



**BEAUMONT-CHERRY VALLEY WATER DISTRICT
AGENDA
REGULAR MEETING OF THE BOARD OF DIRECTORS
560 Magnolia Avenue, Beaumont, CA 92223
Wednesday, May 8th, 2013
Regular Session 7:00 p.m.**

Call to Order, President Woll

Pledge of Allegiance, President Woll

Invocation, Director Slawson

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** (pages 1-2)
2. **Consent Calendar:** All matters listed under the Consent Calendar are considered by the Board of Directors to be routine and will be enacted in one motion. There will be no discussion of these items prior to the time the Board considers the motion unless members of the Board, the administrative staff, or the public request specific items to be discussed and/or removed from the Consent Calendar.
 - a. March 2013 Budget Variance Report Review** (pages 3-11)
 - b. March 31st, 2013 Cash/Investment Balance Report** (pages 12-13)
 - c. April 2013 Cheque Register Review** (pages 14-25)
 - d. April 2013 Invoices Pending Approval** (pages 26-28)
 - e. Minutes of the Regular Meeting of April 10th, 2013** (pages 29-31)
 - f. Minutes of the Special Meeting of April 10th, 2013** (page 32)
 - g. Review and approval of Bank for External Financial Services** (pages 33-34)
 - h. Consider Authorization of General Manager to Commence 2013 Urban Water Management Plan Coordination Process**(pages 35-36)
 - i. Consider Authorization of General Manager to Execute Contract for Perimeter Fencing at Noble Creek Recharge Facilities-Phase II**(pages 37-44)
 - j. Consider Authorization of General Manager to Execute Contract for Recharge Facilities Inlet Piping Materials, Valves, and Appurtenances for Noble Creek Recharge Facilities-Phase II**(pages 45-46)
 - k. Consideration of Resolution 2013-01: A Resolution of the Board of Directors of the Beaumont-Cherry Valley Water District Amending the District's Policies & Procedures Manual**(pages 47-64)

3. Reports For Discussion

- a. Ad Hoc Committees
- b. General Manager
- c. Directors Reports
- d. Legal Counsel Report

4. Announcements

- District offices will be closed Monday May 27th, 2013 in observation of Memorial Day
- Basin Watermaster meeting, June 5th, 2013 at 10:00 a.m.
- Finance & Audit Committee meeting, June 6th, 2013 at 3:00 p.m.
- Regular Board meeting, June 12th, 2013 at 7:00 p.m.

5. Action List for Future Meetings

6. 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, Dawn Jorge, at least 48 hours in advance of the meeting to ensure availability of the requested service or accommodation. Ms. Jorge may be contacted by telephone at (951) 845-9581, Ext. 21, email at dawn.jorge@bcvwd.org or in writing at the Beaumont-Cherry Valley Water District, 560 Magnolia Avenue, Beaumont, California 92223.

Budget Variance Report

Fiscal Year : 2013
 Budget Type : Adopted Budget



Acct Code	Account Name	Current Month Actuals	Year to Date Actuals	Annual Approved Budget	Variance (YTD to Annual) (Under)	% Variance (Annual Budget Remaining)
Revenue						
4010	Operating Revenue					
	Total Operating Revenue	\$ 614,535	\$ 1,913,350	\$ 11,537,414	\$ (9,624,064)	-83%
4011	Rent - 12303 Oak Glen Rd					
	Total Rent - 12303 Oak Glen Rd	\$ 400	\$ 800	\$ 2,400	\$ (1,600)	-67%
4012	Rent - 13695 Oak Glen Rd					
	Total Rent - 13695 Oak Glen Rd	\$ 400	\$ 800	\$ 2,400	\$ (1,600)	-67%
4013	Rent - 13697 Oak Glen Rd					
	Total Rent - 13697 Oak Glen Rd	\$ 400	\$ 800	\$ 2,400	\$ (1,600)	-67%
4014	Rent - 9781 Avenida Miravilla					
	Total Rent - 9781 Avenida Miravilla	\$ -	\$ -	\$ 2,400	\$ (2,400)	-100%
4015	Utilities 12303 Oak Glen Rd					
	Total Utilities 12303 Oak Glen Rd	\$ -	\$ 649	\$ 2,823	\$ (2,174)	-77%
4016	Utilities 13695 Oak Glen Rd					
	Total Utilities 13695 Oak Glen Rd	\$ 781	\$ 935	\$ 2,628	\$ (1,693)	-64%
4017	Utilities 13697 Oak Glen Rd					
	Total Utilities 13697 Oak Glen Rd	\$ 823	\$ 1,359	\$ 3,912	\$ (2,553)	-65%
4018	Utilities 9781 Avenida Miravilla					
	Total Utilities 9781 Avenida Miravilla	\$ -	\$ 11	\$ 2,719	\$ (2,708)	-100%
4020	Non Operating Revenue					
	Total Non Operating Revenue	\$ 58,549	\$ 72,695	\$ 145,300	\$ (72,605)	-50%
4030	Other Non Operating Revenue					
	Total Other Non Operating Revenue	\$ -	\$ -	\$ 75,000	\$ (75,000)	-100%
	Total Revenue	\$ 675,888	\$ 1,991,400	\$ 11,779,396	\$ (9,787,996)	-83%
Expense						
5200	Source of Supply & Water Treatment Wells					
	Total Source of Supply & Water Treatment Wells	65,241	725,160	4,316,600	(3,591,440)	-83%
5300	Transmission & Distribution					
	Total Transmission & Distribution	\$ 35,200	\$ 145,418	\$ 1,097,745	\$ (952,327)	-87%
5350	Inspections					
	Total Inspections	\$ 1,063	\$ 5,562	\$ 41,700	\$ (36,138)	-87%
5400	Meter Reading/Customer Service					
	Total Meter Reading/Customer Service	\$ 6,520	\$ 60,788	\$ 274,250	\$ (213,462)	-78%
5500	Administration					
	Total Administration	\$ 613,293	\$ 895,599	\$ 3,027,285	\$ (2,131,686)	-70%
5510	Board of Directors					
	Total Board of Directors	\$ 37,678	\$ 43,030	\$ 40,000	\$ 3,030	8%
5610	District Property - 560 Magnolia					

BCVWD March 2013 Budget Variance Report

Acct Code	Account Name	Current Month Actuals	Year to Date Actuals	Annual Approved Budget	Variance (YTD to Annual) (Under)	% Variance (Annual Budget Remaining)
	Total District Property - 560 Magnolia	\$ 3,989	\$ 12,820	\$ 63,924	\$ (51,104)	-80%
5615	District Property - 12303 Oak Glen Rd					
	Total District Property - 12303 Oak Glen Rd	\$ -	\$ 649	\$ 4,300	\$ (3,651)	-85%
5620	District Property JH- 13695 Oak Glen Rd					
	Total District Property JH- 13695 Oak Glen Rd	\$ 781	\$ 935	\$ 4,000	\$ (3,065)	-77%
5625	District Property JB- 13697 Oak Glen Rd					
	Total District Property JB- 13697 Oak Glen Rd	\$ 823	\$ 1,359	\$ 5,000	\$ (3,641)	-73%
5630	District Property - 9781 Avenida Miravi					
	Total District Property - 9781 Avenida Miravi	\$ -	\$ 11	\$ 4,700	\$ (4,689)	-100%
5635	District Office - 815 E. 12th Street					
	Total District Office - 815 E. 12th Street	\$ 628	\$ 2,762	\$ 15,695	\$ (12,933)	-82%
5640	District Property - 11083 Cherry Ave					
	Total District Property - 11083 Cherry Ave	\$ 236	\$ 707	\$ 3,200	\$ (2,493)	-78%
5700	Maintenance & General Plant					
	Total Maintenance & General Plant	\$ 9,670	\$ 47,004	\$ 219,550	\$ (172,546)	-79%
5800	Engineering (in-house)					
	Total Engineering (in-house)	\$ 8,329	\$ 32,771	\$ 200,468	\$ (167,697)	-84%
5810	Prof. Services - Legal & Accounting					
	Total Prof. Services - Legal & Accounting	\$ 24,291	\$ 37,838	\$ 178,000	\$ (140,163)	-79%
5820	Professional Services - Engineering					
	Total Professional Services - Engineering	\$ 390	\$ 390	\$ 60,000	\$ (59,610)	-99%
5901	Non Operating Expenses					
	Total Non Operating Expenses	\$ 435	\$ 435	\$ -	\$ (435)	0%
	Total Expense	\$ 808,569	\$ 2,013,240	\$ 9,556,417	\$ (7,543,177)	-79%
	SYSTEM DEPRECIATION	\$ 172,650	\$ 518,000	\$ 2,100,000	\$ (1,582,000)	-75%

Budget Variance Report

Fiscal Year : 2013
Budget Type : Adopted Budget



Acct Code	Account Name	Current Month Actuals	Year to Date Actuals	Annual Approved Budget	Variance (YTD to Annual) (Under)	% Variance (Annual Budget Remaining)
Revenue						
4010 Operating Revenue						
144010400	FIXED METER CHARGES	191,908	571,447	2,279,345	(1,707,898)	-75%
144010401	DOMESTIC WATER SALES	209,503	671,302	4,935,480	(4,264,178)	-86%
144010402	IRRIGATION WATER SALES	305	1,866	30,000	(28,134)	-94%
144010403	CONSTRUCTION WATER SALES	2,208	9,007	38,000	(28,993)	-76%
144010404	INSTALLATION CHARGES	21,182	35,172	75,000	(39,828)	-53%
144010407	REIMB. CUST. DAMAGES/UPGRADES	223	513	7,500	(6,987)	-93%
144010408	BACKFLOW DEVICES	1,823	6,096	24,000	(17,904)	-75%
144010410	RETURNED CHECK FEES	40	450	2,000	(1,550)	-78%
144010411	MISCELLANEOUS INCOME	88	90	7,500	(7,410)	-99%
144010413	DEVELOPMENT INCOME (DEPOSITS APPLIED)	0	3,753	60,875	(57,122)	-94%
144010414	RECHARGE INCOME (CITY OF BANNING)	0	6,114	67,254	(61,140)	-91%
144010415	AFTER HOURS CALLOUT CHARGE	50	50	600	(550)	-92%
144010441	TURN ONS	6,360	23,160	65,000	(41,840)	-64%
144010442	THIRD NOTICE CHARGE	0	6,860	45,000	(38,140)	-85%
144010443	PENALTIES	9,790	24,780	100,000	(75,220)	-75%
144010444	SGPWA IMPORTATION CHARGE	98,207	315,718	2,176,000	(1,860,282)	-85%
144010445	SCE POWER CHARGE	70,453	226,493	1,600,000	(1,373,507)	-86%
144010449	CREDIT CHECK PROCESSING FEES	560	1,605	5,500	(3,895)	-71%
144010453	CREDIT CARD PROCESSING FEES	1,804	5,544	18,000	(12,456)	-69%
144010454	BENCH TEST FEES	30	30	360	(330)	-92%
144010455	Lien Processing Fees	0	3,300	0	3,300	0%
	Total Operating Revenue	\$ 614,535	\$ 1,913,350	\$ 11,537,414	\$ (9,624,064)	-83%
4011 Rent - 12303 Oak Glen Rd						
144011412	RENT - 12303 OAK GLEN RD	400	800	2400	(1,600)	-67%
	Total Rent - 12303 Oak Glen Rd	\$ 400	\$ 800	\$ 2,400	\$ (1,600)	-67%
4012 Rent - 13695 Oak Glen Rd						
144012412	RENT - 13695 OAK GLEN RD	400	800	2400	(1,600)	-67%
	Total Rent - 13695 Oak Glen Rd	\$ 400	\$ 800	\$ 2,400	\$ (1,600)	-67%
4013 Rent - 13697 Oak Glen Rd						
144013412	RENT - 13697 OAK GLEN RD	400	800	2400	(1,600)	-67%
	Total Rent - 13697 Oak Glen Rd	\$ 400	\$ 800	\$ 2,400	\$ (1,600)	-67%
4014 Rent - 9781 Avenida Miravilla						
144014412	RENT - 9781 AVENIDA MIRAVILLA	0	0	2,400	(2,400)	-100%
	Total Rent - 9781 Avenida Miravilla	\$ -	\$ -	\$ 2,400	\$ (2,400)	-100%
4015 Utilities 12303 Oak Glen Rd						
144015515	ELECTRIC & PROPANE-12303 Oak Glen Rd	0	649	2,823	(2,174)	-77%
	Total Utilities 12303 Oak Glen Rd	\$ -	\$ 649	\$ 2,823	\$ (2,174)	-77%
4016 Utilities 13695 Oak Glen Rd						

BCVWD March 2013 Budget Variance Report

Acct Code	Account Name	Current Month Actuals	Year to Date Actuals	Annual Approved Budget	Variance (YTD to Annual) (Under)	% Variance (Annual Budget Remaining)
	144016515 ELECTRIC & PROPANE-13695 Oak Glen Rd	781	935	2,628	(1,693)	-64%
	Total Utilities 13695 Oak Glen Rd	\$ 781	\$ 935	\$ 2,628	\$ (1,693)	-64%
4017 Utilities 13697 Oak Glen Rd						
	144017515 ELECTRIC & PROPANE-13697 Oak Glen Rd	823	1,359	3,912	(2,553)	-65%
	Total Utilities 13697 Oak Glen Rd	\$ 823	\$ 1,359	\$ 3,912	\$ (2,553)	-65%
4018 Utilities 9781 Avenida Miravilla						
	144018515 ELECTRIC & PROPANE-9871 Av Miravilla	0	11	2,719	(2,708)	-100%
	Total Utilities 9781 Avenida Miravilla	\$ -	\$ 11	\$ 2,719	\$ (2,708)	-100%
4020 Non Operating Revenue						
	144020421 FRONT FOOTAGE & OTHER REIMB	11,515	11,515	0	11,515	0%
	144020422 WELLS	5,634	5,634	5,000	634	13%
	144020423 WATER RIGHTS (SWP)	3,565	3,565	3,300	265	8%
	144020424 WATER TREATMENT PLANT	2,680	2,680	2,400	280	12%
	144020425 FF - LOCAL WATER RESOURCES	1,411	1,411	1,200	211	18%
	144020426 FF - RECYCLED WATER FACILITIES	15,520	15,520	3,700	11,820	319%
	144020427 FF - TRANSMISSION	4,563	4,563	4,000	563	14%
	144020428 FF - STORAGE	5,843	5,843	5,400	443	8%
	144020429 FF - BOOSTER	404	404	300	104	35%
	144020430 FACILITY FEES - PRESSURE REDUCING STATION	207	207	200	7	3%
	144020431 FACILITY FEES - MISCELLANEOUS PROJECTS	180	180	200	(20)	-10%
	144020432 FACILITY FEES - FINANCING COSTS	305	305	1,000	(695)	-70%
	144020433 BONITA VISTA REPAYMENT - INTEREST	0	618	3,600	(2,982)	-83%
	144020435 INTEREST INCOME	30	177	115,000	(114,823)	-100%
	144020456 Interest Income on Long Term Receivables	6,691	20,072	0	20,072	0%
	Total Non Operating Revenue	\$ 58,549	\$ 72,695	\$ 145,300	\$ (72,605)	-50%
4030 Other Non Operating Revenue						
	144030600 GRANT REVENUE	0	0	75,000	(75,000)	0%
	Total Other Non Operating Revenue	\$ -	\$ -	\$ 75,000	\$ (75,000)	-100%
	Total Revenue	\$ 675,888	\$ 1,991,400	\$ 11,779,396	\$ (9,787,996)	-83%
Expense						
5200 Source of Supply & Water Treatment Wells						
	155200271 LABOR	6,438	37,971	213,800	(175,829)	-82%
	155200272 OVERTIME	311	2,746	15,000	(12,254)	-82%
	155200281 HEALTH INSURANCE	2,449	11,757	69,400	(57,643)	-83%
	155200282 RETIREMENT/CALPERS	2,213	12,949	73,500	(60,551)	-82%
	155200283 LIFE INSURANCE	46	270	1,300	(1,030)	-79%
	155200284 UNIFORMS, EMPLOYEE BENEFITS	0	0	1,000	(1,000)	-100%
	155200285 EDUCATION EXPENSES	(70)	55	3,500	(3,445)	-98%
	155200291 SOCIAL SECURITY	418	2,524	13,300	(10,776)	-81%
	155200292 MEDICARE	98	590	3,100	(2,510)	-81%
	155200293 WORKERS' COMPENSATION INSURANCE	439	2,632	15,500	(12,868)	-83%
	155200511 TREATMENT & CHEMICALS	40,381	40,381	75,000	(34,619)	-46%
	155200512 LAB TESTING	2,970	7,410	55,000	(47,590)	-87%
	155200513 MAINTENANCE EQUIPMENT (PUMPING)	9,535	18,832	100,000	(81,168)	-81%
	155200514 UTILITIES - GAS	15	31	200	(169)	-84%
	155200515 UTILITIES - ELECTRIC	0	149,693	1,493,500	(1,343,807)	-90%
	155200517 TELEMETRY MAINTENANCE	0	0	6,000	(6,000)	-100%

