



# 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, June 23, 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 676-950-731#**

**View live presentation material at  
<https://zoom.us/j/676950731> ([Click here](#))**

**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 - June 16, 2020

**V. STAFF REPORT**

**VI. DISCUSSION ITEMS**

- A. Status Report Regarding the Discontinuation of Utility Service Pursuant to Executive Order N-42.20 [\[Director Memorandum No. 20-105 - Page 16 of 54\]](#)  
RECOMMENDED ACTION: Staff Presentation - No Action Required.
- B. Consideration of a Resolution Waiving Late Fees During Specific Stages of the COVID-19 Resilience Roadmap for California [\[Director Memorandum No. 20-106 - Page 19 of 54\]](#)  
RECOMMENDED ACTION: That the Board adopt Resolution No. 2020-32.
- C. Consideration of a Resolution Setting Forth the Debt Management Policy for the Sewer Division [\[Director Memorandum No. 20-107 - Page 24 of 54\]](#)  
RECOMMENDED ACTION: That the Board adopt Resolution No. 2020-33.
- D. Installation of Security Window Film at District Facilities [\[Director Memorandum No. 20-108 - Page 32 of 54\]](#)  
RECOMMENDED ACTION: That the Board authorize the General Manager to execute a contract with ArmorCentric for a sum not to exceed \$39,654 and adopt Resolution No. 2020-34.
- E. Consideration to Increase Chemical Storage Capacity at the Yucaipa Valley Regional Water Filtration Facility [\[Director Memorandum No. 20-109 - Page 36 of 54\]](#)  
RECOMMENDED ACTION: That the Board authorize the General Manager to procure a second chemical storage tank at the Yucaipa Valley Regional Water Filtration Facility with Augusta Fiberglass for a sum not to exceed \$29,199 and adopt Resolution No. 2020-35.

**VII. BOARD REPORTS & DIRECTOR COMMENTS**

**VIII. ANNOUNCEMENTS**

- A. June 30, 2020 at 4:00 p.m. - Board Meeting - **Meeting Cancelled**
- B. July 7, 2020 at 4:00 p.m. - Board Meeting - **Meeting Cancelled**
- C. July 14, 2020 at 4:00 p.m. - Board Meeting - **Teleconference Only**
- D. July 21, 2020 at 4:00 p.m. - Board Meeting - **Teleconference Only**
- E. July 28, 2020 at 4:00 p.m. - Board Meeting - **Teleconference Only**
- F. August 4, 2020 at 4:00 p.m. - Board Meeting - **Teleconference Only**
- G. August 11, 2020 at 4:00 p.m. - Board Meeting - **Teleconference Only**
- H. August 18, 2020 at 4:00 p.m. - Board Meeting - **Teleconference Only**

**IX. 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.

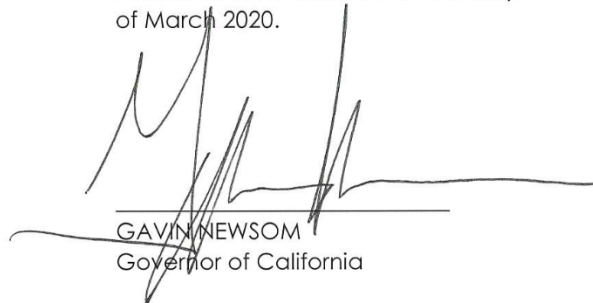
All of the foregoing provisions concerning the conduct of public meetings shall apply only during the period in which state or local public health officials have imposed or recommended social distancing measures.

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.



GAVIN NEWSOM  
Governor of California

# Consent Calendar



Yucaipa Valley Water District

# MINUTES OF A BOARD MEETING - TELECONFERENCE

June 16, 2020 at 4:00 P.M.

## Directors Present:

Chris Mann, President  
Lonni Granlund, Vice President  
Joyce McIntire, Director  
Dennis Miller, Director

## Staff Present:

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

## Directors Absent:

Jay Bogh, Director

## Consulting Staff Present:

David Wysocki, Legal Counsel

## Registered Guests and Others Present:

Seth Cole, Alliant Insurance Services  
Jennifer Farr, Davis Farr  
T. Milford Harrison, San Bernardino Valley Municipal Water District  
Tim Moore, Risk Sciences  
Jonathan Weldy, Meridian Land Development

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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 676-950-731 and live presentation material was available at <https://zoom.us/j/676950731>.

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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 Lonni Granlund, Director Chris Mann, Director Joyce McIntire and Director Dennis Miller were present.



Director Jay Bogh was absent.

PUBLIC COMMENTS

None

CONSENT CALENDAR

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

- A. Minutes of Meetings
  - 1. Board Meeting - June 9, 2020
- B. Payment of Bills
  - 1. Approve/Ratify Invoices for Board Awarded Contracts
  - 2. Ratify General Expenses for May 2020

The motion was approved by the following vote:

Director Jay Bogh - Absent  
Director Lonni Granlund - Yes  
Director Chris Mann - Yes  
Director Joyce McIntire - Yes  
Director Dennis Miller - Yes

STAFF REPORT

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

- The Yucaipa Valley Water District reported 178 Residential Gallons per Capita (R-GPCD) consumption to the State Water Resources Control Board for May 2020. This is an increase from 97 R-GPCD reported in April 2020.

Implementation Manager Matthew Porras provided information on the following item(s):

- The CalFire Pilot Rock Fire Crews have been assisting the District staff with the removal of overgrown vegetation at various locations. This work is expected to continue for the next couple of months.

DISCUSSION ITEMS:

DM 20-097

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 latest COVID-19 data for the region.

At this time, the District drinking water, sewer, and recycled water facilities are operating with no impacts from Coronavirus related issues.

DM 20-098

OVERVIEW OF THE  
INTEGRATION OF  
DRINKING WATER,  
RECYCLED WATER,  
SEWER, AND BRINE  
DISPOSAL  
INFRASTRUCTURE OF  
THE YUCAIPA VALLEY  
WATER DISTRICT

General Manager Joseph Zoba provided a detailed overview of proposed infrastructure improvements anticipated to be completed in the next five years. These improvements include:

- Drinking water aquifer storage and recovery;
- Automated Metering Infrastructure;
- Nanofiltration module replacement at the Yucaipa Valley Regional Water Filtration Facility;
- Salinity and Groundwater Enhancement Project at the Wochholz Regional Water Recycling Facility (RO membrane expansion);
- Calimesa Lakes Project;
- Recycled water aquifer storage and recovery; and
- Power supply resiliency project.

DM 20-099

AUTHORIZATION TO  
CONDUCT AN  
EVALUATION STUDY OF  
THE DESALITECH  
CLOSED CIRCUIT  
REVERSE OSMOSIS  
SYSTEM

General Manager Joseph Zoba provided information about the proposed pilot testing of a closed circuit reverse osmosis system at the Wochholz Regional Water Recycling Facility.

Director Joyce McIntire moved that the Board authorize the General Manager to Contract with Separation Processes to perform a pilot study to evaluate the Closed Circuit Reverse Osmosis system for a sum not to exceed \$192,860.

Director Dennis Miller seconded the motion.

The motion was approved by the following vote:

Director Jay Bogh - Absent  
Director Lonni Granlund - Yes  
Director Chris Mann - Yes  
Director Joyce McIntire - Yes  
Director Dennis Miller - Yes

DM 20-100

DISCUSSION  
REGARDING THE  
PRINCIPLES OF  
AGREEMENT FOR THE  
REGIONAL  
COORDINATION AND  
ACHIEVEMENT OF  
COMMON GOALS  
BETWEEN THE SAN  
BERNARDINO VALLEY  
MUNICIPAL WATER  
DISTRICT, SAN  
GORGONIO PASS  
WATER AGENCY, AND  
THE YUCAIPA VALLEY  
WATER DISTRICT

General Manager Joseph Zoba provided an overview of the benefits associated with regional planning and resource management.

