



# 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, February 4, 2020 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 - January 21, 2020
    - 2. Board Workshop - January 28, 2020
- V. **STAFF REPORT**
- VI. **DISCUSSION ITEMS**
  - A. Consideration of Changing the Compensation Paid to Members of the Board of Directors and a Possible Adjustment to the Compensation Paid per Meeting Day [[Director Memorandum No. 20-013 - Page 17 of 46](#)]  
RECOMMENDED ACTION: No recommendation.
  - B. Overview of a Revised Policy for Members of the Board of Directors Regarding Expense Reimbursement, Meeting Attendance, Compensation, and Benefits [[Director Memorandum No. 20-014 - Page 21 of 46](#)]  
RECOMMENDED ACTION: That the Board adopts Resolution No. 2020-07.
  - C. Call for Nominations for the Board of Directors of the California Special Districts Association [[Director Memorandum No. 20-015 - Page 31 of 46](#)]  
RECOMMENDED ACTION: Pending.
- VII. **BOARD REPORTS & DIRECTOR COMMENTS**

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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)

## **VIII. ANNOUNCEMENTS**

- A. February 11, 2020 at 4:00 p.m. - Board Workshop
- B. February 18, 2020 at 6:00 p.m. - Board Meeting
- C. February 25, 2020 at 4:00 p.m. - Board Workshop
- D. March 3, 2020 at 6:00 p.m. - Board Meeting
- E. March 10, 2020 at 4:00 p.m. - Board Workshop
- F. March 17, 2020 at 6:00 p.m. - Board Meeting
- G. March 31, 2020 at 4:00 p.m. - Board Workshop
- H. April 7, 2020 at 6:00 p.m. - Board Meeting
- I. April 14, 2020 at 4:00 p.m. - Board Workshop
- J. April 21, 2020 at 6:00 p.m. - Board Meeting
- K. April 28, 2020 at 4:00 p.m. - Board Workshop
- L. May 5, 2020 at 6:00 p.m. - Board Meeting
- M. May 12, 2020 at 4:00 p.m. - Board Workshop
- N. May 19, 2020 at 6:00 p.m. - Board Meeting
- O. May 26, 2020 at 4:00 p.m. - Board Workshop
- P. June 2, 2020 at 6:00 p.m. - Board Meeting
- Q. June 9, 2020 at 4:00 p.m. - Board Workshop
- R. June 16, 2020 at 6:00 p.m. - Board Meeting
- S. June 30, 2020 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: 0319-121-38  
Agency Negotiator: Joseph Zoba, General Manager  
Negotiating Parties: Harry Holdorff  
Under Negotiation: Terms of Payment and Price
- B. Conference with Real Property Negotiator(s) - Government Code 54956.8  
Property: Assessor's Parcel Number: 0319-121-63  
Agency Negotiator: Joseph Zoba, General Manager  
Negotiating Parties: Emmet Conlon  
Under Negotiation: Terms of Payment and Price
- C. Conference with Legal Counsel - Anticipated Litigation (Government Code 54956.9) -  
Three Cases

## **X. ADJOURNMENT**

# Consent Calendar



Yucaipa Valley Water District

# MINUTES OF A REGULAR BOARD MEETING

January 21, 2020 at 6:00 P.M.

## Directors Present:

Chris Mann, President  
Bruce Granlund, Vice President  
Jay Bogh, Director  
Lonni Granlund, Director  
Joyce McIntire, Director

## Staff Present:

Erin Anton, Administrative Supervisor  
Jennifer Ares, Water Resource Manager  
Allison Edmisten, Chief Financial Officer  
Ashley Gibson, Regulatory Compliance Manager  
Kathryn Hallberg, Implementation Manager  
Mike Kostecky, Operations Manager  
Matthew Porras, Implementation Manager  
John Wrobel, Public Works Manager  
Joseph Zoba, General Manager

## Directors Absent:

None

## Consulting Staff Present:

David Wysocki, Legal Counsel

## Registered Guests and Others Present:

Dennis Miller  
Russel Roof  
George Sardeson  
Linda Shelton  
Rachael Gustuson, News Mirror  
Fermin Preciado, City of Yucaipa  
Leonard Stephenson, San Geronio Pass Water Agency

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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 Chris Mann at 6:00 p.m. at the Administrative Office Building, 12770 Second Street, Yucaipa, California.

### FLAG SALUTE

Director Chris Mann 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 Joyce McIntire present.

### PUBLIC COMMENTS

George Sardeson discussed the receipt of a turn-off notice that was erroneously sent to some District customers as a result of a mailed billing limitation. A response to this issue was provided as part of the staff report.

## CONSENT CALENDAR

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

- A. Minutes of Meetings
  - 1. Regular Board Meeting - December 17, 2019
  - 2. Board Workshop - January 14, 2020
- B. Payment of Bills
  - 1. Approve/Ratify Invoices for Board Awarded Contracts
  - 2. Ratify General Expenses for December 2019

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 Joyce McIntire - Yes

## STAFF REPORT

General Manager Joseph Zoba discussed the following items:

- The District staff provided material in the meeting packet related to recent discussions about Senate Bill No. 50.
- Information about Per- and polyfluoroalkyl substances (PFAS) was discussed. The District continues to monitor for these man-made chemicals and has not found the compounds in the drinking water supply.
- The Yucaipa Sustainable Groundwater Management Agency will be meeting on Wednesday, January 22, 2020 at 10:00 am.

Chief Financial Officer Allison Edmisten provided information on the following item:

- A brief presentation was provided about the transition to monthly billing. Information was provided that showed customers receiving electronic statements received their recent billing statements, but a programming limitation reduced the number of mailed utility bills by about 4,500 for the month of December. This issue was identified and fully resolved prior the District staff being alerted of the mailing issue. The District staff continues to expand the features offered by our new utility billing program and will make every effort to implement the new features with minimal impact to our customers.

## DISCUSSION ITEMS:

### DM 20-001

PUBLIC HEARING -  
ADOPTION OF  
RESOLUTION NO. 2020-  
01 SETTING RATES,  
FEES, AND CHARGES  
FOR DRINKING WATER,  
SEWER, AND  
RECYCLED WATER  
SERVICE

General Manager Joseph Zoba and Chief Financial Officer Allison Edmisten provided a detailed overview of the drinking water, sewer and recycled water rate study and proposed resolution adjusting the District's rate schedule.

Following questions from the Board of Directors, the public hearing was opened at 6:30 p.m. Comments were provided by: Linda Shelton; Russel Roof; Fermin Preciado; and George Sardeson.

The public hearing was closed at 6:44 p.m.

