



Yucaipa Valley Water District

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

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

Tuesday, December 4, 2018 at 6:00 p.m.

- I. **CALL TO ORDER** - Pledge of Allegiance
- II. **ROLL CALL**
- III. **PUBLIC COMMENTS** - At this time, members of the public may address the Board of Directors on matters within its jurisdiction. To provide comments on specific agenda items, please complete a speaker's request form and provide the completed form to the Board Secretary prior to the board meeting.
- IV. **CONSENT CALENDAR** - All consent calendar matters are routine and will be acted upon in one motion. There will be no discussion of these items unless board members, administrative staff, or members of the public request specific items to be discussed and/or removed prior to the vote for approval.
 - A. Minutes of Meetings
 - 1. Regular Board Meeting - November 20, 2018
 - 2. Board Workshop - November 27, 2018
- V. **STAFF REPORT**
- VI. **DISCUSSION ITEMS**
 - A. Discussion Regarding the Purchase of Additional Imported Water Supplies for Calendar Year 2018 [[Director Memorandum No. 18-151 - Page 15 of 32](#)]
RECOMMENDED ACTION: That the Board authorizes the purchase of an additional 400 acre feet from the San Bernardino Valley Municipal Water District for a sum not to exceed \$50,320.
 - B. Consideration of Resolution No. 2018-33 Updating the Methodology used to Calculate Employee Benefit, Administrative Overhead, and Surcharge Factors for Cost Recovery of Certain Services Provided by the District [[Director Memorandum No. 18-152 - Page 16 of 32](#)]
RECOMMENDED ACTION: That the Board adopts Resolution No. 2018-33.
 - C. Consideration of a One Year Extension for Annual Landscape Services with Pacific Coast Landscape for 2019 [[Director Memorandum No. 18-153 - Page 22 of 32](#)]
RECOMMENDED ACTION: That the Board authorizes the General Manager to extend the landscape services contract with Pacific Coast Landscape to maintain the existing pricing schedule for calendar year 2019.

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

VII. BOARD REPORTS & DIRECTOR COMMENTS

VIII. ANNOUNCEMENTS

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

IX. 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

X. ADJOURNMENT

Consent Calendar



Yucaipa Valley Water District

MINUTES OF A REGULAR BOARD MEETING

November 20, 2018 at 6:00 P.M.

Directors Present:

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

Staff Present:

Joseph Zoba, General Manager
Allison Edmisten, Chief Financial Officer
Jennifer Ares, Water Resource Manager
Kathryn Hallberg, Implementation Manager
James Rowell, Interim Operations Manager
John Wrobel, Public Works Manager
Gilbert Santacruz, Integrated Operator III
Mike Kostelecky, Operations Manager

Directors Absent:

Consulting Staff Present:

David Wysocki, Legal Counsel

Registered Guests and Others Present:

Joyce McIntire, Customer
Mike Turner, Developer

CALL TO ORDER

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

FLAG SALUTE

Director Jay Bogh led the pledge of allegiance.

ROLL CALL

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

PUBLIC COMMENTS

None.

CONSENT CALENDAR

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

- A. Minutes of Meetings
 - 1. Regular Board Meeting – November 6, 2018
 - 2. Board Workshop – November 13, 2018
- B. Payment of Bills
 - 1. Approve/Ratify Invoices for Board Awarded Contracts
 - 2. Ratify General Expenses for October 2018

The motion was approved by the following vote:

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

STAFF REPORT

General Manager Joseph Zoba discussed the following topics:

- The District staff will be requesting the purchase of an additional 400 acre-feet of imported water from San Bernardino Valley Municipal Water District at the next board meeting;
- The District will be hosting the San Bernardino County Special District meeting on December 10, 2018;
- The District staff is pursuing grant opportunities for the Monitoring Operations and Reporting Enhancement (MORE) Project from the Water Research Foundation, and the State Water Resources Control Board.

DISCUSSION ITEMS:

DM 18-143

PRESENTATION OF THE AUDITED FINANCIAL STATEMENTS FOR THE FISCAL YEAR ENDING ON JUNE 30, 2018

Chief Financial Officer Allison Edmisten presented the Audited Financial Statements for the fiscal year ending on June 30, 2018.

