



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, April 10, 2024 - 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 – APRIL 10, 2024

Call to Order: President Covington

Pledge of Allegiance: Director Williams

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

Roll Call - Board of Directors

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

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. Townsend Public Affairs, Inc. Monthly Update (pages 6 - 16)

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 February 2024 Budget Variance Reports (pages 17 - 28)
- b) Review of the February 29, 2024 Cash/Investment Balance Report (pages 29 - 53)
- c) Review of Check Register for the Month of March 2024 (pages 54 - 66)
- d) Review of March 2024 Invoices Pending Approval (pages 67 - 68)
- e) Minutes of the Special Meeting of February 28, 2024 (pages 69 - 70)
- f) Minutes of the Regular Meeting of March 13, 2024 (pages 71 - 84)
- g) Status of Declared Local Emergencies Related to Fires (page 85)
 - i) Impact of the Apple Fire pursuant to Resolution 2020-17
 - ii) Impact of the El Dorado Fire pursuant to Resolution 2020-20

4. Consideration of a Professional Services Agreement with Water Resources Economics, LLC for the Beaumont-Cherry Valley Water District's Multi-Year Cost of Service Study and associated Proposition 218 costs (pages 86 - 92)

5. Resolution 2024-__ Amending the District's Policies and Procedures Manual (pages 93 - 147)

- a. **Policy 2015 Harassment**
- b. **Policy 3151 Personal Vehicle Usage**
- c. **Policy 3170 Smoke Free Workplace and Tobacco Use**
- d. **Policy 3220 Recruitment, Selection and Onboarding**

6. Consideration of Attendance at Upcoming Events and Authorization of Reimbursement and Per Diem (pages 148 - 157)

7. Reports For Discussion and Possible Action

- a. Ad Hoc Committees
 - i. Communications
 - ii. Sites Reservoir
 - iii. Bogart Park
 - iv. 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.

- ACWA: Groundwater State Committee Meeting on March 14, 2024 (Williams)
- Ethics AB 1234 Training on March 21, 2024 (Covington)
- San Geronio Pass Water Alliance Meeting on March 27, 2024 (Slawson)
- Riverside County Water Task Force Meeting on March 29, 2024 (Slawson)
- San Geronio Pass Water Agency Meeting on April 1, 2024 (Slawson)

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

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
- Engineering and Operations Center

9. Announcements

Check the meeting agenda for location and potential teleconference information.

- Personnel Committee meeting: Tuesday, Apr. 16 at 5:30 p.m.
- Beaumont Basin Watermaster special meeting: Wednesday, Apr. 17 at 11 a.m.
- Engineering Workshop: Thursday, Apr. 25 at 6 p.m.
- Collaborative Agencies Committee: Wednesday, May 1 at 5 p.m.
- Finance & Audit Committee meeting: Thursday, May 2 at 3 p.m.
- Regular Board meeting: Wednesday, May 8 at 6 p.m.
- San Gorgonio Pass Regional Water Alliance: Wednesday, May 22 at 5 p.m.

10. Closed Session

- a) CONFERENCE WITH REAL PROPERTY NEGOTIATORS
Pursuant to California Government Code Section 54956.8
Property: APNs 408-080-009, 408-080-010, 408-080,011, 480-080-012
Agency Negotiator: Dan Jagggers, General Manager
Under Negotiation: Price and terms of payment

11. Report on Action Taken During Closed Session

12. Adjournment

NOTICES

AVAILABILITY OF AGENDA MATERIALS - Agenda exhibits and other writings that are disclosable public records distributed to all or a majority of the members of the Beaumont-Cherry Valley Water District Board of Directors in connection with a matter subject to discussion or consideration at an open meeting of the Board of Directors are available for public inspection in the District's office, at 560 Magnolia Avenue, Beaumont, California ("District Office") 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.gov.

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.gov 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)).

MEMORANDUM

To: Beaumont Cherry-Valley Water District
From: Townsend Public Affairs
Date: April 3, 2024
Subject: State and Federal Legislative Monthly Report

STATE LEGISLATIVE UPDATES

The month of March continued with the Legislature’s quick pace of considering and amending legislation to ensure bills progressed through their first house. In addition to the growing momentum of legislative progress within the Legislature, March featured numerous developments related to addressing priority issues such as the State Budget, retail theft, and affordability in the utility sector. The Legislature also observed its Spring Recess from March 22 – March 29 and returned to Sacramento on April 1.

March featured numerous policy committees and robust agendas for bill considerations. This pace will continue through April and May before bills cross over to their second house by the May 24 legislative deadline. The Legislature will shift its focus once again to the budget process in May, which marks the release of the Governor’s “May Revision” of the January budget proposal, followed by the constitutional deadline of July 1 wherein the Governor must sign a budget bill into law.

In addition to policy committee events, March saw several bill amendments. With the bill introduction deadline on February 16, the Legislature introduced 1,520 Assembly Bills and 639 Senate Bills, for a total of 2,159 bills. In addition, there are 397 combined Assembly and Senate “2-year bills” that were introduced in 2023, which have been able to resume the legislative process since January 2024.

State Budget Update—Senate Releases Early Action Plan

On March 14, the Senate released its [budget priorities](#) document, which overviews their proposed amendments to the Governor’s January budget proposal. The priority document is titled “Protect our Progress,” and serves as an important benchmark for the negotiations between the Governor’s Administration, the Assembly, and the Senate on how each stakeholder would like to see the State’s spending plan for the fiscal year implemented. Since the release of the Governor’s January Budget proposal, which outlined a \$38 billion projected shortfall, the Legislative Analyst Office (LAO) has reported the problem could grow by an additional \$15 billion, which would take the shortfall to \$53 billion. The May Revision of the January Budget Proposal which will incorporate April tax receipts and revenue returns data will provide a more precise number, which could range from lower than \$38 billion to higher than \$53 billion.

The Senate report suggests that the Legislature could enhance the management of the shortfall by promptly implementing several billion dollars' worth of proposed solutions. To be precise, the adoption of \$17.1 billion in solutions, aligned with the Governor's proposal for a partial utilization of the Rainy-Day Fund, constitutes Step 1 of the Senate's Protect Our Progress 2024 budget plan, achieving the following objectives:

- “Shrinks the Shortfall” from a projected \$38-\$53 billion to a more manageable \$9-24 billion.
- Positions the Legislature and the Governor to best protect progress by maximizing the time and energy spent focusing on the most challenging solutions to close the remaining budget shortfall during the critical time leading up to the June 15 constitutional deadline for the Legislature to pass the Budget Bill.

The next step in the early action plan, Step 2 of the Senate’s Protect Our Progress 2024 budget plan, is anticipated to be released later in the Spring and will provide a comprehensive proposal for a balanced, responsible budget that protects core programs and services. The release of the priority outline document will soon be complemented by the Assembly’s priorities, which will eventually be incorporated into the Legislature’s official budget proposal bill following negotiations between both houses.

On March 20, Governor Newsom and Senate Pro Tem McGuire reached a tentative compromise to help close the current budget shortfall. Currently, no official language has been released, however, a compromise is anticipated to address the current shortfall with cost savings of between \$12-18 billion.

California Water Supply Conditions

In recent years, Spring has generally marked the end of California's rainy season. Spring also marks a pivotal time of year for water managers in the State to record snow levels in the Sierra Nevada. This year, water reservoirs are marginally surpassing the average levels at the Sierra Nevada and the Colorado River Basin, which are pivotal reservoirs of water.

Additionally, this year marks an anomaly; despite prolonged drought and occasional heavy floods during the winter, the Sierra snowpack is currently reporting average levels. By comparison, this time last year Sierra snowpack hovered around 230 percent of average, replacing a dismal year of just 35 percent the year before.

The National Weather Service has issued a winter storm warning for the Sierra for early April, forecasting approximately one to two feet of snow. A relatively normal snowpack is a good sign and helps water managers plan effectively for water deliveries in the upcoming year.

Congressional Representatives Send Letter of Concerns over Income-Based Utility Charge Proposal

On March 25, seventeen Congressional Members of the California Delegation sent a [letter](#) to the California Public Utilities Commission (CPUC) expressing concerns over a proposal that would change the way utility charges are applied. The concerns center on the passage of [AB 205](#) in 2022, which required the CPUC to implement a utility rate schedule based on household income,

not energy usage. Since then, the State's largest investor-owned utilities (IOUs) have formed a joint proposal to implement the income-graduated rate schedule, with households earning less than \$69,000 set to pay a standard rate of approximately \$34 per month and households earning over \$180,000 set to pay upwards of \$128 per month. The Members of Congress who signed the letter didn't outright oppose a fixed charge but expressed the CPUC should avoid a "high" charge.

The CPUC proposal has been a hot topic issue as Legislators are driven by growing concerns from constituents regarding utility bills. In the last ten years, PG&E prices have surged by up to 127%. According to the rulemaking process, the CPUC will have to formally adopt one of the rate proposals by July 1, 2024, which will then kickstart the process of official implementation prior to the 2026 deadline.

To halt the fixed charge proposal, Assembly Member Irwin has introduced [Assembly Bill 1999](#) which would repeal the income-graduated utility rate charge structure for residents serviced by investor-owned utilities (IOUS). Additionally, the measure would instead reinstate the CPUC's maximum fixed rates of \$10 per residential customer account per month for customers not enrolled in the California Alternate Rates for Energy (CARE) program and \$5 per residential customer account per month for customers enrolled in the CARE program.

AB 1999 (Irwin) is currently pending a hearing date in the Assembly Utilities Committee.

FEDERAL LEGISLATIVE UPDATES

FY 2024 Appropriations Complete

In March, President Biden signed the Consolidated Appropriations Act ([H.R. 4366](#)) and the Further Consolidated Appropriations Act ([H.R. 2882](#)), ending the FY 2024 appropriations process five months into the fiscal year and averting a government shutdown.

House Democrats prevented several policy riders from being attached to legislation by House Freedom Caucus members. These riders took aim at Diversity, Equity and Inclusion, LGBTQ+, and human rights initiatives. House Democrats also staved off large spending cuts to the foreign operations budget, making it possible for Ukraine and Israel funding negotiations to resume. The House is quickly beginning the FY 2025 process due to the late enactment of FY 2024 appropriations.

FY 2025 spending caps were agreed upon by President Biden and former Speaker Kevin McCarthy during Fiscal Responsibility Act (FRA) negotiations in spring 2023, so the focus will be on disbursement across agencies and programs. Congressional leadership is expected to continue to debate nondefense spending beyond the \$710.7 billion cap dictated by the FRA. On March 20, the House Ways and Means Committee and multiple House Appropriations Subcommittees held hearings on President Biden's budget request, officially moving on from FY 2024.

Nonetheless, there may be delays, as Congresswoman Kay Granger is stepping down as House Appropriations Committee Chairwoman. Her announcement came hours after the House voted

to pass H.R. 2882. Committee Vice Chairman Tom Cole was first to announce his candidacy for Chair.

President Biden Releases FY 2025 Budget

The White House released the annual Presidential budget proposal, outlining President Biden's tax and spending priorities for the next decade. President Biden requested \$7.3 trillion in total spending for FY 2025. The budget proposes \$3.3 trillion of net deficit reduction through 2034.

During President Biden's State of the Union address, he pitched a higher minimum corporate tax and a 25% minimum tax for billionaires. According to an Office of Management and Budget official, the U.S. would see debt reductions if the proposals were enacted. The budget proposal also opposes benefit cuts to Social Security and Medicare. Democrats and Republicans continue to discuss altered funding levels for senior entitlement programs, a conversation which occurs every year.

EPA Announces Greenhouse Gas Emissions Standards for Heavy-Duty Vehicles

The U.S. Environmental Protection Agency (EPA) announced [Greenhouse Gas Emissions Standards for Heavy-Duty Vehicles - Phase 3](#) on March 29. The rule updates national greenhouse gas pollution standards for heavy-duty vehicles of model years 2027-2032 to reduce pollution and climate change. Heavy-duty vehicles account for 25 percent of emissions from the transportation sector, the single largest source of greenhouse gas emissions. The new standards will be applicable to HD vocational vehicles such as delivery trucks, refuse haulers, and other public utility trucks; transit, shuttle, and school buses; and tractors.

According to the EPA, the new standards will avoid 1 billion tons of greenhouse gas emissions and provide \$13 billion in annualized net benefits to society in public health, climate safety, and savings for truck owners and operators. The final standards will reduce air pollution for nearly 72 million people who live near truck freight routes. This rule is similar to the [Multi-Pollutant Emissions Standards for Model Years 2027 and Later Light-Duty and Medium-Duty Vehicles](#) that was finalized earlier in March. President Biden is continuing to prioritize greenhouse gas emissions reduction during an election year.

The State of California enacted new greenhouse gas emissions standards last year. They are stricter than the newly released Phase 3. The state's standards are expected to supersede the federal regulations for large truck fleets operating within the state, whether they are registered in California or not.

Phase 3 is an expansion of Phase 2. Enacted in 2016, Phase 2 allowed manufacturers to discern which emissions control technologies were best for their company, from internal combustion engine vehicles to hybrid vehicles, plug-in hybrid electric vehicles, battery electric vehicles, and hydrogen fuel cell vehicles.

Additionally, the Joint Office of Energy and Transportation, along with the Departments of Energy and Transportation and the EPA, announced the National Zero Emission Freight Corridor Strategy, an action plan for deploying zero-emission freight by 2040.

Below are additional resources provided by the EPA:

- [Fact Sheet: Final Standards to Reduce Greenhouse Gas Emissions from Heavy-Duty Vehicles for Model Year 2027 and Beyond \(pdf\)](#)
- [Regulatory Impact Analysis: Control of Air Pollution from New Motor Vehicles: Heavy-Duty Engine and Vehicle Standards Regulatory Impact Analysis \(pdf\)](#)
- [Response to Comments: Greenhouse Gas Emissions Standards for Heavy-Duty Vehicles: Phase 3 \(pdf\)](#)

EPA to Finalize National Standards for PFAS in Drinking Water

The EPA is close to finalizing enforceable national drinking water standards for per- and polyfluoroalkyl substances (PFAS), commonly known as forever chemicals. Between 3,400 and 6,300 public water systems—serving up to 94 million people—could be affected by the new rule, according to the EPA. The agency estimates that implementation of the new standards could cost local governments and utilities between \$772 million and \$1.7 billion a year nationwide.

The EPA's new regulation would target six compounds, including two of the most frequently detected ones—PFOS and PFOA—and cap their maximum contaminant level in public drinking water to just 4 parts per trillion. That's the lowest level at which the substances can be reliably detected in the lab and is lower than the allowable amount from any enforceable state regulation currently in place.

Local governments have expressed concern that without additional funding from Congress, the required upgrades will place an undue financial burden on them.

The EPA has until September to finalize the new rule, though the Agency has said it expects the final rule to come out in early 2024. After that, local governments will have three years to comply, which could involve finding new sources of water or installing specialized treatment facilities.

Meanwhile, congressional committees are considering legislation to shield government entities and passive recipients of PFAS from liability. There is concern that airports and waste management operators could be held liable for PFAS contamination under the superfund law once EPA finalizes its new standard. Legislation has been under negotiation for more than a year and further action is hoped for this year.

Reclamation Increases 2024 Central Valley Project Water Supply Allocations

The Bureau of Reclamation has announced an increase in Central Valley Project (CVP) 2024 water supply allocations. Storm hydrological conditions have improved since the [initial allocation](#) announcement back in late February. Additionally, Reclamation is reserving approximately 83,000 acre-feet of water in the San Luis Reservoir for a drought reserve pool, which is not included in the 2024 water supply allocation.

Reclamation is announcing the following increases to CVP water supply allocations:

North-of-Delta Contractors

- Irrigation water service and repayment contractors north-of-Delta are increased to 100% from 75% of their contract total.

South-of-Delta Contractors

- Irrigation water service and repayment contractors south-of-Delta, including Cross Valley Contractors, increased to 35% from 15% of their contract total.
- M&I water service and repayment contractors south-of-Delta are increased from 65% to 75% of historical use or public health and safety, whichever is greater.

Friant Division Contractors

- Friant Division contractors' water supply is delivered from Millerton Reservoir on the upper San Joaquin River and categorized by Class 1 and Class 2. The first 800,000 acre-feet of available water supply is considered Class 1; Class 2 is considered the next amount of available water supply up to 1.4 million acre-feet. Class 1 is increased from 60% to 65%; Class 2 remains at 0%.

President Proposes \$1.6 billion in FY 2025 for Bureau of Reclamation

President Biden requested \$1.6 billion in his FY 2025 budget proposal for the U.S. Department of the Interior's Bureau of Reclamation. This includes \$1.4 billion for Reclamation's principal operating account. \$33 million was requested to implement the California Bay-Delta Program and address California's water supply and ecological challenges. An additional \$48.5 million was requested for the Central Valley Project Restoration Fund. The President's request does not include money appropriated through the Bipartisan Infrastructure Law. The legislation allocated \$8.3 billion for Water and Related Resources, and \$1.66 billion in annual appropriations for FY 2022–FY 2026 Western Water Infrastructure.

Treasury and IRS Finalize Elective Pay Rules for Clean Energy Tax Credits

Rules on direct pay for the Inflation Reduction Act's (IRA) clean energy tax credits were finalized by the Department of Treasury and the IRS. Under the IRA, eligible entities are allowed to receive elective payments for twelve clean energy tax credits. Elective pay is a mechanism in the IRA that helps enable state, local, and Tribal governments, and non-profit organizations to take advantage of clean energy tax credits. The elective pay final rule clarifies the law's scope and requirements for eligibility and lays out the process and timeline to claim and receive an elective payment.

The final rules can be accessed on [treasury.gov](https://www.treasury.gov). Additionally, the IRS is hosting reoccurring webinars on Thursdays from 1-2:30pm EST until April 24.

Elective pay resources can be accessed below:

- [Elective Pay Overview, Publication 5817](#)
- [Rural Electric Cooperatives, Publication 5817-A](#)
- [U.S. Territorial Governments, Publication 5817-B](#)
- [Tax-Exempt Organizations, Publication 5817-D](#)
- [State and Local Government, Publication 5817-E](#)
- [Clean Energy Tax Incentives: Elective Pay Eligible Tax Credits, Publication 5817-G](#)
- [IRS Elective Pay Frequently Asked Questions](#)
- [Treasury.gov/IRS-ResourcesHub](https://www.treasury.gov/IRS-ResourcesHub)

- [IRS.gov/ElectivePay](https://www.irs.gov/ElectivePay)
- [CleanEnergy.gov/DirectPay](https://www.CleanEnergy.gov/DirectPay)

Beaumont Cherry-Valley Water District Grant Opportunities

Administrator & Grant Name	Application Info	Matching Funds	Eligible Projects / Updates	Application Deadline/Potential Eligible Project
Community Project Funding / Congressional Directed Spending (Earmarks)	No Min Award No stated Max Award Recommend range of \$750,000 to \$2 million	20% Match for Water Projects	<p>Planning/design and construction of drinking water infrastructure projects including:</p> <ul style="list-style-type: none"> • treatment systems • distribution systems • interconnections • consolidations • water sources • water meters • water storages 	Congressman Ruiz Deadline: TBD Project Identification Ongoing
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.	October 2024 Determined that the SCADA project was undergoing changes and was not the right fit at the time. Did not apply for February deadline.
Bureau of Reclamation WaterSMART Drought Response Program	No Min Award Max Award: \$5 million	50% Match	The Drought Response Program supports a proactive approach to drought. It provides assistance for drought contingency planning and to take actions that build long-term resiliency to drought. The Drought Response Program includes three programs: Drought Contingency Planning, Drought Resiliency Projects, and Emergency Response Actions. Reclamation also funds projects that help communities prepare for and respond to drought. Typically, these types of projects are referred to as "mitigation actions" in a drought contingency plan. Eligible project types include: Infrastructure improvements, modifying surface water intakes, and recharge, treatment, and storage facilities as well as decision support tools, including drought forecasting tools, and water measurement and monitoring equipment.	NOFO Expected Fall 2024

Administrator & Grant Name	Application Info	Matching Funds	Eligible Projects / Updates	Application Deadline/Potential Eligible Project
Department of Homeland Security (DHS) State and Local Cybersecurity Grant Program	TBA	TBA	<p>The goal of SLCGP is to assist SLT governments with managing and reducing systemic cyber risk.</p> <p>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.</p>	TBD
Bureau of Reclamation WaterSMART Environmental Water Resources Projects	\$160 million in funding annually TBD	TBD	<p>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.</p>	NOFO Expected Early 2024 <i>Recycled Water Booster Station</i>
Bureau of Reclamation: Water Resources and Planning Office WaterSMART Planning and Project Design Grants For FY 2023 and FY 2024	No min award amount Max Award: \$400,000	Match required	<p>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 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.</p>	Proposals received before April 2, 2024 will be considered for FY 2024 funding.
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	<p>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:</p> <ul style="list-style-type: none"> • Fish-related improvements • Flood risk reduction • Riparian, floodplain, and stream channel restoration • Climate adaptation 	Ongoing <i>Flood Mitigation</i>

Administrator & Grant Name	Application Info	Matching Funds	Eligible Projects / Updates	Application Deadline/Potential Eligible Project
California Water Board Drinking Water State Revolving Fund (DWRSF)	No maximum, minimum request amounts	Loan*	<p>The Urban Streams Program provides funding for projects which accomplish the following goals:</p> <ul 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. <p>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.</p> <p>Planning/design and construction of drinking water infrastructure projects including:</p> <ul style="list-style-type: none"> • treatment systems • distribution systems • interconnections • consolidations • 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>	Rolling <i>Pipeline Replacement/ Extension Project</i>

Administrator & Grant Name	Application Info	Matching Funds	Eligible Projects / Updates	Application Deadline/Potential Eligible Project
California Water Board Clean Water State Revolving Fund (CWSRF)	No maximum, minimum request amounts	Loan*	<p>Using a combination of federal and state funds, state CWSRF programs provide loans to eligible recipients to:</p> <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 CWSRF and the CWSRF 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>

General Ledger

Budget Variance Revenue

User: wclayton

Printed: 3/28/2024 2:27:55 PM

Period 02 - 02

Fiscal Year 2024

Beaumont-Cherry Valley Water District

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



Account Number	Description	Budget	Period Amt	End Bal	Variance	% Avail/ Uncollect
50	GENERAL					
01-50-510-419051	Grant Revenue	\$ 397,000.00	\$ -	\$ -	\$ 397,000.00	100.00%
	Grant Rev	\$ 397,000.00	\$ -	\$ -	\$ 397,000.00	100.00%
01-50-510-490001	Interest Income - Bonita Vista	\$ 1,000.00	\$ 50.11	\$ 50.11	\$ 949.89	94.99%
01-50-510-490011	Interest Income - Fairway Cryn	\$ 223,500.00	\$ -	\$ -	\$ 223,500.00	100.00%
01-50-510-490021	Interest Income - General	\$ 1,249,000.00	\$ 91,037.27	\$ 181,194.59	\$ 1,067,805.41	85.49%
01-50-510-490041	Rizd Gain/Loss on Investment	\$ -	\$ (4,694.56)	\$ (4,694.56)	\$ 4,694.56	0.00%
01-50-510-490051	Net Amort/Accret on Investment	\$ 278,000.00	\$ 20,831.09	\$ 45,464.57	\$ 232,535.43	83.65%
	Interest Income	\$ 1,751,500.00	\$ 107,223.91	\$ 222,014.71	\$ 1,529,485.29	87.32%
01-50-510-481001	Capacity Fees-Wells	\$ 388,000.00	\$ 5,808.00	\$ 5,808.00	\$ 382,192.00	98.50%
01-50-510-481006	Cap Fees-Water Rights (SWP)	\$ 245,000.00	\$ 3,675.00	\$ 3,675.00	\$ 241,325.00	98.50%
01-50-510-481012	Cap Fees-Water Treatment Plant	\$ 185,000.00	\$ 2,763.00	\$ 2,763.00	\$ 182,237.00	98.51%
01-50-510-481018	Cap Fees-Local Water Resources	\$ 97,000.00	\$ 1,455.00	\$ 1,455.00	\$ 95,545.00	98.50%
01-50-510-481024	Cap Fees-Recycled Water	\$ 281,000.00	\$ 5,888.40	\$ 5,888.40	\$ 275,111.60	97.90%
01-50-510-481030	Cap Fees-Transmission	\$ 314,000.00	\$ 4,704.00	\$ 4,704.00	\$ 309,296.00	98.50%
01-50-510-481036	Cap Fees-Storage	\$ 402,000.00	\$ 6,024.00	\$ 6,024.00	\$ 395,976.00	98.50%
01-50-510-481042	Cap Fees-Booster	\$ 28,000.00	\$ 417.00	\$ 417.00	\$ 27,583.00	98.51%
01-50-510-481048	Cap Fees-Pressure Reducing Stn	\$ 15,000.00	\$ 213.00	\$ 213.00	\$ 14,787.00	98.58%
01-50-510-481054	Cap Fees-Miscellaneous Project	\$ 13,000.00	\$ 186.00	\$ 186.00	\$ 12,814.00	98.57%
01-50-510-481060	Cap Fees-Financing Costs	\$ 61,000.00	\$ 965.69	\$ 965.69	\$ 60,034.31	98.42%
01-50-510-485001	Front Footage Fees	\$ 24,000.00	\$ 15,865.20	\$ 15,865.20	\$ 8,134.80	33.90%
	Non-Operating Revenue	\$ 2,053,000.00	\$ 47,964.29	\$ 47,964.29	\$ 2,005,035.71	97.66%
01-50-510-410100	Sales	\$ 6,072,000.00	\$ 323,443.71	\$ 624,124.11	\$ 5,447,875.89	89.72%
01-50-510-410151	Agricultural Irrigation Sales	\$ 27,000.00	\$ -	\$ 1,306.07	\$ 25,693.93	95.16%
01-50-510-410171	Construction Sales	\$ 93,500.00	\$ 126.36	\$ 3,607.83	\$ 89,892.17	96.14%
01-50-510-413001	Backflow Administration Charge	\$ 69,500.00	\$ 7,270.52	\$ 11,248.56	\$ 58,251.44	83.82%
01-50-510-413011	Fixed Meter Charges	\$ 5,630,500.00	\$ 466,976.93	\$ 934,749.39	\$ 4,695,750.61	83.40%
01-50-510-413021	Meter Fees	\$ 300,000.00	\$ 94,112.00	\$ 94,112.00	\$ 205,888.00	68.63%
01-50-510-415001	SGPWA Importation Charges	\$ 3,783,000.00	\$ 209,563.20	\$ 416,640.96	\$ 3,366,359.04	88.99%
01-50-510-415011	SCE Power Charges	\$ 2,207,000.00	\$ 122,245.20	\$ 243,040.56	\$ 1,963,959.44	88.99%
01-50-510-417001	2nd Notice Charges	\$ 82,000.00	\$ 6,630.00	\$ 13,530.00	\$ 68,470.00	83.50%

Account Number	Description	Budget	Period Amt	End Bal	Variance	% Avail/ Uncollect
01-50-510-417011	3rd Notice Charges	\$ 104,500.00	\$ 9,885.00	\$ 31,695.00	\$ 72,805.00	69.67%
01-50-510-417021	Account Reinstatement Fees	\$ 39,000.00	\$ 5,400.00	\$ 9,200.00	\$ 29,800.00	76.41%
01-50-510-417031	Lien Processing Fees	\$ 12,000.00	\$ -	\$ 1,530.00	\$ 10,470.00	87.25%
01-50-510-417041	Credit Check Processing Fees	\$ 18,500.00	\$ (160.00)	\$ 2,800.00	\$ 15,700.00	84.86%
01-50-510-417051	Return Check Fees	\$ 5,500.00	\$ 225.00	\$ 1,025.00	\$ 4,475.00	81.36%
01-50-510-417061	Customer Damage/Upgrade Charge	\$ 22,500.00	\$ 180.00	\$ 3,060.00	\$ 19,440.00	86.40%
01-50-510-417071	After-Hours Call Out Charges	\$ 3,000.00	\$ 400.00	\$ 500.00	\$ 2,500.00	83.33%
01-50-510-417081	Bench Test Fees (Credits)	\$ 500.00	\$ -	\$ -	\$ 500.00	100.00%
01-50-510-417091	Credit Card Processing Fees	\$ 125,000.00	\$ 6,464.57	\$ 16,532.88	\$ 108,467.12	86.77%
01-50-510-419001	Rebates and Reimbursements	\$ -	\$ -	\$ -	\$ -	0.00%
01-50-510-419011	Development Income	\$ 226,000.00	\$ 13,914.77	\$ 24,463.75	\$ 201,536.25	89.18%
01-50-510-419012	Development Income - GIS	\$ 308,000.00	\$ -	\$ -	\$ 308,000.00	100.00%
01-50-510-419031	Well Maintenance Reimbursement	\$ 162,000.00	\$ 385.65	\$ 1,032.20	\$ 160,967.80	99.36%
01-50-510-419061	Miscellaneous Income	\$ 1,000.00	\$ -	\$ 36,415.02	\$ (35,415.02)	-3541.50%
	Operating Revenue	\$ 19,292,000.00	\$ 1,267,062.91	\$ 2,470,613.33	\$ 16,821,386.67	0.00%
01-50-510-471011	Maint Fees - 13695 Oak Glen Rd	\$ 8,000.00	\$ 584.08	\$ 1,150.60	\$ 6,849.40	85.62%
01-50-510-471021	Maint Fees - 13697 Oak Glen Rd	\$ 9,000.00	\$ 652.16	\$ 1,284.78	\$ 7,715.22	85.72%
01-50-510-471031	Maint Fees - 9781 AveMiravilla	\$ 7,000.00	\$ 542.59	\$ 1,067.81	\$ 5,932.19	84.75%
01-50-510-471111	Utilities - 13695 Oak Glen Rd	\$ 6,000.00	\$ 475.32	\$ 975.84	\$ 5,024.16	83.74%
01-50-510-471121	Utilities - 13697 Oak Glen Rd	\$ 7,000.00	\$ 867.54	\$ 1,701.41	\$ 5,298.59	75.69%
01-50-510-471131	Utilities - 9781 Ave Miravilla	\$ 5,000.00	\$ 548.63	\$ 1,012.80	\$ 3,987.20	79.74%
	Rent/Utilities	\$ 42,000.00	\$ 3,670.32	\$ 7,193.24	\$ 34,806.76	82.87%
	Revenue Total	\$ 23,535,500.00	\$ 1,425,921.43	\$ 2,747,785.57	\$ 20,787,714.43	88.32%

General Ledger

Budget Variance Expense

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Period 02 - 02

Fiscal Year 2024

Beaumont-Cherry Valley Water District

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



Account Number	Description	Budget	Period Amt	End Bal	Variance	Encumbered	% Avail/
10	BOARD OF DIRECTORS						
01-10-110-500101	Board of Directors Fees	\$ 124,500.00	\$ 10,260.00	\$ 12,255.00	\$ 112,245.00	\$ -	90.16%
01-10-110-500115	Social Security	\$ 8,000.00	\$ 636.12	\$ 759.81	\$ 7,240.19	\$ -	90.50%
01-10-110-500120	Medicare	\$ 2,000.00	\$ 148.77	\$ 177.72	\$ 1,822.28	\$ -	91.11%
01-10-110-500125	Health Insurance	\$ 81,500.00	\$ 4,217.37	\$ 6,184.67	\$ 75,315.33	\$ -	92.41%
01-10-110-500140	Life Insurance	\$ 2,500.00	\$ 5.75	\$ 9.71	\$ 2,490.29	\$ -	99.61%
01-10-110-500143	EAP Program	\$ 500.00	\$ 5.73	\$ 15.29	\$ 484.71	\$ -	96.94%
01-10-110-500145	Workers' Compensation	\$ 1,000.00	\$ 74.88	\$ 89.44	\$ 910.56	\$ -	91.06%
01-10-110-500175	Training/Education/Mtgs/Travel	\$ 47,000.00	\$ 647.59	\$ 6,021.56	\$ 40,978.44	\$ -	87.19%
	Board of Directors Personnel	\$ 267,000.00	\$ 15,996.21	\$ 25,513.20	\$ 241,486.80	\$ -	90.44%
01-10-110-550043	Supplies-Other	\$ 1,000.00	\$ 36.33	\$ 36.33	\$ 963.67	\$ -	96.37%
	Board of Directors Materials & Supplies	\$ 1,000.00	\$ 36.33	\$ 36.33	\$ 963.67	\$ -	96.37%
01-10-110-550012	Election Expenses	\$ 12,000.00	\$ -	\$ 6.00	\$ 11,994.00	\$ -	99.95%
01-10-110-550051	Advertising/Legal Notices	\$ 2,500.00	\$ -	\$ -	\$ 2,500.00	\$ -	100.00%
	Board of Directors Services	\$ 14,500.00	\$ -	\$ 6.00	\$ 14,494.00	\$ -	99.96%
	BOARD OF DIRECTORS	\$ 282,500.00	\$ 16,032.54	\$ 25,555.53	\$ 256,944.47	\$ -	90.95%
20	ENGINEERING						
210	Engineering Personnel						
01-20-210-500105	Labor	\$ 516,000.00	\$ 31,199.99	\$ 44,707.56	\$ 471,292.44	\$ -	91.34%
01-20-210-500114	Incentive Pay	\$ 2,500.00	\$ -	\$ -	\$ 2,500.00	\$ -	100.00%
01-20-210-500115	Social Security	\$ 39,000.00	\$ 2,135.21	\$ 2,973.38	\$ 36,026.62	\$ -	92.38%
01-20-210-500120	Medicare	\$ 9,500.00	\$ 499.32	\$ 695.34	\$ 8,804.66	\$ -	92.68%
01-20-210-500125	Health Insurance	\$ 89,500.00	\$ 4,367.59	\$ 9,362.95	\$ 80,137.05	\$ -	89.54%
01-20-210-500140	Life Insurance	\$ 1,000.00	\$ 36.27	\$ 77.43	\$ 922.57	\$ -	92.26%
01-20-210-500143	EAP Program	\$ 500.00	\$ 5.23	\$ 12.90	\$ 487.10	\$ -	97.42%
01-20-210-500145	Workers' Compensation	\$ 5,000.00	\$ 306.92	\$ 427.41	\$ 4,572.59	\$ -	91.45%
01-20-210-500150	Unemployment Insurance	\$ 7,500.00	\$ -	\$ -	\$ 7,500.00	\$ -	100.00%
01-20-210-500155	Retirement/CalPERS	\$ 54,500.00	\$ 3,211.93	\$ 4,068.96	\$ 50,431.04	\$ -	92.53%
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	\$ -	\$ -	\$ 8,000.00	\$ -	100.00%

Account Number	Description	Budget	Period Amt	End Bal	Variance	Encumbered	% Avail/
01-20-210-500180	Accrued Sick Leave Expense	\$ 30,000.00	\$ 485.01	\$ 485.01	\$ 29,514.99	\$ -	98.38%
01-20-210-500185	Accrued Vacation Leave Expense	\$ 25,000.00	\$ 2,725.20	\$ 2,725.20	\$ 22,274.80	\$ -	89.10%
01-20-210-500187	Accrued Leave Payments	\$ 18,500.00	\$ -	\$ -	\$ 18,500.00	\$ -	100.00%
01-20-210-500195	CIP Related Labor	\$ (225,000.00)	\$ -	\$ (3,186.42)	\$ (221,813.58)	\$ -	98.58%
220	Development Services Personnel						
01-20-220-500105	Labor	\$ 73,000.00	\$ 5,720.43	\$ 5,720.43	\$ 67,279.57	\$ -	92.16%
01-20-220-500115	Social Security	\$ 5,500.00	\$ 355.00	\$ 355.00	\$ 5,145.00	\$ -	93.55%
01-20-220-500120	Medicare	\$ 1,500.00	\$ 83.04	\$ 83.04	\$ 1,416.96	\$ -	94.46%
01-20-220-500125	Health Insurance	\$ 19,000.00	\$ 627.77	\$ 627.77	\$ 18,372.23	\$ -	96.70%
01-20-220-500140	Life Insurance	\$ 500.00	\$ 4.89	\$ 4.89	\$ 495.11	\$ -	99.02%
01-20-220-500143	EAP Program	\$ 500.00	\$ 0.50	\$ 0.50	\$ 499.50	\$ -	99.90%
01-20-220-500145	Workers' Compensation	\$ 1,000.00	\$ 51.04	\$ 51.04	\$ 948.96	\$ -	94.90%
01-20-220-500150	Unemployment Insurance	\$ 1,500.00	\$ -	\$ -	\$ 1,500.00	\$ -	100.00%
01-20-220-500155	Retirement/CalPERS	\$ 6,500.00	\$ 485.11	\$ 485.11	\$ 6,014.89	\$ -	92.54%
01-20-220-500180	Accrued Sick Leave Expense	\$ 4,500.00	\$ -	\$ -	\$ 4,500.00	\$ -	100.00%
01-20-220-500185	Accrued Vacation Leave Expense	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00	\$ -	100.00%
	Engineering Personnel	\$ 700,500.00	\$ 52,300.45	\$ 69,677.50	\$ 630,822.50	\$ -	90.05%
01-20-210-540048	Permits, Fees & Licensing	\$ 3,000.00	\$ -	\$ -	\$ 3,000.00	\$ -	100.00%
01-20-210-550029	Administrative Expenses	\$ 5,000.00	\$ 750.00	\$ 750.00	\$ 4,250.00	\$ -	85.00%
01-20-210-550046	Office Equipment	\$ 6,000.00	\$ -	\$ -	\$ 6,000.00	\$ -	100.00%
	Engineering Materials & Supplies	\$ 14,000.00	\$ 750.00	\$ 750.00	\$ 13,250.00	\$ -	94.64%
01-20-210-500190	Temporary Labor	\$ 45,000.00	\$ 7,376.26	\$ 8,929.24	\$ 36,070.76	\$ -	80.16%
01-20-210-540014	Development Reimbursable GIS	\$ 50,000.00	\$ -	\$ -	\$ 50,000.00	\$ -	100.00%
01-20-210-550030	Membership Dues	\$ 2,000.00	\$ -	\$ -	\$ 2,000.00	\$ -	100.00%
01-20-210-550051	Advertising/Legal Notices	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00	\$ -	100.00%
01-20-210-580031	Outside Engineering	\$ 120,000.00	\$ 4,275.00	\$ 13,378.75	\$ 106,621.25	\$ -	88.85%
	Engineering Services	\$ 222,000.00	\$ 11,651.26	\$ 22,307.99	\$ 199,692.01	\$ -	89.95%
Expense Total	ENGINEERING	\$ 936,500.00	\$ 64,701.71	\$ 92,735.49	\$ 843,764.51	\$ -	90.10%
30	FINANCE & ADMINISTRATION						
310	Finance & Administration Personnel						
01-30-310-500105	Labor	\$ 1,031,000.00	\$ 99,245.17	\$ 139,789.65	\$ 891,210.35	\$ -	86.44%
01-30-310-500109	FLSA Overtime	\$ 500.00	\$ -	\$ -	\$ 500.00	\$ -	100.00%
01-30-310-500110	Overtime	\$ 3,000.00	\$ 27.31	\$ 624.50	\$ 2,375.50	\$ -	79.18%
01-30-310-500111	Double Time	\$ 2,500.00	\$ -	\$ -	\$ 2,500.00	\$ -	100.00%
01-30-310-500114	Incentive Pay	\$ 4,000.00	\$ 50.00	\$ 100.00	\$ 3,900.00	\$ -	97.50%
01-30-310-500115	Social Security	\$ 82,500.00	\$ 6,450.19	\$ 9,098.35	\$ 73,401.65	\$ -	88.97%
01-30-310-500120	Medicare	\$ 19,500.00	\$ 1,508.50	\$ 2,127.84	\$ 17,372.16	\$ -	89.09%
01-30-310-500125	Health Insurance	\$ 216,500.00	\$ 11,030.98	\$ 29,658.58	\$ 186,841.42	\$ -	86.30%
01-30-310-500130	CalPERS Health Admin Costs	\$ 3,000.00	\$ 242.28	\$ 495.64	\$ 2,504.36	\$ -	83.48%

Account Number	Description	Budget	Period Amt	End Bal	Variance	Encumbered	% Avail/
01-30-310-500140	Life Insurance	\$ 2,000.00	\$ 92.49	\$ 217.11	\$ 1,782.89	\$ -	89.14%
01-30-310-500143	EAP Program	\$ 500.00	\$ 11.46	\$ 30.66	\$ 469.34	\$ -	93.87%
01-30-310-500145	Workers' Compensation	\$ 9,000.00	\$ 789.59	\$ 1,115.06	\$ 7,884.94	\$ -	87.61%
01-30-310-500150	Unemployment Insurance	\$ 15,500.00	\$ -	\$ -	\$ 15,500.00	\$ -	100.00%
01-30-310-500155	Retirement/CalPERS	\$ 222,000.00	\$ 19,287.58	\$ 30,927.35	\$ 191,072.65	\$ -	86.07%
01-30-310-500161	Estimated Current Year OPEB	\$ 104,000.00	\$ -	\$ -	\$ 104,000.00	\$ -	100.00%
01-30-310-500165	Uniforms and Employee Benefits	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	\$ -	100.00%
01-30-310-500175	Training/Education/Mtgs/Travel	\$ 37,000.00	\$ 11.06	\$ 6,433.35	\$ 30,566.65	\$ -	82.61%
01-30-310-500180	Accrued Sick Leave Expense	\$ 60,000.00	\$ 2,645.72	\$ 2,692.87	\$ 57,307.13	\$ -	95.51%
01-30-310-500185	Accrued Vacation Leave Expense	\$ 98,000.00	\$ 1,951.27	\$ 3,303.17	\$ 94,696.83	\$ -	96.63%
01-30-310-500187	Accrued Leave Payments	\$ 101,500.00	\$ 5,752.03	\$ 6,928.31	\$ 94,571.69	\$ -	93.17%
01-30-310-500195	CIP Related Labor	\$ (8,000.00)	\$ -	\$ -	\$ (8,000.00)	\$ -	100.00%
01-30-310-560000	GASB 68 Pension Expense	\$ 215,000.00	\$ -	\$ -	\$ 215,000.00	\$ -	100.00%
320	Human Resources & Risk Management Personnel						
01-30-320-500105	Labor	\$ 101,000.00	\$ 10,941.60	\$ 14,588.80	\$ 86,411.20	\$ -	85.56%
01-30-320-500114	Incentive Pay	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	\$ -	100.00%
01-30-320-500115	Social Security	\$ 7,000.00	\$ 678.75	\$ 905.00	\$ 6,095.00	\$ -	87.07%
01-30-320-500120	Medicare	\$ 2,000.00	\$ 158.73	\$ 211.64	\$ 1,788.36	\$ -	89.42%
01-30-320-500125	Health Insurance	\$ 27,500.00	\$ 841.13	\$ 1,853.80	\$ 25,646.20	\$ -	93.26%
01-30-320-500140	Life Insurance	\$ 500.00	\$ 11.28	\$ 22.56	\$ 477.44	\$ -	95.49%
01-30-320-500143	EAP Program	\$ 500.00	\$ 1.91	\$ 3.83	\$ 496.17	\$ -	99.23%
01-30-320-500145	Workers' Compensation	\$ 1,000.00	\$ 79.86	\$ 106.48	\$ 893.52	\$ -	89.35%
01-30-320-500150	Unemployment Insurance	\$ 1,500.00	\$ -	\$ -	\$ 1,500.00	\$ -	100.00%
01-30-320-500155	Retirement/CalPERS	\$ 9,000.00	\$ 927.84	\$ 1,237.12	\$ 7,762.88	\$ -	86.25%
01-30-320-500165	Uniforms and Employee Benefits	\$ 200.00	\$ -	\$ -	\$ 200.00	\$ -	100.00%
01-30-320-500175	Training/Education/Mtgs/Travel	\$ 7,000.00	\$ -	\$ -	\$ 7,000.00	\$ -	100.00%
01-30-320-500176	Dist Professional Development	\$ 26,000.00	\$ -	\$ -	\$ 26,000.00	\$ -	100.00%
01-30-320-500177	General Safety Trng & Supplies	\$ 26,900.00	\$ 500.00	\$ 1,000.00	\$ 25,900.00	\$ -	96.28%
01-30-320-500180	Accrued Sick Leave Expense	\$ 6,000.00	\$ -	\$ -	\$ 6,000.00	\$ -	100.00%
01-30-320-500185	Accrued Vacation Leave Expense	\$ 5,500.00	\$ -	\$ -	\$ 5,500.00	\$ -	100.00%
01-30-320-550024	Employment Testing	\$ 4,500.00	\$ 310.64	\$ 1,279.11	\$ 3,220.89	\$ -	71.58%
330	Customer Service Personnel						
01-30-330-500105	Labor	\$ 327,500.00	\$ 30,536.57	\$ 30,536.57	\$ 296,963.43	\$ -	90.68%
01-30-330-500109	FLSA Overtime	\$ 500.00	\$ -	\$ -	\$ 500.00	\$ -	100.00%
01-30-330-500110	Overtime	\$ 8,000.00	\$ 955.50	\$ 955.50	\$ 7,044.50	\$ -	88.06%
01-30-330-500111	Double Time	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	\$ -	100.00%
01-30-330-500114	Incentive Pay	\$ 3,000.00	\$ -	\$ -	\$ 3,000.00	\$ -	100.00%
01-30-330-500115	Social Security	\$ 24,500.00	\$ 1,997.82	\$ 1,997.82	\$ 22,502.18	\$ -	91.85%
01-30-330-500120	Medicare	\$ 6,000.00	\$ 467.22	\$ 467.22	\$ 5,532.78	\$ -	92.21%
01-30-330-500125	Health Insurance	\$ 135,500.00	\$ 7,596.62	\$ 7,596.62	\$ 127,903.38	\$ -	94.39%
01-30-330-500140	Life Insurance	\$ 1,000.00	\$ 32.00	\$ 32.00	\$ 968.00	\$ -	96.80%
01-30-330-500143	EAP Program	\$ 500.00	\$ 7.64	\$ 7.64	\$ 492.36	\$ -	98.47%
01-30-330-500145	Workers' Compensation	\$ 3,000.00	\$ 232.31	\$ 232.31	\$ 2,767.69	\$ -	92.26%