The following board members provided statements and asked clarifying questions about the proposed rate resolution:

- Director Jay Bogh, Division 3;
- Director Bruce Granlund, Division 2;
- Director Joyce McIntire, Division 5;
- Director Lonni Granlund, Division 4; and
- Director Chris Mann, Division 1.

Following a brief discussion, Director Bruce Granlund moved that the Board adopt Resolution No. 2020-01 Setting Rates, Fees, and Charges for Drinking Water, Sewer, and Recycled Water Service.

Director Jay Bogh 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 - No  
Director Joyce McIntire - Yes

### DM 20-002

CONSIDERATION OF  
DEVELOPMENT  
AGREEMENT NO. 2020-  
01 TO PROVIDE  
DRINKING WATER AND  
SEWER SERVICE TO  
13009 4<sup>TH</sup> STREET (APN  
0319-161-24) A 16 UNIT  
PRIVATE SINGLE LOT  
SUBDIVISION - YUCAIPA

Implementation Manager Matthew Porras provided an overview of Development Agreement No. 2020-01 for a 16-unit development on 4<sup>th</sup> Street, Yucaipa.

Director Lonni Granlund moved that the Board authorize the Board President to execute Development Agreement No 2020-01.

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 Joyce McIntire - Yes

DM 20-003

PRESENTATION OF THE  
UNAUDITED FINANCIAL  
REPORT FOR THE  
PERIOD ENDING ON  
DECEMBER 31, 2019

Chief Financial Officer Allison Edmisten presented the Unaudited Financial Report for the period ending on December 31, 2019.

Director Jay Bogh moved that the Board receive and file the unaudited financial report.

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 Joyce McIntire - Yes

DM 20-004

CONSIDERATION TO  
MODIFY THE  
MICROFILTRATION  
DRAIN PIPING AT THE  
YUCAIPA VALLEY  
REGIONAL WATER  
FILTRATION FACILITY

Operation Manager Mike Kostelecky provided information about the proposed changes to the microfiltration drainage system at the Yucaipa Valley Regional Water Recycling Facility.

Director Jay Bogh moved that the Board authorize the General Manager to execute a contract for the drain modification with Pascal & Ludwig for a sum not to exceed \$9,968.

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 Joyce McIntire - Yes

DM 20-005

RATIFICATION OF  
AUTHORIZATION TO  
INSPECT THE INFLUENT  
PIPE AT THE YUCAIPA  
VALLEY REGIONAL  
WATER FILTRATION  
FACILITY

Operation Manager Mike Kostelecky provided information about the proposal to inspect the interior of the influent pipeline at the Yucaipa Valley Regional Water Recycling Facility.

Director Lonni Granlund moved that the Board ratify the influent pipe inspection by Harper & Associates Engineering Inc. for a sum not to exceed \$3,200.

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 Joyce McIntire - Yes

DM 20-006

RATIFICATION TO  
REPLACE THE  
DISSOLVED AIR  
FLOATATION (DAF)  
RECIRCULATION  
PUMPS AND MOTORS  
AT THE YUCAIPA  
VALLEY REGIONAL  
WATER FILTRATION  
FACILITY

Operation Manager Mike Kostelecky provided information about the proposal to replace the recirculation pumps for the dissolved air floatation tanks at the Yucaipa Valley Regional Water Recycling Facility.

Director Bruce Granlund moved that the Board ratify the replacement of the DAF motors and pumps with R.F. MacDonald Co. for a sum not to exceed \$13,775.

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 Joyce McIntire - Yes

DM 20-007

REVIEW OF PROPOSED  
METER INSTALLATION  
COSTS FOR 2020

Implementation Manager Matthew Porras provided an overview of the updated drinking water and recycled water meter installation costs for 2020.

Director Joyce McIntire moved that the Board adopt Resolution No. 2020-02.

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 Joyce McIntire - Yes

DM 20-008

PREPARATION OF THE  
WILSON CREEK BASIN  
TRACER STUDY  
WORKPLAN

Water Resource Manager Jennifer Ares provided an overview of the additional costs associated with the preparation of the Wilson Creek Basin tracer study and the need to update the workplan.

Director Lonni Granlund moved that the Board authorize the General Manager to execute the Geoscience Budget Amendment for the Wilson Creek Basins Tracer Study Workplan for a sum not to exceed \$7,930.

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 Joyce McIntire - Yes

DM 20-009

PRESENTATION OF THE  
CONTINUING  
DISCLOSURE ANNUAL  
REPORT (CDAR)

Chief Financial Officer Allison Edmisten presented the Continuing Disclosure Annual Report.

Director Bruce Granlund moved that the Board receive and file the Continuing Disclosure Annual Report (CDAR).

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 Joyce McIntire - Yes

DM 20-010

DISCUSSION  
REGARDING THE  
ASSIGNMENT OF  
INDIVIDUALS TO  
REPRESENT THE  
DISTRICT IN SMALL  
CLAIMS COURT

Chief Financial Officer Allison Edmisten presented Resolution No. 2020-03.

Director Joyce McIntire moved that the Board adopt Resolution No. 2020-03.

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 Joyce McIntire - Yes

DM 20-011

DISCUSSION  
REGARDING THE  
REVIEW OF  
STATEMENT OF FACTS  
REQUIRED BY  
GOVERNMENT CODE  
SECTION 53051

Chief Financial Officer Allison Edmisten presented the Statement of Facts as required by Government Code Section 53051.

Director Lonni Granlund moved that the Board authorize the General Manager to file the Statement of Facts.

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 Joyce McIntire - Yes

DM 20-012

DISCUSSION  
REGARDING THE  
ADOPTION OF  
RESOLUTION NO. 2020-  
04 APPROVING AN  
INVESTMENT POLICY  
AND APPOINTMENT OF  
THE GENERAL  
MANAGER AS THE  
DISTRICT INVESTMENT  
OFFICER

Chief Financial Officer Allison Edmisten presented the Resolution No. 2020-04 Approving an Investment Policy and the Appointment of the General Manager as the District Investment Officer.

Director Bruce Granlund moved that the Board adopt Resolution No. 2020-04.

Director Joyce McIntire 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 Joyce McIntire - Yes

BOARD REPORTS AND  
DIRECTOR COMMENTS

The Board of Directors recommended that the District staff add Board Reports and Director Comments to workshop meeting agendas.

No additional reports or comments were provided.

ANNOUNCEMENTS

Director Chris Mann called attention to the announcements listed on the agenda.

CLOSED SESSION

A closed session was not conducted at this meeting.

ADJOURNMENT

The meeting was adjourned at 7:30 p.m.

