check one):**

- ☐ Ministerial (Sec. 21080(b)(1); 15268);
- ☐ Declared Emergency (Sec. 21080(b)(3); 15269(a));
- ☐ Emergency Project (Sec. 21080(b)(4); 15269(b)(c));
- ☒ Categorical Exemption. State type and section number: 15302 Replacement or Reconstruction
- ☐ Statutory Exemptions. State code number: \_\_\_\_\_

**Reasons why project is exempt:**

Project is replacement of existing water meters with smart water meters. No ground disturbance is anticipated. Project will provide YVWD with leak detection and customer education. Project will save 1,335.51 acre-feet/yr of drinking water, reduce energy use by 5,643,465 kWh, and will reduce air pollutant and GHG emissions from water meter vehicles.

**Lead Agency**

**Contact Person:** Kathryn Hallberg

**Area Code/Telephone/Extension:** (909)790-3300

**If filed by applicant:**

1. Attach certified document of exemption finding.
2. Has a Notice of Exemption been filed by the public agency approving the project? ☐ Yes ☐ No

**Signature:** Kathryn Hallberg **Date:** 10/18/2018 **Title:** Implementation Manager

☒ Signed by Lead Agency ☐ Signed by Applicant

Authority cited: Sections 21083 and 21110, Public Resources Code.  
Reference: Sections 21108, 21152, and 21152.1, Public Resources Code.

**Date Received for filing at OPR:** \_\_\_\_\_

**Notice of Exemption****Appendix E**

**To:** Office of Planning and Research  
P.O. Box 3044, Room 113  
Sacramento, CA 95812-3044

County Clerk

County of: San Bernardino

**From:** (Public Agency): Yucaipa Valley Water District  
12770 Second Street  
Yucaipa, CA 92399

(Address)

Project Title: Advanced Metering Infrastructure Project

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District-wide - cities of Yucaipa and Calimesa

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Name of Public Agency Approving Project: Yucaipa Valley Water District

Name of Person or Agency Carrying Out Project: Yucaipa Valley Water District

Exempt Status: (check one):

- ☐ Ministerial (Sec. 21080(b)(1); 15268);
- ☐ Declared Emergency (Sec. 21080(b)(3); 15269(a));
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Lead Agency

Contact Person: Kathryn Hallberg

Area Code/Telephone/Extension: (909)790-3300

If filed by applicant:

1. Attach certified document of exemption finding.
2. Has a Notice of Exemption been filed by the public agency approving the project? ☐ Yes ☐ No

Signature:  Date: 10/18/2018 Title: Implementation Manager

☒ Signed by Lead Agency ☐ Signed by Applicant

Authority cited: Sections 21083 and 21110, Public Resources Code.  
Reference: Sections 21108, 21152, and 21152.1, Public Resources Code.

