



BOARD OF DIRECTORS MEETING AGENDA

Wednesday, August 12, 2015 – 1:30 p.m.

Location--1630 West Redlands Boulevard, Suite A, Redlands, California

Note: Copies of staff reports and other documents relating to the items on this agenda are on file at the District office and are available for public review during normal District business hours. New information relating to agenda topics listed, received, or generated by the District after the posting of this agenda, but before the meeting, will be made available upon request at the District office and in the Agenda Package on the Districts website. It is the intention of the San Bernardino Valley Water Conservation District to comply with the Americans with Disabilities Act (ADA) in all respects. If you need special assistance with respect to the agenda or other written materials forwarded to the members of the Board for consideration at the public meeting, or if as an attendee or a participant at this meeting you will need special assistance, the District will attempt to accommodate you in every reasonable manner. Please contact Athena Monge at (909) 793-2503 at least 48 hours prior to the meeting to inform her of your particular needs and to determine if accommodation is feasible. Please advise us at that time if you will need accommodations to attend or participate in meetings on a regular basis.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

1. PUBLIC PARTICIPATION

Members of the public may address the Board of Directors on any item that is within the jurisdiction of the Board; however, no action may be taken on any item not appearing on the agenda unless the action is otherwise authorized by Subdivision (b) Section 54954.2 of the Government Code.

2. ADDITIONS/DELETIONS TO AGENDA

Section 54954.2 provides that a legislative body may take action on items of business not appearing on the posted agenda under the following conditions: (1) an emergency situation exists, as defined in Section 54956.5; (2) a need to take immediate action and the need for action came to the attention of the District subsequent to the agenda being posted; and (3) the item was posted for a prior meeting occurring not more than five calendar days prior to the date action is taken on the item, and at the prior meeting the item was continued to the meeting at which action is being taken.

3. CONSENT CALENDAR

- A. Approval of Board Minutes, July 15, 2015 4
- B. Approval of Expenditure Report, July 2015 10
- C. GWA #44 Report 20

4. COMMITTEE REPORTS /ACTION ITEMS

Committee Reports

- A. FOURTH QUARTER UNAUDITED FINANCIAL REVIEW AND APPROVAL – 5 minutes
(M#1355)..... 34
Presenter: Vice President McDonald, Chair of Finance & Administration Committee

Recommendation: The Finance & Administration Committee (Committee) recommend the Board review the Quarterly Financial Reports and receive and file the reports as presented at the July 22nd Committee meeting.

- B. PERSONNEL MANUAL REVISIONS – 10 minutes (M#1352)..... 39
Presenter: *Vice President McDonald, Chair of Finance & Administration Committee*
Recommendation: The Finance & Administration Committee recommends the Board review and approve proposed revisions to the Personnel Manual as approved by the Committee on July 22, 2015.
- C. CALPERS UNFUNDED LIABILITY PAYOFF – 15 minutes (M#1353)..... 77
Presenter: *Vice President McDonald, Chair of Finance & Administration Committee*
Recommendation: The Finance & Administration Committee recommends the Board review and considers approval of the transfer of up to \$750,000.00 from District reserves to CalPERS for payment in full of the District’s Unfunded Liability. Authorize and direct the General Manager to coordinate final payoff amount and implement this payment outside the Operating Reserve and Budget authorized by the Board.
- D. STATEMENT OF INVESTMENT POLICY 2015-2016 – 5 minutes (M#1354) 79
Presenter: *Daniel Cozad*
Recommendation: The Finance & Administration Committee (Committee) recommend the Board review the Quarterly Financial Reports and receive and file the reports as presented at the July 22nd Committee meeting.
- E. CONCEPTUAL TRAILS PLAN FOR WASH PLAN HCP AREA (M#1356) - 15 minutes..... 82
Presenter: *President Corneille, Chair of Operations Committee*
Recommendation: The Operations Committee recommends the Board consider adoption of concept-level Trails Plan as presented by staff and direct staff to prepare scope of work for an RFP related to further developing the Trails Plan.

Actions Items

- F. UNAUDITED FINANCIAL REPORTS, July 2015 – 5 minutes (M#1357) 84
Presenter: *Daniel Cozad*
Recommendation: Review and approve the unaudited financials for July 2015.
- G. ELECTION TO PARTICIPATE IN THE CALIFORNIA EMPLOYERS’ RETIREE BENEFIT TRUST (CERBT), DELEGATION OF AUTHORITY AND RELATED IMPLEMENTATION ACTIONS (M#1358) - 10 minutes..... 91
Presenter: *Daniel Cozad*
Recommendation: The Board adopts Resolution No. 529 approving the Agreement and Election by the District to participate in the CERBT through CalPERS, Approve the Delegation of Authority to Request Reimbursements, and transfer the Post Employment Expense Reserve to the trust.
- H. CONCURRING NOMINATIONS FOR ACWA BOARD– 5 minutes (M#1359)..... 106
Presenter: *Daniel Cozad*
Recommendation: Consider a concurring nomination for Kathy Tieg of Cucamonga Valley Water District for ACWA Board President for the 2016-2017 term and approve Resolution No. 530.
- I. CSDA COMMITTEE AND EXPERT FEEDBACK TEAM APPOINTMENTS FOR 2016– 5 minutes (M#1360) 111
Presenter: *Daniel Cozad*
Recommendation: Review and consider appointing a director to committee of their choice for 2016.

The term of office is one year, January 1, 2016 to December 31, 2016.

5. **INFORMATION ITEMS:**

- A. Board Committee Reports Without Action – 5 Minutes
- B. Wash Plan Report – 5 Minutes 115
- C. General Manager’s Report and Monthly Recharge Report – 5 Minutes 118
- D. Future Agenda Items & Staff Tasks

6. **MONTHLY BOARD MEMBER MEETING REPORTS, AND/OR BOARD MEMBER COMMENTS**

- A. Board Member Meeting Reports - 15 minutes..... 124
- B. Travel Requests - 5 minutes..... 155

7. **UPCOMING MEETINGS:**

- A. August 14, 2015 CSDA Fiscal Committee, 1:00 p.m. in Sacramento
- B. August 18, 2015 San Bernardino Valley Municipal Water District Board Meeting, 2:30 p.m. at Valley District
- C. August 21, 2015 SBC Water Conference, 7:00 a.m. at Cal State San Bernardino
- D. August 28, 2015 ACWA State Legislative Committee, 10:00 a.m. in Sacramento
- E. September 1, 2015 San Bernardino Valley Municipal Water District Board Meeting, 2:30 p.m. at Valley District
- F. September 10, 2015 Advisory Commission on Water Policy, 6:30 p.m. at Valley District
- G. September 15, 2015 ACWA Communications Committee, 10:00 a.m. in Sacramento
- H. September 15, 2015 San Bernardino Valley Municipal Water District Board Meeting, 2:30 p.m. at Valley District
- I. September 18, 2015 ACWA Region 9: Drought in the Inland Empire, 10:00 a.m. at IEUA (Chino)
- J. September 21-24, 2015 CSDA Annual Conference, Monterey
(Board Approval Required)
- K. October 14, 2015 ACWA 2015 Regulatory Summit, 9:00 a.m., Doubletree in Ontario
- L. December 1-4, 2015 ACWA Fall Conference, Indian Wells
(Board Approval Required)

8. **ADJOURN MEETING.** The next regular scheduled Board of Directors Meeting will be on September 9, 2015 at 1:30 p.m., at District Headquarters, 1630 W. Redlands Blvd., Redlands, CA.

SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT
BOARD OF DIRECTORS MEETING

MINUTES OF July 15, 2015
1:30 P.M.

President Corneille called the Board Meeting of the Board of Directors to order at 1:30 p.m. All present stood for the pledge of allegiance, led by President Corneille.

ROLL CALL:

BOARD MEMBERS PRESENT:

Richard Corneille, President
Melody McDonald, Vice President
David E. Raley, Director
Manuel Aranda, Director
John Longville, Director

BOARD MEMBERS ABSENT:

None

GENERAL COUNSEL PRESENT:

David Cosgrove, Rutan & Tucker, LLP

STAFF PRESENT:

Daniel Cozad, General Manager
Jeff Beehler, Land Resources Manager
Athena Monge, Administrative Services Specialist

GUESTS PRESENT:

Michelle Diamond, Tetra Tech
Charles Roberts, Highland Community News

1. PUBLIC PARTICIPATION

President Corneille announced this as the time for any persons present, who so desire, to make an oral presentation to the Board of Directors. Hearing none, the meeting continued with published agenda items.

2. ADDITIONS/DELETIONS TO AGENDA

There were none.

3. CONSENT CALENDAR

It was moved by Director Aranda and seconded by Vice President McDonald to approve Consent Calendar Item A: Board Minutes, June 10, 2015 and Item B: Expenditure Report, June 2015. The motion carried 5-0 with all Directors present voting in the affirmative.

**President Corneille: Yes
Vice President McDonald: Yes
Director Longville: Yes
Director Raley: Yes
Director Aranda: Yes**

4. COMMITTEE REPORTS/ACTION ITEMS

A. UNAUDITED FINANCIAL REPORTS, JUNE 2015

Mr. Cozad introduced this item for discussion noting this item begins on package page 16 of the Board package. This report is expanded slightly because these are the yearend numbers. Mr. Cozad said that most revenue sources are above budget except for interest income for LAIF and CalTrust. This is due to CalTrust bond values decreasing as interest rates rise. Miscellaneous income is below budget because most of this revenue is now being classified under aggregate such as Upland Rock and Spiniello. The Mentone House income is below budget because it is currently vacant as we are making improvements removing grass and adding water saving plants to the landscaping. Mr. Cozad noted that most expenses are in line with original estimates. The cash position at the beginning of this fiscal year was \$3,618,362.02 and the year will end around \$4,328,402.03; an approximate 20% increase.

It was moved by Director Longville and seconded by Vice President McDonald to approve the Unaudited Financials for June 2015. The motion carried 5-0 with all Directors present voting in the affirmative.

**President Corneille: Yes
Vice President McDonald: Yes
Director Longville: Yes
Director Raley: Yes
Director Aranda: Yes**

B. 2015 ENGINEERING INVESTIGATION ADDENDUM

Mr. Cozad presented a PowerPoint on the 2015 Engineering Investigation Report Addendum. He noted that during the process each year San Bernardino Valley Municipal Water District (SBVMWD) uses a model to assess change in storage and their number came out larger than the Districts change in storage calculation. Previous years change in storage values have been closer. Katelyn Scholte, Engineering Intern prepared the addendum with assistance and review from Steve Mains, Watermaster Services and Mr. Cozad.

Mr. Cozad gave an overview of some of the differences between the Districts EI and SBVMWD's calculations. Two different methods are used for the calculation using two different datasets. SBVMWD uses a wider date range for water levels readings which pick up some lower water level values. Also, included in the addendum are well level readings from the City of Redlands, who provided additional and revised data to the District. Fontana Water Company has not provided data in several years due to litigation; the District estimated their well levels with the assistance of Steve Mains. The annual change in storage increased from -85,368 to -91,555 AF. Mr. Cozad indicated that storativity numbers are still being reviewed and staff may recommend additional changes to improve the EI process for next year.

Director Raley asked if basin production has increased. Mr. Cozad stated that it has increased somewhat, but some of the increased production is outside of the District boundaries. Mr. Cozad reviewed the Water Elevations Maps and the various changes with the Board. There were no other significant changes to the EI and once the addendum is approved it will be posted to the District website.

It was moved by Director Aranda and seconded by Vice President McDonald to approve the 2015 Engineering Investigation Report Addendum. The motion carried 5-0 with all Directors present voting in the affirmative.

**President Corneille: Yes
Vice President McDonald: Yes
Director Longville: Yes
Director Raley: Yes
Director Aranda: Yes**

C. CSDA 2015 BOARD ELECTIONS

President Corneille introduced this item for discussion. Vice President McDonald noted that previously the District provided a concurring nomination resolution for Jo McKenzie of Vista Irrigation District for this position and is in support of submitting a vote for same candidate.

It was moved by Vice President McDonald and seconded by Director Aranda to submit vote for Jo McKenzie of Vista Irrigation District for CSDA Board of Directors, Southern Network, Seat A. The motion carried 5-0 with all Directors present voting in the affirmative.

**President Corneille: Yes
Vice President McDonald: Yes
Director Longville: Yes
Director Raley: Yes
Director Aranda: Yes**

D. ACWA CALL FOR CANDIDATE NOMINATIONS FOR THE 2016-2017 TERM

President Corneille asked if any member of the Board wanted to be considered for a nomination for the ACWA Vice President or President position. There being none; no action was required by the Board.

5. INFORMATION ITEMS

A. BOARD COMMITTEE REPORTS-WITHOUT ACTION

There were no committee meetings held during the past month.

B. TRAILS PLAN UPDATE

This item was taken out of order.

Mr. Beehler introduced this item for discussion. Staff has received comment back and they have been incorporated. The Trails Plan is anticipated to be presented at the August Board meeting for consideration of adoption. Recreational use is conditionally compatible with the HCP and all the limitations and conditions are included in the EIR and HCP so there are no additional processes required. Staff has begun working on the river crossing and conceptual designs. This item was received and filed.

C. WASH PLAN REPORT

This item was taken out of order.

Mr. Beehler introduced this item for discussion. The written Wash Plan Report is included in the Board package on page 47 along with Wash Plan financial spreadsheet. The Habitat Conservation Plan (HCP) along with other environmental documents were distributed in May to the resource agencies. There will be a meeting later this month to discuss these items. A screen check version of the Environmental Impact Report (EIR) and Environmental Impact Statement (EIS) were distributed to lead agencies. The Bureau of Land Management (BLM) and the District provided comments. BLM requested additional cultural resources be done and the surveys for those are being performed now. Mr. Beehler stated that the resources they are working are the Native American Tribal Resources and Historic Resources are the cultural items being completed. National Environmental Protection Act (NEPA) changed the requirements so these need to be updated. California Department of Fish and Wildlife (CAFWS) will be meeting with the District to discuss and review the federal documents. Staff is not anticipating any significant changes to environmental documents. Legislation is still in Washington and is ready to go. Staff is working on complete property descriptions to include the additional mining not previously covered. Preliminary title reports need to be pulled; an RFP was sent out. Mr. Beehler met with counsel to review and provide revisions for the next versio of the Implementation Agreement. President Corneille requested that Director Raley review the Implementation Agreement before it goes to the Task Force. Mr. Beehler said that the HCP is on track for November. He will discuss schedule with FWS to review comments. This item was received and filed.

D. FIRE IMPACTS UPDATE

This item was taken out of order.

Mr. Cozad presented a brief PowerPoint on the impacts of the Lake Fire in the San Bernardino Mountains. The Lake Fire began June 17, 2015 and burned over 31,000 acres. It is still burning and is 98% contained. The estimated damage is over \$38 million. The cause of the fire is suspected to be human and is still under investigation. Mr. Cozad presented a PowerPoint and reviewed the soil burn severity map. It indicates that approximately 50% of the burned area is in Santa Ana River Watershed including a very small are in the Mill Creek Wash. Water quality impacts include 1) increased debris flows, 2) increased sediment (30-50 times the normal levels), 3) increased levels of contaminants (nitrates, phosphates, TOC, uranium and heavy metals) 4) increased total dissolved solids (TDS) and salts and 5) increased peak storms flows. Mr. Cozad reviewed facilities impacts and said that the Operations Committee will discuss how to deal with residual issues from the Lake Fire. This item was received and filed.

E. LAFCO UPDATE

This item was taken out of order.

Staff reviewed potential maps with Board last month and has since provided comment letter to LAFCO. Maps were sent out to other water agencies potentially affected by consolidation and no comments were received. The District reiterated its interest in keeping boundaries the same as original request. Staff requested that LAFCO make our application a priority. The District asked to have our application on the August agenda; staff was advised that it will be either August or October. Staff will bring back additional information as it becomes available. This item was received and filed.

F. GENERAL MANAGER'S REPORT AND MONTHLY RECHARGE REPORT

This item was taken out of order.

Mr. Cozad indicated that the written General Manager's Report is included in the Board package on page 49. He reported that the District has recharged 3,863 AF to date for this water year; this is a reasonable amount for a dry year. The Plunge Creek consultants did infiltration work and staff met with them out in the field. There was high level participation from FCD related to Plunge Creek and the combined Plunge Creek projects will work well together. FCD is considering assisting with the Districts' Plunge Creek project. Mr. Cozad noted that included in the GM report are a few pictures related to the Mentone House landscaping improvements. Over 12,000 square feet of sod were removed from the Mentone property. He noted that Mill Creek design is ongoing and that the Mill Creek Redesign and Plunge Creek projects progress to date will be presented to the Operations Committee in August. Mr. Cozad briefly discussed the press conference and USAWRA Legislative Platform. President Corneille requested a summary of the Legislative Platform and that the Board is kept up to date on future USAWRA meetings. These items were received and filed.

G. FUTURE AGENDA ITEMS & STAFF TASKS

There were none discussed.

6. MONTHLY BOARD MEMBER COMMITTEE ACTIVITY REPORTS, AND/OR COMMENTS BY BOARD MEMBERS

Vice President McDonald attended the SBVMWD Board Meeting on July 7th where they considered new fiscal year budget and contract for G & G Environmental Compliance for the Brine line. She also attended the SBVMWD Debt Service Fund Budget Workshop on July 14th where they reviewed history of debt service amongst other items. Additional written reports are included in Board Package.

Director Longville made no report.

Director Raley attended the General Fund Budget Workshop on June 25th where \$22 million was allocated to capital improvements and the Board of Directors Workshop on July 13th. At the July 13th Workshop they discussed turf removal and options for disadvantaged communities.

Director Aranda attended the SBVMWD Board Meetings. He attended the USAWRA Legislative Platform held on June 26th and provided handout to the Board. Director Aranda said that the initial Legislative Platform meeting was held by EVWD, the second was conducted by the District and the third will be held at a later date to be determined on habitat conservation plans. Additional written reports are included in Board Package.

President Corneille attended Inland Empire Conservation Fair held on June 27th at the University of Redlands. He also attended the Mentone Area Chamber of Commerce meeting on July 14th where they discussed the Conservation Garden.

7. UPCOMING MEETINGS

Director Longville, President Corneille, Director Aranda and Vice President McDonald requested to be registered for the upcoming SBC Water Conference. President Corneille noted that the next Advisory Commission on Water Policy will be held on September 10th at Valley District, 6:30 p.m.

8. ADJOURN MEETING

It was moved by Director Aranda and seconded by Vice President McDonald to adjourn. The motion carried 5-0 with all Directors present voting in the affirmative.

**President Corneille: Yes
Vice President McDonald: Yes
Director Longville: Yes
Director Raley: Yes
Director Aranda: Yes**

At 3:17 p.m. the meeting adjourned to the next regular Board Meeting scheduled for August 12, 2015 at 1:30 p.m. at District Headquarters, 1630 W. Redlands Blvd., Redlands, CA.

Daniel B. Cozad
General Manager

San Bernardino Valley Water Conservation District Expenditure Report July 2015

Num	Date	Name	Account	Class	Original Amount
Tax Liab Q4	07/20/2015	Paychex	1012 · Citizens Busine...		-241.38
			6160 · Payroll Taxes-E...	4-General Fund Ent.	38.77
			6160 · Payroll Taxes-E...	1-Groundwater Ent.	122.79
			6160 · Payroll Taxes-E...	2-Redlands Plaza/...	12.31
			6160 · Payroll Taxes-E...	3-Land Resources	35.97
			6160 · Payroll Taxes-E...	5-Wash Plan	31.54
TOTAL					241.38
P/R 7.08.15	07/08/2015	Paychex	1012 · Citizens Busine...		-72.43
			6042 · Payroll Processing	4-General Fund Ent.	72.43
TOTAL					72.43
P/R 7.22.15	07/22/2015	Paychex	1012 · Citizens Busine...		-72.43
			6042 · Payroll Processing	4-General Fund Ent.	72.43
TOTAL					72.43
ACH0038	07/15/2015	Raley, David	1012 · Citizens Busine...		-2,305.64
			6401 · Directors' Fees	4-General Fund Ent.	2,257.00
			6410 · Mileage	4-General Fund Ent.	48.64
TOTAL					2,305.64
ACH0039	07/27/2015	Aranda, Manuel	1012 · Citizens Busine...		-1,287.18
			6401 · Directors' Fees	4-General Fund Ent.	1,236.00
			6410 · Mileage	4-General Fund Ent.	51.18
TOTAL					1,287.18
19654	07/02/2015	Aaron Pederson	1012 · Citizens Busine...		-35.00
	06/26/2015		6018 · Janitorial Services	4-General Fund Ent.	35.00
TOTAL					35.00
19655	07/02/2015	Antimite Pest Control, I...	1012 · Citizens Busine...		-66.00
	06/15/2015		6026 · Redlands Plaza ...	2-Redlands Plaza/...	66.00
TOTAL					66.00
19656	07/02/2015	Arrowhead	1012 · Citizens Busine...		-67.60
	06/24/2015		5460 · Water / Trash / S...	4-General Fund Ent.	33.80
			5460 · Water / Trash / S...	1-Groundwater Ent.	27.04
			5460 · Water / Trash / S...	3-Land Resources	6.76
TOTAL					67.60
19657	07/02/2015	Assoc. San Bernardino...	1012 · Citizens Busine...		-97.00
	06/25/2015		6425 · Meals	4-General Fund Ent.	35.00
			6425 · Meals	4-General Fund Ent.	35.00
			6425 · Meals	4-General Fund Ent.	27.00
TOTAL					97.00

San Bernardino Valley Water Conservation District Expenditure Report July 2015

Num	Date	Name	Account	Class	Original Amount
19658	07/02/2015	California Arbor Care	1012 · Citizens Busine...		-1,725.00
	06/19/2015		6015 · Mentone House ...	2-Redlands Plaza/...	1,725.00
TOTAL					1,725.00
19659	07/02/2015	California Strategies	1012 · Citizens Busine...		-3,000.00
	06/20/2015		5120 · Misc. Profession...	4-General Fund Ent.	1,330.00
			5120 · Misc. Profession...	1-Groundwater Ent.	88.00
			5120 · Misc. Profession...	3-Land Resources	1,582.00
TOTAL					3,000.00
19660	07/02/2015	Chevron & Texaco Car...	1012 · Citizens Busine...		-77.03
	06/22/2015		5320 · Fuel	1-Groundwater Ent.	77.03
TOTAL					77.03
19661	07/02/2015	Citizens Business Bank	1012 · Citizens Busine...		-1,615.94
	06/12/2015		6001 · General Adminis...	4-General Fund Ent.	83.15
			6001 · General Adminis...	1-Groundwater Ent.	83.14
			6002 · Website Adminis...	4-General Fund Ent.	175.00
			6004 · Meeting Expenses	4-General Fund Ent.	36.10
			6004 · Meeting Expenses	3-Land Resources	12.04
			6016 · Redlands Plaza ...	2-Redlands Plaza/...	380.00
			6036 · Printing	4-General Fund Ent.	26.73
			6036 · Printing	1-Groundwater Ent.	21.38
			6036 · Printing	3-Land Resources	5.35
			6039 · Postage and Ov...	4-General Fund Ent.	4.82
			6039 · Postage and Ov...	1-Groundwater Ent.	2.20
			6039 · Postage and Ov...	2-Redlands Plaza/...	0.88
			6039 · Postage and Ov...	3-Land Resources	0.88
			6415 · Air Fare	4-General Fund Ent.	439.01
			6430 · Lodging	4-General Fund Ent.	218.90
			6535 · Conf/Seminar R...	4-General Fund Ent.	69.00
			6425 · Meals	4-General Fund Ent.	28.68
			6525 · Meals	4-General Fund Ent.	12.90
			6525 · Meals	1-Groundwater Ent.	10.04
			6525 · Meals	3-Land Resources	5.74
TOTAL					1,615.94
19662	07/02/2015	City of Redlands -Muni...	1012 · Citizens Busine...		-1,768.60
	06/18/2015		6026 · Redlands Plaza ...	2-Redlands Plaza/...	1,768.60
TOTAL					1,768.60
19663	07/02/2015	Corneille, Richard	1012 · Citizens Busine...		-1,271.65
	06/30/2015		6401 · Directors' Fees	4-General Fund Ent.	1,236.00
			6410 · Mileage	4-General Fund Ent.	35.65
TOTAL					1,271.65
19664	07/02/2015	County Treasurer	1012 · Citizens Busine...		-359.39
	07/01/2015		5080 · LAFCO Contribu...	4-General Fund Ent.	359.39
TOTAL					359.39

San Bernardino Valley Water Conservation District
Expenditure Report
July 2015

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Class</u>	<u>Original Amount</u>
19665	07/02/2015	Day Lite Maintenance, I...	1012 · Citizens Busine...		-90.92
	05/29/2015		6026 · Redlands Plaza ...	2-Redlands Plaza/...	90.92
TOTAL					90.92
19666	07/02/2015	ICF Jones & Stokes, Inc	1012 · Citizens Busine...		-20,420.18
	06/18/2015		5122 · Wash Plan Profe...	5-Wash Plan	14,120.18
			5124 · Plunge Creek Pr...	1-Groundwater Ent.	630.00
			5124 · Plunge Creek Pr...	3-Land Resources	5,670.00
TOTAL					20,420.18
19667	07/02/2015	IERCD	1012 · Citizens Busine...		-3,100.00
	06/30/2015		6060 · Outreach	4-General Fund Ent.	1,550.00
			6060 · Outreach	1-Groundwater Ent.	620.00
			6060 · Outreach	3-Land Resources	930.00
TOTAL					3,100.00
19668	07/02/2015	Image Source	1012 · Citizens Busine...		-742.76
	06/16/2015		6036 · Printing	4-General Fund Ent.	371.38
			6036 · Printing	1-Groundwater Ent.	297.10
			6036 · Printing	3-Land Resources	74.28
TOTAL					742.76
19669	07/02/2015	JAN-PRO Cleaning Sys...	1012 · Citizens Busine...		-618.00
	07/01/2015		6018 · Janitorial Services	4-General Fund Ent.	618.00
TOTAL					618.00
19670	07/02/2015	John Longville	1012 · Citizens Busine...		-6,974.15
	06/10/2015		6401 · Directors' Fees	4-General Fund Ent.	6,690.00
			6410 · Mileage	4-General Fund Ent.	284.15
TOTAL					6,974.15
19671	07/02/2015	Lowe's Companies, Inc.	1012 · Citizens Busine...		-15.76
	06/25/2015		6015 · Mentone House ...	2-Redlands Plaza/...	11.22
			5210 · Equipment Maint...	1-Groundwater Ent.	4.54
TOTAL					15.76
19672	07/02/2015	Netsteller	1012 · Citizens Busine...		-450.00
	06/01/2015		5160 · IT Support	4-General Fund Ent.	165.01
			5160 · IT Support	1-Groundwater Ent.	239.99
			5160 · IT Support	3-Land Resources	45.00
TOTAL					450.00
19673	07/02/2015	Pat's Pots	1012 · Citizens Busine...		-280.00
	06/30/2015		5460 · Water / Trash / S...	4-General Fund Ent.	140.00
			5460 · Water / Trash / S...	1-Groundwater Ent.	112.00
			5460 · Water / Trash / S...	3-Land Resources	28.00
TOTAL					280.00

San Bernardino Valley Water Conservation District Expenditure Report July 2015

Num	Date	Name	Account	Class	Original Amount
19674	07/02/2015	PERS	1012 · Citizens Busine...		-33,399.00
	07/01/2015		6170 · PERS Retirement	4-General Fund Ent.	5,363.88
			6170 · PERS Retirement	1-Groundwater Ent.	16,990.07
			6170 · PERS Retirement	2-Redlands Plaza/...	1,703.35
			6170 · PERS Retirement	3-Land Resources	4,976.45
			6170 · PERS Retirement	5-Wash Plan	4,365.25
TOTAL					33,399.00
19675	07/02/2015	Rutan & Tucker	1012 · Citizens Busine...		-5,135.66
	06/11/2015		5180 · Legal	4-General Fund Ent.	660.00
			5180 · Legal	1-Groundwater Ent.	495.00
			5180 · Legal	2-Redlands Plaza/...	165.00
			5180 · Legal	3-Land Resources	330.00
			5180 · Legal	3-Land Resources	30.00
			5175 · Legal - Wash Plan	5-Wash Plan	3,335.66
			5180 · Legal	3-Land Resources	120.00
TOTAL					5,135.66
19676	07/02/2015	The Gas Company	1012 · Citizens Busine...		-4.65
	06/17/2015		5450 · Natural Gas	4-General Fund Ent.	2.79
			5450 · Natural Gas	1-Groundwater Ent.	1.86
TOTAL					4.65
19677	07/02/2015	U.S. Bank Equipment F...	1012 · Citizens Busine...		-362.20
	06/14/2015		6033 · Office Equipmen...	4-General Fund Ent.	271.65
			6033 · Office Equipmen...	1-Groundwater Ent.	18.11
			6033 · Office Equipmen...	2-Redlands Plaza/...	54.33
			6033 · Office Equipmen...	3-Land Resources	18.11
TOTAL					362.20
19678	07/02/2015	Verizon California -7275	1012 · Citizens Busine...		-126.66
	06/19/2015		5440 · Telephone	4-General Fund Ent.	61.37
			5440 · Telephone	1-Groundwater Ent.	26.30
			5470 · Internet Services	4-General Fund Ent.	19.49
			5470 · Internet Services	1-Groundwater Ent.	11.70
			5470 · Internet Services	2-Redlands Plaza/...	1.95
			5470 · Internet Services	3-Land Resources	5.85
TOTAL					126.66
19679	07/02/2015	VIP Registration Servic...	1012 · Citizens Busine...		-110.00
	06/17/2015		5310 · Vehicle Mainten...	1-Groundwater Ent.	110.00
TOTAL					110.00
19680	07/02/2015	Watermaster Support S...	1012 · Citizens Busine...		-375.00
	05/04/2015		5120 · Misc. Profession...	1-Groundwater Ent.	375.00
TOTAL					375.00

San Bernardino Valley Water Conservation District Expenditure Report July 2015

Num	Date	Name	Account	Class	Original Amount
19681	07/15/2015	ACWA JPIA - Workers ...	1012 · Citizens Busine...		-3,111.00
	06/30/2015		6120 · Workers' Comp. ...	4-General Fund Ent.	499.63
			6120 · Workers' Comp. ...	1-Groundwater Ent.	1,582.57
			6120 · Workers' Comp. ...	2-Redlands Plaza/...	158.66
			6120 · Workers' Comp. ...	3-Land Resources	463.54
			6120 · Workers' Comp. ...	5-Wash Plan	406.60
TOTAL					3,111.00
19682	07/15/2015	ACWA/JPIA-Health	1012 · Citizens Busine...		-9,525.62
	07/01/2015		6110 · Vision Insurance	4-General Fund Ent.	22.80
			6110 · Vision Insurance	1-Groundwater Ent.	72.22
			6110 · Vision Insurance	2-Redlands Plaza/...	7.24
			6110 · Vision Insurance	3-Land Resources	21.15
			6110 · Vision Insurance	5-Wash Plan	18.55
			6130 · Dental Insurance	4-General Fund Ent.	102.55
			6130 · Dental Insurance	1-Groundwater Ent.	324.79
			6130 · Dental Insurance	2-Redlands Plaza/...	32.56
			6130 · Dental Insurance	3-Land Resources	95.13
			6130 · Dental Insurance	5-Wash Plan	83.45
			6150 · Medical Insurance	4-General Fund Ent.	1,404.48
			6150 · Medical Insurance	1-Groundwater Ent.	4,448.67
			6150 · Medical Insurance	2-Redlands Plaza/...	446.00
			6150 · Medical Insurance	3-Land Resources	1,303.03
			6150 · Medical Insurance	5-Wash Plan	1,143.00
TOTAL					9,525.62
19683	07/15/2015	American Power Security	1012 · Citizens Busine...		-475.00
	07/03/2015		6026 · Redlands Plaza ...	2-Redlands Plaza/...	475.00
TOTAL					475.00
19684	07/15/2015	Angie J. Quiroga	1012 · Citizens Busine...		-24.32
	06/30/2015		6510 · Mileage	4-General Fund Ent.	24.32
TOTAL					24.32
19685	07/15/2015	Antimite Pest Control, I...	1012 · Citizens Busine...		-66.00
	07/02/2015		6026 · Redlands Plaza ...	2-Redlands Plaza/...	66.00
TOTAL					66.00
19686	07/15/2015	Athena Monge	1012 · Citizens Busine...		-22.43
	06/30/2015		6510 · Mileage	4-General Fund Ent.	22.43
TOTAL					22.43
19687	07/15/2015	Big Bear Municipal Wat...	1012 · Citizens Busine...		-6,139.67
	07/01/2015		5125 · Engineering Ser...	1-Groundwater Ent.	6,139.67
TOTAL					6,139.67
19688	07/15/2015	Castro Landscaping Se...	1012 · Citizens Busine...		-250.00
	06/30/2015		6026 · Redlands Plaza ...	2-Redlands Plaza/...	250.00
TOTAL					250.00

San Bernardino Valley Water Conservation District
Expenditure Report
July 2015

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Class</u>	<u>Original Amount</u>
19689	07/15/2015	Day Lite Maintenance, I...	1012 · Citizens Busine...		-144.00
	07/01/2015		6026 · Redlands Plaza ...	2-Redlands Plaza/...	144.00
TOTAL					144.00
19690	07/15/2015	Edison - 8812	1012 · Citizens Busine...		-340.07
	07/02/2015		5420 · Electricity	4-General Fund Ent.	95.22
			5420 · Electricity	1-Groundwater Ent.	68.01
			5420 · Electricity	2-Redlands Plaza/...	176.84
TOTAL					340.07
19691	07/15/2015	Edison - Redlands Plaza	1012 · Citizens Busine...		-66.98
	07/02/2015		6026 · Redlands Plaza ...	2-Redlands Plaza/...	66.98
TOTAL					66.98
19692	07/15/2015	Edison -5552	1012 · Citizens Busine...		-830.04
	07/11/2015		5420 · Electricity	4-General Fund Ent.	232.41
			5420 · Electricity	1-Groundwater Ent.	166.01
			5420 · Electricity	2-Redlands Plaza/...	431.62
TOTAL					830.04
19693	07/15/2015	Empire Disposal	1012 · Citizens Busine...		-64.12
	07/01/2015		6015 · Mentone House ...	2-Redlands Plaza/...	64.12
TOTAL					64.12
19694	07/15/2015	Highland Community N...	1012 · Citizens Busine...		-29.95
	07/02/2015		6090 · Subscriptions/Pu...	4-General Fund Ent.	29.95
TOTAL					29.95
19695	07/15/2015	Home Depot Credit Ser...	1012 · Citizens Busine...		-200.47
	06/28/2015		5215 · Property Mainten...	1-Groundwater Ent.	160.38
			5215 · Property Mainten...	3-Land Resources	40.09
TOTAL					200.47
19696	07/15/2015	Joseph E. Bonadiman ...	1012 · Citizens Busine...		-1,520.00
	07/01/2015		5122 · Wash Plan Profe...	5-Wash Plan	1,520.00
TOTAL					1,520.00
19697	07/15/2015	Manuel Colunga	1012 · Citizens Busine...		-20.00
	07/10/2015		5215 · Property Mainten...	1-Groundwater Ent.	20.00
TOTAL					20.00
19698	07/15/2015	Netsteller	1012 · Citizens Busine...		-450.00
	07/01/2015		5160 · IT Support	4-General Fund Ent.	165.00
			5160 · IT Support	1-Groundwater Ent.	240.00
			5160 · IT Support	3-Land Resources	45.00
TOTAL					450.00

