



bear valley
WATER DISTRICT

BEAR VALLEY WATER DISTRICT

BOARD MEETING

April 11, 2016 - 9 A.M.

Conference Room

441 Creekside Drive, Bear Valley, CA 95223

Call- In Info: 605-475-5920 Access Code: 475-0045

LOCATION 2 : 546 Lucille Dr. Incline Village NV 89451

DECLARATION OF A QUORUM

James Bissell, President - Stefaniya Becking, Vice President - John Boyle, Treasurer - Ken Brown, Secretary
Gunnar Thordarson, Member

BOARD MEETING

Public comments on agenda items will be limited to 3 minutes or otherwise at the discretion of the Board Chair.

PUBLIC FORUM

Any member of the public may address and ask questions of the Board relating to any matter within the Board's jurisdiction provided the matter is not on the agenda or pending before the Board.

BOARD BUSINESS

1. The Board will consider adoption of the February 22, 2016 Board Meeting minutes

2. Capitalization & Investment Policies - Discussion and Possible Action Item

3. Operations Report – General Manager

4. Financial Report – General Manager

4.1 P&L and Balance Sheet Reports - Discussion and Possible Action Item

4.2 Accounts Payable Report - Discussion and Possible Action Item

4.3 A/R & Aging Reports – Discussion

5. Board Member Reports

Materials related to any item on this Agenda are available for public inspection in the District Office at 441 Creekside Drive, Bear Valley, CA 95223 during normal business hours. Information on materials in the agenda is also available on the Bear Valley Water District website at <http://www.bearvalleywater.org>, subject to staff's ability to post the documents before the meeting. Any material provided to the legislative body at the meeting by agency staff or a member of the legislative body will be available at the public meeting, documents provided by others will be available right after the meeting.

This agenda shall be made available upon request in alternative formats to persons with a disability, as required by the Americans with Disabilities Act of 1990 (42USC, #12132) and the Ralph M. Brown Act, CA Government Code # 54954.2.

Any persons requesting a disability related modification or accommodation in order to participate in the meeting should contact Judi Silber at 209-753-2112, during regular business hours, at least 72 hours prior to the meetings. All regular meetings are held on the third Monday of the month at 9:00 A.M.



**BOARD OF DIRECTORS
MINUTES
REGULAR MEETING**

DECLARATION OF AQUORUM

President James Bissell called the meeting to order at 9:00 A.M. Directors present were Vice President Stefaniya Becking, and Treasurer John Boyle. Absent with notice were Directors Thordarson and Brown. Staff present were: General Manager Jeff Gouveia and Office Manager Judi Silber. Public present were District Counsel Dan Schroeder, Alpine County Supervisor Terry Woodrow, and Kimi Johnson.

BOARD MEETING

Public comments on agenda items will be limited to 3 minutes or otherwise at the discretion of the Board Chair.

PUBLIC FORUM

No public comments.

BOARD BUSINESS

1. AB 1234 Ethics Training – District Legal Counsel Dan Schroeder

District Legal Counsel Dan Schroeder gave a Power Point AB 1234 Ethics training class for several hours to certify directors and staff.

2. The Board will consider adoption of the December 7, 2016 Board Meeting Minutes

Motion Boyle Second Becking to accept the December 7, 2016 Board Meeting Minutes as presented.

Ayes: Bissell, Becking, Boyle

Noes:

Absent: Thordarson, Brown

3. Capitalization & Investment Policies - Discussion and Possible Action Item

Treasurer Boyle led the discussion on the new capital asset policy and investment policy. Item tabled. Boyle requested that this item be put on the Agenda for April meeting for discussion and possible action.

4. Operations Report – General Manager

- Flows – Influent Flows for January 2016 were 1.388 MG. 1.003 MG transferred to PR. The current storage elevation/volume on 2/18/2016 = 7072.1' – 21.28 MG = 27.8%.
- Land Discharge Permit SMR / DMR Reports were all submitted on time. Annual Report of Waste Discharge (ROWD) was submitted in December. The annual reports for the WDR permit were

submitted on January 25th. The 3rd Annual Groundwater Report & Statistical Analysis Report was submitted on January 28th.

- 2011 NPDES MRP – Annual Report submitted on January 28th.
Dania Jimmerson of the California State Water Board sent a tentative time line for the permit renewal. Tentative adoption of the permit is scheduled for June 23, 2016.
- January 2016 quarterly newsletter included articles on the tour of the facility by the California State Water Board prior to renewing the NPDES Permit, 2016 El Nino, Orangeburg / Bermico coal tar wood fiber pipe, Fats, Oils and Grease Alternatives, and welcoming the two incumbent board members, Gunnar Thordarson and Ken Brown for another term.

5. Financial Report – General Manager

5.1 P&L and Balance Sheet Reports - Discussion and Possible Action Item

Motion Boyle Second Becking to accept the P & L and Balance Sheet Reports with correction of to the month of January 2016 in the header. And research on the 27% of operating budget on prior year %.

AYES: Bissell, Becking, Boyle

NOES:

ABSENT: Brown, Thordarson

5.2 Accounts Payable Report - Discussion and Possible Action Item

Motion Boyle Second Bissell to accept the accounts payables report for November 2015, December 2015, and January 2016 as presented.

AYES: Bissell, Becking, Boyle

NOES:

ABSENT: Brown, Thordarson

5.3 A/R & Aging Reports – Discussion

The accounts receivable total was \$ 7,476.53. \$ 43,887 in debits and \$ 36,410 in credits.
The ski resort owes late fees that are >90 days. There are 12 delinquent accounts that are over 60 days. They are the usual accounts that end up being sent to the Alpine County Tax Roll.

6. Board Member Reports

No board comments.

The next meeting was scheduled for Monday, April 11th at 9:00 A.M.

President Bissell adjourned the meeting at 1:08 P.M.

CAPITAL ASSETS POLICY

Overview

The Bear Valley Water District (the District) will maintain a capital asset management system that will meet external financial reporting requirements and the needs of the District in line with these policies.

Capital Assets are defined as land, improvements to land, easements, buildings, building improvements, vehicles, machinery, equipment, works of art and historical treasures, infrastructure, and all other tangible or intangible assets that are used in operations and that have initial useful lives extending beyond a single reporting period.

Infrastructure Assets are defined as long-lived capital assets that normally are stationary in nature and normally can be preserved for a significantly greater number of years than most capital assets. Examples include roads, bridges, tunnels, drainage systems, water and sewer systems, dams and lighting systems. Buildings that are an ancillary part of a network of infrastructure assets are included.

The District's Capital Assets Policy follows the recommended practices of the accounting standards of GASB 34.

Capitalization

Generally, the capitalization threshold for capital assets will be an original cost of \$5,000 or more (recorded as an asset on the balance sheet versus expensing the item). Specific capitalization requirements are described as follows:

- a. All land will be capitalized regardless of cost
- b. Buildings, land improvements and infrastructure will be recorded if cost exceeds \$5,000.
- c. All other assets must cost \$5,000 or more and have a useful life of two (2) or more years.
- d. The capitalization threshold is applied to individual units of capital assets rather than groups. For example, ten desks purchased for \$1,000 each will not be capitalized even though the total (\$10,000) exceeds the threshold of \$5,000.
- e. For purposes of capitalization, the threshold will generally not be applied to components of capital assets. For example a keyboard, monitor and central processing unit purchased as components of a computer system will not be evaluated individually against the capitalization threshold. The entire computer system will be treated as a single asset. The capitalization threshold will be applied to a network if all component parts are required to make the asset functional.
- f. Repairs to existing capital assets will generally not be subject to capitalization unless the repair extends the standard useful life of the asset
- g. Improvements to existing capital assets will be presumed by definition to extend the useful life of the related capital asset and therefore will be subject to capitalization if the cost exceeds \$5,000.

Leased Assets

Operating leased assets are usually short term and cancelable at any time. The recording of an operating lease as a fixed asset is not required because the item is not purchased.

However, operating leases will be capitalized if one or more of the following criteria are met and the chance of cancellation is low:

- a. Ownership is transferred by the end of the lease term
- b. The lease contains a bargain purchase option
- c. The lease term is greater than or equal to 75 percent of the asset's service life
- d. The present value of the minimum lease payment is greater than or equal to ninety percent (90%) of the fair market value of the asset at the inception of the lease.

Capital lease items are capitalized at the beginning of the lease period regardless of when the title transfers. Capital leases are recorded at net present value of lease payments.

Capital Asset Recording

The District will keep appropriate records in order to monitor and accurately inventory all fixed assets. The District shall maintain an inventory list (including model and serial numbers when appropriate) of all recordable capital assets and shall physically inventory and account for such assets periodically.

Acquisition of Capital Assets

Fixed assets may be acquired through direct purchase, lease-purchase or capital lease, construction, eminent domain, tax foreclosures, donations and gifts.

Measuring the Cost and/Value

Capital assets are recorded at their "historical cost," which is the original cost of the assets. Donations accepted by the District will be valued at the fair market value at the time of donation. Costs include purchase price (less discounts) and any other reasonable and necessary costs incurred to place the asset in its intended location and prepare it for service. Costs could include the following:

- Sales Tax
- Freight Charges
- Legal and title fees
- Closing costs
- Appraisal and negotiation fees
- Surveying fees
- Land preparation costs
- Demolition costs
- Relocation costs
- Architect and accounting fees
- Insurance premiums and interest costs during construction
- Installation costs
- Initial programming/set-up costs (e.g. programmable logic controllers typically need some extensive setup or a new computer system might require expensive initial setup)?

According to GASB 34, an estimate of the original cost is allowable in the absence of historical records. Standard costing is one method of estimating historical cost using a known average installed cost for a like unit at the estimated date of acquisition. When necessary the District will use whichever method gives the most reasonable amount based on available information.

Recording Costs Incurred After Acquisition

Expenditures/expenses for replacing a component part of an asset are not capitalized. However, expenditures/expenses that either enhance a capital asset's functionality (effectiveness or efficiency), or that extend a capital asset's expected useful life are capitalized. For example, periodically slurry sealing the District's parking area would be treated as a repair (the cost would not be capitalized), while an overlay or reconstruction would be capitalized. Also, see Capitalization section, sub-items g) and h) above.

Disposition or Retirement of Capital Assets

Disposition of surplus, damaged or inoperative equipment will be at the discretion of the Board of Directors. Method of disposition may include disposal, sale or donation to another government agency or tax exempt charity. Appropriate records shall be maintained by the District on all surplus property disposal.

Depreciation

The District will record depreciation expense on all capital assets, except for land. The District will use straight-line depreciation using the end of-year convention. Depreciation will be calculated starting the year after acquisition and will end the year of disposition or after the completion of the estimated useful life of the asset, whichever occurs first. In the event of disposition before the end of the estimated useful life, the remaining un-depreciated value of that asset shall be subject to a one-time write-off in the year of disposition. Otherwise, depreciation will be calculated over the estimated useful life of the asset.

Recommended Lives

The District follows GFOA Recommended Practices when establishing recommended lives for capitalized assets. If the life of a particular asset is estimated to be different than these guidelines, it may be changed. Following is a summary of the estimated useful lives:

<u>Asset Class</u>	<u>Useful Life</u>
Buildings	30 – 50 Years
Building Improvements	20 Years
Improvements Other than Buildings	35 Years
Infrastructure	40 – 50 Years
Equipment and Machinery	5 – 20 Years

Control of Assets

The District will exercise control over the non-capitalized tangible capital-type items by establishing and maintaining adequate control procedures. The District's capitalization threshold of \$5,000 meets financial reporting needs.

Appendix A - Definitions

Capital Expenditure

Capital expenditure means the cost of the asset including the cost to put it in place. Capital expenditure for equipment means the net invoice price of the equipment, including the cost of any initial modifications, attachments, accessories, or auxiliary apparatus necessary to make it useable for the purpose for which it was acquired. It also includes the cost of incoming transportation incurred on shipments from external suppliers.

Equipment

Equipment means an article of non-expendable, tangible, personal property which stands alone, is complete in itself, does not lose its identity, and has a useful life of two or more than years.

Capital Equipment

Those items of equipment which have an acquisition cost of \$5,000 or more are capitalized. (Indirect cost is not applied.)

Minor Equipment

Those items of equipment which have an acquisition cost of less than \$5,000 or useful life of less than two years are expensed. (Indirect cost is applied).