Tim Moore from Risk Sciences reviewed the Principles of Agreement designed specifically for the Yucaipa Valley Water District. These Principles of Agreement will be melded together with similar Principles of Agreement developed for the San Bernardino Valley Municipal Water District and the San Gorgonio Pass Water Agency.

The ad hoc committee members Director Chris Mann and Director Lonni Granlund provided their view of the Principles and thanked Tim Moore for his work associated with this effort.

Director Lonni Granlund moved that the Board forward the draft Principles of Agreement through the San Bernardino Valley Municipal Water District attorney David Aladjem with Downey Brand to prepare a draft agreement for future review and consideration.

Director Joyce McIntire seconded the motion.

The motion was approved by the following vote:

Director Jay Bogh - Absent  
Director Lonni Granlund - Yes  
Director Chris Mann - Yes  
Director Joyce McIntire - Yes  
Director Dennis Miller - Yes

DM 20-101

PRESENTATION OF THE  
UNAUDITED FINANCIAL  
REPORT FOR THE  
PERIOD ENDING ON  
MAY 31, 2020

Chief Financial Officer Allison Edmisten provided an overview of the Unaudited Financial Report for the period ending on May 31, 2020.

Director Joyce McIntire moved that the Board receive and file the unaudited financial report.

Director Lonni Granlund seconded the motion.

The motion was approved by the following vote:

Director Jay Bogh - Absent  
Director Lonni Granlund - Yes  
Director Chris Mann - Yes  
Director Joyce McIntire - Yes  
Director Dennis Miller - Yes

DM 20-102

RECEIPT AND  
ACKNOWLEDGEMENT  
OF THE AUDIT  
PLANNING LETTER FOR  
FISCAL YEAR 2019-20  
WITH DAVIS FARR

Chief Financial Officer Allison Edmisten introduced the District's new financial auditor Jennifer Farr with Davis Farr Certified Public Accountants who discussed the audit planning letter with the Board of Directors.

Director Joyce McIntire moved that the Board receive the annual planning letter from Davis Farr.

Director Lonni Granlund seconded the motion.

The motion was approved by the following vote:

Director Jay Bogh - Absent  
Director Lonni Granlund - Yes  
Director Chris Mann - Yes  
Director Joyce McIntire - Yes  
Director Dennis Miller - Yes

DM 20-103

RENEWAL OF GENERAL  
INSURANCE  
COVERAGE FOR  
FISCAL YEAR 2021

Implementation Manager Kathryn Hallberg provided an overview of the insurance package for Fiscal Year 2020-21 and introduced Seth Cole from Alliant Insurance Services.

Director Lonni Granlund moved that the Board authorize the General Manager to execute the necessary documents for property/liability insurance policy coverage from Allied World Assurance Coverage for the amount of \$237,372.

Director Joyce McIntire seconded the motion.

The motion was approved by the following vote:

Director Jay Bogh - Absent  
Director Lonni Granlund - Yes  
Director Chris Mann - Yes  
Director Joyce McIntire - Yes  
Director Dennis Miller - Yes

DM 20-104

AUTHORIZATION TO  
PROCEED WITH THE  
FINAL DESIGN OF  
RECYCLED WATER  
IMPROVEMENTS AT  
THE R-16.2 RESERVOIR  
COMPLEX

Implementation Manager Matthew Porras and General Manager Joseph Zoba discussed an opportunity to design the R-16.2 Reservoir Complex to include recycled water facilities to seek funding for the new infrastructure.

Jonathan Weldy from Meridian Land Development expressed support for the proposed recycled water infrastructure.

Director Dennis Miller moved that the Board authorize the General Manager to initiate the design of the recycled water reservoir R-16.2, recycled water pipeline, and a booster station for a sum not to exceed \$206,800.



Director Joyce McIntire seconded the motion.

The motion was approved by the following vote:

Director Jay Bogh - Absent  
Director Lonni Granlund - Yes  
Director Chris Mann - Yes  
Director Joyce McIntire - Yes  
Director Dennis Miller - Yes

BOARD REPORTS AND  
DIRECTOR COMMENTS

Director Lonni Granlund and Director Joyce McIntire reported on the San Gorgonio Pass Water Agency Board Meeting held on June 15, 2020.

Director Joyce McIntire reported on the San Bernardino Valley Municipal Water District Policy Workshop held on June 11, 2020.

ANNOUNCEMENTS

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

CLOSED SESSION

None

ADJOURNMENT

The meeting was adjourned at 5:55 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:** June 23, 2020

**Prepared By:** Allison M. Edmisten, Chief Financial Officer  
Joseph B. Zoba, General Manager

**Subject:** Status Report Regarding the Discontinuation of Utility Service Pursuant to Executive Order N-42.20

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

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On April 2, 2020, Governor Gavin Newsome signed Executive Order N-42-20, restricting water shutoffs in response to the COVID-19 pandemic. This Executive Order also restored water for occupied residences that may have had their water shut off as of March 4, 2020 which was the date the Governor proclaimed a state of emergency due to COVID-19.

As a result of this Executive Order, the District is not discontinuing any services to customers and will continue that practice until such time the Executive Order is cancelled.



**EXECUTIVE DEPARTMENT  
STATE OF CALIFORNIA**

**EXECUTIVE ORDER N-42-20**

**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** it is the established policy of the State under Water Code section 106.3 that every human being has the right to safe, clean, affordable, and accessible water adequate for human consumption, cooking, and sanitary purposes; and

**WHEREAS** to limit the spread of COVID-19 it is crucial that Californians wash their hands regularly and thoroughly; and

**WHEREAS** many Californians are experiencing or will experience substantial losses of income as a result of business closures, the loss of work hours or wages, or layoffs related to COVID-19, which may hinder their ability to make payments for water service and subject them to water shutoffs due to non-payment; and

**WHEREAS** many small businesses that provide services essential to the health and well-being of Californians have experienced substantial reductions in income, which may hinder their ability to make payments for water service and subject them to water shutoffs due to non-payment; and

**WHEREAS** the California Public Utilities Commission has directed private water utilities under its jurisdiction to implement customer service protections, including a moratorium on service disconnections, during the COVID-19 emergency; and

**WHEREAS** more than 100 public and private water systems have voluntarily agreed to halt disconnections as well; and

**WHEREAS** under the provisions of Government Code section 8571, I find that strict compliance with the various statutes and regulations concerning water shutoffs 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 the statutes of the State of California, and in particular, Government Code sections 8567, 8570, 8571, and 8627, do hereby issue the following order to become effective immediately:

**IT IS HEREBY ORDERED THAT:**

- 1) The authority of urban and community water systems, as defined in Health and Safety Code section 116902, subdivision (d), to discontinue residential service, as defined in Health and Safety Code section 116902, subdivision (c), for non-payment under Health and Safety Code sections 116908 and 116910, is suspended.
- 2) Water systems not subject to the requirements of Health and Safety Code sections 116908 and 116910 shall not discontinue residential

service, as defined in Health and Safety Code section 116902, subdivision (c), for non-payment.

- 3) Water systems shall restore any residential service to occupied residences that has been discontinued for nonpayment since March 4, 2020.
- 4) Water systems shall not discontinue service to any business in the critical infrastructure sectors designated by the State Public Health Officer as critical to protect the health and well-being of all Californians that qualifies as a small business under 13 C.F.R. § 121.201 of the Small Business Administration's regulations.
- 5) The State Water Resources Control Board shall identify best practices, guidelines, or both to be implemented during the COVID-19 emergency (i) to address non-payment or reduced payments, (ii) to promote and to ensure continuity of service by water systems and wastewater systems, and (iii) to provide measures such as the sharing of supplies, equipment and staffing to relieve water systems under financial distress.

Nothing in this Order eliminates the obligation of water customers to pay for water service, prevents a water system from charging a customer for such service, or reduces the amount a customer already may owe to a water system.

