



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

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

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

Thursday, February 27, 2025 - 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=SXlzMFZCMGh0YTFlL2tnUGlpU3h0UT09>

*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 on the video call when
prompted. If dialing in, 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.
Members of the Public are not required to provide identifying information in
order to attend public meetings. Through the link above, the Zoom platform
requests entry of a name and email address, and BCVWD is unable to
modify this requirement.*

Meeting materials are available on the BCVWD’s website:

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

BCVWD ENGINEERING WORKSHOP – FEBRUARY 27, 2025

Call to Order: President Slawson

Pledge of Allegiance: Director Ramirez

Invocation: Vice President Williams

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

Roll Call - Board of Directors

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

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

Public Comment

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

At this time, any person may address the Board of Directors on matters within its jurisdiction. However, state law prohibits the Board from discussing or taking action on any item not listed on the agenda. Any non-agenda matters that require action will be referred to Staff for a report and possible action at a subsequent meeting.

Please limit your comments to three minutes. Sharing or passing time to another speaker is not permitted.

ACTION ITEMS

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

- 2. District Capital Improvement Plan Quarterly Update** (pages 5 - 16)

BCVWD ENGINEERING WORKSHOP – FEBRUARY 27, 2025

- 3. **Review of Water Supply Assessment for Water Service for the Proposed Beaumont Heights Project located southeast of the intersection of California Avenue and Highway 79** (pages 17 - 90)

- 4. **Resolution 2025-__ : Amending the District’s Policies and Procedures Manual** (pages 91 - 145)
 - a. Policy 7004 Email and Communication (pages 102 - 123)
 - b. Policy 7006 Password (pages 124 - 134)
 - c. Policy 7011 Cellular Telephone Usage (pages 135 - 145)

- 5. **Request for Update to Will-Serve Letter for Proposed Phase 2 of Wolverine Project Located North of Prosperity Way and East of Potrero Boulevard (Previously Known as Parcel Map 34209 and Crossroads Logistics Center)** (pages 146 - 154)

- 6. **Nominations for California Special Districts Association Board of Directors, Southern Network Seat B** (pages 155 - 161)

- 7. **Discussion of Data Scrubbing Services - LeoWeb Protect Services** (pages 162 - 164)

- 8. **Topic List for Future Meetings**

	Item requested	Date of request	Requester
A	Report on alternative energy sources (Agendize in the next quarter)	1/23/25	Ramirez

9. Announcements

Check the meeting agenda for location and/or teleconference information:

- Beaumont Basin Watermaster Committee: Wednesday, Mar. 5 at 11 a.m.
- Collaborative Agencies Committee: Wednesday, Mar. 5 at 5 p.m.
- Finance & Audit Committee meeting: Thursday, Mar. 6 at 3 p.m.
- Regular Board Meeting: Wednesday, Mar. 12 at 6 p.m.
- Personnel Committee: Tuesday, Mar. 18 at 5:30 p.m.
- San Geronio Pass Regional Water Alliance: Wednesday, Mar. 26 at 5 p.m.
- Engineering Workshop: Thursday, Mar. 27 at 6 p.m.
- Beaumont Basin Watermaster Committee: Wednesday, Apr. 2 at 11 a.m.

10. Closed Session

CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Pursuant to California Government Code Section 54956.8

Property: Sites Reservoir and water rights associated therewith

Agency Negotiator: Dan Jaggars, General Manager

Under Negotiations: Continued participation in financial support of the Project

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: <https://bcvwd.gov/>. (GC 54957.5)

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 Regular Meeting.

REQUIREMENTS RE: DISABLED ACCESS - In accordance with Government Code §54954.2(a), and the Americans with Disabilities Act (ADA), 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. Notification of at least 48 hours in advance of the meeting will generally enable staff to make reasonable arrangements to ensure accessibility. The 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)).



Beaumont-Cherry Valley Water District

Serving the Beaumont, Cherry Valley and some areas of Calimesa

District Capital Improvement Plan Update

Presentation to
Board of Directors
February 27, 2025
Engineering Workshop

1

1

Edgar Ave

Sanctuary Self Storage Facility

E 5th St

E 5th St

207

207 1/2

- District CIP Overview
 - Ongoing Projects
 - Upcoming Projects

2

2



3



4



Ongoing Projects

Well Replacement & New Wells

Well #	CIP Project #	Location	Well Type	Estimated Cost	Status
1A	W-2750-0005	12 th & Palm	Replacement	\$4.96M	Project Under Construction
2A	W-2750-0001	12 th & Michigan	Replacement	\$7.13M	To Begin After Well 1A Drilling Completion
30	W-2750-0002	Noble Creek Park	New	\$8.39M	Proposing to Relocate to NCRF Phase 1
31	W-2850-0001	Within Tract 31470-2 (Sundance)	New	\$8.39M	Proposing to Relocate – Location to be Discussed Later

5

5



Ongoing Projects

2023 Replacement Pipelines

	Pipeline	CIP Project #	Diameter	Length
1	Elm Avenue South of 4th Street	P-2750-0091	8"	+/-850 LF

This is 1 of 3 pipelines. The other 2 pipelines are identified on Page 15

- Construction Completed – September 2024

6

6

Ongoing Projects (Design)

7

7




Ongoing Projects

Well Feasibility and Siting Study

- Project is Approx. 99% Complete
- District is Reviewing the Draft Study and Model Matrix
- Estimated Cost - \$92,000

8

8



Ongoing Projects

“B” Line Upper Edgar Transmission Pipeline (P-3620-0001)

3,000 LF of 12” Potable Pipeline

- Design 100% Complete
- CEQA/NEPA 100% Complete
- Awaiting Materials – Late March 2025
- Cost – Approx. \$1.5M

Project to Receive ARPA Funding in the Amount of Approx. \$1.3M

9

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Ongoing Projects

2017 Pipelines – Pipeline #3 Egan Avenue (Alley) – 5th Street to California Avenue (P-2750-0069)

Approx. 730 LF of 8” Potable Pipeline

- Design 100% Complete
- CEQA/NEPA 100% Complete
- To be Bid with 11th Street Pipeline
- Cost – Approx. \$173k

10

10



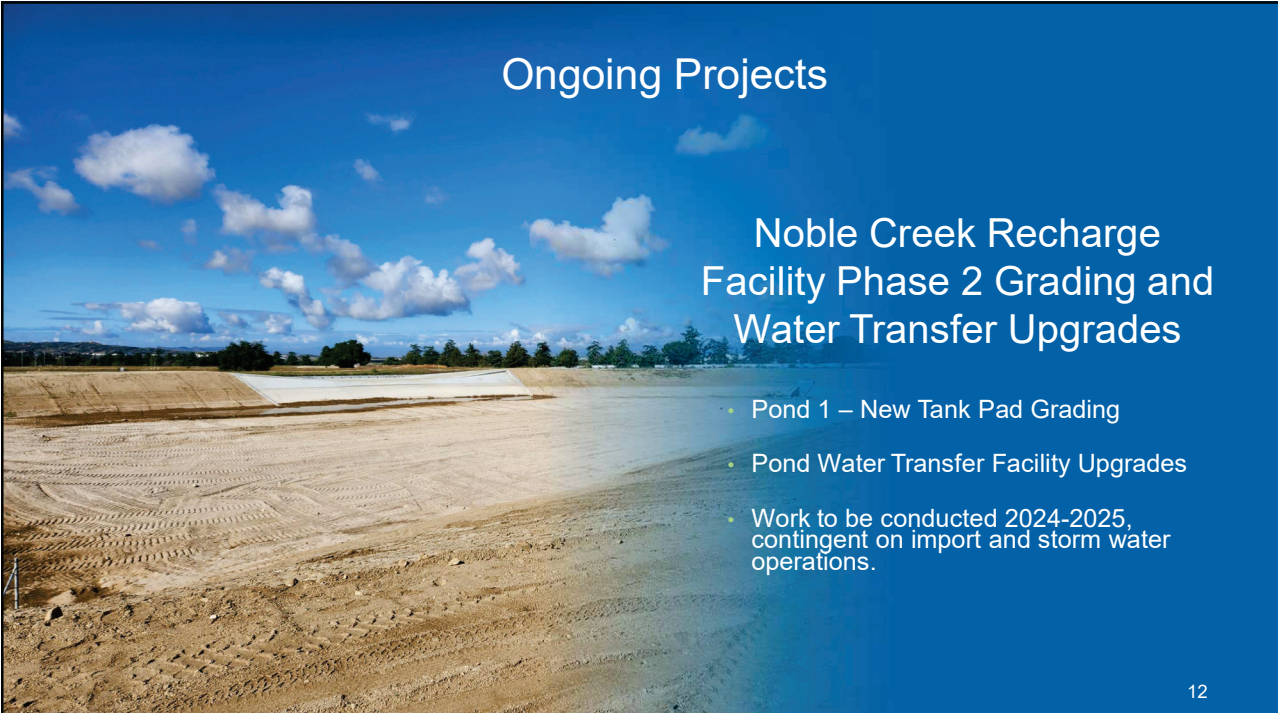
Ongoing Projects

Noble Tank No. 2 & Cherry Avenue Pipeline (T-3040-0001)

- Design 100% Complete
- CEQA/NEPA 100% Complete
- Bid Documents Being Prepared
- Cost \$4.15M – Tank

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Ongoing Projects

Noble Creek Recharge Facility Phase 2 Grading and Water Transfer Upgrades

- Pond 1 – New Tank Pad Grading
- Pond Water Transfer Facility Upgrades
- Work to be conducted 2024-2025, contingent on import and storm water operations.


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Ongoing Projects

2020-2021 Replacement Pipelines

	Pipeline	CIP Project #	Proposed Diameter	Approx. Length (ft)
1	Lambert Road	P-3040-0024	8"	250
2	Bing Place	P-3040-0023	8"	250
3	View Drive, Sky Lane, Star Lane	P-3040-0025	8"	1,180
4	Utica Way	P-3040-0026	8"	700
5	Avenida Sonrisa	P-3330-0003	8"	1,450
6	Avenida Miravilla	P-3620-0009	8"	400



- Design – 90% Complete
- Cost - \$1.62M
- CEQA – 100% Complete
- All Pipelines Located in Cherry Valley
- Coordination with DWR Required

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13



Ongoing Projects

2023-2024 Service Lateral Replacements (P-2750-0098)

- Continued City Pavement Rehabilitation
- Surveying To Begin Shortly
- Estimated to be 60 Existing Service Laterals
- Survey Contract Being Prepared
- Estimated Cost \$574k

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Ongoing Projects

2023 Replacement Pipelines

	Pipeline	CIP Project #	Diameter	Length
1	11th Street - Elm Ave to west of Beaumont Ave	P-2750-0056	8"	+/-2,000 LF
2	American Avenue 6th Street to 8th	P-2750-0095	8"	+/-1,200 LF

District staff plans to self-perform the construction of American Avenue

- Design – 90% Complete
- Environmental Notice of Exemption – Complete
- Estimated Total Project Cost - \$ 2.31M

15

15



Ongoing Projects

Tank Coating & Rehabilitation

- Cherry No. 1 Tank (TM-2750-0001)
- Cherry No. 2 Tank (TM-2750-0001)
- Vineland No. 1 Tank (TM-2850-0001)
- Lower Edgar Tank (TM-3040-0001)

- District is currently working on Bid Documents

- Estimated Cost - \$140,210 (Consultant)

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Ongoing Projects

Potable Pressure Zone 2850 to 3040 (BP-2850-0001)

- Project Awarded to Consultant
- Design Underway

Pressure Zone 2750 to 2850 (BP-2750-0001)

- Preliminary Design Underway

Non-Potable 2800 Pressure Zone at WWTP (NBP-2600-0001)

- Continued Efforts with City Regarding Recycled Water

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Ongoing Projects



Non-Potable Pressure Regulating Station

Pressure Zone 2600 to 2400 (NR-2600-0001)

- Palmer Avenue between Armour Ave & Morris St.
- Coordination with Fairway Canyon HOA
- Suveying to Begin Shortly
- District Staff has potholed existing utilities within Palmer
- Engineering performing preliminary alignment evaluation

18

18



19



20

24

Cr

51.9961

Chromium

Future
Projects

Chromium VI
Implementation Project

- SWRCB Voted to Adopt an MCL= 10µg/l on April 17, 2024.

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Future
Projects

Non-Potable PRV Stations

- Pressure Zone 2800 to 2600 (NR-2800-0001)
Deodar & I-10 Crossing
- Pressure Zone 2800 to 2600 (NR-2800-0002)
4th Street and Potrero Blvd.

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Future Projects 2024 Replacement Pipelines

	Pipeline	CIP Project #	Diameter	Length	Est. Cost
1	Egan Avenue – 5 th Street to 8 th Street	P-2750-0066	8”	+/- 1,250 LF	\$456,000
2	Wellwood Avenue – 5 th Street to 7 th Street	P-2750-0067	8”	+/- 615 LF	\$192,000
3	Elm Avenue – 6 th Street to 7 th Street	P-2750-0068	8”	+/- 450 LF	\$120,700
4	Lincoln Avenue – Noble Street to West End	P-3040-0021	8”	+/- 1,320 LF	\$397,600
5	Avenida Sonrisa – North to Avenida Miravilla through Alley	P-3330-0007	8”	+/- 1,000 LF	\$629,900
5	Orange Avenue – 6 th Street to 8 th Street	P-2750-00099	8”	+/- 1,100 LF	\$700,300

Engineering Consultant Awarded on February 12, 2025.

23

23

Future Projects 2025 Service Replacement Project



Service Replacement / Relocation for Elm Avenue and Wellwood Avenue from 8th Street to 10th Street

Staff is preparing the Surveying Scope for Solicitation to On-Call Surveyors

Current Budget - \$299,700

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**Beaumont-Cherry Valley Water District
Regular Board Meeting
February 27, 2025**

Item 3

STAFF REPORT

TO: Board of Directors

FROM: Dan Jagers, General Manager

SUBJECT: Review of Water Supply Assessment for Water Service for the Proposed Beaumont Heights Project located southeast of the intersection of California Avenue and Highway 79

Staff Recommendation

No recommendation. This Staff Report is for discussion purposes only.

Executive Summary

In June 2024, District staff received a formal request to review a Water Supply Assessment (WSA) for the Beaumont Heights Industrial Project (Project), which is located southeast of the intersection of California Avenue and Highway 79. The Project site location is not within the current District Service Boundary; however, the Project site location is within the District's Sphere of Influence, therefore annexation will be required. The WSA ultimately indicates that there is sufficient supply to serve this Project. Table 1, below, provides a brief summary of the proposed project.

Table 1 – Project Summary

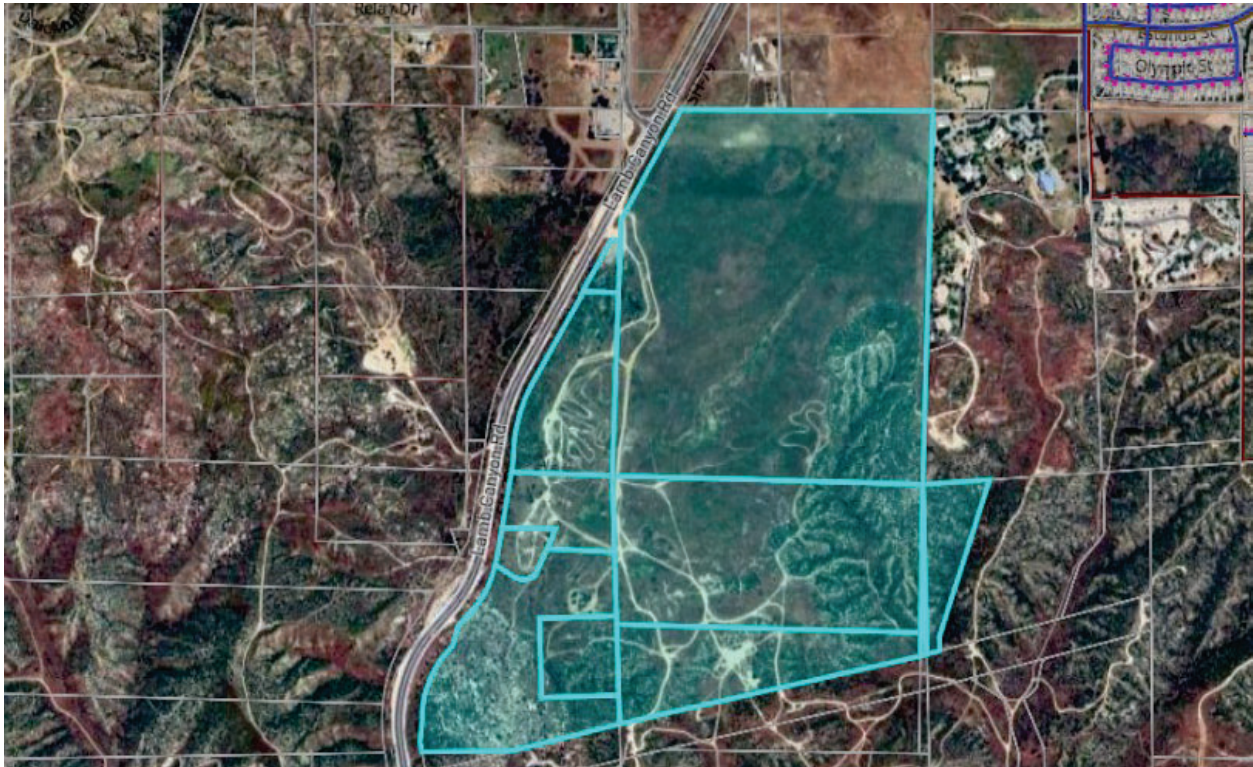
Applicant / Developer	Cindy Khov
Development Type	Industrial
Development Name	Beaumont Heights
Annexation Required (Yes/No)	Yes
Estimated Potable Water Consumption	105.7 EDUs
Estimated Non-Potable Water Consumption	433.9 EDUs
Estimated Total Water Consumption	539.6 EDUs

Background

In June 2024, District staff received a formal request to review a Water Supply Assessment for a project identified as the Beaumont Heights Industrial Project. The Project is located southeast of the intersection of California Avenue and Highway 79. The Project is not within the District's Service Boundary; however, the Project is within the District's Sphere of Influence. It is District staff's understanding that the Applicant plans to contact the Riverside County Local Agency Formation Commission (LAFCO) to undergo the annexation process into the District (approximately 384 acres of land, shown in Figure 1, herein). The purpose of this Staff Report is for review and discussion of the WSA prepared by the consultant (Michael Baker International) for the aforementioned project.



Figure 1 – Beaumont Heights Project Location



Discussion

The proposed Beaumont Heights Project consists of approximately 384 gross acres of land over multiple parcels. The affected parcels, which are shown in Figure 1, are described further in Table 2, below.

Table 2 – Beaumont Heights Assessor Parcel Numbers

Parcel No.	APN No.	Parcel No.	APN No.	Parcel No.	APN No.
1	424-090-007	5	424-110-009	9	424-130-003
2	424-090-008	6	424-110-010	10	424-140-001
3	424-110-007	7	424-130-001	11	428-020-001
4	424-110-008	8	424-130-002		

The Project’s water demands for the proposed Project have been estimated based upon similar industrial projects. The estimated water demand for the Project is 294.4 acre-feet per year (AFY). This consists of approximately 57.7 AFY water demand for potable water use and 236.7 AFY water demand for non-potable water use.



Table 3 – Beaumont Heights Estimated Water Demand

Description	Land Use	Building Area (SF)	Potable Water Demand (AFY)	Non-Potable Water Demand (AFY)
Building 1	Office	13,151	7.1	54.1
	Warehouse	622,471		
Building 2	Office	27,492	15.4	82.6
	Warehouse	1,348,552		
Building 3	Office	32,838	16.6	54.6
	Warehouse	1,446,082		
Building 4	Office	24,996	18.6	45.4
	Warehouse	1,631,309		
TOTAL		5,146,891	57.7	236.7

The WSA ultimately identifies that there is sufficient water supply to serve this Project. The WSA analyzes the District demands versus supplies in normal and dry year conditions, which coincides with the District Urban Water Management Plan (UWMP). The WSA references the District 2020 UWMP and the San Geronio Pass Water Agency (SGPWA) 2020 UWMP to determine the available water sources to the District. District staff also ensured that the available water sources from the City of Ventura and Casitas Municipal Water District exchange agreement were accounted for.

District staff is currently working with the Developer’s consultant to determine the infrastructure required to supply the water demands for the Project. There is an existing 24-inch ductile iron pipe (DIP) potable water main which terminates at the southerly end of Manzanita Parkway which could serve this Project. There is also an existing 24-inch DIP potable water main which terminates approximately 380 linear feet (LF) south of the intersection of 1st Street and California Avenue which could serve this Project as a secondary source to provide redundancy.

District staff has also identified a 24-inch DIP non-potable water main within Manzanita Parkway which could serve the Project’s non-potable water demands and an existing 24-inch DIP non-potable water main located within the intersection of California Avenue and 1st Street. The total estimated water demands for this Project are further described in the WSA (see Attachment 2 – Draft Water Supply Assessment for Beaumont Heights).

District staff identifies that the purpose of this Staff Report is for discussion purposes only. Subsequent to discussion with the Board and public comment, District staff understands that the Applicant may return to the Board at a later date to request approval for the WSA as discussed herein, as well as to request a Will-Serve Letter for provision of water service.

District staff further identifies that additional review of the Applicant’s proposed connection to the existing system in the vicinity of the Project will be required. District has continued to work with the Applicant’s engineer to determine the most feasible system to provide the required Project demands and the required fire flow demands as determined by the Fire Department.



District staff has informed the Applicant that a Plan of Service document will be required for annexation into the District Service Boundary through Riverside LAFCO. It is District staff's understanding that the City of Beaumont will act as the lead agency for the Project's annexation proceedings.

Fiscal Impact

There is no fiscal impact to the District.

Attachments

1. Beaumont Heights Site Plan
2. Draft Water Supply Assessment for Beaumont Heights

Staff Report prepared by Evan Ward, Associate Civil Engineer I



WATER SUPPLY ASSESSMENT

BEAUMONT HEIGHTS BUSINESS CENTER

190206

DRAFT

Prepared for:

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

Prepared by:

Alexander Maher, P.E.
Michael Baker International
5 Hutton Center Drive, Suite 500
Santa Ana, CA 92707



Michael Baker
INTERNATIONAL

January 2025

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Beaumont Heights Business Center
Water Supply Assessment

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Beaumont Heights Business Center
Water Supply Assessment

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DRAFT

ACRONYMS AND ABBREVIATIONS

ac-ft	acre-feet
AFY	acre-feet per year
AVEK	Antelope Valley-East Kern Agency
AVGB	Antelope Valley Groundwater Basin
BCVWD	Beaumont-Cherry Valley Water District
CEQA	California Environmental Quality Act
Court	Superior Court of California
CWC	California Water Code
DWR	California Department of Water Resources
EBX	East Branch Extension
EMP	Employer
EMWD	Eastern Municipal Water District
gpd	gallons per day
gpm	gallons per minute
IEBL	Inland Empire Brine Line
IS/MND	Initial Study/Mitigated Negative Declaration
LAFCO	Local Agency Formation Commission
MAWA	Maximum Applied Water Allowance
MIH	Miners Inch Hours
RC-EDR	Rural Community – Estate Density Residential
RWQCB	Regional Water Quality Control Board
SB	Senate Bill
SGPWA	San Geronio Pass Water Agency
SOI	Sphere of Influence
SR	State Route
SWP	State Water Project
SWRCB	California State Water Resources Control Board

Beaumont Heights Business Center
Water Supply Assessment

UWMP	Urban Water Management Plan
USBR	Bureau of Reclamation
WSCP	Water Supply Contingency Plan
WSA	Water Supply Assessment
YVWD	Yucaipa Valley Water District

DRAFT

1 INTRODUCTION

This Water Supply Assessment (WSA) was prepared for the Beaumont Heights Business Center (Project) pursuant to California Water Code (CWC) Section 10910, as amended by Senate Bill 610 (SB 610). It identifies sources of water supply for the Project to determine if supply is adequate to meet the Project's water demand. A WSA under SB 610 must demonstrate there is sufficient water supply for the next 20 years, based on normal, single-dry, and multiple-dry years, to meet the demand of the Project, plus existing and planned future use, including agricultural and manufacturing uses. The water supply and demand information presented covers a 20-year period, in increments of 5 years. The estimated water demands for the Project is 295 AFY, including demands from the warehouse space, office space, and landscape irrigation.

This WSA is included as part of the Initial Study/Mitigated Negative Declaration (IS/MND) prepared for the Project pursuant to the California Environmental Quality Act (CEQA). CWC Section 10911 requires that the WSA be included in any environmental document pursuant to California Public Resources Code Division 13.

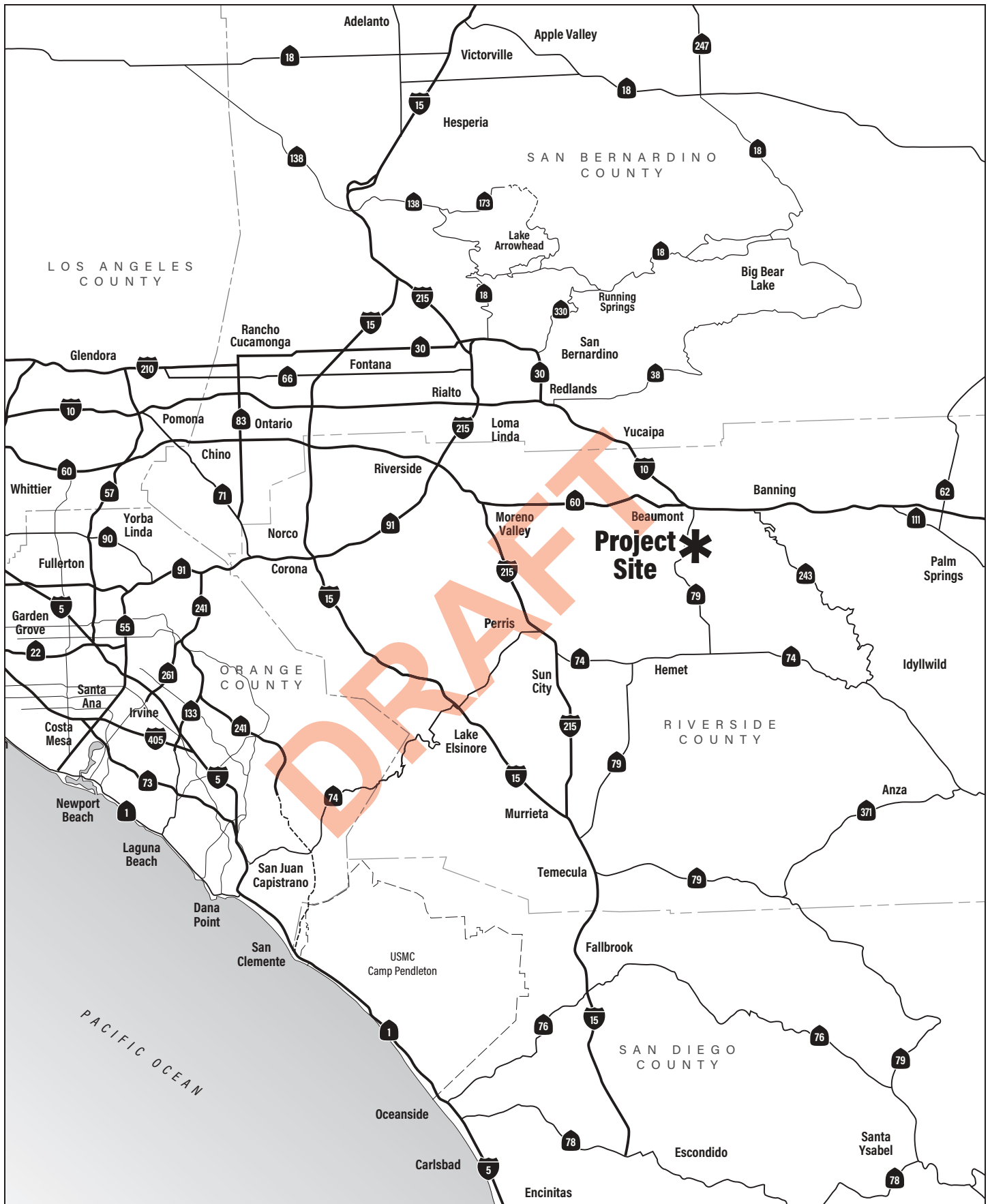
To fully comply with the requirements of SB 610, this report follows the organization of the *Guidebook for Implementation of Senate Bill 610 and Senate Bill 221 of 2001* (Guidebook) developed by the California Department of Water Resources (DWR). Section 1 of this report provides a description of the Project and Sections 2 through 12 provide the WSA under SB 610.

Upon completion of this WSA, the Beaumont-Cherry Valley Water District (BCVWD), the likely water supplier for the Project, will provide a resolution adopting the Project WSA and a will-serve letter for the Project if adequate water supplies are available for the Project. This will be included into the Project's environmental documentation.

1.1 Project Location

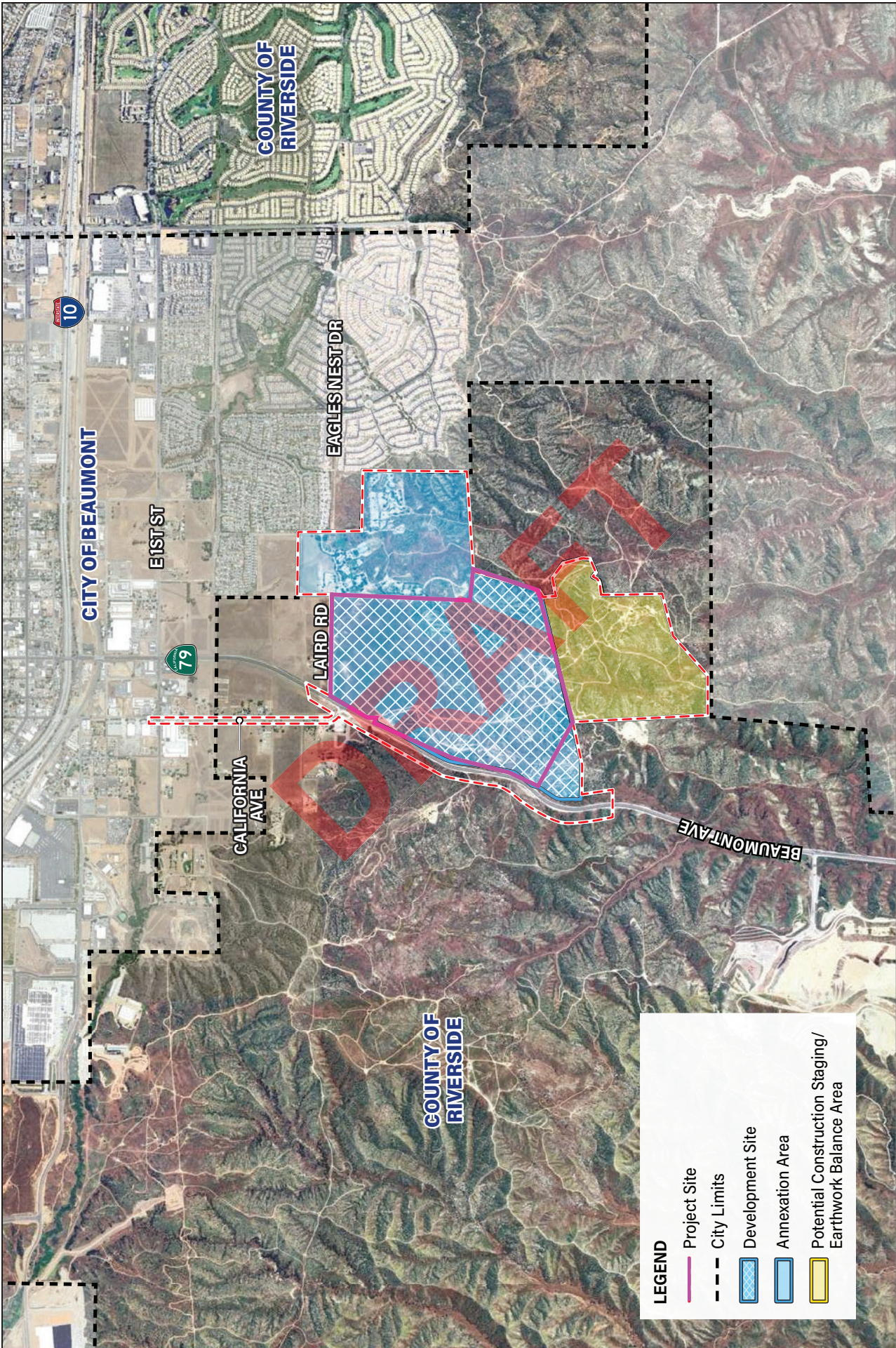
The City is located in the westernmost portion of Riverside County (County); refer to Figure 1-1, Regional Vicinity. The City's Sphere of Influence (SOI) is located primarily to the south and west of City boundaries and covers an additional 11.2 square miles beyond the City Boundary. The project site is on the east side of State Route 79 (SR-79); other major transportation routes through the City include Interstate 10 and State Route 60. As shown on Figure 1-2, Site Vicinity, the project site encompasses approximately 384 acres primarily within the City's SOI to the west of the City's current incorporated boundary. Regional and local access is provided via SR-79.

BCVWD owns and operates the water system which would serve the Beaumont Heights Business Center development project. BCVWD's present service area covers approximately 28 square miles, virtually all of which is in Riverside County and includes the City of Beaumont and the community of Cherry Valley. BCVWD-owned watershed land extends across Riverside County line into San Bernardino County where BCVWD operates a number of wells and several reservoirs. BCVWD's SOI, or ultimate service planning area, encompasses an area of approximately 37.5 square miles (14.3 sq. mi. are in the City of Beaumont). This SOI was established by the Riverside and San Bernardino County Local Agency Formation Commissions (LAFCOs).



BEAUMONT HEIGHTS BUSINESS CENTRE PROJECT
 NOTICE OF PREPARATION
Regional Vicinity





Source: Google Earth Pro, March 2024

NOT TO SCALE



03/2024 - JN198405

1.2 Project Characteristics

As shown on Figure 1-3, Conceptual Development Site Plan, the project proposes to develop four industrial buildings and associated improvements within the Development Site (blue hatched polygon on Figure 1-2), which encompasses approximately 383.7 acres. The Development Site and the approximately 182.3-acre area to the east of the Development Site (blue polygon on Figure 1-2) are proposed to be annexed into the City's jurisdiction, which would require Riverside County Local Agency Formation Commission (LAFCO) approval. Prior to annexation into the City's Jurisdiction and into the BCVWD Service Boundary, the Project will need a Resolution Adopting the Project WSA from BCVWD. As part of that process, the Owner will need to obtain a will-serve letter from the BCVWD and a Plan of Service (POS) will need to be completed prior to submittal to Riverside LAFCO. Also, the LAFCO requires that an Environmental Impact Report (EIR) will need to be completed to comply with the California Environmental Quality Act (CEQA).

The southern approximately 168.5 acres (yellow polygon on Figure 1-2) are proposed solely for limited temporary construction staging and earthwork balance activities (9 million cubic feet of cut and 9 million cubic feet of fill); no permanent development or annexation is proposed in this portion of the site. The remaining approximately 63.2-acre area of the project site (outside of the blue and yellow polygons) involve transportation improvements along SR-79 and utility installation (water, wastewater, electrical) along California Avenue. A waterline extension from Manzanita Park Road west towards the site, will be required to facilitate looping with the new pipeline in California Avenue. Table 1-1, Proposed Development, provides details regarding each proposed building's site area, building square footage, and provided parking stalls. As shown, the proposed development would include approximately 5,146,891 square feet of combined office and industrial building area.

Table 1-1 Proposed Development

	Building 1	Building 2	Building 3	Building 4	Total
Site Area (SF)	2,652,604	4,565,967	4,219,018	5,377,851	16,815,440
Site Area (Acre)	60.90	104.82	96.86	123.46	386.03
Building Area					
Office	13,151	27,492	32,838	24,996	98,477
Warehouse	622,471	1,348,552	1,446,082	1,631,309	5,048,414
Total	635,622	1,376,044	1,478,920	1,656,305	5,146,891
Parking					
Standard (9'x19')	467	774	934	1,318	3,493
Trailer (11' x 55')	237	332	386	424	1,379

1.3 Environmental Setting

The project site is entirely vacant and undeveloped land with the exception of an existing vulnerable youth housing center in the northeast corner of the site and improved segments of SR-79 and California Avenue (Figure 1-2). Based on the Riverside County Map My County Map, the site has a land use designation of Rural Community – Estate Density Residential (RC-EDR) and Rural Mountainous (RM) and is entirely zoned W-2 (Controlled development areas).

According to the Beaumont General Plan (General Plan) Land Use Map, the project site is designated Urban Village, High Density Residential, Rural Residential 40, and Open Space. The City does not currently identify any zoning districts for the project site.

This facility, formerly Childhelp Merv Griffin Village, was recently acquired by the County and renamed to Harmony Haven. The facility is currently on well water and future annexation into BCVWD is possible; however, it is not proposed as part of this WSA.

