

# **NOTICE OF MEETING**

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**OF THE  
BOARD OF DIRECTORS  
OF THE**



**WILL BE HELD ON**

**WEDNESDAY, MAY 20, 2015**

**10:00 A.M.**

**AT THE OFFICE OF THE AGENCY  
6075 KIMBALL AVENUE, BUILDING A,  
CHINO, CA 91710**



## **AGENDA**

### **MEETING OF THE BOARD OF DIRECTORS**

**WEDNESDAY, MAY 20, 2015  
10:00 A.M.**

**INLAND EMPIRE UTILITIES AGENCY\*  
AGENCY HEADQUARTERS  
6075 KIMBALL AVENUE, BUILDING A  
CHINO, CALIFORNIA 91708**

#### **CALL TO ORDER** **OF THE INLAND EMPIRE UTILITIES AGENCY BOARD OF DIRECTORS MEETING**

#### **FLAG SALUTE**

#### **PUBLIC COMMENT**

Members of the public may address the Board on any item that is within the jurisdiction of the Board; however, no action may be taken on any item not appearing on the agenda unless the action is otherwise authorized by Subdivision (b) of Section 54954.2 of the Government Code. Those persons wishing to address the Board on any matter, whether or not it appears on the agenda, are requested to complete and submit to the Board Secretary a "Request to Speak" form which are available on the table in the Board Room. Comments will be limited to five minutes per speaker. Thank you.

#### **ADDITIONS TO THE AGENDA**

In accordance with Section 54954.2 of the Government Code (Brown Act), additions to the agenda require two-thirds vote of the legislative body, or, if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the local agency subsequent to the agenda being posted.

#### **1. PUBLIC HEARING AND ADOPTION OF ORDINANCE NO. 103**

It is recommended that the Board:

1. Hold a Public Hearing to receive public comments prior to the adoption of Ordinance No. 103, establishing water connection fees, classes of water service and regulating the sale and delivery of water; and
2. After closing the Public Hearing, adopt Ordinance No. 103.

## 2. CONSENT CALENDAR

NOTICE: All matters listed under the Consent Calendar are considered to be routine and non-controversial and will be acted upon by the Board by one motion in the form listed below. There will be no separate discussion on these items prior to the time the Board votes unless any Board members, staff or the public requests specific items be discussed and/or removed from the Consent Calendar for separate action.

### A. MINUTES

The Board will be asked to approve the minutes from the April 15, 2015 Board meeting.

### B. TREASURER'S REPORT ON GENERAL DISBURSEMENTS

It is recommended that the Board approve the total disbursements for the month of March 2015, in the amount of \$12,608,608.36.

### C. ADOPTION OF RESOLUTION NO. 2015-5-3, DECLARING ITS INTENT TO ADOPT THE FY'S 2015/16 AND 2016/17 BUDGETS FOR ALL AGENCY PROGRAMS

It is recommended that the Board:

1. Adopt Resolution No. 2015-5-3, declaring its intent to adopt the FY's 2015/16 and 2016/17 budgets for the Agency's Regional Wastewater, Recycled Water, Non-Reclaimable Wastewater, and Water Resources Programs and fixing time and place of hearing thereon for FY 2015/16; and
2. Set a hearing date, and direct staff to distribute the Resolution to the appropriate agencies in compliance with the Regional Sewage Service Contract.

### D. ADOPTION OF RESOLUTION NO. 2015-5-1, PROCEDURES FOR RECORDS RETENTION, DESTRUCTION, AND AMENDMENT OF THE RECORDS RETENTION SCHEDULES

It is recommended that the Board adopt Resolution No. 2015-5-1, procedures for records retention, destruction, and amendment of the records retention schedules.

### E. ENGINEERING CONTRACT AWARD FOR THE SAN SEVAINE BASIN RMPU IMPROVEMENTS

It is recommended that the Board:

1. Approve the consulting engineering services contract award for the San Sevaire Basin Recharge Master Plan Update Improvements, Project No. EN13001, to Dudek for the not-to-exceed amount of \$358,828; and
2. Authorize the General Manager to execute the contract.

**F. APPROVAL OF A MEMORANDUM OF UNDERSTANDING FOR PARTICIPATION IN THE DEVELOPMENT OF THE SANTA ANA RIVER MULTIPLE SPECIES HABITAT CONSERVATION PLAN**

It is recommended that the Board:

1. Approve the Memorandum of Understanding (MOU) between Inland Empire Utilities Agency and San Bernardino Valley Municipal Water District for participation in the development of the Santa Ana River Multiple Species Habitat Conservation Plan to address permitting issues of threatened and endangered species associated with Recharge Master Plan construction projects.
2. Authorize the General Manager to make non-substantive changes and execute the final MOU.

**G. RENEWAL OF ASR AGREEMENT WITH MONTE VISTA WATER DISTRICT**

It is recommended that the Board:

1. Approve the Aquifer Storage and Recover (ASR) agreement between Monte Vista Water District, Chino Basin Watermaster, and Inland Empire Utilities Agency; and
2. Authorize the General Manager to execute the agreement.

**H. AGENCY-WIDE ELECTRICAL TRANSFORMER TESTING SERVICE CONTRACT**

It is recommended that the Board:

1. Award Contract No. 4600001860 to Transformer Testing and Repairs, Inc. for the provision to test and analyzing Agency-wide electrical power transformers for a five-year term for the not-to-exceed amount of \$147,675; and
2. Authorize the General Manager to execute the contract.

**I. CONTRACT AMENDMENT TO POLYDYNE INC.**

It is recommended that the Board:

1. Approve a Contract Amendment No. 4600000676-005 to Polydyne, Inc., extending the contract for one year to supply Flosperse 30S at a fixed unit price of \$0.919/pound, including sales tax and delivery; and
2. Authorize the General Manager to execute the contract amendment.

**J. AGENCY-WIDE CONTRACT SERVICES FOR THE REPAIR, REBUILD, OR REFURBISHMENT OF ROTATING MACHINERY**

It is recommended that the Board:

1. Approve the award of Contract No. 4600001868 to Superior Electric Motor Service, Inc. to provide repair, rebuild, or refurbishment services of rotating machinery for a total aggregate not-to-exceed amount of \$240,000 over a three-year period, with a one-year option to extend;
2. Approve the award of Contract No. 4600001864 to Vaughan's Industrial Repair, Inc. to provide repair, rebuild, or refurbishment services of rotating machinery for a total aggregate not-to-exceed amount of \$240,000 over a three-year period, with a one-year option to extend; and
3. Authorize the General Manager to execute the contracts.

**3. ACTION ITEMS**

**A. ADOPTION OF RESOLUTIONS FOR RATES/FEEES FOR FISCAL YEARS 2015/16-2019/20, AND REVIEW OF PROPOSED BIENNIAL BUDGET FOR FISCAL YEARS 2015/16 AND 2016/17**

It is recommended that the Board:

1. Adopt rate Resolution Nos. 2015-5-4 through 2015-5-7, 2015-5-9, and 2015-5-10, for the Regional Wastewater Operations and Maintenance (RO) fund, Regional Wastewater Capital Improvement (RC) fund, Recycled Water (WC) fund, Water Resources (WW) fund; and
2. Adopt rate Resolution Nos. 2015-5-11 and 2015-5-12, for Fiscal Year 2015/16, equipment rental rates and laboratory fees.

**B. COMMERCIAL, INDUSTRIAL, INSTITUTIONAL (CII) TURF REBATE PROGRAM POLICY PRINCIPLES**

It is recommended that the Board:

1. Approve the policy principles for the CII Turf Removal Rebate Program; and
2. Authorize staff to execute the required Supplemental Funding Authorization, setting a maximum CII Turf application funding level.

**C. ADOPTION OF RESOLUTION NO. 2015-5-8, CALLING FOR SUPPORT OF THE GOVERNOR'S EXECUTIVE ORDER B-29-15**

It is recommended that the Board adopt Resolution No. 2015-5-8, calling for support of the Governor's Executive Order B-29-15; Statewide Mandatory Water Reductions to sustain regional water supplies in the Chino Basin.

**D. CONSULTING ENGINEERING SERVICES CONTRACT AWARD FOR THE NEW WATER QUALITY LABORATORY**

It is recommended that the Board:

1. Approve the consulting engineering services contract award to The Austin Company for the New Water Quality Laboratory, Project No. EN15008, for the not-to-exceed amount of \$1,273,900;
2. Approve a Fiscal Year (FY) 2014/15 budget appropriation in the amount of \$100,000; and
3. Authorize the General Manager to execute the budget appropriation and contract.

**E. SANTA ANA RIVER WATERSHED-SCALE CONJUNCTIVE USE PROGRAM**

It is recommended that the Board:

1. Approve the foundational principles of the Santa Ana River Watermaster Action Team;
2. Approve the final draft Memorandum of Understanding (MOU) for the Santa Ana River Watershed-Scale Conjunctive Use Program (SARCUP);
3. Authorize the General Manager to make non-substantive changes and execute the final MOU; and
4. Approve, in concept, the submission of a grant application of \$60 million in funding from SAWPA and DWR for projects totaling \$125 million.

**F. BIOSOLIDS TRANSPORTATION AND RECYCLING SERVICES CONTRACT**

It is recommended that the Board:

1. Approve a two-year contract, with three one-year renewal options, with Viramontes Express, Inc. for biosolids transportation and recycling services for approximately \$500,000 per year (renewals to be adjusted annually using the Consumer Price Index), not to exceed \$3,000,000 for five years; and
2. Authorize the General Manager to execute the contract.

**4. INFORMATION ITEMS**

**A. ENGINEERING AND CONSTRUCTION MANAGEMENT MONTHLY UPDATE (POWERPOINT)**

**B. MWD UPDATE (ORAL)**

## RECEIVE AND FILE INFORMATION ITEMS

- C. TREASURER'S REPORT OF FINANCIAL AFFAIRS (WRITTEN/ POWERPOINT)
- D. PUBLIC OUTREACH AND COMMUNICATION (WRITTEN)
- E. LEGISLATIVE REPORT FROM INNOVATIVE FEDERAL STRATEGIES (WRITTEN)
- F. LEGISLATIVE REPORT FROM WEST COAST ADVISORS (WRITTEN)
- G. LEGISLATIVE REPORT FROM AGRICULTURAL RESOURCES (WRITTEN)
- H. CALIFORNIA STRATEGIES, LLC MONTHLY ACTIVITY REPORT (WRITTEN)
- I. STATE LEGISLATIVE TRACKER (WRITTEN)
- J. FY 2015/16 ADOPTED BUDGET FOR INLAND EMPIRE REGIONAL COMPOSTING AUTHORITY (WRITTEN)
- K. RP-1 FUEL CELL UPDATE (POWERPOINT)
- L. ODOR STUDY (POWERPOINT)

Materials related to an item on this agenda submitted to the Agency, after distribution of the agenda packet, are available for public inspection at the Agency's office located at 6075 Kimball Avenue, Chino, California during normal business hours.

