

## RESOLUTION 2025-14

### **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, the ad hoc Board Policies Committee, and the Finance and Audit Committee of the Board of Directors recommended revisions to the Policy and Procedures Manual; 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:

	<b>Replace or Revise Policy:</b>	<b>With the New or Revised Policy:</b>
A	4060 Training, Education and Conferences	4060 Training, Education and Conferences
B	4065 Remuneration / Director Per Diem	4065 Remuneration / Director Per Diem
C	Part I, Section 14, Payment of Expenses Incurred on District Business	4070 Payment or Reimbursement of Expenses Incurred on District Business
D	Part II, Section 15 Expenditure Reimbursement	4075 Expenditure Reimbursement Procedure
E	Part IV, Section 7 Fixed Asset Accounting Control Part IV, Section 8 Fixed Asset Capitalization	5040 Capital Assets
F	None	7003 Cloud Computing
G	None	7005 Internet Use and Personal Social Media Ethics
H	5100 Press Relations and Social Media	5100 Press Relations and District Social Media

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**ADOPTED** this 14<sup>TH</sup> day of MAY, 2025, by the following vote:

AYES: COVINGTON, HOFFMAN, RAMIREZ, SLAWSON, WILLIAMS

NOES:

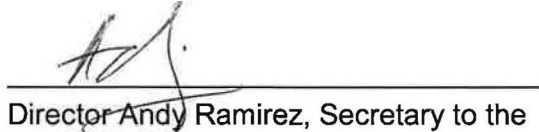
ABSTAIN:

ABSENT:

ATTEST:



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: TRAINING, EDUCATION AND CONFERENCES**  
**POLICY NUMBER: 4060**

**4060.1 Policy.** This policy satisfies the requirements of Government Code sections 53232.2 and 53232.3 and applies to the District's legislative body as defined by Government Code Section 54952.

The Beaumont-Cherry Valley Water District takes its stewardship over the use of limited public resources seriously. Public resources should only be used when there is a substantial benefit to the District.

**4060.2 Preapproved compensable and reimbursable activities.** The Board of Directors has established an Annual List of Preapproved Events which is a summary of the meetings, events, training sessions, conferences and other functions of substantial benefit that the Board has determined shall have been preapproved for Board member attendance and District payment of related actual and necessary expenses.

- A. Educational conferences and meetings are considered to provide substantial benefit. Members of the Board of Directors are encouraged to attend educational conferences and professional meetings when the purposes of such activities are to improve District operations. Hence, there is no limit on the number of Board members attending a particular conference or seminar when it is determined that their attendance is beneficial to the District. Such benefits include:
  - 1. The opportunity to discuss the community's concerns with local, State and federal officials;
  - 2. Participating in regional, state, and national organizations whose activities affect the District;
  - 3. Attending educational seminars designed to improve officials' skill and information levels.
- B. "Junkets" (tours or journeys for pleasure at public expense), however, will not be permitted.

**4060.3 Expenses.** It is the policy of the District to encourage Board development and excellence of performance by reimbursing actual, necessary, and reasonable expenses incurred for tuition, travel, lodging, and meals as a result of training sessions, educational courses, participation with professional organizations, and attendance at local, state, and national conferences that provide substantial benefit to the District.

- A. Staff, as assigned by the General Manager, is responsible for making arrangements for Board members for conference and registration expenses.
- B. Reimbursement shall include actual and necessary expenses for travel, meals, lodging, and authorized incidentals as enumerated in Policy 4070 Payment or Reimbursement of Expenses Incurred on District Business).
- C. Policy 4075 Expenditure Reimbursement Procedure shall govern the procedure by which all expenses for which reimbursement is requested by Board members, or which are billed to the District by Board members.
- D. Reimbursement rates shall not exceed the per diem rates published by the U.S. General Services Administration for the travel destination .
- E. Attendance by Board members of seminars, workshops, courses, professional organization meetings, and conferences shall be approved by the Board of Directors prior to incurring any reimbursable costs.
- F. Pre-approved seminars, workshops, courses, professional organization meetings, and conferences shall be those enumerated in the current BCVWD Annual List of Preapproved Events and Director Appointments as adopted by the Board.
- G. Expenses to the District for Board members' training, education, and conferences should be kept to a minimum as outlined in Policy 4070 Payment or Reimbursement of Expenses Incurred on District Business.

**4060.4 Notice.** A. A Board member shall not attend a conference or training event for which there is an expense to the District, if it occurs after the Board member has announced his/her pending resignation, or if it occurs after an election in which it has been determined that the Board member will not retain his/her seat on the Board. A Board member shall not attend a conference or training event when there is no significant benefit to the District.

**4060.5 Reports to the Board of Directors.** Pursuant to Government Code 53232.(d), upon returning from seminars, workshops, conferences, etc. where expenses are paid and/or reimbursed by the District, Board members will either prepare a written report for distribution to the Board or make a verbal report during the next regular meeting of the Board. Said report shall detail what was learned at the session(s) that will be of benefit to the District. Materials from the session(s) may be delivered to the District office to be included in the District library for the future use of other Board members and staff.



**POLICY TITLE: REMUNERATION/DIRECTOR PER DIEM FEES**  
**POLICY NUMBER: 4065**

**4065.1 Remuneration.** Members of the Board of Directors shall be eligible to receive compensation ( "per diem") for each day of service rendered as an officer of the Board. The per diem amount shall be established by the Board and be consistent with applicable State law.

**4065.2 Limit.** Per diem compensation is limited to no more than 10 days of service per calendar month, as established by Water Code Section §20202.