Director Lonni Granlund moved to receive and file the audited financial statements. Director Bruce Granlund seconded the motion.

The motion was approved by the following vote:

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

DM 18-144

PRESENTATION OF THE GASB 75 COMPLIANCE ACTUARIAL REPORT

Chief Financial Officer Allison Edmisten presented on the GASB 75 Compliance Actuarial report.

Director Tom Shalhoub moved to receive and file the GASB 75 Compliance Actuarial report. Director Bruce Granlund seconded the motion.

The motion was approved by the following vote:

Director Jay Bogh - Yes
Director Bruce Granlund - Yes

Director Lonni Granlund - Yes
Director Chris Mann - Yes
Director Tom Shalhoub - Yes

DM 18-145

PRESENTATION OF
THE UNAUDITED
FINANCIAL REPORT
FOR THE PERIOD
ENDING ON OCTOBER
31, 2018

Chief Financial Officer Allison Edmisten presented the Unaudited Financial Report for the period ending on October 31, 2018.

Director Chris Mann moved to receive and file the unaudited financial report. Director Tom Shalhoub seconded the motion.

The motion was approved by the following vote:

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

DM 18-146

DISCUSSION
REGARDING THE
ADOPTION OF AN
UPDATED PERSONNEL
MANUAL FOR THE
YUCAIPA VALLEY
WATER DISTRICT

Chief Financial Officer Allison Edmisten discussed the adoption of an updated Personnel Manual for the Yucaipa Valley Water District.

Director Lonni Granlund moved, by minute order, to adopt the Personnel Manual. Director Bruce Granlund seconded the motion.

The motion was approved by the following vote:

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

DM 18-147

DISCUSSION
REGARDING THE
ADOPTION OF
ORDINANCE NO. 58-
2018 - RULES AND
REGULATIONS FOR
RECYCLED WATER
USE AND
DISTRIBUTION

Implementation Manager Kathryn Hallberg discussed Ordinance No. 58-2018 - Rules and Regulations for Recycled Water Use and Distribution.

The public hearing was opened by Director Jay Bogh. There were no public comments or questions and the public hearing was closed.

Director Tom Shalhoub moved to adopt Ordinance No. 58-2018. Director Bruce Granlund seconded the motion.

The motion was approved by the following vote:

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

DM 18-148

RATIFICATION OF THE
ISSUANCE OF A CLASS
II NON-SIGNIFICANT
INDUSTRIAL USER
DISCHARGE PERMIT
TO SKAT-TRAK
PERFORMANCE
PRODUCTS - PERMIT
NO. CP-003-03

Public Works Manager John Wrobel presented a Class II Non-Significant Industrial User Discharge Permit for Skat-Trak Performance Products - Permit No. CP-003-03.

Director Bruce Granlund moved to ratify the issuance of Permit No. CP-003-03. Director Lonni Granlund seconded the motion.

The motion was approved by the following vote:

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

DM 18-149

ACCEPTANCE OF
PROPERTY
ASSOCIATED WITH
LIFT STATION NO. 6

General Manager Joseph Zoba presented on the acceptance of property associated with Lift Station No. 6.

Director Chris Mann moved to authorize the General Manager to accept the parcel associated with Lift Station No. 6 when all related documents are completed. Director Tom Shalhoub seconded the motion.

The motion was approved by the following vote:

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

DM 18-150

ADOPTION OF
RESOLUTIONS
RELATED TO STATE
REVOLVING FUNDING
FOR THE CALIMESA
RECYCLED WATER
PIPELINE PROJECT

General Manager Joseph Zoba presented on the adoption of resolutions related to State Revolving Funding for the Calimesa Recycled Water Pipeline Project.