Date Received for filing at OPR: \_\_\_\_\_



**Date:** November 27, 2018

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

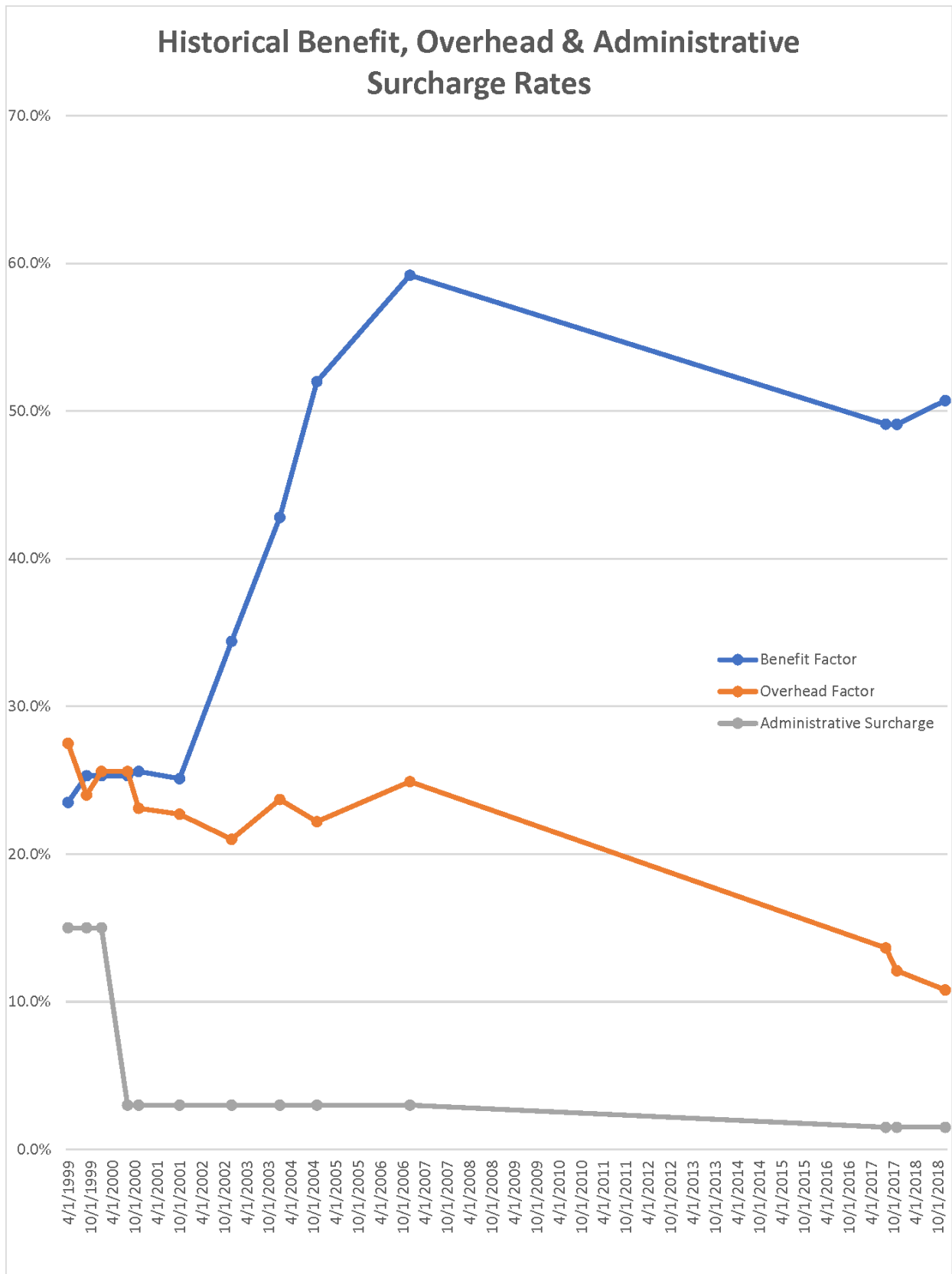
**Subject:** Review of Draft Resolution No. 2018-xx Establishing Employee Benefit, Administrative Overhead and Surcharge Factors

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On November 1, 2000, the Board of Directors adopted Resolution No. 36-2000 establishing the methodology and factors related to calculating employee benefits, administrative overhead, and surcharges for outside billing purposes. Following the establishment of the methodology, the District has implemented several updates to the cost factors to make certain the billing factors are based on current financial data. The most recently adopted billing factors and the proposed factors are provided below.

	Existing YVWD Resolution No. 2017-25	Proposed YVWD Resolution No. 2018-xx
Resolution Adoption Date	November 21, 2017	December 4, 2018
Employee Benefit Factor	49.1%	50.7%
Administrative Overhead Factor	12.1%	10.8%
Administrative Surcharge	1.5%	1.5%

Based on the District's Operating Budget for Fiscal Year 2019 and the Audited Financial Statement for Fiscal Year 2018, the District staff recommends adopting the attached resolution to amend the factors used to calculate charges for District services.