Acct Code	Account Name	Current Month Actuals	Year to Date Actuals	Annual Approved Budget	Variance (YTD to Annual)		% Variance (Annual Budget Remaining)
					(Under)		
	155200518 SEMINAR & TRAVEL EXPENSES	0	0	500	(500)		-100%
	155200544 SMALL PARTS/MAINTENANCE	0	0	100	(100)		-100%
	155200560 EQUIP MAINT & REPAIRS	0	0	100	(100)		-100%
	155200562 SUBSCRIPTIONS	0	177	600	(423)		-71%
	155200568 EMPLOYMENT TESTING	0	0	200	(200)		-100%
	155200620 STATE PROJECT WATER PURCHASED	0	437,143	2,176,000	(1,738,857)		-80%
	Total Source of Supply & Water Treatment Wells	65,241	725,160	4,316,600	(3,591,440)		-83%
5300	Transmission & Distribution						
	155300271 LABOR	15,758	74,594	509,700	(435,106)		-85%
	155300272 OVERTIME	1,461	2,097	16,900	(14,803)		-88%
	155300281 HEALTH INSURANCE	6,023	23,655	193,900	(170,245)		-88%
	155300282 RETIREMENT/CALPERS	4,947	23,515	141,100	(117,585)		-83%
	155300283 LIFE INSURANCE	110	547	2,500	(1,953)		-78%
	155300284 UNIFORMS, EMPLOYEE BENEFITS	324	324	3,000	(2,676)		-89%
	155300285 EDUCATION EXPENSES	0	55	1,000	(945)		-95%
	155300291 SOCIAL SECURITY	1,056	4,732	31,600	(26,868)		-85%
	155300292 MEDICARE	247	1,107	7,400	(6,293)		-85%
	155300293 WORKERS' COMPENSATION INSURANCE	1,107	4,961	46,300	(41,339)		-89%
	155300518 SEMINAR & TRAVEL EXPENSES	0	0	800	(800)		-100%
	155300530 MAINT PIPELINE/FIRE HYDRANT	4,058	5,564	85,000	(79,436)		-93%
	155300531 LINE LOCATES	110	305	2,500	(2,195)		-88%
	155300534 MAINT METERS & SERVICES	0	8,179	120,000	(111,821)		-93%
	155300535 BACKFLOW DEVICES	0	0	1,500	(1,500)		-100%
	155300536 MAINTENANCE RESERVOIRS/TANKS	0	0	12,000	(12,000)		-100%
	155300537 MAINTENANCE PRESSURE REGULATORS	0	161	9,000	(8,839)		-98%
	155300539 INVENTORY ADJUSTMENT	0	0	2,500	(2,500)		-100%
	155300540 INVENTORY PURCHASE DISCOUNTS	0	(211)	(2,200)	1,989		-90%
	155300541 OBSOLETE OR DAMAGED INVENTORY	0	0	500	(500)		-100%
	155300544 SMALL PARTS/MAINTENANCE	0	0	100	(100)		-100%
	155300568 EMPLOYMENT TESTING	0	0	200	(200)		-100%
	155300771 CIP Related Labor	-	(4,168)	(87,555)	83,387		-95%
	Total Transmission & Distribution	\$ 35,200	\$ 145,418	\$ 1,097,745	\$ (952,327)		-87%
5350	Inspections						
	155350271 LABOR	580	3,015	23,400	(20,385)		-87%
	155350272 OVERTIME	0	314	0	314		0%
	155350281 HEALTH INSURANCE	163	614	7,000	(6,386)		-91%
	155350282 RETIREMENT/PERS	218	1,134	7,000	(5,866)		-84%
	155350283 LIFE INSURANCE	4	23	100	(77)		-77%
	155350284 UNIFORMS/BENEFITS	0	0	300	(300)		-100%
	155350291 SOCIAL SECURITY	43	203	1,500	(1,297)		-86%
	155350292 MEDICARE	10	47	300	(253)		-84%
	155350293 WORKERS' COMPENSATION	45	212	2,100	(1,888)		-90%
	Total Inspections	\$ 1,063	\$ 5,562	\$ 41,700	\$ (36,138)		-87%
5400	Meter Reading/Customer Service						
	155400271 LABOR	3,373	32,403	138,200	(105,797)		-77%
	155400272 OVERTIME	106	396	3,700	(3,304)		-89%
	155400281 HEALTH INSURANCE	1,372	12,440	60,300	(47,860)		-79%

BCVWD March 2013 Budget Variance Report

Acct Code	Account Name	Current Month Actuals	Year to Date Actuals	Annual Approved Budget	% Variance	
					Variance (YTD to Annual) (Under)	(Annual Budget Remaining)
	155400282 RETIREMENT/CALPERS	1,163	10,690	46,100	(35,410)	-77%
	155400283 LIFE INSURANCE	25	242	900	(658)	-73%
	155400284 UNIFORMS, EMPLOYEE BENEFITS	0	0	750	(750)	-100%
	155400285 EDUCATION EXPENSES	0	0	400	(400)	-100%
	155400291 SOCIAL SECURITY	211	2,023	8,600	(6,577)	-76%
	155400292 MEDICARE	49	473	2,100	(1,627)	-77%
	155400293 WORKERS' COMPENSATION	221	2,121	12,600	(10,479)	-83%
	155400518 SEMINAR & TRAVEL EXPENSES	0	0	300	(300)	-100%
	155400568 EMPLOYMENT TESTING	0	0	300	(300)	-100%
	Total Meter Reading/Customer Service	\$ 6,520	\$ 60,788	\$ 274,250	\$ (213,462)	-78%
5500 Administration						
	155500271 LABOR	29,933	178,186	963,400	(785,214)	-82%
	155500272 OVERTIME	0	752	3,000	(2,248)	-75%
	155500281 HEALTH INSURANCE	5,322	25,946	190,000	(164,054)	-86%
	155500282 RETIREMENT/CALPERS	8,921	52,292	285,800	(233,508)	-82%
	155500283 LIFE INSURANCE	187	1,123	5,600	(4,477)	-80%
	155500284 UNIFORMS, EMPLOYEE BENEFITS	0	0	1,000	(1,000)	-100%
	155500285 EDUCATION EXPENSES	0	0	500	(500)	-100%
	155500291 SOCIAL SECURITY	1,856	11,094	59,800	(48,706)	-81%
	155500292 MEDICARE	434	2,595	13,969	(11,374)	-81%
	155500293 WORKERS' COMPENSATION INSURANCE	681	4,065	14,520	(10,455)	-72%
	155500294 UNEMPLOYMENT INSURANCE	0	0	32,760	(32,760)	-100%
	155500518 SEMINAR & TRAVEL EXPENSES	578	958	10,000	(9,042)	-90%
	155500527 Advertising Expenses	0	80	0	80	0%
	155500528 NOTARY/LIEN FEES	0	690	2,000	(1,311)	-66%
	155500547 EMPLOYER SHARE FOR RETIRED (CALPERS)	1,991	2,654	7,000	(4,346)	-62%
	155500548 ADMINISTRATIVE COSTS (CALPERS)	286	382	1,800	(1,418)	-79%
	155500549 BANK CHGS/MONEY MARKET/TRANS. FEES	1,470	5,440	30,000	(24,560)	-82%
	155500553 TEMPORARY LABOR	3,335	16,700	20,000	(3,300)	-16%
	155500555 OFFICE SUPPLIES	1,322	7,570	38,000	(30,430)	-80%
	155500556 OFFICE EQUIPMENT/SERVICE AGREEMENTS	14,128	29,030	82,000	(52,970)	-65%
	155500557 OFFICE MAINTENANCE	0	0	14,000	(14,000)	-100%
	155500558 MEMBERSHIP DUES	1,125	3,569	28,500	(24,931)	-87%
	155500560 OFFICE EQUIP.MAINT. & REPAIRS	0	1,812	2,800	(988)	-35%
	155500561 POSTAGE	0	10,051	49,000	(38,949)	-79%
	155500562 SUBSCRIPTIONS	0	657	5,000	(4,343)	-87%
	155500563 MISCELLANEOUS OPERATING SUPPLIES	93	3,569	7,700	(4,131)	-54%
	155500564 MISCELLANEOUS TOOLS/EQUIPMENT	101	2,333	6,500	(4,167)	-64%
	155500567 EMPLOYEE MEDICAL/FIRST AID	0	0	500	(500)	-100%
	155500568 EMPLOYMENT TESTING	0	0	300	(300)	-100%
	155500570 PROPERTY/AUTO/GEN LIABILITY INSURANCE	31,943	48,873	95,000	(46,127)	-49%
	155500572 STATE MANDATES AND TARIFFS	737	3,769	32,000	(28,231)	-88%
	155500573 MISCELLANEOUS EXPENSES	0	(48)	4,500	(4,548)	-101%
	155500574 PUBLIC EDUCATION	0	0	10,000	(10,000)	-100%
	155500575 PROPERTY DAMAGE (CUSTOMER CLAIMS)	0	0	2,000	(2,000)	-100%
	155500578 IT SUPPORT/SOFTWARE SUPPORT	0	700	5,000	(4,300)	-86%
	155500579 SHORTAGE/OVERAGE ACCOUNT	0	5	50	(45)	-90%

Acct Code	Account Name	Current Month Actuals	Year to Date Actuals	Annual Approved Budget	Variance (YTD to	% Variance
					Annual) (Under)	(Annual Budget Remaining)
	155500587 PRINCIPAL PAYMENT	500,000	500,000	1,015,000	(515,000)	-51%
	155500588 INTEREST EXPENSE	7,323	21,970	87,880	(65,910)	-75%
	155500630 BAD DEBT EXPENSES	0	(277)	0	(277)	0%
	155500631 NOTE COST OF ISSUANCE	1,527	4,581	18,322	(13,741)	-75%
	155500771 CIP Related Labor	-	(45,519)	(114,916)	69,397	-60%
	155500772 CIP Related Overtime	0	0	(3,000)	3,000	-100%
	Total Administration	\$ 613,293	\$ 895,599	\$ 3,027,285	\$ (2,131,686)	-70%
5510 Board of Directors						
	155510271 BOARD OF DIRECTOR FEES	700	4,875	30,800	(25,925)	-84%
	155510291 SOCIAL SECURITY	43	302	3,100	(2,798)	-90%
	155510292 MEDICARE	10	71	700	(629)	-90%
	155510293 WORKERS' COMPENSATION INSURANCE	14	98	400	(303)	-76%
	155510551 SEMINAR & TRAVEL EXPENSES	0	775	5,000	(4,225)	-85%
	155510552 ELECTION EXPENSES	36,910	36,910	0	36,910	0%
	Total Board of Directors	\$ 37,678	\$ 43,030	\$ 40,000	\$ 3,030	8%
5610 District Property - 560 Magnolia						
	155610515 ELECTRIC - 560 MAGNOLIA AVE	0	2,480	21,630	(19,150)	-89%
	155610580 TELEPHONE - 560 MAGNOLIA AVE	380	4,171	25,000	(20,829)	-83%
	155610581 SANITATION - 560 MAGNOLIA AVE	173	470	1,800	(1,330)	-74%
	155610582 MAINTENANCE - 560 MAGNOLIA AVE	3,437	5,698	15,494	(9,796)	-63%
	Total District Property - 560 Magnolia	\$ 3,989	\$ 12,820	\$ 63,924	\$ (51,104)	-80%
5615 District Property - 12303 Oak Glen Rd						
	155615515 ELECTRIC - 12303 OAK GLEN ROAD	0	649.09	3000	(2,351)	-78%
	155615582 MAINTENANCE/REPAIR - 12303 OAK GLEN ROAD	0	0	1200	(1,200)	-100%
	155615583 PROPANE - 12303 OAK GLEN ROAD	0	0	100	(100)	-100%
	Total District Property - 12303 Oak Glen Rd	\$ -	\$ 649	\$ 4,300	\$ (3,651)	-85%
5620 District Property JH- 13695 Oak Glen Rd						
	155620515 ELECTRIC - 13695 OAK GLEN ROAD	0	154	1,000	(846)	-85%
	155620582 MAINTENANCE/REPAIR - 13695 OAK GLEN ROAD	0	0	1,000	(1,000)	-100%
	155620583 PROPANE - 13695 OAK GLEN ROAD	781	781	2,000	(1,219)	-61%
	Total District Property JH- 13695 Oak Glen Rd	\$ 781	\$ 935	\$ 4,000	\$ (3,065)	-77%
5625 District Property JB- 13697 Oak Glen Rd						
	155625515 ELECTRIC - 13697 OAK GLEN ROAD	0	537	2,500	(1,963)	-79%
	155625582 MAINTENANCE/REPAIR - 13697 OAK GLEN ROAD	0	0	500	(500)	-100%
	155625583 PROPANE - 13697 OAK GLEN ROAD	823	823	2,000	(1,177)	-59%
	Total District Property JB- 13697 Oak Glen Rd	\$ 823	\$ 1,359	\$ 5,000	\$ (3,641)	-73%
5630 District Property - 9781 Avenida Miravi						
	155630515 ELECTRIC - 9781 AVENIDA MIRAVILLA	0	11	2,000	(1,989)	-99%
	155630582 MAINTENANCE/REPAIR - 9781 AVENIDA MIRAVI	0	0	1,500	(1,500)	-100%
	155630583 PROPANE - 9781 AVENIDA MIRAVILLA	0	0	1,200	(1,200)	-100%
	Total District Property - 9781 Avenida Miravi	\$ -	\$ 11	\$ 4,700	\$ (4,689)	-100%
5635 District Office - 815 E. 12th Street						
	155635515 ELECTRIC - 815 E. 12TH STREET	0	976	6,695	(5,719)	-85%
	155635580 TELEPHONE - 815 E. 12TH STREET	194	273	1,000	(727)	-73%
	155635581 SANITATION - 815 E. 12TH STREET	249	748	3,000	(2,252)	-75%
	155635582 MAINTENANCE/REPAIR - 815 E. 12TH STREET	185	764	5,000	(4,236)	-85%
	Total District Office - 815 E. 12th Street	\$ 628	\$ 2,762	\$ 15,695	\$ (12,933)	-82%

Acct Code	Account Name	Current Month Actuals	Year to Date Actuals	Annual Approved Budget	Variance (YTD to Annual) (Under)	% Variance (Annual Budget Remaining)
5640 District Property - 11083 Cherry Ave						
155640581	SANITATION - 11083 CHERRY AVE	236	707	3,200	(2,493)	-78%
	Total District Property - 11083 Cherry Ave	\$ 236	\$ 707	\$ 3,200	\$ (2,493)	-78%
5700 Maintenance & General Plant						
155700271	LABOR	513	513	7,000	(6,487)	-93%
155700281	HEALTH INSURANCE	162	162	2,500	(2,338)	-94%
155700282	RETIREMENT/CALPERS	155	155	2,200	(2,045)	-93%
155700283	LIFE INSURANCE	3	3	50	(47)	-95%
155700291	SOCIAL SECURITY	33	33	500	(467)	-93%
155700292	MEDICARE	8	8	100	(92)	-92%
155700293	WORKERS' COMPENSATION INSURANCE	34	34	500	(466)	-93%
155700589	AUTO/FUEL	5,989	16,865	100,000	(83,135)	-83%
155700590	SAFETY EQUIPMENT	0	267	5,500	(5,233)	-95%
155700591	COMMUNICATION MAINTENANCE	0	0	2,500	(2,500)	-100%
155700592	REPAIR & MAINT OF GEN EQUIPMENT	0	709	15,000	(14,291)	-95%
155700593	REPAIR VEHICLES AND TOOLS	0	146	1,200	(1,054)	-88%
155700594	LARGE EQUIPMENT MAINTENANCE	143	7,645	30,000	(22,355)	-75%
155700596	FLEET REPAIR & MAINTENANCE	1,798	12,190	25,000	(12,810)	-51%
155700597	MAINT GENERAL PLANT (BUILDINGS)	0	0	5,000	(5,000)	-100%
155700598	LANDSCAPE MAINTENANCE	91	553	2,500	(1,947)	-78%
155700601	RECHARGE FAC, CANYON & POND MAINTENANCE	742	7,721	35,000	(27,279)	-78%
155700789	CIP Related Fuel	0	0	-15,000	15,000	-100%
	Total Maintenance & General Plant	\$ 9,670	\$ 47,004	\$ 219,550	\$ (172,546)	-79%
5800 Engineering (in-house)						
155800271	LABOR	5,192	30,502	159,457	(128,955)	-81%
155800281	HEALTH INSURANCE	837	4,081	20,100	(16,019)	-80%
155800282	RETIREMENT/CALPERS	1,537	9,032	40,230	(31,198)	-78%
155800283	LIFE INSURANCE	28	168	720	(552)	-77%
155800284	UNIFORMS, EMPLOYEE BENEFITS	0	0	50	(50)	-100%
155800285	EDUCATION EXPENSE	0	0	2,500	(2,500)	-100%
155800291	SOCIAL SECURITY	322	1,891	9,890	(7,999)	-81%
155800292	MEDICARE	75	442	2,320	(1,878)	-81%
155800293	WORKERS' COMPENSATION	337	1,983	1,510	473	31%
155800518	SEMINAR & TRAVEL EXPENSES	0	0	500	(500)	-100%
155800546	SOFTWARE LICENSING	0	6,000	11,000	(5,000)	-45%
155800771	CIP Related Labor	0	(21,328)	(47,809)	26,481	-55%
	Total Engineering (in-house)	\$ 8,329	\$ 32,771	\$ 200,468	\$ (167,697)	-84%
5810 Prof. Services - Legal & Accounting						
155810611	GENERAL LEGAL	24,291	37,838	150,000	(112,163)	-75%
155810614	AUDIT	0	0	28,000	(28,000)	-100%
	Total Prof. Services - Legal & Accounting	\$ 24,291	\$ 37,838	\$ 178,000	\$ (140,163)	-79%
5820 Professional Services - Engineering						
155820611	GENERAL ENGINEERING	390	390	50,000	(49,610)	-99%
155820612	DEVELOPMENT - REIMB. ENGINEERING	-	0	10,000	(10,000)	-100%
155820615	ENGINEERING - PERMITTING (REC WATER)	-	0	4,000	(4,000)	-100%
155820622	BEAUMONT BASIN WATERMASTER	-	0	21,000	(21,000)	-100%
155820791	CIP Related General Engineering	-	0	(25,000)	25,000	-100%

