



## BEAR VALLEY WATER DISTRICT

BOARD MEETING

July 25, 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 DRIVE, 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. **Public Hearing** – Proposed Delinquent Sewer Service Fees To Be Added to 2016-17  
Alpine County Tax Rolls - Discussion and Possible Action Item
2. **The Board will consider adoption of the June 13, 2016 Board Meeting minutes**
3. **FY 16 – 17 Budget Update** - Discussion and Possible Action Item
4. **Operations Report – General Manager**
5. **Investment Policies** - Discussion and Possible Action Item
6. **Financial Report – General Manager**
  - 6.1 P&L and Balance Sheet Reports - Discussion and Possible Action Item
  - 6.2 Accounts Payable Report - Discussion and Possible Action Item
  - 6.3 A/R & Aging Reports – Discussion
7. **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.



bear valley  
**WATER DISTRICT**

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JAMES BISSELL  
STEFANIYA BECKING  
GUNNAR THORDARSON  
JOHN BOYLE  
KEN BROWN

List of Delinquent Accounts  
FY2016/2017  
Alpine County Tax Roll & Liens

July 21, 2016

To: Board of Directors  
Bear Valley Water District

RE: Liens & Delinquent Accounts for the Alpine County Tax Roll of 2016-2017

1. The BRW Family Trust, Waldman-TM009, 74 Bear Valley Road #9, Bear Valley, CA 95223. APN#: 005-620-009-0. Mailing address c/o Ryan Management Co., 262 El Dorado Street, STE 300, Monterey, CA 93940. In debt to the District in the amount of \$1,490.24.
2. Phil Hagar-BV083, 29 Monty Wolf Road, Lot 083. APN#: 005-331-014-0. Mailing address 2711 Euclid Street, Santa Monica, CA 90405. In debt to the District in the amount of \$1,138.08.
3. Brent Waldman-BV373, 474 Snowshoe Road, Lot 373, Bear Valley, CA 95223. APN#: 005-453-002-0. Mailing address C/O Ryan Management Co., 262 El Dorado St. STE 300, Monterey, CA 93940. In debt to the District in the amount of \$1,399.50.
4. David & Liza Maminski – CS006, 251 Creekside Drive, A-2 Unit, Bear Valley, CA 95223. APN #: 005-501-006-0. Mailing address 2223 Westchester Drive, San Jose, CA 95223. In debt to the District in the amount of \$1,365.53.
5. Nancy Shamgochian – CS105, 250 Creekside Drive, C Unit, Bear Valley, CA 95223. APN #: 005-512-004-0. Mailing address 1808 Stone Cress Court, Ceres, CA 95307-4567. In debt to the District in the amount of \$1,365.28.

7,  
6. Lance Machovsky – BV262, 55 Bloods Ridge Road, Lot #262, Bear Valley, CA  
95223. APN#: 005-402-005-0. Mailing address P. O. Box 5183, Bear Valley, CA  
95223. In debt to the District in the amount of \$657.42.

Public Hearing on Delinquent Accounts held July 25<sup>th</sup>, 2016

Public Hearing Open at 9:00 a.m.

Statement of Office Manager verifying mailing of notice.

List presented to the Board of unpaid sewer service charges.

Written protests: None

Oral testimony or comments:

Judi Silber, Office Manager, BVWD

cc: Jeffrey Gouveia, General Manager, BVWD

**BOARD OF DIRECTORS  
MINUTES  
REGULAR MEETING**

**DECLARATION OF A QUORUM**

President James Bissel called the meeting to order at 9:00 A.M. Directors present were Vice President Stefaniya Becking, Treasurer John Boyle, Secretary Ken Brown, and Director Gunnar Thordarson. Staff present were General Manager Jeff Gouveia and Office Manager Judi Silber. Public present was Kimi Johnson, representing Lake Alpine Water Company.

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

**PUBLIC FORUM**

There was no public comment.

**BOARD BUSINESS**

**1. The Board will consider adoption of the April 11, 2016 Board Meeting minutes**

Motion Boyle Second Becking to accept the April 11, 2016 Minutes as presented.  
ALL AYES: MOTION CARRIED

**2. NPDES Permit No. CA0085146 - Tentative Order R5-2016-xxxx -- Discussion and Possible Action Item**

The District received Notice of Adoption and Minor Modification Waste Discharge Requirements Order Rd-2016-0045 NPDES Permit NO. 0085146 from the California Water Boards Central Valley Regional Water Quality Control Board. The hearing on the permit is scheduled for 23-24 June 2016 and the order becomes effective on 1 August 2016. The Regional Water Boards awarded most of the requested changes made by the District.

The Board removed the 2/3 full requirement contained in the 2011 permit before we are able to discharge. The district can discharge as long as the 20 to 1 dilution is met. The Water Boards required the District to complete an updated dilution/mixing zone study. We demonstrated a 9 to 1 dilution and were awarded a 5 to 1 dilution credit. GM was able to get the lab sampling requirements down from four (4) times per month to one (1) time a month during the period of July through December each year. The work plan for the dilution/mixing study is due 1 February 2017 and the study report is due in 2019. The one (1) issue that GM didn't achieve was a more relaxed toxicity trigger. GM plans to begin next winter the new laboratory analysis to monitor the ability to comply, in order to be able to discharge into the creek.

2.

balances from 2015/2016 were utilized in lieu of 2010/2011 due to concerns with the accuracy of 2010/2011 data. The old capacity connection number was 245 and the new data suggests a potential capacity of 1,196 RLUs. Treasurer Boyle stated that the District should reserve the right to modify the number of available connections yearly. He said that the district should be careful not to send the message that a developer doesn't have to do a diversion ditch study just because there is now considerably more capacity available. He also stated that the District should confirm the number of units that we can serve, rather than having several numbers being suggested. GM informed the board that Eric Zeigler from Stantec would be at the hearing and will thank the permit writers on behalf of the District.

### 3. FY 16 – 17 Budget Proposal - Discussion and Possible Action Item

GM Gouveia presented the Board a recommendation for the FY16-17 fiscal year together with a 5 year budget forecast aligned with the 5 year NPDES permit cycle. GM Gouveia recommended approval so the district could get started on several projects in light of the tight summer schedule. Treasurer Boyle requested a note be included in the minutes that the Board would be voting to approve the budget recommendation with the understanding that the depreciation schedule would be reviewed and that a column be added to show the current budget versus the actual budget. Motion Bissell to approve the preliminary budget, including the FY16-17 Capital Improvements Budget, subject to the updates discussed.

ALL AYES: MOTION CARRIED

**Action: Update depreciation schedule and add a current column to the preliminary budget. Directors Boyle & Brown requested that an email be sent to them with an update on the baffle system.**

### Operations Report – General Manager

#### 1. Collections, Treatment & Disposal Operations – Update

##### a. Flows – Influent Flows & Pond Transfers

May 2016 flows were 3,071 MG. 4,013 MG were transferred to the polishing reservoir.

##### b. Volumes – Storage, Capacity & Disposal

The permitted full reservoir (2' Freeboard) is 76.45 MG. Currently 57.16 MG in the storage pond. It is the fullest it has been in five years.

#### 2. Permit Compliance & Monitoring & Reporting Programs (MRPs) – Update

##### a. WDR MRP – Land Discharge Permit – Compliance & Reporting Updates

April 2016 SMR /DMR Reports were submitted on time.

##### b. NPDES MRP – Surface Water Discharge Permit – Compliance & Reporting Update

###### i. 2011 Permit – Priority Pollutant Sampling – May

###### ii. 2016 Land Disposal Strategy - + / 55 MG

###### 1. (2) Diesel Pumps Rented, Diesel Fuel, Electricity Costs

GM rented two diesel pumps. He estimates \$15,000 20,000 in pump rental expenses, \$2,000 – 3000 per month in fuel costs, plus electricity expenses of \$9,000 – 12,000 per month as well as added equipment and labor. The estimated spray field operations cost is \$40,000. 400 GPM Pumped, Goal = \$75,000 gallons/day applied = 17MG/Month = 3.5 Months

###### iii. Stantec Proposal for Effluent Disposal Protocol Revision Services – Discussion

GM presented a Stantec proposal to complete the tasks associated with the Effluent Disposal Protocol Revision Service on a time and material basis, based on their current rate schedule, in an amount not to exceed \$26,000.

#### 2. USFS Category 6 Major Cost Recovery Agreement – Update

##### a. Final Agreement for \$8,343 – Signed and Submitted June 3

The Special Use Permit Process is moving forward. USFS will continue with the environmental

Analysis (NEPA) once the funds are deposited and made available to the team. GM expressed concern that at the end of the new 10 year permit the purchase of the spray fields from the USFS may not be advisable when considering the costs of the NEPA review, the purchase cost of the land as well as the timber maintenance costs.

- b. Land Disposal Site Conditions – Site Visit with USFS Timber Sales Manager Dave Vosti  
GM walked the spray fields with Dave Vosti, USFS. Mr. Vosti was surprised by the large amount of dead and downed trees. There is no market for biomass or market for the dead trees. GM thinks it might be time to discuss moving away from land dispersment to disposal to surface water. GM will begin to collect data to become determine the viability of becoming a regular surface water discharger. Kimi Johnson added that the state may be interested in the District becoming a regular surface water discharger. State may have grants to support the District in maximizing surface discharge. What are the consequences? They want to reclaim water. They are interested in water resource recovery and recharging the ground water. GM would like to move the district in the next 5-10 years toward surface discharging. Can't solely surface discharge in this new NPDES permit. He will have to convince the water board to move in this direction of allowing district to discharge from January to June if we meet the required dilution limits. Kimi Johnson stated that if we become a regular discharger, someone will then own that water. GM said that for the next ten (10) years while we have the land disposal permit with the USFS, we will continue to use the utilize the spray fields. He also, informed the board that the State Resource Board is closely watching our permit with the USFS on the disposal land. Kimi Johnson informed the board that there is grant money from Proposition 1 available. The amount of energy saved is a point that could be made in favor of discharging.

**ACTION: Seek funding resources to do a discharge study.**

**Capitalization & Investment Policies - Discussion and Possible Action Item**

Motion Boyle Second Brown to approve the Capitalization Policy as presented.

ALL AYES: MOTION CARRIED

Investment Policy – Tabled

**c. Financial Report – General Manager**

- a. P&L and Balance Sheet Reports - Discussion and Possible Action Item  
The P & L is under budget. The capital improvements may change slightly.  
Motion Boyle Second Bissell to accept the P&L and Balance Sheet as presented.  
ALL AYES: MOTION CARRIED
- b. Accounts Payable Report - Discussion and Possible Action Item  
Motion Boyle Second Brown to accept the Accounts Payables are presented.  
ALL AYES: MOTION CARRIED
- c. A/R & Aging Reports – Discussion

The total credits were \$-38,040.58 and the total debits were \$32,996.08 for a balance of \$-5044.50. There are eight delinquent accounts that will be turned over to the Alpine County Tax Collector if not paid before the July 25<sup>th</sup> Public Hearing. Office Manager Silber has mailed letters to the delinquent accounts informing them of the consequences of not paying their outstanding debt.

**d. Board Member Reports**

No Board Member reports.

The next board meeting was set for July 25, 2016. A Public Hearing on Delinquent Accounts will be held at this meeting.

President James Bissell adjourned the meeting at 1:05 P.M.

