



# Yucaipa Valley Water District

12770 Second Street, Yucaipa, California 92399

Phone: (909) 797-5117

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

Tuesday, April 7, 2020 at 4:00 p.m.

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Due to the spread of COVID-19 and in accordance with the Governor's Executive Order N-29-20 (a copy of which is attached to this agenda), the Yucaipa Valley Water District will be conducting this meeting by teleconference only. Public comments on matters listed on the agenda or on any matter within the District's jurisdiction will be received during Public Comments, Agenda Item No. III.

**This meeting is available by calling  
(888) 475-4499 using passcode 623-317-242#** NEW

**View live presentation material at**  
<https://zoom.us/j/623317242> ([Click here](#)) NEW

**There will be no public physical location for attending this meeting in person. The District's Board meeting room will be closed to the public until further notice.**

If you are unable to participate by telephone, you may submit comments and/or questions in writing for the Board's consideration by sending them to [inquiry@yvwd.us](mailto:inquiry@yvwd.us). Submit your written inquiry prior to the start of the meeting. All public comments received prior to the start of the meeting will be provided to the Board and may be read into the record or compiled as part of the record.

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- I. CALL TO ORDER**
- II. ROLL CALL**
- III. PUBLIC COMMENTS** - At this time, members of the public may briefly address the Board of Directors on matters within its jurisdiction or on any matter listed on this agenda.

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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)

- 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. Board Meeting - March 31, 2020
- V. STAFF REPORT**
- VI. DISCUSSION ITEMS**
- A. Status Report Regarding the Proclamation of a Local Emergency Related to the Coronavirus and COVID-19 in the Yucaipa Valley Water District Service Area within the Counties of Riverside and San Bernardino [\[Director Memorandum No. 20-044 - Page 17 of 56\]](#)
- RECOMMENDED ACTION: Pending
- B. Status Report of the Replacement of the Drinking Water Reservoir R-16.6 - Calimesa [\[Director Memorandum No. 20-045 - Page 29 of 56\]](#)
- RECOMMENDED ACTION: Staff Presentation - No Action Required.
- C. Rental of Bear Valley Mutual Water Company Stock Shares for the 2020 Irrigation Season [\[Director Memorandum No. 20-046 - Page 32 of 56\]](#)
- RECOMMENDED ACTION: That the Board approve the rental of Bear Valley Mutual Water Company stock for the 2020 Irrigation Season to Camp Morning Star and Larry Jacinto.
- D. Consideration of Resolution No. 2020-19 Authorizing the Release of Unclaimed Monies to the Yucaipa Valley Water District Pursuant to Government Code Section 50055 [\[Director Memorandum No. 20-047 - Page 33 of 56\]](#)
- RECOMMENDED ACTION: That the Board adopt Resolution No. 2020-19.
- E. Consideration of Executing a Contract with Davis Farr Certified Public Accountants for Financial Auditing Services [\[Director Memorandum No. 20-048 - Page 39 of 56\]](#)
- RECOMMENDED ACTION: That the Board authorize the General Manager to execute audit engagement contracts with Davis Farr through Fiscal Year 2021-22 for a sum not to exceed \$92,450.
- F. Discussion Regarding the Anticipated Board of Director Vacancy for Division 2 [\[Director Memorandum No. 20-049 - Page 42 of 56\]](#)
- RECOMMENDED ACTION: That the Board authorize the General Manager to post a Notice of Vacancy for the Appointment of a Board of Director for Division 2.
- VII. BOARD REPORTS & DIRECTOR COMMENTS**
- VIII. ANNOUNCEMENTS**
- A. April 7, 2020 at 4:00 p.m. - Board Meeting - **Teleconference Only**
- B. April 14, 2020 at 4:00 p.m. - Board Meeting - **Teleconference Only**
- C. April 21, 2020 at 4:00 p.m. - Board Meeting - **Teleconference Only**
- D. April 28, 2020 at 4:00 p.m. - Board Meeting - **Teleconference Only**
- E. May 5, 2020 at 4:00 p.m. - Board Meeting - **Teleconference Only**
- F. May 12, 2020 at 4:00 p.m. - Board Meeting - **Teleconference Only**
- G. May 19, 2020 at 4:00 p.m. - Board Meeting - **Teleconference Only**
- H. May 26, 2020 at 4:00 p.m. - Board Meeting - **Teleconference Only**
- I. June 2, 2020 at 4:00 p.m. - Board Meeting - **Teleconference Only**
- J. June 9, 2020 at 4:00 p.m. - Board Meeting - **Teleconference Only**
- K. June 16, 2020 at 4:00 p.m. - Board Meeting - **Teleconference Only**

L. June 23, 2020 at 4:00 p.m. - Board Meeting - **Teleconference Only**

M. June 30, 2020 at 4:00 p.m. - Board Meeting - **Teleconference Only**

**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 Real Property Negotiator(s) - Government Code 54956.8  
Property: Overlying Water Rights in the Beaumont Basin  
Agency Negotiator: Joseph Zoba, General Manager  
Negotiating Parties: Oak Valley Development Company  
Under Negotiation: Terms of Payment and Price
- D. Conference with Legal Counsel - Anticipated Litigation (Government Code 54956.9)  
Two Cases
- E. Conference with Labor Negotiator (Government Code 54957.6)  
District Negotiator: Joseph Zoba, General Manager  
Employee Organization: YVWD Management Employees (Exempt)
- F. Conference with Labor Negotiator (Government Code 54957.6)  
District Negotiator: Joseph Zoba, General Manager  
Employee Organization: YVWD Supervisory Employees

**X. ADJOURNMENT**

**EXECUTIVE DEPARTMENT  
STATE OF CALIFORNIA**

**EXECUTIVE ORDER N-29-20**

**WHEREAS** on March 4, 2020, I proclaimed a State of Emergency to exist in California as a result of the threat of COVID-19; and

**WHEREAS** despite sustained efforts, the virus continues to spread and is impacting nearly all sectors of California; and

**WHEREAS** the threat of COVID-19 has resulted in serious and ongoing economic harms, in particular to some of the most vulnerable Californians; and

**WHEREAS** time bound eligibility redeterminations are required for Medi-Cal, CalFresh, CalWORKs, Cash Assistance Program for Immigrants, California Food Assistance Program, and In Home Supportive Services beneficiaries to continue their benefits, in accordance with processes established by the Department of Social Services, the Department of Health Care Services, and the Federal Government; and

**WHEREAS** social distancing recommendations or Orders as well as a statewide imperative for critical employees to focus on health needs may prevent Medi-Cal, CalFresh, CalWORKs, Cash Assistance Program for Immigrants, California Food Assistance Program, and In Home Supportive Services beneficiaries from obtaining in-person eligibility redeterminations; and

**WHEREAS** under the provisions of Government Code section 8571, I find that strict compliance with various statutes and regulations specified in this order would prevent, hinder, or delay appropriate actions to prevent and mitigate the effects of the COVID-19 pandemic.

**NOW, THEREFORE, I, GAVIN NEWSOM**, Governor of the State of California, in accordance with the authority vested in me by the State Constitution and statutes of the State of California, and in particular, Government Code sections 8567 and 8571, do hereby issue the following order to become effective immediately:

**IT IS HEREBY ORDERED THAT:**

1. As to individuals currently eligible for benefits under Medi-Cal, CalFresh, CalWORKs, the Cash Assistance Program for Immigrants, the California Food Assistance Program, or In Home Supportive Services benefits, and to the extent necessary to allow such individuals to maintain eligibility for such benefits, any state law, including but not limited to California Code of Regulations, Title 22, section 50189(a) and Welfare and Institutions Code sections 18940 and 11265, that would require redetermination of such benefits is suspended for a period of 90 days from the date of this Order. This Order shall be construed to be consistent with applicable federal laws, including but not limited to Code of Federal Regulations, Title 42, section 435.912, subdivision (e), as interpreted by the Centers for Medicare and Medicaid Services (in guidance issued on January 30, 2018) to permit the extension of

otherwise-applicable Medicaid time limits in emergency situations.

2. Through June 17, 2020, any month or partial month in which California Work Opportunity and Responsibility to Kids (CalWORKs) aid or services are received pursuant to Welfare and Institutions Code Section 11200 et seq. shall not be counted for purposes of the 48-month time limit set forth in Welfare and Institutions Code Section 11454. Any waiver of this time limit shall not be applied if it will exceed the federal time limits set forth in Code of Federal Regulations, Title 45, section 264.1.
3. Paragraph 11 of Executive Order N-25-20 (March 12, 2020) is withdrawn and superseded by the following text:

Notwithstanding any other provision of state or local law (including, but not limited to, the Bagley-Keene Act or the Brown Act), and subject to the notice and accessibility requirements set forth below, a local legislative body or state body is authorized to hold public meetings via teleconferencing and to make public meetings accessible telephonically or otherwise electronically to all members of the public seeking to observe and to address the local legislative body or state body. All requirements in both the Bagley-Keene Act and the Brown Act expressly or impliedly requiring the physical presence of members, the clerk or other personnel of the body, or of the public as a condition of participation in or quorum for a public meeting are hereby waived.

In particular, any otherwise-applicable requirements that

- (i) state and local bodies notice each teleconference location from which a member will be participating in a public meeting;
- (ii) each teleconference location be accessible to the public;
- (iii) members of the public may address the body at each teleconference conference location;
- (iv) state and local bodies post agendas at all teleconference locations;
- (v) at least one member of the state body be physically present at the location specified in the notice of the meeting; and
- (vi) during teleconference meetings, at least a quorum of the members of the local body participate from locations within the boundaries of the territory over which the local body exercises jurisdiction

are hereby suspended.

A local legislative body or state body that holds a meeting via teleconferencing and allows members of the public to observe and address the meeting telephonically or otherwise electronically, consistent with the notice and accessibility requirements set forth below, shall have satisfied any requirement that the body allow



members of the public to attend the meeting and offer public comment. Such a body need not make available any physical location from which members of the public may observe the meeting and offer public comment.

Accessibility Requirements: If a local legislative body or state body holds a meeting via teleconferencing and allows members of the public to observe and address the meeting telephonically or otherwise electronically, the body shall also:

- (i) Implement a procedure for receiving and swiftly resolving requests for reasonable modification or accommodation from individuals with disabilities, consistent with the Americans with Disabilities Act and resolving any doubt whatsoever in favor of accessibility; and
- (ii) Advertise that procedure each time notice is given of the means by which members of the public may observe the meeting and offer public comment, pursuant to subparagraph (ii) of the Notice Requirements below.

Notice Requirements: Except to the extent this Order expressly provides otherwise, each local legislative body and state body shall:

- (i) Give advance notice of the time of, and post the agenda for, each public meeting according to the timeframes otherwise prescribed by the Bagley-Keene Act or the Brown Act, and using the means otherwise prescribed by the Bagley-Keene Act or the Brown Act, as applicable; and
- (ii) In each instance in which notice of the time of the meeting is otherwise given or the agenda for the meeting is otherwise posted, also give notice of the means by which members of the public may observe the meeting and offer public comment. As to any instance in which there is a change in such means of public observation and comment, or any instance prior to the issuance of this Order in which the time of the meeting has been noticed or the agenda for the meeting has been posted without also including notice of such means, a body may satisfy this requirement by advertising such means using "the most rapid means of communication available at the time" within the meaning of Government Code, section 54954, subdivision (e); this shall include, but need not be limited to, posting such means on the body's Internet website.

