



# 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, January 26, 2021 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**  
**Meeting ID: 676-950-731#**

**Participate in the meeting online at**  
**<https://zoom.us/j/676950731>**  
**Passcode: 765589**

**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 - January 19, 2021
- V. STAFF REPORT**
- VI. DISCUSSION ITEMS**
- A. Overview of the Policy for Members of the Board of Directors Regarding Expense Reimbursement, Meeting Attendance, Compensation, and Benefits [[Director Memorandum No. 21-012 - Page 15 of 69](#)]
- RECOMMENDED ACTION: That the Board adopts Resolution No. 2021-06.
- B. Consideration of Changing the Compensation Paid to Members of the Board of Directors and a Possible Adjustment to the Compensation Paid per Meeting Day [[Director Memorandum No. 21-013 - Page 25 of 69](#)]
- RECOMMENDED ACTION: No recommendation.
- C. Consideration of Using the Statewide Community Infrastructure Program for the Payment of Sewer Facility Capacity Charges for Stonebrook Meadows - Assessment District No. 21-02 with the California Statewide Communities Development Authority [[Director Memorandum No. 21-014 - Page 29 of 69](#)]
- RECOMMENDED ACTION: That the Board adopts Resolution No. 2021-08.
- D. Appointment of a Representative to the San Geronio Pass Regional Water Alliance [[Director Memorandum No. 21-015 - Page 58 of 69](#)]
- RECOMMENDED ACTION: That by minute order, the Board appoint an elected official to the San Geronio Pass Regional Water Alliance.
- E. Appointment of a Primary and Alternate Representative to the City of Yucaipa Economic Development Advisory Committee [[Director Memorandum No. 21-016 - Page 59 of 69](#)]
- RECOMMENDED ACTION: That by minute order, the Board appoint a primary and alternate elected official to the Economic Development Advisory Committee.
- F. Appointment of a Primary and Alternate Representative to the San Bernardino Valley Municipal Water District's Advisory Commission on Water Policy [[Director Memorandum No. 21-017 - Page 60 of 69](#)]
- RECOMMENDED ACTION: That by minute order, the Board appoint a primary and alternate elected official to the Advisory Commission on Water Policy.
- VII. BOARD REPORTS & DIRECTOR COMMENTS**
- VIII. ANNOUNCEMENTS**
- A. February 2, 2021 at 4:00 p.m. - Board Meeting - **Teleconference Only**
- B. February 9, 2021 at 4:00 p.m. - Board Meeting - **Teleconference Only**
- C. February 16, 2021 at 4:00 p.m. - Board Meeting - **Teleconference Only**
- D. February 23, 2021 at 4:00 p.m. - Board Meeting - **Teleconference Only**
- E. March 2, 2021 at 4:00 p.m. - Board Meeting - **Teleconference Only**
- F. March 9, 2021 at 4:00 p.m. - Board Meeting - **Teleconference Only**
- G. March 16, 2021 at 4:00 p.m. - Board Meeting - **Teleconference Only**
- H. March 23, 2021 at 4:00 p.m. - Board Meeting - **Teleconference Only**
- I. March 30, 2021 at 4:00 p.m. - Board Meeting - **Teleconference Only**
- J. April 6, 2021 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.

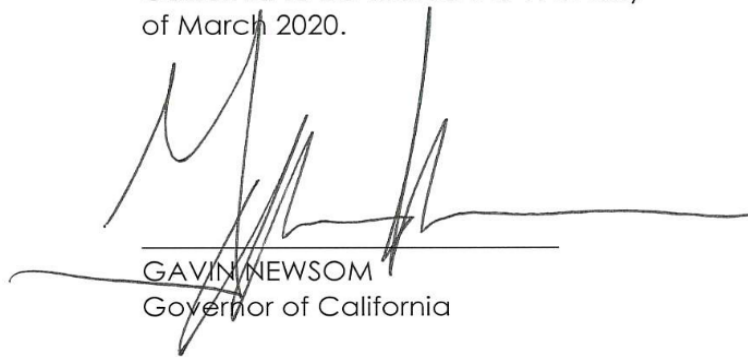
All of the foregoing provisions concerning the conduct of public meetings shall apply only during the period in which state or local public health officials have imposed or recommended social distancing measures.

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.



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GAVIN NEWSOM  
Governor of California

# Consent Calendar



Yucaipa Valley Water District

# MINUTES OF A BOARD MEETING - TELECONFERENCE

January 19, 2021 at 4:00 pm

## Directors Present:

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

## Staff Present:

Wade Allsup, Information Systems Specialist  
Jennifer Ares, Water Resource Manager  
Madeline Blua, Water Resource Specialist  
Allison Edmisten, Chief Financial Officer  
Chelsie Fogus, Administrative Assistant I  
Ashley Gibson, Regulatory Compliance Manager  
Dustin Hochreiter, Senior Engineering Technician  
Tim Mackamul, Operations Manager  
Charles Thomas, Operations Manager  
John Wrobel, Operations Manager  
Joseph Zoba, General Manager

## Directors Absent:

None

## Consulting Staff Present:

David Wysocki, Legal Counsel

## Registered Guests and Others Present:

Logan Largent, Ortega Strategies Group

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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> using 765589.

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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 with Director Jay Bogh, Director Lonni Granlund, Director Chris Mann, Director Joyce McIntire, and Director Dennis Miller present.

### PUBLIC COMMENTS

None

### CONSENT CALENDAR

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



A. Minutes of Meetings

1. Board Meeting - December 22, 2020

A. Payment of Bills

1. Approve/Ratify Invoices for Board Awarded Contracts
2. Ratify General Expenses for December 2020

The motion was approved by the following vote:

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

STAFF REPORT

General Manager Joseph Zoba reported on the following item:

- The annual meeting of the Yucaipa Valley Water District Financing Corporation will be held on January 26, 2021 at 4:00 pm.
- The District has started on the Wildwood Canyon Road Pipeline Project. A project update will be provided at a future board meeting.

DISCUSSION ITEMS:

DM 21-006

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

Chief Financial Officer Allison Edmisten provided an overview of the unaudited financial report.

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

Director Dennis Miller seconded the motion.

The motion was approved by the following vote:

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

DM 21-007

PRESENTATION OF  
THE CONTINUING  
DISCLOSURE ANNUAL  
REPORT (CDAR)

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

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

Director Jay Bogh seconded the motion.

The motion was approved by the following vote:

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

DM 21-008

OVERVIEW AND  
UPDATE OF THE  
STATEWIDE  
COMMUNITY  
INFRASTRUCTURE  
PROGRAM FOR THE  
PAYMENT OF SEWER  
FACILITY CAPACITY  
CHARGES FOR  
VARIOUS  
DEVELOPMENTS

General Manager Joseph Zoba provided an overview of the Statewide Community Infrastructure Program (SCIP) for the payment of sewer facility capacity charges.

The Belfort Gardens Project approved at the October 20, 2020 board meeting did not complete the SCIP funding process.

A second development project has requested to participate in the SCIP financing for sewer related development fees. This project will be presented and discussed at the January 26, 2020 board meeting.

DM 21-009

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

General Manager Joseph Zoba discussed the annual process of confirming the Statement of Facts documentation.

Director Dennis Miller moved that the Board authorize the General Manager to file the Statement of Facts.

Director Lonni Granlund seconded the motion.

The motion was approved by the following vote:

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

DM 21-010

CONSIDERATION OF  
RESOLUTION NO. 2021-  
05 ESTABLISHING  
EMPLOYEE BENEFIT,  
ADMINISTRATIVE  
OVERHEAD AND

Chief Financial Officer Allison Edmisten presented the annual updated to the employee benefit, administrative overhead, and surcharge factor calculations.

Director Joyce McIntire moved that the Board adopt Resolution 2021-05.

Director Dennis Miller seconded the motion.

SURCHARGE  
FACTORS

The motion was approved by the following vote:

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

DM 21-011

General Manager Joseph Zoba discussed the Amendment No. 1 to Development Agreement No. 2018-16 for Tract No. 19901.

CONSIDERATION OF  
AMENDMENT NO. 1 TO  
DEVELOPMENT  
AGREEMENT NO. 2018-  
16 FOR TRACT NO.  
19901 (22 LOTS)

Director Dennis Miller moved that the Board authorize the Board President to execute Amendment No. 1 to Development Agreement No. 2018-16.

Director Jay Bogh seconded the motion.

The motion was approved by the following vote:

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

BOARD REPORTS AND  
DIRECTOR COMMENTS

Director Joyce McIntire reported on the San Geronio Pass Water Agency meeting held on January 11, 2021.

Director Lonni Granlund reported on the San Bernardino Valley Municipal Water District Advisory Commission for Water Policy meeting held on January 14, 2021.

