



BEAUMONT-CHERRY VALLEY WATER DISTRICT
560 Magnolia Avenue, Beaumont, CA 92223

**NOTICE AND AGENDA
REGULAR MEETING OF THE BOARD OF DIRECTORS**

*This meeting is hereby noticed pursuant to
California Government Code Section 54950 et. seq.*

Wednesday, December 13, 2023 - 6:00 p.m.
560 Magnolia Avenue, Beaumont, CA 92223

TELECONFERENCE NOTICE

*The BCVWD Board of Directors will attend in person at the BCVWD
Administrative Office and/or via Zoom video teleconference pursuant to
Government Code 54953 et. seq.*

To access the Zoom conference, use the link below:

<https://us02web.zoom.us/j/84318559070?pwd=SXlzMFMZCMGhOYTFlL2tnUGlpU3h0UT09>

*To telephone in, please dial: **(669) 900-9128***

*Enter Meeting ID: **843 1855 9070** / Enter Passcode: **113552***

*For Public Comment, use the “**Raise Hand**” feature if on the
video call when prompted, if dialing in, please **dial *9 to “Raise Hand”**
when prompted*

*BCVWD provides remote attendance options primarily as a matter of
convenience to the public. Unless a Board member is attending
remotely pursuant to provisions of GC 54953 et. seq., BCVWD will not
stop or suspend its in-person public meeting should a technological
interruption occur with respect to the Zoom teleconference or call-in
line listed on the agenda. Members of the public are encouraged to
attend BCVWD meetings in person at the above address, or remotely
using the options listed.*

Meeting materials are available on the BCVWD website:

<https://bcvwd.org/document-category/regular-board-agendas/>

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BCVWD REGULAR MEETING – DECEMBER 13, 2023

Call to Order: President Hoffman

Roll Call - Board of Directors

Pledge of Allegiance: Director Slawson

	President David Hoffman
	Vice President John Covington
	Secretary Daniel Slawson
	Treasurer Lona Williams
	Member Andy Ramirez

Invocation: Director Hoffman

Announcement and Verification of Remote Meeting Participation Pursuant To AB 2449 or GC 54953(b)

**Roll Call
and Introduction of Staff Members Present**

Public Comment

PUBLIC COMMENT: RAISE HAND OR PRESS *9 to request to speak when prompted. If you are present in the Board Room, please fill out a Request to Speak card and deliver it to the Recording Secretary.

At this time, any person may address the Board of Directors on matters within its jurisdiction. 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. **Please limit your comments to three minutes.** Sharing or passing time to another speaker is not permitted.

***Action may be taken on any item on the agenda.
Information on the following items is included in the full Agenda Packet.***

1. **Adjustments to the Agenda:** In accordance with Government Code Section 54954.2, additions to the agenda require a 2/3 vote of the legislative body, or if less than 2/3 of the members are present, a unanimous vote of those members present, which makes the determination that there is a need to take action, and the need to take action arose after the posting of the agenda.
 - a. Item(s) to be removed or continued from the Agenda
 - b. Emergency Item(s) to be added to the Agenda
 - c. Changes to the order of the agenda

ACTION ITEMS

Action may be taken on any item on the agenda. Information on the following items is included in the full Agenda Packet.

2. Reports / Presentations / Information Items

Reports from consultants, contractors, or staff. Presentations or handouts must be provided to the Board members in advance of the Board meeting. Any requested presentations should be limited to no longer than five (5) minutes.

The Board may receive and file the following reports with one motion:

- a. CV Strategies Monthly Report (pages 6 -12)
- b. CV Strategies Communications & Outreach 2023 Year-end Report (pages 13 - 29)
- c. Townsend Public Affairs, Inc. Monthly Update (pages 30 - 37)
- d. Great Place to Work Award (pages 38 - 51)

3. **Consent Calendar:** All matters listed under the Consent Calendar are considered by the Board of Directors to be routine and may be approved 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) Review of the October 2023 Budget Variance Reports (pages 52 - 57)
 - b) Review of the October 31, 2023 Cash/Investment Balance Report (pages 58 - 83)
 - c) Review of Check Register for the Month of November 2023 (pages 84 - 101)
 - d) Review of November 2023 Invoices Pending Approval (pages 102 - 103)
 - e) Minutes of the Regular Meeting of October 11, 2023 (pages 104 - 116)
 - f) Minutes of the Regular Meeting of October 26, 2023 (pages 117 - 126)
 - g) Minutes of the Regular Meeting of November 8, 2023 (pages 127 - 135)
 - h) Status of Declared Local Emergencies Related to Fires (page 136)
 - i) Impact of the Apple Fire pursuant to Resolution 2020-17
 - ii) Impact of the El Dorado Fire pursuant to Resolution 2020-20
4. **2022-2023 Water Service Lateral Replacement Project Cost Update and Notice of Completion** (pages 137 - 143)
5. **Selection of Consultant for Design and Engineering Services for the 2850 Pressure Zone Booster Pump Station and Transmission Pipeline Project** (pages 144 - 149)
6. **Resolution 2023__ : Acknowledging the Review, Receipt and Acceptance of the District's Policy 5045: Investment of District Funds** (pages 150 - 201)
7. **Revision of District Policies and Procedures Manual** (pages 202 - 274)
 - a) **Resolution 2023-__ Policy 3110 Jury and Witness Duty**
 - b) **Resolution 2023-__ Policy 3235 Military Leave**
8. **Chandler Asset Management – Authorization of Contract Extension** (pages 275 - 299)
9. **Adoption of 2024 Board of Directors Meeting Schedule** (pages 300 - 302)
10. **Director Request for Approval for Attendance at Water Education for Latino Leaders (WELL) Training** (pages 303 - 311)
11. **Review of Annual List of Preapproved Events and Director Appointments** (pages 312 - 326)
12. **Consideration of Attendance at Upcoming Events and Authorization of Reimbursement and Per Diem** (pages 327 - 330)
13. **Resolution 2023-____ : Adopting the Fiscal Year 2024 Operating Budget and 2024-2028 Capital Improvement Budget** (pages 331 - 524)

14. Reorganization of the Board of Directors for Calendar Year 2024

If desired, affirm the rotation of officers.

Officers and appointees take their positions as of January 1, 2024 (pages 525 - 529)

- a. Officers
 - i. President
 - ii. Vice President
 - iii. Secretary
 - iv. Treasurer
- b. Board Appointment of the Recording Secretary
- c. President-Elect Appointment of Representatives to Outside Agencies
 - i. Appointment of Representative and Alternate to the San Gorgonio Pass Regional Water Alliance
 - ii. Appointment of Representative and Alternate to the Collaborative Agencies Committee
 - iii. Appointment of Representatives and Alternate to the City of Beaumont Ad Hoc Water Re-Use 3x2
 - iv. Appointment of Representative and Alternate to the San Gorgonio Pass Water Agency

15. Reports For Discussion and Possible Action

- a. Ad Hoc Committees
 - i. Communications
 - ii. Sites Reservoir
 - iii. Water Re-Use 3x2

b. Directors' Reports

In compliance with Government Code § 53232.3(d), Water Code § 20201, and BCVWD Policies and Procedures Manual Part II Policies 4060 and 4065 directors claiming a per diem and/or expense reimbursement (regardless of pre-approval status) will provide a brief report following attendance.

- Association of California Water Agencies Fall Conference Nov. 28 to 30, 2023 (Williams)
- Beaumont Chamber of Commerce Breakfast on December 8, 2023 (Hoffman, Slawson, Williams)

- c. General Comments
- d. General Manager's Report
- e. Legal Counsel Report

16. Topic List for Future Meetings

- Update / presentation on the AMR / AMI project
- Presentation on the San Bernardino Valley Resource Conservation District
- Presentation on solar power opportunities
- Sites Reservoir update
- Policy 5095 – District Residences and Facility Emergency Policy
- Policies regarding travel, education and reimbursement

17. Announcements

Subject to the adoption of the 2024 Meeting Schedule. Check the meeting agenda for location and potential teleconference information.

- District Offices will be closed on the following holidays:
 - Monday, Dec. 25, 2023 – Christmas Day
 - Monday, Jan. 1, 2024 – New Year’s Day
- Collaborative Agencies Committee: Wednesday, Jan. 3 at 5 p.m.
- Finance & Audit Committee meeting: Thursday, Jan. 4, 2024 at 3:00 p.m.
- Beaumont Basin Watermaster Committee: Wednesday, Jan. 10 at 11 a.m.
- Regular Board Meeting: Wednesday, Jan. 10 at 6 p.m.

18. 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”) during business hours, Monday through Thursday from 7:30 a.m. to 5 p.m. 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 or within 24 hours’ 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 in the Board Room at the District 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 Government Code §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

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)).

Beaumont-Cherry Valley Water District
Social Media Analytics: November 1 - 30, 2023

Item 2a

Facebook

Followers: 266

Highlights:

- Followers have steadily grown over the course of 2023, with an 11.4% increase compared to the previous year.
- Overall Facebook page visits are up 429%, compared to the previous year.
- Paid posts are successfully reaching targeted audiences with reach numbers.
- Boosted posts: “tap vs. bottled water” post saw an engagement of 157 and the “backflow” post saw an engagement of 190.

Page overview

Create a post

Last 28 days

Discovery

 Post reach	4,607
 Post engagement	331
 New Page Followers	1

Interactions

 Reactions	40
 Comments	30
 Shares	2
 Photo views	1
 Link clicks	81

Other

 Hide all posts	0
 Unfollows	0

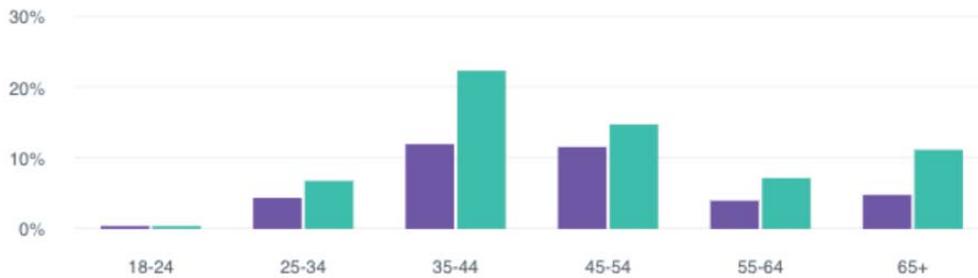
Audience

These values are based on total followers of your Page or profile.

[Create a post](#)

Age and Gender

Men 37.20%
Women 62.80%



Location

Cities

Countries

Beaumont, CA	127
Cherry Valley, CA	23
Banning, CA	17
Yucaipa, CA	12
Riverside, CA	5
Calimesa, CA	4
Fontana, CA	4
Hemet, CA	4
Anaheim, CA	3
Jurupa Valley, CA	3

Post Engagement

	<p>Help protect the community's water supply! BCVWD's mission is to provide safe, reliable water. Customers play an important role too. Some properties are required to have a backflow prevention device to keep contaminated water from private pipes out of the public system. Learn more at bcvwd.org/backflow-general-info-start-here...</p> <p>Tue, Nov 28</p>	Post reach	Engagement
		2,993	190
	<p>Happy Thanksgiving from all of us at BCVWD! We are closed today, November 23, and Friday, November 24. For water emergencies, please call (951) 845-9581, option 9. Have a safe and enjoyable holiday! #HappyThanksgiving #BCVWD</p> <p>Thu, Nov 23</p>	Post reach	Engagement
		94	3
	<p>Save time and money! Pay your water bills using BCVWD's Auto Pay Service. No more checks to write, stamps to worry about, or processing fees! Sign up today and enjoy the peace of mind of knowing your bill will be paid automatically on its due date. Sign up at bcvwd.org, Customer Service. #BCVWD #AutoPay</p> <p>Mon, Nov 20</p>	Post reach	Engagement
		88	15
	<p>Get involved! Join the conversation at the BCVWD Board of Directors meeting tonight at 6 p.m. Visit www.bcvwd.org/document-category/regular-board-agendas for the agenda and more information on how to attend. #BCVWD #BoardMeeting</p> <p>Thu, Nov 16</p>	Post reach	Engagement
		61	1
	<p>Stay informed! Sign up to receive the latest news, events, job opportunities and more from BCVWD! Choose which category of emails you would like to receive, and you can always unsubscribe at any time. Subscribe at bcvwd.org/email-notifications. #BCVWD #Updates #EmailNotifications</p> <p>Wed, Nov 15</p>	Post reach	Engagement
		87	9
	<p>Curious about the benefits of tap vs. bottled water? 🚰 Your tap water is safe, sustainable and affordable! At BCVWD, we are proud to say that the water we distribute meets or exceeds all state and federal drinking water standards set to protect public health. "We are dedicated to ensuring a high-quality water supply. Customers..."</p> <p>Tue, Nov 14</p>	Post reach	Engagement
		3,515	157
	<p>On Veterans Day, we honor and thank all the brave people who have served our country. BCVWD is closed Thursday, November 9, in observance. As a reminder, our office is always closed on Fridays. For water emergencies, please call (951) 845-9581, option 9. #VeteransDay #BCVWD</p> <p>Wed, Nov 8</p>	Post reach	Engagement
		59	3
	<p>Stay up to date with the latest developments at BCVWD by joining us at the Board of Directors meeting tonight at 6 p.m. Visit www.bcvwd.org/document-category/regular-board-agendas for the agenda and more information on how to attend. #BCVWD #BoardMeeting</p> <p>Wed, Nov 8</p>	Post reach	Engagement
		60	11
	<p>Did you know BCVWD delivers about 4 billion gallons of dependable water a year to a 28-square-mile service area? This includes more than 20,000 service connections and a population of 59,000! Learn more about our commitment to ensuring a safe, reliable water supply at bcvwd.org. #BCVWD #WaterSupply #Groundwater</p> <p>Tue, Nov 7</p>	Post reach	Engagement
		49	4
	<p>Planning for the holiday season? Consider these water conservation ideas while prepping your meals! 🍴 Save water by thawing food in the refrigerator overnight instead of running it under the tap. 🍳 While cooking, use a pot with just enough water to cover the ingredients. This will save water and retain more of the nutrients in yo...</p> <p>Mon, Nov 6</p>	Post reach	Engagement
		61	2

Most Popular Posts

Boosted

 Curious about the benefits of tap vs. bottled water? 
Your tap water is safe, sustainable and affordable! At...
Published by Spring Waters  · November 14 at 3:22 PM · 

Post Impressions 	Post reach 	Engagement 
4,988	3,515	157

Interactions



 Reactions	10
 Comments	3
 Link Clicks	44
 Shares	0
 Other Clicks	100

 Help protect the community's water supply! BCVWD's mission is to provide safe, reliable water. Customers pl...
Published by Spring Waters  · 5d · 

Post Impressions 	Post reach 	Engagement 
4,379	2,993	190

Interactions



 Reactions	12
 Comments	0
 Link Clicks	69
 Shares	1
 Other Clicks	109

Boost duration:

Performance
\$25.00 spent over 5 days. 

Link clicks 	Reach 	3,522
44	Cost per Link Click 	\$0.57

Activity

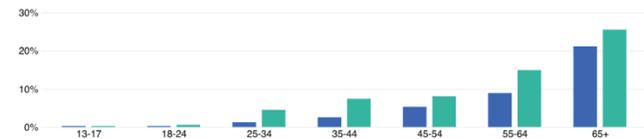


Audience

This ad reached 3,522 people in your audience.

People Placements Locations

39.2% Women 60.8% Men



Performance
\$22.98 spent over 5 days. 

Link clicks 	Reach 	2,967
68	Cost per Link Click 	\$0.34

Activity

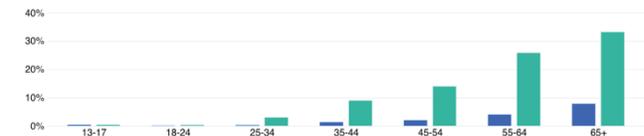


Audience

This ad reached 2,967 people in your audience.

People Placements Locations

15.3% Women 84.7% Men



Boost still running at time of report

Organic



Save time and money! Pay your water bills using BCVWD's Auto Pay Service. No more checks to write,...

Published by Spring Waters · November 20 at 11:53 AM ·

Post Impressions ⓘ

93

Post reach ⓘ

88

Engagement ⓘ

15

Interactions ⓘ



Reactions	2
Comments	1
Shares	0
Other Clicks	11



Stay up to date with the latest developments at BCVWD by joining us at the Board of Directors meeting tonight ...

Published by Spring Waters · November 8 at 10:43 AM ·

Post Impressions ⓘ

68

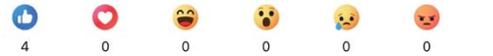
Post reach ⓘ

61

Engagement ⓘ

11

Interactions ⓘ



Reactions	4
Comments	2
Link Clicks	1
Shares	0
Other Clicks	4

Facebook Ads Summary

Last 30 days ▾

Nisha Ajmani spent \$47.98 on 2 ads in the last 30 days.

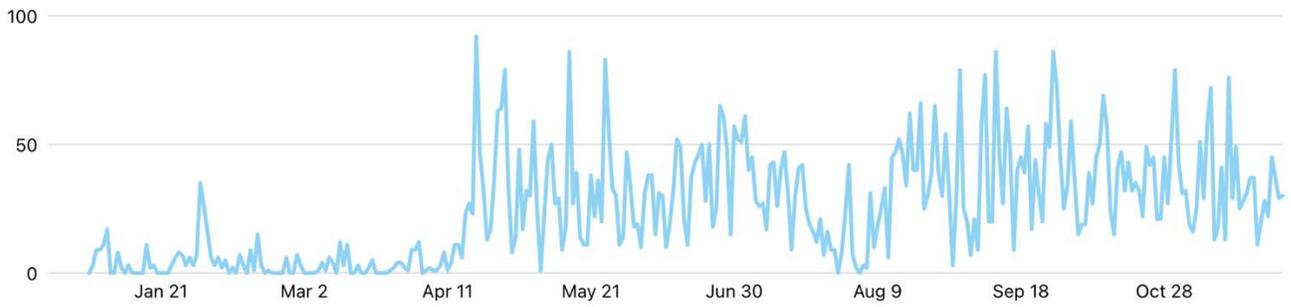
<p>Reach ⓘ</p> <p>5,624</p> <p>View details</p>	<p>Post engagements ⓘ</p> <p>133</p> <p>View details</p>
<p>Link clicks ⓘ</p> <p>112</p> <p>View details</p>	<p>Follows or likes ⓘ</p> <p>--</p> <p>View details</p>

Year to Date

Page Visits

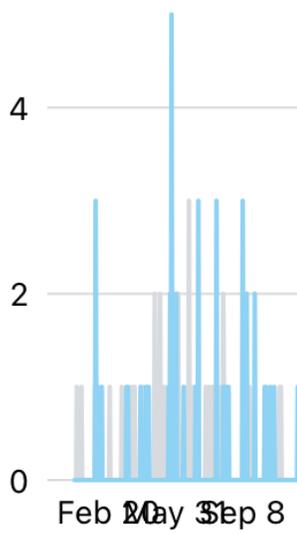
Facebook visits ⓘ

8,215 ↑ 429%



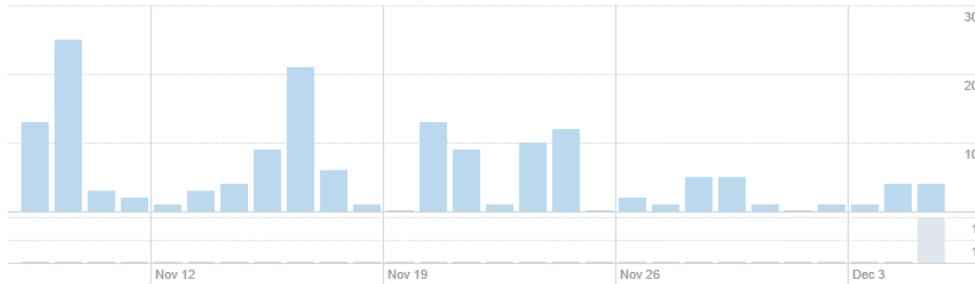
Followers

49 ↑ 11.4%



X (Twitter)

Your Tweets earned **158 impressions** over this **28 day** period



YOUR TWEETS
During this 28 day period, you earned **6 impressions** per day.

Engagements

Showing 28 days with daily frequency

Engagement rate

0.5%



Dec 5
0.0% engagement rate

Link clicks

0



Dec 5
0 link clicks

On average, you earned **0 link clicks** per day

Retweets without comments

1



Dec 5
0 Retweets without comments

On average, you earned **0 Retweets without comments** per day

Likes

1



Dec 5
0 likes

On average, you earned **0 likes** per day

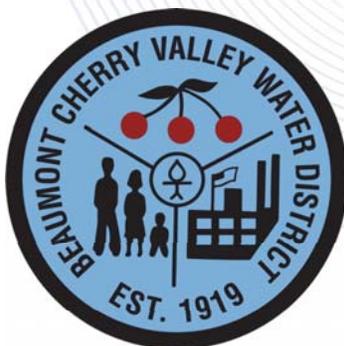
Replies

0



Dec 5
0 replies

On average, you earned **0 replies** per day



Communications & Outreach

2023 Year-end Report

CV Strategies
December 2023

Communication Initiatives

- Customer Engagement/Community Outreach
 - Social Media
 - Digital
 - Collateral
 - Video Development
- Media Relations & Coverage
- Spanish-speaking Audience
- Partnerships
- General Communications Support



Customer Engagement – Social Media

Facebook Growth

 Page Followers - 266

 Reach

 Impressions

 Engagement

 Page Visitors

X (formerly known as Twitter)

BCVWD's Twitter account also remains active, with the growth strategy focused on Facebook (demographic's preferred platform).

Targeted Social Media Strategies

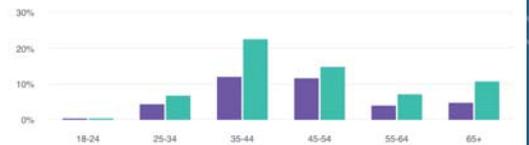
Refocusing on targeted strategies such as boosted posts and partner tags resulted in reinvigorated customer reach and interaction. This year, the BCVWD Facebook page saw:

- **In May, boosting restarted and resulted in the following (in one month alone):**
 - Engagement increased from 12 to 594
 - Reach increased from 112 to 8,320
 - Numbers continued to grow for remainder of year
- **Boosted posts are targeted geographically, ensuring BCVWD audiences are seeing and engaging with the content**
- **Substantial growth in post link clicks**
- **429% increase in page visits (compared to previous year)**
- **11.4% increase in followers (compared to previous year)**



Age and Gender

Men 37.30%
Women 62.70%





BCVWD and Riverside County Flood Control and Water Conservation District celebrated the completion of our...

Published by Spring Waters · September 8 ·

Post Impressions **4,252**

Post reach **2,976**

Engagement **737**

Interactions



Reactions **201**

Comments **12**

Link Clicks **149**

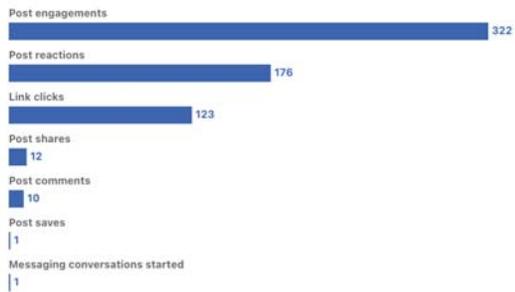
Shares **10**

Other Clicks **362**

Boost duration:

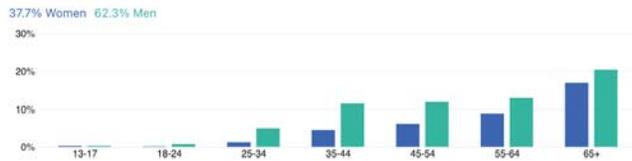
Post engagements **322** Reach **2,590**
 Cost per Post Engagement **\$0.08**

Activity



This ad reached 2,590 people in your audience.

People Placements Locations



 It's #RainDay! California's wet winter allowed BCVWD to bring more water to the area to save for future drought...
Published by Spring Waters · 3d · 🌐

Post Impressions ⓘ **3,620** Post reach ⓘ **2,959** Post Engagement ⓘ **458**

Interactions ⓘ

						
13	0	1	0	0	0	
 Reactions						14
 Comments						14
 Link Clicks						94
 Shares						1
 Other Clicks						339

 BCVWD is taking every opportunity to recharge water while coming out of the worst drought on record. That'...
Published by Spring Waters · September 26 · 🌐

Post Impressions ⓘ **6,035** Post reach ⓘ **3,696** Engagement ⓘ **253**

Interactions ⓘ

						
16	1	0	0	0	0	
 Reactions						17
 Comments						2
 Link Clicks						45
 Shares						1
 Other Clicks						185

 Curious about the benefits of tap vs. bottled water? Your tap water is safe, sustainable and affordable! At...
Published by Spring Waters · November 14 at 3:22 PM · 🌐

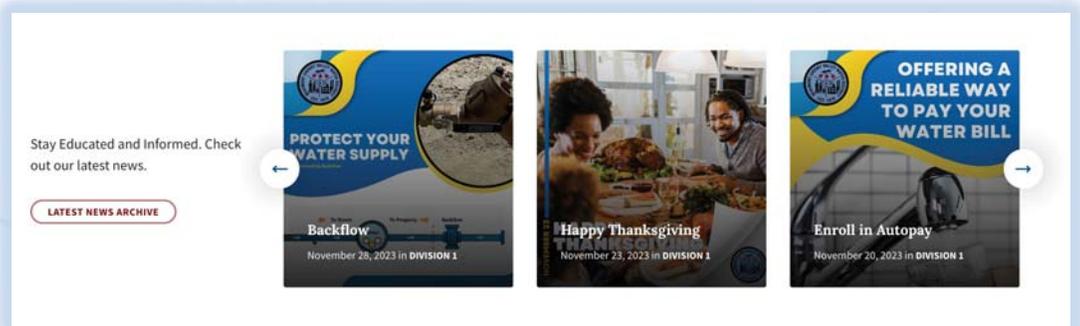
Post Impressions ⓘ **4,988** Post reach ⓘ **3,515** Engagement ⓘ **157**

Interactions ⓘ

						
9	0	0	1	0	0	
 Reactions						10
 Comments						3
 Link Clicks						44
 Shares						0
 Other Clicks						100

Customer Engagement – Digital

- Website Support
 - Homepage & latest news
 - Conservation messages
 - Water restrictions page content
- E-blast Support



Customer Engagement – Collateral

Leveraging the BCVWD brand identity created and cultivated over the past few years, the District produced a variety of collateral pieces aimed at keeping customers informed, including:

- ✓ Spring & Fall Newsletters
- ✓ Water Quality Report
- ✓ Backflow brochure
- ✓ Bill inserts, postcards



Backflow - What Customers Need to Know

Beaumont-Cherry Valley Water District is committed to providing safe, reliable drinking water to the community. One of the ways we protect our supply is by ensuring water is not contaminated by backflow from private properties into the BCVWD system. Some properties within the District's service area are required to have backflow prevention devices. Properties requiring backflow protection could have one device, and others may need more than one. Customers are responsible for professionally installing backflow prevention devices, maintaining them and replacing them if needed.

What is backflow?

Backflow is an abrupt or unanticipated change in water pressure that can cause the normal flow of water in pipes to go backwards. When backflow occurs, potentially contaminated water reverses direction from the customer's internal plumbing system to the public water supply, creating a possible health risk. One example of backflow is soapy water or other cleaning agents from a hose submerged in a bucket.

Where does backflow occur?

Backflow occurs at cross-connections within an internal plumbing system, where water can change direction and possibly enter the public water system.

Common cross-connections include:

Residential	Commercial
<ul style="list-style-type: none"> • Lawn irrigation systems • Garden hose connections to chemical dispensers, such as fertilizer • Hose bibs • Swimming pools 	<ul style="list-style-type: none"> • Fire sprinklers • Boilers • Chillers • Chemical mixing tanks • Pressure pumps • Lawn irrigation systems

How can I prevent backflow?

Customers can avoid backflow by installing backflow prevention devices to keep water from reversing direction. Backflow prevention devices are placed in the water line between the customer's water meter and the first branch in the private plumbing. Depending on the property, they are also placed at various cross-connections such as the ones listed above.

BCVWD requires backflow prevention devices for domestic water (drinking) systems, non-potable water (irrigation) systems, and fire devices at non-single-family residences.

Have a question? Contact us at backflow@bcvwd.org | 951-845-9581 | 560 Magnolia Avenue, Beaumont, CA 92223
 Facebook: [facebook.com/bcvwd](https://www.facebook.com/bcvwd) | Twitter: twitter.com/bcvwd92223 | [bcvwd.org](https://www.bcvwd.org)

2022 ANNUAL Water Quality Report

& CONSUMER CONFIDENCE REPORT
PUBLISHED JULY 2023

Your Annual Water Quality Report will be available

JULY 1, 2023

BCVWD's 2022 Annual Water Quality Report consists of water quality testing results submitted to and approved by the State Water Resources Control Board Division of Drinking Water.

Find the report online at:
<https://bcvwd.org/2022-Consumer-Confidence-Report>

If you have questions about the report or would like a paper copy, please call (951) 845-9581 or email info@bcvwd.org.



Media Relations & Coverage

- Successfully advanced relationships with local and industry media.
- Effectively reached Spanish-speaking audiences through media outlets such as El Informador del Valle.
- Furthered MDP Line 16 stormwater project ribbon cutting and award promotion, resulting in media coverage.

Spanish-speaking Audience

BCVWD continued successfully reaching and making connections with the Spanish-speaking community, via the following communication methods:

- ✓ Translation option on website already in place
- ✓ Collateral, including handouts, postcards and bill inserts
- ✓ Press releases distributed in Spanish
- ✓ Media relationships and coverage, including El Informador del Valle

Reflujo - Lo que los clientes deben saber

Recomendamos Cherry Valley Water District tiene el compromiso de proporcionar agua potable segura y combatir a la comunidad. Una de las maneras en que protegimos nuestro suministro es asegurando que el agua no se contamina por reflujo de proyectos privados al sistema de BCVWD. Algunas propiedades dentro del área de servicio del Distrito tienen la obligación de tener dispositivos de prevención de reflujo. Los propietarios que requieren protección contra el reflujo pueden tener sus dispositivos, y más podrá encontrar más de agua. Los clientes son responsables de la instalación profesional de dispositivos de prevención de reflujo, de su mantenimiento y de su reemplazo en caso de ser necesario.

¿Qué es el reflujo?
El reflujo es un cambio brusco o imprevisto en la presión del agua que puede hacer que el flujo normal de agua en las tuberías retroceda. Cuando se produce el reflujo, el agua potencialmente contaminada invierte la dirección desde el sistema de tratamiento interno del cliente al suministro público de agua, lo que crea un posible riesgo para la salud. Un ejemplo de reflujo es el agua jabonosa u otros productos de limpieza de una manguera sumergida en un cubo.

¿Dónde se produce el reflujo?
El reflujo se produce en las conexiones cruzadas dentro de un sistema de tubería interna, donde el agua puede cambiar de dirección y posiblemente entrar en el sistema público de agua.

Las conexiones cruzadas más comunes son:

Residencial	Comercial
• Sistemas de riego del césped	• Abocadores contra incendios
• Conexiones de mangueras de jardín a dispensadores de productos químicos, como fertilizantes	• Calderas
• Lavos para manguera	• Efluentes
• Filtros	• Tanques de mezcla química
	• Bombas de presión
	• Sistemas de riego del césped

¿Cómo puedo evitar el reflujo?

¿Qué hacer y qué no hacer con respecto al reflujo

QUE HACER

- ✓ Mantenga el extremo de las mangueras fuera del suelo y lejos de posibles contaminantes.
- ✓ Instale un interruptor de vacío de línea para mangueras en todos los grifos interiores y exteriores.
- ✓ Pida un profesional que verifique que su sistema de riego tenga un PVE (interruptor de presión en vacío) u otro tipo de válvula anti-éfluo.
- ✓ Revisa anualmente los dispositivos de riego con un verificador de reflujo certificado.
- ✓ Asegúrese de que los incidentes tengan válvulas de liberar presión.
- ✓ Asegúrese de que los incidentes de tubería en busca de conexiones cruzadas (busca a un profesional).
- ✓ Conéctese con BCVWD si observa en sus sospechas o no autorizado de una boca de incendio.

Noticias Locales

El Informador del Valle | jueves 20 de febrero de 2023

El proveedor de agua local garantiza agua potable segura durante todo el año

Recomendamos

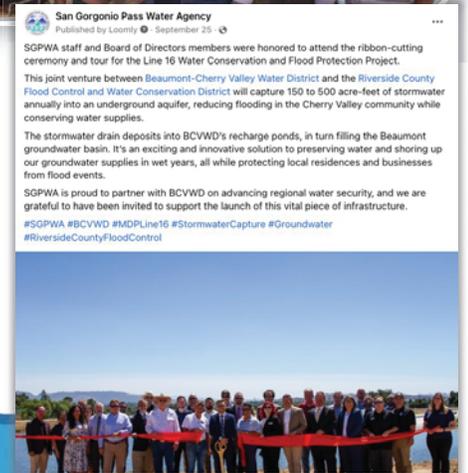
A la seguridad del agua del grifo. El distrito de agua de Cherry Valley Water District garantiza que el agua potable en el área de servicio del Distrito es segura y saludable durante todo el año. "Nos comprometimos a proporcionar agua potable segura y saludable a nuestros clientes durante todo el año", dijo el presidente de BCVWD, Harold Trumbull. "Hacer pruebas de agua regularmente es vital para proteger la salud pública. Hemos distribuido tarjetas de recordatorio a los clientes de nuestra zona a lo largo del año, lo que garantiza que los clientes tengan acceso a agua potable y confiable en todo momento". En el informe de calidad del agua de 2022 se completó la revisión del monitoreo desde el 1 de enero de 2022 hasta el 31 de diciembre de 2022, y también se pueden encontrar datos adicionales. BCVWD no tiene riesgo de contaminación de agua potable. El distrito continúa a trabajar activamente en la implementación de agua potable y análisis de calidad de agua de 2023 para garantizar la calidad del agua en el

distrito de Cherry Valley, California. El agua potable es segura y saludable durante todo el año. Para obtener más información, visite bcvwd.org.

Partnerships

San Geronio Pass Water Agency

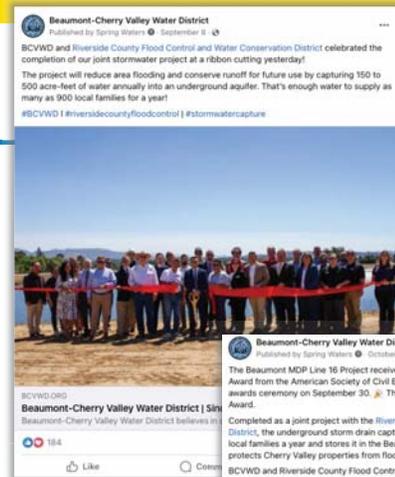
- Two-way social media collaboration
- Website features
- Relationship building
- Additional support



Partnerships

Riverside County Flood Control and Water Conservation District – MDP Line 16 Stormwater Project Ribbon Cutting & Awards

- BCVWD General Manager remarks and additional talking points
- Pre- and day-of event support
- Photography and photo gallery
- Social media and media collaborations

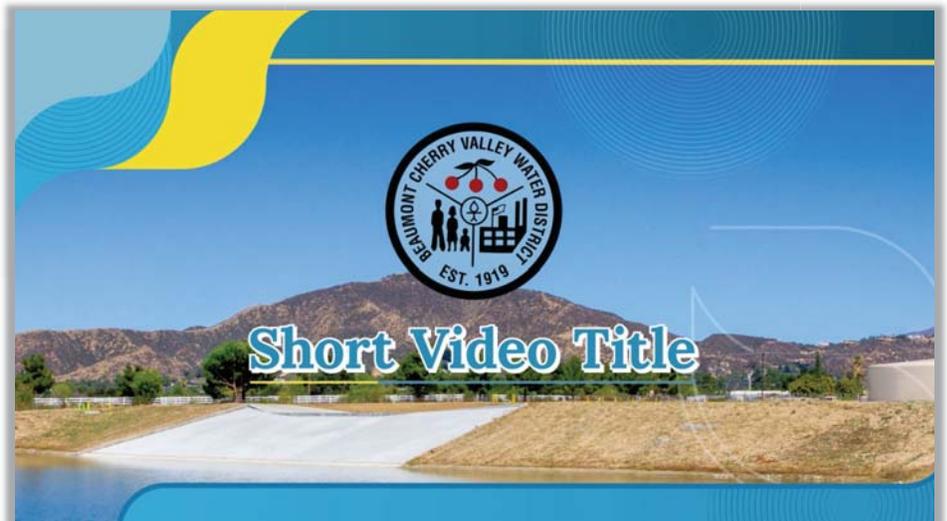


Video Development – About BCVWD

- Completed:
 - Planning
 - Script outline
 - Intro/outro animation
- Next Steps:
 - Finalize film date
 - Filming/interviews
 - Video production

Video Purpose

Convey the value of BCVWD to customers and foster understanding of the District's mission and vision



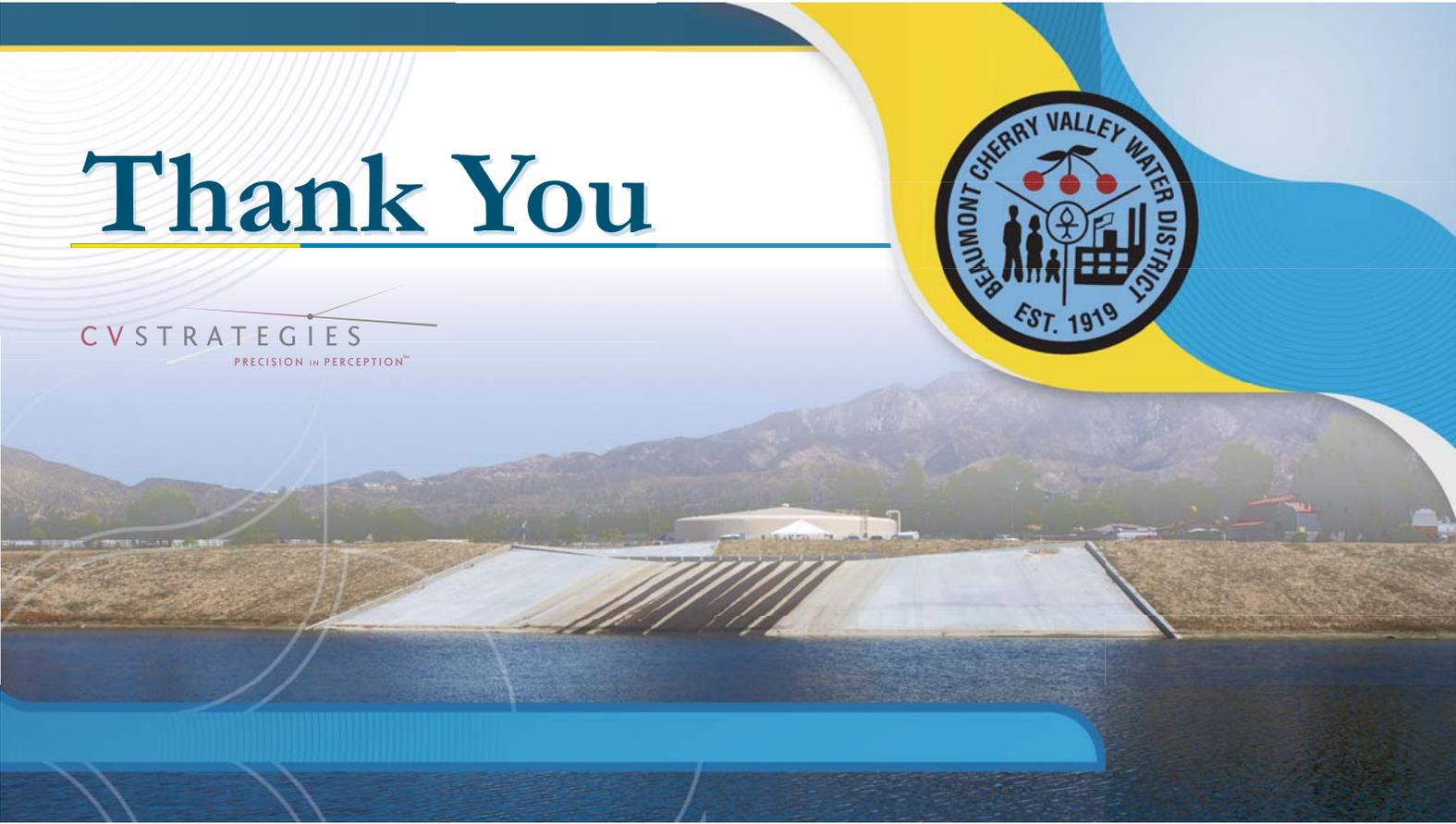
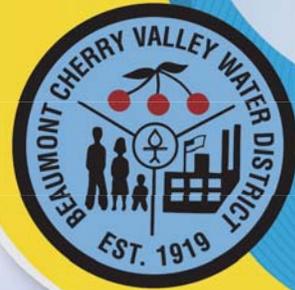
General Communications Support

- Implementation timeline and ongoing planning
- Strategic counsel and support (ongoing, as needed)
- Crisis planning support (Hurricane Hilary)
- Regular communication check-in meetings
- Monthly and quarterly reports
- Ad-Hoc Communications Committee meeting preparation and participation
- Board support (as needed)



Thank You

CV STRATEGIES
PRECISION IN PERCEPTION™



MEMORANDUM

To: Beaumont Cherry Valley Water District
From: Townsend Public Affairs
Date: December 6, 2023
Subject: November 2023 Monthly Report

STATE LEGISLATIVE UPDATES

Despite the absence of a formal legislative agenda with the Legislature on Interim Recess, November featured a number of notable events in preparation for the Legislature's return in January, including the appointment of new committee leadership, special committee hearings, and policy developments that will lay the foundation for legislative proposals in 2024. Below is an overview of pertinent actions from the month of November.

[Assembly Announces New Internal Leadership, Sets Stage for Potential Changes to Policy Direction in 2024](#)

On November 21, Assembly Speaker Robert Rivas released his list of 2024 committee chairmanships and initial list of committee assignments. These changes were widely anticipated following Speaker Rivas' ascent to the Speakership, replacing Speaker Rendon midway through the 2023 Legislative Session.

Committee chairmanships have a profound impact on legislation that is passed by the Legislature. Chairs of committees have the power to determine which bills are heard or held in committee, as well as have access to additional staff resources. Many of the new committee chairs will likely be in their position for several legislative sessions.

Notable committee changes include the appointment of Assembly Member Gabriel as the Assembly Budget Chair, replacing former Chair Phil Ting. The Assembly Budget Chair plays a pivotal role in advocating for the Assembly's priorities during the budget negotiation process with the Governor's office, as well as managing the internal budget earmark program for the Assembly. Another major fiscal committee change was the appointment of Assembly Member Buffy Wicks as Chair of the Assembly Appropriations Committee. This Committee oversees the progression of all measures deemed to have a cost to the State for implementation. At multiple points throughout the Session, the Appropriations Chairs of both houses will pass or hold hundreds of bills, all at the discretion of the Chair for various fiscal and political reasons.

The action to move Assembly Member Wicks to the Appropriations Committee left a vacancy for the leader of the Assembly Housing and Community Development Committee. That vacancy has been filled by Assembly Member Chris Ward, whose district encompasses portions of San Diego. Assembly Member Ward's policy agenda is similar to that of former Chair Wicks', however, his position as an Assembly Member of a coastal district could impact his decisions on land use

policies along the coastal zone – a major policy shift observed during the 2023 Legislative Session.

Another notable committee chair change included the appointment of Assembly Member Lori Wilson as Chair of the Assembly Transportation Committee, replacing former Chair Laura Friedman. Former Chair Friedman's policy priorities emphasized greenhouse gas emission (GHG) reductions through funding prioritized for active transportation programs over the rehabilitation/expansion of existing transportation infrastructure. Assembly Member Wilson's district encompasses both rural and urban populations near the Bay Area, which could contribute to a shift in the policy direction of the committee.

Finally, the Assembly Public Safety Committee will now be chaired by Assembly Member Kevin McCarty of Sacramento, a notable change in leadership after the contentious outcomes of last year's Committee hearings regarding fentanyl overdose prevention. Assembly Member Regie Jones-Sawyer, the previous Committee Chair since 2016, was criticized for the Committee's decision to hold legislation in Committee related to child sex trafficking and the fentanyl crisis. The crux for holding these measures lies in the difference between progressives and moderates on whether adding to the State's penal code would result in tangible reductions in substance distribution, or if it would cause negative impacts to the state's incarceration levels and minority communities. Ultimately, Chair McCarty will oversee the outcome of many pending issues about overdose prevention in 2024.

A comprehensive list of committee chair changes is listed below:

Assembly Appropriations Committee – Buffy Wicks (D-Oakland)
Assembly Arts, Entertainment, Sports, and Tourism Committee – Mike Gipson (D-Carson)
Assembly Budget Committee – Jesse Gabriel (D-Encino)
Assembly Environmental Safety and Toxic Materials Committee – Eduardo Garcia (D-Coachella)
Assembly Governmental Organization Committee - Blanca Rubio (D-Baldwin Park)
Assembly Health Committee – Mia Bonta (D-Oakland)
Assembly Housing and Community Development Committee – Chris Ward (D-San Diego)
Assembly Human Services Committee – Alex Lee (D-San Jose)
Assembly Judiciary Committee – Ash Kalra (D-San Jose)
Assembly Labor and Employment Committee – Liz Ortega (D-San Leandro)
Assembly Natural Resources Committee – Isaac Bryan (D-Los Angeles)
Assembly Privacy and Consumer Protection Committee – Rebecca Bauer-Kahan (D-Orinda)
Assembly Public Safety Committee – Kevin McCarthy (D-Sacramento)
Assembly Rules Committee – Blanca Pacheco (D-Downey)
Assembly Transportation Committee – Lori Wilson (D-Fairfield)
Assembly Utilities and Energy Committee – Cottie Petrie-Norris (D-Irvine)
Assembly Water, Parks, and Wildlife Committee – Diane Papan (D-San Mateo)

While the Senate is also experiencing an impending leadership change with Senator Mike McGuire stepping in to become Senate President Pro Tempore in 2024, the Senate has yet to announce any changes to committee chairmanships.

Tax Ballot Measure Heads to California Supreme Court

On November 29, the California State Supreme Court granted a hearing request from Governor Gavin Newsom and Democratic Legislators to remove the Taxpayer Protection and Government

Accountability Act from the November 2024 ballot. While the request to have the measure immediately removed from the ballot was denied, the Court requested written arguments from election officials and measure sponsors proving why the measure should go before the voters. The written arguments are due to the Court in mid-February 2024, which could allow for a hearing in early Spring.

The Taxpayer Protection and Government Accountability Act seeks to raise vote threshold requirements for the passage of state and local tax measures and imposes a stringent burden of proof standard that local governing bodies must meet when modifying or increasing all taxes and fees by justifying their use, need, and duration. The measure is sponsored by the California Business Round Table and its affiliates. If enacted by voters, it would make it extremely difficult for local governments to maintain existing tax revenues and modify them in the future.

Tax Filing Deadline Extension Reveals Budget Uncertainties

Due to the severe winter storms and disaster declarations in January, the IRS and Franchise Tax Board (FTB) elected to extend the tax filing deadline to October 16, 2023, which was subsequently re-extended to November 16, 2023. The extension is relevant to State budgetary decisions because most high-income earners waited until the last minute to file 2022 tax returns, settle up 2022 income taxes, and pay their first three-quarters of estimated 2023 taxes. These massive returns often take days to be reflected in the FTB systems, which means that very large collection reports that give a better idea of the State's fiscal health will likely be revealed in December.

In mid-November, the FTB income tax collections since October 1 stood at about \$19.5 billion, which is roughly \$27 billion short of the amount projected to be received by November 30. In [recent disclosures to the state's bond investors](#), the Governor's Administration indicated it thought there was an "increasing likelihood" that November's collections would be short by a significant amount.

The Governor's Administration must produce a budget proposal in January, which serves as a loose framework as tax collection data produces a more complete picture by May. Given the unprecedented delay in tax returns data this year, it is likely that the 2024-25 January budget proposal will be even more skeletal than what is typically presented at the beginning of each fiscal year.

FEDERAL LEGISLATIVE UPDATES

In the month of November, Congress once again avoided government shutdown, however little progress was made on a spending package. By extending the current funding levels into the New Year, Congress is set up for additional time to discuss differences to present a final FY24 funding package for the White House's signature.

Appropriations Update

Congress passed a continuing resolution (CR) to keep the government funded until at least January 19. In a unique move, Speaker Mike Johnson proposed a two-step continuing resolution providing funding at existing FY23 levels for certain components of the federal government until January 19 and the rest of the government through February 2. This accomplished the goal of not

forcing a vote on a large funding package against the end of year holidays but does little to fix the underlying disagreements over long-term funding for the current fiscal year.

The parts of the government with funding extended until January 19 include Transportation-HUD, Agriculture-FDA, Energy and Water Development, and Military Construction-Veterans Affairs. The parts of the government with a February 2 expiration date are Labor-HHS-Education, Defense, Commerce-Justice-Science, Financial Services-General Government, Legislative Branch, Homeland Security, State-Foreign Operations, and Interior-Environment.

The bill also extends agriculture programs authorized through the 2018 Farm Bill and provides funds for hospitals and community health clinics, the National Flood Insurance Program, Temporary Assistance for Needy Families (TANF), and several other expiring authorities.

The atmosphere on Capitol Hill in November was tense as lawmakers entered their tenth consecutive week in session following the ousting of former Speaker Kevin McCarthy. Tempers were flaring and the politics kept up, as Speaker Johnson had to overcome a revolt of his right flank in order to pass the bi-partisan CR. To get around the hardline members of the Republican Conference, Speaker Johnson used the same procedure that Kevin McCarthy used at the end of September to avoid a shutdown then. The procedure, called suspension of the rules, requires a 2/3 majority to pass, which meant that he had to rely on House Democrats to help carry the bill. As a result, the House Republican hardliners have officially ended Speaker Johnson's honeymoon period and have called on him to start fighting setting up a messy race to the finish in January.

Additionally, both chambers continued discussions for additional supplemental aid for the concurrent wars in Ukraine and Israel. The Senate would like to propose a joint aid package while the House would like to separate out the two requests to make room for additional conversations about supplemental funding for US border security. With federal funding deadlines pushed these supplemental requests will be the big ticket items being discussed as the year comes to a close. The Senate would like to see agreements on a package put forth by the holiday recess currently scheduled for the end of December.

President Biden Approves California Disaster Declaration

On November 21, [President Biden declared](#) that a “major disaster exists in the State of California”, resulting in Federal aid for the State. The Federal aid enhances ongoing State, tribal, and local recovery endeavors within the regions impacted by Tropical Storm Hilary between August 19 and August 21, 2023.

Specifically, funding is available for the counties of Imperial, Inyo, Kern, Riverside, and Siskiyou, for State, tribal, and eligible local governments and certain private nonprofit organizations on a cost-sharing basis, for emergency work and the repair or replacement of facilities damaged by Tropical Storm Hilary. Federal funding is also available on a cost-sharing basis for hazard mitigation measures statewide.

Beaumont Cherry Valley Water District Grant Opportunities

Administrator & Grant Name	Application Info	Matching Funds	Eligible Projects / Updates	Application Deadline/Potential Eligible Project
Bureau of Reclamation WaterSMART Water and Energy Efficiency Grant	No Min Award Max Award: \$5 million	50% Match Required	This Water and Energy Efficiency Grants Notice of Funding Opportunity (NOFO) provides funding for projects that result in quantifiable water savings, implement renewable energy components, and support broader sustainability benefits. These projects conserve and use water more efficiently; increase the production of renewable energy; mitigate conflict risk in areas at a high risk of future water conflict; and accomplish other benefits that contribute to sustainability in the Western United States.	February 22, 2024
Department of Homeland Security (DHS) State and Local Cybersecurity Grant Program	TBA	TBA	The goal of SLCGP is to assist SLT governments with managing and reducing systemic cyber risk. CalOES submitted their cybersecurity plan to FEMA/DHS by the end of September. CalOES intends to publish information on how local governments can apply for funding in the coming month.	TBD
Bureau of Reclamation WaterSMART Environmental Water Resources Projects	\$160 million in funding annually TBD	TBD	WaterSMART Environmental Water Resources Projects is a new category of funding to support projects focused on environmental benefits and that have been developed as part of a collaborative process to help carry out an established strategy to increase the reliability of water resources.	NOFO Expected Winter 2023 <i>Recycled Water Booster Station</i>
Bureau of Reclamation: Water Resources and Planning Office WaterSMART Planning and Project	No min award amount Max Award: \$400,000	Match required	Through Planning and Project Design Grants, Reclamation provides funding for collaborative planning and design projects to support water management improvements. This includes funding for: (1) Water Strategy Grants to conduct planning activities to improve water supplies (e.g., water supplies to disadvantaged communities that do not have reliable access to water, water marketing, water conservation, drought resilience, and ecological resilience); (2) Project Design Grants to	Proposals received before April 2, 2024 will be considered for FY 2024 funding.



Administrator & Grant Name	Application Info	Matching Funds	Eligible Projects / Updates	Application Deadline/Potential Eligible Project
Design Grants For FY 2023 and FY 2024			conduct project-specific design for projects to improve water management; and (3) comprehensive Drought Contingency Plans. Note that funding to develop a water marketing strategy is now available through (1) Water Strategy Grants.	
Department of Water Resources Riverine Stewardship Program/Urban Streams Program (USP)	\$6.5 million in available funding, \$2 million DAC set-aside	Varies – for USP, 20% unless located in a DAC	Provides funding for planning and implementation of projects that restore streams, creeks, and rivers to enhance the environment for fish, wildlife, and people. This includes: <ul style="list-style-type: none"> • Fish-related improvements • Flood risk reduction • Riparian, floodplain, and stream channel restoration • Climate adaptation The Urban Streams Program provides funding for projects which accomplish the following goals: <ol style="list-style-type: none"> (1) Protecting, enhancing, and restoring the natural ecological value of streams; (2) Preventing future property damage caused by flooding and bank erosion; (3) Promoting community involvement, education, and riverine stewardship. Certain subgrant categories (under the RSP and San Joaquin Fish Population Enhancement Program) are geographically limited to water tributaries and sources fed by the Delta or that receive water from the State Water Project or Central Valley Project, either directly or by exchange, by means of diversion from the Delta – may not apply in our case. The USP is applicable statewide.	Ongoing <i>Flood Mitigation</i>
Drinking Water State Revolving Fund (DWRSF)	No maximum, minimum request amounts	Loan*	Planning/design and construction of drinking water infrastructure projects including: <ul style="list-style-type: none"> • treatment systems • distribution systems • interconnections • consolidations 	Rolling <i>Pipeline Replacement/ Extension Project</i>



Administrator & Grant Name	Application Info	Matching Funds	Eligible Projects / Updates	Application Deadline/Potential Eligible Project
			<ul style="list-style-type: none"> • pipeline extensions • water sources • water meters • water storages <p>*This is a low-interest financing program, grants are conditionally made available depending on funding availability and applicant need. The DWRSF and the CWRSF are also where the water board is allocating much of the BIL water infrastructure funding, so grants may become more accessible.</p>	
California Water Board Clean Water State Revolving Fund (CWRSF)	No maximum, minimum request amounts	Loan*	Using a combination of federal and state funds, state CWSRF programs provide loans to eligible recipients to: <ul style="list-style-type: none"> • construct municipal wastewater facilities, • control nonpoint sources of pollution, • build decentralized wastewater treatment systems, • create green infrastructure projects, • protect estuaries, and • fund other water quality projects. <p>*This is a low-interest financing program, grants are conditionally made available depending on funding availability and applicant need. The DWRSF and the CWRSF are also where the water board is allocating much of the BIL water infrastructure funding, so grants may become more accessible. These grants are often – though not always – allocated for DAC's.</p>	Rolling <i>Raw Water Filtration System</i>
State Water Resources Control Board Clean Water Act Section 319 Nonpoint Source Pollution Grant	TBD, estimated \$500,000 - \$800,000	25% (tentative)	This grant program would be contingent on the State Water Board receiving additional funding from the EPA in Summer 2022 to continue this program into the current fiscal year – this is likely, but not certain. The program primarily funds implementation projects, but occasionally offers grants for planning projects. Examples of projects include livestock fencing to reduce sediment and nutrient discharges, agricultural best management practices to reduce pesticide and nutrient discharges, dredging contaminated sediment from pesticide-impaired	TBD if program is renewed



Administrator & Grant Name	Application Info	Matching Funds	Eligible Projects / Updates	Application Deadline/Potential Eligible Project
			waters, habitat restoration such as installation of large woody debris and riparian revegetation, and rural road inventories and repairs to reduce sedimentation and erosion. Most awards go to projects that improve impaired waters, but a small amount of funding goes to projects that protect high-quality waters, or that address a nonpoint source pollution problem created by wildfire.	





**Beaumont-Cherry Valley Water District
Regular Board Meeting
December 13, 2023**

Item 2d

STAFF REPORT

TO: Board of Directors
FROM: Ren Berioso, Human Resources Manager
SUBJECT: Acknowledgment of 2023 Great Place to Work Certification

Staff Recommendation

Acknowledge the 2023 Great Place to Work Certification.

Executive Summary

BCVWD has received a Great Place to Work Certification for 2023. Staff is presenting to the Board of Directors the pertinent results of the survey leading to earning the certification.

Background

The BCVWD Human Resources department conducts an annual employee engagement survey in July each year to measure the engagement of BCVWD personnel and to facilitate discussions with leadership about Human Resources goals and objectives. In 2021, BCVWD partnered with Great Place to Work and obtained accreditation as a Great Place to Work for the first time. Great Place to Work certification recognizes that an organization's employees have designated the employer as a Great Place to Work, and certification advertises to potential candidates that the employer is a desirable organization with a great company culture. Certification recognizes employers who create outstanding employee experience.

To attain certification, employee feedback is collected anonymously and compared with benchmark data at other organizations. Certification gives employers a recruiting advantage by providing a globally recognized and research-based verification of a great employee experience. The results of the anonymous employee engagement survey provide an in-depth analysis of the District's working culture. Certification shows that an organization has a clear purpose and reinforces the agency's mission, vision, and values.

In July 2023, an anonymous survey was conducted by the Human Resources Department for a period of 30 days with 45 eligible participants. Questions were carefully designed, touching the key areas that drive the District's action plan towards maintaining employee engagement, and positive branding in the public sector industry. The collected data was reported in aggregate, and objectively interpreted to benchmark against the best workplaces in the country in a particular category. The District received the distinction as a Great Place To Work for the third consecutive year.

At the November 21, 2023 meeting, the Personnel Committee acknowledged the District earning the Great Place to Work certification for 2023-2024. Staff presented the survey results focusing on our placement in industry, the District's strengths, and areas of opportunity. The Committee discussed the items highlighted during the presentation including communication, management, and compensation. There was also discussion regarding the low score related to "Profit Sharing", which is not an employee benefit and may not be appropriate for our District. Staff appreciated



the continuous guidance and support of the Board and the Personnel Committee, as well as the trust and confidence of the staff members in the Leadership.

Discussion

With an 81% participation rate, the District improved on overall engagement score of 8.1 compared to last year's 7.6. Some of the strengths identified in BCVWD's workplace culture include stability, high level of autonomy, management trustworthiness, equality, flexibility, and pride in the organization. Areas that were identified as opportunities for growth include compensation, collaboration, and clear direction. Staff has continued to work towards improvements in the areas of collaboration as well as team engagement at all levels including informational sessions between departments, internal training opportunities, and additional scheduled events, like an ice cream social, to encourage collaboration and communication.

The agency continues to remain strong in its endeavor to foster a positive culture while providing exceptional service to our community.

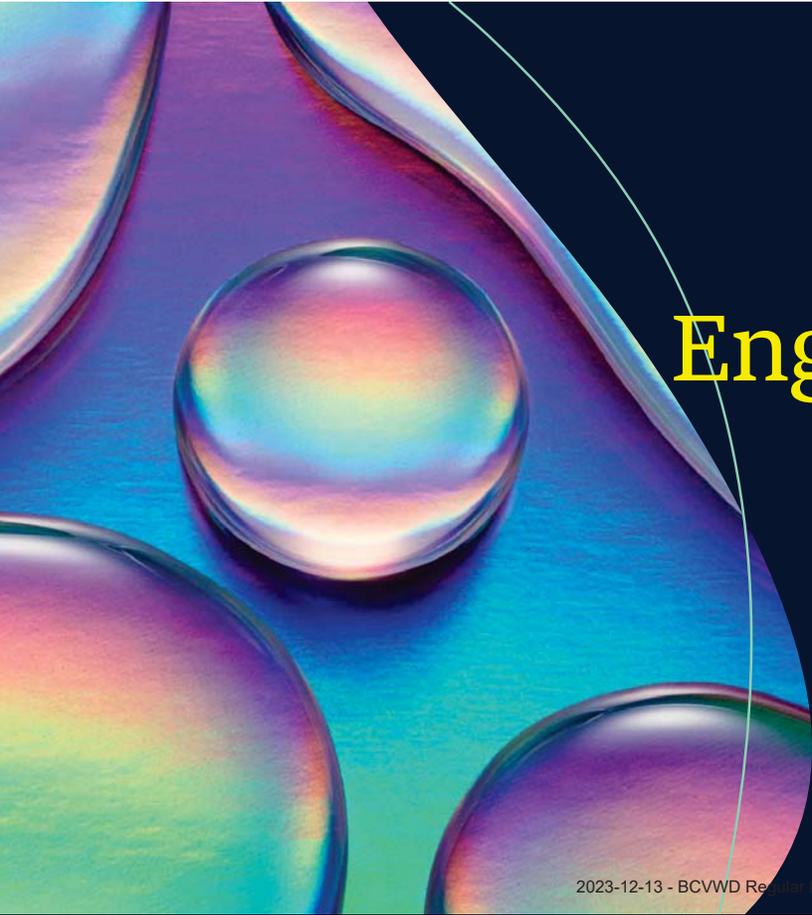
Fiscal Impact

There is no fiscal impact to the District.

Attachment

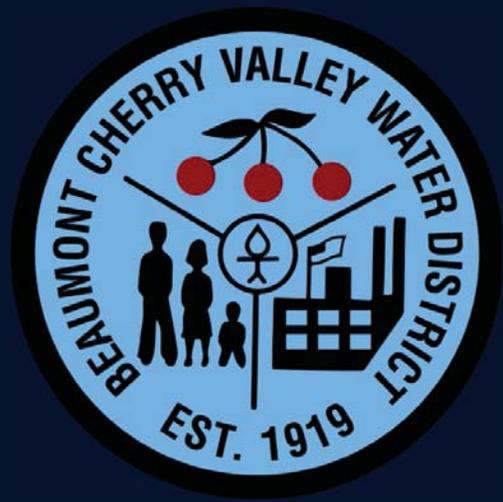
1. PowerPoint Presentation of Great Place to Work results

Staff Report prepared by Ren Berioso, Human Resources Manager



BCVWD 2023 Engagement Survey Results

Human Resources



Overview

The Purpose



Engagement Surveys are a great way to understand if your employees feel connected with the organization, and to gauge satisfaction and retention.



The results of the data analysis will be utilized to identify the District's strengths and areas of opportunity for the next year.



Survey results are benchmarked with other surveys to discover our potential for growth and development in key areas.



**Great
Place
To
Work.®**

Certified

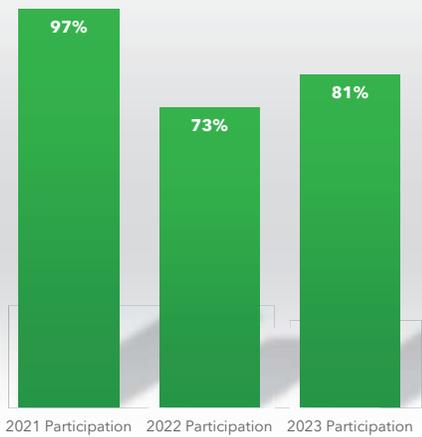
MAY 2023-MAY 2024

USA

TM

**3RD YEAR CERTIFIED
AS A GREAT PLACE
TO WORK!**

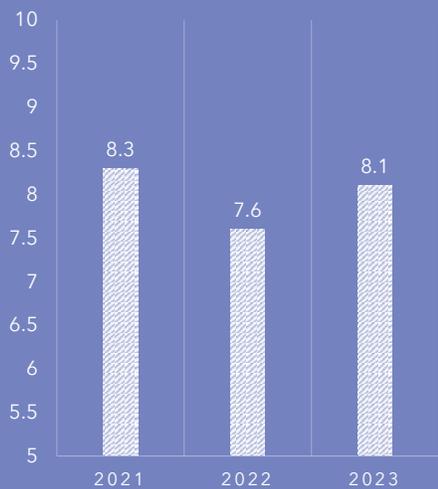
Engagement Survey Participation



Survey participation

- 45 employees, including part-time and full-time staff were eligible to participate
- 37 survey responses (81% participation rate)
- Survey was administered online only through Great Place to Work.
- Responses were collected anonymously and reported in the aggregate. District staff were not able to see individual responses
- Response window was 30 days

OVERALL ENGAGEMENT SCORE



2023 OVERALL EMPLOYEE ENGAGEMENT SCORE: 8.1

- Engagement measures an employee's connection with the work, including pride in the work, level of cooperation from colleagues, psychological and emotional safety, intent to stay, and view of management.
- Engaged employees tend to yield higher productivity and outperform disengaged employees. Engagement leads to lower absenteeism, higher quality of work, and a higher level of customer satisfaction.
- Our year 2023 Engagement Score is a notch higher than year 2022.

Comparison to Best Companies

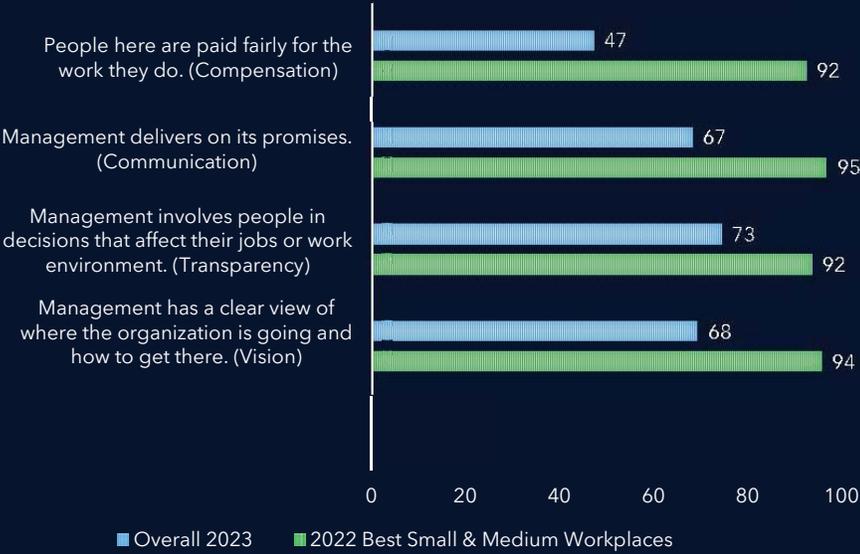




Strengths

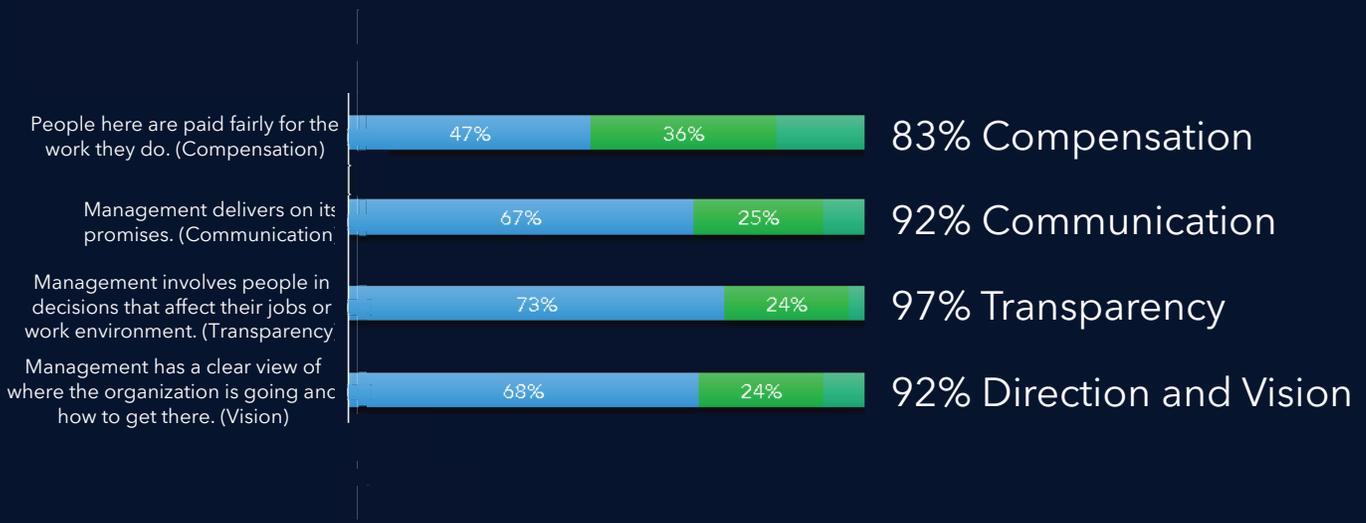
- Stability
- Positive Culture
- Trustworthiness
- Equality
- Respect and Flexibility
- Motivation and Autonomy

Growth Opportunities



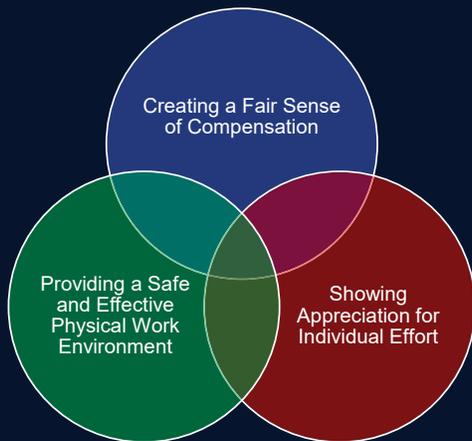
- Compensation
- Communication
- Transparency
- Direction and Vision

Growth Potential

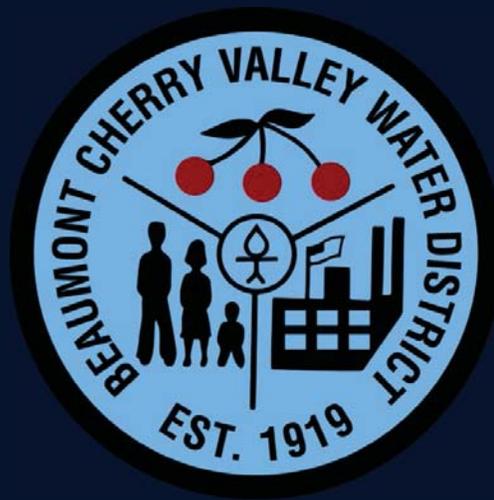


■ Overall ■ Inconsistent Responses ■ Potential Percent Positive

Areas to Leverage



The following are presented as potential key leverage areas that can be utilized to design and implement action to strengthen BCVWD employee experiences. They are selected based on the key drivers of your employees' experiences as well as your performance relative to the Best Company benchmark.



Thank you

Item 3a

General Ledger Budget Variance Revenue

Beaumont-Cherry Valley Water District

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



User: wclayton
Printed: 11/29/2023 4:24:11 PM
Period 10 - 10
Fiscal Year 2023

Account Number	Description	Budget	Period Amt	End Bal	Variance	% Avail/ Uncollect
50	GENERAL					
01-50-510-419051	Grant Revenue	\$ 784,000.00	\$ -	\$ 55,616.26	\$ 728,383.74	92.91%
	Grant Rev	\$ 784,000.00	\$ -	\$ 55,616.26	\$ 728,383.74	92.91%
01-50-510-490001	Interest Income - Bonita Vista	\$ 1,000.00	\$ 50.10	\$ 234.93	\$ 765.07	76.51%
01-50-510-490011	Interest Income - Fairway Cnyn	\$ 252,000.00	\$ -	\$ -	\$ 252,000.00	100.00%
01-50-510-490021	Interest Income - General	\$ 231,000.00	\$ 446,370.12	\$ 1,635,682.94	\$ (1,404,682.94)	-608.09%
01-50-510-490041	Rlzd Gain/Loss on Investment	\$ -	\$ -	\$ (33,060.70)	\$ 33,060.70	0.00%
01-50-510-490051	Net Amort/Accret on Investment	\$ -	\$ 26,417.75	\$ 299,792.41	\$ (299,792.41)	0.00%
	Interest Income	\$ 484,000.00	\$ 472,837.97	\$ 1,902,649.58	\$ (1,418,649.58)	-293.11%
01-50-510-481001	Capacity Fees-Wells	\$ 279,000.00	\$ 33,299.20	\$ 312,567.20	\$ (33,567.20)	-12.03%
01-50-510-481006	Cap Fees-Water Rights (SWP)	\$ 177,000.00	\$ 21,070.00	\$ 197,776.25	\$ (20,776.25)	-11.74%
01-50-510-481012	Cap Fees-Water Treatment Plant	\$ 133,000.00	\$ 15,841.20	\$ 148,695.45	\$ (15,695.45)	-11.80%
01-50-510-481018	Cap Fees-Local Water Resources	\$ 70,000.00	\$ 8,342.00	\$ 78,303.25	\$ (8,303.25)	-11.86%
01-50-510-481024	Cap Fees-Recycled Water	\$ 202,000.00	\$ 67,296.00	\$ 324,934.00	\$ (122,934.00)	-60.86%
01-50-510-481030	Cap Fees-Transmission	\$ 226,000.00	\$ 26,969.60	\$ 253,153.60	\$ (27,153.60)	-12.01%
01-50-510-481036	Cap Fees-Storage	\$ 289,000.00	\$ 34,537.60	\$ 324,191.60	\$ (35,191.60)	-12.18%
01-50-510-481042	Cap Fees-Booster	\$ 20,000.00	\$ 2,390.80	\$ 22,441.55	\$ (2,441.55)	-12.21%
01-50-510-481048	Cap Fees-Pressure Reducing Stn	\$ 11,000.00	\$ 1,221.20	\$ 11,462.95	\$ (462.95)	-4.21%
01-50-510-481054	Cap Fees-Miscellaneous Project	\$ 9,000.00	\$ 1,066.40	\$ 10,009.90	\$ (1,009.90)	-11.22%
01-50-510-481060	Cap Fees-Financing Costs	\$ 44,000.00	\$ 6,546.99	\$ 51,324.68	\$ (7,324.68)	-16.65%
01-50-510-485001	Front Footage Fees	\$ 24,000.00	\$ -	\$ 27,219.70	\$ (3,219.70)	-13.42%
	Non-Operating Revenue	\$ 1,484,000.00	\$ 218,580.99	\$ 1,762,080.13	\$ (278,080.13)	-18.74%
01-50-510-410100	Sales	\$ 6,510,500.00	\$ 582,573.69	\$ 4,637,268.43	\$ 1,873,231.57	28.77%
01-50-510-410151	Agricultural Irrigation Sales	\$ 20,000.00	\$ 1.31	\$ 20,725.49	\$ (725.49)	-3.63%
01-50-510-410171	Construction Sales	\$ 201,000.00	\$ 5,220.35	\$ 55,480.92	\$ 145,519.08	72.40%
01-50-510-413001	Backflow Administration Charge	\$ 64,000.00	\$ 7,065.51	\$ 53,852.37	\$ 10,147.63	15.86%
01-50-510-413011	Fixed Meter Charges	\$ 4,958,500.00	\$ 443,716.86	\$ 4,349,479.56	\$ 609,020.44	12.28%
01-50-510-413021	Meter Fees	\$ 300,000.00	\$ 162,766.00	\$ 751,966.00	\$ (451,966.00)	-150.66%
01-50-510-415001	SGPWA Importation Charges	\$ 4,072,500.00	\$ 358,934.40	\$ 2,950,105.16	\$ 1,122,394.84	27.56%
01-50-510-415011	SCE Power Charges	\$ 2,227,500.00	\$ 209,378.40	\$ 1,720,863.75	\$ 506,636.25	22.74%
01-50-510-417001	2nd Notice Charges	\$ 49,000.00	\$ 6,275.00	\$ 67,950.00	\$ (18,950.00)	-38.67%
01-50-510-417011	3rd Notice Charges	\$ 63,000.00	\$ 9,240.00	\$ 95,080.00	\$ (32,080.00)	-50.92%
01-50-510-417021	Account Reinstatement Fees	\$ 50,000.00	\$ 4,550.00	\$ 34,000.00	\$ 16,000.00	32.00%
01-50-510-417031	Lien Processing Fees	\$ 8,000.00	\$ 850.00	\$ 8,400.00	\$ (400.00)	-5.00%
01-50-510-417041	Credit Check Processing Fees	\$ 23,000.00	\$ 1,600.00	\$ 15,240.00	\$ 7,760.00	33.74%
01-50-510-417051	Return Check Fees	\$ 5,000.00	\$ 250.00	\$ 4,375.00	\$ 625.00	12.50%
01-50-510-417061	Customer Damage/Upgrade Charge	\$ 22,000.00	\$ 1,170.00	\$ 75,501.00	\$ (53,501.00)	-243.19%
01-50-510-417071	After-Hours Call Out Charges	\$ 4,000.00	\$ 200.00	\$ 2,500.00	\$ 1,500.00	37.50%
01-50-510-417081	Bench Test Fees (Credits)	\$ -	\$ -	\$ 300.00	\$ (300.00)	0.00%
01-50-510-417091	Credit Card Processing Fees	\$ 93,000.00	\$ 9,969.92	\$ 96,242.52	\$ (3,242.52)	-3.49%
01-50-510-419001	Rebates and Reimbursements	\$ -	\$ -	\$ -	\$ -	0.00%
01-50-510-419011	Development Income	\$ 226,000.00	\$ 12,670.81	\$ 165,608.45	\$ 60,391.55	26.72%
01-50-510-419012	Development Income - GIS	\$ 308,000.00	\$ -	\$ -	\$ 308,000.00	100.00%
01-50-510-419031	Well Maintenance Reimbursement	\$ 85,000.00	\$ 24,598.66	\$ 177,708.87	\$ (92,708.87)	-109.07%
01-50-510-419061	Miscellaneous Income	\$ 1,000.00	\$ 11,696.35	\$ 14,497.94	\$ (13,497.94)	-1349.79%
	Operating Revenue	\$ 19,291,000.00	\$ 1,852,727.26	\$ 15,297,145.46	\$ 3,993,854.54	20.70%
01-50-510-471001	Maint Fees - 12303 Oak Glen Rd	\$ 10,000.00	\$ -	\$ 2,599.36	\$ 7,400.64	74.01%
01-50-510-471011	Maint Fees - 13695 Oak Glen Rd	\$ 7,000.00	\$ 566.52	\$ 5,620.04	\$ 1,379.96	19.71%
01-50-510-471021	Maint Fees - 13697 Oak Glen Rd	\$ 8,000.00	\$ 632.62	\$ 6,279.10	\$ 1,720.90	21.51%
01-50-510-471031	Maint Fees - 9781 AveMiravilla	\$ 6,000.00	\$ 525.22	\$ 5,208.24	\$ 791.76	13.20%
01-50-510-471101	Utilities - 12303 Oak Glen Rd	\$ 5,000.00	\$ -	\$ 1,038.17	\$ 3,961.83	79.24%
01-50-510-471111	Utilities - 13695 Oak Glen Rd	\$ 5,000.00	\$ 406.38	\$ 3,820.17	\$ 1,179.83	23.60%
01-50-510-471121	Utilities - 13697 Oak Glen Rd	\$ 5,000.00	\$ 705.40	\$ 5,280.58	\$ (280.58)	-5.61%
01-50-510-471131	Utilities - 9781 Ave Miravilla	\$ 4,000.00	\$ 369.06	\$ 3,572.19	\$ 427.81	10.70%
	Rent/Utilities	\$ 50,000.00	\$ 3,205.20	\$ 33,417.85	\$ 16,582.15	33.16%
Revenue Total		\$ 22,093,000.00	\$ 2,547,351.42	\$ 19,050,909.28	\$ 3,042,090.72	13.77%

General Ledger
Budget Variance Expense

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Period 10 - 10
Fiscal Year 2023

Account Number	Description	Budget	Period Amt	End Bal	Variance	Encumbered	% Avail/ Uncollect
10	BOARD OF DIRECTORS						
01-10-110-500101	Board of Directors Fees	\$ 95,500.00	\$ 9,690.00	\$ 70,785.00	\$ 24,715.00	\$ -	25.88%
01-10-110-500115	Social Security	\$ 6,000.00	\$ 600.78	\$ 4,388.67	\$ 1,611.33	\$ -	26.86%
01-10-110-500120	Medicare	\$ 1,500.00	\$ 140.52	\$ 1,026.50	\$ 473.50	\$ -	31.57%
01-10-110-500125	Health Insurance	\$ 75,500.00	\$ 3,881.61	\$ 38,816.10	\$ 36,683.90	\$ -	48.59%
01-10-110-500140	Life Insurance	\$ 2,000.00	\$ 9.71	\$ 97.10	\$ 1,902.90	\$ -	95.15%
01-10-110-500143	EAP Program	\$ 500.00	\$ 9.30	\$ 91.14	\$ 408.86	\$ -	81.77%
01-10-110-500145	Workers' Compensation	\$ 1,000.00	\$ 70.72	\$ 472.54	\$ 527.46	\$ -	52.75%
01-10-110-500175	Training/Education/Mtgs/Travel	\$ 34,500.00	\$ 6,243.37	\$ 25,106.55	\$ 9,393.45	\$ -	27.23%
	Board of Directors Personnel	\$ 216,500.00	\$ 20,646.01	\$ 140,783.60	\$ 75,716.40	\$ -	34.97%
01-10-110-550043	Supplies-Other	\$ 1,000.00	\$ 14.07	\$ 118.65	\$ 881.35	\$ -	88.14%
	Board of Directors Materials & Supplies	\$ 1,000.00	\$ 14.07	\$ 118.65	\$ 881.35	\$ -	88.14%
01-10-110-550012	Election Expenses	\$ 79,000.00	\$ -	\$ 3,638.90	\$ 75,361.10	\$ -	95.39%
01-10-110-550051	Advertising/Legal Notices	\$ 2,500.00	\$ 122.00	\$ 122.00	\$ 2,378.00	\$ -	95.12%
	Board of Directors Services	\$ 81,500.00	\$ 122.00	\$ 3,760.90	\$ 77,739.10	\$ -	95.39%
Expense Total	BOARD OF DIRECTORS	\$ 299,000.00	\$ 20,782.08	\$ 144,663.15	\$ 154,336.85	\$ -	51.62%
20	ENGINEERING						
01-20-210-500105	Labor	\$ 576,050.00	\$ 28,046.67	\$ 319,708.80	\$ 256,341.20	\$ -	44.50%
01-20-210-500114	Incentive Pay	\$ 6,000.00	\$ -	\$ -	\$ 6,000.00	\$ -	100.00%
01-20-210-500115	Social Security	\$ 43,000.00	\$ 1,739.94	\$ 21,080.34	\$ 21,919.66	\$ -	50.98%
01-20-210-500120	Medicare	\$ 10,500.00	\$ 406.91	\$ 4,923.62	\$ 5,576.38	\$ -	53.11%
01-20-210-500125	Health Insurance	\$ 101,000.00	\$ 3,394.79	\$ 52,833.85	\$ 48,166.15	\$ -	47.69%
01-20-210-500140	Life Insurance	\$ 1,000.00	\$ 44.39	\$ 481.72	\$ 518.28	\$ -	51.83%
01-20-210-500143	EAP Program	\$ 500.00	\$ 9.30	\$ 86.39	\$ 413.61	\$ -	82.72%
01-20-210-500145	Workers' Compensation	\$ 5,500.00	\$ 250.18	\$ 2,696.40	\$ 2,803.60	\$ -	50.97%
01-20-210-500150	Unemployment Insurance	\$ 8,500.00	\$ -	\$ -	\$ 8,500.00	\$ -	100.00%
01-20-210-500155	Retirement/CalPERS	\$ 80,500.00	\$ 2,069.41	\$ 38,681.93	\$ 41,818.07	\$ -	51.95%
01-20-210-500165	Uniforms and Employee Benefits	\$ 500.00	\$ -	\$ -	\$ 500.00	\$ -	100.00%
01-20-210-500175	Training/Education/Mtgs/Travel	\$ 8,000.00	\$ -	\$ 1,002.50	\$ 6,997.50	\$ -	87.47%
01-20-210-500180	Accrued Sick Leave Expense	\$ 31,000.00	\$ -	\$ 3,699.50	\$ 27,300.50	\$ -	88.07%
01-20-210-500185	Accrued Vacation Leave Expense	\$ 28,500.00	\$ -	\$ 8,030.02	\$ 20,469.98	\$ -	71.82%
01-20-210-500187	Accrued Leave Payments	\$ 42,000.00	\$ -	\$ 9,579.63	\$ 32,420.37	\$ -	77.19%
01-20-210-500195	CIP Related Labor	\$ (225,000.00)	\$ (2,939.69)	\$ (29,270.72)	\$ (195,729.28)	\$ -	86.99%
	Engineering Personnel	\$ 717,550.00	\$ 33,021.90	\$ 433,533.98	\$ 284,016.02	\$ -	39.58%
01-20-210-540048	Permits, Fees & Licensing	\$ 3,000.00	\$ -	\$ -	\$ 3,000.00	\$ -	100.00%
01-20-210-550029	Administrative Expenses	\$ 5,000.00	\$ -	\$ 4,443.40	\$ 556.60	\$ -	11.13%
01-20-210-550046	Office Equipment	\$ 6,000.00	\$ -	\$ 357.79	\$ 5,642.21	\$ -	94.04%
	Engineering Materials & Supplies	\$ 14,000.00	\$ -	\$ 4,801.19	\$ 9,198.81	\$ -	65.71%
01-20-210-500190	Temporary Labor	\$ 5,950.00	\$ -	\$ 5,903.65	\$ 46.35	\$ -	0.78%
01-20-210-540014	Development Reimbursable GIS	\$ 50,000.00	\$ -	\$ 13,860.00	\$ 36,140.00	\$ -	72.28%
01-20-210-550030	Membership Dues	\$ 2,000.00	\$ -	\$ 626.00	\$ 1,374.00	\$ -	68.70%
01-20-210-550051	Advertising/Legal Notices	\$ 5,000.00	\$ -	\$ 1,008.22	\$ 3,991.78	\$ -	79.84%
01-20-210-580031	Outside Engineering	\$ 60,000.00	\$ -	\$ 56,510.45	\$ 3,489.55	\$ -	5.82%
01-20-210-580032	CIP Related Outside Engineering	\$ (42,000.00)	\$ -	\$ -	\$ (42,000.00)	\$ -	100.00%
	Engineering Services	\$ 80,950.00	\$ -	\$ 77,908.32	\$ 3,041.68	\$ -	3.76%
Expense Total	ENGINEERING	\$ 812,500.00	\$ 33,021.90	\$ 516,243.49	\$ 296,256.51	\$ -	36.46%
30	FINANCE & ADMIN SERVICES						
01-30-310-500105	Labor	\$ 1,348,500.00	\$ 92,857.96	\$ 988,267.14	\$ 360,232.86	\$ -	26.71%
01-30-310-500109	FLSA Overtime	\$ 500.00	\$ -	\$ -	\$ 500.00	\$ -	100.00%
01-30-310-500110	Overtime	\$ 16,000.00	\$ 3,031.24	\$ 10,556.14	\$ 5,443.86	\$ -	34.02%
01-30-310-500111	Double Time	\$ 2,500.00	\$ -	\$ 960.57	\$ 1,539.43	\$ -	61.58%
01-30-310-500114	Incentive Pay	\$ 17,500.00	\$ 50.00	\$ 350.00	\$ 17,150.00	\$ -	98.00%
01-30-310-500115	Social Security	\$ 102,500.00	\$ 5,205.34	\$ 63,923.30	\$ 38,576.70	\$ -	37.64%
01-30-310-500120	Medicare	\$ 24,000.00	\$ 1,499.37	\$ 15,794.20	\$ 8,205.80	\$ -	34.19%
01-30-310-500125	Health Insurance	\$ 333,000.00	\$ 22,267.65	\$ 213,215.99	\$ 119,784.01	\$ -	35.97%
01-30-310-500130	CalPERS Health Admin Costs	\$ 3,000.00	\$ 217.19	\$ 2,373.66	\$ 626.34	\$ -	20.88%
01-30-310-500140	Life Insurance	\$ 2,500.00	\$ 179.54	\$ 1,664.15	\$ 835.85	\$ -	33.43%
01-30-310-500143	EAP Program	\$ 1,000.00	\$ 24.06	\$ 249.74	\$ 750.26	\$ -	75.03%
01-30-310-500145	Workers' Compensation	\$ 11,000.00	\$ 775.36	\$ 7,395.18	\$ 3,604.82	\$ -	32.77%
01-30-310-500150	Unemployment Insurance	\$ 20,000.00	\$ -	\$ 306.00	\$ 19,694.00	\$ -	98.47%
01-30-310-500155	Retirement/CalPERS	\$ 255,500.00	\$ 18,918.68	\$ 194,882.21	\$ 60,617.79	\$ -	23.73%
01-30-310-500161	Estimated Current Year OPEB	\$ 215,000.00	\$ -	\$ -	\$ 215,000.00	\$ -	100.00%

Account Number	Description	Budget	Period Amt	End Bal	Variance	Encumbered	% Avail/ Uncollect
01-30-310-500165	Uniforms and Employee Benefits	\$ 1,000.00	\$ -	\$ 823.22	\$ 176.78	\$ -	17.68%
01-30-310-500175	Training/Education/Mtgs/Travel	\$ 40,500.00	\$ 1,470.18	\$ 20,880.22	\$ 19,619.78	\$ -	48.44%
01-30-310-500180	Accrued Sick Leave Expense	\$ 71,500.00	\$ 3,613.70	\$ 21,062.63	\$ 50,437.37	\$ -	70.54%
01-30-310-500185	Accrued Vacation Leave Expense	\$ 106,500.00	\$ 3,499.43	\$ 41,105.85	\$ 65,394.15	\$ -	61.40%
01-30-310-500187	Accrued Leave Payments	\$ 111,500.00	\$ 2,170.82	\$ 41,817.77	\$ 69,682.23	\$ -	62.50%
01-30-310-500195	CIP Related Labor	\$ (16,000.00)	\$ -	\$ -	\$ (16,000.00)	\$ -	100.00%
01-30-310-560000	GASB 68 Pension Expense	\$ 222,000.00	\$ -	\$ -	\$ 222,000.00	\$ -	100.00%
01-30-320-500105	Labor	\$ 61,800.00	\$ 5,274.00	\$ 23,249.55	\$ 38,550.45	\$ -	62.38%
01-30-320-500114	Incentive Pay	\$ 500.00	\$ -	\$ -	\$ 500.00	\$ -	100.00%
01-30-320-500115	Social Security	\$ 5,300.00	\$ 327.22	\$ 1,891.29	\$ 3,408.71	\$ -	64.32%
01-30-320-500120	Medicare	\$ 1,500.00	\$ 76.53	\$ 442.33	\$ 1,057.67	\$ -	70.51%
01-30-320-500125	Health Insurance	\$ 19,000.00	\$ -	\$ 5,903.28	\$ 13,096.72	\$ -	68.93%
01-30-320-500140	Life Insurance	\$ 500.00	\$ -	\$ 32.73	\$ 467.27	\$ -	93.45%
01-30-320-500143	EAP Program	\$ 500.00	\$ 1.86	\$ 7.44	\$ 492.56	\$ -	98.51%
01-30-320-500145	Workers' Compensation	\$ 1,000.00	\$ 38.50	\$ 160.71	\$ 839.29	\$ -	83.93%
01-30-320-500150	Unemployment Insurance	\$ 1,500.00	\$ -	\$ -	\$ 1,500.00	\$ -	100.00%
01-30-320-500155	Retirement/CalPERS	\$ 7,800.00	\$ 447.24	\$ 3,574.16	\$ 4,225.84	\$ -	54.18%
01-30-320-500165	Uniforms and Employee Benefits	\$ 200.00	\$ -	\$ -	\$ 200.00	\$ -	100.00%
01-30-320-500175	Training/Education/Mtgs/Travel	\$ 5,500.00	\$ 360.00	\$ 3,297.27	\$ 2,202.73	\$ -	40.05%
01-30-320-500176	Dist Professional Development	\$ 20,000.00	\$ -	\$ 81.00	\$ 19,919.00	\$ -	99.60%
01-30-320-500177	General Safety Trng & Supplies	\$ 32,000.00	\$ 500.00	\$ 12,200.37	\$ 19,799.63	\$ -	61.87%
01-30-320-500180	Accrued Sick Leave Expense	\$ 1,700.00	\$ -	\$ 263.70	\$ 1,436.30	\$ -	84.49%
01-30-320-500185	Accrued Vacation Leave Expense	\$ 2,600.00	\$ -	\$ 1,098.75	\$ 1,501.25	\$ -	57.74%
01-30-320-500187	Accrued Leave Payments	\$ 5,900.00	\$ -	\$ 5,878.75	\$ 21.25	\$ -	0.36%
01-30-320-550024	Employment Testing	\$ 6,000.00	\$ -	\$ 1,123.78	\$ 4,876.22	\$ -	81.27%
	Finance & Admin Services Personnel	\$ 3,062,800.00	\$ 162,805.87	\$ 1,684,833.08	\$ 1,377,966.92	\$ -	44.99%
01-30-310-550006	Cashiering Shortages/Overages	\$ 100.00	\$ -	\$ 5.31	\$ 94.69	\$ -	94.69%
01-30-310-550042	Office Supplies	\$ 12,000.00	\$ 493.28	\$ 9,946.39	\$ 2,053.61	\$ -	17.11%
01-30-310-550046	Office Equipment	\$ 5,500.00	\$ 50.00	\$ 190.32	\$ 5,309.68	\$ -	96.54%
01-30-310-550048	Postage	\$ 57,000.00	\$ -	\$ 7,683.14	\$ 49,316.86	\$ -	86.52%
01-30-310-550072	Miscellaneous Operating Exp	\$ 500.00	\$ -	\$ 200.00	\$ 300.00	\$ -	60.00%
01-30-310-550078	Bad Debt Expense	\$ 25,000.00	\$ -	\$ -	\$ 25,000.00	\$ -	100.00%
01-30-310-550084	Depreciation	\$ 3,025,000.00	\$ 275,744.11	\$ 2,775,557.11	\$ 249,442.89	\$ -	8.25%
01-30-320-550028	District Certification	\$ 6,000.00	\$ -	\$ 4,330.00	\$ 1,670.00	\$ -	27.83%
01-30-320-550042	Office Supplies	\$ 3,000.00	\$ -	\$ 489.18	\$ 2,510.82	\$ -	83.69%
	Finance & Admin Services Materials & Supplies	\$ 3,134,100.00	\$ 276,287.39	\$ 2,798,401.45	\$ 335,698.55	\$ -	10.71%
01-30-310-500190	Temporary Labor	\$ 17,000.00	\$ -	\$ 1,386.18	\$ 15,613.82	\$ -	91.85%
01-30-310-550001	Bank/Financial Service Fees	\$ 12,000.00	\$ 171.01	\$ 1,665.88	\$ 10,334.12	\$ -	86.12%
01-30-310-550008	Transaction/Return Fees	\$ 3,000.00	\$ 127.58	\$ 897.20	\$ 2,102.80	\$ -	70.09%
01-30-310-550010	Transaction/Credit Card Fees	\$ 101,700.00	\$ 8,917.28	\$ 112,348.67	\$ (10,648.67)	\$ -	-10.47%
01-30-310-550014	Credit Check Fees	\$ 7,500.00	\$ 521.36	\$ 4,896.88	\$ 2,603.12	\$ -	34.71%
01-30-310-550030	Membership Dues	\$ 42,000.00	\$ 2,461.66	\$ 36,182.43	\$ 5,817.57	\$ -	13.85%
01-30-310-550036	Notary and Lien Fees	\$ 3,000.00	\$ 100.00	\$ 1,415.00	\$ 1,585.00	\$ -	52.83%
01-30-310-550050	Utility Billing Service	\$ 90,000.00	\$ 7,221.74	\$ 70,613.43	\$ 19,386.57	\$ -	21.54%
01-30-310-550051	Advertising/Legal Notices	\$ 3,500.00	\$ 448.00	\$ 448.00	\$ 3,052.00	\$ -	87.20%
01-30-310-550054	Property, Auto, General Ins	\$ 175,000.00	\$ 20,340.20	\$ 157,002.83	\$ 17,997.17	\$ -	10.28%
01-30-310-550061	Media Outreach	\$ 25,500.00	\$ -	\$ 2,271.08	\$ 23,228.92	\$ -	91.09%
01-30-310-580001	Accounting and Audit	\$ 47,300.00	\$ -	\$ 45,355.00	\$ 1,945.00	\$ -	4.11%
01-30-310-580011	General Legal	\$ 99,500.00	\$ 3,827.50	\$ 46,967.52	\$ 52,532.48	\$ -	52.80%
01-30-310-580036	Other Professional Services	\$ 195,455.00	\$ 17,948.75	\$ 176,887.50	\$ 18,567.50	\$ -	9.50%
01-30-320-500190	Temporary Labor	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00	\$ -	100.00%
01-30-320-550025	Employee Retention	\$ 5,500.00	\$ -	\$ 523.96	\$ 4,976.04	\$ -	90.47%
01-30-320-550026	Recruitment Expense	\$ 11,000.00	\$ -	\$ 705.00	\$ 10,295.00	\$ -	93.59%
01-30-320-550030	Membership Dues	\$ 2,500.00	\$ -	\$ 1,739.00	\$ 761.00	\$ -	30.44%
01-30-320-550051	Advertising/Legal Notices	\$ 4,000.00	\$ -	\$ 234.06	\$ 3,765.94	\$ -	94.15%
01-30-320-580036	Other Professional Services	\$ 69,400.00	\$ -	\$ 46,385.00	\$ 23,015.00	\$ -	33.16%
	Finance & Admin Services Services	\$ 919,855.00	\$ 62,085.08	\$ 707,924.62	\$ 211,930.38	\$ -	23.04%
Expense Total	FINANCE & ADMIN SERVICES	\$ 7,116,755.00	\$ 501,178.34	\$ 5,191,159.15	\$ 1,925,595.85	\$ -	27.06%
35	INFORMATION TECHNOLOGY						
01-35-315-500105	Labor	\$ 163,000.00	\$ 12,387.20	\$ 130,065.60	\$ 32,934.40	\$ -	20.21%
01-35-315-500114	Incentive Pay	\$ 1,500.00	\$ -	\$ -	\$ 1,500.00	\$ -	100.00%
01-35-315-500115	Social Security	\$ 13,000.00	\$ 768.64	\$ 8,938.21	\$ 4,061.79	\$ -	31.24%
01-35-315-500120	Medicare	\$ 3,500.00	\$ 179.76	\$ 2,090.37	\$ 1,409.63	\$ -	40.28%
01-35-315-500125	Health Insurance	\$ 25,500.00	\$ 1,919.55	\$ 19,195.50	\$ 6,304.50	\$ -	24.72%
01-35-315-500140	Life Insurance	\$ 500.00	\$ 20.09	\$ 196.94	\$ 303.06	\$ -	60.61%
01-35-315-500143	EAP Program	\$ 500.00	\$ 1.86	\$ 18.60	\$ 481.40	\$ -	96.28%
01-35-315-500145	Workers' Compensation	\$ 1,500.00	\$ 90.42	\$ 870.50	\$ 629.50	\$ -	41.97%
01-35-315-500150	Unemployment Insurance	\$ 2,500.00	\$ -	\$ -	\$ 2,500.00	\$ -	100.00%
01-35-315-500155	Retirement/CalPERS	\$ 20,000.00	\$ 1,050.44	\$ 13,690.48	\$ 6,309.52	\$ -	31.55%
01-35-315-500175	Training/Education/Mtgs/Travel	\$ 5,000.00	\$ -	\$ 4,237.01	\$ 762.99	\$ -	15.26%
01-35-315-500180	Accrued Sick Leave Expense	\$ 9,500.00	\$ -	\$ -	\$ 9,500.00	\$ -	100.00%
01-35-315-500185	Accrued Vacation Leave Expense	\$ 18,000.00	\$ -	\$ -	\$ 18,000.00	\$ -	100.00%
01-35-315-500187	Accrued Leave Payments	\$ 18,500.00	\$ -	\$ 13,992.12	\$ 4,507.88	\$ -	24.37%

Account Number	Description	Budget	Period Amt	End Bal	Variance	Encumbered	% Avail/ Uncollect
01-35-315-500195	CIP Related Labor	\$ (33,000.00)	\$ -	\$ -	\$ (33,000.00)	\$ -	100.00%
	Information Technology Personnel	\$ 249,500.00	\$ 16,417.96	\$ 193,295.33	\$ 56,204.67	\$ -	22.53%
01-35-315-550044	Printing/Toner and Maintenance	\$ 28,000.00	\$ 2,248.52	\$ 18,095.15	\$ 9,904.85	\$ -	35.37%
01-35-315-580016	Computer Hardware	\$ 30,000.00	\$ 1,669.69	\$ 14,171.04	\$ 15,828.96	\$ -	52.76%
01-35-315-580028	Cybersecurity Soft/Hardware	\$ 50,000.00	\$ 4,310.00	\$ 34,480.00	\$ 15,520.00	\$ -	31.04%
01-35-315-580030	Repair/Purchase Radio Comm Eq	\$ 10,000.00	\$ -	\$ 9,919.83	\$ 80.17	\$ -	0.80%
	Information Technology Materials & Supplies	\$ 118,000.00	\$ 8,228.21	\$ 76,666.02	\$ 41,333.98	\$ -	35.03%
01-35-315-501511	Telephone/Internet Service	\$ 63,000.00	\$ 7,106.95	\$ 63,393.92	\$ (393.92)	\$ -	-0.63%
01-35-315-501521	Building Alarms and Security	\$ 27,500.00	\$ 1,047.87	\$ 11,596.59	\$ 15,903.41	\$ -	57.83%
01-35-315-540014	GIS Maintenance and Updates	\$ 10,000.00	\$ -	\$ 1,440.00	\$ 8,560.00	\$ -	85.60%
01-35-315-550030	Membership Dues	\$ 3,000.00	\$ 227.37	\$ 1,812.25	\$ 1,187.75	\$ -	39.59%
01-35-315-550058	Cyber Security Liability Ins	\$ 7,000.00	\$ -	\$ 5,311.00	\$ 1,689.00	\$ -	24.13%
01-35-315-580021	IT/Software Support	\$ 8,000.00	\$ -	\$ -	\$ 8,000.00	\$ -	100.00%
01-35-315-580026	License/Maintenance/Support	\$ 250,000.00	\$ 13,696.11	\$ 160,377.62	\$ 89,622.38	\$ -	35.85%
01-35-315-580027	AMR/AMI Annual Support	\$ 163,000.00	\$ -	\$ -	\$ 163,000.00	\$ -	100.00%
	Information Technology Services	\$ 531,500.00	\$ 22,078.30	\$ 243,931.38	\$ 287,568.62	\$ -	54.11%
Expense Total	INFORMATION TECHNOLOGY	\$ 899,000.00	\$ 46,724.47	\$ 513,892.73	\$ 385,107.27	\$ -	42.84%
40	OPERATIONS						
410	Source of Supply Personnel						
01-40-410-500105	Labor	\$ 509,000.00	\$ 33,650.58	\$ 288,596.33	\$ 220,403.67	\$ -	43.30%
01-40-410-500109	FLSA Overtime	\$ 500.00	\$ -	\$ -	\$ 500.00	\$ -	100.00%
01-40-410-500110	Overtime	\$ 7,500.00	\$ 753.39	\$ 3,248.82	\$ 4,251.18	\$ -	56.68%
01-40-410-500111	Double Time	\$ 3,500.00	\$ -	\$ -	\$ 3,500.00	\$ -	100.00%
01-40-410-500113	Standby/On-Call	\$ 16,000.00	\$ 1,120.00	\$ 11,320.00	\$ 4,680.00	\$ -	29.25%
01-40-410-500114	Incentive Pay	\$ 7,500.00	\$ 200.00	\$ 1,500.00	\$ 6,000.00	\$ -	80.00%
01-40-410-500115	Social Security	\$ 38,500.00	\$ 2,564.78	\$ 21,810.87	\$ 16,689.13	\$ -	43.35%
01-40-410-500120	Medicare	\$ 9,500.00	\$ 599.82	\$ 5,100.99	\$ 4,399.01	\$ -	46.31%
01-40-410-500125	Health Insurance	\$ 138,500.00	\$ 11,651.96	\$ 88,714.86	\$ 49,785.14	\$ -	35.95%
01-40-410-500140	Life Insurance	\$ 1,000.00	\$ 63.00	\$ 490.63	\$ 509.37	\$ -	50.94%
01-40-410-500143	EAP Program	\$ 500.00	\$ 11.16	\$ 83.89	\$ 416.11	\$ -	83.22%
01-40-410-500145	Workers' Compensation	\$ 21,500.00	\$ 1,573.53	\$ 12,040.81	\$ 9,459.19	\$ -	44.00%
01-40-410-500150	Unemployment Insurance	\$ 31,500.00	\$ -	\$ -	\$ 31,500.00	\$ -	100.00%
01-40-410-500155	Retirement/CalPERS	\$ 113,500.00	\$ 11,391.33	\$ 89,855.59	\$ 23,644.41	\$ -	20.83%
01-40-410-500165	Uniforms and Employee Benefits	\$ 5,000.00	\$ 622.76	\$ 2,673.01	\$ 2,326.99	\$ -	46.54%
01-40-410-500175	Training/Education/Mtgs/Travel	\$ 6,000.00	\$ 100.00	\$ 2,360.73	\$ 3,639.27	\$ -	60.65%
01-40-410-500180	Accrued Sick Leave Expense	\$ 24,500.00	\$ 1,198.11	\$ 12,681.96	\$ 11,818.04	\$ -	48.24%
01-40-410-500185	Accrued Vacation Leave Expense	\$ 37,500.00	\$ 3,246.32	\$ 21,774.90	\$ 15,725.10	\$ -	41.93%
01-40-410-500187	Accrued Leave Payments	\$ 16,500.00	\$ -	\$ 7,072.90	\$ 9,427.10	\$ -	57.13%
01-40-410-500195	CIP Related Labor	\$ (20,000.00)	\$ -	\$ -	\$ (20,000.00)	\$ -	100.00%
440	Transmission & Distribution Personnel						
01-40-440-500105	Labor	\$ 1,250,000.00	\$ 57,975.03	\$ 728,526.60	\$ 521,473.40	\$ -	41.72%
01-40-440-500109	FLSA Overtime	\$ 2,000.00	\$ -	\$ -	\$ 2,000.00	\$ -	100.00%
01-40-440-500110	Overtime	\$ 70,500.00	\$ 3,023.48	\$ 40,476.50	\$ 30,023.50	\$ -	42.59%
01-40-440-500111	Double Time	\$ 34,500.00	\$ 616.80	\$ 16,511.99	\$ 17,988.01	\$ -	52.14%
01-40-440-500113	Standby/On-Call	\$ 26,500.00	\$ 1,960.00	\$ 20,890.00	\$ 5,610.00	\$ -	21.17%
01-40-440-500114	Incentive Pay	\$ 16,000.00	\$ -	\$ -	\$ 16,000.00	\$ -	100.00%
01-40-440-500115	Social Security	\$ 98,000.00	\$ 3,963.94	\$ 55,412.91	\$ 42,587.09	\$ -	43.46%
01-40-440-500120	Medicare	\$ 23,000.00	\$ 1,035.22	\$ 13,036.86	\$ 9,963.14	\$ -	43.32%
01-40-440-500125	Health Insurance	\$ 346,000.00	\$ 13,297.86	\$ 159,164.35	\$ 186,835.65	\$ -	54.00%
01-40-440-500140	Life Insurance	\$ 2,500.00	\$ 104.89	\$ 1,248.19	\$ 1,251.81	\$ -	50.07%
01-40-440-500143	EAP Program	\$ 1,000.00	\$ 21.77	\$ 267.90	\$ 732.10	\$ -	73.21%
01-40-440-500145	Workers' Compensation	\$ 42,500.00	\$ 2,186.62	\$ 25,754.52	\$ 16,745.48	\$ -	39.40%
01-40-440-500155	Retirement/CalPERS	\$ 237,500.00	\$ 13,092.46	\$ 151,900.94	\$ 85,599.06	\$ -	36.04%
01-40-440-500165	Uniforms and Employee Benefits	\$ 16,000.00	\$ 3,496.99	\$ 9,172.28	\$ 6,827.72	\$ -	42.67%
01-40-440-500175	Training/Education/Mtgs/Travel	\$ 5,000.00	\$ 150.00	\$ 4,331.86	\$ 668.14	\$ -	13.36%
01-40-440-500180	Accrued Sick Leave Expense	\$ 58,500.00	\$ 2,464.46	\$ 20,385.15	\$ 38,114.85	\$ -	65.15%
01-40-440-500185	Accrued Vacation Leave Expense	\$ 76,000.00	\$ 1,786.76	\$ 45,558.46	\$ 30,441.54	\$ -	40.05%
01-40-440-500187	Accrued Leave Payments	\$ 71,000.00	\$ 3,918.00	\$ 27,388.74	\$ 43,611.26	\$ -	61.42%
01-40-440-500195	CIP Related Labor	\$ (40,000.00)	\$ -	\$ (4,583.94)	\$ (35,416.06)	\$ -	88.54%
450	Inspections Personnel						
01-40-450-500105	Labor	\$ 38,000.00	\$ 3,177.62	\$ 35,138.71	\$ 2,861.29	\$ -	7.53%
01-40-460-500109	FLSA Overtime	\$ 500.00	\$ -	\$ -	\$ 500.00	\$ -	100.00%
01-40-450-500110	Overtime	\$ 10,500.00	\$ 506.23	\$ 10,691.36	\$ (191.36)	\$ -	-1.82%
01-40-450-500111	Double Time	\$ 2,500.00	\$ -	\$ 1,162.94	\$ 1,337.06	\$ -	53.48%
01-40-450-500113	Standby/On-Call	\$ 3,000.00	\$ -	\$ -	\$ 3,000.00	\$ -	100.00%
01-40-450-500115	Social Security	\$ 3,000.00	\$ 228.87	\$ 2,920.23	\$ 79.77	\$ -	2.66%
01-40-450-500120	Medicare	\$ 1,000.00	\$ 53.52	\$ 682.97	\$ 317.03	\$ -	31.70%
01-40-450-500125	Health Insurance	\$ 13,000.00	\$ 565.80	\$ 10,332.51	\$ 2,667.49	\$ -	20.52%
01-40-450-500140	Life Insurance	\$ 500.00	\$ 7.84	\$ 58.35	\$ 441.65	\$ -	88.33%
01-40-450-500143	EAP Program	\$ 500.00	\$ 1.98	\$ 13.05	\$ 486.95	\$ -	97.39%
01-40-450-500145	Workers' Compensation	\$ 2,000.00	\$ 137.57	\$ 1,428.18	\$ 571.82	\$ -	28.59%
01-40-450-500155	Retirement/CalPERS	\$ 10,500.00	\$ 269.47	\$ 6,445.19	\$ 4,054.81	\$ -	38.62%
460	Customer Svc & Meter Reading Personnel						
01-40-460-500105	Labor	\$ 220,000.00	\$ 19,597.77	\$ 164,811.72	\$ 55,188.28	\$ -	25.09%

Account Number	Description	Budget	Period Amt	End Bal	Variance	Encumbered	% Avail/ Uncollect
01-40-460-500110	Overtime	\$ 20,500.00	\$ 1,695.14	\$ 5,255.93	\$ 15,244.07	\$ -	74.36%
01-40-460-500111	Double Time	\$ 5,000.00	\$ -	\$ 2,558.16	\$ 2,441.84	\$ -	48.84%
01-40-460-500113	Standby/On-Call	\$ 4,000.00	\$ -	\$ -	\$ 4,000.00	\$ -	100.00%
01-40-460-500114	Incentive Pay	\$ 4,000.00	\$ -	\$ 300.00	\$ 3,700.00	\$ -	92.50%
01-40-460-500115	Social Security	\$ 18,500.00	\$ 1,476.11	\$ 12,554.98	\$ 5,945.02	\$ -	32.14%
01-40-460-500120	Medicare	\$ 4,500.00	\$ 345.18	\$ 2,967.36	\$ 1,532.64	\$ -	34.06%
01-40-460-500125	Health Insurance	\$ 75,500.00	\$ 6,263.71	\$ 56,109.14	\$ 19,390.86	\$ -	25.68%
01-40-460-500140	Life Insurance	\$ 500.00	\$ 33.94	\$ 273.21	\$ 226.79	\$ -	45.36%
01-40-460-500143	EAP Program	\$ 500.00	\$ 7.86	\$ 61.35	\$ 438.65	\$ -	87.73%
01-40-460-500145	Workers' Compensation	\$ 9,500.00	\$ 875.98	\$ 6,973.70	\$ 2,526.30	\$ -	26.59%
01-40-460-500155	Retirement/CalPERS	\$ 68,000.00	\$ 5,096.22	\$ 50,003.83	\$ 17,996.17	\$ -	26.46%
01-40-460-500165	Uniforms and Employee Benefits	\$ 3,000.00	\$ -	\$ 2,115.80	\$ 884.20	\$ -	29.47%
01-40-460-500175	Training/Education/Mtgs/Travel	\$ 1,000.00	\$ -	\$ 145.00	\$ 855.00	\$ -	85.50%
01-40-460-500180	Accrued Sick Leave Expense	\$ 10,500.00	\$ 619.86	\$ 7,922.01	\$ 2,577.99	\$ -	24.55%
01-40-460-500185	Accrued Vacation Leave Expense	\$ 20,000.00	\$ 2,161.60	\$ 19,038.01	\$ 961.99	\$ -	4.81%
01-40-460-500187	Accrued Leave Payments	\$ 14,000.00	\$ 334.40	\$ 5,104.00	\$ 8,896.00	\$ -	63.54%
01-40-460-500195	CIP Related Labor	\$ (41,000.00)	\$ (6,835.97)	\$ (24,574.43)	\$ (16,425.57)	\$ -	40.06%
470	Maintenance & General Plant Personnel						
01-40-470-500105	Labor	\$ 109,500.00	\$ 13,350.67	\$ 104,227.90	\$ 5,272.10	\$ -	4.81%
01-40-470-500109	FLSA Overtime	\$ 500.00	\$ -	\$ -	\$ 500.00	\$ -	100.00%
01-40-470-500110	Overtime	\$ 6,500.00	\$ -	\$ 326.63	\$ 6,173.37	\$ -	94.97%
01-40-470-500111	Double Time	\$ 2,000.00	\$ -	\$ -	\$ 2,000.00	\$ -	100.00%
01-40-470-500113	Standby/On-Call	\$ 3,000.00	\$ -	\$ -	\$ 3,000.00	\$ -	100.00%
01-40-470-500114	Incentive Pay	\$ 1,500.00	\$ -	\$ -	\$ 1,500.00	\$ -	100.00%
01-40-470-500115	Social Security	\$ 8,000.00	\$ 836.57	\$ 6,825.98	\$ 1,174.02	\$ -	14.68%
01-40-470-500120	Medicare	\$ 2,000.00	\$ 195.67	\$ 1,596.43	\$ 403.57	\$ -	20.18%
01-40-470-500125	Health Insurance	\$ 38,000.00	\$ 3,527.36	\$ 27,389.99	\$ 10,610.01	\$ -	27.92%
01-40-470-500140	Life Insurance	\$ 500.00	\$ 18.14	\$ 158.18	\$ 341.82	\$ -	68.36%
01-40-470-500143	EAP Program	\$ 500.00	\$ 3.85	\$ 41.20	\$ 458.80	\$ -	91.76%
01-40-470-500145	Workers' Compensation	\$ 5,000.00	\$ 510.47	\$ 3,784.92	\$ 1,215.08	\$ -	24.30%
01-40-470-500155	Retirement/CalPERS	\$ 15,500.00	\$ 945.58	\$ 9,019.33	\$ 6,480.67	\$ -	41.81%
01-40-470-500165	Uniforms and Employee Benefits	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	\$ -	100.00%
01-40-470-500175	Training/Education/Mtgs/Travel	\$ 2,000.00	\$ -	\$ -	\$ 2,000.00	\$ -	100.00%
01-40-470-500180	Accrued Sick Leave Expenses	\$ 3,500.00	\$ 134.00	\$ 2,144.00	\$ 1,356.00	\$ -	38.74%
01-40-470-500185	Accrued Vacation Expenses	\$ 4,000.00	\$ -	\$ 3,266.25	\$ 733.75	\$ -	18.34%
01-40-470-500187	Accrual Leave Payments	\$ 500.00	\$ -	\$ -	\$ 500.00	\$ -	100.00%
	Operations Personnel	\$ 4,031,000.00	\$ 233,984.03	\$ 2,424,043.67	\$ 1,606,956.33	\$ -	39.86%
410	Source of Supply Materials & Supplies						
01-40-410-501101	Electricity - Wells	\$ 2,550,000.00	\$ 260,564.81	\$ 2,310,339.34	\$ 239,660.66	\$ -	9.40%
01-40-410-501201	Gas - Wells	\$ 1,000.00	\$ 14.30	\$ 229.42	\$ 770.58	\$ -	77.06%
01-40-410-510011	Treatment and Chemicals	\$ 160,000.00	\$ 21,240.00	\$ 138,422.14	\$ 21,577.86	\$ -	13.49%
01-40-410-510021	Lab Testing	\$ 100,000.00	\$ 13,093.20	\$ 67,617.40	\$ 32,382.60	\$ 1,125.40	31.26%
01-40-410-510031	Small Tools, Parts, & Maint	\$ 6,000.00	\$ 1,261.62	\$ 4,274.18	\$ 1,725.82	\$ -	28.76%
01-40-410-520021	Maint & Repair-Telemetry	\$ 5,000.00	\$ 1,480.83	\$ 1,540.61	\$ 3,459.39	\$ -	69.19%
01-40-410-520061	Maint & Repair-Pumping Equip	\$ 201,202.00	\$ 13,796.17	\$ 72,802.09	\$ 128,399.91	\$ -	63.82%
01-40-410-550066	Subscriptions	\$ 1,500.00	\$ 29.99	\$ 1,342.49	\$ 157.51	\$ -	10.50%
440	Transmission & Distribution Materials & Supplies						
01-40-440-500178	General Safety Supplies	\$ 11,000.00	\$ (4,352.51)	\$ 7,003.22	\$ 3,996.78	\$ -	36.33%
01-40-440-510031	Small Tools, Parts, & Maint	\$ 29,000.00	\$ 209.44	\$ 26,295.59	\$ 2,704.41	\$ -	9.33%
01-40-440-520071	Maint & Repair-Pipeline/FireHy	\$ 107,000.00	\$ 7,321.27	\$ 49,664.29	\$ 57,335.71	\$ 5,889.08	48.08%
01-40-440-520081	Maint & Repair-Hydraulic Valve	\$ 25,000.00	\$ 6,475.18	\$ 7,297.18	\$ 17,702.82	\$ -	70.81%
01-40-440-530001	Minor Capital Acquisitions	\$ 39,000.00	\$ -	\$ 32,107.02	\$ 6,892.98	\$ -	17.67%
01-40-440-540001	Backflow Maintenance	\$ 10,000.00	\$ -	\$ 3,439.89	\$ 6,560.11	\$ -	65.60%
01-40-440-540024	Inventory Adjustments	\$ 47,000.00	\$ -	\$ -	\$ 47,000.00	\$ -	100.00%
01-40-440-540036	Line Locates	\$ 4,000.00	\$ 197.25	\$ 2,835.11	\$ 1,164.89	\$ -	29.12%
01-40-440-540042	Meters Maintenance & Services	\$ 125,000.00	\$ 2,200.24	\$ 71,470.14	\$ 53,529.86	\$ 4,148.75	39.50%
01-40-440-540078	Reservoir Maintenance	\$ 52,000.00	\$ 21,113.61	\$ 27,595.48	\$ 24,404.52	\$ -	46.93%
470	Maintenance & General Plant Materials & Supplies						
01-40-470-501111	Electricity -560 Magnolia Ave	\$ 37,000.00	\$ 2,838.14	\$ 31,265.09	\$ 5,734.91	\$ -	15.50%
01-40-470-501121	Electricity -12303 Oak Glen Rd	\$ 5,000.00	\$ (43.33)	\$ 1,512.95	\$ 3,487.05	\$ -	69.74%
01-40-470-501131	Electricity -13695 Oak Glen Rd	\$ 3,000.00	\$ 97.38	\$ 2,010.58	\$ 989.42	\$ -	32.98%
01-40-470-501141	Electricity -13697 Oak Glen Rd	\$ 3,000.00	\$ 147.82	\$ 2,535.96	\$ 464.04	\$ -	15.47%
01-40-470-501151	Electricity -9781 AveMiravilla	\$ 2,000.00	\$ 84.80	\$ 2,126.72	\$ (126.72)	\$ -	-6.34%
01-40-470-501161	Electricity -815 E 12th St	\$ 13,000.00	\$ 693.44	\$ 7,564.23	\$ 5,435.77	\$ -	41.81%
01-40-470-501171	Electricity -851 E 6th St	\$ 5,000.00	\$ 226.97	\$ 2,559.82	\$ 2,440.18	\$ -	48.80%
01-40-470-501321	Propane -12303 Oak Glen Rd	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	\$ -	100.00%
01-40-470-501331	Propane -13695 Oak Glen Rd	\$ 3,000.00	\$ 309.00	\$ 1,764.67	\$ 1,235.33	\$ -	41.18%
01-40-470-501341	Propane -13697 Oak Glen Rd	\$ 3,000.00	\$ 557.58	\$ 2,744.62	\$ 255.38	\$ -	8.51%
01-40-470-501351	Propane -9781 AveMiravilla	\$ 2,000.00	\$ 284.26	\$ 1,445.47	\$ 554.53	\$ -	27.73%
01-40-470-501411	Sanitation -560 Magnolia Ave	\$ 7,000.00	\$ 1,811.23	\$ 7,225.03	\$ (225.03)	\$ -	-3.21%
01-40-470-501461	Sanitation -815 E 12th Ave	\$ 7,000.00	\$ 1,100.81	\$ 5,386.48	\$ 1,613.52	\$ -	23.05%
01-40-470-501471	Sanitation -11083 Cherry Ave	\$ 5,700.00	\$ 1,641.58	\$ 4,435.27	\$ 1,264.73	\$ -	22.19%
01-40-470-501611	Maint & Repair-560 Magnolia	\$ 30,000.00	\$ 440.98	\$ 28,232.52	\$ 1,767.48	\$ -	5.89%
01-40-470-501621	Maint & Repair-12303 Oak Glen	\$ 8,000.00	\$ -	\$ 616.15	\$ 7,383.85	\$ -	92.30%
01-40-470-501631	Maint & Repair-13695 Oak Glen	\$ 6,000.00	\$ -	\$ 3,076.00	\$ 2,924.00	\$ -	48.73%
01-40-470-501641	Maint & Repair-13697 Oak Glen	\$ 10,000.00	\$ -	\$ 869.73	\$ 9,130.27	\$ -	91.30%

Account Number	Description	Budget	Period Amt	End Bal	Variance	Encumbered	% Avail/ Uncollect
01-40-470-501651	Maint & Repair-9781 Avenida	\$ 6,000.00	\$ 275.55	\$ 4,704.93	\$ 1,295.07	\$ -	21.58%
01-40-470-501661	Maint & Repair-815 E 12th St	\$ 32,000.00	\$ 2,470.46	\$ 21,210.41	\$ 10,789.59	\$ 6,000.00	14.97%
01-40-470-501671	Maint & Repair-851 E 6th St	\$ 3,200.00	\$ 47.69	\$ 2,249.87	\$ 950.13	\$ -	29.69%
01-40-470-501691	Maint & Repair-Buildings(Gen)	\$ 60,000.00	\$ 5,996.76	\$ 19,188.17	\$ 40,811.83	\$ 6,297.95	57.52%
01-40-470-510001	Auto/Fuel	\$ 150,000.00	\$ 12,457.32	\$ 104,523.67	\$ 45,476.33	\$ -	30.32%
01-40-470-510002	CIP Related Fuel	\$ (10,000.00)	\$ -	\$ -	\$ (10,000.00)	\$ -	100.00%
01-40-470-520011	Maint & Repair-Safety Equip	\$ 18,000.00	\$ 6,600.79	\$ 6,917.19	\$ 11,082.81	\$ -	61.57%
01-40-470-520031	Maint & Repair-General Equip	\$ 75,000.00	\$ 2,540.81	\$ 104,420.51	\$ (29,420.51)	\$ -	-39.23%
01-40-470-520041	Maintenance & Repair-Fleet	\$ 90,000.00	\$ 2,918.24	\$ 50,158.70	\$ 39,841.30	\$ -	44.27%
01-40-470-520051	Maintenance & Repair-Paving	\$ 95,000.00	\$ 6,641.25	\$ 95,839.89	\$ (839.89)	\$ -	-0.88%
01-40-470-520053	Maint & Repair-Paving-Beaumont	\$ 500,000.00	\$ 97,614.76	\$ 452,486.26	\$ 47,513.74	\$ -	9.50%
01-40-470-530001	Minor Capital Acquisitions	\$ 10,000.00	\$ 9,450.00	\$ 9,450.00	\$ (9,450.00)	\$ -	0.00%
01-40-470-540052	Encroachment Permits	\$ 40,000.00	\$ 1,466.72	\$ 19,536.83	\$ 20,463.17	\$ -	51.16%
	Operations Materials & Supplies	\$ 4,693,602.00	\$ 503,316.41	\$ 3,820,333.31	\$ 863,268.69	\$ 23,461.18	17.89%
410	Source of Supply Services						
01-40-410-500501	State Project Water Purchases	\$ 7,182,000.00	\$ -	\$ 5,177,424.00	\$ 2,004,576.00	\$ -	27.91%
01-40-410-540084	Regulations Mandates & Tariffs	\$ 145,000.00	\$ -	\$ 57,712.80	\$ 87,287.20	\$ -	60.20%
440	Transmission & Distribution Services						
01-40-440-500190	Temporary Labor	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	\$ -	100.00%
01-40-440-550051	Advertising/Legal Notices	\$ 5,000.00	\$ -	\$ 5.11	\$ 4,994.89	\$ -	99.90%
470	Maintenance & General Plant Services						
01-40-470-540030	Landscape Maintenance	\$ 80,000.00	\$ -	\$ 36,013.09	\$ 43,986.91	\$ -	54.98%
01-40-470-540072	NCRF, Canyons, & Pond Maint	\$ 148,300.00	\$ 18,896.19	\$ 123,386.78	\$ 24,913.22	\$ -	16.80%
	Operations Services	\$ 7,561,300.00	\$ 18,896.19	\$ 5,394,541.78	\$ 2,166,758.22	\$ -	28.66%
Expense Total	OPERATIONS	\$ 16,285,902.00	\$ 756,196.63	\$ 11,638,918.76	\$ 4,636,983.24	\$ 23,461.18	28.33%
50	GENERAL						
01-50-510-500112	Stipend-Association Mtg Attend	\$ 1,000.00	\$ 75.00	\$ 600.00	\$ 400.00	\$ -	40.00%
	Personnel	\$ 1,000.00	\$ 75.00	\$ 600.00	\$ 400.00	\$ -	40.00%
01-50-510-502001	Rents/Leases	\$ 29,500.00	\$ 2,480.00	\$ 24,151.84	\$ 5,348.16	\$ -	18.13%
01-50-510-510031	Small Tools, Parts, & Maint	\$ 1,000.00	\$ -	\$ 170.96	\$ 829.04	\$ -	82.90%
01-50-510-540066	Property Damage and Theft	\$ 27,000.00	\$ -	\$ -	\$ 27,000.00	\$ -	100.00%
01-50-510-550040	General Supplies	\$ 17,000.00	\$ 696.19	\$ 15,545.20	\$ 1,454.80	\$ 2,885.87	-8.42%
01-50-510-550060	Public Ed/Community Outreach	\$ 12,500.00	\$ 1,790.81	\$ 11,082.77	\$ 1,417.23	\$ -	11.34%
01-50-510-550072	Miscellaneous Operating Exp	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	\$ -	100.00%
01-50-510-550074	Disaster Prepared Ongoing Exp	\$ 11,000.00	\$ -	\$ 10,647.42	\$ 352.58	\$ -	3.21%
	General Materials & Supplies	\$ 99,000.00	\$ 4,967.00	\$ 61,598.19	\$ 37,401.81	\$ 2,885.87	34.86%
01-50-510-550096	Beaumont Basin Watermaster	\$ 85,000.00	\$ 7,855.12	\$ 70,338.86	\$ 14,661.14	\$ -	17.25%
01-50-510-550097	SAWPA Basin Monitoring Program	\$ 31,500.00	\$ 2,422.58	\$ 21,981.89	\$ 9,518.11	\$ -	30.22%
	General Services	\$ 116,500.00	\$ 10,277.70	\$ 92,320.75	\$ 24,179.25	\$ -	20.75%
Expense Total	GENERAL	\$ 216,500.00	\$ 15,319.70	\$ 154,518.94	\$ 61,981.06	\$ 2,885.87	27.30%
Expense Total	ALL EXPENSES	\$ 25,629,657.00	\$ 1,373,223.12	\$ 18,159,396.22	\$ 7,460,260.78	\$ 26,347.05	29.01%



**Beaumont-Cherry Valley Water District
Board of Directors Regular Meeting
December 13, 2023**

Item **3b**

STAFF REPORT

TO: Board of Directors
FROM: Dan Jagers, General Manager
SUBJECT: **October 31, 2023 Cash Balance and Investment Report**

Staff Recommendation

Approve the October 31, 2023, Cash Balance and Investment Report.

Summary

Attached is the Cash and Investment Report as of October 31, 2023. The District's total invested cash and marketable securities have a market value of \$84,368,313.45.

Analysis

The attached reports include the following elements following 5045.17 Investment Reporting:

- a. Listing of individual securities held at the end of the reporting period;
- b. Cost and market value of all securities, including realized and unrealized market value gains or losses per GASB requirements;
- c. Average weighted yield to maturity of the portfolio;
- d. Listing of investment by maturity date;
- e. Percentage of the total portfolio, which each type of investment represents;
- f. Statement of compliance with Investment Policy, including an explanation of any compliance exceptions (CGC Section 53646); and
- g. Certification of sufficient liquidity to meet budgeted expenditures over the ensuing six months (CGC Section 53646)

Investments, in type, maturity, and percentage of the total portfolio, follow the existing Board approved investment policy.

The weighted average maturity (WAM) of the portfolio is 446 days. The maximum WAM allowed by the Investment Policy is 1,825 days. The current portfolio and expected revenue cash flow will be sufficient to meet budgeted expenditure requirements for the next six months and the foreseeable future.

Attachment(s)

1. October 31, 2023, Cash Balance and Investment Report
2. Local Agency Investment Fund October 2023 Statement
3. Chandler Asset Management Portfolio Summary as of October 31, 2023
4. Chandler Asset Management Statement of Compliance as of October 31, 2023
5. Chandler Asset Management Holdings Report as of October 31, 2023
6. Chandler Asset Management Income Earned Report as of October 31, 2023

Staff Report prepared by William Clayton, Finance Manager

Attachment 1



**Beaumont-Cherry Valley Water District
Cash Balance & Investment Report
As of October 31, 2023**

Account Name	Account Ending #	Cash Balance Per Account		Difference
		Balance	Prior Month Balance	
Wells Fargo				
General	4152	\$6,307,417.69	\$7,174,829.90	(\$867,412.21) ⁽¹⁾
Total Cash		\$ 6,307,417.69	\$ 7,174,829.90	\$ (867,412.21)

Investment Summary

Account Name	Market Value	Prior Month Balance	Difference	Actual % of Total	Rate	Current Period Income	Income Year-to-Date ⁽³⁾
Ca. State Treasurer's Office: Local Agency Investment Fund	\$40,607,549.76	\$40,244,639.84	\$362,909.92	52%	3.83%	\$0.00	\$899,174.59 ⁽⁴⁾
CalTRUST Short Term Fund	\$0.00	\$0.00	\$0.00	0%	5.53%	\$0.00	\$0.00 ⁽⁵⁾
Chandler Investment Services	\$37,453,346.00 ⁽²⁾	\$37,379,427.00	\$73,919.00	48%	5.45%	\$113,070.74	\$1,052,217.37
Total Investments	\$78,060,895.76	\$77,624,066.84	\$436,828.92				\$1,951,391.96
Total Cash & Investments	\$ 84,368,313.45	\$ 84,798,896.74	\$ (430,583.29)				

Account Name	Book Value	Prior Month Balance	Difference
Chandler Investment Services	\$38,156,713.99 ⁽²⁾	\$38,029,284.93	\$127,429.06
Book - MV	\$703,367.99	\$649,857.93	\$127,429.06

The investments above are in accordance with the District's investment policy. William C. Cloyd William Clayton, Finance Manager

BCVWD will be able to meet its cash flow obligations for the next 6 months. Sylvia Molina Sylvia Molina, Assistant Director of Finance and Administration

The investments above have been reviewed by the General Manager Daniel K. Jagers Daniel K. Jagers, General Manager

(1) Check #14447, for \$847,875 to SGPWA for 2,125 AF of imported water, was issued in late September 2023 and cleared the bank in early October 2023
 (2) Market Value is the value of the investment if sold at the end of the period. Book Value is the value of the investment is held until maturity.
 (3) Income Year-to-Date is based on Income Earned for each reporting period in total prior to the application of bank fees
 (4) Interest received in October is for the 3rd Quarter of 2023 (July - September)
 (5) Redemption of full investment March 2022
 (6) All investments held are compliance with the District's Investment Policy pertaining to maximum specified percentages of the District's portfolio, maturity, and par amount.

California State Treasurer
Fiona Ma, CPA



Local Agency Investment Fund
 P.O. Box 942809
 Sacramento, CA 94209-0001
 (916) 653-3001

November 01, 2023

LAIIF Home
PMIA Average Monthly
Yields

BEAUMONT-CHERRY VALLEY WATER DISTRICT

TREASURER
 P.O. BOX 2037
 BEAUMONT, CA 92223

Tran Type Definitions



October 2023 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
10/13/2023	10/12/2023	QRD	1741092	N/A	SYSTEM	362,909.92

Account Summary

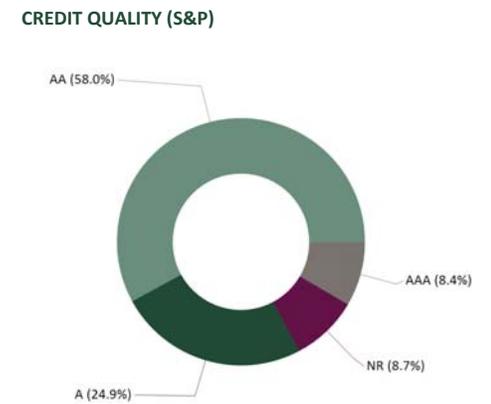
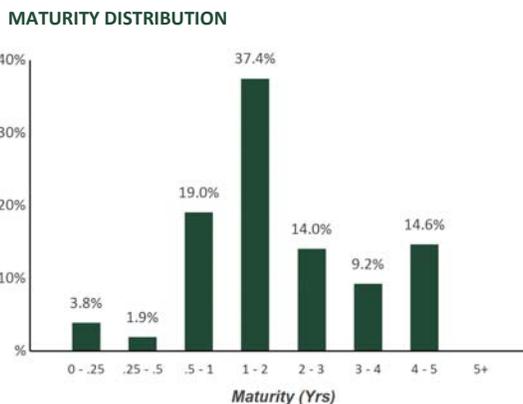
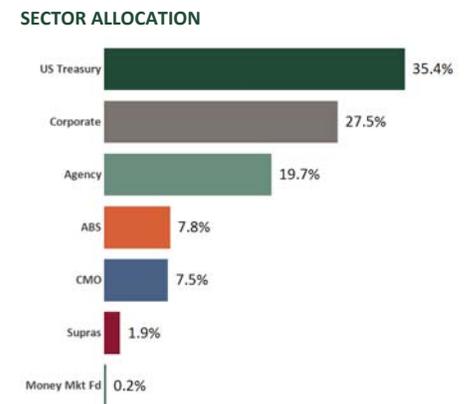
Total Deposit:	362,909.92	Beginning Balance:	40,244,639.84
Total Withdrawal:	0.00	Ending Balance:	40,607,549.76



PORTFOLIO CHARACTERISTICS	
Average Modified Duration	1.70
Average Coupon	2.70%
Average Purchase YTM	3.61%
Average Market YTM	5.45%
Average S&P/Moody Rating	AA/Aa2
Average Final Maturity	2.01 yrs
Average Life	1.83 yrs

ACCOUNT SUMMARY		
	Beg. Values as of 9/30/23	End Values as of 10/31/23
Market Value	37,144,935	37,236,406
Accrued Interest	234,491	216,940
Total Market Value	37,379,427	37,453,346
Income Earned	109,707	113,071
Cont/WD		-3,193
Par	38,449,570	38,591,503
Book Value	38,029,285	38,156,714
Cost Value	37,634,706	37,738,307

TOP ISSUERS	
Government of United States	35.4%
Federal Farm Credit Bank	12.4%
Federal Home Loan Mortgage Corp	7.5%
Federal Home Loan Bank	6.1%
American Express ABS	1.6%
Federal National Mortgage Assoc	1.2%
Apple Inc	1.2%
Charles Schwab Corp/The	1.2%
Total	66.6%



PERFORMANCE REVIEW

TOTAL RATE OF RETURN	1M	3M	YTD	1YR	Annualized				
					2YRS	3YRS	5YRS	10YRS	3/31/2022
Beaumont Cherry Valley Water District	0.21%	0.57%	2.39%	3.51%	N/A	N/A	N/A	N/A	1.24%
ICE BofA 1-3 Yr US Treasury Index	0.34%	0.72%	2.07%	2.92%	N/A	N/A	N/A	N/A	0.44%

Statement of Compliance

As of October 31, 2023



Attachment 4

BCVWD - Consolidated Portfolio

This portfolio is a consolidation of assets managed by Chandler Asset Management and assets managed internally by Client. Chandler relies on Client to provide accurate information for reporting assets and producing this compliance statement.