Nothing in this Order modifies the obligations of urban and community waters systems to comply with provisions of the Water Shutoff Protection Act not specifically addressed by this Order or other applicable laws, regulations, and guidelines.

**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 2nd day of April 2020.

  
\_\_\_\_\_  
GAVIN NEWSOM  
Governor of California

**ATTEST:**

\_\_\_\_\_  
ALEX PADILLA  
Secretary of State



**Date:** June 23, 2020

**Prepared By:** Allison M. Edmisten, Chief Financial Officer  
Joseph B. Zoba, General Manager

**Subject:** Consideration of a Resolution Waiving Late Fees During Specific Stages of the COVID-19 Resilience Roadmap for California

**Recommendation:** That the Board adopt Resolution No. 2020-32.

On April 21, 2020, the Board of Directors approved Resolution 2020-23 waiving late fees and delinquent charges for water and sewer customers through June 30, 2020 [Director Memorandum 20-056].

On April 28, 2020, Governor Newsom announced a method to begin opening the businesses in the State using available science and data to progress through four distinct stages.



The District staff has prepared Resolution No. 2020-32 to waive late charges during Stage 1 and Stage 2, but to process and collect late charges during Stage 3, and Stage 4. Therefore, late charges would be applied to customer accounts when both Riverside County and San Bernardino County enter Stage 3, but the late charges would be discontinued if either county returned to Stage 2.



## Stage 1: Safety and preparedness

Continue to build out testing, [contact tracing](#), PPE, and hospital surge capacity.

Continue to make essential workplaces as safe as possible:

- Physical and work flow adaptation
- Essential workforce safety net
- Make PPE more widely available
- Individual behavior changes

Stay at home except for essential and permitted activities

Prepare sector-by-sector safety guidelines for expanded workforce.



## Stage 2: Lower-risk workplaces

Gradually opening some lower risk workplaces with adaptations at a pace designed to protect public health and safety, starting with:

- Retail
- Manufacturing
- Offices (when telework not possible)
- Outdoor Museums
- Limited Personal Services

Limit time outside the home and travel only for permissible activities, such as healthcare, food, outdoor exercise and recreation (individuals and households only). Stage 1 and 2 work, and local shopping or other activities related to open sectors.

Some counties may move more quickly through stage 2, following guidelines laid out on the [county variance page](#).

Other counties may maintain more restrictive public health measures.

Monitor critical indicators and alter scope of reopening if necessary to protect public health and safety.



### **Stage 3: Higher-risk workplaces**

Phase in higher-risk workplaces at a pace designed to protect public health and safety, beginning with limited personal care and recreational venues (with workplace modifications).

Travel for permissible activities, such as healthcare, food, stages 1-3 work, and local or activities shopping related to open sectors.

Monitor critical indicators and alter scope of reopening if necessary to protect public health and safety.



### **Stage 4: End of stay at home order**

Gradually open larger gathering venues at a pace consistent with public health and safety, such as nightclubs, concert venues, and live audience sports.

Gradually resume remaining activities and travel.

Monitor critical indicators and alter scope of reopening if necessary to protect public health and safety.

## **RESOLUTION NO. 2020-32**

### **A RESOLUTION OF THE YUCAIPA VALLEY WATER DISTRICT WAIVING LATE FEES DURING SPECIFIC STAGES OF THE COVID-19 RESILIENCE ROADMAP FOR CALIFORNIA**

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, 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, California Governor’s Executive Order N-42-20 issued on April 2, 2020 states the following:

1. The authority of urban and community water systems, as defined in Health and Safety Code section 116902, subdivision (d), to discontinue residential service, as defined in Health and Safety Code section 116902 subdivision (c), for non-payment under Health and Safety Code sections 116908 and 116910, is suspended.
2. Water systems not subject to the requirements of Health and Safety Code sections 116908 and 116910 shall not discontinue residential service, as defined in Health and Safety Code section 116902, subdivision (c), for non-payment.
3. Water systems shall restore any residential service to occupied residences that has been discontinued for nonpayment since March 4, 2020.
4. Water systems shall not discontinue service to any business in the critical infrastructure sectors designated by the State Public Health Officer as critical to protect the health and well-being of all Californians that qualifies as a small business under 13 C.F.R. section 121-201 of the Small Business Administration’s regulations.
5. The State Water Resources Control Board shall identify best practices, guidelines, or both to be implemented during the COVID-19 emergency (i) to address non-payment or reduced payments, (ii) to promote and to ensure continuity of service by water systems and wastewater systems, and (iii) to provide measures such as the sharing of supplies, equipment and staffing to relieve water systems under financial distress.

Nothing in this Order eliminates the obligations of water customers to pay for water service, prevents a water system from charging a customer for such service, or reduces the amount a customer already may owe to a water system.



WHEREAS, nothing in the Governor's Executive Order N-42-20 issued on April 2, 2020 limits the obligation of customers to continue payments for services or the ability of service providers to continue charging customers for the services provided. No waiver of late fees or collection practices has been implemented with the signing of the Executive Order. Accordingly, so long as service providers adhere to the restrictions on service shut-offs, they may continue their standard practices in such areas.

BE IT RESOLVED AND ORDERED that while not required by Executive Order N-42-20, the Board of Directors of the Yucaipa Valley Water District hereby waives the imposition of late fees and delinquent charges for District customers if either Riverside County or San Bernardino County are in Stage 1 or Stage 2 of the California Resilience Roadmap.

FURTHERMORE, the Board of Directors directs the District staff to continue with all applicable lien processing procedures required to collect unpaid customer balances of greater than 60 days as of June 30<sup>th</sup>.

PASSED, APPROVED and ADOPTED this 23<sup>rd</sup> day of June 2020.

YUCAIPA VALLEY WATER DISTRICT

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Chris Mann, President Board of Directors

ATTEST:

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Joseph B. Zoba, General Manager



**Date:** June 23, 2020

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

**Subject:** Consideration of a Resolution Setting Forth the Debt Management Policy for the Sewer Division

**Recommendation:** That the Board adopt Resolution No. 2020-33.

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The District staff is continuing to process the State Revolving Fund application through the State Water Resources Control Board for the financing of the Calimesa Regional Recycled Water Pipeline Project. The State Water Resources Control Board has requested a debt management policy for the sewer enterprise since the existing policy was specifically crafted for the drinking water enterprise.



## **RESOLUTION NO. 2020-33**

### **A RESOLUTION OF THE YUCAIPA VALLEY WATER DISTRICT SETTING FORTH THE DEBT MANAGEMENT POLICY FOR THE SEWER DIVISION**

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, this Resolution documents the goals of the Yucaipa Valley Water District (“District”) for the use of debt instruments and provides guidelines for the use of debt for financing District sewer infrastructure and project needs; and

WHEREAS, the District’s overriding goal in issuing debt is to respond to and provide for its infrastructure, capital project and other financing needs while ensuring that debt is issued and managed prudently in order to maintain a sound fiscal position and protect credit quality; and

WHEREAS, the District issues debt instruments, administers District held debt proceeds and makes debt service payments, acting with prudence, diligence and attention to prevailing economic conditions; and

WHEREAS, the District will pay for all infrastructure, projects, and other financing needs from a combination of current revenues, available reserves, and prudently issued debt; and

WHEREAS, the District believes that debt can provide an equitable means of financing projects for its customers and provide access to new capital needed for infrastructure and project needs; and

WHEREAS, the District will use debt to meet financing needs (i) if it meets the goals of equitable treatment of all customers, both current and future; (ii) if it is the most cost-effective means available; (iii) if it is fiscally prudent, responsible, and diligent under the prevailing economic conditions; and (iv) if there are other important policy reasons; and

WHEREAS, the District will not issue debt without the approval of the Board of Directors.

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

1. General Provisions.

The District will provide for a periodic review of its financial performance and review its performance relative to the financial policies outlined herein. These financial policies will be taken into account during the capital planning, budgeting, and rate setting processes. Necessary appropriations for annual debt service requirements will be routinely included in the District’s annual budget. The District will maintain proactive communication with the investment community, including rating agencies, credit enhancers and investors, to ensure future capital market access at the lowest possible interest rates.

