



**BEAUMONT-CHERRY VALLEY WATER DISTRICT
AGENDA
REGULAR BOARD MEETING OF THE BOARD OF DIRECTORS
560 Magnolia Avenue, Beaumont, CA 92223
Wednesday, April 11, 2018
7:00 p.m.**

Call to Order, President Covington

Pledge of Allegiance, Director Ramirez

Invocation, Director Slawson

Roll Call

Public Comment

PUBLIC COMMENT:

At this time, any person may address the Board of Directors on matters within its jurisdiction which are not on the agenda. However, state law prohibits the Board from discussing or taking action on any item not listed on the agenda. 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

Information on the following items is included in the full Agenda Packet.

1. 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 2018 Budget Variance Report (pages 4 - 8)
- b. February 28, 2018 Cash/Investment Balance Report (page 9)
- c. February 2018 Cash Flow Report (page 10)
- d. March 2018 Check Register (pages 11 - 32)
- e. March 2018 Invoices Pending Approval (pages 33-34)
- f. Minutes of the Regular Meeting of March 14, 2018 (pages 35-43)

3. Consideration of Application for Water Service for Riverside County Assessor's Parcel No. 401-040-013 on Apple Tree Lane (pages 44-47)

4. **Consideration of Application for Water Service for Riverside County Assessor's Parcel No. 402-100-020 on High Street** (pages 48 - 51)
5. **Resolution 2018-___: Consideration of an Amendment to the District's Policies and Procedures Manual Part III, Section 19: Records Retention** (pages 52 - 96)
6. **Resolution 2018-___: Consideration of Nomination for California Special Districts Association Board of Directors, Southern Network Seat A** (pages 97 - 105)
7. **Authorization of General Manager to enter into a Contract for the Repair and Rehabilitation of Well 26** (pages 106 - 108)

INFORMATION / DISCUSSION ITEMS

8. Reports For Discussion

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

9. Announcements

- Engineering Workshop: April 18, 2018 at 7:00 p.m. (*Note date change*)
- Collaborative Agencies Committee meeting: May 2, 2018 at 5:00 p.m.
- Finance and Audit Committee meeting: May 3, 2018 at 3:00 p.m.
- Regular Board meeting: May 9, 2018 at 7:00 p.m.
- Personnel Committee meeting: May 21, 2018 at 5:30 p.m. (*Note date change*)
- Beaumont Basin Watermaster meeting: June 6, 2018 at 10:00 a.m.

10. Action List for Future Meetings

- Proposition 1 Bond Opportunities

11. Closed Session

- a. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Pursuant to Government Code Section 54947
Title: General Manager

12. Adjournment

NOTICES

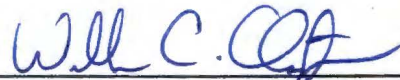
AVAILABILITY OF AGENDA MATERIALS - Agenda exhibits and other writings that are disclosable public records distributed to all or a majority of the members of the Beaumont-Cherry Valley Water District Board of Directors in connection with a matter subject to discussion or consideration at an open meeting 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 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 Office in the Board Room of the District's Office. Materials may also be available on the District's website: www.bcvwd.org.

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

CERTIFICATION OF POSTING

I certify that on or before April 8, 2018, a copy of the foregoing notice was posted near the regular meeting place of the Board of Directors of Beaumont-Cherry Valley Water District and to its website at least 72 hours in advance of the meeting (Government Code §54954.2(a)).



Yolanda Rodriguez

for Director of Finance and Administration



General Ledger
Budget Variance Revenue

User: wclayton
Printed: 03/27/18 14:08:11
Period 02 - 02
Fiscal Year 2018

Beaumont-Cherry Valley Water District
560 Magnolia Avenue
Beaumont CA 92223
(951) 845-9581
www.bcvwd.org



Account Number	Description	Budget	Period Amt	End Bal	Variance	% Avail/ Uncollect
50	GENERAL					
01-50-510-419061	Miscellaneous Income	\$ 200.00	\$ 23.26	\$ 23.26	\$ 176.74	88.37%
01-50-510-490001	Interest Income - Bonita Vista	\$ 1,995.00	\$ 334.78	\$ 334.78	\$ 1,660.22	83.22%
01-50-510-490011	Interest Income-Fairway Canyon	\$ 57,363.00	\$ -	\$ -	\$ 57,363.00	100.00%
01-50-510-490021	Interest Income - General	\$ 190,000.00	\$ 31,860.91	\$ 64,810.65	\$ 125,189.35	65.89%
	Misc Income	\$ 249,558.00	\$ 32,218.95	\$ 65,168.69	\$ 184,389.31	73.89%
01-50-510-481001	Fac Fees-Wells	\$ 956,333.00	\$ 402,300.80	\$ 727,548.80	\$ 228,784.20	23.92%
01-50-510-481006	Fac Fees-Water Rights (SWP)	\$ 605,118.00	\$ 254,555.00	\$ 493,021.82	\$ 112,096.18	18.52%
01-50-510-481012	Fac Fees-Water Treatment Plant	\$ 454,950.00	\$ 191,383.80	\$ 346,111.80	\$ 108,838.20	23.92%
01-50-510-481018	Fac Fees-Local Water Resources	\$ 239,577.00	\$ 100,783.00	\$ 195,196.39	\$ 44,380.61	18.52%
01-50-510-481024	Fac Fees-Recycld Wtr Facilities	\$ 692,551.00	\$ 291,335.60	\$ 526,871.60	\$ 165,679.40	23.92%
01-50-510-481030	Fac Fees-Transmission (16")	\$ 774,550.00	\$ 325,830.40	\$ 589,254.40	\$ 185,295.60	23.92%
01-50-510-481036	Fac Fees-Storage	\$ 991,899.00	\$ 417,262.40	\$ 754,606.40	\$ 237,292.60	23.92%
01-50-510-481042	Fac Fees-Booster	\$ 68,662.00	\$ 28,884.20	\$ 52,236.20	\$ 16,425.80	23.92%
01-50-510-481048	Fac Fees-Pressure Reducng Stns	\$ 35,072.00	\$ 14,753.80	\$ 26,681.80	\$ 8,390.20	23.92%
01-50-510-481054	Fac Fees-Misc Projects	\$ 30,626.00	\$ 12,883.60	\$ 23,299.60	\$ 7,326.40	23.92%
01-50-510-481060	Fac Fees-Financing Costs	\$ 150,662.00	\$ 63,379.00	\$ 114,619.00	\$ 36,043.00	23.92%
01-50-510-485001	Front Footage Fees	\$ 16,541.00	\$ -	\$ -	\$ 16,541.00	100.00%
	Non-Operating Revenue	\$ 5,016,541.00	\$ 2,103,351.60	\$ 3,849,447.81	\$ 1,167,093.19	23.26%
01-50-510-410100	Sales	\$ 4,750,617.00	\$ 309,785.06	\$ 684,862.29	\$ 4,065,754.71	85.58%
01-50-510-410151	Agricultural Irrigation Sales	\$ 20,000.00	\$ -	\$ 2,148.27	\$ 17,851.73	89.26%
01-50-510-410171	Construction Sales	\$ 150,000.00	\$ 17,423.65	\$ 27,161.85	\$ 122,838.15	81.89%
01-50-510-413001	Backflow Admin Charges	\$ 41,501.00	\$ 4,843.00	\$ 7,293.27	\$ 34,207.73	82.43%
01-50-510-413011	Fixed Meter Charges	\$ 3,158,771.00	\$ 272,962.96	\$ 513,467.72	\$ 2,645,303.28	83.74%
01-50-510-413021	Meter Fees	\$ 619,974.00	\$ 55,620.00	\$ 107,532.00	\$ 512,442.00	82.66%
01-50-510-415001	SGPWA Importation Charges	\$ 2,160,000.00	\$ 149,237.33	\$ 324,873.60	\$ 1,835,126.40	84.96%
01-50-510-415011	SCE Power Charges	\$ 1,566,443.00	\$ 107,060.71	\$ 233,059.80	\$ 1,333,383.20	85.12%
01-50-510-417001	2nd Notice Penalties	\$ 93,072.00	\$ 5,840.00	\$ 14,355.00	\$ 78,717.00	84.58%
01-50-510-417011	3rd Notice Charges	\$ 32,000.00	\$ 3,285.00	\$ 5,855.00	\$ 26,145.00	81.70%
01-50-510-417021	Account Reinstatement Fees	\$ 35,490.00	\$ 4,800.00	\$ 9,000.00	\$ 26,490.00	74.64%
01-50-510-417031	Lien Processing Fees	\$ 5,000.00	\$ 400.00	\$ 800.00	\$ 4,200.00	84.00%
01-50-510-417041	Credit Check Processing Fees	\$ 12,000.00	\$ 675.00	\$ 1,525.00	\$ 10,475.00	87.29%
01-50-510-417051	Returned Check Fees	\$ 3,000.00	\$ 200.00	\$ 545.00	\$ 2,455.00	81.83%
01-50-510-417061	Custmr Damages/Upgrade Charges	\$ 18,819.00	\$ 1,184.32	\$ 1,204.32	\$ 17,614.68	93.60%
01-50-510-417071	After Hours Call Out Charges	\$ 1,931.00	\$ 100.00	\$ 250.00	\$ 1,681.00	87.05%
01-50-510-417091	Credit Card Processing Fees	\$ 44,381.00	\$ 3,200.75	\$ 6,786.50	\$ 37,594.50	84.71%
01-50-510-419011	Development Income	\$ 100,626.00	\$ 12,501.81	\$ 24,866.83	\$ 75,759.17	75.29%
01-50-510-419021	Recharge Income	\$ 61,140.00	\$ 6,847.68	\$ 6,847.68	\$ 54,292.32	88.80%
	Operating Revenue	\$ 12,874,765.00	\$ 955,967.27	\$ 1,972,434.13	\$ 10,902,330.87	84.68%
01-50-510-471001	Rent - 12303 Oak Glen	\$ 2,400.00	\$ 200.00	\$ 400.00	\$ 2,000.00	83.33%
01-50-510-471011	Rent - 13695 Oak Glen	\$ 2,400.00	\$ 200.00	\$ 400.00	\$ 2,000.00	83.33%
01-50-510-471021	Rent - 13697 Oak Glen	\$ 2,400.00	\$ 200.00	\$ 400.00	\$ 2,000.00	83.33%
01-50-510-471031	Rent - 9781 Avenida Miravilla	\$ 2,400.00	\$ 200.00	\$ 400.00	\$ 2,000.00	83.33%
01-50-510-471101	Util - 12303 Oak Glen	\$ 2,273.00	\$ 231.53	\$ 490.23	\$ 1,782.77	78.43%
01-50-510-471111	Util - 13695 Oak Glen	\$ 2,531.00	\$ 70.93	\$ 153.83	\$ 2,377.17	93.92%
01-50-510-471121	Util - 13697 Oak Glen	\$ 3,436.00	\$ 167.07	\$ 355.03	\$ 3,080.97	89.67%
01-50-510-471131	Util - 9781 Avenida Miravilla	\$ 2,737.00	\$ 99.04	\$ 201.33	\$ 2,535.67	92.64%
	Rent/Utilities	\$ 20,577.00	\$ 1,368.57	\$ 2,800.42	\$ 17,776.58	86.39%
Revenue Total		\$ 18,161,441.00	\$ 3,092,906.39	\$ 5,889,851.05	\$ 12,271,589.95	67.57%

General Ledger

Budget Variance Expense

User: wclayton

Printed: 03/27/18 14:14:37

Period 02 - 02

Fiscal Year 2018

Beaumont-Cherry Valley Water District

560 Magnolia Avenue
Beaumont CA 92223
(951) 845-9581
www.bcvwd.org



Account Number	Description	Budget	Period Amt	End Bal	Variance	Encumbered	% Avail/ Uncollect
10	BOARD OF DIRECTORS						
01-10-110-500101	Board of Directors Fees	\$ 36,000.00	\$ 1,800.00	\$ 3,200.00	\$ 32,800.00	\$ -	91.11%
01-10-110-500115	Social Security	\$ 2,235.00	\$ 111.60	\$ 198.40	\$ 2,036.60	\$ -	91.12%
01-10-110-500120	Medicare	\$ 525.00	\$ 26.10	\$ 46.40	\$ 478.60	\$ -	91.16%
01-10-110-500145	Workers' Compensation	\$ 520.00	\$ 17.82	\$ 31.68	\$ 488.32	\$ -	93.91%
01-10-110-500175	Seminar & Travel Expenses	\$ 10,000.00	\$ -	\$ -	\$ 10,000.00	\$ -	100.00%
	Board of Directors Personnel	\$ 49,280.00	\$ 1,955.52	\$ 3,476.48	\$ 45,803.52	\$ -	92.95%
01-10-110-550042	Supplies-Other	\$ 400.00	\$ -	\$ -	\$ 400.00	\$ -	100.00%
	Board of Directors Materials & Supplies	\$ 400.00	\$ -	\$ -	\$ 400.00	\$ -	100.00%
01-10-110-550012	Election Expenses	\$ 20,000.00	\$ -	\$ -	\$ 20,000.00	\$ -	100.00%
	Board of Directors Services	\$ 20,000.00	\$ -	\$ -	\$ 20,000.00	\$ -	100.00%
Expense Total	BOARD OF DIRECTORS	\$ 69,680.00	\$ 1,955.52	\$ 3,476.48	\$ 66,203.52	\$ -	0.00%
20	ENGINEERING						
01-20-210-500105	Labor	\$ 391,181.00	\$ 13,822.30	\$ 24,161.32	\$ 367,019.68	\$ -	93.82%
01-20-210-500115	Social Security	\$ 24,489.00	\$ 948.78	\$ 1,606.55	\$ 22,882.45	\$ -	93.44%
01-20-210-500120	Medicare	\$ 5,730.00	\$ 221.90	\$ 375.75	\$ 5,354.25	\$ -	93.44%
01-20-210-500125	Health Insurance	\$ 43,440.00	\$ 613.29	\$ 1,226.58	\$ 42,213.42	\$ -	97.18%
01-20-210-500140	Life Insurance	\$ 1,524.00	\$ 21.30	\$ 42.60	\$ 1,481.40	\$ -	97.20%
01-20-210-500145	Workers' Compensation	\$ 5,842.00	\$ 183.03	\$ 309.90	\$ 5,532.10	\$ -	94.70%
01-20-210-500150	Unemployment Insurance	\$ 13,303.00	\$ -	\$ -	\$ 13,303.00	\$ -	100.00%
01-20-210-500155	Retirement/CalPERS	\$ 57,099.00	\$ 1,534.12	\$ 2,924.89	\$ 54,174.11	\$ -	94.88%
01-20-210-500165	Uniforms & Employee Benefits	\$ 50.00	\$ -	\$ -	\$ 50.00	\$ -	100.00%
01-20-210-500170	Education Expenses	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00	\$ -	100.00%
01-20-210-500175	Seminar & Travel Expenses	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	\$ -	100.00%
01-20-210-500180	Accrued Sick Leave Expenses	\$ 16,230.00	\$ 534.46	\$ 534.46	\$ 15,695.54	\$ -	96.71%
01-20-210-500185	Accrued Vacation Expenses	\$ 13,127.00	\$ 945.30	\$ 945.30	\$ 12,181.70	\$ -	92.80%
01-20-210-500187	Accrual Leave Payments	\$ 2,657.00	\$ -	\$ -	\$ 2,657.00	\$ -	100.00%
01-20-210-500195	CIP Related Labor	\$ (169,314.00)	\$ (9,070.56)	\$ (13,752.92)	\$ (155,561.08)	\$ -	91.88%
	Engineering Personnel	\$ 411,358.00	\$ 9,753.92	\$ 18,374.43	\$ 392,983.57	\$ -	95.53%
01-20-210-540048	Permits, Fees & Licensing	\$ 2,000.00	\$ -	\$ -	\$ 2,000.00	\$ -	100.00%
	Engineering Materials & Supplies	\$ 2,000.00	\$ -	\$ -	\$ 2,000.00	\$ -	100.00%
01-20-210-580031	Outside Engineering	\$ 60,000.00	\$ -	\$ -	\$ 60,000.00	\$ -	100.00%
01-20-210-580032	CIP Related Outside Engineering	\$ (40,000.00)	\$ -	\$ -	\$ (40,000.00)	\$ -	100.00%
	Engineering Services	\$ 20,000.00	\$ -	\$ -	\$ 20,000.00	\$ -	100.00%
Expense Total	ENGINEERING	\$ 433,358.00	\$ 9,753.92	\$ 18,374.43	\$ 414,983.57	\$ -	95.76%
30	FINANCE & ADMIN SERVICES						
01-30-310-500105	Labor	\$ 963,090.00	\$ 64,208.67	\$ 111,705.30	\$ 851,384.70	\$ -	88.40%
01-30-310-500115	Social Security	\$ 62,324.00	\$ 4,384.93	\$ 8,792.50	\$ 53,531.50	\$ -	85.89%
01-30-310-500120	Medicare	\$ 14,583.00	\$ 1,025.49	\$ 2,056.27	\$ 12,526.73	\$ -	85.90%
01-30-310-500125	Health Insurance	\$ 246,160.00	\$ 14,205.85	\$ 28,411.70	\$ 217,748.30	\$ -	88.46%
01-30-310-500130	CalPERS Health Admin Costs	\$ 2,000.00	\$ 144.44	\$ 288.88	\$ 1,711.12	\$ -	85.56%
01-30-310-500140	Life Insurance	\$ 6,072.00	\$ 268.04	\$ 536.08	\$ 5,535.92	\$ -	91.17%
01-30-310-500145	Workers' Compensation	\$ 14,012.00	\$ 730.52	\$ 1,501.88	\$ 12,510.12	\$ -	89.28%
01-30-310-500150	Unemployment Insurance	\$ 32,751.00	\$ -	\$ -	\$ 32,751.00	\$ -	100.00%
01-30-310-500155	Retirement/CalPERS	\$ 156,625.00	\$ 10,132.40	\$ 23,203.27	\$ 133,421.73	\$ -	85.19%
01-30-310-500161	Estim Current Yr OPEB Expenses	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00	\$ -	100.00%
01-30-310-500165	Uniforms & Employee Benefits	\$ 750.00	\$ -	\$ -	\$ 750.00	\$ -	100.00%
01-30-310-500170	Education Expenses	\$ 2,000.00	\$ -	\$ -	\$ 2,000.00	\$ -	100.00%
01-30-310-500175	Seminar & Travel Expenses	\$ 15,000.00	\$ 2,919.63	\$ 3,118.63	\$ 11,881.37	\$ -	79.21%
01-30-310-500180	Accrued Sick Leave Expenses	\$ 27,897.00	\$ 2,869.93	\$ 3,163.70	\$ 24,733.30	\$ -	88.66%
01-30-310-500185	Accrued Vacation Expenses	\$ 103,444.00	\$ 3,566.15	\$ 5,182.55	\$ 98,261.45	\$ -	94.99%
01-30-310-500187	Accrual Leave Payments	\$ 40,781.00	\$ -	\$ 21,642.75	\$ 19,138.25	\$ -	46.93%
01-30-310-550024	Employment Testing	\$ 200.00	\$ -	\$ -	\$ 200.00	\$ -	100.00%
01-30-315-500105	Labor	\$ 118,311.00	\$ 8,532.00	\$ 15,357.60	\$ 102,953.40	\$ -	87.02%

Account Number	Description	Budget	Period Amt	End Bal	Variance	Encumbered	% Avail/ Uncollect
01-30-315-500115	Social Security	\$ 7,802.00	\$ 564.60	\$ 987.96	\$ 6,814.04	\$ -	87.34%
01-30-315-500120	Medicare	\$ 1,825.00	\$ 132.04	\$ 231.05	\$ 1,593.95	\$ -	87.34%
01-30-315-500125	Health Insurance	\$ 21,720.00	\$ 1,809.52	\$ 3,619.04	\$ 18,100.96	\$ -	83.34%
01-30-315-500140	Life Insurance	\$ 780.00	\$ 38.34	\$ 76.68	\$ 703.32	\$ -	90.17%
01-30-315-500145	Workers' Compensation	\$ 1,709.00	\$ 90.00	\$ 157.50	\$ 1,551.50	\$ -	90.78%
01-30-315-500150	Unemployment Insurance	\$ 4,023.00	\$ -	\$ -	\$ 4,023.00	\$ -	100.00%
01-30-315-500155	Retirement/CalPERS	\$ 11,648.00	\$ 652.52	\$ 1,141.92	\$ 10,506.08	\$ -	90.20%
01-30-315-500175	Seminar & Travel Expenses	\$ 4,000.00	\$ -	\$ -	\$ 4,000.00	\$ -	100.00%
01-30-315-500180	Accrued Sick Leave Expenses	\$ 6,883.00	\$ -	\$ -	\$ 6,883.00	\$ -	100.00%
01-30-315-500185	Accrued Vacation Expenses	\$ 14,648.00	\$ 568.80	\$ 568.80	\$ 14,079.20	\$ -	96.12%
01-30-315-500187	Accrual Leave Payments	\$ 7,458.00	\$ -	\$ -	\$ 7,458.00	\$ -	100.00%
01-30-315-500195	CIP Related Labor	\$ (31,855.00)	\$ -	\$ -	\$ (31,855.00)	\$ -	100.00%
	Finance & Admin Services Personnel	\$ 1,956,641.00	\$ 116,843.87	\$ 231,744.06	\$ 1,724,896.94	\$ -	88.16%
01-30-310-550006	Cashiering Shortages/Overages	\$ 50.00	\$ (0.39)	\$ 20.38	\$ 29.62	\$ -	59.24%
01-30-310-550018	Employee Medical/First Aid	\$ 200.00	\$ -	\$ -	\$ 200.00	\$ -	100.00%
01-30-310-550042	Office Supplies	\$ 10,500.00	\$ 1,385.22	\$ 2,247.85	\$ 8,252.15	\$ -	78.59%
01-30-310-550046	Office Equipment	\$ 40,000.00	\$ 1,543.63	\$ 2,571.27	\$ 37,428.73	\$ -	93.57%
01-30-310-550048	Postage	\$ 50,000.00	\$ 4,200.76	\$ 8,454.52	\$ 41,545.48	\$ -	83.09%
01-30-310-550066	Subscriptions	\$ 3,000.00	\$ -	\$ -	\$ 3,000.00	\$ -	100.00%
01-30-310-550072	Misc Operating Expenses	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	\$ -	100.00%
01-30-310-550078	Bad Debt Expenses	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00	\$ -	100.00%
01-30-310-550084	Depreciation	\$ 2,554,781.00	\$ 205,856.85	\$ 412,231.03	\$ 2,142,549.97	\$ -	83.86%
01-30-315-501511	Phones - 560 Magnolia	\$ 25,200.00	\$ 1,469.11	\$ 2,766.53	\$ 22,433.47	\$ -	89.02%
01-30-315-501561	Phones - 815 E. 12th	\$ 2,800.00	\$ 317.62	\$ 694.40	\$ 2,105.60	\$ -	75.20%
01-30-315-550044	Printing/Toner & Maint	\$ 15,000.00	\$ 913.31	\$ 2,281.41	\$ 12,718.59	\$ -	84.79%
	Finance & Admin Services Materials & Supplies	\$ 2,707,531.00	\$ 215,686.11	\$ 431,267.39	\$ 2,276,263.61	\$ -	84.07%
01-30-310-550001	Bank/Financial Service Fees	\$ 42,000.00	\$ 915.24	\$ 2,220.79	\$ 39,779.21	\$ -	94.71%
01-30-310-550008	Transaction/Return Fees	\$ 3,000.00	\$ 63.08	\$ 133.91	\$ 2,866.09	\$ -	95.54%
01-30-310-550010	Transaction/Credit Card Fees	\$ 44,381.00	\$ 3,115.08	\$ 6,788.88	\$ 37,592.12	\$ -	84.70%
01-30-310-550014	Credit Check Fees	\$ 12,000.00	\$ 480.90	\$ 480.90	\$ 11,519.10	\$ -	95.99%
01-30-310-550030	Membership Dues	\$ 42,000.00	\$ 2,578.25	\$ 12,177.50	\$ 29,822.50	\$ -	71.01%
01-30-310-550036	Notary & Lien Fees	\$ 2,000.00	\$ 1,358.00	\$ 1,358.00	\$ 642.00	\$ -	32.10%
01-30-310-550051	Advertising	\$ 4,000.00	\$ 200.00	\$ 400.00	\$ 3,600.00	\$ -	90.00%
01-30-310-550054	Property, Auto& Gen Liab Insur	\$ 80,000.00	\$ 6,083.58	\$ 12,167.16	\$ 67,832.84	\$ -	84.79%
01-30-310-580001	Accounting & Audit	\$ 35,000.00	\$ 5,300.00	\$ 5,300.00	\$ 29,700.00	\$ -	84.86%
01-30-310-580011	General Legal	\$ 150,000.00	\$ 11,446.27	\$ 11,446.27	\$ 138,553.73	\$ -	92.37%
01-30-310-580021	IT/Software Support	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
01-30-310-580036	Other Professional Services	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00	\$ -	100.00%
01-30-315-550030	Membership Dues	\$ 2,000.00	\$ -	\$ -	\$ 2,000.00	\$ -	100.00%
01-30-315-580016	Computer Hardware	\$ 20,000.00	\$ 2,433.53	\$ 2,487.39	\$ 17,512.61	\$ -	87.56%
01-30-315-580021	IT/Software Support	\$ 5,000.00	\$ 29.00	\$ 58.00	\$ 4,942.00	\$ -	98.84%
01-30-315-580026	License/Maintenance/Support	\$ 90,000.00	\$ 12,167.47	\$ 27,830.08	\$ 62,169.92	\$ -	69.08%
	Finance & Admin Services	\$ 536,381.00	\$ 46,170.40	\$ 82,848.88	\$ 453,532.12	\$ -	84.55%
Expense Total	FINANCE & ADMIN SERVICES	\$ 5,200,553.00	\$ 378,700.38	\$ 745,860.33	\$ 4,454,692.67	\$ -	85.66%
40	OPERATIONS						
410	Source of Supply Personnel						
01-40-410-500105	Labor	\$ 328,948.00	\$ 16,600.40	\$ 30,066.72	\$ 298,881.28	\$ -	90.86%
01-40-410-500110	Overtime	\$ 18,393.00	\$ 345.72	\$ 477.99	\$ 17,915.01	\$ -	97.40%
01-40-410-500111	Double Time	\$ 930.00	\$ -	\$ -	\$ 930.00	\$ -	100.00%
01-40-410-500113	Standby/On-Call	\$ 4,550.00	\$ 700.00	\$ 1,050.00	\$ 3,500.00	\$ -	76.92%
01-40-410-500115	Social Security	\$ 21,988.00	\$ 1,209.57	\$ 2,122.70	\$ 19,865.30	\$ -	90.35%
01-40-410-500120	Medicare	\$ 5,148.00	\$ 282.87	\$ 496.44	\$ 4,651.56	\$ -	90.36%
01-40-410-500125	Health Insurance	\$ 108,600.00	\$ 4,931.67	\$ 9,863.34	\$ 98,736.66	\$ -	90.92%
01-40-410-500140	Life Insurance	\$ 2,160.00	\$ 77.39	\$ 154.78	\$ 2,005.22	\$ -	92.83%
01-40-410-500145	Workers' Compensation	\$ 23,214.00	\$ 1,004.55	\$ 1,738.20	\$ 21,475.80	\$ -	92.51%
01-40-410-500150	Unemployment Insurance	\$ 48,080.00	\$ -	\$ -	\$ 48,080.00	\$ -	100.00%
01-40-410-500155	Retirement/CalPERS	\$ 75,285.00	\$ 4,287.86	\$ 7,774.28	\$ 67,510.72	\$ -	89.67%
01-40-410-500165	Uniforms & Employee Benefits	\$ 2,200.00	\$ -	\$ 46.49	\$ 2,153.51	\$ -	97.89%
01-40-410-500170	Education Expenses	\$ 1,000.00	\$ 920.00	\$ 920.00	\$ 80.00	\$ -	8.00%
01-40-410-500175	Seminar & Travel Expenses	\$ 4,000.00	\$ -	\$ -	\$ 4,000.00	\$ -	100.00%
01-40-410-500180	Accrued Sick Leave Expenses	\$ 9,519.00	\$ 1,291.60	\$ 1,381.64	\$ 8,137.36	\$ -	85.49%
01-40-410-500185	Accrued Vacation Expenses	\$ 6,355.00	\$ 546.40	\$ 1,212.40	\$ 5,142.60	\$ -	80.92%
01-40-410-500187	Accrual Leave Payments	\$ 6,235.00	\$ -	\$ -	\$ 6,235.00	\$ -	100.00%
01-40-410-500195	CIP Related Labor	\$ (25,000.00)	\$ -	\$ -	\$ (25,000.00)	\$ -	100.00%
01-40-410-550024	Employment Testing	\$ 200.00	\$ -	\$ -	\$ 200.00	\$ -	100.00%
440	Transmission & Distribution Personnel						
01-40-440-500105	Labor	\$ 922,072.00	\$ 43,310.02	\$ 75,035.33	\$ 847,036.67	\$ -	91.86%
01-40-440-500110	Overtime	\$ 36,825.00	\$ 2,981.81	\$ 5,410.59	\$ 31,414.41	\$ -	85.31%
01-40-440-500111	Double Time	\$ 3,000.00	\$ 89.68	\$ 591.31	\$ 2,408.69	\$ -	80.29%

