



# 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 18, 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 - February 4, 2020
    - 2. Board Workshop - February 11, 2020
  - B. Payment of Bills
    - 1. Approve/Ratify Invoices for Board Awarded Contracts
    - 2. Ratify General Expenses for January 2019
- V. **STAFF REPORT**
- VI. **DISCUSSION ITEMS**
  - A. Presentation of the Unaudited Financial Report for the Period Ending on January 31, 2020 [[Director Memorandum No. 20-016 - Page 23 of 117](#)]  
RECOMMENDED ACTION: That the Board receive and file the unaudited financial report.
  - B. Authorization to Request for Proposals for Professional Auditing Services [[Director Memorandum No. 20-017 - Page 48 of 117](#)]  
RECOMMENDED ACTION: That the Board authorize the release of the Request for Proposals for professional auditing services.

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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)

- C. Consideration of Proposed Budget Adjustments and Reserve Transfers for Fiscal Year 2019-20 [[Director Memorandum No. 20-018 - Page 61 of 117](#)]  
RECOMMENDED ACTION: That the Board approve budget adjustments for Fiscal Year 2019-20 and adopts Resolution No. 2020-10 Transferring Reserve Funds to the Operating Budget and Resolution No. 2020-11 Transferring Depreciation Reserves Within Each Fund to Infrastructure Reserves in the Respective Fund.
- D. Consideration of Resolution No. 2020-13 Establishing Employee Benefit, Administrative Overhead and Surcharge Factors [[Director Memorandum No. 20-019 - Page 74 of 117](#)]  
RECOMMENDED ACTION: That the Board adopt Resolution No. 2020-13.
- E. Consideration of Development Amendment No. 1 to Agreement No. 2018-05 to Provide Drinking Water Service to Parcel Map Number No. 19822 in the City of Yucaipa [[Director Memorandum No. 20-020 - Page 80 of 117](#)]  
RECOMMENDED ACTION: That the Board authorize the Board President to execute Amendment No. 1 to Agreement No. 2018-05.
- F. Consideration of Participation in the Inland Empire Water Wise Landscape Contest [[Director Memorandum No. 20-021 - Page 84 of 117](#)]  
RECOMMENDED ACTION: That the Board authorize District staff to participate in the 2020 Water Wise Landscape Contest for Inland Empire Residents.
- G. Consideration of a Temporary Reduction in Supplemental Water Commodity Charges for Customers in Riverside County [[Director Memorandum No. 20-022 - Page 85 of 117](#)]  
RECOMMENDED ACTION: That the Board adopt Resolution No. 2020-12.
- H. Consideration of a Memorandum of Agreement for the Creation of the Coordinated San Timoteo Groundwater Sustainability Agency [[Director Memorandum No. 20-023 - Page 88 of 117](#)]  
RECOMMENDED ACTION: That the Board of Directors approve Resolution No. 2020-14.

## **VII. BOARD REPORTS & DIRECTOR COMMENTS**

## **VIII. ANNOUNCEMENTS**

- A. February 25, 2020 at 4:00 p.m. - Board Workshop
- B. March 3, 2020 at 6:00 p.m. - Board Meeting
- C. March 10, 2020 at 4:00 p.m. - Board Workshop
- D. March 17, 2020 at 6:00 p.m. - Board Meeting
- E. March 31, 2020 at 4:00 p.m. - Board Workshop
- F. April 7, 2020 at 6:00 p.m. - Board Meeting
- G. April 14, 2020 at 4:00 p.m. - Board Workshop
- H. April 21, 2020 at 6:00 p.m. - Board Meeting
- I. April 28, 2020 at 4:00 p.m. - Board Workshop
- J. May 5, 2020 at 6:00 p.m. - Board Meeting
- K. May 12, 2020 at 4:00 p.m. - Board Workshop
- L. May 19, 2020 at 6:00 p.m. - Board Meeting
- M. May 26, 2020 at 4:00 p.m. - Board Workshop
- N. June 2, 2020 at 6:00 p.m. - Board Meeting
- O. June 9, 2020 at 4:00 p.m. - Board Workshop
- P. June 16, 2020 at 6:00 p.m. - Board Meeting
- Q. 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) - Two Cases

**X. ADJOURNMENT**

# Consent Calendar



Yucaipa Valley Water District



# MINUTES OF A REGULAR BOARD MEETING

February 4, 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:

Jennifer Ares, Water Resource Manager  
Allison Edmisten, Chief Financial Officer  
Joseph Zoba, General Manager

## Directors Absent:

None

## Consulting Staff Present:

David Wysocki, Legal Counsel

## Registered Guests and Others Present:

John Miller  
Sharon Miller  
Linda Shelton  
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

John Miller provided comments about the District's monthly billing statement and the need to acknowledge when a customer is enrolled in the automatic payment program so a payment is not provided to the District twice.

Chief Financial Officer Allison Edmisten responded to this public comment during the staff report.

## CONSENT CALENDAR

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

### A. Minutes of Meetings

1. Regular Board Meeting - January 21, 2020
2. Board Workshop - January 28, 2020

The motion was approved by the following vote:

Director Jay Bough - Yes  
Director Bruce Granlund - Yes  
Director Lonni Granlund - Yes  
Director Chris Mann - Yes  
Director Joyce McIntire - Yes

## STAFF REPORT

General Manager Joseph Zoba provided information on the following item(s):

- The next meeting of the Beaumont Basin Watermaster is scheduled for February 5, 2020. At this meeting the Watermaster Committee will be discussing the 2018 Annual Report which does not reflect the transfer of overlying water rights from Oak Valley Partners to Yucaipa Valley Water District.

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

- In response to the public comment by John Miller, Chief Financial Officer Allison Edmisten responded that the District staff is working on adding the "AutoPay" statement back to the bills for those customers on auto pay. The District staff understands this has created confusion with the customers and that is not the intent. This issue should be fixed within the next few months.

## DISCUSSION ITEMS:

### DM 20-013

CONSIDERATION OF  
CHANGING THE  
COMPENSATION PAID  
TO MEMBERS OF THE  
BOARD OF DIRECTORS  
AND A POSSIBLE  
ADJUSTMENT TO THE  
COMPENSATION PAID  
PER MEETING DAY

General Manager Joseph Zoba presented information about the compensation paid to members of the Board of Directors and a possible adjustment to the current compensation amount of \$154.94 paid per meeting day. The District staff shared survey information of other local elected officials that compared the amount of per diem compensation paid and maximum number of meetings allowed for water and sewer agencies in the area.

Following a brief discussion, Director Lonni Granlund moved that the Board adopt Resolution No. 2020-06 A Resolution of the Yucaipa Valley Water District Electing Not to Increase the Compensation for the Board of Directors in Calendar Year 2020.

The motion failed for a lack of a second by the Board of Directors.

As a result of no subsequent action by the Board of Directors, the per meeting rate for meetings of the Board of Directors will increase 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.

### DM 20-014

OVERVIEW OF A  
REVISED POLICY FOR  
MEMBERS OF THE  
BOARD OF DIRECTORS  
REGARDING EXPENSE  
REIMBURSEMENT,  
MEETING  
ATTENDANCE,  
COMPENSATION, AND  
BENEFITS

Chief Financial Officer Allison Edmisten provided an overview of the updated policy for the Board of Directors.

Director Bruce Granlund moved that the Board adopt Resolution No. 2020-07.

Director Lonni Granlund seconded the motion.

The motion was approved by the following vote:

Director Jay Bough - Yes  
Director Bruce Granlund - Yes  
Director Lonni Granlund - Yes  
Director Chris Mann - Yes  
Director Joyce McIntire - Yes

### DM 20-015

CALL FOR  
NOMINATIONS FOR THE  
BOARD OF DIRECTORS  
OF THE CALIFORNIA  
SPECIAL DISTRICTS  
ASSOCIATION

General Manager Joseph Zoba provided information about the nomination process for the board of the California Special Districts Association.

There was no action taken on this agenda item.

BOARD REPORTS AND  
DIRECTOR COMMENTS

Director Lonni Granlund and Director Joyce McIntire reported on the board meeting of the San Geronio Pass Water Agency held on February 3, 2020.

ANNOUNCEMENTS

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

CLOSED SESSION

Director Jay Bogh, Director Bruce Granlund, Director Lonni Granlund, Director Chris Mann, and Director Joyce McIntire were present in closed session with Legal Counsel David Wysocki, Chief Financial Officer Allison Edmisten, Water Resource Manager Jennifer Ares, and General Manager Joseph Zoba to discuss the following items.

C. Conference with Legal Counsel - Anticipated Litigation  
(Government Code 54956.9) - Three Cases

After reconvening out of closed session, Legal Counsel David Wysocki reported that direction was provided to the General Manager and that there were no other reportable actions taken.

ADJOURNMENT

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

Respectfully submitted,

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Joseph B. Zoba, Secretary

(Seal)

# MINUTES OF A BOARD WORKSHOP

February 11, 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, Administrative Assistance I  
Ashley Gibson, Regulatory Compliance Manager  
Kathryn Hallberg, Implementation Manager  
Dustin Hochreiter, Senior Engineering Technician  
Mike Kostelecky, Operations Manager  
Steve Molina, Public Works Supervisor  
Matthew Porras, Implementation Manager  
Mike Rivera, Public Works Supervisor  
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:

John Ohanian  
Linda Shelton  
Leonard Stephenson, San Geronio 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
    - Implementation Manager Matthew Porras provided information about the storm drain construction project by the City of Yucaipa on Third Street.
    - Joseph Zoba provided an update on the State Revolving Fund Loan for the Calimesa Regional Recycled Water Pipeline Project.
  - IV. Discussion Items
    - A. Consideration of Resolution No. 2020-08 Supporting the Application for the WaterSMART: Drought Response Program: Drought Contingency Planning Grants for Fiscal Year 2020 and 2021 from the Bureau of Reclamation [Workshop Memorandum No. 20-036] - Implementation Manager Kathryn Hallberg presented information about the grant opportunity and the need to adopt Resolution No. 2020-08.

Director Lonni Granlund moved that the Board adopt Resolution No. 2020-08.

Director Bruce 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

- B. Consideration of Resolution No. 2020-09 Supporting the Application for the WaterSMART: Small-Scale Water Efficiency Projects Grant from the Bureau of Reclamation [Workshop Memorandum No. 20-037] - Implementation Manager Kathryn Hallberg presented information about the grant opportunity and the need to adopt Resolution No. 2020-09.

Director Joyce McIntire moved that the Board adopt Resolution No. 2020-09.

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. Operational Updates

- A. Overview of the Proposed Draft Monthly Operations Report [Workshop Memorandum No. 20-038] - General Manager Joseph Zoba provided information about the draft operation report.

VI. Capital Improvement Projects

- A. Status Report on the Calimesa Lake and Aquifer Storage and Recovery Project [Workshop Memorandum No. 20-039] - General Manager Joseph Zoba provided an overview of the Aquifer Storage and Recovery Project in Calimesa as well as conceptual renderings of the proposed commercial development.

VII. Development Related

- A. Overview of Amendment No. 1 to Development Agreement No. 2018-05 for Parcel Map No. 19822 - Moran [Workshop Memorandum No. 20-040] - Administrative Assistant Chelsie Fogus discussed the proposed amendment to Development Agreement No. 2018-05 for Parcel Map No. 19822. Director Lonni Granlund suggested that the development be required to dual-meter the homes to be consistent with other developments in the area. This modification will be made to the draft amended development agreement.

VIII. Administrative Issues

- A. Presentation of the Unaudited Financial Report for the Period Ending on January 31, 2020 [Workshop Memorandum No. 20-041] - Chief Financial Officer Allison Edmisten provided an overview of the unaudited financial report.
- B. Review of a Draft Request for Proposals for Professional Auditing Services [Workshop Memorandum No. 20-042] - Chief Financial Officer Allison Edmisten discussed the draft Request for Proposal document.

- C. Review of Proposed Budget Adjustments for Fiscal Year 2019-20 Including Draft Resolution 2020-xx Transferring Reserve Funds to the Operating Budget and Draft Resolution 2020-xx Transferring Depreciation Reserves Within Each Fund to Infrastructure Reserves in the Respective Funds [Workshop Memorandum No. 20-043] - Chief Financial Officer Allison Edmisten detailed the need to transfer funds from reserves to the operating budget for specific projects and equipment that were not included in the original budget.
- D. Review of the Updated Personnel Manual for the Yucaipa Valley Water District [Workshop Memorandum No. 20-044] - Chief Financial Officer Allison Edmisten provided an overview of the changes to the personnel manual.
- E. Review of Draft Resolution No. 2020-xx Establishing Employee Benefit, Administrative Overhead and Surcharge Factors [Workshop Memorandum No. 20-045] - Chief Financial Officer Allison Edmisten discussed the new benefit, overhead, and surcharge factors.
- F. Overview of the Water Wise Landscape Contest for Inland Empire Residents [Workshop Memorandum No. 20-046] - Water Resource Manager Jennifer Ares presented information about the regional landscape contest that demonstrates water use efficiency.
- G. Discussion Regarding a Temporary Reduction in Supplemental Water Commodity Charges for Customers in Riverside County [Workshop Memorandum No. 20-047] - General Manager Joseph Zoba provided an overview of the draft resolution to reduce the supplemental water commodity charge in Riverside County.
- H. Overview of Proposed Public Education and Outreach Events [Workshop Memorandum No. 20-048] - General Manager Joseph Zoba provided information about the current public relations work completed by the District.
- I. Overview of the Preparation of Public Information and Educational Videos of District Operations [Workshop Memorandum No. 20-049] - Implementation Manager Kathryn Hallberg discussed a proposal from CV Strategies for the production of videos about the District's core functions.
- J. Overview of Open Space and Land Management Concepts [Workshop Memorandum No. 20-050] - General Manager Joseph Zoba provided an overview of a conceptual land management program by the District for regional open space.
- IX. Board Reports & Director Comments
  - Director Lonni Granlund reported on the engineering workshop conducted by the San Geronio Pass Water Agency on February 10, 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 5:00 p.m.

Respectfully submitted,

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Joseph B. Zoba, Secretary

Board Awarded Contracts  
Consent Calendar Board Meeting - February 18, 2020

District Awarded Contracts	Director Memorandum	Job or GL #	Job Cost Breakdown	Awarded Contract Amount	Prior Payments to Date	Pending Invoice Amount	Total Contract Payments	Remaining Contract Amount	Percent Remaining	Encumbered Funds - Remaining Contract Amount				
										General Operating Expenses	Water Division Funds	Sewer Division Funds	Recycled Division Funds	Other Funds
Law Office of David L. Wysocki - FY 2019 Legal Services (Operating)	--	*-5-06-54107	--	--	\$48,716	\$3,150	\$51,866							
DDB Engineering (R-Reserves) Application to DDW for the Recharge at Wilson Creek Basins	15-086	04-19771	--	\$35,900	\$25,395	\$0	\$25,395	\$10,505	29%				\$10,505	
Delta Partners \$90,000 per year-LegislativeConsult (exp 12/18) W/S Oper Three Year Contract Extension (exp 12/2021)	13-079 19-052	*-5-06-54109 *5-06-54109	\$90,000 \$270,000	\$360,000	\$172,500	\$7,500	\$180,000	\$180,000	50%	\$180,000				
Dudek (S-Operating) 2019-Max Benefit Monitoring for San Timoteo/Yucaipa Mgmt Zones	19-045	03-5-06-54109	--	\$89,426	\$46,199	\$1,335	\$47,534	\$41,892	47%	\$41,892				
Dudek (S-Operating) 2018-HMP in San Timoteo Creek	18-055	65-15339 03-5-06-57030	--	\$56,340	\$53,335	\$0	\$53,335	\$3,005	5%	\$3,005				
Dudek (S-Operating) 2019-Habitat Monitoring Program (HMP) in San Timoteo Creek	19-044	65-15339 03-5-06-57030	--	\$73,830	\$67,780	\$700	\$68,480	\$5,350	7%	\$5,350				
Dudek (W/S Operating) Insepction of Proposed Sites for Remote Telemetry	17-059	0*-5-06-54109	--	\$10,775	\$5,428	\$0	\$5,428	\$5,348	50%	\$5,348				
Dudek (W/S/R Operating) Developing a Comprehensive Database Management System (DMS) Amendment #1	17-084 0*-5-06-54109	65-26145 \$89,750 \$6,600	--	\$96,350	\$92,557	\$3,069	\$95,626	\$724	1%	\$724				
Dudek (Sewer Operating) WWTP BioWin Modeling	19-041	03-506-54109	--	\$29,235	\$20,679	\$0	\$20,679	\$8,556	29%	\$8,556				
ECORP (W/S Reserves) Prepare Study/Mitigated Negative Declaration/Oak Valley Recharge DM 19-039 Ratification of original contract-addt'l sum not to exceed \$4500.00	02-5-06-54109 18-157 19-093	77-32719	\$47,520 \$4,500	\$52,020	\$25,974	\$0	\$25,974	\$26,046	50%		\$26,046			
ECORP (W/S Reserves) YVWD-Salinity and Groundwater Enhancement (Sage) Project W/S Reserves	03-502-51003 19-022	88-23792		\$9,645	\$266	\$0	\$266	\$9,379	97%			\$9,645		
Geoscience (R-Operating) Preparation of a groundwater model for the Gateway Basin CO #1 - preparation of groundwater model	14-070 15-010	04-5-06-54109	\$35,320 \$16,390	\$51,710	\$49,284	\$0	\$49,284	\$2,426	5%	\$2,426				
Geoscience (W-Operating) Calculation of Water Budgets for Validation of Annual Change in Storage Exp of the Yucaipa Watershed & Yucaipa Groundwater Basin Model	16-058 16-110	02-5-06-54109	\$130,236 \$41,770	\$172,006	\$161,252	\$0	\$161,252	\$10,754	6%	\$10,754				
Geoscience Pilot Recharge Testing of the Beaumont Basin (S-Reserves) \$326,956 Amendement #1 -DM 19-057 - \$101,464 Amendement #2 -DM 19-097 - \$456,064 Amendement #3 -DM 19-125 - \$89,767	18-140 19-057 19-097 19-125	03-5-06-54109	--	\$974,251	\$600,815	\$6,621	\$607,436	\$366,815	38%			\$366,815		
Geoscience Monitoring Wells in San Timoteo Cyn	19-076	02-5-06-54109	--	\$24,556	\$9,260	\$0	\$9,260	\$15,296	62%	\$15,296				
Geoscience Tracer Study Analysis at Wilson Creek Spreading Basins (\$34,560.00) DM 20-008 Budget Amendment for the Tracer Study (\$7,930.00)_	19-024 20-008	02-5-06-54109	--	\$42,490	\$30,427	\$5,107	\$35,534	\$6,957	16%	\$6,957				
HDR (W-Operating) Perform Tracer Study on R13.1 Clearwell at YVRWFF	17-068	02-5-06-54109	\$37,726 \$4,000	\$41,726	\$41,319	\$0	\$41,319	\$407	1%	\$407				
Inland Potable Services Reservoir Cleaning and Inspection Services/expires 2021(Water & Recycled) 2019- (15)Reservoirs-43,537.00- DM 19-038 Change Order to Increase 35,900.00 2020- (16)Reservoirs 54,540.00 2021- (17)Reservoirs-41,616.00	18-158 19-038	*5-01-51003	--	\$175,593	\$79,437	\$0	\$79,437	\$96,156	55%	\$96,156				
Krieger & Stewart Initiate Design of R-12.4 (W-Reserves) TO#4 Revised	04-164 05-075	65-295	\$74,900 \$600	\$585,100	\$552,636	\$0	\$552,636	\$32,464	6%		\$32,464			



Board Awarded Contracts  
Consent Calendar Board Meeting - February 18, 2020

										Encumbered Funds - Remaining Contract Amount				
District Awarded Contracts	Director Memorandum	Job or GL #	Job Cost Breakdown	Awarded Contract Amount	Prior Payments to Date	Pending Invoice Amount	Total Contract Payments	Remaining Contract Amount	Percent Remaining	General Operating Expenses	Water Division Funds	Sewer Division Funds	Recycled Division Funds	Other Funds
TO#4, Amendment #2	14-014		\$45,000											
TO#5- Construction Mgmt Services	14-092		\$482,500											
TO#5, Amendment #1 - Construction Mmgmt Services	16-069		\$102,600											
TO#5, Design R-13.4 and H-2 Reservoirs for JP Ranch	05-083	65-180	\$47,400	\$79,000	\$50,471	\$0	\$50,471	\$28,529	36%					\$28,529
60% R-13.4 and 40% H-2 (Developer Funds)	05-083	65-179	\$31,600											
Prepare a Biological Model of System Processes	19-041	03-5-06-54109		\$29,235		\$0	\$0	\$29,235	100%	\$29,235				
Novotx (Elements) (W/S Operating)	18-127	*-5-06-54005		\$121,100	\$121,000	\$0	\$121,000	\$100	0%	\$100				
Elements XS asset management software														
One Stop Landscape Supply FY 2019 Sludge Hauling\Reuse (Oper)	--	03-5-02-57031	--	--	\$363,393	\$24,478	\$387,871							
Pascal Ludwig/Forstra Filters(W-Reserves)	19-098	02-13004		\$355,169	\$167,990	\$109,260	\$277,250	\$77,919	22%		\$77,919			
Three Forsta Filters and Pascal Ludwig for Installation at YVRWFF														
Change Order #1 w/Pascal Ludwig - \$17,069.00	19-137													
Platinum Advisors (W/S Operating)														
2018 Lobbyist N-T-E per month	13-080	*-5-06-54109	--	--	\$95,000	\$0	\$95,000							
2018 Quarterly Filing & Misc. Expenses		02-5-06-54109	--	--	\$750	\$0	\$750							
Rain For Rent														
Pipeline-Calimesa Lakes Recharge Study-DM 19-008 was superseded by DM 19-017	19-017	02-5-03-51020		\$24,375	\$0	\$0	\$0	\$24,375	100%		\$24,375			
RMC Water & Environment/Woodard & Curran														
TO#26, SRF Mgmt Svcs-Calimesa Regional Recycled Pipeline (R-FCC)	14-023	04-5-06-54109		\$95,692	\$69,361	\$0	\$69,361	\$26,331	28%				\$26,331	
Application to DDW for the Recharge at Wilson Creek Basins (R-Resvvs)	15-086	04-19771	--	\$237,668	\$236,474	\$0	\$236,474	\$1,194	1%				\$1,194	
Amendment #3	18-085													
Scinor Water America/Pascal Ludwig (S- Reserves)	17-088	03-10311	--	\$215,000	\$186,074	\$0	\$186,074	\$28,926	13%			\$28,926		
Install UF Modules and Mesh Strainer AT WRWRF														
Separation Processes, Inc. (W-Reserves)		55-19200												
Design & Construction Supports Servs for NF SCRAM	15-047	02-14500		\$191,820	\$170,980	\$0	\$170,980	\$20,840	11%		\$20,840			
Application to DDW for the Recharge at Wilson Creek Basins (R-Resrvs)	15-086	04-19771	--	\$42,860	\$24,527	\$0	\$24,527	\$18,333	43%				\$18,333	
Feasibility Report for Wochholz SAGE Project (\$67,575.00)	17-043	03-5-06-54109		\$99,835	\$82,954	\$1,566	\$84,520	\$15,315	15%			\$15,315		
Preliminary Engineering Design Study-SAGE Project (\$32,260.00)	19-106	03-5-06-54109												
WWTP Monitoring Operations & Reporting Enhancement (MORE) (S-Oper)	18-122	03-5-06-54109		\$330,436	\$130,553	\$19,519	\$150,072	\$180,365	55%			\$180,365		
WWTP -RCA - Foaming- Improve energy efficiency and treatment process	19-025	03-5-06-54109		\$36,800	\$33,905	\$232	\$34,137	\$2,663	7%			\$2,663		
Superior Tank - R-16.6 drinking water(Water Fund, Infrastructure Reserves)														
Replacement of Drinking Water Reservoir R-16.6	19-138	Task #		\$565,668	\$0	\$0	\$0	\$565,668	100%		\$565,668			
Vavrinek, Trine, Day & Company (VTD) /EideBailly (Operating)														
FY 2019 Auditing Services \$23,900 + \$3,500 for Single Audit	15-106	*-5-06-54108		\$27,400	\$22,800	\$2,900	\$25,700	\$1,700	6%	\$1,700				
Villalobos and Associates (W-Operating)	16-064	02-5-06-54109	--	\$72,200	\$39,064	\$0	\$39,064	\$33,136	46%	\$33,136				
Permitting of Recharge Oper at the Wilson Creek Spreading Basins														
GRAND TOTALS				\$5,333,011	\$3,839,491	\$185,436	\$4,024,927	\$1,876,706	--	\$441,041	\$747,312	\$603,729	\$56,363	\$28,529

## Check Register - January 2020

Date	Check #	Payee or Description	Amount
01/06/2020	36110	ADS, LLC	\$ 4,275.00
01/06/2020	36111	Alpine Springs	\$ 47.45
01/06/2020	36112	Ameripride Uniform Services	\$ 1,799.85
01/06/2020	36113	Backflow Apparatus & Valve Co.	\$ 415.80
01/06/2020	36114	Best Home Center	\$ 29.69
01/06/2020	36115	Bryan Hoverman	\$ 43.24
01/06/2020	36116	CA State Dept of Parks & Recreation	\$ 2,000.00
01/06/2020	36117	California Water Efficiency Partnership	\$ 1,788.26
01/06/2020	36118	Caselle, Inc.	\$ 875.00
01/06/2020	36119	CDW LLC	\$ 690.22
01/06/2020	36120	Clinical Laboratory of San Bernardino	\$ 6,859.50
01/06/2020	36121	Crown Ace Hardware - Yucaipa	\$ 29.08
01/06/2020	36122	Donegan Tree Service	\$ 1,185.00
01/06/2020	36123	ECORP Consulting, Inc.	\$ 52.50
01/06/2020	36124	Empire Fire Equipment	\$ 1,457.00
01/06/2020	36125	Epic Pest Management	\$ 85.00
01/06/2020	36126	Evoqua Water Technologies LLC	\$ 288.95
01/06/2020	36127	Fedex	\$ 44.07
01/06/2020	36128	First American Data Tree, LLC	\$ 50.00
01/06/2020	36129	Frontier Communications	\$ 177.56
01/06/2020	36130	Hach Company	\$ 13,238.02
01/06/2020	36131	Houston & Harris PCS, Inc.	\$ 1,800.00
01/06/2020	36132	Hub Construction Specialties Inc	\$ 279.61
01/06/2020	36133	Industrial Scientific Corporation	\$ 393.87
01/06/2020	36134	InfoSend, Inc.	\$ 5,650.26
01/06/2020	36135	JW D'Angelo Co.	\$ 9,609.41
01/06/2020	36136	Kelly Services, Inc.	\$ 2,647.05
01/06/2020	36137	Krieger & Stewart	\$ 48,790.70
01/06/2020	36138	Luke's Transmission Inc.	\$ 423.88
01/06/2020	36139	MailFinance Inc.	\$ 353.07
01/06/2020	36140	Merit Oil Company	\$ 5,375.07
01/06/2020	36141	Mike Pruiksma	\$ 2,144.56
01/06/2020	36142	NCL Of Wisconsin Inc	\$ 1,713.47
01/06/2020	36143	Office Solutions Business Products & Ser	\$ 334.82
01/06/2020	36144	Pacific Coast Landscape & Design, Inc.	\$ 4,625.00
01/06/2020	36145	Pangahamo Materials, Inc.	\$ 506.01
01/06/2020	36146	Ponton Industries, Inc	\$ 800.00
01/06/2020	36147	Q Versa, LLC	\$ 5,784.05
01/06/2020	36148	Ross McGinnis	\$ 300.00
01/06/2020	36149	San Bdno. Valley Muni. Water Dist.	\$ 6,290.59
01/06/2020	36150	SCE Rosemead	\$ 153,617.06
01/06/2020	36151	South Coast A.Q.M.D.	\$ 557.42
01/06/2020	36152	Spectrum Business	\$ 2,649.00
01/06/2020	36153	The Gas Company	\$ 2,782.84
01/06/2020	36154	TPX Communications	\$ 2,697.13
01/06/2020	36155	Underground Service Alert Of So. CA	\$ 189.85
01/06/2020	36156	US Bank	\$ 12,587.25