Account Number	Description	Budget	Period Amt	End Bal	Variance	Encumbered	% Avail/
01-30-330-500150	Unemployment Insurance	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00	\$ -	100.00%
01-30-330-500155	Retirement/CalPERS	\$ 37,500.00	\$ 3,634.76	\$ 3,634.76	\$ 33,865.24	\$ -	90.31%
01-30-330-500165	Uniforms and Employee Benefits	\$ 500.00	\$ -	\$ -	\$ 500.00	\$ -	100.00%
01-30-330-500175	Training/Education/Mtgs/Travel	\$ 8,500.00	\$ -	\$ 1,361.57	\$ 7,138.43	\$ -	83.98%
01-30-330-500180	Accrued Sick Leave Expense	\$ 15,500.00	\$ (843.90)	\$ (843.90)	\$ 16,343.90	\$ -	105.44%
01-30-330-500185	Accrued Vacation Leave Expense	\$ 21,000.00	\$ (928.61)	\$ (928.61)	\$ 21,928.61	\$ -	104.42%
01-30-330-500187	Accrued Leave Payments	\$ 20,500.00	\$ -	\$ -	\$ 20,500.00	\$ -	100.00%
	Finance & Administration Personnel	\$ 3,066,100.00	\$ 207,235.30	\$ 299,800.28	\$ 2,766,299.72	\$ -	90.22%
310	Finance & Administration Materials & Supplies						
01-30-310-550006	Cashiering Shortages/Overages	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
01-30-310-550042	Office Supplies	\$ 11,000.00	\$ 482.58	\$ 1,835.42	\$ 9,164.58	\$ -	83.31%
01-30-310-550046	Office Equipment	\$ 5,500.00	\$ -	\$ 284.40	\$ 5,215.60	\$ -	94.83%
01-30-310-550048	Postage	\$ 60,000.00	\$ 146.38	\$ 456.88	\$ 59,543.12	\$ -	99.24%
01-30-310-550066	Subscriptions	\$ 500.00	\$ -	\$ 195.00	\$ 305.00	\$ -	61.00%
01-30-310-550072	Miscellaneous Operating Exp	\$ 500.00	\$ -	\$ -	\$ 500.00	\$ -	100.00%
01-30-310-550078	Bad Debt Expense	\$ 25,000.00	\$ -	\$ -	\$ 25,000.00	\$ -	100.00%
01-30-310-550084	Depreciation	\$ 3,417,000.00	\$ 269,853.69	\$ 539,707.58	\$ 2,877,292.42	\$ -	84.21%
320	Human Resources & Risk Management Materials & Supplies						
01-30-320-550028	District Certification	\$ 6,000.00	\$ -	\$ -	\$ 6,000.00	\$ -	100.00%
01-30-320-550042	Office Supplies	\$ 2,000.00	\$ -	\$ -	\$ 2,000.00	\$ -	100.00%
330	Customer Service Materials & Supplies						
01-30-330-550006	Cashiering Shortages/Overages	\$ 100.00	\$ -	\$ (0.67)	\$ 100.67	\$ -	100.67%
	Finance & Administration Materials & Supplies	\$ 3,527,600.00	\$ 270,482.65	\$ 542,478.61	\$ 2,985,121.39	\$ -	84.62%
310	Finance & Administration Services						
01-30-310-500190	Temporary Labor	\$ 24,000.00	\$ 10,385.63	\$ 22,887.55	\$ 1,112.45	\$ -	4.64%
01-30-310-550001	Bank/Financial Service Fees	\$ 4,000.00	\$ 256.65	\$ 490.99	\$ 3,509.01	\$ -	87.73%
01-30-310-550008	Transaction/Return Fees	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
01-30-310-550010	Transaction/Credit Card Fees	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
01-30-310-550030	Membership Dues	\$ 43,000.00	\$ 2,116.25	\$ 13,562.50	\$ 29,437.50	\$ -	68.46%
01-30-310-550036	Notary and Lien Fees	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
01-30-310-550051	Advertising/Legal Notices	\$ 5,000.00	\$ 472.00	\$ 472.00	\$ 4,528.00	\$ -	90.56%
01-30-310-550054	Property, Auto, General Ins	\$ 170,000.00	\$ 20,340.20	\$ 40,680.40	\$ 129,319.60	\$ -	76.07%
01-30-310-550061	Media Outreach	\$ 10,000.00	\$ -	\$ -	\$ 10,000.00	\$ -	100.00%
01-30-310-580001	Accounting and Audit	\$ 46,000.00	\$ 397.50	\$ 861.25	\$ 45,138.75	\$ -	98.13%
01-30-310-580011	General Legal	\$ 79,000.00	\$ 4,840.00	\$ 4,840.00	\$ 74,160.00	\$ -	93.87%
01-30-310-580036	Other Professional Services	\$ 341,000.00	\$ 8,995.00	\$ 20,868.75	\$ 320,131.25	\$ -	93.88%
320	Human Resources & Risk Management Services						
01-30-320-550025	Employee Retention	\$ 6,000.00	\$ -	\$ -	\$ 6,000.00	\$ -	100.00%
01-30-320-550026	Recruitment Expense	\$ 12,500.00	\$ -	\$ 109.37	\$ 12,390.63	\$ -	99.13%
01-30-320-550030	Membership Dues	\$ 2,000.00	\$ 264.00	\$ 1,018.00	\$ 982.00	\$ -	49.10%
01-30-320-550051	Advertising/Legal Notices	\$ 2,000.00	\$ -	\$ 243.95	\$ 1,756.05	\$ -	87.80%

Account Number	Description	Budget	Period Amt	End Bal	Variance	Encumbered	% Avail/
01-30-320-580036	Other Professional Services	\$ 11,000.00	\$ -	\$ -	\$ 11,000.00	\$ -	100.00%
330	Customer Service Services						
01-30-330-500190	Temporary Labor	\$ 14,500.00	\$ 6,182.40	\$ 13,588.92	\$ 911.08	\$ -	6.28%
01-30-330-550008	Transaction/Return Fees	\$ 1,500.00	\$ 63.18	\$ 141.81	\$ 1,358.19	\$ -	90.55%
01-30-330-550010	Transaction/Credit Card Fees	\$ 125,000.00	\$ 5,584.71	\$ 15,222.74	\$ 109,777.26	\$ -	87.82%
01-30-330-550014	Credit Check Fees	\$ 6,500.00	\$ 343.76	\$ 900.64	\$ 5,599.36	\$ -	86.14%
01-30-330-550030	Membership Dues	\$ 1,500.00	\$ -	\$ 135.00	\$ 1,365.00	\$ -	91.00%
01-30-330-550036	Notary and Lien Fees	\$ 2,500.00	\$ 160.00	\$ 160.00	\$ 2,340.00	\$ -	93.60%
01-30-330-550050	Utility Billing Service	\$ 90,000.00	\$ 7,800.46	\$ 15,062.73	\$ 74,937.27	\$ -	83.26%
	Finance & Administration Services	\$ 997,000.00	\$ 68,201.74	\$ 151,246.60	\$ 845,753.40	\$ -	84.83%
	FINANCE & ADMINISTRATION	\$ 7,590,700.00	\$ 545,919.69	\$ 993,525.49	\$ 6,597,174.51	\$ -	86.91%
35	INFORMATION TECHNOLOGY						
01-35-315-500105	Labor	\$ 169,000.00	\$ 19,269.60	\$ 25,692.80	\$ 143,307.20	\$ -	84.80%
01-35-315-500114	Incentive Pay	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	\$ -	100.00%
01-35-315-500115	Social Security	\$ 14,000.00	\$ 1,195.71	\$ 2,551.30	\$ 11,448.70	\$ -	81.78%
01-35-315-500120	Medicare	\$ 3,500.00	\$ 279.63	\$ 596.66	\$ 2,903.34	\$ -	82.95%
01-35-315-500125	Health Insurance	\$ 27,500.00	\$ 1,967.29	\$ 3,934.58	\$ 23,565.42	\$ -	85.69%
01-35-315-500140	Life Insurance	\$ 500.00	\$ 20.09	\$ 40.18	\$ 459.82	\$ -	91.96%
01-35-315-500143	EAP Program	\$ 500.00	\$ 1.91	\$ 3.83	\$ 496.17	\$ -	99.23%
01-35-315-500145	Workers' Compensation	\$ 1,500.00	\$ 140.67	\$ 187.56	\$ 1,312.44	\$ -	87.50%
01-35-315-500150	Unemployment Insurance	\$ 2,500.00	\$ -	\$ -	\$ 2,500.00	\$ -	100.00%
01-35-315-500155	Retirement/CalPERS	\$ 15,000.00	\$ 1,634.07	\$ 1,653.54	\$ 13,346.46	\$ -	88.98%
01-35-315-500175	Training/Education/Mtgs/Travel	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00	\$ -	100.00%
01-35-315-500180	Accrued Sick Leave Expense	\$ 10,000.00	\$ -	\$ -	\$ 10,000.00	\$ -	100.00%
01-35-315-500185	Accrued Vacation Leave Expense	\$ 18,500.00	\$ -	\$ -	\$ 18,500.00	\$ -	100.00%
01-35-315-500187	Accrued Leave Payments	\$ 20,500.00	\$ -	\$ 15,435.75	\$ 5,064.25	\$ -	24.70%
01-35-315-500195	CIP Related Labor	\$ (33,000.00)	\$ -	\$ -	\$ (33,000.00)	\$ -	100.00%
	Information Technology Personnel	\$ 256,000.00	\$ 24,508.97	\$ 50,096.20	\$ 205,903.80	\$ -	80.43%
01-35-315-550044	Printing/Toner and Maintenance	\$ 30,000.00	\$ 1,852.29	\$ 2,655.96	\$ 27,344.04	\$ -	91.15%
01-35-315-580016	Computer Hardware	\$ 30,000.00	\$ 341.37	\$ 639.66	\$ 29,360.34	\$ -	97.87%
01-35-315-580028	Cybersecurity Soft/Hardware	\$ 58,000.00	\$ 4,310.00	\$ 12,526.00	\$ 45,474.00	\$ -	78.40%
01-35-315-580030	Repair/Purchase Radio Comm Eq	\$ 10,000.00	\$ 4,526.42	\$ 4,545.64	\$ 5,454.36	\$ -	54.54%
	Information Technology Materials & Supplies	\$ 128,000.00	\$ 11,030.08	\$ 20,367.26	\$ 107,632.74	\$ -	84.09%
01-35-315-501511	Telephone/Internet Service	\$ 73,000.00	\$ 6,962.38	\$ 13,916.29	\$ 59,083.71	\$ -	80.94%
01-35-315-501521	Building Alarms and Security	\$ 34,000.00	\$ 910.07	\$ 3,988.63	\$ 30,011.37	\$ -	88.27%
01-35-315-540014	GIS Maintenance and Updates	\$ 10,000.00	\$ -	\$ -	\$ 10,000.00	\$ -	100.00%
01-35-315-550030	Membership Dues	\$ 3,000.00	\$ -	\$ -	\$ 3,000.00	\$ -	100.00%
01-35-315-550058	Cyber Security Liability Ins	\$ 7,500.00	\$ -	\$ -	\$ 7,500.00	\$ -	100.00%
01-35-315-580021	IT/Software Support	\$ 8,000.00	\$ -	\$ -	\$ 8,000.00	\$ -	100.00%

Account Number	Description	Budget	Period Amt	End Bal	Variance	Encumbered	% Avail/
01-35-315-580026	License/Maintenance/Support	\$ 321,000.00	\$ 25,961.38	\$ 66,569.97	\$ 254,430.03	\$ 5,987.20	77.40%
01-35-315-580027	AMR/AMI Annual Support	\$ 163,000.00	\$ -	\$ -	\$ 163,000.00	\$ -	100.00%
	Information Technology Services	\$ 619,500.00	\$ 33,833.83	\$ 84,474.89	\$ 535,025.11	\$ 5,987.20	85.40%
Expense Total	INFORMATION TECHNOLOGY	\$ 1,003,500.00	\$ 69,372.88	\$ 154,938.35	\$ 848,561.65	\$ 5,987.20	83.96%
40	OPERATIONS						
410	Source of Supply Personnel						
01-40-410-500105	Labor	\$ 441,500.00	\$ 43,362.94	\$ 59,887.60	\$ 381,612.40	\$ -	86.44%
01-40-410-500109	FLSA Overtime	\$ 500.00	\$ -	\$ -	\$ 500.00	\$ -	100.00%
01-40-410-500110	Overtime	\$ 20,500.00	\$ 556.66	\$ 556.66	\$ 19,943.34	\$ -	97.28%
01-40-410-500111	Double Time	\$ 7,500.00	\$ -	\$ -	\$ 7,500.00	\$ -	100.00%
01-40-410-500113	Standby/On-Call	\$ 11,000.00	\$ 1,680.00	\$ 2,240.00	\$ 8,760.00	\$ -	79.64%
01-40-410-500114	Incentive Pay	\$ 3,000.00	\$ 100.00	\$ 300.00	\$ 2,700.00	\$ -	90.00%
01-40-410-500115	Social Security	\$ 35,500.00	\$ 3,095.72	\$ 4,396.83	\$ 31,103.17	\$ -	87.61%
01-40-410-500120	Medicare	\$ 8,500.00	\$ 724.01	\$ 1,028.31	\$ 7,471.69	\$ -	87.90%
01-40-410-500125	Health Insurance	\$ 135,500.00	\$ 9,072.45	\$ 21,277.29	\$ 114,222.71	\$ -	84.30%
01-40-410-500140	Life Insurance	\$ 1,000.00	\$ 51.34	\$ 114.34	\$ 885.66	\$ -	88.57%
01-40-410-500143	EAP Program	\$ 500.00	\$ 9.55	\$ 21.07	\$ 478.93	\$ -	95.79%
01-40-410-500145	Workers' Compensation	\$ 18,500.00	\$ 1,908.66	\$ 2,708.23	\$ 15,791.77	\$ -	85.36%
01-40-410-500150	Unemployment Insurance	\$ 31,000.00	\$ -	\$ -	\$ 31,000.00	\$ -	100.00%
01-40-410-500155	Retirement/CalPERS	\$ 140,500.00	\$ 12,308.89	\$ 20,496.12	\$ 120,003.88	\$ -	85.41%
01-40-410-500165	Uniforms and Employee Benefits	\$ 4,000.00	\$ -	\$ -	\$ 4,000.00	\$ -	100.00%
01-40-410-500175	Training/Education/Mtgs/Travel	\$ 4,500.00	\$ 49.99	\$ 49.99	\$ 4,450.01	\$ -	98.89%
01-40-410-500180	Accrued Sick Leave Expense	\$ 20,500.00	\$ 2,495.30	\$ 4,542.76	\$ 15,957.24	\$ -	77.84%
01-40-410-500185	Accrued Vacation Leave Expense	\$ 37,000.00	\$ 5,042.70	\$ 6,662.58	\$ 30,337.42	\$ -	81.99%
01-40-410-500187	Accrued Leave Payments	\$ 27,500.00	\$ -	\$ -	\$ 27,500.00	\$ -	100.00%
01-40-410-500195	CIP Related Labor	\$ (20,000.00)	\$ -	\$ -	\$ (20,000.00)	\$ -	100.00%
430	Gross-Connection/Non-Potable Water Personnel						
01-40-430-500105	Labor	\$ 103,500.00	\$ 9,295.68	\$ 9,295.68	\$ 94,204.32	\$ -	91.02%
01-40-430-500109	FLSA Overtime	\$ 500.00	\$ -	\$ -	\$ 500.00	\$ -	100.00%
01-40-430-500110	Overtime	\$ 6,000.00	\$ -	\$ -	\$ 6,000.00	\$ -	100.00%
01-40-430-500111	Double Time	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	\$ -	100.00%
01-40-430-500114	Incentive Pay	\$ 1,000.00	\$ 50.00	\$ 50.00	\$ 950.00	\$ -	95.00%
01-40-430-500115	Social Security	\$ 8,500.00	\$ 715.20	\$ 715.20	\$ 7,784.80	\$ -	91.59%
01-40-430-500120	Medicare	\$ 2,000.00	\$ 167.27	\$ 167.27	\$ 1,832.73	\$ -	91.64%
01-40-430-500125	Health Insurance	\$ 27,500.00	\$ 2,148.74	\$ 2,148.74	\$ 25,351.26	\$ -	92.19%
01-40-430-500140	Life Insurance	\$ 500.00	\$ 11.66	\$ 11.66	\$ 488.34	\$ -	97.67%
01-40-430-500143	EAP Program	\$ 500.00	\$ 1.91	\$ 1.91	\$ 498.09	\$ -	99.62%
01-40-430-500145	Workers' Compensation	\$ 4,500.00	\$ 442.13	\$ 442.13	\$ 4,057.87	\$ -	90.17%
01-40-430-500150	Unemployment Insurance	\$ 1,500.00	\$ -	\$ -	\$ 1,500.00	\$ -	100.00%
01-40-430-500155	Retirement/CalPERS	\$ 18,500.00	\$ 2,022.63	\$ 2,022.63	\$ 16,477.37	\$ -	89.07%
01-40-430-500165	Uniforms and Employee Benefits	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	\$ -	100.00%

Account Number	Description	Budget	Period Amt	End Bal	Variance	Encumbered	% Avail/
01-40-430-500175	Training/Education/Mtgs/Travel	\$ 1,500.00	\$ -	\$ -	\$ 1,500.00	\$ -	100.00%
01-40-430-500180	Accrued Sick Leave Expense	\$ 5,000.00	\$ 918.68	\$ 918.68	\$ 4,081.32	\$ -	81.63%
01-40-430-500185	Accrued Vacation Leave Expense	\$ 7,500.00	\$ 55.74	\$ 55.74	\$ 7,444.26	\$ -	99.26%
01-40-430-500187	Accrued Leave Payments	\$ 7,000.00	\$ -	\$ -	\$ 7,000.00	\$ -	100.00%
440	Transmission & Distribution Personnel						
01-40-440-500105	Labor	\$ 1,248,500.00	\$ 115,709.65	\$ 151,732.28	\$ 1,096,767.72	\$ -	87.85%
01-40-440-500109	FLSA Overtime	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	\$ -	100.00%
01-40-440-500110	Overtime	\$ 56,000.00	\$ 5,353.71	\$ 6,158.22	\$ 49,841.78	\$ -	89.00%
01-40-440-500111	Double Time	\$ 26,500.00	\$ 823.17	\$ 932.72	\$ 25,567.28	\$ -	96.48%
01-40-440-500113	Standby/On-Call	\$ 23,000.00	\$ 2,940.00	\$ 3,920.00	\$ 19,080.00	\$ -	82.96%
01-40-440-500114	Incentive Pay	\$ 7,000.00	\$ 50.00	\$ 50.00	\$ 6,950.00	\$ -	99.29%
01-40-440-500115	Social Security	\$ 99,000.00	\$ 8,712.65	\$ 10,818.69	\$ 88,181.31	\$ -	89.07%
01-40-440-500120	Medicare	\$ 23,500.00	\$ 1,949.20	\$ 2,530.13	\$ 20,969.87	\$ -	89.23%
01-40-440-500125	Health Insurance	\$ 427,000.00	\$ 20,527.58	\$ 38,596.00	\$ 388,404.00	\$ -	90.96%
01-40-440-500140	Life Insurance	\$ 2,500.00	\$ 131.48	\$ 249.68	\$ 2,250.32	\$ -	90.01%
01-40-440-500143	EAP Program	\$ 1,000.00	\$ 29.71	\$ 56.76	\$ 943.24	\$ -	94.32%
01-40-440-500145	Workers' Compensation	\$ 42,500.00	\$ 4,485.79	\$ 5,815.26	\$ 36,684.74	\$ -	86.32%
01-40-440-500155	Retirement/CalPERS	\$ 225,500.00	\$ 21,285.20	\$ 31,080.44	\$ 194,419.56	\$ -	86.22%
01-40-440-500165	Uniforms and Employee Benefits	\$ 16,000.00	\$ 387.87	\$ 562.55	\$ 15,437.45	\$ -	96.48%
01-40-440-500175	Training/Education/Mtgs/Travel	\$ 22,000.00	\$ 1,831.74	\$ 20,468.74	\$ 1,531.26	\$ -	6.96%
01-40-440-500180	Accrued Sick Leave Expense	\$ 65,500.00	\$ 3,526.89	\$ 4,087.95	\$ 61,412.05	\$ -	93.76%
01-40-440-500185	Accrued Vacation Leave Expense	\$ 92,000.00	\$ 2,475.56	\$ 4,359.71	\$ 87,640.29	\$ -	95.28%
01-40-440-500187	Accrued Leave Payments	\$ 79,000.00	\$ 1,040.40	\$ 1,040.40	\$ 77,959.60	\$ -	98.68%
01-40-440-500195	CIP Related Labor	\$ (40,000.00)	\$ -	\$ -	\$ (40,000.00)	\$ -	100.00%
450	Inspections Personnel						
01-40-450-500105	Labor	\$ 71,000.00	\$ -	\$ 580.36	\$ 70,419.64	\$ -	99.18%
01-40-450-500110	Overtime	\$ 12,000.00	\$ -	\$ -	\$ 12,000.00	\$ -	100.00%
01-40-450-500111	Double Time	\$ 4,500.00	\$ -	\$ -	\$ 4,500.00	\$ -	100.00%
01-40-450-500113	Standby/On-Call	\$ 3,000.00	\$ -	\$ -	\$ 3,000.00	\$ -	100.00%
01-40-450-500115	Social Security	\$ 6,000.00	\$ -	\$ 36.02	\$ 5,963.98	\$ -	99.40%
01-40-450-500120	Medicare	\$ 1,500.00	\$ -	\$ 8.43	\$ 1,491.57	\$ -	99.44%
01-40-450-500125	Health Insurance	\$ 23,500.00	\$ -	\$ 368.18	\$ 23,131.82	\$ -	98.43%
01-40-450-500140	Life Insurance	\$ 500.00	\$ -	\$ 1.30	\$ 498.70	\$ -	99.74%
01-40-450-500143	EAP Program	\$ 500.00	\$ -	\$ 0.35	\$ 499.65	\$ -	99.93%
01-40-450-500145	Workers' Compensation	\$ 3,000.00	\$ -	\$ 21.93	\$ 2,978.07	\$ -	99.27%
01-40-450-500155	Retirement/CalPERS	\$ 13,000.00	\$ -	\$ 49.21	\$ 12,950.79	\$ -	99.62%
460	Customer Svc & Meter Reading Personnel						
01-40-460-500105	Labor	\$ 157,500.00	\$ 22,664.37	\$ 28,247.56	\$ 129,252.44	\$ -	82.07%
01-40-460-500109	FLSA Overtime	\$ 500.00	\$ -	\$ -	\$ 500.00	\$ -	100.00%
01-40-460-500110	Overtime	\$ 1,000.00	\$ 83.84	\$ 128.27	\$ 871.73	\$ -	87.17%
01-40-460-500111	Double Time	\$ 500.00	\$ -	\$ -	\$ 500.00	\$ -	100.00%
01-40-460-500113	Standby/On-Call	\$ 4,000.00	\$ -	\$ -	\$ 4,000.00	\$ -	100.00%
01-40-460-500114	Incentive Pay	\$ 1,500.00	\$ -	\$ -	\$ 1,500.00	\$ -	100.00%

Account Number	Description	Budget	Period Amt	End Bal	Variance	Encumbered	% Avail/
01-40-460-500115	Social Security	\$ 12,500.00	\$ 1,460.86	\$ 1,904.94	\$ 10,595.06	\$ -	84.76%
01-40-460-500120	Medicare	\$ 3,000.00	\$ 341.67	\$ 445.53	\$ 2,554.47	\$ -	85.15%
01-40-460-500125	Health Insurance	\$ 54,500.00	\$ 4,407.11	\$ 9,481.37	\$ 45,018.63	\$ -	82.60%
01-40-460-500140	Life Insurance	\$ 500.00	\$ 16.19	\$ 46.19	\$ 453.81	\$ -	90.76%
01-40-460-500143	EAP Program	\$ 500.00	\$ 3.66	\$ 10.71	\$ 489.29	\$ -	97.86%
01-40-460-500145	Workers' Compensation	\$ 7,000.00	\$ 902.33	\$ 1,174.16	\$ 5,825.84	\$ -	83.23%
01-40-460-500155	Retirement/CalPERS	\$ 51,500.00	\$ 5,696.72	\$ 8,481.63	\$ 43,018.37	\$ -	83.53%
01-40-460-500165	Uniforms and Employee Benefits	\$ 3,000.00	\$ -	\$ -	\$ 3,000.00	\$ -	100.00%
01-40-460-500175	Training/Education/Mtgs/Travel	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	\$ -	100.00%
01-40-460-500180	Accrued Sick Leave Expense	\$ 7,500.00	\$ 417.90	\$ 417.90	\$ 7,082.10	\$ -	94.43%
01-40-460-500185	Accrued Vacation Leave Expense	\$ 11,500.00	\$ (17.01)	\$ 1,160.49	\$ 10,339.51	\$ -	89.91%
01-40-460-500187	Accrued Leave Payments	\$ 15,000.00	\$ -	\$ 346.80	\$ 14,653.20	\$ -	97.69%
01-40-460-500195	CIP Related Labor	\$ (41,000.00)	\$ (6,447.01)	\$ (8,510.92)	\$ (32,489.08)	\$ -	79.24%
470	Maintenance & General Plant Personnel						
01-40-470-500105	Labor	\$ 163,000.00	\$ 17,123.50	\$ 23,786.10	\$ 139,213.90	\$ -	85.41%
01-40-470-500109	FLSA Overtime	\$ 500.00	\$ -	\$ -	\$ 500.00	\$ -	100.00%
01-40-470-500110	Overtime	\$ 3,000.00	\$ -	\$ -	\$ 3,000.00	\$ -	100.00%
01-40-470-500111	Double Time	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	\$ -	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	\$ 12,000.00	\$ 1,215.85	\$ 1,633.81	\$ 10,366.19	\$ -	86.38%
01-40-470-500120	Medicare	\$ 3,000.00	\$ 284.36	\$ 382.10	\$ 2,617.90	\$ -	87.26%
01-40-470-500125	Health Insurance	\$ 63,500.00	\$ 3,923.84	\$ 7,446.72	\$ 56,053.28	\$ -	88.27%
01-40-470-500140	Life Insurance	\$ 500.00	\$ 17.11	\$ 32.39	\$ 467.61	\$ -	93.52%
01-40-470-500143	EAP Program	\$ 500.00	\$ 4.83	\$ 8.78	\$ 491.22	\$ -	98.24%
01-40-470-500145	Workers' Compensation	\$ 7,000.00	\$ 743.59	\$ 1,001.72	\$ 5,998.28	\$ -	85.69%
01-40-470-500155	Retirement/CalPERS	\$ 15,000.00	\$ 1,875.47	\$ 2,324.21	\$ 12,675.79	\$ -	84.51%
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	\$ 7,000.00	\$ 1,269.89	\$ 1,342.85	\$ 5,657.15	\$ -	80.82%
01-40-470-500185	Accrued Vacation Expenses	\$ 7,500.00	\$ 1,210.96	\$ 1,210.96	\$ 6,289.04	\$ -	83.85%
01-40-470-500187	Accrued Leave Payments	\$ 4,500.00	\$ -	\$ -	\$ 4,500.00	\$ -	100.00%
	Operations Personnel	\$ 4,269,000.00	\$ 344,748.48	\$ 506,141.00	\$ 3,762,859.00	\$ -	88.14%
410	Source of Supply Materials & Supplies						
01-40-410-501101	Electricity - Wells	\$ 2,750,000.00	\$ 130,518.63	\$ 260,467.24	\$ 2,489,532.76	\$ -	90.53%
01-40-410-501201	Gas - Wells	\$ 1,000.00	\$ 15.78	\$ 30.08	\$ 969.92	\$ -	96.99%
01-40-410-510011	Treatment and Chemicals	\$ 170,000.00	\$ 18,480.00	\$ 18,480.00	\$ 151,520.00	\$ -	89.13%
01-40-410-510021	Lab Testing	\$ 80,000.00	\$ 5,940.22	\$ 14,464.40	\$ 65,535.60	\$ -	81.92%
01-40-410-510031	Small Tools, Parts, & Maint	\$ 5,000.00	\$ 121.36	\$ 614.08	\$ 4,385.92	\$ -	87.72%
01-40-410-520021	Maint & Repair-Telemetry	\$ 5,000.00	\$ -	\$ 109.60	\$ 4,890.40	\$ -	97.81%
01-40-410-520061	Maint & Repair-Pumping Equip	\$ 200,000.00	\$ 247.33	\$ 980.54	\$ 199,019.46	\$ -	99.51%
01-40-410-550066	Subscriptions	\$ 1,500.00	\$ -	\$ 362.00	\$ 1,138.00	\$ -	75.87%

Account Number	Description	Budget	Period Amt	End Bal	Variance	Encumbered	% Avail/
430	Cross-Connection/Non-Potable Water Materials & Supplies						
01-40-430-510031	Small Tools Parts & Maint	\$ 2,000.00	\$ 46.20	\$ 431.94	\$ 1,568.06	\$ -	78.40%
01-40-430-540001	Backflow Maintenance	\$ 13,000.00	\$ -	\$ -	\$ 13,000.00	\$ -	100.00%
01-40-430-550066	Subscriptions	\$ 2,000.00	\$ -	\$ 1,150.00	\$ 850.00	\$ -	42.50%
440	Transmission & Distribution Materials & Supplies						
01-40-440-500178	General Safety Supplies	\$ 13,000.00	\$ 371.44	\$ 761.08	\$ 12,238.92	\$ -	94.15%
01-40-440-510031	Small Tools, Parts, & Maint	\$ 22,000.00	\$ 1,507.60	\$ 1,997.39	\$ 20,002.61	\$ -	90.92%
01-40-440-520071	Maint & Repair-Pipeline/FireHy	\$ 145,000.00	\$ -	\$ 668.00	\$ 144,332.00	\$ -	99.54%
01-40-440-520081	Maint & Repair-Hydraulic Valve	\$ 35,000.00	\$ -	\$ -	\$ 35,000.00	\$ -	100.00%
01-40-440-530001	Minor Capital Acquisitions	\$ 30,000.00	\$ -	\$ -	\$ 30,000.00	\$ -	100.00%
01-40-440-540024	Inventory Adjustments	\$ 64,000.00	\$ 51,157.64	\$ 51,157.64	\$ 12,842.36	\$ -	20.07%
01-40-440-540036	Line Locates	\$ 4,000.00	\$ 269.00	\$ 445.25	\$ 3,554.75	\$ -	88.87%
01-40-440-540042	Meters Maintenance & Services	\$ 170,000.00	\$ 1,096.45	\$ 2,834.52	\$ 167,165.48	\$ -	98.33%
01-40-440-540078	Reservoir Maintenance	\$ 52,000.00	\$ -	\$ 354.97	\$ 51,645.03	\$ -	99.32%
470	Maintenance & General Plant Materials & Supplies						
01-40-470-501111	Electricity -560 Magnolia Ave	\$ 40,000.00	\$ 2,088.69	\$ 4,437.29	\$ 35,562.71	\$ -	88.91%
01-40-470-501121	Electricity -12303 Oak Glen Rd	\$ 5,400.00	\$ 17.75	\$ 38.53	\$ 5,361.47	\$ -	99.29%
01-40-470-501131	Electricity -13695 Oak Glen Rd	\$ 3,250.00	\$ 236.94	\$ 489.51	\$ 2,760.49	\$ -	84.94%
01-40-470-501141	Electricity -13697 Oak Glen Rd	\$ 3,250.00	\$ 238.14	\$ 508.05	\$ 2,741.95	\$ -	84.37%
01-40-470-501151	Electricity -9781 AveMiravilla	\$ 2,200.00	\$ 159.83	\$ 350.91	\$ 1,849.09	\$ -	84.05%
01-40-470-501161	Electricity -815 E 12th St	\$ 14,000.00	\$ 651.08	\$ 1,161.90	\$ 12,838.10	\$ -	91.70%
01-40-470-501171	Electricity -851 E 6th St	\$ 5,400.00	\$ 222.29	\$ 423.48	\$ 4,976.52	\$ -	92.16%
01-40-470-501321	Propane -12303 Oak Glen Rd	\$ 2,000.00	\$ -	\$ -	\$ 2,000.00	\$ -	100.00%
01-40-470-501331	Propane -13695 Oak Glen Rd	\$ 3,000.00	\$ 238.38	\$ 486.33	\$ 2,513.67	\$ -	83.79%
01-40-470-501341	Propane -13697 Oak Glen Rd	\$ 4,000.00	\$ 629.40	\$ 1,193.36	\$ 2,806.64	\$ -	70.17%
01-40-470-501351	Propane -9781 AveMiravilla	\$ 2,000.00	\$ 388.80	\$ 661.89	\$ 1,338.11	\$ -	66.91%
01-40-470-501411	Sanitation -560 Magnolia Ave	\$ 5,500.00	\$ 687.90	\$ 921.62	\$ 4,578.38	\$ -	83.24%
01-40-470-501461	Sanitation -815 E 12th Ave	\$ 7,700.00	\$ 512.99	\$ 1,087.99	\$ 6,612.01	\$ -	85.87%
01-40-470-501471	Sanitation -11083 Cherry Ave	\$ 8,500.00	\$ 310.41	\$ 620.82	\$ 7,879.18	\$ -	92.70%
01-40-470-501481	Sanitation - 39500 Brookside	\$ 8,000.00	\$ 408.87	\$ 817.74	\$ 7,182.26	\$ -	89.78%
01-40-470-501600	Property Maintenance & Repairs	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00	\$ -	100.00%
01-40-470-501611	Maint & Repair-560 Magnolia	\$ 66,000.00	\$ 3,707.30	\$ 5,004.94	\$ 60,995.06	\$ -	92.42%
01-40-470-501621	Maint & Repair-12303 Oak Glen	\$ 30,000.00	\$ 12.92	\$ 12.92	\$ 29,987.08	\$ -	99.96%
01-40-470-501631	Maint & Repair-13695 Oak Glen	\$ 6,000.00	\$ 987.18	\$ 987.18	\$ 5,012.82	\$ -	83.55%
01-40-470-501641	Maint & Repair-13697 Oak Glen	\$ 7,000.00	\$ -	\$ -	\$ 7,000.00	\$ -	100.00%
01-40-470-501651	Maint & Repair-9781 Avenida	\$ 7,000.00	\$ 110.00	\$ 270.00	\$ 6,730.00	\$ -	96.14%
01-40-470-501661	Maint & Repair-815 E 12th St	\$ 44,000.00	\$ 1,534.44	\$ 2,197.89	\$ 41,802.11	\$ -	95.00%
01-40-470-501671	Maint & Repair-851 E 6th St	\$ 5,000.00	\$ 432.52	\$ 788.47	\$ 4,211.53	\$ -	84.23%
01-40-470-501681	Maint & Repair-39500 Brookside	\$ 5,000.00	\$ 177.00	\$ 212.54	\$ 4,787.46	\$ -	95.75%
01-40-470-501691	Maint & Repair-Buildings(Gen)	\$ 80,000.00	\$ 27.02	\$ 1,715.68	\$ 78,284.32	\$ -	97.86%
01-40-470-510001	Auto/Fuel	\$ 160,000.00	\$ 8,635.11	\$ 17,469.38	\$ 142,530.62	\$ -	89.08%
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	\$ 1,305.00	\$ 1,305.00	\$ 16,695.00	\$ -	92.75%

Account Number	Description	Budget	Period Amt	End Bal	Variance	Encumbered	% Avail/
01-40-470-520031	Maint & Repair-General Equip	\$ 60,000.00	\$ 650.49	\$ 7,587.63	\$ 52,412.37	\$ 6,418.55	76.66%
01-40-470-520041	Maintenance & Repair-Fleet	\$ 80,000.00	\$ 7,703.58	\$ 11,157.72	\$ 68,842.28	\$ -	86.05%
01-40-470-520051	Maintenance & Repair-Paving	\$ 120,000.00	\$ 16,533.00	\$ 19,215.01	\$ 100,784.99	\$ -	83.99%
01-40-470-520053	Maint & Repair-Paving-Beaumont	\$ 400,000.00	\$ -	\$ -	\$ 400,000.00	\$ -	100.00%
01-40-470-540052	Encroachment Permits	\$ 40,000.00	\$ 2,168.60	\$ 2,168.60	\$ 37,831.40	\$ -	94.58%
	Operations Materials & Supplies	\$ 5,001,700.00	\$ 260,547.28	\$ 438,601.11	\$ 4,563,098.89	\$ 6,418.55	91.10%
410	Source of Supply Services						
01-40-410-500051	State Project Water Purchases	\$ 4,469,000.00	\$ 175,959.00	\$ 175,959.00	\$ 4,293,041.00	\$ -	96.06%
01-40-410-540084	Regulations Mandates & Tariffs	\$ 150,000.00	\$ 7,858.38	\$ 32,901.36	\$ 117,098.64	\$ -	78.07%
430	Cross-Connection/Non-Potable Water Services						
01-40-430-550051	Advertising/Legal Notices	\$ 500.00	\$ -	\$ -	\$ 500.00	\$ -	100.00%
440	Transmission & Distribution Services						
01-40-440-550051	Advertising/Legal Notices	\$ 5,000.00	\$ -	\$ 701.20	\$ 4,298.80	\$ -	85.98%
470	Maintenance & General Plant Services						
01-40-470-540030	Landscape Maintenance	\$ 82,000.00	\$ 157.88	\$ 433.31	\$ 81,566.69	\$ -	99.47%
01-40-470-540072	NCRF, Canyons, & Pond Maint	\$ 185,000.00	\$ 2,206.79	\$ 4,047.47	\$ 180,952.53	\$ -	97.81%
	Operations Services	\$ 4,891,500.00	\$ 186,182.05	\$ 214,042.34	\$ 4,677,457.66	\$ -	95.62%
Expense Total	OPERATIONS	\$ 14,162,200.00	\$ 791,477.81	\$ 1,158,784.45	\$ 13,003,415.55	\$ 6,418.55	91.77%
50	GENERAL						
01-50-510-500112	Stipend-Association Mtg Attend	\$ 1,000.00	\$ 150.00	\$ 150.00	\$ 850.00	\$ -	85.00%
	Personnel	\$ 1,000.00	\$ 150.00	\$ 150.00	\$ 850.00	\$ -	85.00%
01-50-510-502001	Rents/Leases	\$ 35,000.00	\$ 2,480.00	\$ 4,960.00	\$ 30,040.00	\$ -	85.83%
01-50-510-510031	Small Tools, Parts, & Maint	\$ 1,000.00	\$ 25.85	\$ 25.85	\$ 974.15	\$ -	97.42%
01-50-510-540066	Property Damage and Theft	\$ 27,000.00	\$ -	\$ -	\$ 27,000.00	\$ -	100.00%
01-50-510-550040	General Supplies	\$ 18,000.00	\$ 338.82	\$ 1,598.71	\$ 16,401.29	\$ -	91.12%
01-50-510-550060	Public Ed/Community Outreach	\$ 12,500.00	\$ -	\$ 553.37	\$ 11,946.63	\$ -	95.57%
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	\$ -	\$ -	\$ 11,000.00	\$ -	100.00%
	General Materials & Supplies	\$ 105,500.00	\$ 2,844.67	\$ 7,137.93	\$ 98,362.07	\$ -	93.23%
01-50-510-550096	Beaumont Basin Watermaster	\$ 127,000.00	\$ 5,063.50	\$ 7,127.00	\$ 119,873.00	\$ -	94.39%
01-50-510-550097	SAWPA Basin Monitoring Program	\$ 30,000.00	\$ 2,422.58	\$ 4,845.16	\$ 25,154.84	\$ -	83.85%
	General Services	\$ 157,000.00	\$ 7,486.08	\$ 11,972.16	\$ 145,027.84	\$ -	92.37%
Expense Total	GENERAL	\$ 263,500.00	\$ 10,480.75	\$ 19,260.09	\$ 244,239.91	\$ -	92.69%
Expense Total	ALL EXPENSES	\$ 24,238,900.00	\$ 1,497,985.38	\$ 2,444,799.40	\$ 21,794,100.60	\$ 12,405.75	89.86%



**Beaumont-Cherry Valley Water District
Board of Directors Regular Meeting
April 10, 2024**

Item 3b

STAFF REPORT

TO: Board of Directors
FROM: Dan Jagers, General Manager
SUBJECT: February 29, 2024 Cash Balance and Investment Report

Staff Recommendation

Approve the February 29, 2024, Cash Balance and Investment Report.

Summary

Attached is the Cash and Investment Report as of February 29, 2024. The District's total invested cash and marketable securities have a market value of \$83,733,068.26.

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 443 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. February 29, 2024, Cash Balance and Investment Report
2. Local Agency Investment Fund February 2024 Statement
3. Chandler Asset Management Portfolio Summary as of February 29, 2024
4. Chandler Asset Management Statement of Compliance as of February 29, 2024
5. Chandler Asset Management Holdings Report as of February 29, 2024
6. Chandler Asset Management Income Earned Report as of February 29, 2024

Staff Report prepared by William Clayton, Finance Manager



Beaumont-Cherry Valley Water District
Cash Balance & Investment Report ⁽¹⁾
As of February 29, 2024

Account Name	Wells Fargo	Account Ending #	Cash Balance Per Account Balance	Prior Month Balance	Difference
General	4152		\$1,831,492.67	\$1,866,763.53	(\$35,270.86)
Total Cash			\$ 1,831,492.67	\$ 1,866,763.53	\$ (35,270.86)

Investment Summary

Account Name	Market Value	Prior Month Balance	Difference	Actual % of Total	Rate	Current Period Income	Income Year-to-Date
Ca. State Treasurer's Office: Local Agency Investment Fund	\$43,526,431.95	\$43,526,431.95	\$0.00	53%	4.22%	\$0.00	\$0.00
CalTRUST Short Term Fund	\$0.00	\$0.00	\$0.00	0%	5.41%	\$0.00	\$0.00
Chandler Investment Services	\$38,375,143.64 ⁽²⁾	\$38,466,081.78 ⁽³⁾	(\$90,938.14)	47%	4.95%	\$115,134.84	\$233,172.09
Total Investments	\$81,901,575.59	\$81,992,513.73	(\$90,938.14)				\$233,172.09

Total Cash & Investments \$ 83,733,068.26 \$ 83,859,277.26 \$ (126,209.00)

Account Name	Book Value	Prior Month Balance	Difference
Chandler Investment Services	\$38,532,261.01 ⁽²⁾	\$38,424,654.59 ⁽³⁾	\$107,606.42
Book - MV	\$157,117.37	(\$41,427.19)	\$107,606.42

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

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

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

⁽¹⁾ 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.
⁽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⁾ Market Value and Book Value reported in the January 31, 2024 Cash Balance Report was \$38,462,936.15, and \$38,428,273.31, respectively. Beginning in February 2024, Chandler Asset Management converted its accounting and tracking system, which resulted in immaterial adjustments due to different calculation methods between the old and new accounting systems.
⁽⁴⁾ Income Year-to-Date is based on Income Earned for each reporting period in total prior to the application of bank fees.
⁽⁵⁾ Redemption of full investment March 2022.