**RESOLUTION NO. 2018-xx****A RESOLUTION OF THE BOARD OF DIRECTORS OF THE YUCAIPA VALLEY WATER DISTRICT ESTABLISHING EMPLOYEE BENEFIT, ADMINISTRATIVE OVERHEAD AND SURCHARGE FACTORS**

The Board of Directors of the Yucaipa Valley Water District does hereby resolve as follows:

WHEREAS, the Yucaipa Valley Water District regularly invoices customers and developers on a time and material basis to arrive at the actual cost of the work completed by District employees, and,

WHEREAS, when the District uses time and material methodology to generate the cost of a project, it is necessary to include an employee benefit factor, and administrative overhead and surcharge factors in calculating actual project cost.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Yucaipa Valley Water District does hereby establish the following factors to be used in the calculation of charges for time and material based services:

1. Employee Benefit Factor: The Employee Benefit Factor shall be 50.7%. Attachment "A" illustrates the manner in which the Employee Benefit Factor was calculated.
2. Administrative Overhead Factor: The Administrative Overhead Factor shall be 10.8%. Attachment "A" illustrates the manner in which the Administrative Overhead Factor was calculated.
3. Administrative Surcharge: An Administrative Surcharge equal to 1.5% shall be applied to all outside service charges generated by consultants and contractors for all District related projects.
4. Benefit & Overhead Calculation Methodology: Attachment "B" illustrates how the factors established above will be used to calculate total project cost.
5. Hourly Labor Rates: The calculated hourly labor rate shall be updated on a regular basis to reflect the sum of the range maximum in effect for each job position plus the benefit factor plus the overhead factor as provided in Attachment "B."

This resolution should take effect immediately and shall apply to all active and future projects.

PASSED AND ADOPTED this 4<sup>th</sup> day of December 2018.

\_\_\_\_\_  
President of the Board

ATTEST:

\_\_\_\_\_  
Secretary of the Board

Attachment "A"

**CALCULATION OF EMPLOYEE BENEFIT FACTOR**

	Labor	Benefits	Benefit Percentage Calculation
<b>LABOR RELATED EXPENSES:</b>			
Water Division:			
Water Resource Department	\$997,976	\$501,361	50.2%
Public Works Department	\$1,650,107	\$888,847	53.9%
Administrative Services Department*	\$602,359	\$291,857	48.5%
Wastewater Division:			
Treatment Department	\$1,170,711	\$577,896	49.4%
Environmental Control Department	\$614,646	\$326,817	53.2%
Administration Department	\$602,359	\$286,857	47.6%
Recycled Water Division:			
Recycled Water Department	\$677,931	\$326,839	48.2%
<b>TOTAL LABOR RELATED EXPENSES:</b>	<b>\$6,316,089</b>	<b>+</b> <b>\$3,200,474</b>	<b>=</b> <b>\$9,516,563</b>
	<b>Benefits</b>	<b>=</b> <b>\$3,200,474</b>	<b>=</b> <b>50.7%</b>
	<b>Total Labor</b>	<b>=</b> <b>\$6,316,089</b>	

<b>THE RATE OF LABOR RELATED BENEFITS FOR PROJECTS BASED ON THE FY 2019 OPERATING BUDGET SHALL BE BILLED AT A RATE EQUAL TO:</b>	<b>0.507</b>
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\* This department is considered to be non-enterprise related. This percentage of total labor associated with this department is used to distinguish between enterprise and non-enterprise duties in the Salaries and Employee Benefits below.

Source: The information above was derived from the Operating Budget for Fiscal Year 2019.