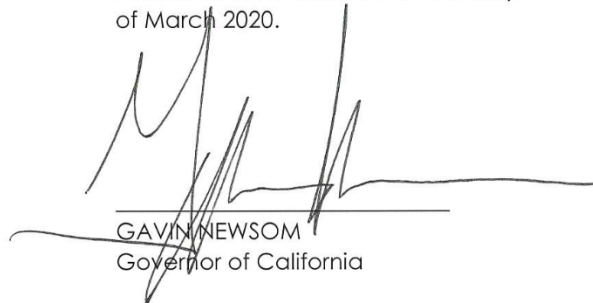
All of the foregoing provisions concerning the conduct of public meetings shall apply only during the period in which state or local public health officials have imposed or recommended social distancing measures.

All state and local bodies are urged to use sound discretion and to make reasonable efforts to adhere as closely as reasonably possible to the provisions of the Bagley-Keene Act and the Brown Act, and other applicable local laws regulating the conduct of public meetings, in order to maximize transparency and provide the public access to their meetings.

**IT IS FURTHER ORDERED** that as soon as hereafter possible, this Order be filed in the Office of the Secretary of State and that widespread publicity and notice be given of this Order.

This Order is not intended to, and does not, create any rights or benefits, substantive or procedural, enforceable at law or in equity, against the State of California, its agencies, departments, entities, officers, employees, or any other person.

**IN WITNESS WHEREOF** I have  
hereunto set my hand and caused  
the Great Seal of the State of  
California to be affixed this 17th day  
of March 2020.



A handwritten signature in black ink, appearing to read 'Gavin Newsom', is written over a horizontal line. The signature is stylized with a large 'G' and 'N'.

GAVIN NEWSOM  
Governor of California

# Consent Calendar



Yucaipa Valley Water District



# MINUTES OF A BOARD MEETING - TELECONFERENCE

March 31, 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  
Ashley Gibson, Regulatory Compliance Manager  
Kathryn Hallberg, Implementation Manager  
Mike Kostecky, Operations Manager  
Tim Mackamul, Operations Manager  
Matthew Porras, Implementation Manager  
John Wrobel, Public Works Manager  
Joseph Zoba, General Manager

## Directors Absent:

Jay Bogh, Director

## Consulting Staff Present:

David Wysocki, Legal Counsel

## Registered Guests and Others Present:

None

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Due to the spread of COVID-19 and in accordance with the Governor's Executive Order N-29-20 (a copy of which was attached to the meeting agenda), the Yucaipa Valley Water District conducted this meeting by teleconference.

The meeting was available to the public by calling (888) 475-4499 using passcode 623-317-242 and live presentation material was available at <https://zoom.us/j/623317242>.

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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 4:00 p.m.

### ROLL CALL

The roll was called and Director Bruce Granlund, Director Lonni Granlund, Director Chris Mann, and Director Joyce McIntire were present.

Director Jay Bogh was absent.

### PUBLIC COMMENTS

None

## CONSENT CALENDAR

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

### A. Minutes of Meetings

1. Special Board Meeting - March 23, 2020
2. Special Board Meeting March 24, 2020

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

## STAFF REPORT

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

- The District has completed the installation of the Forsta Filters at the Yucaipa Valley Regional Water Filtration Facility. These pre-filters were installed upstream of the microfiltration membranes.
- The District staff completed the installation of the Pall microfiltration membranes at the Yucaipa Valley Regional Water Filtration Facility. The new membranes have significantly reduced the operating pressure of this filtration process.
- The Wochholz Regional Water Recycling Facility and the Yucaipa Valley Regional Water Filtration Facility utilize several barriers of membrane protection to provide safe drinking water and recycled water to the community.
- The District staff has been doing an amazing job while under new work guidelines related to the coronavirus situation.

## DISCUSSION ITEMS:

DM 20-035

STATUS REPORT  
REGARDING THE  
PROCLAMATION OF A  
LOCAL EMERGENCY  
RELATED TO THE  
CORONAVIRUS AND  
COVID-19 IN THE  
YUCAIPA VALLEY  
WATER DISTRICT  
SERVICE AREA WITHIN  
THE COUNTIES OF  
RIVERSIDE AND SAN  
BERNARDINO

General Manager Joseph Zoba provided an overview of the current coronavirus and COVID-19 situation. The District staff will be performing a “hard closure” of the District office on April 1, 2020 as a result of the recent COVID-19 cases in Yucaipa over the past weekend.

DM 20-036

PRESENTATION OF THE  
UNAUDITED FINANCIAL  
REPORT FOR THE  
PERIOD ENDING ON  
FEBRUARY 29, 2020

Chief Financial Officer Allison Edmisten presented the Unaudited Financial Report for February 29, 2020.

Director Lonni Granlund moved that the Board receive and file the unaudited financial report.

Director Joyce McIntire 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

DM 20-037

OVERVIEW OF THE  
PROPOSED 2020  
HABITAT MONITORING  
PROGRAM

Water Resource Manager Jennifer Ares presented an overview of the proposed Habitat Monitoring Program for Calendar Year 2020.

Director Bruce Granlund moved that the Board authorize the General Manager to execute a contract with Dudek for the 2020 Habitat Monitoring Program for a sum not to exceed \$52,660.

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

DM 20-038

OVERVIEW OF THE  
2020 GROUNDWATER  
AND SURFACE WATER  
MONITORING FOR THE  
YUCAIPA VALLEY  
WATER DISTRICT'S  
MAXIMUM BENEFIT  
MONITORING  
PROGRAM

Water Resource Manager Jennifer Ares presented an overview of the proposed Groundwater and Surface Water Monitoring Program for Calendar Year 2020.

Director Bruce Granlund moved that the Board authorize the General Manager to execute a contract with Dudek for the 2020 Groundwater and Surface Water Monitoring for a sum not to exceed \$52,338.

Director Joyce McIntire 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

DM 20-039

CONSIDERATION OF  
AMENDMENT NO. 1 TO  
THE GEOSCIENCE  
CONTRACT FOR THE  
PRELIMINARY DESIGN  
OF GROUNDWATER  
MONITORING WELLS IN  
THE SAN TIMOTEO  
MANAGEMENT ZONE

Water Resource Specialist Madeline Blua presented the importance of groundwater monitoring wells in the San Timoteo area.

Director Bruce Granlund moved that the Board ratify the additional preliminary design costs for the San Timoteo Management Zone monitoring wells for a sum not to exceed \$7,500.

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

DM 20-040

STATUS REPORT OF  
THE REPLACEMENT OF  
MICROFILTRATION  
MODULES AT THE  
YUCAIPA VALLEY  
REGIONAL WATER  
FILTRATION FACILITY

Operations Manager Mike Kostelecky provided a status report on the replacement of microfiltration membrane filters at the Yucaipa Valley Regional Water Filtration Facility.

DM 20-041

CONSIDERATION OF  
CHANGE ORDER NOS. 3  
AND 4 FOR THE  
FORSTA FILTER  
STRAINER UPGRADES  
AND DRAIN  
MODIFICATIONS AT THE  
YUCAIPA VALLEY  
REGIONAL WATER  
FILTRATION FACILITY

Operations Manager Mike Kostelecky provided information about Change Order No. 3 and 4 for the installation of the Forsta filters at the Yucaipa Valley Regional Water Filtration Facility.

Director Joyce McIntire moved that the Board approve Change Order Nos. 3 and 4 for a sum not to exceed \$5,139.

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

DM 20-042

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

Operations Manager Mike Kostelecky provided information about the replacement pumps for the dissolved air floatation process at the Yucaipa Valley Regional Water Filtration Facility.

Director Lonni Granlund moved that the Board ratify Change Order No. 1 for the DAF motors and pumps for a sum not to exceed \$3,735.08.

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

DM 20-043

CONSIDERATION OF A  
DEVELOPMENT  
AGREEMENT FOR A  
SEWER SERVICE AT  
31479 AVENUE E,  
YUCAIPA (ASSESSOR  
PARCEL NUMBER 300-  
192-08)

Implementation Manager Matthew Porras provided an overview of the development agreement for 31479 Avenue E, Yucaipa (APN 300-192-08).

Director Lonni Granlund moved that the Board authorize the General Manager to execute Development Agreement No. 2020-02.

Director Joyce McIntire 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

BOARD REPORTS AND  
DIRECTOR COMMENTS

None.

ANNOUNCEMENTS

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

ADJOURNMENT

The meeting was adjourned at 4:35 p.m.

Respectfully submitted,

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Joseph B. Zoba, Secretary

(Seal)

# Staff Report



Yucaipa Valley Water District

# Discussion Items



Yucaipa Valley Water District



**Date:** April 7, 2020

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

**Subject:** Status Report Regarding the Proclamation of a Local Emergency Related to the Coronavirus and COVID-19 in the Yucaipa Valley Water District Service Area within the Counties of Riverside and San Bernardino

**Recommendation:** Pending

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The Centers for Disease Control and Prevention (CDC) is responding to an outbreak of respiratory disease caused by a novel (new) coronavirus that was first detected in China and has now been detected in more than 195 countries<sup>1</sup>, including in the United States. The virus has been named “SARS-CoV-2” and the disease it causes has been named “coronavirus disease 2019” (abbreviated “COVID-19”).

In light of rising public concern over the coronavirus disease 2019 (COVID-19), the drinking water supplied by the Yucaipa Valley Water District is clean, safe and reliable. The SARS-CoV-2 virus has no impact on the quality or supply of tap water. The use of high pressure membranes at the Yucaipa Valley Regional Water Filtration Facility and the Wochholz Regional Water Recycling Facility have been proven to be an effective additional barrier to viruses and various undesirable chemical molecules. Additionally, the Yucaipa Valley Water District uses chlorine to disinfect the water before it enters the distribution system to protect against microorganisms such as bacteria, viruses, fungus, and other micro-organisms. This ensures safe drinking water for all our customers.

The District staff constantly monitors our distribution system to ensure that there is sufficient chlorine residual and there are no bacteriological issues. We conduct thousands of water quality tests annually to ensure our drinking water meets rigorous drinking water standards. Highly-skilled District staff constantly perform analyses both on-site and send other samples to state-certified laboratories for independent validation.

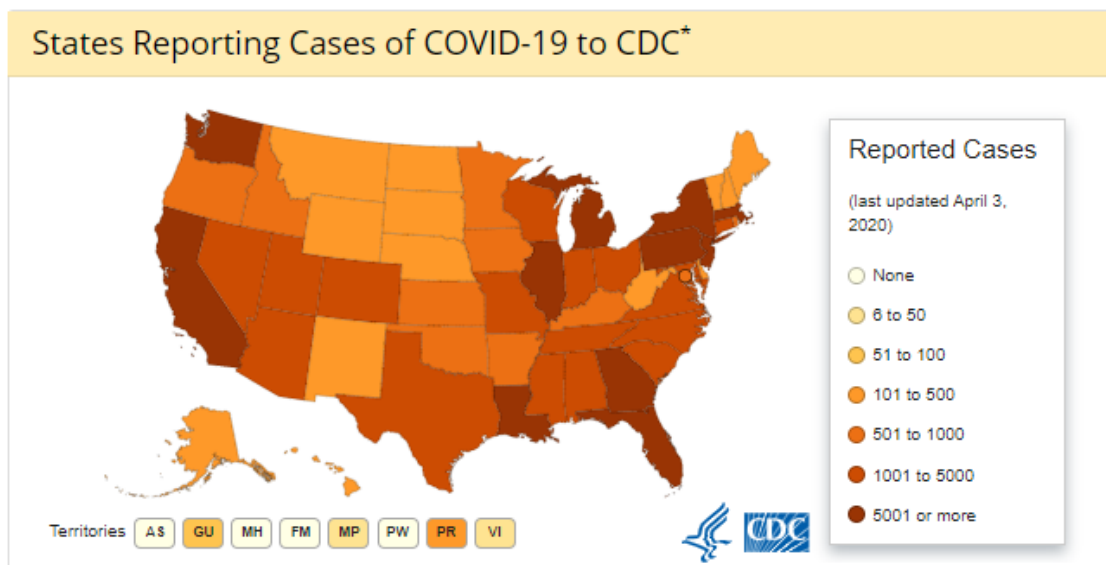
In addition, the Yucaipa Valley Water District has an extensive backflow prevention program where water cannot flow back into the drinking water system from properties that may pose a contamination risk.