Account Number	Description	Budget	Period Amt	End Bal	Variance	Encumbered	% Avail/ Uncollect
01-40-440-500113	Standby/On-Call	\$ 7,800.00	\$ 1,050.00	\$ 1,525.00	\$ 6,275.00	\$ -	80.45%
01-40-440-500115	Social Security	\$ 61,467.00	\$ 3,177.16	\$ 5,533.91	\$ 55,933.09	\$ -	91.00%
01-40-440-500120	Medicare	\$ 14,386.00	\$ 768.06	\$ 1,319.21	\$ 13,066.79	\$ -	90.83%
01-40-440-500125	Health Insurance	\$ 304,080.00	\$ 14,104.41	\$ 25,710.07	\$ 278,369.93	\$ -	91.54%
01-40-440-500140	Life Insurance	\$ 6,060.00	\$ 220.00	\$ 386.98	\$ 5,673.02	\$ -	93.61%
01-40-440-500145	Workers' Compensation	\$ 51,310.00	\$ 1,925.64	\$ 3,283.88	\$ 48,026.12	\$ -	93.60%
01-40-440-500155	Retirement/CalPERS	\$ 170,684.00	\$ 8,580.41	\$ 14,981.31	\$ 155,702.69	\$ -	91.22%
01-40-440-500165	Uniforms & Employee Benefits	\$ 4,500.00	\$ 490.26	\$ 1,107.67	\$ 3,392.33	\$ -	75.39%
01-40-440-500170	Education Expenses	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	\$ -	100.00%
01-40-440-500175	Seminar & Travel Expenses	\$ 500.00	\$ -	\$ -	\$ 500.00	\$ -	100.00%
01-40-440-500180	Accrued Sick Leave Expenses	\$ 9,260.00	\$ 2,165.35	\$ 2,534.83	\$ 6,725.17	\$ -	72.63%
01-40-440-500185	Accrued Vacation Expenses	\$ 20,816.00	\$ 3,007.04	\$ 4,234.44	\$ 16,581.56	\$ -	79.66%
01-40-440-500187	Accrual Leave Payments	\$ 28,454.00	\$ 187.85	\$ 1,426.61	\$ 27,027.39	\$ -	94.99%
01-40-440-500195	CIP Related Labor	\$ (57,300.00)	\$ (10,955.93)	\$ (10,955.93)	\$ (46,344.07)	\$ -	80.88%
01-40-440-550024	Employment Testing	\$ 200.00	\$ 30.00	\$ 30.00	\$ 170.00	\$ -	85.00%
450	Inspections Personnel						
01-40-450-500105	Labor	\$ -	\$ 3,518.22	\$ 7,015.70	\$ (7,015.70)	\$ -	0.00%
01-40-450-500110	Overtime	\$ -	\$ 2,613.88	\$ 3,954.31	\$ (3,954.31)	\$ -	0.00%
01-40-450-500115	Social Security	\$ -	\$ 381.32	\$ 682.49	\$ (682.49)	\$ -	0.00%
01-40-450-500120	Medicare	\$ -	\$ 89.16	\$ 159.61	\$ (159.61)	\$ -	0.00%
01-40-450-500125	Health Insurance	\$ -	\$ 1,465.60	\$ 3,292.20	\$ (3,292.20)	\$ -	0.00%
01-40-450-500140	Life Insurance	\$ -	\$ 14.94	\$ 39.52	\$ (39.52)	\$ -	0.00%
01-40-450-500145	Workers' Compensation	\$ -	\$ 296.86	\$ 477.62	\$ (477.62)	\$ -	0.00%
01-40-450-500155	Retirement/CalPERS	\$ -	\$ 706.55	\$ 1,400.19	\$ (1,400.19)	\$ -	0.00%
460	Customer Svc & Meter Reading Personnel						
01-40-460-500105	Labor	\$ 146,730.00	\$ 12,157.36	\$ 24,048.67	\$ 122,681.33	\$ -	83.61%
01-40-460-500110	Overtime	\$ 14,102.00	\$ 737.08	\$ 879.21	\$ 13,222.79	\$ -	93.77%
01-40-460-500111	Double Time	\$ 1,579.00	\$ -	\$ 171.64	\$ 1,407.36	\$ -	89.13%
01-40-460-500113	Standby/On-Call	\$ 3,900.00	\$ 125.00	\$ 250.00	\$ 3,650.00	\$ -	93.59%
01-40-460-500115	Social Security	\$ 11,267.00	\$ 869.45	\$ 1,682.42	\$ 9,584.58	\$ -	85.07%
01-40-460-500120	Medicare	\$ 2,639.00	\$ 208.54	\$ 398.66	\$ 2,240.34	\$ -	84.89%
01-40-460-500125	Health Insurance	\$ 65,160.00	\$ 4,917.04	\$ 12,377.47	\$ 52,782.53	\$ -	81.00%
01-40-460-500140	Life Insurance	\$ 1,068.00	\$ 56.20	\$ 130.59	\$ 937.41	\$ -	87.77%
01-40-460-500145	Workers' Compensation	\$ 11,484.00	\$ 727.03	\$ 1,388.26	\$ 10,095.74	\$ -	87.91%
01-40-460-500155	Retirement/CalPERS	\$ 39,275.00	\$ 2,648.16	\$ 5,101.10	\$ 34,173.90	\$ -	87.01%
01-40-460-500165	Uniforms & Employee Benefits	\$ 200.00	\$ -	\$ -	\$ 200.00	\$ -	100.00%
01-40-460-500170	Education Expenses	\$ 200.00	\$ -	\$ -	\$ 200.00	\$ -	100.00%
01-40-460-500175	Seminar & Travel Expenses	\$ 200.00	\$ -	\$ -	\$ 200.00	\$ -	100.00%
01-40-460-500180	Accrued Sick Leave Expenses	\$ 2,997.00	\$ 98.08	\$ 171.64	\$ 2,825.36	\$ -	94.27%
01-40-460-500185	Accrued Vacation Expenses	\$ 13,150.00	\$ 1,366.00	\$ 2,101.60	\$ 11,048.40	\$ -	84.02%
01-40-460-500187	Accrual Leave Payments	\$ 3,221.00	\$ -	\$ -	\$ 3,221.00	\$ -	100.00%
01-40-460-550024	Employment Testing	\$ 200.00	\$ -	\$ -	\$ 200.00	\$ -	100.00%
470	Maintenance & General Plant Personnel						
01-40-470-500105	Labor	\$ -	\$ 3,033.22	\$ 5,124.04	\$ (5,124.04)	\$ -	0.00%
01-40-470-500115	Social Security	\$ -	\$ 188.45	\$ 318.13	\$ (318.13)	\$ -	0.00%
01-40-470-500120	Medicare	\$ -	\$ 44.04	\$ 74.38	\$ (74.38)	\$ -	0.00%
01-40-470-500125	Health Insurance	\$ -	\$ 1,170.61	\$ 1,186.24	\$ (1,186.24)	\$ -	0.00%
01-40-470-500140	Life Insurance	\$ -	\$ 15.79	\$ 15.93	\$ (15.93)	\$ -	0.00%
01-40-470-500145	Workers' Compensation	\$ -	\$ 151.17	\$ 256.82	\$ (256.82)	\$ -	0.00%
01-40-470-500155	Retirement/CalPERS	\$ -	\$ 586.72	\$ 1,114.69	\$ (1,114.69)	\$ -	0.00%
	Operations Personnel	\$ 2,544,291.00	\$ 141,516.26	\$ 263,273.32	\$ 2,281,017.68	\$ -	89.65%
410	Source of Supply Materials & Supplies						
01-40-410-501101	Electricity - Wells	\$ 1,566,443.00	\$ 106,678.23	\$ 216,464.56	\$ 1,349,978.44	\$ -	86.18%
01-40-410-501201	Gas - Wells	\$ 225.00	\$ 16.27	\$ 30.57	\$ 194.43	\$ -	86.41%
01-40-410-510011	Treatment & Chemicals	\$ 80,000.00	\$ 24,958.80	\$ 26,002.80	\$ 53,997.20	\$ -	67.50%
01-40-410-510021	Lab Testing	\$ 90,000.00	\$ 1,565.00	\$ 3,240.00	\$ 86,760.00	\$ -	96.40%
01-40-410-510031	Small Tools, Parts & Maint	\$ 3,200.00	\$ 4.62	\$ 138.17	\$ 3,061.83	\$ -	95.68%
01-40-410-520021	Maint & Rpr-Telemetry Equip	\$ 10,000.00	\$ -	\$ -	\$ 10,000.00	\$ -	100.00%
01-40-410-520061	Maint & Rpr-Pumping Equipment	\$ 125,000.00	\$ 33,245.04	\$ 70,280.07	\$ 54,719.93	\$ (81.59)	43.84%
01-40-410-550066	Subscriptions	\$ 400.00	\$ -	\$ -	\$ 400.00	\$ -	100.00%
440	Trans & Distribution Materials & Supplies						
01-40-440-510031	Small Tools, Parts & Maint	\$ 6,500.00	\$ 1,993.86	\$ 2,693.25	\$ 3,806.75	\$ 2.49	58.53%
01-40-440-520071	Maint & Rpr-Pipelines&Hydrants	\$ 55,000.00	\$ 6,069.39	\$ 7,949.61	\$ 47,050.39	\$ 11.45	85.53%
01-40-440-520081	Maint & Rpr-Pressure Regulatrs	\$ 7,500.00	\$ -	\$ 4,909.37	\$ 2,590.63	\$ -	34.54%
01-40-440-540001	Backflow Devices	\$ 2,500.00	\$ -	\$ -	\$ 2,500.00	\$ -	100.00%
01-40-440-540024	Inventory Adjustments	\$ 3,000.00	\$ (115.93)	\$ (115.93)	\$ 3,115.93	\$ -	103.86%
01-40-440-540036	Line Locates	\$ 3,500.00	\$ 216.25	\$ 432.50	\$ 3,067.50	\$ -	87.64%
01-40-440-540042	Meters Maintenance & Services	\$ 150,000.00	\$ 14,309.02	\$ 17,335.26	\$ 132,664.74	\$ 0.18	88.44%
01-40-440-540078	Reservoirs Maintenance	\$ 30,000.00	\$ 287.15	\$ 287.15	\$ 29,712.85	\$ -	99.04%
470	Maint & General Plant Materials & Supplies						
01-40-470-501111	Electricity - 560 Magnolia	\$ 23,000.00	\$ 1,227.05	\$ 2,481.36	\$ 20,518.64	\$ -	89.21%

Account Number	Description	Budget	Period Amt	End Bal	Variance	Encumbered	% Avail/ Uncollect
01-40-470-501121	Electricity - 12303 Oak Glen	\$ 2,159.00	\$ 231.53	\$ 490.23	\$ 1,668.77	\$ -	77.29%
01-40-470-501131	Electricity - 13695 Oak Glen	\$ 1,848.00	\$ 70.93	\$ 153.83	\$ 1,694.17	\$ -	91.68%
01-40-470-501141	Electricity - 13697 Oak Glen	\$ 2,818.00	\$ 167.07	\$ 355.03	\$ 2,462.97	\$ -	87.40%
01-40-470-501151	Elec - 9781 Avenida Miravilla	\$ 1,834.00	\$ 99.04	\$ 201.33	\$ 1,632.67	\$ -	89.02%
01-40-470-501161	Electricity - 815 E. 12th	\$ 6,000.00	\$ 264.60	\$ 617.90	\$ 5,382.10	\$ -	89.70%
01-40-470-501321	Propane - 12303 Oak Glen	\$ 114.00	\$ -	\$ -	\$ 114.00	\$ -	100.00%
01-40-470-501331	Propane - 13695 Oak Glen	\$ 683.00	\$ -	\$ -	\$ 683.00	\$ -	100.00%
01-40-470-501341	Propane - 13697 Oak Glen	\$ 618.00	\$ -	\$ -	\$ 618.00	\$ -	100.00%
01-40-470-501351	Propane-9781 Avenida Miravilla	\$ 903.00	\$ -	\$ -	\$ 903.00	\$ -	100.00%
01-40-470-501411	Sanitation - 560 Magnolia	\$ 2,400.00	\$ 363.04	\$ 457.84	\$ 1,942.16	\$ -	80.92%
01-40-470-501461	Sanitation - 815 E. 12th	\$ 4,050.00	\$ 493.77	\$ 752.07	\$ 3,297.93	\$ -	81.43%
01-40-470-501471	Sanitation - 11083 Cherry Ave	\$ 3,200.00	\$ 254.38	\$ 508.76	\$ 2,691.24	\$ -	84.10%
01-40-470-501511	Phones - 560 Magnolia	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
01-40-470-501611	Maint & Repair- 560 Magnolia	\$ 16,000.00	\$ 1,234.12	\$ 2,349.12	\$ 13,650.88	\$ 3,950.00	60.63%
01-40-470-501621	Maint & Repair- 12303 Oak Glen	\$ 1,200.00	\$ -	\$ -	\$ 1,200.00	\$ -	100.00%
01-40-470-501631	Maint & Repair- 13695 Oak Glen	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	\$ -	100.00%
01-40-470-501641	Maint & Repair- 13697 Oak Glen	\$ 500.00	\$ -	\$ -	\$ 500.00	\$ -	100.00%
01-40-470-501651	Maint & Rpr-9781 Ave Miravilla	\$ 1,500.00	\$ -	\$ 361.00	\$ 1,139.00	\$ -	75.93%
01-40-470-501661	Maint & Repair- 815 E. 12th	\$ 5,000.00	\$ 787.87	\$ 937.87	\$ 4,062.13	\$ 3,480.00	11.64%
01-40-470-501691	Maint & Rpr- Bldgs (General)	\$ 5,000.00	\$ 44.50	\$ 170.88	\$ 4,829.12	\$ -	96.58%
01-40-470-510001	Auto/Fuel	\$ 75,000.00	\$ 5,712.28	\$ 11,325.48	\$ 63,674.52	\$ -	84.90%
01-40-470-520011	Maint & Rpr-Safety Equipment	\$ 3,000.00	\$ 271.29	\$ 591.99	\$ 2,408.01	\$ -	80.27%
01-40-470-520031	Maint & Rpr-General Equipment	\$ 46,000.00	\$ 165.28	\$ 7,967.39	\$ 38,032.61	\$ -	82.68%
01-40-470-520041	Maint & Rpr-Fleet	\$ 50,000.00	\$ 3,996.19	\$ 9,176.23	\$ 40,823.77	\$ -	81.65%
01-40-470-520091	Maint & Rpr-Communicatn Equip	\$ 5,500.00	\$ -	\$ -	\$ 5,500.00	\$ -	100.00%
510	General Materials & Supplies						
01-40-510-510031	Small Tools, Parts & Maint	\$ 500.00	\$ -	\$ -	\$ 500.00	\$ -	100.00%
	Operations Materials & Supplies	\$ 2,393,095.00	\$ 204,610.64	\$ 388,545.69	\$ 2,004,549.31	\$ 7,362.53	83.46%
410	Source of Supply Services						
01-40-410-500501	State Project Water Purchases	\$ 2,813,692.00	\$ 323,657.00	\$ 686,622.00	\$ 2,127,070.00	\$ -	75.60%
01-40-410-540084	State Mandates & Tariffs	\$ 70,000.00	\$ 368.69	\$ 56,161.39	\$ 13,838.61	\$ -	19.77%
470	Maintenance & General Plant Services						
01-40-470-540030	Landscape Maintenance	\$ 45,000.00	\$ 1,261.57	\$ 2,343.79	\$ 42,656.21	\$ -	94.79%
01-40-470-540072	Rechrng Facs, Chyns&Ponds Maint	\$ 75,000.00	\$ 3,656.72	\$ 3,769.86	\$ 71,230.14	\$ -	94.97%
	Operations Services	\$ 3,003,692.00	\$ 328,943.98	\$ 748,897.04	\$ 2,254,794.96	\$ -	75.07%
Expense Total	OPERATIONS	\$ 7,941,078.00	\$ 675,070.88	\$ 1,400,716.05	\$ 6,540,361.95	\$ 7,362.53	82.27%
50	GENERAL						
01-50-510-540066	Property Damages & Theft	\$ 15,000.00	\$ 678.94	\$ 2,178.94	\$ 12,821.06	\$ -	85.47%
01-50-510-550040	General Supplies	\$ 11,000.00	\$ 1,829.28	\$ 3,351.91	\$ 7,648.09	\$ 12.40	69.42%
01-50-510-550060	Public Education	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00	\$ -	100.00%
01-50-510-550072	Misc Operating Expenses	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	\$ -	100.00%
	General Materials & Supplies	\$ 32,000.00	\$ 2,508.22	\$ 5,530.85	\$ 26,469.15	\$ 12.40	82.68%
01-50-510-550096	Beaumont Basin Watermaster	\$ 42,000.00	\$ 24,493.66	\$ 24,493.66	\$ 17,506.34	\$ -	41.68%
	General Services	\$ 42,000.00	\$ 24,493.66	\$ 24,493.66	\$ 17,506.34	\$ -	41.68%
Expense Total	GENERAL	\$ 74,000.00	\$ 27,001.88	\$ 30,024.51	\$ 43,975.49	\$ 12.40	59.41%
Expense Total	ALL EXPENSES	\$ 13,718,669.00	\$ 1,092,482.58	\$ 2,198,451.80	\$ 11,520,217.20	\$ 7,374.93	83.92%



**Beaumont-Cherry Valley Water District
Cash Balance & Investment Report
As of February 28, 2018**

Account Name	Account Ending #	<u>Cash Balance Per Account</u>	
		Balance	Prior Month Balance
Wells Fargo			
General	4152	<u>\$3,642,089.31</u>	<u>\$3,415,734.35</u>
Total Cash		<u>\$ 3,642,089.31</u>	<u>\$ 3,415,734.35</u>

	<u>Investment Summary</u>		<u>Actual % of</u>					<u>2018 Interest</u>
<u>Account Name</u>	<u>Market Value</u>	<u>Prior Month Balance</u>	<u>Total</u>	<u>Policy % Limit</u>	<u>Maturity</u>	<u>Par Amount</u>	<u>Rate</u>	<u>to Date</u>
Ca. State Treasurer's Office: Local Agency Investment Fund	<u>\$24,207,549.46</u>	<u>\$24,207,549.46</u>	47%	No Limit	Liquid	N/A	1.46	<u>\$73,270.77</u>
CalTRUST Short Term Fund	<u>\$27,808,979.26</u>	<u>\$25,751,899.35</u>	53%	No Limit	Liquid	N/A	1.58	<u>\$64,810.65</u>
Total Investments	<u>\$52,016,528.72</u>	<u>\$49,959,448.81</u>						<u>\$138,081.42</u>
Total Cash & Investments	\$ 55,658,618.03	\$ 53,375,183.16						

The investments above are in accordance with the District's investment policy. _____

BCVWD will be able to meet its cash flow obligations for the next 6 months. _____

BCVWD

YTD Cash Balances Roll-Forward (Unaudited)
2018

	Balance Jan. 31, 2018	Actual Increase (Decrease) Feb. 2018	Balance Feb. 28, 2018
1) Restricted Cash:			
Capacity Charges (Facility Fees) Collected	\$ 22,524,007	\$ 2,103,352	\$ 24,627,359
Facilities Built	(8,243)	(18,327)	(26,570)
Restricted Cash - Capital Commitments	22,515,764	2,085,025	24,600,789
Customer Account Credit Balances	-	-	-
Customer Deposits Payable	433,595	6,878	440,473
Meter Fees	172,250	(33,620)	138,630
GIS Deposits	1,524,709	62,700	1,587,409
Plan Check, Inspection and Other Development Deposits	897,234	21,203	918,437
Restricted Cash - Funds Held for Others	3,027,788	57,161	3,084,949
Total Restricted Cash	25,543,552	2,142,186	27,685,738
2) Unrestricted Cash:			
Designated:			
Reserve for Operations	2,790,972	-	2,790,972
Emergency Reserve	1,674,583	-	1,674,583
Capital Replacement Reserve	19,908,863	-	19,908,863
Revenue:			
Operating		900,262 (1)	
Miscellaneous		32,219	
Rent/Utilities		1,369	
		<u>933,850</u>	
Expenses:			
Engineering		(18,824) (2)	
Finance & Administration		(172,844) (3)	
Operations		(686,027) (2)	
Miscellaneous / General		(27,002)	
Board Services		(1,956)	
		<u>(906,652)</u>	
Undesignated:			
Beginning Balance	3,068,216		
Cash Flow from Operations	134,086	27,198	
Other Balance Sheet changes	256,310	114,053	
Ending balance	3,458,612	141,251	3,599,863
Total Unrestricted Cash	27,833,030		27,974,281
Total Restricted and Unrestricted Cash	53,376,582		55,660,018
Cash on Hand	(1,400)		(1,400)
Total Cash Balance Per F & A Report	\$ 53,375,182		\$ 55,658,618

- (1) Excludes Meter Fees (Account No. 01-50-510-419011) and Development Income (Account No. 01-50-510-419011):
Not cash inflows-these are deposits that convert to revenue via journal entry as related costs are incurred.
- (2) Excludes CIP Related Labor (Account No. 500195). This labor has been charged against Capacity Charges above.
- (3) Excludes Depreciation Expense (Account No. 01-30-310-550084). Depreciation is not a cash outflow.

Accounts Payable

Checks by Date - Detail by Check Date

User: wclayton
Printed: 3/27/2018 3:12 PM

Beaumont-Cherry Valley Water District

560 Magnolia Avenue
Beaumont CA 92223
(951) 845-9581
www.bcvwd.org



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	10085	CalPERS Retirement System	02/22/2018	
	1001022059	PR Batch 00003.02.2018 CalPERS 1% ER Paid	PR Batch 00003.02.2018 Ca	162.15
	1001022059	PR Batch 00003.02.2018 CalPERS 7% EE Deduction	PR Batch 00003.02.2018 Ca	2,880.43
	1001022059	PR Batch 00003.02.2018 CalPERS 8% EE Paid	PR Batch 00003.02.2018 Ca	2,494.11
	1001022059	PR Batch 00003.02.2018 CalPERS 8% ER Paid	PR Batch 00003.02.2018 Ca	998.15
	1001022059	PR Batch 00003.02.2018 CalPERS ER Paid Classic	PR Batch 00003.02.2018 Ca	8,209.96
	1001022059	PR Batch 00003.02.2018 CalPERS ER PEPRA	PR Batch 00003.02.2018 Ca	1,787.97
Total for this ACH Check for Vendor 10085:				16,532.77
ACH	10087	EDD	02/22/2018	
	1-322-761-280	PR Batch 00003.02.2018 CA SDI	PR Batch 00003.02.2018 C/	850.97
	1-322-761-280	PR Batch 00003.02.2018 State Income Tax	PR Batch 00003.02.2018 St	2,990.73
Total for this ACH Check for Vendor 10087:				3,841.70
ACH	10094	U.S. Treasury	02/22/2018	
	73895888	PR Batch 00003.02.2018 Federal Income Tax	PR Batch 00003.02.2018 Fe	8,174.87
	73895888	PR Batch 00003.02.2018 FICA Employee Portion	PR Batch 00003.02.2018 FI	5,749.23
	73895888	PR Batch 00003.02.2018 FICA Employer Portion	PR Batch 00003.02.2018 FI	5,749.23
	73895888	PR Batch 00003.02.2018 Medicare Employee Portion	PR Batch 00003.02.2018 M	1,363.93
	73895888	PR Batch 00003.02.2018 Medicare Employer Portion	PR Batch 00003.02.2018 M	1,363.93
Total for this ACH Check for Vendor 10094:				22,401.19
ACH	10141	Ca State Disbursement Unit	02/22/2018	
	5OYDTMB6658	PR Batch 00003.02.2018 Garnishment	PR Batch 00003.02.2018 G	266.30
	5OYDTMB6658	PR Batch 00003.02.2018 Garnishment	PR Batch 00003.02.2018 G	288.46
Total for this ACH Check for Vendor 10141:				554.76
ACH	10203	Voya Financial	02/22/2018	
	VB1450-PP04	PR Batch 00003.02.2018 Deferred Comp	PR Batch 00003.02.2018 De	475.00
Total for this ACH Check for Vendor 10203:				475.00
ACH	10264	CalPERS Supplemental Income Plans	02/22/2018	
	1001022055	PR Batch 00003.02.2018 CalPERS 457	PR Batch 00003.02.2018 Ca	1,734.05
	1001022055	PR Batch 00003.02.2018 CalPERS 457 %	PR Batch 00003.02.2018 Ca	43.56
Total for this ACH Check for Vendor 10264:				1,777.61
Total for 2/22/2018:				45,583.03
ACH	10087	EDD	02/26/2018	
	1-089-961-024	PR Batch 00004.02.2018 CA SDI	PR Batch 00004.02.2018 C/	8.83
	1-089-961-024	PR Batch 00004.02.2018 State Income Tax	PR Batch 00004.02.2018 St	10.86
Total for this ACH Check for Vendor 10087:				19.69

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	10094	U.S. Treasury	02/26/2018	
	03261073	PR Batch 00004.02.2018 Federal Income Tax	PR Batch 00004.02.2018 Fe	54.21
	03261073	PR Batch 00004.02.2018 FICA Employer Portion	PR Batch 00004.02.2018 FI	54.77
	03261073	PR Batch 00004.02.2018 Medicare Employee Portion	PR Batch 00004.02.2018 M	12.81
	03261073	PR Batch 00004.02.2018 Medicare Employer Portion	PR Batch 00004.02.2018 M	12.81
	03261073	PR Batch 00004.02.2018 FICA Employee Portion	PR Batch 00004.02.2018 FI	54.77
Total for this ACH Check for Vendor 10094:				189.37
Total for 2/26/2018:				209.06
7353	10003	All Purpose Rental	03/01/2018	
	33147	Rental - Concrete Saw - 8th St Job		110.00
Total for Check Number 7353:				110.00
7354	10308	Byrd Industrial Electronics	03/01/2018	
	217-18	Labor - Retighten Terminal/Replace Valve-Well 29 & Lower Edga		951.24
Total for Check Number 7354:				951.24
7355	10614	Cherry Valley Automotive	03/01/2018	
	21555	Labor - Diagnostic on Shifter OD 142,447 - Unit 13		120.00
	21555	Replace Neutral Safety Switch OD 142,447 - Unit 13		90.50
	21560	Labor - Oil Change OD 49,758 - Unit 17		22.00
	21560	Oil/Air Filter Change OD 49,758 - Unit 17		46.53
	21587	Labor - Oil Change OD 98,627 - Unit 18		22.00
	21587	Oil/Air Filter Change OD 98,627 - Unit 18		29.83
	21587	Labor - Check Power Steering OD 98,627 - Unit 18		250.00
	21587	Replace Power Steering Pump/Hose OD 98,627 - Unit 18		202.44
	21597	Labor - Oil Change OD 150,473 - Unit 19		22.00
	21597	Oil/Oil Filter Change OD 150,473 - Unit 19		25.53
	21597	Labor - Mount/Balance 3 Tires OD 150,473 - Unit 19		74.25
	21597	Replace 3 Tires OD 150,473 - Unit 19		419.87
	21597	Labor - Scan/Clear Codes OD 150,473 - Unit 19		50.00
	21673	Labor - Oil Change OD 34,247 - Unit 4		22.00
	21673	Oil/Air Filter Change OD 34,247 - Unit 4		46.53
	21673	Labor - Service Battery Terminal OD 34,247 - Unit 4		15.00
	21682	Labor - Oil Change OD 142,898 - Unit 13		22.00
	21682	Oil/Air Filter Change OD 142,898 - Unit 13		29.83
	21682	Labor - Tighten Shifter OD 142,898 - Unit 13		30.00
	21754	Labor - Mount/Balance 2 Tires OD 50,206 - Unit 17		42.00
	21754	Replace 2 Tires OD 50,206 - Unit 17		289.41
Total for Check Number 7355:				1,871.72
7356	10351	Cherry Valley Nursery & Landscape Supply	03/01/2018	
	T1-0037813	Salt River Rock - Landscaping Main Office		161.63
	T1-0037917	Salt River Rock - Landscaping Main Office		323.25
Total for Check Number 7356:				484.88
7357	10500	William Clayton	03/01/2018	
	022318WC	Reim Parking Exp CSMFO Conference - W Clayton		16.00
Total for Check Number 7357:				16.00