Category	Standard	Comment
U.S. Treasuries	No limitation; Full faith and credit of the U.S. are pledged for the payment of principal and interest	<i>Complies</i>
Federal Agencies	No limitation; Federal agencies or U.S. government-sponsored enterprise obligations, participations, or other instruments, including those issued or fully guaranteed as to principal and interest by federal agencies or U.S. government sponsored enterprises.	<i>Complies</i>
Supranational Obligations	"AA" rating category or higher by a NRSRO; 30% max; 10% max per issuer; USD denominated senior unsecured unsubordinated obligations; Issued or unconditionally guaranteed by International Bank for Reconstruction & Development (IBRD), International Finance Corporation (IFC), or Inter-American Development Bank (IADB)	<i>Complies</i>
Municipal Securities (CA, Other States)	5% max per issuer; Registered treasury notes or bonds of this state or any of the other 49 United States, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by a state or by a department, board, agency, or authority of this state or any of the other 49 United States. Bonds, notes, warrants, or other evidence of indebtedness of any local agency, including the District's own bonds, within this state, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the local agency, or by a department, board, agency, or authority of the local agency.	<i>Complies</i>
Corporate Medium Term Notes	"A" rating category or better by a NRSRO; 30% max; 5% max per issuer; Issuer is a corporation organized and operating within the U.S. or by depository institutions licensed by the U.S. or any state and operating within the U.S	<i>Complies</i>
Asset-Backed, Mortgage-Backed, Mortgage Pass-Through Securities, and Collateralized Mortgage Obligations	"AA" rating category or higher by a NRSRO; 20% max (combined ABS/MBS/CMO); 5% max per issuer that is not a U.S. Government Agency; Asset-Backed, Mortgage-Backed, Mortgage Pass-Through Securities, and Collateralized Mortgage Obligations limited to mortgage-backed pass-through securities issued by a US government agency or consumer receivable pass-through certificates or bonds	<i>Complies</i>
Negotiable Certificates of Deposit (NCD)	30% max; 5% max per issuer; Issued by a nationally or state-chartered bank, or a federal or state association, a state or federal credit union, or by a federally-licensed or state-licensed branch of a foreign bank.	<i>Complies</i>
Certificate of Deposit Placement Service (CDARS)	50% max (combined with Negotiable Certificates of Deposit)	<i>Complies</i>
Collateralized Bank Deposits	Deposits with financial institutions will be collateralized with pledged securities per California Government Code	<i>Complies</i>
Banker's Acceptances	"A-1" short-term rating or better by a NRSRO; 40% max; 30% max per commercial bank; 5% max per issuer; 180 days max maturity; Issued by domestic or foreign banks, which are eligible for purchase by the Federal Reserve System.	<i>Complies</i>
Commercial Paper	"Prime" quality of the highest rating by a NRSRO; The entity that issues the commercial paper shall meet all conditions: (i) Organized and operating in the U.S. as a general corporation; (ii) Has total assets >\$500 million; (iii) Has debt other than commercial paper, if any, that is "A" rating category or higher by a NRSRO; 25% max; 5% max per issuer; 10% max of the outstanding paper of an issuing corporation; 270 days max maturity	<i>Complies</i>
Money Market Mutual Funds	20% max; Registered with SEC under Investment Company Act of 1940 and issued by diversified management companies and meet either of the following criteria: (i) Highest rating by two NRSROs; or (ii) Retained an investment adviser registered or exempt from SEC registration with > 5 years experience managing money market mutual funds with AUM >\$500 million	<i>Complies</i>
Local Agency Investment Fund (LAIF)	Maximum amount permitted by LAIF; Not used by investment adviser	<i>Complies</i>

Local Government Investment Pool (LGIP)	No limitation; However, the amount invested may not exceed the current maximum allowed by the pool; "AAm", or its equivalent, by a NRSRO; Shares of beneficial interest issued by a joint powers authority organized pursuant to Government Code Section; must meet the requirements of California Government Code Section 53601(p); the pool must seek to maintain a stable Net Asset Value ("NAV")	<i>Complies</i>
Repurchase Agreements	10% max; 102% Collateralized; 1 year max maturity; Not used by investment adviser	<i>Complies</i>
Max Per Issuer	5% max per issuer, except U.S. Treasuries, Federal Agency securities, LGIPs, and LAIF	<i>Complies</i>
Maximum Maturity	5 years maximum maturity	<i>Complies</i>

Holdings Report

As of October 31, 2023



CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
ABS									
36262XAC8	GM Financial Auto Lease Trust 2021-3 A2 0.39% Due 10/21/2024	29,158.44	05/04/2022 2.99%	28,208.51 29,036.65	99.52 6.06%	29,018.63 3.47	0.08% (18.02)	NR / AAA AAA	0.98 0.08
43813GAC5	Honda Auto Receivables Trust 2021-1 A3 0.27% Due 4/21/2025	62,754.68	Various 2.37%	61,326.15 62,464.37	98.39 5.98%	61,744.39 4.70	0.16% (719.98)	Aaa / NR AAA	1.47 0.28
36266FAC3	GM Financial Auto Lease Trust 2022-2 A3 3.42% Due 6/20/2025	130,000.00	05/03/2022 3.45%	129,986.44 129,995.56	98.95 6.18%	128,637.99 135.85	0.34% (1,357.57)	NR / AAA AAA	1.64 0.38
44933LAC7	Hyundai Auto Receivables Trust 2021-A A3 0.38% Due 9/15/2025	105,497.17	04/25/2022 2.62%	102,497.10 104,712.10	98.09 6.11%	103,483.97 17.82	0.28% (1,228.13)	NR / AAA AAA	1.88 0.33
05593AAC3	BMW Vehicle Lease Trust 2023-1 A3 5.16% Due 11/25/2025	50,000.00	02/07/2023 5.22%	49,998.81 49,999.21	99.07 6.19%	49,535.55 43.00	0.13% (463.66)	Aaa / AAA AAA	2.07 0.95
44934KAC8	Hyundai Auto Receivables Trust 2021-B A3 0.38% Due 1/15/2026	22,507.74	05/19/2022 2.98%	21,646.12 22,182.85	97.38 6.08%	21,917.47 3.80	0.06% (265.38)	NR / AAA AAA	2.21 0.46
47789QAC4	John Deere Owner Trust 2021-B A3 0.52% Due 3/16/2026	82,522.77	05/02/2022 3.32%	78,203.22 80,459.95	96.54 6.26%	79,666.33 19.07	0.21% (793.62)	Aaa / NR AAA	2.38 0.60
89238JAC9	Toyota Auto Receivables Trust 2021-D A3 0.71% Due 4/15/2026	33,267.74	12/14/2022 5.48%	31,330.15 32,113.01	96.35 6.22%	32,054.67 10.50	0.09% (58.34)	NR / AAA AAA	2.46 0.66
43815PAC3	Honda Auto Receivables 2022-2 A3 3.73% Due 7/20/2026	50,000.00	08/15/2022 3.76%	49,997.02 49,998.17	97.36 6.02%	48,680.85 67.35	0.13% (1,317.32)	NR / AAA AAA	2.72 1.17
89238FAD5	Toyota Auto Receivables OT 2022-B A3 2.93% Due 9/15/2026	209,000.00	Various 3.26%	207,519.11 208,211.38	97.25 5.87%	203,248.32 272.16	0.54% (4,963.06)	Aaa / AAA NR	2.88 0.94
02582JIR2	American Express 2021-1 A 0.9% Due 11/15/2026	386,000.00	Various 3.23%	364,484.53 377,139.82	95.00 5.96%	366,711.58 154.40	0.98% (10,428.24)	Aaa / NR AAA	3.04 1.00
362585AC5	GM Financial Securitized ART 2022-2 A3 3.1% Due 2/16/2027	40,000.00	04/05/2022 3.13%	39,991.64 39,995.43	97.29 5.82%	38,914.28 51.67	0.10% (1,081.15)	Aaa / AAA NR	3.30 1.01
47800AAC4	John Deere Owner Trust 2022-B A3 3.74% Due 2/16/2027	115,000.00	07/12/2022 3.77%	114,989.02 114,992.96	97.14 6.13%	111,705.60 191.16	0.30% (3,287.36)	Aaa / NR AAA	3.30 1.22
89231CAD9	Toyota Auto Receivables Owner 2022-C A3 3.76% Due 4/15/2027	140,000.00	08/08/2022 3.80%	139,976.61 139,985.10	97.05 5.95%	135,874.76 233.96	0.36% (4,110.34)	NR / AAA AAA	3.46 1.37



CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
ABS									
36265WAD5	GM Financial Securitized Auto 2022-3 A3 3.64% Due 4/16/2027	55,000.00	07/06/2022 3.67%	54,999.62 54,999.78	97.37 5.86%	53,552.40 83.42	0.14% (1,447.38)	Aaa / NR AAA	3.46 1.21
43815JAC7	Honda Auto Receivables Owner 2023-1 A3 5.04% Due 4/21/2027	50,000.00	02/16/2023 5.10%	49,990.71 49,992.73	98.55 5.97%	49,275.75 70.00	0.13% (716.98)	Aaa / NR AAA	3.47 1.67
02582JIT8	American Express Credit Trust 2022-2 A 3.39% Due 5/17/2027	235,000.00	05/17/2022 3.42%	234,948.02 234,973.17	96.53 5.82%	226,851.38 354.07	0.61% (8,121.79)	NR / AAA AAA	3.55 1.45
92348KAA1	Verizon Master Trust 2021-1 A 0.5% Due 5/20/2027	300,000.00	10/21/2022 4.28%	279,093.75 288,254.09	97.00 3.55%	290,986.51 45.83	0.78% 2,732.42	Aaa / AAA AAA	3.55 0.99
47800BAC2	John Deere Owner Trust 2022-C A3 5.09% Due 6/15/2027	210,000.00	10/12/2022 5.15%	209,983.70 209,988.32	98.88 5.92%	207,652.41 475.07	0.56% (2,335.91)	Aaa / NR AAA	3.62 1.44
92348KAV5	Verizon Master Trust 2022-5 A1A 3.72% Due 7/20/2027	140,000.00	08/02/2022 3.75%	139,993.84 139,996.56	99.49 4.93%	139,286.84 159.13	0.37% (709.72)	NR / AAA AAA	3.72 0.78
58770AAC7	Mercedes-Benz Auto Receivable 2023-1 A3 4.51% Due 11/15/2027	125,000.00	01/18/2023 4.56%	124,985.00 124,988.31	98.01 5.91%	122,508.88 250.56	0.33% (2,479.43)	NR / AAA AAA	4.04 1.47
161571HT4	Chase Issuance Trust 23-A1 A 5.16% Due 9/15/2028	410,000.00	09/07/2023 5.23%	409,886.35 409,891.22	98.99 5.61%	405,840.55 940.27	1.09% (4,050.67)	NR / AAA AAA	4.88 2.59
Total ABS		2,980,708.54	3.97%	2,924,035.42 2,954,370.74	5.63%	2,907,149.11 3,587.26	7.77% (47,221.63)	Aaa / AAA AAA	3.33 1.24

AGENCY									
3130APU29	FHLB Note 0.5% Due 11/9/2023	400,000.00	06/28/2022 3.06%	386,424.00 399,781.91	99.89 5.61%	399,544.80 955.56	1.07% (237.11)	Aaa / AA+ NR	0.02 0.02
3130AAHE1	FHLB Note 2.5% Due 12/8/2023	150,000.00	04/07/2022 2.43%	150,159.30 150,009.68	99.69 5.45%	149,539.20 1,489.58	0.40% (470.48)	Aaa / AA+ NR	0.10 0.10
3133ENWP1	FFCB Note 2.625% Due 5/16/2024	270,000.00	05/10/2022 2.69%	269,635.50 269,901.77	98.48 5.51%	265,899.78 3,248.44	0.72% (4,001.99)	Aaa / AA+ AA+	0.54 0.52
3133ENYX2	FFCB Note 3.25% Due 6/17/2024	460,000.00	06/15/2022 3.40%	458,707.40 459,595.07	98.66 5.44%	453,848.42 5,564.72	1.23% (5,746.65)	Aaa / AA+ AA+	0.63 0.60
3130ASD55	FHLB Note 2.75% Due 6/28/2024	500,000.00	06/28/2022 3.22%	495,520.00 498,527.12	98.24 5.50%	491,213.50 4,697.92	1.32% (7,313.62)	Aaa / AA+ NR	0.66 0.63



CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
AGENCY									
3133EN4N7	FFCB Note 4.25% Due 12/20/2024	625,000.00	12/15/2022 4.40%	623,181.25 623,967.47	98.64 5.50%	616,469.38 9,665.80	1.67% (7,498.09)	Aaa / AA+ AA+	1.14 1.08
3130AQM1	FHLB Callable Note Annual 1/27/2023 1.25% Due 1/27/2025	150,000.00	04/18/2022 2.75%	144,043.95 147,339.16	94.88 5.58%	142,323.45 489.58	0.38% (5,015.71)	Aaa / AA+ NR	1.24 1.20
3135G05X7	FNMA Note 0.375% Due 8/25/2025	500,000.00	06/22/2022 3.27%	456,750.00 475,259.06	91.75 5.19%	458,734.00 343.75	1.23% (16,525.06)	Aaa / AA+ AA+	1.82 1.76
3133EPBJ3	FFCB Note 4.375% Due 2/23/2026	725,000.00	02/21/2023 4.50%	722,426.25 723,015.68	98.46 5.09%	713,803.83 5,991.32	1.92% (9,211.85)	Aaa / AA+ AA+	2.32 2.15
3130ALEM2	FHLB Callable Note Qtrly 11/25/2025 0.79% Due 2/25/2026	400,000.00	05/12/2022 2.96%	369,200.00 381,150.58	90.51 5.19%	362,048.80 579.33	0.97% (19,101.78)	Aaa / AA+ NR	2.32 2.24
3133EPCF0	FFCB Note 4.5% Due 3/2/2026	750,000.00	03/23/2023 3.97%	760,837.50 758,597.35	98.68 5.11%	740,064.75 5,531.25	1.99% (18,532.60)	Aaa / AA+ AA+	2.34 2.17
3133EPBM6	FFCB Note 4.125% Due 8/23/2027	750,000.00	02/21/2023 4.26%	745,935.00 746,556.39	96.84 5.05%	726,298.50 5,843.75	1.95% (20,257.89)	Aaa / AA+ AA+	3.81 3.45
3133EPGW9	FFCB Note 3.875% Due 4/25/2028	800,000.00	04/24/2023 3.76%	804,016.00 803,598.35	95.29 5.06%	762,283.20 516.67	2.04% (41,315.15)	Aaa / AA+ AA+	4.49 4.04
3133EPUN3	FFCB Note 4.5% Due 8/28/2028	325,000.00	08/28/2023 4.48%	325,289.25 325,279.11	97.54 5.08%	317,013.78 2,559.38	0.85% (8,265.33)	Aaa / AA+ AA+	4.83 4.24
3130AWTR1	FHLB Note 4.375% Due 9/8/2028	750,000.00	09/12/2023 4.49%	746,200.50 746,300.65	97.60 4.94%	731,970.76 7,929.69	1.98% (14,329.89)	Aaa / AA+ NR	4.86 4.27
Total Agency		7,555,000.00	3.81%	7,458,325.90 7,508,879.35	5.22%	7,331,056.15 55,406.74	19.72% (177,823.20)	Aaa / AA+ AA+	2.45 2.24

CMO									
3137BEVH4	FHLMC K040 A2 3.241% Due 9/25/2024	150,000.00	04/21/2022 2.94%	150,726.56 150,270.71	97.90 5.80%	146,844.75 405.13	0.39% (3,425.96)	NR / NR AAA	0.90 0.75
3137BFE98	FHLMC K041 A2 3.171% Due 10/25/2024	149,070.09	04/21/2022 2.96%	149,547.58 149,250.02	97.59 5.77%	145,470.94 393.92	0.39% (3,779.08)	Aaa / AAA AAA	0.99 0.86
3137BFXT3	FHLMC K042 A2 2.67% Due 12/25/2024	450,000.00	06/22/2022 3.52%	441,070.31 446,017.84	96.82 5.77%	435,702.60 200.25	1.16% (10,315.24)	Aaa / NR NR	1.15 0.98
3137BHCY1	FHLMC K044 A2 2.811% Due 1/25/2025	366,220.36	06/16/2022 4.46%	357,808.74 362,333.17	96.67 5.73%	354,017.53 857.87	0.95% (8,315.64)	NR / NR AAA	1.24 1.10



CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
CMO									
3137F4WZ1	FHLMC K731 A2 3.6% Due 2/25/2025	347,361.34	05/03/2022 2.67%	351,323.44 349,172.36	97.55 5.74%	338,857.24 1,042.08	0.91% (10,315.12)	NR / NR AAA	1.32 1.06
3137BM7C4	FHLMC K051 A2 3.308% Due 9/25/2025	400,000.00	05/18/2022 3.06%	402,031.25 401,136.96	96.14 5.55%	384,543.60 1,102.67	1.03% (16,593.36)	NR / NR AAA	1.90 1.67
3137BNGT5	FHLMC K054 A2 2.745% Due 1/25/2026	350,000.00	12/15/2022 4.49%	334,742.19 339,093.70	94.60 5.44%	331,084.60 800.63	0.89% (8,009.10)	NR / AAA NR	2.24 1.99
3137FBBX3	FHLMC K068 A2 3.244% Due 8/25/2027	600,000.00	10/27/2023 5.33%	559,078.13 559,108.00	92.73 5.39%	556,377.00 1,622.00	1.49% (2,731.00)	Aaa / NR NR	3.82 3.43
3137FETN0	FHLMC K073 A2 3.35% Due 1/25/2028	130,000.00	07/10/2023 4.75%	123,083.59 123,546.91	92.44 5.39%	120,166.28 72.58	0.32% (3,380.63)	NR / NR AAA	4.24 3.76
Total CMO		2,942,651.79	3.93%	2,869,411.79 2,879,929.67	5.60%	2,813,064.54 6,497.13	7.53% (66,865.13)	Aaa / AAA AAA	2.05 1.80
CORPORATE									
02665WCT6	American Honda Finance Note 3.55% Due 1/12/2024	400,000.00	Various 2.77%	405,283.50 400,596.78	99.55 5.82%	398,184.40 4,299.44	1.07% (2,412.38)	A3 / A- A	0.20 0.20
24422EVN6	John Deere Capital Corp Note 0.45% Due 1/17/2024	400,000.00	Various 2.68%	385,011.00 398,177.84	98.91 5.68%	395,633.60 520.00	1.06% (2,544.24)	A2 / A A+	0.21 0.21
91159HHV5	US Bancorp Callable Note Cont 1/5/2024 3.375% Due 2/5/2024	150,000.00	04/20/2022 2.95%	151,047.00 150,109.24	99.28 6.13%	148,920.60 1,209.38	0.40% (1,188.64)	A3 / A A	0.27 0.26
637432NLS	National Rural Utilities Callable Note Cont 12/7/2023 2.95% Due 2/7/2024	150,000.00	04/06/2022 2.77%	150,441.00 150,026.11	99.19 5.98%	148,789.05 1,032.50	0.40% (1,237.06)	A1 / A- A+	0.27 0.26
89114QCB2	Toronto Dominion Bank Note 3.25% Due 3/11/2024	400,000.00	Various 3.02%	401,620.50 400,310.05	99.05 5.92%	396,191.20 1,805.55	1.06% (4,118.85)	A1 / A AA-	0.36 0.35
037833CU2	Apple Inc Callable Note Cont 3/11/2024 2.85% Due 5/11/2024	450,000.00	06/22/2022 3.23%	446,895.00 449,132.23	98.57 5.63%	443,578.50 6,056.25	1.20% (5,553.73)	Aaa / AA+ NR	0.53 0.51
747525AT0	Qualcomm Inc Callable Note Cont 3/20/2024 2.9% Due 5/20/2024	400,000.00	Various 2.72%	401,320.00 400,262.40	98.54 5.62%	394,142.00 5,187.78	1.07% (6,120.40)	A2 / A NR	0.55 0.53
69371RR81	Paccar Financial Corp Note 3.15% Due 6/13/2024	290,000.00	06/06/2022 3.16%	289,933.30 289,979.47	98.41 5.81%	285,377.98 3,501.75	0.77% (4,601.49)	A1 / A+ NR	0.62 0.59



CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
CORPORATE									
06367TQW3	Bank of Montreal Note 0.625% Due 7/9/2024	425,000.00	04/27/2022 3.22%	401,846.00 417,753.55	96.35 6.11%	409,502.80 826.39	1.10% (8,250.75)	A2 / A- AA-	0.69 0.67
79466LAG9	Salesforce.com Inc Callable Note Cont 7/15/2022 0.625% Due 7/15/2024	375,000.00	Various 2.99%	356,177.25 369,004.30	96.51 5.74%	361,915.50 690.10	0.97% (7,088.80)	A2 / A+ NR	0.71 0.68
05531FBH5	Truist Financial Corporation Callable Note Cont 7/1/2024 2.5% Due 8/1/2024	400,000.00	Various 3.07%	395,039.00 398,353.65	97.24 6.31%	388,975.60 2,500.00	1.05% (9,378.05)	A3 / A- A	0.75 0.72
693475AY1	PNC Financial Services Callable Note Cont 10/2/2024 2.2% Due 11/1/2024	150,000.00	04/11/2022 2.99%	147,117.00 148,869.05	96.14 6.24%	144,217.05 1,650.00	0.39% (4,652.00)	A3 / A- A	1.01 0.95
89236TJT3	Toyota Motor Credit Corp Note 1.45% Due 1/13/2025	150,000.00	04/18/2022 3.00%	143,931.00 147,333.04	95.19 5.65%	142,785.90 652.50	0.38% (4,547.14)	A1 / A+ A+	1.21 1.16
00440EAS6	Chubb INA Holdings Inc Note 3.15% Due 3/15/2025	450,000.00	Various 3.67%	443,992.50 446,972.27	96.50 5.84%	434,250.45 1,811.25	1.16% (12,721.82)	A3 / A A	1.37 1.31
69371RR73	Paccar Financial Corp Note 2.85% Due 4/7/2025	120,000.00	03/31/2022 2.86%	119,968.80 119,985.11	96.28 5.58%	115,538.04 228.00	0.31% (4,447.07)	A1 / A+ NR	1.44 1.37
023135CE4	Amazon.com Inc Note 3% Due 4/13/2025	450,000.00	Various 3.22%	447,451.25 448,658.09	96.72 5.38%	435,258.90 675.00	1.16% (13,399.19)	A1 / AA AA-	1.45 1.39
78016EZ59	Royal Bank of Canada Note 3.375% Due 4/14/2025	400,000.00	Various 3.64%	397,033.20 398,537.68	96.50 5.92%	385,990.80 637.50	1.03% (12,546.88)	A1 / A AA-	1.45 1.39
06406RBC0	Bank of NY Mellon Corp Callable Note Cont 3/25/2025 3.35% Due 4/25/2025	400,000.00	Various 3.27%	400,918.40 400,440.40	96.57 5.80%	386,275.60 223.34	1.03% (14,164.80)	A1 / A AA-	1.48 1.42
808513AX3	Charles Schwab Corp Callable Note Cont 3/21/2025 3.85% Due 5/21/2025	450,000.00	06/22/2022 3.80%	450,561.98 450,284.08	96.46 6.27%	434,068.65 7,700.00	1.18% (16,215.43)	A2 / A- A	1.56 1.45
46647PCH7	JP Morgan Chase & Co Callable Note Cont 6/1/2024 0.824% Due 6/1/2025	400,000.00	Various 4.29%	378,688.50 389,084.72	96.63 6.28%	386,502.00 1,373.33	1.04% (2,582.72)	A1 / A- AA-	1.59 1.51
63743HFE7	National Rural Utilities Note 3.45% Due 6/15/2025	60,000.00	04/27/2022 3.46%	59,983.80 59,991.57	96.42 5.79%	57,849.06 782.00	0.16% (2,142.51)	A2 / A- A	1.62 1.53
26442UAA2	Duke Energy Progress LLC Callable Note Cont 5/15/25 3.25% Due 8/15/2025	400,000.00	Various 3.26%	399,859.00 399,913.41	96.18 5.52%	384,706.40 2,744.45	1.03% (15,207.01)	Aa3 / A NR	1.79 1.69



CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
CORPORATE									
89236TKF1	Toyota Motor Credit Corp Note 3.65% Due 8/18/2025	180,000.00	08/15/2022 3.68%	179,838.00 179,903.04	96.75 5.57%	174,154.50 1,332.25	0.47% (5,748.54)	A1 / A+ A+	1.80 1.70
931142EW9	Wal-Mart Stores Note 3.9% Due 9/9/2025	100,000.00	09/06/2022 3.92%	99,930.00 99,956.70	97.69 5.22%	97,688.40 563.33	0.26% (2,268.30)	Aa2 / AA AA	1.86 1.75
437076CR1	Home Depot Callable Note Cont 8/15/2025 4% Due 9/15/2025	450,000.00	09/14/2022 4.12%	448,560.00 449,098.02	97.54 5.39%	438,945.30 2,300.00	1.18% (10,152.72)	A2 / A A	1.88 1.77
63743HFF4	National Rural Utilities Note 5.45% Due 10/30/2025	145,000.00	10/20/2022 5.50%	144,805.70 144,870.64	99.85 5.53%	144,776.70 21.95	0.39% (93.94)	A2 / A- A	2.00 1.87
637432NG6	National Rural Utilities Callable Note Cont 8/1/2025 3.25% Due 11/1/2025	60,000.00	04/14/2022 3.31%	59,880.00 59,932.11	95.58 5.61%	57,350.76 975.00	0.16% (2,581.35)	A1 / A- A+	2.01 1.87
756109BE3	Realty Income Corp Callable Note Cont 9/1/2025 4.625% Due 11/1/2025	400,000.00	09/20/2022 4.64%	399,764.00 399,848.14	97.49 5.98%	389,959.60 9,250.00	1.07% (9,888.54)	A3 / A- NR	2.01 1.83
14913R3B1	Caterpillar Financial Service Note 4.8% Due 1/6/2026	370,000.00	01/20/2023 4.35%	374,554.70 373,367.44	98.64 5.46%	364,985.02 5,673.33	0.99% (8,382.42)	A2 / A A+	2.19 2.01
61747YET8	Morgan Stanley Callable Note Cont 7/17/2025 4.679% Due 7/17/2026	400,000.00	09/20/2022 5.61%	395,440.00 396,764.82	97.17 6.44%	388,663.60 5,406.84	1.05% (8,101.22)	A1 / A- A+	2.71 1.59
665859AW4	Northern Trust Company Callable Note Cont 4/10/2027 4% Due 5/10/2027	450,000.00	Various 3.99%	450,269.40 450,196.58	93.99 5.91%	422,973.00 8,550.00	1.15% (27,223.58)	A2 / A+ A+	3.53 3.16
91324PEG3	United Health Group Inc Callable Note Cont 4/15/2027 3.7% Due 5/15/2027	115,000.00	05/17/2022 3.69%	115,055.80 115,039.57	94.21 5.52%	108,346.79 1,962.03	0.29% (6,692.78)	A2 / A+ A	3.54 3.20
341081GN1	Florida Power and Light Callable Note Cont 3/15/2028 4.4% Due 5/15/2028	450,000.00	05/23/2023 4.59%	446,175.00 446,511.82	95.15 5.63%	428,157.45 8,965.00	1.17% (18,354.37)	Aa2 / A+ AA-	4.54 3.96
58933YBH7	Merck & Co Callable Note Cont 4/17/2028 4.05% Due 5/17/2028	110,000.00	05/08/2023 4.07%	109,910.90 109,919.09	95.19 5.25%	104,706.69 2,029.50	0.28% (5,212.40)	A1 / A+ NR	4.55 4.00
Total Corporate		10,500,000.00	3.60%	10,398,302.48 10,459,183.01	5.82%	10,199,361.89 93,135.74	27.48% (259,821.12)	A1 / A A+	1.52 1.37



CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
MONEY MARKET FUND									
31846V807	First American Treasury MMF Class Y	88,143.03	Various 4.95%	88,143.03 88,143.03	1.00 4.95%	88,143.03 0.00	0.24% 0.00	Aaa / AA+ AAA	0.00 0.00
Total Money Market Fund		88,143.03	4.95%	88,143.03	4.95%	88,143.03	0.24% 0.00	Aaa / AA+ AAA	0.00 0.00
SUPRANATIONAL									
4581X0EE4	Inter-American Dev Bank Note 3.25% Due 7/1/2024	365,000.00	06/22/2022 3.26%	364,963.50 364,987.87	98.45 5.65%	359,336.30 3,954.17	0.97% (5,651.57)	Aaa / AAA AAA	0.67 0.64
45950KDD9	International Finance Corp Note 4.5% Due 7/13/2028	340,000.00	07/06/2023 4.53%	339,622.60 339,645.53	98.08 4.96%	333,474.04 4,590.00	0.90% (6,171.49)	Aaa / AAA NR	4.70 4.12
Total Supranational		705,000.00	3.87%	704,586.10 704,633.40	5.32%	692,810.34 8,544.17	1.87% (11,823.06)	Aaa / AAA AAA	2.61 2.32
US TREASURY									
91282CCG4	US Treasury Note 0.25% Due 6/15/2024	775,000.00	Various 2.92%	733,680.66 762,630.63	96.81 5.53%	750,296.88 735.83	2.01% (12,333.75)	Aaa / AA+ AA+	0.62 0.61
91282CCT6	US Treasury Note 0.375% Due 8/15/2024	750,000.00	Various 2.78%	711,445.31 736,284.89	96.09 5.50%	720,644.25 596.13	1.93% (15,640.64)	Aaa / AA+ AA+	0.79 0.77
91282CCX7	US Treasury Note 0.375% Due 9/15/2024	750,000.00	Various 2.84%	708,437.50 734,540.71	95.68 5.51%	717,568.50 363.15	1.92% (16,972.21)	Aaa / AA+ AA+	0.88 0.85
91282CDB4	US Treasury Note 0.625% Due 10/15/2024	750,000.00	Various 2.88%	711,455.08 734,474.09	95.54 5.48%	716,543.25 217.73	1.91% (17,930.84)	Aaa / AA+ AA+	0.96 0.93
91282CDH1	US Treasury Note 0.75% Due 11/15/2024	750,000.00	Various 2.93%	710,820.32 733,752.67	95.31 5.45%	714,814.50 2,598.51	1.92% (18,938.17)	Aaa / AA+ AA+	1.04 1.01
91282CDN8	US Treasury Note 1% Due 12/15/2024	750,000.00	Various 3.13%	711,869.14 732,853.83	95.26 5.41%	714,433.50 2,848.36	1.92% (18,420.33)	Aaa / AA+ AA+	1.13 1.09
91282CDS7	US Treasury Note 1.125% Due 1/15/2025	775,000.00	Various 3.02%	737,794.93 758,146.53	95.13 5.35%	737,248.98 2,582.46	1.98% (20,897.55)	Aaa / AA+ AA+	1.21 1.17

Holdings Report

As of October 31, 2023



CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
US TREASURY									
91282CDZ1	US Treasury Note 1.5% Due 2/15/2025	750,000.00	Various 2.88%	723,125.00 737,215.70	95.27 5.34%	714,550.50 2,384.51	1.91% (22,665.20)	Aaa / AA+ AA+	1.30 1.25
91282CED9	US Treasury Note 1.75% Due 3/15/2025	750,000.00	Various 2.93%	726,035.16 738,437.59	95.36 5.29%	715,224.75 1,694.70	1.91% (23,212.84)	Aaa / AA+ AA+	1.37 1.33
91282CEH0	US Treasury Note 2.625% Due 4/15/2025	500,000.00	06/28/2022 3.23%	491,933.59 495,804.83	96.36 5.26%	481,777.50 609.63	1.29% (14,027.33)	Aaa / AA+ AA+	1.46 1.40
912828XB1	US Treasury Note 2.125% Due 5/15/2025	750,000.00	Various 3.09%	729,971.68 739,465.52	95.47 5.22%	716,016.00 7,362.43	1.93% (23,449.52)	Aaa / AA+ AA+	1.54 1.47
91282CEU1	US Treasury Note 2.875% Due 6/15/2025	670,000.00	06/28/2022 3.22%	663,457.03 666,420.11	96.43 5.20%	646,052.86 7,315.54	1.74% (20,367.25)	Aaa / AA+ AA+	1.62 1.54
91282CAB7	US Treasury Note 0.25% Due 7/31/2025	800,000.00	Various 3.08%	732,058.59 762,590.02	91.89 5.16%	735,093.60 505.44	1.96% (27,496.42)	Aaa / AA+ AA+	1.75 1.70
91282CFP1	US Treasury Note 4.25% Due 10/15/2025	600,000.00	10/18/2022 4.46%	596,554.69 597,747.30	98.44 5.10%	590,625.00 1,184.43	1.58% (7,122.30)	Aaa / AA+ AA+	1.96 1.85
91282CFW6	US Treasury Note 4.5% Due 11/15/2025	750,000.00	11/09/2022 4.55%	748,945.31 749,283.08	98.91 5.07%	741,797.25 15,591.03	2.02% (7,485.83)	Aaa / AA+ AA+	2.04 1.88
91282CBT7	US Treasury Note 0.75% Due 3/31/2026	750,000.00	Various 2.97%	690,097.65 712,324.09	90.58 4.94%	679,335.75 491.80	1.82% (32,988.34)	Aaa / AA+ AA+	2.42 2.34
91282CFU0	US Treasury Note 4.125% Due 10/31/2027	1,000,000.00	09/15/2023 4.56%	983,867.19 984,339.16	97.29 4.88%	972,891.00 113.32	2.60% (11,448.16)	Aaa / AA+ AA+	4.00 3.63
91282CGT2	US Treasury Note 3.625% Due 3/31/2028	800,000.00	06/15/2023 3.96%	788,312.50 789,234.14	95.18 4.85%	761,406.40 2,535.52	2.04% (27,827.74)	Aaa / AA+ AA+	4.42 4.00
91282CHA2	US Treasury Note 3.5% Due 4/30/2028	400,000.00	05/23/2023 3.74%	395,640.63 396,029.90	94.63 4.84%	378,500.00 38.46	1.01% (17,529.90)	Aaa / AA+ AA+	4.50 4.09
Total US Treasury		13,820,000.00	3.33%	13,295,501.96 13,561,574.79	5.23%	13,204,820.47 49,768.98	35.39% (356,754.32)	Aaa / AA+ AA+	1.83 1.72
TOTAL PORTFOLIO		38,591,503.36	3.61%	37,738,306.68 38,156,713.99	5.45%	37,236,405.53 216,940.02	100.00% (920,308.46)	Aa2 / AA AA+	2.01 1.70
TOTAL MARKET VALUE PLUS ACCRUED						37,453,345.55			

Income Earned

As of October 31, 2023



CUSIP	Security Description	Trade Date Settle Date Units	Book Value: Begin Book Value: Acq Book Value: Disp Book Value: End	Prior Accrued Inc. Received Ending Accrued Total Interest	Accr. Of Discount Amort. Of Premium Net Accret/Amort Income Earned	Total Income
FIXED INCOME						
00440EAS6	Chubb INA Holdings Inc Note 3.15% Due 03/15/2025	Various Various 450,000.00	446,784.55 0.00 0.00 446,972.27	630.00 0.00 1,811.25 1,181.25	187.72 0.00 187.72 1,368.97	1,368.97
023135CE4	Amazon.com Inc Note 3% Due 04/13/2025	Various Various 450,000.00	448,579.45 0.00 0.00 448,658.09	6,300.00 6,750.00 675.00 1,125.00	95.40 16.76 78.64 1,203.64	1,203.64
02582JJR2	American Express 2021-1 A 0.9% Due 11/15/2026	Various Various 386,000.00	376,417.01 0.00 0.00 377,139.82	154.40 289.50 154.40 289.50	722.81 0.00 722.81 1,012.31	1,012.31
02582JJT8	American Express Credit Trust 2022-2 A 3.39% Due 05/17/2027	05/17/2022 05/24/2022 235,000.00	234,971.69 0.00 0.00 234,973.17	354.07 663.88 354.07 663.88	1.48 0.00 1.48 665.36	665.36
02665WCT6	American Honda Finance Note 3.55% Due 01/12/2024	Various Various 400,000.00	400,853.74 0.00 0.00 400,596.78	3,116.11 0.00 4,299.44 1,183.33	0.00 256.96 (256.96) 926.37	926.37
037833CU2	Apple Inc Callable Note Cont 3/11/2024 2.85% Due 05/11/2024	06/22/2022 06/24/2022 450,000.00	448,992.12 0.00 0.00 449,132.23	4,987.50 0.00 6,056.25 1,068.75	140.11 0.00 140.11 1,208.86	1,208.86
05531FBH5	Truist Financial Corporation Callable Note Cont 7/1/2024 2.5% Due 08/01/2024	Various Various 400,000.00	398,167.38 0.00 0.00 398,353.65	1,666.67 0.00 2,500.00 833.33	186.27 0.00 186.27 1,019.60	1,019.60
05593AAC3	BMW Vehicle Lease Trust 2023-1 A3 5.16% Due 11/25/2025	02/07/2023 02/15/2023 50,000.00	49,999.16 0.00 0.00 49,999.21	43.00 215.00 43.00 215.00	0.05 0.00 0.05 215.05	215.05
06367TQW3	Bank of Montreal Note 0.625% Due 07/09/2024	04/27/2022 04/29/2022 425,000.00	416,858.57 0.00 0.00 417,753.55	605.03 0.00 826.39 221.36	894.98 0.00 894.98 1,116.34	1,116.34

Income Earned

As of October 31, 2023



CUSIP	Security Description	Trade Date Settle Date Units	Book Value: Begin Book Value: Acq Book Value: Disp Book Value: End	Prior Accrued Inc. Received Ending Accrued Total Interest	Accr. Of Discount Amort. Of Premium Net Accret/Amort Income Earned	Total Income
06406RBC0	Bank of NY Mellon Corp Callable Note Cont 3/25/2025 3.35% Due 04/25/2025	Various Various 400,000.00	400,467.21 0.00 0.00 400,440.40	5,806.66 6,700.00 223.34 1,116.68	0.43 27.24 (26.81) 1,089.87	1,089.87
14913R3B1	Caterpillar Financial Service Note 4.8% Due 01/06/2026	01/20/2023 01/24/2023 370,000.00	373,498.42 0.00 0.00 373,367.44	4,193.33 0.00 5,673.33 1,480.00	0.00 130.98 (130.98) 1,349.02	1,349.02
161571HT4	Chase Issuance Trust 23-A1 A 5.16% Due 09/15/2028	09/07/2023 09/15/2023 410,000.00	409,888.01 0.00 0.00 409,891.22	940.27 1,763.00 940.27 1,763.00	3.21 0.00 3.21 1,766.21	1,766.21
24422EVN6	John Deere Capital Corp Note 0.45% Due 01/17/2024	Various Various 400,000.00	397,444.25 0.00 0.00 398,177.84	370.00 0.00 520.00 150.00	733.59 0.00 733.59 883.59	883.59
26442UAA2	Duke Energy Progress LLC Callable Note Cont 5/15/25 3.25% Due 08/15/2025	Various Various 400,000.00	399,910.01 0.00 0.00 399,913.41	1,661.11 0.00 2,744.45 1,083.34	8.42 5.02 3.40 1,086.74	1,086.74
3130AAHE1	FHLB Note 2.5% Due 12/08/2023	04/07/2022 04/08/2022 150,000.00	150,017.79 0.00 0.00 150,009.68	1,177.08 0.00 1,489.58 312.50	0.00 8.11 (8.11) 304.39	304.39
3130ALEM2	FHLB Callable Note Qtrly 11/25/2025 0.79% Due 02/25/2026	05/12/2022 05/13/2022 400,000.00	380,460.69 0.00 0.00 381,150.58	316.00 0.00 579.33 263.33	689.89 0.00 689.89 953.22	953.22
3130APU29	FHLB Note 0.5% Due 11/09/2023	06/28/2022 06/29/2022 400,000.00	398,936.82 0.00 0.00 399,781.91	788.89 0.00 955.56 166.67	845.09 0.00 845.09 1,011.76	1,011.76
3130AQMR1	FHLB Callable Note Annual 1/27/2023 1.25% Due 01/27/2025	04/18/2022 04/19/2022 150,000.00	147,157.07 0.00 0.00 147,339.16	333.33 0.00 489.58 156.25	182.09 0.00 182.09 338.34	338.34

Income Earned

As of October 31, 2023



CUSIP	Security Description	Trade Date Settle Date Units	Book Value: Begin Book Value: Acq Book Value: Disp Book Value: End	Prior Accrued Inc. Received Ending Accrued Total Interest	Accr. Of Discount Amort. Of Premium Net Accret/Amort Income Earned	Total Income
3130ASDS5	FHLB Note 2.75% Due 06/28/2024	06/28/2022 06/29/2022 500,000.00	498,336.88 0.00 0.00 498,527.12	3,552.08 0.00 4,697.92 1,145.84	190.24 0.00 190.24 1,336.08	1,336.08
3130AWTR1	FHLB Note 4.375% Due 09/08/2028	09/12/2023 09/14/2023 750,000.00	746,235.97 0.00 0.00 746,300.65	5,195.31 0.00 7,929.69 2,734.38	64.68 0.00 64.68 2,799.06	2,799.06
3133EN4N7	FFCB Note 4.25% Due 12/20/2024	12/15/2022 12/20/2022 625,000.00	623,890.34 0.00 0.00 623,967.47	7,452.26 0.00 9,665.80 2,213.54	77.13 0.00 77.13 2,290.67	2,290.67
3133ENWP1	FFCB Note 2.625% Due 05/16/2024	05/10/2022 05/16/2022 270,000.00	269,886.31 0.00 0.00 269,901.77	2,657.81 0.00 3,248.44 590.63	15.46 0.00 15.46 606.09	606.09
3133ENYX2	FFCB Note 3.25% Due 06/17/2024	06/15/2022 06/17/2022 460,000.00	459,540.25 0.00 0.00 459,595.07	4,318.89 0.00 5,564.72 1,245.83	54.82 0.00 54.82 1,300.65	1,300.65
3133EPBJ3	FFCB Note 4.375% Due 02/23/2026	02/21/2023 02/23/2023 725,000.00	722,942.88 0.00 0.00 723,015.68	3,348.09 0.00 5,991.32 2,643.23	72.80 0.00 72.80 2,716.03	2,716.03
3133EPBM6	FFCB Note 4.125% Due 08/23/2027	02/21/2023 02/23/2023 750,000.00	746,479.64 0.00 0.00 746,556.39	3,265.63 0.00 5,843.75 2,578.12	76.75 0.00 76.75 2,654.87	2,654.87
3133EPCF0	FFCB Note 4.5% Due 03/02/2026	03/23/2023 03/24/2023 750,000.00	758,910.16 0.00 0.00 758,597.35	2,718.75 0.00 5,531.25 2,812.50	0.00 312.81 (312.81) 2,499.69	2,499.69
3133EPGW9	FFCB Note 3.875% Due 04/25/2028	04/24/2023 04/25/2023 800,000.00	803,666.50 0.00 0.00 803,598.35	13,433.33 15,500.00 516.67 2,583.34	0.00 68.15 (68.15) 2,515.19	2,515.19

Income Earned

As of October 31, 2023



CUSIP	Security Description	Trade Date Settle Date Units	Book Value: Begin Book Value: Acq Book Value: Disp Book Value: End	Prior Accrued Inc. Received Ending Accrued Total Interest	Accr. Of Discount Amort. Of Premium Net Accret/Amort Income Earned	Total Income
3133EPUN3	FFCB Note 4.5% Due 08/28/2028	08/28/2023 08/29/2023 325,000.00	325,284.02 0.00 0.00 325,279.11	1,340.63 0.00 2,559.38 1,218.75	0.00 4.91 (4.91) 1,213.84	1,213.84
3135G05X7	FNMA Note 0.375% Due 08/25/2025	06/22/2022 06/23/2022 500,000.00	474,102.24 0.00 0.00 475,259.06	187.50 0.00 343.75 156.25	1,156.82 0.00 1,156.82 1,313.07	1,313.07
3137BEVH4	FHLMC K040 A2 3.241% Due 09/25/2024	04/21/2022 04/26/2022 150,000.00	150,296.22 0.00 0.00 150,270.71	405.13 405.12 405.13 405.12	0.00 25.51 (25.51) 379.61	379.61
3137BFE98	FHLMC K041 A2 3.171% Due 10/25/2024	04/21/2022 04/26/2022 149,070.09	149,610.55 0.00 343.43 149,250.02	394.83 394.83 393.92 393.92	0.00 17.10 (17.10) 376.82	376.82
3137BFXT3	FHLMC K042 A2 2.67% Due 12/25/2024	06/22/2022 06/27/2022 450,000.00	445,706.11 0.00 0.00 446,017.84	200.25 1,001.25 200.25 1,001.25	311.73 0.00 311.73 1,312.98	1,312.98
3137BHCV1	FHLMC K044 A2 2.811% Due 01/25/2025	06/16/2022 06/22/2022 366,220.36	362,751.47 0.00 708.58 362,333.17	859.53 859.53 857.87 857.87	290.28 0.00 290.28 1,148.15	1,148.15
3137BM7C4	FHLMC K051 A2 3.308% Due 09/25/2025	05/18/2022 05/23/2022 400,000.00	401,189.56 0.00 0.00 401,136.96	1,102.67 1,102.67 1,102.67 1,102.67	0.00 52.60 (52.60) 1,050.07	1,050.07
3137BNGT5	FHLMC K054 A2 2.745% Due 01/25/2026	12/15/2022 12/20/2022 350,000.00	338,666.81 0.00 0.00 339,093.70	800.63 800.63 800.63 800.63	426.89 0.00 426.89 1,227.52	1,227.52
3137BTU25	FHLMC K724 A2 Due 11/25/2023	06/13/2022 06/16/2022 0.00	221,077.07 0.00 221,187.98 0.00	564.40 564.40 0.00 0.00	110.91 0.00 110.91 110.91	110.91

Income Earned

As of October 31, 2023



CUSIP	Security Description	Trade Date Settle Date Units	Book Value: Begin Book Value: Acq Book Value: Disp Book Value: End	Prior Accrued Inc. Received Ending Accrued Total Interest	Accr. Of Discount Amort. Of Premium Net Accret/Amort Income Earned	Total Income
3137F4WZ1	FHLMC K731 A2 3.6% Due 02/25/2025	05/03/2022 05/06/2022 347,361.34	349,934.09 0.00 635.61 349,172.36	1,043.99 1,043.99 1,042.08 1,042.08	0.00 126.12 (126.12) 915.96	915.96
3137FBBX3	FHLMC K068 A2 3.244% Due 08/25/2027	10/27/2023 10/31/2023 600,000.00	0.00 559,078.13 0.00 559,108.00	0.00 (1,622.00) 1,622.00 0.00	29.87 0.00 29.87 29.87	29.87
3137FETN0	FHLMC K073 A2 3.35% Due 01/25/2028	07/10/2023 07/13/2023 130,000.00	123,417.51 0.00 0.00 123,546.91	72.58 362.92 72.58 362.92	129.40 0.00 129.40 492.32	492.32
341081GN1	Florida Power and Light Callable Note Cont 3/15/2028 4.4% Due 05/15/2028	05/23/2023 05/25/2023 450,000.00	446,446.56 0.00 0.00 446,511.82	7,315.00 0.00 8,965.00 1,650.00	65.26 0.00 65.26 1,715.26	1,715.26
362585AC5	GM Financial Securitized ART 2022-2 A3 3.1% Due 02/16/2027	04/05/2022 04/13/2022 40,000.00	39,995.22 0.00 0.00 39,995.43	51.67 103.33 51.67 103.33	0.21 0.00 0.21 103.54	103.54
36262XAC8	GM Financial Auto Lease Trust 2021-3 A2 0.39% Due 10/21/2024	05/04/2022 05/06/2022 29,158.44	42,384.67 0.00 13,473.29 29,036.65	5.08 13.86 3.47 12.25	125.27 0.00 125.27 137.52	137.52
36265WAD5	GM Financial Securitized Auto 2022-3 A3 3.64% Due 04/16/2027	07/06/2022 07/13/2022 55,000.00	54,999.77 0.00 0.00 54,999.78	83.42 166.83 83.42 166.83	0.01 0.00 0.01 166.84	166.84
36266FAC3	GM Financial Auto Lease Trust 2022-2 A3 3.42% Due 06/20/2025	05/03/2022 05/11/2022 130,000.00	129,995.04 0.00 0.00 129,995.56	135.85 370.50 135.85 370.50	0.52 0.00 0.52 371.02	371.02
437076CR1	Home Depot Callable Note Cont 8/15/2025 4% Due 09/15/2025	09/14/2022 09/19/2022 450,000.00	449,057.14 0.00 0.00 449,098.02	800.00 0.00 2,300.00 1,500.00	40.88 0.00 40.88 1,540.88	1,540.88

Income Earned

As of October 31, 2023



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43813GAC5	Honda Auto Receivables Trust 2021-1 A3 0.27% Due 04/21/2025	Various Various 62,754.68	72,508.36 0.00 10,165.17 62,464.37	5.47 16.40 4.70 15.63	121.18 0.00 121.18 136.81	136.81
43815JAC7	Honda Auto Receivables Owner 2023-1 A3 5.04% Due 04/21/2027	02/16/2023 02/24/2023 50,000.00	49,992.48 0.00 0.00 49,992.73	70.00 210.00 70.00 210.00	0.25 0.00 0.25 210.25	210.25
43815PAC3	Honda Auto Receivables 2022-2 A3 3.73% Due 07/20/2026	08/15/2022 08/24/2022 50,000.00	49,998.09 0.00 0.00 49,998.17	67.35 155.42 67.35 155.42	0.08 0.00 0.08 155.50	155.50
44933LAC7	Hyundai Auto Receivables Trust 2021-A A3 0.38% Due 09/15/2025	04/25/2022 04/27/2022 105,497.17	118,442.95 0.00 13,975.46 104,712.10	20.18 37.83 17.82 35.47	244.61 0.00 244.61 280.08	280.08
44934KAC8	Hyundai Auto Receivables Trust 2021-B A3 0.38% Due 01/15/2026	05/19/2022 05/23/2022 22,507.74	24,262.60 0.00 2,145.30 22,182.85	4.16 7.81 3.80 7.45	65.55 0.00 65.55 73.00	73.00
4581X0EE4	Inter-American Dev Bank Note 3.25% Due 07/01/2024	06/22/2022 07/01/2022 365,000.00	364,986.32 0.00 0.00 364,987.87	2,965.63 0.00 3,954.17 988.54	1.55 0.00 1.55 990.09	990.09
45950KDD9	International Finance Corp Note 4.5% Due 07/13/2028	07/06/2023 07/13/2023 340,000.00	339,639.13 0.00 0.00 339,645.53	3,315.00 0.00 4,590.00 1,275.00	6.40 0.00 6.40 1,281.40	1,281.40
46647PCH7	JP Morgan Chase & Co Callable Note Cont 6/1/2024 0.824% Due 06/01/2025	Various Various 400,000.00	388,499.30 0.00 0.00 389,084.72	1,098.67 0.00 1,373.33 274.66	585.42 0.00 585.42 860.08	860.08
47789QAC4	John Deere Owner Trust 2021-B A3 0.52% Due 03/16/2026	05/02/2022 05/03/2022 82,522.77	84,808.15 0.00 4,598.17 80,459.95	20.13 37.75 19.07 36.69	249.97 0.00 249.97 286.66	286.66

Income Earned

As of October 31, 2023



CUSIP	Security Description	Trade Date Settle Date Units	Book Value: Begin Book Value: Acq Book Value: Disp Book Value: End	Prior Accrued Inc. Received Ending Accrued Total Interest	Accr. Of Discount Amort. Of Premium Net Accret/Amort Income Earned	Total Income
47800AAC4	John Deere Owner Trust 2022-B A3 3.74% Due 02/16/2027	07/12/2022 07/20/2022 115,000.00	114,992.70 0.00 0.00 114,992.96	191.16 358.42 191.16 358.42	0.26 0.00 0.26 358.68	358.68
47800BAC2	John Deere Owner Trust 2022-C A3 5.09% Due 06/15/2027	10/12/2022 10/19/2022 210,000.00	209,987.94 0.00 0.00 209,988.32	475.07 890.75 475.07 890.75	0.38 0.00 0.38 891.13	891.13
58770AAC7	Mercedes-Benz Auto Receivable 2023-1 A3 4.51% Due 11/15/2027	01/18/2023 01/25/2023 125,000.00	124,987.95 0.00 0.00 124,988.31	250.56 469.79 250.56 469.79	0.36 0.00 0.36 470.15	470.15
58933YBH7	Merck & Co Callable Note Cont 4/17/2028 4.05% Due 05/17/2028	05/08/2023 05/17/2023 110,000.00	109,917.58 0.00 0.00 109,919.09	1,658.25 0.00 2,029.50 371.25	1.51 0.00 1.51 372.76	372.76
61747YET8	Morgan Stanley Callable Note Cont 7/17/2025 4.679% Due 07/17/2026	09/20/2022 09/22/2022 400,000.00	396,663.41 0.00 0.00 396,764.82	3,847.18 0.00 5,406.84 1,559.66	101.41 0.00 101.41 1,661.07	1,661.07
637432NG6	National Rural Utilities Callable Note Cont 8/1/2025 3.25% Due 11/01/2025	04/14/2022 04/19/2022 60,000.00	59,929.23 0.00 0.00 59,932.11	812.50 0.00 975.00 162.50	2.88 0.00 2.88 165.38	165.38
637432NL5	National Rural Utilities Callable Note Cont 12/7/2023 2.95% Due 02/07/2024	04/06/2022 04/08/2022 150,000.00	150,048.60 0.00 0.00 150,026.11	663.75 0.00 1,032.50 368.75	0.00 22.49 (22.49) 346.26	346.26
63743HFE7	National Rural Utilities Note 3.45% Due 06/15/2025	04/27/2022 05/04/2022 60,000.00	59,991.13 0.00 0.00 59,991.57	609.50 0.00 782.00 172.50	0.44 0.00 0.44 172.94	172.94
63743HFF4	National Rural Utilities Note 5.45% Due 10/30/2025	10/20/2022 10/31/2022 145,000.00	144,865.14 0.00 0.00 144,870.64	3,314.66 3,951.25 21.95 658.54	5.50 0.00 5.50 664.04	664.04

Income Earned

As of October 31, 2023



CUSIP	Security Description	Trade Date Settle Date Units	Book Value: Begin Book Value: Acq Book Value: Disp Book Value: End	Prior Accrued Inc. Received Ending Accrued Total Interest	Accr. Of Discount Amort. Of Premium Net Accret/Amort Income Earned	Total Income
665859AW4	Northern Trust Company Callable Note Cont 4/10/2027 4% Due 05/10/2027	Various Various 450,000.00	450,201.52 0.00 0.00 450,196.58	7,050.00 0.00 8,550.00 1,500.00	3.57 8.51 (4.94) 1,495.06	1,495.06
693475AY1	PNC Financial Services Callable Note Cont 10/2/2024 2.2% Due 11/01/2024	04/11/2022 04/13/2022 150,000.00	148,773.26 0.00 0.00 148,869.05	1,375.00 0.00 1,650.00 275.00	95.79 0.00 95.79 370.79	370.79
69371RR73	Paccar Financial Corp Note 2.85% Due 04/07/2025	03/31/2022 04/07/2022 120,000.00	119,984.23 0.00 0.00 119,985.11	1,653.00 1,710.00 228.00 285.00	0.88 0.00 0.88 285.88	285.88
69371RR81	Paccar Financial Corp Note 3.15% Due 06/13/2024	06/06/2022 06/13/2022 290,000.00	289,976.64 0.00 0.00 289,979.47	2,740.50 0.00 3,501.75 761.25	2.83 0.00 2.83 764.08	764.08
747525AT0	Qualcomm Inc Callable Note Cont 3/20/2024 2.9% Due 05/20/2024	Various Various 400,000.00	400,320.50 0.00 0.00 400,262.40	4,221.11 0.00 5,187.78 966.67	0.00 58.10 (58.10) 908.57	908.57
756109BE3	Realty Income Corp Callable Note Cont 9/1/2025 4.625% Due 11/01/2025	09/20/2022 09/22/2022 400,000.00	399,841.70 0.00 0.00 399,848.14	7,708.33 0.00 9,250.00 1,541.67	6.44 0.00 6.44 1,548.11	1,548.11
78016EZ59	Royal Bank of Canada Note 3.375% Due 04/14/2025	Various Various 400,000.00	398,452.15 0.00 0.00 398,537.68	6,262.50 6,750.00 637.50 1,125.00	85.53 0.00 85.53 1,210.53	1,210.53
79466LAG9	Salesforce.com Inc Callable Note Cont 7/15/2022 0.625% Due 07/15/2024	Various Various 375,000.00	368,281.07 0.00 0.00 369,004.30	494.80 0.00 690.10 195.30	723.23 0.00 723.23 918.53	918.53
808513AX3	Charles Schwab Corp Callable Note Cont 3/21/2025 3.85% Due 05/21/2025	06/22/2022 06/24/2022 450,000.00	450,301.48 0.00 0.00 450,284.08	6,256.25 0.00 7,700.00 1,443.75	0.00 17.40 (17.40) 1,426.35	1,426.35

Income Earned

As of October 31, 2023



CUSIP	Security Description	Trade Date Settle Date Units	Book Value: Begin Book Value: Acq Book Value: Disp Book Value: End	Prior Accrued Inc. Received Ending Accrued Total Interest	Accr. Of Discount Amort. Of Premium Net Accret/Amort Income Earned	Total Income
89114QCB2	Toronto Dominion Bank Note 3.25% Due 03/11/2024	Various Various 400,000.00	400,383.42 0.00 0.00 400,310.05	722.22 0.00 1,805.55 1,083.33	0.00 73.37 (73.37) 1,009.96	1,009.96
89231CAD9	Toyota Auto Receivables Owner 2022-C A3 3.76% Due 04/15/2027	08/08/2022 08/16/2022 140,000.00	139,984.51 0.00 0.00 139,985.10	233.96 438.67 233.96 438.67	0.59 0.00 0.59 439.26	439.26
89236TJT3	Toyota Motor Credit Corp Note 1.45% Due 01/13/2025	04/18/2022 04/20/2022 150,000.00	147,144.71 0.00 0.00 147,333.04	471.25 0.00 652.50 181.25	188.33 0.00 188.33 369.58	369.58
89236TKF1	Toyota Motor Credit Corp Note 3.65% Due 08/18/2025	08/15/2022 08/18/2022 180,000.00	179,898.45 0.00 0.00 179,903.04	784.75 0.00 1,332.25 547.50	4.59 0.00 4.59 552.09	552.09
89238FAD5	Toyota Auto Receivables OT 2022-B A3 2.93% Due 09/15/2026	Various Various 209,000.00	208,172.08 0.00 0.00 208,211.38	272.16 510.31 272.16 510.31	39.30 0.00 39.30 549.61	549.61
89238JAC9	Toyota Auto Receivables Trust 2021-D A3 0.71% Due 04/15/2026	12/14/2022 12/16/2022 33,267.74	34,151.84 0.00 2,195.89 32,113.01	11.19 20.98 10.50 20.29	157.06 0.00 157.06 177.35	177.35
91159HHV5	US Bancorp Callable Note Cont 1/5/2024 3.375% Due 02/05/2024	04/20/2022 04/22/2022 150,000.00	150,161.34 0.00 0.00 150,109.24	787.50 0.00 1,209.38 421.88	0.00 52.10 (52.10) 369.78	369.78
912828XB1	US Treasury Note 2.125% Due 05/15/2025	Various Various 750,000.00	738,883.40 0.00 0.00 739,465.52	6,019.87 0.00 7,362.43 1,342.56	582.12 0.00 582.12 1,924.68	1,924.68
91282CAB7	US Treasury Note 0.25% Due 07/31/2025	Various Various 800,000.00	760,772.30 0.00 0.00 762,590.02	336.96 0.00 505.44 168.48	1,817.72 0.00 1,817.72 1,986.20	1,986.20

Income Earned

As of October 31, 2023



CUSIP	Security Description	Trade Date Settle Date Units	Book Value: Begin Book Value: Acq Book Value: Disp Book Value: End	Prior Accrued Inc. Received Ending Accrued Total Interest	Accr. Of Discount Amort. Of Premium Net Accret/Amort Income Earned	Total Income
91282CBT7	US Treasury Note 0.75% Due 03/31/2026	Various Various 750,000.00	710,998.37 0.00 0.00 712,324.09	15.37 0.00 491.80 476.43	1,325.72 0.00 1,325.72 1,802.15	1,802.15
91282CCG4	US Treasury Note 0.25% Due 06/15/2024	Various Various 775,000.00	760,941.43 0.00 0.00 762,630.63	571.72 0.00 735.83 164.11	1,689.20 0.00 1,689.20 1,853.31	1,853.31
91282CCT6	US Treasury Note 0.375% Due 08/15/2024	Various Various 750,000.00	734,808.61 0.00 0.00 736,284.89	359.21 0.00 596.13 236.92	1,476.28 0.00 1,476.28 1,713.20	1,713.20
91282CCX7	US Treasury Note 0.375% Due 09/15/2024	Various Various 750,000.00	733,038.39 0.00 0.00 734,540.71	123.63 0.00 363.15 239.52	1,502.32 0.00 1,502.32 1,741.84	1,741.84
91282CDB4	US Treasury Note 0.625% Due 10/15/2024	Various Various 750,000.00	733,095.00 0.00 0.00 734,474.09	2,164.44 2,343.75 217.73 397.04	1,379.09 0.00 1,379.09 1,776.13	1,776.13
91282CDH1	US Treasury Note 0.75% Due 11/15/2024	Various Various 750,000.00	732,427.23 0.00 0.00 733,752.67	2,124.66 0.00 2,598.51 473.85	1,325.44 0.00 1,325.44 1,799.29	1,799.29
91282CDN8	US Treasury Note 1% Due 12/15/2024	Various Various 750,000.00	731,557.42 0.00 0.00 732,853.83	2,213.11 0.00 2,848.36 635.25	1,296.41 0.00 1,296.41 1,931.66	1,931.66
91282CDS7	US Treasury Note 1.125% Due 01/15/2025	Various Various 775,000.00	756,961.83 0.00 0.00 758,146.53	1,848.00 0.00 2,582.46 734.46	1,184.70 0.00 1,184.70 1,919.16	1,919.16
91282CDZ1	US Treasury Note 1.5% Due 02/15/2025	Various Various 750,000.00	736,376.04 0.00 0.00 737,215.70	1,436.82 0.00 2,384.51 947.69	839.66 0.00 839.66 1,787.35	1,787.35

Income Earned

As of October 31, 2023



CUSIP	Security Description	Trade Date Settle Date Units	Book Value: Begin Book Value: Acq Book Value: Disp Book Value: End	Prior Accrued Inc. Received Ending Accrued Total Interest	Accr. Of Discount Amort. Of Premium Net Accret/Amort Income Earned	Total Income
91282CED9	US Treasury Note 1.75% Due 03/15/2025	Various Various 750,000.00	737,720.72 0.00 0.00 738,437.59	576.93 0.00 1,694.70 1,117.77	716.87 0.00 716.87 1,834.64	1,834.64
91282CEH0	US Treasury Note 2.625% Due 04/15/2025	06/28/2022 06/29/2022 500,000.00	495,559.92 0.00 0.00 495,804.83	6,060.45 6,562.50 609.63 1,111.68	244.91 0.00 244.91 1,356.59	1,356.59
91282CEU1	US Treasury Note 2.875% Due 06/15/2025	06/28/2022 06/29/2022 670,000.00	666,232.65 0.00 0.00 666,420.11	5,684.02 0.00 7,315.54 1,631.52	187.46 0.00 187.46 1,818.98	1,818.98
91282CFP1	US Treasury Note 4.25% Due 10/15/2025	10/18/2022 10/19/2022 600,000.00	597,649.49 0.00 0.00 597,747.30	11,774.59 12,750.00 1,184.43 2,159.84	97.81 0.00 97.81 2,257.65	2,257.65
91282CFU0	US Treasury Note 4.125% Due 10/31/2027	09/15/2023 09/18/2023 1,000,000.00	984,006.64 0.00 0.00 984,339.16	17,262.23 20,625.00 113.32 3,476.09	332.52 0.00 332.52 3,808.61	3,808.61
91282CFW6	US Treasury Note 4.5% Due 11/15/2025	11/09/2022 11/15/2022 750,000.00	749,253.25 0.00 0.00 749,283.08	12,747.96 0.00 15,591.03 2,843.07	29.83 0.00 29.83 2,872.90	2,872.90
91282CGT2	US Treasury Note 3.625% Due 03/31/2028	06/15/2023 06/16/2023 800,000.00	789,027.11 0.00 0.00 789,234.14	79.23 0.00 2,535.52 2,456.29	207.03 0.00 207.03 2,663.32	2,663.32
91282CHA2	US Treasury Note 3.5% Due 04/30/2028	05/23/2023 05/24/2023 400,000.00	395,954.95 0.00 0.00 396,029.90	5,858.70 7,000.00 38.46 1,179.76	74.95 0.00 74.95 1,254.71	1,254.71
91324PEG3	United Health Group Inc Callable Note Cont 4/15/2027 3.7% Due 05/15/2027	05/17/2022 05/20/2022 115,000.00	115,040.52 0.00 0.00 115,039.57	1,607.44 0.00 1,962.03 354.59	0.23 1.18 (0.95) 353.64	353.64

Income Earned

As of October 31, 2023



CUSIP	Security Description	Trade Date Settle Date Units	Book Value: Begin Book Value: Acq Book Value: Disp Book Value: End	Prior Accrued Inc. Received Ending Accrued Total Interest	Accr. Of Discount Amort. Of Premium Net Accret/Amort Income Earned	Total Income
92348KAA1	Verizon Master Trust 2021-1 A 0.5% Due 05/20/2027	10/21/2022 10/25/2022 300,000.00	287,490.72 0.00 0.00 288,254.09	45.83 125.00 45.83 125.00	763.37 0.00 763.37 888.37	888.37
92348KAV5	Verizon Master Trust 2022-5 A1A 3.72% Due 07/20/2027	08/02/2022 08/11/2022 140,000.00	139,996.37 0.00 0.00 139,996.56	159.13 434.00 159.13 434.00	0.19 0.00 0.19 434.19	434.19
931142EW9	Wal-Mart Stores Note 3.9% Due 09/09/2025	09/06/2022 09/09/2022 100,000.00	99,954.72 0.00 0.00 99,956.70	238.33 0.00 563.33 325.00	1.98 0.00 1.98 326.98	326.98
Total Fixed Income			38,503,360.33	38,068,570.96	85,303.76	111,721.51
CASH & EQUIVALENT						
31846V807	First American Treasury MMF Class Y	Various Various 88,143.03	276,780.97 375,254.98 563,892.92 88,143.03	0.00 1,349.23 0.00 1,349.23	0.00 0.00 0.00 1,349.23	1,349.23
Total Cash & Equivalent			88,143.03	88,143.03	1,349.23	1,349.23
TOTAL PORTFOLIO			38,591,503.36	38,156,713.99	86,652.99	113,070.74

Accounts Payable

Checks by Date - Detail by Check Date

Beaumont-Cherry Valley Water District

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



User: wclayton
 Printed: 10/26/2023 5:09 PM

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	10138 HW201 Sept 2023	ARCO Business Solutions ARCO Fuel Charges 09/26-10/02/2023	10/05/2023	2,647.90
Total for this ACH Check for Vendor 10138:				2,647.90
Total for 10/5/2023:				2,647.90
ACH	10894 0001646652 0001646652	Liberty Dental Plan Pending Credit Term EE Liberty Dental - Oct 2023	10/10/2023	34.50 265.38
Total for this ACH Check for Vendor 10894:				299.88
ACH	10901 197264 197264 197264 38976 38976	Ameritas Life Insurance Corp. Credit to PT EE Ameritas Dental Oct 2023 Pending Billing EE LOA Credit PT EE Ameritas Vision Oct 2023	10/10/2023	-255.24 2,142.80 85.08 -57.36 447.12
Total for this ACH Check for Vendor 10901:				2,362.40
ACH	10902 53743680913482	Colonial Life Col Life Premiums Sept 2023	10/10/2023	5,464.01
Total for this ACH Check for Vendor 10902:				5,464.01
ACH	10288 149877621 149877621 149877621 149877621 149877632 149877632	CalPERS Health Fiscal Services Division Admin Fee for Health Ins Oct 2023 Admin Fee for Retired Emp Health Ins Oct 2023 Retired Employees Health Ins Oct 2023 Active Employees Health Ins Oct 2023 Active Non CalPers Member Health Ins Oct 2023 Admin Fee Non CalPers Member Health Ins Oct 2023	10/10/2023	191.45 19.46 2,462.50 59,827.59 1,962.06 6.28
Total for this ACH Check for Vendor 10288:				64,469.34
Total for 10/10/2023:				72,595.63
ACH	10085 1002472919 1002472919 1002472919 1002472919 1002472919 1002472919 1002472919 1002472919	CalPERS Retirement System PR Batch 00001.10.2023 CalPERS 7% EE Deduction PR Batch 00001.10.2023 CalPERS 1% ER Paid PR Batch 00001.10.2023 CalPERS ER Paid Classic PR Batch 00001.10.2023 CalPERS 8% EE Paid PR Batch 00001.10.2023 CalPERS 8.25% EE PEPRA PR Batch 00001.10.2023 CalPERS ER PEPRA PR Batch 00001.10.2023 CalPERS 8% ER Paid	10/12/2023	1,301.38 185.90 10,392.57 2,161.23 6,348.78 6,376.71 1,088.84
Total for this ACH Check for Vendor 10085:				27,855.41

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	10087 0-614-537-232 0-614-537-232	EDD PR Batch 00001.10.2023 State Income Tax PR Batch 00001.10.2023 CA SDI	10/12/2023	6,149.78 1,150.17
Total for this ACH Check for Vendor 10087:				7,299.95
ACH	10094 270368523266943 270368523266943 270368523266943 270368523266943 270368523266943	U.S. Treasury PR Batch 00001.10.2023 Medicare Employer Portion PR Batch 00001.10.2023 Federal Income Tax PR Batch 00001.10.2023 FICA Employee Portion PR Batch 00001.10.2023 FICA Employer Portion PR Batch 00001.10.2023 Medicare Employee Portion	10/12/2023	2,230.13 15,480.11 8,932.77 8,932.77 2,308.55
Total for this ACH Check for Vendor 10094:				37,884.33
ACH	10141 45753612 45753614	Ca State Disbursement Unit PR Batch 00001.10.2023 Garnishment PR Batch 00001.10.2023 Garnishment	10/12/2023	288.46 379.84
Total for this ACH Check for Vendor 10141:				668.30
ACH	10203 VB1450PP21 2023	Voya Financial PR Batch 00001.10.2023 Deferred Comp	10/12/2023	450.00
Total for this ACH Check for Vendor 10203:				450.00
ACH	10264 1002472781 1002472781 1002472781 1002472781	CalPERs Supplemental Income Plans PR Batch 00001.10.2023 ROTH-Post-Tax PR Batch 00001.10.2023 CalPERS 457 % PR Batch 00001.10.2023 100% Contribution PR Batch 00001.10.2023 CalPERS 457	10/12/2023	816.84 29.56 526.39 1,643.58
Total for this ACH Check for Vendor 10264:				3,016.37
ACH	10984 PP21 2023	MidAmerica Administrative & Retirement Solutions PR Batch 00001.10.2023 401(a) Deferred Comp	10/12/2023	1,085.41
Total for this ACH Check for Vendor 10984:				1,085.41
ACH	11152 725934	Sterling Health Services, Inc PR Batch 00001.10.2023 Flexible Spending Account (PT)	10/12/2023	669.58
Total for this ACH Check for Vendor 11152:				669.58
ACH	11195 1-997-262-112	Taxation & Revenue New Mexico PR Batch 00001.10.2023 New Mexico State Tax	10/12/2023	274.09
Total for this ACH Check for Vendor 11195:				274.09
ACH	10094 270368660676759 270368660676759 270368660676759 270368660676759	U.S. Treasury PR Batch 00002.10.2023 Medicare Employee Portion PR Batch 00002.10.2023 FICA Employee Portion PR Batch 00002.10.2023 Medicare Employer Portion PR Batch 00002.10.2023 FICA Employer Portion	10/12/2023	16.52 70.68 16.52 70.68
Total for this ACH Check for Vendor 10094:				174.40

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	10030	Southern California Edison	10/12/2023	
	700154530138Sep	Electricity 08/22-09/20/2023 - 560 Magnolia Ave		4,777.02
	700154530138Sep	Electricity 08/22-09/20/2023 - 9781 Avenida Miravilla		290.17
	700154530138Sep	Electricity 08/17-09/20/2023 - Well 25		92,717.54
	700154530138Sep	Electricity 08/17-09/17-2023 - 815 E 12th Ave		1,275.24
	700154530138Sep	Electricity 08/17-09/20/2023 - Wells		216,643.94
	700154530138Sep	Electricity 08/14-09/12/2023 - 851 E 6th St		394.72
Total for this ACH Check for Vendor 10030:				316,098.63
ACH	10031	Staples Business Advantage	10/12/2023	
	3546811992	Office Supplies		169.28
	3546811994	Office Supplies		37.97
	3546811996	Office Supplies		69.90
	3547205473	Office Supplies		26.40
	3547680863	Office Supplies		17.38
	3547680864	Office Supplies		30.54
	3548158387	Office Supplies		7.08
	3548158388	Office Supplies		54.24
	3548847176	Office Supplies		215.74
	3548847179	Office Supplies		133.15
	3548847180	Office Supplies		108.05
Total for this ACH Check for Vendor 10031:				869.73
ACH	10042	Southern California Gas Company	10/12/2023	
	07132135000Sept	Monthly Gas Charges 08/24-09/26/2023		16.27
Total for this ACH Check for Vendor 10042:				16.27
ACH	10052	Home Depot Credit Services	10/12/2023	
	09302023	Cleaning Supplies - 560 Magnolia Ave		68.29
	09302023	Supplies for Dust Control - NCRF II		262.22
	09302023	Materials - Well 19 Roof		47.38
	09302023	Safety Supplies		112.45
	09302023	Materials - Well 19 Roof		101.31
	09302023	Materials - Well 19 Roof		117.45
	09302023	Water Pumps - Districtwide		246.75
	09302023	Cleaning Supplies - 12th & Palm		12.46
	09302023	Trimmer Line - Landscape Maintenance		161.43
	09302023	Batteries		85.12
Total for this ACH Check for Vendor 10052:				1,214.86
ACH	10132	South Coast AQMD	10/12/2023	
	4240049	ICE (50-500 HP) EM Elec Gen Diesel - Fac 140810 - Well 23		504.91
	4240105	ICE (>500 HP) EM Elec Gen Diesel - Fac 148118 - Well 24		504.91
	4243332	Flat Fee for Last Fiscal Year Emissions - Fac 140810 - Well 23		160.35
	4243514	Flat Fee for Last Fiscal Year Emissions - Fac 148118 - Well 24		160.35
Total for this ACH Check for Vendor 10132:				1,330.52
ACH	10138	ARCO Business Solutions	10/12/2023	
	HW201 Oct 2023	Misc Fleet Maintenance		7.99
	HW201 Oct 2023	ARCO Fuel Charges 10/03-10/09/2023		4,166.91
Total for this ACH Check for Vendor 10138:				4,174.90

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	10147 1213922	Online Information Services, Inc 157 Credit Reports for Sept 2023	10/12/2023	494.72
Total for this ACH Check for Vendor 10147:				494.72
ACH	10350 205088	NAPA Auto Parts Mini Bulbs - Unit 37/OD 62,147	10/12/2023	9.15
Total for this ACH Check for Vendor 10350:				9.15
ACH	10743 20615	Townsend Public Affairs, Inc Consulting Services - Oct 2023	10/12/2023	5,000.00
Total for this ACH Check for Vendor 10743:				5,000.00
2164	11155 2023-10	CICCS PR Batch 00001.10.2023 Emp Assistance Program	10/12/2023	91.14
Total for Check Number 2164:				91.14
2165	10387 PP21 2023	Franchise Tax Board PR Batch 00001.10.2023 Garnishment FTB	10/12/2023	109.03
Total for Check Number 2165:				109.03
Total for 10/12/2023:				408,786.79
ACH	10632 WOA00049960 WOA00049960 WOA00049962 WOA00049962 WOA00049962	Quinn Company Parts for JD Backhoe Repairs Labor for JD Backhoe Repairs Dozer Repair-Parts Dozer Repair-Labor Dozer Repairs - Parts	10/18/2023	14,516.70 29,002.08 3,977.44 7,420.21 -50.00
Total for this ACH Check for Vendor 10632:				54,866.43
ACH	10709 T501681 T501681 T501721 T501989 T502302 T574622 T615822 T681135 T703075 T703075 T705349 T715071 T737141 T737141	Core & Main LP 1 MIL. UP509 Brass Swing Check Valve Ball Valve Brass 1 FIP X FIP 1 MIL. UP509 Brass Swing Check Valve 1 MIL. UP509 Brass Swing Check Valve 1 MIL. UP509 Brass Swing Check Valve Nipple Brass 1 X 06 06 Gate Valve FLG 2" Copper Tubing - 5th St Job 2" Copper Couplings - 5th St Job 2" Copper Tubing - 5th St Job 2" Angle Ball Valves - 5th St Job Saddle 1200 - 1320 X 2 DS - 5th St Job Copper Tubing 2 Gate Cap Water 8	10/18/2023	11,824.48 7,970.89 17,567.99 20,077.71 17,567.99 2,549.37 1,394.05 1,546.00 1,859.84 4,596.87 4,820.08 1,284.05 6,816.27 2,313.39
Total for this ACH Check for Vendor 10709:				102,188.98
ACH	10824 168572193	U-Line Cleaning Supplies - 560 Magnolia Ave	10/18/2023	722.70
Total for this ACH Check for Vendor 10824:				722.70

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	10903 4602881970	The Lincoln National Life Insurance Company Life & ADD EE/ER Insurance Oct 2023	10/18/2023	707.51
Total for this ACH Check for Vendor 10903:				707.51
14456	10319 09302023 09302023	ACWA Joint Powers Insurance Authority 2023/2024 1st Qtr Finance WC Calculation Adj 2023/2024 1st Qtr Workers Comp	10/18/2023	3.18 19,320.47
Total for Check Number 14456:				19,323.65
14457	10003 55422	All Purpose Rental OSHA Orange Broom and Bracket 18"	10/18/2023	35.45
Total for Check Number 14457:				35.45
14458	10144 LYUM1747301 LYUM1747302 LYUM1750608 LYUM1750609	Alsco Inc Cleaning Mats/Shop Towels 12th/Palm Sept 2023 Cleaning Mats/Air Fresheners 560 Magnolia Sept 2023 Cleaning Mats/Shop Towels 12th/Palm Sept 2023 Cleaning Mats/Air Fresheners 560 Magnolia Sept 2023	10/18/2023	37.55 56.87 42.55 56.87
Total for Check Number 14458:				193.84
14459	10420 1GN-PGPM-J74F 1GN-PGPM-J74F	Amazon Capital Services, Inc. Parts - Gate Openers Blades for Cricut - District Signs	10/18/2023	35.84 32.65
Total for Check Number 14459:				68.49
14460	11207 727944 727944 727944	American Backflow Products Co. (1) Quick Change Fitting Set (1) Backflow Test Kit Use Tax for Quick Change Fitting Set and Kit	10/18/2023	137.38 987.15 -78.69
Total for Check Number 14460:				1,045.84
14461	10271 09302023 09302023 09302023 09302023 09302023 09302023 09302023 09302023 09302023 09302023 09302023 09302023	Beaumont Ace Home Center Maint & Repair - 560 Magnolia Ave Supplies Production Small Tools Supplies Landscape Maint Supplies Materials - Penn Ave Project General Safety Supplies Meter Maint & Service Supplies Maint & Repair - Pumping Equip Supplies Transmission & Distribution Small Tools Supplies General Supplies Maint & Repair - General Building Supplies NCRF/Canyon Pond Maintenance Supplies	10/18/2023	3.86 166.39 9.57 299.19 47.44 106.05 612.56 290.26 527.05 468.06 220.62
Total for Check Number 14461:				2,751.05
14462	10305 B-269 B-269 B-269	Beaumont Basin Watermaster Thomas Harder Administrative Services WM No 23-33 Dudek Admin and Tech Support Services WM No 23-30 Credits for Alda Inc Closed Tasks	10/18/2023	3,420.00 15,975.60 -16,803.90
Total for Check Number 14462:				2,591.70

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
14463	10557 13912	Beaumont Copy & Graphics BCVWD Generic Business Cards - Customer Service	10/18/2023	48.43
Total for Check Number 14463:				48.43
14464	10382 3845	Beaumont Power Equipment Inc Tree Trimmer Repair - Landscape Maintenance	10/18/2023	83.17
Total for Check Number 14464:				83.17
14465	11161 INV00300569 INV00300570 INV00300571	Boot Barn Holdings Boot Voucher Reimbursement - E Clark Boot Voucher Reimbursement - D Williams Boot Voucher Reimbursement - J Rogers	10/18/2023	200.00 193.91 200.00
Total for Check Number 14465:				593.91
14466	10774 979596 979599	Jesus Camacho (25) Truck Washes Sept 2023 (25) Truck Washes Sept 2023	10/18/2023	310.00 310.00
Total for Check Number 14466:				620.00
14467	11153 0049794	CASC Engineering and Consulting, Inc Engineering and Design Services Sept 2023	10/18/2023	11,402.50
Total for Check Number 14467:				11,402.50
14468	10614 43958 43958 43978 43978	Cherry Valley Automotive Labor - Oil/Filter/Air Filter/Tires - Unit 36/OD 52,998 Oil/Filter/Air Filter/Tires - Unit 36/OD 52,998 Tires - Unit 12/OD 75,409 Labor - Tires - Unit 12/OD 75,409	10/18/2023	102.00 804.16 1,118.90 240.00
Total for Check Number 14468:				2,265.06
14469	10016 EP2023-0524 EP2023-0525 EP2023-0542 EP2023-0543 EP2023-0544 EP2023-0545 EP2023-0555	City of Beaumont EP0524 - 1202 E 11th St EP0525 - 1155 Orange Ave EP0542 - 1317 Palm Ave EP0543 - 1675 Rose Ave EP0544 - 737 Orange Ave EP0545 - 660 Orange Ave EP0555 - 506 Lois Ln	10/18/2023	655.89 655.89 810.83 655.89 655.89 655.89 655.89
Total for Check Number 14469:				4,746.17
14470	10112 877510 877510 878723 878723	Cla-Val Parts for PRV at Tukwet Canyon Use Tax-Parts for PRV at Tukwet Canyon Repair Parts for Hannon Tank Use Tax for Repair Parts for Hannon Tank	10/18/2023	586.64 -38.45 5,199.26 -199.04
Total for Check Number 14470:				5,548.41
14471	10500 10052023	William Clayton Meals/Travel Reimb - CalPERS Conf - W Clayton - 10/02-10/05/2023	10/18/2023	119.02
Total for Check Number 14471:				119.02

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
14472	10772 7564	CV Strategies Strategic Communication Services - Sept 2023	10/18/2023	11,885.00
Total for Check Number 14472:				11,885.00
14473	10390	Dangelo Company	10/18/2023	
	S1532166.001	12" DIP Clear Poly Wrap - 5th St Project		1,239.13
	S1532391.001	Nuts and Bolts 6 - 8 - 5th St Project		185.03
	S1532562.001	06 Ring Gaskets - 5th St Project		100.56
	S1533219.001	12.75-13.20 Saddle X1 Out Single Strap 5th St Project		2,248.47
	S1533219.001	13.20 Saddle X 2 Out Single Strap BRZ - 5th St Project		881.00
	S1533219.002	500 Ft.Black Insulated 14 Gauge Wire - 5th St Project		441.95
	S1534832.001	500Ft.14 Gauge Tracer Wire - 5th St Job		220.97
	S1535042.001	Gasket Drop In FLG 6		162.81
	S1535194.001	2" x 100' 10 Mil Vinyl Wrap		140.15
	S1535194.001	Angle Meter Stop 1 CTS COMP		6,932.10
	S1535194.001	Poly Sleeve 3" X 200' 6 Mil Domestic 1 Pipe		155.16
	S1535194.001	Poly Sleeve 4" X 200' 6 Mil Domestic 2 Pipe		188.09
Total for Check Number 14473:				12,895.42
14474	11194 202308282	Dudek Well Feasibility Study Sep 2023	10/18/2023	7,063.75
Total for Check Number 14474:				7,063.75
14475	10600 10022023	Gaucha Pest Control Inc. NCR I Rodent Control Oct 2023	10/18/2023	1,000.00
Total for Check Number 14475:				1,000.00
14476	10336 008552	Joe Haggin	10/18/2023	191.76
Total for Check Number 14476:				191.76
14477	10719 09012023 09012023	HR Dynamics & Performance Management, Inc HR Consulting - Aug 2023 HR Consulting Staffing Assesment - Aug 2023	10/18/2023	1,500.00 6,200.00
Total for Check Number 14477:				7,700.00
14478	10398 247855 247855 247856	Infosend, Inc Sep 2023 Supply Charges for Utility Billing Sep 2023 Processing Charges for Utility Billing Sep 2023 Postage Charges for Utility Billing	10/18/2023	173.68 229.29 1,219.13
Total for Check Number 14478:				1,622.10
14479	10809 4631 4631 4640 4640 4641 4641	Inner-City Auto Repair & Tires Tires/Spark Plugs/Transmission Kit - Unit 37/OD 61,927 Labor - Tires/Spark Plugs/Transmission Kit - Unit 37/OD 61,927 Tires - Unit 38/OD 42,385 Labor - Tires - Unit 38/OD 42,385 Labor - Replace Spark Plug/Air Filter - Unit 38/OD 42,385 Spark Plug/Air Filter - Unit 38/OD 42,385	10/18/2023	1,187.77 695.00 1,052.98 120.00 375.00 361.10
Total for Check Number 14479:				3,791.85

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
14480	10545 661060 661249	Itron, Inc Itron Services-Initial Setup - AMR Project ChoiceConnect Fixed Network Managed Services - AMR Project	10/18/2023	30,698.35 47,393.36
Total for Check Number 14480:				78,091.71
14481	10678 623650414 623650415 623650416 623650417 623650418 623650419 623650420 623650421	Lawyers Title Company Title Report APN 417-110-002 SCE, Elm Ave Title Report APN 417-110-013, Elm Ave Title Report 350 Elm Ave Title Report 330 Elm Ave Title Report 310 Elm Ave Title Report 334 Elm Ave Title Report APN 417-130-016, Elm Ave Title Report 248 Elm Ave	10/18/2023	750.00 750.00 500.00 500.00 500.00 500.00 750.00 500.00
Total for Check Number 14481:				4,750.00
14482	11100 13339006	Loomis Armored US, LLC Armored Truck Service - Oct 2023	10/18/2023	298.59
Total for Check Number 14482:				298.59
14483	11202 152476 01 152476 01 152476 01 152478 01	Orange County Winwater Works Coupling Brass 1 Nipple Brass 1 X Close Nipple Brass 1 X 06 08 Gate Valve FLG Megalug 6 12 Gate Valve FLG Elbow Brass 2 - 90 2 x 18 Brass Nipple Megalug 4 06 Gate Valve FLG Megalug 8 Nuts and Bolts 6 - 8	10/18/2023	707.92 2,106.51 5,344.40 3,041.07 342.27 2,917.32 120.41 173.31 271.48 4,865.18 457.02 141.58
Total for Check Number 14483:				20,488.47
14484	10233 038801A 36715	Pro-Pipe & Supply 1 MIL. UP509 Brass Swing Check Valve Parts - Hydrant Backflow Devices	10/18/2023	2,138.84 132.47
Total for Check Number 14484:				2,271.31
14485	11142 IN-317818	Pro-Vigil Inc Monitoring Program November 2023	10/18/2023	1,500.00
Total for Check Number 14485:				1,500.00
14486	10990 09302023	Andy Ramirez Mileage Reimbursement for ASCE Award Dinner - A Ramirez	10/18/2023	94.98
Total for Check Number 14486:				94.98
14487	10056 P3405235 W9621835 W9621835	RDO Equipment Co. Trust# 80-5800 Parts-John Deere Backhoe Repair John Deere Backhoe-Parts Repair John Deere Backhoe- Labor	10/18/2023	626.72 4,041.65 5,805.23
Total for Check Number 14487:				10,473.60

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
14488	10223 244077 244078	Richards, Watson & Gershon Legal Services Sep Board Approval 10/11/2023 Legal Services Sep Board Approval 10/11/2023	10/18/2023	4,150.00 196.00
Total for Check Number 14488:				4,346.00
14489	10171 2023-0286780	Riverside Assessor - County Recorder Sep 2023 Lien Fees	10/18/2023	40.00
Total for Check Number 14489:				40.00
14490	10689 226697	Safety Compliance Company Safety Meeting - Eye Wash - 09/19/2023	10/18/2023	250.00
Total for Check Number 14490:				250.00
14491	10290 23-00277	San Gorgonio Pass Water Agency 1,008 AF @ \$399 for Sep 2023	10/18/2023	401,394.00
Total for Check Number 14491:				401,394.00
14492	11131 0201-2 9466-2 9466-2	Sherwin-Williams Company Paint for General Repairs Respirator - Safety Supplies Paint - District Projects	10/18/2023	222.29 57.85 464.41
Total for Check Number 14492:				744.55
14493	11127 09272023	Cenica Smith Mileage Reimbursement Sep 2023 - C Smith	10/18/2023	12.51
Total for Check Number 14493:				12.51
14494	10447 I Martin D1	State Water Resources Control Board - DWOCP Certification Fee - I Martin D1	10/18/2023	70.00
Total for Check Number 14494:				70.00
14495	10063 01333891 01333891	The Record Gazette Notice of Inviting Bids - Wells 1A/2A Notice of Inviting Bids - Wells 1A/2A	10/18/2023	1,067.50 1,067.05
Total for Check Number 14495:				2,134.55
14496	10778 8256	Urban Habitat Final Landscape Contract Service - June 2023	10/18/2023	1,186.26
Total for Check Number 14496:				1,186.26
14497	10385 5655712	Waterline Technologies, Inc. - PSOC Chlorine - Well 25	10/18/2023	2,760.00
Total for Check Number 14497:				2,760.00
14498	11146 1138329-00	Western Water Works Supply Company Nipple Brass 1 X 06	10/18/2023	2,844.60
Total for Check Number 14498:				2,844.60

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
14499	11215 50023907707	White Cap Supply Holdings II, LLC Walk Behind Concrete Saw	10/18/2023	2,748.10
Total for Check Number 14499:				2,748.10
14500	UB*05388	Bedon Construction Refund Check	10/18/2023	465.00
Total for Check Number 14500:				465.00
14501	UB*05391	Bedon Construction Refund Check Refund Check Refund Check Refund Check	10/18/2023	850.30 627.68 181.81 311.67
Total for Check Number 14501:				1,971.46
14502	UB*05389	Bedon Construction Inc. Refund Check Refund Check Refund Check	10/18/2023	403.64 1,575.96 786.24
Total for Check Number 14502:				2,765.84
14503	UB*05397	Nancy Bedoya Refund Check	10/18/2023	22.46
Total for Check Number 14503:				22.46
14504	UB*05393	DR Horton Refund Check	10/18/2023	110.33
Total for Check Number 14504:				110.33
14505	UB*05390	Benjamin Federici Refund Check Refund Check Refund Check	10/18/2023	0.42 0.30 257.19
Total for Check Number 14505:				257.91
14506	UB*05398	Jaideva Refund Check	10/18/2023	31.23
Total for Check Number 14506:				31.23
14507	UB*05399	Veronica Samano Refund Check	10/18/2023	39.12
Total for Check Number 14507:				39.12
14508	UB*05401	Robert Skora Refund Check	10/18/2023	220.00
Total for Check Number 14508:				220.00
14509	UB*05400	Zachary Sorum Refund Check	10/18/2023	6.31
Total for Check Number 14509:				6.31

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
14510	UB*05395	Chad Sumpter Refund Check	10/18/2023	103.62
Total for Check Number 14510:				103.62
14511	UB*05382	Sun Country Builders Inc Refund Check Refund Check Refund Check Refund Check	10/18/2023	1.67 102.27 2.87 5.78
Total for Check Number 14511:				112.59
14512	UB*05392	Michael Thiebaud Refund Check Refund Check Refund Check Refund Check Refund Check	10/18/2023	1.30 2.22 25.72 85.39 3.63
Total for Check Number 14512:				118.26
14513	UB*05394	Evette Valenzuela Refund Check	10/18/2023	134.09
Total for Check Number 14513:				134.09
14514	UB*05396	Francisco Vivanco Gonzalez Refund Check	10/18/2023	82.81
Total for Check Number 14514:				82.81
Total for 10/18/2023:				799,012.45
ACH	10138 HW201 Oct 2023	ARCO Business Solutions ARCO Fuel Charges 10/10-10/16/2023	10/19/2023	2,811.23
Total for this ACH Check for Vendor 10138:				2,811.23
14515	10792 10192023	A-1 Financial Services Reissue - October 2023 Rent - 851 E. 6th St Eng Office	10/19/2023	2,480.00
Total for Check Number 14515:				2,480.00
14516	10001 6576/6584 9302023 9302023 9302023 9302023 9302023 9302023 9302023 9302023 9302023 9302023 9302023 9302023 9302023 9302023 9302023 9302023 9302023	Action True Value Hardware Pins - John Deere Disc Tractor Parts - Service Repair Parts - Well 24 Swamp Cooler Parts - Well 5 Sample Site Fuses - Well 16 Chlorinator Torch & Fuel - Districtwide Spare Key Copies PVC Reducer - Well 4A MAP Gas - Districtwide Parts - Well 19 Air Vent Oil - Various Uses Parts - Well 4A Sample Site Parts - Cherry Tank Screen PVC Glue - Districtwide Trimmer Line - Weed Trimmers Hose Connector - Inv Warehouse	10/19/2023	11.58 1.93 23.01 77.37 9.64 53.86 48.49 1.93 48.46 14.92 21.52 5.38 5.11 20.46 40.92 7.86
Total for Check Number 14516:				392.44

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
14517	11162 10102023	American Institute of Certified Public Accountants Membership Dues - 08/01/2023-07/31/2024 - W Clayton	10/19/2023	340.00
Total for Check Number 14517:				340.00
14518	10695 2391 2392 2392 2392	B-81 Paving Inc 1 Service Line Repair - City of Beaumont 2 Main Line Repairs - Non City of Beaumont 2 Service Line Repairs - Non City of Beaumont 1 Service Line Repair - Non Moratorium - City of Beaumont	10/19/2023	16,750.13 3,613.50 3,027.75 2,508.00
Total for Check Number 14518:				25,899.38
14519	10272 09302023 09302023	Babcock Laboratories Inc 4 Nitrate Samples 54 Coliform Water Samples	10/19/2023	75.48 2,675.70
Total for Check Number 14519:				2,751.18
14520	10855 1603490 1606275	Badger Meter, Inc 3" Badger Meter Part # 104-0072 AMR 4" Badger Meter X 20" Part # 105-7296 AMR	10/19/2023	2,600.63 12,633.59
Total for Check Number 14520:				15,234.22
14521	10382 3961	Beaumont Power Equipment Inc Trimmer Head - Weed Trimmer	10/19/2023	106.64
Total for Check Number 14521:				106.64
14522	10614 44259 44259	Cherry Valley Automotive Labor - Brake Pads - Unit 36/OD 53,502 Brake Pads - Unit 36/OD 53,502	10/19/2023	154.00 59.84
Total for Check Number 14522:				213.84
14523	10016 EP2023-0572	City of Beaumont EP0572 - 922 Pennsylvania Ave	10/19/2023	810.83
Total for Check Number 14523:				810.83
14524	11038 34180478 34180479	Clark Pest Control Pest Control - 39500 Brookside Ave Pest Control - 12th/Palm	10/19/2023	70.00 130.00
Total for Check Number 14524:				200.00
14525	10496 10192023	John Borden Heating & Air Conditioning Reissue - Weld & Recharge A/C - Board Room 560 Magnolia Ave	10/19/2023	1,650.00
Total for Check Number 14525:				1,650.00
14526	11202 151937 01 151937 01 152295 01 152295 01 152295 01 152295 01 152295 01	Orange County Winwater Works 1 MIL. UP509 Brass Swing Check Valve 1 MIL. UP509 Brass Swing Check Valve Test Part 12x4 MJx FLG Tee - 5th St Pipeline Replacement Project 6" Companion Flange - 5th St Pipeline Replacement Project Milwaukee Cordless Water Pump 4 X12 Galv. Nipple - 5th St Pipeline Replacement Project 12 MJ 45 - 5th St Pipeline Replacement Project	10/19/2023	129.49 38.36 463.43 282.84 643.27 190.65 1,303.78
Total for Check Number 14526:				3,051.82

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
14527	10990 10122023	Andy Ramirez Reimb Meals/Mileage - OC Water Summit - A Ramirez - 10/12-10/13	10/19/2023	144.46
Total for Check Number 14527:				144.46
14528	10171 23-225978	Riverside Assessor - County Recorder Reissue - Aug 2023 Lien Fees	10/19/2023	100.00
Total for Check Number 14528:				100.00
14529	10317 334497	Robertson's Ready Mix Concrete - Penn Ave Project	10/19/2023	2,624.48
Total for Check Number 14529:				2,624.48
14530	10689 227160	Safety Compliance Company Safety Meeting - Back Safety - 10/04/2023	10/19/2023	250.00
Total for Check Number 14530:				250.00
14531	UB*05381 10192023 10192023 10192023 10192023 10192023 10192023	Maryon Thompson Refund Check Refund Check Refund Check Refund Check Refund Check Refund Check	10/19/2023	10.76 576.40 7.51 19.43 18.44 5.42
Total for Check Number 14531:				637.96
14532	UB*05387 10192023 10192023 10192023	URP California LLC Reissue - Refund Check Reissue - Refund Check Reissue - Refund Check	10/19/2023	619.21 316.08 218.27
Total for Check Number 14532:				1,153.56
14533	10383 23-0828	Weaver Grading Inc Clean up Roads and Pond @ NCR II	10/19/2023	6,160.00
Total for Check Number 14533:				6,160.00
Total for 10/19/2023:				67,012.04
ACH	10781 10019 10116 10135 10153 10233 10274 10284	Umpqua Bank C R & R Incorporated Monthly Charges 3 YD Commercial Bin Sept 2023 Verizon Wireless Services LLC Cell Phone/iPad Charges for Aug 2023 Big Time Design Uniforms - Office Staff Brown and Caldwell Job Posting - Development Services Technician Pro-Pipe & Supply Supplies - Meter Room Parts - District Hydrant Backflow Devices Beaumont Chamber of Commerce Beaumont Chamber Breakfast - October - L Williams Beaumont Chamber Breakfast - October - D Hoffman Beaumont Chamber Breakfast - October - D Slawson Underground Service Alert of Southern California 155 New Ticket Charges Aug 2023 Monthly Maintenance Fee	10/20/2023	310.41 1,712.16 286.62 200.00 35.17 394.84 25.00 25.00 25.00 271.25 10.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	10292	Association of California Water Agencies		
		ACWA Continuing Legal Education Wkshp - A Ramirez - 09/20/2023		85.00
		ACWA Continuing Legal Education Wkshp - A Ramirez - 09/27/2023		85.00
	10338	California Special Districts Association		
		CSDA - HR Bootcamp - S Molina - 10/18-10/19/2023		200.00
		CSDA - Brown Act Webinar - C Smith - 10/11-10/12/2023		200.00
		CSDA - Organizational Development - A Ramirez - 10/04-10/05/2023		200.00
		CSDA - Organizational Development - D Slawson - 10/04-10/05/2023		200.00
		Registration - CSDA SDLA - D Slawson - 10/22-10/25/2023		625.00
		Registration - CSDA SDLA - A Ramirez - 10/22-10/25/2023		625.00
	10393	Alaska Airlines		
		Flight - CSDA SDLA - D Slawson - 10/22-10/25/2023		158.00
	10397	Wal-Mart		
		Supplies - Customer Service Week		150.04
		Returned Supplies - Customer Service Week		-16.90
	10420	Amazon Capital Services, Inc.		
		(20) Screen Protectors - iPads		452.40
		Memory Cards - Field Staff Equipment		110.94
		IT Supplies		217.96
	10532	Go Daddy.com		
		Domain Registration - BCVWD.ORG		45.34
	10541	Full Source, LLC		
		Rubber Boots - Safety Supplies		402.80
	10546	Frontier Communications		
		08/25-09/24/2023 Sept FIOS/FAX 851 E 6th St		354.99
		08/10-09/09/2023 Aug FIOS/FAX 12th/Palm		563.25
		08/25-09/24/2023 Sept FIOS/FAX 560 Magnolia Ave		519.75
		07/25-08/24/2023 Aug FIOS/FAX 560 Magnolia Ave		515.75
	10572	Southwest Airlines		
		Flight - WEF Conf - J Covington - 10/24-10/26/2023		167.96
		Flight - WEF Conf - D Jagers - 10/24-10/26/2023		167.96
		Flight - Springbrook Conf - S Molina - 10/25-10/27/2023		111.50
		Flight - Springbrook Conf - S Molina - 10/25-10/27/2023		55.46
		Credit Used - Springbrook Conf - S Molina - 10/25-10/27/2023		-111.50
		Flight - Springbrook Conf - S Delgadillo - 10/25-10/27/2023		166.96
	10573	O'Reilly Auto Parts		
		Floor Mats - Unit 34		26.93
	10623	WP Engine		
		Web Host for BCVWD Website Sept 2023		115.00
	10692	MMSoft Design		
		Network Monitoring Software Sept 2023		280.68
	10735	ASCE		
		Annual 2024 Membership Dues - M Swanson		316.00
		Award Dinner Ticket - D Jagers - 09/30/2023		85.00
		Award Dinner Ticket - L Williams - 09/30/2023		85.00
		Award Dinner Ticket - M Swanson - 09/30/2023		85.00
		Award Dinner Ticket - A Ramirez - 09/30/2023		85.00
		MDP Line 16 Award Plaque - ASCE LA Chapter		150.00
	10767	Alliance Trailer Corp		
		Ball Mount Trailer Hitch/Pins - Unit 38		427.22
	10784	Autodesk, Inc		
		Auto CAD Software 851 E 6th St - Sept 2023		245.00
		Auto CAD Software 851 E 6th St - Sept 2023		1,020.00
	10790	Microsoft		
		Monthly Microsoft Office License - Sept 2023		1,104.00
		Monthly Microsoft Office License - Sept 2023		16.40
		Monthly Microsoft Exchange - Sept 2023		417.10
	10804	Water Education Foundation		
		Conf Registration - J Covington - 10/25/2023		385.00
		Conf Registration - D Jagers - 10/25/2023		385.00
	10840	Ready Fresh (Arrowhead)		
		Water - 08/23-09/22/2023 - 851 E 6th St		133.28

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	10845	Harbor Freight Tools Crane - 12th/Palm Distribution Generators Nets - Safety Supplies Nets - Safety Supplies		405.11 2,174.98 19.35 187.71
	10850	ISC Annual Cybersecurity Training - R Rasha		2,947.00
	10892	Zoom Video Communications, Inc. (10) Video Conference - Oct 2023		205.90
	10918	Apple.com Cloud Storage - iPads		9.99
	10926	SSD Alarm Alarm Equip/Rent/Service/Monitor - 11083 Cherry Ave Alarm Equip/Rent/Service/Monitor - 815 12th St Alarm Equip/Rent/Service/Monitor - 851 E. 6th Alarm Equip/Rent/Service/Monitor - 560 Magnolia Ave Alarm Equip/Rent/Service/Monitor - 39500 Brookside Ave		65.33 137.25 85.31 397.81 421.97
	10942	Diamond Environmental Services LP Portable Restroom - Ribbon Cutting Ceremony		1,405.60
	10944	Galco Parts - Well Site Exhaust Fans		364.36
	10978	Nextiva, Inc. Monthly Phone Service Sept 2023		2,979.75
	11011	Costco Wholesale Bottled Water - Ribbon Cutting		25.59
	11012	NCH Software, Inc. Annual Renewal - Express Scribe - Meeting Minutes Software		122.38
	11015	TechSmith Screen Recording Annual Maintenance - 09/2023-09/2024		57.08
	11052	Hertz Rental Car Deposit Car Rental - CSDA SDLA - A Ramirez - 10/22-10/25/2023		166.44
	11055	United Airlines Flight - CSDA SDLA - A Ramirez - 10/22-10/25/2023		498.45
	11080	Global Industrial Pavement Breaker		1,417.98
	11094	AI's Kubota Tractor (2) Loop Trimmers - Landscape Maintenance Gas Can - Generators Weed Trimmer - Landscape Maintenance Mulcher - Landscape Maintenance		1,183.09 43.49 591.55 332.72
	11157	FRANCOTYP-POSTALIA INC Postage - Postage Machine		207.00
	11169	Space Exploration Technologies Corp Back Up Internet - Sept 2023		750.00
	11193	Mitsogo, Inc Cyber Security - iPads - Sept 2023		67.80
	11197	Breeze Aviation Group, Inc Credit for Cancelled Flight - Tri State Seminar		-182.00
	11215	White Cap Supply Holdings II, LLC Blade for Asphalt Saw		790.82
	11216	DNS Filter Email Filtering - Districtwide Sept 2023		225.00
	11217	Family Dollar Refreshments - Benefit Fair		49.03
	11218	Kimpton Sawyer Hotel Hotel - WEF Conf - D Jagers - 10/24-10/26/2023		784.40
	11219	One Stop All Clothing Face Covers - Respiratory Safety for Landscaping		45.36
		Total for this ACH Check for Vendor 10781:		33,893.32
		Total for 10/20/2023:		33,893.32

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	10085	CalPERS Retirement System	10/26/2023	
	1002481387	PR Batch 00003.10.2023 CalPERS ER PEPRA		6,041.75
	1002481387	PR Batch 00003.10.2023 CalPERS 1% ER Paid		186.40
	1002481387	PR Batch 00003.10.2023 CalPERS Payment Adj (PT)		0.01
	1002481387	PR Batch 00003.10.2023 CalPERS 8.25% EE PEPRA		5,877.87
	1002481387	PR Batch 00003.10.2023 CalPERS 7% EE Deduction		1,304.88
	1002481387	PR Batch 00003.10.2023 CalPERS 8% ER Paid		1,088.84
	1002481387	PR Batch 00003.10.2023 CalPERS 8% EE Paid		2,114.80
	1002481387	PR Batch 00003.10.2023 CalPERS ER Paid Classic		10,299.49
Total for this ACH Check for Vendor 10085:				26,914.04
ACH	10087	EDD	10/26/2023	
	1-946-440-720	PR Batch 00003.10.2023 CA SDI		1,124.53
	1-946-440-720	PR Batch 00003.10.2023 State Income Tax		6,729.57
Total for this ACH Check for Vendor 10087:				7,854.10
ACH	10094	U.S. Treasury	10/26/2023	
	270369951410378	PR Batch 00003.10.2023 Medicare Employer Portion		2,285.85
	270369951410378	PR Batch 00003.10.2023 Federal Income Tax		16,345.07
	270369951410378	PR Batch 00003.10.2023 FICA Employer Portion		9,171.08
	270369951410378	PR Batch 00003.10.2023 Medicare Employee Portion		2,373.36
	270369951410378	PR Batch 00003.10.2023 FICA Employee Portion		9,171.08
Total for this ACH Check for Vendor 10094:				39,346.44
ACH	10141	Ca State Disbursement Unit	10/26/2023	
	45909184	PR Batch 00003.10.2023 Garnishment		288.46
	45909187	PR Batch 00003.10.2023 Garnishment		379.84
Total for this ACH Check for Vendor 10141:				668.30
ACH	10203	Voya Financial	10/26/2023	
	VB1450PP22 2023	PR Batch 00003.10.2023 Deferred Comp		450.00
Total for this ACH Check for Vendor 10203:				450.00
ACH	10264	CalPERS Supplemental Income Plans	10/26/2023	
	17329382	PR Batch 00003.10.2023 CalPERS 457		1,643.58
	17329382	PR Batch 00003.10.2023 ROTH-Post-Tax		816.84
	17329382	PR Batch 00003.10.2023 CalPERS 457 %		33.36
	17329382	PR Batch 00003.10.2023 100% Contribution		526.39
Total for this ACH Check for Vendor 10264:				3,020.17
ACH	10984	MidAmerica Administrative & Retirement Solutions	10/26/2023	
	1698193209830	PR Batch 00003.10.2023 401(a) Deferred Comp		1,085.41
Total for this ACH Check for Vendor 10984:				1,085.41
ACH	11152	Sterling Health Services, Inc	10/26/2023	
	731120	PR Batch 00003.10.2023 Flexible Spending Account (PT)		669.58
Total for this ACH Check for Vendor 11152:				669.58
ACH	11195	Taxation & Revenue New Mexico	10/26/2023	
	0-208-788-768	PR Batch 00003.10.2023 New Mexico State Tax		229.81
Total for this ACH Check for Vendor 11195:				229.81

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	10030	Southern California Edison	10/26/2023	
	700359906319Oct	Electricity 09/21-10/19/2023 - 13697 Oak Glen Rd		147.82
	700359906319Oct	Electricity 09/21-10/19/2023 - 13695 Oak Glen Rd		97.38
	700359906319Oct	Electricity 09/21-10/19/2023 - 12303 Oak Glen Rd		-43.33
Total for this ACH Check for Vendor 10030:				201.87
ACH	10138	ARCO Business Solutions	10/26/2023	
	HW201 Oct 2023	ARCO Fuel Charges 10/17-10/23/2023		3,281.07
Total for this ACH Check for Vendor 10138:				3,281.07
2168	10387	Franchise Tax Board	10/26/2023	
	PP22 2023	PR Batch 00003.10.2023 Garnishment FTB		109.03
Total for Check Number 2168:				109.03
2169	11204	Luis Lomeli	10/26/2023	
	PP22 2023	PR Batch 00003.10.2023 Stipend		75.00
Total for Check Number 2169:				75.00
2170	10205	Riverside County Sheriff	10/26/2023	
	PP21 2023	PR Batch 00001.10.2023 Garnishment Riv Cnty Sheriff		33.79
	PP22 2023	PR Batch 00003.10.2023 Garnishment Riv Cnty Sheriff		149.01
Total for Check Number 2170:				182.80
14534	10792	A-1 Financial Services	10/26/2023	
	11012023	Nov 2023 Rent - 851 E. 6th St Eng Office		2,480.00
Total for Check Number 14534:				2,480.00
14535	10335	Beaumont Safe & Lock	10/26/2023	
	76100	Deadbolt Lock - Well 19		64.60
Total for Check Number 14535:				64.60
14536	11161	Boot Barn Holdings	10/26/2023	
	INV00307826	Boot Voucher Payment - J Medina		33.92
	INV00307827	Boot Voucher Payment - J Medina		164.85
Total for Check Number 14536:				198.77
14537	10942	Diamond Environmental Services LP	10/26/2023	
	0004981289	(2) Rental and Service Handicap Restrooms - 10/23-11/19/2023		301.55
	0004981290	(1) Rental and Service Portable Restroom - 10/23-11/19/2023		100.28
Total for Check Number 14537:				401.83
14538	10398	Infosend, Inc	10/26/2023	
	245764	395 Backflow Notices - Aug 2023		872.84
Total for Check Number 14538:				872.84
14539	10148	MCC Equipment Rentals Inc.	10/26/2023	
	223-50-1	Contract Labor - 5th St Pipeline Replacement Project		259,315.00
	223-50-1	Retention - 5th St Pipeline Replacement Project		-12,965.75
Total for Check Number 14539:				246,349.25

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
14540	10095 202309000339	Riverside County Dept of Waste Resources Removal of Demolished Building - Well 19	10/26/2023	41.00
Total for Check Number 14540:				41.00
14541	10255 473373 473374 473495	Unlimited Services Building Maintenance Sep 2023 Janitorial Services for 815 E 12th St Sep 2023 Janitorial Services for 560 Magnolia Ave Sep 2023 Janitorial Services for 851 E 6th St	10/26/2023	30.00 158.47 32.00
Total for Check Number 14541:				220.47
Total for 10/26/2023:				334,716.38
Report Total (131 checks):				1,718,664.51



**Beaumont-Cherry Valley Water District
Board of Directors Regular Meeting
December 13, 2023**

Item **3d**

STAFF REPORT

TO: Board of Directors
FROM: Dan Jagers, General Manager
SUBJECT: Approval of Pending Invoices

Staff Recommendation

Approve the pending invoices totaling \$4,339.81.

Background

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

Fiscal Impact

There is a \$4,339.81 impact to the District which will be paid from the 2023 budget.

Attachment(s)

- Richards Watson Gershon Invoice #245003

Staff Report prepared by William Clayton, Finance Manager



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350 South Grand Avenue
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Los Angeles, CA 90071

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DAN JAGGERS, GENERAL MANAGER
BEAUMONT- CHERRY VALLEY WATER DISTRICT
560 MAGNOLIA AVENUE
BEAUMONT, CA 92223-2258

Invoice Date: November 08, 2023
Invoice Number: 245003
Matter Number: [REDACTED]

Re: 12788-0001 GENERAL COUNSEL SERVICES

For professional services rendered through October 31, 2023

Fees	4,277.50
Costs	62.31
Total Amount Due	\$4,339.81

TERMS: PAYMENT DUE UPON RECEIPT

PLEASE RETURN THIS PAGE WITH YOUR REMITTANCE TO

RICHARDS, WATSON & GERSHON
350 South Grand Avenue, 37th Floor
Los Angeles, CA 90071

RICHARDS WATSON GERSHON



BEAUMONT-CHERRY VALLEY WATER DISTRICT
560 Magnolia Avenue, Beaumont, CA 92223

**MINUTES OF REGULAR MEETING
OF THE BOARD OF DIRECTORS
Wednesday, October 11, 2023 at 6:00 p.m.**

Meeting held in person at 560 Magnolia Ave., Beaumont, CA pursuant to California Government Code Section 54950 et. seq.

Call to Order: *President Hoffman opened the meeting at 6:04 p.m.*

Pledge of Allegiance was led by Director Covington.

Invocation was given by Director Slawson.

Announcement and Verification of Remote Meeting Participation Pursuant to AB 2449 or GC 54953(b)

No Board members were attending via teleconference.

Roll Call:

Directors present:	Covington, Hoffman, Ramirez, Slawson, Williams
Directors absent:	None
Staff present:	General Manager Dan Jagers Director of Engineering Mark Swanson Director of Information Technology Robert Rasha Director of Operations James Bean Assistant Director of Finance and Administration Sylvia Molina Human Resources Manager Ren Berioso Management Analyst I Erica Gonzales (6:57 p.m.) Civil Engineering Assistant Inmar Shihab Civil Engineering Assistant Evan Ward Field Superintendent Julian Herrera Executive Assistant Lynda Kerney
Legal Counsel	James Markman

Members of the public who registered attendance: Bill Strand, Fred Cordova, Marianne Cordova, Joseph Amaya, Lindsey Engles, Andrew Newell, Nisha Ajmani of CV Strategies, Larry Smith, Kevin Walton of the San Gorgonio Pass Water Agency, and Sean McReynolds of Townsend Public Affairs.

Public Comment: None.

1. Adjustments to the Agenda: None.

2. Reports / Presentations / Information Items

Assistant Director of Finance and Administration Sylvia Molina advised that the District had been awarded the California Municipal Treasurers Association (CMTA) Award.

The Board received and filed the following reports:

- a. *CV Strategies Monthly Report*
- b. *Townsend Public Affairs, Inc. Monthly Update*
- c. *Legislative Action and Issues Report*
- d. *California Municipal Treasurers Association (CMTA) Award*

by the following roll-call vote:

MOVED: Covington	SECONDED: Slawson	APPROVED 5-0
AYES:	Covington, Hoffman, Ramirez, Slawson, Williams	
NOES:	None	
ABSTAIN:	None	
ABSENT:	None	

3. Consent Calendar:

Consent Calendar items 3a through 3g were approved with one motion by the following roll-call vote:

- a. *Review of the August 2023 Budget Variance Reports*
- b. *Review of the August 30, 2023 Cash/Investment Balance Report*
- c. *Review of Check Register for the Month of September 2023*
- d. *Review of September 2023 Invoices Pending Approval*
- e. *Annual Review of Director Expense Reports*
- f. *Resolution 2023-28 Adopting an Amendment to the District's Conflict of Interest Code*
- g. *Status of Declared Local Emergencies Related to Fires*
 - i. *Impact of the Apple Fire pursuant to Resolution 2020-17*
 - ii. *Impact of the El Dorado Fire pursuant to Resolution 2020-20*

MOVED: Williams	SECONDED: Covington	APPROVED 5-0
AYES:	Covington, Hoffman, Ramirez, Slawson, Williams	
NOES:	None	
ABSTAIN:	None	
ABSENT:	None	

4. Request for Will-Serve Letter for Riverside County Assessor's Parcel Nos. 404-190-001 and 404-190-003 located on the northwest corner of Oak Valley Parkway and Beaumont Avenue

Director of Engineering Mark Swanson explained the project phases over seven parcels. This request had been before the Board previously but was pulled from the agenda at the request of the developer due to some conditions, and to include the phase 1 and phase 2 buildings.

Director Hoffman asked about the car wash operation and recycling of water. Mr. Swanson said that car washes have a cycling system to help reuse water. Since this is an established brand, the car wash would be asked to provide consumption from other locations. If there is more consumption, the District has the right to charge for the additional Capacity Charges.

Potable use of 39.7 EDUs, and non-potable is estimated at 4.9 EDUs, Swanson noted. The project has existing facilities: a 12-inch pipeline in Beaumont Avenue and a 10-inch in Oak Valley Parkway, which would be converted to a higher pressure one to serve the property. The developer would also be required to install the frontage non-potable line.

Director Williams asked if the tenants had been identified, and whether the developer’s plan will meet the needs of the tenants, and consumption will not need to be changed later. Mr. Ari Miller indicated that at least three tenants are identified.

Director Slawson asked about the location of the nearest recycled pipeline. Mr. Jagers indicated it is to the west, designed to come from Noble Creek Park through the Noble Vistas development. In addition, there is a recycled line south of Mountain View Middle School.

Director Covington asked about the front footage requirements and use of domestic water for irrigation until such time as the line is available. Mr. Jagers said it is an unusual activity on this particular item due to its location and the proximity of changing plans. He commented on recycled water plans.

Mr. Miller addressed the Board, saying the developer had been working closely with the City of Beaumont and the District staff, and the project is by right – no requested variances.

Director Slawson asked about the easement across the property. Mr. Miller explained those areas are inactive fault lines which cannot be built over.

Director Covington asked about the apparent encroachment into the Marshall Creek streambed. On the advice of the City Planning Department, Mr. Miller stated, the project does not encroach on the floodplain at all. There will be a remainder parcel undeveloped.

The Board approved the request for water service Will-Serve Letter (WSL) with conditions as enumerated for the proposed development located on the northwest corner of Oak Valley Parkway and Beaumont Avenue, currently identified as Riverside County Assessor’s Parcel Nos. (APN) 404-190-001 and 404-190-003 within the City of Beaumont, subject to payment of all fees to the District and securing all approvals from the City of Beaumont by the following roll-call vote:

MOVED: Covington	SECONDED: Slawson	APPROVED 5-0
AYES:	Covington, Hoffman, Ramirez, Slawson, Williams	
NOES:	None	
ABSTAIN:	None	
ABSENT:	None	

5. Request for *Will-Serve Letter* for 84 Lumber Expansion, Riverside County Assessor’s Parcel No. (APN) 418-210-019 (southeast corner of Euclid Avenue and Third Street in the City of Beaumont)

Director of Engineering Mark Swanson noted the current location of 84 Lumber and this project consisting of expansion of the storage yard with a small office. Potable service demand (4.2 EDUs), irrigation (1.0 EDUs), and fire flow are required. There are existing facilities potable nearby but no non-potable, so this would be irrigated from a potable source, he explained.

President Hoffman asked about fire sprinkler requirements. Mr. Swanson said that would be determined between the Fire Department and the developer and the fire flow request would be brought back to the District.

President Hoffman invited public comment. Mr. Joseph Amaya indicated he was available to answer questions.

Director Covington asked about the large irrigation consumption being greater than domestic. Mr. Swanson noted irrigation numbers are based on the landscape design and large perimeter with basin, and the small potable demand is based only on a restroom and drinking fountain in a 400-square foot building.

The Board adopted approved the water service Will-Serve Letter (WSL) with conditions as enumerated for the proposed development at APN 418-210-019, within the City of Beaumont, subject to payment of all deposits and fees to the District and securing all approvals from the City of Beaumont by the following roll-call vote:

MOVED: Williams	SECONDED: Ramirez	APPROVED 5-0
AYES:	Covington, Hoffman, Ramirez, Slawson, Williams	
NOES:	None	
ABSTAIN:	None	
ABSENT:	None	

6. Request for Extension to *Will-Serve Letter* for Riverside County Assessor’s Parcel No. (APN) 403-030-024 (end of the dedicated cul-de-sac within Napoleon Street, in the Community of Cherry Valley)

Director of Engineering Mark Swanson stated that the sister parcel to the west of this property will be brought to the Board next.

This property was issued a WSL in August 2018, but the applicant did not bring it forward for renewal until recently, Swanson advised. He has advised the applicant they will need to extend a pipeline north into the cul-de-sac for service to the 800-square foot single family residence (1 EDU), along with installation of a fire hydrant.

President Hoffman asked if the cul-de-sac was improved at this point, and Swanson said it is not yet paved.

Director Williams asked if the properties would share costs of the pipeline extension. Mr. Swanson noted that the two parcels are owned by the same person.

Director Covington clarified this vote is for extension of the WSL.

The Board approved the request for extension to the Will-Serve Letter with conditions as enumerated for the property located at APN 403-030-024 within the community of Cherry Valley, subject to payment of all deposits and fees to the District and securing all approvals from the County of Riverside by the following roll-call vote:

MOVED: Slawson	SECONDED: Williams	APPROVED 5-0
AYES:	Covington, Hoffman, Ramirez, Slawson, Williams	
NOES:	None	
ABSTAIN:	None	
ABSENT:	None	

7. Request for Will-Serve Letter for Riverside County Assessor’s Parcel Nos. 405-230-006 and 405-230-010 located on Brookside Avenue, east of Nancy Avenue (Further Defined as 38718 Brookside Avenue) in the Community of Cherry Valley

Mr. Swanson identified the proposed lot split of APN 405-230-006 as indicated on the location map. The proposed project is an RV storage facility with 13 single story buildings, five detached canopies, and some relatively low landscaping across the narrow property frontage, he explained. No living quarters, washing stations, or ice machines are proposed.

Domestic water consumption will be for an office, restrooms, and drinking fountain, Swanson advised. Total consumption is estimated to be 2.2 EDUs; however, because the small parcel has an existing house, District policy allows a 1 EDU credit for a net of 1.2 EDUs.

There are existing potable and non-potable facilities in Brookside Avenue, Swanson noted.

Director Hoffman pointed out that the neighboring high school facilities are within the City of Beaumont, and this property is right on the City border.

Director Covington pointed out the disparity in EDUs between this project and the 84 Lumber project, suggesting it appears there is something wrong. Mr. Jagers noted that 84 Lumber has a lot of street frontage, and this project’s site plan shows mostly pavement and little landscaping. Director Williams asked if there were differences because this project is in Cherry Valley, not within the City; Mr. Swanson said that estimates are based on street frontage and the required beautification / landscape.

One EDU is 487 gallons per day or .546 acre-feet per year, as indicated in the Urban Water Management Plan, Swanson noted in response to Director

Covington. Mr. Jagers assured that when the landscape plans come in, staff will verify use and if it requires update, it will be brought back to the Board for review.

The Board approved the request for water service Will-Serve Letter (WSL) with conditions as enumerated for the proposed development located on Brookside Avenue, east of Nancy Avenue, currently identified as Riverside County Assessor’s Parcel Nos. (APN) 405-230-006 and 405-230-010 (further defined as 38718 Brookside Avenue) within the Community of Cherry Valley, subject to payment of all fees to the District and securing all approvals from the County of Riverside by the following roll-call vote:

MOVED: Covington	SECONDED: Williams	APPROVED 5-0
AYES:	Covington, Hoffman, Ramirez, Slawson, Williams	
NOES:	None	
ABSTAIN:	None	
ABSENT:	None	

8. Making Conservation a Way of Life: AB 1668 and SB 606 Compliance

- a. State Water Resources Control Board (SWRCB) Draft Regulation – Association of California Water Agencies (ACWA) Coalition Membership and Submittal of Comment letter**
- b. Consideration of Services for WaterView Water Efficiency Software from Eagle Aerial Solutions**

General Manager Dan Jagers discussed the proposed regulation promulgated by the State Water Resources Control Board (SWRCB) in response to the AB 1668 and SB 606 legislation. Staff participated with other agencies in a public hearing on October 3, 2023. The District must submit a report by January 2024.

The State calculated landscaping water use using aerial photography and the District is to use the data to come up with internal water use based on Census and other data to determine per capita use, Jagers explained.

The ACWA Coalition is in response to the Governor’s Making Conservation a Way of Life program to assure the regulation is done well and is not a hardship for all water districts in California, Jagers stated.

Eagle Aerial Solutions has been working with the SWRCB and did the mapping for the State. Subsequently, they developed a system to identify where water users are heavy and above normal use, Jagers explained. The State will require the District to calculate the internal water use and create an internal water budget, and outdoor water use will be based on the mapped turf and plant area of any residence. The District must remain below its target amount, averaging all water users, or face monetary penalties, he noted.

The District may be in a better position, as there has been added residential over the last few years which are subject to drought tolerant ordinances, Jagers continued. The State is driving to curtail irrigation, he explained. He reminded the Board that with the last rate study, the District went from a two-tier rate to a three-

tier, and the State's legislation will likely drive it to a four-tier as turf irrigation must be controlled. Milestones up to 2035 reduce the per capita use to 42 gallons per day, which will hurt the older houses in existing communities.

Jaggers discussed the impact of the conservation targets and the machinations of the State. He advised that staff is not ready to recommend an option for services to assist, but described the services of Eagle Aerial Solutions which consist of a \$10,000 to \$15,000 setup cost and a \$50,000 per year subscription. A placeholder has been included in the next fiscal year's budget in case staff decides to make that recommendation to the Board.

Mr. Swanson shared details on components of the proposed regulation related to water budget, acceptable water loss, variances, incentives, and recycled water.

At the SWRCB October 4 public hearing, many agencies asked for variances, Swanson continued. It appears the SWRCB is listening, but it is unknown what variances may shake out, he stated. Ultimately, the Eagle Aerial information could help in residential outdoor and Commercial, Industrial, and Institutional (CII) components, where a water budget could be determined by looking at landscaping. Mr. Jaggers added that it is helpful to have a 4-tier rate structure for customer billing, and using an outside entity to provide the data.

President Hoffman indicated there are existing orchards and livestock in several locations, and some use more water than landscape would. Mr. Swanson noted that the SWRCB was asked how a water budget may be allotted per animal. Jaggers indicated the District should claim as much as possible for these areas and those that are Irrigable but not irrigated (i.e., dirt field).

Staff recommended joining the ACWA Coalition. The regulation will be burdensome on the District, Jaggers explained. BCWVD does not currently have the staff available to accomplish this required task plus all the others, and this is a \$50,000 per year item to get to a place to begin to implement, Jaggers advised.

The Board members discussed details of the proposed regulation and voiced the following concerns:

- Water budgeting for livestock / agricultural product / orchard areas / home gardens
- The State should not determine what are essential uses of water; there are many water uses that support activities that are close to the heart, such as backyard play space (turf) and may be considered essential
- Residents should have the freedom to irrigate their landscape, not have strangled areas that the rule makers don't like
- How will the water budget adjust for more than one house on a lot and number of residents (i.e., maximum ADUs)
- The State may not impose these restrictions on the ratepayers just because the State cannot build, repair, or modernize needed infrastructure (State Water Project, Delta Conveyance, Sites Reservoir)
- The State is suggesting the residents be burdened with punitive water rates
- In large areas of the City, ordinance states that if there is existing turf in a parkway, the homeowner must maintain it even if it is public property
- The City may have to tear out turf in parkways
- Private developments may also have to tear out turf

- People move to an area due to aesthetics – do not take away the feel of the town by mandating removal of grass and trees
- Removing turf and trees also impacts climate change (less removal of Co2 from the air)
- To a great extent, the State seems to be promulgating a “one size fits all” approach
- Because of regulations like this, the landscape and ambiance of Southern California has changed
- The vision that the City of Beaumont has for its downtown will be impossible with these regulations
- Home resale value may be affected if there are restrictions such as building pools
- Frequency of aerial photography of private property
- New, water efficient plumbing fixtures are not functional
- Wastewater systems require excess maintenance due to insufficient flow
- It appears this was the result of state legislators and the Governor not wanting to push back against the environmentalists
- Hundreds of thousands of acre-feet are lost under the Golden Gate Bridge each year, but the State is considering penalizing homeowners for having turf; instead, the State should be penalized for every day of that water loss and mismanagement of water resources
- Houses continue to be built (including additional units in backyards), population continues to increase, and such regulations penalize people for using water for basic needs
- People will protest when this regulation rolls out in five years, not only because of increased water rates, but also in response to the communication the District will have to send to its customers
- The State is the source of the problems and will likely be sued over these regulations, but the local agency will be blamed for higher rates

General Manager Jagers recapped the comment letter content:

- Promote a theme of opposition to the regulations to protect the District’s ability to manage to the best of its ability
- Express dissatisfaction in the regulation of a one-size-fits-all entity

Director Ramirez requested staff include one main bullet point from each director.

The Board approved joining the ACWA Coalition and directed staff to submit a comment letter, including points as made by directors during discussion, and signed by the Board of Directors to the State Water Resources Control Board include all director concerns by the following roll-call vote:

MOVED: Ramirez	SECONDED: Williams	APPROVED 5-0
AYES:	Covington, Hoffman, Ramirez, Slawson, Williams	
NOES:	None	
ABSTAIN:	None	
ABSENT:	None	

9. Consider Setting a Date for Public Hearing to Adopt an Ordinance Providing for Compensation of the Members of the Board of Directors of the Beaumont-Cherry Valley Water District and Superseding Ordinance 2022-01

General Manager Dan Jagers outlined the annual procedure according to Policy 4065 and the California Water Code. Compensation was most recently set at a rate of \$285 per Ordinance 2022-01 adopted by the Board on November 17, 2022, and effective April 1, 2023.

Director Williams asked for clarification on the number of meetings attended per month. Legal Counsel Markman stated it is the dates in the month that count.

Director Slawson stated that the inflation rate of 3.5 percent seems low, and said he is comfortable with the current rate or a slight increase. Mr. Jagers indicated that the 3.7 percent example was based on the employees' Memorandum of Understanding, August to August nationwide Consumer Price Index.

President Hoffman reminded that the per diem had been kept the same in the past and had to be followed by larger adjustments. He recommended moving forward with a public hearing.

The Board directed staff to set a date for a Public Hearing to consider adoption of an ordinance providing for compensation of the members of the Board by the following roll-call vote:

MOVED: Williams	SECONDED: Hoffman	APPROVED 5-0
AYES:	Covington, Hoffman, Ramirez, Slawson, Williams	
NOES:	None	
ABSTAIN:	None	
ABSENT:	None	

10. Award Contract to South West Pump and Drilling for Redrilling of the Wells 1A and 2A (W-2750-0005 and W-2750-0001) for an Amount Not to Exceed \$3,698,592.00

Mr. Jagers advised that pursuit of grant funding was unsuccessful, and five bids have been received for this project. The lowest responsive bidder was South West Pump and Drilling, with whom the District has prior experience.

Jagers explained the breakdown of the budget request including contingencies and alternative bid items. He noted that a large item was zone testing, which is not anticipated to be needed, and advised that the well depth was expected to be 1,000 but was bid for up to 1,250 feet.

Jagers reminded the Board that the budget for capital replacement projects is funded at 75 percent and the expectation is that cost effective approaches will be sought to lower the cost where possible. Staff believes the bid is reasonable for today's costs, he added.

Director Covington indicated understanding of the no-stop project and need for preparation for the alternate bid items. He advised that he was prepared for yet shocked at the costs, but felt it might have been worse.

Mr. Jagers advised that while this work is ongoing, District trucks will be temporarily parked at a different location. A project to prepare this site will come back to the Board with request for funding, he noted.

In response to Director Covington, Mr. Jagers described the design process with qualified consultants.

President Hoffman asked about project timeline. Jagers said that following zone testing, drilling can usually be completed in 180 days, but there are scheduling issues these days. A desired schedule was provided to the contractor, who proposed an acceptable alternate schedule of January to June.

President Hoffman requested a progress report in January with photos in order to assure the Board remains familiar with what is being accomplished and is in order with expectations.

Jagers added that staff will be simultaneously trained in municipal well design to achieve a full understanding.

The Board authorized the General Manager to enter a contract with South West Pump and Drilling Inc. to provide all labor, equipment, materials and testing necessary to redrill Wells 1A and 2A as follows:

- *Base Bid Amount of \$3,362,356.00 with 10% contingencies in the amount of \$336,236.00*
- *for an authorized base amount with contingencies of \$3,698,592.00 and*
- *Authorized funding for Alternate Bid Items for Wells 1A and 2A totaling \$527,800.00 for a total of \$4,226,392.00*
- *Total Authorization Amount Request of **\$4,230,000.00***

by the following roll-call vote:

MOVED: Ramirez	SECONDED: Williams	APPROVED 5-0
AYES:	Covington, Hoffman, Ramirez, Slawson, Williams	
NOES:	None	
ABSTAIN:	None	
ABSENT:	None	

11. Consideration of Attendance at Upcoming Events and Authorization of Reimbursement and Per Diem

Directors indicated interest in the following events:

- California Special Districts Association (CSDA) workshop: Working with the Media on Nov. 2 – Williams

- Association of California Water Agencies (ACWA) Fall Conference Nov. 28 – 30 in Indian Wells –Williams, Slawson. Covington – tentative. Ramirez – will confirm later.

General Manager Jagers drew attention to the Veterans Day Classic Car Show in Bogart Park on Nov. 11 and noted that the Beaumont-Cherry Valley Recreation and Park District had offered passes.

12. Reports For Discussion and Possible Action

a. Ad Hoc Committees:

Communications Committee: Director Ramirez reported:

- Strong social media engagement with more than 1,000 persons in the past month
- Exposure to more than 8,100
- Activity is within budget for this fiscal year
- Budget will be coming to the Board for PR assistance in 2024
- Pleased with the progress and work of the consultant and staff

Mr. Jagers advised that a revised proposal has been requested from CV Strategies to provide for some Proposition 218 and rate study outreach. The Committee's December meeting was relocated to November to review the proposal to assure it was timely for the budget approval process.

Director Williams added there was a social media post regarding the MDP Line 16 project second award.

Sites Reservoir Committee: Mr. Jagers reported the project is moving forward and a meeting will be scheduled in the near future.

Water Re-Use 3x2: Mr. Jagers reported that he followed up with the City Manager regarding the draft agreement. The City let the contract for the adaptive management plan which is part of the Change of Use Permit three-year process. He said he believed there had been a slowdown in City action due to the loss of the Public Works Director.

b. Directors' Reports:

Directors provided reports on the following meetings and events:

- ACWA Water Use Efficiency (WUE) Subcommittee on September 13, 2023 (Ramirez)
- ACWA Continuing Legal Education (CLE) Workshop on September 27, 2023 (Ramirez)
- San Gorgonio Pass Regional Water Alliance Meeting on September 27, 2023 (Slawson)
- San Gorgonio Pass Water Agency Board Meeting on October 2, 2023 (Slawson)
- Beaumont State of the City on September 28, 2023 (Covington, Hoffman, Slawson and Williams)

- ASCE Los Angeles Section 2023 Award & Officer Installation for the MDP Line 16 Project on September 30, 2023 (Ramirez, Williams)
 - CSDA Virtual Workshop: Organizational Development on October 4 & 5, 2023 (Ramirez, Slawson)
 - CSDA Best Practices for Board / Staff Roles and Communication Webinar on October 10, 2023 (Williams)
- c. Directors' General Comments: Director Williams commented on the work of the Information Technology Department and the receipt of the Achievement Award for IT Best Practices from the Municipal Information Systems Association of California.
- d. General Manager's Report:
- Mr. Jagers reported:
- Introduced Ren Berioso, new Human Resources Manager
 - Reiterated the receipt of the award from the Municipal Information Systems Association of California and commended the work of Director of IT Robert Rasha
 - There are two more levels to the ASCE awards, state and national
 - Thanked the Riverside County Flood Control District and the Santa Ana Watershed Project Authority (SAWPA) for their work on the MDP Line 16 project
 - Projects are going to bid, and the 5th Street pipeline is in progress
 - Leaks have developed in a recently installed pipeline, which may be a manufacturer's issue. Staff is working with the developer, contractor, and material supplier to resolve it
- e. Legal Counsel Report: No report.

13. Topic List for Future Meetings:

- Update / Presentation on the AMR/AMI project
- Presentation on the San Bernardino Valley Resource Conservation District
- Presentation on solar power opportunities
- Sites Reservoir update
- Policy 5095 – District Residences and Facility Emergency Policy

14. Announcements

President Hoffman pointed out the announcements:

- Personnel Committee Meeting: Tuesday, Oct. 17 at 5:30 p.m.
- Finance & Audit Committee special meeting: Thursday, Oct. 19 at 3 p.m.
- Engineering Workshop: Thursday, Oct. 26 at 6 p.m.
- Finance & Audit Committee meeting: Thursday, Nov. 2 at 3:00 p.m.
- Regular Board Meeting: Wednesday, Nov. 8 at 6 p.m.
- District offices closed Thursday, Nov. 9 in observance of Veterans Day

Director Ramirez left the meeting at 8:28 p.m.

15. Recessed to Closed Session at 8:28 p.m.

- a. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Pursuant to California Government Code Section 54956.9 (2) (d)
Based upon condition of public property
- b. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Pursuant to Government Code Section 54947
Title: General Manager

Reconvene in Open Session: 9:39 p.m.

16. Report on Closed Session

President Hoffman stated that no reportable action was taken.

17. Consideration and Possible Action Regarding Proposed Changes to Contract, Salary, and / or Fringe Benefits of General Manager

No discussion.

18. Adjournment

President Hoffman adjourned the meeting at 9:40 p.m.

ATTEST:

DRAFT UNTIL APPROVED

DRAFT UNTIL APPROVED

Director David Hoffman, President
to the Board of Directors of the
Beaumont-Cherry Valley Water District

Director Daniel Slawson, Secretary
to the Board of Directors of the
Beaumont-Cherry Valley Water District



**BEAUMONT-CHERRY VALLEY WATER DISTRICT
560 Magnolia Avenue, Beaumont, CA 92223**

**MINUTES OF SPECIAL MEETING – ENGINEERING WORKSHOP
OF THE BOARD OF DIRECTORS
Tuesday, October 26, 2023 at 6:00 p.m.**

*Meeting held in person at 560 Magnolia Ave., Beaumont, CA
pursuant to California Government Code Section 54950 et. seq.*

Call to Order: *President Hoffman opened the meeting at 6:05 p.m.*

Pledge of Allegiance was led by President Hoffman.

Invocation was given by Director Williams.

Announcement and Verification of Remote Meeting Participation

No Board members were attending via teleconference.

Roll Call:

Directors present:	Covington, Hoffman, Slawson, Williams
Directors absent:	Ramirez
Staff present:	General Manager Dan Jagers Director of Engineering Mark Swanson Director of Information Technology Robert Rasha Civil Engineering Assistant Evan Ward Civil Engineering Assistant Inmar Shihab Field Superintendent Julian Herrera Executive Assistant Lynda Kerney
Legal Counsel	Steve Flower

Members of the public who registered their attendance: Lance Eckhart, Kevin Walton, and Mickey Valdivia from the San Geronio Pass Water Agency; Dr. Blair Ball, Paul Onufer, David Hendrix, and Jim Zimmerman.

Public Comment: None.

1. Adjustments to the Agenda

At the request of staff, President Hoffman continued to a future meeting Item 6: Resolution 2023-__ - Amending the District Policies and Procedures Manual Adopting Policy 3235 Military Leave and Policy 3110 Jury and Witness Duty.

General Manager Jagers corrected the lot count for Item 2, the Fairway Canyon development.

2. Presentation, Discussion, and Consideration of Preparation of a Joint Communities Facilities Agreement for the Proposed Tract 31462 Phases IVB and IVC (Fairway Canyon Development) located west of Tukwet Canyon Parkway and north of Oak Valley Parkway

General Manager Jagers introduced the request and noted that the purpose of the item is to allow the developer to present the concept of a Community Facilities Agreement. Director of Engineering Mark Swanson noted the request is for the water infrastructure facilities. He described the project location and provided background on the ongoing development.

This discussion is related to Oak Valley parkway Improvements, and the west side of Tukwet Canyon (near Sorenstam), Swanson stated, and the developer's goal is to finance the facilities into a CFD. Traditionally, the District has not participated in a CFD, but it is required of the developer by the City of Beaumont.

Swanson reminded the Board of prior discussion in January 2023. Director Covington recalled that the direction from the Board in January was to gain more information at a later date. It was on the City's agenda in June, he advised.

Mr. David Hendrix of Meritage Homes introduced Jim Zimmerman and noted that the City has approved the Tentative Map for Phase IV-C (366 homes and a 12-acre school site), the developer has met with the BCVWD Engineering Department, and grading is expected to begin in the next four months.

Mr. Hendrix enumerated the \$5.3 million in public facilities to be installed. Approved and ready for construction (out for bid) are the Oak Valley Parkway improvements, he noted.

CFD 2023-1 has been formed by the City of Beaumont, Hendrix continued. He emphasized that Meritage is the sole project in 2023-1 with funding for improvements only and the old CFD 93-1 has been canceled and has no effect on the project. All improvements will be constructed and paid for and funded by Meritage Homes prior to any of the bond sale proceeds (i.e., Meritage fronts all the costs and completes the improvements), he stated, then would be reimbursed.

Bonds will be issued in series and will have a term of 30 years, Hendrix explained. In response to President Hoffman, Hendrix confirmed the builder's responsibilities and bond obligation. He said the outlay would be a little more than \$28 million before any bonds are issued or any reimbursement to the builder. He provided additional detail on the bonds.

Director Covington asked about the typical process in the absence of a CFD. Mr. Hendrix explained that all developments within Fairway Canyon have CFDs with master infrastructure improvements included. The purpose is to have improvements completed and eligible for reimbursement, he continued.

President Hoffman noted that the developer would be extending the funding to complete the infrastructure but would not be building all of the homes that will utilize the infrastructure. It will be a series of bond issuances, Hendrix stated. There will be a number of homes within each established improvement district and the bonds would be sold for that district, then the improvements would be reimbursed. The overall

benefit is the larger master improvements with an allocated portion to each district, he explained.

The Water District has no connection to the bonds, Hendrix assured. The District would sign a joint community facilities agreement and the CFD is managed by third parties, along with the funding mechanisms which are outside of the City's or developer's control. The developer pays all the costs of the improvements and pays fees to BCVWD, he noted. After full dedication, the improvements become full assets to BCVWD. Mr. Jagers noted that BCVWD had not participated in the Fairway Canyon CFDs but had done so in the past with the City and there had been issues with the management of the prior CFDs.

Director Slawson asked about BCVWD staff responsibilities; Mr. Hendrix indicated there would be no added work for District staff.

Director Covington asked about replacement of the prior CFD 93-1, and Mr. Hendrix noted it had been canceled and its obligations were canceled. He provided an overview of the current progress of the development. He confirmed in response to Director Covington that CFD 2023-1 would include only Phase IV-B, and Phase IV-C would likely have a 2025 number.

Director Williams asked for clarification on the bond sales. Mr. Hendrix said it will be explained to the purchaser about the assessment on the property tax bill at a rate lower than the mortgage rate. The residents will be the ones paying for the bonds, Williams noted, and asked about the third party administrator. Hendrix clarified further, and Jim Zimmerman added that the administrator team is hired by the City (CFD) and consists of bond counsel, tax consultant, and trustees who make sure the funds are handled appropriately. He confirmed that the City does not have access to that money.

Director Williams asked about the need for BCVWD's participation. Mr. Hendrix said bonds would be issued because there are other eligible city improvements such as a sewage lift station and park site, but there are not sufficient improvements to fulfill the ability to satisfy the bond structure to fund more improvements. The District is needed to join in order to provide a larger group of eligible improvements, he stated.

Director Williams said it sounds like the residents would be paying for the project development. Mr. Zimmerman pointed to the boundary of the CFD and said the homeowners are paying for the house and infrastructure one way or another. The CFD provides a financing mechanism whereby they can purchase the home at a reduced price, and pay for the infrastructure part through the property taxes. Access to municipal financing and bond rates are much more beneficial than the higher mortgage rates, he posited.

BCVWD will not be involved in the bond issuance, and will not be on the tax bill line item, Zimmerman assured. It is intended to be a no cost proposition to the District; Meritage will cover costs related to the document.

Mr. Hendrix listed the benefits to BCVWD: Facilitate new development and additional customers, facilitate City providing BCVWD reclaimed water, facilitate low-cost financing of public water infrastructure, facilitate low cost housing to help solve the statewide housing crisis, and no risk or costs to BCVWD. It is invisible to the homeowner, but is all public information, he noted.

Mr. Zimmerman discussed the benefits to the homeowner. Director Williams asked if the charge was a fixed rate; Mr. Zimmerman said yes. Director Covington asked about limits on the rate, and Zimmerman acknowledged rates have been volatile. The rate is currently about 5.25 to 5.5, he stated. Bonds are secured for a 30 year term, he responded to President Hoffman.

The bonds can be refinanced to achieve a lower rate for the benefit of the homeowner, Jagers pointed out, but the term may be extended to another 30 years. Mr. Zimmerman acknowledged that bonds are issued with the intention of refinancing for the benefit of the homeowners, but the term cannot be extended.

Mr. Zimmerman detailed the funding process.

Director Slawson asked why the District would approve the reimbursement cost. Mr. Zimmerman said the CFD, before the money is released to the developer, needs to assure the Water District did receive the improvements. Slawson asked if this would be work for the District, and Jagers indicated the inspections would have been done but there is a potential project management component. It would be expected for the administrator to reimburse the District to recover any costs of those hourly wages.

Director Slawson shared that he was paying a Mello-Roos on his home but said these Fairway Canyon homeowners would be paying for the infrastructure that was built for their home, not City-wide. Mr. Swanson added some detail on the existing CFDs.

In response to Director Williams, Mr. Hendrix described the labor and materials and construction bond, and the warranty bond which runs for one year after the improvements have been accepted. He confirmed for President Hoffman that inspections would be done as usual to assure the facilities meet District standards. President Hoffman noted the construction timeline and the one-year warranty application to the mainlines and asked Field Superintendent Julian Herrera if there was any concern. Mr. Herrera indicated there was not.

Director Covington posited that this has little or no effect on BCVWD. Mr. Hendrix explained that the developer is making this request because the facilities improvements are not eligible for reimbursement unless the District enters the CFD with the City as the lead agency.

Director Covington asked about the construction of Phase IV-C. Mr. Hendrix indicated that it is the current intention of Meritage to build all the homes, but they may bring in another guest builder who complements the product. Meritage Homes will record all the maps.

General Manager Jagers reviewed the backbone and supporting infrastructure covered by the CFD:

- Phase VI-B: in-tract work, non-potable, and potable pipelines in Oak Valley Parkway
- Phase IV-C: non-potable pipeline, and in-tract facilities

In past CFDs, the District has accepted funds for facilities such as wells and transmission pipelines, and but there has not been a case where the District has joined the City, and there has not been a CFD since he has been with the District, Jagers noted. He recalled a letter from the prior Fairway Canyon developer, Mike Turner, memorializing their conversation regarding how the infrastructure would be provided. It included an oversizing component of the line in Oak Valley Parkway which would

involve contribution from the District's capacity charges (facilities fees), he continued, and the developer's responsibilities.

Mr. Swanson added that the net cost of the Oak Valley Parkway pipeline is \$5.3 million, and an oversizing contribution will be requested. Director Williams asked about the cost to the District, and Jagers clarified the oversizing component as a system-wide support.

Director Covington requested further information on the oversizing agreement. District Legal Counsel Steve Flower advised that Government Code 53316.2 provides for a mini-joint powers authority to allow multiple jurisdictions to work together for the limited purpose of financing facilities. The District will have to make a clear finding that it will benefit the residents who will ultimately be financing the facilities, he explained. The parties to the agreement would be the District and the City, he noted.

Director Williams asked about the working relationship under the agreement. Mr. Flower said he did not think it would be any different regarding the District's approval authority over the infrastructure installation, and the City's role would remain the same.

President Hoffman stated this is a big financial step, and it would take some time to digest the information. He tabled the item to a future meeting without objection.

3. Water Reuse Plans and Recycled Water Partnership with the City of Beaumont

General Manager Jagers reminded that the City and BCVWD created a 2x2 Water Reuse Committee. He noted that he had reported to the Board progress was being made. Jagers recapped recent activities and said he received a call from Beaumont City Manager Elizabeth Gibbs identifying that the City is planning to pause and take a step back regarding the recycled water agreement.

To move forward, the District needs to do work involving a significant investment, Jagers continued. To be confident in the investment in a booster station design and construction, the District needs the agreement, he stated, and the indication from Ms. Gibbs was that more may be known sometime in December.

Jagers reminded that a facilitator was hired via a three way agreement including the SGPWA for \$173,000, to get to the point where there was a recommendation by an independent third party. The consultant, Tom Holliman, identified that an adaptive management plan and a change of use permit were required to get the water out of the main tributary of Cooper's Creek, he explained, and the City let the RFP in June. The City received and filed the report from consultant Holliman which recommended the City produce the recycled water, enter an agreement with BCVWD, BCVWD build, operate, and maintain the facilities to distribute the recycled water for approved uses, and the SGPWA expand its current hydrological monitoring of groundwater recharge, make its basin available, and host meetings of the District.

The District provided a draft recycled water agreement to Ms. Gibbs on July 20, Jagers continued. The City received proposals for the adaptive management plan and on July 27 the three agencies met regarding the Holliman recommendations and how to move forward at a staff level and make presentations to the Board.

At its August 15 meeting, the City Council awarded a contract to Tom Dodson for the Adaptive Management and Mitigation Plan, Jagers stated. He noted that previous

Director of Public Works Jeff Hart had left the City, but the issue may be more than lack of staff.

The Urban Water Management Plans (UWMP) of BCVWD and SGPWA rely on the implementation of recycled water and prevent the need for more water from outside sources, Jagers advised. He suggested a meeting of the 3x2 Committee to determine how to move forward and for the elected officials to weigh in.

SGPWA General Manager Lance Eckhart acknowledged the work and reiterated the importance of recycled water to the region. This is one of the highest growth areas of the state, and the UWMPs show the water is available. Being able to use local water over and over again is fundamental to the economic development of the area. He described the complexity of imported water, and said he is encouraged by the City's recognition of the needed planning and permitting.

SGPWA is looking to develop more recharge facilities at Brookside, and potentially incorporating the design of recycled water for winter peaking, Eckhart continued. The City also recently wrote a letter of support for grant funding for those facilities, he noted. The path forward is murky, he stated, and encouraged continued collaboration.

Jagers emphasized the need to move forward and asked the Board to schedule a meeting of the 3x2 Committee.

Director Covington pointed out the gaps between responses from the City of Beaumont, and supported a meeting of the 3x2 Committee to produce a go-forward schedule. He suggested reminding the City that the three agencies provided more than \$100,000 for the consultant to produce a report, and all agreed to live by the results of the report. He noted that the take permit issue was an oversight by the City, and recycled water has been in process for 30 years.

Mr. Jagers added that the District has been pushing to avoid a compression of facilities building and activities. He said he would request the City set a 3x2 Committee meeting as soon as possible.

Director Williams asked if a meeting of the elected officials would make a difference. Director Covington said he did not think the outcome would be any different. Jagers pointed out there were WSLs for approval tonight that rely on recycled water components. It is important to find out what the issues are, he said.

Director Covington wondered if all agencies might contribute toward the Dodson contract. He agreed that it is imperative to find out why the City is pausing, but cautioned to give them the benefit of the doubt. The City is still a great partner, but BCVWD has been a good partner and done much more than necessary, and deserves an answer regarding the City's pause. Get everyone together to vet out the issue, he suggested.

SGPWA Director Mickey Valdivia concurred with Director Covington and said he recalled BCVWD installing purple pipe 20 years ago and he was excited that recycled water was coming. He said he would advocate for moving forward and getting answers.

President Hoffman emphasized the need for continued courtesy, respect, and honesty while addressing goals and serving the people.

4. Request for *Will-Serve Letter* for Riverside County Assessor’s Parcel No. (APN) 403-030-023 (end of the dedicated cul-de-sac within Napoleon Street, in the Community of Cherry Valley)

Director of Engineering Mark Swanson presented the request and reminded that there are two parcels belonging to the same owner, and the Board approved extension of the 2015 WSL for the other parcel at the last Board meeting. This is the parcel located on the northwest side of the cul-de-sac and is proposed for an approximately 4,000 square foot single family home with 913 square foot accessory dwelling unit. It is an infill project of 1 EDU.

The County is requiring roadway extension improvements, and the District would require extension of existing facilities into the cul-de-sac, Swanson noted. Both parcels have been conditioned to make the extension, and the owner will need to figure out how to complete it and any cost share between parcels.

The Board approved the request for water service and furnishing of a Will Serve Letter with conditions as enumerated for the property located at APN 403-030-023 within the community of Cherry Valley, subject to payment of all fees to the District and securing all approvals from the County of Riverside, by the following roll-call vote:

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

5. Request for Extension to *Will-Serve Letter* and Annexation Approval for a Proposed Multi-Family Residential Development “Xenia Apartments” (APN 419-160-005,-024 and 419-170-016, -017,-018,-022,-027) – Xenia Avenue, south of 8th Street and north of 6th Street in the City of Beaumont

Director of Engineering Mark Swanson presented the request for extension of the original WSL issued August 12, 2020. The project was extended once by the General Manager and now returns to the Board for extension.

Swanson explained the EDUs assigned to the 192 apartments plus common area, and non-potable demand. Estimated consumption would be a little less than 61,000 gallons per day (124.7 EDUs).

The project is going through the entitlement process and requires annexation, Swanson advised. The WSL is needed to proceed.

There are facilities in 8th Street, and should those not be sufficiently sized to satisfy the project demands, there will be extensions required, Swanson added.

General Manager Jagers noted that a Plan of Service would be provided as part of the LAFCO process. He pointed to the UWMP and the requirement for non-potable water and reiterated the prior discussion about recycled water and need for delay. From a total water planning perspective, any impact needs to be understood in order to accurately reflected in the Plan of Service, he stated. He suggested that it be

communicated to the City that any uncertainty creates a pause from the District's perspective to assure the information put forward is accurate, regarding this project and all projects moving forward.

In response to Director Williams, Swanson clarified the parcels to be annexed. Director Slawson observed that it seemed strange to have facilities surroundings the project, yet annexation is still required. Swanson provided some background on annexations to the City of Beaumont, which omitted annexation into the District. The area has been brought into the City piecemeal since the 1950s, Jagers added.

President Hoffman invited public comment. There was none.

The Board approved the extension of Will-Serve Letter and approved the annexation for the proposed multi-family residential development at APNs 419-160-024, 419-170-016, 419-170-017, 419-170-018, 419-170-022, and 419-170-027 within the City of Beaumont, subject to payment of all fees to the District and securing all approvals from the City of Beaumont by following roll-call vote:

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

6. Resolution 2023-__ - Amending the District Policies and Procedures Manual Adopting Policy 3235 Military Leave and Policy 3110 Jury and Witness Duty

At the request of staff, President Hoffman continued this item to a future meeting.

7. Reports for Discussion and Possible Action

a. Directors' Reports:

- i. Beaumont Chamber of Commerce Breakfast on October 13, 2023 (Hoffman, Slawson)
- ii. Water Education Foundation Annual Water Summit on October 25, 2023 (Covington)
- iii. CSDA 2023 Special District Leadership Academy on October 22-25, 2023 (Slawson, Williams)

b. Directors' General Comments: None.

c. General Manager's Report:

President Hoffman drew attention to the comment letter sent to the Water Resources Control Board and encouraged follow up.

Mr. Jagers reported:

- Attended the Water Education Foundation Annual Water Summit with Director Covington
- The last part of the AMR/AMI system is being installed
- Comment letter went to the State Water Resources Control Board
- Zero Emission Vehicles regulation is coming up next year
- Chromium 6 issues are on the horizon
- PFAS is not believed to be an issue for the District
- Much legislation is lining up with requirements to become effective in 2025, putting compression on staff of small and medium-sized agencies
- Collaborating with other agencies to understand what is going on and develop solutions
- South Mesa Water Company has water available in their portfolio which may be available to BCVWD
- It appears there will be a lot of water coming down from the state, as it is expected to be another wet year. There will be a discussion on funding and water supply strategy
- The MDP Line 16 ribbon cutting was featured in the Record Gazette
- El Nino weather may be in effect until spring of 2024
- A reduction in production may be occurring in Well 21

d. Legal Counsel Report: None.

8. Topic List for Future Meetings

- Update / presentation on the AMR / AMI project
- Presentation on the San Bernardino Valley Resource Conservation District
- Presentation on solar power opportunities
- Sites Reservoir update
- Policy 5095 – District Residences and Facility Emergency Policy

9. Announcements

President Hoffman called attention to the following announcements:

- Beaumont Basin Watermaster Special Meeting: Wednesday, Nov. 1 at 11 a.m.
- Collaborative Agencies Committee: Wednesday, Nov. 1 at 5 p.m.
- Finance & Audit Committee meeting: Thursday, Nov. 2 at 3:00 p.m.
- Personnel Committee Special Meeting: Tuesday, Nov. 6 at 5:30 p.m.
- Regular Board Meeting: Wednesday, Nov. 8 at 6 p.m.
- District offices closed Thursday, Nov. 9 in observance of Veterans Day
- Engineering Workshop: Thursday, Nov. 16 at 6 p.m. (early due to Thanksgiving holiday)
- Personnel Committee Meeting: Tuesday, Nov. 21 at 5:30 p.m.
- District offices closed Thursday, Nov. 23 in observance of Thanksgiving Day
- Ad Hoc Communications Committee meeting: Wednesday, Nov. 1 at 6 p.m.