The Yucaipa Valley Water District has installed microfiltration and reverse osmosis systems that further protect drinking water and recycled water from bacteriological impacts. The recycled water supply is further protected with the use of ultraviolet disinfection and reverse osmosis membranes that are able to provide additional protections against microorganisms.

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<sup>1</sup> Novel Coronavirus (COVID-19) Situation Summary  
<https://experience.arcgis.com/experience/685d0ace521648f8a5beeeee1b9125cd>

The District staff will provide an update about the current steps taken by the District to protect the safety of employees and the community we serve.



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### COVID-19 in California by the Numbers

**Note:** The following numbers reflect information received by local health jurisdictions as of 2 p.m. PDT March 23. More current numbers may be available from [local health jurisdictions](#).

2,102 – Positive cases

40 – Deaths (including one non-California resident)

\*Increase occurred over period of two days.

- 531 – Community-acquired cases
- 1,571 – Cases acquired through person-to-person transmission, travel (including cruise ship passengers), repatriation, or under investigation.
  - This includes 31 health care workers.

### Ages of all confirmed positive cases:

- Age 0-17: 28 cases
- Age 18-49: 970 cases
- Age 50-64: 493 cases
- Age 65+: 449 cases
- Unknown: 162 cases

3

<sup>2</sup> States Reporting Cases of COVID-19 to the CDC <https://www.cdc.gov/coronavirus/2019-ncov/cases-updates/cases-in-us.html>

<sup>3</sup> <https://www.cdph.ca.gov/Programs/OPA/Pages/NR20-32.aspx>



THE PRESIDENT'S **CORONAVIRUS** GUIDELINES FOR AMERICA

# 30 DAYS TO SLOW THE SPREAD

Listen to and follow the directions of your **STATE AND LOCAL AUTHORITIES**.

**IF YOU FEEL SICK**, stay home. Do not go to work. Contact your medical provider.

**IF YOUR CHILDREN ARE SICK**, keep them at home. Do not send them to school. Contact your medical provider.

**IF SOMEONE IN YOUR HOUSEHOLD HAS TESTED POSITIVE** for the coronavirus, keep the entire household at home. Do not go to work. Do not go to school. Contact your medical provider.

**IF YOU ARE AN OLDER PERSON**, stay home and away from other people.

**IF YOU ARE A PERSON WITH A SERIOUS UNDERLYING HEALTH CONDITION** that can put you at increased risk (for example, a condition that impairs your lung or heart function or weakens your immune system), stay home and away from other people.



For more information, please visit  
**CORONAVIRUS.GOV**

THE PRESIDENT'S **CORONAVIRUS** GUIDELINES FOR AMERICA

## DO YOUR PART TO SLOW THE SPREAD OF THE CORONAVIRUS

Even if you are young, or otherwise healthy, you are at risk and your activities can increase the risk for others. It is critical that you do your part to slow the spread of the coronavirus.

Work or engage in schooling **FROM HOME** whenever possible.

**IF YOU WORK IN A CRITICAL INFRASTRUCTURE INDUSTRY**, as defined by the Department of Homeland Security, such as healthcare services and pharmaceutical and food supply, you have a special responsibility to maintain your normal work schedule. You and your employers should follow CDC guidance to protect your health at work.

**AVOID SOCIAL GATHERINGS** in groups of more than 10 people.

Avoid eating or drinking at bars, restaurants, and food courts — **USE DRIVE-THRU, PICKUP, OR DELIVERY OPTIONS.**

**AVOID DISCRETIONARY TRAVEL**, shopping trips, and social visits.

**DO NOT VISIT** nursing homes or retirement or long-term care facilities unless to provide critical assistance.

### PRACTICE GOOD HYGIENE:

- Wash your hands, especially after touching any frequently used item or surface.
- Avoid touching your face.
- Sneeze or cough into a tissue, or the inside of your elbow.
- Disinfect frequently used items and surfaces as much as possible.

**CORONAVIRUS.GOV**

School operations can accelerate the spread of the coronavirus. Governors of states with evidence of community transmission should close schools in affected and surrounding areas. Governors should close schools in communities that are near areas of community transmission, even if those areas are in neighboring states. In addition, state and local officials should close schools where coronavirus has been identified in the population associated with the school. States and localities that close schools need to address childcare needs of critical responders, as well as the nutritional needs of children.

Older people are particularly at risk from the coronavirus. All states should follow Federal guidance and halt social visits to nursing homes and retirement and long-term care facilities.

In states with evidence of community transmission, bars, restaurants, food courts, gyms, and other indoor and outdoor venues where groups of people congregate should be closed.

## Coronavirus Outbreak Timeline

- **December 31, 2019** – Cases of pneumonia detected in Wuhan, China, [are first reported to the WHO](#). During this reported period, the virus is unknown. The cases [occur between December 12 and December 29](#), according to Wuhan Municipal Health.
- **January 1, 2020** – Chinese health authorities close the [Huanan Seafood Wholesale Market](#) after it is discovered that wild animals sold there may be the source of the virus.
- **January 5, 2020** – China announces that the unknown pneumonia cases in Wuhan are not SARS or MERS. In a [statement](#), the Wuhan Municipal Health Commission says a retrospective probe into the outbreak has been initiated.
- **January 7, 2020** – Chinese authorities confirm that they have identified the virus as a novel coronavirus, initially named [2019-nCoV](#) by the WHO.
- **January 11, 2020** – The Wuhan Municipal Health Commission announces the first death caused by the coronavirus. A 61-year-old man, exposed to the virus at the seafood market, died on January 9 after respiratory failure caused by severe pneumonia.
- **January 13, 2020** – Thai authorities [report a case of infection caused by the coronavirus](#). The infected individual is a Chinese national who had arrived from Wuhan.
- **January 20, 2020** – [The National Institutes of Health announces that it is working on a vaccine against the coronavirus](#). “The NIH is in the process of taking the first steps towards the development of a vaccine,” says Dr. Anthony Fauci, director of the National Institutes of Allergy and Infectious Diseases.
- **January 21, 2020** – [Officials in Washington state confirm the first case on US soil](#).
- **January 23, 2020** – At an emergency committee convened by the World Health Organization, [the WHO says that the Wuhan coronavirus does not yet constitute a public health emergency of international concern](#).
- **January 29, 2020** – The White House announces the formation of a new [task force](#) that will help monitor and contain the spread of the virus, and ensure Americans have accurate and up-to-date health and travel information, it said.
- **January 30, 2020** – [The US reports its first confirmed case of person-to-person transmission of the Wuhan coronavirus](#). On the same day, the WHO determines that the outbreak constitutes a Public Health Emergency of International Concern (PHEIC).
- **January 30, 2020** - The International Health Regulations Emergency Committee of the World Health Organization declared the outbreak a [“public health emergency of international concern”](#) (PHEIC).
- **January 30, 2020** - CDC published [guidance for healthcare professionals on the clinical care of COVID-19 patients](#).
- **February 3, 2020** - CDC posted [guidance for assessing the potential risk for various exposures](#) to COVID-19 and managing those people appropriately.

- **February 7, 2020** – Li Wenliang, a [Wuhan doctor](#) who was [targeted by police](#) for trying to sound the alarm on a “SARS-like” virus in December, dies of the coronavirus. Following news of Li’s death, the topics “Wuhan government owes Dr. Li Wenliang an apology,” and “We want freedom of speech,” [trend on China’s Twitter-like platform, Weibo, before disappearing from the heavily censored platform.](#)
- **February 11, 2020** – [The WHO names the coronavirus COVID-19.](#)
- **February 21, 2020** – The CDC changes criteria for counting confirmed cases of novel coronavirus in the US and begins tracking two separate and distinct groups: [those repatriated by the US Department of State and those identified by the US public health network.](#)
- **February 25, 2020** – [The NIH announces](#) that a clinical trial to evaluate the safety and effectiveness of the antiviral drug remdesivir in adults diagnosed with coronavirus [has started at the University of Nebraska Medical Center in Omaha.](#) The first participant is an American who was evacuated from the Diamond Princess cruise ship docked in Japan.
- **February 26, 2020** – [CDC officials say that a California patient being treated for novel coronavirus is the first US case of unknown origin.](#) The patient, who didn’t have any relevant travel history nor exposure to another known patient, is the first possible US case of [“community spread.”](#)
- **February 26, 2020** – [President Donald Trump places Vice President Mike Pence in charge of the US government response to the novel coronavirus,](#) amid growing criticism of the White House’s handling of the outbreak.
- **February 27, 2020** - CDC updated its [criteria to guide evaluation of persons under investigation for COVID-19.](#)
- **March 4, 2020** - Governor Gavin Newsom declared a State of Emergency due to the threat of COVID-19.
- **March 8, 2020** - CDC issued a Health Alert Network (HAN).
- **March 10, 2020** - CDC issued updated infection control guidance for healthcare settings, including guidance on the use of personal protective equipment (PPE) during a shortage.
- **March 11, 2020** - [WHO publicly](#) characterized COVID-19 as a pandemic.
- **March 12, 2020** - Governor Gavin Newsom issued [Executive Order N-25-20](#) suspending requirements of the Brown Act and Bagley-Keene Act in response to the Coronavirus. More specifically, the following Brown Act requirements are waived:
  - That the location from which each member participating via teleconference be noticed on the agenda for the meeting that member is participating via teleconference.
  - That each teleconference location be open and accessible to any member of the public.

- That each teleconference location be equipped to allow comments from any member of the public wishing to make a public comment.
- That an agenda be posted at each teleconference location.
- That a quorum of members of the legislative body participate from teleconference locations within the local agency's jurisdiction.
- The waiver of these Brown Act provisions is nevertheless subject to the following requirements:
  - That advance notice of meetings being conducted be accomplished in accordance with the Brown Act.
  - That at least one ADA-accessible location be made available and equipped to allow members of the public to observe and participate in public meetings, and that such a location be listed on the notice for such a meeting.
- **March 12, 2020** - President Donald Trump declares a National Emergency in response to the Coronavirus.
- **March 15, 2020** - Governor Newsom called for voluntary closure of bars and in-home self-isolation of seniors 65 and older, as well as persons at-risk due to underlying conditions.
- **March 16, 2020** - The health officers of Alameda, Contra Costa, Marin, San Francisco, San Mateo, and Santa Clara counties announced, with the City of Berkeley, a legal order directing their respective residents to shelter in place for three weeks beginning midnight March 17 to April 7 in order to slow the spread of the coronavirus. The order limited activity, travel and business functions to only the most essential needs.

Yucaipa Valley Water District implements restrictions to public access at the District office and issues a press release regarding delinquent payments and turn-offs for District customers.

Yucaipa Valley Water District activates Level 3 Incident Command procedures.

- **March 17, 2020** - More counties issued shelter in place orders. The federal Defense Secretary said the military would provide up to 5 million respirator masks and also 2,000 ventilators from its reserve.
- **March 19, 2020** - Governor Newsom announces a statewide stay-at-home order ([Executive Order N-33-20](#)). Governor Newsom asked the Department of Defense to deploy the Navy's USNS *Mercy* hospital ship in California.

**The operations of the Yucaipa Valley Water District are designated by the Federal government as a critical infrastructure sector. Therefore, the orders to stay home do not apply to employees, contractors, and vendors that we need to support our mission to provide drinking water and sewer service to the community.** The continued operation of drinking water and sewer service is absolutely vital to the public health, safety, security, and functioning of our community. We will continue to provide safe and reliable service to the community under all circumstances. All employees are strongly encouraged to do their part to stay healthy and safe.