San Bernardino Valley Water Conservation District Expenditure Report July 2015

Num	Date	Name	Account	Class	Original Amount
19699	07/15/2015	Pat's Pots	1012 · Citizens Busine...		-70.00
	07/01/2015		5460 · Water / Trash / S...	4-General Fund Ent.	35.00
			5460 · Water / Trash / S...	1-Groundwater Ent.	28.00
			5460 · Water / Trash / S...	3-Land Resources	7.00
TOTAL					70.00
19700	07/15/2015	Quill Corporation	1012 · Citizens Busine...		-174.22
	06/30/2015		6030 · Office Supplies	4-General Fund Ent.	129.79
			6030 · Office Supplies	1-Groundwater Ent.	8.11
			6030 · Office Supplies	2-Redlands Plaza/...	16.22
			6030 · Office Supplies	3-Land Resources	8.11
			6004 · Meeting Expenses	4-General Fund Ent.	8.99
			6004 · Meeting Expenses	3-Land Resources	3.00
TOTAL					174.22
19701	07/15/2015	Smart & Final	1012 · Citizens Busine...		-217.77
	07/14/2015		6004 · Meeting Expenses	4-General Fund Ent.	137.75
			6004 · Meeting Expenses	3-Land Resources	45.92
			6019 · Janitorial Supplies	4-General Fund Ent.	20.46
			6019 · Janitorial Supplies	1-Groundwater Ent.	13.64
TOTAL					217.77
19702	07/15/2015	Stanley Convergent Se...	1012 · Citizens Busine...		-302.70
	07/01/2015		5410 · Alarm Service	4-General Fund Ent.	151.35
			5410 · Alarm Service	1-Groundwater Ent.	151.35
TOTAL					302.70
19703	07/15/2015	The Alarm and Sprinkle...	1012 · Citizens Busine...		-950.00
	06/05/2015		6016 · Redlands Plaza ...	2-Redlands Plaza/...	950.00
TOTAL					950.00
19704	07/15/2015	Upland Rock	1012 · Citizens Busine...		-1,120.00
	07/02/2015		6015 · Mentone House ...	2-Redlands Plaza/...	1,120.00
TOTAL					1,120.00
19705	07/15/2015	Valero Marketing & Sup...	1012 · Citizens Busine...		-789.86
	06/30/2015		5320 · Fuel	1-Groundwater Ent.	789.86
TOTAL					789.86
19706	07/15/2015	Verizon California-4860	1012 · Citizens Busine...		-423.16
	07/01/2015		5440 · Telephone	4-General Fund Ent.	280.12
			5440 · Telephone	1-Groundwater Ent.	120.05
			5470 · Internet Services	4-General Fund Ent.	11.49
			5470 · Internet Services	1-Groundwater Ent.	6.90
			5470 · Internet Services	2-Redlands Plaza/...	1.15
			5470 · Internet Services	3-Land Resources	3.45
TOTAL					423.16

San Bernardino Valley Water Conservation District Expenditure Report July 2015

Num	Date	Name	Account	Class	Original Amount
19707	07/15/2015	Watermaster Support S...	1012 · Citizens Busine...		-2,912.50
	07/07/2015		5120 · Misc. Profession...	1-Groundwater Ent.	2,912.50
TOTAL					2,912.50
19708	07/28/2015	AAA Alarm Systems, Inc.	1012 · Citizens Busine...		-150.00
	08/01/2015		5410 · Alarm Service	4-General Fund Ent.	75.00
			5410 · Alarm Service	1-Groundwater Ent.	75.00
TOTAL					150.00
19709	07/28/2015	California Strategies	1012 · Citizens Busine...		-3,000.00
	07/20/2015		5120 · Misc. Profession...	4-General Fund Ent.	1,330.00
			5120 · Misc. Profession...	1-Groundwater Ent.	88.00
			5120 · Misc. Profession...	3-Land Resources	1,582.00
TOTAL					3,000.00
19710	07/28/2015	Chevron & Texaco Car...	1012 · Citizens Busine...		-580.45
	07/22/2015		5320 · Fuel	1-Groundwater Ent.	580.45
TOTAL					580.45
19711	07/28/2015	Citizens Business Bank	1012 · Citizens Busine...		-2,605.97
	07/14/2015		5310 · Vehicle Mainten...	1-Groundwater Ent.	170.00
			6002 · Website Adminis...	4-General Fund Ent.	175.00
			6030 · Office Supplies	4-General Fund Ent.	350.20
			6030 · Office Supplies	1-Groundwater Ent.	21.89
			6030 · Office Supplies	2-Redlands Plaza/...	43.78
			6030 · Office Supplies	3-Land Resources	21.89
			6039 · Postage and Ov...	4-General Fund Ent.	73.20
			6039 · Postage and Ov...	1-Groundwater Ent.	33.28
			6039 · Postage and Ov...	2-Redlands Plaza/...	13.31
			6039 · Postage and Ov...	3-Land Resources	13.31
			6051 · Uniforms	4-General Fund Ent.	46.98
			6051 · Uniforms	1-Groundwater Ent.	109.63
			6415 · Air Fare	4-General Fund Ent.	134.50
			6535 · Conf/Seminar R...	4-General Fund Ent.	89.55
			6535 · Conf/Seminar R...	1-Groundwater Ent.	69.65
			6535 · Conf/Seminar R...	3-Land Resources	39.80
			7240 · Office Equipment	4-General Fund Ent.	1,200.00
TOTAL					2,605.97
19712	07/28/2015	City of Redlands -Muni...	1012 · Citizens Busine...		-157.16
	07/16/2015		6015 · Mentone House ...	2-Redlands Plaza/...	157.16
TOTAL					157.16
19713	07/28/2015	Edison - 7241	1012 · Citizens Busine...		-59.53
	07/14/2015		5420 · Electricity	4-General Fund Ent.	16.67
			5420 · Electricity	1-Groundwater Ent.	11.91
			5420 · Electricity	2-Redlands Plaza/...	30.95
TOTAL					59.53

San Bernardino Valley Water Conservation District Expenditure Report July 2015

Num	Date	Name	Account	Class	Original Amount
19714	07/28/2015	ICF Jones & Stokes, Inc	1012 · Citizens Busine...		-10,332.00
	07/20/2015		5124 · Plunge Creek Pr...	3-Land Resources	10,332.00
TOTAL					10,332.00
19715	07/28/2015	JAN-PRO Cleaning Sys...	1012 · Citizens Busine...		-618.00
	08/01/2015		6018 · Janitorial Services	4-General Fund Ent.	618.00
TOTAL					618.00
19716	07/28/2015	Manuel Colunga	1012 · Citizens Busine...		-20.00
	07/21/2015		5215 · Property Mainten...	1-Groundwater Ent.	20.00
TOTAL					20.00
19717	07/28/2015	Redlands Chamber of ...	1012 · Citizens Busine...		-100.00
	07/23/2015		6093 · Memberships	4-General Fund Ent.	100.00
TOTAL					100.00
19718	07/28/2015	Rutan & Tucker	1012 · Citizens Busine...		-9,368.00
	07/15/2015		5180 · Legal	4-General Fund Ent.	1,289.92
			5180 · Legal	1-Groundwater Ent.	1,378.88
			5180 · Legal	2-Redlands Plaza/...	444.80
			5180 · Legal	3-Land Resources	1,334.40
			5175 · Legal - Wash Plan	5-Wash Plan	4,920.00
TOTAL					9,368.00
19719	07/28/2015	U.S. Bank Equipment F...	1012 · Citizens Busine...		-362.20
	07/15/2015		6033 · Office Equipmen...	4-General Fund Ent.	271.65
			6033 · Office Equipmen...	1-Groundwater Ent.	18.11
			6033 · Office Equipmen...	2-Redlands Plaza/...	54.33
			6033 · Office Equipmen...	3-Land Resources	18.11
TOTAL					362.20
19720	07/28/2015	Verizon California -7275	1012 · Citizens Busine...		-127.00
	07/19/2015		5440 · Telephone	4-General Fund Ent.	61.61
			5440 · Telephone	1-Groundwater Ent.	26.40
			5470 · Internet Services	4-General Fund Ent.	19.49
			5470 · Internet Services	1-Groundwater Ent.	11.70
			5470 · Internet Services	2-Redlands Plaza/...	1.95
			5470 · Internet Services	3-Land Resources	5.85
TOTAL					127.00
19721	07/28/2015	Wilbur's	1012 · Citizens Busine...		-14.03
	07/09/2015		5215 · Property Mainten...	1-Groundwater Ent.	11.22
			5215 · Property Mainten...	3-Land Resources	2.81
TOTAL					14.03

San Bernardino Valley Water Conservation District Expenditure Report July 2015

Num	Date	Name	Account	Class	Original Amount
100111N	07/21/2015	PERS	1012 · Citizens Busine...		-3,837.42
			6170 · PERS Retirement	4-General Fund Ent.	508.17
			6170 · PERS Retirement	1-Groundwater Ent.	1,609.62
			6170 · PERS Retirement	2-Redlands Plaza/...	161.37
			6170 · PERS Retirement	3-Land Resources	471.46
			6170 · PERS Retirement	5-Wash Plan	413.56
			2102 · Pers Retirement ...	4-General Fund Ent.	673.24
TOTAL					3,837.42

SBVWCD Groundwater Assessment Report

GWA Number **44**

Period January 1, 2015 to June 30, 2015

AgRate **\$3.23**

NonAgRate **\$11.62**

Owner	RecordationNumber	StateWellNumber	LocalName	Ag Production	Ag Pymt	Non-Ag Production	Non-Ag Pymt	Amount Paid
AHD Limited								
	3601632	2S3W05A02S	Clock Canyon/Marcum Wel					
Arrowhead Country Club								
	3601925	1N4W23E	1					
Bear Valley Mutual Water Company								
	3601585	1S3W23A03S	San Bernardino Ave. 1	0.00	\$0.00	0.00	\$0.00	
	3600023	1S3W24C	Judson 1	176.93	\$571.48	0.00	\$0.00	
					\$571.48		\$0.00	\$571.48
Calvary Chapel Packinghouse								
	3600449	01S03W20A	Bell Well	0.00	\$0.00	0.20	\$2.32	
	3603919		Calvary Well	0.00	\$0.00	51.81	\$602.03	
					\$0.00		\$604.35	\$604.35
Cemex USA								
	3601420	1S3W09E02S	Alabama Street 2	0.00	\$0.00	51.20	\$594.94	
	3603653	1S3W10J2S	Orange Street	0.00	\$0.00	94.00	\$1,092.28	
					\$0.00		\$1,687.22	\$1,687.22
Crafton Water Company								
	3602186	1S2W21L02S	Garnet/2 Zanja Well					
	3600272	1S2W29N	Fifth Ave. 1					

Owner	RecordationNumber	StateWellNumber	LocalName	Ag-Production	Ag Pymt	Non-AgProduction	Non-Ag Pymt	Amount Paid
Cram Patterson Well Co.								
	3600188	1S2W16C	Cram-Patterson 2					
East Valley Water District								
	3601978	1S3W04N01S	PL 40	0.00	\$0.00	0.00	\$0.00	
	3602338	1S3W04N03S	PL 40A	0.00	\$0.00	0.00	\$0.00	
	3601660	1S3W06H04S	PL 9A	0.00	\$0.00	520.03	\$6,042.77	
	3602034	1S4W01Q08	PL 12A	0.00	\$0.00	0.00	\$0.03	
	3602564	1S4W12B07S	PL 28A	0.00	\$0.00	433.07	\$5,032.29	
	3603583	1S3W02N02S	PL 143 / Abbey Way	0.00	\$0.00	0.00	\$0.03	
	3602563	1S4W02Q09S	PL 11A	0.00	\$0.00	352.36	\$4,094.48	
	3600680	1S3W02J	PL 120/Cram	0.00	\$0.00	0.00	\$0.00	
	3601663	1S4W02Q08S	PL 12	0.00	\$0.00	0.00	\$0.00	
	3603774	1S3W3R4S	PL 146A	0.00	\$0.00	792.86	\$9,213.04	
	3601184	1N3W33F01S	PL 94 / Corwin	0.00	\$0.00	0.00	\$0.00	
	3601987	1S3W04G	PL 136 / Dunkirk 1	0.00	\$0.00	0.00	\$0.00	
	3600220	1S3W01H	PL 142	0.00	\$0.00	10.70	\$124.34	
	3601639	1S3W03R01S	PL 146	0.00	\$0.00	39.91	\$463.76	
	3602337	1N4W26A03S	PL 24B	0.00	\$0.00	135.02	\$1,568.91	
	3602560	1S3W04G03S	PL 136 / Dunkirk 2	0.00	\$0.00	0.00	\$0.00	
	3601675	1N4W25A01S	PL 27	0.00	\$0.00	0.00	\$0.00	
	3603734	1S3W02P06S	PL 147	0.00	\$0.00	792.86	\$9,213.04	
	3603247	1S3W06P18S	PL 141 / McDaniel	0.00	\$0.00	1045.75	\$12,151.59	

Owner	RecordationNumber	StateWellNumber	LocalName	Ag-Production	Ag Pymt	Non-AgProduction	Non-Ag Pymt	Amount Paid
	3602799	1S2W07F01S	PL 125	0.00	\$0.00	365.31	\$4,244.85	
	3602370	1N4W25F04S	PL 107	0.00	\$0.00	0.00	\$0.00	
	3603926	01S03W06L06S	PL 151	0.00	\$0.00	1406.19	\$16,339.94	
	3603904	01S03W05D03S	PL 132/Cull 5	0.00	\$0.00	711.10	\$8,262.92	
	3601673	1N4W25C02S	PL 25A	0.00	\$0.00	494.47	\$5,745.72	
	3602274	1N3W30J05S	PL 39	0.00	\$0.00	198.72	\$2,309.18	
	3601671	1N4W26A02S	PL 24A	0.00	\$0.00	241.69	\$2,808.46	
					\$0.00		\$87,615.35	<u>\$87,615.35</u>
Fairview Water Company (B Marcum)								
	3600554	1S3W17R	Fairview 1	14.30	\$46.19	0.00	\$0.00	
					\$46.19		\$0.00	<u>\$46.19</u>
Gage Canal Company								
	3600789	1S4W23K01S	27-2	656.00	\$2,118.88	0.00	\$0.00	
	3600788	1S4W23H01S	27-1	261.10	\$843.03	0.00	\$0.00	
	3600790	1S4W23K02S	29-1	261.40	\$843.03	0.00	\$0.00	
	3600796	1S4W23A05S	51-1	777.60	\$2,512.94	0.00	\$0.00	
	3602331	1S4W23G03S	66-1	1286.50	\$4,157.01	0.00	\$0.00	
	3600798	1S4W23G01S	Cowlane	0.00	\$0.00	0.00	\$0.00	
	3600787	1S4W23A02S	26-1	304.80	\$998.07	0.00	\$0.00	
					\$11,472.96		\$0.00	<u>\$11,472.96</u>
General American Life Insurance Co. (Cushman & Wakefield)								
	3601352	1S3W19N	Langford	0.00	\$0.00	111.58	\$1,296.56	
					\$0.00		\$1,296.56	<u>\$1,296.56</u>

George & Diane Everett

GWA Number 44

Period January 1, 2015 to June 30, 2015

AgRate \$3.23

NonAgRate \$11.62

Owner	RecordationNumber	StateWellNumber	LocalName	Ag-Production	Ag Pymt	Non-AgProduction	Non-Ag Pymt	Amount Paid
	WP0003068		Everett Well	0.00	\$0.00	0.00	\$0.00	
					\$0.00		\$0.00	<u>\$0.00</u>
George Meadows								
	WP0002552	E085386	Meadows Well	0.00	\$0.00	0.00	\$0.00	
					\$0.00		\$0.00	<u>\$0.00</u>
Gladysta Well & Water Company (B Marcum)								
	3600182	1S3W20H02S		19.40	\$62.66	0.00	\$0.00	
					\$62.66		\$0.00	<u>\$62.66</u>
Greenspot Mutual Well Company								
	3600266	1S2W16C01S	Greenspot Mutual					
Happe Mutual Well Company								
	3600238	1S2W29M01S	1					
	3603921	01S04W13G04S	Gauge 46-1R					
Inland Valley Development Agency								
	0000086	1S4W12B	Local 2A					
	0000087	1S4W12C	Local 3					
	0000089	1S4W12F	Local 5					
	0000091	1S4W12Q	Palm Meadows					
J.G. Golfing Enterprises, Inc.								
	3601478	1S4W22B03S	Thorn 10 & 11	144.40	\$466.41	0.00	\$0.00	
	3602499	1S4W22A01S	Paine	77.00	\$248.71	0.00	\$0.00	

GWA Number 44

Period January 1, 2015 to June 30, 2015

AgRate \$3.23

NonAgRate \$11.62

Owner	RecordationNumber	StateWellNumber	LocalName	Ag-Production	Ag Pymt	Non-AgProduction	Non-Ag Pymt	Amount Paid
					\$715.12		\$0.00	<u>\$715.12</u>
Jack Dangermond								
	3602188	01S02W29K01	Rancho Ladera Roladera	0.00	\$0.00	0.00	\$0.00	
					\$0.00		\$0.00	<u>\$0.00</u>
Laranni Gunter Well								
	3600160	1S3W32G01S	Gunter					
Larry Jacinto Construction								
	3602020	1S2W20K	F A R					
Loma Linda University Power Plant								
	3602781	1S4W25D06S	Anderson 2	2.10	\$6.78	6.90	\$80.18	
	3602855	1S4W25D07S	Anderson 3	129.00	\$416.67	444.60	\$5,166.25	
					\$423.45		\$5,246.43	<u>\$5,669.88</u>
Loma Linda, City of								
	3603927	01S04W24L07	Richardson 6	0.00	\$0.00	329.95	\$3,834.02	
	3603721	1S4W24R08S	Mt. View #4	0.00	\$0.00	0.00	\$0.00	
	3603776	01S04W24B03S	Mt. View #5	0.00	\$0.00	0.00	\$0.00	
			Mt. View #6	0.00	\$0.00	528.76	\$6,144.19	
	3603719	1S4W24A05S	Mt. View 3	0.00	\$0.00	246.05	\$2,859.10	
	3603057	1S4W24C02S	Richardson 1	0.00	\$0.00	0.00	\$0.00	
	3603523	1S4W24P04S	Richardson 3	0.00	\$0.00	466.46	\$5,420.27	
	3603720	1S4W24F	Richardson 4	0.00	\$0.00	0.00	\$0.00	
			Richardson 5	0.00	\$0.00	258.31	\$3,001.56	

Owner	RecordationNumber	StateWellNumber	LocalName	Ag-Production	Ag Pymt	Non-AgProduction	Non-Ag Pymt	Amount Paid
					\$0.00		\$21,259.14	\$21,259.14
Lucky Farms, Inc./Spring Pacific Properties								
	3600757	1S3W19L	Mission Marigold					
	3603554	1S3W19A01S	California St.					
	3600418	1S3W19G	Lugonia					
Meeks & Daley Water Co.								
	3603906	1S4W14N09S	Raub 5	0.00	\$0.00	89.90	\$1,044.64	
	3601887	1S4W15L03S	Station 59	25.80	\$83.33	0.00	\$0.00	
	3602863	1S4W22H02S	Warren 4	0.00	\$0.00	511.60	\$5,944.79	
	3603903	1S4W22H04S	Warren 1	0.00	\$0.00	461.90	\$5,367.28	
	3603215	1S4W15M11S	Station 91	0.00	\$0.00	0.00	\$0.00	
	3602864	1S4W14N10S	Raub 6	0.00	\$0.00	1084.70	\$12,604.21	
			Raub 7	0.00	\$0.00	1144.10	\$13,294.44	
	3603905	1S4W14N115S	Raub 8	0.00	\$0.00	1035.60	\$12,033.67	
					\$83.33		\$50,289.03	\$50,372.36
Mentone Citrus Groves								
	3600139	1S2W18R01S	1 - PRH Ranch					
	3602280	1S2W18Q	2					
Monte LLC (Dangermond)								
	3600494	01SO3W29K	New Well	22.70	\$73.32	0.00	\$0.00	
					\$73.32		\$0.00	\$73.32
Montecito Memorial Park and Mortuary								

GWA Number 44

Period January 1, 2015 to June 30, 2015

AgRate \$3.23

NonAgRate \$11.62

Owner	RecordationNumber	StateWellNumber	LocalName	Ag-Production	Ag Pymt	Non-AgProduction	Non-Ag Pymt	Amount Paid
	3600119	1S4W26F01S	1	101.70	\$164.25	0.00	\$0.00	
	3603949	1S4W26F	2	101.70	\$164.25	0.00	\$0.00	
					\$328.50		\$0.00	<u>\$328.50</u>
Mountain View Mortuary & Cemetery								
	3600743	1N4W26M	1	0.00	\$0.00	56.00	\$650.72	
	3600742	1N4W26N	2	0.00	\$0.00	44.00	\$511.28	
					\$0.00		\$1,162.00	<u>\$1,162.00</u>
Mountainview Generating Station								
	3603795	01S03W18N06S	Edison Mid Aquifer Well A	0.00	\$0.00	656.30	\$7,626.21	
	3601014	1S3W18N03S	SB STPM 66 (DW#2)	0.00	\$0.00	229.80	\$2,670.28	
	3601015	1S3W18N02S	SB STMP2 67 (DW#1)	0.00	\$0.00	2.80	\$32.54	
	3603796	01S03W18N01S	Edison Mid Aquifer Well B	0.00	\$0.00	248.50	\$2,887.57	
					\$0.00		\$13,216.60	<u>\$13,216.60</u>
National Orange Show								
	3601924	1S4W15D						
New England Water Co. (B Marcum)								
	3602320	1S3W16L		113.50	\$366.61	0.00	\$0.00	
					\$366.61		\$0.00	<u>\$366.61</u>
Patton State Hospital								
	3600931	1N3W29N01S	Patton 10					
	3602381	1N3W29M	14					
Pharaoh's Splash Kingdom								

GWA Number 44

Period January 1, 2015 to June 30, 2015

AgRate \$3.23

NonAgRate \$11.62

Owner	RecordationNumber	StateWellNumber	LocalName	Ag-Production	Ag Pymt	Non-AgProduction	Non-Ag Pymt	Amount Paid
	3600415	1S3W29J01S		29.50	\$95.29	21.00	\$244.02	
					\$95.29		\$244.02	<u>\$339.31</u>
Pioneer Mutual Water Company								
	3600642	1S3W14P01S	San Bernardino 1	12.60	\$40.70	0.00	\$0.00	
					\$40.70		\$0.00	<u>\$40.70</u>
Ramirez, J.J. Citrus Mgmt								
	3601046	1S3W21A	1 Stowe					
	3600484	1S3W16F	Buckeye 2					
	3601728	1S3W30K	Frink 1					
	3600527	1S3W16A	Midas					
Ramirez, Laura								
	3601649	1S3W28M	Hoover					
Raught Mutual Well Company								
	3602193	1S3W14R01S	Raught					
Redlands Custom Estates, LLC								
	3601126	1S2W30H	1	106.00	\$342.38	0.00	\$0.00	
					\$342.38		\$0.00	<u>\$342.38</u>
Redlands Unified School District								
	3601641	1S2W30C01S	Opal St.	0.00	\$0.00	45.80	\$532.19	
					\$0.00		\$532.19	<u>\$532.19</u>
Redlands, City of								

Owner	RecordationNumber	StateWellNumber	LocalName	Ag-Production	Ag Pymt	Non-AgProduction	Non-Ag Pymt	Amount Paid
	3600749	1S3W13Q	Mentone Acres #2					
	3602082	02S03W03K01S	36 (Irrigation)					
	3600918	2S3W01E01S	Redlands Heights IRR					
	3600748	1S3W24A01S	Mentone Acres #1	42.10	\$136.00	0.00	\$0.00	
	3601284	1S2W21E01S	Maguet 2					
	3602896	1S2W20D01S	Madeira					
	3602065	1S3W32J02S	Lee Well					
	3601290	1S2W21D01S	East Lugonia 6					
	3601287	1S2W21B02S	East Lugonia 3					
	3601283	1S2W22C02S	East Lugonia 2					
	3602654	1S2W19J02S	Crafton					
	3603656	1S3W14E01S	Church St					
	3603766	01S03W10K01S	N. Orange #1					
	3601281	1S2W36F01S	Maguet 1					
	3600053	1S3W31A02S	Bryn Mawr 1					
	3600756	1S3W19L01S	Mission 1					
	3603767	01S03W10K02S	N. Orange #2					
	3602346	1S3W28J02S	New York St. IRR					
	3601586	1S3W15F01S	Orange St.					
	3602549	01S03W19J01E	California St. IRR					
	3602109	1S3W31B01S	Bryn Mawr 4					
	3600054	1S3W31A03S	Bryn Mawr 2					
	3601301	1S3W28H01S	41					

GWA Number 44

Period January 1, 2015 to June 30, 2015

AgRate \$3.23

NonAgRate \$11.62

Owner	RecordationNumber	StateWellNumber	LocalName	Ag-Production	Ag Pymt	Non-AgProduction	Non-Ag Pymt	Amount Paid
	3600628	1S3W15G	Redlands Trap & Skeet					
	3601294	1S3W35G09S	13					
	3601295	1S3W35H04S	14					
	3601296	1S3W35H03S	16 IRR					
	3601308	1S2W19K01S	Agate 1					
	3602031	1S3W21H06S	30-A					
	3600019	1S3W23A05S	Rees Well 1					
	3602036	1S3W21H07S	31-A					
	3602211	1S3W26C01S	37 Sylvyn					
	3601292	1S3W35G07S	11 IRR					
	3602792	01S02W19A01S	Agate #2 IRR.					
	3601291	1S3W35G08S	10					
	3602792	1S2W19A01S	Agate 2					
	3602895	1S3W13H02S	Airport 1					
	3603762	1S3W13M01S	Airport 2					
	3600055	1S3W31A06S	Bryn Mawr					
	3601298	1S3W21H01S	32					
	3601299	1S4W24K01S	34					
	3602032	1S3W22A02S	35					
	3603760	1S3W29Q02S	Well #39					
	3601298	01S03W21H01S	Well #32 IRR					
	3603655	1S3W29Q01S	38					
					\$136.00		\$0.00	<u>\$136.00</u>

Owner	RecordationNumber	StateWellNumber	LocalName	Ag-Production	Ag Pymt	Non-AgProduction	Non-Ag Pymt	Amount Paid
Riverside, City of								
	3602773	1S4W27A10S	Hunt 11					
	3602772	1S4W27A09S	Hunt 10					
	3302794	1S4W02Q11S	Garner 7					
	3603254	1S4W02P09S	Garner 6					
	3601467	1S4W02Q06S	Garner 4					
	3601465	1S4W02Q03S	Garner 2					
	3601464	1S4W02P06S	Garner 1					
	3310031	01S04W11D0	Cooley J					
	3601229	1S4W11D03S	Cooley I					
	3601468	1S4W02P01S	Garner 5					
	3601479	1S4W22B05S	Thorn 11					
	3601230	1S4W22H03S	Warren 3					
	3601231	1S4W22H01S	Warren 2					
	3601476	1S4W22G19S	Thorn 8					
	3601475	1S4W22G17S	Thorn 7					
	3601474	1S4W22G18S	Thorn 6					
	3601473	1S4W22G16S	Thorn 5					
	3601470	1S4W22B07S	Thorn 12					
	3601489	1S4W02L01S	Scheuer					
	3601243	1S4W22H02S	Warren 4					
	3602771	1S4W27A11S	Hunt 6					
	3601463	1S4W02A03S	Stiles					

Owner	RecordationNumber	StateWellNumber	LocalName	Ag-Production	Ag Pymt	Non-AgProduction	Non-Ag Pymt	Amount Paid
	3601431	1S4W27H01S	Stewart 20					
	3603555	1S4W14N10S	Raub 8					
	3602778	1S4W14N10S	Raub 6					
	3602484	1S4W14N09S	Raub 5					
	3601238	1S4W23C03S	Raub 4					
	3601228	1S4W11D02S	Cooley H					
San Bernardino County (Dave Lovell)								
	3603900	1S2W15	Domestic Well No. 3					
San Bernardino Valley MWD								
	3603116	1S3W13Q01S	SB Ave. 1/Big Bear	0.00	\$0.00	115.90	\$1,346.76	
					\$0.00		\$1,346.76	<u>\$1,346.76</u>
San Bernardino, City of								
	3600731	1S4W02K02S	Antil 5	0.00	\$0.00	0.00	\$0.00	
	3600734	1S4W02K03S	Antil 4	0.00	\$0.00	0.00	\$0.00	
	3601117	1N4W35C03S	Perris Hill 4	0.00	\$0.00	0.00	\$0.00	
	3601116	1N4W35C02S	Perris Hill 3	0.00	\$0.00	0.00	\$0.00	
	3601114	1N4W35C01S	Perris Hill 2	0.00	\$0.00	0.00	\$0.00	
	3601115	1N4W26P03S	Perris Hill 5	0.00	\$0.00	0.00	\$0.00	
	3600729	1N4W35M03S	Gilbert St.	0.00	\$0.00	1813.80	\$21,076.36	
	3600730	1S4W02K01S	Antil 3	0.00	\$0.00	0.00	\$0.00	
	3600732	1S4W02K05S	Antil 2	0.00	\$0.00	0.00	\$0.00	

Owner	RecordationNumber	StateWellNumber	LocalName	Ag-Production	Ag Pymt	Non-AgProduction	Non-Ag Pymt	Amount Paid
	3602066	1S4W02B	Van Loon 1	0.00	\$0.00	0.00	\$0.00	
	3602126	1S4W24F	Gould 2 New	0.00	\$0.00	0.00	\$0.00	
	3603582	1S4W15P05S	Chandler	0.00	\$0.00	288.50	\$3,352.37	
	3603649	1S3W7A6S	Local 11	0.00	\$0.00	0.00	\$0.00	
	3603581	1S4W22C05S	Century	0.00	\$0.00	367.50	\$4,270.35	
	3602125	1S4W24F04S	Gould 1 Old	0.00	\$0.00	0.00	\$0.00	
	3600727	1N4W26G	Lynwood	0.00	\$0.00	141.90	\$1,648.88	
	3602422	1S4W02K08S	Antil 6	0.00	\$0.00	0.00	\$0.00	
	3600733	1S4W02K04S	Antil 1	0.00	\$0.00	0.00	\$0.00	
	3602128	1S4W14A	Gifford Park	0.00	\$0.00	0.00	\$0.00	
	3602123	1S4W14J	Norman Road	0.00	\$0.00	0.00	\$0.00	
	3602124	1S4W14J	Central Ave.	0.00	\$0.00	0.00	\$0.00	
	3601316	1S4W23N	Inter City	0.00	\$0.00	0.00	\$0.00	
					\$0.00		\$30,347.96	\$30,347.96
San Bernardino, County of								
	3601171	1S3W20F	Crim 1	0.00	\$0.00	0.00	\$0.00	
					\$0.00		\$0.00	\$0.00
Solono Well Company								
	3602003	1S2W16C	Solano 3					
Tennessee Mutual Well Company								
	3601161	1S3W16L	Pioneer 1	79.80	\$257.75	0.00	\$0.00	
					\$257.75		\$0.00	\$257.75
Tennessee Water Company (P. Marcum)								

GWA Number **44**

Period January 1, 2015 to June 30, 2015

AgRate **\$3.23**NonAgRate **\$11.62**

Owner	RecordationNumber	StateWellNumber	LocalName	Ag-Production	Ag Pymt	Non-AgProduction	Non-Ag Pymt	Amount Paid
	3600474	1S3W16L	1					
Trojan Groves								
	3600451	1S3W15M		0.00	\$0.00	0.00	\$0.00	
					\$0.00		\$0.00	<u>\$0.00</u>
University of California, Riverside								
	3601244	1S4W27A09S	Hunt 10					
	3601245	1S4W27A10S	Hunt 11					
	3601222	1S4W27A11S	Hunt 6					
Williams Well Corporation, LTD (B. Marcum)								
	3600828	1S3W16J	-	185.70	\$599.81	0.00	\$0.00	
					\$599.81		\$0.00	<u>\$599.81</u>
Total Ag Payment:		\$15,615.55	Total Non-Ag Payment:		\$214,847.61	Total Ag + Non-Ag Payment:		<u>\$230,463.16</u>



SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT

Established 1932

1630 West Redlands Boulevard, Suite A
Redlands, CA 92373-8032
(909) 793-2503
Fax: (909) 793-0188

Email: info@sbvwcd.org
www.sbvwcd.org

Memorandum No. 1355

To: Board of Directors

From: Finance & Administration Committee & General Manager/Daniel Cozad

Date: August 12, 2015

Subject: Fourth Quarter Financial Report Review for 2014-2015

RECOMMENDATION

The Finance & Administration Committee (Committee) recommend the Board review the Quarterly Financial Reports and receive and file the reports as presented at the July 22nd Committee meeting.

FISCAL IMPACT

None.