Director Joyce McIntire reported on the San Geronio Pass Water Agency board meeting held on January 19, 2021.

ANNOUNCEMENTS

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

ADJOURNMENT

The meeting was adjourned at 4:40 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:** January 26, 2021

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

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

**Recommendation:** That the Board adopts Resolution No. 2021-06.

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Each year the District staff presents a resolution setting forth the policies related to board member reimbursement, meeting attendance, compensation, and benefits. By presenting this item each year, the Board of Directors are able to review and discuss any changes to the policies for the elected officials.

**RESOLUTION NO 2021-06****A RESOLUTION OF THE YUCAIPA VALLEY WATER DISTRICT  
ADOPTING A REVISED POLICY FOR MEMBERS OF THE  
BOARD OF DIRECTORS REGARDING EXPENSE REIMBURSEMENT,  
MEETING ATTENDANCE, COMPENSATION, BENEFITS AND OTHER ITEMS**

WHEREAS, the Yucaipa Valley Water District ("District") desires to ensure its customers, residents, employees, and those who conduct business with the District, that the District emphasizes values in public service, leadership, and decision-making by adopting these Guidelines; and

WHEREAS, in order to document the District's Board of Director's commitment to ethical behavior in performance of the District's business, the Board desires to adopt these Guidelines; and

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

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

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

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

Section 2: Rescission of Prior Resolution. Resolution No. 2020-07 is hereby repealed.

PASSED, APPROVED and ADOPTED this 26<sup>th</sup> day of January 2021.

YUCAIPA VALLEY WATER DISTRICT

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Chris Mann, President Board of Directors

ATTEST:

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Joseph B. Zoba, General Manager



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

January 26, 2021

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

### Section 1. Key Guiding Principles

Members of the Board of Directors ("Directors") are subject to the provisions of this Policy in addition to other District policies, state laws and regulations. Such laws govern but are not limited to: disclosure of personal economic interests, receipt of loans, gifts, travel payments and honoraria, campaign contributions, conflicts of interest, dual office-holding and incompatible offices, and criminal and civil misconduct in office. If a Director has a question regarding interpretation or compliance with this Policy, or state laws and regulations, the Director shall refer the matter to the General Manager who shall provide the Director with information or may refer the matter to Legal Counsel for further guidance.

While the laws are expansive, the core ethical requirements can be summarized as follows:

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

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

- A. Integrity. A Director must not place himself or herself under any financial or other obligation to any individual or organization that might reasonably be thought to influence the Director's performance of his or her duties.
- B. Leadership. A Director has a duty to promote and support the key principles by leadership and example and to maintain and strengthen the public's trust and confidence in the integrity of the District.
- C. Selflessness. A Director has a duty to make decisions solely in the public interest. A Director must not act in order to gain financial or other benefits for himself or herself, his



or her family, friends, or business interests. This means making decisions because they benefit the District, not because they benefit the Director.

- D. Objectivity. A Director must make decisions solely on merit and in accordance with the Director's statutory obligations when carrying out public business.
- E. Accountability. A Director is accountable to the public for his or her decisions and actions.
- F. Transparency. A Director has a duty to be as open and transparent as possible about his or her decisions and actions and give reasons for decisions.
- G. Honesty. A Director has a duty to act honestly. A Director must declare any private interests relating to his or her public duties and take steps to resolve any conflicts arising in such a way that protects the public interest or recuse or disqualify himself or herself from taking any action which would constitute a conflict of interest.
- H. Respect. A Director must treat others with respect at all times and observe the rights of other people. A Director must treat fellow Directors, officials, staff, customers, and the public, with courtesy and civility.

## Section 2. Conduct of Directors

- A. Ethics Training. Directors shall complete two (2) hours of state-mandated ethics training for local agency officials to meet the specific requirements of state law. State law also mandates two (2) hours of training within one (1) year of initially taking office.
- B. Relationship Between Board Members. Directors shall strive to work collaboratively and assist each other in conducting the affairs of the District. Directors shall function as a part of a whole. Directors should bring all issues to the attention of the Board as a whole, rather than to select individual Directors.
- C. Relationship with The Public and Other Public Agencies. Directors shall refer all complaints from customers, residents, and members of the public, to the General Manager. A Director shall not make representations or promises to any member of the public regarding the future action of the District or of the Board unless such representation or promise has been duly authorized by the Board. When making public statements, a Director shall make it clear whether he or she is authorized to speak on behalf of the Board, or whether he or she is presenting their own views. When representing the Board, a Director's comments should reflect approved Board policies. In areas where no policy has yet been developed, the Director's comments shall make this fact clear.
- D. Presentation and Appearance to the Public. In order to present a positive image to the public, customers and residents, Directors should strive to maintain a professional appearance while performing their duties as Directors.
- E. Relationship with General Manager and Staff.
  - 1. The Board sets the policy of the District. The General Manager is responsible for implementing the policy as formulated by the Board. Directors shall not engage in actions which would constitute day-to-day management. The General Manager is



the highest-ranking nonelected officer of the District. The General Manager is appointed by and serves at the pleasure of the Board and performs such duties as may be imposed by the Board. Therefore, the Board will provide policy direction and instructions to the General Manager on matters within the authority of the Board by majority vote of the Board during a duly convened Board meeting. Directors will deal with matters within the authority of the General Manager through the General Manager, and not through other District employees.

2. A Director will not make requests directly to other District staff to undertake analyses, perform other work assignments, or change the priority of work assignments. A Director's contact with District staff should be kept to a minimum and should be made only when direct personal contact is required. A Director, when approached by District personnel concerning specific District policy, shall direct inquiries to the General Manager.
- F. Proper Use and Safeguarding of Property and Resources. A Director will not ask a District employee to perform services for the personal benefit or profit of a Director. Each Director must protect and properly use any District asset within his or her control. Directors will safeguard District property, equipment, monies, and assets against unauthorized use or removal, as well as from loss due to criminal act or breach of trust. The District will not reimburse the traveling and incidental expenses incurred by or for the spouse of a Director who attends a conference, tour, or event on official District business (See 75 Ops. Cal. Atty. Gen. 20).
- G. Use of Confidential Information. Under the Brown Act, all meetings of the Board are open to the public except as prescribed by law. The Brown Act sets forth provisions that require public officials to maintain the confidentiality of certain information disclosed or discussed in a duly convened closed session. A Director is not authorized, without the approval of the Board, to disclose information that qualifies as confidential information under the applicable provisions of law to a person not authorized to receive it, that: (i) has been received for, or during, a closed session meeting of the Board; (ii) is protected from disclosure under the attorney-client or other evidentiary privilege; or (iii) is not required to be disclosed under the California Public Records Act. A Director shall not waive the attorney-client privilege of the District by disclosing the legal opinions or advice of Legal Counsel to a third party.
- H. Information Requests. A Director shall request all publicly available documents through the General Manager. All requested public documents shall be provided to the Director making the request within a reasonable period of time. All other Directors will be notified of the requests and said documents shall be made available to them upon request. A Director shall not request copies of documents for the use of any member of the public in order to avoid the payment of copy fees outlined in the Public Records Act.

### Section 3. Compensable Activities

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





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



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

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

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

1. **Mileage for Personal Vehicles.**

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

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

2. **Other Transportation Expenses.**

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

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



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

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

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

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

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

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

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

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

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

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



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

## Section 5. Medical Benefits

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

## Section 6. Communications by Board Members

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



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

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







**Date:** January 26, 2021

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

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

**Recommendation:** No recommendation.

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

Alternative 1 – No Director Fee Increase. Attached is Resolution No. 2021-07 which, if adopted by the Board of Directors, would maintain the rate of compensation paid to board members at the current rate of \$162.69 per day for each day's attendance at meetings as defined in Section 1(d) of Ordinance No. 53-2007. This daily rate is not to exceed ten days per month.

Alternative 2 – Automatic Director Fee Increase. By not taking action (procedurally this is accomplished by no motion for action being made at the board meeting, or by Resolution No. 2021-07 failing to be approved), then provision in Section 2 of Ordinance No. 53-2007 will apply which states, "...each calendar year following the adoption of this Ordinance, the compensation which may be received by members of the Board of Directors shall automatically be increased by 5% per calendar year beginning in January 2008, unless the Board of Directors by resolution elects not to receive an increase. Action by the Board of Directors to make such an election not to receive an increase in any one year will not affect the automatic increase the following calendar year". Therefore, by taking no action, compensation paid to board members will be increased from \$162.69 to \$170.82 per day for each day's attendance at meetings as defined in Section 1(d) of Ordinance No. 53-2007.

#### Financial Implications

Typically, board members charge the District less than the allow maximum of ten meetings per month. Based on attending the maximum of ten meetings per month, the cost per board member at the current rate of \$162.69 per meeting-day is \$1,626.90 per board member per month, or \$19,522.80 per board member per year.