BCVWD March 2013 Budget Variance Report

Acct Code	Account Name	Current Month Actuals	Year to Date Actuals	Annual Approved Budget	Variance (YTD to Annual) (Under)	% Variance (Annual Budget Remaining)
	Total Professional Services - Engineering	\$ 390	\$ 390	\$ 60,000	\$ (59,610)	-99%
5901 Non Operating Expenses	155901706 Capital Asset Acquisitions	435	435	0	(435)	0%
	Total Non Operating Expenses	\$ 435	\$ 435	\$ -	\$ (435)	0%
	Total Expense	\$ 808,569	\$ 2,013,240	\$ 9,556,417	\$ (7,543,177)	-79%
	SYSTEM DEPRECIATION	\$ 172,650	\$ 518,000	\$ 2,100,000	\$ (1,582,000)	-75%



**Beaumont-Cherry Valley Water District
Cash Balance & Investment Report
As of March 31, 2013**

Account Name	Account Ending #	Balance	Cash Balance Per Account	
				Prior Month Balance
Bank Of Hemet				
Accounts Payable	8701	\$ 36,191.88	\$	89,694.13
Customer Refunds	2501	\$ 53,155.73	\$	38,183.30
Payroll	9101	\$ 102,446.66	\$	96,131.86
General Fund	9501	\$ 3,574,611.20	\$	3,513,124.72
Total Cash		\$ 3,766,405.47	\$	3,737,134.01

Account Name	Market Value	Prior Month Balance	Actual % of Total	Policy % Limit	Maturity	Par Amount	Rate	Interest to Date	
Bank of Hemet: Local Agency Money Market Account	\$ 251,889.32	\$ 251,849.85	5%	No Limit	Liquid	N/A	0.2	\$	126.66
Ca. State Treasurer's Office: Local Agency Investment Fund	\$ 4,534,521.66	\$ 4,534,521.66	95%	No Limit	Liquid	N/A	0.285	\$	-
Total Investments	\$ 4,786,410.98	\$ 4,786,371.51						\$	126.66
Total Cash & Investments	\$ 8,552,816.45	\$ 8,523,505.52							

The investments above are in accordance with the District's investment policy. Melissa Bender 4/22/13

BCVWD will be able to meet its cash flow obligations for the next 6 months. Melissa Bender 4/22/13

Bill Lockyer, State Treasurer

Inside the State Treasurer's Office

Local Agency Investment Fund (LAIF)



PMIA Performance Report

Date	Daily Yield*	Quarter to Date Yield	Average Maturity (in days)
4/3/2013	0.28	0.28	218
4/4/2013	0.28	0.28	219
4/5/2013	0.28	0.28	217
4/6/2013	0.28	0.28	217
4/7/2013	0.28	0.28	217
4/8/2013	0.28	0.28	216
4/9/2013	0.28	0.28	213
4/10/2013	0.28	0.28	215
4/11/2013	0.27	0.28	216
4/12/2013	0.27	0.28	213
4/13/2013	0.27	0.28	213
4/14/2013	0.27	0.28	213
4/15/2013	0.27	0.27	214
4/16/2013	0.26	0.27	219

*Daily yield does not reflect capital gains or losses

LAIF Performance Report

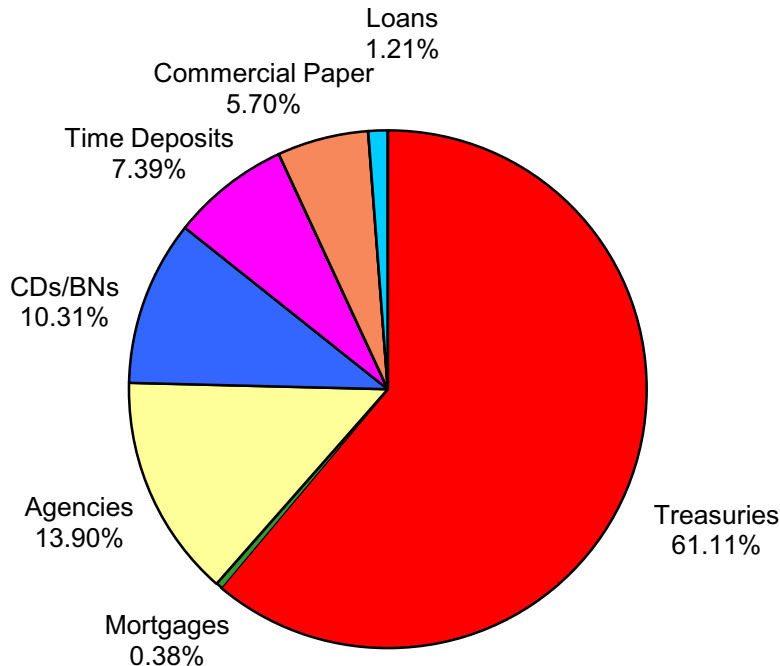
Quarter ending 03/31/2013

Apportionment Rate: 0.28%
 Earnings Ratio: .00000773831888202
 Fair Value Factor: 1.0010186
 Daily: 0.27%
 Quarter To Date: 0.29%
 Average Life: 213

PMIA Average Monthly Effective Yields

MARCH 0.285%
 FEBRUARY 0.286%
 JANUARY 2013 0.300%

Pooled Money Investment Account Portfolio Composition \$58.7 Billion 03/31/13



Cheque Register - Detail - Bank



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Date : Apr 23, 2013

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Supplier : A&A FENCE To ZETLMAIER
 Pay Date : 01-Apr-2013 To 23-Apr-2013
 Bank : 1 To 9

Seq : Cheque No. Status : All
 Medium : M=Manual C=Computer E=EFT-PA

Bank Code	Bank Name							
Cheque #	Cheque Date	Supplier Code	Supplier Name	Status	Batch	Medium		
Invoice #	Account No.	Account Description			Debit	Credit	Amount	
10 CUSTOMER REFUNDS								
1462	15-Apr-2013	STMP001444	INOC, JENNY	Issued	170	C		
UBREFAPR1413	1-2-2010-200	ACCOUNTS PAYABLE			120.76			
Invoice Description: Refund on account 039-5430-009.								
					120.76	0.00	120.76	

1463	15-Apr-2013	STMP001445	PARIS, DAVID	Issued	170	C		
UBREFAPR1413	1-2-2010-200	ACCOUNTS PAYABLE			107.18			
Invoice Description: Refund on account 031-0152-001.								
					107.18	0.00	107.18	

1464	18-Apr-2013	STMP001446	LASH, W.D.	Issued	182	C		
UBREFAPR1713	1-2-2010-200	ACCOUNTS PAYABLE			70.04			
Invoice Description: Refund on account 064-1960-000.								
					70.04	0.00	70.04	

Cheque Register - Detail - Bank



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Bank Code	Bank Name							
Cheque #	Cheque Date	Supplier Code	Supplier Name	Status	Batch	Medium		
Invoice #	Account No.		Account Description		Debit	Credit	Amount	
7 ACCOUNTS PAYABLE								
44011	04-Apr-2013	ACCONTEMP	ACCONTEMPS	Issued		163 C		
37628065	1-2-2010-200		ACCOUNTS PAYABLE		1058.40			
Invoice Description: TEMP EMP SRVC FOR WK ENDED 03/29/13								
					1058.40	0.00	1058.40	

44012	04-Apr-2013	ACTIONTRUE	ACTION TRUE VALUE HARDWARE	Issued		163 C		
41386	1-2-2010-200		ACCOUNTS PAYABLE		124.76			
Invoice Description: WASHERS, BOLTS, KEY, VISE GRIPS, PIPE COMP								
					124.76	0.00	124.76	

44013	04-Apr-2013	ACWAJPIA	ACWA/JPIA	Issued		163 C		
033113WC	1-2-2010-200		ACCOUNTS PAYABLE		20986.00			
Invoice Description: WC INSURANCE FOR 1ST QTR 2013								
					20986.00	0.00	20986.00	

44014	04-Apr-2013	ALLPURPOSE	ALL PURPOSE RENTALS	Issued		163 C		
13830	1-2-2010-200		ACCOUNTS PAYABLE		126.30			
Invoice Description: TOWING PACKAGE FOR VEHICLE #4								
13972	1-2-2010-200		ACCOUNTS PAYABLE		83.86			
Invoice Description: CUTTING SAW FOR STOCK								
					210.16	0.00	210.16	

44015	04-Apr-2013	ALSCO	ALSCO	Issued		163 C		
LYUM717944	1-2-2010-200		ACCOUNTS PAYABLE		26.25			
Invoice Description: MATS FOR 560 MAGNOLIA								
LYUM717998	1-2-2010-200		ACCOUNTS PAYABLE		33.60			
Invoice Description: MATS FOR 815 E. 12TH ST								
					59.85	0.00	59.85	

44016	04-Apr-2013	B ACE HOME	BEAUMONT DO IT BEST HOME CENTER	Issued		163 C		
369001	1-2-2010-200		ACCOUNTS PAYABLE		105.82			
Invoice Description: WATER COOLER & RACK FOR UNIT #4								
369479	1-2-2010-200		ACCOUNTS PAYABLE		77.18			
Invoice Description: FIX LEAK ON COPPERLINE WELL 1								
369628	1-2-2010-200		ACCOUNTS PAYABLE		14.57			
Invoice Description: PAD FOR AIR VAC CHERRY VALLEY BLVD								
369685	1-2-2010-200		ACCOUNTS PAYABLE		10.02			
Invoice Description: PAINT MARKERS TO LOCATE METERS ON CURBS								
369867	1-2-2010-200		ACCOUNTS PAYABLE		10.80			
Invoice Description: CONCRETE FOR 649 6TH ABAND.								
369880	1-2-2010-200		ACCOUNTS PAYABLE		25.24			
Invoice Description: 649 6TH MAIN ABANDONEMENT								
369979	1-2-2010-200		ACCOUNTS PAYABLE		26.99			
Invoice Description: 2 GAL HUDSON SPRAYER FOR WEED ABATEMENT								
					270.62	0.00	270.62	

BEAUMONT-CHERRY VALLEY WATER DISTRICT

Cheque Register - Detail - Bank



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Supplier : A&A FENCE To ZETLMAIER
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Bank Code	Bank Name							
Cheque #	Cheque Date	Supplier Code	Supplier Name	Status	Batch	Medium		
Invoice #	Account No.		Account Description		Debit	Credit	Amount	
44017	04-Apr-2013	BANCOFAMER	BANC OF AMERICA LEASING	Issued	163	C		
R00731	1-2-2010-200		ACCOUNTS PAYABLE		543940.00			
Invoice Description:PMT ON NOTE PAYABLE								
					543940.00	0.00	543940.00	
44018	04-Apr-2013	BTIRE	BEAUMONT TIRE	Issued	163	C		
2730	1-2-2010-200		ACCOUNTS PAYABLE		855.43			
Invoice Description:MOUNT & BALANCE 4 TIRES FOR UNIT #19								
					855.43	0.00	855.43	
44019	04-Apr-2013	CVAUTO	CHERRY VALLEY AUTOMOTIVE	Issued	163	C		
5303	1-2-2010-200		ACCOUNTS PAYABLE		471.75			
Invoice Description:BRAKE PADS, ROTORS, OIL & OIL FILTER FOR UNIT #19								
					471.75	0.00	471.75	
44020	04-Apr-2013	EDISON	SOUTHERN CALIFORNIA EDISON	Issued	163	C		
2-03-937-4889-0	1-2-2010-200		ACCOUNTS PAYABLE		83748.72			
Invoice Description:EDISON USAGE MID FEB TO MID MARCH 2013								
					83748.72	0.00	83748.72	
44021	04-Apr-2013	ESBABCOCK	ES BABCOCK	Issued	163	C		
BC33056-0034	1-2-2010-200		ACCOUNTS PAYABLE		400.00			
Invoice Description:WATER SAMPLES: 10 COLIFORMS								
BC33173-0034	1-2-2010-200		ACCOUNTS PAYABLE		320.00			
Invoice Description:8 WATER SAMPLES								
BC33175-0034	1-2-2010-200		ACCOUNTS PAYABLE		80.00			
Invoice Description:2 WATER SAMPLES								
					800.00	0.00	800.00	
44022	04-Apr-2013	FREEMANOFF	FREEMAN OFFICE PRODUCTS	Issued	163	C		
505986-0	1-2-2010-200		ACCOUNTS PAYABLE		551.86			
Invoice Description:DRUM 9500, TONER 9500, TONER M401 (2)								
505986-1	1-2-2010-200		ACCOUNTS PAYABLE		224.62			
Invoice Description:2 TONERS-CF280A								
					776.48	0.00	776.48	
44023	04-Apr-2013	INLANDWATE	INLAND WATER WORKS	Issued	163	C		
250549	1-2-2010-200		ACCOUNTS PAYABLE		1297.98			
Invoice Description:parts								
250550	1-2-2010-200		ACCOUNTS PAYABLE		3598.56			
Invoice Description:parts								
250551	1-2-2010-200		ACCOUNTS PAYABLE		95.26			
Invoice Description:parts								
250628	1-2-2010-200		ACCOUNTS PAYABLE		2183.67			
Invoice Description:parts								
250628-A	1-2-2010-200		ACCOUNTS PAYABLE		237.19			
Invoice Description:PARTS FOR INVENTORY								

BEAUMONT-CHERRY VALLEY WATER DISTRICT

Cheque Register - Detail - Bank



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Date : Apr 23, 2013

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Supplier : A&A FENCE To ZETLMAIER
 Pay Date : 01-Apr-2013 To 23-Apr-2013
 Bank : 1 To 9

Seq : Cheque No. Status : All
 Medium : M=Manual C=Computer E=EFT-PA

Bank Code	Bank Name							
Cheque #	Cheque Date	Supplier Code	Supplier Name	Status	Batch	Medium		
Invoice #	Account No.		Account Description		Debit	Credit		Amount
250629	1-2-2010-200		ACCOUNTS PAYABLE		803.58			
	Invoice Description: PARTS FOR INVENTORY							
25070	1-2-2010-200		ACCOUNTS PAYABLE		2616.15			
	Invoice Description: parts							
					10832.39	0.00		10832.39
44024	04-Apr-2013	JOHNSONMAC	JOHNSON MACHINERY CO	Issued		163 C		
SW000172046	1-2-2010-200		ACCOUNTS PAYABLE		906.36			
	Invoice Description: REPAIR GOVERNOR CONTROL LINKAGE							
					906.36	0.00		906.36
44025	04-Apr-2013	KABOOLEASI	KABOO LEASING CO.	Issued		163 C		
779401	1-2-2010-200		ACCOUNTS PAYABLE		840.00			
	Invoice Description: REPAIR VARIOUS LEAKS ON 5TH STREET (BILLABLE)							
779405	1-2-2010-200		ACCOUNTS PAYABLE		997.50			
	Invoice Description: PIPELINE REPAIR LOWER CANYON							
					1837.50	0.00		1837.50
44026	04-Apr-2013	LUTHERSTRU	LUTHERS TRUCK & EQUIPMENT	Issued		163 C		
32900	1-2-2010-200		ACCOUNTS PAYABLE		2471.76			
	Invoice Description: OIL LEAK & REPAIR AND TIRE REPAIR FOR UNIT #5							
					2471.76	0.00		2471.76
44027	04-Apr-2013	MAXIMAPERF	MAXIMA PERFORMANCE	Issued		163 C		
1311	1-2-2010-200		ACCOUNTS PAYABLE		1800.00			
	Invoice Description: DOZER W/OPERATOR FOR NCR II							
					1800.00	0.00		1800.00
44028	04-Apr-2013	NAPAAUTOPA	NAPA AUTO PARTS	Issued		163 C		
802289	1-2-2010-200		ACCOUNTS PAYABLE		507.84			
	Invoice Description: OIL AND MISC STOCK FOR UNIT 4							
802290	1-2-2010-200		ACCOUNTS PAYABLE		86.38			
	Invoice Description: HCL1BB- BRUSH ON FOR UNIT 4							
803217	1-2-2010-200		ACCOUNTS PAYABLE		60.46			
	Invoice Description: CONNECT. FOR TRAILER HITCH UNIT 4							
803305	1-2-2010-200		ACCOUNTS PAYABLE		47.51			
	Invoice Description: WHIP HOUSE TO FIX GREASE GUN FOR UNIT 5							
803470	1-2-2010-200		ACCOUNTS PAYABLE		21.59			
	Invoice Description: BATTERY CABLE							
803592	1-2-2010-200		ACCOUNTS PAYABLE		9.70			
	Invoice Description: BULB & LAMP FOR UNIT 19							
					733.48	0.00		733.48
44029	04-Apr-2013	NATIONAL M	NATIONAL METER & AUTOMATION INC.	Issued		163 C		
S1044427.001	1-2-2010-200		ACCOUNTS PAYABLE		19618.20			
	Invoice Description: meters							
S1044427.001A	1-2-2010-200		ACCOUNTS PAYABLE		276.31			
	Invoice Description: SHIPPING & HANDLING FOR METERS							