California State Treasurer
Fiona Ma, CPA



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

March 03, 2024

[LAIF Home](#)
[PMIA Average Monthly Yields](#)

BEAUMONT-CHERRY VALLEY WATER DISTRICT

TREASURER
P.O. BOX 2037
BEAUMONT, CA 92223

[Tran Type Definitions](#)


February 2024 Statement

Account Summary

Total Deposit:	0.00	Beginning Balance:	43,526,431.95
Total Withdrawal:	0.00	Ending Balance:	43,526,431.95

PORTFOLIO SUMMARY



Beaumont-Cherry Valley Water District | [REDACTED] | As of February 29, 2024

Portfolio Characteristics

Average Modified Duration	1.72
Average Coupon	3.01%
Average Purchase YTM	3.79%
Average Market YTM	4.95%
Average Quality	AA
Average Final Maturity	1.97
Average Life	1.86

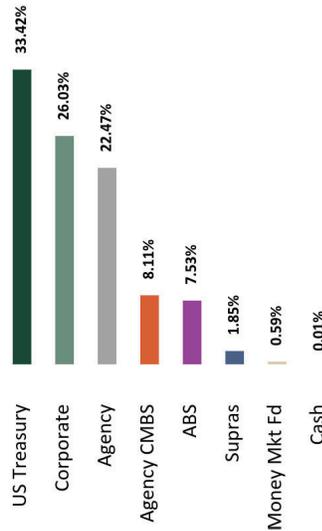
Account Summary

	Beg. Values as of 02/01/2024	End Values as of 02/29/2024
Market Value	38,203,788.42	38,110,755.46
Accrued Interest	262,293.36	264,388.18
Total Market Value	38,466,081.78	38,375,143.64
Income Earned	117,799.30	117,048.54
Cont/WD	0.00	0.00
Par	38,836,924.95	38,932,561.51
Book Value	38,424,654.59	38,532,261.01
Cost Value	38,020,960.90	38,106,991.54

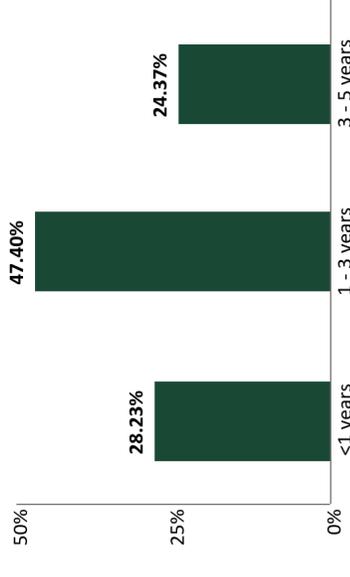
Top Issuers

United States	33.42%
Farm Credit System	13.15%
FHLMC	8.11%
Federal Home Loan Banks	8.09%
American Express Company	1.58%
FNMA	1.23%
PACCAR Inc	1.23%
Cisco Systems, Inc.	1.19%

Sector Allocation



Maturity Distribution



Credit Quality



*See Footnote

Performance Review

Total Rate of Return	1M	3M	YTD	1YR	2YRS	3YRS	5YRS	10YRS	Since Inception (04/01/22)
Beaumont-Cherry Valley WD	(0.23%)	1.31%	0.19%	4.77%	--	--	--	--	2.33%
Benchmark Return*	(0.41%)	1.09%	(0.03%)	4.27%	--	--	--	--	1.47%

*Periods over 1 year are annualized.

Benchmark: ICE BofA 1-3 Year US Treasury Index Secondary Benchmark:

The credit quality is a weighted average calculation of the highest of S&P, Moody's and Fitch

Execution Time: 03/05/2024 09:56:29 PM

Chandler Asset Management | info@chandlerasset.com | www.chandlerasset.com | 800.317.4747

CONFIDENTIAL | 2



Statement of Compliance

As of February 29, 2024

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	Complies
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.	Complies
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)	Complies
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.	Complies
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.	Complies
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	Complies
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.	Complies
Certificate of Deposit Placement Service (CDARS)	50% max (combined with Negotiable Certificates of Deposit)	Complies
Collateralized Bank Deposits	Deposits with financial institutions will be collateralized with pledged securities per California Government Code	Complies
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.	Complies
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	Complies
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	Complies
Local Agency Investment Fund (LAIF)	Maximum amount permitted by LAIF; Not used by investment adviser	Complies

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")	Complies
Repurchase Agreements	10% max; 102% Collateralized; 1 year max maturity; Not used by investment adviser	Complies
Max Per Issuer	5% max per issuer, except U.S. Treasuries, Federal Agency securities, LGIPs, and LAIF	Complies
Maximum Maturity	5 years maximum maturity	Complies



HOLDINGS REPORT

Beaumont-Cherry Valley Water District | [REDACTED] | As of February 29, 2024

Cusip	Security Description	Par Value/ Units	Purchase Date Purchase Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody's/ S&P Fitch	Maturity Duration
ABS									
02582JUR2	AMXCA 2021-1 A 0.9 1.1/15/2024	386,000.00	-- 3.20%	364,484.53 374,841.81	96.88 5.45%	373,939.66 154.40	0.98% (902.15)	Aaa/NA AAA	0.71 1.15
43813GAC5	HAROT 2021-1 A3 0.27 04/21/2025	25,685.93	-- 2.53%	25,101.22 25,500.43	99.25 5.17%	25,492.55 1.93	0.07% (7.87)	Aaa/NA AAA	1.14 0.21
02582JIT8	AMXCA 2022-2 A 3.39 05/15/2025	235,000.00	05/17/2022 3.42%	234,948.02 234,969.65	97.85 5.28%	229,952.62 354.07	0.60% (5,017.02)	NA/AAA AAA	1.21 1.60
36266FAC3	GMALT 2022-2 A3 3.42 06/20/2025	78,865.68	05/03/2022 3.45%	78,857.46 78,862.61	99.57 6.03%	78,526.50 82.41	0.21% (336.12)	NA/AAA AAA	1.31 0.22
44933LAC7	HART 2021-A A3 0.38 09/15/2025	55,052.96	04/25/2022 3.03%	53,487.40 54,457.42	99.01 5.21%	54,509.96 9.30	0.14% 52.54	NA/AAA AAA	1.54 0.30
05593AAC3	BMWLT 2023-1 A3 5.16 11/25/2025	50,000.00	02/07/2023 5.43%	49,998.81 49,999.26	99.76 5.72%	49,881.88 43.00	0.13% (117.37)	Aaa/AAA NA	1.74 0.72
44934KAC8	HART 2021-B A3 0.38 01/15/2026	14,566.26	05/19/2022 3.60%	14,008.64 14,312.85	98.30 5.53%	14,318.23 2.46	0.04% 5.37	NA/AAA AAA	1.88 0.52
47789OAC4	JDOT 2021-B A3 0.52 03/16/2026	58,137.28	05/02/2022 3.81%	55,094.16 56,649.30	97.50 5.43%	56,682.79 13.44	0.15% 33.49	Aaa/NA AAA	2.04 0.56
89238JAC9	TAOT 2021-D A3 0.71 04/15/2026	24,905.17	12/14/2022 5.27%	23,454.64 23,987.29	97.43 5.42%	24,264.71 7.86	0.06% 277.42	NA/AAA AAA	2.13 0.74
43815PAC3	HAROT 2022-2 A3 3.73 07/20/2026	50,000.00	08/15/2022 3.87%	49,997.02 49,998.39	98.53 5.46%	49,266.87 67.35	0.13% (731.52)	NA/AAA AAA	2.39 1.12
89238FAD5	TAOT 2022-B A3 2.93 09/15/2026	192,712.85	-- 3.31%	191,347.36 191,970.42	98.28 5.29%	189,395.84 250.96	0.50% (2,574.59)	Aaa/AAA NA	2.54 0.99
362585AC5	GMCAR 2022-2 A3 3.1 02/16/2027	38,551.60	04/05/2022 3.16%	38,523.55 38,527.72	98.15 5.43%	37,820.46 49.77	0.10% (707.26)	Aaa/AAA NA	2.97 1.14
47800AAC4	JDOT 2022-B A3 3.74 02/16/2027	115,000.00	07/12/2022 3.77%	114,989.02 114,993.79	98.42 5.17%	113,180.14 191.16	0.30% (1,813.66)	Aaa/NA AAA	2.97 1.13
89231CAD9	TAOT 2022-C A3 3.76 04/15/2027	140,000.00	08/08/2022 3.80%	139,976.61 139,984.89	98.29 5.33%	137,608.93 233.96	0.36% (2,375.97)	NA/AAA AAA	3.13 1.53
36265WAD5	GMCAR 2022-3 A3 3.64 04/16/2027	55,000.00	07/06/2022 3.93%	54,999.62 54,999.79	98.39 5.32%	54,114.12 83.42	0.14% (885.67)	Aaa/NA AAA	3.13 1.43
43815JAC7	HAROT 2023-1 A3 5.04 04/21/2027	50,000.00	02/16/2023 5.09%	49,990.71 49,992.98	99.77 5.26%	49,886.11 70.00	0.13% (106.87)	Aaa/NA AAA	3.14 1.78
92348KAA1	VZMT 2021-1 A 0.5 05/20/2027	300,000.00	10/21/2022 5.37%	279,093.75 285,876.66	98.91 5.51%	296,729.82 45.83	0.78% 10,853.16	Aaa/AAA AAA	3.22 0.87

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Cusip	Security Description	Par Value/ Units	Purchase Date Purchase Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody's/ S&P Fitch	Maturity Duration
47800BAC2	JDOT 2022-C A3 5.09 06/15/2027	210,000.00	10/12/2022 3.29%	209,983.70 209,989.12	99.63 5.42%	209,219.89 475.07	0.55% (769.23)	Aaa/NA AAA	3.29 1.41
58770AAC7	MBART 2023-1 A3 4.51 11/15/2027	125,000.00	01/18/2023 4.56%	124,985.00 124,988.43	99.01 5.25%	123,762.35 250.56	0.32% (1,226.08)	NA/AAA AAA	3.71 1.94
437918AC9	HAROT 2024-1 A3 5.21 08/15/2028	290,000.00	02/13/2024 5.27%	289,987.39 289,987.46	99.95 5.29%	289,855.75 419.69	0.76% (131.71)	Aaa/AAA NA	4.46 2.80
161571HT4	CHAIT 2023-1 A 5.16 09/15/2028	410,000.00	09/07/2023 5.17%	409,886.35 409,896.80	100.59 4.97%	412,415.84 940.27	1.08% 2,519.04	NR/AAA AAA	4.54 2.32
Total ABS		2,904,457.73	4.18%	2,853,194.95 2,874,787.07	98.86 5.33%	2,870,825.01 3,746.88	7.53% (3,962.06)	Aaa/AAA AAA	2.83 1.49
AGENCY									
3130ASDS5	FEDERAL HOME LOAN BANKS 2.75 06/28/2024	500,000.00	06/28/2022 3.21%	495,520.00 499,269.70	99.14 5.38%	495,686.70 2,406.25	1.30% (3,583.00)	Aaa/AA+ AA+	0.33 0.32
3133EN4N7	FEDERAL FARM CREDIT BANKS FUNDING CORP 4.25 12/20/2024	625,000.00	12/15/2022 4.40%	623,181.25 624,268.52	99.29 5.16%	620,534.89 5,238.72	1.63% (3,733.63)	Aaa/AA+ AA+	0.81 0.77
3130AQM1	FEDERAL HOME LOAN BANKS 1.25 01/27/2025	150,000.00	04/18/2022 2.73%	144,043.95 148,049.89	96.61 5.10%	144,914.92 177.08	0.38% (3,134.97)	Aaa/AA+ AA+	0.91 0.88
3135G05X7	FEDERAL NATIONAL MORTGAGE ASSOCIATION 0.375 08/25/2025	500,000.00	06/22/2022 3.24%	456,750.00 479,774.38	93.69 4.81%	468,474.52 31.25	1.23% (11,299.85)	Aaa/AA+ AA+	1.49 1.44
3133EPW68	FEDERAL FARM CREDIT BANKS FUNDING CORP 4.125 01/22/2026	600,000.00	01/24/2024 4.40%	596,940.00 597,091.32	98.93 4.72%	593,554.45 2,681.25	1.56% (3,536.87)	Aaa/AA+ AA+	1.90 1.79
3133EPB13	FEDERAL FARM CREDIT BANKS FUNDING CORP 4.375 02/23/2026	725,000.00	02/21/2023 4.50%	722,426.25 723,299.82	99.55 4.62%	721,710.78 704.86	1.89% (1,589.05)	Aaa/AA+ AA+	1.99 1.87
3130ALEM2	FEDERAL HOME LOAN BANKS 0.79 02/25/2026	400,000.00	05/12/2022 2.93%	369,200.00 383,843.35	92.52 4.77%	370,095.54 52.67	0.97% (13,747.81)	Aaa/AA+ AA+	1.99 1.92
3133EPCF0	FEDERAL FARM CREDIT BANKS FUNDING CORP 4.5 03/02/2026	750,000.00	03/23/2023 3.97%	760,837.50 757,376.36	99.71 4.65%	747,857.88 16,781.25	1.96% (9,518.48)	Aaa/AA+ AA+	2.01 1.85
3130AXU63	FEDERAL HOME LOAN BANKS 4.625 11/17/2026	475,000.00	12/18/2023 4.23%	480,111.00 479,760.34	100.42 4.46%	477,008.48 6,346.53	1.25% (2,751.86)	Aaa/AA+ AA+	2.72 2.49
3133EPK79	FEDERAL FARM CREDIT BANKS FUNDING CORP 4.375 12/07/2026	475,000.00	12/18/2023 4.22%	476,961.75 476,829.64	99.84 4.43%	474,241.64 4,848.96	1.24% (2,588.00)	Aaa/AA+ AA+	2.77 2.55
3130A9Y1	FEDERAL HOME LOAN BANKS 2.125 12/11/2026	900,000.00	11/28/2023 4.60%	837,477.00 842,724.87	93.69 4.56%	843,231.56 4,250.00	2.21% 506.69	Aaa/AA+ AA+	2.78 2.64
3133EPBM6	FEDERAL FARM CREDIT BANKS FUNDING CORP 4.125 08/23/2027	750,000.00	02/21/2023 4.26%	745,935.00 746,855.94	99.02 4.43%	742,652.41 687.50	1.95% (4,203.53)	Aaa/AA+ AA+	3.48 3.20

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Cusip	Security Description	Par Value/ Units	Purchase Date Purchase Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody's/ S&P Fitch	Maturity Duration
3133EPGW9	FEDERAL FARM CREDIT BANKS FUNDING CORP 3.875 04/25/2028	800,000.00	04/24/2023 3.76%	804,016.00 803,332.38	98.04 4.39%	784,348.76 10,850.00	2.06% (18,983.62)	Aaa/AA+ AA+	4.15 3.74
3133EPUN3	FEDERAL FARM CREDIT BANKS FUNDING CORP 4.5 08/28/2028	325,000.00	08/28/2023 4.47%	325,289.25 325,259.94	100.44 4.39%	326,426.18 121.88	0.86% 1,166.23	Aaa/AA+ AA+	4.50 4.03
3130AWTR1	FEDERAL HOME LOAN BANKS 4.375 09/08/2028	750,000.00	09/12/2023 4.49%	746,200.50 746,553.12	100.48 4.26%	753,578.06 18,867.19	1.98% 7,024.95	Aaa/AA+ AA+	4.53 3.96
Total Agency		8,725,000.00	4.09%	8,584,889.45 8,634,289.57	98.22 4.64%	8,564,316.76 74,045.37	22.47% (69,972.81)	Aaa/AA+ AA+	2.57 2.36
AGENCY CMBS									
3137BEVH4	FHMS K-040 A2 3.241 09/25/2024	150,000.00	04/21/2022 2.90%	150,726.56 150,157.37	98.81 5.51%	148,209.64 405.12	0.39% (1,947.72)	Aaa/AA+ AAA	0.57 0.44
3137BE98	FHMS K-041 A2 3.171 10/25/2024	147,738.96	04/21/2022 2.93%	148,212.19 147,852.88	98.54 5.46%	145,581.75 390.40	0.38% (2,271.12)	Aaa/AA+ AAA	0.65 0.56
3137BFT3	FHMS K-042 A2 2.67 12/25/2024	450,000.00	06/22/2022 3.47%	441,070.31 447,234.61	98.02 5.38%	441,106.70 1,001.25	1.16% (6,127.92)	Aaa/AA+ AA+	0.82 0.67
3137BHCY1	FHMS K-044 A2 2.811 01/25/2025	363,479.58	06/16/2022 3.71%	355,130.90 360,714.76	97.87 5.30%	355,721.73 851.45	0.93% (4,993.03)	Aaa/AA+ AAA	0.91 0.79
3137F4WZ1	FHMS K-731 A2 3.6 02/25/2025	344,901.59	05/03/2022 3.03%	348,835.61 346,224.71	98.49 5.30%	339,689.95 1,034.70	0.89% (6,534.75)	Aaa/AA+ AAA	0.99 0.76
3137BM7C4	FHMS K-051 A2 3.308 09/25/2025	400,000.00	05/18/2022 3.07%	402,031.25 400,931.63	97.43 5.06%	389,737.28 1,102.67	1.02% (11,194.35)	Aaa/AA+ AAA	1.57 1.37
3137BNGT5	FHMS K-054 A2 2.745 01/25/2026	350,000.00	12/15/2022 4.28%	334,742.19 340,759.94	96.17 4.95%	336,581.56 800.62	0.88% (4,178.38)	Aaa/AA+ AAA	1.91 1.69
3137FQXJ7	FHMS K-737 A2 2.525 10/25/2026	250,000.00	12/12/2023 4.77%	235,546.88 236,636.88	94.54 4.81%	236,341.70 526.04	0.62% (295.18)	Aaa/AA+ AAA	2.65 2.38
3137FBX3	FHMS K-068 A2 3.244 08/25/2027	600,000.00	10/27/2023 5.24%	559,078.13 562,722.27	95.44 4.67%	572,656.80 1,622.00	1.50% 9,934.53	Aaa/AA+ AA+	3.49 3.16
3137FETN0	FHMS K-073 A2 3.35 01/25/2028	130,000.00	07/10/2023 4.67%	123,083.59 124,066.20	95.17 4.72%	123,721.49 362.92	0.32% (344.71)	Aaa/AA+ AAA	3.91 3.49
Total Agency CMBS		3,186,120.13	3.91%	3,098,457.61 3,117,301.23	96.98 5.08%	3,089,348.61 8,097.18	8.11% (27,952.63)	Aaa/AA+ AAA	1.80 1.58
CASH									
CCYUSD	Receivable	2,669.26	-- 0.00%	2,669.26 2,669.26	1.00 0.00%	2,669.26 0.00	0.01% 0.00	Aaa/AAA AAA	0.00 0.00

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Cusip	Security Description	Par Value/ Units	Purchase Date Purchase Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody's/ S&P Fitch	Maturity Duration
Total Cash		2,669.26	0.00%	2,669.26	1.00 0.00%	2,669.26 0.00	0.01% 0.00	Aaa/AAA AAA	0.00 0.00
CORPORATE									
89114QCB2	TORONTO-DOMINION BANK 3.25 03/11/2024	400,000.00	-- 3.03%	401,620.50 400,023.67	99.95 4.53%	399,819.98 6,138.89	1.05% (203.69)	A1/A AA-	0.03 0.03
037833CU2	APPLE INC 2.85 05/11/2024	450,000.00	06/22/2022 3.23%	446,895.00 449,679.10	99.45 5.58%	447,529.77 3,918.75	1.17% (2,149.33)	Aaa/AA+ NA	0.20 0.19
74752AT0	QUALCOMM INC 2.9 05/20/2024	400,000.00	-- 2.73%	401,320.00 400,035.61	99.40 5.57%	397,589.64 3,254.44	1.04% (2,445.97)	A2/A NA	0.22 0.22
06367TQW3	BANK OF MONTREAL 0.625 07/09/2024	425,000.00	04/27/2022 3.18%	401,846.00 421,246.86	98.31 5.38%	417,832.89 383.68	1.10% (3,413.96)	A2/A- AA-	0.36 0.35
79466LAG9	SALESFORCE INC 0.625 07/15/2024	375,000.00	-- 2.96%	356,177.25 371,827.18	98.26 5.32%	368,474.71 299.48	0.97% (3,352.47)	A2/A+ NA	0.38 0.36
05531FBH5	TRUIST FINANCIAL CORP 2.5 08/01/2024	400,000.00	-- 3.07%	395,039.00 399,080.69	98.61 5.87%	394,428.36 833.33	1.03% (4,652.33)	A3/A- A-	0.42 0.41
693475AY1	PNC FINANCIAL SERVICES GROUP INC 2.2 11/01/2024	150,000.00	04/11/2022 2.98%	147,117.00 149,242.94	97.80 5.57%	146,706.45 1,100.00	0.38% (2,536.50)	A3/A- A	0.67 0.64
89236TJT3	TOYOTA MOTOR CREDIT CORP 1.45 01/13/2025	150,000.00	04/18/2022 2.99%	143,931.00 148,068.13	96.81 5.24%	145,208.93 290.00	0.38% (2,859.20)	A1/A+ A+	0.87 0.84
00440EAS6	CHUBB INA HOLDINGS INC 3.15 03/15/2025	450,000.00	-- 3.67%	443,992.50 447,705.63	97.81 5.33%	440,135.62 6,536.25	1.15% (7,570.00)	A3/A A	1.04 0.99
69371RR73	PACCAR FINANCIAL CORP 2.85 04/07/2025	120,000.00	03/31/2022 2.86%	119,968.80 119,988.56	97.62 5.09%	117,139.33 1,368.00	0.31% (2,849.22)	A1/A+ NA	1.10 1.05
023135CE4	AMAZON.COM INC 3.0 04/13/2025	450,000.00	-- 3.21%	447,451.25 448,965.03	97.71 5.13%	439,683.17 5,175.00	1.15% (9,281.86)	A1/AA AA-	1.12 1.07
78016EZ59	ROYAL BANK OF CANADA 3.375 04/14/2025	400,000.00	-- 3.64%	397,033.20 398,871.53	97.95 5.27%	391,813.47 5,137.50	1.03% (7,058.06)	A1/A AA-	1.12 1.07
06406RBC0	BANK OF NEW YORK MELLON CORP 3.35 04/25/2025	400,000.00	-- 3.27%	400,918.40 400,335.81	97.79 5.34%	391,171.27 4,690.00	1.03% (9,164.54)	A1/A AA-	1.15 1.10
808513AX3	CHARLES SCHWAB CORP 3.85 05/21/2025	450,000.00	06/22/2022 3.80%	450,561.98 450,216.14	98.13 5.44%	441,566.74 4,812.50	1.16% (8,649.40)	A2/A- A	1.22 1.16
46647PCH7	JPMORGAN CHASE & CO 0.824 06/01/2025	400,000.00	-- 3.87%	378,688.50 397,036.03	98.68 5.96%	394,728.52 824.00	1.04% (2,307.51)	A1/A- AA-	1.25 0.25

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Cusip	Security Description	Par Value/ Units	Purchase Date Purchase Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody's/ S&P Fitch	Maturity Duration
63743HFE7	NATIONAL RURAL UTILITIES COOPERATIVE FINANCE CORP 3.45 06/15/2025	60,000.00	04/27/2022 3.46%	59,983.80 59,993.29	97.72 5.29%	58,632.52 437.00	0.15% (1,360.78)	A2/A- A	1.29 1.23
26442UAA2	DUKE ENERGY PROGRESS LLC 3.25 08/15/2025	400,000.00	-- 3.26%	399,859.00 399,926.70	97.52 5.03%	390,087.85 577.78	1.02% (9,838.85)	Aa3/A WR	1.46 1.40
89236TKF1	TOYOTA MOTOR CREDIT CORP 3.65 08/18/2025	180,000.00	08/15/2022 3.68%	179,838.00 179,920.92	98.00 5.08%	176,394.21 237.25	0.46% (3,526.71)	A1/A+ A+	1.47 1.40
931142EW9	WALMART INC 3.9 09/09/2025	100,000.00	09/06/2022 3.92%	99,930.00 99,964.42	98.47 4.95%	98,468.93 1,863.33	0.26% (1,495.49)	Aa2/AA AA	1.53 1.43
437076CR1	HOME DEPOT INC 4.0 09/15/2025	450,000.00	09/14/2022 4.11%	448,560.00 449,257.58	98.42 5.07%	442,906.44 8,300.00	1.16% (6,351.14)	A2/A A	1.54 1.44
63743HFF4	NATIONAL RURAL UTILITIES COOPERATIVE FINANCE CORP 5.45 10/30/2025	145,000.00	10/20/2022 5.50%	144,805.70 144,892.11	100.33 5.24%	145,473.29 2,656.12	0.38% 581.18	A2/A- A	1.67 1.55
637432NG6	NATIONAL RURAL UTILITIES COOPERATIVE FINANCE CORP 3.25 11/01/2025	60,000.00	04/14/2022 3.31%	59,880.00 59,943.34	96.95 5.18%	58,169.18 650.00	0.15% (1,774.16)	A1/A- A+	1.67 1.58
756109BE3	REALTY INCOME CORP 4.625 11/01/2025	400,000.00	09/20/2022 4.64%	399,764.00 399,873.27	98.81 5.38%	395,224.50 6,166.67	1.04% (4,648.78)	A3/A- NA	1.67 1.56
14913R3B1	CATERPILLAR FINANCIAL SERVICES CORP 4.8 01/06/2026	370,000.00	01/20/2023 4.35%	374,554.70 372,856.19	99.72 4.96%	368,963.19 2,713.33	0.97% (3,893.01)	A2/A A+	1.85 1.73
61747YET8	MORGAN STANLEY 4.679 07/17/2026	400,000.00	09/20/2022 5.13%	395,440.00 397,707.44	98.93 5.49%	395,709.20 2,287.51	1.04% (1,998.24)	A1/A- A+	2.38 1.31
69371RS56	PACCAR FINANCIAL CORP 5.05 08/10/2026	350,000.00	12/18/2023 4.56%	354,242.00 353,925.17	100.35 4.90%	351,214.14 1,031.04	0.92% (2,711.03)	A1/A+ NA	2.45 2.27
713448FW3	PEPSICO INC 5.125 11/10/2026	150,000.00	11/08/2023 5.13%	149,959.50 149,963.64	100.63 4.86%	150,951.59 2,370.31	0.40% 987.95	A1/A+ NA	2.70 2.38
17275RBQ4	CISCO SYSTEMS INC 4.8 02/26/2027	455,000.00	-- 4.82%	454,803.50 454,804.21	100.08 4.77%	455,378.56 303.33	1.19% 574.35	A1/AA- NA	2.99 2.75
665859AW4	NORTHERN TRUST CORP 4.0 05/10/2027	450,000.00	-- 3.99%	450,269.40 450,177.31	97.16 4.97%	437,213.67 5,500.00	1.15% (12,963.64)	A2/A+ A+	3.19 2.92
91324PEG3	UNITEDHEALTH GROUP INC 3.7 05/15/2027	115,000.00	05/17/2022 3.69%	115,055.80 115,036.62	96.84 4.77%	111,361.88 1,252.86	0.29% (3,674.74)	A2/A+ A	3.21 2.95
341081GN1	FLORIDA POWER & LIGHT CO 4.4 05/15/2028	450,000.00	05/23/2023 4.59%	446,175.00 446,766.54	98.18 4.88%	441,832.36 5,830.00	1.16% (4,934.18)	Aa2/A+ AA-	4.21 3.74

HOLDINGS REPORT



Beaumont-Cherry Valley Water District | [REDACTED] | As of February 29, 2024

Cusip	Security Description	Par Value/ Units	Purchase Date Purchase Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody's/ S&P Fitch	Maturity Duration
58933YBH7	MERCK & CO INC 4.05 05/17/2028	110,000.00	05/08/2023 4.07%	109,910.90 109,924.99	98.02 4.57%	107,819.23 1,287.00	0.28% (2,105.77)	A1/A+ NA	4.21 3.78
Total Corporate		10,065,000.00	3.78%	9,975,591.68 10,047,256.68	98.56 5.22%	9,919,629.61 88,275.37	26.03% (127,627.07)	A1/A A+	1.51 1.32
MONEY MARKET FUND									
31846V203	FIRST AMER:GVT OBLG Y	224,314.39	-- 4.91%	224,314.39 224,314.39	1.00 4.91%	224,314.39 0.00	0.59% 0.00	Aaa/ AAAm AAA	0.00 0.00
Total Money Market Fund		224,314.39	4.91%	224,314.39 224,314.39	1.00 4.91%	224,314.39 0.00	0.59% 0.00	Aaa/ AAAm AAA	0.00 0.00
SUPRANATIONAL									
4581X0EE4	INTER-AMERICAN DEVELOPMENT BANK 3.25 07/01/2024	365,000.00	06/22/2022 3.26%	364,963.50 364,993.91	99.27 5.41%	362,339.06 1,977.08	0.95% (2,654.85)	Aaa/AAA NA	0.34 0.33
45950KDD9	INTERNATIONAL FINANCE CORP 4.5 07/13/2028	340,000.00	07/06/2023 4.53%	339,622.60 339,670.52	100.42 4.39%	341,423.89 2,040.00	0.90% 1,753.37	Aaa/AAA NA	4.37 3.90
Total Supranational		705,000.00	3.87%	704,586.10 704,664.43	99.83 4.92%	703,762.95 4,017.08	1.85% (901.48)	Aaa/AAA NA	2.29 2.06
US TREASURY									
91282CCX7	UNITED STATES TREASURY 0.375 09/15/2024	750,000.00	-- 2.81%	708,437.50 740,404.58	97.41 5.28%	730,605.46 1,298.08	1.92% (9,799.11)	Aaa/AA+ AA+	0.54 0.52
91282CDB4	UNITED STATES TREASURY 0.625 10/15/2024	750,000.00	-- 2.87%	711,455.08 739,857.00	97.20 5.23%	729,023.44 1,767.42	1.91% (10,833.56)	Aaa/AA+ AA+	0.63 0.61
91282CDH1	UNITED STATES TREASURY 0.75 11/15/2024	750,000.00	-- 2.91%	710,820.32 738,926.16	96.96 5.16%	727,236.33 1,653.50	1.91% (11,689.83)	Aaa/AA+ AA+	0.71 0.69
91282CDN8	UNITED STATES TREASURY 1.0 12/15/2024	750,000.00	-- 3.12%	711,869.14 737,914.04	96.81 5.16%	726,093.75 1,577.87	1.91% (11,820.29)	Aaa/AA+ AA+	0.79 0.77
91282CDS7	UNITED STATES TREASURY 1.125 01/15/2025	775,000.00	-- 3.00%	737,794.93 762,770.73	96.64 5.09%	748,964.84 1,101.82	1.97% (13,805.88)	Aaa/AA+ AA+	0.88 0.85
91282CDZ1	UNITED STATES TREASURY 1.5 02/15/2025	750,000.00	-- 2.87%	723,125.00 740,493.03	96.64 5.13%	724,775.39 463.60	1.90% (15,717.64)	Aaa/AA+ AA+	0.96 0.93

HOLDINGS REPORT



Beaumont-Cherry Valley Water District | [REDACTED] | As of February 29, 2024

Cusip	Security Description	Par Value/ Units	Purchase Date Purchase Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody's/ S&P Fitch	Maturity Duration
91282CED9	UNITED STATES TREASURY 1.75 03/15/2025	750,000.00	-- 2.92%	726,035.16 741,235.69	96.69 5.05%	725,185.54 6,057.69	1.90% (16,050.15)	Aaa/AA+ AA+	1.04 1.00
91282CEH0	UNITED STATES TREASURY 2.625 04/15/2025	500,000.00	06/28/2022 3.23%	491,933.59 496,760.79	97.44 4.99%	487,187.50 4,948.77	1.28% (9,573.29)	Aaa/AA+ AA+	1.13 1.08
91282XB81	UNITED STATES TREASURY 2.125 05/15/2025	750,000.00	-- 3.08%	729,971.68 741,737.66	96.75 4.92%	725,654.30 4,684.92	1.90% (16,083.37)	Aaa/AA+ AA+	1.21 1.16
91282CEU1	UNITED STATES TREASURY 2.875 06/15/2025	670,000.00	06/28/2022 3.22%	663,457.03 667,151.81	97.48 4.91%	653,092.97 4,052.49	1.71% (14,058.85)	Aaa/AA+ AA+	1.29 1.24
91282CAB7	UNITED STATES TREASURY 0.25 07/31/2025	800,000.00	-- 3.05%	732,058.59 769,685.01	93.77 4.84%	750,187.50 164.84	1.97% (19,497.51)	Aaa/AA+ AA+	1.42 1.38
91282CFP1	UNITED STATES TREASURY 4.25 10/15/2025	600,000.00	10/18/2022 4.45%	596,554.69 598,129.06	99.20 4.77%	595,171.87 9,614.75	1.56% (2,957.18)	Aaa/AA+ AA+	1.63 1.52
91282CFW6	UNITED STATES TREASURY 4.5 11/15/2025	750,000.00	11/09/2022 4.55%	748,945.31 749,399.52	99.62 4.73%	747,128.91 9,921.02	1.96% (2,270.61)	Aaa/AA+ AA+	1.71 1.60
91282CBT7	UNITED STATES TREASURY 0.75 03/31/2026	750,000.00	-- 2.95%	690,097.65 717,498.65	92.46 4.58%	693,457.04 2,351.43	1.82% (24,041.61)	Aaa/AA+ AA+	2.08 2.02
91282CFU0	UNITED STATES TREASURY 4.125 10/31/2027	1,000,000.00	09/15/2023 4.56%	983,867.19 985,637.08	99.18 4.37%	991,796.88 13,825.55	2.60% 6,159.80	Aaa/AA+ AA+	3.67 3.32
91282CGT2	UNITED STATES TREASURY 3.625 03/31/2028	800,000.00	06/15/2023 3.96%	788,312.50 790,042.25	97.39 4.33%	779,093.75 12,122.95	2.04% (10,948.50)	Aaa/AA+ AA+	4.08 3.69
91282CHA2	UNITED STATES TREASURY 3.5 04/30/2028	475,000.00	-- 3.77%	469,363.29 470,098.24	96.90 4.32%	460,286.13 5,572.12	1.21% (9,812.11)	Aaa/AA+ AA+	4.17 3.78
91282CHK0	UNITED STATES TREASURY 4.0 06/30/2028	750,000.00	02/22/2024 4.37%	739,189.45 739,237.07	98.79 4.31%	740,947.27 5,027.47	1.94% 1,710.19	Aaa/AA+ AA+	4.33 3.91
Total US Treasury		13,120,000.00	3.44%	12,663,288.10 12,926,978.38	97.10 4.84%	12,735,888.88 86,206.29	33.42% (191,089.50)	Aaa/AA+ AA+	1.81 1.68
Total Portfolio		38,932,561.51	3.79%	38,106,991.54 38,532,261.01	97.34 4.95%	38,110,755.46 264,388.18	100.00% (421,505.55)	Aa2/AA- AA	1.97 1.72
Total Market Value + Accrued						38,375,143.64			

INCOME EARNED



Beaumont-Cherry Valley Water District | [REDACTED] | As of February 29, 2024

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
CASH & EQUIVALENTS						
31846V203	FIRST AMER:GVT OBLG Y	224,314.39	528,958.32 430,656.71 (735,300.64) 224,314.39	0.00 2,055.52 0.00 2,055.52	0.00 0.00 0.00 2,055.52	2,055.52
CCYUSD	Receivable	2,669.26	2,055.52 0.00 0.00 2,669.26	0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00	0.00
			531,013.84	0.00	0.00	
			430,656.71	2,055.52	0.00	
			(735,300.64)	0.00	0.00	
			226,983.65	2,055.52	2,055.52	2,055.52
FIXED INCOME						
0040EAS6	CHUBB INA HOLDINGS INC 3.15 03/15/2025	450,000.00	447,530.07 0.00 0.00 447,705.63	5,355.00 0.00 6,536.25 1,181.25	175.56 0.00 175.56 1,356.81	1,356.81
023135CE4	AMAZON.COM INC 3.0 04/13/2025	450,000.00	448,891.47 0.00 0.00 448,965.03	4,050.00 0.00 5,175.00 1,125.00	89.25 (15.68) 73.56 1,198.56	1,198.56
02582JIR2	AMXCA 2021-1 A 0.9 11/15/2024	386,000.00	374,514.96 0.00 0.00 374,841.81	154.40 289.50 154.40 289.50	326.86 0.00 326.86 616.36	616.36
02582JIT8	AMXCA 2022-2 A 3.39 05/15/2025	235,000.00	234,968.90 0.00 0.00 234,969.65	354.07 663.88 354.07 663.88	0.75 0.00 0.75 664.63	664.63
037833CU2	APPLE INC 2.85 05/11/2024	450,000.00	449,548.03 0.00 0.00 449,679.10	2,850.00 0.00 3,918.75 1,068.75	131.07 0.00 131.07 1,199.82	1,199.82

INCOME EARNED



Beaumont-Cherry Valley Water District | [REDACTED] | As of February 29, 2024

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
05531FBH5	TRUIST FINANCIAL CORP 2.5 08/01/2024	400,000.00	398,906.44 0.00 0.00 399,080.69	5,000.00 5,000.00 833.33 833.33	174.25 0.00 174.25 1,007.58	1,007.58
05593AAC3	BMWLT 2023-1 A3 5.16 11/25/2025	02/07/2023 02/15/2023 50,000.00	49,999.22 0.00 0.00 49,999.26	43.00 215.00 43.00 215.00	0.03 0.00 0.03 215.03	215.03
06367TQW3	BANK OF MONTREAL 0.625 07/09/2024	04/27/2022 04/29/2022 425,000.00	420,409.62 0.00 0.00 421,246.86	162.33 0.00 383.68 221.35	837.24 0.00 837.24 1,058.59	1,058.59
06406RBC0	BANK OF NEW YORK MELLON CORP 3.35 04/25/2025	400,000.00	400,360.88 0.00 0.00 400,335.81	3,573.33 0.00 4,690.00 1,116.67	0.41 (25.48) (25.07) 1,091.60	1,091.60
14913R3B1	CATERPILLAR FINANCIAL SERVICES CORP 4.8 01/06/2026	01/20/2023 01/24/2023 370,000.00	372,978.72 0.00 0.00 372,856.19	1,233.33 0.00 2,713.33 1,480.00	0.00 (122.53) (122.53) 1,357.47	1,357.47
161571HT4	CHAIT 2023-1 A 5.16 09/15/2028	09/07/2023 09/15/2023 410,000.00	409,895.00 0.00 0.00 409,896.80	940.27 1,763.00 940.27 1,763.00	1.80 0.00 1.80 1,764.80	1,764.80
17275RBQ4	CISCO SYSTEMS INC 4.8 02/26/2027	02/26/2024 455,000.00	0.00 454,803.50 0.00 454,804.21	0.00 0.00 303.33 303.33	0.97 (0.26) 0.71 304.04	304.04
26442UAA2	DUKE ENERGY PROGRESS LLC 3.25 08/15/2025	400,000.00	399,923.51 0.00 0.00 399,926.70	5,994.44 6,500.00 577.78 1,083.33	7.88 (4.70) 3.18 1,086.52	1,086.52
3130A9Y1	FEDERAL HOME LOAN BANKS 2.125 12/11/2026	11/28/2023 11/29/2023 900,000.00	841,088.44 0.00 0.00 842,724.87	2,656.25 0.00 4,250.00 1,593.75	1,636.43 0.00 1,636.43 3,230.18	3,230.18

INCOME EARNED



Beaumont-Cherry Valley Water District | [REDACTED] | As of February 29, 2024

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
3130ALEM2	FEDERAL HOME LOAN BANKS 0.79 02/25/2026	05/12/2022 05/13/2022 400,000.00	383,197.98 0.00 0.00 383,843.35	1,369.33 1,580.00 52.67 263.33	645.38 0.00 645.38 908.71	908.71
3130AQMR1	FEDERAL HOME LOAN BANKS 1.25 01/27/2025	04/18/2022 04/19/2022 150,000.00	147,879.55 0.00 0.00 148,049.89	20.83 0.00 177.08 156.25	170.34 0.00 170.34 326.59	326.59
3130ASDS5	FEDERAL HOME LOAN BANKS 2.75 06/28/2024	06/28/2022 06/29/2022 500,000.00	499,091.73 0.00 0.00 499,269.70	1,260.42 0.00 2,406.25 1,145.83	177.97 0.00 177.97 1,323.81	1,323.81
3130AWTR1	FEDERAL HOME LOAN BANKS 4.375 09/08/2028	09/12/2023 09/14/2023 750,000.00	746,492.61 0.00 0.00 746,553.12	16,132.81 0.00 18,867.19 2,734.37	60.51 0.00 60.51 2,794.88	2,794.88
3130AXU63	FEDERAL HOME LOAN BANKS 4.625 11/17/2026	12/18/2023 12/19/2023 475,000.00	479,899.64 0.00 0.00 479,760.34	4,515.80 0.00 6,346.53 1,830.73	0.00 (139.30) (139.30) 1,691.43	1,691.43
3133EN4N7	FEDERAL FARM CREDIT BANKS FUNDING CORP 4.25 12/20/2024	12/15/2022 12/20/2022 625,000.00	624,196.37 0.00 0.00 624,268.52	3,025.17 0.00 5,238.72 2,213.54	72.15 0.00 72.15 2,285.69	2,285.69
3133ENWP1	FEDERAL FARM CREDIT BANKS FUNDING CORP 2.625 05/16/2024	05/10/2022 05/16/2022 0.00	269,947.64 0.00 (269,958.61) 0.00	1,476.56 1,909.69 0.00 433.13	10.97 0.00 10.97 444.10	444.10
3133ENYX2	FEDERAL FARM CREDIT BANKS FUNDING CORP 3.25 06/17/2024	06/15/2022 06/17/2022 0.00	459,757.75 0.00 (459,796.65) 0.00	1,827.22 2,740.83 0.00 913.61	38.90 0.00 38.90 952.51	952.51
3133EPB13	FEDERAL FARM CREDIT BANKS FUNDING CORP 4.375 02/23/2026	02/21/2023 02/23/2023 725,000.00	723,231.72 0.00 0.00 723,299.82	13,921.01 15,859.38 704.86 2,643.23	68.10 0.00 68.10 2,711.34	2,711.34

INCOME EARNED



Beaumont-Cherry Valley Water District | [REDACTED] | As of February 29, 2024

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
3133EPBM6	FEDERAL FARM CREDIT BANKS FUNDING CORP 4.125 08/23/2027	02/21/2023 02/23/2023 750,000.00	746,784.14 0.00 0.00 746,855.94	13,578.12 15,468.75 687.50 2,578.12	71.79 0.00 71.79 2,649.92	2,649.92
3133EPCF0	FEDERAL FARM CREDIT BANKS FUNDING CORP 4.5 03/02/2026	03/23/2023 03/24/2023 750,000.00	757,668.99 0.00 0.00 757,376.36	13,968.75 0.00 16,781.25 2,812.50	0.00 (292.63) (292.63) 2,519.87	2,519.87
3133EPGW9	FEDERAL FARM CREDIT BANKS FUNDING CORP 3.875 04/25/2028	04/24/2023 04/25/2023 800,000.00	803,396.12 0.00 0.00 803,332.38	8,266.67 0.00 10,850.00 2,583.33	0.00 (63.75) (63.75) 2,519.59	2,519.59
3133EPK79	FEDERAL FARM CREDIT BANKS FUNDING CORP 4.375 12/07/2026	12/18/2023 12/19/2023 475,000.00	476,882.12 0.00 0.00 476,829.64	3,117.19 0.00 4,848.96 1,731.77	0.00 (52.48) (52.48) 1,679.29	1,679.29
3133EPUN3	FEDERAL FARM CREDIT BANKS FUNDING CORP 4.5 08/28/2028	08/28/2023 08/29/2023 325,000.00	325,264.54 0.00 0.00 325,259.94	6,215.62 7,312.50 121.88 1,218.75	0.00 (4.59) (4.59) 1,214.16	1,214.16
3133EPW68	FEDERAL FARM CREDIT BANKS FUNDING CORP 4.125 01/22/2026	01/24/2024 01/25/2024 600,000.00	596,969.42 0.00 0.00 597,091.32	618.75 0.00 2,681.25 2,062.50	121.90 0.00 121.90 2,184.40	2,184.40
3135G05X7	FEDERAL NATIONAL MORTGAGE ASSOCIATION 0.375 08/25/2025	06/22/2022 06/23/2022 500,000.00	478,692.19 0.00 0.00 479,774.38	812.50 937.50 31.25 156.25	1,082.18 0.00 1,082.18 1,238.43	1,238.43
3137BEVH4	FHMS K-040 A2 3.241 09/25/2024	04/21/2022 04/26/2022 150,000.00	150,182.17 0.00 0.00 150,157.37	405.12 405.12 405.12 405.12	0.00 (24.80) (24.80) 380.32	380.32
3137BFE98	FHMS K-041 A2 3.171 10/25/2024	04/21/2022 04/26/2022 147,738.96	148,198.62 0.00 (330.02) 147,852.88	391.27 391.27 390.40 390.40	0.00 (15.73) (15.73) 374.67	374.67