- **March 23, 2020** - The Yucaipa Valley Water District conducts the first [special board meeting](#) by teleconference consistent with the guidelines set forth by the White House

Coronavirus Task Force and California Governor Newsom's statewide stay-at-home order ([Executive Order N-33-20](#)).

The Yucaipa Valley Water District shifts all employees to a Monday - Thursday work schedule except for water and sewer operations. The District office remains closed to the public.

- **March 24, 2020** - The Yucaipa Valley Water District conducts the a [special board meeting](#) by teleconference consistent with the guidelines set forth by the White House Coronavirus Task Force and California Governor Newsom's statewide stay-at-home order ([Executive Order N-33-20](#)).
  - The Board of Directors unanimously approve Resolution No. 2020-15 proclaiming a local emergency related to the coronavirus and COVID-19.
  - The Board of Directors unanimously approve Resolution No. 2020-16 designating weekly board meetings on Tuesdays at 4:00 pm to adapt, respond, and communicate with the public about potential coronavirus and COVID-19 impacts. No noteworthy impacts of the outbreak are known at this time.



**For Immediate Release**

## News Release

**Date:** March 17, 2020**Contact:** Joseph Zoba, General Manager  
(909) 797-5119 x2 - jzoba@yvwd.us

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### **YUCAIPA VALLEY WATER DISTRICT IMPLEMENTS 15 DAYS TO SLOW THE SPREAD District Office Closed to Public Effective March 17, 2020**

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At Yucaipa Valley Water District (District) the health and safety of our customers and employees is a top priority.

As part of the President's Coronavirus Guidelines for America - 15 Days to Slow the Spread, the Yucaipa Valley Water District offices at 12770 Second Street, Yucaipa, California will be closed to the public until further notice. However, District drinking water, recycled water, and sewer services remain fully safe and operational.

To assist our customers we have extended our phone service hours to speak with a live operator from 6:30 am to 5:00 pm. Please contact us directly at (909) 797-5117 with any questions you may have regarding your drinking water, recycled water, or sewer service.

As a result of the District office closure, the Yucaipa Valley Water District will not accept in-person payments at the District office. Customers may continue to make payments utilizing the following options:

- Online through the billing portal at:
  - <https://www.yvwd.dst.ca.us>, or
  - <https://www.xpressbillpay.com/#/?org=Yucaipavalleywaterdistrict10612>
- Pay by Interactive Voice Response available 24/7 at toll-free (866) 807-5769.
- Mail payment to:

Yucaipa Valley Water District  
Post Office Box 730  
Yucaipa, California 92399

or

YVWD Processing Facility  
Post Office Box 997  
Pleasant Grove, Utah 84062-0997

- Payment Drop Box for check or money order payments located at:

Yucaipa Valley Water District  
12770 Second Street  
Yucaipa, California 92399

While we appreciate your prompt payment, the Yucaipa Valley Water District will not be assessing late fees or discontinuing service to customers through April 30, 2020.

#####

**For Immediate Release**

## News Release

**Date:** March 30, 2020**Contact:** Joseph Zoba, General Manager  
Office: (909) 797-5119 x2  
Mobile: (909) 208-6425  
Email: [jzoba@yvwd.us](mailto:jzoba@yvwd.us)

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### YUCAIPA VALLEY WATER DISTRICT SCHEDULES WEEKLY TELECONFERENCES TO INCREASE COMMUNITY INVOLVEMENT, COMMUNICATION AND RESPONSE

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At a special board meeting held on Tuesday, March 24, 2020, the Board of Directors of the Yucaipa Valley Water District changed the frequency of board meetings to weekly online teleconferences. Typically the Board of Directors conducted board meetings twice per month.

"The Yucaipa Valley Water District continues to prioritize the health and safety of its customers and employees, while assuring the consistent delivery of safe drinking water and recycled water to our customers" said Board President Chris Mann. "By conducting weekly teleconferences and online meetings, the District will be able to continue conducting business and providing critical services, while at the same time preserving and enhancing public participation."

General Manager Joseph Zoba believes that the online communication system used by the District will likely increase the amount of community involvement given the ease of use. "The District has taken extra steps to make sure the community can observe and be part of the teleconferences online meetings" said Zoba. "The implementation of the new online communication platform will significantly improve the availability of information for those with a computer and Internet access" said Zoba.

The COVID-19 events at an acute care facility in Yucaipa this past weekend shows how quickly emergency situations can change.

General Manager Joseph Zoba stated, "The primary response to this worldwide pandemic needs to begin at the local level with strong communication and coordination within the community. By conducting weekly board meetings, the District will be able to monitor, respond, and request assistance from the Federal and State authorities quickly and effectively."

In 2019, the Yucaipa Valley Water District implemented their emergency response procedures in February when a 15-inches of rainfall was recorded at the Yucaipa Ridge over a two day period, and again in October with the fast-moving Sandalwood Fire that struck Calimesa.

"The District staff is extremely well trained and well prepared to respond to emergencies," said Zoba. "While not knowing what future challenges will arise, we have learned that increased communication is the key to operating efficiently and effectively during an emergency."

The next weekly teleconference meeting is scheduled for Tuesday, March 31, 2020 at 4:00 pm. The meeting is available by calling (888) 475-4499 and using passcode 623-317-242#. To view the presentation material live online, customers can access the meeting by computer at <https://zoom.us/j/623317242>

The public is encouraged to take a moment out of their day and tune in from their computer to observe the meetings. Future weekly meeting agendas can be viewed online at [www.yvwd.dst.ca.us](http://www.yvwd.dst.ca.us).

#####

## **RESOLUTION NO. 2020-15**

### **A RESOLUTION OF THE YUCAIPA VALLEY WATER DISTRICT PROCLAIMING A LOCAL EMERGENCY RELATED TO THE CORONAVIRUS AND COVID-19 IN THE YUCAIPA VALLEY WATER DISTRICT SERVICE AREA WITHIN THE COUNTIES OF RIVERSIDE AND SAN BERNARDINO**

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

WHEREAS, the governing body of the Yucaipa Valley Water District has the authority to proclaim a local emergency; and

WHEREAS, California Government Code Section 3100 states that all public employees are declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law, and the Yucaipa Valley Water District needs to provide drinking water, recycled water and sewer services deemed as an essential public service; and

WHEREAS, any actions that the Yucaipa Valley Water District may take to ensure the continuation of critical services to protect the safety of customers and to provide for immunities that will protect the Yucaipa Valley Water District for actions taken, as covered under the California Emergency Services Act; and

WHEREAS, working with the County of Riverside and the County of San Bernardino, this proclamation authorizes the undertaking of powers and invoking and disseminating emergency orders (e.g., emergency orders, emergency spending authorities, emergency or pre-established contracting, order necessary Personal Protective Equipment, recovery, etc.) and regulations necessary to provide for the protection of life, property, and the environment; and

WHEREAS, this proclamation establishes that an emergency exists, and that if mutual aid of in-county resources are needed to assist the District, as covered under the California Master Mutual Aid Agreement and any local agreements to provide mutual aid should be sufficient to establish, and that the Emergency Services Act applies; and

WHEREAS, this proclamation establishes that an emergency exists, and if out-of-county assistance is needed, requests for mutual aid should follow procedures set forth by the Standardized Emergency Management System (SEMS) and the Governor's Office of Emergency Services (CalOES), including obtaining mission numbers through the County of Riverside Emergency Management Department from CalOES for responding agencies. This is particularly important for possible reimbursement of extraordinary expenses in the event of a proclaimed "State of Emergency" or in the event of a presidential declaration of disaster when state or federal disaster relief funds become available; and

WHEREAS, conditions of disaster or of extreme peril to the health and safety of persons and property have arisen both internationally and within the United States as a result of the introduction of the novel coronavirus (COVID-19), a novel communicable disease which led to

California Governor Gavin Newsom, to proclaim a State of Emergency for California on March 4, 2020; and

WHEREAS, currently COVID-19 has spread globally and as of March 19, 2020 has impacted 168 countries, infecting more than 209,839 persons and causing more than 8,778 fatalities worldwide (Source: WHO Novel Coronavirus (COVID-19) Situation - <https://experience.arcgis.com/experience/685d0ace521648f8a5beeeee1b9125cd>). Due to the expanding list of countries with widespread transmission of COVID-19, and increasing travel alerts and warnings for countries experiencing sustained or uncontrolled community transmission issued by the Centers for Disease Control and Prevention (CDC), COVID-19 has created conditions that are likely to be beyond the control of local resources and require the combined forces of other political subdivisions to combat this virus; and

WHEREAS, a Local Health Emergency was proclaimed by the County of Riverside Public Health Officer on March 8, 2020, and ratified by the Board of Supervisors on March 10, 2020; and

WHEREAS, the County of San Bernardino Public Health Officer on March 17, 2020, ordered a cancellation of all gatherings; and

WHEREAS, a Local Emergency was proclaimed by the County of Riverside Board of Supervisors on March 10, 2020; and

WHEREAS, the CDC confirmed person-to-person transmission of COVID-19 in the United States, raising the possibility of community transmission occurring in the general public. This has resulted in a Federal Declaration of National Emergency as declared by President Donald Trump on March 13, 2020; and

WHEREAS, the Yucaipa Valley Water District's ability to mobilize local resources, coordinate interagency response, accelerate procurement of vital supplies, use mutual aid, and seek future reimbursement by State and Federal governments will be critical to successfully responding to COVID-19; and

WHEREAS, these conditions warrant and necessitate that the Yucaipa Valley Water District proclaim the existence of a local emergency; now, therefore,

BE IT RESOLVED that the Board of Directors of the Yucaipa Valley Water District hereby proclaims the existence of a local emergency and directs the General Manager (or his designee) to take the necessary steps for the protection of life, health and safety of the employees and residents of our community.

IT IS FURTHER RESOLVED that during the existence of said local emergency, the powers, functions, and duties of the Yucaipa Valley Water District shall be those prescribed by state law and by ordinances and resolutions of the Board of Directors at the discretion and direction of the General Manager.

IT IS FURTHER RESOLVED that all departments of the Yucaipa Valley Water District shall review and revise their department emergency and contingency plans to address the risks COVID-19 poses to the ongoing performance of their critical functions.

IT IS FURTHER RESOLVED that all District departments and employees shall track costs for staffing, supplies, and equipment related to COVID-19 preparation and prevention and forward that information to the Chief Financial Officer; and complete an Initial Damage Estimate (IDE) Category B, and forward that information to the Riverside County Emergency Management Department and the San Bernardino County Office of Emergency Services.

IT IS FURTHER RESOLVED that the District's departments shall coordinate District-wide planning, preparedness and response efforts regarding COVID-19 with the Riverside County EMD and San Bernardino County OES.

IT IS FURTHER RESOLVED that this Resolution shall take effect immediately and that widespread publicity and notice shall be given said Proclamation through the most feasible and adequate means of disseminating such notice throughout the District.

BE IT FURTHER RESOLVED AND ORDERED that a copy of this Resolution be forwarded to the Riverside County EMD and San Bernardino County OES to be forwarded to the Director of the California Governor's Office of Emergency Services.