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Bank Code	Bank Name							
Cheque #	Cheque Date	Supplier Code	Supplier Name	Status	Batch	Medium		
Invoice #	Account No.		Account Description		Debit	Credit	Amount	
					19894.51	0.00	19894.51	
44030	04-Apr-2013	NINOS	NINO'S	Issued	163 C			
4463535	1-2-2010-200		ACCOUNTS PAYABLE		95.00			
	Invoice Description: DIESEL FUEL FOR CAT EQUIP AT NCR II							
					95.00	0.00	95.00	
44031	04-Apr-2013	ONLINE INF	ONLINE INFORMATION SERVICES	Issued	163 C			
484767	1-2-2010-200		ACCOUNTS PAYABLE		354.00			
	Invoice Description: MARCH 2013 ONLINE UTILITY EXCHANGE 120 REPORTS @2.70							
					354.00	0.00	354.00	
44032	04-Apr-2013	PACIFICALA	PACIFIC ALARM	Issued	163 C			
R92296	1-2-2010-200		ACCOUNTS PAYABLE		233.00			
	Invoice Description: ALARM EQUIP RENT/SERVICE/MONITOR MARCH 2013							
R93048	1-2-2010-200		ACCOUNTS PAYABLE		233.00			
	Invoice Description: ALARM EQUIP RENT/SERVICE/MONITOR APRIL 2013							
					466.00	0.00	466.00	
44033	04-Apr-2013	PRESTIGEMO	PRESTIGE MOBILE DETAIL	Issued	163 C			
040113	1-2-2010-200		ACCOUNTS PAYABLE		48.00			
	Invoice Description: 3 VEHICLES @ \$16 ON 4/1/13							
					48.00	0.00	48.00	
44034	04-Apr-2013	STAPLES	STAPLES ADVANTAGE	Issued	163 C			
8025062444-031	1-2-2010-200		ACCOUNTS PAYABLE		197.56			
	Invoice Description: MISC OFFICE SUPPLIES: INK CART, PAPER FOR TERMINALS, DIVIDERS							
					197.56	0.00	197.56	
44035	04-Apr-2013	SUNSTATE	SUNSTATE EQUIPMENT CO	Issued	163 C			
537551-003	1-2-2010-200		ACCOUNTS PAYABLE		2219.53			
	Invoice Description: WATER TRUCK FOR NOBLE CREEK PHASE II							
					2219.53	0.00	2219.53	
44036	04-Apr-2013	UNDERGROUN	UNDERGROUND SERVICE ALERT	Issued	163 C			
320130046	1-2-2010-200		ACCOUNTS PAYABLE		90.00			
	Invoice Description: 60 NEW TICKETS @ \$1.50							
					90.00	0.00	90.00	
44037	04-Apr-2013	UNIVAR	UNIVAR USA INC	Issued	163 C			
LA871193	1-2-2010-200		ACCOUNTS PAYABLE		1628.53			
	Invoice Description: CHLORINE/CHEMICALS							
LA871194	1-2-2010-200		ACCOUNTS PAYABLE		987.62			
	Invoice Description: CHLORINE/CHEMICALS							
LA871195	1-2-2010-200		ACCOUNTS PAYABLE		1349.75			
	Invoice Description: CHLORINE/CHEMICALS							
LA871196	1-2-2010-200		ACCOUNTS PAYABLE		1311.34			
	Invoice Description: CHLORINE/CHEMICALS							

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Cheque #	Cheque Date	Supplier Code	Supplier Name	Status	Batch	Medium			
Invoice #	Account No.		Account Description		Debit	Credit	Amount		
					5277.24	0.00	5277.24		
44038	04-Apr-2013	UNLIMITEDS	UNLIMITED SERVICES BUILDING MAINTENAN	Issued		163 C			
0204271-IN	1-2-2010-200		ACCOUNTS PAYABLE		150.00				
	Invoice Description: APRIL JANITORIAL SERVICES								
0204272-IN	1-2-2010-200		ACCOUNTS PAYABLE		845.00				
	Invoice Description: APRIL 2013 560 MAGNOLIA AVE								
					995.00	0.00	995.00		
44039	04-Apr-2013	VERIZON	VERIZON	Issued		163 C			
1122739781_04	1-2-2010-200		ACCOUNTS PAYABLE		134.99				
	Invoice Description: FIOS INTERNET 0325-042413								
9518450159041	1-2-2010-200		ACCOUNTS PAYABLE		123.24				
	Invoice Description: 9518450159 FOR 03.25 TO 04.24								
					258.23	0.00	258.23		
44040	04-Apr-2013	VERIZONIPI	VERIZON BUSINESS	Issued		163 C			
6000066138130	1-2-2010-200		ACCOUNTS PAYABLE		1086.09				
	Invoice Description: STMT 03/26/13								
					1086.09	0.00	1086.09		
44041	04-Apr-2013	WASTEMANAG	WASTE MANAGEMENT OF INLAND EMPIRE	Issued		163 C			
0936481-2371-4	1-2-2010-200		ACCOUNTS PAYABLE		249.42				
	Invoice Description: APRIL 2013 SERVICES								
0936482-2371-2	1-2-2010-200		ACCOUNTS PAYABLE		125.00				
	Invoice Description: APRIL 2013 TRASH SERVICES								
					374.42	0.00	374.42		
44042	04-Apr-2013	WEAVERGRAD	WEAVER GRADING INC.	Issued		163 C			
13-0327	1-2-2010-200		ACCOUNTS PAYABLE		14620.00				
	Invoice Description: EQUIPMENT, WATER TOWER AND OPERATOR FOR NCR II								
					14620.00	0.00	14620.00		
44043	04-Apr-2013	XEROX	XEROX CORPORATION	Issued		163 C			
067416989	1-2-2010-200		ACCOUNTS PAYABLE		1049.77				
	Invoice Description: COPIER USAGE 02-07-03-26-13								
					1049.77	0.00	1049.77		
44044	15-Apr-2013	ACCOUNTEMP	ACCOUNTEMPS	Issued		171 C			
37673245 04111	1-2-2010-200		ACCOUNTS PAYABLE		1058.40				
	Invoice Description: TEMP SERVICES FOR THE PERIOD ENDING 040513								
					1058.40	0.00	1058.40		
44045	15-Apr-2013	ALSCO	ALSCO	Issued		171 C			
LYUM712746	1-2-2010-200		ACCOUNTS PAYABLE		26.25				
	Invoice Description: MATS FOR 560 MAGNOLIA AVE.								
LYUM712749	1-2-2010-200		ACCOUNTS PAYABLE		35.24				
	Invoice Description: MATS FOR 815 E. 12TH ST.								

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									61.49	0.00	61.49
44046		15-Apr-2013	B ACE HOME	BEAUMONT DO IT BEST HOME CENTER	Issued	171	C				
369684		1-2-2010-200		ACCOUNTS PAYABLE					68.04		
				Invoice Description: TO FIX LOADER AND STOCK TRUCK							
369702		1-2-2010-200		ACCOUNTS PAYABLE					12.66		
				Invoice Description: PARTS TO FIX 744 J LOADER							
370174		1-2-2010-200		ACCOUNTS PAYABLE					44.95		
				Invoice Description: MISC PARTS FOR REPAIR OF RECHARGE TANK, W-21 SWAMP COOLER							
370198		1-2-2010-200		ACCOUNTS PAYABLE					30.52		
				Invoice Description: REPLACE BROKEN SAMPLE SITE ON WELL 16 DISCHARGE LINE							
									156.17	0.00	156.17
44047		15-Apr-2013	CALTOOL	CA TOOL & WELDING	Issued	171	C				
DC97512		1-2-2010-200		ACCOUNTS PAYABLE					46.80		
				Invoice Description: OXYGEN & ACETYLENE							
									46.80	0.00	46.80
44048		15-Apr-2013	CR&RINCORP	CR&R INC	Issued	171	C				
0068350		1-2-2010-200		ACCOUNTS PAYABLE					235.63		
				Invoice Description: 3 YD COMMERCIAL BIN @ CHERRY YARD							
									235.63	0.00	235.63
44049		15-Apr-2013	CVAUTO	CHERRY VALLEY AUTOMOTIVE	Issued	171	C				
5444		1-2-2010-200		ACCOUNTS PAYABLE					232.58		
				Invoice Description: LUBE & OIL FOR UNIT 16							
5446		1-2-2010-200		ACCOUNTS PAYABLE					925.89		
				Invoice Description: BRAKE PADS AND ROTORS FOR UNIT 12 AND OIL CHANGE							
									1158.47	0.00	1158.47
44050		15-Apr-2013	CVNURSERY	CHERRY VALLEY NURSERY	Issued	171	C				
211304		1-2-2010-200		ACCOUNTS PAYABLE					274.07		
				Invoice Description: PLANT & TREES FOR WELL 24							
									274.07	0.00	274.07
44051		15-Apr-2013	DANGELO	DANGELO CO.	Issued	171	C				
S1189488.001		1-2-2010-200		ACCOUNTS PAYABLE					165.49		
				Invoice Description: Stands and tools							
									165.49	0.00	165.49
44052		15-Apr-2013	ESBABCOCK	ES BABCOCK	Issued	171	C				
BD30478-0034		1-2-2010-200		ACCOUNTS PAYABLE					480.00		
				Invoice Description: 12 COLIFORMS SAMPLES							
									480.00	0.00	480.00
44053		15-Apr-2013	FLOYDERNES	FLOYD, ERNIE	Issued	171	C				
041013		1-2-2010-200		ACCOUNTS PAYABLE					34.55		
				Invoice Description: MISC OFFICE SUPPLIES-ALUMINUM HOLDER							

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Bank Code	Bank Name								
Cheque #	Cheque Date	Supplier Code	Supplier Name	Status	Batch	Medium	Debit	Credit	Amount
Invoice #	Account No.		Account Description						
							34.55	0.00	34.55
44054	15-Apr-2013	HOMEDEPOT	HOME DEPOT CREDIT SERVICES	Issued	171	C			
0413	1-2-2010-200		ACCOUNTS PAYABLE				1047.12		
Invoice Description: YARD STOCK AND PARTS FOR UNIT 4									
							1047.12	0.00	1047.12
44055	15-Apr-2013	LARRYJACIN	LARRY JACINTO CONSTRUCTIO	Issued	171	C			
22235	1-2-2010-200		ACCOUNTS PAYABLE				12102.00		
Invoice Description: 637 SCRAPER RENTAL FOR NCR II									
							12102.00	0.00	12102.00
44056	15-Apr-2013	LUTHERSTRU	LUTHERS TRUCK & EQUIPMENT	Issued	171	C			
32946	1-2-2010-200		ACCOUNTS PAYABLE				591.41		
Invoice Description: COMPRESSOR SERVICE									
							591.41	0.00	591.41
44057	15-Apr-2013	MERITOILCO	MERIT OIL CO	Issued	171	C			
203348	1-2-2010-200		ACCOUNTS PAYABLE				1944.32		
Invoice Description: Diesel Fuel for Noble Creek Recharge Facility Phase II									
							1944.32	0.00	1944.32
44058	15-Apr-2013	NAPAAUTOPA	NAPA AUTO PARTS	Issued	171	C			
803593	1-2-2010-200		ACCOUNTS PAYABLE				14.01		
Invoice Description: PARTS TO REPAIR GREASE GUN									
804563	1-2-2010-200		ACCOUNTS PAYABLE				48.55		
Invoice Description: PARTS TO FIX LOADER									
							62.56	0.00	62.56
44059	15-Apr-2013	NATIONAL M	NATIONAL METER & AUTOMATION INC.	Issued	171	C			
S1044427.003	1-2-2010-200		ACCOUNTS PAYABLE				795.94		
Invoice Description: METERS PURCHASED PO 20130037									
							795.94	0.00	795.94
44060	15-Apr-2013	PRESTIGEMO	PRESTIGE MOBILE DETAIL	Issued	171	C			
040713	1-2-2010-200		ACCOUNTS PAYABLE				208.00		
Invoice Description: 13 VEHICLES @ \$16.00 APRIL 7, 2013									
							208.00	0.00	208.00
44061	15-Apr-2013	RAINFORREN	RAIN FOR RENT	Issued	171	C			
036035417	1-2-2010-200		ACCOUNTS PAYABLE				1937.52		
Invoice Description: BROOKSIDE & OAKVIEW PIPELINE									
							1937.52	0.00	1937.52
44062	15-Apr-2013	RDOEQUIP	RDO EQUIPMENT CO.	Issued	171	C			
R05730	1-2-2010-200		ACCOUNTS PAYABLE				4817.80		
Invoice Description: SAKAI SV510T 03/04/2013 TO 03/31/2013 - RECHARGE FACILITY PH. 2									
							4817.80	0.00	4817.80

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Bank Code	Bank Name							
Cheque #	Cheque Date	Supplier Code	Supplier Name	Status	Batch	Medium		
Invoice #	Account No.	Account Description			Debit	Credit	Amount	
44063	15-Apr-2013	RYLANDHOME	RYLAND HOMES	Issued	171	C		
APRIL 2013	1-2-2010-200	ACCOUNTS PAYABLE			62509.60			
Invoice Description: GIS REFUNDS (30891 AND 30891-1)								
					62509.60	0.00	62509.60	
44064	15-Apr-2013	SAFEGUARD	SAFEGUARD	Issued	171	C		
028738011	1-2-2010-200	ACCOUNTS PAYABLE			176.09			
Invoice Description: Payroll Checks								
					176.09	0.00	176.09	
44065	15-Apr-2013	SO CAL SAN	SO CAL SANDBAGS	Issued	171	C		
73329	1-2-2010-200	ACCOUNTS PAYABLE			108.00			
Invoice Description: SHAKER RENTAL - NOBLE CREEK RECHARGE FACILITY 2								
					108.00	0.00	108.00	
44066	15-Apr-2013	SUNSTATE	SUNSTATE EQUIPMENT CO	Issued	171	C		
5360018-004	1-2-2010-200	ACCOUNTS PAYABLE			2143.64			
Invoice Description: Water Truck for Noble Creek Recharge Facility Phase II 03/11/13 thru 04/08/13								
5375551-004	1-2-2010-200	ACCOUNTS PAYABLE			141.21			
Invoice Description: MISSING MUD FLAP FOR WATER TRUCK RENTAL NCR II								
					2284.85	0.00	2284.85	
44067	15-Apr-2013	VERIZON	VERIZON	Issued	171	C		
9518451549031:	1-2-2010-200	ACCOUNTS PAYABLE			40.30			
Invoice Description: (951) 845-1549 (FIELD FAX) 03/25/13 TO 04/24/13								
					40.30	0.00	40.30	
44068	15-Apr-2013	WELLSFARGO	WELLS FARGO REMITTANCE CENTER	Issued	171	C		
040313	1-2-2010-200	ACCOUNTS PAYABLE			124.24			
Invoice Description: 6 COPIES SYSTEM MAPS								
					124.24	0.00	124.24	
44069	15-Apr-2013	Z&LPAVING	Z&L PAVING	Issued	171	C		
1559	1-2-2010-200	ACCOUNTS PAYABLE			3258.00			
Invoice Description: RETRO FIT, ABANDON MAIN, MAIN LEAK FOR PATCH PAVING								
					3258.00	0.00	3258.00	
44070	17-Apr-2013	USPOSTAL	US POSTAL SERVICE	Issued	176	C		
041713	1-2-2010-200	ACCOUNTS PAYABLE			8000.00			
Invoice Description: POSTAGE FOR BULK MAILING								
					8000.00	0.00	8000.00	
44071	18-Apr-2013	ACCOUNTEMP	ACCOUNTEMP	Issued	183	C		
37727269	1-2-2010-200	ACCOUNTS PAYABLE			1058.40			
Invoice Description: TEMP SERVICES FOR THE WEEKEND ENDED 04/12/13								
					1058.40	0.00	1058.40	
44072	18-Apr-2013	BENDEFORGE	DEFORGE, BEN	Issued	183	C		