10. Recessed to Closed Session: 8:40 p.m.

- a. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Pursuant to California Government Code Section 54956.9 (2) (d)
Based upon condition of public property
- b. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Pursuant to Government Code Section 54947
Title: General Manager

11. Report on Closed Session

Item 10a: President Hoffman stated that no reportable action was taken on item 10a.

Item 10B: President Hoffman reported that no changes were recommended to the General Manager’s contract or fringe benefits. The contract starts another three year term. The GM will receive a Cost of Living Adjustment of 3.7 percent to match the employees’ COLA, plus a 1.3 percent merit increase.

12. Consideration and Possible Action Regarding Proposed Changes to Contract, Salary, and / or Fringe Benefits of General Manager

No action was taken.

13. Adjournment

President Hoffman adjourned the meeting at 9:02 p.m.

ATTEST:

DRAFT UNTIL APPROVED

DRAFT UNTIL APPROVED

Director David Hoffman, President
to the Board of Directors of the
Beaumont-Cherry Valley Water District

Director Daniel Slawson, Secretary
to the Board of Directors of the
Beaumont-Cherry Valley Water District



BEAUMONT-CHERRY VALLEY WATER DISTRICT
560 Magnolia Avenue, Beaumont, CA 92223

**MINUTES OF REGULAR MEETING
OF THE BOARD OF DIRECTORS
Wednesday, November 8, 2023 at 6:00 p.m.**

Meeting held in person at 560 Magnolia Ave., Beaumont, CA pursuant to California Government Code Section 54950 et. seq.

Call to Order: *President Hoffman opened the meeting at 6:05 p.m.*

Pledge of Allegiance was led by Director Williams.

Invocation was given by President Hoffman.

Announcement and Verification of Remote Meeting Participation Pursuant to AB 2449 or GC 54953(b)

No Board members were attending via teleconference.

Roll Call:

Directors present:	Covington, Hoffman, Slawson, Williams
Directors absent:	Ramirez
Staff present:	General Manager Dan Jagers Director of Engineering Mark Swanson Director of Information Technology Robert Rasha Director of Operations James Bean Assistant Director of Finance and Administration Sylvia Molina Human Resources Manager Ren Berioso Finance Manager Bill Clayton Senior Management Analyst Lorena Lopez Management Analyst I Erica Gonzales Customer Service Supervisor Sandra Delgadillo Customer Service Representative II Luis Lomeli Executive Assistant Lynda Kerney
Legal Counsel	James Markman

Members of the public who registered attendance: Alayne Sampson of Chandler Asset Management; Larry White, Kevin Walton of the San Gorgonio Pass Water Agency, and Eric O'Donnell of Townsend Public Affairs.

Public Comment: None.

- Adjustments to the Agenda:** General Manager Jagers drew attention to the page numbering of the agenda packet and the budget document.

2. Reports / Presentations / Information Items

Director Covington noted that the information in the reports offers a great snapshot, and they are extremely helpful.

The Board received and filed the following reports:

- a. *CV Strategies Monthly Report*
- b. *Townsend Public Affairs, Inc. Monthly Update*
- c. *Legislative Action and Issues Report*
- d. *California Water Supply Conditions*
- e. *Chandler Quarterly Investment Report*
- f. *Review of District Contract Expenditures in Fiscal Year 2023*
- g. *Year-to-Date Analysis of Electric Cost to Pump Groundwater*

by the following roll-call vote:

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

3. Consent Calendar

Consent Calendar items 3a through 3i were approved with one motion by the following roll-call vote:

- a. *Review of the September 2023 Budget Variance Reports*
- b. *Review of the September 30, 2023 Cash/Investment Balance Report*
- c. *Review of Check Register for the Month of October 2023*
- d. *Review of October 2023 Invoices Pending Approval*
- e. *Minutes of the Regular Meeting of August 24, 2023*
- f. *Minutes of the Regular Meeting of September 13, 2023*
- g. *Minutes of the Special Meeting of September 26, 2023*
- h. *Status of Declared Local Emergencies Related to Fires*
 - i. *Impact of the Apple Fire pursuant to Resolution 2020-17*
 - ii. *Impact of the El Dorado Fire pursuant to Resolution 2020-20*
- i. *Comment Letter to State Water Resources Control Board*

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

4. PUBLIC HEARING Introduce, Waive Reading, and Consider Adoption of Ordinance 2023-01: Providing for Compensation of the Members of the Board of Directors of the Beaumont-Cherry Valley Water District and Superseding Ordinance 2022-01

General Manager Jagers reminded that the Board directed staff to set a public hearing for consideration of per diem adjustment, and explained the procedure. He reviewed examples and noted the effective date of any increase would be April 1, 2024.

President Hoffman opened the public hearing at 6:16 p.m.

The Board waived the reading of the proposed Ordinance by the following roll-call vote:

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

Executive Assistant Lynda Kerney reported that the Notice of Public Hearing was published in the Beaumont Record Gazette on October 20 and November 3, 2023, and was posted on the District's website and at the District office. General Manager Jagers added that no written comments had been received.

President Hoffman invited public comment. There was none.

Director Slawson commented on inflation, and reminded that previously, the Board had not provided an increase for 10 years. He suggested it is appropriate to increase the per diem by 2.5 percent or so.

Director Covington provided additional detail on the prior lack of increase, noting that the item had not come to the Board for several years prior to addressing it in 2021. At that time, the Board had the authority to raise the per diem to \$360, but chose not to do so, he noted, and said he was comfortable raising the per diem by 5 percent for the next year.

President Hoffman concurred with Covington, but said he felt more conservative with an increase of \$10 - approximately 3.1 percent, which is in line with staff's 3.7 percent Cost of Living Adjustment (COLA).

Director Covington expressed dissatisfaction with the staff report and some previous staff reports, pointing out the COLA is not tied to the Board's per diem, and that is not the platform that will be followed moving forward. He indicated he was comfortable with the suggestion from President Hoffman and noted that even if the Board raised the per diem by 5 percent, if every Board member exercised the allowable 10 meetings per month, the fiscal impact would be \$29,500, which is a minimal impact on the budget.

Director Williams agreed, noting that at the time of her election to the Board, the per diem had not been raised in a very long time. As a member of the Finance and Audit Committee, she said she is seeing costs for travel increasing and suggested the policy regarding hotel, mileage and expenses needed to be addressed. The per diem should be cost effective and as fair as possible while avoiding the need to catch up later due to lack of increase, and providing for quality candidates to run for the Board, she said. She said she was comfortable leaving

the per diem as is until next year when the policy can be clarified, or would be comfortable at 2.5 percent.

President Hoffman commented that there is a balance with paying enough to attract competent personnel or directors. He acknowledged other directors who had been patient as he has learned, said he is grateful to be able to serve the community, and reminded that service on the Board is a fiscal responsibility.

There is a difference between the per diem and the travel expenses, Hoffman continued. Those things need improvement, but the per diem would be the same. He said he would prefer a round number for bookkeeping purposes and suggested \$295 or up to \$300 while remaining under the 5 percent maximum.

The Board adopted Ordinance 2023-01: Providing for Compensation of the Members of the Board of Directors of the Beaumont-Cherry Valley Water District and Superseding Ordinance 2022-01 and increased the director per diem compensation by 4 percent (to \$296.40) effective April 1, 2024 by the following roll-call vote:

MOVED: Covington	SECONDED: Slawson	APPROVED 3-1
AYES:	Covington, Hoffman, Slawson	
NOES:	Williams	
ABSTAIN:	None	
ABSENT:	Ramirez	

President Hoffman closed the public hearing at 6:32 p.m.

5. 2023 Budget Transfer for Trainings, Education, Meetings and Travel

General Manager Jagers reminded that the GM has the authority to make budget transfers up to \$50,000, but since this transfer is related to Board activity it is brought to the Board for review and for transparency. The Board is requested to ratify the transfer of \$8,000 from the Elections line item to fund additional expenses related to trainings, education, and travel.

Mr. Jagers advised that a Board member has requested Board consideration for participation in the Water Education for Latino Leaders (WELL) program. Program ongoing costs would then be budgeted, he explained. The registration fee for water district personnel is \$4,000 which would probably hit the 2023 budget cycle, and the rest would be budgeted in 2024. Those adjustments might be made to the draft budget before the December 13 budget adoption, he explained.

Jagers pointed out additional activities under the Trainings, Education, Meetings and Travel line item. With the budget based on a realistic view of the Board's activities without being overly conservative, (it had been requested in the past not to budget the maximum of 10 meetings per month x 5 directors), it is expected this could happen, he explained. The budget will continue to be adapted.

President Hoffman invited public comment. There was none.

The Board approved a budget transfer of \$8,000 for additional expenses related to Trainings, Education, Meetings and Travel (GL 01-10-110-500175) from Election Expenses (GL 01-10-110-550012) by the following roll-call vote:

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

6. Presentation of Draft Fiscal Year 2024 Operating Budget & 2024-2028 Capital Improvement Budget

Assistant Director of Finance and Administration Sylvia Molina presented the draft budget document. She noted that for the next presentation, the per diem rate would be changed and potentially the training budget. The Notice of Completion for the Appletree Lane project will also be added to Accomplishments, she noted.

Ms. Molina acknowledged the work of all staff in the budget process. She highlighted sections of the budget document and explained there is an increase of \$875,600, which will change slightly with information from this meeting.

In response to Director Covington, Ms. Molina indicated this is a balanced budget and the \$875,600 will be put into reserves. Mr. Jagers reminded about the rate study and the funds designated for capital replacement activities. The amount is lower than would have been anticipated given the increased paving repair costs, inflationary costs, and other items. The District is positive, but is not where it was expected to be when the rates were adopted, he explained.

Ms. Molina explained changes to the organizational chart and positions. Mr. Jagers added that the information was reviewed in depth and many questions answered at the committee level.

Ms. Molina provided a brief description of other content of the budget document including awards and water rates. Mr. Jagers advised that the current rate study expires at the end of 2024. Director Covington confirmed that a rate study must be completed in 2024, and Ms. Molina noted that a draft RFP is being finalized. Mr. Jagers explained his expectation of a needed increase in rates, and Ms. Molina added that an agreement with CV Strategies has been approved for water rate education and outreach next year.

Mr. Molina reviewed revenue projections. Gross revenue is projected to be lower than expected in 2023 and has been taken into consideration for next year, she explained. She noted there has been growth in number of water services and production was considered when budgeting an increase in sales. Director Covington noted that if the revenue target is not hit, the budget may still even out at the end of the year. Ms. Molina also pointed to increased investment income but noted it has been budgeted realistically. Mr. Jagers added detail on production and expressed confidence in the budget numbers.

Director Covington noted that it is less expensive to pump water from Edgar Canyon than Beaumont Basin and said he was hoping that production from Edgar could increase.

Director Covington asked about the designation of interest earned. Ms. Molina described the year-end process and remaining revenues after expenses allocated to reserves. Jagers added detail on leveraging the earnings of restricted funds.

Ms. Molina pointed to the proposed department budgets and differences, highlighting the water supply purchase expense. Mr. Jagers provided detail on production and the imported water order. He noted that reserve funds plus pass-through money collected in 2021 and 2022 would be used to purchase the extra water budgeted in 2023. He discussed replenishment efforts.

Director Covington asked about the increase in the number of meetings budgeted. Ms. Molina noted greater attendance at conferences and the needed adjustments, along with the typical attendance at meetings, required trainings, and webinars.

Mr. Jagers offered detail on election expenses. Director Covington noted there are two divisions up for election in 2024, the majority of the expense of which will be carried into the 2025 fiscal year. Ms. Molina explained that the budget number is based on past costs as it is not possible to get an estimate from the Registrar of Voters.

Ms. Molina continued the budget presentation, outlining department expenses.

In response to Director Covington, Mr. Jagers described the funding for capital improvements. Mr. Clayton provided further detail on GASB requirements.

Mr. Jagers drew attention to the discussion of a program to address AB 1668 and SB 606 and related costs, which has been included in the budget but will not move forward without coming before the Board.

Ms. Molina discussed personnel items including cash out of vacation.

Director Covington asked about the increase in the cost of electricity. Mr. Jagers reminded that electric costs are a pass-through to create a net zero activity. He explained the related variables and said staff is doing an analysis. Covington acknowledged the difficulty in analysis.

Mr. Jagers suggested it may be advantageous to order several approved trucks before the end of the year. Director Covington asked if the regulations would extend to heavy equipment in 2024. Jagers provided more insight on the legislation and noted some potential drawbacks. Covington suggested it would be difficult to source the trucks. President Hoffman indicated support for the purchase and noted that inventory is available this year, and prices have stabilized. He cautioned to be aware of current trends toward electric vehicles and emissions requirements, and noted that grant funding may be available.

The budget will come to the Board for approval at the December 13 meeting, Ms. Molina noted. Director Slawson noted he will not be present for the November 16 meeting.

Director Covington and Director Williams expressed satisfaction with the budget presentation and information presented and acknowledged the collaborative work of staff.

President Hoffman noted the efforts of the Finance and Audit Committee in tracking the expenditures to budget throughout the year. He said he had observed this year that budget projections were fairly accurate. Some adjustments were made, which is to be expected, he noted. He said overall the plan is representative of the path the District has tried to follow, and he is pleased with the accomplishments in financial position.

President Hoffman invited public comment. There was none.

7. Consideration of Attendance at Upcoming Events and Authorization of Reimbursement and Per Diem

Directors indicated interest in the following events:

- Public Policy Institute of California 2023 Annual Water Conference on Nov. 14 (Slawson and Williams – if online)
- Beaumont Chamber of Commerce Breakfast on Dec. 8 (Hoffman, Slawson, Williams)

Director Covington noted that the concept is that events should be somewhat water-related, and there must be bookends. Mr. Jaggars reminded that the List of Preapproved Events would be presented for annual review in December. Covington advised that he had canceled his registration for the ACWA Fall Conference.

President Hoffman invited public comment. There was none.

8. Reports For Discussion and Possible Action

a. Ad Hoc Committees:

Communications Committee: No report

Sites Reservoir Committee: Mr. Jaggars reported that a staff level report will be expected in order to produce a report to the Board.

Water Re-Use 3x2: Mr. Jaggars reminded of the board's direction to set a Committee meeting. The City Manager indicated desire to meet at staff level again, and a meeting date is in process. The objective is to have a meeting at the elected level and assure all are on the same page.

b. Directors' Reports:

Directors provided reports on the following meetings and events:

- Beaumont Chamber of Commerce Breakfast on October 13, 2023 (reported on at last meeting)
- OC Water Summit on October 13, 2023 (reported on at last meeting)

- o CSDA 2023 Special District Leadership Academy on October 22-25, 2023 (reported on at last meeting)
 - o Water Education Foundation Annual Water Summit CSDA on October 25, 2023 (reported on at last meeting)
 - o Collaborative Agencies Committee Meeting on November 1, 2023 (Ramirez)
 - o San Gorgonio Pass Water Agency on November 6 (Slawson)
 - o Tour of District residences (Covington)
- c. Directors' General Comments: None
- d. General Manager's Report:
- Mr. Jagers reported:
- Meeting tomorrow with Senator Rosilicie Ochoa-Bogh regarding potential grant opportunities
 - Pipeline installation project along 5th Street is nearing completion
 - Recharge is continuing at 45 cfs
 - Preconstruction meeting for the drilling of Wells 1A and 2A was held and project is moving forward to begin construction in January, weather and schedule permitting
 - Drafts prepared for the Noble pipeline project
 - Large amount of legislation in California to address and which create a burden at the end of the year
 - The new budget process is working well
- e. Legal Counsel Report: No report.

9. Topic List for Future Meetings:

- Update / Presentation on the AMR/AMI project
- Presentation on the San Bernardino Valley Resource Conservation District
- Presentation on solar power opportunities
- Sites Reservoir update
- Policy 5095 – District Residences and Facility Emergency Policy
- Revision of policies related to expenses and travel

10. Announcements

President Hoffman pointed out the announcements:

- District offices closed Thursday, Nov. 9 in observance of Veterans Day
- Engineering Workshop: Thursday, Nov. 16 at 6 p.m. (early due to Thanksgiving holiday)
- Personnel Committee Meeting: Tuesday, Nov. 21 at 5:30 p.m.
- District offices closed Thursday, Nov. 23 in observance of Thanksgiving Day
- Finance & Audit Committee meeting: Thursday, Dec. 7 at 3:00 p.m.
- Regular Board Meeting: Wednesday, Dec. 13 at 6 p.m.
- District offices closed Monday, Dec. 25 in observance of Christmas Day

- District offices closed Monday, Jan. 1 in observance of New Year's Day

11. Adjournment

President Hoffman adjourned the meeting at 8:15 p.m.

ATTEST:

DRAFT UNTIL APPROVED

DRAFT UNTIL APPROVED

Director David Hoffman, President
to the Board of Directors of the
Beaumont-Cherry Valley Water District

Director Daniel Slawson, Secretary
to the Board of Directors of the
Beaumont-Cherry Valley Water District



**Beaumont-Cherry Valley Water District
Regular Board Meeting
December 13, 2023**

Item 3h

STAFF REPORT

TO: Board of Directors
FROM: Dan Jagers, General Manager
SUBJECT: Status of Declared Local Emergencies related to Fires
i) Impact of the Apple Fire pursuant to Resolution 2020-17
ii) Impact of the El Dorado Fire pursuant to Resolution 2020-20

Staff Recommendation

Extend the Declarations of Local Emergency pursuant to Resolutions 2020-17 and 2020-20.

Executive Summary / Status Update

Emergency conditions due to the results of the Apple Fire and El Dorado Fire in 2020 are continuing. Operations staff are currently working with Riverside County Flood Control and Water Conservation District and their contractor to further protect District main line facilities on Noble Street at the Noble Creek crossing. These efforts will include two (2) cut off walls, riprap, and sidewall reconstruction over an existing District owned water main, protecting the facility from erosion during future stormflow in Noble Creek. The structure will replace a temporary repair made by District staff following a mud and debris flow event on December 24, 2021 that threatened to damage the water main on Noble Street due to erosion of the surrounding material.

Staff recommends renewal of the resolutions to allow provision of extraordinary police powers; immunity for emergency actions; authorize issuance of orders and regulations; and activate pre-established emergency provisions. The declaration of emergency is a prerequisite for requesting state or federal assistance.

Background

Conditions of disaster or of extreme peril to the health and safety of persons and property have arisen during and resulting from two significant wildfires within and adjacent to the BCVWD service area. California Governor Gavin Newsom proclaimed a State of Emergency for California on September 3, 2020. The District exercised its authority to proclaim a local emergency with adoption of Resolution 2020-17 on August 12, 2020 related to the Apple Fire, and Resolution 2020-20 on September 9, 2020 related to the El Dorado Fire.

The Board of Directors has received updates and reviewed the status of the local emergencies at least every 60 days, continuing the emergency due to threats of mudslides, debris flows, and potential damage to District facilities and equipment due to heavy rains in the area of the burn scars. At the August 9, 2023 meeting, the Board requested to have these required updates placed on the Consent Calendar rather than receiving an oral report.

Fiscal Impact

The fiscal impact to the District is substantial and ongoing. The District will process expenses and request California Disaster Assistance Act funding to assist with these costs.

Staff Report prepared by James Bean, Director of Operations and Lynda Kerney, Executive Assistant



**Beaumont-Cherry Valley Water District
Regular Board Meeting
December 13, 2023**

Item 4

STAFF REPORT

TO: Board of Directors
FROM: Dan Jagers, General Manager
SUBJECT: 2022-2023 Water Service Lateral Replacement Project Cost Update and Notice of Completion

Staff Recommendation

Authorize the General Manager to file the Notice of Completion for the 2022-2023 Water Service Lateral Replacement Project with the Riverside County Assessor – County Clerk – Recorder.

Executive Summary

The Board of Directors directed District staff to replace one hundred seven (107) water service lateral replacements within streets identified in the City of Beaumont's 2022-2023 Annual Citywide Street Rehabilitation and Maintenance Project. These water service lateral replacements have since been constructed and inspected by District staff. District staff is now bringing this project back to the Board to provide a final project update and to request that the General Manager be authorized to file a Notice of Completion (NOC).

Background

At the September 29, 2022, Engineering Workshop, the Board of Directors authorized District staff to order materials for the 2022-2023 Water Service Laterals Replacement Project (Project). The materials were procured in advance due to the long lead times experienced over the past two years as part of Covid 19 supply chain impacts. District staff received all necessary materials to complete the construction of the Project.

At the April 12, 2023, Regular Board Meeting, the Board of Directors authorized the General Manager to enter into a contract with the lowest responsive bid (MCC Equipment Rentals, Inc.) to provide labor, equipment and testing necessary to complete the construction of the Project. The Board originally authorized the amount of \$284,273.00 with contingencies in the amount of \$28,500.00 for contractor services. The Project was later brought to the Board on the July 12, 2023 Regular Board Meeting to request additional funds in the amount of \$13,135.00 for the replacement of additional services located within the Project area, bringing the total authorized amount for construction services to \$325,908.

The Project has now been completed and District staff has verified the completion of the work. A summary of the affected streets is described in Table 1, below:



**Table 1
2022-2023 Water Service Lateral Replacement Project**

Street Name	Services Replaced	Location (To and From)
Laraine Drive	18	The entirety of Laraine Drive
Cyrise Lane / Sherie Court	7	Beaumont Avenue to Orange Avenue
Donna Drive / Maple Avenue	11	Orange Avenue to end of Maple Avenue cul-de-sac
Maple Avenue	16	South for 600' of Thirteenth Street
Thirteenth Street	26	Beaumont Avenue to Pennsylvania Avenue
Sixth Street	29	Pennsylvania Avenue to Highland Springs Avenue
Total	107	

Summary

Project costs are summarized in Table 2, below:

Table 2 – MDP Line 16 Pipeline Replacements 6A, 7, and 8 Total Project Costs	
<i>Incurred Project Costs</i>	<i>Total Costs</i>
Cost of Materials	\$ 37,503.68
Contractor Labor Costs	\$ 327,973.87
District Staff Labor Costs	\$ 18,191.24
Miscellaneous Items (Permits, Geotechnical, etc.)	\$ 7,352.54
Total Incurred Project Costs:	\$ 391,021.33
<i>Overall Project Budget</i>	<i>CIB Amount</i>
2022-2023 Service Replacements Project Budget	\$ 652,000.00
Remaining Budget Amount:	\$ 260,978.67

District staff identifies that all costs associated with the Project have been accounted for and there are no expected additional costs to be incurred.

Fiscal Impact

The total incurred Project costs are \$ 391,021.33 which will be funded from Capital Replacement Reserves. No funds will be expended from Capital Expansion funds (Capacity Charges).

Attachments

1. 2022-2023 Water Service Lateral Replacement Project Notice of Completion
2. Project Vicinity Map

Staff Report prepared by Evan Ward, Civil Engineering Assistant

NOTICE OF COMPLETION

To: Riverside County Assessor-County Clerk-Recorder Date: _____, 2023
2720 Gateway Drive
Riverside, California 92507 Work Order No.: PLP 096

Owner: Beaumont-Cherry Valley Water District Date of Completion: October 1, 2023
560 Magnolia Avenue
Beaumont, California 92223

OWNER'S ESTATE OF INTEREST:

Easement _____ Fee Title _____ Encroachment Permit _____

Other (describe): 107 Water Service Lateral Replacements

CONTRACTOR:

Name: MCC Equipment Rentals, Inc.

Address: P.O. Box 1730, Yucaipa, CA 92399

TITLE OF PROJECT: WATER SERVICE LATERAL REPLACEMENT PLAN

DESCRIPTION OF PROJECT: Replacement of 107 water service laterals along various streets within the City of Beaumont.

DESCRIPTION OF SITE (LOCATION): Beaumont, CA

ASSESSOR'S PARCEL NUMBER: _____

Final payment will be made to the above contractor no sooner than thirty-five (35) days from the recording date of this Notice of Completion, except where otherwise provided for by law.

I certify under penalty of perjury, under the laws of the State of California, that the foregoing is true and correct.

Executed on _____, 20__ at _____, California.

BEAUMONT-CHERRY VALLEY WATER DISTRICT

By: _____

Printed Name: _____

Title: _____

Attachment 2 - Project Vicinity Map

See Sheet 2



Sheet 1



Sheet 2



Sheet 3



Sheet 4



**Beaumont-Cherry Valley Water District
Regular Board Meeting
December 13, 2023**

Item 5

STAFF REPORT

TO: Board of Directors
FROM: Dan Jagers, General Manager
SUBJECT: Selection of Consultant for Design and Engineering Services for the 2850 Pressure Zone Booster Pump Station and Transmission Pipeline Project

Staff Recommendation

Authorize the General Manager to negotiate the final project engineering scope of services and subsequent execution of a Professional Services Agreement with Michael Baker International for design and engineering services for the 2850 Pressure Zone Booster Pump Station and Transmission Pipeline Project in an amount not to exceed **\$550,000.00** (\$499,676.20 for design and engineering services plus an approximate 10% contingency of \$50,323.80).

Executive Summary

The District has a new booster pump identified in the 2023-2027 Capital Improvement Budget (CIB) which is in need of construction. The proposed booster pump will be located on the District's Vineland Tank Site (shown in Attachment 1) and will pump water from the District's 2850 pressure zone reservoirs (Vineland Tanks I, II, and III) to the 3040 pressure zone reservoir. Currently, the 3040 pressure zone is supplemented by supply boosted from the 2750 pressure zone; however, this incurs high energy costs. District staff solicited a Request for Proposals (RFP) for Design and Engineering services for this Project and received three (3) proposals from interested consultants. District staff recommends awarding the Project to Michael Baker International in the amount not to exceed \$550,000.00.

Background

From August 11, 2023 to September 13, 2023, the District solicited an RFP for the Design and Engineering Services for the 2850 Pressure Zone Booster Pump Station and Transmission Pipeline Project, which includes the following:

- **Booster Station Pump:** the proposed 2850 pressure zone booster pump will pump from the 2850 pressure zone reservoirs (Vineland Tanks I, II, and III) to the 3040 pressure zone reservoir. Due to increasing energy costs, the District desires to construct a booster station facility in the 2850 pressure zone in order to reduce the total head required to move water from the 2750 pressure zone to the 3040 pressure zone.
- **Transmission Pipeline:** A new 24" ductile iron pipe (DIP) water transmission main will need to be constructed to parallel an existing 8" asbestos-cement pipe (ACP) within Vineland Street from the Vineland Tank Site to Noble Street. This transmission main will improve the capacity to pump to the 3040 pressure zone.



Attachment 1 identifies the location of the proposed booster station and transmission pipeline. The booster station project is identified and is budgeted for in Appendix C of the District's 2023-2027 Capital Improvement Budget (Attachment 2).

The District issued the Project RFP on August 11, 2023 and identified the following list of tasks to be considered by the Consultants:

1. Project Coordination
2. Project Preliminary Design
3. Preparation of Environmental Documentation
4. Permit Compliance
5. Surveying and Base Mapping
6. Utility Survey, Mapping, and Title Report Review
7. Geotechnical Investigation
8. Preparation of Final Plans and Specifications
9. Bid Phase Services (Booster Station Building Only)
10. Construction Phase Services (Booster Station Building Only)
11. Project Close-out Services (Booster Station Building and Transmission Pipeline)

On September 13, 2023, the District received Proposals in response to the RFP for the Project as identified above. The following list sets forth the **three (3)** firms which responded to the solicitation (listed alphabetically):

- Albert A. Webb Associates
- Lee + Ro Water Infrastructure Engineers
- Michael Baker, International

Each firm separately submitted their technical proposals, which includes the proposed scope of work, project schedule, and a statement of the firms' qualifications; and their project fee proposals, which includes each firm's fee for the design and engineering services as requested. Each proposal was evaluated separately by three (3) District staff members.

Technical proposals were reviewed first and considered the following criteria:

- Firm's qualifications and experience with design of booster station facilities and water pipeline design
- Capability of the firm to complete the project, considering staff availability, experience, and firm's location relative to the Project site and to the District. Evaluation of the Project Manager's relative experience
- Firm's understanding of the proposed work (technical approach)
- Knowledge of the District's system and its operational requirements and design standards
- Firm's past performance (with similar projects)
- List of References
- Format of Proposal
- Exceptions Taken to RFP and Sample Agreement



The technical proposal scores were ranked based on the following equation:

$$\left(\frac{\text{Proposal Technical Score}}{\text{Highest Proposal Technical Score}} \right) \times (\text{Technical Score Weight}[80\%])$$

Technical scores were assigned a weighted percentage score based on the average technical score (as determined by the three [3] District staff reviewers) for each firm compared to the highest average score of all firms. The technical scores affect the firm’s overall score by a factor of 80% (highest technical score receives a weighted technical score of 80%, and each subsequent technical score is weighted accordingly relative to decreasing technical score).

Fee proposals were then reviewed, and overall firm scores were formulated based on the following procedure:

$$\left(\frac{\text{Lowest Fee Proposal Total}}{\text{Firm Fee Proposal Total}} \right) \times (\text{Service Cost Weight}[20\%])$$

Fee proposal scores were assigned a weighted percentage score based on the fee proposal for each firm compared to the lowest fee proposal of all firms. The fee proposal scores affect the firms overall score by a factor of 20% (lowest fee proposal receives a weighted fee score of 20%, and each subsequent fee score is weighted accordingly relative to increasing fee proposal).

Overall scores from each of the three (3) firms are summarized in Table 1 below,

Table 1: Consultant Weighted Scores

	Proposal Technical/Service Cost Final Weighted Score		
	Albert A Webb	Lee + Ro	Michael Baker
Proposal Technical Score	85.3	89.3	88.7
*Weighted Technical Score	76%	80%	79%
Service Cost Total	\$498,259.00	\$608,557.00	\$499,676.20
**Weighted Service Cost Score	20%	16%	20%
Total Weighted Score	96.4%	96.4%	99.3%

*Technical Score weight = 80%

**Service Cost weight = 20%

Staff Recommendation:

District Staff reviewed and evaluated the submitted proposals, and the review and selection process identified **Michael Baker International** as the highest-ranking proposer. The proposal review process included scoring of the technical merits of each proposal (80% weight in overall score) and the firm’s respective fee proposal (20% weight in overall score).

District staff recommends that **Michael Baker International** be awarded the contract for Engineering Services for the Project due to overall proposal ranking which considered their technical capabilities and proposed cost. The proposed design phase engineering services are estimated to be completed within nine (9) months.



Fiscal Impact

The fiscal impact to the District for Design and Engineering Services for the 2850 Pressure Zone Booster Pump Station and Transmission Pipeline Project is estimated to be an amount not to exceed **\$550,000.00** (includes approximate 10% contingency of \$50,323.80).

The overall Project costs (including design services) are proposed to be funded from Capital Expansion Funds (Capacity Charges), no funds will be expended from the Capital Replacement Reserves.

Attachments

1. 2850 Booster Pump Location Map
2. Appendix C of the 2023-2027 Capital Improvement Budget

Staff Report prepared by Evan Ward, Civil Engineering Assistant

ATTACHMENT 1 - 2850 BOOSTER PUMP LOCATION MAP





Attachment 2

Beaumont-Cherry Valley Water District 2023-2027 Capital Improvement Budget

Appendix C

2023 - 2027 Capital Improvement Budget Detail

Engineering Project	Footnotes	Project Begin Year	Capital Improvement Program	2023 Budget Request	2024 Budget Request	2025 Budget Request	2026 Budget Request	2027 Budget Request	5-Year Budget Total
Potable Infrastructure Projects									
EOC-001	(1)*	2020	BCVWD EOC Staffing and Space Requirements	\$	760,000	\$	-	\$	1,895,000
DPX-001	(4)	2020	Disaster Preparedness Equipment	466,100	233,100		233,100		932,300
WR-SITES-Reser	(4)	2017	Investment in Sites Reservoir Project	93,700	519,600	1,039,300	866,100	1,385,700	3,904,400
	(4)	2020	2020 Capacity Charge Study	-	-	-	-	-	-
	(4)	2019	Climate Control for High Horsepower Electrical Buildings	56,700	-	-	-	-	56,700
M-0000-0002	(4)	2019	Arc Flash Study & Improvement Project	66,500	-	-	-	-	66,500
PR-2650-0001	(4)	2017	Chlorination Retrofit At Misc. Wells (6 Well Sites)	97,500	-	-	-	-	97,500
W-2650-0001	(4)	2027	2650 to 2520 Zone Pressure Regulator on Champions Dr._0001	-	-	-	-	121,100	121,100
W-2750-0001	(8)	2027	New 2650 Zone Well_0001	-	-	-	-	2,604,500	2,604,500
BP-2750-0001	(8)	2023	2750 Zone to 2850 Zone Booster Pump Station	300,000	953,200	1,495,100	1,630,100	-	4,378,400
M-2750-0001	(8)	2017	2850/2750 Pressure Reducing Station & Piping (Cherry Reservoir)	-	-	65,100	-	-	65,100
TMI-2750-0001	(2)	2022	Cherry Reservoir 1 & 2 Exterior Recoat and Retrofit	724,400	-	-	-	-	724,400
W-2750-0001	(4)	2017	Replacement for Well 2	1,500,000	1,299,700	2,056,000	2,275,800	-	7,131,500
W-2750-0002	(4)	2017	2750 Zone Well in Noble Creek Regional Park	100,000	1,500,000	3,266,200	3,524,900	-	8,391,100
W-2750-0005	(4)	2017	Replace 2750 Zone Well 1	1,807,900	713,900	1,145,000	1,298,000	-	4,964,800
BP-2850-0001	(2)	2023	2850 Zone to 3040 Zone Booster Pump Station_0001	430,100	2,004,100	2,145,200	-	-	4,579,400
TMI-2850-0001	(2)	2022	Vineland 1 Exterior Recoat and Retrofit	310,300	-	-	-	-	310,300
W-2850-0001	(8)	2023	New Beaumont Basin Well on Pardee Sundance Site	1,750,000	1,533,200	2,425,100	2,683,800	-	8,392,100
WT-2850-001	(8)	2027	Well Head Treatment Plant Well 25 Cr VI	244,100	400,000	-	-	619,100	619,100
BP-3040-0001	(8)	2023	3040 to 3330 Booster Pump Station at Noble Tank_0001	27,400	-	-	-	2,122,300	2,766,400
M-3040-0002	(4)	2017	Noble Booster Pump and Motor(Spare Pump & Motor)	3,418,600	731,200	-	-	-	27,400
T-3040-0001 Tank	(4)	2017	2 MG 3040 Zone Tank_0001	-	-	-	-	-	4,149,800
T-3040-0001 PZ	(4)	2017	2 MG 3040 Zone Tank_0001	-	-	-	-	-	4,149,800
Pipeline	(4)	2017	Pressure Zone Pipeline	1,936,100	414,100	-	-	-	2,350,200
TMI-3040-0001	(1)	2022	Highland Springs Reservoir Recoat & Retrofit	70,000	94,900	299,000	-	-	463,900
PR-3330-0001	(2)	2024	3330 to 3150 Lower Mesa, Noble Regulator	-	88,100	-	-	-	88,100
TMI-3330-0001	(2)	2022	Lower Edgar Reservoir Recoat & Retrofit	817,000	-	-	-	-	817,000
PR-3620-0001	(4)	2022	3620 to 3330 Fisher Pressure Regulator_0001	-	-	193,200	-	-	193,200
BP-HS-0001	(4)	2026	Add 3rd Booster Pump and Fire Pump at HS Hydro pneumatic Improvements to Eighth St., Cherry and Starlight Basins	-	-	-	293,200	-	293,200
WR	(2)	2027	Marshall Creek Stormwater Capture	-	-	-	-	738,200	738,200
WR	(2)	2027	Beaumont Ave and Brookside Ave Stormwater Metering	-	-	-	-	96,800	96,800
WR	(2)	2027	Grand Avenue Storm Drain (MDP Line 16)	2,063,100	2,194,300	-	-	96,800	96,800
	(2)	2017	Total Potable Infrastructure Projects	17,414,500	13,439,400	14,189,100	12,745,100	7,784,500	65,572,600



**Beaumont-Cherry Valley Water District
Regular Board Meeting
December 13, 2023**

Item 6

STAFF REPORT

TO: Board of Directors
FROM: William Clayton, Finance Manager
SUBJECT: **Resolution 2023__ : Acknowledging the Review, Receipt and Acceptance of the District's Policy 5045: Investment of District Funds**

Staff Recommendation

Adopt the revisions to Policy 5045: Investment of District Funds.

Executive Summary

Policy 5045 was revised based on recommendations by staff, legal counsel, and the District's portfolio advisor, Chandler Asset Management. Staff recommends approving said policy, which was reviewed by the Finance and Audit Committee at the December 7, 2023 meeting.

Background

To best safeguard cash, the District must develop and implement an Investment Policy (Policy). State law requires that an investment policy, and any material changes in said policy, be approved by the Board of Directors annually at a public meeting. Section 53607 of the State of California Government Code limits the authorization of the legislative body to delegate investment authority to one year, renewable annually.

The current Policy was adopted on July 12, 2023, with Resolution 2023-20, and was submitted to the California Municipal Treasurer's Association (CMTA) for review and possible certification. On September 7, 2023, the CMTA certified that that the Policy complies with the current State statutes governing the investment practices of local government entities within the State of California. The certification award is included in the 2024 Operating Budget and 2024-2028 Capital Improvement Budget and highlights the designation which shows transparency and due diligence and meets the CMTA mission to promote fiduciary responsibility and responsibility with public funds.

The primary objectives for the District remain the same, in priority order:

- 1) **Safety:** The General Manager's primary duty and responsibility is to protect, preserve and maintain cash and investments of the District.
- 2) **Liquidity:** Investments are kept in liquid short-term securities, which can be converted to currency, if necessary, to meet disbursement requirements.
- 3) **Return:** Return on investments is considered after the basic safety and liquidity requirements are met.

Discussion

An annual review of the policy is performed by the District's investment portfolio advisor, Chandler Asset Management, with recommended revisions based on their expertise as well as changes in Government Code, which staff combines with any recommendations made by the CMTA policy



review team from the certification process. Policy 5045, Investment of District Funds, has been revised with said recommendations and reviewed by the District’s Legal Counsel.

Table 1, Summary of Changes, provides a listing of the major changes in the policy, which is available for review as Attachment 1.

Table 1 – Summary of Changes

Change	Section	Action	Summary
1	5045.2	Clarification	Added language to identify what Government code is followed
2	5045.6	Clarification	Added language that the District complies with Government code and policies related to FPPC political practices
3	5045.7.2	Procedure added	Added annual review of financial condition
4	5045.8.4.i.3	Clarification	Added language to ensure District does not invest in non-government money market funds, which have floating Net Asset Values (NAVs)
5	5045.8.4.m	Clarification	Since parts a & b identify United States Treasury Issues and Obligations, updated language for other types of securities (but kept requirement to still have "AA" or equivalent rating)
6	5045.10	Procedure added	Increased reviews from annual to quarterly and added details of how investment rating downgrades should be communicated
7	5045.12	Clarification/ Procedure added	Clarified that bank deposits are also a form of collateralization and provided instructions, per asset class type, on the best practice for the collateralization criteria evaluation
8	5045.16	Clarification/ Procedure added	Previous version stated that investment performance would be compared to an appropriate benchmark but did not define what that benchmark was; the revision provides guidance on what items, based on best practice, should be considered (like risk constraints, cash flow, etc.)
9	Glossary	Clarification	Deleted definitions for terms that are no longer in the Policy
10	Policy-wide	Clarification	Removed “remaining” from all references to “remaining maximum maturity(ies)”
11	Policy-wide	Staffing update	Throughout the report, the reference to the Director of Finance and Administration has been changed to the Assistant Director of Finance and Administration
12	Policy-wide	Format update	With the changes throughout the policy, the numbering format was updated for consistency within each section, along with consistent capitalization of section titles



Fiscal Impact

None. The attached policy is in full compliance with all applicable government codes.

Attachments

1. Proposed Resolution 2023-__
2. 5045-Investment Policy, redlined
3. Resolution 2023-20
4. 5045- Investment Policy, Updated

Report prepared by Bill Clayton, Finance Manager

RESOLUTION 2023-__

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE BEAUMONT-CHERRY VALLEY WATER
DISTRICT ACKNOWLEDGING THE REVIEW,
RECEIPT AND ACCEPTANCE OF THE DISTRICT'S
POLICY 5045: INVESTMENT OF DISTRICT FUNDS**

WHEREAS, the Legislature of the State of California has declared that the deposit and investment of public funds by local officials and local agencies is an issue of statewide concern (California Government Code sections 53600.6 and 53630.1); and

WHEREAS, the legislative body of a local agency may invest surplus monies not required by the immediate necessities of the local agency in accordance with the provisions of California Government Code Sections 5920 et seq. and 53601 et seq.; and

WHEREAS, the General Manager of the Beaumont-Cherry Valley Water District shall annually prepare and submit a statement of investment policy and such policy shall be considered by the Board of Directors at a public meeting (California Government Code 53646(a)); and

WHEREAS, the District's investment policy was last reviewed and approved by Resolution 2023-20 on July 12, 2023; and

WHEREAS, the entirety of the Beaumont-Cherry Valley Water District Investment Policy attached hereto as Exhibit A is incorporated by reference,

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Beaumont-Cherry Valley Water District declares the Investment Policy attached as Exhibit A approved and adopted.

ADOPTED this _____ day of _____, 2023 by the following vote:

- AYES:
- NOES:
- ABSTAIN:
- ABSENT:

ATTEST:

DRAFT UNTIL APPROVED

DRAFT UNTIL APPROVED

Director David Hoffman, President of the Board of Directors of the Beaumont-Cherry Valley Water District

Director Daniel Slawson, Secretary to the Board of Directors of the Beaumont-Cherry Valley Water District

POLICY TITLE: INVESTMENT OF DISTRICT FUNDS
POLICY NUMBER: 5045

Attachment 2

5045.1 **Policy.** This investment policy ("Policy") is set forth by the Beaumont-Cherry Valley Water District ("District") for the following purposes:

1. To establish clear guidance and understanding for the District's Board of Directors ("Board"), management, designated employees, citizens and third parties of the objectives, policies and guidelines for the investment of the District's idle surplus funds; and
2. To establish a basis for evaluating investment results.

5045.2 **Scope.** This investment policy applies to all investment activities and financial assets of the District, as set forth in the State Government Code, Sections 53600 et seq. The funds covered by this policy are accounted for and incorporated in the District's Annual Comprehensive Financial Report. The Deferred Compensation Plan is excluded because it is managed by a third-party administrator and invested in by individual plan participants. Proceeds of debt issuances shall be invested in securities permitted by the applicable bond documents. If the bond documents are silent as to the permitted investments, such proceeds will be invested in accordance with the general investment philosophy of the District as set forth in this Policy.

5045.3 **Prudent Investor Standard.** The standard of prudence to be used by the designated representative shall be the "prudent investor" standard and shall be applied in the context of managing an overall portfolio. Persons authorized to make investment decisions on behalf of the District are trustees and therefore fiduciaries subject to The **Prudent Investor Standard**, which states "When investing, reinvesting, purchasing, acquiring, exchanging, selling, and managing public funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the agency, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency."

5045.4 **Objectives.** As specified in California Government Code Section 53600.5, when investing, reinvesting, purchasing, acquiring, exchanging, selling and managing public funds, the primary objectives, in priority order, of the District's investment activities and of this Policy shall be:

1. **Safety:** Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the District's overall portfolio. To attain this objective, the District will diversify its investments by investing funds among a variety of securities with independent returns.
2. **Liquidity:** The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated.
3. **Yield:** The investment portfolio shall be designed with the objective of attaining a market rate of return through budgetary and economic cycles, if it does not diminish the objectives of Safety and Liquidity.

Adopted by Resolution 23-XX, Date

5045.5 Delegation of Authority.

1. The authority of the District's Board to invest or reinvest funds of the District as permitted under Section 53600 et seq. of the California Government Code is delegated by Board resolution in conjunction with the annual investment policy review.
2. Management responsibility for the investment program is hereby delegated, with the General Manager's oversight, to the ~~Director of Finance and Administration~~Assistant Director of Finance and Administration, who shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of their designee, and their procedures in the absence of the General Manager or their designee, or ~~Director of Finance and Administration~~Assistant Director of Finance and Administration.
3. The ~~Director of Finance and Administration~~Assistant Director of Finance and Administration shall establish procedures for the management of investment activities, including the activities of staff consistent with this policy.
4. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the ~~Director of Finance and Administration~~Assistant Director of Finance and Administration.
5. The ~~Director of Finance and Administration~~Assistant Director of Finance and Administration may retain the services of an outside investment advisor or manager as approved by the Board to assist with the District's investment program.
 - a. Qualified outside managers will be either SEC Registered Investment Advisors or Bank Money Managers. The investment advisor shall make investment decisions and transactions in strict accordance with State and Federal law, this Policy, and such other written instructions as are provided.
 - b. The performance and service levels of such advisors and managers shall be reviewed annually.

5045.6 **Ethics and Conflicts of Interest.** Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution and management of the investment program, or which could impair their ability to make impartial decisions. Employees and investment officials shall disclose to the District's General Manager any material financial interest in the financial institutions that conduct business with the District.

All participants in the investment process are required to comply with terms of the Political Reform Act, Fair Political Practices Commission Regulations promulgated thereunder (2 C.C.R. §§ 18110 through 18998), the District's Conflict of Interest Policy, including, without limitation, filing of Form 700, notification and recusal obligations, and Government Code section 1090 prohibitions.

5045.7 Authorized Financial Dealers and Institutions.

1. The ~~Director of Finance and Administration~~Assistant Director of Finance and Administration will maintain a list of authorized broker/dealers and financial institutions that are approved for investment purposes.

Adopted by Resolution 23-XX, Date

2. Broker/dealers will be selected for credit worthiness and must be authorized to provide investment services in the State of California. These may include "primary" dealers or regional dealers that qualify under Securities & Exchange Commission Rule 15(C)3-I (uniform net capital rule). The Director of Finance and Administration Assistant Director of Finance and Administration will conduct an annual review of the financial condition and registrations of such qualified bidders.
3. No public deposit will be made by the broker/dealer except in a qualified public depository as established by the established state laws. Before a financial institution or broker/dealer is used, they are subject to investigation and approval by the Director of Finance and Administration Assistant Director of Finance and Administration or their designee, and must submit the following:
 - a. Certification of having read and understood this investment policy resolution and agreeing to comply with the District's investment policy;
 - b. Proof of Federal Investment Regulatory Authority certification;
 - c. Proof of State of California registration;
 - d. Audited financial statements for the institution's three (3) most recent fiscal years;
 - e. References of other public-sector clients to which similar services are provided to.
4. If a third-party investment advisor is authorized to conduct investment transactions on the District's behalf, the investment advisor may use their own list of approved independent broker/dealers and financial institutions.
5. The investment advisor's approved list must be made available to the District upon request.

5045.8 Authorized and Suitable Investments.

1. The District's investments are governed by the California Government Code.
2. Within the investments permitted by the Government Code, the District may seek to further restrict eligible investments.
3. In the event an apparent discrepancy is found between this Policy and the Government Code, the more restrictive parameters will take precedence.
4. A table of allowable investment instruments per California Government Code can be found in section 5045.19 of the Policy.
 - a. **United States Treasury Issues.** United States Treasury notes, bonds, bills, or certificates of indebtedness, or those for which the full faith and credit of the United States are pledged for the payment of principal and interest. There is no limitation as to the percentage of the portfolio that may be invested in this category.
 - b. **Federal Agency Obligations.** Federal agency or United States government-sponsored enterprise senior debt obligations, participations, mortgage-backed securities, or other instruments, including those issued by or fully guaranteed as to principal and interest by Federal agencies or United States government-sponsored enterprises. There is no limitation as to the percentage of the portfolio that may be invested in this category.
 - c. **Municipal Debt.** Registered treasury notes or bonds of this state or any of the other 49 United States, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by a state or by a department, board, agency, or authority of this state or any of the other 49 United States. Bonds, notes, warrants, or other evidence of indebtedness of any local agency, including the District's own bonds, within this

Adopted by Resolution 23-XX, Date

state, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the local agency, or by a department, board, agency, or authority of the local agency. There is no limitation as to the percentage of the portfolio that may be invested in this category.

- d. **Medium-Term Notes.** All corporate and depository institution debt securities with a maximum ~~remaining~~ maturity of 5 years or less, issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States. Purchases are limited to notes eligible for investment under this provision and shall be rated in a rating category of "A" or its equivalent or better by a Nationally Recognized Statistical Rating Organization ("NRSRO"). A maximum of 30 percent of the portfolio may be invested in this category.
- e. **Negotiable Certificates of Deposit.** Negotiable certificates of deposit (NCDs) issued by a nationally or state-chartered bank, a savings association or a federal association, a state or federal credit union, or by a federally licensed or state-licensed branch of a foreign bank. In combination with placement service CDs, a maximum of 30 percent of the portfolio may be invested in this category.
- f. **Placement Service Deposits and Certificates of Deposit.** ~~Deposits and~~ Certificates of deposit placed through a deposit placement service shall meet the requirements under Government Code Section 53601.8. The full amount of the principal and the interest that may be accrued during the maximum term of each certificate of deposit shall at all times be insured by federal deposit insurance. In combination with negotiable certificates of deposit, a maximum of 50 percent of the portfolio may be invested in this category.
- g. **Bank Deposits.** FDIC insured or fully collateralized bank deposits, including, but not limited to, demand deposit accounts, savings accounts, market rate accounts, and time deposits. Bank deposits are required to be collateralized as specified under Government Code Section 53630 et. seq. The ~~Director of Finance and Administration~~Assistant Director of Finance and Administration, at their discretion, may waive the collateralization requirements for any portion that is covered by federal deposit insurance.
- h. **Commercial Paper.** Commercial paper of "prime" quality of the highest ranking or of the highest letter and number rating as provided for by a NRSRO. The entity that issues the commercial paper shall meet all of the following conditions: (i) is organized and operating in the United States as a general corporation, (ii) has total assets in excess of five hundred million dollars (\$500,000,000), and (iii) has debt other than commercial paper, if any, that is rated in a rating category of "A" or its equivalent or better, by a NRSRO.
 - 1. Eligible commercial paper shall have a maximum maturity of 270 days or less and not represent more than 10 percent of the outstanding paper of an issuing corporation. A maximum of 25 percent of the portfolio may be invested in this category.
- i. **Bankers' Acceptances.** Bankers' acceptances, otherwise known as bills of exchange or time drafts that are drawn on and accepted by a commercial bank. Purchases are limited to bankers' acceptances issued by domestic or foreign banks, which are eligible for purchase by the Federal Reserve System.
 - ~~2.~~ 1. Purchases of bankers' acceptances may not exceed 180 days maturity. Eligible bankers' acceptances are restricted to issuing financial institutions with a short-term debt rating of at least "A-1", or its equivalent, by a NRSRO.
 - ~~3.~~2. No more than 30 percent of the District's money may be in bankers' acceptances of any one commercial bank, while a maximum of 40 percent of the portfolio may be invested in this category.

Adopted by Resolution 23-XX, Date

- j. **State of California Local Agency Investment Fund (LAIF).** There is no limitation as to the percentage of the portfolio that may be invested in this category. However, the amount invested may not exceed the current maximum allowed by LAIF.
- k. **Local Government Investment Pools (LGIP).** Shares of beneficial interest issued by a joint powers authority organized pursuant to Government Code Section 6509.7. To be eligible for purchase, the pool shall meet all of the following conditions:
- ~~4.1.~~ must meet the requirements of California Government Code Section 53601(p),
 - ~~5.2.~~ the pool must seek to maintain a stable Net Asset Value ("NAV"), and
 - ~~6.3.~~ the pool must be rated at least "AAm", or its equivalent, by a NRSRO.
 - ~~4.~~ ~~4.~~—There is no limitation as to the percentage of the portfolio that may be invested in this category. However, the amount invested may not exceed the current maximum allowed by the pool.
- l. **Money Market Funds.** Shares of beneficial interest issued by diversified management companies that are money market funds registered with the Securities and Exchange Commission.
- ~~7.1.~~ The company shall have met either of the following criteria: (A) attained the highest ranking or the highest letter and numerical rating provided by not less than two NRSROs and (B) retained an investment adviser registered or exempt from registration with the Securities and Exchange Commission with not less than five years of experience managing money market mutual funds with assets under management in excess of five hundred million dollars (\$500,000,000).
 - ~~2.~~ A maximum of 20 percent of the portfolio may be invested in this category.
 - ~~8.3.~~ Use of money market funds are restricted to government money market funds.
- m. **Pass-Through Securities.** Asset-Backed, Mortgage-Backed, Mortgage Pass-Through Securities, and Collateralized Mortgage Obligations limited to mortgage-backed pass-through securities ~~for issuers not defined in Sections (a) and (b) of Authorized and Suitable Investments shall be limited issued by a US government agency or consumer receivable pass-through certificates or bonds with~~ a final maturity not exceeding five years from the date of trade settlement. The securities are rated in a rating category of "AA" or its equivalent or higher by a NRSRO. The aggregate investment in mortgage-backed and asset-backed securities described in this section shall not exceed 20% of the portfolio with no more than 5% ~~may be invested in any single Asset-Backed or Commercial Mortgage security issuer, held in any one issuer,~~ that is not a US government agency.
- n. **Supranational Obligations.** Medium United States dollar denominated senior unsecured unsubordinated obligations issued or unconditionally guaranteed by the International Bank for Reconstruction and Development, International Finance Corporation, or Inter-American Development Bank, with a maximum ~~remaining~~ maturity of five years or less, and eligible for purchase and sale within the United States. Investments under this subdivision shall be rated in a rating category of "AA" or its equivalent or higher by a NRSRO and shall not exceed 30% of the portfolio with no more than 10% invested in any one issuer.
- o. **Repurchase Agreements.** Repurchase agreements are to be used as short-term investments not to exceed 1 year. Repurchase agreements shall only be made only with counterparties that are a nationally or state-chartered bank that has or has had a significant banking relationship with the District.

1. The District shall have a properly executed master repurchase agreement with each counterparty for which it enters into an agreement for repurchase agreements.
2. Collateral of at least 102 percent of market value of principal and accrued interest is required.
3. For any repurchase agreement with a term of more than one day, the value of the underlying securities must be reviewed on an on-going basis according to market conditions.
4. Market value must be calculated each time there is a substitution of collateral.
5. Collateral is limited to obligations of the United States government and its agencies.
6. Collateral must be delivered to the District's custodian bank or handled under a properly executed ~~master~~ Master repurchase ~~Repurchase agreement~~ Agreement.
7. The District, or its trustee, shall have a perfected first security interest in all collateral.
- ~~8.~~ A maximum of 10 percent of the portfolio may be invested in this category.

Adopted by Resolution 23-XX, Date

5045.9 **Prohibited Investments.**

1. Section 53601.6 of the Government Code lists the investments that are prohibited.
2. Prohibited investments shall include, but are not limited to:
 - a. equity securities
 - b. inverse floaters
 - c. range notes
 - d. interest-only strips that are derived from a pool of mortgages
 - e. any investment that could result in zero interest earned if held to maturity.
 - f. Under a provision sunseting on January 1, 2026, securities backed by the U.S. Government that could result in a zero- or negative-interest accrual if held to maturity are permitted.
 - g. securities with a forward settlement date exceeding 45 days from the time of the investment is prohibited.
3. The purchase of any investment permitted by the Government Code, but not listed as an authorized investment in section 5045.8 of this Policy is prohibited without the prior approval of the Board.

5045.10 **Review of Investment Portfolio.** The securities held by the District must comply with Section 5045.8 Authorized and Suitable Investments at the time of purchase. Because some securities may not comply with Section 5045.8 Authorized and Suitable Investments subsequent to the date of purchase, the ~~Director of Finance and Administration~~Assistant Director of Finance and Administration or their designee shall at least ~~annually~~quarterly review the portfolio to identify those securities that do not comply. The ~~Director of Finance and Administration~~Assistant Director of Finance and Administration or their designee shall establish procedures to report to the Board, should one exist, major and critical incidences of noncompliance identified through the review of the portfolio.

If a security owned by the District is downgraded to a level below the requirements of this policy, making the security ineligible for additional purchases, the following steps will be taken:

1. Any actions taken related to the downgrade by the investment manager will be communicated to the ~~Director of Finance and Administration~~Assistant Director of Finance and Administration in a timely manner.
2. If a decision is made to retain the security, the credit situation will be monitored and reported to the Board.

5045.11 **Investment Pools/Mutual Funds Due Diligence.** A thorough investigation of the pool/fund is required prior to investing, and on a continual basis. There shall be a questionnaire developed which will answer the following general questions:

1. A description of eligible investment securities, and a written statement of investment policy and objectives.
2. A description of interest calculations and how it is distributed, and how gains and losses are treated.
3. A description of how the securities are safeguarded (including the settlement processes), and how often the securities are priced, and the program audited.

Adopted by Resolution 23-XX, Date

4. A description of who may invest in the program, how often, what size deposit and withdrawal are allowed.
5. A schedule for receiving statements and portfolio listings.
6. Are reserves, retained earnings, etc. utilized by the pool/fund?
7. A fee schedule, and when and how is it assessed.
8. Is the pool/fund eligible for bond proceeds and/or will it accept such proceeds?

5045.12 **Collateralization.** Collateralization will be required on ~~two-three~~ types of investments: certificates of deposit, bank deposits, and repurchase (and reverse repurchase) agreements. In order to anticipate market changes and provide a level of security for all funds, the collateralization level will be set by asset class:

1. Certificates of Deposit (CDs). The District shall require any commercial bank or savings and loan association to deposit eligible securities with an agency of a depository approved by the State Banking Department to secure any uninsured portion of a Non-Negotiable Certificate of Deposit. The value of eligible securities as defined pursuant to California Government Code, Section 53651, pledged against a Certificate of Deposit shall be equal to 110% of the face value of the CD for all other classes of security.
2. Collateralization of Deposits. This is the process by which a bank or financial institution pledges securities, or other deposits for the purpose of securing repayment of deposited funds. The District shall require any bank or financial institution to comply with the collateralization criteria defined in California Government Code, Section 53651.
3. Repurchase Agreements. The ~~Agency~~District requires that Repurchase Agreements be collateralized only by securities authorized in accordance with California Government Code:
 - a. The securities which collateralize the repurchase agreement shall be priced at Market Value, including any Accrued Interest plus a margin. The Market Value of the securities that underlie a repurchase agreement shall be valued at 102% or greater of the funds borrowed against those securities.
 - b. Financial institutions shall mark the value of the collateral to market at least monthly and increase or decrease the collateral to satisfy the ratio requirement described above.
 - c. The District shall receive monthly statements of collateral.

~~5045.12 110% of market value for Certificate of Deposits and 102% for reverse repurchase agreements of principal and accrued interest.~~

- ~~1.4.~~ The District chooses to limit collateral to the following: U.S. Treasuries and Federal Agency Obligations.
- ~~2.5.~~ Collateral will always be held by an independent third party with whom the entity has a current custodial agreement. A clearly marked evidence of ownership (safekeeping receipt) must be supplied to the entity and retained. The right of collateral substitution is granted.

5045.13 **Safekeeping and Custody.** All security transactions, including collateral for repurchase agreements, and reverse repurchase agreements entered into by the ~~(Local Agency District)~~ shall be conducted on a delivery-versus-payment (DVP) basis. Securities will be held by a third-party custodian designated by the ~~Treasurer~~ Director of Finance and Administration ~~Assistant Director of Finance and Administration~~ and evidenced by safekeeping receipts.

5045.14 **Diversification and Maximum Maturities.** It is the policy of the District to diversify its investment portfolio. Assets shall be diversified to eliminate the risk of loss resulting from over-concentration of assets in a specific maturity, a specific issuer, or a specific class of securities. Diversification strategies shall be determined and revised periodically. Adequate diversification shall be applied to the individual issuers of debt, both within each class of investments and collectively. Except for U.S. Treasuries, Federal Agency securities, LGIPs, and LAIF, the District's investment in any one issuer is limited to 5 percent of the District's investment portfolio surplus funds.

To the extent possible, the District will attempt to match its investments with anticipated cash flow requirements. The maximum maturity of individual investments shall not exceed the limits set forth in Section 5045.8. Where no maturity limit is stated, no investment shall exceed a maturity of five years from the settlement date unless the Board has granted express authority to make that investment either specifically or as a part of an investment program approved by the Board no less than three months prior to the investment. With respect to maximum maturities, this Policy authorizes investing reserve funds beyond five years if the maturity of such investments is made to coincide as nearly as practicable with the expected use of the funds.

5045.15 **Internal Controls.** The ~~Director of Finance and Administration~~ Assistant Director of Finance and Administration shall establish a system of internal controls designed to prevent losses due to fraud, employee error, misrepresentation by third parties, unanticipated market changes, and/or imprudent actions by employees of the District. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that 1) the cost of a control should not exceed the benefits likely to be derived and 2) the valuation of costs and benefits requires estimates and judgments by management. Compliance with this Policy and internal controls shall be reviewed annually by the District's independent, external auditors.

5045.16 **Performance Standards.** The investment performance shall be designed to attain a market-average rate of return throughout budgetary and economic cycles, taking into account the District's risk constraints, the cash flow characteristics of the portfolio, and state and local laws, ordinances or resolutions that restrict investments.

~~The Director of Finance and Administration Assistant Director of Finance and Administration shall monitor and evaluate the portfolio's performance relative to the chosen market benchmark(s). The Director of Finance and Administration Assistant Director of Finance and Administration shall select an appropriate, readily available index to use as a market benchmark. of the District's operating portfolio shall be evaluated and compared to an appropriate benchmark in order to assess the success of the investment program relative to the District's Safety, Liquidity and Yield objectives. This review will be conducted annually with the Board's Finance and Audit Committee.~~

~~5045.16~~ 5045.17 **Investment Reporting.**

1. **Monthly.** The ~~Director of Finance and Administration~~ Assistant Director of Finance and Administration shall prepare a monthly investment report for review and approval by the Board, including a

Adopted by Resolution 23-XX, Date

management summary that provides an analysis of the status of the current investment portfolio and transactions made over the last month. This management summary will be prepared in a manner which will allow the Board to ascertain whether investment activities during the reporting period have conformed to the investment policy. The report will include the following.

- a. Listing of individual securities held at the end of the reporting period;
 - b. Cost and market value of all securities, including realized and unrealized market value gains or losses in accordance with GASB requirements;
 - c. Average weighted yield to maturity of portfolio;
 - d. Listing of investment by maturity date;
 - e. Percentage of the total portfolio, which each type of investment represents;
 - f. Statement of compliance with Investment Policy, including an explanation of any compliance exceptions (CGC Section 53646); and
 - g. Certification of sufficient liquidity to meet budgeted expenditures over the ensuing six months (CGC Section 53646).
2. **Quarterly.** On a quarterly basis within 45 days after the end of the quarter, the ~~Director of Finance and Administration~~Assistant Director of Finance and Administration shall report the total rate of return on each of the District's portfolios to the Board.
 3. **Annually.** On an annual basis, the ~~Director of Finance and Administration~~Assistant Director of Finance and Administration shall present the Investment Policy, together with any proposed amendments, to the Board for its consideration.
 4. As specified in CGC 53646(e), if funds are placed in LAIF, FDIC insured accounts and/or in an LGIP, the foregoing report elements may be replaced by copies of the latest statements from such institutions.
 - a. The report must also include a certification that
 1. all investment actions executed since the last report have been made in full compliance with the Investment Policy and,
 2. the Beaumont Cherry Valley Water District will meet its expenditure obligations for the next six months as required by CGC 53646(b)(2) and (3) respectively.
 3. The ~~Director of Finance and Administration~~Assistant Director of Finance and Administration shall maintain a complete and timely record of all investment transactions.

~~5045.175~~5045.18 **Policy Adoption and Review.** This Policy shall be adopted by resolution of the Board. Moreover, the Policy shall be reviewed ~~by the Director of Finance and Administration~~Assistant Director of Finance and Administration on an annual basis and modifications, if any, must be approved by the Board by resolution.

Adopted by Resolution 23-XX, Date

[5045-185045.19](#) Allowable Instruments per California Government Code.

ALLOWABLE INVESTMENT INSTRUMENTS PER STATE GOVERNMENT CODE (AS OF JANUARY 1, 2023) ^A APPLICABLE TO ALL LOCAL AGENCIES ^B			
Investment Type	Maximum Maturity ^C	Maximum Specified % of Portfolio ^D	Minimum Quality Requirements
Local Agency Bonds	5 years	None	None
US Treasury Obligations:	5 years	None	None
State Obligations – CA and others	5 years	None	None
CA Local Agency Obligations	5 years	None	None
US Agency Obligations	5 years	None	None
Bankers Acceptances	180 days	40% ^E	None
Commercial Paper – Non-Pooled Funds ^F (under \$100,000,000 of investments)	270 days or less	25% of the District's money ^G	Highest letter and number rating by an NRSRO ^H
Commercial Paper – Non-Pooled Funds (min. \$100,000,000 of investments)	270 days or less	40% of the District's money ^G	Highest letter and number rating by an NRSRO ^H
Commercial Paper – Pooled Funds ^I	270 days or less	40% of the District's money ^G	Highest letter and number rating by an NRSRO ^H
Negotiable Certificates of Deposit	5 years	30% ^J	None
Non-negotiable Certificates of Deposit	5 years	None	None
Placement Service Deposits	5 years	50% ^K	None
Placement Service Certificates of Deposit	5 years	50% ^K	None
Repurchase Agreements	1 year	None	None
Reverse Repurchase Agreements and Securities Lending Agreements	92 days ^L	20% of the base value of the portfolio	None ^M
Medium-Term Notes ^N	5 years or less	30%	"A" rating category or its equivalent or better
Mutual Funds and Money Market Mutual Funds	N/A	20% ^O	Multiple ^{P,Q}
Collateralized Bank Deposits ^R	5 years	None	None
Mortgage Pass-Through and Asset-Backed Securities	5 years or less	20%	"AA" rating category or its equivalent or better ^R
County Pooled Investment Funds	N/A	None	None
Joint Powers Authority Pool	N/A	None	Multiple ^S
Local Agency Investment Fund (LAIF)	N/A	None	None
Voluntary Investment Program Fund ^T	N/A	None	None
Supranational Obligations ^U	5 years or less	30%	"AA" rating category or its equivalent or better
Public Bank Obligations	5 years	None	None

(Source: *Local Agency Investment Guidelines: Update for 2023* published by the California Debt and Investment Advisory Commission (CDIAC).)

Adopted by Resolution 23-XX, Date

Notes to 5045.19 Allowable Instruments per California Government Code Authorized and Suitable Investments Table

- A. Sources: Sections 16340, 16429.1, 27133, 53601, 53601.6, 53601.8, 53630 et seq., 53635, 53635.8, and 57603.
- B. Municipal Utilities Districts have the authority under the Public Utilities Code Section 12871 to invest in certain securities not addressed here.
- C. Section 53601 provides that the maximum term of any investment authorized under this section, unless otherwise stated, is five years from the settlement date. However, the legislative body may grant express authority to make investments either specifically or as a part of an investment program approved by the legislative body that exceeds this five year remaining maturity limit. Such approval must be issued no less than three months prior to the purchase of any security exceeding the five year maturity limit.
- D. Percentages apply to all portfolio investments regardless of source of funds. For instance, cash from a reverse repurchase agreement would be subject to the restrictions.
- E. No more than 30 percent of the agency's money may be in bankers' acceptances of any one commercial bank.
- F. Includes agencies defined as a city, a district, or other local agency that do not pool money in deposits or investment with other local agencies, other than local agencies that have the same governing body
- G. Local agencies, other than counties or a city and county, may purchase no more than 10 percent of the outstanding commercial paper and medium-term notes of any single issuer.
- H. Issuing corporation must be organized and operating within the U.S., have assets in excess of \$500 million, and debt other than commercial paper must be in a rating category of "A" or its equivalent or higher by a nationally recognized statistical rating organization, or the issuing corporation must be organized within the U.S. as a special purpose corporation, trust, or LLC, have program wide credit enhancements, and have commercial paper that is rated "A-1" or higher, or the equivalent, by a nationally recognized statistical rating agency.
- I. Includes agencies defined as a county, a city and county, or other local agency that pools money in deposits or investments with other local agencies, including local agencies that have the same governing body. Local agencies that pool exclusively with other local agencies that have the same governing body must adhere to the limits set forth in Section 53601(h)(2)(C).
- J. No more than 30 percent of the agency's money may be in negotiable certificates of deposit that are authorized under Section 53601(i).
- K. Effective January 1, 2020, no more than 50 percent of the agency's money may be invested in deposits, including certificates of deposit, through a placement service as authorized under 53601.8 (excludes negotiable certificates of deposit authorized under Section 53601(i)). On January 1, 2026, the maximum percentage of the portfolio reverts back to 30 percent. ~~Investments made pursuant to 53635.8 remain subject to a maximum of 30 percent of the portfolio.~~
- L. Reverse repurchase agreements or securities lending agreements may exceed the 92-day term if the agreement includes a written codicil guaranteeing a minimum earning or spread for the entire period between the sale of a security using a reverse repurchase agreement or securities lending agreement and the final maturity dates of the same security.
- M. Reverse repurchase agreements must be made with primary dealers of the Federal Reserve Bank of New York or with a nationally or state chartered bank that has a significant relationship with the local agency. The local agency must have held the securities used for the agreements for at least 30 days.
- N. "Medium-term notes" are defined in Section 53601 as "all corporate and depository institution debt securities with a maximum ~~remaining~~ maturity of five years or less, issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States."
- O. No more than 10 percent invested in any one mutual fund. This limitation does not apply to money market mutual funds.
- P. A mutual fund must receive the highest ranking by not less than two nationally recognized rating agencies or the fund must retain an investment advisor who is registered with the SEC (or exempt from registration), has

Adopted by Resolution 23-XX, Date

assets under management in excess of \$500 million, and has at least five years' experience investing in instruments authorized by Sections 53601 and 53635.

- Q. A money market mutual fund must receive the highest ranking by not less than two nationally recognized statistical rating organizations or retain an investment advisor registered with the SEC or exempt from registration and who has not less than five years' experience investing in money market instruments with assets under management in excess of \$500 million.
- R. Investments in notes, bonds, or other obligations under Section 53601(n) require that collateral be placed into the custody of a trust company or the trust department of a bank that is not affiliated with the issuer of the secured obligation, among other specific collateral requirements.
- S. A joint powers authority pool must retain an investment advisor who is registered with the SEC (or exempt from registration), has assets under management in excess of \$500 million, and has at least five years' experience investing in instruments authorized by Section 53601, subdivisions (a) to (o).
- T. Local entities can deposit between \$200 million and \$10 billion into the Voluntary Investment Program Fund, upon approval by their governing bodies. Deposits in the fund will be invested in the Pooled Money Investment Account.
- U. Only those obligations issued or unconditionally guaranteed by the International Bank for Reconstruction and Development (IBRD), International Finance Corporation (IFC), and Inter-American Development Bank (IADB), with a maximum ~~remaining~~ maturity of five years or less..

~~5045.19~~5045.20 Glossary of Terms.

1. **Agency Securities:** Securities issued by a U.S. government-sponsored entity (GSE) and federally related institutions. Examples of a GSE include: Federal Farm Credit Bank System (FFCB), Federal Home Loan Bank (FHLB), Federal Home Loan Mortgage Company (FHLMC-Freddie Mac), Federal National Mortgage Association (FNMA-Fannie Mae), and Student Loan Marketing Association (SLMA-Sallie Mae).
2. **Annual Comprehensive Financial Report:** The official annual report of the Beaumont-Cherry Valley Water District. It includes financial statements prepared in conformity with GAAP. It also includes supporting schedules necessary to demonstrate compliance with finance-related legal and contractual provisions and extensive introductory material.
- ~~2. **Asked:** The price at which securities are offered.~~
3. **Bankers' Acceptance (BA):** A draft, bill, or exchange accepted by a bank or trust company. The accepting institution guarantees payment of the bill, as well as the issuer.
4. **Benchmark:** A comparative base for measuring the performance or risk tolerance of the investment portfolio. A benchmark should represent a close correlation to the level of risk and the average duration of the portfolio's investments.
- ~~5. **Bid:** The price offered by a buyer of securities.~~
- ~~6.5.~~5. **Broker:** A broker brings buyers and sellers together for a commission.
- ~~7.6.~~6. **Callable Security:** A security that is redeemable by the issuer before the scheduled maturity. Bonds are usually called when the interest rates fall so significantly that the issuer can save money by floating new bonds at lower rates.

- ~~8-7.~~ **Certificate of Deposit (CD):** A time deposit with a specific maturity evidenced by a Certificate. Large-denomination CD's are typically negotiable.
- ~~9-8.~~ **Collateral:** Securities, evidence of deposit or other property, which a borrower pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposits of public monies.
- ~~10.~~ **Annual Financial Report:** ~~The official annual report of the Beaumont Cherry Valley Water District. It includes financial statements prepared in conformity with GAAP. It also includes supporting schedules necessary to demonstrate compliance with finance-related legal and contractual provisions and extensive introductory material.~~
- ~~11-9.~~ **Coupon:**
- The annual rate of interest that a bond's issuer promises to pay the bondholder on the bond's face value.
 - A certificate attached to a bond evidencing interest due on a payment date.
- ~~12-10.~~ **Dealer:** A dealer, as opposed to a broker, acts as a principal in all transactions, buying and selling for their own account.
- ~~13.~~ **Debenture:** ~~A bond secured only by the general credit of the issuer.~~
- ~~14-11.~~ **Delivery versus Payment (DVP):** The delivery of securities with an exchange of money for the securities.
- ~~15.~~ **Derivatives:**
- ~~Financial instruments whose return profile is linked to, or derived from, the movement of one or more underlying index or security, and may include a leveraging factor, or~~
 - ~~financial contracts based upon notional amounts whose value is derived from an underlying index or security (interest rates, foreign exchange rates, equities, or commodities).~~
- ~~16-12.~~ **Discount:** The difference between the cost price of a security and its maturity when quoted at lower than face value. A security selling below original offering price shortly after sale also is considered to be at a discount.
- ~~17-13.~~ **Diversification:** Dividing investment funds among a variety of securities offering independent returns with the goal of spreading risk throughout the portfolio holdings.
- ~~18-14.~~ **Duration:** A measure of the sensitivity of the price (the value of principal) of a fixed-income investment to a change in interest rates. Duration is expressed as a number of years. Rising interest rates mean falling bond prices, while declining interest rates mean rising bond prices.
- ~~19-15.~~ **Federal Deposit Insurance Corporation (FDIC):** A federal agency that insures bank deposits.
- ~~20-16.~~ **Liquidity:** A liquid asset is one that can be converted easily and rapidly into cash without a substantial loss of value.

- ~~21-17.~~ **Local Agency Investment Fund (LAIF):** A voluntary program created by state statute as an investment alternative for California's local governments and Special Districts under the administration of the California State Treasurer's Office. All securities are purchased under the authority of the Government Code Section 16430 and 16480.4.
- ~~22-18.~~ **Local Government Investment Pool (LGIP):** A state or local government pool offered to public entities for the investment of public funds.
- ~~23-19.~~ **Market Value:** The price at which a security is trading and could presumably be purchased or sold.
- ~~24-20.~~ **Master Repurchase Agreement:** A written contract covering all future transactions between the parties that establishes each party's rights in the transactions. A master agreement will often specify, among other things, the right of the buyer-lender to liquidate the underlying securities in the event of default by the seller borrower.
- ~~25-21.~~ **Maturity:** The date upon which the principal or stated value of an investment becomes due and payable. The investment's term or remaining maturity is measured from the settlement date to final maturity.
- ~~26-22.~~ **Money Market:** The market in which short-term debt instruments (bills, commercial paper, bankers' acceptances, etc.) are issued and traded.
- ~~27-23.~~ **Nationally Recognized Statistical Ratings Organization (NRSRO):** A credit rating agency that provides credit ratings that are used by the U.S. government and investors as benchmarks. Examples include Moody's, Standard & Poor's, and Fitch Ratings.
- ~~28-24.~~ **Offer:** The price asked by a seller of securities.
- ~~29.~~ **Open Market Operations:** ~~Purchases and sales of government and certain other securities in the open market by the New York Federal Reserve Bank as directed by the FOMC in order to influence the volume of money and credit in the economy. Purchases inject reserves into the bank system and stimulate growth of money and credit; sales have the opposite effect. Open market operations are the Federal Reserve's most important and most flexible monetary policy tool.~~
- ~~30-25.~~ **Portfolio:** Collection of securities held by an investor.
- ~~31-26.~~ **Primary Dealer:** A group of government securities dealers who submit daily reports of market activity and positions and monthly financial statements to the Federal Reserve Bank of New York and are subject to its informal oversight. Primary dealers include Securities and Exchange Commission (SEC)-registered securities broker-dealers, banks, and a few unregulated firms.
- ~~32-27.~~ **Prudent Investor Standard:** An investment standard to be followed by those authorized to make investment decisions on behalf of a local agency. Those authorized shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of that agency.
- ~~33-28.~~ **Qualified Public Depositories:** A financial institution which does not claim exemption from the payment of any sales or compensating use or ad valorem taxes under the laws of this state,

Adopted by Resolution 23-XX, Date

which has segregated for the benefit of the commission eligible collateral having a value of not less than its maximum liability and which has been approved by the Public Deposit Protection Commission to hold public deposits.

- ~~34-29.~~ **Rate of Return:** The yield obtainable on a security based on its purchase price or its current market price. This may be the amortized yield to maturity on a bond the current income return.
- ~~35-30.~~ **Repurchase Agreement (REPO):** A holder of securities sells these securities to an investor with an agreement to repurchase them at a fixed price on a fixed date. The security "buyer" in effect lends the "seller" money for the period of the agreement, and the terms of the agreement are structured to compensate them for this.
- ~~36-31.~~ **Reverse Repurchase Agreement (Reverse REPO):** A reverse-repurchase agreement (reverse repo) involves an investor borrowing cash from a financial institution in exchange for securities. The investor agrees to repurchase the securities at a specified date for the same cash value plus an agreed upon interest rate. Although the transaction is similar to a repo, the purpose of entering into a reverse repo is quite different. While a repo is a straightforward investment of public funds, the reverse repo is a borrowing.
- ~~37-32.~~ **Safekeeping:** A service to customers rendered by banks for a fee whereby securities and valuables of all types and descriptions are held in the bank's vaults for protection.
- ~~38-33.~~ **Secondary Market:** A market made for the purchase and sale of outstanding issues following the initial distribution.
- ~~39-34.~~ **Securities & Exchange Commission:** Agency created by Congress to protect investors in securities transactions by administering securities legislation.
- ~~40-35.~~ **Treasury Bills:** A non-interest bearing discount security issued by the U.S. Treasury to finance the national debt. Most bills are issued to mature in three months, six months, or one year.
- ~~41-36.~~ **Treasury Bonds:** Long-term coupon-bearing U.S. Treasury securities issued as direct obligations of the U.S. Government and having initial maturities of more than 10 years.
- ~~42-37.~~ **Treasury Notes:** Medium-term coupon-bearing U.S. Treasury securities issued as direct obligations of the U.S. Government and having initial maturities from two to 10 years.
- ~~43-38.~~ **Yield:** The rate of annual income return on an investment, expressed as a percentage.

Attachment 3

RESOLUTION 2023-20

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BEAUMONT-CHERRY VALLEY WATER DISTRICT ACKNOWLEDGING THE REVIEW, RECEIPT AND ACCEPTANCE OF THE DISTRICT'S POLICY 5045: INVESTMENT OF DISTRICT FUNDS

WHEREAS, the Legislature of the State of California has declared that the deposit and investment of public funds by local officials and local agencies is an issue of statewide concern (California Government Code sections 53600.6 and 53630.1); and

WHEREAS, the legislative body of a local agency may invest surplus monies not required by the immediate necessities of the local agency in accordance with the provisions of California Government Code Sections 5920 et seq. and 53601 et seq.; and

WHEREAS, the General Manager of the Beaumont-Cherry Valley Water District shall annually prepare and submit a statement of investment policy and such policy shall be considered by the Board of Directors at a public meeting (California Government Code 53646(a)); and

WHEREAS, the District's investment policy was last reviewed and approved by Resolution 2022-42 on December 14, 2022; and

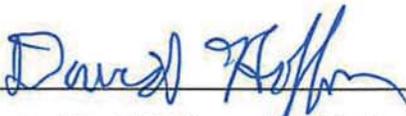
WHEREAS, the entirety of the Beaumont-Cherry Valley Water District Investment Policy attached hereto as Exhibit A is incorporated by reference,

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Beaumont-Cherry Valley Water District declares the Investment Policy attached as Exhibit A approved and adopted.

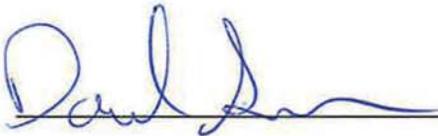
ADOPTED this 12 day of July, 2023 by the following vote:

AYES: Covington, Slawson, Williams, Ramirez, Hoffman
NOES:
ABSTAIN:
ABSENT:

ATTEST:



Director David Hoffman, President of the
Board of Directors of the
Beaumont-Cherry Valley Water District



Director Daniel Slawson, Secretary to the
Board of Directors of the
Beaumont-Cherry Valley Water District

POLICY TITLE: INVESTMENT OF DISTRICT FUNDS
POLICY NUMBER: 5045

5045.1 **Policy.** This investment policy ("Policy") is set forth by the Beaumont-Cherry Valley Water District ("District") for the following purposes:

1. To establish clear guidance and understanding for the District's Board of Directors ("Board"), management, designated employees, citizens and third parties of the objectives, policies and guidelines for the investment of the District's idle surplus funds; and
2. To establish a basis for evaluating investment results.

5045.2 **Scope.** This investment policy applies to all investment activities and financial assets of the District. The funds covered by this policy are accounted for and incorporated in the District's Annual Financial Report. The Deferred Compensation Plan is excluded because it is managed by a third-party administrator and invested in by individual plan participants. Proceeds of debt issuances shall be invested in securities permitted by the applicable bond documents. If the bond documents are silent as to the permitted investments, such proceeds will be invested in accordance with the general investment philosophy of the District as set forth in this Policy.

5045.3 **Prudent Investor Standard.** The standard of prudence to be used by the designated representative shall be the "prudent investor" standard and shall be applied in the context of managing an overall portfolio. Persons authorized to make investment decisions on behalf of the District are trustees and therefore fiduciaries subject to The **Prudent Investor Standard**, which states "When investing, reinvesting, purchasing, acquiring, exchanging, selling, and managing public funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the agency, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency."

5045.4 **Objectives.** As specified in California Government Code Section 53600.5, when investing, reinvesting, purchasing, acquiring, exchanging, selling and managing public funds, the primary objectives, in priority order, of the District's investment activities and of this Policy shall be:

1. **Safety:** Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the District's overall portfolio. To attain this objective, the District will diversify its investments by investing funds among a variety of securities with independent returns.
2. **Liquidity:** The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated.

3. **Yield:** The investment portfolio shall be designed with the objective of attaining a market rate of return through budgetary and economic cycles, if it does not diminish the objectives of Safety and Liquidity.

5045.5 Delegation of Authority.

1. The authority of the District's Board to invest or reinvest funds of the District as permitted under Section 53600 et seq. of the California Government Code is delegated by Board resolution in conjunction with the annual investment policy review.
2. Management responsibility for the investment program is hereby delegated, with the General Manager's oversight, to the Director of Finance and Administration, who shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of their designee, and their procedures in the absence of the General Manager or their designee, or Director of Finance and Administration.
3. The Director of Finance and Administration shall establish procedures for the management of investment activities, including the activities of staff consistent with this policy.
4. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Director of Finance and Administration.
5. The Director of Finance and Administration may retain the services of an outside investment advisor or manager as approved by the Board to assist with the District's investment program.
 - a. Qualified outside managers will be either SEC Registered Investment Advisors or Bank Money Managers. The investment advisor shall make investment decisions and transactions in strict accordance with State and Federal law, this Policy, and such other written instructions as are provided.
 - b. The performance and service levels of such advisors and managers shall be reviewed annually.

5045.6 **Ethics and Conflicts of Interest.** Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution and management of the investment program, or which could impair their ability to make impartial decisions. Employees and investment officials shall disclose to the District's General Manager any material financial interest in the financial institutions that conduct business with the District.

5045.7 Authorized Financial Dealers and Institutions.

1. The Director of Finance and Administration will maintain a list of authorized broker/dealers and financial institutions that are approved for investment purposes.
2. Broker/dealers will be selected for credit worthiness and must be authorized to provide investment services in the State of California. These may include "primary" dealers or

regional dealers that qualify under Securities & Exchange Commission Rule 15(C)3-I (uniform net capital rule).

3. No public deposit will be made by the broker/dealer except in a qualified public depository as established by the established state laws. Before a financial institution or broker/dealer is used, they are subject to investigation and approval by the Director of Finance and Administration or their designee, and must submit the following:
 - a. Certification of having read and understood this investment policy resolution and agreeing to comply with the District's investment policy;
 - b. Proof of Federal Investment Regulatory Authority certification;
 - c. Proof of State of California registration;
 - d. Audited financial statements for the institution's three (3) most recent fiscal years;
 - e. References of other public-sector clients to which similar services are provided to.
4. If a third-party investment advisor is authorized to conduct investment transactions on the District's behalf, the investment advisor may use their own list of approved independent broker/dealers and financial institutions.
5. The investment advisor's approved list must be made available to the District upon request.

5045.8 Authorized and Suitable Investments.

1. The District's investments are governed by the California Government Code.
2. Within the investments permitted by the Government Code, the District may seek to further restrict eligible investments.
3. In the event an apparent discrepancy is found between this Policy and the Government Code, the more restrictive parameters will take precedence.
4. A table of allowable investment instruments per California Government Code can be found in section 5045.19 of the Policy.
 - a. **United States Treasury Issues.** United States Treasury notes, bonds, bills, or certificates of indebtedness, or those for which the full faith and credit of the United States are pledged for the payment of principal and interest. There is no limitation as to the percentage of the portfolio that may be invested in this category.
 - b. **Federal Agency Obligations.** Federal agency or United States government-sponsored enterprise senior debt obligations, participations, mortgage-backed securities, or other instruments, including those issued by or fully guaranteed as to principal and interest by Federal agencies or United States government-sponsored enterprises. There is no limitation as to the percentage of the portfolio that may be invested in this category.
 - c. **Municipal Debt.** Registered treasury notes or bonds of this state or any of the other 49 United States, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by a state or by a department, board, agency, or authority of this state or any of the other 49 United States. Bonds, notes, warrants, or other evidence of indebtedness of any local agency, including the District's own bonds, within this state, including bonds payable

solely out of the revenues from a revenue-producing property owned, controlled, or operated by the local agency, or by a department, board, agency, or authority of the local agency. There is no limitation as to the percentage of the portfolio that may be invested in this category.

- d. **Medium-Term Notes.** All corporate and depository institution debt securities with a maximum remaining maturity of 5 years or less, issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States. Purchases are limited to notes eligible for investment under this provision and shall be rated in a rating category of "A" or its equivalent or better by a Nationally Recognized Statistical Rating Organization ("NRSRO"). A maximum of 30 percent of the portfolio may be invested in this category.
- e. **Negotiable Certificates of Deposit.** Negotiable certificates of deposit (NCDs) issued by a nationally or state-chartered bank, a savings association or a federal association, a state or federal credit union, or by a federally licensed or state-licensed branch of a foreign bank. In combination with placement service CDs, a maximum of 30 percent of the portfolio may be invested in this category.
- f. **Placement Service Certificates of Deposit.** Certificates of deposit placed through a deposit placement service shall meet the requirements under Government Code Section 53601.8. The full amount of the principal and the interest that may be accrued during the maximum term of each certificate of deposit shall at all times be insured by federal deposit insurance. In combination with negotiable certificates of deposit, a maximum of 50 percent of the portfolio may be invested in this category.
- g. **Bank Deposits.** FDIC insured or fully collateralized bank deposits, including, but not limited to, demand deposit accounts, savings accounts, market rate accounts, and time deposits. Bank deposits are required to be collateralized as specified under Government Code Section 53630 et. seq. The Director of Finance and Administration, at their discretion, may waive the collateralization requirements for any portion that is covered by federal deposit insurance.
- h. **Commercial Paper.** Commercial paper of "prime" quality of the highest ranking or of the highest letter and number rating as provided for by a NRSRO. The entity that issues the commercial paper shall meet all of the following conditions: (i) is organized and operating in the United States as a general corporation, (ii) has total assets in excess of five hundred million dollars (\$500,000,000), and (iii) has debt other than commercial paper, if any, that is rated in a rating category of "A" or its equivalent or better, by a NRSRO.
 - 1. Eligible commercial paper shall have a maximum maturity of 270 days or less and not represent more than 10 percent of the outstanding paper of an issuing corporation. A maximum of 25 percent of the portfolio may be invested in this category.
- i. **Bankers' Acceptances.** Bankers' acceptances, otherwise known as bills of exchange or time drafts that are drawn on and accepted by a commercial bank. Purchases are limited to bankers' acceptances issued by domestic or foreign banks, which are eligible for purchase by the Federal Reserve System.
 - 2. Purchases of bankers' acceptances may not exceed 180 days maturity. Eligible bankers' acceptances are restricted to issuing

- financial institutions with a short-term debt rating of at least "A-1", or its equivalent, by a NRSRO.
3. No more than 30 percent of the District's money may be in bankers' acceptances of any one commercial bank, while a maximum of 40 percent of the portfolio may be invested in this category.
- j. **State of California Local Agency Investment Fund (LAIF).** There is no limitation as to the percentage of the portfolio that may be invested in this category. However, the amount invested may not exceed the current maximum allowed by LAIF.
 - k. **Local Government Investment Pools (LGIP).** Shares of beneficial interest issued by a joint powers authority organized pursuant to Government Code Section 6509.7. To be eligible for purchase, the pool shall meet all of the following conditions:
 4. must meet the requirements of California Government Code Section 53601(p),
 5. the pool must seek to maintain a stable Net Asset Value ("NAV"), and
 6. the pool must be rated at least "AAm", or its equivalent, by a NRSRO.
 4. There is no limitation as to the percentage of the portfolio that may be invested in this category. However, the amount invested may not exceed the current maximum allowed by the pool.
 - l. **Money Market Funds.** Shares of beneficial interest issued by diversified management companies that are money market funds registered with the Securities and Exchange Commission.
 7. The company shall have met either of the following criteria: (A) attained the highest ranking or the highest letter and numerical rating provided by not less than two NRSROs and (B) retained an investment adviser registered or exempt from registration with the Securities and Exchange Commission with not less than five years of experience managing money market mutual funds with assets under management in excess of five hundred million dollars (\$500,000,000).
 8. A maximum of 20 percent of the portfolio may be invested in this category.
 - m. **Pass-Through Securities.** Asset-Backed, Mortgage-Backed, Mortgage Pass-Through Securities, and Collateralized Mortgage Obligations limited to mortgage-backed pass-through securities issued by a US government agency or consumer receivable pass-through certificates or bonds with a final maturity not exceeding five years from the date of trade settlement. The securities are rated in a rating category of "AA" or its equivalent or higher by a NRSRO. The aggregate investment in mortgage-backed and asset-backed securities described in this section shall not exceed 20% of the portfolio with no more than 5% held in any one issuer that is not a US government agency.
 - n. **Supranational Obligations.** Medium United States dollar denominated senior unsecured unsubordinated obligations issued or unconditionally guaranteed by the International Bank for Reconstruction and Development, International Finance Corporation, or Inter-American Development Bank, with a maximum remaining maturity of five years or less, and eligible for purchase and sale within the United States. Investments under this subdivision shall be rated in a rating category of "AA"

or its equivalent or higher by a NRSRO and shall not exceed 30% of the portfolio with no more than 10% invested in any one issuer.

- o. **Repurchase Agreements.** Repurchase agreements are to be used as short-term investments not to exceed 1 year. Repurchase agreements shall only be made only with counterparties that are a nationally or state-chartered bank that has or has had a significant banking relationship with the District.
 1. The District shall have a properly executed master repurchase agreement with each counterparty for which it enters into an agreement for repurchase agreements.
 2. Collateral of at least 102 percent of market value of principal and accrued interest is required.
 3. For any repurchase agreement with a term of more than one day, the value of the underlying securities must be reviewed on an on-going basis according to market conditions.
 4. Market value must be calculated each time there is a substitution of collateral.
 5. Collateral is limited to obligations of the United States government and its agencies.
 6. Collateral must be delivered to the District's custodian bank or handled under a properly executed master repurchase agreement.
 7. The District, or its trustee, shall have a perfected first security interest in all collateral.
 8. A maximum of 10 percent of the portfolio may be invested in this category.

5045.9 Prohibited Investments.

1. Section 53601.6 of the Government Code lists the investments that are prohibited.
2. Prohibited investments shall include, but are not limited to:
 - a. equity securities
 - b. inverse floaters
 - c. range notes
 - d. interest-only strips that are derived from a pool of mortgages
 - e. any investment that could result in zero interest earned if held to maturity.
 - f. Under a provision sunseting on January 1, 2026, securities backed by the U.S. Government that could result in a zero- or negative-interest accrual if held to maturity are permitted.
 - g. securities with a forward settlement date exceeding 45 days from the time of the investment is prohibited.
3. The purchase of any investment permitted by the Government Code, but not listed as an authorized investment in section 5045.8 of this Policy is prohibited without the prior approval of the Board.

5045.10 **Review of Investment Portfolio.** The securities held by the District must comply with Section 5045.8 Authorized and Suitable Investments at the time of purchase. Because some securities may not comply with Section 5045.8 Authorized and Suitable Investments subsequent to the date of purchase, the Director of Finance and Administration or their designee shall at least annually review the portfolio to identify those securities that do not comply. The Director of Finance and Administration or their designee shall establish procedures to report to the Board, should one exist, major and critical incidences of noncompliance identified through the review of the portfolio.

5045.11 **Investment Pools/Mutual Funds Due Diligence.** A thorough investigation of the pool/fund is required prior to investing, and on a continual basis. There shall be a questionnaire developed which will answer the following general questions:

1. A description of eligible investment securities, and a written statement of investment policy and objectives.
2. A description of interest calculations and how it is distributed, and how gains and losses are treated.
3. A description of how the securities are safeguarded (including the settlement processes), and how often the securities are priced, and the program audited.
4. A description of who may invest in the program, how often, what size deposit and withdrawal are allowed.
5. A schedule for receiving statements and portfolio listings.

6. Are reserves, retained earnings, etc. utilized by the pool/fund?
7. A fee schedule, and when and how is it assessed.
8. Is the pool/fund eligible for bond proceeds and/or will it accept such proceeds?

5045.12 **Collateralization.** Collateralization will be required on two types of investments: certificates of deposit and repurchase (and reverse repurchase) agreements. In order to anticipate market changes and provide a level of security for all funds, the collateralization level will be 110% of market value for Certificate of Deposits and 102% for reverse repurchase agreements of principal and accrued interest.

1. The District chooses to limit collateral to the following: U.S. Treasuries and Federal Agency Obligations.
2. Collateral will always be held by an independent third party with whom the entity has a current custodial agreement. A clearly marked evidence of ownership (safekeeping receipt) must be supplied to the entity and retained. The right of collateral substitution is granted.

5045.13 **Safekeeping and Custody.** All security transactions, including collateral for repurchase agreements, and reverse repurchase agreements entered into by the (Local Agency) shall be conducted on a delivery-versus-payment (DVP) basis. Securities will be held by a third-party custodian designated by the Treasurer and evidenced by safekeeping receipts.

5045.14 **Diversification and Maximum Maturities.** It is the policy of the District to diversify its investment portfolio. Assets shall be diversified to eliminate the risk of loss resulting from over-concentration of assets in a specific maturity, a specific issuer, or a specific class of securities. Diversification strategies shall be determined and revised periodically. Adequate diversification shall be applied to the individual issuers of debt, both within each class of investments and collectively. Except for U.S. Treasuries, Federal Agency securities, LGIPs, and LAIF, the District's investment in any one issuer is limited to 5 percent of the District's surplus funds.

To the extent possible, the District will attempt to match its investments with anticipated cash flow requirements. The maximum maturity of individual investments shall not exceed the limits set forth in Section 5045.8. Where no maturity limit is stated, no investment shall exceed a maturity of five years from the settlement date unless the Board has granted express authority to make that investment either specifically or as a part of an investment program approved by the Board no less than three months prior to the investment. With respect to maximum maturities, this Policy authorizes investing reserve funds beyond five years if the maturity of such investments is made to coincide as nearly as practicable with the expected use of the funds.

5045.15 **Internal Controls.** The Director of Finance and Administration shall establish a system of internal controls designed to prevent losses due to fraud, employee error, misrepresentation by third parties, unanticipated market changes, and/or imprudent actions by employees of the District. The internal control structure shall be designed to provide reasonable assurance

that these objectives are met. The concept of reasonable assurance recognizes that 1) the cost of a control should not exceed the benefits likely to be derived and 2) the valuation of costs and benefits requires estimates and judgments by management. Compliance with this Policy and internal controls shall be reviewed annually by the District's independent, external auditors.

5045.16 **Performance Standards.** The investment performance of the District's operating portfolio shall be evaluated and compared to an appropriate benchmark in order to assess the success of the investment program relative to the District's Safety, Liquidity and Yield objectives. This review will be conducted annually with the Board's Finance Committee.

5045.17 **Investment Reporting.**

1. **Monthly.** The Director of Finance and Administration shall prepare a monthly investment report for review and approval by the Board, including a management summary that provides an analysis of the status of the current investment portfolio and transactions made over the last month. This management summary will be prepared in a manner which will allow the Board to ascertain whether investment activities during the reporting period have conformed to the investment policy. The report will include the following.
 - a. Listing of individual securities held at the end of the reporting period;
 - b. Cost and market value of all securities, including realized and unrealized market value gains or losses in accordance with GASB requirements;
 - c. Average weighted yield to maturity of portfolio;
 - d. Listing of investment by maturity date;
 - e. Percentage of the total portfolio, which each type of investment represents;
 - f. Statement of compliance with Investment Policy, including an explanation of any compliance exceptions (CGC Section 53646); and
 - g. Certification of sufficient liquidity to meet budgeted expenditures over the ensuing six months (CGC Section 53646).
2. **Quarterly.** On a quarterly basis within 45 days after the end of the quarter, the Director of Finance and Administration shall report the total rate of return on each of the District's portfolios to the Board.
3. **Annually.** On an annual basis, the Director of Finance and Administration shall present the Investment Policy, together with any proposed amendments, to the Board for its consideration.
4. As specified in CGC 53646(e), if funds are placed in LAIF, FDIC insured accounts and/or in an LGIP, the foregoing report elements may be replaced by copies of the latest statements from such institutions.
 - a. The report must also include a certification that
 1. all investment actions executed since the last report have been made in full compliance with the Investment Policy and,
 2. the Beaumont Cherry Valley Water District will meet its expenditure obligations for the next six months as required by CGC 53646(b)(2) and (3) respectively.

3. The Director of Finance and Administration shall maintain a complete and timely record of all investment transactions.

5045.18 **Policy Adoption and Review.** This Policy shall be adopted by resolution of the Board. Moreover, the Policy shall be reviewed on an annual basis and modifications, if any, must be approved by the Board by resolution.

5045.19 **Allowable Instruments per California Government Code.**

ALLOWABLE INVESTMENT INSTRUMENTS PER STATE GOVERNMENT CODE (AS OF JANUARY 1, 2023) ^A APPLICABLE TO ALL LOCAL AGENCIES ^B			
Investment Type	Maximum Maturity ^C	Maximum Specified % of Portfolio ^D	Minimum Quality Requirements
Local Agency Bonds	5 years	None	None
US Treasury Obligations:	5 years	None	None
State Obligations – CA and others	5 years	None	None
CA Local Agency Obligations	5 years	None	None
US Agency Obligations	5 years	None	None
Bankers Acceptances	180 days	40% ^E	None
Commercial Paper – Non-Pooled Funds ^F (under \$100,000,000 of investments)	270 days or less	25% of the District's money ^G	Highest letter and number rating by an NRSRO ^H
Commercial Paper – Non-Pooled Funds (min. \$100,000,000 of investments)	270 days or less	40% of the District's money ^G	Highest letter and number rating by an NRSRO ^H
Commercial Paper – Pooled Funds ^I	270 days or less	40% of the District's money ^G	Highest letter and number rating by an NRSRO ^H
Negotiable Certificates of Deposit	5 years	30% ^J	None
Non-negotiable Certificates of Deposit	5 years	None	None
Placement Service Deposits	5 years	50% ^K	None
Placement Service Certificates of Deposit	5 years	50% ^K	None
Repurchase Agreements	1 year	None	None
Reverse Repurchase Agreements and Securities Lending Agreements	92 days ^L	20% of the base value of the portfolio	None ^M
Medium-Term Notes ^N	5 years or less	30%	"A" rating category or its equivalent or better
Mutual Funds and Money Market Mutual Funds	N/A	20% ^O	Multiple ^{P,Q}
Collateralized Bank Deposits ^R	5 years	None	None

Mortgage Pass-Through and Asset-Backed Securities	5 years or less	20%	"AA" rating category or its equivalent or better ^R
County Pooled Investment Funds	N/A	None	None
Joint Powers Authority Pool	N/A	None	Multiple ^S
Local Agency Investment Fund (LAIF)	N/A	None	None
Voluntary Investment Program Fund ^T	N/A	None	None
Supranational Obligations ^U	5 years or less	30%	"AA" rating category or its equivalent or better
Public Bank Obligations	5 years	None	None

(Source: *Local Agency Investment Guidelines: Update for 2023* published by the California Debt and Investment Advisory Commission (CDIAC).)

Notes to Authorized and Suitable Investments Table

- A. Sources: Sections 16340, 16429.1, 27133, 53601, 53601.6, 53601.8, 53630 et seq., 53635, 53635.8, and 57603.
- B. Municipal Utilities Districts have the authority under the Public Utilities Code Section 12871 to invest in certain securities not addressed here.
- C. Section 53601 provides that the maximum term of any investment authorized under this section, unless otherwise stated, is five years from the settlement date. However, the legislative body may grant express authority to make investments either specifically or as a part of an investment program approved by the legislative body that exceeds this five year remaining maturity limit. Such approval must be issued no less than three months prior to the purchase of any security exceeding the five year maturity limit.
- D. Percentages apply to all portfolio investments regardless of source of funds. For instance, cash from a reverse repurchase agreement would be subject to the restrictions.
- E. No more than 30 percent of the agency's money may be in bankers' acceptances of any one commercial bank.
- F. Includes agencies defined as a city, a district, or other local agency that do not pool money in deposits or investment with other local agencies, other than local agencies that have the same governing body
- G. Local agencies, other than counties or a city and county, may purchase no more than 10 percent of the outstanding commercial paper and medium-term notes of any single issuer.
- H. Issuing corporation must be organized and operating within the U.S., have assets in excess of \$500 million, and debt other than commercial paper must be in a rating category of "A" or its equivalent or higher by a nationally recognized statistical rating organization, or the issuing corporation must be organized within the U.S. as a special purpose corporation, trust, or LLC, have program wide credit enhancements, and have commercial paper that is rated "A-1" or higher, or the equivalent, by a nationally recognized statistical rating agency.
- I. Includes agencies defined as a county, a city and county, or other local agency that pools money in deposits or investments with other local agencies, including local agencies that have the same governing body. Local agencies that pool exclusively with other local agencies that have the same governing body must adhere to the limits set forth in Section 53601(h)(2)(C).
- J. No more than 30 percent of the agency's money may be in negotiable certificates of deposit that are authorized under Section 53601(i).
- K. Effective January 1, 2020, no more than 50 percent of the agency's money may be invested in deposits, including certificates of deposit, through a placement service as authorized under 53601.8 (excludes negotiable certificates of deposit authorized under Section 53601(i)). On January 1, 2026, the maximum percentage of the portfolio reverts back to 30 percent. Investments made pursuant to 53635.8 remain subject to a maximum of 30 percent of the portfolio.
- L. Reverse repurchase agreements or securities lending agreements may exceed the 92-day term if the agreement includes a written codicil guaranteeing a minimum earning or spread for the entire period between the sale of a security using a reverse repurchase agreement or securities lending agreement and the final maturity dates of the same security.
- M. Reverse repurchase agreements must be made with primary dealers of the Federal Reserve Bank of New York or with a nationally or state chartered bank that has a significant relationship with the local agency. The local agency must have held the securities used for the agreements for at least 30 days.
- N. "Medium-term notes" are defined in Section 53601 as "all corporate and depository institution debt securities with a maximum remaining maturity of five years or less, issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States."
- O. No more than 10 percent invested in any one mutual fund. This limitation does not apply to money market mutual funds.

- P. A mutual fund must receive the highest ranking by not less than two nationally recognized rating agencies or the fund must retain an investment advisor who is registered with the SEC (or exempt from registration), has assets under management in excess of \$500 million, and has at least five years' experience investing in instruments authorized by Sections 53601 and 53635.
- Q. A money market mutual fund must receive the highest ranking by not less than two nationally recognized statistical rating organizations or retain an investment advisor registered with the SEC or exempt from registration and who has not less than five years' experience investing in money market instruments with assets under management in excess of \$500 million.
- R. Investments in notes, bonds, or other obligations under Section 53601(n) require that collateral be placed into the custody of a trust company or the trust department of a bank that is not affiliated with the issuer of the secured obligation, among other specific collateral requirements.
- S. A joint powers authority pool must retain an investment advisor who is registered with the SEC (or exempt from registration), has assets under management in excess of \$500 million, and has at least five years' experience investing in instruments authorized by Section 53601, subdivisions (a) to (o).
- T. Local entities can deposit between \$200 million and \$10 billion into the Voluntary Investment Program Fund, upon approval by their governing bodies. Deposits in the fund will be invested in the Pooled Money Investment Account.
- U. Only those obligations issued or unconditionally guaranteed by the International Bank for Reconstruction and Development (IBRD), International Finance Corporation (IFC), and Inter-American Development Bank (IADB), with a maximum remaining maturity of five years or less..

5045.20 Glossary of Terms.

1. **Agency Securities:** Securities issued by a U.S. government-sponsored entity (GSE) and federally related institutions. Examples of a GSE include: Federal Farm Credit Bank System (FFCB), Federal Home Loan Bank (FHLB), Federal Home Loan Mortgage Company (FHLMC-Freddie Mac), Federal National Mortgage Association (FNMA-Fannie Mae), and Student Loan Marketing Association (SLMA-Sallie Mae).
2. **Asked:** The price at which securities are offered.
3. **Bankers' Acceptance (BA):** A draft, bill, or exchange accepted by a bank or trust company. The accepting institution guarantees payment of the bill, as well as the issuer.
4. **Benchmark:** A comparative base for measuring the performance or risk tolerance of the investment portfolio. A benchmark should represent a close correlation to the level of risk and the average duration of the portfolio's investments.
5. **Bid:** The price offered by a buyer of securities.
6. **Broker:** A broker brings buyers and sellers together for a commission.
7. **Callable Security:** A security that is redeemable by the issuer before the scheduled maturity. Bonds are usually called when the interest rates fall so significantly that the issuer can save money by floating new bonds at lower rates.
8. **Certificate of Deposit (CD):** A time deposit with a specific maturity evidenced by a Certificate. Large-denomination CD's are typically negotiable.

9. **Collateral:** Securities, evidence of deposit or other property, which a borrower pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposits of public monies.
10. **Annual Financial Report:** The official annual report of the Beaumont-Cherry Valley Water District. It includes financial statements prepared in conformity with GAAP. It also includes supporting schedules necessary to demonstrate compliance with finance-related legal and contractual provisions and extensive introductory material.
11. **Coupon:**
 - a. The annual rate of interest that a bond's issuer promises to pay the bondholder on the bond's face value.
 - b. A certificate attached to a bond evidencing interest due on a payment date.
12. **Dealer:** A dealer, as opposed to a broker, acts as a principal in all transactions, buying and selling for their own account.
13. **Debenture:** A bond secured only by the general credit of the issuer.
14. **Delivery versus Payment (DVP):** The delivery of securities with an exchange of money for the securities.
15. **Derivatives:**
 - a. Financial instruments whose return profile is linked to, or derived from, the movement of one or more underlying index or security, and may include a leveraging factor, or
 - b. financial contracts based upon notional amounts whose value is derived from an underlying index or security (interest rates, foreign exchange rates, equities, or commodities).
16. **Discount:** The difference between the cost price of a security and its maturity when quoted at lower than face value. A security selling below original offering price shortly after sale also is considered to be at a discount.
17. **Diversification:** Dividing investment funds among a variety of securities offering independent returns with the goal of spreading risk throughout the portfolio holdings.
18. **Duration:** A measure of the sensitivity of the price (the value of principal) of a fixed-income investment to a change in interest rates. Duration is expressed as a number of years. Rising interest rates mean falling bond prices, while declining interest rates mean rising bond prices.
19. **Federal Deposit Insurance Corporation (FDIC):** A federal agency that insures bank deposits.
20. **Liquidity:** A liquid asset is one that can be converted easily and rapidly into cash without a substantial loss of value.

21. **Local Agency Investment Fund (LAIF):** A voluntary program created by state statute as an investment alternative for California's local governments and Special Districts under the administration of the California State Treasurer's Office. All securities are purchased under the authority of the Government Code Section 16430 and 16480.4.
22. **Local Government Investment Pool (LGIP):** A state or local government pool offered to public entities for the investment of public funds.
23. **Market Value:** The price at which a security is trading and could presumably be purchased or sold.
24. **Master Repurchase Agreement:** A written contract covering all future transactions between the parties that establishes each party's rights in the transactions. A master agreement will often specify, among other things, the right of the buyer-lender to liquidate the underlying securities in the event of default by the seller borrower.
25. **Maturity:** The date upon which the principal or stated value of an investment becomes due and payable. The investment's term or remaining maturity is measured from the settlement date to final maturity.
26. **Money Market:** The market in which short-term debt instruments (bills, commercial paper, bankers' acceptances, etc.) are issued and traded.
27. **Nationally Recognized Statistical Ratings Organization (NRSRO):** A credit rating agency that provides credit ratings that are used by the U.S. government and investors as benchmarks. Examples include Moody's, Standard & Poor's, and Fitch Ratings.
28. **Offer:** The price asked by a seller of securities.
29. **Open Market Operations:** Purchases and sales of government and certain other securities in the open market by the New York Federal Reserve Bank as directed by the FOMC in order to influence the volume of money and credit in the economy. Purchases inject reserves into the bank system and stimulate growth of money and credit; sales have the opposite effect. Open market operations are the Federal Reserve's most important and most flexible monetary policy tool.
30. **Portfolio:** Collection of securities held by an investor.
31. **Primary Dealer:** A group of government securities dealers who submit daily reports of market activity and positions and monthly financial statements to the Federal Reserve Bank of New York and are subject to its informal oversight. Primary dealers include Securities and Exchange Commission (SEC)-registered securities broker-dealers, banks, and a few unregulated firms.
32. **Prudent Investor Standard:** An investment standard to be followed by those authorized to make investment decisions on behalf of a local agency. Those authorized shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of that agency.

33. **Qualified Public Depositories:** A financial institution which does not claim exemption from the payment of any sales or compensating use or ad valorem taxes under the laws of this state, which has segregated for the benefit of the commission eligible collateral having a value of not less than its maximum liability and which has been approved by the Public Deposit Protection Commission to hold public deposits.
34. **Rate of Return:** The yield obtainable on a security based on its purchase price or its current market price. This may be the amortized yield to maturity on a bond the current income return.
35. **Repurchase Agreement (REPO):** A holder of securities sells these securities to an investor with an agreement to repurchase them at a fixed price on a fixed date. The security "buyer" in effect lends the "seller" money for the period of the agreement, and the terms of the agreement are structured to compensate them for this.
36. **Reverse Repurchase Agreement (Reverse REPO):** A reverse-repurchase agreement (reverse repo) involves an investor borrowing cash from a financial institution in exchange for securities. The investor agrees to repurchase the securities at a specified date for the same cash value plus an agreed upon interest rate. Although the transaction is similar to a repo, the purpose of entering into a reverse repo is quite different. While a repo is a straightforward investment of public funds, the reverse repo is a borrowing.
37. **Safekeeping:** A service to customers rendered by banks for a fee whereby securities and valuables of all types and descriptions are held in the bank's vaults for protection.
38. **Secondary Market:** A market made for the purchase and sale of outstanding issues following the initial distribution.
39. **Securities & Exchange Commission:** Agency created by Congress to protect investors in securities transactions by administering securities legislation.
40. **Treasury Bills:** A non-interest bearing discount security issued by the U.S. Treasury to finance the national debt. Most bills are issued to mature in three months, six months, or one year.
41. **Treasury Bonds:** Long-term coupon-bearing U.S. Treasury securities issued as direct obligations of the U.S. Government and having initial maturities of more than 10 years.
42. **Treasury Notes:** Medium-term coupon-bearing U.S. Treasury securities issued as direct obligations of the U.S. Government and having initial maturities from two to 10 years.
43. **Yield:** The rate of annual income return on an investment, expressed as a percentage.

POLICY TITLE: INVESTMENT OF DISTRICT FUNDS
POLICY NUMBER: 5045

Attachment 4

- 5045.1 **Policy.** This investment policy ("Policy") is set forth by the Beaumont-Cherry Valley Water District ("District") for the following purposes:
1. To establish clear guidance and understanding for the District's Board of Directors ("Board"), management, designated employees, citizens and third parties of the objectives, policies and guidelines for the investment of the District's idle surplus funds; and
 2. To establish a basis for evaluating investment results.
- 5045.2 **Scope.** This investment policy applies to all investment activities and financial assets of the District, as set forth in the State Government Code, *Sections 53600 et seq.* The funds covered by this policy are accounted for and incorporated in the District's Annual Comprehensive Financial Report. The Deferred Compensation Plan is excluded because it is managed by a third-party administrator and invested in by individual plan participants. Proceeds of debt issuances shall be invested in securities permitted by the applicable bond documents. If the bond documents are silent as to the permitted investments, such proceeds will be invested in accordance with the general investment philosophy of the District as set forth in this Policy.
- 5045.3 **Prudent Investor Standard.** The standard of prudence to be used by the designated representative shall be the "prudent investor" standard and shall be applied in the context of managing an overall portfolio. Persons authorized to make investment decisions on behalf of the District are trustees and therefore fiduciaries subject to The **Prudent Investor Standard**, which states "When investing, reinvesting, purchasing, acquiring, exchanging, selling, and managing public funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the agency, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency."
- 5045.4 **Objectives.** As specified in California Government Code Section 53600.5, when investing, reinvesting, purchasing, acquiring, exchanging, selling and managing public funds, the primary objectives, in priority order, of the District's investment activities and of this Policy shall be:
1. **Safety:** Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the District's overall portfolio. To attain this objective, the District will diversify its investments by investing funds among a variety of securities with independent returns.
 2. **Liquidity:** The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated.
 3. **Yield:** The investment portfolio shall be designed with the objective of attaining a market rate of return through budgetary and economic cycles, if it does not diminish the objectives of Safety and Liquidity.

Adopted by Resolution 23-XX, Date

5045.5 Delegation of Authority.

1. The authority of the District's Board to invest or reinvest funds of the District as permitted under Section 53600 et seq. of the California Government Code is delegated by Board resolution in conjunction with the annual investment policy review.
2. Management responsibility for the investment program is hereby delegated, with the General Manager's oversight, to the Assistant Director of Finance and Administration, who shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of their designee, and their procedures in the absence of the General Manager or their designee, or Assistant Director of Finance and Administration.
3. The Assistant Director of Finance and Administration shall establish procedures for the management of investment activities, including the activities of staff consistent with this policy.
4. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Assistant Director of Finance and Administration.
5. The Assistant Director of Finance and Administration may retain the services of an outside investment advisor or manager as approved by the Board to assist with the District's investment program.
 - a. Qualified outside managers will be either SEC Registered Investment Advisors or Bank Money Managers. The investment advisor shall make investment decisions and transactions in strict accordance with State and Federal law, this Policy, and such other written instructions as are provided.
 - b. The performance and service levels of such advisors and managers shall be reviewed annually.

5045.6 Ethics and Conflicts of Interest. Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution and management of the investment program, or which could impair their ability to make impartial decisions. Employees and investment officials shall disclose to the District's General Manager any material financial interest in the financial institutions that conduct business with the District.

All participants in the investment process are required to comply with terms of the Political Reform Act, Fair Political Practices Commission Regulations promulgated thereunder (2 C.C.R. §§ 18110 through 18998), the District's Conflict of Interest Policy, including, without limitation, filing of Form 700, notification and recusal obligations, and Government Code section 1090 prohibitions.

5045.7 Authorized Financial Dealers and Institutions.

1. The Assistant Director of Finance and Administration will maintain a list of authorized broker/dealers and financial institutions that are approved for investment purposes.
2. Broker/dealers will be selected for credit worthiness and must be authorized to provide investment services in the State of California. These may include "primary" dealers or regional dealers that qualify under Securities & Exchange Commission Rule 15(C)3-I (uniform net capital rule). The Assistant Director of Finance and Administration will conduct an annual review of the financial condition and registrations of such qualified bidders.

Adopted by Resolution 23-XX, Date

3. No public deposit will be made by the broker/dealer except in a qualified public depository as established by the established state laws. Before a financial institution or broker/dealer is used, they are subject to investigation and approval by the Assistant Director of Finance and Administration or their designee, and must submit the following:
 - a. Certification of having read and understood this investment policy resolution and agreeing to comply with the District's investment policy;
 - b. Proof of Federal Investment Regulatory Authority certification;
 - c. Proof of State of California registration;
 - d. Audited financial statements for the institution's three (3) most recent fiscal years;
 - e. References of other public-sector clients to which similar services are provided to.
4. If a third-party investment advisor is authorized to conduct investment transactions on the District's behalf, the investment advisor may use their own list of approved independent broker/dealers and financial institutions.
5. The investment advisor's approved list must be made available to the District upon request.

5045.8 Authorized and Suitable Investments.

1. The District's investments are governed by the California Government Code.
2. Within the investments permitted by the Government Code, the District may seek to further restrict eligible investments.
3. In the event an apparent discrepancy is found between this Policy and the Government Code, the more restrictive parameters will take precedence.
4. A table of allowable investment instruments per California Government Code can be found in section 5045.19 of the Policy.
 - a. **United States Treasury Issues.** United States Treasury notes, bonds, bills, or certificates of indebtedness, or those for which the full faith and credit of the United States are pledged for the payment of principal and interest. There is no limitation as to the percentage of the portfolio that may be invested in this category.
 - b. **Federal Agency Obligations.** Federal agency or United States government-sponsored enterprise senior debt obligations, participations, mortgage-backed securities, or other instruments, including those issued by or fully guaranteed as to principal and interest by Federal agencies or United States government-sponsored enterprises. There is no limitation as to the percentage of the portfolio that may be invested in this category.
 - c. **Municipal Debt.** Registered treasury notes or bonds of this state or any of the other 49 United States, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by a state or by a department, board, agency, or authority of this state or any of the other 49 United States. Bonds, notes, warrants, or other evidence of indebtedness of any local agency, including the District's own bonds, within this state, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the local agency, or by a department, board, agency, or authority of the local agency. There is no limitation as to the percentage of the portfolio that may be invested in this category.

Adopted by Resolution 23-XX, Date

- d. **Medium-Term Notes.** All corporate and depository institution debt securities with a maximum maturity of 5 years or less, issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States. Purchases are limited to notes eligible for investment under this provision and shall be rated in a rating category of "A" or its equivalent or better by a Nationally Recognized Statistical Rating Organization ("NRSRO"). A maximum of 30 percent of the portfolio may be invested in this category.
- e. **Negotiable Certificates of Deposit.** Negotiable certificates of deposit (NCDs) issued by a nationally or state-chartered bank, a savings association or a federal association, a state or federal credit union, or by a federally licensed or state-licensed branch of a foreign bank. In combination with placement service CDs, a maximum of 30 percent of the portfolio may be invested in this category.
- f. **Placement Service Deposits and Certificates of Deposit.** Deposits and certificates of deposit placed through a deposit placement service shall meet the requirements under Government Code Section 53601.8. The full amount of the principal and the interest that may be accrued during the maximum term of each certificate of deposit shall at all times be insured by federal deposit insurance. In combination with negotiable certificates of deposit, a maximum of 50 percent of the portfolio may be invested in this category.
- g. **Bank Deposits.** FDIC insured or fully collateralized bank deposits, including, but not limited to, demand deposit accounts, savings accounts, market rate accounts, and time deposits. Bank deposits are required to be collateralized as specified under Government Code Section 53630 et. seq. The Assistant Director of Finance and Administration, at their discretion, may waive the collateralization requirements for any portion that is covered by federal deposit insurance.
- h. **Commercial Paper.** Commercial paper of "prime" quality of the highest ranking or of the highest letter and number rating as provided for by a NRSRO. The entity that issues the commercial paper shall meet all of the following conditions: (i) is organized and operating in the United States as a general corporation, (ii) has total assets in excess of five hundred million dollars (\$500,000,000), and (iii) has debt other than commercial paper, if any, that is rated in a rating category of "A" or its equivalent or better, by a NRSRO.
 - 1. Eligible commercial paper shall have a maximum maturity of 270 days or less and not represent more than 10 percent of the outstanding paper of an issuing corporation. A maximum of 25 percent of the portfolio may be invested in this category.
- i. **Bankers' Acceptances.** Bankers' acceptances, otherwise known as bills of exchange or time drafts that are drawn on and accepted by a commercial bank. Purchases are limited to bankers' acceptances issued by domestic or foreign banks, which are eligible for purchase by the Federal Reserve System.
 - 1. Purchases of bankers' acceptances may not exceed 180 days maturity. Eligible bankers' acceptances are restricted to issuing financial institutions with a short-term debt rating of at least "A-1", or its equivalent, by a NRSRO.
 - 2. No more than 30 percent of the District's money may be in bankers' acceptances of any one commercial bank, while a maximum of 40 percent of the portfolio may be invested in this category.
- j. **State of California Local Agency Investment Fund (LAIF).** There is no limitation as to the percentage of the portfolio that may be invested in this category. However, the amount invested may not exceed the current maximum allowed by LAIF.
- k. **Local Government Investment Pools (LGIP).** Shares of beneficial interest issued by a joint powers authority organized pursuant to Government Code Section 6509.7.

Adopted by Resolution 23-XX, Date

To be eligible for purchase, the pool shall meet all of the following conditions:

1. must meet the requirements of California Government Code Section 53601(p),
 2. the pool must seek to maintain a stable Net Asset Value ("NAV"), and
 3. the pool must be rated at least "AAm", or its equivalent, by a NRSRO.
 4. There is no limitation as to the percentage of the portfolio that may be invested in this category. However, the amount invested may not exceed the current maximum allowed by the pool.
- i. **Money Market Funds.** Shares of beneficial interest issued by diversified management companies that are money market funds registered with the Securities and Exchange Commission.
1. The company shall have met either of the following criteria: (A) attained the highest ranking or the highest letter and numerical rating provided by not less than two NRSROs and (B) retained an investment adviser registered or exempt from registration with the Securities and Exchange Commission with not less than five years of experience managing money market mutual funds with assets under management in excess of five hundred million dollars (\$500,000,000).
 2. A maximum of 20 percent of the portfolio may be invested in this category.
 3. Use of money market funds are restricted to government money market funds.
- m. **Pass-Through Securities.** Asset-Backed, Mortgage-Backed, Mortgage Pass-Through Securities, and Collateralized Mortgage Obligations limited to mortgage-backed pass-through securities for issuers not defined in Sections (a) and (b) of Authorized and Suitable Investments shall be limited to a final maturity not exceeding five years from the date of trade settlement. The securities are rated in a rating category of "AA" or its equivalent or higher by a NRSRO. The aggregate investment in mortgage-backed and asset-backed securities described in this section shall not exceed 20% of the portfolio with no more than 5% invested in any single Asset-Backed or Commercial Mortgage security issuer. that is not a US government agency.
- n. **Supranational Obligations.** Medium United States dollar denominated senior unsecured unsubordinated obligations issued or unconditionally guaranteed by the International Bank for Reconstruction and Development, International Finance Corporation, or Inter-American Development Bank, with a maximum maturity of five years or less, and eligible for purchase and sale within the United States. Investments under this subdivision shall be rated in a rating category of "AA" or its equivalent or higher by a NRSRO and shall not exceed 30% of the portfolio with no more than 10% invested in any one issuer.
- o. **Repurchase Agreements.** Repurchase agreements are to be used as short-term investments not to exceed 1 year. Repurchase agreements shall only be made only with counterparties that are a nationally or state-chartered bank that has or has had a significant banking relationship with the District.
1. The District shall have a properly executed master repurchase agreement with each counterparty for which it enters into an agreement for repurchase agreements.
 2. Collateral of at least 102 percent of market value of principal and accrued interest is required.
 3. For any repurchase agreement with a term of more than one day, the value of the underlying securities must be reviewed on an on-going basis according to market conditions.

Adopted by Resolution 23-XX, Date

4. Market value must be calculated each time there is a substitution of collateral.
5. Collateral is limited to obligations of the United States government and its agencies.
6. Collateral must be delivered to the District's custodian bank or handled under a properly executed Master Repurchase Agreement.
7. The District, or its trustee, shall have a perfected first security interest in all collateral.
8. A maximum of 10 percent of the portfolio may be invested in this category.

5045.9 Prohibited Investments.

1. Section 53601.6 of the Government Code lists the investments that are prohibited.
2. Prohibited investments shall include, but are not limited to:
 - a. equity securities
 - b. inverse floaters
 - c. range notes
 - d. interest-only strips that are derived from a pool of mortgages
 - e. any investment that could result in zero interest earned if held to maturity.
 - f. Under a provision sunseting on January 1, 2026, securities backed by the U.S. Government that could result in a zero- or negative-interest accrual if held to maturity are permitted.
 - g. securities with a forward settlement date exceeding 45 days from the time of the investment is prohibited.
3. The purchase of any investment permitted by the Government Code, but not listed as an authorized investment in section 5045.8 of this Policy is prohibited without the prior approval of the Board.

5045.10 **Review of Investment Portfolio.** The securities held by the District must comply with Section 5045.8 Authorized and Suitable Investments at the time of purchase. Because some securities may not comply with Section 5045.8 Authorized and Suitable Investments subsequent to the date of purchase, the Assistant Director of Finance and Administration or their designee shall at least quarterly review the portfolio to identify those securities that do not comply. The Assistant Director of Finance and Administration or their designee shall establish procedures to report to the Board, should one exist, major and critical incidences of noncompliance identified through the review of the portfolio.

If a security owned by the District is downgraded to a level below the requirements of this policy, making the security ineligible for additional purchases, the following steps will be taken:

1. Any actions taken related to the downgrade by the investment manager will be communicated to the Assistant Director of Finance and Administration in a timely manner.
2. If a decision is made to retain the security, the credit situation will be monitored and reported to the Board.

5045.11 **Investment Pools/Mutual Funds Due Diligence.** A thorough investigation of the pool/fund is required prior to investing, and on a continual basis. There shall be a questionnaire developed which will answer the following general questions:

Adopted by Resolution 23-XX, Date

1. A description of eligible investment securities, and a written statement of investment policy and objectives.
 2. A description of interest calculations and how it is distributed, and how gains and losses are treated.
 3. A description of how the securities are safeguarded (including the settlement processes), and how often the securities are priced, and the program audited.
 4. A description of who may invest in the program, how often, what size deposit and withdrawal are allowed.
 5. A schedule for receiving statements and portfolio listings.
 6. Are reserves, retained earnings, etc. utilized by the pool/fund?
 7. A fee schedule, and when and how is it assessed.
 8. Is the pool/fund eligible for bond proceeds and/or will it accept such proceeds?
- 5045.12 **Collateralization.** Collateralization will be required on three types of investments: certificates of deposit, bank deposits, and repurchase (and reverse repurchase) agreements. In order to anticipate market changes and provide a level of security for all funds, the collateralization level will be set by asset class:
1. **Certificates of Deposit (CDs).** The District shall require any commercial bank or savings and loan association to deposit eligible securities with an agency of a depository approved by the State Banking Department to secure any uninsured portion of a Non-Negotiable Certificate of Deposit. The value of eligible securities as defined pursuant to California Government Code, Section 53651, pledged against a Certificate of Deposit shall be equal to 110% of the face value of the CD for all other classes of security.
 2. **Collateralization of Deposits.** This is the process by which a bank or financial institution pledges securities, or other deposits for the purpose of securing repayment of deposited funds. The District shall require any bank or financial institution to comply with the collateralization criteria defined in California Government Code, Section 53651.
 3. **Repurchase Agreements.** The District requires that Repurchase Agreements be collateralized only by securities authorized in accordance with California Government Code:
 - a. The securities which collateralize the repurchase agreement shall be priced at Market Value, including any Accrued Interest plus a margin. The Market Value of the securities that underlie a repurchase agreement shall be valued at 102% or greater of the funds borrowed against those securities.
 - b. Financial institutions shall mark the value of the collateral to market at least monthly and increase or decrease the collateral to satisfy the ratio requirement described above.
 - c. The District shall receive monthly statements of collateral.
 4. The District chooses to limit collateral to the following: U.S. Treasuries and Federal Agency Obligations.

Adopted by Resolution 23-XX, Date

5. Collateral will always be held by an independent third party with whom the entity has a current custodial agreement. A clearly marked evidence of ownership (safekeeping receipt) must be supplied to the entity and retained. The right of collateral substitution is granted.

5045.13 **Safekeeping and Custody.** All security transactions, including collateral for repurchase agreements, and reverse repurchase agreements entered into by the District shall be conducted on a delivery-versus-payment (DVP) basis. Securities will be held by a third-party custodian designated by the Assistant Director of Finance and Administration and evidenced by safekeeping receipts.

5045.14 **Diversification and Maximum Maturities.** It is the policy of the District to diversify its investment portfolio. Assets shall be diversified to eliminate the risk of loss resulting from over-concentration of assets in a specific maturity, a specific issuer, or a specific class of securities. Diversification strategies shall be determined and revised periodically. Adequate diversification shall be applied to the individual issuers of debt, both within each class of investments and collectively. Except for U.S. Treasuries, Federal Agency securities, LGIPs, and LAIF, the District's investment in any one issuer is limited to 5 percent of the District's investment portfolio.

To the extent possible, the District will attempt to match its investments with anticipated cash flow requirements. The maximum maturity of individual investments shall not exceed the limits set forth in Section 5045.8. Where no maturity limit is stated, no investment shall exceed a maturity of five years from the settlement date unless the Board has granted express authority to make that investment either specifically or as a part of an investment program approved by the Board no less than three months prior to the investment. With respect to maximum maturities, this Policy authorizes investing reserve funds beyond five years if the maturity of such investments is made to coincide as nearly as practicable with the expected use of the funds.

5045.15 **Internal Controls.** The Assistant Director of Finance and Administration shall establish a system of internal controls designed to prevent losses due to fraud, employee error, misrepresentation by third parties, unanticipated market changes, and/or imprudent actions by employees of the District. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that 1) the cost of a control should not exceed the benefits likely to be derived and 2) the valuation of costs and benefits requires estimates and judgments by management. Compliance with this Policy and internal controls shall be reviewed annually by the District's independent, external auditors.

5045.16 **Performance Standards.** The investment performance shall be designed to attain a market-average rate of return throughout budgetary and economic cycles, taking into account the District's risk constraints, the cash flow characteristics of the portfolio, and state and local laws, ordinances or resolutions that restrict investments.

The Assistant Director of Finance and Administration shall monitor and evaluate the portfolio's performance relative to the chosen market benchmark(s). The Assistant Director of Finance and Administration shall select an appropriate, readily available index to use as a market benchmark. This review will be conducted annually with the Board's Finance and Audit Committee.

5045.17 **Investment Reporting.**

1. **Monthly.** The Assistant Director of Finance and Administration shall prepare a monthly investment report for review and approval by the Board, including a management summary that provides an

Adopted by Resolution 23-XX, Date

analysis of the status of the current investment portfolio and transactions made over the last month. This management summary will be prepared in a manner which will allow the Board to ascertain whether investment activities during the reporting period have conformed to the investment policy. The report will include the following.

- a. Listing of individual securities held at the end of the reporting period;
 - b. Cost and market value of all securities, including realized and unrealized market value gains or losses in accordance with GASB requirements;
 - c. Average weighted yield to maturity of portfolio;
 - d. Listing of investment by maturity date;
 - e. Percentage of the total portfolio, which each type of investment represents;
 - f. Statement of compliance with Investment Policy, including an explanation of any compliance exceptions (CGC Section 53646); and
 - g. Certification of sufficient liquidity to meet budgeted expenditures over the ensuing six months (CGC Section 53646).
2. **Quarterly.** On a quarterly basis within 45 days after the end of the quarter, the Assistant Director of Finance and Administration shall report the total rate of return on each of the District's portfolios to the Board.
 3. **Annually.** On an annual basis, the Assistant Director of Finance and Administration shall present the Investment Policy, together with any proposed amendments, to the Board for its consideration.
 4. As specified in CGC 53646(e), if funds are placed in LAIF, FDIC insured accounts and/or in an LGIP, the foregoing report elements may be replaced by copies of the latest statements from such institutions.
 - a. The report must also include a certification that
 1. all investment actions executed since the last report have been made in full compliance with the Investment Policy and,
 2. the Beaumont Cherry Valley Water District will meet its expenditure obligations for the next six months as required by CGC 53646(b)(2) and (3) respectively.
 3. The Assistant Director of Finance and Administration shall maintain a complete and timely record of all investment transactions.

5045.18 **Policy Adoption and Review.** This Policy shall be adopted by resolution of the Board. Moreover, the Policy shall be reviewed by the Assistant Director of Finance and Administration on an annual basis and modifications, if any, must be approved by the Board by resolution.

5045.19 Allowable Instruments per California Government Code.

ALLOWABLE INVESTMENT INSTRUMENTS PER STATE GOVERNMENT CODE (AS OF JANUARY 1, 2023) ^A APPLICABLE TO ALL LOCAL AGENCIES ^B			
Investment Type	Maximum Maturity ^C	Maximum Specified % of Portfolio ^D	Minimum Quality Requirements
Local Agency Bonds	5 years	None	None
US Treasury Obligations:	5 years	None	None
State Obligations – CA and others	5 years	None	None
CA Local Agency Obligations	5 years	None	None
US Agency Obligations	5 years	None	None
Bankers Acceptances	180 days	40% ^E	None
Commercial Paper – Non-Pooled Funds ^F (under \$100,000,000 of investments)	270 days or less	25% of the District's money ^G	Highest letter and number rating by an NRSRO ^H
Commercial Paper – Non-Pooled Funds (min. \$100,000,000 of investments)	270 days or less	40% of the District's money ^G	Highest letter and number rating by an NRSRO ^H
Commercial Paper – Pooled Funds ^I	270 days or less	40% of the District's money ^G	Highest letter and number rating by an NRSRO ^H
Negotiable Certificates of Deposit	5 years	30% ^J	None
Non-negotiable Certificates of Deposit	5 years	None	None
Placement Service Deposits	5 years	50% ^K	None
Placement Service Certificates of Deposit	5 years	50% ^K	None
Repurchase Agreements	1 year	None	None
Reverse Repurchase Agreements and Securities Lending Agreements	92 days ^L	20% of the base value of the portfolio	None ^M
Medium-Term Notes ^N	5 years or less	30%	"A" rating category or its equivalent or better
Mutual Funds and Money Market Mutual Funds	N/A	20% ^O	Multiple ^{P,Q}
Collateralized Bank Deposits ^R	5 years	None	None
Mortgage Pass-Through and Asset-Backed Securities	5 years or less	20%	"AA" rating category or its equivalent or better
County Pooled Investment Funds	N/A	None	None
Joint Powers Authority Pool	N/A	None	Multiple ^S
Local Agency Investment Fund (LAIF)	N/A	None	None
Voluntary Investment Program Fund ^T	N/A	None	None
Supranational Obligations ^U	5 years or less	30%	"AA" rating category or its equivalent or better
Public Bank Obligations	5 years	None	None

(Source: *Local Agency Investment Guidelines: Update for 2023* published by the California Debt and Investment Advisory Commission (CDIAC).)

Adopted by Resolution 23-XX, Date

Notes to 5045.19 Allowable Instruments per California Government Code Table

- A. Sources: Sections 16340, 16429.1, 27133, 53601, 53601.6, 53601.8, 53630 et seq., 53635, 53635.8, and 57603.
- B. Municipal Utilities Districts have the authority under the Public Utilities Code Section 12871 to invest in certain securities not addressed here.
- C. Section 53601 provides that the maximum term of any investment authorized under this section, unless otherwise stated, is five years from the settlement date. However, the legislative body may grant express authority to make investments either specifically or as a part of an investment program approved by the legislative body that exceeds this five year remaining maturity limit. Such approval must be issued no less than three months prior to the purchase of any security exceeding the five year maturity limit.
- D. Percentages apply to all portfolio investments regardless of source of funds. For instance, cash from a reverse repurchase agreement would be subject to the restrictions.
- E. No more than 30 percent of the agency's money may be in bankers' acceptances of any one commercial bank.
- F. Includes agencies defined as a city, a district, or other local agency that do not pool money in deposits or investment with other local agencies, other than local agencies that have the same governing body
- G. Local agencies, other than counties or a city and county, may purchase no more than 10 percent of the outstanding commercial paper and medium-term notes of any single issuer.
- H. Issuing corporation must be organized and operating within the U.S., have assets in excess of \$500 million, and debt other than commercial paper must be in a rating category of "A" or its equivalent or higher by a nationally recognized statistical rating organization, or the issuing corporation must be organized within the U.S. as a special purpose corporation, trust, or LLC, have program wide credit enhancements, and have commercial paper that is rated "A-1" or higher, or the equivalent, by a nationally recognized statistical rating agency.
- I. Includes agencies defined as a county, a city and county, or other local agency that pools money in deposits or investments with other local agencies, including local agencies that have the same governing body. Local agencies that pool exclusively with other local agencies that have the same governing body must adhere to the limits set forth in Section 53601(h)(2)(C).
- J. No more than 30 percent of the agency's money may be in negotiable certificates of deposit that are authorized under Section 53601(i).
- K. Effective January 1, 2020, no more than 50 percent of the agency's money may be invested in deposits, including certificates of deposit, through a placement service as authorized under 53601.8 (excludes negotiable certificates of deposit authorized under Section 53601(i)). On January 1, 2026, the maximum percentage of the portfolio reverts back to 30 percent.
- L. Reverse repurchase agreements or securities lending agreements may exceed the 92-day term if the agreement includes a written codicil guaranteeing a minimum earning or spread for the entire period between the sale of a security using a reverse repurchase agreement or securities lending agreement and the final maturity dates of the same security.
- M. Reverse repurchase agreements must be made with primary dealers of the Federal Reserve Bank of New York or with a nationally or state chartered bank that has a significant relationship with the local agency. The local agency must have held the securities used for the agreements for at least 30 days.
- N. "Medium-term notes" are defined in Section 53601 as "all corporate and depository institution debt securities with a maximum maturity of five years or less, issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States."
- O. No more than 10 percent invested in any one mutual fund. This limitation does not apply to money market mutual funds.
- P. A mutual fund must receive the highest ranking by not less than two nationally recognized rating agencies or the fund must retain an investment advisor who is registered with the SEC (or exempt from registration), has assets under management in excess of \$500 million, and has at least five years' experience investing in instruments authorized by Sections 53601 and 53635.

Adopted by Resolution 23-XX, Date

- Q. A money market mutual fund must receive the highest ranking by not less than two nationally recognized statistical rating organizations or retain an investment advisor registered with the SEC or exempt from registration and who has not less than five years' experience investing in money market instruments with assets under management in excess of \$500 million.
- R. Investments in notes, bonds, or other obligations under Section 53601(n) require that collateral be placed into the custody of a trust company or the trust department of a bank that is not affiliated with the issuer of the secured obligation, among other specific collateral requirements.
- S. A joint powers authority pool must retain an investment advisor who is registered with the SEC (or exempt from registration), has assets under management in excess of \$500 million, and has at least five years' experience investing in instruments authorized by Section 53601, subdivisions (a) to (o).
- T. Local entities can deposit between \$200 million and \$10 billion into the Voluntary Investment Program Fund, upon approval by their governing bodies. Deposits in the fund will be invested in the Pooled Money Investment Account.
- U. Only those obligations issued or unconditionally guaranteed by the International Bank for Reconstruction and Development (IBRD), International Finance Corporation (IFC), and Inter-American Development Bank (IADB), with a maximum maturity of five years or less..

5045.20 Glossary of Terms.

1. **Agency Securities:** Securities issued by a U.S. government-sponsored entity (GSE) and federally related institutions. Examples of a GSE include: Federal Farm Credit Bank System (FFCB), Federal Home Loan Bank (FHLB), Federal Home Loan Mortgage Company (FHLMC-Freddie Mac), Federal National Mortgage Association (FNMA-Fannie Mae), and Student Loan Marketing Association (SLMA-Sallie Mae).
2. **Annual Comprehensive Financial Report:** The official annual report of the Beaumont-Cherry Valley Water District. It includes financial statements prepared in conformity with GAAP. It also includes supporting schedules necessary to demonstrate compliance with finance-related legal and contractual provisions and extensive introductory material.
3. **Bankers' Acceptance (BA):** A draft, bill, or exchange accepted by a bank or trust company. The accepting institution guarantees payment of the bill, as well as the issuer.
4. **Benchmark:** A comparative base for measuring the performance or risk tolerance of the investment portfolio. A benchmark should represent a close correlation to the level of risk and the average duration of the portfolio's investments.
5. **Broker:** A broker brings buyers and sellers together for a commission.
6. **Callable Security:** A security that is redeemable by the issuer before the scheduled maturity. Bonds are usually called when the interest rates fall so significantly that the issuer can save money by floating new bonds at lower rates.
7. **Certificate of Deposit (CD):** A time deposit with a specific maturity evidenced by a Certificate. Large-denomination CD's are typically negotiable.
8. **Collateral:** Securities, evidence of deposit or other property, which a borrower pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposits of public monies.

9. **Coupon:**
 - a. The annual rate of interest that a bond's issuer promises to pay the bondholder on the bond's face value.
 - b. A certificate attached to a bond evidencing interest due on a payment date.
10. **Dealer:** A dealer, as opposed to a broker, acts as a principal in all transactions, buying and selling for their own account.
11. **Delivery versus Payment (DVP):** The delivery of securities with an exchange of money for the securities.
12. **Discount:** The difference between the cost price of a security and its maturity when quoted at lower than face value. A security selling below original offering price shortly after sale also is considered to be at a discount.
13. **Diversification:** Dividing investment funds among a variety of securities offering independent returns with the goal of spreading risk throughout the portfolio holdings.
14. **Duration:** A measure of the sensitivity of the price (the value of principal) of a fixed-income investment to a change in interest rates. Duration is expressed as a number of years. Rising interest rates mean falling bond prices, while declining interest rates mean rising bond prices.
15. **Federal Deposit Insurance Corporation (FDIC):** A federal agency that insures bank deposits.
16. **Liquidity:** A liquid asset is one that can be converted easily and rapidly into cash without a substantial loss of value.
17. **Local Agency Investment Fund (LAIF):** A voluntary program created by state statute as an investment alternative for California's local governments and Special Districts under the administration of the California State Treasurer's Office. All securities are purchased under the authority of the Government Code Section 16430 and 16480.4.
18. **Local Government Investment Pool (LGIP):** A state or local government pool offered to public entities for the investment of public funds.
19. **Market Value:** The price at which a security is trading and could presumably be purchased or sold.
20. **Master Repurchase Agreement:** A written contract covering all future transactions between the parties that establishes each party's rights in the transactions. A master agreement will often specify, among other things, the right of the buyer-lender to liquidate the underlying securities in the event of default by the seller borrower.
21. **Maturity:** The date upon which the principal or stated value of an investment becomes due and payable. The investment's term or remaining maturity is measured from the settlement date to final maturity.
22. **Money Market:** The market in which short-term debt instruments (bills, commercial paper, bankers' acceptances, etc.) are issued and traded.

Adopted by Resolution 23-XX, Date

23. **Nationally Recognized Statistical Ratings Organization (NRSRO):** A credit rating agency that provides credit ratings that are used by the U.S. government and investors as benchmarks. Examples include Moody's, Standard & Poor's, and Fitch Ratings.
24. **Offer:** The price asked by a seller of securities.
25. **Portfolio:** Collection of securities held by an investor.
26. **Primary Dealer:** A group of government securities dealers who submit daily reports of market activity and positions and monthly financial statements to the Federal Reserve Bank of New York and are subject to its informal oversight. Primary dealers include Securities and Exchange Commission (SEC)-registered securities broker-dealers, banks, and a few unregulated firms.
27. **Prudent Investor Standard:** An investment standard to be followed by those authorized to make investment decisions on behalf of a local agency. Those authorized shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of that agency.
28. **Qualified Public Depositories:** A financial institution which does not claim exemption from the payment of any sales or compensating use or ad valorem taxes under the laws of this state, which has segregated for the benefit of the commission eligible collateral having a value of not less than its maximum liability and which has been approved by the Public Deposit Protection Commission to hold public deposits.
29. **Rate of Return:** The yield obtainable on a security based on its purchase price or its current market price. This may be the amortized yield to maturity on a bond the current income return.
30. **Repurchase Agreement (REPO):** A holder of securities sells these securities to an investor with an agreement to repurchase them at a fixed price on a fixed date. The security "buyer" in effect lends the "seller" money for the period of the agreement, and the terms of the agreement are structured to compensate them for this.
31. **Reverse Repurchase Agreement (Reverse REPO):** A reverse-repurchase agreement (reverse repo) involves an investor borrowing cash from a financial institution in exchange for securities. The investor agrees to repurchase the securities at a specified date for the same cash value plus an agreed upon interest rate. Although the transaction is similar to a repo, the purpose of entering into a reverse repo is quite different. While a repo is a straightforward investment of public funds, the reverse repo is a borrowing.
32. **Safekeeping:** A service to customers rendered by banks for a fee whereby securities and valuables of all types and descriptions are held in the bank's vaults for protection.
33. **Secondary Market:** A market made for the purchase and sale of outstanding issues following the initial distribution.
34. **Securities & Exchange Commission:** Agency created by Congress to protect investors in securities transactions by administering securities legislation.

35. **Treasury Bills:** A non-interest bearing discount security issued by the U.S. Treasury to finance the national debt. Most bills are issued to mature in three months, six months, or one year.
36. **Treasury Bonds:** Long-term coupon-bearing U.S. Treasury securities issued as direct obligations of the U.S. Government and having initial maturities of more than 10 years.
37. **Treasury Notes:** Medium-term coupon-bearing U.S. Treasury securities issued as direct obligations of the U.S. Government and having initial maturities from two to 10 years.
38. **Yield:** The rate of annual income return on an investment, expressed as a percentage.

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**Beaumont-Cherry Valley Water District
Regular Board Meeting
December 13, 2023**

Item 7a

STAFF REPORT

TO: Board of Directors

FROM: Ren Berioso, Human Resources Manager

SUBJECT: Resolution 2023-__ : Amending the District's Policies and Procedures Manual Adopting Policy 3110 Jury and Witness Duty

Staff Recommendation

Consider options and adopt Resolution 2023-__ Amending the District Policies and Procedures Manual adopting Policy 3110 Jury and Witness Duty.

Executive Summary

At the November 21, 2023 meeting, the Personnel Committee reviewed the revised Jury and Witness Duty policy (Policy) and recommended said policy be presented to the Board of Directors for consideration. As part of the discussion, the Committee noted that, although paid leave is not a legal requirement by Federal law, the District could continue providing full-time employees with leave, of either twenty-four (24) or forty (40) hours for jury or witness civic service, to be discussed at the December 13, 2023 meeting.

Background

At the October 17, 2023 Personnel Committee meeting, staff presented a revised Policy draft that provided language for the leave of absence for full-time, part-time, and temporary employees when summoned for jury or witness duty. The revised draft added witness duty as a type of service and clarified the requirements to provide documentation of service for either jury or witness duty. California Labor Code 230 provides protection from discharge and retaliation for employees in all classifications who are taking time off for either jury or witness duty. The law also states that an employee seeking time off for said service must provide the employer with reasonable notice.

In addition to the language compliance updates, staff recommended transitioning the reference from days of service to hours of service, for transparency, and requested clarification for those hours to be listed as either 24 or 40 hours of compensation. The Committee discussed options for compensation as industry standards for jury or witness duty leave for up to 80 hours, however it's been noted that there is no legal requirement to provide paid leave.