Director Lonni Granlund moved to adopt:

- Resolution No. 2018-29 - A Resolution of the Yucaipa Valley Water District Approving Reimbursement for Recycled Water Capital Improvement Projects Financed by the State Revolving Fund Loan Program of the State Water Resources Control Board;
- Resolution No. 2018-30 - A Resolution of the Yucaipa Valley Water District Authorizing the Completion of Financial Assistance Application Material with the State Water Resources Control Board; and
- Resolution No. 2018-31 - A Resolution of the Yucaipa Valley Water District Pledging Revenues and Funds for the Payment of Loan Financings with the State Water Resources Control Board.

Director Tom Shalhoub seconded the motion.

The motion was approved by the following vote:

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

BOARD REPORTS AND
DIRECTOR COMMENTS

- Director Chris Mann reported on the South Mesa Water Company meeting on November 14, 2018.
- Director Tom Shalhoub reported on the East Valley Water District meeting on November 14, 2018.
- Director Bruce Granlund and Director Lonnie Granlund reported on the Yucaipa Sustainable Groundwater Management Agency meeting on November 14, 2018.
- Director Tom Shalhoub reported on the West Valley Water District meeting on November 15, 2018.
- Director Tom Shalhoub reported on the San Gorgonio Pass Water Agency meeting on November 19, 2018.
- Director Bruce Granlund reported on the City of Yucaipa Economic Development meeting on November 19, 2018.
- Director Bruce Granlund and Director Lonni Granlund reported on the San Bernardino Valley Municipal Water District meeting on November 20, 2018
- Director Lonni Granlund commented that she would like an update on the sewer plans for the hotel planned for the Gateway Plaza.

ANNOUNCEMENTS

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

CLOSED SESSION

None.

ADJOURNMENT

The meeting was adjourned at 6:40 p.m.

Respectfully submitted,

Joseph B. Zoba, Secretary

(Seal)

MINUTES OF A BOARD WORKSHOP

November 27, 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 I
Ashley Gibson, Water Resource Project Supervisor
Kathryn Hallberg, Implementation Manager
Dustin Hochreiter, Senior Engineering Technician
Mike Rivera, Public Works Supervisor
James Rowell, Interim Operations Manager
Frank Sclafani, Administrative Clerk Intern
Joseph Zoba, General Manager

Directors Absent:

None

Consulting Staff Present:

David Wysocki, Legal Counsel

Guests and Others Present:

David Duron, Customer
Joyce McIntire, Customer
Linda Shelton, Customer
Gil Navarro, San Bernardino Valley Municipal Water District

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- I. Call to Order - 4:00 p.m.
 - II. Public Comments - None
 - III. Staff Report - General Manager Joseph Zoba provided information about the following topics:
 - The District received information that former board member Hank Wochholz passed away on November 24, 2018.
 - The Yucaipa Valley Water District will be hosting an Ethics Training Program for Local Government Elected Officials, Managers, and Supervisors on Wednesday, January 9, 2019.
 - IV. Strategic Planning
 - A. Strategic Planning and Capital Improvement Priorities for 2019 [Workshop Memorandum No. 18-253] - General Manager Joseph Zoba provided information about the strategic planning workshops scheduled for January 2019 and how these workshop discussions will assist with the implementation of priorities for the Capital Improvement Budget.
 - V. Operational Updates
 - A. Revised Imported Water Order for 2018 [Workshop Memorandum No. 18-254] - General Manager Joseph Zoba discussed the need to purchase an additional 400

acre feet of imported water from the San Bernardino Valley Municipal Water District for calendar year 2018.

VI. Capital Improvement Projects

- A. Status Report on the Construction of an 8-Inch Sewer Mainline in Yucaipa Boulevard [Workshop Memorandum No. 18-255] - Senior Engineering Technician Dustin Hochreiter provided an overview of the anticipated construction of the sewer mainline in Yucaipa Boulevard near Hampton Road.
- 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] - Senior Engineering Technician Dustin Hochreiter provided an update on the construction of various water pipelines.