Respectfully submitted,

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Joseph B. Zoba, Secretary

(Seal)

# MINUTES OF A BOARD WORKSHOP

January 28, 2020 at 4:00 P.M.

**Directors Present:**

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

**Staff Present:**

Jennifer Ares, Water Resource Manager  
Madeline Blua, Water Resource Specialist  
Allison Edmisten, Chief Financial Officer  
Chelsie Fogus, Engineering Technician I  
Ashley Gibson, Regulatory Compliance Manager  
Kathryn Hallberg, Implementation Manager  
Dustin Hochreiter, Senior Engineering Technician  
Mike Kostelecky, Operations Manager  
Matthew Porras, Implementation Manager  
Charles Thomas, Operations Manager  
John Wrobel, Public Works Manager  
Joseph Zoba, General Manager

**Directors Absent:**

Jay Bogh, Director

**Consulting Staff Present:**

David Wysocki, Legal Counsel

**Guests and Others Present:**

Jan Leja  
Linda Shelton  
Leonard Stephenson, San Geronimo Pass Water Agency

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- I. Call to Order - 4:00 p.m. - The workshop of the Board of Directors of the Yucaipa Valley Water District was called to order by Chris Mann at 4:00 p.m. at the Administrative Office Building, 12770 Second Street, Yucaipa, California.
  - II. Public Comments  
None
  - III. Staff Report - General Manager Joseph Zoba presented information on the following topics:
    - The California Department of Water Resources increased the allocation of water from the State Water Project from 10% to 15%.
  - IV. Discussion Items
    - A. Consideration of Resolution No. 2020-05 Supporting the Yucaipa-Calimesa Joint Unified School District's Great Kindness Challenge [Workshop Memorandum No. 20-025] - General Manager Joseph Zoba provided an overview of Resolution No. 2020-05.  
Director Joyce McIntire moved that the Board adopt Resolution No. 2020-05.  
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 Joyce McIntire - Yes

V. Strategic Planning

- A. Discussion Regarding the Setting of Strategic Planning Goals for 2020 [Workshop Memorandum No. 20-026] - General Manager Joseph Zoba provided an overview of conceptual strategic planning goals for 2020.

VI. Operational Updates

- A. Status Report on the Inspection and Cleaning of District Reservoirs and Other Water Storage Facilities [Workshop Memorandum No. 20-027] - Operation Manager Mike Kostecky provided an update on the cleaning of water storage reservoirs.
- B. Status Report on the Annual Repair and Rehabilitation of the Yucaipa Valley Regional Water Filtration Facility [Workshop Memorandum No. 20-028] - Operation Manager Mike Kostecky provided an overview of the current rehabilitation and maintenance at the Yucaipa Valley Regional Water Filtration Facility.

VII. Capital Improvement Projects

- A. Status Report on the Geotechnical Investigation Associated with the Calimesa Aquifer Storage and Recovery Project [Workshop Memorandum No. 20-029] - General Manager Joseph Zoba provided an overview of the scientific study related to the Aquifer Storage and Recovery Project in Calimesa.
- B. Status Report on the Paving Associated with the Wildwood Canyon Sewer Mainline Replacement Project [Workshop Memorandum No. 20-030] - Public Works Manager John Wrobel provided an overview of the paving on Wildwood Canyon Road for the recently completed sewer mainline replacement project.
- C. Status Report of the Replacement of the Drinking Water Reservoir R-16.6 - Calimesa [Workshop Memorandum No. 20-031] - Implementation Manager Matthew Porras provided an overview of the construction project at the R-16.6 Reservoir site.

VIII. Administrative Issues

- A. Overview of the San Geronio Pass Regional Water Alliance [Workshop Memorandum No. 20-032] - This item was continued to a future board workshop.
- B. Overview of a Revised Policy for Members of the Board of Directors Regarding Expense Reimbursement, Meeting Attendance, Compensation, and Benefits [Workshop Memorandum No. 20-033] - Chief Financial Officer Allison Edmisten provided an overview of the existing board member policy to determine if any changes are needed.  
  
Director Chris Mann suggested the deletion of Section 3.E.6. "Meetings, tours, and similar events conducted at the request of the Board members" due to conflicts with verbiage in Section 3.A.10.
- C. Discussion Regarding a Change in Compensation Paid to Members of the Board of Directors and a Possible Adjustment to the Compensation Paid per Meeting Day [Workshop Memorandum No. 20-034] - Chief Financial Officer Allison Edmisten presented the annual change in compensation for board members.

- D. Discussion Regarding the Implementation of Supplemental Water Rates Charged by the San Gorgonio Pass Water Agency [Workshop Memorandum No. 20-035] - General Manager Joseph Zoba provided an overview of a proposed resolution to reduce the amount of revenue collected for supplemental water in the Calimesa area.
- IX. Board Reports & Director Comments
- Director Bruce Granlund and Director Joyce McIntire reported on the regular meeting of the San Gorgonio Pass Water Agency held on January 6, 2020.
  - Director Bruce Granlund and Director Lonni Granlund reported on the San Bernardino Valley Municipal Water District Advisory Commission on Water Policy meeting held on January 9, 2020.
  - Director Bruce Granlund, Director Lonni Granlund and Director Joyce McIntire reported on the Yucaipa Sustainable Groundwater Management Agency meeting held on January 22, 2020.
  - Director Bruce Granlund, Director Lonni Granlund and Director Joyce McIntire reported on the Association of San Bernardino County Special Districts meeting held on January 27, 2020.
- X. Announcements - The future meetings were referenced on the workshop agenda.
- XI. Closed Session - A closed session was not conducted at this meeting.
- XII. Adjournment - The meeting was adjourned at 5:05 p.m.

Respectfully submitted,

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Joseph B. Zoba, Secretary

# Staff Report



Yucaipa Valley Water District

# Discussion Items



Yucaipa Valley Water District





**Date:** February 4, 2020

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

**Subject:** Consideration of Changing the Compensation Paid to Members of the Board of Directors and a Possible Adjustment to the Compensation Paid per Meeting Day

**Recommendation:** No recommendation.

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Pursuant to governing ordinances and resolutions, the Board of Directors is requested to make a decision regarding the rate of compensation received by board members for attending District meetings and functions. Based on the reimbursement and compensation policy, the Board has two alternatives to address the rate of compensation.

Alternative 1 – No Director Fee Increase. Attached is Resolution No. 2020-06 which, if adopted by the Board of Directors, would maintain the rate of compensation paid to board members at the current rate of \$154.94 per day for each day's attendance at meetings as defined in Section 1(d) of Ordinance No. 53-2007. This daily rate is not to exceed ten days per month.