## Check Register - January 2020

01/06/2020	36157	Watertrax USA Inc.	\$	24,376.38
01/06/2020	36158	Yucaipa Disposal, Inc.	\$	1,923.84
01/03/2020	36159	California State Disbursement Unit	\$	743.52
01/03/2020	36160	FRANCHISE TAX BOARD	\$	100.00
01/03/2020	36161	IBEW Local #1436	\$	539.00
01/03/2020	36162	WageWorks Inc	\$	1,414.03
01/06/2020	36163	Cobb's Printing, LLC	\$	64.65
01/06/2020	36164	Society for Human Resource Management	\$	219.00
01/06/2020	36165	YVWD-Petty Cash	\$	326.58
01/13/2020	36166	Allied Pacific Property Mgmt	\$	11.19
01/13/2020	36167	Ameripride Uniform Services	\$	869.49
01/13/2020	36168	Amiad USA, Inc.	\$	2,433.58
01/13/2020	36169	Aqua-Metric Sales Company	\$	86,291.59
01/13/2020	36170	Auto Care Clinic	\$	41.70
01/13/2020	36171	AutoZone Stores LLC	\$	320.65
01/13/2020	36172	Best Home Center	\$	35.82
01/13/2020	36173	Brenntag Pacific, Inc	\$	35,455.03
01/13/2020	36174	Burgeson's Heating & Air Cond. Inc	\$	777.00
01/13/2020	36175	Caselle, Inc.	\$	2,170.00
01/13/2020	36176	Clement John Grieco III	\$	107.75
01/13/2020	36177	Commercial Solar Guy	\$	4,740.00
01/13/2020	36178	Corelogic, Inc.	\$	330.00
01/13/2020	36179	Coverall North America, Inc.	\$	1,331.00
01/13/2020	36180	Crown Ace Hardware - Yucaipa	\$	27.31
01/13/2020	36181	Docs Woodshop, Inc.	\$	16,037.04
01/13/2020	36182	Evoqua Water Technologies LLC	\$	2,214.25
01/13/2020	36183	Flow N Control, Inc.	\$	15,396.93
01/13/2020	36184	Frontier Communications	\$	162.37
01/13/2020	36185	Fuel Equipment Services, Inc.	\$	453.53
01/13/2020	36186	G&G Environmental Compliance, Inc	\$	1,945.92
01/13/2020	36187	Geoscience Support Services, Inc.	\$	150.00
01/13/2020	36188	Griswold Industries	\$	935.27
01/13/2020	36189	Hasa, Inc.	\$	8,243.98
01/13/2020	36190	Herbert Ng	\$	75.12
01/13/2020	36191	Home Depot U.S.A. Inc	\$	557.98
01/13/2020	36192	Houston & Harris PCS, Inc.	\$	3,600.00
01/13/2020	36193	Hub Construction Specialties Inc	\$	181.86
01/13/2020	36194	InfoSend, Inc.	\$	7,971.27
01/13/2020	36195	Inland Water Works Supply Co.	\$	4,824.98
01/13/2020	36196	JB Paving & Engineering, Inc.	\$	13,650.00
01/13/2020	36197	JW D'Angelo Co.	\$	49,406.03
01/13/2020	36198	Kelly Services, Inc.	\$	813.14
01/13/2020	36199	Konica Minolta Business Solutions	\$	639.94
01/13/2020	36200	Krieger & Stewart	\$	12,375.75
01/13/2020	36201	Lowe's Companies, Inc.	\$	121.81
01/13/2020	36202	Magnolia Environmental, LLC	\$	780.00
01/13/2020	36203	Merit Oil Company	\$	3,708.14
01/13/2020	36204	NetComp Technologies, Inc.	\$	1,000.00

## Check Register - January 2020

01/13/2020	36205	Optimum Instruments, Inc	\$	834.74
01/13/2020	36206	Quinn Company	\$	750.00
01/13/2020	36207	San Bernardino County Dept of Public Wor	\$	30,936.00
01/13/2020	36208	SCE Rosemead	\$	18.32
01/13/2020	36209	Separation Processes, Inc.	\$	1,130.50
01/13/2020	36210	Sinclair Rock and Sand Inc.	\$	3,875.00
01/13/2020	36211	Spectrum Business	\$	1,834.00
01/13/2020	36212	Steven R. Smith, MSREA, MAI,SRA	\$	2,950.00
01/13/2020	36213	Time Warner Cable	\$	280.77
01/13/2020	36214	Track Technologies	\$	327,800.00
01/13/2020	36215	Transene Company, Inc.	\$	320.59
01/13/2020	36216	Water Environment Federation	\$	332.00
01/13/2020	36217	Yucaipa Valley Water District	\$	366.24
01/13/2020	36218	Yucaipa Valley Water District	\$	48,547.36
01/13/2020	36219	Ameripride Uniform Services	\$	878.04
01/15/2020	36220	Berkshire Hathaway Homestate Companies	\$	13,885.41
01/17/2020	36221	California State Disbursement Unit	\$	743.52
01/17/2020	36222	FRANCHISE TAX BOARD	\$	100.00
01/17/2020	36223	WageWorks Inc	\$	1,414.03
01/21/2020	36224	Aflac	\$	2,935.18
01/21/2020	36225	Western Dental Services Inc	\$	294.19
01/21/2020	36226	Doug Earnest	\$	640.51
01/21/2020	36227	Joan Cadiz	\$	903.32
01/21/2020	36228	Joe DeSalliers	\$	592.13
01/21/2020	36229	Kathryn Hallberg	\$	204.12
01/21/2020	36230	Peggy Little	\$	640.51
01/21/2020	36231	Robert Wall	\$	785.37
01/21/2020	36232	WageWorks, Inc.	\$	186.50
01/21/2020	36233	David L. Wysocki	\$	2,587.50
01/21/2020	36234	Delta Partners, LLC	\$	7,500.00
01/21/2020	36235	Dudek & Associates, Inc	\$	31,423.50
01/21/2020	36236	Geoscience Support Services, Inc.	\$	28,783.93
01/21/2020	36237	One Stop Landscape Supply Inc	\$	23,571.00
01/21/2020	36238	Separation Processes, Inc.	\$	15,837.50
01/27/2020	36239	Alpine Springs	\$	54.95
01/27/2020	36240	American Melt Blown & Filtration Inc.	\$	3,310.00
01/27/2020	36241	Ameripride Uniform Services	\$	1,757.66
01/27/2020	36242	Aqua-Metric Sales Company	\$	209,916.79
01/27/2020	36243	Assoc. SB Cty Special Districts	\$	72.00
01/27/2020	36244	Association of Environmental Professiona	\$	250.00
01/27/2020	36245	AT&T Mobility	\$	2,547.68
01/27/2020	36246	Atkinson, Andelson, Loya, Ruud & Romo	\$	65.00
01/27/2020	36247	Auto Care Clinic	\$	115.55
01/27/2020	36248	Best Home Center	\$	183.74
01/27/2020	36249	Brenntag Pacific, Inc	\$	38,010.60
01/27/2020	36250	BSK Associates	\$	1,105.00
01/27/2020	36251	Burgeson's Heating & Air Cond. Inc	\$	146.00
01/27/2020	36252	C & B Crushing, Inc.	\$	60.00

## Check Register - January 2020

01/27/2020	36253	California Water Environment Association	\$	384.00
01/27/2020	36254	Cal's Towing	\$	85.00
01/27/2020	36255	Carpet Tech Cleaning Specialists	\$	725.00
01/27/2020	36256	Central Communications	\$	974.34
01/27/2020	36257	Clark Pest Control	\$	405.00
01/27/2020	36258	Contron Scada Systems	\$	2,672.28
01/27/2020	36259	Crown Ace Hardware - Yucaipa	\$	43.05
01/27/2020	36260	DC Frost Associates, Inc.	\$	79.16
01/27/2020	36261	ECORP Consulting, Inc.	\$	2,698.75
01/27/2020	36262	Epic Pest Management	\$	85.00
01/27/2020	36263	Evans-Hydro Inc.	\$	2,200.00
01/27/2020	36264	Ferguson Waterworks #1083	\$	2,530.34
01/27/2020	36265	Fieldman, Rolapp & Associates, Inc.	\$	150.00
01/27/2020	36266	FMB Truck Outfitters, Inc.	\$	111.63
01/27/2020	36267	Frontier Communications	\$	157.06
01/27/2020	36268	GEI Consultants, Inc.	\$	3,268.00
01/27/2020	36269	Granicus, LLC	\$	4,021.40
01/27/2020	36270	Hasa, Inc.	\$	3,710.78
01/27/2020	36271	Hemet Manufacturing Co., Inc.	\$	325.88
01/27/2020	36272	House Of Quality, Parts Plus	\$	360.15
01/27/2020	36273	Houston & Harris PCS, Inc.	\$	4,109.00
01/27/2020	36274	Inland Water Works Supply Co.	\$	817.82
01/27/2020	36275	Integrity Hose and Fittings	\$	91.93
01/27/2020	36276	Kelly Services, Inc.	\$	2,023.36
01/27/2020	36277	Lawyers Title	\$	750.00
01/27/2020	36278	Les Schwab Tire Center	\$	5,744.85
01/27/2020	36279	Liberty Process Equipment, Inc.	\$	1,230.01
01/27/2020	36280	LUZ Investment Corp.	\$	200.00
01/27/2020	36281	Mark C. Etheredge	\$	680.00
01/27/2020	36282	MBC Applied Environmental Sciences	\$	1,450.00
01/27/2020	36283	Merit Oil Company	\$	4,268.07
01/27/2020	36284	NetComp Technologies, Inc.	\$	1,800.00
01/27/2020	36285	Page Locksmith	\$	521.25
01/27/2020	36286	Polydyne Inc.	\$	3,462.86
01/27/2020	36287	Pro-Pipe & Supply, Inc.	\$	917.45
01/27/2020	36288	Q Versa, LLC	\$	1,705.00
01/27/2020	36289	Red Alert Special Couriers	\$	359.26
01/27/2020	36290	San Bdn. Valley Muni. Water Dist.	\$	250,000.00
01/27/2020	36291	Santa Ana Watershed Project Authority	\$	3,077.00
01/27/2020	36292	SCCI, Inc.	\$	350.00
01/27/2020	36293	SCE Rosemead	\$	146,491.56
01/27/2020	36294	Spectrum Business	\$	4,483.00
01/27/2020	36295	Studio Orange Street	\$	275.50
01/27/2020	36296	The Counseling Team International	\$	300.00
01/27/2020	36297	Utility Services Associates LLC	\$	11,812.00
01/27/2020	36298	Westrux International, Inc.	\$	59.45
01/27/2020	36299	Yucaipa Valley Water District	\$	79.88
				<b><u>\$ 1,902,326.40</u></b>

## Check Register - January 2020

01/03/2020	electronic pmt	Payroll	\$ 154,831.80
01/17/2020	electronic pmt	DIRECT DEPOSIT TOTAL	\$ 175,255.82
01/31/2020	electronic pmt	DIRECT DEPOSIT TOTAL	\$ 144,614.55
01/03/2020	electronic pmt	CalPERS 457 & Loan	\$ 26,995.32
01/03/2020	electronic pmt	CalPERS Retirement	\$ 30,893.70
01/03/2020	electronic pmt	EDD - State of California	\$ 11,234.50
01/03/2020	electronic pmt	IRS	\$ 63,167.36
01/03/2020	electronic pmt	VOYA 457 Retirement Plan	\$ 5,063.78
01/17/2020	electronic pmt	CalPERS 457 & Loan	\$ 24,256.61
01/17/2020	electronic pmt	CalPERS Retirement	\$ 30,910.89
01/17/2020	electronic pmt	EDD - State of California	\$ 10,488.06
01/17/2020	electronic pmt	IRS	\$ 64,061.33
01/17/2020	electronic pmt	VOYA 457 Retirement Plan	\$ 3,902.78
01/21/2020	electronic pmt	Public Employees' Retirement System	\$ 500.00
01/31/2020	electronic pmt	CalPERS 457 & Loan	\$ 20,953.46
01/31/2020	electronic pmt	CalPERS Retirement	\$ 30,862.41
01/31/2020	electronic pmt	EDD - State of California	\$ 10,219.46
01/31/2020	electronic pmt	IRS	\$ 57,430.61
01/31/2020	electronic pmt	VOYA 457 Retirement Plan	\$ 3,699.89
			<b><u>\$ 869,342.33</u></b>
Checks	191		
Electronic	19		
	210		\$ 2,771,668.73

# Staff Report



Yucaipa Valley Water District



**THE CITY OF YUCAIPA**

**THURSDAY, MARCH 26TH 4PM - 7PM**

# EMERGENCY PREPAREDNESS EXPO

## ARE YOU READY YUCAIPA?

**COMMUNITY CENTER  
34900 OAK GLEN ROAD**

**FREE FOOD**



**RAFFLE PRIZES**



**BLOOD  
PRESSURE &  
SUGAR CHECKS**



CITY OF



**Interactive Demos**

**Emergency Supplies**

**Breakout Sessions**

**Exhibitors**



# EXHIBITORS

- American Medical Response (AMR)
- City of Yucaipa
- Community Emergency Response Team
- American Red Cross
- Building Resilient Communities
- Crafton Hills College
- Hope Animal Assisted Crisis Response
- LifeStream
- Morongo Fire Department Smoke House Trailer
- S.B. County Animal Control
- S.B. County Department of Behavioral Health
- S.B. County Department of Public Health
- S.B. County Dept. of Public Works
- S.B. County Sheriff's Department, Emergency Operators Division
- S.B. County Sheriff's Search & Rescue
- S.B. County Office of Emergency Services
- S.B. County Emergency Communication Services
- Simpler Life Emergency Provisions
- So Cal Gas Company
- Southern Baptist Disaster Relief
- Southern California Edison
- Team Rubicon
- WeTip
- Volunteer Organizations Active in a Disaster (VOAD)
- Yucaipa Fire Department
- Yucaipa-Calimesa Joint Unified School District
- Yucaipa Outreach Project
- Yucaipa Police Department
- Yucaipa Valley Chamber of Commerce
- Yucaipa Valley Service Clubs
- Yucaipa Valley Water District, and more...



**WITH GAMES AND GIVEAWAYS, IT'S  
FUN FOR THE WHOLE FAMILY!!**

**Breakout Sessions**

**4:30 - 5:30 p.m. Yucaipa Police Department**

**6:00 - 7:00 p.m. Yucaipa Fire Department**

# Discussion Items



Yucaipa Valley Water District



## Director Memorandum 20-016

**Date:** February 18, 2020

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

**Subject:** Presentation of the Unaudited Financial Report for the Period Ending on January 31, 2020

**Recommendation:** That the Board receive and file the unaudited financial report.

The following unaudited financial report has been prepared by the Administrative Department for your review. The report has been divided into five sections to clearly disseminate information pertaining to the financial status of the District. Please remember that the following financial information has not been audited.

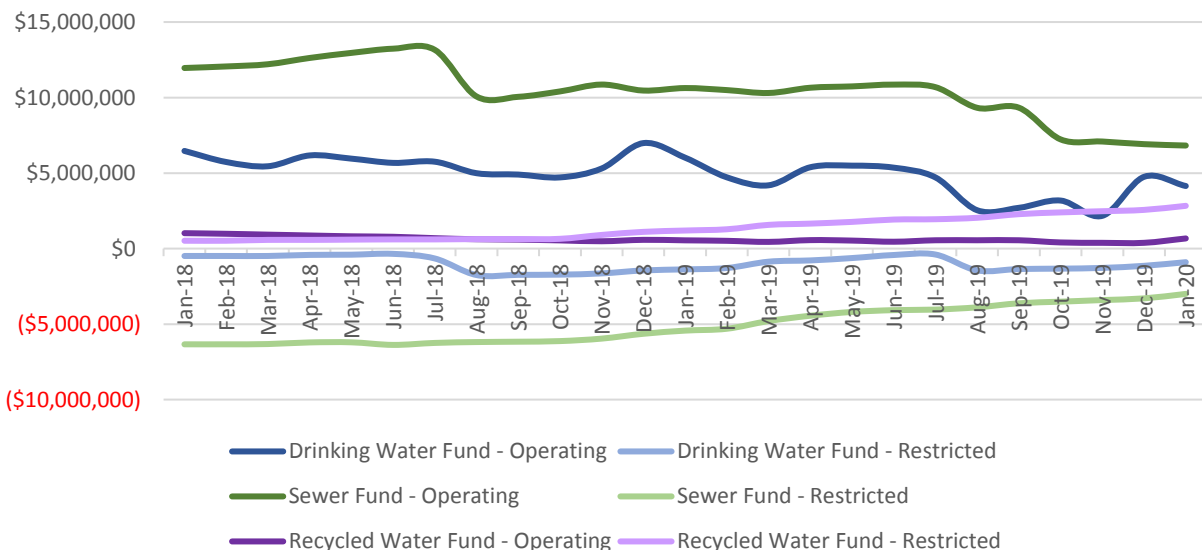
### Cash Fund Balance and Cash Flow Reports

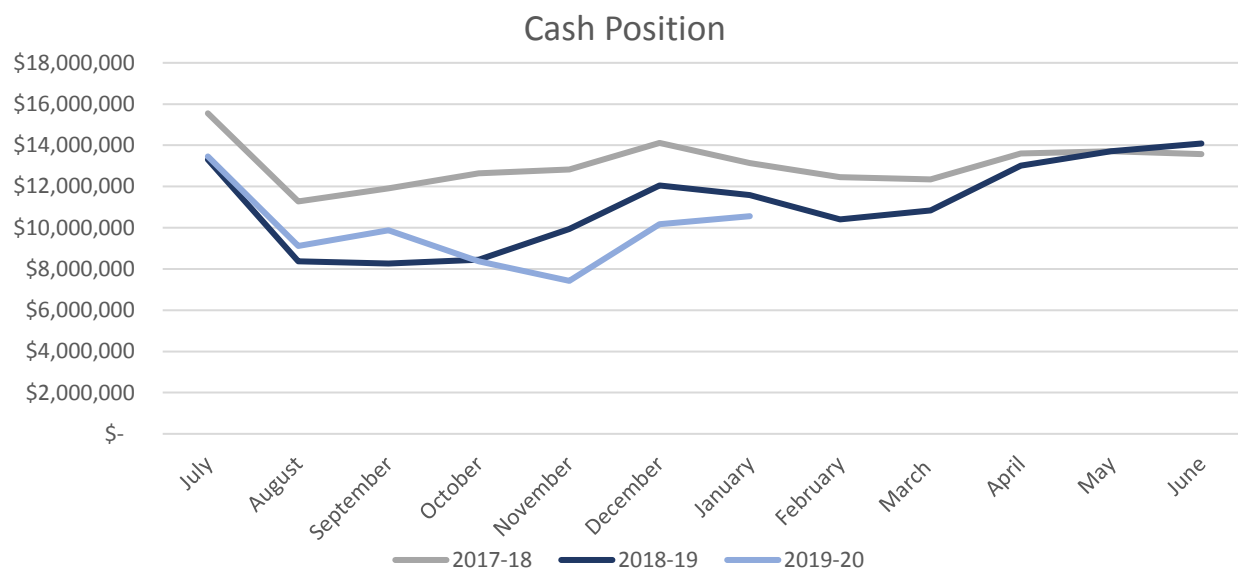
[Detailed information can be found on page 7 to 8 of 25]

The Cash Fund Balance Report provides a summary of how the total amount of funds maintained by financial institutions is distributed throughout the enterprise and non-enterprise funds of the District. A summary of the report is as follows:

Fund Source	Operating Funds	Restricted Funds	Total Funds
Water Division	\$ 4,141,488.31	\$ (901,222.88)	\$ 3,240,265.43
Sewer Division	\$ 6,821,859.61	\$ (3,000,825.64)	\$ 3,821,033.97
Recycled Water Division	\$ 670,888.94	\$ 2,830,605.48	\$ 3,501,494.42
<b>Total</b>	<b>\$ 11,634,236.86</b>	<b>\$ (1,071,443.04)</b>	<b>\$ 10,562,793.82</b>

### Fund Balance





Most of the funds reflected in the Cash Fund Balance Report are designated for specific purposes and are therefore restricted, either by law or by District policy.

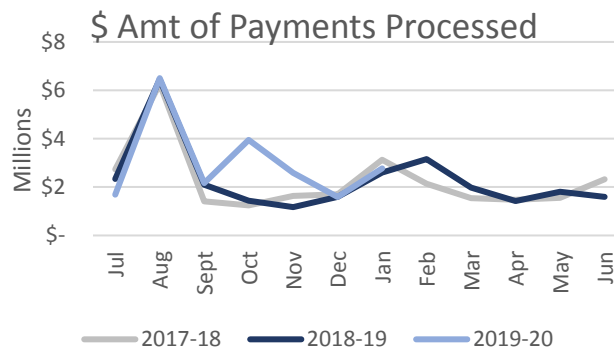
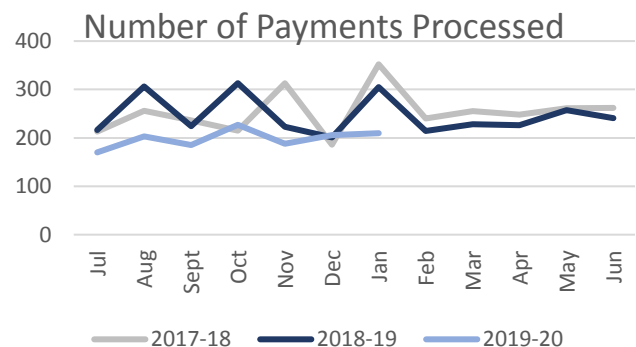
The Cash Flow Report provides a list of the debt service payment due dates and amounts as well as the cash flow requirements for debt service for each month of the fiscal year.

### **Cash Disbursement Report**

[Detailed information can be found on pages 9 to 13 of 25]

The cash disbursement report lists each check and electronic payment processed during the month of January 2020. All payments are reviewed by District staff for accuracy and completeness, checks are usually signed by the General Manager and one Director but may be signed by two Directors. The Chief Financial Officer will make any check, payment, invoice or supporting documentation available for review to any board member upon request.

	Number Processed	Amount Processed
Checks	191	\$ 1,902,326.40
Electronic Payments	19	\$ 869,342.33
<b>Total</b>	<b>210</b>	<b>\$ 2,771,668.73</b>



### **Financial Account Information**

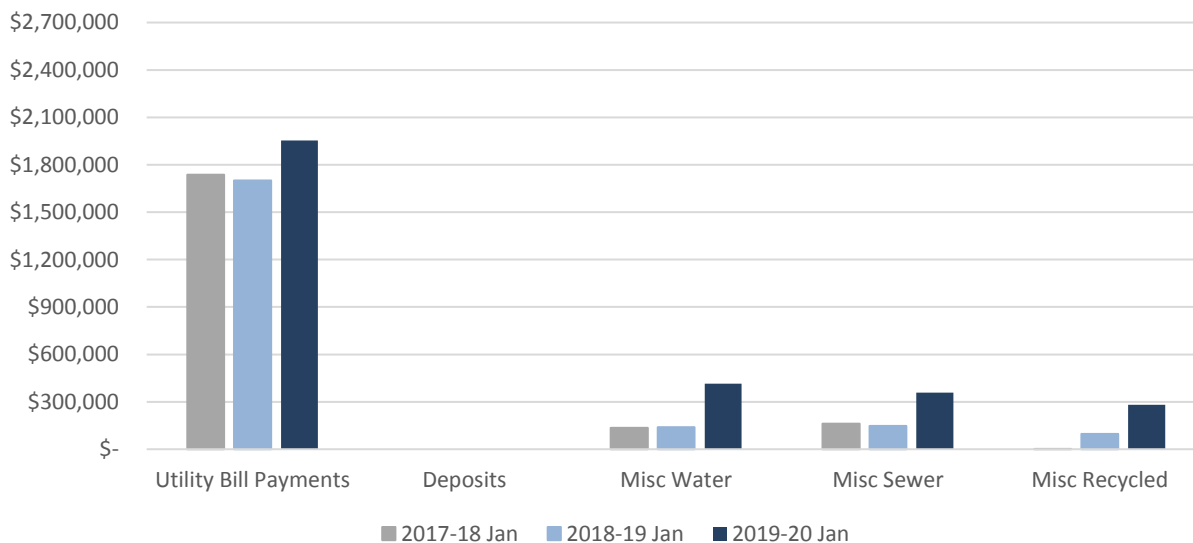
The District currently deposits all revenue received via mail or in person into the Deposit Checking account. All revenue received through Xpress Bill Pay is kept in a separate account and transferred weekly to the Deposit Checking account. The General Checking account is used as a sole processing account for all District checks and electronic payroll. The Investment Checking account is used for the purchase and redemption of US treasury notes and bills and for the transfer of LAIF funds. The US treasury notes and bills are booked at cost.

The LAIF investment account is a pooled money account administered by the State of California. Additional information on the LAIF account is provided below in the investment summary report.

#### **Monthly Revenue Allocation:**

<b>Funding Source</b>	<b>Total</b>
Utility Bill Payments	\$ 1,953,627.53
Deposits	\$ 0.00
Misc. Water Related Activities	\$ 414,107.26
Misc. Sewer Related Activities	\$ 357,567.25
Misc. Recycled Related Activities	\$ 280,257.29
<b>Total</b>	<b>\$ 3,005,559.33</b>

### Monthly Revenue Allocation

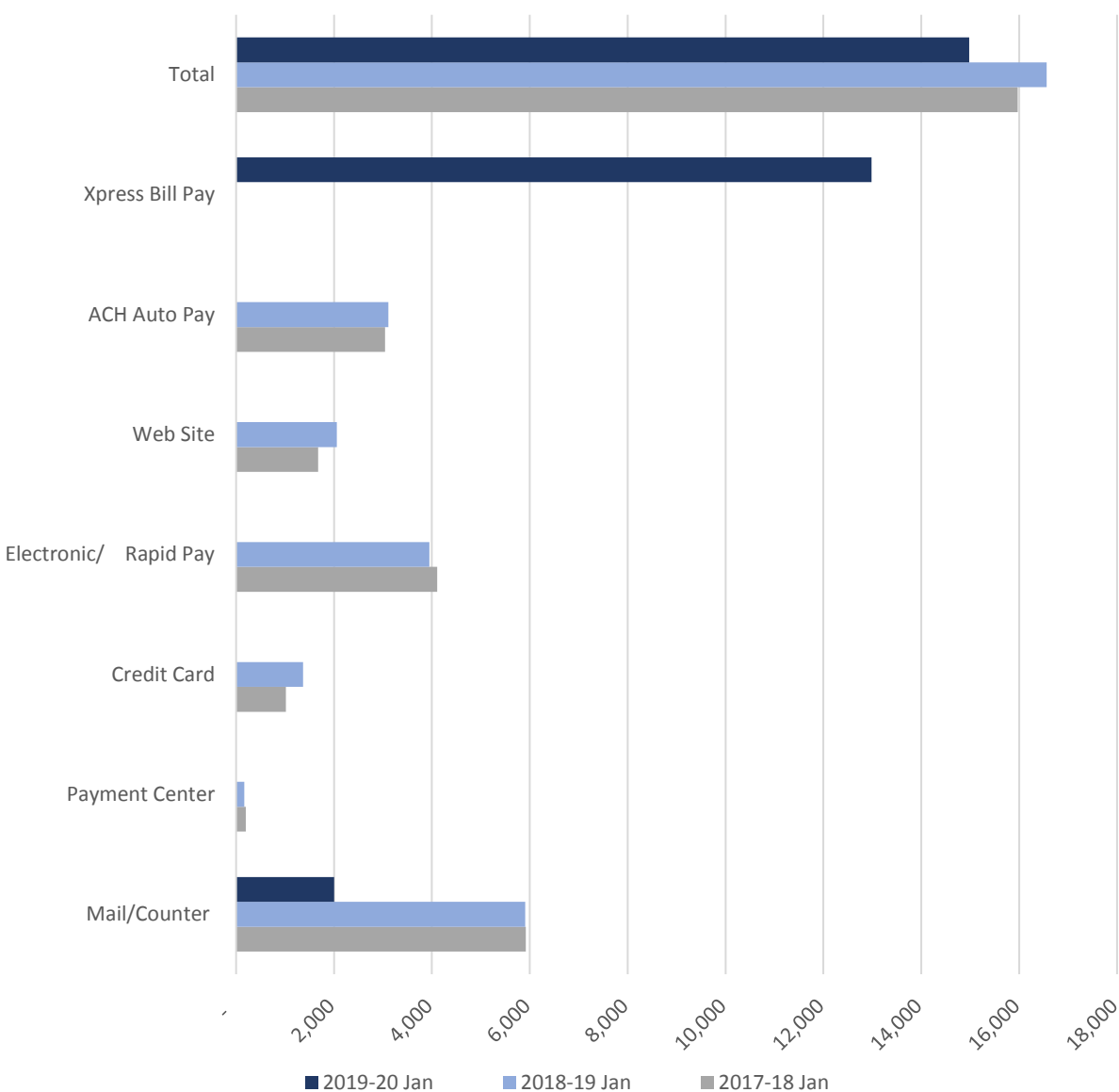


Summary of Utility Bill Payments:

Payment Method	Number of Payments	% of Total Received
Mail/Counter	2,000	13.35%
Xpress Bill Pay	12,981	86.65%
<b>Total</b>	<b>14,981</b>	<b>100.00%</b>

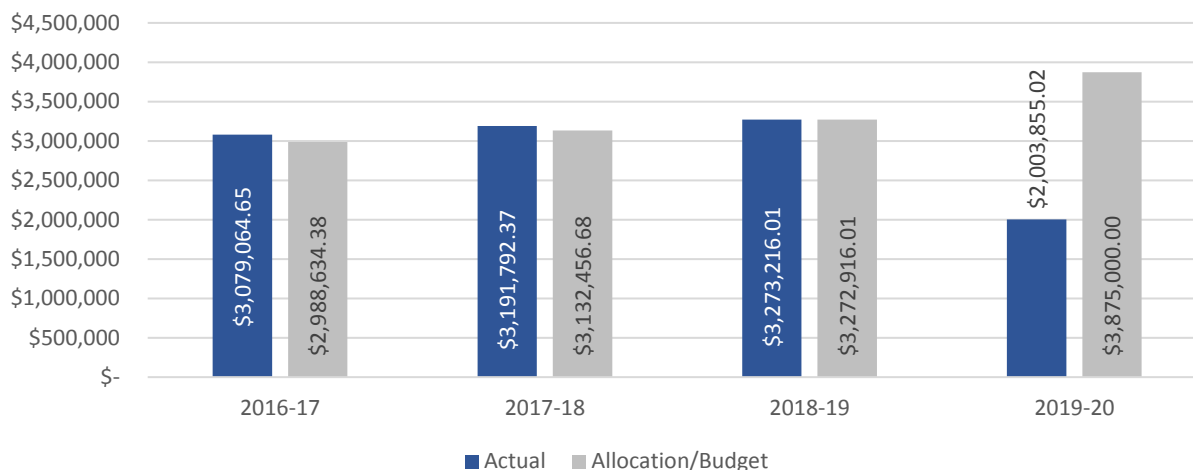
Xpress Bill Pay processes most utility bills via a lockbox service for bills paid by check and mailed. For January, 1,652 payments (12%) were Lockbox payments and the remainder were either e-check or credit card.

## Type of Payments



**Summary of Property Tax Revenue:**

Current Month	Year-to-Date	Budget Amount	Percentage
Property Taxes	\$ 2,003,855	\$ 3,875,000	51.71%

**Property Taxes - Actual vs. Budget****Investment Summary**

[Detailed information can be found on pages 14 to 15 of 25]

The investment summary report illustrates the District's investments in US treasury notes and bills in addition to the investments held by the Local Agency Investment Fund or LAIF. The yields for the treasury notes and bills are provided for each individual transaction. The historical annual yield for funds invested with LAIF is also provided.