At the November 21, 2023 meeting, the Personnel Committee was presented with additional information regarding the Policy. Staff confirmed that the California labor law mandates that, "an employee taking time off to serve as a member of jury or witness to a trial shall be free from discharge or retaliation by the employer." This also states the inclusion of part-time and temporary employees to be allowed to seek time off for jury duty or witness duty. On the other hand, the Federal Law confirmed that there is no legal requirement for any employee compensation related to said leave of absence. Staff reviewed the Jury Duty policies of more than 10 local government agencies and confirmed that all 10 agencies provided paid leave for jury service, ranging from 80 hours to the entire length of jury service, for full-time employees only.



Discussion

The Committee approved the proposed Policy to be submitted to the Board of Directors for consideration, with discussion on providing either 24 or 40 hours of paid leave for full-time employees, with no leave paid leave for part-time or temporary employees.

The options below are taken from the proposed policy draft that the Board may want to consider:

<OPTION 1> Paid Leave of Absence. All regular, full-time employees, while serving on a jury or as a witness (unless the employee is a party to the lawsuit or an expert witness), will be given a paid leave of absence for up to **24 hours**.

OR

<OPTION 2> Paid Leave of Absence. All regular, full-time employees, while serving on a jury or as a witness (unless the employee is a party to the lawsuit or an expert witness), will be given a paid leave of absence for up to **40 hours**.

Fiscal Impact

There will be a fiscal impact to the District depending on the length of paid jury or witness service provided, based on the affected employee's hourly wage. There is no impact to the annual budget for said leave as the service would be paid in lieu of labor, in the employees' respective home department.

Attachments

1. Resolution 2023-__ Amending the Jury/Witness Duty Leave policy
2. Proposed Policy 3110 Jury and Witness Duty (Clean Draft with Options)
3. Proposed Policy 3110 Jury and Witness Duty (side-by-side version)
4. California Labor Code 230
5. FLSA – Jury and Witness Duty

Staff Report prepared by Ren Berioso, Human Resources Manager

RESOLUTION 2023-__

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BEAUMONT-CHERRY VALLEY WATER DISTRICT AMENDING THE DISTRICT'S POLICIES AND PROCEDURES MANUAL AND ADOPTING POLICY 3110 JURY AND WITNESS DUTY

WHEREAS, on March 18, 2009 the Board of Directors of the Beaumont-Cherry Valley Water District adopted Resolution 2009-05, establishing a Policy and Procedures Manual applicable to Board of Directors and District staff; and

WHEREAS, upon review and discussion, the Personnel Committee of the Board of Directors has recommended revisions to the Policy and Procedures Manual based on advice given by the District's legal counsel and human resources consultant; and

WHEREAS, the Board of Directors has reviewed and considered the revisions to the former Jury Duty policy with Policy No. 3110 Jury and Witness Duty attached hereto as Exhibit A, finds the amended policy relevant and acceptable, and it to be in the best interests of the District that the following actions be taken,

NOW THEREFORE, BE IT RESOLVED by the Board of Directors of the Beaumont-Cherry Valley Water District that the former Jury Duty policy is revised as follows:

The following BCVWD Policy Sections of former Jury Duty policy are replaced in entirety with the new Policy 3110 - Jury and Witness Duty as listed:

Manual Section	Attachment	Replacement Policy No.	Title
Part 20, Section C	Exhibit A	3110.4	Paid Leave of Absence
Part 20, Section C	Exhibit A	3110.8	Compensation

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

- AYES:
- NOES:
- ABSTAIN:
- ABSENT:

ATTEST:

DRAFT UNTIL APPROVED

DRAFT UNTIL APPROVED

 Director David Hoffman, President of the Board of Directors of the Beaumont-Cherry Valley Water District

 Director Daniel Slawson, Secretary to the Board of Directors of the Beaumont-Cherry Valley Water District

POLICY TITLE: JURY AND WITNESS DUTY
POLICY NUMBER: 3110

3110.1 **General.** BCVWD encourages all employees to fulfill their civic obligations by performing jury service or witness service when called. Employees shall not suffer any adverse employment action because of jury duty or witness appearance leave.

3110.2 **Application.** This policy and its various provisions shall apply to all full-time probationary and regular employees in all classifications.

3110.3 **Notice.** On receiving a jury summons, subpoena, or other court order requiring appearance in a judicial proceeding as a witness, the employee shall immediately notify his/her immediate supervisor (or other responsible managing employee). Employee shall submit appropriate documentation, including a copy of the jury summons, subpoena, or other court order, along with a time off request form, as soon as practicable.

3110.4 **OPTION 1: Paid Leave of Absence.** All regular full-time employees, while serving on a jury or as a witness (unless the employee is a party to the lawsuit or an expert witness), will be given a paid leave of absence of up to forty (40) hours. Said leave of absence is conditional upon the reporting requirements indicated in Paragraph 3110.9 below.

OR

3110.4 **OPTION 2: Paid Leave of Absence.** All regular full-time employees, while serving on a jury or as a witness (unless the employee is a party to the lawsuit or an expert witness), will be given a paid leave of absence of up to twenty-four (24) hours. Said leave of absence is conditional upon the reporting requirements indicated in Paragraph 3110.9 below.

3110.5 **Use of Vacation Accruals.** All regular full-time employees may use accrued, unused, vacation hours for any unpaid leave under this policy. An employee who is a party to the lawsuit or serving as an expert witness may use vacation accruals or request an unpaid leave of absence.

3110.6 **Unpaid Leave of Absence.** Full-time employees who have exhausted their vacation accruals may be granted unpaid leave of absence for jury and witness leave.

3110.7 **Proof of Service.** To receive jury duty or witness pay, an employee must submit the Proof of Service provided by the Court indicating dates and hours served.

3110.8 **OPTION 1: Compensation.** Any compensation received as a juror or witness during the first forty (40) hours, not including any travel allowance, must be submitted to the District in order to receive regular compensation. The District shall not compensate for appearances in which the employee receives compensation in excess of the employee's regular earnings. Time spent serving on jury duty or witness leave is not considered hours worked for purposes of calculating overtime compensation. Employees who serve on a scheduled day off shall not receive pay.

OR

3110.8 **OPTION 2: Compensation.** Any compensation received as a juror or witness during the first twenty-four (24) hours, not including any travel allowance, must be submitted to the District in order to receive regular

compensation. The District shall not compensate for appearances in which the employee receives compensation in excess of the employee's regular earnings. Time spent serving on jury duty or witness leave is not considered hours worked for purposes of calculating overtime compensation. Employees who serve on a scheduled day off shall not receive pay.

3110.9 Reporting. Employees are required to report to work on those days when they are not actively serving on jury duty. An employee who is released from jury service or witness duty before the end of his or her regularly scheduled shift or adjusted work schedule is required to return to work. Grounds for exception to the work reporting requirement (one hour or more at the beginning or end of the shift) shall include, among others extended travel time or the need to change from work clothing.

3110.10 Benefits. All benefits shall remain in effect for the length of the service.

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Attachment 3

Jury duty – current policy

Current Policy

Part I Section 29

20. JURY DUTY

- A. **Application.** This policy shall apply to probationary and regular employees in all classifications.
- B. **Notice.** An employee summoned for jury duty will immediately notify his/her immediate supervisor.
- C. While serving on a jury, an employee will be given a paid leave of absence up to five days. Said leave of absence is conditional upon the employee returning to work upon dismissal each day to complete his/her remaining normal workday

POLICY TITLE: ~~JURY AND WITNESS DUTY~~ **Proposed Policy**
POLICY NUMBER: ~~3110~~

~~A. **General.** BCVWD encourages all employees to fulfill their civic obligations by performing jury service or witness service when called. Employees shall not suffer any adverse employment action because of jury duty or witness appearance leave.~~

~~Application. This policy and its various provisions shall apply to all full-time probationary and regular employees in all classifications, including part-time and temporary as well temporary and part-time employees.~~

~~B.~~

~~C. **Notice.** An employee summoned for jury duty will immediately notify his/her immediate supervisor. On receiving a jury summons, subpoena, or other court order requiring appearance in a judicial proceeding as a witness, the employee shall immediately notify his/her immediate supervisor (or other responsible managing employee). Employee shall submit appropriate documentation, including a copy of the jury summons, subpoena, or other court order, along with a time off request form, as soon as practicable.~~

~~**Paid**~~

~~D. **Paid Leave of Absence.** All regular full-time employees, while serving on a jury, or as a witness (unless the employee is a party to the lawsuit or an expert witness), an employee will be given a paid leave of absence up to forty (40) hours, five days. Said leave of absence is conditional upon the reporting requirements indicated in Paragraph I. below. Employee returning to work upon dismissal each day to complete his/her remaining normal workday.~~

~~OR~~

~~D. **Leave of Absence.** All regular full-time employees, while serving on a jury or as a witness (unless the employee is a party to the lawsuit or an expert witness), will be given a paid leave of absence up to twenty-four (24) hours. Said leave of absence is conditional upon the reporting requirements indicated in Paragraph I. below.~~

~~E. **Use of Vacation Accruals.** ~~Nonexempt~~All regular full-time employees may use accrued, unused, vacation hours for any unpaid leave under this policy. ~~The time spent serving on jury duty or witness leave is not considered hours worked for purposes of calculating overtime compensation. Employees who serve on a scheduled day off shall not receive pay.~~ An employee who is a party to the lawsuit or~~

Adopted by Resolution 20-XX, Date

~~...serving as an expert witness may use vacation accruals or request an unpaid leave of absence.~~

~~F. Exempt employees will be paid their full weekly salary unless they are on leave for longer than one week, and no work is performed. In that case, accrued, unused, vacation hours or other unused time off may be used.~~

~~Unpaid Leave of Absence. All other employees (part time and temporary) who are summoned for jury duty are granted an unpaid leave in order to serve. Full-time employees who have exhausted their vacation accruals may be granted unpaid leave of absence for jury and witness leave.~~

~~G. Proof of Service. To receive approved time off and jury duty or witness pay, a full-time employee must submit the Proof of Service provided by the Court indicating dates and hours served.~~

~~H. Compensation. Any compensation received by the full-time employee as a juror or witness during the first forty (40) hours, not including any travel allowance, must be submitted to the District in order to receive regular compensation. The District shall not compensate for appearances in which the employee receives compensation in excess of the employee's regular earnings. Temporary and part-time employees shall retain any witness appearance or jury duty compensation since such employees shall not be paid for time not actually worked. Time spent serving on jury duty or witness leave is not considered hours worked for purposes of calculating overtime compensation. Employees who serve on a scheduled day off shall not receive pay.~~

~~OR~~

~~H. Compensation. Any compensation received by the full-time employee as a juror or witness during the first forty (40) hours, not including any travel allowance, must be submitted to the District in order to receive regular compensation. The District shall not compensate for appearances in which the employee receives compensation in excess of the employee's regular earnings. Temporary and part-time employees shall retain any witness appearance or jury duty compensation since such employees shall not be paid for time not actually worked. Time spent serving on jury duty or witness leave is not considered hours worked for purposes of calculating overtime compensation. Employees who serve on a scheduled day off shall not receive pay.~~

~~I. Reporting. Employees are required to report to work on those days when they are not actively serving on jury duty. An employee who is released from jury service or witness duty before the end of his or her regularly scheduled shift or adjusted work schedule is required to return to work, if there are one (1) or more hours of the work day remaining, exclusive of travel time, call his or her supervisor or Human Resources as soon as possible and report to work unless further excused. Grounds for exception to the work reporting requirement (one hour or more at the beginning or end of the shift) shall include, among others extended travel time or the need to change from work clothing.~~

Adopted by Resolution 20-XX, Date

~~Benefits. Any jury duty service of longer than 40 hours of absence will be excused absence but unpaid. All benefits shall remain in effect for the length of the service.~~

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**LABOR CODE - LAB****DIVISION 2. EMPLOYMENT REGULATION AND SUPERVISION [200 - 2699.8]** (*Division 2 enacted by Stats. 1937, Ch. 90.*)**PART 1. COMPENSATION [200 - 452]** (*Part 1 enacted by Stats. 1937, Ch. 90.*)**CHAPTER 1. Payment of Wages [200 - 273]** (*Chapter 1 enacted by Stats. 1937, Ch. 90.*)**ARTICLE 1. General Occupations [200 - 244]** (*Article 1 enacted by Stats. 1937, Ch. 90.*)

230. (a) An employer shall not discharge or in any manner discriminate against an employee for taking time off to serve as required by law on an inquest jury or trial jury, if the employee, prior to taking the time off, gives reasonable notice to the employer that the employee is required to serve.

(b) An employer shall not discharge or in any manner discriminate or retaliate against an employee, including, but not limited to, an employee who is a victim of a crime, for taking time off to appear in court to comply with a subpoena or other court order as a witness in any judicial proceeding.

(c) An employer shall not discharge or in any manner discriminate or retaliate against an employee who is a victim for taking time off from work to obtain or attempt to obtain any relief. Relief includes, but is not limited to, a temporary restraining order, restraining order, or other injunctive relief, to help ensure the health, safety, or welfare of the victim or their child.

(d) (1) As a condition of taking time off for a purpose set forth in subdivision (c), the employee shall give the employer reasonable advance notice of the employee's intention to take time off, unless the advance notice is not feasible.

(2) When an unscheduled absence occurs, the employer shall not take any action against the employee if the employee, within a reasonable time after the absence, provides a certification to the employer. Certification shall be sufficient in the form of any of the following:

(A) A police report indicating that the employee was a victim.

(B) A court order protecting or separating the employee from the perpetrator of the crime or abuse, or other evidence from the court or prosecuting attorney that the employee has appeared in court.

(C) Documentation from a licensed medical professional, domestic violence counselor, as defined in Section 1037.1 of the Evidence Code, a sexual assault counselor, as defined in Section 1035.2 of the Evidence Code, victim advocate, licensed health care provider, or counselor that the employee was undergoing treatment or receiving services for physical or mental injuries or abuse resulting in victimization from the crime or abuse.

(D) Any other form of documentation that reasonably verifies that the crime or abuse occurred, including but not limited to, a written statement signed by the employee, or an individual acting on the employee's behalf, certifying that the absence is for a purpose authorized under this section or under Section 230.1.

(3) To the extent allowed by law and consistent with subparagraph (D) of paragraph (7) of subdivision (f), the employer shall maintain the confidentiality of any employee requesting leave under subdivision (c).

(e) An employer shall not discharge or in any manner discriminate or retaliate against an employee because of the employee's status as a victim of crime or abuse, if the employee provides notice to the employer of the status or the employer has actual knowledge of the status.

(f) (1) An employer shall provide reasonable accommodations for a victim of domestic violence, sexual assault, or stalking, who requests an accommodation for the safety of the victim while at work.

(2) For purposes of this subdivision, reasonable accommodations may include the implementation of safety measures, including a transfer, reassignment, modified schedule, changed work telephone, changed work station, installed lock, assistance in documenting domestic violence, sexual assault, stalking, or other crime that occurs in the workplace, an implemented safety procedure, or another adjustment to a job structure, workplace facility, or work requirement in response to domestic violence, sexual assault, stalking, or other crime, or referral to a victim assistance organization.

(3) An employer is not required to provide a reasonable accommodation to an employee who has not disclosed the employee's status as a victim of domestic violence, sexual assault, or stalking.

(4) The employer shall engage in a timely, good faith, and interactive process with the employee to determine effective reasonable accommodations.

(5) In determining whether the accommodation is reasonable, the employer shall consider an exigent circumstance or danger facing the employee.

(6) This subdivision does not require the employer to undertake an action that constitutes an undue hardship on the employer's business operations, as defined by Section 12926 of the Government Code. For the purposes of this subdivision, an undue hardship also includes an action that would violate an employer's duty to furnish and maintain a place of employment that is safe and healthful for all employees as required by Section 6400 of the Labor Code.

(7) (A) Upon the request of an employer, an employee requesting a reasonable accommodation pursuant to this subdivision shall provide the employer a written statement signed by the employee or an individual acting on the employee's behalf, certifying that the accommodation is for a purpose authorized under this subdivision.

(B) The employer may also request certification from an employee requesting an accommodation pursuant to this subdivision demonstrating the employee's status as a victim of domestic violence, sexual assault, or stalking. Certification shall be sufficient in the form of any of the categories described in paragraph (3) of subdivision (d).

(C) An employer who requests certification pursuant to subparagraph (B) may request recertification of an employee's status as a victim of domestic violence, sexual assault, or stalking, or ongoing circumstances related to the crime or abuse, every six months after the date of the previous certification.

(D) Any verbal or written statement, police or court record, or other documentation provided to an employer identifying an employee as a victim shall be maintained as confidential by the employer and shall not be disclosed by the employer except as required by federal or state law or as necessary to protect the employee's safety in the workplace. The employer shall be given notice before any authorized disclosure.

(E) (i) If circumstances change and an employee needs a new accommodation, the employee shall request a new accommodation from the employer.

(ii) Upon receiving the request, the employer shall engage in a timely, good faith, and interactive process with the employee to determine effective reasonable accommodations.

(F) If an employee no longer needs an accommodation, the employee shall notify the employer that the accommodation is no longer needed.

(8) An employer shall not retaliate against a victim for requesting a reasonable accommodation, regardless of whether the request was granted.

(g) (1) An employee who is discharged, threatened with discharge, demoted, suspended, or in any other manner discriminated or retaliated against in the terms and conditions of employment by their employer because the employee has taken time off for a purpose set forth in subdivision (a) or (b) shall be entitled to reinstatement and reimbursement for lost wages and work benefits caused by the acts of the employer.

(2) An employee who is discharged, threatened with discharge, demoted, suspended, or in any other manner discriminated or retaliated against in the terms and conditions of employment by their employer for reasons prohibited in subdivision (c) or (e), or because the employee has requested or received a reasonable accommodation as set forth in subdivision (f), shall be entitled to reinstatement and reimbursement for lost wages and work benefits caused by the acts of the employer, as well as appropriate equitable relief.

(3) An employer who willfully refuses to rehire, promote, or otherwise restore an employee or former employee who has been determined to be eligible for rehiring or promotion by a grievance procedure or hearing authorized by law is guilty of a misdemeanor.

(h) (1) An employee who is discharged, threatened with discharge, demoted, suspended, or in any other manner discriminated or retaliated against in the terms and conditions of employment by their employer because the employee has exercised their rights as set forth in subdivision (a), (b), (c), (e), or (f) may file a complaint with the Division of Labor Standards Enforcement of the Department of Industrial Relations pursuant to Section 98.7.

(2) Notwithstanding any time limitation in Section 98.7, an employee may file a complaint with the division based upon a violation of subdivision (c), (e), or (f) within one year from the date of occurrence of the violation.

(i) An employee may use vacation, personal leave, or compensatory time off that is otherwise available to the employee under the applicable terms of employment, unless otherwise provided by a collective bargaining agreement, for time taken off for a purpose specified in subdivision (a), (b), or (c). The entitlement of any employee under this section shall not be diminished by any collective bargaining agreement term or condition.

(j) For purposes of this section:

(1) "Crime" means a crime or public offense as set forth in Section 13951 of the Government Code, and regardless of whether any person is arrested for, prosecuted for, or convicted of, committing the crime.

(2) "Domestic violence" means any of the types of abuse set forth in Section 6211 of the Family Code, as amended.

(3) "Immediate family member" means a person who is any of the following:

(A) Regardless of age, a biological, adopted, or foster child, stepchild, or legal ward, a child of a domestic partner, a child to whom the employee stands in loco parentis, or a person to whom the employee stood in loco parentis when the person was a minor.

(B) A biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or an employee's spouse or domestic partner, or a person who stood in loco parentis when the employee or the employee's spouse or domestic partner was a minor child.

(C) A person to whom the employee is legally married under the laws of any state, or a domestic partner of an employee as registered under the laws of any state or political subdivision.

(D) A biological, foster, or adoptive sibling, a stepsibling, or a half-sibling.

(E) Any other individual whose close association with the employee is the equivalent of a family relationship described in subparagraph (A), (B), (C), or (D).

(4) "Sexual assault" means any of the crimes set forth in Section 261, 261.5, 262, 265, 266, 266a, 266b, 266c, 266g, 266j, 267, 269, 273.4, 285, 286, 287, 288, 288.5, 289, or 311.4 of, or former Section 288a of, the Penal Code, as amended.

(5) "Stalking" means a crime set forth in Section 646.9 of the Penal Code or Section 1708.7 of the Civil Code.

(6) "Victim" includes any of the following:

(A) A victim of stalking, domestic violence, or sexual assault.

(B) A victim of a crime that caused physical injury or that caused mental injury and a threat of physical injury.

(C) A person whose immediate family member is deceased as the direct result of a crime.

(D) For the purposes of subdivision (b) only, any person against whom any crime has been committed.

(7) "Victim advocate" means an individual, whether paid or serving as a volunteer, who provides services to victims under the auspices or supervision of an agency or organization that has a documented record of providing services to victims, or under the auspices or supervision of a court or a law enforcement or prosecution agency.

(Amended by Stats. 2020, Ch. 224, Sec. 1. (AB 2992) Effective January 1, 2021.)



Search

Jury Duty

The Fair Labor Standards Act (FLSA) does not require payment for time not worked, including jury duty. This type of benefit is generally a matter of agreement between an employer and an employee (or the employee's representative).

While federal law does not, some state laws require employers to pay employees who are asked to serve jury duty.

Webpages on this Topic

- [National Compensation Survey: Employee Benefits Survey](#) – Bureau of Labor Statistics' Annual Bulletin on Benefit Coverage provides data on the incidence of employee benefits.

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**Beaumont-Cherry Valley Water District
Regular Board Meeting
December 13, 2023**

Item 7b

STAFF REPORT

TO: Board of Directors

FROM: Ren Berioso, Human Resources Manager

SUBJECT: Resolution 2023-__ : Amending the District's Policies and Procedures Manual adding Policy 3235 - Military Leave

Staff Recommendation:

Consider options and adopt Resolution 2023-__ Amending the District Policies and Procedures Manual adding Policy 3235 Military Leave with desired options.

Executive Summary

At the November 21, 2023 meeting, the Personnel Committee reviewed the proposed Military Leave policy (Policy) and recommended said policy be presented to the Board of Directors (Board) for consideration. The draft includes differential pay and healthcare benefits coverage for the duration of the military leave of absence, which are two areas that the Committee felt warranted additional discussion with the full Board due to the potential fiscal impact of the options selected.

Background

At the August 15, 2023 Personnel Committee meeting, staff presented an initial draft of the Policy that included an outline of the current District practices, the proposed changes, and the policy provisions that are aligned with Federal and State legal requirements.

At the October 17, 2023 meeting, staff presented to the Committee a comprehensive table of all legal requirements, options to consider, and the fiscal impact for each proposal, identified in Table 1, At-A-Glance: Military Leave Requirements and Options. The Committee approved the draft Policy to move forward to the Board of Directors except for two items: the approval and amounts for the salary differential, and the approved continuation of health insurance coverage for the duration of service. The discussion was based on finding a balance between providing reasonable accommodations to staff who are willing to dedicate themselves to military service and the fiduciary responsibility to the District as a whole.

At the November 21, 2023 meeting, staff presented to the Committee additional information regarding the two areas of concern remaining on the Policy. In order to provide a perspective on the fiscal impact that the salary differential option may have on the District, staff provided a chart of three different positions showing varied differential pay for each level. The chart, presented as Table 2, Fiscal Impact of the Differential Pay to the District, was based on the research gathered from different sources such as USERRA, a published chart of 2023 US Armed Forces Salary Schedule and the list of US Military miscellaneous compensation. Staff pointed out that the US Military will also cover the healthcare benefits if an employee is activated for service through Tricare, which may mitigate the District's costs, not listed in the table.



The Committee requested the two items, the differential pay option and the health insurance continuation option, be highlighted as bullet points within the policy to be discussed at the Board level. The Committee approved the new policy to be submitted to the Board for consideration after all the changes were reviewed and sustained accordingly, with said highlighted options.

Discussion

Differential Pay

Table 1, “At-A-Glance: Military Leave Requirements and Options” provides the options that the Personnel Committee considered, and which makes up the proposed Policy. Although any portion of any proposed policy is eligible for discussion by the Board, the highlighted items 1 and 6 are the two items that the Personnel Committee specifically wished to discuss at the Board level as they could have a significant impact to the District budget, but also provide substantial support to those providing military service.

TABLE 1 – At-A-Glance: Military Leave Requirements and Options

	State / Federal Law requirement	BCVWD current practice	Option to consider	Fiscal Impact of Option
1	Salary (CMVC 395.01(a)): A public employee is entitled to receive his or her salary or compensation for the first 30 calendar days of any such absence (one instance per year).	BCVWD follows the law. The proposed policy reflects this requirement	The Board may consider providing pay differential: Payment of the difference between military pay and the employee’s regular salary	The fiscal impact of this option would be the equivalent of the FTE’s fully-burdened rate x 11 months less the military pay rate
2	No salary requirement for inactive duty training (CMVC 395.01(b))	BCVWD follows the law.	The Board may consider offering salary for inactive duty training	The fiscal impact of this option would be the equivalent of the FTE’s fully-burdened rate x the number of



				regular work hours on inactive duty leave
3	Benefits (CMVC 395(d)): employee shall receive the same vacation, sick leave, and holiday benefits	BCVWD follows the law. The proposed policy reflects this requirement	N/A	
4	No requirement regarding other regular benefits: Term life insurance, short-term disability, AD&D, Employee Assistance Program	BCVWD follows the law.	The Board may consider extending these benefits for the duration of military leave.	The fiscal impact of this option would be the benefits rate for the employee for the term. This is already calculated in the annual budget.
5	No requirement for continued provision for employee-elected available benefits (dental, vision)	BCVWD follows the law.	The Board may consider extending availability of these benefits for the duration of military leave at the employee's cost.	The fiscal, and budget, impact would be the rate of services. This is currently an average of \$26.79 per month.
6	Health Insurance Protection <ul style="list-style-type: none"> For military service of less than 31 days, health care coverage is provided as if the service member had remained employed. 	BCVWD provides benefits in excess of the legal minimum: BCVWD continues to provide health insurance benefits for the length of military leave.	The Board may consider a change in this policy to reduce benefits to that required by law:	The fiscal impact of this option would be the benefits rate for the employee



	<ul style="list-style-type: none"> The employee has the right to elect to continue existing employer-based health plan coverage for up to 24 months (COBRA) at a cost of 102 percent of the full premium. Reinstatement in employer's health plan when reemployed, generally without any waiting periods or exclusions (e.g., pre-existing condition exclusions) except for service-connected illnesses or injuries. 	<p>See proposed policy Section 3235.13</p>	<ul style="list-style-type: none"> Payment of health insurance premiums for only the first 30 days after the beginning of military leave Providing COBRA benefits following the 30-day period at a cost to the employee of 102% of the premium <p>Staff recommends no change.</p>	<p>for the term. This is already calculated in the annual budget.</p>
7	<p>Cal PERS Retirement:</p> <ul style="list-style-type: none"> Employers must make the non-elective employer contributions that would have been made during the military service period. A rehired veteran must be permitted to make up missed contributions required to earn a benefit accrual for the military service period. For purposes of pension plan participation, vesting, and accrual of 	<p>BCVWD follows the law.</p> <p>The proposed policy reflects this requirement</p>	<p>N/A</p>	<p>The fiscal impact of this option would be the Classic or PEPR rate applied to the equivalent of the FTE's hourly rate. This is already calculated in the</p>



	benefits, USERRA treats military service as continuous service with the employer			annual budget.
8	Reemployment following absence due to service in the same position that the employee would have attained had they not been absent for military service, with the same seniority, status and pay, as well as other rights and benefits determined by seniority	BCVWD follows the law. The proposed policy reflects this requirement	N/A	The fiscal impact of this option would be the employee's fully burdened rate. This is already calculated in the annual budget.
9	Advance notice (oral or in writing) to the employer	BCVWD follows the law. The proposed policy reflects this requirement	N/A	No fiscal impact.
10	Cumulative period(s) of service while employed by the employer must not exceed five years.	BCVWD follows the law.	N/A	No fiscal impact.
11	An uncompleted probationary period, if any, in the public agency, must be completed upon reinstatement as provided by law or rule of the agency.	BCVWD follows the law. The proposed policy reflects this requirement	N/A	No fiscal impact.
12	The application for reemployment must be timely	BCVWD follows the law. The proposed policy reflects this requirement	N/A	No fiscal impact.
13	The discharge from service must not be disqualifying	BCVWD follows the law. The proposed policy reflects this requirement.	N/A	No fiscal impact.
14	Provide training to restore competency in duties, seniority, status, pay, pensions, and other benefits that would have	BCVWD follows the law.	N/A	The fiscal, and budget, impact



	accrued but for the employee's absence due to uniformed service			would be determined by the training missed.
15	Freedom from discrimination and retaliation	BCVWD follows the law. The proposed policy reflects this requirement	N/A	No fiscal impact.

Table 2, Fiscal Impact of the Differential Pay to the District, provides examples for providing differential pay to three different levels of employment within the District, based on the proposed Salary Schedule for 2024. The scenarios are based on employees called for 1 year of military service, to which the first month is not included in the differential pay as the Federal law dictates that an employee on military leave is legally entitled to his first month compensation from the District. The calculations were based on the attached 2023 US Armed Forces Pay Schedule with the military pay based on the lowest and highest step and depending on several factors such as years in the military service prior to discharge, or educational level among others.

As there are multiple factors that would impact a service member's military pay, which in turn impacts the differential amount, Table 2 is for illustration only.

Table 2 – Fiscal Impact of the Differential Pay to the District

	Position	BCVWD Monthly Pay (Step 1 of 2024)	Military Monthly Pay (E1 to E5, Step 1 of 2023)	Differential Pay per month	Length of Service	Differential for Service Length (11 months)
1	Water Utility Worker 1 at Step 1	\$4,052.80	E1 (\$1,773.00) E5 (\$2,914.20)	E1 (\$2,279.80) E5 (\$1,138.60)	1 year	E1 (\$25,077.80) E5 (\$12,524.60)
2	Water Production Supervisor at Step 1	\$7,478.40	E1 (\$1,773.00) E5 (\$2,914.20)	E1 (5,975.40) E5 (\$4,564.20)	1 year	E1 (\$65,729.40) E5 (\$50,206.20)



3	Director of Operations at Step 1	\$11,664.00	E1 (\$1,773.00) E5 (\$2,914.20)	E1 (9,981.00) E5 (\$8,749.80)	1 year	E1 (\$108,801.00) E5 (\$96,247.80)
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*(Last Column) Differential is calculated on the service length of 11 months

In addition to the military variables used in Table 2, there are some add-ons military personnel may be eligible for, depending on the scope of duty, and the area of responsibility (Attachment 6). If applied, these may reduce the fiscal impact of the differential pay, represented by Table 3, Fiscal Impact of the Differential Pay to the District with the Miscellaneous Comp Added. Table 3 shows an example of the estimated differential pay (both monthly and annually) and the financial impact to the District if a Basic Housing Allowance (BHA) is added on top of the monthly military basic pay.

Table 3 – Fiscal Impact of the Differential Pay to the District with the Miscellaneous Comp Added

	Position	BCVWD Monthly Pay (Step 1 of 2024)	Military Monthly Pay (E1 to E5, Step 1 of 2023) + BHA (\$2,800 CA rate)	Differential Pay per month	Length of Service	Differential for Service Length (11 months)
1	Water Utility Worker 1 at Step 1	\$4,052.80	E1 (\$4,573.00) E5 (\$5,714.20)	No differential pay	1 year	No differential pay
2	Water Production Supervisor at Step 1	\$7,478.40	E1 (\$4,573.00) E5 (\$5,714.20)	E1 (\$2,905.40) E5 (\$1,764.20)	1 year	E1 (\$31,959.40) E5 (\$19,404.40)
3	Director of Operations at Step 1	\$11,664.00	E1 (\$4,573.00) E5 (\$5,714.20)	E1 (\$7,091.00) E5 (\$5,949.80)	1 year	E1 (\$78,001.00) E5 (\$65,447.80)

*(Last Column) Differential is calculated on the service length of 11 months



Should the Board consider the recommendation regarding differential pay, staff also highlighted in yellow additional language to the policy which requires employees on active duty to submit their monthly pay stub to determine the exact computation of the differential pay. In addition, we also highlighted in yellow within the policy draft the eligibility requirements should these proposals be adopted by the Board.

Continuation of Health Insurance Coverage

The District's current practice related to health insurance for employees called for military service is to continue to provide healthcare insurance for the length of said service. Staff research revealed that the US Department of Defense covers the full spectrum of health insurance benefits for an employee on military leave through Tricare. Said insurance also covers their dependents and has a wide range of provider network that also includes Kaiser Permanente a concern pointed out by staff at the Meeting.

As each annual operating budget includes health insurance coverage for all District staff, there is no fiscal impact to continuing the current practice of providing health insurance during an employee's term of active service. If the Board reduces coverage to just the required initial 30 days of service, there would be significant savings to the District for health insurance expenses as there would be a potential to save up to \$2,250 per month. As with any employee benefits, offering options greater than legally required can be a helpful tool for employee recruitment and retention purposes.

Fiscal Impact

For differential pay, the fiscal impact will be determined based on the position of any employee to whom the policy is applied to, up to the cap amount, if one is identified by the Board.

There is no fiscal impact of retaining the policy provision to continue health insurance benefits to military staff, however a decision to withdraw coverage would have a monthly savings based on the health insurance plan of any employee to whom the policy is applied to for the length of their service.

Attachments

1. Resolution 2023-__ Adopting the Military Leave policy
2. Proposed Policy 3235 Military Leave (side-by-side version)
3. Proposed Policy 3235 Military Leave (clean version)
4. USERRA
5. 2023 US Military Pay Table
6. Miscellaneous Military Compensation
7. Active Duty Service Members and Families - Tricare
8. 2022 Tricare Welcome Book

Staff Report prepared by Ren Berioso, Human Resources Manager

Attachment 1

RESOLUTION 2023-__

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BEAUMONT-CHERRY VALLEY WATER DISTRICT ADOPTING THE NEW POLICY 3235 - MILITARY LEAVE

WHEREAS, on March 18, 2009 the Board of Directors of the Beaumont-Cherry Valley Water District adopted Resolution 2009-05, establishing a Policy and Procedures Manual applicable to Board of Directors and District staff; and

WHEREAS, upon review and discussion, the Personnel Committee of the Board of Directors has recommended revisions to the Policy and Procedures Manual based on advice given by the District's legal counsel and human resources consultant; and

WHEREAS, the Board of Directors has reviewed and considered the new Policy 3235 Military Leave attached hereto as Exhibit A, finds the new policy relevant and acceptable, and it to be in the best interests of the District that the following actions be taken,

NOW THEREFORE, BE IT RESOLVED by the Board of Directors of the Beaumont-Cherry Valley Water District that the new Policy 3235 Military Leave be adopted as follows:

The new policy is added to the BCVWD Policies and Procedures Manual:

Attachment	Policy No.	Title
Exhibit A	3235	Military Leave

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

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

DRAFT UNTIL APPROVED

DRAFT UNTIL APPROVED

Director David Hoffman, President of the
Board of Directors of the
Beaumont-Cherry Valley Water District

Director Daniel Slawson, Secretary to the
Board of Directors of the
Beaumont-Cherry Valley Water District

EXHIBIT A

DRAFT

POLICY TITLE: MILITARY LEAVE

POLICY NUMBER: 3235

3235.1 Purpose.

Military leave is governed by state and federal law. (Military and Veterans Code §§ 389 et seq. and the Uniformed Services Employment and Reemployment Rights Act (USERRA), 38 U.S.C. §§ 4301 et seq.) The intent of this policy is to set out the basic parameters of applicable law and is not intended to expand any rights beyond those provided by law, except as specifically stated herein. In the event of any inconsistency between this policy and applicable law, the federal or state law will prevail.

3235.2. Employees who are or become a member of the reserve corps of the Armed Forces of the United States, and eligible forces in section 3235.5 below shall be entitled to leaves of absence and employment rights and privileges provided by the Military and Veterans Code of the State of California.

3235.3 Military Leave shall be in accordance with Federal and State Law and will correlate with the District's "most favorable" benefits.

3235.4 A Beaumont-Cherry Valley Water District regular or part time employee may be entitled to the following rights as outlined below:

3235.5 **Eligibility.** Eligible employees are members of the Armed Forces of the United States (including the US. Air Force, Army, Navy, Marine Corps, Space Force, Coast Guard, Revenue Marine Service, and the Army and Navy Nurse Corps), the National Guard, the commissioned corps of the National Atmospheric Administration, the California State Guard (Military Reserve), Federal Emergency Management Agency reserves, the National Disaster Medical System (NDMS) and the commissioned corps of the Public Health Service (PHS), or as otherwise described in federal and state law.

3235.5.1 Definitions.

3235.6.1 **Military Leave:** the performance of duty on a voluntary or involuntary basis in a uniformed service under competent authority, and includes active duty, active duty for training, initial active duty for training (weekend drills), full-time National Guard duty, and a period for which an employee is absent for the purpose of an examination to determine the fitness of the person to perform any such duty.

3235.6.2 **Active Duty:** ordered duty as a member of a reserve component of the Armed Forces of the United States, as a member of the National Guard or Naval Militia.

3235.6.3 **Inactive Duty:** drills and other types of training performed periodically by reserve and National Guard members whose status is inactive and does not change to active during the time of their participation. This is usually two (2) days per month for most reserve units to drill, or as otherwise provided by law.

3235.6.4 **Annual Training:** the District grants short-term military leave for annual training such as active duty military training, encampment, naval cruises and special exercises.

3235.6.5 **30-day period:** The first 30 calendar days of any military leave of absence. Military leave begins on the first day of ordered duty.

3235.6.6 **One Year of public agency service:** Includes the combination of all employment by BCVWD within one calendar year prior to the eligible leave.

3235.7 Types of Leave

3235.7.1 **Long-Term Military Leave:** an order to report for active duty in the Armed Forces, National Guard or Naval Militia for a period in excess of one hundred and eighty (180) days.

3235.7.2 **Temporary Military Leave:** an order for military duty for purposes of active military training, inactive duty training, encampment, naval cruises, special exercises or like activity, providing that the period of ordered duty does not exceed one hundred and eighty (180) calendar days, including travel time involved in going to and returning from that duty. (MVC § 395(a))

3235.7.3 **War or National Emergency Leave:** leave when the President of the United States has determined that it is necessary to augment the active forces for any operational mission, or in time of a national emergency declared by the President or the Congress of the United States.

3235.7.4 **Emergency Military Leave:** military leave for members of the National Guard during such time as the Governor of California may have issued a proclamation of a state of extreme emergency under the provisions of Section 143 or 146 of the Military and Veterans Code or during such time as the National Guard may be on active duty for one or more situations described in more detail in Section 146 of the Military and Veterans Code. (MVC §395.05 (a)). The leave period is not to exceed the duration of the emergency and time required to travel to and from duty.

3235.9 **Notice and Orders.** Employees who have been ordered to military service shall provide advance notice (orally or in writing) as soon as practicable to their immediate supervisor or department head unless military necessity prevents the giving of notice, or the giving of notice is impossible or unreasonable. A copy of military orders and/or the annual drill schedule must be submitted as soon as available. Official orders are required for periods of military leave exceeding thirty (30) days and may be required for other periods of military leave.

3235.10 **Length of Leave.** The length of military leave is the period of active duty not including travel time going to and returning from such duty unless the orders provide for additional travel time.

3235.10.1 To receive the rights and benefits of emergency military leave, an employee must begin active duty within 10 calendar days after:

- (1) the last day physically worked, or
- (2) the last day on vacation or compensating time off before the active duty date.

3235.11 **Pay While on Military Leave.** Pay means compensation that is equal to the employee's regular gross pay for the days and hours that the employee is normally scheduled to work. This involves the number of working hours the employee would normally work during a period of 30 calendar days and does not include overtime. This does not represent 30 workdays of pay.

3235.11.1 The District will pay the salary of an employee with one year of service to BCVWD on qualifying military leave up to a maximum of 30 calendar days one instance per year commencing on the time the employee is called for active duty for short- and long-term military leave.

3235.11.2 Employee shall be responsible to pay the required employee and dependent contributions, if any, toward any benefits.

(OPTION 1): 3235.11.3 Except as otherwise provided by law or a duly adopted resolution, ordinance, memorandum of understanding, or this policy, military leave shall be unpaid beginning on the second month of active service.

(OPTION 2): 3235.11.3 Except as otherwise provided by law or a duly adopted resolution, ordinance, memorandum of understanding, or this policy, an employee on active military duty whose gross military pay is less than his/her gross basic state pay is entitled to a differential pay for the duration of the Military Leave, computed as follows:

(1) Determination of the monthly rate of both basic state pay and military pay including additional military compensation and overtime pay received, regardless of work hours for both the District and the military service in a month.

(2) Subtracting the difference in military pay including additional military compensation received from gross basic state pay each month for the determination of the differential pay.

3235.11.3 (a) Employee on a military leave is responsible to provide Payroll Department their pay stub/s from the military service every first day of the month, after 30 calendar days paid period. Differential pay also accounts for the excess days incurred following the first day of the second month of active military service.

EXHIBIT A

3235.11.4 If an employee is on active duty that extends from one fiscal year into the next fiscal year, the number of calendar days falling in the second calendar year will be included in the calculation of the 30 calendar day period for the second fiscal year.

3235.11.5 An employee on military leave is entitled to salary and benefits as provided by law or as outlined if:

(1) Employee has been in the service of the District for a period of not less than one year immediately prior to the day on which the absence begins

(2) There has been no break in the continuity of service to the District, and

(3) The employee has 26 qualifying pay periods of District service immediately prior to the active duty date, constituting one year of service.

3235.11.6 Unpaid period. An employee is not paid for the time between release from active military duty and reinstatement to District service.

3235.11.7 The District does not pay for Inactive Duty Training (MVC 395.01(b))

3235.12 Travel Time.

3235.12.1 Travel time is not included in military leave for purposes of pay unless the orders clearly state travel time is part of the active duty.

3235.12.2 An employee may use the day prior to the active duty date for travel unless the orders indicate otherwise. If traveling on a working day, the employee may use any accrued paid time off except sick leave to receive pay for the travel time.

3235.12.3 If travel time is used, the District must consider the travel time when computing whether the employee qualifies for pay.

3235.13 Inactive Duty Training.

3235.13.1 Inactive duty such as scheduled reserve drill periods also qualifies for a military leave of absence.

3235.13.1 The District does not grant paid time off for inactive duty leaves.

3235.13.2 An employee may use any accrued paid time off except sick leave to attend scheduled reserve drill periods or perform other inactive duty reserve obligations.

3235.14 Health Insurance and Insurance Premium Benefits.

(OPTION 1): 3235.14.1 Long Term or Temporary Military Leave

3235.14.1 (a) Employees with fewer than thirty (30) days of service with BCVWD will not be eligible for health insurance or life insurance benefits pursuant to BCVWD's health insurance or life insurance plans.

3235.14.1 (b) For periods of unpaid military leave of thirty-one (31) days or more, employees may elect to pay for continuation coverage (COBRA) for up to the lesser of : (1) twenty-four (24) months from the date the leave began or (2) the day after the date on which the person fails to apply for or return to a position of employment. (38 U.S.C. §4317). The cost the employee must pay is not more than one hundred and two (102) percent of the cost of the health benefit coverage as determined by COBRA.

3235.14.1 (c) Military Leave of more than thirty (30) days constitutes a "qualifying event" that triggers COBRA notification to qualified dependents

(OPTION 2): 3235.14.1 Long Term or Temporary Military Leave: BCVWD will continue to pay its designated contribution toward the cost of health and life insurance premiums for the employee and any dependents for the length of military leave, whether such leave is paid or unpaid.

3235.15 **Retirement Benefits:** An employee on military leave retains membership in the California Public Employees' Retirement System (CalPERS). While on unpaid military leave, retirement contributions are not deducted from the employee's payroll. An employee may apply for CalPERS service credit for military duty by contacting CalPERS. The employee bears the cost of service credit, unless the employee qualifies for no member cost.

3235.16 **Other Benefits:** BCVWD offers additional benefits such as supplemental insurance, an employee assistance program, and others. Questions regarding other benefit plans should be referred to Human Resources.

3235.17 **Notification of Intent Not to Return.** Any employee on military leave who knowingly provides written notice of intent not to return to his or her position of employment after service in the Armed Forces (uniformed services) is not entitled to rights and benefits that are not determined by seniority as are generally provided by the District to employees having similar seniority, status, and pay who are on furlough or leave of absence under a contract, agreement, Section, practice, or plan in effect at the commencement of such service.

3235.18 **Vacation, Sick Leave, Holiday Pay**

3235.18.1 **Vacation and Sick Leave**

(a) An employee on military leave will continue to accrue vacation and sick leave for up to one hundred and eighty (180) days. Upon return, these credits will be given at the same rate that would have applied if the employee had remained on the job.

(b) After War or national emergency military leave: Employee is eligible to receive vacation and sick leave for up to 24 months, based on the length of military leave. Employee begins earning vacation and sick leave immediately upon return at the rate they would have received had they remained on the job.

(c) All military service will be counted as District service for the purpose of vacation benefits accrual.

(d) Unused vacation or sick leave will be credited upon the employee's return to work.

3235.18.2 **Holiday Pay:** An employee will be paid for any BCVWD holidays that fall during a period of military leave to the extent that the employee would otherwise be eligible for holiday pay.

3235.18.3 While on military leave an employee may draw from accrued paid time off, except for sick leave, at any time. Human Resources must be notified to process this request. (38 U.S.C. §4316)

3235.19 **Reinstatement.**

3235.19.1 Reinstatement rights will be as provided by state and/or federal law.

3235.19.2 If the employee was serving in a probationary period at the time of military leave the time remaining to be served in the probationary period must be completed upon return.

3235.19.3 To return to the job after completing military leave, the employee should contact Human Resources or the Director of Finance and Administration to request reinstatement. A written request is encouraged.

(a) **Military Leave of 30 Days or Less:** An employee performing 30 days or less of military service must report back to work at the beginning of the next regularly scheduled work shift that begins after the employee's safe return home plus 24 hours. If reporting back to work within this time period is impossible or unreasonable through no fault of the employee, the employee must report back to work as soon as possible after the employee's safe return home plus 24 hours.

(b) **Military Leave of 31 Days to 180 Days:** An employee returning from 31 days to 180 days of military leave must submit notice for reemployment no later than 14 days after completion of military service.

EXHIBIT A

If submitting the notice within 14 days is impossible or unreasonable through no fault of the employee, the employee must submit a notice for reemployment on the next first full calendar day when submission of the notice becomes possible.

- (c) **Military Leave of 180 Days or More:** An employee returning from 180 days or more of military leave must submit a notice for reemployment no later than 90 days after the completion of military service.
- (d) **Illness or Injury Incurred During Performance of Military Service:** An employee who is hospitalized for, or convalescing from, an illness or injury incurred in, or aggravated during, the performance of military service must either report to HR or submit a notice for reemployment (in the case of an employee described in Subsections ii and iii above) at the end of the period that is necessary for the employee to recover from such illness or injury. Such period of recovery may not exceed two (2) years.
- (e) **Notice of Reemployment Requirements:** A notice or application for reemployment may be oral or written, however a writing is strongly encouraged. Additionally, a copy of the military_separation document will be required to submit with the notice. The separation document may be:
 - Department of Defense Form 214 (DD214) or
 - any other correspondence which either identifies the branch of service or is printed on the official letterhead of the branch of the military service.

3235.19.4 The military separation document must provide:

- The condition of the employee's release from the military service (for example, "honorable," "general," "under honorable conditions" are considered satisfactory discharges),
- The date the employee entered active duty, and
- The date the employee was released from duty.

3235.20 Reemployment Position: An employee returning from military service will be placed in the reemployment position with the pay, rights and benefits required by law. Generally, the returning employee is returned to the same or equivalent position with equivalent benefits, pay and other terms and conditions of employment and without loss of job seniority or any other status or benefits accrued prior to or during military leave, provided the employee would still be employed if military leave had not been taken.

3235.20.1 If an employee has not yet completed his/her probationary period at the time his/her military leave commences, his/her probationary period must be completed upon reinstatement. Time spent on military leave(s) shall not count toward completion of a probationary period. An employee's probationary period will be extended by the length of the military leave, and is further subject to any other requirements of the Personnel Rules and Regulations, Memoranda of Understanding, and/or Department-specific policies.

3235.20.2 If the employee's position has been abolished or otherwise has ceased to exist during the employee's absence, the employee will be reinstated to a position of like seniority, status, and pay if a position exists, or if no position exists the employee will have the same rights and privileges as though he or she had occupied the position when it ceased to exist.

3235.21 Employees with Less than One Year of Service.

3235.21.1 If an employee has served less than one year of employment with BCVWD, any periods of military leave will be unpaid.

3235.21.2 For an employee with more than thirty (30) days employment but less than one year of employment with

BCVWD, the employer's designated contribution toward the cost of health and insurance for the employee and dependents will be paid up to four (4) months while the employee is on military leave.

3235.21.3 An employee with less than one year of service with BCVWD may use accrued vacation time, holidays, or other compensatory time, except for sick leave, for any military leave. Benefits shall continue to accrue normally during any paid leave period.

3235.22 **Military Family Leave.** An employee who is a military spouse may be eligible for unpaid family leave for up to ten (10) days. (MVC §395.10)

3235.22.1 For an employee to qualify for this unpaid leave, the spouse must meet the following conditions:

- (a) Is a member of the U.S. Armed Forces, National Guard, or Reserves; and
- (b) If a member of the U.S. Armed Forces, has been deployed during wartime to an area designated as a combat theater or combat zone; and
- (c) If a member of the National Guard or Reserves, has been ordered to active duty during a period of military conflict, pursuant to Sections 12301 or 12302 of Title 10 of the U.S. Code or Title 32 of the U.S. Code.

3235.22.1.1 When requesting this unpaid leave, the military spouse must provide documentation to BCVWD that shows both the requested leave and the spouse's deployment will occur during the same period.

3235.23 **Special Protection Against Discharge, Except for Cause:** Under certain circumstances, an employee cannot be discharged for a period of time without cause after returning to their employment with the District.

3235.23.1 Pursuant to USERRA, a reemployed employee may not be discharged without cause (1) for one year after the date of reemployment if the person's period of military service was for 181 days or more; or (2) for 180 days after the date of reemployment if the person's period of military service was for 31 to 180 days.

3235.23.2 This special protection provision applies even if the employee was in an at-will or probationary status before leaving for service. As applied in this policy, "cause" shall have the same meaning as set forth in the applicable provision of the Personnel Rules and Regulations, memorandum of Understanding, employment contract, or Department policy, whichever governs the employee's relationship with the District.

3235.24 **Discrimination and Retaliation Prohibited.** Discrimination and retaliation against persons who have served or are serving in the uniformed services, including those who apply to be a member of or to perform service, are prohibited, as provided in Federal and State laws.

Attachment 2

BEAUMONT-CHERRY VALLEY WATER DISTRICT

PERSONNEL

No Current Policy for Military Leave

POLICY TITLE: MILITARY LEAVE
POLICY NUMBER: 3235

Proposed New Policy

3235.1 Purpose.

Military leave is governed by state and federal law. (Military and Veterans Code §§ 389 et seq. and the Uniformed Services Employment and Reemployment Rights Act (USERRA), 38 U.S.C. §§ 4301 et seq.) The intent of this policy is to set out the basic parameters of applicable law and is not intended to expand any rights beyond those provided by law, except as specifically stated herein. In the event of any inconsistency between this policy and applicable law, the federal or state law will prevail.

3235.2. Employees who are or become a member of the reserve corps of the Armed Forces of the United States, and eligible forces in section 3235.5 below shall be entitled to leaves of absence and employment rights and privileges provided by the Military and Veterans Code of the State of California.

3235.3 Military Leave shall be in accordance with Federal and State Law and will correlate with the District's "most favorable" benefits.

3235.4 A Beaumont-Cherry Valley Water District regular or part time employee may be entitled to the following rights as outlined below:

3235.5 **Eligibility.** Eligible employees are members of the Armed Forces of the United States (including the US Air Force, Army, Navy, Marine Corps, Space Force, Coast Guard, Revenue Marine Service, and the Army and Navy Nurse Corps), the National Guard, the commissioned corps of the National Atmospheric Administration, the California State Guard (Military Reserve), Federal Emergency Management Agency reserves, the National Disaster Medical System (NDMS) and the commissioned corps of the Public Health Service (PHS), or as otherwise described in federal and state law.

3235.5.1 Definitions.

3235.6.1 **Military Leave:** the performance of duty on a voluntary or involuntary basis in a uniformed service under competent authority, and includes active duty, active duty for training, initial active duty for training (weekend drills), full-time National Guard duty, and a period for which an employee is absent for the purpose of an examination to determine the fitness of the person to perform any such duty.

3235.6.2 **Active Duty:** ordered duty as a member of a reserve component of the Armed Forces of the United States, as a member of the National Guard or Naval Militia.

3235.6.3 **Inactive Duty:** drills and other types of training performed periodically by reserve and National Guard members whose status is inactive and does not change to active during the time of their participation. This is usually two (2) days per month for most reserve units to drill, or as otherwise provided by law.

3235.6.4 **Annual Training:** the District grants short-term military leave for annual training such as active duty military training, encampment, naval cruises and special exercises.

3235.6.5 **30-day period.** The first 30 calendar days of any military leave of absence. Military leave begins on the first day of ordered duty.

3235.6.6 **One Year of public agency service:** Includes the combination of all employment by BCVWD within one calendar year prior to the eligible leave.

3235.7 Types of Leave

3235.7.1 Long-Term Military Leave: an order to report for active duty in the Armed Forces, National Guard or Naval Militia for a period in excess of one hundred and eighty (180) days.

3235.7.2 Temporary Military Leave: an order for military duty for purposes of active military training, inactive duty training, encampment, naval cruises, special exercises or like activity, providing that the period of ordered duty does not exceed one hundred and eighty (180) calendar days, including travel time involved in going to and returning from that duty. (MVC § 395(a))

3235.7.3 War or National Emergency Leave: leave when the President of the United States has determined that it is necessary to augment the active forces for any operational mission, or in time of a national emergency declared by the President or the Congress of the United States.

3235.7.4 Emergency Military Leave: military leave for members of the National Guard during such time as the Governor of California may have issued a proclamation of a state of extreme emergency under the provisions of Section 143 or 146 of the Military and Veterans Code or during such time as the National Guard may be on active duty for one or more situations described in more detail in Section 146 of the Military and Veterans Code. (MVC §395.05 (a)). The leave period is not to exceed the duration of the emergency and time required to travel to and from duty.

3235.9 Notice and Orders. Employees who have been ordered to military service shall provide advance notice (orally or in writing) as soon as practicable to their immediate supervisor or department head unless military necessity prevents the giving of notice, or the giving of notice is impossible or unreasonable. A copy of military orders and/or the annual drill schedule must be submitted as soon as available. Official orders are required for periods of military leave exceeding thirty (30) days and may be required for other periods of military leave.

3235.10 Length of Leave. The length of military leave is the period of active duty not including travel time going to and returning from such duty unless the orders provide for additional travel time.

3235.10.1 To receive the rights and benefits of emergency military leave, an employee must begin active duty within 10 calendar days after:

- (1) the last day physically worked, or
- (2) the last day on vacation or compensating time off before the active duty date.

3235.11 Pay While on Military Leave. Pay means compensation that is equal to the employee's regular gross pay for the days and hours that the employee is normally scheduled to work. This involves the number of working hours the employee would normally work during a period of 30 calendar days and does not include overtime. This does not represent 30 workdays of pay.

3235.11.1 The District will pay the salary of an employee with one year of service to BCVWD on qualifying military leave up to a maximum of 30 calendar days one instance per year commencing on the time the employee is called for active duty for short- and long-term military leave.

3235.11.2 Employee shall be responsible to pay the required employee and dependent contributions, if any, toward any benefits.

(OPTION 1): 3235.11.3 Except as otherwise provided by law or a duly adopted resolution, ordinance, memorandum of understanding, or this policy, military leave shall be unpaid beginning on the second month of active service.

(OPTION 2): 3235.11.3 Except as otherwise provided by law or a duly adopted resolution, ordinance, memorandum of understanding, or this policy, an employee on active military duty whose gross military pay is less

than his/her gross basic state pay is entitled to a differential pay for the duration of the Military Leave, computed as follows:

(1) Determination of the monthly rate of both basic state pay and military pay including additional military compensation and overtime pay received, regardless of work hours for both the District and the military service in a month.

(2) Subtracting the difference in military pay including additional military compensation received from gross basic state pay each month for the determination of the differential pay.

3235.11.3 (a) Employee on a military leave is responsible to provide Payroll Department their pay stubs from the military service every first day of the month, after 30 calendar days paid period. Differential pay also accounts for the excess days incurred following the first day of the second month of active military service.

3235.11.4 If an employee is on active duty that extends from one fiscal year into the next fiscal year, the number of calendar days falling in the second calendar year will be included in the calculation of the 30 calendar day period for the second fiscal year.

3235.11.5 An employee on military leave is entitled to salary and benefits as provided by law or as outlined if:

(1) Employee has been in the service of the District for a period of not less than one year immediately prior to the day on which the absence begins

(2) There has been no break in the continuity of service to the District, and

(3) The employee has 26 qualifying pay periods of District service immediately prior to the active duty date, constituting one year of service.

3235.11.6 Unpaid period. An employee is not paid for the time between release from active military duty and reinstatement to District service.

3235.11.7 The District does not pay for Inactive Duty Training (MVC 395.01(b))

3235.12 **Travel Time.**

3235.12.1 Travel time is not included in military leave for purposes of pay unless the orders clearly state travel time is part of the active duty.

3235.12.2 An employee may use the day prior to the active duty date for travel unless the orders indicate otherwise. If traveling on a working day, the employee may use any accrued paid time off except sick leave to receive pay for the travel time.

3235.12.3 If travel time is used, the District must consider the travel time when computing whether the employee qualifies for pay.

3235.13 **Inactive Duty Training.**

3235.13.1 Inactive duty such as scheduled reserve drill periods also qualifies for a military leave of absence.

3235.13.1 The District does not grant paid time off for inactive duty leaves.

3235.13.2 An employee may use any accrued paid time off except sick leave to attend scheduled reserve drill periods or perform other inactive duty reserve obligations.

3235.14 Health Insurance and Insurance Premium Benefits.**(OPTION 1):** 3235.14.1 Long Term or Temporary Military Leave

3235.14.1 (a) Employees with fewer than thirty (30) days of service with BCVWD will not be eligible for health insurance or life insurance benefits pursuant to BCVWD's health insurance or life insurance plans.

3235.14.1 (b) For periods of unpaid military leave of thirty-one (31) days or more, employees may elect to pay for continuation coverage (COBRA) for up to the lesser of: (1) twenty-four (24) months from the date the leave began or (2) the day after the date on which the person fails to apply for or return to a position of employment. (38 U.S.C. §4317). The cost the employee must pay is not more than one hundred and two (102) percent of the cost of the health benefit coverage as determined by COBRA.

3235.14.1 (c) Military Leave of more than thirty (30) days constitutes a "qualifying event" that triggers COBRA notification to qualified dependents

(OPTION 2): 3235.14.1 Long Term or Temporary Military Leave: BCVWD will continue to pay its designated contribution toward the cost of health and life insurance premiums for the employee and any dependents for the length of military leave, whether such leave is paid or unpaid.

3235.15 **Retirement Benefits:** An employee on military leave retains membership in the California Public Employees' Retirement System (CalPERS). While on unpaid military leave, retirement contributions are not deducted from the employee's payroll. An employee may apply for CalPERS service credit for military duty by contacting CalPERS. The employee bears the cost of service credit, unless the employee qualifies for no member cost.

3235.16 **Other Benefits:** BCVWD offers additional benefits such as supplemental insurance, an employee assistance program, and others. Questions regarding other benefit plans should be referred to Human Resources.

3235.17 **Notification of Intent Not to Return.** Any employee on military leave who knowingly provides written notice of intent not to return to his or her position of employment after service in the Armed Forces (uniformed services) is not entitled to rights and benefits that are not determined by seniority as are generally provided by the District to employees having similar seniority, status, and pay who are on furlough or leave of absence under a contract, agreement, Section, practice, or plan in effect at the commencement of such service.

3235.18 Vacation, Sick Leave, Holiday Pay

3235.18.1 Vacation and Sick Leave

(a) An employee on military leave will continue to accrue vacation and sick leave for up to one hundred and eighty (180) days. Upon return, these credits will be given at the same rate that would have applied if the employee had remained on the job.

(b) After War or national emergency military leave: Employee is eligible to receive vacation and sick leave for up to 24 months, based on the length of military leave. Employee begins earning vacation and sick leave immediately upon return at the rate they would have received had they remained on the job.

(c) All military service will be counted as District service for the purpose of vacation benefits

accrual.

- (d) Unused vacation or sick leave will be credited upon the employee's return to work.

3235.18.2 **Holiday Pay:** An employee will be paid for any BCVWD holidays that fall during a period of military leave to the extent that the employee would otherwise be eligible for holiday pay.

3235.18.3 **While on military leave** an employee may draw from accrued paid time off, except for sick leave, at any time. Human Resources must be notified to process this request. (38 U.S.C. §4316)

3235.19 **Reinstatement**

3235.19.1 Reinstatement rights will be as provided by state and/or federal law.

3235.19.2 If the employee was serving in a probationary period at the time of military leave the time remaining to be served in the probationary period must be completed upon return.

3235.19.3 To return to the job after completing military leave, the employee should contact Human Resources or the Director of Finance and Administration to request reinstatement. A written request is encouraged.

- (a) **Military Leave of 30 Days or Less:** An employee performing 30 days or less of military service must report back to work at the beginning of the next regularly scheduled work shift that begins after the employee's safe return home plus 24 hours. If reporting back to work within this time period is impossible or unreasonable through no fault of the employee, the employee must report back to work as soon as possible after the employee's safe return home plus 24 hours.
- (b) **Military Leave of 31 Days to 180 Days:** An employee returning from 31 days to 180 days of military leave must submit notice for reemployment no later than 14 days after completion of military service. If submitting the notice within 14 days is impossible or unreasonable through no fault of the employee, the employee must submit a notice for reemployment on the next first full calendar day when submission of the notice becomes possible.
- (c) **Military Leave of 180 Days or More:** An employee returning from 180 days or more of military leave must submit a notice for reemployment no later than 90 days after the completion of military service.
- (d) **Illness or Injury Incurred During Performance of Military Service:** An employee who is hospitalized for, or convalescing from, an illness or injury incurred in, or aggravated during, the performance of military service must either report to HR or submit a notice for reemployment (in the case of an employee described in Subsections ii and iii above) at the end of the period that is necessary for the employee to recover from such illness or injury. Such period of recovery may not exceed two (2) years.
- (e) **Notice of Reemployment Requirements:** A notice or application for reemployment may be oral or written, however a writing is strongly encouraged. Additionally, a copy of the military separation document will be required to submit with the notice. The separation document may be:
 - Department of Defense Form 214 (DD214) or
 - any other correspondence which either identifies the branch of service or is printed on the official letterhead of the branch of the military service.

3235.19.4 The military separation document must provide:

- The condition of the employee's release from the military service (for example, "honorable," "general," "under honorable conditions" are considered satisfactory discharges),
- The date the employee entered active duty, and
- The date the employee was released from duty.

3235.20 Reemployment Position: An employee returning from military service will be placed in the reemployment position with the pay, rights and benefits required by law. Generally, the returning employee is returned to the same or equivalent position with equivalent benefits, pay and other terms and conditions of employment and without loss of job seniority or any other status or benefits accrued prior to or during military leave, provided the employee would still be employed if military leave had not been taken.

3235.20.1 If an employee has not yet completed his/her probationary period at the time his/her military leave commences, his/her probationary period must be completed upon reinstatement. Time spent on military leave(s) shall not count toward completion of a probationary period. An employee's probationary period will be extended by the length of the military leave, and is further subject to any other requirements of the Personnel Rules and Regulations, Memoranda of Understanding, and/or Department-specific policies.

3235.20.2 If the employee's position has been abolished or otherwise has ceased to exist during the employee's absence, the employee will be reinstated to a position of like seniority, status, and pay if a position exists, or if no position exists the employee will have the same rights and privileges as though he or she had occupied the position when it ceased to exist.

3235.21 Employees with Less than One Year of Service.

3235.21.1 If an employee has served less than one year of employment with BCVWD, any periods of military leave will be unpaid.

3235.21.2 For an employee with more than thirty (30) days employment but less than one year of employment with BCVWD, the employer's designated contribution toward the cost of health and insurance for the employee and dependents will be paid up to four (4) months while the employee is on military leave.

3235.21.3 An employee with less than one year of service with BCVWD may use accrued vacation time, holidays or other compensatory time, except for sick leave, for any military leave. Benefits shall continue to accrue normally during any paid leave period.

3235.22 Military Family Leave. An employee who is a military spouse may be eligible for unpaid family leave for up to ten (10) days. (MVC §395.10)

3235.22.1 For an employee to qualify for this unpaid leave, the spouse must meet the following conditions:

- (a) Is a member of the U.S. Armed Forces, National Guard, or Reserves; and
- (b) If a member of the U.S. Armed Forces, has been deployed during wartime to an area designated as a combat theater or combat zone; and
- (c) If a member of the National Guard or Reserves, has been ordered to active duty during a period of military conflict, pursuant to Sections 12301 or 12302 of Title 10 of the U.S. Code or Title 32 of the U.S. Code.

3235.22.1.1 When requesting this unpaid leave, the military spouse must provide documentation to BCVWD that shows both the requested leave and the spouse's deployment will occur during the same period.

3235.23 **Special Protection Against Discharge, Except for Cause:** Under certain circumstances, an employee cannot be discharged for a period of time without cause after returning to their employment with the District.

3235.23.1 Pursuant to USERRA, a reemployed employee may not be discharged without cause (1) for one year after the date of reemployment if the person's period of military service was for 181 days or more; or (2) for 180 days after the date of reemployment if the person's period of military service was for 31 to 180 days.

3235.23.2 This special protection provision applies even if the employee was in an at-will or probationary status before leaving for service. As applied in this policy, "cause" shall have the same meaning as set forth in the applicable provision of the Personnel Rules and Regulations, memorandum of Understanding, employment contract, or Department policy, whichever governs the employee's relationship with the District.

3235.24 **Discrimination and Retaliation Prohibited.** Discrimination and retaliation against persons who have served or are serving in the uniformed services, including those who apply to be a member of or to perform service, are prohibited, as provided in Federal and State laws.

DRAFT

POLICY TITLE: MILITARY LEAVE
POLICY NUMBER: 3235

Attachment 3

3235.1 Purpose.

Military leave is governed by state and federal law. (Military and Veterans Code §§ 389 et seq. and the Uniformed Services Employment and Reemployment Rights Act (USERRA), 38 U.S.C. §§ 4301 et seq.) The intent of this policy is to set out the basic parameters of applicable law and is not intended to expand any rights beyond those provided by law, except as specifically stated herein. In the event of any inconsistency between this policy and applicable law, the federal or state law will prevail.

3235.2. Employees who are or become a member of the reserve corps of the Armed Forces of the United States, and eligible forces in section 3235.5 below shall be entitled to leaves of absence and employment rights and privileges provided by the Military and Veterans Code of the State of California.

3235.3 Military Leave shall be in accordance with Federal and State Law and will correlate with the District's "most favorable" benefits.

3235.4 A Beaumont-Cherry Valley Water District regular or part time employee may be entitled to the following rights as outlined below:

3235.5 **Eligibility.** Eligible employees are members of the Armed Forces of the United States (including the US. Air Force, Army, Navy, Marine Corps, Space Force, Coast Guard, Revenue Marine Service, and the Army and Navy Nurse Corps), the National Guard, the commissioned corps of the National Atmospheric Administration, the California State Guard (Military Reserve), Federal Emergency Management Agency reserves, the National Disaster Medical System (NDMS) and the commissioned corps of the Public Health Service (PHS), or as otherwise described in federal and state law.

3235.5.1 Definitions.

3255.6.1 **Military Leave:** the performance of duty on a voluntary or involuntary basis in a uniformed service under competent authority, and includes active duty, active duty for training, initial active duty for training (weekend drills), full-time National Guard duty, and a period for which an employee is absent for the purpose of an examination to determine the fitness of the person to perform any such duty.

3235.6.2 **Active Duty:** ordered duty as a member of a reserve component of the Armed Forces of the United States, as a member of the National Guard or Naval Militia.

3235.6.3 **Inactive Duty:** drills and other types of training performed periodically by reserve and National Guard members whose status is inactive and does not change to active during the time of their participation. This is usually two (2) days per month for most reserve units to drill, or as otherwise provided by law.

3235.6.4 **Annual Training:** the District grants short-term military leave for annual training such as active duty military training, encampment, naval cruises and special exercises.

3235.6.5 **30-day period:** The first 30 calendar days of any military leave of absence. Military leave begins on the first day of ordered duty.

3235.6.6 **One Year of public agency service:** Includes the combination of all employment by BCVWD within one calendar year prior to the eligible leave.

3235.7 Types of Leave

3235.7.1 **Long-Term Military Leave:** an order to report for active duty in the Armed Forces, National Guard or Naval Militia for a period in excess of one hundred and eighty (180) days.

3235.7.2 **Temporary Military Leave:** an order for military duty for purposes of active military training, inactive duty training, encampment, naval cruises, special exercises or like activity, providing that the period of ordered duty does not exceed one hundred and eighty (180) calendar days, including travel time involved in going to and returning from that duty. (MVC § 395(a))

3235.7.3 **War or National Emergency Leave:** leave when the President of the United States has determined that it is necessary to augment the active forces for any operational mission, or in time of a national emergency declared by the President or the Congress of the United States.

3235.7.4 **Emergency Military Leave:** military leave for members of the National Guard during such time as the Governor of California may have issued a proclamation of a state of extreme emergency under the provisions of Section 143 or 146 of the Military and Veterans Code or during such time as the National Guard may be on active duty for one or more situations described in more detail in Section 146 of the Military and Veterans Code. (MVC §395.05 (a)). The leave period is not to exceed the duration of the emergency and time required to travel to and from duty.

3235.9 **Notice and Orders.** Employees who have been ordered to military service shall provide advance notice (orally or in writing) as soon as practicable to their immediate supervisor or department head unless military necessity prevents the giving of notice, or the giving of notice is impossible or unreasonable. A copy of military orders and/or the annual drill schedule must be submitted as soon as available. Official orders are required for periods of military leave exceeding thirty (30) days and may be required for other periods of military leave.

3235.10 **Length of Leave.** The length of military leave is the period of active duty not including travel time going to and returning from such duty unless the orders provide for additional travel time.

3235.10.1 To receive the rights and benefits of emergency military leave, an employee must begin active duty within 10 calendar days after:

- (1) the last day physically worked, or
- (2) the last day on vacation or compensating time off before the active duty date.

3235.11 **Pay While on Military Leave.** Pay means compensation that is equal to the employee's regular gross pay for the days and hours that the employee is normally scheduled to work. This involves the number of working hours the employee would normally work during a period of 30 calendar days and does not include overtime. This does not represent 30 workdays of pay.

3235.11.1 The District will pay the salary of an employee with one year of service to BCVWD on qualifying military leave up to a maximum of 30 calendar days one instance per year commencing on the time the employee is called for active duty for short- and long-term military leave.

3235.11.2 Employee shall be responsible to pay the required employee and dependent contributions, if any, toward any benefits.

(OPTION 1): 3235.11.3 Except as otherwise provided by law or a duly adopted resolution, ordinance, memorandum of understanding, or this policy, military leave shall be unpaid beginning on the second month of active service.

(OPTION 2): 3235.11.3 Except as otherwise provided by law or a duly adopted resolution, ordinance, memorandum of understanding, or this policy, an employee on active military duty whose gross military pay is less

than his/her gross basic state pay is entitled to a differential pay for the duration of the Military Leave, computed as follows:

(1) Determination of the monthly rate of both basic state pay and military pay including additional military compensation and overtime pay received, regardless of work hours for both the District and the military service in a month.

(2) Subtracting the difference in military pay including additional military compensation received from gross basic state pay each month for the determination of the differential pay.

3235.11.3 (a) Employee on a military leave is responsible to provide Payroll Department their pay stub/s from the military service every first day of the month, after 30 calendar days paid period. Differential pay also accounts for the excess days incurred following the first day of the second month of active military service.

3235.11.4 If an employee is on active duty that extends from one fiscal year into the next fiscal year, the number of calendar days falling in the second calendar year will be included in the calculation of the 30 calendar day period for the second fiscal year.

3235.11.5 An employee on military leave is entitled to salary and benefits as provided by law or as outlined if:

(1) Employee has been in the service of the District for a period of not less than one year immediately prior to the day on which the absence begins

(2) There has been no break in the continuity of service to the District, and

(3) The employee has 26 qualifying pay periods of District service immediately prior to the active duty date, constituting one year of service.

3235.11.6 Unpaid period. An employee is not paid for the time between release from active military duty and reinstatement to District service.

3235.11.7 The District does not pay for Inactive Duty Training (MVC 395.01(b))

3235.12 Travel Time.

3235.12.1 Travel time is not included in military leave for purposes of pay unless the orders clearly state travel time is part of the active duty.

3235.12.2 An employee may use the day prior to the active duty date for travel unless the orders indicate otherwise. If traveling on a working day, the employee may use any accrued paid time off except sick leave to receive pay for the travel time.

3235.12.3 If travel time is used, the District must consider the travel time when computing whether the employee qualifies for pay.

3235.13 Inactive Duty Training.

3235.13.1 Inactive duty such as scheduled reserve drill periods also qualifies for a military leave of absence.

3235.13.1 The District does not grant paid time off for inactive duty leaves.

3235.13.2 An employee may use any accrued paid time off except sick leave to attend scheduled reserve drill periods or perform other inactive duty reserve obligations.

3235.14 Health Insurance and Insurance Premium Benefits.**(OPTION 1): 3235.14.1 Long Term or Temporary Military Leave**

3235.14.1 (a) Employees with fewer than thirty (30) days of service with BCVWD will not be eligible for health insurance or life insurance benefits pursuant to BCVWD's health insurance or life insurance plans.

3235.14.1 (b) For periods of unpaid military leave of thirty-one (31) days or more, employees may elect to pay for continuation coverage (COBRA) for up to the lesser of : (1) twenty-four (24) months from the date the leave began or (2) the day after the date on which the person fails to apply for or return to a position of employment. (38 U.S.C. §4317). The cost the employee must pay is not more than one hundred and two (102) percent of the cost of the health benefit coverage as determined by COBRA.

3235.14.1 (c) Military Leave of more than thirty (30) days constitutes a "qualifying event" that triggers COBRA notification to qualified dependents

(OPTION 2): 3235.14.1 Long Term or Temporary Military Leave: BCVWD will continue to pay its designated contribution toward the cost of health and life insurance premiums for the employee and any dependents for the length of military leave, whether such leave is paid or unpaid.

3235.15 **Retirement Benefits:** An employee on military leave retains membership in the California Public Employees' Retirement System (CalPERS). While on unpaid military leave, retirement contributions are not deducted from the employee's payroll. An employee may apply for CalPERS service credit for military duty by contacting CalPERS. The employee bears the cost of service credit, unless the employee qualifies for no member cost.

3235.16 **Other Benefits:** BCVWD offers additional benefits such as supplemental insurance, an employee assistance program, and others. Questions regarding other benefit plans should be referred to Human Resources.

3235.17 **Notification of Intent Not to Return.** Any employee on military leave who knowingly provides written notice of intent not to return to his or her position of employment after service in the Armed Forces (uniformed services) is not entitled to rights and benefits that are not determined by seniority as are generally provided by the District to employees having similar seniority, status, and pay who are on furlough or leave of absence under a contract, agreement, Section, practice, or plan in effect at the commencement of such service.

3235.18 Vacation, Sick Leave, Holiday Pay**3235.18.1 Vacation and Sick Leave**

(a) An employee on military leave will continue to accrue vacation and sick leave for up to one hundred and eighty (180) days. Upon return, these credits will be given at the same rate that would have applied if the employee had remained on the job.

(b) After War or national emergency military leave: Employee is eligible to receive vacation and sick leave for up to 24 months, based on the length of military leave. Employee begins earning vacation and sick leave immediately upon return at the rate they would have received had they remained on the job.

(c) All military service will be counted as District service for the purpose of vacation benefits

accrual.

- (d) Unused vacation or sick leave will be credited upon the employee's return to work.

3235.18.2 Holiday Pay: An employee will be paid for any BCVWD holidays that fall during a period of military leave to the extent that the employee would otherwise be eligible for holiday pay.

3235.18.3 While on military leave an employee may draw from accrued paid time off, except for sick leave, at any time. Human Resources must be notified to process this request. (38 U.S.C. §4316)

3235.19 Reinstatement.

3235.19.1 Reinstatement rights will be as provided by state and/or federal law.

3235.19.2 If the employee was serving in a probationary period at the time of military leave the time remaining to be served in the probationary period must be completed upon return.

3235.19.3 To return to the job after completing military leave, the employee should contact Human Resources or the Director of Finance and Administration to request reinstatement. A written request is encouraged.

- (a) Military Leave of 30 Days or Less: An employee performing 30 days or less of military service must report back to work at the beginning of the next regularly scheduled work shift that begins after the employee's safe return home plus 24 hours. If reporting back to work within this time period is impossible or unreasonable through no fault of the employee, the employee must report back to work as soon as possible after the employee's safe return home plus 24 hours.
- (b) Military Leave of 31 Days to 180 Days: An employee returning from 31 days to 180 days of military leave must submit notice for reemployment no later than 14 days after completion of military service. If submitting the notice within 14 days is impossible or unreasonable through no fault of the employee, the employee must submit a notice for reemployment on the next first full calendar day when submission of the notice becomes possible.
- (c) Military Leave of 180 Days or More: An employee returning from 180 days or more of military leave must submit a notice for reemployment no later than 90 days after the completion of military service.
- (d) Illness or Injury Incurred During Performance of Military Service: An employee who is hospitalized for, or convalescing from, an illness or injury incurred in, or aggravated during, the performance of military service must either report to HR or submit a notice for reemployment (in the case of an employee described in Subsections ii and iii above) at the end of the period that is necessary for the employee to recover from such illness or injury. Such period of recovery may not exceed two (2) years.
- (e) Notice of Reemployment Requirements: A notice or application for reemployment may be oral or written, however a writing is strongly encouraged. Additionally, a copy of the military separation document will be required to submit with the notice. The separation document may be:
- Department of Defense Form 214 (DD214) or
 - any other correspondence which either identifies the branch of service or is printed on the official letterhead of the branch of the military service.

3235.19.4 The military separation document must provide:

- The condition of the employee's release from the military service (for example, "honorable," "general," "under honorable conditions" are considered satisfactory discharges),
- The date the employee entered active duty, and
- The date the employee was released from duty.

3235.20 **Reemployment Position:** An employee returning from military service will be placed in the reemployment position with the pay, rights and benefits required by law. Generally, the returning employee is returned to the same or equivalent position with equivalent benefits, pay and other terms and conditions of employment and without loss of job seniority or any other status or benefits accrued prior to or during military leave, provided the employee would still be employed if military leave had not been taken.

3235.20.1 If an employee has not yet completed his/her probationary period at the time his/her military leave commences, his/her probationary period must be completed upon reinstatement. Time spent on military leave(s) shall not count toward completion of a probationary period. An employee's probationary period will be extended by the length of the military leave, and is further subject to any other requirements of the Personnel Rules and Regulations, Memoranda of Understanding, and/or Department-specific policies.

3235.20.2 If the employee's position has been abolished or otherwise has ceased to exist during the employee's absence, the employee will be reinstated to a position of like seniority, status, and pay if a position exists, or if no position exists the employee will have the same rights and privileges as though he or she had occupied the position when it ceased to exist.

3235.21 **Employees with Less than One Year of Service.**

3235.21.1 If an employee has served less than one year of employment with BCVWD, any periods of military leave will be unpaid.

3235.21.2 For an employee with more than thirty (30) days employment but less than one year of employment with BCVWD, the employer's designated contribution toward the cost of health and insurance for the employee and dependents will be paid up to four (4) months while the employee is on military leave.

3235.21.3 An employee with less than one year of service with BCVWD may use accrued vacation time, holidays or other compensatory time, except for sick leave, for any military leave. Benefits shall continue to accrue normally during any paid leave period.

3235.22 **Military Family Leave.** An employee who is a military spouse may be eligible for unpaid family leave for up to ten (10) days. (MVC §395.10)

3235.22.1 For an employee to qualify for this unpaid leave, the spouse must meet the following conditions:

- (a) Is a member of the U.S. Armed Forces, National Guard, or Reserves; and
- (b) If a member of the U.S. Armed Forces, has been deployed during wartime to an area designated as a combat theater or combat zone; and
- (c) If a member of the National Guard or Reserves, has been ordered to active duty during a period of military conflict, pursuant to Sections 12301 or 12302 of Title 10 of the U.S. Code or Title 32 of the U.S. Code.

3235.22.1.1 When requesting this unpaid leave, the military spouse must provide documentation to BCVWD that shows both the requested leave and the spouse's deployment will occur during the same period.

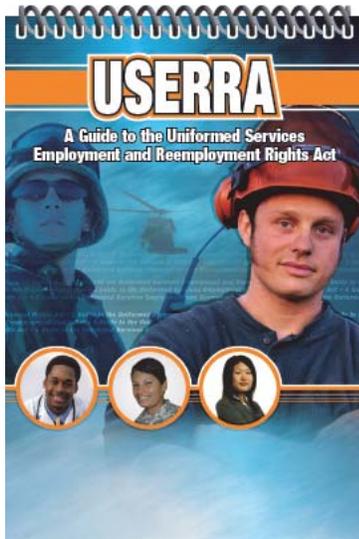
3235.23 **Special Protection Against Discharge, Except for Cause:** Under certain circumstances, an employee cannot be discharged for a period of time without cause after returning to their employment with the District.

3235.23.1 Pursuant to USERRA, a reemployed employee may not be discharged without cause (1) for one year after the date of reemployment if the person's period of military service was for 181 days or more; or (2) for 180 days after the date of reemployment if the person's period of military service was for 31 to 180 days.

3235.23.2 This special protection provision applies even if the employee was in an at-will or probationary status before leaving for service. As applied in this policy, "cause" shall have the same meaning as set forth in the applicable provision of the Personnel Rules and Regulations, memorandum of Understanding, employment contract, or Department policy, whichever governs the employee's relationship with the District.

3235.24 **Discrimination and Retaliation Prohibited.** Discrimination and retaliation against persons who have served or are serving in the uniformed services, including those who apply to be a member of or to perform service, are prohibited, as provided in Federal and State laws.

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Attachment 4

INTRODUCTION

The U.S. Department of Labor's Veterans' Employment and Training Service (VETS) administers the Uniformed Services Employment and Reemployment Rights Act (USERRA). Subject to the rules and exceptions discussed below, USERRA guarantees an employee returning from military service or training the right to be reemployed at his or her former job (or as nearly comparable a job as possible) with the same benefits. Aspects of the law may change over time. Every effort will be made to keep the information provided up-to-date.

USERRA applies to virtually all employers, regardless of size, including the Federal Government. While the information presented herein applies primarily to private employers, there are parallel provisions in the statute that apply to Federal, State and Local Government employers. Specific questions should be addressed to the State director of the Veterans' Employment and Training Service listed in the government section of the telephone directory under U.S. Department of Labor.

Information about USERRA is also available on the Internet. An interactive system, The USERRA Advisor, answers many of the most-often-asked questions about the law. It can be found in the "elaws" section of the Department of Labor's home page at [www.dol.govhttps://webapps.dol.gov/elaws/userra.htm](https://www.dol.gov/webapps/dol.gov/elaws/userra.htm).

The National Committee for Employer Support of the Guard and Reserve (ESGR) is a Department of Defense agency that provides free USERRA education, consultation and, if necessary, informal mediation services. ESGR has Ombudsmen available to answer USERRA questions and respond to employment disputes related to military service. Call 1-800-336-4590 or visit <https://www.esgr.mil/>.

Disclaimer

This guide is intended to be a non-technical resource for informational purposes only. Its contents are not legally binding, nor should they be considered a substitute for the language of the statute or regulations. This is not a publication of the U.S. Department of Labor.

[Go to Index](#)

Employment and Reemployment Rights

The Uniformed Services Employment and Reemployment Rights Act of 1994, enacted October 13, 1994 (Title 38 U.S. Code, Chapter 43, Sections 4301-4335, Public Law 103-353), as amended, provides for the employment and reemployment rights for all uniformed service members.

Who's Eligible for Reemployment?

"Service in the Uniformed Services" and "Uniformed Services" Defined (38 U.S.C. Section 4303, 13 & 16)

Reemployment rights extend to persons who have been absent from a position of employment because of "service in the uniformed services." "Service in the uniformed services" means the performance of duty on a voluntary or involuntary basis in a uniformed service, including:

- Active duty and active duty for training

- Initial active duty for training
- Inactive duty training
- Full-time National Guard duty
- Absence from work for an examination to determine a person's fitness for any of the above types of duty
- Funeral honors duty performed by National Guard or Reserve members
- Duty performed by intermittent employees of the National Disaster Medical System (NDMS), which is part of the Department of Health and Human Services, when activated for a public health emergency, and approved training to prepare for such service (added by Pub. L. 107-188, June 2002). See Title 42, U.S. Code, Section 300hh-11(d).

The "uniformed services" consist of the following [20 CFR 1002.5 (o)]:

- Army, Navy, Marine Corps, Air Force and Coast Guard
- Army Reserve, Naval Reserve, Marine Corps Reserve, Air Force Reserve and Coast Guard Reserve
- Army National Guard and Air National Guard
- Commissioned Corps of the Public Health Service
- Any other category of persons designated by the President in time of war or emergency

Disclaimer

This USERRA QuickSeries reference guide is intended primarily for non-Federal employees and employers. The U.S. Office of Personnel Management has issued regulations that apply specifically to Federal executive agencies. See 5 CFR Part 353.

[Go to Index](#)

Advance Notice

Section 4312 (a) (1) / 20 CFR 1002.85

The law requires employees to provide their employers with advance notice of military service, with some exceptions.

Notice may be either written or oral. It may be provided by the employee or by an appropriate officer of the branch of the military in which the employee will be serving. However, no notice is required if:

- Military necessity prevents the giving of notice; or
- The giving of notice is otherwise impossible or unreasonable.

"Military necessity" for purposes of the notice exception is defined in regulations of the Secretary of Defense as "a mission, operation, exercise or requirement that is classified, or a pending or ongoing mission, operation, exercise or requirement that may be compromised or otherwise adversely affected by public knowledge." See 32 CFR 104.3.

[Go to Index](#)

Duration of Service

Section 4312 (c) / 20 CFR 1002.99 - .103

USERRA reemployment rights apply if the cumulative length of service that causes a person's absences from a position does not exceed five years. Most types of service will be counted in the computation of the five-year period.

Exceptions – Eight categories of service are exempt from the five-year limitation. These include:

1. Service required beyond five years to complete an initial period of obligated service – Section 4312 (c) (1). Some military specialties, such as the Navy's nuclear power program, require initial active service obligations beyond five years.

2. Service from which a person, through no fault of the person, is unable to obtain a release within the five-year limit – Section 4312 (c) (2). For example, the five-year limit will not be applied to members of the Navy or Marine Corps whose obligated service dates expire while they are at sea. Nor will it be applied when service members are involuntarily retained on active duty beyond the expiration of their obligated service date. This was the experience of some persons who served in the Global War on Terror.

3. Required training for Reservists and National Guard members – Section 4312 (c) (3). The two-week annual training sessions and monthly weekend drills mandated by statute for Reservists and National Guard members are not counted toward the five-year limitation. Also excluded are additional training requirements certified in writing by the Secretary of the service concerned to be necessary for individual professional development.

4. Ordered to involuntary service, or retained on active duty during domestic emergency or national security related situations – Section 4312 (c) (4) (A). For example, as a result of the attacks on the World Trade Center in New York City, President Bush declared that a national emergency existed and members of the Ready Reserve were called to active duty.

5. Ordered to service, or to remain on active duty (other than for training) because of a war or national emergency declared by the President or Congress – Section 4312 (c) (4) (B). This category includes service not only by persons ordered to involuntary active duty, but also service by volunteers who receive orders to active duty. For example, since September 11, 2001, Reservists were involuntarily called to active duty under Federal orders for Operations Noble Eagle, Enduring Freedom and Iraqi Freedom. Additionally, Reservists and retirees (who were not called) volunteered for active duty.

6. Active duty (other than for training) by volunteers supporting “operational missions” for which Selected Reservists have been ordered to active duty without their consent – Section 4312 (c) (4) (C). Such operational missions involve circumstances other than war or national emergency for which, under presidential authorization, members of the Selected Reserve may be involuntarily ordered to active duty under Title 10, U.S.C. Section 12304. This sixth exemption for the five-year limitation covers persons who are called to active duty after volunteering to support operational missions. Persons ordered to involuntary active duty for operational missions would be covered by the fourth exemption.

7. Service by members who are ordered to active duty in support of a “critical mission or requirement” of the uniformed services as determined by the Secretary involved – Section 4312 (c) (4) (D). The Secretaries of the various military branches each have authority to designate a military operation as a critical mission or requirement.

8. Federal service by members of the National Guard called into action by the President to suppress an insurrection, repel an invasion, or to execute the laws of the United States – Section 4312 (c) (4) (E).

[Go to Index](#)

Disqualifying Service

Section 4304 / 20 CFR 1002.134 - .135

When would a person’s service disqualify him or her from asserting USERRA rights? The statute lists four circumstances:

1. Separation from the service with a dishonorable or bad conduct discharge.
2. Separation from the service under other than honorable conditions. Regulations for each military branch specify when separation from the service would be considered “other than honorable.”
3. Dismissal of a commissioned officer in certain situations involving a court martial or by order of the President in time of war. (Section 1161 (a) of Title 10.)
4. Dropping an individual from the rolls when the individual has been absent without authority for more than three months or is imprisoned by a civilian court. (Section 1161 (b) of Title 10.)

[Go to Index](#)

Reporting Back to Work

Section 4312 (e) / 20 CFR 1002.115

To qualify for USERRA’s protections, a service member must be available to return to work within certain time limits. These time limits for returning to work depend (with the exception of fitness-for-service examinations) on the duration of a person’s military service.

Service of 1 to 30 Days

The person must report to his or her employer by the beginning of the first regularly scheduled work period that begins on the next calendar day following completion of service, after allowance for safe travel home from the military duty location and an 8-hour rest period. For example, an employer cannot require a service member who returns home at 10:00 p.m. to report to work at 12:30 a.m. that night. But the employer can require the employee to report for the 6:00 a.m. shift the next morning.

If, due to no fault of the employee, timely reporting back to work would be impossible or unreasonable, the employee must report back to work as soon as possible after the expiration of the 8-hour period.

Fitness Exam

The time limit for reporting back to work for a person who is absent from work in order to take a fitness-for-service examination is the same as the one above for persons who are absent for 1 to 30 days. This period will apply regardless of the length of the person's absence.

Service of 31 to 180 Days

An application for reemployment must be submitted to the employer no later than 14 days after completion of a person's service. If submission of a timely application is impossible or unreasonable through no fault of the person, the application must be submitted as soon as possible on the next day when submitting the application becomes possible.

Service of 180 or More Days

An application for reemployment must be submitted to the employer no later than 90 days after completion of a person's military service.

Disability Incurred or Aggravated

Section 4312 (e) (2) (A) / 20 CFR 1002.116

The reporting or application deadlines are extended for up to two years for persons who are hospitalized or convalescing because of an injury or illness incurred or aggravated during the performance of military service.

The two-year period will be extended by the minimum time required to accommodate a circumstance beyond an individual's control that would make reporting within the two-year period impossible or unreasonable.

Unexcused Delay

Section 4312 (e) (3) / 20 CFR 1002.117

A person's reemployment rights are not automatically forfeited if the person fails to report to work or to apply for reemployment within the required time limits. In such cases, the person will be subject to the employer's established rules governing unexcused absences.

[Go to Index](#)

Documentation Upon Return

Section 4312 (f) / 20 CFR 1002.121

An employer has the right to request that a person who is absent for a period of service of 31 days or more provides documentation showing that

- the person's application for reemployment is timely;
- the person has not exceeded the five-year service limitation; and
- the person's separation from service was other than disqualifying under Section 4304.

Unavailable Documentation

Section 4312 (f) (3) (A) / 20 CFR 1002.122

If a person does not provide satisfactory documentation because it is not readily available or does not exist, the employer still must promptly reemploy the person. However, if, after reemploying the person, documentation becomes available that shows one or more of the reemployment requirements were not met, the employer may terminate the person and any rights or benefits that may have been granted.

Pension Contributions

Section 4312 (f) (3) (B)

If a person has been absent for military service for 91 or more days, an employer may delay treating the person as not having incurred a break in service for pension purposes until the person submits satisfactory documentation establishing reemployment eligibility. However, such contributions have to be made promptly for persons who are absent for 90 or fewer days.

[Go to Index](#)

Reemployment Position

Length of Service

Section 4313 (a) / 20 CFR 1002.196

Except with respect to persons who have a disability incurred in or aggravated by military service, the position into which a person is reinstated is based on the length of a person's military service.

1 to 90 Days

Section 4313 (a) (1) (A) & (B) / 20 CFR 1002.196

A person whose military service lasted 1 to 90 days must be "promptly reemployed" in the following order of priority:

1. (A) In the job the person would have held had the person remained continuously employed, so long as the person is qualified for the job or can become qualified after reasonable efforts by the employer; Section 4313 (a) (1) (A), or

(B) in the job in which the person was employed on the date of the commencement of the service in the uniformed services, only if the person is not qualified to perform the duties of the position referred to in subparagraph (A) after reasonable efforts by the employer to qualify the person. Section 4313 (a) (1) (B).

2. If the employee cannot become qualified for either position described in (A) or (B) above (other than for a disability incurred in or aggravated by the military service) even after reasonable employer efforts, the person must be reemployed in a position that is the nearest approximation to the positions described above (in that order) which the person is qualified to perform, with full seniority.

Section 4313 (a) (4).

91 or More Days

Section 4313 (a) (2) / 20 CFR 1002.197

The law requires employers to promptly reemploy persons returning from military service of 91 or more days in the following order of priority:

1. (A) In the job the person would have held had the person remained continuously employed, or a position of like seniority status and pay so long as the person is qualified for the job or can become qualified after reasonable efforts by the employer; Section 4313 (a) (2) (A), or

(B) in the position of employment in which the person was employed on the date of the commencement of the service in the uniformed services, or a position of like seniority, status, and pay the duties of which the person is qualified to perform, only if the person is not qualified to perform the duties of a position referred to in subparagraph (A) after reasonable efforts by the employer to qualify the person. Section 4313 (a) (2) (B).

2. If the employee cannot become qualified for either position described in (A) or (B) above: in any other position that most nearly approximates the above positions (in that order) that the employee is qualified to perform with full seniority. Section 4313 (a) (4).

"Escalator" Position

20 CFR 1002.192

The reemployment position with the highest priority in the reemployment schemes reflects the "escalator" principle that has been a key concept in federal veterans' reemployment legislation. The escalator principle requires that each returning service member be reemployed in the position the person would have occupied with reasonable certainty if the person had remained continuously employed, with full seniority.

The position may not necessarily be the same job the person previously held. For instance, if the person would have been promoted with reasonable certainty had the person not been absent, the person would be entitled to that promotion upon reinstatement. On the other hand, depending on economic circumstances, reorganizations, layoffs, etc., the position could be at a lower level than the one previously held, it could be a different job, or it could conceivably be in layoff status. In other words, the escalator can move up or down.

Qualifying for the Reemployment Position

20 CFR 1002.198

Employers must make reasonable efforts to qualify a returning service member for the reemployment position. Employers must provide refresher training, and any other training necessary to update a returning employee's skills so that he or she has the ability to perform the essential tasks of the position.

If the employee has a disability incurred or aggravated during the performance of uniformed service, the employer must make reasonable efforts to accommodate the disability and to help the employee become qualified to perform the duties of the reemployment position. If the disabled person cannot become qualified for the reemployment position despite reasonable efforts by the employer to accommodate the employee, and qualify him or her to perform the duties of the position, the employee must be reemployed in a position according to the following priority: (a) a position that is equivalent in seniority, status, and pay to the escalator position, or (b) a position that is the nearest approximation to the equivalent position, consistent with the circumstances of the employee's case. Such a position may be a higher or lower position, depending on the circumstances. See 20 CFR 1002.225.

"Prompt" Reemployment

Section 4313 (a) / 20 CFR 1002.181

Returning service members must be "promptly reemployed." "Prompt reemployment" means as soon as is practicable under the circumstances of each individual case. Reinstatement after weekend National Guard duty will generally be the next regularly scheduled working day. On the other hand, reinstatement following five years on active duty might require reassigning or giving notice to an incumbent employee who has occupied the service member's position.

[Go to Index](#)

Disabilities Incurred or Aggravated While in Military Service

Section 4313 (a) (3) / 20 CFR 1002.225

The following three-part reemployment scheme is required for persons with disabilities incurred or aggravated while in military service.

1. The employer must make reasonable efforts to accommodate a person's disability so that the person can perform the duties of the reemployment position.
2. If, despite reasonable accommodation efforts, the person is not qualified for the position in (1) due to his or her disability, the person must be reemployed in a position of equivalent seniority, status, and pay, to the escalator position. The employee must be qualified to perform the duties of this position or be able to become qualified to perform them with reasonable efforts by the employer.
3. If the employee cannot become qualified for the position in either (1) or (2), the person must be employed in a position that, consistent with the circumstances of that person's case, most nearly approximates the position in (2) in terms of seniority, status, and pay. Such a position may be a higher or lower position, depending on the circumstances.

[Go to Index](#)

Conflicting Reemployment Claims

Section 4313 (b) (1) & (2) (A) / 20 CFR 1002.199

If two or more persons are entitled to reemployment in the same position, the following procedure applies:

- The person who first left the position has the superior right to it.

- The person without the superior right is entitled to employment with full seniority in a position that provides similar seniority, status, and pay in the order of priority that normally determines a reemployment position.

[Go to Index](#)

Defenses to Reemployment

Section 4312 (d) (1) / 20 CFR 1002.139

Employer defenses to reemployment are affirmative ones and the employer carries the burden of proving them by a preponderance of the evidence.

[Go to Index](#)

Changed Circumstances

Section 4312 (d) (1) (A) / 20 CFR 1002.139 (a)

Reemployment of a person is excused if an employer's circumstances have changed so that reemployment of the person would be impossible or unreasonable. A reduction-in-force that would have included the person would be an example.

[Go to Index](#)

Undue Hardship

Section 4312 (d) (1) (B) / 20 CFR 1002.139 (b) / 20 CFR 1002.5 (n)

Employers are excused from making efforts to qualify returning service members or from accommodating individuals with service-connected disabilities only when doing so would be of such difficulty or expense as to cause "undue hardship."

[Go to Index](#)

Exception for "Brief Non-Recurrent Positions"

Section 4312 (d) (1) (C) / 20 CFR 1002.139 (c)

An employer is not required to reemploy a person if the pre-service position was for a brief or non-recurrent period and there was no reasonable expectation that employment would continue indefinitely or for a significant period.

[Go to Index](#)

Employee Rights and Benefits

Seniority Rights

Section 4316 (a) / 20 CFR 1002.193

Reemployed service members are entitled to the seniority and all rights and benefits based on seniority that they would have attained with reasonable certainty had they remained continuously employed.

A right or benefit is seniority-based if it is determined by or accrues with length of employment. On the other hand, a right or benefit is not seniority-based if it is compensation for work performed or is made available without regard to length of employment.

Rights Not Based on Seniority

Section 4316 (b) / 20 CFR 1002.149-150

During a period of service, the employees must be treated as if they are on a furlough or leave of absence. Consequently, during their period of service they are entitled to participate in any rights and benefits not based on seniority that are available to employees on comparable nonmilitary leaves of absence, whether paid or unpaid. If there is a variation in benefits among different types of nonmilitary leaves of absence, the service member is entitled to the most favorable treatment so long as the nonmilitary leave is comparable.

Employees are entitled not only to nonseniority rights and benefits available at the time they left for military service, but also those that become effective during their service and that are provided to similarly situated employees on furlough or leave of absence.

Waiver of Rights

Section 4316 (b) (2) (A) / 20 CFR 1002.152

If, prior to leaving for military service, an employee knowingly provides clear written notice of an intent not to return to work after military service, the employee waives entitlement to leave-of-absence rights and benefits not based on seniority. At the time of providing the notice, the employee must be aware of the specific rights and benefits to be lost. The employer bears the burden of proving that the person knowingly waived entitlement to the specific rights and benefits.

A notice of intent not to return can waive only leave-of-absence rights and benefits. It cannot surrender other rights and benefits that a person would be entitled to under the law, particularly reemployment rights after service.

Funding of Benefits

Section 4316 (b) (4)

Service members may be required to pay the employee cost, if any, of any funded benefit to the extent that other employees on leave of absence are so required.

[Go to Index](#)

Pension/Retirement Plans

Pension plans (Section 4318), which are tied to seniority, are given separate, detailed treatment under the law. The law provides that:

- Section 4318 (a) (2) (A) / 20 CFR 1002.259. A reemployed person must be treated as not having incurred a break in service with the employer maintaining a pension plan.
- Section 4318 (a) (2) (B) / 20 CFR 1002.259. Military service must be considered service with an employer for vesting and benefit accrual purposes.
- Section 4318 (b) (1) / 20 CFR 1002.261. The employer is liable for funding any obligation of the plan to provide required benefits.
- Section 4318 (b) (2) / 20 CFR 1002.262. The reemployed person is entitled to any accrued benefits contingent upon employee contributions only to the extent that the person repays the employee contributions.

Covered Plan

Section 4318 / 20 CFR 1002.260

A "pension plan" that must comply with the requirements of the reemployment law would be any plan that provides retirement income to employees upon the termination of employment or later. Defined benefit plans, defined contribution plans, and profit-sharing plans that are retirement plans are covered.

Multi-Employer Plans

Section 4318 (b) (1) / 20 CFR 1002.266

In a multi-employer pension plan, the sponsor maintaining the plan may allocate the liability of the plan for pension benefits accrued by persons who are absent for military service. If no allocation or cost-sharing arrangement is provided, the full liability to make the retroactive contributions to the plan will be allocated to the last employer employing the person before the period of military service or, if that employer is no longer functional, to the overall plan.

Within 30 days after a person is reemployed, an employer who participates in a multi-employer plan must provide written notice to the plan administrator of the person's reemployment. Section 4318 (c).

Employee Contribution Repayment Period

Section 4318 (b) (2) / 20 CFR 1002.262 (b)

Repayment of employee contributions or elective deferrals attributable to the period of service can be made over three times the period of military service but no longer than five years from the date of reemployment.

Calculation of Contributions

Section 4318 (b) (3) / 20 CFR 1002.267 (a) - 267 (b) (1)

For purposes of determining an employer's liability or an employee's contributions under a pension benefit plan, the employee's compensation during the period of his or her military service will be based on the rate of pay the employee would have received from the employer but for the absence during the period of service. If the employee's compensation was not based on a fixed rate, or the determination of such rate is not reasonably certain, the employee's compensation during the period of service is computed on the basis of the employee's average rate of compensation during the 12-month period immediately preceding the employee's period of military service (or, if shorter, the period of employment immediately preceding such period).

[Go to Index](#)

Vacation Leave

Section 4316 (d) / 20 CFR 1002.153

Service members must, at their request, be permitted to use any vacation leave that had accrued before the beginning of their military service instead of unpaid leave. However, service members cannot be forced to use vacation time for military service.

[Go to Index](#)

Health Benefits

Section 4317 / 20 CFR 1002.164 / 20 CFR 1002.166

The law provides for health benefits continuation for persons who have coverage under a health plan in connection with their employment who are absent from work to serve in the military.

If a person's health plan coverage would terminate because of an absence due to military service, the person may elect to continue the health plan coverage for up to 24 months after the absence begins or for the period of service (plus the time allowed to apply for reemployment), whichever period is shorter.

The person cannot be required to pay more than 102 percent of the full premium for the coverage. If the military service was for 30 or fewer days, the person cannot be required to pay more than the normal employee share of any premium.

Exclusions/Waiting Periods

Section 4317 (b) / 20 CFR 1002.168

In the event a person's coverage under a health plan was terminated because of military service, a waiting period or exclusion cannot be imposed upon reinstatement of health coverage of the reemployed service member or any eligible dependents if one would not have been imposed had the person not been absent for military service. However, a health plan is permitted to impose an exclusion or waiting period for coverage of disabilities determined by the Secretary of Veterans' Affairs (VA) to be service-connected.

Multi-Employer

Section 4317 (a) (3) / 20 CFR 1002.170

In connection with USERRA's health plan provisions, liability for employer contributions and benefits under multi-employer plans is to be allocated by the plan sponsor in such manner as the plan sponsor provides. If the sponsor makes no provision for allocation, liability is to be allocated to the last employer employing the person before the person's military service or, if that employer is no longer functional, to the plan.

[Go to Index](#)

Protection from Discharge

Section 4316 (c) / 20 CFR 1002.247

Under USERRA, a reemployed employee may not be discharged without cause: (1) For one year after the date of reemployment if the person's period of military service was for 181 days or more; (2) For 180 days after the date of reemployment if the person's period of military service was for 31 to 180 days.

Cause for discharge may be based on conduct or the application of legitimate nondiscriminatory reasons. Persons who serve for 30 or fewer days are not protected from discharge without cause. However, they are protected from discrimination because of military service or obligation.

[Go to Index](#)

Protection from Discrimination and Retaliation

Discrimination

Section 4311 / 20 CFR 1002.18 - .23

Section 4311(a). Employment discrimination because of past, current, or future military obligations is prohibited. The ban is broad, extending to most areas of employment, including:

- Hiring
- Promotion
- Termination
- Benefits

Persons Protected

Section 4311 (a) / 20 CFR 1002.18

The law prohibits discrimination against past members, current members, and persons who apply to be a member of any of the branches of the uniformed services.

Standard/Burden of Proof

Section 4311 (c) / 20 CFR 1002.22

If an individual's past, present, or future connection with the service is a motivating factor in an employer's adverse employment action against that individual, the employer has committed a violation, unless the employer can prove that it would have taken the same action regardless of the individual's connection with the service. The employer bears the burden of proving that it would have taken the adverse action in the absence of the person's service connection or exercise of any USERRA right.

Reprisals

Section 4311 (b) / 20 CFR 1002.19

Employers are prohibited from retaliating against anyone (whether or not they have performed military service) who:

- files a complaint under the law;
- testifies, assists or otherwise participates in an investigation or proceeding under the law; or
- exercises any right provided under the law.

whether or not the person has performed military service.

[Go to Index](#)

How the Law is Enforced

Department of Labor Regulations

Section 4331 (a)

The Secretary of Labor issued USERRA regulations covering private and state employers written in a plain English question-and-answer format. (See 20 CFR Part 1002, 70FR75246, Dec. 19, 2005.)

Veterans Employment and Training Service

Information and technical assistance is provided by the Veterans' Employment and Training Service (VETS) of the Department of Labor (Section 4321). VETS investigates complaints and attempts to resolve them. Filing of complaints with VETS is optional; the employee may freely choose to pursue a claim with private counsel (Section 4322).

Access to Documents and Subpoenas

Section 4326 / 20 CFR 1002.289

The law gives VETS a right of access to examine and duplicate any documents that it considers relevant to an investigation. VETS also has the right of reasonable access to interview any persons with information relevant to the investigation.

The law authorizes VETS to subpoena the attendance and testimony of witnesses and the production of documents relating to any matter under investigation.

Government-Assisted Court Actions

Section 4323 (a) (1) / 20 CFR 1002.291-292

Persons whose complaints against a private employer or a State or Local Government are not successfully resolved by VETS may request that their complaints be referred to the Attorney General for possible representation.

If the Attorney General is satisfied that a complaint is meritorious, the Attorney General may file a court action on the complainant's behalf.

Private Court Actions

Section 4323 (a) / 20 CFR 1002.303-304

Individuals have the option to privately file court actions. They may do so if they have chosen not to file a complaint with VETS, have chosen not to request that VETS refer their complaint to the Attorney General, or have been refused representation by the Attorney General.

Double Damages

Section 4323 (d) (1) (C) / 20 CFR 1002.312

Award of back pay or lost benefits may be doubled in cases where violations of the law are found to be "willful." "Willful" is not defined in the law, but a violation is considered willful if the employer's conduct was knowingly or recklessly in disregard of the law.

Fees

Section 4323 (h) / 20 CFR 1002.310

Awards of attorney fees, expert witness fees, and other litigation expenses to successful plaintiffs who retain private counsel may be made at the court's discretion. No court fees or costs may be charged to anyone who brings suit.

USERRA Notice/Poster

Section 4334

Employers, regardless of size, are required to provide to persons entitled to the rights and benefits under USERRA, a notice of their rights, benefits and obligations. Employers may provide the notice "Your Rights Under USERRA" by posting it where employee notices are customarily placed. Employers are also free to provide the notice to employees in other ways that will minimize costs while ensuring that the full text of the notice is provided (e.g., by handing or mailing out the notice, or distributing the notice by e-mail).

[Go to Index](#)

Service Member Checklist

Service Member Obligations	Yes	No	Reference
1. Did you hold a job other than one that was brief, nonrecurring? (Exception would be discrimination cases.)			See: Who's Eligible for Reemployment?
2. Did you notify the employer that you would be leaving the job for military training or service?			See: Advance Notice
3. Did you exceed the 5-year limit on periods of service? (Exclude exceptions identified in the law.)			See: Duration of Service
4. Were you discharged under conditions other than disqualifying under section 4304?			See: Disqualifying Service
5. Did you make an application or report back to the pre-service employer in a timely manner?			See: Reporting Back to Work
6. When requested by your employer, did you provide readily available documentation showing eligibility for reemployment?			See: Documentation Upon Return
7. Did your military leave exceed 30 days and did you elect to continue health insurance coverage?			See: Health Benefits

Employer Checklist

Employer Obligations	Yes	No	Reference
1. Did the service member give advance notice of military service to the employer? (This notice can be written or verbal.)			See: Advance Notice
2. Did the employer allow the service member a leave of absence? The employer cannot require that vacation or other personal leave be used.			See: Vacation Leave
3. Upon the timely application for reinstatement, did the employer promptly reinstate the service member to his/her escalator position?			See: Escalator Position
4. Did the employer grant accrued seniority as if the returning service member had been continuously employed? This applies to the rights and benefits determined by seniority, including status rate of pay, pension vesting, and credit for the period for pension benefit computations.			See: Seniority Rights
5. Did the employer delay or attempt to defeat a reemployment rights obligation by demanding documentation that did not then exist or was not then readily available?			See: Documentation Upon Return
6. Did the employer provide training or retraining and other accommodations to persons with service-connected disabilities? If a disability could not be accommodated after reasonable efforts by the employer, did the employer reemploy the person in some other position he/she was qualified to perform which is the "nearest approximation" of the position to which the person was otherwise entitled, in terms of status and pay, and with full seniority?			See: Disabilities Incurred or Aggravated While in Military Service
7. Did the employer make reasonable efforts to train or otherwise qualify a returning service member for a position within the organization/company? If the person could not be qualified in a similar position, did the employer place the person in any other position of lesser status and pay which he/she was qualified to perform with full seniority?			See: Disabilities Incurred or Aggravated While in Military Service

8. Did the employer grant the reemployed person pension plan benefits that accrued during military service?	See: Pension/Retirement Plans
9. Did the employer provide health coverage upon request of a service member whose leave was more than 30 days? Did the employer continue coverage at the regular employee cost for service members whose leave was for less than 31 days?	See: Health Benefits
10. Did the employer discriminate in employment against or take adverse employment action against any person who assisted in enforcement of a protection afforded any returning service member under this Statute?	See: Reprisals
11. Did the employer in any way discriminate in employment, reemployment, retention in employment, promotion, or any benefit of employment on the basis of past or present membership, performance of service, application for service or obligation for military service?	See: Discrimination

[Scroll to Top](#) ↕

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Veterans' Employment and Training Service

An agency within the U.S. Department of Labor

200 Constitution Ave NW
Washington, DC 20210
[1-866-237-0275](tel:1-866-237-0275)
www.dol.gov

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- A to Z Index

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FY23 NDAA 4.6% increase

MONTHLY BASIC PAY TABLE
EFFECTIVE 1 JANUARY 2023

PAY GRADE	YEARS OF SERVICE																					
	<2	2	3	4	6	8	10	12	14	16	18	20	22	24	26	28	30	32	34	36	38	40
COMMISSIONED OFFICERS																						
O-10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17675.10	17675.10	17675.10	17675.10	17675.10	17675.10	17675.10	17675.10	17675.10	17675.10
O-9	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17201.40	17449.80	17675.10	17675.10	17675.10	17675.10	17675.10	17675.10	17675.10	17675.10
O-8	12170.70	12570.00	12834.30	12908.10	13238.40	13789.50	13918.20	14441.70	14592.60	15043.50	15696.60	16298.10	16700.10	16700.10	16700.10	16700.10	17118.30	17118.30	17545.80	17545.80	17545.80	17545.80
O-7	10113.00	10582.80	10800.30	10973.40	11286.00	11595.30	11952.60	12308.70	12666.60	13789.50	14737.80	14737.80	14737.80	14737.80	14813.70	14813.70	15110.10	15110.10	15110.10	15110.10	15110.10	15110.10
O-6	7669.20	8425.20	8978.10	8978.10	9012.60	9398.70	9450.00	9450.00	9987.00	10936.20	11493.60	12050.40	12367.50	12688.80	13310.70	13310.70	13576.50	13576.50	13576.50	13576.50	13576.50	13576.50
O-5	6393.30	7202.10	7700.40	7794.30	8105.70	8291.40	8700.60	9001.80	9389.70	9982.80	10265.40	10544.70	10861.80	10861.80	10861.80	10861.80	10861.80	10861.80	10861.80	10861.80	10861.80	10861.80
O-4	5516.40	6385.20	6812.10	6906.30	7301.70	7726.20	8254.80	8665.50	8951.10	9115.50	9210.30	9210.30	9210.30	9210.30	9210.30	9210.30	9210.30	9210.30	9210.30	9210.30	9210.30	9210.30
O-3	4849.80	5497.80	5933.40	6469.80	6780.30	7120.50	7340.10	7701.60	7890.60	7890.60	7890.60	7890.60	7890.60	7890.60	7890.60	7890.60	7890.60	7890.60	7890.60	7890.60	7890.60	7890.60
O-2	4190.70	4772.70	5496.90	5682.60	5799.30	5799.30	5799.30	5799.30	5799.30	5799.30	5799.30	5799.30	5799.30	5799.30	5799.30	5799.30	5799.30	5799.30	5799.30	5799.30	5799.30	5799.30
O-1	3637.20	3786.00	4576.80	4576.80	4576.80	4576.80	4576.80	4576.80	4576.80	4576.80	4576.80	4576.80	4576.80	4576.80	4576.80	4576.80	4576.80	4576.80	4576.80	4576.80	4576.80	4576.80
COMMISSIONED OFFICERS WITH OVER 4 YEARS ACTIVE DUTY SERVICE AS AN ENLISTED MEMBER OR WARRANT OFFICER																						
O-3E	0.00	0.00	0.00	6469.80	6780.30	7120.50	7340.10	7701.60	8007.00	8182.50	8421.00	8421.00	8421.00	8421.00	8421.00	8421.00	8421.00	8421.00	8421.00	8421.00	8421.00	8421.00
O-2E	0.00	0.00	0.00	5682.60	5799.30	5983.80	6295.50	6536.70	6715.80	6715.80	6715.80	6715.80	6715.80	6715.80	6715.80	6715.80	6715.80	6715.80	6715.80	6715.80	6715.80	6715.80
O-1E	0.00	0.00	0.00	4576.80	4887.00	5067.90	5252.70	5433.90	5682.60	5682.60	5682.60	5682.60	5682.60	5682.60	5682.60	5682.60	5682.60	5682.60	5682.60	5682.60	5682.60	5682.60
WARRANT OFFICERS																						
W-5	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8912.10	9364.20	9701.10	10073.40	10073.40	10578.00	10578.00	11106.00	11106.00	11662.50	11662.50
W-4	5012.40	5391.30	5546.10	5698.20	5960.70	6220.20	6483.00	6877.80	7224.30	7554.00	7824.30	8087.70	8473.80	8791.50	9153.60	9153.60	9336.30	9336.30	9336.30	9336.30	9336.30	9336.30
W-3	4577.70	4767.90	4964.10	5027.70	5232.30	5635.80	6055.80	6253.80	6482.70	6718.20	7142.40	7428.30	7599.60	7781.40	8029.50	8029.50	8029.50	8029.50	8029.50	8029.50	8029.50	8029.50
W-2	4050.30	4433.40	4551.00	4632.30	4894.80	5302.80	5505.80	5704.50	5948.10	6138.60	6310.80	6517.20	6652.80	6760.20	6760.20	6760.20	6760.20	6760.20	6760.20	6760.20	6760.20	6760.20
W-1	3555.00	3938.10	4040.70	4258.20	4515.00	4893.90	5070.60	5318.70	5561.70	5753.10	5929.20	6143.40	6143.40	6143.40	6143.40	6143.40	6143.40	6143.40	6143.40	6143.40	6143.40	6143.40
ENLISTED MEMBERS																						
E-9	0.00	0.00	0.00	0.00	0.00	0.00	6055.50	6192.90	6365.70	6568.80	6774.90	7102.80	7381.50	7673.70	8121.60	8121.60	8526.90	8526.90	8953.80	8953.80	9402.30	9402.30
E-8	0.00	0.00	0.00	0.00	0.00	4957.20	5176.50	5312.10	5474.70	5650.80	5968.80	6130.20	6404.40	6556.50	6930.90	6930.90	7069.80	7069.80	7069.80	7069.80	7069.80	7069.80
E-7	3445.80	3760.80	3905.10	4095.30	4244.70	4500.60	4644.90	4900.50	5113.50	5258.70	5413.50	5473.20	5674.50	5782.50	6193.50	6193.50	6193.50	6193.50	6193.50	6193.50	6193.50	6193.50
E-6	2980.50	3279.80	3424.80	3665.50	3711.90	4042.20	4170.90	4419.90	4496.10	4551.30	4616.40	4616.40	4616.40	4616.40	4616.40	4616.40	4616.40	4616.40	4616.40	4616.40	4616.40	4616.40
E-5	2730.30	2914.20	3055.20	3199.20	3423.90	3658.50	3851.70	3874.80	3874.80	3874.80	3874.80	3874.80	3874.80	3874.80	3874.80	3874.80	3874.80	3874.80	3874.80	3874.80	3874.80	3874.80
E-4	2503.50	2631.60	2774.10	2914.80	3039.30	3039.30	3039.30	3039.30	3039.30	3039.30	3039.30	3039.30	3039.30	3039.30	3039.30	3039.30	3039.30	3039.30	3039.30	3039.30	3039.30	3039.30
E-3	2259.90	2402.10	2547.60	2547.60	2547.60	2547.60	2547.60	2547.60	2547.60	2547.60	2547.60	2547.60	2547.60	2547.60	2547.60	2547.60	2547.60	2547.60	2547.60	2547.60	2547.60	2547.60
E-2	2149.20	2149.20	2149.20	2149.20	2149.20	2149.20	2149.20	2149.20	2149.20	2149.20	2149.20	2149.20	2149.20	2149.20	2149.20	2149.20	2149.20	2149.20	2149.20	2149.20	2149.20	2149.20
E-1 >4 Mon	1917.60	1917.60	1917.60	1917.60	1917.60	1917.60	1917.60	1917.60	1917.60	1917.60	1917.60	1917.60	1917.60	1917.60	1917.60	1917.60	1917.60	1917.60	1917.60	1917.60	1917.60	1917.60
E-1 <4 Mon	1773.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
C/S	17675.10		M/S	9786.00																		
Cadet	1273.20																					

NOTE-BASIC PAY FOR O7-O10 IS LIMITED TO LEVEL II OF THE EXECUTIVE SCHEDULE DURING 2023 (\$17,675.10)
NOTE-BASIC PAY FOR O6 AND BELOW IS LIMITED TO LEVEL V OF THE EXECUTIVE SCHEDULE IN EFFECT DURING 2023 (\$14,341.80)

Hazardous Duty Incentive Pay (HDIP)**Attachment 6**

Section 351 Hazardous Duty Pay

US Military Compensation

Discretionary pays; payable to enlisted members and officers.

Hostile Fire Pay - HFP may be paid to a Service member of a uniformed service who performs duty in a hostile fire area; is exposed to a hostile fire event; is on duty during a month in an area in which a hostile event occurred that placed the Service member in grave danger of physical injury; or is killed, injured, or wounded by a hostile fire event. HFP is a monthly rate of \$225, which may not be prorated (may not receive simultaneously with IDP).

Imminent Danger Pay - IDP may be paid to a uniformed service member who is subject to the threat of physical harm or imminent danger on the basis of civil insurrection, civil war, terrorism, or wartime conditions in a foreign area. IDP is a monthly rate of \$225 (may not receive simultaneously with HFP) and is prorated based on the actual number of days a member is in an imminent danger area.

Hazardous Duty Incentive Pay - HDIP provides a monetary incentive to Service members who volunteer to perform a duty designated as hazardous, based upon the inherent dangers of the duty and risks of physical injury. The monthly rate for HDIP is based on the duty and is prorated to reflect the duration of the member's actual qualifying service during the month. The duties listed below are eligible for HDIP.

- **Flying Duty** - The Secretary concerned may pay HDIP to Service members required by competent orders to participate in frequent and regular aerial flights as an aircrew member or to non-aircrew members who otherwise meet the requirements for flying duty.
- **Flying Duty, Crew Members** - For performance of hazardous duty involving frequent and regular aerial flight as a crew member, and to induce members (other than, career aviators) to volunteer for flying duty assignments as crew members and to retain the required number of skilled crewmembers to man mission requirements. Payment ranges from \$110 to \$250 per month.
- **Flying Duty, Non Crew Members** - For performance of hazardous duty involving frequent and regular aerial flight, and to induce members (other than, career aviators) to volunteer for, and remain in, flying duty assignments as 'other than crew members'. Payment is up to \$150 per month.
- **Parachute Duty** - The Secretary concerned may pay HDIP to Service members required by competent orders to participate in duty involving parachute jumping from an aircraft while in flight. Qualified Service members are those who have received a designation as a parachutist, including those undergoing training for such designation; who are required by competent orders to engage in parachute jumping from an aircraft in aerial flight; and who meet the minimum performance requirement of jumping at least once during a 3-month period. Payment is up to \$150 per month for jumps involving a static line and up to \$225 per month for members performing military freefall operations.
- **Demolition Duty** - The Secretary concerned may pay HDIP to Service members who are required to perform duty involving the demolition of explosives, as prescribed by Service regulations, as a primary duty (including training for that duty). Service members who engage in demolition using live explosives objects, obstacles, or other explosives, or recovering and rendering harmless, by disarming or demolishing, explosives that have failed to function as intended or which have become a potential hazard, under competent orders and as a primary duty assignment (such as explosive ordnance disposal personnel assigned to an explosive ordnance disposal billet) at least one time during the calendar month may receive a payment up to \$150 for each qualifying month.
- **Experimental Stress Duty** - The Secretary concerned may pay HDIP to a Service member on active duty that is required by competent orders to perform experimental stress duty under the conditions stated below:
 - Human Acceleration or Deceleration Experimental Subject. Duty performed as human acceleration or deceleration experimental subjects utilizing experimental acceleration or deceleration devices.

Skip to main content | Press Here

- **Normal Stress Duty.** Duty performed as human normal experimental subjects in normal stress experiments.
- **Low-Pressure Chamber Duty.** Duty performed within a low-pressure (altitude) chamber at physiological facilities as human test subject, inside instructor-observer or inside observer-tender.
- **High-Pressure Chamber Duty.** Duty performed within a high-pressure (hyperbaric or recompression) chamber or hyperbaric complex.

HDIP for experimental stress duty is up to \$150 per month.

- **Flight Deck Hazardous Duty** - The Secretary concerned may offer HDIP to Service members who under competent orders perform flight deck hazardous duty. Service members must be present, during flight operations, at an assigned duty station on the flight deck of an aircraft carrier or a ship other than an aircraft from which aircraft are launched and recovered during flight operations. Qualified members are required to participate in at least 4 days of flight operations within a calendar month. The monthly rate for flight deck HDIP may be up to \$150.
- **Laboratory Duty Utilizing Live Dangerous Viruses or Bacteria** - The Service Secretary concerned may pay HDIP to a Service member whose primary duty involves laboratory work that utilizes live dangerous viruses or bacteria. Service members are eligible while assigned by competent orders for a period of 30 consecutive days or more to participate in or conduct applied or basic research. The monthly rate for this HDIP is up to \$150.
- **Duty Involving Exposure to Highly Toxic Pesticides** - The Secretary concerned may pay an incentive pay to a Service member whose duty involves frequent and regular exposure to highly toxic pesticides when the Service member is assigned by competent orders to the entomology, pest control, pest management, or preventive medicine functions of Uniformed service for a period of 30 consecutive days or more. HDIP for duty involving exposure to toxic pesticides may be up to \$150 per month.
- **Duty Involving Toxic Fuels and Propellants** - The Secretary concerned may pay HDIP to Service members required by competent orders to participate in duty involving toxic fuels and propellants as their primary duty. A Service member is eligible to receive HDIP for duty involving the servicing of aircraft or missiles with highly toxic fuels or propellants when this duty is performed as a primary duty according to the requirements set forth in DOD Instruction 1340.09. HDIP for the handling of toxic fuels and propellants may be up to \$150 per month.
- **Duty Involving Handling Chemical Munitions.** The Secretary concerned may pay HDIP to Service members required by competent orders to participate in duty involving handling chemical munitions (or components of such munitions) as their primary duty. For additional information concerning duties involving the handling of chemical munition refer to DoD Instruction 1340.09. HDIP for duty involving handling of chemical munitions is up to \$150 per month.
- **Maritime Visit, Board, Search, and Seizure (VBSS) Duty** - Only Navy members (among DoD Services) perform duty that qualifies for this pay. The Secretary of the Navy may offer an incentive pay to its members who under competent orders perform duty in VBSS billets that require frequent and regular participation in VBSS operations aboard vessels in support of maritime interdiction operations. Eligible members are required to participate in a minimum of three boarding missions (excluding training exercises) during each month of qualification. HDIP for VBSS is a monthly rate up to \$150.
- **Polar Region Flight Operations Duty** - The Secretary concerned may offer an incentive pay to Service members performing duty involving the use of ski-equipped aircraft on the ground in Antarctica or on the Arctic Ice-Pack. A Service member may be eligible in any calendar month during which that Service member participated in a take-off from or landing on the ground in Antarctica or the Arctic Ice-Pack, or the servicing or handling of cargo in connection with such aircraft on the ground in such a polar region. HDIP for polar region flight operations duty is up to \$150 per month.
- **Weapons of Mass Destruction Civil Support (WMDCS) Team** - The Secretary concerned may pay HDIP to RC Service members assigned to WMDCS teams. In order to be eligible for WMDCS HDIP, a Service member must be (a) Entitled to basic pay under Sections 204 of Title 37, U.S.C.; (b) Assigned by competent

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orders to duty as a member of a WMDCS team; (c) Fully qualified for weapons of mass destruction civil support team operations; and (d) Serving on an approved active duty tour in excess of 139 days in a DoD designated and certified WMDCS team position. HDIP for RC Service members assigned to a WMDCS team may be up to \$150 per month.

- **Diving Duty** - The Secretary concerned may pay HDIP to Service members required by competent orders to participate in diving duty as part of their primary duty. Service members may be eligible for an HDIP for diving duty for periods during which they are assigned by competent orders to the duty of diving and required to maintain proficiency as a diver by frequent and regular dives. Additional conditions of service may be imposed by the Secretary concerned. HDIP for diving duty may not exceed \$240 per month.

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Photos & Videos (http://www.defense.gov/PhotoVideos/)	Web Policy (https://www.defense.gov/webmasters/)	
Military/DoD (http://www.dod.mil/pubs/for/military/)	Site Map (/SiteMap.aspx)	
Websites (http://www.defense.gov/RegisteredSites/)	USA.gov (http://www.usa.gov/)	
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Attachment 7

Plans

Learn about what TRICARE plan is right for you and your family.

[Home](#) [\[/\]](#) > [Plans & Eligibility](#) [\[/Plans\]](#) > [Eligibility](#) [\[/Plans/Eligibility\]](#) > Active Duty Service Members and Families

Active Duty Service Members and Families

Active duty service members and their families (spouses and children registered in DEERS) are eligible for TRICARE.

Your Health Plan Options

Active duty service members must enroll in one of the following plans based on their duty station.

- [TRICARE Prime](https://www.tricare.mil/Plans/HealthPlans/Prime)
(<https://www.tricare.mil/Plans/HealthPlans/Prime>).
- [TRICARE Prime Remote](https://www.tricare.mil/Plans/HealthPlans/TPR)
(<https://www.tricare.mil/Plans/HealthPlans/TPR>).
- [TRICARE Prime Overseas](https://www.tricare.mil/Plans/HealthPlans/TPO)
(<https://www.tricare.mil/Plans/HealthPlans/TPO>).
- [TRICARE Prime Remote Overseas](https://www.tricare.mil/Plans/HealthPlans/TPRO)
(<https://www.tricare.mil/Plans/HealthPlans/TPRO>).

Active duty family members can enroll in one of these Prime plans with their sponsor, or they may qualify to use one of the following plans:

- [TRICARE Select](https://www.tricare.mil/Plans/HealthPlans/TS)
(<https://www.tricare.mil/Plans/HealthPlans/TS>).
- [US Family Health Plan](https://www.tricare.mil/Plans/HealthPlans/USFHP)
(<https://www.tricare.mil/Plans/HealthPlans/USFHP>)
(in specific U.S. locations)
- [TRICARE For Life](https://www.tricare.mil/Plans/HealthPlans/TFL)
(<https://www.tricare.mil/Plans/HealthPlans/TFL>)
(with Medicare Part A & B coverage)
- [TRICARE Select Overseas](https://www.tricare.mil/Plans/HealthPlans/TSO)
(<https://www.tricare.mil/Plans/HealthPlans/TSO>).
- [TRICARE Young Adult](https://www.tricare.mil/Plans/HealthPlans/TYA)
(<https://www.tricare.mil/Plans/HealthPlans/TYA>)
(dependent adult children only)

Dental Options

- Active duty service members get dental care at military dental clinics. For civilian dental care:
 - You'll use the [Active Duty Dental Program](https://www.tricare.mil/CoveredServices/Dental/ADDental)
(<https://www.tricare.mil/CoveredServices/Dental/ADDental>).
- Family members may purchase the [TRICARE Dental Program](https://www.tricare.mil/CoveredServices/Dental/TDP)
(<https://www.tricare.mil/CoveredServices/Dental/TDP>).

Last Updated 5/5/2022

Your Contacts

DMDC/DEERS Support Office (DSO)

Toll-free: 1-800-538-9552

TTY/TTD: 1-866-363-2883

Fax: 1-800-336-4416 (Primary) or 1-502-335-9980 (Alternate)

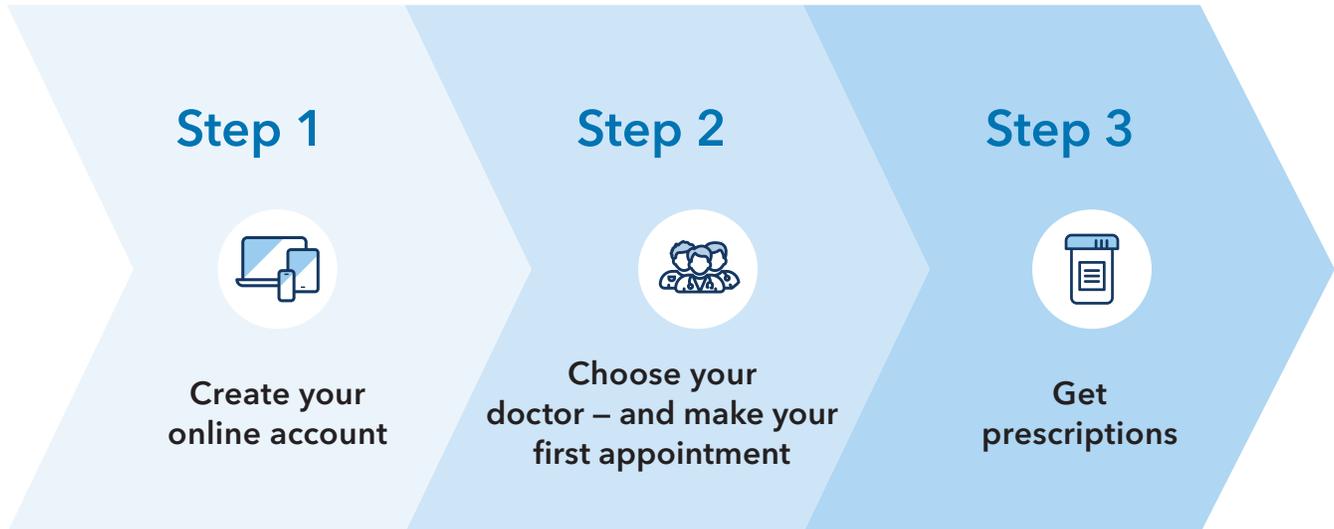
[Update DEERS Online](#)

(<https://milconnect.dmdc.osd.mil/milconnect/>)

Welcome, <subscriber name>

Get started in 3 easy steps

Visit kp.org/tricare/start or call your dedicated Member Services team at **1-833-642-5973** (TTY **711**), Monday through Friday, 7 a.m. to 7 p.m.



For help in your language, you may request language assistance at no cost to you by calling Member Services (see phone numbers on inside back cover).

Please visit <https://military-health.kaiserpermanente.org/costs-and-benefits/> for more details on your plan or for specific limitations and exclusions.

Step 1

Create your online account

Go to kp.org/tricare/start or use the Kaiser Permanente app.

If you haven't already, make sure to create your online account. Once you sign up, you can securely access time-saving tools and resources to manage your health. You'll need your **Medical Record Number** to create your account, which you can find on your member ID card.



You can also access your digital member ID card with the Kaiser Permanente app.

Online or on the app, stay on top of your health anytime, anywhere¹

- View most lab test results
- Refill most prescriptions
- Email your doctor's office with nonurgent questions
- Schedule and cancel routine appointments
- Manage a family member's health care²

Step 2

Choose your doctor – and make your first appointment

Go to kp.org/tricare/start or call us at **1-833-642-5973**.

Monday – Friday, 7 a.m. to 7 p.m. ET.

Select a convenient facility, then browse doctor profiles to find the right one for you. You can change your doctor at any time.

Each covered family member may choose a personal doctor within these specialties:

- Adult medicine/internal medicine
- Family medicine
- Pediatrics/adolescent medicine (for children up to 18)

Women 18 and older can choose an ob-gyn as well as a personal doctor.



1. These features are available when you get care from Kaiser Permanente facilities. 2. Online features change when children reach age 12. Teens are entitled to additional privacy protection under state laws. When your child turns 12 years old, you will still be able to manage care for your teen, with modified access to certain features.

Step 3

Get prescriptions



Schedule your first appointment

When you contact us to get started, go ahead and choose your doctor and schedule your first appointment. That way, you can start building a relationship with your new partner in health. (There's no need to bring your past medical records unless your doctor asks for them when you visit.)

Need care quickly? Save time and money.

When it's not an emergency, just call us 24/7 at **1-833-642-5973** and we can help you:

- Schedule a same or next-day telephone or video visit
- Schedule a same or next-day in-person appointment
- Find the most convenient 24/7, walk-in urgent care location or contracted urgent care center

With these options, you'll have a lower copay (if any) than for the emergency room, and could save hours of wait time.

If you've already set up your first doctor appointment, you can go to kp.org/tricare/start and follow the steps to transition your prescriptions online or call your dedicated Member Services team at **1-833-642-5973**, Monday – Friday, 7 a.m. to 7 p.m. ET.

You have options to help transition your prescriptions to a Kaiser Permanente pharmacy near you. Call us and we'll help you understand the cost of your prescriptions and what alternatives might be available.

Since this transition can take 2 or more business days, make sure to contact us before your first appointment or before you need a refill.



Picking up your medication

Once you've transitioned your prescriptions, you can get them filled at any one of the pharmacies in our Kaiser Permanente medical offices. (When you get your prescription during your doctor visit, you can usually just pick up your medication on the way out the door!) If you're not near a Kaiser Permanente facility, you also have the option to get your initial prescription filled at any TRICARE®-authorized retail pharmacy. If you're currently using the VA to get your prescriptions, you can continue to do that.

Get prescriptions by mail

Once you've transitioned your prescriptions, you can sign in to your Kaiser Permanente online account and click "Pharmacy" to order refills. (You can't use Express Scripts to fill or refill your prescriptions.)

For certain prescriptions, you can get refills delivered to you, usually within 3 to 5 days, through our mail-order pharmacy. Delivery is available at no extra cost.

See page 8 for more information about your plan.



Resources for healthy living¹

- Earn [**<\$200><\$400>**] in wellness rewards.
- Learn about Calm and myStrength,² two self-care apps available at no cost to adult members.

For these and other resources, including wellness coaching, health education classes, and more, see page 12.

1. The services described are not covered under your health plan benefits and are not subject to the terms set forth in your plan documents. These services may be discontinued at any time without notice. 2. myStrength® is a trademark of Livongo Health, Inc., a wholly owned subsidiary of Teladoc Health, Inc.

It's easy to get the care you need

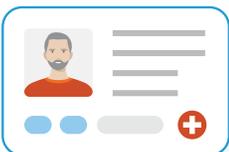
Call us at **1-833-642-5973 (TTY 711)**, 24/7, to make an appointment or get **medical advice**. (For specialty appointments, call Monday–Friday, 8 am - 5 pm.) You can also schedule routine appointments by signing in to your online account from your computer or the Kaiser Permanente app.

If you believe you have an emergency medical condition, call 911 or go to the nearest hospital.

Convenient care options

You've got many ways to connect to quality care when and where it's most convenient for you and your family. Visit kp.org/getcare to learn more.

- **E-visit:** Sign in to your account and fill out a short questionnaire about your symptoms, and a clinician will get back to you – usually within 2 hours.



When getting care at our medical facilities, show your **Kaiser Permanente Membership Card**. At other locations (including contracted urgent care centers, hospitals or specialists), present the card along with your Military ID.

- **Video visit:** Meet face-to-face with a doctor or nurse by video, straight from your smartphone, tablet, or computer.^{1, 2}
- **Phone appointment:** Talk with a doctor or nurse over the phone for the same high-quality care as an in-person visit.^{1, 2}
- **Email your care team:** Message your doctor's office anytime with nonurgent health questions.
- **Chat with a doctor:** Chat live online with a Kaiser Permanente doctor for advice, referrals, and even prescriptions.
- **In-person:** Most locations offer many services under one roof, so you'll save time with a single trip. See page 6 for a listing of locations.

1. These features are available when you get care from Kaiser Permanente facilities. 2. When appropriate and available.

- **Urgent care:** When you need care quickly (but it's not an emergency), you can get 24/7 walk-in care at our three Advanced Care Centers. Even get care for more serious (but non-life-threatening) issues like deeper cuts, broken bones, stomach pain, and dehydration.

You also have access to a broad network of contracted urgent care centers and any TRICARE-authorized urgent care center.

- **At the hospital:** You'll have access to inpatient care at Children's Healthcare of Atlanta, Emory University Hospital Midtown, Emory Saint Joseph's Hospital, Northside Hospital Atlanta, and others. Your personal physician will decide which facility is best for you.
- **Away from home:** Even while traveling, you're still covered for emergency and urgent care. See pages 9-10 for more information.

See page 8 for details about your plan and provider network.

See specialists without a referral

You don't need a referral to see most specialists in any of our medical offices. Just call **1-833-642-5973** (TTY **711**), Monday - Friday, 8 a.m. to 5 p.m. See page 8 for more details.

Support for mental health

Everyone's mental health and wellness journey is different. We're committed to helping you find the best path for you. Services include:

- Online self-assessments
- Counseling and therapy
- Personalized healthy lifestyle programs
- Classes and support groups³



³. Classes may vary by location, and some may require a fee.

Find a convenient location

You can choose a doctor from any of the locations listed below. Even after you've chosen a personal doctor at a particular location, you can see another doctor at a different location whenever it's more convenient. Most locations also have lab, X-ray, and pharmacy services under the same roof. For details about each location, visit kp.org/facilities or call **1-833-642-5973**.

1 **Alpharetta Medical Center**
3550 Preston Ridge Road
Alpharetta, GA 30005

2 **Brookwood at Peachtree Medical Office**
1745 Peachtree Road
Suite U
Atlanta, GA 30309

3 **Cascade Medical Center**
1175 Cascade Parkway
Atlanta, GA 30311

4 **Conyers Medical Office**
1478 Dogwood Drive
Conyers, GA 30013

5 **Crescent Medical Center**
200 Crescent Centre Parkway
Tucker, GA 30084

6 **Cumberland Medical Center**
2525 Cumberland Parkway SE
Atlanta, GA 30339

7 **Douglasville Medical Office**
6875 Douglas Blvd.
Suite A
Douglasville, GA 30135

8 **Downtown Decatur Medical Office**
201 W. Ponce de Leon Ave.
Suite A
Decatur, GA 30030

9 **Fayette Medical Office**
101 Banks Road
Fayetteville, GA 30214

10 **Forsyth Medical Office**
1400 Northside Forsyth Dr.
Suite 350
Cumming, GA 30041

24/7 URGENT CARE

11 **Gwinnett Comprehensive Medical Center**
3650 Steve Reynolds Blvd.
Duluth, GA 30096

12 **Henry Towne Centre Medical Center**
1125 Towne Centre Village Dr.
McDonough, GA 30253

13 **Holly Springs Medical Office**
684 Sixes Road, Suite 275
Holly Springs, GA 30115

14 **Lawrenceville Medical Office**
455 Philip Blvd., Suite 130
Lawrenceville, GA 30046

15 **Newnan Medical Office**
203 Newnan Crossing Bypass
Newnan, GA 30263

16 **Panola Medical Center**
5440 Hillandale Drive
Lithonia, GA 30058

17 **Sandy Springs Medical Office**
1100 Lake Hearn Drive NE
Suites 250 & 500
Sandy Springs, GA 30342

18 **Snellville Medical Office**
2240 Fountain Drive
Snellville, GA 30078

24/7 URGENT CARE

19 **Southwood Comprehensive Medical Center and 24/7 Advanced Care Center**
2400 Mt. Zion Parkway
Jonesboro, GA 30236

20 **Stonecrest Medical Center**
8011 Mall Parkway
Lithonia, GA 30038

21 **Sugar Hill-Buford Medical Center**
1435 Broadmoor Blvd.
Sugar Hill, GA 30518

24/7 URGENT CARE

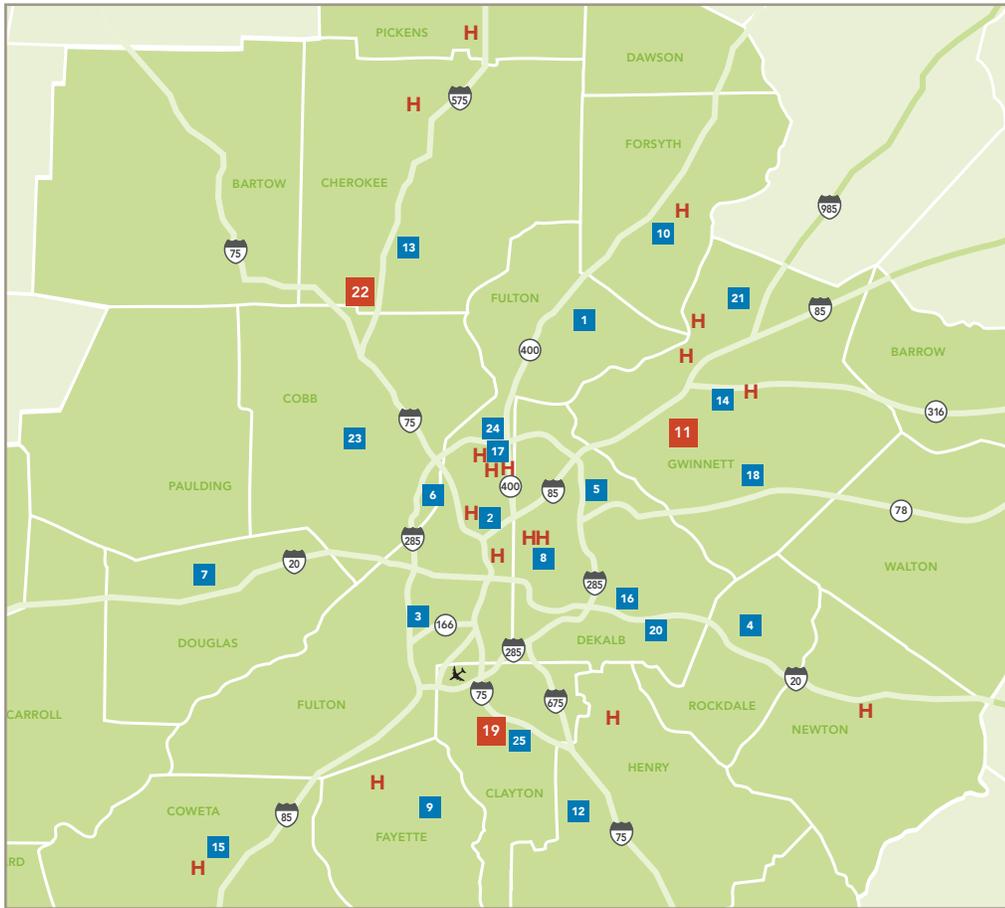
22 **TownPark Comprehensive Medical Center and 24/7 Advanced Care Center**
750 TownPark Lane
Kennesaw, GA 30144

23 **West Cobb Medical Center**
3640 Tramore Pointe Parkway
Austell, GA 30106

Specialty care facilities (primary care not offered)

24 **Glenlake Comprehensive Specialty Center**
20 Glenlake Parkway
Sandy Springs, GA 30328

25 **Southwood Specialty Center**
2470 Mt. Zion Parkway
Jonesboro, GA 30236



Kaiser Permanente Providers

- Kaiser Permanente Medical Facilities
- Kaiser Permanente Medical Facilities also offering 24/7 Urgent Care
- H Contracted Hospitals*

Map not to scale. Locations not exact.

Your nearest location

<Assigned Medical Center Name>

<address line 1>

<address line 2>

<address line 3>

If you've already chosen a Kaiser Permanente personal doctor before receiving this booklet, this is the location where that physician practices. Otherwise, this is the closest Kaiser Permanente medical facility to your home. Feel free to choose a doctor at the location that's most convenient for you, and change at any time.



* The hospital you will be admitted to for inpatient care is determined by the primary care physician you select. In an emergency, you have access to any hospital emergency room.

Understanding your plan

Below is a summary of how your Kaiser Permanente plan works. Still have questions? Just give us a call at **1-833-642-5973**.

Your benefits and coverage

With Kaiser Permanente, a TRICARE Prime option, you'll enjoy the same benefits and low costs of TRICARE Prime. (There are just a few very specific benefits that work a little differently with Kaiser Permanente.)

The main differences you'll notice are:

- You'll usually use the Kaiser Permanente network to get care
- Your prescription coverage will be based on the Kaiser Permanente formulary (drug list)
- You'll have no copay for telemedicine (phone or video) appointments or emailing your doctor
- You'll have access to no-cost telephone health coaching
- You can participate in a wellness rewards program (see page 12)
- You'll have access to free or low-cost health classes
- You can enjoy special rates on gym memberships and discounts on health and fitness products

For details on TRICARE Prime benefits, visit [tricare.mil/costs/compare](https://www.tricare.mil/costs/compare).

Primary and specialty care

You'll receive most in-person primary and specialty care at our Kaiser Permanente medical facilities. At most locations, you can see the doctor, plus get your lab tests, X-rays, and prescriptions all under the same roof, and all in the same visit. There's just one number to call for any type of doctor appointment: **1-833-642-5973**. You'll also have access to our network of affiliated urgent care centers, TRICARE-authorized urgent care centers, well-respected hospitals for inpatient care, and any ER for emergency care.

Referrals

You won't need a referral to see most specialists in Kaiser Permanente medical facilities. (Some specialists may require a clinical evaluation or additional information before they see you.) If needed, you'll have access to certain affiliated specialists. If you have an existing referral to a TRICARE network specialist, call us at **1-833-642-5973** so we can coordinate your continued care.