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Bank Code	Bank Name							
Cheque #	Cheque Date	Supplier Code	Supplier Name	Status	Batch	Medium		
Invoice #	Account No.		Account Description		Debit	Credit		Amount
041213	BOOTS	1-2-2010-200	ACCOUNTS PAYABLE		43.44			
Invoice Description:2013 BOOT ALLOWANCE								
					43.44	0.00		43.44
44073	18-Apr-2013	ESBABCOCK	ES BABCOCK	Issued		183 C		
BD31121-0034	1-2-2010-200		ACCOUNTS PAYABLE		320.00			
Invoice Description:WATER SAMPLES								
BD31202-0034	1-2-2010-200		ACCOUNTS PAYABLE		160.00			
Invoice Description:WATER SAMPLES								
BD31203-0034	1-2-2010-200		ACCOUNTS PAYABLE		160.00			
Invoice Description:WATER SAMPLES								
					640.00	0.00		640.00
44075	18-Apr-2013	MICHAELMOR	MORALES, MICHAEL	Issued		183 C		
27868	1-2-2010-200		ACCOUNTS PAYABLE		130.00			
Invoice Description:2013 BOOT ALLOWANCE								
					130.00	0.00		130.00
44076	18-Apr-2013	NAPAAUTOPA	NAPA AUTO PARTS	Issued		183 C		
805825	1-2-2010-200		ACCOUNTS PAYABLE		16.19			
Invoice Description:FUEL FILTER FOR TRANSFER PUMP @ WELL 23								
					16.19	0.00		16.19
44077	18-Apr-2013	RDOEQUIP	RDO EQUIPMENT CO.	Issued		183 C		
R10974	1-2-2010-200		ACCOUNTS PAYABLE		8502.00			
Invoice Description:WATER TOWER AND LOADER FOR NOBLE CREEK PHASE II								
					8502.00	0.00		8502.00
44078	18-Apr-2013	SAFEGUARD	SAFEGUARD	Issued		183 C		
028753222	1-2-2010-200		ACCOUNTS PAYABLE		1709.44			
Invoice Description:REMIT ENVELOPES AND STATEMENTS								
					1709.44	0.00		1709.44
44079	18-Apr-2013	SPRINGBROO	SPRINGBROOK	Issued		183 C		
361	1-2-2010-200		ACCOUNTS PAYABLE		14297.20			
Invoice Description:25% PROGRESS BILLING FOR SOFTWARE CONVERSION								
					14297.20	0.00		14297.20
44080	18-Apr-2013	VERIZONCRE	VERIZON CREDIT INC.	Issued		183 C		
637494	1-2-2010-200		ACCOUNTS PAYABLE		138.32			
Invoice Description:ROUTER RENTAL								
					138.32	0.00		138.32
44081	18-Apr-2013	VERIZONWIR	VERIZON WIRELESS	Issued		183 C		
9702797139	1-2-2010-200		ACCOUNTS PAYABLE		282.86			
Invoice Description:WIRELESS SERVICES 0408-050713								
					282.86	0.00		282.86

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8 PAYROLL														
		12726	15-Apr-2013	CALPERSRET	CALPERS RETIREMENT SYSTEM	Issued	174	C						
		1000000132595		1-2-2010-200	ACCOUNTS PAYABLE						Invoice Description: CONTRIBUTION FOR DEFINED BENEFIT	5319.84		
												5319.84	0.00	5319.84

		12727	15-Apr-2013	CALPERSRET	CALPERS RETIREMENT SYSTEM	Issued	174	C						
		1000000139086		1-2-2010-200	ACCOUNTS PAYABLE						Invoice Description: CONTRIBUTION FOR DEFINED BENEFIT PLAN	372.82		
												372.82	0.00	372.82

		12728	15-Apr-2013	CALPERSSUP	CALPERS SUPPLEMENTAL INCOME PLANS	Issued	174	C						
		041013		1-2-2010-200	ACCOUNTS PAYABLE						Invoice Description: 457 CONTRIBUTIONS	1733.08		
												1733.08	0.00	1733.08

		12729	15-Apr-2013			Issued	174	C						
				1-2-2010-200	ACCOUNTS PAYABLE						Invoice Description: 8 PP8	575.54		
												575.54	0.00	575.54

		12730	15-Apr-2013	CASTATEDIS	CA STATE DISBURSEMENT UNIT	Issued	174	C						
		041013		1-2-2010-200	ACCOUNTS PAYABLE						Invoice Description: CASE	360.57		
		041013-2		1-2-2010-200	ACCOUNTS PAYABLE						Invoice Description:	191.53		
												552.10	0.00	552.10

		12731	15-Apr-2013	EDD	EDD STATE OF CALIFORNIA	Issued	174	C						
		201301-2491		1-2-2010-200	ACCOUNTS PAYABLE						Invoice Description: 1ST QTR 2013	4.27		
												4.27	0.00	4.27

		12732	15-Apr-2013	RIVCTYSHER	COUNTY OF RIVERSIDE SHERIFF	Issued	174	C						
		BAC1200717-04		1-2-2010-200	ACCOUNTS PAYABLE						Invoice Description: BAC 1200717, LEVYING OFFICER 13-201274	281.78		
												281.78	0.00	281.78

		12733	15-Apr-2013	WESTERN DEN	WESTERN DENTAL SERVICES INC	Issued	174	C						
		6029		1-2-2010-200	ACCOUNTS PAYABLE						Invoice Description: DENTAL PREMIUM 04/01/2013 - 04/30/2013	152.40		
												152.40	0.00	152.40

		12734	18-Apr-2013	LEGALSHIEL	LEGAL SHIELD	Issued	181	C						
		0101129-041513		1-2-2010-200	ACCOUNTS PAYABLE						Invoice Description: PREPAID LEGAL FOR EMPLOYEES	254.05		
												254.05	0.00	254.05

Cheque Register - Detail - Bank



AP5090

Date : Apr 23, 2013

Page : 12

Time : 7:50 am

Supplier : A&A FENCE To ZETLMAIER
 Pay Date : 01-Apr-2013 To 23-Apr-2013
 Bank : 1 To 9

Seq : Cheque No. Status : All
 Medium : M=Manual C=Computer E=EFT-PA

Bank Code	Bank Name							
Cheque #	Cheque Date	Supplier Code	Supplier Name	Status	Batch	Medium		
Invoice #	Account No.	Account Description			Debit	Credit	Amount	
Total Computer Paid :	<u>858,949.54</u>	Total EFT - PAP Paid :	<u>0.00</u>			Total Paid :	<u>858,949.54</u>	
Total Manually Paid :	<u>0.00</u>	Total EFT - File Paid :	<u>0.00</u>					



**Beaumont-Cherry Valley Water District
Regular Board Meeting
May 8th, 2013**

DATE: May 2nd, 2013
TO: Board of Directors
FROM: Melissa Bender, Director of Finance & Administrative Services
SUBJECT: Approval of Pending Invoices

Recommendation

Staff recommends that the Board of Directors approve the pending invoices totaling \$4,815.85.

Background

Staff has reviewed the pending invoices and found the services rendered were acceptable to the District.

Fiscal Impact

There is a \$4,815.85 impact to the District.

Attachments:

- Richards Watson Gershon Invoice #189342
- Richards Watson Gershon Invoice #189343



RICHARDS | WATSON | GERSHON

ATTORNEYS AT LAW – A PROFESSIONAL CORPORATION

355 South Grand Avenue, 40th Floor, Los Angeles, California 90071-3101
Telephone 213.626.8484 Facsimile 213.626.0078
Fed. I.D. No. 95-3292015

ERIC FRASER
Beaumont- Cherry Valley Water District
560 Magnolia Avenue
Beaumont, CA 92223-2258

April 17, 2013
Invoice # 189342

Re: 12788-0001 GENERAL COUNSEL SERVICES

Current Legal Fees	\$2,850.00
Current Client Costs Advanced	<u>\$70.06</u>
TOTAL CURRENT FEES AND COSTS.....	<u>\$2,920.06</u>
Balance Due From Previous Statement.....	\$2,956.28
TOTAL BALANCE DUE FOR THIS MATTER.....	<u>\$5,876.34</u>

TERMS: PAYMENT DUE UPON RECEIPT

PLEASE RETURN THIS PAGE WITH YOUR REMITTANCE

LOS ANGELES | ORANGE COUNTY | SAN FRANCISCO | TEMECULA



RICHARDS | WATSON | GERSHON

ATTORNEYS AT LAW – A PROFESSIONAL CORPORATION

355 South Grand Avenue, 40th Floor, Los Angeles, California 90071-3101
Telephone 213.626.8484 Facsimile 213.626.0078
Fed. I.D. No. 95-3292015

ERIC FRASER
Beaumont- Cherry Valley Water District
560 Magnolia Avenue
Beaumont, CA 92223-2258

April 17, 2013
Invoice # 189343

Re: 12788-0002 [REDACTED]

Current Legal Fees	\$1,805.00
Current Client Costs Advanced	<u>\$90.79</u>
TOTAL CURRENT FEES AND COSTS.....	<u>\$1,895.79</u>
Balance Due From Previous Statement.....	\$6,581.53
TOTAL BALANCE DUE FOR THIS MATTER.....	<u>\$8,477.32</u>

TERMS: PAYMENT DUE UPON RECEIPT

PLEASE RETURN THIS PAGE WITH YOUR REMITTANCE

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**BEAUMONT-CHERRY VALLEY WATER DISTRICT
MINUTES OF THE
REGULAR MEETING OF THE BOARD OF DIRECTORS
560 Magnolia Avenue, Beaumont, CA 92223
Wednesday, April 10th, 2013**

Call to Order, President Woll

President Woll began the meeting at 7:02 p.m.

Pledge of Allegiance, Director Ball

Director Ball led the pledge.

Invocation, Director Ross

Director Ross led the invocation.

Roll Call

Present at the meeting were President Woll, Directors Ball, Guldseth, Ross, and Slawson. Legal Counsel: James Markman. District Staff: General Manager: Eric Fraser, Director of Engineering: Dan Jagers, Director of Operations: Tony Lara, District Engineer: Joseph Reichenberger, Director of Finance and Administrative Services: Melissa Bender, Field Superintendent: Knute Dahlstrom and Dawn Jorge, Senior Finance and Administrative Analyst. Public that registered their attendance were: Minnie Birchard, Barbara St. Brown, Lee Birchard, Barbara Voight, John M. Halliwill, and Fran Flanders.

Public Comment

No public comment was received.

ACTION ITEMS

1. Adoption of the Agenda (pages 1-2)

General Manger Eric Fraser noted that there are no changes or adjustments to the agenda.

2. Consent Calendar: All matters listed under the Consent Calendar are considered by the Board of Directors to be routine and will be enacted in one motion. There will be no discussion of these items prior to the time the Board considers the motion unless members of the Board, the administrative staff, or the public request specific items to be discussed and/or removed from the Consent Calendar.

- a. February 2013 Budget Variance Report Review** (pages 3-10)
- b. February 28th, 2013 Cash/Investment Balance Report**(page 11)
- c. March 2013 Cheque Register Review** (pages 12-28)
- d. March 2013 Invoices Pending Approval** (pages 29-31)
- e. Minutes of the Regular Meeting of March 13th, 2013** (pages 32-24)
- f. Consider Authorization of General Manager to Execute Contract for Perimeter Fencing at Noble Creek Recharge Facilities-Phase II**(page 35)
- g. Consider Authorization of General Manager to Execute Contract for Recharge Pond Transfer Piping Materials for Noble Creek Recharge Facilities-Phase II**(pages 36-41)

Director Ball requested items 2e and 2f be pulled for discussion. Director Ross requested item 2g also be pulled. Director Ball motioned to approve the consent calendar items 2a through 2d; Director Guldseth seconded the motion; the motion passed 5-0.

Director Ball requested that for item 2e, on page 33 in paragraph "c" that his attendance be reflected as the City of Beaumont Council meeting and not their Board meeting. Director Ross motioned to approved item 2e as amended; Director Ball seconded the motion; the motion passed 5-0.

For item 2f, General Manager Eric Fraser provided an overview of the proposed contract for perimeter fencing at Noble Creek Recharge Facilities Phase II. After discussion, there was consensus that the District fence the property in a manner that would limit public access. Director Ball made a motion for staff to bring back the item to the Board for reconsideration with limited access fencing; the motion was seconded by Director Guldseth and passed 5-0.

In regards to item 2g, General Manage Eric Fraser provided an overview of the proposed contract for piping materials. After discussion, Director Guldseth made a motion to authorize the General Manager to execute the contract; Director Slawson seconded the motion; the motion passed 5-0.

3. Discussion of Utilizing Volunteer Services (as requested by Director Ball)

The Board discussed the use of volunteers and interns. Staff was requested to bring back a draft policy for Board consideration.

4. Reports For Discussion

a. Ad Hoc Committees

No reports were made.

b. General Manager

General Manager Fraser provided the Board with a progress report on the Noble Creek Recharge Facility Phase II Project.

c. Directors Reports

Director Ball was in attendance for several meetings of the San Gorgonio Pass Water Agency (SGPWA). At one of the meetings, there was discussion of the energy component of the water rates and a likely increase in rates as the Department of Water Resources moves toward the higher costs of using green energy. In addition, the Environmental Impact Report on the recharge facility project of the SGPWA should be out next month. Director Ball also attended the Beaumont Basin Watermaster meeting this morning discussing overlyer rights issues that are taking place, and indicating the next meeting will be June 5th at 10 a.m. Director Ross was in attendance at the Pass Area Summit Meeting on Water Transportation and Economics, along with Directors Ball and Slawson. Director Ross reported that there is a lot of discussion on development in the Pass Area and that there was not enough water to sustain the anticipated development. Director Ross was also in attendance at the Watermaster meeting this morning and he expressed his pleasure with General Manager Fraser's comments during the meeting. President Woll thanked the staff of the District, office and field, for the hard work and dedication in saving the District money.

d. Legal Counsel Report

Mr. Markman did not have anything to report.

5. Announcements

- Finance & Audit Committee meeting, May 2nd, 2013 at 3:00 p.m.
- Regular Board meeting, May 8th, 2013 at 7:00 p.m.

President Woll made the announcements above.

6. Action List for Future Meetings

- *Reconsideration of the Contract for Perimeter Fencing at Noble Creek Recharge Facilities Phase II*
- *Draft policy for use of volunteers and interns*

7. Adjournment

President Woll adjourned the meeting at 7:44 p.m.

Attest:

Director Ryan Woll, President of the
Board of Directors of the
Beaumont-Cherry Valley Water District

Director Blair Ball, Secretary to the
Board of Directors of the
Beaumont-Cherry Valley Water District

** Information included in the agenda packet



**BEAUMONT-CHERRY VALLEY WATER DISTRICT
MINUTES OF THE
WORKSHOP MEETING OF THE BOARD OF DIRECTORS
560 Magnolia Avenue, Beaumont, CA 92223
Wednesday, April 10th, 2013**

Call to Order, President Woll

President Woll began the meeting at 7:55 p.m.

Roll Call

Present at the meeting were President Woll, Directors Ball, Guldseth, Ross, and Slawson. Legal Counsel: James Markman. District Staff: General Manager: Eric Fraser, Director of Engineering: Dan Jagers, Director of Operations: Tony Lara, District Engineer: Joseph Reichenberger, Director of Finance and Administrative Services: Melissa Bender, Field Superintendent: Knute Dahlstrom and Dawn Jorge, Senior Finance and Administrative Analyst. Public that registered their attendance were: Minnie Birchard, Barbara St. Brown, Lee Birchard, Barbara Voight, John M. Halliwill, and Fran Flanders

Public Comment

No public comment was received.

ACTION ITEMS

1. Workshop to Discuss Preliminary Draft 2013 Urban Water Management Plan Update

District Engineer Joseph Reichenberger made a presentation on the Draft 2013 Urban Water Management Plan providing the Board with an overview of the report. General Manager Eric Fraser and Director of Engineering Dan Jagers answered Board questions. Staff will be proceeding with incorporating Board member comments and initiation of the public hearing and adoption process. No action was taken.

2. Adjournment

President Woll adjourned the meeting at 10:20 p.m.

Attest:

Director Ryan Woll, President of the
Board of Directors of the
Beaumont-Cherry Valley Water District

Director Blair Ball, Secretary to the
Board of Directors of the
Beaumont-Cherry Valley Water District

** Information included in the agenda packet



**Beaumont-Cherry Valley Water District
Regular Board Meeting
May 8th, 2013**

DATE: May 2nd, 2013
TO: Board of Directors
FROM: Melissa Bender, Director of Finance & Administrative Services
SUBJECT: Review and approval of Bank for External Services

Recommendation

Staff recommends approval of an agreement for banking services with Wells Fargo.

Background

The District has maintained its banking relationship with Bank of Hemet for more than 3 years. Bank of Hemet currently provides the District with checking and merchant credit card processing services. The Government Finance Officers Association (GFOA) recommends that state and local governments establish a procurement process and assure periodic reviews of banking services. Although banking fees fluctuate with the volume of monthly transactions and offsetting earnings credits, the total annual checking and credit card processing fees range from about \$22,000 to \$29,500.

The District conducted a competitive procurement process to select a firm for banking services for the Beaumont-Cherry Valley Water District. The objective was to ensure procurement of cost effective banking services that not only maintained the high quality of cash management support but to also continue technical enhancements that will further improve the payment process for our residents and businesses. Qualifications included: comprehensive services and control features; adequate financial strength and credit rating; and, experienced staff in providing banking services to public agencies with similar banking needs as the Beaumont-Cherry Valley Water District.

The District received proposals from the following four financial institutions: Bank of America, Bank of the West, US Bank and Wells Fargo Bank. The submitted responses were extensively reviewed with the focus on the above listed criteria and specifically on the respondent's operational and functional resources and capabilities. Furthermore, these proposals were assessed against the current services offered by the Bank of Hemet. Lastly, local agencies were contacted to obtain their opinion regarding the banking institutions.

Wells Fargo was selected as the preferred banking institution. Wells Fargo was selected based upon the vast array of services offered by the institution, experience with similar governmental organizations, proximity of branch locations, availability and commitment to implementing new technologies, financial strength, ability to meet the District's current and future service requirements over the term of the banking agreement while maintaining strong internal controls.



Wells Fargo has multiple staff members that cross trained in different positions insuring continuous coverage for the District's needs. Wells Fargo is a well-known and established institution with competitive merchant services prices.