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] - Implementation Manager Kathryn Hallberg provided information about the Notice of Exemption for the Automated Meter Infrastructure system.
- B. Review of Draft Resolution No. 2018-xx Establishing Employee Benefit, Administrative Overhead and Surcharge Factors [Workshop Memorandum No. 18-258] - Chief Financial Officer Allison Edmisten provided information about the proposed overhead and burden factors used by the District staff for cost accounting purposes.
- 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] - Implementation Manager Kathryn Hallberg provided an overview of Resolution No. 2018-32.

Following a brief discussion, Director Bruce Granlund moved to adopt Resolution No. 2018-32. Director Lonni Granlund seconded the motion.

The motion was approved by the following vote:

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

- D. Overview of a Consolidated Rate Revenue and Administrative Policy Resolution [Workshop Memorandum No. 18-260] - General Manager Joseph Zoba provided an overview of the proposed rate adjustments, suggested methodology, and an overview of the consolidated administrative policy manual.
- VIII. Director Comments - Director Jay Bogh recognized the contributions made by Hank Wochholz in the community and the positive impact that Mr. Wochholz had on people during his naval career, civic responsibilities, and friendships. The other board members echoed the reflections, memories, and contributions of Hank Wochholz.
- IX. Announcements - The future meetings were referenced on the workshop agenda.
- X. Closed Session - A closed session was not conducted at this meeting.

XI. Adjournment - The meeting was adjourned at 4:36 p.m.

Respectfully submitted,

Joseph B. Zoba, Secretary

Staff Report



Yucaipa Valley Water District

Discussion Items





Date: December 4, 2018

Prepared By: Mike Kostelecky, Operations Manager

Subject: Discussion Regarding the Purchase of Additional Imported Water Supplies for Calendar Year 2018

Recommendation: That the Board authorizes the purchase of an additional 400 acre feet from the San Bernardino Valley Municipal Water District for a sum not to exceed \$50,320.

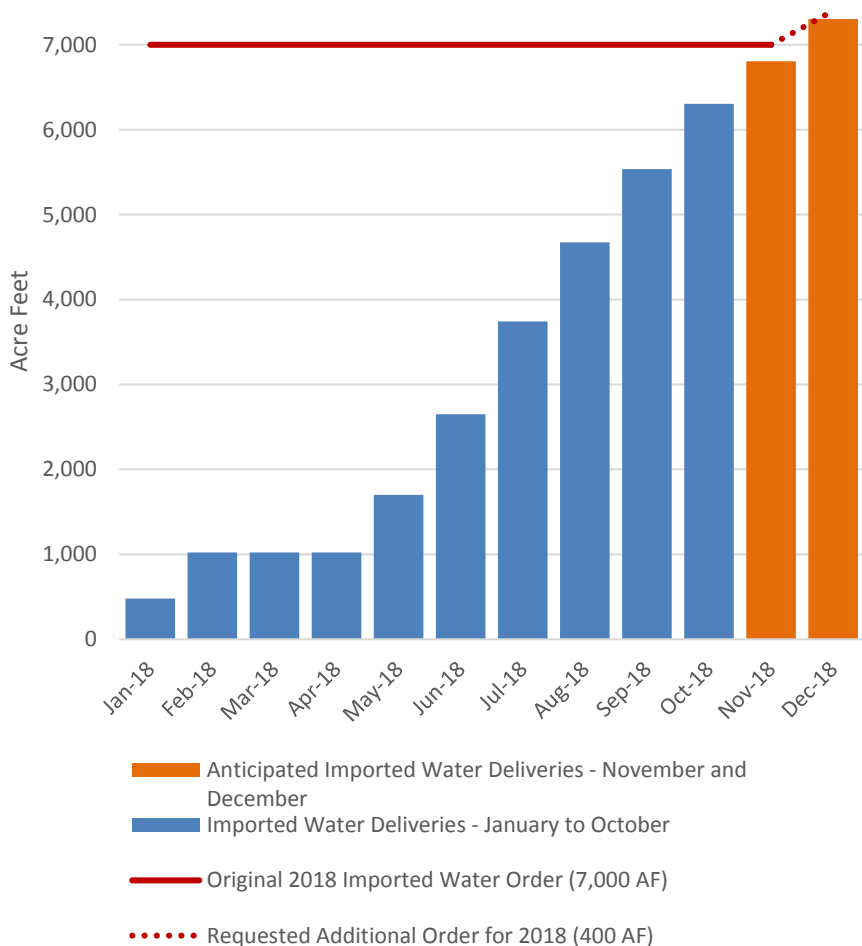
On September 5, 2017, the Board of Directors approved the purchase of 7,000 acre feet of imported water for delivery to the Yucaipa Valley Regional Water Filtration Facility for calendar year 2018.

