



**BEAUMONT CHERRY VALLEY WATER DISTRICT
AGENDA
SPECIAL MEETING OF THE BOARD OF DIRECTORS
560 Magnolia Avenue, Beaumont, CA 92223
Thursday, December 22, 2011
Special Session 3:00 p.m.**

Call to Order, President Ball

Pledge of Allegiance, Director Guldseth

Invocation, Vice President Woll

Roll Call

Public Input

PUBLIC COMMENT: At this time, any person may address the Board of Directors on matters within its jurisdiction which is not on the agenda. However, any non-agenda matters that require action will be referred to Staff for a report and possible action at a subsequent meeting. To provide comments on specific agenda items, please complete a speaker's request form and provide the completed form to the Board Secretary prior to the board meeting. Please limit your comments to three minutes. Sharing or passing time to another speaker is not permitted.

Action Items

1. **Adoption of the Agenda**
2. **Consider the Adoption of the 2012 Operating Budget and Associated Staffing plan, Job Descriptions and Salary Resolution to Implement a New Organizational Structure for the District; and Directing Staff to Implement Layoff Procedures in Accordance with Applicable Laws, Rules and Regulations as indicated in Resolution No. 2011-09 ****
3. **Discussion and Possible Action Regarding the Transfer of Land Originally Designated for Recharge Activities in the Noble Creek Development Area.**
4. **ADJOURNMENT**

**** Information included in the agenda packet**

AVAILABILITY OF AGENDA MATERIALS - Agenda exhibits and other writings that are disclosable public records distributed to all or a majority of the members of the Beaumont Cherry Valley Water District Board of Directors in connection with a matter subject to discussion or consideration at an open meeting of the Board of Directors are available for public inspection in the District's office, at 560 Magnolia Avenue, Beaumont, California ("District Office") If such writings are distributed to members of the Board less than 72 hours prior to the meeting, they will be available from the District's Board Secretary of the District Office at the same time as they are distributed to Board Members, except that if such writings are distributed one hour prior to, or during the meeting, they can be made available from the District's Board Secretary in the Board Room of the District's Office.

REVISIONS TO THE AGENDA -In accordance with §54954.2(a) of the Government Code (Brown Act), revisions to this Agenda may be made up to 72 hours before the Board Meeting, if necessary, after mailings are completed. Interested persons wishing to receive a copy of the set Agenda may pick one up at the District's Main Office, located at 560 Magnolia Avenue, Beaumont, California, up to 72 hours prior to the Board Meeting.

REQUIREMENTS RE: DISABLED ACCESS - In accordance with §54954.2(a), requests for a disability related modification or accommodation, including auxiliary aids or services, in order to attend or participate in a meeting, should be made to the Board Secretary, Blanca Marin, at least 48 hours in advance of the meeting to ensure availability of the requested service or accommodation. Ms. Marin may be contacted by telephone at (951) 845-9581, Ext. 23, email at blanca.marin@bcvwd.org or in writing at the Beaumont Cherry Valley Water District, 560 Magnolia Avenue, Beaumont, California 92223.



**Beaumont Cherry Valley Water District
Special Board Meeting
December 22, 2011**

DATE: December 8, 2011
TO: Board of Directors
FROM: Eric Fraser, General Manager
SUBJECT: Proposed Fiscal Year 2012 Budget

Recommendation

Staff recommends that the Board of Directors adopt the attached Fiscal Year 2012 Budget and associated Salary Resolution.

Background

Attached for the Board's consideration is the proposed budget for the 2012 Fiscal Year. [Attachment 1.] The details of the budget are contained within the document. One of the major components of the budget is a revised staffing plan and salary resolution. [Attachment 2.] The Board indicated on several occasions during the recruitment process for the General Manager position, which was completed in mid-July 2011, that there was a need to reorganize the District to address a number of serious issues that were identified by outside agencies, including the County of Riverside Grand Jury, independent auditors, and the governance report commissioned by the Board.

Accordingly, at the Board's request, staff has evaluated; the organizational plan and job classifications; the District's operations, policies and procedures; the reports and recommendations by outside agencies; the status of the District's response to those recommendations; and the District's ability and resources to provide quality and cost effective service to its ratepayers. The conclusion drawn from this in-depth analysis is that significant changes are necessary to move the organization forward and to rectify the identified deficiencies in District operations, policies and procedures. Section A of this report provides a detailed analysis of these conclusions.

The salary resolution that is part of the proposed 2012 fiscal year budget establishes a list of classifications/positions and associated salary schedule to facilitate staffing the District with appropriate classifications equipped to enable the District to implement the recommendations and directives of the District's auditors and the 2007-2008 Grand Jury Report. In particular, there is a critical need for creation of new classifications in the areas of finance, accounting, technology, and engineering, with the appropriate education, license (as applicable), and work experience. As discussed in greater detail in Section B of this report, these new classifications are designed to enable the District to fulfill the mandate contained in the Grand Jury Report and Audit Reports, including critical tasks such as reconciliation of several years of past financial data and developing the necessary controls and procedures to ensure public funds are properly managed. They are also



designed to ensure cost-effective service to the District's ratepayers, achieve a net-neutral salary plan and salary resolution to avoid the need to implement rate increases that would impact the District's ratepayers, reduce redundancy and waste, enhance security of the District's facilities and resources, and to better serve the community.

A. The Revised Staffing Plan Addresses Critical Identified Deficiencies

The proposed staffing plan addresses and responds to serious and outstanding issues identified by outside agencies and implements their recommendations. The relevant reports are attached in full. The following are examples of observations and issues that illustrate the depth of the problems that need to be addressed and which are the basis for the proposed revised staffing plan. These examples are by no means intended to be a comprehensive list of identified concerns.

2007-2008 Grand Jury Report - Outstanding Recommendations

- (1) The Grand Jury Report [Attachment 3] identified the fact that the District failed to provide audited financial statements for the years 2004, 2005, and 2006. The Grand Jury Recommendation to the District as a result of this finding was:

"The Board must immediately eliminate obstacles and comply with Government Code § 26909 requiring annual audits. Specifically, replace outdated and unusable accounting software, keep accounting software current, and hire qualified accounting personnel. RCAC take appropriate action with the District for the failure to comply with Government Code § 26909." [Grand Jury Report, page 9, #1.]

The District has since conducted annual audits (with several significant findings as discussed below), but has failed to hire qualified accounting personnel, as recommended. The accounting software has been purchased, but issues remain with respect to the configuration of the system due to the lack of staffing with the appropriate qualifications. The need for a qualified Finance Director and financial/accounting support staff is essential for the District to produce accurate financial statements.

- (2) In response to an inconsistent application of the reimbursement of educational funds, the Grand Jury found: *"The Board must establish District policy concerning reimbursement of training and education expenses contained in the District's MOU. Discontinue payment of the educational expenses for employees who do not meet the conditions contained in the District's MOU. Require reimbursement from the employees for all non-job related courses and expenses. If an engineer is required, the District must contract for a qualified engineer to perform the engineering duties."* [Grand Jury Report, page 9, #4.]

The District has not yet fully addressed these recommendations, and should do so. As it relates to a revised staffing plan, the need for a qualified engineer that can perform tasks on a regular basis remains unfulfilled and is incorporated into the revised plan.

- (3) In response to the Grand Jury's finding that the District had in excess of \$400,000 in delinquent customer accounts, representing 4.6% delinquency rate (compared to the national average delinquency rate of 0.5-1%), the Grand Jury



recommended: *"The Board must establish a written policy dealing with delinquent accounts and ensure the policy is followed equitably, showing no favoritism. The Board must establish safeguards and take action when a customer, residential or commercial, becomes delinquent in paying their water bill."* [Grand Jury Report, page 10, #4.]

Efforts have improved to track delinquent customers, however, the District still faces approximately \$100,000 in delinquent balances from several years ago. To implement this recommendation consistently and effectively will require addition of a classification with appropriate technical and supervisorial qualifications.

2009 Budget Document

- (4) An excerpt from the 2009 Budget Document [Attachment 4] highlights the District's continued need for qualified financial and accounting expertise. As illustrated on the attachment, all of the revenue numbers were presented in brackets (), indicating a negative value. This practice does not follow the standard presentation format for budget documents. As presented, it would lead the reader to assume that the District was budgeting for a multi-million dollar deficit. Except for a few short months, the District has not employed any full time personnel with government accounting background or audit experience for the last decade.

Fiscal Year 2009 Audit Report Management Letter to Board

- (5) The Fiscal Year 2009 Audit Report Management Letter [Attachment 5] identified 10 significant deficiencies in internal control along with 22 audit adjustment/reclassification entries made to the original trial balance, which resulted in a decrease in net assets of the District of approximately \$1,271,242.¹ Deficiencies are classified in the following manner:

"A control deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis."

A significant deficiency is a control deficiency, or combination of control deficiencies that adversely affects the entity's ability to initiate, authorize, record, process, or report financial data reliably in accordance with generally accepted accounting principles such that there is a more than remote likelihood that a misstatement of the entity's financial statements that is more than inconsequential will not be prevented or detected by the entity's internal control." [2009 Audit Report, page 1.]

This finding indicates that the District lacks sufficient internal controls, processes, and procedures to manage and allocate funds, detect and prevent theft, fraud, and mischaracterization of the financial status of the District.

¹ *The Fiscal Year 2010 Audit Report Management Letter reflects essentially the same concerns and findings, noting only that rectification of a limited number of deficiencies is "in progress."*



Examples of ongoing issues that demonstrate this lack of internal control follow:

a. Aflac

Since 2005, the District has offered supplemental insurance to its employees through Aflac. Employees can choose from a variety of coverages and pay the entire premium for the individual policies. Aflac bills the District based on the interval specified by the District to coincide with payroll. This can be monthly, bi-weekly, etc. The District established a deduction period of 26 payments to coincide with its bi-weekly payroll. In 2008, it was discovered that premium amounts were deducted from employee paychecks only 24 periods per year, resulting in under-collection of premiums from the employees. Attempts to rectify these errors by requesting employees to pay the uncollected difference did not fully resolve the issue due to an insufficient number of payroll periods from which the deductions occurred. This resulted in net under-collection of \$8,850.69 as of November of this year. A comprehensive reconciliation to the beginning of the program has since revealed other concerns, which are currently being addressed. The longstanding problems with implementing and reconciling the Aflac program further demonstrates the need for the District to establish a position with a level of qualifications and experience that will ensure proper management and reconciliation of employee deductions and other accounting functions.

b. Developer Files/Impact Fees/Deposits/Development Contacts

The District has collected several million dollars in fees and deposits from developers. The 2009 audit management letter identified that, while the District has historically claimed that a segregation of funds was maintained, there is insufficient evidence to support this statement. As an example, a developer recently advised the District that several checks amounting to tens of thousands of dollars were not cashed. Review of developer agreements, proper allocation and reconciliation of developer fees and deposits, and interfacing with the developer community on behalf of the District involve complex issues that require a high level of skill and experience in accounting, auditing, or finance, and familiarity with public contracting, engineering, and project management.

The need for a competent, experienced, educated and trained professional who can perform proper reconciliation procedures is obvious. The current staffing plan lacks classifications with these qualifications. Until this is rectified, the District cannot report an accurate, defensible, unrestricted fund balance. This potential liability on the balance sheet impairs the District from initiating any significant projects. Misallocation of developer fees and deposits potentially places the District at significant risk. For these reasons, among others, in order for the District to properly manage developer-related agreements, fees and deposits, it is imperative that the District establish one or more positions with the requisite qualifications and experience to fulfill and supervise these important duties.

c. Cash Handling and Bank Reconciliation

The 2009 Audit report identified a number of concerns regarding stale dated checks, handling and accounting of customer deposits, connection fee revenue recognition, and other issues related to cash handling and bank reconciliation.



A comprehensive assessment of these issues has not yet been undertaken, but on-going issues continue to come to the District's attention, often on an ad hoc basis such as a customer complaint or inquiry. For example, a customer recently notified the District that her payment by check a week prior had not been cashed. This led to discovery that the batch file to the bank for all of the transactions that day had not been deposited. Further investigation revealed that this same issue went undetected a total of three times in a three week period. Just one of these incidents alone represents thousands of dollars in payments to the District that did not get deposited for over a week. This was compounded by the lack of formal bank deposit reconciliation procedures and controls, resulting in the District not learning of the issue until it was brought to light by a chance customer inquiry. This is a significant issue that places the District at risk for fraud and theft. The basic concept of reconciling the deposits daily and segregating the duties of those actions is a fundamental internal control and audit procedure. It is critical that the District establish one or more positions with the requisite qualifications and experience to fulfill and supervise these important duties.

d. Front office Staffing

Review of the organization of the District as it compares to other Water Districts and observation of the daily number of walk-up customers and phone calls leads to the conclusion that the District is currently overstaffed in the front office. For example, the Yucaipa Valley Water District (YVWD), which serves approximately 18,000 water customers and 22,000 sewer customers, has a total accounting and front office staff of six. Compare that to ten full-time positions and one half-time position currently filling these functions at the District, which serves approximately 15,500 customers. The success of the YVWD staffing plan lies with the cross-trained and highly qualified front-office positions. YVWD has two counter positions to perform all basic functions such as cashiering, start/stop service, billing inquiries, switchboard, and collections. These same functions are currently segregated to five separate staff positions at the District. Under YVWD's staffing plan, other functions such as accounting, AP/HR, reconciliation, billing and asset management are performed by the remaining staff at YVWD, all of whom are cross-trained to provide backup during vacations and other absences. YVWD also bills all customers monthly compared to the District's bi-monthly schedule, yet is still able to accomplish the task within the resources of its current staffing plan. Cross-training in conjunction with establishing minimum standards for classifications in the finance division will allow growth and mobility commensurate with skills, career path, and succession planning.

B. Summary of the Revised Staffing Plan

Consistent with the strong direction of the Board, staff has undertaken focused efforts to analyze the District's existing operations, policies and procedures, including the day-to-day operations of each position within the organization, and to evaluate them in terms of level of compliance and responsiveness to the reports and recommendations of outside agencies, and the District's needs. Staff has critically examined the District's existing organizational structure to determine where improvements can be made and how to revise them in such a way as to meet the District's needs, rectify serious identified and longstanding problems, and to do so without burdening the District's ratepayers. It is noted that a detailed review of the existing organizational chart in comparison with



existing salary schedules reveals numerous discrepancies across all classifications. These, and other issues, will also be rectified on a going forward basis in conjunction with the revised staffing plan and salary resolution, and further refinement of job descriptions for all positions within the District.

Critical to improving the District's operations is filling the existing position of Director of Finance and Administrative Services (aka Chief Financial Officer) which has been vacant for one year. This is a hands-on position that engages in the daily operations of the division in addition to filling needed functions such as Human Resources. The recruitment for the position has been initiated and the Board of Directors has approved the maximum salary and potential candidates. Appointment is anticipated to coincide with the start of new fiscal year.

The revised staffing plan includes establishment of new classifications and positions, and elimination of existing positions that are no longer necessary for the District's current and future operations. These are reflected on the revised organizational chart [Attachment 6] and include:

1. **Senior Financial and Administrative Analyst.** This position requires a minimum of a Bachelors Degree or equivalent in business, accounting, economics, finance, public policy, public administration, or a related field. A Masters Degree in business, public policy, public administration, management, economics, or a related field is preferred.

In addition, a minimum of 5 years of professional experience including; project & program management; development & delivery of financial strategies, budgets, and budget preparation; progressively responsible analytical & financial management experience & experience with governmental accounting or financial management is desired. A demonstrated knowledge of complex financial software & data analysis tools is also required.

The initial assignment for this position would be to evaluate, audit and reconcile the developer files and associated fee and deposit issues. Key functions of the position would also include assisting with past reconciliation issues, audit findings, project cost accounting, rate structure and other special projects. This position will also assume the duties of the administrative/executive assistant, preparing agendas and managing confidential highly complex administrative duties for the board of directors and general manager.

2. **Accountant III.** The new Director of Finance and Administrative Services will need extensive support to resolve the multitude of issues with the General Ledger and past accounting practices. This position will provide that support and eventually migrate to provide customer service support through cross-training in a model similar to YVWD. Unlike the current Sr. Accountant position that was not competitively recruited with a job description that included minimum educational requirements, this recruitment effort will be conducted with an emphasis on a Bachelors Degree in Accounting, Finance, or related field, with six years of accounting experience. Upon consultation with the new Director of Finance and Administrative Services, a decision will be made to determine if the second position is needed on an interim basis with a temporary agency employee or a full recruitment for a permanent classification will be necessary.



3. **IT/GIS Manager.** The District has expended millions of dollars in pipelines without any design drawings or maps that are available to field personnel, other agencies desiring to construct facilities in the area, etc. This issue would be resolved through hiring a qualified and experienced IT Manager who could maintain the system, network, and workstations in conjunction with assisting in the preparation of GIS mapping of District pipelines and other resources. Having this position in-house also enhances control over system security. This position would be partially funded through the elimination of the current IT consulting contract which incurs costs around \$40k per year.
4. **Director of Engineering.** While the District has nowhere near the amount of workload that was experienced during the last surge in development, the activities associated with development projects still must be evaluated and processed. Highly skilled technical assistance is needed to resolve many of the outstanding issues. These functions cannot be performed by clerical personnel. The addition of a full time Registered Engineer to the Engineering Department to act as the point of contact for all new development projects is essential to protecting the needs of the District and providing a properly trained liaison to outside entities. This position would also take the lead in the capital improvement program and act as project manager for various improvement projects.

In order to fund the acquisition of the new professional level staff while staying within the range of the current budget, several current positions will need to be eliminated as illustrated on the revised organizational chart because these positions are no longer needed. These include the current positions of: Assistant General Manager; Sr. Accountant; Commercial Office Supervisor; Engineering Technician; Administrative/Executive Assistant; Account Clerks I/II (4 positions); Production Maintenance II; and Utility Person I/II. In accordance with the employee MOU, part time and temporary staff in these positions must be eliminated first. Two part-time/temporary positions and eight full-time positions will be eliminated under the revised staffing plan. These positions no longer serve the needs of the District and are redundant.

The goal of this staffing plan is to resolve significant issues that require skills, education and experience that are not currently available under the current organizational classifications. The revenue available to the District is limited and creates the constraints that define the funding that can be allocated to staffing. The recent elimination of the landscape contract that costs approximately \$70,000/year should provide sufficient cost savings to allow the expiration of the furlough program without a significant impact to the overall budget. This will put the District's employees back on a full schedule and provide them with additional revenue which makes more sense than furloughing employees and then outsourcing work that they could perform.

The General Manager is authorized by contract to organize, staff, and reorganize the District as necessary. The revised staffing plan summarized in this Report could therefore be implemented by the General Manager without Board approval. However, due to the significance of the proposed staffing plan in terms of implementing the Board's overall goals to move the District forward, the revised staffing plan and salary resolution is proposed in connection with the 2012 fiscal year budget and is presented as an integral part of it to the Board for its direction and concurrence. Future staffing changes will be performed as necessary using the positions on the approved salary resolution and the constraints established by the approved budget using a programmatic approach.



Fiscal Impact

The total projected revenues for the year are anticipated to be \$12,005,550 with a total proposed expenditure of \$11,898,400. This provides an unallocated contingency of \$107,150. The proposed staffing plan results in over a \$13,000 savings in annual base salary cost over the existing staffing plan including the 3.5% cost of living increase per the MOU with staff working a full 40 hour work week through the elimination of furloughs.

Attachments:

1. 2012 Fiscal Year Budget [proposed]
2. 2012 Budget and Salary Resolution [proposed]
3. 2007-2008 Grand Jury Report
4. 2009 Budget Document Excerpt
5. 2009 Fiscal Year Audit Report Management Letter
6. 2012 Organizational Chart [proposed]



Beaumont Cherry Valley Water District 2012 Operating Budget



Introduction Section

Executive Summary

Honorable Board of Directors:

Staff is pleased to present the Beaumont Cherry Valley Water District Fiscal Year 2012 Operating Budget to the Board of Directors for consideration. The fundamental theme of the document is to present a balanced budget with conservative estimates for revenue while facilitating the necessary organizational changes to get the District on track with internal controls and financial accountability. The Capital Improvement Budget will be presented at a future Board Meeting once the new staff has had adequate time to evaluate the financial status of the District.

The revenue numbers presented assume a conservative estimate of approximately 11,000 acre feet of water delivered to our ~14,900 active/15,452 inactive customers which has been fairly consistent for the last three years. The \$551,040 increase in water sales revenue is due to the already approved rate increase that takes effect on January 1, 2012. I feel confident with the estimates presented since they are based on actual delivery data with the meter service charges based on the current active services. The other half of the increase in revenue (~\$791,408) comes from the pass-through charges that have been ramped up to correspond with the associated costs for about 7,000 acre feet of imported water as we increase deliveries to meet the requirements of the basin adjudication. Facilities charges and other development related revenue have been reduced to account for the current economic downturn.

On the expense side of the budget, an increase of \$1,070,443 is proposed which is primarily from an increase of \$495,747 in Imported State Water Project purchases and \$511,000 in stored water purchased from South Mesa Water Company. Historically the District underfunded these purchases resulting in transfers from the cash account to cover the expenditures.

The labor and benefit costs presented include the 3.5% cost of living increase as required by the employee association MOU with the furlough expiring on December 31, 2011 and staff returning to a full 40 hour work week. Also included are the appropriate increases in health insurance and retirement costs. The actual amount base wages is actually reduced as a result of the proposed reorganization and staffing plan.

It is important to note the proposed budget also fully funds \$1,850,000 in depreciation and the entire principal and interest payment for the \$5M recycled water system capital improvement loan from Bank of America. That depreciation can then be reallocated into the capital reserve account for replacement and betterment projects.

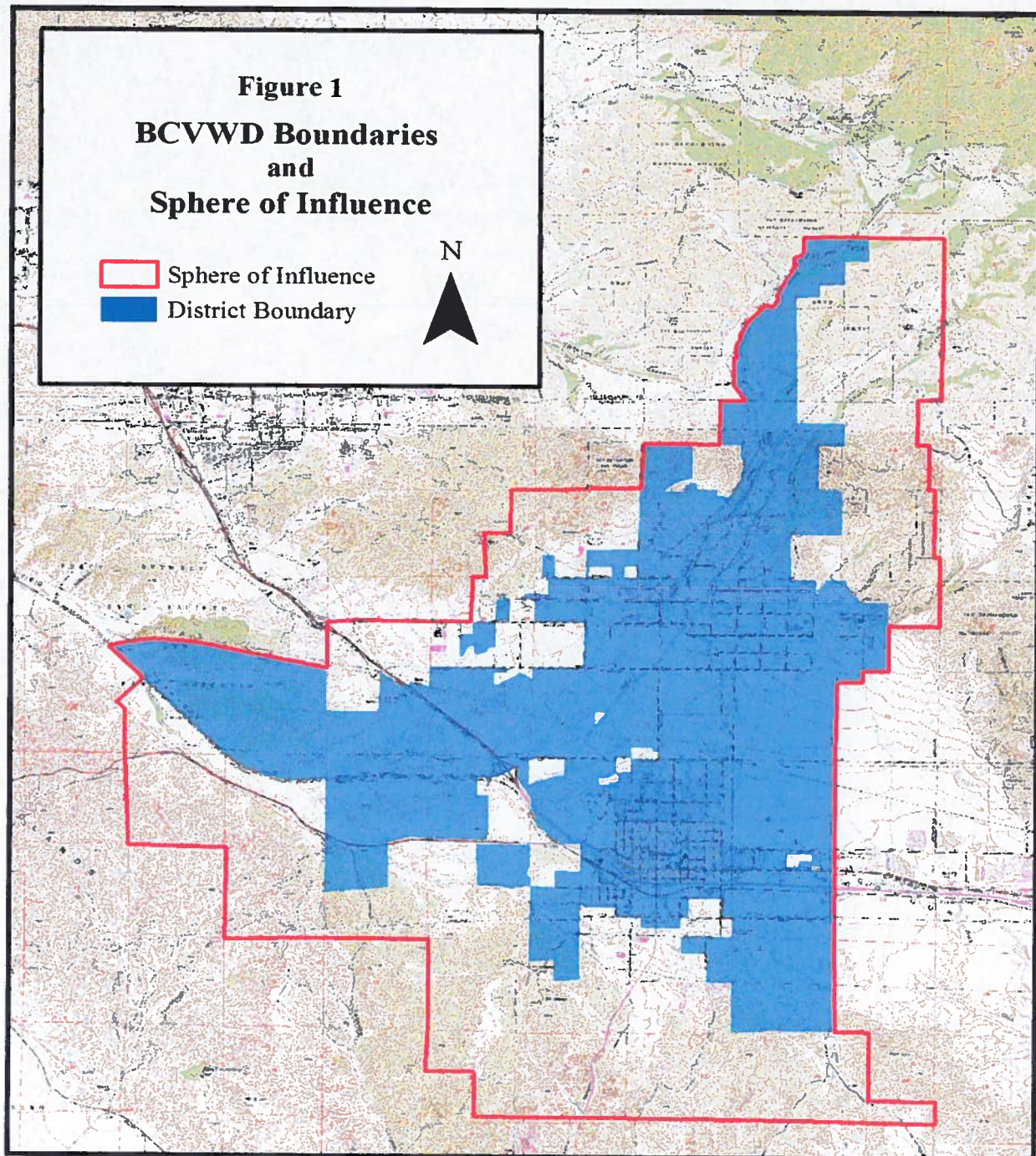
In summary, we are proposing a budget that has an estimated revenue of \$12,005,550 with expenditures at \$11,898,400. This yields a net unallocated amount of \$107,150 that can be used as a contingency or contribution to reserve. The budgeted expenditures include all of the new positions, changes in insurance costs, power, benefits, COLA, postage, etc. While the overall dollar amount is larger than prior years, one must consider the majority of those costs are associated with the increased imported water supply needs as the interim solution in the Beaumont Basin Adjudication expires requiring the District to replenish most of the extractions from the Beaumont Basin.

Eric Fraser
General Manager

Background

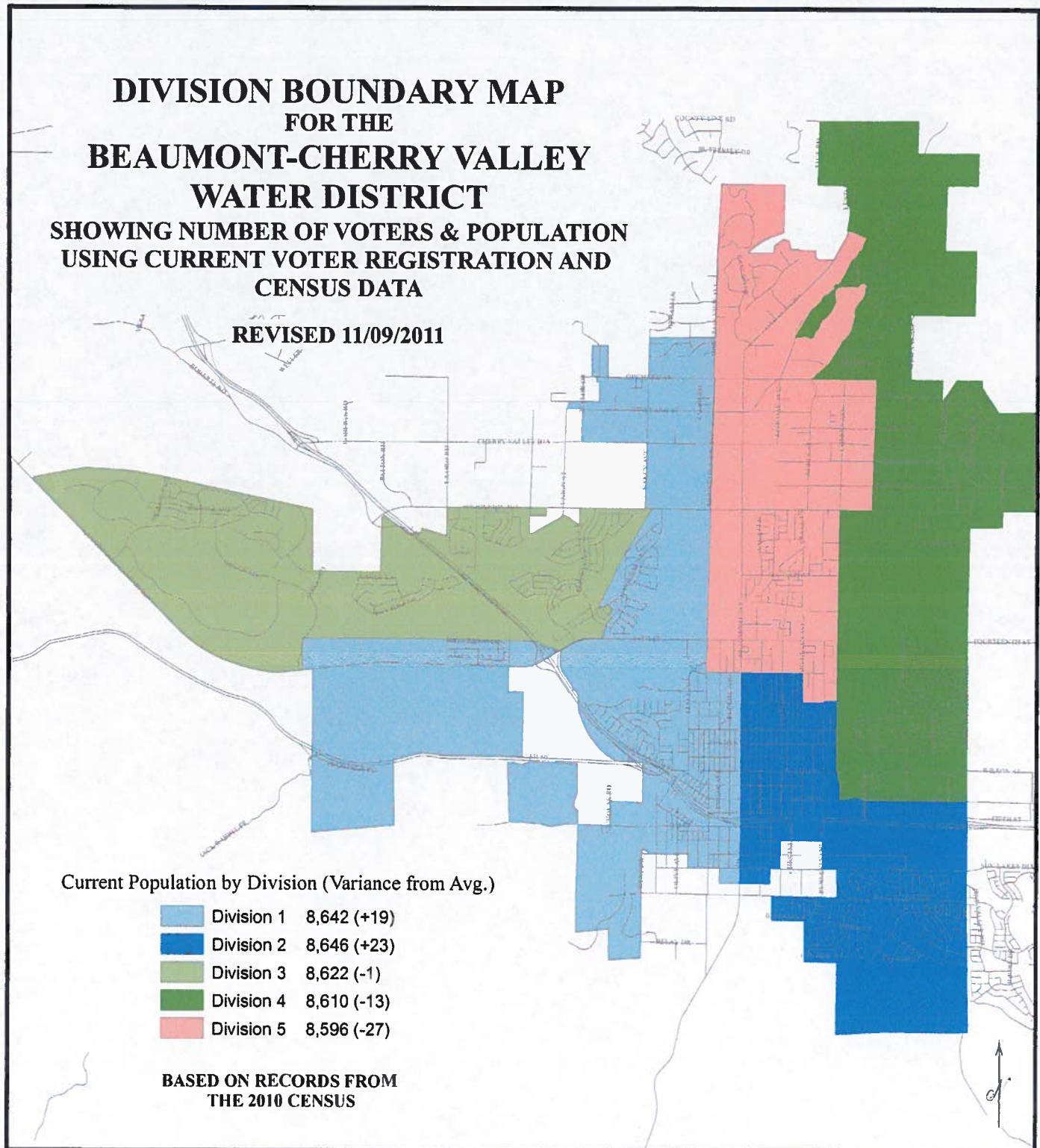
The Beaumont Irrigation District was formed in March of 1919 under the Wright Act of 1897.