**4065.3 Attendance.** For purposes of this section, attendance includes:

- A. Physical presence at the majority (75% or greater) of a meeting, event, conference or occurrence listed in section 4065.4 below, unless presence for a lesser period is authorized by the Board President, or, for a committee meeting, by the committee chair;
- B. Participation by teleconference at the majority (75% or greater) of a meeting pursuant to California Government Code §54953;
- C. Participation in an approved home study or online Ethics course to meet the requirements of Government Code §§53234-53235.5
- D. Participation in required Sexual Harassment Prevention Training to meet the requirements of California Government Code §12950.1

**4065.4 Eligibility.** Matters of District business eligible for per diem shall include, but not be limited to:

- A. **General Director Preapproved Activities/Events.** The following activities/events are preapproved for all Board members:
  1. **Board and Committee Meetings.** All regular and special board meetings and committee meetings for appointed members, as defined in Government Code §54952.2.
  2. Activities as enumerated in the BCVWD Pre-Approved Events and Director Appointments list as approved by the Board of Directors at the annual reorganization meeting in December, or as otherwise approved mid-year by the Board of Directors.
    - i. Designated representatives are eligible for per diem compensation
    - ii. Designated alternates are eligible for per diem in the absence of the primary representative
    - iii. Board members, other than those assigned according to the Pre-Approved Events and Director Appointments list, who wish to attend must have approval by the Board or be designated by the President to attend and receive per diem compensation and/or expense reimbursement.
  3. **Training Seminars.**
    - i. State mandated ethics training - the entire two-hour course counts as ONE day of service, even if the coursework is completed over more than one 24-hour period.
    - ii. State mandated sexual harassment training - the entire course counts as ONE day of service, even if the coursework is completed over more than one 24-hour period.
- B. **New Board Member Orientation.** New Board members may receive 1 per diem and expense reimbursement for an orientation program that meets the following criteria:

1. Is part of a planned orientation schedule.
2. The orientation meeting is at least two (2) hours in duration.
3. The per diems for this purpose must be claimed during the first 2 months of service on the Board.
4. New Board members may also attend a formal harassment awareness training seminar for District employees.

C. **Other Activities/Events, Authorization.** Board members may seek authorization to attend other functions that constitute the performance of official duties. Directors desiring to attend other events should obtain pre-approval from the Board in order to receive a per diem and expense reimbursement.

**4065.5 Requests.** In the event that circumstances prevent the per diem request from being considered in the manner described herein, a Board member may submit a request to the Board for a per diem for having attended a meeting or conference with the understanding that the Board may not approve the request.

**4065.6 Non-authorized Activities/Events.** The following activities/events are not eligible for per diem or expense claims:

- A. Retirement receptions for Beaumont-Cherry Valley Water District employees/Board members.
- B. Beaumont-Cherry Valley Water District picnics or other social functions.
- C. Chamber of Commerce social events, or mixers

**4065.7 Travel.** Travel days to and from business meetings are compensable as appropriate.

**4065.8 Reports.** A Board member who requests compensation for attendance at a meeting other than a regular, special, or committee meeting of the Board shall provide a brief report of the meeting to the Board at a regular or special meeting of the Board of Directors following the meeting that was attended. If multiple Board members attended, a joint report may be made.

**4065.9 Review.** Directors' per diem compensation shall be reviewed by the Board annually in October of each year. Changes in compensation will require Board approval of an ordinance at least 60 days prior to the effective date of the change. Any increase would be effective January 1 of the next calendar year or 60 days following adoption, whichever meets the criteria of Water Code Section 20200 et. seq.

**POLICY TITLE: PAYMENT OR REIMBURSEMENT OF EXPENSES INCURRED ON DISTRICT BUSINESS**  
**POLICY NUMBER: 4070**

**4070.1 General.**

- A. This policy is applicable to elected members of the Board of Directors, separate from Policy 3130 which outlines reimbursement expenses for District employees (Travelers).
- B. Pursuant to Government Code Section 53232.2, Board members may be allowed actual and necessary expenses for travel, meals, lodging and other authorized incidental expenses incurred in the performance of official business of the District as approved by the Board.
- C. This policy conforms to the requirements of California Government Code Sections 53232 through 53232.4.
- D. Use of District credit cards is governed by Policy 5075 District Credit Cards

**4070.2 Annual List of Preapproved Events.** This is a summary of the events, trainings, conferences, and other functions that have been preapproved by the Board of Directors for Board member attendance and District payment of related actual and necessary expenses.

**4070.3 Non-Preapproved Events.** In the event that circumstances prevent an expense reimbursement request from being considered in the manner described herein, a Board member may submit an expense reimbursement request to the Board for having attended a meeting, webinar, training, or conference with the understanding that the Board may or may not approve the request.

**4070.4 Unauthorized expenses.** The following expenses are not reimbursable:

- A. Alcoholic beverages
- B. Parking or traffic violation fines
- C. Entertainment such as in-room movies, periodicals, theater, sporting events, golf, or other cultural events
- D. Gym / spa expenses
- E. Personal services such as laundry or dry cleaning, haircuts, personal sundry items, shoeshines, etc.
- F. Personal telephone calls
- G. Any personal portion / personal needs of any trip
- H. Rental car expenses unless use of a rental car is authorized prior to travel or as described in 4070.5(b)
- I. Guest Expenses. Under no circumstances shall the District make arrangements for, prepay, or reimburse expenses for guest(s) including spouses, partners, children, or pets.
- J. Non-mileage personal automobile expenses such as repairs, insurance, or fuel
- K. Personal losses while on District business
- L. Gratuities or tips exceeding 20 percent
- M. Expenses that are reimbursed by another agency or organization
- N. Political or charitable contributions or event attendance

**4070.5 Cost Control.** To conserve District resources and keep expenses within community standards for public officials, expenditures should adhere to the following guidelines, as enumerated in Government Code Section 53232.2. In the event that expenses are incurred which exceed these guidelines, the cost borne or reimbursed by the District will be limited to the costs that fall within the guidelines.