If the automatic increase takes effect, the current rate of \$162.69 would be increased to \$170.82 per day for each day's attendance at meetings. Based on attending ten meetings per month, the cost per board member at a rate of \$170.82 per meeting-day is \$1,708.20 per board member per month, or \$20,498.40 per board member per year. The maximum additional cost per year for all five board members would be \$4,878.

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

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

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

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

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

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

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

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

Section 1. Definitions:

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

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

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

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

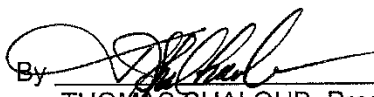
organized educational activity all of which are authorized "meetings" under Government Code, Section 53232.1(a), and any other meeting or occurrence authorized by a written resolution adopted by the Board of Directors in a public meeting.

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


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

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

YUCAIPA VALLEY WATER DISTRICT

By   
THOMAS SHALOUB, President of the  
Board of Directors

ATTESTED:

  
Secretary of the Board

**RESOLUTION NO. 2021-07****RESOLUTION OF THE YUCAIPA VALLEY WATER DISTRICT  
ELECTING NOT TO INCREASE THE COMPENSATION  
FOR THE BOARD OF DIRECTORS IN CALENDAR YEAR 2021**

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

**WHEREAS**, each member of the Board of Directors is currently compensated at a rate of \$162.69 per day for each day's attendance at meetings as defined in Section 1(d) of Ordinance No. 53-2007.

**NOW, THEREFORE, BE IT HEREBY RESOLVED AND ORDERED**, that the Board of Directors of the Yucaipa Valley Water District does hereby determine that the rate of compensation shall remain at \$162.69 per day for each day's attendance at future meetings.

This Resolution shall become effective on the date below.

PASSED, APPROVED and ADOPTED this 26<sup>th</sup> day of January 2021.

YUCAIPA VALLEY WATER DISTRICT

ATTEST:

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Chris Mann, President Board of Directors

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Joseph B. Zoba, General Manager



**Date:** January 26, 2021

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

**Subject:** Consideration of Using the Statewide Community Infrastructure Program for the Payment of Sewer Facility Capacity Charges for Stonebrook Meadows - Assessment District No. 21-02 with the California Statewide Communities Development Authority

**Recommendation:** That the Board adopts Resolution No. 2021-08.

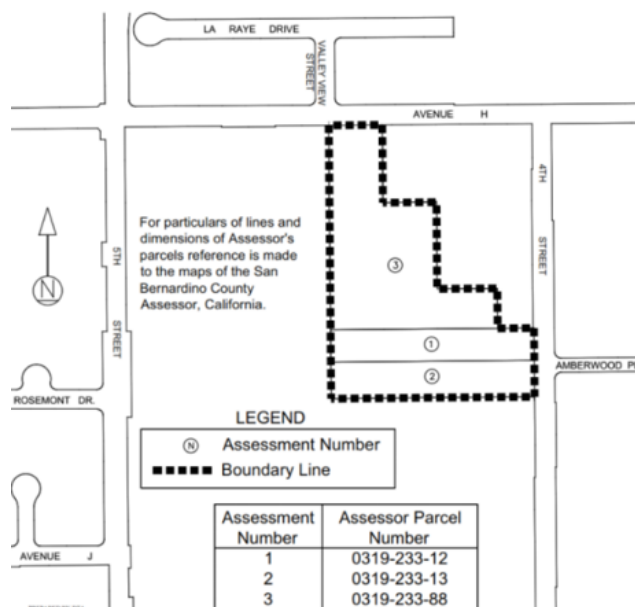
The District utilized Statewide Community Infrastructure Program (SCIP) through the California Statewide Communities Development Authority for the construction of the R-12.4 Reservoir Project. The District staff proposes using the financing mechanism in the future for the construction of the following facilities:

- R-11.4 drinking water reservoir(s);
- R-11.4 recycled water reservoir;
- R-10 Recycled Water Booster Station - To provide recycled water to Pressure Zone 11
- R-11 Recycled Water Booster Station - To provide recycled water to Pressure Zone 12
- Pressure Zone 11 recycled pipelines (R-10 to R-11);
- Summerwind sewer lift stations (two);
- Summerwind sewer force mainlines (two); and
- Calimesa sewer mainline facilities and trunk line.

In 2019, the City of Yucaipa has recently developed a policy that allows developers to finance development fees and capacity charges through the SCIP program (attached).

On August 27, 2019, the Board of Directors discussed the concept of using the Statewide Community Infrastructure Program (SCIP) for the financing of water and sewer facility capacity charges [Workshop Memorandum No.19-178]. Following the discussion, the Board of Directors decided to discuss this issue further when a specific project requested the financing mechanism.



The District staff has received a preliminary engineer's report for the Stonebrook Meadows project located on Avenue H. This project will only receive sewer service from the District and will only use the SCIP financing program for sewer facility capacity charges.





Agenda Item No. 10**CITY OF YUCAIPA  
AGENDA REPORT**

**TO:** Honorable Mayor and City Council

**FROM:** Raymond A. Casey, City Manager  
Fermin Preciado, Director of Public Works/City Engineer  

**FOR:** City Council Meeting of August 26, 2019

**SUBJECT:** Statewide Community Infrastructure Program Study Session

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**RECOMMENDATION:**

That the City Council conduct a study session, receive a report related to the Statewide Community Infrastructure Program and provide direction to staff as appropriate.

**BACKGROUND:**

Cities, counties and special districts have the ability to issue debt obligations or serve as a conduit issuer of private activity bonds to promote economic development and provide funding for critical community infrastructure and/or services. However, many local agencies find that stand-alone financing is costly, and they would prefer not to assume the risk associated with bond financing. The California Statewide Communities Development Authority ("CSCDA") instituted the Statewide Community Infrastructure Program ("SCIP") in 2002 to provide California's local governments with an effective tool for the financing of public benefit projects.

CSCDA is a joint powers authority sponsored by the League of California Cities and the California State Association of Counties. The member agencies of CSCDA include approximately 391 cities and 56 counties throughout California, including the City of Yucaipa.

**DISCUSSION:**

Cities have limited opportunities, or tools, available to them in their efforts to promote/facilitate economic development opportunities and/or housing developments in their communities. The City of Yucaipa has actively participated in and attended conferences held by the International Council of Shopping Centers; and consistently reached out directly to restaurant franchises and certain retailers in an effort to promote/facilitate economic development in the community.

Other cities have negotiated sales tax sharing deals and/or utilized mello-roos style funding to essentially "buy down" land costs for development. Over the years, the City of Yucaipa has been cautious about negotiating sales tax agreements or approving community facilities districts (particularly for residential housing projects) in our efforts to facilitate economic development and/or housing development in the community. The City has proactively worked on prioritizing infrastructure improvements that are intended to facilitate economic development opportunities in the community. Another tool the City has used to facilitate economic development is the

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Statewide Community Infrastructure Program Study Session  
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development and implementation of Enhanced Infrastructure Financing Districts (EIFD). Although the City has approved an EIFD for the College Village to help fund infrastructure improvements to support that project, the County of San Bernardino has been slow to approve that financial partnership.

Meanwhile, the State of California is now “demanding” that local agencies do more to facilitate home building in their communities to meet housing demand. The City of Yucaipa has seen only a handful of single family home building permit applications per year over the past several years, with more permit activity occurring in the surrounding area. Based on conversations with building industry representatives, staff believes this financial tool for the payment of development impact fees and/or certain public improvements, required as part of the specific developments, may facilitate economic development opportunities and home building in Yucaipa with very little risk to the City.

The SCIP allows owners of property in participating cities and counties to finance the development impact fees that would be payable by property owners upon receiving land development entitlements or building permits. The program has since been expanded to include financing of public capital improvements directly. The public capital improvements financed must be directly related to a development project as a condition of that specific development. If a property owner chooses to participate, the selected public capital improvements and the development impact fees owed to the City will be financed by the issuance of tax-exempt bonds by CSCDA. CSCDA will impose a special assessment on the owner’s property to repay the portion of the bonds issued to finance the fees paid with respect to the property. With respect to impact fees, the property owner will either pay the impact fees at the time of permit issuance and be reimbursed from the SCIP bond proceeds when the SCIP bonds are issued; or the fees will be funded directly from the proceeds of the SCIP bonds. In the former case, the City is required to pay the fees over to SCIP, and in the latter case, SCIP holds the bond proceeds representing the fees. In both cases the fees are subject to requisition by the City *at any time* to make authorized fee expenditures. But by holding and investing the money until it is spent, SCIP is able to monitor the investment earnings (which come to the City) for federal tax law arbitrage purposes. If the fees are paid by the property owner and bonds are never issued, the fees are returned to the City by SCIP. In this way, the City is never at risk for the receipt of the impact fees. Since its inception, SCIP has financed approximately \$600 million of bonds for local projects.