Separate pooled money investment reports prepared by the State of California are maintained by the District and available for review.

Investment Policy Disclosure - The District is currently compliant with the portfolio of its Investment Policy and State law. The District is using Sandy Gage with Merrill Lynch Wealth Management (Bank of America Corporation) for Treasury investments. The District expects to meet its expenditure requirements for the next six months.

**Fiscal Year 2019-20 Detail Budget Status**

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

The revenue and expense budget status for the 2019-20 Fiscal Year is provided for your review.

### Questions or Comments

If you have any questions about a particular budget account, please do not hesitate to contact the Chief Financial Officer directly. If you need additional information, the members of the Administrative Department would be happy to provide you with any detailed information you may desire.

Summary of Revenue Budget As of January 31, 2019 (47% of Budget Cycle)				
Division	Current Month	Year-to-Date	Budget Amount	Percentage
Water	\$ 866,702	\$ 8,822,449	\$ 14,455,500	61.03%
Sewer	\$ 1,238,211	\$ 7,675,791	\$ 12,217,712	62.83%
Recycled Water	\$ 576,769	\$ 1,258,590	\$ 1,301,447	96.71%
<b>District Revenue</b>	<b>\$ 2,681,682</b>	<b>\$ 17,756,831</b>	<b>\$ 27,974,659</b>	<b>63.47%</b>

Summary of Water Budget vs. Expenses As of January 31, 2019 (47% of Budget Cycle)				
Department	Current Month	Year-to-Date	Budget Amount	Percentage
Water Resources	\$ 231,042	\$ 2,630,744	\$ 5,220,192	50.40%
Public Works	\$ 245,109	\$ 1,835,840	\$ 3,176,293	57.80%
Administration	\$ 296,911	\$ 2,254,589	\$ 3,756,403	60.02%
Long Term Debt	\$ -	\$ 1,745,648	\$ 2,292,612	76.14%
Asset Acquisition	\$ -	\$ -	\$ -	0.00%
<b>TOTAL</b>	<b>\$ 773,062</b>	<b>\$ 8,466,822</b>	<b>\$ 14,445,500</b>	<b>58.61%</b>

Summary of Sewer Budget vs. Expenses As of January 31, 2019 (47% of Budget Cycle)				
Department	Current Month	Year-to-Date	Budget Amount	Percentage
Treatment	\$ 363,506	\$ 2,481,397	\$ 4,198,162	59.11%
Administration	\$ 240,204	\$ 2,014,841	\$ 2,803,515	71.87%
Environmental Control	\$ 96,934	\$ 756,243	\$ 1,382,316	54.71%
Long Term Debt	\$ -	\$ 3,572,942	\$ 3,833,719	93.20%
Asset Acquisition	\$ -	\$ -	\$ -	0.00%
<b>TOTAL</b>	<b>\$ 700,644</b>	<b>\$ 8,825,423</b>	<b>\$ 12,217,712</b>	<b>72.23%</b>

Summary of Recycled Water Budget vs. Expenses As of January 31, 2019 (47% of Budget Cycle)				
Department	Current Month	Year-to-Date	Budget Amount	Percentage
Administration	\$ 86,189	\$ 651,643	\$ 1,301,447	50.07%
<b>TOTAL</b>	<b>\$ 86,189</b>	<b>\$ 651,643</b>	<b>\$ 1,301,447</b>	<b>50.07%</b>
<b>District Expenses</b>	<b>\$ 1,559,895</b>	<b>\$ 17,943,888</b>	<b>\$ 27,964,659</b>	<b>64.17%</b>



## Cash Fund Balance Report - January 2020

Water Division		GL#	Balance
Restricted	*ID 1 Construction Funds	02-10216	\$ 293,145.85
	*ID 2 Construction Funds	02-10217	\$ 80,409.31
	*FCC - Debt Service YVRWFF Phase I	02-10401	\$ (5,619,681.02)
	*FCC - Future YVRWFF Phase II & III	02-10403	\$ 575,940.42
	*FCC - Recycled System	02-10410	\$ (623,483.53)
	*FCC - Booster Pumping Plants	02-10411	\$ 948,674.15
	*FCC - Pipeline Facilities	02-10412	\$ 901,333.61
	*FCC - Water Storage Reservoirs	02-10413	\$ 2,542,438.33
Operating	Depreciation Reserves	02-10310	\$ 1,007,889.69
	Infrastructure Reserves	02-10311	\$ 2,597,794.87
	Sustainability Fund	02-10313	\$ 135,708.86
	Rate Stabilization Fund	02-10314	\$ 500,209.14
	Imported Water Fund - MUNI	02-10315	\$ 757,513.63
	Imported Water Fund - SGPWA	02-10316	\$ 899,382.92
	Operating Funds:		\$ (1,757,010.80)
Total Water Division			\$ 3,240,265.43

Sewer Division		GL#	Balance
Restricted	*SRF Reserve Fund - Brineline	03-10218	\$ 637,449.00
	*SRF Reserve Fund - WISE	03-10219	\$ 184,928.00
	*SRF Reserve Fund - R 10.3	03-10220	\$ 51,531.00
	*SRF Reserve Fund - Crow St	03-10221	\$ 19,255.00
	*FCC - Debt Service WWTP Expansion & Upgrade	03-10405	\$ 3,153,179.88
	*FCC - Future WWTP Expansion	03-10407	\$ 2,317,430.87
	*FCC - Sewer Interceptors	03-10415	\$ (616,457.91)
	*FCC - Lift Stations	03-10416	\$ 434,268.31
	*FCC - Effluent Disposal Facilities	03-10417	\$ (1,324,437.70)
	*FCC - Salt Mitigation Facilities	03-10418	\$ (7,857,972.09)
Operating	Project Fund - Encumbered	03-10215	\$ 646,500.00
	Depreciation Reserves	03-10310	\$ 4,126,611.15
	Infrastructure Reserves	03-10311	\$ 3,680,842.53
	Rate Stabilization Fund	03-10314	\$ 1,464,394.90
	Operating Funds:		\$ (3,096,488.97)
Total Wastewater Division			\$ 3,821,033.97

Recycled Water Division		GL#	Balance
Restricted	*FCC - Recycled System	04-10410	\$ 261,648.54
	*FCC - Booster Pumping Plants	04-10411	\$ 213,134.55
	*FCC - Pipeline Facilities	04-10412	\$ 1,276,015.52
	*FCC - Water Storage Reservoirs	04-10413	\$ 1,079,806.87
Operating	Depreciation Reserves	04-10310	\$ 27,994.09
	Infrastructure Reserves	04-10311	\$ 292,492.31
	Operating Funds:		\$ 350,402.54
Total Recycled Water Division			\$ 3,501,494.42

**DISTRICT TOTAL \$ 10,562,793.82**

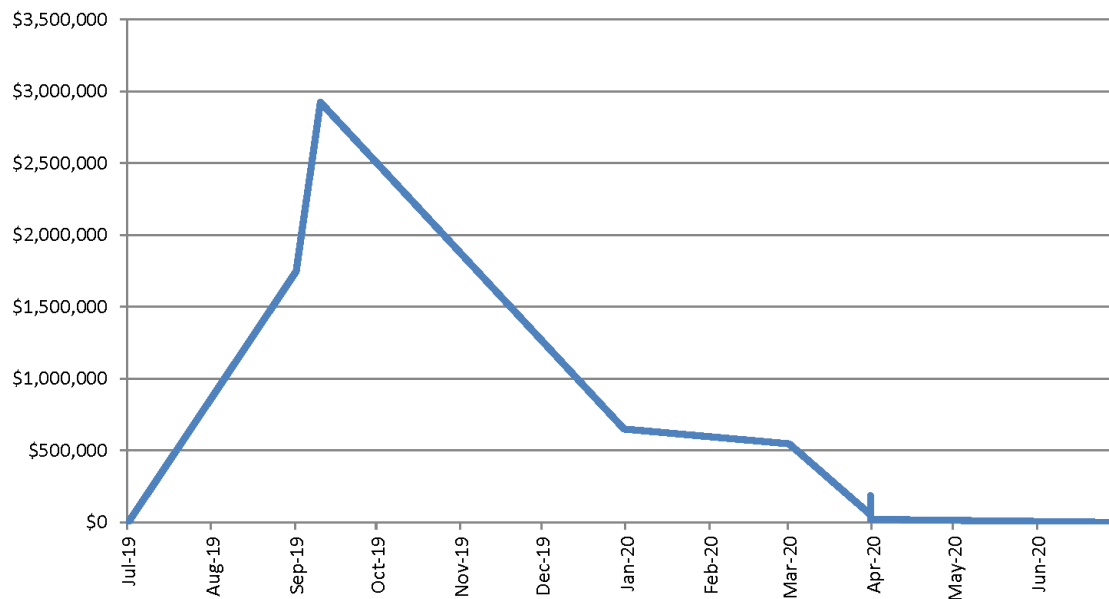
\*=Restricted Funds

## Cash Flow Report for Fiscal Year 2019-20

### Financial Obligations for Fiscal Year 2019-20

Due Date	Fund	Description	Term of Obligation	Amount
9/1/2019	Water	2015A Bond Payment - YVRWFF	2015-2034	\$ 1,745,931.25
9/10/2019	Sewer	SRF Payment - WRWRF	2009-2028	\$ 2,923,668.75
12/31/2019	Sewer	SRF Payment - Yucaipa Regional Brineline	2013-2032	\$ 649,273.50
3/1/2020	Water	2015A Bond Payment - YVRWFF	2015-2034	\$ 546,681.25
3/31/2020	Sewer	SRF Payment - Recycled Reservoir R-10.3	2014-2033	\$ 54,277.31
3/31/2020	Sewer	SRF Payment - Desalinization at WRWRF	2014-2033	\$ 185,251.30
3/31/2020	Sewer	SRF Payment - Crow Street/Recycled Booster B-12.1	2016-2035	\$ 21,233.27
<b>Total</b>				<b>\$ 6,126,316.63</b>

### Payment Schedule and Cash Flow Requirements for Fiscal Year 2019-20



**Check Register - January 2020**

<b>Date</b>	<b>Check #</b>	<b>Payee or Description</b>	<b>Amount</b>
1/6/2020	36110	ADS, LLC	\$ 4,275.00
1/6/2020	36111	Alpine Springs	\$ 47.45
1/6/2020	36112	Ameripride Uniform Services	\$ 1,799.85
1/6/2020	36113	Backflow Apparatus & Valve Co.	\$ 415.80
1/6/2020	36114	Best Home Center	\$ 29.69
1/6/2020	36115	Bryan Hoverman	\$ 43.24
1/6/2020	36116	CA State Dept of Parks & Recreation	\$ 2,000.00
1/6/2020	36117	California Water Efficiency Partnership	\$ 1,788.26
1/6/2020	36118	Caselle, Inc.	\$ 875.00
1/6/2020	36119	CDW LLC	\$ 690.22
1/6/2020	36120	Clinical Laboratory of San Bernardino	\$ 6,859.50
1/6/2020	36121	Crown Ace Hardware - Yucaipa	\$ 29.08
1/6/2020	36122	Donegan Tree Service	\$ 1,185.00
1/6/2020	36123	ECORP Consulting, Inc.	\$ 52.50
1/6/2020	36124	Empire Fire Equipment	\$ 1,457.00
1/6/2020	36125	Epic Pest Management	\$ 85.00
1/6/2020	36126	Evoqua Water Technologies LLC	\$ 288.95
1/6/2020	36127	Fedex	\$ 44.07
1/6/2020	36128	First American Data Tree, LLC	\$ 50.00
1/6/2020	36129	Frontier Communications	\$ 177.56
1/6/2020	36130	Hach Company	\$ 13,238.02
1/6/2020	36131	Houston & Harris PCS, Inc.	\$ 1,800.00
1/6/2020	36132	Hub Construction Specialties Inc	\$ 279.61
1/6/2020	36133	Industrial Scientific Corporation	\$ 393.87
1/6/2020	36134	InfoSend, Inc.	\$ 5,650.26
1/6/2020	36135	JW D'Angelo Co.	\$ 9,609.41
1/6/2020	36136	Kelly Services, Inc.	\$ 2,647.05
1/6/2020	36137	Krieger & Stewart	\$ 48,790.70
1/6/2020	36138	Luke's Transmission Inc.	\$ 423.88
1/6/2020	36139	MailFinance Inc.	\$ 353.07
1/6/2020	36140	Merit Oil Company	\$ 5,375.07
1/6/2020	36141	Mike Pruiksmas	\$ 2,144.56
1/6/2020	36142	NCL Of Wisconsin Inc	\$ 1,713.47
1/6/2020	36143	Office Solutions Business Products & Ser	\$ 334.82
1/6/2020	36144	Pacific Coast Landscape & Design, Inc.	\$ 4,625.00
1/6/2020	36145	Pangahamo Materials, Inc.	\$ 506.01
1/6/2020	36146	Ponton Industries, Inc	\$ 800.00
1/6/2020	36147	Q Versa, LLC	\$ 5,784.05
1/6/2020	36148	Ross McGinnis	\$ 300.00
1/6/2020	36149	San Bdn. Valley Muni. Water Dist.	\$ 6,290.59
1/6/2020	36150	SCE Rosemead	\$ 153,617.06
1/6/2020	36151	South Coast A.Q.M.D.	\$ 557.42
1/6/2020	36152	Spectrum Business	\$ 2,649.00
1/6/2020	36153	The Gas Company	\$ 2,782.84
1/6/2020	36154	TPX Communications	\$ 2,697.13
1/6/2020	36155	Underground Service Alert Of So. CA	\$ 189.85

**Check Register - January 2020**

1/6/2020	36156	US Bank	\$	12,587.25
1/6/2020	36157	Watertrax USA Inc.	\$	24,376.38
1/6/2020	36158	Yucaipa Disposal, Inc.	\$	1,923.84
1/3/2020	36159	California State Disbursement Unit	\$	743.52
1/3/2020	36160	FRANCHISE TAX BOARD	\$	100.00
1/3/2020	36161	IBEW Local #1436	\$	539.00
1/3/2020	36162	WageWorks Inc	\$	1,414.03
1/6/2020	36163	Cobb's Printing, LLC	\$	64.65
1/6/2020	36164	Society for Human Resource Management	\$	219.00
1/6/2020	36165	YVWD-Petty Cash	\$	326.58
1/13/2020	36166	Allied Pacific Property Mgmt	\$	11.19
1/13/2020	36167	Ameripride Uniform Services	\$	869.49
1/13/2020	36168	Amiad USA, Inc.	\$	2,433.58
1/13/2020	36169	Aqua-Metric Sales Company	\$	86,291.59
1/13/2020	36170	Auto Care Clinic	\$	41.70
1/13/2020	36171	AutoZone Stores LLC	\$	320.65
1/13/2020	36172	Best Home Center	\$	35.82
1/13/2020	36173	Brenntag Pacific, Inc	\$	35,455.03
1/13/2020	36174	Burgeson's Heating & Air Cond. Inc	\$	777.00
1/13/2020	36175	Caselle, Inc.	\$	2,170.00
1/13/2020	36176	Clement John Grieco III	\$	107.75
1/13/2020	36177	Commercial Solar Guy	\$	4,740.00
1/13/2020	36178	Corelogic, Inc.	\$	330.00
1/13/2020	36179	Coverall North America, Inc.	\$	1,331.00
1/13/2020	36180	Crown Ace Hardware - Yucaipa	\$	27.31
1/13/2020	36181	Docs Woodshop, Inc.	\$	16,037.04
1/13/2020	36182	Evoqua Water Technologies LLC	\$	2,214.25
1/13/2020	36183	Flow N Control, Inc.	\$	15,396.93
1/13/2020	36184	Frontier Communications	\$	162.37
1/13/2020	36185	Fuel Equipment Services, Inc.	\$	453.53
1/13/2020	36186	G&G Environmental Compliance, Inc	\$	1,945.92
1/13/2020	36187	Geoscience Support Services, Inc.	\$	150.00
1/13/2020	36188	Griswold Industries	\$	935.27
1/13/2020	36189	Hasa, Inc.	\$	8,243.98
1/13/2020	36190	Herbert Ng	\$	75.12
1/13/2020	36191	Home Depot U.S.A. Inc	\$	557.98
1/13/2020	36192	Houston & Harris PCS, Inc.	\$	3,600.00
1/13/2020	36193	Hub Construction Specialties Inc	\$	181.86
1/13/2020	36194	InfoSend, Inc.	\$	7,971.27
1/13/2020	36195	Inland Water Works Supply Co.	\$	4,824.98
1/13/2020	36196	JB Paving & Engineering, Inc.	\$	13,650.00
1/13/2020	36197	JW D'Angelo Co.	\$	49,406.03
1/13/2020	36198	Kelly Services, Inc.	\$	813.14
1/13/2020	36199	Konica Minolta Business Solutions	\$	639.94
1/13/2020	36200	Krieger & Stewart	\$	12,375.75
1/13/2020	36201	Lowe's Companies, Inc.	\$	121.81
1/13/2020	36202	Magnolia Environmental, LLC	\$	780.00

**Check Register - January 2020**

1/13/2020	36203	Merit Oil Company	\$	3,708.14
1/13/2020	36204	NetComp Technologies, Inc.	\$	1,000.00
1/13/2020	36205	Optimum Instruments, Inc	\$	834.74
1/13/2020	36206	Quinn Company	\$	750.00
1/13/2020	36207	San Bernardino County Dept of Public Wor	\$	30,936.00
1/13/2020	36208	SCE Rosemead	\$	18.32
1/13/2020	36209	Separation Processes, Inc.	\$	1,130.50
1/13/2020	36210	Sinclair Rock and Sand Inc.	\$	3,875.00
1/13/2020	36211	Spectrum Business	\$	1,834.00
1/13/2020	36212	Steven R. Smith, MSREA, MAI, SRA	\$	2,950.00
1/13/2020	36213	Time Warner Cable	\$	280.77
1/13/2020	36214	Track Technologies	\$	327,800.00
1/13/2020	36215	Transene Company, Inc.	\$	320.59
1/13/2020	36216	Water Environment Federation	\$	332.00
1/13/2020	36217	Yucaipa Valley Water District	\$	366.24
1/13/2020	36218	Yucaipa Valley Water District	\$	48,547.36
1/13/2020	36219	Ameripride Uniform Services	\$	878.04
1/15/2020	36220	Berkshire Hathaway Homestate Companies	\$	13,885.41
1/17/2020	36221	California State Disbursement Unit	\$	743.52
1/17/2020	36222	FRANCHISE TAX BOARD	\$	100.00
1/17/2020	36223	WageWorks Inc	\$	1,414.03
1/21/2020	36224	Aflac	\$	2,935.18
1/21/2020	36225	Western Dental Services Inc	\$	294.19
1/21/2020	36226	Doug Earnest	\$	640.51
1/21/2020	36227	Joan Cadiz	\$	903.32
1/21/2020	36228	Joe DeSalliers	\$	592.13
1/21/2020	36229	Kathryn Hallberg	\$	204.12
1/21/2020	36230	Peggy Little	\$	640.51
1/21/2020	36231	Robert Wall	\$	785.37
1/21/2020	36232	WageWorks, Inc.	\$	186.50
1/21/2020	36233	David L. Wysocki	\$	2,587.50
1/21/2020	36234	Delta Partners, LLC	\$	7,500.00
1/21/2020	36235	Dudek & Associates, Inc	\$	31,423.50
1/21/2020	36236	Geoscience Support Services, Inc.	\$	28,783.93
1/21/2020	36237	One Stop Landscape Supply Inc	\$	23,571.00
1/21/2020	36238	Separation Processes, Inc.	\$	15,837.50
1/27/2020	36239	Alpine Springs	\$	54.95
1/27/2020	36240	American Melt Blown & Filtration Inc.	\$	3,310.00
1/27/2020	36241	Ameripride Uniform Services	\$	1,757.66
1/27/2020	36242	Aqua-Metric Sales Company	\$	209,916.79
1/27/2020	36243	Assoc. SB Cty Special Districts	\$	72.00
1/27/2020	36244	Association of Environmental Professiona	\$	250.00
1/27/2020	36245	AT&T Mobility	\$	2,547.68
1/27/2020	36246	Atkinson, Andelson, Loya, Ruud & Romo	\$	65.00
1/27/2020	36247	Auto Care Clinic	\$	115.55
1/27/2020	36248	Best Home Center	\$	183.74
1/27/2020	36249	Brenntag Pacific, Inc	\$	38,010.60

**Check Register - January 2020**

1/27/2020	36250	BSK Associates	\$	1,105.00
1/27/2020	36251	Burgeson's Heating & Air Cond. Inc	\$	146.00
1/27/2020	36252	C & B Crushing, Inc.	\$	60.00
1/27/2020	36253	California Water Environment Association	\$	384.00
1/27/2020	36254	Cal's Towing	\$	85.00
1/27/2020	36255	Carpet Tech Cleaning Specialists	\$	725.00
1/27/2020	36256	Central Communications	\$	974.34
1/27/2020	36257	Clark Pest Control	\$	405.00
1/27/2020	36258	Contron Scada Systems	\$	2,672.28
1/27/2020	36259	Crown Ace Hardware - Yucaipa	\$	43.05
1/27/2020	36260	DC Frost Associates, Inc.	\$	79.16
1/27/2020	36261	ECORP Consulting, Inc.	\$	2,698.75
1/27/2020	36262	Epic Pest Management	\$	85.00
1/27/2020	36263	Evans-Hydro Inc.	\$	2,200.00
1/27/2020	36264	Ferguson Waterworks #1083	\$	2,530.34
1/27/2020	36265	Fieldman, Rolapp & Associates, Inc.	\$	150.00
1/27/2020	36266	FMB Truck Outfitters, Inc.	\$	111.63
1/27/2020	36267	Frontier Communications	\$	157.06
1/27/2020	36268	GEI Consultants, Inc.	\$	3,268.00
1/27/2020	36269	Granicus, LLC	\$	4,021.40
1/27/2020	36270	Hasa, Inc.	\$	3,710.78
1/27/2020	36271	Hemet Manufacturing Co., Inc.	\$	325.88
1/27/2020	36272	House Of Quality, Parts Plus	\$	360.15
1/27/2020	36273	Houston & Harris PCS, Inc.	\$	4,109.00
1/27/2020	36274	Inland Water Works Supply Co.	\$	817.82
1/27/2020	36275	Integrity Hose and Fittings	\$	91.93
1/27/2020	36276	Kelly Services, Inc.	\$	2,023.36
1/27/2020	36277	Lawyers Title	\$	750.00
1/27/2020	36278	Les Schwab Tire Center	\$	5,744.85
1/27/2020	36279	Liberty Process Equipment, Inc.	\$	1,230.01
1/27/2020	36280	LUZ Investment Corp.	\$	200.00
1/27/2020	36281	Mark C. Etheredge	\$	680.00
1/27/2020	36282	MBC Applied Environmental Sciences	\$	1,450.00
1/27/2020	36283	Merit Oil Company	\$	4,268.07
1/27/2020	36284	NetComp Technologies, Inc.	\$	1,800.00
1/27/2020	36285	Page Locksmith	\$	521.25
1/27/2020	36286	Polydyne Inc.	\$	3,462.86
1/27/2020	36287	Pro-Pipe & Supply, Inc.	\$	917.45
1/27/2020	36288	Q Versa, LLC	\$	1,705.00
1/27/2020	36289	Red Alert Special Couriers	\$	359.26
1/27/2020	36290	San Bdn. Valley Muni. Water Dist.	\$	250,000.00
1/27/2020	36291	Santa Ana Watershed Project Authority	\$	3,077.00
1/27/2020	36292	SCCI, Inc.	\$	350.00
1/27/2020	36293	SCE Rosemead	\$	146,491.56
1/27/2020	36294	Spectrum Business	\$	4,483.00
1/27/2020	36295	Studio Orange Street	\$	275.50
1/27/2020	36296	The Counseling Team International	\$	300.00

**Check Register - January 2020**

1/27/2020	36297	Utility Services Associates LLC	\$ 11,812.00
1/27/2020	36298	Westrux International, Inc.	\$ 59.45
1/27/2020	36299	Yucaipa Valley Water District	\$ 79.88
			<b><u>\$ 1,902,326.40</u></b>
1/3/2020	electronic pmt	Payroll	\$ 154,831.80
1/17/2020	electronic pmt	DIRECT DEPOSIT TOTAL	\$ 175,255.82
1/31/2020	electronic pmt	DIRECT DEPOSIT TOTAL	\$ 144,614.55
1/3/2020	electronic pmt	CalPERS 457 & Loan	\$ 26,995.32
1/3/2020	electronic pmt	CalPERS Retirement	\$ 30,893.70
1/3/2020	electronic pmt	EDD - State of California	\$ 11,234.50
1/3/2020	electronic pmt	IRS	\$ 63,167.36
1/3/2020	electronic pmt	VOYA 457 Retirement Plan	\$ 5,063.78
1/17/2020	electronic pmt	CalPERS 457 & Loan	\$ 24,256.61
1/17/2020	electronic pmt	CalPERS Retirement	\$ 30,910.89
1/17/2020	electronic pmt	EDD - State of California	\$ 10,488.06
1/17/2020	electronic pmt	IRS	\$ 64,061.33
1/17/2020	electronic pmt	VOYA 457 Retirement Plan	\$ 3,902.78
1/21/2020	electronic pmt	Public Employees' Retirement System	\$ 500.00
1/31/2020	electronic pmt	CalPERS 457 & Loan	\$ 20,953.46
1/31/2020	electronic pmt	CalPERS Retirement	\$ 30,862.41
1/31/2020	electronic pmt	EDD - State of California	\$ 10,219.46
1/31/2020	electronic pmt	IRS	\$ 57,430.61
1/31/2020	electronic pmt	VOYA 457 Retirement Plan	\$ 3,699.89
			<b><u>\$ 869,342.33</u></b>

## Investment Summary - January 2020

U.S. TREASURIES						
Quantity	Description	Cusip	Maturity Date	Yield	Cost of Purchase	Market Value
500,000	US Treasury Bill	912796SV2	June 18, 2020	2.150%	\$ 491,590.83	\$ 524,800.33
500,000	Total Values				\$ 491,590.83	\$ 524,800.33
Money Market Account Activity-Beginning Balance						\$ 28,393.84
7/31/17 - Bond Interest						\$ -
7/31/18 - Dividend/Interest						\$ 1.49
Cusip 912796QM4 Accrued Interest Paid						
Business Account Fee						
Income						\$ 1.49
Intra-Bank Transfers to/from Investment Checking						\$ -
Fund Transfers						\$ -
Cusip Maturity						
Redemptions						\$ -
Cusip Purchase						
Purchases						\$ -
Ending Balance - Money Market						\$ 28,395.33
US Treasury Securities Investment Principal						\$ 491,590.83
Total Assets						\$ 519,986.16



## Investment Summary - January 2020

### LOCAL AGENCY INVESTMENT FUND

PERIOD	TOTAL WITHDRAWAL AMOUNT	TOTAL DEPOSIT AMOUNT	ACCRUED INTEREST (QUARTERLY)	ENDING BALANCE
July 31, 2019	\$ -	\$ -	\$ 56,327.40	\$ 10,343,772.08
August 31, 2019	\$ (2,900,000.00)	\$ -	\$ -	\$ 7,443,772.08
September 30, 2019	\$ -	\$ -	\$ -	\$ 7,443,772.08
October 31, 2019	\$ (1,000,000.00)	\$ -	\$ 54,200.09	\$ 6,497,972.17
November 30, 2019	\$ -	\$ -	\$ -	\$ 6,497,972.17
December 31, 2019	\$ -	\$ -	\$ 38,378.94	\$ 6,536,351.11
January 31, 2020	\$ -	\$ 1,490,000.00	\$ -	\$ 8,026,351.11
February 28, 2020	\$ -	\$ -	\$ -	\$ 8,026,351.11
March 31, 2020	\$ -	\$ -	\$ -	\$ 8,026,351.11
April 30, 2020	\$ -	\$ -	\$ -	\$ 8,026,351.11
May 31, 2020	\$ -	\$ -	\$ -	\$ 8,026,351.11
June 30, 2020	\$ -	\$ -	\$ -	\$ 8,026,351.11