PASSED, APPROVED and ADOPTED this 24<sup>th</sup> day of March 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:** April 7, 2020

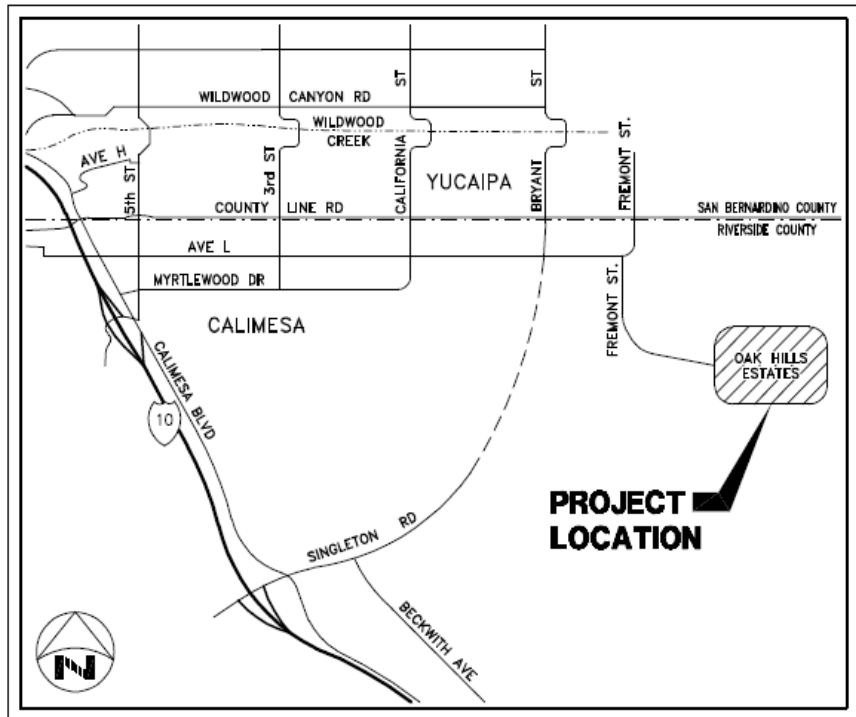
**Prepared By:** Matthew Porras, Implementation Manager

**Subject:** Status Report of the Replacement of the Drinking Water Reservoir R-16.6 - Calimesa

**Recommendation:** Staff Presentation - No Action Required.

The District owns and operates a drinking water storage facility [Asset ID: PW-R-13016.6] that was initially put into service in the early 1980's when the Oak Hills Estates residential area was developed. The R-16.6 reservoir serves drinking water to the 16.6 pressure zone within the residential area.

In the past few years of the reservoir's almost 40-year life, District staff has been observing and monitoring the deteriorating condition. Most recently, numerous leaks on the exterior walls of the tank have developed and have signaled the end of this assets useful life. The replacement of this tank is recommended before the condition becomes more severe.



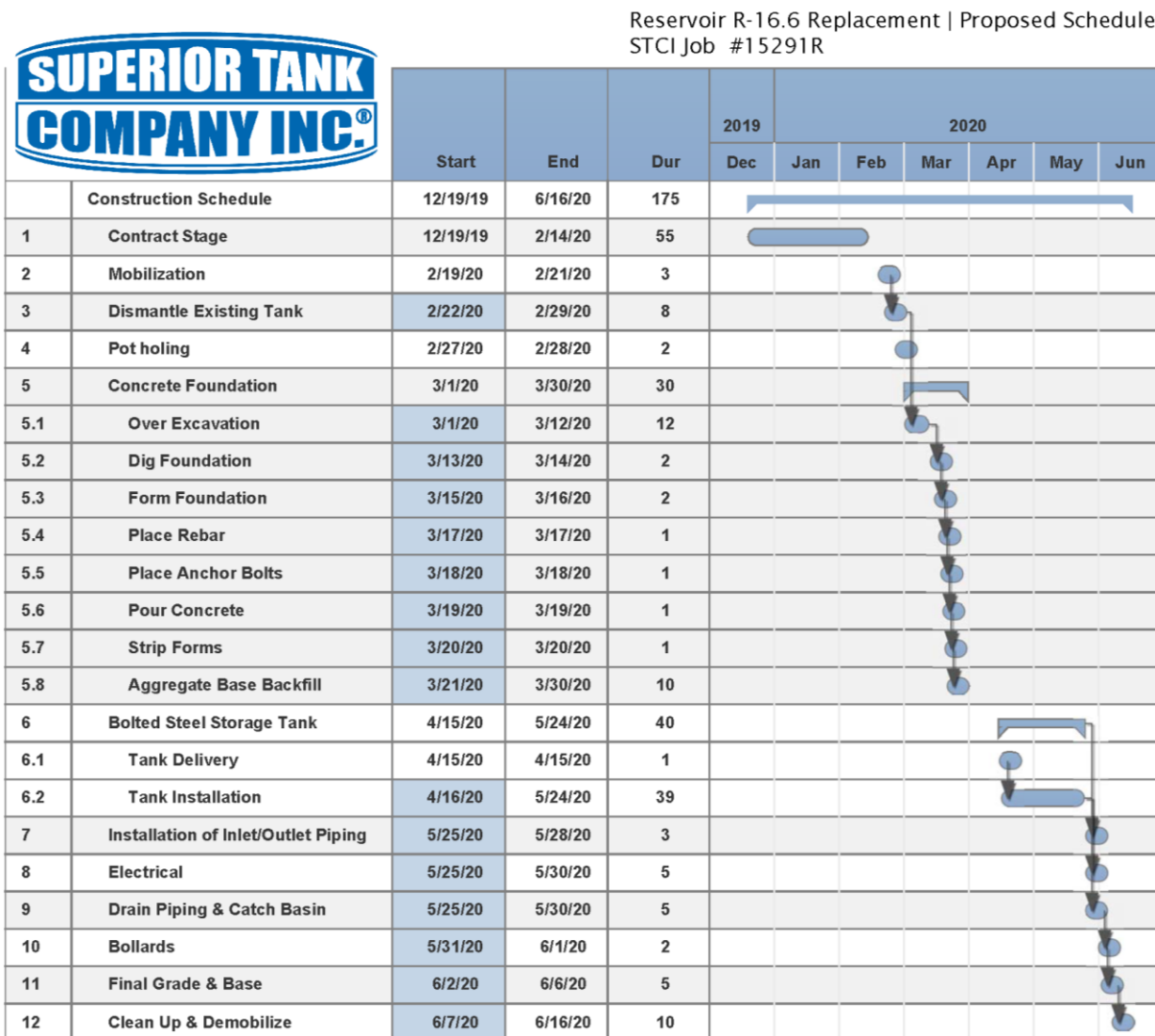
## LOCATION MAP

NOT TO SCALE

On December 17, 2019, the Board of Directors awarded a contract to Superior Tank Company for the replacement of Drinking Water Reservoir R-16.6 for a sum not to exceed \$565,668. The new tank will comply with current seismic requirements with a concrete ring wall that will provide the tank a solid foundation and secure bolt down installation. Our current tank is 24 feet tall and 37 feet in diameter with approximately 195,000 gallons of useable capacity. Without extensive grading, the new tank can be increased in size to 32 feet tall and 47 feet wide. The additional height of the new tank would provide the freeboard needed to comply with updated construction

standards and the additional width would provide the usable capacity of approximately 298,000 gallons, an increase of over 100,000-gallon capacity.

A geotechnical report has been completed to ensure the proposed tank is designed and constructed appropriately. The necessary environmental documents have been completed and filed with the State Clearing House (SCH Number 2019100374) on October 18, 2019 and the required 30 day time period has been fulfilled. District staff installed the temporary tanks and has made the necessary connections to the existing onsite piping. The temporary tank installation and operation are not included in the construction contract.



The contractor has experienced a number of rain days which has slowed the progress of the project. The over excavation and re-compaction is now complete. The ringwall has been excavated and the forms are being placed, shown in the picture below.



This project will be paid for by the Water Fund, Facility Capacity Charge (FCC) Water Storage Reservoirs Account [G/L Account #02-000-10413]. This project was included in the CIP budget estimated for fiscal year 2021-22 but as a result of the urgency will be moved to the current fiscal year.



## Director Memorandum 20-046

**Date:** April 7, 2020

**Prepared By:** Tysa Baeumel, Administrative Clerk IV  
Joseph Zoba, General Manager

**Subject:** Rental of Bear Valley Mutual Water Company Stock Shares for the 2020 Irrigation Season

**Recommendation:** That the Board approve the rental of Bear Valley Mutual Water Company stock for the 2020 Irrigation Season to Camp Morning Star and Larry Jacinto.

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The Yucaipa Valley Water District has 588 shares of Bear Valley stock that will not be utilized this year. Based on inquiries received about the rental of our water shares during the 2020 irrigation season, the District staff recommends renting the shares of stock for this calendar year to the following parties:

- Camp Morning Star - 75 shares; and
- Larry Jacinto - 445 shares.

The rental of these shares is a good example of the assistance and cooperation that exists between local water agencies, mutual water companies, and customers to facilitate reasonable water management policies in the region.





## Director Memorandum 20-047

**Date:** April 7, 2020

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

**Subject:** Consideration of Resolution No. 2020-19 Authorizing the Release of Unclaimed Monies to the Yucaipa Valley Water District Pursuant to Government Code Section 50055

**Recommendation:** That the Board adopt Resolution No. 2020-19.

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On October 3, 2017 the Board of Directors adopted the Unclaimed Funds Escheatment Policy (DM 17-090). This policy requires District staff to annually transfer any monies from checks greater than one year old and less than \$15 to the District as miscellaneous revenue. In addition, any checks greater than three years old and more than \$15 will be noticed in a local paper and if unclaimed after 60-days will also become miscellaneous revenue.

On January 7, 2020, letters were mailed to each of the 4 individuals/companies for the checks mentioned above. The letter stated a response was required, in person or by mail, to claim the funds (by March 24, 2020) and a new check would be issued. A total of 3 responses were received. Two responses requested a new check be issued. One response stated the payment was satisfied and no payment was due.

On January 14, 2020, District staff presented a list of unclaimed funds to the Board of Directors at a workshop [Workshop Memorandum 20-019]. There were 4 checks that were more than three years old and more than \$15 each. These checks totaled \$1,807.91.

On January 17, 2020 and January 24, 2020, the list of 3 outstanding checks (we had already received a response for one) was published in the Yucaipa News Mirror. The publication stated the funds were required to be claimed, in person or by mail, by March 24, 2020, otherwise the funds would become property of the District. No additional responses were received.

RESPONSE	TOTAL
No Payment Due (1)	\$1,347.00
Reissue checks (2)	\$444.71

The remaining amount of unclaimed funds as of March 24, 2020, in the amount of \$16.20, will be forfeited to the District as miscellaneous revenue.

## **RESOLUTION NO. 2020-19**

### **A RESOLUTION OF THE YUCAIPA VALLEY WATER DISTRICT AUTHORIZING THE RELEASE OF UNCLAIMED MONIES PURSUANT TO GOVERNMENT CODE SECTION 50055 OF THE STATE OF CALIFORNIA**

WHEREAS, Sections 50050-50056 of the California Government Code outlines the process for the notification process of the unclaimed checks; and

WHEREAS, Section 50055 of the California Government Code allows for unclaimed checks of less than \$15 or any amount if the depositor's name is unknown, to become the property of the local agency after a period of one (1) year without the necessity of publication of a notice in a newspaper; and

WHEREAS, Section 50050 of the California Government Code allows for unclaimed checks more than three years old to become the property of the local agency following publication in the local newspaper; and

WHEREAS, each of the checks listed on the attached summary meets these criteria.

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NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the District does hereby transfer the unclaimed checks on the attached list in the total amount of \$16.20 to the applicable fund (water, sewer, or recycled) in accordance with the provisions of Sections 50050-50056 of the California Government Code.