Bear Valley Water District											
Financial Year 2016-17 + 5 Year Budget Forecast											
	BUDGET	% DIFF	BUDGET	% DIFF	BUDGET	% DIFF	BUDGET	% DIFF	BUDGET	% DIFF	5 YR Total
	FY 16 - 17	PREV	FY 17 - 18	PREV	FY 18 - 19	PREV	FY 19 - 20	PREV	FY 20 - 21	PREV	
	YEAR	YEAR	YEAR	YEAR	YEAR	YEAR	YEAR	YEAR	YEAR	YEAR	
<b>REVENUES</b>											
Residential	591,000		591,000		591,000		591,000		591,000		
Commercial	152,000		152,000		152,000		152,000		152,000		
<b>Subtotal Operating Revenue</b>	<b>743,000</b>	<b>-0.24%</b>	<b>743,000</b>	<b>0.00%</b>	<b>743,000</b>	<b>1.47%</b>	<b>743,000</b>	<b>0.00%</b>	<b>743,000</b>	<b>0.00%</b>	<b>\$3,715,000</b>
<b>EXPENSES</b>											
Salaries and Benefits	289,294	6.62%	301,711	4.12%	313,912	3.99%	323,244	2.89%	331,081	2.37%	
Director Expenses - Meetings, Elections, Training	8,500		8,500		8,500		8,500		8,500		
Operator Education, Training & Certifications	1,000		1,000		1,000		1,000		1,000		
Gas, Diesel, Oil & Filters	13,000		13,000		13,000		13,000		13,000		
Insurance	22,000		22,000		22,000		22,000		22,000		
Memberships & Conferences	5,000		5,000		5,000		5,000		5,000		
Office Expenses & Supplies	10,000		10,000		10,000		10,000		10,000		
Field Expenses & Supplies	15,000		15,000		15,000		15,000		15,000		
Grooming, Snow Removal & Vehicle Storage	2,500		2,500		2,500		2,500		2,500		
General Engineering & Consulting	15,000		15,000		15,000		15,000		15,000		
General Legal & Accounting	10,000		10,000		10,000		10,000		10,000		
Equipment Rental	18,000		18,000		18,000		18,000		18,000		
Repairs & Maintenance	61,200		42,700		37,700		40,700		28,700		
Laboratory Fees	21,000		21,000		21,000		21,000		21,000		
Regulatory Reporting & Compliance Projects	7,000		6,000		6,000		6,000		6,000		
Taxes, Fees, Licenses & Assessments	30,000		30,000		30,000		30,000		30,000		
Utilities	55,000		55,000		55,000		55,000		55,000		
<b>Subtotal Operating Expenses</b>	<b>583,464</b>	<b>5.12%</b>	<b>576,411</b>	<b>-1.23%</b>	<b>583,612</b>	<b>-0.19%</b>	<b>595,944</b>	<b>2.07%</b>	<b>591,781</b>	<b>-0.70%</b>	
<b>Net Operational Income</b>	<b>159,536</b>		<b>166,589</b>		<b>159,388</b>		<b>147,056</b>		<b>151,219</b>		<b>\$783,769</b>
<b>OTHER REVENUE</b>											
Interest Income - LAIF	500		500		500		500		500		
Late Fees, Penalties & Interest	10,000		10,000		10,000		10,000		10,000		
Expense Reimbursements - USFS	2,384		2,384		2,384		2,384		2,384		
Expense Reimbursements - Concessionaire	4,439		4,439		4,439		4,439		4,439		
Connection Fees (Incl Application & Inspection Fees)	0		0		0		0		0		
<b>Subtotal Other Revenue</b>	<b>17,323</b>		<b>17,323</b>		<b>17,323</b>		<b>17,323</b>		<b>17,323</b>		
<b>OTHER EXPENSES</b>											
Loan Interest	20,156		18,809		17,203		15,680		14,011		
Depreciation	96,348		114,223		123,451		122,551		120,601		
<b>Subtotal Other Expenses</b>	<b>116,504</b>		<b>133,032</b>		<b>140,654</b>		<b>138,231</b>		<b>134,612</b>		
<b>Net Other Income</b>	<b>(99,181)</b>		<b>(115,709)</b>		<b>(123,331)</b>		<b>(120,908)</b>		<b>(117,289)</b>		
<b>NET INCOME</b>	<b>60,335</b>		<b>50,880</b>		<b>36,057</b>		<b>26,148</b>		<b>33,930</b>		<b>\$207,350</b>
<b>NON-CASH EXPENDITURES (Included in net income)</b>											
Depreciation	96,348		114,223		123,451		122,551		120,601		
Loan Payments - Principal	(36,182)		(37,829)		(39,134)		(40,697)		(42,326)		
<b>Subtotal Non-Cash Expenses</b>	<b>60,166</b>		<b>76,394</b>		<b>84,317</b>		<b>81,854</b>		<b>78,275</b>		
<b>CASH EXPENDITURES (Not Included in net income)</b>											
Capital Improvements / Replacements	(66,500)		(66,500)		(66,000)		(66,000)		(69,000)		
<b>Subtotal Addl Cash Expenses</b>	<b>(66,500)</b>		<b>(66,500)</b>		<b>(66,000)</b>		<b>(66,000)</b>		<b>(69,000)</b>		
<b>NET CASH FLOW</b>	<b>54,001</b>		<b>38,574</b>		<b>52,374</b>		<b>42,042</b>		<b>43,205</b>		<b>\$230,596</b>
<b>Debt/Coverage Ratio - Loan Covenants - 1.25 or Greater</b>	<b>4.330</b>		<b>4.388</b>		<b>4.076</b>		<b>3.657</b>		<b>3.651</b>		



**BEAR VALLEY WATER DISTRICT - 5 YEAR CAPITAL IMPROVEMENT / REPLACEMENT PROGRAM**

	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21
<b>Collections</b>					
Main Pump Station					
Comminutor Replacement - New Grinder / Screener					50000
SCADA Telemetry Addition - Sigma 980 Ultrasonic Level and Flow	3500				
LABR Pump Station - Hadronex Smart Cover Level Monitor with SAT Alarming	5500				
Hadronex Smart Cover Level Monitor with SAT Alarming				50000	
Comminutor Replacement - New Grinder / Screener					
Hydrojetter - Portable Tow Jetter		60000			
Collection Systems Asset Management System (AMS)	20000				
<b>Treatment</b>					
Treatment Pond					
Aeration System Replacement / Upgrades			65000		
Baffle System Replacement					
SCATA - Telemetry					
Transfer Pump Automation & Chlorine Residual Monitoring	17000				
<b>Disposal &amp; Capacity</b>					
Land Disposal Discharge Materials - 78 pc 3" x 30'	6000			6000	
<b>Intangible Assets - Regulatory Compliance, Permits</b>					
USFS Permit Renewal Cost Recovery - NEPA & Env Review	10000				
Follow Up Mixing Zone/Dilution Study					
Work Plan	4500				
Field Study, Report, Correspondence		28500			
Pump Rental		3000			
Chronic Toxicity Testing - Dilution Series - <4 TCu		7000			
NPDES Order Ammendment to include Dilution Credits			3000		
NPDES Permit Renewal & Report of Waste Discharge					30000
Priority Pollutant Testing - Once in the Permit Term				10000	
Salinity Evaluation and Minimization Plan, Progress Report					4000
<b>Totals</b>	<b>\$66,500.00</b>	<b>\$98,500.00</b>	<b>\$68,000.00</b>	<b>\$66,000.00</b>	<b>\$84,000.00</b>

Description	Cost	Life Expectancy	FY15/16	FY16/17	FY17/18	FY18/19	FY19/20	FY20/21	FY21/22	FY22/23
			\$	\$	\$	\$	\$	\$	\$	\$
<b>BEG GRAND TOTALS</b>										
W/P - Irrigation Pump Project	\$ 3,308.65	5	\$ 330.87	\$ 661.73	\$ 661.73	\$ 661.73	\$ 661.73	\$ 661.73	-	-
Treatment Pond Dock	\$ 10,582.36	5	\$ 1,058.24	\$ 2,116.47	\$ 2,116.47	\$ 2,116.47	\$ 2,116.47	-	-	-
SmartCover Monitor/Alarm	\$ 10,235.68	3	\$ 1,705.95	\$ 3,411.89	\$ 3,411.89	-	-	-	-	-
Phase Converter	\$ 6,890.03	5	\$ 689.00	\$ 1,378.01	\$ 1,378.01	\$ 1,378.01	\$ 1,378.01	-	-	-
<b>FY15/16 TOTAL</b>			<b>\$ 99,944</b>							
SCADA	\$ 81,885.47	7	-	\$ 5,848.96	\$ 11,697.92	\$ 11,697.92	\$ 11,697.92	\$ 11,697.92	\$ 11,697.92	\$ 11,697.92
Hedronex Smart Cover	\$ 5,500.00	7	-	\$ 392.86	\$ 785.71	\$ 785.71	\$ 785.71	\$ 785.71	\$ 785.71	\$ 785.71
Baffle System Replacement	\$ 50,000.00	25	-	\$ 1,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
Land Disposal Discharge System	\$ 6,000.00	10	-	\$ 300.00	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00
Asset Data Mgt. Software/AMS	\$ 6,000.00	5	-	\$ 600.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	-	-
USFS Permit Recovery Cost	\$ 10,000.00	10	-	\$ 500.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	ETC
<b>FY16/17 TOTAL</b>				<b>\$ 96,347.92</b>						
Mixing Zone Study	\$ 83,210.48	5	-	-	\$ 8,321.05	\$ 16,642.10	\$ 16,642.10	\$ 16,642.10	\$ 16,642.10	-
Portable Jetter	\$ 50,000.00	7	-	-	\$ 3,571.43	\$ 7,142.86	\$ 7,142.86	\$ 7,142.86	\$ 7,142.86	\$ 7,142.86
<b>FY17/18 TOTAL</b>					<b>\$ 114,223.22</b>					
Aeration System Replacement	\$ 50,000.00	25	-	-	-	\$ 1,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
NPDES Order Amendment Inc. Dilution Credits	\$ 3,000.00	5	-	-	-	\$ 300.00	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00
<b>FY18/19 TOTAL</b>						<b>\$ 123,450.80</b>				
Comminutor Replacement - Muffin Monster	\$ 50,000.00	25	-	-	-	\$ 1,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
Land Disposal Discharge Materials	\$ 6,000.00	10	-	-	-	-	-	-	-	-
Priority Pollutant Testing-Once in the Permit	\$ 10,000.00	5	-	-	-	\$ 1,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
<b>FY19/20 TOTAL</b>						<b>\$ 122,550.80</b>				
NPDES Permit Renewal	\$ 30,000.00	5	-	-	-	-	\$ 3,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00
Salinity Evaluation & Minimization Plan	\$ 4,000.00	5	-	-	-	-	\$ 400.00	\$ 800.00	\$ 800.00	\$ 800.00
<b>FY20/21 TOTAL</b>							<b>\$ 120,600.59</b>			

Bear Valley Water District				
Financial Year 2016-17 + 5 Year Budget Forecast				
	BUDGET	ACTUAL	BUDGET	% DIFF FROM FY16 ACTUAL
	FY 15 - 16	FY 15 - 16	FY 16 - 17	
<b>REVENUES</b>				
Residential	592,104	590,770	591,000	
Commercial	152,712	151,813	152,000	
<b>Subtotal Operating Revenue</b>	<b>744,816</b>	<b>742,583</b>	<b>743,000</b>	0.1%
<b>EXPENSES</b>				
Salaries and Benefits	270,147	253,696	299,294	12.3%
Director Expenses - Meetings, Elections, Training	11,500	2,698	8,500	68.3%
Operator Education, Training & Certifications	1,000	799	1,000	20.1%
Gas, Diesel, Oil & Filters	5,780	3,323	13,000	74.4%
Insurance	23,045	23,164	22,000	-5.3%
Memberships & Conferences	4,403	4,382	5,000	12.4%
Office Expenses & Supplies	13,000	12,951	10,000	-29.5%
Field Expenses & Supplies	13,000	18,378	15,000	-22.8%
Grooming, Snow Removal & Vehicle Storage	2,950	2,360	2,500	5.6%
General Engineering & Consulting	15,000	16,087	15,000	-7.2%
General Legal & Accounting	15,000	9,537	10,000	4.6%
Equipment Rental	3,000	619	18,000	95.6%
Repairs & Maintenance	75,550	86,591	61,200	-41.5%
Laboratory Fees	31,000	31,360	21,000	-49.5%
Regulatory Reporting & Compliance Projects	58,300	28,827	7,000	-311.8%
Taxes, Fees, Licenses & Assessments	30,500	29,074	30,000	3.1%
Utilities	54,928	47,780	55,000	13.1%
<b>Subtotal Operating Expenses</b>	<b>628,002</b>	<b>571,616</b>	<b>583,484</b>	2.0%
<b>Net Operational Income</b>	<b>116,814</b>	<b>170,967</b>	<b>159,516</b>	-7.2%
<b>OTHER REVENUE</b>				
Interest Income - LAIF	800	1,320	500	-184.0%
Late Fees, Penalties & Interest	4,000	12,060	10,000	-20.6%
Expense Reimbursements - USFS	1,895	1,895	2,394	20.5%
Expense Reimbursements - Concessionaire	3,285	3,285	4,439	26.0%
Connection Fees (Incl Application & Inspection Fees)	0	0	0	
Other Income - Insurance Reimbursement Phase Converter	0	5,815	0	
<b>Subtotal Other Revenue</b>	<b>9,780</b>	<b>24,375</b>	<b>17,323</b>	-40.7%
<b>OTHER EXPENSES</b>				
Loan Interest	21,604	21,601	20,156	-7.2%
Depreciation	115,000	96,160	96,348	0.2%
Municipal Code Preparation	2,500	945	0	
Bad Debt - BV99, BV258	4,200	0	0	
<b>Subtotal Other Expenses</b>	<b>143,304</b>	<b>118,706</b>	<b>116,504</b>	-1.9%
<b>Net Other Income</b>	<b>(133,524)</b>	<b>(96,160)</b>	<b>(99,181)</b>	-3.0%
<b>NET INCOME</b>	<b>(16,711)</b>	<b>74,807</b>	<b>60,335</b>	-24.0%
<b>NON-CASH EXPENDITURES (Included in net income)</b>				
Depreciation	115,000	96,160	96,348	0.2%
Loan Payments - Principal	(34,733)	(34,733)	(36,182)	-4.0%
<b>Subtotal Non-Cash Expenses</b>	<b>80,267</b>	<b>61,427</b>	<b>60,166</b>	-2.1%
<b>CASH EXPENDITURES (Not Included in net income)</b>				
Capital Improvements / Replacements	(84,300)	(66,742)	(66,500)	0.4%
<b>Subtotal Addl Cash Expenses</b>	<b>(84,300)</b>	<b>(66,742)</b>	<b>(66,500)</b>	0.4%
<b>NET CASH FLOW</b>	<b>(20,744)</b>	<b>69,492</b>	<b>54,001</b>	-28.7%
<b>Debt/Coverage Ratio - Loan Covenants - 1.25 or Greater</b>	<b>2.830</b>	<b>4.922</b>	<b>4.330</b>	

605 East Huntington Dr., Suite 205  
 Monrovia, CA, 91016 USA  
 Tel: +1 (626) 568-6868 E-mail: sales-americas@innovyze.com

**Quote/Revision Number:** 25961 / 0  
**Date:** 18-Jul-2016  
**Expiration Date:** 18-Aug-2016

**Bill To:** Jeff Gouveia  
 Bear Valley Water District - CA  
 441 Creekside Dr  
 PO Box 5027  
 Bear Valley, CA 95223-5027 US  
 Email: gmbearvalleywater@sbcglobal.net

**Ship To:** Jeff Gouveia  
 Bear Valley Water District - CA  
 441 Creekside Dr  
 PO Box 5027  
 Bear Valley, CA 95223-5027 US  
 Email: gmbearvalleywater@sbcglobal.net

**End User Organization:** Bear Valley Water District - CA  
**End User Contact:** Jeff Gouveia

To order, please sign, date, and write "Approved" on the quote. Email to Peter.Martin@innovyze.com or fax to (626) 568-6870.