The benefits to the property owner include:

- Only property owners/builder who choose to participate in the program will have assessments imposed on their property.
- Instead of paying cash for public capital improvements and/or development impact fees, the property owner/builder receives low-cost, long-term tax-exempt financing of those fees, freeing up capital for other purposes.
- The property owner/builder can choose to pay off the special assessments at any time. Because SCIP is a fixed lien assessment, payments will not escalate over time and no property owner is in any way responsible for another property’s assessment.
- For home buyers, paying for the costs of public infrastructure through a special assessment is superior to having those costs “rolled” into the cost of the home. Although the tax bill is higher,



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the amount of the mortgage is smaller. Moreover, because the special assessment financing is at tax-exempt rates, it can come at a lower cost than mortgage rates.

- Owners of smaller projects, both residential and commercial, can have access to tax-exempt financing of infrastructure. Before the inception of SCIP, only projects large enough to justify the formation of an assessment or communities facilities district had access to tax-exempt financing. SCIP can finance project amounts as low as \$500,000.

The benefits to the City include:

- As in conventional assessment financing, the City is not liable to repay the bonds issued by CSCDA or the assessments imposed on the participating properties.
- CSCDA handles all district formation, district administration, bond issuance and bond administration functions. At its discretion, the local agency can charge an administrative fee to cover staff time taken to review the SCIP application and request for funding.
- Providing tax-exempt financing helps participating cities and counties cushion the impact of rising public capital improvements costs and development impact fees on property owners.
- The availability of financing can encourage developers to pull permits and pay fees in larger blocks, giving the participating city immediate access to revenues for public infrastructure, rather than receiving a trickle of revenues stretched out over time. As part of the entitlement negotiation process, the possibility of tax-exempt financing of fees can be used to encourage a developer to pay fees up front. The City has successfully utilized other sources of funds as a form of a “revolving fund” in order to construct public improvements that have improved quality of life for residents while facilitating economic development which then results in the payment of additional fees to be used for the next economic development opportunity. This funding source could provide yet another opportunity like that.
- In some cases, the special assessments on successful projects can be refinanced through refunding bonds. Savings achieved through refinancing will be directed back to the participating local agency for use on public infrastructure, or credits to property owners, subject to applicable federal tax limitations.
- SCIP is an important tool for developers in determining the overall feasibility of a project and in certain instances the decision to purchase land.

To further understand the SCIP, the following list includes questions asked of CSCDA regarding SCIP and their respective response to those questions:

1. Is an annual report of the development project (assessments/delinquencies/lot splits) provided to the City?

Response: CSCDA does not provide an annual report, however, if a report is requested by the City, CSCDA will provide an annual report upon request. In addition, if there is a default CSCDA notifies the SCIP participating City.

2. When a property is subdivided or split, how is the assessment apportioned (land based/front footage/other)?

Response: Typically land based.



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3. For Assessment Districts, does CSCDA limit financing to a maximum property tax rate similar to CFDs?

Response: Yes. CSCDA typically limits financing to 1.7% or 1.8%.

A representative from CSCDA will be in attendance at this meeting to provide a detailed presentation of SCIP and answer questions related to the program. Staff is recommending that City Council conduct a study session, receive a report related to SCIP and provide direction to staff as appropriate.

If Council chooses to participate in SCIP, the adoption of a resolution by City Council is required. Attached to this report is a sample resolution with attachments that would be presented to City Council should the City Council direct staff to bring this item back for consideration at a future date.

**FISCAL IMPACT:**

There is no fiscal impact associated with this Council action.

Attachments: Sample SCIP Resolution

**RESOLUTION NO. 2019-****RESOLUTION OF THE CITY COUNCIL OF THE CITY OF YUCAIPA, STATE OF CALIFORNIA, AUTHORIZING THE CITY TO JOIN THE STATEWIDE COMMUNITY INFRASTRUCTURE PROGRAM; AUTHORIZING THE CALIFORNIA STATEWIDE COMMUNITIES DEVELOPMENT AUTHORITY TO ACCEPT APPLICATIONS FROM PROPERTY OWNERS, CONDUCT SPECIAL ASSESSMENT PROCEEDINGS AND LEVY ASSESSMENTS WITHIN THE TERRITORY OF THE CITY OF YUCAIPA; APPROVING FORM OF ACQUISITION AGREEMENT FOR USE WHEN APPLICABLE; AND AUTHORIZING RELATED**

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**WHEREAS**, the California Statewide Communities Development Authority (the “Authority”) is a joint exercise of powers authority the members of which include numerous cities and counties in the State of California, including the City of Yucaipa (the “City”); and

**WHEREAS**, the Authority has established the Statewide Community Infrastructure Program (“SCIP”) to allow the financing of certain development impact fees (the “Fees”) levied in accordance with the Mitigation Fee Act (California Government Code Sections 66000 and following) and other authority providing for the levy of fees on new development to pay for public capital improvements (collectively, the “Fee Act”) through the levy of special assessments pursuant to the Municipal Improvement Act of 1913 (Streets and Highways Code Sections 10000 and following) (the “1913 Act”) and the issuance of improvement bonds (the “Local Obligations”) under the Improvement Bond Act of 1915 (Streets and Highways Code Sections 8500 and following) (the “1915 Act”) upon the security of the unpaid special assessments; and

**WHEREAS**, SCIP will also allow the financing of certain public capital improvements to be constructed by or on behalf of property owners for acquisition by the City or another public agency (the “Improvements”); and

**WHEREAS**, the City desires to allow the owners of property being developed within its jurisdiction (“Participating Developers”) to participate in SCIP and to allow the Authority to conduct assessment proceedings under the 1913 Act and to issue Local Obligations under the 1915 Act to finance Fees levied on such properties and Improvements, provided that such Participating Developers voluntarily agree to participate and consent to the levy of such assessments; and

**WHEREAS**, in each year in which eligible property owners within the jurisdiction of the City elect to be Participating Developers, the Authority will conduct assessment proceedings under the 1913 Act and issue Local Obligations under the 1915 Act to finance Fees payable by such property owners and Improvements and, at the conclusion of such proceedings, will levy special assessments on such property within the territory of the City;

**WHEREAS**, there has been presented to this meeting a proposed form of Resolution of Intention to be adopted by the Authority in connection with such assessment proceedings (the



“ROI”), a copy of which is attached hereto as Exhibit A, and the territory within which assessments may be levied for SCIP (provided that each Participating Developer consents to such assessment) shall be coterminous with the City’s official boundaries of record at the time of adoption of each such ROI (the “Proposed Boundaries”), and reference is hereby made to such boundaries for the plat or map required to be included in this Resolution pursuant to Section 10104 of the Streets and Highways Code; and

**WHEREAS**, there has also been presented to this meeting a proposed form of Acquisition Agreement (the “Acquisition Agreement”), a copy of which is attached hereto as Exhibit B, to be approved as to form for use with respect to any Improvements to be constructed and installed by a Participating Developer and for which the Participating Developer requests acquisition financing as part of its SCIP application; and

**WHEREAS**, the City will not be responsible for the conduct of any assessment proceedings; the levy or collection of assessments or any required remedial action in the case of delinquencies in such assessment payments; or the issuance, sale or administration of the Local Obligations or any other bonds issued in connection with SCIP; and

**WHEREAS**, pursuant to Government Code Section 6586.5, notice was published at least five days prior to the adoption of this resolution at a public hearing, which was duly conducted by this Council concerning the significant public benefits of SCIP and the financing of the Improvements and the public capital improvements to be paid for with the proceeds of the Fees;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF YUCAIPA HEREBY FINDS, DETERMINES, ORDERS AND RESOLVES AS FOLLOWS:** by the City Council of the City of Yucaipa as follows:

Section 1. The City hereby consents to the conduct of special assessment proceedings by the Authority in connection with SCIP pursuant to the 1913 Act and the issuance of Local Obligations under the 1915 Act on any property within the Proposed Boundaries; provided, that

(1) Such proceedings are conducted pursuant to one or more Resolutions of Intention in substantially the form of the ROI; and

(2) The Participating Developers, who shall be the legal owners of such property, execute a written consent to the levy of assessment in connection with SCIP by the Authority and execute an assessment ballot in favor of such assessment in compliance with the requirements of Section 4 of Article XIID of the State Constitution.

Section 2. The City hereby finds and declares that the issuance of bonds by the Authority in connection with SCIP will provide significant public benefits, including without limitation, savings in effective interest rate, bond preparation, bond underwriting and bond issuance costs and the more efficient delivery of local agency services to residential and commercial development within the City.