Component Parts

Enhancement parts with an acquisition cost of at least \$2500, which materially and permanently increase the value or useful life of a capital item, will be capitalized and their cost added to the capital cost of the item being enhanced; otherwise, they will be expensed. The purchase order or tag number of the enhanced capital item must be referenced on the requisition and purchase order for the enhancement part(s) in order for the enhancement part(s) to be considered capital.

Enhancement parts with an acquisition cost of at least \$2500, which permanently increase the value of an item of minor equipment to \$5,000 or greater and are acquired within 120 days of the acquisition date of the item of minor equipment, and which also permanently increases the useful life of the item, will have their cost added to the cost of the item of minor equipment being enhanced and both the enhancement part(s) and the item of minor equipment will be capitalized; otherwise, they will be expensed. The purchase order or the tag number of the enhanced item of minor equipment must be referenced on the requisition and purchase order for the enhancement part(s) in order for the minor equipment item and the enhancement part(s) to be considered capital.

Replacement Parts

Replacement parts required to repair an item of capital or minor equipment and which simply maintain the original function and expected life of the equipment, will be expensed. Expenditures needed to maintain equipment in a proper operating condition or to restore equipment to a proper operating condition are expensed.

Fabricated Items

A fabricated item will be capitalized if the cost of the material and labor making up the fabrication is \$5,000 or greater, the useful life of the item is two or more years, the item is company-owned or government funded, and the item is identifiable as a discrete item.

Deliverable End Item

This item is defined to include all equipment as well as electrical, electronic, and mechanical components contractor-acquired and/or sponsor-furnished, which are being incorporated into a deliverable end item under the property terms of a contract/agreement, calling specifically to be constructed and delivered to formal addresses included in the contract/agreement. Deliverable end items are expensed.

Software

All standard computer software, including computer operating systems and typical applications such as word processing and spreadsheet applications shall be expensed. However, software that is integral to the installation and operation of new equipment (e.g. SCADA systems), or large industry applications or to perform, for example, inventory/asset tracking shall be capitalized as long as they meet the capitalization threshold described above.

Jeff Gouveia

From: John Boyle <john@boylemail.com>
Sent: Monday, February 15, 2016 5:29 PM
To: gmbearvalleywater@sbcglobal.net
Cc: 'Judi Silber'; 'John Boyle'
Subject: RE: Investment and Capitalization policies

Jeff & Judi,

After I sent the email below to you, I had a chance to finally chat with Mary (auditor). Summary:

1. She agreed that it might make sense to capitalize some software in the type of cases I described (e.g. software that is part of the installation of some new equipment, or some large industry application or even some expensive software to do inventory/asset tracking). Her main issues: be consistent and don't start capitalizing generic PC software or any software that is low cost or expected to be replaced within a year or two. So if we stick with \$5K and 2 years, we should be fine.
2. She also agreed that it might make sense to capitalize some intangible assets like permits and even the engineering work that was required to get those permits. This one was a little less in her comfort zone, and she repeated that most clients were moving AWAY from capitalizing intangibles. But she said that, again, as long as we're consistent and really only applying it to intangible assets that have a useful life more than 2 years, we could certainly choose to do so. She said that the big swing factor for many districts is how it might affect future rate-setting discussions. When we next do a rate-change analysis, it can affect how an engineer looks at our costs. And it can affect how the public might view our costs. My take away was that some districts in the past were capitalizing so many things (and things that didn't look like traditional assets) that the public got frustrated that they weren't really seeing the true cost of business, but instead a bunch of accounting obfuscation. So they have moved toward the simpler approach of just expensing anything that doesn't look (to the public) like a traditional, hard asset. I'm not sure that we'd have that same problem. In fact, I continue to think that if we spend \$50K on some permit that we expect to last for five years, we SHOULD show it as a capitalized asset and spread that cost out over those five years ... it is the cost of doing business for five years, not just for the year when it was granted.

Again, Mary said clearly that we could do it either way, but that we should just be clear in our policy.

/John

From: John Boyle [mailto:john@boylemail.com]
Sent: Monday, February 15, 2016 2:26 PM
To: gmbearvalleywater@sbcglobal.net
Cc: 'John Boyle' <john@boylemail.com>; 'Judi Silber' <bearvalleywater@sbcglobal.net>
Subject: RE: Investment and Capitalization policies

Jeff & Judi,

Sorry for the delay. Finally had a chance to review the documents. My marked up versions are attached. A few typos, but also some things that I think needed change as well as some items that might be just personal preferences. I tried to highlight all things and included notes that should be visible in "review" mode. Let me know if you have trouble reading any of my suggestions, and of course if you want to discuss the proposed changes. I'm planning on being up in BV probably starting Wed, maybe even Tuesday. Happy to stop by or talk on the phone. Email also works fine...

INVESTMENT POLICY

The Investment Policy of the District is reviewed by staff on a continual basis and submitted annually (with suggested changes, if appropriate) to the Board of Directors for approval.

General Investment Policy Statement

This policy statement is intended to provide guidelines for the prudent investment of the District's cash for which no immediate need is anticipated. The District has chosen to abide by a uniformly conservative policy in the investment of temporarily idle funds.

The District follows the "prudent man rule" outlined in the Civil Code, §2261, et seq., which states in essence that in investing, a trustee shall exercise the judgment and care, under the circumstances then prevailing which persons of prudence, discretion and intelligence exercise in the management of their own affairs. The District is further restricted by provisions of the Government Code, §53600, et seq.

The District considers investments based on, in order of importance, safety, liquidity and yield when choosing investment options. The District attempts to obtain the highest yield obtainable, with minimal risk to the principal, as long as investments meet the criteria established for safety and liquidity. The District only operates in those investments that are considered very safe (insured or secured as required by law). Liquidity of funds is considered in terms of expected and unexpected need for the funds based on known encumbrances and historical experience. As a minimum, the District shall prioritize maintaining six months of operating expenses and an emergency reserve of \$500,000 in liquid funds.

The following list includes all currently approved investments:

Local Agency Investment Fund

The Local Agency Investment Fund (LAIF) has established a maximum limit of fifty million dollars in investments from any singular local agency. The District maintains a balance ranging from \$20,000 to \$1,000,000 with LAIF. There is no set maturity date of these investments. They may be withdrawn at any time without penalty. The LAIF interest rate has generally been slightly higher than investments in U. S. Treasury Bills (T-Bills) or time Certificates of Deposit (CO's) issued by local banks or savings associations.

U.S. Treasury Bills

The District generally does not maintain or intend to maintain a balance in U.S. Treasury Bills for which the faith and credit of the United States are pledged for the payment of principal and interest due to lack of a full time person to control these investments. However, the District may choose to invest in U.S. Treasury Bills at some point in the future.

Certificates of Deposit

The District may enter into any contract with a depository relating to any deposit which in the Treasurer's judgment is to the public advantage with certain restrictions.

It is the District's policy not to purchase time certificates of deposit issued by state-chartered banks or savings associations in excess of thirty percent (30%) of the total of the District's temporarily idle funds.

Any deposit to a savings association or bank shall not exceed a level of such that is insured or secured as required by law.

A depository and the agent of the depository are responsible for securing monies with eligible securities in securities pools which have a market value of at least ten percent (10%) in excess of the total amount of all deposits of a depository if the securities are promissory notes secured by first mortgages and first trust deeds. The District requires certification by the depository and the agent of the depository that there are securities in the pool in the amounts required to secure all deposits.

Securities must comply with §53651.2 of the Government Code which defines eligible security. Savings, Checking, and Certificate of Participation Accounts

Other

The District maintains varying balances in District savings, checking, and Certificate of Participation accounts according to anticipated needs for the moneys in the short term. The total moneys in any of these accounts shall not exceed the maximum insurance limit of the individual account. The District Treasurer shall periodically check each account balance and direct the staff to make appropriate fund transfers whenever it is deemed necessary.

Intra-District Loans

Loans between District departments and accounts may be approved by the Board of Directors. Such loans would provide funds to the borrower at an interest rate equal to or better than the rate available from the depository from which the funds are withdrawn.

F & M BANK

	Oct-15	
Average Daily Collected Balance	150,000.00	Bear Valley Water District
Less Reserve Required	15,000.00	
Average Net Collected Balance	135,000.00	
Negative Collected Balance Rate	7.25	
Earnings Credit Rate	0.750%	
Earnings Allowance	85.76	

TREASURY MANAGEMENT SERVICE	UNITS	COST OF SERVICE	ACTIVITY CHARGE
ACCOUNT MAINTENANCE			
Monthly Maintenance	1	15.00	15.00
Monthly Maintenance % Collected Balance	1	0.03	3.81
Debits	44	0.15	6.60
Credits	-	1.40	-
ACH Debit & Credit	-	0.09	-
Checks Deposited	-	0.10	-
Interest Paid		2.60	2.60
ACH Origination	1	20.00	20.00
ACH Per Item	134	0.15	20.10
Wire Origination	1	10.00	10.00
			AMT
TOTAL BANK SERVICES		\$	78.11
EARNINGS ALLOWANCE		\$	85.76
CURRENT MONTH NET EXCESS		\$	7.65

Prepared by Cathy Lofquist- Treasury Management (2-19-16)



COUNTY OF MONTEREY
OFFICE OF THE TREASURER

Allowable Investments Permitted by California Government Code

INSTRUMENT	OVERNIGHT	180 DAYS	270 DAYS	1 YEAR	5 YEARS	BEYOND 5 YEARS
Conventional Fixed-Income	U.S. Treasuries	Permitted	Permitted	Permitted	Permitted	Board Approval Required
	Federal Agencies	Permitted	Permitted	Permitted	Permitted	Board Approval Required
	Municipal Securities	Permitted	Permitted	Permitted	Permitted	Board Approval Required
	Negotiable Certificates of Deposit	Permitted	Permitted	Permitted	Permitted	Board Approval Required
	Commercial Paper	Permitted	Permitted	Permitted	Permitted	Board Approval Required
	Bankers' Acceptances	Permitted	Permitted	Permitted	Permitted	Board Approval Required
	Medium-Term Corporate Bonds ("A" or better)	Permitted	Permitted	Permitted	Permitted	Board Approval Required
	Asset-Backed Securities (ABS)	Permitted	Permitted	Permitted	Permitted	Board Approval Required
	Repurchase Agreements	Permitted	Permitted	Permitted	Permitted	Board Approval Required
	Money Market Funds	Permitted	Permitted	Permitted	Permitted	Board Approval Required
	Local Government Investment Pools	Permitted	Permitted	Permitted	Permitted	Board Approval Required
	Foreign Sovereign/Supranationals	Permitted	Permitted	Permitted	Permitted	Board Approval Required
	Commercial MBS	Permitted	Permitted	Permitted	Permitted	Board Approval Required
	High-Yield	Permitted	Permitted	Permitted	Permitted	Board Approval Required
	Private Placements	Permitted	Permitted	Permitted	Permitted	Board Approval Required
Broader Fixed-Income	Non-U.S. Dollar Investment Grade	Permitted	Permitted	Permitted	Permitted	Board Approval Required
	Emerging Markets Debt	Permitted	Permitted	Permitted	Permitted	Board Approval Required
	Domestic Small/Mid Cap	Permitted	Permitted	Permitted	Permitted	Board Approval Required
	Domestic Large Cap	Permitted	Permitted	Permitted	Permitted	Board Approval Required
	Domestic Value/Growth	Permitted	Permitted	Permitted	Permitted	Board Approval Required
Equities	International Small/Mid Cap	Permitted	Permitted	Permitted	Permitted	Board Approval Required
	International Large Cap	Permitted	Permitted	Permitted	Permitted	Board Approval Required
	Emerging Markets	Permitted	Permitted	Permitted	Permitted	Board Approval Required
	Commodities	Permitted	Permitted	Permitted	Permitted	Board Approval Required
	Real Estate	Permitted	Permitted	Permitted	Permitted	Board Approval Required
Alternatives	Hedge Funds	Permitted	Permitted	Permitted	Permitted	Board Approval Required
	Private Equity	Permitted	Permitted	Permitted	Permitted	Board Approval Required
	Venture Capital	Permitted	Permitted	Permitted	Permitted	Board Approval Required
	Tangible Assets	Permitted	Permitted	Permitted	Permitted	Board Approval Required
		Permitted	Permitted	Permitted	Permitted	Board Approval Required

Jeff Gouveia

From: Schroeder, Dan <dschroeder@neumiller.com>
Sent: Friday, February 19, 2016 9:33 AM
To: 'gmbearvalleywater@sbcglobal.net'
Cc: Schroeder, Dan
Subject: RE: Materials for Ethics Training

Jeff,

Here are my comments:

INVESTMENT POLICY

Under the "General Investment Policy Statement" there is a reference to Civil Code Section 2261 et. seq. identifying the "prudent man rule." There is no such section in the Civil Code. Is this something you received from the auditor or another source, including something in a previous policy? The other Government Code references are correct.