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Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
7366	10026	McCrometer Inc	03/01/2018	
	505826 RI	Canopy Kit for Meter Repair - Well 6		93.44
	505826 RI	Labor for Meter Repair - Well 6		182.00
Total for Check Number 7366:				275.44
7367	10278	MetLife - Group Benefits	03/01/2018	
	KM05754034 Mar18	MetLife Dental Ins Mar 2018		546.83
	KM05754034 Mar18	MetLife Vision Ins Mar 2018		58.12
Total for Check Number 7367:				604.95
7368	10634	Robert Mitchell	03/01/2018	
	022618	(12) Truck Washes Feb 2018		200.00
Total for Check Number 7368:				200.00
7369	10400	Sylvia Molina	03/01/2018	
	022618SM	Reim Parking Exp CSMFO Conference - S Molina		26.00
Total for Check Number 7369:				26.00
7370	10672	Pacific West Underground, Inc	03/01/2018	
	68	Water Service 1" - 8th St Project		70,470.00
	68	Water Service 2" - 8th St Project		11,452.00
	68	Mobilization - 8th St Project		3,500.00
Total for Check Number 7370:				85,422.00
7371	10282	Rancho Paseo Medical Group	03/01/2018	
	013018	Employment Testing - C Nyberg		30.00
Total for Check Number 7371:				30.00
7372	10095	Riverside County Dept of Waste Resources	03/01/2018	
	201801000339	Weeds/Trash Removal NCR II 01/04/2018		134.17
	201801000339	Weeds/Trash Removal NCR II 01/10/2018		30.20
	201801000339	Weeds/Trash Removal Vineland Tanks 01/10/2018		139.02
	201801000339	Weeds/Trash Removal Well 24 01/16/2018		60.88
	201801000339	Weeds/Trash Removal Hannon Tanks 01/17/2018		44.10
	201801000339	Weeds/Trash Removal District Cleanup 01/25/2018		12.00
	201801000339	Weeds/Trash Removal Hannon Tanks 01/18/2018		50.35
Total for Check Number 7372:				470.72
7373	10317	Robertson's Ready Mix	03/01/2018	
	159094	51 Tons of Base for 8th St Job - CIP		646.06
	159094	51 Tons of Sand for 8th St Job - CIP		388.96
	159094	Environmental Fees/Surcharges for 8th St Job - CIP		64.65
	164310	25 Tons of Base - 8th St Job		514.54
	164310	25 Tons of Base - 8th St Job		387.71
	164310	Energy Surcharges/Env Fees - 8th St Job		60.00
	168611	50 Tons Sand and Base - 8th St Job		1,138.32
	168611	Energy Surcharges/Env Fees - 8th St Job		64.65
Total for Check Number 7373:				3,264.89
7374	10480	Yolanda Rodriguez	03/01/2018	
	022618YR	Reim Parking Exp CSMFO Conference - Y Rodriguez		36.00
Total for Check Number 7374:				36.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
7375	10276 00610763 Mar 18	Standard Insurance Company Monthly Life & AD&D Insurance Mar 2018	03/01/2018	671.16
Total for Check Number 7375:				671.16
7376	10447 OP# 23213	State Water Resources Control Board - DWOC Renewal Grade T2 Certification OP # 23213 - J Couch	03/01/2018	60.00
Total for Check Number 7376:				60.00
7377	10421 71729394 71729394	Vulcan Materials Company Temp Asphalt 12.9 Tons - Maint/Repairs Pipelines Temp Asphalt 12.9 Tons - Meter Maint	03/01/2018	1,326.14 1,325.12
Total for Check Number 7377:				2,651.26
7378	10447 OP# 27716	State Water Resources Control Board - DWOC Renewal Grade T1 Certification OP # 27716 - J Medina	03/01/2018	55.00
Total for Check Number 7378:				55.00
7379	10447 OP# 30470	State Water Resources Control Board - DWOC Renewal Grade D2 Certification OP # 30470 - J Medina	03/01/2018	60.00
Total for Check Number 7379:				60.00
7380	UB*02836	AMS Paving Refund Check Refund Check Refund Check Refund Check	03/01/2018	776.58 742.67 297.07 213.11
Total for Check Number 7380:				2,029.43
7381	UB*02837	Yu-Chi Arnold Refund Check Refund Check Refund Check Refund Check	03/01/2018	29.98 22.92 10.99 7.88
Total for Check Number 7381:				71.77
7382	UB*02834	Sharleen Lampkin Refund Check Refund Check Refund Check Refund Check	03/01/2018	183.77 27.33 13.10 9.39
Total for Check Number 7382:				233.59
7383	UB*02628 044312-000	William Earl Mitchell Jr Reissue Unclaimed Funds 35275 Trevino Trl	03/01/2018	100.05
Total for Check Number 7383:				100.05
7384	UB*02835	Scott Tutt Refund Check	03/01/2018	179.71
Total for Check Number 7384:				179.71

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
7385	UB*02833	Dina Valdivia Refund Check	03/01/2018	51.45
Total for Check Number 7385:				51.45
Total for 3/1/2018:				114,114.27
7386	10471 022418	Marvin J Paull 2017 Actuarial Consulting Services	03/05/2018	2,650.00
Total for Check Number 7386:				2,650.00
Total for 3/5/2018:				2,650.00
ACH	10288	CalPERS Health Fiscal Services Division	03/07/2018	
	1800 021418	Shackleford, J Retro Feb 2018		613.29
	1800 021418	Vierya, C Retro Feb 2018		660.17
	1800 021418	Lopez, A Retro Feb 2018		642.70
	1800 021418	Duran Mora Health Insurance Feb 2018		1,809.52
	1800 021418	Duran Mora Health Insurance Feb 2018		-1,809.52
	1800 021418	Active Employees Health Insurance Mar 2018		40,284.77
	1800 021418	Retired Employees Health Insurance Mar 2018		900.60
	1800 021418	Admin Fee for Health Insurance Mar 2018		151.11
	1800 021418	E Fraser (8 of 9) Health Insurance Mar 2018		1,594.55
	1800 021418	G Garcia Health Insurance Feb 2018		695.97
Total for this ACH Check for Vendor 10288:				45,543.16
ACH	10085	CalPERS Retirement System	03/07/2018	
	1001032748	PR Batch 00004.02.2018 CalPERS 7% EE Deduction	PR Batch 00004.02.2018 Ca	48.69
	1001032748	PR Batch 00004.02.2018 CalPERS ER PEPRA	PR Batch 00004.02.2018 Ca	49.87
Total for this ACH Check for Vendor 10085:				98.56
ACH	10264	CalPERs Supplemental Income Plans	03/07/2018	
	10015221712	PR Batch 00004.02.2018 CalPERS 457	PR Batch 00004.02.2018 Ca	20.00
Total for this ACH Check for Vendor 10264:				20.00
Total for 3/7/2018:				45,661.72
ACH	10085	CalPERS Retirement System	03/08/2018	
	1001032759	PR Batch 00001.03.2018 CalPERS 7% EE Deduction	PR Batch 00001.03.2018 Ca	2,932.99
	1001032759	PR Batch 00001.03.2018 CalPERS 8% EE Paid	PR Batch 00001.03.2018 Ca	2,513.12
	1001032759	PR Batch 00001.03.2018 CalPERS 8% ER Paid	PR Batch 00001.03.2018 Ca	1,078.34
	1001032759	PR Batch 00001.03.2018 CalPERS ER Paid Classic	PR Batch 00001.03.2018 Ca	8,380.02
	1001032759	PR Batch 00001.03.2018 CalPERS ER PEPRA	PR Batch 00001.03.2018 Ca	1,841.80
	1001032759	PR Batch 00001.03.2018 CalPERS 1% ER Paid	PR Batch 00001.03.2018 Ca	162.15
Total for this ACH Check for Vendor 10085:				16,908.42
ACH	10087	EDD	03/08/2018	
	1-716-355-648	PR Batch 00001.03.2018 CA SDI	PR Batch 00001.03.2018 C/	878.89
	1-716-355-648	PR Batch 00001.03.2018 State Income Tax	PR Batch 00001.03.2018 St	3,118.47
Total for this ACH Check for Vendor 10087:				3,997.36

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	10094	U.S. Treasury	03/08/2018	
	31656698	PR Batch 00001.03.2018 Federal Income Tax	PR Batch 00001.03.2018 Fe	9,060.66
	31656698	PR Batch 00001.03.2018 FICA Employee Portion	PR Batch 00001.03.2018 FI	5,958.08
	31656698	PR Batch 00001.03.2018 FICA Employer Portion	PR Batch 00001.03.2018 FI	5,958.08
	31656698	PR Batch 00001.03.2018 Medicare Employee Portion	PR Batch 00001.03.2018 M	1,401.47
	31656698	PR Batch 00001.03.2018 Medicare Employer Portion	PR Batch 00001.03.2018 M	1,401.47
Total for this ACH Check for Vendor 10094:				23,779.76
ACH	10141	Ca State Disbursement Unit	03/08/2018	
	CLRQKX06659	PR Batch 00001.03.2018 Garnishment	PR Batch 00001.03.2018 G	266.30
	CLRQKX06659	PR Batch 00001.03.2018 Garnishment	PR Batch 00001.03.2018 G	288.46
Total for this ACH Check for Vendor 10141:				554.76
ACH	10203	Voya Financial	03/08/2018	
	VB1450-PP05	PR Batch 00001.03.2018 Deferred Comp	PR Batch 00001.03.2018 D	475.00
Total for this ACH Check for Vendor 10203:				475.00
ACH	10264	CalPERs Supplemental Income Plans	03/08/2018	
	1001032755	PR Batch 00001.03.2018 CalPERS 457	PR Batch 00001.03.2018 Ca	1,714.05
	1001032755	PR Batch 00001.03.2018 CalPERS 457 %	PR Batch 00001.03.2018 Ca	43.56
Total for this ACH Check for Vendor 10264:				1,757.61
7387	UB*02844	Bedon Construction Inc.	03/08/2018	
		Refund Check		657.32
		Refund Check		22.29
		Refund Check		15.99
		Refund Check		55.73
Total for Check Number 7387:				751.33
7388	UB*02846	Sandra Carroll	03/08/2018	
		Refund Check		28.14
		Refund Check		7.58
		Refund Check		3.63
		Refund Check		2.61
Total for Check Number 7388:				41.96
7389	UB*02847	Denise Cherpin	03/08/2018	
		Refund Check		47.75
		Refund Check		47.01
		Refund Check		22.53
		Refund Check		16.16
Total for Check Number 7389:				133.45
7390	UB*02853	Toby Davis	03/08/2018	
		Refund Check		261.22
Total for Check Number 7390:				261.22
7391	UB*02840	Ernestram Trust	03/08/2018	
		Refund Check		18.81
Total for Check Number 7391:				18.81

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
7392	UB*02852	Brandy Hermosillo	03/08/2018	
		Refund Check		3.17
		Refund Check		71.22
		Refund Check		34.12
		Refund Check		24.48
Total for Check Number 7392:				132.99
7393	UB*02842	Henry Herreras	03/08/2018	
		Refund Check		6.82
		Refund Check		0.92
Total for Check Number 7393:				7.74
7394	UB*02841	Heather Huynh	03/08/2018	
		Refund Check		222.17
		Refund Check		26.18
		Refund Check		12.54
		Refund Check		9.00
Total for Check Number 7394:				269.89
7395	UB*02849	Freddie Martinez	03/08/2018	
		Refund Check		57.25
Total for Check Number 7395:				57.25
7396	UB*02845	Ronald Moreno	03/08/2018	
		Refund Check		44.36
		Refund Check		5.40
		Refund Check		2.59
		Refund Check		1.86
Total for Check Number 7396:				54.21
7397	UB*02838	Felix Pesigan	03/08/2018	
		Refund Check		215.17
Total for Check Number 7397:				215.17
7398	UB*02848	Anthony Ricci	03/08/2018	
		Refund Check		117.26
		Refund Check		43.30
		Refund Check		20.75
		Refund Check		14.88
Total for Check Number 7398:				196.19
7399	UB*02850	Maria Sanchez	03/08/2018	
		Refund Check		15.25
Total for Check Number 7399:				15.25
7400	UB*02851	Erika Soto	03/08/2018	
		Refund Check		21.90
		Refund Check		18.45
		Refund Check		8.84
		Refund Check		6.34
Total for Check Number 7400:				55.53

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
7401	UB*02839	David Todd Refund Check Refund Check Refund Check Refund Check	03/08/2018	0.55 0.24 0.12 0.09
Total for Check Number 7401:				1.00
7402	UB*02843	Stacey Zoellner Refund Check Refund Check Refund Check Refund Check	03/08/2018	103.22 52.15 24.99 17.93
Total for Check Number 7402:				198.29
7403	10001 46572 46572 46572 46572 46572 46572 46613 46613	Action True Value Hardware (4) Chlorine/Brass Tee/Nipple/Bushing - Repairs Well 6 (1) Pack AAA Batteries - Flagger Safety 8th St Job (1) Pack 9 Volt Batteries- Gate Remotes (1) Pipe Compound - Repairs Well 4 Couplers/Fitting/ Reducer/Nipple/Busing - Repair Lube Line Well Galv Nipple/Ball Valves/Gate Valve - Repairs Well 12 (6) Master Locks - Yard Stock Couplers/Riser - Sprinkler Repairs 12th/Palm	03/08/2018	50.12 16.15 17.23 5.92 18.79 45.21 90.44 1.16
Total for Check Number 7403:				245.02
7404	10144 LYUM1235157 LYUM1235159 LYUM1239170 LYUM1239172 LYUM1243047 LYUM1243049 LYUM1247010 LYUM1247012	AlSCO Inc Cleaning of Mats & Shop Towels 12th St Jan 2018 Cleaning of 3 Office Mats 560 Magnolia Jan 2018 Cleaning of Mats & Shop Towels 12th St Jan 2018 Cleaning of 3 Office Mats 560 Magnolia Jan 2018 Cleaning of Mats & Shop Towels 12th St Feb 2018 Cleaning of 3 Office Mats 560 Magnolia Feb 2018 Cleaning of Mats & Shop Towels 12th St Feb 2018 Cleaning of 3 Office Mats 560 Magnolia Feb 2018	03/08/2018	33.15 16.34 35.10 34.26 35.10 34.26 35.10 34.26
Total for Check Number 7404:				257.57
7405	10048 162491	Brithinee Electric (8) Machine Labor - Motor Repair Well 25 (50) Shop Labor - Motor Repair Well 25 (1) Misc Hardware and Environmental Fees - Motor Repair Well 25 (1) Sight Glass w/Reflector - Motor Repair Well 25 (1) 1.5 Oil Fill Plug - Motor Repair Well 25 (2) Replace Bearings - Motor Repair Well 25 (6) Balancing Labor - Motor Repair Well 25 (1) Replace Bearings - Motor Repair Well 3 (4) Balancing Labor - Motor Repair Well 3 (14) Machine Labor - Motor Repair Well 3 (27) Shop Labor - Motor Repair Well 3 (1) Rewind Labor - Motor Repair Well 3 (1) Rewind Stator Materials - Motor Repair Well 3 (1) Thermostat 160C - Motor Repair Well 3 (2) Sight Glass w/Reflector - Motor Repair Well 3 Misc Hardware and Environmental Fees - Motor Repair Well 3 (2) Oil Plugs - Motor Repair Well 3	03/08/2018	791.84 4,361.00 168.95 75.50 63.36 3,756.37 593.88 2,522.19 395.92 1,385.72 2,354.94 5,669.30 4,361.07 107.71 151.00 63.36 142.42
Total for Check Number 7405:				26,964.53

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
7406	10019 0090000	C R & R Incorporated Monthly Charges 3 YD Commercial Bin Mar 2018	03/08/2018	254.38
Total for Check Number 7406:				254.38
7407	10016 261701 Jan-Feb 2018	City of Beaumont Monthly Sewer Charges 01/01-03/01/2018	03/08/2018	74.96
Total for Check Number 7407:				74.96
7408	10390 S1326457.001 S1326457.001 S1326457.001 S1326457.001 S1326457.001 S1326457.001 S1326457.002 S1328819.001 S1329868.001 S1329868.001 S1329942.001 S1329942.002 S1329942.002	Dangelo Company (3) 6" x 12" B/O Spool 6 Hole FH Ext - Inventory (2) 6" x 12" B/O Spool 6 Hole FH Ext - Inventory (2) 4" Flg x PE Spool - Inventory (1) 6" Flg x PE Spool - Inventory (2) 6" MJ Long Sleeve - Inventory (2) 4" MJ Long Sleeve - Inventory (1) 6" Flg x PE Spool - Inventory (6) Rolls 200" 3" Blue Poly Sleeve - 8th St Job 100' Coils of 1" Copper - Inventory 60' Coils of 1" Copper - Inventory (4) 1" Brass Caps - 8th St Job (12) Rolls 2" 100' Vinyl Wrap Tape - 8th St Job (16) 1" Brass Caps - 8th St Job	03/08/2018	304.08 176.06 292.82 174.31 110.94 66.37 174.31 134.22 4,426.37 796.75 18.62 104.60 74.48
Total for Check Number 7408:				6,853.93
7409	10244 051769-000	Fiserv Inc Fiserv NSF 051769-000	03/08/2018	166.77
Total for Check Number 7409:				166.77
7410	10600 02032018 03032018	Gaucho Gophers & Landscape Management NCR I Rodent Control Feb 2018 NCR I Rodent Control Mar 2018	03/08/2018	1,000.00 1,000.00
Total for Check Number 7410:				2,000.00
7411	10273 S1006898.002 S1007169.001 S1007169.001 S1007599.002 S1007599.002 S1007599.002 S1007599.002 S1007599.002 S1007599.002 S1007599.002 S1007599.002 S1007599.002 S1007599.002 S1007599.002 S1007599.004 S1007612.001 S1007612.001 S1007612.001 S1007612.001 S1007612.003 S1007613.001 S1007613.001 S1008066.001 S1008066.001 S1008349.001 S1008349.001 S1008583.001	Inland Water Works Supply Co. (197) Rolls of Pink Teflon Tape - Meter Builds (200) Transmitters - Inventory (240) Security Seals - Meter Assembly (4) 1110 x 1" Dbl Saddle - 8th Street Job (2) 1110 x 2" Dbl Saddle - 8th Street Job (1020) Feet 1 " Copper - 8th Street Job (60) 1" Angle Stop x CTS Comp - 8th Street Job (4) 2" Angle Stop x CTS Comp - 8th Street Job (4) 2 " Corp x CTS Comp - 8th Street Job (60) 1 " Corp x CTS Comp - 8th Street Job (40) 3/4" Brass Caps - 8th Street Job (10) 1" Brass Caps - 8th Street Job (41) 1110 x 1" Dbl Saddle - 8th Street Job (75) 1" x 5" U-Branch - Inventory (300) 1" x 2- 5/8" Meter Couplings - Inventory (239) 1" x 6" Brass Nipples - Inventory (170) 1" Ball Valves - Inventory (30) 1" Ball Valves - Inventory (100) Lock-On Lockwings - Inventory (100) Lock-Off Lockwings - Inventory (200) Transmitters - Inventory (240) Security Seals - Meter Assembly (6) 36" Meter Hooks - Meter Readers 10' IWW OD Tape - Field Stock (200) Brass Swing Check Valves - Inventory	03/08/2018	1,040.11 15,839.25 50.69 257.65 160.51 5,730.00 3,357.92 494.19 963.02 3,104.49 211.19 87.12 2,640.93 4,672.58 4,434.99 3,028.46 5,923.88 1,045.39 9,503.55 8,553.20 15,839.25 50.69 209.08 63.36 16,895.20
Total for Check Number 7411:				104,156.70

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
7412	10196 S1094326.001 S1094326.001 S1094326.001 S1095285.001	National Meter & Automation, Inc (30) 5/8" Badger Meters w/Wire - Inventory (46) 1" Badger Meters w/Wire - Inventory (4) 2" Badger Meters w/Wire - Inventory (36) 1" Badger Meters w/Wire - Inventory	03/08/2018	4,202.25 11,003.43 2,874.77 8,611.38
Total for Check Number 7412:				26,691.83
7413	10045 R136656 R136657	Pacific Alarm Service Inc Alarm Equip Rent/Service/Monitor 560 Magnolia Ave Mar 2018 Alarm Equip Rent/Service/Monitor - 11083 Cherry Ave Feb 2018	03/08/2018	270.00 44.50
Total for Check Number 7413:				314.50
7414	10290 18-00160	San Gorgonio Pass Water Agency 1,021 AF @ \$317 for Feb 2018	03/08/2018	323,657.00
Total for Check Number 7414:				323,657.00
7415	10042 07132135000Feb	Southern California Gas Company Monthly Gas Charges 01/24-02/26/2018	03/08/2018	16.27
Total for Check Number 7415:				16.27
7416	10063 880402	The Record Gazette Public Notice 152807 Meter Installation Increases	03/08/2018	729.00
Total for Check Number 7416:				729.00
7417	10284 220180046 220180046	Underground Service Alert of Southern California 125 New Ticket Charges Feb 2018 Monthly Maintenance Fee	03/08/2018	206.25 10.00
Total for Check Number 7417:				216.25
7418	10255 0357959-IN 0357960-IN	Unlimited Services Building Maintenance Mar 2018 Janitorial Services Mar 2018 Janitorial Services	03/08/2018	150.00 845.00
Total for Check Number 7418:				995.00
7419	10421 71738774 71738774	Vulcan Materials Company Temp Asphalt 12.52 Tons - Maint/Repairs Pipelines Temp Asphalt 12.52 Tons - Meter Maint	03/08/2018	1,285.16 1,285.17
Total for Check Number 7419:				2,570.33
7420	10544 BCVWD 2017	Western Municipal Water District Annual Notice of Groudwater & Diversion 2017	03/08/2018	900.00
Total for Check Number 7420:				900.00
Total for 3/8/2018:				546,947.23

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
7421	10287	Bank of the West	03/09/2018	
	10034	US Postal Service (500) Postage Stamps		250.00
	10035	USA Blue Book (1) DPD Dispenser 10mL Samples w/1000 Tests		215.39
	10037	Waste Management Of Inland Empire Retro Increase 07/17-01/18 Charge 815 E 12th Feb 2018		62.93
		Yard Dumpsters 815 E 12th Feb 2018		263.91
		Recycling Dumpsters Set Up Charge 815 E 12th Feb 2018		17.86
		Recycling Dumpsters Charge 815 E 12th Jan 2018		69.14
		Recycling Dumpsters Charge 815 E 12th Feb 2018		79.93
		Recycling Dumpsters Charge 560 Magnolia Jan 2018		71.61
		Recycling Dumpsters Charge 560 Magnolia Feb 2018		79.93
		Retro Increase 07/17-01/18 Charge 560 Magnolia Feb 2018		39.48
		Monthly Sanitation 560 Magnolia Feb 2018		97.06
	10074	American Water Works Association Cross Connection Specialist Course - J Bean		920.00
	10128	American Office Solution (1000) Business Cards - K Dahlstrom		102.36
	10135	Big Time Design (4) Long Sleeve Uniform Shirts		94.82
		(4) Dickie Uniform Pants		94.82
		(2) Safety Vests - Uniforms		53.87
		(6) Windbreakers - Uniforms		246.75
	10147	Online Information Services, Inc 167 Credit Reports for Jan 2018		480.90
	10153	Brown and Caldwell Job Posting - Senior Engineer		200.00
	10220	Calolympic Safety Goggles/Foot Guards - PPE Safety Equipment		136.44
	10249	CDW Government LLC Vecam Standard Support Annual Renewal 2018		1,179.36
	10303	Grainger Inc Solenoid Valve//Valve Needles for Oil Dripper - Well 13		419.48
	10318	Dell Marketing LP GM Laptop/Mouse/Sleeve/Printer/Dock Station		1,451.76
	10331	Traffic Management, Inc Stop/Slow Traffic Paddle - Safety for Flaggers		134.85
	10366	DRI Vmware VMWare Annual Renewal 2018		1,124.00
	10420	Amazon.com iPad Lightning Extensions for Field Staff		28.95
	10424	Top-Line Industrial Supply, LLC (4) Adapters to Install FH Meter		247.11
	10426	Newegg Business, Inc (5) Samsung USB Drives for Engineering Dept		137.76
		(4) Nas Hard Drive Expansion for System Backups		815.06
	10442	CareerTrack Annual Training Subscription - S Molina		199.00
	10455	Advance Refrigeration & Ice Systems, Inc Labor - Annual Maintenance - 12th/Palm		138.00
		Annual Maintenance Replace Filters/Clean - 12th/Palm		361.42
	10468	ESET North America Virus Protection Annual Renewal 2018		558.70
	10495	Best Buy Black & Multi-Color Ink Cartridges - T Lara		75.40
	10526	Verizon Monthly Phone Service 02/01-02/28/2018		959.93

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Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
7425	10600 01012018	Gaucha Gophers & Landscape Management NCR I Rodent Control Jan 2018	03/15/2018	1,000.00
Total for Check Number 7425:				1,000.00
7426	10337 16321	Hilltop Geotechnical, Inc Compaction Report/ Testing - 7928 8th St Job	03/15/2018	7,316.80
Total for Check Number 7426:				7,316.80
7427	10465 AR727914 AR727914	Image Source Xerox 3610 Contract Charges 03/01-03/31/2018 Xerox 3610 Usage Charges 02/01-02/28/2018	03/15/2018	58.90 779.01
Total for Check Number 7427:				837.91
7428	10398 133314 133314 133314	Infosend, Inc Feb 2018 Postage Charges for Utility Billing Feb 2018 Billing Charges for Utility Billing Feb 2018 Supply Charges for Utility Billing	03/15/2018	3,950.76 834.90 708.73
Total for Check Number 7428:				5,494.39
7429	10418 18027 18027	K & S Sales & Supply Swamp Cooler for Well 24 USE Tax/Swamp Cooler for Well 24	03/15/2018	1,684.92 -98.35
Total for Check Number 7429:				1,586.57
7430	10281 40867 40867 40867 40867 40867 40867	Luther's Truck and Equipment Labor-Vehicle Diagnostics/Check Engine Light OD 26,340 - Unit 21 Replace Speed Sensor/Connectors/Bearings - OD 26,340 - Unit 21 Replace Rods/Return Spring/Pressure Sensor - OD 26,340 - Unit 21 Labor - Windshield Sprayer - OD 26,340 - Unit 21 Replace Windshield Wash Nozzles - OD 26,340 - Unit 21 Labor - Adjust Clutch and Linkage - OD 26,340 - Unit 21	03/15/2018	604.50 233.07 218.75 58.50 46.46 97.50
Total for Check Number 7430:				1,258.78
7431	10026 506939RI	McCrometer Inc (4) Repair/Certified Test on Meters - Wells	03/15/2018	2,353.34
Total for Check Number 7431:				2,353.34
7432	10322 031018	Jonathan Medina Safety Boots - J Medina	03/15/2018	130.00
Total for Check Number 7432:				130.00
7433	10674 1007000 1007000 1007000 1007000 1007000 1007000	Michael Baker International Project Management Meetings - Pipeline Rplcmnt Project Management Meetings - Pipeline Rplcmnt Project Management Meetings - Pipeline Rplcmnt Prelim Engineering Eval & Design - Pipeline Rplcmnt Prelim Engineering Eval & Design - Pipeline Rplcmnt Prelim Engineering Eval & Design - Pipeline Rplcmnt	03/15/2018	397.50 397.50 397.50 1,193.86 1,193.86 1,193.88
Total for Check Number 7433:				4,774.10
7434	10634 031418	Robert Mitchell (13) Truck Washes Mar 2018	03/15/2018	215.00
Total for Check Number 7434:				215.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
7435	10027	MST Backflow Inc	03/15/2018	
	022118	Labor - Test & Certify		40.00
	022118	Relief Valve Kit		24.41
Total for Check Number 7435:				64.41
7436	10223	Richards, Watson & Gershon	03/15/2018	
	215338	Legal Services Board Approval 03/14/2018		7,195.60
	215770	Legal Services Jan 2018 - Board Approval 03/14/18		9,226.72
	215771	Legal Services Jan 2018 - Board Approval 03/14/18		2,219.55
Total for Check Number 7436:				18,641.87
7437	10171	Riverside Assessor - County Recorder	03/15/2018	
	18-32974	Feb 2018 Lien Fees		970.00
	18-48976	Feb 2018 Lien Fees		388.00
Total for Check Number 7437:				1,358.00
7438	10031	Staples Business Advantage	03/15/2018	
	3367886876	(6) Cases of Copy Paper - Main Office Stock		187.42
	3367886876	(2) Packs Post-Its Notes - Main Office Stock		25.84
	3367886876	(1) Case of Paper Towels - Main Office Stock		27.74
	3367886876	(1) 2-Part Receipt Book- Customer Service		36.81
	3367886876	(1) Dozen Calculator Tape Rolls - Main Office Stock		9.15
	3367886876	(1) 5-Tab 4Pk Dividers - Main Office Stock		16.58
	3367886876	(1) Pk Scotch Tape - Main Office Stock		6.89
	3367886877	(2) 20Pk AA Batteries - Main Office Stock		41.61
	3367886877	(2) 50Pk Laminating Pouches - 12th/Palm Office		33.29
	3367886877	(1) Dozen White Legal Pads		15.98
	3368594408	(1) Case 11 x 17 Copy Paper - Main Office Stock		63.56
	3368594408	(1) Received Stamp - Main Office Staff		15.07
	3368594408	(3) 54Qt Totes - Main Office Storage		48.46
	3368594408	(1) Pk 1500 File Labels - Main Office Stock		37.70
	3368594409	(1) Case Hand Paper Towels - Main Office Stock		32.74
	3368594409	(1) Desktop Calculator - Main Office Staff		14.54
	3368594409	(1) Case Bath Tissue- Main Office Staff		23.69
	3369215626	Credit Not Received (1) Pk 1500 File Labels - Main Office Stock		-37.70
	3369215626	Credit Not Received (1) Received Stamp - Main Office Staff		-15.08
	3369215630	(1) Pk 1500 File Labels - Main Office Stock		37.70
	3369215630	(1) Received Stamp - Main Office Staff		15.08
	3370951141	(1) 10Pk Correction Tape - Main Office Stock		12.38
	3370951141	(2) 6Pk Assorted Highlighters - Main Office Stock		8.60
	3370951141	(1) 12Pk Steno Pads - Main Office Stock		22.62
	3370951141	(1) Pk Post-Its - Main Office Stock		14.41
	3370951141	(4) Pks 12Ct Binder Clips - Main Office Stock		9.87
	3370951141	(1) Dozen Packs of Lead - Main Office Stock		11.41
	3370951141	(1) Dozen Blue Pens - Main Office Stock		12.06
	3370951141	(6) Cases of Copy Paper - Main Office Stock		258.54
	3370951141	(1) Box Partition Folders w/Hooks - Main Office Stock		84.67
	3370951141	(2) Boxes 100Ct File Folder Protectors - Main Office Stock		18.30
	3370951141	(2) Boxes of Classification Folders/Gray - Main Office Stock		107.29
	3370951141	(1) 12Pk Scotch Tape - Main Office Stock		12.38
	3370951141	(2) Pks 24Ct Medium Clips - Main Office Stock		9.25
	3370951141	(1) Pk 1000Ct Paper Clips - Main Office Stock		8.07
Total for Check Number 7438:				1,226.92