The following principles outline the District's approach to debt management:

- A. The District will issue debt only in the case where there is an identified source of repayment. Debt will be issued to the extent that (i) projected existing revenues are sufficient to pay for the proposed debt service together with all existing debt service covered by such existing revenues, or (ii) additional projected revenues have been identified as a source of repayment in an amount sufficient to pay for the proposed debt.
- B. The District will not issue debt to cover operating needs, unless specifically approved by the Board.
- C. Debt issuance for a capital project will not be considered unless such project has been incorporated into the District's adopted Capital Improvement Budget or as otherwise approved by the Board.

2. Conditions for Debt Issuance.

The following guidelines formally establish parameters for evaluating, issuing, and managing the District's debt. The guidelines outlined below are not intended to serve as a list of rules to be applied to the District's debt issuance process, but rather to serve as a set of practices to promote prudent financial management.

In issuing debt, the District's objectives will be to:

- A. Achieve the lowest cost of capital
- B. Ensure ratepayer equity
- C. Maintain the adopted credit rating strategy, or a more effective credit rating strategy, and access to credit enhancement
- D. Preserve financial flexibility

3. Standards for Use of Debt Financing.

When appropriate, the District will use long-term debt financing to achieve an equitable allocation of capital costs/charges between current and future system users, to provide more manageable rates in the near and medium term and to minimize rate volatility. The District shall not construct or acquire a facility if it is unable to adequately provide for the subsequent annual operation and maintenance costs of the facility throughout its expected life. Capital projects financed through debt issuance will not be financed for a term longer than the expected useful life of the project.

4. Debt Capacity.

There is no specific provision within the California Government Code that limits the amount of debt that may be issued by the District. The District's future borrowing capability is limited by the debt coverage ratio and additional debt limitations required by the existing bond covenants.

## 5. Security of Debt.

- A. Revenue Bonds - Revenue bonds are supported solely from fees generated from specific Enterprise Funds. Accordingly, the District will issue revenue bonds when an identifiable revenue stream can be dedicated to support the payment of debt service. The final maturity of revenue bonds will be determined by the expected life of the project to be financed and the revenues available to repay the debt.
- B. Certificates of Participation (COPs) - Certificates of Participation are a debt instrument where an investor purchases a share of the lease revenues of a program rather than the bond being secured by those revenues. Certificates of participation are secured by lease revenues.
- C. State Revolving Fund Loans - The State of California administers various State Revolving Fund (SRF) programs to assist cities and other agencies with financing large capital projects. The programs function like an infrastructure bank by distributing low interest rate loans for projects. Loan repayments are recycled back into the SRF program for future borrowings. Compared to traditional bond financing, the District may realize substantial savings as a result of the low interest rate of SRF loans.
- D. Special Assessment Bonds - Special assessment bonds are a special type of municipal bond used to fund development projects that benefit a discrete group of taxpayers within a special assessment district. Principal and interest owed on the bonds is paid from assessments on the property benefiting from the particular bond-funded project. The creation of an improvement district is subject to approval of voters within the district and must follow a detailed legal process.
- E. Special District Bonds - Special Districts, including Community Facilities Districts (CFDs), are typically initiated by developers, whereby a developer seeks a public financing mechanism to fund public infrastructure required by the District in connection with a development. Special District bonds are issued and backed entirely by a special district established under State Statutes for the purpose of managing and financing public improvements within the district boundaries.
- F. Other Agency Loans - There may be opportunities for local agencies to assist each other with the construction of infrastructure and facilities that provide regional benefit to the area. These loans will be structured based on mutual agreements between the parties and require approval at one or more public meetings.

## 6. Financing Criteria.

Each debt issuance should be evaluated on an individual basis within the context of the District's overall financing objectives and current market conditions. The District will evaluate alternative debt structures (and timing considerations) to ensure the most cost-efficient financing under prevailing market conditions.

- A. Credit Enhancement – The District will consider the use of credit enhancement on a case-by-case basis. Only when clearly demonstrable savings can be realized shall credit enhancement be utilized.

- B. Cash-Funded Reserve vs. Surety – If the issuance of debt requires a cash-funded debt service reserve fund, the District may purchase a surety policy or replace an existing cash-funded debt service reserve fund when deemed prudent and advantageous. The District may permit the use of guaranteed investment agreements for the investment of reserve funds pledged to the repayment of any of its debt when it is approved by the Board.
- C. Call Provisions – In general, the District's securities should include optional call provisions. The District will avoid the sale of non-callable, long-term fixed rate bonds, absent careful evaluation of the value of the call option.
- D. Additional Bonds Test/Rate Covenants – The amount and timing of debt will be planned to comply with the additional bonds tests and rate covenants outlined in the appropriate legal and financing documents, and this policy.
- E. Short-Term Debt – The District may utilize short-term borrowing to serve as a bridge for anticipated revenues, construction financing or future bonding capacity.
- F. Variable Rate Debt – Variable rate debt products are rolling series of short-term investments that are resold periodically and are therefore priced at the short-end of the yield curve at low interest rates. If an issuer accepts the risks inherent in variable interest rates, the issuer can take advantage of some of the lowest rates available on the market. Variable rate debt may be appropriate for the District's portfolio, especially in an environment where increased interest earnings on invested funds offset the increased cost of variable rate debt. Variable rate debt products include variable rate demand obligations, commercial paper, and auction rate securities. The District may consider the use of variable rate debt products to achieve a lower cost of borrowing or for short-term borrowing. In determining whether or not to use variable rate debt, the District will analyze the risks associated with the variable rate debt products, including derivative products.
- G. Use of Variable Rate Debt – The District may consider the use of variable rate debt products to achieve a lower cost of borrowing or for short-term borrowing. In determining whether or not to use variable rate debt, the District will analyze, among other things, the risk associated with the variable rate debt and the impact on the District's overall portfolio.
- H. Investment of Bond Proceeds - Bond proceeds will be invested in accordance with the permitted investment language outlined in the bond documents for each transaction. The District will seek to maximize investment earnings within the investment parameters set forth in the respective debt financing documentation. The reinvestment of bond proceeds will be incorporated into the evaluation of each financing decision; specifically addressing arbitrage/rebate position and evaluating alternative debt structures and refunding savings on a "net" debt service basis, where appropriate.

## 7. Refinancing Outstanding Debt.

The Chief Financial Officer shall have the responsibility to evaluate potential refunding opportunities. The District will consider the following issues when analyzing potential refinancing opportunities:

- A. Debt Service Savings – The District shall establish a target savings level greater or equal to 3% of the par of debt refunded on a net present value (NPV) basis (after payment of all costs associated with the issuance) for a current refunding and 5% for advanced refunding transactions. This figure will serve only as a guideline and the District may determine that a different savings target is appropriate; the District shall evaluate each refunding opportunity on a case-by-case basis. In addition to the savings guideline, the following shall be taken into consideration: (i) remaining time to maturity (ii) size of the issue (iii) current interest rate environment (iv) annual cash flow savings (v) the value of the call option (vi) revision of restrictive or onerous covenants (vii) other factors approved by the District
- B. Restructuring – The District may seek to refinance a bond issue on a non-economic basis, in order to restructure debt, to mitigate irregular debt service payments, accommodate revenue shortfalls, to achieve a proper matching of debt service with revenues, release reserve funds, or comply with and/or eliminate rate/bond covenants.
- C. Term/Final Maturity – The District may consider the extension of the final maturity of the refunding bonds in order to achieve a necessary outcome, provided that such extension is legal. The term of the debt should not extend beyond the reasonably expected useful life of the asset being financed. The District may also consider shortening the final maturity of the bonds. The remaining useful life of the assets and the concept of inter-generational equity will guide these decisions.
- D. Defeasance – Defeasance is when a debt financing is refinanced or paid off through an escrow where certain authorized investments and cash are deposited to pay the redemption price, principal, and interest until such time the debt is fully redeemed. On the date when proceeds are deposited into the escrow, the debt will no longer be deemed outstanding and is defeased.