BOARD
OF
DIRECTORS

Division 1:
Richard Corneille
Division 2: David E.
Raley

Division 3:
Manual Aranda, Jr.
Division 4:
John Longville

Division 5:
Melody McDonald

GENERAL
MANAGER

Daniel B. Cozad

4th Quarter		Approved 2014-2015 Budget	Expended/ Received to Date as of 6/30/2015	Projected Annual Costs (7/1/14- 6/30/15)	Actual Over/Under Budget	Notes	GENERAL FUND			GROUNDWATER RECHARGE ENTERPRISE		REDLANDS PLAZA & LEASED PROPERTY- MENTONE HOUSE		LAND RESOURCE		WASH PLAN	
GL ACCT:	GL DESCRIPTION:						2014 BUDGET:	% BUDGET	BASIS:	2014 BUDGET:	% BUDGET	2014 BUDGET:	% BUDGET	2014 BUDGET:	% BUDGET	2014 BUDGET:	% BUDGET
Budget 2014-2015																	
INCOME:																	
4012-13	INTEREST INCOME	86,200.00	34,316.11	58,200.00	-51,883.89	reduced by bond loss	86,200.00	100.00%		0.00		0.00		0.00		0.00	
4021-23	GROUNDWATER	873,295.00	978,241.31	974,000.00	104,946.31	drought	0.00			873,295.00		0.00		0.00		0.00	
4031-34	MINING	492,333.33	492,333.35	492,333.33	0.02		0.00			0.00		0.00		492,333.33		0.00	
4036,40,80	MISCELLANEOUS	95,000.00	147,006.17	140,000.00	52,006.17		18,750.00	19.74%		30,000.00	31.58%	0.00	0.00%	46,250.00	48.68%	0.00	
4050	PROPERTY TAX	76,000.00	116,679.74	76,000.00	40,679.74		76,000.00	100.00%	Assessor \$70K + \$6K RDA	0.00		0.00		0.00		0.00	
4055	SBVMWD LEASE AGREEMENT	359,017.33	360,931.90	360,931.90	1,914.57	Actual Payment with CPI	179,508.67	50.00%	General and Reserve	161,557.80	45.00%	0.00		17,950.87	5.00%	0.00	
4062-66	RENTALS	204,902.33	208,308.11	196,868.59	3,405.78	loss of tenant/repairs	0.00			0.00		204,902.33	100.00%	0.00		0.00	
4025	WASH PLAN REVENUE	404,700.00	433,410.05	404,700.00	28,710.05	cash basis	0.00		Per Wash Plan Agreement	0.00		0.00		0.00		404,700.00	100.00%
4086	PLUNGE CREEK IRWMP	200,000.00	5,037.85	200,000.00	-194,962.15	Uncertain due to changes	9,000.00	4.50%	Per Plunge Creek Budget	0.00		0.00		191,000.00	95.50%	0.00	
TOTAL INCOME:		2,791,447.99	2,776,264.59	2,903,033.82	-15,183.40		369,458.67			1,064,852.80		204,902.33		747,534.20		404,700.00	
EXPENSES:																	
5000	MISCELLANEOUS	5,345.83	598.35	5,584.79	-4,747.48		5,345.83			0.00		0.00		0.00		0.00	
5080	LAFCO CONTRIBUTION/FEES	5,345.83	359.39	5,345.83	-4,986.44		5,345.83	100.00%		0.00		0.00		0.00		0.00	
5081	WASH PLAN OTHER	0.00	238.96	238.96	238.96		0.00			0.00		0.00		0.00		0.00	100.00%
5082	PLUNGE CREEK LABOR EXPENSE	0.00	0.00	0.00	0.00		0.00	0.00%	Drop GL in Final Budget	0.00		0.00		0.00	100.00%	0.00	
5083	REPAYMENT OF WASH PLAN ADVANCE	0.00	0.00	0.00	0.00		0.00		Non-Recurring Drop in Final	0.00		0.00		0.00		0.00	100.00%
5100	PROFESSIONAL SERVICES	549,237.77	356,410.80	529,389.11	-192,826.97	Projected lower	123,341.11	22.46%		110,369.33	20.10%	15,522.78	2.83%	299,999.55	54.62%	0.00	0.00%
5122	WASH PLAN PROFESSIONAL SERVICES	544,533.00	260,603.03	444,533.00	-283,929.97		0.00	0.00%		0.00		0.00	0.00%	33,033.00	6.07%	511,500.00	93.93%
52-53	FIELD OPERATIONS:	80,458.00	26,571.15	26,571.15	-53,886.85		0.00			71,958.00		0.00		8,500.00		0.00	
5400	UTILITIES:	34,960.00	20,106.85	24,620.00	-14,853.15		15,680.00			10,864.00		6,875.00		1,541.00		0.00	
6000	GENERAL ADMINISTRATION:	221,032.45	166,471.19	206,891.86	-54,561.26		94,075.22			38,373.29		57,883.10		30,700.84		0.00	
6100	BENEFITS:	307,040.46	232,181.11	283,064.44	-74,859.35		49,310.70			187,429.78		18,790.88		54,898.83		48,156.23	
6200	SALARIES:	640,775.82	591,179.94	591,179.94	-49,595.88		116,107.92	16.06%	Overhead Offset 20%	387,670.77	50.87%	32,783.94	5.10%	118,322.45	14.90%	90,824.31	13.07%
6300	INSURANCE:	32,633.30	38,441.65	38,441.65	5,808.35	actual above budget	1,631.67		Labor Total	24,474.98		4,895.00		1,631.67		0.00	
6400	DIRECTOR'S EXPENSES:	107,275.37	100,318.81	99,275.37	-6,956.56		107,275.37		Board Total	0.00		0.00		0.00		0.00	
6500	ADMINISTRATIVE/STAFF EXPENSES:	14,605.91	7,707.13	7,707.13	-6,898.78		6,425.66			5,553.07		0.00		2,627.18		0.00	
9999	Contribution toward Capital Maint.	421,038.87	421,038.87	421,038.87	0.00		6,185.99		See Below in 7000 series	208,755.00		23,798.38		182,299.50		0.00	
8010	Capital Reserve GWE/Rate Stabilization	20,000.00	0.00	0.00	-20,000.00		0.00	0.00%		20,000.00	100.00%	0.00		0.00		0.00	
TOTAL EXPENSES:		2,978,936.78	2,221,628.88	2,678,297.31	-757,307.90		525,379.46			1,065,448.21		160,549.07		733,554.03		650,480.54	
Operating Revenue		2,791,447.99		2,903,033.82			369,458.67			1,064,852.80		204,902.33		747,534.20		404,700.00	
NET OPERATING REVENUE		-187,488.79		224,736.51			-155,920.80			-595.41		44,353.26		13,980.17		-245,780.54	
OVERHEAD							156,479.53										
NET GENERAL FUND ANNUAL							558.73										
CONSTRUCTION CAPITAL COSTS:																	
7010	MATERIALS	7,725.00	0.00	7,500.00	-7,725.00		0.00			7,725.00	100.00%	0.00		0.00		0.00	
7050	BASINS -CAPITAL ANNUAL REPAIRS	75,000.00	3,198.00	33,198.00	-71,802.00	little rain	0.00			75,000.00	100.00%	0.00		0.00		0.00	
	3 year Maintenance			0.00	0.00		0.00			0.00	100.00%	0.00		0.00		0.00	
7055	PLUNGE CREEK PROJECT LOCAL MATCH	120,000.00	0.00	20,000.00	-120,000.00	behind schedule	0.00		This may be in 1 or more FY	0.00		0.00		120,000.00	100.00%	0.00	
	LAND & BUILDINGS			0.00	0.00		0.00			0.00		0.00		0.00		0.00	
7100	CAPITAL REPAIRS	60,298.38	38,285.48	50,959.48	-22,012.90		0.00	0.00%		26,000.00	43.12%	23,798.38	39.47%	10,499.50	17.41%	0.00	0.00%
7200	EQUIPMENT & VEHICLES	49,475.99	47,897.31	52,661.85	-1,578.68		6,185.99	12.50%		41,490.00	83.86%	0.00	0.00%	1,800.00	3.64%	0.00	0.00%
	PROFESSIONAL SERVICES:	0.00		0.00	0.00		0.00			0.00		0.00		0.00		0.00	
7150	MILL CREEK MAINTENANCE PERMITTING	50,000.00	15,000.00	50,000.00	-35,000.00		0.00			0.00		0.00		50,000.00	100.00%	0.00	
7438	ENGINEERING SERVICES-OTHER	80,000.00	0.00	30,000.00	-80,000.00	slower start	0.00			80,000.00	100.00%	0.00		0.00	0.00%	0.00	
CAPITAL EXPENSE		442,499.37	104,380.79	244,319.33	-338,118.58		6,185.99			230,215.00	6.91	23,798.38	1.40	182,299.50	2.59	0.00	
CAPITAL REVENUE		421,038.87					6,185.99			208,755.00		23,798.38		182,299.50		0.00	
CAPITAL SUBTOTAL ANNUAL NET		-21,460.50					0.00			-21,460.00		0.00		0.00		0.00	
RESERVE CONTRIBUTION OR (-USE)		-208,949.29					558.73			-22,055.41		44,353.26		13,980.17		-245,780.54	
TOTAL EXPENSES:		3,000,397.28	2,326,009.67	2,501,577.77	-1,095,426.48		531,565.45	0.00	0.00	1,295,663.21	6.91	184,347.45	1.40	915,853.53	2.59	650,480.54	
Projected Revenue		2,791,447.99	2,776,264.59	2,903,033.82	-15,183.40		369,458.67	0.00	0.00	1,064,852.80	0.00	204,902.33	0.00	747,534.20	0.00	404,700.00	
Revenue Minus Expenses		208,949.29	450,254.92	-401,456.05	1,080,243.08		162,106.79										
Overhead Charged Out							156,479.53										

San Bernardino Valley Water Conservation District
Balance Sheet
 As of June 30, 2015

	<u>Jun 30, 15</u>
ASSETS	
Current Assets	
Checking/Savings	
1012 · Citizens Business Bank	804,992.81
1030 · LAIF	446,325.52
1060 · Cal Trust	8,159,371.85
Total Checking/Savings	<u>9,410,690.18</u>
Accounts Receivable	
1200 · Accounts Receivable	48,681.42
Total Accounts Receivable	<u>48,681.42</u>
Other Current Assets	
1203 · Assessments Receivable	427,746.00
1226 · Due To/From Wash Plan	239,131.69
1240 · LAIF - Investment Activity	
1035 · Fair Market Value LAIF	121.34
Total 1240 · LAIF - Investment Activity	<u>121.34</u>
1250 · CalTrust-Interest Receivable	3,077.63
Total Other Current Assets	<u>670,076.66</u>
Total Current Assets	10,129,448.26
Fixed Assets	
1500 · Land	
1501 · Land-Unaudited	44,383.15
1500 · Land - Other	64,750.00
Total 1500 · Land	<u>109,133.15</u>
1510 · Buildings	196,529.94
1520 · Vehicles	140,484.22
1530 · Office Equipment	155,231.57
1540 · Field Equipment	246,131.65
1550 · Concrete Basins	330,192.00
1561 · Redlands Plaza - Land	110,250.00
1562 · Redlands Plaza - Buildings	978,317.95
1563 · Redlands Plaza - Improvements	103,352.00
1564 · Redlands Plaza - Equipment	19,283.00
1600 · Accumulated Depreciation	-633,246.50
1601 · Accum. Deprec-Redlands Plaza	-477,463.00
Total Fixed Assets	<u>1,278,195.98</u>
TOTAL ASSETS	<u>11,407,644.24</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	56,602.36
Total Accounts Payable	<u>56,602.36</u>
Other Current Liabilities	
2130 · Short Term Compensated Absences	16,362.54
2151.01 · Due to/from SBVWCD-Wash Plan	239,131.69
2195 · Actuarial Accrued Liability	3,118.00
2210 · Security Deposits - Redlands PI	9,290.93
Total Other Current Liabilities	<u>267,903.16</u>
Total Current Liabilities	324,505.52

San Bernardino Valley Water Conservation District
Balance Sheet
As of June 30, 2015

	<u>Jun 30, 15</u>
Long Term Liabilities	
2700 - Deferred Revenue	5,000,000.00
2715 - Compensated Absences	31,296.24
Total Long Term Liabilities	<u>5,031,296.24</u>
Total Liabilities	5,355,801.76
Equity	
3001 - Fund Balance	4,311,944.41
3010 - Retained Earnings	1,057,287.63
Net Income	682,610.44
Total Equity	<u>6,051,842.48</u>
TOTAL LIABILITIES & EQUITY	<u><u>11,407,644.24</u></u>

San Bernardino Valley Water Conservation District
Statement of Cash Flows
 July 2014 through June 2015

	Jul '14 - Jun 15
OPERATING ACTIVITIES	
Net Income	682,610.44
Adjustments to reconcile Net Income to net cash provided by operations:	
1200 · Accounts Receivable	-47,319.42
1200.01 · Wash Plan Receivable	212,008.60
1226 · Due To/From Wash Plan	-58,953.81
1450 · Prepaid Expenses	7,519.58
2000 · Accounts Payable	15,128.16
2102 · Pers Retirement Liability	-1,704.20
2151.01 · Due to/from SBVWCD-Wash Plan	58,953.81
2190 · Accrued Salaries & Benefits	-24,075.98
Net cash provided by Operating Activities	844,167.18
INVESTING ACTIVITIES	
1563 · Redlands Plaza - Improvements	-5,985.00
Net cash provided by Investing Activities	-5,985.00
Net cash increase for period	838,182.18
Cash at beginning of period	8,572,508.00
Cash at end of period	9,410,690.18



SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT

Established 1932

1630 West Redlands Boulevard, Suite A
Redlands, CA 92373-8032
(909) 793-2503
Fax: (909) 793-0188

Email: info@sbvwcd.org
www.sbvwcd.org

Memorandum No. 1352

To: Board of Directors

From: Finance & Administration Committee/General Manager, Daniel Cozad

Date: August 12, 2015

Subject: Personnel Manual Revisions

RECOMMENDATION

The Finance & Administration Committee recommends the Board review and approve proposed revisions to the Personnel Manual as approved by the Committee on July 22, 2015.

BACKGROUND

The District last updated the Personnel Manual in October 2011 since then there have been several new laws enacted that required changes to the Manual. These changes along with minor language revisions are included in the attached redline version of the Personnel Manual. Significant changes to the plan are described below:

Expense Reimbursement for Personal Use of Cell Phone Policy

Prior to 2011 the District supplied District owned cell phones for both managerial staff and field staff. The cost for cell phone service for the past 9 years is shown below:

Fiscal Year	Cost
2014-2015	\$ 1,645.00
2013-2014	\$ 1,592.50
2012-2013	\$ 1,592.50
2011-2012	\$ 1,800.50
2010-2011	\$ 3,535.22
2009-2010	\$ 3,838.72
2008-2009	\$ 4,156.26
2007-2008	\$ 4,022.01
2006-2007	\$ 2,433.70

In fiscal year, 2011-2012 the District implemented a reimbursement policy. Under this policy field staff were allowed to keep their existing phones or received 50% reimbursement towards purchase of a new cell phone and received approximately 50% reimbursement on their monthly personal cell phone voice and data

BOARD
OF
DIRECTORS

Division 1:
Richard Corneille
Division 2:
David E. Raley

Division 3:
Manual Aranda, Jr.
Division 4:
John Longville

Division 5:
Melody McDonald

GENERAL
MANAGER

Daniel B. Cozad

plan. The rationale for this policy is that the field staff is constantly using their cell phone as a significant part of their daily job.

Financially this equated to the field staff receiving \$17.50 bi-weekly for cell phone reimbursement. No management staff had District cell phones in 2011; however office staff used their cell phones for property management, alarm response, director support and other functions of District business at a rate less than the field staff. Office staff received \$8.75 bi-weekly reimbursement. These amounts were directly applied to their paycheck and subject to state and federal taxes. As can be seen from the table above, this policy change resulted in a savings to the district of over 50% from years prior to the change.

At the June Board meeting the Board requested staff review existing cell phone policy to identify why costs were over budget in June and if costs are in line with other agencies. Staff has determined through consulting with JPIA along with other similar agencies that the reimbursement the District provides staff is minimal compared to other agencies. JPIA reimburses staff that utilize their cell phone for District business \$50 per month.

Based on a review of costs District staff currently pay average voice and data plans cost \$90.00 per month. Verizon is the only reliable service in the field operations area. Based on this review the Committee recommends the District revise its policy to reimburse all full time staff that use their cell phone for District business at \$45 per month (50% of average). This is also consistent with California Labor Code §2802 which requires employers to reimburse an employee who uses their personal cell phone for District business a percentage of their cell phone bill regardless of whether or not an employee has unlimited data or minute plans but does not specifically identify the percentage to be utilized. This recommendation is consistent with prior policy and updates the amounts paid based on actual costs from employees. The result of this change will be higher cell phone costs but still much lower than the pre 2010 costs. The draft manual has been edited to show these changes.

Sick Leave Policy Update

Previous policy excluded temporary and part-time employees from accrual and carry-over of sick time. AB 1522 California's New Paid Sick Leave law requires for temporary and part-time personnel to provide up to 24 hours of sick leave which cannot be utilized until the employee reaches its 90th day of employment with the District. The District is not required to carry over or payout these hours. The draft manual has been edited to show these changes.

Miscellaneous Updates

Several other updates to the Draft Personnel Manual were included in the areas of Health Insurance Policy, Retirement Policy, Use of Telephones - Equipment and Vehicles. These areas represent prior policy changes approved and implemented by the Board, but are being incorporated into the Draft Personnel Manual now. They are included in the redlined version of Personnel Manual attached.

FISCAL IMPACT

The proposed cell phone policy will be an increase to the cost of approximately \$1,690 per fiscal year to the Mobile Phone GL. Costs for the Sick Leave Policy changes are not estimated at this time but are assumed to be limited due to the small number staff that it would apply to.

TABLE OF CONTENTS

Section 1. GENERAL PROVISIONS	3
ADOPTION.....	3
AMENDMENT	3
STATUTORY PROVISIONS.....	3
EQUAL EMPLOYMENT OPPORTUNITY	3
SELECTION OF EMPLOYEES.....	3
HARASSMENT	4
OUTSIDE EMPLOYMENT	5
EDUCATIONAL ASSISTANCE	6
EMPLOYEE SAFETY.....	6
WORKPLACE VIOLENCE.....	6
SMOKING POLICY.....	6
DRUG AND ALCOHOL FREE WORKPLACE.....	7
USE OF TELEPHONES.....	7
USE OF COMPUTER, INTERNET AND E-MAIL.....	7
USE OF EQUIPMENT AND VEHICLES.....	8
RETURN OF PROPERTY.....	9
Section 2. SALARY ADMINISTRATION.....	9
GENERAL PROVISIONS.....	10
Section 3. CLASSIFIED SERVICE	12
GENERAL PROVISIONS.....	12
Section 4. RECRUITING AND ORIENTATION.....	14
GENERAL PROVISIONS.....	14
Filling Vacancies	14
Outside Recruitment	14
Orientation	14
Section 5. SEPARATION AND LAYOFF.....	<u>14141415</u>
GENERAL PROVISIONS.....	15
Separation Categories	15
Procedures for Layoff.....	16
Recall	16
Section 6. ABSENCE	<u>14141415</u>
GENERAL PROVISIONS.....	17
Vacation	17
Sick Leave.....	19
Family Medical Leave Act/California Family Rights Act.....	20
Pregnancy Disability Leave.....	20
Holidays	23
Leave Without Pay.....	24
Authorized Leave.....	24
Retirement.....	25
DOCUMENTATION	<u>26262625</u>

Section 7. INSURANCE	262625
GENERAL PROVISIONS.....	26
Section 8. EXPENSE REIMBURSEMENT	27
GENERAL PROVISIONS.....	28
DOCUMENTATION APPROVAL.....	28
Section 9. WORK STANDARDS.....	30
GENERAL PROVISIONS.....	30
HOURS OF WORK	30
ATTENDANCE	31
Section 10. PERSONNEL RECORDS	32
GENERAL PROVISIONS.....	32
Inquiries	32
Inspection.....	32
Retention.....	33
Section 11. DISCIPLINARY ACTIONS AND APPEAL PROCEDURE.....	34
GENERAL PROVISIONS.....	34
CAUSE FOR SUSPENSION, DEMOTION, REDUCTION IN SALARY, DISMISSAL	34

Section 1. GENERAL PROVISIONS

All employees are employed at the will of the appointing authority and may be terminated at any time with or without cause or right of appeal. The at-will relationship permits the San Bernardino Valley Water Conservation District (“District”) to change the terms and conditions of employment with or without notice, with or without cause, including, but not limited to termination, demotion, promotion, transfer, compensation, benefits, duties and location of work. The provisions of this Employee Handbook do not constitute a contract of employment, express or implied, or any rights in the nature of a contract. Accordingly, there is no agreement, express or implied, that employment will continue for a set period of time, or that any person’s employment will be terminated only under particular circumstances. While supervisors have certain hiring authority, no supervisor has any authority to alter the at-will status relationship. Only the General Manager, with the permission of the Board of Directors, may amend the policy in a written statement.

I. ADOPTION

In order to provide and maintain a system of official rules concerning pay and personnel administration for its employees, the Board of Directors of the District has adopted the following rules. Procedures for Board of Directors are detailed in the Board Policy Manual.

II. AMENDMENT

The Board of Directors reserves the right to change or modify the terms and conditions herein at its discretion and without prior notice. However, all employees shall be provided with written notice of any change to the Employee Handbook prior to the effective date of the change.

III. STATUTORY PROVISIONS

The Board of Directors is the governing body of the District and shall exercise all of its powers as provided for in Section 74000 et seq. of the California Water Code.

IV. EQUAL EMPLOYMENT OPPORTUNITY

Non-Discrimination – The District maintains a policy of non-discrimination with respect to all employees and applicants for employment. All aspects of employment will be governed on the basis of merit, competence, and qualifications and will not be influenced in any manner by ancestry, race, color, religion, sex, age, national origin, physical or mental disability, veteran status, marital status, sexual orientation, political opinion, or political affiliation. The District will provide reasonable accommodations to all employees to ensure a safe and adequate work environment.

V. SELECTION OF EMPLOYEES

All persons employed by the District shall be qualified to perform the duties of the position for which they are employed. All employees will be required to perform all the essential functions of the position for which they are hired, without accommodation or with reasonable accommodation, and without posing a direct threat to the health or safety of the employee or others. Evidence of use of marijuana, narcotic drugs, or controlled substances, or untreated alcohol addiction shall be

grounds for denial of employment. To the extent the employee's job duties include operation of a motor vehicle, prior to employment, the employee shall provide evidence of a valid California driver's license, and provide such information regarding his or her driving record as may be required to maintain the District's insurability with its applicable insurance carriers.

VI. HARASSMENT

A. It is the policy of the District to provide a neutral work environment free from harassment. Therefore, the District will not tolerate any verbal or physical conduct by any employee who harasses, disrupts, or interferes with another's work performance or who creates an intimidating, offensive, or hostile environment. All employees are to be treated with respect, courtesy and tact. Abusing the dignity of anyone due to their ancestry, race, color, age, national origin, sex, religion, marital status, sexual orientation, veteran status, physical or mental disability, political opinion, or political affiliation is prohibited and may be cause for disciplinary action.

1. Inappropriate behavior includes, but is not limited to, the following:
 - a. Unsolicited and unwelcome flirtations, advances or propositions;
 - b. Unnecessary, unwanted physical contact such as touching, hugging, patting, pinching, or kissing;
 - c. Graphic or degrading comments about an employee's appearance, dress, or anatomy;
 - d. Ill-received jokes and offensive gestures;
 - e. Sexual or intrusive questions about an employee's personal life;
 - f. The display of sexually suggestive objects, pictures, or magazines;
 - g. Explicit descriptions of the harasser's own sexual experiences;
 - h. Abuses of familiarities or diminutive;
 - i. Verbal abuse with sexual connotations such as whistling or catcalls;
 - j. Physical and verbal abuse of any kind.
2. Any employee who perceives comments, gestures, or actions of another person to be sexually or otherwise harassing should communicate to that person that such behavior is unwelcome. However, failure to express unwelcomeness does not prevent the employee from filing a complaint, nor does it in any way exonerate the alleged harasser.
3. Any person who is found to condone, participate, or initiate such harassment will be disciplined, in the form of a warning (verbal and/or written), demotion, suspension or

termination.

4. No employee will be disciplined or otherwise retaliated against for reporting harassment or initiating a harassment complaint.
5. If the inappropriate behavior is by a non-employee, the employee should contact the General Manager immediately, who will take action to remedy the situation.

B. Complaint Procedure

1. If a harassment complaint occurs, it shall be reported in writing to the General Manager, or the Board of Directors if the complaint is against the General Manager. However, if the complaint is oral or the charge is witnessed, an investigation must take place upon receipt of the complaint. The General Manager or President of the Board of Directors, as appropriate, shall take prompt action to conduct a confidential investigation to determine whether harassment has taken place and/or is presently taking place.
2. A written record of the steps taken by the General Manager or President of the Board of Directors will be kept on file for review by labor counsel or outside investigator, as appropriate. The General Manager or President of the Board will consult District Counsel on steps for investigation.
3. A labor counsel or outside investigator, as appropriate, shall, within a reasonable amount of time, determine whether the conduct of the person against whom a complaint has been made constitutes harassment. The determination will be made by looking at the record as a whole and at the totality of the circumstances, including the nature of the conduct in question, the context in which the conduct, if any, occurred, and the conduct of the person complaining of harassment. The determination of whether harassment occurred will be made on a case-by-case basis.
4. If it is determined that the complaint is founded, immediate and appropriate disciplinary action will be taken against the employee guilty of harassment to effectively stop such behavior where it exists. The disciplinary action, up to and including termination, will be consistent with the nature and severity of the offense and in consultation with District Counsel.

VII. OUTSIDE EMPLOYMENT

- A. Employees may be allowed to work in off-duty jobs if such secondary employment meets the following requirements:
 1. Such outside employment does not conflict with the interests of the District, nor carry over into the employee's regular duties.
 2. Such outside employment does not adversely affect the employee's ability to perform ~~his or her~~their District duties.

3. Should an employee violate any of these requirements, said violation may be cause for disciplinary actions up to and including termination.

VIII. EDUCATIONAL ASSISTANCE

The District encourages employees to continue their education, as related to their employment. In order to do so, the following procedure will be observed:

1. Prior to enrollment, a memo requesting reimbursement upon satisfactory completion of the course shall be sent to the General Manager for approval.
2. Upon successful completion of the course(s) with a minimum final grade of “C” or equivalent, the employee shall submit a memo requesting reimbursement by attaching proof of the successful completion of the course and all receipts. The District shall then reimburse the employee for tuition, registration, parking fees and textbooks.
3. Reimbursement of educational expenses is limited to \$2,500 per calendar year for full-time employees. Temporary and part-time employees are not eligible for educational assistance.
4. The employee should consult with a tax advisor to determine if tuition reimbursement qualifies as taxable income.

IX. EMPLOYEE SAFETY

Performing your job in the safest manner possible is a condition of employment at the District. Your Supervisor will instruct you in safety procedures and will evaluate your safety performance. Each employee shall comply with all applicable safety laws, policies and regulations. All employees shall follow safety practices, use personal protective equipment as required, render every possible aid to safe operations, and report to the proper authority all unsafe conditions or practices.

If you have any questions about the safety of a job you are doing, bring it to the attention of your Supervisor immediately. On-the-job injuries are a very serious matter, and you are required to immediately report any injury to your Supervisor, regardless of how minor you think it may be.

X. WORKPLACE VIOLENCE

The District does not tolerate any act or behavior which can be perceived as threatening, hostile and/or violent. No employee shall make any threat, either physical or verbal, against a co-worker, Supervisor, member of the Board of Directors, or member of the public. No Employee, other than those required by their position, shall bring a weapon of any type to a District facility, including parking lots and public streets outside or immediately adjacent to a District building, or place a weapon in a District vehicle or equipment.

All employees are required to report immediately to their Supervisor any threats or incidents of violence. Supervisors are required to investigate incidents of violence or threats of violence to

maintain safety.

XI. SMOKING POLICY

In keeping with the District's intent to provide a safe and healthful work environment, smoking in the workplace, including District vehicles, is prohibited.

XII. DRUG AND ALCOHOL FREE WORKPLACE

It is the intent of the District to maintain and enforce a workplace that is free of drugs and alcohol and to discourage drug and alcohol abuse by its employees. The District has a vital interest in maintaining safe and efficient working conditions for its employees. Substance abuse is incompatible with health, safety, efficiency and service to the public. Employees who are under the influence of a drug or alcohol on the job compromise the District's interests, endanger their own health and safety and the health and safety of others, and can cause a number of other work-related problems, including absenteeism and tardiness, substandard job performance, increased workloads for co-workers, behavior that disrupts other employees, delays in the completion of jobs, and disruption of service to the public.

While on paid duty time or on District property, including in District vehicles or while operating District equipment, employees shall not be under the influence of, consume, or possess alcoholic beverages or be under the influence of, consume or possess illegal or non-prescription controlled substances. Employees shall not work or be at work while under the influence of any prescription medication, which could affect job performance without written authorization from a qualified physician and the employee's Supervisor.

XIV. USE OF TELEPHONES

Employees may be required to reimburse the District for any charges resulting from their personal use of the telephone.

To ensure effective telephone communications, employees should always use the approved greeting and speak in a courteous and professional manner. Please confirm information received from the caller and hang up only after the caller has done so.

~~Employees are not prohibited from carrying personal cell phones while at work.~~ Personal calls and/or texting during working hours (not including breaks or lunch) should be ~~kept to a minimum infrequent~~ and ~~must should~~ not interfere with work activities. Employees are reminded that ~~use of a cell phone~~ usage without in other than a using hands-free mode ~~and or~~ texting while driving are prohibited by state law.

~~As a general rule, the District by policy will does not provide employee cell phones. When If a District cell phone is provided, Cell phones issued by the District it~~ should be used for District business, and personal calls are to be limited and should occur rarely. The District reserves the right to access, view and copy any employee's District-owned cell phone data, correspondence, log files, etc. created or stored on District-owned cell phones if necessary for business purposes. No user of a District-owned cell phone should have any expectation of privacy nor assume that such

use will be anonymous. Use of a personal phone for business purposes may result in the contents of a personal cell phone being discoverable in a legal matter. It is essential that proper etiquette and language be used at all times related to District business, whether by text, email or phone.

XV. USE OF COMPUTER, INTERNET AND E-MAIL

The District computer equipment shall be utilized for District business purposes only. The Internet and e-mail facilities provided by the District are considered District property. Access to the Internet services and use of e-mail imposes certain responsibilities and obligations. Access to the Internet ~~will be granted on an as needed basis and~~ is subject to required compliance with all District policies and any applicable laws and regulations.

The following policies shall apply to all use of the Internet and e-mail by District ~~users through use of District facilities~~ employees:

- A. Access to the Internet through ~~use of~~ District facilities is provided for ~~bona fide~~ District business purposes ~~only~~. Personal browsing of the Internet is prohibited during work hours. Personal use of e-mail ~~is likewise restricted~~ should be limited. In addition, use of District facilities in furtherance of personal, political, and religious causes is not permitted.
- B. Any ~~internal e-mail, as well as any~~ e-mail or other electronic communication sent or received via the Internet, must be appropriate for the work place. Remember that e-mail is a relatively permanent form of communication and may be subject to discovery in litigation on the same basis as correspondence or internal memos. Do not transmit anything in an e-mail message that you would not be comfortable writing in a letter or memorandum. Deletion of an e-mail does not eliminate backup copies of the message that are automatically stored electronically.
- C. Employees are expected to act in a responsible and professional manner when they use the Internet and e-mail facilities. Actions that may cause interference with the Internet or disruption of work activities are prohibited.
- D. The District reserves the right to access or monitor (with or without notice) any use of the Internet and other District facilities, any transmission made via the Internet, e-mail, telephone, and any electronically stored information. The reasons are in the District's discretion, but may include retrieving business information, investigating or resolving communication problems, preventing system misuse, ensuring compliance with legal and regulatory requests, and enforcing District policy.
- E. The use of e-mail or any electronic communication method in any way that is infringing, insulting, disruptive, or offensive or harmful to morale is prohibited. Sexually explicit messages, ethnic or racial slurs, and any other messages that could be construed to be harassment or disparagement of others based on their ancestry, sex, race, sexual orientation, marital status, age, national origin, religious or political beliefs, medical conditions, and other offensive or unlawful remarks, jokes, slurs, and obscenities are prohibited.

- F. Use of the [Internet](#) to view, access, upload, download, store, transmit, create, or otherwise manipulate pornographic or other sexually explicit materials, or to engage in or facilitate gambling or acts in violation of any law is prohibited.

Failure to adhere to the foregoing policies may result in disciplinary action, including termination of employment.

XVI. USE OF EQUIPMENT AND VEHICLES

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using District property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines. Please notify the Supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The Supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment. [Employees may be allowed to commute with District vehicles under certain circumstances, with the explicit permission of the General Manager. This policy is further expanded on in great detail under Policy 004: Employee Use of District Vehicles.](#)

XVII. RETURN OF PROPERTY

All District property must be returned by employees on or before their last day of work. Where permitted by applicable laws, The District may withhold from the employee's paycheck the cost of any items that are not returned when required. The District may also take all action deemed appropriate to recover or protect its property.

Section 2. SALARY ADMINISTRATION

I. GENERAL PROVISIONS

The following practices apply to specific elements of the District's salary plan and its administration:

A. Pay Rate

All employees will be compensated at a rate deemed appropriate by the General Manager in relation to the range of pay established by the Board of Directors for the position. The pay rate will be commensurate with the employee's performance.

B. Pay Periods

All employees are paid on a bi-weekly basis for time worked in the previous pay period. A Pay Period consists of time worked beginning at 12:01 a.m. on ~~Saturday~~ and ending at 12:00 midnight on the following Friday. Employees are paid every other Wednesday by 12:00 noon.

C. Salary Review

1. The General Manager will review all salary ranges annually and make recommendations to the Board. If changes are appropriate, such changes will become effective at the beginning of the following Fiscal Year, if not in the current year salary budget.
2. The General Manager shall review all salaries for cost of living and other changes (~~usually~~ generally prior to adoption of the budget for the next Fiscal Year), to be effective at the beginning of the Fiscal Year; however, individual salaries may be reviewed more often, as needed.

The General Manager may authorize the adjustment of the salary rate of an employee to recognize excellence, maintain salary equity related to performance and job position, to ~~prevent~~ ameliorate undue hardship or unfairness due to the application of any rule or policy, to correct ~~any~~ inappropriate salary inequity, or reduce a salary based upon unsatisfactory work performance. However, without Board approval, salary adjustments must remain within the established range of pay for the position.