Your medications

Prescription coverage is included in your plan and you can get up to a 90-day supply of prescriptions filled at any of our 24 Kaiser Permanente pharmacies. You can also get a 90-day supply refilled at a reduced copay through mail order, and have them delivered right to your home with no cost for shipping. To order refills, sign in to the KP app or visit kp.org/rxrefill.

Like with TRICARE Prime, your cost will vary depending on the drug and whether it's generic, preferred, etc. Prescription drug costs may differ from Express Scripts. See the pharmacy section of kp.org/TRICARE for more detail. For questions about specific drug costs, call us at **1-833-642-5973**.

You have choices when it comes to getting your prescriptions filled (or refilled):

- Use any of our 24 Kaiser Permanente medical facilities that have a pharmacy on site.
- Use the Kaiser Permanente mail order service to have prescriptions mailed right to your home with free shipping. (You can't use Express Scripts to fill or refill your prescriptions.)
- If you're not near a Kaiser Permanente facility, you can get your initial prescription filled at any TRICARE-authorized retail pharmacy (militaryrx.express-scripts.com/find-pharmacy). After the initial fill, refills are available at a Kaiser Permanente facility or through our home delivery service.
- If you're currently using the VA to get your prescriptions, you can continue to do that.

Emergency Care¹

If you have a medical emergency and are in the United States, call 911 or go to the nearest hospital. Outside the U.S., go right to the nearest hospital or place where you can get the medical care you need. If you're admitted to a non-Kaiser Permanente hospital, we ask that you or the hospital contact us within 24 hours of admission to enable the coordination of your care.

Care away from home

When you're temporarily outside metro Atlanta, you'll have many options for accessing care. Get care on the go—with no copay—with:

- 24/7 nurse advice by phone
- A same/next day video visit or phone appointment
- Online chat with a doctor
- Emailing your doctor's office

Your TRICARE Prime benefits through Kaiser Permanente include coverage for:

- Emergency care at any licensed hospital¹
- Urgent care² at
 - any Kaiser Permanente facility offering urgent care
 - any TRICARE-authorized urgent care center
 - a military hospital or clinic (if space is available)
- One fill of a prescription at any of the above locations, or any TRICARE retail network pharmacy.

When you're temporarily in another Kaiser Permanente region, you also have additional benefits. (Kaiser Permanente provides care in all or parts of California, Colorado, Hawaii, Maryland, Oregon, Virginia, Washington, and Washington, D.C.) When in one of these areas, you can get Visiting Member benefits – which include coverage for routine (primary) care or specialty care from Kaiser Permanente providers. For assistance, call us toll-free at **1-833-642-5973**.

If you are not in another Kaiser Permanente region, you can use a military hospital or clinic (if space is available) for primary care. You can also go to any TRICARE network provider, but point of service charges may apply.

Urgent Care ²

When you need care quickly (but it's not an emergency¹), you can call Kaiser Permanente 24/7 for nurse advice and help finding a nearby location. We can even help you get a same/next day phone or video appointment.

Your in-person urgent care options in metro Atlanta include:

- Three Kaiser Permanente Comprehensive Medical Centers
 - Get 24/7, walk-in care—even for more serious (but non-life-threatening) issues like deeper cuts, broken bones, stomach pain, and dehydration – at our Duluth, Jonesboro and Kennesaw locations.
- Approximately 50 Kaiser Permanente affiliated network locations, including certain locations from Children's Healthcare of Atlanta, Concentra, Northside Family Medicine & Urgent Care, and Peachtree Immediate Care. Some locations have after-hours care.
- Any TRICARE-authorized urgent care center, some with after-hours care.

For 24/7 help finding a Kaiser Permanente or affiliated network location near you, call **1-833-642-5973** or visit **kp.org/tricare/providers**. (Visit **TRICARE.mil** for TRICARE-authorized locations.)

¹ An emergency medical condition is a medical or psychiatric condition that requires immediate medical attention to prevent serious jeopardy to your health. If you're admitted to a non-Kaiser Permanente hospital, we ask that you or the hospital contact us within 24 hours of admission to enable the coordination of your care.

² An urgent care need is one that requires prompt medical attention, usually within 24 or 48 hours, but is not an emergency medical condition. Examples include minor injuries, cuts, backaches, earaches, upper-respiratory symptoms, sore throats, frequent or severe coughs, frequent urination or a burning sensation when urinating.

Paying for care

When getting care at a Kaiser Permanente office (or other in-network facility) you'll usually be asked to pay your share of costs (e.g., copayment) at your visit. If you get care at an out-of-network facility, you may have to pay the full cost of services up front and file a claim for reimbursement (for services that are covered out of network).

For details on TRICARE Prime benefits, and costs, including copayments and enrollment fees, visit tricare.mil/costs/compare.

Claims

You won't have to worry about filing a claim for any Kaiser Permanente provider. Most other in-network facilities will file a claim for you, if needed.



Healthy extras

Resources for healthy living

Take advantage of our resources to help keep you informed, inspired, and feeling your best.

Earn [**<\$200><\$400>**] for wellness

Just complete an online Total Health Assessment and certain screenings to earn a \$200 reward card. **[Spouses can earn one too!]** A Member Services representative can help you get started when you call **1-833-642-5973**. Or you can visit **kp.org/tricare/rewards**.

Free online fitness & wellness

Choose from hundreds of free online health, wellness, and fitness classes through BurnAlong. Invite up to six friends or family members and take classes together. Visit **fit.burnalong.com/kp-tricare**.

Healthy Lifestyle programs

These free online programs create customized action plans to help you eat healthy, lose weight, quit smoking, reduce stress, sleeping better, and much more. Visit **kp.org/healthylifestyles**.

Mental Wellness Apps

Try Calm and myStrength at no cost. These apps, which are recommended by Kaiser Permanente clinicians, help with sleep, stress, anxiety, and more. Visit **kp.org/selfcareapps**.

Wellness coaching

Want some inspiration or support? Talk to your own free wellness coach at **1-866-862-4295**.

Online tools

Take advantage of the tools in the "Health & Wellness" section of **kp.org**:

- On demand video workouts
- Guided meditation
- Health and drug encyclopedias

Managing your conditions

If you have an ongoing health condition, you'll have the support of our award-winning Complete Care (case management) program at no additional cost. (Your doctor will automatically enroll you.) You can also get free telephone health coaching through our Healthy Solutions program by calling **1-888-251-6733**.

Healthy Living classes

Free or low-cost health classes in our medical offices or virtually include yoga, healthy cooking, weight management, managing stress, and much more. Visit **kp.org/classes/ga**.

Discounts

Enjoy discounts on chiropractic care, massage therapy, fitness club membership, vitamins, and more by signing in at **kp.org/choosehealthy**.

Partners in Health

Register on **kp.org** and you'll receive this monthly e-newsletter with health tips, member stories, and other resources to help you thrive.



**Beaumont-Cherry Valley Water District
Regular Board Meeting
December 13, 2023**

Item 8

STAFF REPORT

TO: Board of Directors
FROM: William Clayton, Finance Manager
SUBJECT: **Chandler Asset Management – Authorization of Contract Extension**

Staff Recommendation

Authorize the contract extension with Chandler Asset Management for Investment Advisory Services for one year.

Executive Summary

Staff desires to continue the professional investment advisory services relationship with Chandler Asset Management, as staff has been satisfied with the consultant's performance and delivery of services and requests that the Board of Directors (Board) authorize an extension of the contract with Chandler Asset Management for Investment Advisory Services for an additional year.

Background

At the December 21, 2021 Regular Board Meeting, the Board received and filed a Professional Services Agreement with Chandler Asset Management (Chandler) for Investment Advisory Services. Subsequently, at the December 14, 2022 Regular Board meeting, the Board of Directors authorized the General Manager to execute an extension to said agreement.

On a monthly basis, Chandler provides investment reporting to both the Finance and Audit Committee and to the Board of Directors. Said investment reports include the California Local Agency Investment Fund (LAIF) for comparators' information and continue to reflect value in BCVWD's investment strategies. The reports reflect the overall increase in investment income throughout the 2023 year and Chandler continues to estimate that the current monthly yield for a \$40 million District portfolio under their management would provide a conservative estimate of approximately \$16,000 per month.

The current agreement, under Section B.5. Term -Time of performance, identifies BCVWD as having the ability to extend the contract. Staff would like to request an extension as staff has been satisfied with the consultant's performance and Chandler has provided deliverables as outlined in the agreement. The contract extension would be the second extension for continued Investment Advisory Services and was reviewed by the Finance and Audit Committee at the December 7, 2023 meeting.

Fiscal Impact

The fiscal impact is based on the value of the portfolio, approximately \$600 per month at current investment levels, however, fees for investment management and custodial services will continue to be debited from interest earnings at the District's third-party custodian, US Bank.

Attachments

1. Draft Second Amendment to Professional Services Agreement
2. Executed First Amendment to Professional Services Agreement
3. Executed Professional Services Agreement

Staff Report prepared by William Clayton, Finance Manager

**BEAUMONT-CHERRY VALLEY WATER DISTRICT
SECOND AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT
WITH CHANDLER ASSET MANAGEMENT, INC.**

This First Amendment is made and entered into as of January 01, 2024 by and between the Beaumont-Cherry Valley Water District, a California Irrigation District (“District”), and Chandler Asset Management, Inc., an Investment Adviser (“Consultant”). District and Consultant are sometimes individually referred to as “Party” and collectively as “Parties” in this Agreement.

Except as modified in this Second Amendment, the Agreement originally dated January 01, 2021, between the District and the Consultant shall remain in full force and effect.

The parties to this Second Amendment agree to the following changes and additions:

Replace Section 5. in its entirety with the following:

5. Term; Time of Performance. The term of this Agreement shall commence on the date first set forth above and shall expire at the end of business on December 31, 2024, unless extended or earlier terminated as provided herein. Consultant shall complete the Services within the term of the original Agreement, and shall meet any other milestones, schedules and deadlines agreed upon in writing. Consultant shall commence work within three (3) business days of receiving District’s verbal or written notice to proceed. Consultant represents that it has the professional and technical personnel required to satisfactorily perform the Services as required by this Agreement. All indemnification provisions of the Original Agreement shall survive and remain in effect following the

termination of this Agreement. The Parties may agree in writing to extend the term of this Agreement if necessary to complete the Services, or when deemed to be in the District's best interest.

IN WITNESS WHEREOF, the parties have executed this FIRST AMENDMENT

CONSULTANT

Chandler Asset Management, Inc.,

Print Name & Title (Consultant)

DISTRICT

Daniel K. Jagers, General Manager
Beaumont-Cherry Valley Water District

Attachment 2

BEAUMONT-CHERRY VALLEY WATER DISTRICT FIRST AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT WITH CHANDLER ASSET MANAGEMENT, INC.

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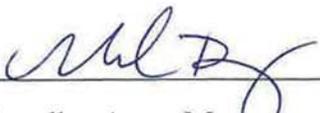
Replace Section 5. in its entirety with the following:

5. Term; Time of Performance. The term of this Agreement shall commence on the date first set forth above and shall expire at the end of business on December 31, 2023, unless extended or earlier terminated as provided herein. Consultant shall complete the Services within the term of the original Agreement, and shall meet any other milestones, schedules and deadlines agreed upon in writing. Consultant shall commence work within three (3) business days of receiving District’s verbal or written notice to proceed. Consultant represents that it has the professional and technical personnel required to satisfactorily perform the Services as required by this Agreement. All indemnification provisions of the Original Agreement shall survive and remain in effect following the

termination of this Agreement. The Parties may agree in writing to extend the term of this Agreement if necessary to complete the Services, or when deemed to be in the District's best interest.

IN WITNESS WHEREOF, the parties have executed this FIRST AMENDMENT

CONSULTANT



Chandler Asset Management, Inc.,

Nicole Dragoo, President

Print Name & Title (Consultant)

DISTRICT



Daniel K. Jagers, General Manager
Beaumont-Cherry Valley Water District

Attachment 3

BEAUMONT-CHERRY VALLEY WATER DISTRICT PROFESSIONAL SERVICES AGREEMENT

This Agreement is made and entered into as of January 01, 2022 by and between the Beaumont-Cherry Valley Water District, a California Irrigation District ("District"), and Chandler Asset Management, Inc., a Investment Adviser ("Consultant"). District and Consultant are sometimes individually referred to as "Party" and collectively as "Parties" in this Agreement.

A. RECITALS

(i) District requires provision of the following professional services: an Investment Adviser, all as more fully set forth and described in this Agreement.

(ii) Consultant is duly licensed and/or otherwise fully authorized by law, and has the necessary experience and qualifications, to provide such services. District enters this Agreement in substantial reliance on such experience and qualifications.

(iii) The Parties enter this Agreement in order to set forth terms and conditions governing Consultant's performance of the services described herein.

B. AGREEMENT

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

1. Scope of Services.

Consultant shall furnish all labor, materials, equipment, and supplies necessary or incidental to performing the services generally described in the Scope of Services attached hereto as Exhibit "A", any applicable request for proposals issued by the District, and as otherwise required by this Agreement, all to District's satisfaction (collectively, "Services".)

2. Compensation.

a. Subject to Section 2.b, below, the District shall pay for the Services satisfactorily performed, in accordance with the Schedule of Rates/Payments set forth in Exhibit "B", attached hereto.

b. In no event shall the total amount paid for services rendered by Consultant during the term of this Agreement exceed the monthly amount calculated on the average market value of Client's portfolio, including accrued interest, in accordance with the Fee schedule included as Exhibit B. This amount covers and is inclusive of all labor, materials, and any and all other costs incurred by Consultant in performing the Services, unless otherwise agreed upon in writing. Consultant shall be deemed to have made all necessary inquiries and site inspections prior to agreeing to perform the Services. Unless the Parties have agreed on a one-time flat fee, periodic payments for undisputed work shall be made within thirty (30) days of receipt of an invoice which includes a detailed description of the work performed. Payments to Consultant for work performed will be made on a monthly billing basis.

3. Additional Work.

The Parties may agree on additional work to be provided as part of the Services. The District General Manager is authorized to approve additional work not exceeding zero Dollars (\$0.00) by written memo signed by the parties. Otherwise, an amendment to this Agreement shall be prepared by the District and executed by both Parties authorizing such additional work and compensation therefor, prior to such work being performed.

4. Maintenance of Records.

Books, documents, papers, accounting records, and other evidence pertaining to costs incurred and work performed shall be maintained by Consultant and made available for review by the District at all reasonable times during the term of this Agreement and for four (4) years from the date of final payment by District.

5. Term; Time of Performance.

The term of this Agreement shall commence on the date first set forth above and shall expire at the end of business on **December 31, 2022**, unless extended or earlier terminated as provided herein. Consultant shall complete the Services within the term of this Agreement, and shall meet any other milestones, schedules and deadlines agreed upon in writing. **Consultant shall commence work within three (3) business days of receiving District's verbal or written notice to proceed.** Consultant represents that it has the professional and technical personnel required to satisfactorily perform the Services as required by this Agreement. All indemnification provisions of this Agreement shall survive and remain in effect following the termination of this Agreement. The Parties may agree in writing to extend the term of this Agreement if necessary to complete the Services, or when deemed to be in the District's best interest.

6. Delays in Performance.

a. Force Majeure. Neither District nor Consultant shall be considered in default of this Agreement for delays in performance caused by force majeure events. Force majeure events mean and refer to circumstances beyond the reasonable control of the non-performing Party including, but not limited to, abnormal weather conditions; floods; earthquakes; fire; epidemics resulting in "stay at home" or similar binding governmental orders; war; riots and other civil disturbances; strikes, lockouts, work slowdowns, and other labor disturbances; sabotage or judicial restraint. Consultant's lack of financial capability, in the absence of any of the foregoing events, shall not constitute a force majeure event.

b. Should a force majeure event occur, the non-performing Party shall promptly, upon becoming aware of its inability to perform, give written notice to the other Party describing the circumstances preventing continued performance and the efforts being made to resume performance of this Agreement.

7. Compliance with Law.

a. Consultant shall comply with all applicable laws, ordinances, statutes, codes and regulations of the federal, state and local government, including Cal/OSHA requirements.

b. District may, but is not required, to assist Consultant in obtaining and maintaining all permits required of Consultant by federal, state and/or local regulatory agencies.

c. If applicable, and unless otherwise provided in the Scope of Services, Consultant is responsible for all costs of clean up and/or removal of hazardous and toxic substances spilled as a result of Consultant's services or operations performed under this Agreement.

8. Standard of Care.

Consultant's Services shall be performed in accordance with the generally accepted professional standards of practice and principles and in a manner consistent with the level of care and skill ordinarily exercised by members of the profession currently performing similar services under similar conditions. Consultant shall, at all times herein, possess any and all State of California and/or federal professional licenses and certifications, as applicable, required to lawfully perform the Services.

9. Assignment and Subcontracting.

Consultant shall not assign or transfer this Agreement or any rights or obligations under, or any interest in this Agreement, or subcontract any required performance hereunder, without the prior written consent of the District, which may be withheld for any reason. The Services required to be performed by the Consultant are personal to the Consultant. Any attempt to so assign, transfer, or subcontract without such consent shall be void and without legal effect and shall constitute grounds for termination. Authorized subcontracts, if any, shall contain a provision making the subcontractor subject to all requirements of this Agreement.

10. Independent Contractor.

Consultant is retained as an independent contractor and is not an employee of District. No employee or agent of Consultant is or shall become an employee of District. The work to be performed shall be in accordance with the Scope of Services described in this Agreement, subject to such directions and amendments from District as herein provided.

a. All work and other Services provided pursuant to this Agreement shall be performed by Consultant or by Consultant's employees or other personnel under Consultant's supervision, and Consultant and all of Consultant's personnel shall possess the qualifications, permits, and licenses required by State and local law to perform the Services, including, without limitation, a City of Beaumont business license. Consultant will determine the means, methods, and details by which Consultant's personnel will perform the Services. Consultant shall be solely responsible for the satisfactory work performance of all personnel engaged in performing the Services and compliance with the customary professional standards.

b. All of Consultant's employees and other personnel performing any of the Services under this Agreement on behalf of Consultant shall also not be employees of District and shall at all times be under Consultant's exclusive direction and control. Consultant and Consultant's personnel shall not supervise any of District's employees; and District's employees shall not supervise Consultant's personnel. Consultant's personnel shall not wear or display any District uniform, badge, identification number, or other information identifying such individual as an employee of District; and Consultant's personnel shall not use any District e-mail address or District telephone number in the performance of any of the Services under this Agreement. Consultant shall acquire and maintain at its sole cost and expense such vehicles, equipment and supplies as Consultant's personnel require to perform any of the Services required by this Agreement. Consultant shall perform all Services off of District premises at locations of Consultant's choice, except as otherwise may from time to time be necessary in order for Consultant's personnel to receive projects from District, review plans on file at District, pick up or deliver any work product related to Consultant's performance of any Services under this Agreement, or as may be necessary to inspect or visit District locations and/or private property to perform such Services. District may make a computer available to Consultant from time to time for Consultant's personnel to obtain information about or to check on the status of projects pertaining to the Services under this Agreement.

c. Consultant shall be responsible for and shall pay all wages, salaries, benefits and other amounts due to Consultant's personnel in connection with their performance of any Services under this Agreement and as required by law. Consultant shall be responsible for all reports and obligations respecting such additional personnel, including, but not limited to: Social Security taxes, other retirement or pension benefits, income tax withholding, unemployment insurance, disability insurance, and workers' compensation insurance. Notwithstanding any other agency, State, or federal policy, rule, regulation, statute or ordinance to the contrary, Consultant and its officers, employees, agents, and subcontractors providing any of the Services under this Agreement shall not become entitled to, and hereby waive any claims to, any wages, salaries, compensation, benefit or any incident of employment by District, including but not limited to, eligibility to enroll in, or reinstate to membership in, the California Public Employees Retirement System ("PERS") or any other retirement program, as an employee of District, and entitlement to any contribution to be paid by District for employer contributions or employee contributions for PERS benefits or any other retirement benefits.

11. PERS Compliance.

The Parties acknowledge that District is a local agency member of PERS, and as such has certain pension reporting and contribution obligations to PERS on behalf of qualifying employees. Consultant agrees that, in providing its employees and any other personnel to District to perform any work or other Services under this Agreement, Consultant shall assure compliance with the Public Employees' Retirement Law, commencing at Government Code § 20000, the regulations of PERS, and the Public Employees' Pension Reform Act of 2013, as amended. Without limitation to the foregoing, Consultant shall assure compliance with regard to personnel who have active or inactive membership in PERS and to those who are retired annuitants and in performing this Agreement shall not assign or utilize any of its personnel in a manner that will cause District to be in violation of the applicable retirement laws and regulations.

12. Insurance. Unless otherwise permitted in writing by District's Risk Manager, Consultant shall not commence work for the District until it has secured all insurance required under this section and provided evidence thereof that is acceptable to the District. In addition, Consultant shall not allow any subcontractor to commence work on any subcontract until it has secured all insurance required under this section.

a. Commercial General Liability

(i) Consultant shall take out and maintain, during the performance of all work under this Agreement, in amounts not less than specified herein, Commercial General Liability Insurance, in a form and with insurance companies acceptable to the District.

(ii) Coverage for Commercial General Liability insurance shall be at least as broad as the following:

(1) Insurance Services Office Commercial General Liability coverage (Occurrence Form CG 00 01) or exact equivalent.

(iii) Commercial General Liability Insurance must include coverage for the following:

- (1) Bodily Injury and Property Damage
- (2) Personal Injury/Advertising Injury
- (3) Premises/Operations Liability
- (4) Products/Completed Operations Liability
- (5) Aggregate Limits that Apply per Project
- (6) Explosion, Collapse and Underground (UCX) (by deletion of this exclusion)
- (7) Contractual Liability with respect to this Agreement
- (8) Broad Form Property Damage
- (9) Independent Consultants Coverage

(iv) The policy shall contain no endorsements or provisions limiting coverage for (1) contractual liability; (2) cross liability exclusion for claims or suits by one insured against another; (3) products/completed operations liability; or (4) contain any other exclusion contrary to the Agreement.

(v) The policy shall be endorsed to name the District, its elected and appointed officials, officers, employees, agents, servants, designated volunteers and agents serving as independent contractors in the role of District officials, as additional insureds using ISO endorsement forms CG 20 10 10 01 and 20 37 10 01, or endorsements providing the exact same coverage.

(vi) Subject to the District's written approval, the general liability coverage may utilize deductibles or provide coverage excess of a self-insured retention, provided that such deductibles shall not apply to coverage of the Additional Insureds.

b. Automobile Liability

(i) At all times during the performance of the work under this Agreement, Consultant shall maintain Automobile Liability Insurance for bodily injury and property damage including coverage for owned, non-owned and hired vehicles, in a form and with insurance companies acceptable to the District.

(ii) Coverage for automobile liability insurance shall be at least as broad as Insurance Services Office Form Number CA 00 01 covering automobile liability (Coverage Symbol 1, any auto).

(iii) The policy shall be endorsed to name the District, its officials, officers, employees, agents and District designated volunteers as additional insureds.

(iv) Subject to the District's written approval, the automobile liability coverage may utilize deductibles or provide coverage excess of a self-insured retention, provided that such deductibles shall not apply to coverage of the Additional Insureds.

c. Workers' Compensation/Employer's Liability

(i) Consultant certifies that Consultant is aware of the provisions of Section 3700 of the California Labor Code which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and he/she/it will comply with such provisions before commencing work under this Agreement.

(ii) To the extent Consultant has employees at any time during the term of this Agreement, at all times during the performance of the work under this Agreement, Consultant shall maintain full compensation insurance for all persons employed directly by him/her to carry out the work contemplated under this Agreement, all in accordance with the "Workers' Compensation and Insurance Act," Division IV of the Labor Code of the State of California and any acts amendatory thereof, and Employer's Liability Coverage in amounts indicated herein. Consultant shall require all subcontractors to obtain and maintain, for the period required by this Agreement, workers' compensation coverage of the same type and limits as specified in this section.

d. Professional Liability (Errors and Omissions) (unless waived in writing by the District's risk manager)

At all times during the performance of the work under this Agreement the Consultant shall maintain professional liability or Errors and Omissions insurance appropriate to its profession, in a form and with insurance companies acceptable to the District and with the limits required herein. This insurance shall be endorsed to include contractual liability applicable to this Agreement and shall be written on a policy coverage form specifically designed to protect against acts, errors or omissions of the Consultant in the performance of professional services. "Covered Professional Services" as designated in the policy must specifically include work performed under this Agreement. The policy must "pay on behalf of" the insured and must include a provision establishing the insurer's duty to defend.

e. Liability Insurance No additional liability is requested unless noted below.

f. Minimum Policy Limits Required

(i) The following insurance limits are required for the Agreement:

Combined Single Limit

Commercial General Liability	\$1,000,000 per occurrence/ \$2,000,000 aggregate for bodily injury, personal injury, and property damage
Automobile Liability	\$1,000,000 per occurrence (any auto) for bodily injury and property damage
Workers' Compensation	In the amount required by California law.
Employer's Liability	\$1,000,000 per occurrence
Professional Liability	\$1,000,000 per claim and aggregate (errors and omissions)

(ii) Defense costs shall be payable in addition to the limits.

(iii) Requirements of specific coverage or limits contained in this section are not intended as a limitation on coverage, limits, or other requirement, or a waiver of any coverage normally provided by any insurance. Any available coverage shall be provided to the parties required to be named as Additional Insured pursuant to this Agreement.

g. Evidence Required

Prior to execution of the Agreement, Consultant shall file with the District evidence of insurance from an insurer or insurers certifying to the coverage of all insurance required herein. Such evidence shall include original copies of the ISO CG 00 01 (or insurer's equivalent) signed by the insurer's representative and Certificate of Insurance (Acord Form 25-S or equivalent), together with required endorsements. All evidence of insurance shall be signed by a properly authorized officer, agent, or qualified representative of the insurer and shall certify the names of the insured, any additional insureds, where appropriate, the type and amount of the insurance, the location and operations to which the insurance applies, and the expiration date of such insurance.

h. Policy Provisions Required

(i) Consultant shall provide the District at least thirty (30) days prior written notice of cancellation of any policy required by this Agreement, except that the Consultant

shall provide at least ten (10) days prior written notice of cancellation of any such policy due to non-payment of premium. If any of the required coverage is cancelled or expires during the term of this Agreement, Consultant shall deliver renewal certificate(s) including the required Additional Insured endorsement to the District at least ten (10) days prior to the effective date of cancellation or expiration.

(ii) The Commercial General Liability Policy and Automobile Liability Policy shall each contain a provision stating that Consultant's policy is primary insurance and that any insurance, self-insurance or other coverage maintained by the District or any additional insureds shall not be called upon to contribute to any loss.

(iii) The retroactive date (if any) of each policy is to be no later than the effective date of this Agreement. If a "claims-made" professional liability policy is provided, it shall include an extended reporting period of not less than three (3) years.

(iv) All required insurance coverages, except for the professional liability coverage, shall contain or be endorsed to provide a waiver of subrogation in favor of the District, its elected and appointed officials, officers, employees, agents, servants, designated volunteers and agents serving as independent contractors in the role of District officials, or shall specifically allow Consultant or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. Consultant hereby waives its own right of recovery against District, and shall require similar written express waivers and insurance clauses from each of its subcontractors.

(v) The limits set forth herein shall apply separately to each insured against whom claims are made or suits are brought, except with respect to the limits of liability. Further the limits set forth herein shall not be construed to relieve the Consultant from liability in excess of such coverage, nor shall it limit the Consultant's indemnification obligations to the District and shall not preclude the District from taking such other actions available to the District under other provisions of the Agreement or law.

i. Each policy of insurance required herein shall be from a company or companies having a current A.M. Best's rating of no less than A:VII and admitted and authorized to transact the business of insurance in the State of California.

j. Additional Insurance Provisions

(i) The foregoing requirements as to the types and limits of insurance coverage to be maintained by Consultant, and any approval of said insurance by the District, is not intended to and shall not in any manner limit or qualify the liabilities and obligations otherwise assumed by Consultant pursuant to this Agreement, including but not limited to, the provisions concerning indemnification.

(ii) If at any time during the life of the Agreement, any policy of insurance required under this Agreement does not comply with these specifications or is canceled and not replaced, District has the right but not the duty to obtain the insurance it deems necessary and any premium paid by District will be promptly reimbursed by Consultant or District

will withhold amounts sufficient to pay premium from Consultant payments. In the alternative, District may terminate this Agreement for cause.

(iii) District may require Consultant to provide for inspection by District, complete copies of all insurance policies in effect for the duration of the Agreement.

(iv) No District elected or appointed official, officer, employee, agent or volunteer shall be personally responsible for any liability arising under or by virtue of this Agreement.

(v) The insurance obligations under this Agreement shall be: (1) all the insurance coverage and/or limits carried by or available to Consultant; or (2) the minimum insurance coverage requirements and/or limits shown in this Agreement; whichever is greater. Any insurance proceeds in excess of or broader than the minimum required coverage and/or minimum required limits, which are applicable to a given loss, shall be available to District. No representation is made that the minimum insurance requirements of this Agreement are sufficient to cover the obligations of Consultant under this Agreement.

k. Subcontractor Insurance Requirements

Consultant shall not allow any subcontractor to commence work on any subcontract until it has provided evidence satisfactory to the District that it has secured all insurance required under this section. Policies of commercial general liability insurance provided by such subcontractors shall be endorsed to name the District, its elected and appointed officials, officers, employees, agents, servants, designated volunteers and agents serving as independent contractors in the role of District officials as additional insureds, using ISO form CG 20 38 04 13 or an endorsement providing the exact same coverage. If requested by Consultant, District may approve different scopes or minimum limits of insurance for particular subcontractors.

13. Indemnification.

a. To the fullest extent permitted by law, Consultant shall defend (with counsel reasonably approved by District), indemnify and hold the District, its elected and appointed officials, officers, attorneys, agents, employees, servants, designated volunteers, successors, assigns and those District agents serving as independent contractors in the role of District officials (collectively "Indemnitees" in this Section 13) free and harmless with respect to any and all claims, demands, causes of action, costs, expenses, liabilities, losses, damages, stop notices and/or injury of any kind, in law or equity, to property or persons, including bodily injury, wrongful death, personal injury and property damage, to the extent arising out of, pertaining to, or incidental to any acts, errors, omissions, default, and/or willful misconduct of Consultant, its owners, officials, officers, employees, servants, subcontractors, consultants or agents in connection with the performance of the Consultant's Services, and/or this Agreement, including without limitation the payment of all damages, expert witness fees and attorney's fees and other related costs and expenses. Consultant's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by Consultant, or by the District or any of the other Indemnitees.

b. The provisions of this Section 13 shall survive the termination of this Agreement.

14. Termination.

a. District has the right to terminate any portion or all of the Services under this Agreement with or without cause, by giving ten (10) calendar days' prior, written notice to Consultant. In such event, District shall be immediately given title to and possession of all Work Product and original field notes, drawings and specifications, written reports and all other documents produced or developed pursuant to this Agreement. Provided Consultant is not then in breach, District shall pay Consultant for that portion of the Services satisfactorily completed prior to termination. If said termination occurs prior to completion of any specific task for which a payment request has not been received, the charge for Services performed shall be the reasonable value of such Services, based on an amount agreed to by District and Consultant. District shall not be liable for any costs other than the charges or portions thereof which are specified herein. Consultant shall not be entitled to payment for unperformed services or services within the Scope Services performed prior to the effective date of this Agreement, and shall not be entitled to damages or compensation resulting from termination of this Agreement.

b. Consultant may terminate this Agreement for cause by serving written notice of termination to the District, provided Consultant has first served the District with a written notice of default and demand to cure, and District has failed to cure such default within thirty (30) days of receipt of such notice.

15. Ownership of Work Product.

a. Except as otherwise provided in Section 14, "Termination", above, and unless otherwise agreed upon in writing, all draft and final reports, documents, and other written material, and any and all images, ideas, concepts, designs including website designs, source code, object code, electronic data and files, and/or other media whatsoever created or developed by Consultant for the District in the performance of this Agreement (collectively, "Work Product") shall be considered to be "works made for hire" for the benefit of District. All Work Product and any and all intellectual property rights arising from their creation, including, but not limited to, all copyrights and other proprietary rights, shall be and remain the property of District without restriction or limitation upon their use, duplication or dissemination by District upon final payment being made provided that any such use shall be at District's sole risk. Consultant shall not obtain or attempt to obtain copyright protection as to any of the Work Product.

b. Consultant hereby assigns to District all rights of ownership to the Work Product, including any and all related intellectual property and proprietary rights that are not otherwise vested in the District pursuant to subsection (a), above.

c. Consultant warrants and represents that it has secured all necessary licenses, consents or approvals necessary to the production of the Work Product, and that upon final payment or Consultant's default, District shall have full legal title to the Work Product, and full legal authority and the right to use and reproduce the Work Product for any purpose. Consultant shall defend, indemnify and hold District, and the other Indemnitees (as defined in Section 13(a), above) harmless from any and all loss, claim or liability in any way related to a

claim that District's use of any of the Work Product violates federal, state or local laws, or any contractual provisions, or any rights or laws relating to trade names, licenses, franchises, copyrights, patents or other means of protecting intellectual property rights and/or interests in products, ideas or inventions. Consultant shall bear all costs arising from the use of patented, copyrighted, trade secret or trademarked documents, materials, equipment, devices or processes in connection with its provision of the Work Product produced under this Agreement. In the event the use of any of the Work Product or other deliverables hereunder by District is held to constitute an infringement and the use of any of the same is enjoined, Consultant, at its expense, shall: (a) secure for District the right to continue using the Work Product and other deliverables by suspension of any injunction, or by procuring a license or licenses for District; or (b) modify the Work Product and other deliverables so that they become non-infringing while remaining in compliance with the requirements of this Agreement. This covenant shall survive the termination of this Agreement.

16. Party Representatives.

Consultant hereby designates _____, or his or her designee, as Consultant's Representative for this Agreement, unless and until written notice of a new representative acceptable to District is provided to District. District hereby designates Dan Jagers, General Manager, or his or her designee, as District's Representative for this Agreement. The foregoing Representatives shall be authorized to approve non-monetary revisions to this Agreement, provide consent where required herein, and to make other administrative decisions that will be binding on their respective Party, except as otherwise specifically required herein.

17. Notices.

Any notice or instrument required to be given or delivered by this Agreement may be given or delivered by depositing the same in any United States Post Office, certified mail, return receipt requested, postage prepaid, addressed to:

DISTRICT:

Beaumont-Cherry Valley Water District
P.O. Box 2037560 Magnolia Avenue
Beaumont, CA 92223
Fax: (951) 845 0159
Attention: Dan Jagers, General Manager

CONSULTANT:

Chandler Asset Management Inc.
Attn: Nicole Dragoo
6225 Lusk Boulevard
San Diego, CA 92121
ndragoo@chandlerasset.com

and shall be effective upon receipt thereof.

18. Third Party Rights.

Nothing in this Agreement shall be construed to give any rights or benefits to anyone other than the District and the Consultant.

19. Equal Opportunity Employment.

Consultant represents that it is an equal opportunity employer and that it shall not discriminate against any employee or applicant for employment because of race, religion, color, national origin, ancestry, sex, age or other interests protected by the State or Federal Constitutions. Such non-discrimination shall include, but not be limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination.

20. Entire Agreement.

This Agreement, with its exhibits, all of which are incorporated by reference herein, and all documents incorporated by reference, represents the entire understanding of District and Consultant as to those matters contained herein, and supersedes and cancels any prior or contemporaneous oral or written understanding, promises or representations with respect to those matters covered hereunder. Each Party acknowledges that no representations, inducements, promises or agreements have been made by any person which are not incorporated herein, and that any other agreements shall be void. This Agreement may not be modified or altered except in writing signed by both Parties hereto. This is an integrated Agreement. In the event of any conflict or inconsistency between the provisions of this Agreement and any exhibit hereto or document incorporated by reference herein, the provisions of this Agreement, then the District's RFP, if any, shall govern.

21. Severability.

The unenforceability, invalidity or illegality of any provision(s) of this Agreement shall not render the remaining provisions unenforceable, invalid or illegal.

22. Successors and Assigns.

This Agreement shall be binding upon and shall inure to the benefit of the successors in interest, executors, administrators and authorized assigns of each Party to this Agreement.

23. Non-Waiver.

None of the provisions of this Agreement shall be considered waived by either Party, unless such waiver is specified in writing, and any such waiver shall be limited to that set of circumstances and not to any future circumstances unless another written waiver is executed.

24. Time of Essence.

Time is of the essence in each and every provision of this Agreement.

25. District's Right to Employ Other Consultants.

District reserves its right to employ other consultants to provide the Services or similar services to the District.

26. Interest of Consultant.

Consultant covenants that it presently has no interest, and shall not acquire any interest, direct or indirect, financial or otherwise, which would conflict in any manner or degree with the performance of the Services under this Agreement. Consultant certifies that no one who has or will have any financial interest under this Agreement is an officer or employee of the District.

27. Governing Law and Venue.

This Agreement shall be interpreted in accordance with the laws of the State of California without regard for change of venue laws. If any action is brought to interpret or enforce any term of this Agreement, the action shall be brought in a state or federal court situated in the County of Riverside, State of California. Consultant must comply with the claim procedures set forth in Government Code section 900, et seq. prior to filing any lawsuit against the District.

28. Attorneys' Fees. The prevailing Party in any legal action brought for breach or to compel performance, shall be entitled to recover their reasonable attorneys fees and costs.

29. Interest of Subcontractors.

Consultant further covenants that, in the performance of this Agreement, no subcontractor or person having any interest, direct or indirect, financial or otherwise, which would conflict in any manner or degree with the performance of the Services under this Agreement shall be employed. Consultant has provided District with a list of all subcontractors and the key personnel for such subcontractors that are retained or to be retained by Consultant in connection with the performance of the Services, to assist the District in affirming compliance with this Section.

30. Prohibited Interests.

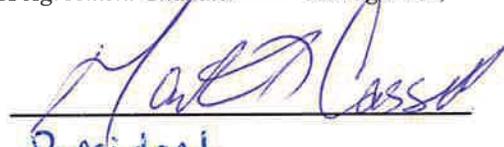
Consultant maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Consultant, to solicit or secure this Agreement. Further, Consultant warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for Consultant, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. If required, Consultant further agrees to file, or shall cause its employees or subcontractors to file, a Statement of Economic Interest with the District's Filing Officer as required under state law in the performance of the Services. For breach or violation of this warranty, District shall have the right to rescind this Agreement without liability. For the term of this Agreement, no director, official, officer or employee of District, during the term of his or her service with District, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date first written above.

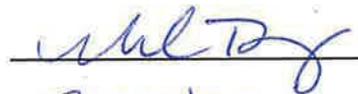
BEAUMONT-CHERRY VALLEY
WATER DISTRICT

CHANDLER ASSET MANAGEMENT, INC.

By: 
Dan Jagers
General Manager

By: 
Its: President

Printed Name: Martin D. Cassell

By: 
Its: Secretary

Printed Name: Nicole Drago

(Two signatures required for corporations pursuant to California Corporations Code Section 313, unless corporate documents authorize only one person to sign this Agreement on behalf of the corporation.)

ATTEST:
By: 
Secretary

EXHIBIT A
Scope of Services



Exhibit A Scope of
services Chandler.pdf

Exhibit A

EXHIBIT B

Schedule of Rates/Payments

Consultant will invoice District on a monthly cycle, or otherwise as expressly provided in this Agreement. Consultant will include with each invoice a detailed progress report that indicates the amount of budget spent on each task, as applicable. Consultant will inform District regarding any out-of-scope work being performed by Consultant. Any other terms and conditions relating to the amount of compensation to be paid to Consultant are as follows:

Fees. Client shall compensate Chandler monthly an amount calculated on the average market value of Client's portfolio, including accrued interest, in accordance with the following schedule:

Assets Under Management Annual Investment Management Fee

First \$25 million 0.10 of 1% (10 basis points)

Next \$25 million 0.08 of 1% (8 basis points)

Assets in excess of \$50 million 0.06 of 1% (6 basis points)

The fees expressed above do not include any custody fees that may be charged by Client's bank or other third party custodian.

Fees shall be prorated to the effective date of termination on the basis of actual days elapsed, and any unearned portion of prepaid fees shall be refunded. Client is not required to pay any start-up or closing fees; there are no penalty fees.

Fees shall be deducted monthly in arrears from Client's custody account.

INVESTMENT MANAGEMENT AGREEMENT
 (Institutional Client, Non-ERISA)

_____ (Client) hereby retains Chandler Asset Management, Inc. (Chandler) as Investment Adviser on the terms and conditions set forth herein.

1. **Term.** The term of this Agreement shall commence upon the execution of this Agreement and shall continue until this Agreement is terminated effective upon receipt of notice of termination in writing delivered by the terminating party.
2. **Fees.** Client shall compensate Chandler monthly an amount calculated on the average market value of Client's portfolio, including accrued interest, in accordance with the following schedule:

Assets Under Management	Annual Investment Management Fee
First \$25 million	0.10 of 1% (10 basis points)
Next \$25 million	0.08 of 1% (8 basis points)
Assets in excess of \$50 million	0.06 of 1% (6 basis points)

The fees expressed above do not include any custody fees that may be charged by Client's bank or other third party custodian.

Fees shall be prorated to the effective date of termination on the basis of actual days elapsed, and any unearned portion of prepaid fees shall be refunded. Client is not required to pay any start-up or closing fees; there are no penalty fees.

Fees shall be deducted monthly in arrears from Client's custody account.

3. **Client Representative.** In its capacity as investment manager, Chandler shall receive all instructions, directions and other communications on Client's behalf respecting Client's account from _____ (Representative). Chandler is hereby authorized to rely and act upon all such instructions, directions and communications from such Representative or any agent of such Representative.
4. **Investment Policy.** In investing and reinvesting Client's assets, Chandler shall comply with Client's Investment Policy, which is attached hereto as Exhibit A.
5. **Authority of Chandler.** Chandler is hereby granted full discretion to invest and reinvest all assets under its management in any type of security it deems appropriate, subject to the instructions given or guidelines set by Representative.
6. **Notices.** All reports and other communications required hereunder to be in writing shall be delivered in person, or sent by first-class mail postage prepaid, by overnight courier, by confirmed facsimile with original to follow or by confirmed electronic mail with proof of receipt to the addresses set

forth below. Either party to this Agreement may, by written notice given at any time, designate a different address for the receipt of reports and other communications due hereunder.

Chandler Asset Management

Attn: Nicole Dragoo
6225 Lusk Boulevard
San Diego, CA 92121
ndragoo@chandlerasset.com

CLIENT

Attn:
Address:
City, ST ZIP
Email

7. **Electronic Delivery.** From time to time, Chandler may be required to deliver certain documents to Client such as account information, notices and required disclosures. Client hereby consents to Chandler's use of electronic means, such as email, to make such delivery. This delivery may include notification of the availability of such document(s) on a website, and Client agrees that such notification will constitute "delivery". Client further agrees to provide Chandler with Client's email address(s) and to keep this information current at all times by promptly notifying Chandler of any change in email address(s).

Client email address(s): _____

8. **Proxy Voting.** Chandler will vote proxies on behalf of Client unless otherwise instructed. Chandler has adopted and implemented written policies and procedures and will provide Client with a description of the proxy voting procedures upon request. Chandler will provide information regarding how Clients' proxies were voted upon request. To request proxy policies or other information, please contact us by mail at the address provided, by calling 800-317-4747 or by emailing your request to info@chandlerasset.com.
9. **Custody of Securities and Funds.** Chandler shall not have custody or possession of the funds or securities that Client has placed under its management. Client shall appoint a custodian to take and have possession of its assets. Client recognizes the importance of comparing statements received from the appointed custodian to statements received from Chandler. Client recognizes that the fees expressed above do not include fees Client will incur for custodial services.
10. **Valuation.** Chandler will value securities held in portfolios managed by Chandler no less than monthly. Securities or investments in the portfolio will be valued in a manner determined in good faith by Chandler to reflect fair market value.
11. **Investment Advice.** Client recognizes that the opinions, recommendations and actions of Chandler will be based on information deemed by it to be reliable, but not guaranteed to or by it. Provided that Chandler acts in good faith, Client agrees that Chandler will not in any way be liable for any error in judgment or for any act or omission, except as may otherwise be provided for under the Federal Securities laws or other applicable laws.

12. Indemnity and Insurance.

Indemnity. Subject to the provisions of Section 11, above, Chandler shall defend, indemnify and hold Client, including its elected officials, officers, and employees free and harmless from any and all claims and liabilities for death or personal injury arising from the acts or omissions of Chandler or any of its officers, employees or subcontractors, and for financial loss of any nature arising out of the negligence or professional negligence of, or the violation of any State or federal statute or regulation by, Chandler or any of its officers, employees or subcontractors, in the performance of this Agreement.

Insurance. Throughout the term of this Agreement, Chandler shall maintain commercial general liability, automobile liability, professional liability and workers compensation insurance (if required by law), in such form and with such limits as required by Client, and which are set forth in Exhibit B attached hereto and incorporated by reference herein.

13. Payment of Commissions. Chandler may place buy and sell orders with or through such brokers or dealers as it may select. It is the policy and practice of Chandler to strive for the best price and execution and for commission and discounts which are competitive in relation to the value of the transaction and which comply with Section 28(e) of the Securities and Exchange Act. Nevertheless, it is understood that Chandler may pay a commission on transactions in excess of the amount another broker or dealer may charge, and that Chandler makes no warranty or representation regarding commissions paid on transactions hereunder.
14. Other Clients. It is further understood that Chandler may be acting in a similar capacity for other institutional and individual clients, and that investments and reinvestments for Client's portfolio may differ from those made or recommended with respect to other accounts and clients even though the investment objectives may be the same or similar. Accordingly, it is agreed that Chandler will have no obligation to purchase or sell for Client's account any securities which it may purchase or sell for other clients.
15. Duty of Care. As an investment advisor, Chandler shall act as a fiduciary to Client, and shall at all times perform its services under this Agreement with due care, in Client's best interests and in accordance with all applicable law.
16. Confidential Relationship. The terms and conditions of this Agreement, and all information and advice furnished by either party to the other shall be treated as confidential and shall not be disclosed to third parties except (i) as required by law, rule, or regulation, (ii) as requested by a regulatory authority, (iii) for disclosures by either party of information that has become public by means other than wrongful conduct by such party or its officers, employees, or other personnel, (iv) for disclosures by either party to its legal counsel, accountants, or other professional advisers, (v) as necessary for Chandler to carry out its responsibilities hereunder, or (vi) as otherwise expressly agreed by the parties.
17. No Assignment & Amendments. Neither party may assign, directly or indirectly, all or part of its rights or obligations under this Agreement without the prior written consent of the other party, which

consent shall not be unreasonably withheld or delayed. This Agreement may be amended at any time by mutual agreement in writing.

18. Governing Law. It is understood that this Agreement shall be governed by and construed under and in accordance with the laws of the State of California.
19. Severability. Any provision of this Agreement which is prohibited or unenforceable shall be ineffective only to the extent of such prohibition or unenforceability without invalidating the remaining provisions hereof.
20. Receipt of Brochure and Privacy Policy. Client hereby acknowledges receipt of the disclosure statement or "brochure" and "brochure supplement" also known as Part 2A and Part 2B of Form ADV, required to be delivered pursuant to Rule 204-3 of the Investment Advisers Act of 1940 (Brochure). Client further acknowledges receipt of Chandler's Privacy Policy, as required by Regulation S-P.
21. Arbitration. It is agreed that any controversy between Chandler and the Client arising out of Chandler business or this Agreement, shall be submitted to arbitration conducted under the provisions of the commercial arbitration rules of the American Arbitration Association. Arbitration must be commenced by service upon the other party of a written demand for arbitration or a written notice of intention to arbitrate, therein electing the arbitration tribunal. In the event the Client does not make such election within five (5) days of such demand or notice, then the Client authorizes Chandler to do so on the Client's behalf. Judgment upon any award rendered by the arbitrators shall be final and may be entered in any court having jurisdiction thereof. This clause does not constitute a waiver of any right including the right to choose the forum, whether arbitration or adjudication, in which to seek resolution of disputes.

Client

By: _____
Date

Name & Title: _____

Chandler Asset Management, Inc.,
a California Corporation

By: _____
Nicole Dragoo
President
Date



**Beaumont-Cherry Valley Water District
Regular Board Meeting
December 13, 2023**

Item 9

STAFF REPORT

TO: Board of Directors
FROM: Dan Jagers, General Manager
SUBJECT: Adoption of 2024 Board of Directors Regular Meeting Schedule

Staff Recommendation

Adopt the 2024 Meeting Schedule for the Board of Directors and standing committees.

Executive Summary

The 2024 Meeting Schedule is presented for Board adoption each December. Staff has prepared this schedule based only on adopted policy, understanding that the Board may choose to eliminate some December meetings as per stated preference.

The Board may alter the schedule around holiday conflicts to suit the District's needs, and/or Board preferences. In addition to this regular meeting schedule, special meetings may be called as needed by the Board president or by a majority of the Board.

Background

The District's Policies and Procedures Manual, Policy 4025.1 states:

Regular Meetings. Regular meetings of the Board of Directors shall be held on the second Wednesday and fourth Thursday of each calendar month at 6:00 p.m. in the meeting room at 560 Magnolia Avenue, Beaumont, California, 92223-2258. The date, time and place of regular Board meetings may be reconsidered annually at the annual organizational meeting of the Board.

Legal counsel has advised that typically "The only instance in which a regular meeting can move is if one lands on a holiday in which case the meeting would be automatically continued to the next District regular working date." Again, District policy provides for the Board to set the regular Board Meeting Schedule annually, and this Staff Report provides for said activity.

Since California law normally restricts some actions to Regular Meetings, the Board may be constrained from conducting some types of important business during those months where meetings are altered from the stated policy if maximum transparency is to be obtained.

Discussion

Staff has prepared the proposed 2024 Meeting Schedule to avoid conflict with holidays, and adhere to the adopted policy. Staff recommends no changes to the Proposed 2024 Meeting Schedule as presented, however, staff bears in mind the directors' stated desire to limit meetings in December, and recognizes that the Board may choose to eliminate some December meetings.

Attachments

1. Proposed 2024 Meeting Schedule
2. Year 2024 Calendar for reference

Staff Report prepared by Lynda Kerney, Executive Assistant



**BEAUMONT-CHERRY VALLEY WATER DISTRICT
BOARD OF DIRECTORS AND COMMITTEES
2024 **DRAFT** REGULAR MEETING SCHEDULE
PROPOSED SCHEDULE**

Regular Meetings

Second Wednesday of every month
Meeting time is 6:00 p.m. unless otherwise noted on posted agendas.

January 10
February 14
March 13
April 10
May 8
June 12
July 10
August 14
September 11
October 9
November 13
December 11

Engineering Workshop

Fourth Thursday of every month
Meeting time is 6:00 p.m. unless otherwise noted on posted agendas.

January 25
February 22
March 28
April 25
May 23
June 27
July 25
August 22
September 26
October 24
November 21 (3 rd Thurs due to Holiday)
December 26

Finance and Audit Committee

First Thursday of the month
Meeting time is 3:00 p.m. unless otherwise noted on posted agendas.

January 4
February 1
March 7
April 4
May 2
June 6
July 3 (Wednesday due to holiday)
August 1
September 5
October 3
November 7
December 5

Personnel Committee

Third Tuesday of the month
Meeting time is 5:30 p.m. unless otherwise noted on posted agendas.

January 16
February 20
March 19
April 16
May 21
June 18
July 16
August 20
September 17
October 15
November 19
December 17

District Holidays 2024

Jan. 1	New Year's Day
Jan. 15	Martin Luther King Day
Feb. 19	President's Day
May 27	Memorial Day
July 4	Independence Day
Sept. 2	Labor Day
Nov. 11	Veterans Day
Nov. 28	Thanksgiving Day
Dec. 25	Christmas Day

Agendas are posted 72 hours in advance of a regular meeting and 24 hours in advance of a special meeting, and are available at www.bcvwd.org. Members of the public may address the Board of Directors on any item within the jurisdiction of the Board; however no action may be taken on any item not appearing on the agenda, unless the action is otherwise authorized by Govt Code 54954.2(b). Meetings are held at the BCVWD office at 560 Magnolia Avenue, Beaumont, CA 92223 unless otherwise noted on the agenda. For information, please contact the Director of Finance and Administration at (951) 845-9581.

2024

January

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1 New Year's Day
 15 Martin Luther King Jr. Day

February

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

2 Groundhog Day
 12 Lincoln's Birthday
 14 St. Valentine's Day
 14 Ash Wednesday
 19 President's Day
 22 Washington's Birthday

March

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

10 Daylight Saving Time Begins
 17 St. Patrick's Day
 24 Palm Sunday
 29 Good Friday
 31 Easter

April

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

1 April Fool's Day

May

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

12 Mother's Day
 27 Memorial Day

June

Su	Mo	Tu	We	Th	Fr	Sa
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

14 Flag Day
 16 Father's Day
 19 Juneteenth
 21 Summer Solstice

July

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

4 Independence Day

August

Su	Mo	Tu	We	Th	Fr	Sa
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September

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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

2 Labor Day
 8 Grandparent's Day

October

Su	Mo	Tu	We	Th	Fr	Sa
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

31 Halloween

November

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

3 Daylight Saving Time Ends
 5 Election Day
 11 Veteran's Day
 28 Thanksgiving

December

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

21 Winter Solstice
 25 Christmas
 31 New Year's Eve

Created at www.CalendarHome.com



**Beaumont-Cherry Valley Water District
Regular Board Meeting
December 13, 2023**

Item 10

STAFF REPORT

TO: Board of Directors
FROM: Dan Jagers, General Manager
SUBJECT: Director Request for Approval for Attendance at Water Education for Latino Leaders (WELL) Training

Staff Recommendation

Consider approval of the request for District payment of registration, per diem, travel, and other related expenses for training: Water Education for Latino Leaders (WELL) program.

No recommendation. Direct staff as desired.

Background

The BCVWD Preapproved Events and Director Appointments List as adopted by the Board on August 9, 2023 sets forth the activities and events that are eligible for per diem payment without separate preauthorization from the Board. Events not on this list are to be presented to the Board for approval prior to attendance, per Policy 4065, section 2.

Policy 4065 Remuneration / Director Per Diem Fees

Payment of per diem compensation is governed by California Government Code 53232, Water Code 20201 and BCVWD Policy 4065 Remuneration / Director Per Diem Fees. Per diem fees are paid for each day of service to the District rendered as an officer of the Board. (See Attachment 2)

Policy 4060 Training, Education and Conferences

Policy Section 4060.2 provides for reimbursement of actual, necessary and reasonable expenses incurred for tuition, travel, lodging, and meals as a result of training or an educational course that serves the interests of the District. (See Attachment 3)

Summary

Director Andy Ramirez has been accepted into the 2024 WELL program with the first session scheduled from January 19 to 21. (See Attachment 1). The tuition cost of the program for water district directors is \$4,000.

The WELL training program is not on the pre-approved list of activities and, per policy, must be approved by the Board for eligibility for per diem compensation and reimbursement of expenses. The Board may decide what is “reasonable and necessary,” and what constitutes “substantial benefit” to the District as described in the policy.

Staff requests the Board consider and provide direction.



Fiscal Impact

The estimated Fiscal Impact to the 2024 budget could range between \$4,000 and \$15,500. The actual fiscal impact will depend on Board authorized expenses and/or per diem compensation, and any caps, exclusions, or bookends determined by the Board.

Staff inquired about available, advertised scholarship opportunities but did not receive a response from the organization.

The Draft FY 2024 Budget includes \$220,000 for Director per diem compensation, and \$47,000 for Training, Travel and Expenses for all directors cumulatively.

Attachments

1. Information on the WELL program from the organization's website
2. Calendar of Well Event Program Dates
3. 2024 Untapped Water Education for Latino Leaders Program Sessions – Estimated Expenses
4. Policy 4065 Remuneration / Director Per Diem Fees
5. Policy 4060 Training, Education and Conferences



Water Education for Latino Leaders

<https://latinosforwater.org/untapped/>

UnTapped: Making a Difference in California Water Policy

UnTapped is a selective, six-month program for local elected leaders that helps participants make an impact on California water policy while addressing individual community water challenges. The UnTapped program creates an opportunity for local leaders to engage with water issues by exploring governance, infrastructure, finance, the water-energy nexus, and the impact of climate change on water supply and water quality.

UnTapped sessions currently follow a hybrid model, with four in-person meetings at various watersheds throughout California and four online sessions. Content includes a discussion with water professionals and skill-based exercises that help participants ask better public policy questions and strengthen public speaking and relational skills.

Developing a Network of Local Elected Officials

WELL's network is composed of more than 1,100 locally elected Latino leaders from throughout California. Local elected officials, whether city council members, school board members, or elected water district directors, have an incredible influence on water policy and on the delivery of water to our communities. Further, once UnTapped fellows graduate from the program, they are inducted into the WELL UnTapped Network (WUN), where they can continue to engage in learning and training opportunities focused on California water policy. Having such an extensive network means that together we can make our communities more resilient in the face of ongoing water challenges.

What is the cost of the program?

The cost to participate in the WELL UnTapped Fellowship is as follows:

- \$3,000.00 for city council members and for school board members.
- \$4,000.00 for water district directors.

The UnTapped Fellowship Program will be hybrid, with 4 in-person sessions and 4 virtual sessions.

Program Dates:

- Coachella Valley: Friday, January 19 - Sunday, January 21, 2024
- Tehachapi: Friday, February 9 - Saturday, February 10, 2024
- Virtual #1: Thursday, February 29, 2024, 6:30 pm - 8:30 pm
- WELL Annual Conference March 2024
- Virtual #2: Thursday, March 28, 2024, 6:30 pm - 8:30 pm
- San Diego: Friday, April 12 - Saturday, April 13, 2024
- Virtual #3: Thursday, April 25, 2024, 6:30 pm - 8:30 pm
- Virtual #4: Thursday, May 9, 2024, 6:30 pm - 8:30 pm
- Sacramento: Wednesday, May 22 – Thursday, May 23, 2024

Attachment 2

2024

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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JAN

Coachella Valley Friday 19 to Sunday 21

Su	Mo	Tu	We	Th	Fr	Sa
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

FEB

Tehachapi Friday 9 Saturday 10

Virtual 1 Thursday 29 6:30pm to 8:30pm

Su	Mo	Tu	We	Th	Fr	Sa
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

MAR

Well Conf March 15 16 San Jose

Virtual 2 March 28 6:30pm to 8:30pm

Conflict on Virtual 2

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

APR

San Diego April 12 to 13

Virtual 3 April 25 6:30pm to 8:30pm

Conflict on Virtual 3

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

MAY

Virtual 4 May 9 6:30pm to 8:30pm

Sacramento May 22 May 23

Conflict on Final Meeting

Su	Mo	Tu	We	Th	Fr	Sa
						1
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

JUN

Attachment 3 Specific session information such as location, host hotel, meals included, etc. is not yet available. Staff has prepared the following estimate based on average researched costs:

2024 UnTapped Water Education for Latino Leaders Program Sessions - Estimated expenses

Program tuition for Water District directors		\$	4,000.00
Jan 19 - 21	Hotel (4 nights)	\$	800.00
Coachella Valley	Meals (US GSA for Palm Springs area = \$16 Breakfast, \$17 Lunch, \$31 Dinner)	\$	256.00
	Mileage	\$	60.00
	Parking	\$	80.00
	\$285 Per Diem (4 days of service)	\$	1,140.00
		\$	2,336.00

Feb 9 - 10	Hotel (2 nights)	\$	350.00
Tehachapi	Meals (US GSA for Ridgecrest area = \$14 Breakfast, \$16 Lunch, \$29 Dinner)	\$	177.00
	Mileage	\$	200.00
	Parking	\$	-
	\$285 Per Diem (2 days program, 1 travel day)	\$	855.00
		\$	1,582.00

March	Hotel (2 nights)	\$	350.00
WELL Annual Conference	Meals (US GSA average = \$14 Breakfast, \$16 Lunch, \$29 Dinner)	\$	177.00
	Mileage (southern Calif)	\$	250.00
Location TBA	Parking	\$	-
	\$285 Per Diem (2 days program, 1 travel day)	\$	855.00
		\$	1,632.00

Apr 12-13	Hotel (3 nights)	\$	900.00
San Diego	Meals (US GSA for San Diego area = \$17 Breakfast, \$18 Lunch, \$34 Dinner)	\$	276.00
	Mileage	\$	157.20
	Parking	\$	80.00
	\$299 Per Diem (4 days of service)	\$	1,196.00
		\$	2,609.20

May 22-23	Hotel (2 nights)	\$	560.00
Sacramento	Meals (US GSA for Sacramento area = \$16 Breakfast, \$17 Lunch, \$31 Dinner)	\$	192.00
	Transportation	\$	480.00
	Parking	\$	60.00
	\$299 Per Diem (3 days of service)	\$	897.00
		\$	2,189.00

\$285 or \$299	Per Diem for virtual sessions (4)	\$	1,168.00
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ESTIMATED EXPENSE TOTAL \$ 15,516.20

ESTIMATED EXPENSE ROUNDED	\$ 15,500.00
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POLICY TITLE: TRAINING, EDUCATION AND CONFERENCES
POLICY NUMBER: 4060

Attachment 4

4060.1 **Policy.** The Beaumont-Cherry Valley Water District takes its stewardship over the use of limited public resources seriously. Public resources should only be used when there is a substantial benefit to the District.

1. Educational conferences and meetings are considered to provide substantial benefit. Members of the Board of Directors are encouraged to attend educational conferences and professional meetings when the purposes of such activities are to improve District operations. Hence, there is no limit on the number of Directors attending a particular conference or seminar when it is determined that their attendance is beneficial to the District. Such benefits include:
 - a. The opportunity to discuss the community's concerns with local, State and federal officials;
 - b. Participating in regional, state, and national organizations whose activities affect the District;
 - c. Attending educational seminars designed to improve officials' skill and information levels.
2. "Junkets" (tours or journeys for pleasure at public expense), however, will not be permitted.

4060.2 **Expenses.** It is the policy of the District to encourage Board development and excellence of performance by reimbursing actual, necessary, and reasonable expenses incurred for tuition, travel, lodging, and meals as a result of training, educational course, participation with professional organizations, and attendance at local, state, and national conferences that serve the interests of the District.

1. Staff as assigned by the General Manager is responsible for making arrangements for Directors for conference and registration expenses.
2. Reimbursement shall include necessary expenses for meals, lodging, authorized incidentals (see Policy 4070 Payment of Expenses Incurred on District Business), and travel. All expenses for which reimbursement is requested by Directors, or which are billed to the District by Directors, shall be submitted to the assigned staff member within 30 days of the incurred expense on a District-supplied Expense Form, together with original, valid receipts in accordance with State law. Reimbursement rates shall not exceed the Internal Revenue Services rates as established in Publication 463.
3. Attendance by Directors of seminars, workshops, courses, professional organization meetings, and conferences shall be approved by the Board of Directors prior to incurring any reimbursable costs.
4. Pre-approved seminars, workshops, courses, professional organization meetings, and conferences shall be those enumerated in the current year's BCVWD Pre-Approved Events and Director Appointments List as adopted by the Board.
5. Expenses to the District for Directors' training, education, and conferences should be kept to a minimum by utilizing recommendations for transportation and housing accommodations, if any, provided by the event sponsor and by:
 - a. Utilizing hotel(s) recommended by the event sponsor in order to obtain discounted rates or using other less expensive nearby lodging.
 - b. Directors traveling together whenever feasible and economically beneficial.
 - c. Requesting reservations sufficiently in advance, when possible, to obtain discounted air fares and hotel rates.

4060.3 **Notice.** A Director shall not attend a conference or training event for which there is an expense to the District, if it occurs after the Director has announced his/her pending resignation, or if it occurs after an election in which it has been determined that the Director will not retain his/her seat on the Board. A Director shall not attend a conference or training event when there is no significant benefit to the District.

4060.4 **Reimbursement.** Upon returning from seminars, workshops, conferences, etc. where expenses are paid and/or reimbursed by the District, Directors will either prepare a written report for distribution to the Board or make a verbal report during the next regular meeting of the Board. Said report shall detail what was learned at the session(s) that will be of benefit to the District. Materials from the session(s) may be delivered to the District office to be included in the District library for the future use of other Directors and staff.

POLICY TITLE: REMUNERATION/DIRECTOR PER DIEM FEES
POLICY NUMBER: 4065

Attachment 5

4065.1 **Remuneration.** Members of the Board of Directors shall be eligible to receive a “per diem” for each day of service rendered as an officer of the Board. The “per diem” amount shall be established by the Board and be consistent with applicable State law.

4065.2 **Limit.** Per diem compensation is limited to no more than 10 days per month, as established by Water Code Section §20202.

4065.3 **Attendance.** For purposes of this section, attendance includes:

1. Physical presence at the majority of a meeting, event, conference or occurrence listed in section 4065.4 below, unless presence for a lesser period is authorized by the Board President, or, for a committee meeting, by the committee chair;
2. Participation by teleconference at the majority of a meeting pursuant to California Government Code §54953;
3. Participation in an approved home study or online Ethics course to meet the requirements of Government Code §§53234-53235.5 when participation has been authorized by the Board President.

4065.4 **Eligibility.** Matters of District business eligible for per diem shall include, but not be limited to:

1. **General Director Preapproved Activities/Events.** The following activities/events are preapproved for all Directors:
 - a. **Board and Committee Meetings.** All regular and special board meetings and committee meetings for appointed members, as defined in Government Code §54952.2.
 - b. Activities as enumerated in the BCVWD Pre-Approved Events and Director Appointments list as approved by the Board of Directors at the annual reorganization meeting in December, or as otherwise approved mid-year by the Board of Directors.
 - c. **Training Seminars.**
 - i. State mandated ethics training - the entire two-hour course counts as ONE day of service, even if the coursework is completed over more than one 24-hour period.
 - ii. State mandated sexual harassment training - the entire course counts as ONE day of service, even if the coursework is completed over more than one 24-hour period.
2. **Other Activities/Events, Authorization.** Directors may seek authorization to attend other functions that constitute the performance of official duties. Directors desiring to attend other events should obtain pre-approval from the Board in order to receive a per diem and expense reimbursement.
3. **New Directors Orientation.** New Directors may receive 1 per diem and expense reimbursement for an orientation program that meets the following criteria:
 - a. Is part of a planned orientation schedule.
 - b. The orientation meeting is at least two (2) hours in duration.
 - c. The per diems for this purpose must be claimed during the first 2 months of service on the Board.
 - d. New Directors may also attend a formal harassment awareness training seminar for District employees.
4. **Non-authorized Activities/Events.** The following activities/events are not eligible for per diem or expense claims:

- a. Retirement receptions for Beaumont-Cherry Valley Water District employees/Directors.
 - b. Beaumont-Cherry Valley Water District picnics or other social functions.
5. **Travel.** Per diem shall include travel days to and from business meetings as appropriate.
6. **Requests.** In the event that circumstances prevent the per diem request from being considered in the manner described herein, a Director may submit a request to the Board for a per diem for having attended a meeting or conference with the understanding that the Board may not approve the request.
7. **Reports.** A Director who requests compensation (“per diem”) for attendance at a meeting other than a regular, special, or committee meeting of the Board shall provide a brief report of the meeting to the Board at a regular meeting of the Board of Directors following the meeting that was attended. If multiple Board members attended, a joint report may be made.
8. **Review.** Directors’ per diem fees shall be reviewed by the Board annually in October of each year with any increase to be effective January 1 of the next calendar year.



**Beaumont-Cherry Valley Water District
Regular Board Meeting
December 13, 2023**

Item 11

STAFF REPORT

TO: Board of Directors

FROM: Dan Jagers, General Manager

SUBJECT: Review of Annual List of Preapproved Events and Director Appointments

Staff Recommendation

Review and adopt the Annual List of Preapproved Events and Director Appointments with any changes as desired.

Executive Summary

The Annual List of Preapproved Events and Director Appointments was developed in accordance with Government Code § 53232.1(b) and 53232.2(b). Board policy states that the List will be reviewed annually. The List enumerates the activities that the Board believes are of substantial benefit to the District, ensuring good stewardship of public resources and compliance with BCVWD Policy 4060.

Background

The District Policies and Procedures Manual Part II Policy 4065 Remuneration / Director Per Diem Fees was revised on July 14, 2021 by Resolution 2021-12. Included in this policy was review of the Preapproved Events and Director Appointments List at the annual Board reorganization meeting in December.

The List was initially adopted by the Board at the meeting of September 8, 2021, and has been reviewed annually per policy and periodically in-between. It was most recently revised at the August 9, 2023 Board meeting. It sets forth the activities that are preapproved by the Board for payment of per diem compensation and reimbursement of expenses. Section 4065.4 (1b) regarding eligibility for per diem reads:

... Activities as enumerated in the Preapproved Events and Director Appointments List as approved by the Board of Directors at the annual reorganization meeting in December, or as otherwise approved mid-year by the Board of Directors.

The Board approved the October 2022 through September 2023 director expense report for 2022-23 at the October 11, 2023 meeting, in compliance with Government Code § 53065.5.

Summary

The Board is the authority that determines whether an activity requested for expense or compensation is within the stated policy and constitutes “substantial benefit” to the District. Staff uses the Annual List of Preapproved Events and Director Appointments as a guide when processing expense reports and requests for per diem compensation. Staff applies the policy narrowly, coming to the Board to make findings and determinations related to any item in question.



Therefore, staff recommends the Board craft a clearly defined, concise, specific, and narrow list that will not leave categories open to potential question, confusion, or misinterpretation.

The adoption of an Annual List of Preapproved Events and Director Appointments will help ensure good stewardship of public resources and compliance with BCVWD Policy 4060:

4060.1 The Beaumont-Cherry Valley Water District takes its stewardship over the use of limited public resources seriously. Public resources should only be used when there is a **substantial benefit** to the District.

Discussion

Attached are the current **Annual List of Preapproved Events and Director Appointments** and a worksheet for assistance with review and discussion.

The Board may consider revising the Annual List to include new events for director attendance such as specific trainings and conferences, or may remove events from the previously adopted list should they appear incompatible with the “substantial benefit to the District” doctrine.

The Annual List does not preclude any director from attending any event; it merely sets the Board’s “bookends” and governs what is compensable and/or reimbursable. A director may attend any event at their discretion.

Attendance at an activity not preapproved does not preclude a director from later requesting per diem compensation or from requesting reimbursement of expenses for attendance that was not preapproved. Such requests must be made to the Board of Directors. Nothing prevents a director from requesting preapproval of an activity via the Upcoming Events action item now appearing monthly on the Board agenda.

Review of Potential Clarifications

The following discussion topics have been identified throughout the past year gleaned from Board member comments, staff experience, or questions arisen. Staff requests that the Board provide direction on the following to be addressed on the List, or direct staff to bring back Policy 4065 for further discussion.

Question 1:

With the List revision adopted on August 9, 2023, the Board added approval of all water-related events listed on the ACWA online events calendar. However, staff notes that there are some often listed events on the ACWA calendar that are specifically identified in Table B of the List as requiring separate Board pre-approval:

Table D, Line 8:
Meetings or events of ACWA Regions 1-8, and 10

Staff requests clarification via one of the following options:



- Option 1: Table A, Line 4 thus:
 - *ACWA Online Events Calendar – any water-related event listed other than those identified in Table D*

OR

- Option 2: Table D, Line 8 – remove this line completely

Question 2:

Live or recorded webinars or meetings: A question was asked about whether per diem is payable for webinars or meetings viewed as recordings, rather than attended live at the actual time of the event. The Board may identify limitations and/or prohibitions on per diem requests for these activities and may set policy as desired.

Question 3:

Table A, Line 6 - Beaumont Chamber of Commerce.

In past years, the State of the City event had been a luncheon. This year, it was a dinner, and required a vote on preapproval. The Board may choose to add the State of the City event to the preapproved list.

Question 4:

Policy-related issues that bear Board review and possible discussion and refinement may include the items such as:

1. Establishing attendance requirements
2. Attachment of acceptable backup materials to compensation request forms
3. Beaumont Chamber of Commerce or other event sponsorships
4. Identification of additional “bookends”

Fiscal Impact

To be determined.

Attachments

1. Current Preapproved Events and Director Appointments List (as amended 08/09/2023)
2. Preapproved Events and Director Appointments List Worksheet for 2024
3. Policy 4060 Training, Education and Conferences
4. Policy 4065 Remuneration / Director Per Diem Fees

Staff Report prepared by Lynda Kerney, Executive Assistant

Attachment 1 Current

2023 BCVWD PREAPPROVED EVENTS AND DIRECTOR APPOINTMENTS Amended 08/09/2023

Reference: BCVWD Policies and Procedures Manual Part II Sections 14, 15, 4060 and 4065
For the purposes of satisfying the above policies, the following items are preapproved for Director claims for per diem compensation, and reimbursement of expenses

TABLE A		
Conferences, Workshops, Webinars, Training, Meetings and Tours		
1	ACWA and ACWA/JPIA	 This symbol denotes an ACWA-sponsored event on the ACWA Events Calendar
2	ACWA Region 9 meetings and events	
3	ACWA Committee meetings	
4	ACWA Online Events Calendar – any water-related event listed	
5	Beaumont Basin Watermaster	
6	Beaumont Chamber of Commerce Breakfasts and Luncheons	
7	BIA of Southern California Water Conference	
8	Brown Act training	
9	California Special Districts Association	
10	New Board member orientation (see policy specifics)	
11	Riverside County Water Task Force	
12	SGPWA Regular and Special Board Meetings	
13	Special Districts Association of Riverside County	
14	Special Districts Leadership Academy	
15	State-mandated ethics training (one day of service)	
16	State-mandated sexual harassment training (one day of service)	
17	Tours of BCVWD facilities	
18	Urban Water Institute	
19	WEF annual Water Summit and Water 101 Workshop	
<i>The following meetings are preapproved for attendance when there are items agendaized that are related to BCVWD interests and operations</i>		
20	Beaumont Unified School District meetings or events	
21	Cabazon Water District – any official district meeting	
22	City of Beaumont – any official city meeting	
23	City of Banning – any official city meeting	
24	City of Calimesa – any official city meeting	
25	Riverside LAFCO meetings	
26	Yucaipa Valley Water District – any official district meeting	

All directors are preapproved to attend these functions

TABLE B				
President's Appointments and Director Assignments				
Meetings (compensable as designated)		Primary	Secondary	Alternate
1	San Gorgonio Pass Regional Water Alliance	Slawson	Williams	N/A
2	Collaborative Agencies Committee	Williams	Ramirez	N/A
3	Water ReUse 3x2 (City of Beaumont)	Hoffman	Covington	Ramirez
4	San Gorgonio Pass Water Agency	Slawson	Covington	N/A
5	Meetings with members of the legislative, executive, or judicial branch of the state or federal government when attendance is directed by the President			
6	Meetings or official events of legislative bodies of other governmental agencies as assigned by the President to represent the District			
7	Meetings with the General Manager, District Counsel, or Board President on matters of District business			
8	Other meetings or events for Board members appointed by the President to attend such meeting or event on behalf of the District			

TABLE C			
Voting Delegates		Primary	Alternate
1	ACWA conferences	President	Vice President
2	ACWA Region 9	President	Vice President
3	ACWA / JPIA	President	Vice President

For the purposes of satisfying the above policies, the following items require separate, individual Board pre-approval for Director claims for per diem compensation, and reimbursement of expenses.

Decision-making guidance: BCVWD Policies and Procedures Manual Part II, Section 4060: *Public resources should only be used when there is a substantial benefit to the District*

TABLE D	
Activities / Events requiring separate Board pre-approval	
1	Beaumont Chamber of Commerce – other events (not listed in Table A or E)
2	Other civic or community functions (festivals, recreation activities, sports, lectures, etc.)
3	Water Education Foundation conferences, tours, seminars (not listed in Table A)
4	Dedication ceremonies, open houses, groundbreaking ceremonies, ribbon-cutting ceremonies, anniversary celebrations
5	Receptions, or retirement or anniversary celebrations for other agency officials
6	Legislative roundtables, public hearings, project update meetings
7	Other agency or association dinner or luncheon functions
8	Meetings or events of ACWA Regions 1-8, and 10
9	Tri-State Seminar annual conference
10	Any other events not specifically pre-authorized

The Board has determined that these events do not comport with BCVWD policy for reimbursement or compensation:

TABLE E	
Activities / Events not eligible for per diem or expense claims (non-compensable)	
1	Beaumont Chamber of Commerce –social events, mixers, etc.
2	Retirement receptions for BCVWD employees or Board members
3	BCVWD picnics or other social functions

TABLE F Acronyms			
1	ACWA	Association of California Water Agencies	https://www.acwa.com/
2	ACWA	ACWA Committees	https://www.acwa.com/about/board-committees/committee-information/
3	ACWA / JPIA	ACWA Joint Powers Insurance Authority	https://www.acwajpia.com/training-2/
4	BIA	Building Industry Association	https://riversidebia.org/
5	CSDA	California Special Districts Association	http://csda.net/home
6	LAFCO	Riverside Local Agency Formation Commission	https://lafco.org/
7	SDARC	Special Districts Association of Riverside County	https://www.csda.net/about-csda/chapters-networks/chapter-riverside-county
8	SDLA	Special District Leadership Foundation	https://sdla.csda.net/home
9	SGPWA	San Geronio Pass Water Agency	https://www.sgpwa.com/
10	SGPRWA	San Geronio Pass Regional Water Alliance	http://www.passwateralliance.com/
11	Tri-State	Tri-State Seminar, LLC	https://tristateseminar.com/
12	WEF	Water Education Foundation	https://www.watereducation.org/tours-events
13	UWI	Urban Water Institute	www.urbanwater.com

**PREAPPROVED EVENTS AND DIRECTOR APPOINTMENTS
WORKSHEET FOR 2024**

Reference: BCVWD Policies and Procedures Manual Part II Sections 14, 15, 4060 and 4065
For the purposes of satisfying the above policies, the following items are preapproved for Director claims for per diem compensation, and reimbursement of expenses

TABLE A			
Conferences, Workshops, Webinars, Training, Meetings and Tours			
1	ACWA and ACWA/JPIA	 This symbol denotes an ACWA-sponsored event on the ACWA Events Calendar	All directors are preapproved to attend these functions
2	ACWA Region 9 meetings and events		
3	ACWA Committee meetings		
4	ACWA Online Events Calendar – any water-related event listed		
5	Beaumont Basin Watermaster		
6	Beaumont Chamber of Commerce Breakfasts and Luncheons		
7	BIA of Southern California Water Conference		
8	Brown Act training		

9	California Special Districts Association
10	New Board member orientation (see policy specifics)
11	Riverside County Water Task Force
12	SGPWA Regular and Special Board Meetings
13	Special Districts Association of Riverside County
14	Special Districts Leadership Academy
15	State-mandated ethics training (one day of service)
16	State-mandated sexual harassment training (one day of service)
17	Tours of BCVWD facilities
18	Urban Water Institute
19	WEF annual Water Summit and Water 101 Workshop
<i>The following meetings are preapproved for attendance when there are items agendaized that are related to BCVWD interests and operations</i>	
20	Beaumont Unified School District meetings or events

21	Cabazon Water District – any official district meeting	
22	City of Beaumont – any official city meeting	
23	City of Banning – any official city meeting	
24	City of Calimesa – any official city meeting	
25	Riverside LAFCO meetings	
26	Yucaipa Valley Water District – any official district meeting	

WORKSHEET

TABLE B				
President's Appointments and Director Assignments				
Meetings (compensable as designated)		Primary	Secondary	Alternate
1	San Gorgonio Pass Regional Water Alliance	Slawson	Williams	N/A
	2024			
2	Collaborative Agencies Committee	Williams	Ramirez	N/A
	2024			
3	Water ReUse 3x2 (City of Beaumont)	Hoffman	Covington	Ramirez
	2024			
4	San Gorgonio Pass Water Agency	Slawson	Covington	N/A
	2024			
5	Meetings with members of the legislative, executive, or judicial branch of the state or federal government when attendance is directed by the President			
6	Meetings or official events of legislative bodies of other governmental agencies as assigned by the President to represent the District			
7	Meetings with the General Manager, District Counsel, or Board President on matters of District business			
8	Other meetings or events for Board members appointed by the President to attend such meeting or event on behalf of the District			

TABLE C			
Voting Delegates		Primary	Alternate
1	ACWA conferences	President	Vice President
2	ACWA Region 9	President	Vice President
3	ACWA / JPIA	President	Vice President

For the purposes of satisfying the above policies, the following items require separate, individual Board pre-approval for Director claims for per diem compensation, and reimbursement of expenses.

Decision-making guidance: BCVWD Policies and Procedures Manual Part II, Section 4060:
Public resources should only be used when there is a substantial benefit to the District

TABLE D	
Activities / Events requiring separate Board pre-approval	
1	Beaumont Chamber of Commerce – other events (not listed in Table A or E)
2	Other civic or community functions (festivals, recreation activities, sports, lectures, etc.)
3	Water Education Foundation conferences, tours, seminars (not listed in Table A)
4	Dedication ceremonies, open houses, groundbreaking ceremonies, ribbon-cutting ceremonies, anniversary celebrations
5	Receptions, or retirement or anniversary celebrations for other agency officials
6	Legislative roundtables, public hearings, project update meetings
7	Other agency or association dinner or luncheon functions
8	Meetings or events of ACWA Regions 1-8, and 10
9	Tri-State Seminar annual conference
10	Any other events not specifically pre-authorized

The Board has determined that these events do not comport with BCVWD policy for reimbursement or compensation:

TABLE E	
Activities / Events not eligible for per diem or expense claims (non-compensable)	
1	Beaumont Chamber of Commerce –social events, mixers, etc.
2	Retirement receptions for BCVWD employees or Board members
3	BCVWD picnics or other social functions

POLICY TITLE: TRAINING, EDUCATION AND CONFERENCES
POLICY NUMBER: 4060

EXHIBIT A

4060.1 **Policy.** The Beaumont-Cherry Valley Water District takes its stewardship over the use of limited public resources seriously. Public resources should only be used when there is a substantial benefit to the District.

1. Educational conferences and meetings are considered to provide substantial benefit. Members of the Board of Directors are encouraged to attend educational conferences and professional meetings when the purposes of such activities are to improve District operations. Hence, there is no limit on the number of Directors attending a particular conference or seminar when it is determined that their attendance is beneficial to the District. Such benefits include:
 - a. The opportunity to discuss the community's concerns with local, State and federal officials;
 - b. Participating in regional, state, and national organizations whose activities affect the District;
 - c. Attending educational seminars designed to improve officials' skill and information levels.
2. "Junkets" (tours or journeys for pleasure at public expense), however, will not be permitted.

4060.2 **Expenses.** It is the policy of the District to encourage Board development and excellence of performance by reimbursing actual, necessary, and reasonable expenses incurred for tuition, travel, lodging, and meals as a result of training, educational course, participation with professional organizations, and attendance at local, state, and national conferences that serve the interests of the District.

1. Staff as assigned by the General Manager is responsible for making arrangements for Directors for conference and registration expenses.
2. Reimbursement shall include necessary expenses for meals, lodging, authorized incidentals (see Policy 4070 Payment of Expenses Incurred on District Business), and travel. All expenses for which reimbursement is requested by Directors, or which are billed to the District by Directors, shall be submitted to the assigned staff member within 30 days of the incurred expense on a District-supplied Expense Form, together with original, valid receipts in accordance with State law. Reimbursement rates shall not exceed the Internal Revenue Services rates as established in Publication 463.
3. Attendance by Directors of seminars, workshops, courses, professional organization meetings, and conferences shall be approved by the Board of Directors prior to incurring any reimbursable costs.
4. Pre-approved seminars, workshops, courses, professional organization meetings, and conferences shall be those enumerated in the current year's BCVWD Pre-Approved Events and Director Appointments List as adopted by the Board.
5. Expenses to the District for Directors' training, education, and conferences should be kept to a minimum by utilizing recommendations for transportation and housing accommodations, if any, provided by the event sponsor and by:
 - a. Utilizing hotel(s) recommended by the event sponsor in order to obtain discounted rates or using other less expensive nearby lodging.
 - b. Directors traveling together whenever feasible and economically beneficial.
 - c. Requesting reservations sufficiently in advance, when possible, to obtain discounted air fares and hotel rates.

4060.3 **Notice.** A Director shall not attend a conference or training event for which there is an expense to the District, if it occurs after the Director has announced his/her pending resignation, or if it occurs after an election in which it has been determined that the Director will not retain his/her seat on the Board. A Director shall not attend

a conference or training event when there is no significant benefit to the District.

4060.4 **Reimbursement.** Upon returning from seminars, workshops, conferences, etc. where expenses are paid and/or reimbursed by the District, Directors will either prepare a written report for distribution to the Board or make a verbal report during the next regular meeting of the Board. Said report shall detail what was learned at the session(s) that will be of benefit to the District. Materials from the session(s) may be delivered to the District office to be included in the District library for the future use of other Directors and staff.

POLICY TITLE: REMUNERATION/DIRECTOR PER DIEM FEES
POLICY NUMBER: 4065

Attachment 4

4065.1 **Remuneration.** Members of the Board of Directors shall be eligible to receive a “per diem” for each day of service rendered as an officer of the Board. The “per diem” amount shall be established by the Board and be consistent with applicable State law.

4065.2 **Limit.** Per diem compensation is limited to no more than 10 days per month, as established by Water Code Section §20202.

4065.3 **Attendance.** For purposes of this section, attendance includes:

1. Physical presence at the majority of a meeting, event, conference or occurrence listed in section 4065.4 below, unless presence for a lesser period is authorized by the Board President, or, for a committee meeting, by the committee chair;
2. Participation by teleconference at the majority of a meeting pursuant to California Government Code §54953;
3. Participation in an approved home study or online Ethics course to meet the requirements of Government Code §§53234-53235.5 when participation has been authorized by the Board President.

4065.4 **Eligibility.** Matters of District business eligible for per diem shall include, but not be limited to:

1. **General Director Preapproved Activities/Events.** The following activities/events are preapproved for all Directors:
 - a. **Board and Committee Meetings.** All regular and special board meetings and committee meetings for appointed members, as defined in Government Code §54952.2.
 - b. Activities as enumerated in the BCVWD Pre-Approved Events and Director Appointments list as approved by the Board of Directors at the annual reorganization meeting in December, or as otherwise approved mid-year by the Board of Directors.
 - c. **Training Seminars.**
 - i. State mandated ethics training - the entire two-hour course counts as ONE day of service, even if the coursework is completed over more than one 24-hour period.
 - ii. State mandated sexual harassment training - the entire course counts as ONE day of service, even if the coursework is completed over more than one 24-hour period.
2. **Other Activities/Events, Authorization.** Directors may seek authorization to attend other functions that constitute the performance of official duties. Directors desiring to attend other events should obtain pre-approval from the Board in order to receive a per diem and expense reimbursement.
3. **New Directors Orientation.** New Directors may receive 1 per diem and expense reimbursement for an orientation program that meets the following criteria:
 - a. Is part of a planned orientation schedule.
 - b. The orientation meeting is at least two (2) hours in duration.
 - c. The per diems for this purpose must be claimed during the first 2 months of service on the Board.
 - d. New Directors may also attend a formal harassment awareness training seminar for District employees.
4. **Non-authorized Activities/Events.** The following activities/events are not eligible for per diem or expense claims:

- a. Retirement receptions for Beaumont-Cherry Valley Water District employees/Directors.
 - b. Beaumont-Cherry Valley Water District picnics or other social functions.
5. **Travel.** Per diem shall include travel days to and from business meetings as appropriate.
6. **Requests.** In the event that circumstances prevent the per diem request from being considered in the manner described herein, a Director may submit a request to the Board for a per diem for having attended a meeting or conference with the understanding that the Board may not approve the request.
7. **Reports.** A Director who requests compensation ("per diem") for attendance at a meeting other than a regular, special, or committee meeting of the Board shall provide a brief report of the meeting to the Board at a regular meeting of the Board of Directors following the meeting that was attended. If multiple Board members attended, a joint report may be made.
8. **Review.** Directors' per diem fees shall be reviewed by the Board annually in October of each year with any increase to be effective January 1 of the next calendar year.



**Beaumont-Cherry Valley Water District
Regular Board Meeting
December 13, 2023**

Item 12

STAFF REPORT

TO: Board of Directors
FROM: Dan Jagers, General Manager
SUBJECT: **Consideration of Attendance at Upcoming Events and Authorization of Reimbursement and Per Diem**

Staff Recommendation

Evaluate director attendance at upcoming events for possible pre-approval or approval after attendance for compensation and / or expense reimbursement pursuant to Policies 4060 and 4065 and vote to pre-approve any selected activities.

SAMPLE MOTION:

I move that the Board pre-approve the attendance of all directors at these events for purposes of per diem and reimbursement of associated reasonable and necessary expenses per District policy: ____ (list events)

Background

Event attendance is governed by BCVWD Policies and Procedures Manual Part II Policy 4060 Training, Education and Conferences, and Part II Policy 4065 Remuneration / Director Per Diem Fees. Per Government Code 53232.3(d), Directors will either prepare a written report for distribution to the Board or make a verbal report during the next regular meeting of the Board. Directors desiring to attend events not specifically enumerated and preauthorized by BCVWD policy should obtain pre-approval via vote of the Board in order to receive a per diem and/or expense reimbursement.

Upcoming Events

For registration of attendance at any event, Board members should contact the Administrative Assistant.

Activities and events that are, may already be, or can be voted as preapproved for per diem and/or expense reimbursement for attendance:

1 - SAVE THE DATE

- Special District Leadership Academy – San Luis Obispo (First time attendee track) Feb. 4 – 7, 2024
- Beaumont Cherry Festival: May 30 and 31, June 1 and 2, 2024

2 - NEW EVENTS

DATE / TIME	EVENT A	DIRECTOR INTEREST	
Fri. Jan. 12 7:30 – 9 am	Beaumont Chamber of Commerce Breakfast Speaker: Lance Christiansen, California Department of Tax and Fee Administration	COVINGTON	HOFFMAN
APPROVAL	Topic: 2024 Tax and fee changes	RAMIREZ	SLAWSON
Preapproved (Table A, 6)	Noble Creek Community Center – Copper Room 390 W. Oak Valley Parkway, Beaumont \$25 per person / Reservation deadline: Dec. 21, 2023 Please advise the Administrative Assistant 8 days in advance if you would like to attend. The breakfasts are the second Friday of each month. Speakers vary, but information is not generally available in a timely manner.	WILLIAMS	

DATE / TIME	EVENT B	DIRECTOR INTEREST	
Tue. Jan. 23 10 to noon	CSDA Webinar: Keeping Up with the Brown Act Cost: \$0 FREE	COVINGTON	HOFFMAN
APPROVAL	Public agency board members, and the employees who support them, must understand the complex public meeting and transparency laws established by the Brown Act. In this webinar, we will walk through practical scenarios to identify the common pitfalls, and best practices, in Brown Act compliance. Topics include agendas, closed sessions, administrative decisions, litigation, and settlements. Bring your questions, experiences, and challenges to this interactive, skills-based session!	RAMIREZ	SLAWSON
Preapproved (Table A Line 9)		WILLIAMS	

DATE / TIME	EVENT C	DIRECTOR INTEREST	
Two Days: Wed. Jan. 24 Thu Jan. 25 9 to noon	CSDA Virtual Workshop: Board Member Best Practices Cost: \$230	COVINGTON	HOFFMAN
APPROVAL	This fast-paced and informative session covers all of the essential best practices of serving as a board member of a special district the roles of board members and staff, policies and procedures, your district should consider to ensure effective governance, and general ethics principles related to special districts including an overview of the laws affecting special districts	RAMIREZ	SLAWSON
Preapproved (Table A Line 9)		WILLIAMS	

DATE / TIME	EVENT D	DIRECTOR INTEREST	
Two Days: Wed. Jan. 31 Wed. Feb. 7 9 to noon	CSDA Virtual Workshop: ChatGPT Mastering the Basics and Beyond Cost: \$230	COVINGTON	HOFFMAN
APPROVAL	Level 1: Unleash the power of ChatGPT to save time and get more done. This instructor-led ChatGPT training will get you started if you've never used Chat GPT before. Explore its powerful use cases and learn how it can help you become more productive.	RAMIREZ	SLAWSON
Preapproved (Table A Line 9)	Level 2: Learn advanced techniques and powerful integrations to dramatically improve productivity and get the most out of Chat GPT	WILLIAMS	

3 - ON CALENDAR

DATE / TIME	EVENT E	DIRECTOR INTEREST	
Fri Dec 15 7:30 a.m.	Riverside County Water Task Force Annual Year End Forum and Diamond Valley Lake Tour Cost: \$0 FREE	COVINGTON	HOFFMAN
APPROVAL	A late email was received regarding this event and it was immediately forwarded to Board members for consideration.	RAMIREZ	SLAWSON YES
Preapproved (Table A Line 11)		WILLIAMS	

4 – MISCELLANEOUS COMMUNITY EVENTS

None of these events are pre-approved

- **Pass Area Veterans Expo:**
Saturday, Jan. 20 from 10 a.m. to 1 p.m. at the
Albert Chatigny Sr. Community Recreation Center
1310 Oak Valley Parkway, Beaumont

Fiscal Impact

The fiscal impact will depend on the number of directors attending an event and the event costs.

Attachments

1. Pass Area Veterans Expo



VETERANS EXPO SERVICES

PASS AREA VETERANS EXPO

OPEN TO ALL MILITARY, VETERANS, FAMILY AND FRIENDS

SATURDAY

January 20, 2024 | 10:00 a.m. - 1:00 p.m.

LOCATION!

Albert A. Chatigny Sr. Community Recreation Center
1310 Oak Valley Parkway, Beaumont, CA 92223

OAK VALLEY PARKWAY



CHERRY AVENUE

INFORMATION & RESOURCE EVENT

Have your questions answered and update your knowledge about the current benefits available to you and your loved ones.

**BRING YOUR DD214 WITH YOU TO THE EVENT*



**SCAN TO LEARN MORE
OR REGISTER A BOOTH**



PASS AREA VETERANS EXPO

(951)769-9858 | veteransexposervices@gmail.com



**Beaumont-Cherry Valley Water District
Regular Board Meeting
December 13, 2023**

Item 13

STAFF REPORT

TO: Board of Directors
FROM: Sylvia Molina, Assistant Director of Finance and Administration
SUBJECT: **Resolution 2023-____: Adopting the Fiscal Year 2024 Operating Budget and 2024-2028 Capital Improvement Budget**

Staff Recommendation

Adopt Resolution 2023-____: Adopting the Fiscal Year 2024 Operating Budget and 2024-2028 Capital Improvement Budget.

Executive Summary

Staff has prepared the Fiscal Year 2024 Operating Budget and 2024-2028 Capital Improvement Budget (Budget), which had been presented to the Board of Directors (Directors) at the November 8, 2023 meeting. The presentation includes highlights of each portion of the document and opportunity for discussion, questions, and recommendations. No changes have been made to the report since the meeting.

Background

The Finance and Administration department coordinates with all District departments and prepares the annual Operating and Capital Improvement Budget. This process, which starts in June, includes workshops and training for staff throughout the year to assist with evaluating past and current year transactions to design the new year budget requests. The requests are then assessed by the Finance team and presented in detail to the General Manager before being presented to the Finance & Audit Committee, as well as the Personnel Committee, for discussion.

District Staff has reviewed the Budget in detail with the Finance & Audit Committee during several meetings including a line-by-line account review October 5, 2023 and document draft reviews October 19, November 2, and December 7, 2023. Staff also presented the personnel portion of the budget for discussion at the October 17, 2023 Personnel Committee meeting as well as the special November 6, 2023 meeting.

A presentation of the budget document was provided at the November 8, 2023 Board meeting. At the same meeting, a vote on the per diem rate took place with a rate of 4% increase approved. Staff calculated the per diem rate and informed the Board at the November 16, 2023 meeting that no adjustments to the Budget were required however there was potential for the personnel and training expenses, related to the Board, to increase based on consideration of an upcoming Board member request, which would be presented at the December 13, 2023 Board meeting for consideration and possible inclusion of the 2024 Budget.

Discussion

There were no changes made to the Budget presented at the November 8 and 16 meetings.



Fiscal Impact

The proposed Fiscal Year 2024 Operating Budget & 2024-2028 Capital Improvement Budget includes proposed gross revenues of \$23,535,500 and proposed gross expenses of \$24,238,900. Net, or unrestricted revenues, are \$21,482,500, and do not include restricted capacity charges (facilities fees). Net, or cash-basis, expenses are \$20,606,900, and do not include non-cash items such as depreciation expense and GASB 68 pension expense. The net position, or net revenues less net expenses, is an expected increase of \$875,600. A visual summary of these changes is recorded on Table 1, Budget Summary, which can also be found on page 51 of the Budget.

Table 1 – Budget Summary

	2022	2023	2023	2024
	ACTUAL	ADOPTED (AMENDED)	PROJECTED	PROPOSED
Gross Revenue	\$ 27,790,700	\$ 22,093,000	\$ 22,746,600	\$ 23,535,500
Less Capacity Charges	7,181,400	1,484,000	1,869,000	2,053,000
Net Revenue	\$ 20,609,300	\$ 20,609,000	\$ 20,877,600	\$ 21,482,500
Gross Expenses	\$ 15,303,471	\$ 25,625,657	\$ 20,980,100	\$ 24,238,900
Less GASB 68 Pension Expense	210,204	222,000	210,200	215,000
Less Depreciation	3,149,020	3,025,000	3,244,800	3,417,000
Net Expenses	\$ 11,944,247	\$ 22,378,657	\$ 17,525,100	\$ 20,606,900
Net Increase/(loss)	\$ 8,665,053	\$ (1,769,657)	\$ 3,352,500	\$ 875,600

Attachments

1. Resolution 2023-__: Adopting the Fiscal Year 2024 Operating Budget and 2024-2028 Capital Improvement Budget
2. Fiscal Year 2024 Operating Budget and 2024-2028 Capital Improvement Budget
3. Presentation of Proposed Budget

Staff Report prepared by Sylvia Molina, Assistant Director of Finance and Administration

Attachment 1

RESOLUTION 2023-__

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BEAUMONT-CHERRY VALLEY WATER DISTRICT ADOPTING THE FISCAL YEAR 2024 OPERATING BUDGET AND 2024-2028 CAPITAL IMPROVEMENT BUDGET FOR THE FISCAL YEAR ENDING DECEMBER 31, 2024

WHEREAS, the Board of Directors of the Beaumont-Cherry Valley Water District has reviewed the staff report, draft budget, and associated materials distributed for the December 13, 2023, Regular Meeting of the Board of Directors; and

WHEREAS, the Board of Directors has determined that it is necessary for the efficient management of the District that certain sums of revenue be appropriated to the activities as set forth in said budget,

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

1. In all aspects, the recitals stated above are true and correct.
2. The Budget Staff Report and Presentation and all associated documents are incorporated herein by reference, approved, and adopted as findings.
3. The Board of Directors determines and adopts the proposed organizational structure outlined in the staff report, budget, and associated documents.
4. The Board of Directors hereby approves and adopts the Fiscal Year 2024 Operating Budget and 2024-2028 Capital Improvement Budget.
5. The District's General Manager is authorized to take all necessary actions to implement the provisions of the Fiscal Year 2024 Budget as adopted by this Resolution, including recruiting and appointing positions within the limits of said Budget and Plan without further Board action.
6. The General Manager is directed to implement the intent of this Resolution as soon as reasonable following applicable procedures. The expenditure amounts designated for Fiscal Year 2024 are hereby appropriated and may be expended by the departments or funds for which they are designated.

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

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Director David Hoffman, President of the Board of Directors of the Beaumont-Cherry Valley Water District

Director Daniel Slawson, Secretary to the Board of Directors of the Beaumont-Cherry Valley Water District



Beaumont-Cherry Valley Water District



FY 2024 Operating Budget and 2024-2028 Capital Improvement Budget

Table of Contents

Budget Message	1
Overview	8
About the Community.....	9
History	9
Service Area	10
Water Services, Supply, and Reliability	11
Local Economy and Profile	11
About the Beaumont-Cherry Valley Water District	13
District Governance	13
Board of Directors	14
Organization Chart.....	19
Personnel Summary by Department.....	20
2024 Salary Schedule.....	22
2023 District-Wide Accomplishments and 2024 Goals	24
2023 Executive Leadership Team Accomplishments and 2024 Goals	28
2023 District Awards	30
Resolution Adopting Budget	36
Accounting, Budgeting, and Rate-Setting Structure.....	37
Basis of Budgeting: Propriety Fund Accounting.....	37
What is a Budget?.....	37
Budget Planning and Preparation	38
Key Dates for the New Year Budget Preparation	38
How Does the Budget Compare to the Annual Financial Report?	40
Proposition 218	40
Budget Control and Amendment.....	40
Financial Guidelines and Policies.....	42
General Financial Goals	42
Cash and Investments	42
Operating Budget Guidelines.....	42
Reserve Policy	42
Operating Budget-Water Enterprise Fund.....	44
How is Water Measured?	45
Measurement Structure	45
Water Production	45

Rate Structure.....	45
Financial Summary-Water Enterprise Fund	47
Water Enterprise Fund-Statement of Revenues, Expenses, and Changes in Fund Balance	50
Revenue Detail.....	52
Operating Revenue	53
Non-Operating Revenue	57
Operating Expenses Detail	59
Budget by Department	60
Board of Directors	61
Engineering	64
Engineering.....	71
Development Services	73
Finance and Administration.....	75
Professional Services	84
Finance and Administration	85
Human Resources and Risk Management	87
Customer Service	89
Information Technology.....	91
Operations.....	97
Source of Supply.....	106
Cross-Connection/Non-Potable Water.....	108
Transmission and Distribution.....	110
Inspections.....	112
Customer Service and Meter Reading.....	114
Maintenance and General Plant	116
Budget Detail.....	119
Revenues: Budget Detail from 2022 Adopted to 2024 Proposed.....	120
Expenses: Budget Detail from 2022 Adopted to 2024 Proposed	122
Account Descriptions	131
Acronyms, Abbreviations, and Glossary of Terms	152
Capital Improvements	158
Capital Improvement Budget.....	159
What are Capital Improvements?	159
Ten-Year Capital Improvement Plan.....	159
Capital Improvement Project Summaries	161

Appendix A..... 168
Appendix B..... 169
Appendix C 170



Budget Message

January 01, 2024

To the Board of Directors, Customers, and Stakeholders of the Beaumont-Cherry Valley Water District:

For over one hundred years, the Beaumont-Cherry Valley Water District (BCVWD or District) and its Board of Directors (BOD) have provided residents and businesses in the City of Beaumont and the community of Cherry Valley with a safe and reliable water supply.

OUR MISSION

It is the mission of Beaumont-Cherry Valley Water District to be a leader in water resource management while providing our customers with safe, reliable drinking water at the lowest possible cost.

OUR VISION

To ensure long-term sustainability through further development of local water resources and to be recognized in the community for our transparency, integrity, and dedication to providing high-quality drinking water to our customers.

Importance

This budget document encompasses an overview of the progress for the District's past, current, and future years. BCVWD is proud to announce its budgetary accomplishment of achieving an award-winning budget and continued growth in the organization to advance efforts by providing funds to water services and payment utility programs, enabling the District to sustain services during the complexities and uncertainties of the world today. The District received the California Society of Municipal Finance Officers (CSMFO) Operating Budget Excellence Award for the FY 2023 Operating Budget and 2024-2028 Capital Improvement Budget (CIB) for the third consecutive year. The award represents the continued commitment to following budget preparation and compliance practices. To receive a government unit award, the agency must publish a budget document that meets specific criteria as a policy document, financial plan, and communication tool. Attainment of the Award represents a significant accomplishment by BCVWD and its management.

The purpose of this budget is to provide customers, the BOD, and other stakeholders with reliable financial information about the District. Through planning and preparing the budget, the District assesses its plans and goals for the foreseeable future by identifying and estimating the spending of financial resources.

Budget preparation considers significant policy, law, and governance impacting District revenues, such as reasonable water conservation efforts and changes in the local rate of development.

The document presents a stable Budget of conservative revenues and expense projections estimates.

Notable Budget Accomplishments

- ❖ Received the California Municipal Treasurers Association (CMTA) Investment Policy Certification
- ❖ Independent Audit rendered an unmodified (clean) opinion of the District's financial statements for the year ended December 31, 2022, prepared in conformity with generally accepted accounting principles ("GAAP")
- ❖ Received the Operating Budget Excellence Award Fiscal Year 2023
- ❖ Participation in the California Employers' Pension Prefunding Trust (CEPPT)

Notable District Accomplishments

In 2023, the District continued to meet the State and Federal drinking water standards and completed the required regulatory water quality sampling. The District also increased operational certifications by 66%, highlighting the District's dedication to continuing efforts to preserve water quality for protecting the environment, public health, and water allocation for present and future generations while creating a safe and inclusive environment for a diversified staff.

As the District continued to review and analyze water demands, the District furthered implementation of water consumption data updates of 32 housing tracts 2020-2022. The updates aid in understanding the effects of new water conservation measures related to District Water Supply Consumption. Work included sharing said information with regional and retail water managers as part of regional water supply planning efforts and advancing the Recycled Water Master Plan to 85% complete.

The District improved the mapping of the non-potable system, mapping of customer non-potable/potable water use areas, and the piping for use in Recycled Water by purchasing a Global Positioning System (GPS). The District launched a valve maintenance program and flushing modules through the District's system mapping platform and began routine valve maintenance of the distribution system. This is an ongoing multi-year project that will continue into 2024.

In 2023, the District completed the Master Drainage Plan Line 16 Storm Drain Project (MDP Line 16). The District provided the design, bidding, and construction of the replacement pipeline, and provided all work to avoid direct conflicts with the storm drain project, which included locating approximately 1,350 LF of 6", 8", and 12" pipelines. As a joint partner, the District assisted Riverside County Flood Control and Water Conservation District (RCFC&WCD) with review and oversight for grading related to the project outlined within the District's Noble Creek Recharge Facility Phase 2. The Project received the Outstanding Flood Management Project award from the American Society of Civil Engineers (ASCE) San Bernardino and Riverside branch, a Proclamation of Recognition from the County of Riverside Board of Supervisors, a Certificate of Recognition from the Riverside County Board of Supervisors, and Flood Control Project of the Year from the ASCE Los Angeles Section.

As BCVWD implemented IT protection plans, the District continues implementing its Cybersecurity Program. The program included upgrading and deploying cybersecurity technical controls, testing applications and technologies, and using artificial intelligence to identify security threats and systems that ensure a safe and effective workplace and safeguard customer information. The District also continued to conduct a Cybersecurity Awareness Training Program, improving the cybersecurity posture. The District received the 2023 Award for Achievement Information Technology Practices for Information Technology and Cybersecurity from the Municipal Information Systems Association of California (MISAC), a prestigious award designed to be a complete audit of an organization and is intended to foster and recognize outstanding governance and operation practices.

The District continued to maintain working relationships with regional stakeholders, including the City of Beaumont, the San Gorgonio Pass Water Agency (SGPWA), Yucaipa Valley Water District (YVWD), the City of Banning, San Gorgonio Pass Regional Water Alliance (SGPRWA), the County of Riverside, Riverside County Flood Control & Water Conservation District, Riverside Local Agency Formation Commission (LAFCO), and others. The District also continues collaborating with said agencies by participating with emergency personnel in responding to mud and debris flow events from the Apple/ El Dorado burn scar.

In the following pages, the Department outlines numerous accomplishments to provide a closer look at the District's and its consumers' achievements. These accomplishments demonstrate that the BOD and BCVWD staff are dedicated to the progression of the District's reliable service and financial sustainability of the District.

The District's budget is a financial summary outlining the District's day-to-day operations. The District comprises Engineering, Finance & Administration, Information Technology, and Operations Departments, all serving at the General Manager's pleasure.

The table below provides an estimated Net position (12/31/2024) of the Operating Budget revenues vs. expenditures:

Table 1 – Net Revenues, Expenses, and Net Position for 2024 Operating Budget

Net Revenues	\$21,482,500
Net Expenses	\$20,606,900
Net Increase/(loss)	\$875,600

Basis of Budgeting

The District's financial records use a method consistent with GAAP. The purpose of following GAAP guidelines is to provide clear, consistent, and comparable information on the District's financial health. The District follows the GAAP requirement that enterprise funds use the full accrual basis of accounting as the bookkeeping method. This practice establishes compliance with applicable laws, statutes, and administrative procedures. The District publishes an Annual Comprehensive Financial Report (ACFR), prepared using full accrual accounting, and provides a detailed and comprehensive presentation of the District's financial condition. There are exceptions where the accrual basis is not conducive to effectively representing the District's budget, in which case, GAAP is not followed. Therefore, the Budget is a mix of accrual and cash basis accounting. The ACFR includes an independent auditor's report providing opinions concerning the conformity of the District's financial statements to GAAP. The District participates in a calendar fiscal year that begins on January 1st and ends on December 31st.

Short- and Long-Term Issues Impacting the Budget

Water Rates

California voters adopted Proposition 218 in November 1996 to amend the State Constitution to establish how public agencies can raise taxes or service fees, providing the public access to involvement in water rate-making. The District continues to abide by the schedule of water rates and service charges approved by the BOD on February 27, 2020. A Water Rate study, last performed in 2019, includes evaluating the current rate structures and service cost and balancing revenue needed to mitigate customer rate increases. A study aims to determine if the District's operating revenues are appropriate to meet expenses, the cost of operations and maintenance, replacements, potential debt service, and issuance of capital improvement projects. The current implemented study revealed the need for new rates and charges based on increasing operating, maintenance, and capital replacement costs, which went into effect on March 1, 2020.

The Fiscal Year 2024 will be the final period of the five-year rate schedule. The rate adjustments provide a stable financial plan reflecting current and future cost recovery. The following water rate study tasks began in 2023, with a public hearing planned in 2024, and implementation in 2025. A public hearing is a public inquiry process allowing consumers and interested parties to ask questions through written submissions, discuss inquiry issues, and address concerns in a public forum to the BCVWD BOD before the implementation of a decision for a rate change.

In addition to the economic factors that the 2019 water rate study projected, the District will need to consider legislation related to Assembly Bill (AB) 1668 and Senate Bill (SB) 606, which establish guidelines for efficient water use including the implementat and oversight of new standards, to make conservation a California way of life. There will be a significant fiscal impact for compliance with the regulations including a significant reduction in water sales, a public campaign promoting conservation, and other potential administrative expenses. The total impact is unknown, however the 2024 Operating Budget includes considerations such as the potential for outside services or software for compliance as well as lower than average revenues to account for continued water reductions and conservation efforts.

Delta Conveyance Project

California's largest clean water supply depends on an aging and inefficient system that cannot adequately store water when available. The proposed solution, the Delta Conveyance Project (DCP), will provide an alternate delivery pathway through the Delta, thereby reducing the risk from earthquakes and climate change impacts (including sea level rise) and providing reliable water while protecting the environment. State Water Project (SWP) contractors and other public water agencies that rely on the supply will pay part of the cost of fixing California's primary water delivery system. The California Department of Water Resources is pursuing a new environmental review and planning process for a single tunnel solution to modernize Delta conveyance. The Delta Conveyance Authority (DCA) developed a preliminary cost estimate for the DCP; it is the DCA's opinion that there is a 50% probability that the DCP will cost \$15.9 billion in 2019 dollars. The San Geronio Pass Water Agency's (SGPWA) proportionate share of the estimated \$15.9 billion cost would range from about \$194 million up to \$318 million, depending on participation level.

The State of California Department of Water Resources provided a fact sheet with a Draft Environmental Impact Report (EIR) for the Delta Conveyance Project dated July 2022, which complies with the California Environmental Quality Act (CEQA). The report evaluates, discloses, and identifies potential environmental impacts and mitigation measures to avoid, minimize, or offset potential implications of the proposed Project and alternatives. The proposed Project modernizes water transport infrastructure in the Sacramento-San Joaquin Delta (Delta) by adding new facilities in the north Delta to divert water and upgrading the current system to include a tunnel for moving State

Water Project (SWP) water supplies. The U.S. Army Corps of Engineers (USACE) must comply with a similar environmental disclosure law. Accordingly, USACE is preparing an Environmental Impact Statement (EIS) for the proposed Delta Conveyance Project (DCP) in compliance with the National Environmental Policy Act (NEPA). The Project's purpose is to propose the DCP to modernize the SWP water transport infrastructure in the Delta to restore and protect the reliability of this critical state water supply. The Project objectives include addressing the effects of sea level rise and climate change, minimizing water supply disruption caused by an earthquake, protecting the SWP to deliver water reliably, and providing operational flexibility to improve aquatic conditions in the Delta.

Sites Reservoir

The BOD continues to provide authorization to participate as a member of the Sites Reservoir Project, an off-stream water storage project to increase flood protection and water storage opportunities in the geographic area north of the Bay Delta. On October 17, 2016, the SGPWA board of directors approved BCVWD's participation in the site reservoir project, and BCVWD BOD approved the authorization to participate on July 27, 2016. The Project is designed to increase operational flexibility through tributary releases into the Sacramento River. The reservoir estimates a maximum storage capacity of 1.5 million acre-feet (MAF), storing water during wet hydrologic years and releasing water during dry periods. The Project is estimated to cost approximately \$3 billion (2019), down from an initial project estimate of over \$5 billion, in which BCVWD shares in the cost by authorizing a water participation level. The District's Board has approved a participation level of 4,000 acre-feet per year (AFY) of supply in conjunction with the SGPWA's 10,000 AFY of supply participation during the planning phase of this Project.

According to SGPWA, as of December 20, 2021, SGPWA's participation in the Project is at a level of 10,000 acre-feet shares (AF-shares). The Project is currently at Phase 2 and anticipates a phase completion through 2024, which includes completing permitting and other planning activities. SGPWA is submitting Amendment 3 to Phase 2, which will execute an agreement between SGPWA and the Sites Project Authority (Authority) to continue Project participation, precisely to finish Phase 2 permitting and design work. Since 2016, BCVWD, working through the SGPWA as the local State Water Contractor, has requested to invest in the Project. BCVWD continues to participate in the Project at a level of 4,000 AF-shares as approved by BCVWD BOD. The investment brings the regional investment in Sites to 14,000 AF shares or approximately 87,000 AF storage in the 1.5 MAF Project. As the Project matures, continuing regional coordination and collaboration between SGPWA and BCVWD will be necessary to ensure the utilization of the Project (water, storage, delivery, trades/transfers, etc.), optimizing maximum regional benefit and avoiding local conflicts.

Increasing CalPERS Costs

Considerations at the state level include the various policy decisions presided over by the California Public Employees' Retirement System (CalPERS) Board that can directly impact the District's financial obligations to the pension fund. As the economy stabilizes, pension costs continue to increase nationally, imposing entities to increase current and anticipated payouts to beneficiaries caused by inflation. The funds to CalPERS pensioners come from three sources: CalPERS Employers, CalPERS Members, and Investment Earnings. Three key policy areas affect the District, causing contributions to change and the measurements of unfunded accrued liability to fluctuate. Those policy areas include asset allocation across investment portfolios, which, in turn, affects the second area: discount rate (or rate of return on investments of the fund) and the amortization policy, which governs the payment of the unfunded accrued liability. Implications for the District include higher pension costs and considerations of establishing a stabilization fund to build budget resiliency against future policy changes by the CalPERS Board. The District has been proactive in mitigating these costs.

In 2022, the District joined the California Employers' Retiree Benefit Trust (CERBT), a Section 115 trust fund dedicated to pre-funding Other Post-Employment Benefits (OPEB) for all eligible California public agencies.

Contributions to the CERBT are voluntary and determined by the District. Under the District's current Funding Policy, the OPEB Trust will be funded with \$104,000 annually through the end of Fiscal Year 2024. In 2023, the District also joined the CEPPT program, also a Section 115 trust fund, dedicated to pre-funding Employer Contributions to a Defined Benefit Pension Plan. Under the adopted Funding Policy, the Trust will be funded with \$135,000 for Fiscal Year 2024.

Budget Summary

In summary, the staff proposes a budget with estimated gross revenues of \$23,535,500, including \$19,292,000 in operating revenues, \$2,053,000 in capacity charges (facilities fees), and \$2,190,500 in other non-operating revenues.

The estimated gross operating expenses of \$24,238,900 allow a set aside for the Capital Replacement Fund of \$887,400 with \$104,000 of that amount earmarked for the District's Other Post-Employment Benefits (OPEB) Liability and \$135,000 for the Pension Liability.

The District continues to operate debt-free.

Revenues

The District receives funding from domestic water sales and service charges, agricultural water sales, grants, investment income, miscellaneous services, and capacity charges supporting future development. Water sales and pass-through charges are 75.7% of gross budgeted revenues for the fiscal year 2024.

A significant source of future funding contributions is using reserves for capital improvement projects. Implementing capital projects begins with allocating funds to start and complete projects within the District's Ten-Year Capital Improvement Plan (CIP).

Expenses

The Beaumont Basin relies on imported water to protect and replenish groundwater supplies. The District's most significant operating expense is the purchase of imported water from the SWP. In the fiscal year 2024, \$4,469,000 (rounded), or 18.4% of gross operating expenses, is appropriated for SWP water purchases of 11,200 AF. As a cost recovery district, pass-through charges finance water purchases.

Salaries and benefits comprise 34.7% of total budgeted operating expenses, down from 35.3% in 2023, and include 46 full-time positions, and 5 part-time or temporary positions, to address functions critical to providing service following best management practices. This is a change from 41 full-time positions, and 15 part-time or temporary positions, in 2023, as the District continues to invest in training and employee engagement.

Capital Improvement Budget (CIB)

In March 2017, the Board of Directors adopted the Ten-Year CIP for the Fiscal Year 2017-2026. The CIP project list and CIB are subsequently updated annually. Coordinating between capital projects and the operating budget allows an analytical approach to evaluating competing demands of resources based on a prioritization reflecting the District's goals and objectives. Identifying, prioritizing, and optimizing the CIP projects within the allowable CIB, the District informs the public of the capable fiscal capacities in infrastructure. The CIP reflects the District's budgetary ability to build, maintain, and manage the assets needed to produce, treat, and distribute water cost-effectively. This planning tool provides the framework for District investments over a ten-year horizon while providing the flexibility to adapt to changing infrastructure needs and opportunities.

The Capital Improvement Budget (CIB) presented in this document includes only the next five years of the CIP, as updated by the Board in March 2018. The BOD approves additions or changes to both the CIP list and the CIB through a process to sustain the infrastructure of the Beaumont-Cherry Valley Water District.

Respectfully Submitted,

Daniel Jagers
General Manager



Overview



About the Community

History

The Beaumont-Cherry Valley Water District's (District) origin dates back to the latter part of the 1800s when the Southern California Investment Company was the owner of the land that currently is the City of Beaumont and the community of Cherry Valley. The Company intended to build a system of water lines to develop subdivisions throughout the Beaumont and Cherry Valley areas. The area started to grow in the late 1880s, and in 1912 the community of Beaumont was incorporated. The District was formed in 1919 as the Beaumont Irrigation District under California Irrigation District law, Water Code Section §20500 et seq by vote of the people. The Beaumont Irrigation District purchased the holdings of the Beaumont Land & Water Company and the San Gorgonio Land and Water Company in 1920 and became part of the public agency. In 1973 the name was changed to the Beaumont-Cherry Valley Water District.

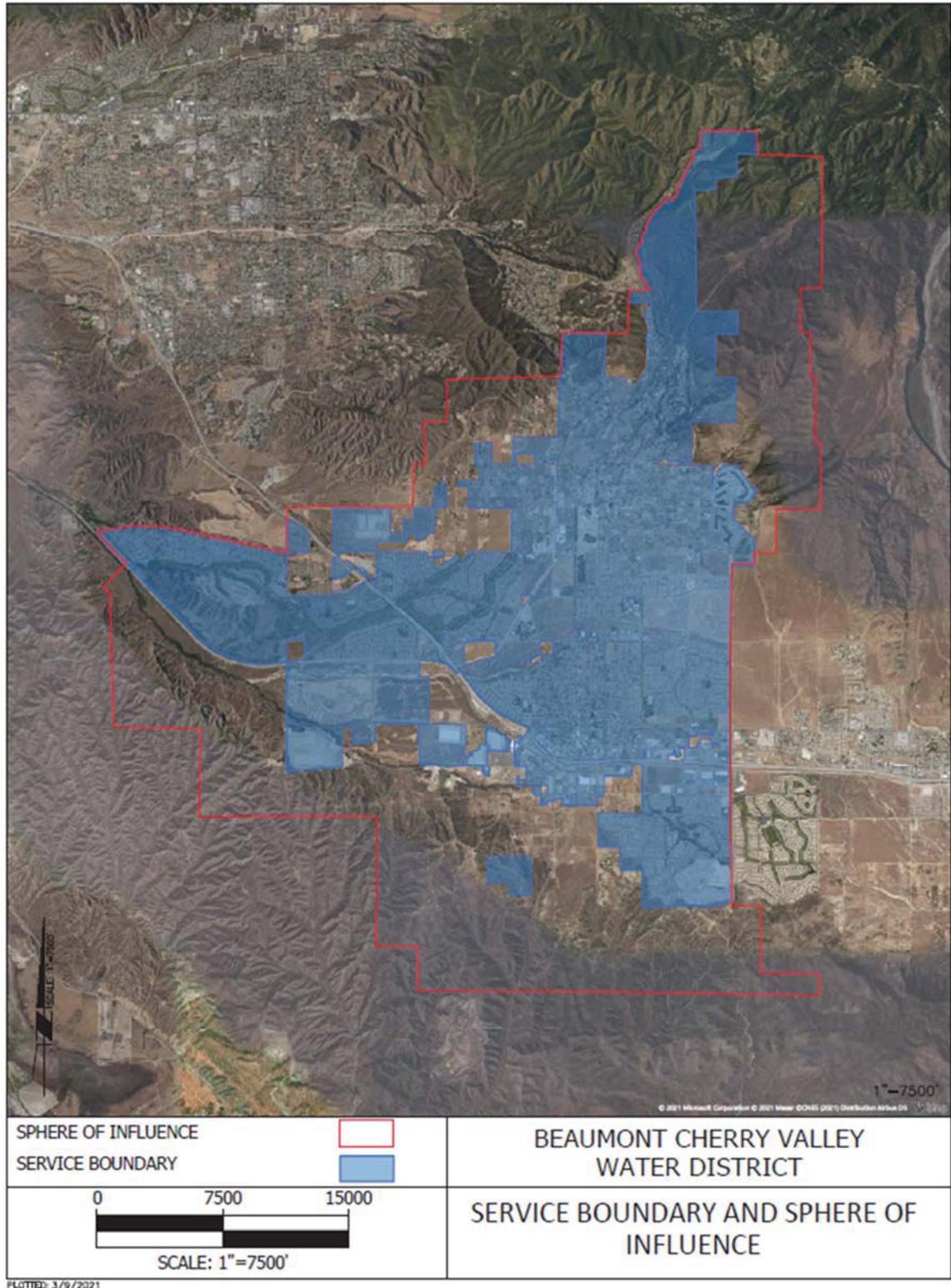
The District owns 575 acres of watershed land in Edgar Canyon in San Bernardino County and 949 acres of watershed land in Riverside County. This land includes parts of Edgar Canyon, which is named after Dr. William F. Edgar, a military doctor in charge of several hospitals during the Civil War. Dr. Edgar appreciated the beauty of the land and purchased it in 1859. He planted fruits and vineyards and later established the first winery in the area. Over the years, the District's name and mission have changed. Today, the Beaumont-Cherry Valley Water District continues to develop programs and policies that ensure water supply for the area's growing population.



Service Area

The District's present service area covers approximately 28 square miles, virtually all of which is in Riverside County and includes the City of Beaumont, the community of Cherry Valley, and some small areas of Calimesa.

BCVWD Service Boundary and Sphere of Influence



Water Services, Supply, and Reliability

The District has both a potable and non-potable water distribution system. At the end of September 2023, the District had 21,154 connections, an increase of 463 connections since September 30, 2022, 92.7% of which are for single-family residences.

The District has 24 wells and 15 tanks ranging from 0.5 million gallons (MG) to 5 MG. Total storage is approximately 23 MG.

In the early 2000's, the District's Board of Directors authorized the purchase of 78.8 acres of land, and eventually constructed the Noble Creek Recharge Facility to recharge imported water from the State Water Project. In September 2023, a ribbon cutting ceremony was held for a joint stormwater capture project between the District and the Riverside County Flood Control and Water Conservation District. This project will capture and recharge approximately 250 acre feet of water annually. The District is also planning for the possibility of highly treated recycled water being recharged at the facility further out. These water sources will receive additional natural treatment as they recharge the groundwater, like rain and runoff, which naturally treated seep into the ground to become groundwater.

The District's water production for the year ended December 31, 2022, totaled 13,560 acre-feet (AF) and consisted of 1,826 AF allocation of unused overlying water rights as determined by the Beaumont Basin Watermaster. Groundwater was pumped from Edgar Canyon (1,070 AF) and the Beaumont Basin (12,490 AF). The allocation of unused overlying water rights within the Beaumont Basin is calculated with the volume of available water not produced by the Overlying Parties and distributed to the Beaumont Basin Appropriators.

Local Economy and Profile

The District's Service Area is located within Riverside County, the tenth largest county in the United States of America, according to U.S. Census data. Riverside County and San Bernardino County comprise the Inland Empire, one of the nation's fastest-growing metropolitan areas. The Inland Empire covers approximately 27,000 square miles with a population of about 4.7 million.

The population in Riverside County is currently estimated to be approximately 2.48 million. According to the United States Census Bureau, the population in Riverside County has increased by about 13.57% since 2010, compared to the State's population growth during that same period of approximately 5.8%.

Since the early 2000s, the City of Beaumont continues to be a fast-growing city as the population nearly tripled between 1980 and 2005. Between 2010 and 2021, the City experienced a population increase of approximately 47%. Between April 2020 and July 2022 alone, there was an estimated 6.2% increase in population. The population (July 2022) is about 56,350 (2020 Census data estimated 53,100). Beaumont was the fastest-growing California city of those with people exceeding 30,000 in 2019.

However, the population in the unincorporated community of Cherry Valley has exhibited less drastic growth over the last decade. The population increased from about 6,300 in 2010 to approximately 8,025 in 2020. Primarily rural residential, the population density and development in Cherry Valley is less than in the City of Beaumont.

The District provides domestic and non-potable water service to a population of approximately 64,375 between the City of Beaumont and Cherry Valley. The population is expected to double by 2045. At "build-out," the District's total service area population may grow to over 145,000, but this may not happen until after 2045. Table 2 presents additional demographic and economic statistics for the County of Riverside.

The District’s current customer base comprises primarily residential and commercial customers. Large consumers remain consistent year to year, with the City of Beaumont, K Hovnanian’s Four Seasons, Beaumont Unified School District, CJ Foods, and Perricone Juices rounding out the top five users.

According to US Census Bureau projections, median household incomes within the City of Beaumont are \$92,797 and 21.9% higher than the County of Riverside at \$76,066, and 10.3% higher than the Statewide median household income of \$84,097. The median value of a single-family owner-occupied housing unit in the vicinity of the City of Beaumont is \$513,125.

Table 2 -Demographic and Economic Statistics⁽¹⁾

Beaumont-Cherry Valley Water District				
Demographic and Economic Statistics				
Last Ten Years				
Calendar Year	Population	County of Riverside		
		Median Household Income	Per Capita Personal Income	Unemployment Rate
2013	40,424	56,529	23,591	14.9%
2014	42,117	63,523	23,660	14.3%
2015	43,629	56,603	23,783	12.9%
2016	45,349	57,972	24,443	11.3%
2017	46,179	60,807	25,700	4.3%
2018	49,630	63,948	27,142	4.1%
2019	51,475	67,005	28,596	3.6%
2020	52,686	67,005	28,596	8.6%
2021	53,036	71,000	29,900	4.9%
2022	54,690	76,066	32,079	4.3%

Sources:
 Population : State of California Department of Finance
 County Data : United States Census; Riverside County Office of Economic Development

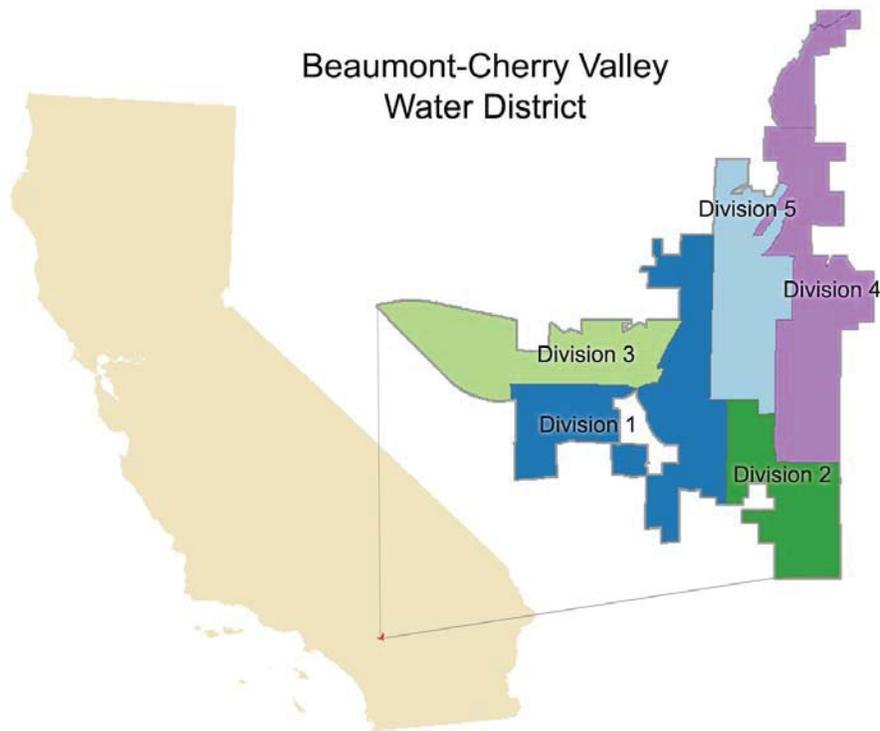
(1) Population from the State of California Department of Finance, for the City of Beaumont, within Riverside County

About the Beaumont-Cherry Valley Water District

District Governance

The District's Board of Directors comprises five members elected at-large by voters to serve a four-year staggered term and must be a resident of the division they represent. The District operates under a Board-Manager form of government. Appointed by the Board, the General Manager (GM) administers the daily affairs of the District and implements policy per the direction of the Board of Directors. The Board of Directors (BOD) meets twice a month, on the second Wednesday and fourth Thursday. Each year the BOD adopts an operating budget before the new fiscal year. The budget authorizes and provides the basis for financial reporting and control of the economic operation, and accountability for District funds.

<u>Board of Directors ⁽¹⁾</u>	<u>Division Represented</u>	<u>Term Expiration</u>
David Hoffman, President	Division 5	December 2, 2026
John Covington, Vice President	Division 4	December 2, 2026
Daniel Slawson, Secretary	Division 3	December 2, 2026
Lona Williams, Treasurer	Division 2	December 6, 2024
Andy Ramirez, Member	Division 1	December 6, 2024



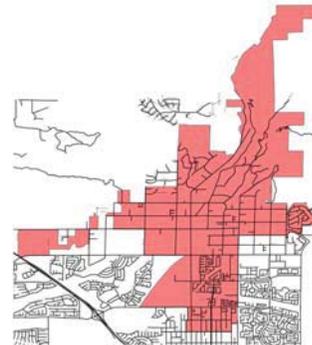
(1) Board members and their elected positions as of October 31, 2023

Board of Directors

Division 5



David Hoffman
President



Beaumont-Cherry Valley Water District Board Member

David Hoffman was elected to the Beaumont-Cherry Valley Water District (BCVWD) Board of Directors in 2014. Since taking office, Mr. Hoffman has dedicated himself to the District, emphasizing fiscal responsibility and sustainability. His devotion is recognized by Board nominations of Treasurer from 2017 through 2019 and again in 2021, and is currently serving as Board President in 2023, with unanimous support each year.

As a board member, Mr. Hoffman has ensured policies create successful projects in water conservation; securing \$1.5 million in federal grants for meter improvements; and implementation of the Beaumont MDP Line 16 Project, a joint project between the Riverside County Flood Control and Water Conservation District and the BCVWD.

Dedication to Progress

During the Covid-19 pandemic, Mr. Hoffman provided support on financial utility assistance grants through the California Water and Wastewater Arrearages Payment Program, a program funded by the State Water Resources Control Board using the Federal American Rescue Plan Act of 2021 (ARPA), as well as rent and utility support through the United Lift Rental Assistance Program through the County of Riverside. Director Hoffman is currently serving on the Recycled Water Committee which consists of representation from BCVWD, the City of Beaumont and San Geronio Pass Water Agency.

In addition to being the Board Treasurer for several years, Mr. Hoffman has been the Chairman of the Finance and Audit Committee since 2016. The Committee oversees financial reporting, audit, and internal controls while promoting fiscal responsibility and transparency.

Professional Experience

Mr. Hoffman has been a local businessman since 1982, providing products and services in the Calimesa and Cherry Valley areas. With a focus on customer service, individualized support and attention to detail, the family-run business has customers from all over the Inland Empire, has expanded to a 3,000-foot retail store and has an additional ten-acre hay yard. As a Calimesa Chamber of Commerce Member, Mr. Hoffman and his company understand the local community's needs and participate in the community workshop and animal education.

Director Hoffman District Goals

- ❖ Maintain a Balanced Budget with Full Transparency
- ❖ Pursue Additional Water Sources as the Area Continues to Grow
- ❖ District to Provide Safe and Healthy Water to all Rate Payers
- ❖ Secure Quality Capital Improvement Components and Outside Labor that Meets District Standards
- ❖ Provides a Safe and Desirable Work Environment for District Employees

Division 4



John Covington
Vice President

Beaumont-Cherry Valley Water District

John Covington was elected in 2014 and has also served as President, Vice-President and Treasurer for the Beaumont-Cherry Valley Water District (BCVWD). Director Covington is currently the Chair of the Personnel Committee and began his water career at BCVWD in 2000 as a Water Distribution System Operator / Supervisor.

Dedication to Progress

Director Covington has over 3 decades of industry experience, as well as serving many local agencies and intergovernmental committees. He is experienced in local and regional water issues and has been instrumental as an advocate for legislative reform relating to Native American water resources and water rights. Mr. Covington has provided expert witness testimony related to water rights and has been recognized by many agencies as a collaborative key person in negotiations and implementing key management decisions and projects.

Mr. Covington's commitment to the water industry and community is demonstrated through his community service, membership, and participation in several committees statewide.

Licenses and Societies

- ❖ State of California Water Distribution Grade III
- ❖ State of California Water Treatment Grade III
- ❖ American Water Works Water Distribution Operator Grade II
- ❖ State of California Tribal Advisory Committee Member
- ❖ American Water Works Association CA/NV Member
- ❖ Association of California Water Agencies Member
- ❖ California Rural Water Association Board Member
- ❖ State of California Delegate, National Rural Water Association Board of Directors
- ❖ Beaumont Cherry Valley Water District Elected Member (Elected)
- ❖ Riverside County Municipal Advisory Commission (Chairman)

Professional Experience

Currently, he has 35 years of water industry experience, an Associate of Arts Degree, and a Water Supply Engineering Certification from San Bernardino Valley College District. Mr. Covington has been employed by the Morongo Band of Mission Indians since 2005. He was hired to manage the Tribes Water and Wastewater Departments and implement all water resource management activities. He also serves in the capacity of Tribal Government Administrator which oversees numerous other tribal departments. His professional career started in 1987 in the public sector of the water industry and continues working for the Tribal Government. He also has extensive knowledge related to Tribal Water Rights (Federally Reserved) State Water Rights, and Statewide Resource Water Management.

Division 3



Daniel Slawson
Secretary

Beaumont-Cherry Valley Water District Board Member

Daniel Slawson has been a Board Member of the Beaumont-Cherry Valley Water District since 2012. His public service for the District includes a nomination and acceptance as the District's Board President in 2017, Vice-Presidency in 2019, and Board President in 2021. Each nomination was unanimously approved. His service aided the District in achieving and gaining annual recognition awards, sustaining financial stability, and providing a source for collaboration with other special district entities.

Dedication to Progress

In addition to advocating for conservation and fiscal sustainability, Mr. Slawson encourages collaboration and communication. In addition to being an elected Board Secretary to the District, Mr. Slawson is also:

- Chair of the San Geronio Pass Regional Water Alliance
- Member of the Association of California Water Agencies
- Member of the California Special Districts Association

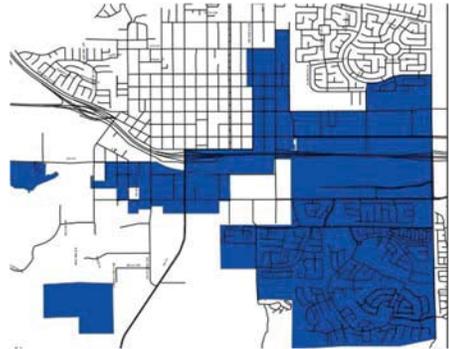
Professional Experience

As a partner of Winchester Associates, Mr. Slawson manages the Surveying Division and is Vice President of Land Surveying. Since 1992, his experience has been in local agency improvement design standards, infrastructure planning, parcel and tract mapping, and boundary and construction surveying. This experience has allowed him to understand and advise on infrastructure issues, comment on contract provisions and negotiations, and offer insight on project impacts on the region.

Mr. Slawson is licensed by the California Department of Consumer Affairs Board of Professional Engineers, Land Surveyors, and Geologists as a Professional Land Surveyor. Secretary Slawson has a Certificate in Computer Aided Design from the University of California Riverside.

Mr. Slawson was raised in the beautiful area of Moreno Valley and has lived in our prestigious City of Beaumont for 17 years. Mr. Slawson is married to a passionate and caring registered nurse, continuing the service theme, and his pre-teen daughter attends a local Beaumont public school.

Division 2



Lona Williams
Treasurer

Beaumont-Cherry Valley Water District Board Member

On October 2, 2018, Lona Williams was appointed to Division 2 of the Beaumont-Cherry Valley Water District (BCVWD) Board of Directors. She then ran unopposed for the vacancy and was re-appointed in the election for 2020-2024 term.

Dedication to Progress

During her tenure as Board President, she oversaw the acquisition of \$1.58 million in American Rescue Plan Act (ARPA) funds for the District, as well as the implementation of the Beaumont MDP Line 16 Project, a joint project between the Riverside County Flood Control and Water Conservation District (RCFC & WCD) and BCVWD. This project aims to protect the Cherry Valley community from a flood, which will help offset the need for imported water by conveying stormwater to the Noble Creek Recharge Facility and recharging the Beaumont Groundwater Management Zone. Additionally, as a board member, Director Williams helped ensure that implemented policies were successful for projects such as six water conservation projects; a cooperative agreement for recycled water; and securing \$1.5 million in federal grants for meter improvements.

Lona Williams also serves on the Finance and Audit Committee, which oversees financial reporting, audits and internal controls while promoting fiscal responsibility and transparency. Director Williams also serves on the Ad Hoc Communications Committee which has been instrumental in communicating to the rate payers throughout two state fire emergencies, the COVID-19 pandemic, the drought, and other local issues.

Professional Experience

Lona Williams holds a Master's Degree in Business Administration and a Bachelor of Science in Business from the University of Redlands. Director Williams is also a Veteran of the United States Army and her public sector work has allowed her to serve in a capacity at the local School District, City County and Federal levels. During her university career, she was twice inducted into the Whitehead Leadership Society, an organization established to encourage leadership and academic excellence within the University of Redlands School of Business & Society. As facilitators of professional education and lifelong learning, individual members of the Society have the responsibility to: Provide active service and support to the University community, foster an academic climate for enhancing School of Business & Society student achievement, focus on increasing productive student and faculty dialogue, and honor the traditions of the liberal arts.

Division 1



Andy Ramirez
Member

Beaumont-Cherry Valley Water District Board Member

Andy Ramirez has been a Beaumont-Cherry Valley Water District (BCVWD) board member since 2016. He is an experienced public servant and currently serves as the Director of Public Works & Community Services for a local agency. Director Ramirez enjoys simplifying organizational complexities, improving operational and budgetary efficiencies, and building cohesive teams. Mr. Ramirez has a Master's Degree in Public Administration and graduated with the highest honors from California Baptist University. He resides with his wife and children in Beaumont, California.

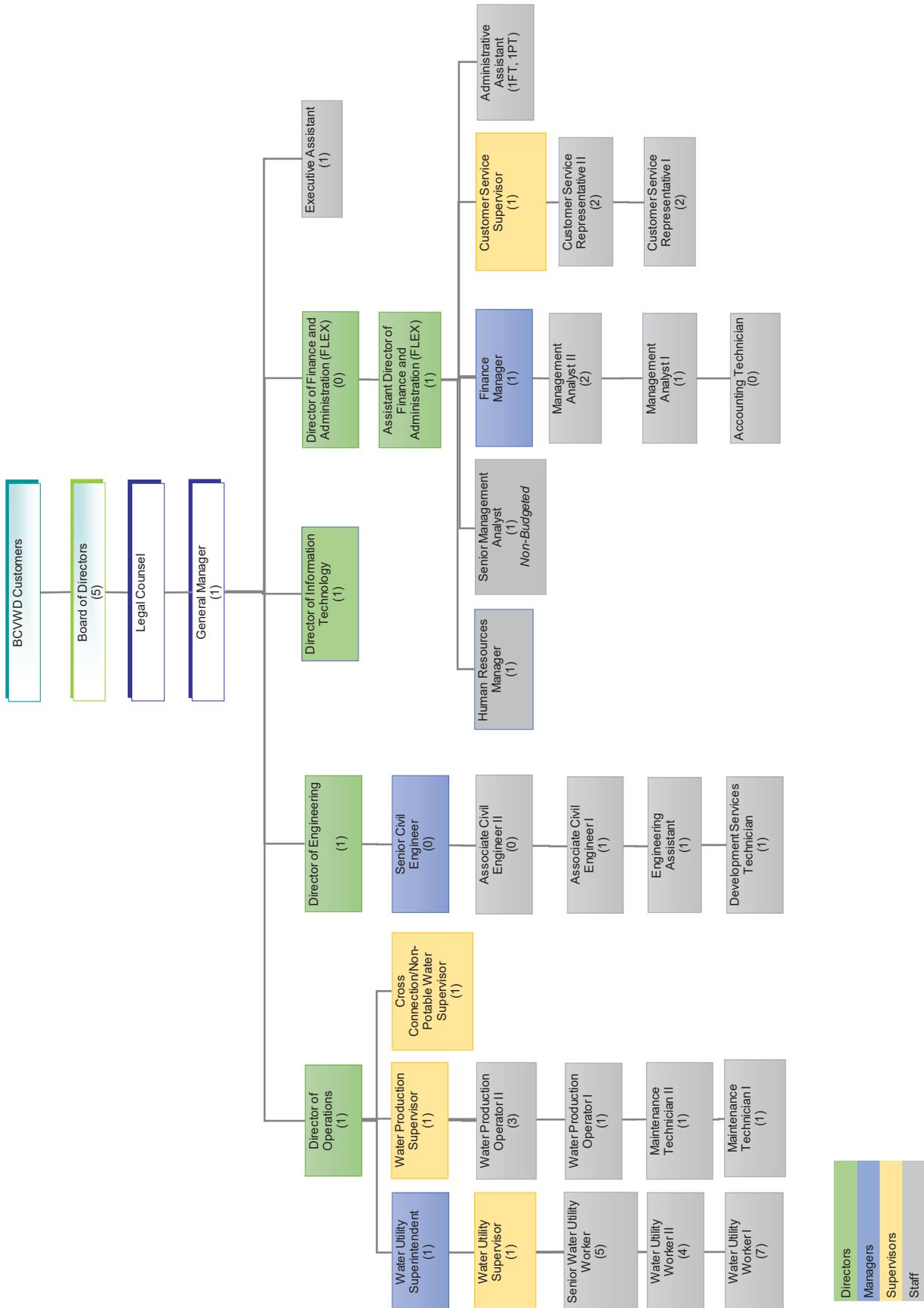
Dedication to Progress

As a board member, Member Ramirez has ensured that policies bring about successful projects such as six water conservation projects; a cooperative agreement for recycled water; securing \$1.5 million in federal grants for meter improvements; and implementing the construction of the Beaumont MDP Line 16 Project, a joint project between the Riverside County Flood Control and Water Conservation District (RCFC & WCD) and the BCVWD. This project aims to protect the Cherry Valley community from a local flood and offsets the need for imported water by conveying up to 500 acre-feet of stormwater to the Noble Creek Recharge Facility and recharging the Beaumont Groundwater Management Zone. Additionally, Mr. Ramirez advocated for area residents who lost income due to COVID-19 to seek rent and utility support through the United Lift Rental Assistance Program.

Professional Experience

Mr. Ramirez began his career in the water industry in the late 1990s, installing water and sewer pipelines. His diverse experience continued into the public sector as an executive advisor to the City of Hemet Fire Chief, a Management Analyst in the City Manager's office for the City of San Jacinto, managing operations for the City of San Bernardino, and directing public works and capital improvement projects for the City of Palm Desert. For over a decade, Mr. Ramirez has served in municipal government and has enjoyed collaborating with local municipalities and intergovernmental agencies such as the Western Riverside Council of Governments (WRCOG) and the Orange County Water District (OCWD). He and his family currently volunteer their time at their local church.

BCVWD Organization Chart 2023



Effective 01/01/2024

Personnel Summary by Department

Full and Part-Time District Employees	2020 Actual	2021 Actual	2022 Actual (FT)	2022 Actual (PT)	2023 Budget (FT)	2023 Budget (PT) ⁽⁹⁾	2024 Budget (FT)	2024 Budget (PT) ⁽⁹⁾
Engineering								
Engineering	6	5	4	1 ⁽¹⁾	4	3 ⁽¹⁾	4	3 ⁽¹⁾
Development Services							0	0
Finance and Administration								
Finance and Administration ⁽²⁾	7	8	7	1 ⁽⁴⁾	7	1 ⁽⁴⁾	8 ⁽⁶⁾	0
Human Resources	1	1	1	0	1	0	1	0
Customer Service ⁽³⁾	4	5	4	1 ⁽⁵⁾	5	1 ⁽⁵⁾	5	0
Information Technology								
Information Technology	1	1	1	0	1	0	1	0
Operations								
Source of Supply	4	4	6	0	5	0	5	0
Cross Connection/Non-Potable Water ⁽⁷⁾	4	4	6	0	1	0	1	0
Transmission and Distribution	12	13	13	5	13	10 ⁽⁸⁾	17 ^(9,10)	2
Field Inspections	0	0	0	0	0	0	0	0
Customer Service and Meter Reading	3	3	3	0	3	0	2 ⁽⁹⁾	0
Maintenance and General Plant	0	1	1	0	1	0	2	0
Total Positions	38	41	40	8	41	15	46	5
Full-Time Equivalent (FTE)	38	41	44		48.5		48.5	

- (1) Includes 2 part-time District Engineers at a maximum of 640 hours and 1 Intern at a maximum of 988 hours
- (2) Includes General Manager, Administrative Assistants, and until 2024, Customer Service Representatives
- (3) Split Customer Service employees from Finance and Administration, where had been recorded in prior years
- (3) Included 1 part-time Customer Service Rep I for a maximum of 988 hours and 1 part-time Accountant III for a maximum of 640 hours
- (4) Includes an Administrative Assistant for a maximum of 988 hours
- (5) Includes temporary part-time employee to implement the AMR/AMI program
- (6) Includes General Manager, Executive Assistant, and Administrative Assistant
- (7) Position created in 2023, split division in 2024
- (8) Includes 8 part-time Water Utility Worker I positions for seasonal projects for a maximum of 959 hours each as well as 2 temporary employees to implement the AMR/AMI program for a maximum of 2,000 hours each
- (9) Moved 2 employees from Customer Service and Meter Reading to Transmission and Distribution
- (10) Consolidated 6 temporary Water Utility Worker I positions into 2 full time positions

Salaries and Benefits

The District contributes to California Public Employees' Retirement System (CalPERS), a multiple-employer defined benefit pension plan. Effective fiscal year 2002, the District contracted with CalPERS for the retirement formula of 2.7% @ 55. All employees hired before 01/01/13 are covered under this retirement formula and are referred to as Classic Members. The Public Employees' Pension Reform Act (PEPRA) went into effect on 01/01/13, with a retirement formula of 2% @ 62. All employees hired after 12/31/12 and not a prior Classic Member of CalPERS are covered under this retirement formula. Participants are required to contribute up to 8% of their annual covered salary.