Section 3. The Authority has prepared and will update from time to time the “SCIP Manual of Procedures” (the “Manual”), and the City will handle Fee revenues and funds for Improvements for properties participating in SCIP in accordance with the procedures set forth in the Manual.

Section 4. The form of Acquisition Agreement presented to this meeting is hereby approved, and the [Mayor] is authorized to execute and the City Clerk is authorized to attest the execution of a completed Acquisition Agreement in substantially said form and pertaining to the Improvements being financed on behalf of the applicable Participating Developer.

Section 5. The appropriate officials and staff of the City are hereby authorized and directed to make SCIP applications available to all property owners who are subject to Fees for new development within the City and/or who are conditioned to install Improvements and to inform such owners of their option to participate in SCIP; provided, that the Authority shall be responsible for providing such applications and related materials at its own expense. The staff persons listed on the attached Exhibit C, together with any other staff persons chosen by the City Manager from time to time, are hereby designated as the contact persons for the Authority in connection with the SCIP program.

Section 6. The appropriate officials and staff of the City are hereby authorized and directed to execute and deliver such closing certificates, requisitions, agreements and related documents, including but not limited to such documents as may be required by Bond Counsel in connection with the participation in SCIP of any districts, authorities or other third-party entities entitled to own Improvements and/or to levy and collect fees on new development to pay for public capital improvements within the jurisdiction of the City, as are reasonably required by the Authority in accordance with the Manual to implement SCIP for Participating Developers and to evidence compliance with the requirements of federal and state law in connection with the issuance by the Authority of the Local Obligations and any other bonds for SCIP. To that end, and pursuant to Treasury Regulations Section 1.150-2, the staff persons listed on Exhibit C, or other staff person acting in the same capacity for the City with respect to SCIP, are hereby authorized and designated to declare the official intent of the City with respect to the public capital improvements to be paid or reimbursed through participation in SCIP.

Section 7. This Resolution shall take effect immediately upon its adoption. The City Clerk is hereby authorized and directed to transmit a certified copy of this resolution to the Secretary of the Authority.

PASSED, APPROVED, AND ADOPTED this \_\_\_\_ day of \_\_\_\_\_ 2019.

\_\_\_\_\_  
BOBBY DUNCAN, MAYOR

ATTEST:

\_\_\_\_\_  
JENNIFER CRAWFORD  
DEPUTY CITY MANAGER/CITY CLERK

**RESOLUTION NO. 2021-08****A RESOLUTION OF THE YUCAIPA VALLEY WATER DISTRICT  
AUTHORIZING THE GENERAL MANAGER TO EXECUTE DOCUMENTS RELATED  
TO ASSESSMENT DISTRICT NO. 21-02 STONEBROOK MEADOWS BY THE  
CITY OF YUCAIPA AND THE CALIFORNIA STATEWIDE COMMUNITIES  
DEVELOPMENT AUTHORITY**

WHEREAS, on February 25, 2014, the Yucaipa Valley Water District Board of Directors adopted Resolution No. 2014-05 a *Resolution of the Board of Directors of the Yucaipa Valley Water District authorizing the District to Join the Statewide Community Infrastructure Program; Authorizing the California Statewide Communities development Authority to Accept Applications from Property Owners, Conduct Special Assessment Proceedings and Levy Assessments within the Service Territory and Sphere of Influence of the Yucaipa Valley Water District; Approving Form of Acquisition Agreement for Use when Applicable; and Authorizing Related Actions;* and

WHEREAS, Assessor's Parcels: 0319-233-12, 0319-233-13, AND 0319-233-88 will be developed as Stonebrook Meadows, a residential project of 57 detached condominium units receiving sewer service from the Yucaipa Valley Water District; and

WHEREAS, the City of Yucaipa through the California Statewide Communities Development Authority will be creating Assessment District No. 21-02 for funding impact fees and capital improvements for Stonebrook Meadows; and

WHEREAS, a Final Engineer's Report has been prepared for Assessment District No. 21-02 by DTA and is attached to this Resolution.

---

NOW THEREFORE, the Board of Directors of the Yucaipa Valley Water District does hereby resolve, determine and order as follows:

1. The General Manager is hereby authorized to execute documents, review reports, and facilitate the formation of Assessment District No. 21-02 by the City of Yucaipa and the California Statewide Communities Development Authority.
2. The General Manager is hereby authorized to identify a qualifying project(s) for the use of sewer impact fees paid by Assessment District No. 21-02.

REMAINDER OF THIS PAGE IS BLANK

PASSED AND ADOPTED this 26<sup>th</sup> day of January 2021.

YUCAIPA VALLEY WATER DISTRICT

---

Chris Mann, President Board of Directors

ATTEST:

---

Joseph B. Zoba, General Manager





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## PRELIMINARY ENGINEER'S REPORT

("SCIP")

ASSESSMENT DISTRICT NO. 21-02

(STONEBROOK MEADOWS)

CITY OF YUCAIPA | COUNTY OF  
SAN BERNARDINO

Beginning Fiscal Year: 2021-2022

Intent Meeting: February 4, 2021

Public Hearing: April 1, 2021

Public Finance  
Public-Private Partnerships  
Development Economics  
Clean Energy Bonds

*Newport Beach | San Jose | San Francisco | Riverside  
Dallas | Houston | Raleigh*





99 Almaden Boulevard, Suite 875  
San Jose, CA 95113

## **CALIFORNIA STATEWIDE COMMUNITIES DEVELOPMENT AUTHORITY**

James Hamill

*California Statewide Communities Development Authority*



## **PROFESSIONAL SERVICES**

### **UNDERWRITER**

Robert Williams

*RBC Capital Markets Corporation*

### **BOND COUNSEL**

Patricia Eichar, Esq.

*Orrick, Herrington & Sutcliffe LLP*

### **PROGRAM ADMINISTRATOR**

Vo Nguyen

*BLX Group, LLC*

### **ASSESSMENT ENGINEERING**

Nathan D. Perez, Esq.

Stephen A. Runk, P.E.

*DTA*

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## APPENDICES

### APPENDIX A ASSESSMENT ROLL



## SECTION I CERTIFICATES

### I CERTIFICATES

The undersigned respectfully submits the enclosed Engineer's Report as directed by the Commission of the California Statewide Communities Development Authority.

Date: \_\_\_\_\_, 2021

DTA

By: \_\_\_\_\_

Stephen A. Runk, P.E.

License Number: C23473

I HEREBY CERTIFY that the enclosed Engineer's Report, together with the Assessment and Assessment Diagram thereto attached, was filed with me on the \_\_\_\_\_ day of \_\_\_\_\_, 2021.

By: \_\_\_\_\_

Assistant to Secretary of the Authority,  
California Statewide Communities Development  
Authority

I HEREBY CERTIFY that the enclosed Engineer's Report, together with the Assessment and Assessment Diagram thereto attached, was approved and confirmed by the Commission of the California Statewide Communities Development Authority on the \_\_\_\_\_ day of \_\_\_\_\_, 2021.

By: \_\_\_\_\_

Assistant to Secretary of the Authority,  
California Statewide Communities Development  
Authority

I HEREBY CERTIFY that the enclosed Engineer's Report, together with the Assessment and Assessment Diagram thereto attached, was recorded in my office on the \_\_\_\_\_ day of \_\_\_\_\_, 2021.

By: \_\_\_\_\_

Superintendent of Streets of the Authority,  
California Statewide Communities Development  
Authority



## SECTION II ENGINEER'S REPORT

### II ENGINEER'S REPORT

DTA, Assessment Engineer for the California Statewide Communities Development Authority (the "Authority") Statewide Community Infrastructure Program Assessment District No. 21-02 (Stonebrook Meadows) City of Yucaipa, County of San Bernardino, hereinafter referred to as "District," makes this report (hereinafter "Engineer's Report" or "Report"), as directed by the Commission of the Authority, in accordance with the Resolution of Intention, Resolution No. \_\_\_\_\_, and pursuant to Section 10204 of the Streets and Highways Code (Municipal Improvement Act of 1913) and Article XIIID of the California Constitution, which was added in November 1996 through the passage of Proposition 218 by voters of the State of California.



## SECTION III DESCRIPTION OF WORK

### III DESCRIPTION OF WORK

The fees and improvements that are the subject of this Report are briefly described as follows:

#### A Impact Fees

1. City of Yucaipa – Drainage Facilities Fee (Ordinance No. 50 § 3) – A fee collected to pay for the acquisition, expansion, and development of storm drainage improvements.
2. City of Yucaipa – Traffic (Circulation) Fee (Ordinance No. 50 § 3) – A fee collected to pay for public street and thoroughfare improvements required by the City to mitigate the traffic impacts of new development in the City.
3. City of Yucaipa – Park Facilities Fee (Ordinance No. 50 § 3) – A fee collected to provide for the acquisition and development of parks as specified in the City's Development Fee Program.
4. Yucaipa Valley Water District – Sewer Facilities Fee (Resolution No. 18-2011) – A fee collected to pay for sewer pipelines, manholes, and lift stations necessary to deliver wastewater to a treatment facility.