D. Work Performance Evaluations

The goal of the work performance evaluation process ~~is to assess employee~~ recognize job performance related to their responsibilities and annual or long term performance goals. This allows measurement of the efficiency and effectiveness of District operations and provides employees with meaningful ~~information~~ feedback about their performance. Effective performance

appraisals and performance planning provides a basis for making personnel decisions related to such areas as ~~training~~, merit pay increases, promotion, job assignments, ~~training~~, retention, and long range career planning. The performance planning process is intended to be participatory and result in better understanding and alignment on job performance among the supervisor and employee.in nature.

The process is designed to be as objective as possible, focusing on overall performance in relation to job responsibilities, performance goals, and also takes into account conduct, ~~demeanor, record of behavior~~, attendance and tardiness. In addition, special written performance appraisals may be conducted by the employee's manager at any time to inform the employee of the existence of performance or disciplinary problems. The use of such a system does not waive either the District or the employee's right to terminate employment at any time with or without cause.

1. A work performance evaluation ~~employee appraisal form~~ shall be completed by the employee and supervisor no less than one (1) time per ~~calendar year~~ fiscal year, and all such reviews shall be reviewed and approved by the General Manager and Supervisor ~~prior to the~~ along with the -annual salary review.
2. If an employee is evaluated as "Satisfactory" or better, the employee may be granted a meritorious increase in salary, ~~effective, effective~~ the beginning of the next fiscal year or next full pay period consistent with the approved existing salary budget for the Fiscal Year.
3. If an employee receives an overall "unsatisfactory" evaluation, the General Manager shall determine if a salary adjustment or other action is warranted.
4. If an employee receives an overall "unsatisfactory" evaluation, the supervisor shall perform another evaluation after six months or less. If after re-evaluation a "satisfactory" or better rating is given, the General Manager shall determine if any salary adjustment will be granted.
5. If an employee believes the evaluation is inaccurate, they may provide summary and evidence as rebuttal to the evaluation, which will also be placed in the personnel file.

Section 3. CLASSIFIED SERVICE

I. GENERAL PROVISIONS

A. The standards of the Federal Fair Labor Standards Act will be used to determine exempt and non-exempt status.

B. Classification of Positions

Each position shall have a job description which outlines the required duties, education and experience. Job descriptions may be amended or revised by the General Manager and approved by the Board of Directors.

C. Employee Categories

1. Full-time employees are those who have satisfactorily completed the introductory period; full-time employees receive full benefits.
2. Part-time employees are those whose regularly scheduled hours of work are less than 1,000 hours per fiscal year; part-time employees are not eligible for health/dental, sick, holiday benefits, or educational assistance.
3. Temporary employees are those hired on an “as needed” basis; temporary employees are not eligible for any employee benefits. They may be hired directly or through a temporary agency or service.

D. New Employees, Introductory Period

1. Newly hired full-time and part-time employees are required to work thirteen (13) full pay periods (equivalent to six months) in an introductory status. This introductory period will be used by the District to observe and evaluate the employee’s suitability. Also, this time will be used by the employee to evaluate the new position to determine if he or she wishes to remain an employee.
2. The introductory period may be extended in writing by the General Manager for any period up to ninety (90) calendar days for further evaluation.
3. All performance evaluations shall be completed by the supervisor and reviewed by the General Manager prior to the completion of the introductory period, but may be completed more often if deemed necessary by the General Manager.
4. During the introductory period, employees may be discharged by the General Manager at any time without cause and without the right to appeal.

E. Promoted Employees - Introductory Period

1. An employee who is promoted or changes positions shall work a six (6) month introductory period in the new position. The introductory period may be extended in writing by the General Manager for any period up to ninety (90) calendar days for further evaluation.
2. A performance evaluation shall be completed by the supervisor and reviewed by the General Manager prior to the completion of the sixth (6th) month of service.
3. Any promoted employee who does not successfully complete the introductory period may, at the discretion of the General Manager, be reinstated to the position held prior to the promotion, provided that position has not been filled by a full-time employee.

Section 4. RECRUITING AND ORIENTATION

I. GENERAL PROVISIONS

A. Filling Vacancies

1. Job vacancies may be filled from within the District.
2. Temporary appointments may be made at any time to provide District services.
3. Job vacancies may be filled through use of recruiter or staffing agency.
4. All applicants shall be furnished a job description, including rate of pay and any other pertinent information.

B. Outside Recruitment

1. Positions not filled from within will be made public by the preparation of a written job announcement, which will provide the job title and range of pay for the position, the nature of the job duties, the education and experience required, and where and how to apply. This announcement will be placed on the District website and may be placed on the internet or in a newspaper of local circulation.
2. Applicants will be required to complete and submit an application letter and resume.

C. Orientation

1. New employees will be provided with an orientation regarding the purposes and services of the District. At this orientation, every new employee will be supplied with a copy of the District's Employee Handbook and will acknowledge receipt of the handbook.
2. New employees shall be furnished a written statement of appointment/offer letter, including effective date of employment, salary and any other pertinent information.

Section 5. SEPARATION AND LAYOFF

I. GENERAL PROVISIONS

A. Separation Categories

When an employee is separated for any reason, the employee should meet with the Administrative Services Specialist or General Manager for an exit interview, where employee benefits to which the employee may remain eligible will be discussed, including, but not limited to, vested rights under the retirement plan, accrued sick leave, and accrued vacation.

The employee shall, at that time return all property which has been issued to them by the District.

1. Resignation

A voluntary resignation occurs when an employee provides the District with a signed and dated letter of resignation at least two (2) weeks prior to the designated date of resignation.

2. Retirement

An employee who retires is no longer an employee of the District. That employee ~~is then may be~~ eligible for the provisions and benefits of the District's retirement plan, administered by the [California Public Employees Retirement System \(CalPERS\)](#). The employee should meet with the ~~Personnel~~[General](#) Manager (~~Administrative Services Specialist~~) for an exit interview, where employee benefits to which the employee may remain eligible will be discussed, including, but not limited to, vested rights under the retirement plan, accrued sick leave, and accrued vacation. The employee will, at that time, return all property which had been issued to them by the District.

If a full-time employee has attained the age of sixty (60) and has been continuously employed by the District for a minimum of five (5) years upon Board approved retirement, the District may continue to pay the premium for medical insurance coverage for the retiree and ~~his or her~~ [their](#) spouse, until the retiree reaches the age of Medicare eligibility. Exceptions or modifications to this section may be authorized by actions of the Board of Directors upon recommendation of the General Manager.

3. Discharge

An employee who is involuntarily terminated is considered discharged from District employment.

4. Layoff

An employee may be separated from employment because of reorganization, a shift in District priorities, or a financial or other condition requiring a reduction in force.

5. Abandonment of Job

An employee may be subject to disciplinary action that could result in separation if they are away from the job for more than one week without notice to the General Manager.

B. Procedures for Layoff

1. When a layoff is necessary, many factors will be considered. The date of hire will generally govern among similar positions. The District may at its discretion, retain an employee with a later hire date due to that employee's special training, ability, knowledge, or experience.
2. Affected employees shall be notified in writing of an impending layoff.
3. If the District expects an employee to be recalled within twelve (12) months after a layoff, the employee may elect to either retain accrued vacation and sick leave benefits or receive payment for accrued benefits at time of layoff within the limits of District contracts for benefits and State Labor Laws.

C. Recall

1. Employees who are laid off will remain on a recall list for twelve (12) months and shall be given the first opportunity to fill vacancies in the classification from which they are laid off and/or for which they are qualified.
2. Recalled employees shall not have to serve an introductory period and will have all prior accrued rights, benefits, and entitlements restored providing they meet the current standards for the position they are being recalled to fill. However, an employee who is laid off during an introductory period must still complete the un-expired portion of said period.
3. Recalled employees shall be notified of the recall by certified letter. Employees who do not directly contact the General Manager within ten (10) working days of the mailing date of said letter shall be deemed to have rejected the offer of renewed employment and shall be removed from the recall list.

Section 6. ABSENCE

I. GENERAL PROVISIONS

A. Categories

1. Vacation

a. Eligibility

Every full-time employee of the District shall earn vacation in accordance with the following schedule. Temporary employees are not entitled to any vacation benefits; part-time employees working more than 20 hours a week are eligible for pro-rated vacation benefits, which are figured as a percentage based on a 40-hour work week.

Amount of Vacation Earned		
If District Service is:	Annual Vacation Accrual is:	Accrual for Each Full Pay Period is:
From Date of Hire through 104 pay periods	80 hrs or 10 days per year	3.08 hours
From 105 through 234 pay periods	120 hrs or 15 days per year	4.62 hours
From 235 pay periods	160 hrs or 20 days per year	6.15 hours

b. Accrual

- 1) Any change in the rate of annual vacation accrual shall take effect on the employment date of hire unless otherwise specified by Board action.
- 2) Annual vacation shall accrue for fractional parts of bi-weekly pay periods falling at the beginning or ending of service.
- 3) Vacation may be used in lieu of sick leave, if the employee desires, upon the approval of the General Manager.
- 4) Annual vacation may be accumulated for use in succeeding years, but the maximum amount of vacation that may be accrued is 240 hours. When an employee has accrued that maximum number of vacation hours, he or she may not accrue further vacation time until his or her accrued vacation time has dropped below the maximum number of hours. Employees shall be

notified in payroll information or upon request as to their amount of accrued vacation time.

- 5) Upon request, the General Manager may approve the payout of vacation hours providing the employee has used at least 5 days of vacation in the preceding 12 months.

c. New Employees

During the introductory period, new employees accrue vacation entitlement from their date of hire. However, such employees will not be eligible for vacation until they successfully complete their introductory period, except that the General Manager may permit an introductory employee to take up to five days of paid vacation during the introductory period, subject to the limitation that, if the employee leaves employment prior to the time the employee has accrued the full amount of vacation taken up to the date of separation, any unaccrued vacation time would be offset against salary earned.

d. Scheduling

- 1) The times when vacation may be taken and the amounts granted during any particular period are matters of administrative discretion based on the District's needs.
- 2) Scheduling of annual vacation must be approved in advance by the supervisor, except in cases of an emergency.
- 3) Work requirements and the wellbeing of the employee are the determining factors in approving vacation schedules.
- 4) When an approved holiday falls within a vacation period the employee shall not be charged vacation credit for that time.

e. Upon Retirement

Employees retiring on the California Public Employees Retirement System ("CalPERS") must use either all accrued vacation, up to the maximum allowed prior to retirement, or request a cash lump sum payment. The amount of the lump sum payment is not included in the employee's annual salary by CalPERS.

f. Upon Separation

Employees, upon separation from the District, shall be paid a cash lump sum at their then current rate of pay for all accrued annual vacation prorated to the last day of employment.

2. Sick Leave

a. Sick leave is ~~insurance or protection~~ provided by the District ~~to be granted in circumstances of adversity~~ and is intended to promote the health and welfare of the individual employee. ~~Sick leave is not an earned right to time off work.~~ Sick leave permits the employee to be absent from duty without a loss of pay when they are incapacitated by reason of illness, injury, pregnancy, medical confinement; when a member of the immediate family must be cared for by the employee; or when an employee has been exposed to a contagious disease and their presence on the job might endanger fellow workers.

b. Eligibility

- 1) Sick leave is earned by full time employees at the rate of eight (8) hours of paid sick leave per month, which is equivalent to 3.69 hours per biweekly pay period. Temporary and part-time employees earn 24 hours at the beginning of each calendar year; these hours do not carry over.
- 2) Sick leave benefits shall accrue for fractional parts of bi-weekly pay periods falling at the beginning and ending of service. Newly hired employees shall be eligible for this benefit upon completion of two (2) full pay periods of service. Temporary and part-time employees are eligible to utilize sick leave upon 90 days of employment by District.
- 3) ~~When approved in advance by the employee's supervisor, s~~Sick leave may be used for medical, dental, or optical examinations or treatments.
- 4) A medical certificate, should be provided by the employee for any absence of sick leave for more than five (5) working days.
- 5) If after reviewing an employee's record of sick leave usage the District believes sufficient cause exists to suspect abuse of sick leave, a medical certificate may be required for any subsequent use of sick leave, regardless of length. Confirmed abuse or improper use of sick leave may be cause for disciplinary action including termination.
- 6) In accordance with the provisions of the Family Medical Leave Act, absence from duty not to exceed four (4) months for maternity reasons may be authorized. Maternity leave is chargeable to sick leave, annual vacation and leave without pay as appropriate. To support a request for maternity sick leave, the employee should submit a statement by her physician showing the expected period during which she will be incapacitated for the performance of her duties.

c. Procedure

- 1) When an employee is incapacitated for the performance of ~~his or her~~ their duties for reasons that entitle him or her to use sick leave he or she should

notify ~~his/her~~ their supervisor no later than thirty (30) minutes after the beginning of the employee's work day.

- 2) Each employee shall be responsible for informing the District of ~~his or her~~ their health status until he or she returns to work.
- 3) If an employee is on sick leave on the day the District observes a holiday, that day shall not be counted as a day of sick leave.
- 4) Sick leave benefits may only be taken in one-half hour or more increments.
- 5) Sick leave may be accumulated for use in succeeding years for full time employees. The maximum amount of sick leave that may be accrued is 240 hours. If an employee has previously accrued sick leave in excess of 240 hours, he/she will still be entitled to keep all sick leave accrued prior to this policy taking effect.

d. Additional Provisions

When all sick leave is exhausted, an employee may be permitted to use other accrued leave or be authorized a leave of absence without pay upon the approval of the General Manager. Other District employees may voluntarily donate their own sick leave to an employee who has exhausted their sick leave on a dollar salary basis with the approval of the General Manager.

e. Separation

Upon ~~an~~ full time employee's separation (resignation, retirement at normal retirement date, death, or layoff, but not discharge or abandonment of job) unused sick leave shall be paid to the employee, or ~~his or her~~ their designated beneficiaries in the event of death, on the following basis for all full time employees only:

Length of Service as of Date of Separation	Percent (%) of Cash Payment for Sick Leave Hours
From Date of Hire Through 104 pay periods	0%
From 105 through 234 pay periods	30%
From 235 through 364 pay periods	45%
From 365 pay periods	60%

f. Disability Retirement

Disability retirement consists of a monthly retirement allowance paid to the employee for the rest of their life or until they have recovered from their disabling injury or illness. Any employee who has at least five years of CalPERS-credited service is eligible for disability retirement through CalPERS. Employees who receive a disability retirement due to their incapacity to work shall be entitled to a 100 percent (100%) cash payment of any unused sick leave balances, computed at their then current base pay rate, if they elect an early retirement in lieu of exhausting such accrued sick leave balances. In the event of death resulting from an occupational injury, cash payment shall be made to the employee's estate, in accordance with the requirements of the District's CalPERS contract.

3. Family Medical Leave Act/California Family Rights Act

a. To the extent not already provided for under current leave policies and provisions, the District will provide family and medical care for eligible employees ~~as-in compliance with required by State and Federal law~~ Family Medical Leave Act/California Family Rights Act. The following provisions set forth certain rights and obligations with respect to such leave. Rights and obligations which are not specifically set forth below are set forth in the Department of Labor regulations implementing the Federal Family and Medical Leave Act of 1993 ("FMLA") and the regulations of the California Family Rights Act ("CFRA").

b. Definitions:

- 1) "12-Month Period" means a rolling 12-month period measured backward from the date leave is taken and continuous with each additional leave day taken.
- 2) "Child" means a child under the age of 18 years of age, or 18 years of age or older who is incapable of self-care because of a mental or physical disability. An employee's child is one for whom the employee has actual day-to-day responsibility for care and includes a biological, adopted, foster or step-child.

A child is "incapable of self care" if he/she requires active assistance or supervision to provide daily self-care in three or more of the activities of daily living or instrumental activities of daily living--such as caring for, grooming and hygiene, bathing, dressing and eating, cooking, cleaning, shopping, taking public transportation, paying bills, maintaining a residence, using telephones and ~~directories~~, etc.

- 3) "Parent" means the biological parent of an employee or an individual who stands or stood in loco parentis (in place of a parent) to an employee when the employee was a child. This term does not include parents-in-law.
 - 4) "Spouse" means a husband or wife as defined or recognized under California State law for purposes of marriage.
- c. Reasons for Leave: A leave may be taken to care for an employee's child after birth or placement for adoption or foster care; to care for an employee's spouse, dependent or disabled child, or a parent who has a serious medical condition; or for a serious health condition that makes the employee unable to perform his/her duties.
 - d. Eligibility for Leave: An employee is eligible for leave if the Employee has been employed for at least 12 months; and has been employed for at least 1,250 hours during the 12-month period immediately preceding the commencement of the leave.
 - e. Duration of Leave: Eligible employees are entitled to a total of 12 Workweeks of leave during any 12-month period. If the leave is requested in connection with the birth of a child, an employee may qualify for a pregnancy disability leave permitted by California law of up to four months per pregnancy.
 - f. Employee Notice of Leave: Although the District recognizes that emergencies arise which may require employees to request immediate leave, employees are required to give as much notice as possible of their need to leave. If leave is foreseeable, at least 30 days notice is required. In addition, if an employee knows that he/she will need leave in the future, but does not know the exact date(s) (e.g., for the birth of a child or to take care of a newborn), the employee shall inform his/her Supervisor as soon as possible that such leave will be needed. Such notice may be orally given.
 - g. Reinstatement Upon Return From Leave: Upon expiration of leave, an employee is entitled to be reinstated to the position of employment held when the leave commenced, or to an equivalent position with equivalent employment benefits, pay and other terms and conditions of employment. Employees have no greater rights to reinstatement, benefits and other conditions of employment than if the employee had been continuously working during the FMLA/CFRA period.
 - h. Fitness for Duty Certification: As a condition of reinstatement of an employee whose leave was due to the employee's own serious health condition, which made the employee unable to perform his/her job, the employee must obtain and present a fitness-for-duty certification from the health care provider that the employee is

able to resume work. Failure to provide such certification will result in denial of reinstatement.

4. **Pregnancy Disability Leave Policy:** An employee who is disabled due to pregnancy, childbirth or a related medical condition is entitled to a leave of absence without pay for up to four (4) months so long as the employee's attending physician certifies that she is physically unable to work due to pregnancy or pregnancy-related conditions. An employee is entitled to use any accrued sick leave or vacation during this period of time. The use of accrued sick leave or vacation shall not extend the length of the leave. An employee may also be eligible for State Disability Insurance for portions of the leave.

A request for pregnancy disability leave of absence should be submitted by the employee as soon as feasible after the employee learns of her pregnancy disability. The employee must provide a written statement from her physician indicating the date the physician believes the leave of absence should commence and the estimated date the employee will return to work. In addition, before returning to work following a pregnancy disability leave of absence, an employee shall submit written verification from her physician that she is able to return to work.

Upon expiration of the approved leave, the employee shall be reinstated to her former position or to a comparable available position if the former position is unavailable due to business necessity. Failure to return to work after the authorized four month leave period causes the employee to have no reinstatement rights. Additionally, an employee who fails to return to work may be required to reimburse the District for the District's contribution for health benefits during the pregnancy disability leave.

5. Holidays

- a. Full-time employees shall be entitled to receive holiday pay at their regular pay rate. Temporary and part-time employees are not entitled to holiday benefits.
- b. The following days are observed as District holidays:

New Year's Day (January 1)
Martin Luther King, Jr. Birthday (Third Monday in January)
Presidents' Day (Third Monday in February)
Memorial Day (Last Monday in May)
Independence Day (July 4)
Labor Day (First Monday in September)
Veteran's Day (November 11)
Thanksgiving Day (Fourth Thursday in November)
Day after Thanksgiving
Christmas Eve (December 24)
Christmas Day (December 25)

New Year's Eve (December 31)
Personal Day (Varies)

Each employee shall be entitled to one personal holiday each calendar year, which must be used during the calendar year, or lost. The personal day may be taken on a date the employee chooses, with the prior permission of the General Manager.

- c. When a fixed holiday falls on a Saturday, the previous Friday will be observed as the fixed holiday except that when the preceding Friday is also a fixed holiday, then the preceding Thursday will be observed as the fixed holiday. When a fixed holiday falls on a Sunday, the following Monday will be observed as the fixed holiday except that when the following Monday is also a fixed holiday, then the following Tuesday will be observed as the fixed holiday. Exception – New Year's Eve will be observed on December 31 or the last working day of December. A calendar will be prepared indicating holidays for the Calendar year.
- d. When an approved holiday falls within a vacation period, the employee on vacation shall not be charged for that day.
- e. Whenever an exempt employee is required, due to the nature of their position, to work on an approved holiday, the employee shall be given the equivalent time off at a subsequent date to be determined by the General Manager.

6. Leave Without Pay

- a. Leave without pay shall be granted only upon written request of the employee and approval by the General Manager.
 - 1) The increments of sick leave and vacation time shall not accrue when an employee is on leave without pay.
 - 2) Service credit shall not be lost as a result of an approved leave without pay.
- b. During a leave without pay, the employee shall be responsible for paying the entire cost of the employee's own group medical and dental insurance.
- c. The District may require an employee returning from a leave without pay to have a physical examination to determine his/her fitness to work.

7. Authorized Leave

a. Military Leave

Military leave and regulations for payment pertaining thereto shall be in

accordance with the provisions of the Military and Veteran's Code of the State of California and other applicable laws.

b. Court Leave

- 1) Court leave is granted for the purpose of attending court for jury duty (not to exceed 10 days) or as a witness under a subpoena of a duly constituted court.
- 2) Employees on court leave will be required to produce a certificate from the court which shows the dates of attendance and an itemized account of any compensation received by them.
- 3) Any fees or compensation received by reason of such court attendance in connection with court duty must be delivered to the Administrative Services Specialist or General Manager. The employee shall then receive their regular rate of pay during such time as was required for court attendance.
- 4) The District may ask the employee to request deferment of jury duty for work requirements.

c. Bereavement Leave

Upon the death of any member of an employee's immediate family, the employee shall be allowed bereavement leave with pay as is actually necessary to take care of funeral arrangements or to attend the funeral, but not to exceed three (3) working days with regard to any such death. If an employee must travel beyond 500 miles to arrange for or attend a funeral of a member of ~~his or her~~ their immediate family, it is in the discretion of the General Manager if any additional bereavement leave will be allowed (no more than five (5) working days total). For purposes of this section, "immediate family" means father, father-in-law, mother, mother-in-law, son/daughter-in-law, daughter/son-in-law, brother, sister, wife, husband, child, domestic partner, grandchild, grandparent, legal guardian, or any other family member with whom the employee resides.

8. Retirement

The District has contracted with the California Public Employees Retirement System (CalPERS) to provide retirement benefits for its employees. To be eligible for service retirement, the employee must be at least age 50 and have five years of CalPERS-credited service. There is no compulsory retirement age. Employees hired prior to January 2013, currently pay 3% of the 8% of the employee contribution. Percentage is set by Board action. This is deducted from the employees pay bi-weekly. For employees hired after January 2013, they are required to pay the full 6.25% employee contribution as required by CalPERS.

II. DOCUMENTATION

Employees shall indicate all absences on their time sheet.

Section 7. INSURANCE

I. GENERAL PROVISIONS

- A. In order to protect its full-time employees and their families in the event of an accident or illness, the District provides and contributes payments toward (with the exception of State Disability Insurance) to the following insurance plans. The District retains the right to alter the insurance plan and eligibility if it finds, at its discretion, such changes to be in the best interest of the District.
1. Group Health Insurance is provided by the District for all full-time employees and their eligible dependents as provided by the District's general health insurance carrier. Coverage begins on the first of the month following two (2) full months of service with the District unless modified by the General Manager as a part of employment offer. Employer pays 100% of employee's medical benefits and employee currently pays 25% of dependent contribution through bi-weekly payroll deductions. Employees may also choose the option of enrolling in a Account Based Health Plan (ABHP) partnered with a Health Savings Account (HSA) rather than the traditional plans offered by the District. The District will pay the lower premium on the ABHP (aka. Consumer Driven Health Plan) and deposit the funds saved compared to the standard plan into the employees HSA.
 2. Dental Insurance is provided by the District for all full-time employees and their eligible dependents as provided by the District's dental insurance carrier. Coverage begins on the first of the month following two (2) full months of service with the District unless modified by the General Manager as a part of employment offer.
 3. Vision Insurance is provided by the District for all full-time employees and their eligible dependents as provided by the District's vision insurance carrier. Coverage begins on the first of the month following two (2) full months of service with the District unless modified by the General Manager as a part of employment offer.
 4. State Disability Insurance provides benefits to eligible workers suffering a loss of wages when they are unable to perform their usual work because of a non-occupational illness, injury, or pregnancy. The employee pays for the State Disability Insurance and its administration. If an employee becomes permanently disabled, they may be entitled to receive Social Security and/or CalPERS Disability Retirement.
 5. Workers' Compensation Insurance is paid by the District and is available when an employee is injured or has an accident while fulfilling the duties assigned by the District. This coverage is effective on the first day of employment. Under the Workers' Compensation Act of the State of California, employees will be provided

with up to a maximum of three consecutive days of unchargeable leave following an occupational injury/illness.

- a. An employee must wait 3 days before receiving any benefits provided by Workers' Compensation Insurance.
- b. Compensation payments will begin after the third day following the injury or from the first day of your hospitalization.
- c. Accrued "Sick/Paid Time Off" may be used for the three-day waiting period and to bring the employee's compensation up to, but not greater than, the employee's regular gross pay, at the discretion of the General Manager.
- d. Any Medical appointment (after the first one) is charged from the employee's accrued sick leave account, or vacation advance or leave with pay, at the discretion of the General Manager.

If you are injured while working, you must immediately report such injuries to your manager, or another manager, regardless of how minor the injury might be. If you have any questions regarding workers' compensation coverage, you should contact the Administrative Manager.

- B. The Consolidated Omnibus Budget Reconciliation Act ("COBRA") gives employees and their qualified beneficiaries who lost their health benefits the opportunity to continue health insurance coverage under the District's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common "qualifying events" are voluntary or involuntary job loss, death of an employee, reduction in hours worked, an employee's divorce or legal separation and a dependent child who no longer meets the eligibility requirements. For further details regarding the continuation of health benefits under COBRA, please contact the Administrative Services Specialist.

Section 8. EXPENSE REIMBURSEMENT

GENERAL PROVISIONS

- A. The following compensation and expense reimbursement policies shall apply to each employee attending authorized conferences, seminars, and other meetings as a representative of the District. District employees should plan and schedule their travel well in advance and identify the lowest cost travel available. Reimbursements may be limited to State or other contract reimbursement rates.

1. ~~————~~Each employee shall receive reimbursement for actual expenses incurred for lodging, meals, and registration fees in connection with attendance at conferences, seminars or meetings up to the limits of authorization.

~~1.2.~~Each employee shall receive reimbursement for transportation to and from the conference, seminar, or meeting, as actually incurred. Where travel is by personal automobile, the employee shall be reimbursed for miles driven in their personal automobile at the current rate set by the Internal Revenue Service pursuant to Section 162 of the Internal Revenue Code. In the event that two or more employees travel in the same automobile, only the employee providing the automobile shall receive mileage reimbursement. In no event shall reimbursement for travel expenses exceed the cost of standard round-trip coach airfare to the location of the conference, seminar, or meeting, and round-trip ground transportation between the airport and the actual site of the conference, seminar, or meeting.

~~2.3.~~Each employee shall receive reimbursement for the actual cost incurred in connection with rental car transportation at the location of the conference, seminar, or meeting, if needed.

4. District employees who use their personal vehicles in the course of District business not mentioned above are entitled to reimbursement for mileage at the current rate set by the IRS. This expense is to be detailed on the expense report.

~~2.5.~~A full time employee who significantly utilizes their phone for District business on a daily basis including after hours will be reimbursed a flat rate of \$450 per month. This amount is based on approximately 50% of voice and data plans. This reimbursement will be paid bi-weekly through payroll and does not increase the employees' base pay. This amount is subject to change and left to the discretion of the Board to revise as needed.

II. DOCUMENTATION APPROVAL

- A. The employee shall estimate the costs for travel in their request to travel for consideration by the General Manager. Total cost or component costs may be limited in the amount of reimbursement.

- B. In order to receive reimbursement as outlined in 1 through 3 above, each authorized employee shall submit a written expense report for approval. Such expense report shall explain in detail the reimbursement sought, the reason for incurring the expense(s), and contain relevant bills and/or receipts documenting the expense(s). A request for reimbursement of gratuities shall not normally exceed fifteen (15%) percent, unless approved by the General Manager.
- C. The General Manager will review and approve all expense reimbursement requests.
- D. Payment of compensation for attendance at conferences, seminars, or meetings will be processed in the next scheduled check run after approval of the detailed expense report.

Section 9. WORK STANDARDS

I. GENERAL PROVISIONS

The District requires that employees meet reasonable standards of conduct, performance, and dress, which shall reflect favorably upon themselves and the District. Employees whose job duties bring them into contact with the public are expected to wear professional attire, which may include a uniform. Uniforms shall be issued by the District.

II. HOURS OF WORK

A. Standard Work Week

The standard work week for full-time employees is forty (40) hours. An employee may choose to work on a flex schedule that may result in no more than 80 hours in a two-week pay period. All work schedules are subject to the needs of the District and require approval of the employee's supervisor and General Manager.

B. Standard Work Day

Field Staff

The standard work day for field staff is an eight-hour period from 5:30 a.m. to 2:00 p.m. – not to exceed eight hours. Work day schedule may be adjusted within the eight-hour period, subject to work requirements. Rest periods and meal breaks shall be in accordance with current labor codes.

Office Staff

The standard work day for office staff is a nine-hour period for 9 days from 7:30 a.m. to 5:00 p.m. and an eight-hour period for one day from 7:30 a.m. to 4:30 p.m. within each bi-weekly pay period. The work day schedule may be adjusted within the eight-hour period, subject to work requirements. Rest periods and meal breaks shall be in accordance with current labor codes.

C. Standby

Standby duty requires that employees so assigned shall: a) be reachable by telephone, pager, or other communicating device; b) be able to report to place of duty in a one-hour period of time, and c) refrain from activities which might impair their ability to perform assigned duties, such as the use of alcohol which would limit the ability to operate a motor vehicle. Employees on standby status are free to use their time as they choose, so long as they are reachable and can return to work in a one-hour period of time. Employees not assigned to standby duty have no obligation to meet these requirements.

D. Call Back

District non-exempt employees called back to work after completing their normal work day and leaving the work site shall be entitled to call back compensation after accumulating a

total of 40 hours in one week or 80 hours in a two-week pay period if working on a flexible schedule. Call back compensation shall not apply to exempt employees or those assigned to standby duty pursuant to Section C above.

E. Overtime

All time worked by non-exempt employees in excess of the employee's established work week shall be approved in advance by the General Manager. Overtime will be reported and compensated according to the provisions of the Fair Labor Standards Act.

III. ATTENDANCE

- A. Employees shall make every effort to schedule personal appointments outside their working hours.
- B. The District will maintain records of employee attendance for the purpose of identifying critical and chronic attendance problems which may require corrective action.
- C. Employee attendance will be reviewed and considered by the supervisor and the General Manager when considering an employee's annual performance evaluation.

Section 10. PERSONNEL RECORDS

I. GENERAL PROVISIONS

A. Inquiries

1. Information pertaining to an employee's job history and performance may be released only with the written approval of the current or former employee or as may be required by law. This provision shall be explained to separating employees at an exit interview, conducted by the Administrative Services Specialist, and at that time the employee will be given the opportunity to submit a memo authorizing such release of information.
 2. All requests for information pertaining to personnel records, including inquiries from outside the District, will be directed to the Administrative Services Specialist.
 3. Requests for reference information will be limited to dates of employment, job title, and duties. Requests for financial references on current employees will be limited to dates of employment, job title, duties and current salary. Requests for any additional information will be provided only with the authorization of the employee.
 4. Requests for information shall be in writing and a copy shall be retained in the employee's personnel file.
- ~~2.6.~~ 5. Employee medical files are confidential; access to an employee's medical files is restricted to the employee, the Administrative Services Specialist, and the General Manager, or as otherwise required by law. Medical information shall be released by the District only upon written authorization from the employees or to persons and/or agencies who are legally entitled.

B. Inspection

1. Access to personnel files shall be restricted to authorized District employees.
2. Employees or a person designated by the employee, ~~in writing,~~ may inspect [and receive a copy of](#) their personnel records at reasonable times during District office hours and under the supervision of another District employee [upon completion of a Personnel Records Request Form](#).
3. The General Manager may have access to an employee's personnel file for his/her confidential use in connection with a personnel matter.
4. The District will cooperate with federal, state and local government agencies investigating an employee if the investigator furnishes proper identification and proof of legal authority. The District may permit a government investigator to review a personnel file on District premises, but the investigator shall not be allowed to remove or reproduce this information without consent from the General Manager. The employee shall be notified of such review unless prohibited by law or court order.

C. Retention

1. Original Personnel records shall be maintained by the District for a period of seven five (~~57~~) years after an employee's separation. After that time, the records may be microfilmed.

Section 11. DISCIPLINARY ACTIONS AND APPEAL PROCEDURE

I. GENERAL PROVISIONS

- A. A written copy of the Employee Handbook shall be given each employee. The employee shall acknowledge in writing his/her receipt of the Employee Handbook. In doing so, the employee's act shall constitute presumptive proof of the employee's knowledge and understanding of the governing of the disciplinary actions and procedures.
- B. All suspensions, demotions, reduction in salary for a specified time period, and dismissal of employees shall be made in accordance with this section and shall provide the employee with the opportunity for a fair hearing/appeal.
- C. Employees within their introductory period may be suspended, demoted, or dismissed without cause, without right of review or appeal.

II. CAUSE FOR SUSPENSION, DEMOTION, REDUCTION IN SALARY, DISMISSAL

- A. An employee may be suspended, demoted, reduced in salary, or dismissed for cause. As at-will employees the District does not have to identify a cause for dismissal. However, the following are causes for such actions, but actions are not in any way limited to these causes.
 - 1. Failure to meet reasonable work performance standards and requirements.
 - 2. Misappropriation or damage of public property or waste of public funds or property or negligent or willful misconduct.
 - 3. Conduct unbecoming an employee of the District.
 - 4. Absence without approved leave.
 - 5. Chronic tardiness or absenteeism.
 - 6. Deception or fraud in the securing of a job appointment or promotion.
 - 7. Falsification of a relevant official statement or document, including job application.
 - 8. Improper withdrawal or limitation of service or any action which interferes with or is disruptive of the District's mission or public service.
 - 9. Refusal to follow a lawful directive of a superior.
 - 10. Any action inconsistent with, or in violation of, this section or any other officially promulgated District rules, regulations, policies and practices.
 - 11. Conviction of a felony, or a crime involving moral turpitude.
 - 12. Unlawful harassment, including sexual harassment.