## 5. AGENCY REPRESENTATIVES' REPORTS

- A. SAWPA REPORT (WRITTEN)
- B. MWD REPORT (WRITTEN)
- C. REGIONAL SEWERAGE PROGRAM POLICY COMMITTEE REPORT (WRITTEN)
- D. CHINO BASIN WATERMASTER REPORT (WRITTEN)

## 6. GENERAL MANAGER'S REPORT (WRITTEN)

## 7. BOARD OF DIRECTORS' REQUESTED FUTURE AGENDA ITEMS

## 8. DIRECTORS' COMMENTS

## 9. CONFERENCE REPORTS

This is the time and place for the Members of the Board to report on prescheduled Committee/District Representative Assignment meetings, which were held since the last regular Board meeting, and/or any other items of interest.

**10. CLOSED SESSION**

**A. PURSUANT TO GOVERNMENT CODE SECTION 54956.9(a) –  
CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**

1. Chino Basin Municipal Water District vs. City of Chino, Case No. RCV51010
2. Martin vs. IEUA, Case No. CIVRS 1000767
3. Sheilds vs. IEUA, Case No. CIVRS 1301638
4. Desaddi vs. IEUA, Case No. CIVRS 1304617
5. Mwembu vs. IEUA, Case No. CIVDS 1415762
6. Southern California Edison vs. IEUA, Case No. CIVRS 1308595

**B. PURSUANT TO GOVERNMENT CODE SECTION 54956.8 –  
CONFERENCE WITH REAL PROPERTY NEGOTIATOR**

1. Property: Water and Pipeline Capacity/Cadiz  
Negotiating Party: General Counsel Jean Cihigoyenetché
2. Supplemental Water Transfer/Purchase  
Negotiating Parties: General Manager P. Joseph Grindstaff  
Under Negotiation: Price and Terms of Purchase

**C. PURSUANT TO GOVERNMENT CODE SECTION 54956.9  
CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION**

1. One (1) Case

**D. PURSUANT TO GOVERNMENT CODE SECTION 54957 – PERSONNEL  
MATTERS**

1. Various Positions – Compensation Study
2. Various Positions

**E. PURSUANT TO GOVERNMENT CODE SECTION 54957 – PERSONNEL  
MATTERS – PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

Manager of Internal Audit

**11. ADJOURN**

\*A Municipal Water District



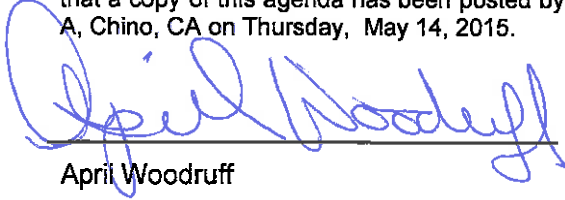
In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Board Secretary/Office Manager (909) 993-1736, 48 hours prior to the scheduled meeting so that the Agency can make reasonable arrangements.

Proofed by: \_\_\_\_\_

### Declaration of Posting

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I, April Woodruff, Board Secretary of the Inland Empire Utilities Agency\*, A Municipal Water District, hereby certify that a copy of this agenda has been posted by 5:30 p.m. at the Agency's main office, 6075 Kimball Avenue, Building A, Chino, CA on Thursday, May 14, 2015.





April Woodruff




Date: May 20, 2015

To: The Honorable Board of Directors

From: P. Joseph Grindstaff  
General Manager 

Submitted by: Chris Berch   
Executive Manager of Engineering/Assistant General Manager

 Sylvie Lee  
Manager of Planning and Environmental Resources

Subject: Ordinance No. 103 - Establishing Water Connection Fees, Classes of Water Service and Regulating the Sale and Delivery of Water

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### **RECOMMENDATION**

It is recommended that the Board of Directors:

1. Hold a Public Hearing to receive public comments prior to the adoption of Ordinance No. 103, establishing water connection fees, classes of water service and regulating the sale and delivery of water; and
2. After closing the Public Hearing, adopt Ordinance No. 103.

### **BACKGROUND**

The Agency's current Ordinance No. 100, was adopted by the Board of Directors on June 14, 2014. The purpose of this Ordinance is to establish classes of water service, rates, and charges for the delivery of imported and supplemental water within the IEUA service area, to promote the conservation and reuse of water resources, and to provide procedures for complying with requirements placed upon the IEUA by the Metropolitan Water District of Southern California.

During the process of the Cost of Service Study, Agency staff identified revisions needed in Ordinance No. 100 to include water connection fees and to ensure that the Agency adopts resolutions in compliance with the approved legislation pursuant to the authority contained in the Municipal Water District Law of 1911, California Water Code, §71616. Ordinance No. 103 has been developed to include these revisions and upon approval, shall supersede Ordinance No. 100. The Agency's General Counsel has also reviewed the proposed revisions to Ordinance No. 103.

Some of the key proposed revisions are summarized below:

Part I, Section 102 – Purpose and Objectives

- Revise objective of Ordinance to include provisions for establishing water connection fees from each new connection or upsized connections within IEUA's service area as a condition of receiving water deliveries from any source provided by IEUA.

Part I, Section 107 – Definition of Terms

- Included Connection Fee to define a one-time charge imposed on any new retail water connection or upsized connection, based upon the connected capacity, to any water system within the Agency's service area.
- Deleted Connection Maintenance Charge, Local Agency New Demand Charge Base and Local Agency New Demand Charge Rolling Average as these are redundant and defined in Part III, Section 301 of Ordinance 103.

Added Part II, Section 202 – Connection Fees: to include language needed to establish and collect water connection fees, by IEUA, in order to proportionally recover the costs to create regional supplies that are available to meet the water demands of the future development.

Added Part II, Section 203 – Right to Inspect Documents and Property: to include language for IEUA to retain rights, upon reasonable notice, to audit all public records and accounts of any local agency, to ensure ongoing compliance and enforcement of this ordinance.

Added Part II, Section 204 – Lien for Charges: to include language to allow the charges fixed by IEUA to be a lien on all the property benefitted thereby as provided in California Water Code 71637 and shall have the same force and effect as other liens for taxes and may be enforced by the same means as provided for the enforcement of liens for state and county taxes.

Part III, Division III, Section 104 – Rates of Flow

Deleted subparagraphs (B) for rate of flow monitoring and (C) for minimum and maximum service connection charges as these are not administered by the Agency. Minimum and maximum service charges will be assessed by MWD and the Agency will pass-through these charges as they occur.

Part III, Division III, Section 108 – Delinquent Payment

- Revised the payment delinquency penalty from two (2) to ten (10) percent of unpaid bills for water rates and charges per California Government Code Section 926.10.
- Added delinquent payment penalty for connection fees of ten (10) percent.

The Connection Fee, Classes of Water Service and Regulating the Sale and Delivery of Water Ordinance No. 103 is consistent with the Agency's Business Goal of *Customer Service* by applying ethical, fiscally responsible and environmentally sustainable principles to all aspects of business and organizational conduct.

**PRIOR BOARD ACTION**

On June 14, 2014, the Agency's Board of Directors approved the Classes of Water Service and Regulating the Sale and Delivery of Imported Water Ordinance No. 100 to supersede Ordinance No. 70.

On November 15, 2000, the Agency's Board of Directors approved the Classes of Water Service and Regulating the Sale and Delivery of Imported Water Ordinance No. 70.

**IMPACT ON BUDGET**

None.

Attachment: Ordinance No. 103 – Establishing Connection Fees, Classes of Water Service and Regulating the Sale and Delivery of Water

**ORDINANCE NO. 103**

**AN ORDINANCE OF THE BOARD OF DIRECTORS OF INLAND EMPIRE UTILITIES AGENCY\*, SAN BERNARDINO COUNTY, CALIFORNIA, ESTABLISHING WATER CONNECTION FEES, CLASSES OF WATER SERVICE AND REGULATING THE SALE AND DELIVERY OF WATER WITHIN THE INLAND EMPIRE UTILITIES AGENCY\* SERVICE AREA**

**BE IT ORDAINED** by the Board of Directors of the Inland Empire Utilities Agency\* (“Agency”) as follows:

**INDEX**

**DIVISION 1 – GENERAL ..... 3**

**PART I - ADMINISTRATION..... 3**

**SECTION 101 –AUTHORIZATION: ..... 3**

**SECTION 102 - PURPOSE AND OBJECTIVES:..... 3**

**SECTION 103 – SEVERABILITY:.....4**

**SECTION 104 - SERVICE AREA:..... 4**

**SECTION 105 – ADMINISTRATOR: ..... 4**

**SECTION 106 - RIGHT OF REVISION: ..... 4**

**SECTION 107 - DEFINITION OF TERMS:.....4**

**SECTION 108 - DUTY TO COMPLY:..... 8**

**SECTION 109- RECYCLED WATER:..... 8**

**SECTION 110- WATER CONSERVATION: ..... 8**

**PART II – ENFORCEMENT ..... 8**

**SECTION 201 -PROTECTION FROM DAMAGE:..... 8**

**SECTION 202 - PENALTY FOR VIOLATION: ..... 8**

**DIVISION II -SERVICE CLASSIFICATION, RATES AND CHARGES ..... 9**

**PART I – CLASSIFICATION..... 9**

**SECTION 101 -CLASSES OF SERVICE:..... 9**

**PART II- WATER RATES ..... 9**

**SECTION 201 –RATES: ..... 9**

**SECTION 202 – CONNECTION FEES: ..... 10**

**SECTION 203 – RIGHT TO INSPECT DOCUMENTS AND PROPERTY: ..... 11**

**SECTION 204 – LIEN FOR CHARGES: ..... 11**

**PART III - OTHER CHARGES ..... 11**

**SECTION 301 -OTHER CHARGES: ..... 11**

**DIVISION III – REGULATIONS AS RELATED TO THE SALE OF IMPORTED WATER FROM METROPOLITAN ..... 12**

**PART I- WATER SERVICE REGULATIONS..... 12**

**SECTION 101- OBLIGATION TO PAY FOR WATER DELIVERED:..... 12**

**SECTION 102 - LIABILITY AND INDEMNIFICATION: ..... 12**

**SECTION 103 - SUSPENSION OF DELIVERIES: ..... 13**

**SECTION 104 - RATES OF FLOW:..... 13**

**SECTION 105 -WATER REQUIREMENTS AND SCHEDULE OF DELIVERIES: ..... 13**

**SECTION 106- METERING OF WATER: ..... 14**

**SECTION 108 - DELINQUENT PAYMENT:..... 14**

**SECTION 109 – NOTICES:..... 15**

**SECTION 110 - WATER AVAILABILITY: ..... 15**

**SECTION 111 - ANNEXATIONS AND DETACHMENTS:..... 16**

**PART II - SERVICE CONNECTIONS ..... 16**

**SECTION 201 -GENERAL AUTHORIZATION:..... 16**

**SECTION 202 - DISCONTINUANCE OF SERVICE:..... 17**

**SECTION 203 - INTERFERENCE BY LOCAL AGENCIES: ..... 17**

**SECTION 204 – EFFECTIVE DATE: ..... 18**

## **DIVISION 1 – GENERAL**

### **PART I - ADMINISTRATION**

#### **SECTION 101 –AUTHORIZATION:**

This Ordinance is enacted pursuant to the authority contained in the Municipal Water District Law of 1911, California Water Code, §71616- et. seq., as amended, and California Government Code §66013 and §54999.