INCOME EARNED



Beaumont-Cherry Valley Water District | [REDACTED] | As of February 29, 2024

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
3137BFXT3	FHMS K-042 A2 2.67 12/25/2024	06/22/2022 06/27/2022 450,000.00	446,942.99 0.00 0.00 447,234.61	1,001.25 1,001.25 1,001.25 1,001.25	291.62 0.00 291.62 1,292.87	1,292.87
3137BHXY1	FHMS K-044 A2 2.811 01/25/2025	06/16/2022 06/22/2022 363,479.58	361,126.08 0.00 (679.01) 360,714.76	853.04 853.04 851.45 851.45	267.68 0.00 267.68 1,119.13	1,119.13
3137BM7C4	FHMS K-051 A2 3.308 09/25/2025	05/18/2022 05/23/2022 400,000.00	400,980.84 0.00 0.00 400,931.63	1,102.67 1,102.67 1,102.67 1,102.67	0.00 (49.21) (49.21) 1,053.46	1,053.46
3137BNGT5	FHMS K-054 A2 2.745 01/25/2026	12/15/2022 12/20/2022 350,000.00	340,360.59 0.00 0.00 340,759.94	800.62 800.63 800.62 800.63	399.35 0.00 399.35 1,199.98	1,199.98
3137F4WZ1	FHMS K-731 A2 3.6 02/25/2025	05/03/2022 05/06/2022 344,901.59	346,964.01 0.00 (622.85) 346,224.71	1,036.57 1,036.57 1,034.70 1,034.70	0.00 (116.45) (116.45) 918.25	918.25
3137FBXB3	FHMS K-068 A2 3.244 08/25/2027	10/27/2023 10/31/2023 600,000.00	561,856.04 0.00 0.00 562,722.27	1,622.00 1,622.00 1,622.00 1,622.00	866.23 0.00 866.23 2,488.23	2,488.23
3137FETN0	FHMS K-073 A2 3.35 01/25/2028	07/10/2023 07/13/2023 130,000.00	123,943.38 0.00 0.00 124,066.20	362.92 362.92 362.92 362.92	122.83 0.00 122.83 485.75	485.75
3137FQXJ7	FHMS K-737 A2 2.525 10/25/2026	12/12/2023 12/15/2023 250,000.00	236,226.36 0.00 0.00 236,636.88	526.04 526.04 526.04 526.04	410.52 0.00 410.52 936.56	936.56
341081GN1	FLORIDA POWER & LIGHT CO 4.4 05/15/2028	05/23/2023 05/25/2023 450,000.00	446,705.49 0.00 0.00 446,766.54	4,180.00 0.00 5,830.00 1,650.00	61.05 0.00 61.05 1,711.05	1,711.05

INCOME EARNED



Beaumont-Cherry Valley Water District | [REDACTED] | As of February 29, 2024

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
362585AC5	GMCAR 2022-2 A3 3.1 02/16/2027	04/05/2022 04/13/2022 38,531.60	39,995.86 0.00 (1,468.40) 38,527.72	51.67 103.33 49.77 101.43	0.26 0.00 0.26 101.69	101.69
36265WAD5	GMCAR 2022-3 A3 3.64 04/16/2027	07/06/2022 07/13/2022 55,000.00	54,999.78 0.00 0.00 54,999.79	83.42 166.83 83.42 166.83	0.01 0.00 0.01 166.84	166.84
36266FAC3	GMALT 2022-2 A3 3.42 06/20/2025	05/03/2022 05/11/2022 78,865.68	95,972.24 0.00 (17,110.53) 78,862.61	100.30 273.53 82.41 255.65	0.89 0.00 0.89 256.54	256.54
437076CR1	HOME DEPOT INC 4.0 09/15/2025	09/14/2022 09/19/2022 450,000.00	449,219.34 0.00 0.00 449,257.58	6,800.00 0.00 8,300.00 1,500.00	38.24 0.00 38.24 1,538.24	1,538.24
437918AC9	HAROT 2024-1 A3 5.21 08/15/2028	02/13/2024 02/21/2024 290,000.00	0.00 289,987.39 0.00 289,987.46	0.00 0.00 419.69 419.69	0.07 0.00 0.07 419.76	419.76
43813GAC5	HAROT 2021-1 A3 0.27 04/21/2025	25,685.93	34,320.15 0.00 0.00 (8,901.43) 25,500.43	2.59 7.79 1.93 7.12	81.70 0.00 81.70 88.82	88.82
43815JAC7	HAROT 2023-1 A3 5.04 04/21/2027	02/16/2023 02/24/2023 50,000.00	49,992.80 0.00 0.00 49,992.98	70.00 210.00 70.00 210.00	0.18 0.00 0.18 210.18	210.18
43815PAC3	HAROT 2022-2 A3 3.73 07/20/2026	08/15/2022 08/24/2022 50,000.00	49,998.34 0.00 0.00 49,998.39	67.35 155.42 67.35 155.42	0.05 0.00 0.05 155.47	155.47
44933LAC7	HART 2021-A A3 0.38 09/15/2025	04/25/2022 04/27/2022 55,052.96	66,467.63 0.00 (12,179.42) 54,457.42	11.35 21.29 9.30 19.23	169.21 0.00 169.21 188.45	188.45

INCOME EARNED



Beaumont-Cherry Valley Water District | [REDACTED] | As of February 29, 2024

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
44934KAC8	HART 2021-B A3 0.38 01/15/2026	05/19/2022 05/23/2022 14,566.26	16,201.17 0.00 (1,934.12) 14,312.85	2.79 5.23 2.46 4.90	45.80 0.00 45.80 50.70	50.70
4581X0EE4	INTER-AMERICAN DEVELOPMENT BANK 3.25 07/01/2024	06/22/2022 07/01/2022 365,000.00	364,992.46 0.00 0.00 364,993.91	988.54 0.00 1,977.08 988.54	1.45 0.00 1.45 989.99	989.99
45950KDD9	INTERNATIONAL FINANCE CORP 4.5 07/13/2028	07/06/2023 07/13/2023 340,000.00	339,664.53 0.00 0.00 339,670.52	765.00 0.00 2,040.00 1,275.00	5.99 0.00 5.99 1,280.99	1,280.99
46647PCH7	JPMORGAN CHASE & CO 0.824 06/01/2025	400,000.00	396,101.74 0.00 0.00 397,036.03	549.33 0.00 824.00 274.67	934.29 0.00 934.29 1,208.96	1,208.96
47789QAC4	JDOT 2021-B A3 0.52 03/16/2026	05/02/2022 05/03/2022 58,137.28	64,058.61 0.00 (7,671.22) 56,649.30	15.21 28.52 13.44 26.75	261.90 0.00 261.90 288.65	288.65
47800AAC4	JDOT 2022-B A3 3.74 02/16/2027	07/12/2022 07/20/2022 115,000.00	114,993.63 0.00 0.00 114,993.79	191.16 358.42 191.16 358.42	0.17 0.00 0.17 358.59	358.59
47800BAC2	JDOT 2022-C A3 5.09 06/15/2027	10/12/2022 10/19/2022 210,000.00	209,988.86 0.00 0.00 209,989.12	475.07 890.75 475.07 890.75	0.26 0.00 0.26 891.01	891.01
58770AAC7	MBART 2023-1 A3 4.51 11/15/2027	01/18/2023 01/25/2023 125,000.00	124,988.18 0.00 0.00 124,988.43	250.56 469.79 250.56 469.79	0.25 0.00 0.25 470.04	470.04
58933YBH7	MERCK & CO INC 4.05 05/17/2028	05/08/2023 05/17/2023 110,000.00	109,923.58 0.00 0.00 109,924.99	915.75 0.00 1,287.00 371.25	1.41 0.00 1.41 372.66	372.66

INCOME EARNED



Beaumont-Cherry Valley Water District | [REDACTED]

| As of February 29, 2024

Cusip	Security Description	Trade Date Settle Date Units	Book Value: Begin		Prior Accrued Inc. Received Ending Accrued Total Interest	Accr. Of Discount Amort. Of Premium Net Accret./Amort Income Earned	Total Income
			Book Value: Acq	Book Value: Disp			
61747YE18	MORGAN STANLEY 4.679 07/17/2026	09/20/2022 09/22/2022 400,000.00	397,575.27	0.00	727.84	132.18	1,691.84
637432NG6	NATIONAL RURAL UTILITIES COOPERATIVE FINANCE CORP 3.25 11/01/2025	04/14/2022 04/19/2022 60,000.00	59,940.65	0.00	487.50	2.69	165.19
637432NL5	NATIONAL RURAL UTILITIES COOPERATIVE FINANCE CORP 2.95 02/07/2024	04/06/2022 04/08/2022 0.00	150,000.00	0.00	2,138.75	0.00	73.75
63743HFE7	NATIONAL RURAL UTILITIES COOPERATIVE FINANCE CORP 3.45 06/15/2025	04/27/2022 05/04/2022 60,000.00	59,992.88	0.00	264.50	0.41	172.91
63743HFF4	NATIONAL RURAL UTILITIES COOPERATIVE FINANCE CORP 5.45 10/30/2025	10/20/2022 10/31/2022 145,000.00	144,886.97	0.00	1,997.58	5.15	663.69
665859AW4	NORTHERN TRUST CORP 4.0 05/10/2027	450,000.00	450,181.93	0.00	4,050.00	3.34	1,495.38
693475AY1	PNC FINANCIAL SERVICES GROUP INC 2.2 11/01/2024	04/11/2022 04/13/2022 150,000.00	149,153.33	0.00	825.00	89.61	364.61
69371RR73	PACCAR FINANCIAL CORP 2.85 04/07/2025	03/31/2022 04/07/2022 120,000.00	119,987.73	0.00	1,083.00	0.83	285.83
69371RS56	PACCAR FINANCIAL CORP 5.05 08/10/2026	12/18/2023 12/20/2023 350,000.00	354,052.78	0.00	8,395.62	0.00	1,345.30

INCOME EARNED



Beaumont-Cherry Valley Water District | [REDACTED] | As of February 29, 2024

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
713448FW3	PEPSICO INC 5.125 11/10/2026	11/08/2023 11/10/2023 150,000.00	149,962.57 0.00 0.00 149,963.64	1,729.69 0.00 2,370.31 640.62	1.07 0.00 1.07 641.70	641.70
747525AT0	QUALCOMM INC 2.9 05/20/2024	400,000.00	400,089.96 0.00 0.00 400,035.61	2,287.78 0.00 3,254.44 966.67	0.00 (54.35) (54.35) 912.31	912.31
756109BE3	REALTY INCOME CORP 4.625 11/01/2025	09/20/2022 09/22/2022 400,000.00	399,867.25 0.00 0.00 399,873.27	4,625.00 0.00 6,166.67 1,541.67	6.02 0.00 6.02 1,547.69	1,547.69
78016EZ59	ROYAL BANK OF CANADA 3.375 04/14/2025	400,000.00	398,791.52 0.00 0.00 398,871.53	4,012.50 0.00 5,137.50 1,125.00	80.01 0.00 80.01 1,205.01	1,205.01
79466LAG9	SALESFORCE INC 0.625 07/15/2024	375,000.00	371,150.62 0.00 0.00 371,827.18	104.17 0.00 299.48 195.31	676.56 0.00 676.56 871.87	871.87
808513AX3	CHARLES SCHWAB CORP 3.85 05/21/2025	06/22/2022 06/24/2022 450,000.00	450,232.42 0.00 0.00 450,216.14	3,368.75 0.00 4,812.50 1,443.75	0.00 (16.28) (16.28) 1,427.47	1,427.47
89114QCB2	TORONTO-DOMINION BANK 3.25 03/11/2024	400,000.00	400,092.31 0.00 0.00 400,023.67	5,055.56 0.00 6,138.89 1,083.33	0.00 (68.64) (68.64) 1,014.70	1,014.70
89231CAD9	TAOT 2022-C A3 3.76 04/15/2027	08/08/2022 08/16/2022 140,000.00	139,984.51 0.00 0.00 139,984.89	233.96 438.67 233.96 438.67	0.38 0.00 0.38 439.05	439.05
89236TJT3	TOYOTA MOTOR CREDIT CORP 1.45 01/13/2025	04/18/2022 04/20/2022 150,000.00	147,891.95 0.00 0.00 148,068.13	108.75 0.00 290.00 181.25	176.18 0.00 176.18 357.43	357.43

INCOME EARNED



Beaumont-Cherry Valley Water District | [REDACTED] | As of February 29, 2024

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
89236TKF1	TOYOTA MOTOR CREDIT CORP 3.65 08/18/2025	08/15/2022 08/18/2022 180,000.00	179,916.63 0.00 0.00 179,920.92	2,974.75 3,285.00 237.25 547.50	4.29 0.00 4.29 551.79	551.79
89238FAD5	TAOT 2022-B A3 2.93 09/15/2026	192,712.85	204,218.54 0.00 (12,320.27) 191,970.42	267.00 500.62 250.96 484.58	72.15 0.00 72.15 556.72	556.72
89238JAC9	TAOT 2021-D A3 0.71 04/15/2026	12/14/2022 12/16/2022 24,905.17	25,988.03 0.00 (2,115.99) 23,987.29	8.53 15.99 7.86 15.32	115.25 0.00 115.25 130.57	130.57
91159HHV5	US BANCORP 3.375 02/05/2024	04/20/2022 04/22/2022 0.00	150,000.00 0.00 (150,000.00) 0.00	2,475.00 2,531.25 0.00 56.25	0.00 0.00 0.00 56.25	56.25
912828XB1	UNITED STATES TREASURY 2.125 05/15/2025	750,000.00	741,193.10 0.00 0.00 741,737.66	3,415.18 0.00 4,684.92 1,269.75	544.56 0.00 544.56 1,814.31	1,814.31
91282CAB7	UNITED STATES TREASURY 0.25 07/31/2025	800,000.00	767,984.56 0.00 0.00 769,685.01	5.49 0.00 164.84 159.34	1,700.45 0.00 1,700.45 1,859.79	1,859.79
91282CBT7	UNITED STATES TREASURY 0.75 03/31/2026	750,000.00	716,258.46 0.00 0.00 717,498.65	1,905.74 0.00 2,351.43 445.70	1,240.18 0.00 1,240.18 1,685.88	1,685.88
91282CCX7	UNITED STATES TREASURY 0.375 09/15/2024	750,000.00	738,999.19 0.00 0.00 740,404.58	1,074.00 0.00 1,298.08 224.07	1,405.39 0.00 1,405.39 1,629.46	1,629.46
91282CDB4	UNITED STATES TREASURY 0.625 10/15/2024	750,000.00	738,566.88 0.00 0.00 739,857.00	1,396.00 0.00 1,767.42 371.41	1,290.12 0.00 1,290.12 1,661.53	1,661.53

INCOME EARNED



Beaumont-Cherry Valley Water District | [REDACTED] | As of February 29, 2024

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
91282CDH1	UNITED STATES TREASURY 0.75 11/15/2024	750,000.00	737,686.23 0.00 0.00 738,926.16	1,205.36 0.00 1,653.50 448.15	1,239.93 0.00 1,239.93 1,688.07	1,688.07
91282CDN8	UNITED STATES TREASURY 1.0 12/15/2024	750,000.00	736,701.27 0.00 0.00 737,914.04	983.61 0.00 1,577.87 594.26	1,212.78 0.00 1,212.78 1,807.04	1,807.04
91282CDS7	UNITED STATES TREASURY 1.125 01/15/2025	775,000.00	761,662.45 0.00 0.00 762,770.73	407.19 0.00 1,101.82 694.63	1,108.28 0.00 1,108.28 1,802.90	1,802.90
91282CDZ1	UNITED STATES TREASURY 1.5 02/15/2025	750,000.00	739,707.55 0.00 0.00 740,493.03	5,197.01 5,625.00 463.60 891.59	785.48 0.00 785.48 1,677.06	1,677.06
91282CED9	UNITED STATES TREASURY 1.75 03/15/2025	750,000.00	740,565.07 0.00 0.00 741,235.69	5,012.02 0.00 6,057.69 1,045.67	670.62 0.00 670.62 1,716.29	1,716.29
91282CEH0	UNITED STATES TREASURY 2.625 04/15/2025	500,000.00	496,531.68 0.00 0.00 496,760.79	3,908.81 0.00 4,948.77 1,039.96	229.11 0.00 229.11 1,269.07	1,269.07
91282CEU1	UNITED STATES TREASURY 2.875 06/15/2025	670,000.00	666,976.45 0.00 0.00 667,151.81	2,526.23 0.00 4,052.49 1,526.26	175.37 0.00 175.37 1,701.63	1,701.63
91282CFP1	UNITED STATES TREASURY 4.25 10/15/2025	600,000.00	598,037.56 0.00 0.00 598,129.06	7,594.26 0.00 9,614.75 2,020.49	91.50 0.00 91.50 2,111.99	2,111.99
91282CFU0	UNITED STATES TREASURY 4.125 10/31/2027	1,000,000.00	985,326.01 0.00 0.00 985,637.08	10,539.15 0.00 13,825.55 3,286.40	311.07 0.00 311.07 3,597.47	3,597.47

INCOME EARNED



Beaumont-Cherry Valley Water District | [REDACTED] | As of February 29, 2024

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
91282CFW6	UNITED STATES TREASURY 4.5 11/15/2025	11/09/2022 11/15/2022 750,000.00	749,371.61 0.00 0.00 749,399.52	7,232.14 0.00 9,921.02 2,688.87	27.91 0.00 27.91 2,716.78	2,716.78
91282CGT2	UNITED STATES TREASURY 3.625 03/31/2028	06/15/2023 06/16/2023 800,000.00	789,848.57 0.00 0.00 790,042.25	9,825.14 0.00 12,122.95 2,297.81	193.68 0.00 193.68 2,491.49	2,491.49
91282CHA2	UNITED STATES TREASURY 3.5 04/30/2028	475,000.00	470,004.78 0.00 0.00 470,098.24	4,247.60 0.00 5,572.12 1,324.52	93.46 0.00 93.46 1,417.98	1,417.98
91282CHK0	UNITED STATES TREASURY 4.0 06/30/2028	02/22/2024 02/23/2024 750,000.00	0.00 739,189.45 0.00 739,237.07	0.00 (4,450.55) 5,027.47 576.92	47.62 0.00 47.62 624.55	624.55
91324PEG3	UNITEDHEALTH GROUP INC 3.7 05/15/2027	05/17/2022 05/20/2022 115,000.00	115,037.56 0.00 0.00 115,036.62	898.28 0.00 1,252.86 354.58	0.19 (1.12) (0.94) 353.65	353.65
92348KAA1	VZMT 2021-1 A 0.5 05/20/2027	10/21/2022 10/25/2022 300,000.00	285,528.09 0.00 0.00 285,876.66	45.83 125.00 45.83 125.00	348.58 0.00 348.58 473.58	473.58
931142EW9	WALMART INC 3.9 09/09/2025	09/06/2022 09/09/2022 100,000.00	99,962.57 0.00 0.00 99,964.42	1,538.33 0.00 1,863.33 325.00	1.85 0.00 1.85 326.85	326.85
Total Fixed Income		38,705,577.86	37,893,640.75 1,483,980.34 (1,095,088.51) 38,305,277.36	262,293.36 90,153.42 264,388.18 92,248.23	23,948.35 (1,203.57) 22,744.78 114,993.02	114,993.02
TOTAL PORTFOLIO		38,932,561.51	38,424,654.59 1,914,637.05 (1,830,389.15) 38,532,261.01	262,293.36 92,208.94 264,388.18 94,303.75	23,948.35 (1,203.57) 22,744.78 117,048.54	117,048.54

Item 3c

Accounts Payable

Checks by Date - Detail by Check Date

User: wclayton
 Printed: 3/28/2024 11:00 AM

Beaumont-Cherry Valley Water District
 560 Magnolia Avenue
 Beaumont California 92223
 (951) 845-9581
<https://bcvwd.gov>



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	10085 1002588166	CalPERS Retirement System PR Batch 00002.02.2024 EE Buyback	02/29/2024	138.38
Total for this ACH Check for Vendor 10085:				138.38
Total for 2/29/2024:				138.38
ACH	10288 153363016 153363016 153363016 153363016 153363026 153363026	CalPERS Health Fiscal Services Division Admin Fee for Retired Emp Health Ins Mar 2024 Retired Employees Health Ins Mar 2024 Admin Fee for Health Ins Mar 2024 Active Employees Health Ins Mar 2024 Admin Fee Non CalPers Member Health Ins Mar 2024 Active Non CalPers Member Health Ins Mar 2024	03/07/2024	20.44 2,545.58 224.89 70,279.55 7.20 2,250.07
Total for this ACH Check for Vendor 10288:				75,327.73
ACH	10894 0001679099	Liberty Dental Plan Liberty Dental - Mar 2024	03/07/2024	299.88
Total for this ACH Check for Vendor 10894:				299.88
ACH	10901 2510282 528682	Ameritas Life Insurance Corp. Ameritas Dental Mar 2024 Ameritas Vision Mar 2024	03/07/2024	2,510.28 528.68
Total for this ACH Check for Vendor 10901:				3,038.96
ACH	10902 53743680213075	Colonial Life Col Life Premiums Feb 2024	03/07/2024	5,819.00
Total for this ACH Check for Vendor 10902:				5,819.00
ACH	10903 4670829101	The Lincoln National Life Insurance Company Life & ADD EE/ER Insurance Mar 2024	03/07/2024	630.07
Total for this ACH Check for Vendor 10903:				630.07
ACH	10138 HW201 Mar 2024	ARCO Business Solutions ARCO Fuel Charges 02/27-03/04/2024	03/07/2024	2,865.94
Total for this ACH Check for Vendor 10138:				2,865.94
Total for 3/7/2024:				87,981.58
ACH	10030 700154530138Feb 700154530138Feb 700154530138Feb 700154530138Feb 700154530138Feb 700154530138Feb 700154530138Feb	Southern California Edison Electricity 01/18-02/15/2024 - 815 E 12th Ave Electricity 01/18-02/21/2024 - Wells Electricity 11/20/2023-01/22/2024 - Wells (Prior Month) Electricity 01/23-02/21/2024 - 9781 Avenida Miravilla Electricity 01/12-02/12/2024 - 851 E 6th St Electricity 01/23-02/21/2024 - Well 25 Electricity 01/23-02/21/2024 - 560 Magnolia Ave	03/14/2024	651.08 99,057.99 7,037.88 159.83 222.29 24,422.76 2,088.69
Total for this ACH Check for Vendor 10030:				133,640.52

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	10031	Staples Business Advantage	03/14/2024	
	3558910391	Office Supplies		21.56
	3559417597	Office Supplies		23.16
	3559417599	Office Supplies		412.70
	3559884190	Office Supplies		25.16
Total for this ACH Check for Vendor 10031:				482.58
ACH	10042	Southern California Gas Company	03/14/2024	
	07132135000Feb	Monthly Gas Charges 01/25-02/26/2024		15.78
Total for this ACH Check for Vendor 10042:				15.78
ACH	10052	Home Depot Credit Services	03/14/2024	
	02292024	PPE - Rain Gear		15.67
	02292024	Marble Chips/Concrete - NCRF I		100.70
	02292024	Steel Stakes - Districtwide		192.01
	02292024	Marble Chips - NCRF I		125.42
	02292024	Sprayer - Landscape Maintenance		27.99
	02292024	Rechargeable Batteries - Power Tools		389.33
	02292024	Backflow Cage - Well 23		88.74
Total for this ACH Check for Vendor 10052:				939.86
ACH	10132	South Coast AQMD	03/14/2024	
	4309003	ICE (50-500 HP) EM Elec Gen -Diesel - Fac ID 120877		1,009.82
	4310957	Flat Fee for Last Fiscal Year Emissions - Fac ID 120877		160.35
Total for this ACH Check for Vendor 10132:				1,170.17
ACH	10138	ARCO Business Solutions	03/14/2024	
	HW201 Mar 2024	ARCO Fuel Charges 03/05-03/11/2024		3,278.61
Total for this ACH Check for Vendor 10138:				3,278.61
ACH	10147	Online Information Services, Inc	03/14/2024	
	1246087	106 Credit Reports for Feb 2024		343.76
Total for this ACH Check for Vendor 10147:				343.76
ACH	10350	NAPA Auto Parts	03/14/2024	
	211410	Tail Light - Compressor		25.85
	211477	Funnel/Oil - Water Buffalo		45.19
	211494	Hydraulic Oil - CAT Dozer		102.35
	211538	Shop Towels		19.38
	211538	Tail Light - Unit 42		8.61
	211563	Hydraulic Oil - CAT Dozer		270.43
	211997	Hydraulic Oil - Tractor		168.08
	212105	Fuel Cap - Unit 12		19.92
	212185	Parts - Well 16 Stand By Motor		158.59
Total for this ACH Check for Vendor 10350:				818.40
ACH	10709	Core & Main LP	03/14/2024	
	S787865	Coupling CTS COMP 1		599.30
	U330905	Nipple Brass 1 X Close		432.61
	U333841	Nipple Brass 1 X Close		5,845.32
	U333841	Nipple Brass 1 X 06		2,221.59
Total for this ACH Check for Vendor 10709:				9,098.82

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	10743 21304	Townsend Public Affairs, Inc Consulting Services - March 2024	03/14/2024	5,000.00
Total for this ACH Check for Vendor 10743:				5,000.00
ACH	11038 34817445 34817512 34880505 34979602	Clark Pest Control Pest Control - 39500 Brookside Ave Pest Control - 9781 Avenida Miravilla Pest Control - 815 E 12th St Pest Control - 560 Magnolia Ave	03/14/2024	70.00 110.00 130.00 211.00
Total for this ACH Check for Vendor 11038:				521.00
ACH	10085 1002597937 1002597937 1002597937 1002597937 1002597937 1002597937 1002597937 1002597937	CalPERS Retirement System PR Batch 00001.03.2024 CalPERS 8.25% EE PEPRA PR Batch 00001.03.2024 EE Buyback PR Batch 00001.03.2024 CalPERS 1% ER Paid PR Batch 00001.03.2024 CalPERS 7% EE Deduction PR Batch 00001.03.2024 CalPERS 8% ER Paid PR Batch 00001.03.2024 CalPERS ER Paid Classic PR Batch 00001.03.2024 CalPERS ER PEPRA PR Batch 00001.03.2024 CalPERS 8% EE Paid	03/14/2024 PR Batch 00001.03.2 PR Batch 00001.03.2	6,984.37 138.38 194.22 1,359.51 1,129.28 10,463.92 7,179.09 2,086.86
Total for this ACH Check for Vendor 10085:				29,535.63
ACH	10087 0-806-29-584 0-806-29-584 1-849-618-704	EDD PR Batch 00001.03.2024 State Income Tax PR Batch 00001.03.2024 CA SDI 2023 EDD Quarterly Tax Adjustment	03/14/2024 PR Batch 00001.03.2 PR Batch 00001.03.2 PR Batch 00001.03.2	6,435.47 1,689.72 445.73
Total for this ACH Check for Vendor 10087:				8,570.92
ACH	10094 270447451408262 270447451408262 270447451408262 270447451408262 270447451408262	U.S. Treasury PR Batch 00001.03.2024 Federal Income Tax PR Batch 00001.03.2024 Medicare Employee Portion PR Batch 00001.03.2024 FICA Employer Portion PR Batch 00001.03.2024 Medicare Employer Portion PR Batch 00001.03.2024 FICA Employee Portion	03/14/2024 PR Batch 00001.03.2 PR Batch 00001.03.2 PR Batch 00001.03.2 PR Batch 00001.03.2 PR Batch 00001.03.2	14,679.87 2,276.19 9,732.61 2,276.19 9,732.61
Total for this ACH Check for Vendor 10094:				38,697.47
ACH	10141 47527538 47527559 47527573	Ca State Disbursement Unit PR Batch 00001.03.2024 Garnishment PR Batch 00001.03.2024 Garnishment PR Batch 00001.03.2024 Garnishment	03/14/2024 PR Batch 00001.03.2 PR Batch 00001.03.2 PR Batch 00001.03.2	288.46 379.84 308.07
Total for this ACH Check for Vendor 10141:				976.37
ACH	10203 VB1450PP06 2024	Voya Financial PR Batch 00001.03.2024 Deferred Comp	03/14/2024 PR Batch 00001.03.2	450.00
Total for this ACH Check for Vendor 10203:				450.00
ACH	10264 1002597940 1002597940 1002597940 1002597940	CalPERs Supplemental Income Plans PR Batch 00001.03.2024 100% Contribution PR Batch 00001.03.2024 ROTH-Post-Tax PR Batch 00001.03.2024 CalPERS 457 PR Batch 00001.03.2024 CalPERS 457 %	03/14/2024 PR Batch 00001.03.2 PR Batch 00001.03.2 PR Batch 00001.03.2 PR Batch 00001.03.2	789.59 756.50 1,750.00 33.45
Total for this ACH Check for Vendor 10264:				3,329.54
ACH	10984 1710276129038	MidAmerica Administrative & Retirement Solutions PR Batch 00001.03.2024 401(a) Deferred Comp	03/14/2024 PR Batch 00001.03.2	1,176.28
Total for this ACH Check for Vendor 10984:				1,176.28

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	11152 765577 766133	Sterling Health Services, Inc 2024 FSA Deposit PR Batch 00001.03.2024 Flexible Spending Account (PT)	03/14/2024 PR Batch 00001.03.2024 PR Batch 00001.03.2024	1,158.33 541.67
Total for this ACH Check for Vendor 11152:				1,700.00
2209	11155 2024-3	CICCS PR Batch 00001.03.2024 Emp Assistance Program	03/14/2024 PR Batch 00001.03.2024	91.68
Total for Check Number 2209:				91.68
2210	10387 PP06 2024	Franchise Tax Board PR Batch 00001.03.2024 Garnishment FTB	03/14/2024 PR Batch 00001.03.2024	109.03
Total for Check Number 2210:				109.03
14932	UB*05462	Jacqueline Barajas Refund Check Refund Check Refund Check Refund Check Refund Check Refund Check	03/14/2024	6.47 8.42 17.77 10.78 18.49 11.67
Total for Check Number 14932:				73.60
14933	UB*05457	D.R. Horton Refund Check	03/14/2024	1,906.33
Total for Check Number 14933:				1,906.33
14934	UB*05458	DR Horton Refund Check	03/14/2024	481.72
Total for Check Number 14934:				481.72
14935	UB*05461	DR Horton Refund Check	03/14/2024	467.40
Total for Check Number 14935:				467.40
14936	UB*05463	DR Horton Refund Check	03/14/2024	481.72
Total for Check Number 14936:				481.72
14937	UB*05464	DR Horton Refund Check	03/14/2024	481.72
Total for Check Number 14937:				481.72
14938	UB*05465	DR Horton Refund Check	03/14/2024	481.72
Total for Check Number 14938:				481.72
14939	UB*05466	DR Horton Refund Check	03/14/2024	481.72
Total for Check Number 14939:				481.72
14940	UB*05468	DR Horton Refund Check	03/14/2024	501.72
Total for Check Number 14940:				501.72

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
14941	UB*05469	DR Horton Refund Check Refund Check Refund Check Refund Check	03/14/2024	840.00 2,871.83 1,440.00 481.72
Total for Check Number 14941:				5,633.55
14942	UB*05470	DR Horton Refund Check	03/14/2024	481.72
Total for Check Number 14942:				481.72
14943	UB*05471	DR Horton Refund Check	03/14/2024	481.72
Total for Check Number 14943:				481.72
14944	UB*05451	Michael Jirsa Refund Check Refund Check Refund Check	03/14/2024	63.74 7.34 14.38
Total for Check Number 14944:				85.46
14945	UB*05450	Aminata Kamara Refund Check	03/14/2024	309.53
Total for Check Number 14945:				309.53
14946	UB*05456	Sivorn Lim Refund Check	03/14/2024	79.34
Total for Check Number 14946:				79.34
14947	UB*05460	Johnny Mena Refund Check	03/14/2024	56.02
Total for Check Number 14947:				56.02
14948	UB*05255	Robert Morehead Refund Check Refund Check Refund Check Refund Check Refund Check Refund Check	03/14/2024	28.62 504.10 76.68 68.93 40.81 40.21
Total for Check Number 14948:				759.35
14949	UB*05474	Chistopher Prado Refund Check	03/14/2024	80.20
Total for Check Number 14949:				80.20
14950	UB*05472	RSI Communities LLC Refund Check	03/14/2024	246.09
Total for Check Number 14950:				246.09
14951	UB*05473	RSI Communities LLC Refund Check Refund Check Refund Check Refund Check Refund Check	03/14/2024	450.20 262.61 32.26 721.86 881.63
Total for Check Number 14951:				2,348.56

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
14952	UB*05453	Kaye Sanchez Refund Check Refund Check Refund Check Refund Check Refund Check	03/14/2024	27.47 25.63 14.95 57.99 2.12
Total for Check Number 14952:				128.16
14953	UB*05467	Robert & Jennifer Taylor Refund Check 022228-000, 1312 Daylily Dr	03/14/2024	57.54
Total for Check Number 14953:				57.54
14954	UB*05455	TNT Blanchard General Eng Inc. Refund Check Refund Check Refund Check Refund Check	03/14/2024	23.40 2,483.67 10.80 6.30
Total for Check Number 14954:				2,524.17
14955	UB*05452	Tri Pointe Homes Refund Check	03/14/2024	2,613.33
Total for Check Number 14955:				2,613.33
14956	UB*05459	Eva Turnbull Refund Check	03/14/2024	36.48
Total for Check Number 14956:				36.48
14957	UB*05447	Delas Vaughan Refund Check Refund Check Refund Check Refund Check Refund Check	03/14/2024	24.71 17.39 10.15 8.25 13.42
Total for Check Number 14957:				73.92
14958	UB*05449	Vern Vine Refund Check Refund Check Refund Check Refund Check	03/14/2024	9.51 10.83 5.54 26.58
Total for Check Number 14958:				52.46
14959	UB*05448	Lee Wixom Refund Check	03/14/2024	30.19
Total for Check Number 14959:				30.19
14960	UB*05454	Edward Zamarripa Refund Check	03/14/2024	175.90
Total for Check Number 14960:				175.90

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
14961	10001	Action True Value Hardware	03/14/2024	
	02292024	Wire Spool/Welding Tip - Welder		40.92
	02292024	Chain Saw Tool/Oil - Districtwide		26.38
	02292024	Dust Broom - 12th/Palm		11.84
	02292024	Water Heater Screen - 13695 Oak Glen Rd		18.31
	02292024	Drill Bits - Field Staff		16.14
	02292024	Cutting Tool - Unit 17		26.92
	02292024	Staples Gun/Staples - Unit 17		23.46
	02292024	Propane for Heaters - 12th/Palm		60.07
	02292024	Paint - Meter Assembly		23.56
	02292024	Supplies		25.30
	02292024	Wood Stakes - NCRF 1 & 2		17.07
Total for Check Number 14961:				289.97
14962	10718	Airwave Communication ENT	03/14/2024	
	12165	Speaker MIC, IMPRES RSM Large 3.5 Jack NC for XPR3500e Radio		4,300.92
Total for Check Number 14962:				4,300.92
14963	10144	AlSCO Inc	03/14/2024	
	LYUM1783876	Cleaning Mats/Air Fresheners 560 Magnolia Feb 2024		58.94
	LYUM1784190	Cleaning Mats/Shop Towels 12th/Palm Feb 2024		31.05
	LYUM1787186	Cleaning Mats/Air Fresheners 560 Magnolia Feb 2024		58.94
	LYUM1787524	Cleaning Mats/Shop Towels 12th/Palm Feb 2024		31.05
Total for Check Number 14963:				179.98
14964	10420	Amazon Capital Services, Inc.	03/14/2024	
	19HN-WH9F-3MD6	Door Hangers - Customer Service		101.24
	1H13-G93H-DN1W	Whiteboard/Supplies - 12th/Palm		194.27
Total for Check Number 14964:				295.51
14965	10272	Babcock Laboratories Inc	03/14/2024	
	02292024	General Physical Analysis Samples		594.60
	02292024	16 Hexavalent Chromium Samples		1,882.72
	02292024	62 Coliform Water Samples		3,225.86
Total for Check Number 14965:				5,703.18
14966	10271	Beaumont Ace Home Center	03/14/2024	
	02292024	General Safety Supplies		171.05
	02292024	NCRF/Canyon Pond Maintenance Supplies		9.90
	02292024	General Supplies		111.76
	02292024	Materials - AMR/AMI Project Supplies		1,118.62
	02292024	Maint & Repair - 851 E 6th St Supplies		68.94
	02292024	Meter Maint & Service Supplies		23.67
	02292024	Production Small Tools Supplies		30.06
	02292024	Maint & Repair - 560 Magnolia Ave Supplies		29.46
	02292024	Maint & Repair - General Building Supplies		27.02
	02292024	Cross Connection Small Tools Supplies		46.20
	02292024	Maint & Repair - 13965 Oak Glen Rd Supplies (Water Heater)		968.87
	02292024	Lab Testing Supplies		237.04
	02292024	Maint & Repair - General Equip Supplies		35.50
	02292024	Landscape Maint Supplies		64.21
	02292024	Transmission & Distribution Small Tools Supplies		376.69
	02292024	Maint & Repair - 12303 Oak Glen Rd Supplies		12.92
Total for Check Number 14966:				3,331.91

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
14967	10382	Beaumont Power Equipment Inc	03/14/2024	
	4438	Repair/Service Hedge Trimmers		157.51
	4440	Air Filter - Weed Trimmer		52.72
	4443	Chain Saw PPE		103.43
	4490	Weed Trimmer Head		35.55
	4493	Weed Trimmer Line		19.38
	4539	2 Cycle Oil - Landscape Maintenance		32.30
Total for Check Number 14967:				400.89
14968	10742 02292024	Andrew Becerra Class A Permit Reimbursement - A Becerra	03/14/2024	98.00
Total for Check Number 14968:				98.00
14969	10929 1338	Brent Billingsley (ICS) (96) 60lb Buckets of Accu-Tab Chlorine Tablets	03/14/2024	18,480.00
Total for Check Number 14969:				18,480.00
14970	10173 INV-1118	California Society of Municipal Finance Officers 2024 Budget Award Review Fee	03/14/2024	150.00
Total for Check Number 14970:				150.00
14971	10774 040255 040256 040257	Jesus Camacho (25) Truck Washes Feb 2024 (24) Truck Washes Feb 2024 (25) Truck Washes Feb 2024	03/14/2024	310.00 298.00 310.00
Total for Check Number 14971:				918.00
14972	10249 PZ09492	CDW Government LLC Virus Protection Annual Renewal	03/14/2024	5,987.20
Total for Check Number 14972:				5,987.20
14973	10614 45819 45823 45823 46052 46052	Cherry Valley Automotive Inspect Alignment - Unit 41/OD 36,792 Tires/Oil/Filter - Unit 35/OD 49,423 Labor - Tires/Oil/Filter - Unit 35/OD 49,423 Oil/Filter - Unit 33/OD 85,746 Oil/Filter - Unit 33/OD 85,746	03/14/2024	216.00 919.61 104.00 54.35 26.00
Total for Check Number 14973:				1,319.96
14974	10351 T1-0319080	Cherry Valley Nursery & Landscape Supply Rock - Service Repair	03/14/2024	64.65
Total for Check Number 14974:				64.65
14975	10772 7812	CV Strategies Strategic Communication Services - Feb 2024	03/14/2024	6,250.00
Total for Check Number 14975:				6,250.00
14976	11228 101 101 101	D I Ready Cleaning Service, Inc March 2024 Janitorial Services for 560 Magnolia March 2024 Janitorial Services for 851 E 6th St March 2024 Janitorial Services for 815 E 12th	03/14/2024	1,028.00 288.00 534.00
Total for Check Number 14976:				1,850.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
14977	10942 0005239623 0005272302 0005272304	Diamond Environmental Services LP Basin Handwash Station Rental - 39500 Brookside 03/04-03/31/2024 (2) Rental and Service Handicap Restrooms - 03/11-04/07/2024 (1) Rental and Service Portable Restroom - 03/11-04/07/2024	03/14/2024	151.69 301.55 95.33
Total for Check Number 14977:				548.57
14978	11194 202401080	Dudek Well Siting & Feasibility Study - Feb 2024	03/14/2024	4,275.00
Total for Check Number 14978:				4,275.00
14979	10985 EI01632140	Eide Bailly LLP GASB 96 Implementation Guidance 2024	03/14/2024	397.50
Total for Check Number 14979:				397.50
14980	10600 03012024	Gaucho Pest Control Inc. NCR I Rodent Control Mar 2024	03/14/2024	1,000.00
Total for Check Number 14980:				1,000.00
14981	11085 02212024	Melvin Gibson Class A Permit Reimbursement - M Gibson	03/14/2024	98.00
Total for Check Number 14981:				98.00
14982	11230 631530-4254990	Healthpointe Medical Group, Inc Pre-Employment Testing	03/14/2024	150.00
Total for Check Number 14982:				150.00
14983	10398 257479 257479 257480	Infosend, Inc Feb 2024 Supply Charges for Utility Billing Feb 2024 Processing Charges for Utility Billing Feb 2024 Postage Charges for Utility Billing	03/14/2024	766.45 1,150.17 5,782.60
Total for Check Number 14983:				7,699.22
14984	10496 S-100694	John Borden Heating & Air Conditioning AC Maintenance - 560 Magnolia Ave	03/14/2024	475.00
Total for Check Number 14984:				475.00
14985	10967 02222024	Keenan & Associates 2024 BCVWD Benefits Guide	03/14/2024	1,443.75
Total for Check Number 14985:				1,443.75
14986	11100 13445182	Loomis Armored US, LLC Armored Truck Service - March 2024	03/14/2024	324.55
Total for Check Number 14986:				324.55
14987	11222 0031598 0031598 0031598	Ludwig Engineering Associates, Inc. Design & Engineering Services - Elm Ave Pipeline Project Design & Eng Services - 11th St Pipeline Replacement Project Design & Eng Services - American Ave Pipeline Replacement Proj	03/14/2024	2,147.86 4,783.87 2,831.27
Total for Check Number 14987:				9,763.00
14988	10148 223-50-3 223-50-3	MCC Equipment Rentals Inc. Retention - 5th St Pipeline Replacement Project Contracted Labor - 5th St Pipeline Replacement Project	03/14/2024	-13,671.63 273,432.50
Total for Check Number 14988:				259,760.87

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
14989	10143 15878	Nobel Systems Inc Geo Viewer Subscription 05/01/2024-04/30/2025	03/14/2024	19,500.00
Total for Check Number 14989:				19,500.00
14990	11220 301740476 301742955	Pridestaff, Inc Customer Service Temp - 02/19-02/22/2024 Customer Service Temp - 02/26-02/29/2024	03/14/2024	1,236.48 1,648.64
Total for Check Number 14990:				2,885.12
14991	10797 32308	Raftelis Financial Consultants, Inc Capacity Fee Study - Jan 2024	03/14/2024	2,745.00
Total for Check Number 14991:				2,745.00
14992	10282 02022024	Rancho Paseo Medical Group Random Employee Testing	03/14/2024	70.00
Total for Check Number 14992:				70.00
14993	10223 246340	Richards, Watson & Gershon Legal Services Jan 2024 Board Approval 03/13/2024	03/14/2024	4,840.00
Total for Check Number 14993:				4,840.00
14994	10171 24-34819	Riverside Assessor - County Recorder Feb 2024 Lien Fees	03/14/2024	160.00
Total for Check Number 14994:				160.00
14995	10095 202401000339	Riverside County Dept of Waste Resources Pallet Waste - Inv Warehouse Jan 2024	03/14/2024	107.00
Total for Check Number 14995:				107.00
14996	10527 63160824 63220341 63258591 63265619 63280944 63289437 63328177	Robert Half Talent Solutions Engineering Admin Temp - 01/29-02/01/2024 Engineering Admin Temp - 02/12-02/14/2024 Finance Temp - 02/19-02/22/2024 Engineering Admin Temp - 02/19-02/22/2024 Engineering Admin Temp - 02/26-02/29/2024 Finance Temp - 02/26-02/29/2024 Engineering Admin Temp - 03/04-03/07/2024	03/14/2024	1,592.80 1,592.80 2,202.41 1,194.60 1,403.26 2,938.51 1,592.80
Total for Check Number 14996:				12,517.18
14997	11198 02292024	Joshua Rogers Class A Permit Reimbursement - J Rogers	03/14/2024	98.00
Total for Check Number 14997:				98.00
14998	10689 231973 232652	Safety Compliance Company Safety Meeting - Traffic Control & Flaggers - 02/20/2024 Safety Meeting - First Aid & CPR - 03/06/2024	03/14/2024	250.00 250.00
Total for Check Number 14998:				500.00
14999	11131 4515-6	Sherwin-Williams Company Parts - Paint Sprayer Repair	03/14/2024	46.80
Total for Check Number 14999:				46.80
15000	11127 02292024	Cenica Smith Mileage Reimbursement - C Smith Feb 2024	03/14/2024	11.06
Total for Check Number 15000:				11.06