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2 LEGISLATIVE REQUIREMENTS

SB 610 seeks to improve the link between water supply availability and land use planning for large development projects. If the project is subject to the California Environmental Quality Act (CEQA), and if it is defined as a “project” defined by CWC Section 10912, a WSA must be prepared.

The following sections address the questions that must be answered by a WSA:

- Is the Project subject to CEQA?
- Is it a “project” as defined by CWC Section 10912?
- Is there a public water system to serve the Project?
- Is there a current Urban Water Management Plan (UWMP) that accounts for the Project demand?
- Is the projected water supply sufficient for the Project?

2.1 Is the Project Subject to CEQA?

CWC Section 10910 states:

- (a) *Any city or county that determines that a project, as defined in Section 10912, is subject to the California Environmental Quality Act Division 13 (commencing with Section 21000) of the Public Resources Code, under Section 21080 of the Public Resources Code shall comply with this part.*

The Project will undergo environment review pursuant to the requirements of CEQA.

2.2 Is it a “Project” as Defined by CWC Section 10912?

CWC Section 10912 states:

For the purposes of this part, the following terms have the following meanings:

- (a) *“Project” means any of the following:*
- (1) *A proposed residential development of more than 500 dwelling units.*
 - (2) *A proposed shopping center or business establishment employing more than 1,000 persons or having more than 500,000 square feet of floor space.*
 - (3) *A proposed commercial office building employing more than 1,000 persons or having more than 250,000 square feet of floor space.*
 - (4) *A proposed hotel or motel, or both, having more than 500 rooms.*
 - (5) *A proposed industrial, manufacturing, or processing plant, or industrial park planned to house more than 1,000 persons, occupying more than 40 acres of land, or having more than 650,000 square feet of floor area.*
 - (6) *A mixed-use project that includes one or more of the projects specified in this subdivision.*
 - (7) *A project that would demand an amount of water equivalent to, or greater than, the amount of water required by a 500 dwelling unit project.*

(b) If a public water system has fewer than 5,000 service connections, then “project” means any proposed residential, business, commercial, hotel or motel, or industrial development that would account for an increase of 10 percent or more in the number of the public water system’s existing service connections, or a mixed-use project that would demand an amount of water equivalent to, or greater than, the amount of water required by residential development that would represent an increase of 10 percent or more in the number of the public water system’s existing service connections.

The Project is an industrial development that consists of more than five million square feet. Therefore, it is considered a “project” under CWC Section 10912.

2.3 Is There a Public Water System to Serve the Project?

CWC Section 10912 states:

- (c) “Public water system” means a system for the provision of piped water to the public for human consumption that has 3,000 or more service connections. A public water system includes all of the following:*
- (1) Any collection, treatment, storage, and distribution facility under control of the operator of the system which is used primarily in connection with the system.*
 - (2) Any collection or pretreatment storage facility not under the control of the operator that is used primarily in connection with the system.*
 - (3) Any person who treats water on behalf of one or more public water systems for the purpose of rendering it safe for human consumption.*

The Project is not located in an area that is currently serviced by a public water system. However, it is located within the BCVWD Sphere of Influence (SOI). The Project Site is located approximately 0.4 miles from Beaumont-Cherry Valley Water District service boundary. Therefore, the Project will need a Resolution Adopting the Project WSA and will be required to undergo the Local Agency Formation Commission (LAFCO) process to annex this area into Beaumont-Cherry Valley Water District.

As part of that process, the Owner will need to obtain a will-serve letter from the BCVWD and a Plan of Service (POS) will need to be completed prior to submittal to Riverside LAFCO. Also, the LAFCO requires that an Environmental Impact Report (EIR) be completed to comply with the California Environmental Quality Act (CEQA).

The Project can be served from one of following water sources:

- Served by Beaumont-Cherry Valley Water District through a new service connection. This is the preferred water source and is explored herein.
- Pumped from a new on-site groundwater well. This will require drilling a new well and/or erection of a new water storage tank at the Project site. This is not the proposed method of service the development; however, it is one potential alternative to BCVWD. This alternative is not explored herein.

2.4 Is There a Current UWMP that Accounts for the Project Demand?

CWC Section 10910 states:

(c)

- (1) *The city or county, at the time it makes the determination required under Section 21080.1 of the Public Resources Code, shall request each public water system identified pursuant to subdivision (b) to determine whether the projected water demand associated with a proposed project was included as part of the most recently adopted urban water management plan adopted pursuant to Part 2.6 (commencing with Section 10610).*
- (2) *If the projected water demand associated with the proposed project was accounted for in the most recently adopted urban water management plan, the public water system may incorporate the requested information from the urban water management plan in preparing the elements of the assessment required to comply with subdivisions (d), (e), (f), and (g).*
- (3) *If the projected water demand associated with the proposed project was not accounted for in the most recently adopted urban water management plan, or the public water system has no urban water management plan, the water assessment for the project shall include a discussion with regard to whether the public water system's total projected water supplies available during normal, single dry, and multiple dry water years during a 20-year projection will meet the projected water demand associated with the proposed project, in addition to the public water system's existing and planned future uses, including agricultural and manufacturing uses.*
- (4) *If the city or county is required to comply with this part pursuant to subdivision (b), the water assessment for the project shall include a discussion with regard to whether the total projected water supplies, determined to be available by the city or county for the project during normal, single dry, and multiple dry water years during a 20-year projection, will meet the projected water demand associated with the proposed project, in addition to existing and planned future uses, including agricultural and manufacturing uses.*

Although the BCVWD does have a current UWMP, the project site is currently not included within that Plan. Therefore, a discussion of the water supplies from the potential sources is included in this WSA and is presented in Sections 5 through 7.

3 URBAN WATER MANAGEMENT PLANNING ACT

3.1 Background

The California Water Code requires that all urban water suppliers within the state, serving over 3,000 acre-feet (AF) of water (1 AF = 325,829 gallons) or having at least 3,000 service connections, to prepare Urban Water Management plans (UWMPs) on a five-year, ongoing basis demonstrating their continued ability to provide water supplies for current and future expected development under normal, single dry and multiple dry year scenarios. The Urban Water Management Planning Act was enacted in 1983 and amendments were made periodically since then. The Act also requires imported water suppliers to prepare UWMPs. Water Code sections §10610 through §10656 detail the information that must be included in the plans. These plans also require the assessment of urban water conservation measures and wastewater recycling as well as a water shortage contingency plan outlining how the municipal water provider will manage water shortages of up to 50 percent of their normal supplies in a given year. It should be noted that the City's wastewater recycling plant is operational but does not yet deliver water to BCVWD.

An UWMP is a planning tool that provides general guidance to water management agencies. It provides managers and the public with past and current water supply issues facing the agency. It is not a substitute for project-specific planning documents, nor was it intended to be, when mandated by the State Legislature. When specific projects are chosen to be implemented, detailed project plans are prepared, environmental analysis (if required) is prepared, and financial and operational plans are developed.

"The UWMP is intended to function as a planning tool to guide broad-perspective decision-making" by water agency managers and directors. It should not be viewed as an exact blueprint for supply and demand management. Water management in California is not a matter of certainty and planning projections may change in response to a number of factors. "Long-term water planning involves expectations and not certainties. The State Supreme Court has recognized the uncertainties inherent in long-term land use and water planning and observed that the generalized information required ...in the early stages of the planning process are replaced by firm assurances of water supplies at later stages." It is appropriate to look at the UWMP as a general planning framework, not a specific action plan. It is an effort to generally answer a series of planning questions including:

- What are the potential sources of supply and what is the reasonable probable yield from them?
- What is the probable demand, given a reasonable set of assumptions about growth and implementation of good water management practices?
- How well do supply and demand figures match up, assuming that the various probable supplies will be pursued by the implementing agency?

Based on the answers to these questions, the implementing agency will pursue feasible and cost-effective options and opportunities to meet demands.

The UWMP Act requires the supplier to document water supplies available during normal, single dry, and multiple dry water years over a 20-year projection and the existing and projected future water demand during the same 20-year period. The Act requires that the projected supplies and demands be presented in 5-year increments for the 20-year projection period.

3.2 San Geronio Pass Water Agency 2020 UWMP

BCVWD provided data to San Geronio Pass Water Agency (SGPWA) on BCVWD’s projected demands so the SGPWA could prepare their UWMP. Because the California Department of Water Resources (DWR) required the imported water suppliers to submit their UWMPs earlier than the retail agencies, BCVWD made some preliminary estimates of their demand over the 20-year projection period and provided the projections to SGPWA. These preliminary estimates deviated slightly from the actual demands in BCVWD’s 2020 UWMP. Table 3-1 below is taken from Table 3-16 in the SGPWA 2020 UWMP.

Table 3-1 Projected Total Water Supply for SGPWA Region through 2045 ^{[1] [2]}

Service Area Water Supply to Meet Demands	2025	2030	2035	2040	2045
City of Banning	9,473	10,198	10,853	11,565	12,278
Beaumont Cherry Valley	14,963	16,160	17,515	18,710	19,693
Yucaipa Valley WD (Riverside Portion)	1,509	1,841	2,174	2,507	2,839
South Mesa WC (Riverside Portion)	1,032	1,084	1,138	1,196	1,196
High Valley WD					
Cabazon County WD					
Mission Springs (SGPWA area)	3,400	3,600	3,900	4,100	4,300
Other SGPWA service area not served by named retailers					
Total SGPWA Boundary Supply to meet Demands	30,400	32,900	35,600	38,100	40,300

[1] Table 3-1 is taken from Table 3-16 in the SGPWA 2020 UWMP.

[2] The supply totals necessary to meet demands in the table above are rounded to the nearest 100 AFY.

In Chapter 1 of the SGPWA’s 2020 UWMP, the UWMP stated the following:

“It is important to note that this UWMP (SGPWA 2020 UWMP) has been completed to address regional resource management and does not address the particular conditions of any specific retail water agency or entity within the SGPWA service area. The retail urban water suppliers within SGPWA service area are preparing their own separate UWMPs where required, though SGPWA has facilitated coordination among the retailers to assure consistency.”

BCVWD recognizes and acknowledges the disclaimer statement within the 2020 Urban Water Management Plan prepared by the SGPWA related to regional planning. While the UWMP prepared by the SGPWA “...does not address the particular conditions of any specific retail water agency...” BCVWD relies upon the policies and practices of the SGPWA as a foundation for regional water supply solutions. In other words, while the SGPWA’s regional planning document does not address local water conditions, BCVWD does rely upon the policies of the SGPWA to provide comprehensive regional solutions related to the use of imported water in the

SGPWA area. As an example of the policies and practices adopted by the SGPWA and relied upon by BCVWD include, but are not limited, to the following:

- San Geronio Pass Water Agency, Ordinance No. 8, An Ordinance Establishing Rules and Regulations for SGPWA Water Service, February 7, 2005;
- San Geronio Pass Water Agency Strategic Plan, May 2012;
- San Geronio Pass Water Agency, Resolution No. 2014-02, A Resolution of the San Geronio Pass Water Agency Establishing a Policy for Meeting Future Water Demands, February 18, 2014;
- San Geronio Pass Water Agency, Ordinance No. 10, Ordinance Establishing Water Shortage Plan, July 21, 2014;
- San Geronio Pass Water Agency, Resolution No. 2015-05, Resolution of the Board of Directors of the San Geronio Pass Water Agency to Adopt Facility Capacity Fees for Facilities and Water, July 27, 2015;
- San Geronio Pass Water Agency, State of the Supply PowerPoint Presentation, September 30, 2016;
- San Geronio Pass Water Agency, Ordinance No. 13, An Ordinance Amending Rules and Regulations Regarding Authorization for Service, June 5, 2017.

3.3 BCVWD's 2020 UWMP

There were some minor differences between the projections in BCVWD's 2020 UWMP and the projections provided to SGPWA for their 2020 UWMP. These differences stemmed from the need for BCVWD to provide preliminary demand projections early on so the SGPWA could meet their prescribed deadline.

BCVWD's imported water supplies are presented in BCVWD's 2020 UWMP (Table 6-24). Table 3-2 shows the actual imported water demand to meet the potable water demand plus the banking water demand to ensure drought-proofing of future development. Therefore, BCVWD's imported water supplies are equal to its imported water demands. If imported water is not available in a given year, no banking will occur, but when imported water is available, any deficiencies from previous years would be "carried over" and "made up." Comparing Tables 3-2 and 3-1, actual imported water demand is less than the projected BCVWD water demand that was provided to SGPWA.

Table 3-2 BCVWD Imported Water Needs from BCVWD 2020 UWMP ^[1] ^[2]

	2025	2030	2035	2040	2045
BCVWD Drinking Water Demand, AFY	9,144	9,546	9,966	10,717	11,281
Banking Demands, AFY	1,500	1,200	1,000	1,000	1,000
Total BCVWD Imported Water Demand, AFY	10,644	10,746	10,966	11,717	12,281

[1] from the BCVWD 2020 UWMP, Table 6-24

[2] Includes imported water for non-potable water system since non-potable water system is supplied with potable groundwater.

4 ESTIMATED PROJECT WATER DEMAND

4.1 Project Proposed Water Demand

Water demand for the Project consists of warehouse, office, and irrigation uses. The water demand was calculated based on demand factors for each land use. To conserve potable water use, the Project should consider utilizing recycled water for non-drinking construction activities such as dust control and soil compaction. Table 4-1 summarizes the potable water demand for the project.

Table 4-1 Estimated Potable Water Demand ^[3]

Description	Land use	Area (SF)	Employee Count ^[1]	Indoor water demand factor (gpd/emp) ^[2]	Indoor water demand (gpd)	Indoor water demand (AFY)
Building 1	Office	13,151	9	15	132	0.15
	Warehouse	622,471	415	15	6,225	6.97
Building 2	Office	27,492	18	15	275	0.31
	Warehouse	1,348,552	899	15	13,486	15.11
Building 3	Office	32,838	22	15	328	0.37
	Warehouse	1,446,082	964	15	14,461	16.20
Building 4	Office	24,996	17	15	250	0.28
	Warehouse	1,631,309	1,088	15	16,313	18.27
Total		5,146,891	3,432	-	51,469	58

[1] Based on recent WSA prepared by SDR Design Studio, Inc for BCVWD for Legacy Highland Specific Plan, which estimated 1 employee per 1,500 sf of warehouse/office space.

[2] Based on recent WSA prepared by SDR Design Studio, Inc for BCVWD for Legacy Highland Specific Plan.

[3] Should any of the four (4) proposed buildings change from warehouse to fulfillment center, the building(s) consumption will need to be re-evaluated and ultimately require BCVWD Board approval for service.

Table 4-2 summarizes the estimated water use for irrigation based on Estimated Total Water Use (ETWU) and Maximum Allowable Water Use (MAWU).

Beaumont Heights Business Center
Water Supply Assessment

Table 4-2 Estimated Water Use for Irrigation

Description	Area Description	Total Area (SF)	Parking Landscape requirement ^[1]	Landscape Area (SF) ^[1]	Total Landscape Area (SF)	Total Landscape Area (acre)	ETWU factor (AFY / acre) ^[2]	ETWU Total (AFY)	MAWU factor (AFY / acre) ^[2]	MAWU Total (AFY)
Building 1	Standard Parking	79,857	15%	11,979	1,122,249	25.8	1.5	38.6	2.1	54.1
	Trailer Parking	143,385	15%	21,508						
	Slope	1,088,763	-	1,088,763						
Building 2	Standard Parking	132,354	15%	19,853	1,713,393	39.3	1.5	59.0	2.1	82.6
	Trailer Parking	200,860	15%	30,129						
	Slope	1,663,411	-	1,663,411						
Building 3	Standard Parking	159,714	15%	23,957	1,131,581	26.0	1.5	39.0	2.1	54.6
	Trailer Parking	233,530	15%	35,030						
	Slope	1,072,594	-	1,072,594						
Building 4	Standard Parking	225,378	15%	33,807	941,702	21.6	1.5	32.4	2.1	45.4
	Trailer Parking	256,520	15%	38,478						
	Slope	869,417	-	869,417						
Total		6,125,783	-	4,908,925	4,908,925	112.7	-	169.0	-	237

[1] 15% of total off-street open parking area shall be landscape, per the City of Beaumont Code of Ordinances 17.06.040 E(1).

[2] According to Table 5-11, BCVWD Non-Potable Water Master Plan.

5 BCVWD'S WATER SYSTEM OVERVIEW

BCVWD owns and operates the water system which would serve the Beaumont Heights Business Center development project. BCVWD was first formed in April 1919, to provide domestic and irrigation water to the developing community of Beaumont and the surrounding area. BCVWD was originally named the Beaumont Irrigation District. In 1973, the name was changed to the Beaumont-Cherry Valley Water District. Sometime after that the hyphen was dropped from the name. However, even though the name has changed, the BCVWD's authority comes from the Irrigation District Law of the State of California.

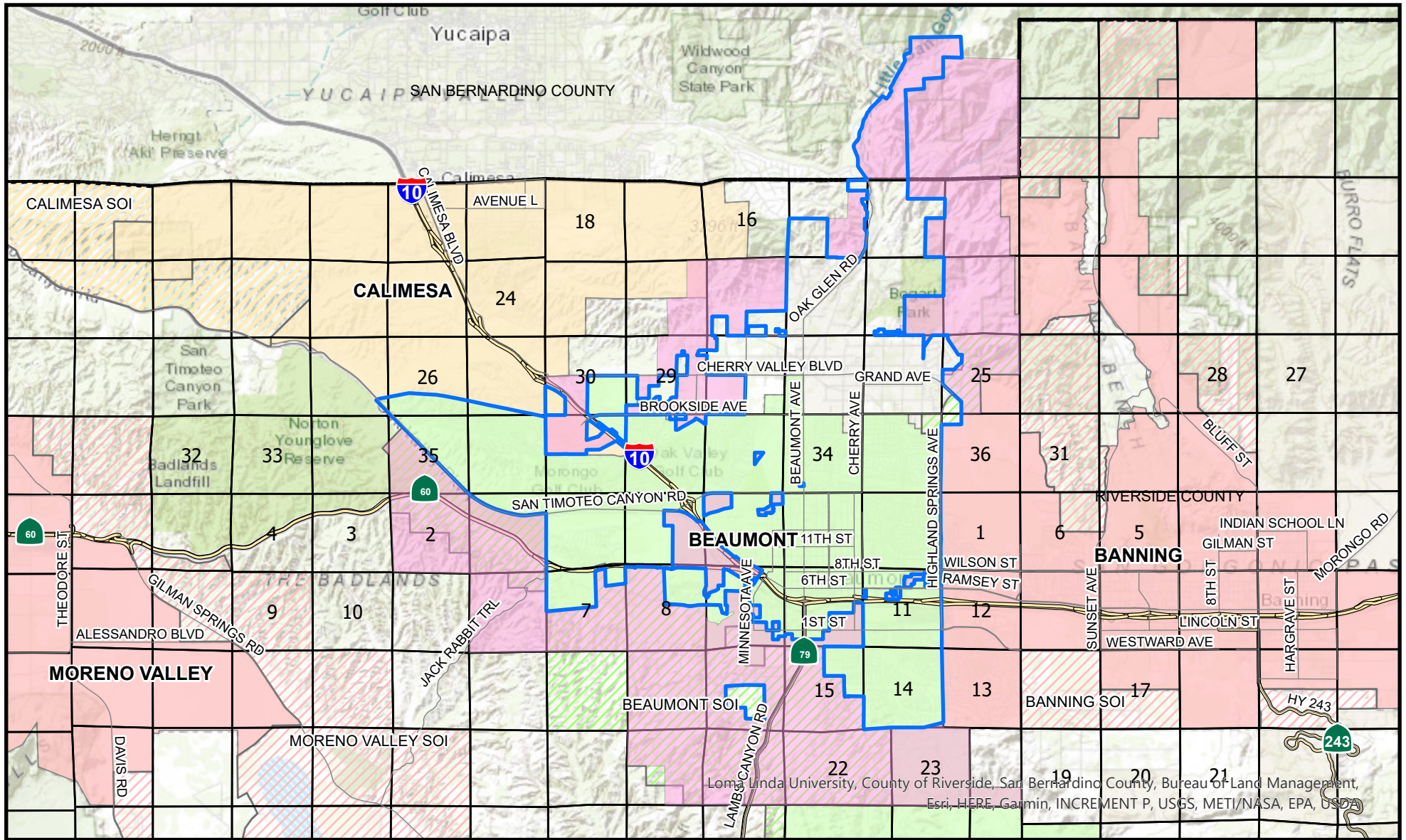
BCVWD owns approximately 1,524 acres of watershed land north of Cherry Valley along the Little San Gorgonio Creek (also known as Edgar Canyon) and Noble Creek. There are two stream diversion locations within Little San Gorgonio Creek that are in the Department of Water Resources, Division of Water Rights, database. The diversions have pre-1914 recorded water rights amounting to 3,000 miners inch hours (MIH) or approximately 45,000 acre-feet per year (AFY) of right for diversion of water for domestic and irrigation uses. However, BCVWD has never had a demand that requires such large quantities of water supply; and the watersheds may not be capable of supplying such quantities during an average year. The creeks/canyons have been used for water development via diversions for irrigation and domestic service since the latter part of the 1800s. Currently, BCVWD diverts water from Little San Gorgonio Canyon Creek into a series of ponds adjacent to the creek where it percolates and recharges the shallow aquifers in the Canyon. BCVWD's wells located in Edgar Canyon provide a significant portion of BCVWD's water supply.

Figure 5-1 shows BCVWD's present Service Boundary and Sphere of Influence (SOI). BCVWD's present service area covers approximately 28 square miles, virtually all of which is in Riverside County and includes the City of Beaumont and the community of Cherry Valley. BCVWD-owned watershed land extends across Riverside County line into San Bernardino County where BCVWD operates a number of wells and several reservoirs.

BCVWD's SOI, or ultimate service planning area, encompasses an area of approximately 37.5 square miles (14.3 sq. mi. are in the City of Beaumont). This SOI was established by the Riverside and San Bernardino County Local Agency Formation Commissions (LAFCOs). SOIs are established as a planning tool and help establish agency boundaries and avoid problems in service, unnecessary duplication of costs, and inefficiencies associated with overlapping service.

BCVWD's SOI is bounded on the west and north by the Yucaipa Valley Water District (YVWD) and on the east by the City of Banning. The northerly boundary of Eastern Municipal Water District (EMWD) is one mile south of the BCVWD's southerly SOI boundary. The area between EMWD and the BCVWD's SOI is not within any SOI and could be annexed to either BCVWD or EMWD. BCVWD's SOI in Little San Gorgonio Canyon follows Oak Glen Road. The area west of Oak Glen Road is within YVWD's SOI, and the area east of Oak Glen Road is within BCVWD's SOI.

The service area ranges in elevation from 2,095 feet above mean sea level in Fairway Canyon area of Beaumont on the southwestern boundary, to 2,900 feet in Cherry Valley, and to over 4,000 feet in the upper reaches of the SOI.



Source: County of Riverside; District, LAFCO

Legend

- Beaumont-Cherry Valley Water District Boundary
- Beaumont-Cherry Valley Water District Sphere of Influence (SOI)
- Sections

BEAUMONT HEIGHTS BUSINESS CENTRE PROJECT
NOTICE OF PREPARATION

Michael Baker
INTERNATIONAL



03/2024 - JN 198405

Beaumont-Cherry Valley Water District and Sphere of Influence

FIGURE 5-1

The area serves primarily as a “bedroom” community for the Riverside/San Bernardino Area and the communities east of Los Angeles County along the I-10 corridor.

5.1 Overview of BCVWD’s Water System and Operation

BCVWD owns and operates both a potable and non-potable water distribution system. BCVWD provides water and irrigation to users through the potable water system. BCVWD provides non-potable water for landscape irrigation of parks, playgrounds, school yards, street medians and common areas through its non-potable (recycled) water system.

Table 5-1 presents BCVWD 2023 potable and non-potable water connections and pumping amounts. The number of connections was 5,600 in year 2000, before the housing boom that encompassed Western Riverside County and particularly Beaumont.

Table 5-1 BCVWD Potable and Non-potable Water Connections and Deliveries 2023

	Potable Water	Non-Potable Water	Total
Number of Connections ^[1]	21,117	425	21,542
Average Annual, MGD ^[1]	10.4	1.1	11.5
Maximum Day, MGD ^[1]	20.3	4.1	NA
Total Demand, AF ^[2]	9,807	1,604	11,411

[1] BCVWD provided data from District records.

[2] The Total Demand shown does not include system losses.

5.2 Potable Water System

BCVWD’s potable water system is supplied by wells in Little San Gorgonio Creek (Edgar Canyon) and the Beaumont Basin (sometimes called the Beaumont Storage Unit or the Beaumont Management Zone). The BCVWD has a total of 24 wells (1 well is a standby). One of the wells, Well 26, can pump into either the potable water or the non-potable water system. Currently, it is pumping into the non-potable water system.

The Beaumont Basin is adjudicated and managed by the Beaumont Basin Watermaster. BCVWD augments its groundwater supply with imported State Project Water from the SGPWA which is recharged at BCVWD’s recharge facility at the northeast corner of Brookside Avenue and Beaumont Avenue. The Beaumont Basin Adjudication requires that the extracted amount of water from the Basin must be replaced.

Wells in Edgar Canyon have limited yield, particularly in dry years, and take water from shallow alluvial and fractured bedrock aquifers. Wells in the Beaumont Basin are large capacity and pump from deep aquifers – some as deep as 1,500 ft below the ground surface. The Edgar Canyon wells are very inexpensive to operate and are the preferred source due to there being no replenishment requirement like the Beaumont Basin; however, those wells are not able to meet the current average day demand. The Edgar Canyon wells pump to a gravity transmission main that extends the full length of the District-owned properties in Edgar Canyon. The

transmission main connects to the distribution system in Cherry Valley. Water from the Edgar Canyon Wells, which is not used in the developed areas adjacent to Edgar Canyon or Cherry Valley, is transferred to lower pressure zones serving the City of Beaumont. The Edgar Canyon Wells provide about 15 to 20 percent of the total annual supply; the rest is pumped from wells in the Beaumont Basin supplemented by recharged imported water.

BCVWD has two active stream diversion locations within Little San Gorgonio Creek (Edgar Canyon) that are in the State Water Resources Control Board, Division of Water Rights database (S014351, S014352). The diversions have pre-1914 recorded water rights amounting to 3,000 miner's inch hours (MIH) or approximately 45,000 AFY of right for diversion of water for domestic and irrigation uses. These date back to the early history of the District. However, the District has never had a demand that requires such large quantities of water supply; and the watersheds may not be capable of supplying such quantities during an average year. At the present time, the District currently diverts streamflow in Edgar Canyon to a series of percolation ponds which recharge the shallow wells in Edgar Canyon. This water is then extracted for domestic purposes.

BCVWD's total well capacity (Edgar Canyon and Beaumont Basin) is about 27.5 mgd with the largest well out of service, which is greater than the current 20.3 mgd maximum day demand (2023). The District has 11 pressure zones and 14 reservoirs (tanks) ranging in size from 0.5 MG to 5 MG. Total storage is approximately 22 MG –just over two average days or just over one maximum day. The reservoirs provide gravity supply to their respective pressure zones. The BCVWD's potable system is constructed such that any higher zone reservoir can supply water on an emergency basis to any lower zone reservoir. There are booster pumps in the system to pump water up from a lower pressure zone to a higher pressure zone also.

The transmission system in the main pressure zones is comprised of 24-in diameter pipelines (there are some 30-in diameter pipelines at some reservoirs). The bulk of the transmission system is ductile iron pipe with cement mortar lining and was installed in the last 15 to 20 years. There are a number of small distribution lines (4-in and smaller) that are gradually being replaced over time with minimum 8-in diameter ductile iron pipe. All developments, since the early 1980s, have installed mortar lined, ductile iron pipe. The distribution system is capable of providing over 4,000 gallons per minute (gpm) fire flow in the industrial/commercial areas of the service area.

5.3 Imported Water and Recharge Facilities

Around 2001, BCVWD began investigating an 80-acre site on the east side of Beaumont Avenue between Brookside Avenue and Cherry Valley Boulevard as a location for a facility to recharge captured storm flow and imported water. After extensive hydrogeologic investigations, including pilot testing, the BCVWD eventually purchased the site (known as the Oda Property) and developed Phase 1 of the recharge facility on the westerly half of the site. The Phase 1 facilities were completed and went online in late summer 2006. Phase 2 of the recharge facility was completed in 2014. The 80-acre site has excellent recharge capabilities with long-term percolation rates around 7 to 10 acre-ft/acre/day, with proper maintenance.

The BCVWD completed construction of a 24-in pipeline from the SGPWA turnout on East Branch Extension (EBX) of the State Water Project to the District's recharge facilities in 2006. A metering station was installed at the turnout at Noble Street and Orchard Street and BCVWD

began taking imported water deliveries from SGPWA for recharge in September of 2006. In 2019, the EBX facility was expanded to allow for additional imported water capacity. Since its operation in 2006 through the end of 2023, nearly 131,136 acre-ft (about 42.7 billion gallons) of imported water have been recharged. As of the end of 2023, BCVWD has 32,844 acre-ft “banked” in the Beaumont Basin; this is more than a three-year supply. From 2020 to 2022, the region experienced a severe drought which required the BCVWD to extract supplies from its storage account.

The BCVWD also recently worked with Riverside County Flood Control and Water Conservation District to complete the construction of the MDP Line 16 Project, which will allow the BCVWD to capture and recharge stormwater at the Phase 2 recharge facilities. This Project was recently completed and the expected volume of stormwater able to be recharged is approximately 250 AFY.

5.4 Non-potable (Recycled) Water System

Currently, BCVWD has over 40 miles of non-potable water transmission and distribution pipelines (6-in and larger) in-place. This construction has occurred since about 2002. A 24-in diameter ductile iron pipeline forms a loop around the City of Beaumont. The system includes a 2-million gallon recycled (non-potable) water reservoir which provides gravity storage and pressurization for the system. The 2 MG non-potable water reservoir is configured to receive potable water or untreated State Project Water (SPW) through air gap connections. The non-potable water system can have a blend of recycled water, imported water, non-potable groundwater, and potable water. The 2 MG reservoir is located at the BCVWD’s groundwater recharge facility at Beaumont Avenue between Brookside Avenue and Cherry Valley Boulevard. There are about 425 existing irrigation connections to the non-potable water system receiving about 1,600 acre-ft of water based on 2023 water meter records. The effects of increased development in the BCVWD’s service area impacted the non-potable system, also.

A large part of the non-potable water system is currently supplied from Well 26 and supplemented with potable water which is introduced into the 2 MG non-potable water tank through an air gap connection. The non-potable water system in the Tournament Hills, Fairway Canyon and Olivewood areas are currently supplied with potable water through temporary interconnections between the potable and non-potable water system.

BCVWD is currently working with the City of Beaumont to secure recycled water for use in the non-potable water system. The City completed the expansion and upgrade of its existing wastewater treatment facility in 2021 to bring it to 6 MGD capacity and installed a new membrane bioreactor (MBR) treatment unit followed by reverse osmosis membrane treatment. A brine line from the treatment plant to the Inland Empire Brine Line (IEBL) in San Bernardino was constructed in 2020. Upon the availability of recycled water from the City, the non-potable system will be completely severed from the potable system.

A memorandum of understanding between BCVWD and the City for recycled water purchase and use was signed in July 2019 and the City and BCVWD are in the process of finalizing an agreement for purchase of recycled water through an ad-hoc committee consisting of City Council members and BCVWD Board Members.

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Water Supply Assessment

When the demand for recycled water for landscape irrigation is less than the supply available (winter months), BCVWD may ultimately recharge surplus recycled water at BCVWD's groundwater recharge facility or some alternative facility with appropriate treatment and permits.

Recycled water use and recharge is permitted by the Beaumont Basin Adjudication.

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6 UPDATED BCVWD WATER DEMANDS IN SERVICE AREA

In 2018, BCVWD developed a series of White Papers (White Papers No. 1 through 7) that evaluated water supply, water demands, current and future water supply costs, funding requirements and funding strategies considering both BCVWD’s service area and the SGPWA as a whole. The results of this series of White Papers indicated that the regional imported water demands in BCVWD’s 2020 may be overstated, primarily because of over-aggressive growth in demand, and limited consideration of recent state- mandated conservation and indoor water use requirements.

Table 6-1 shows the population growth in the City of Beaumont and Cherry Valley from 1980 to 2020.

Table 6-1 City of Beaumont and Cherry Valley Historical Population

Year	1980	1990	2000	2005	2010	2015	2020	2023 [2]
City of Beaumont [1]	6,818	9,685	11,384	19,105	36,877	43,370	53,036	57,844
Cherry Valley [1]	5,012	5,945	5,891	6,126	6,362	6,595	6,509	6,554
Total [1]	11,830	15,630	17,275	25,231	43,239	49,965	59,545	64,438

[1] Data from Table 3-4 in the 2020 BCVWD UWMP

[2] Estimated population data from U.S. Census Bureau

The data in above table shows a very rapid growth for the City of Beaumont and Cherry Valley between the years 2000 to 2023. Nearly 2/3 of this growth occurred between 2000 and 2010 based on building permits issued by the City of Beaumont. The high rate of growth decreased after 2010 following the economic turndown in the U.S. and California in 2008 which continued for several years. The rate of growth in the District’s service area has increased again after 2015 after the start of the economic recovery. The population in Cherry Valley remained relatively constant since 1990. The community of Cherry Valley did not experience the same growth spurt that occurred in the City of Beaumont and other areas in Western Riverside County.

Review of the City of Beaumont’s Major Project Status Report listed five (5) projects that were currently under development (on-going construction). The housing units yet to be constructed within the limits of BCVWD or the sphere of influence will probably increase the population of the area more than what was expected before.

Table 6-2 presents the current and projected population in BCVWD area.

Table 6-2 Current and projected population of City of Beaumont and Cherry Valley

Year	2020	2023 [2]	2025	2030	2035	2040	2045
City of Beaumont [1]	53,036	57,844	58,467	65,901	73,901	80,335	86,266
Cherry Valley [1]	6,509	6,554	7,682	7,838	8,005	8,197	8,290
Total [1]	59,545	64,438	66,149	73,739	81,906	88,532	94,556

[1] Data from Table 3-4 in the 2020 BCVWD UWMP

[2] Estimated population data from U.S. Census Bureau

Beaumont Heights Business Center
Water Supply Assessment

Based on the projected populations in the District’s service area, it is estimated that the total (potable, non-potable and recycled) water demands will increase to about 20,660 AFY by 2045 (including estimated losses). This results in an increase in demand of about 50% over the next 25 years (shown in Table 6-3). It should be noted that table 6-3 does not include the water demands required for this project.

Table 6-3 Data from Table 7-6 in the BCVWD 2020 UWMP [1]

Year	2020	2023 [2]	2025	2030	2035	2040	2045
Potable Water, Raw, Other Non-Potable, AF	13,818	12,010	14,972	15,698	16,391	17,285	18,082
Recycled Water Demand, AF	0	0	1,957	2,175	2,478	2,561	2,578
Total, AF	13,818	12,010	16,929	17,873	18,869	19,846	20,660

[1] Data from Table ES-2, the BCVWD 2020 UWMP.

[2] BCVWD provided data from District records.

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7 IMPORTED WATER DATA/SUPPLY DATA

7.1 BCVWD's Source of Supply

BCVWD water supply consists of:

- **Edgar Canyon (Little San Gorgonio Creek) Groundwater** – BCVWD has long-term records on pumping. From 1957 to 2020, a period of 64 years, the average production from the Edgar Canyon Wells is 1,881 AFY. However, prior to 1983, the ability to utilize the water pumped from Edgar Canyon was limited due to a lack of sufficient conveyance capacity to deliver water from Edgar Canyon to Cherry Valley and Beaumont. In 1983, the District installed the 14-in Edgar Canyon Transmission Main which enabled larger quantities of water to be conveyed from Edgar Canyon to Cherry Valley and Beaumont. From 1983 to 2020, a period of 38 years, the average amount pumped was 2,073 AFY. This is far more indicative of Edgar Canyon's ability to produce water. According to the BCVWD 2020 UWMP the Edgar Canyon Wells produced about 10% of the District's annual demand (potable and non-potable) in 2020.
- **Beaumont Basin**
 - Overlier Potable and Non-Potable Water Forbearance – is credited to a water supplier by Watermaster for any potable and/or recycled water provided to an overlying party or an overlying party's land. The overlier forbears pumping the equivalent amount of water supplied and the appropriator then has the right to pump the volume of water forgone by the overlier. This is done through the Beaumont Basin Watermaster who transfers forgone water to the appropriator's roundwater storage account on an annual basis.
 - Reallocated Unused Overlier Pumping Rights – All of the "safe yield" from the Beaumont Basin is allocated to the overlying parties (overliers). Each overlier was given a share of the safe yield and was allowed to pump no more than five times that share in any five-year period. Most, if not all, of the overlies do not pump their entire share of the safe yield. The amount of groundwater not produced by an overlying party shall be available for allocation to appropriators in accordance with their percentage shares of unused safe yield stated in the Adjudication Exhibit C12. BCVWD's share is 42.51% of the unused overlier pumping rights. The Beaumont Basin Watermaster administers this reallocation and transfers the appropriate amounts into the appropriators' storage accounts on an annual basis.
 - Return Flow Credits – Return flow is defined as the portion of water which is applied to the land which is not evaporated or evapo-transpired and which ultimately percolates (returns) to the groundwater table and which can be re-extracted for use. Return flows originate from irrigation of agricultural land and lawns and landscaped areas in rural and urban settings and from deep percolation of septic tank effluent in unsewered areas, e.g., Cherry Valley. In most adjudicated groundwater basins, credit is given to the supplier of water which is used on land overlying the groundwater basin and which percolates back or "returns" to the groundwater. Watermaster provided annual return flow

estimates from various land uses in Table 3 of the Safe Yield Report and were used in estimating current and future return flow credits.