#### **SECTION 102 - PURPOSE AND OBJECTIVES:**

The purpose of this Ordinance is to establish classes of water service, rates, and charges for the delivery of imported and supplemental water within the Inland Empire Utilities Agency service area, to promote the conservation and reuse of water resources, and to provide procedures for complying with requirements placed upon the Inland Empire Utilities Agency by the Metropolitan Water District of Southern California.

Inland Empire Utilities Agency is a member agency of the Metropolitan Water District of Southern California.

The objectives of this Ordinance are:

- (A) To establish water connection fees to cover IEUA's cost of water infrastructure and supplies and other related expenses and financial requirements.
- (B) To adopt terms and conditions for the fixing of water connection fees from time to time by resolution by the Board of Directors.
- (C) To define classifications of water service and establish water rates and charges for the sale of imported water sufficient to cover IEUA's cost of water and other operating expenses and financial requirements.
- (D) To adopt terms and conditions for the provision of the various classes of water and to provide for the fixing of water rates and charges from time to time by resolution of the Board of Directors.
- (E) To establish water connection fees from each new connection or upsized connection within IEUA's service area as a condition of receiving water deliveries from any source provided by IEUA.
- (F) To provide for the collection from each IEUA Local Agency, those charges imposed by Metropolitan on IEUA as a condition of receiving water deliveries from Metropolitan, including but not limited to, a Readiness-to-Serve Charge, a New Demand Charge, a Retail Meter Charge, and a Connection Maintenance Charge.

- (G) To encourage the use of recycled water to supplement existing surface and underground water supplies to assist in meeting the future water requirements within the service area. To encourage the efficient use of water and affect change in water-use habits to reduce imported water demand.
- (H) To establish provisions for obtaining funds for capital projects necessary to support supplemental water supply sources, development and implementation of conservation and water use efficiency programs to increase supply reliability and meet future water demands within the service area.

**SECTION 103 - SEVERABILITY:**

If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason found to be invalid or unconstitutional by any court of competent jurisdiction, such decision shall not affect the remaining portion of this Ordinance. The Inland Empire Utilities Agency Board of Directors declares that it would have approved this Ordinance by section, subsection, sentence, clause, or phrase irrespective of the fact that any one or more of the sections, subsections, sentences, clauses or phrases be declared invalid or unconstitutional.

**SECTION 104 - SERVICE AREA:**

This Ordinance pertains to Local Agencies within the boundaries of the IEUA service area unless otherwise stated.

**SECTION 105 - ADMINISTRATOR:**

Except as otherwise provided herein, the General Manager shall administer, implement, and enforce the provision of this Ordinance. The General Manager may, at his discretion, delegate any or all of these powers and duties.

**SECTION 106 - RIGHT OF REVISION:**

IEUA reserves the right to amend this Ordinance, as it deems appropriate.

**SECTION 107 - DEFINITION OF TERMS:**

- (A) **AGRICULTURAL PURPOSES:** the growing or raising in conformity with recognized practices of husbandry, for the purposes of commerce, trade, or industry, or for use by public educational or correctional institutions, of agricultural, horticultural, or floricultural products, and produced (1) for human consumption or for the market, or (2) for the feeding of fowl or livestock produced for human consumption or for the market, or (3) for the feeding of fowl or livestock for the purpose of obtaining their products for



human consumption or for the market, such products to be grown or raised on a parcel of land having an area of not less than one acre utilized exclusively therefor.

- (B) **BOARD OF DIRECTORS:** the Board of Directors of the Inland Empire Utilities Agency.
- (C) **GENERAL MANAGER:** the General Manager or a duly Authorized Representative of the Inland Empire Utilities Agency.
- (D) **CONNECTED CAPACITY:** a measure of the size of the service connection to the Metropolitan System or to any water system within the Agency's service area, which will be used for purposes of determining the fixed operation and maintenance charges among the Service Connections.
- (E) **CONNECTION FEE:** a one-time charge imposed on any new retail water connection or upsized connection, based upon the connected capacity, to any water system within the Agency's service area..
- (F) **CONSERVATION CHARGE:** the charge for capital projects necessary to support water conservation program development within the service area.
- (G) **DOMESTIC AND MUNICIPAL PURPOSES:** the use of water for all domestic, municipal, commercial, industrial and recreational purposes commonly, but not exclusively, serviced by the water supply of a city, town, or other similar population group, but shall not include water use for agricultural purposes.
- (H) **DROUGHT CHARGE:** the charge for the programs needed to meet the reduced water supply made available to the region.
- (I) **FISCAL YEAR:** the time period which commences July 1 of each calendar year and ends June 30 of the following calendar year.
- (J) **FULL SERVICE:** service of Metropolitan water that does not meet the criteria for other classes of service or special programs.
- (K) **GROUNDWATER BASIN:** any groundwater basin located entirely or partially within the boundaries of Inland Empire Utilities Agency.
- (L) **GROUNDWATER REPLENISHMENT:** the act of spreading, injecting, or causing to be spread or injected, water for the purpose of replenishing natural groundwater basins, without regard to subsequent use of the water.
- (M) **IMPORTED WATER:** water which is acquired by IEUA from Metropolitan and other Agencies or Entities, except for recycled water.
- (N) **IEUA:** Inland Empire Utilities Agency or its officers or representatives when in the exercise of their official business.

- (O) IEUA READINESS-TO-SERVE (RTS) CHARGE SHARE or RTS SHARE: a pass-through of Metropolitan's annual percent share of RTS charge imposed on the IEUA service area.
- (P) IEUA RETAIL METER CHARGE: an annual basic charge for each active retail water meter served by an IEUA Local Agency which exists as of January 1 of each year. The charge shall be established at a level which will yield revenues sufficient to cover the Net RTS charge by Metropolitan, Program Charge and costs incurred for the Water Conservation Program, including the Conservation and Drought Charges.
- (Q) IN-LIEU GROUNDWATER REPLENISHMENT: maintenance or replenishment of water supplies in groundwater basins by reduction or elimination of extraction therefrom through the substitution of deliveries of water to IEUA local agencies from surface distribution facilities in-lieu of such extraction.
- (R) LONG-TERM SEASONAL STORAGE (LTSS): delivery of imported water by IEUA to an IEUA Local Agency, for storage, by direct or in-lieu methods, beyond the 12-month Seasonal Storage Service program period. Local production is reduced over the winter period and IEUA deliveries are increased under this program. LTSS may be made available at other times based on terms and conditions established by the General Manager.
- (S) LOCAL AGENCY: any individual, partnership, association, corporation, governmental entity or agency, mutual water company, water company, or any other organization and users of water in such quantity as to merit being considered for an individual service connection from IEUA.
- (T) METROPOLITAN: Metropolitan Water District of Southern California.
- (U) METROPOLITAN CONNECTION MAINTENANCE CHARGE (CMC): the monetary charge imposed by Metropolitan to recover a portion of the cost associated with operating and maintaining service connections and other connection related costs.
- (V) METROPOLITAN NEW DEMAND CHARGE BASE: the water demand measured in acre-feet allocated by Metropolitan to IEUA as the basis for determining whether IEUA or its local agencies will incur a charge and the amount of the charge under Metropolitan's New Demand Charge.
- (W) METROPOLITAN WATER DISTRICT FACILITIES: those facilities of Metropolitan that can provide water service to IEUA.
- (X) METROPOLITAN READINESS-TO-SERVE CHARGE or RTS CHARGE: the total monetary RTS charge, as determined by the RTS Share, imposed by Metropolitan on IEUA to cover fixed costs associated with the water quality and reliability benefits provided by Metropolitan's system.

- (Y) **NET METROPOLITAN READINESS-TO-SERVE CHARGE or NET RTS CHARGE:** portion of the Metropolitan RTS charge which is not collected as a standby charge on property within IEUA's boundaries and is billed by Metropolitan directly to IEUA.
- (Z) **PROGRAM CHARGE:** the charge levied by the IEUA on imported water deliveries to offset administration, operation, maintenance, depreciation expenses, and debt service incurred by the IEUA in association with the water resources program.
- (AA) **RECYCLED WATER;** as defined in Title 22, Division 4, of the California Administrative Code, as amended from time to time, is water which as a result of treatment of wastewater, is suitable for direct beneficial use or a controlled use that otherwise would not occur.
- (BB) **RESERVOIR STORAGE:** the act of storing water in surface reservoirs or the maintenance of reservoir storage by reduction or elimination of reservoir withdrawals through substitution of surface deliveries of water to consumers from surface distribution facilities in lieu of such withdrawals.
- (CC) **SEASONAL STORAGE SERVICE:** additional summer production of local water supply sources by the IEUA Local Agency that is offset by equivalent IEUA imported winter water deliveries to the Local Agency within a 12-month period.
- (DD) **SERVICE CONNECTION:** outlet pipe together with a shutoff valve and a meter to record the flow of water.
- (EE) **SEASONAL SHIFT STORAGE:** deliveries of water by IEUA to an IEUA local agency in the winter period for groundwater replenishment by spreading or injecting or in-lieu deliveries of water which would have otherwise been produced from local sources, and which replaces local storage depleted by increased pumping from local sources during the preceding summer period to reduce, by an equivalent amount, the water deliveries from IEUA which would otherwise have been taken by the IEUA local agency during the preceding summer period, as calculated in their seasonal storage service certification form. Local production and IEUA deliveries remain the same for the combined summer and winter periods under this program.
- (FF) **STANDBY CHARGE:** revenue collected by Metropolitan on parcels of land within the IEUA service area to offset all or a portion of the RTS charge obligation.
- (GG) **SUPPLEMENTAL WATER:** includes recycled water, captured and treated stormwater, and water imported by IEUA which does not represent a delivery from Metropolitan to IEUA.
- (HH) **WATER CONSERVATION:** programs developed and implemented to achieve efficient use of water resources to help meet future water demands.

**SECTION 108 - DUTY TO COMPLY:**

All Local Agencies shall comply with all conditions of this Ordinance. Any Local Agency that is not in compliance with any provision of this Ordinance constitutes a violation of this Ordinance and is grounds for enforcement action as provided for in Division I, Part II of this Ordinance.

**SECTION 109- RECYCLED WATER:**

All Local Agencies are encouraged to promote the reuse of recycled water supplies in their service areas wherever technically and economically reasonable, and in compliance with the IEUA's Regional Reclamation Ordinance No. 63, as amended from time to time. Recycled water is available for the following uses: agricultural, recharge, wildlife habitat, recreational impoundments and any additional use provided for under Title 22, Division 4, of the California Administrative Code, as amended from time to time. To support the development of recycled water projects, IEUA may implement, from time to time, financial incentive programs, and levy additional imported water administrative charges to fund these incentive programs.

**SECTION 110- WATER CONSERVATION:**

All Local Agencies are encouraged to promote urban water conservation to supplement existing surface and underground water supplies and to assist in meeting the future water requirements of the region. To support the implementation of water conservation programs, IEUA may implement, from time to time, financial incentive programs and levy additional imported water administrative charges to fund these programs.