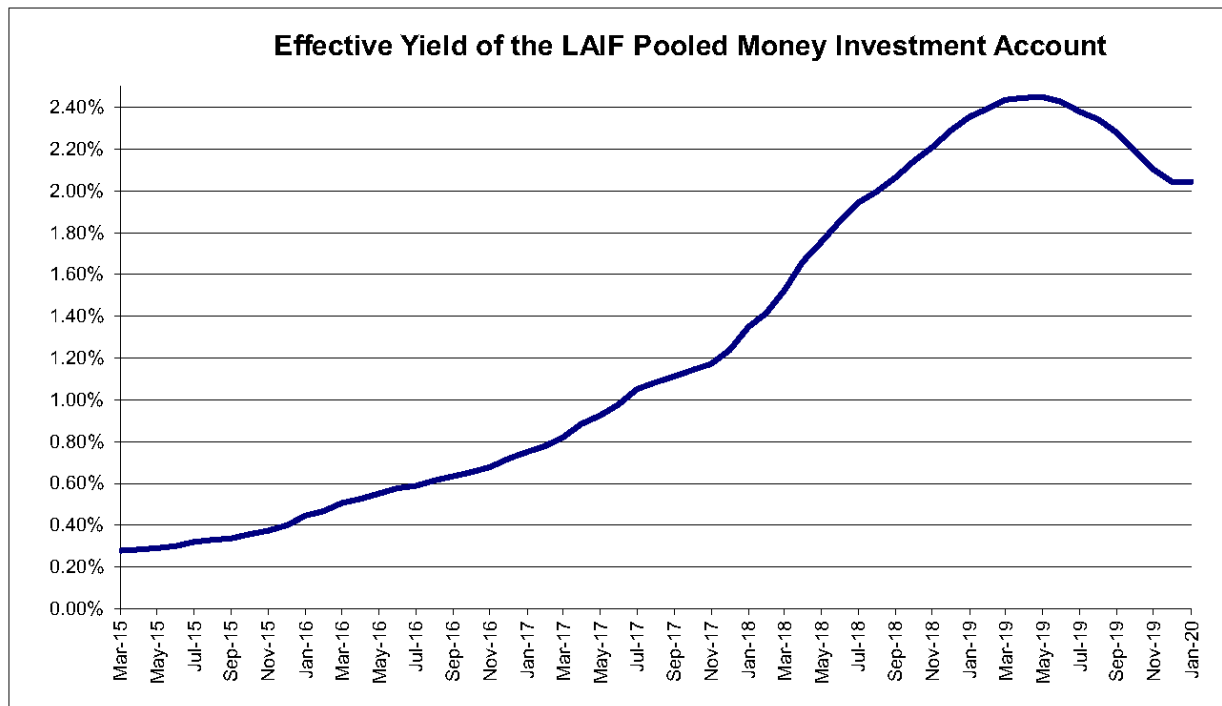
#### L.A.I.F. INCOME SUMMARY

#### CURRENT QUARTER    FY YEAR-TO-DATE

INCOME RECEIVED

\$ 38,378.94

\$ 148,906.43



FY 2019-20 Water Revenue					
G/L ACCOUNT#	DESCRIPTION	BUDGET	Jan '20	Year to Date	%
02-400-40010	Sales-Water & Non Potable	\$ 5,600,000	\$ 605,510	\$ 4,053,368	72.38%
02-400-40011	Sales-Construction Water	\$ 100,000	\$ 2,751	\$ 17,501	17.50%
02-400-40012	Sales-Imported Water-SGPWA	\$ 250,000	\$ 24,773	\$ 180,002	72.00%
02-400-40013	Sales-Imported Water-MUNI	\$ 850,000	\$ 86,637	\$ 555,830	65.39%
02-400-40014	Sales-Disc (Multi Unit) Commdy	\$ (110,000)	\$ (10,665)	\$ (70,406)	64.01%
02-400-40015	Sales-Wholesale Water	\$ 200,000	\$ 9,881	\$ 54,155	27.08%
02-400-40016	Sales-Establish Service Fee	\$ 6,000	\$ 800	\$ 3,600	60.00%
02-400-41000	Sales-Service Demand Charges	\$ 3,500,000	\$ 362,271	\$ 2,106,813	60.19%
02-400-41001	Sales-Fire Srv Standby Fees	\$ 40,000	\$ 5,169	\$ 28,252	70.63%
02-400-41003	Sales-Const Water Minimum Chg	\$ 5,000	\$ -	\$ 872	17.43%
02-400-41005	Sales-Disc (Multi Units)-SC	\$ (135,000)	\$ (14,835)	\$ (87,168)	64.57%
02-400-41010	Unauthorized Use of Water Chrg	\$ 2,000	\$ -	\$ -	0.00%
02-400-41110	Meter/Lateral Installation	\$ 100,000	\$ 29,280	\$ 131,200	131.20%
02-400-41112	Fire Flow Test Fees	\$ 4,500	\$ 575	\$ 2,975	66.11%
02-400-41113	Disconnect & Reconnect Fees	\$ 100,000	\$ 4,066	\$ 27,863	27.86%
02-400-41121	Delinquent Payment Charges	\$ 135,000	\$ 13,855	\$ 97,085	71.92%
02-400-41124	Bad Debt Write-Off & Recovery	\$ (20,000)	\$ -	\$ -	0.00%
02-421-42122	Revenue - Other, Operating	\$ -	\$ 124	\$ 313	N/A
02-421-42123	Admin, Management & Acctg Fees	\$ 210,000	\$ 17,500	\$ 122,500	58.33%
02-430-43010	Interest Earned	\$ 115,000	\$ 17,271	\$ 48,428	42.11%
02-431-43110	Property Tax - Unsecured	\$ 250,000	\$ 445	\$ 117,544	47.02%
02-431-43120	Property Tax - Secured	\$ 3,000,000	\$ (341,918)	\$ 1,265,769	42.19%
02-431-43130	Tax Collection - Prior	\$ 45,000	\$ 696	\$ 26,723	59.38%
02-431-43140	Taxes - Other	\$ 180,000	\$ 50,371	\$ 132,545	73.64%
02-491-49110	Rental Income	\$ 3,000	\$ -	\$ -	0.00%
02-491-49150	Revenue - Misc Non-Operating	\$ 25,000	\$ 2,145	\$ 6,686	26.74%
	<b>WATER OPERATING REVENUE</b>	<b>\$ 14,455,500</b>	<b>\$ 866,702</b>	<b>\$ 8,822,449</b>	<b>61.03%</b>
	Transfer - Reserve Fund	\$ -	\$ -	\$ -	
02-480-48002	Grants	\$ 700,000	\$ -	\$ 436,745	62.39%
02-480-48901	Contrib Cap-Capacity Fees	\$ -	\$ 249,662	\$ 295,626	N/A
02-480-48902	Contrib Cap-Sustainability	\$ -	\$ 18,185	\$ 68,005	N/A
	<b>TOTAL WATER REVENUE</b>	<b>\$ 15,155,500</b>	<b>\$ 1,134,549</b>	<b>\$ 9,622,825</b>	<b>63.49%</b>

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

FY 2019-20 Sewer Revenue					
G/L ACCOUNT#	DESCRIPTION	BUDGET	Jan '20	Year to Date	%
03-400-40016	Sales-Establish Service Fee	\$ 500	\$ -	\$ 50	10.00%
03-400-41000	Sales-Sewer Charges	\$ 12,132,712	\$ 1,228,380	\$ 7,652,949	63.08%
03-400-41005	Sales-Disc (Multi Units)-SC	\$ (200,000)	\$ (22,563)	\$ (141,187)	70.59%
03-400-41110	Meter/Lateral Installation	\$ 15,000	\$ -	\$ 2,500	16.67%
03-400-41121	Penalty - Late Charges	\$ 125,000	\$ 14,817	\$ 99,897	79.92%
03-400-41124	Bad Debt Write-Off & Recovery	\$ (15,000)	\$ -	\$ -	0.00%
03-400-41131	Front Footage Fees	\$ 55,000	\$ -	\$ 7,500	13.64%
03-421-42122	Revenue - Other, Operating	\$ 2,000	\$ 306	\$ 12,422	621.10%
03-430-43010	Interest Earned	\$ 100,000	\$ 17,271	\$ 41,661	41.66%
03-431-43110	Property Tax - Unsecured	\$ -	\$ -	\$ -	-
03-431-43120	Property Tax - Secured	\$ -	\$ -	\$ -	-
03-431-43130	Tax Collection - Prior	\$ -	\$ -	\$ -	-
03-431-43140	Taxes - Other	\$ -	\$ -	\$ -	-
03-491-49150	Revenue - Misc Non-Operating	\$ 2,500	\$ -	\$ -	0.00%
	<b>SEWER OPERATING REVENUE</b>	<b>\$ 12,217,712</b>	<b>\$ 1,238,211</b>	<b>\$ 7,675,791</b>	<b>62.83%</b>
03-480-48002	Grants	\$ -	\$ -	\$ -	-
03-480-48901	Contrib Cap-Capacity Fees	\$ -	\$ 297,042	\$ 1,074,589	-
03-480-48905	Contrib Cap-Infrastructure	\$ -	\$ 60,525	\$ 185,025	-
	<b>TOTAL SEWER REVENUE</b>	<b>\$ 12,217,712</b>	<b>\$ 1,595,778</b>	<b>\$ 8,935,406</b>	<b>73.13%</b>

FY 2019-20 Recycled Revenue					
G/L ACCOUNT#	DESCRIPTION	BUDGET	Jan '20	Year to Date	%
04-400-40010	Sales-Water & Non Potable	\$ 663,947	\$ 146,580	\$ 716,080	107.85%
04-400-40011	Sales-Construction Water	\$ 45,000	\$ -	\$ 45	0.10%
04-400-41000	Sales-Service Demand Charges	\$ 90,000	\$ 14,941	\$ 74,180	82.42%
04-400-41003	Sales-Const Water Minimum Chg	\$ 1,000	\$ -	\$ 313	31.26%
04-400-41110	Meter/Lateral Installation	\$ 70,000	\$ 10,838	\$ 54,905	78.44%
04-400-41121	Penalty - Late Charges	\$ 5,000	\$ 572	\$ 3,782	75.63%
04-400-41122	Revenue - Other, Operating	\$ 500	\$ -	\$ -	0.00%
04-430-43010	Interest Earned	\$ 25,000	\$ 3,838	\$ 9,258	37.03%
04-431-43110	Property Tax - Unsecured	\$ -	\$ -	\$ -	N/A
04-431-43120	Property Tax - Secured	\$ 400,000	\$ 400,000	\$ 400,000	100.00%
04-431-43130	Tax Collection - Prior	\$ -	\$ -	\$ -	N/A
04-431-43140	Taxes - Other	\$ -	\$ -	\$ -	N/A
04-491-49150	Revenue-Misc Non-Operating	\$ 1,000	\$ -	\$ 28	2.85%
	<b>RECYCLED OPERATING REVENUE</b>	<b>\$ 1,301,447</b>	<b>\$ 576,769</b>	<b>\$ 1,258,590</b>	<b>96.71%</b>
04-480-48002	Grants	\$ -	\$ -	\$ -	N/A
04-480-48901	Contrib Cap-Capacity Fees	\$ -	\$ 269,419	\$ 908,505	N/A
	<b>TOTAL RECYCLED REVENUE</b>	<b>\$ 1,301,447</b>	<b>\$ 846,189</b>	<b>\$ 2,167,095</b>	<b>166.51%</b>

FY 2019-20 Water Expenses					
G/L ACCOUNT #	DESCRIPTION	BUDGET	Jan '20	Year to Date	%
02-501-50010	Labor	\$ 1,222,703	\$ 63,045	\$ 482,268	39.44%
02-501-50011	Labor - Credit	\$ -	\$ -	\$ -	N/A
02-501-50013	Benefits-FICA	\$ 93,537	\$ 5,449	\$ 44,085	47.13%
02-501-50014	Benefits-Life Insurance	\$ 6,264	\$ 123	\$ 1,086	17.34%
02-501-50016	Benefits-Health & Def Comp	\$ 251,826	\$ 16,517	\$ 136,737	54.30%
02-501-50017	Benefits-Disability Insurance	\$ 11,004	\$ 917	\$ 8,903	80.91%
02-501-50019	Benefits-Workers Compensation	\$ 33,013	\$ 2,571	\$ 11,208	33.95%
02-501-50021	Benefits-PERS Employee	\$ -	\$ -	\$ -	N/A
02-501-50022	Benefits-PERS Employer	\$ 183,405	\$ 3,887	\$ 35,147	19.16%
02-501-50023	Benefits-Uniforms	\$ 6,525	\$ 200	\$ 3,202	49.08%
02-501-50024	Benefits-Vacation & Sick Pay	\$ 8,000	\$ 3,008	\$ 46,745	584.31%
02-501-50025	Benefits-Boots	\$ 8,415	\$ -	\$ 2,700	32.09%
02-501-51003	R&M - Structures	\$ 300,000	\$ 3,815	\$ 171,959	57.32%
02-501-51011	R&M - Valves	\$ 20,000	\$ -	\$ 232	1.16%
02-501-51115	Laboratory Supplies	\$ -	\$ -	\$ -	N/A
02-501-51140	General Supplies & Expenses	\$ 3,000	\$ 3,662	\$ 3,857	128.58%
02-501-51210	Utilities - Power Purchases	\$ 1,300,000	\$ 54,450	\$ 732,759	56.37%
02-501-51211	Utilities - Electricity	\$ 5,000	\$ 387	\$ 2,000	40.00%
02-501-51316	Imported Water Purchases	\$ 1,075,000	\$ 54,710	\$ 524,680	48.81%
02-501-54019	Licenses & Permits	\$ 65,000	\$ 65	\$ 50,276	77.35%
02-501-54110	Laboratory Services	\$ 77,500	\$ 1,762	\$ 24,859	32.08%
02-501-57040	YVRWFF-Crystal Creek Exp	\$ 550,000	\$ 16,472	\$ 348,041	63.28%
	<b>WATER RESOURCE TOTALS</b>	<b>\$ 5,220,192</b>	<b>\$ 231,042</b>	<b>\$ 2,630,744</b>	<b>50.40%</b>
02-503-50010	Labor	\$ 1,593,344	\$ 133,011	\$ 849,509	53.32%
02-503-50011	Labor - Credit	\$ -	\$ -	\$ (1,383)	N/A
02-503-50013	Benefits-FICA	\$ 121,891	\$ 9,948	\$ 76,761	62.98%
02-503-50014	Benefits-Life Insurance	\$ 10,440	\$ 281	\$ 2,313	22.15%
02-503-50016	Benefits-Health & Def Comp	\$ 425,106	\$ 38,548	\$ 311,983	73.39%
02-503-50017	Benefits-Disability Insurance	\$ 14,340	\$ 1,627	\$ 13,050	91.00%
02-503-50019	Benefits-Workers Compensation	\$ 43,020	\$ 2,571	\$ 11,426	26.56%
02-503-50021	Benefits-PERS Employee	\$ -	\$ -	\$ -	N/A
02-503-50022	Benefits-PERS Employer	\$ 239,002	\$ 7,407	\$ 64,694	27.07%
02-503-50023	Benefits-Uniforms	\$ 10,875	\$ 675	\$ 9,173	84.35%
02-503-50024	Benefits-Vacation & Sick Pay	\$ 4,000	\$ 13,302	\$ 85,941	2148.54%
02-503-50025	Benefits-Boots	\$ 32,775	\$ -	\$ 9,000	27.46%
02-503-51001	R&M - Vehicles & Equipment	\$ 207,500	\$ 9,063	\$ 126,278	60.86%
02-503-51011	R&M - Valves	\$ 5,000	\$ -	\$ 1,629	32.57%
02-503-51020	R&M - Pipelines	\$ 200,000	\$ 17,780	\$ 211,242	105.62%
02-503-51021	R&M - Service Lines	\$ 96,000	\$ 4,598	\$ 29,844	31.09%
02-503-51022	R&M - Fire Hydrants	\$ 50,000	\$ 145	\$ 908	1.82%
02-503-51029	Repair & Maintenance-Backflow	\$ 65,000	\$ 2,401	\$ 19,532	30.05%
02-503-51030	R&M - Meters	\$ 30,000	\$ 1,246	\$ 3,950	13.17%
02-503-51031	R&M - Fire Flow Testing	\$ 25,000	\$ 2,322	\$ 11,089	44.36%
02-503-51092	Equipment Credits	\$ -	\$ -	\$ (1,990)	N/A

FY 2019-20 Water Expenses					
G/L ACCOUNT #	DESCRIPTION	BUDGET	Jan '20	Year to Date	%
02-503-51140	General Supplies & Expenses	\$ 3,000	\$ 184	\$ 893	29.76%
	<b>PUBLIC WORKS TOTALS</b>	<b>\$ 3,176,293</b>	<b>\$ 245,109</b>	<b>\$ 1,835,840</b>	<b>57.80%</b>
02-506-50010	Labor	\$ 616,295	\$ 43,798	\$ 337,374	54.74%
02-506-50011	Labor - Credit	\$ -	\$ -	\$ -	N/A
02-506-50012	Director Fees	\$ 26,000	\$ 3,073	\$ 14,447	55.57%
02-506-50013	Benefits-FICA	\$ 47,147	\$ 4,098	\$ 28,937	61.38%
02-506-50014	Benefits-Life Insurance	\$ 3,120	\$ 86	\$ 717	22.98%
02-506-50016	Benefits-Health & Def Comp	\$ 130,980	\$ 14,026	\$ 119,075	90.91%
02-506-50017	Benefits-Disability Insurance	\$ 5,547	\$ 692	\$ 5,660	102.04%
02-506-50019	Benefits-Workers Compensation	\$ 16,640	\$ 1,200	\$ 7,476	44.93%
02-506-50021	Benefits-PERS Employee	\$ -	\$ -	\$ -	N/A
02-506-50022	Benefits-PERS Employer	\$ 92,444	\$ 4,037	\$ 29,866	32.31%
02-506-50023	Benefits-Uniforms	\$ 3,250	\$ 150	\$ 2,528	77.80%
02-506-50024	Benefits-Vacation & Sick Pay	\$ 10,000	\$ 5,226	\$ 26,995	269.95%
02-506-50025	Benefits-Boots	\$ 1,950	\$ -	\$ 3,300	169.23%
02-506-51003	R&M - Structures	\$ 35,000	\$ 989	\$ 26,069	74.48%
02-506-51091	Expense Credits (overhead)	\$ -	\$ -	\$ (766)	N/A
02-506-51120	Safety Equipment & Supplies	\$ 25,000	\$ -	\$ 4,716	18.86%
02-506-51125	Petroleum Products	\$ 150,000	\$ 3,800	\$ 80,247	53.50%
02-506-51130	Office Supplies & Expenses	\$ 35,000	\$ 54	\$ 8,106	23.16%
02-506-51140	General Supplies & Expenses	\$ 40,000	\$ 1,075	\$ 12,890	32.22%
02-506-51199	Disaster Repairs & Incidences	\$ -	\$ -	\$ -	N/A
02-506-51211	Utilities - Electricity	\$ 32,000	\$ 1,898	\$ 19,003	59.38%
02-506-51213	Utilities - Natural Gas	\$ 2,000	\$ 522	\$ 1,222	61.08%
02-506-54002	Dues & Subscriptions	\$ 30,000	\$ 3,890	\$ 15,209	50.70%
02-506-54005	Computer Expenses	\$ 145,000	\$ 900	\$ 63,770	43.98%
02-506-54010	Postage	\$ 10,000	\$ -	\$ 192	1.92%
02-506-54011	Printing & Publications	\$ -	\$ 65	\$ 65	N/A
02-506-54012	Education & Training	\$ 20,000	\$ 278	\$ 4,862	24.31%
02-506-54013	Utility Billing Expenses	\$ 185,000	\$ 17,469	\$ 107,978	58.37%
02-506-54014	Public Relations	\$ 31,500	\$ 788	\$ 7,466	23.70%
02-506-54016	Travel Related Expenses	\$ 7,500	\$ 77	\$ 9,757	130.10%
02-506-54017	Certifications & Renewals	\$ 12,000	\$ 654	\$ 4,969	41.41%
02-506-54020	Meeting Related Expenses	\$ 8,000	\$ 82	\$ 2,831	35.39%
02-506-54022	Utilities - YVWD Services	\$ 145,000	\$ 5,237	\$ 39,772	27.43%
02-506-54024	Waste Disposal	\$ 2,700	\$ 428	\$ 2,993	110.84%
02-506-54025	Telephone & Internet	\$ 45,000	\$ 2,787	\$ 29,256	65.01%
02-506-54099	Conservation & Rebates	\$ 30,000	\$ -	\$ 700	2.33%
02-506-54104	Contractual Services	\$ 135,000	\$ 35,558	\$ 156,984	116.28%
02-506-54107	Legal	\$ 30,000	\$ 21,816	\$ 71,415	238.05%
02-506-54108	Audit & Accounting	\$ 15,000	\$ -	\$ 10,260	68.40%
02-506-54109	Professional Fees	\$ 165,000	\$ 4,640	\$ 125,129	75.84%
02-506-55500	Depreciation	\$ 1,272,330	\$ 106,028	\$ 742,193	58.33%
02-506-56001	Insurance	\$ 100,000	\$ 11,492	\$ 73,394	73.39%

FY 2019-20 Water Expenses					
G/L ACCOUNT #	DESCRIPTION	BUDGET	Jan '20	Year to Date	%
02-506-57030	Regulatory Compliance	\$ 35,000	\$ -	\$ 16,090	45.97%
02-506-57090	Election Related Expenses	\$ -	\$ -	\$ -	N/A
02-506-57096	Beaumont Basin Watermaster	\$ 40,000	\$ -	\$ 23,498	58.75%
02-506-57097	San Timoteo SGMA	\$ 5,000	\$ -	\$ 6,100	-
02-506-57098	Bunker Hill GSC	\$ 15,000	\$ -	\$ 11,847	-
02-506-57199	Suspense	\$ -	\$ -	\$ -	-
	<b>ADMINISTRATION TOTALS</b>	<b>\$ 3,756,403</b>	<b>\$ 296,911</b>	<b>\$ 2,254,589</b>	<b>60.02%</b>
02-540-57201	Series 2015A Principal	\$ 1,170,000	\$ -	\$ 1,170,000	100.00%
02-540-57402	Interest - Bond Repayment	\$ 1,122,612	\$ -	\$ 575,648	51.28%
	<b>40 - Debt</b>	<b>\$ 2,292,612</b>	<b>\$ -</b>	<b>\$ 1,745,648</b>	<b>76.14%</b>
02-540-57001	Asset Acq. - Water Dept	\$ -	\$ -	\$ -	--
02-540-57003	Asset Acq. - US Dept	\$ -	\$ -	\$ -	--
02-540-57006	Asset Acq. - Admin Dept	\$ -	\$ -	\$ -	--
	<b>40 - Capital Outlay</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>--</b>
	<b>TOTAL WATER EXPENSES</b>	<b>\$ 14,445,500</b>	<b>\$ 773,062</b>	<b>\$ -</b>	<b>0.00%</b>



FY 2019-20 Sewer Expenses					
G/L ACCOUNT #	DESCRIPTION	BUDGET	Jan '20	Year to Date	%
03-502-50010	Labor	\$ 1,059,129	\$ 91,847	\$ 717,099	67.71%
03-502-50013	Benefits-FICA	\$ 81,023	\$ 8,140	\$ 63,594	78.49%
03-502-50014	Benefits-Life Insurance	\$ 5,592	\$ 174	\$ 1,456	26.04%
03-502-50016	Benefits-Health & Def Comp	\$ 224,598	\$ 24,464	\$ 193,471	86.14%
03-502-50017	Benefits-Disability Insurance	\$ 9,535	\$ 1,379	\$ 11,188	117.34%
03-502-50019	Benefits-Workers Compensatn	\$ 28,596	\$ 2,571	\$ 11,208	39.20%
03-502-50021	Benefits-PERS Employee	\$ -	\$ -	\$ -	
03-502-50022	Benefits-PERS Employer	\$ 158,869	\$ 5,825	\$ 49,982	31.46%
03-502-50023	Benefits-Uniforms	\$ 5,825	\$ 313	\$ 3,815	65.49%
03-502-50024	Benefits-Vacation & Sick Pay	\$ 9,000	\$ 6,571	\$ 48,269	536.32%
03-502-50025	Benefits-Boots	\$ 7,995	\$ -	\$ 3,640	45.53%
03-502-51003	R&M - Structures	\$ 350,000	\$ 20,270	\$ 51,791	14.80%
03-502-51010	R&M - Automation Control	\$ 65,000	\$ 4,523	\$ 47,177	72.58%
03-502-51106	Chemicals	\$ 600,000	\$ 52,535	\$ 424,523	70.75%
03-502-51111	Propane	\$ 500	\$ -	\$ 65	12.93%
03-502-51115	Laboratory Supplies	\$ 30,000	\$ 7,568	\$ 29,192	97.31%
03-502-51140	General Supplies & Expenses	\$ 5,000	\$ 3,662	\$ 4,310	86.19%
03-502-51210	Utilities - Power Purchases	\$ 850,000	\$ 73,621	\$ 567,792	66.80%
03-502-54110	Laboratory Services	\$ 85,000	\$ 5,234	\$ 60,959	71.72%
03-502-57031	Sewage Waste Disposal-Solids	\$ 226,000	\$ 22,715	\$ 155,336	68.73%
03-502-57034	Brineline Operating Expenses	\$ 396,500	\$ 32,096	\$ 36,530	9.21%
	<b>TREATMENT TOTALS</b>	<b>\$ 4,198,162</b>	<b>\$ 363,506</b>	<b>\$ 2,481,397</b>	<b>59.11%</b>
03-506-50010	Labor	\$ 616,295	\$ 36,500	\$ 286,593	46.50%
03-506-50011	Labor - Credit	\$ -	\$ -	\$ -	
03-506-50012	Director Fees	\$ 26,000	\$ 3,370	\$ 17,817	68.53%
03-506-50013	Benefits-FICA	\$ 47,147	\$ 3,463	\$ 24,222	51.37%
03-506-50014	Benefits-Life Insurance	\$ 3,120	\$ 75	\$ 640	20.50%
03-506-50016	Benefits-Health & Def Comp	\$ 122,640	\$ 12,751	\$ 105,609	86.11%
03-506-50017	Benefits-Disability Insurane	\$ 5,547	\$ 580	\$ 4,281	77.18%
03-506-50019	Benefits-Workers Compensation	\$ 16,640	\$ 1,200	\$ 7,476	44.93%
03-506-50021	Benefits-PERS Employee	\$ -	\$ -	\$ -	
03-506-50022	Benefits-PERS Employer	\$ 92,444	\$ 3,169	\$ 26,100	28.23%
03-506-50023	Benefits-Uniforms	\$ 3,250	\$ -	\$ 204	6.29%
03-506-50024	Benefits-Vacation & Sick Pay	\$ 5,000	\$ 5,085	\$ 26,303	526.05%
03-506-50025	Benefits-Boots	\$ 1,950	\$ -	\$ 300	15.38%
03-506-50055	Pension Expense-GASB 68	\$ -	\$ -	\$ -	
03-506-51120	Safety Equipment & Supplies	\$ 9,500	\$ 643	\$ 5,775	60.79%
03-506-51125	Petroleum Products	\$ 24,000	\$ 2,000	\$ 15,274	63.64%
03-506-51130	Office Supplies & Expenses	\$ 7,000	\$ 232	\$ 3,405	48.64%
03-506-51140	General Supplies & Expenses	\$ 30,000	\$ 2,443	\$ 12,597	41.99%
03-506-51199	Disaster Repairs & Incidences	\$ -	\$ -	\$ (13,093)	
03-506-54002	Dues & Subscriptions	\$ 30,000	\$ 1,520	\$ 24,282	80.94%
03-506-54003	Management & Admin Services	\$ 210,000	\$ 17,500	\$ 122,500	58.33%
03-506-54005	Computer Expenses	\$ 120,000	\$ 900	\$ 59,283	49.40%
03-506-54011	Printing & Publications	\$ -	\$ -	\$ -	N/A



FY 2019-20 Sewer Expenses					
G/L ACCOUNT #	DESCRIPTION	BUDGET	Jan '20	Year to Date	%
03-506-54012	Education & Training	\$ 20,000	\$ 618	\$ 9,372	46.86%
03-506-54014	Public Relations	\$ 25,000	\$ 138	\$ 2,635	10.54%
03-506-54016	Travel Related Expenses	\$ 10,000	\$ 77	\$ 9,275	92.75%
03-506-54017	Certifications & Renewals	\$ 10,000	\$ 804	\$ 3,755	37.55%
03-506-54019	Licenses & Permits	\$ 70,000	\$ 2,000	\$ 74,682	106.69%
03-506-54020	Meeting Related Expenses	\$ 5,000	\$ 46	\$ 4,324	86.49%
03-506-54022	Utilities - YVWD Services	\$ 265,000	\$ 45,549	\$ 237,942	89.79%
03-506-54024	Waste Disposal	\$ 14,000	\$ 1,283	\$ 16,749	119.64%
03-506-54025	Telephone & Internet	\$ 50,000	\$ 3,966	\$ 34,149	68.30%
03-506-54030	Drinking Water	\$ -	\$ -	\$ -	#DIV/0!
03-506-54104	Contractual Services	\$ 46,000	\$ 32,677	\$ 71,995	156.51%
03-506-54107	Legal	\$ 30,000	\$ 1,181	\$ 8,681	28.94%
03-506-54108	Audit & Accounting	\$ 15,000	\$ -	\$ 10,260	68.40%
03-506-54109	Professional Fees	\$ 200,000	\$ 3,950	\$ 389,518	194.76%
03-506-55500	Depreciation	\$ 472,982	\$ 39,415	\$ 275,906	58.33%
03-506-56001	Insurance	\$ 130,000	\$ 13,992	\$ 87,809	67.55%
03-506-57030	Regulatory Compliance	\$ 70,000	\$ 3,077	\$ 48,221	68.89%
	<b>ADMINISTRATION TOTALS</b>	<b>\$ 2,803,515</b>	<b>\$ 240,204</b>	<b>\$ 2,014,841</b>	<b>71.87%</b>
03-507-50010	Labor	\$ 625,069	\$ 41,208	\$ 324,152	51.86%
03-507-50011	Labor - Credit	\$ -	\$ -	\$ -	0.00%
03-507-50013	Benefits-FICA	\$ 47,818	\$ 3,848	\$ 29,570	61.84%
03-507-50014	Benefits-Life Insurance	\$ 3,864	\$ 105	\$ 855	22.13%
03-507-50016	Benefits-Health & Def Comp	\$ 151,662	\$ 13,999	\$ 114,356	75.40%
03-507-50017	Benefits-Disability Insurance	\$ 5,626	\$ 626	\$ 5,310	94.39%
03-507-50019	Benefits-Workers Compensatio	\$ 16,877	\$ 2,571	\$ 11,208	66.41%
03-507-50021	Benefits-PERS Employee	\$ -	\$ -	\$ -	
03-507-50022	Benefit-PERS Employer	\$ 93,760	\$ 3,009	\$ 25,966	27.69%
03-507-50023	Benefits-Uniforms	\$ 4,025	\$ 193	\$ 2,417	60.04%
03-507-50024	Benefits-Vacation & Sick Pay	\$ 40,000	\$ 6,318	\$ 36,009	90.02%
03-507-50025	Benefits-Boots	\$ 2,415	\$ -	\$ 600	24.84%
03-507-51003	Sewer Pipeline & Facilities	\$ 250,000	\$ 15,713	\$ 107,102	42.84%
03-507-51140	General Supplies & Expenses	\$ 500	\$ -	\$ 896	179.23%
03-507-51241	Lift Station #1	\$ 52,500	\$ 3,861	\$ 29,125	55.48%
03-507-51242	Lift Station #2	\$ 18,000	\$ 1,246	\$ 9,620	53.45%
03-507-51243	Lift Station #3	\$ 3,200	\$ 132	\$ 3,804	118.88%
03-507-51244	Lift Station #4	\$ 9,500	\$ 859	\$ 15,091	158.86%
03-507-51246	Lift Station #6	\$ 5,000	\$ 410	\$ 3,077	
03-507-51248	Lift Station #8	\$ 2,500	\$ 76	\$ 568	22.74%
03-507-54111	Pretreatment	\$ 50,000	\$ 2,758	\$ 36,514	73.03%
	<b>ENVIRONMENTAL CONTROL TOTAL</b>	<b>\$ 1,382,316</b>	<b>\$ 96,934</b>	<b>\$ 756,243</b>	<b>54.71%</b>
03-540-57202	SRF Principal - WWTP	\$ 2,306,368	\$ -	\$ 2,306,368	100.00%
03-540-57203	SRF Principal - Brineline	\$ 447,138	\$ -	\$ 447,138	100.00%
03-540-57204	SRF Principal - Wise	\$ 136,599	\$ -	\$ -	0.00%
03-540-57205	SRF Principal - R 10.3	\$ 40,023	\$ -	\$ -	0.00%