- Storm Water – Stormwater capture plays a significant role in BCVWD’s local water resources supply development. Diverted stormwater is/will be routed to percolation ponds capable of recharging the groundwater basins. The District currently has stormwater diversion located in the Upper and Middle of Edgar Canyon
 - Potential Stormwater Capture Projects – The District has a number of potential stormwater capture projects.
- **Non-Potable Groundwater**
 - Mouth of Edgar Canyon (Potential) – High nitrate groundwater located at the mouth of Edgar Canyon can supplement the recycled water/non-potable water system flow in the summer, high demand months, making well water available for potable water use. BCVWD believes as much as 300 AFY can be captured and reused.
 - San Timoteo Creek (Potential) – San Timoteo Canyon Extraction Wells to capture groundwater from the Beaumont Basin flowing into San Timoteo Canyon and also to capture City of Beaumont wastewater flow discharged to Cooper’s Creek once the water has percolated and is no longer available for habitat maintenance. It is estimated that 400 to 800 AFY can be captured and put into the recycled water/non-potable water system to meet summertime demands.
 - Recycled Water – The District is currently in the process of finalizing its Non-Potable Water Master Plan, which includes more current non-potable system facility requirements and recycled water supply projections. The non-potable/recycled water supply data provided in this WSA addendum are consistent with the District’s 2020 UWMP. The non-potable/recycled water supply projections are considered draft as of the date of approval of this Addendum 1. Data from the BCVWD 2020 UWMP is used for consistency.

BCVWD is currently working with the City of Beaumont to distribute Title 22 recycled water produced at the City of Beaumont’s Treatment Plant No. 1. Phase 1 of the City’s wastewater treatment plant construction has been completed, increasing the rated capacity from 4 MGD to 6 MGD. Process upgrades include redundant coarse screens, a grit removal system, a flow equalization basin, a fine screen system, an activated sludge process coupled with a new MBR system followed by a partial RO, and a new UV disinfection system. Another component to the treatment facility upgrades is the construction of a 12-inch diameter gravity pipeline from the Beaumont WWTP to the nearest connection point in the Inland Empire Brine Line (IEBL) to dispose of the brine waste generated by the upgraded treatment facility. Construction of the brine line was completed around early 2020 and is approximately 23 miles long.

Historically, the City of Beaumont’s effluent has experienced TDS concentrations of about 400 mg/L, which is an excess of the Regional Board’s Maximum Benefit Water Quality Objectives for the Beaumont Basin. With the implementation of the reverse osmosis system, the recycled water from the City will be treated to a high-level and should have no issue in achieving the Maximum Benefit Water Quality Objectives.

Table 7-1 below lists the estimated recycled water produced, the recycled water that must be reserved for habitat mitigation (1.8 mgd), and the net amount of recycled water available for recycling. Please note that not all the wastewater can be recycled due to onsite recycled water demands and reject water from the reverse osmosis process.

Table 7-1 Recycled Water Available from City of Beaumont’s WWTP

Year	2020	2025	2030	2035	2040	2045
Wastewater Flow, mgd	3.62	4	4.36	4.87	4.93	4.89
Environmental Mitigation Flow, mgd	1.8	1.8	1.8	1.8	1.8	1.8
Wastewater available for Recycling, mgd	1.82	2.2	2.56	3.07	3.13	3.09
Estimated amount which can be recycled, mgd	1.45	1.8	2.13	2.58	2.64	2.6
Estimated amount which can be recycled, AFY	1,630	2,017	2,381	2,892	2,955	2,915

Data from Table 6-15 in the BCVWD 2020 UWMP

- Imported Water from SGPWA** – The amount of imported water which BCVWD is able to purchase and recharge is only the amount left over after YVWD, the City of Banning, and others have purchased the amount each needs to meet their demands and banking. The amount available from the SGPWA collectively is discussed later in this WSA. BCVWD has entered into an agreement, and participated financially, with the SGPWA for a share of the yield from the Sites Reservoir Project. This is discussed later in this WSA.

For the normal year, there is more than enough supply to meet the demand and BCVWD can bank water in the Beaumont Basin, which will be needed during dry periods. As noted in Table 7-2, demand totals include BCVWD’s imported water banking to ground water storage for drought proofing. Any additional supply available after all demands have been satisfied would be recharged and added to BCVWD’s storage account. A summary of the Water Supply Assessment for an average year is indicated below in Table 7-2.

Table 7-2 Water Supply Assessment for Normal Year Conditions ^[1]

	YEAR				
	2025	2030	2035	2040	2045
DEMAND					
Potable Water Demand, AFY	13,196	14,252	15,391	16,285	17,082
Drought Proofing, AFY	1,500	1,200	1,000	1,000	1,000
Beaumont Heights Business Center Potable Water Demand	58	58	58	58	58
Beaumont Heights Business Center Non-Potable Water demand	237	237	237	237	237
Supplemental Water to Non-Potable System, AFY	276	246	-	-	-
Non-Potable Water Demand, AFY	1,957	2,175	2,478	2,561	2,578
Total Water Demand, AFY	17,224	18,168	19,164	20,141	20,955
LOCAL SUPPLY					
Potable Groundwater					
Edgar Canyon, AFY	2,073	2,073	2,073	2,073	2,073
Beaumont Basin Groundwater Available					
Overlier Potable Forebearance, AFY	-	67	264	384	384
Overlier Non-Potable Forebearance, AFY	471	480	1,123	1,158	1,158
Reallocation of Unused Overlier Rights, AFY	1,322	1,286	1,165	1,099	1,099
Return Flow Credits, AFY	280	514	868	922	1,155
Storm Water, AFY	185	535	535	535	535
Non-Potable Groundwater					
Mouth of Edgar Canyon, AFY	-	-	300	300	300
San Timoteo Creek, AFY	-	-	600	600	600
Recycled Water Available, AFY	2,017	2,381	2,892	2,955	2,915
Subtotal Local Supply, AFY	6,348	7,335	9,820	10,026	10,219
BCVWD's Share of Imported Supply					
Table A Allocation (58%), AFY	7,877	7,184	6,653	5,860	5,248
Yuba Accord, AFY	182	166	154	135	121
AVEK Nickel, AFY	1,335	1,217	1,127	993	889
Ventura, AFY	4,553	4,153	3,845	3,387	-
SGPWA Carryover Water, AFY	2,368	2,159	2,000	1,761	1,577
Sites Reservoir, AFY	-	-	3,037	5,623	7,911
Additional SWP Transfers/Exchanges, AFY	455	415	385	339	303
Subtotal Imported Supply (Normal Conditions), AFY	16,770	15,294	17,201	18,098	16,049
Total Supply, AFY	23,118	22,629	27,021	28,124	26,268
From (To) Banked Beaumont Basin Storage, AFY	(5,894)	(4,461)	(7,857)	(7,983)	(5,313)

[1] Modified Table 7-8 from the BCVWD 2020 UWMP to include Ventura Water and tables 4-1 and 4-2

8 SUPPLY VERSUS DEMAND ANALYSIS

8.1 BCVWD Normal Year Comparison

Sections 6 and 7 presented the water demand and water supply requirements, including imported water, under average hydrologic conditions for BCVWD. The 2020 SGPWA UWMP quantified the imported water demands on the SGPWA from BCVWD and the other member agencies of the SGPWA. SGPWA will have enough, or has made commitments for or taken steps to acquire, imported water supply to meet its needs to year 2045 and beyond. Since BCVWD's demands and imported water requirements are included in SGPWA's demands, including imported water, it can be concluded that BCVWD has sufficient supply and imported water to meet demands beyond 2045 under average demand and supply conditions.

According to the 2020 SGPWA UWMP, 28.6% of the Sites Reservoir Project yield, (4,000 AFY/14,000 AFY) is committed to BCVWD by virtue of BCVWD's financial commitment to the Sites Reservoir Project Phase 1 and Phase 2 - 2019.

Figure 8-1 shows BCVWD's demand is less than the available supply. Figure 8-1 is based on the data in Table 6-16. Figure 8-2 shows the accumulated volume in BCVWD's Beaumont Basin groundwater storage account. By 2045, the storage account is significantly full (58,700 AF in storage). Figure 8-2 has been updated to account for the loss of storage due to the drought from 2020 – 2022. Table 6-16 indicates that BCVWD's imported water demand will be 10,440 AFY in 2045; this means that BCVWD is projected to have 7.1 years of imported water demand in storage which can be used to supply water during drought periods even if no SPW is available.

Figure 8-1: BCVWD's Water Supply and Demand Projection to 2045

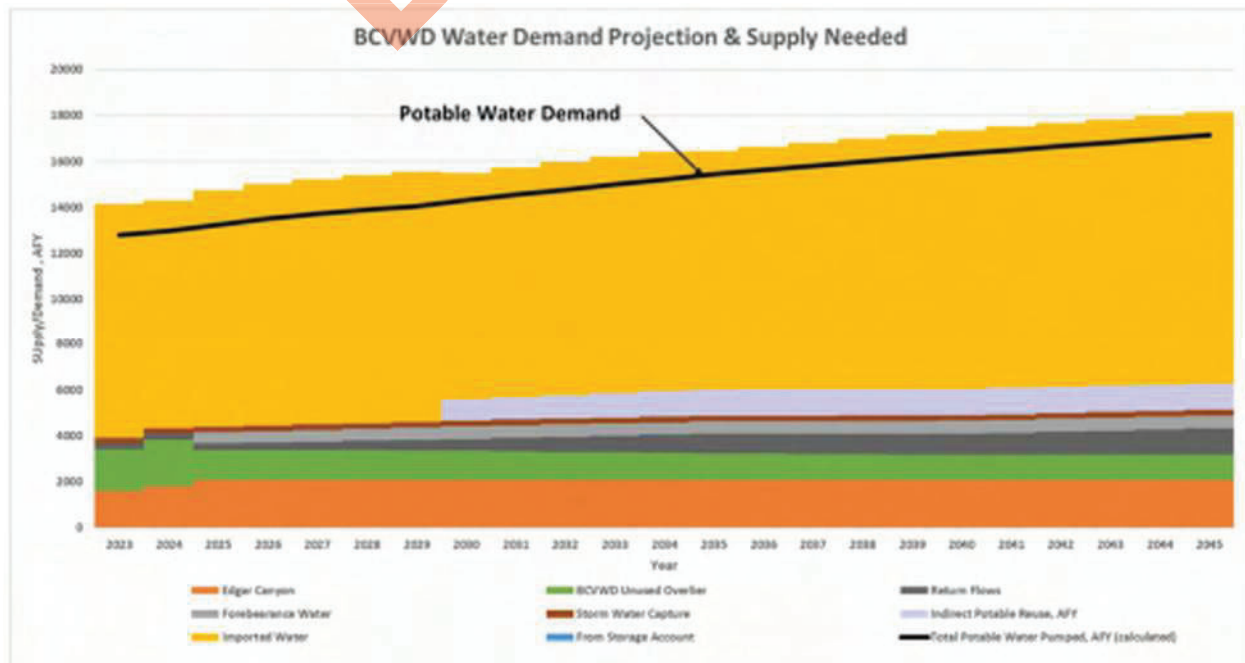
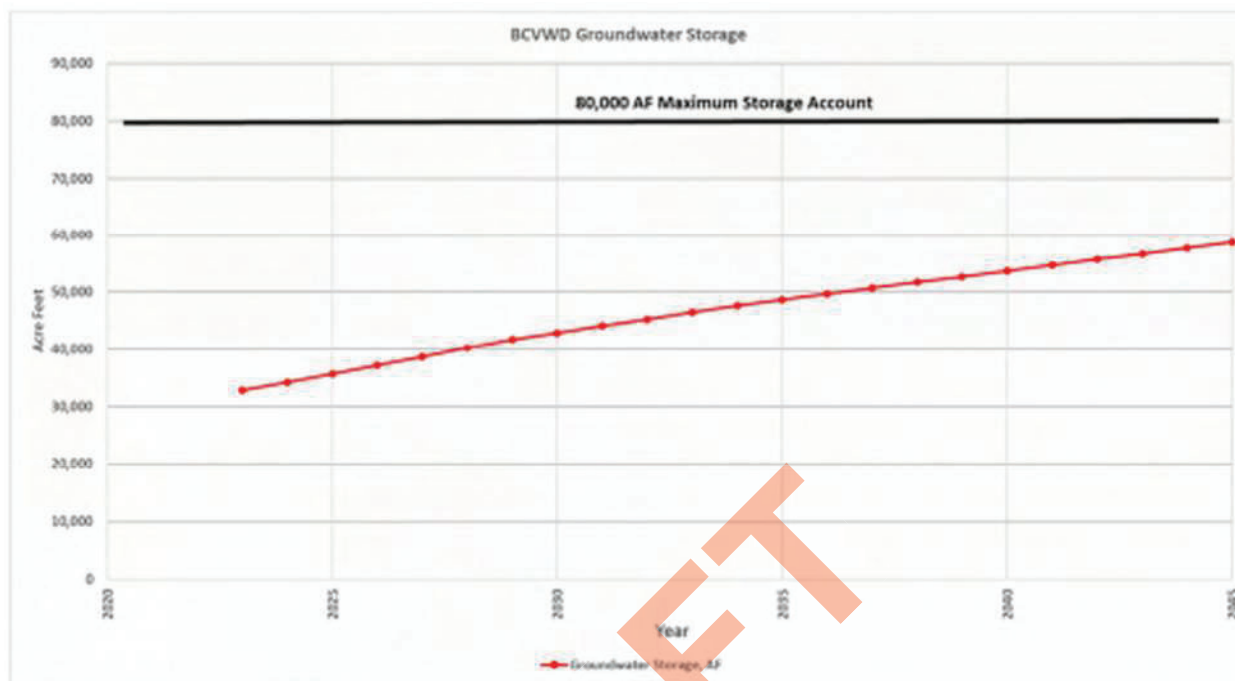


Figure 8-2: BCVWD’s Groundwater Storage Balance to 2045



During any normal year conditions (normal is synonymous with average long term supply conditions), the District can expect a surplus in supply, which is ultimately stored in the District’s groundwater storage account for drought proofing. A comparison of the District’s present and projected supplies and demands is shown below in Table 8-1.

Table 8-1 Normal Year Supply and Demand Comparison [1]

YEAR	2020	2025	2030	2035	2040	2045
Supply Total, AFY	14,246	23,118	22,629	27,021	28,124	26,268
Demand Total, AFY	14,114	17,224	18,168	19,164	20,141	20,955
Surplus (Shortfall), AFY	132	5,894	4,461	7,857	7,983	5,313

[1] Data from tables 4-1, 4-2, and 7-2 of this WSA; and Table ES-3 of the BCVWD 2020 UWMP, modified to include Ventura Imported Water Supply for 2025 and beyond.

8.2 Summary of Member Agency Imported Water Demands on SGPWA

Table 8-2 includes a projected amount of imported water for member agencies in SGPWA that are not currently taking SPW. These amounts were taken from SGPWA’s 2020 UWMP. BCVWD believes these amounts are conservative considering the growth rates in the SGPWA Area.

Table 8-2 Regional Summary of Spreadsheet Supply-Demand Model for SGPWA [1]

Demand or Supply	Year				
	2025	2030	2035	2040	2045
Potable Water Demand Banning, YVWD (Calimesa), BCVWD, Potable and Non-Potable, AFY	39,094	40,600	42,050	43,388	44,473
Local Supply Banning, YVWD (Calimesa), BCVWD, AFY	26,005	26,094	27,671	26,934	26,203
Imported Water Demand, AFY	19,277	19,262	22,530	24,733	23,880
Total Imported Water and Local Supply, AFY	45,282	45,356	50,201	51,667	50,083
Total To (From)_ Regional Groundwater Storage, AFY	6,188	4,756	8,151	8,279	5,610
SGPWA Imported water demands for those agencies not currently taking imported water, from SGPWA 2020 UWMP, AFY	3,400	3,600	3,900	4,100	4,300
Total Imported Water Demand, AFY	22,677	22,862	26,430	28,833	28,180

[1] Taken data from City of Banning 2020 UWMP Table 7.1, YVWD 2020 UWMP Table 11-28, and 7-2.

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9 AVAILABLE IMPORTED WATER

9.1 State Water Project Overview

9.1.1 Table A Allocations

SGPWA's Table A Annual Amount is 17,300 acre-feet per year up through the 2045 UWMP planning horizon. SGPWA's Table A represents a maximum contract amount that could be available each year assuming that the SWP could deliver 100% contract supplies to all SWP contractors. Though not shown on Table 9-1, 2023 was a 100% allocation year. Prior to 2023, the last 100% allocation year occurred in 2006. Currently, the Table A Allocation for 2024 is 40%. SGPWA's SWP Contract has numerous components that allow SGPWA to manage and control the annually available SWP water supplies.

More often than not, actual SWP allocations are less than 100% SGPWA's Table A Annual Amount. Annual SWP percentage Table A allocations fluctuate based upon hydrology, water storage, and regulatory criteria in the Delta. Table 9-1 below shows the SGPWA Table A Annual Amount from 2010 through 2020, the SWP allocation percentage, and the final available Table A allocation from 2010-2020. During this period, the SGPWA received on average 8,335 acre-feet, or about 48% of the Table A contract amount. It is important to recognize that this period included a significant and recent drought event.

Table 9-1 SWP Table A Allocations and Deliveries ^[1]

Year	SWP Contract Table A	Percent Allocation	Allocation Amount
2010	17,300	50%	8,650
2011	17,300	80%	13,840
2012	17,300	65%	11,245
2013	17,300	35%	6,055
2014	17,300	5%	865
2015	17,300	20%	3,460
2016	17,300	60%	10,380
2017	17,300	85%	14,705
2018	17,300	35%	6,055
2019	17,300	75%	12,975
2020	17,300	20%	3,460

[1] Taken from Table 3-1 in the 2020 SGPWA UWMP.

The single dry year characterization and five consecutive dry year characterization for the SWP supplies are also an important consideration in SGPWA's UWMP. The 2017 and 2019 DCR represent the single driest year as 1977 with an 8% SWP allocation estimate in 2017 DCR and a 7% SWP allocation estimate in 2019 DCR. The single lowest historical SWP allocation occurred in 2014 at 5%, and this 5% allocation is also representative of the 2021 Table A Allocation. As such, to be conservative in its projections, SGPWA will use 5% of 17,300 acre-

feet or 865 acre-feet per year as the single dry year allocation through 2045 as depicted in Table 9-2 and 9-3.

Table 9-2 SWP Future Table A Projected Water Year Deliveries During Single and Multi-Year Drought Conditions (AFY) ^[1]

Table A	Year Type	Amount
Normal		10,034
Single Dry Year		865
Multi-Year Drought	Year 1	6,055
	Year 2	865
	Year 3	865
	Year 4	3,460
	Year 5	6,055

[1] Taken from Table 3-3 in the 2020 SGPWA UWMP.

The 2019 DCR also identifies various drought periods for purposes of characterizing SWP allocation percentages that would accompany those drought periods. The averaging of the allocations over the course of the drought period is not representative of SGPWA drought planning purposes. SGPWA will use the following drought characterization for its short-term and long-term planning: year 1 at 35%; year 2 at 5%; year 3 at 5%; year 4 at 20%; and year 5 at 35%. SGPWA examined the historical record and determined that there was no representative five consecutive year historical SWP delivery dry period that adequately reflects a potential future five-year critical drought condition that could drastically reduce SWP supply deliveries for SGPWA’s service area. As such, taking a more conservative planning approach, SGPWA created a more restrictive dry year characterization that adequately represents a critical drought over five consecutive years. In this dry year modeled sequence, two consecutive critically dry years are bounded by Table A allocations that are reflected in the recent historical record. Table 9-3 shows the normal year, single dry year, and five consecutive dry years planned SWP Table A Allocation for San Gorgonio Pass Water Agency through 2045.

Table 9-3 Future SWP Allocations by Year Type Through 2045 (AFY) ^[1]

Total Supply	2025	2030	2035	2040	2045
Normal	10,034	10,034	10,034	10,034	10,034
Single Dry Year	865	865	865	865	865
Multi-Year Drought	Year 1	6,055	6,055	6,055	6,055
	Year 2	865	865	865	865
	Year 3	865	865	865	865
	Year 4	3,460	3,460	3,460	3,460
	Year 5	6,055	6,055	6,055	6,055

[1] Taken from Table 3-4 in the 2020 SGPWA UWMP.

9.1.2 Table Carryover Water

SGPWA’s SWP Contract allows it to forego use of its allocated SWP Table A supply and retain a portion of that allocated supply in storage for future use. This retained supply is termed “Carryover” and is governed under Article 56 of SGPWA’s SWP contract. Carryover water is water that is released from Oroville dam and reservoir, re-diverted at the Delta, and then stored in San Luis Reservoir – an off-stream reservoir located just outside the City of Santa Nella at the junction of Interstate 5 and California State Highway 152. San Luis Reservoir is jointly owned

and operated by the state and federal governments and all SWP contractors may use the storage facility to manage Carryover water supplies. In short, the San Luis Reservoir receives, regulates, and stores exported water derived from the State Water Project and Federal Central Valley Project.

The amount of water that SGPWA may carryover in any given year is subject to a set of rules that implicate all SWP contractors throughout California. In brief, SGPWA delivers its Table A supplies to Carryover in San Luis Reservoir with an expectation that it will be able to divert all or a portion of these supplies in a subsequent year. In the event that water supplies are abundant, San Luis Reservoir may “spill.” When San Luis Reservoir reaches a “spill” stage, DWR releases SGPWA’s Carryover in accordance with the aforementioned rules as they apply in the context of all entities with stored water in San Luis Reservoir. Nevertheless, over the last 10 years SGPWA has retained a portion of its Table A Allocation as Carryover even in the driest years and continues to maintain a Carryover balance. Table 9-5 shows SGPWA’s Carryover balance from 2010 through 2020.

Table 9-4 SGPWA Historic SWP Carryover Storage and Use (AFY) ^[1]

Year	Source	Available Carryover
2010	97-12 Historic Delivery Database	2,719
2011	97-12 Historic Delivery Database	4,535
2012	97-12 Historic Delivery Database	4,956
2013	Finalization Report	5,277
2014	Finalization Report	5,264
2015	Finalization Report	954
2016	Finalization Report	936
2017	Finalization Report	1,700
2018	Finalization Report	5,159
2019	Finalization Report	2,668
2020	Finalization Report	4,211

[1] Taken from Table 3-5 in the 2020 SGPWA UWMP.

The Carryover supplies noted in Table 9-4 combine a number of water management factors that impact SGPWA’s overall water supply availability. For example, where SGPWA is able to acquire additional water assets in normal and wet year types, SGPWA may carryover SWP supplies to water shortage years for use. Moreover, where SGPWA may acquire alternative supplies through transfers and exchanges, even in the driest years, the Agency may then manage its supply portfolio to preserve Carryover supplies for later use. For instance, in 2015, the SGPWA stored 954 acre-feet of water supplies as Carryover when SWP allocations were at the lowest historical allocation on record – five percent (5%) – in the 2014 water year (see Table 9-1). Similarly, in 2015 – a 20% allocation year – SGPWA was able to carryover 936 acre-feet of water into the 2016 water year by acquiring alternative supplies and flexibly managing regional supplies in coordination with the retail agencies. SGPWA’s management actions coordinated the Agency’s available water supply portfolio in these years with the regional retail agencies water supply portfolios and water conservation efforts in order to preserve SWP supplies for future uses.

The SGPWA will have access to its Table A Carryover supplies in future years based upon the hydrological and regulatory conditions. The Table A Carryover supplies result from a number of

variables that are tied to the SWP Table A annual percent allocation, operations in San Luis Reservoir, and water supply management by SGPWA throughout its service area. In wet years, SGPWA carries over substantial supplies that are considered in the annual carryover numbers.

Accordingly, water years 2013 through 2017 above are representative of a five-year Carryover supply availability for SGPWA – and include 2014 and 2015 two of the driest years on record. Furthermore, SGPWA conservatively estimates future Carryover supplies in a normal year to be approximately 5,200 acre-feet similar to 2013, 2014, and 2018 and carryover in a single dry year to be just over 900 acre-feet like 2015 and 2016. These supplies are estimated based upon typical SWP management in a normal year in context of SGPWA’s total water supply portfolio. The future normal year Carryover supply represents approximately half of SGPWA’s normal year carryover number as noted in Table 9-4 but other years represent Carryover supplies that may result from additional SGPWA multi-year management actions that allow Carryover supplies to be available in these year types. Table 9-5 shows the Carryover supplies through 2025 and Table 9-6 shows the representative Table A Carryover supplies through 2045.

Table 9-5 Carryover Supplies Through 2025 (AFY) ^[1]

Table A	Year Type	Amount
	Normal	3,000
	Single Dry Year	936
Multi-Year Drought	Year 1	3,000
	Year 2	2,500
	Year 3	954
	Year 4	936
	Year 5	1,700

[1] Taken from Table 3-6 in the 2020 SGPWA UWMP.

Table 9-6 Future Available Table A Carryover Supplies (AFY) ^[1]

Total Supply	2025	2030	2035	2040	2045
Normal	3,000	3,000	3,000	3,000	3,000
Single Dry Year	936	936	936	936	936
Multi-Year Drought	Year 1	3,000	3,000	3,000	3,000
	Year 2	2,500	2,500	2,500	2,500
	Year 3	954	954	954	954
	Year 4	936	936	936	936
	Year 5	1,700	1,700	1,700	1,700

[1] Taken from Table 3-7 in the 2020 SGPWA UWMP.

9.1.3 Delta Conveyance Project Future SWP Increment

The Delta Conveyance Project, if implemented, would increase the future reliability of SGPWA water supplies derived from the SWP. Consistent with Executive Order N-10-19, in early 2019, the state announced a new single tunnel project, which proposed a set of new diversion intakes along Sacramento River in the north Delta for SWP. In 2019, the California Department of Water Resources (DWR) initiated planning and environmental review for a single tunnel Delta Conveyance Project (DCP) to protect the reliability of State Water Project (SWP) supplies from the effects of climate change and seismic events, among other risks. DWR’s current schedule for the DCP environmental planning and permitting extends through the end of 2024. DCP will

potentially be operational no later than 2040 following extensive planning, permitting, and construction.

SGPWA anticipates that the DCP will increase access to water assets by providing conveyance opportunities that are currently unavailable. SGPWA recently increased its investment in the DCP from 1.22% to 2% of project capacity in order to improve future conveyance actions related to its water asset portfolio. As such, the DCP investment should provide better access to SWP supplies in normal and wet years as well as opportunities to deliver alternative planned supplies as they become available to SGPWA.

9.2 SGPWA Additional Imported Water Supplies

9.2.1 Yuba Accord Water

In 2008, SGPWA entered into the Yuba Accord Agreement and has amended the agreement several times through 2014. The Yuba Accord Agreement allows SGPWA to purchase water from Yuba County Water Agency through its contractual arrangement with DWR that permits 21 SWP contractors (including SGPWA) and the San Luis and Delta-Mendota Water Authority regular access to the supply. Yuba Accord water comes from the Yuba River, located north of the Delta, and the water purchased under this agreement is subject to losses associated with transporting it to SGPWA's service area. While the amount of this water varies each year depending on hydrologic conditions, the Agency anticipates receiving an average future amount of approximately 300 AFY. The Agency recently signed an extension to this agreement allowing it to purchase this water well into the future. Table 9-7 shows the Yuba Accord water supplies from 2015 - 2020 coming to SGPWA. Table 9-8 shows the normal, single dry, and five consecutive dry year water supplies available under the Yuba Accord.

Table 9-7 Last Five Years of Yuba Accord Water Deliveries (AFY) ^[1]

Year	Yuba Accord Deliveries
2015	0
2016	0
2017	0
2018	124
2019	0
2020	406

[1] Taken from Table 3-8 in the 2020 SGPWA UWMP.

Table 9-8 Yuba Accord Future Water Deliveries in all Year Types (AFY) ^[1]

Total Supply		2025	2030	2035	2040	2045
Normal		400	400	400	400	400
Single Dry Year		100	100	100	100	100
Multi-Year Drought	Year 1	300	300	300	300	300
	Year 2	100	100	100	100	100
	Year 3	100	100	100	100	100
	Year 4	200	200	200	200	200
	Year 5	300	300	300	300	300

[1] Taken from Table 3-9 in the 2020 SGPWA UWMP.

9.2.2 Nickel Agreement

SGPWA signed an agreement with Antelope Valley – East Kern Water Agency (AVEK) on July 7, 2017 (hereafter called “Nickel Agreement”). The Nickel Agreement entitles SGPWA to purchase 1,700 acre-feet of AVEK water each year under a take or pay provision. The AVEK water is non-project water that is provided by the Kern County Water Agency. The Nickel Agreement expires in 2036 and SGPWA has a right of first refusal for an additional 20-year term. AVEK is required to deliver 100% of the supply in all years. Table 9-9 shows SGPWA Nickel Agreement water deliveries from 2017 to 2020.

Table 9-9 Nickel Agreement Water Deliveries since 2017 (AFY) [1]

Year	Nickel Agreement Deliveries
2017	1,700
2018	1,700
2019	1,700
2020	1,700

[1] Taken from Table 3-10 in the 2020 SGPWA UWMP.

SGPWA may consider the Nickel Agreement water supply always available in normal, single dry, and five consecutive dry years. The Nickel Agreement is a take or pay contract with no shortage provision that obligates AVEK to deliver the water in all year types. Table 9-10 shows the SGPWA Nickel Agreement future water supply availability.

Table 9-10 Nickel Agreement Future Water Deliveries in all Year Types (AFY) [1]

Nickel Agreement Deliveries	2025	2030	2035	2040	2045
Normal	1,700	1,700	1,700	1,700	1,700
Single Dry Year	1,700	1,700	1,700	1,700	1,700
Multi-Year Drought	Year 1	1,700	1,700	1,700	1,700
	Year 2	1,700	1,700	1,700	1,700
	Year 3	1,700	1,700	1,700	1,700
	Year 4	1,700	1,700	1,700	1,700
	Year 5	1,700	1,700	1,700	1,700

[1] Taken from Table 3-11 in the 2020 SGPWA UWMP.

9.2.3 San Bernadino Valley Municipal Water District Agreement

SGPWA entered the Surplus Water Sale Agreement with San Bernardino Valley Municipal Water District Surplus Water Sale Agreement (SBVMWD Agreement) in June of 2018. SBVMWD is a SWP contractor that holds an entitlement to 102,600 acre-feet under its Table A Annual Amount in its 1960 SWP contract. The SBVMWD Agreement entitles SGPWA to purchase up to 5,000 acre-feet of SWP entitlement each year with SBVMWD’s express concurrence. The SBVMWD Agreement expires on December 31, 2032, and there is no right of renewal. Nevertheless, SGPWA anticipates renewing this contract. The amount of water available under the contract varies each year and is subject to the “sole discretion” of SBVMWD whether the water will be made available for SGPWA to purchase. The water supply under this agreement may be available depending upon SBVMWD’s supply availability determination. The SGPWA is not incorporating this potential supply into its water supply reliability determinations

for all year types but considers the supply a component of its available transfer and exchange supplies and, when acquired, may be incorporated into its groundwater storage facilities.

9.2.4 Sites Reservoir Agreement

SGPWA signed the Sites Reservoir Agreement in 2019. Sites Reservoir is a proposed new 1,500,000 acre-feet off-stream storage reservoir in northern California near Maxwell. Sacramento River flows will be diverted during excess flow periods and stored in the off-stream reservoir and released for use in the drier periods. Sites Reservoir is expected to provide water supply, environmental, flood, and recreational benefits. The proponents of Sites Reservoir include 30 entities including several individual SWP Public Water Agencies (PWAs). Sites Reservoir is expected to provide approximately 240 TAF of additional deliveries on average to participating agencies under existing conditions. Sites Reservoir is currently undergoing environmental planning and permitting. Full operations of the Sites Reservoir are estimated to start by 2029 following environmental planning, permitting, and construction. Sites was conditionally awarded \$816 million from the California Water Commission for ecosystem, recreation, and flood control benefits under Proposition 1. Reclamation has also invested in Sites Reservoir and has allocated \$13.7 million in 2021 for the project. Both SGPWA and Beaumont Cherry Valley Water District have purchased shares in Sites Reservoir, 10,000 shares and 4,000 shares respectively, that would augment supplies in the San Geronio Pass Water Agency service area. Table 9-11 shows the future availability of Sites Reservoir water in the SGPWA's service area and incorporates both the SGPWA and Beaumont Cherry Valley potential supplies. Other stakeholders with investments in Sites Reservoir have accounted for available supplies in 2035 as well.

Table 9-11 Future Availability of Sites Reservoir Water (AFY) ^[1]

Sites Reservoir		2025	2030	2035	2040	2045
Normal		0	0	10,000	12,000	15,000
Single Dry Year		0	0	10,000	12,000	15,000
Multi-Year Drought	Year 1	0	0	10,000	12,000	15,000
	Year 2	0	0	10,000	12,000	15,000
	Year 3	0	0	10,000	12,000	15,000
	Year 4	0	0	10,000	12,000	15,000
	Year 5	0	0	10,000	12,000	15,000

[1] Taken from Table 3-12 in the 2020 SGPWA UWMP.

9.2.5 Ventura Water

In 2022, SGPWA entered into a 20-year Agreement with the City of San Buenaventura (Ventura) and the Casitas Municipal Water District (Casitas). Together, the City of Ventura and the Casitas Municipal Water District have a combined Table A water allocation of 20,000 acre-feet. Ventura and Casitas do not plan to take direct delivery of their respective Table A water. The Ventura Water Agreement allows SGPWA to purchase water from Ventura and Casitas through its contractual arrangement. Of the 20,000 acre-feet total Table A allocation, the agreement allows for SGPWA to receive up to 10,000 acre-feet in addition to the existing 17,300 acre-feet Table A allocation for SGPWA.

9.2.6 Water Transfers and Exchanges

SGPWA also engages in water transfers and exchanges involving its SWP assets and other contractors' SWP water assets. Historically, SGPWA has both received and delivered water through these transfers and exchanges with various agencies throughout California. These transfers are essentially spot market transfers where short-term opportunities are identified and then actions taken for acquisition. These transfers help support management of SGPWA's and the retail agencies' water supply portfolios. Future SGPWA transfers and exchanges depend upon the allocations available to SGPWA and other water purveyors. As noted in Section 7.2.1., SGPWA has regularly acquired Yuba Accord water through its transfer and exchange activities. In addition, the State Water Contractors collectively develop annual water transfer and exchange programs to develop transferable supplies and negotiate transfer terms. SGPWA regularly participates in SWC's transfer programs. SGPWA seeks to augment potential opportunities for exchanges and transfers with SWP contractors and alternative transfer opportunities like the SWC annual transfer program. Table 9-12 shows the planned future SWP and other water transfer opportunities that could be available for SGPWA.

Table 9-12 SGPWA Future Transfers and Exchanges (AFY) ^[1]

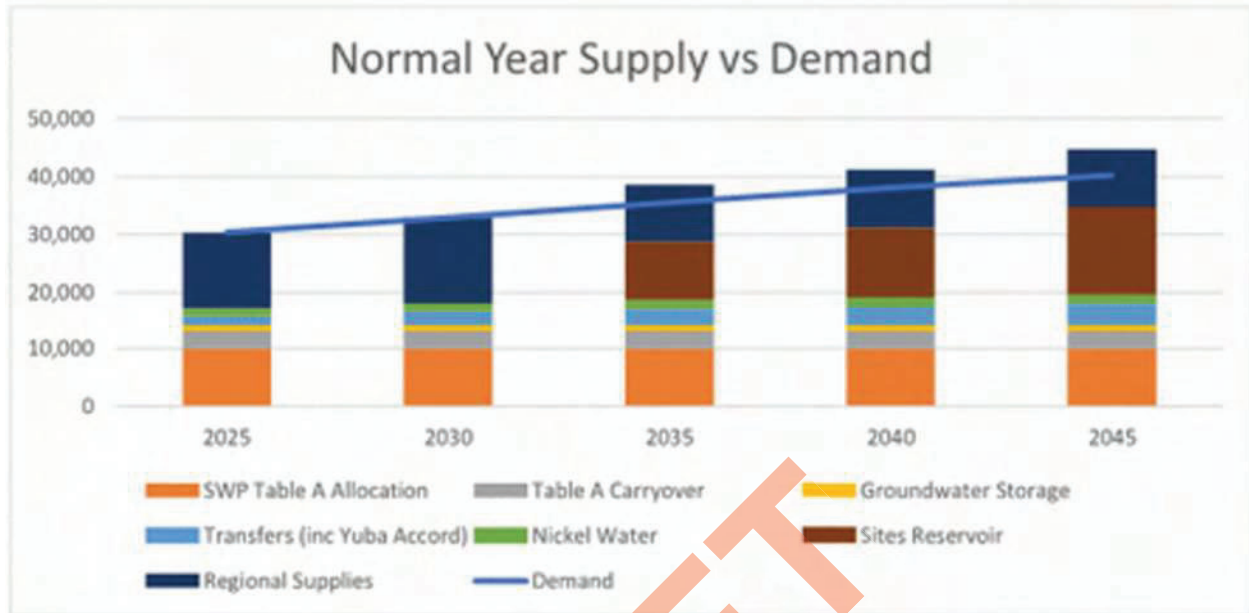
Target Supply	2025	2030	2035	2040	2045
State Water Project	500	1,000	1,000	1,000	1,000
Additional Supplies	600	1,100	1,600	2,100	2,600
Total Transfers	1,100	2,100	2,600	3,100	3,600

[1] Taken from Table 3-13 in the 2020 SGPWA UWMP.