The list of prohibited conduct does not change the employee's at-will employment status. Both the employee and the District have the right to terminate the employment relationship at any time, with or without notice.

- B. The unlawful manufacture, distribution, dispensation, possession, or use of marijuana, a controlled substance, narcotic drug, or intoxicating beverage in the workplace, which includes all facilities and vehicles under the control of and used by the District, is expressly prohibited. If the General Manager concludes that there is reasonable cause to believe that an employee has reported to work under the influence of marijuana, narcotic drugs, controlled substances, or alcohol, the General Manager may immediately place the employee on paid administrative leave while an investigation is conducted. Should the investigation determine that the employee was under the influence of marijuana, narcotic drugs, controlled substances, or alcohol at the time, the employee will be disciplined, up to and including termination. If the employee disputes the General Manager's determination that he or she is under the influence of marijuana, narcotic drugs, controlled substances, or alcohol, the District will arrange for and pay for an appropriate medical test to confirm or reject the General Manager's belief.

- C. An employee who must take medication prescribed by a licensed physician or other licensed health care professional which may cause drowsiness, dizziness or erratic behavior, and which may impair his/her senses or reflexes in the performance of his/her duties, is required to notify his/her supervisor. Failure to do so shall be considered a violation of the District's safety standards and may subject the employee to disciplinary action. Any employee who reports to work under the influence of medication prescribed by a licensed physician or other licensed health care professional, and who the supervisor determines is not capable of performing the duties of ~~his or her~~ their job properly or without posing a danger to the employee or others, may be ordered by the General Manager from work until such time as the employee demonstrates ~~his or her~~ their condition is such that he or she is able to perform ~~his or her~~ their duties properly and poses no danger to the employee or others, and the amount of work time lost may be charged against the employee's sick leave.

The General Manager shall document the reason for suspension, dismissal or reduction in salary and inform the employee in writing. The employee may provide evidence and summary of rebuttal or other relevant information. Based on this additional information the General Manager may revise the action, request support of District Counsel or implement the action. The General Manager may also elect to bring the item to the Board of Directors in Closed Session at its next regular meeting.

I acknowledge that I have received a copy of the San Bernardino Valley Water Conservation District's Employee Handbook (Rev. 2014~~5~~⁵) and I understand that I am responsible to know the contents of this Employee Handbook, including the District's rules and regulations. I understand that this Employee Handbook is not a contract of employment and is subject to change at the discretion of the District, with or without notice. I have been advised that, if I have any questions regarding this Employee Handbook, I can contact the Administrative Services Specialist and/or the General Manager.

Dated:

Signature of Employee



SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT

Established 1932

1630 West Redlands Boulevard, Suite A
Redlands, CA 92373-8032
(909) 793-2503
Fax: (909) 793-0188

Email: info@sbvwcd.org
www.sbvwcd.org

Memorandum No. 1353

To: Board of Directors

From: Finance & Administration Committee/General Manager, Daniel Cozad

Date: August 12, 2015

Subject: CalPERS Unfunded Liability Payoff

RECOMMENDATION

The Finance & Administration Committee recommends the Board review and considers approval of the transfer of up to \$750,000.00 from District reserves to CalPERS for payment in full of the District's Unfunded Liability. Authorize and direct the General Manager to coordinate final payoff amount and implement this payment outside the Operating Reserve and Budget authorized by the Board.

BACKGROUND

In 2012 the District took action to pay off the CalPERS side loan related to the 2005 retirement plan consolidation. In 2014, CalPERS implemented the Public Employees' Pension Reform Act of 2013 (PEPRA). PEPRA compliance required the consolidation of all employer pools and creation of new pools for current and future (after 1/1/2013) employees. When these risk pools were established, CalPERS assigned each entity in the pool their share of the unfunded liability, and assessed an interest rate of 7.5% annually, the same rate of return they assume on investments. In August of 2014, CalPERS approved the allocation and provided the actuarial allocation of these costs. They also authorized agencies to pay off their estimated unfunded actuarial liability (UAL). This creates an opportunity for the District to save money in future years in a manner similar to the side note paid off in 2012. Additionally, the UAL will begin being reported this separately and will become part of the audit reported liabilities under GASB 45 and 68.

DISCUSSION AND CONSIDERATIONS

For the District our share of the unfunded liability is estimated at approximately \$747,000 as of June 30, 2015. The actual amount estimated will be undated in a report to be received in late July or early August. Contributions to repay this liability over 30 years are included in the Districts annual CalPERS rate and included each year in the District budget. Currently the CalPERS rate is 16.162% of average annual payroll. Beginning this year the dollar amount of the UAL will be charged separately from payroll percentage.

BOARD
OF
DIRECTORS

Division 1:
Richard Corneille
Division 2:
David E. Raley

Division 3:
Manual Aranda, Jr.
Division 4:
John Longville

Division 5:
Melody McDonald

GENERAL
MANAGER

Daniel B. Cozad

The current contribution for retirement benefits is 9.671% of payroll. The remaining 6.491% is the 30 year payoff of the UAL at 7.5% interest.

Currently the District receives about 0.53% interest on the majority of its reserve assets in CalTrust. The District would be paying about \$33,000 to CalPERS while earning about \$3,800 on the same funds invested in CalTrust for the year. By paying off the UAL the District would save approximately \$1,119,700. In interest and approximately \$37,300 on average annually for the remaining 29 years, if CalPERS rates are kept at 7.50%. Other payoff amounts are possible if the Board wishes to pay off less than the entire UAL.

CalPERS Actuarial Staff have estimated the payoff would reduce the Districts CalPERS costs by approximately 6.5%. If approved by the Board staff will request letter stipulating the payoff as of August 2015. In addition to reducing the CalPERS costs the payoff of the side loan would allow the District to report no UAL in its annual audit.

FISCAL IMPACT

The District would see a reduction in reserves in the amount of between \$710,000 and \$750,000 for Fiscal Year 2015/2016 but this would offset the forthcoming liability for UAL. The actual payoff is based on the actuarial report and payoff amount calculated by CalPERS, staff estimates that at \$713,706. The result would be less available reserves for the District but lower operating costs by at least \$33,399 per year and ultimately save approximately \$1,119,700 in principal and interest payments. Each enterprise would experience modest savings due to the action reducing the CalPERS related payroll costs. Likewise each enterprise will receive a reduction in its reserve levels as shown in the table below.

Allocation of UAL Payoff to Enterprises

Enterprise	Amount	%
Land	\$ 142,741	20%
General Fund	\$ 214,112	30%
Groundwater	\$ 321,168	45%
Redlands Plaza	\$ 35,685	5%
Total Estimated	\$ 713,706	

This action reduced the debt of the District in accordance with the Pay-As-You-Go plan to operate with very limited debt. This action will also reduce the Districts reliance on annual revenue. This cost is not included in the approved 2015/2016 budget and obligates reserves outside the Operating Reserve level established by the Board.



SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT

Established 1932

1630 West Redlands Boulevard, Suite A
Redlands, CA 92373-8032
(909) 793-2503
Fax: (909) 793-0188

Email: info@sbvwcd.org
www.sbvwcd.org

Memorandum No. 1354

To: Board of Directors

From: Finance & Administration Committee/Daniel Cozad, General Manager

Date: August 12, 2015

Subject: Statement of Investment Policy Revision 2015-2016

RECOMMENDATION

The Finance & Administration Committee recommend review and approval of the updated Statement of Investment Policy which is very similar to that approved in 2014.

BACKGROUND

In November 2014, the Board reaffirmed the policy for fiscal year 2014-2015 including the amendment that allowed the Board to specifically authorize any investment which complies with the requirements of § 53600-53683 of the Government Code.

ACTION

Staff has updated the policy for 2015-2016 with no significant changes. However the Board authorized a request for proposals to seek Investment Management Services. The responses are due in August 2015. Staff expects the work provided by the selected firm will likely result in revisions to policy or more than one policy for Board consideration later in 2015.

Staff reports investment status each month in the consolidated financial report.

FISCAL IMPACT

There is no fiscal impact.

BOARD
OF
DIRECTORS

Division 1:
Richard Corneille
Division 2: David E.
Raley

Division 3:
Manual Aranda, Jr.
Division 4:
John Longville

Division 5:
Melody McDonald

GENERAL
MANAGER

Daniel B. Cozad

**SAN BERNARDINO VALLEY WATER CONSERVATION
DISTRICT
STATEMENT OF INVESTMENT POLICY
2015-2016**

1. PURPOSE

The investment policy of the San Bernardino Valley Water Conservation District provides delegation and guidelines for the investment of the District's surplus cash and reserves that are not required for near term operational needs of the District in accordance with Government Code §53601 or 53635.

2. SCOPE

The investment policy applies to all activities of the District with regard to investing surplus cash or reserves for future use.

3. POLICY

Investments shall comply with the requirements of § 53600-53683 of the Government Code. No investment shall be made unless authorized by Government Code § 16429.1, 53601 or 53635. The District shall utilize conservative investment vehicles consistent with its objectives and investment strategies identified and listed in this document.

4. OBJECTIVES

The primary objectives, in order of priority, of the District's investment activities and criteria for selection of investment shall be as follows:

1.1.SAFETY

The objective refers to potential loss of principal or interest associated with any investment vehicle. The District's investment policy is to protect principal at all times, and to invest only in those investments in which safety of principal is guaranteed by the federal government, or in those investments which demonstrate a past performance history where principal investments have not been lost or diminished.

1.2.LIQUIDITY

The District's investment vehicles shall be balanced between restricted and unrestricted investments, such that the District may convert its investment monies to liquid funds on short notice, in order to respond to demands or opportunities calling for immediate availability of investment or operating capital.

1.3.YIELD

The District's investment portfolio shall be managed to obtain the highest possible market rates of interest while preserving and protecting the investment monies in the overall portfolio.

5. STRATEGIES and AUTHORIZED INVESTMENTS

The District shall pursue an investment strategy where investments are limited to the following strategies:

1. Local Agency Investment Fund (LAIF) under §16429.1
2. CalTrust Investment Trust of California (CalTrust)
3. Investments guaranteed by the Federal Deposit Insurance Corporation (FDIC)
4. Government securities backed by the full faith of the federal government §53601
 - US Treasury bills, notes and bonds, certificates of indebtedness (T-Bills, etc)
 - Government National Mortgage Association (SBA)
 - Farmers Home Administration (FHA)
5. Federal Instrumentalities which do not carry the Federal guarantees but are guaranteed by the US Treasury (fixed interest rate only)
 - Federal National Mortgage Association (FNMA)
 - Federal Home Loan Bank (FHLB)
 - Federal Home Loan Mortgage Corporation (FHLMC)
6. Any Investment which complies with the requirements of § 53600-53683 of the Government Code, if specifically authorized by action of the Board of Directors.
7. Money Market Mutual Funds who invest in securities and obligations under §53601 registered with the Securities and Exchange Commission and shall meet one of the following
 - Attained the highest rating or ranking by two or more rating services
 - Retained an investment advisor registered with the SEC with more than five years' experience investing under §53601 and with assets in excess of \$500 million.

In the event investment opportunities arise to divert investment funds into investments other than LAIF or CalTrust, the General Manager will consult with the Board of Directors to secure approval of the investment or investments.

6. INVESTMENT AUTHORITY

In accordance with Government Code §53607 and 53608 the District's General Manager is authorized and delegated by the Board to make investments on behalf of the District. Such investments shall be limited to investments listed in this policy or otherwise authorized by the District's Board of Directors. Any Government Securities dealers utilized by the District will be provided a copy of this policy and will acknowledge receipt and agree to abide by the policy. Officers and employees who are involved in the investment process shall avoid any conflicts of interest with District investments. Investments will not normally have maturities beyond five years.

7. REPORTING REQUIREMENTS

The District's Board of Directors will be provided, on no less than a quarterly basis, a report on the performance of all investments.



SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT

Established 1932

1630 West Redlands Boulevard, Suite A
Redlands, CA 92373-8032
(909) 793-2503
Fax: (909) 793-0188

Email: info@sbvwcd.org
www.sbvwcd.org

Memorandum No. 1356

To: Board of Directors

From: Land Resource Managers, Jeffrey Beehler

Date: August 12, 2015

Subject: Conceptual Trails Plan for the Wash Plan HCP Area

RECOMMENDATION

The Operations Committee recommends the Board consider adoption of concept-level Trails Plan as presented by staff and direct staff to prepare scope of work for an RFP related to further developing the Trails Plan.

BACKGROUND

Staff developed an in-house trail planning document with the assistance of District interns. This document was intended to facilitate the planning of a recreational trail system on Wash Plan lands. The plan addressed issues related to the development of a trail system, as well as, provided a mechanism to inform other partners of the regional values presented by such a trail system. The plan was review by the District Operations and Maintenance Committee and the Cities of Redlands and Highland. Comments received have been addressed in this revised document.

This document will be used by Resource Agencies to review the scope and size of planned recreational activities on the Wash Plan area. In addition, the document is an important planning tool for those wishing to develop a trail system on the site. Finally, an adopted Trails Plan can be a mechanism for attracting grant and other funds needed for trail/ recreational development.

In accordance with the District's budget priorities, District staff, with consultant assistance, will develop and implement a scope of work to further develop the plan so it is fully consistent with local and state-wide trail standards. The updated plan will also identify potential strategies for implementation and governance of a trail system, including addressing operations and maintenance, development of staging areas, and balancing the District's water conservation and habitat management needs.

Other activities related to the trail system include the incorporation of the species avoidance measures related to trail operations as part of the Wash Plan HCP and developing crossings of the Santa Ana River and the WSPA. Staff has begun work with the resource agencies on the WSPA crossing and District staff has started preliminary planning on the river crossing. Both the WSPA and river crossing will require resource agency and flood control approval. Please find Conceptual Trails Plan located on District website at hyperlink:

<http://www.sbvwcd.org/docman-projects/4092-conceptual-trails-plan.html>

BOARD
OF
DIRECTORS

Division 1:
Richard Corneille
Division 2: David E.
Raley

Division 3:
Manual Aranda, Jr.
Division 4:
John Longville

Division 5:
Melody McDonald

GENERAL
MANAGER

Daniel B. Cozad

FISCAL IMPACT

This item was budgeted as part of the FY 2015-2016 budget. Development of scope and implementation of Trail Plan revisions were budgeted for \$35,000.



SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT

Established 1932

1630 West Redlands Boulevard, Suite A
Redlands, CA 92373-8032
(909) 793-2503
Fax: (909) 793-0188

Email: info@sbvwcd.org
www.sbvwcd.org

Memorandum No. 1357

To: Board of Directors

From: General Manager, Daniel Cozad

Date: August 12, 2015

Subject: Unaudited Financial Reports for July 2015

RECOMMENDATION

Review and approve the unaudited financials for July 2015.

BACKGROUND

Financials attached for Board review and approval are the first monthly reporting for FY 2015/2016.

FISCAL IMPACT

None.

BOARD
OF
DIRECTORS

Division 1:
Richard Corneille
Division 2: David E.
Raley

Division 3:
Manual Aranda, Jr.
Division 4:
John Longville

Division 5:
Melody McDonald

GENERAL
MANAGER

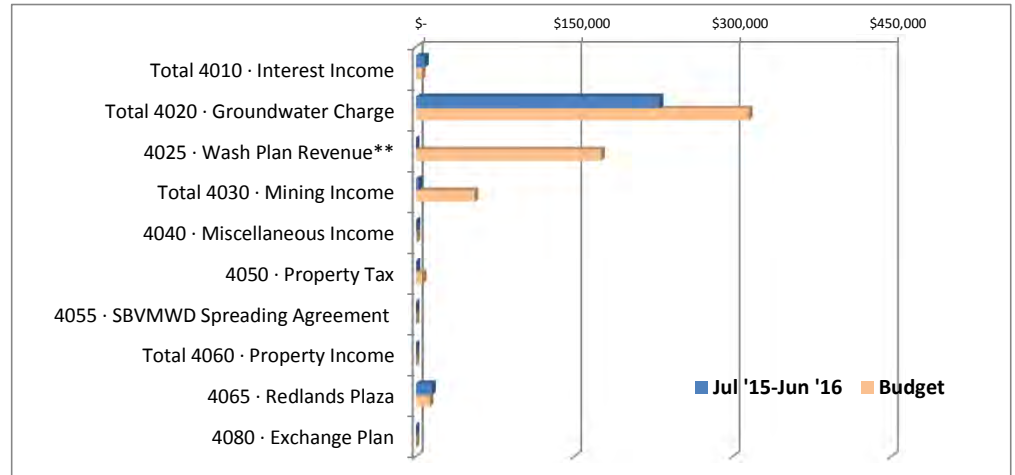
Daniel B. Cozad

SBVWCD - All Enterprises Budget and Actual

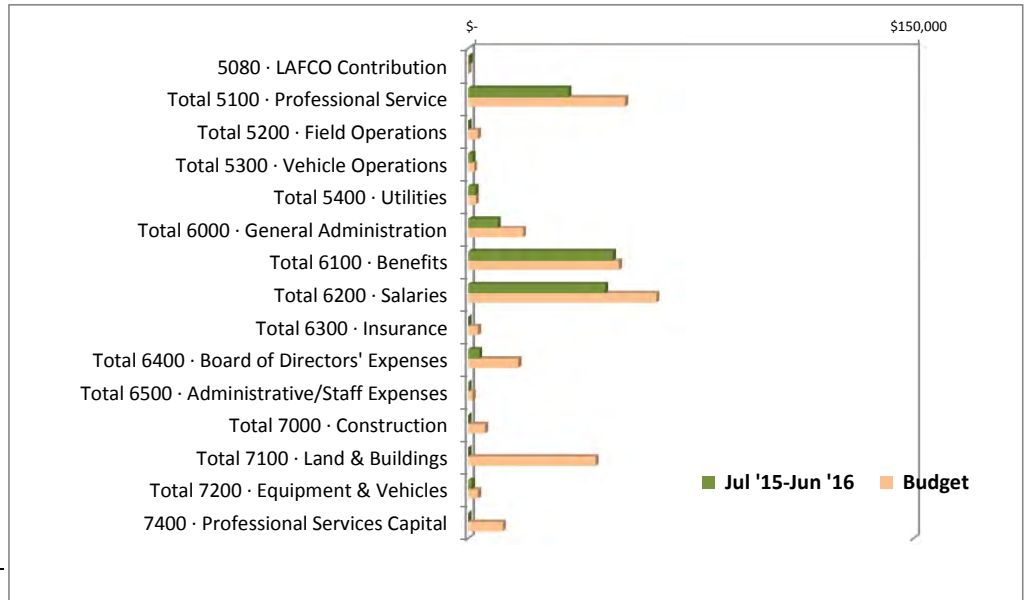
July 2015

REVENUE	Jul '15-Jun '16	Budget
Total 4010 · Interest Income	\$ 8,591	\$ 5,742
Total 4020 · Groundwater Charge	\$ 230,794	\$ 315,000
4025 · Wash Plan Revenue**	\$ -	\$ 175,355
Total 4030 · Mining Income	\$ 2,767	\$ 55,611
4040 · Miscellaneous Income	\$ 875	\$ 833
4050 · Property Tax	\$ 883	\$ 6,333
4055 · SBVMWD Spreading Agreement	\$ -	\$ -
Total 4060 · Property Income	\$ -	\$ -
4065 · Redlands Plaza	\$ 15,146	\$ 13,178
4080 · Exchange Plan	\$ -	\$ -
Total Revenue	\$ 259,056	\$ 572,052

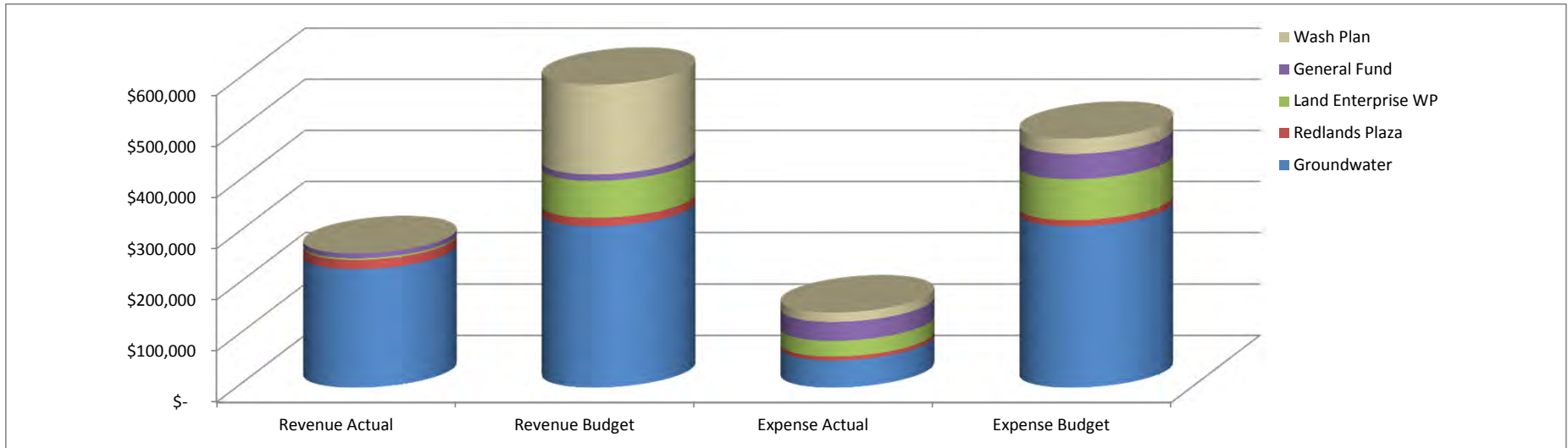
**4025 reported on cash basis



EXPENSES Operating and Capital	Jul '15-Jun '16	Budget
5080 · LAFCO Contribution	\$ 359	\$ 112
Total 5100 · Professional Service	\$ 33,722	\$ 52,787
Total 5200 · Field Operations	\$ 66	\$ 3,205
Total 5300 · Vehicle Operations	\$ 1,431	\$ 1,975
Total 5400 · Utilities	\$ 2,482	\$ 2,572
Total 6000 · General Administration	\$ 9,946	\$ 18,422
Total 6100 · Benefits	\$ 48,669	\$ 50,699
Total 6200 · Salaries	\$ 46,050	\$ 63,250
Total 6300 · Insurance	\$ -	\$ 3,261
Total 6400 · Board of Directors' Expenses	\$ 3,727	\$ 16,788
Total 6500 · Administrative/Staff Expenses	\$ 199	\$ 1,459
Total 7000 · Construction	\$ -	\$ 5,663
Total 7100 · Land & Buildings	\$ -	\$ 42,858
Total 7200 · Equipment & Vehicles	\$ 1,200	\$ 3,290
7400 · Professional Services Capital	\$ -	\$ 11,667
Total Expense	\$ 147,852	\$ 278,006



Enterprises to Date (July 2015)



Enterprise	Actual	Budget	% of Budget
Groundwater Revenue	\$ 231,446	\$ 315,000	73%
Groundwater Expense	\$ 53,184	\$ 77,238	69%
Revenue -Expense	\$ 178,262	\$ 237,762	
Redlands Plaza Revenue	\$ 18,141	\$ 16,428	110%
Redlands Plaza Expense	\$ 7,679	\$ 12,078	64%
Revenue -Expense	\$ 10,462	\$ 4,349	
Land Enterprise Revenue	\$ 3,177	\$ 72,486	4%
Land Enterprise Expense	\$ 30,625	\$ 80,277	38%
Revenue -Expense	\$ (27,448)	\$ (7,791)	
General Fund Revenue	\$ 9,474	\$ 12,700	75%
General Fund Expense	\$ 37,041	\$ 49,419	75%
Revenue -Expense	\$ (27,567)	\$ (36,719)	
Wash Plan Revenue	\$ -	\$ 175,355	0%
Wash Plan Expense	\$ 18,123	\$ 29,591	61%
Revenue-Expense	(18,123)	145,765	
Total All Revenue - Expense	\$ 115,586	\$ 343,365	-197%

Cash Status	As of 7/1/2015	As of 7/31/2015
LAIF	\$ 446,325.52	\$ 446,641.02
Cal Trust	\$ 8,159,371.85	\$ 8,167,647.46
Citizens Bank	\$ 722,704.66	\$ 722,539.42
Total Cash	\$ 9,328,402.03	\$ 9,336,827.90
Less Prepaid Royalty	\$ (5,000,000.00)	\$ (5,000,000.00)
Cash Position	\$ 4,328,402.03	\$ 4,336,827.90
	Increase of	\$ 8,425.87
	Percent Increase	0.2%

San Bernardino Valley Water Conservation District
Profit & Loss To Date vs. Annual Budget

	<u>Jul 15</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
4010 · Interest Income				
4012 · LAIF	315.50	1,300.00	-984.50	24.27%
4013 · Caltrust Investment Income	8,275.61	65,000.00	-56,724.39	12.73%
Total 4010 · Interest Income	<u>8,591.11</u>	<u>66,300.00</u>	<u>-57,708.89</u>	<u>12.96%</u>
4020 · Groundwater Charge				
4021 · Assessments - Ag	16,190.36	43,628.00	-27,437.64	37.11%
4023 · Assessments - Non-Ag	214,603.59	829,668.00	-615,064.41	25.87%
Total 4020 · Groundwater Charge	<u>230,793.95</u>	<u>873,296.00</u>	<u>-642,502.05</u>	<u>26.43%</u>
4025 · Wash Plan Revenue	0.00	175,355.20	-175,355.20	0.0%
4030 · Mining Income				
4031 · Plant Site - CEMEX	0.00	48,000.00	-48,000.00	0.0%
4032 · Cemex - Royalty / Lease	0.00	508,333.33	-508,333.33	0.0%
4034 · Redlands Aggregate 5% Royalty	0.00	36,000.00	-36,000.00	0.0%
4036 · Aggregate Maintenance	2,767.22	75,000.00	-72,232.78	3.69%
Total 4030 · Mining Income	<u>2,767.22</u>	<u>667,333.33</u>	<u>-664,566.11</u>	<u>0.42%</u>
4040 · Miscellaneous Income				
4041 · Reimbursed Expenses	575.00			
4040 · Miscellaneous Income - Other	300.00	10,000.00	-9,700.00	3.0%
Total 4040 · Miscellaneous Income	<u>875.00</u>	<u>10,000.00</u>	<u>-9,125.00</u>	<u>8.75%</u>
4050 · Property Tax	882.55	76,000.00	-75,117.45	1.16%
4055 · SBVMWD Spreading Agreement Reim	0.00	363,095.86	-363,095.86	0.0%
4060 · Property Income				
4062 · Mentone Property	0.00	19,200.00	-19,200.00	0.0%
Total 4060 · Property Income	<u>0.00</u>	<u>19,200.00</u>	<u>-19,200.00</u>	<u>0.0%</u>
4065 · Redlands Plaza	15,146.00	158,132.82	-142,986.82	9.58%
4066 · Redlands Plaza CAM	3,182.21	39,001.28	-35,819.07	8.16%
4080 · Exchange Plan	0.00	30,000.00	-30,000.00	0.0%
4086 · Plunge Creek IRWMP	0.00	200,000.00	-200,000.00	0.0%
Total Income	<u>262,238.04</u>	<u>2,677,714.49</u>	<u>-2,415,476.45</u>	<u>9.79%</u>
Gross Profit	262,238.04	2,677,714.49	-2,415,476.45	9.79%
Expense				
5050 · Regional Programs				
5080 · LAFCO Contribution	359.39	1,345.83	-986.44	26.7%
Total 5050 · Regional Programs	<u>359.39</u>	<u>1,345.83</u>	<u>-986.44</u>	<u>26.7%</u>
5100 · Professional Service				
5120 · Misc. Professional Services	5,912.50	150,000.00	-144,087.50	3.94%
5122 · Wash Plan Professional Services	1,520.00	62,000.00	-60,480.00	2.45%
5124 · Plunge Creek Prof Services	10,332.00	184,510.00	-174,178.00	5.6%
5125 · Engineering Services	6,139.67	16,000.00	-9,860.33	38.37%
5130 · Aerial Photography & Surveying	0.00	1,000.00	-1,000.00	0.0%
5145 · Environmental Services (WP)	0.00	55,000.00	-55,000.00	0.0%
5160 · IT Support	450.00	6,000.00	-5,550.00	7.5%
5170 · Audit	0.00	21,000.00	-21,000.00	0.0%
5175 · Legal - Wash Plan	4,920.00	44,500.00	-39,580.00	11.06%
5180 · Legal	4,448.00	110,227.77	-105,779.77	4.04%
Total 5100 · Professional Service	<u>33,722.17</u>	<u>650,237.77</u>	<u>-616,515.60</u>	<u>5.19%</u>
5123 · Temp. Field Labor	0.00	5,000.00	-5,000.00	0.0%
5133 · Regional River HCP Contribution	0.00	30,000.00	-30,000.00	0.0%
5143 · Wash Plan District Contribution	0.00	33,033.00	-33,033.00	0.0%
5200 · Field Operations				
5210 · Equipment Maintenance	0.00	5,958.00	-5,958.00	0.0%
5215 · Property Maintenance	65.67	32,500.00	-32,434.33	0.2%
Total 5200 · Field Operations	<u>65.67</u>	<u>38,458.00</u>	<u>-38,392.33</u>	<u>0.17%</u>

San Bernardino Valley Water Conservation District
Profit & Loss To Date vs. Annual Budget

	<u>Jul 15</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
5300 - Vehicle Operations				
5310 - Vehicle Maintenance	170.00	10,000.00	-9,830.00	1.7%
5320 - Fuel	1,260.93	13,700.00	-12,439.07	9.2%
Total 5300 - Vehicle Operations	<u>1,430.93</u>	<u>23,700.00</u>	<u>-22,269.07</u>	<u>6.04%</u>
5400 - Utilities				
5410 - Alarm Service	302.70	3,400.00	-3,097.30	8.9%
5420 - Electricity	1,229.64	9,500.00	-8,270.36	12.94%
5430 - Mobile Phone	140.00	1,000.00	-860.00	14.0%
5440 - Telephone	488.18	6,400.00	-5,911.82	7.63%
5450 - Natural Gas	0.00	900.00	-900.00	0.0%
5460 - Water / Trash / Sewer	259.62	2,160.00	-1,900.38	12.02%
5470 - Internet Services	61.98	7,500.00	-7,438.02	0.83%
Total 5400 - Utilities	<u>2,482.12</u>	<u>30,860.00</u>	<u>-28,377.88</u>	<u>8.04%</u>
6000 - General Administration				
6001 - General Administration - Other	0.00	7,000.00	-7,000.00	0.0%
6002 - Website Administration	175.00	3,100.00	-2,925.00	5.65%
6003 - Property Tax	0.00	235.10	-235.10	0.0%
6004 - Meeting Expenses	183.67	2,700.00	-2,516.33	6.8%
6006 - Permits	0.00	8,197.44	-8,197.44	0.0%
6007 - Inter District Costs	0.00	12,500.00	-12,500.00	0.0%
6009 - Licenses	0.00	1,639.00	-1,639.00	0.0%
6010 - Surety Bond	0.00	2,060.00	-2,060.00	0.0%
6012 - Office Maintenance	0.00	3,180.00	-3,180.00	0.0%
6013 - Office Lease Payment	5,000.00	60,000.00	-55,000.00	8.33%
6015 - Mentone House Maintenance	1,341.28	3,050.00	-1,708.72	43.98%
6016 - Redlands Plaza Maintenance	0.00	15,000.00	-15,000.00	0.0%
6018 - Janitorial Services	653.00	8,843.58	-8,190.58	7.38%
6019 - Janitorial Supplies	34.10	500.00	-465.90	6.82%
6020 - Vacancy Marketing-Redlands Plaz	0.00	5,010.00	-5,010.00	0.0%
6024 - Computer Equip Maint.	0.00	200.00	-200.00	0.0%
6026 - Redlands Plaza CAM expenses	1,001.98	24,000.00	-22,998.02	4.18%
6027 - Computer Supplies	0.00	689.00	-689.00	0.0%
6030 - Office Supplies	437.76	4,250.67	-3,812.91	10.3%
6033 - Office Equipment Rental	362.20	8,734.40	-8,372.20	4.15%
6036 - Printing	122.38	980.00	-857.62	12.49%
6039 - Postage and Overnight Delivery	133.10	1,790.00	-1,656.90	7.44%
6042 - Payroll Processing	144.86	1,530.25	-1,385.39	9.47%
6045 - Bank Service Charges	70.28	3,150.00	-3,079.72	2.23%
6051 - Uniforms	156.61	2,000.00	-1,843.39	7.83%
6060 - Outreach	0.00	24,000.00	-24,000.00	0.0%
6087 - Educational Reimbursement	0.00	3,635.00	-3,635.00	0.0%
6090 - Subscriptions/Publications	29.95	750.00	-720.05	3.99%
6091 - Public Notices	0.00	2,800.00	-2,800.00	0.0%
6093 - Memberships	100.00	15,500.00	-15,400.00	0.65%
Total 6000 - General Administration	<u>9,946.17</u>	<u>227,024.44</u>	<u>-217,078.27</u>	<u>4.38%</u>
6100 - Benefits				
6110 - Vision Insurance	141.96	1,999.46	-1,857.50	7.1%
6120 - Workers' Comp. Insurance	0.00	21,103.82	-21,103.82	0.0%
6130 - Dental Insurance	638.48	8,976.48	-8,338.00	7.11%
6150 - Medical Insurance				
6150.01 - Medical Employee Contribution	0.00	-15,634.58	15,634.58	0.0%
6150 - Medical Insurance - Other	7,554.80	115,493.77	-107,938.97	6.54%
Total 6150 - Medical Insurance	<u>7,554.80</u>	<u>99,859.19</u>	<u>-92,304.39</u>	<u>7.57%</u>
6160 - Payroll Taxes-Employer	3,770.87	55,358.09	-51,587.22	6.81%
6170 - PERS Retirement				
6170.01 - PERS Employee Contributions	0.00	-17,662.68	17,662.68	0.0%