The District's service area is approximately 28 square miles with a majority of the area within the communities of Beaumont and Cherry Valley. The system is served exclusively by ground water using 23 wells. Recharge of the basin is accomplished using imported State Project Water at the District's recharge facilities. A total of 30 million gallons of potable and 2 million gallons of reclaimed water storage provide peak demand and fire protection reserves. The water distribution system is comprised of over 100 miles of potable water lines and about 28 miles of reclaimed water lines (including transmission and distribution lines) from 2 to 30 inches in diameter.



Organization

Constituents of the District are represented by a five member Board of Directors from five separate divisions. The recently revised and adopted division boundary map is presented below.



Financial Section

Budget Summary and Detail by Department

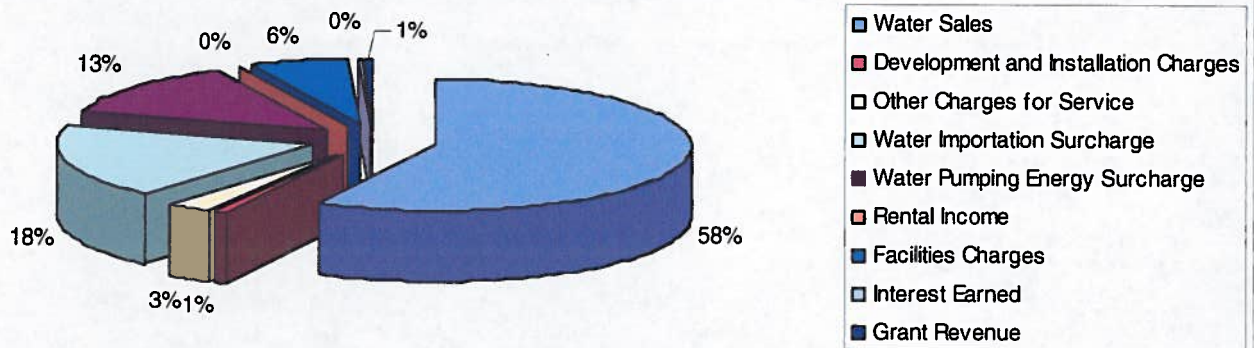
Financial Summary

Overview

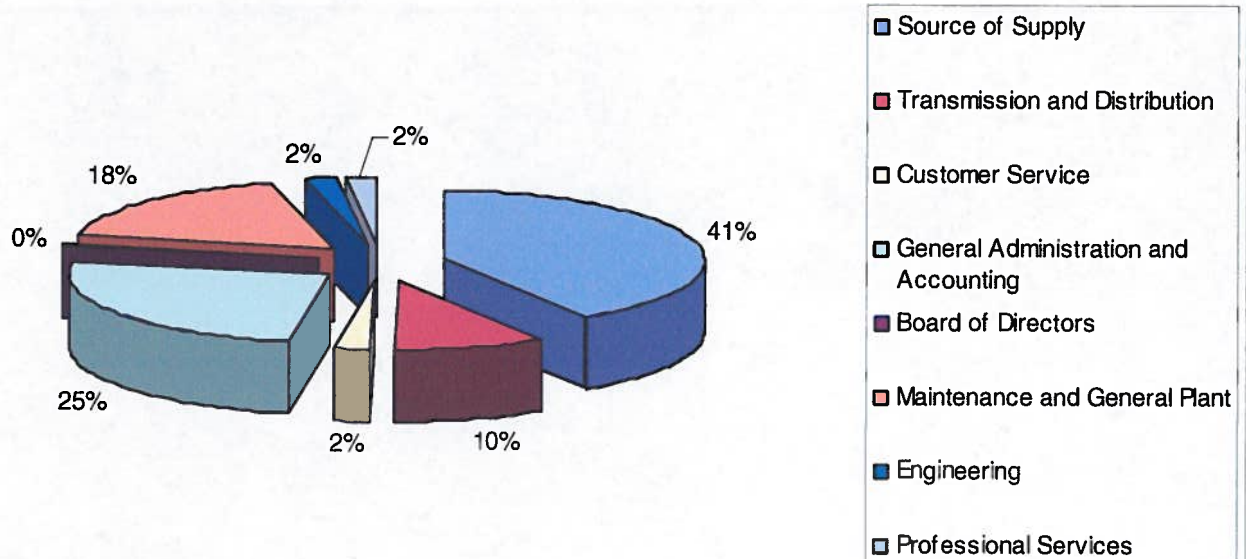
The District utilizes the accrual basis for budget and accounting, recognizing revenues and expenses in the period in which they are earned and incurred, respectively.

	2011 ADOPTED	2011 PROJECTED	2012 PROPOSED	Increase/ (Decrease)
Operating Revenue				
Water Sales	6,361,960	6,531,572	6,913,000	551,040
Development and Installation Charges	195,000	117,961	95,000	(100,000)
Other Charges for Service	403,000	358,526	363,500	(39,500)
Water Importation Surcharge	1,645,592	1,165,904	2,205,000	559,408
Water Pumping Energy Surcharge	1,350,000	1,573,561	1,582,000	232,000
Total Operating Revenue	9,955,552	9,747,524	11,158,500	1,202,948
Non-Operating Revenue				
Rental Income	22,000	21,076	22,000	0
Facilities Charges	740,405	852,273	731,500	(8,905)
Interest Earned	35,000	18,762	18,550	(16,450)
Grant Revenue	75,000	0	75,000	0
Total Non-Operating Revenue	1,625,810	1,750,182	1,575,100	(50,710)
Total Revenue	10,827,957	10,792,749	12,005,550	1,177,593
	2011 ADOPTED	2011 PROJECTED	2012 PROPOSED	Increase/ (Decrease)
Operating Expenses				
Source of Supply	3,841,313	4,559,135	4,847,600	1,006,287
Transmission and Distribution	988,092	980,844	1,149,200	161,108
Customer Service	217,630	193,076	253,300	35,670
General Administration and Accounting	2,775,787	2,564,004	3,015,200	239,413
Board of Directors	53,560	23,911	54,100	540
Maintenance and General Plant	2,577,068	2,186,877	2,122,900	(454,168)
Engineering	141,507	102,124	217,100	75,593
Professional Services	233,000	229,043	239,000	6,000
Total Operating Expenses	10,827,957	10,839,013	11,898,400	1,070,443
Total Revenue	10,827,957.00	10,792,749.36	12,005,550.00	1,177,593.00
Total Expenditures	10,827,957.00	10,839,013.09	11,898,400.00	1,070,443.00
Net Increase/(loss)	-	(46,263.73)	107,150.00	107,150.00

2012 PROPOSED TOTAL REVENUE



2012 PROPOSED EXPENSES



Operating Revenues and Expenditures

Revenue Detail

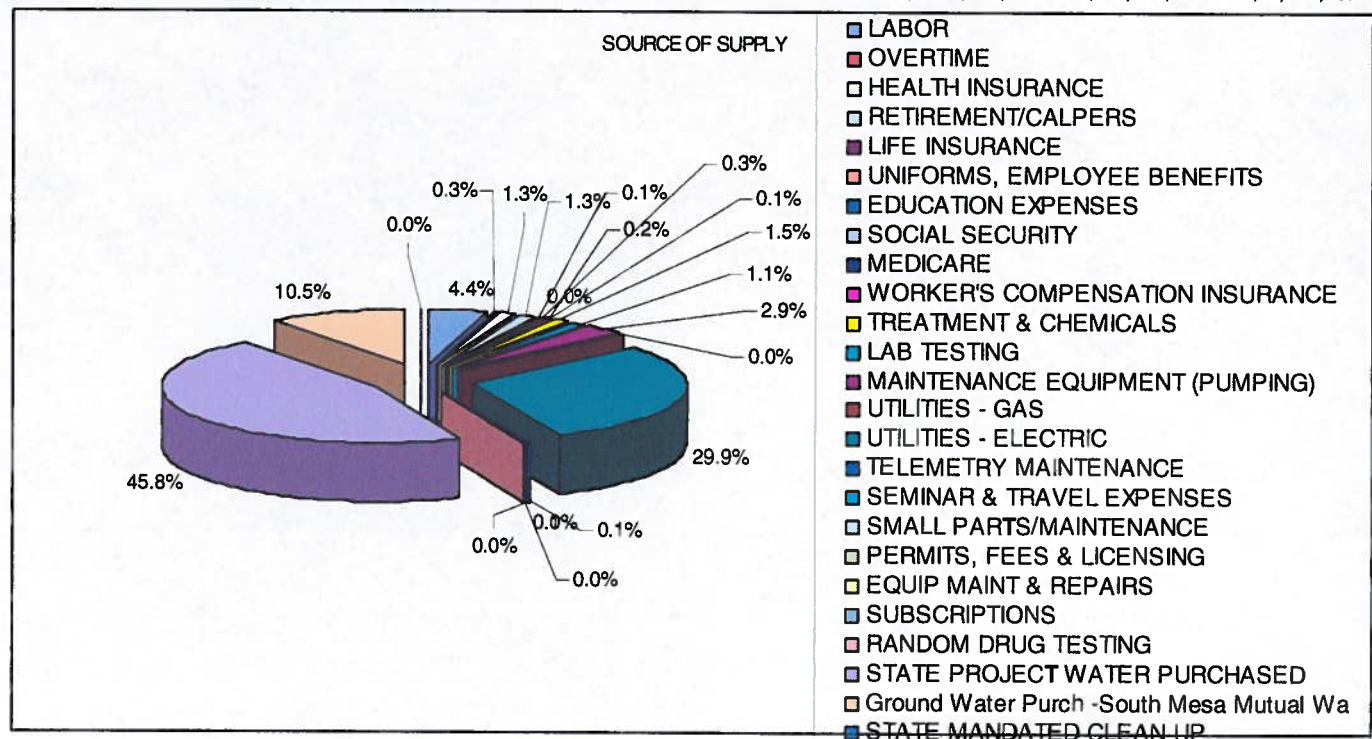
	2011 ADOPTED	2011 PROJECTED	2012 PROPOSED	CHANGE
OPERATING REVENUE				
Water Sales				
1-4-4010-400 FIXED METER CHARGES	1,958,960	2,099,432	2,286,000	327,040
1-4-4010-401 DOMESTIC WATER SALES	4,300,000	4,354,768	4,550,000	250,000
1-4-4010-402 IRRIGATION WATER SALES	28,000	31,261	31,000	3,000
1-4-4010-403 CONSTRUCTION WATER SALES	75,000	46,111	46,000	(29,000)
	6,361,960	6,531,572	6,913,000	551,040
Development and Installation Charges				
1-4-4010-404 INSTALLATION CHARGES	145,000	52,185	45,000	(100,000)
1-4-4010-413 DEVELOPMENT INCOME (DEPOSITS APPLIED)	50,000	65,776	50,000	0
	195,000	117,961	95,000	(100,000)
Other Charges for Service				
1-4-4010-407 REIMB. CUST. DAMAGES/UPGRADES	13,000	10,187	10,000	(3,000)
1-4-4010-408 BACKFLOW DEVICES	25,000	23,484	24,000	(1,000)
1-4-4010-409 REIMBURSEMENT - INSURANCE	33,000	36,836	0	(33,000)
1-4-4010-410 RETURNED CHECK FEES	2,000	2,575	2,000	0
1-4-4010-411 MISCELLANEOUS INCOME	31,000	31,863	31,000	0
1-4-4010-449 CREDIT CHECK PROCESSING FEES	0	4,964	4,500	4,500
1-4-4010-414 RECHARGE INCOME (CITY OF BANNING)	80,000	40,019	72,000	(8,000)
1-4-4010-419 CONSTRUCTION METER MOVE CHARGE	0	55	0	0
1-4-4010-439 REIMB - MAINTENANCE OF WELLS 24,25 & 26	20,000	590	20,000	0
1-4-4010-441 TURN ONS	35,000	32,127	32,000	(3,000)
1-4-4010-442 THIRD NOTICE CHARGE	78,000	82,887	80,000	2,000
1-4-4010-443 PENALTIES	86,000	92,940	88,000	2,000
	403,000	358,526	363,500	(39,500)
Water Importation Surcharge				
1-4-4010-444 SGPWA IMPORTATION CHARGE	1,645,592	1,165,904	2,205,000	559,408
Water Pumping Energy Surcharge				
1-4-4010-445 SCE POWER CHARGE	1,350,000	1,573,561	1,582,000	232,000
Total Operating Revenues	9,955,552	9,747,524	11,158,500	1,202,948
NON-OPERATING REVENUE				
Rental Income				
1-4-4010-412 RENTAL INCOME	1,200	1,200	1,200	0
1-4-4011-412 RENT - 12303 OAK GLEN RD	2,400	2,400	2,400	0
1-4-4012-412 RENT - 13695 OAK GLEN RD	2,400	2,400	2,400	0
1-4-4013-412 RENT - 13697 OAK GLEN RD	2,400	2,400	2,400	0
1-4-4014-412 RENT - 9781 AVENIDA MIRAVILLA	2,400	2,400	2,400	0
1-4-4015-515 ELECTRIC & PROPANE-12303 Oak Glen Rd	2,450	1,939	2,100	(350)
1-4-4016-515 ELECTRIC & PROPANE-13695 Oak Glen Rd	2,400	1,763	2,400	0
1-4-4017-515 ELECTRIC & PROPANE-13697 Oak Glen Rd	3,600	4,060	2,700	(900)
1-4-4018-515 ELECTRIC & PROPANE-9871 Av Miravilla	2,750	2,515	4,000	1,250
	22,000	21,076	22,000	0
Facilities Charges				
1-4-4020-421 FRONT FOOTAGE & OTHER REIMB	0	91,700	55,000	55,000
1-4-4020-422 WELLS	87,038	100,157	85,000	(2,038)
1-4-4020-423 WATER RIGHTS (SWP)	245,160	312,280	255,000	9,840
1-4-4020-424 WATER TREATMENT PLANT	46,309	27,249	25,000	(21,309)
1-4-4020-425 FF - LOCAL WATER RESOURCES	104,682	94,526	95,000	(9,682)
1-4-4020-426 FF - RECYCLED WATER FACILITIES	64,152	35,130	35,000	(29,152)
1-4-4020-427 FF - TRANSMISSION	74,633	59,373	60,000	(14,633)
1-4-4020-428 FF - STORAGE	92,061	98,747	95,000	2,939
1-4-4020-429 FF - BOOSTER	6,526	7,935	6,500	(26)
1-4-4020-430 FACILITY FEES - PRESSURE REDUCING STATIO	3,306	4,276	3,000	(306)
1-4-4020-431 FACILITY FEES - MISCELLANEOUS PROJECTS	2,459	6,177	3,000	541
1-4-4020-432 FACILITY FEES - FINANCING COSTS	14,079	14,723	14,000	(79)
1-4-4030-452 K Hovnanian Tract 33096-5	0	8,112	0	0
	740,405	852,273	731,500	(8,905)
Interest Earned				
1-4-4020-435 INTEREST INCOME	29,000	15,188	15,000	(14,000)
1-4-4010-446 BONITA VISTA REPAYMENT - INTEREST	6,000	3,574	3,550	(2,450)
	35,000	18,762	18,550	(16,450)
Grant Revenue				
1-4-4030-600 GRANT REVENUE	75,000	0	75,000	0
	1,625,810	1,750,182	1,575,100	(50,710)
	10,827,957	10,792,749	12,005,550	1,177,593

Operating Expenses

Source of Supply

This category represents the projected costs related to the operation and maintenance of the 23 active wells, booster stations, storage facilities, supervisory control and data acquisition (SCADA) and water quality functions.

SOURCE OF SUPPLY	2011 ADOPTED	2011 PROJECTED	2012 PROPOSED	CHANGE
1-5-5200-271 LABOR	\$ 234,344	\$ 215,584	\$ 211,900	\$ (22,444)
1-5-5200-272 OVERTIME	\$ -	\$ 18,667	\$ 12,500	\$ 12,500
1-5-5200-281 HEALTH INSURANCE	\$ 64,737	\$ 65,867	\$ 63,800	\$ (937)
1-5-5200-282 RETIREMENT/CALPERS	\$ 62,948	\$ 66,477	\$ 65,300	\$ 2,352
1-5-5200-283 LIFE INSURANCE	\$ 1,656	\$ 1,583	\$ 1,200	\$ (456)
1-5-5200-284 UNIFORMS, EMPLOYEE BENEFITS	\$ 1,000	\$ 365	\$ 1,000	\$ -
1-5-5200-285 EDUCATION EXPENSES	\$ 3,500	\$ 376	\$ 3,500	\$ -
1-5-5200-291 SOCIAL SECURITY	\$ 14,523	\$ 14,532	\$ 13,200	\$ (1,323)
1-5-5200-292 MEDICARE	\$ 3,396	\$ 3,398	\$ 3,100	\$ (296)
1-5-5200-293 WORKER'S COMPENSATION INSURANCE	\$ 8,156	\$ 10,584	\$ 8,800	\$ 644
1-5-5200-511 TREATMENT & CHEMICALS	\$ 68,000	\$ 65,674	\$ 75,000	\$ 7,000
1-5-5200-512 LAB TESTING	\$ 55,000	\$ 35,605	\$ 55,000	\$ -
1-5-5200-513 MAINTENANCE EQUIPMENT (PUMPING)	\$ 138,000	\$ 103,067	\$ 140,000	\$ 2,000
1-5-5200-514 UTILITIES - GAS	\$ 200	\$ 160	\$ 200	\$ -
1-5-5200-515 UTILITIES - ELECTRIC	\$ 1,430,000	\$ 1,149,799	\$ 1,450,000	\$ 20,000
1-5-5200-517 TELEMETRY MAINTENANCE	\$ 6,000	\$ -	\$ 6,000	\$ -
1-5-5200-518 SEMINAR & TRAVEL EXPENSES	\$ 400	\$ 33	\$ 500	\$ 100
1-5-5200-544 SMALL PARTS/MAINTENANCE	\$ -	\$ 49	\$ 100	\$ 100
1-5-5200-545 PERMITS, FEES & LICENSING	\$ 6,000	\$ 1,395	\$ 6,000	\$ -
1-5-5200-560 EQUIP MAINT & REPAIRS	\$ -	\$ 79	\$ 100	\$ 100
1-5-5200-562 SUBSCRIPTIONS	\$ -	\$ 193	\$ 200	\$ 200
1-5-5200-568 RANDOM DRUG TESTING	\$ 200	\$ -	\$ 200	\$ -
1-5-5200-620 STATE PROJECT WATER PURCHASED	\$ 1,723,253	\$ 2,248,164	\$ 2,219,000	\$ 495,747
1-5-5200-623 Ground Water Purch -South Mesa Mutual Wa	\$ -	\$ 557,484	\$ 511,000	\$ 511,000
1-5-5200-625 STATE MANDATED CLEAN UP	\$ 20,000	\$ -	\$ -	\$ (20,000)
	\$ 3,841,313	\$ 4,559,135	\$ 4,847,600	\$ 1,006,287



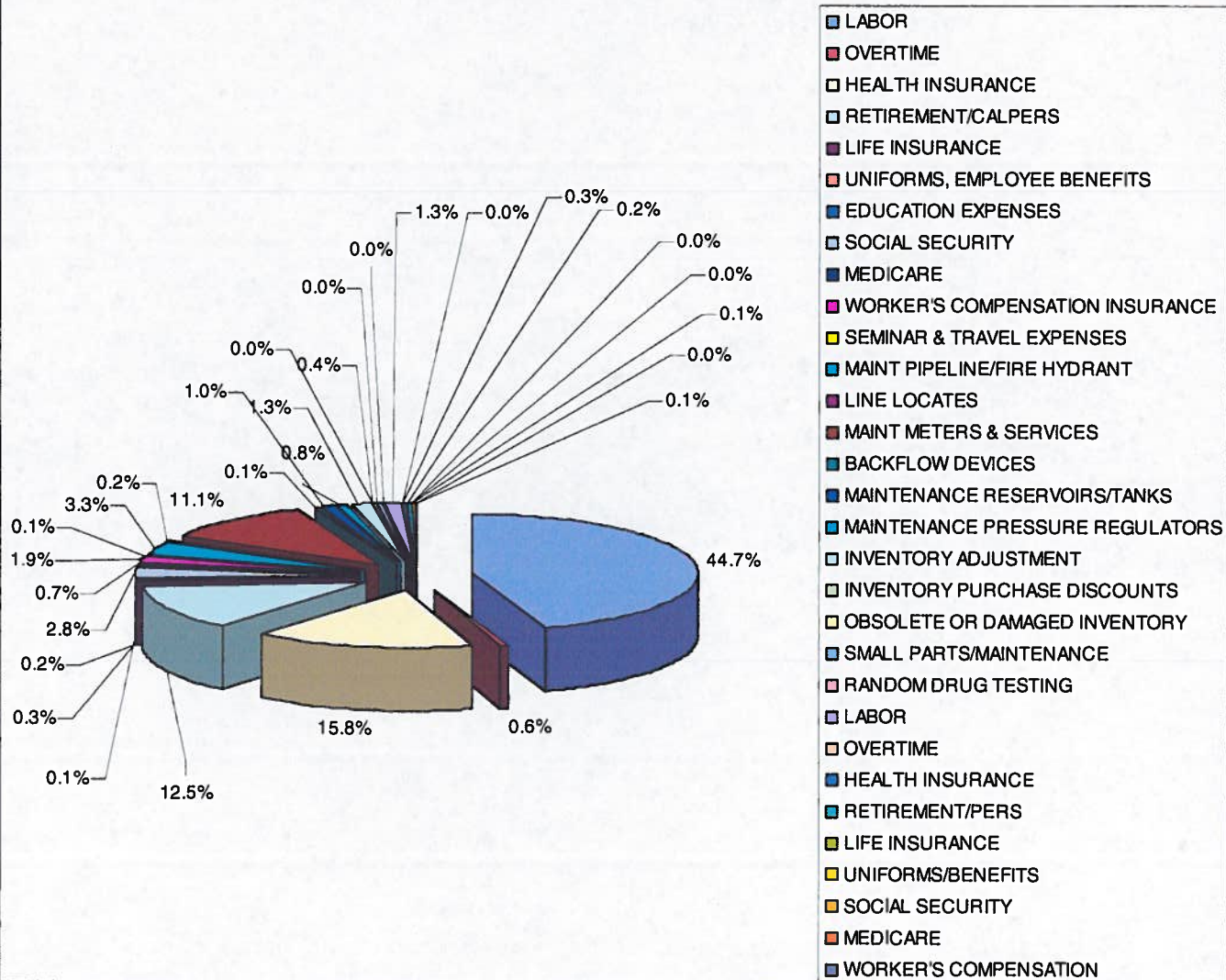
Transmission & Distribution

This department includes the maintenance of the distribution system, service connections, meters, reservoirs and pressure regulating stations that deliver water throughout the District.

This department also includes costs associated with new service requests, fire hydrants and fire services.

TRANSMISSION AND DISTRIBUTION	2011 ADOPTED	2011 PROJECTED	2012 PROPOSED	CHANGE
1-5-5300-271 LABOR	\$ 434,117	\$ 415,172	\$ 514,100	\$ 79,983
1-5-5300-272 OVERTIME	\$ -	\$ 5,307	\$ 6,800	\$ 6,800
1-5-5300-281 HEALTH INSURANCE	\$ 153,767	\$ 135,163	\$ 182,100	\$ 28,333
1-5-5300-282 RETIREMENT/CALPERS	\$ 101,739	\$ 117,269	\$ 143,100	\$ 41,361
1-5-5300-283 LIFE INSURANCE	\$ 3,071	\$ 3,108	\$ 2,500	\$ (571)
1-5-5300-284 UNIFORMS, EMPLOYEE BENEFITS	\$ 3,000	\$ 997	\$ 3,000	\$ -
1-5-5300-285 EDUCATION EXPENSES	\$ 1,000	\$ 164	\$ 1,000	\$ -
1-5-5300-291 SOCIAL SECURITY	\$ 26,915	\$ 25,964	\$ 31,900	\$ 4,985
1-5-5300-292 MEDICARE	\$ 6,295	\$ 6,072	\$ 7,500	\$ 1,205
1-5-5300-293 WORKER'S COMPENSATION INSURANCE	\$ 19,938	\$ 21,244	\$ 21,400	\$ 1,462
1-5-5300-518 SEMINAR & TRAVEL EXPENSES	\$ 800	\$ 177	\$ 800	\$ -
1-5-5300-530 MAINT PIPELINE/FIRE HYDRANT	\$ 38,000	\$ 39,924	\$ 38,000	\$ -
1-5-5300-531 LINE LOCATES	\$ 2,500	\$ 2,573	\$ 2,500	\$ -
1-5-5300-534 MAINT METERS & SERVICES	\$ 128,000	\$ 127,088	\$ 128,000	\$ -
1-5-5300-535 BACKFLOW DEVICES	\$ 1,000	\$ 1,720	\$ 1,500	\$ 500
1-5-5300-536 MAINTENANCE RESERVOIRS/TANKS	\$ 12,000	\$ 17,764	\$ 12,000	\$ -
1-5-5300-537 MAINTENANCE PRESSURE REGULATORS	\$ 9,000	\$ 14,104	\$ 9,000	\$ -
1-5-5300-539 INVENTORY ADJUSTMENT	\$ 15,000	\$ 9,145	\$ 15,000	\$ -
1-5-5300-540 INVENTORY PURCHASE DISCOUNTS	\$ (2,300)	\$ 221	\$ -	\$ 2,300
1-5-5300-541 OBSOLETE OR DAMAGED INVENTORY	\$ 10,000	\$ -	\$ 5,000	\$ (5,000)
1-5-5300-544 SMALL PARTS/MAINTENANCE	\$ -	\$ 62	\$ 100	\$ 100
1-5-5300-568 RANDOM DRUG TESTING	\$ 250	\$ -	\$ 200	\$ (50)
1-5-5350-271 LABOR	\$ 15,400	\$ 21,593	\$ 15,000	\$ (400)
1-5-5350-272 OVERTIME	\$ -	\$ 324	\$ -	\$ -
1-5-5350-281 HEALTH INSURANCE	\$ 3,000	\$ 5,140	\$ 3,000	\$ -
1-5-5350-282 RETIREMENT/PERS	\$ 2,400	\$ 7,311	\$ 2,400	\$ -
1-5-5350-283 LIFE INSURANCE	\$ 250	\$ 167	\$ 200	\$ (50)
1-5-5350-284 UNIFORMS/BENEFITS	\$ 250	\$ -	\$ 300	\$ 50
1-5-5350-291 SOCIAL SECURITY	\$ 1,350	\$ 1,429	\$ 1,400	\$ 50
1-5-5350-292 MEDICARE	\$ 350	\$ 334	\$ 400	\$ 50
1-5-5350-293 WORKER'S COMPENSATION	\$ 1,000	\$ 1,306	\$ 1,000	\$ -
	\$ 988,092	\$ 980,844	\$ 1,149,200	\$ 161,108

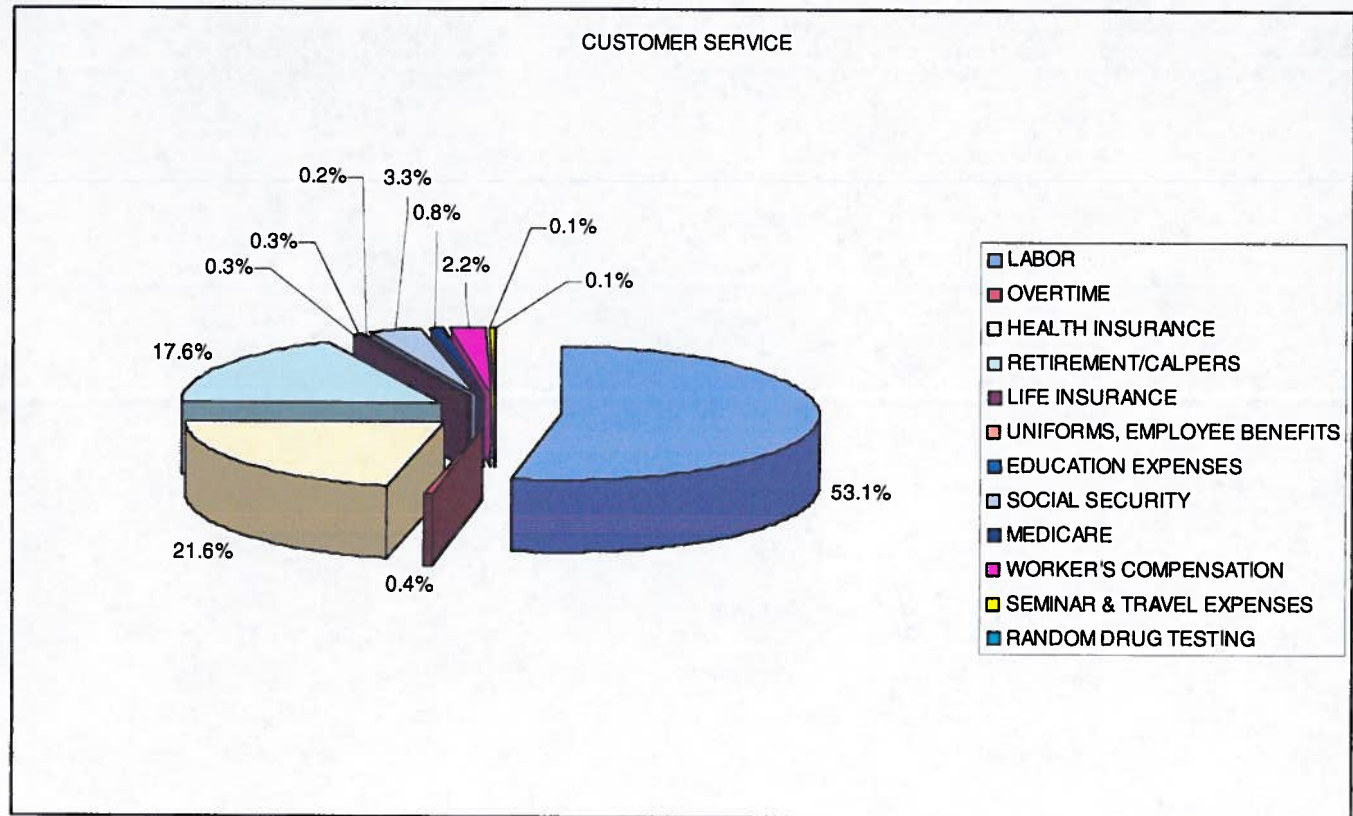
TRANSMISSION AND DISTRIBUTION



Customer Accounts

This department conducts meter reading and field related customer service activities.