FY 2019-20 Sewer Expenses					
G/L ACCOUNT #	DESCRIPTION	BUDGET	Jan '20	Year to Date	%
03-540-57206	SRF Principal - Crow St	\$ 15,667	\$ -	\$ -	0.00%
03-540-57403	Interest - Long Term Debt	\$ 887,924	\$ -	\$ 819,436	92.29%
	<b>40 - Debt</b>	<b>\$ 3,833,719</b>	<b>\$ -</b>	<b>\$ 3,572,942</b>	<b>93.20%</b>
03-540-57002	Asset Acq. - Treatment Dept	\$ -	\$ -	\$ -	
03-540-57006	Asset Acq. - Admin Dept	\$ -	\$ -	\$ -	
03-540-57007	Asset Acq. - EC Dept	\$ -	\$ -	\$ -	
	<b>40 - Capital Outlay</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
	<b>TOTAL SEWER EXPENSES</b>	<b>\$ 12,217,712</b>	<b>\$ 700,644</b>	<b>\$ 8,825,423</b>	<b>72.23%</b>

FY 2019-20 Recycled Expenses					
G/L ACCOUNT #	DESCRIPTION	BUDGET	Jan '20	Year to Date	%
04-506-50010	Labor	\$ 705,207	\$ 41,885	\$ 321,394	45.57%
04-506-50011	Labor - Credit	\$ -	\$ -	\$ -	
04-506-50012	Director Fees	\$ 5,000	\$ -	\$ -	0.00%
04-506-50013	Benefits-FICA	\$ 53,948	\$ 3,823	\$ 27,353	50.70%
04-506-50014	Benefits-Life Insurance	\$ 3,600	\$ 88	\$ 731	20.31%
04-506-50016	Benefits-Health & Def Comp	\$ 143,004	\$ 12,883	\$ 104,441	73.03%
04-506-50017	Benefits-Disability Insurance	\$ 6,347	\$ 626	\$ 4,917	77.47%
04-506-50019	Benefits-Workers Compensation	\$ 19,041	\$ 1,200	\$ 7,583	39.82%
04-506-50021	Benefits-PERS Employee	\$ -	\$ -	\$ -	
04-506-50022	Benefits-PERS Employer	\$ 105,781	\$ 3,334	\$ 28,445	26.89%
04-506-50023	Benfits-Uniforms	\$ 3,750	\$ 43	\$ 1,506	40.16%
04-506-50024	Benefits-Vacation & Sick Pay	\$ -	\$ 5,615	\$ 33,069	#DIV/0!
04-506-50025	Benefits-Boots	\$ 4,750	\$ -	\$ 1,200	25.26%
04-506-51003	R&M - Structures	\$ 26,519	\$ -	\$ 3,671	13.84%
04-506-51011	R&M - Valves	\$ 500	\$ -	\$ -	0.00%
04-506-51020	R&M - Pipelines	\$ 500	\$ -	\$ 1,324	264.84%
04-506-51021	R&M - Service Lines	\$ 4,000	\$ -	\$ -	0.00%
04-506-51022	R&M - Fire Hydrants	\$ 4,000	\$ -	\$ -	0.00%
04-506-51030	R&M - Meters	\$ 1,500	\$ -	\$ -	0.00%
04-506-51140	General Supplies & Expenses	\$ 7,000	\$ 814	\$ 4,552	65.03%
04-506-51210	Utilities - Power Purchases	\$ 84,500	\$ 6,579	\$ 39,967	47.30%
04-506-54002	Dues & Subscriptions	\$ 3,000	\$ 38	\$ 2,895	96.50%
04-506-54005	Computer Expenses	\$ 11,000	\$ -	\$ 8,250	75.00%
04-506-54011	Printing & Publications	\$ -	\$ -	\$ -	N/A
04-506-54012	Education & Training	\$ 3,500	\$ 35	\$ 671	19.17%
04-506-54014	Public Relations	\$ 4,200	\$ -	\$ 540	12.86%
04-506-54016	Travel Related Expenses	\$ 1,000	\$ 17	\$ 646	64.59%
04-506-54017	Certifications & Renewals	\$ 500	\$ -	\$ -	0.00%
04-506-54019	Licenses & Permits	\$ 7,500	\$ -	\$ 11,898	158.64%
04-506-54020	Meeting Related Expenses	\$ 1,400	\$ 24	\$ 786	56.13%
04-506-54022	Utilities - YVWD Services	\$ 12,500	\$ -	\$ 3,113	24.91%
04-506-54025	Telephone & Internet	\$ 1,400	\$ -	\$ 949	67.76%
04-506-54104	Contractual Services	\$ 10,000	\$ 5,425	\$ 8,729	87.29%
04-506-54107	Legal	\$ 500	\$ -	\$ -	0.00%
04-506-54108	Audit & Accounting	\$ 4,000	\$ -	\$ 2,280	57.00%
04-506-54109	Professional Fees	\$ 30,000	\$ 975	\$ 10,799	36.00%
04-506-54110	Laboratory Services	\$ -	\$ -	\$ -	
04-506-55500	Depreciation	\$ -	\$ -	\$ -	
04-506-56001	Insurance	\$ 25,000	\$ 2,785	\$ 13,904	55.62%
04-506-57030	Regulatory Compliance	\$ 6,500	\$ -	\$ 6,030	92.77%
04-506-57040	Environmental Compliance	\$ 500	\$ -	\$ -	0.00%
	<b>TOTAL RECYCLED EXPENSES</b>	<b>\$ 1,301,447</b>	<b>\$ 86,189</b>	<b>\$ 651,643</b>	<b>50.07%</b>



**Date:** February 18, 2020

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

**Subject:** Authorization to Request for Proposals for Professional Auditing Services

**Recommendation:** That the Board authorize the release of the Request for Proposals for professional auditing services.

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The District staff has prepared and attached a draft Request for Proposal (RFP) for professional auditing services commencing with the financial audit for fiscal year ending June 30, 2020 as outlined and attached in the RFP.

The RFP is anticipated to be released February 19, 2020 with responses due by 2 p.m. on Monday, March 9, 2020. A contract is anticipated to be brought before the Board for approval on April 7, 2020.



# **Request for Proposals**

Professional Auditing Services

**Proposal No. 20200219**

**Response Due  
Monday, March 9, 2020 at 2:00 p.m.**

Yucaipa Valley Water District  
12770 Second Street  
Yucaipa, California 92399

**Yucaipa Valley Water District Contact:**

Allison M. Edmisten, Chief Financial Officer  
[aedmisten@yvwd.us](mailto:aedmisten@yvwd.us) – Phone (909) 797-5117

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## Introduction

Yucaipa Valley Water District (the “District” or “YVWD”) is requesting proposals (RFP) from qualified certified public accounting firms to audit its financial statements for the fiscal years ending June 30, 2020 through June 30, 2022 with the option of extending the contract for two additional one-year periods, at the District’s discretion.

The RFP must conform with the requirements included herein. The District reserves the right to waive any irregularity in any proposal or to reject any proposal that does not comply with this RFP. Selection of the proposer will be made solely by the District on criteria determined by the District.

The use of the term “firm” throughout this document means individual proprietorship, partnership, limited liability company, corporation or joint venture.

The successful proposer will be required to enter into a professional services agreement that will include the requirements of this RFP as well as other requirements. By submitting a proposal, the proposer agrees to all of the terms of this RFP.

Other than as specified in the RFP, proposers may not contact individual Board members of the District. To do so will disqualify the proposer. Proposers may only speak with the District’s elected officials in a setting that is part of the formal selection process. This is for the protection of all proposers so that the proposals will be submitted to the same evaluative process.

## Overview of the Yucaipa Valley Water District

The District was formed as part of reorganization, pursuant to the Reorganization Act of 1965, being Division I of Title 6 of the Government Code of the State of California. This reorganization consisted of the formation of the District, dissolution of the Calimesa Water District and formation of Improvement District No. 1 of the District as successor-in-interest, and dissolution of Improvement District “A” of the San Bernardino Valley Municipal Water District and the formation of Improvement District “A” of the District as successor-in-interest. On September 14, 1971, the Secretary of State of the State of California certified and declared the formation of the Yucaipa Valley County Water District. The District operates under the County Water District Law, being Division 12, section 30000 of the State of California Water Code. Although the immediate function of the District was to provide water service, the District has assumed responsibility for providing recycled water and sewer service in Yucaipa Valley.

The District is located about 70 miles east of Los Angeles and 20 miles southeast of San Bernardino in the foothills of the San Bernardino Mountains and provides water, sewer, and recycled water services.

### **Land and Land Use**

The altitude of the District rises from about 2,000 feet above sea level at the western end of the valley to about 5,000 feet at the eastern end, with average elevation of roughly 2,650 feet. The topography of the area is characterized by rolling hills separated by deeply entrenched stream beds, namely, the Yucaipa and Wilson Creeks. The District includes the incorporated cities of Yucaipa and Calimesa which are in San Bernardino and Riverside Counties respectively.

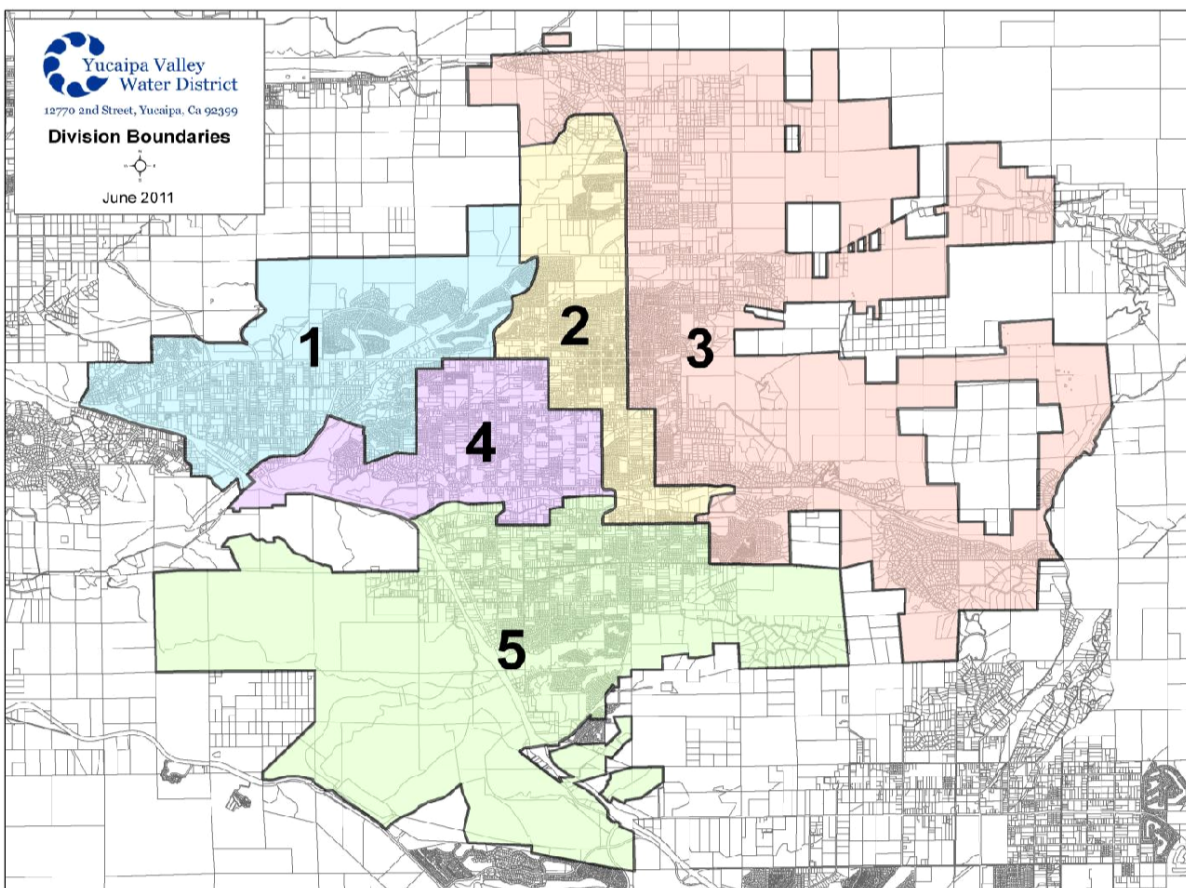


The District expects that the undeveloped land within its boundaries will continue to be developed consistent with the general plans as provided by the City of Yucaipa and the City of Calimesa. The projected population of the District in the year 2060 will be approximately 94,800, which reflects build-out of the City of Yucaipa, City of Calimesa, and the Oak Valley development. Although approximately 49.8% of the land within the boundaries of the District is currently undeveloped, less than 1% of District water sales are to agricultural water users.

### **Governance and Management**

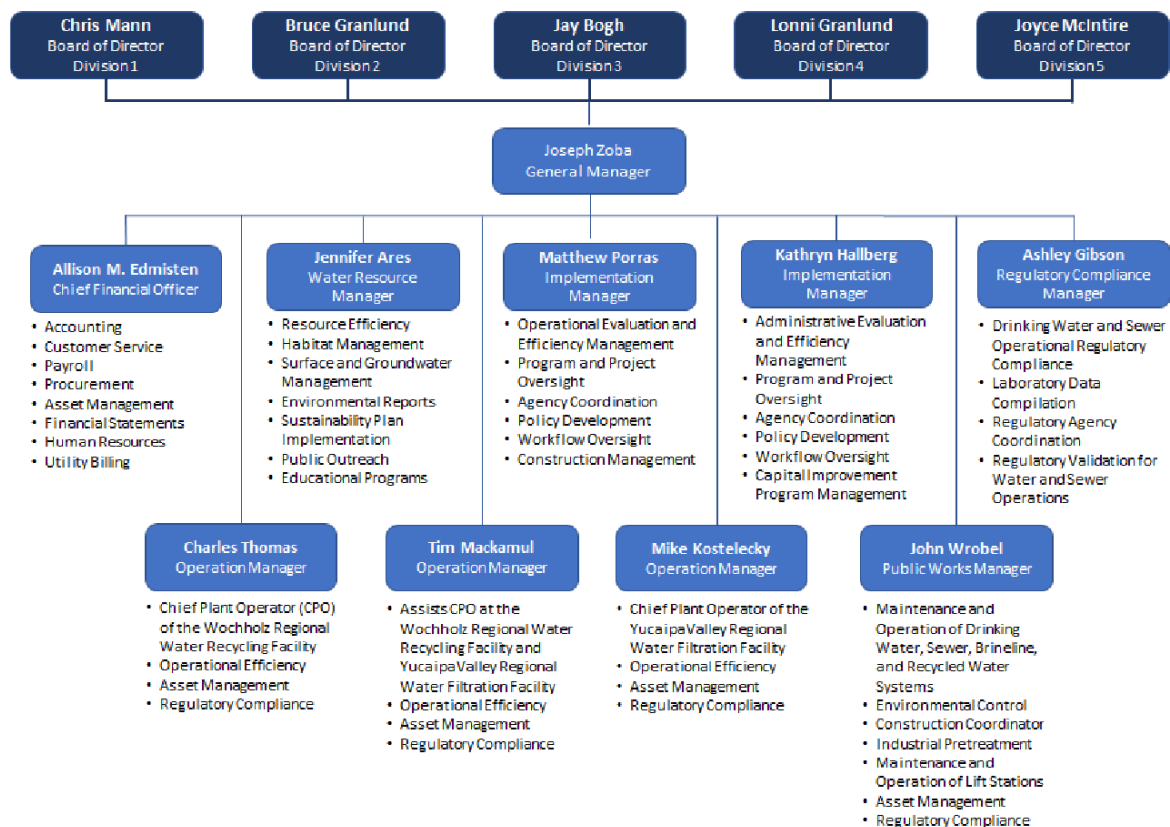
The District is governed by a 5-member board of directors (the "Board"), the members of which are elected from five separate divisions of the District to staggered 4-year terms. The current Board members, the expiration dates of their terms and their occupations are set forth below.

Member of the Board of Directors	Division	Initial Date of Service	Expiration of Term	Occupation
Chris Mann, President	One	12/2/2016	2020	Public Relations Firm President
Bruce Granlund, Vice President	Two	12/23/1998	2022	Retired Senior D.A. Investigator
Jay Bogh, Director	Three	09/07/2005	2022	Building Firm Manager
Lonni Granlund, Director	Four	12/05/2008	2020	Property Manager/Real Estate Broker
Joyce McIntire, Director	Five	12/07/2018	2022	Retired School District Employee





Day-to-day management of the District is delegated to the General Manager who works closely with an executive team who ultimately oversee all of the District's services and functions.



### **Financial Overview of the District**

The District's total operating budget for Fiscal Year 2019-20 is approximately \$27.9 million. The Fiscal Year 2019-20 Capital Improvement Budget is approximately \$16.1 million.

The District recently implemented Caselle as the District financial system, which is used for cash receipting, utility billing, accounts payable, payroll, general ledger and inventory. The District maintains eight accounts (three checking, two savings, and two investment accounts) with major financial institutions.

The District formed the Yucaipa Valley Water District Financing Corporation in June 2004, refinanced bonds in 2015 and maintains an acquisition fund and reserve fund balance in excess of \$25 million.

During fiscal year 2020, the District expects to issue 1,950 payroll payments and 3,000 accounts payable checks.

The District participates in the PERS 2% at 60 program and maintains a deferred compensation plan structured in accordance with provisions of Internal Revenue Code Section 457. Employee deposits are transmitted to third parties who are responsible for plan administration.

The District's accounting department maintains all financial records. There are no known exceptions to generally accepted accounting principles or other material accounting problems. Eide Bailly, CPA's and Business Advisors of California completed the most recent audit for fiscal year ending June 30, 2019. Copies of the most recent financial statements are available upon request.

## **About this Request for Proposal**

### **Schedule**

The anticipated schedule is as follows:

- |   |  |
|---|--|
| • Issuance of Request for Proposals         | Wednesday, February 19, 2020               |
| • Proposals due at District Office          | <b>Monday, March 9, 2020 before 2 p.m.</b> |
| • Presentation and Interviews (if required) | Tuesday, March 17, 2020                    |
| • Board Approval of Contract                | Tuesday, April 7, 2020                     |

### **Procedure for Submitting Proposals**

Proposals must be received at the District office **no later than 2:00 p.m. on Monday, March 9, 2020**. Proposals received in the mail or courier after the deadline, regardless of the date of their postmarks, may be rejected. Proposals may be received via electronic transmission as long as the District receives an appropriate signature document from an authorized representative of the firm.

Proposals submitted by mail must:

- Show page numbers for all pages in the proposal
- Include five (5) copies
- Be printed on 8 ½" x 11" or 11" x 17" paper, or any combination of the two paper sizes
- Be submitted in one envelope which must:
  - Clearly state "Professional Auditing Services Proposal"
  - Identifies the proposer
  - Be addressed as follows:

**Yucaipa Valley Water District  
Attention: Allison M. Edmisten, Chief Financial Officer  
12770 Second Street  
Yucaipa, California 92399**

### **Procedures for Compiling Proposals**

To achieve a uniform process and obtain the maximum degree of comparability, it is required that proposals be organized in the following manner:

#### **TABLE OF CONTENTS**

Identify the material by section and page number.

**LETTER OF TRANSMITTAL**

- State, briefly, the firm's understanding of the work to be done, and make a positive commitment to perform the work within the proposed time-period.
- Provide the names of the individuals authorized to make representations for the firm, their titles, addresses, and telephone numbers.

**PROFILE OF THE FIRM**

- Affirm that you meet the independence requirement of the General Accounting Office.
- State whether the firm is local, national, or international.
- Give the location of the office from which the work is to be performed and the number or partners, managers/principals, supervisors, seniors, and other professional staff employed at the office.
- Describe the range of activities performed by the local office, such as audit, accounting, tax service, or management services.
- Provide a brief resume of the partner, manager/principal, or senior who will be assigned to the District's audit. The resume should minimally include educational background; the state(s) and year(s) in which licensed as a Certified Public Accountant, professional memberships; years associated with your firm; and specific qualifications, education, and experience as they relate to auditing governmental units.
- Describe your firm's previous governmental auditing experience. Include names of political subdivisions, name and telephone number of contact person(s).

**SCOPE**

Clearly describe the scope of the required services to be provided. Include an affirmation that the audit timeline due dates, as presented in this proposal, will be met.

**AUDIT FEES**

In recent years, the total payment for services and supplies for audit services has been based on a fixed fee. To allow each firm some flexibility in their proposal, we will accept proposals that propose either the CPI indexing or fixed fees for each of the three years. Therefore, your proposal should specify which fee method you are proposing.

The District reserves the right to issue a contract for up to five years.

Contract language for the CPI indexing will read similar to the following:

*The total payment for services and supplies for audit services shall be based on a not to exceed basis for the fiscal year ending June 30, 2020. For subsequent years, this compensation will be adjusted to, but shall not exceed, the Consumer Price Index for All Urban Consumers for the Los Angeles/ Riverside/Orange County areas on a*

*calendar year basis. The calendar year prior to the applicable fiscal year will be the calendar year used for these calculations.*

Any change in the cost of audit services due to a change in the scope or other consideration will be subject to negotiation and agreement to all parties of this agreement.

The proposal shall breakdown the basic audit fees, including all expenses as illustrated below (if a fixed fee is proposed, indicate the fee for each of the three years):

	<b>Fee for Fiscal Year 2020 (ending 6/30/2020)</b>
1. Financial audit and preparation of the District's Comprehensive Annual Financial Audit Report	\$
2. Opinion on the computation of Net Revenue and Revenue Coverage for the 2015A Series Bonds	\$
3. Preparation of Single Audit Act reporting for grant received from U.S. Bureau of Reclamation	\$
4. Preparation of GASB 68	\$
5. Travel Expenses and other incidental costs	\$
<b>Total</b>	<b>\$</b>

Phone consultation between the District and the selected Auditor, and any Auditor familiarization with the District, shall be included in the base fee.

Include a schedule of hourly charges for principals and various staff levels to be used as a basis for audit costs that are outside the scope of the basic auditing and accounting services.

Partner	\$	per hour
Manager	\$	per hour
Senior	\$	per hour
Staff	\$	per hour
Clerical	\$	per hour

### **Procedure for Evaluating Proposals**

Proposals will be evaluated by District staff to ascertain which firm best meets the needs of the District. Factors that will be considered are:

- Water District auditing experience of the firm.
- Professional qualifications and experience of the firm and proposed audit team.
- Professional approach to assignment and willingness to work with management.

- Responsiveness of the proposal by clearly stating an understanding of the work to be performed.
- The anticipated support requirement of District staff.
- The audit fee.
- Evaluation by selection committee based on material and oral interview.

### **Scope of Services**

The District desires the auditor to express an opinion on the fair presentation of its basic financial statements in conformity with generally accepted accounting principles.

The auditor shall examine all District funds in accordance with the generally accepted auditing standards in the United States of America and the State Controller's Minimum Audit Requirements for California Special Districts, the provisions of the Federal Single Audit Act, and express an opinion on the fair presentation of its general purpose financial statements in conformity with generally accepted accounting principles. The Auditor shall prepare the Comprehensive Annual Financial Audit Report in conformance with the latest edition of the GAAFR, all GAAFR Update Supplements, and the latest NCGA and GASB pronouncements.

The auditor shall also be responsible for performing certain limited procedures involving required supplementary information required by the Governmental Accounting Standards Board as mandated by generally accepted auditing standards.

Management is not aware of any unusual circumstances warranting an extended scope beyond that called for above. However, if in due course of the examination, evidence of such circumstances arise, you shall agree to provide the District with all ascertainable facts relative to such circumstances together with an estimate of additional services required and the additional cost thereof in order that proper contract modifications may be completed before you commence with such extended examination.

It is expected that the auditor keep the Agency informed of any new state and national developments affecting municipal finance and reporting standards and trends. This shall include at least one formal updating session per fiscal year with the District's Management and Accounting staff.

### **Report Requirements**

Auditor shall prepare and provide the specified reports in the format and quantities listed below:

	Document	Submission Format	Quantity
1.	Comprehensive Annual Financial Audit Report	Digital PDF	One
2.	Opinion on the computation of Net Revenue and Revenue Coverage for the 2015A Series Bonds	Digital PDF	One
3.	Single Audit Reports	Digital PDF	One
4.	Management Letter	Digital PDF	One

Auditor shall address the required Management Letter to the YVWD Board of Directors and include statements on audit findings and recommendations affecting the financial statements, internal controls, accounting systems, legality of actions, other instances of non-compliance with laws and regulations, and any other material findings.

**Time Consideration and Other Requirements**

An annual timeline of due dates will be prepared by the District and forwarded to the Auditor. The proposed timeline for Fiscal Year 2020 is summarized below:

- Auditor shall commence interim fieldwork prior to July 30<sup>th</sup> of each year.
- Auditor shall commence District year-end audit on or around the first week of September following fiscal year end.
- Draft copy of reports due by October 15<sup>th</sup>.
- The final copy of the Comprehensive Annual Financial Audit Report shall be:
  - Presented at the board workshop prior to the first regular board meeting in November;
  - Presented at the first regular board meeting in November; and
  - Ready for submission to the California Society of Municipal Finance Officers and the Government Finance Officers Association awards programs.

Audits for each of the following fiscal years subsequent to 2020 shall have similar due dates.

Auditor's staff assigned to the District's audit will include at least one person with three or more years of water district auditing experience and shall be at a supervisory level. There shall be at least one additional person on the audit staff who has completed at least one full year in water district auditing. The total audit staff should be at a level sufficient to complete the audit in the time schedule specified above. In addition, the audit staff should remain constant throughout an audit with a minimum of one member returning each year.

**District Responsibilities**

District staff will prepare unaudited closing entries including work papers supporting asset and liability balances. Staff will be available on a reasonable basis to locate, reproduce, and re-file required or requested documentation during the audit fieldwork.

District staff will provide the information required for the Management Discussion and Analysis and statistical section of the Comprehensive Annual Financial Audit Report.

Accounting staff will be available during the audit to assist the auditor by providing requested information, documentation and explanations.

The preparation of confirmations will be the responsibility of the auditor.

District staff shall provide a reasonable work area (table and chairs), telephones, photocopying facilities, facsimile machines and electrical power to the Auditor for use during the audit.

**Irregularities and Illegal Acts**

Auditor shall be required to make an immediate, written report of all irregularities and illegal acts or indications of illegal acts of which he/she becomes aware to the following parties:

- District Chief Financial Officer
- District Attorney
- General Manager
- Board of Directors

**Working Paper Retention and Access to Working Papers**

All working papers and reports must be retained, at the auditor's expense, for a minimum of three (3) years following the Board's adoption of the audit, unless the firm is notified in writing by the District of the need to extend the retention period.

The firm shall promptly respond to the reasonable inquiries of successor auditors and allow successor auditors to review working papers related to matters of continuing accounting significance.

**Additional Information**

1. The submission of proposal shall be prima-facie evidence that the proposer has full knowledge of the scope, nature, quantity, and the quality of work to be performed as well as the detailed requirements of the specifications and the conditions under which the work is to be performed.
2. The District reserves the right to conduct reference checks.
3. The District will not be liable for any costs incurred by the proposer in connection with such interview (i.e., travel, accommodations, etc.).
4. The District reserves the right to reject any and all proposals, the right in its sole discretion to accept the proposal that it considers most favorable to the District's best interest, and the right to waive minor irregularities in the procedure.
5. The contracting firm shall make itself available to present the Audit Report to the District's Board of Directors and answer any questions related to the Audit Report or any audit findings.
6. Compensation for the conduct of the audit service will be paid upon submission of progress billing and upon a final billing along with the required reports.
7. It is expected that the firm chosen will make itself available for additional projects that may be necessary from time-to-time. These projects are to be in accordance Government Auditing Standards.
8. The contracting firm shall provide certificate of insurance including workers' compensation, commercial general liability, commercial automobile liability, and professional liability insurance.