Fiscal Impact

There is a fiscal impact to the District estimated to be less than the \$30,000 per year budgeted for the annual bank fees for 2013.



**Beaumont Cherry Valley Water District
Regular Board Meeting
May 8th, 2013**

DATE: May 2nd, 2013
TO: Board of Directors
FROM: Eric Fraser, General Manager
SUBJECT: Consider Authorization of General Manager to Commence 2013 Urban Water Management Plan Coordination Process

Recommendation

Staff recommends authorization for General Manager to commence the 2013 Urban Water Management Plan (UWMP) update coordination process which is required by California Government Code Section 10620(d)(2).

California Government Code Section 10620(d)(2) requires that the District coordinate the preparation of the District's 2013 UWMP with other appropriate agencies, including other water suppliers that share a common source, water management agencies, and relevant public agencies, to the extent practical. This coordination period must be at least 60 days long.

Background

District Staff presented the Preliminary Draft 2013 Urban Water Management Plan Update in a workshop after the April 10, 2013 Board of Directors Meeting. The District Board of Directors subsequently provided comments on said Preliminary Draft 2013 UWMP and those comments have been incorporated into the Draft 2013 UWMP.

The next step in the UWMP adoption process requires that the District coordinate the UWMP during a minimum 60 day coordination period with other appropriate agencies, including other water suppliers that share a common source, water management agencies, and relevant public agencies, to the extent practical.

Subsequent to the 60 day coordination period, the District is required to hold a public hearing regarding the UWMP. District Staff has identified that upon approval of the coordination component, the required public hearing could be held subsequent to the District's regularly scheduled Board of Directors Meeting on July 10, 2013.

Subsequent to said public hearing and incorporation of any amendments or changes to the UWMP, the UWMP is required to be adopted by the District Board of Directors as prepared or as modified after the hearing.

Finally, the UWMP must be submitted within 30 days of adoption to the State of California Department of Water Resources, the California State Library, and any city or county within which the District provides water as part of the plan.



Financial Impact

The fiscal impact to the District will be minimal and will include reproduction and mailing costs associated with transmitting copies of the Draft UWMP to the appropriate agencies.

Report Prepared by Daniel K. Jagers, Director of Engineering



**Beaumont Cherry Valley Water District
Regular Board Meeting
May 8th, 2013**

DATE: May 2nd, 2013
TO: Board of Directors
FROM: Eric Fraser, General Manager
SUBJECT: Consider Authorization of General Manager to Execute Contract for Perimeter Fencing at Noble Creek Recharge Facilities-Phase II

Recommendation

Staff recommends approval of the installation of fencing around Phase II of the Noble Creek Recharge Facility, and authorization for the General Manager to execute a contract for the installation of Phase II perimeter fencing at a cost not to exceed \$40,000.00 for option one (1) – galvanized fencing or \$50,000.00 for option two (2) – powder coated fencing, as described hereafter.

Background

At the regular board meeting on April 10, 2013 staff recommended Board authorization for the installation of a vinyl 3 rail, ranch style fence around the perimeter of Noble Creek Recharge Facilities-Phase II. Following discussion by the Board, staff was directed to solicit quotes for the installation of perimeter chain link fencing and bring those quotes back to the Board for consideration.

Staff solicited quotes from three fencing contractors and posted the Request for Quotations (RFQ) on the District's Website. Contractors were asked to provide quotations for two options of chain link fencing materials. Option one (1) consists of installation of galvanized chain link fence, gates and appurtenances. Option two (2) consists of installation of black powder coated chain link fence, gates and appurtenances. Bidders were also asked to provide separate pricing for the optional installation of 3-strands of barbed wire on top of the fence and gates of both options.

Of the three vendors contacted by staff, only one quote was received. Due to the lack of response, Staff solicited three additional vendors and extended the quotation due date one week with quotes due May 2, 2013.

Staff will continue to obtain additional quotes and select the most responsive bidder.

Fiscal Impact

The fiscal impact to the District for the installation of perimeter fencing will be an amount not to exceed \$40,000 for the option one (1)-galvanized fencing, or \$50,000 for option two (2)-powder coated fencing. The cost will include labor, materials, warranty, and sales tax.

Report Prepared by Tony Lara, Director of Operations



**NOBLE CREEK RECHARGE FACILITIES PHASE II OVERALL SITE PLAN
(SEE SHEETS 2 AND 3 FOR DETAILS)**

SCALE: 1"=100'

- NOTES:
1. DIMENSIONS SHOWN ON PLANS ARE APPROXIMATE
CONTRACTOR SHALL FIELD VERIFY AND QUOTE
FENCING AND MATERIALS BASED UPON ACTUAL
FIELD MEASUREMENTS

NOTE:
WORK CONTAINED WITHIN THESE PLANS
SHALL NOT COMMENCE UNTIL AN
ENCROACHMENT PERMIT AND/OR A
GRADING PERMIT HAS BEEN ISSUED.



DIAL TOLL FREE
(800) 227-2600
At Least Two Working Days
Before You Dig
UNDERGROUND SERVICE ALERT OF SOUTHERN CALIFORNIA

BASIS OF BEARINGS:
DESCRIPTION:

BENCHMARK: CITY OF BEAUMONT
DESCRIPTION:

BY	MARK	DESCRIPTION	APPR. DATE	BCWMD	DATE	JOB NUMBER
ENGINEER						

DESIGN BY: DKJ
DRAWN BY: DKJ
CHECKED BY: DKJ
SCALE: _____
DATE: 4/15/13
JOB NUMBER: _____



560 MAGNOLIA AVE.
BEAUMONT, CALIFORNIA 92223
(951) 845-9581

BEAUMONT-CHERRY VALLEY WATER DISTRICT
REGISTERED ENGINEER No. _____ DATE _____

CITY OF BEAUMONT, CALIFORNIA

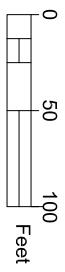
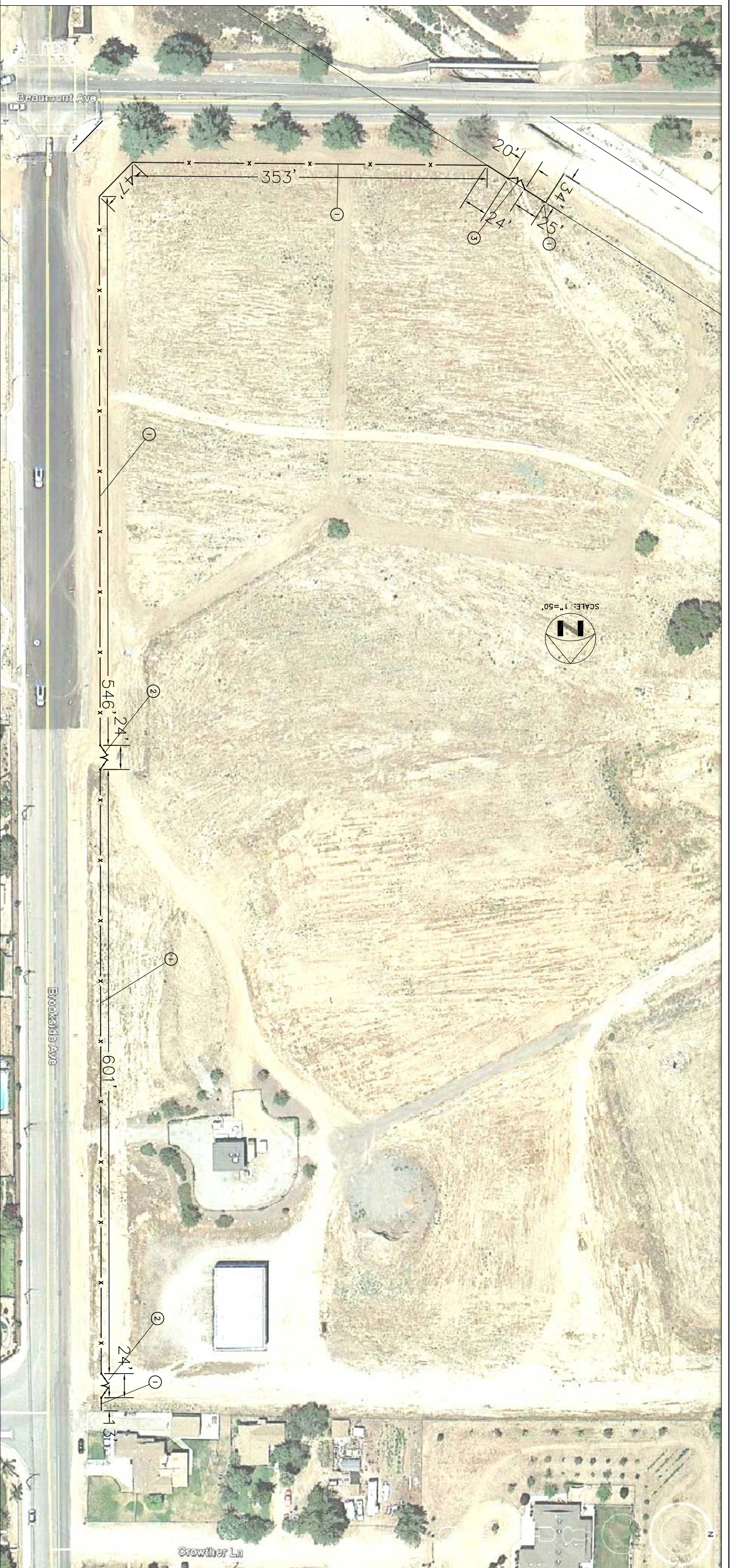
NOBLE CREEK RECHARGE FACILITIES, PHASE II
PERIMETER FENCING
FENCING INDEX SHEET

PORTIONS OF SEC. 27, T.2 S., R. 1 W., S.B.M.

SHEET

OF 3 SHEETS

FILE NO. _____



AREA 1

SCALE: 1"=50'

1

- AREA 1 CONSTRUCTION NOTES:
- ① 6' HIGH CHAIN LINK FENCE PER SPECIFICATION SECTION 02444
 - ② 24' LONG CHAIN LINK GATE PER SPECIFICATION SECTION 02444
 - ③ 20' LONG CHAIN LINK GATE PER SPECIFICATION SECTION 02444

NOTE:
WORK CONTAINED WITHIN THESE PLANS SHALL NOT COMMENCE UNTIL AN ENCROACHMENT PERMIT AND/OR A GRADING PERMIT HAS BEEN ISSUED.



BASIS OF BEARINGS:
DESCRIPTION:

BENCHMARK: CITY OF BEAUMONT
DESCRIPTION:

BY	MARK	DESCRIPTION	APPR. DATE	BCWMD	DATE	JOB NUMBER
ENGINEER						

BEAUMONT-CHERRY VALLEY WATER DISTRICT
560 MAGNOLIA AVE.
BEAUMONT, CALIFORNIA 92223
(951) 845-9581

CITY OF BEAUMONT, CALIFORNIA
NOBLE CREEK RECHARGE FACILITIES, PHASE II
PERIMETER FENCING
AREA 1 FENCING PLAN

FOR BIDDING PURPOSE ONLY

NOTES:
1. DIMENSIONS SHOWN ON PLANS ARE APPROXIMATE
CONTRACTOR SHALL FIELD VERIFY AND QUOTE
FENCING AND MATERIALS BASED UPON ACTUAL
FIELD MEASUREMENTS

SHEET
2
OF 3 SHEETS
DRAWING NAME:
FILE NO.:



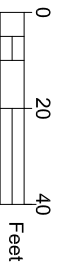
AREA 2

SCALE: 1"=20'

AREA 2 CONSTRUCTION NOTES:

- ① 6' HIGH CHAIN LINK FENCE PER SPECIFICATION SECTION 02444

②



AREA 3 & 4

SCALE: 1"=20'

AREA 3 & 4 CONSTRUCTION NOTES:

- ① 6' HIGH CHAIN LINK FENCE PER SPECIFICATION SECTION 02444
- ② 20' LONG CHAIN LINK GATE PER SPECIFICATION SECTION 02444
- ③ REMOVE EXISTING CHAIN LINK FENCE AND POSTS AS REQUIRED. SET NEW GATE CORNER POSTS AT EACH END OF NEW GATE

③

NOTES:
1. DIMENSIONS SHOWN ON PLANS ARE APPROXIMATE
2. DIMENSIONS FOR PERIMETER AND GATE
FENCING AND MATERIALS BASED UPON ACTUAL
FIELD MEASUREMENTS

NOTE:
WORK CONTAINED WITHIN THESE PLANS
SHALL NOT COMMENCE UNTIL AN
ENCROACHMENT PERMIT AND/OR A
GRADING PERMIT HAS BEEN ISSUED.



BASIS OF BEARINGS:
DESCRIPTION:

BENCHMARK: CITY OF BEAUMONT
DESCRIPTION:

BY	MARK	DESCRIPTION	APPR. DATE	JOB NUMBER
ENGINEER				

DESIGN BY: DKJ
DRAWN BY: DKJ
CHECKED BY: DKJ
SCALE: _____
DATE: 4/15/13
JOB NUMBER: _____



BEAUMONT-CHERRY VALLEY WATER DISTRICT
560 MAGNOLIA AVE.
BEAUMONT, CALIFORNIA 92223
(951) 845-9581

CITY OF BEAUMONT, CALIFORNIA
NOBLE CREEK RECHARGE FACILITIES, PHASE II
PERIMETER FENCING
AREA 2, 3, & 4 FENCING PLANS

PORTIONS OF SEC. 27, T. 2 S., R. 1 W., S.B.M.

SHEET
3
OF 3 SHEETS
DRAWING NAME:
FILE NO.:

ATTACHMENT "C"

OPTION 1 - GALVANIZED MATERIALS OF CONSTRUCTION

**BEAUMONT-CHERRY VALLEY WATER DISTRICT
REQUEST FOR QUOTATIONS**

**RFQ No.: BCVWD-M-2013-004
Due Date: 5/2/2013 at 2:00 pm**

OPTION 1 QUOTATION - GALVANIZED FENCING MATERIALS							
ITEM	DESCRIPTION	QTY	Total Length (FT)	U/M	LEAD TIME (Days)	UNIT PRICE	TOTAL PRICE
6' GALVANIZED CHAIN LINK FENCE, GATES AND APPURTENANCES							

AREA 1 FENCING (Areas are set forth on Sht 1 of 3 of project dwgs)							
1	6' High Chain Link Fencing Section (Area 1, Sht 2 West Side)	-	34	LF		\$ -	\$ -
2	6' High Chain Link Fencing Section (Area 1, Sht 2 West Side)	-	25	LF		\$ -	\$ -
3	6' High Chain Link Fencing Section (Area 1, Sht 2 West Side)	-	24	LF		\$ -	\$ -
4	6' High Chain Link Fencing Section (Area 1, Sht 2 West Side)	-	353	LF		\$ -	\$ -
5	6' High Chain Link Fencing Section (Area 1, Sht 2 Southwest Corner)	-	47	LF		\$ -	\$ -
6	6' High Chain Link Fencing Section (Area 1, Sht 2 South Side)	-	546	LF		\$ -	\$ -
7	6' High Chain Link Fencing Section (Area 1, Sht 2 South Side)	-	601	LF		\$ -	\$ -
8	6' High Chain Link Fencing Section (Area 1, Sht 2 South Side)	-	13	LF		\$ -	\$ -
9	Optional 3 Strands of Barbed Wire running along top of fence and attached to extension arms	-	1,656	LF		\$ -	\$ -

AREA 2 FENCING (Areas are set forth on Sht 1 of 3 of project dwgs)							
10	6' High Chain Link Fencing Section (Area 2, Sht 3 East Side)	-	54	LF		\$ -	\$ -
11	Optional 3 Strands of Barbed Wire running along top of fence and attached to extension arms	-	54	LF		\$ -	\$ -

AREA 3 FENCING (Areas are set forth on Sht 1 of 3 of project dwgs)							
12	6' High Chain Link Fencing Section (Area 3, Sht 3 East Side)	-	6	LF		\$ -	\$ -
13	Optional 3 Strands of Barbed Wire running along top of fence and attached to extension arms	-	6	LF		\$ -	\$ -

ATTACHMENT "C"

OPTION 1 - GALVANIZED MATERIALS OF CONSTRUCTION

**BEAUMONT-CHERRY VALLEY WATER DISTRICT
REQUEST FOR QUOTATIONS**

**RFQ No.: BCVWD-M-2013-004
Due Date: 5/2/2013 at 2:00 pm**

OPTION 1 QUOTATION - GALVANIZED FENCING MATERIALS							
ITEM	DESCRIPTION	QTY	Total Length (FT)	U/M	LEAD TIME (Days)	UNIT PRICE	TOTAL PRICE
6' GALVANIZED CHAIN LINK FENCE, GATES AND APPURTENANCES							

Gates and Appurtenances (Areas are set forth on Sht 1 of 3 of project dwgs)							
14	New 24' Lg. Chain Link Double Gate (Area 1, Sht 2 South Side)	2	24	EA		\$ -	\$ -
15	New 20' Lg. Chain Link Double Gate (Area 1, Sht 2 West Side)	1	20	EA		\$ -	\$ -
16	New 20' Lg. Chain Link Double Gate (Area 4, Sht 2 North East End of Project Site) - Install within Existing Fencing	1	20	EA		\$ -	\$ -
17	Optional 3 Strands of Barbed Wire running along top of gates	-	88	LF		\$ -	\$ -