Best regards, Peter Martin (916) 740-3210

Qty	Description	Unit Price	Amount
1	InfoNet Desktop - Soft Licensing  New 'Fixed' license for one computer.  AM Maintenance Subscription Program is \$2,250.00 per license per year.	\$15,000.00	\$15,000.00
1	Annual Maintenance Subscription Program - Soft Licensing  First year of annual maintenance subscription for InfoNet Desktop includes access to software updates, upgrades to new versions, and live technical support via phone, fax, email, and web.	\$2,250.00	\$2,250.00
1	Training Class - Innovyze Office  Introduction to InfoNet (2 Day). Location: Innovyze office in Broomfield, CO - Sept. 27-28, 2016. This 2-day course is the starting point for anyone needing to utilize InfoNet Network Information Management System for wastewater assets. Upon completion of this course participants will be able to use InfoNet to effectively manage and organize their asset database, create links to GIS, edit and validate data, and integrate and utilize survey and condition assessment data. Note: Up to 2 additional registrants from the same company location are discounted \$250 for the same course date.	\$1,750.00	\$1,750.00

<b>Subtotal:</b>	\$19,000.00
<b>Tax:</b>	\$0.00
<b>Shipping:</b>	\$0.00
<b>Total (USD):</b>	<b>\$19,000.00</b>

Tax is included per your local regulations. If your business is tax exempt, please forward your exemption certificate.  
 Please see our website at <http://www.innovyze.com/support> for a description of our Maintenance and Support Program.



# Quote

605 East Huntington Dr., Suite 205  
 Monrovia, CA, 91016 USA  
 Tel: +1 (626) 568-6868 E-mail: sales-americas@innovyze.com

**Quote/Revision Number:** 25963 / 0  
**Date:** 18-Jul-2016  
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**Ship To:** Jeff Gouveia  
 Bear Valley Water District - CA  
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 PO Box 5027  
 Bear Valley, CA 95223-5027 US  
 Email: gmbearvalleywater@sbcglobal.net

**End User Organization:** Bear Valley Water District - CA

**End User Contact:** Jeff Gouveia

To order, please sign, date, and write "Approved" on the quote. Email to Peter.Martin@innovyze.com or fax to (626) 568-6870.

Best regards, Peter Martin (916) 740-3210

Qty	Description	Unit Price	Amount
1	InfoNet Mobile - System Server - Soft Licensing  Supports up to 5 devices  AM Maintenance Subscription Program is \$0.00 per license per year.	\$6,000.00	\$6,000.00
1	Annual Maintenance Subscription Program - Soft Licensing  First year of Annual Maintenance for InfoNet Mobile Server license. Includes access to software updates, upgrades to new versions, and live technical support via phone, fax, email, and web.	\$900.00	\$900.00
1	InfoNet Mobile - Office - Soft Licensing  Mobile Office (Administrator) license. Required to setup forms, schedules, and configure map displays for mobile devices.  AM Maintenance Subscription Program is \$0.00 per license per year.	\$3,000.00	\$3,000.00
1	Annual Maintenance Subscription Program - Soft Licensing  Annual maintenance for InfoNet Mobile - Office license.	\$450.00	\$450.00
1	InfoNet Mobile - Field Device - Soft Licensing  Supports one mobile device at a time. Additional concurrent mobile device licenses would be \$1,800 plus \$270 annual maintenance.  AM Maintenance Subscription Program is \$0.00 per license per year.	\$1,800.00	\$1,800.00

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1	Implementation Services	\$20,000.00	\$20,000.00
---	-------------------------	-------------	-------------

Full implementation and setup of InfoNet Mobile.  
Assumes InfoNet Desktop is pre-installed and operational, and a suitable computer network is in place.

Typical scope of work includes:

- Initial requirements meeting (remote)
- Software installation, configuration, and testing (2-days on-site)
- End-user onsite training for office and field staff (2-days on-site)

---

<b>Subtotal:</b>	\$32,150.00
<b>Tax:</b>	\$0.00
<b>Shipping:</b>	\$0.00
<b>Total (USD):</b>	<b>\$32,150.00</b>

Tax is included per your local regulations. If your business is tax exempt, please forward your exemption certificate.  
Please see our website at <http://www.innovyze.com/support> for a description of our Maintenance and Support Program.

# Packages

at-a-glance

**ENTRY**

**Purchase**  
\$2950 USD

**Subscription**  
\$885 USD

**Upgrade**  
\$1770 USD

**Maintenance**  
\$443 USD



## WinCanVX ENTRY

ENTRY Package Plus:

- Unlimited View Ware
- NASSCO PACP Standard
- Photo Assistant
- Drawing Functionality
- Project Meta DB
- Data Transfer Tool
- SQL & Oracle DB Connectivity
- Multiple Inspections

**OFFICE**

**Purchase**  
\$4950 USD

**Subscription**  
\$1485 USD

**Upgrade**  
\$2970 USD

**Maintenance**  
\$743 USD



## WinCanVX OFFICE

Includes ENTRY Package Plus:

- WinCan Validator
- Deformation Measurement
- Crack Measurement
- NASSCO LACP, MACP, PACP Standard

**ADVANCED**

**Purchase**  
\$7650 USD

**Subscription**  
\$2295 USD

**Upgrade**  
\$4590 USD

**Maintenance**  
\$1148 USD



## WinCanVX ADVANCED

Includes OFFICE Package Plus:

- Text Generation Control
- MPEG 1/2/4 Capture
- HD Video Capture
- Inclination

**EXPERT**

**Purchase**  
\$11,650 USD

**Subscription**  
\$3495 USD

**Upgrade**  
\$6990 USD

**Maintenance**  
\$1748 USD



## WinCanVX EXPERT

Includes ADVANCED Package Plus:

- Report Generator
- WinCan 3D
- WinCan Analyst
- ESRI GIS Connection
- Asset Management Integration
- Work Order Management





Bear Valley Water District  
Solution Estimate for 5 Total Users

Ryan Schaefer  
Enterprise Sales Executive  
3600 Digital Drive  
Dubuque, IA 52003  
Office: 563 557.5284  
Mobile: 480 204.6278  
Fax: 563 556.8149  
[ryanschaefer@cartegraph.com](mailto:ryanschaefer@cartegraph.com)

Valid until August 22<sup>nd</sup>, 2016

Solution	Quantity	Included	Not Included
Esri ArcGIS Online Identities	5 Identities/Users	▶	
Cartegraph OMS Users	5 Users	▶	
<b>Sewer Domain</b>		▶	
Sewer Cleanout			
Sewer Facility			
Sewer Force Main			
Sewer Lateral			
Sewer Main			
Sewer Manhole			
Sewer Pump			
<b>Signals Domain</b>			▶
<b>Transportation Domain</b>			▶
<b>Water Domain</b>			▶
<b>Storm Domain</b>			▶
<b>Flood Domain</b>			▶
<b>Parks Domain</b>			▶
<b>Facilities Domain</b>			
<b>Advanced Assets</b>		▶	
Preventative Maintenance			
Asset Condition Manager			
Condition related Start-Up Data			



Solution	Included	Not Included
<b>Advanced Work</b>		
<b>Advanced Requests</b>		
<b>Advanced Resources</b>		
Cartegraph Services		
<b>Getting Started (Basic) Package</b>		
<p>Cartegraph Experts will guide your team through an online implementation that includes goal definition, configurations, data imports, testing, tweaks, and go-live support.</p>		
<p><b>With the Getting Started (Basic) package, you'll receive an online implementation that includes:</b></p>		
<ul style="list-style-type: none"> <li>• A dedicated project manager who will coordinate the project and help keep things on track</li> <li>• An OMS environment</li> <li>• A 2-hour assessment of your goals</li> <li>• Configuration support with Esri integration, Cartegraph startup data imports, and a handful of field configurations</li> <li>• Eight online training events: <ul style="list-style-type: none"> <li>○ Introduction to OMS (4 hours)</li> <li>○ Requests (4 hours)</li> <li>○ Work (4 hours)</li> <li>○ Assets (4 hours)</li> <li>○ Resources (4 hours)</li> <li>○ Cartegraph for iPad (2 hours)</li> <li>○ Esri Integration (2 hours)</li> <li>○ Administrator (4 hours)</li> </ul> </li> <li>• 4 hours of online Go-Live Support to address any last-minute tweaks or refresher training <ul style="list-style-type: none"> <li>For each Asset or Asset Domain, you'll receive:</li> <li>• Support with Esri integration</li> <li>• Support with data imports</li> <li>• Training on unique functionality for applicable assets</li> </ul> </li> </ul>		

Solution Included Not Included

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**Data Collection**

**Support**

Standard Support

**Add-Ons**

Shared Hosting Services

Your Cartegraph Annual License Fee also includes:

- Access to the Cartegraph OMS
- Access to the Cartegraph Tech Support Team
- Access to Cartegraph Campus
  - Online training
  - Webinars
  - Technical Documents
  - Training Videos and Tips
- Automatic System Upgrades
- Cartegraph User Groups
- Ability to configure web layouts
- Ability to configure data structure

\*\* Your estimate does not include travel expenses. Additionally, any mobile devices, tablets and/or iPad(s) are not included in this estimate.

**Total Estimate: \$35,750.00**



# Quote

P.O. Box 4779  
Modesto, CA 95352  
209-578-5580  
www.calcad.com

Date	Quote #
3/5/2015	605249

Bill To
Bear Valley Water District Jeff Gouveia PO Box 5027 Bear Valley, CA 95223

Ship To
Bear Valley Water District Jeff Gouveia PO Box 5027 Bear Valley, CA 95223

Terms	Sales Rep	Expires
Net 30	Ortiz	

Item	Description	Qty	Cost	Total
Service	GIS Web Site Development	1	17,500.00	17,500.00
Service	Drawing Cleanup and Data Prep	1	3,000.00	3,000.00
AAM NH	Annual Application Maintenance for Non-Hosted Site • Application Enhancements • MapServer Upgrade Integrations • Accommodate Operating System Updates • Continued Support for Browser Updates • Ongoing Application Support		2,495.00	2,495.00

Accepted By \_\_\_\_\_

Subtotal	\$22,995.00
Sales Tax (0.0%)	\$0.00
<b>Total</b>	<b>\$22,995.00</b>



# Quotation

23382 Mill Creek Dr., Ste 100  
Laguna Hills, CA 92653

Date	Quote #
4/22/2015	121108252

Phone: 949.540.6400      www.spatialwave.com  
Fax: 949.586.8141      sales@spatialwave.com

Customer
Bear Valley Water District Jeff Gouveia

Terms	Rep
Net 30	MM

Description	Qty	Price	Total
Field Mapplet Mobile or Console License	2	2,500.00	5,000.00
Software Installation, Configuration, and Implementation Services (Two Day)		1,960.00	1,960.00
1. Configure data. 2. Setup the user authorization and access to WMS extensions. 3. Install and Configure on server. 4. Configure Sewer Line Cleaning Extension 5. Configure Lift Station Extension 6. Deploy on devices 7. Configure standard reports 8. End User Training  Assumptions: There will be no GIS data development in the implementation The district will use the standard SLC and LS extensions provided The district will provide unattended access to the server for implementation			
Field Mapplet Discount 20% off software cost		-1,000.00	-1,000.00
Software will be delivered Electronically			
Field Mapplet Maintenance (Includes access to new versions, patches and access to knowledge base account) First Year Included (Thereafter Annual at 20% of retail software price)			
Spatial Wave recommendations an "As-needed" support contract to be initiated by the district payable upon services rendered. The contract can be applied to advanced configuration, data improvements, upgrades, report writing and additional licenses as some examples.			