CAPITAL ASSETS POLICY

Since the sale of surplus property must be done in accordance with Government Code Section 54220 et seq, and since the law could change after the approval of the policy, I would change the second sentence of the section entitled "Disposition or Retirement of Capital Assets to read as follows:

"The disposition of any Capital Assets and Infrastructure Assets shall be done in accordance with the applicable laws and Board Policies for the disposal of surplus property."

It is important to note that the District generally cannot donate property to anyone, including another governmental agency since it could be a gift of public property in violation of the California Constitution. Those are my comments.

Dan

Daniel J. Schroeder
 Attorney at Law



Neumiller & Beardslee

ATTORNEYS AND COUNSELORS | EST. 1903

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**California Special
Districts Association**
Districts Stronger Together

February 8, 2016

Mr. John Boyle
Bear Valley Water District
541 Fanita Way
Menlo Park, CA 94025-5722

RE: The New Year Brings New Investment Options for Your District!

Dear Mr. Boyle:

Are you looking for ways to diversify your district's investments in a trusted, proven program that is governed by and understands local governments in California?

As a member of the California Special Districts Association (CSDA), you have access to a program CSDA is a partner in called CalTrust. This local government, joint investment pool has grown significantly in recent years reaching over \$2.4 billion in assets with special districts now representing 1/3 of the CalTrust program!

Below are just some of the reasons districts like yours are choosing CalTrust...

Safety

CalTrust accounts comply with all limits & restrictions placed on local investments in California

As a public agency, you have a responsibility to safeguard the public's money. The CalTrust funds are designed specifically with this in mind. They provide instant diversification of the investments, professional portfolio and risk management, and is a highly cost-efficient approach to investing local government funds with easy and transparent reporting. All of the CalTrust funds are in full compliance with the California investment guidelines for public agencies.

Liquidity & Flexibility

CalTrust options fit the liquidity & financial management needs of your district!

Choose between Money Market, Short-Term and/or Medium-Term funds to manage your district's cash flow based on your needs. Additionally, you can setup specific accounts to manage reserves or special project funds at no additional costs.

Yield

CalTrust consistently outperforms LAIF!

The CalTrust funds are managed by professionals at Wells Fargo Asset Management who seek as high a yield as possible, consistent with the preservation of principal by investing in high-quality, fixed-income securities while keeping safety and liquidity at the forefront. Further, year after year, the CalTrust Short-Term and Medium-Term funds have proven to outperform LAIF regularly.

Find out why more districts are joining CalTrust each month!

Simply complete and return the enclosed interest form and we will be in touch to tell you more about the program, answer your questions and get you started. You can also contact me directly at 916.442.7887. I look forward to welcoming your district into CalTrust!

Best Regards,

Neil McCormick
California Special Districts Association (CSDA)
Chief Executive Officer

California Special Districts Association

1112 I Street, Suite 200
Sacramento, CA 95814
toll-free: 877.924.2732
t: 916.442.7887
f: 916.442.7889
www.csda.net

A proud California Special Districts Alliance partner

Special District Risk Management Authority
1112 I Street, Suite 300
Sacramento, CA 95814
toll-free: 800.537.7790
f: 916.231.4111

CSDA Finance Corporation
1112 I Street, Suite 200
Sacramento, CA 95814
toll-free: 877.924.2732
f: 916.442.7889

Jeff Gouveia

From: John Boyle <john@boylemail.com>
Sent: Friday, February 26, 2016 4:50 PM
To: gmbearvalleywater@sbcglobal.net
Cc: 'John Boyle'
Subject: FW: CalTRUST Information - Bear Valley Water District

FYI. /jb

From: Neil McCormick [<mailto:neilm@csla.net>]
Sent: Friday, February 26, 2016 4:04 PM
To: john@boylemail.com
Cc: 'Lyle.Defenbaugh@wellsfargo.com' <Lyle.Defenbaugh@wellsfargo.com>
Subject: CalTRUST Information - Bear Valley Water District

Hi John. Thank you for your interest in CalTRUST, it was nice talking with you this afternoon! As a follow-up to our call, below are the most recent (Feb 2016) CalTRUST historical returns as compared to LAIF. Lyle Defenbaugh (cc'd on this email) will be in touch with you soon to answer questions and provide you with additional information about the program. He can also setup a call if you would like others on as well as provide any assistance in updating your investment policy to allow for CalTRUST as you mentioned.

Also, here are a few links that you may find useful:

Link to CalTRUST Board of Trustees
<http://www.caltrust.org/site-page/board-trustees>

CalTRUST Information Statement (provides all details about the program)
<http://caltrust.org/sites/default/files/Information%20Statement%20Updated%20Sept%202013%20FINAL.pdf>

CalTRUST Investment Policy
<http://www.caltrust.org/sites/default/files/Investment%20Policy%20-%20April%202015%20Update.pdf>

CalTRUST Program Registration Form and Participation Agreement
http://caltrust.org/sites/default/files/RegistrationFormParticipationAgreementRevised0709.13pdf_0.pdf

	CalTRUST Short-Term		LAIF	CalTRUST Medium-Term		Merrill 1-3 Year Gov't & Corp "A" or Better
	<u>Total Return</u>	<u>Yield Return</u>	<u>Yield Return</u>	<u>Yield Return</u>	<u>Total Return</u>	
Distribution Yield ¹	0.60%		0.45%	0.94%		N/A
Effective Duration	0.44		N/A	1.68		1.86
Avg Maturity (yrs)	0.97		0.47	1.95		1.92
Returns:²						
One Month	0.12%	0.05%	0.04%	0.08%	0.50%	0.57%
One Year	0.39%	0.50%	0.33%	0.84%	0.70%	0.72%
Three Year ³	0.40%	0.42%	0.28%	0.75%	0.67%	0.82%
Five Year ³	0.42%	0.44%	0.32%	0.90%	0.87%	1.00%
Ten Year ³	1.68%	1.66%	1.61%	2.20%	2.30%	2.66%
Since Inception ^{3, 4}	1.84%	1.81%	1.75%	2.18%	2.28%	2.62%

CSDA and participating districts have found it very beneficial and easy to use and I think your district would also. Thanks again.

Neil

Neil McCormick
Chief Executive Officer

California Special Districts Association
1112 I Street, Suite 200
Sacramento, CA 95814
877.924.2732, 916.442.7889 fax
www.csda.net

[Register now](#) for the SDRMA Safety/Claims Education Day!
FREE to CSDA and SDRMA members.
March 29, 2016 in Newport Beach

A Proud California Special Districts Alliance Partner.
California Special Districts Association
Special District Risk Management Authority
CSDA Finance Corporation





Service Center
888-422-8778

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[Home](#) > [Portfolio](#) > [Investment Philosophy](#)

Investment Philosophy

The CalTRUST accounts have been created to facilitate the centralization of the investment management function on behalf of California local agencies. The CalTRUST Board of Trustees selected Metropolitan West Securities, LLC to serve as Investment Adviser to the Trust. Effective February 2, 2007, Metropolitan West Securities, LLC became Wachovia Portfolio Services. As of December 31, 2009, Wells Fargo & Company acquired Wachovia Corporation. As part of that acquisition, Wachovia Portfolio Services and Evergreen Investments were integrated into Wells Capital Management.

Wells Capital Management (WellsCap), a wholly-owned subsidiary of Wells Fargo Bank, N.A., is an institutional investment advisory and asset management firm specializing in investment management for separate accounts, mutual funds, and money market funds.

WellsCap is responsible for the decision to buy and sell the securities for the CalTRUST accounts and arrange for the execution of securities transactions on behalf of the accounts. WellsCap senior executives bring decades of public agency funds management experience and demonstrated success in the management of California public sector funds to the Trust.

As of March 31, 2012, WellsCap had more than \$325 billion in assets under management.

Following the investment policy direction established by the Board of Trustees, the primary objective of the investment manager is to safeguard the principal. The secondary objective shall be to meet the liquidity needs of the participants and the final objective shall be to maximize the yield in a manner consistent with the first two objectives. The objective of the investment policy is to obtain the best possible return commensurate with the degree of risk that participants are willing to assume in obtaining such return.

Calendar & Holiday Schedule

March 24, 2016
Good Friday (Observed)
Early Closure - 10:00 am PST

March 25, 2016
Good Friday
Closed for Trading

April 27, 2016
CalTRUST Annual Meeting
Riverside County

May 27, 2016
Memorial Day Observed
Early Closure - 10:00 am PST

May 30, 2016
Memorial Day
Closed for Trading

[Top](#) [Print this Page](#)



The information on this website is intended only for public agencies within the meaning of the Joint Exercise Of Powers Act and does not represent an offer to sell or a solicitation of an offer to buy shares of the Trust or any other security. Shares in the Trust are sold or bought only based on the information contained in the current Information Statement. The Information Statement contains important information and should be read carefully before investing.

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SAMPLING OF CURRENT CALTRUST PARTICIPATING AGENCIES

(as of Jan. 28, 2016)

Special Districts

- Antelope Valley – East Kern Water District
- Bay Area Toll Authority
- CalViva Health
- Castroville Community Services District
- Central California Irrigation District
- Central Sanitary District
- Chino Basin Water Conservation District
- Chino Basin Watermaster
- Chino Valley Independent Fire District
- Consolidated Central Valley Table Grape Pest & Disease Control District
- Costa Mesa Sanitary District
- Crestline Sanitation District
- Dudley Ridge Water District
- Eastern Municipal Water District
- Fallbrook Healthcare District
- Helendale Community Services District
- Inland Empire Resource Conservation District
- Inland Empire Utilities Agency
- James Irrigation District
- Kaweah Health Care District
- Kings River Conservation District
- Kinneola Irrigation District
- Lake Hemet Municipal Water District
- Lamont Public Utility District
- Las Virgenes Municipal Water District
- Los Angeles County Metropolitan Transportation Agency
- Mammoth Community Water District
- Maxwell Irrigation District
- McKinleyville Community Services District
- Midway City Sanitary District
- Monterey Peninsula Regional Park District
- North of the River Municipal Water District
- Oildale Mutual Water Company
- Orange County Cemetery District
- Palin Ranch Irrigation District
- Regional Government Services Authority
- Rialto Utility Authority
- Rio Alto Water District
- Rosamond Community Services District
- Sacramento Regional Transit Authority
- San Bernardino Valley Water Conservation
- San Diego County Regional Airport Authority
- San Diego Unified Port District
- San Geronimo Pass Water Pass Agency
- San Luis & Delta-Mendota Water Authority
- San Mateo Transit Authority
- Santa Ana Watershed Project Authority
- Santa Lucia Preserve Community Services District
- South Coast Water District
- South Feather Water & Power Agency
- Transportation Authority of Marin
- Tulare Irrigation District
- Tulare Local Healthcare District
- Victor Valley Wastewater Reclamation Authority
- West County Wastewater District
- West Valley Mosquito and Vector Control District
- West Valley Water District
- Westlands Water District
- Yorba Linda Water District

Counties

- Alameda County
- Butte County
- Contra Costa County
- Del Norte County
- Imperial County
- Kings County
- Madera County
- Modoc County
- Mono County
- Monterey County
- Riverside County
- San Diego County
- San Luis Obispo County
- Santa Barbara County
- Solano County
- Sonoma County
- Ventura County
- Yuba County

Cities

- Albany
- Arvin
- Bellflower
- Beverly Hills
- Chino
- Chua Vista
- Concord
- Delano
- El Centro
- Elk Grove
- Fowler
- Gardena
- Hercules
- Jackson
- Lafayette
- Laguna Niguel
- Larkspur
- Lodi
- Martinez
- National City
- Norwalk
- Oakley
- Ojai
- Palm Springs
- Pinole
- Port Hueneme
- Poway
- Rancho Cucamonga
- Rialto
- Richmond
- Riverside
- Sacramento
- San Bernardino
- San Dimas
- Town of Ross
- Villa Park



CalTRUST
is governed
by your
peers in local
government.