9.3 Summary of Available Imported Water Supplies

As shown in Figure 9-1, SGPWA has reliable water supplies through the 2045 planning horizon. SGPWA has assessed the available SWP supplies, imported supplies, and locally available managed water supplies to assess regional water supply reliability through this planning horizon. In addition, SGPWA engages in annual water transfers and exchanges and stores water both within SGPWA's service area boundaries and outside its boundaries to address variable water conditions. Together, these supplies make up SGPWA's regional water asset portfolio that is actively managed by coordinated actions between SGPWA and the regional retail agencies to ensure long-term reliability.

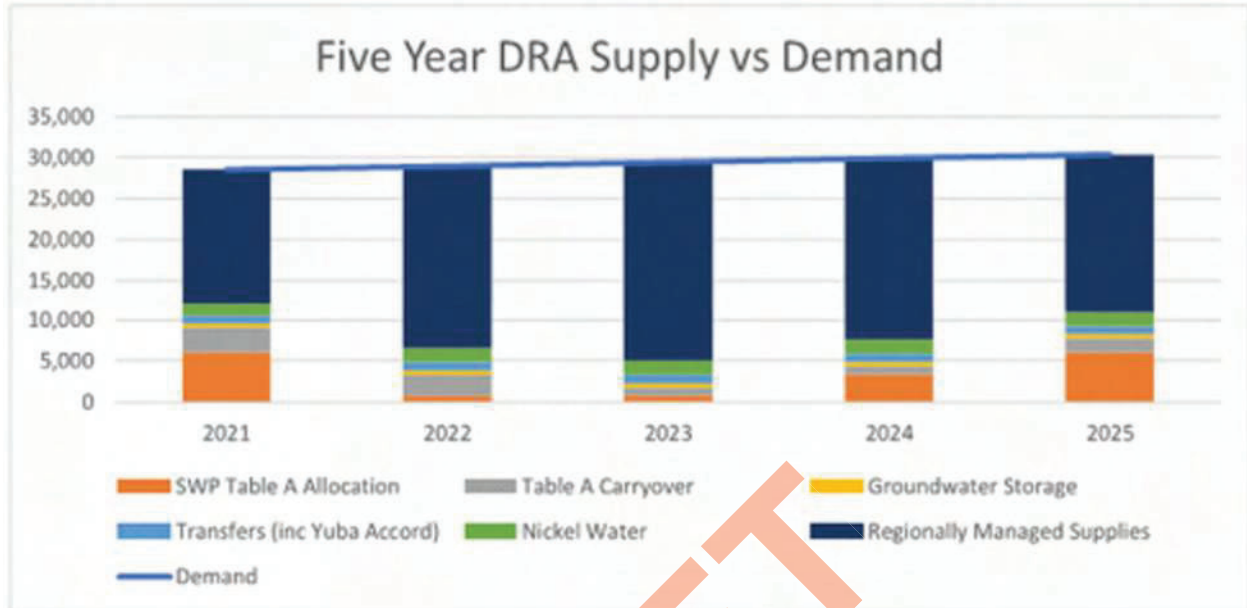
Figure 9-1: SGPWA’s Water Service Reliability through 2045 (AFY) [1]



[1] Taken from Figure ES-2 in the 2020 SGPWA UWMP.

SGPWA also coordinates management of its water supplies with the retail agencies to address projected dry conditions. Specifically, SGPWA and the retail agencies capture and store surplus imported water in normal and wet years in order to use the stored water assets to meet regional demands in dry years. Moreover, the retail agencies rely upon locally managed water supplies, including native groundwater, recycled supplies, surface water assets, and return flows, to meet their annual demands. These actions stabilize annual fluctuations in recurring imported supplies that may not meet regional demands under certain dry conditions. Figure 9-2 shows a water reliability assessment for a drought lasting five consecutive years where the retail agencies in SGPWA service area use stored water and regionally managed supplies to offset fluctuations in its SWP supplies. In summary, SGPWA’s diverse surface water supply portfolio, combined with its coordinated management of regionally managed surface and groundwater resources with retail purveyors, provide stable and reliable water supplies to meet SGPWA’s current and 2045 future water demands in its service area.

Figure 9-2: SGPWA's Drought Risk Assessment from 2021 through 2045 (AFY) [1]



[1] Taken from Figure ES-3 in the 2020 SGPWA UWMP.

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10 WATER SUPPLY ANALYSIS FOR SINGLE AND MULTIPLE DRY PERIOD

10.1 Constraints on Water Sources

A detailed description of BCVWD’s current and future water sources are described previously in Sections 7, 8, and 9 of this WSA. Table 10-1, below shows a summary of BCVWD’s current and future water sources and identifies the factors that affect the specific source’s consistency of supply. Climate affects the amount of water available from most of the sources; there are some legal constraints on the Beaumont Groundwater Basin Source due to the Adjudication and contractual and environmental constraints on the imported State Project Water.

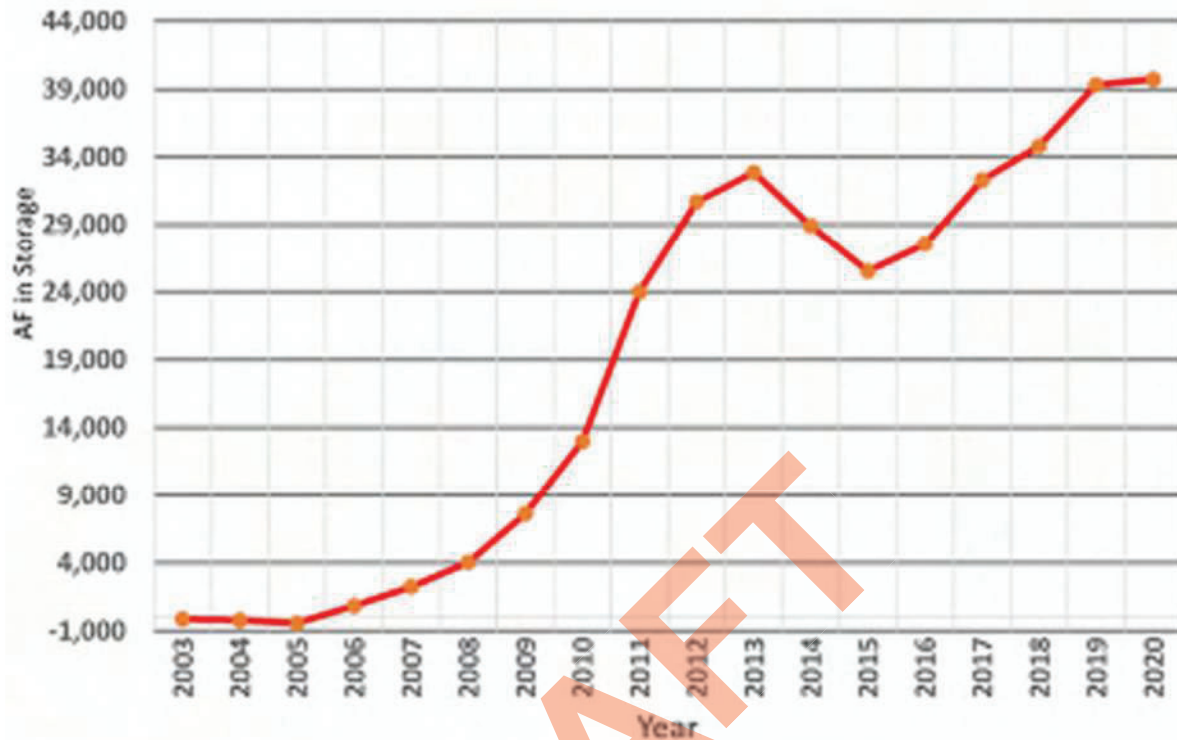
Table 10-1 Factors Resulting in Inconsistency of Supply ^[1]

Water Supply Source	Cause of Inconsistent Supply				Additional Information
	Legal	Environmental	Water Quality	Climate	
Edgar Canyon Groundwater				X	
Beaumont Basin Groundwater Appropriator Rights	X				(1)
Beaumont Basin Groundwater Unused Overlier Rights	X			X	(2)
Imported State Project Water	X	X		X	(3)
Recycled Water				X	(4)
Stormwater Capture and Percolation				X	
Urban Runoff Capture and Percolation				X	
Nitrate-contaminated Groundwater from mouth of Edgar Canyon				X	

- (1) After 2014, the Appropriator production rights are zero after Adjudication.
- (2) Reallocation of Overlier pumping rights are variable. Estimated to drop to 200 AFY by 2045.
- (3) SWP reliability discussed in text. 10% of Table A is available 100% of the time; adjusted per draft allocation agreement.
- (4) Recycled water is not subject to any significant variations; but some drought period reductions in flow are experienced – maybe 10%. Domestic water restrictions typically have the greatest impact on outdoor water use.

The District relies on groundwater banking within the Beaumont Basin during wet periods to supply demands during specified dry periods. Complementing the large storage capacity is the fact that percolation and recharge occur at relatively high rates making it very easy to “bank” water in the Beaumont Basin. Figure 10-1 below shows the amount of water BCVWD has accumulated in its storage account since 2003. Please note that imported water began to be recharged in 2006.

Figure 10-1: BCVWD’s Beaumont Basin Storage Amount [1]



[1] Taken from Figure 7-1 in the BCVWD 2020 UWMP.

With the ability to bank water and the large “underground” reservoir, BCVWD and its neighboring agencies can withstand extended periods of drought without severe restrictions. At the end of 2020, for example, BCVWD had 39,750 AF in storage. This amount in BCVWD’s storage account has seen an increase of about 14,182 AF since 2015. BCVWD can store up to 80,000 AF in the Beaumont Basin managed by the Watermaster.

In Table 10-2 below (Table 6-24 in the 2020 BCVWD UWMP) a quantity of BCVWD-purchased imported water was identified as “From SGPWA for Banking.” This varied from 1,000 AFY to 1,500 AFY and is over and above the amount of imported water needed to meet demands. The purpose of this “banking water” is to build up BCVWD’s Beaumont Basin Groundwater Storage Account to be used as reserve for drought periods when adequate SPW is not available.

SGPWA is to supply the imported water requested in Table 10-2 below to meet BCVWD’s needs plus the anticipated SPW for banking. If, in any year(s), either of these quantities cannot be supplied for any reason, the accumulated shortfall is expected to be delivered to BCVWD by SGPWA as soon as possible once imported water is available. In this way, BCVWD will be able to keep adequate water in storage for current (2020) needs and accommodate growth in BCVWD’s service area. BCVWD anticipates banking around 28,500 AF of water over the next 25 years, which would bring BCVWD’s storage account to about 68,250 AF. This is over 3 years of SPW requirements to meet 2045 demands with no SPW for over 3.5 years. The following subsections quantify the variability in BCVWD’s water sources.

Table 10-2 BCVWD Water Supplies - Projected [1]

DWR Table 6-9 Retail: Water Supplies — Projected											
Water Supply <small>Drop down list May use each category multiple times. These are the only water supply categories that will be recognized by the WUI data online submittal tool</small>	Additional Detail on Water Supply	Projected Water Supply * Report To the Extent Practicable									
		2025		2030		2035		2040		2045 (opt)	
		Reasonably Available Volume	Total Right or Safe Yield (optional)	Reasonably Available Volume	Total Right or Safe Yield (optional)	Reasonably Available Volume	Total Right or Safe Yield (optional)	Reasonably Available Volume	Total Right or Safe Yield (optional)	Reasonably Available Volume	Total Right or Safe Yield (optional)
<small>Add additional rows as needed</small>											
Groundwater (not desalinated)	Little San Gorgonio Canyon	2,070	2,200	2,070	2,200	2,070	2,200	2,070	2,200	2,070	2,200
Groundwater (not desalinated)	Beaumont Basin (Reallocated unused overflier rights)	1,322		1,286		1,165		1,099		1,099	
Groundwater (not desalinated)	Beaumont Basin total forbearance water	471		547		1,387		1,542		1,542	
Groundwater (not desalinated)	Return flows	280		514		868		922		1,155	
Stormwater Use	Beaumont MDP Line 16	185		185		185		185		185	
Stormwater Use	Misc. Stormwater	0		350		350		350		350	
Purchased or Imported Water	From SGPWA for Replenishment of Beaumont Basin (Potable water)	8,868		9,300		9,966		10,717		11,281	
Recycled Water	From City of Beaumont for Landscaping	2,017		2,381		2,892		2,955		2,915	
Purchased or Imported Water	To supplement Non-Potable Water Supply (Purchased for Replenishment)	276		246		0		0		0	
Groundwater (not desalinated)	Non-Potable Groundwater at Mouth of Edgar Canyon	0		0		300		300		300	
Groundwater (not desalinated)	Non-Potable Groundwater along San Timoteo Creek	0		0		600		600		600	
Purchased or Imported Water	From SGPWA for Banking	1,500		1,200		1,000		1,000		1,000	
Purchased or Imported Water	Additional Imported Water Available from SGPWA	1,572		396		2,389		2,994		3,769	
Total		18,561	2,200	18,475	2,200	23,172	2,200	24,734	2,200	26,266	2,200
Total Imported Water Required		10,644		10,746		10,966		11,717		12,281	
Total Imported Water Available to BCVWD from SGPWA (See Table 7-8)		12,216		11,142		13,355		14,711		16,050	

*Units of measure (AF, CCF, MG) must remain consistent throughout the UWMP as reported in Table 2-3.

[1] Taken from Figure 6-24 in the 2020 BCVWD UWMP.

10.2 Drought Risk Assessment

A conservative approach was taken when considering the amount of imported supply BCVWD could expect in future conditions. BCVWD has included in its anticipated imported water supplies, the anticipated Table A Allocation available, as well as additional potential sources of imported water identified in SGPWA’s 2020 UWMP (June 2021). In any given year, when the demand for imported water exceeds the available supply, it is reasonable to assume that the imported water will be allocated by SGPWA in proportion to each member agency’s fraction of the total imported water demand without banking. A summary of the expected allocation percentages for each agency is indicated in Table 10-3, below. Percentages as indicated were determined based on a series of White Papers (White Papers No. 1 through 7) that evaluated water supply and demand for the major retailers in the SGPWA service area.

Table 10-3 Member Agency’s Percent of Available Imported Water When Demand Exceed Supply ^[1]

Agency	Year				
	2025	2030	2035	2040	2045
City of Banning	0.0%	0.0%	0.0%	5.6%	5.6%
YVWD/Calimesa	7.0%	7.3%	7.9%	8.1%	8.5%
BCVWD	78.5%	71.6%	66.3%	58.4%	52.3%
Other Member Agencies	14.5%	21.1%	25.8%	27.9%	33.6%
Total	100%	100%	100%	100%	100%

[1] Taken from Table 7-9 in the BCVWD 2020 UWMP

In the future, other SGPWA water retailers will require greater supplies of imported water to meet growing demands. As a result, the allocation percentages described above will continue to change. BCVWD expects to update these percentages after the adoption of the 2020 UWMP updates for the other member agencies in the SGPWA service area.

For the Single Dry Year, potable and non-potable water demands in Table 10-5 do not reflect any conservation. For 2 consecutive dry years through 6 consecutive dry years, demand reductions for potable and non-potable water were included. The estimated demand reductions (as percent) that could be seen during various multiple dry years are indicated below in Tables 10-6 through 10-11 (Tables 7-12 through 7-16 in the BCVWD 2020 UWMP).

Table 10-4 Estimated Demand Reductions During Various Dry Year Periods ^[1]

Dry Year Analysis Period	Demand Reduction
Single Dry Year	0%
2 Consecutive Dry Year	10%
3 Consecutive Dry Year	20%
4 Consecutive Dry Year	25%
5 Consecutive Dry Year	30%
6 Consecutive Dry Year	40%

[1] Data from Table 7-10 in the BCVWD 2020 UWMP

This is a reasonable assumption since there would be adequate time to implement the potential water use restrictions identified in Section 10 for a dry period lasting longer than a single year.

Tables 10-5 through 10-11 present the water service reliability assessment for single through 6 consecutive dry years. Due to this Project’s demands having not been accounted for in the BCVWD 2020 Urban Water Management Plan, the demands in Tables 10-5 through 10-11 below have been increased to include the demands of the proposed Project and reflect that there is adequate water supply. The tables also include Ventura Water Supply, which is not accounted for in the BCVWD 2020 UWMP.

10.3 Single-Dry Year Water Supply and Demand

During drought conditions, the District has the benefit of utilizing groundwater stored in the Beaumont Basin to augment any shortfalls in supply from the State Water Project. A summary of the District’s projected supplies and demands during a single dry year period is indicated below in Table 10-5. A shortfall in supply during a single dry year as shown in Table 10-5 would

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be met with stored groundwater from the District's storage account in the Beaumont Basin. At the end of 2023, the District had 32,844 AF of banked water in its storage account for use during low supply conditions.

Table 10-5 Water Service Reliability Assessment for Single Dry Year ^[1]

YEAR	2025	2030	2035	2040	2045
DEMAND					
Potable Water Demand, AFY	13,196	14,252	15,391	16,285	17,082
Supplemental Water to Non-Potable System, AFY	276	246	228	278	328
Beaumont Heights Business Center Potable Water Demand	58	58	58	58	58
Beaumont Heights Business Center Non-Potable Water demand	237	237	237	237	237
Non-Potable Water Demand, AFY	1,957	2,175	2,478	2,561	2,578
Total Water Demand, AFY	15,724	16,968	18,392	19,419	20,283
LOCAL SUPPLY					
Groundwater					
Edgar Canyon, AFY	1,058	1,058	1,058	1,058	1,058
Beaumont Basin Groundwater Available					
Overlier Potable Forebearance, AFY	-	67	264	384	384
Overlier Non-Potable Forebearance, AFY	471	480	523	558	558
Reallocation of Unused Overlier Rights, AFY	1,322	1,286	1,165	1,099	1,099
Return Flow Credits, AFY	280	514	868	922	1,155
Storm Water, AFY	66	192	192	192	192
Recycled Water Available, AFY	1,820	2,150	2,610	2,660	2,630
Subtotal Local Supply, AFY	5,017	5,746	6,680	6,873	7,076
BCVWD's Share of Imported Supply					
Table A Allocation (5%), AFY	679	619	573	505	452
Yuba Accord, AFY	16	14	13	12	10
AVEK Nickel, AFY	1,335	1,217	1,127	993	889
Ventura, AFY	393	358	332	292	-
SGPWA Carryover Water, AFY	204	186	172	152	136
Sites Reservoir, AFY	-	-	286	571	1,143
Additional SWP Transfers/Exchanges, AFY	39	36	33	29	26
Subtotal Imported Supply, AFY	2,666	2,430	2,536	2,554	2,656
Total Supply, AFY	7,683	8,176	9,216	9,427	9,732
From Banked Beaumont Basin Storage, AF	8,041	8,792	9,176	9,992	10,551

[1] Data from Table 7-11, the BCVWD 2020 UWMP in combination with tables 4-1 and 4-2

10.4 Multiple-Dry Year Water Supply and Demand

Tables 10-6 to 10-11 show multiple-dry water year scenario for the projected demand. The multiple-dry year scenario is based on six consecutive dry years. For the Single Dry Year, potable and non-potable water demands in Table 10-5 (Table 7-11 in the BCVWD 2020 UWMP) did not reflect any conservation. For 2 consecutive dry years through 6 consecutive dry years, demand reductions for potable and non-potable water were included. The estimated demand reductions (as percent) that could be seen during various multiple dry years are indicated below in Tables 10-6 through 10-11 (modified Tables 7-12 through 7-17 from the BCVWD 2020 UWMP).

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Table 10-6 Water Service Reliability Assessment for 2 Consecutive Dry Years [1]

YEAR	2025	2030	2035	2040	2045
DEMAND					
Potable Water Demand, AFY	13,196	14,252	15,391	16,285	17,082
Supplemental Water to Non-Potable System, AFY	276	246	228	278	328
Beaumont Heights Business Center Potable Water Demand	58	58	58	58	58
Beaumont Heights Business Center Non-Potable Water demand	237	237	237	237	237
Non-Potable Water Demand, AFY	1,957	2,175	2,478	2,561	2,578
Total Water Demand, AFY	15,724	16,968	18,392	19,419	20,283
Total Water Demand (10% Demand Reduction), AFY	14,152	15,271	16,553	17,477	18,255
LOCAL SUPPLY					
Groundwater					
Edgar Canyon, AFY	1,074	1,074	1,074	1,074	1,074
Beaumont Basin Available, AFY					
Overlier Potable Forebearance, AFY	-	60	237	346	346
Overlier Non-Potable Forebearance, AFY	424	432	471	502	502
Reallocation of Unused Overlier Rights, AFY	1,190	1,157	1,049	989	989
Return Flow Credits, AFY	280	514	868	922	1,155
Storm Water, AFY	241	241	241	241	241
Recycled Water, AFY	1,720	2,030	2,460	2,520	2,480
Subtotal Local Supply, AFY	4,929	5,508	6,400	6,594	6,787
BCVWD's Share of Imported Supply					
Table A Allocation (12.5%), AFY	1,698	1,548	1,434	1,263	1,131
Yuba Accord, AFY	39	36	33	29	26
AVEK Nickel, AFY	1,335	1,217	1,127	993	889
Ventura, AFY	981	895	829	730	-
SGPWA Carryover Water, AFY	510	465	431	380	340
Sites Reservoir, AFY	-	-	286	571	1,143
Additional SWP Transfers/Exchanges, AFY	98	90	83	73	65
Subtotal Imported Supply, AFY	4,661	4,251	4,223	4,039	3,594
Total Supply, AFY	9,590	9,759	10,623	10,633	10,381
From Banked Beaumont Basin Storage, AF	4,562	5,512	5,930	6,844	7,874
Total Withdrawn from Storage during Dry Period, AF	9,124	11,024	11,860	13,688	15,748

[1] Data from Table 7-12, the BCVWD 2020 UWMP in combination with tables 4-1 and 4-2

Table 10-7 Water Service Reliability Assessment for 3 Consecutive Dry Years ^[1]

YEAR	2025	2030	2035	2040	2045
DEMAND					
Potable Water Demand, AFY	13,196	14,252	15,391	16,285	17,082
Supplemental Water to Non-Potable System, AFY	276	246	228	278	328
Beaumont Heights Business Center Potable Water Demand	58	58	58	58	58
Beaumont Heights Business Center Non-Potable Water demand	237	237	237	237	237
Non-Potable Water Demand, AFY	1,957	2,175	2,478	2,561	2,578
Total Water Demand, AFY	15,724	16,968	18,392	19,419	20,283
Total Water Demand (20% Demand Reduction), AFY	12,579	13,574	14,714	15,535	16,226
LOCAL SUPPLY					
Groundwater					
Edgar Canyon, AFY	1,143	1,143	1,143	1,143	1,143
Beaumont Basin Available, AFY					
Overlier Potable Forebearance, AFY	-	54	211	308	308
Overlier Non-Potable Forebearance, AFY	377	384	418	446	446
Reallocation of Unused Overlier Rights, AFY	1,058	1,028	932	880	880
Return Flow Credits, AFY	280	514	868	922	1,155
Storm Water, AFY	241	241	241	241	241
Recycled Water, AFY	1,720	2,030	2,460	2,520	2,480
Subtotal Local Supply, AFY	4,819	5,394	6,274	6,459	6,652
BCVWD's Share of Imported Supply					
Table A Allocation (18%), AFY	2,444	2,230	2,065	1,819	1,629
Yuba Accord, AFY	57	52	48	42	38
AVEK Nickel, AFY	1,335	1,217	1,127	993	889
Ventura, AFY	1,413	1,289	1,193	1,051	-
SGPWA Carryover Water, AFY	735	670	621	547	490
Sites Reservoir, AFY	-	-	286	571	1,143
Additional SWP Transfers/Exchanges, AFY	141	129	119	105	94
Subtotal Imported Supply, AFY	6,125	5,586	5,458	5,128	4,282
Total Supply, AFY	10,943	10,980	11,732	11,587	10,934
From Banked Beaumont Basin Storage, AF	1,636	2,594	2,982	3,948	5,292
Total Withdrawn from Storage during Dry Period, AF	4,908	7,782	8,946	11,844	15,876

[1] Data from Table 7-13, the BCVWD 2020 UWMP in combination with tables 4-1 and 4-2

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Table 10-8 Water Service Reliability Assessment for 4 Consecutive Dry Years ^[1]

YEAR	2025	2030	2035	2040	2045
DEMAND					
Potable Water Demand, AFY	13,196	14,252	15,391	16,285	17,082
Supplemental Water to Non-Potable System, AFY	276	246	228	278	328
Beaumont Heights Business Center Potable Water Demand	58	58	58	58	58
Beaumont Heights Business Center Non-Potable Water demand	237	237	237	237	237
Non-Potable Water Demand, AFY	1,957	2,175	2,478	2,561	2,578
Total Water Demand, AFY	15,724	16,968	18,392	19,419	20,283
Total Water Demand (25% Demand Reduction), AFY	11,793	12,726	13,794	14,564	15,212
LOCAL SUPPLY					
Groundwater					
Edgar Canyon, AFY	1,184	1,184	1,184	1,184	1,184
Beaumont Basin Available, AFY					
Overlier Potable Forebearance, AFY	-	50	198	288	288
Overlier Non-Potable Forebearance, AFY	353	360	392	418	418
Reallocation of Unused Overlier Rights, AFY	992	964	874	825	825
Return Flow Credits, AFY	280	514	868	922	1,155
Storm Water, AFY	241	241	241	241	241
Recycled Water, AFY	1,720	2,030	2,460	2,520	2,480
Subtotal Local Supply, AFY	4,770	5,343	6,217	6,398	6,591
BCVWD's Share of Imported Supply					
Table A Allocation (26%), AFY	3,531	3,221	2,982	2,627	2,352
Yuba Accord, AFY	82	74	69	61	54
AVEK Nickel, AFY	1,335	1,217	1,127	993	889
Ventura, AFY	2,041	1,862	1,724	1,518	-
SGPWA Carryover Water, AFY	1,061	968	896	790	707
Sites Reservoir, AFY	-	-	286	571	1,143
Additional SWP Transfers/Exchanges, AFY	204	186	172	152	136
Subtotal Imported Supply, AFY	8,254	7,528	7,256	6,712	5,281
Total Supply, AFY					
	13,024	12,871	13,473	13,110	11,872
From Banked Beaumont Basin Storage, AF ^[2]	(1,231)	(145)	321	1,454	3,340
Total Withdrawn from Storage during Dry Period, AF ^[2]					
	(4,924)	(580)	1,284	5,816	13,360

[1] Data from Table 7-14, the BCVWD 2020 UWMP in combination with tables 4-1 and 4-2

[2] Numbers in () indicate a surplus of water.

Table 10-9 Water Service Reliability Assessment for 5 Consecutive Dry Years ^[1]

YEAR	2025	2030	2035	2040	2045
DEMAND					
Potable Water Demand, AFY	13,196	14,252	15,391	16,285	17,082
Supplemental Water to Non-Potable System, AFY	276	246	228	278	328
Beaumont Heights Business Center Potable Water Demand	58	58	58	58	58
Beaumont Heights Business Center Non-Potable Water demand	237	237	237	237	237
Non-Potable Water Demand, AFY	1,957	2,175	2,478	2,561	2,578
Total Water Demand, AFY	15,724	16,968	18,392	19,419	20,283
Total Water Demand (30% Demand Reduction), AFY	11,007	11,878	12,874	13,593	14,198
LOCAL SUPPLY					
Groundwater					
Edgar Canyon, AFY	1,234	1,234	1,234	1,234	1,234
Beaumont Basin Available, AFY					
Overlier Potable Forebearance, AFY	-	47	185	269	269
Overlier Non-Potable Forebearance, AFY	330	336	366	390	390
Reallocation of Unused Overlier Rights, AFY	926	900	816	770	770
Return Flow Credits, AFY	280	514	868	922	1,155
Storm Water, AFY	241	241	241	241	241
Recycled Water, AFY	1,720	2,030	2,460	2,520	2,480
Subtotal Local Supply, AFY	4,730	5,302	6,170	6,346	6,539
BCVWD's Share of Imported Supply					
Table A Allocation (24%), AFY	3,259	2,973	2,753	2,425	2,171
Yuba Accord, AFY	75	69	64	56	50
AVEK Nickel, AFY	1,335	1,217	1,127	993	889
Ventura, AFY	1,884	1,718	1,591	1,402	-
SGPWA Carryover Water, AFY	980	894	827	729	653
Sites Reservoir, AFY	-	-	286	571	1,143
Additional SWP Transfers/Exchanges, AFY	188	172	159	140	126
Subtotal Imported Supply, AFY	7,721	7,043	6,807	6,316	5,032
Total Supply, AFY	12,451	12,345	12,977	12,662	11,571
From Banked Beaumont Basin Storage, AF ^[2]	(1,444)	(467)	(103)	931	2,627
Total Withdrawn from Storage during Dry Period, AF ^[2]	(7,220)	(2,335)	(515)	4,655	13,135

[1] Data from Table 7-15, the BCVWD 2020 UWMP in combination with tables 4-1 and 4-2

[2] Numbers in () indicate a surplus of water.

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Table 10-10 Water Service Reliability Assessment for 6 Consecutive Dry Years ^[1]

YEAR	2025	2030	2035	2040	2045
DEMAND					
Potable Water Demand, AFY	13,196	14,252	15,391	16,285	17,082
Supplemental Water to Non-Potable System, AFY	276	246	228	278	328
Beaumont Heights Business Center Potable Water Demand	58	58	58	58	58
Beaumont Heights Business Center Non-Potable Water demand	237	237	237	237	237
Non-Potable Water Demand, AFY	1,957	2,175	2,478	2,561	2,578
Total Water Demand, AFY	15,724	16,968	18,392	19,419	20,283
Total Water Demand (40% Demand Reduction), AFY	9,434	10,181	11,035	11,651	12,170
LOCAL SUPPLY					
Groundwater					
Edgar Canyon, AFY	1,240	1,240	1,240	1,240	1,240
Beaumont Basin Available, AFY					
Overlier Potable Forebearance, AFY	-	40	158	231	231
Overlier Non-Potable Forebearance, AFY	283	288	314	335	335
Reallocation of Unused Overlier Rights, AFY	793	771	699	660	660
Return Flow Credits, AFY	280	514	868	922	1,155
Storm Water, AFY	241	241	241	241	241
Recycled Water, AFY	1,720	2,030	2,460	2,520	2,480
Subtotal Local Supply, AFY	4,557	5,124	5,980	6,148	6,341
BCVWD's Share of Imported Supply					
Table A Allocation (25%), AFY	3,395	3,097	2,867	2,526	2,262
Yuba Accord, AFY	79	72	66	58	52
AVEK Nickel, AFY	1,335	1,217	1,127	993	889
Ventura, AFY	1,963	1,790	1,658	1,460	-
SGPWA Carryover Water, AFY	1,021	931	862	759	680
Sites Reservoir, AFY	-	-	286	571	1,143
Additional SWP Transfers/Exchanges, AFY	196	179	166	146	131
Subtotal Imported Supply, AFY	7,989	7,286	7,032	6,513	5,157
Total Supply, AFY	12,546	12,410	13,012	12,661	11,498
From Banked Beaumont Basin Storage, AF ^[2]	(3,112)	(2,229)	(1,977)	(1,010)	672
Total Withdrawn from Storage during Dry Period, AF ^[2]	(18,672)	(13,374)	(11,862)	(6,060)	4,032

[1] Data from Table 7-16, the BCVWD 2020 UWMP in combination with tables 4-1 and 4-2

[2] Numbers in () indicate a surplus of water.

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In all of the assessments, water must be extracted from BCVWD's Beaumont Basin Storage account. Tables 9-3 through 9-7 clearly indicate the importance of maintaining substantial amounts of water in the storage account. The total amount required to be withdrawn from banked storage will decrease if conservation measures and restrictions are achieved. If no conservation occurs (worst case, conservative), BCVWD will need to maintain approximately 13,200 AF in its storage account to meet the demands during a 5 consecutive year dry period.

A summary of the available supplies expected during a 5-year drought, beginning in 2020 are summarized in Table 10-11 below. The results of the Multiple Dry Year Period Analysis above assume that the demand reductions and conservation measures described in Section 8 in the BCVWP 2020 UWMP are achieved.

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Table 10-11 5-Year Drought Risk Assessment ^[1]

YEAR	2021	2022	2023	2024	2025
DEMAND					
Potable Water Demand, AFY	12,412	12,604	12,787	12,952	13,472
Beaumont Heights Business Center Potable Water Demand	58	58	58	58	58
Beaumont Heights Business Center Non-Potable Water demand	237	237	237	237	237
Non-Potable Water Demand, AFY	1,642	1,664	1,686	1,696	1,957
Total Water Demand, AFY	14,349	14,563	14,768	14,943	15,724
Demand Reduction (%)	0%	10%	20%	25%	30%
Total Water Demand (Including Reductions), AFY	14,349	13,107	11,814	11,207	11,007
LOCAL SUPPLY					
Groundwater					
Edgar Canyon, AFY	1,058	1,074	1,143	1,184	1,234
Beaumont Basin Available, AFY					
Overlier Potable Forebearance, AFY	-	-	-	-	-
Overlier Non-Potable Forebearance, AFY	-	-	-	-	330
Reallocation of Unused Overlier Rights, AFY	2,025	1,826	1,827	2,017	926
Return Flow Credits, AFY	235	246	258	269	280
Storm Water, AFY	-	185	185	185	241
Recycled Water, AFY	-	1,520	1,580	1,650	1,720
Subtotal Local Supply, AFY	3,318	4,851	4,993	5,305	4,731
BCVWD's Share of Imported Supply					
Table A Allocation (%), AFY	5%	12.50%	18%	26%	24%
Table A Allocation, AFY	679	1,698	2,444	3,531	3,259
Yuba Accord, AFY	16	39	57	82	75
AVEK Nickel, AFY	1,335	1,335	1,335	1,335	1,335
Ventura, AFY	393	981	1,413	2,041	1,884
SGPWA Carryover Water, AFY	204	510	735	1,061	980
Sites Reservoir, AFY	-	-	-	-	-
Additional SWP Transfers/Exchanges, AFY	39	98	141	204	188
Subtotal Imported Supply, AFY	2,665	4,661	6,125	8,253	7,721
Total Supply, AFY	5,983	9,512	11,118	13,558	12,452
From Banked Beaumont Basin Storage, AF ^[2]	8,366	3,595	696	(2,351)	(1,445)
Total Withdrawn from Storage during Dry Period, AF	8,366	11,961	12,657	10,306	8,861

[1] Data from Table 7-17, the BCVWD 2020 UWMP in combination with tables 4-1 and 4-2

[2] Numbers in () indicate a surplus of water.

11 WATER SOURCE AVAILABILITY

BCVWD has a very diverse water portfolio that allows it to maintain a reliable water supply to its current and future customers. The existing sources include:

- Unadjudicated groundwater from the Little San Gorgonio Creek (Edgar Canyon)
- Adjudicated groundwater from the Beaumont Basin
- Stormwater capture in Edgar Canyon (Little San Gorgonio Creek) and recharge in percolation ponds in Upper and Middle Canyon and at the Canyon mount in recently added desilting and recharge basins.
- Non-potable groundwater supplying the existing non-potable water system
- Imported State Project Water from SGPWA
- AVEK-Nickel Water leased through SGPWA
- Yuba Accord water purchased through SGPWA
- Stormwater capture and recharge via the MDP Line 16 Storm Drain (cost shared with RCFC&WCD, SAWPA grant and preparing for construction)

Potential Future Sources include the following:

- Recycled water from the City of Beaumont for landscape irrigation and with potential for advanced treatment for indirect potable reuse (groundwater recharge).
- Improved recharge of captured urban runoff from Sundance development
- Non-potable groundwater from the mouth of Edgar Canyon
- Non-potable groundwater from San Timoteo Creek
- Stormwater capture from Noble and Marshall Creek
- Additional urban runoff capture and recharge from developing areas

BCVWD's water management strategy since its formation has always been to maximize local water resources including local groundwater and capture and percolate surface flows in Little San Gorgonio Creek for subsequent extraction in the District's Edgar Canyon wells. With the development that occurred starting about year 2000, BCVWD began installation of a non-potable water system with the intent of using recycled water from the City of Beaumont. Currently (2023), the water demand in the non-potable system is about 10% of the total water demand. This demand is being partially met by non-potable groundwater. When recycled water becomes available, the District's non-potable demand will be primarily met with recycled water. Any additional non-potable demands will be met with non-potable groundwater.