CUSTOMER SERVICE	2011 ADOPTED	2011 PROJECTED	2012 PROPOSED	CHANGE
1-5-5400-271 LABOR	\$ 123,342	\$ 107,812	\$ 134,400	\$ 11,058
1-5-5400-272 OVERTIME	\$ -	\$ 165	\$ 1,100	\$ 1,100
1-5-5400-281 HEALTH INSURANCE	\$ 48,133	\$ 37,952	\$ 54,700	\$ 6,567
1-5-5400-282 RETIREMENT/CALPERS	\$ 28,758	\$ 32,272	\$ 44,500	\$ 15,742
1-5-5400-283 LIFE INSURANCE	\$ 874	\$ 820	\$ 800	\$ (74)
1-5-5400-284 UNIFORMS, EMPLOYEE BENEFITS	\$ 750	\$ 94	\$ 800	\$ 50
1-5-5400-285 EDUCATION EXPENSES	\$ 400	\$ -	\$ 400	\$ -
1-5-5400-291 SOCIAL SECURITY	\$ 7,647	\$ 6,728	\$ 8,400	\$ 753
1-5-5400-292 MEDICARE	\$ 1,788	\$ 1,573	\$ 2,000	\$ 212
1-5-5400-293 WORKER'S COMPENSATION	\$ 5,438	\$ 5,660	\$ 5,600	\$ 162
1-5-5400-518 SEMINAR & TRAVEL EXPENSES	\$ 300	\$ -	\$ 300	\$ -
1-5-5400-568 RANDOM DRUG TESTING	\$ 200	\$ -	\$ 300	\$ 100
	\$ 217,630	\$ 193,076	\$ 253,300	\$ 35,670

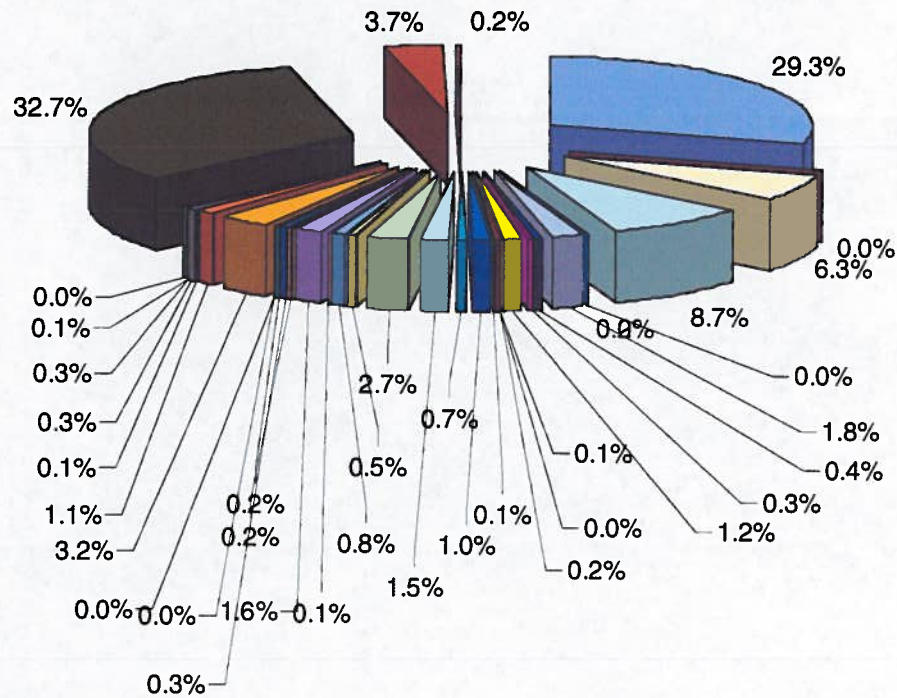


General Administration

This department includes all administrative salaries, employee benefits, operating supplies, property insurance and other expenses associated with the administrative, accounting and billing functions of the District.

GENERAL ADMINISTRATION AND ACCOUNTING	2011 ADOPTED	2011 PROJECTED	2012 PROPOSED	CHANGE
1-5-5500-271 LABOR	\$ 875,991	\$ 646,906	\$ 883,200	\$ 7,209
1-5-5500-272 OVERTIME	\$ -	\$ 2,665	\$ -	\$ -
1-5-5500-281 HEALTH INSURANCE	\$ 224,132	\$ 141,938	\$ 191,200	\$ (32,932)
1-5-5500-282 RETIREMENT/CALPERS	\$ 199,772	\$ 176,871	\$ 262,800	\$ 63,028
1-5-5500-283 LIFE INSURANCE	\$ 6,028	\$ 4,273	\$ 5,000	\$ (1,028)
1-5-5500-284 UNIFORMS, EMPLOYEE BENEFITS	\$ 1,000	\$ 130	\$ 1,000	\$ -
1-5-5500-285 EDUCATION EXPENSES	\$ -	\$ 120	\$ 500	\$ 500
1-5-5500-291 SOCIAL SECURITY	\$ 54,311	\$ 39,838	\$ 54,800	\$ 489
1-5-5500-292 MEDICARE	\$ 12,701	\$ 9,415	\$ 12,900	\$ 199
1-5-5500-293 WORKER'S COMPENSATION INSURANCE	\$ 7,521	\$ 9,134	\$ 8,900	\$ 1,379
1-5-5500-294 UNEMPLOYMENT INSURANCE	\$ 13,000	\$ 4,773	\$ 37,600	\$ 24,600
1-5-5500-518 SEMINAR & TRAVEL EXPENSES	\$ 2,000	\$ 845	\$ 2,000	\$ -
1-5-5500-544 BANK PROCESSING FEES/LOCKBOX	\$ 39,287	\$ -	\$ -	\$ (39,287)
1-5-5500-547 EMPLOYER SHARE FOR RETIRED (CALPERS)	\$ 6,000	\$ 6,826	\$ 7,000	\$ 1,000
1-5-5500-548 ADMINISTRATIVE COSTS (CALPERS)	\$ 1,600	\$ 1,677	\$ 1,800	\$ 200
1-5-5500-549 BANK CHGS/MONEY MARKET/TRANS. FEES	\$ 26,000	\$ 29,675	\$ 30,000	\$ 4,000
1-5-5500-553 TEMPORARY LABOR	\$ 20,000	\$ 6,807	\$ 20,000	\$ -
1-5-5500-555 OFFICE SUPPLIES	\$ 32,150	\$ 44,997	\$ 45,000	\$ 12,850
1-5-5500-556 OFFICE EQUIPMENT/SERVICE AGREEMENTS	\$ 69,050	\$ 77,740	\$ 82,000	\$ 12,950
1-5-5500-557 OFFICE MAINTENANCE	\$ 14,000	\$ 13,680	\$ 14,000	\$ -
1-5-5500-558 MEMBERSHIP DUES	\$ 30,000	\$ 24,038	\$ 25,000	\$ (5,000)
1-5-5500-560 OFFICE EQUIP.MAINT. & REPAIRS	\$ 3,950	\$ 67	\$ 2,500	\$ (1,450)
1-5-5500-561 POSTAGE	\$ 48,000	\$ 47,506	\$ 49,000	\$ 1,000
1-5-5500-562 SUBSCRIPTIONS	\$ 5,000	\$ 3,931	\$ 5,000	\$ -
1-5-5500-563 MISCELLANEOUS OPERATING SUPPLIES	\$ 7,700	\$ 5,925	\$ 7,700	\$ -
1-5-5500-564 MISCELLANEOUS TOOLS/EQUIPMENT	\$ 4,092	\$ 6,580	\$ 6,500	\$ 2,408
1-5-5500-567 EMPLOYEE MEDICAL/FIRST AID	\$ 500	\$ 518	\$ 500	\$ -
1-5-5500-568 RANDOM DRUG TESTING	\$ 300	\$ 82	\$ 300	\$ -
1-5-5500-570 PROPERTY/AUTO/GEN LIABILITY INSURANCE	\$ 100,000	\$ 81,896	\$ 95,000	\$ (5,000)
1-5-5500-572 STATE MANDATES AND TARRIFFS	\$ 32,000	\$ 17,536	\$ 32,000	\$ -
1-5-5500-573 MISCELLANEOUS EXPENSES	\$ 4,500	\$ 9,008	\$ 4,500	\$ -
1-5-5500-574 PUBLIC EDUCATION	\$ 10,000	\$ 14,146	\$ 10,000	\$ -
1-5-5500-575 PROPERTY DAMAGE (CUSTOMER CLAIMS)	\$ 2,000	\$ 164	\$ 2,000	\$ -
1-5-5500-578 IT SUPPORT/SOFTWARE SUPPORT	\$ 45,000	\$ 43,425	\$ 10,000	\$ (35,000)
1-5-5500-579 SHORTAGE/OVERAGE ACCOUNT	\$ -	\$ 25	\$ -	\$ -
1-5-5500-587 PRINCIPAL PAYMENT	\$ 722,500	\$ 945,000	\$ 985,000	\$ 262,500
1-5-5500-588 INTEREST EXPENSE	\$ 137,270	\$ 129,193	\$ 113,000	\$ (24,270)
1-5-5500-631 NOTE COST OF ISSUANCE	\$ 18,432	\$ 16,656	\$ 7,500	\$ (10,932)
	\$ 2,775,787	\$ 2,564,004	\$ 3,015,200	\$ 239,413

GENERAL ADMINISTRATION AND ACCOUNTING

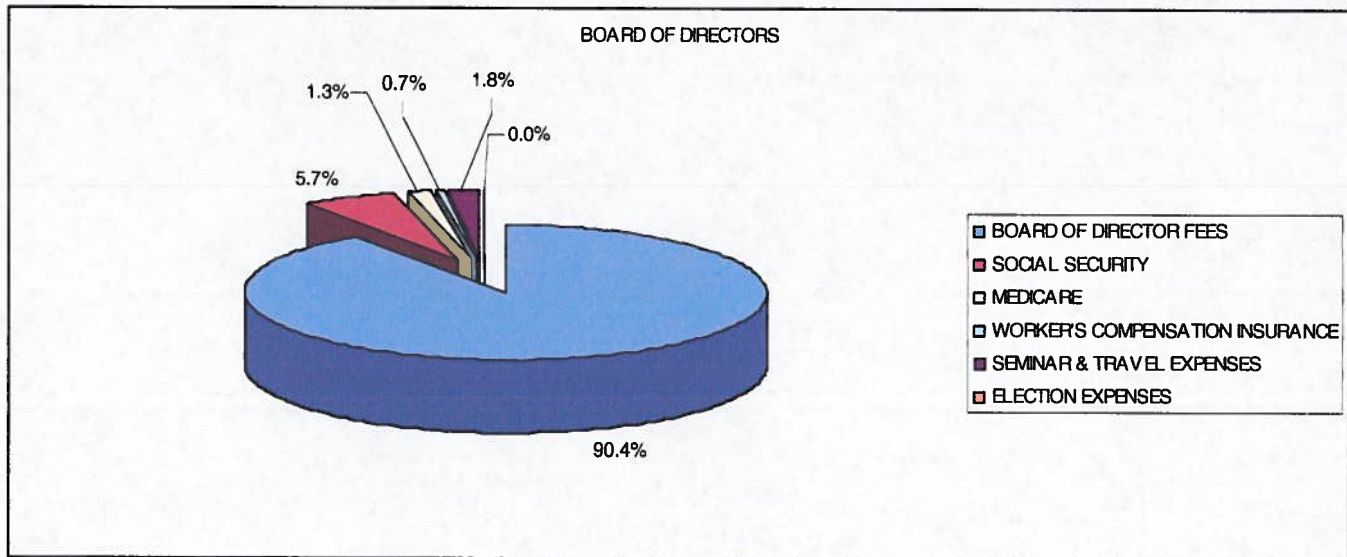


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|---------------------------------------|--------------------------------------|
| LABOR | OVERTIME |
| HEALTH INSURANCE | RETIREMENT/CALPERS |
| LIFE INSURANCE | UNIFORMS, EMPLOYEE BENEFITS |
| EDUCATION EXPENSES | SOCIAL SECURITY |
| MEDICARE | WORKER'S COMPENSATION INSURANCE |
| UNEMPLOYMENT INSURANCE | SEMINAR & TRAVEL EXPENSES |
| BANK PROCESSING FEES/LOCKBOX | EMPLOYER SHARE FOR RETIRED (CALPERS) |
| ADMINISTRATIVE COSTS (CALPERS) | BANK CHGS/MONEY MARKET/TRANS. FEES |
| TEMPORARY LABOR | OFFICE SUPPLIES |
| OFFICE EQUIPMENT/SERVICE AGREEMENTS | OFFICE MAINTENANCE |
| MEMBERSHIP DUES | OFFICE EQUIP. MAINT. & REPAIRS |
| POSTAGE | SUBSCRIPTIONS |
| MISCELLANEOUS OPERATING SUPPLIES | MISCELLANEOUS TOOLS/EQUIPMENT |
| EMPLOYEE MEDICAL/FIRST AID | RANDOM DRUG TESTING |
| PROPERTY/AUTO/GEN LIABILITY INSURANCE | STATE MANDATES AND TARRIFFS |
| MISCELLANEOUS EXPENSES | PUBLIC EDUCATION |
| PROPERTY DAMAGE (CUSTOMER CLAIMS) | IT SUPPORT/SOFTWARE SUPPORT |
| SHORTAGE/OVERAGE ACCOUNT | PRINCIPAL PAYMENT |
| INTEREST EXPENSE | NOTE COST OF ISSUANCE |

Board of Directors

Excluded from the proposed budget are the expenses for the 2012 elections. These costs will be added to the mid-year budget revision when more accurate costs are available from the Registrar of Voters.

BOARD OF DIRECTORS	2011 ADOPTED	2011 PROJECTED	2012 PROPOSED	CHANGE
1-5-5510-271 BOARD OF DIRECTOR FEES	\$ 48,850	\$ 21,487	\$ 48,900	\$ 50
1-5-5510-291 SOCIAL SECURITY	\$ 3,010	\$ 1,378	\$ 3,100	\$ 90
1-5-5510-292 MEDICARE	\$ 700	\$ 322	\$ 700	\$ -
1-5-5510-293 WORKER'S COMPENSATION INSURANCE	\$ -	\$ 351	\$ 400	\$ 400
1-5-5510-551 SEMINAR & TRAVEL EXPENSES	\$ 1,000	\$ 46	\$ 1,000	\$ -
1-5-5510-552 ELECTION EXPENSES	\$ -	\$ 327	\$ -	\$ -
	\$ 53,560	\$ 23,911	\$ 54,100	\$ 540



Maintenance & General Plant

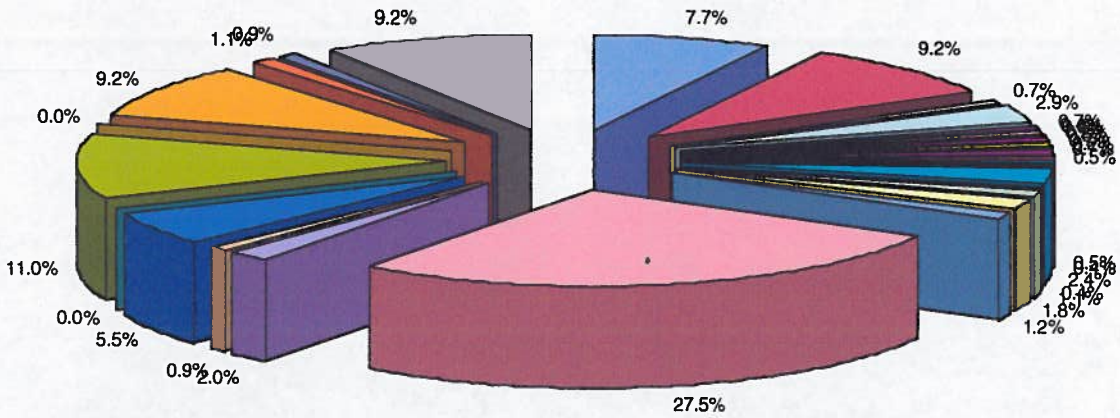
This category includes all residences, office utilities and upkeep, auto/equipment fuel, upkeep and repairs. It also includes all landscape maintenance as well as general maintenance in the canyon areas and recharge basin system as well as the recharge/recreation facility.

	2011 ADOPTED	2011 PROJECTED	2012 PROPOSED	CHANGE
MAINTENANCE AND GENERAL PLANT				
1-5-5610-515 ELECTRIC - 560 MAGNOLIA AVE	\$ 21,000	\$ 20,301	\$ 21,000	\$ -
1-5-5610-580 TELEPHONE - 560 MAGNOLIA AVE	\$ 29,000	\$ 22,184	\$ 25,000	\$ (4,000)
1-5-5610-581 SANITATION - 560 MAGNOLIA AVE	\$ 1,700	\$ 1,707	\$ 1,800	\$ 100
1-5-5610-582 MAINTENANCE - 560 MAGNOLIA AVE	\$ 8,600	\$ 3,256	\$ 8,000	\$ (600)
1-5-5615-515 ELECTRIC - 12303 OAK GLEN ROAD	\$ 2,500	\$ 1,939	\$ 2,000	\$ (500)
1-5-5615-582 MAINTENANCE/REPAIR - 12303 OAK GLEN ROAD	\$ 1,200	\$ 1,388	\$ 1,200	\$ -
1-5-5615-583 PROPANE - 12303 OAK GLEN ROAD	\$ 100	\$ 58	\$ 100	\$ -
1-5-5620-515 ELECTRIC - 13695 OAK GLEN ROAD	\$ 1,000	\$ 824	\$ 1,000	\$ -
1-5-5620-582 MAINTENANCE/REPAIR - 13695 OAK GLEN ROAD	\$ 500	\$ 635	\$ 500	\$ -
1-5-5620-583 PROPANE - 13695 OAK GLEN ROAD	\$ 1,400	\$ 960	\$ 1,400	\$ -
1-5-5625-515 ELECTRIC - 13697 OAK GLEN ROAD	\$ 2,000	\$ 2,099	\$ 2,000	\$ -
1-5-5625-582 MAINTENANCE/REPAIR - 13697 OAK GLEN ROAD	\$ 500	\$ 515	\$ 500	\$ -
1-5-5625-583 PROPANE - 13697 OAK GLEN ROAD	\$ 1,500	\$ 1,961	\$ 2,000	\$ 500
1-5-5630-515 ELECTRIC - 9781 AVENIDA MIRAVILLA	\$ 1,600	\$ 1,375	\$ 1,500	\$ (100)
1-5-5630-582 MAINTENANCE/REPAIR - 9781 AVENIDA MIRAVILLA	\$ 500	\$ 2,172	\$ 1,500	\$ 1,000
1-5-5630-583 PROPANE - 9781 AVENIDA MIRAVILLA	\$ 1,000	\$ 1,199	\$ 1,200	\$ 200
1-5-5635-515 ELECTRIC - 815 E. 12TH STREET	\$ 6,500	\$ 6,717	\$ 6,500	\$ -
1-5-5635-580 TELEPHONE - 815 E. 12TH STREET	\$ 900	\$ 971	\$ 1,000	\$ 100
1-5-5635-581 SANITATION - 815 E. 12TH STREET	\$ 3,000	\$ 2,890	\$ 3,000	\$ -
1-5-5635-582 MAINTENANCE/REPAIR - 815 E. 12TH STREET	\$ 4,000	\$ 4,757	\$ 5,000	\$ 1,000
1-5-5640-581 SANITATION - 11083 CHERRY AVE	\$ 3,000	\$ 2,751	\$ 3,200	\$ 200
1-5-5700-589 AUTO/FUEL	\$ 86,722	\$ 67,081	\$ 75,000	\$ (11,722)
1-5-5700-590 SAFETY EQUIPMENT	\$ 5,600	\$ 5,537	\$ 5,500	\$ (100)
1-5-5700-591 COMMUNICATION MAINTENANCE	\$ 700	\$ 2,469	\$ 2,500	\$ 1,800
1-5-5700-592 REPAIR & MAINT OF GEN EQUIPMENT	\$ 4,000	\$ 10,643	\$ 15,000	\$ 11,000
1-5-5700-593 REPAIR VEHICLES AND TOOLS	\$ 15,000	\$ 2	\$ -	\$ (15,000)
1-5-5700-594 LARGE EQUIPMENT MAINTENANCE	\$ 30,000	\$ 30,128	\$ 30,000	\$ -
1-5-5700-595 EQUIP. PREVENTATIVE MAINTENANCE	\$ 1,546	\$ -	\$ -	\$ (1,546)
1-5-5700-596 FLEET REPAIR & MAINTENANCE	\$ 24,000	\$ 49,671	\$ 25,000	\$ 1,000
1-5-5700-597 MAINT GENERAL PLANT (BUILDINGS)	\$ 3,000	\$ 3,449	\$ 3,000	\$ -
1-5-5700-598 LANDSCAPE MAINTENANCE	\$ 75,000	\$ 67,774	\$ 2,500	\$ (72,500)
1-5-5700-601 RECHARGE FAC, CANYON & POND MAINTENANCE	\$ 40,000	\$ 22,749	\$ 25,000	\$ (15,000)
	\$ 377,068	\$ 340,161	\$ 272,900	\$ (104,168)

System Depreciation is omitted from the chart below for clarity

1-5-5700-599 SYSTEM DEPRECIATION	\$ 2,200,000	\$ 1,846,716	\$ 1,850,000	\$ (350,000)
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MAINTENANCE AND GENERAL PLANT



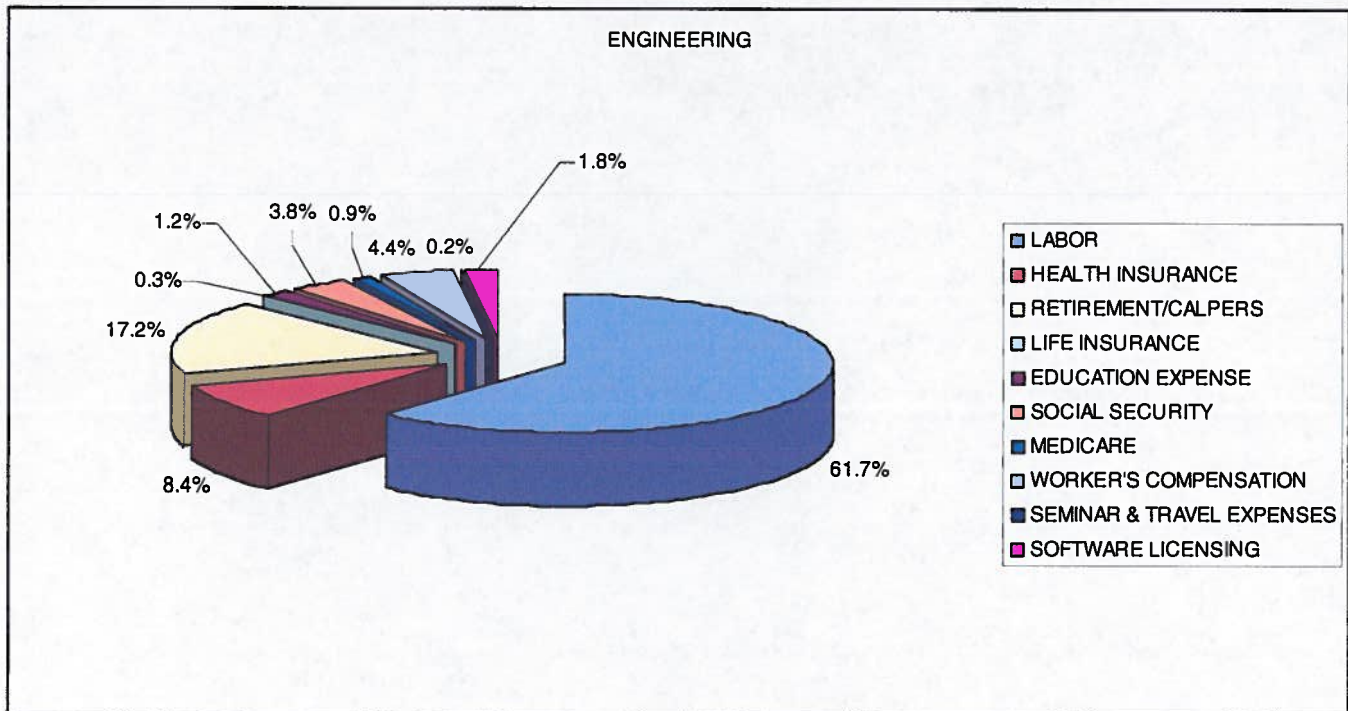
- ELECTRIC - 560 MAGNOLIA AVE
- SANITATION - 560 MAGNOLIA AVE
- ELECTRIC - 12303 OAK GLEN ROAD
- PROPANE - 12303 OAK GLEN ROAD
- MAINTENANCE/REPAIR - 13695 OAK GLEN ROAD
- ELECTRIC - 13697 OAK GLEN ROAD
- PROPANE - 13697 OAK GLEN ROAD
- MAINTENANCE/REPAIR - 9781 AVENIDA MIRAVILLA
- ELECTRIC - 815 E. 12TH STREET
- SANITATION - 815 E. 12TH STREET
- SANITATION - 11083 CHERRY AVE
- SAFETY EQUIPMENT
- REPAIR & MAINT OF GEN EQUIPMENT
- LARGE EQUIPMENT MAINTENANCE
- FLEET REPAIR & MAINTENANCE
- LANDSCAPE MAINTENANCE

- TELEPHONE - 560 MAGNOLIA AVE
- MAINTENANCE - 560 MAGNOLIA AVE
- MAINTENANCE/REPAIR - 12303 OAK GLEN ROAD
- ELECTRIC - 13695 OAK GLEN ROAD
- PROPANE - 13695 OAK GLEN ROAD
- MAINTENANCE/REPAIR - 13697 OAK GLEN ROAD
- ELECTRIC - 9781 AVENIDA MIRAVILLA
- PROPANE - 9781 AVENIDA MIRAVILLA
- TELEPHONE - 815 E. 12TH STREET
- MAINTENANCE/REPAIR - 815 E. 12TH STREET
- AUTO/FUEL
- COMMUNICATION MAINTENANCE
- REPAIR VEHICLES AND TOOLS
- EQUIP. PREVENTATIVE MAINTENANCE
- MAINT GENERAL PLANT (BUILDINGS)
- RECHARGE FAC, CANYON & POND MAINTENANCE

Engineering (in-house)

The category includes a part time Engineer and the proposed full time Director of Engineering.