There are two types of defeasances: legal and economic. A legal defeasance ends all of the rights and interest of the debt holders provided under the governing documents, including the pledge of revenues or other security interest. An economic defeasance does not end the rights and interest of the debt holders until such debt is fully redeemed.

When evaluating an economic versus legal defeasance, the District shall take into consideration both the financial impact on a net present value basis as well as the rating/credit impact. The District shall take all necessary steps to optimize the yield on its refunding escrows investments and avoid negative arbitrage.

8. Outstanding Debt Limitations.

Prior to issuance of new debt, the District shall consider and review the latest credit rating reports and guidelines to ensure the District's credit ratings and financial flexibility remain at levels consistent with the most highly rated comparable public agencies.

9. Method of Issuance.

The District will determine, on a case-by-case basis, whether to sell its bonds competitively or through negotiation.

- A. Competitive Sale – In a competitive sale, the District's debt shall be awarded to the bidder providing the lowest true interest cost ("TIC"), as long as the bid adheres to the requirements set forth in the official notice of sale.
- B. Negotiated Sale – The District recognizes that some bond issues are best sold through negotiation with a selected underwriter or team of underwriters. The District has identified the following circumstances below in which this would likely be the case: (i). Issuance of variable rate or taxable bonds; (ii) Complex structures or credit considerations (such as non-rated bonds), which require a strong pre-marketing effort. Significant par value, which may limit the number of potential bidders, unique/proprietary financing mechanism (such as a financing pool), or specialized knowledge of financing mechanism or process; (iii) Market volatility, such that the District would be better served by flexibility in the timing of its sale, such as in the case of a refunding issue wherein the savings target is sensitive to interest rate fluctuations, or in a changing interest rate environment; (iv) When an underwriter has identified new financing opportunities or presented alternative structures that financially benefit the District; (v) As a result of an underwriter's familiarity with the project/financing, that enables the District to take advantage of efficiency and timing considerations
- C. Private Placement – From time to time the District may elect to issue debt on a private placement basis. Such method shall be considered if it is demonstrated to result in cost savings or provide other advantages relative to other methods of debt issuance, or if it is determined that access to the public market is unavailable and timing considerations require that a financing be completed.

10. Market Communication, Debt Administration and Reporting Requirements.

- A. Responsibilities – For purposes of this policy the General Manager delegates responsibility to the Chief Financial Officer or his/her successor in position and in title.
- B. Rating Agencies – The Chief Financial Officer shall be responsible for maintaining the District's relationships with Standard & Poor's Ratings Services, Fitch Ratings, and Moody's Investors Service, as appropriate. The District shall, from time to time, deal with one, two or all of these agencies as circumstances dictate. In addition to general communication, the Chief Financial Officer shall: (i) strive to meet, (either in person or via phone) with credit analysts at least annually, as appropriate, and (ii) prior to each competitive or negotiated sale, offer conference calls or meeting(s) with rating analysts in connection with the planned sale.

- C. Observance of Debt Covenants – The Chief Financial Officer will periodically ensure that the District complies with all legal covenants for each debt issue.
- D. Continuing Disclosure – The Chief Financial Officer will comply for all debt issued with Rule 15c2-12(b)(5) by required filing as covenanted in each debt issue's Continuing Disclosure Agreement. The Chief Financial Officer will maintain a calendar with the reporting deadlines and procedures for dissemination of annual reports and notices.
- E. Record Keeping – A copy of all debt-related records shall be retained at the District's offices or in an approved storage facility. At minimum, these records shall include all official statements, bid documents, bond documents/transcripts, resolutions, trustee statements, leases, and title reports for each financing (to the extent available). To the extent possible, the District shall retain an electronic copy of each document, preferably in PDF or CD-ROM format.
- F. Arbitrage Rebate – The District will comply with the administratively adopted policies and procedures regarding tax-exempt financings and tax-exempt financed property, as well as the tax and arbitrage certifications associated with each issue.
- G. Internal Controls for Use of Proceeds – To ensure that the proceeds of debt issuances are used in accordance with the intended uses, staff will perform annual procedures as outlined in the District's Post-Issuance Compliance Manual.
- H. California Debt and Investment Advisory Commission (CDIAC) Filings – The District will comply with required CDIAC rules and regulations and applicable filings including, but not limited to, the Annual Debt Transparency Report and the Marks-Roos Yearly Fiscal Status Report. The District shall also comply with Government Code Section 5852.1 by disclosing specified good faith estimates in a public meeting prior to the authorization of the issuance of debt.

PASSED, APPROVED and ADOPTED this 23<sup>rd</sup> day of June 2020.

YUCAIPA VALLEY WATER DISTRICT

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Chris Mann, President Board of Directors

ATTEST:

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Joseph B. Zoba, General Manager





**Date:** June 23, 2020

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

**Subject:** Installation of Security Window Film at District Facilities

**Recommendation:** That the Board authorize the General Manager to execute a contract with ArmorCentric for a sum not to exceed \$39,654 and adopt Resolution No. 2020-34.

District staff has identified that the installation of security window film at various District facilities will help to improve the security at these sites. The security film that has been selected for this purpose is a 3-Ply (14 mil) security laminate by ArmorCentric.

The following quotes for each facility are summarized in the table below.

Location	ArmorCentric	Commercial Metal Door	Mystic Mirror
Location A	\$10,915	\$13,001	\$12,390
Location B	\$18,378	\$23,022	\$21,600
Location C	\$10,361	\$13,695	\$11,190
<b>TOTAL</b>	<b>\$39,654</b>	<b>\$49,718</b>	<b>\$45,180</b>

Financial Impact:

Funding for this purchase will be from Water and Sewer Infrastructure Reserves [GL Accounts #02-000-10311 and 03-000-10311]. Resolution No. 2020-34 would approve the transfer of funds from the District Reserve Funds to the Water Fund and Sewer Funds for the purchase of this security film.



# ARMORCENTRIC™

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## AC14 – 14mil 3-ply Security Laminate

PRODUCT NAME	AC14
THICKNESS	14mil
No. of PLY's	3-ply
3rd PARTY TESTING	BULLET - NIJ Level 2A 9mm FMJ
RESULTS	IMPACT - EN356 P2A, DIN 52290 part 4,A1 HURRICANE - Dade County TAS201, TAS202, TAS203 ROBBERY - UL972 BOMB BLAST - GSA Level 2, Siach Gefen - IDF testing
TECHNICAL DATA	Break Strength 335lbs./inch Tensile Strength 28,500psi Peel Strength 7lbs./inch Visible light transmitted - 87% UV Rejection - 99% Solar Energy Transmitted - 78% Reflected - 10% Absorbed - 12% Shading Coefficient - 0.94 Total Solar Energy Rejected - 18%

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## Products

The Armorcentric™ team are certified experts that provide the industry's best solutions for protecting your existing or new windows. Armorcentric™ can protect you, your family, employees, business, facilities and valuables from criminals intent on gaining entry through your glass. Armorcentric products can also mitigate injuries that can be caused by broken or flying glass from threats such as explosive blasts, severe weather, attempted thefts and small arms fire. We continually test our products to ensure that we produce the highest quality safety film and security laminate in the industry.

Enjoy the peace of mind knowing your family, home, office, business and valuables are secure.

All of our security films are UV-resistant, scratch-resistant, and come with a 10-year warranty against discoloration, peeling, and distortion.

### **AC7 Safety / Security Film**

This is our standard grade of safety / security film which acts as a good shield against simple smash and grab crimes. This safety / security film is also a good option for keeping children safe from glass shards should they break or run into a pane of glass. Once this film is applied to annealed glass, it will surpass the ANSI Z97.1 standard for safety glazing.