BCVWD has an 80,000 AF storage account in the Beaumont Basin to purchase and store imported water when available in ample supply during wet years.

11.1 Groundwater

11.1.1 Beaumont Basin

The Beaumont Basin is managed by the Beaumont Basin Watermaster. In any given year, BCVWD can pump out its stored (banked) water. The storage is replenished, at least partially, every year by forbearance water, reallocated unused Overlying Party pumping rights, return flows, and imported water, when available. The amount of imported water that can be recharged

in any year depends on DWR’s SWP allocation and varies from year to year. The amount of unused Overlying Party rights is based on a 5-year moving average and could decrease slightly during drought periods as the Overlying Parties use more well water to compensate for the lack of rainfall. The forbearance water and return flows will also decrease during dry periods as users reduce water consumption.

Table 11-1 below (Table 7-2 in the BCVWD 2020 UWMP) shows the estimated amount of water credited to BCVWD by Watermaster for a single or multiple dry year analysis. For the dry year analysis, it was estimated that there would be a 15% conservation effect; in other words, for dry year analysis, only 85% of average annual forbearance, reallocated Overlying Party rights, etc. would be available. In Table 11-1, the 15% reduction factor is also applied to the recycled forbearance water to account for a potential reduction in treated wastewater due to water conservation effects. This is believed to be conservative.

Return flow credits, included in Table 11-1 below, were not applied with a 15% reduction factor as return flows are dependent upon the conservation factors in effect during the year for which credits are given.

Table 11-1 Summary of BCVWD’s Beaumont Storage Credits

Item	2025	2030	2035	2040	2045
Total Return Flow Credits, Reallocated Unused Overlier Rights, and Forbearance Water from Table 6-10, AFY	2,073	2,346	2,820	2,963	3,196
Expected Ground Water Available for Dry Year Analysis, AFY	1,804	2,065	2,483	2,583	2,816

Data from Table 7-2 in the BCVWD 2020 UWMP

Reference Table 6-10 included in the table above should reference to Table 7-8 in the 2020 BCVWD UWMP

11.1.2 Edgar Canyon

Groundwater from Edgar Canyon is affected to some degree by dry and wet years. The average annual extraction from Edgar Canyon is 2,015 AFY based on records from 1983- 2023. During that period of time, the minimum extracted was 1,058 AFY, which occurred in 2022. This can be considered the “Single Dry Year Water Available.” The 2-year, 3- year, 4-year, 5-year and 6-year moving averages for the extractions from 1983 -20 were determined and are presented in Table 11-2 (Table 7-3 in the BCVWD 2020 UWMP) along with the Base Period for moving averages.

Table 11-2 Groundwater Available from Edgar Canyon for Single and Multiple Dry Year Analysis

Drought Condition (Base Years)	Average Available over the Drought Period, AFY
Single Dry Year (2022)	1,058
2 Consecutive Dry Years (2021-2022)	1,074
3 Consecutive Dry Years (2020 – 2022)	1,143
4 Consecutive Dry Years (2019 – 2022)	1,184
5 Consecutive Dry Years (2018 – 2022)	1,234
6 Consecutive Dry Years (2017 – 2022)	1,240

11.2 Imported Water

The amount of imported water available from the SGPWA via the State Water Project is very climate dependent. By using the 2023 DWR Delivery Capability Report simulation data (1922 to 2003) for SGPWA to develop an estimate of the delivery capability for the single dry year and multiple dry year reliability analysis. The single, 2-, 3-, 4-, 5-, and 6-year moving averages of annual estimated delivery allocations were determined for the period 1922-2003. A summary of the Table A delivery percentages is shown in Table 11-3 (Table 7-4 in the BCVWD 2020 UWMP).

Table 11-3 SGPWA SWP Delivery Capability as Percent of Table A ^[1]

Year	Long-term Average		Single Dry Year (1977)		Dry Periods							
					2-Year Drought (1976-1977)		4-Year Drought (1931-1934)		6-Year Drought (1987-1992)		6-Year Drought (1929-1934)	
2017 Report	2,571	62%	336	8%	1,206	29%	1,397	34%	1,203	29%	1,408	34%
2019 Report	2,414	58%	288	7%	1,311	32%	1,228	30%	1,058	26%	1,158	28%
2023 Report ^[2]	2,261	55%	161	4%	1,093	26%	-	-	934	23%	859	21%

[1] Data from Table 7-4 in the BCVWD 2020 UWMP.

[2] Data from 2023 DWR Delivery Capability Report

The percentages in Table 11-3 were compared to actual SWP delivery allocations for the period 1922 to 2020. The allocations found in BCVWD’s analysis of available data are indicated below:

Minimum year	5% (2015, 2020)
Minimum 2 consecutive years	12.5% (2014 - 2015)
Minimum 3 consecutive years	18% (1990 – 1992)
Minimum 4 consecutive years	26% (1988 – 1991)
Minimum 5 consecutive years	24% (1988 – 1992)
Minimum 6 consecutive years	25% (1987 – 1992)

As can be seen, the actual minimum single dry year and minimum consecutive dry years are not far from the 2023 DWR SWP Delivery Capability Report. For the reliability analysis in this 2020 UWMP and this WSA, the allocation percentages identified in the list above (Table 7-5 in the BCVWD 2020 UWMP) will be used.

Table 11-4 SGPWA SWP Delivery Capability as Percent of Table A (Used for Reliability Analysis) ^[1]

Dry Year(s)	Single	2-Year	3-Year	4-Year	5-Year	6-Year
Table A Annual Delivery Average Over the Drought Period, %	5	12.5	18	26	24	25

[1] Data from Table 7-5 in the BCVWD 2020 UWMP.

For the reliability analysis, the percentages in Table 11-4 will be applied to BCVWD’s estimated available imported water supplies for any particular dry year period. The results of the reliability analysis are presented in Tables 10-5 through 10-10.

By Resolution 2015-05, the SGPWA Board of Directors established an obligation to meet the future water supply needs of the region, including BCVWD. BCVWD can rely on the SGPWA to secure and deliver the imported water needed to meet BCVWD’s current and future demands as set forth in the 2020 UWMP and subsequent UWMP updates in concert with DWR’s Delivery Capability Reports.

11.3 Recycled Water

Recycled water is consistently available; although during droughts, consumers are more aware of water conservation and reduce their indoor water consumption. They are more aware of the need to do only full loads of laundry, full loads for the dishwasher etc. Agencies, including the City of Beaumont, have observed a reduction in wastewater flows during the current drought.

BCVWD is counting on one source of recycled water, the City of Beaumont. For a single dry year, an estimate of 90% of the normal, average recycled water will be available. As the drought becomes more pervasive, the amount of recycled water is estimated to reduce further to 85% of normal. Table 11-5 provides an estimate of the available recycled water during extended dry periods.

Table 11-5 Estimated Recycled Water Available During Extended Dry Periods ^[1]

Year		2025	2030	2035	2040	2045
City of Beaumont Recycled Water Available (AFY)	Availability %	2017	2,381	2,892	2,955	2,915
Single Dry Year	90%	1,820	2,150	2,610	2,660	2,630
2-Year	85%	1,720	2,030	2,460	2,520	2,480
3-Year	85%	1,720	2,030	2,460	2,520	2,480
4-Year	85%	1,720	2,030	2,460	2,520	2,480
5-Year	85%	1,720	2,030	2,460	2,520	2,480
6-Year	85%	1,720	2,030	2,460	2,520	2,480

[1] Data from Table 7-6 in the BCVWD 2020 UWMP.

11.4 Storm Water and Urban Runoff Reliability (Potential Projects).

Storm water and Urban Runoff quantities are very dependent on rainfall. Review of the rainfall record at Beaumont for the period 1888 – 2006 resulted in the data shown in Table 11-6 (Table 7-7 in the BCVWD 2020 UWMP). To determine the multiple dry year rainfall as a percent of the average rainfall, the 2-, 3-, 4-, 5- and 6-year moving averages of the annual rainfall was determined.

Table 11-6 Estimated Storm Water Available During Extended Dry Periods ^[1]

Dry Year (s)	Normal	Single	2-Year	3-Year	4-Year	5-Year	6-Year
% of Annual Average		36%	45%	52%	52%	61%	63%
Facility	Estimated Average Annual Stormwater Capture, AFY						
MDP Line 16	185	66	83	96	96	113	117
Misc. Urban Runoff Basins	350	126	158	182	182	213	222
Total Stormwater Capture	535	192	241	279	278	325	339

[1] Data from Table 7-7 in the BCVWD 2020 UWMP.

11.5 Water Shortage Contingency Plan

A long-term, reliable supply of water is essential to protect the productivity of California’s businesses and economic climate, and increasing long-term water conservation among residents, improving water use efficiency within the users, and strengthening local and regional drought planning are critical to resilience for drought and climate change.

As part of the long-range planning activities, every urban water supplier should make every effort to ensure the appropriate level of reliability in its water service sufficient to meet the needs of its various categories of customers during normal, dry, and multiple dry water years now and into the foreseeable future, and every urban water supplier should collaborate closely with local land-use authorities to ensure water demand forecasts are consistent with current land-use planning.

As a companion to the BCVWD 2020 UWMP and required by the State, the District prepared and approved the BCVWD 2020 Water Shortage Contingency Plan (WSCP) as a strategic planning process to prepare for and respond to water shortages. As part of this new requirement, BCVWD will assess each year's water supplies to determine if there was a water volume shortage for that year. Based on the water shortage plan, the District may implement one of the six water conservation levels (shown in Table 10-1 below), as defined in the District's WSCP, to encourage or require water conservation among its service area. These stages could be implemented as a result of BCVWD water shortages, including reduction in imported water allocation and associated water placed previously in storage by BCVWD (i.e. conjunctive use drought and emergency water supply), or mandatory water conservation targets by the Governor's office.

These stages and the percent reductions in demand are based on BCVWD's experience during the state mandated water conservation program targets comparing 2020 with a similar period in 2015, where BCVWD was able to reduce consumption by 24.3% for the period May 2015 through April 2016. This was done through the restrictions in Board of Directors Resolution 2015-05, which limited watering to two days per week due to mandatory reductions in the District's demands of 36% (when compared to 2013 water usages).

In establishing the "Stages," BCVWD has the advantage of the Beaumont Basin, its large storage capacity for banked water, and BCVWD's 80,000 AF storage account. BCVWD currently has 32,884 AF in storage, despite an average SWP allocation of only 43% for the period 2017 through 2020 (approximately 15% difference from normal, "long-term" supply). BCVWD's plan is to purchase additional imported water (when available in advance of annual need (i.e., conjunctive use purchases)) over the amount needed to meet annual demands to add to the storage account balance each year, including making up for any shortfall(s) that may occur during dry years. This results in a conjunctive use activity and hence the averaged annual water supply approach outlined herein and as identified in Table 11-7, below.

Table 11-7 Water Shortage Contingency Plan Levels ^[1]

Shortage Level	Percent Shortage Range	Shortage Response Actions (Narrative description)
1	Up to 10%	Up to 10% reduction in normal, "long term" water supply (including conjunctive use water in storage); response actions includes voluntary public dem and reduction of 10%, and community outreach encouraging conservation.
2	Up to 20%	Up to 20% reduction in normal, "long term" water supply (including conjunctive use water in storage); includes any actions from Shortage Level 1. Response actions include mandatory 10% reduction - Increased public outreach, restaurants serve water upon request, lodging must offer opt out of linen services
3	Up to 30%	Up to 30% reduction in normal, "long term" water supply (including conjunctive use water in storage); response actions includes any actions from Shortage Levels 1 and 2. Response actions include mandatory 20% reduction - limit landscape irrigation to certain number of days per week
4	Up to 40%	Up to 40% reduction in normal, "long term" water supply (including conjunctive use water in storage); response actions includes any actions from Shortage Levels 1, 2 and 3. Response actions include mandatory 25% reduction - limit irrigation of lawns to once a week except for lawns and turf irrigate with recycled water, restrict water use for decorative water features, limit filling of pools only to cases where appropriate cover is in place
5	Up to 50%	Up to 50% reduction in normal, "long term" water supply (including conjunctive use water in storage); response actions includes any actions from Shortage Levels 1 - 4. Response actions include mandatory 30% reduction - prohibit filling of swimming pools, washing of automobiles only limited to facilities using recycled water, prohibit potable water use for construction activities, industrial water users required to reduce water use (food processing, concrete mixing plant)
6	>50%	Greater than 50% reduction in normal, "long term" water supply (including conjunctive use water in storage); response actions includes any actions from Shortage Levels 1 - 5. Response actions include mandatory 30% reduction - prohibit landscape irrigation except for irrigation with use of recycled water, industrial water users required to further reduce water use (food processing, concrete mixing plant)

[1] Data from Table 8-1 of the BCVWD 2020 UWMP.

12 CONCLUSIONS

This WSA assessed water supplies available during normal, single-dry, multiple-dry water years to see if they can meet the projected water demand of the proposed Project, in addition to the water supplier's existing and planned future uses. The Project will add approximately 295 AFY of water demand in the current year. Water demand for the Project was calculated using demand factors for each of the Project land uses. The Project is not located in an area that is currently serviced by a public water system but is located less than a mile away from the District's service border.

BCVWD has sufficient supply to meet the current and projected supply during normal, single-dry, and multiple-dry years. Multiple dry-year reliability analysis demonstrates that BCVWD will be able to meet its existing demands and the demands of the other planned developments within its service area which were listed in the Beaumont Heights Business Center WSA. BCVWD will supplement its existing supply sources during these dry periods with banked water in BCVWD's Beaumont Basin Groundwater Storage Account, and implement its Water Shortage Contingency Plan, when appropriate.

In single-dry and multiple-dry years, BCVWD can meet existing and future demands together with the Project's demands by pumping groundwater from its banked supplies.

BCVWD can meet the Project needs as well as BCVWD's existing demands and the demands of the other planned developments within BCVWD's service area which are listed in the Beaumont Heights Business Center WSA.

Upon completion of this WSA, the BCVWD, the likely water supplier for the Project, will provide a (1) resolution adopting the WSA for the Project and (2) a Will-Serve Letter for the Project. This will be included into the Project's environmental documentation.

Consistent with the provisions of SB 610, neither this WSA nor its approval shall be construed to create a right or entitlement to water service or any specific level of water service, and shall not impose, expand, or limit any duty concerning the obligation of BCVWD to provide certain service to its existing customers or to any future potential customers.

This WSA does not constitute a will-serve, plan of service, or agreement to provide water service to the Project, and does not entitle the Project, Project Applicant, or any other person or entity to any right, priority or allocation in any supply, capacity, or facility. To receive water service, the Project will be subject to an agreement with BCVWD, together with any and all applicable fees, charges, plans and specifications, conditions, and any and all other applicable BCVWD requirements in place and as amended from time to time. Nor does anything in the WSA prevent or otherwise interfere with BCVWD's discretionary authority to declare a water shortage emergency in accordance with the CWC.

13 REFERENCES

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<https://bcvwd.org/wp-content/uploads/2017/08/2016-Potable-Water-System-Master-Plan.pdf>

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Supplemental Data Provided By District Staff



**Beaumont-Cherry Valley Water District
Regular Board Meeting
February 27, 2025**

Item 4

STAFF REPORT

TO: Board of Directors

FROM: Dan Jagers, General Manager

SUBJECT: Resolution 2025-__: Amending the District's Policies and Procedures Manual:

- a. Policy 7004 Email and Communication
- b. Policy 7006 Password
- c. Policy 7011 Cellular Telephone Usage

Staff Recommendation

Adopt Resolution 2025-__ Amending the District's Policies and Procedures Manual.

Executive Summary

As part of the ongoing updates to the District's Policies and Procedures Manual, staff identified various administrative policies that require revision. Staff requests consideration of the policy amendments as recommended. Following this staff report are individual summaries of the proposed changes to each policy.

Background

On March 18, 2009, the Board of Directors adopted Resolution 2009-05, establishing a Policies and Procedures Manual applicable to the Board of Directors and District staff. The document has been updated periodically as needed over the years, and in 2018, the Personnel Committee directed staff to review, revise and update all policies in order of priority based on safety and legal standards. Staff has worked to address policies individually and has produced drafts based on advice of legal counsel, changes in state and federal law, and review of sample policies from the Association of California Water Agencies / Joint Powers Insurance Authority (ACWA/JPIA), the California Special Districts Association (CSDA), and other water districts and local agencies.

Summary / Action

Consider the following new and revised policies to the BCVWD Policies and Procedures Manual:

	Replace or Revise Policy:	With the New or Revised Policy:
A	Part I, Section 45, Internet, Email, and Electronic Communication Ethics, Usage and Security	Policy 7004 Email and Communication
B	Part I, Section 45, Internet, Email, and Electronic Communication Ethics, Usage and Security (Subsection C, ii)	Policy 7006 Password
C	Part I, Section 46, Cellular Telephone Usage	Policy 7011 Cellular Telephone Usage



Fiscal Impact: Please refer to attached staff reports for fiscal impact.

Attachments

1. Proposed Resolution 2025-__ with clean draft attachments:
 - a. Policy 7004 Email and Communication
 - b. Policy 7006 Password
 - c. Policy 7011 Cellular Telephone Usage
2. 7004 Email and Communication – Staff Report
 - a. Redlined Version of Policy 7004: Email and Communication
 - b. Side-by-Side Version of Policy 7004: Email and Communication
 - c. National Institute of Standards and Technology (NIST) Fact Sheet
 - d. California Public Records Act (California League of Cities)
 - e. California Consumer Privacy Act (CCPA) Summary and Key Issues
3. 7006 Password – Staff Report
 - a. Redlined Version of Policy 7006: Password
 - b. Side-by-Side Version of Policy 7006: Password
4. 7011 Cellular Telephone Usage – Staff Report
 - a. Redlined Version of Policy 7011: Cellular Telephone Usage
 - b. Side-by-Side Version of Policy 7011: Cellular Telephone Usage
 - c. California Vehicle Code § 23124 Summary

RESOLUTION 2025-__

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

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, and the Finance and Audit Committee of the Board of Directors recommended revisions to the Policy and Procedures Manual based on advice given by the District's legal counsel; and

WHEREAS, the Board of Directors has reviewed and considered the revisions to the subject policies attached hereto and listed below, finds the new or 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 are revised or replaced per the attached exhibits as indicated below:

	Replace or Revise Policy:	With the New or Revised Policy:
A	Part I, Section 45, Internet, Email, and Electronic Communication Ethics, Usage and Security	Policy 7004 Email and Communication
B	Part I, Section 45, Internet, Email, and Electronic Communication Ethics, Usage and Security	Policy 7006 Password
C	Part I, Section 46, Cellular Telephone Usage	Policy 7011 Cellular Telephone Usage

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

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

ATTEST:

DRAFT UNTIL APPROVED

DRAFT UNTIL APPROVED

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

 Director Andy Ramirez, Secretary to the
 Board of Directors of the
 Beaumont-Cherry Valley Water District

POLICY TITLE: EMAIL AND COMMUNICATION
POLICY NUMBER: 7004

7004.1 Introduction. Beaumont-Cherry Valley Water District (BCVWD) relies on email and communication tools as essential methods for conducting business. This policy ensures these tools are used securely, responsibly, and in alignment with the National Institute of Standards and Technology (NIST) principles, which provide a framework for cybersecurity and data protection. As a California Special District, BCVWD adheres to state regulations, including compliance with the California Public Records Act (CPRA) and the California Consumer Privacy Act (CCPA), ensuring transparency, accountability, and data security in communications.

7004.2 Purpose. The purpose of this policy is to establish guidelines for the appropriate and secure use of BCVWD's email and communication systems, minimize risks such as data breaches and misuse, and ensure compliance with NIST standards and California laws.

7004.3 Scope. This policy applies to all employees, contractors, and third parties who use BCVWD's email and communication systems for business purposes.

7004.4 Policy Details

7004.4.1 General Use and Ownership

- a. Employees must use BCVWD's email and communication systems for authorized business purposes only.
- b. All emails must use clear, friendly, and business-appropriate language to maintain professionalism.
- c. Personal email accounts are not permitted for District business use under any circumstances.
- d. Employees are discouraged from accessing personal email accounts while using District devices to maintain system integrity and focus on work-related activities.

7004.4.2 Security Measures

- a. Emails containing sensitive, confidential, or personally identifiable information (PII) must be encrypted in accordance with NIST standards.
- b. Employees must exercise caution when handling emails from unknown sources to prevent phishing attacks. Avoid clicking on suspicious links or downloading untrusted attachments.
- c. Multi-factor authentication (MFA) is required to access District email accounts to prevent unauthorized access.
- d. Employees accessing District email via mobile devices must use District-approved applications and comply with the Mobile Device Management Policy to ensure secure communications.

7004.4.3 Retention and Transparency

- a. Business-related emails are subject to retention and archiving per BCVWD's Electronic Data Retention and Records Management Policy to ensure compliance with the California Public Records Act (CPRA).
- b. Employees must not delete emails containing critical business information, compliance records, or other District-related documentation without proper authorization.

7004.4.4 Prohibited Activities

- a. Sending, receiving, or forwarding inappropriate, offensive, or discriminatory content via

- email is strictly prohibited.
- b. Employees must not use BCVWD's email system for personal gain, solicitation, or non-work-related activities.
- c. District-issued email accounts must not be used for personal communications unrelated to District operations.

7004.4.5 Best Practices

- a. Use descriptive subject lines to clarify the content of emails and facilitate easier management of email records.
- b. Limit the use of "Reply All" to essential communications to reduce unnecessary email traffic and maintain efficiency.
- c. Avoid sharing passwords or allowing unauthorized access to District email accounts.

7004.4.6 Monitoring

- a. BCVWD reserves the right to monitor email and communication systems to ensure compliance with this policy. Monitoring will be conducted in accordance with state laws and District procedures to balance security with employee privacy.

7004.4.7 Reporting Incidents

- a. Any suspected email-related security incidents, such as phishing attempts, unauthorized access, or email system breaches, must be reported immediately to the IT Department.
- b. Reported incidents will be addressed in accordance with BCVWD's Incident Response Policy, ensuring timely containment, mitigation, and documentation of any breaches.

7004.4.8 California Compliance

- a. As a California Special District, BCVWD's email communications must comply with the California Public Records Act (CPRA) to ensure transparency and public access to records, and California Consumer Privacy Act (CCPA) to safeguard sensitive employee, customer, and stakeholder data.

7004.4.9 Water Sector Guidelines

- a. Employees must handle regulatory notices, disaster-related communications, and other water sector specific matters securely, ensuring adherence to District policies and state requirements.
- b. Confidential information related to water infrastructure, vendor communications, customer specific data, or proprietary data must be protected in all email exchanges.

7004.4.10 Third-Party Communications

- a. When engaging with third-party vendors or contractors via email, employees must ensure that communications adhere to BCVWD's security standards. Vendors are expected to follow secure communication practices as outlined in contractual agreements.

7004.5 Review and Revision Policy. The Information Technology Department will review the "Acceptable Use Policy" annually to ensure it remains current and effective in addressing the needs of the organization and any changes in regulatory or technological requirements. During the review process, the policy will be evaluated for its effectiveness, compliance with relevant regulations, alignment with the National Institute of Standards and Technology (NIST), and adherence to applicable local and state laws governing IT resource usage. Necessary updates or revisions will be made to ensure the policy continues to meet the district's requirements and supports its mission.

POLICY TITLE: PASSWORD
POLICY NUMBER: 7006

7006.1 Introduction. Beaumont-Cherry Valley Water District (BCVWD) recognizes that strong password practices are essential for protecting access to its systems, networks, and sensitive data. This policy establishes password management requirements aligned with the National Institute of Standards and Technology (NIST) standards, ensuring secure access while minimizing risks associated with unauthorized access or data breaches. As a California Special District, BCVWD ensures compliance with applicable state regulations and cybersecurity best practices.

7006.2 Purpose . The purpose of this policy is to define requirements for the creation, management, and use of passwords to safeguard BCVWD's IT resources, ensuring alignment with NIST guidelines and compliance with California's privacy and cybersecurity laws.

7006.3 Scope. This policy applies to all employees, contractors, and third parties who access BCVWD's IT systems, applications, devices, voicemail systems, physical security systems (e.g., gate codes, alarm codes), or other password-protected resources.

7006.4 Policy Details

7006.4.1 Password Creation and Complexity

- a. Passwords must meet complexity requirements, including a mix of uppercase and lowercase letters, numbers, and special characters.
- b. Passphrases, such as a sequence of random words, are encouraged for greater memorability and security
- c. Default passwords provided with devices, systems, or applications must be changed upon first use.
- d. Generic passwords or shared accounts should not be used unless explicitly authorized by the IT Department for a specific operational purpose. These accounts must have passwords that change periodically and be closely monitored.

7006.4.2 Password Management

- a. Employees must not reuse passwords across multiple accounts or use passwords previously used for BCVWD systems.
- b. Password changes are only required when there is evidence of compromise or as directed by the IT Department.
- c. Passwords must not be written down or stored in plain text. Employees are encouraged to use a District-approved password manager for secure storage.
- d. Employees will receive automated email notifications whenever a password change is made to their account. If a user does not recognize the change, they must report it immediately to the IT Department.
- e. The IT Department will periodically evaluate the effectiveness of password policies, including lifecycle requirements, based on evolving threat landscapes and best practices, ensuring passwords meet security needs without imposing unnecessary user burden.

7006.4.3 Multi-Factor Authentication (MFA)

- a. Multi-factor authentication (MFA) is required whenever possible for accessing BCVWD systems, email, and sensitive applications to enhance security.
- b. Employees must promptly notify the IT Department if they lose access to their secondary authentication method (e.g., mobile device, hardware token).

- c. Passwords for remote access tools, such as VPN or remote desktop applications, must meet complexity requirements and be protected by multi-factor authentication (MFA) when possible, to ensure secure access from external networks.

7006.4.4 Password Protection

- a. Passwords must not be shared under any circumstances, including non-computer systems such as mobile devices, voicemail systems, gate codes, and alarm codes.
- b. Any requests for passwords, regardless of the source, must be directed to the IT Department for verification and handling. Employees must report any suspected password compromises to the IT Department immediately.
- c. Temporary or one-time passwords issued by the IT Department must be used only for their intended purpose and changed immediately upon first login.
- d. Password reset requests must be submitted through secure channels, such as the IT helpdesk portal, and verified using identity confirmation methods (e.g., employee ID verification or multi-factor authentication).
- e. Passwords and access codes for physical security systems (e.g., gate codes, alarm codes) must adhere to the same confidentiality and complexity standards as IT passwords. These codes must be updated periodically and immediately upon suspected compromise.

7006.4.5 Account Lockout

- a. User accounts will be locked after three (3) consecutive failed login attempts to prevent unauthorized access.
- b. Locked accounts will remain inaccessible for 30 minutes or until unlocked by authorized IT personnel after verifying the user's identity.

7006.4.6 Special Considerations for System Accounts

- a. Administrative and system accounts must use unique, complex passwords that are different from user-level accounts.
- b. Shared accounts (e.g., service accounts) must be approved by the IT Department, including enhanced logging and monitoring, and be limited to use cases where individual accounts are impractical. Each use of a shared account must be traceable to an individual user.
- c. Vendors and contractors accessing BCVWD systems must adhere to the same password requirements, including complexity, change intervals, and MFA. Contractors requiring shared accounts must obtain written approval from the IT Department.

7006.4.7 Monitoring and Enforcement

- a. The IT Department will conduct periodic audits of password compliance and security practices.
- b. Non-compliance with the Password Policy may result in disciplinary actions, including suspension of account access.
- c. Failed login attempts will be logged and reviewed periodically by the IT Department to identify patterns of potential unauthorized access or brute-force attack attempts.

7006.4.8 California Compliance

- a. BCVWD's password practices comply with the California Consumer Privacy Act (CCPA) and other applicable state cybersecurity regulations to ensure data protection.

7006.4.9 Water Sector Guidelines

- a. Passwords used to access water sector-specific systems (e.g., SCADA or water quality monitoring systems) must adhere to enhanced security requirements as directed by NIST and industry best practices.
- b. Periodic penetration testing will be conducted at least annually to evaluate the strength of password controls, identify vulnerabilities, and address risks to both IT and operational technology systems.
- c. Critical systems such as SCADA must use customized password policies that address their unique security and operational requirements.
- d. High-risk accounts, such as administrative or SCADA accounts, may require periodic password changes based on risk assessments conducted by the IT Department.

7006.4.10 Emergency Situations

- a. In emergency scenarios, such as disaster recovery or major system failures, the IT Department may implement temporary password overrides or bypass measures. These measures must be logged, monitored, and documented, with a full review conducted post-incident to ensure compliance is restored.

7006.4.11 Awareness and Training

- a. Employees will receive periodic training on secure password practices as part of BCVWD's Security Awareness and Training Program. Topics include creating strong passwords, avoiding phishing attempts, and protecting credentials.

7006.5 Review and Revision Policy. The Information Technology Department will review the "Acceptable Use Policy" annually to ensure it remains current and effective in addressing the needs of the organization and any changes in regulatory or technological requirements. During the review process, the policy will be evaluated for its effectiveness, compliance with relevant regulations, alignment with the National Institute of Standards and Technology (NIST), and adherence to applicable local and state laws governing IT resource usage. Necessary updates or revisions will be made to ensure the policy continues to meet the district's requirements and supports its mission.

POLICY TITLE: CELLULAR TELEPHONE USAGE
POLICY NUMBER: 7011

7011.1 Introduction . Beaumont-Cherry Valley Water District (BCVWD) recognizes the importance of cellular telephones for conducting District business efficiently and securely. This policy establishes guidelines for the proper use and management of District-issued and personal cellular telephones to ensure compliance with National Institute of Standards and Technology (NIST) principles, California laws, and water sector regulations. By implementing these standards, BCVWD ensures the protection of sensitive data and operational integrity.

7011.2 Purpose. The purpose of this policy is to define the appropriate use, security requirements, and responsibilities related to cellular telephones used for District-related activities. The policy aims to minimize risks such as data breaches, unauthorized access, and misuse, while ensuring compliance with NIST cybersecurity standards, California laws, and public records regulations.

7011.3 Scope. This policy applies to all employees, contractors, and third parties who use District-issued or personal cellular telephones for work-related purposes, including access to District systems, data, or communications.

7011.4 Policy Details

7011.4.1 General Use

- a. District-issued cellular telephones are provided exclusively for work-related purposes. Personal use must be limited to incidental activities that do not interfere with work responsibilities or result in excessive costs to the district.
- b. Personal cellular telephones must not be used for District-related activities unless explicitly authorized under the Bring Your Own Device (BYOD) Policy and approved by the Information Technology Department.
- c. Cellular telephone usage must adhere to professional and ethical standards and comply with all applicable District policies, including the Acceptable Use Policy.

7011.4.2 Security Requirements

- a. District-issued cellular telephones must be configured to meet NIST security guidelines, including:
 - i. Full Device Encryption
 - ii. Strong Authentication
 - iii. Automatic Lockout after a maximum of 5 minutes of inactivity
- b. Employees must report lost, stolen, or compromised District-issued cellular telephones to the IT Department immediately. The IT Department will remotely lock or wipe the device to prevent unauthorized access.
- c. Personal cellular telephones authorized for District use must comply with security requirements outlined in the BYOD Policy and Mobile Device Management Policy, including encryption and password protection.
- d. Cellular telephones used to access District systems must be enrolled in the District's Mobile Device Management (MDM) program for enhanced monitoring and compliance.
- e. District-issued cellular telephones must maintain a separation between personal and work-related data through containerization or similar security methods, as specified by NIST guidelines.
- f. When a District-issued cellular telephone is decommissioned, it must be returned to the IT Department for secure wiping and reconfiguration to ensure no residual data remains on the device.

7011.4.3 Data Ownership and Protection

- a. Employees must not store sensitive District data, including personally identifiable information (PII), on personal cellular telephones unless explicitly authorized and encrypted.
- b. Communications and data transmitted via cellular telephones are subject to applicable privacy laws, including the California Consumer Privacy Act (CCPA) and California Public Records Act (CPRA).
- c. Employees must use District-approved applications to access email, documents, or other sensitive data on cellular telephones.
- d. All data stored on District-issued cellular telephones, including work-related emails, documents, and communications, is the property of BCVWD. Employees must not delete, transfer, or share District data without prior authorization.

7011.4.4 Prohibited Activities

- a. District-issued cellular telephones must not be used for:
 - i. Downloading unauthorized applications or software.
 - ii. Storing non-work-related files, media, or software.
 - iii. Engaging in activities that violate District policies or local, state, or federal laws.
- b. Using cellular telephones while driving on District business is prohibited unless using a hands-free device, in compliance with California Vehicle Code Section 23123.5.

7011.4.5 Monitoring and Privacy

- a. BCVWD reserves the right to monitor District-issued cellular telephones for compliance with this policy. Monitoring includes, but is not limited to, call logs, data usage, and installed applications. Monitoring will be conducted in accordance with applicable state and federal laws.
- b. Personal communications made on District-issued cellular telephones are not private and may be subject to disclosure of public records under the CPRA.
- c. District-issued cellular telephones are equipped with tracking capabilities for loss or theft prevention. Employees are required to consent to these measures as a condition of using District-issued devices. Tracking will be used solely for security and recovery purposes and will comply with applicable privacy laws.

7011.4.6 Responsibilities

- a. Employees are responsible for safeguarding District-issued cellular telephones from loss, theft, or damage.
- b. Employees must immediately report any suspected or actual security incidents involving District- issued cellular telephones to the IT Department.
- c. Supervisors/Department Heads must ensure employees using District-issued cellular telephones understand and comply with this policy.
- d. Employees must take reasonable care of District-issued cellular telephones, ensuring the device is clean, not physically damaged, and free from unauthorized alterations or misuse. Employees are prohibited from jailbreaking, rooting, or otherwise tampering with device software or hardware, or removing protective equipment designed to protect the device from damage.

7011.4.7 California Compliance

- a. Cellular telephone use must comply with applicable California laws, including the California Consumer Privacy Act (CCPA), the California Public Records Act (CPRA), and state laws governing electronic communications.
- b. Text messages and other communications related to District business are subject to disclosure under the CPRA.

7011.5 Review and Revision Policy. The Information Technology Department will review the "Acceptable Use Policy" annually to ensure it remains current and effective in addressing the needs of the organization and any changes in regulatory or technological requirements. During the review process, the policy will be evaluated for its effectiveness, compliance with relevant regulations, alignment with the National Institute of Standards and Technology (NIST), and adherence to applicable local and state laws governing IT resource usage. Necessary updates or revisions will be made to ensure the policy continues to meet the district's requirements and supports its mission.

DRAFT

Executive Summary

At the January 21, 2025 Personnel Committee meeting, Human Resources (HR) staff proposed the establishment of Information Technology (IT) Policy Number 7004, Email and Communication, with sections that provide guidelines for authorized use, data protection, retention, and monitoring while prohibiting misuse, safeguarding sensitive communications, and promoting efficient, professional practices. The IT policy draft ensures the secure, responsible, and compliant use of District email systems, aligning with the standards of the National Institute of Standards and Technology (NIST) and state regulations such as the California Public Records Act (CPRA) and California Consumer Privacy Act (CCPA). After a review, the Personnel Committee approved the policy draft for further discussion at the next Regular Board meeting.

Following the recommendation by the Personnel Committee, staff identified a duplicative section of the existing Policy Manual, Section 45 Email and Electronic Communication Ethics, Usage and Security and proposes replacement and deletion of Section 45 in entirety.

Background

At the November 19, 2024 meeting, the Director of IT and HR staff requested the Personnel Committee review the Employee IT Policy Handbook to ensure alignment with the District's strategic goals, legal requirements, and regulatory standards. The handbook, first drafted in 2014 and updated annually, outlines technology use, security compliance, and employee expectations. On the other hand, the IT and Cybersecurity Policy Manual, created in 2017 and aligned with the NIST framework, ensures compliance with evolving standards and best practices. These efforts have earned the District the MISAC award for excellence in IT governance and cybersecurity for the past two years.

At the January 21, 2025 Personnel Committee meeting, HR staff proposed the establishment of IT Policy 7004, Email and Communication, outlining guidelines for authorized use, data protection, retention, monitoring, and misuse prevention. The policy ensures secure and compliant use of District email systems, aligning with NIST standards and state regulations like CPRA and CCPA. HR staff also emphasized the District's policy on using District emails and messaging applications strictly for business purposes to minimize risks and ensure compliance, particularly when CPRA requests are made by interested parties. The Committee approved the draft for discussion at the next Regular Board meeting.

As part of the ongoing process of all District policies, Legal Counsel reviewed the policy draft to ensure compliance with applicable Federal, State and local labor laws.

Discussion

An Email and Communications IT policy is vital for the District to ensure secure, professional, and compliant use of communication systems, protecting sensitive information and maintaining operational integrity. Table A, Summary of Policy Sections, outlines the proposed Email and Communications (policy) that was drafted by HR and the IT Department.