ENGINEERING	2011 ADOPTED	2011 PROJECTED	2012 PROPOSED	CHANGE
1-5-5800-271 LABOR	\$ 104,000	\$ 72,287	\$ 133,900	\$ 29,900
1-5-5800-281 HEALTH INSURANCE	\$ 5,735	\$ 4,935	\$ 18,300	\$ 12,565
1-5-5800-282 RETIREMENT/CALPERS	\$ 12,000	\$ 13,853	\$ 37,300	\$ 25,300
1-5-5800-283 LIFE INSURANCE	\$ 400	\$ 398	\$ 700	\$ 300
1-5-5800-285 EDUCATION EXPENSE	\$ 5,000	\$ 2,441	\$ 2,500	\$ (2,500)
1-5-5800-291 SOCIAL SECURITY	\$ 6,459	\$ 4,481	\$ 8,300	\$ 1,841
1-5-5800-292 MEDICARE	\$ 1,510	\$ 1,048	\$ 2,000	\$ 490
1-5-5800-293 WORKER'S COMPENSATION	\$ 1,903	\$ 2,679	\$ 9,600	\$ 7,697
1-5-5800-518 SEMINAR & TRAVEL EXPENSES	\$ 500	\$ -	\$ 500	\$ -
1-5-5800-546 SOFTWARE LICENSING	\$ 4,000	\$ -	\$ 4,000	\$ -
	\$ 141,507	\$ 102,124	\$ 217,100	\$ 75,593

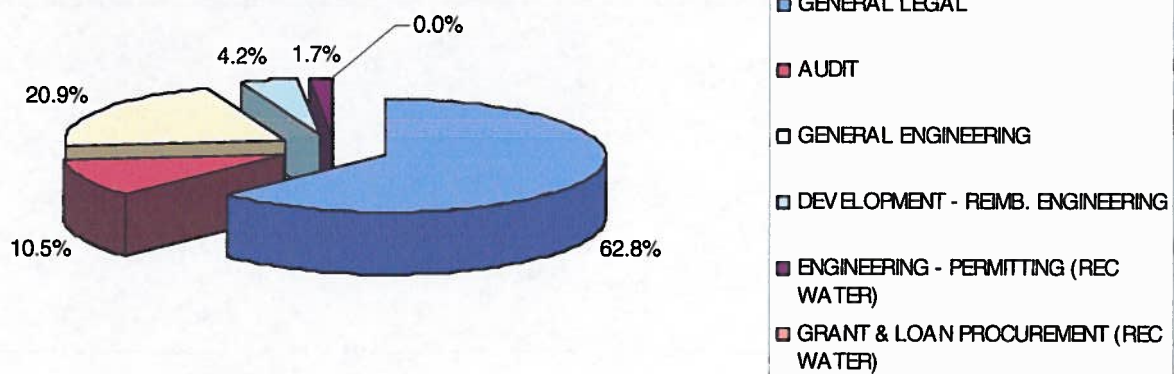


Professional Services

This category includes professional services from outside consultants for legal, engineering and auditing services.

PROFESSIONAL SERVICES	2011 ADOPTED	2011 PROJECTED	2012 PROPOSED	CHANGE
1-5-5810-611 GENERAL LEGAL	\$ 150,000	\$ 146,767	\$ 150,000	\$ -
1-5-5810-614 AUDIT	\$ 23,000	\$ 14,781	\$ 25,000	\$ 2,000
1-5-5820-611 GENERAL ENGINEERING	\$ 50,000	\$ 54,817	\$ 50,000	\$ -
1-5-5820-612 DEVELOPMENT - REIMB. ENGINEERING	\$ 6,000	\$ 7,192	\$ 10,000	\$ 4,000
1-5-5820-615 ENGINEERING - PERMITTING (REC WATER)	\$ 4,000	\$ 2,308	\$ 4,000	\$ -
1-5-5820-617 GRANT & LOAN PROCUREMENT (REC WATER)	\$ -	\$ 3,178	\$ -	\$ -
	\$ 233,000	\$ 229,043	\$ 239,000	\$ 6,000

PROFESSIONAL SERVICES



Appendix A

Budget Detail

Revenues Budget 2011 and actuals as Nov-11 -Projection for Dec-11

	2011 ADOPTED	2011 PROJECTED	2012 PROPOSED	CHANGE
OPERATING REVENUE				
Water Sales				
1-4-4010-400 FIXED METER CHARGES	1,958,960	2,099,432	2,286,000	327,040
1-4-4010-401 DOMESTIC WATER SALES	4,300,000	4,354,768	4,550,000	250,000
1-4-4010-402 IRRIGATION WATER SALES	28,000	31,261	31,000	3,000
1-4-4010-403 CONSTRUCTION WATER SALES	75,000	46,111	46,000	(29,000)
	6,361,960	6,531,572	6,913,000	551,040
Development and Installation Charges				
1-4-4010-404 INSTALLATION CHARGES	145,000	52,185	45,000	(100,000)
1-4-4010-413 DEVELOPMENT INCOME (DEPOSITS APPLIED)	50,000	65,776	50,000	0
	195,000	117,961	95,000	(100,000)
Other Charges for Service				
1-4-4010-407 REIMB. CUST. DAMAGES/UPGRADES	13,000	10,187	10,000	(3,000)
1-4-4010-408 BACKFLOW DEVICES	25,000	23,484	24,000	(1,000)
1-4-4010-409 REIMBURSEMENT - INSURANCE	33,000	36,836	0	(33,000)
1-4-4010-410 RETURNED CHECK FEES	2,000	2,575	2,000	0
1-4-4010-411 MISCELLANEOUS INCOME	31,000	31,863	31,000	0
1-4-4010-449 CREDIT CHECK PROCESSING FEES	0	4,964	4,500	4,500
1-4-4010-414 RECHARGE INCOME (CITY OF BANNING)	80,000	40,019	72,000	(8,000)
1-4-4010-419 CONSTRUCTION METER MOVE CHARGE	0	55	0	0
1-4-4010-439 REIMB - MAINTENANCE OF WELLS 24,25 & 26	20,000	590	20,000	0
1-4-4010-441 TURN ONS	35,000	32,127	32,000	(3,000)
1-4-4010-442 THIRD NOTICE CHARGE	78,000	82,887	80,000	2,000
1-4-4010-443 PENALTIES	86,000	92,940	88,000	2,000
	403,000	358,526	363,500	(39,500)
Water Importation Surcharge				
1-4-4010-444 SGPWA IMPORTATION CHARGE	1,645,592	1,165,904	2,205,000	559,408
Water Pumping Energy Surcharge				
1-4-4010-445 SCE POWER CHARGE	1,350,000	1,573,561	1,582,000	232,000
Total Operating Revenues	9,955,552	9,747,524	11,158,500	1,202,948
NON-OPERATING REVENUE				
Rental Income				
1-4-4010-412 RENTAL INCOME	1,200	1,200	1,200	0
1-4-4011-412 RENT - 12303 OAK GLEN RD	2,400	2,400	2,400	0
1-4-4012-412 RENT - 13695 OAK GLEN RD	2,400	2,400	2,400	0
1-4-4013-412 RENT - 13697 OAK GLEN RD	2,400	2,400	2,400	0
1-4-4014-412 RENT - 9781 AVENIDA MIRAVILLA	2,400	2,400	2,400	0
1-4-4015-515 ELECTRIC & PROPANE-12303 Oak Glen Rd	2,450	1,939	2,100	(350)
1-4-4016-515 ELECTRIC & PROPANE-13695 Oak Glen Rd	2,400	1,763	2,400	0
1-4-4017-515 ELECTRIC & PROPANE-13697 Oak Glen Rd	3,600	4,060	2,700	(900)
1-4-4018-515 ELECTRIC & PROPANE-9871 Av Miravilla	2,750	2,515	4,000	1,250
	22,000	21,076	22,000	0
Facilities Charges				
1-4-4020-421 FRONT FOOTAGE & OTHER REIMB	0	91,700	55,000	55,000
1-4-4020-422 WELLS	87,038	100,157	85,000	(2,038)
1-4-4020-423 WATER RIGHTS (SWP)	245,160	312,280	255,000	9,840
1-4-4020-424 WATER TREATMENT PLANT	46,309	27,249	25,000	(21,309)
1-4-4020-425 FF - LOCAL WATER RESOURCES	104,682	94,526	95,000	(9,682)
1-4-4020-426 FF - RECYCLED WATER FACILITIES	64,152	35,130	35,000	(29,152)
1-4-4020-427 FF - TRANSMISSION	74,633	59,373	60,000	(14,633)
1-4-4020-428 FF - STORAGE	92,061	98,747	95,000	2,939
1-4-4020-429 FF - BOOSTER	6,526	7,935	6,500	(26)
1-4-4020-430 FACILITY FEES - PRESSURE REDUCING STATIO	3,306	4,276	3,000	(306)
1-4-4020-431 FACILITY FEES - MISCELLANEOUS PROJECTS	2,459	6,177	3,000	541
1-4-4020-432 FACILITY FEES - FINANCING COSTS	14,079	14,723	14,000	(79)
1-4-4030-452 K Hovnanian Tract 33096-5	0	8,112	0	0
	740,405	852,273	731,500	(8,905)
Interest Earned				
1-4-4020-435 INTEREST INCOME	29,000	15,188	15,000	(14,000)
1-4-4010-446 BONITA VISTA REPAYMENT - INTEREST	6,000	3,574	3,550	(2,450)
	35,000	18,762	18,550	(16,450)
Grant Revenue				
1-4-4030-600 GRANT REVENUE	75,000	0	75,000	0
	1,625,810	1,750,182	1,575,100	(50,710)
	10,827,957	10,792,749	12,005,550	1,177,593

EXPENSES**SOURCE OF SUPPLY**

	2011	2011	2012	
	ADOPTED	PROJECTED	PROPOSED	CHANGE
1-5-5200-271 LABOR	\$ 234,344	\$ 215,584	\$ 211,900	\$ (22,444)
1-5-5200-272 OVERTIME	\$ -	\$ 18,667	\$ 12,500	\$ 12,500
1-5-5200-281 HEALTH INSURANCE	\$ 64,737	\$ 65,867	\$ 63,800	\$ (937)
1-5-5200-282 RETIREMENT/CALPERS	\$ 62,948	\$ 66,477	\$ 65,300	\$ 2,352
1-5-5200-283 LIFE INSURANCE	\$ 1,656	\$ 1,583	\$ 1,200	\$ (456)
1-5-5200-284 UNIFORMS, EMPLOYEE BENEFITS	\$ 1,000	\$ 365	\$ 1,000	\$ -
1-5-5200-285 EDUCATION EXPENSES	\$ 3,500	\$ 376	\$ 3,500	\$ -
1-5-5200-291 SOCIAL SECURITY	\$ 14,523	\$ 14,532	\$ 13,200	\$ (1,323)
1-5-5200-292 MEDICARE	\$ 3,396	\$ 3,398	\$ 3,100	\$ (296)
1-5-5200-293 WORKER'S COMPENSATION INSURANCE	\$ 8,156	\$ 10,584	\$ 8,800	\$ 644
1-5-5200-511 TREATMENT & CHEMICALS	\$ 68,000	\$ 65,674	\$ 75,000	\$ 7,000
1-5-5200-512 LAB TESTING	\$ 55,000	\$ 35,605	\$ 55,000	\$ -
1-5-5200-513 MAINTENANCE EQUIPMENT (PUMPING)	\$ 138,000	\$ 103,067	\$ 140,000	\$ 2,000
1-5-5200-514 UTILITIES - GAS	\$ 200	\$ 160	\$ 200	\$ -
1-5-5200-515 UTILITIES - ELECTRIC	\$ 1,430,000	\$ 1,149,799	\$ 1,450,000	\$ 20,000
1-5-5200-517 TELEMETRY MAINTENANCE	\$ 6,000	\$ -	\$ 6,000	\$ -
1-5-5200-518 SEMINAR & TRAVEL EXPENSES	\$ 400	\$ 33	\$ 500	\$ 100
1-5-5200-544 SMALL PARTS/MAINTENANCE	\$ -	\$ 49	\$ 100	\$ 100
1-5-5200-545 PERMITS, FEES & LICENSING	\$ 6,000	\$ 1,395	\$ 6,000	\$ -
1-5-5200-560 EQUIP MAINT & REPAIRS	\$ -	\$ 79	\$ 100	\$ 100
1-5-5200-562 SUBSCRIPTIONS	\$ -	\$ 193	\$ 200	\$ 200
1-5-5200-568 RANDOM DRUG TESTING	\$ 200	\$ -	\$ 200	\$ -
1-5-5200-620 STATE PROJECT WATER PURCHASED	\$ 1,723,253	\$ 2,248,164	\$ 2,219,000	\$ 495,747
1-5-5200-623 Ground Water Purch -South Mesa Mutual Wa	\$ -	\$ 557,484	\$ 511,000	\$ 511,000
1-5-5200-625 STATE MANDATED CLEAN UP	\$ 20,000	\$ -	\$ -	\$ (20,000)
	\$ 3,841,313	\$ 4,559,135	\$ 4,847,600	\$ 1,006,287

TRANSMISSION AND DISTRIBUTION

1-5-5300-271 LABOR	\$ 434,117	\$ 415,172	\$ 514,100	\$ 79,983
1-5-5300-272 OVERTIME	\$ -	\$ 5,307	\$ 6,800	\$ 6,800
1-5-5300-281 HEALTH INSURANCE	\$ 153,767	\$ 135,163	\$ 182,100	\$ 28,333
1-5-5300-282 RETIREMENT/CALPERS	\$ 101,739	\$ 117,269	\$ 143,100	\$ 41,361
1-5-5300-283 LIFE INSURANCE	\$ 3,071	\$ 3,108	\$ 2,500	\$ (571)
1-5-5300-284 UNIFORMS, EMPLOYEE BENEFITS	\$ 3,000	\$ 997	\$ 3,000	\$ -
1-5-5300-285 EDUCATION EXPENSES	\$ 1,000	\$ 164	\$ 1,000	\$ -
1-5-5300-291 SOCIAL SECURITY	\$ 26,915	\$ 25,964	\$ 31,900	\$ 4,985
1-5-5300-292 MEDICARE	\$ 6,295	\$ 6,072	\$ 7,500	\$ 1,205
1-5-5300-293 WORKER'S COMPENSATION INSURANCE	\$ 19,938	\$ 21,244	\$ 21,400	\$ 1,462
1-5-5300-518 SEMINAR & TRAVEL EXPENSES	\$ 800	\$ 177	\$ 800	\$ -
1-5-5300-530 MAINT PIPELINE/FIRE HYDRANT	\$ 38,000	\$ 39,924	\$ 38,000	\$ -
1-5-5300-531 LINE LOCATES	\$ 2,500	\$ 2,573	\$ 2,500	\$ -
1-5-5300-534 MAINT METERS & SERVICES	\$ 128,000	\$ 127,088	\$ 128,000	\$ -
1-5-5300-535 BACKFLOW DEVICES	\$ 1,000	\$ 1,720	\$ 1,500	\$ 500
1-5-5300-536 MAINTENANCE RESERVOIRS/TANKS	\$ 12,000	\$ 17,764	\$ 12,000	\$ -
1-5-5300-537 MAINTENANCE PRESSURE REGULATORS	\$ 9,000	\$ 14,104	\$ 9,000	\$ -
1-5-5300-539 INVENTORY ADJUSTMENT	\$ 15,000	\$ 9,145	\$ 15,000	\$ -
1-5-5300-540 INVENTORY PURCHASE DISCOUNTS	\$ (2,300)	\$ 221	\$ -	\$ 2,300
1-5-5300-541 OBSOLETE OR DAMAGED INVENTORY	\$ 10,000	\$ -	\$ 5,000	\$ (5,000)
1-5-5300-544 SMALL PARTS/MAINTENANCE	\$ -	\$ 62	\$ 100	\$ 100
1-5-5300-568 RANDOM DRUG TESTING	\$ 250	\$ -	\$ 200	\$ (50)
1-5-5350-271 LABOR	\$ 15,400	\$ 21,593	\$ 15,000	\$ (400)
1-5-5350-272 OVERTIME	\$ -	\$ 324	\$ -	\$ -
1-5-5350-281 HEALTH INSURANCE	\$ 3,000	\$ 5,140	\$ 3,000	\$ -
1-5-5350-282 RETIREMENT/PERS	\$ 2,400	\$ 7,311	\$ 2,400	\$ -
1-5-5350-283 LIFE INSURANCE	\$ 250	\$ 167	\$ 200	\$ (50)
1-5-5350-284 UNIFORMS/BENEFITS	\$ 250	\$ -	\$ 300	\$ 50
1-5-5350-291 SOCIAL SECURITY	\$ 1,350	\$ 1,429	\$ 1,400	\$ 50
1-5-5350-292 MEDICARE	\$ 350	\$ 334	\$ 400	\$ 50
1-5-5350-293 WORKER'S COMPENSATION	\$ 1,000	\$ 1,306	\$ 1,000	\$ -
	\$ 988,092	\$ 980,844	\$ 1,149,200	\$ 161,108

CUSTOMER SERVICE

1-5-5400-271 LABOR	\$ 123,342	\$ 107,812	\$ 134,400	\$ 11,058
1-5-5400-272 OVERTIME	\$ -	\$ 165	\$ 1,100	\$ 1,100
1-5-5400-281 HEALTH INSURANCE	\$ 48,133	\$ 37,952	\$ 54,700	\$ 6,567
1-5-5400-282 RETIREMENT/CALPERS	\$ 28,758	\$ 32,272	\$ 44,500	\$ 15,742
1-5-5400-283 LIFE INSURANCE	\$ 874	\$ 820	\$ 800	\$ (74)
1-5-5400-284 UNIFORMS, EMPLOYEE BENEFITS	\$ 750	\$ 94	\$ 800	\$ 50

1-5-5400-285 EDUCATION EXPENSES	\$	400	\$	-	\$	400	\$	-
1-5-5400-291 SOCIAL SECURITY	\$	7,647	\$	6,728	\$	8,400	\$	753
1-5-5400-292 MEDICARE	\$	1,788	\$	1,573	\$	2,000	\$	212
1-5-5400-293 WORKER'S COMPENSATION	\$	5,438	\$	5,660	\$	5,600	\$	162
1-5-5400-518 SEMINAR & TRAVEL EXPENSES	\$	300	\$	-	\$	300	\$	-
1-5-5400-568 RANDOM DRUG TESTING	\$	200	\$	-	\$	300	\$	100
	\$	217,630	\$	193,076	\$	253,300	\$	35,670

GENERAL ADMINISTRATION AND ACCOUNTING

1-5-5500-271 LABOR	\$	875,991	\$	646,906	\$	883,200	\$	7,209
1-5-5500-272 OVERTIME	\$	-	\$	2,665	\$	-	\$	-
1-5-5500-281 HEALTH INSURANCE	\$	224,132	\$	141,938	\$	191,200	\$	(32,932)
1-5-5500-282 RETIREMENT/CALPERS	\$	199,772	\$	176,871	\$	262,800	\$	63,028
1-5-5500-283 LIFE INSURANCE	\$	6,028	\$	4,273	\$	5,000	\$	(1,028)
1-5-5500-284 UNIFORMS, EMPLOYEE BENEFITS	\$	1,000	\$	130	\$	1,000	\$	-
1-5-5500-285 EDUCATION EXPENSES	\$	-	\$	120	\$	500	\$	500
1-5-5500-291 SOCIAL SECURITY	\$	54,311	\$	39,838	\$	54,800	\$	489
1-5-5500-292 MEDICARE	\$	12,701	\$	9,415	\$	12,900	\$	199
1-5-5500-293 WORKER'S COMPENSATION INSURANCE	\$	7,521	\$	9,134	\$	8,900	\$	1,379
1-5-5500-294 UNEMPLOYMENT INSURANCE	\$	13,000	\$	4,773	\$	37,600	\$	24,600
1-5-5500-518 SEMINAR & TRAVEL EXPENSES	\$	2,000	\$	845	\$	2,000	\$	-
1-5-5500-544 BANK PROCESSING FEES/LOCKBOX	\$	39,287	\$	-	\$	-	\$	(39,287)
1-5-5500-547 EMPLOYER SHARE FOR RETIRED (CALPERS)	\$	6,000	\$	6,826	\$	7,000	\$	1,000
1-5-5500-548 ADMINISTRATIVE COSTS (CALPERS)	\$	1,600	\$	1,677	\$	1,800	\$	200
1-5-5500-549 BANK CHGS/MONEY MARKET/TRANS. FEES	\$	26,000	\$	29,675	\$	30,000	\$	4,000
1-5-5500-553 TEMPORARY LABOR	\$	20,000	\$	6,807	\$	20,000	\$	-
1-5-5500-555 OFFICE SUPPLIES	\$	32,150	\$	44,997	\$	45,000	\$	12,850
1-5-5500-556 OFFICE EQUIPMENT/SERVICE AGREEMENTS	\$	69,050	\$	77,740	\$	82,000	\$	12,950
1-5-5500-557 OFFICE MAINTENANCE	\$	14,000	\$	13,680	\$	14,000	\$	-
1-5-5500-558 MEMBERSHIP DUES	\$	30,000	\$	24,038	\$	25,000	\$	(5,000)
1-5-5500-560 OFFICE EQUIP. MAINT. & REPAIRS	\$	3,950	\$	67	\$	2,500	\$	(1,450)
1-5-5500-561 POSTAGE	\$	48,000	\$	47,506	\$	49,000	\$	1,000
1-5-5500-562 SUBSCRIPTIONS	\$	5,000	\$	3,931	\$	5,000	\$	-
1-5-5500-563 MISCELLANEOUS OPERATING SUPPLIES	\$	7,700	\$	5,925	\$	7,700	\$	-
1-5-5500-564 MISCELLANEOUS TOOLS/EQUIPMENT	\$	4,092	\$	6,580	\$	6,500	\$	2,408
1-5-5500-567 EMPLOYEE MEDICAL/FIRST AID	\$	500	\$	518	\$	500	\$	-
1-5-5500-568 RANDOM DRUG TESTING	\$	300	\$	82	\$	300	\$	-
1-5-5500-570 PROPERTY/AUTO/GEN LIABILITY INSURANCE	\$	100,000	\$	81,896	\$	95,000	\$	(5,000)
1-5-5500-572 STATE MANDATES AND TARRIFFS	\$	32,000	\$	17,536	\$	32,000	\$	-
1-5-5500-573 MISCELLANEOUS EXPENSES	\$	4,500	\$	9,008	\$	4,500	\$	-
1-5-5500-574 PUBLIC EDUCATION	\$	10,000	\$	14,146	\$	10,000	\$	-
1-5-5500-575 PROPERTY DAMAGE (CUSTOMER CLAIMS)	\$	2,000	\$	164	\$	2,000	\$	-
1-5-5500-578 IT SUPPORT/SOFTWARE SUPPORT	\$	45,000	\$	43,425	\$	10,000	\$	(35,000)
1-5-5500-579 SHORTAGE/OVERAGE ACCOUNT	\$	-	\$	25	\$	-	\$	-
1-5-5500-587 PRINCIPAL PAYMENT	\$	722,500	\$	945,000	\$	985,000	\$	262,500
1-5-5500-588 INTEREST EXPENSE	\$	137,270	\$	129,193	\$	113,000	\$	(24,270)
1-5-5500-631 NOTE COST OF ISSUANCE	\$	18,432	\$	16,656	\$	7,500	\$	(10,932)
	\$	2,775,787	\$	2,564,004	\$	3,015,200	\$	239,413

BOARD OF DIRECTORS

1-5-5510-271 BOARD OF DIRECTOR FEES	\$	48,850	\$	21,487	\$	48,900	\$	50
1-5-5510-291 SOCIAL SECURITY	\$	3,010	\$	1,378	\$	3,100	\$	90
1-5-5510-292 MEDICARE	\$	700	\$	322	\$	700	\$	-
1-5-5510-293 WORKER'S COMPENSATION INSURANCE	\$	-	\$	351	\$	400	\$	400
1-5-5510-551 SEMINAR & TRAVEL EXPENSES	\$	1,000	\$	46	\$	1,000	\$	-
1-5-5510-552 ELECTION EXPENSES	\$	-	\$	327	\$	-	\$	-
	\$	53,560	\$	23,911	\$	54,100	\$	540

MAINTENANCE AND GENERAL PLANT

1-5-5610-515 ELECTRIC - 560 MAGNOLIA AVE	\$	21,000	\$	20,301	\$	21,000	\$	-
1-5-5610-580 TELEPHONE - 560 MAGNOLIA AVE	\$	29,000	\$	22,184	\$	25,000	\$	(4,000)
1-5-5610-581 SANITATION - 560 MAGNOLIA AVE	\$	1,700	\$	1,707	\$	1,800	\$	100
1-5-5610-582 MAINTENANCE - 560 MAGNOLIA AVE	\$	8,600	\$	3,256	\$	8,000	\$	(600)
1-5-5615-515 ELECTRIC - 12303 OAK GLEN ROAD	\$	2,500	\$	1,939	\$	2,000	\$	(500)
1-5-5615-582 MAINTENANCE/REPAIR - 12303 OAK GLEN ROAD	\$	1,200	\$	1,388	\$	1,200	\$	-
1-5-5615-583 PROPANE - 12303 OAK GLEN ROAD	\$	100	\$	58	\$	100	\$	-
1-5-5620-515 ELECTRIC - 13695 OAK GLEN ROAD	\$	1,000	\$	824	\$	1,000	\$	-
1-5-5620-582 MAINTENANCE/REPAIR - 13695 OAK GLEN ROAD	\$	500	\$	635	\$	500	\$	-
1-5-5620-583 PROPANE - 13695 OAK GLEN ROAD	\$	1,400	\$	960	\$	1,400	\$	-
1-5-5625-515 ELECTRIC - 13697 OAK GLEN ROAD	\$	2,000	\$	2,099	\$	2,000	\$	-

1-5-5625-582 MAINTENANCE/REPAIR - 13697 OAK GLEN ROAD	\$	500	\$	515	\$	500	\$	-
1-5-5625-583 PROPANE - 13697 OAK GLEN ROAD	\$	1,500	\$	1,961	\$	2,000	\$	500
1-5-5630-515 ELECTRIC - 9781 AVENIDA MIRAVILLA	\$	1,600	\$	1,375	\$	1,500	\$	(100)
1-5-5630-582 MAINTENANCE/REPAIR - 9781 AVENIDA MIRAVI	\$	500	\$	2,172	\$	1,500	\$	1,000
1-5-5630-583 PROPANE - 9781 AVENIDA MIRAVILLA	\$	1,000	\$	1,199	\$	1,200	\$	200
1-5-5635-515 ELECTRIC - 815 E. 12TH STREET	\$	6,500	\$	6,717	\$	6,500	\$	-
1-5-5635-580 TELEPHONE - 815 E. 12TH STREET	\$	900	\$	971	\$	1,000	\$	100
1-5-5635-581 SANITATION - 815 E. 12TH STREET	\$	3,000	\$	2,890	\$	3,000	\$	-
1-5-5635-582 MAINTENANCE/REPAIR - 815 E. 12TH STREET	\$	4,000	\$	4,757	\$	5,000	\$	1,000
1-5-5640-581 SANITATION - 11083 CHERRY AVE	\$	3,000	\$	2,751	\$	3,200	\$	200
1-5-5700-589 AUTO/FUEL	\$	86,722	\$	67,081	\$	75,000	\$	(11,722)
1-5-5700-590 SAFETY EQUIPMENT	\$	5,600	\$	5,537	\$	5,500	\$	(100)
1-5-5700-591 COMMUNICATION MAINTENANCE	\$	700	\$	2,469	\$	2,500	\$	1,800
1-5-5700-592 REPAIR & MAINT OF GEN EQUIPMENT	\$	4,000	\$	10,643	\$	15,000	\$	11,000
1-5-5700-593 REPAIR VEHICLES AND TOOLS	\$	15,000	\$	2	\$	-	\$	(15,000)
1-5-5700-594 LARGE EQUIPMENT MAINTENANCE	\$	30,000	\$	30,128	\$	30,000	\$	-
1-5-5700-595 EQUIP. PREVENTATIVE MAINTENANCE	\$	1,546	\$	-	\$	-	\$	(1,546)
1-5-5700-596 FLEET REPAIR & MAINTENANCE	\$	24,000	\$	49,671	\$	25,000	\$	1,000
1-5-5700-597 MAINT GENERAL PLANT (BUILDINGS)	\$	3,000	\$	3,449	\$	3,000	\$	-
1-5-5700-598 LANDSCAPE MAINTENANCE	\$	75,000	\$	67,774	\$	2,500	\$	(72,500)
1-5-5700-599 SYSTEM DEPRECIATION	\$	2,200,000	\$	1,846,716	\$	1,850,000	\$	(350,000)
1-5-5700-601 RECHARGE FAC, CANYON & POND MAINTENANCE	\$	40,000	\$	22,749	\$	25,000	\$	(15,000)
	\$	2,577,068	\$	2,186,877	\$	2,122,900	\$	(454,168)

ENGINEERING

1-5-5800-271 LABOR	\$	104,000	\$	72,287	\$	133,900	\$	29,900
1-5-5800-281 HEALTH INSURANCE	\$	5,735	\$	4,935	\$	18,300	\$	12,565
1-5-5800-282 RETIREMENT/CALPERS	\$	12,000	\$	13,853	\$	37,300	\$	25,300
1-5-5800-283 LIFE INSURANCE	\$	400	\$	398	\$	700	\$	300
1-5-5800-285 EDUCATION EXPENSE	\$	5,000	\$	2,441	\$	2,500	\$	(2,500)
1-5-5800-291 SOCIAL SECURITY	\$	6,459	\$	4,481	\$	8,300	\$	1,841
1-5-5800-292 MEDICARE	\$	1,510	\$	1,048	\$	2,000	\$	490
1-5-5800-293 WORKER'S COMPENSATION	\$	1,903	\$	2,679	\$	9,600	\$	7,697
1-5-5800-518 SEMINAR & TRAVEL EXPENSES	\$	500	\$	-	\$	500	\$	-
1-5-5800-546 SOFTWARE LICENSING	\$	4,000	\$	-	\$	4,000	\$	-
	\$	141,507	\$	102,124	\$	217,100	\$	75,593

PROFESSIONAL SERVICES

1-5-5810-611 GENERAL LEGAL	\$	150,000	\$	146,767	\$	150,000	\$	-
1-5-5810-614 AUDIT	\$	23,000	\$	14,781	\$	25,000	\$	2,000
1-5-5820-611 GENERAL ENGINEERING	\$	50,000	\$	54,817	\$	50,000	\$	-
1-5-5820-612 DEVELOPMENT - REIMB. ENGINEERING	\$	6,000	\$	7,192	\$	10,000	\$	4,000
1-5-5820-615 ENGINEERING - PERMITTING (REC WATER)	\$	4,000	\$	2,308	\$	4,000	\$	-
1-5-5820-617 GRANT & LOAN PROCUREMENT (REC WATER)	\$	-	\$	3,178	\$	-	\$	-
	\$	233,000	\$	229,043	\$	239,000	\$	6,000

\$	10,827,957	\$	10,839,013	\$	11,898,400	\$	1,070,443
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Appendix B

Summary of Account Descriptions

1-4-4010-400 – Fixed Meter Charges –

1-4-4010-401 – Domestic Water Sales – Commodity charges for commercial, residential and landscape irrigation water usage.