San Bernardino Valley Water Conservation District
Profit & Loss To Date vs. Annual Budget

	Jul 15	Budget	\$ Over Budget	% of Budget
6170 · PERS Retirement - Other	36,563.18	170,523.81	-133,960.63	21.44%
Total 6170 · PERS Retirement	36,563.18	152,861.13	-116,297.95	23.92%
Total 6100 · Benefits	48,669.29	340,158.17	-291,488.88	14.31%
6200 · Salaries				
6230 · Regular Salaries	46,050.24	758,999.24	-712,949.00	6.07%
Total 6200 · Salaries	46,050.24	758,999.24	-712,949.00	6.07%
6300 · Insurance				
6310 · Property/ Auto Insurance	0.00	6,924.00	-6,924.00	0.0%
6320 · General Liability Insurance	0.00	32,209.32	-32,209.32	0.0%
Total 6300 · Insurance	0.00	39,133.32	-39,133.32	0.0%
6400 · Board of Directors' Expenses				
6401 · Directors' Fees	3,493.00	76,426.00	-72,933.00	4.57%
6410 · Mileage	99.82	2,750.00	-2,650.18	3.63%
6415 · Air Fare	134.50	6,412.50	-6,278.00	2.1%
6420 · Other Travel	0.00	1,000.00	-1,000.00	0.0%
6425 · Meals	0.00	1,935.00	-1,935.00	0.0%
6430 · Lodging	0.00	4,900.00	-4,900.00	0.0%
6435 · Conf/Seminar Registrations	0.00	8,032.50	-8,032.50	0.0%
6440 · Election Fees / Re-Districting	0.00	100,000.00	-100,000.00	0.0%
Total 6400 · Board of Directors' Expenses	3,727.32	201,456.00	-197,728.68	1.85%
6500 · Administrative/Staff Expenses				
6510 · Mileage	0.00	2,940.00	-2,940.00	0.0%
6515 · Air Fare	0.00	2,200.00	-2,200.00	0.0%
6520 · Travel, Other (rental car, taxi)	0.00	1,367.11	-1,367.11	0.0%
6525 · Meals	0.00	1,500.00	-1,500.00	0.0%
6530 · Lodging	0.00	4,128.51	-4,128.51	0.0%
6535 · Conf/Seminar Registrations	199.00	5,370.63	-5,171.63	3.71%
Total 6500 · Administrative/Staff Expenses	199.00	17,506.25	-17,307.25	1.14%
8010 · Capital Reserve GWE/Rate Stabil	0.00	20,000.00	-20,000.00	0.0%
9999 · Contribution to Capital Maint.	0.00	0.00	0.00	0.0%
Total Expense	146,652.30	2,416,912.02	-2,270,259.72	6.07%
Net Ordinary Income	115,585.74	260,802.47	-145,216.73	44.32%
Other Income/Expense				
Other Expense				
7000 · Construction				
7010 · Materials	0.00	7,950.00	-7,950.00	0.0%
7050 · Basins- Capital Annual Repair	0.00	60,000.00	-60,000.00	0.0%
7055 · Plunge Creek Expansion	0.00	0.00	0.00	0.0%
Total 7000 · Construction	0.00	67,950.00	-67,950.00	0.0%
7100 · Land & Buildings				
7110 · Property Capital Repairs	0.00	175,000.00	-175,000.00	0.0%
7130 · Mentone Property (House)-CapRep	0.00	21,798.38	-21,798.38	0.0%
7140 · Mentone Property (Shop)-CapRep	0.00	17,500.00	-17,500.00	0.0%
7150 · Mill Creek Diversion	0.00	300,000.00	-300,000.00	0.0%
Total 7100 · Land & Buildings	0.00	514,298.38	-514,298.38	0.0%
7200 · Equipment & Vehicles				
7210 · Computer Hardware-Capital Purch	0.00	4,500.00	-4,500.00	0.0%
7220 · Computer Software	0.00	6,500.00	-6,500.00	0.0%
7230 · Field Equipment / Vehicles	0.00	27,240.00	-27,240.00	0.0%
7240 · Office Equipment	1,200.00	1,235.99	-35.99	97.09%
Total 7200 · Equipment & Vehicles	1,200.00	39,475.99	-38,275.99	3.04%
7400 · Professional Services Capital				
7438 · Engineering Services-Other	0.00	140,000.00	-140,000.00	0.0%
Total 7400 · Professional Services Capital	0.00	140,000.00	-140,000.00	0.0%

San Bernardino Valley Water Conservation District
Profit & Loss To Date vs. Annual Budget

	<u>Jul 15</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Total Other Expense	1,200.00	761,724.37	-760,524.37	0.16%
Net Other Income	-1,200.00	-761,724.37	760,524.37	0.16%
Net Income	<u>114,385.74</u>	<u>-500,921.90</u>	<u>615,307.64</u>	<u>-22.84%</u>



SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT

Established 1932

1630 West Redlands Boulevard, Suite A
Redlands, CA 92373-8032
(909) 793-2503
Fax: (909) 793-0188

Email: info@sbvwcd.org
www.sbvwcd.org

Memorandum No. 1358

To: Board of Directors

From: General Manager, Daniel Cozad

Date: August 12, 2015

**Subject: Election to Participate in the California Employers' Retiree Benefit Trust (CERBT),
Delegation of Authority and Related Implementation Actions.**

RECOMMENDATION

The Board adopts Resolution No. 529 approving the Agreement and Election by the District to participate in the CERBT through CalPERS, Approve the Delegation of Authority to Request Reimbursements, and transfer the Post Employment Expense Reserve to the trust.

SUMMARY

The District provides medical benefits to retirees from retirement to the reaching of Medicare eligibility. These benefits are also referred to as other post-employment benefits (OPEB). Unlike the expenses associated with pension benefits, the District has historically chosen to pay its OPEB expenses as they come due, and since 2011 from an OPEB Reserve. Payment of OPEB expenses as they come due, rather than as they are earned, results in the accumulation of an unfunded liability for the future benefits. Recognizing the potential benefit of paying down the OPEB unfunded liability the District began funding a reserve for this purpose in 2011.

As part of the FY 2014/15 Budget staff informed the Board that it intended to bring forward a recommendation to establish an OPEB trust, which would allow the District to invest its OPEB assets in higher-yielding investments. Accordingly, staff has conducted a review of several providers of OPEB investment management services and has determined that the program from the California Public Employees' Retirement System (CalPERS) for the California Employers' Retiree Benefit Trust (CERBT) best meets the District's needs.

Staff recommends that the Board take actions necessary for the District to participate in the CERBT and provide direction to the General Manager to include full payment of the OPEB annual required contribution and the current balance of the OPEB Reserve to the Trust.

BOARD
OF
DIRECTORS

Division 1:
Richard Corneille
Division 2:
David E. Raley

Division 3:
Manual Aranda, Jr.
Division 4:
John Longville

Division 5:
Melody McDonald

GENERAL
MANAGER

Daniel B. Cozad

BACKGROUND

The District provides limited medical benefits to retirees. To be eligible, the retiree must have retired directly from the District, attained a minimum age of 60, and have earned at least 5 years of service. The benefit consists of all or part of the premium payments for medical insurance. Unlike the expenses associated with pension benefits, the District has historically chosen to pay its OPEB expenses as they come due (the monthly reimbursements to retirees) rather than as they are earned. The District does not have any current annual “pay-as-you-go, or Paygo” benefit expenses. Payment of OPEB expenses as they come due, rather than as they are earned, results in the accumulation of an unfunded liability for the future benefits. To estimate that liability, and to calculate the annual contribution required to fund liability over a specified amortization period or the annual required contribution (ARC), the District’s actuary prepares an OPEB valuation report every three years.

The District’s last OPEB valuation, as of June 30, 2012, estimated an unfunded actuarial accrued liability (UAAL) of \$32,423 and projected an ARC of \$1,276 for FY 2014/15. Recognizing the potential benefit of paying down the OPEB UAAL over time, the District has identified OPEB reserve contributions in the Annual Budget and funded it since 2011. The OPEB Reserve currently holds approximately \$32,423.

As part of the FY 2014/15 Budget staff indicated it intended to bring forward a recommendation to establish an OPEB trust, which would allow the District to invest its OPEB Reserve and annual contributions.

DISCUSSION AND CONSIDERATIONS

An OPEB trust is established in compliance with Internal Revenue Code Section 115 and has the following characteristics: 1) employer contributions are irrevocable; 2) assets are dedicated to providing benefits to retirees and beneficiaries in accordance with the terms of the plan; and 3) assets are legally protected from creditors of the employer or the plan administrator.

Entering into an investment management agreement with an OPEB trust provider will allow the District to make long-term investments to match its long-term obligation to provide health benefits to retirees. Because professionally-managed long-term investments can be expected to earn a higher rate of return than the short-term investments held by the District’s reserves, establishing and funding an OPEB trust should result in a lower total cost to the District for providing the limited retiree healthcare benefits we offer.

After review of the entities that offer the OPEB Investment Management Services, Staff Determined that the program from the California Public Employees’ Retirement System (CalPERS) for the California Employers’ Retiree Benefit Trust (CERBT) best meets the District’s needs. The CERBT is an IRS Section 115 trust - set up for the purpose of receiving employer contributions that will prefund OPEB costs for retirees and their beneficiaries. Established in 2007, the CERBT is currently used by 449 California public agencies to prefund their OPEB liabilities. The assets held in the CERBT are co-invested and managed by the same CalPERS investment staff that manages the District’s pension assets. As with our pension fund, our OPEB assets would be accounted for in a separate District account.

The CERBT delivers a diversified investment portfolio, consisting of public market securities, offered to employers in the form of three asset allocation strategies. The three strategies provide a range of expected investment rate of return and corresponding investment return volatility so that employers can match the risk of their portfolio with the liquidity needs of their OPEB plan. The lowest return/volatility strategy is

considered most appropriate for a well-funded, mature plan, while the highest return/volatility strategy is considered most appropriate for a plan, like the District's, that is not fully funded and which has no current expenses. The CERBT is a self-funded, not-for-profit trust fund in which participating employers pay for all administrative and investment expenses. The fee rate may vary from year to year and may be changed without prior notice. Over the eight years that the CERBT has been in operation, the fee rate has ranged from 0.02% to 0.15% of assets held in an employer's account. Currently, annual CERBT expenses are 0.10% of the assets held.

Staff recommends that the Board adopt Resolution No. 529 approving the Agreement and Election of the District to Prefund Other Post-Employment Benefits through CalPERS, approve the Delegation of Authority to Request Disbursements, and authorize the General Manager to take any additional actions necessary to participate in the CERBT program.

FISCAL IMPACT

The District would see a reduction in reserves in the amount of between \$32,423 for Fiscal Year 2015/2016 but this amount would offset the current liability for OPEB expenses. Additionally, this action would reduce future ARC Payments by as much as \$2000 per year and total savings over \$20,000 in 10 years due to the interest earned on the investments. This change also reduces the Districts annual expense fluctuations due to retirements. The annual contribution is included in the approved 2015/2016 budget. This change would also revise the Reserve policy established by the Board to delete General Fund Reserve 3, PERS Employer Contribution and Post Employment Expense Reserve.

CALIFORNIA EMPLOYERS' RETIREE BENEFIT TRUST PROGRAM ("CERBT")

**AGREEMENT AND ELECTION
OF**

San Bernardino Valley Water Conservation District

(NAME OF EMPLOYER)

**TO PREFUND OTHER POST EMPLOYMENT
BENEFITS THROUGH CalPERS**

WHEREAS (1) Government Code Section 22940 establishes in the State Treasury the Annuitants' Health Care Coverage Fund for the prefunding of health care coverage for annuitants (Prefunding Plan); and

WHEREAS (2) The California Public Employees' Retirement System (CalPERS) Board of Administration (Board) has sole and exclusive control and power over the administration and investment of the Prefunding Plan (sometimes also referred to as CERBT), the purposes of which include, but are not limited to (i) receiving contributions from participating employers and establishing separate Employer Prefunding Accounts in the Prefunding Plan for the performance of an essential governmental function (ii) investing contributed amounts and income thereon, if any, in order to receive yield on the funds and (iii) disbursing contributed amounts and income thereon, if any, to pay for costs of administration of the Prefunding Plan and to pay for health care costs or other post employment benefits in accordance with the terms of participating employers' plans; and

WHEREAS (3) San Bernardino Valley Water Conservation District
(NAME OF EMPLOYER)

(Employer) desires to participate in the Prefunding Plan upon the terms and conditions set by the Board and as set forth herein; and

WHEREAS (4) Employer may participate in the Prefunding Plan upon (i) approval by the Board and (ii) filing a duly adopted and executed Agreement and Election to Prefund Other Post Employment Benefits (Agreement) as provided in the terms and conditions of the Agreement; and

WHEREAS (5) The Prefunding Plan is a trust fund that is intended to perform an essential governmental function within the meaning of Section 115 of the Internal Revenue Code as an agent multiple-employer plan as defined in Governmental Accounting Standards Board (GASB) Statement No. 43 consisting of an aggregation of single-employer plans, with pooled administrative and investment functions;

NOW, THEREFORE, BE IT RESOLVED THAT EMPLOYER HEREBY MAKES THE FOLLOWING REPRESENTATION AND WARRANTY AND THAT THE BOARD AND EMPLOYER AGREE TO THE FOLLOWING TERMS AND CONDITIONS:

A. Representation and Warranty

Employer represents and warrants that it is a political subdivision of the State of California or an entity whose income is excluded from gross income under Section 115 (1) of the Internal Revenue Code.

B. Adoption and Approval of the Agreement; Effective Date; Amendment

(1) Employer's governing body shall elect to participate in the Prefunding Plan by adopting this Agreement and filing with the CalPERS Board a true and correct original or certified copy of this Agreement as follows:

Filing by mail, send to: CalPERS
 Affiliate Program Services Division
 CERBT (OPEB)
 P.O. Box 1494
 Sacramento, CA 95812-1494

Filing in person, deliver to:
 CalPERS Mailroom
 Affiliate Program Services Division
 CERBT (OPEB)
 400 Q Street
 Sacramento, CA 95811

(2) Upon receipt of the executed Agreement, and after approval by the Board, the Board shall fix an effective date and shall promptly notify Employer of the effective date of the Agreement.

(3) The terms of this Agreement may be amended only in writing upon the agreement of both CalPERS and Employer, except as otherwise provided herein. Any such amendment or modification to this Agreement shall be adopted and executed in the same manner as required for the Agreement. Upon receipt of the executed amendment or modification, the Board shall fix the effective date of the amendment or modification.

(4) The Board shall institute such procedures and processes as it deems necessary to administer the Prefunding Plan, to carry out the purposes of this Agreement, and to maintain the tax exempt status of the Prefunding Plan. Employer agrees to follow such procedures and processes.

C. Other Post Employment Benefits (OPEB) Cost Reports and Employer Contributions

(1) Employer shall provide to the Board an OPEB cost report on the basis of the actuarial assumptions and methods prescribed by the Board. Such report shall be for the Board's use in financial reporting, and shall be prepared at least as often as the minimum frequency required by GASB 43. This OPEB cost report may be prepared as an actuarial valuation report or, if the employer is qualified under GASB 45 and 57, may be prepared as an Alternative Measurement Method (AMM) report.

- (a) Unless qualified under GASB 45 and 57 to provide an AMM report, Employer shall provide to the Board an actuarial valuation report. Such report shall be for the Board's use in financial reporting, and shall be prepared at least as often as the minimum frequency required by GASB 43 and 57, and shall be:
 - 1) prepared and signed by a Fellow or Associate of the Society of Actuaries who is also a Member of the American Academy of Actuaries or a person with equivalent qualifications acceptable to the Board;
 - 2) prepared in accordance with generally accepted actuarial practice and GASB 43, 45 and 57; and,
 - 3) provided to the Board prior to the Board's acceptance of contributions for the valuation period or as otherwise required by the Board.
- (b) If qualified under GASB 45 and 57, Employer may provide to the Board an AMM report. Such report shall be for the Board's use in financial reporting, shall be prepared at least as often as the minimum frequency required by GASB 43 and 57, and shall be:
 - 1) affirmed by Employer's external auditor, or by a Fellow or Associate of the Society of Actuaries who is also a Member of the American Academy of Actuaries or a person with equivalent qualifications acceptable to the Board, to be consistent with the AMM process described in GASB 45;
 - 2) prepared in accordance with GASB 43, 45, and 57; and,
 - 3) provided to the Board prior to the Board's acceptance of contributions for the valuation period or as otherwise required by the Board.

(2) The Board may reject any OPEB cost report submitted to it, but shall not unreasonably do so. In the event that the Board determines, in its sole discretion, that the OPEB cost report is not suitable for use in the Board's financial statements or if Employer fails to provide a required OPEB cost report, the Board may obtain, at

Employer's expense, an OPEB cost report that meets the Board's financial reporting needs. The Board may recover from Employer the cost of obtaining such OPEB cost report by billing and collecting from Employer or by deducting the amount from Employer's account in the Prefunding Plan.

(3) Employer shall notify the Board of the amount and time of contributions which contributions shall be made in the manner established by the Board.

(4) Employer contributions to the Prefunding Plan may be limited to the amount necessary to fully fund Employer's actuarial present value of total projected benefits, as supported by the OPEB cost report acceptable to the Board. As used throughout this document, the meaning of the term "actuarial present value of total projected benefits" is as defined in GASB Statement No. 45. If Employer's contribution causes its assets in the Prefunding Plan to exceed the amount required to fully fund the actuarial present value of total projected benefits, the Board may refuse to accept the contribution.

(5) No contributions are required. If an employer elects to contribute then the contribution amount should not be less than \$5000 or the employer's annual required contribution (ARC), whichever amount is lower. Contributions can be made at any time following the seventh day after the effective date of the Agreement provided that Employer has first complied with the requirements of Paragraph C.

D. Administration of Accounts, Investments, Allocation of Income

(1) The Board has established the Prefunding Plan as an agent plan consisting of an aggregation of single-employer plans, with pooled administrative and investment functions, under the terms of which separate accounts will be maintained for each employer so that Employer's assets will provide benefits only under employer's plan.

(2) All Employer contributions and assets attributable to Employer contributions shall be separately accounted for in the Prefunding Plan (Employer's Prefunding Account).

(3) Employer's Prefunding Account assets may be aggregated with prefunding account assets of other employers and may be co-invested by the Board in any asset classes appropriate for a Section 115 Trust.

(4) The Board may deduct the costs of administration of the Prefunding Plan from the investment income or Employer's Prefunding Account in a manner determined by the Board.

(5) Investment income shall be allocated among employers and posted to Employer's Prefunding Account as determined by the Board but no less frequently than annually.

(6) If Employer's assets in the Prefunding Plan exceed the amount required to fully fund the actuarial present value of total projected benefits, the Board, in compliance with applicable accounting and legal requirements, may return such excess to Employer.

E. Reports and Statements

- (1) Employer shall submit with each contribution a contribution report in the form and containing the information prescribed by the Board.
- (2) The Board shall prepare and provide a statement of Employer's Prefunding Account at least annually reflecting the balance in Employer's Prefunding Account, contributions made during the period and income allocated during the period, and such other information as the Board determines.

F. Disbursements

- (1) Employer may receive disbursements not to exceed the annual premium and other costs of post employment healthcare benefits and other post employment benefits as defined in GASB 43.
- (2) Employer shall notify CalPERS in writing in the manner specified by CalPERS of the persons authorized to request disbursements from the Prefunding Plan on behalf of Employer.
- (3) Employer's request for disbursement shall be in writing signed by Employer's authorized representative, in accordance with procedures established by the Board. The Board may require that Employer certify or otherwise establish that the monies will be used for the purposes of the Prefunding Plan.
- (4) Requests for disbursements that satisfy the requirements of paragraphs (2) and (3) will be processed monthly.
- (5) CalPERS shall not be liable for amounts disbursed in error if it has acted upon the written instruction of an individual authorized by Employer to request disbursements. In the event of any other erroneous disbursement, the extent of CalPERS' liability shall be the actual dollar amount of the disbursement, plus interest at the actual earnings rate but not less than zero.
- (6) No disbursement shall be made from the Prefunding Plan which exceeds the balance in Employer's Prefunding Account.

G. Costs of Administration

Employer shall pay its share of the costs of administration of the Prefunding Plan, as determined by the Board.

H. Termination of Employer Participation in Prefunding Plan

- (1) The Board may terminate Employer's participation in the Prefunding Plan if:

- (a) Employer gives written notice to the Board of its election to terminate;
- (b) The Board finds that Employer fails to satisfy the terms and conditions of this Agreement or of the Board's rules or regulations.

(2) If Employer's participation in the Prefunding Plan terminates for any of the foregoing reasons, all assets in Employer's Prefunding Account shall remain in the Prefunding Plan, except as otherwise provided below, and shall continue to be invested and accrue income as provided in Paragraph D.

(3) After Employer's participation in the Prefunding Plan terminates, Employer may not make contributions to the Prefunding Plan.

(4) After Employer's participation in the Prefunding Plan terminates, disbursements from Employer's Prefunding Account may continue upon Employer's instruction or otherwise in accordance with the terms of this Agreement.

(5) After the Employer's participation in the Prefunding Plan terminates, the governing body of the Employer may request either:

- (a) A trustee to trustee transfer of the assets in Employer's Prefunding Account; provided that the Board shall have no obligation to make such transfer unless the Board determines that the transfer will satisfy applicable requirements of the Internal Revenue Code, other law and accounting standards, and the Board's fiduciary duties. If the Board determines that the transfer will satisfy these requirements, the Board shall then have one hundred fifty (150) days from the date of such determination to effect the transfer. The amount to be transferred shall be the amount in the Employer's Prefunding Account as of the date of the transfer (the "transfer date") and shall include investment earnings up to an investment earnings allocation date preceding the transfer date. In no event shall the investment earnings allocation date precede the transfer date by more than 150 days.
- (b) A disbursement of the assets in Employer's Prefunding Account; provided that the Board shall have no obligation to make such disbursement unless the Board determines that, in compliance with the Internal Revenue Code, other law and accounting standards, and the Board's fiduciary duties, all of Employer's obligations for payment of post-employment health care benefits and other post-employment benefits and reasonable administrative costs of the Board have been satisfied. If the Board determines that the disbursement will satisfy these requirements, the Board shall then have one hundred fifty (150) days from the date of such determination to effect the disbursement. The amount to be disbursed shall be the amount in the Employer's Prefunding Account as of the date of the disbursement (the "disbursement date") and shall include investment earnings up to an investment earnings allocation date

preceding the disbursement date. In no event shall the investment earnings allocation date precede the disbursement date by more than 150 days.

(6) After Employer's participation in the Prefunding Plan terminates and at such time that no assets remain in Employer's Prefunding Account, this Agreement shall terminate.

(7) If, for any reason, the Board terminates the Prefunding Plan, the assets in Employer's Prefunding Account shall be paid to Employer after retention of (i) amounts sufficient to pay post employment health care benefits and other post employment benefits to annuitants for current and future annuitants described by the employer's current substantive plan (as defined in GASB 43), and (ii) amounts sufficient to pay reasonable administrative costs of the Board.

(8) If Employer ceases to exist but Employer's Prefunding Plan continues to exist and if no provision has been made by Employer for ongoing payments to pay post employment health care benefits and other post employment benefits to annuitants for current and future annuitants, the Board is authorized to and shall appoint a third party administrator to carry out Employer's Prefunding Plan. Any and all costs associated with such appointment shall be paid from the assets attributable to contributions by Employer.

(9) If Employer should breach the representation and warranty set forth in Paragraph A., the Board shall take whatever action it deems necessary to preserve the tax-exempt status of the Prefunding Plan.

I. General Provisions

(1) Books and Records.

Employer shall keep accurate books and records connected with the performance of this Agreement. Employer shall ensure that books and records of subcontractors, suppliers, and other providers shall also be accurately maintained. Such books and records shall be kept in a secure location at the Employer's office(s) and shall be available for inspection and copying by CalPERS and its representatives.

(2) Audit.

- (a) During and for three years after the term of this Agreement, Employer shall permit the Bureau of State Audits, CalPERS, and its authorized representatives, and such consultants and specialists as needed, at all reasonable times during normal business hours to inspect and copy, at the expense of CalPERS, books and records of Employer relating to its performance of this Agreement.
- (b) Employer shall be subject to examination and audit by the Bureau of State Audits, CalPERS, and its authorized representatives, and such

consultants and specialists as needed, during the term of this Agreement and for three years after final payment under this Agreement. Any examination or audit shall be confined to those matters connected with the performance of this Agreement, including, but not limited to, the costs of administering this Agreement. Employer shall cooperate fully with the Bureau of State Audits, CalPERS, and its authorized representatives, and such consultants and specialists as needed, in connection with any examination or audit. All adjustments, payments, and/or reimbursements determined to be necessary by any examination or audit shall be made promptly by the appropriate party.

(3) Notice.

- (a) Any notice, approval, or other communication required or permitted under this Agreement will be given in the English language and will be deemed received as follows:
1. Personal delivery. When personally delivered to the recipient. Notice is effective on delivery.
 2. First Class Mail. When mailed first class to the last address of the recipient known to the party giving notice. Notice is effective three delivery days after deposit in a United States Postal Service office or mailbox.
 3. Certified mail. When mailed certified mail, return receipt requested. Notice is effective on receipt, if delivery is confirmed by a return receipt.
 4. Overnight Delivery. When delivered by an overnight delivery service, charges prepaid or charged to the sender's account, Notice is effective on delivery, if delivery is confirmed by the delivery service.
 5. Telex or Facsimile Transmission. When sent by telex or fax to the last telex or fax number of the recipient known to the party giving notice. Notice is effective on receipt, provided that (i) a duplicate copy of the notice is promptly given by first-class or certified mail or by overnight delivery, or (ii) the receiving party delivers a written confirmation of receipt. Any notice given by telex or fax shall be deemed received on the next business day if it is received after 5:00 p.m. (recipient's time) or on a nonbusiness day.
 6. E-mail transmission. When sent by e-mail using software that provides unmodifiable proof (i) that the message was sent, (ii) that the message was delivered to the recipient's information processing system, and (iii) of the time and date the message was delivered to

the recipient along with a verifiable electronic record of the exact content of the message sent.

Addresses for the purpose of giving notice are as shown in Paragraph B.(1) of this Agreement.

- (b) Any correctly addressed notice that is refused, unclaimed, or undeliverable because of an act or omission of the party to be notified shall be deemed effective as of the first date that said notice was refused, unclaimed, or deemed undeliverable by the postal authorities, messenger or overnight delivery service.
- (c) Any party may change its address, telex, fax number, or e-mail address by giving the other party notice of the change in any manner permitted by this Agreement.
- (d) All notices, requests, demands, amendments, modifications or other communications under this Agreement shall be in writing. Notice shall be sufficient for all such purposes if personally delivered, sent by first class, registered or certified mail, return receipt requested, delivery by courier with receipt of delivery, facsimile transmission with written confirmation of receipt by recipient, or e-mail delivery with verifiable and unmodifiable proof of content and time and date of sending by sender and delivery to recipient. Notice is effective on confirmed receipt by recipient or 3 business days after sending, whichever is sooner.

(4) Modification

This Agreement may be supplemented, amended, or modified only by the mutual agreement of the parties. No supplement, amendment, or modification of this Agreement shall be binding unless it is in writing and signed by the party to be charged.

(5) Survival

All representations, warranties, and covenants contained in this Agreement, or in any instrument, certificate, exhibit, or other writing intended by the parties to be a part of their Agreement shall survive the termination of this Agreement until such time as all amounts in Employer's Prefunding Account have been disbursed.

(6) Waiver

No waiver of a breach, failure of any condition, or any right or remedy contained in or granted by the provisions of this Agreement shall be effective unless it is in writing and signed by the party waiving the breach, failure, right, or remedy. No waiver of any breach, failure, right, or remedy shall be deemed a waiver of any other breach, failure, right, or remedy, whether or not similar, nor shall any waiver constitute a continuing waiver unless the writing so specifies.

(7) Necessary Acts, Further Assurances

The parties shall at their own cost and expense execute and deliver such further documents and instruments and shall take such other actions as may be reasonably required or appropriate to evidence or carry out the intent and purposes of this Agreement.

A majority vote of Employer's Governing Body at a public meeting held on the 12th day of the month of August in the year 2015, authorized entering into this Agreement.

Signature of the Presiding Officer: _____

Printed Name of the Presiding Officer: Richard Corneille

Name of Governing Body: SBVWCD Board of Directors

Name of Employer: San Bernardino Valley Water Conservation District

Date: 8-12-15

BOARD OF ADMINISTRATION
CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM

BY _____
JOHN SWEDENSKY
AFFILIATE PROGRAM SERVICES DIVISION
CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM

To be completed by CalPERS The effective date of this Agreement is: _____
--



DELEGATION OF AUTHORITY TO REQUEST DISBURSEMENTS

RESOLUTION OF THE

San Bernardino Valley Water Conservation District, Board of Directors
(GOVERNING BODY)

OF THE

San Bernardino Valley Water Conservation District
(NAME OF EMPLOYER)

The San Bernardino Valley Water Conservation District delegates to the incumbents
(GOVERNING BODY)

in the positions of General Manager and
(TITLE)

President of the Board of Directors and/or
(TITLE)

Vice President of the Board of Directors authority to request on
(TITLE)

behalf of the Employer disbursements from the Other Post Employment Prefunding Plan and to certify as to the purpose for which the disbursed funds will be used.

By _____

Title President of the Board of Directors

Witness _____

Date _____

RESOLUTION NO. 529

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT APPROVING AN AGREEMENT AND ELECTION TO PREFUND OTHER POST EMPLOYMENT BENEFITS THROUGH CALPERS

WHEREAS, the San Bernardino Valley Water Conservation District (District) provides medical benefits to retirees known as other post-employment benefits (OPEB) and currently funds its OPEB expenses on a “pay-as-you-go” basis; and

WHEREAS, the District desires to formalize prefunding other post-employment benefits (OPEB) expenses by converting its OPEB Reserve into an OPEB trust which would allow the District to invest its OPEB assets in higher-yielding investments; and

WHEREAS, after review of entities who provide OPEB investment management and fund administration services, staff determined that the program provided by the California Public Employee’s Retirement System (CalPERS) for the California Employers’ Retiree Benefit Trust (CERBT) Fund program best meets the District’s needs; and

WHEREAS, in order to establish an OPEB trust with CalPERS the District Board of Directors must approve entering into an agreement with CalPERS entitled “Agreement and Election of District to Prefund Other Post-Employment Benefits through CalPERS”.

NOW THEREFORE, BE IT RESOLVED the San Bernardino Valley Water Conservation District resolves as follows:

Section 1. The General Manager or his designee is authorized to execute the Agreement and Election of District to Prefund Other Post-Employment Benefits through CalPERS, a copy of which is attached to this resolution as Exhibit A.

Section 2. The General Manager or his designee is authorized to take any additional actions necessary to participate in the CalPERS CERBT Program.

ADOPTED at a regular meeting of the Board of Directors of the San Bernardino Valley Water Conservation District this 12th day of August, 2015, by the following vote:

YES:

NO:

ABSTAIN:

ABSENT:

Richard Corneille, President

ATTEST:

Daniel B. Cozad,
General Manager/Board Secretary



SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT

Established 1932

1630 West Redlands Boulevard, Suite A
Redlands, CA 92373-8032
(909) 793-2503
Fax: (909) 793-0188

P.O. Box 1839
Redlands, CA 92373-0581

Memorandum No. 1359

To: Board of Directors

From: General Manager, Daniel Cozad

Date: August 12, 2015

Subject: Concurring Nomination for ACWA Board

RECOMMENDATION

Consider a concurring nomination for Kathy Tiegs of Cucamonga Valley Water District for ACWA Board President for the 2016-2017 term and approve Resolution No. 530.

BACKGROUND

The District has received a request from Kathy Tiegs of CVWD requesting support for a position on the ACWA Board as Board President. This request is attached. No other requests have been received for position. Kathy has served our region in ACWA and is broadly recommended as effective and supportive.

FISCAL IMPACT

There is no fiscal impact.

BOARD
OF
DIRECTORS

Richard W. Corneille
Clare Henry Day

Bob Glaubig
John Longville

David E. Raley
Melody McDonald
Manuel Aranda, Jr.

GENERAL
MANAGER

Daniel B. Cozad

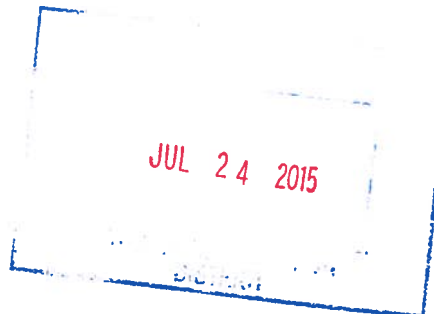


10440 Ashford Street, Rancho Cucamonga, CA 91730-2799
P.O. Box 638, Rancho Cucamonga, CA 91729-0638
(909) 987-2591 Fax (909) 476-8032

Martin E. Zvirbulis
Secretary / General Manager/CEO

July 20, 2015

Mr. Daniel Cozad
San Bernardino Valley Water Conservation District
1630 West Redlands Blvd., Suite A
Redlands, CA 92373



Dear Mr. Cozad,

It is my pleasure to inform you that the Cucamonga Valley Water District took action at our July 14, 2015 board meeting to support Director Kathleen Tieg's in her bid for the Association of California Water Agencies (ACWA) President.

I have had the opportunity to work alongside Director Tieg's for a number of years. Her passion is contagious and her commitment to the water industry is tireless. She has a high level of integrity and excellent leadership skills that build coalitions and collaboration; which is evident from her time on the board as well as her experience with ACWA. Over the past two years Director Tieg's has served in the role of ACWA Vice-President working together with the other ACWA board members and staff, ensuring the highest level of ACWA member engagement and interaction.

I am contacting you to request your agency's support of Director Tieg's' nomination by adopting a resolution endorsing her nomination as ACWA President. Attached you will find a sample resolution. If your board takes action, please forward your resolution of support to our offices by August 14, 2015. We will include your resolution in her submittal packet to ACWA. Should your board not be able to take action by that time, please forward a copy of your resolution to our offices as well as to the ACWA offices at 910 K Street, Suite 100, Sacramento, California 95814.

Thank you so much for your consideration; the future of the ACWA organization could not be in better hands than those of Director Kathleen Tieg's. Should you have any questions, please contact Taya Victorino at (909) 987-2591.