In previous years the District's unfunded liability was included as a percentage of the employer's contribution. Effective fiscal year 2018, CalPERS collects the employer contributions toward the plan's unfunded liability as dollar amounts instead of the primary method of a contribution rate. The plan's regular contribution continues to be collected as a percentage of payroll. The unfunded accrued liability (UAL) is billed at the beginning of the fiscal year, with the option of prepayment at a discounted rate or monthly payments. The District's UAL total for 12 monthly payments was \$216,666 for 2023/2024. The District opted for the single prepayment option of \$209,655 in lieu of the monthly payments, saving \$7,011.

Retiree Benefit/Other Post-Employment Benefits (OPEB)

The District offers post-employment medical benefits. Benefits and employee/employer contributions are based on a minimum of five years of service, hire date and date of retirement. In 2022, the Board adopted Resolution 2022-15: Electing to Participate in the California Employers' Retiree Benefit Trust (CERBT) program, Adopting the Agreement to Prefund Other Post-Employment Benefits through CalPERS, and Execution of Related Documents. CERBT is a Section 115 trust fund dedicated to prefunding Other Post-Employment Benefits (OPEB) for all eligible California public agencies. At the September 13, 2023 Regular Board meeting, the Board adopted Resolution 2023-24: Electing to Participate in the California Employers' Pension Prefunding Trust (CEPPT) program, Adopting the Agreement to Prefund Employment Contributions to a Defined Benefit Pension Plan through CalPERS, and Execution of Related Documents. By joining these trust funds, the District is prefunding future costs from investment earnings provided by CalPERS. Contributions to the CERBT and CEPPT programs are voluntary and determined by the District. Under the District's current Funding Policy, the CERBT is funded with \$104,000 annually, and the CEPPT is funded with \$45,000, annually, both through the end of Fiscal Year 2024.



2024 Salary Schedule

Beaumont-Cherry Valley Water District Salary Schedule by Classification

Effective: January 1, 2024 Classification	Salary Range*	Hourly rates (per step)					Annual Range	
		Step 1	Step 2	Step 3	Step 4	Step 5	(based on 2080 hrs.; rounded to nearest dollar)	
Accounting Technician	26	31.50	33.07	34.72	36.46	38.28	65,520	79,622
Administrative Assistant	22	28.53	29.96	31.46	33.03	34.68	59,342	72,134
Assistant Director of Finance	57	67.70	71.09	74.64	78.37	82.29	140,816	171,163
Assistant General Manager	69	91.05	95.60	100.38	105.40	110.67	189,384	230,194
Associate Civil Engineer I	42	46.74	49.08	51.53	54.11	56.82	97,219	118,186
Associate Civil Engineer II	47	52.89	55.53	58.31	61.23	64.29	110,011	133,723
Cross Connection/Non-Potable Water Supervisor	42	46.74	49.08	51.53	54.11	56.82	97,219	118,186
Customer Service Representative I	12	22.30	23.41	24.58	25.81	27.10	46,384	56,368
Customer Service Representative II	18	25.85	27.14	28.50	29.93	31.43	53,768	65,374
Customer Service Supervisor	33	37.43	39.30	41.27	43.33	45.50	77,854	94,640
Development Services Technician	22	28.53	29.96	31.46	33.03	34.68	59,342	72,134
Director of Engineering	61	74.73	78.47	82.39	86.51	90.84	155,438	188,947
Director of Finance and Administration	64	80.48	84.50	88.73	93.17	97.83	167,398	203,486
Director of Information Technology	56	66.06	69.36	72.83	76.47	80.29	137,405	167,003
Director of Operations	60	72.90	76.55	80.38	84.40	88.62	151,632	184,330
Engineering Assistant	37	41.32	43.39	45.56	47.84	50.23	85,946	104,478
Engineering Intern	4	18.30	19.22	20.18	21.19	22.25	38,064	46,280
Executive Assistant	42	46.74	49.08	51.53	54.11	56.82	97,219	118,186
Finance Manager	50	56.94	59.79	62.78	65.92	69.22	118,435	143,978
General Manager	contract					126.21		262,517
Human Resources Coordinator	31	35.64	37.42	39.29	41.25	43.31	74,131	90,085
Human Resources Manager	39	43.42	45.59	47.87	50.26	52.77	90,314	109,762
Maintenance Technician II	28	33.09	34.74	36.48	38.30	40.22	68,827	83,658
Maintenance Technician I	21	27.85	29.24	30.70	32.23	33.84	57,928	70,387
Management Analyst I	31	35.64	37.42	39.29	41.25	43.31	74,131	90,085
Management Analyst II	38	42.36	44.48	46.70	49.03	51.48	88,109	107,078
Senior Civil Engineer	53	61.33	64.40	67.62	71.00	74.55	127,566	155,064
Senior Management Analyst	45	50.34	52.86	55.50	58.28	61.19	104,707	127,275
Senior Water Utility Worker	27	32.29	33.90	35.60	37.38	39.25	67,163	81,640
Water Production Operator I	21	27.85	29.24	30.70	32.23	33.84	57,928	70,387
Water Production Operator II	28	33.09	34.74	36.48	38.30	40.22	68,827	83,658
Water Production Supervisor	42	46.74	49.08	51.53	54.11	56.82	97,219	118,186
Water Utility Superintendent	46	51.59	54.17	56.88	59.72	62.71	107,307	130,437
Water Utility Supervisor	39	43.42	45.59	47.87	50.26	52.77	90,314	109,762
Water Utility Worker I	17	25.33	26.60	27.93	29.33	30.80	52,686	64,064
Water Utility Worker II	22	28.53	29.96	31.46	33.03	34.68	59,342	72,134

Board of Directors

\$285 per day for meeting attendance in accordance with District rules and regulations

***Positions highlighted in grey are non-budget positions not intended to be filled in 2024*

**Beaumont-Cherry Valley Water District
2024 Full Salary Range Schedule**

Salary Range	Hourly				
	Step 1	Step 2	Step 3	Step 4	Step 5
1	16.99	17.84	18.73	19.67	20.65
2	17.42	18.29	19.20	20.16	21.17
3	17.86	18.75	19.69	20.67	21.70
4	18.30	19.22	20.18	21.19	22.25
5	18.76	19.70	20.68	21.71	22.80
6	19.23	20.19	21.20	22.26	23.37
7	19.70	20.69	21.72	22.81	23.95
8	20.20	21.21	22.27	23.38	24.55
9	20.70	21.73	22.82	23.96	25.16
10	21.23	22.29	23.40	24.57	25.80
11	21.75	22.84	23.98	25.18	26.44
12	22.30	23.41	24.58	25.81	27.10
13	22.86	24.00	25.20	26.46	27.78
14	23.41	24.58	25.81	27.10	28.46
15	24.01	25.21	26.47	27.79	29.18
16	24.61	25.84	27.13	28.49	29.91
17	25.33	26.60	27.93	29.33	30.80
18	25.85	27.14	28.50	29.93	31.43
19	26.50	27.82	29.21	30.67	32.20
20	27.15	28.51	29.94	31.44	33.01
21	27.85	29.24	30.70	32.23	33.84
22	28.53	29.96	31.46	33.03	34.68
23	29.25	30.71	32.25	33.86	35.55
24	29.98	31.48	33.05	34.70	36.43
25	30.73	32.27	33.88	35.57	37.35
26	31.50	33.07	34.72	36.46	38.28
27	32.29	33.90	35.60	37.38	39.25
28	33.09	34.74	36.48	38.30	40.22
29	33.92	35.62	37.40	39.27	41.23
30	34.76	36.50	38.32	40.24	42.25
31	35.64	37.42	39.29	41.25	43.31
32	36.52	38.35	40.27	42.28	44.39
33	37.43	39.30	41.27	43.33	45.50
34	38.37	40.29	42.30	44.42	46.64
35	39.33	41.30	43.36	45.53	47.81
36	40.30	42.32	44.44	46.66	48.99
37	41.32	43.39	45.56	47.84	50.23
38	42.36	44.48	46.70	49.03	51.48
39	43.42	45.59	47.87	50.26	52.77
40	44.49	46.71	49.05	51.50	54.08
41	45.62	47.90	50.29	52.80	55.44
42	46.74	49.08	51.53	54.11	56.82
43	47.91	50.31	52.83	55.47	58.24
44	49.12	51.58	54.16	56.87	59.71
45	50.34	52.86	55.50	58.28	61.19
46	51.59	54.17	56.88	59.72	62.71
47	52.89	55.53	58.31	61.23	64.29
48	54.21	56.92	59.77	62.76	65.90
49	55.56	58.34	61.26	64.32	67.54
50	56.94	59.79	62.78	65.92	69.22

Salary Range	Hourly				
	Step 1	Step 2	Step 3	Step 4	Step 5
51	58.38	61.30	64.36	67.58	70.96
52	59.84	62.83	65.97	69.27	72.73
53	61.33	64.40	67.62	71.00	74.55
54	62.86	66.00	69.30	72.77	76.41
55	64.45	67.67	71.05	74.60	78.33
56	66.06	69.36	72.83	76.47	80.29
57	67.70	71.09	74.64	78.37	82.29
58	69.39	72.86	76.50	80.33	84.35
59	71.12	74.68	78.41	82.33	86.45
60	72.90	76.55	80.38	84.40	88.62
61	74.73	78.47	82.39	86.51	90.84
62	76.61	80.44	84.46	88.68	93.11
63	78.52	82.45	86.57	90.90	95.44
64	80.48	84.50	88.73	93.17	97.83
65	82.49	86.61	90.94	95.49	100.26
66	84.55	88.78	93.22	97.88	102.77
67	86.65	90.98	95.53	100.31	105.33
68	88.83	93.27	97.93	102.83	107.97
69	91.05	95.60	100.38	105.40	110.67
70	93.32	97.99	102.89	108.03	113.43
71	95.66	100.44	105.46	110.73	116.27
72	98.05	102.95	108.10	113.51	119.19
73	100.49	105.51	110.79	116.33	122.15
74	103.01	108.16	113.57	119.25	125.21
75	105.59	110.87	116.41	122.23	128.34
76	108.24	113.65	119.33	125.30	131.56
77	110.94	116.49	122.31	128.43	134.85
78	113.70	119.39	125.36	131.63	138.21
79	116.55	122.38	128.50	134.92	141.67
80	119.47	125.44	131.71	138.30	145.21
81	122.45	128.57	135.00	141.75	148.84
82	125.51	131.79	138.38	145.30	152.56
83	128.64	135.07	141.82	148.91	156.36
84	131.86	138.45	145.37	152.64	160.27
85	135.16	141.92	149.02	156.47	164.29
86	138.54	145.47	152.74	160.38	168.40
87	142.00	149.10	156.55	164.38	172.60
88	145.56	152.84	160.48	168.50	176.92
89	149.20	156.66	164.49	172.71	181.35
90	152.92	160.57	168.60	177.03	185.88
91	156.74	164.58	172.81	181.45	190.52
92	160.66	168.69	177.12	185.98	195.28
93	164.68	172.91	181.56	190.64	200.17
94	168.80	177.24	186.10	195.41	205.18
95	173.02	181.67	190.75	200.29	210.30
96	177.34	186.21	195.52	205.30	215.56
97	181.78	190.87	200.41	210.43	220.95
98	186.32	195.64	205.42	215.69	226.47
99	190.97	200.52	210.55	221.08	232.13
100	195.74	205.53	215.81	226.60	237.93

COLA of 3.7% applied to all salary ranges

The District-Wide Accomplishments and Goals motivate the District to implement measurable action plans to meet the vision and mission of the District. The District reviews the goals' importance, value, and benefits to measure performance, enhance productivity, enforce fiduciary responsibilities, and provide a safe and secure workplace.

2023 DISTRICT-WIDE ACCOMPLISHMENTS

1. The District received recognition of the annual Great Place to Work certification in an employee engagement survey for the fiscal year 2023 by the international accreditation system, Great Place to Work, evaluating the organization's health. The certificate is the third consecutive year of recognition.
2. Received the Certificate of Achievement for Excellence in Financial Reporting for the fiscal year 2023 by the Government Finance Officers Association (GFOA), increasing the District's financial performance transparency.
3. Received the Operating Budget Excellence Award for the fiscal year 2023 by the California Society of Municipal Finance Officers (CSMFO) for summarizing financial information of key economic facts on expenditures and revenues.
4. Received the Investment Policy Certification for the fiscal year 2023 by the California Municipal Treasurers Association (CMTA) for Investment Policy Certification of sustained compliance with current state statutes governing local government entities' investment practices.
5. Received the the 2023 Award for Achievement Information Technology Practices for Information Technology and Cybersecurity from the Municipal Information Systems Association of California (MISAC), a prestigious award designed to be a complete audit of an organization and is intended to foster and recognize outstanding governance and operation practices
6. For the completed Master Drainage Plan Line 16 Storm Drain Project (MDP Line 16), the District received the Outstanding Flood Management project award from the American Society of Civil Engineers (ASCE) San Bernardino and Riverside branch, a Proclamation of Recognition from the County of Riverside Board of Supervisors, a Certificate of Recognition from the Riverside County Board of Supervisors, and Flood Control Project of the Year from the ASCE Los Angeles Section.
7. The District completed and distributed the 2022 Water Quality Report and Consumer Confidence Report to communicate BCVWD's source of drinking water quality to the levels of any contaminants found and potential health effects in the local drinking water.
8. The District secured \$2.58M of America Rescue Plan Act (ARPA) funding from the county of Riverside for the Noble Tank Pipeline and B-Line Projects.
9. The division completed the Well rehabilitation and pumping unit repair projects to improve the quality of supply and serviceable equipment and prevent excessive repair or equipment failure for Wells 10, 18, 23, and 29.
10. Coordinated and monitored mud and debris flow events and District responses (rain event

responses) from the Apple/ El Dorado burn scar with emergency personnel and Riverside County Flood Control & Water Conservation District (RCFC&WCD).

11. Replaced critical tank inlet and drain line isolation valves on Noble Tank, increased system redundancy and isolation capabilities. Said inlet and drain valves had reached the end of their service life and no longer functioned appropriately.
12. Purchased a Global Positioning System (GPS instrument), supported setup and interface with the Information Technology Department, and provided staff training to provide for the improved accuracy of the District's potable and non-potable water system maps, including water meter location activities as well as mapping of customer non-potable/potable water use areas, and Recycled Water piping locations for anticipated upcoming recycled water permitting activities.
13. Completed Backflow System Structured Query Language (SQL) Server and provided training materials for implementing said system as part of the District's Cross-Connection Control program.
14. Continued programming of approximately 36% of the remaining transmitters as components of the Automated Meter Reading/Advanced Metering Infrastructure (AMR/AMI) project, (7,500 transmitters of 20,450 total project transmitters).
15. The District completed the initial steps of Phase III of AMR/AMI project by coordinating the acquisition of materials and equipment necessary for implementation testing of AMI deployment completion in 2024.
16. The District advanced the cybersecurity initiative by deploying upgraded cybersecurity systems and associated programming, including but not limited to upgraded system monitoring and related technical controls, thereby maintaining the District's optimum cybersecurity response protocols. Work included deploying eight (8) Cybersecurity Control Technologies to improve the District cybersecurity posture.
17. The District advanced technology leveraging for improved operations, tracking, and quality assurance by implementing a pipeline, Hydrant Flush, and a Valve Exercise Geographic Information System (GIS)-based computer solution and providing staff training regarding said solutions.
18. Advanced District water system mapping efforts related to the District's GIS facilities mapping system. Said work included the addition of approximately 4 miles of piping related to recently constructed District and Developer projects.
19. The District completed multiple rehabilitation and reconstruction projects of existing facilities to promote higher maintenance activities and revise facilities' landscaping to improve facility aesthetics and drought tolerance, thereby enabling a better public image.

2024 DISTRICT-WIDE GOALS

1. Complete and Distribute the 2023 Water Quality and Consumer Confidence reports by communicating to consumers the report's availability by the end of the 2024 fiscal year. The report completion will

reflect an improvement in customer communication to meet BCVWD's annual goal of providing safe water to the community. The goal accomplishment is completing the report within the parameters of the State of California.

2. Continue to meet the State and Federal drinking water standards and required regulatory water quality sampling to administer preservation of water quality for protecting the environment, public health, and water allocation for present and future generations. Provide water sampling and operational requirements necessary to meet all State and Federal drinking water standards and all regulatory water quality sampling requirements, including completion of Unregulated Contaminant Monitoring Rule (UCMR) 5 water constituent sampling activities.
3. Finalize the design and construction documents for Water Storage Tank Recoating, Painting, and Rehabilitation at Cherry Tanks I & II, Vineland Tank I, and Lower Edgar Tank and complete coating, painting, and modifications to said facilities in 2023 and 2024.
4. Implement chlorination system retrofits at Well 29 and Well 25 for continued safe and uniform District chlorination equipment installations.
5. Complete the AMR/AMI project by supporting the final deployment of remaining automatic meters (approximately 200 meters) and associated transmitters (radios) at customer locations. Complete deployment includes installing system collector and repeater components throughout the District, quarterly testing, and quality assurance activities. Upon system testing and commissioning, the District will deploy the customer-facing web portal and enable AMI technology to automate, increase operational efficiency, and improve meter collecting and reporting capabilities by year-end 2024.
6. Continue advancing District and regional water supply activities, including analysis and planning for the District, the San Geronio Pass Water Agency (SGPWA) , and the San Geronio Pass region stakeholders, including updates to annual water supply and consumption modeling, annual water storage, and future needs assessments, and continued advancement of District and regional Sites Reservoir participation.
7. Replace Line Locator with a GPS-enabled system to improve accuracy in system mapping, response to Underground Service Alerts (USA), and efficiency.
8. Increase valve maintenance activities by 15% and continue logging maintenance activities via a tablet-based maintenance program in conjunction with the District GIS system mapping platform.
9. Locate all hard-to-find water meters with a GPS mapping system and GIS platform to ensure District locations of facilities are accurately located in GIS and recoverable in the field by District Staff over time.
10. The continued implementation of Department-wide coordination to commence and advance Capital Improvement Projects, including a request for proposals (as necessary) and design of the following District-Wide locations.
11. Advance the implementation of the new Supervisory Control and Data Acquisition (SCADA) system

that will enable staff to have increased oversight and control of all water operations and facilities; said system will include opportunities for remote and mobile device access, thereby improving system maintenance and control operations activities. Project components include site retrofits and upgrades of electrical equipment, wires, communications equipment, etc., and all District facilities sites (e.g., wells, booster, reservoirs, pressure-reducing stations).

12. Improve fiduciary responsibilities by earning an unmodified "clean" opinion for the financial statement audit. The opinion will reflect an improvement of transactional duties to ensure that financial information is represented fairly and accurately. The goal is accomplished by completing the 2023 financial audit by the end of the 2024 fiscal year.
13. Complete and implement the BCVWD Capacity Fee Study that communicates to consumers miscellaneous fees to cover the cost of services and materials, to encourage compliance with administrative rules, and to repair or replace damaged equipment related to water services.
14. Continue implementing the Water Shortage Contingency Plan (WSCP) and drought restrictions as part of the 2020 Urban Water Management Plan to meet the requirements of Governor Newsom's proclamation of a drought state of emergency for all counties in California.
15. The continued implementation in advancement to cybersecurity initiatives by deploying, testing, and refining applications, technologies, and systems reasonably necessary to ensure a secure, safe, and effective workplace.



The General Managers Executive Leadership Team provides strategic and operational leadership to the District to influence organizational tools to enhance productivity, enforce fiduciary responsibilities, and provide a safe and secure workplace.

2023 EXECUTIVE LEADERSHIP TEAM ACCOMPLISHMENTS

1. Provided organizational management and leadership to District employees by motivating a collaborative and teamwork approach to the organization's resources for improved efficiency and achieving goals.
2. Effectively communicated with the Board of Directors of District activities by promoting value-added interactions, accountability, building trust, and transparency for decision-making to sustain a healthy relationship and protect the organization's reputation for the betterment of the District and its consumers.
3. Collaborated with various external partnerships to build relationships and awareness with consumers, planning, development, and community groups to shape a collaboration platform for building the Districts community water resources.
4. Completed an Insurance Assessment of the District's Assets to ensure proper insurance coverage in the event of recovering financially from unexpected events.
5. Collaboration between executive leadership team to increase team-building efforts and improve communications through the organization related to the budget preparation process including a 3-part budget training series, multi-department workshops, and one-on-one discussions.

2024 EXECUTIVE LEADERSHIP GOALS AND OBJECTIVES

1. Drive Organizational excellence and teamwork throughout the organization.
2. Provide leadership for all Employees in:
 - a. Quality assurance of District Services and Water Supply.
 - b. Implementation of Organizational policies advisor.
 - c. Prompt and accurate communication.
 - d. Employee accessibility, mentoring, and guiding principals.
 - e. Adhere to District Standards and Policies.
3. Act in concert with the Board to effectively interface and communicate with Federal, State and local elected appointed officials.
4. Continue to meet the State and Federal drinking water standards and required regulatory water quality sampling to administer preservation of water quality for protecting the environment, public health, and water allocation for present and future generations.
5. Formulate and Process the implementation of the 2025 Water Rate Study to ensure customers pay for water in a fair, equitable, and aligned with the priorities of the District and community values.
6. Drive Recycled Water usage implementation with the City of Beaumont and the San Gorgonia Pass Water Agency.
7. Continue to build external inter-agency relationships with state, regional, and local stakeholders,

including the City of Beaumont, the San Geronio Pass Water Agency, Yucaipa Valley Water District, the City of Banning, San Geronio Pass Regional Water Alliance, the County of Riverside, Riverside County Flood Control & Water Conservation District, Riverside Local Agency Formation Commission, and others, and provide participation and leadership among agencies.



Beaumont-Cherry Valley Water District Awards



The California Society of Municipal Finance Officers (CSMFO) is the statewide organization serving all California municipal finance professionals, an affiliate of the nationwide Government Finance Officers Association (GFOA). Its mission is to promote excellence in financial management through innovation, continuing education, and professional development. Recognizing that public servants are obligated to serve the public's interests, CSMFO actively improves fiscal integrity and adherence to the highest standards of ethical conduct and creates better accountability by disseminating best practices.

CSMFO established the Operating Budget Excellence Award to recognize agencies whose budget documents reflect a commitment to specific statewide criteria of the highest quality, our comprehensive, transparent, and exhibit exceptional clarity and presentation effectiveness. The District has received the award for the past three years (2021, 2022, and 2023).

The award represents the continued commitment to following best practices in budget preparation. To receive the Excellence Award in budgeting, a governmental unit must publish a budget document that meets specific criteria as a policy document, financial plan, and communication tool. Attainment of the Operating Budget Excellence Award represents a significant accomplishment by BCVWD and its management.

California Municipal Treasurers Association



Investment Policy Certification



Issued on 09/07/2023

Beaumont-Cherry Valley Water District

The California Municipal Treasurers Association certifies that the investment policy of the Beaumont-Cherry Valley Water District complies with the current State statutes governing the investment practices of local government entities located within the State of California.





President

09/07/2023

Date

The California Municipal Treasurers Association (CMTA) was founded in 1958 by a handful of Municipal Treasurers from Northern and Southern California whose primary interest was improving their local government function. CMTA is a professional organization with a mission to lead in promoting and enhancing the fiduciary responsibility and integrity of individuals responsible for public funds.

The CMTA Investment Policy Certification confirms the District has met industry best practices for California's public sector agencies and districts. Fellow CMTA members reviewed the policy, many of which have earned the Certified California Municipal Treasurers (CCMT) designation, show transparency and due diligence, and cited all required Government Codes.

The award represents the continued commitment to following best practices in investments. To receive the award, a governmental unit must address eighteen areas of Investment Policies: Scope, Prudence, Objective, Delegation of Authority, Ethics and Conflicts of Interest, Authorized Financial Dealers and Institutions, Authorized and Suitable Investments, Review of Investment Portfolio, Investment Pools/Mutual Funds, Collateralization, Safekeeping and Custody, Diversification, Maximum Maturities, Internal Controls, Performance Standards, Reporting, Investment Policy Adoption, and Glossary. Attainment of the Investment Policy Certification Award represents a significant accomplishment by BCVWD and its management.



Government Finance Officers Association

Certificate of
Achievement
for Excellence
in Financial
Reporting

Presented to

**Beaumont Cherry Valley Water District
California**

For its Annual Comprehensive
Financial Report
For the Fiscal Year Ended

December 31, 2021

Christopher P. Morrill

Executive Director/CEO

The GFOA established the Certificate of Achievement for Excellence in Financial Reporting Program (Program) in 1945 to encourage and assist state and local governments to go beyond the minimum requirements of generally accepted accounting principles to prepare annual comprehensive financial reports that evidence the spirit of transparency and full disclosure and recognize individual governments to succeed in achieving that goal. The Certificate is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

Reports submitted to the Program are reviewed by selected members of the GFOA professional staff and the GFOA Special Review Committee, comprised of individuals with expertise in public sector financial reporting and includes financial statement preparers, independent auditors, academics, and other finance professionals.



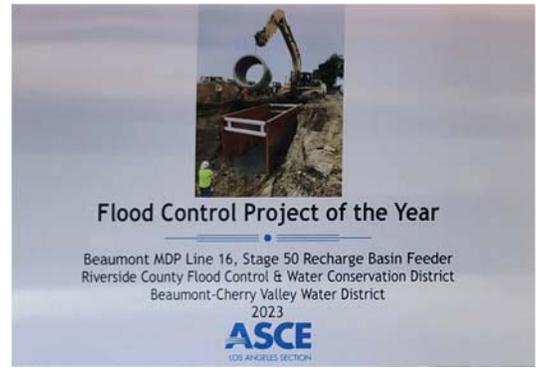
Organizations partner with Great Place To Work to understand how effectively their leaders create the conditions for an overwhelmingly positive employee experience. Great Place To Work offers best-in-class data about the employee experience, sourced from surveys taken by millions of employees globally. This data offers organizations invaluable insight into how their workers will interact with the workplace and establishes benchmarks for working conditions around the world.

Great Place To Work Certification criteria are the global standard for quantifying and benchmarking the employee experience. Certification evaluates workplace culture from the perspective that matters the most, the employee, offering the most comprehensive picture on the market of the internal health of an organization.

Positive employee responses to the Trust Index Survey (four and above on the five-point scale) are averaged to provide an organization-wide assessment of culture: the Trust Index. Companies that score above the current threshold become Great Place To Work Certified.



Outstanding Flood Management Project award from the American Society of Civil Engineers (ASCE)



Flood Control Project of the Year from the ASCE Los Angeles Section



Proclamation of Recognition from the County of Riverside Board of Supervisors



Certificate of Recognition from the Riverside County Board of Supervisors

For the completed the Master Drainage Plan Line 16 Storm Drain Project (MDP Line 16), the District has received the Outstanding Flood Management Project award from the American Society of Civil Engineers (ASCE) San Bernardino and Riverside branch, a Proclamation of Recognition from the County of Riverside Board of Supervisors, a Certificate of Recognition from the Riverside County Board of Supervisors, and Flood Control Project of the Year from the ASCE Los Angeles Section.

The American Society of Civil Engineers represents more than 150,000 members of the civil engineering profession in 177 countries. The Society advances civil engineering technical specialties and is an authoritative source for codes and standards that protect the public. The Flood Management award recognizes projects whose primary purpose is flood management and flood protection and that showcases advances and/or innovation in the management of flood plains, addressing historical flood issues or emergency flood repairs and related improvements to the benefit of the environment and downstream lands and communities.

The County of Riverside Board of Supervisors issues a Proclamation to commemorate large scale community or organizational milestones or events with historic and/or unique importance to the citizens of Riverside. A Certificate of Recognition recognizes individuals, in this case BCVWD, celebrating significant milestones and contributions to society.



The Municipal Information Systems Association of California (MISAC) includes IT professionals from cities, towns, public safety, special districts and other local governmental agencies/districts. The MISAC State Board of Directors manages the direction of the association as a whole via state bylaws and Four Pillars: education, member resources, relationships, and advocacy. MISAC strives to promote leadership, education, and access to resources for local agency technology professionals in order to enhance local government services and effectiveness using its Four Pillars.

The Award for Achievement Information Technology Practices for Information Technology and Cybersecurity is a prestigious award designed to be a complete audit of an organization and is intended to foster and recognize outstanding governance and operation practices.

Budget Resolution

Annually, the Board of Directors (BOD) approves and adopts the Fiscal Year (FY) Operating Budget and Capital Improvement Budget by adopting a Resolution.

The District's General Manager (GM) is authorized to take all necessary actions to implement the provisions of the FY Budget as adopted by the Resolution, including recruiting and appointing positions within the limits of said Budget and Plan without further Board action.

The GM is directed to implement the Resolution's intent following applicable procedures. The expenditure amounts designated for the FY are appropriated and expended by departments per funding source designation. The Finance and Administration Department prepares the annual Operating and Capital Improvement Budget (CIB), using projected financials for presentation to the BOD, intending to submit for full budget document approval before year-end, effective January 01.

RESOLUTION 2023-	
A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BEAUMONT-CHERRY VALLEY WATER DISTRICT ADOPTING THE FISCAL YEAR 2024 OPERATING BUDGET AND 2024-2028 CAPITAL IMPROVEMENT BUDGET FOR THE FISCAL YEAR ENDING DECEMBER 31, 2024	
<p>WHEREAS, the Board of Directors of the Beaumont-Cherry Valley Water District has reviewed the staff report, draft budget, and associated materials distributed for the December 13, 2023, Regular Meeting of the Board of Directors; and</p>	
<p>WHEREAS, the Board of Directors has determined that it is necessary for the efficient management of the District that certain sums of revenue be appropriated to the activities as set forth in said budget,</p>	
<p>NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Beaumont-Cherry Valley Water District:</p>	
<ol style="list-style-type: none">1. In all aspects, the recitals stated above are true and correct.2. The Budget Staff Report and Presentation and all associated documents are incorporated herein by reference, approved, and adopted as findings.3. The Board of Directors determines and adopts the proposed organizational structure outlined in the staff report, budget, and associated documents.4. The Board of Directors hereby approves and adopts the Fiscal Year (FY) 2024 Operating Budget and 2024-2028 Capital Improvement Budget.5. The District's General Manager is authorized to take all necessary actions to implement the provisions of the FY 2024 Budget as adopted by this Resolution, including recruiting and appointing positions within the limits of said Budget and Plan without further Board action.6. The General Manager is directed to implement the intent of this Resolution as soon as reasonable following applicable procedures. The expenditure amounts designated for FY 2024 are hereby appropriated and may be expended by the departments or funds for which they are designated.	
<p>ADOPTED this _____ day of _____, by the following vote:</p>	
AYES:	
NOES:	
ABSTAIN:	
ABSENT:	
<p>ATTEST:</p>	
<p>Director David Hoffman, President of the Board of Directors of the Beaumont-Cherry Valley Water District</p>	<p>Director Daniel Slawson, Secretary to the Board of Directors of the Beaumont-Cherry Valley Water District</p>
<p>Attachment – FY 2024 Operating Budget and 2024-2028 Capital Improvement Budget</p>	

Accounting, Budgeting, and Rate-Setting Structure

Basis of Financial Reporting: Proprietary Fund Accounting

Proprietary Funds create a record and account for transactions in government-related activities. The District's financial reporting structure is fund-based. A fund is a separate, self-balancing set of accounts used to account for segregated resources for specific purposes to follow particular regulations, restrictions, or limitations. There are two types of proprietary funds – enterprise funds and internal service funds. An enterprise fund is to account for an activity for which external users are charged a subsequent fee against goods and services. An internal service fund accounts for activities that provide goods and services to other funds. Both fund types use the same Generally Accepted Accounting Principles (GAAP), comparable to the private sector. As required by GAAP, the District's Water Fund uses the full accrual basis accounting, which recognizes revenues in the accounting period in which they are earned and expenses in the accounting period in which the liability is incurred. Unbilled water utility revenues accrue at year-end. A full accrual basis accounting recognizes the economic effect of events that impact an entity during the accounting period, regardless of whether cash was received or spent.

Proprietary Funds account for district activities where the focus determines operating income, financial position, and cash flow. Proprietary funds include enterprise and internal service funds. Both enterprise and internal service funds recover the total cost of providing services (including capital costs) through fees, other revenues, and charges on those using their services.

The District reports all activity in one enterprise fund, the Water Fund, which intends to support user charges or rates for water service. Proprietary funds mainly focus on the flow of economic resources recognized on the accrual basis of accounting. These funds primarily account for all the assets and liabilities relevant to the operations, both short-term and long-term. Occasionally, rate adjustments are needed to ensure the fund maintains adequate cash balances to cover operating costs, debt service, and capital repairs and replacements.

What is a Budget?

The fiscal year 2024 budget provides the following functions:

1. *A Policy Document*

The budget links desired goals and policy direction to the actual day-to-day activities of the District.

2. *An Operational Tool*

The budget directs the operation of the District. Activities of each function or department are formalized and described in the chapter Budget by Department. Budgets strategically plan for future business goals and financing needed to achieve such. Operating budgets facilitate planning anticipated income and expenses for a specified budget period. The process maintains an understanding of various District enterprises, how they relate to each other, and the goals and policies of the District and the Board.

3. *A Financial Planning Tool*

The budget is a financial planning tool. A balanced budget must be adopted by the Board of Directors and put in place before the expense of District funds on January 1. The budget provides the authority to spend District funds.

4. *A Link with the Community*

Transparency: The budget provides an opportunity to allow and encourage public review of District operations. The document describes the activities of the District, the reason or cause for those activities, future implications, and the direct relationship to constituents.

Budget Planning and Preparation

The budget process begins in February each year and has three distinct functions. The first, in February, is a debrief between Finance and all department staff involved in the prior year's budget process. The intention is to discuss the process, forms, and outcome, improve communication, and improve the process moving forward. By collecting input from each department, staff can address any inefficiencies and identify training needs for the budget processes to follow.

The second process is the mid-year review, which takes place each year in June. The departments review their expense accounts to determine if any mid-year adjustments or amendments are needed. An adjustment is a transfer within a department under \$50,000, approved by the department director and the General Manager. An amendment is an increase or decrease to the approved budget, usually for a considerable unexpected expense, that requires Board approval. In either case, the mid-year review asks departments to evaluate costs concerning their expectations for the current year to ensure that their budgets are on track.

The new year budget preparation begins in July of each year, with the departments preparing for the requirements for the following fiscal year. An annual kickoff meeting is scheduled to discuss the upcoming process, required forms and documents for requests, and timeline. The budget requests are reviewed by the Director of Finance and Administration, and recommendations are presented to the General Manager by September. The budget is presented to the Finance and Audit Committee in October for an initial budget review in detail to address questions before a draft is presented to the full Board of Directors. A budget workshop is scheduled with the Board of Directors (BOD) for the budget presentation and discussion. The presentation includes information from prior years, projections for the current year, and an explanation of the changes from year to year. Modifications requested by the Board of Directors are implemented to prepare the report's final draft, which is presented to be voted on in December of each year. Below is the budget calendar for the fiscal year 2024.

Table 3 - Key Dates for the New Year Budget Preparation

June	July
Mid-year review of FY 2022-2023 revenue and expenditures	Finalize mid-year budget projections for the BOD presentation
Review budget adjustment requests from the department (current fiscal year)	Present mid-year budget update to BOD
Prepare mid-year budget analysis and agenda report for the BOD meeting in July	Informal Status Update to Personnel Committee
Budget kickoff meeting with all Departments	Review of Capital Improvement Program (CIP) budgets and projects (status update)

August	September
Budget meeting with all Departments	Final review of CIP budgets and projects (status update)
Distribute department narratives, goals, accomplishments, and organization charts to Departments for review and update	Initial draft of expense justification reports requests due from Departments
Personnel Request Forms to GM (if applicable)	Supplemental budget requests due from Departments
Review of Departmental supplemental budget request	GM meetings with Departments to discuss proposed budget requests
Personnel change requests discussed at Personnel Committee	Completion of Departmental Goals & Accomplishments
Goals and Accomplishments meeting with all departments	

October	November
Personnel change requests discussed at Personnel Committee	Draft budget approved by Finance & Audit Committee
Draft budget prepared, review by Departments	Draft budget presented to BOD
Draft budget reviewed by Finance & Audit Committee in preparation for BOD review/approval	Final Draft budget finalized based on BOD discussion/directions

December
FY 2024 Budget adopted by BOD

How Does the Budget Compare to the Annual Financial Report?

The budgetary management of District funds is based on the “bottom line” and whether the expenses, including capital replacements, are supported by revenue. The District uses its reserve balances, or “ending reserves,” to evaluate its funds.

Some of the common differences between a GAAP-based Annual Comprehensive Financial Report (ACFR) and a budgetary basis of accounting are as follows:

- Under a budgetary basis, the receipt of debt proceeds, capital outlays (including the capital improvement program), and debt service principal payments are reported as non-operating revenues and expenses. Depreciation expense is not reported, except for informational purposes only.
- The opposite is true under a GAAP-based ACFR: capital outlays are reflected as additions to assets on the balance sheet and depreciated over their useful lives. Debt proceeds are shown as a liability, and principal expenses on debt service are reflected as a liability reduction.
- The timing of revenue and expenses are the same under GAAP-based ACFR and a budgetary basis of accounting. Revenues are recognized when earned, and expenses are recognized when incurred.

Proposition 218

The need for a rate increase can dictate the timing of the budget process. Proposition 218, officially titled the “Right to Vote on Taxes Act,” was approved by California voters in 1996. It amended the State Constitution and established additional procedural requirements and limitations on new and increased taxes, assessments, and property-related fees and charges.

For special districts such as Beaumont-Cherry Valley Water District (BCVWD), any fees or charges imposed on persons as an incident of property ownership (water commodity charges, service charges, related late charges and fees, sanitation fees, etc.) must comply with the requirements of this law. Specifically, the District must notify all affected property owners 45 days before a public hearing on any proposed rate increase. During those 45 days, the property owner may choose to protest the increase by submitting a written form to that effect. The proposed fee or increase is prohibited if written protests constitute a simple majority (50% + 1).

Substantive requirements of Proposition 218 include restrictions on expenses that may be included in the fee or rate. For example, revenues cannot exceed the costs required to provide the property-related service, and revenues from the fee cannot be used for any purpose other than that for which it was imposed. These requirements suggest that an agency develop the cost of service studies that document the costs for which their fees and rates are imposed, utilizing appropriate industry principles and guidelines.

Budget Control and Amendment

Throughout the budget period, the management staff is responsible for monitoring their department’s budgets. Finance staff provides tools for managers to review their budgets at any time. In addition to the budget process, the team presents a monthly budget report to the Finance and Audit Committee for a detailed review before being submitted to the Board of Directors (BOD) for review and approval. The reports update the BOD on the progress of all operating revenues and expenses for the Water Fund. The Finance and Audit Committee also undertakes a comprehensive mid-term and mid-year review of the District’s operating budget, which is then submitted to the Board. If, during the mid-year budget review or during the budget presentation to the Finance and Audit Committee, it is determined that a significant adjustment is needed, then finance staff will work with managers to prepare a Budget Adjustment or Amendment request to be approved.

The General Manager (GM) is responsible for keeping the expenses within budget allocations and may adopt budget policies necessary to carry out that responsibility. No expenditure of funds shall be authorized unless sufficient funds have been appropriated by the Board or reallocated by the GM as described in this budget.

The GM may exercise discretion in the Administration of the budget to respond to changed circumstances by requesting budget transfers between line items within their department. Budget transfers (or adjustments) between departments must be approved by each department director and the GM. Any single line item modification of more than \$50,000 shall require approval by the BOD. Any amendment (addition or reduction) to the budget shall also require approval by the BOD. All budget transfers are documented and tracked in the District's computerized financial system and reported to the Finance and Audit committee at regular meetings on the first Thursday of each month.

The GM may authorize hiring full-time staff if the Board of Directors has approved the position or classification. In addition, the General Manager may approve the hiring of temporary or part-time staff as needed.

The GM's Declaration of a District Emergency is a public acknowledgment of the severe situation the District faces and that the District's resources may not be adequate to respond to the emergency. The BOD, in consultation with the GM, may delegate to the General Manager the authority to suspend competitive bidding and enter emergency contracts of up to two-hundred fifty thousand dollars (\$250,000), as authorized by Public Contract Code §20567 and §22050. The Board must ratify the declaration within fourteen (14) days at a regular, special, or emergency Board meeting.



Financial Guidelines and Policies

General Financial Goals

- Ensure delivery of an adequate level of water-related services by assuring reliance on ongoing resources and maintaining an adequate financial base
- Ensure the District can respond to changes in the economy or new service requirements without an undue amount of financial stress
- Assure ratepayers that the District is well-managed financially
- Adhere to the highest accounting and management policies as set by Government Finance Officers Association (GFOA), Governmental Accounting Standards Board (GASB), and other professional standards for financial reporting and budgeting

Cash and Investments

The District maintains cash and investment programs following the District Investment Policy, intended to provide guidelines for the prudent investment of surplus cash, reserves, trust funds, and restricted monies and to outline a policy for maximizing the efficiency of the District's cash management system in compliance with Section 53646 of the Government Code of California. The policy applies to all financial assets of the District as accounted for in the audited financial statements. The primary objectives of the District's investment activities, in order of priority, are the safety of the principal through the mitigation of both credit and market risk, maintenance of the liquidity necessary to meet cash flow needs, and, lastly, return on investment.

Operating Budget Guidelines

Based on the District's balanced budget definition, current operating expenses will be paid from current revenues and reserves carried forward from the prior year. Additional personnel is requested to meet program initiatives, and policy directives after service needs are identified.

Reserve Policy

This policy, incorporated with Board of Directors Resolution 2010-10, adopted on July 14, 2010, identifies restricted reserves as Future Capital Commitments, Funds Held for Others, and Debt Service. Board-designated unrestricted reserves are identified in the policy as Emergency, Capital Replacement, and Operations.

Designated Reserves

1. *Emergency Reserve*

The purpose of the Emergency Reserve is to ensure continued service to the District's customers and service areas for events that are impossible to anticipate and budget. The Emergency Reserve is adjusted annually to a minimum of 15% of the annual operating budget.

2. *Capital Replacement Reserve*

The Capital Replacement Reserve is designated for purchasing equipment, physical plant, infrastructure, water conservation projects, and other capital items. They are designed to stabilize funding for capital by accumulating "pay as you go" reserves available for necessary capital purchases. The Capital Replacement Reserve is funded through sources other than capacity fees, including operating revenues, and is available for capital improvements.

3. *Reserve for Operations*

The Reserve for Operations is to be used for working capital purposes and to ensure the continuity of customer services regardless of cash flow. This Reserve has adjusted annually to a minimum amount sufficient to pay for three months of budgeted operating expenses, not exceeding a maximum of six months of budgeted operating expenses. Adequate reserves and sound financial policies provide financial flexibility in the event of unanticipated expenses or revenue fluctuations.

Restricted Reserves

1. *Reserves for Future Capital Commitments*

Reserves for Future Capital Commitments are established by resolution to designate specific fees for expanding the domestic water system. The annual minimum funded represents fees collected during the year. Appropriation of reserves is approved through Board action. Funds appropriated to these reserves are invested similarly to other District investments, with interest earnings on the restricted reserves credited logically and systematically.

2. *Reserves for Funds Held for Others*

The Board of Directors establishes reserves for Funds Held for Others to segregate funds held for others, such as refundable or prepaid deposits. They are adjusted to equal the funds held for others at year-end. Funds appropriated to these reserves are invested similarly to other District investments.

3. *Debt Service Reserve*

The Debt Service Reserve is established to be used to provide for the repayment of debt. This Reserve is maintained at the minimum required by funding covenants. Funds appropriated to these reserves are invested similarly to other District investments, with interest earnings on the restricted reserves credited logically and systematically.

Operating Budget – Water Enterprise Fund



How is Water Measured?

Measurement Structure

Water is commonly measured by the acre-foot (AF). The AF measurement is used when the District imports large quantities of water from the San Geronio Pass Water Agency (SGPWA) by the California State Water Project (SWP).

The unit of measure that the District uses for billing domestic water customers is one hundred cubic feet (CCF) of water. One CCF equals 748 gallons.

One acre-foot equals 325,851 gallons, enough to flood a football field - roughly an acre in size - one foot deep. In contrast, as a typical bathtub holds 50 gallons of water, it takes approximately 15 bathtubs full of water to equal one CCF.

Water Production

Actual water production from January through October was down 521,474 CCF in the fiscal year 2023 versus the same period in the fiscal year 2022. A potential reason for the decrease in consumption is cooler and wetter weather than experienced in 2022 over the same period as well as some increases due to new home construction.



Rate Structure

The District bills residential services every two months (bi-monthly), resulting in six total bills per year for most customers. The existing rate structure for potable water consists of a bi-monthly fixed charge based on meter size and customer classification.

Each customer classification type is assigned a different monthly fixed charge to reflect the difference in the service cost. The classifications for the water meter service charges are:

1. Domestic/ Commercial/ Non-potable: Single-family residential, single business commercial unit, or non-potable water service unit per meter.
2. Multiple Residential/ Multiple Commercial: Residential or commercial customers with multiple units on one meter. For example, an apartment building would fall into this classification.

Table 4 – Bi-Monthly Potable and Non-Potable Water Meter Service Charges

Meter Size	January 2022	January 2023	January 2024
5/8"	\$25.87	\$27.69	\$29.63
3/4"	\$35.65	\$38.15	\$40.83
1"	\$55.24	\$59.11	\$63.25
1 1/2"	\$104.21	\$111.51	\$119.32
2"	\$162.97	\$174.38	\$186.59

Additionally, all customers pay a commodity rate by customer class on all water consumption. These rates are shown in the table below. Domestic residential customers pay a three-tiered rate based on consumption at each tier level. All other customers pay a uniform rate per CCF consumed. Additionally, the District passes through imported water charges and the cost of power to transmit and distribute water to all customers.

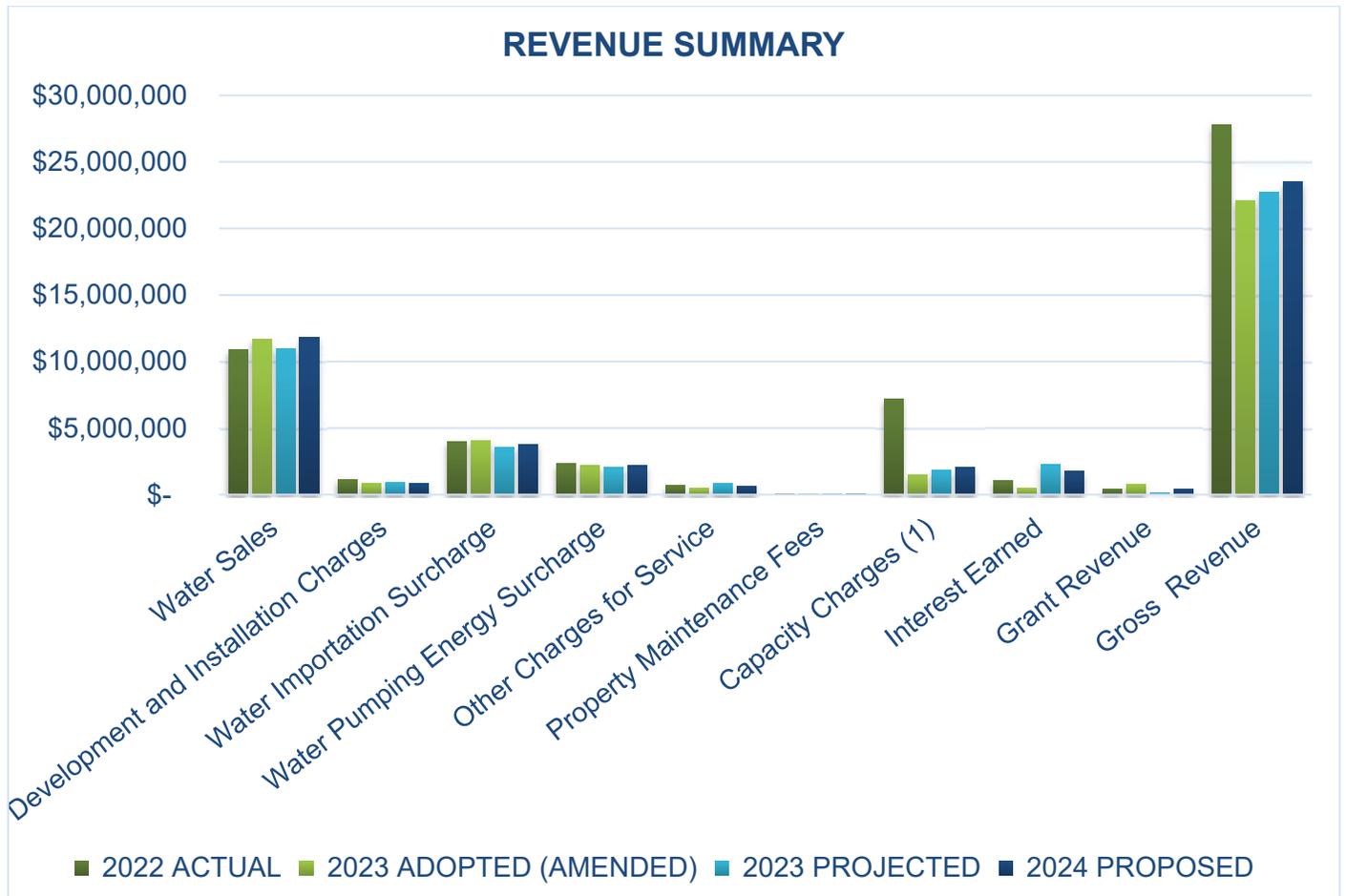
Table 5 – Bi-Monthly Potable and Non-Potable Water Commodity Rates

Customer Class	Monthly Tiers (CCF)	January 2022	January 2023	January 2024
Single Family				
Tier 1	16	\$0.76	\$0.82	\$0.88
Tier 2	34	\$.94	\$1.01	\$1.09
Tier 3	34+	\$1.57	\$1.68	\$1.80
Multi-Family	Uniform	\$1.17	\$1.26	\$1.35
Commercial/Industrial	Uniform	\$1.10	\$1.18	\$1.27
Fire Service	Uniform	\$1.35	\$1.45	\$1.56
Landscape Irrigation	Uniform	\$1.22	\$1.31	\$1.41
Schedule Irrigation	Uniform	\$1.22	\$1.31	\$1.41
Construction	Uniform	\$1.35	\$1.45	\$1.56
Non-Potable	Uniform	\$0.96	\$0.98	\$0.98
State Water Project (SGPWA)		<i>Pass-Through</i>	<i>Pass-Through</i>	<i>Pass-Through</i>
SCE Power Charge (Pumping)		<i>Pass-Through</i>	<i>Pass-Through</i>	<i>Pass-Through</i>
Non-potable Water Supply		<i>Pass-Through</i>	<i>Pass-Through</i>	<i>Pass-Through</i>
Non-potable Water Power		<i>Pass-Through</i>	<i>Pass-Through</i>	<i>Pass-Through</i>

Financial Summary – Water Enterprise Fund

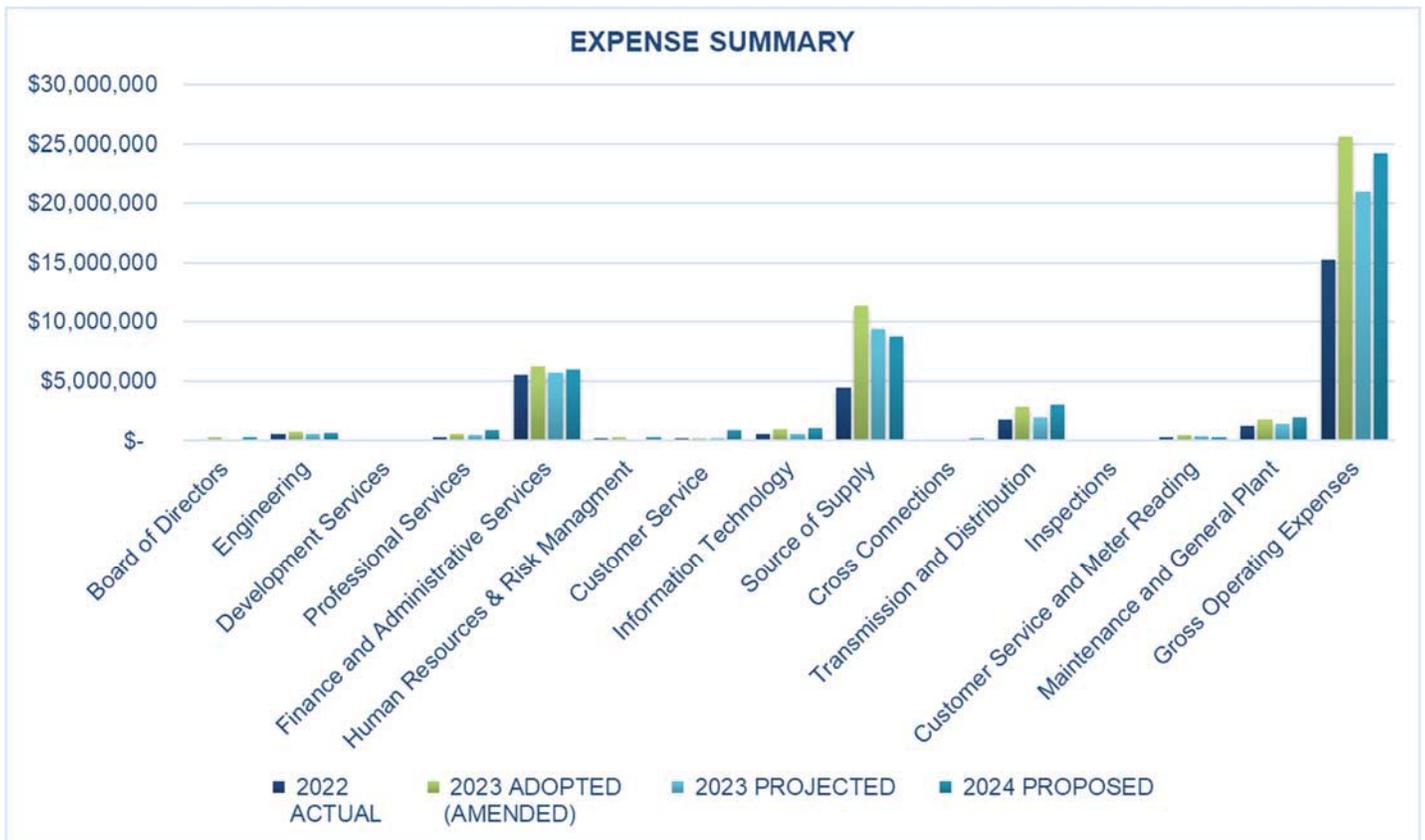
	2022 ACTUAL	2023 ADOPTED (AMENDED)	2023 PROJECTED	2024 PROPOSED	CHANGE <i>(Proposed less Adopted- Amended)</i>
Operating Revenue					
Water Sales	\$ 10,899,400	\$ 11,690,000	\$ 10,982,000	\$ 11,823,000	\$ 133,000
Development and Installation Charges	1,153,300	834,000	944,600	834,000	-
Water Importation Surcharge	3,994,800	4,072,500	3,570,600	3,783,000	(289,500)
Water Pumping Energy Surcharge	2,331,200	2,227,500	2,082,800	2,207,000	(20,500)
Other Charges for Service	680,700	467,000	820,900	645,000	178,000
Total Operating Revenue	19,059,400	19,291,000	18,400,900	19,292,000	1,000
Non-Operating Revenue					
Property Maintenance Fees	\$ 45,500	\$ 50,000	\$ 42,600	\$ 42,000	\$ (8,000)
Capacity Charges ⁽¹⁾	7,181,400	1,484,000	1,866,100	2,053,000	569,000
Interest Earned	1,071,000	484,000	2,285,400	1,751,500	1,267,500
Grant Revenue	433,400	784,000	151,600	397,000	(387,000)
Total Non-Operating Revenue	8,731,300	2,802,000	4,345,700	4,243,500	1,441,500
Gross Revenue	27,790,700	22,093,000	22,746,600	23,535,500	1,442,500

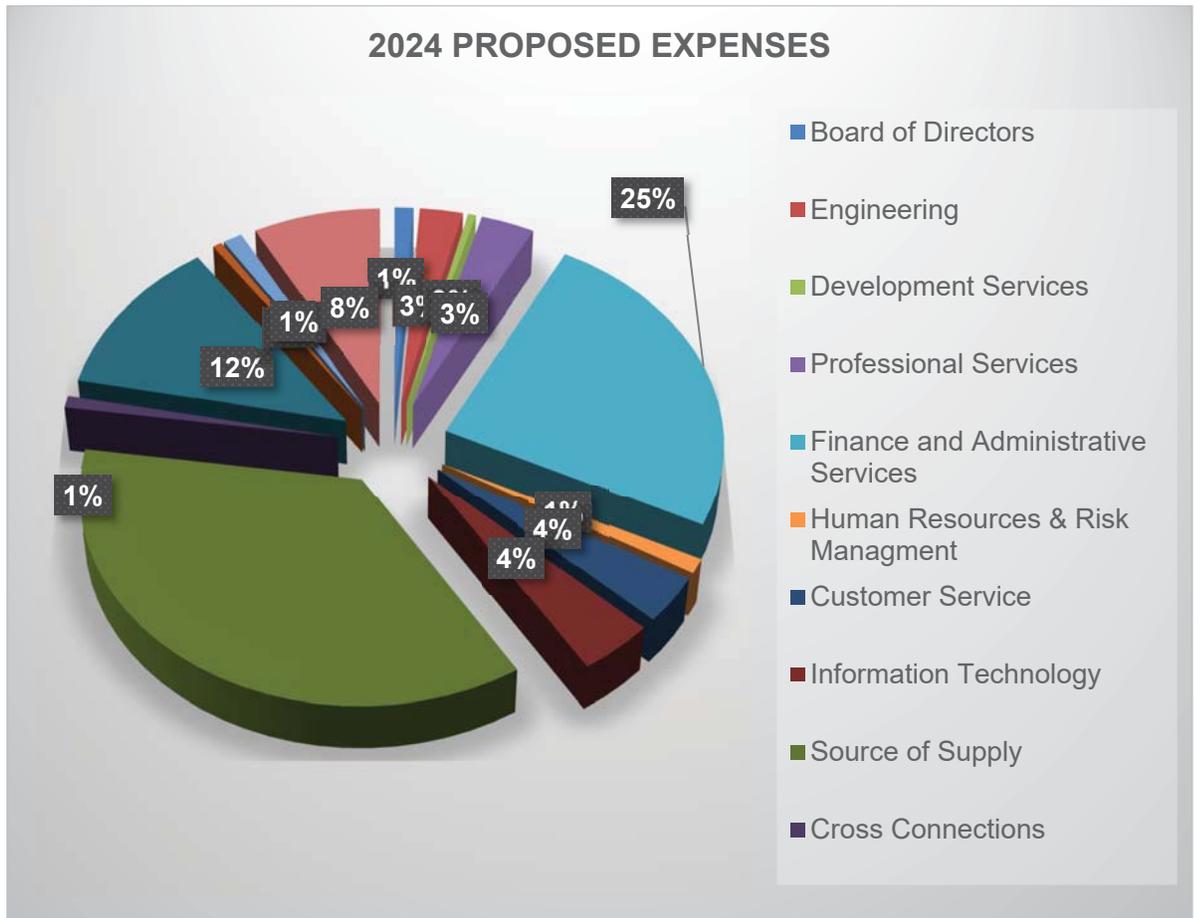
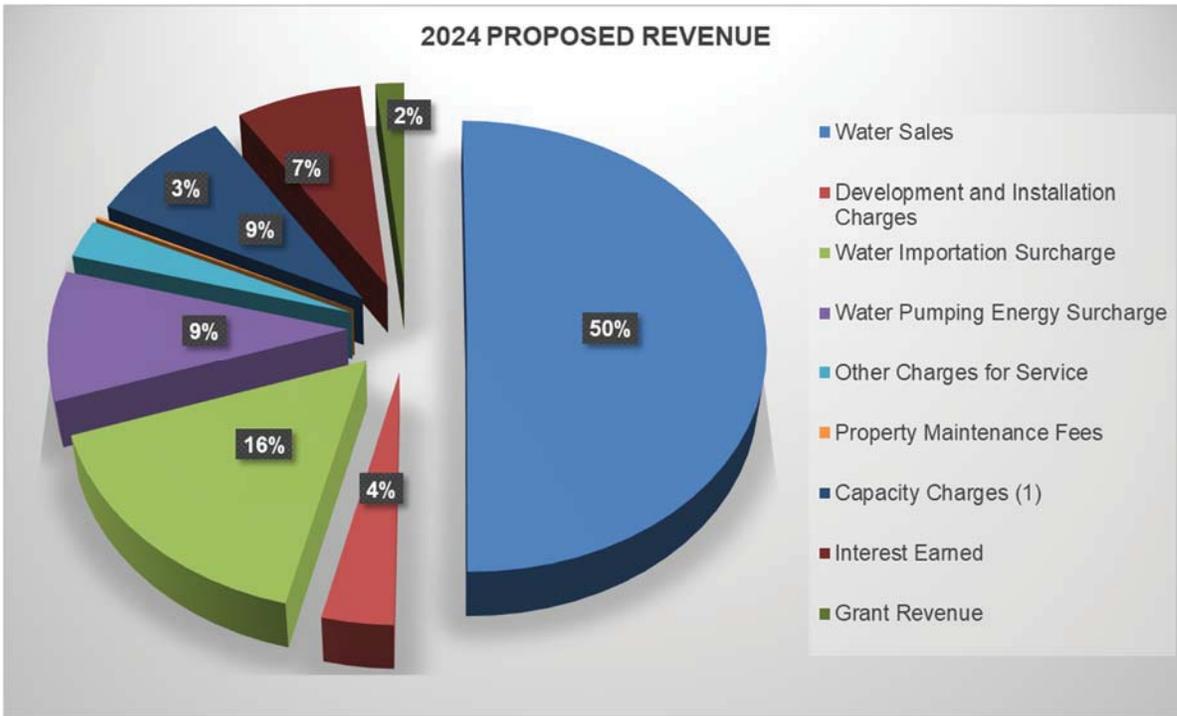
(1) Projections for 2023 are based on historical averages and actuals up to August 31, 2023



	2022 ACTUAL	2023 ADOPTED (AMENDED)	2023 PROJECTED	2024 PROPOSED	CHANGE (Proposed less Adopted- Amended)
Operating Expenses, by division					
Board of Directors	\$ 158,524	\$ 299,000	\$ 164,300	\$ 282,500	\$ (16,500)
Engineering	542,151	741,500	584,700	645,000	(96,500)
Development Services	-	-	-	118,500	118,500
Professional Services	310,803	555,255	471,200	806,000	250,745
Finance and Administrative Services	5,539,433	6,263,500	5,688,800	5,985,500	(278,000)
Human Resources & Risk Management	186,444	279,700	135,000	268,600	(11,100)
Customer Service	198,726	205,300	230,500	860,600	655,300
Information Technology	575,800	899,000	594,300	1,003,500	104,500
Source of Supply	4,416,629	11,319,202	9,396,300	8,760,000	(2,559,202)
Cross Connections	1,769	10,000	1,600	215,000	205,000
Transmission and Distribution	1,724,224	2,779,500	1,873,400	2,957,500	178,000
Inspections	140,428	84,500	88,100	138,500	54,000
Customer Service and Meter Reading	314,740	438,000	360,000	291,500	(146,500)
Maintenance and General Plant	1,193,799	1,751,200	1,391,900	1,906,200	155,000
Gross Operating Expenses	\$ 15,303,471	\$ 25,625,657	\$ 20,980,100	\$ 24,238,900	\$ (1,386,757)
Gross Revenue	\$ 27,790,700	\$ 22,093,000	\$ 22,746,600	\$ 23,535,500	\$ 1,442,500
Gross Expenses	\$ 15,303,471	\$ 25,625,657	\$ 20,980,100	\$ 24,238,900	\$ (1,386,757)
Net Increase/(loss)	\$ 12,487,229	\$ (3,532,657)	\$ 1,766,500	\$ (703,400)	\$ 2,829,257

Gross Operating Expenses include non-cash accounts Depreciation and GASB 68 Pension Expense





Water Enterprise Fund – Statement of Revenues, Expenses, and Changes in Fund Balance (Unrestricted Reserves)

	2022 ACTUAL	2023 ADOPTED (AMENDED)	2023 PROJECTED	2024 PROPOSED	CHANGE	% CHANGE
Operating Revenue						
Water Sales	\$ 10,899,400	\$ 11,690,000	\$ 10,982,000	\$ 11,823,000	\$ 133,000	1.1%
Development and Installation Charges	1,153,300	834,000	944,600	834,000	-	0.0%
Water Importation Surcharge	3,994,800	4,072,500	3,570,600	3,783,000	(289,500)	-7.1%
Water Pumping Energy Surcharge	2,331,200	2,227,500	2,082,800	2,207,000	(20,500)	-0.9%
Other Charges for Service	680,700	467,000	820,900	645,000	178,000	38.1%
Gross Operating Revenue	19,059,400	19,291,000	18,400,900	19,292,000	1,000	0.0%
Operating Expenses						
Board of Directors	\$ 158,524	\$ 299,000	\$ 164,300	\$ 282,500	\$ (16,500)	-5.5%
Engineering	542,151	741,500	584,700	645,000	(96,500)	-13.0%
Professional Services	310,803	555,255	471,200	806,000	250,745	45.2%
Finance and Admin Services (less Depreciatio	2,390,413	3,238,500	2,444,000	5,985,500	2,747,000	84.8%
Human Resources & Risk Management	186,444	279,700	135,000	268,600	(11,100)	-4.0%
Information Technology	575,800	899,000	594,300	1,003,500	104,500	11.6%
Source of Supply	4,416,629	11,319,202	9,396,300	8,760,000	(2,559,202)	-22.6%
Transmission and Distribution	1,724,224	2,779,500	1,873,400	2,957,500	178,000	6.4%
Inspections	140,428	84,500	88,100	138,500	54,000	63.9%
Customer Service and Meter Reading	314,740	438,000	360,000	291,500	(146,500)	-33.4%
Maintenance and General Plant	1,193,799	1,751,200	1,391,900	1,906,200	155,000	8.9%
Gross Operating Expenses	\$ 11,953,956	\$ 22,385,357	\$ 17,503,200	\$ 23,044,800	\$ 659,443	2.9%
Operating Income (Loss)	\$ 7,105,444	\$ (3,094,357)	\$ 897,700	\$ (3,752,800)	\$ (658,443)	21.3%
Non-Operating Revenue						
Property Maintenance Fees	\$ 45,500	\$ 50,000	\$ 42,600	\$ 42,000	\$ (8,000)	-16.0%
Capacity Charges	7,181,400	1,484,000	1,866,100	2,053,000	569,000	38.3%
Interest Earned	1,071,000	484,000	2,285,400	1,751,500	1,267,500	261.9%
Grant Revenue	433,400	784,000	151,600	397,000	(387,000)	0.0%
Capital Improvement Budget	(9,213,348)	(32,219,900)	(1,591,800)	(34,830,100)	(2,610,200)	8.1%
Developer Funded Capital Improvement	1,788,285	2,264,300	-	2,373,700	109,400	0.0%
Use of Restricted Funds	2,517,782	13,793,300	29,100	7,461,900	(6,331,400)	-45.9%
Total Non-Operating Revenue (Expense)	\$ 3,824,019	\$ (13,360,300)	\$ 2,783,000	\$ (20,751,000)	\$ (7,390,700)	55.3%
Increase (Decrease) in Cash Flow	\$ 10,929,463	\$ (16,454,657)	\$ 3,680,700	\$ (24,503,800)	\$ (8,049,143)	48.9%
Beginning Reserve ⁽¹⁾	\$ 31,994,352	\$ 50,641,672	\$ 50,641,672	\$ 54,322,372	\$ 3,680,700	7.3%
Days' Cash on Hand ⁽²⁾	1311	557	1133	472	-85	-15.3%
Ending Reserve	\$ 42,923,815	\$ 34,187,015	\$ 54,322,372	\$ 29,818,572	\$ (4,368,443)	-12.8%
Target Reserve ⁽³⁾	\$ 11,402,801	\$ 15,495,714	\$ 13,542,851	\$ 15,703,087	\$ 207,373	1.3%

(1) Source: BCVWD Annual Comprehensive Annual Financial Report (ACFR), Note 12

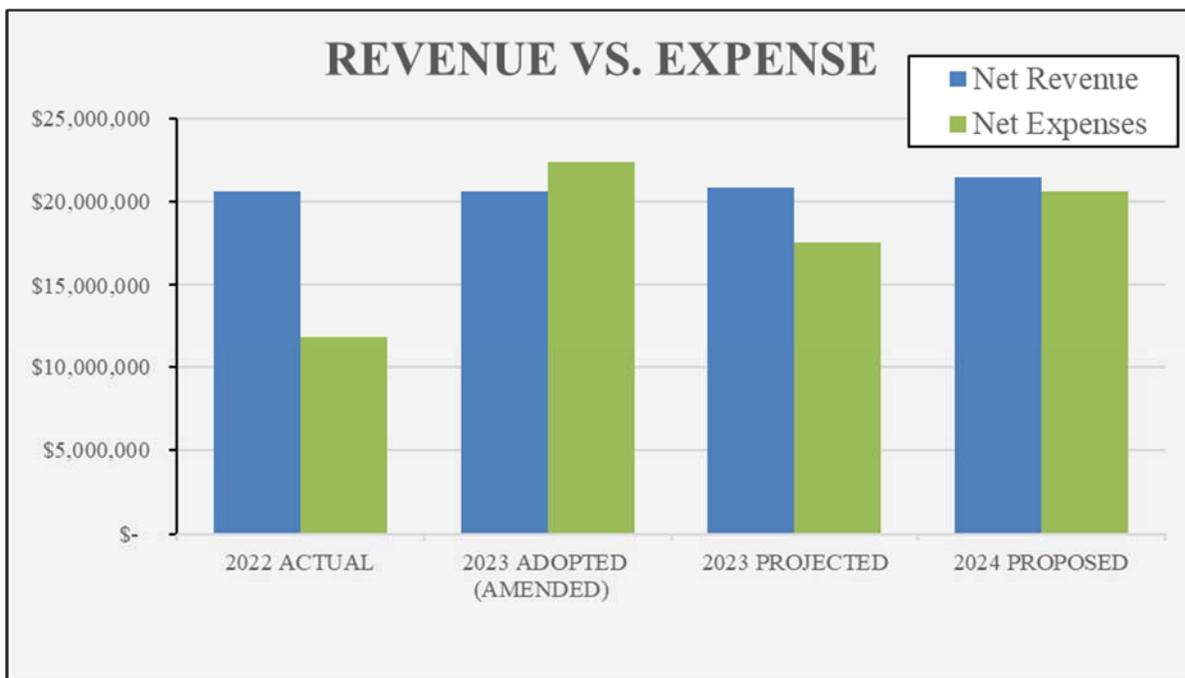
(2) Calculation: Ending Reserve multiplied by 365 days, divided by Operating Expenses less depreciation

(3) Calculation: Sum of Emergency Reserve (15% of Operating Expense), Capital Replacement Reserve, and Reserve for Operations (3 months, or 25%, of Operating expenses) The Capital Replacement Reserve Target amounts come from the 2019 Water Rate Model

	2022 ACTUAL	2023 ADOPTED (AMENDED)	2023 PROJECTED	2024 PROPOSED
Gross Revenue	\$ 27,790,700	\$ 22,093,000	\$ 22,746,600	\$ 23,535,500
Less Capacity Charges	7,181,400	1,484,000	1,869,000	2,053,000
Net Revenue	\$ 20,609,300	\$ 20,609,000	\$ 20,877,600	\$ 21,482,500
Gross Expenses	\$ 15,303,471	\$ 25,625,657	\$ 20,980,100	\$ 24,238,900
Less GASB 68 Pension Expense	210,204	222,000	210,200	215,000
Less Depreciation	3,149,020	3,025,000	3,244,800	3,417,000
Net Expenses	\$ 11,944,247	\$ 22,378,657	\$ 17,525,100	\$ 20,606,900
Net Increase/(loss)	\$ 8,665,053	\$ (1,769,657)	\$ 3,352,500	\$ 875,600

Although Stage 3 Water Restrictions were put in place in 2022, the State desired target of a 20% reduction in water usage had not been realized. The 2023 revenues related to water consumption were based on the continued water usage trend from 2022, with the 2023 schedule of rates applied, however unanticipated extreme weather patterns in 2023 included record rain and snow, reducing billable water.

The 2023 operations budget included the purchasing of 11,000AF of imported water from the San Gorgonio Pass Water Agency and noted that a request would be made to the Board of Directors to replace water removed from the District Beaumont Basin water master storage account, and water used in 2021 and 2022. The request for an additional 7,000AF of additional water to be purchased using funding from reserves was approved in 2023. The 2024 Operating Budget includes water purchases of 11,200AF of imported water, also with the caveat that, should additional water supplies be available, the General Manager may request additional water purchases using funding from reserves.



Revenue Detail

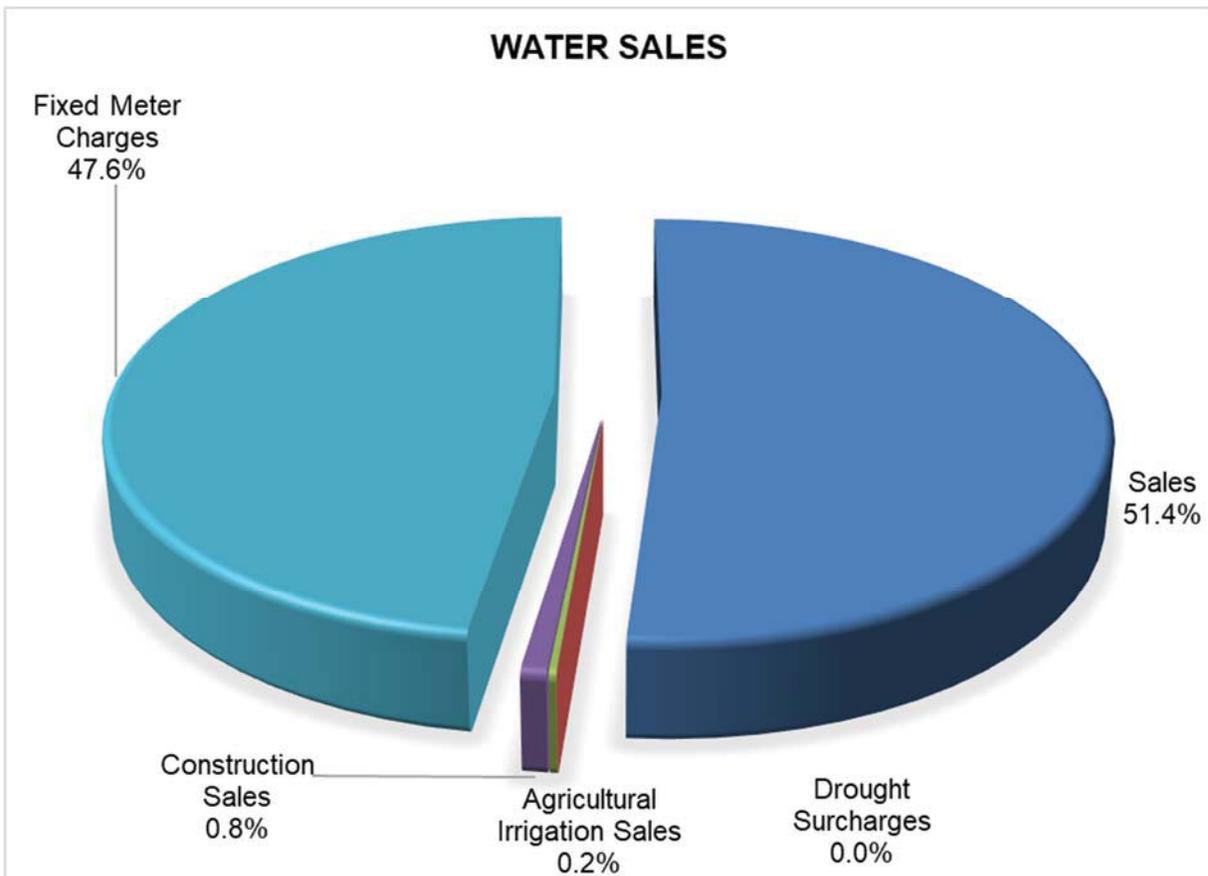


OPERATING REVENUE

Water Sales

The District produces potable water for sale to six customer classes: single-family residential, multifamily residential, commercial, industrial, irrigation, and agricultural. Most customers are billed on a bi-monthly cycle based on the amount of water usage, which is metered and measured in hundred cubic feet (CCF), where 1 CCF equals 748 gallons and a fixed charge for the meter. Proposed water sales for 2024 are \$11,823,000, a 1.1% increase above the budgeted sales for 2023, based on the projected water sales for the current year.

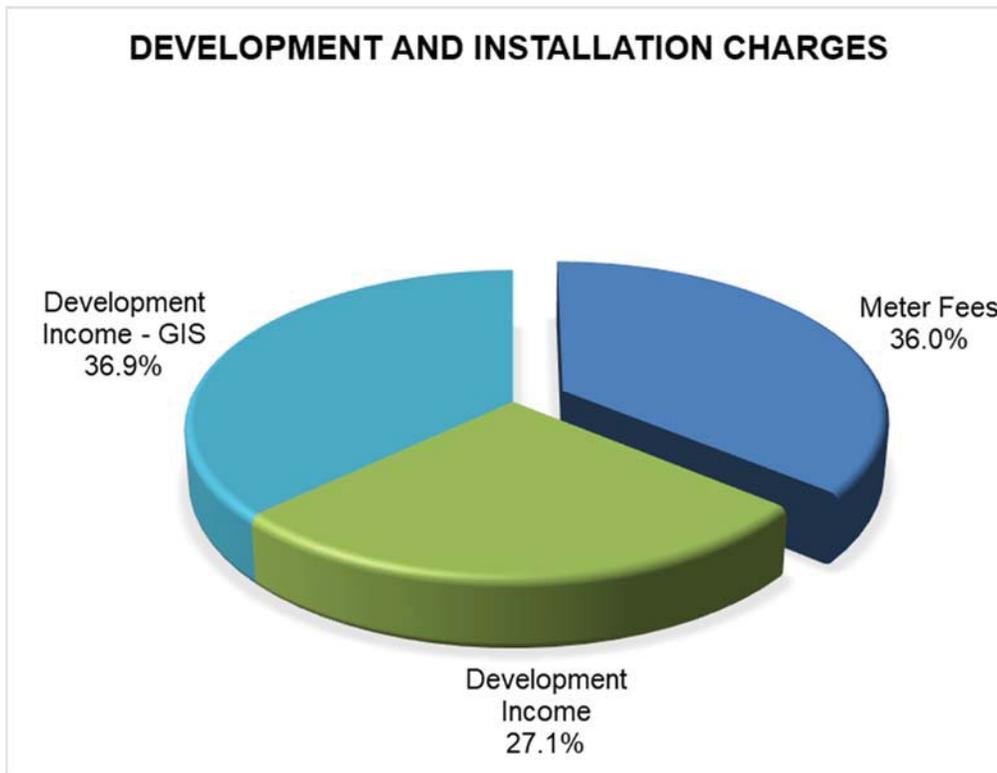
		2022 ACTUAL	2023 ADOPTED (AMENDED)	2023 PROJECTED	2024 PROPOSED	CHANGE <i>(Proposed less Adopted-Amended)</i>
Water Sales						
01-50-510-410100	Sales	\$ 5,911,500	\$ 6,510,500	\$ 5,648,100	\$ 6,072,000	\$ (438,500)
01-50-510-410111	Drought Surcharges	-	-	-	-	-
01-50-510-410151	Agricultural Irrigation Sales	24,800	20,000	24,800	27,000	7,000
01-50-510-410171	Construction Sales	166,500	201,000	86,800	93,500	(107,500)
01-50-510-413011	Fixed Meter Charges	4,796,600	4,958,500	5,222,300	5,630,500	672,000
		<u>\$ 10,899,400</u>	<u>\$ 11,690,000</u>	<u>\$ 10,982,000</u>	<u>\$ 11,823,000</u>	<u>\$ 133,000</u>



Development and Installation Charges

The District incurs engineering, legal and administrative costs associated with new development, which are charged against deposits collected and recorded as revenue. The District also collects deposits for new service installations, which are recorded as revenue against the deposits when the services are installed. Proposed development and installation charges for 2024 are \$834,000, with no change from 2023, based on conservative projections of development growth.

		2022 ACTUAL	2023 ADOPTED (AMENDED)	2023 PROJECTED	2024 PROPOSED	CHANGE <i>(Proposed less Adopted-Amended)</i>
Development and Installation Charges						
01-50-510-413021	Meter Fees	\$ 796,600	\$ 300,000	\$ 624,900	\$ 300,000	\$ -
01-50-510-419011	Development Income	356,700	226,000	305,700	226,000	-
01-50-510-419012	Development Income - GIS	-	308,000	14,000	308,000	-
		<u>\$ 1,153,300</u>	<u>\$ 834,000</u>	<u>\$ 944,600</u>	<u>\$ 834,000</u>	<u>\$ -</u>



Water Importation Surcharge

The Water Importation Surcharge is the cost to the end user (Rate Payer) for imported water supplies to offset existing groundwater overdraft not to exceed the actual State Water Project (SWP) water costs incurred by the District. The proposed water importation surcharge for 2024 is \$3,783,000, a 7.11% decrease below the budgeted amount for 2023.

	2022 ACTUAL	2023 ADOPTED (AMENDED)	2023 PROJECTED	2024 PROPOSED	CHANGE (Proposed less Adopted- Amended)
Water Importation Surcharge					
01-50-510-415001 SGPWA Importation Charges	\$ 3,994,800	\$ 4,072,500	\$ 3,570,600	\$ 3,783,000	\$ (289,500)

Water Pumping Energy Surcharge

The Water Pumping Energy Surcharge is the end user's cost for electricity to pump and deliver water to the end user (Rate Payer). It includes all Southern California Edison (SCE) charges for operating the water system's pumps, wells, and booster stations. The proposed amended water pumping energy surcharge for 2024 is \$2,207,000, a 0.92% decrease below the budgeted amount for 2023.

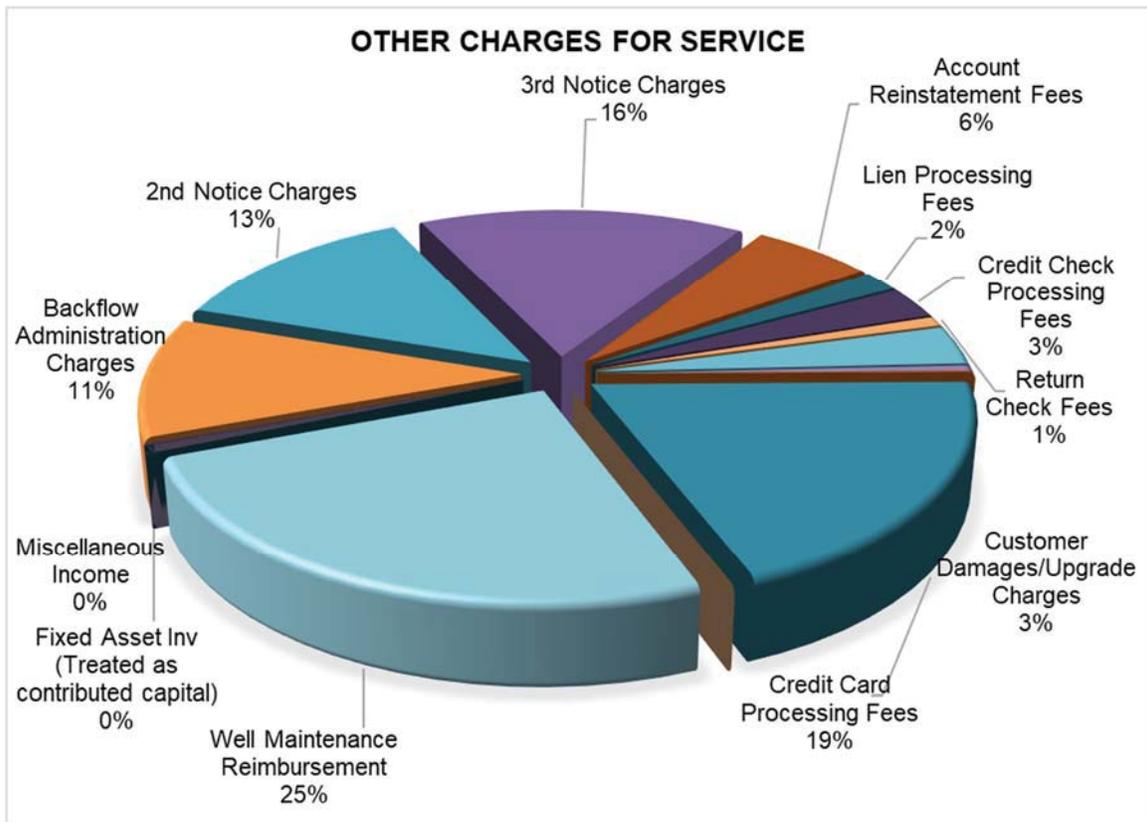
	2022 ACTUAL	2023 ADOPTED (AMENDED)	2023 PROJECTED	2024 PROPOSED	CHANGE (Proposed less Adopted- Amended)
Water Pumping Energy Surcharge					
01-50-510-415011 SCE Power Charges	\$ 2,331,200	\$ 2,227,500	\$ 2,082,800	\$ 2,207,000	\$ (20,500)



Other Charges for Service

Other Charges for Service include many of the user fees customers pay to utilize specific services, such as account reinstatement fees, past due notices, and other service fees. The proposed charges for 2024 are \$645,000, a 38.1% increase from the budgeted charges for 2023. The increase in Other Charges for Service reflects an increase in Miscellaneous Fees, approved in 2023, specifically related to the Credit Card Processing Fees, which have increased significantly due to online payments by customers.

		2022 ACTUAL	2023 ADOPTED (AMENDED)	2023 PROJECTED	2024 PROPOSED	CHANGE (Proposed less Adopted-Amended)
Other Charges for Service						
01-50-510-413001	Backflow Administration Charges	\$ 51,500	\$ 64,000	\$ 59,800	\$ 69,500	\$ 5,500
01-50-510-417001	2nd Notice Charges	60,600	49,000	81,000	82,000	33,000
01-50-510-417011	3rd Notice Charges	32,000	63,000	113,500	104,500	41,500
01-50-510-417021	Account Reinstatement Fees	50,900	50,000	38,500	39,000	(11,000)
01-50-510-417031	Lien Processing Fees	5,100	8,000	10,300	12,000	4,000
01-50-510-417041	Credit Check Processing Fees	11,100	23,000	18,200	18,500	(4,500)
01-50-510-417051	Return Check Fees	4,700	5,000	5,600	5,500	500
01-50-510-417061	Customer Damages/Upgrade Charges	24,000	22,000	78,200	22,500	500
01-50-510-417071	After-Hours Call Out Charges	1,200	4,000	3,000	3,000	(1,000)
01-50-510-417081	Bench Test Fees (Credits)	100	-	400	500	500
01-50-510-417091	Credit Card Processing Fees	62,900	93,000	113,300	125,000	32,000
01-50-510-419001	Rebates/Reimbursements	13,700	-	-	-	-
01-50-510-419021	Recharge Income	-	-	-	-	-
01-50-510-419031	Well Maintenance Reimbursement	313,300	85,000	274,300	162,000	77,000
01-50-510-419041	Gain (Loss) - Asset Disposal	-	-	-	-	-
01-50-510-419042	Asset Disposal Account	-	-	(2,900)	-	-
01-50-510-419043	Fixed Asset Inv (Treated as contributed capi	-	-	-	-	-
01-50-510-419061	Miscellaneous Income	49,600	1,000	24,800	1,000	-
		\$ 680,700	\$ 467,000	\$ 818,000	\$ 645,000	\$ 178,000



NON-OPERATING REVENUE

Property Maintenance Fees

The District owns four residential properties and charges maintenance fees and utilities for the use of the properties. Proposed property-related fees for 2024 are \$42,000, a 16.0% decrease from the budgeted revenue for 2023. This is primarily due to the vacancy of one of the properties in 2023, expected to continue into 2024.

	2022 ACTUAL	2023 ADOPTED (AMENDED)	2023 PROJECTED	2024 PROPOSED	CHANGE (Proposed less Adopted- Amended)
Property Maintenance Fees					
01-50-510-471001 Maintenance Fees - 12303 Oak Glen Rd	\$ 9,300	\$ 10,000	\$ 4,300	\$ -	\$ (10,000)
01-50-510-471011 Maintenance Fees - 13695 Oak Glen Rd	5,900	7,000	6,900	8,000	1,000
01-50-510-471021 Maintenance Fees - 13697 Oak Glen Rd	6,600	8,000	7,800	9,000	1,000
01-50-510-471031 Maintenance Fees - 9781 Avenida Miravilla	5,500	6,000	6,400	7,000	1,000
01-50-510-471101 Utilities - 12303 Oak Glen Rd	4,100	5,000	1,600	-	(5,000)
01-50-510-471111 Utilities - 13695 Oak Glen Rd	4,800	5,000	4,800	6,000	1,000
01-50-510-471121 Utilities - 13697 Oak Glen Rd	5,000	5,000	6,400	7,000	2,000
01-50-510-471131 Utilities - 9781 Avenida Miravilla	4,300	4,000	4,400	5,000	1,000
	<u>\$ 45,500</u>	<u>\$ 50,000</u>	<u>\$ 42,600</u>	<u>\$ 42,000</u>	<u>\$ (8,000)</u>

Capacity Charges

Industrial, commercial and residential developers pay Capacity Charges (Facilities Fees), or development impact fees, to fund the cost of the impacts of their developments on the District's water system. The District has collected capacity charges since the early 1980s. Capacity charges pay for oversizing pipelines, new wells, tanks, transmission mains, etc., needed to serve new developments. Proposed capacity charges for 2024 are \$2,053,000, a 38.3% increase from the budgeted facilities charges for 2023, based on projections of development growth.

	2022 ACTUAL	2023 ADOPTED (AMENDED)	2023 PROJECTED	2024 PROPOSED	CHANGE (Proposed less Adopted- Amended)
Capacity Charges					
01-50-510-481001 Capacity Charges-Wells	\$ 1,515,500	\$ 279,000	\$ 403,200	\$ 388,000	\$ 109,000
01-50-510-481006 Capacity Charges-Water Rights (SWP)	367,300	177,000	24,800	245,000	68,000
01-50-510-481012 Capacity Charges-Water Treatment Plant	721,000	133,000	191,800	185,000	52,000
01-50-510-481018 Capacity Charges-Local Water Resources	145,400	70,000	9,800	97,000	27,000
01-50-510-481024 Capacity Charges-Recycled Water Facilities	1,141,500	202,000	325,500	281,000	79,000
01-50-510-481030 Capacity Charges-Transmission (16")	1,227,400	226,000	326,500	314,000	88,000
01-50-510-481036 Capacity Charges-Storage	1,571,900	289,000	418,200	402,000	113,000
01-50-510-481042 Capacity Charges-Booster	108,800	20,000	28,900	28,000	8,000
01-50-510-481048 Capacity Charges-Pressure Reducing Station	55,600	11,000	14,800	15,000	4,000
01-50-510-481054 Capacity Charges-Miscellaneous Projects	48,500	9,000	12,900	13,000	4,000
01-50-510-481060 Capacity Charges-Financing Costs	240,100	44,000	63,600	61,000	17,000
01-50-510-485001 Front Footage Fees	38,400	24,000	49,000	24,000	-
	<u>\$ 7,181,400</u>	<u>\$ 1,484,000</u>	<u>\$ 1,869,000</u>	<u>\$ 2,053,000</u>	<u>\$ 569,000</u>

Interest Earned

The District currently holds a diverse portfolio of investments to meet short-term liquidity, mid-term cash-funded Capital Improvement Plans, and long-term earnings. The goals for the District’s investments are:

- Safety
- Liquidity
- Earn a total rate of return commensurate with the first two goals

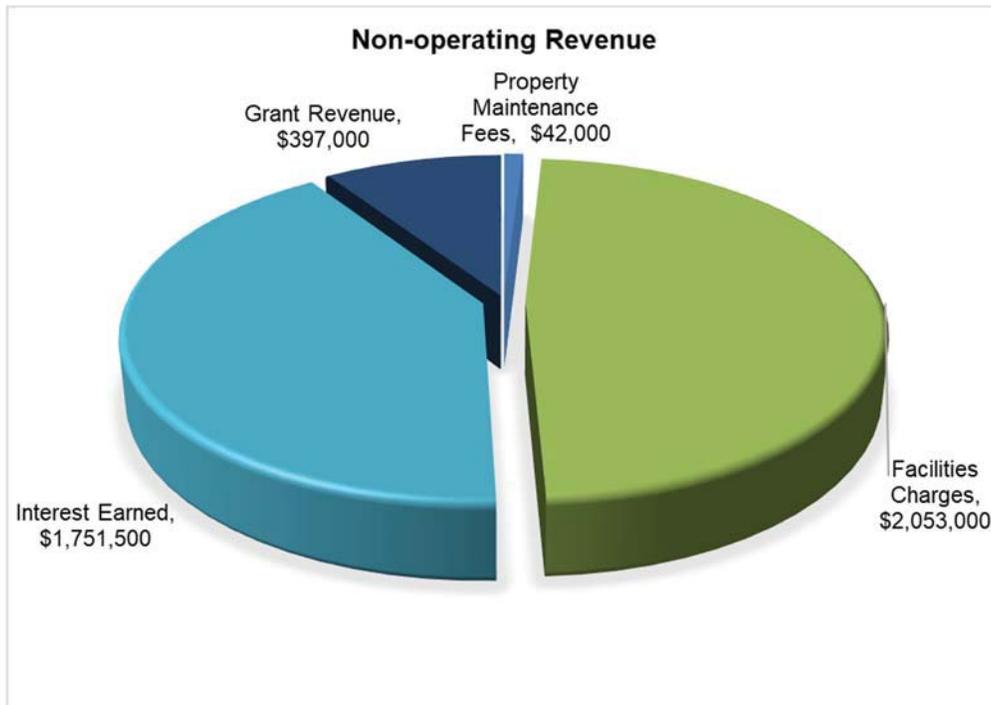
The proposed \$1,751,500 of general interest earned for 2024 is based on the expected level of capital invested throughout the fiscal year and the expected continuance of high-interest rates, an 261.9% increase from the 2023 budgeted.

	<u>2022 ACTUAL</u>	<u>2023 ADOPTED (AMENDED)</u>	<u>2023 PROJECTED</u>	<u>2024 PROPOSED</u>	<u>CHANGE (Proposed less Adopted-Amended)</u>
Interest Earned					
01-50-510-490001 Interest Income - Bonita Vista	\$ 300	\$ 1,000	\$ 300	\$ 1,000	\$ -
01-50-510-490011 Interest Income - Fairway Canyon	275,900	252,000	250,800	223,500	(28,500)
01-50-510-490021 Interest Income - General	794,800	231,000	1,664,300	1,249,000	1,018,000
01-50-510-490051 Net Amort/Accret on Investment	-	-	370,000	278,000	278,000
	<u>\$ 1,071,000</u>	<u>\$ 484,000</u>	<u>\$ 2,285,400</u>	<u>\$ 1,751,500</u>	<u>\$ 1,267,500</u>

Grant Revenue

The District anticipates grant revenue of \$397,000 for the AMI/AMR project. The expected level of grant revenue is based on the terms of the awards on record.

	<u>2022 ACTUAL</u>	<u>2023 ADOPTED (AMENDED)</u>	<u>2023 PROJECTED</u>	<u>2024 PROPOSED</u>	<u>CHANGE (Proposed less Adopted-Amended)</u>
Grant Revenue					
01-50-510-419051 Grant Revenue	\$ 433,400	\$ 784,000	\$ 151,600	\$ 397,000	\$ (387,000)



Operating Expenses Detail



BUDGET BY DEPARTMENT

Department Descriptions

In addition to the elected Board of Directors (BOD), the District has four departments, each of which is an organizational unit providing distinct and different services. Included within each department are 2023 accomplishments and department objectives for 2024. Each department is separate, with a listing of budgeted positions, a description of each division, if applicable, and a two-year financial trend detailing the division's expenses at the account level.

Operating expenses are controlled at the department level and should not exceed appropriations. Budget transfers between divisions are made administratively if the transfer is within the same department. The Directors and the General Manager must approve budget transfers between departments. Any modification over \$50,000 shall require approval by the BOD. Any addition to the budget shall also require approval by the Board. All budget transfers are documented and tracked in the District's computerized financial system and reported to the Finance and Audit committee at their regular meetings on the first Thursday of each month before being recommended for review and approval by the full Board.

Salaries and Benefits

The personnel budget for 2023 includes 48.5 full-time equivalents (FTE) positions. The changes to positions included in the 2024 budget include a promotion option, with the budget funding an Associate Civil Engineer I instead of one Engineering Assistant, the two positions approved in June 2023 of Director/Assistant Director of Finance and Administration (Flex) and the Executive Assistant, the title change from Maintenance Technician to Maintenance Technician II as well as 4 new full-time positions in Operations. The new positions in Operations include a Maintenance Technician I, Senior Water Utility Worker, and 2 Water Utility Worker I positions, replacing 6 temporary positions.

The personnel budget for 2024 includes 5 temporary positions, down from 15 in 2023. For part-time or temporary positions, the changes include the removal of the two temporary Water Utility Worker I positions for the Automated Meter Reading/Advanced Metering Infrastructure (AMR/AMI) project and a decrease of seasonal temporary Water Utility Worker I positions going from eight to two.

Total payroll and related costs are budgeted at \$8,399,500 for an increase of \$344,500 or 4.28%, compared to 2023, down from 9.09% the prior year. This increase reflects the changes made to the full-time and part-time positions and the Cost of Living Adjustment (COLA) applied at 3.7% based on the Memorandum of Understanding (MOU) determined based upon the August-to-August Unadjusted Consumer Price Index, U.S. Cities average.

Over the years, as the community has continued to grow, there has been a need for additional personnel to provide for services, infrastructure, projects, and state mandates. To minimize the fiscal impact of the necessity of other resources, the District increased the number of part-time and/or temporary positions to be filled in 2023, however, the repetition of recruitment and training has been inefficient with the 2024 budget shifting its focus on investment in permanent staff. The changes are reflected on the Organization Chart, on page 19, and in the Personnel Summary by Department table on page 20, with tables provided in each department detail in this report section.

Board of Directors – Expenses Detail



BOARD OF DIRECTORS

Director Division	Positions
Director, Division 1	1
Director, Division 2	1
Director, Division 3	1
Director, Division 4	1
Director, Division 5	1
Total Positions	5

Division Description

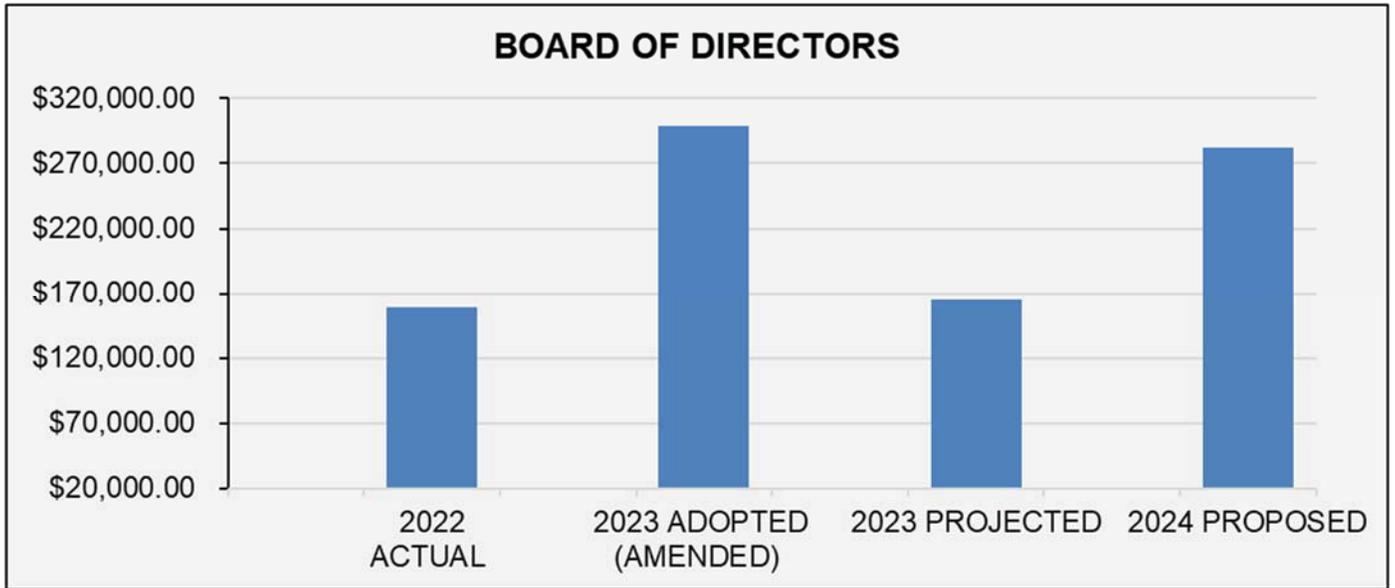
This division includes per diem paid to each Board member and the associated payroll tax expenses, health insurance benefits, election expenses, and seminar/travel expenses.



Division Budget

Proposed expenses for 2024 are \$282,500, a 5.5% decrease from the amended budgeted expenses for 2023. This decrease is primarily due to savings in election-related expenses due to the 2024 election expenses being billed to the District in 2025.

Board of Directors		2022 ACTUAL	2023 ADOPTED (AMENDED)	2023 PROJECTED	2024 PROPOSED	CHANGE (Proposed less Adopted- Amended)
01-10-110-500101	Board of Directors Fees	\$ 85,540	\$ 95,500	\$ 80,700	\$ 124,500	\$ 29,000
01-10-110-500115	Social Security	5,303	6,000	5,000	8,000	2,000
01-10-110-500120	Medicare	1,240	1,500	1,200	2,000	500
01-10-110-500125	Health Insurance	46,789	75,500	46,600	81,500	6,000
01-10-110-500140	Life Insurance	132	2,000	100	2,500	500
01-10-110-500143	EAP Program	93	500	100	500	-
01-10-110-500145	Workers' Compensation	485	1,000	500	1,000	-
01-10-110-500175	Training/Education/Mtgs/Travel	15,536	26,500	26,300	47,000	20,500
01-10-110-550012	Election Expenses	6	87,000	3,600	12,000	(75,000)
01-10-110-550043	Supplies-Other	349	1,000	100	1,000	-
01-10-110-550051	Advertising/Legal Notices	3,049	2,500	100	2,500	-
		<u>\$ 158,524</u>	<u>\$ 299,000</u>	<u>\$ 164,300</u>	<u>\$ 282,500</u>	<u>\$ (16,500)</u>



Engineering- Expenses Detail



DIVISIONS

- Engineering
- Development Services

2023 ENGINEERING DEPARTMENT ACCOMPLISHMENTS

1. Advanced and expanded external interagency relationships with agencies and regional stakeholders including, County of Riverside, City of Beaumont, San Gorgonio Pass Water Agency (SGPWA), Beaumont Basin Water Master (BBWM) Yucaipa Valley Water District (YVWD), City of Banning, San Gorgonio Pass Regional Water Alliance, County of Riverside, Riverside County Flood Control & Water Conservation District, Riverside Local Agency Formation Commission (LAFCO), and others.
2. Advanced and expanded District and regional water supply review and analysis on behalf of the District as well as the SGPWA and the San Gorgonio Pass Region stakeholders. This includes ongoing in-depth review and analysis of District and regional water supply opportunities, existing and future water demands, as well as review of District project and water supply costs and financing analysis of current and future District and regional water supply needs. Work completed included review of District pressure zone water demands and updated pumping, storage and delivery needs for each District potable and non-potable water system pressure zone.
3. Advanced recycled water system implementation with the City of Beaumont including coordination of activities with City of Beaumont staff, the SGPWA and associated elected officials. Work completed includes updates to water storage and delivery needs for District proposed non-potable water system pressure zones and further progression of agreements between BCVWD and the City of Beaumont. Recycled Water Implementation Facilitator meetings conducted with City of Beaumont and the SGPWA. Continued refinement of recycled water booster station requirements including completion of Booster Station Preliminary Design Technical Memorandum refinement of booster station final design requirements, design and equipment parameters, construction schedule and associated costs. The District furthered coordination efforts with City of Beaumont staff to reaffirm a suitable location for the District's recycled water booster station.
4. Monitored State of California water conditions through the course of the year as mandated drought response activities were lifted due to significant state-wide storm activity experienced.
5. Provided complete in-house (District Staff) development engineering support activities including but not limited to: water and recycled water planning activities, water system modeling for domestic water and fire water supply flows, water supply review and assessment, development plan checking, main extension agreement preparation, construction support (including project management and coordination, pre-construction and construction support, and engineering department support of inspection, project testing and commissioning, final project inspection, and project closeout activities) and continued and improved communication with the City of Beaumont and other regional stakeholders

regarding development activities. Finalized and executed Facilities Agreements which collected over \$1.5M of restricted funds for expansion of the District's infrastructure.

6. Advanced District water system mapping efforts related to the District's GIS facilities mapping system. Said work included the addition of approximately 4.0 miles of piping related to recently constructed District and Developer projects.
7. Provided engineering support for the construction of Master Drainage Plan Line 16 Storm Drain Project (MDP Line 16) and Grand Avenue replacement pipeline projects which included construction of replacement pipeline segments 1 through 6 as well as replacement pipeline segments 6A through 8. Said work was required to avoid direct conflicts with the storm drain project as well as complete Capital Improvement Budget planned facilities totaling approximately 4,000 LF of 6", 8", and 12" pipeline. Additionally, provided engineering oversight for re-paving of portions of Grand Avenue where pipeline segments 1-8 were replaced.
8. Assisted, as a joint partner, Riverside County Flood Control and Water Conservation District (RCFC&WCD) with completing the construction of the MDP Line 16 Project. Responsibilities include review of submittals, inspections, coordination, and planning.
9. Provided construction support activities including construction phase grading activities and engineering review and oversight of spillway construction activities related to the MDP Line 16 Project within the District's Noble Creek Recharge Facility – Phase 2.
10. Provided District and Regional Master Planning Activities internally and with various community partners including continued review and analysis of District water demands. Furthered work on updates to 32 housing tract water consumption data which initially included data for 2016, 2017, and 2018, and 2019 to understand effects of new construction and implemented water conservation measures as they relate to District Water Supply Consumption. The data update work efforts include updating the data to include 2020 through 2022, and also incorporating additional new tracts which have been constructed since 2019.
11. Coordinate with Operations Department to advance on-going Capital Improvement Design activities for the projects throughout the District including, but not limited to, the following:
 - a. Noble Reservoir No. 2 and Transmission Pipeline (T-3040-0001), BCVWD has completed 100% of Planning and Design.
 - b. 2017 Replacement Pipeline Project (P-3620-0015), BCVWD has completed 100% construction including additional paving, surveying, and dust control activities. Received a Certificate of Appreciation and Thanks for a Job Well Done from the residents of Apple Tree Lane.
 - c. Prepare Request for Proposal, solicited and awarded a professional services agreement with a consulting firm for the design of the 2023 Replacement Pipelines Project which consists of three (3) pipelines within the City of Beaumont. The

pipelines are identified in the Capital Improvement Budget (CIB) as P-2750-0091 (Elm Avenue, south of 4th Street), P-2750-0056 (11th Street, Elm Avenue to west of Beaumont Avenue), and P-2750-0095 (American Avenue, 6th Street to 8th Street).

- d. Prepared Request for Proposal, and solicited bids for re-drilling of Wells 1A and 2A. Executed contracts with contractor, to begin construction early 2024.
 - e. Prepared Request for Proposal, solicited bids, and executed a contract with a local Contractor for 5th Street and Michigan Street (5th to 6th Street) Replacement Pipelines to remain ahead of the City of Beaumont's annual pavement rehabilitation project. Construction estimated to be completed before end of 2023.
 - f. Prepared Request for Proposal, solicited bids, for 2022-2023 Service Lateral Replacements, and executed a contract with Contractor for replacement of said services within the City of Beaumont to remain ahead of the City's annual pavement rehabilitation project.
12. Supported Finance department with the on-going miscellaneous fee updates and capacity charge study. Provided an in-depth analysis of the Capital Improvement Plan (infrastructure and pipelines expansion projects) to formulate the funding requirements.
 13. Provided support to Finance and Operations departments with grant funding opportunities for Automatic Meter Reading/Advanced Metering Infrastructure (AMR/AMI) Project, SCADA Project, and Noble Tank Pipeline and B-Line (ARPA funding secured through the county of Riverside for \$2.58M).

2024 ENGINEERING DEPARTMENT GOALS AND OBJECTIVES

1. Continue advancing District and regional water supply activities including analysis and planning for the District, the SGPWA, and the San Gorgonio Pass region stakeholders, including updates to annual water supply and consumption modeling, annual water storage and future needs assessments, and continued advancement of District and/or regional Sites Reservoir participation.
2. Continue implementation of recycled water initiative with the City of Beaumont and the SGPWA including coordination of activities with City of Beaumont, SGPWA, and recycled water facilitator. District recycled water implementation initiative includes, but is not limited to, advancing the following activities in 2024 and beyond:
 - a. Advance recycled water purchase agreement between BCVWD and City of Beaumont.
 - b. Finalize the location and advance design of the proposed District recycled water booster facilities at the City's Wastewater treatment plant (WWTP) necessary to deliver recycled water into BCVWD's system.
 - c. Pursue recycled water grant and low interest loan funding opportunities.

- d. Advance preparation of BCVWD' Title 22 Engineering Report for recycled water use for landscape irrigation and other approved uses.
 - e. Advance preparation of organization of mapping and site plans for each reuse site.
 - f. Prepare organized record of existing recycle water main installations.
 - g. Advance development of updated signage for recycled water use areas.
 - h. Advance preparation of application for General Order water Reclamation Permit by BCVWD from the Division of Drinking Water (DDW) and the Regional Water Quality Control Board (RWQCB).
 - i. Advance plan and implementation to execute non-potable water system cross connection testing for non-potable water users.
 - j. Advance preparation, review and adoption of regulations for recycled water use by BCVWD.
 - k. Advance planning and commencing of BCVWD hosted recycled water use workshops for non-potable water customers.
 - l. Identify sited supervisors for each reuse site and commence training activities of said site supervisors.
3. Coordinate with Operations Department to advance or complete on-going Capital Improvement Design activities for the projects throughout the District including, but not limited to, the following:
- a. 2020-2021 Replacement Pipeline Project (P-3040-0023, P-3040-0024, P-3040-0025, P-3040-0026, P-3330-0003, and P-3620-0009), BCVWD has completed 100% of Planning and 75% of Design.
 - b. Well 1A Project (W-2750-0005), BCVWD completed 75% of Planning.
 - c. Well 2A Project (W-2750-0001), BCVWD has completed 75% of Planning.
4. Coordinate with BCVWD Operations Department to commence and/or advance Capital Improvement Projects including request for proposals (as necessary) and design of the following District-Wide locations:
- a. Well 30 Drilling Project (W-2750-0002)
 - b. Well 31 Drilling Project (W-2850-0001)
 - c. 2017 Replacement Pipeline Project (P-2750-0069), BCVWD has completed 100% of Planning and of Design.

- d. Pressure Zone (PZ) 3040 to PZ 3330 Noble Booster Equipment Purchase (BP-3040-0001)
- e. Well 1A Pumping Plant (W-2750-0005)
- f. Well 2A Pumping Plant (W-2750-0002)
- g. B Line Replacement Pipeline (P-3620-0001), BCVWD has completed 100% of Planning and 75% of Design.
- h. 2750 PZ to 2850 PZ Booster Station (BP-2750-0001), BCVWD has completed 50% of Planning and 10% of Design.
- i. 2850 PZ to 3040 PZ Booster Station (BP-2850-0001), BCVWD has completed 100% of Planning and anticipates moving the project design forward in 2024.
- j. Non-Potable Pressure Regulating (and Metering) Stations (NPR-2800-0001, NPR-2800-0002, NPR-2600-0001), BCVWD has completed 30% of Planning.
- k. Tank Recoating and Retrofit
 - i. Retrofit of Lower Edgar Tank (TM-3330-0001), BCVWD has completed 100% of Planning and 40% of Design.
 - ii. Recoating of Vineland I Tank (TM-2850-0001), BCVWD has completed 100% of Planning and 70% of Design.
 - iii. Recoating of Cherry I and II Tanks (TM-2750-0001), BCVWD has completed 100% of Planning and 70% of Design.
- l. 11th Street Pipeline Replacement, Elm Avenue to west of Beaumont Avenue (P-2750-0056), BCVWD has completed 95% of Planning and 30% of Design.
- m. American Avenue Pipeline Replacement (P-2750-0095), BCVWD has completed 95% of Planning and 30% of Design.
- n. Elm Avenue Pipeline (P-2750-0091), BCVWD has completed 95% of Planning and 30% Design.
- o. 2023 Service Lateral Replacement Project (P-2750-0098), BCVWD has completed 50% of Planning and 10% of Design.
- p. Maple Avenue from 1st Street to 3rd Street (P-2750-0025)
- q. Egan Avenue (Wellwood Alley) from 5th Street to 8th Street (P-2750-0066)
- r. Elm Avenue (Wellwood Alley) from 5th Street to 7th Street (P-2750-0067)
- s. Elm Avenue from 6th to 7th Street (P-2750-0068)

- t. "A" Line – Upper Edgar to Split at Apple Tree Lane (P-3620-0002)
5. Coordinate with Finance Staff to complete a comprehensive Capacity Charges study for Domestic Water and Recycled Water.
 6. Continue mud and debris flow response activities related to the Apple and El Dorado Fires.



ENGINEERING

Position Title	2023 Budget Full-Time Positions	2023 Part-Time Positions	2024 Budget Full-Time Positions	2024 Part-Time Positions
Director of Engineering	1	0	1	0
Senior Civil Engineer	0	0	0	0
District Engineer	0	2 ⁽⁴⁾	0	2 ⁽⁴⁾
Associate Civil Engineer II	0	0	0	0
Associate Civil Engineer I	1 ⁽³⁾	0	1 ⁽³⁾	0
Engineering Assistant	1 ⁽³⁾	0	1 ⁽³⁾	0
Development Services Technician	1	0	1	0
Engineering Intern	0	1 ⁽⁵⁾	0	1 ⁽⁵⁾
Total Positions	4	3	4	3
<p>(1) Included 2 part-time District Engineers at a maximum of 640 hours (2) Temporary part-time position at a maximum of 988 hours (3) Position in the budget to allow for the possibility of promotion or replacement of one current Engineering Assistant position (4) Includes 2 part-time District Engineers at a maximum of 640 hours (5) Temporary part-time position at a maximum of 988 hours</p>				

Division Description

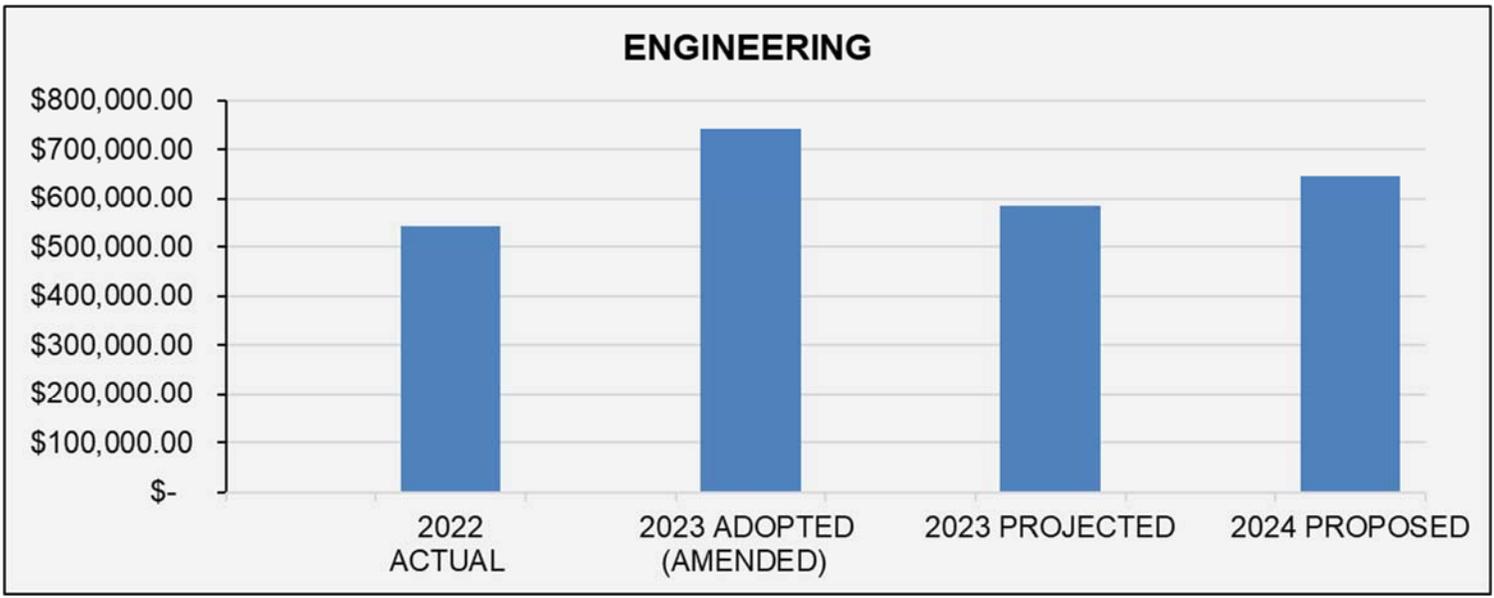
This division is responsible for the plan, design, and construction oversight of the District's domestic water, non-potable water, and general District facilities included in the District's Ten Year Capital Improvement Plan. It develops and implements developer capacity and service connection charges, and tracks and supports through development services all new development within the District service area. The 2024 budget includes the separation of Development Services as a new division for transparency on billings and direct project costs to developers.



Division Budget

Proposed expenses for 2024 are \$645,000, a 13.0% decrease below the budgeted expenses for 2023. The expected decrease is primarily due to the separation of a portion of personnel related expenses specifically for the Development Services division.

Engineering		2022 ACTUAL	2023 ADOPTED (AMENDED)	2023 PROJECTED	2024 PROPOSED	CHANGE <i>(Proposed less Adopted- Amended)</i>
01-20-210-500105	Labor	\$ 409,465	\$ 576,050	\$ 384,700	\$ 516,000	\$ (60,050)
01-20-210-500114	Incentive Pay	-	6,000	-	2,500	(3,500)
01-20-210-500115	Social Security	25,554	43,000	25,600	39,000	(4,000)
01-20-210-500120	Medicare	6,418	10,500	6,000	9,500	(1,000)
01-20-210-500125	Health Insurance	66,079	101,000	69,200	89,500	(11,500)
01-20-210-500140	Life Insurance	591	1,000	600	1,000	-
01-20-210-500143	EAP Program	93	500	100	500	-
01-20-210-500145	Workers' Compensation	3,020	5,500	3,100	5,000	(500)
01-20-210-500150	Unemployment Insurance	-	8,500	-	7,500	(1,000)
01-20-210-500155	Retirement/CalPERS	55,638	80,500	51,100	54,500	(26,000)
01-20-210-500165	Uniforms & Employee Benefits	-	500	-	500	-
01-20-210-500175	Training/Education/Mtgs/Travel	1,594	8,000	2,400	8,000	-
01-20-210-500180	Accrued Sick Leave Expense	1,515	31,000	7,200	30,000	(1,000)
01-20-210-500185	Accrued Vacation Leave Expense	19,764	28,500	11,600	25,000	(3,500)
01-20-210-500187	Accrual Leave Payments	11,916	42,000	21,500	18,500	(23,500)
01-20-210-500190	Temporary Labor	33,129	5,950	29,600	45,000	39,050
01-20-210-500195	CIP Related Labor	(94,386)	(225,000)	(34,800)	(225,000)	-
01-20-210-550029	Administrative Expenses	-	5,000	4,400	5,000	-
01-20-210-550046	Office Equipment	-	6,000	400	6,000	-
01-20-210-550030	Membership Dues	588	2,000	300	2,000	-
01-20-210-550051	Advertising/Legal Notices	1,171	5,000	1,700	5,000	-
		<u>\$ 542,151</u>	<u>\$ 741,500</u>	<u>\$ 584,700</u>	<u>\$ 645,000</u>	<u>\$ (96,500)</u>



DEVELOPMENT SERVICES

Position Title	2023 Budget Full-Time Positions	2023 Part-Time Positions	2024 Budget Full-Time Positions	2024 Part-Time Positions
Director of Engineering	0 ⁽¹⁾	0	0 ⁽¹⁾	0
Associate Civil Engineer I	0 ⁽¹⁾	0	0 ⁽¹⁾	0
Engineering Assistant	0 ⁽¹⁾	0	0 ⁽¹⁾	0
Development Services Technician	0 ⁽¹⁾	0	0 ⁽¹⁾	0
Total Positions	0	0	0	0
<i>(1) Budget amount represents a portion of full-time position expenses from Engineering employees who perform duties within this division</i>				

Division Description

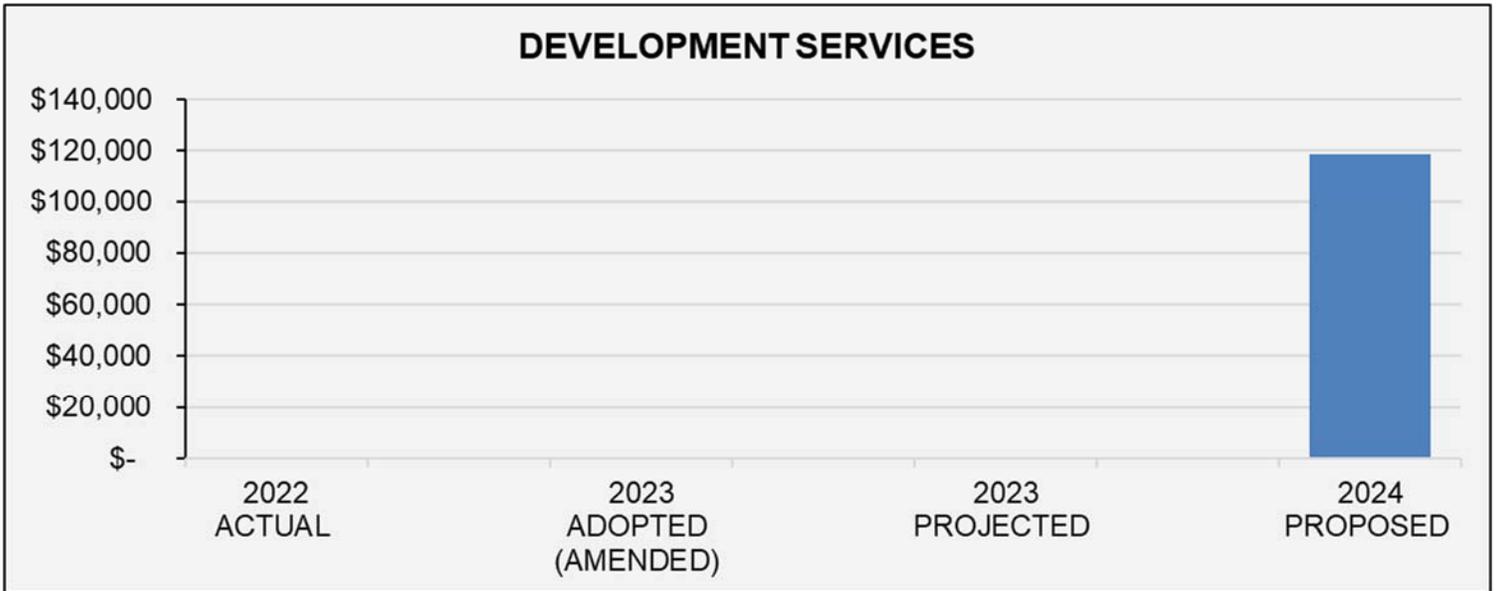
This division is responsible for the plan, design, and construction oversight of the District's domestic water and non-potable water specifically related to development projects. It prepares development review letters and agreements and facilitates developer meetings with water related activities. This division was created specifically to track development related time from Engineering staff for transparency on billings and direct project costs. The reduction to the fully burdened rate of the Engineering division by 12% of the Director of Engineering, 19% of the Associate Civil Engineer I, 19% of the Engineering Assistant, and 19% of the Development Services Representative.



Division Budget

Proposed expenses for 2024 are \$118,500 for the new division within the Engineering department. The division was created specifically to track expenses related to development, which would be billed directly to each project developer.

Development Services		2022 ACTUAL	2023 ADOPTED (AMENDED)	2023 PROJECTED	2024 PROPOSED	CHANGE <i>(Proposed less Adopted- Amended)</i>
01-20-220-500105	Labor	\$ -	\$ -	\$ -	\$ 73,000	\$ 73,000
01-20-220-500114	Incentive Pay	-	-	-	-	-
01-20-220-500115	Social Security	-	-	-	5,500	5,500
01-20-220-500120	Medicare	-	-	-	1,500	1,500
01-20-220-500125	Health Insurance	-	-	-	19,000	19,000
01-20-220-500140	Life Insurance	-	-	-	500	500
01-20-220-500143	EAP Program	-	-	-	500	500
01-20-220-500145	Workers' Compensation	-	-	-	1,000	1,000
01-20-220-500150	Unemployment Insurance	-	-	-	1,500	1,500
01-20-220-500155	Retirement/CalPERS	-	-	-	6,500	6,500
01-20-220-500180	Accrued Sick Leave Expense	-	-	-	4,500	4,500
01-20-220-500185	Accrued Vacation Leave Expense	-	-	-	5,000	5,000
01-20-220-500187	Accrual Leave Payments	-	-	-	-	-
		\$ -	\$ -	\$ -	\$ 118,500	\$ 118,500



Finance and Administration - Expenses Detail



DIVISIONS

- Finance and Administration
- Human Resources and Risk Management
- Customer Service

2023 FINANCE AND ADMINISTRATION DEPARTMENT ACCOMPLISHMENTS

Finance and Administration

1. Distributed the 2022 Water Quality and Consumer Confidence reports by communicating to consumers the report's availability by July 1, 2023. This continues efforts to improve customer communication to meet BCVWD's goal of providing safe water to the community annually.
2. Completed the Annual Comprehensive Financial Report (ACFR) that provided financial transparency and promulgated accountability by expanding on fund-level financial statement information on budgetary performance from the financial statement audit during the fiscal year.
3. Recognition of the annual Certificate of Achievement for Excellence in Financial Reporting for the fiscal year 2022 by the Government Finance Officers Association (GFOA), increasing the District's financial performance transparency.
4. Acceptance and Implementation of the 2023 BCVWD Operating Budget that communicates a transparent look at the District's day-to-day, short-term, and long-term financial stability annually.
5. Recognition of the annual Operating Budget Excellence Award for the fiscal year 2023 by the California Society of Municipal Finance Officers (CSMFO) for summarizing financial information of key economic facts on expenditures and revenues.
6. Earned an unmodified "clean" opinion for the financial statement audit of the year ended December 31, 2022, that increased trust and transparency during the 2023 fiscal year.
7. Recognition of the annual Investment Policy Certification by the California Municipal Treasurers Association (CMTA) for Investment Policy Certification for the fiscal year 2023 sustained compliance with current state statutes governing local government entities' investment practices.
8. Continued partnership with Investment Advisor, Chandler Asset Management Advisory Service (Chandler) for the management of District investments that summarizes valuable insight to reach the District's financial goals on an annual basis. This improves fiduciary obligations by optimizing investments by maintaining the management of contractual services in a fiduciary matter.
9. Implemented the BCVWD Miscellaneous Fee Study that communicates to consumers miscellaneous fees to cover the cost of services and materials, to encourage compliance with administrative rules, and to repair or replace damaged equipment related to water services.
10. Implemented CalPERS CEPPT (Section 115 pension trust fund), allowing the District to generate investment income from employer-controlled contributions to pay for required pension contributions, help

the District to offset pension-related costs during lean financial times, and reduce future cash flow requirements and budget dependency with investment income.

11. Completed implementation of the BCVWD Miscellaneous Fee Study that communicates to consumers miscellaneous fees to cover the cost of services and materials, to encourage compliance with administrative rules, and to repair or replace damaged equipment related to water services.
12. Continued implementing, maintaining, and reviewing payroll processing by preparing timely and accurate payroll transactions, including salaries, benefits, garnishments, taxes, and other deductions. Ensured accurate and timely processing of transactions by processing payroll updates, including new hires, terminations, and changes to pay rates throughout the fiscal year.
13. Continued the \$1.5 million WaterSMART Water and Energy Efficiency Grant from the United States Bureau of Reclamation for the Advanced Meter Infrastructure (AMI) Project that provides improved utility operations. The District achieved 99% completion of residential and commercial meter upgrades. Reaffirmed the partnership with grant writing firm, Townsend Public Affairs, Inc, to support BCVWD grant applications that improve funding chances by communicating public information about the activity of government agencies and interpreting policy and political campaigns specific to water services during the 2023 fiscal year.
14. Improved participation in District investments by preparing regular deposits for investments with either Local Agency Investment Fund (LAIF) or Chandler. This goal was accomplished by weekly reviews of interest rates for various investment plans available to the District, which are reported monthly to the Finance and Audit Committee.
15. Implemented, maintained, and reviewed payroll processing by preparing timely and accurate payroll transactions, including salaries, benefits, garnishments, taxes, and other deductions. Ensured accurate and timely processing of transactions. This goal was met as funds were distributed to staff bi-weekly. by processing payroll updates, including new hires, terminations, and changes to pay rates throughout the fiscal year 2023.
16. Assess and amend the BCVWD capacity fees; By evaluating current prices, and structures charged to customers. This reflects an improvement of communication and transparency regarding capacity fees to provide revenue to recover costs for existing and future facilities that are of proportional benefit to the person or property being charged related to water services. This goal will continue during the FY2024 by the implementation of revising the capacity fee study by the end of the fiscal year.
17. Received accounts payable discounts at an estimated amount of \$5,500.00 for invoices paid within 30 days and issued over 1,700 check disbursements, including ACH, Accounts Payable, and Customer Refund checks.

Human Resources and Risk Management

1. Implemented NeoGov Insight and Onboard modules as part of the Human Resources Information System (HRIS) to continue the improvement of departmental workflow efficiency.

2. Improved BCVWD policies for clarity by implementing multiple policy updates refining compliance with IRS, State and Federal mandates, Human Resources, laws, and legislative changes.
3. Recognition of the annual Great Place to Work certification in an employee engagement survey for the fiscal year 2023 by the international accreditation system called Great Place to Work, evaluating the health of the organization. The certification is the third consecutive year of recognition.
4. Organized and hosted an employee Benefits Fair during an open enrollment period with multiple benefits vendors by providing employees with relevant benefits information to meet employees' expectations of the District.
5. Improved employee safety by implementing the District's safety program, increasing awareness, and sustaining compliance using quarterly safety inspections that reflect a decrease in workplace accidents.
6. Assessed a Workforce and Succession Planning recommendation study aimed at accelerating employee performance and organizational effectiveness through the creation of a process-based Succession Planning Program to meet ratepayer and service requirements collaboratively. The study was completed during FY2023.
7. Organized specialized safety training partnerships with various consultants providing CPR/First Aid/AED, Active shooter preparedness, OSHA compliance, dog safety, snake awareness, and Reasonable Suspicion (supervisory staff) that improve employee awareness, safety compliance, and regulatory requirements for District employees.

Customer Service

1. Improved customer service communication to customers by producing English and Spanish material addressing updates to billing, rates, drought, water restrictions, and the annual water quality report.
2. Improved customer service communication to new residential accounts by providing consistent interaction with new residential customer accounts including assistance with start service applications, notification of billing process for all new accounts, and providing various payment options to new and existing customers.
3. Implementation of multiple Customer Service Representative scripts for current activities, outages, and events that increased efficiency and customer awareness during the 2023 fiscal year.

4. Reduced delinquent accounts by continuously implementing shut-off notifications and promoting payment plan options through the District as well as through a partnership with the County of Riverside.

2024 FINANCE AND ADMINISTRATION DEPARTMENT GOALS AND OBJECTIVES

Finance and Administration

1. Distribute the 2023 Water Quality and Consumer Confidence reports by communicating to consumers the report's availability by the end of the 2024 fiscal year. This will reflect an improvement in customer communication to meet BCVWD's goal of providing safe water to the community annually. This goal will be accomplished by completing the report within the parameters of the State of California.
2. Continue administrative practices to comply with the District's Records Retention Policy and paperless filing system by organizing documents to reduce litigation risks by adhering to various rules and regulations. This will reflect an improvement in records retention by 15% of paper records. This goal will be accomplished by scanning and retaining paper records to save storage and operating expenses by the end of the 2024 fiscal year.
3. Continue administrative practices to comply by providing comprehensive Brown Act compliant agenda packets to the Board of Directors (BOD) and Committees to maintain District compliance with all applicable laws and regulations.
4. Distribute the 2022 Water Quality and Consumer Confidence reports by communicating to consumers the report's availability by the end of the 2023 fiscal year. This will reflect an improvement in customer communication to meet BCVWD's goal of providing safe water to the community annually. This goal will be accomplished by completing the report within the parameters of the State of California.
5. Improve customer communication by submitting documentation to receive the annual Certificate of Achievement for Excellence in Financial Reporting through the GFOA, the Operating Budget Excellence Award through the CSMFO, and the Investment Policy Certification through the CMTA. This will reflect the transparency of annual financial performance documents in compliance with state statutes governing local government entities. This goal will be accomplished by completing the application process by the end of the 2024 fiscal year.
6. Improve customer communication by submitting the 2024 BCVWD Operating Budget to the BOD for approval. This will reflect an improvement in transparency of the day-to-day, short-

term, and long-term financial stability. This goal will be accomplished by receiving an approved budget document from the BOD by December 2023.

7. Improve fiduciary responsibilities by earning an unmodified "clean" opinion for the financial statement audit. This will reflect an improvement in transactional duties to ensure that financial information is represented fairly and accurately. This goal will be accomplished by completing the 2023 financial audit by the end of the 2024 fiscal year.
8. Continue to facilitate fiduciary responsibilities by completing the ACFR. This will reflect financial transparency and promote accountability. This goal will be accomplished by completing the 2023 report by an independent auditing firm by the 2024 fiscal year.
9. Implement the 2024 BCVWD capacity fees by the BOD-approved current prices and structures charged to customers. This will reflect improved communication and transparency regarding capacity fees to provide revenue to recover costs for existing and future facilities that are of proportional benefit to the person or property being charged related to water services. This goal will be accomplished by implementing the revised capacity fee study by the end of 2024.
10. Improve fiduciary obligations by optimizing investments and grant writing opportunities. This goal will be accomplished by maintaining the management of contractual services in a fiduciary matter by the end of the 2024 fiscal year.
11. Improve participation in District investments by preparing regular deposits for investments with either the Local Agency Investment Fund (LAIF) or Chandler. This goal will reflect an increase in the number of funds deposited for investment by at least \$10,000 per week based on cash investments over expenses. This goal will be accomplished by weekly reviews of interest rates for the different investment plans available to the District, which are reported monthly to the Finance and Audit Committee.
12. Improve the grant application and selection process by focusing on a specific set of 10 Capital Improvement Projects (CIP) during the fiscal year. This goal will reflect an increase in the number of grant funding applications by one per quarter of the year. This goal will be accomplished by collaborating with the grant writing consultants bi-weekly to identify funding opportunities regularly for these specific projects before the 2024 fiscal year-end.
13. Continue implementing, maintaining, and reviewing payroll processing by preparing timely and accurate payroll transactions, including salaries, benefits, garnishments, taxes, and other deductions. Ensure accurate and timely processing of transactions. This goal will reflect a continuance of funds distributed to staff bi-weekly. This goal will be accomplished by

processing payroll updates, including new hires, terminations, and changes to pay rates throughout the fiscal year 2024.

14. Improve consumer billing by implementing the WaterSMART Water and Energy Efficiency Grant from the United States Bureau of Reclamation. The grant is for the Advanced Meter Infrastructure (AMI) Project, reflecting the estimated 200 remaining meter upgrades by 100% digital transition of installed meters. This goal will be accomplished by installing Automated Meter Reading (AMR) and the AMI towers and repeaters by the end of the 2024 fiscal year.
15. Modernize the tracking and reporting mechanism for the cross-connection (backflow) program by providing Operations procedures and workflow for an electronic reporting system. This goal will reflect an improvement in data entry time by 25% for Operations and a reduction of at least 2 hours of statistical analysis for State mandated reporting for Administration staff. This goal will be accomplished by the completion of the Tokay software training as well as the creation of a District user guide by the 2024 fiscal year-end.
16. Implement a barcode system for the District inventory. The software will provide a critical, centralized process to control the management of ordering, receiving, and picking of inventory and will be implemented by the 2024 fiscal year-end.
17. Produced a more detailed Legislative Update, tracking state and federal legislation and recommended BOD action in support or opposition of issues affecting the District.
18. Completed Divisions 3, 4, and 5 elections process with all three Directors appointed in lieu of election.
19. Completed and disseminated more than 60 regular, special, and committee meeting Brown Act compliant agenda packets and comprehensive summary minutes or notes to assure a complete and accurate historical administrative record for the District and comply with the applicable sections of the Water Code and Government Code.
20. Continued to develop, maintain, and improve working relationships with regional stakeholders. Partnered with the San Geronio Pass Water Agency (SGPWA) on regional water supply and to maximize imported water. Worked with City Manager for the City of Beaumont to communicate the District's hardships related to the encroachment permit process and paving requirements. Re-activated the 3x2 Recycled Water Committee and worked with the members to move forward with an agreement and coordinated actions.

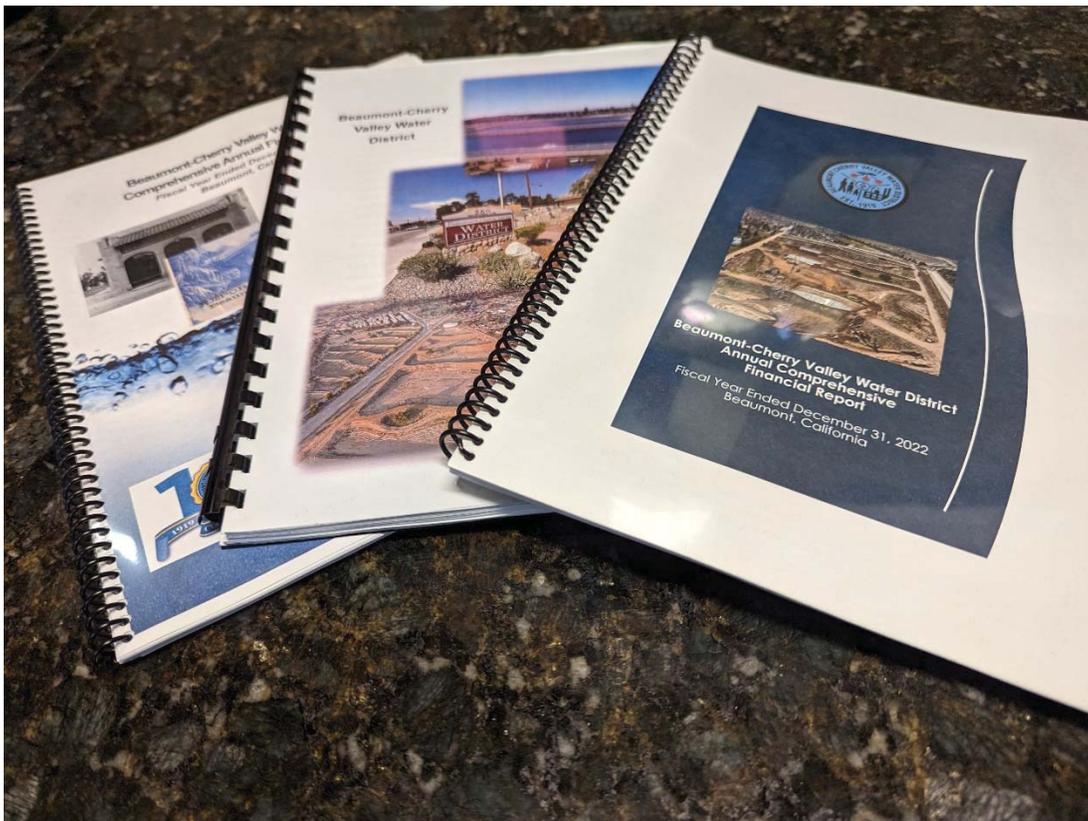
Human Resources and Risk Management

1. Improve departmental workflow efficiency by implementing one additional NeoGov module within the areas of Payroll, Self Service, and Compliance as part of the Human Resources Information System (HRIS) by the end of the 2024 fiscal year.
2. Improve clarity and compliance by updating ten BCVWD policies to comply with rules, regulations, and legislative and personnel law changes by the end of the 2024 fiscal year.
3. Improve employee engagement by developing one subject matter in the areas of an employee profile assessment tool, an employee appreciation program, and an employee wellness program to improve onboarding, team building, communication, and professional development, and reduce long-term healthcare costs by implementing one program by the end of the 2024 fiscal year.
4. Improve employee engagement by 5% by implementing the employee survey and providing documentation to receive the annual Great Place to Work certification through the international accreditation system for a third consecutive year during the 2024 fiscal year.
5. Organize and host the annual employee Benefits Fair with vendors by providing employees with relevant benefits information and improving participation in the District's Flexible Spending Account (FSA) program to meet employees' expectations of the District by the end of the 2024 fiscal year.
6. Improve workplace incidents by maintaining a centralized safety incentive program by partnering with consultants to provide employee safety training sessions to decrease safety incidents by 5% by the end of the 2024 fiscal year.
7. Improve employee development by continuing the District's leadership program and implementing various training sessions to improve strategic thinking, leadership, work knowledge, skills, and abilities by implementing executive coaching services by the end of the 2024 fiscal year.

Customer Service

1. Improve customer service communication to customers by the implementation of written documents by producing English and Spanish material addressing updates to billing, rates, drought, water restrictions, and the annual water quality report. This will reflect an improvement in customer communication. This goal will be accomplished by creating six written or virtual documents to disseminate amongst customers by the end of the 2024 fiscal year.

2. Improve customer service communication to new residential accounts by providing personalized service. This will reflect a consistent interaction with new residential customer accounts. This goal will be accomplished by interaction with 80% of new residential customer accounts opened during the 2024 fiscal year.
3. Improve customer service by streamlining website content with an emphasis on efficiency and convenience for customers.
4. Improve customer service for delinquent accounts by continuously implementing shut-off notifications and customer payment plan options. This will reflect an improvement or a decrease in delinquent customer accounts for final shut-off notifications. This goal will be accomplished by shut-off notifications to delinquent accounts, reducing the last monthly customer shuts off by 50%.
5. Distribute the 2023 Water Quality and Consumer Confidence reports by communicating to consumers the report's availability by the end of the 2024 fiscal year. This will reflect an improvement in customer communication to meet BCVWD's goal of providing safe water to the community annually. This goal will be accomplished by completing the report within the parameters of the State of California



PROFESSIONAL SERVICES

There are no positions budgeted in this division.

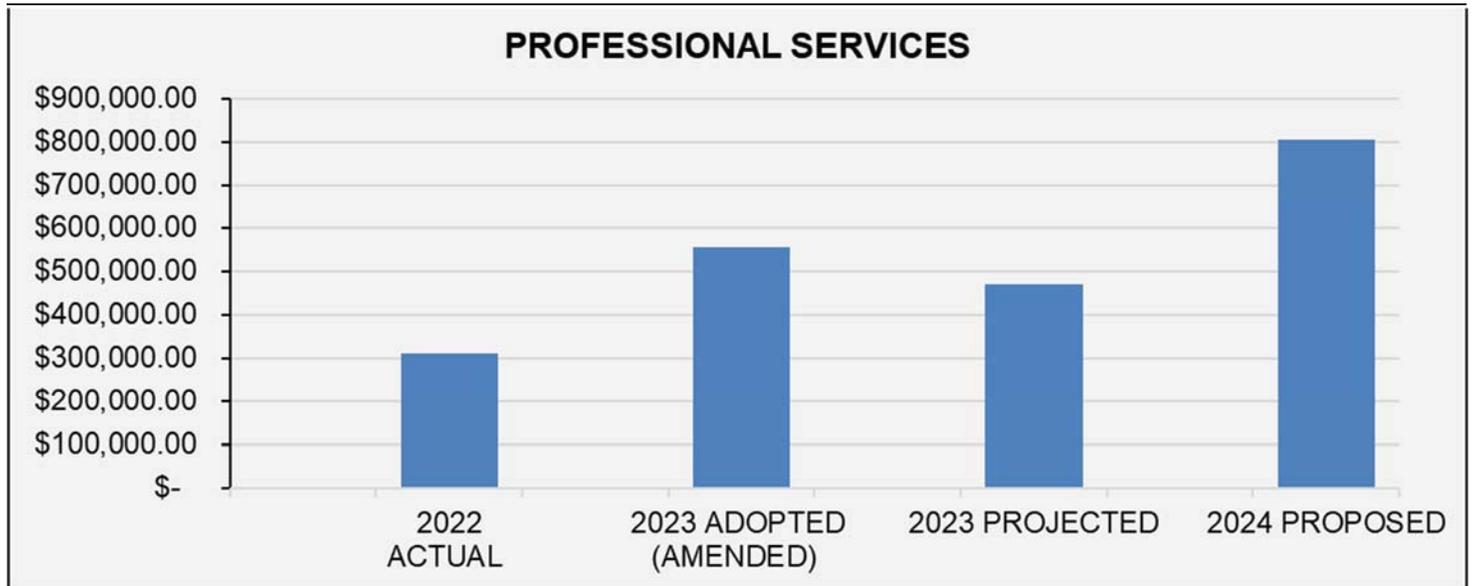
Division Description

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

Division Budget

Proposed expenses for 2024 are \$806,000, a 45.2% increase above the amended budgeted professional services expenses for 2023 due to the activity that will be associated with the Water Rate Study.

Professional Services	2022 ACTUAL	2023 ADOPTED (AMENDED)	2023 PROJECTED	2024 PROPOSED	CHANGE (Proposed less Adopted- Amended)
01-20-210-540012 Development Reimbursable Engineering	\$ -	\$ -	\$ -	\$ -	\$ -
01-20-210-540014 Development Reimbursable GIS	40,760	50,000	24,900	50,000	-
01-20-210-540018 Grant & Loan Procurement	-	-	-	-	-
01-20-210-540048 Permits, Fees & Licensing	-	3,000	-	3,000	-
01-20-210-580031 Outside Engineering	13,950	60,000	62,300	120,000	60,000
01-20-210-580032 CIP Related Outside Engineering	-	(42,000)	-	-	42,000
01-30-310-550061 Media Outreach	-	25,500	4,800	10,000	(15,500)
01-30-310-580001 Accounting and Audit	29,925	47,300	45,300	46,000	(1,300)
01-30-310-580011 General Legal	66,610	99,500	62,800	79,000	(20,500)
01-30-310-580036 Other Professional Services	92,364	195,455	172,000	341,000	145,545
01-50-510-550096 Beaumont Basin Watermaster	43,261	85,000	73,800	127,000	42,000
01-50-510-550097 SAWPA Basin Monitoring Program	23,933	31,500	25,300	30,000	(1,500)
	<u>\$ 310,803</u>	<u>\$ 555,255</u>	<u>\$ 471,200</u>	<u>\$ 806,000</u>	<u>\$ 250,745</u>



FINANCE AND ADMINISTRATION

Position Title	2023 Budget Full-Time Positions	2023 Budget Part-Time Positions	2024 Budget Full-Time Positions	2024 Budget Part-Time Positions
General Manager	1	0	1	0
Assistant General Manager ⁽¹⁾	0	0	0	0
Director of Finance and Administration (FLEX)	1	0	0 ⁽²⁾	0
Assistant Director of Finance and Administration (FLEX)	0	0	1	0
Finance Manager	1	0	1	0
Senior Management Analyst	1	0	0	0
Management Analyst II	1	0	2	0
Management Analyst I	1	0	1	0
Accounting Technician	0	0	0	0
Executive Assistant	0	0	1	0
Administrative Assistant	1	1 ⁽³⁾	1	0
Total Positions	7	1	8	0
<p>(1) Position was included in the Classification Study but was not approved to be implemented by the Board of Directors.</p> <p>(2) Flex position could be filled by Assistant Director of Finance and Administration</p> <p>(3) Included 1 part-time Administrative Assistant for a maximum of 988 hours.</p>				

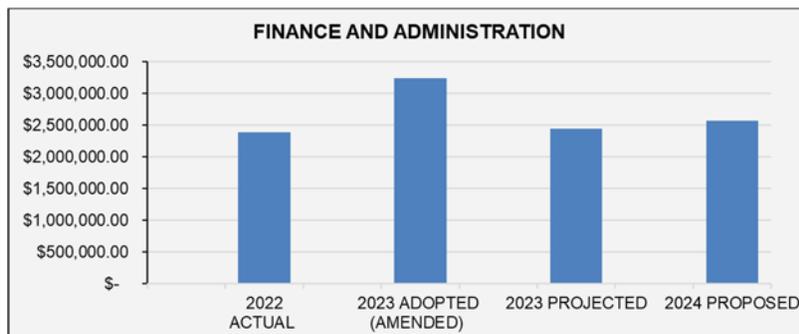
Division Description

This section includes the General Manager appointed by the Board of Directors, who directs and oversees District programs, services, and resources in accordance with short and long-range goals, policy statements, and directives. The Administrative Assistant and Executive Assistant in this division perform clerical and administrative duties, including preparing staff reports and agenda packets, scheduling training sessions for the Board of Directors and General Manager, and supporting management staff as needed. The finance section manages the general ledger, bank reconciliation, fixed assets, financial reports, payroll, accounts payable, accounts receivable, annual budget, and investment and cash management. The representatives of this section provide support to all District departments and divisions.