### **AC9 2-Ply Security Film**

This 2-ply security film offers superior protection against typical smash and grab crimes. Usually, criminals would like to break a window and get in and out as quickly as possible. The AC9 will provide enough protection to discourage an intruder to move on to an easier target.

### **AC14 3-Ply Security Film**

Our flagship security laminate product used to stop the most aggravated attempts to gain entry through your glass. Our premium 3-ply security film offers incredible amounts of protection against everything from bricks, to crowbars, to bats, and even up to a .357 Magnum. This is the best and most flexible security film choice for commercial, residential, and automotive applications. Comes in clear, grey tint, frosted and silver reflective.

### **Tint (Solar Protection & Privacy)**

Protect against heat, UV, and provide a level of privacy with our professionally installed window tint for your home and business.

### **Anti-Graffiti Film**

Protect your glass against graffiti and etching with our AG film. If a vandal tries to tag your window, they will only be vandalizing our invisible protective coating. We can then easily remove and replace the tagged film and your glass will look like new. This is much more cost-effective than replacing the glass and will have a smaller impact on your business.

**RESOLUTION NO. 2020-34****RESOLUTION OF THE YUCAIPA VALLEY WATER DISTRICT  
TRANSFERRING FUNDS WITHIN THE WATER FUND AS TRANSFER NUMBER 6  
AND THE SEWER FUND AS TRANSFER NUMBER 7 FOR FISCAL YEAR 2020**

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

WHEREAS, the Board of Directors has approved the purchase of security film for a sum not to exceed \$39,654, and

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

Section 1: Fund Transfer No. 6 in the amount of \$19,287 from the Water Fund Infrastructure Reserves (02-000-10311) to fund 50% of the purchase of the security glass film; and

Section 2: Fund Transfer No. 7 in the amount of \$19,287 from the Sewer Fund Infrastructure Reserves (03-000-10311) to fund 50% of the purchase of the security glass film.

PASSED, APPROVED and ADOPTED this 23<sup>rd</sup> day of June 2020.

YUCAIPA VALLEY WATER DISTRICT

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Chris Mann, President Board of Directors

ATTEST:

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Joseph B. Zoba, General Manager



**Date:** June 23, 2020

**Prepared By:** Mike Kostecky, Operations Manager

**Subject:** Consideration to Increase Chemical Storage Capacity at the Yucaipa Valley Regional Water Filtration Facility

**Recommendation:** That the Board authorize the General Manager to procure a second chemical storage tank at the Yucaipa Valley Regional Water Filtration Facility with Augusta Fiberglass for a sum not to exceed \$29,199 and adopt Resolution No. 2020-35.

The Yucaipa Valley Regional Water Filtration Facility was completed in 2007. The combined plant effluent disinfectant residual is achieved utilizing 12.5% sodium hypochlorite and is stored on site in a 7,500 gallon fiberglass tank.

During the months of warmer weather and high demand, the existing tank is replenished approximately every other week. Due to the current COVID-19 concerns and possible supply and/or shipping delays, District staff sought bids to increase the chemical storage capacity to alleviate the potential shutdown of the drinking water facility due to delayed deliveries.

The Augusta Fiberglass quote includes \$11,500 in shipping charges whereas the National Storage Tank quote does not include shipping costs. Additionally, District staff explored all options including a plastic tank as seen in the Plastic-Mart quote.

District staff is requesting your consideration to procure a second 7,500 gallon chemical storage tank at the Yucaipa Valley Regional Water Filtration Facility from Augusta Fiberglass as seen in the attached quote for a sum not to exceed \$29,199.



This project will be funded by Water Fund, Infrastructure Reserves [G/L Account #02-000-10311].

## **RESOLUTION NO. 2020-35**

### **RESOLUTION OF THE YUCAIPA VALLEY WATER DISTRICT AUTHORIZING FUND TRANSFER NO. 8 FOR FISCAL YEAR 2020 WITHIN THE DRINKING WATER ENTERPRISE**

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

WHEREAS, the Board of Directors has approved the purchase of a new chemical storage tank at the Yucaipa Valley Regional Water Filtration Facility.

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

Section 1: Fund Transfer No. 8 in the amount of \$29,199 from the Water Fund Infrastructure Reserves (02-000-10311) to fund 100% of the purchase of the additional chemical storage tank at the Yucaipa Valley Regional Water Filtration Facility.

PASSED, APPROVED and ADOPTED this 23<sup>rd</sup> day of June 2020.

YUCAIPA VALLEY WATER DISTRICT

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Chris Mann, President Board of Directors

ATTEST:

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Joseph B. Zoba, General Manager



# Augusta Fiberglass®

ASME Accredited • Fiberglass Industrial Equipment

86 Lake Cynthia Road • Blackville, South Carolina, 29817 • (803) 284-2246 • FX (803) 284-2309 • [www.augustafiberglass.com](http://www.augustafiberglass.com)

May 20, 2020

Yucaipa Valley Water District  
35477 Oak Glen Road  
Yucaipa, CA 92399

ATTENTION: RON MCCALL

E-MAIL: [rmccall@yvwd.us](mailto:rmccall@yvwd.us)

Phone: 909-790-9208 ext. 3



Subject: Quotation  
AFC REF #88882 Revision #2 (2004-10) JL  
Project Ref: YVRWFF NaOCl Storage Tank

AUGUSTA FIBERGLASS® is pleased to furnish this quotation per your request.

## DESCRIPTION OF QUOTE:

AFC'S QUOTATION IS CONDITIONED UPON THE ATTACHED AUGUSTA FIBERGLASS COMMERCIAL TERMS AND CONDITIONS.

## SCOPE OF WORK:

One (1) FRP 7,500 Nominal Gallon Tank, 10' I.D. x 12' 10" Straight Shell Height with Flat Bottom and Dome Top.

**Fabrication:** Hand Lay-up per NBS PS 15-69, Contact Molded per ASTM D 4097-01 and Filament Wound per ASTM D 3299-10,

**Resin:** Augusta Fiberglass has based our proposal on a premium grade vinyl ester resin such as Derakane 411 or equal with a MEKP cure system for the structural layer and BPO for the 100 mil corrosion barrier. This resin selection is based on the recommendation of the resin manufacturer. Proper resin selection is critical for the optimum performance of your equipment in the service listed in your inquiry.

## Nozzles, etc.:

- 2 – Carbon Steel Galvanized Lifting Lugs
- 12 – Carbon Steel Galvanized Hold Down Lugs
- 2 – 2" Flanged Nozzles (level indicator)
- 2 – 3" Flanged Nozzles (Fill, Overflow)
- 2 – 4" Flanged Nozzles (Outlet, Drain)
- 1 – 6" Flanged Nozzle (Vent)
- 1 – 18" Top Manway (with cover; bolts and gasket not provided)
- 1 – Calibration Strip

Price (Each).....\$17,649.00  
+ SHIPPING (PER PG. 2) 11550.00  
TOTAL \$29,199.00

Augusta Fiberglass Coatings Inc • Shop and Field Fabricated Tanks • Scrubber Vessels and Stacks • FRP Duct and Piping





Items shown above will be fabricated in Blackville, South Carolina or in Ocean Springs, Mississippi at Augusta Fiberglass' option. ASME RTP-1 vessels fabricated in Ocean Springs, MS will be manufactured by AFC's sister company, B&D Plastics.

Estimated Freight to Yucaipa, CA is \$ 11,550.00 and subject to change depending on final nozzle orientation and projections. Freight estimates are good for thirty (30) days.