Alternative 2 – Automatic Director Fee Increase. By not taking action (procedurally this is accomplished by no motion for action being made at the board meeting, or by Resolution No. 2020-06 failing to be approved), then provision in Section 2 of Ordinance No. 53-2007 will apply which states, "...each calendar year following the adoption of this Ordinance, the compensation which may be received by members of the Board of Directors shall automatically be increased by 5% per calendar year beginning in January 2008, unless the Board of Directors by resolution elects not to receive an increase. Action by the Board of Directors to make such an election not to receive an increase in any one year will not affect the automatic increase the following calendar year". Therefore, by taking no action, compensation paid to board members will be increased from \$154.94 to \$162.69 per day for each day's attendance at meetings as defined in Section 1(d) of Ordinance No. 53-2007.

#### Financial Implications

Typically, board members charge the District less than ten meetings per month. However, based on attending ten meetings per month, the cost per board member at the current rate of \$154.94 per meeting-day is \$1,549.40 per board member per month, or \$18,592.80 per board member per year.

If the automatic increase takes effect, the current rate of \$154.94 would be increased to \$162.69 per day for each day's attendance at meetings. Based on attending ten meetings per month, the cost per board member at a rate of \$162.69 per meeting-day is \$1,626.90 per board member per month, or \$19,522.80 per board member per year. The maximum additional cost per year for all five board members would be \$4,650.

**ORDINANCE NO. 53-2007****AN ORDINANCE OF THE YUCAIPA VALLEY WATER DISTRICT  
UPDATING THE REIMBURSEMENT POLICY AND COMPENSATION PAID  
TO MEMBERS OF THE BOARD OF DIRECTORS PER ASSEMBLY BILL 1234**

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

WHEREAS, by Resolution No. 3-1978 adopted on January 25, 1978, the Board of Directors authorized compensation to be paid to each Director of the Board of Directors for each day's attendance at meetings of the Board of Directors and for each day's service rendered as a Director at the request of the Board of Directors; and

WHEREAS, by minute action on June 23, 1982, consistent with Water Code, Section 30507, the Board of Directors increased that per day compensation to \$100.00 per day; and

WHEREAS, as authorized by Water Code, Sections 30507 and 71255 the District has previously authorized reimbursement to its Board members of their actual, necessary and reasonable expenses incurred in the performance of their official duties in attending Board meetings, committee meetings, workshops, educational special district workshops and related occurrences; and

WHEREAS, by Ordinance No. 51-2005 adopted on December 21, 2005, the Board of Directors increased the per day compensation for each of the Directors to \$105.00 per day and also updated the reimbursement and compensation policy consistent with AB 1234 enacted effective January 1, 2006; and

WHEREAS, the Board of Directors desires to increase the per day compensation by 5% to \$110.25 and to provide for automatic annual compensation increases of no more than 5% per year beginning in January of each year following the adoption of this Ordinance.

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

Section 1. Definitions:

(a) "Day's attendance" shall mean attendance at any Meeting as defined in Section 1(d) below.

(b) "Day's service" shall mean service rendered by a Director without regard to the length of time of such service.

(c) "Expenses" shall mean those actual and necessary out-of-pocket expenses incurred by a Director incident to or arising from a day's attendance at meetings or a day's service rendered.

(d) "Meeting" shall mean a meeting of the Board of Directors, including Board workshops and Board-created Committee meetings, advisory body or a conference or


organized educational activity all of which are authorized "meetings" under Government Code, Section 53232.1(a), and any other meeting or occurrence authorized by a written resolution adopted by the Board of Directors in a public meeting.

Section 2. Compensation and Annual Increases: Each Director shall receive compensation in the amount of \$110.25 per day for each day's attendance at Meetings as defined in Section 1(d) above not to exceed a total of ten (10) days in any calendar month, together with any expenses authorized by a resolution establishing the policy for the reimbursement of such actual and necessary expenses incurred in the performance of the official duties of the Board of Directors. Each calendar year following the adoption of this Ordinance, the compensation which may be received by members of the Board of Directors shall automatically be increased by 5% per calendar year beginning in January 2008, unless the Board of Directors by resolution elects not to receive such an increase. Action by the Board of Directors to make such an election not to receive an increase in any one year will not affect the automatic increase the following calendar year.


Section 3. Effective Date: In accordance with Section 20204 of the Water Code, this Ordinance shall become effective sixty (60) days from the date of its passage. This Ordinance hereby supersedes Ordinance No. 51-2005.

Adopted and enacted this 21<sup>st</sup> day of March, 2007.

YUCAIPA VALLEY WATER DISTRICT

By   
THOMAS SHALOUB, President of the  
Board of Directors

ATTESTED:

  
Secretary of the Board

## **RESOLUTION NO. 2020-06**

### **RESOLUTION OF THE YUCAIPA VALLEY WATER DISTRICT ELECTING NOT TO INCREASE THE COMPENSATION FOR THE BOARD OF DIRECTORS IN CALENDAR YEAR 2020**

**WHEREAS**, on March 21, 2007, the Board of Directors adopted Ordinance No. 53, 2007 which updated the reimbursement policy and compensation paid to members of the Board of Directors pursuant to Assembly Bill No. 1234; and

**WHEREAS**, each member of the Board of Directors is currently compensated at a rate of \$154.94 per day for each day's attendance at meetings as defined in Section 1(d) of Ordinance No. 53-2007.

**NOW, THEREFORE, BE IT HEREBY RESOLVED AND ORDERED**, that the Board of Directors of the Yucaipa Valley Water District does hereby determine that the rate of compensation shall remain at \$154.94 per day for each day's attendance at future meetings.

This Resolution shall become effective on the date below.

PASSED, APPROVED and ADOPTED this 4<sup>th</sup> day of February 2020.

YUCAIPA VALLEY WATER DISTRICT

ATTEST:

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Chris Mann, President Board of Directors

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Joseph B. Zoba, General Manager



**Date:** February 4, 2020

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

**Subject:** Overview of a Revised Policy for Members of the Board of Directors Regarding Expense Reimbursement, Meeting Attendance, Compensation, and Benefits

**Recommendation:** That the Board adopts Resolution No. 2020-07.

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Each year the District staff presents a resolution setting forth the policies related to board member reimbursement, meeting attendance, compensation, and benefits. Resolution 2019-07 was approved by the Board on February 5, 2019 [Director Memorandum No. 19-018]. There were minor changes to clarify the intent for reimbursements.