Quotation good for 30 days.

<b>Subtotal</b>	\$5,960.00
<b>Sales Tax (0.0%)</b>	\$0.00
<b>Total</b>	<b>\$5,960.00</b>

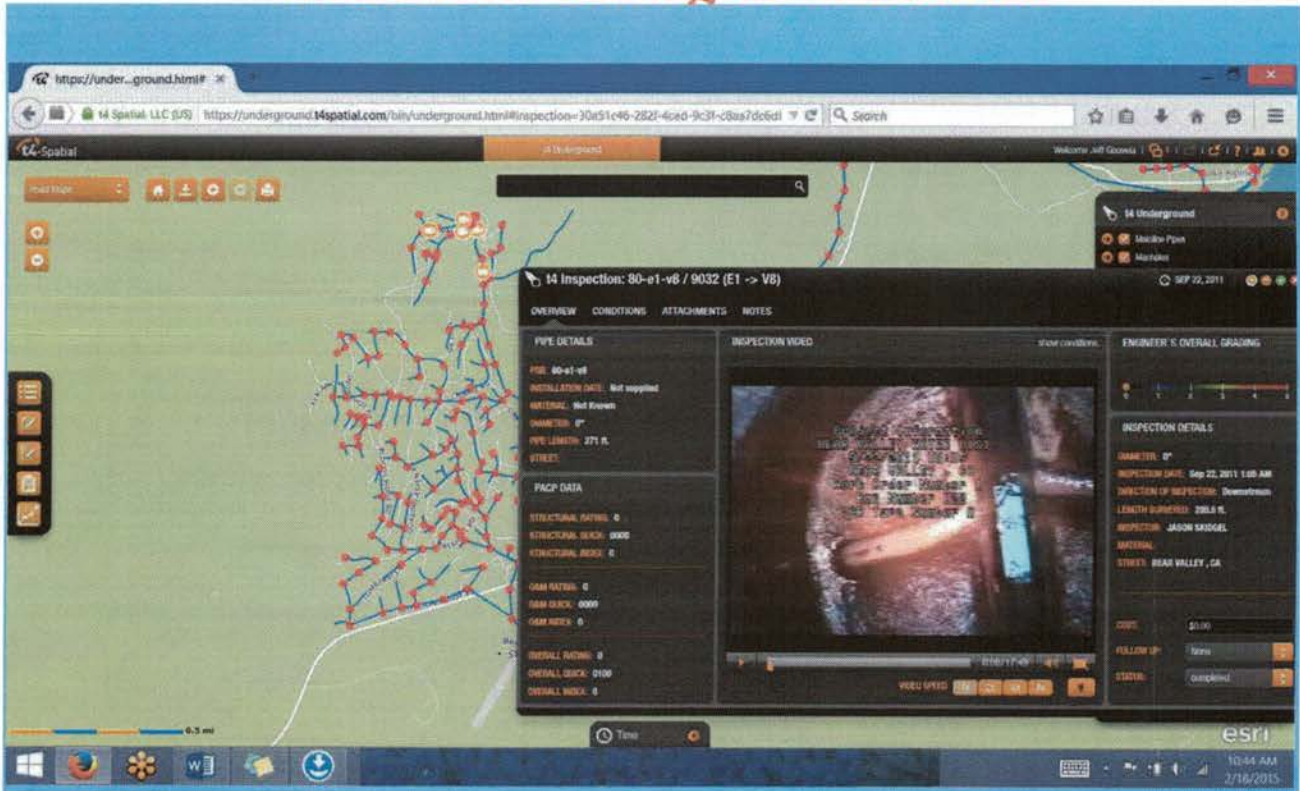


PROPOSAL  
Prepared Especially For

Bear Valley  
Water District

March 2, 2015

### Wastewater Management Solution



Know the overall health of Bear Valley Water District's network. Make accurate risk assessments, planning work to target problem areas and mitigate potential SSO's (Sanitary Sewer Overflows).

With t4 Underground, information that's been locked away in storage (on hard drives, filing cabinets or in closets) can become a powerful tool for management, maintenance, collaboration and regulatory compliance.



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**PRICING**

t4 Underground is offered on a subscription model based on the number of miles of waste water pipe the Bear Valley Water District manages. Bear Valley falls into the 0-50 mile pricing tier for t4 Underground.

Subscription Term: t4 Underground subscription can be purchased in annual or monthly payment terms. There is a 10% discount for purchasing an annual subscription over the monthly subscription.

Subscription Price: \$888.89 a month or \$9,600 annually

Professional Services:

Option 1: \$6,000 Fixed & not to exceed.

Estimated 40 hours (at \$150 an hour) for work described in Scope of Professional Services section of this proposal.

Option 2: \$0 with 2 year commitment to t4 Underground subscription

---

**TERMS**

t4 Underground is offered on a subscription model. The subscription fee is based total number of miles of pipe in the Bear Valley Water District waste water system.

Subscription term: t4 Underground subscription commences on the day t4 Spatial receives a Purchase Order from Bear Valley Water District.

- 1) Data & Data Return Policy: Inspection video and data remain the sole property of the Bear Valley Water District. If the Bear Valley Water District decides not to renew its subscription, all inspection video and PDF reports can be transferred to a Bear Valley Water District provided hard drive and returned to the Bear Valley Water District for a \$100 fee. The Bear Valley Water District is responsible for shipping costs in both directions. t4 Spatial will delete

# AGENDA ITEM

DATE: JULY 25, 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. R5-2011-0053 - Results of May Priority Pollutant Sampling Submitted On Time June 2016
    - ii. R5-2016-0054 – Notice of Adoption – June 24, 2016
    - iii. R5-2016-0054 – Analytical Methods Report In Process – Due August 23, 2016
3. USFS Special Use Permit - Update
  - a. Land Disposal Site Management – Addl NEPA Work Required for Downing & Burning Timber
    - i. Land Project Application
4. Other
  - a. Environmental Leverage Site Consultation – Audit Operations related to Pond Health
  - b. Asbestos Concrete (AC) Pipe Disposal – Republic Services Waste Disposal \$390/load+
  - c. 2016 Dam Periodic Maintenance Inspection Report
  - d. SSMP – Fats, Oils, Grease (FOG) Program: Implemented Periodic Restaurant Grease Trap Inspections

## SMR / DMR Reporting

Facility Name: Bear Valley WWTF  
 Water Board Office: Region 5S - Sacramento  
 Reporting Level: Level 1

Order Number: R5-2001-0208  
 Case Worker: Kenny Croyle

You are logged-in as: gwest. If this account does not belong to you, please log out.  
 Navigate to:   
 Menu | Help | Log out

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:  and

Search results:

Export to Excel Show: 25  
 Previous 1-11 of 11 Next

ID	Report Name	Type	Frequency	Reporting Period	Due Date	Status	Date Received	Date Reviewed	Certified Violations
1786097	June 2016	MONRPT	Monthly	06/01/2016 - 06/30/2016	08/01/2016	Future			No
1762001	Q1 2016 (3 times per year)	GR_WATER	Quarterly	04/01/2016 - 07/31/2016	09/01/2016	Future			No
1797480	July 2016	MONRPT	Monthly	07/01/2016 - 07/31/2016	09/01/2016	Future			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
1709928	December 2015	MONRPT	Monthly	12/01/2015 - 12/31/2015	02/01/2016	Submitted	01/11/2016		No
1720469	January 2016	MONRPT	Monthly	01/01/2016 - 01/31/2016	03/01/2016	Submitted	02/23/2016		No
1734544	February 2016	MONRPT	Monthly	02/01/2016 - 02/29/2016	04/01/2016	Submitted	03/28/2016		No
1752119	March 2016	MONRPT	Monthly	03/01/2016 - 03/31/2016	05/01/2016	Submitted	04/26/2016		No
1762000	April 2016	MONRPT	Monthly	04/01/2016 - 04/30/2016	06/01/2016	Submitted	05/24/2016		No
1775063	May 2016	MONRPT	Monthly	05/01/2016 - 05/31/2016	07/01/2016	Submitted	06/29/2016		No





**SMR / DMR Reporting**

Facility Name: Bear Valley WWTF  
 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

You are logged-in as: gwast. If this account does not belong to you, please log out  
 Navigate to:   
 Menu | Help | Log out

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:  and

Search results:

ID	Report Name	Type	Frequency	Reporting Period	Due Date	Status	Date Received	Date Reviewed	Certified Violations	Report	Withdrawal
1003887	June 2016	MONNPPDES	Monthly	06/01/2016 - 06/30/2016	08/01/2016	Future			No	Report	
1003888	July 2016	MONNPPDES	Monthly	07/01/2016 - 07/31/2016	09/01/2016	Future			No	Report	
1003889	August 2016	MONNPPDES	Monthly	08/01/2016 - 08/31/2016	10/01/2016	Future			No	Report	
1003881	2015	MONNPPDES	Annual	01/01/2015 - 12/31/2015	02/01/2016	Submitted	01/28/2016	05/06/2016	No	Download Report	
1003880	December 2015	MONNPPDES	Monthly	12/01/2015 - 12/31/2015	02/01/2016	Submitted	01/11/2016	05/06/2016	No	Download Report	
1003882	January 2016	MONNPPDES	Monthly	01/01/2016 - 01/31/2016	03/01/2016	Submitted	02/23/2016	05/06/2016	No	Download Report	
1003883	February 2016	MONNPPDES	Monthly	02/01/2016 - 02/29/2016	04/01/2016	Submitted	03/28/2016	05/06/2016	No	Download Report	
1003884	March 2016	MONNPPDES	Monthly	03/01/2016 - 03/31/2016	05/01/2016	Submitted	04/26/2016	05/06/2016	No	Download Report	
1003885	April 2016	MONNPPDES	Monthly	04/01/2016 - 04/30/2016	06/01/2016	Submitted	05/24/2016		No	Download Report	
1003886	May 2016	MONNPPDES	Monthly	05/01/2016 - 05/31/2016	07/01/2016	Submitted	06/28/2016		No	Download Report	

Export to Excel Show: 25  
 Previous 1-10 of 10 Next

**Central Valley Regional Water Quality Control Board**

7 July 2016

Jeff Gouveia, General Manager  
Bear Valley Water District  
P.O. Box 5027  
Bear Valley, CA 95223

CERTIFIED MAIL  
91 7199 9991 7035 8364 4462

**NOTICE OF ADOPTION  
AND MINOR MODIFICATION  
WASTE DISCHARGE REQUIREMENTS ORDER R5-2016-0045  
NPDES PERMIT NO. CA0085146**

**FOR**

**BEAR VALLEY WATER DISTRICT  
BEAR VALLEY WASTEWATER TREATMENT FACILITY  
ALPINE COUNTY**

Enclosed is Waste Discharge Requirements Order R5-2016-0045 (Order) for the Bear Valley Water District, Bear Valley Wastewater Treatment Facility, adopted by the California Regional Water Quality Control Board, Central Valley Region, on 24 June 2016. This Order becomes effective on 1 August 2016. Until that time, you will need to comply with the effluent limitations and requirements contained in previous Order R5-2011-0053.

Please review the Order carefully to ensure that you understand all aspects of the waste discharge requirements. Please note that the Provisions section of the Order (Section VI of the Limitations and Discharge Requirements) requires submittal of specified technical reports and certification by the dates provided in the Order. These submittals include the items listed in Table 1.

**Table 1. Required Progress and Technical Reports**

Required Technical Reports	Due Date
Workplan and schedule for completing the updated dilution/mixing zone study (Special Studies VI.C.2.b)	<b>1 February 2017</b>
Final dilution/mixing zone study report (Special Studies VI.C.2.b)	<b>1 September 2019</b>
Salinity Evaluation and Minimization Plan, Progress Report (Special Provision VI.C.3.a)	<b>1 February 2021</b>

In addition to the technical reports required in the Provisions section of the Order, the Order also contains a Monitoring and Reporting Program (MRP). The MRP, located in Attachment E, contains specified monitoring requirements that you must implement. Please review the MRP closely so that you may establish the appropriate sampling schedules and protocols. The first monthly monitoring report required under this new Order is due on 1 October 2016 and is to cover the month of August 2016. Your June and July 2016 monthly monitoring reports are to contain the information required by your previous permit, Order R5-2011-0053. All monitoring reports shall be electronically submitted through the CIWQS program web site.

In addition to the quarterly and annual self-monitoring reports, the MRP requires the technical reports listed in Table 2.