**CALCULATION OF OVERHEAD FACTOR**

	District Related Expenses for Fiscal Year 2018	Enterprise Related Expenses	Non-Enterprise & Related Expenses (Overhead)
<b>OPERATING EXPENSES:</b>			
Salaries and Employee Benefits	\$8,130,194	\$7,354,826	\$775,368
Electrical Power	\$2,594,583	\$2,594,583	
Water Purchases	\$1,372,267	\$1,372,267	
Administrative Services	\$1,106,402		\$1,106,402
Operating Supplies	\$1,015,254	\$1,015,254	
Maintenance and Repairs	\$3,201,937	\$3,201,937	
Crystal Creek Water Treatment	\$978,912	\$978,912	
Brineline Charges	\$377,995	\$377,995	
Depreciation/Amortization (Split 85%:15%)	\$8,217,521	\$6,984,893	\$1,232,628
Insurance	\$211,105	\$211,105	
Professional Fees	\$1,168,722	\$1,168,722	
Other (Split 50%:50%)	\$418,126	\$209,063	\$209,063
<b>NONOPERATING EXPENSES:</b>			
Interest Expense	\$2,021,389	\$2,021,389	
<b>TOTAL EXPENSES</b>	<b>\$30,814,407</b>	<b>\$27,490,945</b>	<b>\$3,323,462</b>
<b>PERCENTAGE OF TOTAL EXPENSES</b>	<b>100.0%</b>	<b>89.2%</b>	<b>10.8%</b>

<b>THE RATE OF OVERHEAD FOR PROJECTS BASED ON THE FISCAL YEAR 2018 AUDIT SHALL BE BILLED AT A RATE EQUAL TO:</b>	<b>0.108</b>
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Source: The information above was derived from the Audited Financial Statement dated June 30, 2018.

Attachment "B"

**BENEFIT & OVERHEAD CALCULATION METHODOLOGY**

Hourly Range Maximum of Job Title	[A]
Benefit Calculation Factor (0.507)	$[B] = [A] \times 0.507$
Overhead Calculation Factor (0.108)	$[C] = [A] \times 0.108$
<b>Total District Labor Expense</b>	$[D] = [A] + [B] + [C]$
<hr/>	
Sum of District Material Costs	[E]
Overhead Calculation Factor (0.108)	$[F] = [E] \times 0.108$
<b>Subtotal of District Material Expense</b>	$[G] = [E] + [F]$
<hr/>	
Sum of District Equipment Costs	[H]
Overhead Calculation Factor (0.108)	$[I] = [H] \times 0.108$
<b>Subtotal of District Equipment Expense</b>	$[J] = [H] + [I]$
<hr/>	
Sum of All Outside Services	[K]
Administrative Surcharge (0.015)	$[L] = [K] \times 0.015$
<b>Total of Outside Services Charges</b>	$[M] = [K] + [L]$
<hr/>	
Total District Labor Expense	$[D] = [A] + [B] + [C]$
Subtotal of District Material Expense	$[G] = [E] + [F]$
Subtotal of District Equipment Expense	$[J] = [H] + [I]$
Total of Outside Services Charges	$[M] = [K] + [L]$
<b>Total Project Cost</b>	$[N] = [D] + [G] + [J] + [M]$



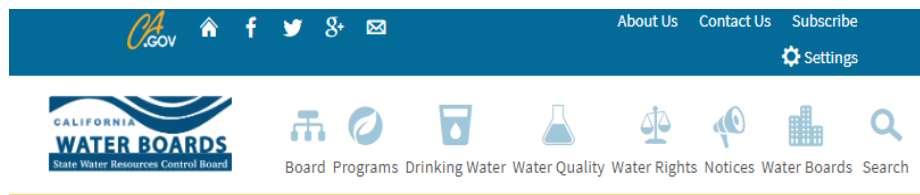


**Date:** November 27, 2018

**From:** Kathryn Hallberg, Management Analyst

**Subject:** Presentation of Resolution No. 2018-xx Supporting the Application for a Water Recycling Pilot Project Grant Funding Opportunity from the State Water Resource Control Board

The District staff is in the process of reviewing a grant opportunity for the Monitoring Operations and Reporting Enhancement (MORE) Project. A key requirement for a complete application packet will be a resolution like the draft document attached to this memorandum.