Other agencies/Public Non-Profit

- ABAG Finance Authority
- ACWA Joint Powers Insurance Authority
- Alameda Alliance for Health
- ALPIA Fund
- Association of California Water Agencies
- California Counties Foundation
- California State Association of Counties
- CPS Human Resource Services
- CRHMA Homebuyers Fund
- CSAC Finance Corporation
- CSAC Public Funds
- California Special Districts Association
- CSDA Finance Corporation
- El Dorado LAFCO
- Fresno Madera-Kings Regional Health Authority
- Gold Coast Health Plan
- League of California Cities
- National Association of Counties (NACO)
- National Homebuyers Fund, Inc.
- Regional Council of Rural Counties
- Santa Barbara San Luis Obispo Regional Health Authority
- Special District Leadership Foundation
- State Association of County Retirement Systems (SACRS)

Sponsoring Associations



CSDA



AGENDA ITEM

DATE: APRIL 11, 2016

TO: BVWD BOARD OF DIRECTORS

FROM: JEFF GOUVEIA, DISTRICT GENERAL MANAGER

RE: MONTHLY OPERATIONS REPORT

1. Collections, Treatment & Disposal Operations - Update
 - a. Flows - Influent Flows & Pond Transfers
 - a. Volumes - Storage, Capacity & Disposal
2. Permit Compliance & Monitoring & Reporting Programs (MRPs) - Update
 - a. WDR MRP - Land Discharge Permit – Compliance & Reporting Update
 - b. NPDES MRP – Surface Water Discharge Permit – Compliance & Reporting Update
 - i. 2016 Permit Renewal – ROWD – Update
 - ii. Priority Pollutant Sampling – May
3. 2016 USDA Cost Recovery Collection Agreement - Discussion and Possible Action Item
4. Draft 5-Year Budget - Discussion

• **Influent Flows (MG) – Total of ALL Wastewater Received / % change previous yr**

<u>October 2015</u>	<u>October 2014</u>	<u>October 2013</u>
.483 / 105.7%	.457 / 108.3%	.422
<u>November 2015</u>	<u>November 2014</u>	<u>November 2013</u>
.551 / 115.8%	.476 / 117.8%	.404
<u>December 2015</u>	<u>December 2014</u>	<u>December 2013</u>
.930 / 80.2%	1.160 / 158.3%	.733 / 31.0%
<u>January 2016</u>	<u>January 2015</u>	<u>January 2014</u>
1.388 / 89.5%	1.551 / 211.5%	.733 / 33.7%
<u>February 2016</u>	<u>February 2015</u>	<u>February 2014</u>
2.518 / 87.9%	2.866 / 331.3%	.865 / 44.6%
<u>March 2016</u>	<u>March 2015</u>	<u>March 2014</u>
3.685	2.045 / 236.4%	1.814 / 69.2%

• **Transferred to PR (MG) - Volume of Water Moved from Treatment to Storage / % change previous yr**

<u>October 2015</u>	<u>October 2014</u>	<u>October 2013</u>
1.614 / 198.0%	.815 / 117.4%	.694
<u>November 2015</u>	<u>November 2014</u>	<u>November 2013</u>
.847 / 180.2%	.470 / 126.7%	.371
<u>December 2015</u>	<u>December 2014</u>	<u>December 2013</u>
3.185 / 184.6%	1.725 / 383.3%	.450 / 8.7%
<u>January 2016</u>	<u>January 2015</u>	<u>January 2014</u>
1.003 / 73.9%	1.357 / 237.2%	.572 / 26.3%
<u>February 2016</u>	<u>February 2015</u>	<u>February 2014</u>
4.200 / 119.7%	3.510 / 893%	.393 / 14.4%
<u>March 2016</u>	<u>March 2015</u>	<u>March 2014</u>
5.420	2.577 / 193.6%	1.331 / 35.3%

• **Land Application Annual Totals – MG Applied / % change previous yr**

<u>2015</u>	<u>2014</u>	<u>2013</u>
24.408 / 112.8%	21.644 / 52.6%	41.118

• **Storage Reservoir Elevations and Volumes (based on 10/6/15 pressure chart):**

- Empty (minimum pool) = 7063.0' = 0 MG = 0'
- Total Depth (w/2' Freeboard) = 7086.3' = 76.45 MG = 23.3'
- Total Depth (spillway) = 7088.3' = 85.86 MG = 25.3'
- Discharge Point (DP) = 7080.4' = 51.06 MG = 17.4'
 - Did not reach DP 2015 = N/A
 - Did not reach DP 2014 = N/A
 - Did not reach DP 2013 = N/A
- Permitted Full Reservoir (2' Freeboard) = 7086.3' = 76.45 MG = 100%
 - Highest Level 2015 – 5/21/15 = 7070.1' = 15.48 MG = 20.2%
 - Highest Level 2014 – 5/8/14 = 7072.3' = 21.93 MG = 28.7%
 - Highest Level 2013 – 5/16/13 = 7073.5' = 25.84 MG = 33.8%
 - Highest Level 2012 – 5/10/12 = 7078.6' = 44.03 MG = 57.6%
 - Highest Level 2011 – 7/10/11 = 7084.47' = 112.42 MG = 106.2% (1974 capacity curve in use until 12/11)
- Current Storage Volume = 7078.3 = 42.47 MG = 44.45% (4/6/2016)

ID	Report Name	Type	Frequency	Reporting Period	Due Date	Status	Date Received	Date Reviewed	Certified Violations
1734544	February 2016	MONRPT	Monthly	02/01/2016 - 02/29/2016	04/01/2016	Past Due			No
1752119	March 2016	MONRPT	Monthly	03/01/2016 - 03/31/2016	05/01/2016	Future			No
1762000	April 2016	MONRPT	Monthly	04/01/2016 - 04/30/2016	06/01/2016	Future			No
1762001	Q1 2016 (3 times per year)	GR_WATER	Quarterly	04/01/2016 - 07/31/2016	09/01/2016	Future			No
1260238	Q2 2015 (3 times per year)	GR_WATER	Quarterly	08/01/2015 - 09/30/2015	11/01/2015	Submitted	10/26/2015		No
1673222	September 2015	MONRPT	Monthly	09/01/2015 - 09/30/2015	11/01/2015	Submitted	10/26/2015		No
1684083	October 2015	MONRPT	Monthly	10/01/2015 - 10/31/2015	12/01/2015	Submitted	11/25/2015		No
1698743	November 2015	MONRPT	Monthly	11/01/2015 - 11/30/2015	01/01/2016	Submitted	12/16/2015		No
1709928	December 2015	MONRPT	Monthly	12/01/2015 - 12/31/2015	02/01/2016	Submitted	01/11/2016		No
1684084	Q3 2015 (3 times per year)	GR_WATER	Quarterly	10/01/2015 - 12/31/2015	02/01/2016	Submitted	01/28/2016		No
1545669	2015	MONRPT	Annual	01/01/2015 - 12/31/2015	02/01/2016	Submitted	01/25/2016		No
1720469	January 2016	MONRPT	Monthly	01/01/2016 - 01/31/2016	03/01/2016	Submitted	02/23/2016		No

SMR / DMR Reporting
Facility Name: Bear Valley WWTP
Water Board Office: Region 5S - Sacramento
Reporting Level: Level II
Order Number: R5-2011-0053
Case Worker: Mohammad Farhad
All Electronic Date: 07/01/2012

To review or submit a report, select it from the list below. To change the list of reports, check the status types and/or enter start and end dates.

Show reports that meet these criteria

Status

☒ Submitted - report was already submitted to water board

☒ In-Progress - report has been edited but not submitted

☒ Past Due - report deadline has passed and report has not been submitted

☒ Future - report due date is in the future

☒ Withdrawn - report has been withdrawn

Show Report Due Between: 10/06/2015 and 10/06/2016

Search results: Export To Excel Show: 100 Previous 1-13 of 13 Next

ID	Report Name	Type	Frequency	Reporting Period	Due Date	Status	Date Received	Date Reviewed	Certified Violations	Report	Withdrawal
1003884	March 2016	MONNPDES	Monthly	03/01/2016 - 03/31/2016	05/01/2016	Future			No		
1003885	April 2016	MONNPDES	Monthly	04/01/2016 - 04/30/2016	06/01/2016	Future			No		
1003886	May 2016	MONNPDES	Monthly	05/01/2016 - 05/31/2016	07/01/2016	Future			No		
1003887	June 2016	MONNPDES	Monthly	06/01/2016 - 06/30/2016	08/01/2016	Future			No		
1003888	July 2016	MONNPDES	Monthly	07/01/2016 - 07/31/2016	09/01/2016	Future			No		
1003889	August 2016	MONNPDES	Monthly	08/01/2016 - 08/31/2016	10/01/2016	Future			No		
1003877	September 2015	MONNPDES	Monthly	09/01/2015 - 09/30/2015	11/01/2015	Submitted	10/26/2015		No	Download Report	
1003878	October 2015	MONNPDES	Monthly	10/01/2015 - 10/31/2015	12/01/2015	Submitted	11/25/2015		No	Download Report	
1003879	November 2015	MONNPDES	Monthly	11/01/2015 - 11/30/2015	01/01/2016	Submitted	12/16/2015		No	Download Report	
1003881	2015	MONNPDES	Annual	01/01/2015 - 12/31/2015	02/01/2016	Submitted	01/28/2016		No	Download Report	
1003880	December 2015	MONNPDES	Monthly	12/01/2015 - 12/31/2015	02/01/2016	Submitted	01/11/2016		No	Download Report	
1003882	January 2016	MONNPDES	Monthly	01/01/2016 - 01/31/2016	03/01/2016	Submitted	02/23/2016		No	Download Report	
1003883	February 2016	MONNPDES	Monthly	02/01/2016 - 02/29/2016	04/01/2016	Submitted	03/28/2016		No	Download Report	

Jeff Gouveia

From: Zeigler, Eric <Eric.Zeigler@stantec.com>
Sent: Monday, April 04, 2016 11:48 AM
To: gmbearvalleywater@sbcglobal.net
Subject: RE: BVWD

I just got off the phone with Marshall. He is still waiting to hear back from Management regarding his issue paper on your permit. He is hoping to get a draft out by next week and is still targeting the June 23-24 Board Hearing for adoption.

As for the PP sampling, the dates you have targeted look fine. Since you will not be sampling actual discharged effluent there is no need for 24-hour composite sampling. I confirmed this with Marshall.

Even if the renewal is delayed, and coverage under your TSO expires, you'll probably still be fine since you can't discharge effluent between July and December anyway. I have a feeling they are going to do everything they can to stay on schedule since it sounds like they operate on a fiscal year basis.

Let me know if you have any more questions.

Eric Zeigler

Senior Environmental Scientist
 Stantec
 Phone: (916) 773-8100
 Eric.Zeigler@stantec.com



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From: Jeff Gouveia [<mailto:gmbearvalleywater@sbcglobal.net>]
Sent: Monday, April 04, 2016 11:01 AM
To: Zeigler, Eric; Jeff Gouveia
Subject: BVWD

Eric,

Have you heard anything from the regional board or Jim Marshall on our draft permit ? I've not heard anything from them in quite some time.

Also, we are beginning to plan for the priority pollutant sampling. We're targeting the weeks of 5/16 or 5/23. I plan to use Cal Test per your recommendation. I believe we also discussed the benefit of including acute toxicity testing as they would have some potential benefits down the road but I can't seem to locate the e-mail where you explained why.

In any event, can you confirm this timing is sufficient for the current permit terms and also the renewal ? And, that we do not need to comply with the 24 hour flow proportional sampling based as we've discussed previously ?

Lastly, as the renewal seems delayed relative to the timeline the board has established so far, at what point do we issue a TSO extension request just to have it in place ?

Thanks !

Jeff Gouveia

From: Jimmerson, Dania@Waterboards <Dania.Jimmerson@waterboards.ca.gov>
Sent: Monday, April 04, 2016 11:10 AM
To: gmbearvalleywater@sbcglobal.net
Cc: Jimmerson, Dania@Waterboards
Subject: RE: Bear Valley WWT

Good morning Jeff,

We are way behind our original schedule. We are trying to get the preliminary draft to you by next week. We would like to keep the permit adoption date for June but it all depends on how many comments we received. Although this is a small facility, which has not discharge during this permit cycle, mixing zones are always controversial. Thus, it is difficult to predict at this point. If there are no comments, the process will go a lot faster and we might make it to June Board mtg.