1-4-4010-402 – Irrigation Water Sales – Commodity charges for agricultural water usage.

1-4-4010-403 – Construction Water Sales – Commodity charges for water used for new construction and other purposes through portable fire hydrant meters.

1-4-4010-404 – Installation Charges – Charges for new service installations.

1-4-4010-407 – Reimbursement Customers – Damages/Upgrade – Reimbursements for work done on behalf of customers / developers.

1-4-4010-408 – Backflow Devices – Administrative charge for annual backflow testing notices to customers.

1-4-4010-412 – Rental Income – Charges for use of district properties.

1-4-4010-413 – Development Income (Deposit) – Collected to cover engineering, legal and administrative costs associated with new development.

1-4-4010-414 – Recharge Income (City of Banning) – Income received for the recharge of imported water from San Geronio Pass Water Agency for the City of Banning.

1-4-4010-440 – Inspection Deposit – Collected to cover the cost of inspection during the construction of district facilities.

1-4-4010-441 – Turn Ons – Fee associated with the restoration of service when disconnected due to non-payment.

1-4-4010-442 – Third Notice Charge – Fee associated with delinquent accounts.

1-4-4010-443 – Penalties – Late fee assessed on delinquent accounts.

1-4-4010-444 – SGPWA Importation Charge – Pass through charge to cover the cost of imported water.

1-4-4010-445 – SCE Power Charge – Pass through charge to cover the cost of electricity used for pumping.

RENT – 12303 OAK GLEN ROAD

1-4-4011-412 – Rent – 12303 Oak Glen Road – Rental of District property.

RENT – 13695 OAK GLEN ROAD

1-4-4012-412 – Rent – 13695 Oak Glen Road – Rental of District property.

RENT – 13697 OAK GLEN ROAD

1-4-4013-412 – Rent – 13697 Oak Glen Road – Rental of District property.

RENT – 9781 AVENIDA MIRAVILLA

1-4-4014-412 – Rent – 9781 Avenida Miravilla – Rental of District property.

UTILITIES – 12303 OAK GLEN ROAD

1-4-4015-515 – Electric & Propane – 12303 Oak Glen Road – Utility payments for District residence.

UTILITIES – 13695 OAK GLEN ROAD

1-4-4016-515 – Electric & Propane – 13695 Oak Glen Road – Utility payments for District residence.

UTILITIES – 13697 OAK GLEN ROAD

1-4-4017-515 – Electric & Propane – 13697 Oak Glen Road – Utility payments for District residence.

UTILITIES – 9781 AVENIDA MIRAVILLA

1-4-4018-515 – Electric & Propane – 9781 Avenida Miravilla – Utility payments for District residence.

NON-OPERATING REVENUE

1-4-4020-421 Front Footage Fees – Charged to cover the cost of pipelines traveling along the frontage of properties requesting service.

1-4-4020-422 through 1-4-4020-432 Facility Fees – These fees are paid per EDU by individual homeowners as well as residential and commercial developers.

SOURCE OF SUPPLY & WATER TREATMENT

The four digit departmental number 5200 seen in this section of the General Ledger refers to the expenses incurred for the operation and maintenance of wells, tanks, purchase and extraction of water.

1-5-5200-271 – Labor – Labor expenses for this department.

1-5-5200-281 – Health Insurance – Cost of providing health benefits for employees in this department.

1-5-5200-282 – Retirement/CalPERS – Retirement contributions paid on behalf of employees in this department.

1-5-5200-283 – Life Insurance – Life insurance premiums paid on behalf of employees in this department.

1-5-5200-284 – Uniforms & Benefits – Annual purchase of uniforms and boot allowance.

1-5-5200-285 – Education Expense – Education expense reimbursement.

1-5-5200-291 – Social Security - FICA – This category reflects Districts portion of Social Security.

1-5-5200-292 – Medicare – This category reflects District portion of Medicare.

1-5-5200-293 – Worker's Compensation Insurance – This category includes standard charges paid for employees in this department to the District Insurance carrier.

1-5-5200-294 – Unemployment Insurance – This category reflects District paid unemployment insurance.

1-5-5200-295 – Accrued Vacation – Vacation pay to employees in this department.

1-5-5200-296 – Accrued Sick Leave – Sick leave pay to employees in this department.

1-5-5200-510 – Diesel Fuel for Backup Generator – Fuel cost for emergency diesel generators at district well sites.

1-5-5200-511 – Treatment & Chemicals – Costs associated with the purchase of chlorine.

1-5-5200-512 – Lab Testing – Costs associated with water sample analysis conducted by outside laboratory.

1-5-5200-513 – Maintenance Equipment - The maintenance cost of pumping equipment, wells, booster and chlorination equipment.

1-5-5200-514 – Utilities - Gas – Natural gas purchased for the operation of emergency booster pump.

1-5-5200-515 – Utilities - Electric – Charges for power purchased from Southern California Edison to operate District pumping facilities

1-5-5200-517 – Telemetry Maintenance – Costs associated with the maintenance and repair of the Districts telemetry system.

1-5-5200-518 – Seminar & Travel Expense – Cost associated with attendance to District approved seminars and conferences.

1-5-5200-545 – Permits, Fees & Licensing – Annual radio licensing fees.

1-5-5200-562 – Subscriptions – Costs of subscriptions to regulatory and technical updates.

1-5-5200-568 – Random Drug Testing – Costs associated with pre-employment and random drug testing.

1-5-5200-620 – Purchase of State Project Water – Costs associated with the purchase of imported water.

1-5-5200-621 – Groundwater Purchase – (SMWC) - Costs associated with the purchase of groundwater rights from SMWC.

1-5-5200-623 – Groundwater Purchase – South Mesa Mutual - Costs associated with the purchase of groundwater rights from South Mesa.

TRANSMISSION AND DISTRIBUTION

The four digit departmental number 5300 seen in this section of the General Ledger refers to the expenses incurred for the operation and maintenance of the infrastructure used to bring water from wells to storage tanks and from storage tanks to the consumers.

1-5-5300-271 – Labor – Labor expenses for this department.

1-5-5300-281 – Health Insurance – Cost of providing health benefits for employees in this department.

1-5-5300-282 – Retirement/CalPERS – Retirement contributions paid on behalf of employees in this department.

1-5-5300-283 – Life Insurance – Life insurance premiums paid on behalf of employees in this department.

1-5-5300-284 – Uniforms & Benefits – Annual purchase of uniforms and boot allowance.

1-5-5300-285 – Education Expense – Education expense reimbursement.

1-5-5300-291 – Social Security – This category reflects District portion of Social Security.

1-5-5300-292 – Medicare – This category reflects District portion of Medicare.

1-5-5300-293 – Worker's Compensation Insurance – This category includes standard charges paid for employees in this department to the Districts insurance carrier.

1-5-5300-294 – Unemployment Insurance – This category reflects District paid unemployment insurance.

1-5-5300-518 – Seminar & Travel Expense – Costs associated with attendance to District approved seminars and conferences.

1-5-5300-530 – Maintenance Pipeline/Fire Hydrant – Expenses in this category include the maintenance and repair of pipelines and fire hydrants.

1-5-5300-531 – Line Locates – Cost associated with the locating and marking of underground facilities.

1-5-5300-532 – Blacktop/Concrete Repairs-Mains – Cost associated with the replacement of concrete / asphalt.

1-5-5300-533 – Spoil Removal – Disposal of concrete / asphalt.

1-5-5300-534 – Maintenance Meters/Services – Costs associated with the repair and maintenance of existing meters and services.

1-5-5300-535 – Backflow Devices – Expenses in this category reflect maintenance done to District owned and operated backflow devices.

1-5-5300-536 – Maintenance Reservoirs/Tanks – Costs associated with the repair and maintenance of storage reservoirs.

1-5-5300-537 – Maintenance of Pressure Regulators – Costs associated with the repair and maintenance of pressure reducing valves (PRV's).

1-5-5300-568 – Random Drug Testing – Costs associated with pre-employment and random drug testing.

INSPECTIONS

The four digit departmental number 5350 seen in this section of the General Ledger refers to the expenses incurred for the labor of the inspectors.

1-5-5350-271 – Labor – Labor expenses for this department.

1-5-5350-281 – Health Insurance – Cost of providing health insurance to employees in this department.

1-5-5350-282 – Retirement/CalPERS – Retirement contributions paid on behalf of employees in this department.

1-5-5350-283 – Life Insurance – Life insurance premiums paid on behalf of employees in this department.

1-5-5350-284 – Uniforms & Benefits – Annual purchase of uniforms and boot allowance.

1-5-5350-285 – Education Expense – Education expense reimbursement.

1-5-5350-291 – Social Security – This category reflects Districts portion of Social Security.

1-5-5350-292 – Medicare – This category reflects District portion of Medicare. This category total reflects activity for this department only.

1-5-5350-293 – Worker's Compensation Insurance – This category reflects Districts portion of medicare.

1-5-5350-294 – Unemployment Insurance – This category reflects District paid unemployment insurance.

CUSTOMER SERVICE AND METER READING

The four digit departmental number 5400 seen in this section of the General Ledger refers to the expenses incurred for the labor of the meter readers and the customer service representative.

1-5-5400-271 – Labor – Labor expenses for this department.

1-5-5400-281 – Health Insurance – Cost of providing health benefits for employees in this department.

1-5-5400-282 – Retirement/CalPERS – Retirement contributions paid on behalf of employees in this department.

1-5-5400-283 – Life Insurance – Life insurance premiums paid on behalf of employees in this department.

1-5-5400-284 – Uniforms & Benefits – Annual purchase of uniforms and boot allowance.

1-5-5400-285 – Education Expense – Education expense reimbursement.

1-5-5400-291 – Social Security – This category reflects District portion of Social Security.

1-5-5400-292 – Medicare – This category reflects District portion of Medicare.

1-5-5400-293 – Worker's Compensation Insurance – This category includes standard charges paid for employees in this department to the District Insurance carrier.

1-5-5400-294 – Unemployment Insurance – This category reflects District paid unemployment insurance.

1-5-5400-518 – Seminar & Travel Expense – Costs associated with attendance to District approved seminars and conferences.

1-5-5400-568 – Random Drug Testing – Costs associated with pre-employment and random drug testing.

ADMINISTRATIVE EXPENSES

The four digit departmental number 5500 seen in this section of the General Ledger refers to the expenses incurred for the Commercial Office Operation.

1-5-5500-271 – Labor – Labor expenses for this department.

1-5-5500-281 – Health Insurance – Cost of providing health benefits to employees in this department.

1-5-5500-282 – Retirement/CalPERS – Retirement contributions paid on behalf of employees in this department.

1-5-5500-283 – Life Insurance – Life insurance premiums paid on behalf of employees in this department.

1-5-5500-284 – Uniforms & Benefits – Annual purchase of uniforms and boot allowance.

1-5-5500-285 – Education Expense – Education expense reimbursement.

1-5-5500-291 – Social Security – This category reflects District portion of Social Security.

1-5-5500-292 – Medicare – This category reflects District portion of Medicare.

1-5-5500-293 – Worker's Compensation Insurance – This category includes standard charges paid for employees in this department to the District Insurance carrier.

1-5-5500-294 – Unemployment Insurance – This category reflects District paid unemployment insurance.

1-5-5500-518 – Seminar & Travel Expense – Costs associated with attendance to District approved seminars and conferences

1-5-5500-549 – Bank Charges/Money Market/Transaction Fees – Fees associated with District Bank Accounts.

1-5-5500-553 – Temporary Labor – Labor expenses for the use of temporary employees.

1-5-5500-555 – Office Supplies – Cost of miscellaneous office supplies.

1-5-5500-556 – Office Equipment/Service Agreements – This category includes service and/or lease agreements for the phone system and postage & billing equipment.

1-5-5500-557 – Office Maintenance – This category includes items such as the cleaning service who clean all District offices and routine maintenance such as A/C repairs and plumbing problems.

1-5-5500-558 – Membership Dues – The District is a member of many associations including the Beaumont Chamber of Commerce, Cherry Valley Chamber of Commerce and Special District Association and the American Water Works.

1-5-5500-560 – Office Equipment/Maintenance & Repair – This category houses funds allocated to the repair and maintenance of various office equipment including the phone system, computers, Pitney Bowes equipment and Xerox copier machine.

1-5-5500-561 – Postage – Postage expenses include the costs of postage for regular and delinquent utility bills as well as daily correspondence.

1-5-5500-562 – Subscription – Costs associated with subscriptions to regulatory and technical materials. Also includes cost for accessing credit verification information.

1-5-5500-563– Miscellaneous Operating Supplies – Cost of general supplies used by the Field Operation.

1-5-5500-564 – Miscellaneous Tools/Equipment – Cost of general tools used by the Field Operation.

1-5-5500-567 – Employee Medical/First Aid – Purchases in this category include supplies for First Aid kits located in District Offices.

1-5-5500-568 – Random Drug Testing – Cost associated with pre-employment and random drug testing.

1-5-5500-570 – Property Insurance – Annual insurance premiums covering District properties and facilities.

1-5-5500-572 – State Mandates and Tariffs – Expenses in this category include NPDES permit fees and water system fees to the California Department of Health (annually) as well as all permits and annual reports mandated by State Regulatory Agencies.

1-5-5500-573 – Miscellaneous Expenses – Miscellaneous expenses include business lunches (meetings held at District for public officials) as well as expenses which may not fall directly under a general ledger account.

1-5-5500-574 – Public Education – As mandated by the State, the District puts together and distributes to each consumer in the District a Consumer Confidence Report (Water Quality Report).

1-5-5500-577 – Property Taxes – While BCVWD is exempt from property taxes for properties within its boundaries, the same cannot be said for parcels owned by the District outside of its boundaries. There is a group annexation currently underway and once complete; this GL will no longer be active.

1-5-5500-578 – Service Support (IT & Vadim) – The District contracts IT support through Hudec's Computer Consulting out of Yucaipa, California. The District also pays an annual support fee for its municipal software which is allocated to this category.

1-5-5500-630 – Bad Debt Expenses – AR invoices and Utility Bills on rare occasions need to be written off.

BOARD OF DIRECTORS

1-5-5510-271 – Board of Director Fees – Each Director can attend and be compensated for up to ten meetings or days of service per month.

1-5-5500-291 – Social Security – This category reflects District portion of Social Security. This category total reflects activity for this department only.

1-5-5500-292 – Medicare – This category reflects District portion of Medicare. This category total reflects activity for this department only.

1-5-5500-293 – Worker’s Compensation Insurance – This category includes standard charges paid for employees in this department.

1-5-5510-551 – Seminar & Travel Expenses – Directors can attend and be reimbursed for Seminars and Conferences.

1-5-5510-552 – Election Expenses – Costs associated with directorial elections.

DISTRICT PROPERTY – 560 MAGNOLIA AVENUE

1-5-5610-501 – Labor @ 560 Magnolia Ave – This is District staff’s hours worked on office maintenance, from replacing light bulbs to moving file cabinets.

1-5-5610-514 – Gas – 560 Magnolia Ave – Gas for the Main Commercial Office Operation

1-5-5610-515 – Electric 560 Magnolia Avenue – Electric for the Main Commercial Office Operation.

1-5-5610-580 – Telephone 560 Magnolia Ave – This includes the phone service (AT&T Long Distance, Verizon and Nextel along with pager service) for commercial office and field operation.

1-5-5610-581 –Sanitation 560 Magnolia Ave – Sewer and Refuse for Commercial Office Operation.

1-5-5610-582 – Maintenance/Repair 560 Magnolia Ave – Maintenance and repairs performed at the District Office. Routine maintenance to A/C unit and plumbing issues which arise make up the expenses in this category.

DISTRICT PROPERTY – 12303 OAK GLEN ROAD

1-5-5615-501 – Labor @ 12303 Oak Glen Rd – This is employee labor for work performed at the District residence.

1-5-5615-515 – Electric 12303 Oak Glen Rd – Electric power for District residence.

1-5-5615-582 – Maintenance/Repair 12303 Oak Glen Rd – Maintenance and repairs performed at District residence.

1-5-5615-583 – Propane 12303 Oak Glen Rd – Propane purchased for District residence.

DISTRICT PROPERTY – 13695 OAK GLEN ROAD

1-5-5620-501 – Labor @ 13695 Oak Glen Rd - This is employee labor for work performed at the District residence.

1-5-5620-515 – Electric 13695 Oak Glen Rd - Electric power for District residence.

1-5-5620-582 – Maintenance/Repair 13695 Oak Glen Rd – Maintenance and repairs performed at the District residence.

1-5-5620-583 – Propane 13695 Oak Glen Rd - Propane purchased for District residence.

DISTRICT PROPERTY JB – 13697 OAK GLEN ROAD

1-5-5625-501 – Labor @ 13697 Oak Glen Rd - This is employee labor for work performed at the District residence.

1-5-5625-515 – Electric 13697 Oak Glen Rd - Electric power for District residence.

1-5-5625-582 – Maintenance/Repair 13697 Oak Glen Rd – Maintenance and repairs performed at the District residence.

1-5-5625-583 – Propane 13697 Oak Glen Rd - Propane purchased for District residence.

DISTRICT PROPERTY – 9781 AVENIDA MIRAVILLA

1-5-5630-501 – Labor @ 9781 Avenida Miravilla - This is employee labor for work performed at the District residence.

1-5-5630-515 – Electric 9781 Avenida Miravilla - Electric power for District residence.

1-5-5630-582 – Maintenance/Repair 9781 Avenida Miravilla – Maintenance and repairs performed at the District residence.

1-5-5630-583 – Propane 9781 Avenida Miravilla - Propane purchased for District residence.

DISTRICT OFFICE – 815 E. 12TH STREET

1-5-5635-515 – Electric 815 E. 12th Street - Electric for the Field Office Operation

1-5-5635-580 – Telephone 815 E. 12th Street – There are both internet services (telemetry and District network) and fax services at the field office.

1-5-5635-581 – Sanitation 815 E. 12th Street – Sewer/Refuse and trash bin for Field Office Operation.

1-5-5635-582 – Maintenance/Repair 815 E. 12th Street - Maintenance and Repair performed at the Field Office, including monthly cleaning services.

DISTRICT PROPERTY – 11083 CHERRY AVENUE

1-5-5640-581 – Sanitation 11083 Cherry Ave - Trash bin located at Cherry Yard.

MAINTENANCE AND GENERAL PLANT

1-5-5700-315 – Reserve for Emergencies –

1-5-5700-589 – Auto/Fuel – Fuel purchased for District fleet vehicles.

1-5-5700-590 – Safety Equipment – This would include barricades, safety vests, etc. District keeps on-hand inventory, purchases would be only to replenish worn out items.

1-5-5700-591 – Communication Maintenance – Cost of repair and maintenance of District radio equipment.

1-5-5700-592 – Repairs & Maintenance of General Equipment – Repairs and Maintenance done to District Equipment such as backup generators and internal combustion engines used in power outages and emergency situations.

1-5-5700-594 – Large Equipment Maintenance – This category applies to the maintenance of District tractors, etc.

1-5-5700-595 – Equipment Preventative Maintenance – This category applies to the preventative maintenance performed on District equipment, in anticipation of keeping equipment in operation form.

1-5-5700-596 – Fleet Maintenance – This includes all oil changes for all fleet vehicles as well as the car cleaning service which cleans all District fleet vehicles weekly.

1-5-5700-597 – Maintenance General Plant (Buildings) – Maintenance work performed on the various District owned buildings (wells, pressure regulation stations, booster pumps, etc).

1-5-5700-598 – Landscape Maintenance – This is the landscape maintenance performed at the various District facilities.

1-5-5700-601 – Recharge Facility, Canyon & Pond Maintenance - This category includes the maintenance necessary for the basins at the recharge project and basins located in Edgar Canyon.

ENGINEERING – IN-HOUSE

The four digit departmental number 5800 seen in this section of the General Ledger refers to the expenses incurred for the labor of the District Engineer (part-time) and the Engineering Technician.

1-5-5800-271 – Labor – This labor category includes the District Engineer and Engineering Technician.

1-5-5800-281 – Health Insurance – **Cost of providing health benefits to employees in this department.**

1-5-5800-282 – Retirement/CalPERS – Retirement contributions paid on behalf of employees in this department.

1-5-5800-283 – Life Insurance – District paid life insurance through Standard Life Insurance offered to each full time employee. This category total reflects activity for this department only.

1-5-5800-284 – Uniforms & Benefits – Yearly each employee is given a boot allowance of \$130 as well as seven uniforms to be cleaned, mended and maintained by employees. This category total reflects activity for this department only.

1-5-5800-285 – Education Expense – This category is used to allocate funds dedicated to schooling outside of work hours as well as reimbursable school fees, textbooks and supporting class material. This category total reflects activity for this department only.

1-5-5800-291 – Social Security – This category reflects District portion of Social Security. This category total reflects activity for this department only.

1-5-5800-292 – Medicare – This category reflects District portion of Medicare. This category total reflects activity for this department only.

1-5-5800-293 – Worker's Compensation Insurance – This category includes standard charges paid for employees in this department to the District Insurance carrier, Association of California Waterworks Agencies/Joint Powers Insurance Authority (ACWA/JPIA). This category total reflects activity for this department only.

1-5-5800-518 – Seminar & Travel Expense – The District compensates employees who attend field related seminar/hands on training as well as the costs incurred for traveling and food. This category total reflects activity for this department only.

1-5-5800-546 – Software Licensing – This category total reflects software licensing activity for this department only.

1-5-5800-555 – Office Supplies – This category encompasses both the field and commercial office operations. Supplies include toilet paper, paper towels, and ink and toner cartridges for printers, copiers and fax machines, paper, pens and all material needed for bill printing (including laser statements, envelopes and remittance envelopes).

PROFESSIONAL SERVICES

The four digit departmental number 5810 & 5820 seen in this section of the General Ledger refers to the expenses incurred for Professional Expenses. .

1-5-5810-611 - Attorney (general) - Costs associated with day to day operations may include litigation expenses not associated with Capital Improvements (property acquisitions etc).

1-5-5810-612 - Development – Reimb. (Legal) - This section includes costs associated with any legal costs that the District may have caused by the development of special conditions that may be contained in development agreements including annexation or Main Extension and Facility Construction Agreements.

1-5-5810-614 - Audit - Includes costs associated with audits of District financials.

1-5-5820-611 - Engineering (General) – This section includes any engineering associated with day to day operations.

1-5-5820-612 - Development – Reimb. Engineering – This section includes all engineering required to be reimbursed by development for plan checks and plan processing.

RESOLUTION 2011-09

**2012 BUDGET AND SALARY RESOLUTION
OF THE BOARD OF DIRECTORS OF THE
BEAUMONT-CHERRY VALLEY WATER DISTRICT**

WHEREAS, the Board of Directors of the Beaumont-Cherry Valley Water District has reviewed the staff report, draft budget and associated materials distributed for the December 22, 2011 Special Meeting of the Board of Directors regarding the reorganization of the District staff and has found that the reorganization is in the best interest of the District by providing a more efficient, economical, and effective method to conduct District operations; and

WHEREAS, as a result of the reorganization certain positions will be eliminated and others created or re-titled in order to improve District operations; and

WHEREAS, the Board of Directors understands that this action will result in layoffs and hereby authorize the General Manager to implement said layoffs and any other additional procedures required to achieve reorganization,

NOW, THEREFORE BE IT RESOLVED,

- 1. RESOLVED**, that in all aspects the recitals stated above are true and correct. Furthermore, staff's presentation, including the General Manager's Staff Report dated December 8, 2011, and all of its associated documents are also incorporated herein by reference, approved, and adopted as findings.
- 2. RESOLVED**, that the General Manager is directed to implement the intent of this resolution as soon as reasonable following applicable procedures.
- 3. RESOLVED**, that in accordance with District Policy and other applicable laws, rules, and regulations, the Board of Directors finds and determines the layoffs identified in the submitted materials are necessary for the efficient, economical, and effective operations of the District.
- 4. RESOLVED**, The Board of Directors determines and adopts the proposed organizational structure as outlined in the staff report, budget, and associated documents.
- 5. RESOLVED**, The Board of Directors creates or re-titles the positions listed in the attached report and approves the submitted job descriptions for each position.
- 6. RESOLVED**, The Board of Directors adopts and approves the submitted budget for 2012 and the salary table attached hereto as Exhibit "A" while authorizing and reaffirming the General Manager's management authority to recruit and appoint positions within the limits of said table and the approved budget without further Board action and repeals any prior salary tables.