Subtotal (Includes Otional Items 9, 11, 13, and 17) \$ -
Freight Charge \$ -
Sales Tax (8.00 %) \$ -
Total \$ -

Return Quotation to:

Tony Lara, Director of Operations
 Beaumont-Cherry Valley Water District
 Via: 1. Facsimile: 951-845-0159
 2. Email: tony.lara@bcvwd.org
 3. Mail: 560 Magnolia Ave, Beaumont, CA 92223
 4. Delivery: Front Desk @ 560 Magnolia Avenue, Beaumont, CA 92223

FOB POINT:

BCVWD Project Site-North East Corner of
 Brookside Avenue & Beaumont Avenue
 Beaumont, CA 92223

Delivery Date: _____

PAYMENT TERMS:

net 30 days (or as determined by special arrangement)

Company Name:

Company Address

City, State, Zip Code

Phone No.:

Quotation Submitted By: _____

ATTACHMENT "C"

OPTION 2 - POWDER COATED MATERIALS OF CONSTRUCTION

**BEAUMONT-CHERRY VALLEY WATER DISTRICT
REQUEST FOR QUOTATIONS**

**RFQ No.: BCVWD-M-2013-004
Due Date: 5/2/2013 at 2:00 pm**

OPTION 2 QUOTATION - POWDER COATED FENCING MATERIALS							
ITEM	DESCRIPTION	QTY	Total Length (FT)	U/M	LEAD TIME (Days)	UNIT PRICE	TOTAL PRICE
6' POWDER COATED CHAIN LINK FENCE, GATES AND APPURTENANCES							

AREA 1 FENCING (Areas are set forth on Sht 1 of 3 of project dwgs)							
1	6' High Chain Link Fencing Section (Area 1, Sht 2 West Side)	-	34	LF		\$ -	\$ -
2	6' High Chain Link Fencing Section (Area 1, Sht 2 West Side)	-	25	LF		\$ -	\$ -
3	6' High Chain Link Fencing Section (Area 1, Sht 2 West Side)	-	24	LF		\$ -	\$ -
4	6' High Chain Link Fencing Section (Area 1, Sht 2 West Side)	-	353	LF		\$ -	\$ -
5	6' High Chain Link Fencing Section (Area 1, Sht 2 Southwest Corner)	-	47	LF		\$ -	\$ -
6	6' High Chain Link Fencing Section (Area 1, Sht 2 South Side)	-	546	LF		\$ -	\$ -
7	6' High Chain Link Fencing Section (Area 1, Sht 2 South Side)	-	601	LF		\$ -	\$ -
8	6' High Chain Link Fencing Section (Area 1, Sht 2 South Side)	-	13	LF		\$ -	\$ -
9	Optional 3 Strands of Barbed Wire running along top of fence and attached to extension arms	-	1,656	LF		\$ -	\$ -

AREA 2 FENCING (Areas are set forth on Sht 1 of 3 of project dwgs)							
10	6' High Chain Link Fencing Section (Area 2, Sht 3 East Side)	-	54	LF		\$ -	\$ -
11	Optional 3 Strands of Barbed Wire running along top of fence and attached to extension arms	-	54	LF		\$ -	\$ -

AREA 3 FENCING (Areas are set forth on Sht 1 of 3 of project dwgs)							
12	6' High Chain Link Fencing Section (Area 3, Sht 3 East Side)	-	6	LF		\$ -	\$ -
13	Optional 3 Strands of Barbed Wire running along top of fence and attached to extension arms	-	6	LF		\$ -	\$ -

ATTACHMENT "C"

OPTION 2 - POWDER COATED MATERIALS OF CONSTRUCTION

**BEAUMONT-CHERRY VALLEY WATER DISTRICT
REQUEST FOR QUOTATIONS**

**RFQ No.: BCVWD-M-2013-004
Due Date: 5/2/2013 at 2:00 pm**

OPTION 2 QUOTATION - POWDER COATED FENCING MATERIALS							
ITEM	DESCRIPTION	QTY	Total Length (FT)	U/M	LEAD TIME (Days)	UNIT PRICE	TOTAL PRICE
6' POWDER COATED CHAIN LINK FENCE, GATES AND APPURTENANCES							

Gates and Appurtenances (Areas are set forth on Sht 1 of 3 of project dwgs)							
14	New 24' Lg. Chain Link Double Gate (Area 1, Sht 2 South Side)	2	24	EA		\$ -	\$ -
15	New 20' Lg. Chain Link Double Gate (Area 1, Sht 2 West Side)	1	20	EA		\$ -	\$ -
16	New 20' Lg. Chain Link Double Gate (Area 4, Sht 2 North East End of Project Site) - Install within Existing Fencing	1	20	EA		\$ -	\$ -
17	Optional 3 Strands of Barbed Wire running along top of gates	-	88	LF		\$ -	\$ -

Subtotal (Includes Otional Items 9, 11, 13, and 17) \$ -
Freight Charge \$ -
Sales Tax (8.00 %) \$ -
Total \$ -

Return Quotation to:

Tony Lara, Director of Operations
 Beaumont-Cherry Valley Water District
 Via: 1. Facsimile: 951-845-0159
 2. Email: tony.lara@bcvwd.org
 3. Mail: 560 Magnolia Ave, Beaumont, CA 92223
 4. Delivery: Front Desk @ 560 Magnolia Avenue, Beaumont, CA 92223

FOB POINT:

BCVWD Project Site-North East Corner of
 Brookside Avenue & Beaumont Avenue
 Beaumont, CA 92223

Delivery Date: _____

PAYMENT TERMS:

net 30 days (or as determined by special arrangement)

Company Name:

Company Address

City, State, Zip Code

Phone No.:

Quotation Submitted By: _____



**Beaumont Cherry Valley Water District
Regular Board Meeting
May 8th, 2013**

DATE: May 2nd, 2013
TO: Board of Directors
FROM: Eric Fraser, General Manager
SUBJECT: Consider Authorization of General Manager to Execute Contract for Recharge Facilities Inlet Piping Materials, Valves, and Appurtenances for Noble Creek Recharge Facilities-Phase II

Recommendation

Staff recommends authorization for General Manager to execute a contract for acquisition of ductile iron inlet piping materials, valves, and appurtenances for the District's Noble Creek Recharge Facilities-Phase II.

Staff has solicited quotes from three pipe materials vendors (Inland Water Works Supply Company, Ferguson Waterworks, and Dangelo Co.) and advertised a project procurement specification related to these materials on the District's Website and in the local paper. Staff received two quotes; one quote from Inland Water Works Supply Company and the second quote from Dangelo Co. A quote was not received from Ferguson Co.

District staff also prepared an engineer's estimate related to the specified piping materials and appurtenances. The engineers estimate and vendor quotes are set forth as follows:

Description	Materials and Supplies Quote(1)	
Engineers Estimate.	\$225,250.00	
Inland Water Works Supply Company	\$205,968.74	Lowest Bid
Dangelo Co.	\$259,850.18	
Ferguson Waterworks	No Quote	

(1) Price includes freight charge and sales tax

Based upon these facts, District Staff recommends authorization for the General Manager to execute a contract for acquisition of the Phase II ductile iron inlet piping materials and appurtenances for a cost not to exceed \$225,000 (\$205,968.74 equal to the amount of the lowest responsible quotation for the pipeline materials and appurtenances and \$19,031.26 estimated for approximately 10% contingencies which will include securing yet to be quantified miscellaneous materials and equipment related to this project component).



Background

The construction of the grading for the Noble Creek Recharge Facilities-Phase II is now substantially complete. Acquisition of ductile iron inlet piping materials, valves, and appurtenances is necessary to deliver state project water to the Phase II Recharge Facilities. Staff recommends acquisition of these materials be made at this time.

A general list of materials required to complete the ductile iron inlet pipeline system includes:

- 1,008 feet of 24” ductile iron pipe;
- 274 feet of 16” ductile iron pipe;
- 72 feet of 8” ductile iron pipe;
- 8”, 16”, and 24” fittings and appurtenances;
- Two 24” butterfly valves;
- Two 16” butterfly valves;
- One 8” gate valve,
- Two 2” air/vacuum valves, and
- Miscellaneous piping materials and appurtenances.

Set forth hereafter is an updated listing of the current Phase II Recharge Facilities major project components and associated status:

Item	Project Component	Status
1.	Recharge Facilities Pond Grading	Substantially Complete
2.	Perimeter Fence	To Be Constructed
3.	Inter-Pond Transfer Piping and Associated Structures	Materials ordered
4.	Inter-Pond Monitoring Manholes	To Be Constructed
5.	Recharge Pond 4 and 6 Emergency Overflow Structures and Piping to Noble Creek	To Be Constructed
6.	Ductile Iron Inlet Piping, Valves, and Appurtenances	To Be Constructed
7.	Project Mechanical Equipment and Materials (Flow Meters, Motor Operated Valves, Level Transducers, etc.)	To Be Constructed
8.	Site and Prefabricated Concrete Structural Concrete and Pads	To Be Constructed
9.	Electrical Equipment, Materials, and Supplies	To Be Constructed
10.	Site and Equipment Electrical Conduit and Wiring	To Be Constructed
11.	Roadway Surfacing (Crushed Aggregate Material)	To Be Constructed
12.	Landscaping Materials and Equipment	To Be Constructed
13.	Irrigation System Materials and Equipment	To Be Constructed

Financial Impact

The fiscal impact to the District for the piping materials related to the inlet piping materials, valves, and appurtenances will be an amount not to exceed \$225,000. The cost will include materials, freight, and sales tax.

Report Prepared by Daniel K. Jagers, Director of Engineering



**Beaumont-Cherry Valley Water District
Regular Board Meeting
May 8th, 2013**

DATE: April 24th, 2013
TO: Board Of Directors
FROM: Eric Fraser, General Manager
SUBJECT: Consideration of Resolution 2013-02: A Resolution of the Board of Directors of the Beaumont-Cherry Valley Water District Amending the District's Policies & Procedures Manual

Recommendation

Consider adoption of Resolution 2013-02 whereby amending the District's Policies & Procedures Manual.

Background

Staff has worked with legal counsel to review and update the current policies and procedures manual. This is an ongoing process to remove ambiguities, conflicting language, and changes as they relate to recent legislation. The current unclaimed funds policy was approved on July 14th, 2010 by Resolution 2010-11 while the current policies & procedures manual was amended on April 28, 2011 by Resolution 2011-04. The proposed changes are summarized in the attached documents. The intent of these changes is to provide a unified document that reflects the Board's vision.

Fiscal Impact

There is no fiscal impact at this time. The revised policies are in full compliance with all applicable Federal and state laws as well as all applicable government codes.

Report prepared by: Melissa Bender, Director of Finance & Administrative Services

RESOLUTION No. 2013-02

RESOLUTION OF THE BOARD OF DIRECTORS OF THE
BEAUMONT-CHERRY VALLEY WATER DISTRICT AMENDING THE DISTRICT'S POLICIES &
PROCEDURES MANUAL

WHEREAS, the Board of Directors of the Beaumont-Cherry Valley Water District has determined that it is in the best interest of the District to amend the District's Policies & Procedures Manual to ensure compliance with all applicable laws and to resolve ambiguities;

WHEREAS, the Board of Directors of the Beaumont-Cherry Valley Water District has carefully reviewed the proposed changes as attached to this Resolution;

NOW, THEREFORE, BE IT RESOLVED, that the District's Policies & Procedures are hereby amended and immediately enforceable as set forth in this Resolution;

ADOPTED, SIGNED AND APPROVED, THIS 8th DAY OF MAY BY THE FOLLOWING VOTES:

AYES:
NOES:
ABSENT:
ABSTAIN:

APPROVED:

Ryan Woll, President of the
Board of Directors of the
Beaumont-Cherry Valley Water District

(seal)

Attest:

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

**Beaumont-Cherry Valley Water District
Proposed Amendments to Personnel Policies & Procedures Manual**

2. Contractual Provisions

Delete the text of this section and substitute the following:

Application. The provisions of this Manual will apply to all District employment. In the event a specific provision of this Manual is contrary to a term or terms of a Memorandum of Understanding (MOU) or a written employment agreement, the MOU or written employment agreement will prevail. Such MOU or employment agreement and any amendment must be in writing and duly adopted by action of the District Board at a properly noticed public meeting.

3. EQUAL OPPORTUNITY

Delete the text of this section and substitute the following:

The District is an equal opportunity employer. The District will not unlawfully discriminate against qualified applicants or employees with respect to any terms or conditions of employment based on race, color, national origin, ancestry, sex (including pregnancy, childbirth or related medical conditions), sexual orientation, gender identity, age (40 and over), religion and religious creed, physical or mental disability, legally protected medical condition (including ARC or HIV positive, cancer and genetic characteristics), marital status, citizenship status, military service status, or other basis protected by law.

When necessary, the District will reasonably accommodate employees and applicants with disabilities if the person is otherwise qualified to safely perform all of the essential functions of the position. The District will also provide reasonable accommodation for pregnancy, childbirth or related medical conditions if requested by the employee upon advice and medical certification of her health care provider. Reasonable accommodation may include a temporary transfer to a less strenuous or hazardous position, if requested, supported by proper medical certification and otherwise qualifying as reasonable accommodation.

The District is also committed to providing a workplace that is free of unlawful harassment, including sexual harassment. Please see the policies on Harassment and Sexual Harassment in this Manual. Complaints alleging discrimination or any other violation of this Equal Opportunity Policy may be made according to the complaint process in the Sexual Harassment Policy. The District prohibits retaliation against employees for making a complaint, opposing unlawful discrimination and harassment or cooperating in an investigation. Complaints of retaliation may be made according to the complaint procedure in the Sexual Harassment Policy.

4. AFFIRMATIVE ACTION

Delete the text of this section and substitute the following:

Please see Equal Opportunity Policy in this Manual.

6. HARASSMENT

A. *Insert the word “unlawful” before “harassment” in the first sentence.*

D. *Add the following new sub-sections:*

ii. An employee is never required to make a complaint to a supervisor or manager who is alleged to be responsible for the harassment. The complaint may be made to an uninvolved supervisor or manager.

iii. While written complaints are strongly encouraged, the District will investigate all complaints, including those that are not written or that are anonymous. However, the ability to investigate and remedy unwritten or anonymous complaints may be compromised if insufficient information is available for the investigation.

iv. The investigation will be conducted in as confidential a manner as possible, consistent with a full, fair and proper investigation.

E. Remedial Action

Delete the sentence “Whatever action is taken ... resulting from the harassment.”

Substitute the following in its place:

The complainant will be advised once the investigation is complete and will be provided with a summary of the results of the investigation, including whether corrective action was taken and the general nature of that action. The complainant will not be entitled to a copy of the confidential investigation report or the specific details of corrective action, consistent with employee privacy and the confidentiality of personnel matters. Others involved in the investigation may also be advised once the investigation is complete and provided with a summary of other information appropriate to their involvement.

7. SEXUAL HARASSMENT

A. *Add the following to existing Paragraph A:*

The District is committed to providing a workplace that is free of unlawful discrimination and harassment. In keeping with this policy, the District is committed to providing a workplace that is free of sexual harassment (including harassment based on gender, pregnancy, childbirth or related medical conditions). The District strictly prohibits and will not tolerate harassment of employees by officers, managers, supervisors or co-workers. Similarly, the District will not tolerate harassment by its employees of non-

Beaumont Cherry Valley Water District
Proposed Amendments to Personnel Policies & Procedures Manual

employees with whom District employees have a business, service or professional relationship. The District will seek to protect employees from harassment by non-employees in the workplace or in work related situations.

D. *Add the following to the end of existing sub-section i:*

An employee is never required to make a complaint to a supervisor or manager who is alleged to be responsible for the harassment. The complaint may be made to an uninvolved supervisor or manager.

Add the following to the end of existing sub-section iii:

While written complaints are strongly encouraged, the District will investigate all complaints, including those that are not written or that are anonymous. However, the ability to investigate and remedy unwritten or anonymous complaints may be compromised if insufficient information is available for the investigation.

Delete the word "embarrassment" from iv.

Add a new sub-section v.

v. The investigation will be conducted in as confidential a manner as possible, consistent with a full, fair and proper investigation.

E.

Delete "of the plaintiff" from i.

F.

Delete the sentence "Whatever punishment is ... of the harassment."

Substitute the following in its place:

The complainant will be advised once the investigation is complete and will be provided with a summary of the results of the investigation, including whether corrective action was taken and the general nature of that action. The complainant will not be entitled to a copy of the confidential investigation report or the specific details of corrective action, consistent with employee privacy and confidential personnel matters. Others involved in the investigation may also be advised once the investigation is complete and provided with a summary of other information appropriate to their involvement.

8. **EMPLOYEE STATUS**

Delete the text of this section and substitute the following:

A. **At Will.** All employment at the District is "at will." This means that either the employee or the District may end the employment relationship at any time, with or

Beaumont Cherry Valley Water District
Proposed Amendments to Personnel Policies & Procedures Manual

without advance notice and with or without cause. Provided, however, that discipline, grievance, layoff and other similar procedures in an MOU or written employment agreement will apply while in force, but are not intended to alter the at-will nature of the employment relationship. The at will nature of the employment relationship can only be changed by a clear and unambiguous intent to alter the at will nature of employment made in a MOU or written employment agreement approved by the District Board and signed by or on half of the employee involved. Any reference in this Manual to discipline is not intended to change the at will nature of the employment relationship or to restrict either the employee's or the District's options under the "at will" employment policy.