Table A – Summary of Policy Sections

Row Number	Policy Section	State / Federal Law requirement	BCVWD current practice	Added/Revised Sections	Fiscal Impact of Option
1	Part I, Section 45, A and B	NIST, CPRA and CCPA	The District's IT policies are aligned with NIST, CPRA and CCPA.	Established Section 7004.1 Introduction	No fiscal impact.
2	Part I, Section 45, A and B	NIST, CPRA and CCPA	Secure the District's email and communication systems.	Established Section 7004.2 Purpose	No fiscal impact.
3	No Section	NIST, CPRA and CCPA	IT Email and Communication policies are applicable to all employees, contractors and third parties for District-related functions.	Established Section 7004.3 Scope.	No fiscal impact.
4	Sections 7004.4.1.1 to 7004.4.1.4	NIST, CPRA and CCPA	The District requires all users to use the email and communications systems strictly for business and to maintain professionalism. Personal accounts are also prohibited.	Established Sections 7004.4.1.1 to 7004.4.1.4 General Use and Ownership.	No fiscal impact.
5	Part I, Section 45, C, vii	NIST, CPRA and CCPA	District email use must follow strict security protocols, including encryption, multi-factor authentication, cautious handling of unknown emails, and compliance with the Mobile Device Management Policy.	Established Sections 7004.4.2, a to d Security Measures	No fiscal impact.

Row Number	Policy Section	State / Federal Law requirement	BCVWD current practice	Added/Revised Sections	Fiscal Impact of Option
6	Part I, Section 45, C, v	NIST, CPRA and CCPA	District maintains business emails must be retained and archived per BCVWD's policy to comply with the CPRA, and deletion of critical records requires proper authorization.	Established Sections 7004.4.3, a and b Retention and Transparency	No fiscal impact.
7	Part I, Section 45, C, vii to xix and xxii	NIST, CPRA and CCPA	BCVWD maintains that work email accounts must only be used for professional purposes, prohibiting inappropriate content, personal gain, and non-work-related activities.	Established 7004.4.4, a to c Prohibited Activities	No fiscal impact.
8	Part I, Section 45, C, iii	NIST, CPRA and CCPA	The District highly encourage the use descriptive subject lines for clarity and limit "Reply All" to essential communications to maintain email efficiency.	Established Sections 7004.4.5, a to c Best Practices	No fiscal impact.
9	No Section	NIST, CPRA and CCPA	The District if needed, may monitor email systems to ensure policy compliance while adhering to state laws and respecting employee privacy	Established Section 7004.4.6, a Monitoring	No fiscal impact.

Row Number	Policy Section	State / Federal Law requirement	BCVWD current practice	Added/Revised Sections	Fiscal Impact of Option
10	No Sections	NIST, CPRA and CCPA	Suspected email security incidents must be reported to IT immediately and will be handled per BCVWD's Incident Response Policy for prompt resolution and documentation.	Established Sections 7004.4.7, a and b Reporting Incidents	No fiscal impact.
11	Part I, Section 45, C, iv	NIST, CPRA and CCPA	The District email communications comply with the CPRA for transparency and the CCPA to protect sensitive data.	Established Sections 7004.4.8, a California Compliance	No fiscal impact.
12	Part I, Section 45, C, vi	NIST, CPRA and CCPA	Employees are required to securely handle regulatory, disaster-related, and water sector communications while protecting confidential information in email exchanges.	Established Section 7004.4.9, a and b Water Sector Guidelines	No fiscal impact.
13	No Section	NIST, CPRA and CCPA	BCVWD maintains that email communications with third-party vendors must adhere to BCVWD's security standards, with vendors following secure practices per contractual agreements.	Established Section 7004.4.10, a Third Party Communications	No fiscal impact.

Row Number	Policy Section	State / Federal Law requirement	BCVWD current practice	Added/Revised Sections	Fiscal Impact of Option
14	No Section	NIST, CPRA and CCPA	The District annually reviews the "Email and Communication" policy to ensure its effectiveness, compliance with regulations, alignment with NIST standards, and adherence to local and state laws, making necessary updates to support the District's mission.	Established Section 7004.5 Introduction	No fiscal impact.

Fiscal Impact

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

Attachments

1. Redlined version of Policy 7004: Email and Communication
2. Side-by-Side version of Policy 7004: Email and Communication
3. National Institute of Standards and Technology (NIST) Fact Sheet
4. California Public Records Act (CPRA) FAQ
5. California Consumer Privacy Act (CCPA) Summary and Key Issues

Attachment 2a

POLICY TITLE: EMAIL AND COMMUNICATION

POLICY NUMBER: 7004

7004.1 Introduction. Beaumont-Cherry Valley Water District (BCVWD) relies on email and communication tools as essential methods for conducting business. This policy ensures these tools are used securely, responsibly, and in alignment with the National Institute of Standards and Technology (NIST) principles, which provide a framework for cybersecurity and data protection. As a California Special District, BCVWD adheres to state regulations, including compliance with the California Public Records Act (CPRA) and the California Consumer Privacy Act (CCPA), ensuring transparency, accountability, and data security in communications.

7004.2 Purpose. The purpose of this policy is to establish guidelines for the appropriate and secure use of BCVWD's email and communication systems, minimize risks such as data breaches and misuse, and ensure compliance with NIST standards and California laws.

7004.3 Scope. This policy applies to all employees, contractors, and third parties who use BCVWD's email and communication systems for business purposes.

7004.4 Policy Details

7004.4.1 General Use and Ownership

- a. Employees must use BCVWD's email and communication systems for authorized business purposes only.
- b. All emails must use clear, friendly, and business-appropriate language to maintain professionalism.
- c. Personal email accounts are not permitted for District business use under any circumstances.
- d. Employees are discouraged from accessing personal email accounts while using District devices to maintain system integrity and focus on work-related activities.

7004.4.2 Security Measures

- a. Emails containing sensitive, confidential, or personally identifiable information (PII) must be encrypted in accordance with NIST standards.
- b. Employees must exercise caution when handling emails from unknown sources to prevent phishing attacks. Avoid clicking on suspicious links or downloading untrusted attachments.
- c. Multi-factor authentication (MFA) is required to access District email accounts to prevent unauthorized access.
- d. Employees accessing District email via mobile devices must use District-approved applications and comply with the Mobile Device Management Policy to ensure secure communications.

7004.4.3 Retention and Transparency

- a. Business-related emails are subject to retention and archiving per BCVWD's Electronic Data Retention and Records Management Policy to ensure compliance with the California Public Records Act (CPRA).
- b. Employees must not delete emails containing critical business information, compliance records, or other District-related documentation without proper authorization.

7004.4.4 Prohibited Activities

- a. Sending, receiving, or forwarding inappropriate, offensive, or discriminatory content via

- email is strictly prohibited.
- b. Employees must not use BCVWD's email system for personal gain, solicitation, or non-work-related activities.
 - c. District-issued email accounts must not be used for personal communications unrelated to District operations.

7004.4.5 Best Practices

- a. Use descriptive subject lines to clarify the content of emails and facilitate easier management of email records.
- b. Limit the use of "Reply All" to essential communications to reduce unnecessary email traffic and maintain efficiency.
- c. Avoid sharing passwords or allowing unauthorized access to District email accounts.

7004.4.6 Monitoring

- a. BCVWD reserves the right to monitor email and communication systems to ensure compliance with this policy. Monitoring will be conducted in accordance with state laws and District procedures to balance security with employee privacy.

7004.4.7 Reporting Incidents

- a. Any suspected email-related security incidents, such as phishing attempts, unauthorized access, or email system breaches, must be reported immediately to the IT Department.
- b. Reported incidents will be addressed in accordance with BCVWD's Incident Response Policy, ensuring timely containment, mitigation, and documentation of any breaches.

7004.4.8 California Compliance

- a. As a California Special District, BCVWD's email communications must comply with the California Public Records Act (CPRA) to ensure transparency and public access to records, and California Consumer Privacy Act (CCPA) to safeguard sensitive employee, customer, and stakeholder data.

7004.4.9 Water Sector Guidelines

- a. Employees must handle regulatory notices, disaster-related communications, and other water sector specific matters securely, ensuring adherence to District policies and state requirements.
- b. Confidential information related to water infrastructure, vendor communications, customer specific data, or proprietary data must be protected in all email exchanges.

7004.4.10 Third-Party Communications

- a. When engaging with third-party vendors or contractors via email, employees must ensure that communications adhere to BCVWD's security standards. Vendors are expected to follow secure communication practices as outlined in contractual agreements.

7004.5 Review and Revision Policy. The Information Technology Department will review the "Acceptable Use Policy" annually to ensure it remains current and effective in addressing the needs of the organization and any changes in regulatory or technological requirements. During the review process, the policy will be evaluated for its effectiveness, compliance with relevant regulations, alignment with the National Institute of Standards and Technology (NIST), and adherence to applicable local and state laws governing IT resource usage. Necessary updates or revisions will be made to ensure the policy continues to meet the district's requirements and supports its mission.

Attachment 2b

A CURRENT POLICY

45. INTERNET, E-MAIL, AND ELECTRONIC COMMUNICATION ETHICS, USAGE AND SECURITY

- A. **Purpose.** The District believes that employee access to and use of the Internet, e-mail, and other electronic communications resources benefits the District and makes it a more efficient and successful local public agency. However, the misuses of these resources have the potential to harm the District's short and long-term success.
- B. The District has established this ethics, usage, and security policy to ensure that all District employees use the computer resources, which the District has provided its employees, such as the Internet and e-mail, in an ethical, legal, and appropriate manner. This policy defines acceptable and unacceptable use of the Internet, e-mail, and other electronic communications.
- C. This policy also establishes the steps the District may take for inappropriate use of the Internet and e-mail. All employees must read and adhere to the guidelines and policies established herein. Failure to follow this policy may lead to discipline, up to and including immediate termination.
 - i. Employees shall not use the Internet or e-mail in an inappropriate manner. Inappropriate use of the internet and e-mail includes, but is not limited to:
 - a. Accessing internet sites that contain pornography, exploit children, or would generally be regarded in the community as offensive, or for which there is no official business purpose to access.
 - b. Participating in any profane, defamatory, harassing, illegal, discriminatory, or offensive activity or any activity that is inconsistent in any way with the District's policies (i.e. policy on sexual harassment).
 - c. Exploiting security weaknesses of the District's computing resources and/or other networks or computers outside the District.

PROPOSED POLICY

POLICY TITLE: EMAIL AND COMMUNICATION
 POLICY NUMBER: 7004

- 7004.1 Introduction.** Beaumont-Cherry Valley Water District (BCVWD) relies on email and communication tools as essential methods for conducting business. This policy ensures these tools are used securely, responsibly, and in alignment with the National Institute of Standards and Technology (NIST) principles, which provide a framework for cybersecurity and data protection. As a California Special District, BCVWD adheres to state regulations, including compliance with the California Public Records Act (CPRA) and the California Consumer Privacy Act (CCPA), ensuring transparency, accountability, and data security in communications.
- 7004.2 Purpose.** The purpose of this policy is to establish guidelines for the appropriate and secure use of BCVWD's email and communication systems, minimize risks such as data breaches and misuse, and ensure compliance with NIST standards and California laws.
- 7004.3 Scope.** This policy applies to all employees, contractors, and third parties who use BCVWD's email and communication systems for business purposes.
- 7004.4 Policy Details**
 - 7004.4.1 General Use and Ownership**
 - a. Employees must use BCVWD's email and communication systems for authorized business purposes only.
 - b. All emails must use clear, friendly, and business-appropriate language to maintain professionalism.
 - c. Personal email accounts are not permitted for District business use under any circumstances.
 - d. Employees are discouraged from accessing personal email accounts while using District devices to maintain system integrity and focus on work-related activities.
 - 7004.4.2 Security Measures**
 - a. Emails containing sensitive, confidential or personally identifiable information (PII) must be encrypted in accordance with NIST standards.
 - b. Employees must exercise caution when handling emails from unknown sources to prevent phishing attacks. Avoid clicking on suspicious links or downloading untrusted attachments.
 - c. Multi-factor authentication (MFA) is required to access District email accounts to prevent unauthorized access.
 - d. Employees accessing District email via mobile devices must use District-approved applications and comply with the Mobile Device Management Policy to ensure secure communications.
 - 7004.4.3 Retention and Transparency**
 - a. Business-related emails are subject to retention and archiving per BCVWD's Electronic Data Retention and Records Management Policy to ensure compliance with the California Public Records Act (CPRA).
 - b. Employees must not delete emails containing critical business information, compliance records, or other District-related documentation without proper authorization.
 - 7004.4.4 Prohibited Activities**
 - a. Sending, receiving, or forwarding inappropriate, offensive, or discriminatory content via

- b. Employees must not use BCVWD's email system for personal gain, solicitation, or non-work-related activities.
 - c. District-issued email accounts must not be used for personal communications unrelated to District operations.
- 7004.4.4 Best Practices**
- a. Use descriptive subject lines to clarify the content of emails and facilitate easier management of email records.
 - b. Limit the use of "Reply All" to essential communications to reduce unnecessary email traffic and maintain efficiency.
 - c. Avoid sharing passwords or allowing unauthorized access to District email accounts.
- 7004.4.5 Monitoring**
- a. BCVWD reserves the right to monitor email and communication systems to ensure compliance with this policy. Monitoring will be conducted in accordance with state laws and District procedures to balance security with employee privacy.
- 7004.4.6 Reporting Incidents**
- a. Any suspected email-related security incidents, such as phishing attempts, unauthorized access, or email system breaches, must be reported immediately to the IT Department.
 - b. Reported incidents will be addressed in accordance with BCVWD's Incident Response Policy, ensuring timely containment, mitigation, and documentation of any breaches.
- 7004.4.7 California Compliance**
- a. As a California Special District, BCVWD's email communications must comply with the California Public Records Act (CPRA) to ensure transparency and public access to records, and California Consumer Privacy Act (CCPA) to safeguard sensitive employee, customer, and stakeholder data.
- 7004.4.8 Water Sector Guidelines**
- a. Employees must handle regulatory notices, disaster-related communications, and other water sector specific matters securely, ensuring adherence to District policies and state requirements.
 - b. Confidential information related to water infrastructure, vendor communications, customer specific data, or proprietary data must be protected in all email exchanges.
- 7004.4.9 Third-Party Communications**
- a. When engaging with third-party vendors or contractors via email, employees must ensure that communications adhere to BCVWD's security standards. Vendors are expected to follow secure communication practices as outlined in contractual agreements.
- 7004.5 Review and Revision Policy.** The Information Technology Department will review the "Acceptable Use Policy" annually to ensure it remains current and effective in addressing the needs of the organization and any changes in regulatory or technological requirements. During the review process, the policy will be evaluated for its effectiveness, compliance with relevant regulations, alignment with the National Institute of Standards and Technology (NIST), and adherence to applicable local and state laws governing IT resource usage. Necessary updates or revisions will be made to ensure the policy continues to meet the district's requirements and supports its mission.

- d. Internet access is to be used for District business purposes only. Employees who have completed all job tasks should seek additional work assignments. Use of the internet should not interfere with the timely and efficient performance of job duties. Access to the Internet and e-mail is not a benefit of employment with the District. (Personal use of the Internet, e-mail, texting and other electronic communications is strictly prohibited.)
- ii. Employees DO NOT have any right to privacy in any District computer resources, including internet sites visited, downloads and e-mail messages, text messages produced, sent, or received by District computers or transmitted via the District's servers and network. Employee access to the internet and e-mail is controlled by use of a password. The existence of a password does not mean that employees should have any expectation of privacy. Employees must disclose their passwords to the IT Manager or General Manager upon request, and the IT Manager or General Manager will maintain a file of all passwords currently in use. As directed by the General Manager, the District may monitor the contents of all e-mail messages to promote the administration of the District, its business, and policies.
- iii. Employees access to and use of the Internet, e-mail, and other electronic communications will be monitored frequently. Failure to follow the policy may lead to discipline, up to and including immediate termination. Disciplinary action may include the removal of Internet and e-mail access from their computer or termination of employment with the District.
- iv. The internet and e-mail provide means by which employees of the District may communicate with its customers (general public). Messages to or from customers through the District's e-mail system may be considered part of the District's public business records and should be treated as such.
- v. Deleting an e-mail message does not necessarily mean the message cannot be retrieved from the District's computer system. For a specific period of time, the District retains backup copies of all documents, including e-mail messages, produced, sent, and received on the District's computer system.
- vi. E-mail and any attachments are subject to the same ethical and legal concerns and standards of good conduct as memos, letters, and other paper-based documents. E-mail can be forwarded to others, printed on paper, and is subject to possible discovery during lawsuits in which the District may be involved.
- vii. Currently all District e-mail being sent is not encrypted. Unencrypted electronic mail is not a secure way of exchanging information or files. Due to the way Internet data is routed, all messages are subject to "eavesdropping." Messages may be "stolen" as they temporarily reside on host machines waiting to be routed to their destination, or they may be purposefully intercepted from the Internet during transfer to the recipient. It is possible for someone other than the intended recipient to capture, store, read, alter/or re-distribute your message. Do not transmit information in an electronic mail message

**Refer to
7004.4.3**

**Refer to
7004.4.2**

that should not be written in a letter, memorandum, or document available to the public.

- viii. E-mail, once transmitted, can be printed, forwarded, and disclosed by the receiving party without the consent of the sender. Use caution in addressing messages to ensure that messages are not inadvertently sent to the wrong person.
- ix. Use of electronic mail or the Internet to distribute copyrighted materials is prohibited.
- x. Each user should take the necessary steps to prevent unauthorized disclosure of confidential or privileged information
- xi. Use of electronic mail or the Internet to send offensive messages of any kind is prohibited.
- xii. Use of electronic mail or the Internet for inappropriate or unauthorized advertising and promotion of the District is prohibited.
- xiii. When District employees communicate using electronic mail or other features of the Internet, the employee must be extremely mindful of the image being portrayed of the District.
- xiv. Computer viruses can become attached to executable files and program files. Receiving and/or downloading executable files and programs via electronic mail or the Internet without express permission of the Systems Administrator is prohibited. This includes, but is not limited to, software programs and software upgrades. This does not include e-mail and/or documents received via e-mail and the Internet. All downloaded files must be scanned for viruses.
- xv. Use of another user's name/account, without express permission of the Systems Administrator, to access the Internet is strictly prohibited.
- xvi. Use of the District's computer resources for personal commercial activity or any type of illegal activity is strictly prohibited.
- xvii. It is advisable for all employees of the District to remind customers/clients/contractors of these security issues when sending confidential electronic mail and/or documents to the District via electronic mail. If applicable, our customer/clients/contracts should be reminded to implement a security policy and make sure their employees understand the ramifications of sending privileged information via electronic mail.
- xviii. To maintain the integrity and firewall protection of the District's network system, telephone system, modem pool, or communication server to access the Internet. The District will not be responsible for maintaining or payment of personal Internet accounts or related software.
- xix. E-mail that users need to retrieve from their personal Internet account must be retrieved via that User's personal Internet account. District users shall not access such

Refer to
7004.4.4

personal e-mail account using the District's network system, telephone system, modem pool, or communication server.

- xx. ~~Employees will only access the Internet through the District's network. Internet access through other methods (i.e. modems) will be allowed as directed by the IT Director or General Manager.~~
- xxi. ~~Employees will respect all copyright and license agreements regarding software or publication they access or download from the Internet. The District will not condone violations of copyright laws and licenses and the employee will be personally liable for any fines or sanctions caused by the license or copyright infringement. Any software or publication, which is downloaded onto District computer resources, becomes the sole property of the District.~~
- xxii. ~~Employees will only download information and/or publications for official business purposes.~~
- xxiii. ~~Employees are to scan all downloaded materials before using or opening them on their computers to prevent the introduction of computer viruses.~~
- xxiv. ~~All list subscriptions should be for business purposes only. The employee will make sure List Servers are notified when the employee leaves the District.~~

Understanding

THE NIST CYBERSECURITY FRAMEWORK

You may have heard about the NIST Cybersecurity Framework, but what exactly is it?

And does it apply to you?

NIST is the National Institute of Standards and Technology at the U.S. Department of Commerce. The NIST Cybersecurity Framework helps

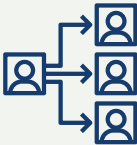
businesses of all sizes better understand, manage, and reduce their cybersecurity risk and protect their networks and data. The Framework is voluntary. It gives your business an outline of best practices to help you decide where to focus your time and money for cybersecurity protection.

You can put the NIST Cybersecurity Framework to work in your business in these five areas: Identify, Protect, Detect, Respond, and Recover.

1. IDENTIFY

Make a list of all equipment, software, and data you use, including laptops, smartphones, tablets, and point-of-sale devices.

Create and share a company cybersecurity policy that covers:



Roles and responsibilities for employees, vendors, and anyone else with access to sensitive data.



Steps to take to protect against an attack and limit the damage if one occurs.

2. PROTECT

- Control who logs on to your network and uses your computers and other devices.
- Use security software to protect data.
- Encrypt sensitive data, at rest and in transit.
- Conduct regular backups of data.
- Update security software regularly, automating those updates if possible.
- Have formal policies for safely disposing of electronic files and old devices.
- Train everyone who uses your computers, devices, and network about cybersecurity. You can help employees understand their personal risk in addition to their crucial role in the workplace.

LEARN MORE AT:
[FTC.gov/SmallBusiness](https://www.ftc.gov/SmallBusiness)



3. DETECT



Monitor your computers for unauthorized personnel access, devices (like USB drives), and software.



Check your network for unauthorized users or connections.



Investigate any unusual activities on your network or by your staff.

4. RESPOND

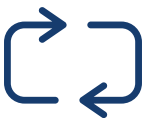
Have a plan for:

- Notifying customers, employees, and others whose data may be at risk.
- Keeping business operations up and running.
- Reporting the attack to law enforcement and other authorities.
- Investigating and containing an attack.
- Updating your cybersecurity policy and plan with lessons learned.
- Preparing for inadvertent events (like weather emergencies) that may put data at risk.

Test your plan regularly.

5. RECOVER

After an attack:



Repair and restore the equipment and parts of your network that were affected.



Keep employees and customers informed of your response and recovery activities.

For more information on the NIST Cybersecurity Framework and resources for small businesses, go to [NIST.gov/CyberFramework](https://www.nist.gov/CyberFramework) and [NIST.gov/Programs-Projects/Small-Business-Corner-SBC](https://www.nist.gov/Programs-Projects/Small-Business-Corner-SBC).

LEARN MORE AT:



FEDERAL TRADE COMMISSION

NIST National Institute of Standards and Technology U.S. Department of Commerce



Homeland Security

The Basics

The PRA “embodies a strong policy in favor of disclosure of public records.”⁴⁸ As with any interpretation or construction of legislation, the courts will “first look at the words themselves, giving them their usual and ordinary meaning.”⁴⁹ Definitions found in the PRA establish the statute’s structure and scope, and guide local agencies, the public, and the courts in achieving the legislative goal of disclosing local agency records while preserving equally legitimate concerns of privacy and government effectiveness.⁵⁰ It is these definitions that form the “basics” of the PRA.

What are Public Records?

The PRA defines “public records” as “any writing containing information relating to the conduct of the public’s business prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics.”⁵¹ The term “public records” encompasses more than simply those documents that public officials are required by law to keep as official records. Courts have held that a public record is one that is “necessary or convenient to the discharge of [an] official duty[,]” such as a status memorandum provided to the city manager on a pending project.⁵²

Writings

A writing is defined as “any handwriting, typewriting, printing, photostating, photographing, photocopying, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combinations thereof, and any record thereby created, regardless of the manner in which the record has been stored.”⁵³

48 *Lorig v. Medical Board of Cal.* (2000) 78 Cal.App.4th 462, 467; see “Fundamental Right of Access to Government Information,” p. 6.

49 *People v. Lawrence* (2000) 24 Cal.4th 219, 230.

50 See “Exemptions from Disclosure — Protecting the Public’s Fundamental Rights of Privacy and Need for Efficient and Effective Government,” p.6.

51 Gov. Code, § 7920.530, subd. (a) (formerly Gov. Code, § 6252, subd. (e)).

52 *Braun v. City of Taft* (1984) 154 Cal.App.3d 332, 340; *San Gabriel Tribune v. Superior Court* (1983) 143 Cal.App.3d 762, 774.

53 Gov. Code, § 7920.545 (formerly Gov. Code, § 6252, subd. (g)).

The statute unambiguously states that “[p]ublic records” include “any writing containing information relating to the conduct of the public’s business prepared, owned, used or retained by any state or local agency regardless of physical form or characteristics.”⁵⁴ The California Supreme Court relied on this definition to state that a public record has four aspects: “it is (1) a writing, (2) with content related to the conduct of the people’s business, which is (3) prepared by, or (4) owned, used, or retained by any state or local agency.”⁵⁵ Thus, unless the writing is related “to the conduct of the public’s business” and is “prepared, owned, used or retained by” a local agency, it is not a public record subject to disclosure under the PRA.⁵⁶

Information Relating to the Conduct of Public Business

Public records include “any writing containing information relating to the conduct of the public’s business.”⁵⁷ However, “[c]ommunications that are primarily personal containing no more than incidental mentions of agency business generally will not constitute public records.”⁵⁸ Therefore, courts have observed that although a writing is in the possession of the local agency, it is not automatically a public record if it does not also relate to the conduct of the public’s business.⁵⁹ For example, records containing primarily personal information, such as an employee’s personal address list or grocery list, are considered outside the scope of the PRA.

Prepared, Owned, Used, or Retained

Writings containing information “related to the conduct of the public’s business” must also be “prepared, owned, used or retained by any state or local agency” to be public records subject to the PRA.⁶⁰ What is meant by “prepared, owned, used or retained” has been the subject of several court decisions.

Writings need not always be in the physical custody of, or accessible to, a local agency to be considered public records subject to the PRA. The obligation to search for, collect, and disclose the material requested can apply to records in the possession of a local agency’s consultants, which are deemed “owned” by the public agency and in its “constructive possession” when the terms of an agreement between the city and the consultant provide for such ownership.⁶¹ Thus, where a local agency has a contractual right to control the subconsultants or their files, the records may be considered to be within their “constructive possession.”⁶² However, a mere contractual right to access documents held by a contractor is not sufficient to establish constructive possession when the agency does not have the authority to manage or control the documents.⁶³

54 Gov. Code, § 7920.530, subd. (a) (formerly Gov. Code, § 6252(e)); *Regents of the University of California v. Superior Court* (2013) 222 Cal.App.4th 383, 399; *Braun v. City of Taft*, *supra*, 154 Cal.App.3d at p. 340; *San Gabriel Tribune v. Superior Court*, *supra*, 143 Cal.App.3d at p. 774.

55 *City of San Jose v. Superior Court* (2017) 2 Cal.5th 608, 617.

56 *Regents of the University of California v. Superior Court*, *supra*, 222 Cal.App.4th at p. 399.

57 Gov. Code, § 7920.530, subd. (a) (formerly Gov. Code, § 6252, subd. (e)).

58 *City of San Jose v. Superior Court*, *supra*, 2 Cal.5th at p. 618-619.

59 Gov. Code, § 7920.530, subd. (a) (formerly Gov. Code, § 6252, subd. (e)); *Regents of the University of California v. Superior Court*, *supra*, 222 Cal.App.4th at pp. 403–405; *Braun v. City of Taft*, *supra*, 154 Cal.App.3d at p. 340; *San Gabriel Tribune v. Superior Court*, *supra*, 143 Cal.App.3d at p. 774.

60 Gov. Code, § 7920.530, subd. (a) (formerly Gov. Code, § 6252, subd. (e)).

61 *Consolidated Irrigation District v. Superior Court* (2013) 205 Cal.App.4th 697, 710; *City of San Jose v. Superior Court*, *supra*, 2 Cal.5th at p. 623.

62 *Community Youth Athletic Center v. City of National City* (2013) 220 Cal.App.4th 1385, 1428; *City of San Jose v. Superior Court*, *supra*, 2 Cal.5th at p. 623.

63 See *Anderson-Barker v. Superior Court* (2019) 31 Cal.App.5th 528, 541 (“[M]ere access to privately held information is not sufficient to establish possession or control of that information.”)

The PRA has also been held to apply to records possessed by *private individuals* who perform official functions for a public agency, but only to the extent that the documents are held by the individual for public functions or historically have been provided to the agency.⁶⁴

Likewise, documents that otherwise meet the definition of public records (including emails and text messages) are considered “retained” by the local agency even when they are actually “retained” on an employee or official’s personal device or account.⁶⁵

The California Supreme Court has provided some guidance on how a local agency can discover and manage public records located on their employees’ non-governmental devices or accounts. The Court did not endorse or mandate any particular search method, and reaffirmed that the PRA does not prescribe any specific method for searching and that the scope of a local agency’s search for public records need only be “calculated to locate responsive documents.”⁶⁶ When a local agency receives a request for records that may be held in an employee’s personal account, the local agency’s first step should be to communicate the request not only to the custodian of records but also to any employee or official who may have such information in personal devices or accounts. The Court states that a local agency may then “reasonably rely” on the employees to search their own personal files, accounts, and devices for responsive materials.⁶⁷

The Court’s guidance, which includes a caveat that they “do not hold that any particular search method is required or necessarily adequate[,]” includes examples of policies and practices in other state and federal courts and agencies, including:⁶⁸

- Reliance on employees to conduct their own searches and record segregation, so long as the employees have been properly trained on what are public records;
- Where an employee asserts to the local agency that he or she does not have any responsive records on his or her personal device(s) or account(s), he or she may be required by a court (as part of a later court action concerning a records request) to submit an affidavit providing the factual basis for determining whether the record is a public or personal record (e.g., personal notes of meetings and telephone calls protected by deliberative process privilege, versus meeting agendas circulated throughout the entire department.)⁶⁹
- Adoption of policies that will reduce the likelihood of public records being held in an employee’s private account, including a requirement that employees only use government accounts, or that they copy or forward all email or text messages to the local agency’s official recordkeeping system.⁷⁰

Documents that a local agency previously possessed but does not actually or constructively possess at the time of the request may not be public records subject to disclosure.⁷¹

64 *Board of Pilot Comm’rs v. Superior Court* (2013) 218 CA4th 577, 593. But see *Regents of Univ. of Cal. v. Superior Court* (2013) 222 Cal.App.4th 383, 399 (document not prepared, owned, used, or retained by public agency is not public record even though it may contain information relating to conduct of public’s business).

65 *City of San Jose v. Superior Court*, *supra*, 2 Cal.5th at p. 629; *Community Youth Athletic Center v. City of National City*, *supra*, 220 Cal.App.4th at p. 1428.

66 *City of San Jose v. Superior Court*, *supra*, 2 Cal.5th at p. 627.

67 *Id.* at p. 628.

68 *Id.* at pp. 627-629.

69 See *Grand Cent. Partnership, Inc. v. Cuomo* (2d. Cir. 1999) 166 F.3d 473, 481 for expanded discussion on the use of affidavit in FOIA litigation.

70 See 44 U.S.C. § 2911(a).

71 See *Am. Small Bus. League v. United States SBA* (2010) 623 F.3d 1052, (analyzed under FOIA).

Regardless of Physical Form or Characteristics

A public record is subject to disclosure under the PRA “regardless of its physical form or characteristics.”⁷² The PRA is not limited by the traditional notion of “writing.” As originally defined in 1968, the legislature did not specifically recognize advancing technology as we consider it today. Amendments beginning in 1970 have added references to “photographs,” “magnetic or punch cards,” “discs,” and “drums,”⁷³ with the current definition of “writing” adopted by the legislature in 2002.⁷⁴ Records subject to the PRA include records in any media, including electronic media, in which government agencies may possess records. This is underscored by the definition of “writings” treated as public records under the PRA, which includes “transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing any form of communication or representation, including letters, words, pictures, sounds or symbols or combinations thereof, and any record thereby created, regardless of the manner in which the record has been stored.”⁷⁵ The legislative intent to incorporate future changes in the character of writings has long been recognized by the courts, which have held that the “definition [of writing] is intended to cover every conceivable kind of record that is involved in the governmental process and will pertain to any new form of record-keeping instrument as it is developed.”⁷⁶

Metadata

Electronic records may include “metadata,” or data about data contained in a record that is not visible in the text. For example, metadata may describe how, when, or by whom particular data was collected, and contain information about document authors, other documents, or commentary or notes. No provision of the PRA expressly addresses metadata, and there are no reported court opinions in California considering whether or the extent to which metadata is subject to disclosure. Evolving law in other jurisdictions has held that local agency metadata is a public record subject to disclosure unless an exemption applies.⁷⁷ There are no reported California court opinions providing guidance on whether agencies have a duty to disclose metadata when an electronic record contains exempt information that cannot be reasonably segregated without compromising the record’s integrity.

► PRACTICE TIP:

Agencies that receive requests for metadata or requests for records that include metadata should treat the requests the same way they treat all other requests for electronic information and disclose non-exempt metadata.

Agency-Developed Software

The PRA permits government agencies to develop and commercialize computer software and benefit from copyright protections so that such software is not a “public record” under the PRA. This includes computer mapping systems, computer programs, and computer graphics systems.⁷⁸ As a result, public agencies are not required to provide copies

72 Gov. Code, § 7920.530, subd. (a) (formerly Gov. Code, § 6252, subd. (e)).

73 Stats. 1970, c. 575, p. 1151, § 2.

74 Gov. Code, § 7920.545 (formerly Gov. Code, § 6252, subd. (g)); Stats. 2002, c. 1073.

75 Gov. Code, § 7920.545 (formerly Gov. Code, § 6252, subd. (g)).

76 *Braun v. City of Taft* (1984) 154 Cal.App.3d 332, 340, citing “Assembly Committee on Statewide Information Policy California Public Records Act of 1968. 1 Appendix to Journal of Assembly 7, Reg. Sess. (1970).”

77 *Lake v. City of Phoenix* (2009) 218 P.3d 1004, 1008; *O’Neill v. City of Shoreline* (2010) 240 P.3d 1149, 1154; *Irwin v. Onondaga County* (2010) 895 N.Y.S.2d 262, 268.

78 Gov. Code, § 7922.585, subds. (a), (b) (formerly Gov. Code, § 6254.9, subds. (a), (b)).

of agency-developed software pursuant to the PRA. The PRA authorizes state and local agencies to sell, lease, or license agency-developed software for commercial or noncommercial use.⁷⁹ The exception for agency-developed software does not affect the public record status of information merely because it is stored electronically.⁸⁰

Computer Mapping (GIS) Systems

While computer mapping systems developed by local agencies are not public records subject to disclosure, such systems generally include geographic information system (GIS) data. Many local agencies use GIS programs and databases for a broad range of purposes, including the creation and editing of maps depicting property and facilities of importance to the agency and the public. As with metadata, the PRA does not expressly address GIS information disclosure. However, the California Supreme Court has held that while GIS software is exempt under the PRA, the data in a GIS file format is a public record, and data in a GIS database must be produced.⁸¹

Specifically Identified Records

The PRA also expressly makes particular types of records subject to the PRA, subject to disclosure, or both. For example, the PRA provides that the following are public records:

- Contracts of state and local agencies that require a private entity to review, audit, or report on any aspect of the agency, to the extent the contract is otherwise subject to disclosure under the PRA;⁸²
- Specified pollution information that state or local agencies require applicants to submit, pollution monitoring data from stationary sources, and records of notices and orders to building owners of housing or building law violations;⁸³
- Employment contracts between state and local agencies and any public official or employee;⁸⁴ and
- Itemized statements of the total expenditures and disbursements of judicial agencies provided for under the State Constitution.⁸⁵

What Agencies are Covered?

The PRA applies to state and local agencies. A state agency is defined as “every state office, officer, department, division, bureau, board and commission or other state body or agency.”⁸⁶ A local agency includes a county, city (whether general law or chartered), city and county, school district, municipal corporation, special district, community college district, or political subdivision.⁸⁷ This encompasses any committees, boards, commissions, or departments

79 Gov. Code, § 7922.585, subd. (b) (formerly Gov. Code, § 6254.9, subd. (a)).

80 Gov. Code, § 7922.585, subd. (d) (formerly Gov. Code, § 6254.9, subd. (d)).

81 *Sierra Club v. Superior Court* (2013) 57 Cal.4th 157, 170. See also *County of Santa Clara v. Superior Court* (2009) 170 Cal.App.4th 1301.

82 Gov. Code, § 7928.700 (formerly Gov. Code, § 6253.31).

83 Gov. Code, § 7924.510 (formerly Gov. Code, § 6254.7). But see *Masonite Corp. v. County of Mendocino Air Quality Management District* (1996) 42 Cal.App.4th 436, 450–453 (regarding trade secret information that may be exempt from disclosure).

84 Gov. Code, § 7928.400 (formerly Gov. Code, § 6254.8). But see *Versaci v. Superior Court* (2005) 127 Cal.App.4th 805, 817 (holding that reference in a public employee’s contract to future personal performance goals, to be set and thereafter reviewed as a part of, and in conjunction with, a public employee’s performance evaluation does not incorporate such documents into the employee’s performance for the purposes of the Act).

85 Gov. Code, § 7928.720 (formerly Gov. Code, § 6261).

86 Gov. Code, § 7920.540, subd. (a) (formerly Gov. Code § 6252, subd. (f)). Excluded from the definition of state agency are those agencies provided for in article IV (except section 20(k)) and article VI of the Cal. Constitution.