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
15001	10431 45583	Southern California West Coast Electric Repairs to Electrical Panel - NCRF I	03/14/2024	1,437.00
Total for Check Number 15001:				1,437.00
15002	10447 OP#27716	State Water Resources Control Board - DWOCP T1 Certificate Renewal - J Medina - Op# 27716	03/14/2024	105.00
Total for Check Number 15002:				105.00
15003	10911 N5482	The Prizm Group Beaumont Basin Well Site Survey - Feb 2024	03/14/2024	8,393.75
Total for Check Number 15003:				8,393.75
15004	10063 01364024	The Record Gazette Rate Study RFP - 02/02/2024 & 02/09/2024	03/14/2024	472.00
Total for Check Number 15004:				472.00
15005	10424 466475	Top-Line Industrial Supply, LLC Band Clamps - Unit 44	03/14/2024	31.41
Total for Check Number 15005:				31.41
15006	11190 51922951	Univar Solutions USA, Inc (3) 275-Gal Tote of Earthtec for Recharge Facility	03/14/2024	18,320.75
Total for Check Number 15006:				18,320.75
15007	10934 4022941	USAFact, Inc Pre-Employment Background Check	03/14/2024	90.64
Total for Check Number 15007:				90.64
15008	11068 03052024	Aaron Walker Benefits Corrections After Resignation	03/14/2024	15.06
Total for Check Number 15008:				15.06
15009	10447 OP#30470	State Water Resources Control Board - DWOCP D2 Certificate Renewal - J Medina - Op# 30470	03/14/2024	110.00
Total for Check Number 15009:				110.00
Total for 3/14/2024:				669,569.16
ACH	11152 766352	Sterling Health Services, Inc PR Batch 00001.03.2024 Flaxible Spending Account (PT)	03/18/2024	45.00
Total for this ACH Check for Vendor 11152:				45.00
Total for 3/18/2024:				45.00
ACH	10138 HW201 Mar 2024	ARCO Business Solutions ARCO Fuel Charges 03/12-03/18/2024	03/21/2024	3,106.05
Total for this ACH Check for Vendor 10138:				3,106.05
Total for 3/21/2024:				3,106.05

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	10781	Umpqua Bank	03/22/2024	
	10019	C R & R Incorporated		
		Monthly Charges 3 YD Commercial Bin - Cherry Yard - Feb 2024		310.41
		Monthly Charges 3 YD Locked Recycle - 39500 Brookside - Feb 2024		98.46
		Monthly Charges 3 YD Commercial Bin - 39500 Brookside - Feb 2024		310.41
	10034	US Postal Service		
		Certified Postage		34.10
	10037	Waste Management Of Inland Empire		
		Recycling Dumpster Charges - 815 E 12th Feb 2024		105.55
		Yard Dumpsters - 815 E 12th Feb 2024		348.49
		Organics Cart Charges - 815 E 12th Feb 2024		58.95
		Recycling Dumpster Charges - 560 Magnolia Feb 2024		105.55
		Monthly Sanitation - 560 Magnolia Feb 2024		128.17
	10116	Verizon Wireless Services LLC		
		Cell Phone/iPad Charges for Jan 2024		1,753.72
	10224	Legal Shield		
		Monthly Prepaid Legal for Employees Feb 2024		308.00
		Monthly Prepaid Legal for Employees Jan 2024		308.00
	10233	Pro-Pipe & Supply		
		Parts - Meters		223.68
		Backflow Cage - Hannon Tank		533.36
		Parts - Meter Assembly		205.48
	10274	Beaumont Chamber of Commerce		
		Chamber Breakfast - Mar 2024 - L Williams		25.00
		Chamber Breakfast - Mar 2024 - D Slawson		25.00
	10284	Underground Service Alert of Southern California		
		148 New Ticket Charges Jan 2024		259.00
		Monthly Maintenance Fee		10.00
	10340	County of Riverside		
		2024 Annual Blanket Encroachment Permit - Cherry Valley		2,045.60
	10409	Stater Bros		
		Water - Board Meetings		15.57
		Water - Board Meetings		20.76
	10420	Amazon Capital Services, Inc.		
		(6) Power Splitters - iPad Chargers		72.09
		Computer Speakers		269.28
	10477	Walgreens		
		Birthday Club Reimbursement		30.00
		Birthday Club Reimbursement		90.00
	10546	Frontier Communications		
		01/25-02/24/2024 Feb 2024 FIOS/FAX 851 E 6th Street		354.99
		01/10-02/09/2024 Jan 2024 FIOS/FAX 12th/Palm		581.33
		01/25-02/24/2024 Feb 2024 FIOS/FAX 560 Magnolia Ave		522.72
	10572	Southwest Airlines		
		Flight - WELL - A Ramirez - 03/15-03/16/2024		203.49
		Flight - WELL - A Ramirez - 05/22-05/23/2024		233.97
	10573	O'Reilly Auto Parts		
		Supplies - Fleet Maintenance		49.84
		Drill Bits - Main Office		25.85
	10623	WP Engine		
		Web Host for BCVWD Website Feb 2024		115.00
	10652	Society for Human Resource Management		
		2024 Membership Dues - R Berioso		264.00
	10692	MMSoft Design		
		Network Monitoring Software Feb 2024		280.68
	10784	Autodesk, Inc		
		Auto CAD Software 851 E 6th St - Feb 2024		255.00
		Auto CAD Software 851 E 6th St - Feb 2024		1,050.00
	10790	Microsoft		
		Monthly Microsoft Office License - Feb 2024		1,104.00
		Monthly Microsoft Office License - Feb 2024		417.10
		Monthly Microsoft Office License - Feb 2024		16.40

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
10840		Ready Fresh (Arrowhead) Water - Feb 2024 - 851 E 6th		75.58
10892		Zoom Video Communications, Inc. (10) Video Conference - March 2024		226.49
10918		Apple.com Cloud Storage - iPads		9.99
10926		SSD Alarm Alarm Equip/Rent/Service/Monitor - 39500 Brookside Ave		78.00
		Alarm Equip/Rent/Service/Monitor - 851 E 6th St		85.31
		Alarm Equip/Rent/Service/Monitor - 560 Magnolia Ave		397.81
		Alarm Equip/Rent/Service/Monitor - 11083 Cherry Ave		65.33
		Alarm Equip/Rent/Service/Monitor - 39500 Brookside Ave		284.17
		Alarm Equip/Rent/Service/Monitor - 815 12th St		137.25
		Alarm Equip/Rent/Service/Monitor - Previous Payment		-215.80
		Alarm Equip/Rent/Service/Monitor - 39500 Brookside Ave		78.00
10955		City of Calimesa City of Calimesa 2024 Annual Encroachment Permit		123.00
10978		Nextiva, Inc. Monthly Phone Service Feb 2024		2,999.62
11040		IceGram Plug In for Email Blast - Pass Water Alliance		129.00
11055		United Airlines Flight - Water Reuse Conf - J Bean - 03/10-03/15/2024		623.74
11079		DOT Physicals on the Go DOT Physical - A Becerra		104.00
		DOT Physical - M Gibson		104.00
11094		Al's Kubota Tractor Labor - Pole Saw Repairs		38.50
		Parts - Pole Saw Repairs		27.18
11157		FRANCOTYP-POSTALIA INC Quarterly Rental - Postage Machine		112.28
11169		Space Exploration Technologies Corp Back Up Internet - Feb 2024		750.00
11176		Queens Driving School Class Training - M Gibson - 02/27/2024		69.00
11193		Mitsogo, Inc Cyber Security - iPads - Feb 2024		67.50
11215		White Cap Supply Holdings II, LLC Torque Impact Wrench		420.28
11216		DNS Filter Monthly Spam Filter - Feb 2024		225.00
11234		File Invite Limited Monthly Secure Storage/Secure File Transfer - Mar 2024		1,145.83
11240		Adobe Acrobat Pro Subscription Mar 2024		719.70
11247		Cloudflare, Inc Annual Domain DNS - BCVWD.gov		240.00
11248		Cornerstone BBQ Birthday Club Reimbursement		203.42
11249		Higher Learning Technologies, Inc Practice Exams - Water Operators		49.99
11250		Vons Birthday Club Reimbursement		31.84
Total for this ACH Check for Vendor 10781:				22,575.01
Total for 3/22/2024:				22,575.01
Report Total (108 checks):				783,415.18



**Beaumont-Cherry Valley Water District
Board of Directors Regular Meeting
April 10, 2024**

Item 3d

STAFF REPORT

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

Staff Recommendation

Approve the pending invoice totaling \$4,740.00

Background

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

Fiscal Impact

There is a \$4,740.00 impact to the District which will be paid from the 2024 budget.

Attachment(s)

- Richards Watson Gershon Invoice #246805

Staff Report prepared by William Clayton, Finance Manager



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

Item 3d
350 South Grand Avenue
37th Floor
Los Angeles, CA 90071

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

Invoice Date: March 12, 2024
Invoice Number: 246805
Matter Number: 12788-0001

██████████ GENERAL COUNSEL SERVICES

For professional services rendered through February 29, 2024

Fees	4,740.00
Costs	0.00
Total Amount Due	\$4,740.00

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



Item 3e

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

**MINUTES OF SPECIAL MEETING
OF THE BOARD OF DIRECTORS
Wednesday, February 28, 2024 at 6:30 p.m.**

*Meeting held in person at 560 Magnolia Ave., Beaumont, CA
with a teleconference location at 235 S. Beach Blvd., Anaheim, CA
pursuant to California Government Code Section 54950 et. seq.*

Call to Order: *President Covington opened the meeting at 6:32 p.m.*

Pledge of Allegiance was led by Director Slawson.

Invocation was given by Director Williams.

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

President Covington announced the availability of teleconference location and remote attendance of Director Ramirez.

Roll Call:

Directors present:	Covington, Hoffman, Ramirez, Slawson, Williams
Directors absent:	None
Staff present:	General Manager Dan Jaggars Executive Assistant Lynda Kerney
Legal Counsel	Not present

Members of the public who registered attendance: None.

Public Comment: None.

1. Adjustments to the Agenda: None.

2. Announcements

President Covington pointed out the announcements:

- Beaumont Basin Watermaster Committee: Wednesday, Mar. 6 at 11 a.m.
- Collaborative Agencies Committee: Wednesday, Mar. 6 at 5 p.m.
- Finance & Audit Committee meeting: Thursday, Mar. 7 at 3 p.m.
- Regular Board meeting: Wednesday, Mar. 13 at 6 p.m.
- Personnel Committee meeting: Tuesday, Mar. 19 at 5:30 p.m.

- San Gorgonio Pass Regional Water Alliance: Wednesday, Mar. 27 at 5 p.m.
- Engineering Workshop: Thursday, Mar. 28 at 6 p.m.

3. Recess to Closed Session:

The Board recessed to Closed Session at 6:37 p.m.

- a. CONFERENCE WITH REAL PROPERTY NEGOTIATORS
Pursuant to California Government Code Section 54956.8
Property: APNs 408-080-009, 408-080-010, 408-080,011, 480-080-012
Agency Negotiator: Dan Jagers, General Manager
Under Negotiation: Price and terms of payment

Director Ramirez exited the meeting at 7:04 p.m.

Reconvened in Open Session at 7:36 p.m.

4. Report on Action Taken During Closed Session and Possible Direction to Staff

President Covington announced that no reportable action was taken.

5. Adjournment

President Covington adjourned the meeting at 7:37 p.m.

ATTEST:

DRAFT UNTIL APPROVED

DRAFT UNTIL APPROVED

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

Director Lona Williams, Secretary
to the Board of Directors of the
Beaumont-Cherry Valley Water District



Item 3f

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

**MINUTES OF REGULAR MEETING
OF THE BOARD OF DIRECTORS
Wednesday, March 13, 2024 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 Covington opened the meeting at 6:05 p.m.*

Pledge of Allegiance was led by President Covington.

Invocation was given by Director Ramirez.

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

Director Ramirez attended via teleconference under the Just Cause provision.

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 Operations James Bean Director of Information Technology Robert Rasha Assistant Director of Finance and Administration Sylvia Molina Human Resources Manager Ren Berioso Finance Manager Bill Clayton Engineering Assistant Evan Ward Development Services Technician Lily Tienda Temporary Water Utility Worker Kyle Anders Executive Assistant Lynda Kerney
Legal Counsel	Tilden Kim

Members of the public who registered attendance: Wendy Li, Chris Rivera, and Edwin Viray with IDC consultants; Lee Ann Smith-Trafzer; Dustin Christensen from the City of Beaumont; Kevin Walton, and Larry Smith of the San Gorgonio Pass Water Agency; and Nyles O’Harra of Yucaipa Valley Water District.

Public Comment: None.

1. Adjustments to the Agenda

Mr. Jagers requested the President continue Item 10 to a future meeting.
 Director Ramirez requested the President move forward Item 12b.

President Covington called Item 12b out of order.

12. Reports for Discussion and Possible Action

b. Directors' Reports

- o Water Education for Latino Leaders Conference in Imperial Beach on February 9-10, 2024 (Ramirez)
- o San Gorgonio Pass Water Agency Meeting on February 26, 2024 (Slawson)
- o Water Education for Latino Leaders Training Water Storage and Groundwater on February 29, 2024 (Ramirez)
- o Anti-Harassment for Supervisors and Managers Training on March 2, 2024 (Covington, Slawson)
- o San Gorgonio Pass Water Agency Meeting on March 4, 2024 (Slawson)
- o CSDA Webinar: Creating a Successful Communications Strategy on March 12, 2024 (Covington)

2. Reports / Presentations / Information Items

Assistant Director of Finance and Administration Sylvia Molina provided an oral report on item 2a.

The Board received and filed the following reports:

- a. *Townsend Public Affairs, Inc. Monthly Update*
- b. *Legislative Action and Issues Report*
- c. *California Water Supply Conditions and Water Issues*

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	

3. Consent Calendar

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

- a. *Review of the January 2024 Budget Variance Reports*
- b. *Review of the January 31, 2024 Cash/Investment Balance Report*
- c. *Review of Check Register for the Month of February 2024*
- d. *Review of February 2024 Invoices Pending Approval*
- e. *Minutes of the Regular Meeting of January 25, 2024*
- f. *Minutes of the Regular Meeting of February 14, 2024*
- g. *Minutes of the Regular Meeting of February 22, 2024*

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

4. PUBLIC HEARING Resolution 2024-03: Adopting the Updated Schedule of Miscellaneous Fees (Administrative Cost Recoveries) and Superseding Resolution 2022-38

President Covington introduced the item. Finance Manager Bill Clayton reminded the Board about the identification of the proposed fees at the February 14, 2024 Board meeting and presented the Summary of Proposed Revisions to Miscellaneous Fees for consideration. He discussed the fee calculations based on actual costs to the District and provided highlights.

Public Comment

President Covington opened the Public Hearing at 6:37 p.m. and invited comment. There was none. President Covington closed the Public Hearing at 6:38 p.m.

Director Comment / Discussion

Director Ramirez, Director Slawson, and President Covington commented on the increase in additional paving deposits. Covington noted the paving cost now appears to be as much as the cost of installing the service. General Manager Dan Jagers described the currently required work for paving in the City of Beaumont, but also noted potential for cost savings. Clayton noted this is a deposit amount and would be reconciled after completion of the work.

Director Williams advised that the paving cost numbers presented are accurate. She explained that Jagers had been working with the City Manager to come to some kind of arrangement related to paving requirements, but Board support is needed. Mr. Jagers reported that when he requested a reduction of some of the paving requirements, he was advised the City would consider and discuss internally. Staff will put a package of paving needs together and bid it out for economies of scale and overall savings, he stated.

Director Ramirez acknowledged the efforts of staff and asked what successes had been achieved in cost control. Mr. Jagers pointed to the encroachment permit agreement being discussed with the City, and elements of the pavement repair. Director Ramirez asked about the timeline for the agreement, and Jagers explained he is studying it and will consult with legal counsel.

Director Ramirez asked about the comparison of fees in the prior year and Mr. Jagers said the new figures represent the calculated current year average. The City Council is aware of the costs, Jagers added.

General Manager Jagers described the recent ongoing experiences with water theft by subcontractors of developers and explained that more horsepower is needed via larger assessments to combat the problem.

Director Williams voiced support for the increased water theft penalties, noting that it is a big issue for every water retailer. Mr. Clayton confirmed for Director Ramirez that the existing Water Theft penalty would be replaced by the new figures.

Director Slawson pointed to the tiered water theft penalties and staff assured the Board that legal counsel had not indicated a problem with the figures. Director Slawson and Director Hoffman asked how identification and collection of the penalties would be accomplished, and Mr. Jagers provided examples, emphasizing the need to protect the water system. Director Hoffman asked for a report in the next year.

In response to Director Slawson, Mr. Jagers explained that there are certified backflow testers on staff, but the backflow devices are typically owned by individuals and District prefers the owners service and test them. The District has a list of certified backflow testers, but there have been rare times in which the testing has been performed by staff and the owner back charged for the service.

President Covington stated that the adoption of Resolution 2024-03 shall not diminish or negate the active resolutions 2022-38 and 2023-01. Staff assured that only the identified fees were being superseded. The following fees supersede the corresponding fees in Resolution 2022-38 and 2023-01:

	Fee Description	Reso 22-38	New
1	Backflow Administration Fee	\$50	\$75
2	Service Connection (meter assembly only) 5/8" In-Tract	\$1,120	\$1,530
3	Service Connection (meter assembly only) 3/4" In-Tract	\$1,140	\$1,560
4	Service Connection (meter assembly only) 1.0" In-Tract	\$1,210	\$1,630
5	Service Connection (meter assembly only) 1.5" In-Tract	\$730	\$740
6	Service Connection (meter assembly only) 2.0" In-Tract	\$980	\$990
7	Encroachment Permit Fee (City of Beaumont non-moratorium area)	\$510	\$640
8	Encroachment Permit Fee (City of Beaumont moratorium area)	\$650	\$660
9	Fire Flow Deposit	\$700	\$800
10	GIS Deposit – Commercial / Institutional / Industrial	\$710	\$940
11	GIS Deposit – Residential	\$210	\$520
12	City of Beaumont Moratorium Area additional paving deposit (short side)	\$6,560	\$10,030
13	City of Beaumont Moratorium Area additional paving deposit (long side)	\$12,500	\$19,430
14	Water Theft Prevention – illegal jumper and/or connection (unauthorized connection charge) - 1st CY offense	\$1,150	\$1,500
15	Water Theft Prevention – illegal jumper and/or connection (unauthorized connection charge) - 2nd CY offense		\$3,000
16	Water Theft Prevention – illegal jumper and/or connection (unauthorized connection charge) – 3rd CY offense		\$4,500
17	Water Theft Prevention – illegal jumper and/or connection (unauthorized connection charge) – 4th+ CY offense		\$7,500

The Board adopted Resolution 2024-03 Revisions to the Schedule of Miscellaneous Fees identified in the Summary of Proposed Revisions to Miscellaneous Fees for 2024 applicable March 14, 2024 by the following roll-call vote:

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

5. Update: Status of Water Reuse Plans and Recycled Water Partnership with the City of Beaumont

General Manager Jagers reminded that the City had hired a consultant to represent them as an expert in the room, there was to be a meeting at staff level, followed by a meeting including the elected officials in order to move the project forward. The meeting did not take place. He noted that District staff had prepared a draft purchase agreement in 2020 which had been conveyed to the City.

The City’s consultant reached out to Mr. Jagers and advised they had been retained to provide an evaluation of options for utilization of the recycled water generated by the City, intended to build upon and develop more fully the work performed by facilitator TR Holliman and Associates (at a cost to each agency of approximately \$34,000). Options presented to the City in the Holliman study were:

1. Wholesale of recycled water to BCVWD
2. City to design, construct and operate a recycled water system in order to recharge groundwater, allowing the City to utilize its existing 30,000 acre-foot storage account agreement with the Beaumont Basin Watermaster
3. Design and build a pump station and pipeline to local golf courses, e.g., Tukwet Canyon, in exchange for water rights, which would be made available to others by the City

The Holliman report made a recommendation to work toward distribution through BCVWD. This direction has not been ratified by the Water Reuse 3x2 Committee, Jagers continued. He advised that he made his observations known to City Manager Elizabeth Gibbs at a meeting last week: At staff level, the project has not been able to get over the line even after an investment of more than \$100,000 for the facilitator. He suggested a meeting that includes elected officials, but it appears the City is still contemplating what to do with the recycled water.

Per City ordinance, developers continue to install the required facilities to implement recycled water and the project needs to continue to move forward, Jagers stated. He confirmed the Board’s direction to bring the Water Reuse 3x2 Committee together and said he would write a request letter to do so.

President Covington asked about the date of signature on the Memorandum of Understanding, and Jagers indicated it was June 2019.

President Covington invited public comment. There was none.

President Covington recalled potential funding and the advent of the recycled water system in 2008. Jagers provided a brief history of the State Revolving Fund loan and grant and ARRA funding, and work that had been completed on the system. After the loss of those funding sources, legal counsel advised that the District should follow through on the existing contracts, absorbing the costs, and the District took out a \$5 million loan. The process of a Change of Use Permit for the water discharged to the creek was begun, and was recently revived by the City with an Adaptive Management Plan.

Covington reiterated that developers are conditioned to put in recycled water pipelines; Jagers confirmed this is per City ordinance, and ratepayers are paying for the non-potable system maintenance.

President Covington observed that the project merely limps along and said he would be interested in options for a Plan B water source, with recycled water put on the back burner. Jagers expressed interest in moving forward, but Covington voiced concern about potential State Water Resources Control Board dissatisfaction with the District's Urban Water Management Plan.

Director Williams concurred, but said she hoped the project could come to fruition. She asked about the effects of the new conservation regulations. Mr. Jagers indicated it is important as the regulations provide credit for the use of recycled water. Jagers detailed salt implications and further permitting and review. He noted that the District must build a booster station along with three years' of other work which has been scheduled and shown to the 2x2 and 3x2 committee and consultants. He advocated moving forward and working to find a solution.

Director Williams voiced concern about the District absorbing costs with nothing to show for it. It needs to be completed, she stated.

Director Ramirez concurred with President Covington and Director Williams, saying without a response from the City within the next 30 to 60 days, a Plan B option that makes sense for the District should be investigated. He said he is looking for some good steps forward and a joint effort to figure it out.

Director Slawson said he would be looking forward to resuming the 3x2 meetings and would do his best to get this accomplished.

Director Hoffman, a member of the 3x2 Committee, said he would be looking forward to meeting and concurred that elected officials should be involved. If no progress is made there, options should be evaluated.

Mr. Jagers added that if the members of the 3x2 Committee were unsuccessful, then a joint meeting of all three agencies (City, BCVWD, and San Geronio Pass Water Agency) should be held to find common ground.

7:21 p.m. – Director Ramirez exited the meeting.

6. Update: Status of Construction Activities on Well 1A and Well 2A

General Manager Jagers advised that work is underway on redrilling the wells. In communications with the City, a project schedule was provided including

information that the District will need to discharge to the City's storm drain system, which moves water to Stewart Park and on to other facilities. An encroachment permit has been twice denied by the City due to potential interference with a park project. The City hopes to be under construction in June-July and the District's 9 cfs (4,000 gpm) discharge is scheduled at that time.

Mr. Jagers explained that he has communicated with legal counsel Kim, and the District has confirmed its easements overlying the properties, which will allow the District to lay some temporary pipes but could add a cost of about \$25,000 to the project. He said he would continue to work with City Manager Gibbs but requested the Board members address City Council members when possible.

The District would prefer to route the water to a storm drain rather than to the street to avoid impacting ratepayers, he stated.

President Covington invited public comment. There was none.

In response to President Covington, Mr. Jagers explained that he will be scheduling a meeting with City Manager Gibbs to examine the issue. Covington said he looked forward to working this out naturally with the executive team at the City. This is not a one-way street; it is important that both recognize that all have needs and activities in progress. Jagers pointed to the District's cooperation with the City and Board approval of funding for pipeline replacements in conjunction with the City's paving projects.

Director Slawson asked for clarification of the permit denial. Mr. Jagers indicated that the District's work was perceived as potential conflict with the City's grading of the park and the park construction project; however, the park project has not yet been bid or a contract let.

7. Pennsylvania Avenue Widening Project Update and Presentation on the Pennsylvania Avenue Grade Separation Design and BCVWD Waterline Relocation Project

Director of Engineering Mark Swanson explained that the City of Beaumont recently widened the Pennsylvania Avenue undercrossing at Interstate 10 and reminded of a train blocking traffic for several hours in June 2022. The City has notified the District they are proposing a grade separation project (roadway routed underneath the train tracks) and has identified District pipelines in the roadway

Swanson advised there is a critical 24-inch ductile iron transmission main through the entire corridor, and a 12-inch asbestos concrete (AC) pipe in the northern portion of the project area, and the City has requested relocation of those lines to accommodate the project. This is not in the Capital Improvement Plan (CIP), Swanson advised.

City of Beaumont Principal Engineer Dustin Christensen introduced IDC Consultant Project Engineer Chris Rivera who presented the grade separation project. Rivera shared the history of the project beginning in the 1950s with design in anticipation of the bridge. Project funding incorporates a combination of state, federal, and local funds for a total of \$60 million.

The catalyst for the project is safety concern, Rivera continued. Pennsylvania is a major arterial and crossing, and the proposed bridge and underpass will be constructed at the current Union Pacific Railroad at-grade crossing. He described the project scope including relocation of some 1,100 feet of the 24-inch water line and 12-inch line starting just north of the westbound offramp to termination just south of 3rd Street with the road being lowered 24 feet. The lines will need to be replaced / lowered (7.75 percent slope with the roadway) before the start of the project.

Project responsibilities have been divided between the City and the District, Rivera continued. The waterline design will be included in the City's complete grade separation project package with review and approval by the District. BCVWD would be responsible for construction with the District's own contractor in coordination with the City.

The target date for completion of environmental work is December 2024, Rivera advised. The preliminary construction start date would be September 2025 and target end date in September 2027. Mr. Christensen added that the City is still working on funding and other details; this is not a final design.

General Manager Jagers stated that the District wants to support the City's endeavors needed by the community. There are elements of this project that will affect staff time and unidentified costs, and staff will need to consult with legal counsel. The District's master plan indicates no upsizing of the 24-inch line; it and the AC line are in good shape.

Jagers asked about payment for the work and a reimbursement clause in the City's funding strategy. He reminded that the District has been a good partner to the City regarding the paving project and moratorium at \$1 to \$2 million over the last two years. The Beaumont Land and Water Company subdivided the city, recording a map in 1887, and retained easements for water lines, Jagers noted, and title reports are being ordered at a cost of \$7,500 to understand the conveyances. The District may have a position of prior rights, and will work with the City to gain understanding, he said.

The District reprogrammed its CIP over the last two years to get head of the City's paving project and avoid the pavement cut moratorium at a cost of \$6.4 million, Jagers reminded. The grade separation project is not in the CIP, Jagers reiterated, but the plan is to work with the City staff to understand the position and appropriate funding.

Director Williams asked about the project cost and funding; Mr. Rivera indicated the entire project estimate is \$60 million, and federal funding is being sought. Director Williams asked if the funding request included a line item for water line relocation; Mr. Christensen said it did not include the specific relocation of the water line as the City knew it would be coming to the District to work those out.

Director Slawson asked for clarification on the construction costs. Mr. Christensen said it was their anticipation that there would be some sharing of costs for the movement of the water line, similar to projects in the past. The City does not typically take the lead in doing work on the District's water lines without coordination with the District.

Director Slawson said he would be curious about project funding. He pointed out that the City had not been working cooperatively with the District on other projects, but now requests assistance.

President Covington expressed hope for the City to obtain as much grant funding as possible as the agencies serve the same citizens. He said he would hope that the \$60 million would incorporate any impact of moving the water lines. He noted that the project budget should include the line relocation. If it were an old line and was in the CIP for replacement, it would be a different conversation, he explained.

This is a project that the City is bringing forward for the benefit of the citizens, Covington stated; but if other agencies were continually asking for line relocation it could not be done. When a proponent creates a project, they should encumber the costs to complete the project, he said.

Mr. Christensen assured this is an effort to keep the District informed to have the time to stay ahead of it.

Director Hoffman asked if there would be a need to upsize the 24-inch line. Mr. Jagers explained it was not believed to be necessary.

Director Hoffman asked if the line could be located elsewhere to avoid having to go so deep. The Railroad was here first, Jagers noted. A position regarding easements will be established with legal counsel and staff will work forward from there.

In response to President Covington, Mr. Christensen explained the railroad bridge will include four tracks plus one access road, which will be paid for by the City.

Director Williams recalled prior discussion of the project and concern about traffic, asked about why the on / offramps were not included. Mr. Christensen said that the City would prefer to include them, but the underpass must be completed and operational first at the direction of CalTrans: the ramps cannot be done concurrently.

Director Williams asked how many times the residents would have to pay for paving. Mr. Christensen indicated three phases, much of which is reliant on the stages of funding. Director Williams pointed out that the City taxpayers are paying twice for paving due to the City's requirements. The District has been a good partner, but has spent \$35,000 to accommodate the Pennsylvania widening project, and the City now wants \$1.3 million to accommodate again, followed by further costs when the ramps come back online, she noted.

Mr. Jagers noted that the District understands the importance and wants to be a good partner but does not want to reprogram the CIP to accommodate the City's schedule. Spending \$6.4 million amid other issues such as Chromium 6, recycled water, and more is a big ask, he advised. The District will work on establishing a position, he stated.

8:09 p.m.: President Covington called a recess. The meeting was reconvened at 8:20 p.m.

8. Consideration of Vote for Special District Members for the Riverside Local Agency Formation Commission

General Manager Jagers reminded the Board about an unsuccessful request of LAFCO to reject a de-annexation and the importance of good representation to minimize those exposures in the future.

The Board approved a vote for the following ranking for the nominees:

<i>Regular Special District Member</i>	
<i>1</i>	<i>Castulo Estrada</i>
<i>2</i>	<i>Bruce Underwood</i>
<i>Alternate Member</i>	
<i>1</i>	<i>Richard Lawhead</i>
<i>2</i>	<i>Steve Pastor</i>
<i>3</i>	<i>Harvey Ryan</i>
<i>4</i>	<i>Bernard Murphy</i>
<i>5</i>	<i>Angela Little</i>

by the following roll-call vote:

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

9. Discussion and Possible Action Regarding Well Drilling Activities at Assessor’s Parcel Number 401-020-009 located west of Oak Glen Road in the Community of Cherry Valley

Director of Engineering Mark Swanson clarified the parcel location on the west side of Oak Glen Road just below Wildwood Canyon Road, above Appletree Lane. The parcel lies just outside the District’s service boundary and has never taken service from the District.

On February 8, 2024, a drilling rig was observed mobilizing on the property and staff wrote a letter advising the property owner that BCVWD believes the District owns the water rights. A title report was obtained which identified Beaumont Land and Water Company reserved rights including a blanket easement and water rights on the parcel which did not transfer with the grant deed.

The well driller and property owner have a well permit and have been cooperative and when asked to stop, the property owner requested the item be agendized as it is the purview of the Board to consider the well. In the past, such wells have been routinely denied, Swanson stated, and described two potential solutions.

The property owner is establishing a grape vineyard, currently on half acre (400 vines) to potentially grow to up to one acre (1,000 vines), Swanson explained, and discussed irrigation techniques and needs, which can be satisfied with one Equivalent Dwelling Unit (EDU) of water. There is no structure on the site which would require a fire flow element, he noted. If a structure were built, the Fire

Department would step in, and fire flow would change how the system would need to serve the property. Staff believes the property could be served with a one-inch service or so; the property owner will advise as to what size line they need. Field staff is working to verify approximate pressures and identify the exact location of the old Line A pipeline. The property would need to be annexed, he added. Final costs have not been determined.

General Manager Jagers reminded the Board about the property owner's intent to host wedding activities. He noted that staff is still working on service determinations.

Property owner Lee Ann Smith-Trafzer acknowledged that the well permit from the County did not mean they had the right to dig the well. The intent for the property is to produce about one acre of grapes. She noted the watering needs. The level area of the property could serve as a venue with tents, portable restrooms, but no real water demand for wedding or other events.

Jagers warned that service may be low pressure and a distribution system might be needed. Swanson responded to system questions from President Covington. Jagers reminded about the deannexation of lands in this area to Yucaipa Valley Water District and indicated this service could be accommodated.

President Covington noted the other option was costly and there had been another property in a worse position in the area. This land has remained vacant and will probably be vacant for a long time, as it is a tough area to serve, he noted. He discussed similar situations that had been in front of the Board, and explained that the Board must apply its rules and fees universally. He said he supported staff trying to find a solution.

President Covington asserted the District's rules and regulations and its ownership of the water rights.

Ms. Trafzer indicated they were not requesting any financial variance and said she appreciated the cooperation.

Mr. Swanson said he would work with the property owner and will bring back to the Board a Will-Serve Letter and LAFCO action.

10. Resolution 2024-__ : Authorizing an Amendment to the 2024-2028 Capital Improvement Budget for the 5th Street and Michigan Avenue Replacement Pipeline

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

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

Directors indicated interest in the following events:

- Beaumont Chamber of Commerce Breakfast on Apr. 12 – Hoffman, Slawson, Williams

- California Special Districts Association / USC Price Executive Education: Special Districts Resilience Summit on Apr. 12 – Williams (maybe)
- Association of California Water Agencies Region 9 Board Meeting and Tour: Inland Empire Utilities Agency on Apr. 12 – Williams
- Building Industry Association of Riverside and San Bernardino Counties – Inland Empire Economic Update on May 16, 2024
- CSDA Virtual Workshop: Overview of Special District Las on June 5 and 6 – Williams (maybe)

The Board preapproved attendance of all directors at the following events for purposes of per diem and reimbursement of associated reasonable and necessary expenses per District policy:

- *Building Industry Association of Riverside and San Bernardino Counties – Inland Empire Economic Update on May 16, 2024 by the following roll-call vote:*

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

12. Reports For Discussion and Possible Action

a. Ad Hoc Committees:

Communications Committee: Director Williams reported that the committee met March 11 and discussed:

- Promotional video – the GM and two directors have participated, the other three will be interviewed on March 28
- The next meeting is May 6
- CV Strategies representative Nisha Ajmani has accepted a job with a local water agency; Tara Bravo is the new contact

Sites Reservoir Committee: Mr. Jagers advised that the SGPWA will coordinate a meeting of the District’s ad hoc committee and the Sites Reservoir Committee.

Bogart Park: Mr. Jagers said he will be meeting with the Bogart Park GM to discuss park elements that have been recently constructed, and on coordination for work at the Noble Tank site.

Water Re-Use 3x2: Nothing further

b. *This item was heard earlier in the meeting.*

c. Directors' General Comments:

Director Williams reported the Association of California Water Agencies (ACWA) Groundwater Committee is very busy and will meet tomorrow. At the Engineering Workshop on March 28, she will have a report out on implementation, the Department of Water Resources well permitting report, and the subbasin staff report.

d. General Manager's Report:

Mr. Jagers reported:

- Staff is looking at perfecting District operations and is looking to local area partners to find paths forward
- The District's Facebook presence includes an area for comment that will be tuned off. Although there are not many followers, Facebook will still be used for outreach purposes
- Input has been received from SGPWA and the 5th District Supervisor's office regarding possibly supporting some heli-hydrant activities to provide wildfire interface areas. A proposed location may be the District's 3900 tank site. It would be funded via ARPA funds
- A comment letter on the Chromium 6 regulations was sent. It does not look good and could create some financial burden on the District for treatment
- There is hope to be good partners and find positive movement with the City on the various elements, including conversation with Mr. Christensen on timing the Stewart Park project with the needs of the well facility

e. Legal Counsel Report: Mr. Kim acknowledged discussion about the prior rights issues and said he would get back to the Board with conclusions following the factual and legal research.

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
- Revision of policies related to expenses and travel
- Engineering and Operations Center

14. Announcements

President Covington pointed out the announcements:

- Regular Board meeting: Wednesday, Mar. 13 at 6 p.m.
- Personnel Committee meeting: Tuesday, Mar. 19 at 5:30 p.m.
- San Geronio Pass Regional Water Alliance: Wednesday, Mar. 27 at 5 p.m.
- Engineering Workshop: Thursday, Mar. 28 at 6 p.m.
- Beaumont Basin Watermaster Committee: Wednesday, Apr. 3 at 11 a.m.
- Finance & Audit Committee meeting: Thursday, Apr. 4 at 3 p.m.

15. Recess to Closed Session

President Covington announced the following item and adjourned the meeting to Closed Session at 9:06 p.m.

- a. CONFERENCE WITH REAL PROPERTY NEGOTIATORS
 Pursuant to California Government Code Section 54956.8
 Property: APNs 408-080-009, 408-080-010, 408-080,011, 480-080-012
 Agency Negotiator: Dan Jagers, General Manager
 Under Negotiation: Price and terms of payment

Reconvened in Open Session at 9:22 p.m.

16. Report on Action Taken During Closed Session

President Covington announced that no reportable action was taken.

17. Adjournment

President Covington adjourned the meeting at 9:22 p.m.

ATTEST:

DRAFT UNTIL APPROVED

DRAFT UNTIL APPROVED

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

Director Lona Williams, Secretary
to the Board of Directors of the
Beaumont-Cherry Valley Water District



**Beaumont-Cherry Valley Water District
Regular Board Meeting
April 10, 2024**

Item 3g

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. Recent atmospheric river conditions continue to drive material off the burn scars. Operations staff are closely monitoring storm events and are ready to respond to significant mud and debris flows. Collaboration with Riverside County Flood Control and Water Conservation District (RCFC&WCD) and mitigation efforts on District owned property within portions of Noble Creek continue to capture mud and debris prior to making its way into the community during significant storm events. Additionally, collaboration with RCFC&WCD to protect District main line facilities on Noble Street at the Noble Creek Crossing have proven effective during recent storm events. Further efforts continue in Edgar Canyon to capture stormwater when available and of good quality while diverting larger storm flows that continue to produce mud and debris.

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.

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
April 10, 2024**

Item 4

STAFF REPORT

TO: Board of Directors

FROM: Dan Jagers, General Manager

SUBJECT: Consideration of a Professional Services Agreement with Water Resources Economics, LLC for the Beaumont-Cherry Valley Water District's Multi-Year Cost of Service Study and associated Proposition 218 costs

Staff Recommendation

1. Authorize the General Manager to execute a Professional Services Agreement with Water Resources Economics, LLC. (WRE) for the Beaumont-Cherry Valley Water District 2024 Multi-Year Cost of Service Study (Rate Study) in an amount not to exceed \$107,340 with 10 percent contingency of \$10,734 for a total not to exceed amount of \$118,074, and
2. Authorize and appropriate funds in the amount of \$118,074 for completion of the Rate Study by WRE, and appropriate additional budgeted funds of \$25,000 for District costs associated with Proposition 218 compliance for a total of \$143,074.

OR

3. Direct staff as desired

Executive Summary

Beaumont-Cherry Valley Water District (District) adopted a five-year rate structure in accordance California Proposition 218 during its most recent cost of service study conducted in 2019, with the last of five years' of automatic rate adjustments due to expire at the end of calendar year 2024. The District is seeking a qualified consultant to conduct a new cost of service (rate) study to establish a proposed rate schedule over the next five years spanning calendar years 2025 through 2029. District staff seeks authorization from the Board of Directors (Board) to negotiate and execute a contract for a rate study with Water Resources Economics, LLC (WRE) in an amount not to exceed \$118,074. District staff requests additional Board authorization to spend an amount not to exceed \$25,000 for costs associated with Proposition 218 compliance for a total of \$143,074 related to the rate study project.

Background

The District must establish rates, and charges to ensure adequate revenues to cover operating, maintenance, debt service and other required expenses to properly operate and maintain the water system. The District's most recent five-year rate study was conducted in 2019 and took effect March 1, 2020. The determination of rates and fees requires a detailed financial and rate analysis process in order to create a sustainable financial plan, an optimal rate structure based on policy objectives, and to ensure compliance with Proposition 218. Proposition 218 is a state law that limits the methods by which local governments can create or increase taxes, fees and charges.



Due to continuing changes in costs to deliver water to District customers, costs associated with the District's Ten Year Capital Improvement Plan, changes in laws governing water conservation and other concerns, it is necessary to ensure that charges reflect current costs as well as projections of future costs. The Board of Directors has emphasized that rates remain as low as possible while still providing clean reliable water to the District's customers.

District expenses have increased over the past five years, including the cost of electricity and other operating costs. New costs, such as the paving of streets within the City of Beaumont's paving moratorium, have given rise to new rate component(s) to consider as well as ensuring upcoming legislation related to conservation (AB 1668 and SB 606) is addressed appropriately. The rate study is to include a ten-year financial plan projection, an updated water cost of service analysis, and proposed five-year rate calculations. Additionally, the rate study will include a detailed rate structure evaluation to ensure that the District's proposed rates align with key policy objectives, as well as drought surcharge development to maintain revenue stability during periods of reduced water sales due to drought conditions. The District will also evaluate the current three-tier volumetric rate structure versus other tiered rate structures in place for its single family residential customer class and uniform volumetric rate structure for all other customer classes.

In accordance with District policies and procedures, District staff released a Request for Proposal for preparation of a rate study on February 2, 2024 and received proposals from two qualified consultants, Raftelis and Water Resources Economics (WRE).

Analysis

The proposals were evaluated independently by a District Selection Committee of three (3) staff members based on the proposals' Technical Scope of Services, without the review of proposed project cost. Said technical evaluation criterion were based on demonstrated understanding of work and services, scope of work and methodology, qualifications and experience of proposed staff, and work experience with other agencies. Raw technical scores identified WRE as the highest rated technical proposer. Once the cost was reviewed, analyzed and included in the scoring analysis, WRE remained the highest rated proposer. In addition, WRE provided the most comprehensive and versatile proposal, fully addressing the District's needs within the proposal, while providing appropriate hours to address staff understanding and training regarding the financial plan model and associated analysis. Other important factors that stood out were the assistance and support to be provided to District staff throughout the Proposition 218 public hearing process to ensure successful adoption of the proposed water rates.

Staff finalized the review of the consultant proposals and identified a preliminary recommendation and subsequently verified work quality with provided references.

Based upon staff review and analysis set forth in Attachment 1, staff recommends the Board authorize the General Manager to negotiate and execute a contract with Water Resources Economics for the rate study. On the following pages, Table 1, Proposed Costs, identifies the costs and hours of included in the scope of work from each of the two proposals, while Table 2, Total Rate Study Project, identifies the total proposed costs for the rate study and associated Proposition 218 compliance estimate.



Table 1 – Proposed Costs

TABLE 1: Proposal Costs and Hours

Proposal Details	Water Resources Economics, LLC (WRE)	Raftelis
Total Hours excluding Optional Tasks ⁽¹⁾	399	332
Total Fees and Expenses excluding Optional Tasks ⁽¹⁾	\$94,500	\$90,793
Total Hours including Optional Tasks ⁽¹⁾	456	373
Total Fees and Expenses including Optional Tasks ⁽¹⁾	\$107,340	\$101,683

⁽¹⁾ Optional Task is identified as development of a water budget rate structure

TABLE 2: Total Rate Study Project

Proposed Consultant Cost of Service (WRE) ⁽¹⁾	\$107,340
10% Contingency	\$10,734
Subtotal	\$118,074
Estimated BCVWD Costs associated with Prop 218 Compliance (approved by Board in the FY 2024 Budget)	\$25,000
Subtotal	\$25,000
TOTAL	\$143,074

⁽¹⁾ Includes Optional Task of development of a water budget rate structure

Fiscal Impact

The cost of the 2024 Cost of Service Study, including Proposition 218 requirements, is not to exceed \$143,074.

This is calculated based on \$118,074 for a Professional Services Agreement with WRE and \$25,000 for District costs associated with Proposition 218 compliance.

The Beaumont-Cherry Valley Water District 2024 Cost of Service Study and related postage costs for the Prop 218 notifications were included in the FY 2024 Operating Budget.