Sincerely,

James V. Curatalo, Jr.
President

Enclosure: 2

James V. Curatalo, Jr.
President

Luis Cetina
Vice President

Oscar Gonzalez
Director

Randall Reed
Director

Kathleen J. Tieg's
Director

Kathleen Tiegs

For 2015-2016 Association of California Water Agencies President

July 20, 2015

My Fellow ACWA Member:

I am pleased to share with you my interest in serving as President of the Association of California Agencies (ACWA). Over the past two years I have had the pleasure to serve in the capacity as ACWA Vice-President working closely with President John Coleman, Past President Randy Record and my other colleagues on the ACWA board of directors. As a team, we work collaboratively engaging in issues that are critical to the water community as well as to the ratepayers that we represent at each of our agencies.

My experience with ACWA began on a regional basis having served on the ACWA Region 9 Board of Directors beginning in 2008. I also had the opportunity to serve as the Vice-Chair of the Federal Affairs Committee, and served on the Local Government and the Groundwater Committees. My active participation in the committees and the Region 9 board provided a strong foundation as I began to pursue other avenues to expand my understanding and knowledge of the ACWA organization. The experience I have gained over the past two years has well-equipped me to effectively dialogue with the Administration, regulatory agencies, and other special interest groups that impact our industry. More importantly it has given me the experience to lead our organization, and build upon the accomplishments of those that came before me.

Currently, I serve as the Chair of the Sustainable Groundwater Management Act Implementation Policy Group. The Group has provided a critical role working closely with the Administration and the Department of Water Resources to ensure members concerns are clearly voiced as the law is implemented.



As Vice-President I believe it is important to engage at all levels of the organization so I can better understand the issues in all of our regions to more effectively represent our members. I regularly attend ACWA committee meetings, as well as regional events so I can have a two-way conversation with members and hear what is important to them and their regions.

Currently, I serve on the Cucamonga Valley Water District (CVWD) Board of Directors. I was elected to CVWD in November 2005 and have served as both President and Vice-President of the Board of Directors. Prior to my serving on the CVWD Board, I enjoyed a career in water resources management for a local wholesale water agency for over 30 years. In April 2011, I was honored by State Assembly Member Mike Morrell as the 63rd Assembly District Woman of the Year.



There are many wonderful characteristics about ACWA, but the ones that I cherish the most are the diverse perspectives of our members. We have built a collaborative and supportive community that works together on solving issues that have lasting benefits to the regions and areas that we serve as elected officials. We have accomplished so much over these last two year, with actions taken that will forever change our industry and how we do business. There are many more challenges before us that will require a style of leadership that seeks to find solutions that benefit our industry and our ratepayers. I am completely committed, willing and able to continue a legacy of leadership that helps resolve issues and provides a better future for generations that will come after us.

I respectfully request your support to represent you and your organization and the millions of people that rely on our foresight and leadership to provide a high quality and reliable water to our customers. I look forward to the opportunity to represent you and the water industry of California. Thank you for allowing me to share with you my experience, leadership and knowledge. Please feel free to contact me directly at (909) 635-4177.

Thank you in advance for your consideration.

Kathleen Tiegs

RESOLUTION NO. 530

A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE SAN BERNARDINO VALLEY WATER
CONSERVATION DISTRICT
IN SUPPORT OF THE NOMINATION OF
KATHY TIEGS AS CANDIDATE
FOR THE POSITION OF
ASSOCIATION OF CALIFORNIA WATER AGENCIES
PRESIDENT

WHEREAS, the San Bernardino Valley Water Conservation District Board of Directors are active participants in the Association of California Water Agencies (ACWA); and

WHEREAS, Director Kathleen Tiegs has expressed her interest in serving as the ACWA President for the 2016-2017 term; and

WHEREAS, Director Kathleen Tiegs has served in a variety of leadership positions in ACWA, including Vice President of the Board, the Local Government Committee the Groundwater Committee, Vice Chair of Federal Affairs Committee, Region 9 Board of Directors, and as a member of ACWA/JPIA Executive Committee; and

WHEREAS, Director Coleman has served in a leadership role as a member of the East Bay Municipal Utility District Board of Directors since 1990; and

WHEREAS, Director Kathleen Tiegs is committed to advancing ACWA's Policy Principles and finding common ties between members to develop a long-term strategy that provides a sustainable water future for all members and their constituents; and

NOW, THEREFORE, BE IT RESOLVED, that the San Bernardino Valley Water Conservation District Board of Directors does hereby nominate and support Director Tiegs as a candidate for the office of ACWA President, pledging the District's support of his endeavors in fulfilling the duties of this office if elected.

PASSED AND ADOPTED by the San Bernardino Valley Water Conservation District Board of Directors at a regular meeting of said Board held on the 12th day of August, 2015, by the following vote:

YES:

NO:

ABSTAIN:

ABSENT:

Richard Corneille, President

ATTEST:

Daniel B. Cozad,
General Manager/Board Secretary



SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT

Established 1932

1630 West Redlands Boulevard, Suite A
Redlands, CA 92373-8032
(909) 793-2503
Fax: (909) 793-0188

Email: info@sbvwcd.org
www.sbvwcd.org

Memorandum No. 1360

To: Board of Directors

From: General Manager, Daniel Cozad

Date: August 12, 2015

Subject: CSDA 2016 Committee and Expert Feedback Team Appointments

RECOMMENDATION

Review and consider appointing a director to committee of their choice for 2016. The term of office is one year, January 1, 2016 to December 31, 2016.

BACKGROUND

All CSDA Committees meet at least twice annually. It is mandatory that a committee member attend at least one of the two annual meetings. Additionally, the CSDA Legislative Committee requires for that member to attend the CSDA Special District Legislative Days as well as the Annual Conference in addition to the regular scheduled meetings. They typically meet in Sacramento, but location of meetings may vary. The Committees are:

- Audit Committee
- Professional Development Committee
- Elections & Bylaws Committee
- Fiscal Committee
- Membership Services Committee
- Legislative Committee

A detailed listing is attached of the topics each committee focuses on as well as a listing of Expert Feedback Teams. The teams do not require travel only occasional feedback via email. The District utilizes CSDA for training and attends the CSDA Annual Conference. The General Manager participates in the Experts groups for the Legislative Committee, Governance, Formation and Reformation, and Environmental. Director Raley currently serves on the Fiscal Committee and Director Aranda serves on the Professional Development Committee.

The deadline for submission of the interest form is October 9, 2015.

BOARD
OF
DIRECTORS

Division 1:
Richard Corneille
Division 2:
David E. Raley

Division 3:
Manual Aranda, Jr.
Division 4:
John Longville

Division 5:
Melody McDonald

GENERAL
MANAGER

Daniel B. Cozad

FISCAL IMPACT

The fiscal impact will vary depending on the location and whether or not travel to Sacramento is required. The District would be responsible for paying the Committee members per diem and all expenses for their attendance. There would be no change in fiscal impact if the two directors who currently serve remain on their Committees; these costs are included in the 2015-2016 budget. CSDA does not reimburse any expenses for this participation.



**California Special
Districts Association**

Districts Stronger Together

**2016 COMMITTEE AND EXPERT FEEDBACK TEAM
INTEREST FORM**

Please make additional copies for each participant.

Please use actual contact information where you can be reached

Name: _____

Title/Position: _____

District/Organization: _____

Telephone: _____ Fax: _____

E-mail: _____

COMMITTEES: We hope your District will participate in one or more of CSDA's committees. The CSDA Board of Directors encourages the participation of individuals from member agencies and Business Affiliates on CSDA's committees. As space is limited, please choose more than one committee which you would like to participate on, and please rank according to preference: **1 = 1st choice; 2 = 2nd choice; 3 = 3rd choice**

If we are able to place you on more than one committee, how many committees would you like to serve on?
_____ (maximum 3)

NOTE: All committees meet in-person at least twice annually. Committees generally meet in Sacramento, however locations may vary.

_____ **Audit Committee:** Responsible for maintaining and updating internal controls. Provides guidance to auditors regarding possible audit and fraud risks. Commitment: May meet with auditors prior to the commencement of the audit, when audit is completed and possibly one meeting during the auditing process. Financial experience preferred.

_____ **Professional Development Committee:** Plans, organizes and directs the professional development and events for CSDA. Commitment: Meets at least twice annually.

_____ **Elections & Bylaws Committee:** Conducts annual elections and occasionally reviews bylaws upon request of the CSDA Board, members or as needed. Commitment: Minimum of one meeting in Sacramento.

_____ **Fiscal Committee:** Oversees the financial direction of the organization including budget review and implementation. Commitment: Meets at least three times annually. Financial experience preferred.

_____ **Member Services Committee:** Responsible for recruitment of new members, member retention, development of new member benefits and review of current programs. Commitment: Meets at least twice annually.

_____ **Legislative Committee (space is limited):** Develops CSDA's legislative agenda; reviews, directs and assists with legislative/public policy issues. Commitment: Meets six times a year in Sacramento. Attending CSDA's Special Districts Legislative Days (May 17-18) and Annual Conference (October 10-13) is expected if you serve on this committee. All 2016 Legislative Committee applicants are invited to join the 2015 committee members and CSDA staff for a legislative planning session on November 6, 2015.

Each Legislative Committee member will be assigned to 1 or 2 working groups. Please rank from 1 to 6 which working groups you prefer to serve on (1 being most preferred):

- _____ Environment Working Group
- _____ Formation & Reorganization Working Group
- _____ Governance Working Group
- _____ Human Resources & Personnel Working Group
- _____ Public Works & Facilities Working Group
- _____ Revenue Working Group

I prefer to serve on ____ (1 or 2) Legislative Committee working groups

_____ **Alternative Option: CSDA Blog and Legislative Distribution List** - Because seats are limited on the Legislative Committee, CSDA has created an alternative option whereby members can receive the same legislative information via email that Legislative Committee members receive. Members on this list will be subscribed to receive "real-time" e-mail updates from the CSDA Blog and will be copied on Legislative Committee e-mails. Select this option instead of the Legislative Committee if you are unable to meet the requirements of serving on the Legislative Committee, but still want to keep informed of the latest legislative issues impacting special districts and provide input to CSDA as appropriate.

EXPERT FEEDBACK TEAMS: In order for CSDA to quickly and effectively gauge the impact new laws may have on special districts, we depend on the expertise of the people who are directly impacted in the field. If you have firsthand experience in one or more of the areas below, please join CSDA's Expert Feedback Team.

_____ **Environment:** CEQA; Greenhouse Gas/AB 32; Land Use; Renewable Energy; Sustainable Communities/SB 375

_____ **Formation & Reorganization:** LAFCO

_____ **Governance:** Audits and Reporting; Bankruptcy; Elections; Ethics; Mandates and Mandate Reimbursement; Political Reform/Conflict of Interest/FPPC; Transparency and Accountability

_____ **Human Resources & Personnel:** Contracted Services; Occupational Safety; Labor Relations; Retirement and Other Benefits; Workers' Compensation and Other Insurance

_____ **Legal:** General legal matters affecting special districts

_____ **Public Works & Facilities:** Bidding Process (Design Build, JOC, P3, Best Value); Bonds and Financings; Indemnification; Prevailing Wage; Retention Proceeds

_____ **Revenue:** Benefit Assessments; Fees/Prop 218; Mello-Roos/CFDs; Property Taxes; Redevelopment Agencies/(E)FIDs; Special Taxes

Committee and Expert Feedback Team participation is open to both member district/agency Board Members and Staff. <u>Please note that the Association does not reimburse any expenses incurred from this participation.</u> CSDA is committed to keeping travel costs to a minimum for committee members and handles a significant amount of committee work through webinars, conference calls and e-mail; however, most committees do meet at least two times a year in person.
--

***Either the District/Company General Manager or Board President must authorize below**

*Signature: _____ Date: _____

Please return this completed form to Charlotte Lowe at CSDA by mail, fax (916) 442-7889 or email charlottel@csda.net no later than **5:00 PM on Friday, October 9, 2015**

CSDA, 1112 I St., Suite 200, Sacramento, CA 95814, T - (916) 442-7887, F - (916) 442-7889 www.csda.net



Wash Plan Update

July 10, 2015 through August 6, 2015



The Task Force Draft Wash Plan was released for formal comment by the partnering Federal and State agencies at Task Force meeting held in May. The Fish and Wildlife Service (FWS) completed review of the document at the staff level and executive staff will discuss their comments with District staff on August 11. Additionally, CA Department of Fish and Wildlife is completing their review of the document and will also provide comment to District staff by August 11. Formal comment will be presented at the next Task Force meeting for action in August. Staff based on discussion with resources agency staff has already begun to address the two major issues related to agency document review. First, solicitors for each Federal Agency partner requested that an additional alternative be considered in the EIS analysis. Consultants are preparing a scope of work for this change. Second, both resource agencies requested that more detail be provided as part of the minimization measures required as part of both the Federal and State Endangered Species Acts. Fish and Wildlife staff is working with District staff to prepare a “strawman” for the consultant team to more fully develop. This exercise should reduce the cost of updating the document. Upon receiving all comments, staff will develop additional scope of work based on comments received and work with HCP consultant to complete work within remaining ICF budget. The avoidance measures will also include the collection of culturally important plants on HCP lands by the San Manuel Band of Mission Indians and the operation of a trail system. This modification to the HCP should be minor as with both activities the take of listed species can be avoided.

District staff also conducted a detailed workshop with resource agency staff from both State and Federal agencies primarily to update California Department of Fish and Wildlife (CA DFW) staff on recent changes to the Wash Plan. DFW will provide guidance on meeting the State’s “fully mitigated” standard, as well as, help staff develop strategies to address “waters of the State” issues. This will ensure that permitting for each agency’s project is as streamlined as possible.

The working draft EIR/EIS is still being reviewed by the Federal lead agencies (BLM and FWS). Staff received verbal comments on the “screen check” draft from CA Department of Fish and Wildlife. CA DFW will provide written comments when the document is circulated. DFW has also agreed to begin the Incidental Take Permit (ITP) when the documents are finalized based on their preliminary review. This will greatly reduce processing time for permits. The additional work on cultural resources requested by the Federal partners is complete. The draft cumulative effects section has been completed and the document will be ready for final administrative review as soon as agency comments are incorporated.

Congressmen Cook and Aguilar will introduce a bill to facilitate the land exchange in September. Revised parcel exhibits, along with updated legal descriptions, were provided to Mr.

Cook's staff. In order to complete the land transfer preliminary title reports will need to be prepared and an updated mineral potential report completed.

Staff reviewed the draft Implementing Agreement (IA) and provided comments for incorporation. The draft will be ready for circulation among the Task Force members at their next meeting. This document, along with the HCP and environmental documents, make up the HCP proposal.

Additional title report information and addressing agency comments are expected to be minor and can be addressed within existing project and contingency budgets. Updated schedule information will be developed with the FWS at the August 11 meeting and provided at the Board meeting.

WASH PLAN
PROFIT & LOSS BUDGET VS ACTUAL
 FY 2015-2016 AND TOTAL BUDGET through July 2015

	FY 2013-2014 Wash Plan				FY 2014-2015 Wash Plan				FY 2015-2016 Wash Plan				TOTAL WP Budget as of July 31, 2015			
	Jul '13 - Jun '14	Budget	\$ Over Budget	% of Budget	Jul '14 - Jun '15	Budget	\$ Over Budget	% of Budget	Jul '15 - Jul '15	Budget	\$ Over Budget	% of Budget	Jul '13 - Jul '15	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense																
Income																
4025 - Wash Plan Revenue	518,586.24	415,800.00	102,786.24	124.72%	433,410.05	404,700.00	28,710.05	107.09%	0.00	175,355.20	-175,355.20	0.0%	951,996.29	995,855.20	-43,858.91	95.6%
Total Income	518,586.24	415,800.00	102,786.24	124.72%	433,410.05	404,700.00	28,710.05	107.09%	0.00	175,355.20	-175,355.20	0.0%	951,996.29	995,855.20	-43,858.91	95.6%
Expense																
5083 - Repayment of Wash Plan Advance	188,365.40	0.00	188,365.40	100.0%	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	188,365.40	0.00	188,365.40	100.0%
5122 - Wash Plan Professional Services	67,030.80	100,000.00	-32,969.20	67.03%	215,243.32	162,000.00	53,243.32	132.87%	1,520.00	62,000.00	-60,480.00	2.45%	283,794.12	324,000.00	-40,205.88	87.59%
5145 - Environmental Services (WP)	2,880.00	250,000.00	-247,120.00	1.15%	16,786.25	305,000.00	-288,213.75	5.5%	0.00	55,000.00	-55,000.00	0.0%	19,666.25	610,000.00	-590,333.75	3.22%
5175 - Legal - Wash Plan	8,940.70	42,000.00	-33,059.30	21.29%	11,062.06	44,500.00	-33,437.94	24.86%	4,920.00	44,500.00	-39,580.00	11.06%	24,922.76	131,000.00	-106,077.24	19.03%
* District Support-overhead, benefits, salary	71,191.46	134,526.17	-63,334.71	52.92%	131,364.61	144,952.94	-13,588.33	90.63%	11,682.92	144,952.94	-133,270.02	8.06%	214,238.99	424,432.05	-210,193.06	50.48%
Total Expense	338,408.36	526,526.17	-188,117.81	64.27%	374,456.24	656,452.94	-281,996.70	57.04%	18,122.92	306,452.94	-288,330.02	5.91%	730,987.52	1,489,432.05	-758,444.53	49.08%
Net Income	180,177.88	-110,726.17	290,904.05	-162.72%	58,953.81	-251,752.94	310,706.75	-23.42%	-18,122.92	-131,097.74	112,974.82	13.82%	221,008.77	-493,576.85	714,585.62	-44.78%

*WP Professional Services
 Baker (RBF Consulting) (EIS)-35% spent
 ICF Jones & Stokes (HCP)-100% spent
 ICF Jones & Stokes (HCP Amendment)-92% spent
 Jericho Systems (survey work)-100% spent
 Randy Scott (management)-38% spent-Contract Expired



General Manager's Report

For July 11, 2015 to August 7, 2015

Daniel B. Cozad

The following report covers the weeks between meetings and the efforts and activities during the reporting period.

- 1. Water Conservation – Plan Goal 1** – Two small storms in July provided some low flows to the SAR and Mill Creek. Outside of the storms the flow from Mill Creek and Santa Ana River remained low during the month between 8 and 15 CFS on July 31, 2015. Combined all the recharge this water year is 3,916 acre feet approximately 53 acre feet recharged in the last month.
- 2. Facility Maintenance and Cleanout- Plan Goal 1** – Staff worked with contractors and permittees for their on-site field work. Removal of significant rock that was generated by construction project continues by Upland Rock in Santa Ana and now also in Mill Creek. Significant dumping has occurred on District land off Greenspot, staff is working to restrict access and cleanup the site. Annotated photos are attached to this report.
- 3. Aggregate Management – Plan Goal 2** – Staff continues pursuing collection from Spiniello Construction for rock placement related to the EBX2 project.
- 4. Personnel/Administration/Staff – Plan Goal 6** – Staff completed all reviews and merit salary changes which became effective July 1, 2015 along with Board approved cost of living increases.
- 5. Finance/Budget/Audit – Plan Goal 6** – Staff worked to close the year and also worked with the Auditor to finalize audit adjustments and accruals for the Annual Audit. Staff supported the Auditors and the Ad Hoc Audit Committee Meeting on August 3, 2015.
- 6. East Branch Extension – Plan Goal 7** – Most EBX2 work is completed and staff is supporting final construction efforts. Additional work will be done on the restoration of the land over the next few years to complete the mitigation requirements from USFWS.
- 7. Plunge Creek Grant – Plan Goals 1/4/7** – ICF Jones and Stokes and District staff along with staff from San Bernardino County Flood Control District participated in a review of hydrology and preliminary designs concepts. This was a very valuable and cooperative meeting. Revised concepts will be finalized and modeled for review.
- 8. Collaborative Enhanced Recharge Project – Plan Goal 7** – Coordination and cooperation with California Department of Fish and Wildlife, US Army Corps of Engineers for the Jurisdictional Delineation and others for permits and clearances continues. Staff continues to work with consultants on Jurisdictional Delineation of Mill Creek and preparation for Maintenance and Capital Efforts on Mill Creek diversion.

- 9. Wash Plan – Plan Goal 2** – Staff has been working closely with Bonadiman Engineering, Legal Counsel and the Bureau of Land Management to finalize the parcels to be exchanged. Legal descriptions, Plat Maps and exhibits were prepared. Representative Cook’s legislative staff indicated the Exchange Bill is expected to be introduced in September which will begin an official process for consideration. Staff has supplied them the final parcel information.
- 10. Property/Redlands Plaza – Plan Goal 3** – Fencing Contractors have Redlands City permit and have ordered all materials for fencing. Installation will begin the week of 10th or 17th Shubert Landscaping has made good progress on the Mentone property low water use landscaping. They are substantially complete with follow-up maintenance for several months to get grass filled in. Photos of the job are included on page 3. The new landscape will allow less maintenance plus lower water and chemical use.
- 11. Mining – Plan Goal 2/3** – Staff coordinated with mining entities gaining agreement on Wash Plan implementation costs. Staff is working with them to update the CUP and Mining Plans required for mining in the wash area after the land transfer.
- 12. Mill Creek Diversion Engineering – Plan Goals 1/7** – California Watershed Engineering revised conceptual Design report for Operations Committee review at their meeting on August 4, 2015. Based on the feedback received they will be advancing several concepts for design selection. Staff has initiated coordination with SBVMWD on their Active Recharge program to determine if our designs are adequate for inclusion in the plans.
- 13. Public Outreach and Legislative – Plan Goal 4** – Staff coordinated with LAFCO and expect sphere hearing in October. Staff participated in numerous activities and meetings related to the iEfficient.com campaign and completed the initial draft of the Class #1 presentation for the QWEL landscaper education certification. Staff coordinated with Congressman Cooks legislative staff for the land exchange bill.
- 14. Current Board Action Implementation – Plan Goal 3** – Staff is implementing the priorities and other recommendations of the Board. Planning efforts to fulfill Board direction on regional groundwater sustainability continue and an MOU for the development of the organization was edited and an August meeting is being scheduled. Legislation efforts have been slow and may be next legislative year.
- 15. Future Board Activities** – Expected short term items for consideration
- MOU with City of Redlands for Mill Creek
 - Trails Plan RFP for consultant support
 - District Audit
 - District OPEB Reserve to be transferred to CalPERS OPEB Trust
- 16. District Successes – Plan Goal 6**
- City of Redlands approved our water saving rebate at \$1,200
 - Staff is coordinating BTAC and entities for the USFS BAER Team for the Lake Fire
 - Water saving landscape is substantially complete for Mentone House
 - All 6 full time staff are participating in the JPIA funded Wellness Program



Greenspot Road at Mill Creek



Rock/Riprap
Barrier



Repair Cable Gates

Order and Install New Gates
or Boulder Barrier

Remove
Debris

Remove
Debris

Remove
Debris

North Along Greenspot Road

Remove Debris

Remove Debris

Coordinate with Edison and Flood Control for access and Block with Boulders or Gate

Rock/Riprap Barrier



San Bernardino Valley Water Conservation District

Monthly Recharge Report

From: 7/1/2015
To: 7/31/2015



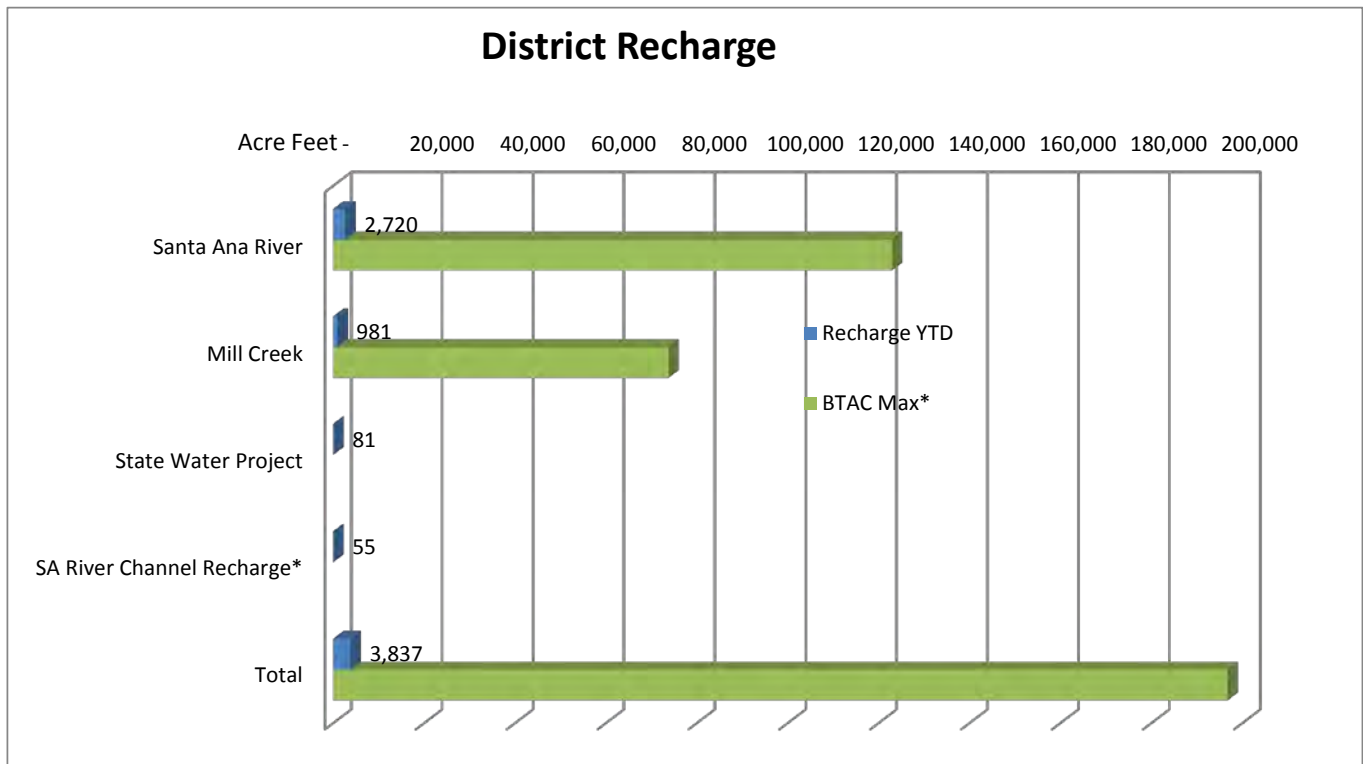
	July				
	Avg Daily Recharge	Monthly Recharge	Recharge YTD	BTAC Max*	% Max
Santa Ana River	1.0	31	2,720	123,000	2%
Mill Creek	0.7	22	981	73,800	1%
State Water Project	0.0	0	81	NA	NA
In River Channel Recharge**	0.0	0	55	NA	NA
Total	2	53	3,837	196,800	2%

Values in Acre Feet

*BTAC Revised Max in December 2014

**Monitoring began in Mid-April 2011

*** All Values Based on Water Year Oct-Sep 2015





Board Member Meeting Report

Prepared by: Melody McDonald

Date: 07/08/2015

Meeting Name: San Bernardino Koffee Klatch

Meeting Location: San Bernardino Chamber Office

Meeting Purpose and Value to District:

Stay visible in the communities in which we serve.

Significant or Notable Meeting Actions/Issues of Interest for the Board

Legal Shield, Randolph Beasley
Topic:
New Business & I.D. Theft Protection Update, gave some really good information on how they are hacking into systems

Recommendations or Concerns

None

Member or Members Attending

Melody McDonald

This form is not required for regular Board or Committee Meetings, nor District Requested meetings attended by the primary or alternate in place of the primary attendee. It is required for all meetings categorized in Appendix C where it indicates (WRR).



Board Member Meeting Report

Prepared by: Melody McDonald

Date: 07/17/2015

Meeting Name: ACWA State Legislative Committee

Meeting Location: Sacramento, 910 K St.

Meeting Purpose and Value to District:

To stay on top of legislation that could have an impact on our District either directly or indirectly.

Significant or Notable Meeting Actions/Issues of Interest for the Board

ACWA State Legislative Committee

TIM Quinn , drought legislation moving forward, Feinstein play ing close to the vest, unhappy with some of the details of it.

ACWA strategic plan moving forward forest management side, and headwaters framework. Proposal on how to prevent frivolous lawsuits moving forward.

Confederate flag issue could shut down government. Appropriations is on hold.

Water transfer initiative working group, working on a one page policy statement with regard to the main response to the drought.

Recommendations or Concerns

Yes

Member or Members Attending

Melody McDonald, one of four representing our District and Region

This form is not required for regular Board or Committee Meetings, nor District Requested meetings attended by the primary or alternate in place of the primary attendee. It is required for all meetings categorized in Appendix C where it indicates (WRR).

ACWA State Legislative Committee

TIM Quinn , drought legislation moving forward, Feinstein playing close to the vest, unhappy with some of the details of it.

ACWA strategic plan moving forward forest management side, and headwaters framework. Proposal on how to prevent frivolous lawsuits moving forward.

Confederate flag issue could shut down government. Appropriations is on hold.

Water transfer initiative working group, working on a one page policy statement with regard to the main response to the drought.

Huffman's Bill, support if amended. Recycled

Cindy Tuck,

Initiative Governor Browns disadvantaged communities, budget trailer bill. Meeting held on 2 topics, cleanup legislation on the bill. See enclosed materials.

Discussion ensued. Need more managed system instead of a free for all. O & M challenge.

Prop 218 update. Big concern for many agencies. Consequence voters no longer have right to vote on Stormwater.

Dave Bolland, Groundwater legislation update. Negotiating on GSP guidelines. October 14 th SGMA Conference in Ontario. Basin boundary draft regs are due out today PAP (practitioner advisory panel).

August meeting at MWD around the 14th. (Next meeting)

UWC pricing. Received a lot of input from several, went from rate setting to prop 218 and blue sky discussion, don't intend to regulate pricking more of a data base for pricing structure.

Wendy Ridderbush, budget update a lot of general fund dollars right now. Surreal Round 3 on. Public's Good charge.

ACWA Committee appointment process.

Committee Members need to complete 2016/2017 consideration forms by September 30 th deadline. See attached timeline schedule.

SB 13 AB 617, & 453 are chugging along.

AB 1390 amendments attached.. Section 832.5 issue, good faith action to plaintiff. Continues to be a nonstarter. A lot of discussion.



Association of California Water Agencies

Since 1910

Leadership • Advocacy • Information • Service

ACWA State Legislative Committee

June 26, 2015

MEETING SUMMARY

Executive Director's Report – Tim Quinn

A. Federal Update

1. Drought – Legislation moving forward, a House Bill is currently on the table. Feinstein continues to work on a drought bill as well. Senator Murkowski is willing to entertain CA provisions, and ACWA will support if amended.
2. Forest management bills: Meant to improve management of California forests during the drought. Representative McClintock is currently chairing a forest sub-committee for forest fire prevention.

Deputy Executive Director's Report- Cindy Tuck

A. Safe Drinking Water Program Funding

1. Governor Brown signed the budget trailer regarding drinking water funding (AB 110/SB 83).
2. Before the Committee's last meeting on June 5, ACWA's drinking water coalition met with the Pro Tem's staff and the Speaker's office who significantly helped improve the language.
3. The development by the State Legislative Committee's working group of an alternative funding proposal in April and early May helped ACWA and the ACWA-led coalition obtain significant amendments to the Administration's proposal.
4. Cindy Tuck distributed the attached matrix which gave an overview of the evolution of the budget trailer bill language regarding the funding of the drinking water program.
5. The Administration's original proposal would have:
 - a) completely repealed the fee for service approach for large systems;
 - b) deleted the cap on the total fees received from large systems;
 - c) deleted the cap on annual fee increases; and
 - d) immediately moved to adoption of a new fee schedule by emergency regulation.
6. ACWA proposed to increase the cap on total fees for large systems to \$15,395,000 (to ensure adequate funding for the program) but retain the fee for service approach, the cap on total funding, the 5 percent cap on annual fee increases and a full Administrative Procedures Act rulemaking process.
7. After advocacy, the final package:

- a) maintained the existing fee for service approach for one year (Fiscal Year 2015-16);
- b) raised the cap on total fees for that first year to \$15,938,000;
- c) set a cap on total funds received for state operation programs costs starting in 2016-17 at \$30,450,000;
- d) set a 5 percent cap on annual increases;
- e) required the setting of the new fee schedule the first time (for Fiscal Year 2016-17) to go through the full APA rulemaking process; and
- f) require the setting of subsequent fee schedules by emergency regulation.

State Budget Update

After the Committee's last meeting on June 5, ACWA was able to distribute a member alert regarding the budget trailer bills. ACWA received an overwhelming response from our membership in the form of letters, emails, and phone calls to agency's corresponding legislators in opposition to both SB 83 and SB 88. The trailer bills were heard late in the afternoon on June 18. A straight party line vote ultimately passed both budget trailer bills. The coalition's opposition led to the incorporation of amendments which improved the bill. For example, they narrowed the scope to liability protection language and added CEQA relief to the bill.

Review of Hand-Carries – Points of Discussion

AB 647 (Eggman) – Diversion of water underground

This bill would allow for the diversion of water to groundwater storage to areas that need it. The author claims recharging groundwater levels would provide sustainable management in the future. This important issue has the potential to create a fracture between north of the Delta and south of the Delta members. ACWA continues to "Watch" this bill.

AB 1520 (Assembly Judiciary Committee) – Public Records

As amended on June 23, this bill would allow for the release of industrial, institutional, and commercial utility information. The Committee expressed concern that making commercial water usage public could be dangerous if misused, in addition to shouldering agencies with increased staffing, technology and maintenance costs. The Committee adopted a "Not Favor" position at this time.

Review of Bill Packet #1 – Points of Discussion

AB 435 (Chang) – Web casts of public meetings

Although the Committee had originally taken a "Watch" position, members raised concern that this bill does in fact negatively affect our members as it would make public meetings longer by allowing more participants to contribute via web cast. This would ultimately strain agency's valuable resources. Another Committee member raised the point that allowing web casts in rural areas would allow more people to be engaged in discussions who normally would not be able to attend and participate because of the distance. The Committee ultimately adopted a "Not Favor Unless Amended" position.

AB 1201 (Salas) – Predation by nonnative species

ACWA recognizes that predation has a negative impact on the Delta ecosystem. The Committee voted for a “Support” position.