**Table 2. Technical reports required in the MRP (Attachment E)**

<b>MRP- Required Technical Reports</b>	<b>Due Date</b>
Analytical Methods Report for the constituents listed in tables E-3, E-6, and E-7 (MRP sections IV.A.1., VI.A.2., and VII.A.1.)	<b>23 August 2016</b>
Analytical Methods Report for the constituents listed in table E-9 (MRP section VII.B.3)	<b>No less than 6 months prior to conducting Effluent and Receiving Water Characterization Monitoring</b>
Annual Operations Report (MRP section IX.D.4)	<b>30 January, annually</b>

**Minor Modification to Correct Typographical Errors**

Pursuant to Code of Federal Regulations, Title 40 Part 122.63, minor modification of permits is allowed to correct typographical errors. The adopted Order, section VIII.B.1 in Attachment E and section VII.B.4 in Attachment F, referred to monitoring location PND-001, which was a typographical error. The correct monitoring location is EFF-001. Through this letter, we are informing you that a minor modification was made to correct these typographical errors.

Please note that we have transitioned to a paperless office. Therefore, all documents other than monitoring reports shall be converted to a searchable Portable Document Format (PDF) and submitted by email to [centralvalleysacramento@waterboards.ca.gov](mailto:centralvalleysacramento@waterboards.ca.gov). Please include the following information in the email: Attention: NPDES Compliance section: Bear Valley Wastewater Treatment Facility; and the CIWQS place ID 209035. Documents that are 50 MB or larger must be transferred to a CD, DVD, or flash drive and mailed to our office, attention "ECM Mailroom". Monitoring reports shall be submitted through eSMR.

Now that your permit has been adopted, the Board's Compliance and Enforcement section will take over management of your case. Mohammad Farhad is your point of contact for any questions about the Order. If you find it necessary to make a change to your permitted operations, Mr. Farhad will direct you to the appropriate Permitting staff. You may contact Mr. Farhad at (916) 464-1181 or by email at [Mohammad.Farhad@waterboards.ca.gov](mailto:Mohammad.Farhad@waterboards.ca.gov).

*Original signed by Adam Laputz for*

Pamela C. Creedon  
Executive Officer

Enclosure: Adopted Order R5-2016-0045

cc: David Smith, USEPA Region IX, San Francisco (via email only)  
Phil Isorena, State Water Resources Control Board, Sacramento (via email only)

**Jeff Gouveia**

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**From:** Hernandez, Jose L -FS <joselhernandez@fs.fed.us>  
**Sent:** Thursday, July 14, 2016 12:42 PM  
**To:** 'gmbearvalleywater@sbcglobal.net'  
**Subject:** BVWD - Hazard Trees  
**Attachments:** Land Project Application.docx

Hello Jeff,  
I've discuss the added elements (tree removal and burning) with our staff.

To have a better idea of the project and area involved the Ranger and Specialists will need a written proposal. You may use the attached Application to provide project details. Since the project include dropping, and skidding please indicate how this will be accomplished. For the burning portion of this project, indicate that Fire staff from Stanislaus NF will provide direction on piling, and burning; and they will assist in the burning. One other thing to think about, you may want to chip and scatter limbs and top of trees. This would help in water infiltration on the landscape, and reduce run off, etc.

One very important item will be to provide shapefiles. This should include boundaries of area where you plan to cut trees and areas where you intend to burn. A single shapefile would be ideal, covering the entire project area.

Once this data is made available, we can assess if additional time and funds will be needed.

Please let me know if you have any questions.

Thank You,



**Jose L. Hernandez, B.S.**  
**Assistant Recreation Officer**  
Forest Service

Stanislaus National Forest, Calaveras Ranger District

p: [209-795-1381](tel:209-795-1381)  
[joselhernandez@fs.fed.us](mailto:joselhernandez@fs.fed.us)

P.O. Box 500  
Hathaway Pines, CA 95233

[www.fs.fed.us](http://www.fs.fed.us)



Caring for the land and serving people

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**From:** Jeff Gouveia [mailto:gmbearvalleywater@sbcglobal.net]  
**Sent:** Tuesday, July 05, 2016 1:52 PM  
**To:** Hernandez, Jose L -FS <joselhernandez@fs.fed.us>  
**Subject:** RE: Bear Valley Water District - Cost Recovery Agreement

Thanks Jose ! I appreciate your extra time on this.

LANDS PROJECT APPLICATION  
STANISLAUS NATIONAL FOREST  
CALAVERAS RANGER DISTRICT

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

Lat/Long: \_\_\_\_\_

Legal Description: \_\_\_\_\_

1. What are you proposing to modify/construct within your permitted boudary? Please describe in detail. Attach additional sheets if necessary.

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2. Why is this work necessary?

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3. How will the work be accomplished? Please provide detail, such as type of equipment needed, any tree removal requested, amount of material to be moved?

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4. When is your proposed start date and completion date?

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5. If you will not be doing the work yourself, who will be conducting the work, and will they be designated to act as your representative on the project? Please provide a name, phone number, and address of your designated representative.

(continued on reverse)



**Environmental Leverage**  
INC.



Turning Liabilities into Leverage

July 13, 2016

Bear Valley Water District  
PO Box 5027  
441 Creekside Drive  
Bear Valley, CA 95223  
[bvwdops@sbcglobal.net](mailto:bvwdops@sbcglobal.net)

Dear Guy,

I performed a microscopic analysis of the dated sample. This is just a snapshot in time of the health of the bacteria at the time of sampling. It gives an indication of some of the conditions present at that time. In order to be more meaningful, daily microscopic analyses should be performed onsite and correlated to process changes and the health of the system in order to be used as a process control tool. Thanks for taking the time to discuss your plant with us. I took photos of your system that may help not only now, but also for future upsets.

Keep in mind, the sample was at a settled state for microscopic viewing. Unfortunately, not too much seems to have changed since the sample 6 weeks ago. There could be numerous reasons as to why this is. There are some changes as you can see noted below.

**Higher life forms:** There were some higher life forms present this time. There were some Flagellates present (see video). There was one Macroinvertebrate present, a Daphnia. This is typically present in a system where there are solids built up somewhere.

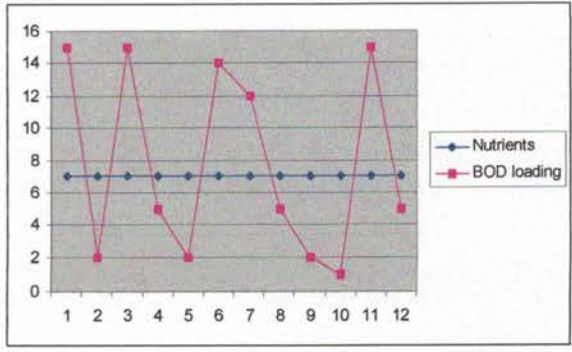
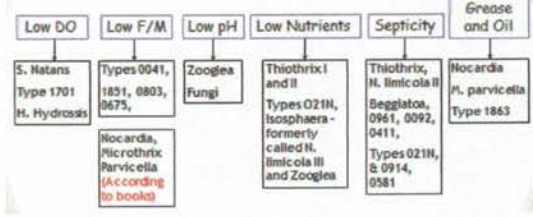
**Floc structures:** There were very low levels of very small floc structures. There were black anaerobic septic spots in the floc structures. There were common levels of Algae present. There were low levels of debris present. There were low levels of single celled bacteria. There were low levels of Zooglea present. Zooglea can cause settleability problems, sliming, and dewatering problems. It can cause an increase in polymer consumption. It may even cause foaming in the system. Zooglea can indicate nutrient deficiency and/or high BOD loading. The pH was tested and had a low reading of 5. Nitrification rates are rapidly depressed as the pH is reduced below 7. See attached wba xyz sheets.

**Filamentous Identification** was not performed using Gram and Neisser stains. There were a few filaments found.

**India ink** tests were not performed. The dye wouldn't mix. The India ink test is an excellent quick and dirty test that can be used daily. One drop of India ink is added to one drop of the biomass. Everything will be dark except for the polymer generated by the biomass. A normal biomass will have some bright areas relative to the size of the floc structures. Extremely bright or excessive areas will indicate one of two things. A toxic shock to the system or nutrient deficiency will occur. If there are higher life forms present, then a shock can instantly be ruled out and nutrient deficiency can be verified. Information on India ink staining procedures is included.

**Correlation of Nutrient loading to BOD loading** to help create an idea that even though nutrients may be measured at the final effluent by a residual, they are not present in sufficient amounts when the bacteria need them based upon loading. A typical loading of nutrients is 100-5-1 of Carbon, to nitrogen, to phosphorus, in order for optimal bacterial growth. During wide swing loads, nutrients should be increased. Nutrient deficiency can cause serious problems. It is already harder for the floc forming bacteria to work when organic acids are present, but add the stress of nutrient deficiency and septicity increases the problems. This creates a climate that is difficult for the floc forming biomass to grow in, but enables filamentous bacteria to take over. TOC should be measured so correlations could be made in order to optimize nutrient addition. It

**Filaments and their Causes**



4.

might be necessary to overdose a bit closer upstream, at the plant sites or to pH adjust or add bioaugmentation or probiotics upstream, in order to help even out the significant BOD swings. Any time a change is made at a plant of more than 10%, it is significant to the bacteria. Many plants experience high swings in loading. This change in variation of loading and nutrient requirements often makes it difficult to run a wastewater plant. If you have any questions about the things discussed, let me know. There are a few files on the CD that may help you also.

At **Environmental Leverage Inc.**, we offer a number of services to complement your existing level of expertise. Trained professionals will bring the latest technology and innovations to your site to help you develop sound business solutions to improve your bottom line.

More information is also available on our website- [www.EnvironmentalLeverage.com](http://www.EnvironmentalLeverage.com). I believe we have the expertise that can help turn your environmental problems around. We look forward to possibly developing a new partnership with your plant. You can be confident that we will have the expertise on your site to deliver improved environmental performance. I appreciate the opportunity to bring you new technology to develop a partnership. You have my commitment that I will continue working hard to demonstrate our capabilities and desire to be the company that you choose to help you operate and maintain your Wastewater Treatment Plant.

If we can provide you with further information, or you have additional questions, please do not hesitate to call. Thank you for your consideration and we look forward to talking with you soon.

Sincerely,

Tracy Finnegan, Principal Consultant  
Jennifer Oakes, Bioengineering specialist  
© Environmental Leverage Inc.  
Phone: 630 906-9791  
Fax: 630 906-9792





# Higher Life Forms or "Indicator Organisms"

Customer Bear Valley Water District

Sample Treatment Pond

Location Bear Valley, CA

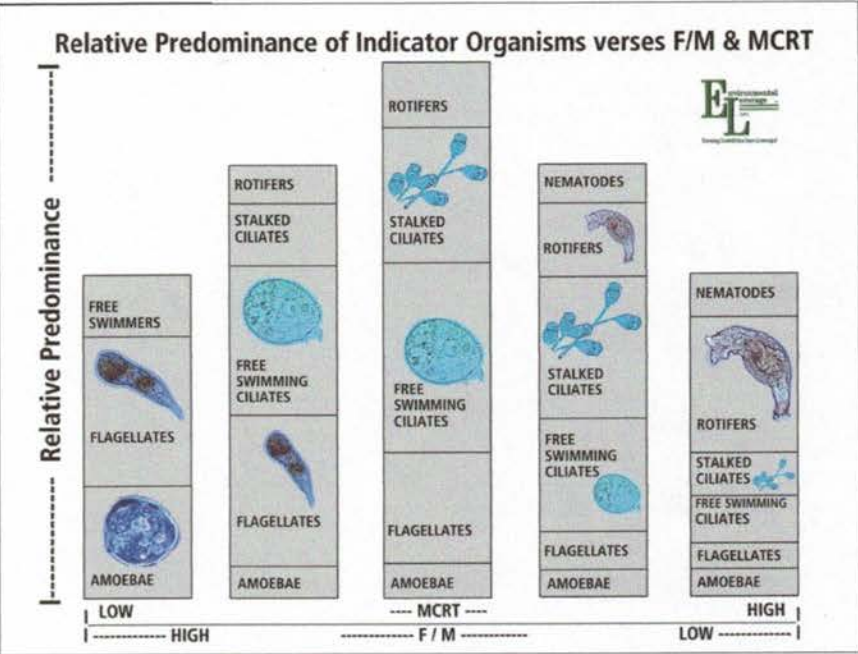
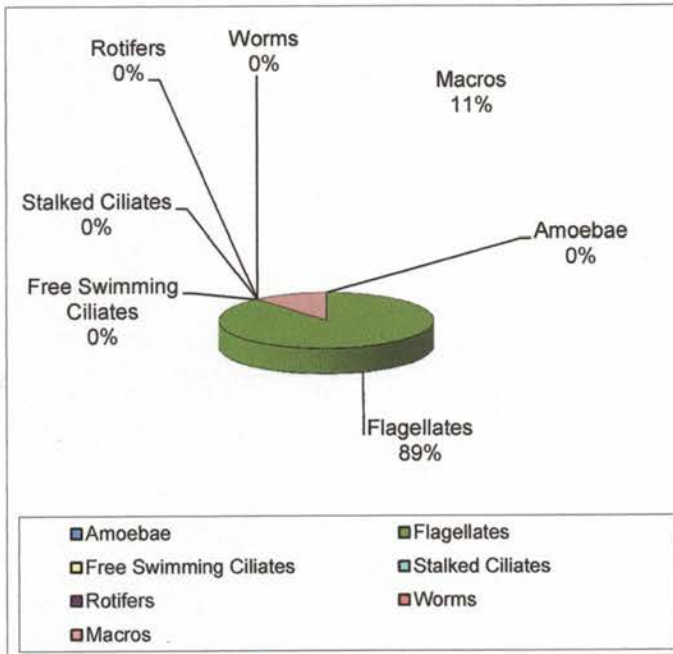
Sample Date 7/13/2016