At this time, there are no Capital Improvements that are the subject of this Report.

Bonds representing unpaid assessments and bearing interest at a rate not to exceed 12.00% shall be issued in the manner provided by the Improvement Bond Act of 1915 (Division 10, Streets and Highways Code), and the last installment of the bonds shall not mature more than 29 years from the second day of September next succeeding 12 months from their date.

This Report includes the following sections:

**Plans and Specifications** – Plans and specifications for capital improvements to be constructed. Plans and specifications are a part of this Report whether or not separately bound.

**Cost Estimate** – An estimate of the cost of the capital improvements.

**Assessment Roll** – An assessment roll, showing the amount to be assessed against each parcel of real property within this District and the names and addresses of the property owners. An Assessor's Parcel number or other designation describes each parcel. Each parcel is also assigned an "assessment number" that links the Assessment Roll to the Assessment Diagram.

**Method of Assessment** – A statement of the method by which the Assessment Engineer determined the amount to be assessed against each parcel, based on special benefits to be derived by each parcel from the capital improvements.



### SECTION III DESCRIPTION OF WORK

**Assessment Diagram** – A diagram showing all of the parcels of real property to be assessed within this District. The diagram corresponds with the Assessment Roll by assessment number.

**Administration/Maximum Annual Administrative Cost Add-On** – Proposed maximum annual assessment per parcel for current costs and expenses.

**Debt Limitation Report** – A debt limitation report showing compliance with Part 7.5 of Division 4 of the Streets and Highways Code.



## SECTION IV PLANS AND SPECIFICATIONS

### IV PLANS AND SPECIFICATIONS

The plans, specifications, and studies of the capital improvements and impact fees for this District are voluminous and will not be bound in this Report, but by this reference are incorporated as if attached to this Report. The plans and specifications are on file with the Yucaipa Valley Water District, City of Yucaipa, and/or the County of San Bernardino, California.





## SECTION V COST ESTIMATE

### V COST ESTIMATE

#### A Summary Cost Estimate

The estimated costs of the fees have been calculated and are shown below along with other bond financing costs. All fee information has been provided to DTA by the Yucaipa Valley Water District, project proponents, the City of Yucaipa, and the SCIP Program Administrator.

Table 1: Summary Cost Estimate

Cost Estimate City of Yucaipa, County of San Bernardino - Stonebrook Meadows (57 Detached Condominium Units)					
Description	Cost Estimates	Special Benefit Apportioned to Project	Total Amount (\$)	Amounts Pre-Paid by & Reimbursable to Developer	Amount Funded to Agency
<b>Impact Fees</b>					
Drainage Facilities Fee - City <sup>1</sup>	\$104,277.13	100%	\$104,277.13	\$0.00	\$104,277.13
Traffic Facilities Fee - City	\$488,440.98	100%	\$488,440.98	\$0.00	\$488,440.98
Park Facilities Fee - City	\$168,033.15	100%	\$168,033.15	\$0.00	\$168,033.15
Sewer Capacity Fee - YVWD <sup>2</sup>	\$443,934.00	100%	\$443,934.00	\$0.00	\$443,934.00
<b>Impact Fees Subtotal</b>	<b>\$1,204,685.26</b>	<b>N/A</b>	<b>\$1,204,685.26</b>	<b>\$0.00</b>	<b>\$1,204,685.26</b>
<b>Developer's Contribution</b>	<b>(\$334,859.67)</b>	<b>100%</b>	<b>(\$334,859.67)</b>	<b>\$0.00</b>	<b>(\$334,859.67)</b>
<b>Cost Estimate Subtotal</b>	<b>\$869,825.59</b>	<b>N/A</b>	<b>\$869,825.59</b>	<b>\$0.00</b>	<b>\$869,825.59</b>
<b>Professional Services</b>					
Assessment Engineer	\$11,100.00	100%	\$11,100.00	\$0.00	\$11,100.00
Appraiser	\$8,500.00	100%	\$8,500.00	\$0.00	\$8,500.00
SCIP Program Administrator	\$5,000.00	100%	\$5,000.00	\$0.00	\$5,000.00
Administration/Expense Fund	\$5,000.00	100%	\$5,000.00	\$0.00	\$5,000.00
<b>Subtotal</b>	<b>\$29,600.00</b>	<b>N/A</b>	<b>\$29,600.00</b>	<b>\$0.00</b>	<b>\$29,600.00</b>
<b>Financing Costs</b>					
Bond Reserve Fund	8.00%		\$89,406.12	-	-
Capitalized Interest	6.00%		\$67,054.59	-	-
Legal	1.50%		\$16,763.65	-	-
Issuer	1.50%		\$16,763.65	-	-
Underwriter	2.50%		\$27,939.41	-	-
Contingency	0.02%		\$223.52	-	-
<b>Subtotal</b>	<b>19.52%</b>		<b>\$218,150.94</b>	<b>-</b>	<b>-</b>
<b>Total Assessment</b>			<b>\$1,117,576.53</b>		

**Notes:**

- The Drainage Facilities Fee is calculated on a per gross acre basis (\$13,524.92 per gross acre). The fee calculated within this Engineer's Report assumes 7.71 gross acres. This figure is an estimate and subject to change.
- A fee credit of \$8,221.00 has been applied to three (3) units (\$24,663.00 total) for the Yucaipa Valley Water District's Sewer Capacity Fee.



## SECTION VI ASSESSMENT ROLL

### VI ASSESSMENT ROLL

An assessment of the total amount of the costs and expenses of the fees upon the subdivisions of land within the District, in proportion to the estimated special benefit to be received by the subdivisions from the Impact Fees and Capital Improvements, is set forth upon the following Assessment Roll filed with and made part of this Report.

The Assessment Roll, provided below, lists the Assessor's Parcel numbers within this District by assessment number. The assessment numbers appearing on the Assessment Roll correspond with the subdivisions and parcels of land and their current numbers shown on the Boundary Map. The names and addresses of the property owners are as shown on the last equalized assessment roll for taxes or as known to the Secretary of the Authority.

All parcel information has been provided to DTA by the project proponents, the County of San Bernardino Assessor, and the SCIP Program Administrator.

**Table 2: Assessment Roll**

Assessment Roll							
City of Yucaipa, County of San Bernardino - Stonebrook Meadows (57 Detached Condominium Units)							
Assessment No.	Project	Assessor Parcel Number	Assessed Value	Parcel Acreage	Owner & Address	Preliminary Assessment	Final Assessment
1	Stonebrook Meadows	0319-233-12	\$254,372.00	1.45	MBTK Homes LLC 11154 Walnut St., Redlands, CA 92374	\$169,923.92	
2	Stonebrook Meadows	0319-233-13	\$286,844.00	1.63	MBTK Homes LLC 11154 Walnut St., Redlands, CA 92374	\$196,066.06	
3	Stonebrook Meadows	0319-233-88	\$460,564.00	4.39	MBTK Homes LLC 11154 Walnut St., Redlands, CA 92374	\$751,586.56	
<b>Total</b>			<b>\$1,001,780.00</b>	<b>7.47</b>		<b>\$1,117,576.53</b>	



## SECTION VII METHOD OF ASSESSMENT

### VII METHOD OF ASSESSMENT

#### A Background

Assessment District jurisprudence requires that assessments levied pursuant to the Municipal Improvement Act of 1913 be based on the “special benefit” properties receive from the Works of Improvement (i.e., Impact Fees and Capital Improvements). However, the law does not specify the method or formula that should be used to apportion the assessments in Assessment District proceedings. In addition, Article XIIIID of the California Constitution, added in November 1996 through the passage of Proposition 218 by voters of the State of California, requires, inter alia, that (i) only special benefits be assessable, (ii) no assessment may exceed the proportional special benefit conferred on the parcel assessed, and (iii) publicly owned parcels shall not be exempt from assessment unless clear and convincing evidence demonstrates that such publicly owned parcels receive no special benefits from the capital improvements for which the assessment is levied.

“Special benefit” is a particular and distinct benefit over and above general benefits conferred on real property located in the District or to the public at large. Importantly, the general enhancement of property value does not constitute special benefit. As such, this Engineer’s Report has been designed to comply with these requirements and incorporate recent California court decisions such as: *Silicon Valley Taxpayers Association, Inc. v. Santa Clara County Open Space Authority (2008)*, *Beutz v. County of Riverside (2010)*, *Golden Hills Neighborhood Association v. City of San Diego (2011)*, and *Concerned Citizens v. West Point Fire Protection District (2011)*.