**RESOLUTION NO 2020-07****A RESOLUTION OF THE YUCAIPA VALLEY WATER DISTRICT  
ADOPTING A REVISED POLICY FOR MEMBERS OF THE  
BOARD OF DIRECTORS REGARDING EXPENSE REIMBURSEMENT,  
MEETING ATTENDANCE, COMPENSATION, BENEFITS AND OTHER ITEMS**

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; and

WHEREAS, pursuant to Government Code section 53232.2, the Board of Directors adopted a written policy governing compensable activities and reimbursable expenses for travel, meals, lodging, and incidental expenses; and

WHEREAS, the Board of Directors desires to revise the policy.

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

Section 1: Adoption of Policy and Establishment of Procedures. The Board of Directors hereby adopts the Directors Compensation and Expense Reimbursement Policy, set forth as Exhibit "A", attached hereto and incorporated herein by reference.

Section 2: Rescission of Prior Resolution. Resolution No. 2019-07 is hereby repealed.

PASSED, APPROVED and ADOPTED this 4<sup>th</sup> day of February 2020.

YUCAIPA VALLEY WATER DISTRICT

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Chris Mann, President Board of Directors

ATTEST:

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Joseph B. Zoba, General Manager



## Policy for Members of the Board of Directors Regarding Conduct of Directors, Expense Reimbursement, Meeting Attendance, Compensation, and Benefits

February 4, 2020

This Policy governs the code of conduct, and compensation/reimbursement of expenses for members of the Yucaipa Valley Water District's Board of Directors.

### Section 1. Key Guiding Principles

Members of the Board of Directors ("Directors") are subject to the provisions of this Policy 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 this Policy, 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:

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

The purpose of this Code of Conduct is to: provide guidance for dealing with ethical issues; heighten awareness of ethics and values as critical elements in a Director's conduct; and improve ethical decision-making.

- 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.
- 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.
- 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 2. 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.
  - 1. 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.

2. 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 3. Compensable Activities**

- A. Meetings. Each member of the Board of Directors shall be entitled to per diem compensation for attendance at the following meetings such that the total number of compensable days in any calendar month for all meetings attended by a Board member shall not exceed ten (10) calendar days per month as set forth in the District's Ordinance No. 53-2007:



1. Each regular meeting, special meeting, facility tour, ceremonial event, or public training session scheduled and sponsored by the Yucaipa Valley Water District;
  2. Each District ad hoc committee, and committee on which the Director serves or has been duly appointed;
  3. Each publicly noticed meeting or ceremonial event of a governmental board;
  4. Each noticed meeting of a mutual water company within the boundary of the District;
  5. Attendance at an association or organization (such as ASBCSD, CSDA, ACWA, and CASA) related to the drinking water, recycled water, sewer, brine disposal services provided by the District;
  6. Each meeting or hearing of any joint powers authority which the District is a member or the subject matter pertains to the District's services;
  7. A chamber of commerce meeting within the District service area;
  8. An economic development, business, or building industry meeting open to the public;
  9. Each local, state or federal agency or any board, commission, committee or department thereof;
  10. Each tour, field trip, or informal business meeting with or without District staff in the performance of the official duties of the Board of Directors; and
  11. Meetings of agencies, nonprofit organizations, or service clubs when the Director or District staff is scheduled to make a presentation on behalf of the District
- B. Required Training. Each Director shall be entitled to compensation for attendance at the ethics training required by Government Code Section 53235 and the sexual harassment training and education required by Government Code Section 12950.1.
- C. Other Activities. Compensation for attending other meetings or activities shall be determined in advance by the Board of Directors based on activities that provide a benefit to the District. Benefits include, but are not necessarily limited to, the acquisition of information, education, training, and skills that will further the District's ability to protect public health and the environment by providing effective drinking water, recycled water, wastewater treatment, and brine disposal service. Other benefits include positive changes to federal and state statutes and regulations that govern the District, and maintenance of positive relations with the public and other governmental agencies.
1. On a case-by-case basis and by a majority vote of the Board of Directors, a Director may receive compensation for attendance at the following activities:
    - a. Meetings with representatives of local, regional, state, or national government on issues affecting the District; and
    - b. Meetings, conferences, and seminars sponsored by the California Association of Sanitation Agencies, Western Coalition of Arid States, Association of California Water Agencies, or the California Special Districts Association, or other organization.
    - c. Other activities that the Board of Directors believe achieve the benefits identified in Section 4.C.
- D. In no event shall a Director receive compensation for more than one meeting or other activity on the same day. A Director shall only receive one day of compensation regardless of the number of meetings that District attended on any particular day.



- E. Non-Compensable Activities. Board members shall not receive compensation for the following activities:
1. Attendance at meetings of service clubs, except as described in Section 3.A.11. above;
  2. District sponsored employee events that include, but are not limited to, employee luncheons and retirement events;
  3. Parades, festivals, holiday events, or retirement dinners;
  4. Meetings with existing or potential contractors, vendors, or consultants;
  5. Meetings of partisan political organizations;
  6. Any activity not described in Section 3.A., 3.B., or 3.C. above.

#### **Section 4. Reimbursement of Directors' Expenses**

- A. Approved Activities. In accordance with the terms of this Policy, the District will reimburse Directors for certain expenses incurred in connection with the compensable activities described above in Section 3.
- B. Transportation. In travelling to and from events, Directors must use the most economical form of transportation that is reasonably consistent with the Director's travel and scheduling requirements.

1. **Mileage for Personal Vehicles.**

The District will reimburse Directors for use of personal vehicles based on actual miles traveled at the then-current "standard mileage rate" adopted by the U.S. Internal Revenue Service for use in deducting the cost of operating an automobile for business purposes. The District will not reimburse Directors for any other personal vehicle expenses.

When calculating mileage traveled by a Director to attend an event, the District will use the lesser of (1) the distance from the District's administrative headquarters to the event, and (2) the actual distance traveled. Mileage reimbursements shall not exceed the cost of the lowest available airfare.

2. **Other Transportation Expenses.**

When travel by personal vehicle is impractical, the District will reimburse Directors for the actual cost of (1) regularly-scheduled travel by airplane, train, bus, or other commercial carrier, (2) rental cars, and (3) taxis and other comparably-priced for-hire vehicles. The District will also reimburse Directors for related necessary travel expenses such as baggage fees, toll charges, and parking fees.

Before deciding to travel by air, each Director must consider the total cost of alternatives, including the cost of ground transportation and any necessary lodging. Each Director should also consider alternative departure times, departure and arrival airports, dates, departure times, and stopovers to minimize airfare. Directors should request travel arrangements as early as possible to take advantage of lower airfares.



The District will only reimburse Directors for air travel in coach class. Directors must use their personal cars to travel to and from the airport, and utilize long-term airport parking, rather than pay for a taxi or other transportation to and from the airport.

C. Lodging. The District will reimburse Directors for actual and necessary lodging expenses incurred in attending a conference, seminar, or meeting.