Attachments

1. BCVWD Proposal Evaluation Results – 2024 Cost of Service Study
2. BCVWD REQUEST FOR PROPOSAL: COST-OF-SERVICE STUDY: Scope of Services

Report prepared William Clayton, Finance Manager



ATTACHMENT 1 – BCVWD Proposal Evaluation Results – 2024 Cost of Service Study

Table 1

	Technical and Cost - All Costs Considered - Weighted Score		Technical Weight
	WRE ⁽¹⁾⁽²⁾	Raffelis ^{(3) (4)}	
Technical Score	41.3	38.7	
Proposal Weighted Score	70.0	65.5	70
Cost	\$107,340	\$101,683	Cost Weight
Hours	456	373	30
Number of Meetings	26	20	
Cost Weighted Score	28.4	30.0	
Total Weighted Score	98.4	95.5	

Footnotes:

- (1) Cost includes \$12,840 (57 additional hours) as optional to develop Water Budget Rate Structure
- (2) Proposal includes 20 virtual meetings, 6 in-person (inclusive of Water Budget Rate Structure development)
- (3) Cost includes \$10,890 (41 additional hours) as optional to develop Water Budget Rate Structure
- (4) Proposal includes 17 virtual meetings, 3 in-person (inclusive of Water Budget Rate Structure development)

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. 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 1 and ends on December 31. For a more in-depth look at the District's past ACFR reports, please visit www.bcvwd.org.

SECTION II: SCOPE OF SERVICES

Scope of Services

The following are specific services and items the successful Respondent will be required to provide the District if awarded the contract and shall address in the proposal.

Comparators

1. Survey of Comparator Agencies: Develop a comparator summary of rates and fees charged by other neighboring Riverside and San Bernardino County water agencies.

Current

1. Current Cost-of-Services: Develop an analysis summary of current and projected water and recycled water costs based on current use; the San Geronio Pass Water Agency imported water pass-through costs, and the City of Beaumont's recycled water pass-through costs.
2. Water Rate and Fee Structure Applied to Customer Classes: Review the District's current water rate and fee structure as it applies to various customer classes, such as commercial and residential. Develop an analysis summary and recommend a policy on applying the various rates and fees to help encourage conservation, considering the needs of each customer class.

Forecast

1. Reserve Requirements: Identify reserve requirements for operations, maintenance, and capital programs and recommend appropriate target reserve levels. Develop revenue requirements for the base calendar year and subsequent four years.
2. Five-Year Forecast (2025-2030): Determine the current and projected water and recycled water revenue for the next five years. Analyze current revenue and cost data to estimate the relative reliability of rate forecasts for the base calendar year and subsequent four years.
3. Ten-year long-range rate forecast: Develop a long-range rate forecast spanning ten years based on the Capital Improvement Plan, anticipated development, and other influencing factors.

Rate and Fee Structure

1. Rate Structure: The recommended rate structure must consider and make provisions for the following factors:
 - a. Projected water and recycled water demands;

- b. Cash flow under normal reduced (drought conditions) pumping scenarios;
 - c. Cost of providing water per standards and regulations, both current and projected;
 - d. Funding requirements for current and projected long-term liabilities and debt obligations;
 - e. Age and condition of the water system and the need to fully fund capital improvements, infrastructure replacement, and recycled water distribution infrastructure;
 - f. Impact of current and future environmental regulations;
 - g. Conservation efforts; and
 - h. New Engineering, Operations, and Maintenance Facilities.
2. Cost Recovery: Develop water and recycled water pass-through rate and fee structures to enable the District to recover costs equitably and in compliance with Proposition 218.
 3. Rate Structure: Evaluate and recommend a rate structure that addresses possible water conservation pricing, tiered rates, and drought surcharges.
 4. Conservation Rate Structures: Evaluate possible conservation rate structures such as additional rate blocks and marginal cost pricing.
 5. Customer Classifications: Based on the approved approach, review, analyze, and develop rates applicable to different customer classifications. The current categories should be evaluated to determine if they should be continued or modified.
 6. Fixed and Variable Costs: Review, analyze, and develop rates applicable to basic fixed costs and variable costs associated with the level of water consumption throughout the year, including potential water pass-through costs (imported water, energy, and Recycled water).
 7. Water Pass-Through Rates: Provide sufficient information and the necessary results to help the District determine the appropriate water pass-through rates for imported water, SCE energy costs, recycled water pass-through costs, and related fees to ensure annual water sales and pass-through revenues to cover the District's annual operating and capital expenses.
 8. Other Fees Review and evaluate additional fees such as water meter, late payment, damaged meter, etc.
 9. Rate Administration: The recommended rate structure shall be straightforward for District customers to understand, reasonably implement, and administer. Consideration should be given to the existing District billing system capabilities.
 10. Electronic Rate Model: Develop an easy-to-use electronic rate model and provide instructional Training to staff on the model. Training shall include the use of the model for future rate recommendations.

Rules and Regulations

1. Revisions to the District's Rules and Regulations: Develop modifications to the District's Rules and Regulations to address water and recycled water rates and fee issues.

Collaboration

1. In-Person Presentations: Prepare and present multiple presentations (minimum of three meetings) of the Study's action plan (kick-off Meeting), recommended rate

structure, and final report at the public hearing and to the Board of Directors (BOD) held at a Regular Board or Special Meeting.

2. Virtual Attendance (as needed): Meet with staff, BOD, community groups, the building industry, and other public requests during the Study to secure input. Assume a minimum of two meetings.
3. Ordinance: Develop and draft the District's ordinance to address water rate issues.
4. Proposition 218: Assist the District in the preparation of the "Proposition 218" notice.

Final Report

Provide a comprehensive final report to the District before the deadline in an approved format for distribution to the community following rules and regulations set forth by the State of California.

The final report shall explicitly include the following elements and analysis within the Proposal and have at least one (1) PowerPoint presentation to the Board of Directors and one (1) PowerPoint presentation to the Consumers of the District:

- a. *Current Rate Structure*: Assess the existing rate structure's performance as a baseline for comparing recommended changes and the San Geronio Pass Water Agency's pass-through imported water cost, Southern California Edison electrical pass-through cost, and the City of Beaumont's new pass-through recycled water costs.
- b. *Equity*: Assess the equity of recommended water rates for all customer classes.
- c. *Water Conservation*: Assess the interaction between possible water conservation elements of the recommended rates and their impacts on the ability to fund water operations.
- d. *Environmental Regulation*: The Study shall include an assessment of the revenue stream generated by the recommended rates and their ability to continue to fully fund water system costs under the impacts of future water quality and statutory regulations and standards.
- e. *Water Budgets*: Assess the effectiveness of a rate structure constructed around water budgets based on standard and seasonal household population, with and without rolling credits.
- f. *Performance Assessment*: Provide a comprehensive summary of recommended rate structure(s) and an assessment of the performance of the recommended structure(s) against the current rate structure and the City of Beaumont's pass-through recycled water costs.
- g. *Electronic Rate Model*: Provided an easy-to-use electronic rate model for the District to analyze future rate-setting proposals.
- h. *Annual Analysis of Rate Validity*. Provide a yearly rate validity analysis for five (5) years (2025-2029) before October 31 of each year.

SECTION III: PROPOSAL REQUIREMENTS

Proposal Requirements

1. Executive Summary

RESOLUTION 2024-__

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BEAUMONT-CHERRY VALLEY WATER DISTRICT AMENDING THE DISTRICT'S POLICIES AND PROCEDURES MANUAL REVISING POLICY 2015 HARASSMENT, AND REPLACING PART I SECTION 38 PERSONAL VEHICLE USAGE, SECTION 40 TOBACCO USE, SECTION 41 SMOKE FREE WORKPLACE, AND SECTION 51 RECRUITMENT/SELECTION AND ON-BOARDING WITH POLICY NOS. 3151, 3170, AND 3220

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 subject policies attached hereto and listed below, finds the revised policies 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 as follows:

The BCVWD Policies and Procedures Manual Sections:

Policy 2015	Harassment
Part I Section 38	Personal Vehicle Usage
Part I Section 40 and Section 41	Tobacco Use Smoke Free Workplace
Part I Section 51	Recruitment / Selection and On-Boarding Policy and Procedure

are hereby replaced in entirety with the revised policies attached hereto as follows:

Exhibit A	Policy 2015	Harassment
Exhibit B	Policy 3151	Personal Vehicle Usage
Exhibit C	Policy 3170	Smoke Free Workplace and Tobacco Use
Exhibit D	Policy 3220	Recruitment, Selection, and Onboarding

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

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

DRAFT UNTIL APPROVED

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

DRAFT UNTIL APPROVED

Director Lona Williams, Secretary to the
Board of Directors of the
Beaumont-Cherry Valley Water District

Attachments:

- Exhibit A – Policy 2015 Harassment
- Exhibit B – Policy 3151 Personal Vehicle Usage
- Exhibit C – Policy 3170 Smoke Free Workplace and Tobacco Use
- Exhibit D – Policy 3220 Recruitment, Selection, and Onboarding

EXHIBIT A

POLICY TITLE: HARASSMENT
POLICY NUMBER: 2015

2015.1 **Unlawful Harassment.** The District is committed to providing a work environment for its employees that is free of unlawful harassment. The District prohibits sexual harassment (Policy 2020) as well as harassment because of race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, genetic information, marital status, age, sex, gender, gender identity, gender expression, sexual orientation, veteran or military status, or any other basis protected by federal, state or local law, ordinance, or regulation (collectively “protected status”). This policy applies to all persons involved in the operation of the District and prohibits harassment by any employee of the District—supervisors and co-workers.

2015.2 **Reporting.** Employees are encouraged to immediately report any incident of unlawful harassment to either their supervisor, Human Resources, or to the General Manager so that complaints can be quickly and fairly resolved.

2015.3 **Harassment Prohibited.** Harassment because of any protected status is prohibited, including, but not limited to the following behavior:

1. Verbal conduct such as epithets, derogatory jokes or comments, slurs, unwanted sexual advances, invitations, or comments;
2. Visual conduct such as derogatory and/or sexually oriented posters, photography, cartoons, drawings, or gestures;
3. Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with work because of sex, race, or any other protected basis; and, retaliation for having reported or threatened to report harassment.

2015.4 **Applicability.** This policy applies to all employees, interns, volunteers, vendors, third parties, and agents of the employer, including supervisory and non-supervisory employees, and it applies to all phases of employment. All reasonable actions will be taken to protect employees in the workplace from unwelcome conduct and actions by non-employees contractors, vendors, suppliers, clients, and others.

2015.5 **Complaint Process.** If any employee of the District believes they have been harassed, the employee should provide a written complaint to their immediate supervisor, the Human Resources Department, the General Manager or designated appointee as soon as possible after the incident. The complaint should include the details of the incident(s), dates and times, name(s) of the individual(s) involved, together with the name(s) of any witness(es).

1. An employee is never required to make a complaint to a supervisor or manager who is alleged to be responsible for the harassment. The complaint may be made to an uninvolved supervisor or manager, or to the parties named above.
2. While written complaints are strongly encouraged, the District will investigate all employee complaints, including those that are not written or that are anonymous. However, the ability to investigate and remedy unwritten or anonymous complaints may be compromised if insufficient information is available for the investigation.
3. The investigation will be conducted in as confidential a manner as possible, consistent with a full, fair, and proper investigation.

2015.6 **District's Response to Complaint.** Staff receiving harassment complaints will refer them immediately to the Human Resources Department or designated appointee and the General Manager who will undertake an immediate, thorough, and objective investigation of the harassment allegation(s). At the discretion of the General Manager, an outside firm or consultant may be retained to conduct an objective investigation. If the complaint involves the General Manager, the Personnel Committee makes a recommendation to the Full Board of Directors to hire an outside firm to conduct a thorough and objective investigation.

2015.7 **Remedial Action.** If it is determined that harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee determined to be responsible for harassment will be subjected to appropriate disciplinary action, up to, and including termination. Investigations shall be overseen by the Human Resources Department or designated appointee. The complainant will be advised once the investigation is complete but will not be provided with a copy of summary of the results of the investigation, including whether corrective action was taken and the general nature of that action, consistent with employee privacy and the confidentiality of personnel matters. Others involved in the investigation may also be advised once the investigation is complete.

2015.8 **Retaliation Prohibited.** The District prohibits retaliation of any kind against any employee who has complained about harassment, opposed harassment, or participated in a harassment investigation. Retaliation is prohibited against any employee who has engaged in certain legally protected activities, filed a complaint or served as a whistleblower.

EXHIBIT B

POLICY TITLE: SMOKE FREE WORKPLACE AND TOBACCO USE
POLICY NUMBER: 3170

3170.1 Commitment. Beaumont-Cherry Valley Water District is committed to providing a safe and healthy work environment for all employees and visitors . In accordance with California state laws and regulations and recognizing the harmful effects of smoking and second-hand smoke, Beaumont-Cherry Valley Water District hereby establishes this Smoke-Free Workplace Policy.

3170.2 Application. The successful implementation of this Smoke Free Workplace Policy depends upon the thoughtfulness, consideration and cooperation of smokers and non-smokers. All individuals on District premises share in the responsibility adhering to this policy.

3170.3 Scope. This policy applies to all employees, contractors, visitors, and any other individuals present on Beaumont-Cherry Valley Water District premises. It covers all indoor and outdoor areas of Beaumont-Cherry Valley Water District facilities, including but not limited to offices, meeting rooms, hallways, parking lots, and grounds.

3170.4 Smoking Prohibition. Smoking is strictly prohibited within all Beaumont-Cherry Valley Water District premises. Smoking is prohibited within the buildings, facilities and vehicles of the District. This includes, but is not limited to, cigarettes, cigars, pipes, electronic cigarettes, and other vaping devices. Those who smoke are requested to do so outdoors away from entrances or windows of buildings or twenty feet (20') away from District buildings.

3170.5 Compliance. Managers and supervisors are responsible for enforcing the policy within their respective areas. All District employees shall be responsible for advising members of the public who are observed smoking tobacco products on District property of the District's policy on the matter. Said individuals shall be asked by staff to refrain from smoking.

3170.6 Safety. Beaumont-Cherry Valley Water District personnel who smoke during rest and meal periods in the field should use extreme caution and dispose of cigarettes in a responsible and safe manner, not littering or throwing residual parts on the ground or street or areas of drains, etc. Extra care should be taken when working around combustible materials, confined spaces, or out in the field near equipment or supplies. If an employee observes unsafe activity involving smoking, they should bring it to the attention of the person and attempt to gain voluntary compliance to terminate the smoking activity. If the party refuses to cooperate, employee should inform his/her supervisor to take added action.

3170.7 District Vehicles. Smoking is prohibited in District vehicles.

3170.8 Disciplinary Actions. Violations of this policy may result in disciplinary action, up to and including termination of employment. Visitors who violate the policy may be asked to leave the premises.

3170.9 Support for Smoking Cessation. Beaumont-Cherry Valley Water District encourages employees who smoke to seek support and resources for smoking cessation. Information on available programs and resources will be made accessible to all employees through Human Resources.

EXHIBIT C

POLICY TITLE: PERSONAL VEHICLE USAGE

POLICY NUMBER: 3151

3151.1 Application. This policy applies to all employees who drive a personal vehicle for the purposes of conducting District business.

3151.2 Authorization. Use of personal vehicles shall not be authorized for the performance of District work if a suitable District vehicle is available and safely operational. Please refer to Policy 3150 District Vehicle Usage policy for approval guidelines.

3151.3 Coordination. Every attempt shall be made to coordinate work so that District vehicles are available and operational for the performance of said work and used in an efficient manner.

3151.4 Safety While Driving. Employees are expected to drive safely and abide by the traffic laws when authorized to use their personal vehicles to conduct District business. Under any circumstances, employees are not permitted to operate their personal vehicle to perform District work when any physical or mental impairment causes the employee to be unable to drive safely. This prohibition includes, but is not limited to, circumstances in which the employee is temporarily unable to operate a vehicle safely or legally because of illness, medication, or intoxication.

3151.5 Insurance. Proof of adequate insurance coverage for collision, personal injury, and property damage shall be required by the District of any employee using a personal vehicle in the performance of District work.

3151.6 Reimbursement for Expenses. When an employee is authorized to use his/her personal vehicle in the performance of District work, he/she shall be reimbursed for the cost of said use on the basis of total miles driven and at the rate specified in the Internal Revenue Service Guidelines in effect at the time of usage. Employees authorized in driving their personal vehicle performing District work may claim reimbursement for parking fees actually incurred.

EXHIBIT D

POLICY TITLE: RECRUITMENT, SELECTION AND ONBOARDING

POLICY NUMBER: 3220

3220.1 – Purpose. To provide a fair and impartial system that will attract a diverse and highly qualified applicant pool for position vacancies, and to ensure that all positions are filled in a fair and equitable manner consistent with merit principles.

3220.2 – Recruiting for Personnel. The District is an "Equal Opportunity Employer" and all aspects of the recruitment and selection process shall occur without regard to race, religion, color, national origin, ancestry, age, disability, medical condition, marital status, sex, gender including gender identity military or veteran status, sexual orientation and any other legally covered protections. Recruitments shall be carried out in accordance with merit principles. The District encourages promotion from within and whenever possible, shall consider internal candidates first. All tests shall be carried out in accordance with merit principles and in compliance with applicable State and Federal laws/regulations.

The District shall make every effort to provide the means by which interested and qualified candidates shall be made aware of employment opportunities. Job opportunities shall be posted on the District's website and shall specify pertinent data such as a brief description of the essential job functions, the minimum and/or special requirements, compensation, and any recruiting deadlines. Completed on-line applications must be received by Human Resources no later than the time and date indicated on the job announcement.

The hiring manager shall assist Human Resources by developing and maintaining effective recruitment sources to ensure a successful recruitment outreach approach. Other means of communicating the opening to the public may be used, such as the use of professional or trade journal advertising, local and regional association newsletters, special mailing lists, professional websites, social media websites, online job listings, and/or personalized letters and phone calls as well as on-site recruiting at career fairs and other identified venues. All advertising will be placed by Human Resources with costs funded by the hiring department.

3220.3 – Selection. Human Resources shall, after consulting with the hiring manager, determine the appropriate means of examining applicants and shall administer and/or coordinate the process. All parts of any testing procedure shall be conducted in accordance with accepted merit principles, EEOC guidelines and employee selection, and applicable Federal and State law, and only as authorized by Human Resources. Human Resources shall determine the content and combinations of tests to be used, the weights assigned each test, and the passing point or qualifying score. Steps in the selection process may include any of the following:

- a. Screening of employment applications for minimum qualifications.
- b. Further screening of applications and/or supplemental questionnaires or documents for "highly desirable" job-related qualifications to further screen down the candidate pool.
- c. Administration of a job-related written examination.
- d. Administration of a job-related oral examination.
- e. Administration of a job-related performance examination.
- f. Interview of candidates.

- g. Investigation of reference checks of individual candidates.
- h. Coordination of an appropriate medical screening or examination after a conditional job offer has been made.
- i. Investigation of criminal background information of individual candidates after a conditional job offer has been made.

Human Resources may call upon subject matter experts from within or outside District employment for assistance in developing and/or administering any of the testing procedures and in serving as raters. Consideration in determining the appropriate selection device shall include cost to the District and candidates, time restraints, legality of the process and practicality.

3220.4 – Eligibility. Human Resources in partnership with the hiring manager shall determine, based upon the results of the selection process, which candidates shall be placed on the eligibility list. These lists shall also include 1) the names of candidates qualifying for reinstatement rights; and 2) candidates placed on the list by Human Resources for purposes of alternate work due to disability. Eligibility lists may be established for a pre-determined period of time; however Human Resources in partnership with the hiring manager and Department Head may terminate or extend the list when circumstances dictate. Typically, lists remain active for six (6) months.

3220.5 – Candidate Eligibility. Eligible candidates shall be identified from the top candidates based on a review of rankings from the eligibility list. A screening of the training and experience qualifications of the effected candidates may be conducted by Human Resources in partnership with the hiring manager, to determine the best qualified. The candidates possessing the most suitable job qualifications and characteristics shall be referred. The candidates placed on the eligibility list as a result of reinstatement rights, or alternate work due to disability, shall also be eligible.

The District encourages promotion from within, and recommends consideration of internal candidates first. For internal promotions, the list of candidates shall be at least two (2) who meet minimum qualifications. The Human Resources Manager in partnership with the hiring manager and Department Head may recommend to the General Manager an exception to this rule, when less than two candidates are eligible.

Candidates shall be ranked on the eligibility list according to examination score. If no test has been administered, the eligibility list will be provided to the hiring manager in alphabetical order.

3220.6 – Rejection of Eligibility. In the event that the hiring manager rejects an eligible candidate, a written request for additional certification may be requested and reason provided for the rejection of each certified candidate. Human Resources in partnership with the Department Head reserves the right to accept or reject this request.

3220.7 – Removal of Names from the Eligibility List. Names shall be removed from the eligible list after appointment, or at the end of the eligibility period. Names shall be removed from the promotional eligible lists upon termination of the employee's services from District. Human Resources in partnership with the Department Head may remove names of any person who:

- a. Fails to appear without prior notice for any job interview for which they have been appropriately notified.
- b. Has refused to be interviewed twice; who has not responded to Human Resources inquiries via

email or current address.

- c. Is unable to produce or obtain the required license or related special requirement.
- d. Has falsified their application; or other job-related reasons determined appropriate by the Human Resources Manager. in conjunction with the hiring manager and the Department Head.

3220.8 – Conditional Offer Letter. Upon completion of the selection process, and approval by the General Manager to proceed with the finalist candidate, Human Resources shall prepare the conditional offer letter in coordination with the hiring manager and the Department Head.

Conditional job offer letters shall include the salary placement and reference to the standard benefits for the position and classification to which assigned. Placement in the salary range for the classification to which assigned shall be made commensurate with the candidate's background and experience.

For candidates who will be serving in a non-represented position, including classifications within the Executive Management, Management and Confidential groups, a mandatory Employment Agreement with the District will be required. The District shall utilize a standardized Employment Agreement template for such positions, which shall include the terms of employment consistent with those provided to the groups and/or similar positions, and salary placement within the established range consistent with the District's Salary Schedule. The General Manager is authorized within his/her administrative capacity to negotiate the salary step based on the candidate's prior experience, and the sick or vacation hours accrual.

3220.9 – Reference Checking. Before an offer of employment is extended, Human Resources shall conduct reference checks for finalist candidates. The purpose of the reference check is to verify prior employment duties, dates of employment, performance record, attendance record, driving record, and any other pertinent information. Results of the reference check will help determine a candidate's fit for the position. The District shall not inquire during the reference check on the candidate's current or prior salary/benefits history, protected leave usage, or regarding workers' compensation claims.

3220.10– Criminal Background Check. The Criminal Background Check policy applies to all applicants which are defined as follows:

- a. Any individual who files a written application, or indicates a specific desire to be considered for employment;
- b. Individuals who have been conditionally offered employment, even if they have commenced employment when the employer undertakes a post-conditional offer review and consideration of criminal history;
- c. Existing employees who have applied or indicated a specific desire to be considered for a different position with the District; and
- d. An existing employee who is subjected to a review and consideration of criminal history because of a change in management, policy, or practice.

The District shall not seek information about an applicant's criminal history from any source, nor inquire regarding an applicant's criminal history information on any job application, during a job interview, or otherwise consider an applicant's criminal history at any time before a conditional offer of employment has been made.

The District shall not request information from a job applicant about their prior use of cannabis. Information about an individual's prior cannabis use obtained from their criminal history shall only be considered when authorized by law.

Once the District has made a conditional job offer, the District may obtain a candidate's criminal background in accordance with State law. The District will take all necessary steps to ensure that the use of any criminal history information does not result in discrimination or retaliation. Any employment decision related to a candidate's criminal history, following a conditional employment offer, will be job related and consistent with business necessity.

If an investigative agency is used to obtain the criminal background check, the District shall provide the candidate with the appropriate notice required by the Fair Credit Reporting Act and the California Investigative Consumer Reports Act.

3220.11 – Evaluation of Results of Criminal Background Check. Upon receiving the results of the Criminal Background Check, the Human Resources Manager shall evaluate the findings in conjunction with the hiring manager, and General Manager. If the results do not affect the District's decision to hire the applicant, the District shall inform the applicant that the conditional offer is now an official offer, and move to the next steps of offering official employment.

If the results appear to affect the District's decision, and the District intends to consider denying the applicant the position, the District shall first conduct an individualized assessment to determine whether the applicant's conviction history has a direct and adverse relationship with the specific duties of the job that justify denying the candidate the position. The assessment shall include:

- a. The nature and gravity of the offense or conduct to include:
 - The specific personal conduct of the applicant that resulted in the conviction;
 - Whether the harm was to property or people;
 - The degree of the harm (e.g. amount of the loss in theft);
 - The permanence of the harm;
 - The context in which the offense occurred;
 - Whether a disability, including but not limited to a past drug addiction or mental impairment, contributed to the offense or conduct, and if so, whether the likelihood of harm arising from similar conduct could be sufficiently mitigated or eliminated by a reasonable accommodation, or whether the disability has been mitigated or eliminated by treatment or otherwise;
 - Whether trauma, domestic or dating violence, sexual assault, stalking, human trafficking, duress, or other similar factors contributed to the offense or conduct; and/or
 - The age of the applicant when the conduct occurred.

- b. The time that has passed since the offense or conduct and completion of the sentence to include:
 - The amount of time that has passed since the conduct underlying the conviction, which may significantly predate the conviction itself; and/or
 - When the conviction led to incarceration, the amount of time that has passed since the applicant's release from incarceration.

- c. The nature of the job held or sought, to include:
 - The specific duties of the job;
 - Whether the context in which the conviction occurred is likely to arise in the workplace;

- and/or
- Whether the type or degree of harm that resulted from the conviction is likely to occur in the workplace.
- d. The applicant's possession of a benefit, privilege, or right required for the performance of a job by a licensing, regulatory, or government agency or board, which is considered probative of the candidate's conviction history **not** being directly and adversely related to the specific duties of that job.
- e. Evidence of rehabilitation or mitigating circumstances that is **voluntarily** provided by the applicant, or by another party at the candidate's request, before or during the individualized assessment, which shall include:
- When the conviction led to incarceration, the applicant's conduct during incarceration, including participation in work and educational or rehabilitative programming and other pro-social conduct;
 - The applicant's employment history since the conviction or completion of the sentence;
 - The applicant's community service and engagement since the conviction or completion of sentence, including but not limited to volunteer work for a community organization, engagement with a religious group or organization, participation in a support or recovery group, and other types of civic participation; and/or
 - The applicant's other rehabilitative efforts since the completion of sentence or conviction or mitigating factors.

Following the individualized assessment, the District may make a preliminary decision to deny employment. In such cases, the District shall notify the applicant in writing of the intended decision to withdraw the employment offer to include:

- a. Notice of the disqualifying conviction or convictions that are the basis for the preliminary decision to rescind the offer.
- b. A copy of the conviction history report utilized or relied on by the District (e.g. consumer reports, credit reports, public records, results of internet searches, news articles, or any other writing containing information related to the conviction history that was utilized or relied upon).
- c. Notice of the applicant's right to respond to the notice before the preliminary decision rescinding the offer of employment becomes final.
- d. An explanation informing the applicant that, if the applicant chooses to respond, the response may include submission of a) evidence challenging the accuracy of the conviction history report that is the basis for the preliminary decision to rescind the offer, or b) evidence of rehabilitation or mitigating circumstances.
- e. Notice of the deadline for the applicant to respond, if the applicant chooses to do so, which must be at least five (5) business days from the date of the original notice.
- f. Additional notice to the applicant providing an additional five (5) days to respond, when the applicant has provided timely notice that they intend to dispute the accuracy of the conviction history and is taking specific steps to obtain evidence supporting their assertion.

The District shall consider information submitted by the applicant before making a final decision about whether to deny employment. The District shall not require the applicant to provide, nor deny employment for the applicant's failure to provide evidence of rehabilitation or mitigating circumstances; and shall not

require an applicant to disclose their status as a survivor of domestic or dating violence, sexual assault, stalking, or comparable statuses; and/or shall not require an applicant to produce medical records and/or disclose the existence of a disability or diagnosis.

If the applicant's information did not change the District's preliminary decision, and the District determines to deny the applicant employment, the District shall give a 'Final Notice to Revoke Job Offer" final written notice to the applicant of the final decision to deny employment because of the individual's criminal background in accordance with Federal and State law.

3220.12 – Pre-Employment (Post-Offer) Medical Examinations. All applicants being offered employment by the District shall be required to undergo a health screening in order to determine the prospective employee's fitness to perform the essential duties and functions of the position, prior to conferring appointment. Such examinations shall be consistent with the physical and mental requirements as defined within the District's classification specifications to ensure that those appointed will be fully able to discharge the duties of the position, and to safeguard against injury on the job.

- a. Employees being considered for non-safety sensitive positions will be required to take a drug test and alcohol screening consistent, based upon a position analysis establishing business necessity.
- b. Employees being considered for safety sensitive positions, consistent with the California Code of Regulations, shall be required to participate in drug testing and alcohol screening. Safety sensitive positions have the following general characteristics:
 1. Their duties involve a greater than normal level of trust, responsibility for or impact on the health and safety of others; and
 2. Errors in judgment, inattentiveness or diminished coordination, dexterity or composure while performing their duties could clearly result in mistakes that would endanger the health and safety of others; and
 3. Employees in these positions work with such independence, or perform such tasks that it cannot be safely assumed that mistakes such as those described above could be prevented by a supervisor or another employee.
- c. The District shall not request information from a job applicant about their prior use of cannabis, and the District shall not discriminate against an employee or applicant based on the individual's use of cannabis off the job and away from the workplace.
- d. The Human Resources Manager shall evaluate job classifications/positions, and designate those safety-sensitive positions subject to this section as it pertains to the post-offer medical examination including drug and alcohol testing, establishing fitness for duty.
- e. A District-selected health care provider will examine the prospective employee at the District's expense. The District will notify and provide the health care provider with a written description of the essential duties and functions of the employee's job and whether the position is subject to drug testing and alcohol screening. The health care provider will examine the employee and provide the District with non-confidential information regarding whether:
 1. The applicant is fit to perform the essential job functions;
 2. There are any reasonable accommodations that would enable the applicant to perform the essential job functions; or
 3. The applicant's prospective employment poses a threat to the health and safety of him or herself, or others.

- f. Should the health care provider exceed the scope of the District's request and provide confidential health information, or information that is unrelated to the applicant's ability to perform the job, the District will return the report to the health care provider and request another report that includes only the non-confidential fitness for duty information that the District has requested.
- g. During the course of a fitness for duty examination, the District will not seek or use information regarding a prospective employee's medical history, diagnoses, or course of treatment without written authorization from the applicant. Under the Confidentiality of Medical Information Act (CMIA), unless written authorization is received from the applicant, the District is only entitled to know whether the prospective employee can perform the essential functions of the job. The District cannot be advised of the medical cause of an employee's inability to perform.

3220.13 – Reasonable Accommodation. If a prospective employee requires a reasonable accommodation to perform the essential functions of the job, the District is entitled to know the functional limitations on the prospective employee's ability to perform the job [e.g., the employee cannot stand for extended periods of time; the employee cannot lift objects weighing more than twenty-five (25) pounds, etc.]. The District is entitled to ask for clarification from the examiner concerning what an employee can or cannot do.

- a. A prospective employee may submit confidential medical information to the District from his/her personal health care provider. If the prospective employee provides written authorization, the Human Resources Manager shall submit the information that the prospective employee provides to the District paid health care provider who conducted the examination. The Human Resources Manager will request the District paid health care provider to determine whether the information alters the original fitness for duty assessment. The District cannot be advised of the medical cause of an employee's inability to perform.
- b. After the receipt of both the health care provider's fitness for duty report, and the analysis of the employee's personal health care information (if any), the Human Resources Manager will arrange for a discussion(s) with the employee and his/her representatives (if any). The purpose of the discussion will be in good faith to fully discuss all feasible potential reasonable accommodations.
- c. After the discussions, the Human Resources and hiring manager will review the information received, and determine if there is a reasonable accommodation that would enable the prospective employee to perform essential job functions, or if the accommodations would pose an undue hardship on the District's finances or operations. The Human Resources Manager shall recommend, and the General Manager will use his/her discretion based upon the particular facts of each case.

3220.14 – On-Boarding. Human Resources shall coordinate the on-boarding process using the prescribed On-Boarding Checklist and ensure that all documents are received and processed. The hiring manager shall complete the departmental orientation/on-boarding process.

3220.15 – Establishment of Employment Eligibility (I-9). The District is required by Federal law to verify the work eligibility of newly hired employees by obtaining a completed I-9 Form (Employment Eligibility Verification Form) for each employee hired after November 6, 1986.

- a. The District shall not discharge a current employee, refuse to appoint a new employee, or otherwise discriminate on the basis of foreign appearance, language, or name. To discriminate against an employee or applicant on the basis of national origin violates Title VII of the Civil Rights Act and the Fair Employment and Housing Act (FEHA).
- b. An employee is required to complete their portion of the I-9 Form and to provide the document(s)

verifying work eligibility on the date they are actually hired. The hire date is defined as the effective date and/or official start date of employment. Prior to the actual acceptance of an offer of employment, a prospective employee may only be advised that they will be required to complete an I-9 form and provide documentation verifying work eligibility.

- c. All new employees must provide and maintain necessary documentation to prove identity and the right to work in the United States in accordance with Federal and State Immigration and Naturalization laws (and per the I-9 Form). Failure to provide such documentation will result in disqualification from selection and/or grounds for immediate termination.
- d. A new employee should provide the required document(s) at the time they are hired. If unable to comply with this requirement, he/she must be given three (3) business days to produce evidence proving they have applied for a specific document. For example: Evidence could be a receipt verifying application for a social security card or a driver's license. It then becomes the employee's responsibility to produce the document itself within three (3) days of hire or subject to termination. However, on or before the time employment begins, the employee must have indicated in Section 1 of the I-9 Form that they are already eligible to be employed in the United States.
- e. An employee who is rehired is required to complete a new I-9 Form.
- f. The I-9 form lists the document(s) which are acceptable as proof of work eligibility. Only the employee shall designate which document(s) they wish to present. The District may not require a specific document among those listed, nor require additional documents for completing the form, beyond those which establish identity and work authorization.
- g. If the document(s) provided by the employee appears to be genuine and related to the person, they are to be accepted. There is no requirement, on the part of the District, to verify the authenticity of documents which appear to be genuine.
- h. A completed I-9 form and all copies of the documents, which verify authorization to work, are to be submitted to the Human Resources Manager. These documents are to be used for the purpose of establishing employment eligibility, and are to be retained ONLY with the I-9 Form.
- i. Once the Human Resources Manager determines that documentation is complete and verified, the Human Resources Manager shall retain the I-9 records separate from the personnel files for all active employees. Upon an employee's separation from employment, the I-9 form will be transferred to the employee's personnel file and placed in storage.
- j. If an individual is hired with incomplete documentation, they must be given three (3) business days in which to present either: 1) the necessary documents; or 2) a receipt for the application of replacement documents which verifies application for a specific document. If neither of the above is provided, within three (3) business day, the employee must be terminated and notice of termination must be provided accordingly.
- k. If an employee's work authorization expires, the I-9 Form must be updated to continue to employ that individual. This means the employee must either present a document that show an extension of employment eligibility, or a new grant-of-work authorization prior to the expiration date.
- l. It is the responsibility of the Human Resources Manager to monitor such document(s) and to verify either renewal or extension. The Human Resources Manager shall retain a list of affected employees and advise the department and employee whose authorization is due to expire. Without an extension of employment eligibility, or a new grant-of- work authorization, the employee must be terminated immediately.



**Beaumont-Cherry Valley Water District
Regular Board Meeting
April 10, 2024**

Item 5a

STAFF REPORT

TO: Board of Directors

FROM: Ren Berioso, Human Resources Manager

SUBJECT: **Resolution 2024-__ : Amending the District's Policies and Procedures Manual: Policy 2015 Harassment**

Staff Recommendation

Adopt Resolution 2024-__ Amending the District Policies and Procedures Manual regarding Policy 2015 Harassment.

Executive Summary

At the January 16, 2024 and March 19, 2024 meetings, the Personnel Committee reviewed the proposed changes to the Harassment policy presented by Human Resources (HR) staff, with discussion regarding forms of abuse as well as changes to the complaint and response process. The Committee directed HR staff to remove the statement that defines abusive behavior towards the protected class, and to allow Personnel Committee to hire an outside consultant or firm to do an objective and thorough investigation if a harassment complaint involves the General Manager.

Background

At the January 16, 2024 Personnel Committee Meeting, staff presented changes to the Harassment Policy by adding Human Resources as the department that will perform an objective investigation for harassment complaints, defined disruptive behavior as harassment towards protected class, and removed a language that will provide a copy of the complete confidential investigation to the complainant as recommended by Legal Counsel. The Personnel Committee directed staff to remove the section discussing disruptive behavior towards protected class, and to add a language that will allow the Personnel Committee to hire an outside firm if a harassment complaint involves the General Manager.

At the March 19, 2024 Meeting, the Personnel Committee reviewed the proposed changes and directed HR staff to present the policy draft to the Board of Directors on the next Regular Board Meeting for discussion and approval.

The proposed redline draft version includes directions from the Personnel Committee that were also reviewed by Legal Counsel. Changes were made to ensure that legal risks are mitigated, and to improve District's response should harassment occur in the workplace.

Discussion

Table 1, Summary of Policy Changes, outlines the proposed changes to the current Harassment policy that are in reference to the redline draft version attached herewith.



Table 1 – Summary of Policy Changes

TABLE A	Policy Section	State / Federal Law requirement	BCVWD current practice	Personnel Committee Recommendation	Fiscal Impact of Option
1	2015.4	None	Application	Added “Vendors” in the language since they interact with staff as well.	No fiscal impact.
2	2015.5	None	The District does not condone abusive conduct towards anyone.	Removed Section 2015.5 Other Forms based on its unclear definition.	No fiscal impact.
3	2015.6	None	Complaint Process	Changed to Section 2015.5 and removed Department Director and Director of Finance and Administrative Services in the complaint process.	No fiscal impact.
4	2015.7	None	District’s Response to Complaint	Changed to Section 2015.6 and added a language allowing Personnel Committee to hire an outside firm or consultant if the complaint involves the General Manager. Moved the 3 sub-sections to Section 2015 and changed the numbering to sub-sections 2015.5.1, 2015.5.2 and 2015.5.3	The Fiscal Impact is the cost of hiring an outside firm or consultant if warranted.

Fiscal Impact

The only fiscal impact generated from the policy changes would be the cost of hiring an outside consultant to conduct the harassment investigation if a complaint involves the General Manager. All other investigations will be conducted by the Human Resources division.

Attachments

1. Proposed Policy 2015 (Side-by-Side version)
2. Proposed Policy 2015 (Clean version)

Staff Report prepared by Ren Berioso, Human Resources Manager

Item 5a Attachment 1

CURRENT POLICY

POLICY TITLE: HARASSMENT
POLICY NUMBER: 2015

2015.1 **Unlawful Harassment.** The District is committed to providing a work environment for its employees that is free of unlawful harassment. The District prohibits sexual harassment (Policy 2020) as well as harassment because of race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, genetic information, marital status, age, sex, gender, gender identity, gender expression, sexual orientation, veteran or military status, or any other basis protected by federal, state or local law, ordinance, or regulation (collectively "protected status"). This policy applies to all persons involved in the operation of the District and prohibits harassment by any employee of the District—supervisors and co-workers.

2015.2 **Reporting.** Employees are encouraged to immediately report any incident of unlawful harassment to either their supervisor, Human Resources, or to the General Manager so that complaints can be quickly and fairly resolved.

2015.3 **Harassment Prohibited.** Harassment because of any protected status is prohibited, including, but not limited to the following behavior:

1. Verbal conduct such as epithets, derogatory jokes or comments, slurs, unwanted sexual advances, invitations, or comments;
2. Visual conduct such as derogatory and/or sexually oriented posters, photography, cartoons, drawings, or gestures;
3. Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with work because of sex, race, or any other protected basis; and, retaliation for having reported or threatened to report harassment.

2015.4 **Applicability.** This policy applies to all employees, interns, volunteers, vendors, third parties, and agents of the employer, including supervisory and non-supervisory employees, and it applies to all phases of employment. All reasonable actions will be taken to protect employees in the workplace from unwelcome conduct and actions by non-employees contractors, vendors, suppliers, clients, and others.

2015.5 **Other Forms.** This policy also defines harassment as any bullying, abusive conduct, and other forms of disruptive behavior that constitutes an attack towards protected class.

2015.6 **Complaint Process.** If any employee of the District believes they have been harassed, the employee should provide a written complaint to their supervisor, Department Director, Director of Finance and Administrative Services, the Human Resources Department, General Manager or designated appointee as soon as possible after the incident. The complaint should include the details of the incident(s), dates and times, name(s) of the individual(s) involved, together with the name(s) of any witness(es).

2015.7 **District's Response to Complaint.** Staff receiving harassment complaints will refer them immediately to the General Manager or the Personnel Committee of the Board of Directors (in the event the complaint involves the General Manager) who will undertake an immediate, thorough, and objective investigation of the harassment allegation(s) through Human Resources Department or designated appointee. At the discretion of the General Manager, an outside firm or consultant may be retained to conduct an objective investigation.

PROPOSED POLICY

POLICY TITLE: HARASSMENT
POLICY NUMBER: 2015

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2. Visual conduct such as derogatory and/or sexually oriented posters, photography, cartoons, drawings, or gestures;
3. Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with work because of sex, race, or any other protected basis; and, retaliation for having reported or threatened to report harassment.

2015.4 **Applicability.** This policy applies to all employees, interns, volunteers, vendors, third parties, and agents of the employer, including supervisory and non-supervisory employees, and it applies to all phases of employment. All reasonable actions will be taken to protect employees in the workplace from unwelcome conduct and actions by non-employees, ~~and all reasonable actions will be taken to protect employees from the actions of~~ contractors, vendors, suppliers, clients, and others.

~~2015.5—Other Forms. This policy also defines harassment as any Bullying, abusive conduct, and other forms of disruptive behavior that constitutes an attack towards protected class; are considered harassment under this policy.~~

2015.5 **Complaint Process.** If any employee of the District believes they have been harassed, the employee should provide a written complaint to their immediate supervisor, Department Director, Director of Finance and Administrative Services, the Human Resources Department, General Manager or designated appointee as soon as possible after the incident. The complaint should include the details of the incident(s), dates and times, name(s) of the individual(s) involved, together with the name(s) of any witness(es).

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

1. An employee is never required to make a complaint to a supervisor or manager who is alleged to be responsible for the harassment. The complaint may be made to an uninvolved supervisor or manager, or to the parties named above.
2. While written complaints are strongly encouraged, the District will investigate all employee complaints, including those that are not written or that are anonymous. However, the ability to investigate and remedy unwritten or anonymous complaints may be compromised if insufficient information is available for the investigation.
3. The investigation will be conducted in as confidential a manner as possible, consistent with a full, fair, and proper investigation.

2015.8 **Remedial Action.** If it is determined that harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee determined to be responsible for harassment will be subjected to appropriate disciplinary action, up to, and including termination. Investigations shall be overseen by Human Resources Department or designated appointee. The complainant will be advised once the investigation is complete but will not be provided with a copy of summary of the results of the investigation, including whether corrective action was taken and the general nature of that action, consistent with employee privacy and the confidentiality of personnel matters. Others involved in the investigation may also be advised once the investigation is complete.

2015.9 **Retaliation Prohibited.** The District prohibits retaliation of any kind against any employee who has complained about harassment, opposed harassment, or participated in a harassment investigation. Retaliation is prohibited against any employee who has engaged in certain legally protected activities, filed a complaint, or served as a whistleblower.

2. While written complaints are strongly encouraged, the District will investigate all employee complaints, including those that are not written or that are anonymous. However, the ability to investigate and remedy unwritten or anonymous complaints may be compromised if insufficient information is available for the investigation.
3. The investigation will be conducted in as confidential a manner as possible, consistent with a full, fair, and proper investigation.

2015.67 **District's Response to Complaint.** Staff receiving harassment complaints will refer them immediately to the Human Resources Department or designated appointee and the General Manager or the Personnel Committee of the Board of Directors (in the event the complaint involves the General Manager) who will undertake an immediate, thorough, and objective investigation of the harassment allegation(s) through Human Resources Department or designated appointee. At the discretion of the General Manager, an outside firm or consultant may be retained to conduct an objective investigation. If the complaint involves the General Manager, the Personnel Committee makes a recommendation to the Full Board of Directors to hire an outside firm to conduct a thorough and objective investigation.

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

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

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

2015.79 **Remedial Action.** If it is determined that harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee determined to be responsible for harassment will be subjected to appropriate disciplinary action, up to, and including termination. Investigations shall be overseen by Human Resources Department or designated appointee in collaboration with a representative from the Employee Association. The complainant will be advised once the investigation is complete but will not be provided with a copy of summary of the results of the investigation, including whether corrective action was taken and the general nature of that action. The complainant will not be entitled to a copy of the confidential investigation report or the specific details of corrective action, consistent with employee privacy and the confidentiality of personnel matters. Others involved in the investigation may also be advised once the investigation is complete, and will be provided with a summary of other information appropriate to their involvement.