- A. Travelers should consider traveling together whenever feasible and economically beneficial.
- B. All expenses must be reasonable and necessary and prudence is encouraged
- C. Expenditures for food and lodging shall be moderate and reasonable and remain below the US General Services Administration daily allowance.
- D. If attending a training or conference, the hotel recommended by the event sponsor and applicable room block with discounted rate should be used. If unavailable, then other, most practical, and economical nearby lodging must be used.

**4070.5.1 Transportation.** The most economical mode of transportation reasonably consistent with scheduling needs and cargo space requirements must be used, using the most direct and time-efficient route. Use of shuttle, taxi, or rideshare service should be considered first as the primary mode of ground transportation, and the most economical choice selected.

- a. **Automobile.** If travel is by automobile, a District vehicle shall be used if available.
  - i. If the General Manager determines that a District vehicle is not available, the rate of reimbursement for mileage shall be the applicable Internal Revenue Service standard mileage for business mileage.
  - ii. Parking, bridge, and road tolls are also reimbursable.
  - iii. If automobile travel is used in lieu of air travel, the transportation expense to be paid by the District will be limited to the total related costs, for duration of travel and ground transportation at the destination, that would have resulted had air travel been used, including, but not limited to, airfare, transportation to and from airports, and airport parking.
  - iv. Mileage for personal vehicles. The District will reimburse for use of personal vehicles based on mileage from the District administrative office, or the Traveler's point of departure or return, whichever is less) to the event destination and return trip using the then-current Standard mileage rate adopted by the US Internal Revenue Service. Mileage for travel within the District's service area boundaries is not reimbursable.
- b. **Rental car.** Charges for rental vehicles and applicable insurance may be reimbursed when a Traveler attending a conference, business meeting, or other engagement on District business and a District vehicle is not made available, or the use of District vehicle would not be justifiable.
  - i. Rental vehicles must be preapproved as part of the event plan.
  - ii. If more than one Traveler is attending, the rental vehicle shall be shared if reasonable.
  - iii. Rental vehicle shall be of minimum adequate size lowest practicable cost, and proportional to accommodate the immediate need of passengers.
  - iv. Only receipted fuel expenses for rental cars will be reimbursed.
  - v. Rental cars procured in the event of an emergency may be reimbursed.
- c. **Taxis, Shuttles, or Ride Share.** Taxi, shuttle or ride share (such as Uber or Lyft) fares, including up to a 20 percent gratuity, may be reimbursed when such transportation is appropriate.
- d. **Airfare.** Airfares booked should be the most economical and reasonable available.. The District will reimburse only the cost of travel in coach or economy class unless alternative transportation is more cost effective. At the discretion of the General Manager, higher cost (e.g. fully refundable) airfare may be used if staff analysis shows such flexibility in scheduling is warranted and costs can be justified.
  - i. Changes to previously approved travel arrangements shall not be made for personal convenience if it increases the cost of the flight. If such changes are made, any increase in cost, including change fees, must be borne by the Traveler, unless required in the event of a personal emergency or conflicting job responsibilities.
  - ii. If changes in schedule result in an airline fare credit to the Traveler, the credit remains the property of the District and, if used for personal travel, must be reimbursed to the District.
  - iii. Frequent flier miles earned by the Traveler remain their personal property and are not considered prohibited use of public resources (80 Cal. Op. Att'y Gen. 146 [1997])

**4070.5.2 Lodging.** When traveling on District business and an overnight stay is reasonably required, District personnel shall reserve a room at a good commercial hotel. The District will reimburse Travelers for actual and necessary lodging expenses.

- a. Lodging in connection with an activity that lasts only one day is considered "necessary" when the travel time to and from the activity exceeds two hours or 50 miles in distance, whichever is less.
- b. Government rates should be obtained when available.
- c. If attending a training or conference, the hotel recommended by the event sponsor and applicable room block with discounted rate should be used. If unavailable, then other, most practical, and economical nearby lodging must be used. The per diem rates set by the US General Service Administration (GSA) shall be the guideline.
- d. Extra cost for suites, oversized rooms, or upgraded rooms will not be reimbursed.

- e. If accompanied on the trip by another person who is not District personnel, and the room is shared, the District shall be charged only for that portion of the room charge, which would have been made for single occupancy. If a room is occupied by more than one person, the rate for single occupancy shall be noted on the receipted statement.
- f. A receipted bill stating length of stay shall be submitted with the claim for expense reimbursement.

**4070.5.3 Lodging payment.** Lodging expenses for employees or Board members may be reserved and paid in one of the following manners:

- a. By an employee's District-issued credit card
- b. In advance by Finance Department staff using a District credit card
- c. Via submission of a check request for pre-payment to the hotel
- d. Charges made to a Traveler's personal credit card. Such charges meeting the criteria of 4070.5 shall be reimbursed upon submission of an approved District expense report form which shall include itemized paper or digital receipts and a copy of the applicable credit card statement.

**4070.5.4 Meals.** The District will reimburse Travelers for actual and necessary dining expenses incurred while attending an approved event outside of the District. Reimbursable meal expenses will not exceed the U.S. General Services Administration per diem rates for the travel destination, inclusive of up to 20 percent gratuity. Meals included with conferences, seminars and / or business meetings are not reimbursable.

- a. Detailed, paper or digital receipts must be submitted with the expense report form. The summary credit card receipt shall not be considered a valid receipt. Travelers must note the name(s) and relationship of all parties included on the receipt.

**4070.6 Incidental Expenses.** Expense allowance while attending authorized functions shall include, in addition to transportation, lodging, and meals:

- A. Business telephone expense
- B. Stenographic expense
- C. Internet access
- D. Baggage fees for one checked bag
- E. Housekeeping tips not to exceed \$10 per day
- F. Parking. When parking expenses are incurred, long-term airport parking should be used, especially for travel exceeding 24 hours. When parking at an event or hotel is required, normal and reasonable parking options should be used.
- G. Authorized other disbursements on behalf of the District up to the US GSA per diem rate.