87 Gov. Code, § 7920.510 (formerly Gov. Code, § 6252, subd. (a)).

of those entities as well. A local agency also includes “another local public agency.”⁸⁸ Finally, a local agency includes a private entity, including a nonprofit entity, where that entity: (1) was created by the elected legislative body of a local agency to exercise authority that may be lawfully delegated to a private entity; (2) receives funds from a local agency, and whose governing board includes a member of the local agency’s legislative body who is appointed by that legislative body and who is a full voting member of the private entity’s governing board; or (3) is the lessee of a hospital, as described in subdivision (d) of Government Code section 54952.⁸⁹

The PRA does not apply to the state Legislature or the judicial branch.⁹⁰ The Legislative Open Records Act covers the Legislature.⁹¹ Most court records are disclosable as the courts have historically recognized the public’s right of access to public records maintained by the courts under the common law and the First Amendment of the United States Constitution.⁹²

Who Can Request Records?

All “persons” have the right to inspect and copy non-exempt public records. A “person” need not be a resident of California or a citizen of the United States to make use of the PRA.⁹³ “Persons” include corporations, partnerships, limited liability companies, firms, or associations.⁹⁴ Often, requesters include persons who have filed claims or lawsuits against the government, who are investigating the possibility of doing so, or who just want to know what their government officials are up to. With certain exceptions, neither the media nor a person who is the subject of a public record has any greater right of access to public records than any other person.⁹⁵

Local agencies and their officials are entitled to access public records on the same basis as any other person.⁹⁶ Further, local agency officials might be authorized to access public records of their own agency that are otherwise exempt if such access is permitted by law as part of their official duties.⁹⁷ Under such circumstances, however, the local agency shall not discriminate between or among local agency officials as to which writing or portion thereof is to be made available or when it is made available.⁹⁸

88 *The Cmty. Action Agency of Butte Cty. v. Superior Court* (2022) 79 Cal. App. 5th 221, 237 (adopting a four-factor test to determine whether a nonprofit entity is “another local public agency” under the PRA; the factors are: (1) whether the entity performs a government function, (2) the extent to which the government funds the entity’s activities, (3) the extent of government involvement in the entity’s activities, and (4) whether the entity was created by the government).

89 Gov. Code, § 7920.510 (formerly Gov. Code, § 6252, subd. (a)) (“[L]ocal agency includes . . . [a]n entity that is a legislative body of a local agency pursuant to subdivision (c) or (d) of Section 54952 [of the Brown Act].”). See e.g., 85 Ops. Cal. Atty. Gen 55 (2002) (PRA covered private nonprofit corporation formed for the purpose of providing programming for a cable television channel set aside for educational use by a cable operator pursuant to its franchise agreement with a city and subsequently designated by the city to provide the programming services).

90 Gov. Code, §§ 7920.510, 7920.510 (formerly Gov. Code, § 6252, subds. (a), (b)); *Michael J. Mack v. State Bar of Cal.* (2001) 92 Cal. App. 4th 957, 962–963.

91 Gov. Code, § 9070 *et. seq.*

92 *Overstock.com v. Goldman Sachs Group, Inc.* (2014) 231 Cal. App. 4th 471, 483–486; *Pantos v. City and County of San Francisco* (1984) 151 Cal. App. 3d 258, 263; *Champion v. Superior Court* (1988) 201 Cal. App. 3d 777, 288; *Craemer v. Superior Court* (1968) 265 Cal. App. 2d 216, 220.

93 *San Gabriel Tribune v. Superior Court* (1983) 143 Cal. App. 3d 762.

94 Gov. Code, § 7920.520 (formerly Gov. Code, § 6252, subd. (c)); *Connell v. Superior Court* (1997) 56 Cal. App. 4th 601.

95 Gov. Code, § 7921.305 (formerly Gov. Code, § 6252.5); *Los Angeles Unified School Dist. v. Superior Court* (2007) 151 Cal. App. 4th 759; *Dixon v. Superior Court* (2009) 170 Cal. App. 4th 1271, 1279.

96 Gov. Code, § 7921.305 (formerly Gov. Code, § 6252.5).

97 *Marylander v. Superior Court* (2002) 81 Cal. App. 4th 1119; *Los Angeles Police Dept. v. Superior Court* (1977) 65 Cal. App. 3d 661; *Dixon v. Superior Court* (2009) 170 Cal. App. 4th 1271. See “Information That Must Be Disclosed,” p. 40; “Requests for Journalistic or Scholarly Purposes,” p. 42.

98 Gov. Code, § 7921.310 (formerly Gov. Code, § 6252.7).

Requests for Deletion
Service Providers
Sales of Minors' Information
Sales to Third Parties
Verification of Requestors

Attachment 2e

[View CCPA Act](#)

CCPA Summary and Key Issues

The California Consumer Privacy Act of 2018 ("CCPA" or "the Act") became effective on January 1, 2020, and is codified at §§1798.100–199 of the Civil Code. The Act offers new and wide-ranging privacy rights for California residents, including a right to be informed about personal data collected by a business and rights to access and delete that information, a right to prevent personal information from being sold to third parties, and a right to data portability. The law

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Information that nominally falls under one or more of the categories of “personal information” cited in §140(o)(A)–(K) is only personal information if it “identifies, relates to, describes, is capable of being associated with, or could be reasonably linked, directly or indirectly, with a particular consumer or household”

The consumer private right of action only applies to violations of §150(a), which addresses security procedures and practices

The Act does not apply if it is conflict to with the U.S. Constitution

Substantive changes include:

Allowing a business to disclose the consumer’s right to deletion of his/her personal information in a form that is “reasonably accessible to consumers”; previously, the Act required such information to be listed on a business’s website or in its privacy policy

Exempting personal information collected under the California Financial Information Privacy Act; this is in addition to personal information subject to the Gramm–Leach–Bliley Act, which was already exempt under the CCPA

Exempting health care providers and covered entities “to the extent the provider or covered entity maintains patient information in the same manner as medical

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A.B. 1202. Data brokers. Data brokers must now register with the California Attorney General's office.

A.B. 25. CCPA amendment. One-year exemption for "employee" data.

A.B. 874. CCPA amendment. Adds "reasonably" to the definition of "personal information."

A.B. 1355. CCPA amendment. One-year exemption for "business-to-business" data; numerous drafting errors corrected.

A.B. 1146. CCPA amendment. Exemption for certain information related to motor vehicle repairs and recalls.

A.B. 1130. Breach notification. Adds new types of personal data subject to the state breach notification statute.

Go to an [unofficial version of the Act](#) that incorporates all previous amendments.



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Executive Summary

At the January 21, 2025 Personnel Committee meeting, HR staff proposed IT Policy 7006 Password, outlining robust password management practices aligned with NIST standards and California cybersecurity regulations. The policy establishes clear requirements for password creation, management, and enforcement to protect BCVWD’s systems and sensitive data, minimize unauthorized access, and ensure regulatory compliance. After a review, the Personnel Committee approved the policy draft for further discussion at the next Regular Board meeting.

As part of the ongoing process of all District policies, Legal Counsel reviewed the policy draft to ensure compliance with applicable Federal, State and local labor laws.

Discussion

The Password policy is essential for safeguarding BCVWD’s systems, data, and operations by ensuring secure password management practices that align with regulatory requirements and industry standards. Table A, Summary of Policy Sections, outlines the proposed Password policy that was drafted by HR and the IT Department.

Table A – Summary of Policy Sections

Row Number	Policy Section	State / Federal Law requirement	BCVWD current practice	Added/Revised Sections	Fiscal Impact of Option
1	No Section	NIST	Align with NIST practices and comply with State cybersecurity regulations.	Established Section 7006.1 Introduction	No fiscal impact.
2	No Section	NIST	Password required to protect BCVWD’s IT resources while aligning with NIST guidelines and California cybersecurity laws.	Established Section 7006.2 Purpose	No fiscal impact.
3	No Section	NIST	Policy is applicable to all individuals accessing BCVWD’s IT systems, applications, devices, and password-protected resources, including employees, contractors, and third parties.	Established Section 7006.3 Scope.	No fiscal impact.

Row Number	Policy Section	State / Federal Law requirement	BCVWD current practice	Added/Revised Sections	Fiscal Impact of Option
4	Part I, Section 45, C, ii	NIST	Passwords are required to meet complexity standards, use passphrases for security, change default passwords immediately, and avoid generic or shared accounts unless authorized and monitored by IT.	Established Sections 7006.4.1, a to d Password Creation and Complexity	No fiscal impact.
5	Part I, Section 45, C, ii	NIST	Requires employees not to reuse passwords, store them insecurely, or use previously used passwords, while changes are required only for security concerns; IT evaluates policies periodically, and automated notifications ensure prompt reporting of unauthorized changes.	Established Sections 7006.4.2, a to e Password Management	No fiscal impact.
6	No Section	NIST	The District requires Multi-factor authentication (MFA) for accessing BCVWD systems and remote tools, with employees promptly reporting lost secondary authentication methods to maintain security.	Established Sections 7006.4.3, a to c Multi-Factor Authentication (MFA)	No fiscal impact.

Row Number	Policy Section	State / Federal Law requirement	BCVWD current practice	Added/Revised Sections	Fiscal Impact of Option
7	No Section	NIST	Passwords and access codes must remain confidential, never be shared, and follow strict security standards, with all reset requests and suspected compromises promptly reported and handled through secure IT channels.	Established Sections 7006.4.4, a to e Password Protection	No fiscal impact.
8	No Section	NIST	User accounts will lock after three failed login attempts and remain inaccessible for 30 minutes or until IT verifies the user's identity and unlocks the account.	Established Sections 7006.4.5, a and b Account Lockout	No fiscal impact.
9	No Section	NIST	Administrative accounts use unique, complex passwords, shared accounts require IT approval and monitoring, and vendors must comply with BCVWD's password policies, including MFA and complexity standards.	Established Sections 7006.4.6, a to c Special Considerations for System Accounts	No fiscal impact.
10	No Section	NIST and CCPA	The IT Department audits password compliance, log failed login attempts to detect security threats, and enforce disciplinary actions for non-compliance, including account suspension.	Established Sections 7006.4.7, a to c Monitoring and Enforcement	No fiscal impact.

Row Number	Policy Section	State / Federal Law requirement	BCVWD current practice	Added/Revised Sections	Fiscal Impact of Option
11	No Section	NIST and CCPA	The District passwords comply with CCPA to protect sensitive data.	Established Section 7006.4.8, a California Compliance	No fiscal impact.
12	No Section	NIST and CCPA	Passwords for water sector-specific systems must follow enhanced security standards, undergo annual penetration testing, and include customized policies for critical systems, with periodic changes for high-risk accounts based on IT risk assessments.	Established Sections 7006.4.9, a to d Water Sector Guidelines	No fiscal impact.
13	No Section	NIST	In emergencies like disaster recovery, the IT Department may implement temporary password overrides, ensuring all actions are logged, monitored, documented, and reviewed post-incident to restore compliance.	Established Section 7006.4.10, a Emergency Situations	No fiscal impact.
14	No Section	NIST	The District requires employees undergo regular training on secure password practices, covering strong password creation, phishing prevention, and credential protection as part of BCVWD's Security Awareness Program.	Established Section 7006.4.11, a Awareness and Training	No fiscal impact as training is done through Vector Solutions.

Row Number	Policy Section	State / Federal Law requirement	BCVWD current practice	Added/Revised Sections	Fiscal Impact of Option
15	No Section	NIST	The District annually reviews the Password Policy to ensure its effectiveness, compliance with regulations, alignment with NIST standards, and adaptability to emerging technologies, updating it as needed.	Established Section 7006.5 Maintenance	No fiscal impact.

Fiscal Impact

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

Attachments

1. Redlined version of Policy 7006: Password
2. Side-by-Side version of Policy 7006: Password

Attachment 3a

POLICY TITLE: PASSWORD

POLICY NUMBER: 7006

7006.1 Introduction. Beaumont-Cherry Valley Water District (BCVWD) recognizes that strong password practices are essential for protecting access to its systems, networks, and sensitive data. This policy establishes password management requirements aligned with the National Institute of Standards and Technology (NIST) standards, ensuring secure access while minimizing risks associated with unauthorized access or data breaches. As a California Special District, BCVWD ensures compliance with applicable state regulations and cybersecurity best practices.

7006.2 Purpose . The purpose of this policy is to define requirements for the creation, management, and use of passwords to safeguard BCVWD's IT resources, ensuring alignment with NIST guidelines and compliance with California's privacy and cybersecurity laws.

7006.3 Scope. This policy applies to all employees, contractors, and third parties who access BCVWD's IT systems, applications, devices, voicemail systems, physical security systems (e.g., gate codes, alarm codes), or other password-protected resources.

7006.4 Policy Details

7006.4.1 Password Creation and Complexity

- a. Passwords must meet complexity requirements, including a mix of uppercase and lowercase letters, numbers, and special characters.
- b. Passphrases, such as a sequence of random words, are encouraged for greater memorability and security
- c. Default passwords provided with devices, systems, or applications must be changed upon first use.
- d. Generic passwords or shared accounts should not be used unless explicitly authorized by the IT Department for a specific operational purpose. These accounts must have passwords that change periodically and be closely monitored.

7006.4.2 Password Management

- a. Employees must not reuse passwords across multiple accounts or use passwords previously used for BCVWD systems.
- b. Password changes are only required when there is evidence of compromise or as directed by the IT Department.
- c. Passwords must not be written down or stored in plain text. Employees are encouraged to use a District-approved password manager for secure storage.
- d. Employees will receive automated email notifications whenever a password change is made to their account. If a user does not recognize the change, they must report it immediately to the IT Department.
- e. The IT Department will periodically evaluate the effectiveness of password policies, including lifecycle requirements, based on evolving threat landscapes and best practices, ensuring passwords meet security needs without imposing unnecessary user burden.

7006.4.3 Multi-Factor Authentication (MFA)

- a. Multi-factor authentication (MFA) is required whenever possible for accessing BCVWD systems, email, and sensitive applications to enhance security.
- b. Employees must promptly notify the IT Department if they lose access to their secondary authentication method (e.g., mobile device, hardware token).

- c. Passwords for remote access tools, such as VPN or remote desktop applications, must meet complexity requirements and be protected by multi-factor authentication (MFA) when possible, to ensure secure access from external networks.

7006.4.4 Password Protection

- a. Passwords must not be shared under any circumstances, including non-computer systems such as mobile devices, voicemail systems, gate codes, and alarm codes.
- b. Any requests for passwords, regardless of the source, must be directed to the IT Department for verification and handling. Employees must report any suspected password compromises to the IT Department immediately.
- c. Temporary or one-time passwords issued by the IT Department must be used only for their intended purpose and changed immediately upon first login.
- d. Password reset requests must be submitted through secure channels, such as the IT helpdesk portal, and verified using identity confirmation methods (e.g., employee ID verification or multi-factor authentication).
- e. Passwords and access codes for physical security systems (e.g., gate codes, alarm codes) must adhere to the same confidentiality and complexity standards as IT passwords. These codes must be updated periodically and immediately upon suspected compromise.

7006.4.5 Account Lockout

- a. User accounts will be locked after three (3) consecutive failed login attempts to prevent unauthorized access.
- b. Locked accounts will remain inaccessible for 30 minutes or until unlocked by authorized IT personnel after verifying the user's identity.

7006.4.6 Special Considerations for System Accounts

- a. Administrative and system accounts must use unique, complex passwords that are different from user-level accounts.
- b. Shared accounts (e.g., service accounts) must be approved by the IT Department, including enhanced logging and monitoring, and be limited to use cases where individual accounts are impractical. Each use of a shared account must be traceable to an individual user.
- c. Vendors and contractors accessing BCVWD systems must adhere to the same password requirements, including complexity, change intervals, and MFA. Contractors requiring shared accounts must obtain written approval from the IT Department.

7006.4.7 Monitoring and Enforcement

- a. The IT Department will conduct periodic audits of password compliance and security practices.
- b. Non-compliance with the Password Policy may result in disciplinary actions, including suspension of account access.
- c. Failed login attempts will be logged and reviewed periodically by the IT Department to identify patterns of potential unauthorized access or brute-force attack attempts.

7006.4.8 California Compliance

- a. BCVWD's password practices comply with the California Consumer Privacy Act (CCPA) and other applicable state cybersecurity regulations to ensure data protection.

7006.4.9 Water Sector Guidelines

- a. Passwords used to access water sector-specific systems (e.g., SCADA or water quality monitoring systems) must adhere to enhanced security requirements as directed by NIST and industry best practices.
- b. Periodic penetration testing will be conducted at least annually to evaluate the strength of password controls, identify vulnerabilities, and address risks to both IT and operational technology systems.
- c. Critical systems such as SCADA must use customized password policies that address their unique security and operational requirements.
- d. High-risk accounts, such as administrative or SCADA accounts, may require periodic password changes based on risk assessments conducted by the IT Department.

7006.4.10 Emergency Situations

- a. In emergency scenarios, such as disaster recovery or major system failures, the IT Department may implement temporary password overrides or bypass measures. These measures must be logged, monitored, and documented, with a full review conducted post-incident to ensure compliance is restored.

7006.4.11 Awareness and Training

- a. Employees will receive periodic training on secure password practices as part of BCVWD's Security Awareness and Training Program. Topics include creating strong passwords, avoiding phishing attempts, and protecting credentials.

7006.5 Review and Revision Policy. The Information Technology Department will review the "Acceptable Use Policy" annually to ensure it remains current and effective in addressing the needs of the organization and any changes in regulatory or technological requirements. During the review process, the policy will be evaluated for its effectiveness, compliance with relevant regulations, alignment with the National Institute of Standards and Technology (NIST), and adherence to applicable local and state laws governing IT resource usage. Necessary updates or revisions will be made to ensure the policy continues to meet the district's requirements and supports its mission

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Attachment 3b

CURRENT POLICY

45. **INTERNET, E-MAIL, AND ELECTRONIC COMMUNICATION ETHICS, USAGE AND SECURITY**
- A. **Purpose.** The District believes that employee access to and use of the internet, e-mail, and other electronic communications resources benefits the District and makes it a more efficient and successful local public agency. However, the misuses of these resources have the potential to harm the District's short and long-term success.
 - B. The District has established this ethics, usage, and security policy to ensure that all District employees use the computer resources, which the District has provided its employees, such as the Internet and e-mail, in an ethical, legal, and appropriate manner. This policy defines acceptable and unacceptable use of the Internet, e-mail, and other electronic communications.
 - C. This policy also establishes the steps the District may take for inappropriate use of the internet and e-mail. All employees must read and adhere to the guidelines and policies established herein. Failure to follow this policy may lead to discipline, up to and including immediate termination.
 - i. Employees shall not use the internet or e-mail in an inappropriate manner. Inappropriate use of the internet and e-mail includes, but is not limited to:
 - a. Accessing internet sites that contain pornography, exploit children, or would generally be regarded in the community as offensive, or for which there is no official business purpose to access.
 - b. Participating in any profane, defamatory, harassing, illegal, discriminatory, or offensive activity or any activity that is inconsistent in any way with the District's policies (i.e. policy on sexual harassment).
 - c. Exploiting security weaknesses of the District's computing resources and/or other networks or computers outside the District.
 - ii. Employees DO NOT have any right to privacy in any District computer resources, including internet sites visited, downloads and e-mail messages, text messages produced, sent, or received by District computers or transmitted via the District's servers and network. Employee access to the Internet and e-mail is controlled by use of a password. The existence of a password does not mean that employees should have any expectation of privacy. Employees must disclose their passwords to the IT Manager or General Manager upon request, and the IT Manager or General Manager will maintain a file of all passwords currently in use. As directed by the General Manager, the District may monitor the contents of all e-mail messages to promote the administration of the District, its business, and policies.

PROPOSED POLICY

POLICY TITLE: PASSWORD
POLICY NUMBER: 7006

- 7006.1 Introduction.** Beaumont-Cherry Valley Water District (BCVWD) recognizes that strong password practices are essential for protecting access to its systems, networks, and sensitive data. This policy establishes password management requirements aligned with the National Institute of Standards and Technology (NIST) standards, ensuring secure access while minimizing risks associated with unauthorized access or data breaches. As a California Special District, BCVWD ensures compliance with applicable state regulations and cybersecurity best practices.
- 7006.2 Purpose.** The purpose of this policy is to define requirements for the creation, management, and use of passwords to safeguard BCVWD's IT resources, ensuring alignment with NIST guidelines and compliance with California's privacy and cybersecurity laws.
- 7006.3 Scope.** This policy applies to all employees, contractors, and third parties who access BCVWD's IT systems, applications, devices, voicemail systems, physical security systems (e.g., gate codes, alarm codes), or other password-protected resources.
- 7006.4 Policy Details**
- 7006.4.1 Password Creation and Complexity**
- a. Passwords must meet complexity requirements, including a mix of uppercase and lowercase letters, numbers, and special characters.
 - b. Passphrases, such as a sequence of random words, are encouraged for greater memorability and security.
 - c. Default passwords provided with devices, systems, or applications must be changed upon first use.
 - d. Generic passwords or shared accounts should not be used unless explicitly authorized by the IT Department for a specific operational purpose. These accounts must have passwords that change periodically and be closely monitored.
- 7006.4.2 Password Management**
- a. Employees must not reuse passwords across multiple accounts or use passwords previously used for BCVWD systems.
 - b. Password changes are only required when there is evidence of compromise or as directed by the IT Department.
 - c. Passwords must not be written down or stored in plain text. Employees are encouraged to use a District-approved password manager for secure storage.
 - d. Employees will receive automated email notifications whenever a password change is made to their account. If a user does not recognize the change, they must report it immediately to the IT Department.
 - e. The IT Department will periodically evaluate the effectiveness of password policies, including lifecycle requirements, based on evolving threat landscapes and best practices, ensuring passwords meet security needs without imposing unnecessary user burden.
- 7006.4.3 Multi-Factor Authentication (MFA)**
- a. Multi-factor authentication (MFA) is required whenever possible for accessing BCVWD systems, email, and sensitive applications to enhance security.
 - b. Employees must promptly notify the IT Department if they lose access to their secondary authentication method (e.g., mobile device, hardware token).

c. Passwords for remote access tools, such as VPN or remote desktop applications, must meet complexity requirements and be protected by multi-factor authentication (MFA) when possible, to ensure secure access from external networks.

7006.4.4 Password Protection

- a. Passwords must not be shared under any circumstances, including non-computer systems such as mobile devices, voicemail systems, gate codes, and alarm codes.
- b. Any requests for passwords, regardless of the source, must be directed to the IT Department for verification and handling. Employees must report any suspected password compromises to the IT Department immediately.
- c. Temporary or one-time passwords issued by the IT Department must be used only for their intended purpose and changed immediately upon first login.
- d. Password reset requests must be submitted through secure channels, such as the IT helpdesk portal, and verified using identity confirmation methods (e.g., employee ID verification or multi-factor authentication).
- e. Passwords and access codes for physical security systems (e.g., gate codes, alarm codes) must adhere to the same confidentiality and complexity standards as IT passwords. These codes must be updated periodically and immediately upon suspected compromise.

7006.4.5 Account Lockout

- a. User accounts will be locked after three (3) consecutive failed login attempts to prevent unauthorized access.
- b. Locked accounts will remain inaccessible for 30 minutes or until unlocked by authorized IT personnel after verifying the user's identity.

7006.4.6 Special Considerations for System Accounts

- a. Administrative and system accounts must use unique, complex passwords that are different from user-level accounts.
- b. Shared accounts (e.g., service accounts) must be approved by the IT Department, including enhanced logging and monitoring, and be limited to use cases where individual accounts are impractical. Each use of a shared account must be traceable to an individual user.
- c. Vendors and contractors accessing BCVWD systems must adhere to the same password requirements, including complexity, change intervals, and MFA. Contractors requiring shared accounts must obtain written approval from the IT Department.

7006.4.7 Monitoring and Enforcement

- a. The IT Department will conduct periodic audits of password compliance and security practices.
- b. Non-compliance with the Password Policy may result in disciplinary actions, including suspension of account access.
- c. Failed login attempts will be logged and reviewed periodically by the IT Department to identify patterns of potential unauthorized access or brute-force attack attempts.

7006.4.8 California Compliance

- a. BCVWD's password practices comply with the California Consumer Privacy Act (CCPA) and other applicable state cybersecurity regulations to ensure data protection.

7006.4.9 Water Sector Guidelines

- a. Passwords used to access water sector-specific systems (e.g., SCADA or water quality monitoring systems) must adhere to enhanced security requirements as directed by NIST and industry best practices.
- b. Periodic penetration testing will be conducted at least annually to evaluate the strength of password controls, identify vulnerabilities, and address risks to both IT and operational technology systems.
- c. Critical systems such as SCADA must use customized password policies that address their unique security and operational requirements.
- d. High-risk accounts, such as administrative or SCADA accounts, may require periodic password changes based on risk assessments conducted by the IT Department.

7006.4.10 Emergency Situations

- a. In emergency scenarios, such as disaster recovery or major system failures, the IT Department may implement temporary password overrides or bypass measures. These measures must be logged, monitored, and documented, with a full review conducted post-incident to ensure compliance is restored.

7006.4.11 Awareness and Training

- a. Employees will receive periodic training on secure password practices as part of BCWMD's Security Awareness and Training Program. Topics include creating strong passwords, avoiding phishing attempts, and protecting credentials.

7006.5 Review and Revision Policy. The Information Technology Department will review the "Acceptable Use Policy" annually to ensure it remains current and effective in addressing the needs of the organization and any changes in regulatory or technological requirements. During the review process, the policy will be evaluated for its effectiveness, compliance with relevant regulations, alignment with the National Institute of Standards and Technology (NIST), and adherence to applicable local and state laws governing IT resource usage. Necessary updates or revisions will be made to ensure the policy continues to meet the district's requirements and supports its mission.

Executive Summary

At the January 21, 2025 Personnel Committee meeting, HR staff proposed IT Policy 7011 Cellular Telephone Usage, outlining guidelines for the secure and responsible use of District-issued and personal devices for work purposes. Aligned with NIST standards, California laws, and water sector regulations, the policy aims to protect sensitive data, ensure compliance, and support operational efficiency while reducing risks such as data breaches and misuse. The Committee approved the policy draft for presentation at the next Regular Board meeting.

As part of the ongoing process of all District policies, Legal Counsel reviewed the policy draft to ensure compliance with applicable Federal, State and local labor laws.

Discussion

The Cellular Telephone Usage policy is crucial for ensuring the secure, compliant, and efficient use of cellular devices in conducting District business while protecting sensitive data and adhering to regulatory standards. Table A, Summary of Policy Sections, outlines the proposed Cellular Telephone Usage policy that was drafted by HR and the IT Department.

Table A – Summary of Policy Sections

Row Number	Policy Section	State / Federal Law requirement	BCVWD current practice	Added/Revised Sections	Fiscal Impact of Option
1	No Section	NIST	Employees follow established Cellular Telephone Usage policy.	Established Section 7011.1 Introduction	No fiscal impact.
2	No Section	NIST	Employees are responsible for proper use and security, of District issued cellular telephones.	Established Section 7011.2 Purpose	No fiscal impact.
3	No Section	NIST	The Password policy has been applicable to all employees using District-issued or personal cellular phones for work, including accessing District systems, data, or communications.	Established Section 7011.3 Scope.	No fiscal impact.

Row Number	Policy Section	State / Federal Law requirement	BCVWD current practice	Added/Revised Sections	Fiscal Impact of Option
4	Sections 7011.4.1.1 to 7011.4.1.3	NIST	District-issued phones are for work purposes with limited personal use, personal phones require IT authorization for District activities, and all usage must follow professional standards and District policies.	Established Sections 7011.4.1, a to c General Use	No fiscal impact.
5	No Section	NIST	District-issued, and authorized personal phones, meet NIST security standards, including encryption and strong authentication, while being enrolled in the Mobile Device Management program, with immediate reporting of lost devices and secure decommissioning processes.	Established Sections 7011.4.2, a to f Security Requirements	No fiscal impact.
6	No Section	NIST	Sensitive District data is required to only be stored, or accessed, on authorized and encrypted devices using District-approved applications, with all data on District-issued phones considered BCVWD property and subject to privacy laws.	Established Sections 7011.4.3, a to d Data Ownership and Protection	No fiscal impact.

Row Number	Policy Section	State / Federal Law requirement	BCVWD current practice	Added/Revised Sections	Fiscal Impact of Option
7	Sections 7011.4.4.1 to 7011.4.4.2	NIST and CA Vehicle Code § 23124	District-issued phones must not be used for unauthorized apps, non-work files, or policy-violating activities, and hands-free devices are required for phone use while driving on District business.	Established Sections 7011.4.4, a and b Prohibited Activities	No fiscal impact.
8	No Section	NIST and CPRA	BCVWD may monitor District-issued phones for compliance, with personal communications subject to CPRA disclosure, and tracking enabled for security and recovery purposes in line with privacy laws.	Established Sections 7011.4.5, a to c Monitoring and Privacy	No fiscal impact.
9	No Section	NIST	Employees are required to safeguard District-issued phones, report security incidents promptly, maintain devices responsibly, and avoid tampering, while supervisors ensure compliance with the policy.	Established Sections 7011.4.6, a to d Responsibilities	No fiscal impact.
10	No Section	NIST, CPRA and CCPA	Cellular phone use must comply with California laws, including the CCPA and CPRA, with District-related communications subject to CPRA disclosure.	Established Sections 7011.4.7, a and b California Compliance	No fiscal impact.

Row Number	Policy Section	State / Federal Law requirement	BCVWD current practice	Added/Revised Sections	Fiscal Impact of Option
11	No Section	NIST	BCVWD annually reviews the Cellular Telephone Usage Policy to ensure its effectiveness, compliance with regulations, alignment with NIST standards, and adaptability to emerging technologies, updating it as needed.	Established Section 7011.5 Review and revision	No fiscal impact.

Fiscal Impact

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

Attachments

1. Redlined version of Policy 7011: Cellular Telephone Usage
2. Side-by-Side version of Policy 7011: Cellular Telephone Usage
3. California Vehicle Code § 23124 Summary

Staff Report prepared by Ren Berioso, Human Resources Manager

Attachment 4a

Policy Title: Cellular Telephone Usage

Policy Number: 7011

7011.1 Introduction . Beaumont-Cherry Valley Water District (BCVWD) recognizes the importance of cellular telephones for conducting District business efficiently and securely. This policy establishes guidelines for the proper use and management of District-issued and personal cellular telephones to ensure compliance with National Institute of Standards and Technology (NIST) principles, California laws, and water sector regulations. By implementing these standards, BCVWD ensures the protection of sensitive data and operational integrity.

7011.2 Purpose. The purpose of this policy is to define the appropriate use, security requirements, and responsibilities related to cellular telephones used for District-related activities. The policy aims to minimize risks such as data breaches, unauthorized access, and misuse, while ensuring compliance with NIST cybersecurity standards, California laws, and public records regulations.

7011.3 Scope. This policy applies to all employees, contractors, and third parties who use District-issued or personal cellular telephones for work-related purposes, including access to District systems, data, or communications.

7011.4 Policy Details

7011.4.1 General Use

- a. District-issued cellular telephones are provided exclusively for work-related purposes. Personal use must be limited to incidental activities that do not interfere with work responsibilities or result in excessive costs to the district.
- b. Personal cellular telephones must not be used for District-related activities unless explicitly authorized under the Bring Your Own Device (BYOD) Policy and approved by the Information Technology Department.
- c. Cellular telephone usage must adhere to professional and ethical standards and comply with all applicable District policies, including the Acceptable Use Policy.

7011.4.2 Security Requirements

- a. District-issued cellular telephones must be configured to meet NIST security guidelines, including:
 - i. Full Device Encryption
 - ii. Strong Authentication
 - iii. Automatic Lockout after a maximum of 5 minutes of inactivity
- b. Employees must report lost, stolen, or compromised District-issued cellular telephones to the IT Department immediately. The IT Department will remotely lock or wipe the device to prevent unauthorized access.
- c. Personal cellular telephones authorized for District use must comply with security requirements outlined in the BYOD Policy and Mobile Device Management Policy, including encryption and password protection.
- d. Cellular telephones used to access District systems must be enrolled in the District's Mobile Device Management (MDM) program for enhanced monitoring and compliance.
- e. District-issued cellular telephones must maintain a separation between personal and work-related data through containerization or similar security methods, as specified by NIST guidelines.
- f. When a District-issued cellular telephone is decommissioned, it must be returned to the IT Department for secure wiping and reconfiguration to ensure no residual data remains on the device.

7011.4.3 Data Ownership and Protection

- a. Employees must not store sensitive District data, including personally identifiable information (PII), on personal cellular telephones unless explicitly authorized and encrypted.
- b. Communications and data transmitted via cellular telephones are subject to applicable privacy laws, including the California Consumer Privacy Act (CCPA) and California Public Records Act (CPRA).
- c. Employees must use District-approved applications to access email, documents, or other sensitive data on cellular telephones.
- d. All data stored on District-issued cellular telephones, including work-related emails, documents, and communications, is the property of BCVWD. Employees must not delete, transfer, or share District data without prior authorization.

7011.4.4 Prohibited Activities

- a. District-issued cellular telephones must not be used for:
 - i. Downloading unauthorized applications or software.
 - ii. Storing non-work-related files, media, or software.
 - iii. Engaging in activities that violate District policies or local, state, or federal laws.
- b. Using cellular telephones while driving on District business is prohibited unless using a hands-free device, in compliance with California Vehicle Code Section 23123.5.

7011.4.5 Monitoring and Privacy

- a. BCVWD reserves the right to monitor District-issued cellular telephones for compliance with this policy. Monitoring includes, but is not limited to, call logs, data usage, and installed applications. Monitoring will be conducted in accordance with applicable state and federal laws.
- b. Personal communications made on District-issued cellular telephones are not private and may be subject to disclosure of public records under the CPRA.
- c. District-issued cellular telephones are equipped with tracking capabilities for loss or theft prevention. Employees are required to consent to these measures as a condition of using District-issued devices. Tracking will be used solely for security and recovery purposes and will comply with applicable privacy laws.

7011.4.6 Responsibilities

- a. Employees are responsible for safeguarding District-issued cellular telephones from loss, theft, or damage.
- b. Employees must immediately report any suspected or actual security incidents involving District- issued cellular telephones to the IT Department.
- c. Supervisors/Department Heads must ensure employees using District-issued cellular telephones understand and comply with this policy.
- d. Employees must take reasonable care of District-issued cellular telephones, ensuring the device is clean, not physically damaged, and free from unauthorized alterations or misuse. Employees are prohibited from jailbreaking, rooting, or otherwise tampering with device software or hardware, or removing protective equipment designed to protect the device from damage.

7011.4.7 California Compliance

- a. Cellular telephone use must comply with applicable California laws, including the California Consumer Privacy Act (CCPA), the California Public Records Act (CPRA), and state laws governing electronic communications.
- b. Text messages and other communications related to District business are subject to disclosure under the CPRA.

7011.5 Review and Revision Policy. The Information Technology Department will review the "Acceptable Use Policy" annually to ensure it remains current and effective in addressing the needs of the organization and any changes in regulatory or technological requirements. During the review process, the policy will be evaluated for its effectiveness, compliance with relevant regulations, alignment with the National Institute of Standards and Technology (NIST), and adherence to applicable local and state laws governing IT resource usage. Necessary updates or revisions will be made to ensure the policy continues to meet the district's requirements and supports its mission.

Attachment 4b

CURRENT POLICY

46. CELLULAR TELEPHONE USAGE

- A. Personal cellular telephones may be used by employees during hours of work for essential personal calls, or for an occasional personal business call.
 - i. Essential personal calls are defined as calls of minimal duration and frequency that are urgent in nature and cannot be made at another time or from a different telephone. Examples of essential personal calls are calls to arrange for care of a child or other family emergency, to alert a family member of an unexpected delay due to a change in work schedule, or to arrange for transportation or service in the event of car trouble, etc.
 - ii. To the extent possible, personal cellular telephone usage should be confined to rest and lunch breaks, and in locations such that the conversation is not disrupting to other employees or District business.
- B. **Exception.** Personal and District-owned cellular telephone usage will not be permitted by employees who are engaged in a continuous operation, such as a member on a utility crew engaged in the construction or repair of District facilities.
- C. **Meetings.** Personal and District-owned cellular telephones will be turned off or set to vibration mode during meetings, training sessions or during work hours if the employee's work station is in close proximity to others.

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- D. **Safety.** Employees are expected to operate District vehicles and equipment in a safe and prudent manner. Therefore, if use of a cellular telephone is necessary while driving a District vehicle or operating potentially hazardous equipment, hands-free cellular telephone accessories shall be used to maximize the employee's attentiveness. District employees will follow current laws concerning driving and the use of electronic devices.
- E. **Camera Phones.** Camera phones shall not be used in situations where any individual may have an expectation of privacy. This includes but is not limited to restrooms, locker rooms and training rooms.
- F. **Text Messages.** Text messaging devices shall not be used by employees to communicate with each other during working hours unless specifically authorized for District purposes by a supervisor.

PROPOSED POLICY

POLICY TITLE: CELLULAR TELEPHONE USAGE POLICY NUMBER: 7011

7011.1 Introduction. Beaumont-Cherry Valley Water District (BCVWD) recognizes the importance of cellular telephones for conducting District business efficiently and securely. This policy establishes guidelines for the proper use and management of District-issued and personal cellular telephones to ensure compliance with National Institute of Standards and Technology (NIST) principles, California laws, and water sector regulations. By implementing these standards, BCVWD ensures the protection of sensitive data and operational integrity.