2015.89 **Retaliation Prohibited.** The District prohibits retaliation of any kind against any employee who has complained about harassment, opposed harassment, or participated in a harassment investigation. Retaliation is prohibited against any employee who has engaged in certain legally protected activities, filed a complaint, or served as a whistleblower.

POLICY TITLE: HARASSMENT
POLICY NUMBER: 2015

Item 5a

Attachment 2

2015.1 **Unlawful Harassment.** The District is committed to providing a work environment for its employees that is free of unlawful harassment. The District prohibits sexual harassment (Policy 2020) as well as harassment because of race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, genetic information, marital status, age, sex, gender, gender identity, gender expression, sexual orientation, veteran or military status, or any other basis protected by federal, state or local law, ordinance, or regulation (collectively “protected status”). This policy applies to all persons involved in the operation of the District and prohibits harassment by any employee of the District—supervisors and co-workers.

2015.2 **Reporting.** Employees are encouraged to immediately report any incident of unlawful harassment to either their supervisor, Human Resources, or to the General Manager so that complaints can be quickly and fairly resolved.

2015.3 **Harassment Prohibited.** Harassment because of any protected status is prohibited, including, but not limited to the following behavior:

1. Verbal conduct such as epithets, derogatory jokes or comments, slurs, unwanted sexual advances, invitations, or comments;
2. Visual conduct such as derogatory and/or sexually oriented posters, photography, cartoons, drawings, or gestures;
3. Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with work because of sex, race, or any other protected basis; and, retaliation for having reported or threatened to report harassment.

2015.4 **Applicability.** This policy applies to all employees, interns, volunteers, vendors, third parties, and agents of the employer, including supervisory and non-supervisory employees, and it applies to all phases of employment. All reasonable actions will be taken to protect employees in the workplace from unwelcome conduct and actions by non-employees contractors, vendors, suppliers, clients, and others.

2015.5 **Complaint Process.** If any employee of the District believes they have been harassed, the employee should provide a written complaint to their immediate supervisor, the Human Resources Department, the General Manager or designated appointee as soon as possible after the incident. The complaint should include the details of the incident(s), dates and times, name(s) of the individual(s) involved, together with the name(s) of any witness(es).

1. An employee is never required to make a complaint to a supervisor or manager who is alleged to be responsible for the harassment. The complaint may be made to an uninvolved supervisor or manager, or to the parties named above.
2. While written complaints are strongly encouraged, the District will investigate all employee complaints, including those that are not written or that are anonymous. However, the ability to investigate and remedy unwritten or anonymous complaints may be compromised if insufficient information is available for the investigation.
3. The investigation will be conducted in as confidential a manner as possible, consistent with a full,

Adopted by Resolution 21-006, 4/14/2021

fair, and proper investigation.

2015.6 **District's Response to Complaint.** Staff receiving harassment complaints will refer them immediately to the Human Resources Department or designated appointee and the General Manager who will undertake an immediate, thorough, and objective investigation of the harassment allegation(s). At the discretion of the General Manager, an outside firm or consultant may be retained to conduct an objective investigation. If the complaint involves the General Manager, the Personnel Committee makes a recommendation to the Full Board of Directors to hire an outside firm to conduct a thorough and objective investigation.

2015.7 **Remedial Action.** If it is determined that harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee determined to be responsible for harassment will be subjected to appropriate disciplinary action, up to, and including termination. Investigations shall be overseen by the Human Resources Department or designated appointee. The complainant will be advised once the investigation is complete but will not be provided with a copy of summary of the results of the investigation, including whether corrective action was taken and the general nature of that action, consistent with employee privacy and the confidentiality of personnel matters. Others involved in the investigation may also be advised once the investigation is complete.

2015.8 **Retaliation Prohibited.** The District prohibits retaliation of any kind against any employee who has complained about harassment, opposed harassment, or participated in a harassment investigation. Retaliation is prohibited against any employee who has engaged in certain legally protected activities, filed a complaint or served as a whistleblower.

Adopted by Resolution 21-006, 4/14/2021



**Beaumont-Cherry Valley Water District
Regular Board Meeting
April 10, 2024**

Item 5b

STAFF REPORT

TO: Board of Directors

FROM: Ren Berioso, Human Resources Manager

SUBJECT: Resolution 2024-__ Amending the District's Policies and Procedures Manual Part I Section 38 Personal Vehicle Usage with Policy 3151 Personal Vehicle Usage

Staff Recommendation

Adopt Resolution 2024-__ Amending Policy Number 38 Personal Vehicle Usage as Policy Number 3151 Personal Vehicle Usage.

Executive Summary

At the March 19, 2024 Personnel Committee Meeting, Human Resources (HR) staff proposed Policy Section 38 Personal Vehicle Usage be amended as Policy Number 3151 Personal Vehicle Usage adding a section that includes adding a section "Safety When Driving" personal vehicles when authorized by their supervisor in performing District work in order to address safety risks, and to mitigate financial impact to the District. To align with the District's current practice, staff also proposed additional language to include reimbursement parking fees when a personal vehicle is authorized to be use in the performance of District-related business.

Background

At the March 19, 2024 Personnel Committee Meeting, HR staff presented a policy draft that provided guidelines for employees who were authorized to use their personal vehicles while performing District-related business. For many years, District personnel had been authorized to use their personal vehicles to perform District work, such as attending workshops and seminars or to drive from one District site to another. For the past three (3) years, there have been no reported accidents from personal vehicle use during District work hours. While the District has authorized employees to use their personal vehicles to perform District business, when a suitable District vehicle is not available, staff is proposing adding safety measures to mitigate, if not avoid, any risks to the District. Additionally, it has been the practice to reimburse the parking fee of personal vehicles authorized to be used to conduct District-related business. As such, staff proposed adding that language to the policy draft. After further review by the Personnel Committee, HR staff was directed for said policy to move forward to the next Regular Board Meeting for discussion and approval.

The proposed redline draft version was a collaboration of staff and HR Dynamics insights, based on industry standards and a review with the Employee Association, that were subsequently reviewed by Legal Counsel.



Discussion

Table 1, Summary of Policy Changes, outlines the proposed changes to the current Personal Vehicle Usage policy that is in reference to the redline draft version attached:

Table 1 – Summary of Policy Changes

Row Number	Policy Section	State / Federal Law requirement	BCVWD current practice	Options to Consider	Fiscal Impact of Option
1	No Section	None	It has been the District's current practice that this policy is applicable to all District employees.	Consider Section 3151.1 Application of the Personal Vehicle Usage policy to all District personnel in conducting District business.	No fiscal impact.
2	Section C	None	Personnel should coordinate work to ensure there is an available District vehicle to use if needed.	Moved as Section 3151.3	No fiscal impact.
3	No Section	None	It's been the District's current practice to ensure that employees who are authorized to drive their personal vehicles safely and to abide by traffic laws when performing District work.	Consider Section 3151.4 "Safety While Driving." Employees who are authorized to drive their personal vehicles safely and to abide by traffic laws when performing District work.	No fiscal impact.



Row Number	Policy Section	State / Federal Law requirement	BCVWD current practice	Options to Consider	Fiscal Impact of Option
4	Section D	None	Proof of insurance coverage for collision, personal injury and property damage are required when authorized to drive personal vehicle for District work performance.	Moved to Section 3151.5	No fiscal impact.
5	Section A	None	It has been a current practice in the District to claim parking fee if authorized to use personal vehicle to perform District work.	Consider 3151.6 adding claiming parking fee If authorized to use personal vehicle to conduct District business.	Fiscal impact is the cost of parking fee incurred.

Fiscal Impact

The fiscal impact of is the cost of the parking fee when employee is authorized to use their personal vehicle in performing District work.

Attachments

1. Clean draft version of 3151 Personal Vehicle Usage
2. Side-by-side version of 3151 Personal Vehicle Usage

Staff Report prepared by Ren Berioso, Human Resources Manager

Item 5b Attachment 1

CURRENT POLICY

38. PERSONAL VEHICLE USAGE

- A. When an employee is authorized to use his/her personal vehicle in the performance of District work, he/she shall be reimbursed for the cost of said use on the basis of total miles driven and at the rate specified in the Internal Revenue Service Guidelines in effect at the time of said usage.
- B. **Authorization.** Use of personal vehicles shall not be authorized for the performance of District work if a suitable District vehicle is available and safely operational.
- C. **Coordination.** Every attempt shall be made to coordinate work so that District vehicles are available and operational for the performance of said work and used in an efficient manner.

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PROPOSED POLICY

POLICY TITLE: PERSONAL VEHICLE USAGE POLICY NUMBER: 3151

~~3151.138.~~ **PERSONAL VEHICLE USAGE**

~~A. -- Application.~~ This policy applies to all employees who drive a personal vehicle for the purposes of conducting District business.

~~3151.2 -- When an employee is authorized to use his/her personal vehicle in the performance of~~

~~District work, he/she shall be reimbursed for the cost of said use on the basis of total miles driven and at the rate specified in the Internal Revenue Service Guidelines in effect at the time of said usage.~~

~~B. Authorization.~~ Use of personal vehicles shall not be authorized for the performance of District work if a suitable District vehicle is available and safely operational. Please refer to [Policy 3150 District Vehicle Usage policy for approval guidelines.](#)

~~3151.3 --~~

~~C. Coordination.~~ Every attempt shall be made to coordinate work so that District vehicles are available and operational for the performance of said work and used in an efficient manner.

~~3151.4 -- Safety While Driving.~~ Employees are expected to drive safely and abide by the traffic laws when authorized to use their personal vehicles to conduct District business. Under any circumstances, employees are not permitted to operate their personal vehicle to perform District work when any physical or mental impairment causes the employee to be unable to drive safely. This prohibition includes, but is not limited to, circumstances in which the employee is temporarily unable to operate a vehicle safely or legally because of illness, medication, or intoxication.

~~3151.54 -- Insurance.~~ Proof of adequate insurance coverage for collision, personal injury, and property damage shall be required by the District of any employee using a personal vehicle in the performance of District work.

~~31510.654 -- Reimbursement for Expenses.~~ When an employee is authorized to use his/her personal vehicle in the performance of District work, he/she shall be reimbursed for the cost of said use on the basis of total miles driven and at the rate specified in the Internal Revenue Service Guidelines in effect at the time of usage. Employees authorized in driving their personal vehicle performing District work may claim reimbursement for parking fees actually incurred.

- D. **Insurance.** Proof of adequate insurance coverage for collision, personal injury, and property damage shall be required by the District of any employee using a personal vehicle in the performance of District work.

POLICY TITLE: PERSONAL VEHICLE USAGE
POLICY NUMBER: 3151

Item 5b

Attachment 2

3151.1 Application. This policy applies to all employees who drive a personal vehicle for the purposes of conducting District business.

3151.2 Authorization. Use of personal vehicles shall not be authorized for the performance of District work if a suitable District vehicle is available and safely operational. Please refer to Policy 3150 District Vehicle Usage policy for approval guidelines.

3151.3 Coordination. Every attempt shall be made to coordinate work so that District vehicles are available and operational for the performance of said work and used in an efficient manner.

3151.4 Safety While Driving. Employees are expected to drive safely and abide by the traffic laws when authorized to use their personal vehicles to conduct District business. Under any circumstances, employees are not permitted to operate their personal vehicle to perform District work when any physical or mental impairment causes the employee to be unable to drive safely. This prohibition includes, but is not limited to, circumstances in which the employee is temporarily unable to operate a vehicle safely or legally because of illness, medication, or intoxication.

3151.5 Insurance. Proof of adequate insurance coverage for collision, personal injury, and property damage shall be required by the District of any employee using a personal vehicle in the performance of District work.

3151.6 Reimbursement for Expenses. When an employee is authorized to use his/her personal vehicle in the performance of District work, he/she shall be reimbursed for the cost of said use on the basis of total miles driven and at the rate specified in the Internal Revenue Service Guidelines in effect at the time of usage. Employees authorized in driving their personal vehicle performing District work may claim reimbursement for parking fees actually incurred.

Adopted by Resolution 20-XX, Date



**Beaumont-Cherry Valley Water District
Regular Board Meeting
April 10, 2024**

Item 5c

STAFF REPORT

TO: Board of Directors

FROM: Ren Berioso, Human Resources Manager

SUBJECT: Resolution 2024-__ Amending the District's Policies and Procedures Manual replacing Policy Number 40 Tobacco Use and Policy Number 41 Smoke Free Workplace with Policy 3170 Smoke Free Workplace and Tobacco Use

Staff Recommendation

Adopt Resolution 2024-__ Amending Policy Numbers 40 Tobacco Use and 41 Smoke Free Workplace as combined Policy 3170 Smoke Free Workplace and Tobacco Use.

Executive Summary

At the March 19, 2024 Personnel Committee Meeting, Human Resources (HR) staff proposed Policy Sections 40 Tobacco Use and 41 Smoke Free Work-place be replaced with combined Policy 3170 Smoke Free Workplace and Tobacco Use, adding sections that include District's commitment to providing a healthy work environment free of harmful effects of smoke, and the District's program to support smoking cessation. Additionally, staff added language that prohibits smoking in District Vehicles to promote a healthy workplace for District personnel and to mitigate potential liability resulting from illnesses due to smoking and second-hand smoke.

Background

At the March 19, 2024 Personnel Committee Meeting, HR staff presented a policy draft that combined the separate policies of Section 40 Tobacco Use and Section 41 Smoke Free Workplace. The objective of combining the two sections into a single policy was to avoid redundancy given their contents are related and similar in nature. HR staff also proposed adding language that prohibits smoking inside District vehicle and promoting the District's "Smoking Cessation Program" apart from our Employee Assistance Program (EAP).

Staff consulted several sources about the harmful effects of first and secondhand smoke in the workplace. Research concludes that 95% of employees who smoke tend to take longer and more frequent breaks that result in reduced work performance and less productivity. It also increases anxiety and decreases concentration. Second-hand smoke also impacts the health of non-smokers. With this, staff proposed adding a section that included not allowing smoking in District vehicles, and a section that supported smoking cessation to encourage a healthy lifestyle. This proposal also legally complies with Assembly Bill 13, California Workplace Smoking Restrictions, that prohibits smoking in any place of employment and in enclosed spaces. After review by the Personnel Committee on March 19, 2024, HR staff was directed for said policy to move forward to the next Regular Board Meeting for discussion and approval.



The proposed redline draft version was a collaboration of staff and HR Dynamics insights, based on industry standards and a review with the Employee Association, that were subsequently reviewed by Legal Counsel.

Discussion

Table 1, Summary of Policy Changes, outlines the proposed changes to the current Tobacco Use and Smoke Free Work-place policies that are in reference to the redline draft version attached:

Table 1 – Summary of Policy Changes

Row Number	Policy Section	State / Federal Law requirement	BCVWD current practice	Options to Consider	Fiscal Impact of Option
1	No Section	None	The District is committed to providing a safe and healthy work environment free of harmful effects of smoking.	Consider Section 3170.1 Commitment of the District to providing a safe and healthy work environment free of harmful effects of smoking.	No fiscal impact.
2	Section 40, Letter B	None	Application of the policy	Moved as Section 3170.2	No fiscal impact.
3	No Section	None	In practice, this policy applies to all District personnel.	Consider Section 3170.3	No fiscal impact.
4	Section 41, Letter A	AB-13 California Workplace Smoking Restrictions	Smoking is prohibited within the District building and premises. Those who smoke shall do so outdoors 20 feet away from the District building.	Moved to Section 3170.4 adding cigars, pipes, electronic cigarettes, and other vaping devices.	No fiscal impact.
5	Section 40, Letter C	AB-13 California Workplace Smoking Restrictions	District members are responsible to advise the member of the public in District property to adhere to smoke-free workplace policy.	Moved to 3170.5 and added District Managers and Supervisors shall enforce this policy in their respective areas.	No fiscal impact.



Row Number	Policy Section	State / Federal Law requirement	BCVWD current practice	Options to Consider	Fiscal Impact of Option
6	Section 41, Letter B	CaIOSHA	District practices extreme caution and dispose of cigarette in a responsible and safe manner.	Moved to 3170.6	No fiscal impact.
7	No Section	AB-13 California Workplace Smoking Restrictions	In practice but not in writing, the District prohibits smoking in District Vehicles.	Consider adding 3170.7	No fiscal impact.
8	Section 40, Letter D	None	Violation of said policy will result in a disciplinary action.	Moved to 3170.8 and added that visitors who violate policy will be asked to leave the premises.	There is cost of producing No Smoking signage in key areas.
9	No Section	None	No policy that encourages smoking cessation although the District refers them to EAP.	Consider adding 3170.9 Support for Smoking Cessation	No fiscal impact.

Fiscal Impact

The fiscal impact is estimated to be less than \$200 and will be based on the cost of producing “No Smoking” signage that will be posted in the common areas of the Offices.

Attachments

1. Clean draft version of 3170 Smoke Free Workplace and Tobacco Use
2. Side-by-side version of 3170 Smoke Free Workplace and Tobacco Use

Staff Report prepared by Ren Berioso, Human Resources Manager

Item 5c Attachment 1

CURRENT POLICY

40. TOBACCO USE

- A. Ample research exists demonstrating the health hazards of the use of tobacco products, including smoking and the breathing of second-hand smoke. Therefore, in the best interest of the health and safety of employees and the general public, the smoking of tobacco products shall be banned completely within District buildings or confined spaces, or in District vehicles.
- B. **Application.** The successful implementation of this policy depends upon the thoughtfulness, consideration and cooperation of smokers and non-smokers. All individuals on District premises share in the responsibility of adhering to this policy.
- C. **Responsibility.** All District employees will be responsible for advising members of the public who are observed smoking tobacco products on District property of the District's policy on the matter. Said individuals shall be asked by staff to refrain from smoking. Members of the public who refuse to comply with this policy may be directed by any managerial employee to leave District property.
- D. **Disciplinary Action.** District employees who violate this policy will be subject to disciplinary action in accordance with Section 42, Disciplinary Action.

PROPOSED POLICY

POLICY NUMBER: 3170

- 3170.1 Commitment Policy Statement.** Beaumont-Cherry Valley Water District is committed to providing a safe and healthy work environment for all employees and visitors. In accordance with California state laws and regulations, and recognizing the harmful effects of smoking and second-hand smoke, Beaumont-Cherry Valley Water District hereby establishes this Smoke-Free Workplace Policy.
- 3170.2 Application.** The successful implementation of this Smoke Free Workplace Policy depends upon the thoughtfulness, consideration and cooperation of smokers and non-smokers. All individuals on District premises share in the responsibility ~~of adhering to this policy.~~
- 3170.32 Scope.** This policy applies to all employees, contractors, visitors, and any other individuals present on Beaumont-Cherry Valley Water District premises. It covers all indoor and outdoor areas of Beaumont-Cherry Valley Water District facilities, including but not limited to offices, meeting rooms, hallways, parking lots, and grounds.
- 3170.43 Smoking Prohibition.** Smoking is strictly prohibited within all Beaumont-Cherry Valley Water District premises. ~~Smoking is prohibited within the buildings, facilities, and vehicles of the District. This includes, but is not limited to, cigarettes, cigars, pipes, electronic cigarettes, and other vaping devices. ~~Smoking is prohibited within the buildings, facilities, and vehicles of the District.~~ Those who smoke are requested to do so outdoors away from entrances or windows of buildings or twenty feet (20') away from District buildings.~~
- 3170.5 Compliance.** Managers and supervisors are responsible for enforcing the policy within their respective areas. All District employees shall be responsible for advising members of the public who are observed smoking tobacco products on District property of the District's policy on the matter. Said individuals shall be asked by staff to refrain from smoking.
- 3170.62 Safety.** Beaumont-Cherry Valley Water District Personnel who smoke during rest and meal periods in the field should use extreme caution and dispose of cigarettes in a responsible and safe manner, not littering or throwing residual parts on the ground or street or areas of drains, etc. Extra care should be taken when working around combustible materials, confined spaces, or out in the field near equipment or supplies. If an employee observes unsafe activity involving smoking, they should bring it to the attention of the person and attempt to gain voluntary compliance to terminate the smoking activity. If the party refuses to cooperate, employee should inform his/her supervisor to take added action.
- 3170.37 District Vehicles. Non-Hazardous.** ~~Smoking is prohibited in District vehicles, allowed in non-district vehicles and on district property as long as it is not a safety hazard. If employees observe unsafe activity involving smoking, they should bring it to the attention of the person and attempt to gain voluntary compliance to terminate the smoking activity. If the party refuses to cooperate, employee should inform his/her supervisor to take added action.~~

41. SMOKE FREE WORK-PLACE

A. Smoking is prohibited within the buildings, facilities and vehicles of the District. Those who smoke are requested to do so outdoors away from entrances or windows of buildings or 20' away from building.

B. **Safety.** Personnel who smoke in the field should use extreme caution and dispose of cigarettes in a responsible and safe manner, not littering or throwing residual parts on the ground or street or areas of drains, etc. Extra care should be taken when working around combustible materials, or out in the field near equipment or supplies.

C. **Non-Hazardous.** Smoking is allowed in non-district vehicles and on district properties as long as it is not a safety hazard. If employees observe unsafe activity involving smoking, they should bring it to the attention of the person and attempt to gain voluntary compliance to terminate the smoking activity. If the party refuses to cooperate, employee should inform his/her supervisor to take added action.

~~should inform his/her supervisor to take added action.~~

~~**3170.39 Disciplinary Actions.** Violations of this policy may result in disciplinary action, up to and including termination of employment. Visitors who violate the policy may be asked to leave the premises.~~

~~**3170.940 Support for Smoking Cessation.** Beaumont-Cherry Valley Water District encourages employees who smoke to seek support and resources for smoking cessation. Information on available programs and resources will be made accessible to all employees through Human Resources.~~

~~**3170.12 –Commitment.** Beaumont-Cherry Valley Water District is committed to maintaining a healthy and safe workplace for everyone. Employee cooperation in adhering to this Smoke Free Workplace Policy is essential. Employees who have questions should contact Human Resources for further assistance.~~

POLICY TITLE: SMOKE FREE WORKPLACE AND TOBACCO USE
POLICY NUMBER: 3170

Item 5c **Attachment 2**

3170.1 Commitment. Beaumont-Cherry Valley Water District is committed to providing a safe and healthy work environment for all employees and visitors . In accordance with California state laws and regulations and recognizing the harmful effects of smoking and second-hand smoke, Beaumont-Cherry Valley Water District hereby establishes this Smoke-Free Workplace Policy.

3170.2 Application. The successful implementation of this Smoke Free Workplace Policy depends upon the thoughtfulness, consideration and cooperation of smokers and non-smokers. All individuals on District premises share in the responsibility adhering to this policy.

3170.3 Scope. This policy applies to all employees, contractors, visitors, and any other individuals present on Beaumont-Cherry Valley Water District premises. It covers all indoor and outdoor areas of Beaumont-Cherry Valley Water District facilities, including but not limited to offices, meeting rooms, hallways, parking lots, and grounds.

3170.4 Smoking Prohibition. Smoking is strictly prohibited within all Beaumont-Cherry Valley Water District premises. Smoking is prohibited within the buildings, facilities and vehicles of the District. This includes, but is not limited to, cigarettes, cigars, pipes, electronic cigarettes, and other vaping devices. Those who smoke are requested to do so outdoors away from entrances or windows of buildings or twenty feet (20') away from District buildings.

3170.5 Compliance. Managers and supervisors are responsible for enforcing the policy within their respective areas. All District employees shall be responsible for advising members of the public who are observed smoking tobacco products on District property of the District's policy on the matter. Said individuals shall be asked by staff to refrain from smoking.

3170.6 Safety. Beaumont-Cherry Valley Water District personnel who smoke during rest and meal periods in the field should use extreme caution and dispose of cigarettes in a responsible and safe manner, not littering or throwing residual parts on the ground or street or areas of drains, etc. Extra care should be taken when working around combustible materials, confined spaces, or out in the field near equipment or supplies. If an employee observes unsafe activity involving smoking, they should bring it to the attention of the person and attempt to gain voluntary compliance to terminate the smoking activity. If the party refuses to cooperate, employee should inform his/her supervisor to take added action.

3170.7 District Vehicles. Smoking is prohibited in District vehicles.

3170.8 Disciplinary Actions. Violations of this policy may result in disciplinary action, up to and including termination of employment. Visitors who violate the policy may be asked to leave the premises.

3170.9 Support for Smoking Cessation. Beaumont-Cherry Valley Water District encourages employees who smoke to seek support and resources for smoking cessation. Information on available programs and resources will be made accessible to all employees through Human Resources.



**Beaumont-Cherry Valley Water District
Regular Board Meeting
April 10, 2024**

Item 5d

STAFF REPORT

TO: Board of Directors

FROM: Ren Berioso, Human Resources Manager

SUBJECT: Resolution 2024-__ Amending the District's Policies and Procedures replacing Part I Section 51 Recruitment/Selection and On-boarding with Policy 3220 Recruitment, Selection and Onboarding

Staff Recommendation

Adopt Resolution 2024-__ Amending Policy Number 51 Recruitment/Selection and Onboarding as Policy Number 3220 Recruitment, Selection and Onboarding.

Executive Summary

At the March 19, 2024 Personnel Committee Meeting, Human Resources (HR) staff proposed changes to the Recruitment/Selection and Onboarding policy to comply with the legal requirements of CA Senate Bill 700-Discrimination Against Use of Cannabis, CA Fair Chance Act (FCA), CA Fair Employment and Housing Act (FEHA) and USCIS I-9 Requirements, and to align with District's current onboarding practice. HR staff also recommended additional sections to include guidelines for internal promotions, conditional offers, evaluation of criminal background checks, credit checks, pre-employment medical examinations, reasonable accommodations, and establishment of Employment Eligibility (I-9).

Background

At the March 19, 2024 Personnel Committee Meeting, HR staff presented a policy draft that provides guidelines for Human Resources in recruitment and selection in partnership with the hiring managers, and a holistic approach to onboarding a new hire from background checks, pre-employment medical and drug tests, and I-9 verification in compliance with Federal and State legal requirements. The Personnel Committee also provided their proposed changes to the policy which included the "Department Head" as the person the Human Resources Manager will coordinate with in lieu of removing candidates from the eligibility list, rejection of eligibility, and hiring decisions for the department.

The CA Fair Chance Act (FCA) took effect on October 1, 2023 requires employers to conduct an in-depth analysis when evaluating employment decisions based on the results of background checks of potential new hires. Staff proposed a section that would provide District guidelines when reviewing the results of the background checks of potential hires to prevent any legal risks resulting from adverse employment decisions.

In addition, CA Senate Bill 700 was implemented as of January 1, 2024. The Bill prohibits employers from inquiring about an applicant's prior use of cannabis, or from using information obtained from pre-employment medical examination about an applicant's prior cannabis use. Staff proposed adding a section that reflects these legal guidelines during candidate onboarding.



Third, the California Fair Employment and Housing Act (FEHA), effective January 1, 2019, requires employers of five or more employees to provide reasonable accommodation for individuals with a physical or mental disability to apply for jobs and to perform the essential functions of their jobs unless it would cause an undue hardship. Staff proposed adding a section to include conducting an interactive process, and to allow a prospective hire to submit confidential medical information from his/her healthcare provider to determine physical and mental fitness to the position.

Lastly, the District had been following the Federal Law guidelines in establishing employment eligibility during the onboarding process. Staff proposed adding a section to include USCIS I-9 guidelines, ensuring that the District continues to mitigate any legal risks resulting from allowing ineligible candidates to continue being employed in the absence of work eligibility documentation.

The legal statutes listed herein were presented at the March 19, 2024 Personnel Committee Meeting. Although the policies are not intended to dictate procedures, the legal requirements outlined by the above-mentioned legal statutes and guidelines are deemed appropriate to include in the policy update to ensure legal compliance, consistency, and transparency. The proposed redline draft version was a collaboration of staff and HR Dynamics insights, based on industry standards and a review with the Employee Association, that were subsequently reviewed by Legal Counsel.

Discussion

Table 1, Summary of Policy Changes, outlines the proposed changes to the current Recruitment/Selection and Onboarding policy that is in reference to the redline draft version attached:

Table 1 – Summary of Policy Changes

Row Number	Policy Section	State / Federal Law requirement	BCVWD current practice	Options to Consider	Fiscal Impact of Option
1	Section B, i.	USERRA (prevailing Federal law)	Recruiting for Personnel	Consider Section 3220.2 Adding military or veteran as part of EEO status in recruitment and selection of candidates; changing Department Head to "hiring manager".	No fiscal impact.



Row Number	Policy Section	State / Federal Law requirement	BCVWD current practice	Options to Consider	Fiscal Impact of Option
2	Section B, ii.	None	Selection	Consider Section 3220.3. adding the word "conditional" as part of our current practice.	No fiscal impact.
3	Section B, iii.	None	Eligibility	Consider Section 3220.4. adding "in partnership with hiring manager" as our standard practice.	No fiscal impact.
4	Section B, iv	None	Eligibility List	Consider Section 3220.4 adding Department Head as one the decision makers in establishing or terminating the Eligibility List.	
5	Section B, iv.	None	Candidate Eligibility	Consider Section 3220.5. adding "candidates possessing qualifications will be referred" and guidelines for internal promotions in the selection process.	No fiscal impact.



Row Number	Policy Section	State / Federal Law requirement	BCVWD current practice	Options to Consider	Fiscal Impact of Option
6	Section B, iv.	None	Candidate Eligibility	Consider Section 3220.6 adding Department Head as the person the HR Manager will partner with to reject a candidate from the Eligibility List.	No fiscal impact
7	No Section	None	Removal from Eligibility List	Consider Section 3220.7 Adding Department Head as the person the HR Manager will partner with to decide removal/rejection of candidates from the Eligibility List.	No fiscal impact.
8	No Section	None	Conditional Offer Letter	<p>Consider Section 3220.8 Adding Conditional Offer Letter as standard District practice before background checks and pre-employment Medical Testing are done.</p> <p>Consider Adding Department Head as the one of the persons who will also decide to hire a candidate with Hiring Manager and HR.</p>	No fiscal impact.



Row Number	Policy Section	State / Federal Law requirement	BCVWD current practice	Options to Consider	Fiscal Impact of Option
9	No Section	None	Reference Checks	Consider Section 3220.9 Adding Reference Checks as a standard District practice to prevent negligent hiring.	No fiscal impact.
10	No Section	Fair Chance Act – CA Gov’t Code 12952 (a) (amended effective October 1, 2023)	Criminal Background Checks and Evaluation of Results	Consider Sections 3220.10 and 3220.11 Adding Criminal Background Checks as standard practice after conditional offer of employment is accepted. Legal counsel recommends guidelines to ensure District is not discriminating candidates based on their criminal background.	No fiscal impact.
11	No Section	CA Senate Bill No. 700 – Government Code 12954 (SEC 1) (effective January 1, 2024)	Pre-employment Medical Examinations (post-offer)	Consider Section 3220.12 Adding guidelines in conducting pre-employment medical examinations for new hires after conditional offer and excluding cannabis use in the pre-employment drug testing.	No fiscal impact.



Row Number	Policy Section	State / Federal Law requirement	BCVWD current practice	Options to Consider	Fiscal Impact of Option
12	No Section	Fair Employment Housing Act – CA Gov’t Code 12940 (1) (Effective January 1, 2019)	Reasonable Accommodation	Consider Section 3220.13 Adding guidelines in providing reasonable accommodations for employment and conduct interactive process for medical exemptions.	No fiscal impact.
13	Section B, v.	None	Onboarding	Moved clarifier to Section 3220.14	No fiscal impact.
14	No Section	USCIS i-9 (prevailing Federal law)	Establishment of Employment Eligibility (I-9)	Consider Section 3220.15 Adding guidelines establishing a new hire’s employment eligibility and required documents.	No fiscal impact.

Fiscal Impact

There is no fiscal impact in the revision of this policy.

Attachments

1. Clean draft version of 3220 Recruitment, Selection and Onboarding
2. Side-by-side version of 3220 Recruitment, Selection and Onboarding

Staff Report prepared by Ren Berioso, Human Resources Manager

Item 5d Attachment 1

CURRENT POLICY

51. Recruitment/Selection and Onboarding

- A. **Purpose.** To provide a fair and impartial system that will attract a diverse and highly qualified applicant pool for position vacancies, and to ensure that all positions are filled in a fair and equitable manner consistent with merit principles.
- B. **Policy.**

- i. **Recruiting for Personnel** - The District is an "Equal Opportunity Employer" and all aspects of the recruitment and selection process shall occur without regard to race, religion, color, national origin, ancestry, age, disability, medical condition, marital status, sex, gender including gender identity, or sexual orientation. Recruitments shall be carried out in accordance with merit principles. The District encourages promotion from within and recommends consideration of internal candidates first. All tests shall be carried out in accordance with merit principles and in compliance with applicable State and Federal laws/regulations.

The District shall make every effort to provide the means by which interested and qualified candidates shall be made aware of employment opportunities. Job opportunities shall be posted on the District's website and shall specify pertinent data such as a brief description of the essential job functions, the minimum and/or special requirements, compensation, and any recruiting deadlines. Completed on-line applications must be received by Human Resources no later than the time and date indicated on the job announcement.

The Department Head shall assist Human Resources by developing and maintaining effective recruitment sources to ensure a successful recruitment outreach approach. Other means of communicating the opening to the public may be used, such as the use of professional or trade journal advertising, local and regional association newsletters, special mailing lists, professional websites, social media websites, online job listings, and/or personalized letters and phone calls as well as on-site recruiting at career fairs and other identified venues. All advertising will be placed by Human Resources with costs funded by the department making the hire.

- ii. **Selection** - Human Resources shall, after consulting with the Department Head, determine the appropriate means of examining applicants and shall administer and/or coordinate the process. All parts of any testing procedure shall be conducted in accordance with accepted merit principles, EEOC guidelines and employee selection, and applicable Federal and State law, and only as authorized by Human Resources. Human Resources shall determine the content and combinations of tests to be used, the weights assigned each test, and the passing point or qualifying score.

Steps in the selection process may include any of the following:

- a. Screening of employment applications for minimum qualifications.
- b. Further screening of applications and/or supplemental questionnaires or documents for "highly desirable" job-related qualifications to further screen down the candidate pool.
- c. Administration of a job-related written examination.
- d. Administration of a job-related oral examination.
- e. Administration of a job-related performance examination.
- f. Interview of candidates.

PROPOSED POLICY

POLICY TITLE: RECRUITMENT, SELECTION AND ON-BOARDING POLICY
POLICY NUMBER: 3220

3220.1 – Purpose. To provide a fair and impartial system that will attract a diverse and highly qualified applicant pool for position vacancies, and to ensure that all positions are filled in a fair and equitable manner consistent with merit principles.

3220.2 – Recruiting for Personnel. The District is an "Equal Opportunity Employer" and all aspects of the recruitment and selection process shall occur without regard to race, religion, color, national origin, ancestry, age, disability, medical condition, marital status, sex, gender including gender identity, military or veteran status, sexual orientation and any other legally covered protections. Recruitments shall be carried out in accordance with merit principles. The District encourages promotion from within and whenever possible, shall consider internal candidates first. All tests shall be carried out in accordance with merit principles and in compliance with applicable State and Federal laws/regulations.

The District shall make every effort to provide the means by which interested and qualified candidates shall be made aware of employment opportunities. Job opportunities shall be posted on the District's website and shall specify pertinent data such as a brief description of the essential job functions, the minimum and/or special requirements, compensation, and any recruiting deadlines. Completed on-line applications must be received by Human Resources no later than the time and date indicated on the job announcement.

The hiring manager/Department Head shall assist Human Resources by developing and maintaining effective recruitment sources to ensure a successful recruitment outreach approach. Other means of communicating the opening to the public may be used, such as the use of professional or trade journal advertising, local and regional association newsletters, special mailing lists, professional websites, social media websites, online job listings, and/or personalized letters and phone calls as well as on-site recruiting at career fairs and other identified venues. All advertising will be placed by Human Resources with costs funded ~~with the~~ department making the hire, by the hiring department.

3220.3 – Selection. Human Resources shall, after consulting with the hiring manager, determine the appropriate means of examining applicants and shall administer and/or coordinate the process. All parts of any testing procedure shall be conducted in accordance with accepted merit principles, EEOC guidelines and employee selection, and applicable Federal and State law, and only as authorized by Human Resources. Human Resources shall determine the content and combinations of tests to be used, the weights assigned each test, and the passing point or qualifying score. Steps in the selection process may include any of the following:

- a. Screening of employment applications for minimum qualifications.
- b. Further screening of applications and/or supplemental questionnaires or documents for "highly desirable" job-related qualifications to further screen down the candidate pool.
- c. Administration of a job-related written examination.
- d. Administration of a job-related oral examination.

- g. Coordination of an appropriate medical screening or examination after a job offer has been made.
- h. Investigation of reference checks of individual candidates.
- i. Investigation of criminal background information of individual candidates after a job offer has been made.

Human Resources may call upon subject matter experts from within or outside District employment for assistance in developing and/or administering any of the testing procedures and in serving as raters. Consideration in determining the appropriate selection device shall include cost to the District and candidates, time restraints, legality of the process and practicality.

iii. **Eligibility** - Human Resources shall determine, based upon the results of the selection process, which candidates shall be placed on the eligibility list. These lists shall also include 1) the names of candidates qualifying for reinstatement rights; and 2) candidates placed on the list by Human Resources for purposes of alternate work due to disability. Eligibility lists may be established for a predetermined period; however, the Human Resources and Department Head may terminate or extend the list when circumstances dictate. Typically, lists remain active for six (6) months.

iv. **Candidate Eligibility** - Eligible candidates shall be identified from the top candidates based on a review of rankings from the eligibility list. A screening of the training and experience qualifications of the affected candidates may be conducted by Human Resources to determine the best qualified. The candidates possessing the most suitable job qualifications and characteristics shall be referred. The candidates placed on the eligibility list as a result of reinstatement rights, or alternate work due to disability, shall also be eligible.

The District encourages promotion from within and recommends consideration of internal candidates first.

Candidates shall be ranked on the eligibility list according to examination score. If no test has been administered, the eligibility list will be provided to the Department Head in alphabetical order.

In the event that a Department Head rejects an eligible candidate, a formal written request for additional qualification must be made and reason provided for the rejection of each candidate. Human Resources reserves the right to accept or reject this request.

Names shall be removed from the eligible list after appointment, or at the end of the eligibility period. Names shall be removed from the promotional eligible lists upon termination of the employee's services from District.

Human Resources may remove names of any person who:

- a. Fails to appear without prior notice for any job interview for which they have been appropriately notified.
- b. Who has refused to be interviewed twice; who has not responded to Human Resources inquiries via email or current address.

- e. Administration of a job-related performance examination.
- f. Interview of candidates.
- g. Investigation of reference checks of individual candidates.
- h. Coordination of an appropriate medical screening or examination after a [conditional job offer](#) has been made.
- i. Investigation of criminal background information of individual candidates after a [conditional job offer](#) has been made.

Human Resources may call upon subject matter experts from within or outside District employment for assistance in developing and/or administering any of the testing procedures and in serving as raters. Consideration in determining the appropriate selection device shall include cost to the District and candidates, time restraints, legality of the process and practicality.

3220.4 – Eligibility. Human Resources in partnership with the hiring manager shall determine, based upon the results of the selection process, which candidates shall be placed on the eligibility list. These lists shall also include 1) the names of candidates qualifying for reinstatement rights; and 2) candidates placed on the list by Human Resources for purposes of alternate work due to disability. Eligibility lists may be established for a pre-determined period of time; however Human Resources in partnership with the hiring manager and Department Head may terminate or extend the list when circumstances dictate. Typically, lists remain active for six (6) months.

3220.5 – Candidate Eligibility. Eligible candidates shall be identified from the top candidates based on a review of rankings from the eligibility list. A screening of the training and experience qualifications of the effected candidates may be conducted by Human Resources and/or in partnership with the hiring manager, to determine the best qualified. The candidates possessing the most suitable job qualifications and characteristics shall be referred. The candidates placed on the eligibility list as a result of reinstatement rights, or alternate work due to disability, shall also be eligible.

The District encourages promotion from within, and recommends consideration of internal candidates first. For internal promotions, the list of candidates shall be at least two (2) who meet minimum qualifications. The Human Resources Manager in partnership with the hiring manager and Department Head may recommend to the General Manager an exception to this rule, when less than two candidates are eligible.

Candidates shall be ranked on the eligibility list according to examination score. If no test has been administered, the eligibility list will be provided to the hiring manager in alphabetical order.

3220.6 – Rejection of Eligibility. In the event that the hiring manager/Department Head rejects an eligible candidate, a written request for additional certification may be requested, must be made and reason provided for the rejection of each certified candidate. Human Resources in partnership with the Department Head reserves the right to accept or reject this request.

3220.7 – Removal of Names from the Eligibility List. Names shall be removed from the

- c. Who is unable to produce or obtain the required license or related special requirement.
- d. Who has falsified their application; or other job-related reasons determined appropriate by Human Resources in conjunction with the Department Head.

v. **Onboarding** - Upon completion of the selection process and approval by the General Manager to proceed with the finalist candidate, Human Resources shall prepare the conditional offer letter in coordination with the Department Head. Upon acceptance from the finalist candidate, Human Resources shall schedule the candidate(s) for a regular, full-time position for an appropriate medical exam to include drug screening for safety-sensitive positions; and for a live scan. Human Resources shall coordinate the on-boarding process using the prescribed On-Boarding Checklist and ensure that all documents are received and processed. The Department Head shall complete the departmental orientation/on-boarding process.

eligible list after appointment, or at the end of the eligibility period. Names shall be removed from the promotional eligible lists upon termination of the employee's services from District. Human Resources in partnership with the Department Head may remove names of any person who:

- a. Fails to appear without prior notice for any job interview for which they have been appropriately notified.
- b. Has refused to be interviewed twice, who has not responded to Human Resources inquiries via email or current address.
- c. Is unable to produce or obtain the required license or related special requirement.
- d. Has falsified their application; or other job-related reasons determined appropriate by the Human Resources Manager; in conjunction with the hiring manager and the Department Head.

3220.8 – Conditional Offer Letter Onboarding. Upon completion of the selection process, and approval by the General Manager to proceed with the finalist candidate, Human Resources shall prepare the conditional offer letter in coordination with the hiring manager and the Department Head.

Conditional job offer letters shall include the salary placement and reference to the standard benefits for the position and classification to which assigned. Placement in the salary range for the classification to which assigned shall be made commensurate with the candidate's background and experience.

For candidates who will be serving in a non-represented position, including classifications within the Executive Management, Management and Confidential groups, a mandatory Employment Agreement with the District will be required. The District shall utilize a standardized Employment Agreement template for such positions, which shall include the terms of employment consistent with those provided to the groups and/or similar positions, and salary placement within the established range consistent with the District's Salary Schedule. The General Manager is authorized within his/her administrative capacity to negotiate the salary step based on the candidate's prior experience, and the sick or vacation hours accrual.

3220.9 – Reference Checking. Before an offer of employment is extended, Human Resources shall conduct reference checks for finalist candidates. The purpose of the reference check is to verify prior employment duties, dates of employment, performance record, attendance record, driving record, and any other pertinent information. Results of the reference check will help determine a candidate's fit for the position. The District shall not inquire during the reference check on the candidate's current or prior salary/benefits history, protected leave usage, or regarding workers' compensation claims.

3220.10 – Criminal Background Check. The Criminal Background Check policy applies to all applicants which are defined as follows:

- a. Any individual who files a written application, or indicates a specific desire to be considered for employment.

- b. Individuals who have been conditionally offered employment, even if they have commenced employment when the employer undertakes a post-conditional offer review and consideration of criminal history.
- c. Existing employees who have applied or indicated a specific desire to be considered for a different position with the District; and
- d. An existing employee who is subjected to a review and consideration of criminal history because of a change in management, policy, or practice.

The District shall not seek information about an applicant's criminal history from any source, nor inquire regarding an applicant's criminal history information on any job application, during a job interview, or otherwise consider an applicant's criminal history at any time before a conditional offer of employment has been made.

The District shall not request information from a job applicant about their prior use of cannabis information about an individual's prior cannabis use obtained from their criminal history shall only be considered in relation to the specific and over-all guidelines provided within this policy when authorized by law.

Once the District has made a conditional job offer, the District may obtain a candidate's criminal background in accordance with State law. The District will take all necessary steps to ensure that the use of any criminal history information does not result in discrimination or retaliation. Any employment decision related to a candidate's criminal history, following a conditional employment offer, will be job related and consistent with business necessity.

If an investigative agency is used to obtain the criminal background check, the District shall provide the candidate with the appropriate notice required by the Fair Credit Reporting Act and the California Investigative Consumer Reports Act.

3220.11 – Evaluation of Results of Criminal Background Check. Upon receiving the results of the Criminal Background Check, the Human Resources Manager shall evaluate the findings in conjunction with the hiring manager, and General Manager. If the results do not affect the District's decision to hire the applicant, the District shall inform the applicant that the conditional offer is now an official offer, and move to the next steps of offering official employment.