ADOPTED, SIGNED AND APPROVED, this 22nd Day of December, of 2011 by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

Dr. Blair Ball, President of the
Board of Directors of the
Beaumont-Cherry Valley Water District

(SEAL)
ATTEST:

Kenneth Ross, Secretary to the
Board of Directors of the
Beaumont Cherry Valley Water District

EXHIBIT A

Beaumont Cherry Valley Water District Salary Schedule							
Effective: January 1, 2012	Hourly Rates					Annual Range	
Classification	1	2	3	4	5		
Water Utility Person I	14.11	14.84	15.63	16.44	17.31	28,353.81	34,794.99
Customer Service Representative I	14.58	15.36	16.15	17.01	17.90	29,301.04	35,973.77
Production Maintenance I	17.01	17.91	18.85	19.84	20.88	34,184.55	41,951.85
Water Utility Person II	17.01	17.91	18.85	19.84	20.88	34,184.55	41,951.85
Customer Service Representative II	17.32	18.24	19.20	20.20	21.26	34,816.04	42,730.69
Production Maintenance II	18.94	19.93	20.97	22.09	23.25	38,057.68	46,730.11
Water Utility Person III	18.94	19.93	20.97	22.09	23.25	38,057.68	46,730.11
Field Foreman Supervisor	25.66	27.01	28.44	29.92	31.51	51,571.52	63,317.20
Chief Prod Operator Supervisor	25.66	27.01	28.44	29.92	31.51	51,571.52	63,317.20
Grade Checker (1000 HR)	20.00	24.50	29.00	32.38	38.00	41,600.00	79,040.00
Heavy Equipment Operator (1000 HR)	25.00	28.25	31.50	33.94	38.00	52,000.00	79,040.00
Accountant III	31.33	32.98	34.71	36.54	38.46	65,160.50	80,000.00
Information Systems Manager	33.29	35.05	36.89	38.83	40.88	69,249.32	85,020.00
Sr. Financial and Administrative Analyst	36.65	38.58	40.61	42.75	45.00	76,237.79	93,600.00
Field Superintendent	37.44	39.41	41.49	43.67	45.97	77,875.20	95,617.60
Director of Operations	52.86	55.64	58.57	61.66	64.90	109,951.83	134,992.00
Director of Engineering	52.86	55.64	58.57	61.66	64.90	109,951.83	134,992.00
Director of Finance and Administrative Services	52.86	55.64	58.57	61.66	64.90	109,951.83	134,992.00

BEAUMONT CHERRY VALLEY WATER DISTRICT

Department: Finance and Administrative Services
Range:

FLSA Status: At-Will Exempt
Effective Date: December 20, 2011

ACCOUNTANT III

JOB SUMMARY

The Accountant III is an exempt advanced journey level professional class. Under general supervision, performs professional accounting duties in the analysis, preparation and maintenance of financial records and reports for various District accounts and funds; and performs related duties as assigned.

DUTIES AND RESPONSIBILITIES

Duties include but are not limited to the following:

1. Maintains, evaluates and update the District's investments; maintains cash flow spreadsheet; makes necessary cash transfer investments, and reconciliations to appropriate accounts.
2. Plans and manages special projects and studies such as special audits, bond issues, annual cost studies, water rates study and annual budget; implements computer program enhancements; analyzes and implements improvements to existing internal controls, work practices, policies and procedures.
3. Coordinates year-end audit process for the entire District including preparing Request for Proposal for independent audit services; evaluates proposals and recommends CPA firm to the Board.
4. Analyzes formulas and recommends appropriate changes to contracts and agreements with other agencies for services such as sewer billing and treated water laboratory analyses.
5. Reviews monthly budget report; researches and analyzes variances between budget figures and expenditures.
6. Conducts Board presentations regarding accounting and financial matters.
7. Provides training to managers regarding District accounting and budget principles and practices; provides technical training to department staff; prepares detailed documentation and analyses of departmental tasks, procedures and accounting software applications.
8. Responds to requests for information from employees, management, governmental agencies and the public.
9. Provides backup assistance for preparing monthly internal reports, posting, balancing and reconciliation of general ledger, work orders, financial statements and various other reports and accounting processes.
10. Cross-trained to provide back-up assistance for customer service functions including billing and account maintenance activities.

DESIRED MINIMUM QUALIFICATIONS

Knowledge of:

1. Advanced principles, practices and terminology of general and enterprise accounting, including financial statement preparation and methods of financial control and reporting.
2. Budgeting principles, methods and terminology; advanced business math and statistics.
3. Cost accounting principles, methods and procedures.
4. Research methods and data analysis techniques.
5. Laws and regulations relating to the financial administration of public agencies.
6. Principles and practices of auditing and internal control.
7. Operations and uses of standard spreadsheet software.
8. Principles and practices of business information systems, particularly related to the processing of accounting information and interpretation of input and output data.

Ability to:

1. Make effective presentations to groups of various sizes.
2. Analyze, post, balance, reconcile, and audit complex financial data and accounts.
3. Gather relevant data, analyze problems, evaluate alternatives and make appropriate recommendations.
4. Prepare clear, concise and complete financial documents, statements and reports.
5. Maintain effective working relationships with staff and other agency personnel.
6. Communicate effectively and concisely, both orally and in writing.
7. Maintain confidential and sensitive information.

Training and Experience:

Training and experience substantially equivalent to graduation from a four-year college or university with a major in accounting or a closely related field and six years of progressively responsible professional accounting experience.

Licenses; Certificates; Special Requirements:

A valid California driver's license and the ability to maintain insurability under the District's Vehicle Insurance policy.

PHYSICAL AND MENTAL DEMANDS AND WORK ENVIRONMENT

The physical and mental demands and the work environment characteristics described here are representative of those required for the performance of job duties.

Physical Demands:

While performing the duties of this class, the employee is regularly required to sit; talk or hear, in person and by telephone; use hands repetitively to finger, handle, feel or operate computers and other standard office equipment; and reach with hands and arms. The employee is frequently required to walk and stand.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve complex problems; use math and mathematical reasoning; learn and apply new skills and information; perform highly detailed work on multiple, concurrent tasks; and establish and maintain effective working relationships with others encountered in the course of work.

Work Environment:

The employee works under typical office conditions and the noise level is usually quiet.

GM Approval: _____

BEAUMONT CHERRY VALLEY WATER DISTRICT

Department: Finance and Administrative Services
Range:

FLSA Status: At-Will Non-Exempt
Effective Date: December 20, 2011

CUSTOMER SERVICE REPRESENTATIVE I/II

JOB SUMMARY

Customer Service Representative is a non-exempt entry- to journey- level customer service and support class. Under general direction, performs a variety of routine to complex customer service functions including preparation of customer bills, providing information, researching problems, performing collections and making credit arrangements, by telephone and in person; provides communications support and assists customers with emergency problems and conditions; handles a high volume of telephone and in-person customer interactions involving a wide range of service, billing and other issues, often in emergency circumstances or with customers who are upset or distressed; generates customer bills and other accounting functions; and performs related duties as assigned.

Customer Service Representative I is the entry-level class and is flexibly staffed with the journey-level Customer Service Representative II class. Typically, proficiency criteria for advancement to the II level are met within 24 to 36 months, and additional skills and abilities obtained to perform the duties of a II level. The II level also serves as a trainer for new staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties and responsibilities below are intended to provide a representative list of the various types of work that may be performed. Specifications are not intended to reflect all duties performed within the job class, and incumbents may expect to perform other related similar duties.

Duties include but are not limited to the following:

1. Responds to customer requests in person or by telephone, mail and fax to initiate, add to or terminate residential, commercial and temporary construction water service accounts; explains billing practices and rates; processes service turn-on or -off requests, accounts and field work orders.
2. Prepares customer bills utilizing a variety of data collection methods including manual and electronic meter reading devices and systems; analyzes meter readings for accuracy and generates work orders for verification reads.
3. Prepares and posts account, service, comment and payment data to customer account records by computer; processes auto-payment applications.
4. Researches, assembles and analyzes information as needed.
5. Prepares and maintains a variety of reports and records which are related, but not limited to, account balances, cash and sales, computer file maintenance, credit and collection of delinquent accounts, account adjustments, meter audits, and the current status of a variety of miscellaneous accounts such as deposits and refunds, etc.
6. Prepares service tags, investigation work orders, collection letters and reports, and such items as may be required by other District employees for the normal performance of their duties.

7. Answers questions by telephone and in person about utility bills; reviews on-line consumption history; conducts research to answer customer inquiries; submits field requests for meter re-reads and meter tests; reviews field results; estimates and recommends billing adjustments; follows up with customers to provide information on actions taken.
8. Makes notification calls to delinquent customers; works with delinquent customers to establish credit arrangements to avoid shut-off; reverses late fees and delinquent processing charges within authority levels, when warranted by the circumstances.
9. Responds to and resolves customer account questions, problems and complaints; verifies customer account information by telephone, mail or fax; submits emergency and non-emergency requests for field service orders for meter repairs, investigation of water leaks and other problems.
10. Receives and processes engineering work order requests for the installation of new laterals, services and meters; verifies that applications are complete; calculates and collects initial fees and deposits, based on fee schedules; determines whether water capacity charges are applicable and calculates amounts; verifies or submits requests to obtain required permits; prepares field work order requests, interpreting where applicable instructions from the Engineering department; resolves discrepancies between field and owner descriptions of meter/service installation locations; sets up planning files for new developments and installation of fire sprinkler systems, ensuring maps, parcel information and other requirements have been met; assigns account and sequence numbers and records installed meter numbers; may record services and account/sequence numbers on District maps.
11. Reviews daily meter read printouts and takes appropriate follow up action to resolve discrepancies and exceptions.
12. Answers a switchboard and directs calls to District staff and crews; answers a broad range of general information questions about District programs, operations, rules and procedures; uses a two-way radio to contact field crews and personnel; provides communications support to field personnel in emergency situations.
13. Refers to GIS and District plat sheets for meter locations, water pressure, location, type and size of water mains and for other related information.
14. Receives and processes Underground Service Alert tickets, including verifying proposed work is within District boundaries and scheduling all utility meets for the District's facilities locator.
15. Notifies fire agencies of out-of-service fire hydrants, fire services, new installations and changes in sizes and locations.
16. Performs time entry and end-of-pay-period calculations for operations personnel; initiates and processes purchase orders; processes work order records.
17. Performs a wide variety of administrative tasks; provides administrative support to supervisors, managers and administrative staff, including typing letters, memos, preparing documentation, spreadsheets and data entry.
18. Performs accounts payable, accounts receivable, collections, and other accounting staff support functions.
19. Trains new staff in the functions and duties of the Customer Service Representative (applicable to Customer Service Representative II).
20. Participates in cross training and provides back up to other department staff.

DESIRED MINIMUM QUALIFICATIONS

Knowledge of:

1. Customer service practices and customer-oriented telephone etiquette.
2. Standard office practices and procedures.
3. Business communication practices; correct English usage, including spelling, grammar and punctuation.
4. Meter service and field operations and maintenance issues, including shut-downs, water outages and leaks and field operations methods and procedures.
5. Boundaries of the District service area and characteristics of its customer base, including typical causes for high consumption.
6. District water service rules, policies, practices and procedures for billing, collections and credit.
7. The operations, uses and requirements of the District's customer accounting system.
8. Basic terminology used in engineering maps and in legal property descriptions.
9. Accounting practices including accounts receivable, accounts payable, and collections.

Ability to:

1. Operate a computer, sophisticated telephone equipment and other standard office equipment.
2. Handle tactfully and effectively sensitive customer relations situations and defuse situations that are highly emotional and volatile.
3. Quickly, efficiently and calmly handle a high volume of customer interactions on a wide range of issues by telephone and in person.
4. Understand, interpret, explain and apply complex District rules regarding water service rates and policies.
5. Read and interpret legal property descriptions and District maps, including boundary, plat and system maps.
6. Reach decisions in accordance with rules and policies.
7. Understand and carry out detailed written and oral instructions.
8. Communicate clearly and effectively orally and in writing.
9. Prepare clear, accurate and concise computer entries and other records.
10. Maintain sensitive and confidential information.
11. Complete multiple tasks simultaneously throughout the day.
12. To access and interpret GIS maps.

13. Perform 10-key by touch.
14. Use tact, discretion, patience and understanding in dealing with customers and the public.
15. Establish and maintain highly effective working relationships with others encountered in the course of work.

Training and Experience:

Training and experience substantially equivalent to graduation from high school or G.E.D. equivalent and one year of customer service experience, preferably in a public utility setting.

Customer Service Representative II

A minimum of two years progressively responsible experience in a customer service or clerical setting utilizing a computerized billing system with a similar volume and complexity. College level coursework in accounting, finance, business administration, information technology, or related subjects is preferred.

Licenses; Certificates; Special Requirements:

A valid Class C California driver's license and the ability to maintain insurability under the District's Vehicle Insurance policy.

PHYSICAL AND MENTAL DEMANDS AND WORK ENVIRONMENT

The physical and mental demands and the work environment characteristics described here are representative of those required for the performance of job duties.

Physical Demands:

While performing the duties of this class, the employee is regularly required to sit; talk or hear, both in person and by telephone; and use hands repetitively to operate, finger, handle or feel office equipment; and reach with hands and arms. The employee is frequently required to stand and walk.

Specific vision abilities required by this job include close vision, distance and the ability to adjust focus.

Mental Demands:

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret complex data and information; make arithmetic calculations; analyze and solve customer problems; observe and interpret situations; learn and apply new information; rapidly perform highly detailed work on multiple, concurrent tasks with constant interruptions; interact with others encountered in the course of work and customers who are often upset and dissatisfied.

Work Environment:

The employee works under office conditions involving a public counter and high telephone volume and the noise level is moderately quiet.

GM Approval: _____

BEAUMONT CHERRY VALLEY WATER DISTRICT

Department: Engineering
Range:

FLSA Status: At-Will Exempt
Effective Date: December 20, 2011

DIRECTOR OF ENGINEERING

JOB SUMMARY

Director of Engineering is an exempt management class. Plans, organizes and directs the activities of the Engineering Department including the areas of capital improvements, project design, environmental review, plan checking, planning, right-of-way, survey and inspection, Geographic Information System (GIS)/mapping and contract administration; coordinates activities with other departments, governmental agencies and other outside organizations; and provides technical and administrative staff assistance. This position may be designated as the District's Chief Engineer. Performs other related duties as assigned.

DUTIES AND RESPONSIBILITIES

The duties and responsibilities below are intended to provide a representative list of the various types of work that may be performed. Specifications are not intended to reflect all duties performed within the job class, and incumbents may expect to perform other related similar duties.

Duties include but are not limited to the following:

1. Directs and participates in the development of departmental goals and operating policies and procedures relative to the areas of capital improvements, project design, plan checking, environmental review, planning, right-of-way, survey and inspection.
2. Provides general direction to department supervisors and managers and coordinates all issues needing Board approval or policy direction for the department.
3. Assigns work activities, projects and programs; monitors work flow; reviews and evaluates projects, methods and procedures.
4. Develops and administers the department budget; evaluates staffing needs, equipment, materials, and supplies with key management staff; monitors and approves expenditures.
5. Develops and administers the capital improvement budget; reviews and recommends approval for all construction plans including cost estimates.
6. Oversees the administration of construction contracts; reviews and approves construction progress payments; prepares and/or reviews and recommends approval of construction change orders; coordinates the resolution of field construction problems; acts as project manager for various capital improvement projects.
7. Coordinates departmental activities with those of other departments, governmental agencies and other outside organizations; resolves problems and complaints.
8. Negotiates complex agreements. Prepares, reviews, and interprets agreements and contracts and prepares for signature.

9. Directs and participates in the preparation and evaluation of technical studies, reports and analyses related to engineering services; analyzes and evaluates study results and implements findings.
10. Directs and participates in the preparation of various capital improvement project designs and specifications including pipeline, reservoir and well projects.
11. Serves as a member of committees as assigned.
12. Selects, trains, motivates, supervises and maintains a high level of efficiency among assigned staff.

DESIRED MINIMUM QUALIFICATIONS

Knowledge of:

1. Advanced principles and practices of engineering and administration as applied to the design and construction of District facilities and projects.
2. Methods of preparing designs, plans, specifications, estimates, reports and recommendations relating to District facilities and projects.
3. District policies and procedures governing engineering operations.
4. Applicable federal, state and local laws, rules and regulations related to the engineering, development and construction of District projects.
5. Principles, practices and techniques of public administration including budget and personnel administration.
6. Principles of leadership supervision, training and evaluation.
7. Appropriate safety practices and regulations.

Ability to:

1. Plan, organize, motivate, direct and lead the activities of assigned area of responsibility.
2. Interpret applicable laws, rules and regulations.
3. Develop and administer a department budget.
4. Prepare and analyze technical reports, plans, specifications, statements, contract and legal descriptions.
5. Supervise, train and evaluate professional and technical staff.
6. Maintain effective work relationships with District staff, other governmental agencies, contractors and the general public.
7. Communicate clearly and concisely, both orally and in writing.

Training and Experience:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be: Seven years of increasingly responsible and varied professional engineering experience involving the design and construction of a variety of water system facilities and projects, including four years of experience in a supervisory capacity.

A Bachelor's degree from an accredited college or university with major course work in Civil Engineering or a related field. Additional course work in Public Administration desirable.

Licenses; Certificates; Special Requirements:

Registration as a Professional Engineer in the state of California.

A valid California driver's license and ability to maintain insurability under the District's Vehicle Insurance Policy.

PHYSICAL AND MENTAL DEMANDS AND WORK ENVIRONMENT

The physical and mental demands and the work environment characteristics described here are representative of those required for the performance of job duties.

Physical Demands:

While performing the duties of this class, the employee is regularly required to sit, stand and walk; talk or hear, in person, in meetings and by telephone; use hands repetitively to finger, handle, feel or operate computers and other standard office equipment; and reach with hands and arms.

Specific vision abilities required by this job include close vision and the ability to adjust focus, depth perception and color vision.

Mental Demands:

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive and constantly changing deadlines and interact with those encountered in the course of work, some of whom may be demanding, dissatisfied, upset and/or abusive.

Work Environment:

The employee works under typical office conditions, and the noise level is usually quiet. However, in the performance of project management, field activities, and investigations, this position may work in a variety of weather conditions and sun exposure.

GM Approval: _____

BEAUMONT CHERRY VALLEY WATER DISTRICT

Department: Operations
Range:

FLSA Status: At-Will Exempt
Effective Date: December 20, 2011

DIRECTOR OF FINANCE AND ADMINISTRATIVE SERVICES

JOB SUMMARY

The Director of Finance and Administrative Services is an exempt management class. The Finance and Administrative Services Department includes the District's accounting, finance, information services and technology, customer service, meter reading, public education, public affairs, secretarial services, human resources, insurance and risk management functions. In addition, this position performs the function of District Treasurer and other related duties as assigned.

DUTIES AND RESPONSIBILITIES

Duties include but are not limited to the following:

1. Develops and implements District's strategic direction including administrative goals, objectives, operating policies, procedures, and work standards.
2. Provides general direction to department managers and supervisors and coordinates all issues needing Board approval or policy direction for the department.
3. Prepares special reports and studies including rates, financial projections, audits and financing.
4. Administers the preparation of the District's annual budget and ensures the financial condition of the District is reported monthly to the Board of Directors.
5. Coordinates the District's general liability, property, workers' compensation and benefits insurance programs.
6. Responds to difficult and sensitive customer and public inquiries and complaints and assists with resolutions and alternative recommendations.
7. Participates in the selection and evaluation of staff; supervises, trains, motivates coaches, counsels and disciplines assigned staff.
8. Provides technical advice and support to employees and department heads on related administrative needs.
9. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of changes.
10. Represents the Finance and Administrative Services Department to other District departments, government officials and outside agencies; explains programs, policies and activities; negotiates and resolves sensitive and controversial issues.
11. Participates in the District's labor relations issues and processes including the meet-and-confer process, grievances and related matters.

12. Directs the District's Information Systems programs and services; with department staff assistance, evaluates uses of emerging technology to meet long-term District business and operating strategies; directs the delivery of internal consulting services on technology issues.
13. Works with department staff to prioritize new systems and technology requests, recommends approaches and action plans that will produce maximum return on District technology investment; with staff, evaluates and recommends long-range technology direction and strategies.
14. Acts as the District's Treasurer representing and certifying the District's financial condition to the Board of Directors and the public.
15. Directs the public affairs, public outreach, and water conservation efforts of the District.
16. Manages the timely review, approval and publishing of the periodic updates of the District's Policies and Procedures Manual, Administrative Manual, Annual Financial Audit, Annual Report, Proposition 218 Notices, and other administrative documents.
17. Oversees and ensures that all activities under the responsibility of the Board Secretary are met to the satisfaction of the Board and General Manager.
18. Directs Human Resources activities of the District including recruiting, hiring, training, benefits, compensation, evaluating and developing the workforce; disciplining employees; leading the District's labor negotiations; administering the District's labor relations including the Memorandum of Understanding (MOU) with employees and administering the annual salary resolution.
19. Monitors and administers changes in laws, regulations, technology, new trends or innovations in the field of administrative services that may affect District or departmental operations; implements procedural changes as required.
20. Attends and makes presentations at Board meetings and represents the District at public community meetings and professional meetings as required.
21. Directs record retention activities of the District.
22. May perform duties of acting General Manager when assigned, as needed.

DESIRED MINIMUM QUALIFICATIONS

Knowledge of:

1. Applicable federal, state and local laws, rules and regulations.
2. Modern principles and practices of supervision, management and leadership including goal setting, program development, strategic planning, implementation and supervision of staff, either directly or through subordinate levels of supervision.
3. Modern office practices, procedures, methods and computer equipment and application related to the assigned work.
4. Principles and practices of governmental accounting, public finance administration, and budgeting and auditing.
5. Principles and practices of computer systems and procedures, analysis and design.

Ability to:

1. Develop and implement goals, objectives, policies, procedures, work standards and internal controls and lead activities for multiple departments.
2. Plan, organize, lead, coordinate, train, motivate and evaluate the work of management, supervisory, professional and technical personnel.
3. Interpret, apply and ensure compliance with Federal, State and local policies, procedures, laws and regulations.
4. Establish, maintain and foster positive and effective work relationships with all staff, the public and Board of Directors.
5. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, work cooperatively and effectively and meet critical time deadlines.
6. Conduct complex research projects and fiscal related analytical studies and reports; evaluate alternatives, make sound recommendations and prepare effective Board Reports.
7. Develop and administer a department budget.
8. Prepare clear and concise reports, correspondence, policies, procedures and other written materials.
9. Use English effectively to communicate in person and over the telephone.

Training and Experience:

Training and experience substantially equivalent to seven years of increasingly responsible experience in finance, accounting, information services, customer service, human resources, public relations, including a minimum of two years supervisory experience. A Bachelor's degree from an accredited college or university with major coursework in public administration, business administration, finance, human resources, information systems or a related field. A Master's degree in Business Administration or related field and registration as a CPA in California is preferred.

Licenses; Certificates; Special Requirements:

A valid California driver's license and ability to maintain insurability under the District's Vehicle Insurance Policy.

PHYSICAL AND MENTAL DEMANDS AND WORK ENVIRONMENT

The physical and mental demands and the work environment characteristics described here are representative of those required for the performance of job duties.

Physical Demands:

While performing the duties of this class, the employee is regularly required to sit, stand and walk; talk or hear, in person, in meetings and by telephone; use hands repetitively to finger, handle, feel or operate computers and other standard office equipment; and reach with hands and arms.

Specific vision abilities required by this job include close vision and the ability to adjust focus, depth perception and color vision.

Mental Demands:

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive and constantly changing deadlines and interact with those encountered in the course of work, some of whom may be demanding, dissatisfied, upset and/or abusive.

Work Environment:

The employee works under typical office conditions, and the noise level is usually quiet.

THE GENERAL MANAGER SHALL MAKE PROMOTION TO THIS POSITION THROUGH APPOINTMENT.

GM Approval: _____

BEAUMONT CHERRY VALLEY WATER DISTRICT

Department: Operations
Range:

FLSA Status: At-Will Exempt
Effective Date: December 20, 2011

DIRECTOR OF OPERATIONS

JOB SUMMARY

This exempt at-will class is responsible for planning, organizing, directing and reviewing the activities and operations of the Operations Department including; operation and maintenance of District conveyance, storage, transmission, distribution and treatment facilities; manage District-wide water quality function; coordinate assigned activities with other departments and outside agencies; and to provide highly responsible and complex administrative support to the General Manager.

Supervision Received And Exercised

Receives direction from the General Manager.

Exercises direct supervision over assigned management, professional and clerical personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties and responsibilities below are intended to provide a representative list of the various types of work that may be performed. Specifications are not intended to reflect all duties performed within the job class, and incumbents may expect to perform other related similar duties.

Duties include but are not limited to the following:

1. Provide leadership to the Operations and Maintenance Department to develop, plan and implement departmental goals and objectives.
2. Recommend and administer policies and procedures.
3. Coordinate department activities with those of other departments and outside agencies and organizations; provide staff assistance to the General Manager and Board of Directors through the General Manager; prepare and present staff reports and other necessary correspondence.
4. Direct, oversee and participate in the development of the Department's work plan; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.
5. Select, train, motivate and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement disciplinary procedures consistent with District guidelines.
6. Represent the Department to outside groups and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.
7. Research and prepare technical and administrative reports and studies; prepare written correspondence as necessary.

8. Ensures compliance with state and federal regulations regarding water quality, employee safety, and environmental issues.
9. Serve as District's Emergency Operations Center Director and assure that emergency planning is up to date.
10. Perform related duties as assigned.

DESIRED MINIMUM QUALIFICATIONS

Knowledge of:

1. Principles and practice of contemporary water utility operations, management and organization, including treatment processes and construction and maintenance of water facilities and distribution systems.
2. Principles and practices of public administration, including utility financing.
3. Pertinent local, State, and Federal laws, rules and regulations including EPA and DOHS Safe Drinking Water Regulations.
4. Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
5. Principles and practices of organization, administration and team-based management.
6. Principles and practices of budget preparation and administration, including procedure and techniques characteristic of utility operations.
7. Working knowledge of the state's Incident Command Structure (ICS).
8. Principles of supervision, training, and performance evaluation.
9. Principles of maintenance management.
10. Principles of labor relations.

Ability to:

1. Plan, direct and control the administration and operations of the Operations and Maintenance Department and manage the water quality function.
2. Plan, direct and control the maintenance of the water system to assure safe and reliable and economic operation of the raw and treated water systems and that facilities are maintained in accordance with the preventative maintenance plan are clean and orderly.
3. On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various personnel rules; and explain and interpret policy.
4. Develop and implement department policies and procedures.
5. Gain cooperation through discussion, persuasion, participation and team processes.
6. Successfully develop, control and administer departmental budget and expenditures.

7. Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
8. Interpret and apply District policies, procedures, rules and regulations.
9. Communicate clearly and concisely, both orally and in writing.
10. Supervise, train and evaluate assigned personnel.
11. Establish and maintain effective working relationships with those contacted in the course of work.
12. Routinely provide on-call coverage on a 24-hour basis to respond to District emergencies.

Training and Experience:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Education: Equivalent to a Bachelor's degree from an accredited college or university with major course work in civil engineering, business or public administration or a related field. A Master's degree in business or public administration is highly desirable.

Experience: Eight years of increasingly responsible experience in water utility operations and maintenance, including three years of significant administrative and managerial experience working in a large public agency.

Licenses; Certificates; Special Requirements:

Possession of a valid Professional Engineer Registration and/or Grade IV or higher Water Treatment and Water Distribution certification in the State of California is highly desirable.

A valid Class C California driver's license and the ability to maintain insurability under the District's Vehicle Insurance policy.

PHYSICAL AND MENTAL DEMANDS AND WORK ENVIRONMENT

The physical and mental demands and the work environment characteristics described here are representative of those required for the performance of job duties.

Physical Demands:

Work is mainly performed in a normal office and meeting room environments. On occasion, the position requires the ability to travel on District business and to visit and inspect District facilities and projects that require traversing uneven or difficult terrain, in all types of weather conditions. The duties of the position require the ability to walk, observe, talk, listen, and operate a computer and telephone. Occasionally, work requires lifting or moving up to 15 pounds. Work hours are irregular and include evening meetings.

Mental Demands:

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret complex data and information; make arithmetic calculations; analyze and solve customer problems; observe and interpret situations; learn and apply new information; rapidly perform highly detailed work on multiple, concurrent tasks with constant interruptions; interact with others encountered in the course of work and customers who are often upset and dissatisfied.

Work Environment:

Work is mainly performed in a normal office and meeting room environments. On occasion, the position requires the ability to travel on District business and to visit and inspect District facilities and projects that require traversing uneven or difficult terrain, in all types of weather conditions.

GM Approval: _____

BEAUMONT CHERRY VALLEY WATER DISTRICT

Department: Operations
Range:

FLSA Status: At Will Non-Exempt (1000 hr)
Effective Date: December 20, 2011

EQUIPMENT OPERATOR (1000 Hour)

JOB SUMMARY

Under general supervision, positions in the Equipment Operator classification operate heavy power-driven construction and maintenance equipment and participate in the work of water distribution and wastewater collection system maintenance and construction crews.

DUTIES AND RESPONSIBILITIES

The duties and responsibilities below are intended to provide a representative list of the various types of work that may be performed. Specifications are not intended to reflect all duties performed within the job class, and incumbents may expect to perform other related similar duties.