**PART II – ENFORCEMENT**

**SECTION 201 -PROTECTION FROM DAMAGE:**

No person, organization, or Local Agency shall maliciously, willfully, or negligently break, damage, destroy, impair the usefulness, uncover, deface, or tamper with any structure, appurtenance, or equipment which is a part of IEUA's Water Distribution System.

**SECTION 202 - PENALTY FOR VIOLATION:**

The IEUA shall have the right to assess such penalties as may be permitted by law and/or discontinue the water service to the connection, up to and including seizure of the service connection, of any Local Agency for failure to comply with any rule or regulation of the IEUA. A Local Agency will be notified of the IEUA's intention to discontinue service for non-compliance, with an explanation of the violation or infraction committed. A Local Agency shall have thirty (30) calendar days to respond before any action will be taken by the IEUA. However, no such notice to afford an opportunity to comply need be given in those instances in which the non-compliance may cause conditions dangerous and detrimental to public health, safety and

welfare, or are in violation of State law or applicable section of the California Penal Code. These violations include, but are not limited to trespass, assault, water theft, cross connection, and water system damage.

## **DIVISION II -SERVICE CLASSIFICATION, RATES AND CHARGES**

### **PART I – CLASSIFICATION**

#### **SECTION 101 -CLASSES OF SERVICE:**

The classes of service for water are as follows:

- (A) Full Service Untreated (for domestic and municipal purposes, including groundwater replenishment, in-lieu groundwater replenishment and reservoir storage).
- (B) Full Service Treated (for domestic and municipal purposes).
- (C) Interim Agricultural Untreated (for agricultural purposes without incidental domestic use for dwellings).
- (D) Seasonal Storage (for Long Term Seasonal Shift-Untreated and Seasonal Shift Storage-Untreated).
- (E) Recycled Water (recycled water delivered by the IEUA to the Local Agencies for selected non-potable uses).
- (F) Replenishment (untreated water for groundwater replenishment by spreading).
- (G) Supplemental Water (includes recycled water and water imported to the IEUA service area from outside the Chino Basin Watershed, other than imported water delivered from Metropolitan to IEUA).

### **PART II- WATER RATES**

#### **SECTION 201 –RATES:**

The water rate shall be established in an amount which in combination with revenues from other charges collected by IEUA will result in revenues sufficient for the purposes set forth in §71616 of the California Water Code, and shall include but not be limited to, components for:

- (A) the cost for the acquisition of water (e.g., for water acquired from Metropolitan the cost of acquisition would be Metropolitan's water rate for each class, including any penalties and other applicable charges); and

- (B) the cost incurred for the Program Charge by IEUA.
- (C) the cost incurred for the Water Conservation Program which includes the Conservation and Drought Charges.

The Board shall establish said rates by resolution and shall adjust said rates from time to time by resolution. Written notice of the proposed establishment of water rates or amendment of water rates shall be given to all local agencies not less than 45 days prior to the meeting at which such resolution will be considered.

### **SECTION 202 – CONNECTION FEES:**

The water connection fees shall be established and collected by IEUA in order to proportionally recover the costs to create regional supplies that are available to meet the water demands of future development. Any customer requesting a new connection to a water distribution system within IEUA service area, or requiring an additional connection as a result of any addition, improvement, modification, or change in use of an existing connection to a water distribution system shall pay a water connection fee. The connection fee may not be sold, traded, or conveyed in a manner to another site or customer. The connection does not convey or imply ownership in or of any facilities of the Agency's water system.

Customers subject to payment of the water connection fee shall pay 100% of the fee prior to issuance of the applicable permit to construct. Any plan changes may result in a revised connection fee payment. Assessment of the applicable connection fee will be based on the date that the General Manager receives the final permit application and building plans. If full payment of all fees and charges is not received in accordance with the General Manager's payment requirements, the new or additional water services will not be authorized.

The connection fees have been developed in accordance with California Government Code §66013 and California Water Code §71616 and shall include, but not be limited to components for:

- (A) The cost for the construction of capture, treatment, transmission, distribution, and injection facilities;
- (B) The cost incurred for the Water Conservation Program which includes the Conservation and Drought Charges;
- (C) Provide a reasonable surplus for improvements, extensions, and enlargements for operating contingency and debt services;
- (D) The cost to administer the program incurred by IEUA; and
- (E) Any other costs that are deemed appropriate and comply with governing laws.

The Board shall establish said connection fees by resolution and shall adjust said fees from time to time by resolution. Written notice of the proposed establishment of water rates or amendment of water rates shall be given to all local agencies not less than 15 days prior to the meeting at which such resolution will be considered.

### **SECTION 203 - RIGHT TO INSPECT DOCUMENTS AND PROPERTY:**

IEUA retains the right, upon reasonable notice, to audit all public records and accounts of any local agency, to ensure ongoing compliance and enforcement of this ordinance. Additionally, pursuant to California Water Code 71601, IEUA may enter upon the private property of any person to investigate possible violations of this ordinance, including, but not limited to the verification of meter connections previously issued by IEUA to verify that no unauthorized or non-permitted meter change has occurred.

### **SECTION 204 - LIEN FOR CHARGES:**

Charges fixed by IEUA shall be a lien on all the property benefitted thereby as provided in California Water Code 71637 and shall have the same force and effect as other liens for taxes and may be enforced by the same means as provided for the enforcement of liens for state and county taxes.

## **PART III - OTHER CHARGES**

### **SECTION 301 -OTHER CHARGES:**

In addition to the water rates provided in Division II, Part II, Section 201, this ordinance authorizes IEUA to levy on each IEUA Local Agency the following charges:

- (A) IEUA Readiness-to-Serve-Charge: a pass-through of Metropolitan's annual monetary charge imposed on IEUA which provides a firm revenue source to cover the fixed costs associated with the water quality and reliability benefits provided by Metropolitan's system.
- (B) IEUA New Demand Charge: a pass-through of Metropolitan's charge imposed on IEUA which shall be assessed to an IEUA Local Agency for each increment of water by which the IEUA Local Agency New Demand Charge Rolling Average exceeds the IEUA Local Agency's New Demand Charge Base allocated to that IEUA Local Agency.
- (C) IEUA Connection Maintenance Charge: a pass-through of Metropolitan's annual monetary charge which shall be assessed to each IEUA Local Agency based upon that IEUA Local Agency's connected capacity at each Metropolitan Service Connection.
- (D) The IEUA Readiness-to-Serve Charge, IEUA New Demand Charge, and IEUA Connection Maintenance Charge shall be set by the Board of IEUA by resolution and

shall be established at a level which will yield revenues sufficient to cover the charges imposed by Metropolitan upon IEUA under Metropolitan's Readiness-to-Serve Charge, New Demand Charge, and Connection Maintenance Charge, provided that IEUA charges may provide for collection in advance of expected invoice by Metropolitan and provide for a reasonable excess to cover variations in the amount of Metropolitan's charges which cannot be calculated in advance.

- (E) Retail Meter Charge: an annual basic charge for each active retail water meter served by an IEUA Local Agency which exists as of January 1 of each year. The meter charge shall be set by the Board of IEUA by resolution and shall be established at a level which will yield revenues sufficient to cover the Net RTS charge, Program Charge and costs incurred for the Water Conservation Program, including the Conservation and Drought Charges.
- (F) Capacity Charge: a pass-through of Metropolitan's semiannual monetary charge imposed on IEUA based on the maximum summer day demand placed on Metropolitan's system between May 1 and September 30.
- (G) Any additional charges imposed on IEUA by Metropolitan shall be administered as a pass-through charge.

### **DIVISION III – REGULATIONS AS RELATED TO THE SALE OF IMPORTED WATER FROM METROPOLITAN**

#### **PART I- WATER SERVICE REGULATIONS**

##### **SECTION 101- OBLIGATION TO PAY FOR WATER DELIVERED:**

All water delivered through any service connection to an IEUA Local Agency for use within the Local Agency shall be supplied in accordance with the provisions of the Metropolitan Water District Act and the rules and regulations of IEUA. IEUA shall bill the Local Agency for all water delivered through the service connection, and the Local Agency shall pay IEUA for all water so delivered at the rate or rates fixed by the Board of Directors by Resolution.

##### **SECTION 102 - LIABILITY AND INDEMNIFICATION:**

All contracts for the delivery of water to others shall contain the following language: Neither IEUA nor any of its officers, agents, or employees shall be liable for the control, carriage, handling, use, disposal, or distribution of water supplied by IEUA to a Local Agency after such water has been delivered to such Local Agency; nor for claim of damage of any nature whatsoever, including but not limited to property damage, personal injury or death, arising out of or connected with the control, carriage, handling, use, disposal, or distribution of such water beyond the point of such delivery; and the Local Agency shall indemnify and hold harmless



IEUA and its officers, agents, and employees from any such damages or claims of damages, and shall reimburse IEUA for costs of repair of IEUA's facilities and other damages resulting from the operations of the Local Agency. Neither the Local Agency nor any of its officers, agents, or employees shall be liable for the control, carriage, handling, use, disposal, or distribution of water prior to such water being delivered to the Local Agency; nor for claim of damage of any nature whatsoever, including but not limited to property damage, personal injury or death, arising out of or connected with the control, carriage, handling, use, disposal, or distribution of such water prior to its delivery to such Local Agency, excepting, however, claims by IEUA for costs of repair to IEUA's facilities and other damages resulting from the operations of the Local Agency; and IEUA shall indemnify and hold harmless the Local Agency and its officers, agents, and employees from any such damages or claim of damages, except claims by IEUA for costs of repair of IEUA's facilities and other damages resulting from the operations of the Local Agency.

### **SECTION 103 - SUSPENSION OF DELIVERIES:**

Whenever repairs or maintenance of Metropolitan's and/or IEUA's system shall require suspension of delivery of water at any point or points, such delivery may be suspended without liability on the part of the IEUA; provided, that except in cases of emergency, as determined by the General Manager, notice of such suspension of service shall be given to the affected Local Agency in advance of such suspension.

Each Local Agency should have a seven (7) day supply of water in case of an interruption in Metropolitan deliveries. Except in cases of emergency, IEUA will notice long term (over seven days) shutdowns at least one year in advance and produce a shutdown schedule in September of each year for shutdowns less than seven days.

Seasonal Storage Service certifications will be adjusted for the reduction of credits that are accrued due to shutdowns that are greater than seven days. No adjustments will be made for shutdowns seven days or less.

### **SECTION 104 - RATES OF FLOW:**

- (A) IEUA shall have the right to regulate and prescribe the maximum and minimum quantities of water that shall be discharged or delivered through any service connection so as to assure equitable service to all Local Agencies, and maintain compliance with Metropolitan's rules and regulations as may be amended from time to time.