[Home](#) | [Water Issues](#) | [Programs](#) | [Grants Loans](#) | [Water Recycling](#)  
| [Water Recycling Funding Program](#)

## Water Recycling Funding Program

### Pilot Project Grant Requirements

The Water Recycling Funding Program provides grants to assist public agencies with the construction of pilot projects for new potable reuse. The applicant must demonstrate that the pilot project will develop new information that does not currently exist and increase the body of knowledge regarding technologies that help the understanding of how potable reuse can effectively be achieved through the innovative application of current and new technologies.

Eligible pilot projects may receive grant funds in the amount of up to 35% of actual eligible pilot study construction costs incurred up to a maximum of \$1 million.

#### Forms and Instructions:

- [Application Instructions](#)
- [Application Form](#)
- [Cost Budget Template](#)

#### Application Package must contain the following (see Application Instructions):

- Application Form
- Work Plan
- Certification for Compliance with Water Metering Form
- Proof of Urban Water Management Plan compliance
- Authorizing Resolution
- Audited Financial Statements (1-year)
- Relevant Service, Management, Operating, or Joint Powers Agreement (if applicable)

**RESOLUTION NO. 2018-XX****RESOLUTION OF THE BOARD OF DIRECTORS OF THE YUCAIPA VALLEY WATER DISTRICT SUPPORTING THE APPLICATION FOR A WATER RECYCLING PILOT PROJECT GRANT FROM THE STATE WATER RESOURCE CONTROL BOARD AND COMMITTING THE DISTRICT TO THE FINANCIAL AND LEGAL OBLIGATIONS ASSOCIATED WITH THE RECEIPT OF THE WATER RECYCLING PILOT PROJECT GRANT FINANCIAL ASSISTANCE REQUIREMENTS**

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

WHEREAS, the mission of the State Water Resource Control Board is to enhance, and restore the quality of California's water resources and drinking water for the protection of the environment, public health, and all beneficial uses, and to ensure proper water resource allocation and efficient use, for the benefit of present and future generations; and

WHEREAS, the State Water Resource Control Board has announced the Water Recycling Pilot Project Grant funding opportunity seeking projects that will develop new information that does not currently exist and increase the body of knowledge regarding technologies that help the understanding of how potable reuse can effectively be achieved through the innovative application of current and new technologies; and

NOW, THEREFORE, the Board of Directors of the Yucaipa Valley Water District hereby RESOLVE, DETERMINE, and ORDER as follows:

1. That the Board of Directors delegates legal authority to the General Manager to enter into a cooperative agreement with the State Water Resource Control Board for the Water Recycling Pilot Project Grant.
2. That the Board of Directors hereby authorizes and supports the participation and submittal by the Yucaipa Valley Water District of the grant funding application.
3. That the Board of Directors supports and the Yucaipa Valley Water District maintains the capability to provide funding and/or in-kind contributions as specified in the grant funding application.
4. That the Board of Directors hereby directs the General Manager to work with the State Water Resource Control Board to meet the established deadlines for entering into a cooperative agreement.

PASSED, APPROVED and ADOPTED this 27<sup>th</sup> of November 2018.



**Date:** November 13, 2018  
**From:** Joseph B. Zoba, General Manager  
**Subject:** Overview of Consolidated Rate Revenue and Administrative Policy Resolution

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The District staff is in the process of compiling a rate resolution that includes projections for future rate adjustments and consolidates the following previously approved resolutions and topics into one document:

- Accessory Dwelling Units;
- Sustainability Water Purchases;
- Fixture Unit Calculations;
- Meter Size and Equivalent Dwelling Units;
- Dual-Plumbed Homes and Dual-Metered Homes;
- Separate Landscape Meters for Commercial Projects;
- Brineline Pass-Through Expenses;
- Supplemental Water Purchases
  - San Bernardino Valley Municipal Water District
  - San Geronio Pass Water Agency
  - Application to New Water Supplies
- Fire Flow Rate and Calculations;
- Definition, Application, and Calculation of Equivalent Dwelling Units (EDUs);
  - Definition, Application, and Calculation of Water Service Units (WSUs);
  - Definition, Application, and Calculation of Sewer Service Units (SSUs);
  - Definition, Application, and Calculation of Recycled Service Units (RSUs);
  - Definition, Application, and Calculation of Overlying Resource Units (ORUs);
- Meter Replacement Funding Program;
- Application of Maximum Allowable Water Allowance (MAWA) and Estimated Total Water Use (ETWU)
- Water Meter Set Fees

A draft document will be presented and discussed at the board workshop.