- Operates a variety of heavy equipment, including dump trucks, transports, and a wide range of dozers, backhoes, graders and compaction and paving equipment.
- Constructs water retention basins, dikes, and related facilities.
- Installs and repairs erosion control devices, water and sewer improvements.
- Maintains and inspects equipment for safety; installs culverts, fords, swales, and storm drains.
- Cuts and moves fill material.
- Organizes, maintains, and schedules equipment, materials, and trucking.
- Acts as a lead person on projects.
- Dredges ponds, streams, and silt basins; performs related duties as assigned.
- Operates rubber-tired loaders, backhoes, trucks, tractors, cranes, graders, and scrapers.
- Operates track-driven equipment such as dozers, loaders, and iron wheel loaders.
- Inspects, cleans, and performs minor servicing and repair of equipment.
- Reports the need for major mechanical repairs to appropriate District staff.
- Reads maps and grade stakes when performing cuts and fills.
- Performs pipefitting, valve repair, and cement work.
- Installs and repairs fire hydrants.
- Cuts and repairs asphalt.
- Locates and repairs leaks.
- Performs welding work.
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public.
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.

Other Duties

- Performs emergency equipment operation and repair assignments as needed.
- May perform semi-skilled maintenance and construction work, operating a variety of hand and power tools when necessary.

- Performs related duties as assigned.

DESIRED MINIMUM QUALIFICATIONS

Knowledge of:

- Operation, care, and servicing of heavy power-driven maintenance and construction equipment.
- Operation of auxiliary mechanical equipment commonly carried on heavy equipment.
- Methods, tools, materials, and equipment used in construction and maintenance work.
- Motor vehicle laws and regulations affecting heavy equipment operation.
- Proper work safety standards.

Ability to:

- Operate assigned heavy equipment with skill and safety.
- Work with out immediate supervision at job sites.
- Perform heavy physical labor requiring strength, dexterity, and agility.
- Perform a variety of maintenance and construction work.
- Read and interpret plans, diagrams, and drawings.
- Skillfully use the hand and power tools involved in construction and maintenance work.
- Deal tactfully and courteously with the public.
- Follow oral and written directions.

Typical Physical Activities

- Operates District vehicles and equipment in water facilities construction, maintenance, and repair work.
- Must be able to carry, push, pull, reach, and lift equipment and parts weighing up to 50 pounds.
- Stoops, kneels, crouches, crawls, and climbs during field maintenance and repair work.
- Works in an environment with exposure to dust, dirt, and significant temperature changes between cold and heat.
- Communicates orally with District staff in face-to-face, one-to-one settings.
- Regularly uses a telephone for communication.
- Uses office equipment such as computer terminals, copiers, and FAX machines.
- Stands and walks for extended time periods.
- Hearing and vision within normal ranges with or without correction.

Environmental Factors

1. Exposure to the sun: 50% to 100% work time spent outside a building and exposed to the sun.
2. Work above floor level: Some work done on ladders or other surfaces from 4 to 12 feet above the ground.
3. High temp: Considerable work time in hard manual labor in temperatures between 80-90 degrees.
4. Humidity: Work in areas with unusually high humidity.

5. Wetness: More than 10% of the work time getting part or all of the body and/or clothing wet.
6. Noise: Occasionally there are unusually loud sounds.
7. Slippery surfaces: Occasional work on unusually slippery surfaces.
8. Oil: Some parts of the body in contact with oil or grease occasionally.
9. Dust: Works in or around areas with minor amounts of dust.
10. Irregular or extended work hours: Occasionally required to change working hours or work overtime.

Training and Experience:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to completion of twelfth grade, **and**

Experience: Ten years of experience as a full-journey level heavy equipment operator, including operation of equipment such as bulldozers, backhoes, graders, excavators, etc. Demonstrated experience with the construction of debris basins, water detention facilities, lakes, dams, and other impoundments.

General maintenance and construction work experience is desirable.

License Certificate Registration Requirement

Driver License: Possession of a valid California Class C Driver License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Possession and proof of a driving record free of multiple or serious traffic violations or accidents for two (2) consecutive years.

General Certifications: **Possess** and **maintain** the appropriate certification as required by the California State Health Department. Certification(s) need to be finished and obtained either at date of hire or within an acceptability period of time, not to exceed 90 days from hire. Such as: CalOSHA Safety Certification, etc.

GM Approval: _____

BEAUMONT CHERRY VALLEY WATER DISTRICT

Department: Operations

Range:

FLSA Status: At Will Non-Exempt (1000 hr)

Effective Date: December 20, 2011

EQUIPMENT OPERATOR (1000 Hour)

JOB SUMMARY

Under general supervision, positions in the Grade Checker direct grading activities related to the construction of water facilities. Employees in this classification receive limited supervision within a framework of standard policies and procedures. Errors in work or judgment could result in unnecessary damage to District property, loss of time and money, and/or life safety hazards to fellow employees and the general public.

DUTIES AND RESPONSIBILITIES

The duties and responsibilities below are intended to provide a representative list of the various types of work that may be performed. Specifications are not intended to reflect all duties performed within the job class, and incumbents may expect to perform other related similar duties.

- Sets grade stakes to guide earth moving equipment operators for various earth moving projects using measuring instruments and hand tools.
- Reads survey stakes to determine grade specification for embankments and project specifications.
- Measures horizontally and vertically in specified ratio, from survey stake to juncture of embankment and initial excavation, using survey rod and eye level, lasers and other systems.
- Sets grade stakes, using hatchet, and chalk-marks excavation reference points on stake.
- Repeats measuring and staking at specified intervals to form horizontal stake line along embankment.
- Observes excavating activities to verify conformance to stake references and notifies equipment operators or supervisor of deviations.
- Interprets plans and specifications to establish references for earth moving activities and sets grade stakes for various projects.
- Operates various hand and power tools in the performance of construction and/or clearing duties.
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public.
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.

Other Duties

- Prepare daily logs and reports associated with construction activities
- Performs related duties as assigned.

DESIRED MINIMUM QUALIFICATIONS

Knowledge of:

- Civil engineering grading plans and survey techniques
- Methods, tools, materials, and equipment used in construction and maintenance work.
- Motor vehicle laws and regulations affecting heavy equipment operation.
- Proper work safety standards.

Ability to:

- Interpret grading plans, survey markers and other construction plans.
- Oversee and direct grading activities to conform to established plans and specifications

- Read and make computations from slope and/or grade stakes.
- Work with and direct heavy equipment with skill and safety to effectively complete project goals.
- Work without immediate supervision at job sites.
- Set grade markers and verify graded surfaces using a variety of survey equipment.
- Perform heavy physical labor requiring strength, dexterity, and agility.
- Read and interpret plans, diagrams, and drawings.
- Skillfully use the hand and power tools involved in construction and maintenance work.
- Deal tactfully and courteously with the public.
- Follow oral and written directions.

Typical Physical Activities

- Works in direct vicinity of vehicles and equipment in water facilities construction, maintenance, and repair work.
- Must be able to carry, push, pull, reach, and lift equipment and parts weighing up to 50 pounds.
- Stoops, kneels, crouches, crawls, and climbs during field maintenance and repair work.
- Works in an environment with exposure to dust, dirt, and significant temperature changes between cold and heat.
- Communicates orally with District staff in face-to-face, one-to-one settings.
- Regularly uses a telephone for communication.
- Uses office equipment such as computer terminals, copiers, and FAX machines.
- Stands and walks for extended time periods.
- Hearing and vision within normal ranges with or without correction.

Environmental Factors

Work is performed outdoors in hot or cold weather under dusty, noisy conditions. Temperature extremes will vary depending on the seasonal exposure. There is occasional exposure to fumes, odors, dusts, gasses and chemicals (such as solvents), and to allergy causing agents (such as poison oak, grasses and insect bites). Equipment that is used on the job presents an exposure to moving and/or vibrating machinery with occasional mechanical and electrical hazard and possible abrasion and contusion.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential functions.

Hearing: Adequate to hear under both quiet and noisy conditions with the ability to distinguish from which direction a sound is coming.

Vision: Adequate near vision for activities as: reading plans and specifications. Visual color discrimination is necessary for such activities as setting grade markers.

Coordination & Dexterity: Finger dexterity to work accurately with small hand tools and machine parts; arm-hand steadiness adequate to operate hand tools and machinery. Coordination and balance to work on uneven surfaces. Must be able to bend, stretch and reach.

Physical Strength: Must have muscle force to lift, push, pull and carry heavy objects and the trunk strength for repeated bending, twisting, squatting or pulling for purposes of removing and transporting objects weighing up to 50 Pounds; pounding survey stakes and grade markers.

1. Exposure to the sun: 80% to 100% work time spent outside a building and exposed to the sun.
2. Work above floor level: Some work done on ladders or other surfaces from 4 to 12 feet above the ground.
3. High temp: Considerable work time in hard manual labor in temperatures between 80-100 degrees.
4. Humidity: Work in areas with unusually high humidity.
5. Wetness: More than 10% of the work time getting part or all of the body and/or clothing wet.
6. Noise: Occasionally there are unusually loud sounds.

7. Slippery surfaces: Occasional work on unusually slippery surfaces.
8. Oil: Some parts of the body in contact with oil or grease occasionally.
9. Dust: Works in or around areas with minor amounts of dust.
10. Irregular or extended work hours: Occasionally required to change working hours or work overtime.

Training and Experience:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to completion of twelfth grade, and

Experience: Ten years of experience as a grade checker. Demonstrated experience with the construction of roads, debris basins, water detention facilities, lakes, dams, and other impoundments.

This work consists of a variety of skilled and semi-skilled duties at a journeyman level within a classification series.

License Certificate Registration Requirement

Driver License: Possession of a valid California Class C Driver License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Possession and proof of a driving record free of multiple or serious traffic violations or accidents for two (2) consecutive years.

General Certifications: **Possess** and **maintain** the appropriate certification as required by the California State Health Department. Certification(s) need to be finished and obtained either at date of hire or within an acceptability period of time, not to exceed 90 days from hire. Such as: CalOSHA Safety Certification, etc.

GM Approval: _____

BEAUMONT CHERRY VALLEY WATER DISTRICT

Department: Information Systems
Range:

FLSA Status: At-Will Exempt
Effective Date: December 20, 2011

INFORMATION SYSTEMS MANAGER

JOB SUMMARY

Under general direction, plans, organizes and manages the District's information systems, desktop systems, local area and wide area networks, GIS, telemetry, SCADA, and telecommunications and voice-mail systems.

Under general direction, plans, organizes, and supervises the activities of the District's Information Systems function; supervises professional, technical and support staff; develops and implements strategic plans, goals, policies, procedures, and budgets; performs network and workstation maintenance procedures; performs GIS mapping and data management activities; represents the Information Systems Division within the organization and externally.

DISTINGUISHING CHARACTERISTICS

This single-position management class is characterized by a high degree of professional and technical knowledge and skill in administering complex multi-platform computer systems. The incumbent manages a division which provides a variety of services and operations to include requirements analysis; applications design, development, implementation and maintenance; network design, development, and maintenance; database design and administration; computer and telecommunications systems operations, maintenance and support; and systems security.

DUTIES AND RESPONSIBILITIES

The duties and responsibilities below are intended to provide a representative list of the various types of work that may be performed. Specifications are not intended to reflect all duties performed within the job class, and incumbents may expect to perform other related similar duties.

1. Plans, organizes, integrates and manages the activities of the District's Information Systems Division; develops, modifies and implements strategic plans, goals, and objectives; keeps abreast of industry trends, emerging technologies, and best practices, administers policies and procedures and recommends improvements to the District's information systems program.
2. Supervises professional and technical staff, to include selection, training, performance evaluation, coaching and disciplinary actions, and work assignment and scheduling; provides leadership and works with staff to ensure a high performance, customer service oriented work environment.
3. Prepares and administers the annual division budget; forecasts funds needed for staffing, equipment, materials, and supplies; monitors and approves operating and project expenditures and implements adjustments.
4. Plans and manages the design, installation, modification, maintenance, integration, and security of new and existing information systems and applications; establishes standards to maximize systems integrity and productivity.

5. Directs the planning, design and administration of the District's Local and Wide-Area Networks and telecommunications systems.
6. Develops specifications for capital purchases of computers and related equipment; issues RFP's, evaluates responses, and makes purchase recommendations.
7. Directs project activities, including but not limited to evaluation and selection of vendors and vendor packages, and project planning, implementation and evaluation.
8. Directs and provides user support activities, including troubleshooting hardware and software problems, user training, preventive maintenance and repair, and related technical assistance and advice.
9. Represents the Information Systems Division and serves as liaison to other internal and external divisions, agencies and groups; provides technical expertise and guidance on issues related to information technology, systems and services.
10. Prepares and presents a variety of studies, reports and correspondence.
11. Performs related duties as required.
12. Develop information systems related standards, specifications and administrative procedures and practices. Supervise Information Systems (IS) staff and/or consultants as requested by senior management staff.
13. Assume responsibility for systems administration, analysis, programming and reporting as well as technical staff responsible for desktop computer hardware/software, network administration, and telecommunications operations and maintenance.
14. Coordinate work of the Division with other District departments to provide timely, cost-effective, integrated systems and related support.
15. Provide system training to District staff as needed, perform other tasks as required by the General Manager and other senior management staff.
16. Maintain system security and compliance with applicable laws.
17. Perform GIS related tasks including maintaining the system and generating work product in support of District staff.
18. Develop programs and plans to manage data and develop a comprehensive GIS system.

DESIRED MINIMUM QUALIFICATIONS

Knowledge of:

Principles, practices, methods and current technologies of information systems management as applied to systems analysis, design, development, implementation, maintenance, and security; principles, practices, and current technologies of database and network design, security, and administration; management principles, methods and techniques related to budgeting, project planning and administration, purchasing, and contracts; principles, practices and techniques of effective employee supervision, including selection, training, work assignment, and performance evaluation; various computer platforms and programming languages used by the District.

Ability to:

Plan, organize, integrate and manage the services and operations of an Information Systems Division in a multi-platform environment; identify information systems issues and opportunities, formulate and evaluate technology strategies, set priorities, and allocate resources to most effectively meet needs; plan, schedule, supervise and evaluate the work of professional and technical staff; establish and maintain project and production schedules; develop and implement standards, procedures, and controls; analyze complex technical problems and develop sound conclusions and recommendations; prepare clear, concise and accurate budgets, reports, analyses, records and correspondence; communicate effectively, both orally and in writing, including providing technical information in non-technical terms; establish and maintain effective working relationships with those contacted in the course of the work.

Training and Experience:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

A Bachelors Degree in information systems, engineering, or a related field required. Masters Degree preferred in IS, GIS, CE, business or a related field. A minimum of 5 years of professional experience including; project & program management; Experience with maintaining governmental accounting or financial management systems desired.

Work Environment:

The employee works under typical office conditions, and the noise level is usually quiet. However, in the performance of project management and field activities this position may work in a variety of weather conditions and sun exposure.

Work is performed in a standard office environment requiring intermittent sitting, standing and walking, reaching with hands and arms, and twisting. In addition, bending, stooping, and kneeling may be required to access and service equipment. Strength to lift and carry equipment up to 50 pounds. Manual dexterity to operate equipment and keyboards. Speech and hearing to communicate in person and by telephone. Vision to read computer screens and documents, and color vision to distinguish wiring and indicator lights. Sense of smell to perceive overheated equipment.

License Certificate Registration Requirement

Driver License: Possession of a valid California Class C Driver License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Possession and proof of a driving record free of multiple or serious traffic violations or accidents for two (2) consecutive years.

GM Approval: _____

BEAUMONT CHERRY VALLEY WATER DISTRICT

Department: Finance and Administrative Services
Range:

FLSA Status: At-Will Exempt
Effective Date: December 20, 2011

SENIOR ADMINISTRATIVE AND FINANCIAL ANALYST

JOB SUMMARY

Under the direction of the Director of Finance and Administrative Services, this position provides direct specialized support to senior management on special projects, financial reporting, audit controls and other complex accounting tasks. The Senior Administrative and Financial Analyst also provides comprehensive support for budget preparation, tracking and other related activities. The Senior Administrative and Financial Analyst is an exempt advanced journey level professional class that may perform highly confidential administrative support to the General Manager and Board of Directors as assigned.

SUPERVISION EXERCISED

May supervise other staff as directed and exercise the duties of the Director of Finance and Administrative Services during periods of absence.

DUTIES AND RESPONSIBILITIES

Duties include but are not limited to the following:

1. Evaluates, maintains, and audits district control procedures, financial record keeping, payroll, utility billing, investments, data processing, budget preparation, collection and related activities.
2. Conducts internal/external audits of financial records; examines, analyzes, and verifies documents to ensure adherence to established internal controls and accepted professional standards.
3. Plans and manages special projects and studies such as special audits, bond issues, annual cost studies, water rates study and annual budget; analyzes and implements improvements to existing internal controls, work practices, policies and procedures.
4. Performs complex analytical reconciliation and accounting functions for special projects.
5. Analyzes contracts and agreements with other parties to determine compliance with the terms and conditions of the agreement.
6. Conducts Board and other public presentations regarding various district activities including accounting and financial matters.
7. Responds to requests for information from employees, management, governmental agencies and the public.
8. Writes and administers grant applications for various projects.
9. Provides backup assistance for preparing monthly internal reports, posting, balancing and reconciliation of general ledger, work orders, financial statements and various other reports and accounting processes.

10. Cross-trained to provide back-up assistance for customer service functions including billing and account maintenance activities.
11. Develops standardized procedures and policies for various functions as directed.
12. Acts as the Recording Secretary to the Board of Directors as needed, including the preparation of staff reports, agendas and minutes.
13. Provides complex administrative and financial analytical support the General Manager and other executive staff as needed.

DESIRED MINIMUM QUALIFICATIONS

Knowledge of:

1. Advanced principles, practices and terminology of general and enterprise accounting, including financial statement preparation and methods of financial control and reporting.
2. Budgeting principles, methods and terminology; advanced business math and statistics.
3. Cost accounting principles, methods and procedures.
4. Research methods and data analysis techniques.
5. Laws and regulations relating to the financial administration of public agencies.
6. Principles and practices of auditing and internal control.
7. Operations and uses of standard spreadsheet software.
8. Principles and practices of business information systems, particularly related to the processing of accounting information and interpretation of input and output data.
9. Forensic accounting and fraud detection methods and practices.
10. Investment policy analysis and applicable laws.
11. Grant administration.
12. Inventory control and procedures.

Ability to:

1. Make effective presentations to groups of various sizes.
2. Analyze, post, balance, reconcile, and audit complex financial data and accounts.
3. Gather relevant data, analyze problems, evaluate alternatives and make appropriate recommendations.
4. Prepare clear, concise and complete financial documents, statements and reports.
5. Maintain effective working relationships with staff and other agency personnel.
6. Communicate effectively and concisely, both orally and in writing.

7. Maintain confidential and sensitive information.

Training and Experience:

A Bachelors Degree or equivalent in business, accounting, economics, finance, public policy, public administration, or a related field required. Masters Degree preferred in business, public policy, public administration, management, economics, or a related field.

A minimum of 5 years of professional experience including; project & program management; development & delivery of financial strategies, budgets, and budget preparation; progressively responsible analytical & financial management experience & experience with governmental accounting or financial management desired; demonstrated knowledge of complex financial software & data analysis tools.

Licenses; Certificates; Special Requirements:

CPA and/or Certified Fraud Examiner is preferred.

A valid California driver's license and the ability to maintain insurability under the District's Vehicle Insurance policy.

PHYSICAL AND MENTAL DEMANDS AND WORK ENVIRONMENT

The physical and mental demands and the work environment characteristics described here are representative of those required for the performance of job duties.

Physical Demands:

While performing the duties of this class, the employee is regularly required to sit; talk or hear, in person and by telephone; use hands repetitively to finger, handle, feel or operate computers and other standard office equipment; and reach with hands and arms. The employee is frequently required to walk and stand.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve complex problems; use math and mathematical reasoning; learn and apply new skills and information; perform highly detailed work on multiple, concurrent tasks; and establish and maintain effective working relationships with others encountered in the course of work.

Work Environment:

The employee works under typical office conditions and the noise level is usually quiet.

GM Approval: _____

ATTACHMENT 3
2008 GRAND JURY REPORT

2007-2008 GRAND JURY REPORT

Beaumont-Cherry Valley Water District

Background

California State law defines a Special District as “any agency of the state for the local performance of governmental or proprietary functions within limited boundaries”, Government Code §16271(d). Special Districts possess many of the same governing powers as cities and counties. They can enter into contracts, employ workers, and acquire real property through purchase or eminent domain. They can also issue bonds, impose taxes, levy assessments, and charge fees for their services.

The Beaumont-Cherry Valley Irrigation District was established March 1, 1919 under the Wright Water Irrigation Act of 1897. In December of 1920, the District purchased the holdings of the Beaumont Land and Water Company and the San Geronio Land and Water Company. In the 1970's the Beaumont Irrigation District was changed to the Beaumont-Cherry Valley Water District, hereafter referred to as the District. Currently, the 2008 budget for the District is \$11,191,700. Operating revenue comes from water sales and services and developer fees. As of March 2008 the District has \$1,375,576.37 in their Operating Reserves and \$469,133.48 in their Emergency Reserves.

The District is responsible for delivering domestic water to residences, businesses, and industries within the District boundaries, primarily in the City of Beaumont and the unincorporated area of Cherry Valley. The District's sources of water are wells located in Edgar Canyon and the Beaumont Basin.

The District's General Manager is under contract with the five-member Board of Directors, hereafter referred to as the Board, who are elected to four-year staggered terms. The District is organized and managed as a governmental agency subject to public oversight and meets monthly. Minutes of Board meetings are available on the District's website at <http://www.bcvwd.org>.

Findings

1. Audits:

California Government Code §26909 requires special districts to submit annual audited financial statements to the County Auditor-Controller. Information obtained from the District's management personnel revealed that "due to inadequate management practices, incomplete and mismanaged accounting records, outdated and unusable computer software, and unqualified accounting personnel, the District has not submitted audited financial statements for the years 2004, 2005, and 2006". On June 12, 2007, the Riverside County Auditor-Controller (RCAC) sent a letter to the District regarding the overdue audited financial statements for the subject years. The District did not reply. RCAC sent a second letter in October 2007, to inform the District that RCAC would perform the audits if financial statements were not received in their office by December 31, 2007. The RCAC, General Manager and Legal Counsel for the District met in October 2007 to develop a work plan (see Board Minutes of November 8, 2007).

2. Unpaid Invoices:

Review of records, invoices, and sworn testimony revealed that the District owes \$3,073,410 to a local engineering firm. The unpaid invoices number approximately 428 and cover a period from April 2004 through October 2007. A review of the invoices indicated no deficiencies and no apparent reason to deny payment. Investigation also revealed that the Board does not have access to and is unaware of any unpaid invoices. The auditor from a private firm confirmed that the unpaid invoices were not disclosed to them during an audit completed on March 24, 2008.

3. Brown Act:

The minutes of the Board Meeting of November 14, 2007, pages 3938 and 3939, revealed the Board's admission of violations of the Brown Act. The following are examples:

- On October 11, 2006, a substantial raise in salary for the General Manager was discussed and approved in closed session of the Board meeting. Investigation revealed that in that meeting, the General Manager requested an increase in salary to \$177,648 that he wanted as part of his new contract. The General Manager's salary increased 97% in two years. The Board discussed and voted for approval of the salary increase in closed session. This salary increase should have been voted on and disclosure made in open session.

- A change of leadership occurred at a Board meeting on October 10, 2007, page 3910 and 3911. The outcome of the change was well known by the public prior to the meeting indicating an agreement had already been made by some Board members, and it had leaked to the public. This is evidenced by public comments made at the meeting prior to the agenda item coming to the floor. The public indicated they knew in advance that the current president and vice president were going to be replaced and were in disagreement with the action that was yet to take place.
- Legal counsel reported that agreements had been reviewed for four housing units belonging to the District. The review dated back to the year 2000 and that there were amendments made to these agreements in 2004 and 2006, in closed session, without Board approval or public comment. Reference the Board Minutes of December 12, 2007, page 3957.

4. The District misused public funds. The following are examples:

Education and Training:

- Over \$4,000 of District funds was paid for an employee, who is also the son of a management official, to attend pre-requisite courses leading to a degree in Civil Engineering, prior to executing a contract to cover the agreement. While attending school he is allowed to work hours ranging from 8 to 40 per week, while receiving full-time salary and benefits. The General Manager and the employee signed a contract in April 2007, without approval of the Board or public knowledge. Payment of these expenses is a violation of the Memorandum of Understanding (MOU) dated 2006-2008. The MOU covers reimbursement for job-related courses only.
- The District continues to pay for another employee, who is related to a senior management official, to obtain a Master's Degree in Public Administration. These courses and the degree are not relevant or applicable to the employee's current position or any current or projected positions in the District. This is a violation of the District's MOU of 2006-2008. This employee's education expenses in 2006 totaled \$2,970.53 and in 2007 totaled \$5,273.55.

Travel and Training:

- The District's General Manager sent two related employees to an American Water Works Association convention in Toronto, Canada because "the two employees excelled on the job and were chosen to go". One employee was the administrative assistant to the General Manager and the other was an inventory control specialist. The total cost of this trip was over \$4,000 and the employees only attended the exhibits and not the professional educational programs. The criteria for selecting these employees was not established prior to the convention and did not receive Board approval. See Board minutes of April 11, 2007.

District Housing:

- Top management employees are required, by employment contract, to live in four District homes in Edgar Canyon. These employees do not pay rent, maintenance expenses or utilities. The District requires that employees live in District housing as a condition of employment, as well as to provide security for the property, report illegal activities, pick up litter and respond to district facilities in case of emergencies.
- Top management employees and their families are living in a dangerous fire and flood prone area as documented in newspaper articles and District policy "District Residences and Facility Emergency Policy" adopted August 1998.

Delinquent Customers:

- The Beaumont-Cherry Valley Recreation and Park District (BCVRPD) is delinquent, as of December 2007, in payment to the District for water in the amount of \$93,956.20, since March 2005. The BCVRPD Board of Directors has two of its five-member Board who are related to a Board member and an employee of the District. The BCVRPD has an obligation to pay its just debt so that this lack of payment does not infringe on other customers' water rates.
- On March 13, 2008, the District shows a delinquency list totaling approximately 450 customers in turnoff status, 147 customers have received a third notice, and 61 customers in 'other' status. The total amount owed to the District is \$424,531.37. The national average for delinquent accounts, as reported by a leading engineering corporation, Black and Veatch, is between one-half and one percent. The District's delinquency rate is 4.6 percent. At

a Board meeting of November 14, 2007, page 3931, the General Manager made a statement that there were no delinquent water bills because the "water bills go with the property".

District Credit Card:

- The District's General Manager regularly uses the District's credit card to pay for meals for himself, staff members, contractors, and others at local restaurants. No receipts were found, and no expense reports were submitted. Receipts for these expenditures were unavailable and the business nature of these expenses could not be established. The District's credit card policy, the credit card agreement, and the credit card usage, are in conflict with each other. The California Government Code §8314 prohibits the personal use of public resources.

5. Contracts:

- The District does not have a written policy or procedure for obtaining Board approval for awarding of contracts. The practices of awarding and obtaining Board approval for contracts are inconsistent. Requests for proposals are issued for contracts involving, for example, Zone Tanks and Outfitting Wells, but not for landscaping and building contracts.
- The District has an open-ended landscape agreement, dated August 2006, with a landscaping firm, the owner of which is the father of one of the District's senior management officials, to landscape approximately 10-acres at the District's 80-acre Recharge Facility, excluding cost of materials. From August 2006 to December 2007, the District paid the landscaping firm a cumulative amount of \$1,627,325.
- At the regular Board meeting of November 8, 2006, page 3836, a statement from the General Manager was recorded that this landscaping firm was the low bidder. The General Manager indicated a labor contract was negotiated with this landscaping firm to avoid paying prevailing wages. Investigation led to the fact that there was no Request for Proposals sent out by the District and no bids were received for the landscaping of the Recharge Facility. The District leased employees and equipment from the landscaping firm.

- A contract was issued on December 14, 2005, to an architectural firm for consulting services for the remodel/new construction of the District's administration building. The minutes of the regular meeting of the Board on June 8, 2005, the Board approved a Master Plan for the building and, when asked if the project would go out to public bid, management replied in the affirmative. However, no competitive bidding occurred. Public Contract Code Section 20561 does not require public bidding when approved by the Board in advance, however, Board approval was not given. The Board did approve \$1,500 for a Proposed Master Plan, \$1,000 for a Master Plan and retainer of \$37,000 for Phases I and II. The preliminary cost estimates were \$2,743,675. Due to the discovery of unsafe conditions in the building to be remodeled, the scope of the work changed from remodel to new construction. The architectural firm said the cost would be different. A new contract was not issued and the new cost is unknown.
- Under the architectural firm's original contract of December 7, 2005, Phase III states in part:

Bidding and Negotiation:

- a. Supply bidding Construction Documents to the various Plan Check rooms;
- b. Answer, in writing, all General Contractor Request for information questions, issue all project addendums;
- c. Assist Beaumont-Cherry Valley Water District with the Public Bidding process and review the General Contractor's bidding forms and submittals; and
- d. Attend and Chair the Project bid Opening Meeting.