Dania

From: Jeff Gouveia [mailto:gmbearvalleywater@sbcglobal.net]
Sent: Monday, April 04, 2016 10:51 AM
To: Jimmerson, Dania@Waterboards
Subject: RE: Bear Valley WWT

Hi Dania,

I'm looking for an update on the draft permit if you have one and any changes to the timeline below.

Thanks !

Jeff Gouveia | gmbearvalleywater@sbcglobal.net |
 Bear Valley Water District | PO Box 5027, Bear Valley, CA 95223 |
 Office: 209.753.2112 | Cell : 209.743.0836 | Fax: 209.753.6267

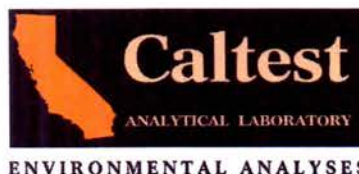


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From: Jimmerson, Dania@Waterboards [mailto:Dania.Jimmerson@waterboards.ca.gov]
Sent: Tuesday, February 23, 2016 2:35 PM
To: gmbearvalleywater@sbcglobal.net

Quotation



Profile 274149
Date 4/30/2015

Customer Jeff Gouveia
 Bear Valley Water District
 PO Box 5027
 Arnold, CA 95223

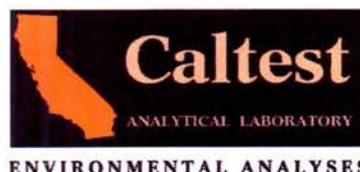
Laboratory Danielle Regan
 Caltest Analytical Laboratory
 1885 North Kelly Road
 Napa, CA 94558

Phone 209.753.2112

Phone (707)258-4000

Analysis Item Code	Description	Matrix	TAT	Unit Price	Qty	Extended Price
1	EFF-001	Water		\$4,483.70	1	\$4,483.70
1613TC.FAL	1613 (2,3,7,8-TCDD Only)		10	\$550.00		
504	EPA 504 - EDB & DBCP		10	\$150.00		
525	EPA 525 - SemiVolatile Organics		10	\$300.00		
547	EPA 547 - Glyphosate		10	\$175.00		
608.ML	608 OC Pesticides/PCBs (ML)		10	\$207.00		
614.ML	614 OP Pesticides (ML)		10	\$171.00		
624.ML5	624 Volatile Compounds (ML5)		10	\$265.50		
625PAH.ML5	625 Semivolatiles (ML5)		10	\$445.50		
ASBESTOS.W	Asbestos - WATER		10	\$250.00		
CL.W	Chloride, by Ion Chromatography		10	\$35.10		
CN.ML	Cyanide, Total (ML)		10	\$74.70		
CR6.LL.RL	Hexavalent Chromium (Subcontracted)		10	\$85.00		
EC	Electrical Conductance		10	\$26.10		
F.W	Fluoride, by Ion Chromatography		10	\$35.10		
FE2008CM.W	Iron, Total, ICPMS-CM Analysis		10	\$31.50		
HARD.TITR	Hardness, Titration		10	\$28.80		
HG1631.ML	Mercury, Trace Level, Total, ML		10	\$85.50		
ICPMS.CML5	ICPMS-CM Metals, Total (ML)		10	\$265.50		
MBAS	MBAS Surfactants		10	\$81.00		
MN2008CM.W	Manganese, Total, ICPMS-CM Analysis		10	\$31.50		
NH3.W	Ammonia as Nitrogen (NH3-N)		10	\$35.10		
NO2N.W	Nitrite as N (NO2-N)		10	\$30.60		
NO3N.W	Nitrate as N (NO3-N)		10	\$35.10		
PAH.FEE	PAH's with 625 Semivolatiles (ML)		10	\$45.00		
PH.W	pH		10	\$19.80		
PHOS.T	Phosphate as P, Total		10	\$45.90		
SO3.RL	Sulfite (as SO3) (Subcontracted)		10	\$95.00		
SO4.W	Sulfate, Total		10	\$35.10		
SOC.PKG.RL	SOC Package (515/531/548/549)		10	\$420.00		
SULFIDE.W	Sulfide, Total		10	\$49.50		

Quotation



Profile 274149
Date 4/30/2015

Customer Jeff Gouveia
 Bear Valley Water District
 PO Box 5027
 Arnold, CA 95223

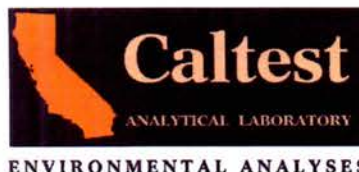
Laboratory Melinda F. Kelley
 Caltest Analytical Laboratory
 1885 North Kelly Road
 Napa, CA 94558

Phone 209.753.2112

Phone (707)258-4000

Analysis Item Code	Description	Matrix	TAT	Unit Price	Qty	Extended Price
TDS	Total Dissolved Solids (TDS)		10	\$28.80		
TRIBUTIN	Tributyltin (Subcontracted)		10	\$350.00		
2	Receiving Water	Water		\$4,483.70	1	\$4,483.70
1613TC.FAL	1613 (2,3,7,8-TCDD Only)		10	\$550.00		
504	EPA 504 - EDB & DBCP		10	\$150.00		
525	EPA 525 - SemiVolatile Organics		10	\$300.00		
547	EPA 547 - Glyphosate		10	\$175.00		
608.ML	608 OC Pesticides/PCBs (ML)		10	\$207.00		
614.ML	614 OP Pesticides (ML)		10	\$171.00		
624.ML5	624 Volatile Compounds (ML5)		10	\$265.50		
625PAH.ML5	625 Semivolatiles (ML5)		10	\$445.50		
ASBESTOS.W	Asbestos - WATER		10	\$250.00		
CL.W	Chloride, by Ion Chromatography		10	\$35.10		
CN.ML	Cyanide, Total (ML)		10	\$74.70		
CR6.LL.RL	Hexavalent Chromium (Subcontracted)		10	\$85.00		
EC	Electrical Conductance		10	\$26.10		
F.W	Fluoride, by Ion Chromatography		10	\$35.10		
FE2008CM.W	Iron, Total, ICPMS-CM Analysis		10	\$31.50		
HARD.TITR	Hardness, Titration		10	\$28.80		
HG1631.ML	Mercury, Trace Level, Total, ML		10	\$85.50		
ICPMS.CML5	ICPMS-CM Metals, Total (ML)		10	\$265.50		
MBAS	MBAS Surfactants		10	\$81.00		
MN2008CM.W	Manganese, Total, ICPMS-CM Analysis		10	\$31.50		
NH3.W	Ammonia as Nitrogen (NH3-N)		10	\$35.10		
NO2N.W	Nitrite as N (NO2-N)		10	\$30.60		
NO3N.W	Nitrate as N (NO3-N)		10	\$35.10		
PAH.FEE	PAH's with 625 Semivolatiles (ML)		10	\$45.00		
PH.W	pH		10	\$19.80		
PHOS.T	Phosphate as P, Total		10	\$45.90		
SO3.RL	Sulfite (as SO3) (Subcontracted)		10	\$95.00		
SO4.W	Sulfate, Total		10	\$35.10		

Quotation



Profile 274149
Date 4/30/2015

Customer Jeff Gouveia
 Bear Valley Water District
 PO Box 5027
 Arnold, CA 95223

Laboratory Melinda F. Kelley
 Caltest Analytical Laboratory
 1885 North Kelly Road
 Napa, CA 94558

Phone 209.753.2112

Phone (707)258-4000

Analysis Item Code	Description	Matrix	TAT	Unit Price	Qty	Extended Price
SOC.PKG.RL	SOC Package (515/531/548/549)		10	\$420.00		
SULFIDE.W	Sulfide, Total		10	\$49.50		
TDS	Total Dissolved Solids (TDS)		10	\$28.80		
TRIBUTIN	Tributyltin (Subcontracted)		10	\$350.00		
Total						\$8,967.40

Terms

Prices reflect a 10% discount.

Accepted by:

Signed _____ **Title:** _____
Name: Jeff Gouveia **Date:** _____

Jeff Gouveia

From: Hernandez, Jose L -FS <joselhernandez@fs.fed.us>
Sent: Wednesday, March 23, 2016 11:45 AM
To: Jeff Gouveia
Subject: BVWD - Spray Fields

Hello Jeff,

Hope all is going well. I am working on the collection agreement (funds we will ask BVWD to pay for needs). Funds will cover the cost of processing your application, all environmental reviews(hydrology, botany, soils, etc.) and any NEPA documentation necessary.

I have an estimate of approximately \$7,200.00 and wanted to share it with you before sending out the agreement for your signature.

We would also like to ask you for a few items:

- Location of ground water wells(testing)
- All data and finding collected from these wells, including logs.
- Soil data collected and findings
- Reports submitted to state pertaining to groundwater, surface water, and soil analysis.

Please let me know if you have any concern to the estimated amount above and on the requested items.

Thank You,



Jose L. Hernandez, B.S.
Recreation Specialist

Forest Service
Stanislaus National Forest, Calaveras Ranger
District

p: 209-795-1381
josehernandez@fs.fed.us

P.O. Box 500
Hathaway Pines, CA 95233
www.fs.fed.us



Caring for the land and serving people

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FS Agreement No. _____
Cooperator Agreement No. _____

COLLECTION AGREEMENT
Between The
BEAR VALLEY WATER DISTRICT
And The
UNITED STATES DEPARTMENT OF AGRICULTURE,
U.S. FOREST SERVICE
STANISLAUSE NATIONAL FOREST

This COLLECTION AGREEMENT is hereby entered into by and between the **Bear Valley Water District**, hereinafter referred to as "**BVWD**", and the United States Department of Agriculture (USDA), Forest Service, **Stanislaus National Forest**, hereinafter referred to as the "U.S. Forest Service," under the provisions of the **Federal Land Policy and Management Act of 1976**.

Background: **BVWD** submitted a Special Use Permit Application for continued use of National Forest Land, for the disposal of treated effluent. Such use on National Forest Land requires environmental review and NEPA documentation.

Title: **Bear Valley Water District - Spray Fields**

I. PURPOSE: The purpose of this agreement, and incorporated Financial Plan, is to document the voluntary contribution of funds from **BVWD** to the U.S. Forest Service to **process a special use application, and complete NEPA needs; to include field site visits, surveys and reports.**

II. THE BVWD SHALL:

- A. **LEGAL AUTHORITY.** **BVWD** shall have the legal authority to enter into this agreement, and the institutional, managerial, and financial capability to ensure proper planning, management, and completion of the project, which includes funds sufficient to pay the nonfederal share of project costs, when applicable.
- B. Perform in accordance with the Financial Plan.
- C. Upon presentation of a Bill for Collection, **deposit with** the U.S. Forest Service the amount agreed to in the Financial Plan.
- D. **The U.S. Forest Service will conduct site visits and complete environmental review which includes: Botany, Soils, Archeology, Aquatics, and Hydrology analysis. NEPA documentation will be completed. Additionally, the Special Use application will be processed.**

III. THE U.S. FOREST SERVICE SHALL:

Comment [A1]: This document will auto populate the Cooperator's name throughout the document after you enter the desired name in 3 locations. Those locations are: the first paragraph, Section I (Purpose), and Section II Part A (Legal Authority). After you enter the desired name in each location hit the "TAB" key. This will trigger the auto populate function. The comments for the locations are in **BOLD**.

Comment [A2]: Insert FS agreement number using the following format: **FY-CO-11RRU/SS-XXX**.

Comment [A3]: Insert cooperator agreement number, if applicable.

Comment [A4]: NOTE: All provisions in this instrument are mandatory, unless otherwise excepted.

Comment [A5]: Insert Cooperator's legal name.

Comment [A6]: Insert Forest Service Region/Station/Area/Institute name.

Comment [A7]: Insert Cooperator's legal name.

Comment [A8]: Insert Cooperator's shortened name or "Cooperator."

Comment [A9]: Insert Forest Service Region/Station/Area/Institute name.

Comment [A10]: Insert the appropriate authority(s):

1. Cooperative Funds Act of June 30, 1914 (16 U.S.C. 498 as amended by Pub. L. 104-127),

2. Granger-Thye Act of April 24, 1950,

3. Forest and Rangeland Renewable Resources Research Act of 1978, as amended; ... [1]

Comment [A11]: If applicable, insert historical, background information. ... [2]

Comment [A12]: Insert title of agreement consistent with WorkPlan name/description and I-Web project title

Comment [A13]: Provide explanation on what the parties wish to accomplish.