Methodologically, it is necessary and essential to identify the special benefit that the Impact Fees, Capital Improvements, and related improvements will render to the properties within the District. It is also necessary that the properties receive a special and direct benefit as distinguished from benefit to the general public.

All costs associated with the financing of Impact Fees and Capital Improvements are to be fairly distributed among the lots and parcels within the District based upon the special benefit received by each lot and parcel. Additionally, in compliance with the California Constitution Article XIIIID Section 4, each lot’s and parcel’s assessment may not exceed the reasonable cost of the proportional special benefit conferred upon it. In sum, each of the properties benefiting from the Impact Fees, Capital Improvements, and related improvements proposed for the District will be assessed only for the special benefit conferred on such properties.

The Assessment Engineer is appointed for the purpose of analyzing the facts and determining the method and formula for apportionment of the assessment obligation to the benefited properties. For these proceedings, the Authority has retained the firm of DTA as the Assessment Engineer.

The Assessment Engineer makes his or her recommendation for the method of



## SECTION VII METHOD OF ASSESSMENT

apportionment in this Engineer's Report for consideration at the public hearing. The final authority and action rests with the Authority after hearing all testimony and evidence presented at the public hearing and the tabulation of the assessment ballots. Upon conclusion of the public hearing, the Authority must make the final action in determining that the assessment has been made in direct proportion to the special benefit received. Ballot tabulation will then be completed, and if a majority of ballots received, weighted by assessment amount, do not protest the assessment, then the Authority may establish the District.

### B Special Benefit

#### B.1 Development Impact Fees

Impact fees are a form of monetary exaction on new development which must be paid as a condition of development approval. Impact fees are neither taxes nor special assessments, nor are these fees permitted to cover ongoing operations and maintenance costs. Because impact fees are collected during the development approval process, the fees are typically paid by developers, builders, or other property owners that are seeking to develop property. In this manner, developers, builders, and property owners pay their "fair share" of needed capital facilities.

The authority of local governments to impose impact fees on development is derived from their police power to protect the health and welfare of citizens under the California Constitution (Article 11, Section 7). Development impact fees were enacted under Assembly Bill 1600 by the California Legislature in 1987 and codified under California Government Code §66000 *et. seq.*, also referred to as the California Mitigation Fee Act (the "Act" or "AB 1600"). Furthermore, the California Mitigation Fee Act provides a prescriptive guide to establishing and administering impact fees based on constitutional and decisional law. Again, Government Code, §65913.8 precludes the use of development fees to fund maintenance or services, with limited exceptions for very small improvements and certain temporary measures needed by certain special districts.

The use of development impact fees to finance public facilities necessary to accommodate new growth is a concept that has been used by cities, counties, and public agencies throughout California. The rationale for charging impact fees is based on the premise that new development should pay its "fair share" of the costs associated with growth. Notably, certain fees levied for utility systems are considered capital charges for the privilege of connection to the utility system (hookup fees) and are charged under different legal authority. All capital impact fees and connection charges that are being paid to finance capital improvements and included in this Engineer's Report provide direct and special benefit to the properties for which the development impact fees or connection charges are being paid by ultimately allowing for the orderly development of those parcels.

Additionally, it is critical that all fees meet the nexus requirements promulgated



## SECTION VII METHOD OF ASSESSMENT

under AB 1600 to ensure that they are clearly justifiable and defensible. In order to impose a fee as a condition for a development project, the underlying methodology must accomplish the following:

- Identify the purpose of the fee.
- Identify the use to which the fee is to be put. If the use is financing public facilities, the facilities must be identified.
- Determine how there is a reasonable relationship between the fee's use and the type of development project on which the fee is imposed.
- Determine how there is a reasonable relationship between the need for the public facility and the type of development project on which the fee is being imposed.
  - Implicit in these requirements is a stipulation that a public agency cannot impose a fee to cure existing deficiencies in public facilities or improve public facilities beyond what is required based on the specific impacts of new development.

Accordingly, the finding and allocation of "special benefit" present in this Engineer's Report is also predicated on the AB 1600 Nexus Studies previously developed for each of the fees outlined in Section III, under the principle that the above AB 1600 "fair share" requirements also comprehensively demonstrate 100% "special benefit." These AB 1600 Nexus Studies are voluminous and will not be bound in this Report, but by this reference are incorporated as if attached to this Report. The plans and specifications related to the public improvements funded by these impact and connection fees are on file with the City of Yucaipa, the County of San Bernardino, California, and/or associated public agencies in the region.

### **B.2 Capital Improvements**

The construction of public infrastructure improvements is typically necessary as a condition of approval to develop a property. Where applicable, the developer is installing these public facilities, which are necessary for the ultimate completion of the projects. However, at this time, there are no Capital Improvements that are the subject of this Report.

### **C Apportionment**

The assessments for this development will be apportioned on the fifty-seven (57) residential lots indicated on the tentative tract map for the project. The assessments for the District may be subject to further apportionment since the property may experience lot line adjustments and/or re-subdivisions as properties are sold or lots and parcels are created. Upon recordation of subdivision, parcel or lot line adjustment maps, the assessment for the newly created parcels will be apportioned as described on the following pages.





## SECTION VII METHOD OF ASSESSMENT

### 1. Benefiting Properties within the District

At the time this Report was prepared, the development comprising this District consisted of three (3) residential parcels, which encompass a current total acreage of 7.47 acres across the following Assessor's Parcels: 0319-233-12, 0319-233-13, and 0319-233-88.

Each parcel will have certain fees funded through SCIP and will be assessed for such fees financed through the District. If land uses change or the existing parcels are re-subdivided, the assessment may be allocated to each new assessor's parcels in proportion to the original assessment based on the net acreage of each new assessor's parcel.

### 2. Benefit Analysis

The method of apportionment established for the development reflects the proportional special benefit that each property receives from the levied development impact fees. The impact fees are imposed on a per lot basis and the fees are in turn based on a Nexus Study that also incorporates the principles of strict proportionality and fairness and is required to identify and apportion only direct benefits related to the benefit area defined. The per parcel fee, by definition, is the fair share contribution of the parcel to mitigate the impact of that parcel on the defined public facilities. Therefore, with regard to this assessment, the impact fee component of this assessment is considered to be 100% special benefit.

The assessments for this development will be placed onto the currently existing Assessor's Parcels on which the development is located.

### D Conclusion

In conclusion, it is the Assessment Engineer's opinion that the assessments for the District are allocated in accordance with the direct and special benefit which the land receives from the Works of Improvement, herein defined as Capital Improvements and Impact Fees and identified in Section V, in compliance with the requirements of Article XIID of the California Constitution.

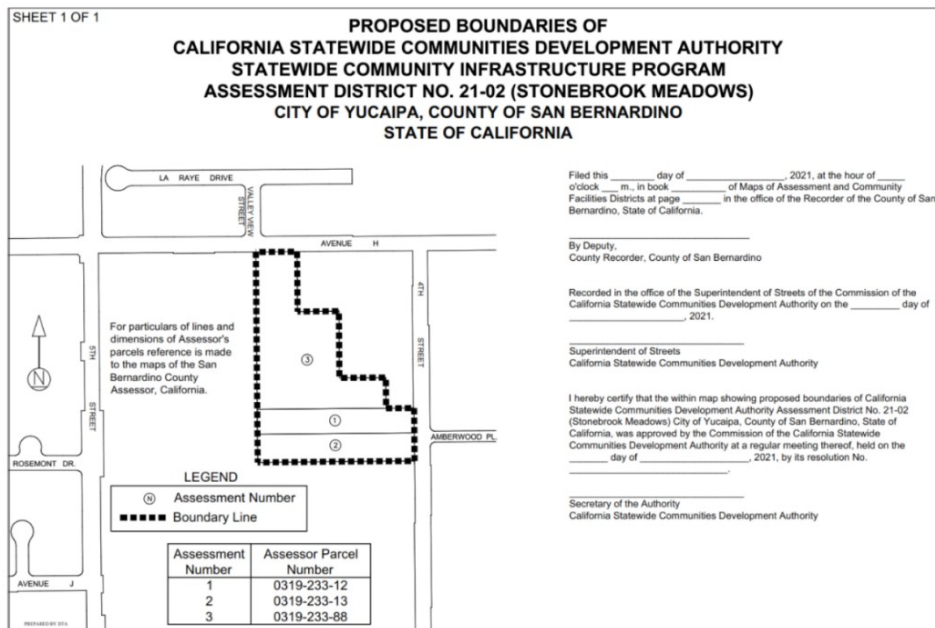


## SECTION VIII ASSESSMENT DIAGRAM AND BOUNDARY MAP

### VIII ASSESSMENT DIAGRAM AND BOUNDARY MAP

A Boundary Map showing the District, including the boundaries and dimensions of the parcels, lots, or subdivisions of land within the District as they existed at the time of the passage of the Resolution of Intention, will be filed and recorded at the County of San Bernardino Recorder's office (Document No: \_\_\_\_\_). Each of the subdivisions of land, parcels, or lots has been given a separate number on the Boundary Map that corresponds with the assessment number shown on the Assessment Roll. The Assessment Diagram will be filed with the Final Engineer's Report at the time of the passage of the Resolution of Formation.