Public bidding did not occur in the selection of the general contractor or any of the numerous subcontractors.

- At a Special Board Meeting on April 30, 2008, the cost of the new administration building was reported to be between \$3.8 and \$4 million. However, review of invoices submitted for payment by contractors and sub-contractors, revealed a conservative estimate for the cost of the building is \$5.3 million.

6. Investments:

- The Local Agency Investment Fund (LAIF) is the only investment account in which the District participates. In May 2007, the closing balance for the month was \$8,589,322.39. As of April 2008, the closing balance was \$2,104,228.93, a difference of \$6,485,093.46. There is no policy and procedure concerning District investments and the Board does not review the existing investment on a regular basis.

7. Nepotism:

The District has a conspicuous presence of nepotism within the organization. Interviews revealed that nepotism has promoted an erosion of confidence within the District and the community regarding the integrity and efficiency of the Board, management, and its' employees. Investigation revealed that most other water districts such as Rancho California Water District, Metropolitan Water District, and Eastern Municipal Water District, have a clear policy of no nepotism.

Examples of nepotism:

- A married couple working under the same supervisor with access to District funds.
- A father supervising his son.
- A father who is a superintendent and a son who is receiving a paid education.

8. Conflict of Duties and Errors:

- The General Manager serves as Secretary and Treasurer to the Board and attends all closed meetings. This arrangement adds to the current atmosphere of mistrust that exists between the Board and the General Manager, see pages 3 and 6 of The Governance Report of November 14, 2007. This report was requested by the Board and District Manager to attempt to achieve an effective working relationship. In addition, the General Manager has neglected his Treasurer role by not recognizing numerous accounting errors made by staff personnel and failing to provide annual audits to the RCAC. Complaints from the public and within the Board have been made that meetings are too lengthy due to the many questions, explanations, and corrections being made.

Reference minutes of the regular meeting of the Board of February 13, 2008, page 3983, and August 22, 2007, page 3900.

- The General Manager does not always respond to Board members' requests for inclusion of agenda items to the agenda, even when submitted on time. As of February 13, 2008, as recorded in the minutes, the Board members are not now allowed to request inclusion of agenda item to a Board's agenda.

9. Policies and Procedures Manual:

A Riverside County Grand Jury Report of 1998, recommended development of a policies and procedures manual. When the policies and procedures manual was requested on or about November 2, 2007, by the current Grand Jury, the District's General Manager reported that they did not have a policies and procedures manual. On or about November 30, 2007, the Grand Jury, received the manual in the mail from the District without explanation. An interview revealed that the manual, dated 1998, was found and given, anonymously, to a Board director, see minutes of the regular Board meeting November 2007, page 3939. The Board and management have operated independently without access to their own policies and procedures and without updating or revising them since approximately January 2000.

10. Board/Employee Training:

A District employee wrongly accused a Board Director of harassment. Harassment is a form of discrimination that violates Title VII of the Civil Rights Act of 1964, as amended. It is defined as unwelcome conduct that is based on race, color, sex, religion, national origin, disability, and/or age. The District's harassment policy adopted August 1998 contains further definitions, guidelines and procedures for filing a complaint. The Director's conduct did not meet the criteria of these directives. The District's policy states, "all communications regarding any type of harassment are to be kept in strict confidence." It further states, "each allegation of harassment will be thoroughly and confidentially investigated by the General Manager and will include a written statement from the alleged harasser". The General Manager did not keep the communications of the alleged harassment in confidence and did not obtain a written statement from the Director; rather he requested that the complaint be read in a public meeting and required the Director to make a public apology.

Recommendations

**Riverside County Board of Supervisors
Beaumont-Cherry Valley Water District, Board of Directors
Beaumont-Cherry Valley Water District, General Manager
Riverside County Auditor-Controller
Riverside County District Attorney, Ethics Division**

1. Audits:

The Board must immediately eliminate obstacles and comply with Government Code §26909 requiring annual audits. Specifically, replace outdated and unusable accounting software, keep accounting software current, and hire qualified accounting personnel. RCAC take appropriate action with the District for failure to comply with Government Code §26909.

2. Unpaid Invoices:

The Board must develop policies and procedures for ensuring timely payment of invoices from vendors and contractors. A list or ledger of unpaid invoices must be provided to the Board for review at their monthly meeting. The policy should include steps to be taken when an invoice is in dispute. Establish a time frame for payment. Invoices in excess of \$1,000 go to the full Board of Directors for review.

3. Brown Act:

The Ralph M. Brown Act, of 1953, requires public bodies to give 72-hours notice of their meetings in advance, hold them publicly, and deliberate and vote on most issues in a public forum. When the Board is in doubt whether or not an issue or circumstance may be violating the Brown Act, they must seek legal advice in advance of acting.

4. The District Misused Public Funds

Education and Training:

The Board must establish District policy concerning reimbursement of training and education expenses contained in the District's MOU. Discontinue payment of the educational expenses for employees who do not meet the conditions contained in the District's MOU. Require reimbursement from the employees for all non-job related courses and expenses. If an engineer is required, the District must contract for a qualified engineer to perform the engineering duties.

Travel and Training

- The Board must implement a policy for the General Manager to follow in the selection of employees for training. The criteria for selection of an employee to attend a conference must be made objectively, and established in advance. Training should be to qualify, and develop employees, not for performance recognition.
- International and out-of-state travel should require Board approval before the fact.

District Housing:

The Board must follow the IRS code as written in publication 15-B "Employer's Tax to Fringe benefits" (for use in 2008).

The District employees' families must be removed from the District houses due to dangers of fire and flood.

Delinquent Customers:

The Board must establish a written policy in dealing with delinquent accounts and ensure the policy is followed equitably, showing no favoritism. The Board must establish safeguards and take action when a customer, residential or commercial, becomes delinquent in paying their water bill.

District Credit Card:

Adopt a credit card policy similar to the Riverside County Board of Supervisors' policy A-62. Use of credit cards must not be used to conduct staff meetings at local restaurants at the cost of taxpayers.

5. Contracts:

The Board must develop policies and procedures for awarding contracts and competitive bidding for large expenditures over \$10,000 to be approved by the Board prior to issue, such as the construction of the District's administration building. The Public Contract Code must be followed in word and spirit, allowing for fair competition in bidding among vendors and contractors, avoiding the appearance of favoritism, and rendering the greatest potential value. The General Manager must not assume 'carte blanche' status and must request guidance from the Board.

6. Investments:

The Board must develop policies and procedures for District investment programs, including regular review by the Board, and discussed at public meetings. The Board must recognize the downward financial spiral and control spending.

7. Nepotism:

The Board must develop and implement a policy that will prevent any future nepotism within the District.

8. Conflict of Duties and Errors:

- The Board must maintain a separation of powers when selecting a Secretary and Treasurer. For this reason the General Manager should not serve in either of these capacities. The selectee for either of these positions must not be an employee of the District. The duties and responsibilities of these positions should be spelled out in a Board policy manual.
- Planning agenda for Board meetings is the joint responsibility of the General Manager and the Board. Board members must be allowed to place topics on the agenda of their own meeting.

9. Policies and Procedures Manual:

The Board must demonstrate that their operations conform to all statutes and regulations under state law, as reflected in their policies and procedures manual. Policies and procedures must focus on governance, ethics, Board conduct, conflict of interest, district finances, and reserves. This list is not all-inclusive. The 1998 policy and procedure manual has been available for eight years. It is recommended that a complete review be made by the Board to update, change and abide by the policies. The manual should be updated by the General Manager, reviewed by the District's legal counsel, and voted on by the Board for approval and implementation.

10. Board/Employee Training:

The Board should institute an annual training program for key management personnel and the review of all policies and procedures including discrimination and harassment procedures. Review the policies that employees must follow when filing a complaint to the General Manager. The General Manager must keep complaints confidential. The General Manager must deal with the Board in a positive and respectful manner and within appropriate time limits.

Report Issued: 06/23/08
Report Public: 06/25/08
Response Due: 09/22/08

ATTACHMENT 4 2009 BUDGET EXCERPT

Financial Summary

Overview

The District utilizes the accrual basis for budget and accounting, recognizing revenues and expenses in the period in which they are earned and incurred, respectively. The District reports its activities on an enterprise basis, which is used to account for operations that are financed and operated in a manner similar to a private business enterprise. The intent of the District is that the costs (including replacement cost of existing assets) of providing goods or services to the general public on a continuing basis, be financed or recovered primarily through user charges.

The CY 2009 Proposed Operating and Maintenance Budget forecast the operating revenues to be \$8,997,686, down \$1,534,014 from last year's budget. The operating expenses have been projected to be \$7,989,846, down \$104,263 from the 2008 budget.

Summary of Budget Revenues and Expenses

	2008 Budget	2009 Budget	Increase/ (Decrease)
Operating Revenues			
Water Sales	(6,945,000.00)	(6,464,918.00)	(480,082.00)
Installation Charges	(1,115,000.00)	(280,251.00)	(834,749.00)
Other Income	(71,700.00)	(188,474.00)	116,774.00
Penalties, Third Notices and Turn Ons	-	(213,500.00)	213,500.00
SGPWA Importation Charge	(1,250,000.00)	(749,029.00)	(500,971.00)
SCE Power Charge	(1,150,000.00)	(1,101,514.00)	(48,486.00)
			-
Total Operating Revenues	(10,531,700.00)	(8,997,686.00)	(1,534,014.00)
Operating Expenses			
Source of Supply	3,611,596.00	3,308,670.00	(302,926.00)
Transmission & Distribution	1,179,754.00	1,115,580.00	(64,174.00)
Customer Accounts	163,342.00	201,640.00	38,298.00
General & Administration	1,782,712.00	1,937,050.00	154,338.00
Board of Directors	100,875.00	63,500.00	(37,375.00)
Maintenance & General Plant	396,300.00	436,830.00	40,530.00
Engineering (in-house)	180,730.00	160,312.00	(20,418.00)
Professional Services	678,800.00	766,264.00	87,464.00
Total Operating Expenses	8,094,109.00	7,989,846.00	(104,263.00)

ATTACHMENT 5
2009 FISCAL YEAR AUDIT REPORT MANAGEMENT LETTER

Beaumont-Cherry Valley Water District

Management Report

December 31, 2009

Beaumont-Cherry Valley Water District

Management Report

Table of Contents

<u>Item</u>	<u>Page No.</u>
General Introduction	1
Summary of Current Year Comments and Recommendations	2-4
Appendix:	
Audit/Finance Committee Letter	1-4
Schedule of Audit Adjusting Entries	



Charles Z. Fedak, CPA, MBA
Paul J. Kaymark, CPA
Christopher J. Brown, CPA

Charles Z. Fedak & Company

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Board of Directors
Beaumont-Cherry Valley Water District
Beaumont, California

Dear Members of the Board:

We have audited the basic financial statements of the Beaumont-Cherry Valley Water District (District) as of and for the year ending December 31, 2009 in accordance with auditing standards generally accepted in the United States of America, we considered the District's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of District's internal control. Accordingly, we do not express an opinion on the effectiveness of District's internal control.

Our consideration on internal control was for the limited period described in the first paragraph and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses.

A control deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis.

A significant deficiency is a control deficiency, or combination of control deficiencies that adversely affects the entity's ability to initiate, authorize, record, process, or report financial data reliably in accordance with generally accepted accounting principles such that there is more than a remote likelihood that a misstatement of the entity's financial statements that is more than inconsequential will not be prevented or detected by the entity's internal control. We consider the following deficiencies to be significant deficiencies in internal control:

Summary of Current Year Comments and Recommendations

Stale Dated Checks and Policy Implementation

Audit procedures in the area of cash disclosed that there were several outstanding checks on the bank reconciliation at year-end that were in excess of 120 days old. Outstanding checks that are more than 120 days old should be reviewed as a part of the normal cash reconciliation process. Procedures should be implemented to insure that these outstanding checks are investigated and adjusted accordingly; for those checks which are material amounts, procedures should be in effect to place formal stop payment orders with the District's bank. Also, the District should implement a stale dated check policy that addresses the District's procedures for investigating and adjusting for stale dated checks on a monthly basis.

Delinquent Customer Accounts Receivable Listing

The year-end accounts receivable customer aged trial balance which was presented to us for audit purposes indicated that a large percentage of receivables were over 120 days old, and several accounts were as much as two or more years old. We also observed that some of these accounts are not collectable and therefore an allowance for doubtful accounts should be and was calculated and recorded in the general ledger. We recommend that the following collection procedures be established:

- An internal review of accounts receivable for old and slow-paying accounts should be performed on a monthly basis.
- A monthly review of the accounts receivable aged trial balance should be performed.
- The implementation of formalized procedures for contacting delinquent accounts for payment, such as sending letters to slow paying customers should be established.
- An increased use of collection agencies to aid in collecting delinquent accounts is recommended.
- Thorough credit investigation procedures prior to approving credit and/or implementation of a customer deposit system should be established.

Increased management effort in this area can result in a reduction in the number and amount of delinquent and potentially worthless receivables. The positive results from this process may include significantly improved cash flow.

Materials and Supplies Inventory Reconciliation to the General Ledger

During our audit, we noted that the District currently takes an annual physical inventory count once a year. We observed that the inventory records do not reconcile to the general ledger and therefore a significant adjustment was made at year end to adjust the general ledger to the actual physical inventory amount. We suggest management consider quarterly or bi-annual inventory counts to better ensure the accuracy of amounts reported in the financial statements.

Reconciling and Closeout of Capital Projects and Construction-in-Process to the General Ledger

During our audit, we noted that there were no procedures for reconciling detailed capital project and construction-in-process asset records to the general ledger on a regular basis. The lack of such a procedure has led to inaccurate reporting of capital asset cost and depreciation expense in the financial statements. To prevent the need for major adjustments to the capital project and construction-in-process accounts at the end of each year, we recommend that the general ledger capital asset accounts be reviewed, closed out and reconciled to the detailed records on at least a quarterly basis. Also, depreciation expense should be calculated quarterly and adjusted to the general ledger.

Customer Deposits and Reestablishment of Customer Credit

During our audit, we noted that the District does not have a formal and consistent approach of initiating customer deposits on new water service customer accounts. Also, we noted that there were several closed customer accounts that had customer deposits that were not returned to the customer upon the close-out of their account or applied to the customer's final billing. We recommend that the District formalize a customer deposit policy into a consistent procedure on all new water service customers, as well as, establish a re-establishment of credit policy (customer deposit) for existing customers that are continuously delinquent on paying their account balance. Also, the District needs to investigate and reconcile the Customer Deposits Accounts on the general ledger and determine if any customer deposits need to be refunded to the customer or recognized as revenue for the unpaid portion of the customer's final billing.

Deferred Revenue Account Details by Project Level

In the course of completing the audit, we discovered a difference between the accounting records and the District's deferred revenue account balance. Although the difference was small, we suggest that a system be implemented to reconcile the deferred revenue balance to the general ledger on a project by project basis. This reconciliation process would help to ensure that all deferred revenue is accounted for and appropriately classified as well as establish an additional internal control over cash receipts and revenue recognition when these projects are completed.

Connection Fees Revenue Recognition and Restriction Separation

While conducting our audit procedures in the area of revenue recognition, we noted that the District has no formal policy defining revenue recognition and the restriction separation with respect to connection fees revenue. We recommend that the District establish and document a standard policy for connection fee revenue recognition and restriction separation on the general ledger in the District's accounting policies. This policy should be consistently applied. In addition, we suggest that the District initiate a separate tracking system, possibly on a spreadsheet, to track all in-flows and out-flows for all connection fees transactions during the fiscal year.

Purchase Order Policy and Procedure

The purchasing function for the District's operations has traditionally been performed at many levels of management. As a result, similar goods could frequently be ordered at different times by different employees, which is inefficient and does not allow the District to take advantage of discounts for bulk or governmental rate purchases. This practice also causes a certain loss of control and efficiency. If centralized, the purchasing and purchase order function can be reformed into a very specialized process that offers the District greater economic benefits. This would permit more purchases of large quantities that would in turn provide for volume or governmental discounts. We recommend that the District centralize the purchasing and purchase order function to provide these benefits as well as other cost and internal control benefits.

Audit Preparation

While conducting our audit, we noted that obtaining a complete and accurate final general ledger was problematic, as well as supporting schedules for account balances. These factors contributed to the number of audit adjustments accounted for as well as the significant delays in the ability to finalize the year-end financial statements. After discussing this issue with accounting department personnel, we feel that the cause of this problem may be the lack of education and training in the accounting department personnel. We recommend that accounting department personnel need to improve and/or acquire skills concerning the preparation of supporting schedules for balances recorded in the general ledger. This training will lead to employees who are more efficient, effective, and communicative with regard to accounting and financial matters.

Disclosure of Audit Adjustments and Reclassifications

As your external auditor, we assume that the books and records of the District are properly adjusted before the start of the audit. In many cases, however, audit adjustments and reclassifications are made in the normal course of the audit process to present the District's financial statements in conformity with accounting principles generally accepted in the United States of America or for comparison purposes with the prior year. For the Board of Directors to gain a full and complete understanding and appreciation of the scope and extent of the audit process we have noted here that there are no audit adjustments this year; however, certain reclassification adjustments were needed for financial reporting purposes. There can be very reasonable explanations for situations of having numerous adjustments as well as having no adjustments at all. However, the issue is simply disclosure of the adjustments and reclassifications that were made and to provide the Board of Directors with a better understanding of the scope of the audit.

* * * * *

This report is intended solely for the information and use of management and the Board of Directors of the District. This restriction is not intended to limit the distribution of this letter, which is a matter of public record.

We appreciate the courtesy and cooperation extended to us during our examination. We would be pleased to discuss the contents of this letter with you at your convenience. Please do not hesitate to contact us.

Charles J. Telle: Company CPAs - An Accountancy Corporation

Cypress, California
April 15, 2010

APPENDIX

Beaumont-Cherry Valley Water District

Audit/Finance Committee Letter

December 31, 2009



Charles Z. Fedak, CPA, MBA
Paul J. Kaymark, CPA
Christopher J. Brown, CPA

Charles Z. Fedak & Company

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Board of Directors
Beaumont-Cherry Valley Water District
Beaumont, California

We have audited the basic financial statements of the Beaumont-Cherry Valley Water District (District) for the year ended December 31, 2009 and have issued our report thereon dated April 15, 2010. Generally accepted auditing standards require that we provide the Governing Board and management with the following information related to our audit of the District's basic financial statements.

Auditor's Responsibility under United States Generally Accepted Auditing Standards

As stated in our Audit Engagement Letter dated March 5, 2010, our responsibility, as described by professional standards, is to express opinions about whether the basic financial statements prepared by management with oversight of the Governing Board are fairly presented, in all material respects, in conformity with United States generally accepted accounting principles. Our audit of the financial statements does not relieve the Governing Board or management of its responsibilities of oversight in the District's external financial reporting process or any other processes.

In planning and performing our audit, we considered the District's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinions on the basic financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the District's internal control over financial reporting.

As part of obtaining reasonable assurance about whether the District's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under *Governmental Auditing Standards*.

We are responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures specifically to identify such matters.

Planned Scope and Timing of the Audit

We performed the audit according to the planned scope and timing requirements previously communicated in our Audit Engagement Letter dated March 5, 2010

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the District are described in Note 1 to the basic financial statements.

We noted no transactions entered into by the District during fiscal year 2009 for which there is a lack of authoritative guidance or consensus. There are no significant transactions that have been recognized in the financial statements in a different period than when the transaction occurred.

Management's Judgments, Accounting Estimates and Financial Disclosures

Accounting estimates play an integral part in the preparation of basic financial statements by management and are based upon management's knowledge, experience and current judgment(s) about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the basic financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate(s) affecting the position in the basic financial statements is (are):

Management's estimate of the fair value of cash and investments is based on information provided by financial institutions. We evaluated the key factors and assumptions used to develop the fair value of cash and investments in determining that it is reasonable in relation to the financial statements taken as a whole.

Management's estimate of the allowance for delinquent/doubtful accounts is based on historical write-offs of past due delinquent/doubtful customer accounts, customer creditworthiness, and calculated assumptions of expected future write-offs. We evaluated the key factors and assumptions used to develop the allowance for delinquent/doubtful accounts in determining that it is reasonable in relation to the financial statements taken as a whole.

Management's estimate of capital assets depreciation is based on historical estimates of each capitalized item's useful life expectancy or cost recovery period. We evaluated the key factors and assumptions used to develop the capital asset depreciation calculations in determining that it is reasonable in relation to the financial statements taken as a whole.

The disclosures in the basic financial statements are neutral, consistent and clear. Certain basic financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosure(s) affecting the basic financial statements is (are):

The disclosure of fair value of cash and investments in Note 3 to the basic financial statements represents amounts susceptible to market fluctuations.

The disclosure of the District's allowance for delinquent/doubtful accounts in Note 4 to the basic financial statements represents amounts susceptible to external factors the District has no control over, such as, the state of the economy in the District's service area.

The disclosure of capital assets, net in Note 7 to the basic financial statements is based on historical information which could differ from actual useful lives of each capitalized item.

Corrected and Uncorrected Misstatements

Generally Accepted Auditing Standards require us to accumulate all known and likely misstatements identified during the audit, except those that are considered trivial, and communicate them to the appropriate level of management as follows:

Corrected and Uncorrected Misstatements, continued

There were twenty-two (22) audit adjustment/reclassification entries, made to the original trial balance presented to us to begin our audit. The overall net effect of the adjustments was to decrease the net assets of the District by approximately \$1,271,242. Management has corrected these misstatements in the basic financial statements and in the District's financial accounting records. Please see the entries attached at the end of this report.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves the application of an accounting principal to the District's basic financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require us the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the District's auditor. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit processes and testwork.

Disagreements with Management

For the purpose of this letter, professional standards define a disagreement with management as a financial accounting, reporting or auditing matter, whether or not resolved to our satisfaction that could be significant to the basic financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit of the District.

Management Representations

We have requested certain representations from management that are included in the Management Representational Letter to the Auditor dated April 15, 2010.

Conclusion

We appreciate the cooperation extended us by the District's management and staff in the performance of our audit testwork.

We will be pleased to respond to any question you have about the foregoing. We appreciate the opportunity to continue to be of service to the District.

This report is intended solely for the information and use of the Board of Directors and management and is not intended to be and should not be used by anyone other than the specified, parties. This restriction is not intended to limit the distribution of this letter, which is a matter of public record.

Clark T. Zell : Company CPAs - An Accountancy Corporation

Beaumont-Cherry Valley Water District
December 31, 2009
Schedule of Audit Adjusting Journal Entries

Entry #	Status	Account	Description	Debit	Credit
AJE 1	Posted	1-1-1110-101	Fee Owned Land	855,400.00	
		1-1-1112-112	WELL CASINGS & DEVELOPMENT		855,400.00
		RJE - Reclass Land Purchase out of Capital Assets			
AJE 2	Posted	1-5-5700-599	SYSTEM DEPRECIATION	1,010,551.71	
		1-1-1111-105	Accumulated Depreciation		1,010,551.71
		CPE - Adjust Depreciation to Actual			
AJE 3	Posted	1-4-4010-401	DOMESTIC WATER SALES	1,863,414.69	
		1-4-4010-400	Standby Charges		1,863,414.69
		RJE - Reclass Standby Charges out of Water Sales			
AJE 4	Posted	1-5-5500-573	MISCELLANEOUS EXPENSES	13.67	
		1-2-2012-239	AFLAC		13.67
		1-2-2010-200	Accounts Payable	976.40	
		1-2-2012-239	AFLAC		976.40
		CPE - Adjust Aflac Account Balance			
AJE 5	Posted	1-4-4010-447	BONITA VISTA REPAYMENT - PRINCIPAL	900.10	
		1-1-1230-175	NOTES RECEIVABLE - BONITA VISTA		900.10
		CPE - To Adjust Principal Balance on Notes Receivable			
AJE 6	Posted	1-5-5500-573	MISCELLANEOUS EXPENSES	27.56	
		1-1-1116-154	WF - Money Market (Closed)		27.56
		AJE - To write-off balance in closed cash account			
AJE 7	Posted	1-5-5300-539	INVENTORY ADJUSTMENT	100,631.48	
		1-1-1310-180	Inventory		100,631.48
		AJE - To balance inventory to inventory count sheet			
AJE 8	Posted	1-1-1116-160	LOCAL AGENCY MONEY MARKET ACCT	1,077.12	
		1-1-1230-174	ACCRUED INTEREST RECEIVABLE		1,077.12
		RJE - Reclass Int Rec to Cash Balance			
AJE 9	Posted	1-1-1116-160	LOCAL AGENCY MONEY MARKET ACCT	1,009.69	
		1-4-4020-435	INTEREST INCOME		1,009.69
		AJE - To Adjust Account Balance to Actual			

Beaumont-Cherry Valley Water District
December 31, 2009
Schedule of Audit Adjusting Journal Entries

Entry #	Status	Account	Description	Debit	Credit
AJE 10	Posted	1-1-1112-112	WELL CASINGS & DEVELOPMENT	647,400.00	
		1-3-3010-316	RETAINED EARNINGS	208,000.00	
		1-1-1110-101	Fee Owned Land		855,400.00
		AJE - To Adjust Well and Temp Easement Purchase			
AJE 11	Posted	1-5-5500-573	MISCELLANEOUS EXPENSES	15,651.84	
		1-1-1230-167	ACCOUNTS RECEIVABLE COMMERCIAL		15,651.84
		AJE - To adjust A/R Other to match G/L balance			
AJE 12	Posted	1-1-1230-176	Notes Rec - Bonita Vista - Current	7,802.88	
		1-1-1230-167	ACCOUNTS RECEIVABLE COMMERCIAL		7,802.88
		RJE - Reclass BVMWC to Current N/R account			
AJE 13	Posted	1-1-1230-171	ACCOUNTS RECEIVABLE DOMESTIC	7,696.78	
		1-4-4010-401	DOMESTIC WATER SALES		7,696.78
		AJE - To Adjust A/R Domestic to G/L balance			
AJE 14	Posted	1-1-1230-171	ACCOUNTS RECEIVABLE DOMESTIC	122,767.40	
		1-1-1230-172	ACCOUNTS RECEIVABLE IRRIGATION	996.33	
		1-2-2011-212	Customer Deposit from A/R		123,763.73
		RJE - To Reclass Customer Credit Balances to Customer Deposits for Financial Reporting Purposes - Do Not Post			
AJE 15	Posted	1-3-3010-316	RETAINED EARNINGS	643,140.00	
		1-1-1231-167	Allowance - BCVWD - Other A/R		168,600.00
		1-1-1231-168	Allowance - Development Accounts		44,540.00
		1-1-1231-176	Allowance - Bonita Vista - Current		4,000.00
		1-1-1231-171	Allowance - Domestic Water		344,355.00
		1-1-1231-172	Allowance - Irrigation Accounts		15,645.00
		1-1-1231-175	Allowance - Bonita Vista - Non-Curr		66,000.00
		AJE - Record Allowance for Doubtful Accounts			
AJE 16	Posted	1-5-5700-599	SYSTEM DEPRECIATION	8,632.00	
		1-1-1111-105	Accumulated Depreciation		8,632.00
		AJE - Depreciate Well System Purchased over 75 years \$647,400/75 years = \$8,632			
AJE 17	Posted	1-5-5700-599	SYSTEM DEPRECIATION	188,847.83	
		1-1-1111-105	Accumulated Depreciation		188,847.83
		AJE - Depreciate Impaired Assets			
AJE 18	Posted	1-1-1230-165	UNBILLED RECEIVABLES	229,340.32	
		1-4-4010-401	DOMESTIC WATER SALES		144,508.32
		1-4-4010-445	SCE POWER CHARGE		84,832.00
		1-1-1230-165	UNBILLED RECEIVABLES		226,756.38
		1-4-4010-400	Standby Charges	66,598.35	
		1-4-4010-401	DOMESTIC WATER SALES	123,355.47	
		1-4-4010-445	SCE POWER CHARGE	36,802.56	
		CPE - Adjust Unbilled Rec. at Year End			

ATTACHMENT 6 2012 ORGANIZATIONAL CHART (PROPOSED)

Beaumont-Cherry Valley Water District
Organization Chart
FY 2012