Comment [A14]: Insert Cooperator's shortened name or "Cooperator." Be sure to include the article "the" if appropriate.

Comment [A15]: Document what we intend to do with the funds.

Comment [A16]: Insert Cooperator's shortened name or "Cooperator."

Comment [A17]: Insert Cooperator's shortened name or "Cooperator." Be sure to include the article "The" if appropriate.

Comment [A18]: From the drop down box, choose either: 'reimburse' or 'deposit with' depending whether advance or reimbursement.

Comment [A19]: Fully describe all other work, tasks, studies, funding reimbursements, collected ... [3]



- A. **ADVANCE BILLING.** The maximum total cost liability to the BVWD for this agreement is \$6,862.56. The U.S. Forest Service shall bill BVWD prior to commencement of work for deposits sufficient to cover the estimated costs (including overhead) for the specific payment period. Overhead is assessed at the rate of shall not be assessed percent.

Billing Method: A single lump sum advance bill.

Billing must be sent to:

Bear Valley Water District
Jeff Gouveia
P.O. Box 5027
Bear Valley, CA 95233

IV. IT IS MUTUALLY AGREED AND UNDERSTOOD BY AND BETWEEN THE PARTIES THAT:

- A. **PRINCIPAL CONTACTS.** Individuals listed below are authorized to act in their respective areas for matters related to this agreement.

Principal Cooperator Contacts:

Cooperator Program Contact	Cooperator Administrative Contact
Name: Jeff Gouveia Address: P.O. Box 5027 City, State, Zip: Bear Valley, CA 95233 Telephone: 209-753-2112 FAX: Email: gmbearvalleywater@sbcglobal.net	Name: Jeff Gouveia Address: P.O. Box 5027 City, State, Zip: Bear Valley, CA 95233 Telephone: 209-753-2112 FAX: Email: gmbearvalleywater@sbcglobal.net

Principal U.S. Forest Service Contacts:

U.S. Forest Service Program Manager Contact	U.S. Forest Service Administrative Contact
Name: Casey Jardine Address: P.O. Box 500 City, State, Zip: Hathaway Pines, CA 95233 Telephone: 209-795-1381 Email: caseyajardine@fs.fed.us	Name: Jose L. Hernandez Address: P.O. Box 500 City, State, Zip: Hathaway Pines, CA 95233 Telephone: 209-795-1381 Email: joselhernandez@fs.fed.us

- B. **FOREST SERVICE LIABILITY TO THE COOPERATOR.** The United States shall not be liable to BVWD for any costs, damages, claims, liabilities, and judgments that arise in connection with the performance of work by the U.S. Forest Service or its contractors

Comment [A20]: Mandatory provision IF issued under Granger-Thye, *unless* exempted under FSH 1509.11, section Sec. 42.21.2d(2).

This provision may also be used for CO issued under the Cooperative Funds Act of June 30, 1914 or the Forest and Rangeland Renewable Resources Research Act of 1978.

If the rate is not applicable, then remove the overhead rate sentence and enter "Overhead shall not be assessed."

Remove, if using the Reimbursable Billing Provision.

Comment [A21]: Insert amount.

Comment [A22]: Insert the FS burden/overhead rate. Enter 'shall not be assessed,' if burden is not applicable.

Comment [A23]: Choose and insert one of the following 3 methods:

1. A single lump sum advance bill. (PREFERRED)

Or, if the Cooperator requires interval billing, then:

2. Scheduled billing. If selected, include a complete list of dates and amounts:
3. Upon request by the hosting unit at an applicable time (allowing at least 30 days for collection).

Comment [A24]: May be changed to accommodate additional contacts.

Comment [A25]: Insert ALL of the requested information below. If information is unavailable, then make a good-faith effort to obtain.

Comment [A26]: Insert ALL of the requested information below. If information is unavailable, then make a good-faith effort to obtain.

Comment [A27]: This language is *mandatory* if citing Section 5 of the Granger-Thye Act or Intergovernmental Cooperation Act. Provision is *optional* for other cited authorities.



under this agreement, including but not limited to damage to any property owned by BVWD or any third party.

- C. **REFUNDS.** Funds collected in advance by the U.S. Forest Service, which are not spent or obligated for the project(s) approved under this agreement, may be refunded to BVWD, authorized for use for a new agreement by BVWD, or waived by BVWD. A Data Universal Numbering System (DUNS) number and registration in the System for Award Management (SAM) by BVWD may be necessary to process a refund. Due to processing costs, any balance less than \$25 shall not be refunded to BVWD.

- D. **PUBLIC NOTICES.** It is the U.S. Forest Service's policy to inform the public as fully as possible of its programs and activities. BVWD is/are encouraged to give public notice of the receipt of this agreement and, from time to time, to announce progress and accomplishments. Press releases or other public notices should include a statement substantially as follows:

"Public Service Program of the U.S. Forest Service, Department of Agriculture, is processing the Bear Valley Water District application for continued use of National Forest Land, for the disposal of treated effluent."

BVWD may call on the U.S. Forest Service's Office of Communication for advice regarding public notices. BVWD is/are requested to provide copies of notices or announcements to the U.S. Forest Service Program Manager and to the U.S. Forest Service's Office of Communications as far in advance of release as possible.

- E. **MEMBERS OF CONGRESS.** Pursuant to 41 U.S.C. 22, no member of, or delegate to, Congress shall be admitted to any share or part of this agreement, or benefits that may arise therefrom, either directly or indirectly.

- F. **TRIBAL EMPLOYMENT RIGHTS ORDINANCE (TERO).** The U.S. Forest Service recognizes and honors the applicability of the Tribal laws and ordinances developed under the authority of the Indian Self-Determination and Educational Assistance Act of 1975 (PL 93-638).

- G. **FREEDOM OF INFORMATION ACT (FOIA).** Public access to agreement records must not be limited, except when such records must be kept confidential and would have been exempted from disclosure pursuant to Freedom of Information regulations (5 U.S.C. 552). Requests for research data are subject to 2 CFR 215.36.

Public access to culturally sensitive data and information of Federally-recognized Tribes may also be explicitly limited by P.L. 110-234, Title VIII Subtitle B §8106 (2009 Farm Bill).

- H. **PARTICIPATION IN SIMILAR ACTIVITIES.** This agreement in no way restricts the U.S. Forest Service or BVWD from participating in similar activities with other public or private agencies, organizations, and individuals.

Comment [A28]: Optional provision if the FS PM anticipates that the project/activity is of public interest and requests that the provision be included in the award.

Comment [UFS29]: Optional

Comment [UFS30]: This provision is optional when the partner organization is covered by P.L. 93-638.



I. ENDORSEMENT. Any of BVWD's contributions made under this agreement do not by direct reference or implication convey U.S. Forest Service endorsement of BVWD's products or activities.

Comment [A31]: The parties may negotiate the following, additional, text, "...", and does not by direct reference or implication convey the Cooperator's endorsement of the Forest Service products or activities."

J. NOTICES. Any communication affecting the operations covered by this agreement by the U.S. Forest Service or BVWD will be sufficient only if in writing and delivered in person, mailed, or transmitted electronically by e-mail or fax, as follows:

To the U.S. Forest Service Program Manager, at the address specified in the agreement.

To BVWD, at BVWD's address shown in the agreement or such other address designated within the agreement.

Notices are effective when delivered in accordance with this provision, or on the effective date of the notice, whichever is later.

K. TERMINATION FOR COLLECTION AGREEMENTS. Either party, in writing, may terminate this agreement in whole, or in part, at any time before the date of expiration. The U.S. Forest Service shall not incur any new obligations for the terminated portion of this agreement after the effective date of termination and shall cancel as many obligations as possible. Full credit must be allowed for U.S. Forest Service expenses and all non-cancelable obligations properly incurred up to the effective date of termination.

L. DEBARMENT AND SUSPENSION. BVWD shall immediately inform the U.S. Forest Service if they or any of their principals are presently excluded, debarred, or suspended from entering into covered transactions with the Federal Government according to the terms of 2 CFR Part 180. Additionally, should BVWD or any of their principals receive a transmittal letter or other official Federal notice of debarment or suspension, then they shall notify the U.S. Forest Service without undue delay. This applies whether the exclusion, debarment, or suspension is voluntary or involuntary.

M. MODIFICATIONS. Modifications within the scope of this agreement must be made by mutual consent of the parties, by the issuance of a written modification signed and dated by all properly authorized, signatory officials, prior to any changes being performed. Requests for modification should be made, in writing, at least 30 days prior to implementation of the requested change. The U.S. Forest Service is not obligated to fund any changes not properly approved in advance.

Comment [UFS32]: Insert 30, 60, or 90 days.

N. COMMENCEMENT/EXPIRATION DATE. This agreement is executed as of the date of the last signature, and is effective through 12/31/2017 at which time it will expire. The expiration date is the final date for completion of all work activities under this agreement.

Comment [A33]: Insert expiration date. Not to exceed 5 years.



- O. **AUTHORIZED REPRESENTATIVES.** By signature below, each party certifies that the individuals listed in this document as representatives of the individual parties are authorized to act in their respective areas for matters related to this agreement. In witness whereof, the parties hereto have executed this agreement as of the last date written below.

Comment [A34]: The signature block may be changed to accommodate additional signatories.

JEFF GOUVEIA, General Manager
Bear Valley Water District

Date

Comment [A35]: Insert date of signature.

TERESA MCCLUNG, District Ranger
U.S. Forest Service, Stanislaus National Forest

Date

Comment [A36]: Insert date of signature.

The authority and format of this agreement have been reviewed and approved for signature.

U.S. Forest Service Grants Management Specialist

Date

Comment [A37]: Insert date of signature.

Comment [A38]: Insert Grants Management Specialist's name (in CAPS).

Burden Statement

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0596-0217. The time required to complete this information collection is estimated to average 4 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

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To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call toll free (866) 632-9992 (voice). TDD users can contact USDA through local relay or the Federal relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice). USDA is an equal opportunity provider and employer.

Insert the appropriate authority(s):

1. Cooperative Funds Act of June 30, 1914 (16 U.S.C. 498 as amended by Pub. L. 104-127),
2. Granger-Thye Act of April 24, 1950,
3. Forest and Rangeland Renewable Resources Research Act of 1978, as amended;
4. Intergovernmental Cooperation Act of 1968, as amended,

Other

If applicable, insert historical, background information.

If not applicable, remove.

Fully describe all other work, tasks, studies, funding reimbursements, collections, inspections, consultations and cooperation the Cooperator will perform.

**STANISLAUS NATIONAL FOREST
PROCESSING
SPECIAL USES COST RECOVERY ESTIMATION WORKSHEET**

APPLICANT:	Bear Valley Water District (BVWD)
USE:	Disposal of Treated Effluent
RANGER DISTRICT:	Calaveras RD

CATEGORY 6: The total estimated time in this category is more than 50 hours and up to and including 212 hours for Forest Service personnel to process an application, and includes an overhead assessment of 8% (\$635.30).

	Specialist Name	Hours Worked		Purpose
		Estimate	Actual	
Case Manager	Jose L. Hernandez	24		Develop, Process Cost Recovery data, and collection documentation.
District Ranger-NEPA Review	Teresa McClung	8		Review NEPA
Permit Administrator	Jose L. Hernandez	8		Process proponents application
Cost Reviewer	Beth Martinez	4		Review Cost to complete project work.
NEPA Coordinator	Jose L. Hernandez	16		
List Specialists Involved				
Soils	Lizandra Nieves Rivera	16		Soils Analysis in and around the spray fields and infrastructure; including underground transmission lines, and capacity.
Aquatics	Lucas Wilkinson	24		Field Survey, assess habitat for compliance with forest plan and amphibian BO.
Botany-Report	Quinn Young	8		Botany Survey Report
GS-7 Botany-Analysis		8		Botany Survey Analysis
GS-5 Botany-Survey		24		Botany Field Survey
Hydrology	Zachary Croyle	40		Hydrology, Drainage, and Groundwater analysis
Archeology	Rebecca Wong	8		Resources Site Survey
Wildlife	Melinda Benton	24		Wildlife Review and Reports
Total Hours		212		

**STANISLAUS NATIONAL FOREST
PROCESSING
SPECIAL USES COST RECOVERY ESTIMATION WORKSHEET**

APPLICANT: Bear Valley Water District (BVWD)
USE: Disposal of Treated Effluent
RANGER DISTRICT: Calaveras RD

The appropriate processing category for this application is category 6. The processing fee for this category is **\$8,576.54**

Processing fees for categories 1-4 are **non-refundable**. Processing fees for categories 5 & 6 will be reconciled upon completion of processing the application. See attached table for Category Fee Schedule.