**4070.7 Other expenses.** Any expense that does not meet the requirements of this policy may be reimbursed only if the Board of Directors approves the expense at a public meeting before the expense is incurred.

**4070.10 Travel Advance.** A cash travel advance, equal to the estimated expenditures chargeable to the District while traveling or doing business on the District's behalf, may be made upon a written detailed estimate of the amount needed, submitted to, and approved by the General Manager, (or his or her designee) and by the Board of Directors. Upon return, an expense report must be submitted complete with paper or digital receipts documenting use of the advance funds in compliance with this expense policy, and any unused advance must be returned to the District.

**4070.12 No Show and Late Cancellation Fees**

- A. In situations where travel is approved and the Traveler does not attend the designated event, and costs are incurred for that event (e.g., conference fees, prepaid hotel charges, airfare, etc.) the Traveler shall work with staff to make every effort to ensure that any and all fees paid by the District are refunded to the District.
- B. A written explanation addressing the reason(s) the Traveler was unable to attend shall be attached to the Expense Report form documenting the expenses incurred and paid by the Traveler, and shall be subject to Board approval prior to any reimbursement.



**POLICY TITLE: EXPENDITURE REIMBURSEMENT PROCEDURE**  
**POLICY NUMBER: 4075**

**4075.1 Purpose.** The purpose of this policy is to prescribe the manner in which District employees and Board members may be reimbursed for expenditures related to District business.

- A. All expenses must be reasonable and necessary
- B. Employees and Board members are encouraged to exercise prudence in all expenditures
- C. Expenditures for food and lodging will be moderate and reasonable.

**4075.2 Scope.** This policy applies to all employees and members of the Board of Directors and is intended to result in no personal gain or loss to an employee or Board member.

**4075.3 Implementation.**

**4075.3.1 Report of Expenses for Reimbursement.** Pursuant to GC 53232.3(a) Board members and District personnel shall submit a District-provided form, "Record of Expenses / Claim for Reimbursement (Conferences, Meetings, Travels)" ("expense form").

- A. All expenses reported on the expense form must comply with the District's policies relating to expenses and the provisions of the California Government Code.
- B. The expense form must enumerate all expenses incurred while acting in the interest of the District, to which must be attached the associated vouchers and itemized receipts evidencing each expense in accordance with State law.
- C. The form shall be submitted to the Department of Finance and Administration within thirty (30) days of the conclusion of the transaction.
- D. Each expenditure item shall include a detailed description of the function and the nature of the District business conducted.
- E. The statement shall also indicate the travel advance, if any, credits for expenses apportioned to personal needs, services, or expenses incurred to the District.
- F. Balances owing the District shall be paid on submission of the expense form or within ten (10) calendar days of return, whichever is earlier.
- G. Amounts due to District personnel shall be paid after the expense form is reviewed and approved by the General Manager or his/her designee.

**4075.3.2 Approvals.**

- A. Appropriate approvals for employees are the signatures of the employee's supervisor and department head.
- B. Reimbursement requests by the General Manager will be reviewed and approved by the Director of Finance and Administration
- C. Reimbursement, expense, and compensation requests of members of the Board of Directors are included in the reimbursement request submitted on a monthly basis to the Finance and Audit Committee.
- D. The F&A Committee is responsible for reviewing the submitted requests and may approve said requests, or refer them to the Board of Directors.
- E. Approval of reimbursement, expense, and compensation requests of members of the Board of Directors is ultimately the authority of the Board of Directors.

**4075.3.3 Uncertainty.** In the event there is uncertainty if a request complies with this Policy, Policy 3130, or Policy 4060, direction from the General Manager should be sought. Any questions regarding the propriety of a particular expense shall be resolved by the General Manager, or his/her designee, or referred to the Finance and Audit Committee, with the Board of Directors having the ultimate authority to confirm or deny reimbursement or compensation.

- A. When daily expenses are found to be unreasonable or unaccompanied by the required documentation, the requestor may not be reimbursed for an amount exceeding the daily allowance for meals and incidental expenses for traveling as established and maintained by the US General Services Administration.

**4075.4 Preapproval.** An event, conference or training not listed on the Annual List of Preapproved Events shall be preapproved by vote of the Board of Directors prior to incurring expenses related to the travel.

- A. A travel request may be submitted to be considered for preapproval at a regular or special meeting of the Board of Directors during the "Upcoming Events" agenda item or as agenda item at the direction of the Board President.
- B. The travel request shall be submitted to the Recording Secretary no less than six (6) working days prior to the scheduled Board meeting.

**4075.5 Non-Preapproved Events.** In the event that circumstances prevent an expense reimbursement request from being considered in the manner described herein, a Board member may submit an expense reimbursement request to the Board for having attended a meeting, webinar, training, or conference with the understanding that the Board may or may not approve the request.

**4075.6 Annual Travel Reimbursement Disclosure.** Under the California Public Records Act, all reimbursement forms, travel requests and accompanying receipts are public records subject to disclosure. In accordance with Government Code Section 53065.5, an annual report will be prepared for review by the Board of Directors. This report shall disclose all annual travel expenses incurred by Board members that exceed \$100 per individual charge. Individual charges include one meal, lodging for one night, transportation, and conference / seminar registration.

**4075.7 Audits.** All expenses are subject to audit and verification that they comply with this policy.

**POLICY TITLE: CAPITAL ASSETS**  
**POLICY NUMBER: 5040**

5040.1 **Purpose.** This Capital Assets Policy establishes guidelines for the capitalization, management, depreciation, and disposition of capital assets to ensure compliance with governmental accounting standards, accurate financial reporting, and effective stewardship of assets.