Figure 1: Boundary Map





## SECTION IX ADMINISTRATION

### IX ADMINISTRATION

In addition to or as a part of the assessment lien levied against each parcel of land within the District, each parcel of land shall also be subject to an annual administrative cost add-on to pay costs incurred by the Authority and not otherwise reimbursed which results from the administration and collection of assessments or from the administration or registration of any bonds and/or reserve or other related funds. The maximum total amount of such annual administrative cost add-on for the District will not exceed 10.00% of the initial annual principal and interest amount, subject to an increase annually by the positive change, if any, in the consumer price index ("CPI") for the San Francisco-Oakland-Hayward area. Each parcel's share of the administrative cost add-on shall be computed based on the parcel's proportionate share of its annual assessment.





## SECTION X DEBT LIMITATION REPORT

### X DEBT LIMITATION REPORT

(Compliance with Part 7.5 of Division 4 of the Streets and Highways Code)

Pursuant to Sections 2960, 2961 and 10200 of the Streets and Highways Code, the Commission of the California Statewide Communities Development Authority intends to comply with the requirements of the Special Assessment Investigation, Limitations and Majority Protest Act of 1931 by proceeding under Part 7.5 of Division 4 of the Streets and Highways Code.

We are not aware of any prior assessment liens for the properties located within the District.

The total confirmed assessment liens for the District equals \$1,117,576.53.

The County of San Bernardino's assessed value of the parcels within the District totals \$1,001,780.00.

One-half of the assessed value of the parcels within the District totals \$500,890.00.

The value-to-lien based on the County of San Bernardino's assessed value for all properties located in the District is 0.90 to 1.

An appraisal is being performed by the firm of Integra Realty Resources for the appraised value of the parcels located within the District and will be incorporated into the Final Engineer's Report. The total assessment shall be no greater than one-half of the appraised value and will be reduced if the value in the appraisal is less than \$2,235,153.06.

## **APPENDIX A**

California Statewide Communities Development Authority  
(Statewide Community Infrastructure Program)  
Assessment District No. 21-02  
(Stonebrook Meadows)  
City of Yucaipa, County of San Bernardino



**ASSESSMENT ROLL  
(SEE SECTION VI)**



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**Date:** January 26, 2021

**Prepared By:** Joseph Zoba, General Manger

**Subject:** Appointment of a Representative to the San Gorgonio Pass Regional Water Alliance

**Recommendation:** That by minute order, the Board appoint an elected official to the San Gorgonio Pass Regional Water Alliance.

---

On February 5, 2014, the Board of Directors adopted Resolution No. 2014-03 that formalized our participation in the San Gorgonio Pass Regional Water Alliance. The purpose of the Alliance is to enhance the cooperation and coordination between the water resource and land use agencies in the Pass area.

The current members of the San Gorgonio Pass Regional Water Alliance include:

- City of Banning;
- Banning Heights Mutual Water Company;
- City of Beaumont;
- Beaumont Cherry Valley Water District;
- Cabazon Water District;
- City of Calimesa;
- High Valleys Water District;
- Mission Springs Water District;
- Morongo Band of Mission Indians;
- County of Riverside;
- San Gorgonio Pass Water Agency;
- South Mesa Mutual Water Company; and
- Yucaipa Valley Water District.

The Alliance conducts monthly meetings of the general assembly and committees as needed.

District staff recommends the appointment of a member of the Board of Directors to attend the meetings and participate in the subcommittee meetings.



**Date:** January 26, 2021

**Prepared By:** Joseph Zoba, General Manger

**Subject:** Appointment of a Primary and Alternate Representative to the City of Yucaipa Economic Development Advisory Committee

**Recommendation:** That by minute order, the Board appoint a primary and alternate elected official to the Economic Development Advisory Committee.

---

The City of Yucaipa created the Economic Development Advisory Committee to provide information to the City Council regarding programs and activities necessary to achieve the City's economic development goals.

The Committee consists of one member representing each of the following organizations:

- Chamber of Commerce,
- Property Owner on I-10,
- Board of Realtors,
- Crafton Hills College,
- Yucaipa-Calimesa Joint Unified School District,
- Financial Institution,
- Local Developer,
- Yucaipa Valley Water District,
- Uptown Business District,
- Public At-Large members (two), and
- Non-voting Councilmembers (two).

District staff recommends the appointment of a member of the Board of Directors to attend the meetings and participate in the subcommittee meetings.



**Date:** January 26, 2021

**Prepared By:** Joseph Zoba, General Manger

**Subject:** Appointment of a Primary and Alternate Representative to the San Bernardino Valley Municipal Water District's Advisory Commission on Water Policy

**Recommendation:** That by minute order, the Board appoint a primary and alternate elected official to the Advisory Commission on Water Policy.

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The San Bernardino Valley Municipal Water District created the Advisory Commission to provide advice to the Board of Directors regarding water policy.

District staff recommends the appointment of a primary and alternate member of the Board of Directors to attend the meetings and vote on behalf of the Yucaipa Valley Water District.

# 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

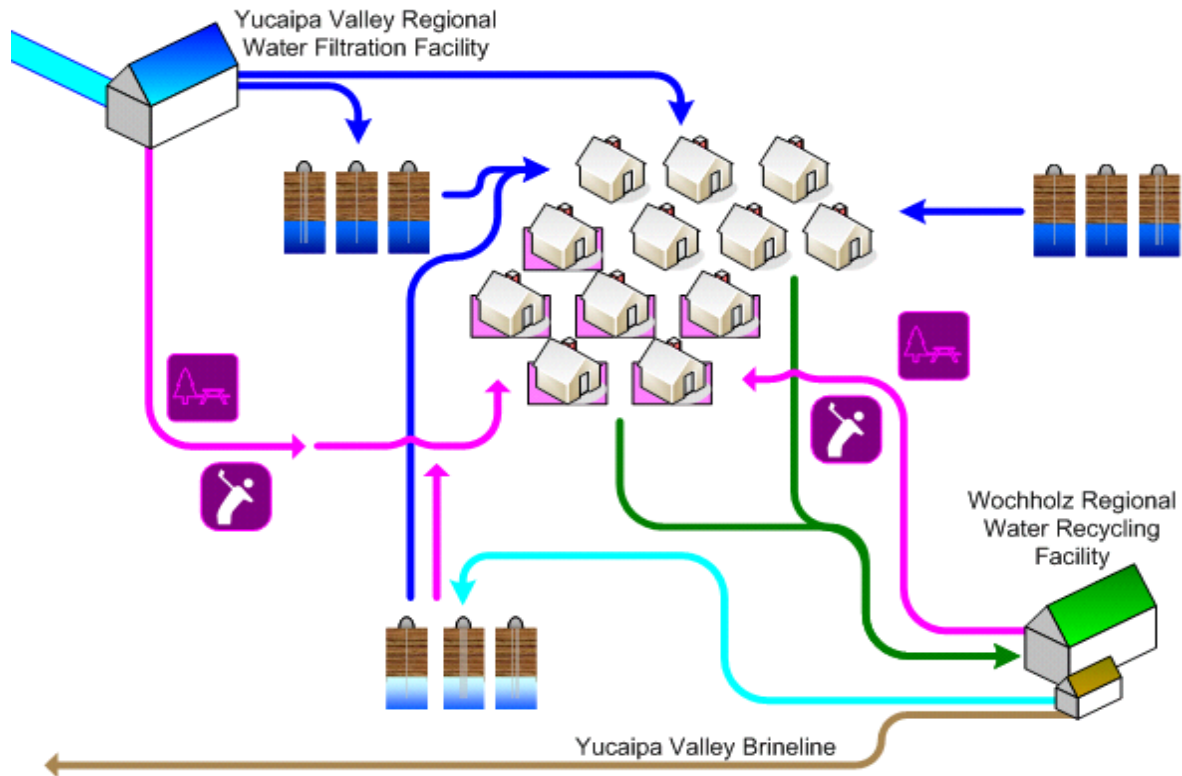
**Sewer System:** 8.0 million gallon treatment capacity - current flow at 3.5 mgd  
213 miles of sewer mainlines  
4,504 sewer manholes  
5 sewer lift stations  
1.27 billion gallons of recycled water produced per year

**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