9. No subcontracting of auditing services will be allowed without the expressed prior written consent of the District. The Auditor shall be staffed adequately to provide all services requested.
10. The Auditor and all subcontractors shall comply with all applicable federal, state, and local laws, rules, and regulations.
11. It is expected that the firm selected will be required to enter into a professional services agreement prior to the commencement of fieldwork. A standard District agreement may be reviewed, if requested.
12. All bids are to include any and all applicable taxes.
13. An affirmative statement should be included indicating that the firm and all assigned key professional staff are properly registered/licensed to practice in California.
14. Engagement partners, managers, other supervisory staff and specialists may be changed if those personnel leave the firm, are promoted or are assigned to another office. The personnel may also be changed for other reasons with the express prior written permission of the District. However, in either case, the District retains the right to approve or reject replacements. Firm specialists identified in response to the proposal can only be changed with the express prior written permission of the District, which retains the right to approve or reject replacements. Other staff personnel may be changed at the discretion of the proposer provided that replacements have substantially the same or better qualifications or experience.
15. During the evaluation process, the District reserves the right, where it may serve the District's best interest, to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. At the discretion of the District, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.
16. All proposals submitted in response to this RFP will become the property of the District and a matter of public record.
17. Consultant declares and warrants that no undue influence or pressure is used against or in concert with any officer or employee of the District in connection with the award or terms of the Agreement that will be executed as a result of award of this RFP, including any method of coercion, confidential financial arrangement, or financial inducement. No officer or employee of the District will receive compensation, directly or indirectly, from Consultant, or from any officer, employee or agent of Consultant, in connection with the award of the Agreement or any work to be conducted as a result of the Agreement. Violation of this Section shall be a material breach of the Agreement entitling the District to any and all remedies at law or in equity.





**Date:** February 18, 2020

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

**Subject:** Consideration of Proposed Budget Adjustments and Reserve Transfers for Fiscal Year 2019-20

**Recommendation:** That the Board approve budget adjustments for Fiscal Year 2019-20 and adopts Resolution 2020-10 Transferring Reserve Funds to the Operating Budget and Resolution 2020-11 Transferring Depreciation Reserves Within Each Fund to Infrastructure Reserves in the Respective Fund.

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As discussed throughout the prior fiscal year, at various times, the Board of Directors approve projects and/or purchases that are funded through reserve funds. Throughout the fiscal year, these expenses were paid and funded via reserves as approved, but the corresponding budget adjustment was not completed. The result was the percentages of expenses to budget were overstated. By adjusting the budget to show the reserve funds being transferred in, this will more clearly state the expenditures compared to budget.

Resolution 2020-08 approves the transfer of funds from the District Reserve Funds to the Water Fund operating budget for the purchase of equipment as well as the transfer to the Sewer Fund to cover the budget for the MORE project and the Calimesa Lakes project that were previously approved by the Board.

Resolution 2020-09 approves the transfer of Depreciation Reserves within each fund to Infrastructure Reserves within the respective funds.

The adjustments attached are a result of transfers in from reserves to the 2019-20 budget as well as adjustments to various line items within the water and sewer funds. There is no change to the Recycled Water fund.

For both the water and sewer funds there is an increase in both revenue and expenses as a result of a transfer to the operating budget from the reserve funds. After the adjustments, this continues to be a balanced budget.

District staff will continue to do budget adjustments each fiscal year as needed.

**RESOLUTION NO. 2020-10****RESOLUTION OF THE YUCAIPA VALLEY WATER DISTRICT  
TRANSFERRING FUNDS WITHIN BOTH THE WATER FUND AS TRANSFER  
NUMBER 1 AND SEWER FUNDS AS TRANSFER NUMBER 2 FOR  
FISCAL YEAR 2020**

WHEREAS, the Yucaipa Valley Water District recognizes the importance of funding projects within the District with funds set aside for this purpose, and

WHEREAS, the Board of Directors has approved the Monitoring Operations and Reporting Enhancement (MORE) project for a sum not to exceed \$330,436, and

WHEREAS, the Board of Directors has approved the Pilot Recharge Testing/Calimesa Lake and Spreading Basin for a total amount of \$1,021,771, and

WHEREAS, the District requests to purchase a bobcat and trailer for district projects in the estimated amount of \$122,200, and

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

- Section 1: Fund Transfer No. 1 in the amount of \$122,200 from the Water Fund Depreciation Reserves (02-000-10310) to fund the purchase of the bobcat for \$107,200 (02-000-13601) and trailer for \$15,000 (02-000-13602), as well as
- Section 2: Fund Transfer No. 2 in the amount of \$1,352,207 from the Sewer Fund Depreciation Reserves (03-000-10310) for the MORE and Calimesa Lake and Spreading Basin projects (03-506-54109).

PASSED, APPROVED and ADOPTED this 18<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

**RESOLUTION NO. 2020-11****RESOLUTION OF THE YUCAIPA VALLEY WATER DISTRICT  
TRANSFERRING FUNDS WITHIN THE WATER, SEWER AND RECYCLED WATER  
FUNDS TO MOVE THE DEPRECIATION RESERVES BALANCE TO THE  
INFRASTRUCTURE RESERVES ACCOUNT IN FISCAL YEAR 2020**

WHEREAS, the Yucaipa Valley Water District recognizes the importance of funding projects within the District with funds set aside for this purpose, and

WHEREAS, the District requests to maintain one reserve account within each fund, and

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

- Section 1: Transfer of the balance of approximately \$900,000 from the Water Fund Depreciation Reserves (02-000-10310) to Infrastructure Reserves (02-000-10311),
- Section 2: Transfer of the balance of approximately \$2.8 million from the Sewer Fund Depreciation Reserves (03-000-10310) to Infrastructure Reserves (03-000-10311),
- Section 3: Transfer of the balance of approximately \$28,000 from the Recycled Water Fund Depreciation Reserves (04-000-10310) to Infrastructure Reserves (04-000-10311).

PASSED, APPROVED and ADOPTED this 18<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

## WATER DIVISION BUDGET

### Fiscal Year 2020

OPERATING REVENUE:						
	G/L Number	Adopted Budget Fiscal Year 2020	Budget Adjustment February 2020	Modified Budget Fiscal Year 2020	Explanation	
Potable Water - Commodity Charge	02-40010	5,600,000		5,600,000		
Construction Water - Commodity Charge	02-40011	100,000		100,000		
Imported Water - San Gorgonio Pass W.A.	02-40012	250,000		250,000		
Imported Water - San Bernardino Valley M.W.D.	02-40013	850,000		850,000		
Potable Water - Commodity Multi-Unit Discount	02-40014	(110,000)		(110,000)		
Water Wholesale Revenue	02-40015	200,000		200,000		
Water Service Establishment Fee	02-40016	6,000		6,000		
Potable Water - Service Demand Charge	02-41000	3,500,000		3,500,000		
Fire Service Standby Fee	02-41001	40,000		40,000		
Construction Water - Service Charge	02-41003	5,000		5,000		
Potable Water - Service Charge Multi-Unit Discount	02-41005	(135,000)		(135,000)		
Unauthorized Use of Water Charges	02-41010	2,000		2,000		
Water Meter & Service Installation Charges	02-41110	100,000		100,000		
Fire Flow Measurements & Reports	02-41112	4,500		4,500		
Disconnection and Reconnection Charges	02-41113	100,000		100,000		
Delinquent Payment Charges	02-41121	135,000		135,000		
Management & Accounting Services	02-42123	210,000		210,000		
Bad Debt Write-Off & Recovery	02-42124	(20,000)		(20,000)		
Total Operating Revenue		10,837,500	0	10,837,500		
NON-OPERATING REVENUE:						
Transfer - Reserve Fund					Reserves Transfer-Pall Membranes	
Transfer - Dev. Impact Fees to 2004A Debt Service		-	20,122	20,122	and Calimesa Lakes	
Transfer - Rate Stabilization Fund to Water Division		-	-	-		
Interest Earned		-	-	-		
Property Tax-Unsecured	02-43010	115,000		115,000		
Property Tax-Secured	02-43110	250,000		250,000		
Tax Collection-Prior	02-43120	3,000,000		3,000,000		
Other Taxes	02-43130	45,000		45,000		
Rental Income - Water Stock	02-43140	180,000		180,000		
Miscellaneous Non-Operating Revenue	02-49110	3,000		3,000		
Total Non-Operating Revenue		3,618,000	20,122	3,638,122		
TOTAL WATER REVENUE		14,455,500	20,122	14,475,622		

## WATER DIVISION BUDGET

### Fiscal Year 2020

#### OPERATING EXPENSE

Water Resource Department	5,220,192	(257,569)	4,962,623
Public Works Department	3,176,293	-	3,176,293
Administration Department	3,766,403	277,691	4,044,094
Long-Term Debt Obligations	2,292,612	-	2,292,612
Asset Acquisition	-	-	-
<b>Total Operating Expense</b>	<b>14,455,500</b>	<b>20,122</b>	<b>14,475,622</b>

**TOTAL WATER EXPENSES 14,455,500 20,122 14,475,622**

WATER RESOURCE DEPARTMENT	G/L Number	Adopted Budget Fiscal Year 2020	Budget Adjustment February 2020	Modified Budget Fiscal Year 2020	
Labor	02-5-01-50010	1,222,703	(195,000)	1,027,703	Transfer budget to Administrative Services Department
Benefits	02-5-01-500xx	601,989	(80,000)	521,989	Transfer budget to Administrative Services Department
Repair & Maintenance - Structures	02-5-01-51003	300,000		300,000	
Repair & Maintenance - Valves	02-5-01-51011	20,000		20,000	
General Supplies & Expenses	02-5-01-51140	3,000		3,000	
Power Purchases	02-5-01-51210	1,300,000		1,300,000	
Electricity and Fuel	02-5-01-51211	5,000		5,000	
Imported Water Purchases	02-5-01-51316	1,075,000		1,075,000	
Licenses & Permits	02-5-01-54019	65,000		65,000	
Laboratory Services	02-5-01-54110	77,500		77,500	
Operation, Repair & Maintenance - YVRWFF	02-5-01-57040	550,000	17,431	567,431	Reserves Transfer-Pall Membranes
<b>Sub-Total Water Resource Department</b>		<b>5,220,192</b>	<b>(257,569)</b>	<b>4,962,623</b>	

#### PUBLIC WORKS DEPARTMENT

Labor	02-5-03-50010	1,593,344		1,593,344	
Benefits	02-5-03-500xx	901,449		901,449	
Repair & Maintenance - Vehicles & Equipment	02-5-03-51001	207,500		207,500	
Repair & Maintenance - Valves	02-5-03-51011	5,000		5,000	
Repair & Maintenance - Pipelines	02-5-03-51010	200,000		200,000	
Repair & Maintenance - Service Lines	02-5-03-51021	96,000		96,000	
Repair & Maintenance - Fire Hydrants	02-5-03-51022	50,000		50,000	
Repair & Maintenance - Backflow	02-5-03-51029	65,000		65,000	
Repair & Maintenance - Water Meters	02-5-03-51030	30,000		30,000	
Fire Flow Testing	02-5-03-51031	25,000		25,000	
General Supplies & Expenses	02-5-03-51140	3,000		3,000	
<b>Sub-Total Utility Services Department</b>		<b>3,176,293</b>	<b>-</b>	<b>3,176,293</b>	

## WATER DIVISION BUDGET

### Fiscal Year 2020

ADMINISTRATIVE SERVICES DEPARTMENT	G/L Number	Budget		Modified Budget Fiscal Year 2020
		Adopted Budget Fiscal Year 2020	Adjustment February 2020	
Labor	02-5-06-50010	616,295		616,295
Director Fees	02-5-06-50012	26,000		26,000
Benefits	02-5-06-500xx	311,078		311,078
Repair & Maintenance - Structures	02-5-06-51003	35,000		35,000
Safety Equipment & Supplies	02-5-06-51120	25,000		25,000
Petroleum Products	02-5-06-51125	150,000		150,000
Office Supplies	02-5-06-51130	35,000		35,000
General Supplies & Expenses	02-5-06-51140	40,000		40,000
Electricity	02-5-06-51211	32,000		32,000
Natural Gas	02-5-06-51213	2,000		2,000
Dues & Subscriptions	02-5-06-54002	30,000		30,000
Computer Expenses	02-5-06-54005	145,000		145,000
Postage	02-5-06-54010	10,000		10,000
Education & Training	02-5-06-54012	20,000		20,000
Utility Billing Expenses	02-5-06-54013	185,000		185,000
Public Relations	02-5-06-54014	31,500		31,500
Travel Related Expenses	02-5-06-54016	7,500		7,500
Certifications & Renewals	02-5-06-54017	12,000		12,000
Meeting Related Expenses	02-5-06-54020	8,000		8,000
Utilities - YVWD Services	02-5-06-54022	145,000		145,000
Waste Disposal	02-5-06-54024	2,700		2,700
Telephone	02-5-06-54025	45,000		45,000
Conservation & Rebates	02-5-06-54099	30,000		30,000
Contractual Services	02-5-06-54104	135,000	135,000	270,000
Legal	02-5-06-54107	30,000	90,000	120,000
Audit & Accounting	02-5-06-54108	15,000		15,000
Professional Fees	02-5-06-54109	165,000		165,000
Reserve Funds	02-5-06-55500	1,272,330	52,691	217,691
Water Infrastructure Replacement	02-5-06-xxxxx	-		1,272,330
Insurance	02-5-06-56001	100,000		100,000
Regulatory Compliance	02-5-06-57030	35,000		35,000
Election Related Expenses	02-5-06-57090	-		-
Yucaipa SGMA	02-5-06-57095	10,000		10,000
Beaumont Basin Watermaster	02-5-06-57096	40,000		40,000
San Timoteo SGMA	02-5-06-57097	5,000		5,000
Bunker Hill GSC	02-5-06-57098	15,000		15,000
<b>Sub-Total Administration Department</b>		<b>3,766,403</b>	<b>277,691</b>	<b>4,044,094</b>

Various software systems, temp labor  
Various legal expenses that were not  
anticipated in the budget.

Reserves Transfer-Calimesa Lakes.  
Also transfer budget from Water  
Resources Department.

## WATER DIVISION BUDGET

### Fiscal Year 2020

	G/L Number	Budget		
		Adopted Budget Fiscal Year 2020	Budget Adjustment February 2020	Modified Budget Fiscal Year 2020
LONG-TERM DEBT				
Debt Service - Series 2004A Principal	02-5-40-57201	1,170,000		1,170,000
Debt Service - Series 2004A Interest	02-5-40-57402	1,122,612		1,122,612
Rate Stabilization Fund	02-5-40-57806	-	-	-
	<b>Sub-Total Long-Term Debt</b>	<b>2,292,612</b>	<b>-</b>	<b>2,292,612</b>
ASSET ACQUISITION				
Water Department	02-5-40-57001	-	-	-
Utility Services Department	02-5-40-57003	-	-	-
Administration	02-5-40-57006	-	-	-
	<b>Sub-Total Asset Acquisition</b>	<b>-</b>	<b>-</b>	<b>-</b>

## SEWER DIVISION BUDGET

### Fiscal Year 2020

OPERATING REVENUE:		G/L Number	Adopted Budget Fiscal Year 2020	Budget Adjustment February 2020	Modified Budget Fiscal Year 2020	Explanation
Sewer Service Establishment Fee		03-40016	500		500	
Sewer Service Demand Charge		03-41000	12,132,712		12,132,712	
Sewer Service Demand - Multi-User Discount		03-41005	(200,000)		(200,000)	
Sewer Lateral Installation		03-41110	15,000		15,000	
Penalty Late Charges		03-41121	125,000		125,000	
Revenue-Other, Operating		03-42122	2,000		2,000	
Bad Debt Write-Off & Recovery		03-41124	(15,000)		(15,000)	
Front Footage Fees		03-41131	55,000		55,000	
<b>Total Operating Revenue</b>			<b>12,115,212</b>	<b>-</b>	<b>12,115,212</b>	
NON-OPERATING REVENUE:						
Reserve Fund Transfer - Asset Acquisition			-		-	Reserves Transfer - Calimesa Lakes, engineering for Summerwind Lift Station.
Reserve Fund Transfer - Operational Expenses				1,367,274	1,367,274	
Rate Stabilization Fund Transfer In			-		-	
Interest Earned		03-43010	100,000		100,000	
Property Tax-Unsecured		03-43110	-		-	
Property Tax-Secured		03-43120	-		-	
Tax Collection-Prior		03-43130	-		-	
Other Taxes		03-43140	-		-	
Misc. Non-Operating Revenue		03-49150	2,500		2,500	
<b>Total Non-Operating Revenue</b>			<b>102,500</b>	<b>1,367,274</b>	<b>1,469,774</b>	
<b>TOTAL SEWER REVENUE</b>			<b>12,217,712</b>	<b>1,367,274</b>	<b>13,584,986</b>	
OPERATING EXPENSE						
Treatment			4,198,162	-	4,198,162	
Administration			2,803,515	1,367,274	4,170,789	
Environmental Control			1,382,316	-	1,382,316	
Debt Service			3,833,719	-	3,833,719	
Asset Acquisition			-	-	-	
<b>Total Operating Expense</b>			<b>12,217,712</b>	<b>1,367,274</b>	<b>13,584,986</b>	



## SEWER DIVISION BUDGET

### Fiscal Year 2020

**TOTAL SEWER EXPENSES      12,217,712      1,367,274      13,584,986**

TREATMENT	G/L Number	Adopted Budget Fiscal Year 2020	Budget Adjustment February 2020	Modified Budget Fiscal Year 2020
Labor	03-5-02-50010	1,059,129		1,059,129
Benefits	03-5-02-500xx	531,033		531,033
Repair and Maintenance - Structures	03-5-02-51003	350,000		350,000
Automation Control	03-5-02-51010	65,000		65,000
Chemicals	03-5-02-51106	600,000		600,000
Propane	03-5-02-51111	500		500
Laboratory Supplies	03-5-02-51115	30,000		30,000
General Supplies & Expenses	03-5-02-51140	5,000		5,000
Utilities-Power Purchases	03-5-02-51210	850,000		850,000
Laboratory Services	03-5-02-54110	85,000		85,000
Sludge Disposal	03-5-02-57031	226,000		226,000
Brineline Operating Expenses	03-5-02-57034	396,500		396,500
	<b>Sub-total Treatment</b>	<b>4,198,162</b>	<b>-</b>	<b>4,198,162</b>
ADMINISTRATION				
Labor	03-5-06-50010	616,295		616,295
Directors Fees	03-5-06-50012	26,000		26,000
Benefits	03-5-06-500xx	297,738		297,738
Safety Equipment	03-5-06-51120	9,500		9,500
Petroleum Products	03-5-06-51125	24,000		24,000
Office Supplies	03-5-06-51130	7,000		7,000
General Supplies & Expenses	03-5-06-51140	30,000		30,000
Dues & Subscriptions	03-5-06-54002	30,000		30,000
Management & Accounting Services	03-5-06-54003	210,000		210,000
Computer Expenses	03-5-06-54005	120,000		120,000
Education & Training	03-5-06-54012	20,000		20,000
Public Relations	03-5-06-54014	25,000		25,000
Travel Related Expenses	03-5-06-54016	10,000		10,000
Certifications & Renewals	03-5-06-54017	10,000		10,000
Licenses & Permits	03-5-06-54019	70,000		70,000

## SEWER DIVISION BUDGET

### Fiscal Year 2020

[illegible]

## SEWER DIVISION BUDGET

### Fiscal Year 2020

ASSET ACQUISITION				
Sewer Treatment Department	03-5-40-57002	-	-	-
Sewer Administration Department	03-5-40-57006	-	-	-
Environmental Control Department	03-5-40-57007	-	-	-
<b>Sub-Total Asset Acquisition</b>		<b>-</b>	<b>-</b>	<b>-</b>

## RECYCLED WATER DIVISION BUDGET

### Fiscal Year 2020

	G/L Number	Adopted Budget Fiscal Year 2020	Budget Adjustment February 2020	Modified Budget Fiscal Year 2020	Explanation
<b>OPERATING REVENUE:</b>					
Recycled Water - Commodity Charge	04-40010	663,947		663,947	
Construction Recycled Water - Commodity Chrg	04-40011	45,000		45,000	
Recycled Water - Service Demand Charge	04-41000	90,000		90,000	
Construction Recycled Water - Service Charge	04-41003	1,000		1,000	
Meter/Lateral Installation	04-41110	70,000		70,000	
Delinquent Payment Charges	04-41121	5,000		5,000	
Revenue-Other, Operating	04-41122	500		500	
<b>Total Operating Revenue</b>		<b>875,447</b>	<b>-</b>	<b>875,447</b>	
<b>NON-OPERATING REVENUE:</b>					
Transfer - Reserve Fund	--	-		-	
Interest Earned	04-43010	25,000		25,000	
Property Tax-Unsecured	04-43110	-		-	
Property Tax-Secured	04-43120	400,000		400,000	
Tax Collection-Prior	04-43130	-		-	
Other Taxes	04-43140	-		-	
Misc. Non-Operating Revenue	04-49150	1,000		1,000	
<b>Total Non-Operating Revenue</b>		<b>426,000</b>	<b>-</b>	<b>426,000</b>	
<b>TOTAL RECYCLED WATER REVENUE</b>		<b>1,301,447</b>	<b>-</b>	<b>1,301,447</b>	

## RECYCLED WATER DIVISION BUDGET

### Fiscal Year 2020

OPERATING EXPENSES	G/L Number	Adopted Budget	Budget Adjustment	Modified Budget
		Fiscal Year 2020	February 2020	Fiscal Year 2020
Labor - Recycled Water	04-5-06-50010	705,207		705,207
Director Fees	04-5-06-50012	5,000		5,000
Benefits - Recycled Water	04-5-06-500xx	340,221		340,221
R&M - Structures	04-5-06-51003	26,519		26,519
R&M - Valves	04-5-06-51011	500		500
R&M - Pipelines	04-5-06-51020	500		500
R&M - Service Lines	04-5-06-51021	4,000		4,000
R&M - Fire Hydrants	04-5-06-51022	4,000		4,000
R&M - Meters	04-5-06-51030	1,500		1,500
General Supplies and Expenses	04-5-06-51140	7,000		7,000
Utilities - Power Purchases	04-5-06-51210	84,500		84,500
Dues & Subscriptions	04-5-06-54002	3,000		3,000
Computer Expense	04-5-06-54005	11,000		11,000
Education & Training	04-5-06-54012	3,500		3,500
Public Relations	04-5-06-54014	4,200		4,200
Travel Related Expenses	04-5-06-54016	1,000		1,000
Certifications & Renewals	04-5-06-54017	500		500
Licenses & Permits	04-5-06-54019	7,500		7,500
Meeting Related Expenses	04-5-06-54020	1,400		1,400
Utilities - YVWD Services	04-5-06-54022	12,500		12,500
Telephone	04-5-06-54025	1,400		1,400
Contractual Services	04-5-06-54104	10,000		10,000
Legal	04-5-06-54107	500		500
Audit & Accounting	04-5-06-54108	4,000		4,000
Professional Services	04-5-06-54109	30,000		30,000
Reserve Funds	04-5-06-55500	-		-
Recycled Water Infrastructure Replacement	04-5-06-xxxxx	-		-
Insurance	04-5-06-56001	25,000		25,000
Regulatory Compliance	04-5-06-57030	6,500		6,500
Environmental Compliance	04-5-06-57040	500		500
Total Operating Expense		1,301,447	-	1,301,447
TOTAL RECYCLED WATER EXPENSES		1,301,447	-	1,301,447



**Date:** February 18, 2020

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

**Subject:** Consideration of Resolution No. 2020-13 Establishing Employee Benefit, Administrative Overhead and Surcharge Factors

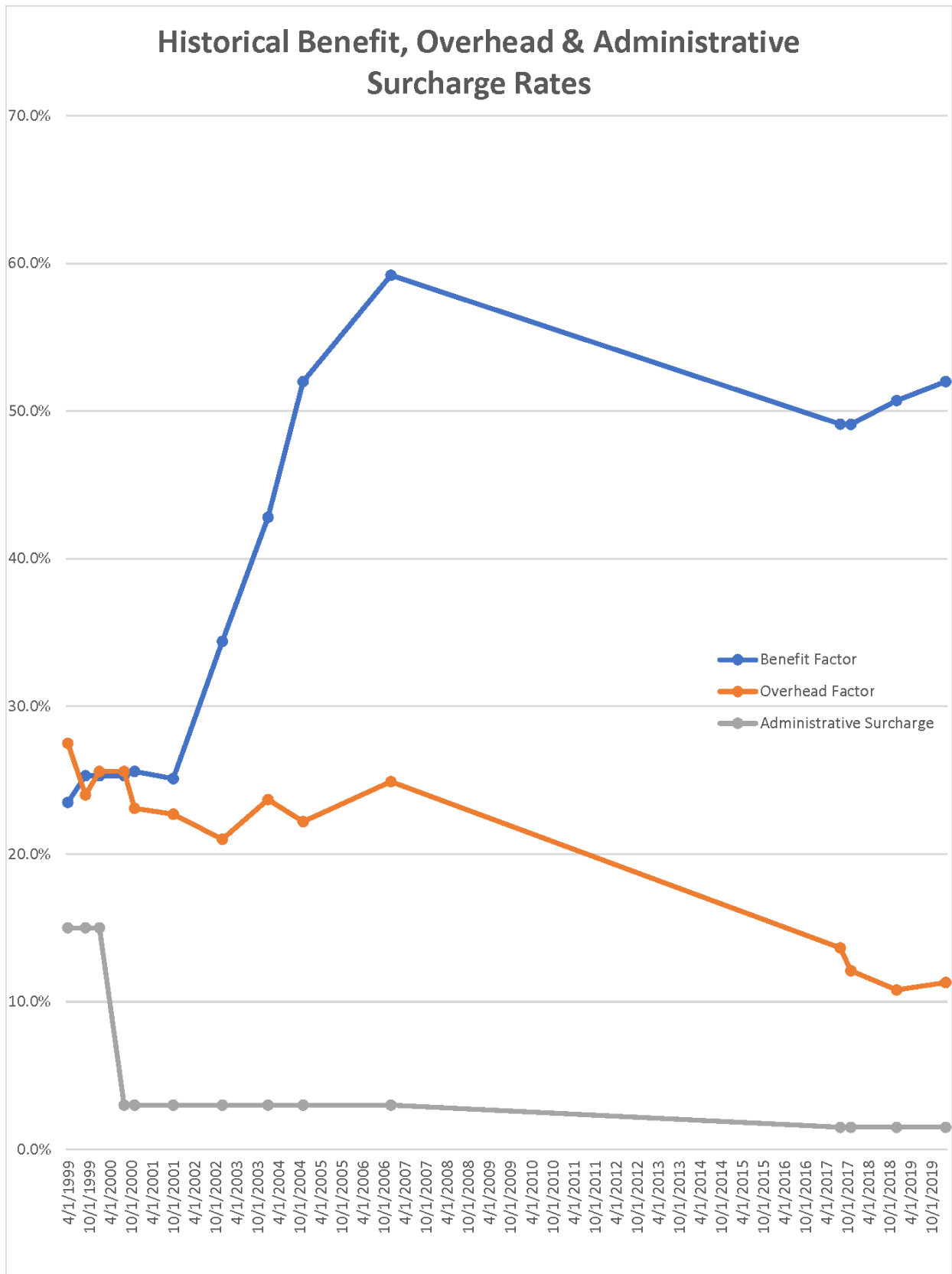
**Recommendation:** That the Board adopt Resolution 2020-13.

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

	Existing YVWD Resolution No. 2018-33	Proposed YVWD Resolution No. 2020-13
Resolution Adoption Date	December 4, 2018	February 18, 2020
Employee Benefit Factor	50.7%	52.0%
Administrative Overhead Factor	10.8%	11.3%
Administrative Surcharge	1.5%	1.5%

Based on the District's Operating Budget for Fiscal Year 2020 and the Audited Financial Statement for Fiscal Year 2019, the District staff recommends adopting the attached resolution to amend the factors used to calculate charges for District services.



## RESOLUTION NO. 2020-13

### 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 52.0%. Attachment "A" illustrates the manner in which the Employee Benefit Factor was calculated.
2. Administrative Overhead Factor: The Administrative Overhead Factor shall be 11.3%. 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 18<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

Attachment "A"

**CALCULATION OF EMPLOYEE BENEFIT FACTOR**

	<b>Labor</b>	<b>Benefits</b>	<b>Benefit Percentage Calculation</b>
<b>LABOR RELATED EXPENSES:</b>			
Water Division:			
Water Resource Department	\$1,222,703	\$601,989	49.2%
Public Works Department	\$1,593,344	\$901,449	56.6%
Administrative Services Department*	\$616,295	\$311,078	50.5%
Wastewater Division:			
Treatment Department	\$1,059,129	\$531,033	50.1%
Environmental Control Department	\$625,069	\$366,047	58.6%
Administration Department	\$616,295	\$297,738	48.3%
Recycled Water Division:			
Recycled Water Department	\$705,207	\$340,221	48.2%
<b>TOTAL LABOR RELATED EXPENSES:</b>	<b>\$6,438,042</b>	<b>+ \$3,349,555</b>	<b>= \$9,787,597</b>
	<b>Benefits</b>	<b>\$3,349,555</b>	
	<b>Total Labor</b>	<b>\$6,438,042</b>	<b>= 52.0%</b>

<b>THE RATE OF LABOR RELATED BENEFITS FOR PROJECTS BASED ON THE FY 2020 OPERATING BUDGET SHALL BE BILLED AT A RATE EQUAL TO:</b>	<b>0.520</b>
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\* This department is considered to be non-enterprise related. This percentage of total labor associated with this department is used to distinguish between enterprise and non-enterprise duties in the Salaries and Employee Benefits below.

Source: The information above was derived from the Operating Budget for Fiscal Year 2020.