5040.2 **Definitions.**

1. Capital Asset: Tangible or intangible assets with a useful life exceeding one year and a value equal to or greater than \$10,000 individually or in aggregate.
2. Infrastructure: Long-lived capital assets such as water mains, pumping stations, storage tanks, reservoirs, and water treatment facilities.
3. Depreciation: Allocation of asset costs over estimated useful life.

5040.3 **Policy.** The District will capitalize individual assets or groups of assets with an acquisition cost of \$10,000 or more and an estimated useful life greater than one year.

5040.4 **Also Considered.** Other expenditures of ten-thousand dollars (\$10,000) or more that provide a significant increase in future service potential of a capital asset shall also be capitalized as part of the existing asset.

1. To meet the criteria for a capital expenditure, the purchase should extend the useful life of an asset, increase the quantity of service provided by an asset, or increase the quality of service by an asset.
2. Capital expenditures may include the following: additions (enlargements, expansions or extensions of existing assets), replacements and improvements, and rearrangement and/or relocation of an asset.

5040.5 **Not Considered.** Expenditures for normal repairs and maintenance shall not be considered as capital expenditures.

5040.6 **Classification of Capital Assets.** Capital assets shall be classified as follows:

1. Land
2. Construction in progress
3. Transmission and distribution system
4. Structures and improvements
5. Reservoirs and tanks
6. Pumping and telemetry equipment
7. Vehicles and equipment

5040.7 **Valuation of Capital Assets.** Assets will be recorded at historical cost, including purchase price, installation, transportation, and other necessary costs for preparing the asset for service.



5040.8 **Depreciation Method and Useful Lives Chart.** Straight-line depreciation will be computed over the estimated useful lives of assets as follows:

<b>Fixed Asset</b>	<b>Useful Life (years)</b>
Pump House Structures	25-40
Well Casings and Development	10-40
Pumping Equipment	10-50
Chlorinators	15-30
Reservoirs and Tanks	15-50
Telemetry Equipment	10-20
Transmission and Distribution Mains	40-75
Meters and Meter Services	10-15
Fire Hydrants	30-50
Structures and Improvements	10-75
Office Furniture and Equipment	3-20
Automobile Equipment:	
Vehicles	5-15
Heavy Equipment (normal-light use)	7-15
Light Equipment (normal-light use)	5-7
General Equipment	5-7

5040.9 **Inventory and Asset Management.** A comprehensive inventory of capital assets shall be maintained and updated annually. Asset tagging or identification shall be mandatory for tracking and accountability. Permanent inventory records shall be maintained in either a paper file or electronic (computer data base) format. Said records shall be updated whenever a change in the status of a particular capital asset occurs (e.g., original purchase, sale, destruction, loss, theft, etc.).

5040.10 **Reporting and Responsibility.** The Finance Department shall be responsible for maintaining asset records, ensuring accurate valuation and depreciation, coordinating annual inventory reviews, and compliance with financial reporting requirements. All spending is reported on a monthly basis to the Finance and Audit Committee and Regular Board Meeting, which provides additional tracking and transparency for all items purchased or paid for that fall below the \$10,000 capitalization threshold. Capital assets are also audited on an annual basis by the District's independent external auditor.

**POLICY TITLE: CLOUD COMPUTING POLICY**  
**POLICY NUMBER: 7003**

**7003.1 Introduction.** Beaumont-Cherry Valley Water District (BCVWD) relies on Information Technology (IT) resources as essential tools for conducting business efficiently and securely. This policy ensures these resources are used responsibly, ethically, 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) to ensure transparency and accountability in public records management.

**7003.2 Purpose .** The purpose of this policy is to establish guidelines and security requirements for the use of cloud-based services and hosted applications. It is designed to ensure that all Cloud Service Providers (CSPs) and systems used by BCVWD are vetted, authorized, and managed in accordance with District security and compliance standards.

**7003.3 Scope.** This policy applies to all BCVWD employees, contractors, and third parties who use or manage cloud services that store, process, or transmit District data. It also applies to any vendor or consultant providing hosted solutions or cloud-based services to the District.

**7003.4 Policy Details**

**7003.4.1 Cloud Service Approval and Procurement**

- A. All cloud-based systems must be reviewed and approved by the Information Technology Department prior to procurement or use.
- B. Departments must submit a business justification and needs assessment for cloud services.
- C. Approved cloud vendors must enter into formal agreements with BCVWD, including clear terms on data protection, access, and breach notification.

**7003.4.2 Security and Risk Management**

- A. Personal devices such as cellphones, a Cloud vendors must meet minimum NIST security standards (e.g., NIST SP 800-53 or equivalent).
- B. A third-party risk assessment must be conducted by the Information Technology Department prior to onboarding any new cloud service.
- C. Data stored in the cloud must be encrypted at rest and in transit using current industry standards.
- D. Multi-factor authentication (MFA) must be enabled for all administrative and user access to cloud services
- E. CSPs must maintain system logs, access records, and support audit functionality as required by BCVWD, and made available to the Information Technology Department upon request.
- F. Cloud vendors must disclose the geographic location(s) where BCVWD data will be stored. Storage or processing of District data outside of the United States must be approved in writing by the Information Technology Department prior to implementation.
- G. Cloud service providers must provide, upon request, third-party security certifications or audit reports (e.g., SOC 2 Type II, ISO 27001, or equivalent). BCVWD reserves the right to periodically review or audit the provider's security posture to ensure compliance with District requirements.

**7003.4.3 Data Ownership and Compliance**

- A. BCVWD retains full ownership and rights to all data stored in cloud systems.
- B. Cloud contracts must include terms for the return of all District data upon termination of service. Providers must return the data in a readable format and provide written certification that all District data, including backups, has been securely deleted from their systems within 30 days of contract termination.

- C. All cloud-stored data is subject to CPRA and applicable local and state laws.
- D. CSPs must agree not to use District data for analytics, profiling, or marketing.