1. Directors must take advantage of any government rate or group rate for lodging whenever possible. If there is no government or group rate, the District will reimburse Directors for lodging up to the per diem rate used by the U.S. Internal Revenue Service as the maximum allowable deduction for business-related lodging expenses. The per diem rates are set by the General Service Administration ("GSA") for federal employees. The rates are set forth at [GSA.gov/per diem](https://www.gsa.gov/perdiem).
2. Lodging in connection with an activity that lasts only one day is considered "necessary" when the travel time to and from the activity exceeds two hours.

D. Meals. The District will reimburse Directors for actual and necessary dining expenses incurred while attending:

1. A conference, seminar, or meeting outside of the District, or
2. A District-related business meeting within the District.

The District will reimburse Directors up to the applicable GSA per diem rate for each separate meal set forth at [GSA.gov/per diem](https://www.gsa.gov/perdiem).

E. Incidentals. The District will reimburse Directors for actual and necessary incidental expenses incurred while attending a conference, seminar, or meeting outside the District, up to the applicable GSA per diem rate set forth at [GSA.gov/per diem](https://www.gsa.gov/perdiem). Reimbursable expenses include tips given to drivers, porters, bellhops, baggage carriers, and hotel housekeepers.

F. Travel Arrangements. Each Director must utilize District staff to arrange all travel, lodging, and event registrations. The General Manager shall designate a District employee responsible for making these arrangements.

G. Expenses That Are Not Reimbursable. The District will not reimburse Directors for the costs of:

1. Barber and/or beauty shop services;
2. Fines for traffic or parking violations;
3. Any person accompanying a Director on a District-approved trip or event;
4. Personal telephone calls;
5. Fitness/health/spa facility use;
6. Massages;
7. Alcoholic beverages;
8. Entertainment (movies, sporting events, etc.); or
9. Vehicle expenses other than the standard mileage charge.



- H. Reimbursement Procedure. Each Director seeking reimbursement must file an expense report no later than three weeks after the conclusion of the compensable activity. The report shall attach detailed, actual receipts for all expenses. The report shall document that each expense meets the requirements for reimbursement set forth in this policy. Without limiting the foregoing, each report shall identify the compensable activity and the date, nature, and purpose of each expense for which reimbursement is sought. For reimbursement of a personal vehicle expense at the standard mileage rate, the expense report shall identify the date of the travel, the actual miles traveled, and the business purpose of the travel. The General Manager shall prepare a standard form of expense report for use by Directors in seeking reimbursement.
- I. Board Reports. Each Director seeking reimbursement of expenses incurred in connection with an activity shall provide a brief report of the activity at the next regular meeting of the Board of Directors.
- J. Other Expenses. Any expense that does not meet the requirements of this policy may be reimbursed only if the Board of Directors approves the expense at a public meeting before the expense is incurred.
- K. Penalties. Any Director that misuses public resources or falsifies an expense report required by this policy is subject to the following penalties:
  - 1. Exclusion from closed sessions during directly related discussions of legal action;
  - 2. Loss of reimbursement privileges;
  - 3. Restitution of the District;
  - 4. Civil penalties for misuse of public resources pursuant to Government Code Section 8314; and/or
  - 5. Prosecution for misuse of public resources pursuant to Penal Code Section 424.

## **Section 5. Medical Benefits**

- A. Medical Benefits. The District shall provide compensation for medical benefits to a member of the Board of Directors equal to a single employee in the Management-Exempt Bargaining Group during their tenure as a board member. No medical benefit(s) shall be provided to spouses or other family members of the board member. Any monetary amount of medical benefit that is unused, may be paid to the board member as either cash or a contribution to a deferred compensation account at the sole discretion of the board member.

## **Section 6. Communications by Board Members**

- A. Opinion Statements, Editorials, and Letters to the Editor. In a manner similar to any other public member, the Board of Directors may submit opinion statements, editorials, and letters to the editor of newspapers to present an opinion on an issue. Board members should be mindful that their individual opinion may not necessarily represent the opinions



of other board members. Therefore, specific language should be inserted within the written piece to reflect the sole opinion and the signature should reference the board member by division.

- B. Board Member Contact with the Public. The District staff will not provide personal contact information of board members to the public. When a customer requests to speak to a board member, the District staff will record the name and contact information of the customer and relay the information to the board member. An email address provided by board members will be added to the District website at the board member request.





**Date:** February 4, 2020

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

**Subject:** Call for Nominations for the Board of Directors of the California Special Districts Association

**Recommendation:** Pending.

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The Yucaipa Valley Water District received notification from the California Special Districts Association ("Association") that they are currently seeking nominations for their board of directors. If a board member is interested in becoming more active in the Association, the Board of Directors can nominate an individual by minute order.





**California Special  
Districts Association**  
*Districts Stronger Together*

RECEIVED  
JAN 31 2020  
YUCAIPA VALLEY  
WATER DISTRICT

**DATE:** January 27, 2020

**TO:** CSDA Voting Member Presidents and General Managers

**FROM:** CSDA Elections and Bylaws Committee

**SUBJECT: CSDA BOARD OF DIRECTORS CALL FOR NOMINATIONS  
SEAT C**

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The Elections and Bylaws Committee is looking for Independent Special District Board Members or their General Managers who are interested in leading the direction of the California Special Districts Association for the 2021 - 2023 term.

The leadership of CSDA is elected from its six geographical networks. Each of the six networks has three seats on the Board with staggered 3-year terms. Candidates must be affiliated with an independent special district that is a CSDA Regular Member in good standing and located within the geographic network that they seek to represent. (See attached CSDA Network Map)

The CSDA Board of Directors is the governing body responsible for all policy decisions related to CSDA's member services, legislative advocacy, education and resources. The Board of Directors is crucial to the operation of the Association and to the representation of the common interests of all California's special districts before the Legislature and the State Administration. Serving on the Board requires one's interest in the issues confronting special districts statewide.

**Commitment and Expectations:**

- Attend all Board meetings, usually 4-5 meetings annually, at the CSDA office in Sacramento.
- Participate on at least one committee, meets 3-5 times a year at the CSDA office in Sacramento.  
*(CSDA reimburses Directors for their related expenses for Board and committee meetings as outlined in Board policy).*
- Attend, at minimum, the following CSDA annual events: Special Districts Legislative Days - held in the spring, and the CSDA Annual Conference - held in the fall.  
*(CSDA does **not** reimburse expenses for the two conferences even if a Board or committee meeting is held in conjunction with the event, however does comp registration for the two events)*
- Complete all four modules of CSDA's Special District Leadership Academy within 2 years of being elected.  
*(CSDA does **not** reimburse expenses for the Academy classes even if a Board or committee meeting is held in conjunction with the event).*



- Complete Annual Chief Executive Officer Evaluation.