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
7439	10443 8921	Superior Gate Services Inspect Malfunctioning Gate - 9781 Avenida Miravilla	03/15/2018	186.00
Total for Check Number 7439:				186.00
7440	10675 9283	Superior Pavement Markings Patch 12" Crosswalk @ Starlight/Cougar	03/15/2018	165.00
Total for Check Number 7440:				165.00
7441	10559 18024-01 18024-01	T Maus Grading & Paving Inc (4) Paving Repairs Meter Maint/Services - Various Locations (2) Paving Repairs Maint/Pipelines- Various Locations	03/15/2018	5,661.00 1,805.60
Total for Check Number 7441:				7,466.60
7442	10116 9802529780 9802529780	Verizon Wireless Services LLC Cell Phone Charges for Feb 2018 iPad Charges for Feb 2018	03/15/2018	109.33 120.03
Total for Check Number 7442:				229.36
7443	10385 5404961	Waterline Technologies, Inc. - PSOC Chlorine - Well 29	03/15/2018	1,089.00
Total for Check Number 7443:				1,089.00
7444	10651 6653	Weldors Supply and Steel 30 Metal Strips Used to Repair JD Bucket	03/15/2018	66.82
Total for Check Number 7444:				66.82
7445	UB*02858	703 Allegheny Inc Refund Check	03/15/2018	29.17
Total for Check Number 7445:				29.17
7446	UB*02861	Patricia Beare Refund Check Refund Check Refund Check Refund Check	03/15/2018	0.86 0.08 0.03 0.03
Total for Check Number 7446:				1.00
7447	UB*02863	Mary Ann Daniel Refund Check Refund Check Refund Check Refund Check	03/15/2018	31.46 26.45 96.67 43.86
Total for Check Number 7447:				198.44
7448	UB*02860	Richard Long Refund Check	03/15/2018	58.26
Total for Check Number 7448:				58.26

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
7449	UB*02862	Jenny Lorenzo	03/15/2018	
		Refund Check		0.65
		Refund Check		0.08
		Refund Check		0.03
		Refund Check		0.03
Total for Check Number 7449:				0.79
7450	UB*02854	Tammy and Allen Macias	03/15/2018	
		Refund Check		23.21
		Refund Check		78.24
		Refund Check		67.53
		Refund Check		32.36
Total for Check Number 7450:				201.34
7451	UB*02857	Diane & Ryan McLoughlin	03/15/2018	
		Refund Check		47.62
		Refund Check		34.13
		Refund Check		16.36
		Refund Check		11.73
Total for Check Number 7451:				109.84
7452	UB*02859	Dorothy McWilliams	03/15/2018	
		Refund Check		16.47
		Refund Check		5.64
		Refund Check		2.71
		Refund Check		1.94
Total for Check Number 7452:				26.76
7453	UB*02855	Martha Montano	03/15/2018	
		Refund Check		60.05
		Refund Check		58.16
		Refund Check		27.87
		Refund Check		20.00
Total for Check Number 7453:				166.08
7454	UB*02856	Rick Smith	03/15/2018	
		Refund Check		26.55
		Refund Check		35.13
		Refund Check		16.83
		Refund Check		12.08
Total for Check Number 7454:				90.59
Total for 3/15/2018:				83,978.64
7455	10673 30021	Global Learning Partners, Inc (9) Hours - UB Customer Service Professional Training	03/20/2018	
				1,180.00
Total for Check Number 7455:				1,180.00
Total for 3/20/2018:				1,180.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	10030	Southern California Edison	03/22/2018	
	2039374889 Feb	Electricity 01/23-02/22/18 - 9781 Avenida Miravilla		99.04
	2039374889 Feb	Electricity 01/23-02/22/18 - 815 E 12th Ave		264.60
	2039374889 Feb	Electricity 01/23-02/22/18 - Wells		101,790.33
	2039374889 Feb	Electricity 01/23-02/22/18 - 12303 Oak Glen Rd		231.53
	2039374889 Feb	Electricity 01/23-02/22/18 - 560 Magnolia Ave		1,227.05
	2039374889 Feb	Electricity 01/23-02/22/18 - 13697 Oak Glen Rd		167.07
	2039374889 Feb	Electricity 01/23-02/22/18 - 13695 Oak Glen Rd		70.93
	2039374889 Jan	Electricity 12/21-01/23/18 - Wells		4,887.90
Total for this ACH Check for Vendor 10030:				108,738.45
ACH	10086	American Family Life Assurance Company of Columbus	03/22/2018	
	476958	AFLAC Employee Insurance Feb 2018		1,248.60
Total for this ACH Check for Vendor 10086:				1,248.60
ACH	10138	ARCO Business Solutions	03/22/2018	
	HW201 Feb 2018	ARCO Fuel Charges 01/12-02/12/2018		5,712.28
Total for this ACH Check for Vendor 10138:				5,712.28
ACH	10505	State Board of Equalization	03/22/2018	
	123117	2017 BOE Use Tax		215.13
	123117	2017 BOE Use Tax Rounding Variance		-0.13
Total for this ACH Check for Vendor 10505:				215.00
ACH	10085	CalPERS Retirement System	03/22/2018	
	15194773	PR Batch 00002.03.2018 CalPERS 1% ER Paid	PR Batch 00002.03.2018 Ca	162.15
	15194773	PR Batch 00002.03.2018 CalPERS 7% EE Deduction	PR Batch 00002.03.2018 Ca	2,970.29
	15194773	PR Batch 00002.03.2018 CalPERS 8% EE Paid	PR Batch 00002.03.2018 Ca	2,493.82
	15194773	PR Batch 00002.03.2018 CalPERS 8% ER Paid	PR Batch 00002.03.2018 Ca	1,078.34
	15194773	PR Batch 00002.03.2018 CalPERS ER Paid Classic	PR Batch 00002.03.2018 Ca	8,346.93
	15194773	PR Batch 00002.03.2018 CalPERS ER PEPRA	PR Batch 00002.03.2018 Ca	1,879.98
Total for this ACH Check for Vendor 10085:				16,931.51
ACH	10087	EDD	03/22/2018	
	0-018-244-160	PR Batch 00002.03.2018 CA SDI	PR Batch 00002.03.2018 C/	868.94
	0-018-244-160	PR Batch 00002.03.2018 State Income Tax	PR Batch 00002.03.2018 St	3,053.69
Total for this ACH Check for Vendor 10087:				3,922.63
ACH	10094	U.S. Treasury	03/22/2018	
	62894738	PR Batch 00002.03.2018 Federal Income Tax	PR Batch 00002.03.2018 Fe	9,071.17
	62894738	PR Batch 00002.03.2018 FICA Employee Portion	PR Batch 00002.03.2018 FI	5,943.31
	62894738	PR Batch 00002.03.2018 FICA Employer Portion	PR Batch 00002.03.2018 FI	5,943.31
	62894738	PR Batch 00002.03.2018 Medicare Employee Portion	PR Batch 00002.03.2018 M	1,389.94
	62894738	PR Batch 00002.03.2018 Medicare Employer Portion	PR Batch 00002.03.2018 M	1,389.94
Total for this ACH Check for Vendor 10094:				23,737.67
ACH	10141	Ca State Disbursement Unit	03/22/2018	
	3H2KPX6657	PR Batch 00002.03.2018 Garnishment	PR Batch 00002.03.2018 G	266.30
	3H2KPX6657	PR Batch 00002.03.2018 Garnishment	PR Batch 00002.03.2018 G	288.46
Total for this ACH Check for Vendor 10141:				554.76

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Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	S1008590.002	(1) J-3765 6-Hole FH - 6th St FH Install		3,295.62
	S1008590.002	108' 6" DIP - 6th St FH Install		1,467.72
	S1008590.002	(4) 20' 8" PVC SDR 35 - 6th St FH Install		84.06
	S1008590.002	(1) 8" Valve Lid - 6th St FH Install		24.29
	S1008590.002	(1) 8" Slip Can - 6th St FH Install		16.89
	S1008590.002	(1) Roll 6" - 8" Poly Wrap Clear - 6th St FH Install		99.26
	S1008590.002	(2) 10 Mil 100' Tape Rolls - 6th St FH Install		10.56
	S1008702.001	(150) 1" x 2-5/8" Meter Couplings - Inventory		2,217.49
	S1008702.001	(150) 1" x 6" Brass Nipples - Inventory		1,900.71
	S1008702.001	(150) 1" Brass Couplings - Inventory		1,742.32
	S1008702.001	(50) 1" x 5" U-Branch - Inventory		3,115.05
	S1008702.001	(28) 1" x Close Brass Nipples - Inventory		118.27
	S1008702.001	(50) 1" Lock-On Lockwings - Inventory		4,751.78
	S1008702.001	(50) 1" Lock-Off Lockwings - Inventory		4,276.59
	S1008702.001	(8) 1" Check Valves - Inventory		675.81
	S1008702.002	(172) 1" x Close Brass Nipples - Inventory		726.49
	S1008702.003	(42) 1" Brass Check Valves - Inventory		3,547.99
	S1008703.001	(50) 1" Brass Check Valves - Inventory		4,223.80
	S1008703.001	(71) 1" Ball Valves - Inventory		2,474.09
	S1008703.001	(50) 3/4" x 1" Meter Bushings - Inventory		527.98
	S1008703.002	(29) 1" Ball Valves - Inventory		1,010.54
	S1008704.001	(12) Copper Washers for Fire Hydrants		15.84
	S1008704.001	(20) 1" Flare to Copper Adapters - Inventory		527.97
	S1008704.001	(2) 1" Poly Comp x CTS Adapters - Inventory		84.48
	S1008704.002	(4) O Rings for Fire Hydrants		29.57
	S1008704.003	(52) O Rings for Fire Hydrants		384.36
	S1008704.003	(2) 1" Poly Comp x CTS Adapter - Inventory		84.48
	S1008704.004	(3) 345-370 x 7 Full Circle Clamp - Inventory		237.59
	S1008704.005	(4) O Rings for Fire Hydrants		29.57
	S1008704.005	(26) 1" Poly Comp x CTS Adapters - Inventory		1,098.18
	S1008704.006	(3) 345-370 x 7 Full Circle Clamps - Inventory		237.59
	S1008714.001	(150) 1" x 2-5/8" Meter Couplings - Inventory		2,217.50
	S1008714.001	(110) 1" x 6" Brass Nipples - Inventory		1,393.85
	S1008714.001	(13) 1" Brass Couplings - Inventory		151.00
	S1008714.001	(50) 1" x 5" U-Branch - Inventory		3,115.05
	S1008714.001	(9) 1" Lock-On Lock Wings - Inventory		855.32
	S1008714.001	(50) 1" Lock-off Lock Wings - Inventory		4,276.60
	S1008714.002	(200) 1" x Close Brass Nipples - Inventory		844.76
	S1008714.002	(40) 1" x 6" Brass Nipples - Inventory		506.86
	S1008714.003	(137) 1" Brass Couplings - Inventory		1,591.32
	S1008714.003	(41) 1" Lock-On Lock Wings - Inventory		3,896.45
	S1008714.004	(50) 1" Brass Check Valves - Inventory		4,223.80
	S1008715.001	(100) 1" Ball Valves - Inventory		3,484.64
	S1008715.002	(18) 1" Brass Check Valves - Inventory		1,520.57
	S1008830.001	(900) FT 1" Copper Tubing 60' Coils - Inventory		4,675.74
	S1008830.001	(30) 3/4" Angle Stops - Inventory		918.68
Total for Check Number 7459:				91,292.77
7460	10202	Kaboo Leasing Co.	03/22/2018	
	273180	Fabricate Casing - Well 12 Rehabilitaion		670.00
	273180	Fabricate Casing - Well 19 Rehabilitaion		670.00
Total for Check Number 7460:				1,340.00
7461	10224	Legal Shield	03/22/2018	
	0101129 Feb 18	Monthly Prepaid Legal for Employees Feb 2018		195.35
	0101129 Mar 18	Monthly Prepaid Legal for Employees Mar 2018		214.30
Total for Check Number 7461:				409.65

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
7462	10669 22991	MCG Business Industries, Inc Remove and Replace Condenser Unit	03/22/2018	3,950.00
Total for Check Number 7462:				3,950.00
7463	10634 03152018	Robert Mitchell (11) Truck Washes Mar 2018	03/22/2018	175.00
Total for Check Number 7463:				175.00
7464	10350 039900 041272 041435 041553 042030 042103 042152 042269 042455 042456	NAPA Auto Parts Brake Fluid for Unit 22 (1) Bulb/Strobe Lamp - Item Returned (3) Quarts Auto Transmission Fluid - Yard Stock Pumice Stone and Shop Towels for Unit 19 Antifreeze for Loader Fuses for Unit 4 Connector and Electrical Tape for Compressor Mud Flap for Unit 21 Replace Strobe Bulb on Unit 5 (1) Credit Bulb/Strobe Lamp - Item Returned	03/22/2018	15.06 70.87 22.60 27.99 48.46 17.75 34.98 16.69 63.02 -60.87
Total for Check Number 7464:				256.55
7465	10317 182218 182218 182218 182218	Robertson's Ready Mix 26.75 Tons of Base for Main Line Repairs 26.75 Tons of Base for Meter Service Repairs Env Fees Base for Meter Service Repairs Env Fees for Base for Meter Service Repairs	03/22/2018	377.52 377.51 16.16 16.16
Total for Check Number 7465:				787.35
7466	10132 3233062 3233062 3235044	South Coast AQMD Fac ID: 120877/F42560 Operating Fee - Generator Diesel Fac ID: 120877/G1195 Operating Fee - Generator Diesel Fac ID: 120877 Flat Fee for Prior Year Emissions	03/22/2018	378.28 378.28 127.46
Total for Check Number 7466:				884.02
7467	10063 883302	The Record Gazette Well 26 Pumping Repair and Rehab Bid Proposal Ad	03/22/2018	580.00
Total for Check Number 7467:				580.00
7468	10668 Inv 2 Inv 2	Thomas Harder & Co Preparation of Well Drilling Specifications - Well 1A Preparation of Well Drilling Specifications - Well 2A	03/22/2018	2,963.75 2,963.75
Total for Check Number 7468:				5,927.50
7469	10293 80983	Western Dental Services Inc Western Dental Premiums Mar 2018	03/22/2018	183.89
Total for Check Number 7469:				183.89
7470	UB*02781 043669001 043669001 043669001 043669001	Robert Alaniz Reissue Refund Check Reissue Refund Check Reissue Refund Check Reissue Refund Check	03/22/2018	8.75 14.20 6.74 4.84
Total for Check Number 7470:				34.53

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
7471	UB*02864	Denise Berry Refund Check Refund Check Refund Check Refund Check	03/22/2018	361.79 5.61 2.68 1.93
Total for Check Number 7471:				372.01
7472	UB*02872	Brian Davis Refund Check	03/22/2018	150.00
Total for Check Number 7472:				150.00
7473	10676 046198-000	Haven Properties Refund Unclaimed Funds 046198-000	03/22/2018	100.19
Total for Check Number 7473:				100.19
7474	UB*02868	Richard Hofman Refund Check	03/22/2018	150.00
Total for Check Number 7474:				150.00
7475	UB*02866	K Hovnanian Homes Refund Check	03/22/2018	334.13
Total for Check Number 7475:				334.13
7476	UB*02869	Martha Luna Refund Check	03/22/2018	150.00
Total for Check Number 7476:				150.00
7477	UB*02873	Michael Nijjar Refund Check	03/22/2018	249.98
Total for Check Number 7477:				249.98
7478	UB*02871	Gilbert Penunuri Refund Check	03/22/2018	150.00
Total for Check Number 7478:				150.00
7479	UB*02870	Cassidy Shaw Refund Check	03/22/2018	150.00
Total for Check Number 7479:				150.00
7480	UB*02865	Theresa Terry Refund Check	03/22/2018	250.00
Total for Check Number 7480:				250.00
7481	UB*02867	WFG National Title Refund Check	03/22/2018	150.00
Total for Check Number 7481:				150.00
Total for 3/22/2018:				296,378.19
Report Total (155 checks):				1,149,368.08



**Beaumont-Cherry Valley Water District
Finance and Audit Committee Meeting
April 5, 2018**

Item 4e

STAFF REPORT

TO: Finance and Audit Committee
FROM: Finance and Administrative Services
SUBJECT: Approval of Pending Invoices

W.C.

Staff Recommendation

Approve the pending invoices totaling \$4,990.08

Background

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

Fiscal Impact

There is a \$4,990.08 impact to the District which will be paid from the 2018 budget.

Attachment(s)

- Richards Watson Gershon Invoice # 216152



T 213.626.8484
F 213.626.0078
Fed. I.D. No. 95-3292015

355 South Grand Avenue
40th Floor
Los Angeles, CA 90071-3101

CONFIDENTIAL

This material is subject to the attorney-client privilege and/or attorney work product protection, or otherwise is privileged or confidential. Do not disclose the contents hereof. Do not file with publicly-accessible records.

DAN JAGGERS, GENERAL MANAGER
Beaumont- Cherry Valley Water District
560 Magnolia Avenue
Beaumont, Ca 92223-2258

March 15, 2018
Invoice # 216152

Re: [REDACTED] GENERAL COUNSEL SERVICES

For professional services rendered through February 28, 2018:

Current Legal Fees	\$4,922.50
Current Client Costs Advanced	\$67.58
TOTAL CURRENT FEES AND COSTS	<u>\$4,990.08</u>
Balance Due From Previous Statement	\$8,600.81
TOTAL BALANCE DUE FOR THIS MATTER	<u>\$13,590.89</u>

TERMS: PAYMENT DUE UPON RECEIPT

PLEASE RETURN THIS PAGE WITH YOUR REMITTANCE TO

RICHARDS, WATSON & GERSHON
355 South Grand Avenue, 40th Floor
Los Angeles, CA 90071-3101

BEAUMONT-CHERRY VALLEY WATER DISTRICT



**BEAUMONT-CHERRY VALLEY WATER DISTRICT
DRAFT MINUTES OF REGULAR MEETING
OF THE BOARD OF DIRECTORS
560 Magnolia Avenue, Beaumont, CA 92223
Wednesday, March 14, 2018
7:00 p.m.**

Call to Order: President Covington

President Covington began the meeting at 7:04 p.m.

Pledge of Allegiance: Director Diaz

Director Diaz led the pledge.

Invocation: Director Ramirez

Director Ramirez gave the invocation.

Roll Call:

Directors present:	President Covington Directors Diaz, Hoffman, Ramirez
Directors absent:	Director Slawson
Staff present:	General Manager Dan Jagers, Director of Finance and Administrative Services Yolanda Rodriguez, Senior Finance and Administrative Analyst William Clayton; Staff: Tony Cove, Tony Lara, Alma Frausto, Lynda Kerney
Legal counsel:	James Markman

Members of the public who registered their attendance: Patsy Reely, David Dazlich

Public Comment: None.

ACTION ITEMS

1. Adjustments to the Agenda

Legal Counsel Markman drew attention to the revised Agenda and the need to add Item 10, as action must be taken at this meeting in order to meet the deadline prior to the next Regular Board Meeting.

It was moved by Director Hoffman and seconded by Director Diaz to add the following item to the March 14, 2018 agenda as Item 10:

Consideration of Regular Member, Western Area, for the Special District Member of the Local Agency Formation Commission (LAFCO) and Special District Member of the Countywide Redevelopment Oversight Board

MOVED: Hoffman	SECONDED: Diaz	APPROVED 4-0
AYES:	Covington, Diaz, Hoffman, Ramirez	
NOES:	None.	
ABSTAIN:	None.	
ABSENT:	Slawson	

President Covington noted that due to the absence of Director Ramirez, Closed Session item C will be removed from the agenda.

2. Consent Calendar:

The following Consent Calendar items were approved with one motion:

- a. January 2018 Budget Variance Report
- b. January 31, 2018 Cash/Investment Balance Report
- c. January 2018 Cash Flow Report
- d. February 2018 Check Register
- e. February 2018 Invoices Pending Approval
- f. Minutes of the Regular Meeting of February 14, 2018

MOVED: Diaz	SECONDED: Ramirez	APPROVED 4-0
AYES:	Covington, Diaz, Hoffman, Ramirez	
NOES:	None.	
ABSTAIN:	None.	
ABSENT:	Slawson	

3. Consideration of Acceptance of Reimbursement from the Association of California Water Agencies Joint Powers Insurance Authority (JPIA) Rate Stabilization Fund.

General Manager Jagers introduced Ms. Melody McDonald, member of the Association of California Water Agencies / Joint Powers Insurance Authority Executive Committee, who presented the District with a refund check in the amount of \$50,072.

The Board accepted the refund and thanked the ACWA/JPIA and the District employees.

4. PUBLIC HEARING: Consideration of Resolution 2018-04: Update of BCVWD Regulations Governing Water Service – Part 5 – Charges for water meter installation

President Covington introduced Resolution 2018-04 and declared the Public Hearing open at 7:15 p.m.

Director of Finance and Administrative Services Yolanda Ramirez gave the Secretary's Report: The Notice of Public Hearing was published in the Beaumont Record-Gazette on March 2 and March 9, 2018 and as of this evening, one written protest has been received, from the Riverside County Building Industry Association.

General Manager Jagers presented a PowerPoint and explained the increased meter installation charges. He noted the availability of detailed analyses and cost breakdowns for each of the proposed charges. Because the District is an enterprise district, and functions like a non-profit, costs of providing the service must be recovered; the District cannot subsidize new growth through water rates. Development must bear its own costs.

The most prevalent installation is the one-inch meter, as required for fire service. There are other meter sizes, mostly for commercial uses.

The bulk of the cost increase is in materials. Labor costs are not much; approximately \$50 per meter. Additional costs in non-tract meters include pavement repair, equipment and additional materials. Some charges are decreasing, as costs have been reduced. Other considerations are related to changes in California regulations, which have contributed to increased materials costs, such as non-lead based copper and brass.

President Covington called for Public Comments. Mr. David Dazlich, Deputy Director for Government Affairs from the Riverside County Building Industry Association, which represents single-family homebuilders and associated trades. He noted concerns with the rates at which the ¾ and 1 inch meters have increased as compared to commercial and industrial meters. The ¾ and 1 inch meters increased by 24 percent and 16 percent, respectively. While some increase is expected due to materials costs and inflation, the disparity between the residential and the commercial / industrial is concerning.

General Manager Jagers responded that much of the cost of the smaller meters are related to the components of the meters. The parts are competitively bid annually, and the current supplier is the lowest. These are the prices paid by the District.

Closure of the Public Hearing at 7:33 p.m.:

MOVED: Diaz	SECONDED: Hoffman	APPROVED 4-0
AYES:	Covington, Diaz, Hoffman, Ramirez	
NOES:	None.	
ABSTAIN:	None.	
ABSENT:	Slawson	

Director Ramirez asked for clarification on increases by percentage. GM Jagers explained non-tract costs are much higher due to significantly more work involved for installation. Director Ramirez noted that the increases seemed within reason when considering the cost of living increases. The District must be cognizant of not subsidizing installation. President Covington noted that he felt the District was catching up with costs with the adjustments in charges. Director Ramirez pointed out that the study resulted in a decrease in some charges, which indicates the integrity of the detail of the study.

Director Diaz asked about ¾ or 5/8 meters are being installed if fire regulations now require 1-inch meters; Mr. Jagers said those are primarily replacements of existing meters. All new homes must have fire sprinklers, which necessitate the 1-inch meter. Director Hoffman asked about other sizes; Mr. Jagers noted commercial or industrial are +/- 20 annually.

President Covington noted these charges apply to in-fill development also. Director Ramirez added he believes the rates are fair.

The Board adopted Resolution 2018-04 by the following vote:

MOVED: Ramirez	SECONDED: Diaz	APPROVED 4-0
AYES:	Covington, Diaz, Hoffman, Ramirez	
NOES:	None.	
ABSTAIN:	None.	
ABSENT:	Slawson	

5. Consideration of Destruction of Certain Obsolete Records in the District's Possession

General Manager Jagers explained that staff has inventoried records in storage, has reviewed the retention policy and created a list.

Ms. Kerney explained the District's storage issues and drew attention to the list of obsolete records. All are beyond their useful life and beyond the legal or recommended period of retention. Many will likely be scanned for electronic retention. Ms. Rodriguez emphasized that there is no more storage space. In response to Director Diaz, Ms. Rodriguez explained that the District would engage a shredding company that regularly deals with sensitive material.

Mr. Jagers added that the District will have control of the records up to the point of destruction, as the shredding company will destroy the documents on site in its mobile unit. Director Hoffman noted that proper destruction is important to assure security for sensitive documents.

The Board approved the destruction of listed documents:

MOVED: Ramirez	SECONDED: Diaz	APPROVED 4-0
AYES:	Covington, Diaz, Hoffman, Ramirez	
NOES:	None.	
ABSTAIN:	None.	
ABSENT:	Slawson	

6. Consideration of Award of Bid for the Purchase of three (3) fleet vehicles in the Amount of \$69,076.38

GM Jagers explained the bids and pointed out that with a \$1,500 rebate per vehicle for prompt payment, Downtown Ford in Sacramento is the lowest responsive bidder.

Director Hoffman noted that the cost of a new vehicle is a small amount but adds cost to all ratepayers of the District, new and old. President Covington asked about the delivery charge; Mr. Tony Lara noted the delivery charge is only applicable to Downtown Ford. Mr. Covington also asked about prior delays in delivery from Downtown Ford. Mr. Lara explained that the prior purchase was

made during a model changeover and resulted in a five-month delay in delivery. That is not the case this year.

In response to Director Diaz, Mr. Lara explained that the District's old vehicles will need to be declared surplus, then will be available to sell or auction. Director Hoffman asked about details of the bids; Mr. Lara said all dealerships were sent the same specifications for bid.

The Board approved the award of the bid to Downtown Ford:

MOVED: Diaz	SECONDED: Hoffman	APPROVED 4-0
AYES:	Covington, Diaz, Hoffman, Ramirez	
NOES:	None.	
ABSTAIN:	None.	
ABSENT:	Slawson	

7. Consideration of Request for Authorization to Call for Repair Work for Well 26 and for General Manager to enter into a Contract to Repair Well 26

General Manager Jagers informed the Board that a decline of 300 gallons per minute was identified at Well 26. Also noted were increased vibration levels. This well is part of the non-potable system and is used a lot. The pump was serviced not long ago, but the pump is expected to have a two- to three-year life.

Staff put together specifications and the job is advertised now, as Mr. Jagers would like to get the well repaired before summer. He explained the costs. Director Ramirez noted the potential not-to-exceed \$165,000 and that the well is co-owned with the City of Banning. Mr. Jagers detailed the amount of water used by BCVWD and just a small amount by Banning. The more used, the greater the responsibility, so BCVWD has the bulk of the costs. Director Diaz asked if not performing the part of the work was an option; Mr. Jagers explained the benefit of the work.

Director Ramirez asked about distribution of the costs to the ratepayers. Mr. Jagers indicated these costs would be borne by customers on the non-potable system, about 320 mostly commercial services.

President Covington indicated that staff does not need Board approval to solicit bids. He indicated he understands there is some urgency, but he believes a recommendation on the award of the bid should be brought to the Board at the next meeting, as the cost could be as high as \$165,000.

There was no vote.

8. Discussion: Noble Creek Recharge Facility: Security of Facility; SGPWA Correspondence

Mr. Jagers reported that security at the site continues to be a challenge. Rocks have been installed as barriers, but other agencies have installed chain link fencing around ponds. Director Hoffman noted some issues including vandalism. Money, labor and equipment has been invested to make it nice, he said, but it is not as nice as it used to be. He said he agrees with the concern and believes effort should be made to improve.