PASSED, APPROVED and ADOPTED this 7<sup>th</sup> day of April 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

## Yucaipa Valley Water District 2020 Unclaimed Funds

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### Greater than \$15 and greater than 3 years

Government Code 50050-50057: Checks >\$15 and if unclaimed for >3 years, publish in local newspaper for 2 weeks. If still unclaimed after 60 days, transfer to miscellaneous revenue

Check Date	Check Number	Name	Check Amount
2/16/2016	25416	Joshua Smith	\$ 42.43
3/7/2016	25551	News Mirror Publishing, Inc.	\$ 1,347.00
4/29/2016	25984	Raymond Cottrell	\$ 16.20
12/27/2016	27820	Smiley Elementary	\$ 402.28
			<b><u>\$ 1,807.91</u></b>

## ATTACHMENT A



## Yucaipa Valley Water District

12770 Second Street • Post Office Box 730 • Yucaipa, California 92399-0730  
(909) 797-5117 • Fax: (909) 797-6381 • [www.yvwd.dst.ca.us](http://www.yvwd.dst.ca.us)

January 7, 2020

<Name>  
<Address 1>  
<Address 2>

Dear <Name>,

Our records indicate that the following check issued to you has not cleared our bank.

Check Number: <Check Number>  
Amount: <Amount>  
Date Issued: <Date Issued>

Please reply to this correspondence below and return back to us, either via email or mail.

- ☐ Yes, this payment is still due, I hereby request a replacement check to be sent to:

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

- ☐ No, this payment has been satisfied, no payment is due

- ☐ Other. Please explain:

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

If we do not hear from you by March 24, 2020, this payment will be deemed the property of the District.

If you have any questions, please feel free to contact me.

Sincerely,

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

**Chris Mann**  
Division 1

**Bruce Granlund**  
Division 2

**Jay Bogh**  
Division 3

**Lonni Granlund**  
Division 4

**Joyce McIntire**  
Division 5



**ATTACHMENT B****PROOF OF PUBLICATION  
(2015.5C.C.P)**

STATE OF CALIFORNIA

COUNTY OF SAN BERNARDINO

I am a citizen of the United States and a resident of the County aforesaid; I am over the age of eighteen years, and not a party to or interested in the above entitled matter. I am a principal clerk of the printer of the **YUCAIPA NEWS MIRROR**, a newspaper of general circulation, printed and published weekly in the city of Yucaipa, County of San Bernardino, and which newspaper has been adjudged a newspaper of general circulation by the Superior Court of the County of San Bernardino, State of California, under date of June 3, 1954, Case No. 78001; that the notice of which the annexed is a printed copy (set in type not smaller than nonpareil) has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to wit:

I certify (or declare) under penalty or perjury that the foregoing is true and correct.

Dated at Yucaipa, California, this 17th

day of January, 2020.

Signature Michelle R. Earnest

YUCAIPA NEWS-MIRROR  
35154 YUCAIPA BLVD.  
YUCAIPA, CA 92399

**LEGAL NOTICE**

The Yucaipa Valley Water District has issued checks to the following individuals/businesses and these checks have not been cashed:

NAME	DATE	CK #	AMOUNT
Joshua Smith	02/16/16	25416	\$ 42.43
Raymond Cottrell	04/29/16	25984	\$ 16.20

Amounts may be claimed by contacting the Yucaipa Valley Water District, Accounts Payable, 12770 Second Street, Yucaipa, CA 92399 in person or mail to P.O. Box 730, Yucaipa, CA 92399. Amounts must be claimed by March 24, 2020. Funds that are not claimed by March 24, 2020 will become the property of Yucaipa Valley Water District pursuant to Government Code §50050-50057.

**ATTACHMENT C****PROOF OF PUBLICATION  
(2015.5C.C.P)**

STATE OF CALIFORNIA

COUNTY OF SAN BERNARDINO

I am a citizen of the United States and a resident of the County aforesaid; I am over the age of eighteen years, and not a party to or interested in the above entitled matter. I am a principal clerk of the printer of the **YUCAIPA NEWS MIRROR**, a newspaper of general circulation, printed and published weekly in the city of Yucaipa, County of San Bernardino, and which newspaper has been adjudged a newspaper of general circulation by the Superior Court of the County of San Bernardino, State of California, under date of June 3, 1954, Case No. 78001; that the notice of which the annexed is a printed copy (set in type not smaller than nonpareil) has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to wit:

I certify (or declare) under penalty or perjury that the foregoing is true and correct.

Dated at Yucaipa, California, this 24th

day of January, 2020.

Signature Michelle R. Earnest

YUCAIPA NEWS-MIRROR  
35154 YUCAIPA BLVD.  
YUCAIPA, CA 92399

**LEGAL NOTICE**

The Yucaipa Valley Water District has issued checks to the following individuals/businesses and these checks have not been cashed:

NAME	DATE	CK #	AMOUNT
Joshua Smith	02/16/16	25416	\$ 42.43
Raymond Cottrell	04/29/16	25984	\$ 16.20

Amounts may be claimed by contacting the Yucaipa Valley Water District, Accounts Payable, 12770 Second Street, Yucaipa, CA 92399 in person or mail to P.O. Box 730, Yucaipa, CA 92399. Amounts must be claimed by March 24, 2020. Funds that are not claimed by March 24, 2020 will become the property of Yucaipa Valley Water District pursuant to Government Code §50050-50057.



## Director Memorandum 20-048

**Date:** April 7, 2020

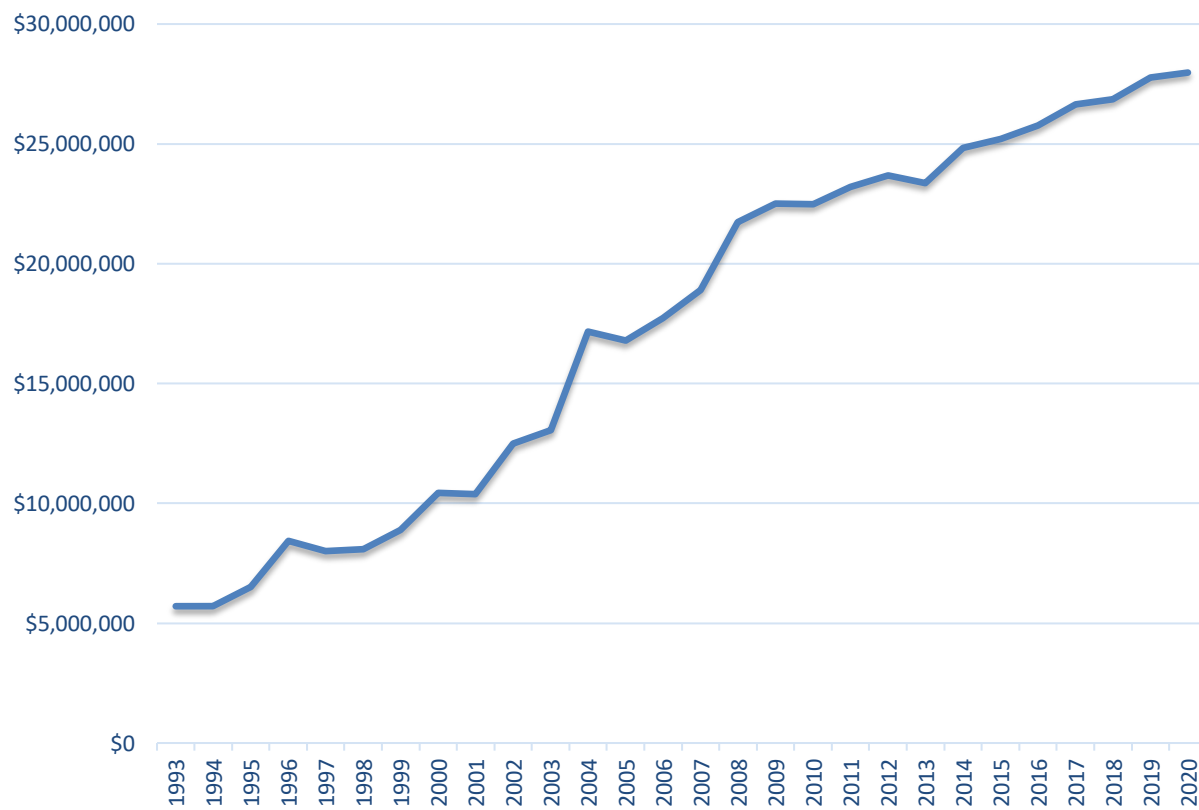
**Prepared By:** Allison M. Edmisten, Chief Financial Officer

**Subject:** Consideration of Executing a Contract with Davis Farr Certified Public Accountants for Financial Auditing Services

**Recommendation:** That the Board authorize the General Manager to execute audit engagement contracts with Davis Farr through Fiscal Year 2021-22 for a sum not to exceed \$92,450.

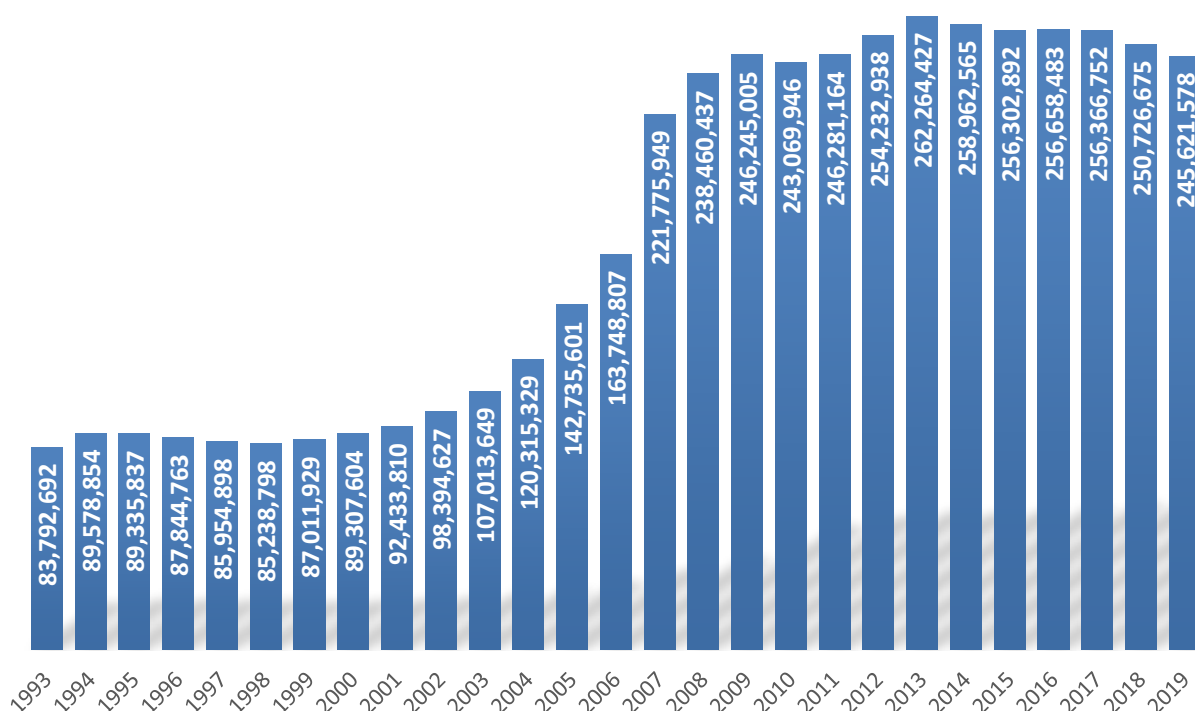
Over the past 27 years, the operating budget of the Yucaipa Valley Water District has grown from \$5,708,000 in Fiscal Year 1993 to \$27,974,659 in Fiscal Year 2020. The change in our operating budget is largely due to a growing service area, additional services provided to the community, and greater emphasis on maintaining the assets of the drinking water, sewer, recycled water, and brine disposal enterprises.

### YVWD Operating Budget by Fiscal Year



The following chart of Net Capital Assets best illustrates the changes that have occurred with respect to the total (drinking water, recycled water, sewer and brine disposal) net assets required to be operated and maintained by the District staff on behalf of the community we serve.