# Director Comments



Yucaipa Valley Water District

# Adjournment



Yucaipa Valley Water District



## FACTS ABOUT THE YUCAIPA VALLEY WATER DISTRICT

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

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

**Number of Employees:** 5 elected board members  
71 full time employees

**FY 2018-19 Operating Budget:** Water Division - \$14,150,445  
Sewer Division - \$12,337,754  
Recycled Water Division - \$1,293,270  
Total Annual Budget - \$25,754,750

**Number of Services:** 12,693 water connections serving 17,362 units  
13,980 sewer connections serving 21,806 units  
92 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  
1.756 million gallons of Inland Empire Brine Line capacity  
0.595 million gallons of treatment capacity in Orange County



## Typical Rates, Fees and Charges:

- Drinking Water Commodity Charge:
 

1,000 gallons to 15,000 gallons	\$1.429 per each 1,000 gallons
16,000 gallons to 60,000 gallons	\$1.919 per each 1,000 gallons
61,000 gallons to 100,000 gallons	\$2.099 per each 1,000 gallons
101,000 gallons or more	\$2.429 per each 1,000 gallons
- Recycled Water Commodity Charge:
 

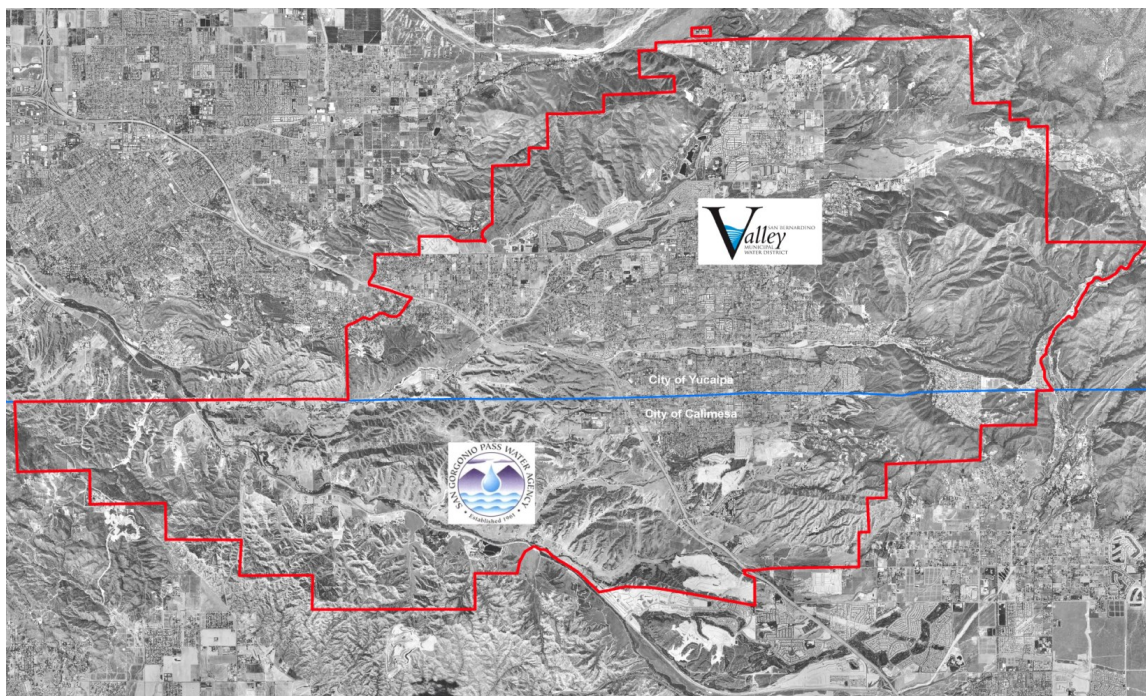
1,000 gallons or more	\$1.425 per each 1,000 gallons
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- Water Meter Service Charge (Drinking Water or Recycled Water):
 