#### **7003.4.4 Vendor Requirements and Service Level Agreements (SLAs)**

- A. All CSPs must provide service level agreements (SLAs) outlining performance, uptime, response times, and breach notification procedures.
- B. Subcontracting cloud services requires written approval by BCVWD and must include equal security obligations.
- C. CSPs must maintain an incident response plan and provide timely notification of any actual or suspected security incidents.

#### **7003.4.5 Employee Responsibilities**

- A. Employees must use only IT-approved cloud platforms for storing or sharing District data.
- B. Use of unauthorized cloud storage services (e.g., personal Google Drive, Dropbox) is strictly prohibited.
- C. Employees must report suspected cloud-related security incidents to the Information Technology Department immediately.

**7003.5 Review and Revision Policy.** The Information Technology Department will review the "Cloud Computing 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: INTERNET USE AND PERSONAL SOCIAL MEDIA ETHICS POLICY**  
**POLICY NUMBER: 7005**

**7005.1 Introduction.** Beaumont-Cherry Valley Water District (BCVWD) relies on Information Technology (IT) resources as essential tools for conducting business efficiently and securely. This policy ensures these resources are used responsibly, ethically, 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) to ensure transparency and accountability in public records management.

**7005.2 Purpose .** The purpose of this policy is to define acceptable use of the internet and social media by BCVWD employees, contractors, and third parties. The policy seeks to protect the District's public image, mitigate cybersecurity risks, and ensure compliance with legal and regulatory requirements.

**7005.3 Scope.** This policy applies to all employees, contractors, and third parties using District IT resources to access the internet or engage on social media platforms for personal or professional purposes.

**7005.4 Policy Details**

**7005.4.1 Internet Use Guidelines**

- A. Internet use must align with Policy 7001 Acceptable Use Policy and be limited to activities that directly support District business.
- B. Employees should avoid browsing the internet for personal reasons. Internet access should be intentional and limited to work-related activities.
- C. Employees must not click on suspicious links, respond to phishing attempts, or download content from unverified sources.
- D. The District monitors internet usage to protect cybersecurity, detect potential threats, and ensure compliance with this policy. Monitoring will be conducted in accordance with applicable laws and District procedures.
- E. Use of personal devices on District networks must comply with Policy 7002 Bring Your Own Device and is limited to the guest wi-fi network.

**7005.4.2 Personal Social Media Guidelines**

- A. Employees must not represent or speak on behalf of BCVWD on personal social media platforms unless explicitly authorized to do so by the General Manager or his or her designee.
- B. Employees must avoid posting content that could give the impression they are speaking on behalf of BCVWD. Employees are encouraged to include a disclaimer such as, "The opinions expressed here are my own and do not reflect the views of BCVWD."
- C. Employees must exercise professionalism and discretion when posting on any personal social media, especially when their role with BCVWD could create the perception they are speaking in an official capacity.
- D. Employees must not disclose sensitive or confidential District information on personal social media platforms.
- E. Employees must take care to avoid any personal social media activity that could be construed as representing BCVWD without explicit authorization. This includes refraining from commenting on District operations, policies, or events as an employee of the District.
- F. Employees are reminded that privacy settings on personal social media platforms are not foolproof, and posts or interactions may become public or be shared widely. Employees should exercise caution to protect their personal and professional reputation, as well as the

District's integrity.

**7005.4.3 Prohibited Content.** As public officials, employees are held to a higher standard of conduct. Employees should conduct themselves in a manner consistent with the highest level of integrity, decorum, and professionalism in their personal use of social media. Employees are free to express themselves as private citizens on social media to the extent that their speech does not impair working relationships, impede the performance of duties, impair discipline and harmony among co-workers, compromise the integrity, effectiveness, or efficiency of the District, or harm the public trust and credibility of the District or its personnel. All District staff are required to adhere to the ethical standards outlined in this policy and all applicable laws. Any misuse of District resources or posting inappropriate content in the employee's personal social media accounts in violation of these standards may result in disciplinary action, up to and including termination of employment. (Please refer to the Disciplinary Actions or Terminations policy for more information.) District staff should refrain from the following in their public social media use:

- A. Violence, profanity, obscenity, nudity, or pornographic content or language;
- B. Content that unlawfully harasses members of any class of persons protected by state or federal laws, including but not limited to, any creed, race, gender, sexual orientation, age, religion or national origin;
- C. Threats of violence or other unlawful acts, slander, or defamation of any kind;
- D. Illegal acts of any kind or encouragement thereof;
- E. Information that compromises the security or well-being of any District staff member, partner, resident or stakeholder;
- F. Comments, links, posts, advertisements, or articles soliciting illegal business, trade or commerce;
- G. Content that violates copyright laws; or
- H. Content that violates local, state or federal laws.

Violations of this policy will be handled on a case by case basis. If an employee has any doubts about content they intend to post on social media, they are encouraged to contact a supervisor, Human Resources or the General Manager to ensure compliance with the policy. Employees are cautioned that while the First Amendment may offer some protection if an employee acts in a purely private capacity. Such protection is not absolute and certain types of private speech may form the basis of discipline if sufficiently detrimental to the District and its interests. .

#### **7005.4.4 Cybersecurity Measures**

- A. Employees must adhere to NIST best practices by avoiding insecure websites (e.g., those without HTTPS) and report suspicious online activity to the IT Department immediately.
- B. All District-provided devices must be equipped with secure browsing tools, such as firewalls and antivirus software, to protect against cybersecurity threats.
- C. Employees are responsible for ensuring their internet use does not expose District systems to unnecessary risks, such as malware or data breaches.
- D. All District computer systems are equipped with software designed to ensure compliance with safe internet practices and block known malicious websites. However, as cybersecurity threats evolve, employees must remain vigilant. Any suspicious websites, pop-ups, or online activities should be reported immediately to the Information Technology Department for evaluation and mitigation.
- E. Employees are expected to stay informed about evolving cybersecurity threats and participate in periodic training provided by the District. Adopting a proactive approach to internet safety, such as verifying website legitimacy and avoiding unfamiliar links, is critical to protecting District systems and data.
- F. District computer systems are configured to use encrypted communications (e.g., HTTPS) to secure internet activities. Employees must ensure they do not transmit sensitive District information over unencrypted connections or through insecure platforms.