### **SECTION 105 - WATER REQUIREMENTS AND SCHEDULE OF DELIVERIES:**

- (A) Before January 31 of each year or at such time as the General Manager may specify, each IEUA Local Agency shall furnish IEUA, on form provided by IEUA, an estimate of the amounts of water to be furnished to such IEUA Local Agency by IEUA, and an estimate of the quantity of water anticipated to be obtained from local sources to meet IEUA Local Agency needs. The estimate shall constitute the Local Agency's request for deliveries for the first of the five (5) years covered therein.

- (B) Each estimate furnished by a Local Agency shall contain, as a minimum, for each service connection and for each month of the fiscal year beginning with the succeeding July 1, and for each month of the succeeding years, the following information:
- (1) The quantity of untreated water to be delivered by IEUA to the IEUA Local Agency in full service.
  - (2) The quantity of water to be delivered by IEUA to the IEUA Local Agency in Interim Agricultural Water Service.
  - (3) The quantity of water to be delivered by IEUA to IEUA Local Agency in Seasonal Storage Service.
  - (4) With regard to water estimated to be delivered in Seasonal Storage Service, the quantity of water to be used for:
    - (a) Domestic and municipal purposes, exclusive of groundwater replenishment by spreading or injecting;
    - (b) Groundwater replenishment by spreading or injecting;
    - (c) Direct Reservoir Storage.

**SECTION 106- METERING OF WATER:**

All water delivered by IEUA shall be metered. Meter readings shall be made on or about the last day of each calendar month for billing purposes. Any Local Agency may request that the meter through which its water is being furnished be examined and tested by IEUA for the purpose of checking its accuracy. Such requests shall be made in writing to the General Manager and shall be accompanied by a deposit of the estimated cost of such examination and test as determined by the General Manager. Such demands may not be made more often than once a year without evident cause.

Any Local Agency affected shall have the right to be represented by a qualified observer at and during any such tests. In the event that any such test shall disclose an error exceeding two (2) percent, an adjustment shall be made in charges made to the affected Local Agency, covering the known or estimated period of duration of such error, but in no event exceeding six months, and the deposit shall be refunded. In the event that any such test shall disclose an error below two (2) percent, the deposit shall be retained by IEUA and the water bill paid as rendered.

**SECTION 108 - DELINQUENT PAYMENT:**

- (A) In the event any IEUA Local Agency is delinquent in payment of bills for water rates and charges, a penalty of ten (10) percent of the original unpaid invoice amount shall be added to any fee or charge that becomes delinquent. Interest at the maximum rate provided by California Government Code Section 926.10 as may be amended from time

to time, shall accrue on the total of all delinquent fees or charges, commencing on the 25th calendar day after the postmark of the invoice, and shall be added to any fee or charge that becomes delinquent. Invoices for delinquencies, including additional charges, shall be mailed within five (5) business days of delinquency. Additional charges provided herein for delinquent payments may be waived by the Board upon written request by the IEUA Local Agency upon a finding that the delinquency was caused by excusable neglect or circumstances beyond the control of the IEUA Local Agency, provided that the delinquent Local Agency reimburses IEUA for all costs and penalties actually incurred by IEUA as a result of the delinquent payment. In the event that any IEUA Local Agency which receives deliveries of water from IEUA shall be delinquent for more than 25 calendar days in the payment of billings for IEUA's charges, the Board, at its discretion and upon other conditions as it may prescribe, after giving the IEUA Local Agency a 20 calendar day notice in writing of such delinquency and of the right to request a hearing on the matter, and after such hearing, if requested, may order the termination of water service to such agency until all delinquent payments, including additional charges, are made to IEUA, and may authorize such other action as may be appropriate.

In the event a mistake is discovered in a water sales record of IEUA, the General Manager shall initiate appropriate corrective action, except that no mistake made more than three (3) years prior to discovery shall be corrected. If an incorrect invoice has been issued to a Local Agency, the General Manager shall notify the affected Local Agency of any adjustment and the manner of making any required credit or charge, neither of which shall bear interest.

- (B) In the event that a retail water customer does not pay required connection fees in full, a penalty charge shall be imposed and must be paid in full prior to continued water service. The delinquent payment shall include any unpaid portion of the connection fee plus a penalty charge of ten (10) percent interest per annum beginning from the date of delinquency. All charges and penalties shall be assessed based on the connection fee that is in place at the time that full payment occurs.

#### **SECTION 109 - NOTICES:**

All notices and communications from Local Agencies to IEUA, relating to the service of water or the administration of these regulations by IEUA, shall be addressed to the General Manager, Post Office Box 697, Rancho Cucamonga, California 91729-0697, or such address as may be established by IEUA.

#### **SECTION 110 - WATER AVAILABILITY:**

All sales and deliveries of water at the rates established by Board resolution shall be subject to the ability of IEUA to sell and deliver such water under operating conditions determined by the General Manager.

- (A) IEUA may restrict the use of available water during any emergency caused by drought or other threatened or existing water shortages and during such periods prohibit wastage of

IEUA water or the use of available IEUA water for any purpose other than household uses or such other limited uses as may be determined by IEUA to be essential. IEUA shall prohibit use of water during such periods for specific uses which IEUA may deem to be nonessential.

- (B) IEUA shall have the right to turn off water from lines and pipes of the system in case of an emergency, without notice. However, when possible, advance notice will be given by IEUA whenever Metropolitan announces an impending temporary shut-down of service or if a need arises for IEUA to shut down temporarily for routine or emergency repairs.

### **SECTION 111 - ANNEXATIONS AND DETACHMENTS:**

IEUA makes available water to the people and land within its service area boundaries. A request for annexation of area to the IEUA shall be made in writing and executed on behalf of the Local Agency responsible for providing water service to the annexing area, the area which is or is proposed to be situated. Local Agency annexation proposals shall be evaluated according to the requirements set forth by IEUA, and in accordance with Metropolitan's Administrative Code, as amended from time to time.

## **PART II - SERVICE CONNECTIONS**

### **SECTION 201 -GENERAL AUTHORIZATION:**

The General Manager is authorized to construct, or have constructed, any service connection requested by a Local Agency, which, in the opinion of the General Manager, should be authorized and which is not specifically precluded by resolution of the Board; subject to the terms and conditions deemed reasonable and proper, and which shall include the following:

- (A) The IEUA shall cause a service connection to be constructed pursuant to a written request by a Local Agency in accordance with plans and specifications approved by the General Manager and by an authorized representative of the Local Agency.
- (B) The service connection shall include the facilities for diversion of water from Metropolitan's system and for delivery of such water into the pipeline distribution system of IEUA or of IEUA's Local Agency. The service connection up to and including the fitting connecting with the pipeline through which IEUA will receive water delivered through the service connection, which shall include metering instruments and a cabinet therefor, shall be the property of Metropolitan and shall be operated, maintained and controlled by Metropolitan.
- (C) All service connections shall be installed at the sole expense of the Local Agency. IEUA shall furnish the Local Agency with an estimated cost of the service connection. The Local Agency shall deposit with IEUA the amount of such estimate prior to the start of construction. Any difference between the deposit and the actual cost shall be refunded to

the Local Agency, if in excess of actual cost, or if the cost of the connection exceeds the estimate, the Local Agency shall be required to pay the difference.

- (D) Prior to the release of water by Metropolitan into the pipeline distribution system of IEUA or of IEUA's Local Agency, the Local Agency shall install its own flow control device or devices as a means of maintaining uniform flow. The flow control device shall be of a type approved by the General Manager and shall be accessible to and available for operation by representatives of IEUA when necessary. Tampering of the Local Agency's flow control device to take water at times not agreed upon with IEUA is forbidden under penalty of disconnection.
- (E) The number, design, and location of all service connections, meters, and the charges to be made therefore shall be as established by the Board of IEUA. Before any service connection shall be installed, the Local Agency desiring such connection shall execute an application on the form provided by IEUA and file the same with IEUA together with any and all deposits required, in accordance with IEUA rules and regulations as may be amended from time to time.

#### **SECTION 202 - DISCONTINUANCE OF SERVICE:**

- (A) A Local Agency's water service may be discontinued if a bill is not paid within twenty-five (25) days after the date of billing. The Board of Directors, in its discretion and upon such other conditions as it may prescribe after giving the Local Agency a reasonable opportunity to be heard, may order the termination of service to such Local Agency until all delinquent payments, including additional charges, are made to IEUA.
- (B) Whenever notice is given by IEUA to a Local Agency to discontinue service, the water may be shut off and the meter removed at the option of IEUA.
- (C) A Local Agency may have its water service discontinued by notifying IEUA thirty (30) days in advance of the date of discontinuance. The Local Agency shall be required to pay all water charges until the date of discontinuance.
- (D) If a Local Agency requests water service be restored, the meter shall be reinstalled at the sole expense of the Local Agency. If a Local Agency requests service be reinstated within a twenty-four (24) month period after discontinuance, the Local Agency shall be required to pay IEUA all outstanding charges up to the time of discontinuance.

#### **SECTION 203 - INTERFERENCE BY LOCAL AGENCIES:**

No Local Agency shall take or draw water from any water line or pipe of IEUA without paying the established charges therefore. Any Local Agency interference constitutes a violation of the Ordinance and is grounds for discontinuance of service.

**SECTION 204 - EFFECTIVE DATE:**

Upon the effective date of this Ordinance No. 103, Ordinance No. 100, including any amendments thereto, shall be repealed and superseded by this Ordinance. This Ordinance shall be in full force and effect immediately following its passage, approval, and publication, as provided by law.

**CONSENT  
CALENDAR  
ITEM**

**2A**



**MINUTES OF THE REGULAR  
MEETING OF  
THE BOARD OF DIRECTORS  
OF  
THE INLAND EMPIRE UTILITIES AGENCY\*  
WEDNESDAY, APRIL 15, 2015  
10:00 A.M.**

**DIRECTORS PRESENT:**

Terry Catlin, President  
Michael Camacho, Vice President  
Steven J. Elie, Secretary/Treasurer  
Jasmin A. Hall

**DIRECTORS ABSENT:**

Gene Koopman

**STAFF PRESENT:**

P. Joseph Grindstaff, General Manager  
Chris Berch, Executive Manager of Engineering/Assistant General Manager  
Christina Valencia, Chief Financial Officer/Assistant General Manager  
Ernest Yeboah, Executive Manager of Operations/Assistant General Manager  
Sharon Acosta-Grijalva, Human Resources Analyst II  
Blanca Arambula, Deputy Manager of Human Resources  
Sharmeen Bhojani, Manager of Human Resources  
Andy Campbell, Deputy Manager of Planning  
Francis Concemino, Deputy Manager of Maintenance Planning  
Harlan Delzer, Contracts/Programs Administrator  
Michael Dias, Assistant Engineer  
Lucia Diaz, Senior Site Administrator  
Warren Green, Manager of Contracts and Facilities Services  
Jason Gu, Grants Officer  
Joel Ignacio, Senior Engineer  
Majid Karim, Acting Manager of Engineering  
Sylvie Lee, Manager of Planning & Environmental Compliance  
David Mendez, Deputy Manager of Construction Management  
Jose Mendez, Operations Specialist  
Lisa Morgan-Perales, Water Resources Analyst II  
Liza Munoz, Senior Office Engineer  
Jeff Noelte, Manager of Technical Services  
Jason Pivovarov, Senior Engineer  
Cheyanne Reseck-Francis, Acting Executive Assistant  
Stephanie Riley, Acting Executive Assistant  
James Spears, Associate Engineer  
Jeff Ziegenbein, Manager of Regional Compost Operations  
April Woodruff, Board Secretary/Office Manager

**OTHERS PRESENT:**

Jean Cihigoyenette, Cihigoyenette, Grossberg & Clouse



Shawn Perumean, CVWD  
Kathy Tiegs, CSDA Board Member  
Leon Vitort, Brickman

A regular meeting of the Board of Directors of the Inland Empire Utilities Agency\* was held at the office of the Agency, 6075 Kimball Avenue, Bldg. A, Chino, California on the above date.