### Net Capital Assets



On February 18, 2020 the Board of Directors authorized District staff to release a Request for Proposal (RFP) for professional auditing services [Director Memorandum 20-017]. The RFP was posted on the District website, emailed to individuals registered on Constant Contact as well as posted to the California Society of Municipal Finance Officers (CSFMO). The District received responses from the 10 audit firms listed below:

Audit Firm	Submitted Bid for 3 Fiscal Years	Selected for Interview
Brown Armstrong	Yes	Yes
Davis Farr	Yes	Yes
Eadie & Payne	No	No
Eide Bailly	Yes	No
Fedak & Brown	Yes	No
Moss, Levy & Hartzheim	Yes	Yes
Nigro & Nigro	Yes	No
RAMS	Yes	Yes
Van Lant & Fankhanel	Yes	Yes
White Nelson Diehl Evans	Yes	Yes

After an independent internal review by the Chief Financial Officer, an Implementation Manager and the Purchasing Agent, 6 firms were selected for phone interviews. As a result of the phone interviews and content of the material submitted, Davis Farr Certified Public Accountants was selected for the audit contract for the next three fiscal years with the option of two additional years.

The contract with Davis Farr includes the annual financial audit, annual net revenue coverage required by our bond for the Water Treatment Plant, preparation of GASB 68 and a single audit if required each year. If a single audit is not required each year, the annual charge will decrease.

#### Financial Impact

The cost of this contract will be split between the Water, Sewer and Recycled Water Funds, Audit & Accounting [G/L Account #xx-506-54108].



**Date:** April 7, 2020

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

**Subject:** Discussion Regarding the Anticipated Board of Director Vacancy for Division 2

**Recommendation:** That the Board authorize the General Manager to post a Notice of Vacancy for the Appointment of a Board of Director for Division 2.

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In May 2020, the District staff anticipates a vacancy on the Board of Directors for Division 2.

The District staff has reviewed applicable sections of the Government Code and discussed the issues related to a vacancy with our legal counsel. Based on a review of this information, once a vacancy exists on the Board, the remaining Board of Directors may choose one of the following methods to fill the vacancy:

- Option A      Appoint an individual from Division 2,
- Option B      Call for a special election, or
- Option C      Allow the Board of Supervisors to decide whom to appoint or require the District to conduct a special election.<sup>1</sup>

Please be advised that each alternative has very specific time frames which must be adhered to in order to make the decisions valid.

#### Option A - Appointment of an individual from within Division 2

Once a vacancy exists on the Board of Directors, the remaining board members have 60 days from the effective date of the resignation to appoint an individual that resides within Division 2.

The following steps would be used to appoint an individual to Division 2.

- By minute order, the directors decide to fill the vacancy by appointment and direct District staff to post a notice of vacancy.
- The District staff posts a notice of vacancy for a minimum of 15 days prior to making an appointment. The postings would be in at least three conspicuous places in the District and will include the requirement for all interested individuals to obtain and complete a

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<sup>1</sup> If the remaining directors do not appoint an individual or conduct a special election within 60 days from the effective date of the vacancy, the Board of Supervisors may appoint an individual or require a special election. If the Board of Supervisors does not make a decision within 90 days of the vacancy, then a special election will be conducted.



Statement of Interest form. A sample Notice of Vacancy and a Statement of Interest form is attached for your review.

- The District staff would propose making the Statement of Interest forms due by 5:00 pm on Wednesday, April 29, 2020.
- Copies of the Statement of Interest forms and additional material submitted would be provided to the Board of Directors for consideration at the board meeting on May 5, 2020.
- At a board meeting on May 5, 2020, the Board would discuss the material received, ask questions of the applicants and appoint an individual to fill the vacant seat.
  - The Governor's Executive Order N-29-20 currently places certain restrictions on public gatherings and requires public meetings to utilize teleconference technology. The District staff will research the best way to proceed with recommendations provided in the near future.
- The General Manager would administer the oath of office for the appointee following the selection by the board members.
- District staff would notify the County Election Departments for Riverside and San Bernardino Counties of the appointment of the new board member.

If the Board appoints an individual, "this person appointed shall hold office until the next district general election [November 2020] that is scheduled 130 or more days after the effective date of the vacancy".<sup>2</sup>

#### Option B - Call for a special election

The remaining Board members can decide not to appoint an individual and call for a special election on the next election date. Such an election would be conducted at the District's expense. This is not a recommended alternative.

#### Option C - Elect to have the Board of Supervisors make a decision

If the remaining Board members do not fill the vacancy by appointment or call for a special election within 60 days of the vacancy, the board of supervisors may elect to fill the vacancy or order the District to call for a special election. Again, such an election would be at the District's expense. This is not a recommended alternative.

#### Financial Considerations:

The District would not incur any significant costs by appointing an individual to fulfill the remaining term created by the vacancy in Division 2. An election would result in additional costs.

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<sup>2</sup> See Government Code Section 1780.



Yucaipa Valley Water District

12770 SECOND STREET, YUCAIPA, CALIFORNIA 92399  
TELEPHONE (909) 797-5119 FAX (909) 797-6381

## Notice of Vacancy of Director in Division 2

On April 7, 2020, the Yucaipa Valley Water District Board of Directors ("Board") decided to solicit Statement of Interest applications from individuals interested in filling an existing board member vacancy for Division 2. The individual appointed to the Board must be a resident within Division 2 as shown on the map below.

Any individual interested in applying for this vacancy must provide the District with a completed "Statement of Interest" form.

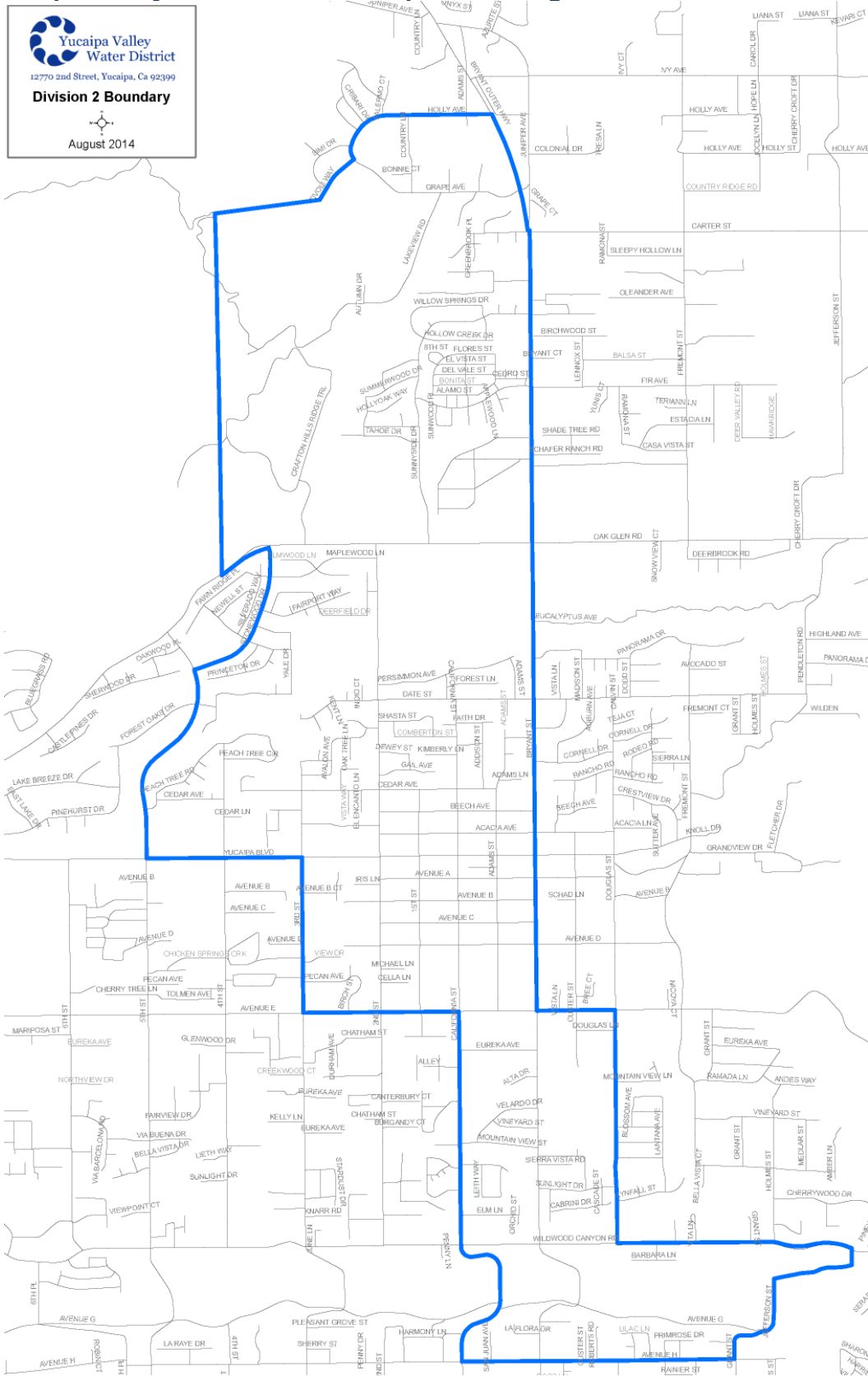
**ALL COMPLETED STATEMENT OF INTEREST FORMS MUST BE RECEIVED AT THE DISTRICT OFFICE BEFORE 5:00 P.M. ON WEDNESDAY, APRIL 29, 2020.**

The Board of Directors will review the Statement of Interest forms at a board meeting on May 5, 2020 at 4:00 p.m. and discuss the appointment.

Individuals submitting a Statement of Interest and supporting documentation are strongly encouraged to contact the General Manager at (909) 208-6425 prior to April 29, 2020 to make arrangements to participate in the deliberation process scheduled for May 5, 2020.



## Yucaipa Valley Water District - Map Illustrating the Location of Division 5





Yucaipa Valley Water District

12770 SECOND STREET, YUCAIPA, CALIFORNIA 92399  
TELEPHONE (909) 797-5119 FAX (909) 797-6381

## Statement of Interest to be a Member of the Board of Directors - Division 2

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

Daytime Phone Number: \_\_\_\_\_

Evening Phone Number: \_\_\_\_\_

Address of Current Residence in Division 5: \_\_\_\_\_

I hereby declare under penalty of perjury under the laws of the State of California that I am eligible to be considered as a Director representing Division 2 of the Yucaipa Valley Water District, meeting the residency requirements for Division 2 and all other local and state laws. I understand that the information provided in this Statement of Interest will be available online and provided as public information in its entirety.

\_\_\_\_\_  
Signature\_\_\_\_\_  
Date

This form and written responses to the questions below are to be submitted for consideration by the Board of Directors. Additional supporting documentation may be included by the applicant.

All material must be received by the Yucaipa Valley Water District by **April 29, 2020 at 5:00 p.m.** Please use additional sheets as necessary. This Statement of Interest and supporting material will become a public document.

1. Provide a resume outlining your professional experience, education and other related activities.
2. Provide a brief statement explaining why you are interested to fill the vacant Board of Director position in Division 2.
3. Please briefly describe what the Yucaipa Valley Water District is currently doing that makes you most proud to live in the community.
4. Please identify at least one area of improvement the Yucaipa Valley Water District could implement to provide better service to the community.
5. Please describe a particular skill or perspective that you would provide as a member of the Board of Directors.