Prepared By: _____ Date _____
 Case Manager

Reviewed By: _____ Date _____
 Cost Reviewer

Approved By: _____ Date _____
 Forest Supervisor

Category	Hours	Processing Fee CY 2014*	Processing Fee CY 2015*
1. (Minimal Impact)	Estimated work hours are $>1 \leq 8$.	\$119	\$121
2.	Estimated work hours are $> 8 \leq 24$.	\$416	\$424
3.	Estimated work hours are $> 24 \leq 36$.	\$784	\$798
4.	Estimated work hours are $> 36 \leq 50$.	\$1,124	\$1,145
5. (Master Agreements)	Varies	As specified in the Agreement.	As specified in the Agreement.
6.	Estimated work hours are >50 .	Full reasonable costs, except MLA Full actual costs (MLA)	Full reasonable costs, except MLA Full actual costs (MLA)

*To be adjusted annually for changes in the IPD-GDP.

**STANISLAUS NATIONAL FOREST
PROCESSING
SPECIAL USES COST RECOVERY ESTIMATION WORKSHEET**

APPLICANT:	Bear Valley Water District (BVWD)
USE:	Disposal of Treated Effluent
RANGER DISTRICT:	Calaveras RD

Dispute Information

This determination may be disputed in accordance with the regulations contained in 36 CFR Part 251, Subpart B, 251.58 (e)(1 through 4).

Standards for Filing a Dispute

- (1) If there is a disagreement with the monitoring or processing fee determination, submit a written request before the disputed fee is due,
- (2) Identify an alternative fee category or alternative estimated costs,
- (3) Provide documentation that supports the alternative fee category or alternative estimated costs, and
- (4) Applicant will send the written request to the immediate supervisor of the authorized officer at:

**USDA Forest Service
Regional Forester – Randy Moore
Pacific SW Region Five
1323 Club Drive
Vallejo, CA 94592**

A decision will be made by the authorized officer's immediate supervisor within 30 calendar days of the immediate supervisor's receipt of the written request from the applicant. The dispute shall be decided in favor of the applicant if the supervisory officer does not respond to the written request within 30 days of receipt. The supervisory officer's decision is the final level of administrative review.

Disputed Processing Fee:

1. If the holder or applicant pays the full disputed processing fee, the authorized officer shall continue to process the application during the supervisory officer's review of the disputed fee, unless the applicant requests that the processing cease.
2. If the applicant or holder fails to pay the full disputed processing fee, the authorized officer shall suspend further processing of the application pending the supervisory officer's determination of an appropriate processing fee and the applicant's payment of that fee.

BVWD - Cost Recovery				
Name	Specialty	Time Requested(Days)	Cost/Day	Total Cost
Lizandra Nieves Rivera	Soils	2.00	\$ 292.97	\$ 585.94
Lucas Wilkinson	Aquatics	3.00	\$ 261.06	\$ 783.18
Quinn Young	Botany-Report	1.00	\$ 372.91	\$ 372.91
GS-7	Botany-Analysis	1.00	\$ 205.90	\$ 205.90
GS-5	Botany-Survey	3.00	\$ 184.40	\$ 553.20
Zachary Croyle	Hydrology	5.00	\$ 312.31	\$ 1,561.55
Jose L. Hernandez	Permit Administrator /Case Manager/NEPA	6.00	\$ 284.46	\$ 1,706.76
Beth Martinez	Cost Reviewer	0.50	\$ 501.80	\$ 250.90
Rebecca Wong	Archeology	1.00	\$ 382.76	\$ 382.76
Teresa McClung	NEPA Review	1.00	\$ 459.46	\$ 459.46
Melinda Benton	Wildlife	3.00	\$ 359.56	\$ 1,078.68
	Total Days	26.50	Total	\$ 7,941.24
	Total Hours	212.00		
Overhead (8%)				\$ 635.30
			Grand Total	\$ 8,576.54

BEAR VALLEY WATER DISTRICT
Performance vs. Budget
July-February 2015 Compared to July-February 2016

Revenue Target =75%

Expense Target =67%

	Prior Year 7/1-02/28/2015	FY14% Budget	Current Year 7/1-02/29/2016	FY15/16 Budget	FY15/16% Budget	Variance Explanation
OPERATING REVENUES						
1 Wastewater Residential	442,391	75%	443,316	592,104	75%	
2 Wastewater Commercial	106,142	85%	125,147	152,712	82%	USFS & Concessionaire Use Higher
3 Connection Fees	5,247	UBD	0	0	UBD	
4 Inspection Fees	200	UBD	0	0	UBD	
5 TOTAL SERVICE CHARGES	553,980	77%	568,463	744,816	76%	
6 TOTAL OPERATING REVENUE	553,980	77%	568,463	744,816	76%	
OPERATING EXPENSES						
7 Salaries & Benefits	151,449	62%	176,069	270,147	65%	
8 A&G Director Expenses	3,193	53%	1,789	6,000	30%	
9 Operator Training & Certs	889	89%	459	1,000	46%	
10 Gas, Diesel, Oil & Filters	1,954	49%	1,705	5,780	30%	
11 Licenses, Fees, & Registration	68	17%	83	500	17%	
12 Insurance	15,172	66%	15,340	23,045	67%	
13 Memberships & Conferences	3,673	89%	4,108	4,403	93%	
14 Office Expenses & Supplies	11,684	117%	6,368	13,000	49%	
15 Field Expenses & Supplies	14,655	113%	15,646	13,000	120%	Unanticipated Equipment Failure
16 Groom Snow Removal/Storage	750	28%	1,085	2,850	38%	
17 Engineering & Consulting	14,275	95%	9,062	15,000	60%	
18 Legal & Accounting	8,826	59%	8,434	15,000	56%	
19 Rental Equipment	0	0%	350	3,000	12%	Budget for 2015=\$2,858.
20 Repairs & Maintenance	66,581	88%	75,993	75,750	100%	Contingency Amount \$35,507.
21 Laboratory Fees	12,758	64%	17,938	31,000	58%	
22 Utilities	26,011	48%	32,663	54,928	59%	
23 Regulatory Reporting	13,497	27%	16,586	58,300	28%	
24 TOTAL OPERATING EXPENSES	345,434	66%	383,677	592,703	65%	
25 Depreciation	71,584	67%	64,107	115,000	56%	FY15 End \$96,160/12=\$8,013*8=\$64,106.64
26 Bank Service Charges	24	UBD				
27 TOTAL EXPENSES INC DEP	417,042	64%	447,783	707,703	63%	
28 OPERATING PROFIT & LOSS	136,938	155%	120,679	37,113	325%	

BEAR VALLEY WATER DISTRICT
Performance vs. Budget
July-February 2015 Compared to July-February 2016

Revenue Target =75%

Expense Target =67%

	Prior Year 7/1-02/28/2015	FY14% Budget	Current Year 7/1-02/29/2016	FY15/16 Budget	FY15/16% Budget	Variance Explanation
OTHER INCOME						
29 Interest on LAIF DEPOSITS	393	62%	534	600	89%	
30 Penalties and Interest	4,131	31%	10,274	4,000	257%	LA Resort & Ski Resort Late Fees/Int.
31 Expense Reim - USFS Campground	4,127	184%	1,895	1,895	100%	
32 Meter Install USFS Reimburse	20,478	UBD	0	0	UBD	
33 Expense Reim - LA Campground	4,925	68%	3,285	3,285	100%	
34 Misc Other Income	4,091	UBD	5,787	0	UBD	Ins. Reim Phase Converter + Bank Fees
35 TOTAL OTHER INCOME	38,144	210%	21,776	9,780	223%	
OTHER EXPENSES						
36 Bad Debt Expense	0	UBD	0	4,200	0%	
37 Interest Expense	15,504	59%	14,611	21,604	68%	
38 Other Expense	12,438	UBD	0	0	UBD	
39 Taxes & Assessments	28,189	94%	27,771	30,000	93%	
40 Insurance Reimburse Expense	2,719	UBD	0	0	UBD	
41 Engineering-Connection Fee	5,781	58%	0	0	UBD%	
42 Election Expenses/Director Train	0	UBD	0	5,500	0%	
43 Municipal Code Prep-Ord./Res.	1,918	38%	945	2,500	38%	
44 Repair & Maintenance Contingency	0	UBD	0	50,000	UBD	
45 Legal Connection Fees	2,165	UBD	0	0	UBD	
46 Compliance Contingency	0		35,284	35,000	101%	MZ Study - No Further Exp. Anticipated
47 TOTAL OTHER EXPENSES	68,713	101%	78,611	148,804	53%	
48 NET OTHER INCOME	-30,569	61%	-56,835	-139,024	41%	
49 NET INCOME	106,369	280%	63,844	-101,911	-63%	
50 Capital Projects/Improvements	134,473	101%	66,742	84,300	79%	On Track To End Year Under Budget

Bear Valley Water District		
Five Year Capital Improvement & Replacement Plan		
	ACTUAL	FY 15-16 BUDGET
Collections		
Main Pump Station		
Main Panel Upgrades	24,999	24900
Treatment		
Treatment Pond		
Pond Access Flotation System	9,482	10000
pH Probe - Treatment Pond Process Control		
YSI TSS Probe	3,929	4000
Probe Installation	2,983	3000
SCATA - PLC Upgrades		
Transfer Pump Automation - Inc Auto CL2 & Ballast Feed	5,635	20000
Manual Time of Day Aeration/Mixing Programming	1,772	2000
Treatment Pond Volume Programming	840	600
Disposal & Capacity		
Paco Tranfer Pump - Spare	1,730	2000
SCATA- PLC Programming Upgrades		
Surface Water Discharge Valve Control Programming	3,617	4000
Irrigation Pump Control Programming	3,309	3500
Land Disposal Discharge System		
Sprayfield Replacement & Expansion - \$3500 x 2		
Green Machine Replacement (58 pcs per bundle)		3500
Field 8 Expansion (58 pcs per bundle)		
Admin		
Back Up Power - Generator Transfer Switch	1,555	1800
Asset Data Mgt Software - CMMS		5000
Unbudgeted		
Phase Converter	6,891	0
TOTAL	\$ 66,742	\$ 84,300

Bear Valley Water District
Repair & Maintenance Schedule FY15/16

	YTD	FY 15-16
		Budget
Collection Network		
Main Pump Station		
Painting		500
Calibrations - Magnetic Flow Meter	165	200
Calibrations - pH Meter	200	200
Calibrations - Wet Well Level	200	200
Pump #2 - Remove Hard Plumbing > Install Flex Hose	4,427	2,000
LABR Pump Station		
Calibrations - Level Transducer	200	200
Battery Back Up System - Replacement Battery		300
Collection Lines		
Contract Jetting	4,500	7,000
Rental Equipment - BVWD Jetting	2,688	3,000
Collection Line Repairs	13,622	20,000
Collar Repairs/Replacement	6,742	6,000
Chickaree Battery		225
Bee Gulch Battery		225
Annual Septic Pumping	400	1,000
Treatment		
Treatment Pond		
Calibration - Pressure Transducer	200	200
Sensor Cap Replacement - YSI DO Sensor		200
Aeration		
Pond Transfer		
Paco Transfer Pumps (3) - Service		1,000
Chlorination		
Ejection System - PM - Rebuild Kit		600
Regulator - PM - Rebuild Service	1,025	1,100
Sensor Replacement		500
Equipment House Building		
Painting		1,000
Tree Removal	400	500
Disposal & Capacity		
Land Disposal System		
Re-Bolting - Pump #1	283	1,500
Calibrations - McCrometer Meters		2,200
Surface Water Discharge Disposal System		
Discharge Valve - Pneumatic Air Pressure System		2,500
ABB Magnetic Flow Meter Replacement	1,187	3,000
PLC Expansion Card Replacement		2,000
Battery Back Up - Replacement Battery		300
Deox Dechlorination System Maintenance		2,000
Calibration - CL2 Analyzer	200	200
Calibration - pH Probe	200	200
Calibration - Creek Discharge Effluent Flow Meter	200	200
Calibration - Creek Pressure Transducer	200	200
Calibration - Storage Reservoir Transducer	200	200
Extension PVC on Transducer Pipe Housing @ Creek		200