Director Diaz indicated concern about liability; General Manager Jagers and District Counsel Markman acknowledged the concern. Director Ramirez suggested exploring how to secure the area while allowing some access. President Covington agreed that action is needed and requested options come back to the Board, including options with some opportunity for the public to enjoy the facilities.

Mr. Jagers suggested posting notices on the website and adding a note in bills to alert the public that additional security is being considered. He will bring back options and costs at an Engineering Workshop.

Director Diaz stated that the specific purpose of the area is a recharge facility and no one else should be on the property. Director Ramirez also emphasized appearance of the area.

GM Jagers noted challenges with the recharge facility as a component of a regional effort operating in conjunction with other facilities that are beyond the control of BCVWD. When poor quality water is received, it adversely affects the filter interface: the ground surface. In the fall of 2016, a hydraulic slowdown was experienced – all percolation ponds were filled. At the same time, there was a drawdown at the Crafton Reservoir, which loosened debris, which adversely impacted the YVWD plant, and BCWVD saw its percolation rates slow. The same scenario was noticed a few weeks ago and the same correlation of percolation slowing was experienced. Staff sent a letter to the Pass Agency indicating proactive steps to monitor levels and notify them of concerns – it is about a \$10,000 maintenance cycle to address the problem when it happens.

Mr. Jagers added staff is trying to maintain a positive relationship with the San Geronio Pass Water Agency. He advised that the SGPWA authorized their GM to award the construction of their recharge facilities adjacent to BCVWD's. Jagers met with the SGPWA GM, Jeff Davis, to share information on the effects of their recharge facility on BCVWD's. The intent is to provide solutions with minimum friction, while documenting issues.

President Covington drew attention to the letter. He asked about monitoring the reservoir levels; Mr. Jagers advised that levels are broadcast and IT has working on picking up that data automatically.

9. Discussion: San Geronio Pass Water Agency Potential Rate Increases

General Manager Jagers explained that he and President Covington attended the SGPWA's public hearing on water rates on March 1. The SGPWA has hired a consultant and is beginning to look at the potential of increasing rates. Much of this may be necessitated by the need to fund recent water deals, including the Nickel Water deal.

Staff has begun to look at how these rates might increase BCVWD's pass-through fee, Jagers said, and rates could increase 50 percent or more. He said he believes that older housing units would be disproportionately paying for the need for new water, as newer homes use substantially less water (older homes are less efficient).

Director Ramirez asked about the Nickel Water deal and current water costs; Mr. Jaggars noted that the Pass Agency pays about \$2,300 per acre-foot for its current entitlement for Table A water. In order to give staff additional time to analyze the subject, he suggested moving the Engineering Workshop later.

President Covington added that he hoped the consultant would have brought forth components to consider, as it is extremely complex. Director Ramirez added that the burden to educate the ratepayers will now be on the District, which is an added cost. Director Diaz asked if BCVWD would have input when the solution is proposed; Mr. Jaggars explained some funding components.

10. Consideration of Regular Member, Western Area, for the Special District Member of the Local Agency Formation Commission (LAFCO) and Special District Member of the Countywide Redevelopment Oversight Board

President Covington introduced the item and explained the voting. Legal Counsel Markman confirmed the authorization for Director Hoffman to participate in the vote.

It was moved by Director Diaz and seconded by Director Ramirez to rank the three candidates for the Special District Member of the Local Agency Formation Commission (LAFCO) as follows:

1. *David Hoffman*
2. *Angel Garcia*
3. *Phil Williams*

MOVED: Diaz	SECONDED: Ramirez	APPROVED 4-0
AYES:	Covington, Diaz, Hoffman, Ramirez	
NOES:	None.	
ABSTAIN:	None.	
ABSENT:	Slawson	

It was moved by President Covington and seconded by Director Ramirez to cast the District's vote for Russ Martin for Special District Member of the Countywide Redevelopment Oversight Board

MOVED: Covington	SECONDED: Ramirez	APPROVED 4-0
AYES:	Covington, Diaz, Hoffman, Ramirez	
NOES:	None.	
ABSTAIN:	None.	
ABSENT:	Slawson	

11. Reports For Discussion

- a. Ad Hoc Committees: *The Bogart Park Ad Hoc Committee has not yet met.*
- b. General Manager:

Mr. Jagers reported the District has been working to improve the front office customer service; the staff began today to attend nine hours of training. On Jan. 10, the Board approved the 8th Street Water Lateral Replacement program. Jagers showed photos of the project's progress. He described the District's alternative solution and its significant savings.

He noted that the Noble Creek facilities are shut down to restore capacity. Projects moving forward are the rehabilitation of wells, and a potential program with Southern California Edison to partner on efficiency of pumps.

c. Directors' Reports:

Director Hoffman asked about a curb installed; Director of Operations Tony Lara responded it was to help dry out the ponds for maintenance. Director Hoffman advised that the Finance and Audit Committee met and noted adjustments on investments that returned much higher interest rates than in the past; interest income is ahead of schedule.

Mr. Jagers added that the intent of the District will be to buy all available water at the current rate to get it in the ground before the rate increases, so BCVWD customers enjoy the highest quality water at the best rate.

President Covington indicated he attended the SGPWA meeting on March 1 and the City of Beaumont City Council on March 6. The City tabled the negative declaration for the wastewater treatment plant (WWTP) and the brine line until the 20th due to some pending issues with AB52. The City awarded an engineering and construction management contract for the WWTP to MWH Contractors for plant expansion. Mr. Covington also noted the attendees of the Collaborative Agencies Committee.

d. Legal Counsel Report:

Mr. Markman noted that Governor Brown signed a bill that retroactively exempts public agencies from paying the added \$75 recording fee.

12. Announcements

President Covington read the following announcements:

- Personnel Committee meeting: March 26, 2018 at 5:30 p.m.
- Beaumont Basin Watermaster meeting: March 28, 2018 at 10:00 a.m.
- Finance and Audit Committee meeting: April 5, 2018 at 3:00 p.m.
- Engineering Workshop: April 18, 2018 at 7:00 p.m.

The Board determined the date of the Engineering Workshop should change from April 5 to April 18.

- Regular Board meeting: April 11, 2018 at 7:00 p.m.
- Collaborative Agencies Committee meeting: May 2, 2018 at 5:00 p.m.

13. Action List for Future Meetings

- Proposition 1 Bond Opportunities

14. Recessed to Closed Session: 9:00 p.m.

- a. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
Pursuant to Paragraph (1) of subdivision (d) of Government Code
Section 54956.9

Name of case: San Gorgonio Pass Water Agency v.
Beaumont Basin Watermaster, Riverside County Superior
Court No. RIC 1716346

- b. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
Pursuant to Paragraph (1) of subdivision (d) of Government Code
Section 54956.9

Name of case: Charles Peters dba Pioneer Mobile Village
vs. Beaumont-Cherry Valley Water District, Riverside
County Superior Court No. RIC 1707116

- c. *Item (C) was removed from the Agenda per President
Covington.*

Reconvene in Open Session: 9:05 p.m.

Report on Action Taken During Closed Session:

There was no reportable action taken.

15. Adjournment

President Covington adjourned the meeting at 9:06 p.m.

ATTEST:

Director John Covington, President
to the Board of Directors of the
Beaumont-Cherry Valley Water District

Director Claudeen C. Diaz, Secretary
to the Board of Directors of the
Beaumont-Cherry Valley Water District



**Beaumont-Cherry Valley Water District
Regular Board Meeting
April 11, 2018**

Item 3

STAFF REPORT

TO: Board of Directors

FROM: Dan Jagers, General Manager

SUBJECT: **Consideration of Application for Water Service for Riverside County Assessor's Parcel No. 401-040-013 on Apple Tree Lane**

Staff Recommendation

Consider the request for water service for a property located on Apple Tree Lane, identified as **Riverside County Assessor's Parcel No. (APN) 401-040-013** within the community of Cherry Valley, subject to payment of all fees to the District and securing all approvals from the County of Riverside and:

- A. Approve the Application for Water Service and furnish "Will Serve Letter", or
- B. Deny the Application for Water Service

Background

The Applicant, Kenneth Spicer, has requested water service from the District for a proposed single family residence on an existing parcel of land located on Apple Tree Lane and further identified as Riverside County Assessor's Parcel No. 401-040-013.

Subject property is located on Apple Tree Lane, between Noble Avenue and Cherry Avenue in the Community of Cherry Valley, California (see Figure 1 attached). It has not yet been designated a numeric address. This parcel is currently within the District's Service Boundary and the District has confirmed there is a 6" main fronting the property. The Applicant plans to install a pre-manufactured single family residence on the parcel identified on Figure 1. The Applicant will need to secure the necessary approvals from the County of Riverside.

The impact of this residence on the District's water supply system is minimal. The Applicant will be expected to pay applicable Facilities Fees for a single residential unit, a non-tract water service installation charge and front-footage fees. The Applicant will be required to pay actual fees in effect at the time of application for service installation.

Final meter size will be determined by the Applicant and the final sizing of said meter and need for new fire hydrant. Installation may be affected by the County of Riverside Fire Department requirements to provide fire protection and residential fire sprinklers for the residence.

Conditions:

The Applicant shall conform to all District requirements for water service and all County of Riverside requirements.

1. The Applicant will be required to pay front footage fees along all property frontages where facilities are currently installed.
2. The Applicant shall conform to all District requirements and all County of Riverside requirements.



3. To minimize the use of potable water, the District requires the applicant to conform to the County of Riverside Landscaping Ordinances which pertains to water efficient landscape requirements and the following:
 - a. Landscaped areas which have turf, shall have “smart irrigation controllers” which use Evapotranspiration (ET) data to automatically control the watering. Systems shall have an automatic rain sensor to prevent watering during and shortly after rainfall, automatically determine watering schedule based on weather conditions, and not require seasonal monitoring changes. Orchard areas, if any, shall have drip irrigation.
 - b. Landscaping in non-turf areas should be drought-tolerant, consisting of planting materials similar to that at the District’s demonstration garden at the Noble Creek Groundwater Recharge site. Irrigation systems for these areas should be drip or bubbler type.

Fiscal Impact: None. All fees and deposits will be paid by the Applicant prior to providing service.

Attachments

Application for Water Service for Riverside County APN 401-040-013 (Apple Tree Lane)

FIGURE 1
APN 401-040-013



1" = 94 ft	Sub Title	04/03/2018		
This map represents a visual display of related geographic information. Data provided hereon is not a guarantee of actual field conditions. To be sure of complete accuracy, please contact BeaumontCherry Staff for the most up-to-date information.				



BEAUMONT CHERRY VALLEY WATER DISTRICT

560 Magnolia Avenue • PO Box 2037

Beaumont, CA 92223-2258

Phone (951) 845-9581

www.bcvwd.org

CUST # 55379

☐ Will Serve Request

☐ Water Supply Assessment (SB210)

Applicant Name: <u>Kenneth Spicer</u>	Contact Phone #: <u>951-897-3274</u>
Mailing Address: <u>37192 Angler Way</u>	Fax #:
City: <u>Beaumont</u>	E-mail: <u>Kwspicer@gmail.com</u>
State & Zip: <u>CA 92223</u>	
Service Address: <u>0 Apple Tree Lane, Cherry Valley CA 92223</u>	
Assessor's Parcel Number (APN), Tract Map No. Parcel Map No.: <u>401-040-013</u>	
Project Type: <input checked="" type="checkbox"/> Single-Family <input type="checkbox"/> Multi-Family <input type="checkbox"/> Commercial/Industrial <input type="checkbox"/> Minor Subdivision (5 lots or less) <input type="checkbox"/> Major subdivision (6+ lots) <input type="checkbox"/> Other	
Site Map Attached: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

The letter should be delivered to:

Recipient: <u>Ken Spicer</u>
PLEASE CHOOSE ONE:
<input type="checkbox"/> Mail (above address) <input type="checkbox"/> E-mail
<input type="checkbox"/> Fax <input checked="" type="checkbox"/> Will pick up

The District reserves the right to impose terms and conditions in Will Serve Letters and/or Water Supply Assessment Reports that take into account water availability issues, conservation issues and the District's existing facilities, all of which impact the District's ability to provide service to the subject property and maintain the District's ability to meet existing water demands.

Kenneth Spicer
Applicant's Signature

3/5/18
Date





**Beaumont-Cherry Valley Water District
Regular Board Meeting
April 11, 2018**

Item 4

STAFF REPORT

TO: Board of Directors

FROM: Dan Jagers, General Manager

SUBJECT: **Consideration of Application for Water Service for Riverside County Assessor's Parcel No. 402-100-020 on High Street**

Staff Recommendation

Consider the request for water service for a property located on High Street, identified as Riverside County Assessor's Parcel No. (APN) 402-100-020 within the community of Cherry Valley, subject to payment of all fees to the District and securing all approvals from the County of Riverside and:

- A. Approve the Application for Water Service and furnish "Will Serve Letter", or
- B. Deny the Application for Water Service

Background

The Applicant, Michelle Koning, has requested water service from the District for a proposed single-family residence on an existing parcel of land located on High Street and further identified as Riverside County APN 402-100-020.

Said property is located on High Street, between Cherry Avenue and Jonathan Avenue in the Community of Cherry Valley, California (see Figure No. 1 attached). This parcel is currently within the District's Service Boundary. The Applicant plans to construct a new single family residence on the parcel identified on Figure No. 1. The Applicant will need to secure the necessary approvals from the County of Riverside.

The impact of this residence on the District's water supply system is minimal. The Applicant will be expected to pay applicable Facilities Fees for a single residential unit and a non-tract water service installation charge for a 1" meter. The Applicant will be required to pay actual fees in effect at the time of application for service installation.

Final meter size will be determined by the Applicant and the final sizing of said meter and need for new fire hydrant. Installation may be affected by the County of Riverside Fire Department requirements to provide fire protection and residential fire sprinklers for the residence.

**Conditions:**

The Applicant shall conform to all District requirements for water service and all County of Riverside requirements.

1. The Applicant will be required to pay front footage fees along all property frontages where facilities are currently installed.
2. The Applicant shall conform to all District requirements and all County of Riverside requirements.
3. To minimize the use of potable water, the District requires the applicant to conform to the County of Riverside Landscaping Ordinances which pertains to water efficient landscape requirements and the following:
 - a. Landscaped areas which have turf, shall have “smart irrigation controllers” which use Evapotranspiration (ET) data to automatically control the watering. Systems shall have an automatic rain sensor to prevent watering during and shortly after rainfall, automatically determine watering schedule based on weather conditions, and not require seasonal monitoring changes. Orchard areas, if any, shall have drip irrigation.
 - b. Landscaping in non-turf areas should be drought-tolerant, consisting of planting materials similar to that at the District’s demonstration garden at the Noble Creek Groundwater Recharge site. Irrigation systems for these areas should be drip or bubbler type.

Fiscal Impact:

None. All fees and deposits will be paid by the Applicant prior to providing service.

Attachments

Application for Water Service for Riverside County Assessor’s Parcel No. 402-100-020 (40029 High Street)



Beaumont-Cherry Valley Water District Regular Board Meeting April 11, 2018

Item 4

FIGURE 1

40089 High Street



1" = 376 ft	Sub Title	04/04/2018		
This map represents a visual display of related geographic information. Data provided hereon is not a guarantee of actual field conditions. To be sure of complete accuracy, please contact BeaumontCherry Staff for the most up-to-date information.				



BEAUMONT CHERRY VALLEY WATER DISTRICT

560 Magnolia Avenue • PO Box 2037

Beaumont, CA 92223-2258

Phone (951) 845-9581

www.bcvwd.org

☒ Will Serve Request ☐ Water Supply Assessment (SB210)

Applicant Name: <u>Michelle Koning</u>	Contact Phone # <u>951-425-9189</u>
Mailing Address: <u>40089 HIGH ST</u>	Fax #:
City: <u>Cherry Valley</u>	E-mail: <u>mycoolbulldogs@aol.com</u>
State & Zip: <u>CA 92223</u>	
Service Address: <u>40089 HIGH ST</u>	
Assessor's Parcel Number (APN), Tract Map No. Parcel Map No.: <u>HQM 402100620-5</u>	
Project Type: <input checked="" type="checkbox"/> Single-Family <input type="checkbox"/> Multi-Family <input type="checkbox"/> Commercial/Industrial <input type="checkbox"/> Minor Subdivision (5 lots or less) <input type="checkbox"/> Major subdivision (6+ lots) <input type="checkbox"/> Other	
Site Map Attached: <input type="checkbox"/> Yes <input type="checkbox"/> No	

The letter should be delivered to:

Recipient: <u>Michelle Koning</u> <u>40089 HIGH ST</u> <u>Cherry Valley 92223</u>
PLEASE CHOOSE ONE: <input checked="" type="checkbox"/> Mail (above address) <input type="checkbox"/> E-mail <input type="checkbox"/> Fax <input type="checkbox"/> Will pick up

The District reserves the right to impose terms and conditions in Will Serve Letters and/or Water Supply Assessment Reports that take into account water availability issues, conservation issues and the District's existing facilities, all of which impact the District's ability to provide service to the subject property and maintain the District's ability to meet existing water demands.

[Signature]
Applicant's Signature

April 3, 2018
Date



**Beaumont-Cherry Valley Water District
Regular Board Meeting
April 11, 2018**

Item 5

STAFF REPORT

TO: Board of Directors

FROM: Dan Jagers, General Manager

SUBJECT: **Resolution 2018-___: Consideration of an Amendment to the District's Policies and Procedures Manual Part III, Section 19: Records Retention**

Staff Recommendation

Adopt Resolution 2018- ___, amending the District's Policies and Procedures Manual, Part III, Section 19: Records Retention.

Background

The Board of Directors adopted the current Records Retention policy via Resolution 2009-05, as part of the District's Policies and Procedures Manual. Changes in file storage standards, electronic records retention, and legal requirements warrant an update to this policy.

Staff used various research methods and sample documents to determine current best practices and legal requirements for records retention, and compared them to the District's needs and storage capacity, both physical and electronic. Staff does not believe that legal counsel review is necessary.

The attached proposed policy revisions are expected to streamline current filing procedures, facilitate reference to and preservation of District records, minimize the cost and effort of recordkeeping, and bring the District into current compliance with legal retention periods. It is designed to maximize the use of an anticipated electronic filing system and eliminate excess records storage while ensuring recordkeeping responsibilities are met.

Approval of the attached policy and schedules will authorize the disposal of certain records following the minimum retention periods. This will enable the District to eliminate some stored records and obsolete materials while ensuring that administrative, fiscal, legal and other recordkeeping responsibilities are met.

In addition, this Resolution provides authorization for routine destruction of records without necessity of specific Board approval, in accordance with Government Code 60201 (b)(1).

Fiscal Impact

Anticipated costs have been included in the FY 2018 approved budget: staff time, software and scanning equipment for electronic filing, and shredding services are expected.

Attachment(s)

1. Resolution 2018-___
2. Exhibit A - Proposed Records Retention Policy and appendices
3. Proposed Records Retention Policy (Redline)
4. Existing Section 19 – Records Retention policy

RESOLUTION 2018-_____

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE BEAUMONT-CHERRY VALLEY WATER DISTRICT
AMENDING THE DISTRICT'S OPERATIONS POLICIES AND
PROCEDURES MANUAL, PART III, SECTION 19: RECORDS
RETENTION**

WHEREAS, Government Code Section 60200 et. seq. provides a procedure for public records retention, transfer, duplication and destruction; and

WHEREAS, the Board of Directors of Beaumont-Cherry Valley Water District has previously established and adopted a records management policy to provide for the retention, transfer, duplication and destruction of District records on a continuing basis; and

WHEREAS, it is necessary to amend the Operations Policies and Procedures Manual and update this program to comply with established guidelines and archival procedures for records retention,

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

Section 1: That the Board of Directors of the Beaumont-Cherry Valley Water District hereby adopts the Records Management Program attached hereto as Exhibit A, and incorporated herein by this reference in order to establish a uniform pattern and policy for the orderly retention, transfer, duplication and destruction of records of the Beaumont-Cherry Valley Water District.

Section 2: The records identified within the District's Records Management Program are hereby authorized to be retained, transferred, duplicated and / or destroyed as provided within said Program, upon request of the appropriate District personnel and approval of the department head and general manager, without further action by the Board of Directors of the Beaumont-Cherry Valley Water District.

BE IT FURTHER RESOLVED that Part III, Section 19: Records Retention of the BCVWD Operations Policies and Procedures Manual is hereby rescinded and replaced.

PASSED AND ADOPTED this _____ day of _____, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

John Covington, President of the
Board of Directors of the
Beaumont-Cherry Valley Water District

Claudeen C. Diaz, Secretary to the
Board of Directors of the
Beaumont-Cherry Valley Water District

EXHIBIT A

PROPOSED SECTION 19 - RECORDS RETENTION

- A. **Goal.** To provide guidelines to staff regarding the retention or disposal of district records; provide for the identification, maintenance, safeguarding and disposal of records in the normal course of business; ensure prompt and accurate retrieval of records; and ensure compliance with legal and regulatory requirements.
The measure of an effective records management program is whether a record can be produced when needed.
- B. **Records.** The California Public Records Act (CPRA) (Government Code Sections 6250-6276.48) defines a public record as “any writing containing information relating to the conduct of the public’s business prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics.”
- C. **Value.** Vital and important records, regardless of recording media, are those having legal, financial, operational, or historical value to the District. Vital records are listed in Appendix A.
- D. **Implementation.** The Board of Directors’ approval of this Records Management Policy by Resolution constitutes authority for the General Manager to interpret and implement this policy, and to cause to be destroyed any or all such records, papers and documents that meet the qualifications governing the retention and disposal of records, specified below and as per Appendix B, the Records Retention Schedule.
- E. **Authority.** Pursuant to the provisions of California Government Code §§60200 through 60203, California Water Code §21403, and the guidelines prepared by the State Controller's office and the California Secretary of State Local Government Records Management Guidelines, the following qualifications will govern the retention and disposal of records of the District:
 - i. **Duplicate.** Duplicate records, papers and documents may be destroyed at any time without the necessity of Board authorization or copying to photographic or electronic media.
 - ii. **Recent Documents.** Originals of records, papers and documents more than two (2) years old that were prepared or received in any manner other than pursuant to State or Federal statute may be destroyed without the necessity of copying to photographic or electronic media.
 - iii. **Necessity.** In no instances are records, papers or documents to be destroyed where there is a continuing need for such records for such matters as pending litigation, special projects, etc.
 - iv. **Legal Requirements.** Records, papers or documents which are not expressly required by law to be filed and preserved may be destroyed if all of the following conditions are met:
 - a. **Satisfies Standard.** The record, paper or document is scanned, photographed, reproduced on film of a type approved for permanent photographic records by the National Bureau of Standards, or copied to an approved electronic media;

- b. **Accurate Reproduction.** The device used to reproduce such record, paper or document on film, or retrieves and prints the document from the electronic media, is one which accurately reproduces the original thereof in all details;
- c. **Accessible.** The photographs, microphotographs, or other reproductions on film are placed in conveniently accessible files and provisions are made for preserving, examining, and using the same, together with documents stored via electronic media;

When records not covered by the Records Retention Schedule (Appendix B) no longer fulfill the value for which they were created, they should be destroyed unless they have some historic or research significance.

If a federal or state statute or regulation specifies a longer retention period for any records, the statute or regulation overrides this schedule.

- v. **Non-Records.** Material not usually included within the definition of records, such as unofficial copies of documents kept only for convenience or reference, working papers, appointment logs, stocks of publications and processed documents, and library material intended solely for reference or exhibition. Also, documents such as rough notes, calculations or drafts assembled or created and used in the preparation or analysis of other documents.
- vi. **Unnecessary Record.** Any record created for a specific event or action may be destroyed upon authorization five years after said event has in all respects terminated. Any source document detailed in a register, journal, ledger or statement may be authorized for destruction five (5) years from the end of the fiscal period to which it applies.
- vii. **Transitory Record.** Records whose value is comparatively short-lived and should be discarded when they have fulfilled the purpose for which they were created. Examples: copies of reproduced / printed material of general information, originals / copies of documents kept solely for tickler, suspense or follow-up, preliminary work materials used for preparation of studies, reports, etc., duplicates / extra copies of records, and appointment logs / charts

Appendix A

Definitions for Records Retention and Disposal Policy

A. **Vital Records.** Records which, because of the information they contain, are essential to one or all of the following:

- i. The resumption and/or continuation of operations;
- ii. The recreation of legal and financial status of the District, in case of a disaster;
- iii. The fulfillment of obligations to bondholders, customers, and employees.
- iv. Vital records include but are not limited to the following:
 - a. Agreements
 - b. Annexations and detachments
 - c. As-built drawings
 - d. Audits
 - e. Contract drawings
 - f. Customer statements
 - g. Deeds
 - h. Depreciation schedule
 - i. Disposal of surplus & excess property
 - j. Disposal of scrap materials
 - k. District insurance records
 - l. District water rights
 - m. Employee accident reports, injury claims & settlements
 - n. Employee earning records
 - o. Employee fidelity bonds
 - p. Employee insurance records
 - q. Encroachment permits (by others)
 - r. Encroachment permits (by BCVWD)
 - s. Facility improvement plans
 - t. Improvement districts
 - u. Individual water rights
 - v. Individual claims / settlements
 - w. Inventory
 - x. Journal vouchers
 - y. Ledgers
 - z. Licenses and permits
 - aa. Loans and grants
 - bb. Maps
 - cc. Minutes of Board meetings
 - dd. Payroll register
 - ee. Policies, Rules and Regulations
 - ff. Purchase orders and requisitions
 - gg. Resolutions
 - hh. Restricted materials permits
 - ii. Rights of Way and easements
 - jj. Spray permits
 - kk. Statements of Economic Interest
 - ll. State surplus acquisitions
 - mm. Warehouse requisitions
 - nn. Warrants (with backup)
 - oo. Warrant / voucher register
 - pp. Water rights history

ALL DEPARTMENTS

DEPT	REC #	DESCRIPTION	ACTIVE (In Office)	INACTIVE (Storage)	TOTAL RETENTION	COMMENTS / REFERENCES
ALL DEPARTMENTS						
Board Secy	AGR-001	Board Approved: Agreements, Contracts, Task Orders (specifications, scope of work, notices of completion, etc.)	T + 5 yrs VITAL	S, Keep orig – send to storage @5 y	T + 10.5 yrs	All original, executed agreements approved by BOD are sent to Dist Secy; GC 60200
Lead Dept	DEP-001	Affidavits of Publication / Public Hearing Notices / Legal Advertising / Affidavits of Posting / Proof of Publication	CY + 2	S / D	CY +2	Brown Act challenges must be filed 30 or 90 days of action; Statute of Limit on govt actions is 3-6 mos. GC 34090, CCP 337, 394.4; GC 60201, 54960
Lead Dept	DEP-002	Non-Board Approved: Project Admin files (correspondence, project administration, schedules, certified payrolls, insurance certificates, invoices, logs, RFP, etc.)	Originals: Completion date + 6 mos	10 years S, Keep orig	Completion + 10.5 years	Covers E&O Statute of Limitations (file insurance certs w/ Agreement). Audit standards = 4-7 yrs; Statute of Limitations: Contracts and specs= 4 yrs, Wrongful Death = comp.+5 yrs, Developers=comp+ 10 yrs. CCP 337 et seq, GC 60201
Lead Dept	DEP-003	Surveys / Questionnaires (issued by Dist.): Reports/ summaries / findings	2 yrs	0	2 yrs	Keep until no longer required; min. 2 yrs. Survey forms can be destroyed as drafts.
All Depts	DEP-004	General Correspondence – Routine Admin, chron files, letters, memos, working files, etc.	CY + 2	4 years S / D	6 yrs	GC 60201. Legal requirement: CY +2
All Depts	DEP-005	Correspondence with regulatory agencies	10 yrs	S / D after 10	10 yrs	