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 imported water order from the San Gorgonio Pass Water Agency is not necessary at this time.

2018 SBVMWD Imported Water





Date: December 4, 2018

Prepared By: Allison M. Edmisten, Chief Financial Officer

Subject: Consideration of Resolution No. 2018-33 Updating the Methodology used to Calculate Employee Benefit, Administrative Overhead, and Surcharge Factors for Cost Recovery of Certain Services Provided by the District

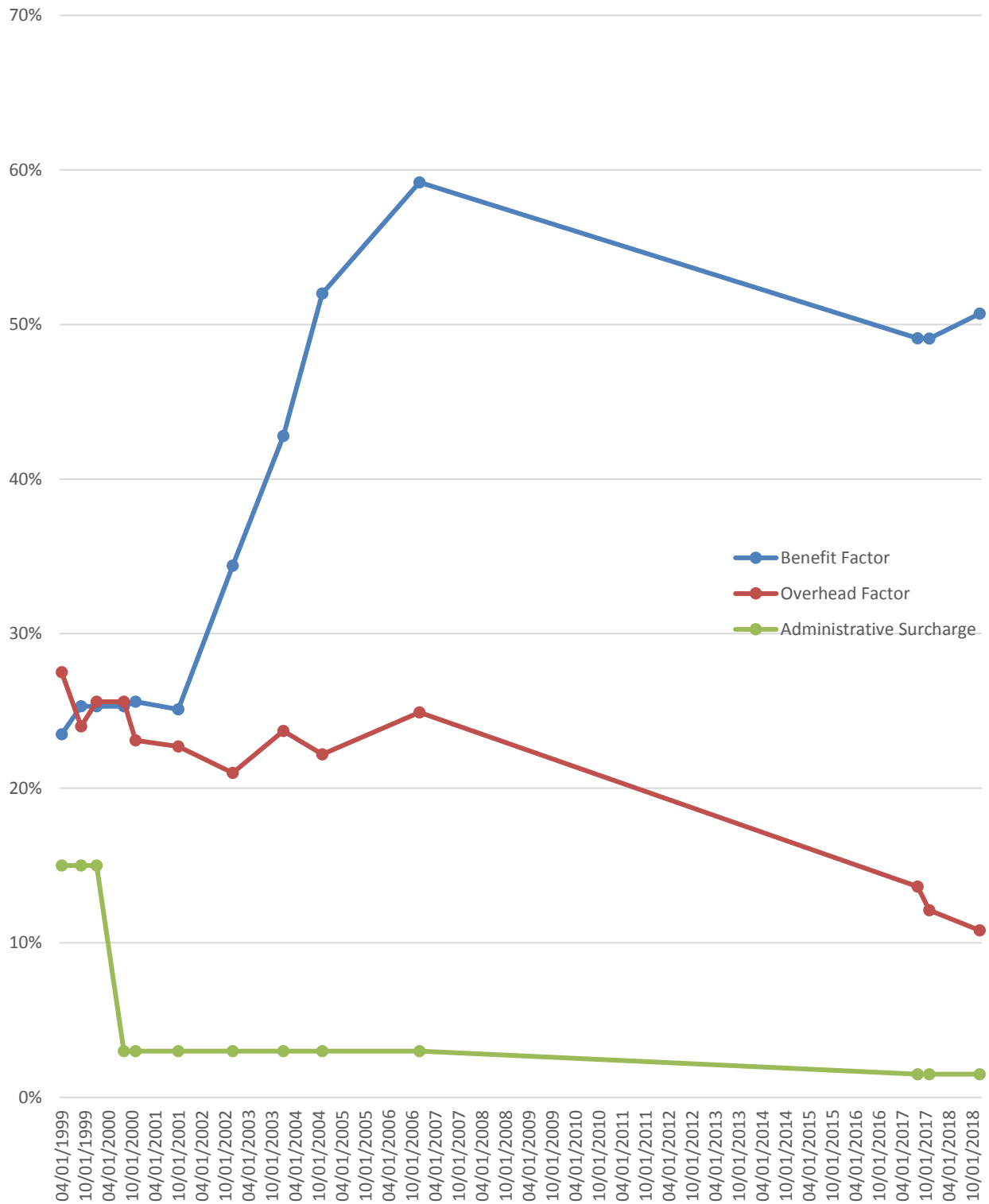
Recommendation: That the Board adopts Resolution No. 2018-33.