- G. Employees must report any cybersecurity incidents related to internet or social media usage to the Information Technology Department immediately, including unauthorized access attempts, suspicious pop-ups, or phishing messages.
- H. Employees are prohibited from using personal email accounts or personal cloud storage services (e.g., Google Drive, Dropbox) for storing, transmitting, or accessing District data unless discussed and authorized by the Information Technology Department.
- I. The use of cloud-based services for District business must comply with the Cloud Computing Policy and be explicitly approved by the Information Technology Department.

#### **7005.4.5 Public Records Act Compliance**

- A. All internet and personal social media activities conducted on District-owned devices or networks are presumptively subject to the California Public Records Act (CPRA) and may be disclosed upon request.
- B. Using personal devices for District business may subject those devices to subpoenas, discovery, or CPRA requests.
- C. To ensure compliance with the CPRA and limit potential disclosure, employees must use only District-approved email accounts and cloud resources for all District-related activities. Personal email accounts and unauthorized cloud services are strictly prohibited for District business.

#### **7005.4.6 Training and Awareness**

- A. BCVWD will provide periodic training to employees on safe internet use, social media best practices, and compliance with this policy. These training sessions will align with the District's Security Awareness and Training Policy to ensure comprehensive employee education on cybersecurity and compliance.
- B. Employees are encouraged to report any concerns related to the internet or social media usage to the Information Technology Department.

#### **7005.4.7 Enforcement**

- A. The IT Department reserves the right to monitor and audit internet and social media activity conducted on District systems to ensure compliance with this policy.

**7005.5 Review and Revision Policy.** BCVWD will review Policy 7005 Internet Use and Personal Social Media Ethics annually to ensure it remains current and effective in addressing the needs of the organization and any changes in the regulatory or technological landscape. 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 internet and social media use. Necessary updates or revisions will be made to ensure the policy continues to meet the district's requirements and supports its mission.

**POLICY TITLE: PRESS RELATIONS AND DISTRICT SOCIAL MEDIA POLICY**  
**POLICY NUMBER: 5100**

**5100.1 Purpose.** The purpose of the press relations and social media policy is to work supportively with press relations (media) and to disseminate information of public interest and concern in an accurate, complete, and timely manner. Public Relations and Social Media are vital in outreach efforts that help engage the community quickly and relevantly. It allows stakeholders to communicate with the District and quickly access important information. The District currently manages social media activities across several platforms, such as Facebook, Twitter, and YouTube. This policy will establish clear guidelines for the appropriate use of current policies, which may be updated from time to time and future press relations and social media activities.

**5100.2 Press Relations and Social Media Use.** The District will use press relations and social media to share timely, relevant information that keeps stakeholders up to date on what is happening in the District and with water in his or her community. The goal of social media activity will be to share information about District subjects, events, reminders, District updates, or other District press relations and informal notices. Social media shall also share critical information that needs to reach stakeholders quickly. The use of social media is to complement but not replace other communication methods regarding District activities and business.

- A. The General Manager or his/her designee is designated as the District's Public Information Officer (PIO) and is responsible for implementing this policy. When the PIO is unavailable, he or she shall select an authorized designee.
- B. The PIO shall coordinate District responses with the Board President to ensure the District meets the Board of Director's communications goals.
- C. Employees and elected officials who engage with consumers or members of the Press shall use courtesy, politeness, and professionalism. Any media inquiries received by district staff will be referred immediately to Department Directors or the General Manager (if any Department Director is unavailable), who shall directly forward the media inquiry and contact information to the PIO and Board President (as necessary) for a response.
- D. The General Manager, the Board President, or his/her designee will prioritize inquiries from the news media and respond as efficiently as possible.
- E. When contacted by the PIO for information needed to respond to a media inquiry, all staff shall provide the PIO with accurate and complete information available for the response. The General Manager or Designee will identify if additional time is needed to address a media inquiry.
- F. At the discretion of the PIO and the Board President, if it is determined that a District response is best achieved by having staff or a consultant speak on behalf of the District on a particular topic, he or she may designate an authorized spokesperson to assist with the District's response.
- G. To assure that all members of the Board of Directors have accurate, complete, and timely information to fulfill responsibilities to represent the District affairs, members of the Board of Directors shall inform the PIO by email of the substance of significant media inquiries and for an official response.
- H. The General Manager or his/her designee must approve official BCVWD social media accounts before being established. The PIO and the assigned social media administrators will manage or post on social media platforms.
- I. Content shared on District social media platforms shall comply with Section 5100.6 below. "Content" includes, but is not limited to, posts, shares, comments, likes, intentions, and reactions.
- J. While an informal tone is appropriate, communication via social media represents the District

and shall remain professional. Official District social media shall not be used for political purposes, conduct private commercial transactions, engage in private business activities, or other personal use. Inappropriate use of official District social media may result in disciplinary action, up to and including termination of employment.

- K. Assigned staff and management shall monitor and evaluate social media platforms on an ongoing basis.