Unless considered a transitory or non-record, all records shall be kept a minimum of two (2) years.			
INDEX OF ABBREVIATIONS			
AE = After Expiration	AU = After Audit is settled	CR = Creation (of the record) Date	CU = Current
AV = Administratively valuable	BP = Best Practice	CY = Current year (calendar year end)	DND = Do Not Destroy
CL = Closed/Completed –also means: after final resolution (as in an injury or litigation) after expiration (as in a contract), after final payment, etc. A record is considered “Closed” when no further action is pending or required.			
D - Destroy	D/R = Destroy when no longer relevant	E = After Election	P = Permanent
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All Depts	DEP-006	Correspondence: Transitory / Drafts: Not retained in ordinary course of business – calendars, lists, email, social media, invitations, IMs, logs, mailing lists, thank-yous, transmittals, undeliverable evps, voice mail	When no longer required	S if AV, otherwise D		Retain based on content per Public Records Act. GC 60201, GC 6252
All Depts	DEP-007	Personnel: EE Leave requests, vacation requests kept within department	When no longer required	D	+/- 2 yrs	Dept preference. Prelim draft / transitory record. GC 60201, 6252
All Depts	DEP-008	Personnel records: Send all records / files to HR upon EE's separation, incl. supv.'s notes.	T		T	Destroy copies, incidentals at Termination. Route all to HR.
All Depts	DEP-009	Reference materials: brochures, flyers, manuals, etc. produced by outside organizations (i.e. CSDA, ACWA, etc.)	When no longer required	D	D	Non-records
All Depts	DEP-010	Reference materials: procedures, brochures, flyers, manuals, etc. produced by your department	2 yrs	S, Keep Orig for AV	Minimum 2 yrs	GC 60201
All Depts	DEP-011	Reports and Studies , historically significant (i.e. groundwater reports, etc.)	P	S +/- 10 yrs. DND	P	GC 60201
All Depts	DEP-012	Reports and Studies , NOT historically significant	10 yrs		10 yrs	If outdated, destroy after 10 yrs. If historically significant, retain P.
Lead Dept	DEP-013	Grants – Successful: i.e. CDBG, SRF, other Fed and State grants All supporting docs: agreement, rules and regs, apps, reports, contracts, project files, proposals, stmts, env review, inventory, plans, certified payroll, insurance certs, audit, etc.	AU + 1 VITAL	SCAN AU + 10	AU + 10	Min 5 yrs for most grants. Grants to local govts = 3 yrs from final pymt / exp report. SOS = 4 yrs. 7 CFR 3016.42; 21 CFR 1403.36 & 1403.42(b); 24 CFR 85.42, 91.105(h), 92.505, 570.490, & 570.502(a&b), 28 CFR 66.42; 29 CFR 97.42; 40 CFR 31.42; 44 CFR 13.42; 45

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						CFR 92.42; OMB Circular A-110 , & A-133 ; GC 60201
Lead Dept	DEP-014	Grants – Unsuccessful: Applications, correspondence	CY	1 + yrs, D or keep if AV	2 yrs or as AV	GC 60201

FINANCE					
REC #	DESCRIPTION	ACTIVE (In Office)	INACTIVE (Storage)	TOTAL RETENTION	COMMENTS / REFERENCES
FIN-015	Accounts Payable: Journals, statements, asset inventories, account postings with supporting documents, vouchers, investments, invoices and back-up documents, purchase orders, petty cash, postage, PERS reports, check requests, etc.	2 yrs Journal vouchers, ledgers = VITAL	5 yrs S / D	AU + 7 yrs	CCP 337 CFR 31.6001-1(e)(2) 40 CFR 122.41 (j)(2) WC 13263.2(b) GC 60201(d)(12) SOS Local Govt Rec Mgmt Guidelines
FIN-016	Accounts Receivable: Receipts for deposited checks, currency; checks received, reports, investments, receipt books, cash register tapes, payments for fees, permits, damage to property, etc.	2 yrs	5 yrs S / D	AU + 7 yrs	CCP 337 CFR 31.6001-1(e)(2) SOS Local Govt Rec Mgmt Guidelines
FIN-017	Annual Financial Report	AU + 2 yrs	5 yrs S, retain orig	P	GC 34090 SOS Local Govt Rec Mgmt Guidelines
FIN-018	Audit Reports: CAFR, Financial services, internal or external reports, independent auditor analysis, mgmt. letters	CY + 4 VITAL	S, retain orig P	P	SOS recommends permanent
FIN-019	Bank Account Reconciliations: Statements, receipts, certificates of deposit, audit trail, etc.	CY + 1	S / D	AU + 7	26 CFR 31.6001-1(e)(2) SOS Local Govt Rec Mgmt Guidelines

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FIN-021	Bonds: Authorization / public hearing records, prospectus, proposals, certificates, notices, (transcripts), registers, statements	CL + 10	S	CL + 10	Upon cancellation, redemption or maturity + 10 yrs CCP 336, 337.5, GC 43900
FIN-022	Bonds: Employee (Fidelity bonds): Covers employer for losses resulting from fraudulent acts of specified EE	CU + 2 VITAL	S / D	CU + 2	GC 34090
FIN-023	Bonds: Paid / Cancelled. Paid or cancelled bonds, warrant certificates, interest coupons	CY	10 yrs	10 yrs	CCP 337.5
FIN-024	Bonds: Unsold.	2 yrs	D	2 yrs	GC 34090, 43900 et seq
FIN-025	Bonds: Final. Final documentation, monthly statement of transactions, supporting documents	CY	T + 10	T + 10	Upon cancellation or maturity + 10 yrs CCP 337.5
FIN-026	Bonds: Development. Housing, industrial development	CY + 5	T + 10	T + 10	Upon cancellation or maturity + 10 yrs CCP 337.5
FIN-027	Bonds: Surety. Documentation created and/or received in connection with the performance of work / services for the district	4 yrs		CL + 4	CCP 337
FIN-028	Budget, annual Annual operating budget as approved by BOD	10 yrs	S, retain orig P	P	SOS Local Govt Rec Mgmt Guidelines
FIN-029	Check register / warrants – (with backup) approved by legislative body	AU + 2 VITAL		AU + 2	GC 34090
FIN-030	Developer Trust Accts	C + 2	C + 5	7 yrs	GC 60201
FIN-031	Financial System database (electronic files)	Indefinite		Indefinite	GC 12168.7
FIN-032	Expense reimbursements to employees and officers, travel expense reimbursements or travel compensation. Incl. ck copies, canceled or voided cks, electronic versions; all backup	T + 1 VITAL	9 yrs S / D	T + 10 yrs.	Law: 7 years after payment date GC 60201(d)(12)

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FIN-033	Gifts / Bequests: Receipts or other documentation	C + 2	D	C + 2	GC 34090
FIN-034	Insurance Certificates: Liability, performance bonds, employee bonds, property. File insurance certificates separately from contracts	CU + 2 VITAL	S / D	10 yrs	GC 34090
FIN-035	Insurance , Risk Mgmt Reports Federal OSHA forms, loss analysis, safety reports, actuarial studies	5 yrs (fed) 2 yrs (state)	D	5 yrs 2 yrs	29 CFR 1904.44 GC 34090
FIN-036	Investment Reports, Transactions. Summary of transactions, inventory and earnings report	AU + 4	S / D	AU + 4	GC 34090 CCP 337
FIN-037	Inventory – Physical inventory, worksheets, usage and receipt of material, cycle counts	CY + 2 VITAL	3 yrs	5 yrs D	GC 60200
FIN-038	Payroll: Deductions, authorizations. W2 forms, compensation records for EEs, officers Signed timesheets	CU + 7 VITAL	S / D	Indefinite 7 yrs	29 CFR 516.6, GC 60201 (d)(12) IRS Reg 31.6001-1(e)(2), R&T 19530, 29 CFR 516.5-6, 29 USC 436, CCR 11000-11150, LC 1174.
FIN-039	Payroll: Terminated employees	CY	S / D	Indefinite	29 CFR 516.5, GC 60201(d)(12) 7 yrs from date of last entry
FIN-040	Payroll: Registers, reports Reports showing labor costs by employee and program	C + 2 VITAL	S / D	Indefinite	29 CFR 516.5(a), LC 1174(d) GC 60201. 7 yrs from date of last pymt SOS Local Govt Rec Mgmt Guidelines
FIN-041	Payroll: Wage rates / job classifications, check copies	CU	S / D	Indefinite	GC 60201(d)(12), CCP 337
FIN-042	Payroll: Wage Garnishment	Until satisfied	S / D	AU + 7	CCP 337
FIN-043	PERS Employee benefits: annual reports required under ERISA	CY + 2	S / D	6 yrs	29 USC 1027

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FIN-044	PERS Employee benefits: Plan documents – originals	CU + 2	D	CU + 2	29 CFR 1627.3(b)(2)
FIN-045	Unemployment Insurance records: claims, pymts, correspondence, etc	CU + 4	D	CU + 4	26 USC 3301-3311 CA UI Code CCP 343
FIN-046	Deferred Compensation Reports: Pension/retirement funds	CY + 3	D	3 yrs	29 CFR 516.5, 1627.3
FIN-047	Worker's Compensation: Injury claims (including denied), claim files, reports, etc.	CU VITAL	CL + 5	CL + 5	8 CCR 10102 8 CCR 15400.2
FIN-050	State Controller annual reports filed	CY + 2	3 yrs, S / D	CY + 5	GC 34090
FIN-051	Appraisals: For real property owned by District – <i>Not a public record until real estate transaction is complete</i>	10 yrs	D	10 yrs	Not public until after sale complete. 24 CFR 85.42 & 91.105(h) & 570.502(b); 29 CFR 97.42 GC 6254(h), GC 34090
FIN-060	Credit Cards , District-owned: Bills or statements, and other records related to use of district-paid credit cards	CY + 1	S / D 6 yrs	7 yrs after date of pymt	GC 60201(d)(12)
FIN-061	Fixed Assets – Auction / Disposal / Sales / Surplused	CY + 2 VITAL	S / D 3 yrs	5 yrs	GC 60200, CCP 337
FIN-062	Fixed Assets: Inventory, depreciation sched. Reflects purchase date, cost, acct #	AU + 2 VITAL	SCAN	AU + 2	GC 34090
FIN-063	Fixed Assets: Vehicle ownership and Title	Until sold		Until sold	VC 9900 et seq
FIN-064	Fund Transfers: internal, bank transfers and wires	AU + 2		AU + 2	
FIN-065	General Ledger: All annual financial summaries, all agencies	CY + 2	SCAN	P	Best Practice SOS Local Govt Rec Mgmt Guidelines
FIN-066	Purchasing , requisitions, POs	CY + 1 VITAL	S / D	AU + 4	GC 34090, CCP 337
FIN-067	Returned checks / ACH: adjustments, NSF	AU + 4	D	AU + 4	GC 34090, CCP 337, 343
FIN-068	Stop payments (bank stmts)	2 yrs	D	2 yrs	GC 34090

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FIN-069	Tax Records and Returns: Federal and State Incl. Forms 1096, 1099, W-9, W-4 and W-2	CY + 6 yrs	SCAN	7 yrs after Filing Date	29 USC 436, 26 CFR 31.6001 1-4 29 CFR 516.5 – 516.6 IRS = 4 yrs after tax pd. IRS Reg 31.6001-1(e)(2), R&T 19530, 19704. CA FTB = 3 yrs.
FIN-070	Taxes, Special: Taxes levied by local agency on a per-parcel basis	AU + 3	D	AU + 3	CCP 338(m)
FIN-071	Tax Exempt status forms (990-N, 199-N)	P	P / S / D	P	
FIN-080	Utility Billing: Applications for connection, disconnects, registers, service	CY + 2	S / D	CY + 2	GC 34090 SOS Local Govt Rec Mgmt Guidelines Scan to customer account
FIN-081	Utility Billing: Billing. Customer name, service address, meter reading, usage, pymts, applications / cancellations, activity	AU + 2	Keep electronically	AU + 2	GC 34090 SOS Local Govt Rec Mgmt Guidelines
FIN-082	Utility Billing Records: Stubs submitted with payment; customer statements	CY + 1 VITAL	D	CY + 2	GC 34090 Scan to customer account
FIN-083	Utility Billing: Connection records. Maps, water line connections	AU + 2 VITAL	S / P	P	GC 34090 SOS Local Govt Rec Mgmt Guidelines
FIN-084	Utility Billing: Meter reading, reports, rebates	CY + 2	D	CY + 2	GC 34090

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ADMINISTRATION					
REC #	DESCRIPTION	ACTIVE (In Office)	INACTIVE (Storage)	TOTAL RETENTION	COMMENTS / REFERENCES
	Board Administration				
ADM-015	Minutes, BOD: Documents are to be imaged immediately. Paper records to be maintained permanently in vault.	P VITAL	SCAN / DND	P	P GC 34090, 60201(d)(3) SOS Local Govt Rec Mgmt Guidelines
ADM-016	Minutes: Standing Committee (less than a quorum of BOD)	CY + 2	S / D	P	GC 60201 All recommendations go to BOD
ADM-017	Ordinances. As approved by BOD	CU + 1	SCAN / DND	P	GC 60200. All originals permanent.
ADM-018	Resolutions. As approved by BOD	CU + 1 VITAL	SCAN / DND	P	All originals permanent. Vital Records. GC 34090, 60201
ADM-019	BOD Agendas / Agenda packets: Original agendas, certificates of posting, meeting notices, backup materials incl. staff reports, handouts. Sign-in sheets.	CY + 2	5 yrs S / D	Indefinite (electronic)	GC 34090 SOS Local Govt Rec Mgmt Guidelines
ADM-020	Boards, Committees: Residents Advisory bodies formed by the BOD: Minutes and Bylaws	CY + 2	S / D	P	GC 60201
ADM-021	Correspondence: BOD member correspondence	CY + 4		CY + 4	AV during term of office GC 60201
ADM-030	FPPC Form 602, 635 – Lobbying Firm Activity. Forms used when contracting with a lobbying firm	CY + 1	S / D	5 yrs	FPPC Reg 18615(d)
ADM-031	FPPC Form 700: Stmt of Economic Interests of elected officials	CU + 4 VITAL	SCAN after 2 yrs, D	CU + 7	GC 81009(f), (g)
ADM-032	FPPC Form 700: Stmt of Economic Interests – designated employees	CU + 4	SCAN after 2 yrs, D	CU + 7	GC 81009(e), (g)

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ADM-033	FPPC Form 801: Gift to Agency Report showing pymt or donation made to District or official	CY + 4 Must post on website 4 yrs	S / D	7 yrs	FPPC Reg. 18944 (c), (3)(F), (G) Gifts to an Agency, Part II
ADM-034	FPPC Form 806: Agency Report of Public Official Appointments	2 years	S / D	2 yrs	Post current report on District's website 2 CCR 18705.5; GC 60201, 60201
ADM-040	Election: Campaign Statements and other campaign reports (originals) – BOD	2 yrs	SCAN + 5 yrs	E + 7 yrs	GC 81009(c), (e), (g)
ADM-041	Election: Administrative documents	2 yrs	SCAN if important	E + 2 yrs	GC 34090
ADM-042	Election: Prop 218 Ballots, protest letters, list and related documents Prop 218 undeliverable mail	CY + 4 3 mos	S, retain orig	E + 5 yrs	GC 53755.5(b)(4) Transitory record.
ADM-043	Election: Notifications and publication of election records (vacancy notice, etc.)	CY + 6 mos	D	E + 6 mos	EC 17304
ADM-044	Election: Certificate of Election	CY + 4	S / P	T + 4 yrs	GC 81009(a), (d)
ADM-045	Election: Election Official's package of documents and Candidate Handbook	CY + 6 mos	D	E + 6 mos	EC 17304. Public may inspect after commencement of official canvass
ADM-046	Election: Nomination documents, successful: All documents and signatures	T + 4 yrs	4 yrs S / D	T + 8 yrs	
ADM-047	Election: Nomination documents, unsuccessful	CY	D after 5 yrs	E + 5 yrs	GC 81009(b)
ADM-048	Election Petitions –Initiative / Recall / Referendum / Charter Amendment	CY	D after 8 mos	E + 8 mos	Not a public record. EC 17200, 17400 GC 6253.5
ADM-049	Election Petitions – No Election	CY	D after 8 mos	E + 8 mos	Not public record. Retention is from final exam. EC 17200, 17400, GC 6253.5
ADM-050	Oaths of Office – Elected and public officials	CU + 6	S / retain orig	P	GC 36507, 60201; PC 801.5, 803(c) , 29 USC 1113
ADM-051	Statement of Facts – Roster of Public Agencies	P	SCAN / DND	P	

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	Business Administration				
ADM-100	District Formation: Mergers, boundary changes, organization approved by BOD	P	SCAN / DND	P	
ADM-101	Articles of Incorporation	P	SCAN / DND	P	GC 34090, 60201
ADM-102	Recordings, audio: Made for whatever purpose by or at the direction of the local agency	Min 30 days		30 days	GC 34090 54953.5(b)
ADM-103	Recordings, video: public mtgs made by or at the direction of the district	Min 30 days		30 days	GC 54953.5
ADM-104	Recordings, video: routine monitoring, telephone and radio communications, video monitoring systems, building security systems	1 year	D	1 year	GC 53160 GC 53161
AGR-001	Agreements / Contracts: Originals incl. leases, license agreements, service / maintenance contracts, etc.	T + 4 yrs	S, Keep orig	T + 10.5 yrs	CCP 337, 337.2, 343
ADM-105	District Property: Originals re: development of real property, design specs, surveying, planning, supervision, testing or observation of construction or improvement to real property; may incl. records of retention releases, retention withheld, change orders, etc.	T + 10 yrs VITAL		T + 10 yrs	CCP 337.15
ADM-110	Communication: Brochures / Publications/Marketing / PR (in-house): Retain only for historic value	CY + 2	S / DND	P	GC 34090
ADM-111	Communication: News clippings	Dept pref	S & D		Non-records
ADM-112	Communication: Newsletter, District: Retain selected documents for historic value	P	S / DND	P	

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ADM-113	Communication: PR: Photos, videos, slides	When no longer required	D or keep if AV		GC 60201
ADM-114	Communication: Presentations, PowerPoints	When no longer required	D		GC 60201
ADM-115	Water Conservation programs (info, correspondence, rebate apps, etc)	7 yrs	D	7 yrs	GC 60201. Depends on audit needs.
ADM-120	Complaints: Customer. Water quality – odor, taste, appearance; or water outages (Correspondence)	CY	SCAN + 3 yrs	5 yrs	40 CFR 122.41(j)(2) 22 CCR 64453(a) Claims must be filed in 6 mos
ADM-121	Complaints: Misc. Not related to specific lawsuits involving the District and not otherwise specifically covered by the retention schedule	2 yrs	D	2 yrs	GC 34090 Claims must be filed in 6 mos
ADM-130	Conflict of Interest Code: Required under Political Reform Act	6 yrs	S / DND	P	GC 87300 et seq Review / amend even number years
ADM-131	Ethics Training Records. Must show date that official satisfied the training requirements and entity that provided the training.	CU + 5	S. D after 5 yrs	CU + 7	GC 53235.2. Ethics = 7 yrs recommended
ADM-140	Correspondence , General: letters, email, various files, not otherwise specifically covered by retention schedule	1 yr, then SCAN.	S / D	2 yrs	Electronic files may be retained. No need to print.
ADM-141	Demographic / Statistical data	CY +2	SCAN	2 yrs	GC 34090
ADM-150	Legal Files: Legal Opinions Confidential, atty-client privilege	S + 2	S / D	10 yrs /until outdated	GC 34090
ADM-151	Legal Files: Litigation: Case files	CL + 3		CL + 3	GC 34090

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ADM-152	Legal Files: Claims Against the District: Paid and denied, settlements	Until settled VITAL	SCAN after 3 yrs	CL + 5	GC 60200, 60201(6)
ADM-153	Legal Files: Miscellaneous	CL + 3		CL + 10	GC 60200; 60201.6
ADM-160	Legislative Affairs: Political support/opposition requests, responses re legislation	CY + 2	SCAN AV	CY + 2	GC 34090
ADM-161	Public Records Act requests	CY + 2	S / D	CY + 5	GC 34090, GC 60201(d)(5)
ADM-162	Policies and Procedures: Original policies adopted by BOD or GM	CU + 2 VITAL	S	CU + 2	GC 34090
ADM-163	Maintenance Manuals. Equipment service / maintenance records	T or AV		T or AV	GC 34090
ADM-164	Purchasing: RFQs, RFPs	CU + 2		CU + 2	GC 34090
ADM-165	Records Mgmt: Disposition / destruction certification	CU + 2	S / D after 3 mos	P	GC 34090, 60201(d)(10)
ADM-166	Records Retention Schedules	CU + 2	S / D after 3 mos	P	GC 34090
ADM-167	Association records: External (ACWA, CSDA, etc)	When no	Longer	required	GC 60201 Non-records
ADM-168	Special Projects and issues (varied) – working files	Min 2 yrs	Scan if significant	CY + 4	Vital while active. GC 60201
ADM-170	Committees: Internal, attended by employees (all records)	2 yrs		2 yrs	
ADM-171	Consumer Confidence Report (annual water quality report)	P	S / D after 12 yrs	P	State law req 12 yrs retention
ADM-172	Landscape Plans (commercial and residential)	P	S	P	GC 60201
ADM-200	Annexations / Reorganizations: Notices, resolutions, certificates of completion, detachments	P VITAL	S / DND	P	GC 34090, 60201(d)(1)
ADM-300	Planning docs – i.e. IRWMP, UWMP	P	P	P	GC 60201.7

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HUMAN RESOURCES					
REC #	DESCRIPTION	ACTIVE (In Office)	INACTIVE (Storage)	TOTAL RETENTION	COMMENTS / REFERENCES
HR-015	Accident, Incident, Injury Reports: Employees, with associated MSDS if chemical was involved PUBLIC AND NOT PUBLIC	Length of employment VITAL	30 yrs	T + 30 yrs	GC 6254c.8, CCR3204.d.a.A.B Does NOT incl health ins claims, first aid records
HR-016	Cal-OSHA: Personnel – logs, supplementary record, annual summary (federal and state)	CY + 1	SCAN 4 yrs	5 yrs	LC 6410, 8 CCR 14307 Must post annual log (300a) in office from Feb 1 – Apr 30
HR-017	EEOC Records (Equal Employment Opportunity Commission)	CY	SCAN, +3 yrs	3 yrs	29 CFR 1602.30
HR-018	Employee stats, benefit activity, liability loss	CY + 2	D	CY + 2	GC 34090
HR-019	Employee Benefits: Benefit plans, health insurance programs, records re: COBRA, extension of benefits for separated employees, insurance policies (health, vision, dental, deferred comp, etc.)	Life of Plan VITAL	+ 6 yrs	Life + 6 yrs	29 USC 1027 11 CCR 560 28 CCR 1300.85.1 29 CFR 1627.3(b)(2)
HR-020	ERISA Records (EE Retirement Income Security Act) – plan reports, filings	File date + 6 yrs	S / D	6+ yrs	29 USC 1027, 1059
HR-021	Employee Programs: Recognition, EAP, etc.	CY + 2	D		GC 12946, 34090
HR-022	Employee Assn Memorandum of Understanding and related documents	CY + 5	S / DND	P	29 CFR 516.5
HR-023	Job Descriptions	CU + 3	S / D	CU + 3	29 CFR 1627.3 Keep electronic indefinitely, filed by year

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HR-024	Pre-employment records: Job applications and resumes (not hired), employment referrals, inquiries, help wanted ads and job announcements, announcements of training, promotions or overtime, examination materials, answer sheets, job bulletins	CY + 3 yrs	D	CY + 3	2 yrs unless part of individual Personnel File GC 12946, 34090 2 CFR 1602 et seq 29 CFR 1627.3
HR-025	Recruitment and selection: records re hiring, promotion, selection for training	T + 3 yrs	D	T + 3 yrs	29 CFR 1627.3
HR-026	Personnel Rules and Regs – handbooks, manuals, other policies and procedures	CU + 3	SCAN	CU + 3	CFR 516.6 CFR 1627.3(a)
HR-027	Employment – Training Records (General, Internal and external). Sign in sheets, class materials.	CU + 2	S / D after 12 months	CU + 7	OSHA req 7 yrs. EEOC/FLSA/ADEA req 3 yrs for promotion, demotion, xfer or discharge. 2- 3 yrs for personnel actions. 8 CCR 3203, 29 CFR 1627.3(b)(ii), LC 6429(c); GC 12946, 60201,53235.2(b)
HR-028	Employment – Surveys and Studies: Class /Comp, etc., surveys of other agencies, benefits	2 yrs	S, Keep until not useful	CU + 2	GC 12946, 34090 29 CFR 516.6
HR-029	Grievances and informal complaints	CL + 2	S / D	CL + 2	GC 12946, 60201
HR-100	I-9 forms (File separately in one file)	T + 3	S / D	7 yrs or T+3	USCIS. May store electronically. 8 USC 1324a (b)(3), Pub Law 99-603
HR-101	DMV Driver's Records Reports (DMV Pull Notice program) (File separately in one file)	CY	SCAN, T + 7 yrs	T + 7 yrs	GC 36254(c), 4090; VC 1808.1(c). SOS Local Govt Rec Mgmt Guidelines
HR-201	Personnel Files: Employee info, general – name, address, DOB, title, egcy info, oath of office	T + 5	S / D	Indefinite	3 yrs by law, 5 yrs for convenience. GC 12946, 29 CFR 1627.3, LC 1174
HR-202	Personnel Files: Employee Benefit data: Enrollment forms, election of benefits, beneficiary designations, eligibility determinations, COBRA notices, PERS	T + 5	S / D	Indefinite	Not public record. Employee may file written request to view file; District must provide proper request form.

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HR-203	Personnel Files: EE Selection – App, resume, offer letter / contract, releases / authorizations, tests	T + 5	S / D	Indefinite	Not public record. Employee may file written request to view file; District must provide proper request form.
HR-204	Personnel Files: EE Training and Dev. Training records, Empl Assistance, tuition reimbursement, career planning, accomplishments, certificates	T + 5	S / D	Indefinite	Not public record. Employee may file written request to view file; District must provide proper request form.
HR-205	Personnel Files: Performance evals, change of status, promotions / demotions, disciplinary notices, discharge, layoff, transfer, recall	T + 5	S / D	Indefinite	Not public record. Employee may file written request to view file; District must provide proper request form.
HR-206	Employment Agreements – At-Will employees, temporary employees	T + 5	S / DND	Indefinite	CCP 337, 343
HR-207	Personnel Files: Misc. – EE signed receipts, vacation or leave requests, resignations, exit interview, term. checklist, unemployment challenges, verification of employment	T + 5	S / D	Indefinite	Not public record. Employee may file written request to view file; District must provide proper request form.
HR-300	Personnel Files – Confidential. Interview eval forms, pre-empl reference checks, EEO data, credit checks, settlement agreements, litigation material, criminal info	T + 5	S / D	Indefinite	Not public record. Not accessible to managers or employees.
HR-400	Personnel Files: Red File. EE Medical Records. First aid for injuries causing loss of work time, post-offer medical info, Workers Comp, Drug/alcohol test results, Disability leave info, voluntary medical info, med ins claims, ADA and accommodation requests, FMLA	T + 5	S / D	Indefinite	Not public record. Keep Medical file separate from main personnel file. CFR 29, Section 1910.20; GC Section 60200-60203; 8CCR 3204.