5/8" x 3/4" Water Meter	\$14.00 per month
1" Water Meter	\$23.38 per month
1-1/2" Water Meter	\$46.62 per month
- Sewer Collection and Treatment Charge:
 

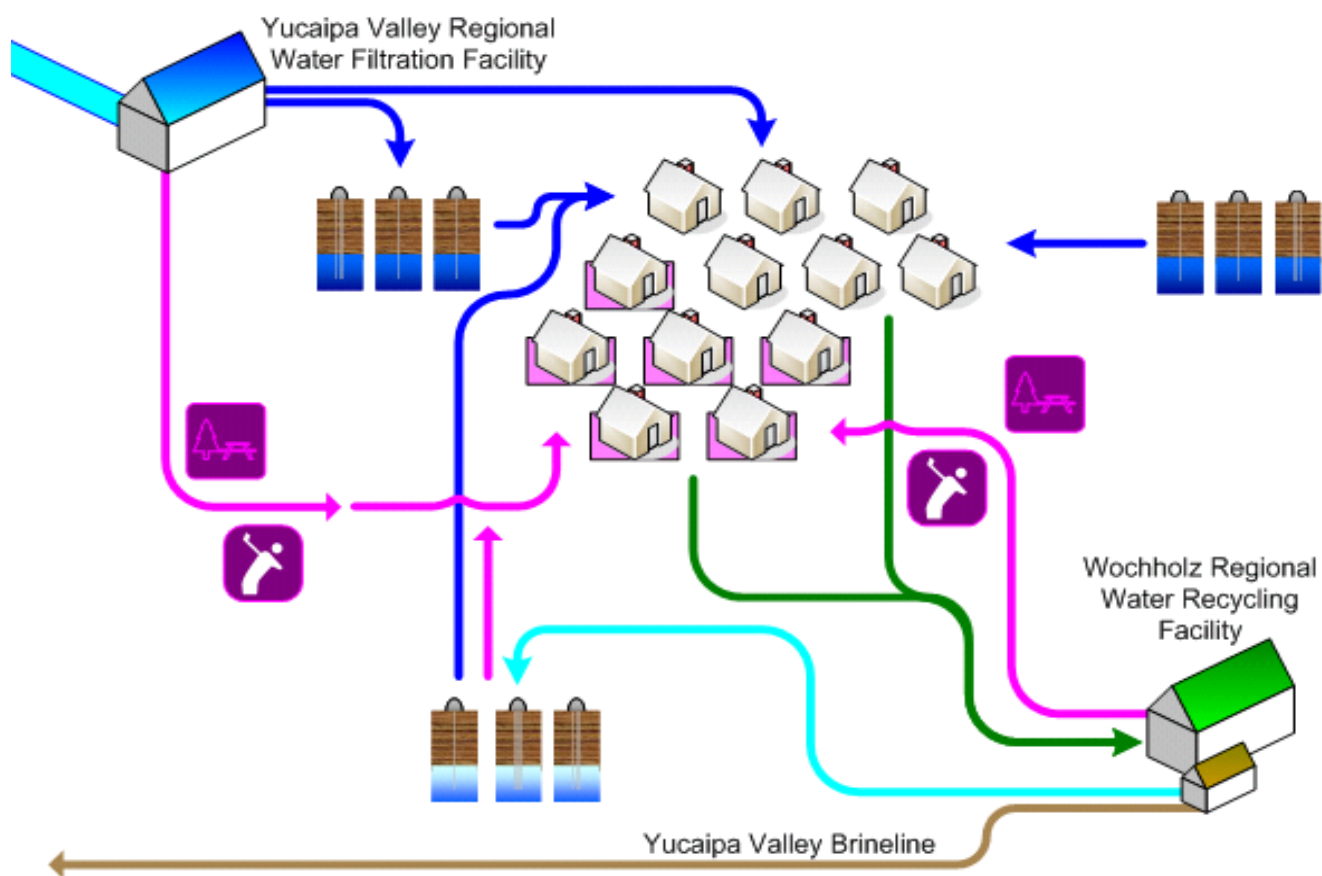
Typical Residential Charge	\$42.43 per month
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- Imported Water Charges (Pass-through State Water Project Charge):
 