**NOTES:**

1. All bolts and gaskets shall be by others.
2. Pricing subject to change upon receipt of complete nozzle schedule.
3. It is the customer's responsibility to size the vent to prevent the tank from being pressurized beyond atmospheric pressure.
4. AFC takes exception to tank dimensions depicted as the tank in provided drawing is a polyethylene tank. Due to difference in fabrication methods, dimensions shown are not economical for FRP tanks. AFC has adjusted dimensions to match FRP tank standard sizes to provide a more economical design. FRP tank will not have indentions or runway for the manway connection on the tank top.
5. Design Conditions:
 

Temperature	100°F			
Pressure	Atmospheric			
Seismic Zone	Ss: 2.507	S1: 1.238	I: 1.0	Site Class: D
Wind Zone	Indoors			
Snow Load	Indoors			
Specific Gravity	1.2			
Contents	Sodium Hypochlorite (12.5%)			

**TERMS OF PAYMENT:** Net 30 days from date of invoice.

- 25% after first submission of shop drawing to customer for approval
- Balance invoiced as items become ready for shipment
- Augusta Fiberglass charges a fee for cancellation of orders based on the status of the job at the time of cancellation
- Retention fees are to be held at a maximum of 120 days after shipment

A finance charge of 1 ½% per month (18% APR) will be assessed on any balance not paid within 30 days of the invoice date. If it is necessary to place the account into collection proceedings, purchaser shall be responsible for all collection costs including witness's and attorney's fees.

**ANY MATERIALS OR FABRICATION NOT LISTED ON OUR QUOTE WILL NOT BE FURNISHED AT THIS PRICE.**

**PRICE IS F.O.B. POINT OF SHIPMENT**

**NO TAXES ARE INCLUDED**

**PRICES WILL BE FIRM FOR 90 DAYS**

**ESTIMATED SCHEDULE:**

Drawings: 2 - 3 weeks for approval drawings ARO

Fabrication: 14 – 16 weeks for shop fabrication of components

Fabrication durations stated above to be confirmed upon receipt of approved drawings and release for fabrication. Please call if timing is not acceptable. We will store the completed FRP equipment at our facility for no additional charge for a period of two weeks, after which you will be responsible for a charge of 1 ½% of the purchase order value per month for each FRP equipment which remains in storage. Stored FRP equipment will be invoiced, and payment is required, in accordance with the terms above.

**CONTACT INFORMATION:**

Thank you for allowing Augusta Fiberglass to provide you with the attached quotation.

If you have any questions or would like to place an order, please call us at 1-800-527-1572. Ask to speak with someone in the sales department and they will assist you in moving your project forward. We are here from 8:00am – 5:00pm (EST), Monday through Friday.

Thanks again and we look forward to hearing from you.

JL/amd R2





#### AUGUSTA FIBERGLASS® TERMS AND CONDITIONS

1. The prices quoted are expressly conditioned upon the terms and conditions in this document. The terms hereinafter stated supersede all other terms, understandings and customs inconsistent with this document.
  - A. The prices quoted will be effective for a period of thirty (30) days from the date of this quotation. If Augusta Fiberglass (hereinafter "AFC") receives Purchaser's acceptance after the expiration date, the quoted prices, and such acceptance shall only be binding upon AFC by AFC's written confirmation of such prices.
  - B. Prices for undelivered portions of continuing installment orders are subject to change whenever AFC's costs are affected by Federal or State legislation, changes in costs of raw materials and/or labor rates, together with applicable overhead for such costs.
2. AFC warrants that the goods provided shall be free of defects in its design (if provided by AFC), material and workmanship for a period of one year from the date of shipment.

THE WARRANTY SET FORTH ABOVE IS THE EXCLUSIVE REMEDY, THE EXCLUSIVE WARRANTY, AND IS IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED BY LAW OR TRADE USAGE, INCLUDING THE WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. AFC IS NOT LIABLE FOR DEFECTS OR DAMAGE DUE TO NEGLIGENCE (OTHER THAN THAT OF THE SELLER), ACCIDENT, ABUSE, IMPROPER INSTALLATION (OTHER THAN BY AFC) IMPROPER OPERATION, OR MAINTENANCE, OR ABNORMAL CONDITIONS.

AFC SHALL NOT BE LIABLE FOR ANY INCIDENTAL OR CONSEQUENTIAL DAMAGES. AFC'S TOTAL WARRANTY LIABILITY IS LIMITED TO THE REPAIR OR REPLACEMENT OF THE GOODS AT AFC'S DISCRETION. AFC SHALL NOT BE RESPONSIBLE FOR COSTS IN EXCESS OF THE PURCHASE PRICE. THIS WARRANTY SHALL ONLY APPLY TO GOODS LOCATED/USED IN THE CONTINENTAL UNITED STATES.

3. AFC shall not be responsible for errors, or defects in the work on account of plans, designs, specifications or drawings furnished by the Purchaser. AFC's quotation is based upon reliance in the accuracy of data supplied by Purchaser.
4. AFC will not recognize claims or make allowances for replacement of materials or correction of AFC's error unless AFC is given notice in writing of such defect at least 10 days prior to the Purchaser incurring any cost or expense on account thereof.
5. AFC shall not be considered in default in the performance of its obligations hereunder if such performance of its obligations is prevented or delayed by an Act of God, Outbreak of Hostilities, War, Revolution, Civil Commotion, Riot, Epidemic, Wind, Flood, Earthquake, any Law Order, Proclamation, Regulation, or Ordinance of any Government or subdivision of Government, delay in delivery of materials, delay of subcontractors, or any other cause, whether similar or different from those listed, which are beyond the reasonable control of the party affected.
6. All goods shall be subject to normal manufacturing variations of Seller and its raw materials supplies such as are recognized in the reinforced plastics industry.
7. In the event of a dispute arising from the manufacture, sale, delivery, or performance of a purchase order and any amendments or additions thereto issued pursuant to the attached bid and any amendments or additions thereto, jurisdiction and venue for such dispute is exclusively vested in the Court of Common Pleas, Barnwell County, South Carolina, and construed exclusively in accordance with the laws of the State of South Carolina.
8. Quotations and sales are F.O.B. Point of Shipment unless otherwise expressly stipulated.



## Augusta Fiberglass®

ASME Accredited • Fiberglass Industrial Equipment

86 Lake Cynthia Road • Blackville, South Carolina, 29817 • (803) 284-2246 • FX (803) 284-2309 • [www.augustafiberglass.com](http://www.augustafiberglass.com)

Augusta Fiberglass has been a world leader in the design, fabrication, and erection of Fiberglass related products since its inception in 1974. We are an industry leader when it comes to quality, precision craftsmanship, and customer service and are one of only nine distinguished **ASME RTP-1 certified fabricators** in the world. Our product and service offerings include:

- Tanks
- Process equipment
- Scrubber Vessels
- Stacks, Stack liners
- Piping and Ductwork
- FRP field fabrication
- Field Services

Our production personnel have the capability to fabricate tanks and other fiberglass vessels of virtually any size or shape to meet your project requirements, either at your plant site or shipped from our facility in Blackville, South Carolina. We also have a sister company, **B&D Plastics**, that specializes in **Dual Laminate Fiberglass** equipment like tanks, scrubber vessels, stacks, pipes and ductwork – located in Ocean Springs, MS. To complement our tank portfolio, we offer industrial grade polyethylene day and storage tanks to complete your storage needs.

Augusta Fiberglass is a full service provider with experienced field engineers and trained field technicians ready to support your projects with the following field services:

- Emergency response service
- Field Fabrication or Installations
- Scheduled and Unscheduled Shutdowns
- Routine Maintenance and General Repairs
- Field Modification



Please visit our web sites at [www.augustafiberglass.com](http://www.augustafiberglass.com) and [www.bdplastics.com](http://www.bdplastics.com) for a complete description of our full line of products and service capabilities. Or contact us directly at 800-527-1572.

Augusta Fiberglass Coatings Inc • Shop and Field Fabricated Tanks • Scrubber Vessels and Stacks • FRP Duct and Piping

**Yucaipa Valley Water District**

Attention: Matt Porras

Yucaipa, Ca 92399

Phone: 909-790-3300

Cell:

Fax:

Email: Mporras@yvwd.us

Project: Here is the quote you requested.