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HR-401	Personnel Files: Red File. EE Medical Records. Records made or maintained by a physician, nurse or other health care personnel re: EE exposed to toxic substances or harmful physical agents	T + 5	S + 29	T + 30 yrs for records of exposure	Not public record. Keep Medical file separate from main personnel file. GC 6254 (c) 29 CFR 1910.1020 8 CCR 3204 (d)(1)(A)(B)
HR-402	Family and Medical Leave Act. Red File. Records of leave taken, policies, notices, related communications	T + 5	S / D	Indefinite	29 CFR 825.500 GC 12946
HR-600	Risk Management Administration	CY + 5		10 yrs	

ENGINEERING					
REC #	DESCRIPTION	ACTIVE (In Office)	INACTIVE (Storage)	TOTAL RETENTION	COMMENTS / REFERENCES
ENG-015	Bids , successful: Incl. plans and specifications, notices, audits	CY + 1	3 yrs	4 yrs	File orig with Agreement / Contract if appropriate (SEC-001)
ENG-016	Bids , unsuccessful: Bid packages	2 yrs	D	2 yrs	GC 34090, 60201
ENG-020	Capital Improvements , Construction: Records on planning, design, construction, conversion or modification of local govt owned facilities, structures and systems	5 yrs VITAL	P	P	GC 34090 H&S 19850 SOS Local Govt Rec Mgmt Guidelines
ENG-021	Capital Improvements: Supporting Documents: bonds, taxes, construction	P	SCAN, retain originals	P	GC 34090
ENG-022	Capital Improvement: Job files / Eng project files Project admin, certified payrolls, costs, fees and deposits, ins certs, labor compliance, logs, bonds, schedules	Upon completion	S / D	AU + 10	Statute of limitations = 4 yrs from breach, E&O = 10 yrs, death = 10 yrs

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ENG-023	Capital Improvement: Job files / Eng project files Permanent – large format drawings – finals and as-builts	Upon completion VITAL		P	14 CCR 15095
ENG-024	Capital Improvement: Job files / Eng project files Permanent – Specs, RFPs, change orders, construction photos, correspondence, close-out/ acceptance, deeds, logs, easements, field inspections, testing reports, env docs, NOC, regulatory agency approvals, ROW, shop drawings, soils reports, structural calcs, surveys, encroachment permits, submittals, SAMPs, SWPPP task orders, variances	Upon completion VITAL	S / D	P	Keep for disaster prep purposes
ENG-030	District Property: Deeds , Real Property: File with recorded documents	P VITAL	SCAN, retain originals	P	GC 34090, 60201(d)
ENG-031	District Property: Easements , Real Property: File with recorded documents	P VITAL	SCAN, retain originals	P	GC 34090
ENG-032	District Property: acquisition / disposition: District owned. Docs re sale, purchase, exchange, lease or rental	CU + 2	SCAN + 8	CU + 10	CCP 337.15
ENG-040	Real Property , Buildings: condemnation, demolition, abandonment	P	SCAN	P	GC 34090
ENG-050	GIS Database / data / layers	REV VITAL			Print or save source data prior to replacing data if required for historical purposes. GC 60201
ENG-051	Aerial maps (historical)	P VITAL	S	P	
ENG-052	CCTV inspection tapes / videos / digital recordings – construction jobs, project inspections (all lines)	10 yrs	D	10 yrs	Statute of limitations = 4 yrs from breach, E&O = 10 yrs, death = 10 yrs

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ENG-053	Elevation certificates	P	S / D	P	
ENG-054	Encroachment permits issued by outside agencies (for Dist constr.)	2 yrs VITAL	S / D	2 yrs	GC 60201
ENG-055	Fire Hydrant Flow Tests (new placement / development)	P	S after 3 mos	P	GC 60201
ENG-056	Flood Hazard Letters	P	S after 3 mos	P	GC 60201
ENG-057	Flood Insurance Rate maps	REV			Non-records
ENG-058	Licenses other agencies (FCC, installation of private roads, O&M of sewer lines, etc)	VITAL . When superceded	When superceded	S / D	GC 60201
ENG-060	Source of Supply: SWP, SGPWA agreements, reports, orders	P VITAL	S	P	GC 60201
ENG-070	Utility clearance forms	2 yrs	S / D	2 yrs	GC 60201
ENG-080	Development: Acceptance of infrastructure, package, form 635	P	S, retain orig	P	GC 60201
ENG-081	Development: subdivisions / Tract files – correspondence, incidents, schedules	C + 10	S / D after 3 mos	10 yrs	Statute of limitations = 4 yrs from breach, E&O = 10 yrs, death = 10 yrs
ENG-082	Development: subdivisions / Tract files – Agreements, easements, fees, inspections, reports, ROWs, rights of Entry, Hydrology, geo studies, etc.	P VITAL	S, keep Orig	P	GC 60201
ENG-083	Development: final drawings	P		P	GC 60201
ENG-084	Development: Will Serve Letters (<i>File Agreements in AGM-001</i>)	P	S, Keep Orig	P	GC 60201
ENG-090	Bureau of Rec licenses, encroachment permits, easements	P VITAL	S, keep Orig	P	GC 60201
ENG-091	Land surveys / Survey books	P	S, keep Orig	P	GC 60201
AGR-001	Leases (Agreements)	P	S, keep Orig	P	Statute of limitations = 4 yrs; CCP 337
ENG-092	Rights of Way / Rights of Entry	P VITAL	S, keep Orig	P	GC 60201

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CL = Closed/Completed –also means: after final resolution (as in an injury or litigation) after expiration (as in a contract), after final payment, etc. A record is considered “Closed” when no further action is pending or required.			
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ENG-093	Business plans: Haz Mat inventory, disclosures for local Fire Dept	5 yrs	D	5 yrs	GC 60201
ENG-094	CEQA / NEPA docs prepared for District projects	P	S / D after project comp	P	Keep w/ project file
ENG-095	CEQA / NEPA docs prepared for non-District projects	CL+2	D	CL+2	Project completion + 2 yrs
ENG-200	Annexations: Annexations, boundary changes, detachments	VITAL Upon completion	S	P	GC 60201 Originals go to Board Secretary
ENG-300	Master plans	P	S	P	GC 60201

OPERATIONS					
REC #	DESCRIPTION	ACTIVE (In Office)	INACTIVE (Storage)	TOTAL RETENTION	COMMENTS / REFERENCES
OPS-015	Backflow Test Reports	5 yrs	S / D	5 yrs	17 CCR 7605(f)
OPS-020	Meter Operations: Reader reports, orders, tests, maintenance reports	CY + 2	D	CY + 2	GC 34090
OPS-021	Meter Reading: Reports and rebate reports	CY + 2	D	CY + 2	GC 34090
OPS-022	Corrective Actions (as a result of violation): Tier 1, 2 or 3 Public Notices for domestic water	10 yrs	S / D	10 yrs	40 CFR 141.33(b)(2), 22 CCR 64470(b)(2)
OPS-023	Engine / Generator logs (air quality): Fixed, stationary and portable equip.	2 yrs	S / D	2 yrs	AQMD req. 2 yrs
OPS-024	Env Permits: Fish takes, bird permits, authorizations, etc.	10 yrs min	S / D	10 yrs min	GC 60201
OPS-025	Field books, Field test sheets	CU	S / D 3 mos	CU + 3 mos	
OPS-030	Lab reports and chains of custody / tabular summaries: Domestic water chemical (incl chlorine residuals); Bacteriological and Organics	5 yrs	S / D	P	State law req 12 yrs. Lab repots may be kept, or data transferred to tabular summaries. 40 CFR 141.33(a)

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OPS-031	Lab reports and chains of custody / tabular summaries: non-compliance chemistry and biological: groundwater quality	5 yrs	S / D	P	No legal mandate GC 60201
OPS-032	Lab reports and chains of custody / tabular summaries: Domestic customer tap Lead and Copper	5 yrs	S / D	P	Law req 12 yrs or 2 compliance cycles (18 yrs). Reports may be kept or data incl. in summaries. 40 CFR 141.33(a)
OPS-040	NPDES Monitoring . Compliance	3 yrs min	S / D	3 yrs min	Fed law req 3 yr. 40 CFR 122.21, 122.41
OPS-041	NPDES Permits	Exp + 2	S / D	P	GC 60201
OPS-042	Recharge pond reporting	10 yrs min	S / D	10 yrs min	GC 60201
OPS-043	Sanitary Surveys	10 yrs	S / D	10 yrs	40 CFR 141.33(b)(3)
OPS-044	SCADA database (electronic data)	Indefinite VITAL		Indefinite	GC 12168.7
OPS-050	Source of Supply: Source Control / Industrial Pretreatment – Enforcement Actions, SOPs, program evals, reports, etc	CY + 10	S / D	CY + 10	EPA / Good practice stds. 40 CFR 122.21, 122.41; 40 CFR 792.195
OPS-051	Source of Supply: Source Water Assessments / Potential Well Sites	REV	S / D	REV	GC 60201
OPS-052	Source of Supply: Water audits	7 yrs		7 yrs	
OPS-053	Source of Supply: Water reports / studies: subbasin, subsidence, water investigations	P	S / Keep Orig	P	GC 60201
OPS-054	Source of Supply: Water Rights Permits, reports (annual), history	P VITAL	S / Keep Orig	P	GC 60201
OPS-055	Source of Supply: Water Supply Agreements	P VITAL	S / Keep Orig	P	Clerk of the Bd keeps all Agreements
OPS-056	Source of Supply: Well Depth to Water Levels	P	S / Keep Orig	P	GC 60201
OPS-057	Source of Supply: Well Driller Logs / Well completion	P	S / Keep Orig	P	GC 60201
OPS-058	Source of Supply: Well Permits / Dept of Health Permits	P VITAL	S / Keep Orig	P	GC 60201

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OPS-059	Source of Supply: Well Water Quality Data	P	S / Keep Orig	P	GC 60201
OPS-060	Work Orders / Service requests (computerized management system) all data entered	Indefinite		Indefinite	Retain electronic data
OPS-163	Maintenance Manuals. Equipment service / maintenance records	T or AV		T or AV	GC 34090
OPS-200	Safety: USA Line Locations	3 yrs	7 yrs	10 yrs	
OPS-201	Safety: Emergency Plan – Plan doc, Drill action reports	REV	S / Keep Orig	Until REV	
OPS-202	Safety: Hazardous Waste manifests / disposal	5 yrs	S / D	P	“Cradle to grave” liability
OPS-203	Safety: Hazardous Materials – Hazardous Waste Disposal: handling and disposal of haz waste	CU	10 yrs	CU + 10	Cal OSHA SOS Local Govt Rec Mgmt Guidelines
OPS-204	Safety: Hazardous Materials – Permits, Haz Mat storage records	CU + 2 VITAL	S / D	CU + 2	GC 34090 Permanent retention of environmentally sensitive materials is recommended SOS Local Govt Rec Mgmt Guidelines
OPS-205	Safety: Hazardous Materials – Exposure Records, etc.: EE exposure records, name/identity of chemical substance used, when/where substance used	T VITAL	T + 30	T + 30	8 CCR 3204(d)(1)(B)
OPS-206	Safety: Hazardous Materials – Underground Storage Tank: Compliance – docs regarding storage, location, installation, removal, remediation, maintenance and repair	P VITAL	S / D after 5 yrs	P	GC 34090

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Citations

CCP – Calif Code of Civil Procedure	LC – Labor Code
CCR – Calif Code of Regulations	EC – Elections Code
CFR – Code of Federal Regulations	R&T – Revenue and Taxation
H&S – Health and Safety	USCIS – US Customs and Immigration Service
GC - Government Code	GC 34090
California Secretary of State Records Management Guidelines	GC 60200 et seq
USC – U.S. Code	VC – Vehicle Code

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ATTACHMENT 3

~~EXISTING~~ PROPOSED SECTION 19 - RECORDS RETENTION

A. **Goal.** ~~The purpose of this policy is to~~ To provide guidelines to staff regarding the retention or disposal of district records; provide for the identification, maintenance, safeguarding and disposal of records in the normal course of business; ensure prompt and accurate retrieval of records; and, ensure compliance with legal and regulatory requirements.

The measure of an effective records management program is whether a record can be produced when needed.

A-B. **Records.** The California Public Records Act (CPRA) (Government Code Sections 6250-6276.48) defines a public record as "any writing containing information relating to the conduct of the public's business prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics."

B-C. **Value.** Vital and important records, regardless of recording media, are those having legal, financial, operational, or historical value to the District. Vital records are listed in Appendix A.

C-D. **Implementation.** ~~Upon authorization~~ The Board of Directors' approval of this Records Management Policy by Resolution constitutes authority for ~~of the Board of Directors~~ the General Manager ~~is authorized~~ to interpret and implement this policy, and to cause to be destroyed any or all such records, papers and documents that meet the qualifications governing the retention and disposal of records, specified below and as per Appendix B, the Records Retention Schedule.

D-E. **Authority.** Pursuant to the provisions of California Government Code §§60200 through 60203, California Water Code §21403, and the guidelines prepared by the State Controller's office and the ~~Controller's Advisory Committee for Special Districts~~ California Secretary of State Local Government Records Management Guidelines, the following qualifications will govern the retention and disposal of records of the District:

- i. **Duplicate.** Duplicate records, papers and documents may be destroyed at any time without the necessity of Board authorization or copying to photographic or electronic media.
- ii. **Recent Documents.** Originals of records, papers and documents more than two (2) years old that were prepared or received in any manner other than pursuant to State or Federal statute may be destroyed without the necessity of copying to photographic or electronic media.
- iii. **Necessity.** In no instances are records, papers or documents to be destroyed where there is a continuing need for such records for such matters as pending litigation, special projects, etc.
- iv. **Legal Requirements.** Records, papers or documents which are not expressly required by law to be filed and preserved may be destroyed if all of the following conditions are met:

- a. **Satisfies Standard.** The record, paper or document is scanned,

photographed, ~~micro-photographed~~, reproduced on film of a type approved for permanent photographic records by the National Bureau of Standards, or copied to an approved electronic media;

b. **Accurate Reproduction.** The device used to reproduce such record, paper or document on film, or retrieves and prints the document from the electronic media, is one which accurately reproduces the original thereof in all details; ~~and,~~

c. **Accessible.** The photographs, microphotographs, or other reproductions on film are placed in conveniently accessible files and provisions are made for preserving, examining, and using the same, together with documents stored via electronic media;

When records not covered by the Records Retention Schedule (Appendix B) no longer fulfill the value for which they were created, they should be destroyed unless they have some historic or research significance.

If a federal or state statute or regulation specifies a longer retention period for any records, the statute or regulation overrides this schedule.

~~e.~~

v. ~~**Accounting Record.** Any accounting record except the journals and ledgers which are more than five years old and which were prepared or received in any manner other than pursuant to State statute may be authorized for destruction, provided that:~~

a. ~~**Unnecessary.** There is no continuing need for said record, i.e., long-term transactions, special projects, pending litigations, etc., and;~~

b. ~~**Inclusive Report.** There exists in a permanent file, an audit report or reports covering the inclusive period of said record, and that;~~

c. ~~**Sufficient Report.** Said audit report or reports were prepared pursuant to procedures outlined in Government Code Section 26909 and other State or Federal audit requirements, and that;~~

d. ~~**Opinion.** Said audit or audits contain the expression of an unqualified opinion.~~

v. **Non-Records.** Material not usually included within the definition of records, such as unofficial copies of documents kept only for convenience or reference, working papers, appointment logs, stocks of publications and processed documents, and library material intended solely for reference or exhibition. Also, documents such as rough notes, calculations or drafts assembled or created and used in the preparation or analysis of other documents.

vi. ~~**Unnecessary Record.** Any ~~accounting~~ record created for a specific event or action may be destroyed upon authorization five years after said event has in all respects terminated. Any source document detailed in a register, journal, ledger or statement may be authorized for destruction five (5) years from the end of~~

the fiscal period to which it applies. ~~The following may be destroyed at any time:~~

- ~~a. Duplicated (original subject to aforementioned requirements).~~
- ~~b. Rough drafts, notes or working papers (except audit).~~
- ~~c. Cards, listings, nonpermanent indices, other papers used for controlling work or transitory files.~~
-
- ~~vii. Payroll/ Personnel Records. All payroll and personnel records shall be retained indefinitely. Originals may upon authorization be destroyed after seven (7) years retention, provided said records have been microfilmed and qualify for destruction section iv, above. Payroll and personnel records include the following:~~
 - ~~a. Accident reports, injury claims and settlements.~~
 - ~~b. Medical histories.~~
 - ~~c. Injury frequency charts.~~
 - ~~d. Applications, changes and terminations of employees.~~
 - ~~e. Insurance records of employees.~~
 - ~~f. Time cards.~~
 - ~~g. Classification specifications (job descriptions).~~
-
- vii. Transitory Record. Records whose value is comparatively short-lived and should be discarded when they have fulfilled the purpose for which they were created. Examples: copies of reproduced / printed material of general information, originals / copies of documents kept solely for tickler, suspense or follow-up, preliminary work materials used for preparation of studies, reports, etc., duplicates / extra copies of records, and appointment logs / charts.

h. ~~Performance evaluation forms.~~

i. ~~Earning records and summaries.~~

j. ~~Retirements.~~

viii. ~~**Assessment Records.** All assessing records may upon authorization be destroyed after seven (7) years retention from lien date; however, their records may be destroyed three (3) years after the lien date when said records are microfilmed as provided for section iv, above.~~

ix. ~~**Debt Authorization.** Records of proceedings for the authorization of long-term debt, bonds, warrants, loans, etc., after issuance or execution may be destroyed if microfilmed as provided for in section iv-a above. Terms and conditions of bonds warrants, and other long-term agreements should be retained until final payment, and thereafter may be destroyed in less than ten (10) years if microfilmed as provided for in section 4, above. Paid bonds, warrant certificates and interest coupons may be destroyed after six (6) months if detailed payment records are kept for ten (10) years.~~

E. ~~**Meeting Minutes.** Minutes of the meetings of the Board of Directors are usually retained indefinitely in their original form. However, they may upon authorization be destroyed if said minutes are microfilmed as provided for in section 4, above. Recording tapes (or other media) of Board meetings will be kept indefinitely.~~

i. ~~**Construction Records.** Construction records, such as bids, correspondence, change orders, etc., shall not be kept in excess of seven (7) years unless they pertain to a project which includes a guarantee or grant and, in that event, they shall be kept for the life of the guarantee or grant plus seven (7) years. As-built plans for any public facility or works shall be retained as long as said facility is in existence.~~

ii. ~~**Contracts.** Contracts should be retained for its life plus seven (7) years. Any unaccepted bid or proposal for the construction or installation of any building, structure or other public work which is more than two (2) years old may be destroyed.~~

iii. ~~**Property Records.** Property records, such as documents of title, shall be kept until the property is transferred or otherwise no longer District owned~~

Appendix A

Definitions for Records Retention and Disposal Policy

- ~~A. Authorization. Once authorized by the Board of Directors, and approved by the General Manager, an employee is thereby authorized to take such action.~~
- ~~B. Accounting Records. Include but are not limited to the following:~~
 - ~~i. Source Documents.~~
 - ~~a. Invoices~~
 - ~~b. Warrants~~
 - ~~c. Requisitions/Purchase Orders (attached to invoices)~~
 - ~~d. Cash Receipts~~
 - ~~e. Claims (attached to warrants in place of invoices)~~
 - ~~f. Bank Statements~~
 - ~~g. Bank Deposits~~
 - ~~h. Checks~~
 - ~~i. Bills~~
 - ~~j. Various accounting authorizations taken from Board minutes, resolutions or contracts~~
 - ~~ii. Journals.~~
 - ~~a. Cash Receipts~~
 - ~~b. Accounts Receivable or Payable Register~~
 - ~~c. Check or Warrant (payables)~~
 - ~~d. General Journal~~
 - ~~e. Payroll Journal~~
 - ~~iii. Ledgers.~~
 - ~~a. Expenditure~~
 - ~~b. Revenue~~
 - ~~c. Accounts Payable or Receivable Ledger~~
 - ~~d. Construction~~
 - ~~e. General Ledger~~
 - ~~f. Assets/Depreciation~~
 - ~~iv. Trial Balance.~~
 - ~~v. Statements. (Interim or Certified Individual or All Fund)~~
 - ~~a. Balance Sheet~~
 - ~~b. Analysis of Changes in Available Fund Balance~~
 - ~~c. Cash Receipts and Disbursements~~
 - ~~d. Inventory of Fixed Assets (Purchasing)~~
 - ~~vi. Journal Entries.~~
 - ~~vii. Payroll and Personnel Records. Include but are not limited to the following:~~

- a. ~~Accident reports, injury claims and settlements~~
- b. ~~Applications, changes or terminations of employees~~
- c. ~~Earnings records and summaries~~
- d. ~~Fidelity Bonds~~
- e. ~~Garnishments~~
- f. ~~Insurance records of employees~~
- g. ~~Job Descriptions~~
- h. ~~Medical Histories~~
- i. ~~Retirements~~
- j. ~~Time Cards~~

viii. ~~Other.~~

- a. ~~Inventory Records (Purchasing)~~
- b. ~~Capital Asset Records (Purchasing)~~
- c. ~~Depreciation Schedule~~
- d. ~~Cost Accounting Records~~

C. ~~Life.~~ The inclusive or operational or valid dates of a document.

D. ~~Record.~~ Any paper, bound book or booklet, card, photograph, drawing, chart, blueprint, map, tape, microfilm, or other document, issued by or received in a department, and maintained and used as information in the conduct of its operations.

E. ~~Record Copy.~~ The official District copy of a document or file.

F. ~~Record Series.~~ A group of records, generally filed together, and having the same reference and retention value.

G. ~~Records Center.~~ The site selected for storage of inactive records.

H. ~~Records Disposal.~~ The planning for and/or the physical operation involved in the transfer of records to the Records Center, or the authorized destruction of records pursuant to the approved Records Retention Schedule.

I. ~~Records Retention Schedule.~~ The consolidated, approved schedule list of all District records which timetables the life and disposal of all records.

J. ~~Retention Code.~~ Abbreviation of retention action which appears on the retention schedule.

K.A. **Vital Records.** Records which, because of the information they contain, are essential to one or all of the following:

- i. The resumption and/or continuation of operations;
- ii. The recreation of legal and financial status of the District, in case of a disaster;
- iii. The fulfillment of obligations to bondholders, customers, and employees.
- iv. Vital records include but are not limited to the following:

<u>a.</u>	<u>Agreements</u>
<u>b.</u>	<u>Annexations and detachments</u>

<u>c.</u>	<u>As-built drawings</u>
<u>d.</u>	<u>Audits</u>
<u>e.</u>	<u>Contract drawings</u>
<u>f.</u>	<u>Customer statements</u>
<u>g.</u>	<u>Deeds</u>
<u>h.</u>	<u>Depreciation schedule</u>
<u>i.</u>	<u>Disposal of surplus & excess property</u>
<u>j.</u>	<u>Disposal of scrap materials</u>
<u>k.</u>	<u>District insurance records</u>
<u>l.</u>	<u>District water rights</u>
<u>m.</u>	<u>Employee accident reports, injury claims & settlements</u>
<u>n.</u>	<u>Employee earning records</u>
<u>o.</u>	<u>Employee fidelity bonds</u>
<u>p.</u>	<u>Employee insurance records</u>
<u>q.</u>	<u>Encroachment permits (by others)</u>
<u>r.</u>	<u>Encroachment permits (by BCVWD)</u>
<u>s.</u>	<u>Facility improvement plans</u>

- t. Improvement districts
- u. Individual water rights
- v. Individual claims / settlements
- w. Inventory
- x. Journal vouchers
- y. Legders
- z. Licences and permits
- aa. Loans and grants
- bb. Maps
- cc. Minutes of Board meetings
- dd. Payroll register
- ee. Policies, Rules and Regulations
- ff. Purchase orders and requisitions
- gg. Resolutions
- hh. Restricted materials permits
- ii. Rights of Way and easements
- jj. Spray permits
- kk. Statements of Economic Interest
- ll. State surplus acquisitions
- mm. Warehouse requisitions
- nn. Warrants (with backup)
- oo. Warrant / voucher register
- pp. Water rights history

a.—Agreements

~~b. Annexations and detachments~~
~~c. As-built drawings~~
~~d. Audits~~
~~e. Contract drawings~~
~~f. Customer statements~~
~~g. Deeds~~
~~h. Depreciation schedule~~
~~i. Disposal of surplus & excess property~~
~~j. Disposal of scrap materials~~
~~k. District insurance records~~
~~l. District water rights~~
~~m. Employee accident reports, injury claims & settlements~~
~~n. Employee earning records~~
~~o. Employee fidelity bonds~~
~~p. Employee insurance records~~
~~q. Encroachment permits (by others)~~
~~r. Encroachment permits (by OWID)~~
~~s. Facility improvement plans~~
~~t. Improvement districts~~
~~u. Individual water rights~~
~~v. Individual claims/settlements~~
~~w. Inventory~~
~~x. Journal vouchers~~
~~y. Ledgers~~
~~z. Licenses & permits (to operate)~~
~~aa. Loans & grants~~
~~bb. Maps~~
~~cc. Minutes of Board meetings~~
~~dd. Payroll register~~
~~ee. Policies, Rules & Regulations~~
~~ff. Purchase orders & requisitions~~
~~gg. Restricted materials permits~~
~~hh. Rights of ways & easements~~
~~ii. Spray permits~~
~~jj. Statements of Economic Interest~~
~~kk. State surplus acquisitions~~
~~ll. Warehouse requisitions~~
~~mm. Warrant/Voucher register~~
~~nn. Warrants (with backup)~~
~~oo. Water rights history~~

Appendix B

Records Retention & Storage ~~Summary~~Schedule

Appendix B

~~Records Retention & Storage Summary~~

Group No.	Title or Description	Original	Copy	Retention Periods		
				Office	Record Center	Retain or Destroy
1	Records affecting title to real property or liens thereof.	X		2 yrs.	OP	ES
2	Records required to be kept permanently by statute.	X		2 yrs.	OP	ES
3	Minutes, ordinances & resolutions of Board.	X		2 yrs.	OP	ES
4	Documents with lasting historical, administrative, legal, fiscal, or research value.	X		2 yrs.	OP	ES
5	Correspondence, operational reports and information upon which District policy has been established.	X		2 yrs.	10 yrs.	12 yrs.
6	Duplicates of 5, above, when retention is necessary for reference.	X		2 yrs.		2 yrs.
7	Records requiring retention for more than five years, but no more than fifteen years by statute or administrative value.	X		2 yrs.	13 yrs.	15 yrs.
8	Duplicates needed for administrative purposes for five to fifteen years.		X	2 yrs.	13 yrs.	15 yrs.
9	All other original District records, or instruments, books or papers that are considered public documents not included in Groups 1 through 8.	X		2 yrs.	1 yr.	3 yrs.
10	Duplicates and other documents not public records required to be maintained for administrative purposes.	X	X	2 yrs.	3 yrs.	5 yrs.
11	Duplicate records requiring retention for administrative purposes such as reference material for making up budgets, planning and programming.		X	3 yrs.		3

12	Reference files (copies of documents which duplicate the record copies filed elsewhere in the District; documents which require no action and are non-record; rough drafts, notes, feeder reports, and similar working papers accumulated in preparation of a communication, study or other document, and cards, listings, indexes and other papers used for controlling work).		✖	1-yr.		1-yr.
13	Transitory files, including letters of transmittal (when not a public record), suspense copies when reply has been received, routine requests for information and publication, tracer letters, feeder reports, and other duplicate copies no longer needed.	✖	✖	3-mos.		3-mos.
14	Original documents disposable upon occurrence of an event or an action (i.e., audit, job completion, completion of contract, etc.) or upon obsolescence, supersession, revocation.	✖		2-yrs.	3-yrs.	5-yrs.
15	Policy files and reference sets of publications.		✖	†		†
16	Duplicates or non-record documents required for administrative needs but destroyable on occurrence of an event or an action.		✖	†		†

- ~~— OP = Original or photographic copy.~~
- ~~— ES = May be destroyed if stored in electronic media.~~
- ~~— † = Indefinitely~~

- A. **Goal.** The purpose of this policy is to: provide guidelines to staff regarding the retention or disposal of district records; provide for the identification, maintenance, safeguarding and disposal of records in the normal course of business; ensure prompt and accurate retrieval of records; and, ensure compliance with legal and regulatory requirements.
- B. **Value.** Vital and important records, regardless of recording media, are those having legal, financial, operational, or historical value to the District.
- C. **Implementation.** Upon authorization of the Board of Directors the General Manager is authorized to interpret and implement this policy, and to cause to be destroyed any or all such records, papers and documents that meet the qualifications governing the retention and disposal of records, specified below.
- D. **Authority.** Pursuant to the provisions of California Government Code §§60200 through 60203, California Water Code §21403, and the guidelines prepared by the State Controller's office and the Controller's Advisory Committee for Special Districts, the following qualifications will govern the retention and disposal of records of the District.
 - i. **Duplicate.** Duplicate records, papers and documents may be destroyed at any time without the necessity of Board authorization or copying to photographic or electronic media.
 - ii. **Recent Documents.** Originals of records, papers and documents more than two (2) years old that were prepared or received in any manner other than pursuant to State or Federal statute may be destroyed without the necessity of copying to photographic or electronic media.
 - iii. **Necessity.** In no instances are records, papers or documents to be destroyed where there is a continuing need for such records for such matters as pending litigation, special projects, etc.
 - iv. **Legal Requirements.** Records, papers or documents which are not expressly required by law to be filed and preserved may be destroyed if all of the following conditions are met:
 - a. **Satisfies Standard.** The record, paper or document is photographed, micro photographed, reproduced on film of a type approved for permanent photographic records by the National Bureau of Standards, or copied to an approved electronic media;
 - b. **Accurate Reproduction.** The device used to reproduce such record, paper or document on film, or retrieves and prints the document from the electronic media, is one which accurately reproduces the original thereof in all details; and,
 - c. **Accessible.** The photographs, microphotographs, or other reproductions on film are placed in conveniently accessible files and provisions are made for preserving, examining, and using the same, together with documents stored via electronic media.

- v. **Accounting Record.** Any accounting record except the journals and ledgers which are more than five years old and which were prepared or received in any manner other than pursuant to State statute may be authorized for destruction, provided that:
 - a. **Unnecessary.** There is no continuing need for said record, i.e., long-term transactions, special projects, pending litigations, etc., and;
 - b. **Inclusive Report.** There exists in a permanent file, an audit report or reports covering the inclusive period of said record, and that;
 - c. **Sufficient Report.** Said audit report or reports were prepared pursuant to procedures outlined in Government Code Section 26909 and other State or Federal audit requirements, and that;
 - d. **Opinion.** Said audit or audits contain the expression of an unqualified opinion.
- vi. **Unnecessary Record.** Any accounting record created for a specific event or action may be destroyed upon authorization five years after said event has in all respects terminated. Any source document detailed in a register, journal, ledger or statement may be authorized for destruction five (5) years from the end of the fiscal period to which it applies. The following may be destroyed at any time:
 - a. Duplicated (original-subject to aforementioned requirements).
 - b. Rough drafts, notes or working papers (except audit).
 - c. Cards, listings, nonpermanent indices, other papers used for controlling work or transitory files.
- vii. **Payroll/ Personnel Records.** All payroll and personnel records shall be retained indefinitely. Originals may upon authorization be destroyed after seven (7) years retention, provided said records have been microfilmed and qualify for destruction section iv, above. Payroll and personnel records include the following:
 - a. Accident reports, injury claims and settlements.
 - b. Medical histories.
 - c. Injury frequency charts.
 - d. Applications, changes and terminations of employees.
 - e. Insurance records of employees.
 - f. Time cards.
 - g. Classification specifications (job descriptions).