7011.2 Purpose. The purpose of this policy is to define the appropriate use, security requirements, and responsibilities related to cellular telephones used for District-related activities. The policy aims to minimize risks such as data breaches, unauthorized access, and misuse, while ensuring compliance with NIST cybersecurity standards, California laws, and public records regulations.

7011.3 Scope. This policy applies to all employees, contractors, and third parties who use District-issued or personal cellular telephones for work-related purposes, including access to District systems, data, or communications.

7011.4 Policy Details

7011.4.1 General Use

- a. District-issued cellular telephones are provided exclusively for work-related purposes. Personal use must be limited to incidental activities that do not interfere with work responsibilities or result in excessive costs to the district.
- b. Personal cellular telephones must not be used for District-related activities unless explicitly authorized under the Bring Your Own Device (BYOD) Policy and approved by the Information Technology Department.
- c. Cellular telephone usage must adhere to professional and ethical standards and comply with all applicable District policies, including the Acceptable Use Policy.

7011.4.2 Security Requirements

- A. District-issued cellular telephones must be configured to meet NIST security guidelines, including:
 - i. Full Device Encryption
 - ii. Strong Authentication
 - iii. Automatic Lockout after a maximum of 5 minutes of inactivity
- b. Employees must report lost, stolen, or compromised District-issued cellular telephones to the IT Department immediately. The IT Department will remotely lock or wipe the device to prevent unauthorized access.
- c. Personal cellular telephones authorized for District use must comply with security requirements outlined in the BYOD Policy and Mobile Device Management Policy, including encryption and password protection.
- d. Cellular telephones used to access District systems must be enrolled in the District's Mobile Device Management (MDM) program for enhanced monitoring and compliance.
- e. District-issued cellular telephones must maintain a separation between personal and work-related data through containerization or similar security methods, as specified by NIST guidelines.
- f. When a District-issued cellular telephone is decommissioned, it must be returned to the IT Department for secure wiping and reconfiguration to ensure no residual data remains on the device.

D. **Safety.** Employees are expected to operate District vehicles and equipment in a safe and prudent manner. Therefore, if use of a cellular telephone is necessary while driving a District vehicle or operating potentially hazardous equipment, hands-free cellular telephone accessories shall be used to maximize the employee's attentiveness. District employees will follow current laws concerning driving and the use of electronic devices.

7011.4.3 Data Ownership and Protection

- a. Employees must not store sensitive District data, including personally identifiable information (PII), on personal cellular telephones unless explicitly authorized and encrypted.
- b. Communications and data transmitted via cellular telephones are subject to applicable privacy laws, including the California Consumer Privacy Act (CCPA) and California Public Records Act (CPRA).
- c. Employees must use District-approved applications to access email, documents, or other sensitive data on cellular telephones.
- d. All data stored on District-issued cellular telephones, including work-related emails, documents, and communications, is the property of BCVWD. Employees must not delete, transfer, or share District data without prior authorization.

7011.4.4 Prohibited Activities

- a. District-issued cellular telephones must not be used for:
 - i. Downloading unauthorized applications or software.
 - ii. Storing non-work-related files, media, or software.
 - iii. Engaging in activities that violate District policies or local, state, or federal laws.
- b. Using cellular telephones while driving on District business is prohibited unless using a hands-free device, in compliance with California Vehicle Code Section 23123.5.

7011.4.5 Monitoring and Privacy

- a. BCVWD reserves the right to monitor District-issued cellular telephones for compliance with this policy. Monitoring includes, but is not limited to, call logs, data usage, and installed applications. Monitoring will be conducted in accordance with applicable state and federal laws.
- b. Personal communications made on District-issued cellular telephones are not private and may be subject to disclosure of public records under the CPRA.
- c. District-issued cellular telephones are equipped with tracking capabilities for loss or theft prevention. Employees are required to consent to these measures as a condition of using District-issued devices. Tracking will be used solely for security and recovery purposes and will comply with applicable privacy laws.

7011.4.6 Responsibilities

- a. Employees are responsible for safeguarding District-issued cellular telephones from loss, theft, or damage.
- b. Employees must immediately report any suspected or actual security incidents involving District-issued cellular telephones to the IT Department.
- c. Supervisors/Department Heads must ensure employees using District-issued cellular telephones understand and comply with this policy.
- d. Employees must take reasonable care of District-issued cellular telephones, ensuring the device is clean, not physically damaged, and free from unauthorized alterations or misuse. Employees are prohibited from jailbreaking, rooting, or otherwise tampering with device software or hardware, or removing protective equipment designed to protect the device from damage.

7011.4.7 California Compliance

- a. Cellular telephone use must comply with applicable California laws, including the California Consumer Privacy Act (CCPA), the California Public Records Act (CPRA), and state laws governing electronic communications.
- b. Text messages and other communications related to District business are subject to disclosure under the CPRA.

7011.5 Review and Revision Policy The Information Technology Department will review the "Acceptable Use Policy" annually to ensure it remains current and effective in addressing the needs of the organization and any changes in regulatory or technological requirements. During the review process, the policy will be evaluated for its effectiveness, compliance with relevant regulations, alignment with the National Institute of Standards and Technology (NIST), and adherence to applicable local and state laws governing IT resource usage. Necessary updates or revisions will be made to ensure the policy continues to meet the district's requirements and supports its mission.

JUSTIA**Attachment 4c**[Go to Previous Versions of this Section](#) ▾

2023 California Code

Vehicle Code - VEH

DIVISION 11 - RULES OF THE ROAD

CHAPTER 12 - Public Offenses

ARTICLE 1 - Driving Offenses

Section 23124.

Universal Citation:

CA Veh Code § 23124 (2023) ○

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23124. (a) This section applies to a person under the age of 18 years.

(b) Notwithstanding Sections 23123 and 23123.5, a person described in subdivision (a) shall not drive a motor vehicle while using a wireless telephone or an electronic wireless communications device, even if equipped with a hands-free device.

(c) A violation of this section is an infraction punishable by a base fine of twenty dollars (\$20) for a first offense and fifty dollars (\$50) for each subsequent offense.

(d) A law enforcement officer shall not stop a vehicle for the sole purpose of determining whether the driver is violating subdivision (b).

(e) Subdivision (d) does not prohibit a law enforcement officer from stopping a vehicle for a violation of Section 23123 or 23123.5.

(f) This section does not apply to a person using a wireless telephone or a mobile service device for emergency purposes, including, but not limited to, an emergency call to a law enforcement agency, health care provider, fire department, or other emergency services agency or entity.

(g) For the purposes of this section, “electronic wireless communications device” includes, but is not limited to, a broadband personal communication device, specialized mobile radio device, handheld device or laptop computer with mobile data access, pager, and two-way messaging device.

(Amended by Stats. 2013, Ch. 754, Sec. 1. (SB 194) Effective January 1, 2014.)

◀ Previous

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**Beaumont-Cherry Valley Water District
Regular Board Meeting
February 27, 2025**

Item 5

STAFF REPORT

TO: Board of Directors

FROM: Dan Jagers, General Manager

SUBJECT: Request for Update to Will-Serve Letter for Proposed Phase 2 of Wolverine Project Located North of Prosperity Way and East of Potrero Boulevard (Previously Known as Parcel Map 34209 and Crossroads Logistics Center)

Staff Recommendation

Review the request for update to Will-Serve Letter for water service for the proposed continued industrial development (Wolverine Phase 2) located at Riverside County Assessor's Parcel Number (APN) 424-050-016 north of Prosperity Way and east of Potrero Boulevard within the City of Beaumont, and:

1. Consider the *Will-Serve Letter* for the Project:
 - a. Approve the application and furnish the update to *Will-Serve Letter* per conditions as enumerated, or
 - b. Deny the application for update to *Will-Serve Letter* for water service.

Executive Summary

The Applicant, Donna Shin, has requested potable and non-potable water service from the District for a proposed 26.65-acre industrial development (Wolverine Phase 2 or Project) which is composed of an industrial building which contains office and warehouse space. The Project is located within the District's Sphere of Influence and the District's Service Boundary; therefore, annexation will not be required.

Table 1 – Project Summary

Applicant	Donna Shin
Owner / Developer	McDonald Property Group
Development Type	Industrial
Development Name	Wolverine (Phase 2)
Annexation Required (Yes/No)	No
Estimated Potable Consumption	9.4 EDUs
Estimated Non-Potable Consumption	16.1 EDUs
Estimated Total Water Consumption	25.5 EDUs

Background

At the November 10, 2004, Regular Board Meeting, the Board of Directors approved the Will-Serve Letter request for a project identified as the Crossroads Logistics Center (see Attachment 1 – Crossroads Logistics Center Original Site Plan). This project proposed five (5) buildings totaling approximately 2,822,674 square feet of industrial building. At this time, the Board of Directors did not quantify the water allocated for the Project (see Attachment 2 – Crossroads



Logistics Center Original Will-Serve Letter). Following the Board approval of the Will-Serve Letter, the Applicant paid Facilities Fees for 1.88 Equivalent Dwelling Units (EDUs).

Prior to development, the Crossroads Logistics Center was conditioned to construct the water infrastructure required to serve their project. This included a 24-inch potable water DIP (2750 PZ) transmission main within Fourth Street and an 18-inch potable water DIP (2750 PZ) transmission main within Distribution Way, Prosperity Way, and Logistics Way. This also included a 24-inch non-potable water DIP (2800 PZ) transmission main within Fourth Street, a 12-inch non-potable water DIP (2800 PZ) distribution main within Distribution Way, and an 8-inch non-potable water DIP (2800 PZ) distribution main within Prosperity Way and Logistics Way. The Applicant is not subject to front-footage fees for Phase 2 of the Wolverine project as they constructed the infrastructure required to serve their Project including the pipeline fronting the project.

By 2016, the Crossroads Logistics Center had separated into two projects: the Wolverine project and the Cherry project. The Wolverine project consisted of two phases of construction. Phase 1 consisted of a 720,000 square foot+ industrial warehouse (Phase 1) and Phase II (future) building consisting of a proposed 580,800 square foot industrial warehouse located north of Prosperity Way. The two buildings as phased are shown on Attachment 3 – Wolverine Project Phasing. Phase 2 of the Wolverine project has been reduced to a building consisting of a 457,444 square foot industrial warehouse. The Cherry project (Amazon building) consisted of a 639,478+ square foot industrial warehouse.

At the December 12, 2018 Regular Board Meeting, the Board of Directors approved the Change of Service Request for the overall project (the Wolverine project and Cherry project) and updated the water allocation for both the Cherry project and Phase 1 of the Wolverine project. A summary of the 2018 update to the EDUs is shown in Table 2, below. The Table below references the different phases of the project as parcels in which the parcel boundaries can be found more clearly in Attachment 3.

Table 2 – Summary of Estimated Water Demands for Crossroads Logistics Center in EDUs^{1,2}

Parcel	Description	Original Approved Project		2018 Updated Consumption	
		Potable Water	Non-Potable Water	Potable Water	Non-Potable Water
1	Wolverine (Phase 2)	0	0	0	0
2	Wolverine (Phase 1)	1.88	0	11.67	13.15
3	Cherry project	0	0	69.00	16.66
4					
TOTAL (EDUs)	-	1.88	0	80.67	29.81
TOTAL (GPD)	-	1,090	0	46,789	17,290

1. This Table is a modified version of Table 2 from the December 12, 2018 Regular Board Meeting Agenda (Item 7).
2. The values in this table assume 1 EDU = 580 gal/day.



Phase 1 of the Wolverine project started construction in 2016 and finished construction sometime in 2018. The Cherry project started construction in 2018 and finished construction sometime in 2020. It is the understanding of District staff that Facilities Fees have not been paid for Phase 2 of the Wolverine project.

Discussion

The Applicant has identified a need for domestic (potable) and irrigation (non-potable) water service for Phase 2 of the Wolverine project and has worked with District staff to determine their estimated on-site domestic and irrigation demands, which are shown in Table 3, below.

Table 3 – Estimated Water Consumption for Wolverine Phase 2

Description	Estimated Consumption (GPD)	Estimated Consumption (EDUs)
Domestic (Potable) Water Consumption	4,575	9.4
Irrigation (Non-Potable) Water Consumption	7,820	16.1
Total Water Consumption	12,395	25.5

1. The values in this table reflect 1 EDU = 487 GPD
2. The Demands presented in Table 3, above are estimated and the Applicant will need to return to the Board at a later date if the actual consumptions exceed those identified in Table 3, above.

The Applicant will be required to install a fire service connection to meet fire suppression needs. The Applicant will be required to install dedicated irrigation meters (DIMs) due to State legislation related to Making Conservation a California Way of Life. The Applicant will be required to take irrigation service from the 8-inch non-potable waterline within Prosperity Way.

Upon approval of service, the Applicant shall pay all applicable District deposits and fees, including, but not limited to, water capacity charges, non-tract water service installation charges, inspection deposits, and GIS deposits.

Final domestic and irrigation meter sizes will be determined by the Applicant. Fire flow requirements will be determined by the City of Beaumont Fire Department and will dictate actual required fire suppression needs of the Project.

The Applicant will also be conditioned to secure final project approvals from the City of Beaumont for the project development prior to construction.

Conditions of Development

Prior to final Project development, the following conditions must be met:

1. The Applicant shall conform to all District requirements (including the Regulations Governing Water Service) and/or all City of Beaumont requirements.
2. The Applicant will be required to prepare water improvement plans and execute a water facilities and mainline extension agreement for facilities associated with servicing the Project and pay all deposits, fees, construction and inspection costs related to said facilities. The plans shall be in accordance with District standards and shall include the proposed service connections (and meters) for proposed improvements. Said plans shall be approved by the District prior to construction.



3. The Applicant shall construct the water improvements in accordance with the water improvement plans identified previously.
4. The Applicant shall install a fire service connection(s) to support the City of Beaumont Fire Department's requirement for off-site and/or on-site fire suppression.
5. The Applicant will be required to pay for additional storage relating to the Project's volumetric quantity of water greater than the baseline fire flow demand (1,000 gpm for 2 hours).
6. The Applicant will be required to install dedicated irrigation meters or DIMs for the Project's irrigation demands per the Making Conservation a California Way of Life Regulation.
7. The District reserves the right to review annual consumption data (water consumption audit) and adjust the Applicant's capacity charges (facilities fees) at final buildout of the project and when project facilities are fully utilized for any amount greater than 25.5 EDUs (9.4 EDUs [4,575 gpd] for the domestic demand and 16.1 EDUs [7,820 gpd] for the irrigation demand) as identified in Table 3.
8. To minimize irrigation consumption, the District requires the Applicant to conform to the City of Beaumont "Landscape Standards" Ordinance pertaining to water efficient landscape requirements, and the following:
 - a. Landscaped areas which have turf, shall have "smart irrigation controllers" which use Evapotranspiration (ET) data to automatically control the watering. Systems shall have an automatic rain sensor to prevent watering during and shortly after rainfall, automatically determine watering schedule based on weather conditions, and not require seasonal monitoring changes. Orchard areas, if any, shall have drip irrigation.
 - b. Landscaping in non-turf areas should be drought-tolerant, consisting of planting materials which are native to the region. Irrigation systems for these areas should be drip or bubbler type.
 - c. Per the Landscaping Ordinance, drought tolerant landscaping shall not be modified by the property owner.
 - d. Conversion of drought-tolerant landscaping to turf is prohibited.

Fiscal Impact

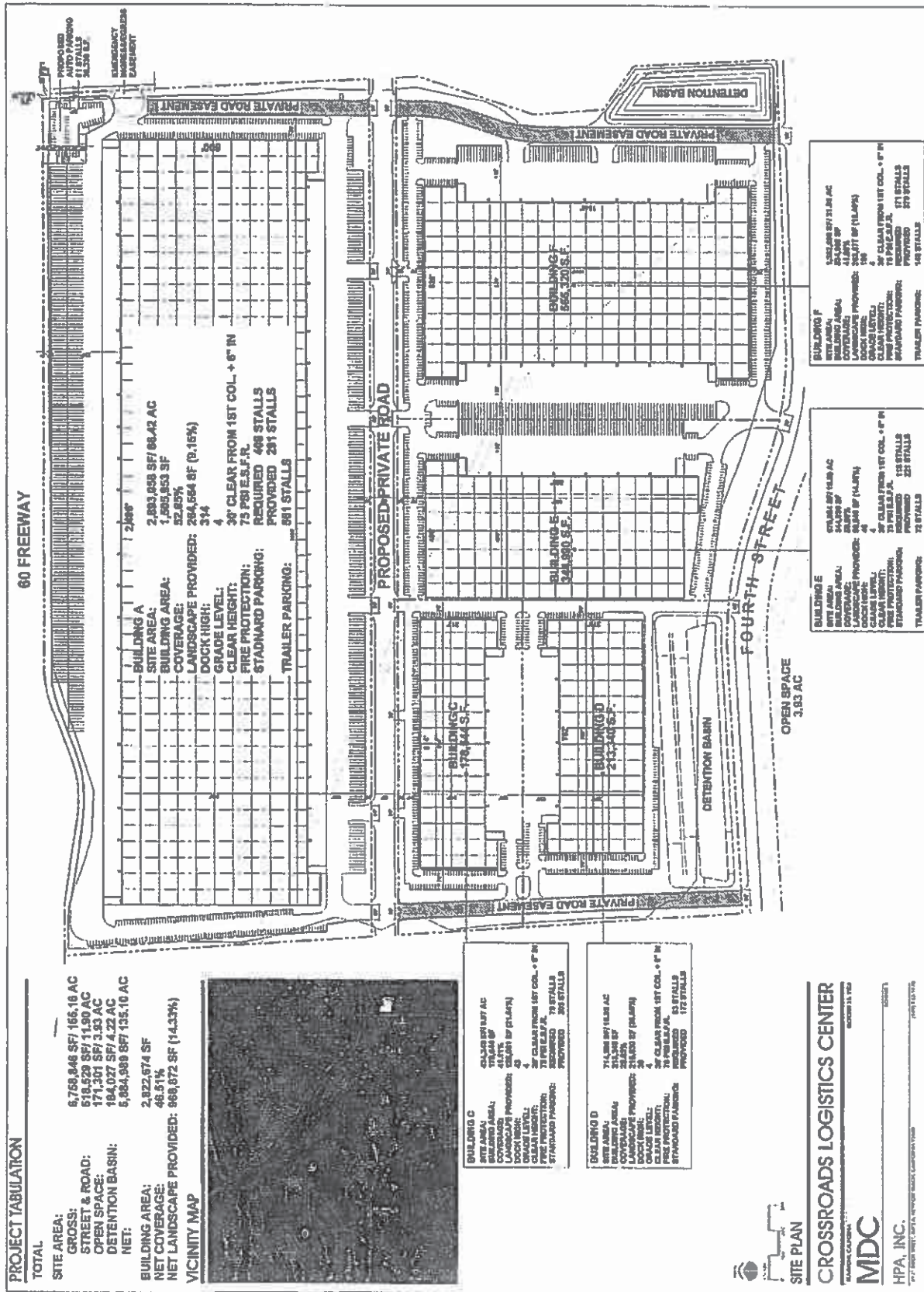
No negative impact to the District. All fees and deposits will be paid by the Applicant prior to providing service.

Attachments

1. Crossroads Logistics Center Original Site Plan
2. Crossroads Logistics Center Original Will-Serve Letter
3. Wolverine Project Phasing
4. Wolverine Phase 2 Site Plan
5. Wolverine Phase 2 Will-Serve Letter Application

Staff Report prepared by Evan Ward, Associate Civil Engineer I

Attachment 1 - Crossroads Logistics Center Original Site Plan



BEAUMONT - CHERRY VALLEY WATER DISTRICT

DIRECTORS

Gerald H. Brey

President

William Lash

Vice President

Dr. Blair Ball

Albert Chatigny

Stella Parks

560 Magnolia Avenue

Beaumont, California 92223-2258

Telephone 951-845-9581

Fax 951-845-0159

OFFICERS

C.J. Butcher

Secretary/Treasurer

J.C. Reichenberger

Parsons Engineering Science

Engineer

Gerald Shoaf

General Counsel

December 6, 2004

Mr. Ward Mace, Vice President
Master Development Corp.
1401 Quail, Suite 100
Newport Beach, CA. 92660

Re: Crossroads Logistics Center
APN 421-060-0006 and 007
Beaumont, CA 92223

Dear Mr. Mace,

At the Regular Meeting of the Board of Directors held on November 10, 2004, the above referenced property was approved for annexation. Upon completion of the annexation process, the Beaumont Cherry Valley Water District will service the property assuming all obligations to provide service are met including, but not limited to, the Rules and Regulations Governing Water Service as amended by the Board of Directors from time to time.

We look forward to working with you in the coming months and please feel free to contact the office should you have any questions.

This letter will expire 12 months from the date of issue.

Sincerely,



Desiree Espinoza, Account Clerk II

CC: File

Attachment 5 - Wolverine Phase 2 Will-Serve Letter Application



BEAUMONT CHERRY VALLEY WATER DISTRICT

560 Magnolia Avenue • PO Box 2037

Beaumont, CA 92223-2258

Phone (951) 845-9581

www.bcvwd.org


Will Serve Request **Water Supply Assessment (SB210)**

Applicant Name: Donna Shin	Contact Phone # [REDACTED]
Mailing Address: [REDACTED]	Fax #: [REDACTED]
City: [REDACTED]	E-mail: [REDACTED]
State & Zip: [REDACTED]	
Service Address: 1022 Prosperity Way	
Assessor's Parcel Number (APN), Tract Map No. Parcel Map No.: 424-050-016	
Project Type: <input type="checkbox"/> Single-Family <input type="checkbox"/> Multi-Family <input checked="" type="checkbox"/> Commercial/Industrial <input type="checkbox"/> Minor Subdivision (5 lots or less) <input type="checkbox"/> Major subdivision (6+ lots) <input type="checkbox"/> Other	
Site Map Attached: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

The letter should be delivered to:

<p>Recipient: [REDACTED] [REDACTED] [REDACTED]</p> <p>PLEASE CHOOSE ONE:</p> <p><input type="checkbox"/> Mail (above address) <input checked="" type="checkbox"/> E-mail</p> <p><input type="checkbox"/> Fax <input type="checkbox"/> Will pick up</p>
--

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



Applicant's Signature

1/8/2025

Date



**Beaumont-Cherry Valley Water District
Regular Board Meeting
February 27, 2025**

Item 6

STAFF REPORT

TO: Board of Directors

FROM: Dan Jagers, General Manager

SUBJECT: Nominations for California Special Districts Association Board of Directors, Southern Network Seat B

Staff Recommendation

If desired, one of the following:

- A. Nominate a BCVWD Board member or the general manager to stand for election to the California Special Districts Association (CSDA) Board of Directors
- B. Take no action.

Executive Summary

The CSDA Elections and Bylaws Committee is seeking any interested elected Board member or general manager to stand for election to serve the 2026-2028 term. The CSDA Board of Directors is the governing body responsible for guiding the Association's legislative and member benefit programs. There is a significant time commitment to serve on the CSDA Board, including bi-monthly meetings in Sacramento, committee meetings three to five times per year, mandatory attendance of at least two conferences, and completion of the Leadership Academy. The duties and responsibilities of a CSDA Board member are outlined in Attachment 2.

Background

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

Summary

The incumbent in Southern Network Seat B is Don Bartz, general manager of Phelan Pinon Hills Community Services District, who is running for re-election.

In lieu of making a nomination of a BCVWD Board member or general manager, the Board may choose to cast a vote for another candidate in the election scheduled for June.

Should the Board choose to make a nomination, the deadline for submittal of the nomination is April 11, 2025 for placement on the ballot.



Given the current workload of the general manager and the District overall, and the and the potential fiscal impact, staff recommends no nomination at this time.

Fiscal Impact

If a BCVWD Board member or general manager were elected, potentially significant expenses would be incurred to fulfill the duties of the office. The fiscal impact to the District would include registration, travel, accommodations and meals, expenses to / from CSDA conferences and trainings (such as the Leadership Academy), and potential additional expenses incurred that are not reimbursed to the elected Board member by CSDA. Additional unknown incidental expenses and director per diems or staff time will be incurred.

Attachment(s)

1. CSDA Board of Directors Call for Nominations – Seat B
2. CSDA Policy 2.16: Board Commitments & Responsibilities

Staff Report prepared by Lynda Kerney, Executive Assistant

Attachment 1



California Special Districts Association

CSDA

Districts Stronger Together

DATE: February 10, 2025

TO: CSDA Voting Member Presidents and General Managers

FROM: CSDA Elections and Bylaws Committee

SUBJECT: **CSDA BOARD OF DIRECTORS CALL FOR NOMINATIONS
SEAT B**

The Elections and Bylaws Committee is looking for Independent Special District Board Members or their General Managers who are interested in leading the direction of the California Special Districts Association for the 2026 - 2028 term.

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

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

Commitment and Expectations:

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

Nomination Procedures: Any Regular Member district in good standing is eligible to nominate one person, a board member or managerial employee (as defined by that district's Board of Directors), for election to the CSDA Board of Directors. **A copy of the member district's resolution or minute action and Candidate Information Sheet must accompany the nomination. The deadline for receiving nominations in the Northern Network is April 21, 2025. The deadline for receiving nominations in all other Networks is April 11, 2025. Nominations and supporting documentation may be mailed or emailed.**

Mail: 1112 I Street, Suite 200, Sacramento, CA 95814
Fax: 916.442.7889
E-mail: amberp@csda.net

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

CSDA will begin electronic voting on June 10, 2025. All votes must be received through the system no later than 5:00 p.m. July 25, 2025. The successful candidates will be notified no later than July 29, 2025. All selected Board Members will be introduced at the Annual Conference in Monterey, CA in August 2025.

Expiring Terms

(See enclosed map for Network breakdown)

Northern Network	Seat B – Kim Seney, Director, Gold Mountain Community Services District
Sierra Network	Seat B – Jerry Gilmore, Director, Truckee Sanitary District*
Bay Area Network	Seat B – Ryan Clausnitzer, General Manager, Alameda County Mosquito Abatement District*
Central Network	Seat B – Lorenzo Rios, CEO, Clovis Veterans Memorial District*
Coastal Network	Seat B – Scott Duffield, General Manager, Heritage Ranch Community Services District*
Southern Network	Seat B – Don Bartz, General Manager, Phelan Pinon Hills Community Services District*

(* = Incumbent is running for re-election)

CSDA will be using a web-based online voting system allowing your district to cast your vote easily and securely. *Electronic Ballots will be emailed to the main contact in your district June 10, 2025.* All votes must be received through the system no later than 5:00 p.m. July 25, 2025.

*Districts can opt to cast a paper ballot instead; but you must contact Amber Phelen by e-mail amberp@csda.net **by April 25, 2025** in order to ensure that you will receive a paper ballot on time.*

CSDA will mail paper ballots on June 10, 2025 per district request only.

If you have any questions, please contact Amber Phelen at amberp@csda.net.



Policy 2.16: Board Commitments & Responsibilities

Overview:

The Board of Directors is responsible for ensuring the Association's long-term financial stability and integrity. Directors ensure the Association fulfills its mission to promote good governance and improved core local services through professional development, advocacy and other services for all types of independent special districts. In order to foster the Association's continued viability and growth, effective member engagement and sufficient revenue are essential. Accordingly, Directors pledge to be active participants and promote the Association and its services.

Core Commitments:

1. Support the approved CSDA mission statement, vision statement, and Board beliefs.
2. Advocate for the Association and its members.
3. Serve as a part of a unified governing body.
4. Govern within Board policies, standards and ethics.
5. Dedicate the time and energy necessary to be effective.
6. Represent and make policy decisions based on the impact to the entire special districts community.
7. Respect the individual views of Directors, then collectively support Board decisions.
8. Communicate as a cohesive Board of Directors with a common vision and voice.
9. Operate with the highest standards of integrity and trust.

Date Approved: 11/8/2013

Date Amended: 03/13/2015, 11/13/15, 09/02/16, 01/20/17, 01/19/18, 1/17/2020



Duties & Responsibilities:

General Participation

1. Regularly attend Board meetings – a Board member may be dismissed after three unexcused absences.
2. Actively participate in decision-making by being familiar with issues and prepared to address all agenda items.
3. Participate in setting CSDA policy, budget approval and establishing the direction for the Association through the Strategic Plan.
4. Actively participate as a member of at least one and no more than two CSDA committees – Board Officers may participate in more than two committees as required in the CSDA Bylaws and Board Policy Manual.
5. Attend the Association's annual conference and legislative days and participate in other meetings/events.

Governance & Training

1. Complete all four modules of CSDA's Special District Leadership Academy (SDLA) within 2 years of being elected/appointed to the CSDA Board of Directors prior to the expiration of a CSDA Board Member's full-term of office. If not completed by the end of the full-term, the CSDA Board Member shall be ineligible to run for re-election on the CSDA Board of Directors unless they are registered to attend the next available SDLA event.
2. Attend Board member orientation training provided by CSDA.
3. Provide CSDA electronic certificates for posting on the CSDA website indicating current and successful completion of AB1234 (Ethics Training), AB1825 (Harassment Prevention Training), and graduation from the CSDA Special District Leadership Academy (SDLA).

Association Programs

1. Actively understand and encourage participation in CSDA partner programs (SDRMA, CSDA Finance Corporation, SDLF) as well as other CSDA endorsed services within your district, chapter, Network service area and statewide.

Date Approved: 11/8/2013

Date Amended: 03/13/2015, 11/13/15, 09/02/16, 01/20/17, 01/19/18, 1/17/2020



CEO Performance Evaluation

1. Complete and submit the annual Chief Executive Officer (CEO) performance evaluation form by the designated due date. A written request to be excused from submitting the CEO evaluation form may be submitted to the CSDA President for consideration. The CSDA President shall determine if the request is approved or denied using Board Policy: 2.17-Excused Absences as guidance. If the CEO evaluation is not completed by a CSDA Board Member that has not been excused, that individual shall be ineligible to run for re-election on the CSDA Board of Directors upon completion of their term.

Advocacy, Recruitment & Retention

1. Encourage timely responses from your district and service area to CSDA legislative calls to action and other grassroots efforts. Play an active grassroots role within your service area and participate in grassroots campaigns coordinated by CSDA.
2. Advocate for CSDA with an emphasis on building relationships and furthering the understanding/awareness of special districts and the Association within your service area, chapter and statewide.
3. Promote CSDA membership and engagement opportunities in ways appropriate within your service area (i.e. sponsorships, advertisers, exhibitors, speakers, professional development opportunities, services, programs, etc.).

Finance

1. Read and understand CSDA financial statements and otherwise assist the Board in fulfilling its fiduciary responsibility.

Date Approved: 11/8/2013

Date Amended: 03/13/2015, 11/13/15, 09/02/16, 01/20/17, 01/19/18, 1/17/2020



**Beaumont-Cherry Valley Water District
Regular Board Meeting
February 27, 2025**

Item 7

STAFF REPORT

TO: Board of Directors
FROM: Dan Jagers, General Manager
SUBJECT: Discussion of Data Scrubbing Services - LeoWeb Protect Services

Staff Recommendation

Discussion of available online web privacy protection / scrubbing services.

Executive Summary

A Board of Directors member requested staff agendize data related to scrubbing services which are offered by certain vendors. Staff researched these services and related legal, ethical, and First Amendment considerations, and consulted with District legal counsel, and have summarized the findings below.

Background

A web privacy protection service that scrubs content refers to a company that actively removes an individual's personal information from various online databases and people search sites. It essentially "scrubs" the digital footprint to protect privacy by limiting the amount of accessible data about an individual on the internet. In addition to the requested LEO Web Protect, staff located other service providers such as DeleteMe, Incogni, Erase.com, and Privacy Bee, which all specialize in sending removal requests to data brokers on a person's behalf.

Web privacy scrubbing services scan the web for an individual's personal information on data broker sites and send automated requests to remove it. These services appear in the LEO Web Protect Services to be generally focused on law enforcement personnel, based on review of the attached literature. These may reduce the risk of identity theft, spam, and unwanted marketing by limiting the amount of publicly available personal data. The data most likely does not provide any benefit, or be applicable to, the District as an entity.

Discussion

District legal counsel has advised that it is unlikely that a public entity could find a public purpose in an expenditure to have a consultant provide these services for elected positions. Per California law, funds for public purpose must be spent to benefit the public, and such an expenditure might be construed as a gift of public funds to an individual.

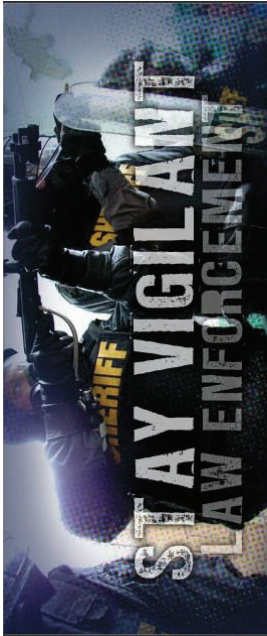
Fiscal Impact

Cost of services provided by LEO Web Protect, Inc. appear to have an account base cost per year of at least \$1,000 (higher if sizeable internet web presence).

Attachments

1. LEO Web Protect brochure

Staff Report prepared by Lynda Kerney, Executive Assistant



LEO Web Protect

leowebprotect.com



Law Enforcement's
#1 Protector of
Private Personal
Information

Phil Suchowski - Account Rep
Law Enforcement Liaison
Coupon Code 4444
psuchowski@leowebprotect.com
Direct 909-240-9801

LEO Web Protect

Is always on duty, working around the clock to protect you and your family.

We use proprietary software designed specifically to remove your personal information from the Internet.

LEO Web Protect is a privately owned company operated by active duty and retired law enforcement personnel. Our mission is to assist officers, and their families, in the removal of their personal private information from the Internet.

LEO Web Protect will never sell your personal information to anyone.

Law enforcement officers are exposed to a multitude of risks beyond their immediate control. Preserve the security of your family at home by allowing LEO Web Protect the opportunity to make you "CYBER-INVISIBLE."



LEO Web Protect
Always Vigilant

650 N Rose Dr, Ste 416
Placentia, CA 92870
Office: 800.976.7515
Fax: 888.537.7515
Email: info@leowebprotect.com
Web: www.leowebprotect.com

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TO FIND YOUR PERSONAL INFORMATION
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WITH AN INTERNET CONNECTION.

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It doesn't take a Master Criminal to Find Personal Information about You.
... Just One with an Internet Connection



APPROVED VENDOR FOR THE LISTED POA'S AND MANY MORE:

- Riverside Sheriffs' Association
- Assoc. of LA Dep. Sheriffs (ALADS)
- Riverside Police Officers' Assoc.
- Anaheim Police Officers' Assoc.
- Long Beach Police Officers' Assoc.
- La Habra Police Officers' Assoc.
- Hawthorne Police Department
- El Segundo Police Department
- Glendora Police Association
- CO Fraternal Order of Police (CO)
- Howard County Police Assoc. (MD)
- Palm Springs Police Officers' Assoc.
- La Palma Police Association
- LA County District Attorney's Office
- Monterey Park POA

Prior to January 2011, law enforcement was unprotected against the unwanted publishing of officers' private information on the Internet. California Government Codes 6254.21 and 6254.24 were amended to specifically protect the private information of law enforcement officers and their immediate families. **LEO Web Protect** specializes in the removal of your private information, thus you will become "Cyber-Invisible."

Reliable service Guarantees your peace of mind

- Covina Police Officers' Association
- Fontana Police Officers' Association
- Palos Verdes Estates Police Officers' Assoc.
- Salt Lake City Police Department (UT)
- Newport Beach Police Department
- Manhattan Beach Police Department
- Irvine Police Department
- Brea Police Officers Association
- Redlands Police Officers' Association
- San Bernardino Police Officers' Association
- San Bernardino Co Public Attorneys Assoc.
- CO Springs Police Protective Association
- Hemet Police Officers' Association
- Arizona Police Association
- Gardena Police Department
- Torrance Police Department
- Tustin Police Officers' Association
- Long Beach Motor Officers' Association
- Fairfield Police Department
- Oxnard Peace Officers' Association
- Whittier Police Officers' Association
- Fullerton Police Officers' Association
- LA Professional Peace Officers' Assoc. (PPOA)



GUARANTEED SERVICE

Your service at LEO Web Protect is guaranteed by a full monetary refund if you're not satisfied with our exceptional service.



DON'T BE MISLED

LEO Web Protect utilizes Web scraping technology, our competitors do not!



WE NEVER SLEEP

Our proprietary software is always on duty to ensure you and your family's personal information remains away of prying eyes. We keep those you investigate from investigation you!

DATA MINE COLLATION

There are approximately 185 data mines on the Internet that collect and sell your private information for PROFIT without your knowledge. LEO Web Protect has established MOU's with major information sellers to ensure your private information is removed. Once removed, we monitor the Internet for the life of your account in good standing to ensure you stay "CYBER-INVISIBLE."

WEB SCRAPING MAINTENANCE

Without a Web scraping protocol, your private information can, and will, repost on the Internet. Typically, subsequent to a major financial transaction, your information will be resold by a third party and published by an Internet data mine. LEO Web Protect continually scrapes the Web to ensure that when you repost, and you will, your information is immediately removed. **Our competitors do not offer this service, don't be misled.**



WE'VE WORKED HARD TO PROTECT WHATS MOST PRECIOUS TO YOU ...
THE PERSONAL SECURITY OF YOU AND YOUR FAMILY!