Division Budget

Proposed expenses for 2024 are \$2,568,500, a 20.7% decrease below the amended budgeted finance and administrative services expenses for 2023, excluding \$3,417,000 of Depreciation expense. The expected decrease for 2024 is due primarily to the personnel changes related to the separation of Customer Service into its own division.

Finance and Administration		2022	2023	2023	2024	CHANGE
		ACTUAL	ADOPTED (AMENDED)	PROJECTED	PROPOSED	(Proposed less Adopted- Amended)
01-30-310-500105	Labor	\$ 1,121,740	\$ 1,353,500	\$ 1,183,200	\$ 1,055,000	\$ (298,500)
01-30-310-500109	FSLA Overtime	-	-	-	500	500
01-30-310-500110	Overtime	8,833	11,000	11,400	3,000	(8,000)
01-30-310-500111	Double Time	2,983	2,500	1,400	2,500	-
01-30-310-500114	Incentive Pay	-	17,500	300	4,000	(13,500)
01-30-310-500115	Social Security	69,672	102,500	79,500	82,500	(20,000)
01-30-310-500120	Medicare	17,984	24,000	18,900	19,500	(4,500)
01-30-310-500125	Health Insurance	225,305	333,000	250,200	216,500	(116,500)
01-30-310-500130	CalPERS Health Administration Costs	2,328	3,000	2,900	3,000	-
01-30-310-500140	Life Insurance	1,734	2,500	2,000	2,000	(500)
01-30-310-500143	EAP Program	254	1,000	300	500	(500)
01-30-310-500145	Workers' Compensation	7,236	11,000	8,300	9,000	(2,000)
01-30-310-500150	Unemployment Insurance	-	20,000	300	15,500	(4,500)
01-30-310-500155	Retirement/CalPERS	213,313	255,500	233,000	222,000	(33,500)
01-30-310-500161	Estimated Current Year OPEB Expense	145,022	215,000	-	104,000	(111,000)
01-30-310-500165	Uniforms & Employee Benefits	614	1,000	1,100	1,000	-
01-30-310-500175	Training/Education/Mtgs/Travel	22,646	40,500	28,800	37,000	(3,500)
01-30-310-500180	Accrued Sick Leave Expense	52,388	71,500	33,300	60,000	(11,500)
01-30-310-500185	Accrued Vacation Leave Expense	39,037	106,500	44,500	98,000	(8,500)
01-30-310-500187	Accrual Leave Payments	60,422	111,500	73,200	101,500	(10,000)
01-30-310-500190	Temporary Labor	688	17,000	11,500	-	(17,000)
01-30-310-500195	CIP Related Labor	(31,811)	(16,000)	-	(8,000)	8,000
01-30-310-550001	Bank/Financial Service Fees	1,492	12,000	3,000	4,000	(8,000)
01-30-310-550006	Cashiering Shortages/Overages	-	-	-	-	-
01-30-310-550008	Transaction/Return Fees	-	-	-	-	-
01-30-310-550010	Transaction/Credit Card Fees	-	-	-	-	-
01-30-310-550014	Credit Check Fees	-	-	-	-	-
01-30-310-550030	Membership Dues	38,012	42,000	39,700	43,000	1,000
01-30-310-550036	Notary & Lien Fees	-	-	-	-	-
01-30-310-550042	Office Supplies	10,908	12,000	11,000	11,000	(1,000)
01-30-310-550046	Office Equipment	5,563	5,500	3,200	5,500	-
01-30-310-550048	Postage	12,626	57,000	9,200	60,000	3,000
01-30-310-550050	Utility Billing Service	-	-	-	-	-
01-30-310-550051	Advertising/Legal Notices	4,580	3,500	3,500	5,000	1,500
01-30-310-550054	Property, Auto & General Liability Insurance	144,045	175,000	177,400	170,000	(5,000)
01-30-310-550066	Subscriptions	-	-	-	500	500
01-30-310-550072	Miscellaneous Operating Expenses	2,595	500	2,700	500	-
01-30-310-550078	Bad Debt Expense	-	25,000	-	25,000	-
01-30-310-560000	GASB 68 Pension Expense	210,204	222,000	210,200	215,000	(7,000)
		\$ 2,390,413	\$ 3,238,500	\$ 2,444,000	\$ 2,568,500	\$ (670,000)
NOTE: System Depreciation is omitted from the chart for clarity						
01-30-310-550084	Depreciation	\$ 3,149,020	\$ 3,025,000	\$ 3,244,800	\$ 3,417,000	\$ 392,000



Division Budget

Proposed expenses for 2024 are \$268,600, a 4.0% decrease below budgeted Human Resources and Risk Management expenses for 2023, which is attributed to a reduction in expenses for Other Professional Services as staff continues to focus on in-house training.

Human Resources and Risk Management		2022 ACTUAL	2023 ADOPTED (AMENDED)	2023 PROJECTED	2024 PROPOSED	CHANGE <i>(Proposed less Adopted- Amended)</i>
01-30-320-500105	Labor	\$ 76,960	\$ 61,800	\$ 32,400	\$ 101,000	\$ 39,200
01-30-320-500110	Overtime	1,039	-	-	-	-
01-30-320-500111	Double Time	554	-	-	-	-
01-30-320-500114	Incentive Pay	-	500	-	1,000	500
01-30-320-500115	Social Security	5,318	5,300	2,800	7,000	1,700
01-30-320-500120	Medicare	1,244	1,500	700	2,000	500
01-30-320-500125	Health Insurance	16,322	19,000	10,600	27,500	8,500
01-30-320-500140	Life Insurance	123	500	100	500	-
01-30-320-500143	EAP Program	19	500	-	500	-
01-30-320-500145	Workers' Compensation	490	1,000	200	1,000	-
01-30-320-500150	Unemployment Insurance	-	1,500	-	1,500	-
01-30-320-500155	Retirement/CalPERS	9,405	7,800	5,400	9,000	1,200
01-30-320-500165	Uniforms & Employee Benefits	48	200	-	100	(100)
01-30-320-500175	Training/Education/Mtgs/Travel	6,738	5,500	5,300	7,000	1,500
01-30-320-500176	District Professional Development	7,588	20,000	200	26,000	6,000
01-30-320-500177	General Safety Training & Supplies	15,207	32,000	13,900	27,000	(5,000)
01-30-320-500180	Accrued Sick Leave Expense	5,324	1,700	1,900	6,000	4,300
01-30-320-500185	Accrued Vacation Leave Expense	5,250	2,600	3,600	5,500	2,900
01-30-320-500187	Accrual Leave Payments	-	5,900	5,900	-	(5,900)
01-30-320-500190	Temporary Labor	-	5,000	-	-	(5,000)
01-30-320-550024	Employment Testing	1,120	6,000	1,500	4,500	(1,500)
01-30-320-550025	Employee Retention	2,520	5,500	1,900	6,000	500
01-30-320-550026	Recruitment Expense	2,225	11,000	1,000	12,500	1,500
01-30-320-550028	District Certification	2,506	6,000	3,500	6,000	-
01-30-320-550030	Membership Dues	2,253	2,500	2,000	2,000	(500)
01-30-320-550042	Office Supplies	1,331	3,000	800	2,000	(1,000)
01-30-320-550051	Advertising/Legal Notices	1,093	4,000	900	2,000	(2,000)
01-30-320-580036	Other Professional Services	21,766	69,400	40,400	11,000	(58,400)
		\$ 186,444	\$ 279,700	\$ 135,000	\$ 268,600	\$ (11,100)

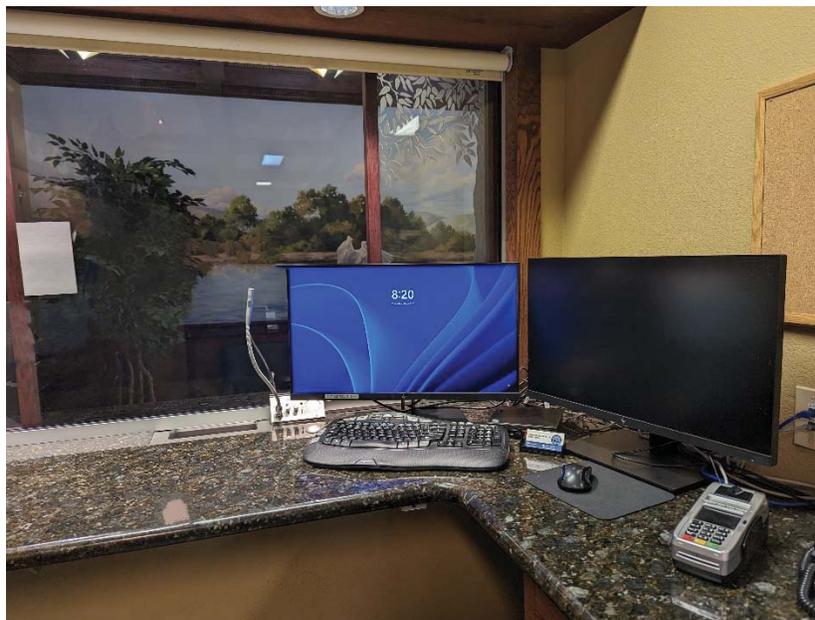


CUSTOMER SERVICE

Position Title	2023 Budget Full-Time Positions	2023 Budget Part-Time Positions	2024 Budget Full-Time Positions	2024 Budget Part-Time Positions
Customer Service Supervisor	1	0	1	0
Customer Service Representative II	1	0	2	0
Customer Service Representative I	3	1	2	0 ⁽³⁾
Customer Service Representative I (AMR) ⁽³⁾	0	2 ⁽¹⁾	0	0 ⁽²⁾
Total Positions	5	3	5	0
<p>(1) Temporary part-time employees to implement the AMR/AMI program</p> <p>(2) Removed AMR/AMI program employees as project wraps up as regular staff can process documentation for meter upgrades</p> <p>(3) Permanent part-time position to assist with recycled water on pause until services activated and proof of need established</p>				

Division Description

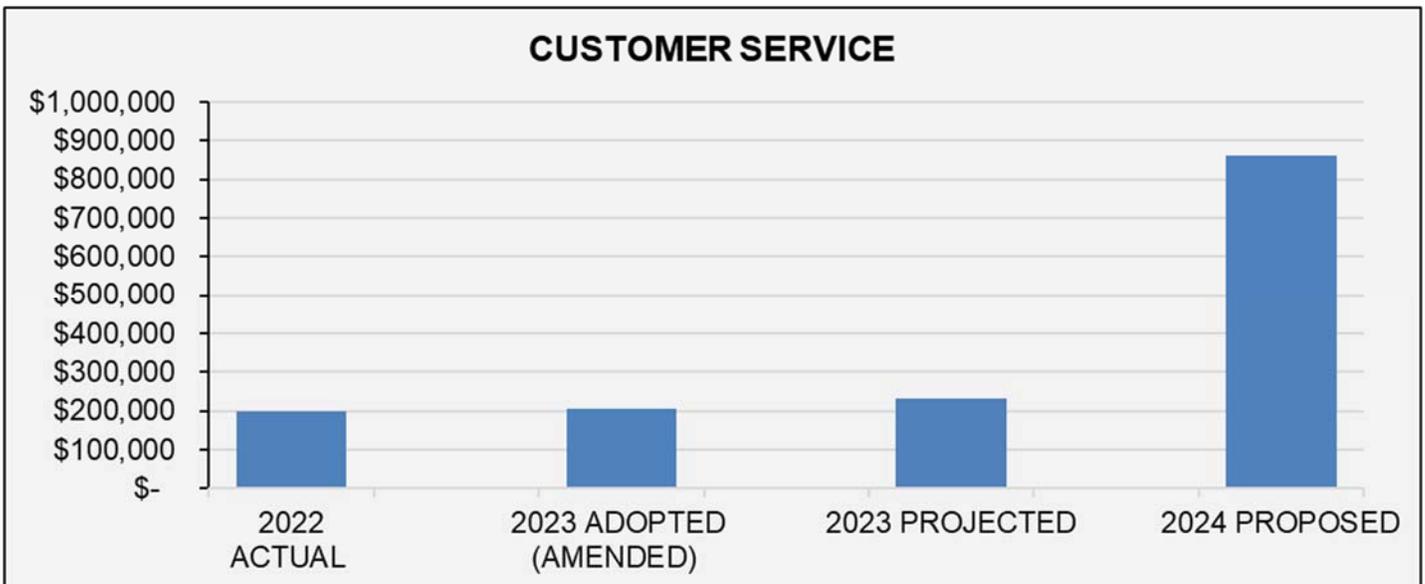
This section is responsible for assisting customers with their requests, processing payments, and managing all billing data. The Customer Service Representatives coordinate with other departments to ensure that all customer bills are accurate and sent on time. They also process requests to open and close accounts, update account information, prepare water consumption reports, and answer questions in person, by phone, or by email.



Division Budget

Proposed expenses for 2024 are \$860,600 for the new division within the Finance and Administration department. The division was created to specifically track expenses related to customer service and customer engagement including staffing, customer notifications, billing expenses, and payment transaction fees.

Customer Service		2022 ACTUAL	2023 ADOPTED (AMENDED)	2023 PROJECTED	2024 PROPOSED	CHANGE (Proposed less Adopted- Amended)
01-30-330-500105	Labor	\$ -	\$ -	\$ -	\$ 327,500	\$ 327,500
01-30-330-500109	FSLA Overtime	-	-	-	500	500
01-30-330-500110	Overtime	-	-	-	8,000	8,000
01-30-330-500111	Double Time	-	-	-	1,000	1,000
01-30-330-500114	Incentive Pay	-	-	-	3,000	3,000
01-30-330-500115	Social Security	-	-	-	24,500	24,500
01-30-330-500120	Medicare	-	-	-	6,000	6,000
01-30-330-500125	Health Insurance	-	-	-	135,500	135,500
01-30-330-500140	Life Insurance	-	-	-	1,000	1,000
01-30-330-500143	EAP Program	-	-	-	500	500
01-30-330-500145	Workers' Compensation	-	-	-	3,000	3,000
01-30-330-500150	Unemployment Insurance	-	-	-	5,000	5,000
01-30-330-500155	Retirement/CalPERS	-	-	-	37,500	37,500
01-30-330-500165	Uniforms & Employee Benefits	-	-	-	500	500
01-30-330-500175	Training/Education/Mtgs/Travel	-	-	-	8,500	8,500
01-30-330-500180	Accrued Sick Leave Expense	-	-	-	15,500	15,500
01-30-330-500185	Accrued Vacation Leave Expense	-	-	-	21,000	21,000
01-30-330-500187	Accrual Leave Payments	-	-	-	20,500	20,500
01-30-330-500190	Temporary Labor	-	-	-	14,500	14,500
01-30-330-500195	CIP Related Labor	-	-	-	-	-
01-30-330-550006	Cashiering Shortages/Overages	6	100	-	100	-
01-30-330-550008	Transaction/Return Fees	1,183	3,000	1,000	1,500	(1,500)
01-30-330-550010	Transaction/Credit Card Fees	102,656	101,700	131,200	125,000	23,300
01-30-330-550014	Credit Check Fees	6,578	7,500	6,100	6,500	(1,000)
01-30-330-550030	Membership Dues	-	-	-	1,500	1,500
01-30-330-550036	Notary & Lien Fees	2,078	3,000	2,000	2,500	(500)
01-30-330-550050	Utility Billing Service	86,225	90,000	90,200	90,000	-
01-30-330-550051	Advertising/Legal Notices	-	-	-	-	-
		\$ 198,726	\$ 205,300	\$ 230,500	\$ 860,600	\$ 655,300



Information Technology - Expenses Detail



DEPARTMENT

- Information Technology

2023 INFORMATION TECHNOLOGY DEPARTMENT ACCOMPLISHMENTS

1. Continued to support District Staff with various District remote work activities required due to the District response to the COVID-19 Pandemic.
2. The division completed scheduled computer workstation upgrades (all District computers), server upgrades, and application upgrades to ensure that the BCVWD computer network is current and capable of providing the District with an efficient computer environment to conduct business with no business day loss of service outages.
3. Completed Backflow System SQL Server and provided training materials for implementing the system as part of the District's Cross-Connection Control program.
4. Completed acquisition, programming, and implementation of (10) additional tablet-based (iPad) systems for Operations and Distribution and Transmission Staff, which included continued implementation of automated forms for field staff use to leverage technology to provide for increased field staff operational and process efficiency.
5. Completed programming of all remaining transmitters for AMR component of AMR/AMI project or approximately 36% of remaining project transmitters (7,500 transmitters of 20,450 total project transmitters).
6. The division completed the initial steps of Phase III of the AMR/AMI project by coordinating the acquisition of materials and equipment necessary for implementation testing of AMI deployment completion in 2023.
7. Advanced the District's cybersecurity initiative by deploying upgraded cybersecurity systems and associated programming, including but not limited to upgrade system monitoring and related technical controls, thereby maintaining the District's optimum cybersecurity response protocols. Work included deploying eight (8) Cybersecurity Control Technologies to improve the District cybersecurity posture.
8. Advanced District Cybersecurity Awareness Training Program by creating and implementing said training with all staff to ensure the maximum level of District and Staff awareness of District Cybersecurity initiative. The Department issued three (3) random emails during the year to verify program effectiveness, staff awareness, and response to recommendations and requirements of said training activities.
9. Recognition of the 2023 Award for Achievement in Information Technology Practices for Information Technology and Cybersecurity from the Municipal Information Systems Association of California (MISAC) based on a complete audit of the organization as recognition of outstanding governance and operation practices.
10. Advanced the District's safety program by acquiring and deploying 2-way radio systems to staff, including 2-way radio training for improved communication. Reliable equipment increases staff's ability to

communicate reliably for regular communication activities and during emergency and emergency response activities.

11. Advanced the District's technology leveraging for improved operations, tracking, and quality assurance by implementing a pipeline, Hydrant Flush, and a Valve Exercise GIS-based computer solution and providing staff training regarding said solutions.
12. Collaborated and completed departmental technical requirements to meet District goals and objectives for the 2022 fiscal year.
13. Acquired and deployed wireless headsets for all customer service staff in coordination with Human Resources (HR) to advance District business equipment ergonomic initiatives to minimize the possibility of work-related ergonomic issues from repetitive phone use activities.

2024 INFORMATION TECHNOLOGY DEPARTMENT GOALS AND OBJECTIVES

1. Complete the Automatic Meter Read (AMR) portion of the AMR/ Automatic Meter Infrastructure (AMI) project by supporting the final deployment of remaining automatic meters (approximately 200 meters and associated transmitters (radios) at customer locations in conjunction with Finance and Administration and Operations Departments. Complete AMI deployment, including installing system collector and repeater components throughout the District, quarterly testing, and quality assurance activities. Upon system testing and commissioning, the District will deploy the customer-facing web portal and enable AMI technology to automate, increase operational efficiency, and improve meter collecting and reporting capabilities by year-end 2024.
2. Advance the implementation of the new Supervisory Control and Data Acquisition (SCADA) system that will enable staff to have increased oversight and control of all water operations and facilities; said system will include opportunities for remote and mobile device access, thereby improving system maintenance and control operations activities. Project components include site retrofits and upgrades of electrical equipment, wires, communications equipment, etc., and all District facilities sites (e.g., wells, booster, reservoirs, pressure-reducing stations).
3. Advance the District's technology upgrade initiative by replacing approximately 33% of employee workstations, aging servers, storage, or infrastructure equipment. The upgrades will include acquiring, programming, and installing replacement computer workstations in the District. Replacement of Servers that have reached the end of service life and an evaluation of storage arrays and system switch equipment to ensure minimum server outages.
4. Advance the District's cybersecurity initiative by working with all District Departments, including HR (related to integrating Policies and Procedures into the overall District Policies and Procedures framework), to complete the District's Cybersecurity Program Policies and Procedures. IT Department Staff will also advance through continued deployment, testing, and refining of all applications, technologies, and systems reasonably necessary to ensure a secure, safe, and effective workplace. IT Department will continue to leverage investments made by the District in 2021, 2022, and 2023 to

maximize the District's cybersecurity program effectiveness through 2023 and beyond. Staff proposes assessing and planning for using artificial intelligence technologies to ensure maximum identification and response to security threats.



INFORMATION TECHNOLOGY

Position Title	2023 Budget Full-Time Positions	2023 Budget Part-Time Positions	2024 Budget Full-Time Positions	2024 Budget Part-Time Positions
Director of Information Technology	1	0	1	0
Total Positions	1	0	1	0

Division Description

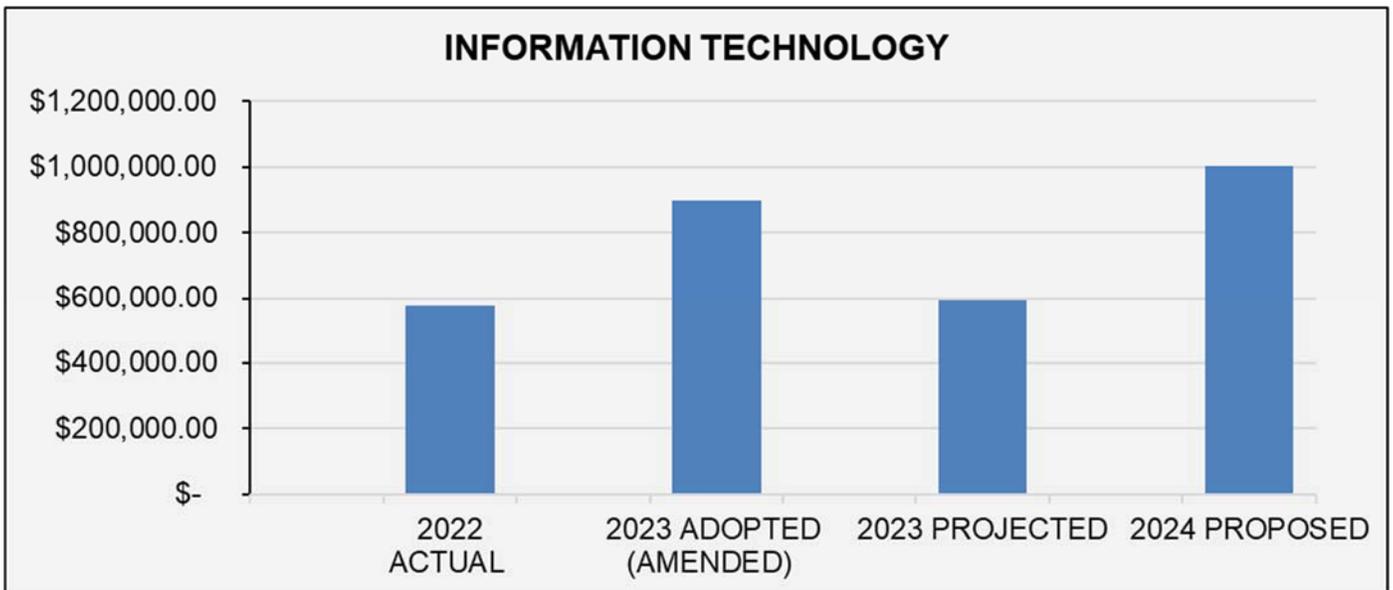
This department includes the administrative salaries, employee benefits, operating supplies, and other expenses associated with the effective and efficient management and deployment of technology and cybersecurity throughout the District.



Division Budget

Proposed expenses for 2024 are \$1,003,500, an 11.6% increase above the budgeted information technology expenses for 2023, due to an anticipated rise in license, maintenance, and support expenses related to information technology as well as new expenses supporting the potential implementation of AB 1668 and SB 606.

Information Technology		2022 ACTUAL	2023 ADOPTED (AMENDED)	2023 PROJECTED	2024 PROPOSED	CHANGE (Proposed less Adopted- Amended)
01-35-315-500105	Labor	\$ 152,621	\$ 163,000	\$ 154,800	\$ 169,000	\$ 6,000
01-35-315-500114	Incentive Pay	-	1,500	-	1,000	(500)
01-35-315-500115	Social Security	9,141	13,000	11,200	14,000	1,000
01-35-315-500120	Medicare	2,386	3,500	2,600	3,500	-
01-35-315-500125	Health Insurance	24,332	25,500	23,000	27,500	2,000
01-35-315-500140	Life Insurance	230	500	200	500	-
01-35-315-500143	EAP Program	19	500	-	500	-
01-35-315-500145	Workers' Compensation	885	1,500	1,000	1,500	-
01-35-315-500150	Unemployment Insurance	-	2,500	-	2,500	-
01-35-315-500155	Retirement/CalPERS	17,246	20,000	17,500	15,000	(5,000)
01-35-315-500165	Uniforms & Employee Benefits	-	-	-	-	-
01-35-315-500175	Training/Education/Mtgs/Travel	4,597	5,000	2,300	5,000	-
01-35-315-500180	Accrued Sick Leave Expense	(609)	9,500	-	10,000	500
01-35-315-500185	Accrued Vacation Leave Expense	3,879	18,000	-	18,500	500
01-35-315-500187	Accrual Leave Payments	9,954	18,500	19,100	20,500	2,000
01-35-315-500190	Temporary Labor	-	-	-	-	-
01-35-315-500195	CIP Related Labor	-	(33,000)	-	(33,000)	-
01-35-315-501511	Telephone/Internet Service	62,042	63,000	72,200	73,000	10,000
01-35-315-501521	Building Alarms and Security	9,466	27,500	14,900	34,000	6,500
01-35-315-540014	GIS Maintenance and Updates	2,400	10,000	1,400	10,000	-
01-35-315-550030	Membership Dues	1,839	3,000	2,100	3,000	-
01-35-315-550044	Printing/Toner & Maintenance	20,878	28,000	21,200	30,000	2,000
01-35-315-550051	Advertising/Legal Notices	-	-	-	-	-
01-35-315-550058	Cyber Security Liability Insurance	-	7,000	5,300	7,500	500
01-35-315-580016	Computer Hardware	19,466	30,000	14,200	30,000	-
01-35-315-580021	IT/Software Support	8,000	8,000	8,000	8,000	-
01-35-315-580026	License/Maintenance/Support	177,070	250,000	183,400	321,000	71,000
01-35-315-580027	AMR/AMI Annual Support	-	163,000	-	163,000	-
01-35-315-580028	Cybersecurity Software/Hardware	49,959	50,000	30,000	58,000	8,000
01-35-315-580030	Repair/Purchase Radio Comm Equip	-	10,000	9,900	10,000	-
		<u>\$ 575,800</u>	<u>\$ 899,000</u>	<u>\$ 594,300</u>	<u>\$ 1,003,500</u>	<u>\$ 104,500</u>



Operations - Expenses Detail



DIVISIONS

- Source of Supply
- Cross-Connection/Non-Potable Water
- Transmission and Distribution
- Field Inspections
- Customer Service and Meter Reading
- Maintenance and General Plant

2023 OPERATIONS DEPARTMENT ACCOMPLISHMENTS

Source of Supply

1. Completed the Well rehabilitation and pumping unit repair projects to improve the quality of supply and serviceable equipment and prevent excessive repair or equipment failure for Wells 10, 18, 23, and 29.
2. Implementation of various District Safety Programs and the purchase of safety equipment to improve risk management, safe work practices, employee development, and Water certifications.
3. Participated in the public outreach campaign. Collaborated with multiple community resources and provided various outreach and education opportunities to improve communication with the public on the continuing drought concern in the State of California and the Western United States.
4. Prepared and submitted a grant funding application for the planning, selection, and acquisition of hardware/software with the District's Information Technology (IT) Department to replace and improve the existing SCADA system in accordance with the District's Capital Improvement Plan (CIP).
5. Purchased a Global Positioning System (GPS instrument), supported setup and interface with the Information Technology Department, and provided staff training to provide for the improved accuracy of the District's potable and non-potable water system maps, including water meter location activities as well as mapping of customer non-potable/potable water use areas, and Recycled Water piping locations for anticipated upcoming recycled water permitting activities.
6. Coordinated and monitored mud and debris flow events and District responses (rain event responses) from the Apple/ El Dorado burn scar with emergency personnel and Riverside County Flood Control & Water Conservation District (RCFC&WCD).
7. Provided various projects to rehabilitate and reconstruct existing facilities to promote higher maintenance activities, as well as revise facilities landscaping, to improve facility aesthetics and drought tolerance, thereby enabling a better public image, including:
 - a. Reconstructed wood roof structures for Well 16 and chlorinator buildings.
 - b. Rebuilt Well 11 existing wood roof with a new metal roof structure to increase fire protection
 - c. Reconstructed Highland Springs wood roof structure and upgraded building lighting and electrical power wiring and appurtenances, painted building, discharge piping, the exterior of the hydropneumatic tank, booster pumping units, and generator enclosure.

- d. Painted motors and pumping units at Edgar Canyon well facilities and Wells 22, 23, 24, and 26.
- e. Converted 560 Magnolia landscape fountain feature to low maintenance planter to improve curb appeal and minimize potential vector control issues.
- f. Recoated existing aboveground piping facilities at Lower Edgar Tank Site.
- g. Installed automatic lighting controls at all City well facilities and the 12th and Palm Avenue operations office.
- h. Created and implemented a field maintenance repair ticketing system to ensure the project maintenance program's efficiency, tracking, and quality assurance.

Cross-Connection/Non-Potable Water (formerly Recycled Water)

1. Staff proposed Cross Connection/Non-Potable Water Supervisor position was filled in 2023. The new position oversees the backflow/cross-connection control program and has begun preparations for the California State Division of Drinking Water permitting and conversion to Recycled Water use.
2. The Cross Connection/Non-Potable Water Supervisor has begun testing the District's new Backflow maintenance tracking system (Tokay).
3. Begun location mapping of the District's non-potable system using the District's GPS to include customer non-potable/potable water use areas and piping for use in Recycled Water permitting.
4. Begun non-potable water system shutdown test implementation procedures to validate to jurisdictional agencies the complete separation of the non-potable and potable water systems.

Transmission and Distribution

1. Provided coordination and aggressive meter replacement as identified in the awarded grant contract for Automated Meter Reading/Advanced Metering Infrastructure (AMR/AMI) implementation.
2. Supported the District's Finance Department in preparation of documentation necessary to request and receive an extension to the District's Bureau of Reclamation WaterSmart AMR/AMI grant resulting from project delays in materials and equipment acquisition due to global supply chain disruption issues resulting from COVID-19 and Russian/Ukrainian War activities.
3. Provided support and coordination with the District's IT department and provided staff training to increase electronic maintenance coordination and tracking systems related to the Districts ongoing water system operation and maintenance, including:
 - a. Setup and implementation of electronic valve maintenance scheduling and tracking program and continued systematic valve maintenance and exercise program of potable and non-potable water systems.
 - b. Set up and implementation of water system flushing maintenance scheduling and tracking program through the District's system mapping platform and began systematic flushing maintenance of the distribution system.

4. Supported ongoing District Capital Facilities and Capital Reserve Replacement Projects, including field assessment of existing facilities, design replacement facilities planning support, and materials acquisition (where necessary), as well as construction activities and inspection support for the following projects:
 - a. Grand Avenue Storm Drain (MDP Line 16) Project, in cooperation with the Engineering Department and RCFC&WCD.
 - b. Provided District Engineering Department and RCFC&WCD field coordination and support and District inspection activities for Grand Avenue MDP Line 16 storm drain construction and District contracting and grading operations, including subgrade preparation of Noble Creek Recharge spillway construction project.
 - c. Provided field support in conjunction with District Engineering Department and RCFC&WCD construction coordination and support. Supervised piping, valves, and appurtenance acquisition, delivery, and site storage, as well as District field coordination and inspection activities for Grand Avenue capital replacement pipeline projects – pipelines 1 through 6A.
 - d. Provided field support in conjunction with District Engineering Department and construction coordination and inspection activities for Capital Improvement Project (CIP) number P-3620-0012 Avenue Altejo Bella, Avenida Miravilla to End of Cul-De-Sac. Supervised piping, valves, and appurtenance prepurchase and acquisition, delivery, and site storage of construction materials.
 - e. Provided field support in conjunction with District Engineering Department for Capital Replacement Project (CIP) number P-3620-0015 Appletree Lane and B-Line (Pending), for supervision and work related to piping, valves, and appurtenance prepurchase and acquisition, delivery, and site storage of materials of construction. Received a Certificate of Appreciation and Thanks for a Job Well Done from the residents of Apple Tree Lane.
 - f. Provided field support in conjunction with the District Engineering Department for Capital Replacement Project for two pipeline replacements on Beaumont Avenue and Michigan Avenue for supervision and work related to piping, valves, and appurtenance prepurchase and acquisition, delivery, and site storage of materials of construction.
5. Coordinated and monitored mud and debris flow events and District responses (rain event responses) from the Apple/ El Dorado burn scar with emergency personnel and RCFC&WCD.
6. Provided support to the District's Human Resources (HR) Department and coordination in completing the District's 2021/2022 Classification and Compensation study.
7. Continued to implement, improve and expand the District Safety Program in conjunction with the Human Resources Department, including continued use of professional risk management consulting services, continued review and assessment of safe work practices, training, and evaluation and implementation of replacement and additional safety equipment as needed or as identified.
8. Provided development support services, including inspection activities and meter installations for various ongoing CIPs.

9. Replaced critical tank inlet and drain line isolation valves on Noble Tank, increased system redundancy and isolation capabilities. Said inlet and drain valves had reached the end of their service life and no longer functioned appropriately.

Maintenance and General Plant

1. Continued ongoing rehabilitation and reconstruction activities for existing facilities to promote higher maintenance activities as well as revise facilities landscaping to improve facility aesthetics and drought tolerance, thereby enabling a better public image.
2. Installed outdoor solar-powered lighting at all District canyon well facilities.
3. Replaced existing Wells 12 and 13, and the Highland Springs Hydro pneumatic Booster Station wood roofs to prevent leakage and improve aesthetics.
4. Painted fascia boards and siding at City of Beaumont and Cherry Valley (non-canyon) well facilities.
5. Improved electrical systems at District facilities by replacing Well building manual light switches with automatic motion-activated light switches for increased employee safety and energy efficiency.
6. Continued implementation of LED lighting system conversion of existing fluorescent light bulb fixtures at 560 Magnolia, minimize ongoing fluorescent lighting fixture loss of service, and increased District's overall energy efficiency improvement activities.
7. Continued ongoing replacement and upgrade of District signage, including well site identification, facility addresses, No Trespassing, No Hunting, National Fire Protection Association (NFPA) placards, Universal Waste, and related regulatory required signage.
8. Responded to all facility maintenance tickets and provided necessary repairs and improvements to ensure a safe work environment for District staff and the public.
9. Coordinated with the District's IT Department to implement a facility inspection system that increases efficiency in documenting the condition of facilities and provides a platform for tracking and reporting maintenance activities.
10. Provided support to Operations by participating in the on-call rotation and responding to after-hours emergency repair activities.

2024 OPERATIONS DEPARTMENT GOALS AND OBJECTIVES

Source of Supply

1. Finalize design and construction documents for Water Storage Tank Recoating, Painting, and Rehabilitation at Cherry Tanks I & II, Vineland Tank I, and Lower Edgar Tank and complete coating, painting, and modifications to said facilities in 2023 and 2024.
2. Implement chlorination system retrofits at Well 29 and Well 25 for continued safe and uniform District chlorination equipment installations.
3. Provide project support and construction phase activities for re-drilling two potable water wells (i.e. Wells 1A and 2A) to increase redundancy and provide additional pumping capacity to meet high system demands.

4. Provide project support and coordination with the District's IT department to complete the AMR/AMI project, including installing collectors and repeaters at District-owned properties as necessary to meet the extended grant completion schedule.
5. Provide all sampling and operational requirements necessary to meet all State and Federal drinking water standards and all regulatory water quality sampling requirements, including completion of Unregulated Contaminant Monitoring Rule (UCMR) 5 water constituent sampling activities.
6. Provide storm event oversight and coordination for District response to potential mud and debris flow events to all storm events.
7. Complete MDP Line 16 project to provide imported water and stormwater recharge. This includes management activities to maintain maximum imported water recharge, new stormwater collection, and recharge activities for MDP Line 16 tributary area; and management of Noble Creek Recharge Facility Phase 1 and 2 basins.
8. Provide strategic production equipment operation to maximize Beaumont Basin water level management through pumping and recharge activities to minimize long-term recharge effects (e.g., local area mounding, etc.) necessary to ensure maximum sustained basin operation and recovery opportunities for ongoing District imported water activities.
9. Provide coordination with the District's Engineering Department to confirm equipment operational parameters necessary to purchase spare equipment successfully (i.e., electric motor and pumping unit assembly for the Noble Booster and 4a Booster.
10. Provide support and coordination with the District's IT Department to install a new digital radio repeater at a District-owned well site and deploy a mobile (grab-and-go) digital radio repeater to ensure maximum redundancy of the District handheld radio communication system.
11. Complete ordering and replacement of 2024 budgeted vehicles and equipment.
12. Coordinate with the District's Engineering Department and Executive Management team to ensure District Chromium VI levels are monitored and responses are aligned with emerging jurisdictional requirements that may affect District operations, including ongoing monitoring of District system-wide Chromium VI levels. Continue to monitor, update, and prepare well and booster station maintenance program activities.
13. Continue to upgrade water facility sites and continue migration to low water use and maintenance facilities. These include site upgrades at Well 25, 21, and Well 3 when materials and equipment shortages provided reasonable costs for proposed improvements.
14. Capture GPS coordinates on District's high-risk facilities.

Cross-Connection/Non-Potable Water

1. Continue to advance recycled water system implementation by preparing shutdown test procedures and supporting documentation forms for 15% of the existing Recycled Water customer base by January 2025.

2. Continue to leverage the District Cross Connection/Non-Potable Water Supervisor to oversee the backflow/cross-connection control program and to begin preparations for California State Division of Drinking water permitting and conversion to Recycled Water use.
3. Provide coordination and staff training to implement a new Backflow testing and maintenance tracking system.
4. Instigate location mapping of the District's non-potable system using the District GPS to include mapping customer non-potable/potable water use areas and piping for use in Recycled Water permitting with a goal of mapping 30% of District Facilities in 2024.
5. Start non-potable water system implementation shutdown test, including non-potable water users, to validate to jurisdictional agencies the complete separation of the non-potable and potable water systems on both District and customer use properties.
6. Commence recycled water system conversion as end-user properties are approved and included in the City of Beaumont's Recycled Water Use Permit.
7. Provide support to the District's Engineering staff and the City of Beaumont with the design and construction of a non-potable water booster station that will allow the District to implement receipt and pressurization of recycled water from the City of Beaumont's Wastewater Treatment Plant and deliver said water to the District's non-potable 2800 Reservoir.
8. Prepare workflow to include Cross-Connection survey for new accounts and when existing accounts change.
9. Update Specifications, including drawing plates for backflow installation and use.
10. Implement Tokay as the District's required submission platform for all backflow test sheets and compliance tracking.

Transmission and Distribution

1. Respond to all reported emergencies and make necessary repairs to assure continuity of service to District customers with a completion timing of 1 to 3 days, depending on the severity of the leak and utility location ticket time period requirements (Underground Service Alert, USA).
2. Respond to all damaged fire hydrant assemblies and make necessary repairs to assure continuity of service to District customers with a completion timing of 1 to 3 days depending on the severity of damage and utility location ticket time period requirements (USA)
3. Support and inspection activities for replacing various District-owned water mains, including the "B" Line, 5th Street, and Michigan Avenue projects.
4. Coordinate and support District's IT department with the purchase and implementation of tablet devices to increase efficiency in system mapping, valve exercising, system flushing, and associated training activities.
5. Purchase and deploy a new leak locator to increase repair efficiency and minimize the cost of street repairs.

6. Replace Line Locator with a GPS-enabled system to improve accuracy in system mapping, response to USA, and efficiency.
7. Increase State Water Resources Control Board Operator Certification by 10%.
8. Continue to support completion of Automatic Meter Reading/Advanced Metering Infrastructure AMR/AMI meter replacement project in 2023, necessary to meet the revised grant completion deadline.
9. Increase valve maintenance activities by 10% and continue logging maintenance activities via a tablet-based maintenance program in conjunction with the District GIS system mapping platform.
10. Provide backhoe operator instruction opportunities for staff by installing a used section of the water main for excavation practice and trench shoring training in Edgar Canyon.
11. Locate hard-to-find water meters with a GPS mapping system and GIS platform to ensure District locations of facilities are accurately located in GIS and recoverable in the field by District Staff over time.

Maintenance and General Plant

1. Continue ongoing rehabilitation and reconstruction activities for existing facilities to promote higher maintenance activities as well as revise facilities landscaping to improve facility aesthetics and drought tolerance, thereby enabling a better public image including:
 - a. Install automatic outdoor solar-powered lighting at all District Canyon well facilities.
 - b. Replace existing Wells 12 and 13 wood roofs with a new metal roof structure to replace roofing systems at the end of their service life while increasing facilities' fire protection.
 - c. Complete proposed landscaping improvements at Well 25.
 - d. Complete replacement of the Well 19 building structure.
 - e. Paint motors and pumping units in the City of Beaumont and Cherry Valley (non-canyon) well facilities.
 - f. Replace end-of-service life well and booster station facilities within the City of Beaumont, Cherry Valley, and Edgar Canyon (50% completion target for January 2025).
 - g. Improve electrical systems at District facilities by replacing Well building manual light switches with automatic motion-activated light switches for increased employee safety and energy efficiency.
 - h. Continue to implement LED lighting system conversion of existing fluorescent light bulb fixtures at 560 Magnolia, minimize ongoing fluorescent lighting fixture loss of service, and increase District's overall energy efficiency improvement activities.
2. Continue ongoing replacement and upgrade of District signage, including well site identification, facility addresses, No Trespassing, No Hunting, National Fire Protection Association (NFPA) placards, Universal Waste, and related regulatory required signage.

3. Respond to all facility maintenance tickets and provide necessary repairs and improvements to ensure a safe work environment for District staff and the public.
4. Coordinate with the District's IT Department to implement a facility inspection system that will increase efficiency in documenting the condition of facilities and provide a platform for tracking and reporting maintenance activities.
5. Provide support to Operations by participating in the on-call rotation and responding to after-hours emergency repair activities.

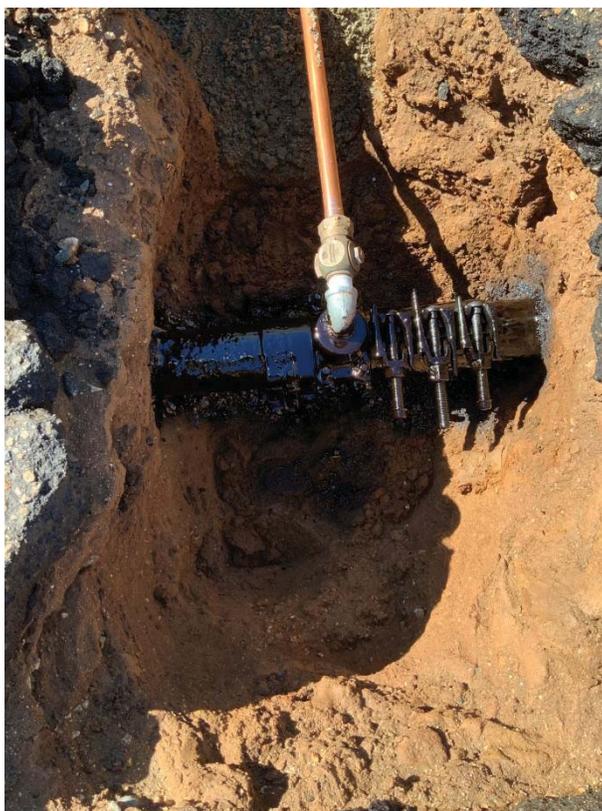


SOURCE OF SUPPLY

Position Title	2023 Budget Full-Time Positions	2023 Budget Part-Time Positions	2024 Budget Full-Time Positions	2024 Budget Part-Time Positions
Water Production Supervisor	1	0	1	0
Water Production Operator II	3	0	3	0
Water Production Operator I	1	0	1	0
Total Positions	5	0	5	0

Division Description

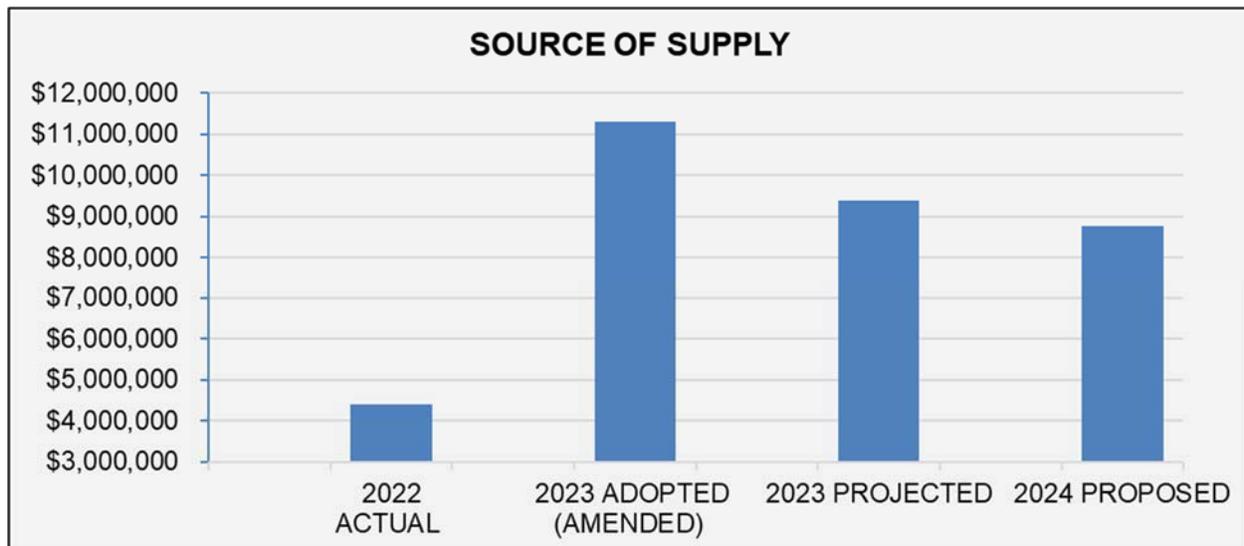
Source of Supply represents the division responsible for expenses related to the operation and maintenance of wells, booster stations, storage facilities and State Water Project supplies. It oversees supervisory control and data acquisition (SCADA), water quality functions, and the construction, installation, testing, calibration, maintenance, and repair of electrical and mechanical systems, and process control instrumentation systems.



Division Budget

Source of supply expenses for 2024 is proposed as \$8,760,000, a 22.6% decrease below the 2023 budgeted expenses. The decrease is attributed to the separation of the Cross Connection/Non-Potable Water Supervisor as well as the expected State Water Project (SWP) water purchases of 11,200 AF, down from 18,000 AF in 2023.

Source of Supply		2022 ACTUAL	2023 ADOPTED (AMENDED)	2023 PROJECTED	2024 PROPOSED	CHANGE <i>(Proposed less Adopted- Amended)</i>
01-40-410-500105	Labor	\$ 294,996	\$ 509,000	\$ 342,200	\$ 441,500	\$ (67,500)
01-40-410-500109	FSLA Overtime	-	-	-	500	500
01-40-410-500110	Overtime	5,119	7,500	3,000	20,500	13,000
01-40-410-500111	Double Time	739	3,500	-	7,500	4,000
01-40-410-500113	Standby/On-Call	13,000	16,000	13,800	11,000	(5,000)
01-40-410-500114	Incentive Pay	-	7,500	1,700	3,000	(4,500)
01-40-410-500115	Social Security	22,446	38,500	25,700	35,500	(3,000)
01-40-410-500120	Medicare	5,250	9,500	6,000	8,500	(1,000)
01-40-410-500125	Health Insurance	94,459	138,500	104,300	135,500	(3,000)
01-40-410-500140	Life Insurance	489	1,000	600	1,000	-
01-40-410-500143	EAP Program	74	500	100	500	-
01-40-410-500145	Workers' Compensation	10,667	21,500	13,400	18,500	(3,000)
01-40-410-500150	Unemployment Insurance	-	31,500	-	31,000	(500)
01-40-410-500155	Retirement/CalPERS	85,513	113,500	99,000	140,500	27,000
01-40-410-500165	Uniforms & Employee Benefits	1,113	5,000	2,500	4,000	(1,000)
01-40-410-500175	Training/Education/Mtgs/Travel	3,396	6,000	1,200	4,500	(1,500)
01-40-410-500180	Accrued Sick Leave Expense	15,877	24,500	15,600	20,500	(4,000)
01-40-410-500185	Accrued Vacation Leave Expense	24,722	37,500	23,300	37,000	(500)
01-40-410-500187	Accrual Leave Payments	5,696	16,500	9,200	27,500	11,000
01-40-410-500195	CIP Related Labor	-	(20,000)	-	(20,000)	-
01-40-410-500501	State Project Water Purchases	708,624	7,182,000	5,733,500	4,469,000	(2,713,000)
01-40-410-500511	Ground Water Purchases	-	-	-	-	-
01-40-410-501101	Electricity - Wells	2,653,152	2,550,000	2,563,400	2,750,000	200,000
01-40-410-501201	Gas - Wells	179	1,000	300	1,000	-
01-40-410-510011	Treatment & Chemicals	137,984	160,000	134,800	170,000	10,000
01-40-410-510021	Lab Testing	132,823	100,000	86,300	80,000	(20,000)
01-40-410-510031	Small Tools, Parts & Maintenance	5,387	6,000	5,300	5,000	(1,000)
01-40-410-520021	Maintenance & Repair-Telemetry Equipment	3,883	5,000	1,000	5,000	-
01-40-410-520061	Maintenance & Repair-Pumping Equipment	67,912	201,202	89,100	200,000	(1,202)
01-40-410-530001	Minor Capital Acquisitions	-	-	-	-	-
01-40-410-540084	Regulations Mandates & Tariffs	122,000	145,000	119,700	150,000	5,000
01-40-410-550066	Subscriptions	1,129	1,500	1,300	1,500	-
		\$ 4,416,629	\$ 11,319,202	\$ 9,396,300	\$ 8,760,000	\$ (2,559,202)



CROSS-CONNECTION/NON-POTABLE WATER

Position Title	2023 Budget Full-Time Positions	2023 Budget Part-Time Positions	2024 Budget Full-Time Positions	2024 Budget Part-Time Positions
Cross-Connection/Non-Potable Water Supervisor	1	0	1	0
Total Positions	1	0	1	0

Division Description

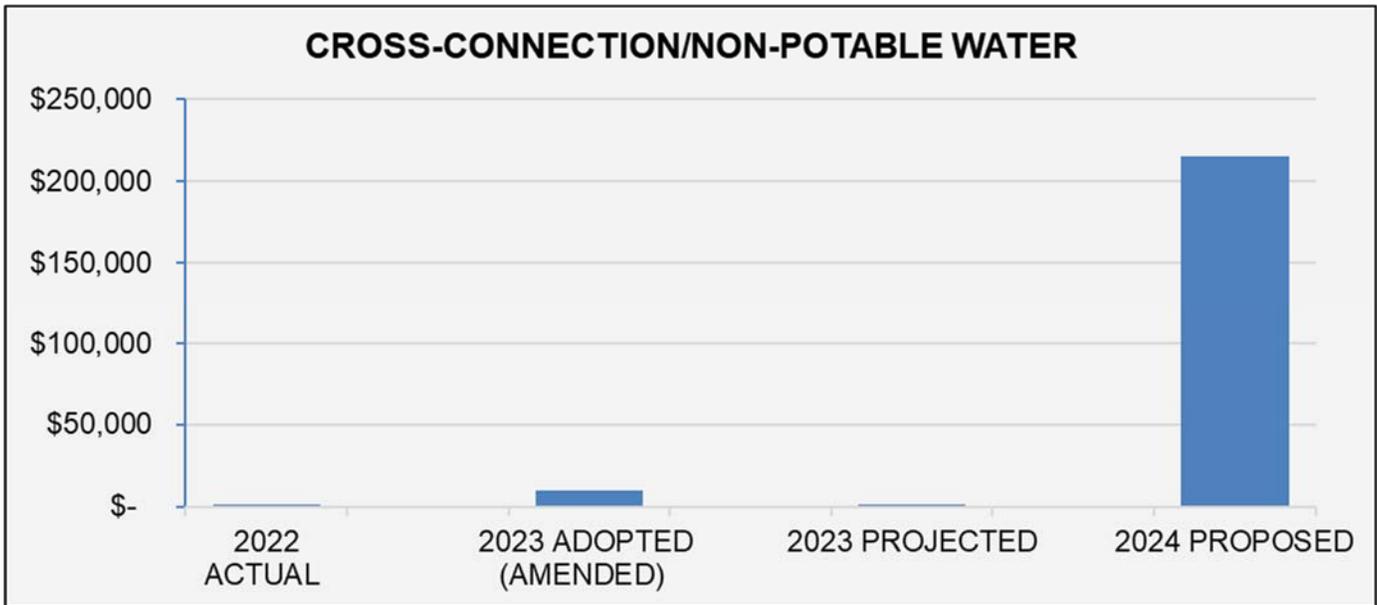
The new division for Cross-Connection/Non-Potable Water was created to specifically track expenses related to the cross connection/backflow program. The program confirms compliance with State and County Health Department requirements as well as the District's Cross-Connection Control Plan for new and existing accounts to avoid water contamination due to backflow through a cross-connection. The expenses associated with the program include the personnel associated with those related tasks, notifications, calibration and repairs, and tools associated with backflow audits.



Division Budget

The proposed expenses for 2024 are \$215,000 for the new division within the Operations department. The division was created to specifically track expenses related to the Cross-Connection Control Program.

Cross Connections		2022 ACTUAL	2023 ADOPTED (AMENDED)	2023 PROJECTED	2024 PROPOSED	CHANGE (Proposed less Adopted- Amended)
01-40-430-500105	Labor	\$ -	\$ -	\$ -	\$ 103,500	\$ 103,500
01-40-430-500109	FSLA Overtime	-	-	-	500	500
01-40-430-500110	Overtime	-	-	-	6,000	6,000
01-40-430-500111	Double Time	-	-	-	1,000	1,000
01-40-430-500113	Standby/On-Call	-	-	-	-	-
01-40-430-500114	Incentive Pay	-	-	-	1,000	1,000
01-40-430-500115	Social Security	-	-	-	8,500	8,500
01-40-430-500120	Medicare	-	-	-	2,000	2,000
01-40-430-500125	Health Insurance	-	-	-	27,500	27,500
01-40-430-500140	Life Insurance	-	-	-	500	500
01-40-430-500143	EAP Program	-	-	-	500	500
01-40-430-500145	Workers' Compensation	-	-	-	4,500	4,500
01-40-430-500150	Unemployment Insurance	-	-	-	1,500	1,500
01-40-430-500155	Retirement/CalPERS	-	-	-	18,500	18,500
01-40-430-500165	Uniforms & Employee Benefits	-	-	-	1,000	1,000
01-40-430-500175	Training/Education/Mtgs/Travel	-	-	-	1,500	1,500
01-40-430-500180	Accrued Sick Leave Expense	-	-	-	5,000	5,000
01-40-430-500185	Accrued Vacation Leave Expense	-	-	-	7,500	7,500
01-40-430-500187	Accrual Leave Payments	-	-	-	7,000	7,000
01-40-430-500195	CIP Related Labor	-	-	-	-	-
01-40-430-510031	Small Tools, Parts & Maintenance	-	-	-	2,000	2,000
01-40-430-530001	Minor Capital Acquisitions	-	-	-	-	-
01-40-430-540001	Backflow Maintenance	1,769	10,000	1,600	13,000	3,000
01-40-430-550051	Advertisine/Legal Notices	-	-	-	500	500
01-40-430-550066	Subscriptions	-	-	-	2,000	2,000
		<u>\$ 1,769</u>	<u>\$ 10,000</u>	<u>\$ 1,600</u>	<u>\$ 215,000</u>	<u>\$ 205,000</u>



TRANSMISSION AND DISTRIBUTION

Position Title	2023 Budget Full-Time Positions	2023 Budget Part-Time Positions	2024 Budget Full-Time Positions	2024 Budget Part-Time Positions
Director of Operations	1	0	1	0
Water Utility Superintendent	1	0	1	0
Water Utility Supervisor	1	0	1	0
Senior Water Utility Worker	3 ⁽¹⁾	0	3 ⁽¹⁾	0
Water Utility Worker II	2 ⁽¹⁾	0	4 ^(1,4)	0
Water Utility Worker I	5 ⁽¹⁾	8 ⁽²⁾	7 ^(1,5)	2 ⁽²⁾
Water Utility Worker I (AMR)	0	2 ⁽³⁾	0	0
Total Positions	13	10	17	2

(1) Employees counted in the designated department only; the total budget splits expenses for other divisions worked (Transmission and Distribution, Inspections, Customer Service and Meter Reading, and Maintenance and General Plant) .

(2) Temporary Water Utility Worker I positions for seasonal projects for a maximum of 959 hours each

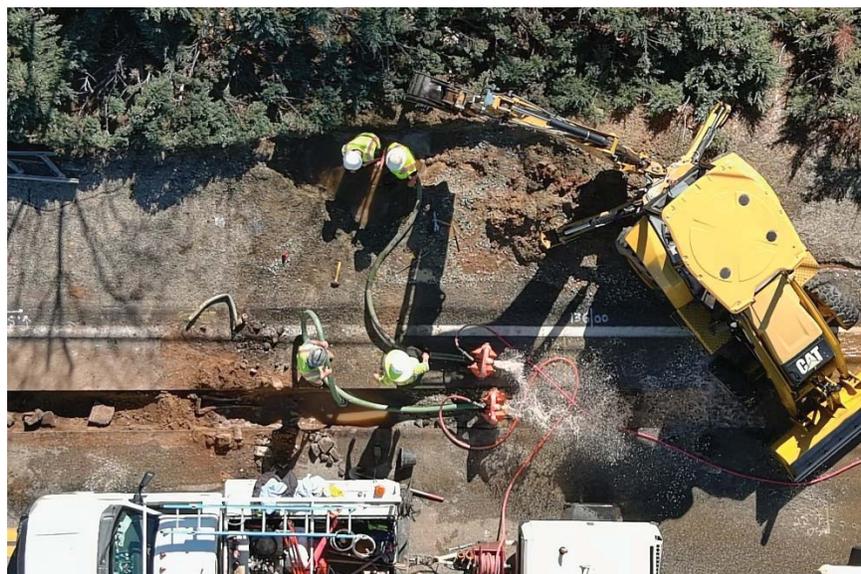
(3) Temporary employees to implement the AMR/AMI program for a maximum of 2,000 hours each.

(4) Transferred 2 Water Utility Worker II positions from Customer Service and Meter Reading to Transmission and Distributions since was over 80% of their tasks

(5) Includes conversion of 6 temporary Water Utility Worker I positions into 2 full-time positions

Division Description

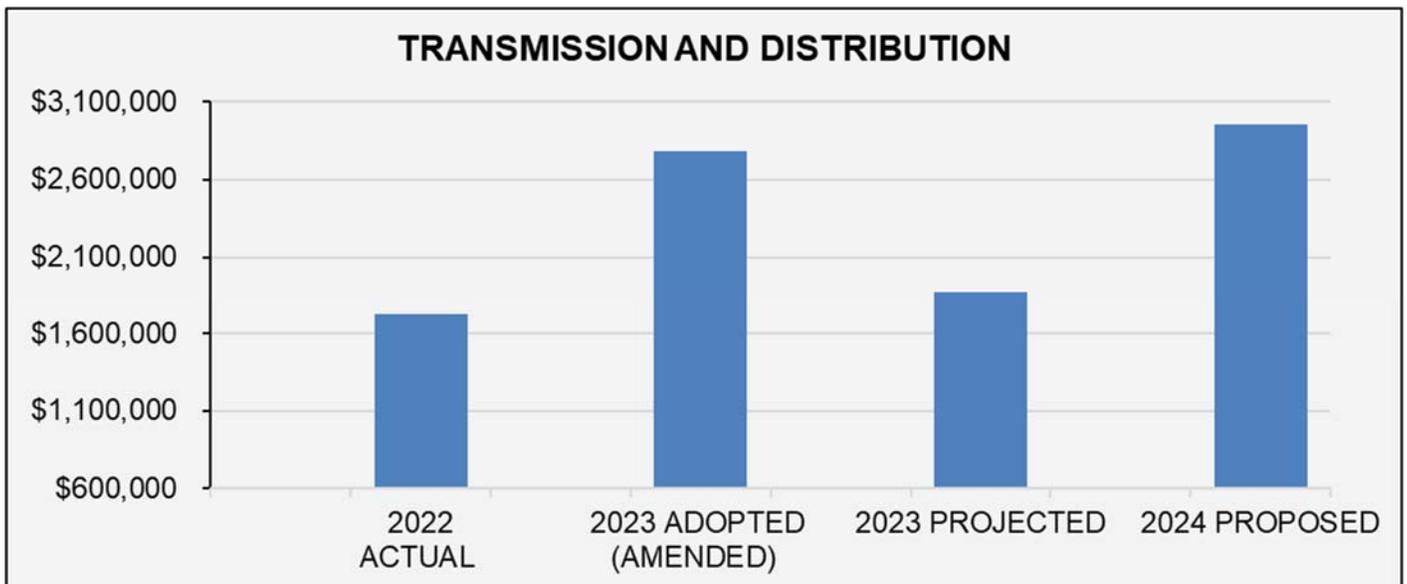
This division includes the maintenance of the distribution system, service connections, meters, tanks, and pressure regulating stations that deliver water throughout the District. This division also includes expenses associated with new service requests, fire hydrants, and fire services, and the construction, installation, testing, and maintenance of new facilities.



Division Budget

Proposed expenses for 2024 are \$2,957,500, a 6.4% increase above the 2023 budgeted transmission and distribution expenses. The expected increase is due an increase in maintenance and repairs related to pipelines and hydrants as well as maintenance on meters.

Transmission and Distribution		2022 ACTUAL	2023 ADOPTED (AMENDED)	2023 PROJECTED	2024 PROPOSED	CHANGE <i>(Proposed less Adopted- Amended)</i>
01-40-440-500105	Labor	\$ 866,216	\$ 1,250,000	\$ 878,500	\$ 1,248,500	\$ (1,500)
01-40-440-500109	FSLA Overtime	-	-	-	1,000	1,000
01-40-440-500110	Overtime	65,291	70,500	44,100	56,000	(14,500)
01-40-440-500111	Double Time	30,881	34,500	22,500	26,500	(8,000)
01-40-440-500113	Standby/On-Call	22,650	26,500	24,500	23,000	(3,500)
01-40-440-500114	Incentive Pay	-	16,000	-	7,000	(9,000)
01-40-440-500115	Social Security	67,770	98,000	67,900	99,000	1,000
01-40-440-500120	Medicare	15,576	23,000	15,800	23,500	500
01-40-440-500125	Health Insurance	211,690	346,000	194,500	427,000	81,000
01-40-440-500140	Life Insurance	1,350	2,500	1,500	2,500	-
01-40-440-500143	EAP Program	256	1,000	300	1,000	-
01-40-440-500145	Workers' Compensation	25,163	42,500	28,800	42,500	-
01-40-440-500155	Retirement/CalPERS	179,335	237,500	184,100	225,500	(12,000)
01-40-440-500165	Uniforms & Employee Benefits	7,459	16,000	8,400	16,000	-
01-40-440-500175	Training/Education/Mtgs/Travel	2,276	5,000	7,000	22,000	17,000
01-40-440-500178	General Safety Supplies	14,813	11,000	12,800	13,000	2,000
01-40-440-500180	Accrued Sick Leave Expense	45,303	58,500	28,500	65,500	7,000
01-40-440-500185	Accrued Vacation Leave Expense	46,687	76,000	55,200	92,000	16,000
01-40-440-500187	Accrual Leave Payments	32,743	71,000	49,200	79,000	8,000
01-40-440-500190	Temporary Labor	-	1,000	-	-	(1,000)
01-40-440-500195	CIP Related Labor	(135,622)	(40,000)	(4,700)	(40,000)	-
01-40-440-510031	Small Tools, Parts & Maintenance	18,850	29,000	31,700	22,000	(7,000)
01-40-440-520071	Maintenance and Repair- Pipeline & Hydrants	59,969	107,000	67,300	145,000	38,000
01-40-440-520081	Maintenance and Repair- Hydraulic Valves	13,580	25,000	5,400	35,000	10,000
01-40-440-540001	Backflow Maintenance	-	-	-	-	-
01-40-440-530001	Minor Capital Acquisitions	-	39,000	23,800	30,000	(9,000)
01-40-440-540024	Inventory Adjustments	10,680	47,000	9,600	64,000	17,000
01-40-440-540036	Line Locates	3,247	4,000	3,200	4,000	-
01-40-440-540042	Meters Maintenance & Services	89,765	125,000	110,400	170,000	45,000
01-40-440-540078	Reservoirs Maintenance	26,178	52,000	2,800	52,000	-
01-40-440-550051	Advertising/Legal Notices	2,119	5,000	300	5,000	-
		\$ 1,724,224	\$ 2,779,500	\$ 1,873,400	\$ 2,957,500	\$ 178,000



INSPECTIONS

Position Title	2023 Budget Full-Time Positions	2023 Budget Part-Time Positions	2024 Budget Full-Time Positions	2024 Budget Part-Time Positions
Senior Water Utility Worker	0 ⁽¹⁾	0	0 ⁽¹⁾	0
Water Utility Worker II	0 ⁽¹⁾	0	0 ⁽¹⁾	0
Water Utility Worker I	0 ⁽¹⁾	0	0 ⁽¹⁾	0
Total Positions	0	0	0	0
<i>(1) Budget amount represents a portion of full-time position expenses from Transmission and Distribution employees who perform duties within this division</i>				

Division Description

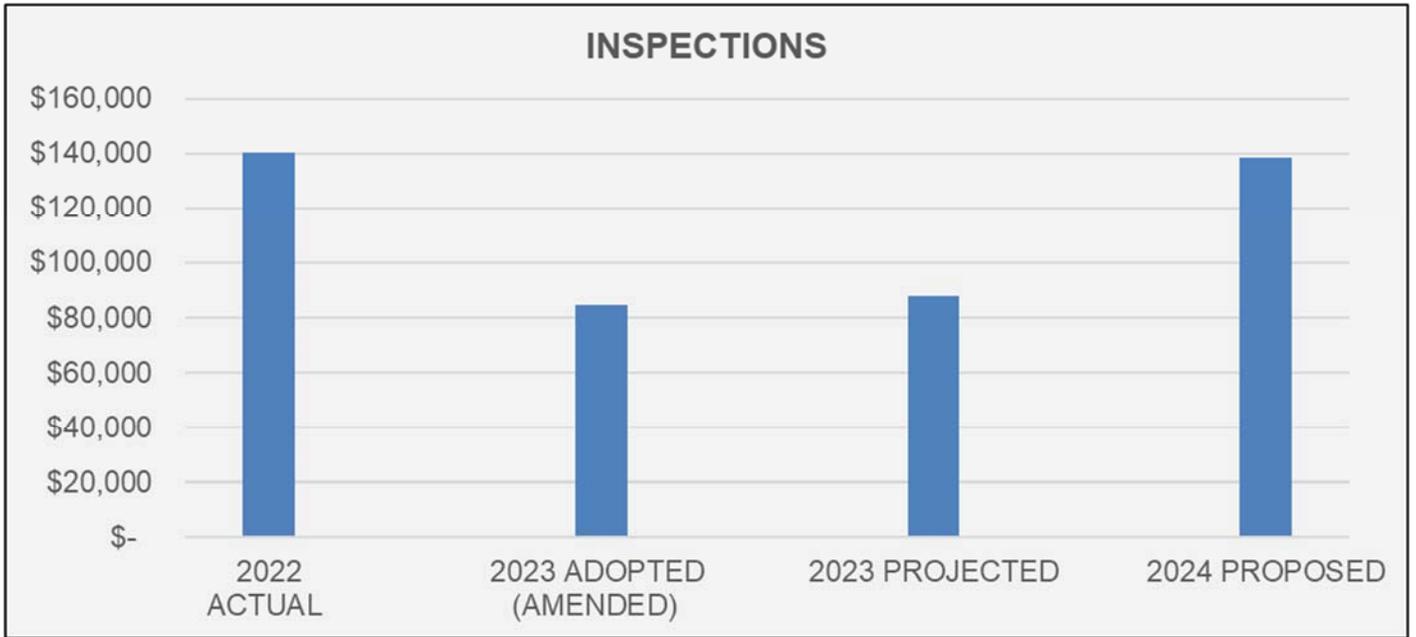
This division includes the labor expenses of inspecting developer-constructed additions to the distribution system, such as service connections, meters, tanks, and pressure regulating stations that deliver water throughout the District. These expenses are typically recovered through inspection fees and development charges.



Division Budget

Proposed expenses for 2024 are \$138,500, a 63.9% increase above 2023 budgeted inspection expenses based on continued trends for development.

Inspections		2022 ACTUAL	2023 ADOPTED (AMENDED)	2023 PROJECTED	2024 PROPOSED	CHANGE <i>(Proposed less Adopted- Amended)</i>
01-40-450-500105	Labor	\$ 65,181	\$ 38,000	\$ 43,700	\$ 71,000	\$ 33,000
01-40-450-500110	Overtime	26,241	10,500	14,100	12,000	1,500
01-40-450-500111	Double Time	330	2,500	1,200	4,500	2,000
01-40-450-500113	Standby/On-Call	-	3,000	-	3,000	-
01-40-450-500115	Social Security	5,697	3,000	3,700	6,000	3,000
01-40-450-500120	Medicare	1,332	1,000	900	1,500	500
01-40-450-500125	Health Insurance	24,459	13,000	13,500	23,500	10,500
01-40-450-500140	Life Insurance	130	500	100	500	-
01-40-450-500143	EAP Program	21	500	-	500	-
01-40-450-500145	Workers' Compensation	2,542	2,000	1,700	3,000	1,000
01-40-450-500155	Retirement/CalPERS	14,494	10,500	9,200	13,000	2,500
01-40-450-530001	Minor Capital Acquisitions	-	-	-	-	-
		\$ 140,428	\$ 84,500	\$ 88,100	\$ 138,500	\$ 54,000



CUSTOMER SERVICE AND METER READING

Position Title	2023 Budget Full-Time Positions	2023 Budget Part-Time Positions	2024 Budget Full-Time Positions	2024 Budget Part-Time Positions
Senior Water Utility Worker	1	0	2	0
Water Utility Worker II	2	0	0 ⁽¹⁾	0
Total Positions	3	0	2	0

(1) Employees in position were allocating over 80% of their tasks to Transmission and Distribution related activities. Transferred to that division.

Division Description

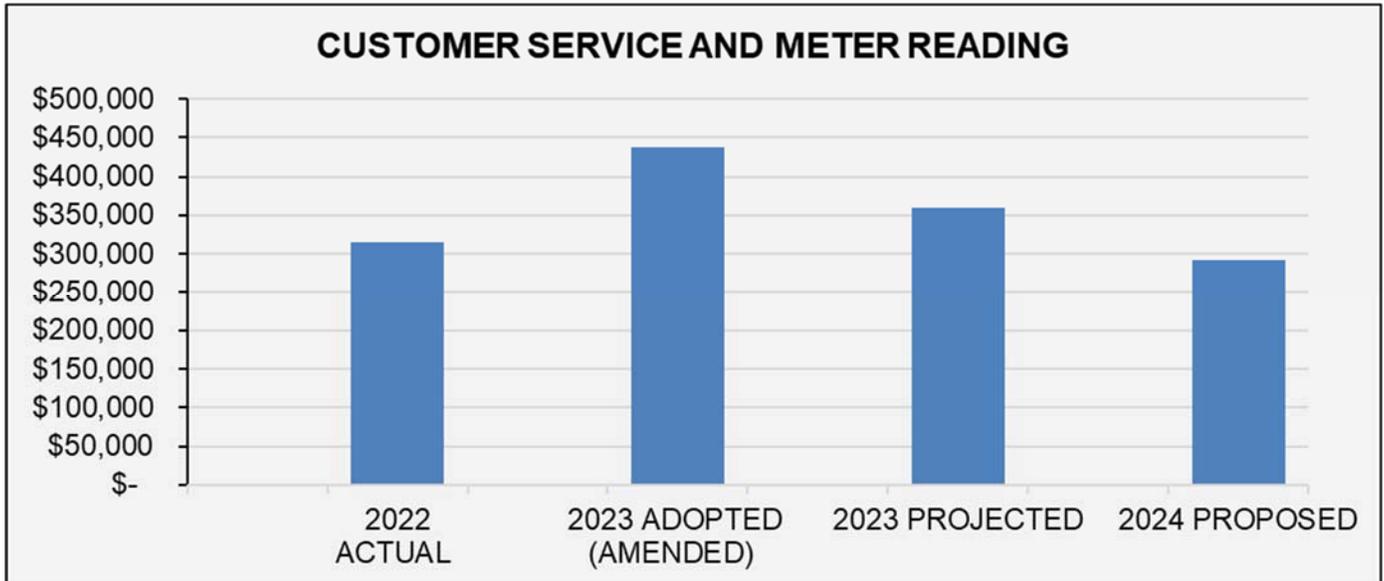
This department conducts meter readings and field-related customer service activities for 21,154 meters (20,691 accounts).



Division Budget

Proposed expenses for 2024 are \$291,500, a 33.4% decrease below the 2023 budgeted customer service and meter reading expenses. The decrease is due primarily to the personnel transfers for this division.

Customer Service and Meter Reading		2022 ACTUAL	2023 ADOPTED (AMENDED)	2023 PROJECTED	2024 PROPOSED	CHANGE (Proposed less Adopted- Amended)
01-40-460-500105	Labor	\$ 190,541	\$ 220,000	\$ 186,600	\$ 157,500	\$ (62,500)
01-40-460-500109	FSLA Overtime	-	-	-	500	500
01-40-460-500110	Overtime	3,192	20,500	4,500	1,000	(19,500)
01-40-460-500111	Double Time	1,927	5,000	4,600	500	(4,500)
01-40-460-500113	Standby/On-Call	-	4,000	-	4,000	-
01-40-460-500114	Incentive Pay	-	4,000	300	1,500	(2,500)
01-40-460-500115	Social Security	13,800	18,500	14,100	12,500	(6,000)
01-40-460-500120	Medicare	3,228	4,500	3,400	3,000	(1,500)
01-40-460-500125	Health Insurance	61,137	75,500	65,400	54,500	(21,000)
01-40-460-500140	Life Insurance	275	500	300	500	-
01-40-460-500143	EAP Program	55	500	100	500	-
01-40-460-500145	Workers' Compensation	6,592	9,500	7,500	7,000	(2,500)
01-40-460-500155	Retirement/CalPERS	54,567	68,000	58,200	51,500	(16,500)
01-40-460-500165	Uniforms & Employee Benefits	715	3,000	2,600	3,000	-
01-40-460-500175	Training/Education/Mtgs/Travel	-	1,000	200	1,000	-
01-40-460-500180	Accrued Sick Leave Expense	12,294	10,500	9,600	7,500	(3,000)
01-40-460-500185	Accrued Vacation Leave Expense	18,423	20,000	19,700	11,500	(8,500)
01-40-460-500187	Accrual Leave Payments	1,225	14,000	5,000	15,000	1,000
01-40-460-500195	CIP Related Labor	(53,230)	(41,000)	(22,100)	(41,000)	-
01-40-460-530001	Minor Capital Acquisitions	-	-	-	-	-
		<u>\$ 314,740</u>	<u>\$ 438,000</u>	<u>\$ 360,000</u>	<u>\$ 291,500</u>	<u>\$ (146,500)</u>



MAINTENANCE AND GENERAL PLANT

Position Title	2023 Budget Full-Time Positions	2023 Budget Part-Time Positions	2024 Budget Full-Time Positions	2024 Budget Part-Time Positions
Maintenance Technician II ⁽¹⁾	1	0	1	0
Maintenance Technician I	0	0	1	0
Total Positions	1	0	2	0
<i>(1) Original title of Maintenance Technician updated to reflect position series and to mirror Water Production Operator II position</i>				

Division Description

This category includes utilities, auto/equipment fuel, maintenance, and repairs for all residences and offices. It also consists of all maintenance-related labor in the canyon areas, recharge basin system, the Noble Creek Recharge Facility, and the District main office.

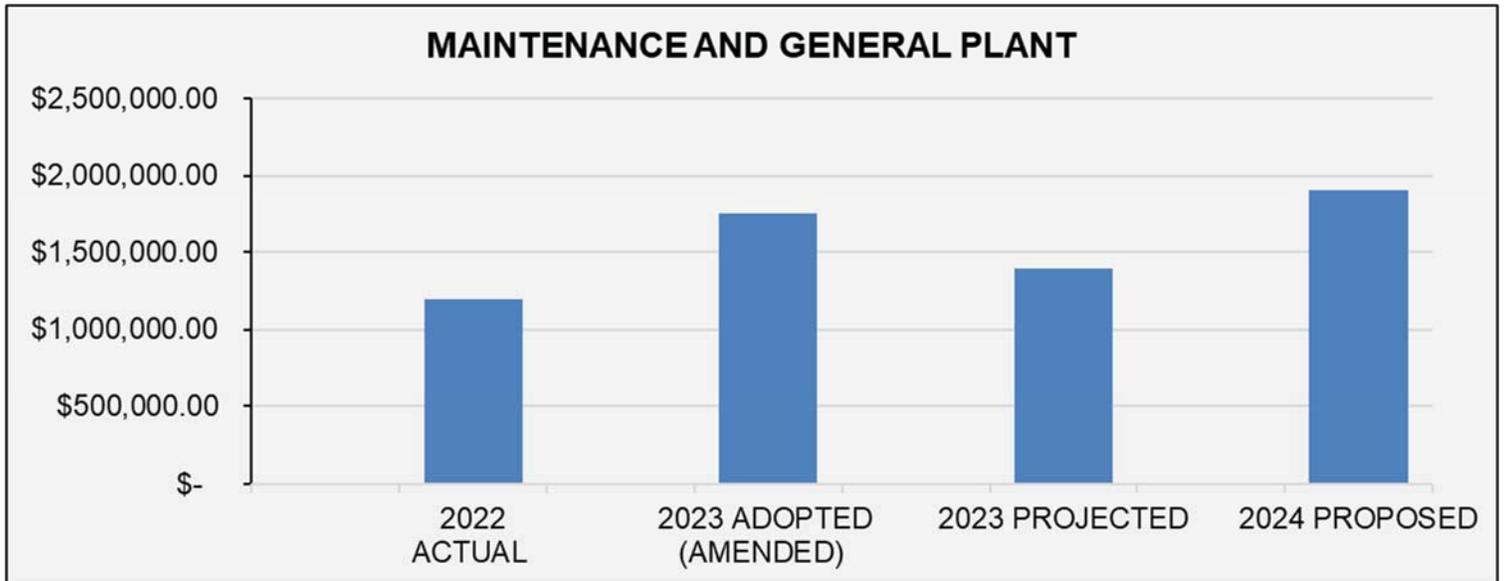


Division Budget

Proposed expenses for 2024 are \$1,906,200, an 8.9% increase above the 2023 amended budgeted maintenance and general plant expenses, which include the personnel changes as well as an increase to the accounts associated with maintenance and repair.

Maintenance and General Plant		2022 ACTUAL	2023 ADOPTED (AMENDED)	2023 PROJECTED	2024 PROPOSED	CHANGE (Proposed less Adopted- Amended)
01-40-470-500105	Labor	\$ 65,503	\$ 109,500	\$ 122,000	\$ 163,000	\$ 53,500
01-40-470-500109	FSLA Overtime	-	-	-	500	500
01-40-470-500110	Overtime	542	6,500	600	3,000	(3,500)
01-40-470-500111	Double Time	334	2,000	-	1,000	(1,000)
01-40-470-500113	Standby/On-Call	-	3,000	-	3,000	-
01-40-470-500114	Incentive Pay	-	1,500	-	1,500	-
01-40-470-500115	Social Security	4,321	8,000	8,000	12,000	4,000
01-40-470-500120	Medicare	972	2,000	1,900	3,000	1,000
01-40-470-500125	Health Insurance	25,117	38,000	31,500	63,500	25,500
01-40-470-500140	Life Insurance	113	500	200	500	-
01-40-470-500143	EAP Program	21	500	-	500	-
01-40-470-500145	Workers' Compensation	2,118	5,000	4,300	7,000	2,000
01-40-470-500155	Retirement/CalPERS	7,037	15,500	10,900	15,000	(500)
01-40-470-500165	Uniforms & Employee Benefits	1,049	1,000	100	1,000	-
01-40-470-500175	Training/Education/Mtgs/Travel	318	2,000	-	2,000	-
01-40-470-500180	Accrued Sick Leave Expenses	2,914	3,500	1,800	7,000	3,500
01-40-470-500185	Accrued Vacation Expenses	4,117	4,000	3,000	7,500	3,500
01-40-470-500187	Accrual Leave Payments	5	500	-	4,500	4,000
01-40-470-501111	Electricity - 560 Magnolia Ave	32,863	37,000	35,400	40,000	3,000
01-40-470-501121	Electricity - 12303 Oak Glen Rd	4,123	5,000	2,900	5,400	400
01-40-470-501131	Electricity - 13695 Oak Glen Rd	2,546	3,000	2,400	3,250	250
01-40-470-501141	Electricity - 13697 Oak Glen Rd	2,735	3,000	3,000	3,250	250
01-40-470-501151	Electricity - 9781 Avenida Miravilla	2,740	2,000	2,600	2,200	200
01-40-470-501161	Electricity - 815 E. 12th St	9,536	13,000	8,800	14,000	1,000
01-40-470-501171	Electricity - 851 E. 6th St	2,698	5,000	2,900	5,400	400
01-40-470-501321	Propane - 12303 Oak Glen Rd	-	1,000	-	2,000	1,000
01-40-470-501331	Propane - 13695 Oak Glen Rd	2,210	3,000	2,800	3,000	-
01-40-470-501341	Propane - 13697 Oak Glen Rd	2,269	3,000	3,300	4,000	1,000
01-40-470-501351	Propane-9781 Avenida Miravilla	1,565	2,000	2,000	2,000	-
01-40-470-501411	Sanitation - 560 Magnolia Ave	5,012	7,000	8,100	5,500	(1,500)
01-40-470-501461	Sanitation - 815 E. 12th St	5,926	7,000	6,400	7,700	700
01-40-470-501471	Sanitation - 11083 Cherry Ave	3,577	5,700	3,800	8,500	2,800
01-40-470-501481	Sanitation - 39500 Brookside	-	-	-	8,000	8,000
01-40-470-501600	Property Maintenance & Repairs	-	-	-	5,000	5,000
01-40-470-501611	Maintenance & Repair- 560 Magnolia Ave	25,843	30,000	34,400	66,000	36,000
01-40-470-501621	Maintenance & Repair- 12303 Oak Glen Rd	1,941	8,000	900	30,000	22,000
01-40-470-501631	Maintenance & Repair- 13695 Oak Glen Rd	342	6,000	3,300	6,000	-
01-40-470-501641	Maintenance & Repair- 13697 Oak Glen Rd	-	10,000	1,500	7,000	(3,000)
01-40-470-501651	Maintenance & Repair- 9781 Avenida Miravilla	2,648	6,000	5,100	7,000	1,000
01-40-470-501661	Maintenance & Repair- 815 E. 12th St	7,491	32,000	21,000	44,000	12,000
01-40-470-501671	Maintenance & Repair- 851 E. 6th St	3,699	3,200	3,800	5,000	1,800
01-40-470-501681	Maintenance & Repair- 39500 Brookside	-	-	-	5,000	5,000
01-40-470-501691	Maintenance & Repair- Buildings (General)	17,265	60,000	18,800	80,000	20,000
01-40-470-510001	Auto/Fuel	135,666	150,000	115,100	160,000	10,000
01-40-470-510002	CIP Related Fuel	-	(10,000)	-	(10,000)	-
01-40-470-520011	Maintenance & Repair-Safety Equipment	8,137	18,000	6,700	18,000	-
01-40-470-520031	Maintenance & Repair-General Equipment	32,696	75,000	53,900	60,000	(15,000)
01-40-470-520041	Maintenance & Repair-Fleet	90,078	90,000	55,600	80,000	(10,000)
01-40-470-520051	Maintenance & Repair-Paving	38,199	95,000	111,500	120,000	25,000
01-40-470-520053	Maintenance & Repair-Paving (City of Beaumont)	370,522	500,000	382,700	400,000	(100,000)
01-40-470-530001	Minor Capital Acquisitions	-	10,000	9,500	-	(10,000)
01-40-470-540030	Landscape Maintenance	66,472	80,000	55,400	82,000	2,000
01-40-470-540052	Encroachment Permits	336	40,000	13,300	40,000	-

<i>Maintenance and General Plant (continued)</i>		2022 ACTUAL	2023 ADOPTED (AMENDED)	2023 PROJECTED	2024 PROPOSED	CHANGE (Proposed less Adopted- Amended)
01-40-470-540072	Recharge Facility, Canyon & Pond Maintenance	28,719	148,300	112,300	185,000	36,700
01-50-510-500112	Stipend-Association Mtg Attend	525	1,000	600	1,000	-
01-50-510-502001	Rents/Leases	1,569	29,500	29,400	35,000	5,500
01-50-510-510031	Small Tools, Parts & Maintenance	907	1,000	1,100	1,000	-
01-50-510-540066	Property Damage & Theft	23,607	27,000	9,600	27,000	-
01-50-510-550040	General Supplies	11,802	17,000	17,200	18,000	1,000
01-50-510-550060	Public Education/Community Outreach	112,872	12,500	29,900	12,500	-
01-50-510-550072	Miscellaneous Operating Expenses	13,771	1,000	-	1,000	-
01-50-510-550074	Disaster Preparedness Ongoing Expenses	6,410	11,000	30,600	11,000	-
		<u>\$ 1,193,799</u>	<u>\$ 1,751,200</u>	<u>\$ 1,391,900</u>	<u>\$ 1,906,200</u>	<u>\$ 155,000</u>



Budget Detail



Revenues: Budget Detail from 2022 Adopted to 2024 Proposed

REVENUE	2022 ADOPTED	2022 ACTUAL	2023 ADOPTED	2023 ADDITIONS	2023 DELETIONS	2023 ADOPTED (AMENDED)	2023 PROJECTED	2024 PROPOSED	CHANGE (Proposed less Adopted - Amended)
OPERATING REVENUE									
Water Sales									
01-50-510-410100 Sales	\$ 6,367,000	\$ 5,911,500	\$ 6,510,500	\$ -	\$ -	\$ 6,510,500	\$ 5,648,100	\$ 6,072,000	\$ (438,500)
01-50-510-410111 Drought Surcharges	-	-	-	-	-	-	-	-	-
01-50-510-410151 Agricultural Irrigation Sales	29,000	24,800	20,000	-	-	20,000	24,800	27,000	7,000
01-50-510-410171 Construction Sales	203,000	166,500	201,000	-	-	201,000	86,800	93,500	(107,500)
01-50-510-413011 Fixed Meter Charges	4,243,000	4,796,600	4,958,500	-	-	4,958,500	5,222,300	5,630,500	672,000
	\$ 10,842,000	\$ 10,899,400	\$ 11,690,000	\$ -	\$ -	\$ 11,690,000	\$ 10,982,000	\$ 11,823,000	\$ 133,000
Development and Installation Charges									
01-50-510-413021 Meter Fees	\$ 300,000	\$ 796,600	\$ 300,000	\$ -	\$ -	\$ 300,000	\$ 624,900	\$ 300,000	\$ -
01-50-510-419011 Development Income	226,000	356,700	226,000	-	-	226,000	305,700	226,000	-
01-50-510-419012 Development Income - GIS	308,000	-	308,000	-	-	308,000	14,000	308,000	-
	\$ 834,000	\$ 1,153,300	\$ 834,000	\$ -	\$ -	\$ 834,000	\$ 944,600	\$ 834,000	\$ -
Water Importation Surcharge									
01-50-510-415001 SGPWA Importation Charges	\$ 4,349,000	\$ 3,994,800	\$ 4,072,500	\$ -	\$ -	\$ 4,072,500	\$ 3,570,600	\$ 3,783,000	\$ (289,500)
Water Pumping Energy Surcharge									
01-50-510-415011 SCE Power Charges	\$ 2,467,000	\$ 2,331,200	\$ 2,227,500	\$ -	\$ -	\$ 2,227,500	\$ 2,082,800	\$ 2,207,000	\$ (20,500)
Other Charges for Service									
01-50-510-413001 Backflow Administration Charges	\$ 51,000	\$ 51,500	\$ 64,000	\$ -	\$ -	\$ 64,000	\$ 59,800	\$ 69,500	\$ 5,500
01-50-510-417001 2nd Notice Charges	61,000	60,600	49,000	-	-	49,000	81,000	82,000	33,000
01-50-510-417011 3rd Notice Charges	14,000	32,000	63,000	-	-	63,000	113,500	104,500	41,500
01-50-510-417021 Account Reinstatement Fees	10,000	50,900	50,900	-	-	50,900	38,500	39,000	(11,000)
01-50-510-417031 Lien Processing Fees	2,000	5,100	8,000	-	-	8,000	10,300	12,000	4,000
01-50-510-417041 Credit Check Processing Fees	11,000	11,100	23,000	-	-	23,000	18,200	18,500	(4,500)
01-50-510-417051 Return Check Fees	3,000	4,700	5,000	-	-	5,000	5,600	5,500	500
01-50-510-417061 Customer Damages/Upgrade Charges	22,000	24,000	22,000	-	-	22,000	78,200	22,500	500
01-50-510-417071 After-Hours Call Out Charges	1,000	1,200	4,000	-	-	4,000	3,000	3,000	(1,000)
01-50-510-417081 Bench Test Fees (Credits)	-	100	-	-	-	-	400	500	500
01-50-510-417091 Credit Card Processing Fees	51,000	62,900	93,000	-	-	93,000	113,300	125,000	32,000
01-50-510-419001 Rebates/Reimbursements	-	13,700	-	-	-	-	-	-	-
01-50-510-419021 Recharge Income	-	-	-	-	-	-	-	-	-
01-50-510-419031 Well Maintenance Reimbursemnt	8,000	313,300	85,000	-	-	85,000	274,300	162,000	77,000
01-50-510-419041 Gain (Loss) - Asset Disposal	-	-	-	-	-	-	-	-	-
01-50-510-419061 Miscellaneous Income	1,000	49,600	1,000	-	-	1,000	24,800	1,000	-
	\$ 235,000	\$ 680,700	\$ 467,000	\$ -	\$ -	\$ 467,000	\$ 820,900	\$ 645,000	\$ 178,000
Total Operating Revenues	\$ 18,727,000	\$ 19,059,400	\$ 19,291,000	\$ -	\$ -	\$ 19,291,000	\$ 18,400,900	\$ 19,292,000	\$ 1,000
NON-OPERATING REVENUE									
Property Maintenance Fees									
01-50-510-471001 Maintenance Fees - 12303 Oak Glen Rd	\$ 9,000	\$ 9,300	\$ 10,000	\$ -	\$ -	\$ 10,000	\$ 4,300	\$ -	\$ (10,000)
01-50-510-471011 Maintenance Fees - 13695 Oak Glen Rd	6,000	5,900	7,000	-	-	7,000	6,900	8,000	1,000
01-50-510-471021 Maintenance Fees - 13697 Oak Glen Rd	7,000	6,600	8,000	-	-	8,000	7,800	9,000	1,000
01-50-510-471031 Maintenance Fees - 9781 Avenida Miravilla	5,000	5,500	6,000	-	-	6,000	6,400	7,000	1,000

Revenues: Budget Detail from 2022 Adopted to 2024 Proposed

	2022		2023		2023		2023		2023		2024	CHANGE (Proposed less Adopted- Amended)
	ADOPTED	ACTUAL	ADOPTED	ADDITIONS	DELETIONS	ADOPTED (AMENDED)	PROJECTED	PROPOSED				
Property Maintenance Fees (continued)												
01-50-510-471101 Utilities - 12303 Oak Glen Rd	\$ 5,000	\$ 4,100	\$ 5,000	\$ -	\$ -	\$ 5,000	\$ 1,600	\$ -	\$ (5,000)			
01-50-510-471111 Utilities - 13695 Oak Glen Rd	4,000	4,800	5,000	-	-	5,000	4,800	6,000	1,000			
01-50-510-471121 Utilities - 13697 Oak Glen Rd	6,000	5,000	5,000	-	-	5,000	6,400	7,000	2,000			
01-50-510-471131 Utilities - 9781 Avenida Miravilla	4,000	4,300	4,000	-	-	4,000	4,400	5,000	1,000			
	\$ 46,000	\$ 45,500	\$ 50,000	\$ -	\$ -	\$ 50,000	\$ 42,600	\$ 42,000	\$ (8,000)			
Facilities Charges												
01-50-510-481001 Capacity Charges-Wells	\$ 1,210,000	\$ 1,515,500	\$ 279,000	\$ -	\$ -	\$ 279,000	\$ 403,200	\$ 388,000	\$ 109,000			
01-50-510-481006 Capacity Charges-Water Rights (SWP)	766,000	367,300	177,000	-	-	177,000	24,800	245,000	68,000			
01-50-510-481012 Capacity Charges-Water Treatment Plant	576,000	721,000	133,000	-	-	133,000	191,800	185,000	52,000			
01-50-510-481018 Capacity Charges-Local Water Resources	304,000	145,400	70,000	-	-	70,000	9,800	97,000	27,000			
01-50-510-481024 Capacity Charges-Recycled Water Facilities	877,000	1,141,500	202,000	-	-	202,000	325,500	281,000	79,000			
01-50-510-481030 Capacity Charges-Transmission (16")	990,000	1,227,400	226,000	-	-	226,000	326,500	314,000	88,000			
01-50-510-481036 Capacity Charges-Storage	1,255,000	1,571,900	289,000	-	-	289,000	418,200	402,000	113,000			
01-50-510-481042 Capacity Charges-Booster	87,000	108,800	20,000	-	-	20,000	28,900	28,000	8,000			
01-50-510-481048 Capacity Charges-Pressure Reducing Stations	45,000	55,600	11,000	-	-	11,000	14,800	15,000	4,000			
01-50-510-481054 Capacity Charges-Miscellaneous Projects	39,000	48,500	9,000	-	-	9,000	12,900	13,000	4,000			
01-50-510-481060 Capacity Charges-Financing Costs	191,000	240,100	44,000	-	-	44,000	63,600	61,000	17,000			
01-50-510-485001 Front Footage Fees	24,000	38,400	24,000	-	-	24,000	49,000	24,000	-			
01-50-510-419042 Asset Disposal Account	-	-	-	-	-	-	(2,900)	-	-			
01-50-510-419043 Fixed Asset Inv (Treated as contributed capital)	-	-	-	-	-	-	-	-	-			
	\$ 6,354,000	\$ 7,181,400	\$ 1,484,000	\$ -	\$ -	\$ 1,484,000	\$ 1,866,100	\$ 2,053,000	\$ 569,000			
Interest Earned												
01-50-510-490001 Interest Income - Bonita Vista	\$ 1,000	\$ 300	\$ 1,000	\$ -	\$ -	\$ 1,000	\$ 300	\$ 1,000	\$ -			
01-50-510-490011 Interest Income - Fairway Canyon	281,000	275,900	252,000	-	-	252,000	250,800	223,500	(28,500)			
01-50-510-490021 Interest Income - General	126,000	794,800	231,000	-	-	231,000	1,664,300	1,249,000	1,018,000			
01-50-510-490051 Net Amort/Accret on Investment	-	-	-	-	-	-	370,000	278,000	278,000			
	\$ 408,000	\$ 1,071,000	\$ 484,000	\$ -	\$ -	\$ 484,000	\$ 2,285,400	\$ 1,751,500	\$ 1,267,500			
Grant Revenue												
01-50-510-419051 Grant Revenue	\$ 640,000	\$ 433,400	\$ 784,000	\$ -	\$ -	\$ 784,000	\$ 151,600	\$ 397,000	\$ (387,000)			
Total Non-Operating Revenues	\$ 7,448,000	\$ 8,731,300	\$ 2,802,000	\$ -	\$ -	\$ 2,802,000	\$ 4,345,700	\$ 4,243,500	\$ 1,441,500			
Total Revenues	\$ 26,175,000	\$ 27,790,700	\$ 22,093,000	\$ -	\$ -	\$ 22,093,000	\$ 22,746,600	\$ 23,535,500	\$ 1,442,500			

Expenses: Budget Detail from 2022 Adopted to 2024 Proposed

EXPENSES	2022		2023		2023		2023		2023		2024		CHANGE (Proposed/less Adopted/ Amended)
	ADOPTED	ACTUAL	ADOPTED	ADDITIONS	DELETIONS	ADOPTED (AMENDED)	PROJECTED	PROPOSED	2022	2023	2024	PROPOSED	
BOARD OF DIRECTORS													
01-10-110-500101 Board of Directors Fees	\$ 86,800	\$ 85,540	\$ 95,500	\$ -	\$ -	\$ 95,500	\$ 80,700	\$ 124,500	\$ 29,000		\$ 124,500	\$ 29,000	
01-10-110-500115 Social Security	5,500	5,303	6,000	-	-	6,000	5,000	8,000	2,000		8,000	2,000	
01-10-110-500120 Medicare	2,200	1,240	1,500	-	-	1,500	1,200	2,000	500		2,000	500	
01-10-110-500125 Health Insurance	67,200	46,789	75,500	-	-	75,500	46,600	81,500	6,000		81,500	6,000	
01-10-110-500140 Life Insurance	1,200	132	2,000	-	-	2,000	100	2,500	500		2,500	500	
01-10-110-500143 EAP Program	1,100	93	500	-	-	500	100	500	-		500	-	
01-10-110-500145 Workers' Compensation	1,000	485	1,000	-	-	1,000	500	1,000	-		1,000	-	
01-10-110-500175 Training/Education/Mtgs/Travel	21,000	15,536	26,500	-	-	26,500	26,300	47,000	20,500		47,000	20,500	
01-10-110-550012 Election Expenses	6,000	6	87,000	-	-	87,000	3,600	12,000	(75,000)		12,000	(75,000)	
01-10-110-550043 Supplies-Other	1,000	349	1,000	-	-	1,000	100	1,000	-		1,000	-	
01-10-110-550051 Advertising/Legal Notices	4,000	3,049	2,500	-	-	2,500	100	2,500	-		2,500	-	
	\$ 197,000	\$ 158,524	\$ 299,000	\$ -	\$ -	\$ 299,000	\$ 164,300	\$ 282,500	\$ (16,500)		\$ 282,500	\$ (16,500)	
ENGINEERING													
01-20-210-500105 Labor	\$ 525,500	\$ 409,465	\$ 582,000	\$ -	\$ (5,950)	\$ 576,050	\$ 384,700	\$ 516,000	\$ (60,050)		\$ 516,000	\$ (60,050)	
01-20-210-500114 Incentive Pay	-	-	6,000	-	-	6,000	-	2,500	(3,500)		2,500	(3,500)	
01-20-210-500115 Social Security	40,000	25,554	43,000	-	-	43,000	25,600	39,000	(4,000)		39,000	(4,000)	
01-20-210-500120 Medicare	10,000	6,418	10,500	-	-	10,500	6,000	9,500	(1,000)		9,500	(1,000)	
01-20-210-500125 Health Insurance	101,000	66,079	101,000	-	-	101,000	69,200	89,500	(11,500)		89,500	(11,500)	
01-20-210-500140 Life Insurance	2,000	591	1,000	-	-	1,000	600	1,000	-		1,000	-	
01-20-210-500143 EAP Program	1,000	93	500	-	-	500	100	500	-		500	-	
01-20-210-500145 Workers' Compensation	5,000	3,020	5,500	-	-	5,500	3,100	5,000	(500)		5,000	(500)	
01-20-210-500150 Unemployment Insurance	20,000	-	8,500	-	-	8,500	-	7,500	(1,000)		7,500	(1,000)	
01-20-210-500155 Retirement/CalPERS	90,000	55,638	80,500	-	-	80,500	51,100	54,500	(26,000)		54,500	(26,000)	
01-20-210-500165 Uniforms & Employee Benefits	1,000	-	500	-	-	500	-	500	-		500	-	
01-20-210-500175 Training/Education/Mtgs/Travel	6,000	1,594	8,000	-	-	8,000	2,400	8,000	-		8,000	-	
01-20-210-500180 Accrued Sick Leave Expense	29,000	1,515	31,000	-	-	31,000	7,200	30,000	(1,000)		30,000	(1,000)	
01-20-210-500185 Accrued Vacation Leave Expense	23,000	19,764	28,500	-	-	28,500	11,600	25,000	(3,500)		25,000	(3,500)	
01-20-210-500187 Accrual Leave Payments	16,000	11,916	42,000	-	-	42,000	21,500	18,500	(23,500)		18,500	(23,500)	
01-20-210-500190 Temporary Labor	41,500	33,129	-	5,950	-	(225,000)	(34,800)	45,000	39,050		45,000	39,050	
01-20-210-500195 CIP Related Labor	(225,000)	(94,386)	(225,000)	-	-	(225,000)	(34,800)	(225,000)	-		(225,000)	-	
01-20-210-550029 Administrative Expenses	-	-	5,000	-	-	5,000	4,400	5,000	-		5,000	-	
01-20-210-550046 Office Equipment	-	-	6,000	-	-	6,000	400	6,000	-		6,000	-	
01-20-210-550030 Membership Dues	2,000	588	2,000	-	-	2,000	300	2,000	-		2,000	-	
01-20-210-550051 Advertising/Legal Notices	10,000	1,171	5,000	-	-	5,000	1,700	5,000	-		5,000	-	
	\$ 698,000	\$ 542,151	\$ 741,500	\$ 5,950	\$ (5,950)	\$ 741,500	\$ 584,700	\$ 645,000	\$ (96,500)		\$ 645,000	\$ (96,500)	
DEVELOPMENT SERVICES													
01-20-220-500105 Labor	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 73,000	\$ 73,000		\$ 73,000	\$ 73,000	
01-20-220-500114 Incentive Pay	-	-	-	-	-	-	-	-	-		-	-	
01-20-220-500115 Social Security	-	-	-	-	-	-	-	5,500	5,500		5,500	5,500	
01-20-220-500120 Medicare	-	-	-	-	-	-	-	1,500	1,500		1,500	1,500	
01-20-220-500125 Health Insurance	-	-	-	-	-	-	-	19,000	19,000		19,000	19,000	
01-20-220-500140 Life Insurance	-	-	-	-	-	-	-	500	500		500	500	
01-20-220-500143 EAP Program	-	-	-	-	-	-	-	500	500		500	500	

Expenses: Budget Detail from 2022 Adopted to 2024 Proposed

	2022		2023		2023		2023		2024		CHANGE (Proposed less Adopted- Amended)
	ADOPTED	ACTUAL	ADOPTED	ADDITIONS	DELETIONS	ADOPTED (AMENDED)	PROJECTED	PROPOSED			
DEVELOPMENT SERVICES (continued)											
01-20-220-500145 Workers' Compensation	-	-	-	-	-	-	-	-	1,000	1,000	
01-20-220-500150 Unemployment Insurance	-	-	-	-	-	-	-	-	1,500	1,500	
01-20-220-500155 Retirement/CalPERS	-	-	-	-	-	-	-	-	6,500	6,500	
01-20-220-500180 Accrued Sick Leave Expense	-	-	-	-	-	-	-	-	4,500	4,500	
01-20-220-500185 Accrued Vacation Leave Expense	-	-	-	-	-	-	-	-	5,000	5,000	
01-20-220-500187 Accrual Leave Payments	-	-	-	-	-	-	-	-	-	-	
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 118,500	\$ 118,500	\$ 118,500
PROFESSIONAL SERVICES											
01-20-210-540012 Development Reimbursable Engineering	-	-	-	-	-	-	-	-	-	-	-
01-20-210-540014 Development Reimbursable GIS	75,000	40,760	50,000	-	-	50,000	24,900	50,000	-	-	-
01-20-210-540018 Grant & Loan Procurement	-	-	-	-	-	-	-	-	-	-	-
01-20-210-540048 Permits, Fees & Licensing	3,000	-	3,000	-	-	3,000	-	3,000	-	-	-
01-20-210-580031 Outside Engineering	57,150	13,950	60,000	-	-	60,000	62,300	120,000	-	-	60,000
01-20-210-580032 CIP Related Outside Engineering	(42,000)	-	(42,000)	-	-	(42,000)	-	-	-	-	42,000
01-30-310-580001 Accounting and Audit	31,500	29,925	46,500	5,800	(5,000)	47,300	45,300	46,000	-	-	(1,300)
01-30-310-550061 Media Outreach	-	-	25,500	-	-	25,500	4,800	10,000	-	-	(15,500)
01-30-310-580011 General Legal	107,000	66,610	112,000	-	(12,500)	99,500	62,800	79,000	-	-	(20,500)
01-30-310-580036 Other Professional Services	275,200	92,364	175,500	30,455	(10,500)	195,455	172,000	341,000	-	-	145,545
01-50-510-550096 Beaumont Basin Watermaster	52,500	43,261	85,000	-	-	85,000	73,800	127,000	-	-	42,000
01-50-510-550097 SAWPA Basin Monitoring Program	24,300	23,933	31,500	-	-	31,500	25,300	30,000	-	-	(1,500)
	\$ 583,650	\$ 310,803	\$ 547,000	\$ 36,255	\$ (28,000)	\$ 555,255	\$ 471,200	\$ 806,000	\$ -	\$ -	\$ 250,745
FINANCE AND ADMINISTRATIVE SERVICES											
01-30-310-500105 Labor	1,217,000	1,121,740	1,353,500	-	-	1,353,500	1,183,200	1,055,000	500	500	(298,500)
01-30-310-500109 FLSA Overtime	-	8,833	11,000	-	-	11,000	11,400	3,000	-	-	(8,000)
01-30-310-500110 Overtime	15,000	2,983	2,500	-	-	2,500	1,400	2,500	-	-	-
01-30-310-500111 Double Time	3,000	-	18,000	-	(500)	17,500	300	4,000	-	-	(13,500)
01-30-310-500114 Incentive Pay	-	-	102,500	-	-	102,500	79,500	82,500	-	-	(20,000)
01-30-310-500115 Social Security	22,000	17,984	24,000	-	-	24,000	18,900	19,500	-	-	(4,500)
01-30-310-500120 Medicare	347,000	225,305	333,000	-	-	333,000	250,200	216,500	-	-	(116,500)
01-30-310-500125 Health Insurance	3,000	2,328	2,500	500	-	3,000	2,900	3,000	-	-	-
01-30-310-500130 CalPERS Health Administration Costs	4,000	1,794	2,500	-	-	2,500	2,000	2,000	-	-	(500)
01-30-310-500140 Life Insurance	2,000	254	1,000	-	-	1,000	300	500	-	-	(500)
01-30-310-500143 EAP Program	10,000	7,236	11,000	-	-	11,000	8,300	9,000	-	-	(2,000)
01-30-310-500145 Workers' Compensation	42,000	-	20,000	-	-	20,000	300	15,500	-	-	(4,500)
01-30-310-500150 Unemployment Insurance	244,000	213,313	255,500	-	-	255,500	233,000	222,000	-	-	(33,500)
01-30-310-500155 Retirement/CalPERS	213,000	145,022	215,000	-	-	215,000	-	104,000	-	-	(111,000)
01-30-310-500161 Estimated Current Year OPEB Expense	1,000	614	1,000	-	-	1,000	1,100	1,000	-	-	-
01-30-310-500165 Uniforms & Employee Benefits	31,000	22,646	40,500	-	-	40,500	28,800	37,000	-	-	(3,500)
01-30-310-500175 Training/Education/Mlgs/Travel	63,000	52,388	71,500	-	-	71,500	33,300	60,000	-	-	(11,500)
01-30-310-500180 Accrued Sick Leave Expense	89,000	39,037	106,500	-	-	106,500	73,200	98,000	-	-	(8,500)
01-30-310-500185 Accrued Vacation Leave Expense	93,000	60,422	111,500	-	-	111,500	11,500	101,500	-	-	(10,000)
01-30-310-500187 Accrual Leave Payments	35,000	688	17,000	-	-	17,000	11,500	-	-	-	(17,000)
01-30-310-500190 Temporary Labor	(16,000)	(31,811)	(16,000)	-	-	(16,000)	-	(8,000)	-	-	8,000
01-30-310-500195 CIP Related Labor	7,000	1,492	12,000	-	-	12,000	3,000	4,000	-	-	(8,000)
01-30-310-550001 Bank/Financial Service Fees	-	-	-	-	-	-	-	-	-	-	-
01-30-310-550006 CIP Shortages/Overages	-	-	-	-	-	-	-	-	-	-	-
01-30-310-550008 Cashiering/Return Fees	-	-	-	-	-	-	-	-	-	-	-
01-30-310-550010 Transaction/Credit Card Fees	-	-	-	-	-	-	-	-	-	-	-
01-30-310-550014 Credit Check Fees	-	-	-	-	-	-	-	-	-	-	-
01-30-310-550030 Membership Dues	40,000	38,012	42,000	-	-	42,000	39,700	43,000	-	-	1,000

Expenses: Budget Detail from 2022 Adopted to 2024 Proposed

	2022		2023		2023		2023		2024		CHANGE (Proposed less Adopted- Amended)
	ADOPTED	ACTUAL	ADOPTED	ADDITIONS	DELETIONS	ADOPTED (AMENDED)	PROJECTED	PROPOSED			
FINANCE AND ADMINISTRATIVE SERVICES (continued)											
01-30-310-550036	-	-	-	1,000	-	-	-	-	-	-	-
01-30-310-550042	12,000	10,908	11,000	-	-	12,000	11,000	11,000	11,000	(1,000)	
01-30-310-550046	7,075	5,563	5,500	-	-	5,500	3,200	5,500	5,500	-	
01-30-310-550048	36,000	12,626	58,000	-	(1,000)	57,000	9,200	60,000	60,000	3,000	
01-30-310-550050	-	-	-	-	-	-	-	-	-	-	
01-30-310-550051	7,000	4,580	3,500	-	-	3,500	3,500	5,000	5,000	1,500	
01-30-310-550054	145,000	144,045	165,000	10,000	-	175,000	177,400	170,000	170,000	(5,000)	
01-30-310-550066	-	-	-	-	-	-	-	500	500	500	
01-30-310-550072	3,000	2,595	500	-	-	500	2,700	500	500	-	
01-30-310-550078	25,000	-	25,000	-	-	25,000	-	25,000	25,000	-	
01-30-310-560000	283,000	210,204	222,000	-	-	222,000	210,200	215,000	215,000	(7,000)	
	\$ 3,075,075	\$ 2,390,413	\$ 3,228,500	\$ 11,500	\$ (1,500)	\$ 3,238,500	\$ 2,444,000	\$ 2,568,500	\$ 2,568,500	\$ (670,000)	
DEPRECIATION											
01-30-310-550084	\$ 3,000,000	\$ 3,149,020	\$ 3,025,000	\$ -	\$ -	\$ 3,025,000	\$ 3,244,800	\$ 3,417,000	\$ 3,417,000	\$ 392,000	
HUMAN RESOURCES AND RISK MANAGEMENT											
01-30-320-500105	\$ 75,400	\$ 76,960	\$ 92,500	\$ -	\$ (30,700)	\$ 61,800	\$ 32,400	\$ 101,000	\$ 101,000	\$ 39,200	
01-30-320-500110	1,500	1,039	-	-	-	-	-	-	-	-	
01-30-320-500111	1,600	554	-	-	-	-	-	-	-	-	
01-30-320-500114	-	-	1,500	-	(1,000)	500	-	1,000	1,000	500	
01-30-320-500115	6,000	5,318	6,500	-	(1,200)	5,300	2,800	7,000	7,000	1,700	
01-30-320-500120	2,000	1,244	1,500	\$ -	\$ -	1,500	700	2,000	2,000	500	
01-30-320-500125	17,800	16,322	25,500	-	(6,500)	19,000	10,600	27,500	27,500	8,500	
01-30-320-500140	1,000	123	500	-	-	500	100	500	500	-	
01-30-320-500143	1,000	19	500	-	-	500	-	500	500	-	
01-30-320-500145	1,000	490	1,000	-	-	1,000	200	1,000	1,000	-	
01-30-320-500150	3,000	-	1,500	-	-	1,500	-	1,500	1,500	-	
01-30-320-500155	9,200	9,405	9,500	-	(1,700)	7,800	5,400	9,000	9,000	1,200	
01-30-320-500165	200	48	200	-	-	200	-	100	100	(100)	
01-30-320-500175	13,000	6,738	7,500	-	(2,000)	5,500	5,300	7,000	7,000	1,500	
01-30-320-500176	41,000	7,588	20,000	-	-	20,000	200	26,000	26,000	6,000	
01-30-320-500177	31,000	15,207	32,000	-	-	32,000	13,900	27,000	27,000	(5,000)	
01-30-320-500180	5,000	5,324	5,500	-	(3,800)	1,700	1,900	6,000	6,000	4,300	
01-30-320-500185	5,500	5,250	5,000	-	(2,400)	2,600	3,600	5,500	5,500	2,900	
01-30-320-500187	2,000	-	-	5,900	-	5,900	5,900	-	-	(5,900)	
01-30-320-500190	-	-	5,000	-	-	5,000	-	-	-	(5,000)	
01-30-320-550024	5,000	1,120	6,000	-	-	6,000	1,500	4,500	4,500	(1,500)	
01-30-320-550025	5,000	2,520	5,500	-	-	5,500	1,900	6,000	6,000	500	
01-30-320-550026	13,000	2,225	11,000	-	-	11,000	1,000	12,500	12,500	1,500	
01-30-320-550028	4,000	2,506	6,000	-	-	6,000	3,500	6,000	6,000	-	
01-30-320-550030	3,000	2,253	2,500	-	-	2,500	2,000	2,000	2,000	(500)	
01-30-320-550042	3,000	1,331	3,000	-	-	3,000	800	2,000	2,000	(1,000)	
01-30-320-550051	4,000	1,093	4,000	-	-	4,000	900	2,000	2,000	(2,000)	
01-30-320-580036	63,500	21,766	26,000	43,400	(49,300)	69,400	40,400	11,000	11,000	(58,400)	
	\$ 317,700	\$ 186,444	\$ 279,700	\$ 49,300	\$ (49,300)	\$ 279,700	\$ 135,000	\$ 268,600	\$ 268,600	\$ (11,100)	
CUSTOMER SERVICE											
01-30-330-500105	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 327,500	\$ 327,500	
01-30-330-500109	-	-	-	-	-	-	-	-	500	500	
01-30-330-500110	-	-	-	-	-	-	-	-	8,000	8,000	
01-30-330-500111	-	-	-	-	-	-	-	-	1,000	1,000	

Expenses: Budget Detail from 2022 Adopted to 2024 Proposed

	2022		2023		2023		2023		2023		2024		CHANGE (Proposed/less Adopted/ Amended)
	ADOPTED	ACTUAL	ADOPTED	ADDITIONS	DELETIONS	ADOPTED (AMENDED)	PROJECTED	PROJECTED	ADOPTED	PROPOSED	PROPOSED		
CUSTOMER SERVICE (continued)													
01-30-330-500114 Incentive Pay	-	-	-	-	-	-	-	-	-	-	-	3,000	3,000
01-30-330-500115 Social Security	-	-	-	-	-	-	-	-	-	-	-	24,500	24,500
01-30-330-500120 Medicare	-	-	-	-	-	-	-	-	-	-	-	6,000	6,000
01-30-330-500125 Health Insurance	-	-	-	-	-	-	-	-	-	-	-	135,500	135,500
01-30-330-500140 Life Insurance	-	-	-	-	-	-	-	-	-	-	-	1,000	1,000
01-30-330-500143 EAP Program	-	-	-	-	-	-	-	-	-	-	-	500	500
01-30-330-500145 Workers' Compensation	-	-	-	-	-	-	-	-	-	-	-	3,000	3,000
01-30-330-500150 Unemployment Insurance	-	-	-	-	-	-	-	-	-	-	-	5,000	5,000
01-30-330-500155 Retirement/CalPERS	-	-	-	-	-	-	-	-	-	-	-	37,500	37,500
01-30-330-500165 Uniforms & Employee Benefits	-	-	-	-	-	-	-	-	-	-	-	500	500
01-30-330-500175 Training/Education/Mtgs/Travel	-	-	-	-	-	-	-	-	-	-	-	8,500	8,500
01-30-330-500180 Accrued Sick Leave Expense	-	-	-	-	-	-	-	-	-	-	-	15,500	15,500
01-30-330-500185 Accrued Vacation Leave Expense	-	-	-	-	-	-	-	-	-	-	-	21,000	21,000
01-30-330-500187 Accrual Leave Payments	-	-	-	-	-	-	-	-	-	-	-	20,500	20,500
01-30-330-500190 Temporary Labor	-	-	-	-	-	-	-	-	-	-	-	14,500	14,500
01-30-330-500195 CIP Related Labor	-	-	-	-	-	-	-	-	-	-	-	-	-
01-30-330-550006 Cashiering Shortages/Overages	100	6	100	-	-	-	-	-	100	-	-	100	-
01-30-330-550008 Transaction/Return Fees	3,000	1,183	3,000	-	-	-	-	-	3,000	-	-	1,500	(1,500)
01-30-330-550010 Transaction/Credit Card Fees	102,000	102,656	90,000	17,500	(5,800)	-	-	-	101,700	131,200	125,000	23,300	23,300
01-30-330-550014 Credit Check Fees	7,000	6,578	7,000	500	-	-	-	-	7,500	6,100	6,500	(1,000)	1,500
01-30-330-550030 Membership Dues	-	-	-	-	-	-	-	-	-	-	-	1,500	1,500
01-30-330-550036 Notary & Lien Fees	3,000	2,078	3,000	-	-	-	-	-	3,000	2,000	2,500	(500)	(500)
01-30-330-550050 Utility Billing Service	86,500	86,225	90,000	-	-	-	-	-	90,000	90,200	90,000	-	-
01-30-330-550051 Advertising/Legal Notices	-	-	-	-	-	-	-	-	-	-	-	-	-
	\$ 201,600	\$ 198,726	\$ 193,100	\$ 18,000	\$ (5,800)	\$ 205,300	\$ 230,500	\$ 230,500	\$ 860,600	\$ 860,600	\$ 655,300		
INFORMATION TECHNOLOGY													
01-35-315-500105 Labor	\$ 152,000	\$ 152,621	\$ 163,000	\$ -	\$ -	\$ 163,000	\$ 154,800	\$ 154,800	\$ 169,000	\$ 169,000	\$ 6,000	\$ 6,000	\$ 6,000
01-35-315-500114 Incentive Pay	-	-	1,500	-	-	1,500	-	-	1,000	1,000	1,000	(500)	(500)
01-35-315-500115 Social Security	12,000	9,141	13,000	-	-	13,000	11,200	11,200	14,000	14,000	1,000	1,000	1,000
01-35-315-500120 Medicare	3,000	2,386	3,500	-	-	3,500	2,600	2,600	3,500	3,500	3,500	-	-
01-35-315-500125 Health Insurance	26,000	24,332	25,500	-	-	25,500	23,000	23,000	27,500	27,500	2,000	2,000	2,000
01-35-315-500140 Life Insurance	1,000	230	500	-	-	500	200	200	500	500	500	-	-
01-35-315-500143 EAP Program	1,000	19	500	-	-	500	-	-	500	500	500	-	-
01-35-315-500145 Workers' Compensation	2,000	885	1,500	-	-	1,500	1,000	1,000	1,500	1,500	1,500	-	-
01-35-315-500150 Unemployment Insurance	6,000	-	2,500	-	-	2,500	-	-	2,500	2,500	2,500	-	-
01-35-315-500165 Uniforms & Employee Benefits	-	-	-	-	-	-	-	-	-	-	-	-	-
01-35-315-500155 Retirement/CalPERS	18,000	17,246	20,000	-	-	20,000	17,500	17,500	15,000	15,000	(5,000)	(5,000)	(5,000)
01-35-315-500175 Training/Education/Mtgs/Travel	5,000	4,597	5,000	-	-	5,000	2,300	2,300	5,000	5,000	5,000	-	-
01-35-315-500180 Accrued Sick Leave Expense	9,000	(609)	9,500	-	-	9,500	9,500	9,500	10,000	10,000	500	500	500
01-35-315-500185 Accrued Vacation Leave Expense	16,000	3,879	18,000	-	-	18,000	-	-	18,500	18,500	500	500	500
01-35-315-500187 Accrual Leave Payments	15,000	9,954	18,500	-	-	18,500	19,100	19,100	20,500	20,500	2,000	2,000	2,000
01-35-315-500190 Temporary Labor	-	-	-	-	-	-	-	-	-	-	-	-	-
01-35-315-500195 CIP Related Labor	(33,000)	-	(33,000)	-	-	(33,000)	-	-	(33,000)	(33,000)	(33,000)	-	-
01-35-315-501511 Telephone/Internet Service	56,000	62,042	53,000	10,000	-	63,000	72,200	72,200	73,000	73,000	10,000	10,000	10,000
01-35-315-501521 Building Alarms and Security	10,000	9,466	17,500	10,000	-	27,500	14,900	14,900	34,000	34,000	6,500	6,500	6,500
01-35-315-540014 GIS Maintenance and Updates	10,000	2,400	10,000	-	-	10,000	1,400	1,400	10,000	10,000	-	-	-
01-35-315-550030 Membership Dues	3,000	1,839	3,000	-	-	3,000	2,100	2,100	3,000	3,000	3,000	-	-
01-35-315-550044 Printing/Toner & Maintenance	28,000	20,878	28,000	-	-	28,000	21,200	21,200	30,000	30,000	2,000	2,000	2,000

Expenses: Budget Detail from 2022 Adopted to 2024 Proposed

	2022		2023		2023		2023		2023		2024		CHANGE (Proposed/less Adopted/ Amended)
	ADOPTED	ACTUAL	ADOPTED	ADDITIONS	DELETIONS	ADOPTED (AMENDED)	PROJECTED	PROPOSED	PROPOSED	PROPOSED	PROPOSED		
INFORMATION TECHNOLOGY (continued)													
01-35-315-550051	-	-	-	-	-	-	-	-	-	-	-	-	-
Advertising/Legal Notices	-	-	7,000	-	-	7,000	-	-	-	5,300	7,500	500	500
01-35-315-550058	-	19,466	30,000	-	-	30,000	-	-	-	14,200	30,000	-	-
Cyber Security Liability Insurance	-	19,466	30,000	-	-	30,000	-	-	-	14,200	30,000	-	-
01-35-315-580016	30,000	8,000	8,000	-	-	8,000	-	-	8,000	8,000	8,000	\$	\$
Computer Hardware	30,000	8,000	8,000	-	-	8,000	-	-	8,000	8,000	8,000	\$	\$
01-35-315-580021	209,000	177,070	250,000	-	-	250,000	-	-	250,000	183,400	321,000	-	71,000
IT/Software Support	209,000	177,070	250,000	-	-	250,000	-	-	250,000	183,400	321,000	-	71,000
01-35-315-580026	-	-	183,000	-	(20,000)	163,000	-	-	163,000	30,000	58,000	8,000	8,000
License/Maintenance/Support	-	-	183,000	-	(20,000)	163,000	-	-	163,000	30,000	58,000	8,000	8,000
01-35-315-580027	50,000	49,959	50,000	-	-	50,000	-	-	50,000	9,900	10,000	-	-
AMR/AMI Annual Support	50,000	49,959	50,000	-	-	50,000	-	-	50,000	9,900	10,000	-	-
01-35-315-580028	6,500	-	899,000	20,000	(20,000)	899,000	-	-	899,000	594,300	1,003,500	\$	\$
Cybersecurity Software/Hardware	6,500	-	899,000	20,000	(20,000)	899,000	-	-	899,000	594,300	1,003,500	\$	\$
01-35-315-580030	-	-	-	-	-	-	-	-	-	-	-	-	-
Repair/Purchase Radio Comm Equip	-	-	-	-	-	-	-	-	-	-	-	-	-
	\$ 643,500	\$ 575,800	\$ 899,000	\$ 20,000	\$ (20,000)	\$ 899,000	\$	\$	\$ 899,000	\$ 594,300	\$ 1,003,500	\$	\$ 104,500
SOURCE OF SUPPLY													
01-40-410-500105	-	294,996	509,000	-	-	509,000	-	-	509,000	342,200	441,500	\$	\$ (67,500)
Labor	-	294,996	509,000	-	-	509,000	-	-	509,000	342,200	441,500	\$	\$ (67,500)
01-40-410-500109	-	5,119	14,500	-	(7,000)	7,500	-	-	7,500	3,000	20,500	500	500
FSLA Overtime	-	5,119	14,500	-	(7,000)	7,500	-	-	7,500	3,000	20,500	500	500
01-40-410-500110	17,000	739	3,500	-	-	3,500	-	-	3,500	-	7,500	4,000	4,000
Overtime	17,000	739	3,500	-	-	3,500	-	-	3,500	-	7,500	4,000	4,000
01-40-410-500111	3,000	13,000	15,000	1,000	-	16,000	-	-	16,000	13,800	11,000	(5,000)	(5,000)
Double Time	3,000	13,000	15,000	1,000	-	16,000	-	-	16,000	13,800	11,000	(5,000)	(5,000)
01-40-410-500113	-	-	7,500	-	-	7,500	-	-	7,500	1,700	3,000	(4,500)	(4,500)
Standby/On-Call	-	-	7,500	-	-	7,500	-	-	7,500	1,700	3,000	(4,500)	(4,500)
01-40-410-500114	-	22,446	38,500	-	-	38,500	-	-	38,500	25,700	35,500	(3,000)	(3,000)
Incentive Pay	-	22,446	38,500	-	-	38,500	-	-	38,500	25,700	35,500	(3,000)	(3,000)
01-40-410-500115	34,000	5,250	9,500	-	-	9,500	-	-	9,500	6,000	8,500	(1,000)	(1,000)
Social Security	34,000	5,250	9,500	-	-	9,500	-	-	9,500	6,000	8,500	(1,000)	(1,000)
01-40-410-500120	8,000	94,459	138,500	-	-	138,500	-	-	138,500	104,300	135,500	(3,000)	(3,000)
Medicare	8,000	94,459	138,500	-	-	138,500	-	-	138,500	104,300	135,500	(3,000)	(3,000)
01-40-410-500125	151,000	489	1,000	-	-	1,000	-	-	1,000	600	1,000	-	-
Health Insurance	151,000	489	1,000	-	-	1,000	-	-	1,000	600	1,000	-	-
01-40-410-500140	2,000	74	500	-	-	500	-	-	500	100	500	-	-
Life Insurance	2,000	74	500	-	-	500	-	-	500	100	500	-	-
01-40-410-500143	1,000	10,667	21,500	-	-	21,500	-	-	21,500	13,400	18,500	(3,000)	(3,000)
EAP Program	1,000	10,667	21,500	-	-	21,500	-	-	21,500	13,400	18,500	(3,000)	(3,000)
01-40-410-500145	19,000	31,500	31,500	-	-	31,500	-	-	31,500	-	31,000	(500)	(500)
Workers' Compensation	19,000	31,500	31,500	-	-	31,500	-	-	31,500	-	31,000	(500)	(500)
01-40-410-500150	26,000	85,513	113,500	-	-	113,500	-	-	113,500	99,000	140,500	27,000	27,000
Unemployment Insurance	26,000	85,513	113,500	-	-	113,500	-	-	113,500	99,000	140,500	27,000	27,000
01-40-410-500155	105,000	1,113	5,000	-	-	5,000	-	-	5,000	2,500	4,000	(1,000)	(1,000)
Retirement/CalPERS	105,000	1,113	5,000	-	-	5,000	-	-	5,000	2,500	4,000	(1,000)	(1,000)
01-40-410-500165	4,000	3,396	6,000	-	-	6,000	-	-	6,000	1,200	4,500	(1,500)	(1,500)
Uniforms & Employee Benefits	4,000	3,396	6,000	-	-	6,000	-	-	6,000	1,200	4,500	(1,500)	(1,500)
01-40-410-500175	6,000	15,877	24,500	-	-	24,500	-	-	24,500	15,600	20,500	(500)	(500)
Training/Education/Mgts/Travel	6,000	15,877	24,500	-	-	24,500	-	-	24,500	15,600	20,500	(500)	(500)
01-40-410-500180	21,000	24,722	37,500	-	-	37,500	-	-	37,500	9,200	27,500	11,000	11,000
Accrued Sick Leave Expense	21,000	24,722	37,500	-	-	37,500	-	-	37,500	9,200	27,500	11,000	11,000
01-40-410-500185	31,000	5,696	16,500	-	-	16,500	-	-	16,500	-	(20,000)	-	-
Accrued Vacation Leave Expense	31,000	5,696	16,500	-	-	16,500	-	-	16,500	-	(20,000)	-	-
01-40-410-500187	11,000	708,624	4,389,000	2,793,000	-	7,182,000	-	-	7,182,000	5,733,500	4,469,000	(2,713,000)	(2,713,000)
Accrual Leave Payments	11,000	708,624	4,389,000	2,793,000	-	7,182,000	-	-	7,182,000	5,733,500	4,469,000	(2,713,000)	(2,713,000)
01-40-410-500195	(20,000)	-	-	-	-	-	-	-	-	-	-	-	-
CIP Related Labor	(20,000)	-	-	-	-	-	-	-	-	-	-	-	-
01-40-410-500501	4,349,000	2,653,152	2,550,000	-	-	2,550,000	-	-	2,550,000	2,563,400	2,750,000	200,000	200,000
State Project Water Purchases	4,349,000	2,653,152	2,550,000	-	-	2,550,000	-	-	2,550,000	2,563,400	2,750,000	200,000	200,000
01-40-410-500511	2,669,000	179	1,000	-	-	1,000	-	-	1,000	300	1,000	-	-
Ground Water Purchases	2,669,000	179	1,000	-	-	1,000	-	-	1,000	300	1,000	-	-
01-40-410-501101	1,000	137,984	160,000	-	-	160,000	-	-	160,000	134,800	170,000	10,000	10,000
Electricity - Wells	1,000	137,984	160,000	-	-	160,000	-	-	160,000	134,800	170,000	10,000	10,000
01-40-410-501201	133,500	132,823	100,000	-	-	100,000	-	-	100,000	86,300	80,000	(20,000)	(20,000)
Gas - Wells	133,500	132,823	100,000	-	-	100,000	-	-	100,000	86,300	80,000	(20,000)	(20,000)
01-40-410-510021	13,500	5,387	6,000	-	-	6,000	-	-	6,000	5,300	5,000	(1,000)	(1,000)
Treatment & Chemicals	13,500	5,387	6,000	-	-	6,000	-	-	6,000	5,300	5,000	(1,000)	(1,000)
01-40-410-510031	5,000	3,883	180,000	21,202	-	201,202	-	-	201,202	89,100	200,000	(1,202)	(1,202)
Lab Testing	5,000	3,883	180,000	21,202	-	201,202	-	-	201,202	89,100	200,000	(1,202)	(1,202)
01-40-410-520021	229,400	67,912	122,000	-	-	122,000	-	-	122,000	119,700	150,000	5,000	5,000
Small Tools, Parts & Maintenance	229,400	67,912	122,000	-	-	122,000	-	-	122,000	119,700	150,000	5,000	5,000
01-40-410-520061	123,000	1,129	1,500	-	-	1,500	-	-	1,500	1,300	1,500	-	-
Maintenance & Repair-Telemetry Equipment	123,000	1,129	1,500	-	-	1,500	-	-	1,500	1,300	1,500	-	-
01-40-410-530001	3,000	4,416,629	8,511,000	2,815,202	(7,000)	11,319,202	-	-	11,319,202	9,396,300	8,760,000	(2,559,202)	(2,559,202)
Maintenance & Repair-Pumping Equipment	3,000	4,416,629	8,511,000	2,815,202	(7,000)	11,319,202	-	-	11,319,202	9,396,300	8,760,000	(2,559,202)	(2,559,202)
01-40-410-540084	-	-	-	-	-	-	-	-	-	-	-	-	-
Minor Capital Acquisitions	-	-	-	-	-	-	-	-	-	-	-	-	-
01-40-410-550066	-	-	-	-	-	-	-	-	-	-	-	-	-
Regulations Mandates & Tariffs	-	-	-	-	-	-	-	-	-	-	-	-	-
01-40-410-550066	3,000	1,129	1,500	-	-	1,500	-	-	1,500	1,300	1,500	-	-
Subscriptions	3,000	1,129	1,500	-	-	1,500	-	-	1,500	1,300	1,500	-	-
	\$ 8,557,300	\$ 4,416,629	\$ 8,511,000	\$ 2,815,202	\$ (7,000)	\$ 11,319,202	\$	\$	\$ 11,319,202	\$ 9,396,300	\$ 8,760,000	\$	\$ (2,559,

Expenses: Budget Detail from 2022 Adopted to 2024 Proposed

	2022		2023		2023		2023		2024		CHANGE (Proposed/less Adopted/ Amended)
	ADOPTED	ACTUAL	ADOPTED	ADDITIONS	DELETIONS	(AMENDED)	PROJECTED	PROPOSED	PROPOSED		
CROSS-CONNECTION/NON-POTABLE WATER (continued)											
01-40-430-500114 Incentive Pay	-	-	-	-	-	-	-	-	1,000	1,000	1,000
01-40-430-500115 Social Security	-	-	-	-	-	-	-	-	8,500	8,500	8,500
01-40-430-500120 Medicare	-	-	-	-	-	-	-	-	2,000	2,000	2,000
01-40-430-500125 Health Insurance	-	-	-	-	-	-	-	-	27,500	27,500	27,500
01-40-430-500140 Life Insurance	-	-	-	-	-	-	-	-	500	500	500
01-40-430-500143 EAP Program	-	-	-	-	-	-	-	-	500	500	500
01-40-430-500145 Workers' Compensation	-	-	-	-	-	-	-	-	4,500	4,500	4,500
01-40-430-500150 Unemployment Insurance	-	-	-	-	-	-	-	-	1,500	1,500	1,500
01-40-430-500155 Retirement/CalPERS	-	-	-	-	-	-	-	-	18,500	18,500	18,500
01-40-430-500165 Uniforms & Employee Benefits	-	-	-	-	-	-	-	-	1,000	1,000	1,000
01-40-430-500175 Training/Education/Mtgs/Travel	-	-	-	-	-	-	-	-	1,500	1,500	1,500
01-40-430-500180 Accrued Sick Leave Expense	-	-	-	-	-	-	-	-	5,000	5,000	5,000
01-40-430-500185 Accrued Vacation Leave Expense	-	-	-	-	-	-	-	-	7,500	7,500	7,500
01-40-430-500187 Accrual Leave Payments	-	-	-	-	-	-	-	-	7,000	7,000	7,000
01-40-430-500195 CIP Related Labor	-	-	-	-	-	-	-	-	-	-	-
01-40-430-510031 Small Tools, Parts & Maintenance	-	-	-	-	-	-	-	-	2,000	2,000	2,000
01-40-430-530001 Minor Capital Acquisitions	-	-	-	-	-	-	-	-	-	-	-
01-40-430-540001 Backflow Maintenance	5,000	1,769	5,000	5,000	-	10,000	1,600	13,000	13,000	3,000	
01-40-430-550051 Advertisine/Legal Notices	-	-	-	-	-	-	-	-	500	500	500
01-40-430-550066 Subscriptions	-	-	-	-	-	-	-	-	2,000	2,000	2,000
	\$ 5,000	\$ 1,769	\$ 5,000	\$ 5,000	\$ -	\$ 10,000	\$ 1,600	\$ 215,000	\$ 215,000	\$ 205,000	
TRANSMISSION AND DISTRIBUTION											
01-40-440-500105 Labor											
01-40-440-500109 FLSA Overtime	\$ 1,044,000	\$ 866,216	\$ 1,250,000	\$ -	\$ -	\$ 1,250,000	\$ 878,500	\$ 1,248,500	\$ 1,248,500	\$ (1,500)	
01-40-440-500110 Overtime	66,000	65,291	63,500	7,000	-	70,500	44,100	56,000	56,000	(14,500)	
01-40-440-500111 Double Time	36,000	30,881	34,500	-	-	34,500	22,500	26,500	26,500	(6,000)	
01-40-440-500113 Standby/On-Call	28,000	22,650	19,500	7,000	-	26,500	24,500	23,000	23,000	(3,500)	
01-40-440-500114 Incentive Pay	-	-	16,000	-	-	16,000	-	7,000	7,000	(9,000)	
01-40-440-500115 Social Security	\$ 81,700	\$ 67,770	\$ 98,000	\$ -	\$ -	\$ 98,000	\$ 67,900	\$ 99,000	\$ 1,000	\$ 1,000	
01-40-440-500120 Medicare	19,000	15,576	23,000	-	-	23,000	15,800	23,500	23,500	500	
01-40-440-500125 Health Insurance	334,600	211,690	346,000	-	-	346,000	194,500	427,000	427,000	81,000	
01-40-440-500140 Life Insurance	4,000	1,350	2,500	-	-	2,500	1,500	2,500	2,500	-	
01-40-440-500143 EAP Program	2,000	256	1,000	-	-	1,000	300	1,000	1,000	-	
01-40-440-500145 Workers' Compensation	35,000	25,163	42,500	-	-	42,500	28,800	42,500	42,500	-	
01-40-440-500155 Retirement/CalPERS	216,000	179,335	237,500	-	-	237,500	184,100	225,500	225,500	(12,000)	
01-40-440-500165 Uniforms & Employee Benefits	14,000	7,459	16,000	-	-	16,000	8,400	16,000	16,000	-	
01-40-440-500175 Training/Education/Mtgs/Travel	5,000	2,276	5,000	-	-	5,000	7,000	22,000	22,000	17,000	
01-40-440-500178 General Safety Supplies	15,000	14,813	11,000	-	-	11,000	12,800	13,000	13,000	2,000	
01-40-440-500180 Accrued Sick Leave Expense	54,000	45,303	58,500	-	-	58,500	28,500	65,500	65,500	7,000	
01-40-440-500185 Accrued Vacation Leave Expense	64,000	46,687	76,000	-	-	76,000	55,200	92,000	92,000	16,000	
01-40-440-500187 Accrual Leave Payments	63,000	32,743	71,000	-	-	71,000	49,200	79,000	79,000	8,000	
01-40-440-500190 Temporary Labor	131,000	-	31,000	-	(30,000)	1,000	-	-	-	(1,000)	
01-40-440-500195 CIP Related Labor	(111,000)	(135,622)	(40,000)	-	-	(40,000)	(4,700)	(40,000)	(40,000)	-	
01-40-440-510031 Small Tools, Parts & Maintenance	19,000	18,850	29,000	-	-	29,000	31,700	22,000	22,000	(7,000)	
01-40-440-520071 Maintenance and Repair- Pipeline & Hydrants	62,500	59,969	107,000	-	-	107,000	67,300	145,000	145,000	38,000	
01-40-440-520081 Maintenance and Repair- Hydraulic Valves	25,000	13,580	25,000	-	-	25,000	5,400	35,000	35,000	10,000	
01-40-440-530001 Minor Capital Acquisitions	-	-	35,000	4,000	-	39,000	23,800	30,000	30,000	(9,000)	
01-40-440-540001 Backflow Maintenance	-	-	-	-	-	-	-	-	-	-	

Expenses: Budget Detail from 2022 Adopted to 2024 Proposed

	2022 ADOPTED	2022 ACTUAL	2023 ADOPTED	2023 ADDITIONS	2023 DELETIONS	2023 ADOPTED (AMENDED)	2023 PROJECTED	2024 PROPOSED	CHANGE (Proposed less Adopted- Amended)
TRANSMISSION AND DISTRIBUTION (continued)									
01-40-440-540024	38,500	10,680	47,000	-	-	47,000	9,600	64,000	17,000
Inventory Adjustments									
01-40-440-540036	4,000	3,247	4,000	-	-	4,000	3,200	4,000	-
Line Locates									
01-40-440-540042	101,000	89,765	125,000	-	-	125,000	110,400	170,000	45,000
Meters Maintenance & Services									
01-40-440-540078	83,500	26,178	52,000	-	-	52,000	2,800	52,000	-
Reservoirs Maintenance									
01-40-440-550051	5,000	2,119	5,000	-	-	5,000	300	5,000	-
Advertising/Legal Notices									
	\$ 2,439,800	\$ 1,724,224	\$ 2,791,500	\$ 18,000	\$ (30,000)	\$ 2,779,500	\$ 1,873,400	\$ 2,957,500	\$ 178,000
INSPECTIONS									
01-40-450-500105	\$ 70,000	\$ 65,181	\$ 38,000	\$ -	\$ -	\$ 38,000	\$ 43,700	\$ 71,000	\$ 33,000
Labor									
01-40-450-500110	28,000	26,241	5,500	5,000	-	10,500	14,100	12,000	1,500
Overtime									
01-40-450-500111	2,000	330	2,500	-	-	2,500	1,200	4,500	2,000
Double Time									
01-40-450-500113	-	-	3,000	-	-	3,000	-	3,000	-
Standby/On-Call									
01-40-450-500115	6,300	5,697	3,000	-	-	3,000	3,700	6,000	3,000
Social Security									
01-40-450-500120	2,000	1,332	1,000	-	-	1,000	900	1,500	500
Medicare									
01-40-450-500125	29,400	24,459	13,000	-	-	13,000	13,500	23,500	10,500
Health Insurance									
01-40-450-500140	1,000	130	500	-	-	500	100	500	-
Life Insurance									
01-40-450-500143	1,000	21	500	-	-	500	-	500	-
EAP Program									
01-40-450-500145	3,000	2,542	2,000	-	-	2,000	1,700	3,000	1,000
Workers' Compensation									
01-40-450-500155	18,000	14,494	10,500	-	-	10,500	9,200	13,000	2,500
Retirement/CalPERS									
01-40-450-530001	-	-	-	5,000	-	-	-	-	-
Minor Capital Acquisitions									
	\$ 160,700	\$ 140,428	\$ 79,500	\$ 5,000	\$ -	\$ 84,500	\$ 88,100	\$ 138,500	\$ 54,000
CUSTOMER SERVICE AND METER READING									
01-40-460-500105	\$ 197,000	\$ 190,541	\$ 220,000	\$ -	\$ -	\$ 220,000	\$ 186,600	\$ 157,500	\$ (62,500)
Labor									
01-40-460-500109	-	-	-	-	-	-	-	500	500
FSLA Overtime									
01-40-460-500110	16,000	3,192	20,500	-	-	20,500	4,500	1,000	(19,500)
Overtime									
01-40-460-500111	4,000	1,927	5,000	-	-	5,000	4,600	500	(4,500)
Double Time									
01-40-460-500113	5,000	-	4,000	-	-	4,000	-	4,000	-
Standby/On-Call									
01-40-460-500114	-	-	4,000	-	-	4,000	300	1,500	(2,500)
Incentive Pay									
01-40-460-500115	16,000	13,800	18,500	-	-	18,500	14,100	12,500	(6,000)
Social Security									
01-40-460-500120	4,000	3,228	4,500	-	-	4,500	3,400	3,000	(1,500)
Medicare									
01-40-460-500125	\$ 76,000	\$ 61,137	\$ 75,500	\$ -	\$ -	\$ 75,500	\$ 65,400	\$ 54,500	\$ (21,000)
Health Insurance									
01-40-460-500140	1,000	275	500	-	-	500	300	500	-
Life Insurance									
01-40-460-500143	1,000	55	500	-	-	500	100	500	-
EAP Program									
01-40-460-500145	8,000	6,592	9,500	-	-	9,500	7,500	7,000	(2,500)
Workers' Compensation									
01-40-460-500155	55,000	54,567	68,000	-	-	68,000	58,200	51,500	(16,500)
Retirement/CalPERS									
01-40-460-500165	3,000	715	3,000	-	-	3,000	2,600	3,000	-
Uniforms & Employee Benefits									
01-40-460-500175	1,000	-	1,000	-	-	1,000	200	1,000	-
Training/Education/Mtgs/Travel									
01-40-460-500180	10,000	12,294	10,500	-	-	10,500	9,600	7,500	(3,000)
Accrued Sick Leave Expense									
01-40-460-500185	18,500	18,423	20,000	-	-	20,000	19,700	11,500	(8,500)
Accrued Vacation Leave Expense									
01-40-460-500187	7,500	1,225	14,000	-	-	14,000	5,000	15,000	1,000
Accrual Leave Payments									
01-40-460-500195	(31,000)	(53,230)	(41,000)	-	-	(41,000)	(22,100)	(41,000)	-
CIP Related Labor									
01-40-460-530001	-	-	-	-	-	-	-	-	-
Minor Capital Acquisitions									
	\$ 392,000	\$ 314,740	\$ 438,000	\$ -	\$ -	\$ 438,000	\$ 360,000	\$ 291,500	\$ (146,500)
MAINTENANCE AND GENERAL PLANT									
01-40-470-500105	\$ 90,000	\$ 65,503	\$ 109,500	\$ -	\$ -	\$ 109,500	\$ 122,000	\$ 163,000	\$ 53,500
Labor									
01-40-470-500109	-	-	-	-	-	-	-	500	500
FSLA Overtime									
01-40-470-500110	4,000	542	6,500	-	-	6,500	600	3,000	(3,500)
Overtime									
01-40-470-500111	2,000	334	2,000	-	-	2,000	-	1,000	(1,000)
Double Time									
01-40-470-500113	-	-	3,000	-	-	3,000	-	3,000	-
Standby/On-Call									
01-40-470-500114	-	-	1,500	-	-	1,500	-	1,500	-
Incentive Pay									
01-40-470-500115	7,000	4,321	8,000	-	-	8,000	8,000	12,000	4,000
Social Security									

Expenses: Budget Detail from 2022 Adopted to 2024 Proposed

	2022		2023		2023		2023		2023		2024		CHANGE (Proposed less Adopted- Amended)
	ADOPTED	ACTUAL	ADOPTED	ADDITIONS	DELETIONS	ADOPTED (AMENDED)	PROJECTED	PROPOSED	2022	2023	2024	PROPOSED	
MAINTENANCE AND GENERAL PLANT (continued)													
01-40-470-500120 Medicare	2,000	972	2,000	-	-	2,000	-	1,900	3,000	1,000	3,000	1,000	
01-40-470-500125 Health Insurance	38,000	25,117	38,000	-	-	38,000	-	31,500	63,500	25,500	63,500	25,500	
01-40-470-500140 Life Insurance	1,000	113	500	-	-	500	-	200	500	-	500	-	
01-40-470-500143 EAP Program	1,000	21	500	-	-	500	-	500	500	-	500	-	
01-40-470-500145 Workers' Compensation	4,000	2,118	5,000	-	-	5,000	-	4,300	7,000	2,000	7,000	2,000	
01-40-470-500155 Retirement/CalPERS	16,000	7,037	15,500	-	-	15,500	-	10,900	15,000	(500)	15,000	(500)	
01-40-470-500165 Uniforms & Employee Benefits	1,000	1,049	1,000	-	-	1,000	-	100	1,000	-	1,000	-	
01-40-470-500175 Training/Education/Mtgs/Travel	2,000	318	2,000	-	-	2,000	-	2,000	2,000	-	2,000	-	
01-40-470-500180 Accrued Sick Leave Expenses	3,000	2,914	3,500	-	-	3,500	-	1,800	7,000	3,500	7,000	3,500	
01-40-470-500185 Accrued Vacation Expenses	2,900	4,117	4,000	-	-	4,000	-	3,000	7,500	3,500	7,500	3,500	
01-40-470-500187 Accrual Leave Payments	100	5	500	-	-	500	-	-	4,500	4,000	4,500	4,000	
01-40-470-501111 Electricity - 560 Magnolia Ave	36,000	32,863	37,000	-	-	37,000	-	35,400	40,000	3,000	40,000	3,000	
01-40-470-501121 Electricity - 12303 Oak Glen Rd	5,000	4,123	5,000	-	-	5,000	-	2,900	5,400	400	5,400	400	
01-40-470-501131 Electricity - 13695 Oak Glen Rd	3,000	2,546	3,000	-	-	3,000	-	3,250	3,250	-	3,250	-	
01-40-470-501141 Electricity - 13697 Oak Glen Rd	3,000	2,735	3,000	-	-	3,000	-	3,000	3,250	250	3,250	250	
01-40-470-501151 Electricity - 9781 Avenida Miravilla	3,000	2,740	2,000	-	-	2,000	-	2,600	2,200	200	2,200	200	
01-40-470-501161 Electricity - 815 E. 12th St	13,000	9,536	13,000	-	-	13,000	-	8,800	14,000	1,000	14,000	1,000	
01-40-470-501171 Electricity - 851 E. 6th St	5,000	2,698	5,000	-	-	5,000	-	2,900	5,400	400	5,400	400	
01-40-470-501321 Propane - 12303 Oak Glen Rd	1,000	-	1,000	-	-	1,000	-	-	2,000	1,000	2,000	1,000	
01-40-470-501331 Propane - 13695 Oak Glen Rd	3,000	2,210	3,000	-	-	3,000	-	2,800	3,000	-	3,000	-	
01-40-470-501341 Propane - 13697 Oak Glen Rd	3,000	2,269	3,000	-	-	3,000	-	3,300	4,000	1,000	4,000	1,000	
01-40-470-501351 Propane-9781 Avenida Miravilla	2,000	1,565	2,000	-	-	2,000	-	2,000	2,000	-	2,000	-	
01-40-470-501411 Sanitation - 560 Magnolia Ave	4,500	5,012	5,000	2,000	-	7,000	-	8,100	5,500	(1,500)	5,500	(1,500)	
01-40-470-501461 Sanitation - 815 E. 12th St	6,000	5,926	7,000	-	-	7,000	-	7,000	7,700	700	7,700	700	
01-40-470-501471 Sanitation - 11083 Cherry Ave	4,000	3,577	4,000	1,700	-	5,700	-	3,800	8,500	2,800	8,500	2,800	
01-40-470-501481 Sanitation - 39500 Brookside	-	-	-	-	-	-	-	-	8,000	5,000	8,000	5,000	
01-40-470-501600 Property Maintenance & Repairs	-	-	-	-	-	-	-	-	5,000	5,000	5,000	5,000	
01-40-470-501611 Maintenance & Repair- 560 Magnolia Ave	27,275	25,843	40,000	-	(10,000)	30,000	-	34,400	66,000	36,000	66,000	36,000	
01-40-470-501621 Maintenance & Repair- 12303 Oak Glen Rd	33,000	1,941	8,000	-	-	8,000	-	900	30,000	22,000	30,000	22,000	
01-40-470-501631 Maintenance & Repair- 13695 Oak Glen Rd	31,000	342	6,000	-	-	6,000	-	3,300	6,000	-	6,000	-	
01-40-470-501641 Maintenance & Repair- 13697 Oak Glen Rd	9,000	-	10,000	-	-	10,000	-	1,500	7,000	(3,000)	7,000	(3,000)	
01-40-470-501651 Maintenance & Repair- 9781 Avenida Miravilla	9,000	-	6,000	-	-	6,000	-	5,100	7,000	1,000	7,000	1,000	
01-40-470-501661 Maintenance & Repair- 815 E. 12th St	14,000	7,491	32,000	-	-	32,000	-	21,000	44,000	12,000	44,000	12,000	
01-40-470-501671 Maintenance & Repair- 851 E. 6th St	4,000	3,699	3,200	-	-	3,200	-	3,800	5,000	1,800	5,000	1,800	
01-40-470-501681 Maintenance & Repair- 39500 Brookside	-	-	-	-	-	-	-	-	5,000	5,000	5,000	5,000	
01-40-470-501691 Maintenance & Repair- Buildings (General)	38,000	17,265	60,000	-	-	60,000	-	18,800	80,000	20,000	80,000	20,000	
01-40-470-510001 Auto/Fuel	136,000	135,666	150,000	-	-	150,000	-	115,100	160,000	10,000	160,000	10,000	
01-40-470-510002 CIP Related Fuel	-	-	(10,000)	-	-	(10,000)	-	-	(10,000)	-	(10,000)	-	
01-40-470-520011 Maintenance & Repair-Safety Equipment	18,000	8,137	18,000	-	-	18,000	-	6,700	18,000	-	18,000	-	
01-40-470-520031 Maintenance & Repair-General Equipment	50,000	32,696	75,000	-	-	75,000	-	53,900	60,000	(15,000)	60,000	(15,000)	
01-40-470-520041 Maintenance & Repair-Fleet	110,000	90,078	90,000	-	-	90,000	-	55,600	80,000	(10,000)	80,000	(10,000)	
01-40-470-520051 Maintenance & Repair-Paving	83,000	38,199	83,000	12,000	-	95,000	-	111,500	120,000	25,000	120,000	25,000	
01-40-470-520053 Maintenance & Repair-Paving (City of Beaumont)	379,000	370,522	500,000	-	-	500,000	-	382,700	400,000	(100,000)	400,000	(100,000)	
01-40-470-530001 Minor Capital Acquisitions	-	-	-	10,000	-	10,000	-	9,500	-	-	-	-	
01-40-470-540030 Landscape Maintenance	72,000	66,472	82,000	-	(2,000)	80,000	-	55,400	82,000	2,000	82,000	2,000	
01-40-470-540052 Encroachment Permits	-	336	40,000	-	-	40,000	-	13,300	40,000	-	40,000	-	
01-40-470-540072 Recharge Facility, Canyon & Pond Maintenance	145,000	28,719	150,000	-	(1,700)	148,300	-	112,300	185,000	36,700	185,000	36,700	

Expenses: Budget Detail from 2022 Adopted to 2024 Proposed

	2022		2023		2023		2023		2024		CHANGE (Proposed less Adopted- Amended)
	ADOPTED	ACTUAL	ADOPTED	ADDITIONS	DELETIONS	ADOPTED (AMENDED)	PROJECTED	PROPOSED	PROPOSED		
MAINTENANCE AND GENERAL PLANT (continued)											
01-50-510-500112 Stipend-Association Mfg Attend	1,000	525	1,000	-	-	1,000	600	1,000	1,000	-	
01-50-510-502001 Rents/Leases	27,500	1,569	27,000	2,500	-	29,500	29,400	35,000	35,000	5,500	
01-50-510-510031 Small Tools, Parts & Maintenance	1,000	907	1,000	-	-	1,000	1,100	1,000	1,000	-	
01-50-510-540066 Property Damage & Theft	23,000	23,607	27,000	-	-	27,000	9,600	27,000	27,000	-	
01-50-510-550040 General Supplies	16,500	11,802	17,000	-	-	17,000	17,200	18,000	18,000	1,000	
01-50-510-550060 Public Education/Community Outreach	113,500	112,872	15,000	-	(2,500)	12,500	29,900	12,500	12,500	-	
01-50-510-550072 Miscellaneous Operating Expenses	15,000	13,771	1,000	-	-	1,000	-	1,000	1,000	-	
01-50-510-550074 Disaster Preparedness Ongoing Expenses	15,000	6,410	15,000	-	(4,000)	11,000	30,600	11,000	11,000	-	
	\$ 1,636,275	\$ 1,193,799	\$ 1,743,200	\$ 28,200	\$ (20,200)	\$ 1,751,200	\$ 1,391,900	\$ 1,906,200	\$ 1,906,200	\$ 155,000	
TOTAL OPERATING EXPENSE	\$ 21,907,600	\$ 15,303,471	\$ 22,781,000	\$ 3,012,407	\$ (167,750)	\$ 25,625,657	\$ 20,980,100	\$ 24,238,900	\$ (1,386,757)		

Total Additions	\$ 3,012,407
Total Deletions	\$ (167,750)
Difference between Adopted and Amended Budget	\$ 2,844,657
Prior Year Carryovers, approved by the Board of Directors	\$ 51,657
Amendment - State Project Water Purchases	\$ 2,793,000
	\$ 2,844,657
Difference	\$ -

Account Descriptions



OPERATING REVENUE

WATER SALES

- 01-50-510-410100** **Sales** — Commodity charges for commercial, residential, and landscape irrigation water usage.
- 01-50-510-410111** **Drought Surcharges** — Commodity charge in anticipation of implementing drought rates, as outlined by the Board adopted 2019 rate study.
- 01-50-510-410151** **Agricultural Irrigation Sales** — Commodity charges for irrigation water usage.
- 01-50-510-410171** **Construction Sales** — Commodity charges for water used for new construction and other purposes through portable fire hydrant meters.
- 01-50-510-413011** **Fixed Meter Charges** — Fixed service charges for installed meters based on meter size.