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.

Historical Benefit, Overhead & Administrative Surcharge Rates



RESOLUTION NO. 2018-33

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 4th day of December 2018.

YUCAIPA VALLEY WATER DISTRICT

Jay Bogh, President Board of Directors

ATTEST:

Joseph B. Zoba, General Manager

CALCULATION OF EMPLOYEE BENEFIT FACTOR

	Labor	Benefits	Benefit Percentage Calculation
LABOR RELATED EXPENSES:			
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%
TOTAL LABOR RELATED EXPENSES:	\$6,316,089	+ \$3,200,474	= \$9,516,563
	Benefits	\$3,200,474	
	Total Labor	\$6,316,089	= 50.7%

THE RATE OF LABOR RELATED BENEFITS FOR PROJECTS BASED ON THE FY 2019 OPERATING BUDGET SHALL BE BILLED AT A RATE EQUAL TO:	0.507
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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)
OPERATING EXPENSES:			
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
NONOPERATING EXPENSES:			
Interest Expense	\$2,021,389	\$2,021,389	
TOTAL EXPENSES	\$30,814,407	\$27,490,945	\$3,323,462
PERCENTAGE OF TOTAL EXPENSES	100.0%	89.2%	10.8%

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

BENEFIT & OVERHEAD CALCULATION METHODOLOGY

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



Date: December 4, 2018

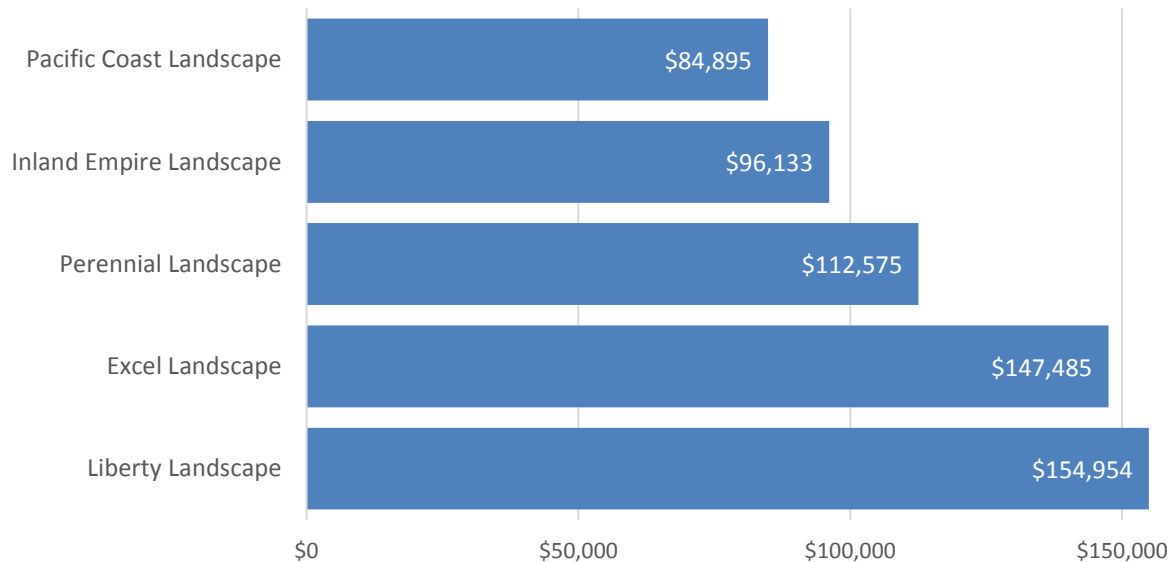
Prepared By: Joseph Zoba, General Manager
Kathryn Hallberg, Implementation Manager