- h. Performance evaluation forms.
 - i. Earning records and summaries.
 - j. Retirements.
- viii. **Assessment Records.** All assessing records may upon authorization be destroyed after seven (7) years retention from lien date; however, their records may be destroyed three (3) years after the lien date when said records are microfilmed as provided for section iv, above.
- ix. **Debt Authorization.** Records of proceedings for the authorization of long-term debt, bonds, warrants, loans, etc., after issuance or execution may be destroyed if microfilmed as provided for in section iv-a above. Terms and conditions of bonds warrants, and other long-term agreements should be retained until final payment, and thereafter may be destroyed in less than ten (10) years if microfilmed as provided for in section 4, above. Paid bonds, warrant certificates and interest coupons may be destroyed after six (6) months if detailed payment records are kept for ten (10) years.
- E. **Meeting Minutes.** Minutes of the meetings of the Board of Directors are usually retained indefinitely in their original form. However, they may upon authorization be destroyed if said minutes are microfilmed as provided for in section 4, above. Recording tapes (or other media) of Board meetings will be kept indefinitely.
 - i. **Construction Records.** Construction records, such as bids, correspondence, change orders, etc., shall not be kept in excess of seven (7) years unless they pertain to a project which includes a guarantee or grant and, in that event, they shall be kept for the life of the guarantee or grant plus seven (7) years. As-built plans for any public facility or works shall be retained as long as said facility is in existence.
 - ii. **Contracts.** Contracts should be retained for its life plus seven (7) years. Any unaccepted bid or proposal for the construction or installation of any building, structure or other public work which is more than two (2) years old may be destroyed.
 - iii. **Property Records.** Property records, such as documents of title, shall be kept until the property is transferred or otherwise no longer District owned

Appendix A

Definitions for Records Retention and Disposal Policy

- A. Authorization. Once authorized by the Board of Directors, and approved by the General Manager, an employee is thereby authorized to take such action.
- B. Accounting Records. Include but are not limited to the following:
 - i. **Source Documents.**
 - a. Invoices
 - b. Warrants
 - c. Requisitions/Purchase Orders (attached to invoices)
 - d. Cash Receipts
 - e. Claims (attached to warrants in place of invoices)
 - f. Bank Statements
 - g. Bank Deposits
 - h. Checks
 - i. Bills
 - j. Various accounting authorizations taken from Board minutes, resolutions or contracts
 - ii. **Journals.**
 - a. Cash Receipts
 - b. Accounts Receivable or Payable Register
 - c. Check or Warrant (payables)
 - d. General Journal
 - e. Payroll Journal
 - iii. **Ledgers.**
 - a. Expenditure
 - b. Revenue
 - c. Accounts Payable or Receivable Ledger
 - d. Construction
 - e. General Ledger
 - f. Assets/Depreciation
 - iv. **Trial Balance.**
 - v. **Statements.** (Interim or Certified - Individual or All Fund)
 - a. Balance Sheet
 - b. Analysis of Changes in Available Fund Balance
 - c. Cash Receipts and Disbursements
 - d. Inventory of Fixed Assets (Purchasing)
 - vi. **Journal Entries.**
 - vii. **Payroll and Personnel Records.** Include but are not limited to the following:

- a. Accident reports, injury claims and settlements
 - b. Applications, changes or terminations of employees
 - c. Earnings records and summaries
 - d. Fidelity Bonds
 - e. Garnishments
 - f. Insurance records of employees
 - g. Job Descriptions
 - h. Medical Histories
 - i. Retirements
 - j. Time Cards
- viii. **Other.**
 - a. Inventory Records (Purchasing)
 - b. Capital Asset Records (Purchasing)
 - c. Depreciation Schedule
 - d. Cost Accounting Records
- C. **Life.** The inclusive or operational or valid dates of a document.
- D. **Record.** Any paper, bound book or booklet, card, photograph, drawing, chart, blueprint, map, tape, microfilm, or other document, issued by or received in a department, and maintained and used as information in the conduct of its operations.
- E. **Record Copy.** The official District copy of a document or file.
- F. **Record Series.** A group of records, generally filed together, and having the same reference and retention value.
- G. **Records Center.** The site selected for storage of inactive records.
- H. **Records Disposal.** The planning for and/or the physical operation involved in the transfer of records to the Records Center, or the authorized destruction of records pursuant to the approved Records Retention Schedule.
- I. **Records Retention Schedule.** The consolidated, approved schedule list of all District records which timetables the life and disposal of all records.
- J. **Retention Code.** Abbreviation of retention action which appears on the retention schedule.
- K. **Vital Records.** Records which, because of the information they contain, are essential to one or all of the following:
 - i. The resumption and/or continuation of operations;
 - ii. The recreation of legal and financial status of the District, in case of a disaster;
 - iii. The fulfillment of obligations to bondholders, customers, and employees.
 - iv. Vital records include but are not limited to the following:
 - a. Agreements

- b. Annexations and detachments
- c. As-built drawings
- d. Audits
- e. Contract drawings
- f. Customer statements
- g. Deeds
- h. Depreciation schedule
- i. Disposal of surplus & excess property
- j. Disposal of scrap materials
- k. District insurance records
- l. District water rights
- m. Employee accident reports, injury claims & settlements
- n. Employee earning records
- o. Employee fidelity bonds
- p. Employee insurance records
- q. Encroachment permits (by others)
- r. Encroachment permits (by OWID)
- s. Facility improvement plans
- t. Improvement districts
- u. Individual water rights
- v. Individual claims/settlements
- w. Inventory
- x. Journal vouchers
- y. Ledgers
- z. Licenses & permits (to operate)
- aa. Loans & grants
- bb. Maps
- cc. Minutes of Board meetings
- dd. Payroll register
- ee. Policies, Rules & Regulations
- ff. Purchase orders & requisitions
- gg. Restricted materials permits
- hh. Rights of ways & easements
- ii. Spray permits
- jj. Statements of Economic Interest
- kk. State surplus acquisitions
- ll. Warehouse requisitions
- mm. Warrant/Voucher register
- nn. Warrants (with backup)
- oo. Water rights history

Appendix B
Records Retention & Storage Summary
Appendix B

Records Retention & Storage Summary

Group No.	Title or Description	Original	Copy	Retention Periods		
				Office	Record Center	Retain or Destroy
1	Records affecting title to real property or liens thereof.	X		2 yrs.	OP	ES
2	Records required to be kept permanently by statute.	X		2 yrs.	OP	ES
3	Minutes, ordinances & resolutions of Board.	X		2 yrs.	OP	ES
4	Documents with lasting historical, administrative, legal, fiscal, or research value.	X		2 yrs.	OP	ES
5	Correspondence, operational reports and information upon which District policy has been established.	X		2 yrs.	10 yrs.	12 yrs.
6	Duplicates of 5, above, when retention is necessary for reference.	X		2 yrs.		2 yrs.
7	Records requiring retention for more than five years, but no more than fifteen years by statute or administrative value.	X		2 yrs.	13 yrs.	15 yrs.
8	Duplicates needed for administrative purposes for five to fifteen years.		X	2 yrs.	13 yrs.	15 yrs.
9	All other original District records, or instruments, books or papers that are considered public documents not included in Groups 1 through 8.	X		2 yrs.	1 yr.	3 yrs.
10	Duplicates and other documents not public records required to be maintained for administrative purposes.	X	X	2 yrs.	3 yrs.	5 yrs.
11	Duplicate records requiring retention for administrative purposes such as reference material for making up budgets, planning and programming.		X	3 yrs.		3

12	Reference files (copies of documents which duplicate the record copies filed elsewhere in the District; documents which require no action and are non-record; rough drafts, notes, feeder reports, and similar working papers accumulated in preparation of a communication, study or other document, and cards, listings, indexes and other papers used for controlling work).		X	1 yr.		1 yr.
13	Transitory files, including letters of transmittal (when not a public record), suspense copies when reply has been received, routine requests for information and publication, tracer letters, feeder reports, and other duplicate copies no longer needed.	X	X	3 mos.		3 mos.
14	Original documents disposable upon occurrence of an event or an action (i.e., audit, job completion, completion of contract, etc.) or upon obsolescence, supersession, revocation.	X		2 yrs.	3 yrs.	5 yrs.
15	Policy files and reference sets of publications.		X	I		I
16	Duplicates or non-record documents required for administrative needs but destroyable on occurrence of an event or an action.		X	I		I

OP = Original or photographic copy.

ES = May be destroyed if stored in electronic media.

I = Indefinitely



**Beaumont-Cherry Valley Water District
Regular Board Meeting
April 11, 2018**

Item 6

STAFF REPORT

TO: Board of Directors

FROM: Dan Jagers, General Manager

SUBJECT: **Resolution 2018-___: Consideration of Nomination for California Special Districts Association Board of Directors, Southern Network Seat A**

Staff Recommendation

If desired, one of the following:

- A. Adopt Resolution 2018- ____, Concurring in the Nomination of Jo MacKenzie to the CSDA Board of Directors
- B. Nominate a Board member or managerial staff member to stand for election to the CSDA Board of Directors
- C. Take no action.

Background

The Beaumont-Cherry Valley Water District is a member of the California Special Districts Association (CSDA), a non-profit organization formed to promote good governance and improved core local services through professional development, advocacy and other services for all types of independent special districts. The CSDA is governed by an 18-member Board of Directors elected from the membership in six geographic networks. BCVWD is part of the Southern Network.

The CSDA Elections and Bylaws Committee is seeking any interested elected Board member or managerial staff member to stand for election to the 2019-2021 term. The CSDA Board is the governing body responsible for guiding the Association's legislative and member benefit programs. There is a significant time commitment to serve on the CSDA Board, including bi-monthly meetings in Sacramento, committee meetings three to five times per year, mandatory attendance of at least two conferences, and completion of the Special District Leadership Academy.

The incumbent, Jo MacKenzie, is running for re-election. In lieu of making a nomination, the Board may choose to adopt a resolution concurring in the nomination of Ms. MacKenzie.

Fiscal Impact

If a BCVWD Board member or staffer were elected, some expenses would be incurred to fulfill the duties of the office. The fiscal impact to the District would include registration, travel, accommodations and meals expenses to / from CSDA conferences and trainings (such as the Leadership Academy), and potential additional expenses incurred that are not reimbursed to the elected Board member by CSDA. Additional unknown incidental expenses may be incurred.



Attachment(s)

- Resolution 2018-____: Concurring in the Nomination of Jo MacKenzie to the CSDA Board of Directors
- Jo MacKenzie Candidate Information Sheet
- CSDA Board of Directors Call for Nominations – Seat A correspondence and forms

RESOLUTION 2018-__

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE BEAUMONT-CHERRY VALLEY WATER DISTRICT
CONCURRING IN THE NOMINATION OF JO MACKENZIE TO THE
CALIFORNIA SPECIAL DISTRICTS ASSOCIATION BOARD OF DIRECTORS**

WHEREAS, the California Special Districts Association (CSDA) is holding an election for its Board of Directors for the Southern Network, Seat A for the 2019-21 term; and

WHEREAS, the Beaumont-Cherry Valley Water District is a voting member of CSDA and a voting member of the Southern Network; and

WHEREAS, the incumbent, Jo MacKenzie, of the Vista Irrigation District is seeking re-election for this position; and

WHEREAS, Jo MacKenzie has been involved with the CSDA Board since 2003 and has served in a wide variety of roles including Board President in 2011, Vice President in 2010, and Treasurer in 2008 and 2009; and

WHEREAS, the Board of Directors of the Beaumont-Cherry Valley Water District believes that Jo MacKenzie is an effective member of the CSDA Board,

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Beaumont-Cherry Valley Water District does concur in the nomination of Jo MacKenzie to represent the Southern Network, Seat A, on the CSDA Board of Directors; and

BE IT FURTHER RESOLVED that the District Secretary is hereby directed to transmit a certified copy of this resolution to the attention of the Board Secretary of the Vista Irrigation District at 1391 Engineer Street, Vista, CA 92081, forthwith.

ADOPTED this _____ day of _____, 2018.

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Director John Covington, President of the
Board of Directors of the
Beaumont-Cherry Valley Water District

Director Claudeen C. Diaz, Secretary to the
Board of Directors of the
Beaumont-Cherry Valley Water District

2018 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: Jo MacKenzie

District/Company: Vista Irrigation District

Title: President, Board of Directors

Elected/Appointed/Staff: Elected

Length of Service with District: 26 years

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

- President 2011, Vice President 2010, Treasurer 2008-2009
- CSDA Legislative Advocate of the Year 2010
- Finance Corporation 2007-present, President 2012, 2013, 2015- present
- Special District Leadership Foundation Board of Directors, Treasurer 2014-present
- Fiscal and Audit Committees; Membership Committee 2011- present
- Legislative Committee 2004-present; Chair, 2006-2010 and 2012
- San Diego Chapter, Board of Directors 1993-present, President 1998-2000
- Graduate of CSDA Governance Academy
- Attend Annual Conference and Legislative Days

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

- ACWA: Past Board Director; Local Government, Chair 2014-2015 and Membership Committees
- ACWA Region 10 Board, Vice Chair, Alternate Chair, Director 1997-2010
- Special District Official of the Year by PublicCEO 2011

3. List local government involvement (such as LAFCO, Association of Governments, etc.):

- San Diego LAFCO, 1994-present, Current Chair; served on Advisory Committee for 14 years
- CALAFCO Board member
- Served on City of San Marcos Planning and Traffic Commissions
- Personally initiated the City of San Marcos Budget Review Committee in 1980, Chair 1996-2006

4. List civic organization involvement:

- San Marcos Chamber of Commerce, Lifetime Ambassador
- Graduate Leadership 2000, Cal State San Marcos
- Soroptimist International

****Candidate Statement-**Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after May 31, 2018 will not be included with the ballot mailing.**



**California Special
Districts Association**
Districts Stronger Together

DATE: February 16, 2018
TO: CSDA Voting Member Presidents and General Managers
FROM: CSDA Elections and Bylaws Committee
**SUBJECT: CSDA BOARD OF DIRECTORS CALL FOR NOMINATIONS
SEAT A**

The Elections and Bylaws Committee is looking for Independent Special District Board Members or their General Managers who are interested in leading the direction of the California Special Districts Association for the 2019 - 2021 term.

The leadership of CSDA is elected from its six geographical networks. Each of the six networks has three seats on the Board with staggered 3-year terms. Candidates must be affiliated with an independent special district that is a CSDA Regular member in good standing and located within the geographic network that they seek to represent.
(See attached CSDA Network Map)

The CSDA Board of Directors is the governing body responsible for all policy decisions related to CSDA's member services, legislative advocacy, education and resources. The Board of Directors is crucial to the operation of the Association and to the representation of the common interests of all California's special districts before the Legislature and the State Administration. Serving on the Board requires one's interest in the issues confronting special districts statewide.

Commitment and Expectations:

- Attend all Board meetings, usually 4-5 meetings annually, at the CSDA office in Sacramento.
- Participate on at least one committee, meets 3-5 times a year at the CSDA office in Sacramento.
(CSDA reimburses Directors for their related expenses for Board and committee meetings as outlined in Board policy).
- Attend, at minimum, the following CSDA annual events: Special Districts Legislative Days - held in the spring, and the CSDA Annual Conference - held in the fall.
- Complete all four modules of CSDA's Special District Leadership Academy within 2 years of being elected.
(CSDA does not reimburse for expenses for the two conferences or the Academy classes even if a Board or committee meeting is held in conjunction with the events).

(over)

Nomination Procedures: Any Regular Member in good standing is eligible to nominate one person, a board member or managerial employee (as defined by that district's Board of Directors), for election to the CSDA Board of Directors.

- **A copy of the member district's resolution or minute action and Candidate Information Sheet must accompany the nomination.**
- **Deadline for receiving nominations is April 18, 2018. Nominations and supporting documentation may be mailed or emailed to Beth Hummel.**
No faxes please.

Mail: CSDA Attention: Beth Hummel
1112 I Street, Suite 200, Sacramento, CA 95814
E-mail: bethh@csla.net

Once received, nominees will receive a candidate's letter in the mail. The letter will serve as confirmation that CSDA has received the nomination and will also include campaign guidelines.

Expiring Terms

(See enclosed map for Network breakdown)

Northern Network Seat A-Ralph Emerson, GM, Garberville Sanitary District*
Sierra Network Seat A-Noelle Mattock, Director, El Dorado Hills CSD*
Bay Area Network Seat A-Robert Silano, Director, Menlo Park Fire Protection District*
Central Network Seat A-Joel Bauer, GM, West Side Cemetery District*
Coastal Network Seat A-Elaine Magner, Director, Pleasant Valley Recreation & Park District*
Southern Network Seat A-Jo MacKenzie, Director, Vista Irrigation District*
(* = Incumbent is running for re-election)

If you have any questions, please contact Beth Hummel at 877-924-CSDA or bethh@csla.net.

NEW THIS YEAR!

This year we will be using a web-based online voting system, allowing your district to cast your vote easily and securely. *Electronic Ballots will be emailed to the main contact in your district June 18, 2018. All votes must be received through the system no later than 5:00 p.m. August 10, 2018.*

Districts can opt to cast a paper ballot instead; but you must contact Beth by e-mail Bethh@csla.net, by April 18, 2018 in order to ensure that you will receive a paper ballot on time.

CSDA will mail paper ballots on June 17 per district request only. ALL ballots must be received by CSDA no later than 5:00 p.m. August 10, 2018.

The successful candidates will be notified no later than August 14, 2018. All selected Board Members will be introduced at the Annual Conference in Indian Wells, CA in September 2018.



**California Special
Districts Association**
Districts Stronger Together

2018 BOARD OF DIRECTORS NOMINATION FORM

Name of Candidate: _____

District: _____

Mailing Address: _____

Network: _____ (see map on back)

Telephone: _____

(PLEASE BE SURE THE PHONE NUMBER IS ONE WHERE WE CAN REACH THE CANDIDATE)

Fax: _____

E-mail: _____

Nominated by (optional): _____

**Return this form and a Board resolution/minute action supporting the candidate
and Candidate Information Sheet by mail, or email to:**

CSDA
Attn: Beth Hummel
1112 I Street, Suite 200
Sacramento, CA 95814
(877) 924-2732 (916) 442-7889 fax

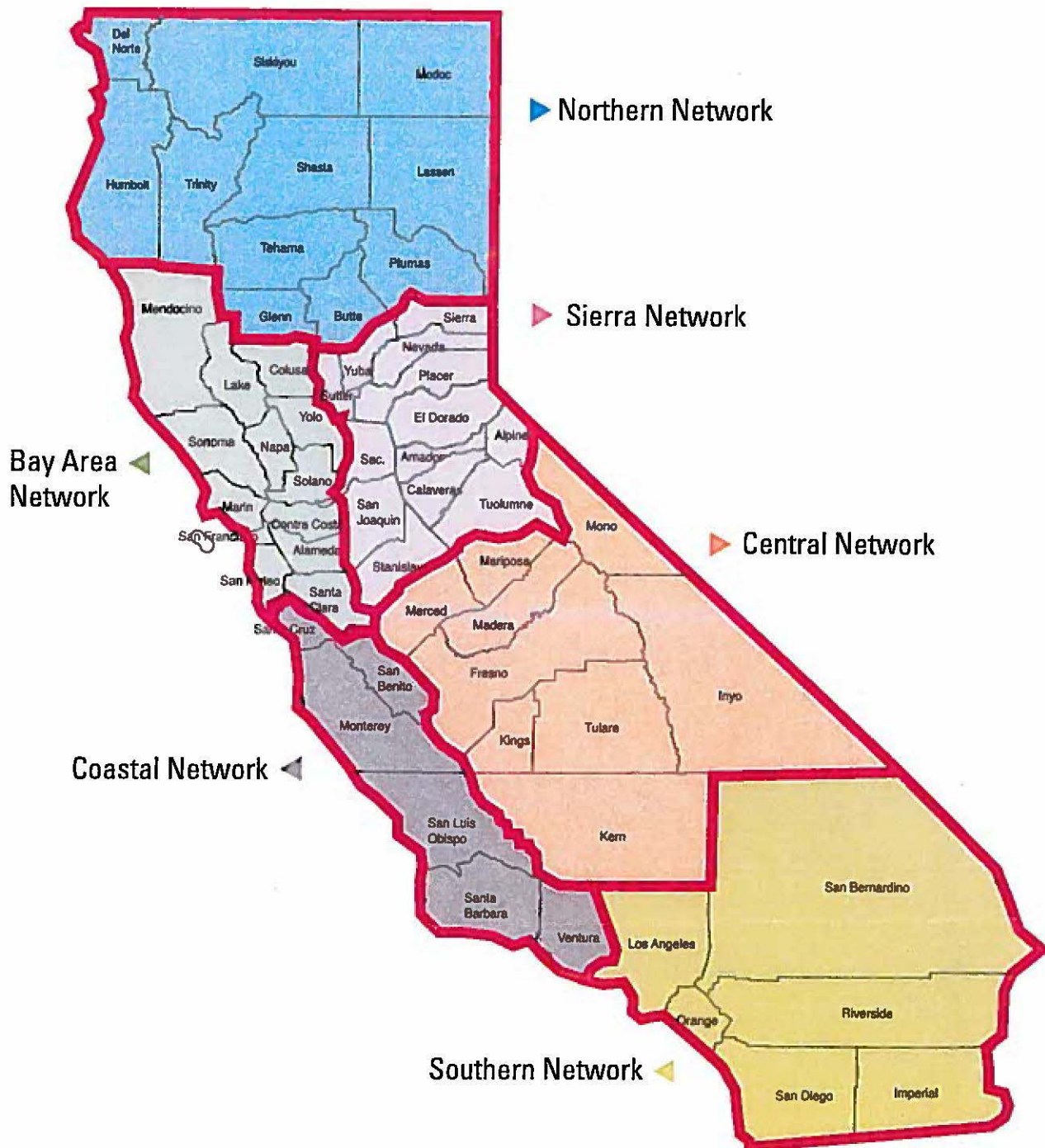
bethh@cda.net

DEADLINE FOR RECEIVING NOMINATIONS – April 18, 2018



California Special Districts Association

DISTRICT NETWORKS





**California Special
Districts Association**
Districts Stronger Together

2018 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: _____

District/Company: _____

Title: _____

Elected/Appointed/Staff: _____

Length of Service with District: _____

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

4. List civic organization involvement:

****Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after May 31, 2018 will not be included with the ballot.**



**Beaumont-Cherry Valley Water District
Regular Board Meeting
April 11, 2018**

Item 7

STAFF REPORT

TO: Board of Directors

FROM: Dan Jagers, General Manager

SUBJECT: Authorization of General Manager to enter into a Contract for the Repair and Rehabilitation of Well 26

Staff Recommendation

Authorize the General Manager to enter into a contract for an amount not to exceed \$92,500.00 with Legend Pump and Well Service Inc. to perform the work necessary to remove, inspect and repair the District's existing Well 26 pumping unit.

Background

Well 26 is located within the Pardee Homes Sundance Development along the westerly projection of Snap Dragon Way and east of Cherry Avenue in the City of Beaumont. This well supplies water to the District's 2800 (Non-Potable) pressure zone and the 2750 (Beaumont) pressure zone, and is co-owned by the District and the City of Banning. Well 26 was constructed (drilled) in 2006 to a depth of 1,070 feet by Bakersfield Well & Pump Company of Bakersfield, California. The well construction consists of approximately 520 feet of louvered casing and 550 feet of blank casing.

The Well Co-Ownership Agreement (for Wells 24, 25, and 26) with the City of Banning provides for shared operation, maintenance, repair, and replacement cost components to be assessed to each party of the agreement on a per well basis. This cost is assessed based upon a ratio of water supplied to that party from the well or wells to the total water produced from that source or sources. At this time, the District has performed an analysis of the ratio of water supplied to the City of Banning by Well 26. Since Well 26's construction, the District has received the majority of the water supplied from the well (approximately 99.15%), the City of Banning has received approximately 0.85% of the water produced from this well. Therefore, the cost sharing component attributable to the City of Banning is expected to be marginal.

Summary

Staff has identified the need to remove and inspect the Well 26 pumping unit due to decrease in pumping unit performance experienced during the week of March 4, 2018. Specifically, Well 26's pumping unit performance (production rate) is typically 1,300 gallons per minute when connected to the non-potable water system. Staff noted an initial decline in pumping plant performance from 1,300 gallons per minute to 900 gallons per minute and subsequently verified the accuracy of the well's flow meter during a scheduled SCE pump efficiency test performed on March 7, 2018 and determined that said flow meter was working properly. Staff also noted an increase in pumping unit vibration above acceptable levels. Subsequent to verifying the accuracy of the well flow meter, staff removed Well 26 from operation.

Based upon Well 26's rapid decline in performance to approximately 69% of the normal flow rate, staff anticipates the pumping unit bowl assembly as well as the motor is failing and therefore requires repair and maintenance.



The repair work will require removal, inspection, and more than likely repair or replacement of the pumping unit bowl assembly. Staff also proposes to video inspect, wire brush, and bail clean the well while the pumping unit is removed as well as have the motor disassembled and inspected (with bearing replacement being required). Additional well rehabilitation may be warranted using chemical well rehabilitation. The necessity of this work item will be determined subsequent to the completion of a well inspection video which will be performed as part of the work. Staff also proposes to have the well's 400 horsepower electric motor serviced.

Well 26 was originally equipped during 2007 and 2008 with a 400 horsepower motor (supplied by the District), and a 14" Flowserve pumping unit with a pumping capacity of approximately 1,600 gallons per minute when pumping to the 2750 pressure zone or 1,300 gallons per minute to the non-potable water system. This well was last serviced in September of 2014. The service included service of the motor and a new pumping unit bowl assembly.

Well 26 is a critical source of supply to the non-potable water system and should be serviced and returned to normal operation as soon as possible to provide for peak demands that will be experienced in the upcoming months.

Staff solicited bids for said project in the local newspaper, on the District's website during a two-week period in March, and also contacted local area well maintenance companies who have expressed interest in bidding District work. Sealed bids were received from four (4) pump and well service companies and opened on March 29, 2018. The bid results are set forth on Table 1 and include the Base Bid Schedule as well as possible additional work related to Chemical Well Rehabilitation. Staff anticipates no chemical well rehabilitation will be required but wished to secure a cost for this item in the event the well inspection video presents evidence that this work may be necessary.

Table 1
WELL 26 PUMP REPAIR AND WELL REHABILITATION
SUMMARY OF BID RESULT

Bidder	Base Bid Amount (Basis of Award)	Chemical Well Rehabilitation Additive Bid Item	Total Base Bid and Chemical Well Rehabilitation
South West Pump & Drilling, Inc.	\$79,058.00	\$70,000.00	\$149,058.00
Layne Christensen Company	\$83,500.00	\$119,223.00	\$149,058.00
Webber Water Resources CA, LLC	\$74,738.00	\$72,817.00	\$147,555.00
Legend Pump & Well Services, Inc.	\$61,018.80	\$50,400.00	\$111,418.80

Staff has completed a review of the bids and has determined that Legend Pump and Well Service Inc. is the lowest responsive bidder. The bid amounts set forth in Table 1 include Base Bid Amounts which establish the Basis of Award and are based on the Scope of Work-Fee Schedule included in the bid packet. Said Scope of Work – Base Bid sets forth the minimum work Staff anticipates will be required for repair of Well 26.



Said Base Bid Schedule does not include any additive work items that may be necessary or desired by the District once the pumping equipment is removed from the well and inspected, and upon completion of the initial video survey of the condition of the well. The Bid does include Additive Bid Schedules that include costs for Chemical Well Rehabilitation (Probably not necessary at this time), costs for a new pumping unit bowl assembly and typical items that may need replacement during the well repair and rehabilitation project. These items are included in the Bid Schedules to establish pricing in the event said work is deemed necessary. Staff has requested an allowance for pumping unit bowl replacement as well as a 10% contingency as identified in Table 2, below to provide for minor maintenance items that may need to be replaced as part of the work activities.

At this time, Staff requests that the Board authorize award of the work related to repair and rehabilitation of Well 26 to Legend Pump & Well Services in the amount set forth in Table 2, hereafter.

Table 2
WELL 26 SUMMARY OF REQUESTED WORK AUTHORIZATION

Work Item	Description of Work	Base Bid Amount (Basis of Award)
1	Base Bid Work (Pump Removal, Well Videos, Well and Pump Bowl Refurbishment and Rehabilitation (Estimated Cost)	\$61,018.80
2	Motor inspection and Bearing Replacement (Estimated Cost)	\$15,000.00
3	New Pump Bowl Adder (if existing pump cannot be refurbished)	\$8,053.00
Well Rehabilitation Work		\$84,071.80
Well Rehabilitation Services Contingency (10%)		\$8,407.18
Total Requested Authorization (Rounded)		\$92,500.00

In the event inspection of the well indicates the need to perform additional work to rehabilitate the well in excess of \$92,500 identified in herein, Staff will seek additional direction from the Board of Directors before proceeding.

Fiscal Impact

The fiscal impact to the District will be in an amount not to exceed \$92,500.00, as set forth in Table 2 above. This not-to-exceed amount includes additional funds over the bid amount estimated to cover the cost to repair or replace the pumping unit bowl assembly and to provide 10% contingencies.

Funds are available from the Capital Replacement Reserve funds for completion of this work.

Report prepared by Dan Jaggars, General Manager & Tony Lara, Director of Operations