**CALCULATION OF OVERHEAD FACTOR**

	<b>District Related Expenses for Fiscal Year 2019</b>	<b>Enterprise Related Expenses</b>	<b>Non-Enterprise Related Expenses (Overhead)</b>
<b>OPERATING EXPENSES:</b>			
Salaries and Employee Benefits	\$8,317,654	\$7,521,429	\$796,225
Electrical Power	\$2,894,832	\$2,894,832	
Water Purchases	\$1,092,040	\$1,092,040	
Administrative Services	\$1,268,992		\$1,268,992
Operating Supplies	\$1,162,503	\$1,162,503	
Maintenance and Repairs	\$2,859,775	\$2,859,775	
Crystal Creek Water Treatment	\$618,228	\$618,228	
Brineline Charges	\$413,813	\$413,813	
Depreciation/Amortization (Split 85%:15%)	\$8,696,191	\$7,391,762	\$1,304,429
Insurance	\$251,678	\$251,678	
Professional Fees	\$1,934,604	\$1,934,604	
Other (Split 50%:50%)	\$497,454	\$248,727	\$248,727
<b>NONOPERATING EXPENSES:</b>			
Interest Expense	\$1,897,490	\$1,897,490	
<b>TOTAL EXPENSES</b>	<b>\$31,905,254</b>	<b>\$28,286,882</b>	<b>\$3,618,372</b>
<b>PERCENTAGE OF TOTAL EXPENSES</b>	<b>100.0%</b>	<b>88.7%</b>	<b>11.3%</b>

<b>THE RATE OF OVERHEAD FOR PROJECTS BASED ON THE FISCAL YEAR 2019 AUDIT SHALL BE BILLED AT A RATE EQUAL TO:</b>	<b>0.113</b>
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Source: The information above was derived from the Audited Financial Statement dated June 30, 2019.

Attachment "B"

**BENEFIT & OVERHEAD CALCULATION METHODOLOGY**

Hourly Range Maximum of Job Title	[A]
Benefit Calculation Factor (0.520)	$[B] = [A] \times 0.520$
Overhead Calculation Factor (0.113)	$[C] = [A] \times 0.113$
<b>Total District Labor Expense</b>	$[D] = [A] + [B] + [C]$
Sum of District Material Costs	[E]
Overhead Calculation Factor (0.113)	$[F] = [E] \times 0.113$
<b>Subtotal of District Material Expense</b>	$[G] = [E] + [F]$
Sum of District Equipment Costs	[H]
Overhead Calculation Factor (0.113)	$[I] = [H] \times 0.113$
<b>Subtotal of District Equipment Expense</b>	$[J] = [H] + [I]$
Sum of All Outside Services	[K]
Administrative Surcharge (0.015)	$[L] = [K] \times 0.015$
<b>Total of Outside Services Charges</b>	$[M] = [K] + [L]$
Total District Labor Expense	$[D] = [A] + [B] + [C]$
Subtotal of District Material Expense	$[G] = [E] + [F]$
Subtotal of District Equipment Expense	$[J] = [H] + [I]$
Total of Outside Services Charges	$[M] = [K] + [L]$
<b>Total Project Cost</b>	$[N] = [D] + [G] + [J] + [M]$



**Date:** February 18, 2020

**Prepared By:** Chelsie Fogus, Administrative Assistant I

**Subject:** Consideration of Development Amendment No. 1 to Agreement No. 2018-05 to Provide Drinking Water Service to Parcel Map Number 19822 in the City of Yucaipa

**Recommendation:** That the Board authorize the Board President to execute Amendment No. 1 to Agreement No. 2018-05.

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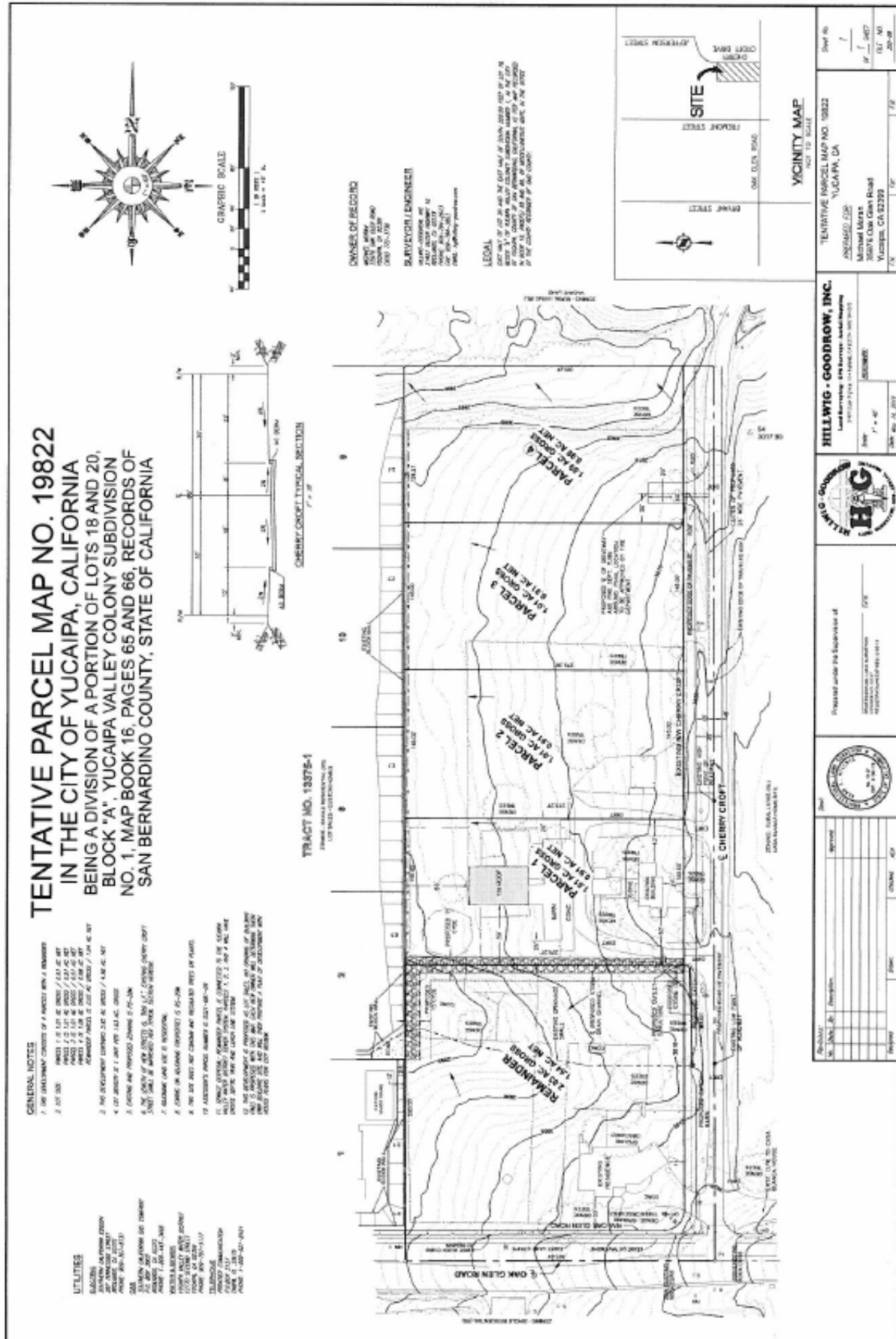
On March 6, 2018, the Yucaipa Valley Water District approved Development Agreement No. 2018-05 [Director Memorandum 18-043] with Michael Moran to provide sewer service to Tentative Parcel Map Number 19822 located on the northwest corner of Oak Glen Road and Cherry Croft Drive, in the City of Yucaipa, County of San Bernardino.

Since the approval of the development agreement, Mr. Moran has revised his Tentative Parcel Map and District staff has prepared an amendment to document the new terms and conditions to this project.

The project will not be served with sewer service with the exception of the existing connection to the southernmost residence identified as the remainder parcel.

The District will not require this development to install recycled water infrastructure at this time due to the uncertainty of future infrastructure needs of the recycled water system. The individual parcels will be required to be dual metered off the existing potable water mainline in preparation for future recycled water infrastructure.

The amendment is attached for your review and consideration.



Yucaipa Valley Water District  
Development Agreement No. 2018-05 - Amendment No. 1  
Page 1 of 2

## AMENDMENT NO. 1 TO AGREEMENT TO PROVIDE DRINKING WATER SERVICE TO TENTATIVE PARCEL MAP NUMBER 19822 IN THE CITY OF YUCAIPA, COUNTY OF SAN BERNARDINO

This Amendment No. 1 ("Amendment No. 1") to the Agreement No. 2018-05 dated March 6, 2018, by and between the Yucaipa Valley Water District, a public agency ("District") and Michael Moran ("Developer"). Each is sometimes referred to herein as a "Party" and jointly as the "Parties".

Project File(s)	Work Order(s)
P-65-356	#65-27241

For contractual issues, the Parties are represented by the following responsible individuals authorized to execute this Agreement:

District	Developer
Yucaipa Valley Water District 12770 Second Street Post Office Box 730 Yucaipa, California 92399 Attention: Joseph Zoba, General Manager Telephone: (909) 797-5119 x2 Email: jzoba@yvwd.us	Michael Moran 35976 Oak Glen Road  Yucaipa, California 92399 Attention: Michael Moran Telephone: (909) 772-3738 moranspecialties@hotmail.com

This Amendment No. 1 applies to the following parcel map pursuant to the original Agreement:

Parcel Map Number	City / County
Parcel Map No. 19822	City of Yucaipa / San Bernardino County

### RECITALS

WHEREAS, the Parties have previously entered into an Agreement having the effective date of March 6, 2018 which related to the Developer desiring to obtain drinking water service from the District for the Project in accordance with the current Rules, Regulations, and Policies of the District; and General Construction Conditions; and

NOW, THEREFORE, based upon the above Recitals, and the covenants, terms and conditions of the Agreement, the Parties have entered into this Amendment No. 1 for the purpose of amending the Agreement hereinbelow, and except as specifically provided herein, the Agreement and all prior amendments, if any, shall remain in full force and effect as originally stated.

1. Sewer Related Facilities: The project will not be served sewer service with the exception of the existing connection to the southernmost residence that is identified as being within the remainder parcel in the tentative parcel map. In lieu of sewer

Yucaipa Valley Water District  
Development Agreement No. 2018-05 - Amendment No. 1  
Page 2 of 2

service for parcels 1, 2, 3, and 4, the Developer will be required to comply with the Sewer Offset Program in effect at the time a building permit is issued for each parcel.

2. Recycled Water Related Facilities: The individual parcels within Parcel Map No. 19822 will be required to be dual metered off the existing drinking water mainline in Cherry Croft Drive in preparation for future recycled water infrastructure.

IN WITNESS WHEREOF, the Parties have executed this Amendment No. 1 as of the day and year first above written.

YUCAIPA VALLEY WATER DISTRICT

Dated: February 18, 2019

By:

Chris Mann

Print Name

Board President

Print Title

Dated:

By:

Michael Moran

Print Name

Print Title





**Date:** February 18, 2020

**From:** Jennifer Ares, Water Resource Manager

**Subject:** Consideration of Participation in the Inland Empire Water Wise Landscape Contest

**Recommendation:** That the Board authorize District staff to participate in the 2020 Water Wise Landscape Contest for Inland Empire Residents.

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Water districts strive to assist customers with water conservation and water efficiency programs in order to reduce residential water use while also complying with the State requirements for water use reduction.

The District participates in the Basin Technical Advisory Committee (BTAC) Water Conservation Sub-committee meetings where collaborative programs and water conservation presentations are shared bi-monthly. In the past, the BTAC sub-committee hired a public outreach consultant firm in order advertise cohesive conservation programs for the region. This experience, while beneficial also revealed each water district has unique issues and programs to suit their water conservation goals.

However, one regional outreach program that rewards customers who have made great strides in conservation is the Water Wise Landscape Contest. The Inland Empire Landscape Contest is held biennially (even years) to promote attractive water-wise landscapes. Participating agencies sponsor the event and is operated by Western Municipal Water District of Riverside County, California. The following summary describes the details of the landscape contest.



- **Entry period:** April 18 through May 18, 2020.
- **Awards:** There will be at least four awards consisting of \$1,000, \$900, \$800, and \$700.
- **Agency costs:** The only costs to each participating agency are to fund an award (or two) if an award winner is from their service area, and to help market the program locally (bill insert, social media, etc.).
- **Judging:** Each water agency can participate in the judging process.
- **Awards ceremony:** The awards ceremony will take place at Western Municipal Water District prior to July.





**Date:** February 18, 2020

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

**Subject:** Consideration of a Temporary Reduction in Supplemental Water Commodity Charges for Customers in Riverside County

**Recommendation:** That the Board adopt Resolution No. 2020-12.

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On April 15, 2019, the San Geronio Pass Water Agency increased their wholesale water rate from \$309/acre foot to \$399/acre foot.

On January 21, 2020, the Yucaipa Valley Water District adopted Resolution No. 2020-01 which adjusts the supplemental water rates on February 1, 2021 from a calculation factor of 0.700 to a calculation factor 0.722 based on the following equation.

$$\text{Supplemental Water Commodity Charge} = \text{Calculation Factor} \times \text{SBVMWD or SGPWA Imported Water Rate} \times 0.00307$$

Resolution No. 2020-01 went into effect on February 1, 2020. The District staff recommends your consideration of the attached resolution that will temporarily reduce the Supplemental Water Commodity Charge for customers in Riverside County from \$0.86/kgal to \$0.66/kgal for a period not to exceed one year (expires on January 31, 2021).

This resolution will not impact the charge to new development for the 7-acre feet of imported water required for new development.

**RESOLUTION NO. 2020-12****A RESOLUTION OF THE YUCAIPA VALLEY WATER DISTRICT  
REDUCING THE REDUCING THE SUPPLEMENTAL WATER COMMODITY CHARGE  
APPROVED IN RESOLUTION NO. 2020-01 FOR CUSTOMERS IN  
RIVERSIDE COUNTY UNTIL JANUARY 31, 2021**

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

WHEREAS, Section 21080(b)(8) of the Public Resources Code provides that the establishment, modification, structuring, restructuring or approval of rates, tolls, fares, or other charges by public agencies are exempt from the requirements of the California Environmental Quality Act (CEQA) provided that certain findings are made specifying the basis for the claim of exemption; and

WHEREAS, the actions taken herein are necessary for setting rates, fees, charges for the provision of water and sewer service within the boundaries of the District and are therefore exempt from the requirements of the California Environmental Quality Act as provided by Public Resources Code Section 21080(b)(8); and

WHEREAS, the amount of rates and charges hereby adopted do not exceed the reasonable anticipated costs for the corresponding services provided by the District, and therefore the fees imposed hereby do not qualify as a "tax" under Article XIII C, Section 1E, of the California Constitution or Section 50076 of the California Government Code, and the actions taken herein are exempt from the additional notice and public meeting requirements of the Brown Act pursuant to Government Code Section 54954.6(a)(1)(A) and (B); and

WHEREAS, on January 21, 2020, the Board of Directors conducted a public hearing on the proposed rate adjustments as provided in the notice mailed to customers who would be affected by the rates, considered all written protests to the proposed rate adjustments filed with the District prior to the conclusion of the public hearing, and has determined that the written protests filed with the District represent fewer than fifty percent (50%) of the number of parcels that would be affected by the proposed rate adjustment; and

WHEREAS, Section 4.05 of Resolution No. 2020-01 provides for the implementation of a Supplemental Water Commodity Charge for "all Yucaipa Valley Water District drinking water consumption recorded at all individual drinking water meters including, but not limited to, residential, multi-family, commercial, industrial, institutional, and construction users"; and

WHEREAS, the calculation methodology within Section 4.05 of Resolution No. 2020-01 results in a Supplemental Water Commodity Charge of \$0.86/kgal effective on February 1, 2020 for residents within Riverside County; and

WHEREAS, the Yucaipa Valley Water District staff has determined that a rate of \$0.66/kgal will provide sufficient revenue for the next year.

NOW, THEREFORE, the Yucaipa Valley Water District hereby resolves that the Supplemental Water Commodity Charge for customers in Riverside County shall be temporarily reduced from \$0.86/kgal to \$0.66/kgal for a period not to exceed one year (expires on January 31, 2021) consistent with the provisions of Resolution No. 2020-01.

FURTHERMORE, his temporary reduction to the Supplemental Water Commodity Charge does not reduce the unit price charged by the San Geronio Pass Water Agency of \$399/acre foot for the calculation of supplemental water associated with the Groundwater Deposits for New Development required by Resolution No. 2008-11, Section 9.

PASSED, APPROVED and ADOPTED this 18<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 18, 2020

**From:** Joseph Zoba, General Manager  
Jennifer Ares, Water Resource Manager

**Subject:** Consideration of a Memorandum of Agreement for the Creation of the Coordinated San Timoteo Groundwater Sustainability Agency

**Recommendation:** That the Board of Directors approve Resolution No. 2020-14.

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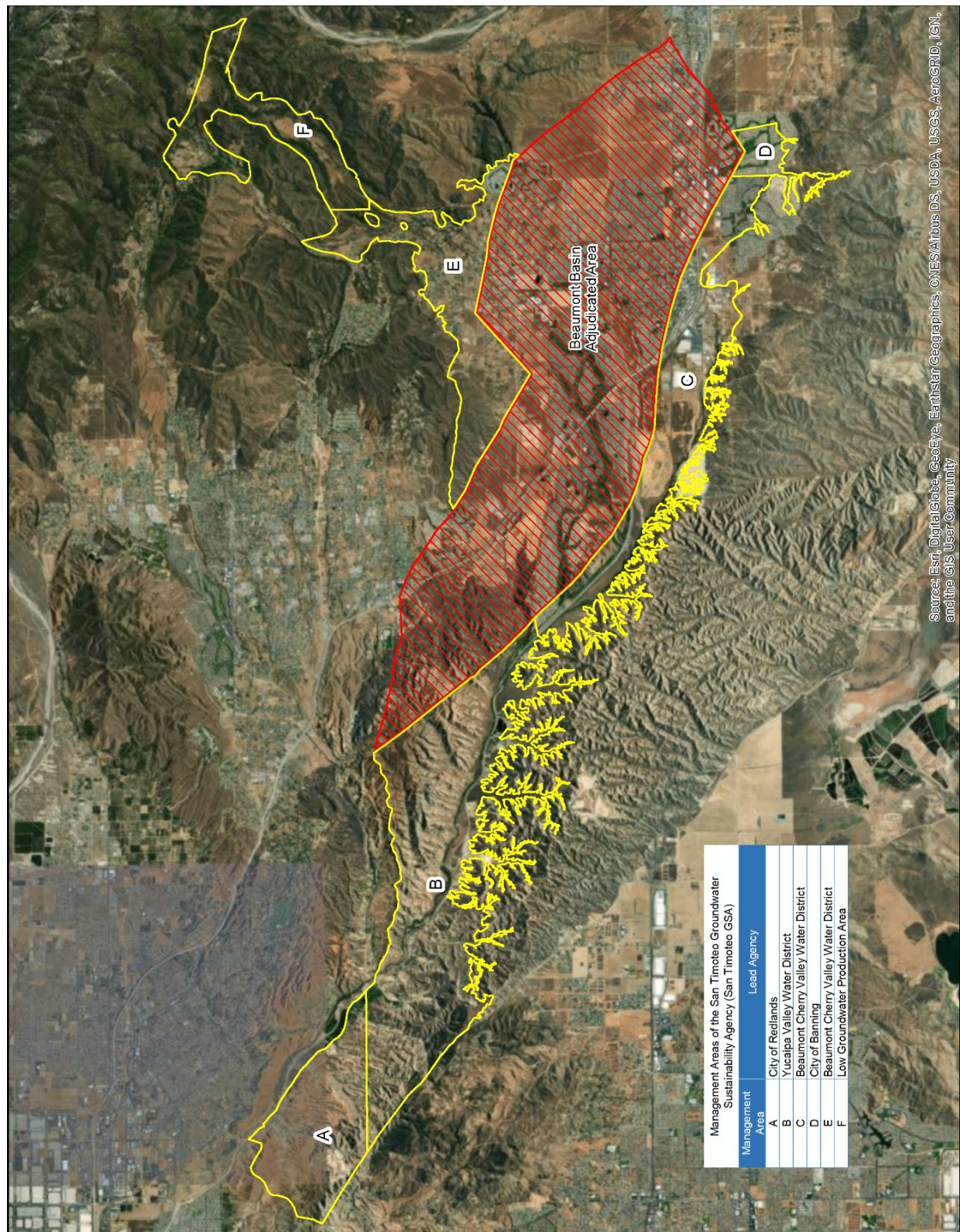
The Department of Water Resources recently approved a boundary amendment for the San Timoteo Groundwater Basin that eliminated the southerly portion of the basin in the Badlands due to the lack of available groundwater. This change, together with the management area of the adjudicated delineation of the Beaumont Basin Watermaster will significantly reduce the functionality and management of the San Timoteo Groundwater Basin.



The attached Memorandum of Agreement (MOA) is being proposed to create a coordinated management effort between the City of Banning, City of Redlands, Beaumont Cherry Valley Water District, and the Yucaipa Valley Water District.



The illustration below shows how the proposed Groundwater Sustainability Agency (GSA) will utilize management areas to achieve compliance with the Sustainable Groundwater Management Act (SGMA).

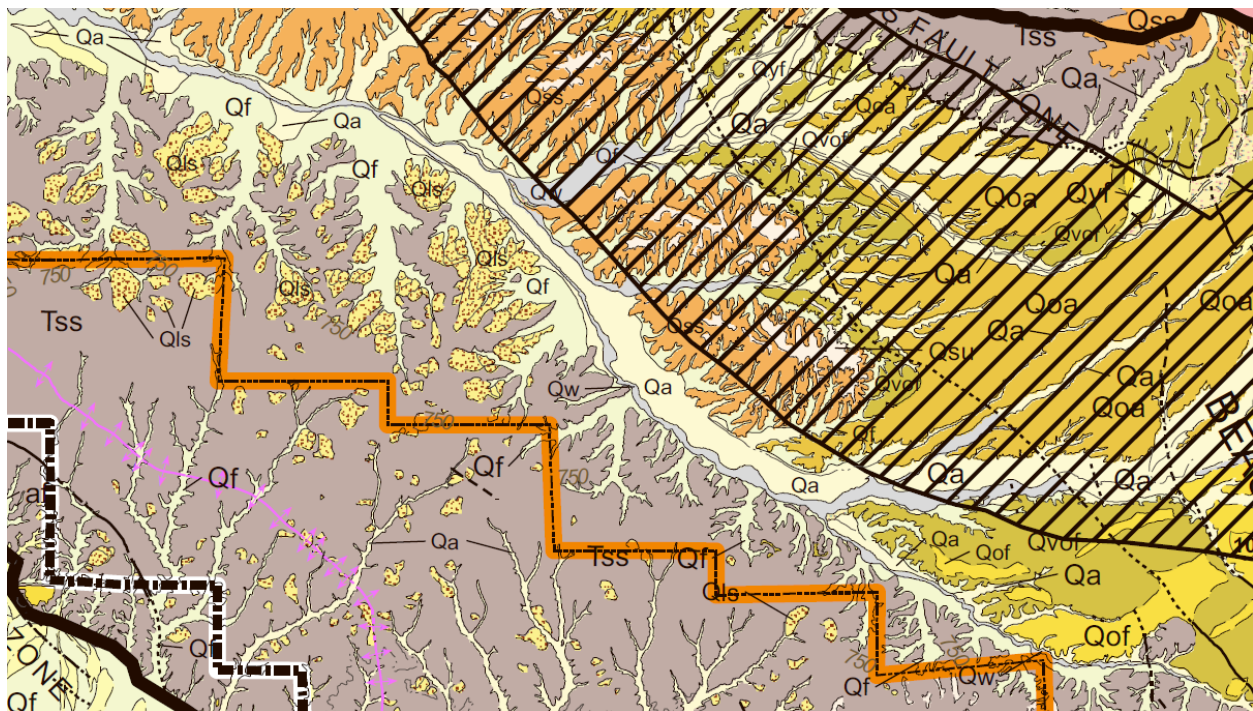




The Parties to the proposed San Timoteo GSA also discussed minor changes to the management zones to make sure the proposed boundaries coincide with the service area and logical water resource management plans in the region. The illustration below shows the boundary delineation between Management Area B (YVWD) and Management Area C (BCVWD).



The Parties to the proposed San Timoteo GSA also reviewed geological information to make sure the boundaries correlated to the subsurface structures in the area.



## RESOLUTION NO 2020-14

### **A RESOLUTION OF THE YUCAIPA VALLEY WATER DISTRICT TO APPROVE A MEMORANDUM OF AGREEMENT TO FORM A COORDINATED GROUNDWATER SUSTAINABILITY AGENCY FOR THE UNADJUDICATED PORTION OF THE SAN TIMOTEO SUBBASIN AND TO CREATE MULTIPLE GROUNDWATER SUSTAINABILITY PLANS**

WHEREAS, in September 2014, the Sustainable Groundwater Management Act ("SGMA") was signed into law, with an effective date of January 1, 2015, and codified at California Water Code, Section 10720 et. seq.; and

WHEREAS, the legislative intent of SGMA is to, among other goals, provide for sustainable management of alluvial groundwater basins and Basins defined by the California Department of Water Resources ("DWR"), to enhance local management of groundwater, to establish minimum standards for sustainable groundwater management, and to provide specified local agencies with the technical and financial assistance necessary to sustainably manage groundwater; and

WHEREAS, Water Code section 10723(a) authorizes a "local agency" with water supply, water management or local land use responsibilities, or a combination of local agencies with such responsibilities overlying a groundwater basin, to decide to become a Groundwater Sustainability Agency under SGMA; and

WHEREAS, the City of Banning, Beaumont Cherry Valley Water District, the City of Redlands, and Yucaipa Valley Water District (the "Parties") each overlie a portion of the unadjudicated portion of the San Timoteo Basin and each has respective groundwater supply and groundwater management responsibilities within the Basin, and will seek authorization from their respective governing board to become part of the coordinated San Timoteo Groundwater Sustainability Agency ("San Timoteo GSA"); and

WHEREAS, in accordance with the terms of the attached Memorandum of Agreement, and in furtherance of the shared intent of the Parties to manage local groundwater supplies, maximize funding opportunities, increase transparency, and foster cooperation, the Parties agree that the San Timoteo GSA shall be reformed to cover the entire Basin except the Adjudicated Area of the Basin.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE YUCAIPA VALLEY WATER DISTRICT HEREBY RESOLVE, DETERMINE, AND ORDER AS FOLLOWS:

- Section 1. The above recitals, and each of them, are true and correct, and are incorporated as terms of this Resolution.
- Section 2. The Board of Directors hereby decides and determines that the Yucaipa Valley Water District shall become a member of the Coordinated Groundwater Sustainability Agency for the unadjudicated portion of the San Timoteo Subbasin and to participate in the creation of multiple Groundwater Sustainability Plans pursuant to the attached Memorandum of Agreement.

- Section 3. Yucaipa Valley Water District ("District") staff, or staff of one of the other member agencies on behalf of the District, shall submit to the Department of Water Resources, within thirty (30) days of the approval of this Resolution, all documentation and information required by Water Code section 10723.8 to support the Agency's formation of a GSA over the Basin.
- Section 4. The Board of Directors hereby finds and determines that the approval of this Resolution and formation of the Coordinated Groundwater Sustainability Agency for the unadjudicated portion of the San Timoteo Subbasin is not a project pursuant to the California Environmental Quality Act (Pub. Resources Code, § 21000 et seq.) or the State CEQA Guidelines (14 Cal. Code Regs., Title 14, § 15000 et seq.) (collectively, "CEQA"). Specifically, the Board finds that, because it is only electing to form the GSA for the Basin and not approving any specific projects or authorizing any further activities, formation of the GSA is not a project under State CEQA Guidelines §15378 because there is no potential that formation of the GSA will result in either a direct physical change or reasonably foreseeable indirect change in the environment. The Board further finds that even if formation of the GSA constitutes a project under CEQA, it is exempt from CEQA review pursuant to State CEQA Guidelines §15061(b)(3) because it can be seen with certainty that there is no possibility that the formation of the GSA may have a significant effect on the environment, finally, the Board finds that formation of the GSA is further exempt from CEQA review pursuant to State CEQA Guidelines §15307 and §15308 as an action authorized by state law and taken by a regulatory agency that will assure the maintenance, restoration, or enhancement of a natural resource and the environment.
- Section 5. Yucaipa Valley Water District staff is directed to file and post within five (5) business days a Notice of Exemption for this approval with the Clerk of the Board of Supervisors of San Bernardino County.

PASSED, APPROVED and ADOPTED this 18<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



**MEMORANDUM OF AGREEMENT TO FORM A  
COORDINATED GROUNDWATER SUSTAINABILITY AGENCY  
FOR THE UNADJUDICATED PORTION OF THE  
SAN TIMOTEO SUBBASIN AND TO CREATE  
MULTIPLE GROUNDWATER SUSTAINABILITY PLANS**

This 2019 Memorandum of Agreement (MOA), amending the 2017 Memorandum of Agreement, is entered into by and among Beaumont Cherry Valley Water District (BCVWD), City of Banning (Banning), City of Redlands (Redlands), and Yucaipa Valley Water District (YVWD), which may be referred to herein individually as a "Party" and collectively as the "Parties."

Pursuant to the Sustainable Groundwater Management Act (SGMA) and as further set forth herein, the purpose of this MOA is to form a Groundwater Sustainability Agency (GSA) for part of the unadjudicated portion of the San Timoteo Subbasin (Basin), the members of which GSA shall be Banning, BCVWD, Redlands, and YVWD (herein, the "San Timoteo GSA").