	Amoebae	Flagellates	Free Swimming Ciliates	Stalked Ciliates	Rotifers	Worms	Macro
<b>Organisms</b> 10 Fields at 100X							
Abundant (>5 per field)							
Common (1-5 per field)							
Some (>5)		X					
Few (1-5)							X
None	X		X	X	X	X	

# of higher life forms

0                      8                      0                      0                      0                      0                      1

Comments:



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6. Please provide a drawing of your proposal, including at a minimum, the information requested below, and a directional north indicator arrow. Please provide a diagram and a map with adequate detail that the proposal can be identified on the ground. **GPS files are preferred, please provide project boundary shapefiles.**

- a. Dimensions: \_\_\_\_\_
- b. Height: \_\_\_\_\_
- c. Roof Pitch: \_\_\_\_\_
- d. Color: \_\_\_\_\_
- e. Trim Color: \_\_\_\_\_
- f. Materials: \_\_\_\_\_

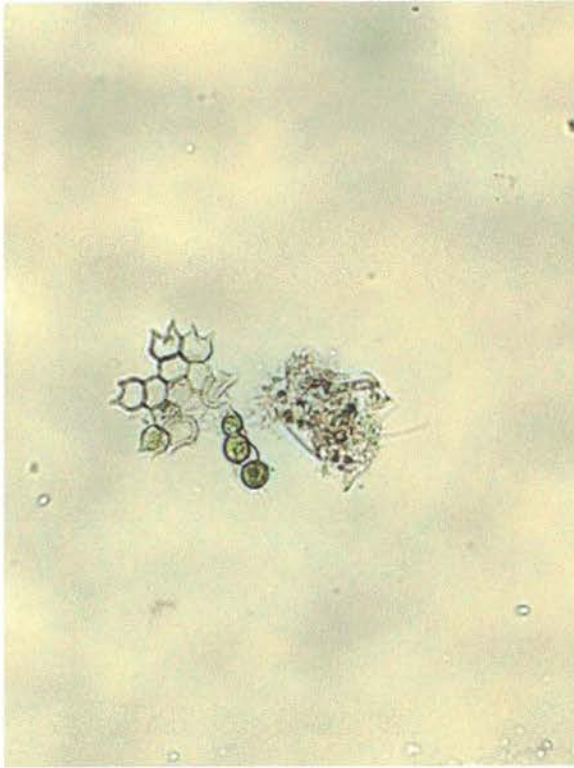
If the proposal is for new construction, please provide a conceptual plan at this time. Engineered, stamped plans will be required once the conceptual plan has been approved.

\_\_\_\_\_  
Signature of Permit Holder

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Permit Administrator

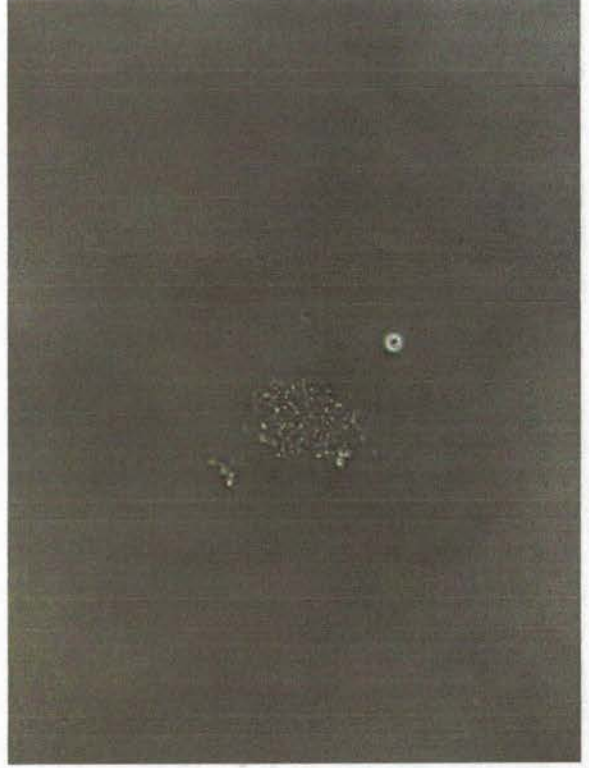
\_\_\_\_\_  
Date application received



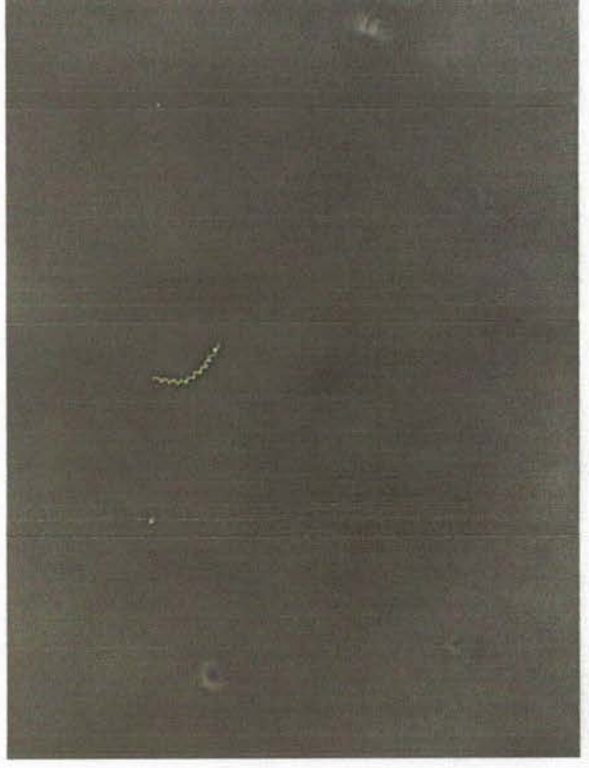
**400x Wet mount Algae and floc structure with filaments**



**100x Wet mount Daphnia**



**400x Phase contrast Zooglea**



**400x Phase contrast Spirillum**

# Floc Characterization Worksheet

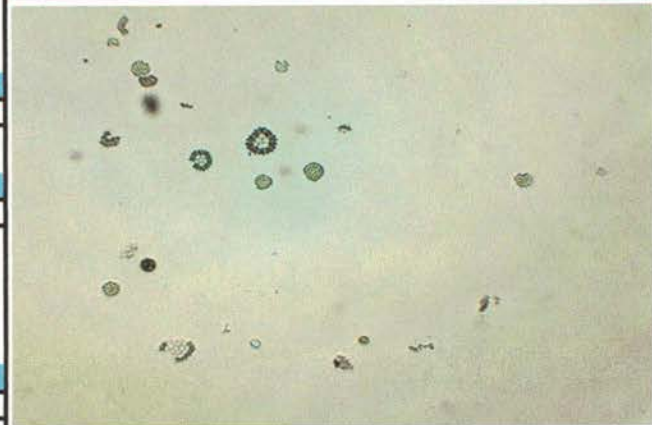


Company: Bear Valley Water District  
 Location: Bear Valley, CA

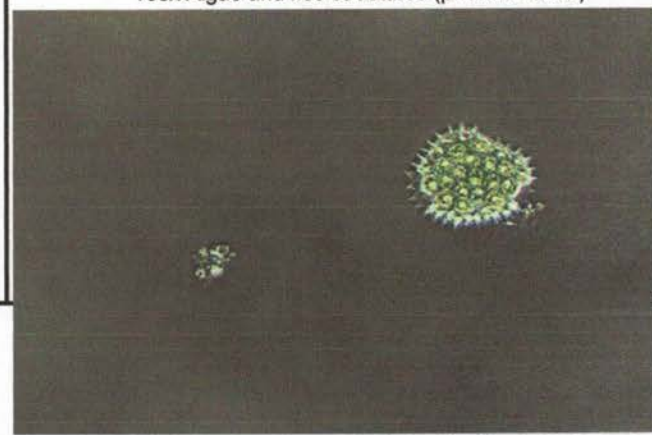
Sample Site: Treatment Pond  
 Sample Date: 7/13/2016

Filament Effect on Floc Structure				
	X			
None	Very little	Bridging	Internal Bulking	Free floating
Filament Abundance*				
	X			
None	Few	Some	Common	Abundant
				Excessive
Morphology of Floc		Nutrient Deficient Bacteria		
		low levels		
Firm	Weak	Zooglea	Tetrads	G-Bacteria
Size of Floc Structures (µm)				
100%	0%	0%	0%	0%
<100 µm	100-150µm	150-300µm	300-500µm	>500 µm
Floc Structure				
Round	Compact	Diffuse	Irregular	Open
				Lacy
India Ink Stain				
				n/a
Normal	High	Excessive		
Floc Color				
	X			in spots
Clear (young)	Gold/Brown (healthy)	Red/Purple (unusual)	Black (anaerobic)	
Pin or Straggler Floc				
				X
Absent	Very little	Common	Mostly	

**Comments:**



100x Algae and floc structures (photo re-sized)



400x Phase contrast (photo re-sized)

**Additional Tests:**

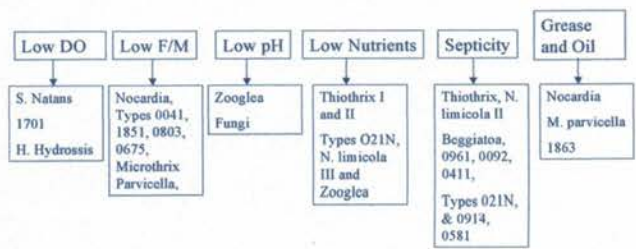
pH: **5**  
 Gram Stain: n/a  
 Neisser Stain: n/a

\*Filament Abundance= None; Few=only in occasional floc; Some=in 1/2 floc; Common=in all floc, but in low abundance (1 to 5/floc)  
 Very Common=in all floc, medium density(5 to 20/floc); Abundant=>20/floc; Excessive=dominant, free of floc

**Additional Comments:**

- \*\*There were common levels of Algae present
- \*\*There were very low levels of floc structures present
- \*\*There were low levels of debris present
- \*\*Keep in mind, sample was settled for microscopic viewing

**Filaments and their Causes**



RECEIVED JUL 20 2016

Owner 4.



COPY

**INSPECTION OF DAM AND RESERVOIR IN CERTIFIED STATUS**

Name of Dam Bear Valley SH Dam No. 1088 County Alpine  
 Type of Dam Earth Type of Spillway Open Channel  
 Water is 6 feet below spillway crest and 13.20 feet below dam crest.

Weather Conditions Sunny  
 Contacts Made Jeff Gouveia with Bear Valley Water District  
 Reason for Inspection Periodic Maintenance Inspection

**Important Observations, Recommendations or Actions Taken**

As requested during the last inspection, the majority of the woody vegetation has been removed from both dams.

As requested during the last inspection, the 4-inch toe drain at the South Dam was located and exposed. The owner submitted a picture of the drain pipe via email on 7/5/2016.

The owner regularly cycles the outlet controls to drain the reservoir. I requested the owner make necessary arrangements to cycle all the controls during the next inspection and he agreed to do so.

**Conclusions**

From the known information and visual inspection, the dam, reservoir, and the appurtenances are judged safe for continued use.