B. *Change the word "probationary" to "introductory."*

C. *Delete the text of this section and substitute the following:*

Introductory Employee. All newly hired employees serve an introductory period. The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. The District uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or the District may end the employment relationship at will at any time during or after the introductory period, with or without cause or advance notice.

All new (Including rehired) employees work on an introductory basis for the first six (6) months after their date of hire. Any significant absence will automatically extend an introductory period by the length of the absence. If the District determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended one or more times.

Upon satisfactory completion of the introductory period, full-time employees enter the "regular" employment classification. Successful completion of the introductory period does not guarantee employment for any specific duration or change the at-will status of regular employment.

i. *In 8.B.i, change "probationary" to "introductory employee" and add ", except as otherwise required by law" at the end.*

E. *Add "or when other factors make part-time employment advantageous" to the end of the second sentence.*

9. **COMPENSATION**

C. *In the last two sentences, change "probationary" to "introductory."*

10. **PERFORMANCE EVALUATION**

B. *Add at the end of the existing paragraph: "Employee responses are to be filed within 30 calendar days, unless an extension for unusual circumstances is granted by the General Manager."*

12. **HEALTH AND WELFARE BENEFITS**

A. *Delete "all members of the Bargaining Unit and their dependents" and substitute "all eligible employees and their eligible dependents."*

19. **WORK HOURS, OVERTIME AND STANDBY PROGRAM**

Delete the text of this section and substitute the following:

E. *The District's policy is to comply with all applicable wage and hour laws and regulations. Non-exempt employees will receive overtime as required by the federal Fair Labor Standards Act of 1938 (FLSA). Under the FLSA, overtime is paid at the rate of time and one half of the regular rate of pay for all hours actually worked in excess of 40 hours in a workweek. State law rules involving daily overtime after eight (8) hours and double time do not apply to public agencies such as the District. All overtime is to be approved in advance by the employee's supervisor and failure to secure prior approval may be considered a violation of District policy. Employees are required to accurately record all hours worked, neither over reporting nor under reporting. No supervisor may authorize or direct an employee to work "off the clock" or "off the books." If a non-exempt employee is asked or directed by any supervisor or manager to work hours without accurately recording them, the employee shall notify the General Manager as soon as possible.*

20. **CONTINUITY OF SERVICE**

A. *Delete "layoff" and substitute "when a reduction in the workforce is implemented."*

B. *In item iii, delete "laid off" and substitute "otherwise separated from employment."*

D./G. *Delete current section D to G and re-letter current sections H and I as D and E.*

New Section to be added between 20 and 21:

20A. **REDUCTION IN FORCE**

A. **Reduction in Force.** When it becomes necessary to reduce the workforce as a result of lack of work, lack of funds, economic conditions, reorganization, or in the interests of efficiency or similar reasons, the District may initiate an involuntary employment termination without cause under the District's "at will" employment policy. When implementing a reduction in force, the General Manager may consider any criteria that is business related and that is not prohibited by law. The reduction may be referenced as "layoff," but this will not change the basic policy of "at will" employment.

B. **Demotion or Transfer in Lieu.** At the discretion of the General Manager, employees may be demoted or transferred to a different classification in lieu of termination or layoff where the employee possess the minimum qualifications for the new position or classification and can immediately perform the functions of the job.

C. **Layoff and Recall under MOU.** Where specific procedures for layoff and recall are provided in an MOU, the MOU procedures will be followed for a reduction in force involving employees covered by the MOU. Unless otherwise expressly provided in the MOU, discipline and review procedures, if any, will not apply to the reduction in force or layoff.

D. **Re-Employment List.** Where required under the terms of an MOU, the District will maintain a re-employment list for each classification from which a covered employee was laid off. Former employees will be recalled from the list to a vacancy in their former classification based on their length of continuous service with the District, as determined under this Manual. A former employee not eligible for recall from a re-employment list may apply for any vacancy with the District.

E. **List Removal.** An individual will be removed from a re-employment list under the circumstances listed below. It is the responsibility of the individual to maintain a current U.S. Mail address on file with District where the individual can receive and respond to notices on a timely basis. The District is not responsible for misdirected recall notices or failure of delivery. Removal will occur:

- i. After six (6) months from the date of termination;
- ii. If the individual declines recall or fails to respond to a notice of recall within five (5) work days of the date of mailing;
- iii. If the individual accepts other employment with the District at the same or higher rate of pay; or
- iv. If the individual notifies the District that he or she is no longer available for recall as a result of accepting other employment or for other reasons.

F. **Service Records.** Previous regular employees who return to work within six (6) months of a reduction in force or layoff will have their former length of continuous service restored (less the period not employed as a result of the reduction in force or layoff). Previous regular employees called back on a part-time basis will be credited with additional service on an hour-for-hour basis.

22. **VACATION**

A. *Change "probationary" to "introductory period."*

23. **PRE-EMPLOYMENT PHYSICAL EXAMINATION**

B. *At the end of the second paragraph, add "to the extent permitted by law."*

C. *Add new sub-section viii:*

viii. Medical inquiries are only made after a conditional offer of employment has been made and after all non-medical contingencies have been removed (except as otherwise allowed by law). Medical examinations will only be required where all applicants in the same job category are subject to the examination. Any contrary provision of this Manual notwithstanding, medical inquiries and examinations will only be conducted in conformance with applicable law, including the Americans with Disabilities Act and the California Fair Employment and Housing Act.

24. SICK LEAVE

A. *Delete “probationary” and substitute “introductory period.”*

42. Disciplinary Action or Termination

Add the following as a new sub-section:

These disciplinary action procedures and any other provided in this manual are not intended to change the at-will nature of the employment relationship with the District. Either an employee or the District may end the employment relationship at any time with or without cause and with or without prior notice. The District reserves the right to terminate the employment relationship, to demote or to otherwise take disciplinary and corrective action without resort to these disciplinary procedures. Nothing in these procedures or in this Manual is intended to create a property interest in employment with the District.

47. GRIEVANCE PROCEDURES

E. Add the following to the end of the paragraphs: “Contrary terms of this procedure notwithstanding, closed sessions will only be conducted in compliance with requirements of applicable law, including California’s open meeting law, the Brown Act.



BEAUMONT-CHERRY VALLEY WATER DISTRICT

UNCLAIMED FUNDS POLICY AND PROCEDURE

Deleted: 7/1
OUTSTANDING CHECKS

ADOPTED BY THE
BOARD OF DIRECTORS

May 2013

Deleted: JULY 2010

Beaumont-Cherry Valley Water District

5/2/2013

- 1 -

Unclaimed Funds Policy and Procedure

Deleted: /Outstanding Checks

PURPOSE:

This policy is intended to establish proper disposition and account for unclaimed money in accordance with government statutes.

Deleted: money

Unclaimed money is generally defined as a liability the District owes to an individual or entity when a debt or obligation remains outstanding after a specific amount of time. This creates a property right protected by the State's unclaimed property laws.

Deleted: property

POLICIES:

A. IDENTIFICATION

1. Every month the District will update its website with a listing of unclaimed funds as the bank reconciliations are performed.
2. Each year, in October, an outstanding check report will be generated which identifies all outstanding checks over one year old. The listing will be reviewed to determine if disposition of the check is correct. This will include examination of the original documentation and the review of all relevant financial information as needed.
3. When the review process is complete, a letter and affidavit form for replacement checks in excess of \$15.00 will be mailed to the address on record for the issued warrant. See attachments A and B for examples. A copy of the letter and the review history will be maintained. Checks less than \$15.00 will become the property of the District and will be transferred to the District's General Fund.
4. A check will be considered unclaimed if:
 - A response is not received to the letter within 30 days.
 - The payee can't be identified or located; or
 - The payee declines payment.

Deleted: The District is required to comply with the requirements of the unclaimed property laws and regulations as well as the governing escheatment laws of other states that relate to various forms of abandoned property, including uncashed checks. This policy outlines the procedures to be followed with regard to checks issued by the District that remain uncashed after a specified period of time.¶

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B. STALE DATING CHECKS

1. Checks drawn on District bank accounts that remain outstanding for one year or more will be considered stale dated.

Deleted: Accounts Payable checks

Deleted: , and will not be honored by the District's bank if presented for payment.

C. RECLASSIFYING STALE DATED CHECKS

5/2/2013

- 2 -

1. All checks that remain unclaimed will be transferred to the District's Unclaimed Property account, one year from the issuance date.

Deleted: based on the following criteria:

2. These checks will be cancelled, and notification of the cancellation will be sent to the District's bank. Accounting entries will be generated to record the dollar amount of unclaimed checks in the liability account - Unclaimed Property.

Deleted: <#>Accounts payable checks - One year from the issue date¶

D. CLAIMING FUNDS

1. Upon or prior to publication, an individual or business may file a claim for funds with the District. Claimants will be required to complete an Unclaimed Funds Claim Form, along with supporting documentation to establish entitlement to payment. See Attachment C for example. All funds that remain unclaimed based on the timelines established in Section E will be transferred to the District's General Fund.

Deleted: <#>The payee/check information will be recorded in an unclaimed check spreadsheet. This list of unclaimed checks will include the individual or business name as shown on the issued check, the amount of the issued check, the check number, the check issue date, and the original expense account.¶

2. Examples of claims and the types of supporting information that may be required include:

a) Individual Claimant – Claims initiated by the customer or owner of the property.

- Completed and signed Unclaimed Property Request Form.
- A copy of the check (if available).
- Copy of any official identification form, such as a driver's license, military identification card, or passport.

Deleted: used for identification,

b) Business Claimant – The claim must be made by an officer or official claiming on behalf of the business or corporation, partnership, professional association, non-profit organization, government entity, or private organization.

- Completed and signed Unclaimed Property Request Form.
- A copy of the check (if available).
- Copy of official identification for each officer or official, such as a driver's license.
- Federal tax identification number.
- If a company or business has dissolved or changed names additional information may be requested to process the claim.

Deleted: <#>Proof of reported address associated with the unclaimed check. The following documents are acceptable: pay stub, tax return, mortgage, telephone or utility bill, bank or credit card statement.¶

Deleted: <#>Business card of the authorized officer or official.¶

c) Heir or Trustee of Deceased Property Owner – Claims initiated by the authorized lawful heir or trustee of the deceased payee's claim.

- Completed and signed Unclaimed Property Request Form.
- Death certificate of the deceased payee.
- Copy of any official form used for identification for each heir, such as a driver's license, military identification card, or passport.

Deleted: <#>Proof of the business's reported address associated with the unclaimed check, such as tax return documents, a mortgage, rent, telephone, or utility bill, or a bank statement. ¶

Deleted: owner or owners of the property

- Proof of the deceased owner's relationship to the claim holder.
- Proof that no other person has a superior right to the interest of the decedent in the described property.
- All claims made by heirs or trustees of a deceased payee are subject to review and approval by the District's legal counsel.

Deleted: <#>Proof of reported address associated with the unclaimed property. The following documents are acceptable: Pay stub, tax return document, mortgage, telephone, or utility bill, bank or credit card statement.¶

Deleted: The following documents are acceptable: Bank statement, mortgage, telephone, or utility bill.

The Beaumont-Cherry Valley Water District retains the right to reject any claim in which entitlement has not been established to the District's satisfaction.

If a claim is approved, the check will be reissued and the original check will be removed from the unclaimed check listing.

E. TRANSFER OF CHECKS TO THE GENERAL FUND

On an annual basis, the unclaimed check list will be reviewed to determine which checks can be transferred to the District's General Fund, as determined by Government Code Sections 50050 through 50056, as follows:

- Checks under \$15
Checks for less than \$15 that remain unclaimed for a period of at least one year will become the property of the District and will be transferred to the District's General Fund.
- Checks \$15 and Greater
Checks that are greater than \$15 and have remained outstanding for more than three years will be published once a week for two consecutive weeks in a newspaper of general circulation stating the payee, the amount, and the fund in which the money is held. The notice will also contain the specific date the money will become the property of the District. This date shall not be less than 45 days nor more than 60 days after the first publication.

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If there are no claims for the check by the date identified in the notice, a list of unclaimed checks and dollar amounts will be reviewed by the Director of Finance and Administrative Services, and a journal entry will be prepared to recognize the revenue.

Deleted: submitted to the Board of Directors for approval and transfer to the District's General Fund.

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Deleted: Upon approval by the Board,

Attachments:

5/2/2013

- 4 -

- Attachment A – Sample letter
- Attachment B – Sample affidavit
- Attachment C – Unclaimed property form
- Attachment D – Notice to be published in newspaper

Attachment A

Sample Letter

Dear _____,

Our records indicated that check number _____ issued to you on
_____ in the amount of \$ _____ by the Beaumont-Cherry Valley
Water

District has not been cashed and is now stale dated. To claim this money, please
complete the enclosed 'Stale Dated Check Replacement Affidavit' as indicated and mail
to:

Beaumont-Cherry Valley Water District

5/2/2013

- 5 -

560 Magnolia Ave.
Beaumont, CA 92223

Upon receipt of the properly signed affidavit, a new check will be issued to you. Please

feel free to call if you have any questions or if the District can be of any assistance. The District's telephone number is 951-845-9581.

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Sincerely,

Beaumont-Cherry Valley Water District

Deleted: Jeannette Olko
Controller

Enclosure

Attachment B

Sample Affidavit

**Beaumont-Cherry Valley Water District
Affidavit of Unclaimed Monies**

I, _____, hereby declare that I am the legal owner or
custodian of check number _____, issued by the Beaumont-Cherry
Valley Water District, in the amount of \$_____, dated
_____ and the name of the payee shown is _____.

Indicate below what happened – Mark on the box and explain.

- () The above check was not received.
- () The above check was destroyed by _____.
- () The above check was lost by me on _____.
- () Other _____.

5/2/2013

- 6 -

() The above check is attached. The check is now void because it was not cashed within one year and became stale dated.

Deleted: six months

I request that a replacement check be issued to me and agree that if the above warrant is received I will promptly return it to the Beaumont-Cherry Valley Water District.

I CERTIFY UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE FOREGOING IS TRUE AND CORRECT.

EXECUTED AT _____,

THIS _____, **DAY OF** _____, **20** _____.

Signature

Daytime Phone number

Address

City State Zip

Attachment C

Sample Notice to be published in the newspaper

Notice is hereby given that the Beaumont-Cherry Valley Water District is holding funds for the following persons. If said funds are not claimed by mm, dd, yyyy, these funds will become the property of the Beaumont-Cherry Valley Water District in accordance with California Government Code Sections 50050 – 50056. These funds may be released to the depositor, their heir, beneficiary, or duly appointed representative provided a claim form has been completed with the necessary information.

Deleted: MMMM

The Unclaimed Funds Claim form is available at the Beaumont-Cherry Valley Water District, 560 Magnolia Ave., Beaumont, CA 92223, or by calling Customer Service, at (951) 845-9581. Required claim information includes name, address, phone number, amount of claim, and a copy of supporting documentation to establish entitlement to payment. Once a claim is submitted, the District will determine what, if any, additional information is necessary.

Deleted: Controller

Person with funds on deposit for 3 Years:

NAME	AMOUNT	SOURCE OF FUNDS
Vendor A	\$345.78	General Fund
Vendor B	\$127.52	General Fund

5/2/2013

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Vendor C	\$300	General Fund
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Attachment D

Sample Unclaimed Money Claim Form

**Beaumont-Cherry Valley Water District
Unclaimed Funds Claim Form**

Pursuant to California Government Code Section 50052, I wish to file a claim for previously unclaimed funds in the amount of \$_____ that was published in the Local Newspaper on _____. Attached is a copy of one of the following that establishes my entitlement to payment:

For individual claimants:

- € A copy of the check (if available).
- € Copy of any official form of identification, such as a driver's license, military identification card, or passport.

For business claimants:

- € A copy of the check (if available).
- € Copy of official identification for each officer or official, such as a driver's license.

Deleted: <#>Proof of reported address associated with the unclaimed check. The following documents are acceptable: pay stub, tax return, mortgage, telephone or utility bill, bank or credit card statement.¶

€ Federal tax identification number.

For Heir or Trustee of Deceased Property Owner:

- Completed and signed Unclaimed Property Request Form.
- Death certificate of the deceased payee.
- Copy of any official form used for identification for each heir, such as a driver's license, military identification card, or passport.
- Proof of the deceased owner's relationship to the claim holder.
- Proof that no other person has a superior right to the interest of the decedent in the described property.

Deleted: <#>Business card of the authorized officer or official.¶
<#>Proof of the business's reported address associated with the unclaimed check, such as tax return documents, a mortgage, rent, telephone, or utility bill, or a bank statement.

Deleted: <#>¶

Formatted: No underline

Formatted: Indent: Left: 0 pt, First line: 0 pt, Tabs: 31.5 pt, Left + 45 pt, List tab + 94.5 pt, Left

Formatted: Bullets and Numbering

Vendor or individual Name

Signature

Telephone

Address

City, State, Zip

FINANCE USE ONLY

Claim received on _____.

Approved

Denied

Original Warrant #:

Date:

Amount:

Replacement Warrant #:

Date:

Amount:

Director of Finance & Administrative Services

Deleted: Controller