# Board Reports



Yucaipa Valley Water District

# Director Comments



Yucaipa Valley Water District



## FACTS ABOUT THE YUCAIPA VALLEY WATER DISTRICT

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

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

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

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

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

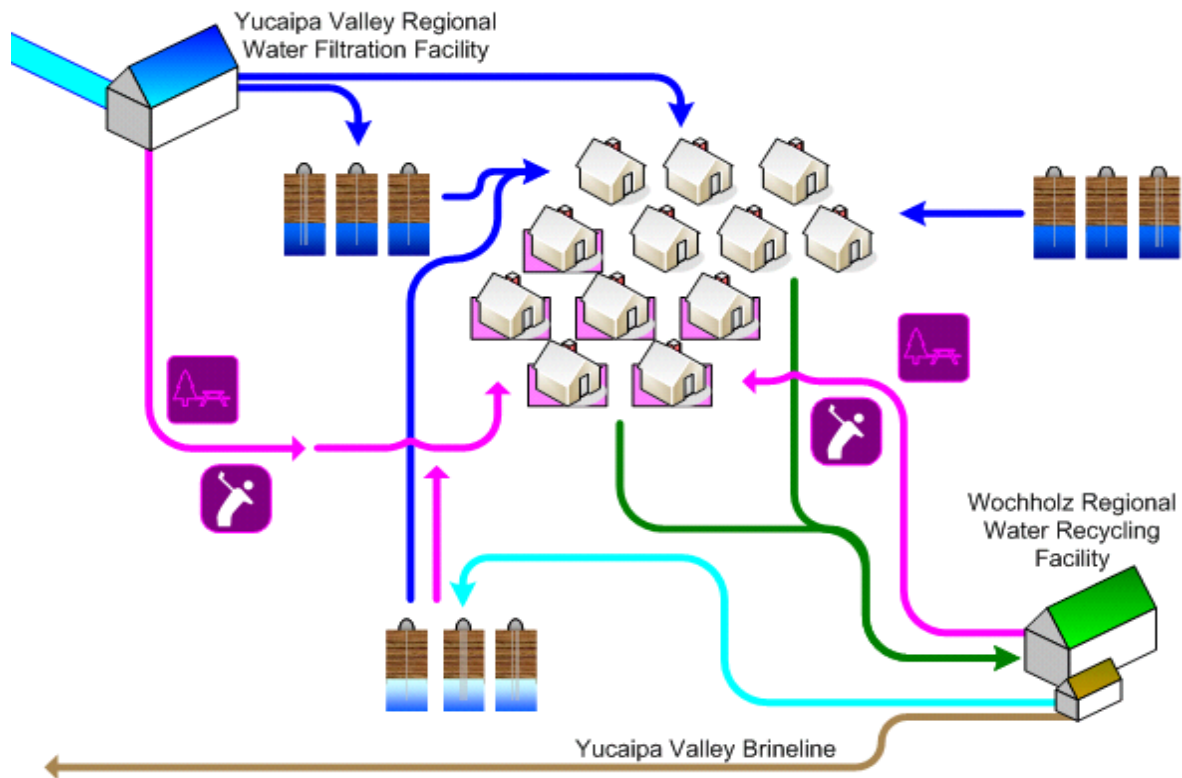
**Water System:** 223 miles of drinking water pipelines  
2,033 fire hydrants  
27 reservoirs - 34 million gallons of storage capacity  
18 pressure zones  
2.958 billion gallon annual drinking water demand  
Two water filtration facilities:  
- 1 mgd at Oak Glen Surface Water Filtration Facility  
-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

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

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

**Brine Disposal:** 2.2 million gallon desalination facility at sewer treatment plant  
1.756 million gallons of Inland Empire Brine Line capacity  
0.595 million gallons of treatment capacity in Orange County

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



### Typical Rates, Fees and Charges:

- Drinking Water Commodity Charge:
 

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

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

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

Typical Residential Charge	\$42.43 per month
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**State Water Contractors:** San Bernardino Valley Municipal Water District  
San Gorgonio Pass Water Agency



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

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

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





## GLOSSARY OF COMMONLY USED TERMS

Every profession has specialized terms which generally evolve to facilitate communication between individuals. The routine use of these terms tends to exclude those who are unfamiliar with the particular specialized language of the group. Sometimes jargon can create communication cause difficulties where professionals in related fields use different terms for the same phenomena.

Below are commonly used water terms and abbreviations with commonly used definitions. If there is any discrepancy in definitions, the District's Regulations Governing Water Service is the final and binding definition.

**Acre Foot of Water** - The volume of water (325,850 gallons, or 43,560 cubic feet) that would cover an area of one acre to a depth of 1 foot.

**Activated-Sludge Process** - A secondary biological wastewater treatment process where bacteria reproduce at a high rate with the introduction of excess air or oxygen and consume dissolved nutrients in the wastewater.

**Annual Water Quality Report** - The document is prepared annually and provides information on water quality, constituents in the water, compliance with drinking water standards and educational material on tap water. It is also referred to as a Consumer Confidence Report (CCR).

**Aquifer** - The natural underground area with layers of porous, water-bearing materials (sand, gravel) capable of yielding a supply of water; see Groundwater basin.

**Backflow** - The reversal of water's normal direction of flow. When water passes through a water meter into a home or business it should not reverse flow back into the water mainline.

**Best Management Practices (BMPs)** - Methods or techniques found to be the most effective and practical means in achieving an objective. Often used in the context of water conservation.

**Biochemical Oxygen Demand (BOD)** - The amount of oxygen used when organic matter undergoes decomposition by microorganisms. Testing for BOD is done to assess the amount of organic matter in water.

**Biosolids** - Biosolids are nutrient rich organic and highly treated solid materials produced by the wastewater treatment process. This high-quality product can be recycled as a soil amendment on farmland or further processed as an earth-like product for commercial and home gardens to improve and maintain fertile soil and stimulate plant growth.

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

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

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

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

**Conjunctive Use** - The coordinated management of surface water and groundwater supplies to maximize the yield of the overall water resource. Active conjunctive use uses artificial recharge, where surface water is intentionally percolated or injected into aquifers for later use. Passive conjunctive use is to simply rely on surface water in wet years and use groundwater in dry years.



**Consumer Confidence Report (CCR)** - see Annual Water Quality Report.

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

**Cross-Connection** - The actual or potential connection between a potable water supply and a non-potable source, where it is possible for a contaminant to enter the drinking water supply.

**Disinfection by-Products (DBPs)** - The category of compounds formed when disinfectants in water systems react with natural organic matter present in the source water supplies. Different disinfectants produce different types or amounts of disinfection byproducts. Disinfection byproducts for which regulations have been established have been identified in drinking water, including trihalomethanes, haloacetic acids, bromate, and chlorite

**Drought** - a period of below average rainfall causing water supply shortages.

**Fire Flow** - The ability to have a sufficient quantity of water available to the distribution system to be delivered through fire hydrants or private fire sprinkler systems.

**Gallons per Capita per Day (GPCD)** - A measurement of the average number of gallons of water use by the number of people served each day in a water system. The calculation is made by dividing the total gallons of water used each day by the total number of people using the water system.

**Groundwater Basin** - An underground body of water or aquifer defined by physical boundaries.

**Groundwater Recharge** - The process of placing water in an aquifer. Can be a naturally occurring process or artificially enhanced.

**Hard Water** - Water having a high concentration of minerals, typically calcium and magnesium ions.

**Hydrologic Cycle** - The process of evaporation of water into the air and its return to earth in the form of precipitation (rain or snow). This process also includes transpiration from plants, percolation into the ground, groundwater movement, and runoff into rivers, streams, and the ocean; see Water cycle.

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

**Mains, Distribution** - A network of pipelines that delivers water (drinking water or recycled water) from transmission mains to residential and commercial properties, usually pipe diameters of 4" to 16".

**Mains, Transmission** - A system of pipelines that deliver water (drinking water or recycled water) from a source of supply to the distribution mains, usually pipe diameters of greater than 16".

**Meter** - A device capable of measuring, in either gallons or cubic feet, a quantity of water delivered by the District to a service connection.

**Overdraft** - The pumping of water from a groundwater basin or aquifer in excess of the supply flowing into the basin. This pumping results in a depletion of the groundwater in the basin which has a net effect of lowering the levels of water in the aquifer.

**Pipeline** - Connected piping that carries water, oil, or other liquids. See Mains, Distribution and Mains, Transmission.

**Point of Responsibility, Metered Service** - The connection point at the outlet side of a water meter where a landowner's responsibility for all conditions, maintenance, repairs, use and replacement of water service facilities begins, and the District's responsibility ends.

**Potable Water** - Water that is used for human consumption and regulated by the California Department of Public Health.

**Pressure Reducing Valve** - A device used to reduce the pressure in a domestic water system when the water pressure exceeds desirable levels.

**Pump Station** - A drinking water or recycled water facility where pumps are used to push water up to a higher elevation or different location.

**Reservoir** - A water storage facility where water is stored to be used at a later time for peak demands or emergencies such as fire suppression. Drinking water and recycled water systems will typically use concrete or

steel reservoirs. The State Water Project system considers lakes, such as Shasta Lake and Folsom Lake to be water storage reservoirs.

**Runoff** - Water that travels downward over the earth's surface due to the force of gravity. It includes water running in streams as well as over land.

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

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

**Service Connection** - The water piping system connecting a customer's system with a District water main beginning at the outlet side of the point of responsibility, including all plumbing and equipment located on a parcel required for the District's provision of water service to that parcel.

**Sludge** - Untreated solid material created by the treatment of wastewater.

**Smart Irrigation Controller** - A device that automatically adjusts the time and frequency which water is applied to landscaping based on real-time weather such as rainfall, wind, temperature, and humidity.

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

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

**Supervisory Control and Data Acquisition (SCADA)** - A computerized system which provides the ability to remotely monitor and control water system facilities such as reservoirs, pumps, and other elements of water delivery.

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

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

**Transpiration** - The process by which water vapor is released into the atmosphere by living plants.

**Trickling filter** - A biological secondary treatment process in which bacteria and other microorganisms, growing as slime on the surface of rocks or plastic media, consume nutrients in wastewater as it trickles over them.

**Underground Service Alert (USA)** - A free service (<https://www.digalert.org>) that notifies utilities such as water, telephone, cable and sewer companies of pending excavations within the area (dial 8-1-1 at least 2 working days before you dig).

**Urban runoff** - Water from city streets and domestic properties that carry pollutants into the storm drains, rivers, lakes, and oceans.

**Valve** - A device that regulates, directs, or controls the flow of water by opening, closing, or partially obstructing various passageways.

**Wastewater** - Any water that enters the sanitary sewer.

**Water Banking** - The practice of actively storing or exchanging in-lieu surface water supplies in available groundwater basin storage space for later extraction and use by the storing party or for sale or exchange to a third party. Water may be banked as an independent operation or as part of a conjunctive use program.

**Water Cycle** - The continuous movement water from the earth's surface to the atmosphere and back again.

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

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

**Water table** - the upper surface of the zone of saturation of groundwater in an unconfined aquifer.

**Water transfer** - a transaction, in which a holder of a water right or entitlement voluntarily sells/exchanges to a willing buyer the right to use all or a portion of the water under that water right or entitlement.

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

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

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

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





## COMMONLY USED ABBREVIATIONS

AQMD	Air Quality Management District
BOD	Biochemical Oxygen Demand
CARB	California Air Resources Board
CCTV	Closed Circuit Television
CWA	Clean Water Act
EIR	Environmental Impact Report
EPA	U.S. Environmental Protection Agency
FOG	Fats, Oils, and Grease
GPD	Gallons per day
MGD	Million gallons per day
O & M	Operations and Maintenance
OSHA	Occupational Safety and Health Administration
POTW	Publicly Owned Treatment Works
PPM	Parts per million
RWQCB	Regional Water Quality Control Board
SARI	Santa Ana River Inceptor
SAWPA	Santa Ana Watershed Project Authority
SBVMWD	San Bernardino Valley Municipal Water District
SCADA	Supervisory Control and Data Acquisition system
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