**Observations and Comments**

<u>Dams</u>	We walked the crests, and the downstream toes of the North and South Dams. The upstream faces, downstream faces, abutments, and the crests were in satisfactory condition with no signs of instability. The crests were straight and level. There was good grass cover on the downstream faces of the dams. As requested during the last inspection, the majority of the woody vegetation has been removed from both dams. Rodent activity was minimal and appears to be under control.
<u>Spillway</u>	The spillway approach, control section, and downstream channel were clear and unobstructed. The spillway was in satisfactory condition for continued use.
<u>Outlet</u>	A 12-inch steel pipe encased in reinforced concrete is used as a low-level outlet. The outlet controls consist of an upstream slide gate and a downstream gate valve. The controllers for the upstream slide gate and downstream valve appeared well maintained. The upstream slide gate and the downstream valve were cycled during our previous inspection on 07/22/2014, and they operated satisfactorily. The owner regularly cycles the outlet controls to drain the reservoir. I requested the owner make necessary arrangements to cycle the upstream gate and downstream valve during the next inspection, and he agreed to do so.
<u>Seepage</u>	The downstream faces and groins of both dams were dry and no live seepage was noted. The normal wet area at the North Dam's toe was observed. This is not related to seepage through the dam, but rather a low area which collects water from the side hills. The 4-inch drain pipe below the toe of the South Dam was observed to be silted in and nearly buried. I requested the owner to excavate and expose the downstream end of the drain pipe. After the inspection, I was sent a

Photos taken? Yes  No   
 cc for Owner/Book

Inspected by Param Dhillon  
 Date of Inspection 06/22/2016  
 Date of Report 06/29/2016

PM 7/13/16  
 AJM 7/13/16

# INSPECTION OF DAM AND RESERVOIR IN CERTIFIED STATUS

4,

Name of Dam Bear Valley SH

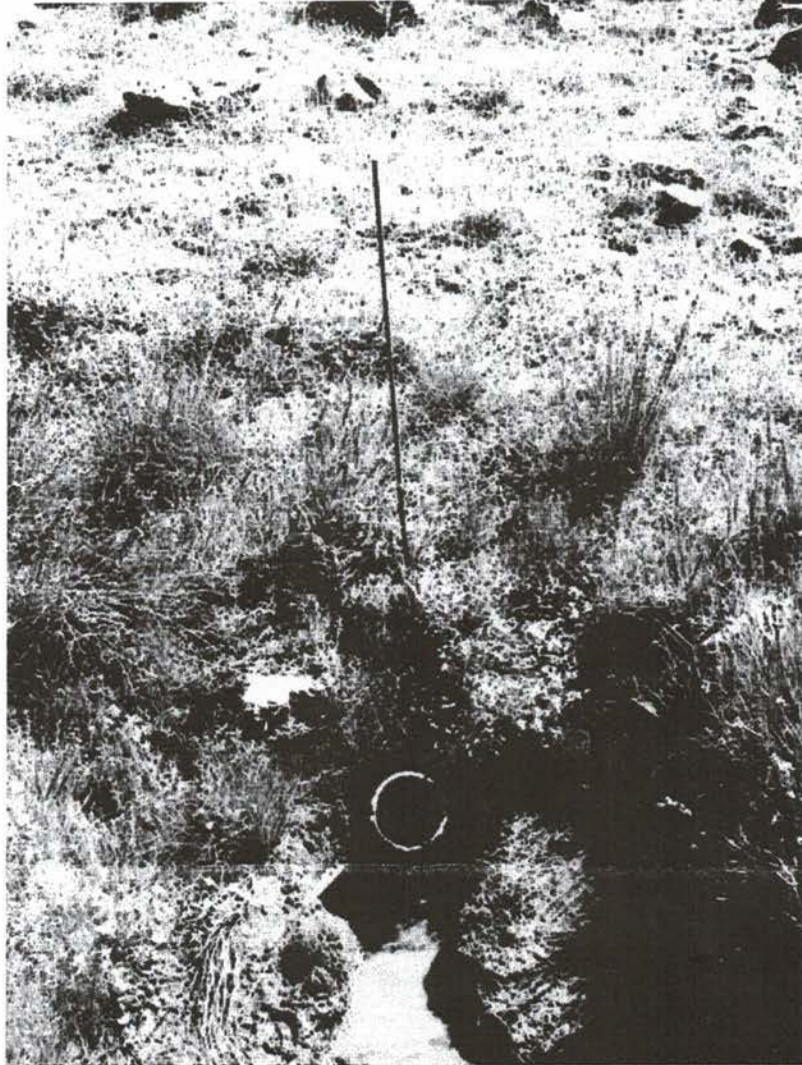
Dam No. 1088

Date of Inspection 06/22/2016

## Observations and Comments

picture of the exposed drain pipe.

Instr. There are no instruments at this dam, and none are judged necessary at this time.



1. Exposed drain on south embankment (Picture submitted by owner after the inspection via e-mail on 7/5/2016).

## INVESTMENT POLICY

This Investment Policy for the Bear Valley Water ("the District") establishes procedures that are formulated in compliance with governing provisions of law (Government Code Sections 53600 et seq.) for a prudent and systemic investment program in support of the District's overall mission. The District's General Manager shall, if so directed by the Board of Directors, annually prepare or cause to be prepared a statement of investment policy and such policy, and any changes thereto, shall be considered by the Board at a public meeting; (CGC 53646(a)).

This Policy covers all funds and investment activities under the direct authority of the District with the exception of deferred compensation assets.

The District's investment process and Policy is subject to annual review and evaluation at a public forum.

### OBJECTIVES

The primary objectives of the District's investment activities shall be, in order of priority:

1. Safety. The safety of principal is the foremost objective of the District's investment program. The District's investments shall be undertaken in a manner that shall preserve the District's capital.
2. Liquidity - The District's secondary objective shall be to meet its liquidity needs. The investment portfolio shall maintain sufficient liquidity to enable the District to meet all operating requirements which might be reasonably anticipated.
3. Yield - Yield shall become a consideration only after the basic requirements of safety and liquidity have been met. The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk, constraints and the cash flow characteristics of the portfolio.

### ETHICS AND CONFLICTS OF INTEREST

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

### DELEGATION OF AUTHORITY

Authority of the District's Board to delegate the management of the District's investment program is derived from California Government Code Sections 53600, et seq which states:

"The authority of the legislative body to invest or to reinvest funds of a local agency, or to sell or exchange securities so purchased, may be delegated for a one-year period by the legislative body to the treasurer of the local agency, who shall thereafter assume full responsibility for those transactions until the delegation of authority is revoked or expires, and shall make a

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monthly report of those transactions to the legislative body. Subject to review, the legislative body may renew the delegation of authority pursuant to this section each year."

Management responsibility for the investment program is hereby delegated by the Board to the General Manager, for a period of one-year, who shall thereafter assume full responsibility for those transactions until the delegation of authority is revoked. Subject to review, the Board may renew the delegation of authority each year. The General Manager may delegate the day-to-day operations of investing to his/her designee(s) but not the responsibility for the overall investment program. The General Manager and/or his/her designee(s) shall make all investment decisions and transactions in strict accordance with state law and with this Policy.

If authorized by the Board, the General Manager and/or his/her designee(s) may utilize an external investment advisor to assist with investment decision-making and trade execution authority. The investment advisor shall be under the supervision of the General Manager and/or his/her designee(s) and shall follow this Policy and such other written instructions as are provided.

The General Manager, his/her designee(s) and/or the designated investment officers, acting in accordance with written procedures and policies and exercising due diligence, shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

#### **INTERNAL CONTROLS**

The General Manager and/or his/her designee(s) shall establish a system of written internal controls to regulate the District's investment activities, including the activities of any subordinate officials acting on behalf of the District. Procedures should include references to individuals authorized to execute transactions or transfers, safekeeping agreements, repurchase agreements, wire transfer agreements, collateral/depository agreements and banking services contracts, as appropriate. As part of the annual financial audit, the District's external auditor will perform a review of investment transactions to verify compliance with policies and procedures.

#### **AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS**

It shall be the District's policy to purchase securities only from authorized institutions and firms. The General Manager and/or his/her designee(s) shall maintain a list of authorized broker/dealers and financial institutions that are approved for investment purposes. The District shall use at least one authorized broker/dealer to advise the District on investments.

No deposit of public funds shall be made except in a qualified public depository as established by state laws. If an external investment advisor is authorized to conduct investment transactions on the District's behalf, the investment advisor may use its own list of approved broker/dealers and financial institutions for investment purposes consistent with the District's policies and existing laws.

For broker/dealers of government securities and other investments, the District shall select only broker/dealers who are licensed and in good standing with the California Department



of Securities, the Securities and Exchange Commission, the Financial Industry Regulatory Authority or other applicable self-regulatory organizations.

Before engaging in investment transactions with a broker/dealer, the General Manager and/or his/her designee(s) shall have received from said firm a signed Certification Form. This form shall attest that the individual responsible for the District's account has reviewed the District's Investment Policy and that the firm understands the policy and intends to present investment recommendations and transactions to the District that are appropriate under the terms and conditions of this Investment Policy.

#### **AUTHORIZED AND SUITABLE INVESTMENTS**

The type, quality and percent composition within the portfolio shall be in full compliance with Government Code Section 53601 et seq., as amended by periodic action of the State Legislature. All investment types and the limitations under this policy are listed Appendix A. In the event a security held by the District is subject to a rating change that brings it below the minimum credit ratings specified in this policy, the General Manager and/or his/her designee(s) shall notify the Board of the change.

#### **SAFEKEEPING AND CUSTODY**

All deliverable security transactions entered into by the District shall be conducted on a delivery-versus-payment (DVP) basis. To protect against potential losses by collapse of individual securities dealers, and to enhance access to securities, interest payments and maturity proceeds, all securities owned by the District shall be held in safekeeping by a third party bank trust department, acting as agent for the District under the terms of a custody agreement executed by the bank and by the District. The only exception to the foregoing shall be depository accounts and securities purchases made with: (i) LAIF and government investment pools and, (ii) money market funds, since the purchased investments are not deliverable. Evidence of each these investments will be held by the District.

#### **MAXIMUM MATURITIES**

The General Manager and/or his/her designee(s) shall maintain a system to monitor and forecast revenues and expenditures so that funds can be invested to the fullest extent possible. Maturities of investments will be selected to provide necessary liquidity, manage interest rate risk, and optimize earnings. Because of inherent difficulties in accurately forecasting cash flow requirements, a portion of the portfolio should be continuously invested in readily available funds.

#### **REPORTING AND REVIEW**

The General Manager and/or his/her designee(s) shall maintain a complete and timely record of all investments and transactions. The General Manager and/or his/her designee(s) shall submit a monthly investment report to the District.

APPENDIX A - INVESTMENT GUIDELINES

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

Source: California Government Code §53600 et seq.

0.1

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

Revenue Target =100%

Expense Target =100%

	Prior Year 7/1-06/30/2015	FY14% Budget	Current Year 7/1-06/30/2016	FY15/16 Budget	FY15/16% Budget	Variance Explanation	
<b>OPERATING REVENUES</b>							
1	Wastewater Residential	586,020	99%	590,770	592,104	100%	
2	Wastewater Commercial	144,389	115%	151,813	152,712	99%	
3	Connection Fees	0	UBD	0	0	UBD	
4	Inspection Fees	200	UBD	0	0	UBD	
5	<b>TOTAL SERVICE CHARGES</b>	<b>730,609</b>	<b>102%</b>	<b>742,583</b>	<b>744,816</b>	<b>100%</b>	
6	<b>TOTAL OPERATING REVENUE</b>	<b>730,609</b>	<b>102%</b>	<b>742,583</b>	<b>744,816</b>	<b>100%</b>	
<b>OPERATING EXPENSES</b>							
7	Salaries & Benefits	225,727	93%	253,696	270,147	94%	
8	A&G Director Expenses	4,336	72%	2,698	6,000	45%	
9	Operator Training & Certs	1,553	155%	799	1,000	80%	
10	Gas, Diesel, Oil & Filters	3,079	77%	3,323	5,780	57%	
11	Licenses, Fees, & Registration	186	47%	247	500	49%	
12	Insurance	22,396	97%	23,164	23,045	101%	
13	Memberships & Conferences	4,680	114%	4,382	4,403	100%	
14	Office Expenses & Supplies	8,837	88%	12,951	13,000	100%	
15	Field Expenses & Supplies	10,218	79%	18,378	13,000	141%	Unanticipated Equipment Needs
16	Groom Snow Removal/Storage	1,390	52%	2,360	2,850	83%	
17	Engineering & Consulting	15,674	104%	16,087	15,000	107%	
18	Legal & Accounting	10,631	71%	9,537	15,000	64%	
19	Rental Equipment	140	0%	6,715	3,000	224%	Budgeted (1) Pump/Rented (2) Pumps
20	Repairs & Maintenance	73,205	97%	86,581	75,550	115%	Unanticipated Repairs
21	Laboratory Fees	18,256	91%	31,360	31,000	101%	
22	Utilities	41,315	75%	47,780	54,928	87%	Land Disposal Energy Use Minimized
23	Regulatory Reporting	13,900	28%	28,827	58,300	49%	ROWD Lower; No Amm/ Mussel Report GM Prepared Annual Operations Reports
24	<b>TOTAL OPERATING EXPENSES</b>	<b>455,521</b>	<b>84%</b>	<b>548,884</b>	<b>592,503</b>	<b>93%</b>	
25	Depreciation	113,219	106%	96,160	115,000	84%	
26	<b>TOTAL EXPENSES INC DEP</b>	<b>568,740</b>	<b>88%</b>	<b>645,044</b>	<b>707,503</b>	<b>91%</b>	
27	<b>OPERATING PROFIT &amp; LOSS</b>	<b>161,869</b>	<b>238%</b>	<b>97,539</b>	<b>37,313</b>	<b>261%</b>	Anticipate OP P&L Above Budget