Subject: Consideration of a One Year Extension for Annual Landscape Services with Pacific Coast Landscape for 2019

Recommendation: That the Board authorizes the General Manager to extend the landscape services contract with Pacific Coast Landscape to maintain the existing pricing schedule for calendar year 2019.

On January 16, 2018, the Board of Directors reviewed proposals from landscape contractors and awarded the 2018 landscape contract to Pacific Coast Landscape .

2018 Bid Results



Over the past year, the services provided by Pacific Coast Landscape have been timely and professional. The District staff is pleased with the overall service provided by this contractor.

Prior to issuing the Request for Proposals for 2019, the District staff asked Pacific Coast Landscape if they would be interested in retaining their 2018 prices for an extended contract in 2019. While the District staff has not received verification in writing, the Board of Directors may have an opinion on the option to extend this contract at the prior year pricing.

Board Reports



Yucaipa Valley Water District

Director Comments



Yucaipa Valley Water District



FACTS ABOUT THE YUCAIPA VALLEY WATER DISTRICT

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

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

Number of Employees: 5 elected board members
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

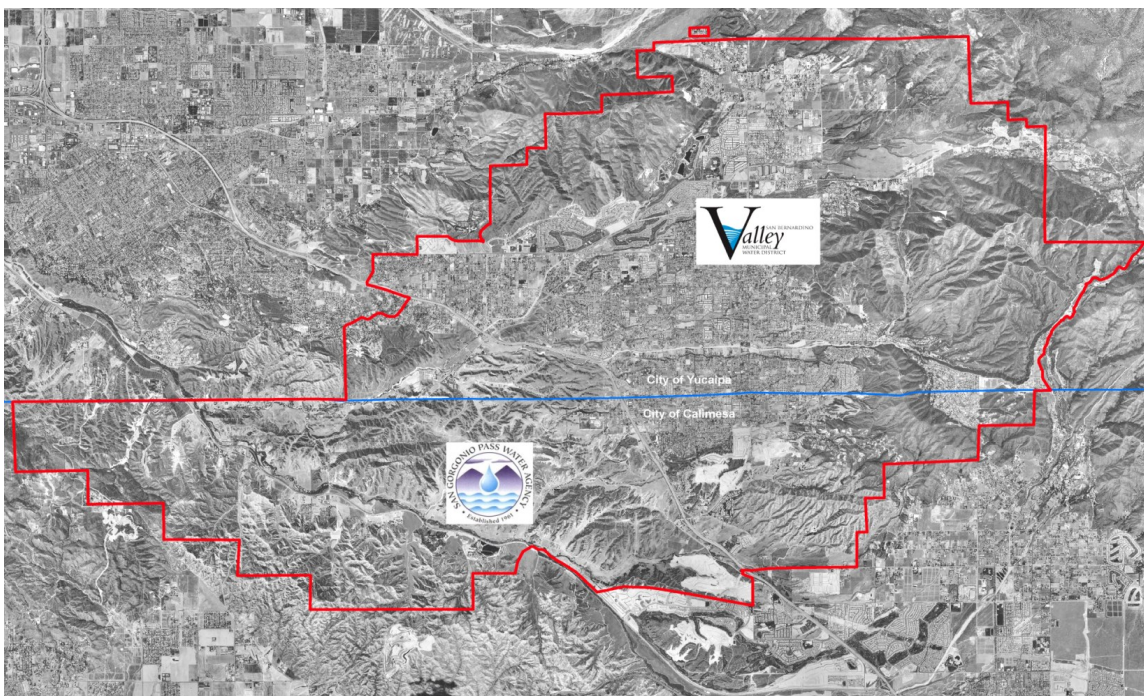
- Sewer Collection and Treatment Charge:

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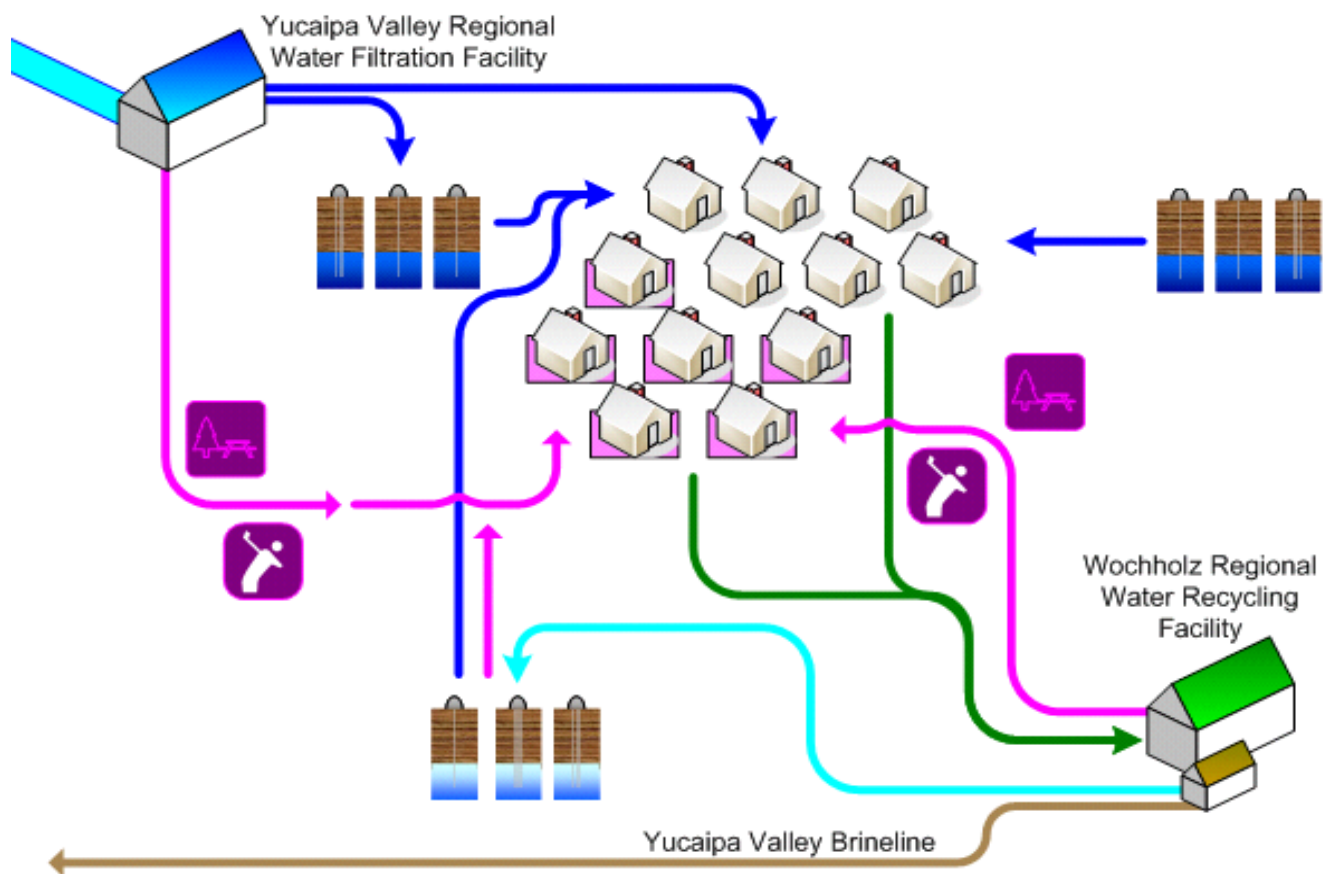
- Imported Water Charges (Pass-through State Water Project Charge):

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 to 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