President Catlin called the meeting to order at 10:00 a.m., and he led with the pledge of allegiance to the flag. A quorum was present.

President Catlin stated that members of the public may address the Board. There was no one desiring to do so.

President Catlin asked if there were any changes/additions/deletions to the agenda.

President Catlin stated that under Action Items, Item 2D, CONTRACT AWARD FOR THE RP-5 LAWN CONVERSION IMPROVEMENTS, will be presented before Action Item 2C, RP-1 PRELIMINARY TREATMENT REHABILITATION PROJECT.

Board Secretary/Office Manager April Woodruff acknowledged Executive Administrative team member Stephanie Riley for taking the lead in gathering the necessary documentation and ensuring that the required transparency processes were in place to qualify IEUA to apply for the Transparency Certificate, which CSDA Board member Ms. Kathy Tiegs presented to the Agency.

#### **PRESENTATION OF THE CALIFORNIA SPECIAL DISTRICTS ASSOCIATION TRANSPARENCY CERTIFICATE – PRESENTED BY CSDA BOARD MEMBER KATHY TIEGS**

CSDA Board Member Kathy Tiegs stated that the Transparency Certificate of Excellence Program was created in 2013, as an effort to promote transparency in the operations and governance of special districts to the public, and to provide special districts with an opportunity to showcase their efforts in transparency. Ms. Tiegs stated that transparency is important because the public has a right to access open government, which allows for accountability. By obtaining this certificate, it shows the Agency's commitment to being open and accessible to the public.

Ms. Tiegs stated that on behalf of the Board and staff of the California Special District Leadership Foundation, it was her pleasure to present the District Transparency Certificate of Excellence to the Inland Empire Utilities Agency (IEUA) in recognition of the Agency's efforts to promote transparency in the operation and governance of this District. Ms. Tiegs congratulated the Agency on their accomplishment. Ms. Tiegs further stated that in reviewing the criteria for this certification, that IEUA truly exemplifies what it takes to be an Agency that is open and transparent to the public. She added that as a CVWD Board member, she also thanked IEUA for their openness and transparency.

#### **NEW HIRE INTRODUCTIONS**

Manager of Technical Services Jeff Noelte introduced the following new employees:

- Mr. Jose Mendez, Operations Specialist, hired 3/16/15
- Mr. Michael Dias, Assistant Engineer, hired 3/23/15
- Mr. James Spears, Associate Engineer, hired 3/23/15

Chief Financial Officer/Assistant General Manager Christina Valencia introduced the following new employee:

- Ms. Sharon Acosta-Grijalva, Human Resources Analyst II, Hired 4/6/15

The Board welcomed Messrs. Mendez, Dias, Spears, and Ms. Acosta-Grijalva to the IEUA Team.

## 2. CONSENT CALENDAR

Upon motion by Director Camacho, seconded by Director Hall, and unanimously carried:

### **M2015-4-1**

MOVED, to approve the Consent Calendar.

- A. The Board approved the minutes from the March 18, 2015, Board meeting.
- B. The Board adopted Resolution No. 2015-4-2, for the USBR Bay-Delta Restoration Program: CALFED Water Use Efficiency Grants.

#### **RESOLUTION NO. 2015-4-2**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE INLAND EMPIRE UTILITIES AGENCY\*, SAN BERNARDINO COUNTY, CALIFORNIA, AUTHORIZING THE INLAND EMPIRE UTILITIES AGENCY TO ENTER INTO A FINANCIAL ASSISTANCE AGREEMENT UNDER THE BAY-DELTA RESTORATION PROGRAM: CALFED WATER USE EFFICIENCY GRANTS WITH THE U.S. DEPARTMENT OF INTERIOR – BUREAU OF RECLAMATION AND DESIGNATING A REPRESENTATIVE TO EXECUTE THE FINANCIAL ASSISTANCE AGREEMENT, AND ANY AMENDMENTS THERETO FOR THE GROUNDWATER RECHARGE YIELD ENHANCEMENT PROJECT FOR STORMWATER CAPTURE (for full text, see Resolution Book)**

- C. The Board approved the total disbursements for the month of February 2015, in the amount of \$13,317,976.71.
- D. The Board adopted Resolution No. 2015-4-1, proclaiming May 3, 2015 through May 9, 2015, as International Compost Awareness Week.

#### **RESOLUTION NO. 2015-4-1**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE INLAND EMPIRE UTILITIES AGENCY\*, SAN BERNARDINO COUNTY, CALIFORNIA, RECOGNIZES MAY 3-9, 2015 AS INTERNATIONAL COMPOST AWARENESS WEEK (for full text, see Resolution Book)**

- E. The Board:
  - 1. Approved the consulting engineering contract award for the 1630 West Recycled Water Pump Station Surge Protection, Project No. EN15055, to Stantec Consulting Services, Inc. for the not-to-exceed amount of \$155,273; and

*Continued...*

**M2015-4-1, continued.**

2. Authorized the General Manager to execute the contract.

F. The Board:

1. Approved the construction contract award to J.R. Filanc Construction Inc., for the Regional Water Recycling Plant No. 1 (RP-1) Primary Clarifier Rehabilitation, Project No. EN08023.05, in the amount of \$630,100; and
2. Authorized the General Manager to execute the contract.

G. The Board:

1. Amended the Recharge Master Plan Task Order No. 1, Project No. RW15003, under the Master Agreement with Chino Basin Watermaster; and
2. Authorized the General Manager to execute the amendment.

H. The Board:

1. Amended the Master Agreement with Chino Basin Watermaster for the San Sevaine Basin Improvement Task Order No. 8, Project No. EN13001, and increased the total project cost by \$2.96 million; and
2. Authorized the General Manager to execute the amendment.

I. The Board:

1. Approved the consulting engineering services contract award for the RP-1 Power System Upgrades, Project No. EN13048, to Tetra Tech Inc., for the not-to-exceed amount of \$269,380; and
2. Authorized the General Manager to execute the contract.

J. The Board:

1. Amended the current agreement with Shell Energy North America (SENA) US, L.P. for one year to purchase 1.5 megawatts (MW) of electricity per hour at a variable rate;
2. Amended the current agreement with SENA US, L.P. for one year to purchase 200 MMBtu per day of natural gas at a variable rate; and

*Continued...*

**M2015-4-1, continued**

3. Authorized the General Manager to finalize and execute the amended agreements.

**K. The Board:**

1. Awarded Contract No. 4600001847 to AMP Mechanical Inc., for the provision of Agency-wide heating, ventilating, and air conditioning (HVAC) maintenance and emergency/call-out services for a three-year term for the not-to-exceed amount of \$156,100 with a one-year option to extend; and
2. Authorized the General Manager to execute the contract.

**3. ACTION ITEMS**

**A. CALIFORNIA SPECIAL DISTRICT ASSOCIATION CALL FOR NOMINATIONS FOR SEAT A, REGION 6**

General Manager P. Joseph Grindstaff stated that the Agency received a letter calling for nominations for Seat A/Region 6 of the CSDA Board of Directors. He stated that the seat is currently held by Ms. Jo MacKenzie of Vista Irrigation District, and she is running for re-election. Mr. Grindstaff noted that no other requests for nomination have been received.

Upon motion by Director Elie seconded by Director Camacho, and unanimously carried:

**M2015-4-2**

MOVED, to nominate Ms. Jo MacKenzie, Vista Irrigation District, to serve as Director on the CSDA Board for Seat A, Region 6.

**B. RESIDENTIAL TURF REMOVAL PROGRAMS**

Water Resources Analyst II Lisa Morgan-Perales stated that this item is presented to the Board in response to the Governor's Executive Order issued on April 1, 2015. She stated that over the last three years, the Agency has implemented, in its service area, a Residential Turf Removal Program that was tailored to support residential customers in transforming their landscaping. Ms. Morgan-Perales noted that this program was a "turn-key" approach by allowing customers to have access to design services, turf removal, and installation by a contractor. She reported that due to the demand for this program, it has become over-prescribed, and the Agency can no longer respond to the financial demand. She noted that the Agency will continue with this program. Ms. Morgan-Perales stated that in order to meet the demand, staff is requesting the Board to approve the Agency to move into MWD's So Cal WaterSmart Rebate effective upon approval. She further stated that last July the Board approved a contract with The Brickman Group for \$400,000. She said that at that time staff communicated to the Board that the direct expense to the Agency would be 25% of expenses and the Agency would be reimbursed the remaining 75% by the MWD. She stated that MWD's policy principle is that they would not allow member agencies to run programs of the same nature concurrently. Ms. Morgan-Perales reported that over the last nine months, the Agency has been running a local program and receiving reimbursement of \$2 per square foot on completed

residential sites. The Agency is not able to respond at this time due to the demand; therefore, the member agencies support the Agency to roll into a rebate immediately. She stated that instead of receiving 75% in MWD reimbursements, the Agency will receive 49% from MWD through this month. The Agency has 51 sites to complete and the impact of this cost shift is \$102,000 of direct expense to the Agency.

Director Catlin asked how the inter-fund loan will be paid back. Chief Financial Officer/ Assistant General Manager Christina Valencia responded through future rates.

Upon motion by Director Camacho, seconded by Director Hall, and unanimously carried:

**M2015-4-3**

MOVED, to:

1. Approve the continuation and completion of the FY 2014/15 Residential Landscape Transformation Program;
2. Approve an inter-fund loan transfer from the Administrative Services (GG) Fund to the Water Resources (WW) Fund in the amount of \$102,000;
3. Approve the immediate launch of the Residential Turf Removal Rebate provided through the Residential Turf Removal Rebate provided through MWD.

**C. CONTRACT AWARD FOR THE RP-5 LAWN CONVERSION IMPROVEMENTS (reordered from Item D.)**

Senior Site Administrator Lucia Diaz reported that the Agency is planning on removing over five acres of existing turf at Regional Plant No. 5. She stated that the Agency will convert the area to hydro-seed ground cover, gravel ground cover, decomposed granite with low water use plants, and asphalt paving. Ms. Diaz stated that the Agency received an award of \$2 per square foot for the 221,227 square feet being removed, with an estimated total rebate of \$437,952. She noted that the project must be completed by September 1, 2015. She stated staff is recommending the project be awarded to the lowest responsive bidder, Brickman Group, Inc.