If the results appear to affect the District's decision, and the District intends to consider denying the applicant the position, the District shall first conduct an individualized assessment to determine whether the applicant's conviction history has a direct and adverse relationship with the specific duties of the job that justify denying the candidate the position. The assessment shall include:

- a. The nature and gravity of the offense or conduct to include:
 - The specific personal conduct of the applicant that resulted in the conviction;
 - Whether the harm was to property or people;
 - The degree of the harm (e.g. amount of the loss in theft);
 - The permanence of the harm;
 - The context in which the offense occurred;

- Whether a disability, including but not limited to a past drug addiction or mental impairment, contributed to the offense or conduct, and if so, whether the likelihood of harm arising from similar conduct could be sufficiently mitigated or eliminated by a reasonable accommodation, or whether the disability has been mitigated or eliminated by treatment or otherwise.
 - Whether trauma, domestic or dating violence, sexual assault, stalking, human trafficking, duress, or other similar factors contributed to the offense or conduct and/or
 - The age of the applicant when the conduct occurred.
- b. The time that has passed since the offense or conduct and completion of the sentence to include:
- The amount of time that has passed since the conduct underlying the conviction, which may significantly predate the conviction itself, and/or
 - When the conviction led to incarceration, the amount of time that has passed since the applicant's release from incarceration.
- c. The nature of the job held or sought, to include:
- The specific duties of the job;
 - Whether the context in which the conviction occurred is likely to arise in the workplace; and/or
 - Whether the type or degree of harm that resulted from the conviction is likely to occur in the workplace.
- d. The applicant's possession of a benefit, privilege, or right required for the performance of a job by a licensing, regulatory, or government agency or board, which is considered probative of the candidate's conviction history **not** being directly and adversely related to the specific duties of that job.
- e. Evidence of rehabilitation or mitigating circumstances that is **voluntarily** provided by the applicant, or by another party at the candidate's request, before or during the individualized assessment, which shall include:
- When the conviction led to incarceration, the applicant's conduct during incarceration, including participation in work and educational or rehabilitative programming and other pro-social conduct.
 - The applicant's employment history since the conviction or completion of the sentence.
 - The applicant's community service and engagement since the conviction or completion of sentence, including but not limited to volunteer work for a community organization, engagement with a religious group or organization, participation in a support or recovery group, and other types of civic participation, and/or
 - The applicant's other rehabilitative efforts since the completion of sentence or conviction or mitigating factors.

Following the individualized assessment, the District may make a preliminary decision to deny employment. In such cases, the District shall notify the applicant in writing of the intended decision to withdraw the employment offer to include:

- a. Notice of the disqualifying conviction or convictions that are the basis for the preliminary decision to rescind the offer.
- b. A copy of the conviction history report utilized or relied on by the District (e.g. consumer reports, credit reports, public records, results of internet searches, news articles, or any other writing containing information related to the conviction history that was utilized or relied upon).
- c. Notice of the applicant's right to respond to the notice before the preliminary decision rescinding the offer of employment becomes final.
- d. An explanation informing the applicant that, if the applicant chooses to respond, the response may include submission of a) evidence challenging the accuracy of the conviction history report that is the basis for the preliminary decision to rescind the offer, or b) evidence of rehabilitation or mitigating circumstances.
- e. Notice of the deadline for the applicant to respond, if the applicant chooses to do so, which must be at least five (5) business days from the date of the original notice.
- f. Additional notice to the applicant providing an additional five (5) days to respond, when the applicant has provided timely notice that they intend to dispute the accuracy of the conviction history and is taking specific steps to obtain evidence supporting their assertion.

The District shall consider information submitted by the applicant before making a final decision about whether to deny employment. The District shall not require the applicant to provide, nor deny employment for the applicant's failure to provide evidence of rehabilitation or mitigating circumstances, and shall not require an applicant to disclose their status as a survivor of domestic or dating violence, sexual assault, stalking, or comparable statuses, and/or shall not require an applicant to produce medical records and/or disclose the existence of a disability or diagnosis.

If the applicant's information did not change the District's preliminary decision, and the District determines to deny the applicant employment, the District shall give a "Final Notice to Revoke Job Offer" final written notice to the applicant of the final decision to deny employment because of the individual's criminal background in accordance with Federal and State law.

3220.12 – Pre-Employment (Post-Offer) Medical Examinations. All applicants being offered employment by the District shall be required to undergo a health screening in order to determine the prospective employee's fitness to perform the essential duties and functions of the position, prior to conferring appointment. Such examinations shall be consistent with the physical and mental requirements as defined within the District's classification specifications to ensure that those appointed will be fully able to discharge the duties of the position, and to safeguard against injury on the job.

- a. Employees being considered for non-safety sensitive positions will be required to take a drug test and alcohol screening consistent, based upon a position analysis establishing business necessity.
- b. Employees being considered for safety sensitive positions, consistent with the California Code of Regulations, shall be required to participate in drug testing and alcohol screening.

Safety sensitive positions have the following general characteristics:

1. Their duties involve a greater than normal level of trust, responsibility for or impact on the health and safety of others; and
2. Errors in judgment, inattentiveness or diminished coordination, dexterity or composure while performing their duties could clearly result in mistakes that would endanger the health and safety of others; and
3. Employees in these positions work with such independence or perform such tasks that it cannot be safely assumed that mistakes such as those described above could be prevented by a supervisor or another employee.
- c. The District shall not request information from a job applicant about their prior use of cannabis, and the District shall not discriminate against an employee or applicant based on the individual's use of cannabis off the job and away from the workplace.
- d. The Human Resources Manager shall evaluate job classifications/positions, and designate those safety-sensitive positions subject to this section as it pertains to the post-offer medical examination including drug and alcohol testing, establishing fitness for duty.
- e. A District-selected health care provider will examine the prospective employee at the District's expense. The District will notify and provide the health care provider with a written description of the essential duties and functions of the employee's job and whether the position is subject to drug testing and alcohol screening. The health care provider will examine the employee and provide the District with non-confidential information regarding whether:
 1. The applicant is fit to perform the essential job functions;
 2. There are any reasonable accommodations that would enable the applicant to perform the essential job functions; or
 3. The applicant's prospective employment poses a threat to the health and safety of him or herself, or others.
- f. Should the health care provider exceed the scope of the District's request and provide confidential health information, or information that is unrelated to the applicant's ability to perform the job, the District will return the report to the health care provider and request another report that includes only the non-confidential fitness for duty information that the District has requested.
- g. During the course of a fitness for duty examination, the District will not seek or use information regarding a prospective employee's medical history, diagnoses, or course of treatment without written authorization from the applicant. Under the Confidentiality of Medical Information Act (CMIA), unless written authorization is received from the applicant, the District is only entitled to know whether the prospective employee can perform the essential functions of the job. The District cannot be advised of the medical cause of an employee's inability to perform.

3220.13 – Reasonable Accommodation. If a prospective employee requires a reasonable

accommodation er-is-otherwise-unable to perform the essential functions of the job, the District is entitled to know the functional limitations on the prospective employee's ability to perform the job (e.g., the employee cannot stand for extended periods of time; the employee cannot lift objects weighing more than twenty-five (25) pounds, etc.). The District is entitled to ask for clarification from the examiner concerning what an employee can or cannot do.

- a. A prospective employee may submit confidential medical information to the District from his/her personal health care provider. If the prospective employee provides written authorization, the Human Resources Manager shall submit the information that the prospective employee provides to the District paid health care provider who conducted the examination. The Human Resources Manager will request the District paid health care provider to determine whether the information alters the original fitness for duty assessment. The District cannot be advised of the medical cause of an employee's inability to perform.
- b. After the receipt of both the health care provider's fitness for duty report, and the analysis of the employee's personal health care information (if any), the Human Resources Manager will arrange for a discussion(s) with the employee and his/her representatives (if any). The purpose of the discussion will be in good faith to fully discuss all feasible potential reasonable accommodations.
- c. After the discussions, the Human Resources and hiring manager will review the information received, and determine if there is a reasonable accommodation that would enable the prospective employee to perform essential job functions, or if the accommodations would pose an undue hardship on the District's finances or operations. The Human Resources Manager shall recommend, and the General Manager will use his/her discretion based upon the particular facts of each case.

3220.14 – On-Boarding. Human Resources shall coordinate the on-boarding process using the prescribed On-Boarding Checklist and ensure that all documents are received and processed. The hiring manager shall complete the departmental orientation/on-boarding process.

3220.15 – Establishment of Employment Eligibility (I-9). The District is required by Federal law to verify the work eligibility of newly hired employees by obtaining a completed I-9 Form (Employment Eligibility Verification Form) for each employee hired after November 6, 1986.

- a. The District shall not discharge a current employee, refuse to appoint a new employee, or otherwise discriminate on the basis of foreign appearance, language, or name. To discriminate against an employee or applicant on the basis of national origin violates [the Title VII of the Civil Rights Act and the Fair Employment and Housing Act \(FEHA\)](#).
- b. An employee is required to complete their portion of the I-9 Form and to provide the document(s) verifying work eligibility on the date they are actually hired. The hire date is defined as the effective date and/or official start date of employment. Prior to the actual acceptance of an offer of employment, a prospective employee may only be advised that they will be required to complete an I-9 form and provide documentation verifying work eligibility.
- c. All new employees must provide and maintain necessary documentation to prove identity and the right to work in the United States in accordance with Federal and State Immigration and Naturalization laws (and per the I-9 Form). Failure to provide such

- documentation will result in disqualification from selection and/or grounds for immediate termination.
- d. A new employee should provide the required document(s) at the time they are hired. If unable to comply with this requirement, he/she must be given three (3) business days to produce evidence proving they have applied for a specific document. For example: Evidence could be a receipt verifying application for a social security card or a driver's license. It then becomes the employee's responsibility to produce the document itself within three (3) days of hire or subject to termination. However, on or before the time employment begins, the employee must have indicated in Section 1 of the I-9 Form that they are already eligible to be employed in the United States.
 - e. An employee who is rehired is required to complete a new I-9 Form.
 - f. The I-9 form lists the document(s) which are acceptable as proof of work eligibility. Only the employee shall designate which document(s) they wish to present. The District may not require a specific document among those listed, nor require additional documents for completing the form, beyond those which establish identity and work authorization.
 - g. If the document(s) provided by the employee appears to be genuine and related to the person, they are to be accepted. There is no requirement, on the part of the District, to verify the authenticity of documents which appear to be genuine.
 - h. A completed I-9 form and all copies of the documents which verify authorization to work, are to be submitted to the Human Resources Manager. These documents are to be used for the purpose of establishing employment eligibility, and are to be retained ONLY with the I-9 Form.
 - i. Once the Human Resources Manager determines that documentation is complete and verified, the Human Resources Manager shall retain the I-9 records separate from the personnel files for all active employees. Upon an employee's separation from employment, the I-9 form will be transferred to the employee's personnel file and placed in storage.
 - j. If an individual is hired with incomplete documentation, they must be given three (3) business days in which to present either: 1) the necessary documents; or 2) a receipt for the application of replacement documents which verifies application for a specific document. If neither of the above is provided, within three (3) business days, the employee must be terminated and notice of termination must be provided accordingly.
 - k. If an employee's work authorization expires, the I-9 Form must be updated to continue to employ that individual. This means the employee must either present a document that shows an extension of employment eligibility, or a new grant-of-work authorization prior to the expiration date.
 - l. It is the responsibility of the Human Resources Manager to monitor such document(s) and to verify either renewal or extension. The Human Resources Manager shall retain a list of affected employees and advise the department and employee whose authorization is due to expire. Without an extension of employment eligibility, or a new grant-of-work authorization, the employee must be terminated immediately.

Item 5d Attachment 2

POLICY TITLE: RECRUITMENT, SELECTION AND ONBOARDING
POLICY NUMBER: 3220

3220.1 – Purpose. To provide a fair and impartial system that will attract a diverse and highly qualified applicant pool for position vacancies, and to ensure that all positions are filled in a fair and equitable manner consistent with merit principles.

3220.2 – Recruiting for Personnel. The District is an "Equal Opportunity Employer" and all aspects of the recruitment and selection process shall occur without regard to race, religion, color, national origin, ancestry, age, disability, medical condition, marital status, sex, gender including gender identity military or veteran status, sexual orientation and any other legally covered protections. Recruitments shall be carried out in accordance with merit principles. The District encourages promotion from within and whenever possible, shall consider internal candidates first. All tests shall be carried out in accordance with merit principles and in compliance with applicable State and Federal laws/regulations.

The District shall make every effort to provide the means by which interested and qualified candidates shall be made aware of employment opportunities. Job opportunities shall be posted on the District's website and shall specify pertinent data such as a brief description of the essential job functions, the minimum and/or special requirements, compensation, and any recruiting deadlines. Completed on-line applications must be received by Human Resources no later than the time and date indicated on the job announcement.

The hiring manager shall assist Human Resources by developing and maintaining effective recruitment sources to ensure a successful recruitment outreach approach. Other means of communicating the opening to the public may be used, such as the use of professional or trade journal advertising, local and regional association newsletters, special mailing lists, professional websites, social media websites, online job listings, and/or personalized letters and phone calls as well as on-site recruiting at career fairs and other identified venues. All advertising will be placed by Human Resources with costs funded by the hiring department.

3220.3 – Selection. Human Resources shall, after consulting with the hiring manager, determine the appropriate means of examining applicants and shall administer and/or coordinate the process. All parts of any testing procedure shall be conducted in accordance with accepted merit principles, EEOC guidelines and employee selection, and applicable Federal and State law, and only as authorized by Human Resources. Human Resources shall determine the content and combinations of tests to be used, the weights assigned each test, and the passing point or qualifying score. Steps in the selection process may include any of the following:

- a. Screening of employment applications for minimum qualifications.
- b. Further screening of applications and/or supplemental questionnaires or documents for "highly desirable" job-related qualifications to further screen down the candidate pool.
- c. Administration of a job-related written examination.
- d. Administration of a job-related oral examination.

- e. Administration of a job-related performance examination.
- f. Interview of candidates.
- g. Investigation of reference checks of individual candidates.
- h. Coordination of an appropriate medical screening or examination after a conditional job offer has been made.
- i. Investigation of criminal background information of individual candidates after a conditional job offer has been made.

Human Resources may call upon subject matter experts from within or outside District employment for assistance in developing and/or administering any of the testing procedures and in serving as raters. Consideration in determining the appropriate selection device shall include cost to the District and candidates, time restraints, legality of the process and practicality.

3220.4 – Eligibility. Human Resources in partnership with the hiring manager shall determine, based upon the results of the selection process, which candidates shall be placed on the eligibility list. These lists shall also include 1) the names of candidates qualifying for reinstatement rights; and 2) candidates placed on the list by Human Resources for purposes of alternate work due to disability. Eligibility lists may be established for a pre-determined period of time; however Human Resources in partnership with the hiring manager and Department Head may terminate or extend the list when circumstances dictate. Typically, lists remain active for six (6) months.

3220.5 – Candidate Eligibility. Eligible candidates shall be identified from the top candidates based on a review of rankings from the eligibility list. A screening of the training and experience qualifications of the effected candidates may be conducted by Human Resources in partnership with the hiring manager, to determine the best qualified. The candidates possessing the most suitable job qualifications and characteristics shall be referred. The candidates placed on the eligibility list as a result of reinstatement rights, or alternate work due to disability, shall also be eligible.

The District encourages promotion from within, and recommends consideration of internal candidates first. For internal promotions, the list of candidates shall be at least two (2) who meet minimum qualifications. The Human Resources Manager in partnership with the hiring manager and Department Head may recommend to the General Manager an exception to this rule, when less than two candidates are eligible.

Candidates shall be ranked on the eligibility list according to examination score. If no test has been administered, the eligibility list will be provided to the hiring manager in alphabetical order.

3220.6 – Rejection of Eligibility. In the event that the hiring manager rejects an eligible candidate, a written request for additional certification may be requested and reason provided for the rejection of each certified candidate. Human Resources in partnership with the Department Head reserves the right to accept or reject this request.

3220.7 – Removal of Names from the Eligibility List. Names shall be removed from the eligible list after appointment, or at the end of the eligibility period. Names shall be removed from the promotional eligible lists upon termination of the employee's services from District.

Human Resources in partnership with the Department Head may remove names of any person who:

- a. Fails to appear without prior notice for any job interview for which they have been appropriately notified.
- b. Has refused to be interviewed twice; who has not responded to Human Resources inquiries via email or current address.
- c. Is unable to produce or obtain the required license or related special requirement.
- d. Has falsified their application; or other job-related reasons determined appropriate by the Human Resources Manager. in conjunction with the hiring manager and the Department Head.

3220.8 – Conditional Offer Letter. Upon completion of the selection process, and approval by the General Manager to proceed with the finalist candidate, Human Resources shall prepare the conditional offer letter in coordination with the hiring manager and the Department Head.

Conditional job offer letters shall include the salary placement and reference to the standard benefits for the position and classification to which assigned. Placement in the salary range for the classification to which assigned shall be made commensurate with the candidate's background and experience.

For candidates who will be serving in a non-represented position, including classifications within the Executive Management, Management and Confidential groups, a mandatory Employment Agreement with the District will be required. The District shall utilize a standardized Employment Agreement template for such positions, which shall include the terms of employment consistent with those provided to the groups and/or similar positions, and salary placement within the established range consistent with the District's Salary Schedule. The General Manager is authorized within his/her administrative capacity to negotiate the salary step based on the candidate's prior experience, and the sick or vacation hours accrual.

3220.9 – Reference Checking. Before an offer of employment is extended, Human Resources shall conduct reference checks for finalist candidates. The purpose of the reference check is to verify prior employment duties, dates of employment, performance record, attendance record, driving record, and any other pertinent information. Results of the reference check will help determine a candidate's fit for the position. The District shall not inquire during the reference check on the candidate's current or prior salary/benefits history, protected leave usage, or regarding workers' compensation claims.

3220.10 – Criminal Background Check. The Criminal Background Check policy applies to all applicants which are defined as follows:

- a. Any individual who files a written application, or indicates a specific desire to be considered for employment;
- b. Individuals who have been conditionally offered employment, even if they have commenced employment when the employer undertakes a post-conditional offer review

and consideration of criminal history;

- c. Existing employees who have applied or indicated a specific desire to be considered for a different position with the District; and
- d. An existing employee who is subjected to a review and consideration of criminal history because of a change in management, policy, or practice.

The District shall not seek information about an applicant's criminal history from any source, nor inquire regarding an applicant's criminal history information on any job application, during a job interview, or otherwise consider an applicant's criminal history at any time before a conditional offer of employment has been made.

The District shall not request information from a job applicant about their prior use of cannabis. Information about an individual's prior cannabis use obtained from their criminal history shall only be considered when authorized by law.

Once the District has made a conditional job offer, the District may obtain a candidate's criminal background in accordance with State law. The District will take all necessary steps to ensure that the use of any criminal history information does not result in discrimination or retaliation. Any employment decision related to a candidate's criminal history, following a conditional employment offer, will be job related and consistent with business necessity.

If an investigative agency is used to obtain the criminal background check, the District shall provide the candidate with the appropriate notice required by the Fair Credit Reporting Act and the California Investigative Consumer Reports Act.

3220.11 – Evaluation of Results of Criminal Background Check. Upon receiving the results of the Criminal Background Check, the Human Resources Manager shall evaluate the findings in conjunction with the hiring manager, and General Manager. If the results do not affect the District's decision to hire the applicant, the District shall inform the applicant that the conditional offer is now an official offer, and move to the next steps of offering official employment.

If the results appear to affect the District's decision, and the District intends to consider denying the applicant the position, the District shall first conduct an individualized assessment to determine whether the applicant's conviction history has a direct and adverse relationship with the specific duties of the job that justify denying the candidate the position. The assessment shall include:

- a. The nature and gravity of the offense or conduct to include:
 - The specific personal conduct of the applicant that resulted in the conviction;
 - Whether the harm was to property or people;
 - The degree of the harm (e.g. amount of the loss in theft);
 - The permanence of the harm;
 - The context in which the offense occurred;
 - Whether a disability, including but not limited to a past drug addiction or mental impairment, contributed to the offense or conduct, and if so, whether the likelihood of harm arising from similar conduct could be sufficiently mitigated or eliminated by a reasonable accommodation, or whether the disability has been mitigated or

- eliminated by treatment or otherwise;
 - Whether trauma, domestic or dating violence, sexual assault, stalking, human trafficking, duress, or other similar factors contributed to the offense or conduct; and/or
 - The age of the applicant when the conduct occurred.
- b. The time that has passed since the offense or conduct and completion of the sentence to include:
 - The amount of time that has passed since the conduct underlying the conviction, which may significantly predate the conviction itself; and/or
 - When the conviction led to incarceration, the amount of time that has passed since the applicant's release from incarceration.
- c. The nature of the job held or sought, to include:
 - The specific duties of the job;
 - Whether the context in which the conviction occurred is likely to arise in the workplace; and/or
 - Whether the type or degree of harm that resulted from the conviction is likely to occur in the workplace.
- d. The applicant's possession of a benefit, privilege, or right required for the performance of a job by a licensing, regulatory, or government agency or board, which is considered probative of the candidate's conviction history **not** being directly and adversely related to the specific duties of that job.
- e. Evidence of rehabilitation or mitigating circumstances that is **voluntarily** provided by the applicant, or by another party at the candidate's request, before or during the individualized assessment, which shall include:
 - When the conviction led to incarceration, the applicant's conduct during incarceration, including participation in work and educational or rehabilitative programming and other pro-social conduct;
 - The applicant's employment history since the conviction or completion of the sentence;
 - The applicant's community service and engagement since the conviction or completion of sentence, including but not limited to volunteer work for a community organization, engagement with a religious group or organization, participation in a support or recovery group, and other types of civic participation; and/or
 - The applicant's other rehabilitative efforts since the completion of sentence or conviction or mitigating factors.

Following the individualized assessment, the District may make a preliminary decision to deny employment. In such cases, the District shall notify the applicant in writing of the intended decision to withdraw the employment offer to include:

- a. Notice of the disqualifying conviction or convictions that are the basis for the preliminary decision to rescind the offer.

- b. A copy of the conviction history report utilized or relied on by the District (e.g. consumer reports, credit reports, public records, results of internet searches, news articles, or any other writing containing information related to the conviction history that was utilized or relied upon).
- c. Notice of the applicant's right to respond to the notice before the preliminary decision rescinding the offer of employment becomes final.
- d. An explanation informing the applicant that, if the applicant chooses to respond, the response may include submission of a) evidence challenging the accuracy of the conviction history report that is the basis for the preliminary decision to rescind the offer, or b) evidence of rehabilitation or mitigating circumstances.
- e. Notice of the deadline for the applicant to respond, if the applicant chooses to do so, which must be at least five (5) business days from the date of the original notice.
- f. Additional notice to the applicant providing an additional five (5) days to respond, when the applicant has provided timely notice that they intend to dispute the accuracy of the conviction history and is taking specific steps to obtain evidence supporting their assertion.

The District shall consider information submitted by the applicant before making a final decision about whether to deny employment. The District shall not require the applicant to provide, nor deny employment for the applicant's failure to provide evidence of rehabilitation or mitigating circumstances; and shall not require an applicant to disclose their status as a survivor of domestic or dating violence, sexual assault, stalking, or comparable statuses; and/or shall not require an applicant to produce medical records and/or disclose the existence of a disability or diagnosis.

If the applicant's information did not change the District's preliminary decision, and the District determines to deny the applicant employment, the District shall give a 'Final Notice to Revoke Job Offer' final written notice to the applicant of the final decision to deny employment because of the individual's criminal background in accordance with Federal and State law.

3220.12 – Pre-Employment (Post-Offer) Medical Examinations. All applicants being offered employment by the District shall be required to undergo a health screening in order to determine the prospective employee's fitness to perform the essential duties and functions of the position, prior to conferring appointment. Such examinations shall be consistent with the physical and mental requirements as defined within the District's classification specifications to ensure that those appointed will be fully able to discharge the duties of the position, and to safeguard against injury on the job.

- a. Employees being considered for non-safety sensitive positions will be required to take a drug test and alcohol screening consistent, based upon a position analysis establishing business necessity.
- b. Employees being considered for safety sensitive positions, consistent with the California Code of Regulations, shall be required to participate in drug testing and alcohol screening. Safety sensitive positions have the following general characteristics:
 - 1. Their duties involve a greater than normal level of trust, responsibility for or impact on the health and safety of others; and

2. Errors in judgment, inattentiveness or diminished coordination, dexterity or composure while performing their duties could clearly result in mistakes that would endanger the health and safety of others; and
 3. Employees in these positions work with such independence, or perform such tasks that it cannot be safely assumed that mistakes such as those described above could be prevented by a supervisor or another employee.
- c. The District shall not request information from a job applicant about their prior use of cannabis, and the District shall not discriminate against an employee or applicant based on the individual's use of cannabis off the job and away from the workplace.
 - d. The Human Resources Manager shall evaluate job classifications/positions, and designate those safety-sensitive positions subject to this section as it pertains to the post-offer medical examination including drug and alcohol testing, establishing fitness for duty.
 - e. A District-selected health care provider will examine the prospective employee at the District's expense. The District will notify and provide the health care provider with a written description of the essential duties and functions of the employee's job and whether the position is subject to drug testing and alcohol screening. The health care provider will examine the employee and provide the District with non-confidential information regarding whether:
 1. The applicant is fit to perform the essential job functions;
 2. There are any reasonable accommodations that would enable the applicant to perform the essential job functions; or
 3. The applicant's prospective employment poses a threat to the health and safety of him or herself, or others.
 - f. Should the health care provider exceed the scope of the District's request and provide confidential health information, or information that is unrelated to the applicant's ability to perform the job, the District will return the report to the health care provider and request another report that includes only the non-confidential fitness for duty information that the District has requested.
 - g. During the course of a fitness for duty examination, the District will not seek or use information regarding a prospective employee's medical history, diagnoses, or course of treatment without written authorization from the applicant. Under the Confidentiality of Medical Information Act (CMIA), unless written authorization is received from the applicant, the District is only entitled to know whether the prospective employee can perform the essential functions of the job. The District cannot be advised of the medical cause of an employee's inability to perform.

3220.13 – Reasonable Accommodation. If a prospective employee requires a reasonable accommodation to perform the essential functions of the job, the District is entitled to know the functional limitations on the prospective employee's ability to perform the job [e.g., the employee cannot stand for extended periods of time; the employee cannot lift objects weighing more than twenty-five (25) pounds, etc.]. The District is entitled to ask for clarification from the examiner

concerning what an employee can or cannot do.

- a. A prospective employee may submit confidential medical information to the District from his/her personal health care provider. If the prospective employee provides written authorization, the Human Resources Manager shall submit the information that the prospective employee provides to the District paid health care provider who conducted the examination. The Human Resources Manager will request the District paid health care provider to determine whether the information alters the original fitness for duty assessment. The District cannot be advised of the medical cause of an employee's inability to perform.
- b. After the receipt of both the health care provider's fitness for duty report, and the analysis of the employee's personal health care information (if any), the Human Resources Manager will arrange for a discussion(s) with the employee and his/her representatives (if any). The purpose of the discussion will be in good faith to fully discuss all feasible potential reasonable accommodations.
- c. After the discussions, the Human Resources and hiring manager will review the information received, and determine if there is a reasonable accommodation that would enable the prospective employee to perform essential job functions, or if the accommodations would pose an undue hardship on the District's finances or operations. The Human Resources Manager shall recommend, and the General Manager will use his/her discretion based upon the particular facts of each case.

3220.14 – On-Boarding. Human Resources shall coordinate the on-boarding process using the prescribed On-Boarding Checklist and ensure that all documents are received and processed. The hiring manager shall complete the departmental orientation/on-boarding process.

3220.15 – Establishment of Employment Eligibility (I-9). The District is required by Federal law to verify the work eligibility of newly hired employees by obtaining a completed I-9 Form (Employment Eligibility Verification Form) for each employee hired after November 6, 1986.

- a. The District shall not discharge a current employee, refuse to appoint a new employee, or otherwise discriminate on the basis of foreign appearance, language, or name. To discriminate against an employee or applicant on the basis of national origin violates Title VII of the Civil Rights Act and the Fair Employment and Housing Act (FEHA).
- b. An employee is required to complete their portion of the I-9 Form and to provide the document(s) verifying work eligibility on the date they are actually hired. The hire date is defined as the effective date and/or official start date of employment. Prior to the actual acceptance of an offer of employment, a prospective employee may only be advised that they will be required to complete an I-9 form and provide documentation verifying work eligibility.
- c. All new employees must provide and maintain necessary documentation to prove identity and the right to work in the United States in accordance with Federal and State Immigration and Naturalization laws (and per the I-9 Form). Failure to provide such documentation will result in disqualification from selection and/or grounds for immediate termination.
- d. A new employee should provide the required document(s) at the time they are hired. If

unable to comply with this requirement, he/she must be given three (3) business days to produce evidence proving they have applied for a specific document. For example: Evidence could be a receipt verifying application for a social security card or a driver's license. It then becomes the employee's responsibility to produce the document itself within three (3) days of hire or subject to termination. However, on or before the time employment begins, the employee must have indicated in Section 1 of the I-9 Form that they are already eligible to be employed in the United States.

- e. An employee who is rehired is required to complete a new I-9 Form.
- f. The I-9 form lists the document(s) which are acceptable as proof of work eligibility. Only the employee shall designate which document(s) they wish to present. The District may not require a specific document among those listed, nor require additional documents for completing the form, beyond those which establish identity and work authorization.
- g. If the document(s) provided by the employee appears to be genuine and related to the person, they are to be accepted. There is no requirement, on the part of the District, to verify the authenticity of documents which appear to be genuine.
- h. A completed I-9 form and all copies of the documents, which verify authorization to work, are to be submitted to the Human Resources Manager. These documents are to be used for the purpose of establishing employment eligibility, and are to be retained ONLY with the I-9 Form.
- i. Once the Human Resources Manager determines that documentation is complete and verified, the Human Resources Manager shall retain the I-9 records separate from the personnel files for all active employees. Upon an employee's separation from employment, the I-9 form will be transferred to the employee's personnel file and placed in storage.
- j. If an individual is hired with incomplete documentation, they must be given three (3) business days in which to present either: 1) the necessary documents; or 2) a receipt for the application of replacement documents which verifies application for a specific document. If neither of the above is provided, within three (3) business day, the employee must be terminated and notice of termination must be provided accordingly.
- k. If an employee's work authorization expires, the I-9 Form must be updated to continue to employ that individual. This means the employee must either present a document that show an extension of employment eligibility, or a new grant-of-work authorization prior to the expiration date.
- l. It is the responsibility of the Human Resources Manager to monitor such document(s) and to verify either renewal or extension. The Human Resources Manager shall retain a list of affected employees and advise the department and employee whose authorization is due to expire. Without an extension of employment eligibility, or a new grant-of-work authorization, the employee must be terminated immediately.



**Beaumont-Cherry Valley Water District
Regular Board Meeting
April 10, 2024**

Item 6

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

- Beaumont Cherry Festival: May 30 and 31, June 1 and 2, 2024 at Noble Creek Park
- American Water Works Association Annual Conference and Exhibition: June 10 to 13, 2024 in Anaheim, CA
- ACWA Region 9 event – Aug. 13, 2024 in Temecula

2 - NEW EVENTS

DATE / TIME	EVENT A	DIRECTOR INTEREST	
Mon. Apr. 22 10 – 11 a.m.	CSDA webinar: Initiative 1935 Could Retroactively Invalidate Your Revenue – What Can You Do? \$0 / FREE Speaker – Kyle Packham, CSDA and Richard Pio Roda, Redwood Public Law <i>NOTE: The BCVWD Board has taken an OPPOSE position on this initiative, sent a letter, and joined the opposition Coalition.</i> Initiative 1935 (filed as 21-00421A) is arguably the most consequential initiative special districts have ever faced, and it is now eligible for the November 2024 ballot. Dubbed the Taxpayer Protection Act by its proponents and the Taxpayer Deception Act by its opponents, it would revise the Constitution in a manner that could retroactively invalidate billions of dollars in funding for essential local services and infrastructure approved by voters and local boards over the past three years. Lean more about the initiative and get an overview about what public officials can and cannot do when it comes to a statewide ballot measure.	COVINGTON	HOFFMAN
APPROVAL		RAMIREZ	SLAWSON
Preapproved (Table A, 1)		WILLIAMS	

DATE / TIME	EVENT B	DIRECTOR INTEREST	
Thu. Apr. 25 1:00 p.m.	ACWA / California Data Collaborative – virtual event Budget Based Water Rates: Opportunities and Pitfalls \$30 registration per attendee Webinar will focus on the crucial data, staffing, and resources needed for accurate water budgets and unique ways they support conservation and climate resiliency efforts. Highlights: <ul style="list-style-type: none"> • Learn when, why and how water budgets were enacted at 3 California water agencies • Understand the resources needed to set and maintain water budgets • See how water budgets support agency efforts such as conservation and climate resiliency • Hear tips for establishing water budgets • Tap into resources to learn more. 	COVINGTON	HOFFMAN
APPROVAL		RAMIREZ	SLAWSON
Preapproved (Table A, 1)		WILLIAMS	

DATE / TIME	EVENT C	DIRECTOR INTEREST	
May 7 - 9 Tuesday- Thursday	ACWA 2024 Spring Conference & Expo Convention Center - Sacramento \$ 840 Deadline for Early Bird Pricing 4/19/24 ACWA conference includes statewide issues forums, roundtable talks, and region discussion along with session covering a wide range of topics including water management, innovation, public communication, affordable drinking water, energy, and finance. https://www.acwa.com/wp-content/uploads/2023/02/SC24-brochure.pdf <i>(See next page for costs)</i>	COVINGTON	HOFFMAN
APPROVAL		RAMIREZ YES	SLAWSON
Preapproved (Table A, 1)		WILLIAMS	

Estimated cost per conference attendee:	
Conference registration with meal package	\$ 840.00
Hotel [check in 5/6, check out 5/9 (3 nights @ \$225 +tax and fees) est.]	\$ 810.00
Meals and incidentals (2.5 days: 2 dinners, 1 lunch (those not included with conference meal package) (US GSA \$18 breakfast, \$20 lunch, \$36 dinner)	\$ 92.00
Transportation (driving personal vehicle 80 miles RT @ .65 cents mile - IRS rate)	\$ 26.00
Transportation (airfare ONT to/from Sacto - Southwest)	\$ 248.00
Transportation (parking, taxi - estimated)	\$ 100.00
Director per diem (4 days @ \$296.4 per day)	\$ 1,185.60
Estimated cost per conference attendee:	\$ 3,301.60

DATE / TIME	EVENT D	DIRECTOR INTEREST	
Fri. May 10 7:30 – 9 am	Beaumont Chamber of Commerce Breakfast Speaker: TBA	COVINGTON	HOFFMAN
APPROVAL	Noble Creek Community Center – Copper Room 390 W. Oak Valley Parkway, Beaumont	RAMIREZ	SLAWSON
Preapproved (Table A, 6)	\$25 per person / Reservation deadline: Feb. 29 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 E – Bring Back, per Board at 3/13 meeting	DIRECTOR INTEREST	
Thu., May 16 2 to 4:30 p.m.	Building Industry Association of Riverside and San Bernardino Counties Inland Empire Economic Update Cost: \$89 (before 3/15) or \$119 (after 3/15)	COVINGTON	HOFFMAN
APPROVAL		RAMIREZ	SLAWSON YES
Approved by Vote at 3/13/24 meeting	Keynote Speaker: Scott Wild, Senior Vice President John Burns Research and Consulting, Inc. (See Attachment 1)	WILLIAMS YES	

DATE / TIME	EVENT F – Bring Back, per Board at 3/13 meeting	DIRECTOR INTEREST	
Two Days Wed 6/5 and Thu 6/6 9 to Noon	CSDA Virtual Workshop Overview of Special District Laws Cost: \$230 Day 1: Board Governance: Brown Act, Ethics, Elections and Vacancies Day 2: Transparency: Public Records, ADA requirements, Audits	COVINGTON	HOFFMAN
APPROVAL		RAMIREZ	SLAWSON
Preapproved (Table A Line 10)		WILLIAMS MAYBE	

DATE / TIME	EVENT G	DIRECTOR INTEREST	
Tue 8/13 10 a.m. to noon	CSDA Webinar: Demystifying LAFCOs: Boundaries, Latent Powers, Consolidations, Municipal Service Reviews, More Cost: \$0 FREE	COVINGTON	HOFFMAN
APPROVAL	Practical, informative discussion of the key provisions of the Cortese-Knox-Hertzberg Act, how LAFCOs work on the ground, and how and why special districts benefit from being informed and active participants with LAFCO. Taught by two attorneys with significant LAFCO experience, as well as a LAFCO executive officer, this webinar provides attendees an overview of the LAFCO process and why it is important for special districts. Topics will include: LAFCO role and laws governing agency formations, consolidations, dissolution, and boundary changes, e.g. annexations, detachments; LAFCO's power over services, such as when a special district seeks to expand or activate a latent service power; and municipal service reviews and how districts can turn MSR's to their advantage. Board Members, General Managers, and staff will benefit from the tips for a successful LAFCO process, and will learn how special districts can ensure their voice is heard by serving as special district representatives on LAFCO Boards.	RAMIREZ	SLAWSON
Preapproved (Table A Line 10)		WILLIAMS	

3 - ON CALENDAR

DATE / TIME	EVENT H	DIRECTOR INTEREST	
Fri. Apr. 12 7:30 – 9 am	Beaumont Chamber of Commerce Breakfast Speaker: K9 Officer Chris Crews (and Murph) Beaumont Police Department (see attachment 2)	COVINGTON	HOFFMAN YES
APPROVAL	Noble Creek Community Center – Copper Room 390 W. Oak Valley Parkway, Beaumont	RAMIREZ	SLAWSON YES
Preapproved (Table A, 6)	\$25 per person / Reservation deadline: Apr. 4 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 YES	

DATE / TIME	EVENT I	DIRECTOR INTEREST	
Fri. Apr. 12 9 a.m. to 1 p.m.	CSDA / USC Price Executive Education Special Districts Resilience Summit Virtual Event Cost: \$0 FREE	COVINGTON	HOFFMAN
APPROVAL	Join renowned industry experts and USC Price faculty to bridge the gap between theoretical learning and real-life experience.	RAMIREZ	SLAWSON
Preapproved (Table A Line 10)	Key topics: Energy financing * ZEV funding resources * Advanced Clean Fleets * Hazard Mitigation Plans	WILLIAMS MAYBE	

DATE / TIME	EVENT J	DIRECTOR INTEREST	
Fri. Apr. 12 10 a.m.	ACWA Region 9 Board Meeting and Tour Inland Empire Utilities Agency, Chino, CA Cost: \$0 FREE	COVINGTON	HOFFMAN
APPROVAL	<p>Tour Inland Empire Utilities Agency's largest construction project to-date, the expansion of Regional Water Recycling Plant No. 5., located in Chino, Ca. The project is well underway, and tour participants will get to see many of the new facilities that have been built.</p> <p>Also tour the Chino Creek Wetlands and Educational Park: 22 acres landscaped with a wide variety of climate appropriate trees and plants, and a state-of-the-art irrigation management system. The park serves as a demonstration site for the community on how to improve water supply, storm water treatment, and water efficiency.</p> <p>A networking lunch will immediately follow the tour. All participants are then invited to participate in the Region 9 Board meeting. Main topics of discussion will include planning of the Region 9 event and the conference membership meeting. The agenda will be posted on the Region 9 webpage here the week prior to the meeting.</p>	RAMIREZ	SLAWSON
Preapproved (Table A Line 2)		WILLIAMS YES	

4 – MISCELLANEOUS COMMUNITY EVENTS

From the Ad Hoc Communications Committee
None of these events are pre-approved

COMMUNITY EVENTS	SPECIAL DAYS AND WEEKS
Bogart Fishing Derby Beaumont-Cherry Valley Recreation and Park District Kids: Saturday, April 13 Adults: Sunday, April 14 Click here	Water Awareness Month – May 2024 California Department of Water Resources https://water.ca.gov/News/Events/2018/May-18/May-is-Water-Awareness-Month
Arbor Day Beaumont-Cherry Valley Recreation and Park District Noble Creek Regional Park Friday, April 26 – Ceremony at 4 p.m. Saturday, May 4 from Noon to 11 p.m. Click here	Drinking Water Week – American Water Works Association: May 5 to 11, 2024 https://www.awwa.org/Events-Education/Drinking-Water-Week
Fiesta de Mayo Beaumont-Cherry Valley Recreation and Park District Noble Creek Regional Park Friday, May 3 from 5 to 11 p.m. Saturday, May 4 from Noon to 11 p.m. Click here (see attachment 3)	Public Service Recognition Week May 5 to 11, 2024 Click here

Fiscal Impact

The fiscal impact will depend on the number of directors attending an event and the event costs.

Budget Tracking 2024	Training, Education and Travel		FY 2024 Approved Budget: \$47,000
As of this date	Expenditures	Budget Remaining	Percent expended
03/31/2024	\$7,780.42	\$39,219.58	16.50%

Attachments

1. BIA Economic Update
2. Beaumont Chamber Breakfast 04-12-2024
3. Fiesta de Mayo
4. BCVRPD 2024 events list

DRAFT



BIA RIVERSIDE COUNTY & SAN BERNARDINO COUNTY PRESENT

INLAND EMPIRE ECONOMIC UPDATE

THURSDAY, MAY 16TH, 2024 | DOUBLETREE (ONTARIO AIRPORT)

GOLD SPONSOR



SCHEDULE

REGISTRATION & NETWORKING | 2:00-3:00 PM

PROGRAM | 3:00-4:30 PM

TICKETS

EARLY BIRD (ENDS MARCH 15TH) BIASC MEMBER | \$79

EARLY BIRD (ENDS MARCH 15TH) NON-MEMBER: \$89

REGULAR RATE (AFTER MARCH 15TH) BIASC MEMBER: \$109

REGULAR RATE (AFTER MARCH 15TH) NON-MEMBER: \$119

REGISTRATION WILL CLOSE 5/10 OR WHEN SELL OUT OCCURS

SPONSORSHIPS

\$2500 GOLD | (10) Tickets, Logo on all marketing

\$1750 SILVER | (6) Tickets, Logo on all marketing

\$950 BRONZE | (2) Tickets, Company Name on all marketing

KEYNOTE SPEAKER



SCOTT WILD

SENIOR VICE PRESIDENT, CONSULTING
JOHN BURNS RESEARCH & CONSULTING, LLC

EVENT ADDRESS:

222 N VINEYARD AVE,
ONTARIO, CA 91764

REGISTER OR SPONSOR:

BIASC.ORG/EVENTS OR
CONTACT LAURA BARBER AT
LBARBER@BIASC.ORG - (949) 777-3861



**Beaumont Chamber
OF COMMERCE**

Good Morning Beaumont Breakfast

Friday, April 12, 2024 @ 7:30 am

VENUE PROVIDED BY BEAUMONT-CHERRY VALLEY RECREATION & PARK DISTRICT

**NOBLE CREEK COMMUNITY CENTER
390 W. OAK VALLEY PARKWAY,
BEAUMONT**



K9 OFFICER CHRIS CREWS & MURPH

BEAUMONT POLICE DEPT.



\$25 MEMBERS: \$30 NON-MEMBERS
LIMITED SEATING.
PREPAID RESERVATIONS REQUIRED BY WED., APRIL
10, 2024 AT 4:00 PM.
UNFORTUNATELY WE CANNOT ACCOMMODATE
WALK-INS.
PAY THROUGH OUR WEBSITE AT
BEAUMONTCHAMBER.COM, CALL 951-845-9541,
OR SCAN THE QR CODE.



SUSTAINING MEMBERS



*"Building a Better Community,
One Business at a Time."*



FESTA de mayo

May
3 & 4
2024

Noble Creek
Regional Park
650 W Oak Valley Pkwy,
Beaumont, CA



951-845-9555
Bcvparks.com





Beaumont - Cherry Valley Recreation & Park District

2024 Event Schedule

- March 23** *Spring Fling*
- March 29** *Welcome Home Vietnam Veterans*
- April 13 & 14** *Bogart Fishing Derby*
- April 26** *Arbor Day*
- May 3 & 4** *Fiesta de Mayo*
- May 18** *Memorial Wall Dedication*
- June 21** *Market Night - Movie Night*
- July 19** *Market Night - Movie Night*
- August 2** *National Night Out*
- Aug 30 & 31** *Bogart Boots Brews & BBQ*
- September 13** *Foundation Golf Tournament*
- October 3-6** *Oktoberfest*
- October 25** *Pumpkin Carve*
- December 6 & 7** *Winterfest*

bcvparks.com 951-845-9555