**Nomination Procedures:** Any Regular Member in good standing is eligible to nominate one person, a board member or managerial employee (as defined by that district's Board of Directors), for election to the CSDA Board of Directors. **A copy of the member district's resolution or minute action and Candidate Information Sheet must accompany the nomination. The deadline for receiving nominations is March 26, 2020. Nominations and supporting documentation may be mailed, faxed, or emailed.**

Mail: 1112 I Street, Suite 200, Sacramento, CA 95814  
 Fax: 916.442.7889  
 E-mail: [amberp@csda.net](mailto:amberp@csda.net)

Once received, nominees will receive a candidate's letter in the mail. The letter will serve as confirmation that CSDA has received the nomination and will also include campaign guidelines.

CSDA will begin electronic voting on May 25, 2020. All votes must be received through the system no later than 5:00 p.m. July 10, 2020. The successful candidates will be notified no later than July 14, 2020. All selected Board Members will be introduced at the Annual Conference in Palm Desert, CA in August 2020.

### Expiring Terms

(See enclosed map for Network breakdown)

**Northern Network** Seat C-Fred Ryness, Director, Burney Water District\*  
**Sierra Network** Seat C-Pete Kampa, GM, Saddle Creek Community Services District\*  
**Bay Area Network** Seat C-Stanley Caldwell, Director, Mt. View Sanitary District\*  
**Central Network** Seat C-Sandi Miller, GM, Selma Cemetery District\*  
**Coastal Network** Seat C-Vincent Ferrante, Director, Moss Landing Harbor District\*  
**Southern Network** Seat C-Arlene Schafer, Director, Costa Mesa Sanitary District\*  
 (\* = Incumbent is running for re-election)

If you have any questions, please contact Amber Phelen at [amberp@csda.net](mailto:amberp@csda.net).

### AGAIN, THIS YEAR!

**This year we will be using a web-based online voting system, allowing your district to cast your vote easily and securely.** *Electronic Ballots will be emailed to the main contact in your district May 25, 2020. All votes must be received through the system no later than 5:00 p.m. July 10, 2020.*

*Districts can opt to cast a paper ballot instead; but you must contact Amber Phelen by e-mail [Amberp@csda.net](mailto:Amberp@csda.net) by **March 26, 2020** in order to ensure that you will receive a paper ballot on time.*

CSDA will mail paper ballots on May 25, 2020 per district request only. ALL ballots must be received by CSDA no later than 5:00 p.m. July 10, 2020.

The successful candidates will be notified no later than July 14, 2020. All selected Board Members will be introduced at the Annual Conference in Palm Desert, CA in August 2020.



**California Special  
Districts Association**

*Districts Stronger Together*

## 2021-2023 BOARD OF DIRECTORS NOMINATION FORM

Name of Candidate: \_\_\_\_\_

District: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Network: \_\_\_\_\_ (see map)

Telephone: \_\_\_\_\_

(PLEASE BE SURE THE PHONE NUMBER IS ONE WHERE WE CAN REACH THE CANDIDATE DIRECTLY)

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Nominated by (optional): \_\_\_\_\_

Return this form and a Board resolution/minute action supporting the candidate and Candidate Information Sheet by mail, or email to:

CSDA  
Attn: Amber Phelen  
1112 I Street, Suite 200  
Sacramento, CA 95814  
(877) 924-2732 (916) 442-7889 fax  
amberp@csda.net

***DEADLINE FOR RECEIVING NOMINATIONS – March 26, 2020***



**California Special  
Districts Association**  
*Districts Stronger Together*

## 2021-2023 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: \_\_\_\_\_

District/Company: \_\_\_\_\_

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

Elected/Appointed/Staff: \_\_\_\_\_

Length of Service with District: \_\_\_\_\_

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

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2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

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3. List local government involvement (such as LAFCo, Association of Governments, etc.):

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4. List civic organization involvement:

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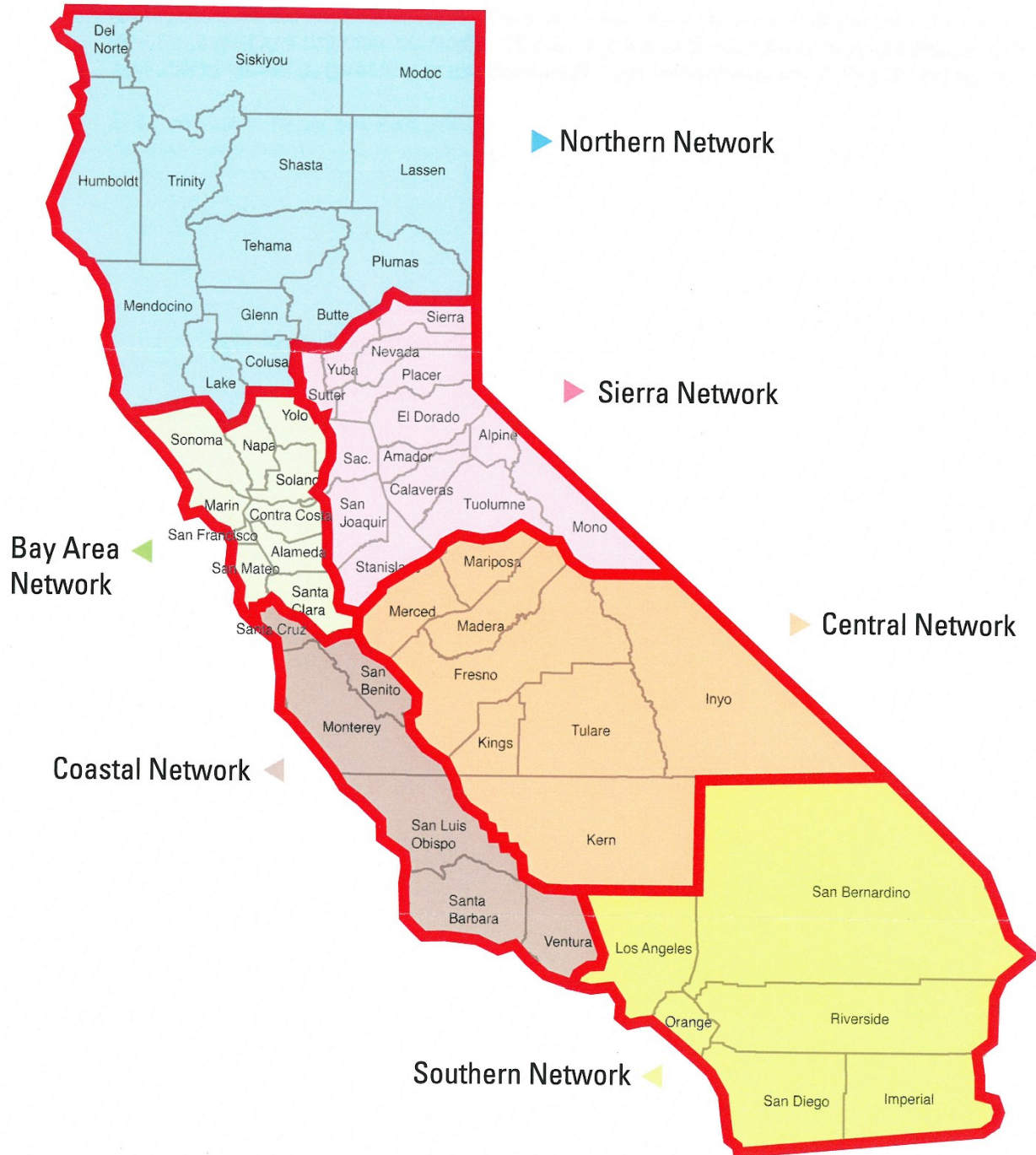
**\*\*Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after March 26, 2020 will not be included with the ballot.**