Director Elie stated that this project is an example of the Agency taking leadership in this time of drought. He expressed his appreciation for staff completing this task and setting an example by showing the world that the Agency is taking care of its own "house", while we are asking everyone else to do the same. He noted that this is great use of Agency resources and the rebate program is showing leadership in ways to improve and seeking programs offered to receive the best value of taxpayer's dollars.

Upon motion by Director Elie, seconded by Director Camacho, and unanimously carried:

**M2015-4-4**

MOVED, to:

1. Approve the landscape services contract for the Regional Water Recycling Plant No. 5 (RP-5) Lawn Conversion Improvements, Project No. CP15001, to Brickman Group, Inc. for a not-to-exceed amount of \$339,755; and

*Continued...*

**M2015-4-4**, continued.

2. Authorize the General Manager to execute the contract.

**D. RP-1 PRELIMINARY TREATMENT REHABILITATION PROJECT (reordered from Item C)**

Deputy Manager of Maintenance Planning Francis Concemino stated that this item is for the rehabilitation of the preliminary treatment at RP-1. He reported that the structure was built in 1977, with an expansion in 1987. Mr. Concemino stated that this structure has a current "poor" rating condition from the Asset Management Plan. He stated that the scope of the projects is to provide contract labor for the installation of the compactor and conveyor equipment, condition assessment of pipelines, and by-pass pumping to temporarily cut off the flow to perform underground condition assessments. He reported that the Agency sent out request for bids and received a low bid of \$175,000 from Sunbelt Rentals, and for the contract services for the actual work was awarded to J.F. Shea Construction for \$623,000 for the by-pass pumping. Mr. Concemino stated that the total project cost is \$1,030,000.

Upon motion by Director Elie, seconded by Director Camacho, and unanimously carried:

**M2015-4-5**

MOVED, to:

1. Award Contract No. 4600001845 to J.F. Shea Construction, Inc. for the Recycling Plant No. 1 (RP-1) Preliminary Treatment Rehabilitation Project for a total amount of \$623,041;
2. Award Contract No. 4600001842 to Sunbelt Rentals Pump and Power Services to provide by-pass pumping service at the preliminary treatment area for a total not-to-exceed amount of \$175,483.50; and
3. Authorize the General Manager to execute the contracts.

**4. INFORMATION ITEMS**

**A. ENGINEERING AND CONSTRUCTION MANAGEMENT FY 2014/15 MONTHLY UPDATE**

Acting Manager of Engineering Majid Karim gave a PowerPoint presentation on Engineering and Construction Management Projects. Mr. Karim gave an overview of the Montclair Lift Station and Philadelphia Pump Station Upgrades, Wineville Recycled Water Pipeline Extension Segment A and B, IERCF Conveyance Improvements, IERCF Baghouse and Dust Collection System Enhancements (completed), NRW Collection System Repair, and Sewer Manhole Rehab, RP-4 Headworks Retrofits (completed), CCWRF Rehab Secondary Clarifier No. 3, Agency wide HVAC Improvement Package No. 3, all of which are on schedule and under budget. In closing, he stated that the emergency project for the RP-5 Utility Water Leak has an estimated cost of \$25,000.

**B. COMMERCIAL, INDUSTRIAL, INSTITUTIONAL (CII) TURF REBATE UPDATE**

Water Resources Analyst II Lisa Morgan-Perales provided a Commercial, Institutional and Industrial Turf Rebate PowerPoint update. She stated that MWD offers a \$2 per square foot rebate for commercial, industrial, institutional turf removal projects. In July, in response to the Governor's Drought Declaration, the Agency staff elected to encourage CII customers to participate in the program and remove turf by adding \$1 to MWD's rebate. The Agency received overwhelming demand due to increasing the rebate from \$2 to \$3. She reported that in October, staff recommended that the Board approve an inter-fund transfer and loan of \$3,000,000 in order to honor current and future requests. At that time, staff communicated to the Board that staff will be bringing this program back with an update. She highlighted the project scope and IEUA supplemental funding, program budget, program scopes. Ms. Morgan-Perales stated that the program continues to be very popular with a high-demand from the CII sector. She stated that the Agency supplemental funding of \$1,310,128.80 has been committed to date with \$1,879,841.20 remaining. She mentioned that in order to ensure that the Agency supplemental funding is equitably disbursed, staff is recommending that the Board consider policy principles that will be brought back to Board as an action item. A brief discussion ensued; whereby the Board requested that staff consider other services for major square feet sites to encourage large projects to remove turf. Some examples are partial funding, or assistance in finding funding through other opportunities. President Catlin requested a sense of feedback from the member participants of the conservation program, because they are funding what the Agency authorizes. Director Elie suggested that threshold should be higher than 100,000 square foot on the principle option.

*(Director Camacho left the meeting room at 11:00 a.m.)*

*(Director Camacho returned to the meeting room at 11:04 a.m.)*

**C. 3<sup>RD</sup> QUARTER PLANNING & ENVIRONMENTAL COMPLIANCE UPDATE**

Manager of Planning and Environmental Compliance Sylvie Lee gave a 3<sup>rd</sup> Quarter Planning and Environmental Compliance PowerPoint update. She highlighted the regulatory compliance update with 100% compliance; activities from pretreatment and source control and planning, water resources activities such as, MWD foundational action programs, state drought emergency water conservation, DWR/SAWPA Prop. 84 grant, and rate workshops. President Catlin requested that the Board receive a monthly update on the State drought emergency water conservation.

**D. MWD UPDATE**

Senior Engineer Jason Pivovaroff provided an update on the State Water Project water supply conditions.

**THE FOLLOWING INFORMATION ITEMS WERE RECEIVED AND FILED BY THE BOARD:**

**E. TREASURER'S REPORT OF FINANCIAL AFFAIRS**

**F. PUBLIC OUTREACH AND COMMUNICATION**

**G. LEGISLATIVE REPORT FROM INNOVATIVE FEDERAL STRATEGIES**

**H. LEGISLATIVE REPORT FROM WEST COAST ADVISORS**

**I. LEGISLATIVE REPORT FROM AGRICULTURAL RESOURCES**

**J. CALIFORNIA STRATEGIES, LLC MONTHLY ACTIVITY REPORT**

## **K. IEUA QUARTERLY WATER UPDATE**

### **5. AGENCY REPRESENTATIVES' REPORTS**

#### **A. SAWPA REPORT**

Director Catlin reported that the SAWPA Commission meeting was routine. He reported that Manager of Regional Compost Operations Jeff Ziegenbein gave a presentation on the co-composter. Director Catlin stated that the presentation generated a lot of questions and the Chair requested a tour of the co-composter.

#### **B. MWD REPORT**

Director Camacho had no additional comments.

#### **C. REGIONAL SEWERAGE PROGRAM POLICY COMMITTEE REPORT**

The April 2, 2015 meeting was cancelled. The next regular meeting is scheduled for May 7, 2015.

#### **D. CHINO BASIN WATERMASTER REPORT**

Director Elie reported that the Chino Basin Watermaster continues to discuss safe yield.

### **6. GENERAL MANAGER'S REPORT**

The General Manager's Report was received and filed by the Board. Mr. Grindstaff reported that he and General Counsel Jean Cihigoyenetché will be attending the Appropriative Pool mediation sessions. He reported that some progress has been made.

### **7. BOARD OF DIRECTORS REQUESTED FUTURE AGENDA ITEMS**

The Board had no requested future agenda items.

### **8. BOARD OF DIRECTORS' COMMENTS**

Director Camacho reported that he attended the following events:

- March 19 – IEUA Water Association Leadership Breakfast
- March 20 – California Water Policy 24 – Beyond Drought Tolerance Conference
- March 24 – CVWD “60 Years of Service” Commemorative Board Meeting
- April 07 – RP-5 Tour for Congresswoman Norma Torres
- April 08 – RP-5 Tour for Congressman Pete Aguilar

Director Hall reported that she attended the following events:

- March 19 – IEUA Water Association Leadership Breakfast
- March 19 – State of the Region Address
- March 24 – CVWM “60 Years of Service” Commemorative Board Meeting
- April 07 – RP-5 Tour for Congresswoman Norma Torres

Director Elie reported that he attended the following events:

- March 19 – IEUA Water Association Leadership Breakfast
- April 07 – Lunch with Congressman Ken Calvert
- April 08 – RP-5 Tour for Congressman Pete Aguilar

President Catlin reported that he attended the IEUA Service Award Luncheon, noting 6 employees received 25 years of service recognition.

### **9. CLOSED SESSION**

The Board went into Closed Session at 11:30 a.m., A. PURSUANT TO GOVERNMENT CODE SECTION 54956.9(a) – CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION: (1) Chino Basin Municipal Water District vs. City of Chino, Case No. RCV51010; (2) Martin vs. IEUA, Case No. CIVRS 1000767; (3) Sheilds vs. IEUA, Case No. CIVRS 1301638; (4) Desaddi vs. IEUA, Case No. CIVRS 1304617; (5) Mwembu vs. IEUA



Case No. CIVDS 1415762; (6) Southern California Edison vs. IEUA, Case No. CIVRS 1308595; (7) Qualco vs. IEUA, Case No. CIVRS 1304057 B. PURSUANT TO GOVERNMENT CODE SECTION 54956.8 – CONFERENCE WITH REAL PROPERTY NEGOTIATOR: (1) Property: Water and Pipeline Capacity/Cadiz, Negotiating Parties: General Counsel Jean Cihigoyenette; (2) Supplemental Water Transfer/Purchase, General Manager P. Joseph Grindstaff; C. PURSUANT TO GOVERNMENT CODE SECTION 54956.9 – CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION: Three (3) Cases; D. PURSUANT TO GOVERNMENT CODE SECTION 54957 – PERSONNEL MATTERS: (1) Various Positions – Compensation Study, (2) Various Positions; E. PURSUANT TO GOVERNMENT CODE SECTION 54957 – PERSONNEL MATTERS – PUBLIC EMPLOYEE PERFORMANCE EVALUATION: (1) Manager of Internal Audit

The meeting resumed at 12:35 p.m. and General Counsel Jean Cihigoyenette stated that the below-mentioned matters were discussed in Closed Session, and the Board took the following actions:

Regarding Conference with Legal Counsel – Existing Litigation:

Chino Basin Municipal Water District vs. City of Chino, Case No. RCV51010

Martin vs. IEUA, Case No. CIVRS 1000767

Sheilds vs. IEUA, Case No. CIVRS 1301638

Desaddi vs. IEUA, Case No. CIVRS 1304617

Mwembu vs. IEUA, Case No. CIVDS 1415762

Southern California Edison vs. IEUA, Case No. CIVRS 1308595

The Board took no reportable action.

Regarding Conference with Legal Counsel – Existing Litigation:

Qualco vs. IEUA, Case No. CIVRS 1304057

The Board did not discuss.

Regarding Conference with Real Property Negotiator:

Property: Water and Pipeline Capacity/Cadiz

Supplemental Water Transfer/Purchase

The Board took no reportable action.

Regarding Conference with Real Property Negotiator:

Supplemental Water Transfer/Purchase

The Board did not discuss.

Regarding Conference with Legal Counsel – Anticipated Litigation:

Two (2) Cases

The Board took no reportable action.