DEVELOPMENT AND INSTALLATION CHARGES

- 01-50-510-413021** **Meter Fees** — Charges for new service installations.
- 01-50-510-419011** **Development Income** — Revenue earned and charged to deposits that were collected to cover engineering, legal and administrative costs associated with new development.
- 01-50-510-419012** **Development Income – GIS** — Revenue earned and charged to deposits that were collected to cover GIS system updates associated with new development.

WATER IMPORTATION SURCHARGE

- 01-50-510-415001** **SGPWA Importation Charges** — Pass-through charge to cover the cost of purchasing imported water from various sources, including the San Geronio Pass Water Agency.

WATER PUMPING ENERGY SURCHARGE

- 01-50-510-415011** **SCE Power Charges** — Pass-through charge to cover the cost of electricity used for pumping water from wells and through the distribution system.

OTHER CHARGES FOR SERVICE

- 01-50-510-413001** **Backflow Administration Charges** — Administrative charge for required annual backflow program administration.
- 01-50-510-417001** **Second Notice Charges** — Late fee assessed on delinquent accounts for mailed delinquency notices.
- 01-50-510-417011** **Third Notice Charges** — Late fee assessed on delinquent accounts for mailed disconnection notices.
- 01-50-510-417021** **Account Reinstatement Charges** — Fee associated with the reinstatement of service when an account is inactivated due to non-payment, including, but not limited to, the disconnection of service for non-payment.
- 01-50-510-417031** **Lien Processing Fees** — Fee associated with both filing and releasing liens on delinquent accounts.
- 01-50-510-417041** **Credit Check Processing Fees** — Pass-through charge to cover the cost of performing a credit check.
- 01-50-510-417051** **Return Check Fees** — Pass-through charge for payments returned by the bank to the District as unpaid.
- 01-50-510-417061** **Customer Damages/Upgrade Charges** — Reimbursements for work performed when customers/developers cause damage to District property or customer-requested changes such as meter relocation charges.
- 01-50-510-417071** **After-Hours Call Out Charges** — Reimbursement charge for after-hours services provided.
- 01-50-510-417081** **Bench Test Fees (Credits)** — Fee for removing a meter and bench testing it.
- 01-50-510-417091** **Credit Card Processing Fees** — Pass-through charge covers the bank fee charged to the District for credit card processing.

- 01-50-510-419001** **Rebates/Reimbursements** — Rebates and reimbursements issued to the District from various sources, including credit card usage, the insurance carrier for safety improvements, etc.
- 01-50-510-419021** **Recharge Income** — Income received for the recharge of imported water from San Gorgonio Pass Water Agency (SGPWA) for the City of Banning.
- 01-50-510-419031** **Well Maintenance Reimbursement** — Reimbursements issued to the District for Well maintenance from various sources, including the City of Banning.
- 01-50-510-419041** **Gain (Loss) – Asset Disposal** — Account used to record an accounting gain or loss associated with capital assets disposed of.
- 01-50-510-419061** **Miscellaneous Income** — Receipts for miscellaneous, non-recurring revenues.

NON-OPERATING REVENUE

PROPERTY MAINTENANCE FEES

- 01-50-510-471001** **Maintenance Fees — 12303 Oak Glen Rd** — Maintenance Fees collected for the maintenance and repair of District residential property.
- 01-50-510-471011** **Maintenance Fees — 13695 Oak Glen Rd** — Maintenance Fees collected for the maintenance and repair of District residential property.
- 01-50-510-471021** **Maintenance Fees — 13697 Oak Glen Rd** — Maintenance Fees collected for the maintenance and repair of District residential property.
- 01-50-510-471031** **Maintenance Fees — 9781 Avenida Miravilla** — Maintenance Fees collected for the maintenance and repair of District residential property.
- 01-50-510-471101** **Utilities — 12303 Oak Glen Rd** — Utility payments for District residential property.
- 01-50-510-471111** **Utilities — 13695 Oak Glen Rd** — Utility payments for District residential property.
- 01-50-510-471121** **Utilities — 13697 Oak Glen Rd** — Utility payments for District residential property.
- 01-50-510-471131** **Utilities — 9781 Avenida Miravilla** — Utility payments for District residential property.

FACILITIES CHARGES

- 01-50-510-481001** **Capacity Charges — Wells** — Fees paid per Equivalent Dwelling Unit (EDU) by individual homeowners and industrial, residential, and commercial developers to fund the cost of the impacts of their developments on the District’s water system, specifically for new wells.
- 01-50-510-481006** **Capacity Charges — Water Rights (SWP)** — Fees paid per EDU by individual homeowners and industrial, residential, and commercial developers to fund the cost of the impacts of their developments on the District’s water system, specifically for State Water Project water rights.
- 01-50-510-481012** **Capacity Charges — Water Treatment Plant** — Fees paid per EDU by individual homeowners and industrial, residential, and commercial developers to fund the cost of the impacts of their developments on the District’s water system, specifically for new water treatment plants.
- 01-50-510-481018** **Capacity Charges— Local Water Resources** — Fees paid per EDU by individual homeowners and industrial, residential, and commercial developers to fund the cost of the impacts of their developments on the District’s water system, specifically for local water resources.
- 01-50-510-481024** **Capacity Charges — Recycled Water Facilities** — Fees paid per EDU by individual homeowners and industrial, residential, and commercial developers to fund the cost of the impacts of their developments on the District’s water system, specifically for new recycled water facilities.

- 01-50-510-481030** **Capacity Charges — Transmission**— Fees paid per EDU by individual homeowners and industrial, residential, and commercial developers to fund the cost of the impacts of their developments on the District’s water system, specifically for new transmission lines 16” or larger.
- 01-50-510-481036** **Capacity Charges — Storage** — Fees paid per EDU by individual homeowners and industrial, residential, and commercial developers to fund the cost of the impacts of their developments on the District’s water system, specifically for new storage facilities.
- 01-50-510-481042** **Capacity Charges — Booster** — Fees paid per EDU by individual homeowners and industrial, residential, and commercial developers to fund the cost of the impacts of their developments on the District’s water system, specifically for new booster stations.
- 01-50-510-481048** **Capacity Charges — Pressure Reducing Stations** — Fees paid per EDU by individual homeowners and industrial, residential, and commercial developers to fund the cost of the impacts of their developments on the District’s water system, specifically for new pressure-reducing stations.
- 01-50-510-481054** **Capacity Charges — Miscellaneous Projects** — Fees paid per EDU by individual homeowners and industrial, residential, and commercial developers to fund the cost of the impacts of their developments on the District’s water system, for miscellaneous projects not covered by other types of facilities fees.
- 01-50-510-481060** **Capacity Charges — Financing Costs** — Fees paid per EDU by individual homeowners and industrial, residential, and commercial developers to fund the cost of the impacts of their developments on the District’s water system, specifically for costs of financing new facilities.
- 01-50-510-485001** **Front Footage Fees** — Charged to cover the cost of existing aligned pipelines along the frontage of properties requesting service.

INTEREST EARNED

- 01-50-510-490001** **Interest Income — Bonita Vista** — Interest income earned on the Bonita Vista note receivable.
- 01-50-510-490011** **Interest Income — Fairway Canyon** — Interest income earned on the Fairway Canyon note receivable.
- 01-50-510-490021** **Interest Income — General** — Interest income earned on general District investments.

GRANT REVENUE

- 01-50-510-419051** **Grant Revenue** — Grant funding received.

OPERATING EXPENSES

BOARD OF DIRECTORS' EXPENSES

The three-digit departmental number 110, seen in this section of the General Ledger refers to the expenses incurred in relation to Board activities.

- 01-10-110-500101** **Board of Directors Fees** — Per diem for each Director for attendance at meetings and Board approved training, seminars, and conferences with per diem payment based on days of service.
- 01-10-110-500115** **Social Security** — Expenses for the District's portion of Social Security (FICA) for this department.
- 01-10-110-500120** **Medicare** — Expenses for the District's portion of Medicare for this department.
- 01-10-110-500125** **Health Insurance** — Cost of providing health benefits to Directors.
- 01-10-110-500140** **Life Insurance** — Life insurance premiums paid on behalf of Directors.
- 01-10-110-500143** **EAP Program** — Cost of providing Employee Assistance Program to Directors.
- 01-10-110-500145** **Workers' Compensation** — Standard costs paid to the District's insurance carrier for Directors.
- 01-10-110-500175** **Training/Education/Mtgs/Travel** — Provides for costs associated with attendance to District approved training, educational forums, webinars, meetings, seminars and conferences, and mileage/meal reimbursement for Directors.
- 01-10-110-550012** **Election Expenses** — Costs associated with directorial elections.
- 01-10-110-550043** **Supplies — Other** — Cost of supplies used by Directors such as name placards, professional photos, meeting-related costs, and business cards.
- 01-10-110-550051** **Advertising/Legal Notices** — Cost associated with advertising notices for Public Hearings, Election Notices, Ordinances, etc.

ENGINEERING EXPENSES

The three-digit departmental number 210 seen in this section of the General Ledger refers to the expenses incurred for the Engineering staff.

- 01-20-210-500105** **Labor** — Wage expenses for this department.
- 01-20-210-500114** **Incentive Pay** — Expenses for approved Incentive Pay for employees in this department.
- 01-20-210-500115** **Social Security** — Expenses for the District's portion of Social Security (FICA) for this department.
- 01-20-210-500120** **Medicare** — Expenses for the District's portion of Medicare for this department.
- 01-20-210-500125** **Health Insurance** — Cost of providing health benefits to employees in this department.
- 01-20-210-500140** **Life Insurance** — Life insurance premiums paid on behalf of employees in this department.
- 01-20-210-500143** **EAP Program** — Cost of providing Employee Assistance Program to employees in this department.
- 01-20-210-500145** **Workers' Compensation** — Standard costs paid to the District's insurance carrier for employees in this department.
- 01-20-210-500150** **Unemployment Insurance** — Cost of providing unemployment benefits for employees in this department.
- 01-20-210-500155** **Retirement/CalPERS** — Retirement contributions paid on behalf of employees in this department.
- 01-20-210-500165** **Uniforms and Employee Benefits** — Cost of uniforms and personal protective equipment for employees in this department.

- 01-20-210-500175** **Training/Education/Mtgs/Travel** — Provides for personnel development costs including attendance and/or participation of District approved training, educational forums, webinars, meetings, seminars and conferences, and mileage/meal reimbursement for employees in this department.
- 01-20-210-500180** **Accrued Sick Leave Expense** — Cost of sick time earned by employees in this department.
- 01-20-210-500185** **Accrued Vacation Leave Expense** — Cost of vacation time earned by employees in this department.
- 01-20-210-500187** **Accrued Leave Payments** — Cash payouts of excess vacation and sick time permitted under District policy. May include Floating Holiday, Birthday Holiday, Admin Time, and Comp Time.
- 01-20-210-500190** **Temporary Labor** — Wage expenses for the use of temporary employees employed by a third-party agency.
- 01-20-210-500195** **CIP Related Labor** — Wage and benefits expenses for Capital Improvement Projects in this department.
- 01-20-210-550029** **Administrative Expenses** — Cost associated with documents required for administrative work specific to Engineering, including Title Reports, Grant Deeds, etc.
- 01-20-210-550030** **Membership Dues** — Membership dues and certifications for CPESC, QSP/D, ASCE, etc.
- 01-20-210-550046** **Office Equipment** — Cost associated with documents required for administrative work specific to Engineering including Title Reports Grant Deeds etc.
- 01-20-210-550051** **Advertising/Legal Notices** — Cost associated with advertising notices, inviting bids, etc.

DEVELOPMENT SERVICES EXPENSES

The three-digit departmental number 220 seen in this section of the General Ledger includes the salaries, employee benefits, and other expenses associated with the Development Services function of the District.

- 01-20-220-500105** **Labor** — Wage expenses for this department.
- 01-20-220-500114** **Incentive Pay** — Expenses for approved Incentive Pay for employees in this department.
- 01-20-220-500115** **Social Security** — Expenses for the District’s portion of Social Security (FICA) for this department.
- 01-20-220-500120** **Medicare** — Expenses for the District’s portion of Medicare for this department.
- 01-20-220-500125** **Health Insurance** — Cost of providing health benefits to employees in this department.
- 01-20-220-500140** **Life Insurance** — Life insurance premiums paid on behalf of employees in this department.
- 01-20-220-500143** **EAP Program** — Cost of providing Employee Assistance Program to employees in this department.
- 01-20-220-500145** **Workers’ Compensation** — Standard costs paid to the District’s insurance carrier for employees in this department.
- 01-20-220-500150** **Unemployment Insurance** — Cost of providing unemployment benefits for employees in this department.
- 01-20-220-500155** **Retirement/CalPERS** — Retirement contributions paid on behalf of employees in this department.
- 01-20-220-500180** **Accrued Sick Leave Expense** — Cost of sick time earned by employees in this department.
- 01-20-220-500185** **Accrued Vacation Leave Expense** — Cost of vacation time earned by employees in this department.

01-20-220-500187 **Accrued Leave Payments** — Cash payouts of excess vacation and sick time permitted under District policy. May include Floating Holiday, Birthday Holiday, Admin Time, and Comp Time.

PROFESSIONAL SERVICES EXPENSES

The section of the General Ledger refers to expenses incurred for Professional Services Expenses. The three-digit department number 210 refers to Engineering; 310 refers to Finance and Administration; 510 refers to the General District not associated with a specific department.

- 01-20-210-540012** **Development Reimbursable Engineering** — This section includes all engineering required to be reimbursed by development for plan checks and plan processing.
- 01-20-210-540014** **Development Reimbursable GIS** — Reimbursement of developer-collected deposits associated with GIS activities relating to developer projects.
- 01-20-210-540018** **Grant and Loan Procurement** — This section includes all procurement costs for grants and loans.
- 01-20-210-540048** **Permits, Fees, and Licensing** — This includes all engineering costs associated with miscellaneous District projects.
- 01-20-210-580031** **Outside Engineering** — This section includes any contract engineering work performed by outside vendors for District projects unrelated to Capital Improvement Projects.
- 01-20-210-580032** **CIP Related Outside Engineering** — This section includes any contract engineering work performed by outside vendors on Capital Improvement Projects.
- 01-30-310-550061** **Media Outreach** — Expenses for additional outreach, including translation services, Facebook Post boosting, document templates, and printing costs through third-party vendors associated with public outreach contract.
- 01-30-310-580001** **Accounting and Audit** — Includes costs associated with accounting services performed by consultants, such as audits of District financials and actuarial services required for financial reporting.
- 01-30-310-580011** **General Legal** — Costs associated with day-to-day and unforeseen legal matters. This section includes costs for general legal counseling as well as all the fees related to legal matters, including legal fees, court fees, and other expenses of a lawyer. General legal may include litigation expenses not associated with Capital Improvements (property acquisitions etc.).
- 01-30-310-580036** **Other Professional Services** — Costs associated with outside legal, engineering, accounting, financial, auditing, and other consulting services.
- 01-50-510-550096** **Beaumont Basin Watermaster** — This section accounts for the District's prorated cost of participation in the Beaumont Basin Watermaster Committee.
- 01-50-510-550097** **SAWPA Basin Monitoring Program** — This section accounts for the District's cost of participation in the Santa Ana Watershed Project Authority Basin Monitoring Program.

FINANCE AND ADMINISTRATIVE SERVICES EXPENSES

The three-digit departmental number 310 seen in this section of the General Ledger refers to the expenses incurred for Finance and Administration and General District expenses. This section of the General Ledger includes expenses incurred for Professional Expenses related to Finance and Administration that are not included in the Professional Services Expenses above.

01-30-310-500105 **Labor** — Wage expenses for this department.

- 01-30-310-500109** **FSLA Overtime** — Overtime expense for nonexempt applicable incentive payments, in addition to base pay when computing overtime, under FSLA.
- 01-30-310-500110** **Overtime** — Overtime expenses for this department.
- 01-30-310-500111** **Double Time** — Double-time expenses for this department.
- 01-30-310-500114** **Incentive Pay** — Expenses for approved Incentive Pay for employees in this department.
- 01-30-310-500115** **Social Security** — Expenses for the District's portion of Social Security (FICA) for this department.
- 01-30-310-500120** **Medicare** — Expenses for the District's portion of Medicare for this department.
- 01-30-310-500125** **Health Insurance** — Cost of providing health benefits to employees in this department.
- 01-30-310-500130** **CalPERS Health Administration Costs** — Administrative fees charged for CalPERS health insurance.
- 01-30-310-500140** **Life Insurance** — Life insurance premiums paid on behalf of employees in this department.
- 01-30-310-500143** **EAP Program** — Cost of providing Employee Assistance Program to employees in this department.
- 01-30-310-500145** **Workers' Compensation** — Standard costs paid to the District's insurance carrier for employees in this department.
- 01-30-310-500150** **Unemployment Insurance** — Cost of providing unemployment benefits for employees in this department.
- 01-30-310-500155** **Retirement/CalPERS** — Retirement contributions paid on behalf of employees in this department.
- 01-30-310-500161** **Estimated Current Year OPEB Expense** — Actuarially-determined annual expense associated with measuring the District's Net Other Postemployment Benefits (OPEB) Liability.
- 01-30-310-500165** **Uniforms and Employee Benefits** — Cost of uniforms and personal protective equipment for employees in this department.
- 01-30-310-500175** **Training/Education/Mtgs/Travel** — Provides for personnel development costs, including attendance and/or participation of District approved training, educational forums, webinars, meetings, seminars and conferences, and mileage/meal reimbursement for employees in this department.
- 01-30-310-500180** **Accrued Sick Leave Expense** — Cost of sick time earned by employees in this department.
- 01-30-310-500185** **Accrued Vacation Leave Expense** — Cost of vacation time earned by employees in this department.
- 01-30-310-500187** **Accrued Leave Payments** — Cash payouts of excess vacation and sick time permitted under District policy. May include Floating Holiday, Birthday Holiday, Admin Time, and Comp Time.
- 01-30-310-500190** **Temporary Labor** — Wage expenses for the use of temporary employees employed by a third-party agency.
- 01-30-310-500195** **CIP Related Labor** — Wage and benefits expenses for Capital Improvement Projects in this department.
- 01-30-310-550001** **Bank/Financial Service Fees** — Service fees associated with District bank deposit accounts.
- 01-30-310-550030** **Membership Dues** — Membership dues for associations, including the Beaumont Chamber of Commerce, Cherry Valley Chamber of Commerce, California Special District Association, ACWA, AWWA, etc.
- 01-30-310-550042** **Office Supplies** — Cost of miscellaneous consumable office supplies such as paper, pens, etc.

- 01-30-310-550046** **Office Equipment** — Costs for office equipment that individually do not meet the criteria for capitalization as a fixed asset, including costs that are part of service and/or lease agreements for the office equipment.
- 01-30-310-550048** **Postage** — Costs such as postage for regular and delinquent utility bills and daily correspondence.
- 01-30-310-550051** **Advertising/Legal Notices** — Cost associated with advertising notices, inviting bids, unclaimed funds, etc.
- 01-30-310-550054** **Property, Auto, and General Liability Insurance** — Insurance premiums covering District properties and facilities.
- 01-30-310-550066** **Subscriptions** — Cost of subscriptions for technical and field related publications.
- 01-30-310-550072** **Miscellaneous Operating Expenses** — Expenses that do not fall directly under another general ledger account under financial and administrative services.
- 01-30-310-550078** **Bad Debt Expense** — Cost of providing water service to accounts that are deemed to be uncollectible.
- 01-30-310-560000** **GASB 68 Pension Expense** — Actuarially-determined annual expense associated with measuring the District's Net Pension Liability (NPL).

DEPRECIATION

- 01-30-310-550084** **Depreciation** — Annual depreciation expenses on capital assets.

HUMAN RESOURCES AND RISK MANAGEMENT

The three-digit departmental number 320 seen in this section of the General Ledger includes the administrative salaries, employee benefits, operating supplies, and other expenses associated with the human resource related functions of the District.

- 01-30-320-500105** **Labor** — Wage expenses for this department.
- 01-30-320-500110** **Overtime** — Overtime expenses for this department.
- 01-30-320-500111** **Double Time** — Double-time expenses for this department.
- 01-30-320-500114** **Incentive Pay** — Expenses for approved Incentive Pay for employees in this department.
- 01-30-320-500115** **Social Security** — Expenses for the District's portion of Social Security (FICA) for this department.
- 01-30-320-500120** **Medicare** — Expenses for the District's portion of Medicare for this department.
- 01-30-320-500125** **Health Insurance** — Cost of providing health benefits to employees in this department.
- 01-30-320-500140** **Life Insurance** — Life insurance premiums paid on behalf of employees in this department.
- 01-30-320-500143** **EAP Program** — Cost of providing Employee Assistance Program to employees in this department.
- 01-30-320-500145** **Workers' Compensation** — Standard costs paid to the District's insurance carrier for employees in this department.
- 01-30-320-500150** **Unemployment Insurance** — Cost of providing unemployment benefits for employees in this department.
- 01-30-320-500155** **Retirement/CalPERS** — Retirement contributions paid on behalf of employees in this department.
- 01-30-320-500165** **Uniforms and Employee Benefits** — Cost of uniforms and personal protective equipment for employees in this department.

- 01-30-320-500175** **Training/Education/Mtgs/Travel** — Provides for personnel development costs, including attendance and/or participation of District approved training, educational forums, webinars, meetings, seminars and conferences, and mileage/meal reimbursement for employees in this department.
- 01-30-320-500176** **District Professional Development** — Provides for costs associated with advanced and/or District-wide personnel development, which includes attendance and/or participation of District approved training, educational forums, webinars, meetings, seminars, and conferences, mileage/meal reimbursement for authorized employees.
- 01-30-320-500177** **General Safety Training and Supplies** — Provides general safety-related training and supply costs such as OSHA-required training, quarterly facilities inspections for safety compliance, disaster preparedness equipment and training, employee CPR/First Aid, and general safety materials or equipment.
- 01-30-320-500180** **Accrued Sick Leave Expense** — Cost of sick time earned by employees in this department.
- 01-30-320-500185** **Accrued Vacation Leave Expense** — Cost of vacation time earned by employees in this department.
- 01-30-320-500187** **Accrued Leave Payments** — Cash payouts of excess vacation and sick time permitted under District policy. May include Floating Holiday, Birthday Holiday, Admin Time, and Comp Time.
- 01-30-320-500190** **Temporary Labor** — Wage expenses for the use of temporary employees employed by a third-party agency.
- 01-30-320-550024** **Employment Testing** — Costs associated with pre-employment and random drug testing.
- 01-30-320-550025** **Employee Retention** — Cost associated with acknowledgments, certificates, and employee retention activities.
- 01-30-320-550026** **Recruitment Expense** — Costs associated with the recruitment of new staff.
- 01-30-320-550028** **District Certification** — Costs associated with application fees, survey fees, and other fees to submit for awards that illustrate District excellence in transparency, workplace culture, ethics, etc.
- 01-30-320-550030** **Membership Dues** — Membership dues for associations including CalChamber, CALPERLA, SHRM, etc.
- 01-30-320-550042** **Office Supplies** — Cost of miscellaneous consumable office supplies such as paper, pens, etc., specifically for department-related projects.
- 01-30-320-550051** **Advertising/Legal Notices** — Cost associated with advertising notices, job posts, inviting bids, etc.
- 01-30-320-580036** **Other Professional Services** — Costs associated with outside training, auditing services, District events such as wellness fairs, catering services for District events, and consulting services.

CUSTOMER SERVICE EXPENSES

The three-digit departmental number 330 seen in this section of the General Ledger includes the salaries, employee benefits, and other expenses associated with the customer service function of the District.

- 01-30-330-500105** **Labor** — Wage expenses for this department.
- 01-30-330-500109** **FLSA Overtime** — Overtime expense for nonexempt applicable incentive payments, in addition to base pay when computing overtime, under FLSA.
- 01-30-330-500110** **Overtime** — Overtime expenses for this department.
- 01-30-330-500111** **Double Time** — Double-time expenses for this department.
- 01-30-330-500114** **Incentive Pay** — Expenses for approved Incentive Pay for employees in this department.

- 01-30-330-500115 Social Security** — Expenses for the District's portion of Social Security (FICA) for this department.
- 01-30-330-500120 Medicare** — Expenses for the District's portion of Medicare for this department.
- 01-30-330-500125 Health Insurance** — Cost of providing health benefits to employees in this department.
- 01-30-330-500140 Life Insurance** — Life insurance premiums paid on behalf of employees in this department.
- 01-30-330-500143 EAP Program** — Cost of providing Employee Assistance Program to employees in this department.
- 01-30-330-500145 Workers' Compensation** — Standard costs paid to the District's insurance carrier for employees in this department.
- 01-30-330-500150 Unemployment Insurance** — Cost of providing unemployment benefits for employees in this department.
- 01-30-330-500155 Retirement/CalPERS** — Retirement contributions paid on behalf of employees in this department.
- 01-30-330-500165 Uniforms and Employee Benefits** — Cost of uniforms and personal protective equipment for employees in this department.
- 01-30-330-500175 Training/Education/Mtgs/Travel** — Provides for personnel development costs, including attendance and/or participation of District approved training, educational forums, webinars, meetings, seminars and conferences, and mileage/meal reimbursement for employees in this department.
- 01-30-330-500180 Accrued Sick Leave Expense** — Cost of sick time earned by employees in this department.
- 01-30-330-500185 Accrued Vacation Leave Expense** — Cost of vacation time earned by employees in this department.
- 01-30-330-500187 Accrued Leave Payments** — Cash payouts of excess vacation and sick time permitted under District policy. May include Floating Holiday, Birthday Holiday, Admin Time, and Comp Time.
- 01-30-330-500190 Temporary Labor** — Wage expenses for the use of temporary employees employed by a third-party agency.
- 01-30-330-500195 CIP Related Labor** — Wage and benefits expenses for Capital Improvement Projects in this department.
- 01-30-330-550006 Cashiering Shortages/Overages** — Accounts for cash shortages and overages at the cashiering windows.
- 01-30-330-550008 Transaction/Return Fees** — Bank fees charged to the District for payments returned by the bank as unpaid.
- 01-30-330-550010 Transaction/Credit Card Fees** — Bank fees charged to the District for credit card processing.
- 01-30-330-550014 Credit Check Fees** — Costs of performing credit checks for water service applicants.
- 01-30-330-550030 Membership Dues** — Membership dues for associations including the California Special District Association, ACWA, GFOA, etc.
- 01-30-330-550036 Notary and Lien Fees** — Fees associated with filing and releasing liens on delinquent accounts.
- 01-30-330-550050 Utility Billing Service** — Cost associated with the production, mailing, etc. of Utility Bills.
- 01-30-330-550051 Advertising/Legal Notices** — Cost associated with advertising notices, job posts, inviting bids, etc.

INFORMATION TECHNOLOGY EXPENSES

The three-digit departmental number 315 seen in this section of the General Ledger includes the administrative salaries, employee benefits, operating supplies, and other expenses associated with the information technology function of the District.

- 01-35-315-500105** **Labor** — Wage expenses for this department.
- 01-35-315-500114** **Incentive Pay** — Expenses for approved Incentive Pay for employees in this department.
- 01-35-315-500115** **Social Security** — Expenses for the District's portion of Social Security (FICA) for this department.
- 01-35-315-500120** **Medicare** — Expenses for the District's portion of Medicare for this department.
- 01-35-315-500125** **Health Insurance** — Cost of providing health benefits to employees in this department.
- 01-35-315-500140** **Life Insurance** — Life insurance premiums paid on behalf of employees in this department.
- 01-35-315-500143** **EAP Program** — Cost of providing Employee Assistance Program to employees in this department.
- 01-35-315-500145** **Workers' Compensation** — Standard costs paid to the District's insurance carrier for employees in this department.
- 01-35-315-500150** **Unemployment Insurance** — Cost of providing unemployment benefits for employees in this department.
- 01-35-315-500155** **Retirement/CalPERS** — Retirement contributions paid on behalf of employees in this department.
- 01-35-315-500165** **Uniforms and Employee Benefits** — Cost of uniforms and personal protective equipment for employees in this department.
- 01-35-315-500175** **Training/Education/Mtgs/Travel** — Provides for personnel development costs, including attendance and/or participation of District approved training, educational forums, webinars, meetings, seminars and conferences, and mileage/meal reimbursement for employees in this department.
- 01-35-315-500180** **Accrued Sick Leave Expense** — Cost of sick time earned by employees in this department.
- 01-35-315-500185** **Accrued Vacation Leave Expense** — Cost of vacation time earned by employees in this department.
- 01-35-315-500187** **Accrued Leave Payments** — Cash payouts of excess vacation and sick time permitted under District policy. May include Floating Holiday, Birthday Holiday, Admin Time, and Comp Time.
- 01-35-315-500190** **Temporary Labor** — Wage expenses for the use of temporary employees employed by a third-party agency.
- 01-35-315-500195** **CIP Related Labor** — Wage and benefits expenses for a Capital Improvement Project in this department.
- 01-35-315-501511** **Telephone/Internet Service** — Telephone, Internet, Backhaul, and communication costs throughout the District.
- 01-35-315-501521** **Building Alarms and Security** — Costs associated with the alarms and security services for all District facilities.
- 01-35-315-540014** **GIS Maintenance and Updates** — Costs associated with GIS activities and updates relating to District projects that not recovered from Developer deposits.
- 01-35-315-550030** **Membership Dues** — Membership dues for information technology-related associations such as Multi-State Information Sharing & Analysis Center (MS-ISAC) and Municipal Information Systems Association of California (MISAC), Associations and other Information technology related organizations.

- 01-35-315-550044** **Printing/Toner and Maintenance** — Costs associated with toner supplies, imaging, or enterprise printers.
- 01-35-315-550051** **Advertising/Legal Notices** — Cost associated with advertising notices, inviting bids, etc.
- 01-35-315-550058** **Cyber Security Liability Insurance** — Costs associated with Insurance Premiums for the District for Cyber Security Liability Insurance.
- 01-35-315-580016** **Computer Hardware** — Costs for general information technology hardware-related items such as cables, wire management, keyboards, mouse, and computer repair components.
- 01-35-315-580021** **IT/Software Support** — Costs for general information technology software-related items.
- 01-35-315-580026** **License/Maintenance/Support** — Costs for information technology-related license renewals, maintenance agreements and renewals, and Annual Support Agreements.
- 01-35-315-580027** **AMR/AMI Annual Support** — Costs for information technology-related support costs for the District's Automated Meter Reading/Advanced Metering Infrastructure system, infrastructure, and hosting fees.
- 01-35-315-580028** **Cybersecurity Software/Hardware** — Cost for hardware and software to support security operations concerning the District's Cybersecurity Program.
- 01-35-315-580030** **Repair/Purchase Radio Comm Equip** — Cost associated with the purchase and repair of District radio equipment.

SOURCE OF SUPPLY

The three-digit department number 410 seen in this section of the General Ledger refers to the expenses incurred for the operation and maintenance of wells, tanks, purchase, and extraction of water.

- 01-40-410-500105** **Labor** — Wage expenses for this department.
- 01-40-410-500109** **FSLA Overtime** — Overtime expense for nonexempt applicable incentive payments, in addition to base pay when computing overtime, under FSLA
- 01-40-410-500110** **Overtime** — Overtime expenses for this department.
- 01-40-410-500111** **Double Time** — Double-time expenses for this department.
- 01-40-410-500113** **Standby/On-Call** — Expenses for off-duty work for this department as defined by the Memorandum of Understanding (MOU) between the District and hourly employees in this department.
- 01-40-410-500114** **Incentive Pay** — Expenses for approved Incentive Pay for employees in this department.
- 01-40-410-500115** **Social Security** — Expenses for the District's portion of Social Security (FICA) for this department.
- 01-40-410-500120** **Medicare** — Expenses for the District's portion of Medicare for this department.
- 01-40-410-500125** **Health Insurance** — Cost of providing health benefits to employees in this department.
- 01-40-410-500140** **Life Insurance** — Life insurance premiums paid on behalf of employees in this department.
- 01-40-410-500143** **EAP Program** — Cost of providing Employee Assistance Program to employees in this department.
- 01-40-410-500145** **Workers' Compensation** — Standard costs paid to the District's insurance carrier for employees in this department.
- 01-40-410-500150** **Unemployment Insurance** — Cost of providing unemployment benefits for employees in all divisions of the Operations department.
- 01-40-410-500155** **Retirement/CalPERS** — Retirement contributions paid on behalf of employees in this department.
- 01-40-410-500165** **Uniforms and Employee Benefits** — Cost of uniforms, personal protective equipment and boot allowance for employees in this department.

- 01-40-410-500175 Training/Education/Mtgs/Travel** — Provides for personnel development costs, including attendance and/or participation of District approved training, educational forums, webinars, meetings, seminars and conferences, and mileage/meal reimbursement for employees in this department.
- 01-40-410-500180 Accrued Sick Leave Expense** — Cost of sick time earned by employees in this department.
- 01-40-410-500185 Accrued Vacation Leave Expense** — Cost of vacation time earned by employees in this department.
- 01-40-410-500187 Accrued Leave Payments** — Cash payouts of excess vacation and sick time permitted under District policy. May include Floating Holiday, Birthday Holiday, Admin Time, and Comp Time.
- 01-40-410-500195 CIP Related Labor** — Wage and benefits expenses for Capital Improvement Projects in this department.
- 01-40-410-500501 State Project Water Purchases** — Costs associated with the purchase of imported water from the San Geronio Pass Water Agency (SGPWA).
- 01-40-410-500511 Ground Water Purchases** — Costs associated with the purchase of groundwater rights from South Mesa Mutual, City of Banning, Yucaipa Valley Water District (YVWD), etc.
- 01-40-410-501101 Electricity — Wells** — Charges for power purchased from Southern California Edison to operate District facilities, including wells, boosters, tanks, pumping stations, etc.
- 01-40-410-501201 Gas — Wells** — Natural gas purchased for the operation of an emergency booster pump.
- 01-40-410-510011 Treatment and Chemicals** — Costs associated with the purchase of water treatment chemicals such as chlorine.
- 01-40-410-510021 Lab Testing** — Costs associated with water sample analysis conducted by outside laboratories.
- 01-40-410-510031 Small Tools, Parts, and Maintenance** — Costs for minor repairs and small tools and parts purchases.
- 01-40-410-520021 Maintenance and Repair — Telemetry Equipment** — Costs associated with the maintenance and repair of the District’s telemetry system.
- 01-40-410-520061 Maintenance and Repair — Pumping Equipment** — Costs associated with the maintenance and repair of pumping equipment, wells, boosters, and chlorination equipment.
- 01-40-410-530001 Minor Capital Acquisitions** — Costs associated with all minor (non-project) purchases/capital acquisitions for this department.
- 01-40-410-540084 Regulations Mandates and Tariffs** — Expenses including National Pollutant Discharge Elimination System (NPDES) permit fees and water system fees to the California Department of Public Health and all permits and annual reports mandated by other Regulatory Agencies.
- 01-40-410-550066 Subscriptions** — Costs of subscriptions for regulatory and technical updates.

CROSS CONNECTION/NON-POTABLE WATER

The three-digit departmental number 430 seen in this section of the General Ledger refers to the expenses incurred for the operation and maintenance of the District’s backflow program and infrastructure related to the non-potable water system.

- 01-40-430-500105 Labor** — Wage expenses for this department.
- 01-40-430-500109 FSLA Overtime** — Overtime expense for nonexempt applicable incentive payments, in addition to base pay, when computing overtime under FSLA.

- 01-40-430-500110** **Overtime** — Overtime expenses for this department.
- 01-40-430-500111** **Double Time** — Double-time expenses for this department.
- 01-40-430-500113** **Standby/On-Call** — Expenses for off-duty work for this department as defined by the Memorandum of Understanding (MOU) between the District and hourly employees in this department.
- 01-40-430-500114** **Incentive Pay** — Expenses for approved Incentive Pay for employees in this department.
- 01-40-430-500115** **Social Security** — Expenses for the District's portion of Social Security (FICA) for this department.
- 01-40-430-500120** **Medicare** — Expenses for the District's portion of Medicare for this department.
- 01-40-430-500125** **Health Insurance** — Cost of providing health benefits to employees in this department.
- 01-40-430-500140** **Life Insurance** — Life insurance premiums paid on behalf of employees in this department.
- 01-40-430-500143** **EAP Program** — Cost of providing Employee Assistance Program to employees in this department.
- 01-40-430-500145** **Workers' Compensation** — Standard costs paid to the District's insurance carrier for employees in this department.
- 01-40-430-500155** **Retirement/CalPERS** — Retirement contributions paid on behalf of employees in this department.
- 01-40-430-500165** **Uniforms and Employee Benefits** — Cost of uniforms, personal protective equipment, and boot allowance for employees in this department.
- 01-40-430-500175** **Training/Education/Mtgs/Travel** — Provides personnel development costs, including attendance and/or participation of District approved training, educational forums, webinars, meetings, seminars and conferences, and mileage/meal reimbursement for employees in this department.
- 01-40-430-500180** **Accrued Sick Leave Expense** — Cost of sick time earned by employees in this department.
- 01-40-430-500185** **Accrued Vacation Leave Expense** — Cost of vacation time earned by employees in this department.
- 01-40-430-500187** **Accrued Leave Payments** — Cash payouts of excess vacation and sick time permitted under District policy. May include Floating Holiday, Birthday Holiday, Admin Time, and Comp Time.
- 01-40-430-500195** **CIP Related Labor** — Wage and benefits expenses for Capital Improvement Projects in this department.
- 01-40-430-510031** **Small Tools, Parts, and Maintenance** — Costs for minor repairs and small tools and parts purchases.
- 01-40-430-530001** **Minor Capital Acquisitions** — Costs associated with all minor (non-project) purchases/capital acquisitions for this department.
- 04-40-430-540001** **Backflow Maintenance** — Costs associated with maintenance and repair of District-owned backflow devices and test equipment including costs associated with backflow testing and customer notification.
- 01-40-430-550051** **Advertising/Legal Notices** — Cost associated with advertising notices, inviting bids, etc.
- 04-40-430-550066** **Subscriptions** — Costs of subscriptions for regulatory and technical updates.

TRANSMISSION AND DISTRIBUTION

The three-digit departmental number 440 seen in this section of the General Ledger refers to the expenses incurred for the operation and maintenance of the infrastructure used to bring water from wells to storage tanks and from storage tanks to the consumers.

- 01-40-440-500105 Labor** — Wage expenses for this department.
- 01-40-440-500109 FSLA Overtime** — Overtime expense for nonexempt applicable incentive payments, in addition to base pay, when computing overtime under FSLA.
- 01-40-440-500110 Overtime** — Overtime expenses for this department.
- 01-40-440-500111 Double Time** — Double-time expenses for this department.
- 01-40-440-500113 Standby/On-Call** — Expenses for off-duty work for this department as defined by the Memorandum of Understanding (MOU) between the District and hourly employees in this department.
- 01-40-440-500114 Incentive Pay** — Expenses for approved Incentive Pay for employees in this department.
- 01-40-440-500115 Social Security** — Expenses for the District’s portion of Social Security (FICA) for this department.
- 01-40-440-500120 Medicare** — Expenses for the District’s portion of Medicare for this department.
- 01-40-440-500125 Health Insurance** — Cost of providing health benefits to employees in this department.
- 01-40-440-500140 Life Insurance** — Life insurance premiums paid on behalf of employees in this department.
- 01-40-440-500143 EAP Program** — Cost of providing Employee Assistance Program to employees in this department.
- 01-40-440-500145 Workers’ Compensation** — Standard costs paid to the District’s insurance carrier for employees in this department.
- 01-40-440-500155 Retirement/CalPERS** — Retirement contributions paid on behalf of employees in this department.
- 01-40-440-500165 Uniforms and Employee Benefits** — Cost of uniforms, personal protective equipment, and boot allowance for employees in this department.
- 01-40-440-500175 Training/Education/Mtgs/Travel** — Provides personnel development costs, including attendance and/or participation of District approved training, educational forums, webinars, meetings, seminars and conferences, and mileage/meal reimbursement for employees in this department.
- 01-40-440-500178 General Safety Supplies** — Costs associated with general safety materials or equipment not otherwise specified.
- 01-40-440-500180 Accrued Sick Leave Expense** — Cost of sick time earned by employees in this department.
- 01-40-440-500185 Accrued Vacation Leave Expense** — Cost of vacation time earned by employees in this department.
- 01-40-440-500187 Accrued Leave Payments** — Cash payouts of excess vacation and sick time permitted under District policy. May include Floating Holiday, Birthday Holiday, Admin Time, and Comp Time.
- 01-40-440-500190 Temporary Labor** — Wage expenses for the use of temporary employees employed by a third-party agency for all divisions of the Operations department.
- 01-40-440-500195 CIP Related Labor** — Wage and benefits expenses for Capital Improvement Projects in this department.
- 01-40-440-510031 Small Tools, Parts, and Maintenance** — Costs for minor repairs and small tools and parts purchases.
- 01-40-440-520071 Maintenance and Repair — Pipeline and Hydrants** — Costs associated with the maintenance and repair of pipelines and fire hydrants.
- 01-40-440-520081 Maintenance and Repair — Hydraulically Controlled Valves** — Costs associated with the maintenance and repair of Cla-Valves, including control valves, bypass valves, pressure regulating valves (PRV), pressure sustaining valves, and any other hydraulically controlled system valves.

- 01-40-440-530001** **Minor Capital Acquisitions** — Costs associated with all minor (non-project) purchases/capital acquisitions for this department.
- 01-40-440-540024** **Inventory Adjustments** — Costs associated with a change in market value on inventory using an average-cost valuation method or costs associated with removing obsolete or damaged items from inventory.
- 01-40-440-540036** **Line Locates** — Cost associated with the locating and marking of underground facilities.
- 01-40-440-540042** **Meters Maintenance and Services** — Costs associated with repair and maintenance of existing meters and services, service lines, in accordance with the District’s meter change-out program.
- 01-40-440-540078** **Reservoirs Maintenance** — Costs associated with the repair and maintenance of District water storage facilities.
- 01-40-440-550051** **Advertising/Legal Notices** — Cost associated with advertising notices, inviting bids, etc.

INSPECTIONS

The three-digit departmental number 450 seen in this section of the General Ledger refers to the expenses incurred for the labor of the inspectors. These costs are typically recovered through inspection fees and development charges.

- 01-40-450-500105** **Labor** — Wage expenses for this department.
- 01-40-450-500110** **Overtime** — Overtime expenses for this department.
- 01-40-450-500111** **Double Time** — Double-time expenses for this department.
- 01-40-450-500113** **Standby/On-Call** — Expenses for off-duty work for this department as defined by the Memorandum of Understanding (MOU) between the District and hourly employees in this department.
- 01-40-450-500115** **Social Security** — Expenses for the District’s portion of Social Security (FICA) for this department.
- 01-40-450-500120** **Medicare** — Expenses for the District’s portion of Medicare for this department.
- 01-40-450-500125** **Health Insurance** — Cost of providing health benefits to employees in this department.
- 01-40-450-500140** **Life Insurance** — Life insurance premiums paid on behalf of employees in this department.
- 01-40-450-500143** **EAP Program** — Cost of providing Employee Assistance Program to employees in this department.
- 01-40-450-500145** **Workers’ Compensation** — Standard costs paid to the District’s insurance carrier for employees in this department.
- 01-40-450-500155** **Retirement/CalPERS** — Retirement contributions paid on behalf of employees in this department.
- 01-40-450-530001** **Minor Capital Acquisitions** — Costs associated with all minor (non-project) purchases/capital acquisitions for this department.

CUSTOMER SERVICE AND METER READING

The three-digit departmental number 460 seen in this section of the General Ledger refers to the expenses incurred for the labor of the meter readers and the field customer service representative.

- 01-40-460-500105** **Labor** — Wage expenses for this department.
- 01-40-460-500109** **FSLA Overtime** — Overtime expense for nonexempt applicable incentive payments, in addition to base pay when computing overtime, under FSLA
- 01-40-460-500110** **Overtime** — Overtime expenses for this department.

- 01-40-460-500111** **Double Time** — Double-time expenses for this department.
- 01-40-460-500113** **Standby/On-Call** — Expenses for off-duty work for this department as defined by the Memorandum of Understanding (MOU) between the District and hourly employees in this department.
- 01-40-460-500114** **Incentive Pay** — Expenses for approved Incentive Pay for employees in this department.
- 01-40-460-500115** **Social Security** — Expenses for the District's portion of Social Security (FICA) for this department.
- 01-40-460-500120** **Medicare** — Expenses for the District's portion of Medicare for this department.
- 01-40-460-500125** **Health Insurance** — Cost of providing health benefits to employees in this department.
- 01-40-460-500140** **Life Insurance** — Life insurance premiums paid on behalf of employees in this department.
- 01-40-460-500143** **EAP Program** — Cost of providing Employee Assistance Program to employees in this department.
- 01-40-460-500145** **Workers' Compensation** — Standard costs paid to the District's insurance carrier for employees in this department.
- 01-40-460-500155** **Retirement/CalPERS** — Retirement contributions paid on behalf of employees in this department.
- 01-40-460-500165** **Uniforms and Employee Benefits** — Cost of uniforms, personal protective equipment, and boot allowance for employees in this department.
- 01-40-460-500175** **Training/Education/Mtgs/Travel** — Provides personnel development costs, including attendance and/or participation of District approved training, educational forums, webinars, meetings, seminars and conferences, and mileage/meal reimbursement for employees in this department.
- 01-40-460-500180** **Accrued Sick Leave Expense** — Cost of sick time earned by employees in this department.
- 01-40-460-500185** **Accrued Vacation Leave Expense** — Cost of vacation time earned by employees in this department.
- 01-40-460-500187** **Accrued Leave Payments** — Cash payouts of excess vacation and sick time permitted under District policy. May include Floating Holiday, Birthday Holiday, Admin Time, and Comp Time.
- 01-40-460-500195** **CIP Related Labor** — Wage and benefits expenses for a Capital Improvement Project in this department.
- 01-40-460-530001** **Minor Capital Acquisitions** — Costs associated with all minor (non-project) purchases/capital acquisitions for this department.

MAINTENANCE and GENERAL PLANT EXPENSES

The three-digit departmental number 470 seen in this section of the General Ledger refers to the expenses incurred for the labor of employees performing landscape and general plant maintenance. This department includes expenses related to District-owned properties. The three-digit department number 510 seen in this section of the General Ledger refers to the general expenses incurred by the District that are not associated with a specific department.

- 01-40-470-500105** **Labor** — Wage expenses for this department.
- 01-40-470-500109** **FSLA Overtime** — Overtime expense for nonexempt applicable incentive payments, in addition to base pay when computing overtime, under FSLA
- 01-40-470-500110** **Overtime** — Overtime expenses for this department.
- 01-40-470-500111** **Double Time** — Double-time expenses for this department.

- 01-40-470-500113 Standby/On-Call** — Expenses for off-duty work for this department as defined by the Memorandum of Understanding (MOU) between the District and hourly employees in this department.
- 01-40-470-500114 Incentive Pay** — Expenses for approved Incentive Pay for employees in this department.
- 01-40-470-500115 Social Security** — Expenses for the District's portion of Social Security (FICA) for this department.
- 01-40-470-500120 Medicare** — Expenses for the District's portion of Medicare for this department.
- 01-40-470-500125 Health Insurance** — Cost of providing health benefits to employees in this department.
- 01-40-470-500140 Life Insurance** — Life insurance premiums paid on behalf of employees in this department.
- 01-40-470-500143 EAP Program** — Cost of providing Employee Assistance Program to employees in this department.
- 01-40-470-500145 Workers' Compensation** — Standard costs paid to the District's insurance carrier for employees in this department.
- 01-40-470-500155 Retirement/CalPERS** — Retirement contributions paid on behalf of employees in this department.
- 01-40-470-500165 Uniforms and Employee Benefits** — Cost of uniforms, personal protective equipment, and boot allowance for employees in this department.
- 01-40-470-500175 Training/Education/Mtgs/Travel** — Provides personnel development costs, including attendance and/or participation of District approved training, educational forums, webinars, meetings, seminars and conferences, and mileage/meal reimbursement for employees in this department.
- 01-40-470-500180 Accrued Sick Leave Expense** — Cost of sick time earned by employees in this department.
- 01-40-470-500185 Accrued Vacation Leave Expense** — Cost of vacation time earned by employees in this department.
- 01-40-470-500187 Accrued Leave Payments** — Cash payouts of excess vacation and sick time permitted under District policy. May include Floating Holiday, Birthday Holiday, Admin Time, and Comp Time.
- 01-40-470-501111 Electricity — 560 Magnolia Ave** — Electricity for the District Main Office.
- 01-40-470-501121 Electricity — 12303 Oak Glen Rd** — Electricity for District residence, billed to the occupant.
- 01-40-470-501131 Electricity — 13695 Oak Glen Rd** — Electricity for District residence, billed to the occupant.
- 01-40-470-501141 Electricity — 13697 Oak Glen Rd** — Electricity for District residence, billed to the occupant.
- 01-40-470-501151 Electricity — 9781 Avenida Miravilla**— Electricity for District residence, billed to the occupant.
- 01-40-470-501161 Electricity — 815 E. 12th St** — Electricity for the field office.
- 01-40-470-501171 Electricity — 851 E. 6th St** — Electricity for the engineering annex.
- 01-40-470-501321 Propane — 12303 Oak Glen Rd** — Propane purchased for District residence, billed to the occupant.
- 01-40-470-501331 Propane — 13695 Oak Glen Rd** — Propane purchased for District residence, billed to the occupant.
- 01-40-470-501341 Propane — 13697 Oak Glen Rd** — Propane purchased for District residence, billed to the occupant.
- 01-40-470-501351 Propane — 9781 Avenida Miravilla** — Propane purchased for District residence, billed to the occupant.

- 01-40-470-501411 Sanitation — 560 Magnolia Ave —** Sewer and Refuse for the District Main Office.
- 01-40-470-501461 Sanitation — 815 E. 12th St —** Sewer/Refuse and a trash bin for the field office.
- 01-40-470-501471 Sanitation — 11083 Cherry Ave —** Recycle/trash bin located at Inventory Warehouse.
- 01-40-470-501481 Sanitation — 39500 Brookside Ave —** Recycle/trash bin located at Inventory Warehouse.
- 01-40-470-501600 Property Maintenance and Repairs —** Maintenance work performed on the various District-owned buildings (wells, pressure regulation stations, booster pumps, etc.).
- 01-40-470-501611 Maintenance and Repair — 560 Magnolia Ave —** Costs associated with the maintenance and repairs performed at the District Main Office, including routine maintenance to the A/C unit, cleaning services, and any other professional services associated with the maintenance or repair of this facility.
- 01-40-470-501621 Maintenance and Repair — 12303 Oak Glen Rd —** Maintenance and repairs performed at District residence.
- 01-40-470-501631 Maintenance and Repair — 13695 Oak Glen Rd —** Maintenance and repairs performed at the District residence.
- 01-40-470-501641 Maintenance and Repair — 13697 Oak Glen Rd —** Maintenance and repairs performed at the District residence.
- 01-40-470-501651 Maintenance and Repair — 9781 Avenida Miravilla —** Maintenance and repairs performed at the District residence.
- 01-40-470-501661 Maintenance and Repair — 815 E. 12th St —** Costs associated with the maintenance and repairs performed at the District Field Office, including routine maintenance to the A/C unit, ice machine, cleaning services, and any other professional services associated with the maintenance or repair of this facility.
- 01-40-470-501671 Maintenance and Repair — 851 E. 6th St —** Costs associated with the maintenance and repairs performed at the District Engineering Annex, including routine cleaning services, water service, and any other professional services associated with the maintenance or repair of this facility.
- 01-40-470-501681 Maintenance and Repair — 39500 Brookside Ave —** Costs associated with the maintenance and repairs performed at the District Inventory Warehouse including routine maintenance for pest control and any other professional services associated with the maintenance or repair of this facility.
- 01-40-470-501691 Maintenance and Repair — Buildings (General) —** Costs associated with maintenance and repairs of general District facilities not otherwise specified.
- 01-40-470-510001 Auto/Fuel —** Fuel purchased for District fleet vehicles.
- 01-40-470-510002 CIP Related Fuel—** Fuel purchased for Capital Improvement Projects.
- 01-40-470-520011 Maintenance and Repair — Safety Equipment —** Costs for safety items such as cones, barricades, signs, etc. District keeps on-hand inventory; purchases would be only to replenish worn-out items.
- 01-40-470-520031 Maintenance and Repair — General Equipment —** Costs associated with general maintenance performed on District equipment.
- 01-40-470-520041 Maintenance and Repair — Fleet —** Costs associated with routine maintenance, parts, oil changes, repairs, vehicle cleaning service, etc., for all fleet vehicles.
- 01-40-470-520051 Maintenance and Repair — Paving —** Costs associated with road repairs and paving outside of the City of Beaumont conducted by outside contractors.
- 01-40-470-520053 Maintenance and Repair — Paving (City of Beaumont) –** Costs associated with road repairs and paving within the City of Beaumont conducted by outside contractors.
- 01-40-470-530001 Minor Capital Acquisitions —** Costs associated with all minor (non-project) purchases/capital acquisitions for this department.

- 01-40-470-540030** **Landscape Maintenance** — Landscape maintenance is performed at the various District facilities.
- 01-40-470-540052** **Encroachment Permits** — Costs associated with encroachment permit deposits and fees.
- 01-40-470-540072** **Recharge Facility, Canyon and Pond Maintenance** — Costs associated with the maintenance and weed abatement necessary for the basins at the Noble Creek Recharge Facility Phase I & II and basins located in Edgar Canyon.
- 01-50-510-500112** **Stipend – Association Meeting Attendance** — Expenses for Employees Association Representative attendance at Personnel Meetings or Regular/Special Board meetings with Personnel items on the Agenda defined by the Memorandum of Understanding (MOU) between the District and hourly employees.
- 01-50-510-502001** **Rents/Leases** — Cost associated with third-party rental agreements with the District, including the Engineering Annex.
- 01-50-510-510031** **Small Tools, Parts, and Maintenance** — Costs for minor repairs and small tools and parts purchases not specifically associated with any one project or division.
- 01-50-510-540066** **Property Damages and Theft** — Costs associated with small claims on the District for property damage.
- 01-50-510-550040** **General Supplies** — Cost of general supplies used for District operations not specifically associated with any one project.
- 01-50-510-550060** **Public Education/Community Outreach** — Costs associated with public education and community outreach, such as the mandated Annual Consumer Confidence Report (Water Quality Report), public relations, etc.
- 01-50-510-550072** **Miscellaneous Operating Expenses** — Expenses that do not fall directly under another general ledger account for the District.
- 01-50-510-550074** **Disaster Preparedness Ongoing Expenses** — Expenses specifically incurred during an ongoing disaster, as well as costs associated with the District’s disaster preparedness program, that are not included in any other GL account.

ACRONYMS, ABBREVIATIONS, AND GLOSSARY OF TERMS



ACRONYMS AND ABBREVIATIONS

AB	Assembly Bill
A/C	Air Conditioner
ACFR	Annual Comprehensive Financial Report
ACH	Automated Clearing House
ACWA	Association of California Water Agencies
AED	Automated External Defibrillator
AF	Acre-Foot or Acre-Feet
AF-shares	Acre-Feet Shares
AFY	Acre-Feet per Year
AMR/AMI	Automated Meter Reading/Advanced Metering Infrastructure
ARPA	American Rescue Plan Act
ASCE	American Society of Civil Engineers
Authority	Sites Project Authority
AWWA	American Water Works Association
BBWM	Beaumont Basin Watermaster
BCVWD	Beaumont-Cherry Valley Water District
BOD	Board of Directors
CalPERLA	California Public Employers Labor Relations Association
CalPERS	California Public Employees Retirement System
CCF	Centum (hundred) Cubic Feet
CCMT	Certified California Municipal Treasurers
CEPPT	California Employers' Pension Prefunding Trust
CEQA	California Environmental Quality Act
CERBT	California Employers' Retiree Benefit Trust
Chandler	Chandler Asset Management Advisory Service
CIB	Capital Improvement Budget
CIP	Capital Improvement Plan
CMTA	California Municipal Treasurers Association
COLA	Cost of Living Adjustment
CPR	Cardiopulmonary Resuscitation
CSMFO	California Society of Municipal Finance Officers
CSR	Customer Service Representatives
Delta	Sacramento-San Joaquin Delta
DCA	Delta Conveyance Authority
DCP	Delta Conveyance Project
DDW	Division of Drinking Water
DIP	Ductile Iron Pipe
EAP	Employee Assistance Program
EDU	Equivalent Dwelling Unit
EIR	Environmental Impact Report
EIS	Environmental Impact Statement
EOC	Engineering Operations Center
FICA	Federal Insurance Contributions Act
FSA	Flexible Spending Account
FTE	Full-Time Equivalent
FY	Fiscal Year
GAAP	Generally Accepted Accounting Principles

GASB	Governmental Accounting Standards Board
GFOA	Government Finance Officers Association
GIS	Geographical Information System
GM	General Manager
GPM	Gallons Per Minute
GPS	Global Positioning System
HP	Horsepower
HR	Human Resources
HRIS	Human Resources Information System
IRS	Internal Revenue Service
IT	Information Technology
LAFCO	Local Agency Formation Commission
LAIF	Local Agency Investment Fund
LED	Light Emitting Diode
LF	Linear Feet
MAF	Million Acre Feet
MDP-Line 16	Master Drainage Plan Line 16 Storm Drain Project
MG	Million Gallons
MISAC	Municipal Information Systems Association of California
MOU	Memorandum of Understanding
MS-ISAC	Multi-State Information Sharing & Analysis Center
NCRF	Noble Creek Recharge Facility
NEPA	National Environmental Policy Act
NFPA	National Fire Protection Act
NPDES	National Pollutant Discharge Elimination System
NPL	Net Pension Liability
OCWD	Orange County Water District
OPEB	Other Post-Employment Benefits
OSHA	Occupational Safety and Health Administration
PEPRA	Public Employees' Pension Reform Act
Program	Certificate of Achievement for Excellence in Financial Reporting Program
PZ	Pressure Zone
RCFC&WCD	Riverside County Flood Control and Water Conservation District
RWQCB	Regional Water Quality Control Board
SAWPA	Santa Ana Watershed Project Authority
SB	Senate Bill
SCADA	Supervisory Control and Data Acquisition
SCE	Southern California Edison
SDLF	Special District Leadership Foundation
SGPRWA	San Geronio Pass Regional Water Alliance
SGPWA	San Geronio Pass Water Agency
SHRM	Society for Human Resource Management
SPA	Sites Project Authority
SQL	Structured Query Language
SWP	State Water Project
SWRCB	State Water Resources Control Board
TDH	Total Dynamic Head
UAL	Unfunded Accrued Liability
UCMR 5	Fifth Unregulated Contaminated Monitoring Rule

USA	Underground Service Alert
USACE	U.S. Army Corps of Engineers
WCD	Water Conservation District
WRCOG	Western Riverside Council of Governments
WSCP	Water Shortage Contingency Plan
WWTP	Wastewater Treatment Plant
YVWD	Yucaipa Valley Water District

GLOSSARY

Account – A systematic arrangement showing the effect of a business transaction. A separate account exists for each asset, liability, equity, revenue, and expense.

Accrual Basis of Accounting – The method of recording financial transactions in the accounting period in which revenues are earned, and expenses are incurred, rather than only after cash is received or paid.

Acre-Feet – The volume of water that would cover one acre to a depth of one foot. Equal to 325,851 gallons or 43,560 cubic feet of water.

Ad Hoc- Committees for a specific purpose only.

Adoption – Formal action by the Board of Directors.

Amortization – The paying off of debt in regular installments over a period of time.

Annual Comprehensive Financial Report – The official annual report, including financial statements, statistical information, and extensive narration, which goes beyond the minimum financial reporting.

Appropriation – The act of setting aside money for a specific purpose.

Assets – Resources owned or held by an entity that has monetary value.

AutoCAD – Automated Computer-Aided Design and Drafting.

Backhaul – Network Communications between District Sites.

Balanced Budget – A budget for which expenditures are equal to revenue.

Budget – The District's financial plan balances proposed expenses for a certain period with the expected revenue for that same period. The current budget period is for one calendar year.

Capital Expenses – Expenses that result in the acquisition of, or in addition to, fixed assets, including land, buildings, improvements, machinery, and equipment.

Capital Improvement Project – An addition of a new pipeline or facility, a renovation or major maintenance to existing facilities, a significant landscape improvement, land, or a one-time major equipment purchase.

Centum Cubic Feet (hundred) – Unit of measure of water volume equivalent to 748 gallons or 1/435.6 acre-feet. More commonly referred to as one hundred cubic feet.

Debt – The repayment cost of the principal and interest on long-term debt, usually stated in annual terms and based on an amortization schedule.

Depreciation – A portion of the cost of fixed assets that are charged as an expense during a year, representing an estimate of the value of the asset used up during that year as a result of wear, deterioration, obsolescence, or action of the physical elements. Although reported in the budget, this is a non-cash transaction.

Enterprise Fund – A fund that accounts for the financing of a self-supporting enterprise for which a fee is charged to external users for goods or services.

Equivalent Dwelling Unit – A standard unit of measurement of water discharged into the sewer collection and treatment system equal to the average discharge from a detached single-family unit.

Expenses – An outflow of assets, not necessarily in cash, in exchange for materials or services received for the ordinary course of business.

Fiscal Year – A twelve-month period of time to which the annual budget applies and, at the end of which, an entity decides its financial position and the results of its operations, in this case, from January 1 to December 31.

Fixed Asset – A tangible item that provides a benefit over more than one year, such as property, plant, and equipment.

Fund Balance/Net Position – The difference between a particular fund's assets and liabilities at any given time.

Generally Accepted Accounting Principles – The uniform accounting principles, standards, and procedures for presenting financial reports. For local governments, GAAP is set by the Government Accounting Standards Board.

Geographical Information System – An information system integrating maps with electronic data.

Internal Service Funds - An internal service fund accounts for activities that provide goods and services to other funds.

Operating Expenses – All costs associated with doing the day-to-day business of the District which are not considered capital improvements or debt repayments.

Operating Revenue – All revenue associated with doing the day-to-day business of the District.

Projected – An estimate of revenues and/or expenses based on past trends, the present economic situation, and future financial forecasts.

Proprietary Fund Accounting - Create a record and account for transactions in government-related activities.

Ratify – Formally approve.

Resolution – A special or temporary order of a legislative body; an order of a legislative body requiring less legal formality than an ordinance or statute.

Southern California Edison – The primary electricity supply company for the majority of Southern California.

State Water Resources Control Board – An oversight board for the California Environmental Protection Agency.

Capital Improvements



Capital Improvement Budget

What are Capital Improvements?

Capital improvement planning helps bridge the gap between CIB planning and the budget processes. It allows the District to plan for the future based on specific goals and resources. Capital improvements include the purchase, construction, replacement, addition, or major repair and rehabilitation of District facilities, infrastructure, and equipment. The selection and evaluation of capital projects involves analysis of District requirements, speculation on growth, the ability to make estimates, and the consideration of historical perspectives. A “capital project” has a monetary value of at least \$5,000, has a useful life of a minimum of two years, and results in the creation or improvement of a fixed asset. A capital project is usually relatively large compared to other “capital outlay” items included in an annual operating budget. The District considers vehicles and heavy equipment capital projects for financial planning.

Ten-Year Capital Improvement Plan

In March 2017, the Board of Directors adopted the 2017-2026 Ten-Year Capital Improvement Plan (CIP); the CIP is updated annually. The CIP is a ten-year fiscal planning tool used to identify the future capital needs of the Beaumont-Cherry Valley Water District (BCVWD/District) and the timing and method of financing those capital needs. Like other water agencies across California, the District handles population growth, aging infrastructure, climate change and environmental mandates, and an influx of new technologies. The tasks of upgrading infrastructure are complex and essential to meet customer needs. Water meters, for example, must become intuitive, and two-way communication devices and wells need to be built with next-generation computers to maximize pumping efficiencies and provide added security.

Many of these enhancements and upgrades are costly but necessary. The design of a CIP reflects the District’s will to build, maintain, and manage assets needed to produce, treat, and distribute water while keeping costs to customers down. This planning tool provides the framework for District investments over a ten-year horizon while providing the flexibility to adapt to changing infrastructure needs and opportunities.

Generally, projects included in the CIP are non-recurring projects that exceed \$5,000 in cost and have a useful life of a minimum of two years, qualifying them as capital assets per the District’s capitalization policy. The larger capital projects in the CIP have costs exceeding \$1,000,000 and useful lives of ten to fifty years. The District’s CIP includes projects in six distinct improvement groups: Potable Infrastructure Projects, Non-Potable Infrastructure Projects, Potable Pipeline Projects Funded with Capacity Charges, Potable Pipeline Replacement Projects Funded with Capital Replacement Reserves, and Capital Assets with acquisitions such as IT replacements and upgrades and vehicle replacements, and Potable Pipelines Built By and Donated By Developers. Projects in the CIP that have high costs may require using reserves, low-interest loans, or bond debt to finance their expenses.

The schedule presented as Appendix C in this Capital Improvement Budget (CIB) includes the next five years of the CIP as adopted by the Board in March 2018, with revisions made periodically due to the dynamic nature of the CIP. The CIB is separated into the following distinct project types: Potable Infrastructure Projects, Potable Pipeline Replacements, IT Network Infrastructure Projects, IT SCADA/AMR Infrastructure Projects, IT/Field Operations/Administration Projects, Vehicles & Equipment, Non-Potable Infrastructure Projects, and Non-Potable Pipeline Projects. Additionally, because of inflationary adjustments to these projects, a project initially budgeted

for in one year but not completed in that year may have a higher total cost than in the previous CIB. Similarly, as the CIP is reviewed and specific projects are moved back or forward in time, the total project costs may change due to inflationary adjustments. Appendix C shows the years 2024 through 2028. The emphasis is on the 2024 budget year, as this is the spending plan for the upcoming year. Of the ten years covered in the CIP, the upcoming fiscal year is the most detailed and accurate since it is based on the most current plans and ongoing projects.

Significant projects of \$250,000 or more scheduled to begin or continue (carryover) in 2024 are described in detail below, with the total estimated project costs in 2024 dollars stated in parentheses.



Capital Improvement Project Summaries

Potable Infrastructure Projects

- EOC-001** **BCVWD EOC Staffing and Space Requirements (\$21,453,200)**
Short term cost of \$1,760,000 is for the purchase of land in the next 3 - 5 years and completion of facilities planning (soft costs) for a future District office facility based on preliminary projections of staffing needs over time. The short-term cost proposed is \$1M as an estimated purchase cost for land and associated soft costs of \$760K. This project was conceived in 2019 and is ongoing.
- DPX-001** **Disaster Preparedness Equipment (\$1,056,600)**
In coordination with the ongoing improvements to the District's safety plan, District staff has identified areas of vulnerability in assessing responses to emergency situations and has identified the purchase of certain equipment such as backup generators and an emergency communications system, as necessary. This project was conceived in 2019 and is ongoing.
- WR-SITES-Reser** **Investment in Sites Reservoir Project (\$32,158,600)**
The revised total project is estimated to cost approximately \$3 billion (2019 \$), down from an initial project estimate of over \$5 billion. Although it is too early in the planning process to determine the final cost to participating members, the District's Board has authorized a participation level of 4,000 "shares" or AF of supply in conjunction with the SGPWA's 10,000 is ongoing.
- BP-2750-0001** **2750 Zone to 2850 Zone Booster Pump Station (\$4,112,900)**
Remove existing 2750 to 3040 Zone "can" booster pumps 21A, 21B, and engine-driven pump 21C. Retain existing "cans." Install 3 new pumps: 1 @ 750 gpm, 130 ft TDH, 40 HP and 2 @ 2250 gpm, 130 ft TDH, 100 HP. The existing booster pump station will be converted to new 2750 to 2850 Zone. This project commenced in 2017 and is ongoing
- TM-2750-0001** **Cherry Reservoir 1 & 2 Exterior Recoat and Retrofit (\$774,700)**
Removal of exterior paint coating and repainting of the exterior of Cherry I and Cherry II, 1 MG potable water storage tank. This project was initially approved to begin in 2022, is not complete as of September 30, 2023, and has been updated to carry over into 2023.
- W-2750-0001** **Replacement for Well 2 (\$6,754,000)**
Drill and outfit new Beaumont Basin deep well to replace Well 2 on the existing Well 2 site at 12th and Michigan St., 2000 gpm, 700 ft TDH, 500 HP. This project commenced in 2017 and is ongoing.
- W-2750-0002** **2750 Zone Well in Noble Creek Regional Park (\$7,903,300)**
Drill and outfit new Beaumont Basin deep well in the southwest corner of Noble Creek Regional Park, 2000 gpm, 700 ft TDH, 500 HP. This project commenced in 2017 and is ongoing.
- W-2750-0005** **Replace 2750 Zone Well 1 (\$4,723,500)**
Drill and outfit new Beaumont Basin deep well to replace Well 1 on the existing Well 1 site at 12th and Palm, 2000 gpm, 700 ft TDH, 500 HP. This project commenced in 2017 and is ongoing.

- BP-2850-0001 2850 Zone to 3040 Zone Booster Pump Station_0001 (\$4,463,200)**
Construct new 2850 to 3040 Booster Pumping Station at the Vineland Tanks. Design for 4 pumps ultimate, install 3 initially @ 2100 gpm, 220 ft TDH, 200 HP each. This project was initially approved to begin in 2022, is not complete as of September 30, 2023, and has been updated to carry over into 2023.
- TM-2850-0001 Vineland 1 Exterior Recoat and Retrofit (\$330,200)**
Removal of exterior paint coating and repainting of the exterior of Vineland I, a 1 MG potable water storage tank. This project was initially approved to begin in 2022, is not complete as of September 30, 2023, and has been updated to carry over into 2023.
- W-2850-0001 New Beaumont Basin Well on Pardee Sundance Site (\$7,903,300)**
Drill and outfit new Beaumont Basin deep well on Pardee Sundance Site, 2000 gpm, 700 ft TDH, 500 HP. Note that this well could pump to 3040 Zone also.
- BP-3040-0001 3040 to 3330 Booster Pump Station at Noble Tank_0001 (\$2,518,500)**
Install 2 pumps , 500 gpm @ 320 ft TDH, 60HP, and construct permanent pumping station for existing Noble Booster. Provide space for 4 pumps ultimate. Relocate existing 500 gpm @ 310 ft TDH, 60HP into new pump station building. Construct on District-owned land. This project commenced in 2017 and is ongoing.
- T-3040-0001 2 MG 3040 Zone Tank (\$4,463,200) and Pressure Zone Pipeline (\$1,435,100)**
Construct an additional 2 MG steel tank adjacent to the existing 1 MG Noble (3040) Zone Tank on District Property and construct a new transmission main to connect into the 3040 Zone. This project commenced in 2017 and is ongoing and was awarded grant funding in 2022.
- TM-3040-0001 Highland Springs Reservoir Recoat and Retrofit (\$449,600)**
Removal of interior and exterior paint coating and repainting of the interior and exterior of Highland Springs Reservoir, a 1 MG potable water storage tank. This project was initially approved to begin in 2022, is not complete as of September 30, 2023, and has been updated to carry over into 2024.
- TM-3330-0001 Lower Edgar Reservoir Recoat and Retrofit (\$874,300)**
Removal of interior and exterior paint coating and repainting of the interior and exterior of Lower Edgar Reservoir, a 1 MG potable water storage tank. This project was initially approved to begin in 2022, is not complete as of September 30, 2023, and has been updated to carry over into 2024.
- WR Grand Avenue Storm Drain (\$5,988,800)**
Partially grant-funded project to construct interceptor storm drain in Grand Ave from Bellflower Ave. to the District's Noble Creek Recharge Facility-Phase II to intercept relatively clean runoff. Watershed area = 505 acres, for 10 years approx. 380 cfs. The project was completed in 2023; the remaining 10% of the project cost is for monitoring equipment and pond slide gates.

Potable Pipeline Replacements

- P-2750-0056 11th Street, Beaumont Avenue to Elm Avenue (\$1,466,500)**
Abandon and replace 1,950 linear feet (LF) of 8" diameter of 11th Street pipeline from Beaumont Avenue to Elm Avenue. This project was initially approved to begin in 2022, is not complete as of September 30, 2023, and has been updated to carry over into 2024.
- P-2750-0066 Egan Ave.-Wellwood Ave. Alley, 5th to 8th Street (\$442,400)**
Abandon and replace 1,180 linear feet (LF) of 8" diameter of pipeline in the Wellwood Avenue Alley from 5th Street to 6th Street.
- P-2750-0091 Elm Avenue, W 4th Street south to end of cul-de-sac (\$307,300)**
Construction of approximately 850 linear feet (LF) of 8" ductile iron pipe (DIP), as well as the relocation of 5 service laterals, and the installation of two (2) proposed fire hydrants. This project was approved to begin in 2023 and updated to carry over into 2024.
- P-2750-0092 Michigan Avenue, 5th Street to 6th Street (\$398,600)**
Abandon and replace 530 LF of 8" diameter of Michigan Avenue pipeline from 5th Street to 6th Street. This project was initially approved to begin in 2022, is not complete as of September 30, 2023, and has been updated to carry over into 2024.
- P-2750-0095 American Avenue, 6th Street to 8th Street (\$871,400)**
Abandon and replace approximately 1,200 LF of existing 6" steel pipeline with 8" ductile iron pipe (DIP), as well as the replacement of approximately 19 service laterals, the reconnection of two (2) existing fire hydrants to the proposed waterline, and one (1) new fire hydrant. This project was initially approved to begin in 2022, is not complete as of September 30, 2023, and has been updated to carry over into 2024.
- P-2750-0096 2022-2023 Service Replacements Project (\$694,100)**
Abandon and replace approximately 117 water services of various materials with copper services. This project was initially approved to begin in 2022, is not complete as of September 30, 2023, and has been updated to carry over into 2024.
- P-2750-0097 5th Street, California Avenue to Michigan Avenue (\$1,858,000)**
Abandon and replace approximately 3,900 LF of existing 10" steel pipeline with 12" ductile iron pipe (DIP), and replace 31 service laterals and reconnect seven (7) existing fire hydrants to the proposed waterline. This project was initially approved to begin in 2022, is not complete as of September 30, 2023, and has been updated to carry over into 2024.
- P-2750-0058 2023-2024 Service Replacements Project/Wellwood Avenue, B Street north to end (\$505,000)**
- P-2750-0098 P-2750-0058**
Abandon and replace 180 linear feet (LF) of 8" diameter of Wellwood Avenue pipeline from B Street north to the end. This project was initially listed as a separate project and has been merged with P-2750-0098.

P-2750-0098

Abandon and replace approximately 85 water services of various materials with copper services.

P-2750-0099

Orange Avenue, 6th Street to 8th Street (\$700,800)

Install 1,100 LF of 8" DIP, along Orange Avenue, from 6th Street to 8th Street.

P-3040-0021

Orange Avenue, Lincoln St., Noble St to West end (\$385,400)

Install 1,330 LF of 8" DIP, along Lincoln Street, from Noble Street west to the end.

**P-3040-0023,
0024, 0025,
0026,
P-3330-0003,
P-3620-0009**

2020-2021 Replacement Pipelines (\$1,619,400)

P-3040-0023, 0024:

Replacement of approximately 270 LF of 6" steel pipeline with 8" DIP, along Lambert Road and Bing Place (each, total of 540 LF), west of Cherry Avenue.

P-3040-0025:

Replacement of approximately 1,250 LF of 6" steel pipeline with 8" DIP, along Star Lane, Sky Lane, and View Drive, south of Orchard Street.

P-3040-0026:

Replacement of approximately 900 LF of 4" steel with an 8" DIP pipeline, along the unpaved alignment of Utica Way from Vineland Street north to View Drive.

P-3330-0003:

Replacement of approximately 1,380 LF of 6" steel pipeline with 8" DIP in Avenida Sonrisa, from Avenida San Timoteo westerly to the end of the existing 6" steel line.

P-3620-0009:

Replacement of approximately 300 LF of 6" steel pipeline with 8" DIP, along Avenida Miravilla from Quail Road south to the termination of the existing 6" steel water line.

P-3040-0027

Grand Ave., Jonathon Ave. to Bellflower 12 in (\$1,405,700)

Install approximately 2,320 LF of existing variable diameter aging pipelines with 12" ductile iron pipe (DIP) within Grand Ave., from Jonathon Ave. to Bellflower Ave.

P-3330-0007

From Avenida Sonrisa, north to Avenida Miravilla through Alley (\$475,200)

Replacement of approximately 1,000 LF of 8" steel with an 8" DIP pipeline, in Avenida Sonrisa, north to Avenida Miravilla through the alley.

P-3620-0001

"B" Line Upper Edgar to upper end of 20" DIP and from lower end 20" DIP to Balance Line in Edgar Canyon (\$2,240,900)

Install 3,000 LF of 20" (or appropriately sized diameter) of "B" Line Upper Edgar to upper end of 20" DIP and from lower end 20" DIP to Balance Line in Edgar Canyon. This project was approved to begin in 2021 and updated to carry over into 2023.

P-3620-0012

Ave Altejo Bella, Ave Miravilla to end of cul-de-sac (\$847,900)

Replacement of approximately 970 LF of 8" steel with approximately 2,200 LF of new 8" DIP pipeline, in Avenida Altejo Bella from Avenida Miravilla to the end of the cul-de-sac. This project commenced in 2017 and, as of the preparation of this report, is near completion.

Significant equipment and vehicles with a purchase price over \$25,000 and scheduled to commence or continue (carryover) in 2024 are described below.

IT Network Infrastructure

IT-NETW-0011 Server Room Uninterrupted Power Source (\$50,900)

This will provide necessary uninterrupted power in the server room to critical systems at the District's main office in the event of a power failure for the period between when the power failure occurs, and the building backup generator comes online.

IT-NETW-0013 Servers and Related Equipment (4 per year, 3-year life, \$15K per server) (\$60,000)

This is an ongoing CIP project designed to replace older server and appliance equipment critical that power critical systems in the District.

IT SCADA Infrastructure

IT-SCAD-0001 SCADA Improvement Project (\$2,140,500)

Replace the existing SCADA system with a more modern platform that would enable District staff to utilize mobile devices, would replace outdated system components, and would replace the backhaul connectivity and devices throughout the District to improve communication and monitor system devices. This project was initially approved to commence in 2021 and has since been reconciled with IT-SCAD-0002 and IT-SCAD-0003 to form one project.

IT-SCAD-0004 AMR/AMI Deployment Project (\$5,704,300)

This partially grant-funded project will retrofit the District's older water meters and build new meters with current automatic read technology. The new meters will improve the productivity of staff time, reducing errors and eliminating wear and tear on District vehicles while offering a new and informational data set for detecting leaks within the transmission and distribution system. The project received partial grant funding and will be completed in 2024.

IT/Field Operations/Administration Projects

IT-ADMN-0001 Digitized File Room Project (\$66,500)

This project will add a digital document solution to the District, allowing staff to scan, upload and store documents from various sources and provide a search option for document retrieval to manage and locate files efficiently.

Vehicles and Equipment

VE-TRUK-0015 GIS / Muck Truck (Freightliner Diesel) (May 2004) Unit #8 Replacement (\$266,300)

Purchase a replacement for unit #8, a Freightliner Diesel. This project was approved to begin in 2022 and updated to carry over into 2023.

VE-TRUK-0021 NEW 3/4 Ton Utility Truck (\$80,000)

A new 3/4 ton truck is needed for the Utility Maintenance Worker in the Source of Supply Department (410). The 3/4 ton truck would have a utility bed with lumber rack, backup camera, and additional high visibility emergency lights. The \$80,000 price includes the utility body and emergency lights.

VE-TRUK-0022 NEW 3/4 Ton Utility Truck (\$80,000)

A new 3/4 ton truck is needed for the Transmission & Distribution Department (440) to accommodate the growing number of staff (full time and part time/Temporary positions). The \$80,000 price includes the utility body and emergency lights.

VE-TRUK-0023 NEW 3/4 Ton Utility Truck (\$80,000)

A new 3/4 ton truck is needed for the Transmission & Distribution Department (440) to accommodate the growing number of staff (full time and part time/Temporary positions). The \$80,000 price includes the utility body and emergency lights.

VE-TRUK-0024 NEW 3/4 Ton Utility Truck (\$80,000)

A new 3/4 ton truck is needed for the Source of Supply department (410) to accommodate the new staff member added to this department in 2023. The \$80,000 price includes the utility body and emergency lights.

VE-TRUK-0025 NEW 3/4 Ton Truck (\$80,000)

A new 3/4 ton truck is needed for the Transmission & Distribution department (440) with the ability to tow the large dump trailer. The \$80,000 price includes the utility body and emergency lights.

VE-EQIP-0005 NEW 400W Light Tower w/Generator (\$20,000)

The Operations department is in need of a second tow behind light tower for use during night work and for redundancy in emergency response. The District currently owns one single light tower of this type.

Significant projects scheduled to commence or continue (carryover) in 2024 are described in detail below, with the total estimated project costs in 2024 dollars stated in parentheses.

Non-Potable Infrastructure Projects

NEO-0000-0001 Recycled Water Conversion and Implementation (\$759,900)

Conduct site mapping and inspection, shutdown testing, preparation and completion of the District's Non-Potable Master Plan, end user permitting, and other costs as necessary in preparation of receiving and distributing Recycled Water.

NT-2400-0001 100,000 Gallon 2400 PZ Non-Potable Tank (\$278,600)

100,000 Gallon 2400 PZ NPW Tank located near 2370 Potable Tank Site at Fairway Canyon. Construct with Extraction wells (NW-2400-0001, NW-2400-0002).

NR-2600-0002 2600 Zone Non-Potable Regulation and Metering Station_0002 (\$377,200)

Non-potable Water Pressure Regulating Station 2600 Zone to 2400 Zone at Palmer Ave. and Armour Ave. Install flow meter to measure flow to 2400 Zone.

NR-2800-0001 2800 Zone Non-Potable Regulation and Metering Station_0001 (\$838,300)

Non-potable Water Pressure Regulating Station 2800 Zone to 2600 Zone located near Deodar Drive northeast of the non-potable waterline under the 1-10 freeway. Install a flow meter to measure flow to 2600 Zone.

- NR-2800-0002 2800 Zone Non-Potable Regulation and Metering Station_0002 (\$838,300)**
Non-potable Water Pressure Regulating Station 2800 Zone to 2600 Zone near the intersection (NE Corner) of 4th St & Potrero Blvd. Install a flow meter to measure flow to 2600 Zone.
- NT-2800-0001 2 MG 2800 PZ Non-Potable Tank (\$4,024,000)**
Construction of a second 2 MG 2800 PZ NPW Tank located within the northern area of Noble Creek Recharge Facility Phase II. Construct with Booster Pump (NBP-2800-0001).

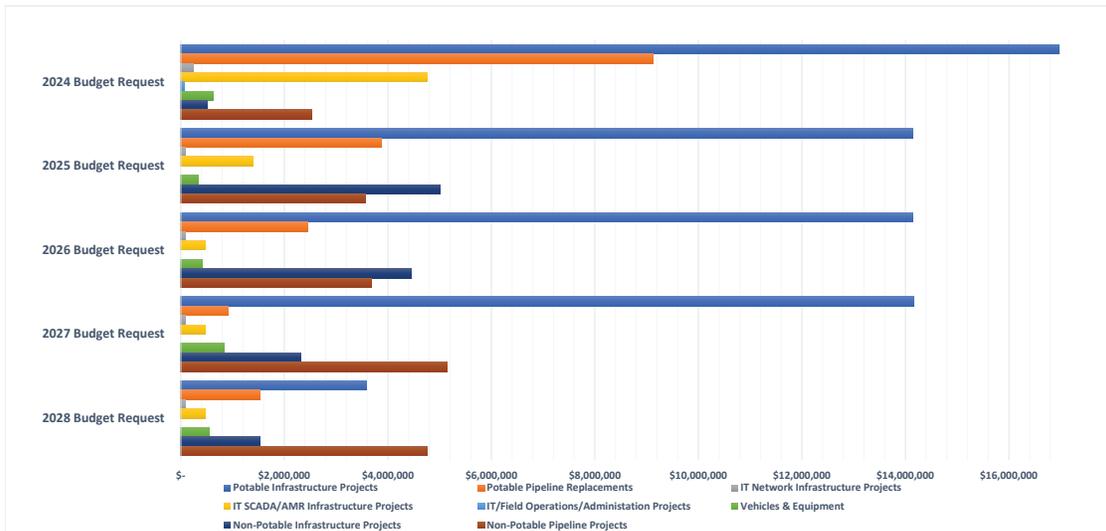
Non-Potable Pipeline Projects

- NP-2600-0001 Oak Valley Parkway, from the westerly end of the existing 24" waterline, west to the existing City of Beaumont Lift station/ Tukwet Canyon Golf Course maintenance yard (\$815,000)**
- NP-2600-0002 Oak Valley Parkway, from the west end of NP-2600-0001, west to the existing 16" waterline in Tukwet Canyon Parkway (\$1,715,900)**



Beaumont-Cherry Valley Water District
2024-2028 Capital Improvement Budget
Appendix A
2024 - 2028 Capital Improvement Budget Summary by Type

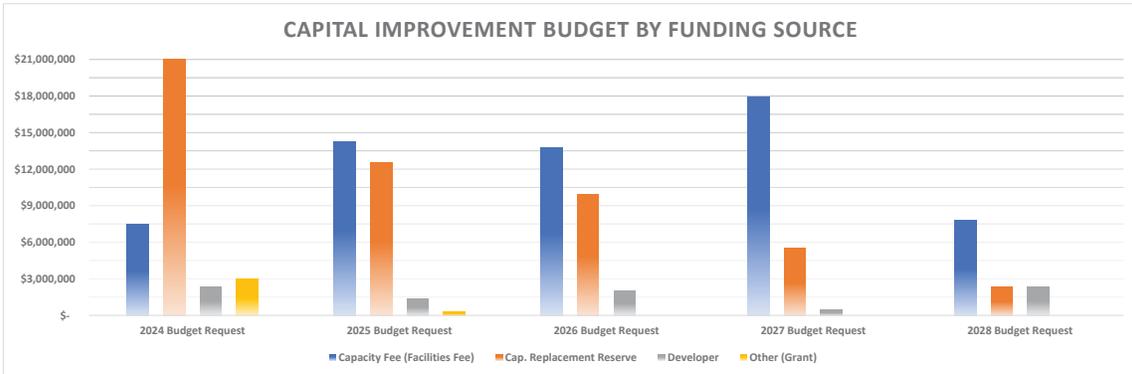
Capital Improvement Program	Footnotes	Estimated Carry Over 2023 Budget	2024 Budget Request	2025 Budget Request	2026 Budget Request	2027 Budget Request	2028 Budget Request	5-Year Budget Total
Potable Infrastructure Projects		\$ 17,306,600	\$ 16,971,800	\$ 14,138,400	\$ 14,134,000	\$ 14,154,100	\$ 3,579,000	\$ 62,977,300
Potable Pipeline Replacements		5,204,800	9,128,500	3,875,600	2,453,600	913,700	1,526,800	17,898,200
IT Network Infrastructure Projects		133,600	241,800	81,700	81,700	81,700	81,700	568,600
IT SCADA/AMR Infrastructure Projects		3,771,200	4,760,000	1,386,200	475,500	475,500	475,500	7,572,700
IT/Field Operations/Administration Projects		33,200	66,500	-	-	-	-	66,500
Vehicles & Equipment		227,100	627,300	339,400	422,400	834,800	555,900	2,779,800
Non-Potable Infrastructure Projects		1,191,500	503,200	5,019,400	4,443,900	2,314,100	1,520,800	13,801,400
Non-Potable Pipeline Projects		2,452,200	2,531,000	3,567,400	3,677,700	5,138,000	4,756,900	19,671,000
Total		\$ 30,320,200	\$ 34,830,100	\$ 28,408,100	\$ 25,688,800	\$ 23,911,900	\$ 12,496,600	\$ 125,335,500





Beaumont-Cherry Valley Water District
2024-2028 Capital Improvement Budget
Appendix B
2024 - 2028 Capital Improvement Budget by Funding Source

Funding Source	Footnotes	2024 Budget Request	2025 Budget Request	2026 Budget Request	2027 Budget Request	2028 Budget Request	5-Year Budget Total
Capacity Fee (Facilities Fee)		\$ 7,461,900	\$ 14,242,300	\$ 13,746,600	\$ 17,933,100	\$ 7,787,600	\$ 61,171,500
Cap. Replacement Reserve		22,012,400	12,516,300	9,961,500	5,503,300	2,332,400	52,325,900
Developer		2,373,700	1,356,800	1,980,700	475,500	2,376,600	8,563,300
Other (Grant)		2,982,100	292,700	-	-	-	3,274,800
Total		\$ 34,830,100	\$ 28,408,100	\$ 25,688,800	\$ 23,911,900	\$ 12,496,600	\$ 125,335,500





Beaumont-Cherry Valley Water District
Appendix C
2024 - 2028 Capital Improvement Budget Detail

Engineering Project #	Footnotes	Project Begin Year	Capital Improvement Program	2024 Budget Request	2025 Budget Request	2026 Budget Request	2027 Budget Request	2028 Budget Request	5-Year Budget Total
Potable Infrastructure Projects									
EOC-001	(1)	2020	BCVWD EOC Staffing and Space Requirements	\$ 1,000,000	\$ 760,000	\$ -	\$ -	\$ -	\$ 1,760,000
DPX-001	(2)	2020	Disaster Preparedness Equipment	466,100	233,100	233,100	-	-	932,300
WR-SITES-Reser	(2)	2017	Investment in Sites Reservoir Project	93,700	519,600	866,100	1,039,300	1,385,700	3,904,400
	(2)	2020	2023 Capacity Charge Study	29,000	-	-	-	-	29,000
	(2)	2019	Climate Control for High Horsepower Electrical Buildings	58,500	-	-	-	-	58,500
	(2)	2019	Arc Flash Study & Improvement Project	68,600	-	-	-	-	68,600
M-0000-0002	(2)	2017	Chlorination Retrofit At Misc. Wells (6 Well Sites)	52,600	-	-	-	-	52,600
W-2650-0001		2027	New 2650 Zone Well_0001	-	-	-	2,604,500	895,800	3,500,300
BP-2750-0001	(3)	2023	2750 Zone to 2850 Zone Booster Pump Station	409,000	762,300	3,183,300	-	-	4,354,600
M-2750-0001		2017	2850/2750 Pressure Reducing Station & Piping (Cherry Reservoir)	-	65,100	-	-	-	65,100
TM-2750-0001	(4)	2022	Cherry Reservoir 1 & 2 Exterior Recoat and Retrofit	717,800	-	-	-	-	717,800
W-2750-0001	(2)	2017	Replacement for Well 2	1,500,000	1,352,900	2,139,300	2,366,100	-	7,358,300
W-2750-0002	(2)	2017	2750 Zone Well in Noble Creek Regional Park	-	1,500,000	3,445,600	3,712,400	-	8,658,000
W-2750-0005	(2)	2017	Replace 2750 Zone Well 1	1,865,400	736,600	1,181,400	1,339,300	-	5,122,700
BP-2850-0001	(3)	2023	2850 Zone to 3040 Zone Booster Pump Station_0001	1,109,000	3,467,000	-	-	-	4,576,000
TM-2850-0001	(4)	2022	Vineland 1 Exterior Recoat and Retrofit	303,600	-	-	-	-	303,600
W-2850-0001	(2)	2023	New Beaumont Basin Well on Pardee Sundance Site	1,750,000	1,595,900	2,523,100	2,790,000	-	8,659,000
BP-3040-0001	(2)	2023	3040 to 3330 Booster Pump Station at Noble Tank_0001	2,518,400	-	-	-	336,000	2,854,400
M-3040-0002	(2)	2017	Noble Booster Pump and Motor(Spare Pump & Motor)	28,300	-	-	-	-	28,300
T-3040-0001 Tank	(2)	2017	2 MG 3040 Zone Tank_0001	1,650,200	2,606,500	-	-	-	4,256,700
T-3040-0001 PZ Pipeline	(2)	2017	Pressure Zone Pipeline	1,979,500	423,400	-	-	-	2,402,900
TM-3040-0001	(4)	2022	Highland Springs Reservoir Recoat & Retrofit	-	116,000	362,700	-	-	478,700
PR-3330-0001		2024	3330 to 3150 Lower Mesa, Noble Regulator	88,100	-	-	-	-	88,100
TM-3330-0001	(4)	2022	Lower Edgar Reservoir Recoat & Retrofit	817,800	-	-	-	-	817,800
PR-3620-0001	(2)	2022	3620 to 3330 Fisher Pressure Regulator_0001	-	-	199,400	-	-	199,400
BP-HS-0001		2026	Add 3rd Booster Pump and Fire Pump at HS Hydropneumatic	-	-	-	302,500	-	302,500
WR		2027	Improvements to Eighth St., Cherry and Starlight Basins	-	-	-	-	761,700	761,700
WR		2027	Marshall Creek Stormwater Capture	-	-	-	-	99,900	99,900
WR		2027	Beaumont Ave and Brookside Ave Stormwater Metering	-	-	-	-	99,900	99,900
WR	(5)	2017	Grand Avenue Storm Drain (MDP Line 16)	466,200	-	-	-	-	466,200
Total Potable Infrastructure Projects				16,971,800	14,138,400	14,134,000	14,154,100	3,579,000	62,977,300



Beaumont-Cherry Valley Water District
Appendix C
2024 - 2028 Capital Improvement Budget Detail

Engineering Project #	Footnotes	Project Begin Year	Capital Improvement Program	2024 Budget Request	2025 Budget Request	2026 Budget Request	2027 Budget Request	2028 Budget Request	5-Year Budget Total
Potable Pipeline Replacements									
P-2750-0025		2024	Maple Ave., 1st St to 3rd St	-	-	70,800	294,700	-	365,500
P-2750-0035		2025	Allegheny St., 6th to 8th	-	-	-	-	55,300	55,300
P-2750-0045		2025	7th St., California Ave. to Beaumont Ave.	-	-	-	-	117,900	117,900
P-2750-0049		2025	10th St., Palm Ave. to Michigan Ave.	-	53,400	222,300	-	-	275,700
P-2750-0056	(2)	2022	11th Street, Beaumont Avenue to Elm Avenue	1,466,500	-	-	-	-	1,466,500
P-2750-0066		2024	Egan Ave.-Wellwood Ave. Alley, 5th to 8th St	88,500	368,000	-	-	-	456,500
P-2750-0067		2024	Elm Ave.-Wellwood Ave. Alley, 7th St. to 5th St.	37,200	154,600	-	-	-	191,800
P-2750-0068		2024	Elm Ave., 6th to 7th	23,400	97,300	-	-	-	120,700
P-2750-0069	(2)	2017	Egan Ave.-California Ave. Alley, 5th to 7th	-	173,500	-	-	-	173,500
P-2750-0070		2026	Twelfth St., Michigan Ave. to Pennsylvania Ave.	-	-	70,600	293,500	-	364,100
P-2750-0091	(4)	2023	Elm Avenue, W 4th Street south to end of cul-de-sac	306,800	-	-	-	-	306,800
P-2750-0092	(4)	2023	Michigan Avenue, 5th Street to 6th Street	361,000	-	-	-	-	361,000
P-2750-0095	(9)	2022	American Avenue, 6th Street to 8th Street	843,600	-	-	-	-	843,600
P-2750-0096	(4)	2022	2022-2023 Service Replacements	61,100	633,100	-	-	-	694,200
P-2750-0097	(4)	2022	5th Street, California Avenue to Michigan Avenue	1,147,100	-	-	-	-	1,147,100
P-2750-0058									
P-2750-0098	(6)	2024	2023-2024 Service Replacements/Wellwood Ave., B St north to end	111,400	463,400	-	-	-	574,800
P-2750-0099	(7)	2024	Orange Avenue, 6th Street to 8th Street	144,600	601,500	-	-	-	746,100
P-3040-0010		2025	Jonathan Ave., Brookside Ave. to Dutton St.	-	-	-	325,500	1,353,600	1,679,100
P-3040-0019	(4)	2022	Pipeline 6A (Portion of P-3040-0019)	47,700	-	-	-	-	47,700
P-3040-0019a	(4)	2022	Pipeline 8 (Noble St. to El Monte)	89,300	-	-	-	-	89,300
P-3040-0021		2025	Lincoln St., Noble St to West end	77,100	320,500	-	-	-	397,600
P-3040-0023,24,25,26									
P-3330-0003									
P-3620-0009	(9)	2020	2020-2021 Replacement Pipelines	1,463,400	-	-	-	-	1,463,400
P-3040-0027	(8)	2021	Grand Ave., Jonathon Ave. to Bellflower; Cherry Valley Blvd. Bellflower to HS Village 12 in Pipeline 7 (Portion of P-3040-0027)	290,300	-	-	-	-	290,300
P-3330-0007	(7)	2024	From Avenida Sonrisa, north to Avenida Miravilla through Alley "B" Line Upper Edgar to upper end of 20" DIP and from lower end 20" DIP to Balance line and Balance Line in Edgar Canyon	122,100	507,800	-	-	-	629,900
P-3620-0001	(9)	2021	"A" Line Upper Edgar to split at Apple Tree Lane Tract	2,098,000	-	-	-	-	2,098,000
P-3620-0002		2024	Ave Altejo Bella, Ave Miravilla to end of cul-de-sac	-	502,500	2,089,900	-	-	2,592,400
P-3620-0012	(4)	2017	Ave Altejo Bella, Ave Miravilla to end of cul-de-sac	349,400	-	-	-	-	349,400
Total Potable Pipeline Replacements				9,128,500	3,875,600	2,453,600	913,700	1,526,800	17,898,200



Beaumont-Cherry Valley Water District
Appendix C
2024 - 2028 Capital Improvement Budget Detail

Engineering Project #	Footnotes	Project Begin Year	Capital Improvement Program	2024 Budget Request	2025 Budget Request	2026 Budget Request	2027 Budget Request	2028 Budget Request	5-Year Budget Total
IT Network Infrastructure Projects									
IT-NETW-0006	(2),(9)	Ongoing	Workstation Replacement project	21,700	21,700	21,700	21,700	21,700	108,500
IT-NETW-0011		Ongoing	Server Room Uninterrupted Power Source	50,900	-	-	-	-	50,900
IT-NETW-0013		Ongoing	Servers and Related Equipment (4 per year, 3 year life, \$15K per server)	60,000	60,000	60,000	60,000	60,000	300,000
IT-NETW-0014		2025	Network Infrastructure and Equipment (Network Switches, Firewall Appliances, SAN Storage, Tape/Backup Storage, Power Capacity)	109,200	-	-	-	-	109,200
Total IT Network Infrastructure Projects				241,800	81,700	81,700	81,700	81,700	568,600
IT SCADA/AMR Infrastructure Projects									
IT-SCAD-0001	(9)	2023	SCADA Improvement Project	2,562,700	640,700	-	-	-	3,203,400
IT-SCAD-0002	(9)	N/A	Wonderware SCADA Phase 2 Project	-	-	-	-	-	-
IT-SCAD-0003	(9)	N/A	Wonderware SCADA Phase 3 Project	-	-	-	-	-	-
IT-SCAD-0007		2024	Back-End SCADA Software and Equipment	30,000	270,000	-	-	-	300,000
IT-AMR-0001		2019	AMR / AMI Deployment Project	1,691,800	-	-	-	-	1,691,800
IT-AMR-0002		Ongoing	New Development Meters	475,500	475,500	475,500	475,500	475,500	2,377,500
Total IT SCADA/AMR Infrastructure Projects				4,760,000	1,386,200	475,500	475,500	475,500	7,572,700
IT/Field Operations/Administration Projects									
IT-ADMN-0001		2017	Digitized Fileroom Project	66,500	-	-	-	-	66,500
Total IT Field Operations/Administration Projects				66,500	-	-	-	-	66,500
Vehicles & Equipment									
VE-TRUK-0002		2025	2018 Ford F150 Reg Cab (Oct, 2017) Unit #34 Replacement	-	28,100	-	-	-	28,100
VE-TRUK-0003		2026	2018 Ford F-150 Reg Cab (Sept, 2018) Unit #35 Replacement	-	-	33,400	-	-	33,400
VE-TRUK-0004		2025	2018 Ford F250 Reg Cab 4 X 4 (Aug, 2017) Unit #33 Replacement	-	42,600	-	-	-	42,600
VE-TRUK-0005		2025	2018 Ford F250 Reg Cab 4 X 4 (Aug, 2017) Unit #32 Replacement	-	49,100	-	-	-	49,100
VE-TRUK-0006		2026	2018 Ford F-150 Reg Cab (Sept, 2018) Unit #36 Replacement	-	-	33,400	-	-	33,400
VE-TRUK-0007		2026	2018 Ford F-150 Reg Cab (Sept, 2018) Unit #37 Replacement	-	-	33,400	-	-	33,400
VE-TRUK-0008		2027	2019 Ford F-250 Super Duty (Dec, 2019) Unit #41 Replacement	-	-	-	41,600	-	41,600
VE-TRUK-0009		2027	2019 Ford F-250 Super Duty (Dec, 2019) Unit #42 Replacement	-	-	-	41,400	-	41,400
VE-TRUK-0010		2026	2018 Ford F-250 Super Cab XL 4x4 (Oct, 2018) Unit #38 Replacement	-	-	56,000	-	-	56,000
VE-TRUK-0011		2027	2019 Ford F-150 Super Duty (Dec, 2019) Unit #40 Replacement	-	-	-	56,100	-	56,100
VE-TRUK-0015	(4)	2023	GIS / Muck Truck (Freightliner Diesel) (May, 2004) Unit #8 Replacement	207,300	-	-	-	-	207,300
VE-TRUK-0019		2027	2010 Ford Explorer (Jan, 2011) Unit #1 Replacement	-	-	-	47,700	-	47,700
VE-TRUK-0020		2025	2007 F-550 Dump Truck (Apr, 2009) Unit #12 Replacement	-	38,600	-	-	-	38,600
VE-TRUK-0021	(7)	2024	NEW 3/4 Ton Utility Truck	80,000	-	-	-	-	80,000
VE-TRUK-0022	(7)	2024	NEW 3/4 Ton Utility Truck	80,000	-	-	-	-	80,000



Beaumont-Cherry Valley Water District
Appendix C
2024 - 2028 Capital Improvement Budget Detail

Engineering Project #	Footnotes	Project Begin Year	Capital Improvement Program	2024 Budget Request	2025 Budget Request	2026 Budget Request	2027 Budget Request	2028 Budget Request	5-Year Budget Total
VE-TRUK-0023	(7)	2024	NEW 3/4 Ton Utility Truck	80,000	-	-	-	-	80,000
VE-TRUK-0024	(7)	2024	NEW 3/4 Ton Utility Truck	80,000	-	-	-	-	80,000
VE-TRUK-0025	(7)	2024	NEW 3/4 Ton Utility Truck	80,000	-	-	-	-	80,000
VE-HEAV-0003		2027	Loader 938G	-	-	-	400,900	-	400,900
VE-HEAV-0004		2027	Skip Loader with Box Gannon attachment	-	-	-	219,700	-	219,700
VE-HEAV-0005		2025	Water Truck	-	154,800	-	-	-	154,800
VE-HEAV-0006		2026	Skidsteer tractor with attachments	-	-	266,200	-	-	266,200
VE-HEAV-0007		2028	D-5 Dozer Dual Slope	-	-	-	-	547,400	547,400
VE-EQIP-0002		2026	Ingersoll Rand Air Compressor (Dec, 2008)	-	26,200	-	-	-	26,200
VE-EQIP-0003		2028	Water Buffalo (Feb, 2018)	-	-	-	-	8,500	8,500
VE-EQIP-0004		2027	400W Light Tower w/Generator (Dec, 2017)	-	-	-	27,400	-	27,400
VE-EQIP-0005		2024	NEW 400W Light Tower w/Generator	20,000	-	-	-	-	20,000
Total Vehicles & Equipment				627,300	339,400	422,400	834,800	555,900	2,779,800
Non-Potable Infrastructure Projects									
NEO-0000-0001		2019	Recycled Water Conversion and Implementation	-	736,500	-	-	-	736,500
NW-2400-0001		2028	San Timoteo Creek Non-Potable Water Extraction Well	-	-	-	-	1,142,500	1,142,500
NT-2400-0001		2023	100,000 Gallon 2400 PZ Non-Potable Tank	60,000	56,900	179,700	-	-	296,600
NR-2600-0001		2027	2600 Zone Non-Potable Regulation and Metering Station_0001	-	-	-	-	128,300	128,300
NR-2600-0002		2023	2600 Zone Non-Potable Regulation and Metering Station_0002	113,200	276,100	-	-	-	389,300
NBP-2600-0001		2024	Non-Potable Booster Pump Station at CoB Wastewater Treatment Plant	-	990,800	2,416,800	-	-	3,407,600
NBP-2600-0002		2024	Non-Potable Booster Pump Station at CoB Wastewater Treatment Plant Expansion	-	183,100	446,600	-	-	629,700
NR-2800-0001		2023	2800 Zone Non-Potable Regulation and Metering Station_0001	40,000	412,500	440,000	-	-	892,500
NR-2800-0002		2023	2800 Zone Non-Potable Regulation and Metering Station_0002	40,000	412,500	440,000	-	-	892,500
NT-2800-0001		2023	2 MG 2800 PZ Non-Potable Tank	250,000	1,951,000	520,800	1,698,500	-	4,420,300
NBP-2800-0001		2026	2800 Zone Non-potable Booster Pump Station at the Noble Creek Recharge Facilities	-	-	-	615,600	250,000	865,600
Total Non-Potable Infrastructure Projects				503,200	5,019,400	4,443,900	2,314,100	1,520,800	13,801,400
Non-Potable Pipeline Projects									
NP-2600-0001		2023	Oak Valley Parkway, from westerly end of existing 24" waterline, west to the existing City of Beaumont Lift station/ Tukwet Canyon Golf Course maintenance yard.	815,100	-	-	-	-	815,100
NP-2600-0002		2023	Oak Valley Parkway, from the west end of NP-2600-0001, west to the existing 16" waterline in Tukwet canyon Parkway.	1,715,900	-	-	-	-	1,715,900
NP-2600-0004		2025	In-Tract within a future Planning Area of the Fairway Canyon Development. In Sorenstam Drive, from the northwest end of NP-2600-0003 (future Park Site) to NR-2600-0001 at the 2400 Zone Tank Site.	-	-	478,000	-	-	478,000
NP-2600-0005		2026	From the NR-2800-0004, along Cherry Valley Blvd west to I-10 freeway.	-	-	-	3,072,000	-	3,072,000



Beaumont-Cherry Valley Water District
Appendix C
2024 - 2028 Capital Improvement Budget Detail

Engineering Project #	Footnotes	Project Begin Year	Capital Improvement Program	2024 Budget Request	2025 Budget Request	2026 Budget Request	2027 Budget Request	2028 Budget Request	5-Year Budget Total
NP-2600-0006		2027	From the end of NP-2600-0005, west across the bridge along Cherry Valley Blvd crossing I-10 freeway	-	-	-	-	1,901,800	1,901,800
NP-2600-0009		2025	Along the future alignment of Potrero Blvd, from 4th Street south to NP-2600-0008. In Beaumont Summit Station (Formerly Sunny Cal Egg Ranch), Cherry Valley Blvd to Brookside Ave	-	-	1,369,600	-	-	1,369,600
NP-2800-0001		2024	California Ave., 1st Street south to Hwy 79	-	1,762,600	-	-	-	1,762,600
NP-2800-0002		2027	In CoB WWTP site, from 2600 to 2800 Zone Booster Pump (NPB 2600-0001) to 4th St.	-	-	-	-	1,518,100	1,518,100
NP-2800-0006		2024	1st St. from Commerce Way east to Highland Springs Ave	-	628,300	-	-	-	628,300
NP-2800-0007		2024	Highland Springs Ave, 2nd St to 1st St.	-	801,500	-	-	-	801,500
NP-2800-0008		2024	Within Palm Ave, Crossing 6th Street to connect existing waterlines	-	375,000	-	-	-	375,000
NP-2800-0009		2027	Noble Cr. Meadows, Cougar Way to Oak Valley Pkwy	-	-	-	-	146,500	146,500
NP-2800-0010		2027	Oak Valley Pkwy, from Oak View Dr. east to 750 ft w/o Elm Ave.	-	-	-	-	383,000	383,000
NP-2800-0012		2027	7th Street from Veile Ave southwest to California Ave	-	-	-	-	807,500	807,500
NP-2800-0016		2025	Along Oak Valley Pkwy from Palm Ave to Cherry Ave	-	-	515,700	-	-	515,700
NP-2800-0017		2025	Along 4th Street from Veile Ave to Rangel Park	-	-	697,800	-	-	697,800
NP-2800-0020		2025	At the NCRF Phase II Site, from NT-2800-0001 south to Lincoln Street.	-	-	298,000	-	-	298,000
NP-3000-0001		2025	In Lincoln Street, from NCRF Phase II Site east to Bellflower Avenue.	-	-	318,600	-	-	318,600
NP-3000-0002		2026		-	-	-	2,066,000	-	2,066,000
Total Non-Potable Pipeline Projects				2,531,000	3,567,400	3,677,700	5,138,000	4,756,900	19,671,000
Total Capital Improvement Program				\$ 34,830,100	\$ 28,408,100	\$ 25,688,800	\$ 23,911,900	\$ 12,496,600	\$ 125,335,500
Capacity Charges				7,461,900	14,242,400	13,746,700	17,933,200	7,787,600	61,171,800
Cap. Repl. Res.				22,012,400	12,516,200	9,961,400	5,503,200	2,332,400	52,325,600
Developer				2,373,600	1,356,800	1,980,700	475,500	2,376,600	8,563,200
Other				2,982,200	292,700	-	-	-	3,274,900
Total Capital Improvement Program by Funding Source				\$ 34,830,100	\$ 28,408,100	\$ 25,688,800	\$ 23,911,900	\$ 12,496,600	\$ 125,335,500

Footnotes

- (1) Additional funding for converting the Equipment Storage Building to an Inventory Warehouse for \$135,000 approved by Board on 10/27/22 and completed in 2023.
- (2) Project was begun in prior year(s) or approved by Board to begin, ongoing, with inflationary costs added Initial staff planning costs incurred in 2023, project mostly carried over into future year(s), with inflationary costs added
- (3) Ongoing project. Contract for either design, engineering, or construction has been or is anticipated to be signed by end of 2023, or project may be completed (or purchase made) by end of 2023. Project not complete as of September 30, 2023
- (4) 10% of project remaining for monitoring equipment and pond slide gates
- (5) P2750-0058 has been merged with P-2750-0098
- (6) New project (purchase) identified for 2024
- (7) Includes Capital Replacement Reserve funded portion of MDP Line 16 Replacement Pipelines
- (8) Project is ongoing, all have been reconciled as one project
- (9)



Beaumont-Cherry Valley Water
District

Budget Workshop
November 8, 2023
December 13, 2023

Draft 2024 Operating Budget
and
2024-2028 Capital Improvement
Budget



1

1

2024 Budget Presentation Outline

Budget document breakdown, with budget page numbers

- Budget Message (pages 1-7)
- Overview (pages 8-43)
- Operating Budget (pages 44-51)
- Revenue Detail (pages 52-58)
- Expense Detail (pages 59-118)
- Budget Detail (pages 119-130)
- Account Descriptions (pages 131-151)
- Acronyms, Abbreviations, and Glossary (pages 152-157)
- Capital Improvement Budget (pages 158-167)
- Capital Improvement Budget Schedule (pages 168-174)

2

2

Budget Message: An Introduction to the budget (pages 1-7)

- Provides highlights about the District, including improvements to the mapping of the non-potable system, the completion of the MDP Line 16 project, and the District awards
- Explains the basis of the budget, confirming that the District is following Generally Accepted Accounting Principles (GAAP)
- Highlights Issues impacting the District
 - Water Rates, with a study to be conducted in 2024, and AB 1668 and SB 606 considerations
 - Continued participation of Delta Conveyance and Sites Reservoir Projects
 - Changes in CalPERS costs, including the two trusts that the District created
 - A short summary of the budget numbers

Table 1 – Net Revenues, Expenses, and Net Position for 2024 Operating Budget

Net Revenues	\$21,482,500
Net Expenses	\$20,606,900
Net Increase/(loss)	\$875,600

3

3

Overview: Who the District is pages (8-43)

- 📍 Describes the District and the local area
- 🔗 Includes discussion of the growth of the District, up 463 new connections
- 👥 Introduction to Board of Directors (pages 14-18)
- 🏢 Organization Chart, Personnel Summary and Salary Schedule included
- 👤 Includes District and Executive Team Accomplishments and Goals
- 📄 Provides copies of the District Awards (pages 30-35)
- 🏠 Explains the budget process

4

4

Personnel Summary

page 20

Proposed the Fiscal Year 2024:

- Includes 3.7% COLA applied to salaries and Board per diem
- Increase in Board meetings from 335 to 421
- NEW Engineering division – Development Services (% of existing employees, \$0 impact for split)
- NEW Finance division – Customer Service (5 specific employees, \$0 impact for split)
- NEW Operations division- Cross Connection/Non-Potable Water (1 specific employee, \$0 impact for split)
- Replaced 10 Temporary Water Utility Worker I positions with 2 full-time and 2 temporary Water Utility Worker I positions
- Transferred 2 Water Utility Worker II employees to Transmission and Distribution from Meter Reading, since over 75% of their work in that area (\$0 impact for transfer)
- Added 1 Senior Water Utility Worker for Meter Reading
- Title change: Maintenance Technician to Maintenance Technician II
- Added 1 Maintenance Technician I

Full and Part-Time District Employees	2020 Actual	2021 Actual	2022 Actual (FT)	2022 Actual (PT)	2023 Budget (FT)	2023 Budget (PT) ⁽¹⁾	2024 Budget (FT)	2024 Budget (PT) ⁽²⁾
Engineering								
Engineering	6	5	4	1 ⁽¹⁾	4	3 ⁽¹⁾	4	3 ⁽¹⁾
Development Services							0	0
Finance and Administration								
Administration ⁽²⁾	7	8	7	1 ⁽⁴⁾	7	1 ⁽⁴⁾	8 ⁽⁴⁾	0
Human Resources	1	1	1	0	1	0	1	0
Customer Service ⁽³⁾	4	5	4	1 ⁽⁵⁾	5	1 ⁽⁵⁾	5	0
Information Technology								
Information Technology	1	1	1	0	1	0	1	0
Operations								
Source of Supply	4	4	6	0	5	0	5	0
Cross Connection/Non-Potable Water ⁽⁶⁾	4	4	6	0	1	0	1	0
Transmission and Distribution	12	13	13	5	13	10 ⁽⁷⁾	17 ⁽⁸⁾	2
Field Inspections	0	0	0	0	0	0	0	0
Customer Service and Meter Reading	3	3	3	0	3	0	2 ⁽⁹⁾	0
Maintenance and General Plant	0	1	1	0	1	0	2	0
Total Positions	38	41	40	8	41	15	46	5
Full-Time Equivalent (FTE)	38	41	44		48.5		48.5	

(1) Includes 2 part-time District Engineers at a maximum of 945 hours and 1 Intern at a maximum of 588 hours
 (2) Includes General Manager, Administrative Assistants, and until 2024, Customer Service Representatives
 (3) Split Customer Service employees from Finance and Administration, where had been recorded in prior years
 (4) Includes 1 part-time Customer Service Rep 1 for a maximum of 988 hours and 1 part-time Accountant II for a maximum of 640 hours
 (5) Includes an Administrative Assistant for a maximum of 988 hours
 (6) Includes temporary part-time employee to implement the AMR/AMI program
 (7) Includes General Manager, Executive Assistant, and Administrative Assistant
 (8) Position created in 2023, split division in 2024
 (9) Includes 8 part-time Water Utility Worker I positions for seasonal projects for a maximum of 959 hours each as well as 2 temporary employees to implement the AMR/AMI program for a maximum of 2,000 hours each
 (10) Moved 2 employees from Customer Service and Meter Reading to Transmission and Distribution
 (11) Consolidated 6 temporary Water Utility Worker I positions into 2 full time positions

5

5

Personnel Changes – Just the Changes

Full and Part-Time District Employees	2023 Budget (FT)	2023 Budget (PT) ⁽⁸⁾	2024 Budget (FT)	2024 Budget (PT) ⁽⁹⁾
Finance and Administration				
Administration ⁽²⁾	7	2 ^(4,6)	3	0
Customer Service			5	0
Operations				
Source of Supply	6	0	5	0
Cross Connection/Non-Potable			1	0
Transmission and Distribution	13	10 ⁽⁸⁾	17	2
Customer Service and Meter Reading	3	0	2	0
Maintenance and General Plant	1	0	2	0
Changed Positions	30	12	35	2
	FTE	36	FTE	36

(2) 2023 Includes General Manager, Administrative Assistants, and Customer Service, MID-YEAR 2023 Executive Assistant position filled internally with part-time position employee, eliminating for 2024
 (4) Includes an Administrative Assistant for a maximum of 988 hours
 (6) Consolidated 2 part-time, temporary employees to implement the AMR/AMI program into 1 temporary position for a maximum of 2,000 hours
 (8) Includes 8 part-time Water Utility Worker I positions for seasonal projects for a maximum of 959 hours each as well as 2 temporary employees to implement the AMR/AMI program for a maximum of 2,000 hours each

6

6

Awards pages 30-35



7

Operating Budget – Water Rates and the Budget (pages 44-51)

Table 4 – Bi-Monthly Potable and Non-Potable Water Meter Service Charges

Meter Size	January 2022	January 2023	January 2024
5/8"	\$25.87	\$27.69	\$29.63
3/4"	\$35.65	\$38.15	\$40.83
1"	\$55.24	\$59.11	\$63.25
1 1/2"	\$104.21	\$111.51	\$119.32
2"	\$162.97	\$174.38	\$186.59

Table 5 – Bi-Monthly Potable and Non-Potable Water Commodity Rates

Customer Class	Monthly Tiers (CCF)	January 2022	January 2023	January 2024
Single Family				
Tier 1	16	\$0.76	\$0.82	\$0.88
Tier 2	34	\$.94	\$1.01	\$1.09
Tier 3	34+	\$1.57	\$1.68	\$1.80
Multi-Family				
Commercial/Industrial	Uniform	\$1.17	\$1.26	\$1.35
Fire Service	Uniform	\$1.10	\$1.18	\$1.27
Landscape Irrigation	Uniform	\$1.35	\$1.45	\$1.56
Schedule Irrigation	Uniform	\$1.22	\$1.31	\$1.41
Construction	Uniform	\$1.22	\$1.31	\$1.41
Non-Potable	Uniform	\$1.35	\$1.45	\$1.56
Non-Potable	Uniform	\$0.96	\$0.98	\$0.98

8

Budget Summary page 51

	2022 <u>ACTUAL</u>	2023 <u>ADOPTED (AMENDED)</u>	2023 <u>PROJECTED</u>	2024 <u>PROPOSED</u>
Gross Revenue	\$ 27,790,700	\$ 22,093,000	\$ 22,746,600	\$ 23,535,500
Less Capacity Charges	7,181,400	1,484,000	1,869,000	2,053,000
Net Revenue	\$ 20,609,300	\$ 20,609,000	\$ 20,877,600	\$ 21,482,500
Gross Expenses	\$ 15,303,471	\$ 25,625,657	\$ 20,980,100	\$ 24,238,900
Less GASB 68 Pension Expense	210,204	222,000	210,200	215,000
Less Depreciation	3,149,020	3,025,000	3,244,800	3,417,000
Net Expenses	\$ 11,944,247	\$ 22,378,657	\$ 17,525,100	\$ 20,606,900
Net Increase/(loss)	\$ 8,665,053	\$ (1,769,657)	\$ 3,352,500	\$ 875,600

9

9

Gross Revenue -How we fund the District pages 52-58

	2022 <u>ACTUAL</u>	2023 <u>ADOPTED (AMENDED)</u>	2023 <u>PROJECTED</u>	2024 <u>PROPOSED</u>	<u>CHANGE (Proposed less Adopted- Amended)</u>
Operating Revenue					
Water Sales	\$ 10,899,400	\$ 11,690,000	\$ 10,982,000	\$ 11,823,000	\$ 133,000
Development and Installation Charges	1,153,300	834,000	944,600	834,000	-
Water Importation Surcharge	3,994,800	4,072,500	3,570,600	3,783,000	(289,500)
Water Pumping Energy Surcharge	2,331,200	2,227,500	2,082,800	2,207,000	(20,500)
Other Charges for Service	680,700	467,000	820,900	645,000	178,000
Total Operating Revenue	19,059,400	19,291,000	18,400,900	19,292,000	1,000
Non-Operating Revenue					
Property Maintenance Fees	\$ 45,500	\$ 50,000	\$ 42,600	\$ 42,000	\$ (8,000)
Capacity Charges ⁽¹⁾	7,181,400	1,484,000	1,866,100	2,053,000	569,000
Interest Earned	1,071,000	484,000	2,285,400	1,751,500	1,267,500
Grant Revenue	433,400	784,000	151,600	397,000	(387,000)
Total Non-Operating Revenue	8,731,300	2,802,000	4,345,700	4,243,500	1,441,500
Gross Revenue	27,790,700	22,093,000	22,746,600	23,535,500	1,442,500

(1) Projections for 2023 are based on historical averages and actuals up to August 31, 2023

Summary table from page 47

- Budget document includes breakdown of each section with highlights

10

10

Revenue Highlights

-  Water related sales were based on the 2023 projected amount with the 2024 rate increase applied; the rates were compared to the estimated range of consumption, based on projected production, for reasonableness
-  The Fixed Meter Charges were based on the meter count for active meters as of July 2023, less 1% for disconnections throughout the year, at the known 2024 water rates
-  Pass thru charges for Importation and Power were calculated based on the same consumption calculations as water rates, with no change to the charges
-  Penalty charges for 2nd and 3rd notices have steadily increased and are close to pre-pandemic counts; disconnections, however, have decreased due to District outreach and County assistance programs (*Low-Income Housing Water Assistance Program-LIHWAP*)
-  Capacity Charges are up based on the assumption of 200 EDUs, compared to 143.85 estimated for 2023
-  Biggest increase is due to Interest Income-General, with 2024 based on 75% of the projections for 2023, which was conservative at \$231,000 but, as of September 30th, is at \$1,189,313

11

11

Gross Expense – What funds are used for pages 59-118

	2022 ACTUAL	2023 ADOPTED (AMENDED)	2023 PROJECTED	2024 PROPOSED	CHANGE (Proposed less Adopted- Amended)
Operating Expenses, by division					
Board of Directors	\$ 158,524	\$ 299,000	\$ 164,300	\$ 282,500	\$ (16,500)
Engineering	542,151	741,500	584,700	645,000	(96,500)
Development Services	-	-	-	118,500	118,500
Professional Services	310,803	555,255	471,200	806,000	250,745
Finance and Administrative Services	5,539,433	6,263,500	5,688,800	5,985,500	(278,000)
Human Resources & Risk Management	186,444	279,700	135,000	268,600	(11,100)
Customer Service	198,726	205,300	230,500	860,600	655,300
Information Technology	575,800	899,000	594,300	1,003,500	104,500
Source of Supply	4,416,629	11,319,202	9,396,300	8,760,000	(2,559,202)
Cross Connections	1,769	10,000	1,600	215,000	205,000
Transmission and Distribution	1,724,224	2,779,500	1,873,400	2,957,500	178,000
Inspections	140,428	84,500	88,100	138,500	54,000
Customer Service and Meter Reading	314,740	438,000	360,000	291,500	(146,500)
Maintenance and General Plant	1,193,799	1,751,200	1,391,900	1,906,200	155,000
Gross Operating Expenses	\$ 15,303,471	\$ 25,625,657	\$ 20,980,100	\$ 24,238,900	\$ (1,386,757)
Gross Revenue	\$ 27,790,700	\$ 22,093,000	\$ 22,746,600	\$ 23,535,500	\$ 1,442,500
Gross Expenses	\$ 15,303,471	\$ 25,625,657	\$ 20,980,100	\$ 24,238,900	\$ (1,386,757)
Net Increase/(loss)	\$ 12,487,229	\$ (3,532,657)	\$ 1,766,500	\$ (703,400)	\$ 2,829,257

Gross Operating Expenses include non-cash accounts Depreciation and GASB 68 Pension Expense

- Budget document includes breakdown of each section with highlights
- Each section includes the department’s 2023 accomplishments and 2024 goals
- Each division includes an employee count table

Summary table from page 48

12

12

Department Overview *(details to follow)*

Dept	Department	Divisions	2022 ACTUAL	2023 ADOPTED (AMENDED)	2023 PROJECTED	2024 PROPOSED	CHANGE (Proposed less Adopted-Amended)
10	Board of Directors	Board of Directors	\$ 158,524	\$ 299,000	\$ 164,300	\$ 282,500	\$ (16,500)
20	Engineering	Engineering, Development Services	542,151	741,500	584,700	763,500	22,000
30	Finance and Administration	Finance and Admin, HR, Customer Service ⁽¹⁾	2,876,182	4,056,755	3,070,500	4,288,700	231,945
35	Information Technology	Information Technology	575,800	899,000	594,300	1,003,500	104,500
40	Operations	Supply, Cross Connections, T&D, Inspections, Meter Reading, Maintenance	7,791,590	16,382,402	13,111,300	14,268,700	(2,113,702)

13

13

Expense Highlights, by Department



Board of Directors - change of \$(16,500)

- Increased number of Board meetings from 335 to 421, a \$38,000 increase in personnel related expenses
- Added \$20,500 in training, including \$11,700 for additional ACWA related travel
- Reduction of \$75,000 in Election Expenses as the 2024 election costs will be billed in 2025
- **Note:** Per diem for Board members includes 3.7% COLA, however public hearing will determine actual amount, between 0% and 5%



Engineering- change of \$22,000

- New division split for Development Services – created to specifically track development related time from Engineering staff for transparency on billings and direct project costs, is a % of current staff time split
- Personnel costs savings overall of \$26,000
 - Current step + merit, if eligible, instead of maximum of step 5
 - 2023 staffing change saw new Step 1 employee replace outgoing Step 5 employee
- \$39,050 increase in Temporary Labor, to allow for a temporary Administrative Assistant was offset by savings in the personnel portion of the budget

14

14

Expense Highlights, by Department



Finance & Administration – change of \$231,945

Professional Services (increase of \$250,745)

- \$60,000 increase in Outside Engineering to account for Well Siting Study
- \$145,545 increase for Other Professional Services of which \$130,000 is for the Water Rate Study
- Note: Includes up to \$99,715 for pending CV Strategies

Finance and Administration (savings of \$18,800)

- New division for Customer Service- to specifically track expenses related to customer service activities including staffing and customer notifications; for 5 specific employees in full
- Note: the Amended amount of the Human Resource personnel expenses are lower than the Approved amount (page 88) due to the transfers to Other Professional Services within that division to account for the contract with HR Dynamics while the HR Manager position was vacant



Information Technology – change of \$104,500

- Includes \$71,000 for new software specifically to address reporting requirements for AB1668 and SB606
- Includes \$16,500 for Telephone/Internet and Building Alarms and Security for the storage warehouse
- No personnel changes other than applied COLA of 3.7%

15

15

Departmental Changes



Operations – change of \$(2,113,702)

- Personnel budget totaled an increase of \$188,000 (2.3%), including:
 - Replaced 10 Temporary Water Utility Worker I with 2 full-time and 2 temporary Water Utility Worker Is (savings of \$62,436)
 - Transferred 2 Water Utility Worker II positions from division 460-Meter Reading to 440-Transmission and Distribution, since more than 75% of their work was in that home department
 - New Senior Water Utility Worker, an increase of \$132,302
 - New Maintenance Technician I, an increase of \$109,948
- Source of Supply
 - Water Order for 2024 of 11,200AF provides "savings" of \$2,713,000 compared to the 18,000AF approved for 2023 (is water rate for 6,800 AF rounded to nearest \$500)
 - \$200,000 increase in Electricity-Wells based on potential SCE increases in 2024
- Cross Connection/Non-Potable Water
 - New division created to specifically track expenses related to the cross-connection /backflow program
 - Also allows for transparency in expenses related to Non-Potable Water

16

16

Supporting documents for the Operations Budget

- Account Descriptions – pages 131 – 151
 - Provides a short description of each department
 - Provides a description for each Revenue and Expense account
 - Reviewed each year for consistency and used as a training tool for new staff, and a guide for evaluating expenses
- Acronyms, Abbreviations, and Glossary – pages 152-157
 - Created as a quick reference guide
 - Staff continues to add to each section based on changes in District activities

19

19

2024-2028 Capital Improvement Budget (CIB) pages 158-167

- Includes projects exceeding \$5,000 in cost with a useful life of two+ years, resulting in creation or improvement of a fixed asset
- CIP Type
 - Potable and Non-Potable Water Infrastructure
 - Potable Pipeline Replacement and Non-Potable Pipelines
 - Capital Acquisitions (IT replacements and upgrades, new vehicle purchases and replacements)
- Includes the next five years of the CIP as adopted by the Board in March 2018, with revisions made periodically due to the dynamic nature of the CIP
- As the CIP is reviewed and certain projects are moved back or forward in time, the total project costs may change due to inflationary adjustments

20

20

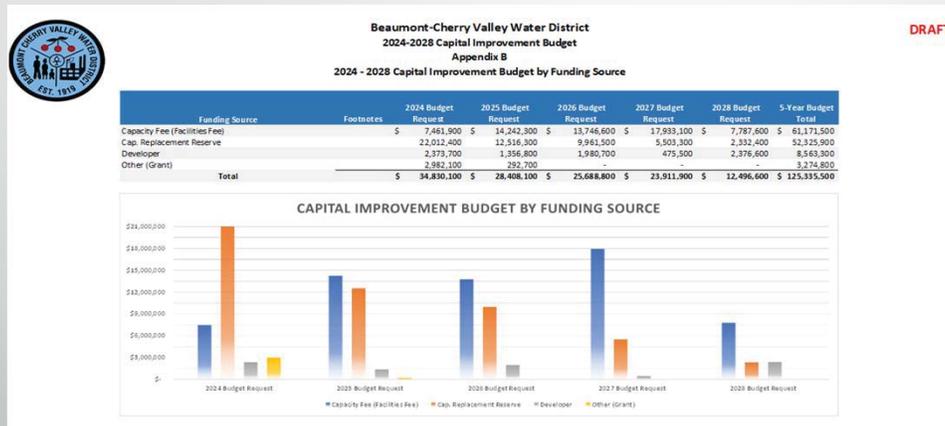
CIB (continued)

- Emphasis on 2024 Budget Year as it is based on most current plans and ongoing projects
- New Projects for 2024:
 - Potable Pipelines:
 - P-2750-0099: Orange Avenue, 6th Street to 8th Street (\$700,800 Project Cost)
 - P-3330-0007: From Avenida Sonrisa, north to Avenida Miravilla through Alley (\$475,200 Project Cost)
 - Vehicles and Equipment:
 - VE-TRUK-0021 – 0025: (5) New ¾ Ton Utility Trucks (\$80,000ea)
 - NEW 400W Light Tower w/Generator (\$20,000)
- CIP Funding Sources (2024)
 - Capacity Fees (Facilities Fees): 7.5M
 - Capital Replacement Reserves: 22.0M
 - Developer Built: \$2.4M
 - Other (Grant): \$3.0M

21

21

Capital Improvement Budget Schedule pages 168-174



- \$34.8M Budget Request for 2024 CIB
 - \$30.3M carried over from approved 2023 Request

22

22

Next Steps



SUGGESTED EDITS BY BOARD
OF DIRECTORS FOR
ENGINEERING WORKSHOP
NOVEMBER 16, 2023



FINAL REVIEW OF CHANGES
BY FINANCE AND AUDIT
COMMITTEE
DECEMBER 7, 2023



FORMAL BOARD ACTION TO
APPROVE BUDGET:
DECEMBER 13, 2023



BUDGET EFFECTIVE DATE:
JANUARY 01, 2024-
DECEMBER 31, 2024

Questions?

23



**Beaumont-Cherry Valley Water District
Regular Board Meeting
December 13, 2023**

Item 14

STAFF REPORT

TO: Board of Directors
FROM: Dan Jagers, General Manager
SUBJECT: **Reorganization of the Board of Directors for Calendar Year 2024**

Staff Recommendation

Vote to take action on each of the following items a and b:

- a. Affirmation of Board Officer rotation
 - i. President
 - ii. Vice President
 - iii. Secretary
 - iv. Treasurer
- b. Board Appointment of the Recording Secretary

And announce the following appointments:

- c. President-Elect Appointment of Representatives to Outside Agencies
 - i. Appointment of Representative and Alternate to the San Gorgonio Pass Regional Water Alliance
 - ii. Appointment of Representative and Alternate to the Collaborative Agencies Committee
 - iii. Appointment of Representative and Alternate to the Ad Hoc Water Reuse 3x2 Committee
 - iv. Appointment of Representative and Alternate to the San Gorgonio Pass Water Agency

Discussion

Officers

The District's Policies and Procedures Policy 4025.4 Annual Organizational Meeting states:

"The Board of Directors shall hold an annual organizational meeting at its regular meeting in December. At this meeting the Board will affirm the rotation of officers for the offices of president, vice president, secretary, and treasurer."

Officers selected at this meeting assume their offices on January 1, 2024 per the lineup for the annual rotation of officers pursuant to Policy 4025 as adopted on December 8, 2021.

Recording Secretary

4025.5 Recording Secretary. A staff member recommended by the General Manager, or their designee, shall be appointed by the Board as the Board's Recording Secretary.



Per BCVWD policy, the Recording Secretary:

- Records attendance of Board members at meetings (Part II Section 9)
- Keeps minutes of all regular and special meetings of the Board (Part II Section 10)

The General Manager recommends appointment of Executive Assistant Lynda Kerney as the District's Recording Secretary.

Appointments

Staff recommends Presidential appointment of representatives to outside agencies at this time, as there may be meetings scheduled prior to the next regular Board meeting on January 10, 2024.

Fiscal Impact

Per Water Code Section 20201, director per diem compensation is payable for attendance at meetings of the Board or for each day's service rendered as a member of the Board. Along with regular meetings of the Board and standing and ad hoc committees, Presidential appointments to outside agencies or meetings are considered a compensable day of service (per diem) to the District.

The total budgeted fiscal impact for 2024 is \$124,500 for director compensation. The per diem as set by Ordinance 2023-01 is \$296.40 per day of service to the District. For budgeting purposes, the number of meetings was estimated based on the annual meeting schedule, anticipated number of ad hoc committee meetings, and estimated attendance at preapproved activities.

Attachments

1. Organization Worksheet
2. Policy 4025: Board Meetings (as amended 01/11/2023)

Staff Report by Lynda J. Kerney, Executive Assistant



ATTACHMENT 1

ORGANIZATION WORKSHEET

Position	2023	2024 (Rotation policy)
President	Hoffman	Covington
Vice President	Covington	Slawson
Secretary	Slawson	Williams
Treasurer	Williams	Ramirez
Recording Secretary	Bargas	
Internal Standing Committees	2023	2024
Personnel Committee member	Covington	
Personnel Committee member	Ramirez	
Personnel Committee (alternate)	Williams	
Finance & Audit Committee member	Hoffman	
Finance & Audit Committee member	Williams	
Finance & Audit Committee (alternate)	Covington	

External Representative Appointments	2023	2024
San Gorgonio Pass Regional Water Alliance	Slawson	
San Gorgonio Pass Water Alliance (alternate)	Williams	
Collaborative Agencies Committee	Ramirez	
Collaborative Agencies Committee (alternate)	Williams	
Ad Hoc 3x2 Water Re-use member	Hoffman	
Ad Hoc 3x2 Water Re-use member	Covington	
Ad Hoc 3x2 Water Re-use (alternate)	Ramirez	
San Gorgonio Pass Water Agency	Slawson	
San Gorgonio Pass Water Agency (alternate)	Covington	

POLICY TITLE: BOARD MEETINGS
POLICY NUMBER: 4025

4025.1 **Regular Meetings.** Regular meetings of the Board of Directors shall be held on the second Wednesday and fourth Thursday of each calendar month at 6:00 p.m. in the meeting room at 560 Magnolia Avenue, Beaumont, California, 92223-2258. The date, time, and place of regular Board meetings may be reconsidered annually at the annual organizational meeting of the Board.

4025.2 **Special Meetings and Workshops.** Special Meetings and Workshops of the Board of Directors may be called by the Board President or by a majority of the Board.

1. All Directors shall be notified of a Special Board Meeting and/or Workshop and the purpose or purposes for which it is called. Said notification shall be in writing, received by them at least 24 hours prior to the meeting.

4025.3 **Adjourned Meetings.** A majority vote by the Board of Directors may terminate any Board meeting at any place in the agenda to any time and place specified in the order of adjournment, except that if no Directors are present at any regular or adjourned regular meeting, the General Manager or their designee may declare the meeting adjourned to a stated time and place, and they shall cause a written notice of adjournment to be given to those specified in the paragraph above.

4025.4 **Annual Organizational Meeting.** The Board of Directors shall hold an annual organizational meeting at its regular meeting in December. At this meeting the Board will affirm the rotation of officers for the offices of president, vice president, secretary, and treasurer to serve during the ensuing calendar year.

1. Rotation of Officers.
 - a. The offices of president, vice president, secretary, and treasurer will rotate annually with the vice president succeeding the president, the secretary succeeding the vice president, and the treasurer succeeding the secretary.
 - b. The Board member serving as president before the annual organizational meeting shall rotate out of that position and into the fifth position in the rotation among Board members effective January 1 of the ensuing year.
 - c. The Board member serving as vice president before the annual meeting shall be appointed to the office of president effective January 1 of the ensuing year.
 - d. Any Board member who takes office as a new member of the Board, as opposed to taking office upon reelection, shall take the fifth position in the rotation among the Board members as of the annual organizational meeting. At the time of such an event, the other Board members shall then be rotated to one higher position in the rotation.
2. At each Annual Organizational Meeting, all newly elected or newly appointed Board members will be added to the rotation list above the outgoing president and below all reelected.
3. In the event that two or more Board members are elected in the same election, the newly elected Board members will be placed in the rotation list in the order of the highest number of votes received to the lowest number of votes received.
4. In the event that two or more Board members are appointed at the same time, the newly appointed Board members will be placed on the rotation list in the order determined by the outgoing Board president, by coin toss, or by drawing lots.

5. If a Board member declines the automatic nomination for the next office in the rotation, a vote may be held to fill the office, or the rotation may move forward to fill the position with the declining Board member returning to the fifth position.
6. In the event the president, vice president, secretary, or treasurer does not complete their term in such office, the Board member next in line on the rotation list to assume that office will serve for the balance of the vacant term and the following term unless such officer desires to return to the end of the rotation list at the next Annual Organizational Meeting.
7. At any time prior to the appointment of officers during the Annual Organizational Meeting, the Board may determine by majority vote on a motion to waive or otherwise suspend the implementation of this section. In that event, an election for president, vice president, secretary, and treasurer will be held. Any such motion may also address what impact, if any, the suspension of the rotation procedure will have on the position of Board members in the rotation for future elections/appointments.

4025.5 **Recording Secretary.** At the Annual Organizational Meeting, a staff member recommended by the General Manager, or their designee, shall be appointed by the Board as the Board's Recording Secretary to serve for the ensuing calendar year.

4025.6 **Agenda Order.** The President of the meetings described herein shall determine the order in which agenda items shall be considered for discussion and/or action by the Board.

4025.7 **Public Involvement.** The President and the General Manager, or their designee, shall ensure that appropriate information is available for the audience at meetings of the Board of Directors, and that physical facilities for said meetings are functional and appropriate.