**RECITALS**

**WHEREAS**, on September 16, 2014, Governor Jerry Brown signed into law Senate Bills 1168 and 1319, and Assembly Bill 1739, collectively known as the Sustainable Groundwater Management Act (SGMA), codified in certain provisions of the California Government Code, commencing with Section 65350.5, and in certain provisions of the California Water Code, including but not limited to, Sections 5200 et seq. and 10720 et seq.; and

**WHEREAS**, SGMA went into effect on January 1, 2015, and thereafter various clarifying amendments to SGMA were signed into law in 2015, including Senate Bills 13 and 226, and Assembly Bills 617 and 939; and

**WHEREAS**, the San Timoteo Subbasin (Basin), as further depicted in Exhibit A to this MOA, was originally identified by the California Department of Water Resources (DWR) Bulletin 118 as Subbasin No. 8-02.08 of the Upper Santa Ana Valley Groundwater Basin, and designated by DWR as medium priority, and therefore, except as provided by SGMA, the Basin is subject to the requirements of SGMA; and

**WHEREAS**, on June 20, 2017, the original parties to the San Timoteo GSA adopted a Memorandum of Agreement pursuant to the requirements of SGMA. The original parties consisted of Beaumont Cherry Valley Water District (BCVWD), Yucaipa Valley Water District (YVWD), City of Redlands (Redlands), and San Gorgonio Pass Water Agency (SGPWA); and

**WHEREAS**, on June 20, 2018, the Board of Directors of Eastern Municipal Water District adopted Resolution No. 2018-083 Initiating a Basin Boundary Modification Request for the San Timoteo Subbasin that was subsequently approved by the Department of Water Resources resulting in a revised Basin boundary as depicted in Exhibit B to this MOA which represents the effective boundary of this San Timoteo GSA; and

**WHEREAS**, in 2019, the San Timoteo Subbasin was reprioritized and identified as Subbasin No. 8-002.08 of the Upper Santa Ana Valley Groundwater Basin and designated by DWR as a very low priority, and therefore, a Groundwater Sustainability Plan (GSP) is encouraged and authorized, but not required by SGMA (Water Code § 10720.7); and

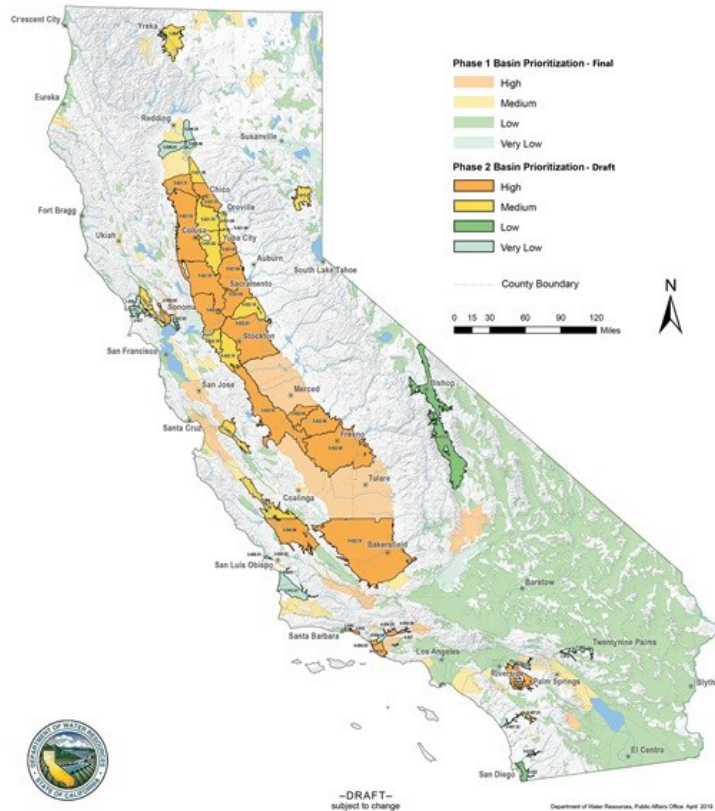
**WHEREAS**, on June 6, 2019, the General Manager of the San Geronio Pass Water Agency indicated by email message that the San Geronio Pass Water Agency would not be part of the amended San Timoteo GSA due to the very low priority of the Basin; and

**WHEREAS**, the Parties recognize and agree that a portion of the Basin (herein, the Adjudicated Area) is subject to the Beaumont Basin adjudication and Judgment in the case referred to as *San Timoteo Watershed Management Authority v. City of Banning, et al.*, Riverside County Superior Court Case No. RIC 389197, and that pursuant to SGMA Section 10720.8(a)(1), said portion of the Basin generally is not subject to the requirements of SGMA and will be managed by the Beaumont Basin Watermaster and not the San Timoteo GSA; and

**WHEREAS**, Banning, BCVWD, Redlands, and YVWD each overlie a portion of the Basin and each has respective groundwater supply and groundwater management responsibilities within the Basin, and have been authorized by their governing board to become part of the San Timoteo GSA; and

**WHEREAS**, in accordance with the terms of this MOA, and in furtherance of the shared intent of the Parties to maximize funding opportunities, increase transparency, and foster cooperation, the Parties agree that the San Timoteo GSA shall be reformed by this MOA to cover the entire Basin except the Adjudicated Area of the Basin; and

**WHEREAS**, the Parties mutually desire and intend to work with local stakeholders and interested entities in the Basin that are not Parties to this MOA, including but not limited to City of Beaumont, City of Calimesa, County of Riverside Planning Department, County of San Bernardino Flood Control District, San Bernardino Valley Municipal Water District, Beaumont Basin Watermaster, San Geronio Pass Water Agency, overlying landowners, and others to carry out the policy, purposes, and requirements of SGMA in the Basin.



## AGREEMENT

**NOW, THEREFORE**, in consideration of the promises, terms, conditions, and covenants contained herein, it is mutually understood and agreed as follows:

- I. **Incorporation of Recitals.** The Recitals stated above are incorporated herein by reference.
- II. **Purposes.** The purpose of this MOA is to form the San Timoteo GSA for part of the unadjudicated portion of the Basin and to initially create separate Groundwater Sustainability Plans (GSPs) for each Management Area in such a manner that the individual GSPs can be consolidated into a single GSP when the priority of the Basin is changed and a GSP is required.
- III. **Boundaries of San Timoteo GSA.** The boundaries of the San Timoteo GSA, as further depicted in Exhibit B to this MOA, shall be the entire Basin except the Adjudicated Area of the Basin as further specified in this MOA. The Parties understand and agree that the Adjudicated Area of the Basin will not be managed by the San Timoteo GSA.
- IV. **Definitions.** The following terms, whether used in the singular or plural, and when used with initial capitalization, shall have the meanings specified herein. The Parties agree that any definitions set forth herein are intended to be consistent with SGMA, and in the event of any discrepancy between a defined term in this MOA and a defined term in SGMA, the terms of SGMA shall control.
  - A. "Adjudicated Area" refers to that portion of the Basin that is subject to the Beaumont Basin adjudication and Judgment in the case referred to as *San Timoteo Watershed Management Authority v. City of Banning, et al.*, Riverside County Superior Court Case No. RIC 389197, as further depicted in Exhibit B to this MOA.
  - B. "Banning" means the City of Banning.
  - C. "Basin" refers to the San Timoteo Subbasin, designated by the California Department of Water Resources as Subbasin No. 8-002.08, as further specified, and depicted in Exhibit B to this MOA.
  - D. "BCVWD" means the Beaumont Cherry Valley Water District.
  - E. "DWR" means the California Department of Water Resources.
  - F. "GSA" means Groundwater Sustainability Agency, as defined by SGMA.
  - G. "GSP" means Groundwater Sustainability Plan, as defined by SGMA.
  - H. "Management Area" refers to the portions of the Basin that have been identified in Exhibit C that allow each Party to proceed at their leisure to create a site-specific GSP to collect data and support the localized groundwater Management Area.
  - I. "Memorandum of Agreement" or "MOA" refers to this Memorandum of Agreement.

- J. "Party" or "Parties" refers individually or collectively to Beaumont Cherry Valley Water District, City of Banning, City of Redlands, and Yucaipa Valley Water District, as signatories to this MOA.
- K. "Redlands" means the City of Redlands.
- L. "SGMA" refers to the Sustainable Groundwater Management Act.
- M. "San Timoteo GSA" refers to the San Timoteo Subbasin GSA formed under this MOA, the members of which GSA are Banning, BCVWD, Redlands, and YVWD.
- N. "YVWD" means the Yucaipa Valley Water District.

**V. Approval of MOA and Formation of the San Timoteo GSA.** Approval of this MOA and formation of the San Timoteo GSA shall be accomplished by Banning, BCVWD, Redlands, and YVWD each holding its own noticed meeting and at such hearing approving a Resolution by its governing board to enter into this MOA and jointly form the San Timoteo GSA.

- A. Upon Approval of the MOA, each Party accepts the responsibility to become the Lead Agency for the development of a GSP in their respective Management Area as illustrated in Exhibit C based upon the schedule and timing as determined by the Lead Agency.

Management Area	Lead Agency
A	City of Redlands
B	Yucaipa Valley Water District
C	Beaumont Cherry Valley Water District
D	City of Banning
E	Beaumont Cherry Valley Water District
F	Low Groundwater Production Area

- B. The Lead Agency agrees to incur all costs related to SGMA compliance, or develop an alternative funding mechanism applicable to their respective Management Area to include, but not be limited to, public outreach, websites, annual reports, well installation, groundwater quality monitoring, groundwater elevation monitoring, GSP updates, groundwater replenishment, and other costs associated with SGMA.

**VI. Coordination and Cooperation**

- A. Management Areas. The Parties acknowledge that SGMA, and provisions of the SGMA regulations promulgated by DWR, including but not limited to Section 354.20 (23 C.C.R. § 354.20), authorize the establishment of Management Areas for the development and implementation of sustainable groundwater management within the Basin, and accordingly the Parties acknowledge that each GSP covering a Management Area shall at a minimum include the following elements which shall be jointly developed, maintained, and modified as appropriate in the future:
  - i. The reason for the creation of each management area;

- ii. The minimum thresholds and measurable objectives established for each Management Area, and an explanation of the rationale for selecting those values
  - iii. The level of monitoring and analysis appropriate for each Management Area;
  - iv. An explanation of how the Management Area can operate under different minimum thresholds and measurable objectives without causing undesirable results outside the Management Area; and
  - v. Specific localized descriptions, maps, and other information sufficient to describe conditions in each area.
- B. Determination to Prepare a GSP. As a very low priority Basin, each Party, as a lead agency, shall retain the sole and absolute discretion to prepare a GSP for their respective Management Area based on the boundary illustrated in Exhibit C.
- C. Continued Cooperation. At least annually, the Parties to this MOA will meet, confer, coordinate, and collaborate to discuss and develop technical, managerial, financial, and other criteria and procedures for the preparation, governance, and implementation of GSPs in the Basin and to carry out the policy, purposes, and requirements of SGMA in the Basin.
- D. Points of Contact. Each Party shall designate a principal contact person for that Party, who may be changed from time to time at the sole discretion of the designating Party. The principal contact person for each Party shall be responsible for coordinating with the principal contact persons for the other Parties in scheduling meetings and other activities under this MOA.
- E. Changes to Water Levels. The Parties shall coordinate and resolve any changes in groundwater elevations within each Management Area to ensure the Parties, stakeholders, and other interested individuals are reasonably protected from damages related to the operation of each individual Management Area.
- F. Development of a Basin-wide GSP. In the event the Department of Water Resources requires, or by unanimous written consent of the Parties adopting this MOA in calendar year 2019, the Parties may consolidate the individual GSPs into one GSP and redefine the cost sharing, voting, and operational parameters for the long-term maintenance and oversight of a Basin-wide GSP.

## VII. Roles and Responsibilities

- A. The Parties agree to work in good faith and coordinate all activities to carry out the purposes of this MOA in implementing the policy, purposes, and requirements of SGMA within the boundaries of the San Timoteo GSA.
- B. Banning, BCVWD, Redlands, and YVWD, as members of the San Timoteo GSA, shall coordinate with each other to cause all applicable noticing and submission of required information to DWR regarding formation of the San Timoteo GSA.
- C. Banning, BCVWD, Redlands, and YVWD, as members of the San Timoteo GSA, shall determine the information collected and provided on individual websites for

each Management Area to maintain the integrity and exchange of data with the other Parties and Stakeholders in the Basin.

**VIII. Funding and Budgeting.** The Parties shall independently be responsible for the development of each GSP within their specific Management Area as provided in Exhibit C.

**IX. Stakeholders**

- A. The Parties agree to work together in ensuring public outreach and involvement of the public, other interested stakeholders, and other agencies, including but not limited to beneficial uses and users of groundwater as provided in SGMA Section 10723.2 for each Management Area.
- B. The Parties acknowledge, agree, and desire that the preparation, adoption, and implementation of GSPs for the Basin, and the ongoing process of ensuring compliance with the requirements of SGMA in the Basin, will involve coordination and cooperation with stakeholders and other interested parties, including but not limited to those identified in this MOA.

**X. Term, Termination, and Withdrawal**

- A. Term. This MOA shall continue and remain in effect unless and until terminated by the unanimous written consent of the Parties, or as otherwise provided in this MOA or as authorized by law.
- B. Withdrawal. Any Party may decide, in its sole discretion, to withdraw from this MOA by providing fifteen (15) days written notice to the other Parties. Withdrawal by a Party shall not cause or require the termination of this MOA or the existence of the San Timoteo GSA with respect to the non-withdrawing Parties.

**XI. Notice Provisions**

All notices required by this MOA shall be made in writing and delivered to the respective representatives of the Parties at their respective addresses as follows:

Beaumont Cherry Valley Water District  
Attn: General Manager  
560 Magnolia Avenue  
Beaumont, California 92223

City of Banning  
Attention: Public Works Director  
99 E. Ramsey Street  
Banning, California 92220

City of Redlands  
Attn: Municipal Utilities Director  
35 Cajon Street  
Redlands, California 92373

Yucaipa Valley Water District  
Attn: General Manager  
12770 Second Street  
Yucaipa, California 92399

Any Party may change the address to which notices are to be given under this MOA by providing all other Parties with written notice of such change at least fifteen (15) calendar days prior to the effective date of the change. All notices shall be effective upon receipt



and shall be deemed received upon confirmed personal service, confirmed courier service, or on the fifth (5<sup>th</sup>) calendar day following deposit of the notice in registered first class mail.

## **XII. General Terms**

- A. Amendments. Amendments to this MOA require unanimous written consent of all Parties and approval by the Parties' respective governing bodies.
- B. Successors and Assigns. The terms of this MOA shall be binding upon all successors in interest and assigns of each Party; provided, however, that no Party shall assign its rights or obligations under this MOA without the signed written consent of all other Parties to this MOA.
- C. Waiver. No waiver of any provision of this MOA by any Party shall be construed as a further or continuing waiver of such provision or any other provision of this MOA by the waiving Party or any other Party.
- D. Authorized Representatives. Each person executing this MOA on behalf of a Party hereto affirmatively represents that such person has the requisite authority to sign this MOA on behalf of the respective Party.
- E. Exemption from CEQA. The Parties recognize and agree that, pursuant to SGMA Section 10728.6 and Public Resources Code Section 21065, neither this MOA nor the preparation or adoption of a GSP constitute a "project" or approval of a project under the California Environmental Quality Act (CEQA) or the State CEQA Guidelines, and therefore this MOA is expressly exempt from CEQA review.
- F. Governing Law and Venue. This MOA shall be governed by and construed in accordance with the laws of the State of California. Any suit, action, or proceeding brought under the scope of this MOA shall be brought and maintained to the extent allowed by law in the County of Riverside, California.
- G. Attorney's Fees, Costs, and Expenses. In the event of a dispute among any or all of the Parties arising under this MOA, each Party shall assume and be responsible for its own attorney's fees, costs, and expenses.
- H. Entire Agreement/Integration. This MOA constitutes the entire agreement among the Parties regarding the specific provisions of this MOA, and the Parties hereto have made no agreements, representations or warranties relating to the specific provisions of this MOA which are not set forth herein.
- I. Construction and Interpretation. The Parties agree and acknowledge that this MOA has been developed through a negotiated process among the Parties, and that each Party has had a full and fair opportunity to review the terms of this MOA with the advice of its own legal counsel and to revise the terms of this MOA, such that each Party constitutes a drafting Party to this MOA. Consequently, the Parties understand and agree that no rule of construction shall be applied to resolve any ambiguities against any particular Party as the drafting Party in construing or interpreting this MOA.

- J. Force Majeure. No Party shall be liable for the consequences of any unforeseeable force majeure event that (1) is beyond its reasonable control, (2) is not caused by the fault or negligence of such Party, (3) causes such Party to be unable to perform its obligations under this MOA, and (4) cannot be overcome by the exercise of due diligence. In the event of the occurrence of a force majeure event, the Party unable to perform shall promptly notify the other Parties in writing to the extent practicable. It shall further pursue its best efforts to resume its obligations under this MOA as quickly as possible and shall suspend performance only for such period of time as is necessary as a result of the force majeure event.
- K. Execution in Counterparts. This MOA may be executed in counterparts, each of which shall be deemed an original and all of which when taken together shall constitute one and the same instrument.
- L. No Third Party Beneficiaries. This MOA is not intended, and will not be construed, to confer a benefit or create any right on a third party or the power or right of any third party to bring an action to enforce any of the terms of this MOA.
- M. Timing and Captions. Any provision of this MOA referencing a time, number of days, or period for performance shall be measured in calendar days. The captions of the various articles, sections, and paragraphs of this MOA are for convenience and ease of reference only, and do not define, limit, augment, or describe the scope, content, terms, or intent of this MOA.

IN WITNESS WHEREOF, the Parties hereto have approved and executed this MOA as of the respective dates specified in the adopting Resolution of each Party as provided above in Article III of this MOA.

[The remainder of this page has been intentionally left blank.]

[Signature pages to follow.]



**BEAUMONT CHERRY VALLEY WATER DISTRICT**

By:

\_\_\_\_\_  
President, Board of Directors

Attest:

\_\_\_\_\_  
Secretary, Board of Directors

Approved as to form:

\_\_\_\_\_  
Counsel, Beaumont Cherry Valley Water District

Participation in the San Timoteo GSA was approved as Resolution No. \_\_\_\_\_  
on \_\_\_\_\_.

Notices for the Beaumont Cherry Valley Water District shall be sent as follows:

Attention: General Manager  
560 Magnolia Avenue  
Beaumont, California 92223

With copies to:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CITY OF BANNING**

By:

\_\_\_\_\_  
Mayor, City Council

Attest:

\_\_\_\_\_  
Secretary, City Council

Approved as to form:

\_\_\_\_\_  
Counsel, City of Banning

Participation in the San Timoteo GSA was approved as Resolution No. \_\_\_\_\_

on \_\_\_\_\_.

Notices for the City of Banning shall be sent as follows:

Attention: Public Works Director  
99 E. Ramsey  
Banning, California 92220

With copies to:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CITY OF REDLANDS**

By:

\_\_\_\_\_  
Mayor, City Council

Attest:

\_\_\_\_\_  
Secretary, City Council

Approved as to form:

\_\_\_\_\_  
Counsel, City of Redlands

Participation in the San Timoteo GSA was approved as Resolution No. \_\_\_\_\_

on \_\_\_\_\_.

Notices for the City of Redlands shall be sent as follows:

Attention: Municipal Utilities and Engineering Director  
35 Cajon Street  
Redlands, California 92373

With copies to:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**YUCAIPA VALLEY WATER DISTRICT**

By:

\_\_\_\_\_  
President, Board of Directors

Attest:

\_\_\_\_\_  
Secretary, Board of Directors

Approved as to form:

\_\_\_\_\_  
Counsel, Yucaipa Valley Water District

Participation in the San Timoteo GSA was approved as Resolution No. \_\_\_\_\_

on \_\_\_\_\_.

Notices for the Yucaipa Valley Water District shall be sent as follows:

Attention: General Manager  
12770 Second Street  
Yucaipa, California 92399

With copies to:

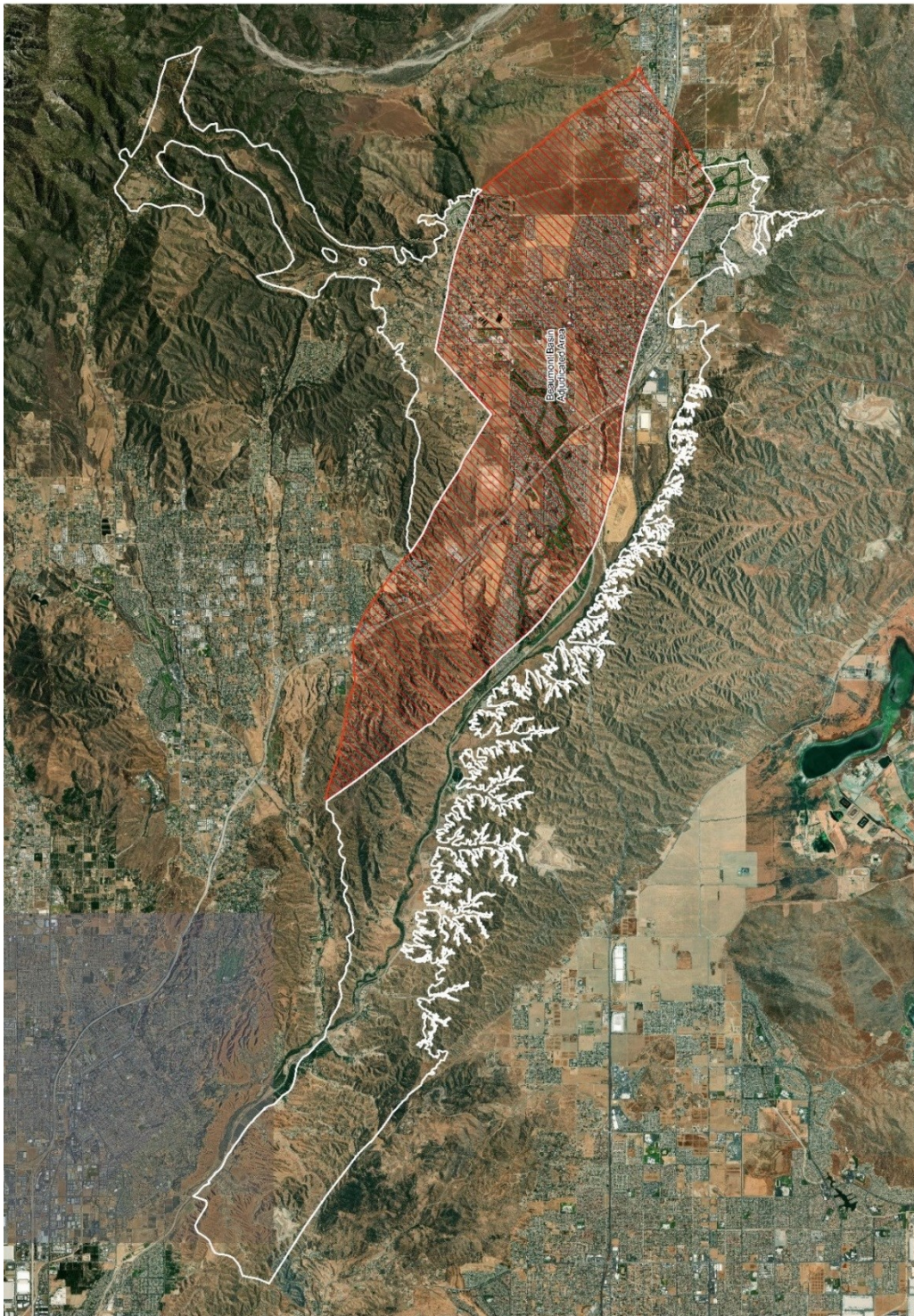
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**Exhibit A - Original San Timoteo Subbasin No. 8-02-08  
of the Upper Santa Ana Valley - 2017**



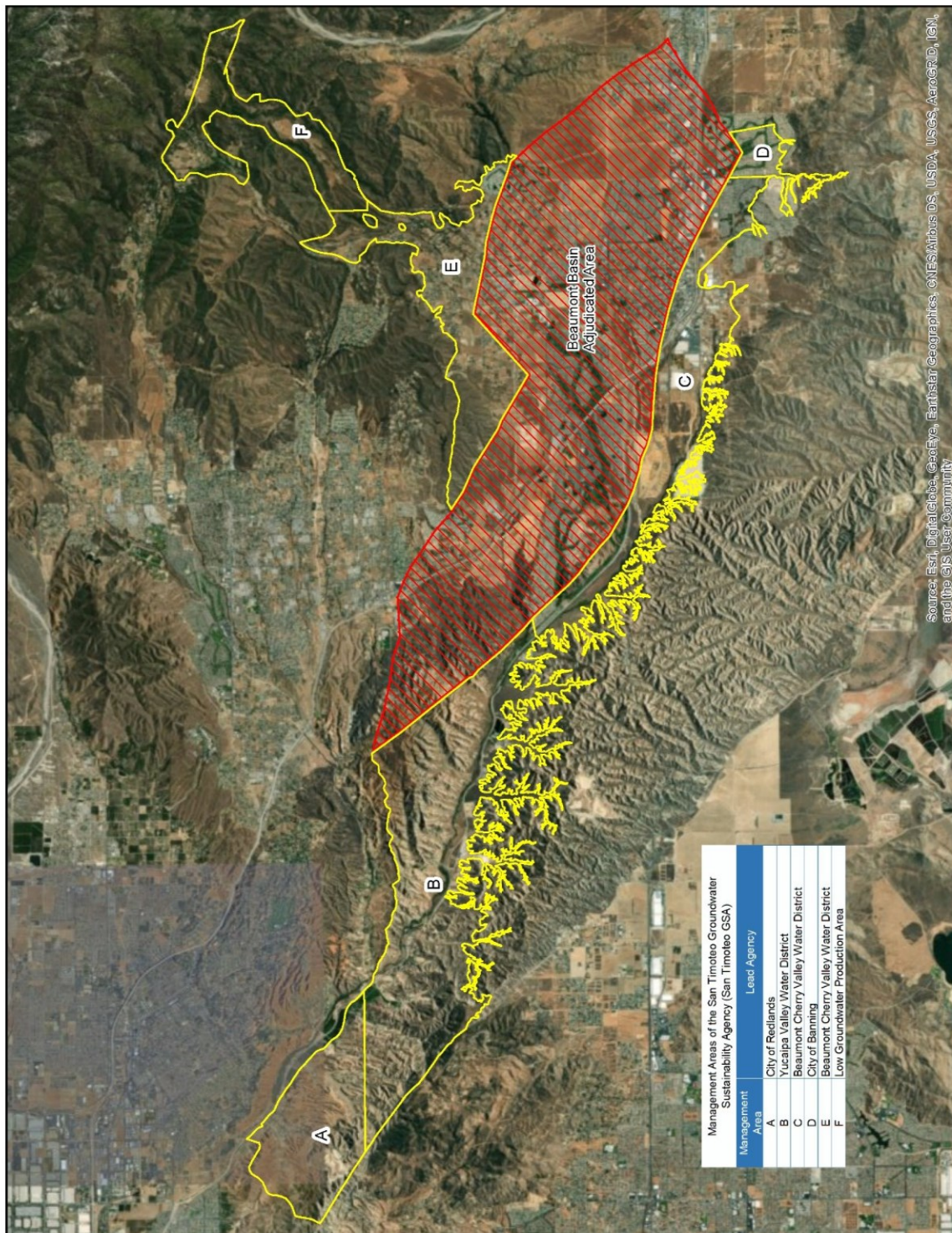


**Exhibit B - Modified San Timoteo Subbasin 8-002.08  
of the Upper Santa Ana Valley - 2019**





## Exhibit C - Management Areas of the San Timoteo Groundwater Sustainability Agency - 2019



# 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

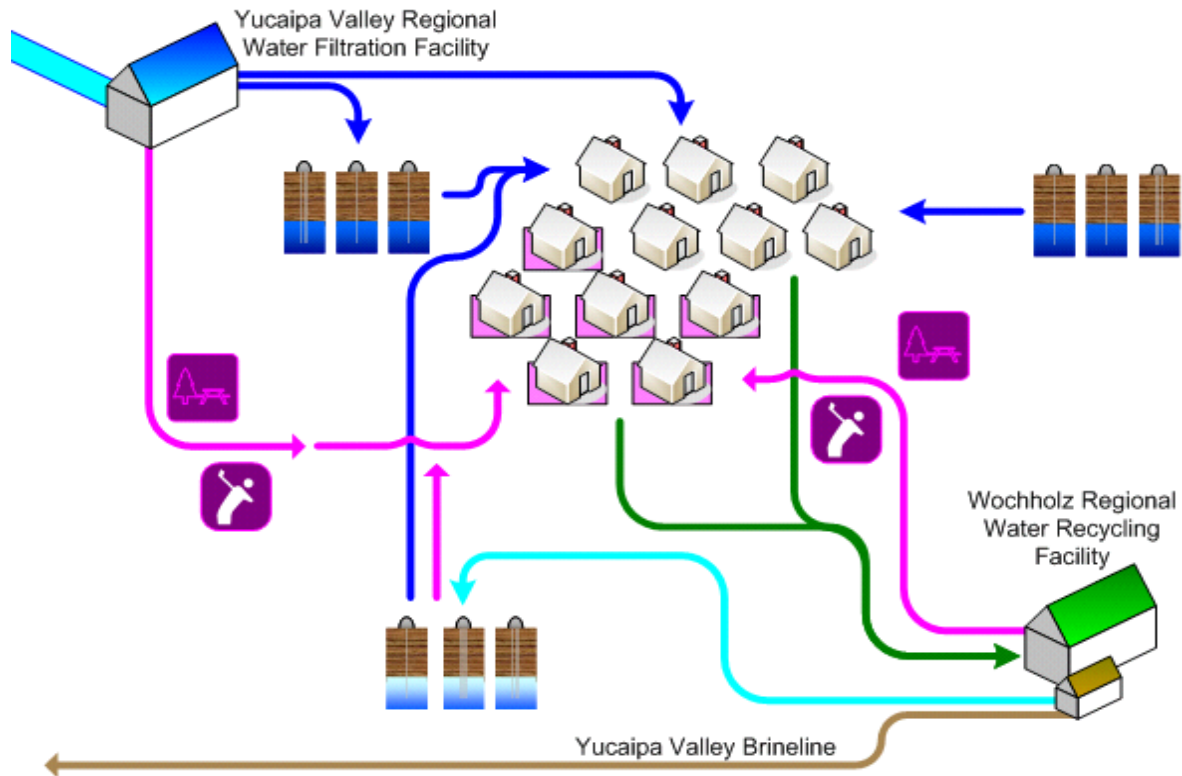
**Water System:** 223 miles of drinking water pipelines  
2,033 fire hydrants  
27 reservoirs - 34 million gallons of storage capacity  
18 pressure zones  
2.958 billion gallon annual drinking water demand  
Two water filtration facilities:  
- 1 mgd at Oak Glen Surface Water Filtration Facility  
-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

**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