Thank you for giving National Storage Tank, Inc. the opportunity to provide you with excellent products and service. National Storage Tank's #1 priority is customer satisfaction. It is our goal to arrive on time and within budget. NSTI is the leading choice for water storage tanks and rain harvesting systems. Our products are specifically designed for Wineries, Construction Contractors, Homeowners, Fire Suppression Contractors and more.



We hold the solution for  
your Water Storage Needs.

**PROPOSAL**

Proposal # NSTQ8786

Date Mar 26, 2020

Quantity	Description	Unit Price	Total
ESTIMATE			
TANKS & FITTINGS			
1	Snyder Industrial HDLPE Natural (White) 6600gal 120"D x 158"H 1.9SG With 18" Manway Fill. FOB Chowchilla, CA		\$8,856.00
6	3" PVC Bulkhead Fitting with a VITON Gasket (INSTALLED)		\$1,835.40
PAYMENT TERMS: 80% deposit, 20% due prior to shipping		<b>SubTotal</b>	\$10,691.40
QUOTE VALIDITY: Quote is good for 30 days with immediate release into fabrication		<b>Tax</b>	\$0.00
Lead times:		<b>Est.Shipping</b>	\$1,175.00
Fabrication 4-8 weeks after we receive a signed off drawing with a matching quote or PO. Freight 1 week		<b>Total</b>	<b>\$11,866.40</b>

**Notes**

Unless otherwise mentioned withing this proposal, prevailing wage rates have not been included or allocated within this proposal. Tank above utilizes those standards, specifications and or interpretations and recommendations of professionally recognized agencies basis in establishing its own design, fabrication and quality criteria, standards, practices, methods and tolerances.

National Storage Tank, Inc. (NSTI) has included within this proposal the above items per customer request. NSTI has not researched details of tank use to insure that tanks above are correct for the intended use.

EXCEPTIONS & CLARIFICATIONS: permits, testing, inspections, special inspections, exterior plumbing, county required reports, letter of compliance, & disinfection are the responsibility of others.

Site must accommodate easy access for a 40' Truck and Trailer.

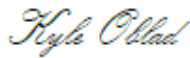
Offloading by others unless specified above.

If National Storage Tank, Inc. is providing off loading and staging, delivery truck must have easy level access to the tank pad and be able to access the site and tank pad within 10 feet and be free of obstructions.

If your project does not meet our delivery requirements, a hard access and additional charges will apply.

*We look forward to providing you with excellent products and service.*

Thank you,



Kyle Oblad

Customer Acceptance Date:

\_\_\_\_\_  
Acceptance Signature

\_\_\_\_\_  
Acceptance Printed Name

☐ Resale Certificate Provided to NSTI

☐ Exempt Certificate Provided to NSTI

The above person has the legal authority to purchase on behalf of:

**Yucaipa Valley Water District**

## Sales Quote



**Plastic-Mart**  
 685 John B Sias Memorial Pkwy Ste 330  
 Edgecliff Village, Texas 76134  
 info@plastic-mart.com

**Quote #b** PM025589-Q-2

Quote Date: 03/20/2020ccExpires:04/19/2020

Tel: (866) 310-2556 Fax:

**To:** Matt Porras

12770 2nd Street

Yucaipa, California, 92399-0000

P: 909-499-5637

**Ship to:** Matt Porras

12770 2nd Street

Yucaipa, California, 92399-0000

P: 909-499-5637

Sales Rep: **Nick Procopio** | 682-255-4003 | [nick@plastic-mart.com](mailto:nick@plastic-mart.com)

Qty	Item	Description	Unit Price	Row Total
1	N-40663	7800 Gallon Vertical Plastic Storage Tank - Natural Color - 3" Outlet - NO STOCK	\$5,696.00	\$5,696.00
6	N-62299	3" PP Bulkhead Fitting - Installed in Norwesco Tank	\$89.99	\$539.94
			<b>Subtotal:</b>	<b>\$6,235.94</b>
			<b>Freight:</b>	<b>\$1,250.00</b>
			<b>Tax:</b>	<b>\$542.73</b>
			<b>Total:</b>	<b>\$8,028.67</b>

Freight Carrier: ACTION TRANSPORTATION, INC.

# Board Reports and Comments



Yucaipa Valley Water District





## FACTS ABOUT THE YUCAIPA VALLEY WATER DISTRICT

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

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

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

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

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

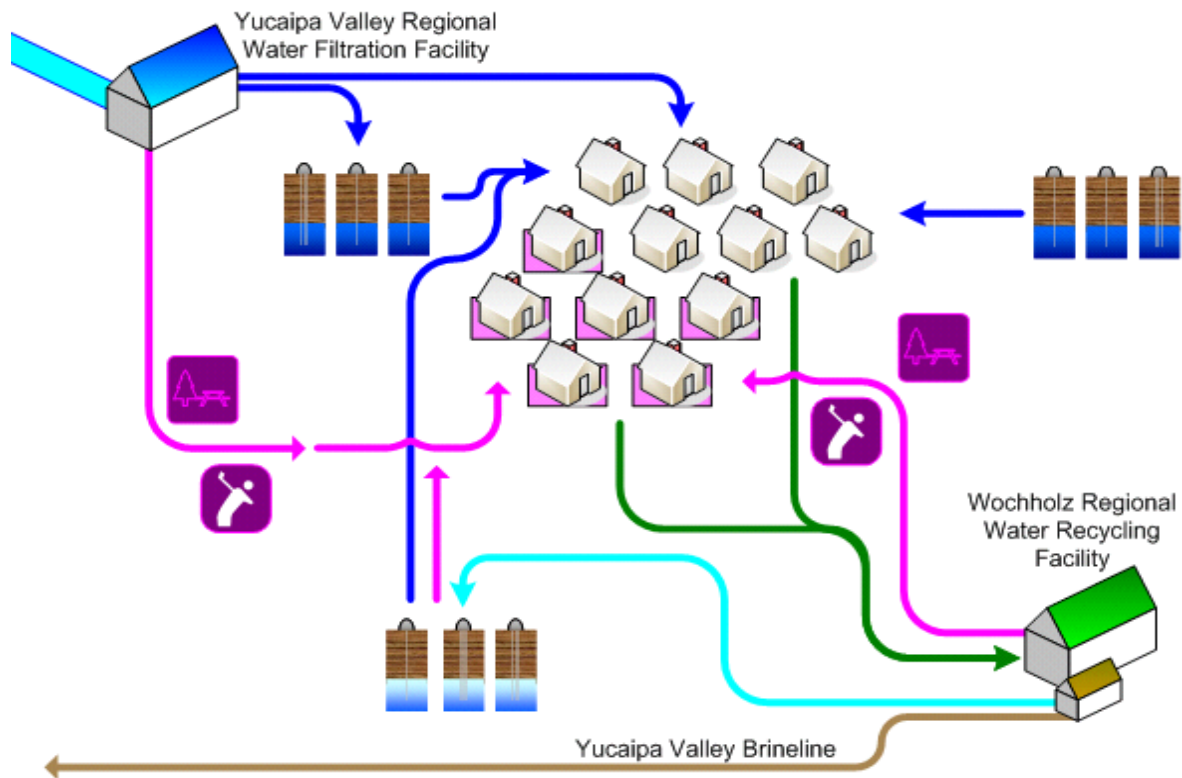
**Water System:** 223 miles of drinking water pipelines  
2,033 fire hydrants  
27 reservoirs - 34 million gallons of storage capacity  
18 pressure zones  
2.958 billion gallon annual drinking water demand  
Two water filtration facilities:  
- 1 mgd at Oak Glen Surface Water Filtration Facility  
-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

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

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

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

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



### Typical Rates, Fees and Charges:

- **Drinking Water Commodity Charge:**

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

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

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

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



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

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

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





## GLOSSARY OF COMMONLY USED TERMS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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





## COMMONLY USED ABBREVIATIONS

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