SB 789 (Wieckowski) – Sale of water: excise tax

Committee members expressed concern that water agencies who successfully implement a tax referendum would be forced to split the revenue with The State although the agency would shoulder all the heavy lifting. The Committee adopted an “Oppose” position.

Sponsored Legislation Updates

1. **CEQA Notice of Determination (AB 291)** - Please submit any letters of support as soon as possible, or if you know a member on the Senate Environmental Quality, please reach out and express your support of this bill. Whitnie met with the committee consultant twice, who is strongly opposed to this bill. Amendments that they are recommending would change the date and manner in which the postings would be handled and ultimately gut the current version of the bill.
2. **Hexavalent Chromium VI MCL (SB 385)** ACWA worked out technical amendments with the SWRCB which are now in print. The bill is now headed to the Assembly Environmental Safety and Toxic Materials Committee. Bill co-author Assembly Member Alejo chairs this committee. The Assembly Judiciary Committee will hear the bill the following its passage through the Assembly ESTM Committee. ACWA asks members in support of the bill to testify if possible.

Groundwater Legislation Update

At its June 5 meeting, this committee authorized a set of amendments for staff to offer to the Farm Bureau, which, if accepted allow ACWA to a support position. Farm Bureau accepted most of the offered amendments, at least in part, with minor tweaks. However, the amendment requiring that the plaintiff make a “good faith” showing of participating in the SGMA process prior to being able to bring a lawsuit was rejected by both the Administration and the Judicial Council as contrary to first amendment rights. In subsequent discussions by the Committee’s workgroup and the Farm Bureau, an alternative approach of “exhaustion” is being explored as a possible solution. Discussions continue, and the hope is that language can be resolved by the Committee’s July 17 meeting.

Groundwater Regulation Implementation Update

The Department of Water Resources is meeting with ACWA and stakeholder groups to discuss the requirements for groundwater sustainability plans and the alternative planning process. The draft of basin boundary amendment regulations will be available July 15, 2015. ACWA is advocating that the regulation provide enough local flexibility, while still implementing standards to avoid fragmentation.

Urban Water Conservation Regulation

The State Water Control Board (SWCB) is implementing the new conservation targets and the first reports will be due on July 15. Results from June (the first month of compliance) will be released on August 4th. At its July 7 meeting, the SWRCB will be briefed on May results, which show improvements from 2013 numbers. The SWRCB will host an all-day workshop on July 8 on consolidation pricing. ACWA and water agencies have provided information on different rate structures and expressed broad opposition to any attempt by SWRCB to dictate local agencies' rate structures. Rates need to be developed at the local level based on their programs. ACWA is encouraging agencies to provide testimony about their own rate structures.

Attachment

Association of California Water Agencies
Overview of Evolution of Drinking Water Program Funding - Budget Trailer Bill Proposal

	Prior Law	Administration's Proposal	ACWA's/Water Community Coalition's Alternative Proposal	Final Budget Trailer Bill (New Law) AB 110 / SB 83
Approach	Fee for service for large water systems based on actual costs incurred by State (H&SC §116565)	1) Repeal fee for service approach effective FY 2015-16 2) New approach unspecified - SWRCB would develop a fee schedule	1) Maintain fee for service approach for large water systems 2) Shift portion of federal subsidy dollars to increase funding available to address small system issues	1) Maintains existing structure for Fiscal Year (FY) 2015-16 2) For FY 2016-17 and subsequent years, SWRCB develops a fee schedule – approach unspecified
Cap on Total Funding Amount	Annual cap set in statute on total amount of fees received from large water systems (H&SC §116590)	Delete cap on total amount of funds received	Increase cap on large system fees to \$15,395,000 for FY 2015-16 to cover shortfall	1) Increases large system cap for FY 2015-16 to \$15,938,000 2) For FY 2016-17, sets cap on total funds received for state operations program costs (both large and small systems) at \$30,450,000.
Cap on Fee Increases	Cap on annual increases in that total amount set in statute at 5 percent (H&SC §116590)	Delete cap on annual fee increases	Maintain 5 percent cap on annual fee increases	Sets 5 percent cap on annual increases in the total amount of funds received (large and small systems) plus any changes to salary, benefits, and retirement adjustments.
Process for Fee Rulemaking	For SWRCB – rulemaking under Administrative Procedures Act (APA) with review by Office of Administrative Law (OAL)	Adopt by emergency regulation and no OAL review	Use APA rulemaking process with OAL review. (At a minimum, this is critical for the first time when the fee structure is adjusted.)	1) Requires APA rulemaking with OAL review for first (FY 2016-17) new schedule 2) Subsequent amendments – requires setting by emergency regulation with no OAL review

June 25, 2015

For State Legislative Committee Discussion Purposes Only
ACWA Proposed Amendments to AB 1390
July 17, 2015

Formatted: Centered

830.5(d) "Comprehensive adjudication" means an action filed in superior court to allocate, or determine the priority of rights, in the groundwater supply of a basin. If in an action filed before January 1, 2016, a cross-complaint filed after January 1, 2016 causes the action to be a comprehensive adjudication, the procedures set forth in this section shall apply upon the filing of that cross-complaint.

831(c) The procedures of this chapter shall govern all comprehensive adjudications. If the court finds any one of the following, the action shall proceed in accordance with other provisions of law: . . .

(3) The action can be completely resolved among a limited number of parties ~~without, as a practical matter, impairing the interests of any parties or non-parties, including without limitation to their respective interests in implementing the Sustainable Groundwater Management Act~~ and does not involve a comprehensive determination of rights to extract groundwater within the basin.

(4) The action is for an injunction to enjoin the export of groundwater from a basin in a manner inconsistent with a groundwater sustainability plan adopted under the Sustainable Groundwater Management Act.

847. (a) The court may require all parties to comply with a stipulated judgment proposed by parties representing a substantial majority of groundwater use in the basin if the court determines, after an evidentiary hearing in which all parties may participate, all of the following:

(1) Its implementation will result in the basin being managed within its sustainable yield over the long term;

(2) It is consistent with all water right priorities in the basin; and

(3) It treats non-signatory parties equitably as compared to the stipulating parties.

(b) For purposes of this Section, the term "groundwater use" includes the use of water other than groundwater that is declared to be a beneficial use of groundwater under applicable law.

Bill packet #1

AB 169 watch
305 NOT FAVOR
434 Favor
453 ~~watch~~ Favor
723 Favor
935 watch
1059 watch
1164 Favor
1463 watch 2yr
1531 Not Favor unless Amended

Bill packet #2

AB 401

SB 7

SB 330

SB 555

i) AJR (Assembly Joint Resolution) Favor

SB 7 watch

13 Favor

272 Oppose unless Amey

385 support / sponsor

552

Tech, managerial, financial

Bill packet #1

AB 169 Watch
305 NOT FAVOR
434 Favor
453 ~~Watch~~ Favor
723 Favor
935 Watch
1059 Watch
1164 Favor
1463 Watch 2yr
1531 Not Favor unless Amended

Bill packet #2

AB 401

SB 7

SB 330

SB 555

18) AJR (Assembly Joint Resolution) Favor

SB 7 Watch

13 Favor

272 Oppose unless Amended

385 Support / sponsor

552

Tech, managerial, financial



Resilient, Affordable, Safe Drinking Water for Disadvantaged Communities Framework



STATE WATER RESOURCES CONTROL BOARD
REGIONAL WATER QUALITY CONTROL BOARDS

All Californians have a right to safe, clean, affordable and accessible water adequate for human consumption, cooking, and sanitary purposes. Yet some Californians are still unable to turn on their tap and enjoy this basic human right. Drought has exacerbated existing conditions and left new communities entirely without water. State, Federal, and local agencies, non-profits, and community groups continue to work to remedy this public health and safety problem, but existing tools are not sufficient to reach a solution in every case. For the most part, existing state and federal funding programs are available to cover the costs of rehabilitating or installing new infrastructure. The greatest challenge lies in the daily system operations when a system's service area is entirely disadvantaged and lacks the economy of scale and ratepayer base to cover the ongoing costs of operations and maintenance (O&M) without making the water rates unaffordable for the customers. Often these systems do not have sufficient technical, managerial, and financial capacity. And although there may be economies of scale developed through regionalization, no one is responsible for building the necessary economies of scale within a region and the lack of scale has continued to persist. This framework provides a responsible agency and pathway to ensuring that everyone in California has adequate, safe water for basic human needs.

Goal

Ensure that every Californian has access to an adequate supply of safe water for daily human needs. This goal will be achieved by:

- Making more strategic use of existing funding resources
- Improving technical, managerial, and financial capacity where possible, consolidating as a second option, and if neither of those work, contracting with a third party to manage the system with a commitment to transitioning the system to a sustainable condition
- Easing the burden on local governments by limiting the proliferation of new, unsustainable systems



Use Existing Funding Sources More Strategically

Existing funding comes from many sources, some listed below. Some of these funding streams can be used exclusively for infrastructure and a few can be used to cover the cost of O&M. There are opportunities to expand the use of some of these funding sources, particularly those that may be used to cover O&M, and there are opportunities to better leverage the infrastructure funds.

Use existing funding more strategically, including:

- State Grants and Loans: Proposition 1, Drinking Water State Revolving Fund, Cleanup and Abatement Account, Drought Funding, Housing and Community Development Funding Programs;
- Federal Grants: USDA Rural Development, US Bureau of Reclamation, CDBG (state and federal), and others;
- Polluter Funds: Discharge penalties, settlement amounts for groundwater cleanup, mitigation fees, alternative means of compliance fees (ie. UST);
- Local property tax assessments;
- Ratepayer dollars;
- Responsible Parties [Clean-up and Abatement Orders, settlements, etc.].

Address the Needs of Public and State Small Water Systems

This initiative will enhance the State Water Board's existing ability to provide technical assistance and add a management contract option tool. The State Water Board will work to bring a system into compliance through technical assistance first. If technical assistance fails the State Water Board will consider opportunities to consolidate the system, if appropriate. If consolidation is infeasible or impossible the State Water Board will include the system in a group management contract committed to moving the systems toward a sustainable outcome within ten years.



The State Water Board may opt for one or more of the following options:

1

Build Physical, Financial and Technical Capacity

In Option 1, the Board will use existing authority to seek to maintain existing systems whenever feasible and effective in providing adequate, safe drinking water. In these cases, the State Water Board would:

- Move unsustainable systems to sustainability through technical and financial assistance including funding for capital infrastructure needed to connect or improve system(s).
- Incentivize consolidation (physical or managerial) of systems that are not independently sustainable as described below under "Consolidation."

2

Consolidation, if Appropriate

In Option 2, the Board will use its new authority to require consolidation of water systems within disadvantaged communities, as defined, if voluntary measures do not result in assurance of adequate, safe drinking water and it is appropriate and feasible to consolidate the system with a public water system.

- The Board will first consult with the local agency formation commission, and with the California Public Utilities Commission, if appropriate.
- The Board will make various findings, hold a hearing, and provide adequate financial assistance for the needed infrastructure.
- Liability relief will be provided to the receiving system.

3

Grouped Management Contract Administrative Receivership for Sustainable Systems

In Option 3, the Board would be given new authority to provide management assistance via contracted services that would ensure delivery of adequate, affordable, safe drinking water. Contracted entities could be non-profit organizations, counties, special districts, investor-owned utilities, or others. Use of a contracted entity would provide technical and managerial capacity, economies of scale, and other efficiencies such as web-based operating systems. Financial capacity would be addressed through:

- Providing funding for capital infrastructure needed to provide adequate, safe water;
- Setting water rates at an affordable rate for basic needs;
- Providing funding (maximum duration ten years), through the contracted resources for O&M costs to cover the gap between ratepayer dollars and the costs of O&M in a manner that prevents fraud, waste, and abuse; and
- Working with communities served by the contracted entity to equip them to transition to a sustainable structure by the end of the ten-year funding period.

Limit Proliferation of New, Unsustainable Systems

Ease the burden on local governments with new tools to limit the proliferation of new, unsustainable systems by:

- Requiring hookup to existing public water systems if feasible, rather than creation of new systems.
- Adding a requirement that the State Water Board must concur in permits issued by Local Primacy Agencies for the creation of a new water system.
- Reducing the threshold size of proposed residential development subject to Government Code 66473.7 from 500 to 15 dwelling units/service connections, to match the threshold for community public water systems.
- Barring approval of new communities that would rely on hauled water for a permanent water supply.



ACWA 2016-2017 COMMITTEE APPOINTMENT PROCESS TIMELINE

2015

August 3rd Committee Appointment Packets are sent to all Agency general managers, board presidents & Friends of ACWA contacts. The packet contains:
List of all agency staff, directors, associate/affiliate members currently serving on ACWA committees.
Committee guidelines, purposes and responsibilities.
Committee consideration form and sample for the 2016-2017 term.
Attendance records for limited committees
2016-2017 Committee consideration process and timeline outline.

August 7th Letters are sent to all current committee members notifying them of the process for reappointment to ACWA committees.
IMPORTANT NOTE: All current committee members must stand again for reappointment by completing and submitting to ACWA a committee consideration form.

September 30th **DEADLINE:** ALL committee consideration forms must be submitted to ACWA. Any consideration forms submitted after this date will be added to the waiting list after ACWA's President has made his/her committee selections.

October Committee considerations are compiled and organized for recommendations by the new region chairs. Copy to region chairs and staff liaisons.

October 28th Hold meeting with newly elected region chairs/vice chairs for 2016-2017 committee recommendations.

November 19th **DEADLINE:** The incoming region chairs/vice chairs will make their recommendations for committee appointments. They will meet with the outgoing and incoming region chairs/vice chairs for training, input and continuity of the committee process.

November 19-25 Region recommendations are compiled and organized for the new ACWA President.

December 3rd Region committee recommendations are submitted to the Incoming ACWA President and Vice President for their consideration.

December 11th **DEADLINE:** for the ACWA President to complete committee appointments.

December 31st ACWA sends official appointment letters to new committee members who will serve for the 2016-2017 term. Letters will also be sent to those not appointed to committees.

2016

1st/2nd Wk of January Executive Assistant/Clerk of the Board holds a conference call to ratify the chair/vice chair appointments. ACWA sends letters to those not receiving an appointment to ACWA committees and places those individuals on a waiting list for possible future appointment as vacancies occur.



Board Member Meeting Report

Prepared by: Melody McDonald

Date: 07/28/2015

Meeting Name: Highland Chamber Lunch

Meeting Location: Immanuel Baptist Church

Meeting Purpose and Value to District:

To stay visible and available to the communities we serve.

Significant or Notable Meeting Actions/Issues of Interest for the Board

Highland Chamber July 28 2015

Leadership Highland, opportunity to learn about all that affect Highland. Different government agencies and levels. Many tours involved from Seven Oaks Dam to San Bernardino International Airport. Starts in August for next year's sign ups.

Sponsor recognition day , all work recognized for their support of Highland.

Recommendations or Concerns

None

Member or Members Attending

Melody McDonald

This form is not required for regular Board or Committee Meetings, nor District Requested meetings attended by the primary or alternate in place of the primary attendee. It is required for all meetings categorized in Appendix C where it indicates (WRR).



Board Member Meeting Report

Prepared by: M.Aranda

Date: July 1,2015

Meeting Name: San Bernadino Chamber ofCommerce

Meeting Location: SBCC Office

Meeting Purpose and Value to District:

Regular weekly morning meeting

Significant or Notable Meeting Actions/Issues of Interest for the Board

Reported to chamber members of water conservation rebates I.

1. Rebate from East Valley Water District
2. Rebates available from City of Redlands
3. West Valley Water
4. Colton City
5. Loma Linda The City has none!

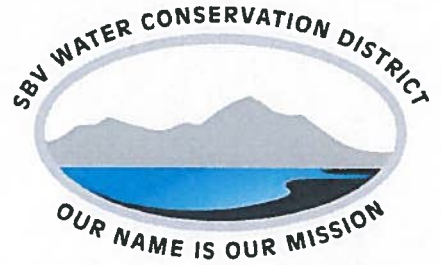
Recommendations or Concerns

Will continue to inform C.C.of drought situation and monitor their progress and compliance, beginning with the browng of their lawns.

Member or Members Attending

M. Aranda

This form is not required for regular Board or Committee Meetings, nor District Requested meetings attended by the primary or alternate in place of the primary attendee. It is required for all meetings categorized in Appendix C where it indicates (WRR).



Board Member Meeting Report

Prepared by: M.Aranda

Date: July 7, 2015

Meeting Name: Muni Board Meeting

Meeting Location: Muni Office

Meeting Purpose and Value to District:

Regular bi-monthly board meeting

Significant or Notable Meeting Actions/Issues of Interest for the Board

1. Approved fiscal year (6/30/2016) general fund budget.
2. Entered contract with Environmental Compliance Inc. for fiscal year 2015-2016 for brine line treatment services
3. Confirmed U.S. Geological Survey cooperative investigative program for fiscal year 2015-2016
- 3 4. G.M. made his report

Recommendations or Concerns

Continue attending these meetings.

Member or Members Attending

Melody and Manny

This form is not required for regular Board or Committee Meetings, nor District Requested meetings attended by the primary or alternate in place of the primary attendee. It is required for all meetings categorized in Appendix C where it indicates (WRR).



Board Member Meeting Report

Prepared by: M. Aranda

Date: 7/9/2015

Meeting Name: San Bernardino Chamber of Commerce

Meeting Location: SBCC Office

Meeting Purpose and Value to District:

Regular weekly koffee klatch
Reported on present status of drought

Significant or Notable Meeting Actions/Issues of Interest for the Board

1. Reported on drought.
2. Audience have good knowledge and acceptance of drought.
3. They are browning their lawns and say that they are using less water at home.
4. Some members reported that in the month of May they have reduced their water use as much as 25 to 34%.
- 55 5. Randy Beastley reported on Legal Shield.

Recommendations or Concerns

Continue attending these meetings.

Member or Members Attending

Melody and Manny

This form is not required for regular Board or Committee Meetings, nor District Requested meetings attended by the primary or alternate in place of the primary attendee. It is required for all meetings categorized in Appendix C where it indicates (WRR).



Board Member Meeting Report

Prepared by: M. Aranda

Date: July 16, 2015

Meeting Name: Kiwanis Redlands Morening

Meeting Location: Redlands ESI office.

Meeting Purpose and Value to District:

Presentation Re: Drought

Significant or Notable Meeting Actions/Issues of Interest for the Board

As guest speaker:

1. Brought audience up to date drought and their role in it.
2. Left them with "Plant Guide" and "Easy Way to Save Water"
3. It is clear that the audience is browng their laws and cutting their use of water.
4. Overall audience now understands necessiteach one of them to save water.

Recommendations or Concerns

I was asked to return and keep them up to date on water situation

Member or Members Attending

M. Aranda

This form is not required for regular Board or Committee Meetings, nor District Requested meetings attended by the primary or alternate in place of the primary attendee. It is required for all meetings categorized in Appendix C where it indicates (WRR).



Board Member Meeting Report

Prepared by: M. Aranda

Date: July 20, 2015

Meeting Name: Special District Board Meeting and Dinner

Meeting Location: Victorville

Meeting Purpose and Value to District:

Aranda is member of the Board of Directors.

Significant or Notable Meeting Actions/Issues of Interest for the Board

Board Meeting Report:

Discussed: Foundations Scholarships. In coming meeting will discuss amount of scholarship and person to receive. Richard Hall was selected new treasurer.

There will be no dinner meeting in August, but the board will meet. Again in the Victorville area.

Mr. Owen of CSD gave a pitch on joining California Special District.. Group is not interested.

Program:

CEO of Bron Water Quality Lab spoke. In a nutshell, There is not one lab in California that is certified by California or the federal government that is certified! that is what was said. Members present were aware of this fact.

Recommendations or Concerns

Will continue attending.

Member or Members Attending

M. Aranda

This form is not required for regular Board or Committee Meetings, nor District Requested meetings attended by the primary or alternate in place of the primary attendee. It is required for all meetings categorized in Appendix C where it indicates (WRR).



Board Member Meeting Report

Prepared by: David E. Raley

Date: December 11, 2014

Meeting Name: SBVMWD Water Policy Advisory Commission

Meeting Location: SBVMWD Office

Meeting Purpose and Value to District:

District Directed Commission Alternate

Significant or Notable Meeting Actions/Issues of Interest for the Board

- Presented Resolution of Appreciation for B. Warren Cocke's Years of Service to Pat Cocke.
- Supported Basin Technical Advisory Committee 2015 Regional Water Management Plan.
- Supported Public Draft of the 2014 Upper Santa Ana River Watershed Integrated Regional Water Management Plan Update.
- Received information of the City of San Bernardino's Clean Water Factory

Recommendations or Concerns

The District should continue support the SBVMWD Water Policy Commission.

Member or Members Attending

President Corneille and Director Raley

This form is not required for regular Board or Committee Meetings, nor District Requested meetings attended by the primary or alternate in place of the primary attendee. It is required for all meetings categorized in Appendix C where it indicates (WRR).



Board Member Meeting Report

Prepared by: David E. Raley

Date: May 1, 2015

Meeting Name: Redlands Chamber — Rise and Shine

Meeting Location: University of Redlands

Meeting Purpose and Value to District:

Community Outreach and Relations

Significant or Notable Meeting Actions/Issues of Interest for the Board

- Chamber wants to improve ADA compliance
- Police Lt. Representative reported that panhandling was major issue and that a new program was being implemented.

Recommendations or Concerns

District should continue it's association with the Chamber

Member or Members Attending

Director Raley

This form is not required for regular Board or Committee Meetings, nor District Requested meetings attended by the primary or alternate in place of the primary attendee. It is required for all meetings categorized in Appendix C where it indicates (WRR).



Board Member Meeting Report

Prepared by: David E. Raley

Date: May 28, 2015

Meeting Name: SBV Municipal Water District Benefits Committee Workshop

Meeting Location: SBVMWD Office

Meeting Purpose and Value to District:

Outreach and Relations

Significant or Notable Meeting Actions/Issues of Interest for the Board

- Discussed and recommended adoption of staffing levels —20 full time employees.
- Recommended a cost of living increase of 0.2% for all employees based on change in CPI from March 2014 to March 2015.
- Recommended approval of a Tier 3 CALPERS pension plan as required by Public Employees Pension Reform Act (AB340) with a formula of 2% at age 62 with a member contribution of 7% of reportable earnings.
- Recommended that the District pay off the CALPERS side fund of \$1,069,689 for an estimated interest savings of \$150,000.

Recommendations or Concerns

The District should review its CALPERS plan to ensure compliance with Public Employees Pension Reform Act (AB340.)

Member or Members Attending

Director Raley = _____

This form is not required for regular Board or Committee Meetings, nor District Requested meetings attended by the primary or alternate in place of the primary attendee. It is required for all meetings categorized in Appendix C where it indicates (WRR).

EXHIBIT A

1. Meetings between the Board President and District staff to discuss issues affecting agenda matters, not to exceed two (2) meetings per month.
2. Regularly noticed District Board Workshops.
3. Regularly noticed meetings of District Board committees, whether standing or ad hoc, to which the director has been duly appointed.
4. Regularly noticed meetings of agencies or organizations by directors who have been specifically appointed by the Board to serve as its primary or alternate representative.
5. Regularly noticed meetings of the Upper Santa Ana Water Resources Association.
6. Regularly noticed meetings of the Basin Technical Advisory Committee.
7. Regularly noticed meetings of the San Bernardino Regional Water Resources Authority.
8. Regularly noticed meetings of the District Advisory Commission on Water Policy.
9. Regularly noticed meetings of the San Bernardino County Association of Special Districts.
10. Court hearings or legal proceedings related to District business.
11. AB 1234 ethics and AB 1825 sexual harassment prevention training programs, in person or by webinar, if the director earns a Certificate of Completion as required by the California Government Code.
12. Additional meetings designated by the Board, from time to time, which are not of a standing nature and at which the Board desires representation by District directors.



Board Member Meeting Report

Prepared by: David E. Raley

Date: June 1, 2015

Meeting Name: SBV Municipal Water District Press Conference

Meeting Location: SBVMWD Office

Meeting Purpose and Value to District:

Community Outreach and Relations

Significant or Notable Meeting Actions/Issues of Interest for the Board

- The purpose of the meeting was to discuss State Drought Mandates.
- They unveiled their ACT (Achieving Conservation Together) Program.
- Attached Media Advisory contains the essential elements of the program.

Recommendations or Concerns

District should continue to actively support local drought programs.

Member or Members Attending

Director Raley and several others.

This form is not required for regular Board or Committee Meetings, nor District Requested meetings attended by the primary or alternate in place of the primary attendee. It is required for all meetings categorized in Appendix C where it indicates (WRR).



****MEDIA ADVISORY****

MEDIA CONTACT:

Jeff Crider (760) 567-9775

Press Conference: California's Mandated Conservation Requirements Video, Photo and Interview Opportunities

DATE: Monday, June 1, 2015

TIME: 10:00 a.m.

LOCATION: San Bernardino Valley Municipal Water District
380 East Vanderbilt Way
San Bernardino, CA 92408

Valley District Discusses State Mandates, Unveils "ACT: Achieving Conservation Together" Conservation Effort and Towering Water Use Display

On Monday, June 1, as California water providers begin the monitoring and reporting period for California's mandatory emergency conservation measures, San Bernardino Valley Municipal Water District (Valley District) is holding a press conference at its headquarters to help increase awareness about the region's need to meet savings requirements, and the strategies available to do it. The district plans to showcase a new demonstration piece that will help people visualize the savings required by the state.

In May, California's State Water Resources Control Board announced emergency water conservation reduction requirements ranging from eight to 36 percent for water providers across the state. Here in the Inland Empire, water agencies are required to reduce between 24 and 36 percent, and must report their progress monthly. While Valley District does not have a savings requirement since it does not provide water directly to consumers, it stands behind the agencies and communities it serves. "ACT: Achieving Conservation Together" is meant to show all water users that we need to work together to meet the state's emergency requirements during this unprecedented drought.

The discovery that snowpack in the Sierras was just five percent of average led Governor Brown to announce California's first-ever emergency conservation requirements. The state is in its fourth year of drought and there is no sign of a change in conditions. State requirements are in effect until at least February 28 of next year.

Valley District, a state water contractor that imports state project water for many of the region's water districts and cities, wants to empower all Inland Empire families and businesses to protect precious water resources, helping agencies meet conservation requirements and avoid fines. One way that the district has helped enhance regional resources is through the iEfficient regional conservation effort (iEfficient.com). iEfficient has focused on the need to reduce water use in yards, since 70% of the area's water use takes place outdoors.

Valley District elected officials and staff, as well as water leaders from across the region will be on hand for photos and interviews, and to discuss how the region is responding to state mandates.

#

For more information, call San Bernardino Valley Municipal Water District at (909) 387-9200.



Board Member Meeting Report

Prepared by: David E. Raley

Date: June 25, 2015

Meeting Name: SBV Municipal Water District Press Conference

Meeting Location: SBVMWD Office

Meeting Purpose and Value to District:

Outreach and to maintain an awareness of the financial aspects of their operation.

Significant or Notable Meeting Actions/Issues of Interest for the Board

- The 2015-2016 Proposed General Fund Budget was reviewed and discussed.
- The proposed projected revenues are \$26,382,783 with expenses of \$48,741,985. The \$22,359,202 difference is to be covered by using cash reserves for capital projects.
- Attached is a pie chart showing the proposed sources and uses of funds.
- The proposed United States Geological Survey Cooperative Investigations Program for the next fiscal year was presented and discussed.
- The Santa Ana Watershed Project Authority Budget for 2015-2016 was tabled.

Recommendations or Concerns

The District should continue to maintain an awareness of the financial affairs of the SBVMWD.

Member or Members Attending

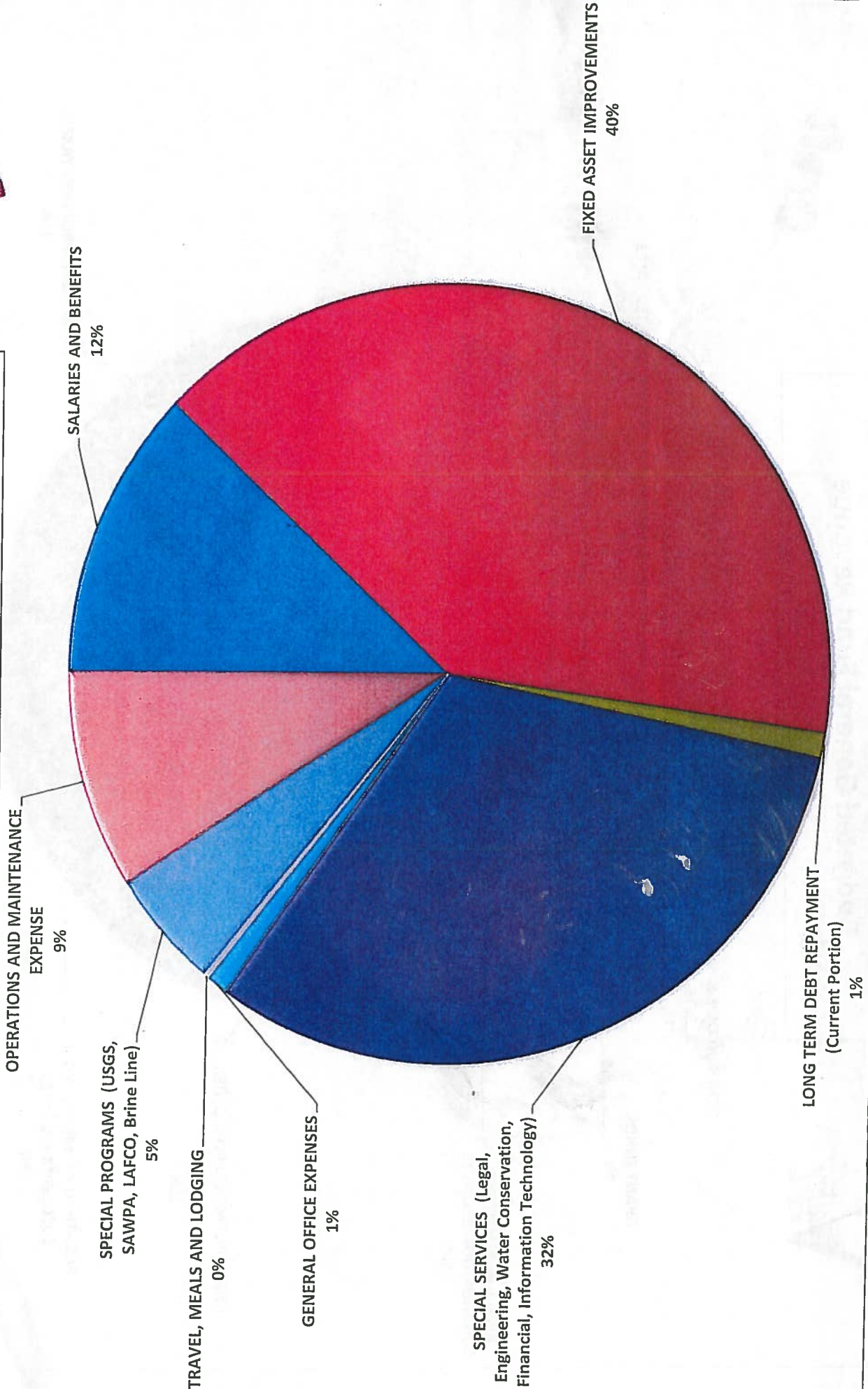
Director Raley

This form is not required for regular Board or Committee Meetings, nor District Requested meetings attended by the primary or alternate in place of the primary attendee. It is required for all meetings categorized in Appendix C where it indicates (WRR).



San Bernardino Valley Municipal Water District Budgeted General Fund Expenditures FY 2015-2016

Draft





Board Member Meeting Report

Prepared by: David E. Raley

Date: June 11, 2015

Meeting Name: SBVMWD Water Policy Advisory Commission

Meeting Location: SBVMWD Office

Meeting Purpose and Value to District:

District Directed Commission Alternate

Significant or Notable Meeting Actions/Issues of Interest for the Board

- The City of Redlands gave a presentation on their water operations and water conservation program.
- Douglas Headrick, GM gave a power point presentation on the "Santa Ana River Conservation and Conjunctive Use Program Phase1."
- The California Water Fix — Relievable Clean Water Program was discussed.

Recommendations or Concerns

The District should continue to support the SBVMWD Water Policy Advisory Commission.

Member or Members Attending

President Corneille and Director Raley

This form is not required for regular Board or Committee Meetings, nor District Requested meetings attended by the primary or alternate in place of the primary attendee. It is required for all meetings categorized in Appendix C where it indicates (WRR).

REQUEST FOR APPROVAL FOR: MANNY ARANDA
TRAVEL AND EXPENSES COST ESTIMATE TO ATTEND
2015 ACWA FALL CONFERENCE

Registration	\$	695.00	Full Conference
Hotel	\$	875.00	5 nights (does not include taxes/fees)
Mileage	\$	73.26	Roundtrip
Per Diem	\$	1,030.00	5 days
Meals	\$	100.00	
Total	\$	2,773.26	

TRAVEL AND EXPENSES COST ESTIMATE

Name of Event:	California Special District Annual Conference
Event Dates:	September 21,2015 - September 24, 2015
Requested by:	Manny Aranda

GL	GL Name	Cost	Notes
	6401 Directors Fees	\$ 824.00	4 days
	6410 Mileage	\$ 437.00	Round trip 760
	6415 Air Fare	\$ -	
	6420 Other Travel	\$ 40.00	Parking
	6425 Meals	\$ 100.00	
	6430 Lodging	\$ 395.55	
	6435 Conference Registration	\$ 600.00	Full Conference
	Estimated Total	\$ 2,396.55	

*Mileage Rate is \$0.575

*Per Diem is \$206 per day

TRAVEL AND EXPENSES COST ESTIMATE

Name of Event:	ACWA Fall Conference
Event Dates:	December 1, 2015-December 4, 2015
Requested by:	Richard Corneille

GL	GL Name	Cost	Notes
	6401 Directors Fees	\$ 604.00	3 days
	6410 Mileage	\$ 207.00	3 days @ 120 mi RT per day
	6415 Air Fare	\$ -	
	6420 Other Travel	\$ -	
	6425 Meals	\$ -	
	6430 Lodging	\$ -	
	6435 Conference Registration	\$ 695.00	full with meals
Estimated Total		\$ 1,506.00	

*Mileage Rate is \$0.575

*Per Diem is \$206 per day