Bear Valley Water District
Repair & Maintenance Schedule FY15/16

	YTD	FY 15-16 Budget
Bloods Creek Rating Curve		
Stream flow Measurements/Rating Table Updates		8,000
Dams		
Dam Levee Maintenance - Rodent Control		200
Admin		
Asphalt Maintenance		
Pavement Resealing	1,450	1,800
Grounds Cleanup	370	500
Vehicles & Other Equipment		
Ford Truck		
Regular Maintenance		200
Dodge Truck		
Tires	664	800
Chevy Truck		
Regular Maintenance		200
Tires	664	800
Snowmobile		
Regular Maintenance		500
ATV		
Regular Maintenance		1,000
Chainsaw		
Chain		50
Sharpener		50
Fire Extinguishers	100	600
Sub Totals	40,485	75,550
	YTD	FY 15-16 Budget
Unbudgeted		
M & K Arnold -Lake Rd. Repairs (Snake, Common Line)	10,423	
Aqua Sierra - Furnish & Install Mag Meter	10,492	
Gold Electric, Inc. - Retro Fit New Lights	764	
M & K Arnold, Inc. - R&R Gate Valve at Equip Shed	9,961	
Pioneer Electric - Fix Exterior Lights	562	
Night Owl Locksmith - Adjust Office Front Door	244	
Griswold Industries - Cla Valve Flushed & Cleaned	407	
Aqua Sierra - Submersible Level Transducer	1,082	
Telstar Instruments - Series 200 VR w/Rotometer	834	
Pioneer Electric - Repair Outlets - Main Pump Station	218	
California Steam Specialties - Calibrate V-100 Positioner	520	
Sub Totals Unbudgeted	35,507	50,000
Total Repair & Maintenance	75,992	125,550

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BVWD
Balance Sheet Prev Year Comparison
As of February 29, 2016

	<u>Feb 29, 16</u>	<u>Feb 28, 15</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
11015 · F&M Bank	340,401.65	377,232.72	-36,831.07	-9.76%
11018 · LAIF	296,743.47	295,831.60	911.87	0.31%
11020 · Petty Cash	50.00	50.00		
11025 · Capital Facilities Fund	21,656.00	26,188.00	-4,532.00	-17.31%
Total Checking/Savings	<u>658,851.12</u>	<u>699,302.32</u>	<u>-40,451.20</u>	<u>-5.79%</u>
Accounts Receivable				
11050 · Accounts Receivable	3,566.77	869.39	2,697.38	310.26%
Total Accounts Receivable	<u>3,566.77</u>	<u>869.39</u>	<u>2,697.38</u>	<u>310.26%</u>
Other Current Assets				
11055 · Accounts Receivable-Tax Roll	9,167.02	10,001.75	-834.73	-8.35%
11140 · Prepaid Insurance	7,823.97	5,908.37	1,915.60	32.42%
Total Other Current Assets	<u>16,990.99</u>	<u>15,910.12</u>	<u>1,080.87</u>	<u>6.79%</u>
Total Current Assets	<u>679,408.88</u>	<u>716,081.83</u>	<u>-36,672.95</u>	<u>-5.12%</u>
Fixed Assets				
12010 · Land	25,805.16	25,805.16		
12020 · SbSrfLine	1,196,893.29	1,196,893.29		
12040 · Col Facilities	350,514.48	350,514.48		
12041 · LA Facilities	159,537.86	159,537.86		
12050 · TRT Facilities	1,003,576.94	951,228.98	52,347.96	5.5%
12060 · DSP Facilities	1,168,559.22	1,164,344.90	4,214.32	0.36%
12080 · P & A (Plant & Admin)Facilities	340,264.59	338,709.59	1,555.00	0.46%
12100 · Accumulated Depreciation	-2,340,601.64	-2,234,860.00	-105,741.64	-4.73%
14030 · Work in Progress				
14030.3 · W.I.P. - Irrigation Pump Projec	3,308.65	7,228.72	-3,920.07	-54.23%
14030.5 · WIP - Dechlorination System Des		503.75	-503.75	-100.0%
14030.6 · Treatment Pond Dock	10,582.36		10,582.36	100.0%
14030.7 · W. I. P. - Gardner Blower		41,436.94	-41,436.94	-100.0%
14030.8 · SCATA Monitoring Alarm System	61,385.47	8,752.62	52,632.85	601.34%
14030.9 · W.I.P.-SMARTCOVER Monitor/Alarm	10,235.68	10,235.68		
Total 14030 · Work in Progress	<u>85,512.16</u>	<u>68,157.71</u>	<u>17,354.45</u>	<u>25.46%</u>
14030.4 · W.I.P.-Phase Converter L.A.	6,890.93		6,890.93	100.0%
15000 · Chlorine Contact Tank Project	108,144.84	108,144.84		
Total Fixed Assets	<u>2,105,097.83</u>	<u>2,128,476.81</u>	<u>-23,378.98</u>	<u>-1.1%</u>
TOTAL ASSETS	<u><u>2,784,506.71</u></u>	<u><u>2,844,558.64</u></u>	<u><u>-60,051.93</u></u>	<u><u>-2.11%</u></u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
21021 · Accounts Payable	6,061.72	30,911.19	-24,849.47	-80.39%
Total Accounts Payable	<u>6,061.72</u>	<u>30,911.19</u>	<u>-24,849.47</u>	<u>-80.39%</u>
Other Current Liabilities				

4.1

BVWD
Balance Sheet Prev Year Comparison
As of February 29, 2016

	<u>Feb 29, 16</u>	<u>Feb 28, 15</u>	<u>\$ Change</u>	<u>% Change</u>
21090 · Payroll Liabilities	8,886.33	2,621.89	6,264.44	238.93%
2110 · Direct Deposit Liabilities	0.43	0.43		
22021 · Accrued Vacation	10,399.73	9,248.89	1,150.84	12.44%
Total Other Current Liabilities	<u>19,286.49</u>	<u>11,871.21</u>	<u>7,415.28</u>	<u>62.46%</u>
Total Current Liabilities	25,348.21	42,782.40	-17,434.19	-40.75%
Long Term Liabilities				
26025 · F&M Bank Loan	541,191.44	575,542.06	-34,350.62	-5.97%
Total Long Term Liabilities	<u>541,191.44</u>	<u>575,542.06</u>	<u>-34,350.62</u>	<u>-5.97%</u>
Total Liabilities	566,539.65	618,324.46	-51,784.81	-8.38%
Equity				
25000 · Open Bal Equity	71,081.93	71,081.93		
29000 · Retained Earnings	2,083,041.06	2,048,782.95	34,258.11	1.67%
Net Income	63,844.07	106,369.30	-42,525.23	-39.98%
Total Equity	<u>2,217,967.06</u>	<u>2,226,234.18</u>	<u>-8,267.12</u>	<u>-0.37%</u>
TOTAL LIABILITIES & EQUITY	<u><u>2,784,506.71</u></u>	<u><u>2,844,558.64</u></u>	<u><u>-60,051.93</u></u>	<u><u>-2.11%</u></u>

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BVWD
A/P Aging Summary
As of February 29, 2016

February Prepays	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL	Description
Alexander	271					271	A/R Refund
AT & T Service	50					50	U-Verse for Main Office
AT & T Service	66					66	U-Verse for SCADA LA Basin
AT & T Service	61					61	U-Verse for Equipment House
AT & T Service	181					181	Telephone at LA Boat Ramp
AT & T Service	186					186	Telephone at Main Office
Capital Bank & Trust	703					703	Simple IRA - Employees
CHEQ Processing	59					59	Simply Deposit Fees
EDD	306					306	State Payroll Taxes
EDD	252					252	State Payroll Taxes
F&M Bank of Lodi	4,695					4,695	Principal & Interest on Loan
Griffes	271					271	A/R Refund
Highland	1,135					1,135	A/R Refund
IRS	1,179					1,179	Federal Payroll Taxes
IRS	1,383					1,383	Federal Payroll Taxes
Lake Alpine Water	145					145	Water for Main Office
Jeff Gouveia	77					77	Mileage Reimbursement
Jeff Gouveia	77					77	Mileage Reimbursement
John Boyle	271					271	A/R Reimbursement
Richard Lutton	458					458	A/R Reimbursement
P.G.&E.	2,757					2,757	Electricity
SDRMA	1,614					1,614	Employee Health Insurance
SDRMA	344					344	Dental, Vision, & Life Insurance
Zeilinga	271					271	A/R Refund
TOTAL	16,810					16,810	

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BVWD
A/P Aging Summary
As of February 29, 2016

February Accounts Payable	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL	Description
Accurate Air Engineering, Inc.		280.76				281	T & D Field Supplies
Alpha Analytical Laboratories Inc.		996.00				996	Lab Analysis
Alpine County Public Works		22.44				22	Fuel
Arnold Auto Supply Inc.		5.36				5	Parts for Trucks
Best Ride Ever		65.00				65	Snow Blower Repair
Blastronix IT		205.00				205	SCADA / Network Consulting
California Steam Specialties		520.00				520	Calibrate V-100 Positioner
Card Services		292.08				292	Office & Field Supplies
EBBETTS PASS GAS CO. Inc.	502					502	Propane for Main Office
Ebbetts Pass Lumber Co. Inc.		108.17				108	Field Supplies
Jim Bissell		100.00				100	Directors Fees Reg. Meeting 2/22/2016
John Boyle		100.00				100	Directors Fees Reg. Meeting 2/22/2016
Stantec Consulting Services Inc.		2,494.50				2,495	3rd Tri Annual Groundwater Monitoring
Stefaniya Beckings		100.00				100	Directors Fees Reg. Meeting 2/22/2016
Weber Ghio and Associates, Inc		270.00				270	Engineering & Consulting
TOTAL	502	5,559.31				6,062	

BVWD
A/R Aging Summary

As of February 29, 2016

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
OS308			271.11		604.39	875.50
BV178			271.11		638.26	909.37
CS105			271.11		644.57	915.68
CS006			271.11		648.70	919.81
BV373			271.11		662.41	933.52
TM009			271.11		699.07	970.18
CS116			271.11		810.17	1,081.28
BV258			271.11		900.72	1,171.83
CM150					1,705.88	1,705.88
CM010					2,766.86	2,766.86
CM110			3,253.32			3,253.32
TOTAL	<u><u> </u></u>	<u><u>932.31</u></u>	<u><u>20,960.21</u></u>	<u><u>-1,432.96</u></u>	<u><u>-16,892.79</u></u>	<u><u>3,566.77</u></u>
TOTAL CREDITS		(1,202.45)	(2,198.30)	(1,432.96)	(31,305.98)	(36,139.69)
TOTAL DEBITS		2,134.76	23,158.51	0	14,413.19	39,706.46
TOTAL		<u><u>932.31</u></u>	<u><u>20,960.21</u></u>	<u><u>-1,432.96</u></u>	<u><u>-16,892.79</u></u>	<u><u>3,566.77</u></u>

BVWD
A/R Aging Summary
As of February 29, 2016

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
LA018			271.11		-93.54	177.57
OS102					186.31	186.31
CS092			271.11		-48.89	222.22
BV179			225.48			225.48
CM091			265.58			265.58
SM311			271.11		-3.38	267.73
LA047			271.11			271.11
OS107			271.11			271.11
BV163			271.11			271.11
BV038			271.11			271.11
BV308			271.11			271.11
BV365			271.11			271.11
OS210			271.11			271.11
BV031			271.11			271.11
BV024			271.11			271.11
BV157			271.11			271.11
BV168			271.11			271.11
SM301			271.11			271.11
CS087			271.11			271.11
BV122			271.11			271.11
BV245			271.11			271.11
CS056			271.11			271.11
BV007			271.11			271.11
BV002			271.11			271.11
CS015			271.11			271.11
BV047			271.11			271.11
BV048			271.11			271.11
BV008			271.11		6.16	277.27
CS106			271.11		28.80	299.91
CS076			271.11		28.80	299.91
CS110			271.11		29.11	300.22
BV393			271.11		32.36	303.47
CS115			271.11		44.47	315.58
BV262			271.11		56.19	327.30
TM020			271.11		62.13	333.24
SM309		457.78	-271.11		191.28	377.95
BV208			271.11		167.95	439.06
BV345			271.11		199.82	470.93
BV214			271.11		298.22	569.33
BV193			271.11		300.09	571.20
TM005			271.11		333.16	604.27
BV083			271.11		394.13	665.24
CS124			239.76		544.68	784.44
BV335			271.11		577.42	848.53
BV394			271.11		604.39	875.50