California Special Districts Association

# DISTRICT NETWORKS



# 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  
72 full time employees

**FY 2019-20 Operating Budget:** Water Division - \$14,455,500  
Sewer Division - \$12,217,712  
Recycled Water Division - \$1,301,447

**Number of Services:** 13,794 drinking water connections serving 19,243 units  
14,104 sewer connections serving 22,774 units  
111 recycled water connections serving 460 units

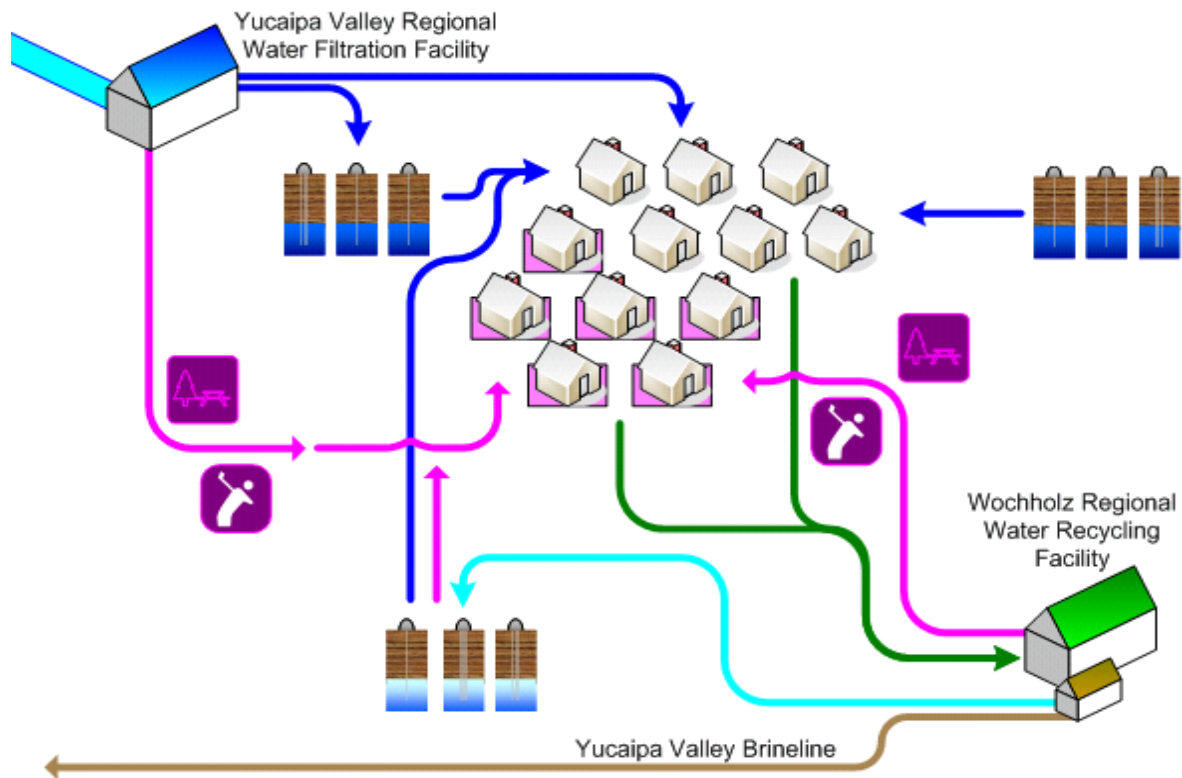
**Water System:** 223 miles of drinking water pipelines  
2,033 fire hydrants  
27 reservoirs - 34 million gallons of storage capacity  
18 pressure zones  
2.958 billion gallon annual drinking water demand  
Two water filtration facilities:  
- 1 mgd at Oak Glen Surface Water Filtration Facility  
- 12 mgd at Yucaipa Valley Regional Water Filtration Facility

**Sewer System:** 8.0 million gallon treatment capacity - current flow at 3.5 mgd  
213 miles of sewer mainlines  
4,504 sewer manholes  
5 sewer lift stations  
1.27 billion gallons of recycled water produced per year

**Recycled Water:** 22 miles of recycled water pipelines  
5 reservoirs - 12 million gallons of storage  
0.681 billion gallon annual recycled water demand

**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

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



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



	San Bernardino Valley Municipal Water District	San Gorgonio Pass Water Agency
Service Area Size	353 square miles	222 square miles
Table "A" Water Entitlement	102,600 acre feet	17,300 acre feet
Imported Water Rate	\$125.80 / acre foot	\$399 / acre foot
Tax Rates for FY 2019-20	\$0.1425 per \$100	\$0.1775 per \$100
Number of Board Members	Five (5)	Seven (7)
Operating Budget FY 2019-20	\$58,372,000	\$9,551,000

**Imported Water Charges (Pass-through State Water Project Charge)**

- San Bernardino Valley Municipal Water District - Customers in San Bernardino County or City of Yucaipa pay a pass-through amount of \$0.270 per 1,000 gallons.
- San Gorgonio Pass Water Agency - Customers in Riverside County or City of Calimesa pay a pass-through amount of \$0.660 per 1,000 gallons. A proposed rate change to \$0.857 per 1,000 gallons is pending future consideration by YVWD.





## 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 farmland 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
SGMA	Sustainable Groundwater Management Act
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