San Bernardino Valley Municipal Water District	\$0.27 per each 1,000 gallons
San Geronio Pass Water Agency	\$0.66 per each 1,000 gallons

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



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







## 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 wastewater 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 wastewater treatment process. This high-quality product can be recycled 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.

**Capital Improvement Program (CIP)** - Projects for repair, rehabilitation, and replacement of assets. Also includes treatment improvements, additional capacity, and projects for the support facilities.

**Certificate of Participation (COP)** - A type of financing where an investor purchases a share of the lease revenues of a program rather than the bond being secured by those revenues.

**Coliform Bacteria** - A group of bacteria found in the intestines of humans and other animals, but also occasionally found elsewhere used as indicators of sewage pollution. E. coli are the most common bacteria in wastewater.

**Collections System** - In wastewater, it is the system of typically underground pipes that receive and convey sanitary wastewater or storm water.

**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.

**Contaminants of Potential Concern (CPC)** - Pharmaceuticals, hormones, and other organic wastewater contaminants.

**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.

**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.

**Levels of Service (LOS)** - Goals to support environmental and public expectations for performance.

**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.

**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.

**Santa Ana River Interceptor (SARI) Line** - A regional brine line designed to convey 30 million gallons per day (MGD) of non-reclaimable wastewater from the upper Santa Ana River basin to Orange County Sanitation District for treatment, use and/or disposal.

**Secondary treatment** - Biological wastewater treatment, particularly the activated-sludge process, where bacteria and other microorganisms consume dissolved nutrients in wastewater.

**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 wastewater.

**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.

**South Coast Air Quality Management District (SCAQMD)** - Regional regulatory agency that develops plans and regulations designed to achieve public health standards by reducing emissions from business and industry.

**Special district** - A form of local government created by a local community to meet a specific need. Yucaipa Valley Water District is a County Water District formed pursuant to Section 30000 of the California Water Code

**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.

**Surface Water** - Water found in lakes, streams, rivers, oceans, or reservoirs behind dams. In addition to using groundwater, Yucaipa Valley Water District receives surface water from the Oak Glen area.

**Sustainable Groundwater Management Act (SGMA)** - Pursuant to legislation signed by Governor Jerry Brown in 2014, the Sustainable Groundwater Management Act requires water agencies to manage groundwater extractions to not cause undesirable results from over production.

**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 wastewater as it trickles over them.

**Underground Service Alert (USA)** - A free service (<https://www.digalert.org>) 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 carry 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.

**Water Pressure** - Water pressure is created by the weight and elevation of water and/or generated by pumps that deliver water to customers.

**Water Service Line** - A water service line is used to deliver water from the Yucaipa Valley Water District's mainline distribution system.

**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.

**Watershed** - A watershed is the region or land area that contributes to the drainage or catchment area above a specific point on a stream or river.

**Water-Wise House Call** - a service which provides a custom evaluation of a customer's indoor and outdoor water use and landscape watering requirements.

**Well** - a hole drilled into the ground to tap an underground aquifer.

**Wetlands** - lands which are fully saturated or under water at least part of the year, like seasonal vernal pools or swamps.





## COMMONLY USED ABBREVIATIONS

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