#### **5100.3 General Policies.**

1. All District social media accounts shall clearly state they are maintained by the District and include the official logo. The assigned social media administrator will fully understand and comply with user agreements for each social media platform. Administrators will also comply with state and federal regulations and District policies.
2. Social media content shall reflect the District's mission, vision, values, and initiatives. The BCVWD assigned consultant or the assigned social media administrator should monitor social media accounts, content, and conversations on a frequent, ongoing basis. Images may not include photos of a person or private property without written consent.
3. Model releases shall be used to obtain the permission of identifiable people. Images, videos, and graphics that do not belong to the District must be vetted to ensure copyright laws do not protect him or her or that the intended use falls within fair-use standards.
4. The District shall cite the source of any image, graphic, or video not owned by the District. Free-use photos can be found using stock photography sites or advanced search engine features.
5. Social Media accounts, including the administrative account access, shall be established, controlled, and managed by BCVWD Information Technology Department with the direction and approval of the General Manager or his/her designee.

#### **5100.4 Correcting Misinformation.**

Responding to public comments or questions and diffusing potentially harmful conversations is a critical component of social media management. The social media administrator shall conduct frequent reviews of social media accounts, correct any misinformation, and notify the General Manager or designee immediately in the event of an adverse situation. If the situation cannot be resolved, the social media administrator will publicly provide District contact information or other resources and follow up with stakeholders privately regarding his or her concerns.

**5100.5 Content Policies.** Social media content shall be posted consistently, regularly, and with timely and relevant information. Posts shall be scheduled in advance while also allowing flexibility to implement changes and share urgent information quickly and efficiently.

- A. Posts can include but are not limited to: emergencies; water supply and conservation information; District updates on initiatives, objectives, and projects; community engagement; leaks, service outages, maintenance/repairs; press releases, holiday closures, and more.
- B. Social media administrators shall use the best judgment when posting or engaging on platforms and determining what is suitable to share on behalf of the District. Topics to avoid include legal claims or lawsuits, personnel matters, controversial issues, personal opinions, and political issues.
- C. When applicable, content shall be explicitly tailored to each platform's audience and user experience. For example, platforms such as Nextdoor provide an opportunity to engage with a population interested in safety, events, and community. In contrast, platforms such as Instagram provide a way to connect with stakeholders in a fun, visually-based manner. Facebook allows an image with more detail than platforms like Twitter, but both enable linking to additional information.



- D. Information shall be relevant to the District's intended audience, presented clearly, and easily understood. Content shall always include proper grammar, spelling, and appropriate tone. The social media administrator will always check facts before posting any information.

**5100.6 Prohibited Content.** Responses from the public that include prohibited content will be removed at the discretion of the General Manager or his/her designee. District staff and representatives of BCVWD who violate this policy and any social media accounts that violate this policy may be subject to disciplinary action, up to and including termination of employment (Please refer Policy 3175 Disciplinary Actions or Terminations policy). Content containing any of the following material will be removed immediately. Inappropriate content includes, but is not limited to:

- A. Violence, profanity, obscenity, nudity, or pornographic content or language,
- B. The content is found to discriminate against any creed, race, gender, sexual orientation, age, religion, or national origin, as well as any other category protected by state or federal laws,
- C. Threats, slander, or defamation of any kind,
- D. Illegal acts of any kind or encouragement thereof,
- E. Information that compromises the security or well-being of any District staff member, partner, resident, or stakeholder,
- F. Comments, links, posts, advertisements, or articles soliciting business or commerce,
- G. Content that violates copyright laws, or
- H. Content that violates local, state, or federal laws.

**5100.7 Emergency Response.** Social media use shall be limited to the District's PIO, Board President, or as authorized, Board members or designated spokespeople in an emergency or crisis scenario. Social media activities shall occur to announce an emergency, provide updates during the emergency, and share when the emergency is resolved. The District's emergency updates are not intended to take responsibility for emergency communications for regional emergencies; rather, the District will communicate information specifically relating to the District and water service.

**5100.8 State and Federal Regulations.** All District content, including social media posts, comments, messages, and other interactions, shall be mindful of and comply with the following state and federal regulations:

1. **California Public Records Act.** All social media content found on BCVWD accounts may be subject to the California Public Records Act. Content posted-- including prohibited and non-prohibited content, responses to comments, and messages from the public-- shall be monitored, tracked, and retained so that it can be easily retrieved if necessary, according to Public Record Act laws.
2. **Ralph M. Brown Act.** The Brown Act protects the public's right to attend and participate in meetings of local legislative bodies, such as meetings held by a Board of Directors. All Brown Act rules shall be followed when engaging online, including on social media. Interactions between Board members on social media platforms, including comments and messages, can be regarded as a meeting. The Board of Directors is encouraged to follow the Brown Act when engaging in posts or discussions.
3. **Fair Political Practices Commission (FPPC).** The Fair Political Practices Commission (FPPC) is designed to ensure the fairness and integrity of California's political process by enforcing the Political Reform Act. Regulations state that all Board members must be represented equally regarding public outreach, media relations, and social media. Use of pictures, quotes, or other social media content involving Board members must comply with FPPC regulations.

4. **First Amendment of the United States Constitution.** Public officials and employees managing official agency social media accounts shall not block users or delete comments based on viewpoint, criticism, or dissenting opinions, in accordance with First Amendment protections. Blocking or content moderation is permitted only in cases of threats, harassment, or content that violates the agency's established social media guidelines.

5100.9 **Ongoing Evaluation.** The District shall continuously review social media accounts to ensure alignment with the District Board of Directors' policy direction and District-defined mission, vision, directives, and policies and procedures. District issues identified by staff that are not aligned with the said mission, vision, directives, and policies and procedures shall be corrected, deleted, or adjusted.

5100.10 **Personal Opinion.** The Board of Directors and District Employees have the right to express an opinion regarding matters of public concern. Members of the Board of Directors and District employees who write correspondence to media or post on social media platforms may not use official district stationary or items symbolizing a direct connection to BCVWD. If a member of the Board of Directors or BCVWD employee identifies as a district representative on a Personal Opinion correspondence, email, or social media posts, he or she shall state that his or her outlined views do not represent the views of the District but of the individual's opinion (Please see Policy 7005 for more information).