6.1

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

Revenue Target =100%

Expense Target =100%

	Prior Year 7/1-06/30/2015	FY14% Budget	Current Year 7/1-06/30/2016	FY15/16 Budget	FY15/16% Budget	Variance Explanation
<b>OTHER INCOME</b>						
28	Interest on LAIF DEPOSITS	807	129%	1,320	600	220%
29	Penalties and Interest	5,484	69%	12,762	4,000	319% LA Resort & Ski Resort Late Fees/Int.
30	Expense Reim - USFS Campground	4,861	217%	1,895	1,895	100%
31	Meter Installation USFS -Reimburse	20,478	UBD	0	0	UBD
32	Expense Reim - LA Campground	6,566	90%	3,285	3,285	100%
33	Misc Other Income	4,209	UBD	5,885	0	UBD Ins. Reim Phase Converter+Bank Fees
34	Connection Fees	-78,033	UBD			
35	<b>TOTAL OTHER INCOME</b>	<b>-35,628</b>	<b>-197%</b>	<b>25,148</b>	<b>9,780</b>	<b>257%</b>
<b>OTHER EXPENSES</b>						
36	Bad Debt Expense	0	UBD	0	4,200	0%
37	Interest Expense	22,880	100%	21,601	21,604	100%
38	Other Expense	12,422	UBD	10	0	UBD
39	Taxes & Assessments	29,495	99%	29,040	30,000	97%
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.	5,259	105%	945	2,500	38%
44	Legal Connection Fees	2,165	UBD	0	0	UBD
45	<b>TOTAL OTHER EXPENSES</b>	<b>80,719</b>	<b>118%</b>	<b>51,596</b>	<b>63,804</b>	<b>81%</b>
46	<b>NET OTHER INCOME BEFORE CONT</b>	<b>-116,347</b>	<b>232%</b>	<b>-26,448</b>	<b>-54,024</b>	<b>49%</b>
47	Compliance Contingency	11,263	5%	36,693	35,000	105% MZ Study - No Further Exp. Anticipated
48	<b>NET INCOME</b>	<b>34,258</b>	<b>-15%</b>	<b>34,398</b>	<b>-16,711</b>	<b>Anticipate YE Ahead of Budget</b>
49	Capital Projects/Improvements	147,259	110%	66,742	84,300	79% On Track To End Year Under Budget

6.1

**BVWD**  
**Balance Sheet Prev Year Comparison**  
**As of June 30, 2016**

	<u>Jun 30, 16</u>	<u>Jun 30, 15</u>	<u>\$ Change</u>	<u>% Change</u>
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
11015 · F&M Bank	390,856.67	338,196.19	52,660.48	15.57%
11018 · LAIF	297,490.19	296,230.57	1,259.62	0.43%
11020 · Petty Cash	50.00	50.00		
11025 · Capital Facilities Fund	21,656.00	21,656.00		
<b>Total Checking/Savings</b>	<u>710,052.86</u>	<u>656,132.76</u>	<u>53,920.10</u>	<u>8.22%</u>
<b>Accounts Receivable</b>				
11050 · Accounts Receivable	-10,653.00	10,616.75	-21,269.75	-200.34%
<b>Total Accounts Receivable</b>	<u>-10,653.00</u>	<u>10,616.75</u>	<u>-21,269.75</u>	<u>-200.34%</u>
<b>Other Current Assets</b>				
11055 · Accounts Receivable-Tax Roll	4,940.44	12,934.05	-7,993.61	-61.8%
<b>Total Other Current Assets</b>	<u>4,940.44</u>	<u>12,934.05</u>	<u>-7,993.61</u>	<u>-61.8%</u>
<b>Total Current Assets</b>	<u>704,340.30</u>	<u>679,683.56</u>	<u>24,656.74</u>	<u>3.63%</u>
<b>Fixed Assets</b>				
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	996,332.87	7,244.07	0.73%
12060 · DSP Facilities	1,168,559.22	1,166,828.92	1,730.30	0.15%
12080 · P & A (Plant & Admin)Facilities	340,264.59	338,709.59	1,555.00	0.46%
12100 · Accumulated Depreciation	-2,372,655.00	-2,276,495.00	-96,160.00	-4.22%
<b>14030 · Work in Progress</b>				
14030.3 · W.I.P. - Irrigation Pump Projec	3,308.65		3,308.65	100.0%
14030.6 · Treatment Pond Dock	10,582.36		10,582.36	100.0%
14030.8 · SCATA Monitoring Alarm System	61,385.47	21,538.95	39,846.52	185.0%
14030.9 · W.I.P.-SMARTCOVER Monitor/Alarm	10,235.68	10,235.68		
<b>Total 14030 · Work in Progress</b>	<u>85,512.16</u>	<u>31,774.63</u>	<u>53,737.53</u>	<u>169.12%</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		
<b>Total Fixed Assets</b>	<u>2,073,044.47</u>	<u>2,098,046.64</u>	<u>-25,002.17</u>	<u>-1.19%</u>
<b>TOTAL ASSETS</b>	<u><u>2,777,384.77</u></u>	<u><u>2,777,730.20</u></u>	<u><u>-345.43</u></u>	
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
<b>Accounts Payable</b>				
21021 · Accounts Payable	35,128.03	10,383.26	24,744.77	238.31%
<b>Total Accounts Payable</b>	<u>35,128.03</u>	<u>10,383.26</u>	<u>24,744.77</u>	<u>238.31%</u>
<b>Other Current Liabilities</b>				
21040 · Prepaid Revenue		27,559.32	-27,559.32	-100.0%
21090 · Payroll Liabilities	15,569.26	12,073.58	3,495.68	28.95%
2110 · Direct Deposit Liabilities	-3,320.22	0.43	-3,320.65	-772,244.19%

**Balance Sheet Prev Year Comparison**  
As of June 30, 2016

	<u>Jun 30, 16</u>	<u>Jun 30, 15</u>	<u>\$ Change</u>	<u>% Change</u>
22021 · Accrued Vacation	12,084.58	9,452.02	2,632.56	27.85%
Total Other Current Liabilities	<u>24,333.62</u>	<u>49,085.35</u>	<u>-24,751.73</u>	<u>-50.43%</u>
Total Current Liabilities	59,461.65	59,468.61	-6.96	
Long Term Liabilities				
26025 · F&M Bank Loan	<u>529,402.18</u>	<u>564,138.60</u>	<u>-34,736.42</u>	<u>-6.16%</u>
Total Long Term Liabilities	<u>529,402.18</u>	<u>564,138.60</u>	<u>-34,736.42</u>	<u>-6.16%</u>
Total Liabilities	588,863.83	623,607.21	-34,743.38	-5.57%
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	<u>34,397.95</u>	<u>34,258.11</u>	<u>139.84</u>	<u>0.41%</u>
Total Equity	<u>2,188,520.94</u>	<u>2,154,122.99</u>	<u>34,397.95</u>	<u>1.6%</u>
TOTAL LIABILITIES & EQUITY	<u><u>2,777,384.77</u></u>	<u><u>2,777,730.20</u></u>	<u><u>-345.43</u></u>	

**BVWD**  
**A/P Aging Summary**  
As of June 30, 2016

June 2016 Prepaids	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL	Description
Advanced Automotive	216					216	Repair Dodge P.U.
A.T.&T.	50					50	U-Verse Main Office
A.T.&T.	297					297	Telephone Main Office
A.T.&T.	61					61	U-Verse Equipment House
A.T.&T.	188					188	Telephone L.A. Boat Ramp
California Public Employees	900					900	Audit
Card Services	474					474	Office & Field Supplies
Card Services	1,467					1,467	Office, Field, Repair & Maint
Capital Bank & Trust	411					411	Simple IRA
CHEQ Processing	72					72	Simply Deposit Fees
Central Valley Clean Water Assn.	1,318					1,318	Freshwater Mussel Study
DMV	104					104	ATV & Snowmobile Registration
E.D.D.	519					519	State Payroll Taxes
E.D.D.	502					502	State Payroll Taxes
F & M Bank	4,695					4,695	Principal & Interest on Loan
IRS	2,546					2,546	Federal Payroll Taxes
IRS	2,628					2,628	Federal Payroll Taxes
Lake Alpine Water	145					145	Water For Main Office
Guy West	26					26	Mileage Reimbursement PR: 7/1/2016
Jeff Gouveia	134					134	Mileage Reimbursement PR: 6/3/2016
Guy West	26					26	Mileage Reimbursement PR: 6/17/2016
Jeff Gouveia	26					26	Mileage Reimbursement PR: 7/1/2016
P.G.&E.	4,419					4,419	Electricity for Month of June 2016
SDRMA	1,614					1,614	Employee Health Insurance
SDRMA	344					344	Employee Dental, Vision, & Life Insurance
TOTAL	23,179					23,179	

June 2016 Prepaids	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL	Description
Advanced Automotive		194				194	Repair Doge P.U.
Al Cal Glass		19				19	Field Supplies
Alpha Analytical Laboratories Inc.		1,511				1,511	Lab Analysis

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BWVD

## A/P Aging Summary

As of June 30, 2016

June 2016 Prepaids	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL	Description
Alpine County Health & Human Services		806				806	Permits
Alpine County Public Works	1,275	245				1,520	Fuel
Arnold Auto Supply Inc.		342				342	Auto Parts
AT&T Business Service 2		155	(155)				Telephone
Caltest		9,030				9,030	2011 NPDES Permit Sampling
EBBETTS PASS GAS CO. Inc.		326				326	Propane Main Office
Ebbetts Pass Lumber Co. Inc.		136				136	Field Supplies
EI Dorado Septic Service, Inc.		269				269	Porta Potty Rental
Environmental Leverage Inc.		585				585	Micronutrients Formulations
FedEx		267				267	Freight
Gunnar Thordarson		100				100	Director Fees Regular Meeting
Guy West	(26)	8				(18)	Reimbursement
Jim Bissell		100				100	Director Fees Regular Meeting
John Boyle		100				100	Director Fees Regular Meeting
Ken Brown		100				100	Director Fees Regular Meeting
P.G.&E.		590	(590)				Electricity
Rain For Rent	6,096					6,096	Pump & Equip Rental Spray Field
Stantec Consulting Services Inc.		7,794				7,794	NPDES Permit Consulting
Stefaniya Beckings		100				100	Director Fees Regular Meeting
Weber Ghio and Associates, Inc	1,819	3,930				5,750	Engineering
<b>TOTAL</b>	9,165	26,708	(744)			35,128	



**BVWD**  
**A/R Aging Summary**  
As of July 22, 2016

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>&gt; 90</u>	<u>TOTAL</u>
CS011		271.11			0.11	271.22
BV366		271.11			0.11	271.22
BV343		271.11			0.29	271.40
BV380		271.11			0.33	271.44
OS413		271.11			0.76	271.87
SM201		271.11			1.52	272.63
CS045		271.11			1.52	272.63
CS027		271.11			1.69	272.80
CS084		271.11			1.87	272.98
BV307		271.11			1.87	272.98
BV040		271.11			5.01	276.12
CS109		271.11			6.00	277.11
BV062		271.11		-240.88	249.61	279.84
CB102		271.11			15.62	286.73
CS092		271.11	27.11		-9.45	288.77
BV008		271.11	27.11			298.22
CS001		271.11	27.11			298.22
OS106		271.11			28.80	299.91
BV298		271.11	27.11		3.07	301.29
SM309					377.95	377.95
LA018		271.11	17.75		177.57	466.43
BV179		271.11			245.11	516.22
TM001		271.11			271.02	542.13
CS087		271.11			271.11	542.22
BV031		271.11	27.11		271.11	569.33
BV214		271.11	27.11		271.11	569.33
BV394		271.11	27.11		271.72	569.94
BV048		271.11	27.11		298.22	596.44
BV137		271.11	27.11		303.10	601.32
BV262		316.12		41.11	598.41	955.64
BV083		472.84			963.46	1,436.30
BV258		271.11			1,171.83	1,442.94
CS105		422.49	27.11		1,213.90	1,663.50
CS006		418.61	27.11		1,218.03	1,663.75
BV373		438.87	27.11		1,231.74	1,697.72
TM009		492.95	27.11		1,268.40	1,788.46
<b>TOTAL</b>	<b>=====</b>	<b>94,140.76</b>	<b>-38.43</b>	<b>-3,335.54</b>	<b>-13,387.45</b>	<b>77,379.34</b>
<b>TOTAL CREDITS</b>		-633.34	-433.06	-3,376.65	-24,773.16	-29216.21
<b>TOTAL DEBITS</b>		94,774.10	394.63	41.11	11,385.71	106595.55
<b>TOTAL</b>	<b>=====</b>	<b>94,140.76</b>	<b>-38.43</b>	<b>-3,335.54</b>	<b>-13,387.45</b>	<b>77379.34</b>