Regarding Conference with Legal Counsel – Anticipated Litigation:

One (1) Cases

The Board did not discuss.

Regarding Personnel Matters:

Various Positions – Compensation Study

Various Positions

The Board took no reportable action.

Regarding Public Employee Performance Evaluation:

Manager of Internal Audit

The Board did not discuss.

With no further business, President Catlin adjourned the meeting at 12:37 p.m.

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Steven J. Elie, Secretary/Treasurer

**APPROVED: MAY 20, 2015**

**CONSENT  
CALENDAR  
ITEM**

**2B**

Date: May 20, 2015

To: The Honorable Board of Directors

Through: Finance, Legal, and Administration Committee (05/13/15)

From: *for* P. Joseph Grindstaff  
General Manager *WJG*

Submitted by: Christina Valencia *WJG*  
Chief Financial Officer/Assistant General Manager

Javier Chagoyen-Lazaro *WJG*  
*for* Manager of Finance and Accounting

Subject: Treasurer's Report on General Disbursements

### RECOMMENDATION

It is recommended that the Board of Directors approve the total disbursements for the month of March 2015 in the amount of \$12,608,608.36.

### BACKGROUND

March disbursement activity includes vendor payments (check numbers 207443-207869) of \$7,528,044.47 and workers compensation payments (check numbers 04079-04114) of \$10,833.33. The total amount of ACH and wire transfer payments is \$5,064,784.35, which includes payroll taxes in the amount of \$606,907.85. The total employee pay was \$1,217,780.80. The total pay for the Board of Directors was \$4,946.21.

Payment Type		Transactions	Total Amount
Check	Vendors	427	7,528,044.47
	Workers-Comp	36	10,833.33
	Payroll-Directors'	5	4,946.21
	Payroll-Others	0	0.00
<b>Subtotal Check</b>		<b>468</b>	<b>\$7,543,824.01</b>
<b>ACH</b>		<b>134</b>	<b>\$1,061,663.90</b>
Wire Transfer	Payroll-Net Pay	2	1,217,780.80
	Others	14	2,785,339.65
<b>Subtotal Wires</b>		<b>16</b>	<b>\$4,003,120.45</b>
<b>TOTAL</b>		<b>618</b>	<b>\$12,608,608.36</b>

Payments to vendors this month above \$500,000 include:

<b>Vendor</b>	<b>Amount</b>	<b>Description</b>
CCL Contracting Inc	\$1,414,547.62	EN06025- Wineville Seg. A 2/15 Pay Est 6
County Sanitation Districts	\$1,100,964.00	14/15-3 QTR Wstwtr Trmnt Surchg
Internal Revenue Service	\$509,959.18	P/R Taxes - PR5 & 6, Dir 003
Metropolitan Water District	\$1,278,051.45	January 2015 Water Purchase
Mike Bubalo Construction	\$874,527.34	EN13045- Wineville RW Ext. Seg. B 2/15 Pay Est 4
PERS	\$646,471.47	P/R 4 – P/R 6 PERS
SWRCB	\$545,414.72	SRF Loan Repymt#6-C064900-110,120,130

The Treasurer's Report is consistent with the Agency's Business Goal of Fiscal Responsibility in providing financial reporting that accounts for general disbursements associated with operating requirements.

**PRIOR BOARD ACTION**

None.

**IMPACT ON BUDGET**

The cash held by the Agency's various funds, including the Administrative Services Fund, is reduced as a result of paying the Agency's authorized expenditures.

Check Register

Inland Empire Util. Agency  
 Chino, CA  
 Company code 1000

Bank CBB  
 Bank Key 122234149  
 Acct number CHECK  
 CITIZENS BUSINESS BANK  
 231167641  
 ONTARIO CA 917610000

Check number	From to	Payment	Print date	Currency	Amount paid (FC)	Recipient/void reason code	Encl./void
207443		2200064883	03/05/2015	USD	11,030.00	A & N TECHNICAL SERVICES, INC. ENCINITAS CA	03/12/2015
207444		2200064820	03/05/2015	USD	266.22	ACCUSTANDARD INC NEW HAVEN CT	03/12/2015
207445		2200064805	03/05/2015	USD	113.92	AIRGAS WEST INC PASADENA CA	03/23/2015
207446		2200064909	03/05/2015	USD	295.58	AMERICAN HERITAGE LIFE INSURANCE DALLAS TX	03/17/2015
207447		2200064857	03/05/2015	USD	481.91	AMERICAN MATERIAL COMPANY LAKE ELSINORE CA	03/11/2015
207448		2200064839	03/05/2015	USD	7,750.00	AMERICAN WATER COLLEGE PALMDALE CA	03/16/2015
207449		2200064809	03/05/2015	USD	160.00	ARIZONA INSTRUMENT LLC CHANDLER AZ	03/10/2015
207450		2200064815	03/05/2015	USD	200.00	ARMA INTERNATIONAL KANSAS CITY MO	03/16/2015
207451		2200064845	03/05/2015	USD	10,280.94	AUMA ACUATORS INC PITTSBURGH PA	03/11/2015
207452		2200064873	03/05/2015	USD	1,344.73	AUTOZONE INC ATLANTA GA	03/11/2015
207453		2200064838	03/05/2015	USD	265.00	BABCOCK LABORATORIES, INC RIVERSIDE CA	03/11/2015
207454		2200064914	03/05/2015	USD	436.86	BARBER, MICHAEL CHINO HILLS CA	03/09/2015
207455		2200064918	03/05/2015	USD	350.00	BARRON, GREG CHINO HILLS CA	03/11/2015
207456		2200064875	03/05/2015	USD	796.79	BERLIN PACKAGING LLC CHICAGO IL	03/16/2015
207457		2200064867	03/05/2015	USD	865.85	BIOTAGE LLC PHILADELPHIA PA	03/13/2015
207458		2200064928	03/05/2015	USD	436.43	BOUGHAN, ARYN CHINO HILLS CA	03/09/2015
207459		2200064929	03/05/2015	USD	300.00	BROWN, LINDA RANCHO CUCAMONGA CA	03/25/2015
207460		2200064836	03/05/2015	USD	153,245.86	BUTLER ENGINEERING INC TUSTIN CA	03/10/2015
207461		2200064823	03/05/2015	USD	125.36	CALIFORNIA NEWSPAPER SERVICE BLOS ANGELES CA	03/10/2015
207462		2200064878	03/05/2015	USD	14,947.35	CALIFORNIA WATER TECHNOLOGIES, PASADENA CA	03/11/2015
207463		2200064837	03/05/2015	USD	1,197.00	CALPELRA PLEASANTON CA	03/23/2015
207464		2200064909	03/05/2015	USD	147.63	CARL H TAYLOR III CRYSTAL RIVER FL	03/11/2015
207465		2200064921	03/05/2015	USD	285.91	CARRUTHERS, ANDREA CHINO HILLS CA	03/10/2015
207466		2200064820	03/05/2015	USD	300.00	CARTER, SHERRI FONTANA CA	03/12/2015
207467		2200064842	03/05/2015	USD	37,251.00	CASC ENGINEERING AND CONSULTING COLTON CA	03/10/2015
207468		2200064796	03/05/2015	USD	43,238.50	CH2M HILL DALLAS TX	03/17/2015
207469		2200064926	03/05/2015	USD	105.00	CHAN, JOANNE CHINO HILLS CA	03/11/2015
207470		2200064913	03/05/2015	USD	65.00	CHENG, TINA CHINO HILLS CA	03/09/2015
207471		2200064908	03/05/2015	USD	754.50	CITY EMPLOYERS ASSOCIATES LONG BEACH CA	03/16/2015
207472		2200064892	03/05/2015	USD	2,268.78	CITY OF CHINO CHINO CA	03/09/2015
207473		2200064888	03/05/2015	USD	2,666.46	CLEAN METHANE SYSTEMS LLC TUALATIN OR	03/13/2015
207474		2200064881	03/05/2015	USD	1,215.00	CONTROLWORKS, INC. CHINO CA	03/13/2015
207475		2200064931	03/05/2015	USD	1,139.06	CROSS, ROBERT RANCHO CUCAMONGA CA	03/23/2015
207476		2200064814	03/05/2015	USD	8,545.31	DELL MARKETING L.P. PASADENA CA	03/18/2015
207477		2200064830	03/05/2015	USD	9,800.00	DOLPHIN GROUP, THE LOS ANGELES CA	03/16/2015
207478		2200064932	03/05/2015	USD	300.00	DOUITY, BRYAN RANCHO CUCAMONGA CA	03/17/2015
207479		2200064886	03/05/2015	USD	1,406.51	EAGLE TRUCK BODY AND EQUIPMENT RIVERSIDE CA	03/16/2015
207480		2200064874	03/05/2015	USD	26,515.31	ENVIRONMENTAL SCIENCE ASSOCIATES SAN FRANCISCO CA	03/11/2015
207481		2200064872	03/05/2015	USD	3,000.00	EPI-USE AMERICA INC ATLANTA GA	03/16/2015
207482		2200064871	03/05/2015	USD	3,095.00	EUROPEANS EATON ANALYTICAL, INCOSARPEVINE TX	03/16/2015
207483		2200064826	03/05/2015	USD	10.54	EXPRESS PIPE & SUPPLY INC ANAHEIM CA	03/10/2015
207484		2200064912	03/05/2015	USD	350.00	FETZER, ROBERT CHINO HILLS CA	03/11/2015
207485		2200064797	03/05/2015	USD	1,992.97	FISHER SCIENTIFIC LOS ANGELES CA	03/10/2015
207486		2200064897	03/05/2015	USD	394.00	FONTANA WATER COMPANY FONTANA CA	03/12/2015

Check Register

Inland Empire Util. Agency  
 Chino, CA  
 Company code 1000

CITIZENS BUSINESS BANK  
 231167641

CBB  
 12234149  
 CHECK

Bank  
 Bank Key  
 Acct number

ONTARIO CA 917610000

Check	Check number from to	Payment	Post date	Ctry	Amount paid (\$-)	Recipient/void reason code	Enca./void
	207487	2200064899	03/05/2015	USD	4,073.80	FOUNDATION HA ENERGY GENERATION SAN FRANCISCO CA	03/27/2015
	207488	2200064900	03/05/2015	USD	1,024.41	FRANCHISE TAX BOARD SACRAMENTO CA	03/24/2015
	207489	2200064858	03/05/2015	USD	13,159.02	GIC TRANSPORT INC BAKERSFIELD CA	03/10/2015
	207490	2200064933	03/05/2015	USD	300.00	GONZALEZ, JUSTO UPLAND CA	03/13/2015
	207491	2200064808	03/05/2015	USD	3,075.82	GRAINGER PALATINE IL	03/10/2015
	207492	2200064865	03/05/2015	USD	5,388.00	GROUP DELTA CONSULTANTS INC IRVINE CA	03/19/2015
	207493	2200064920	03/05/2015	USD	279.00	HANSON, MATTHEW CHINO HILLS CA	03/12/2015
	207494	2200064738	03/05/2015	USD	230.74	HARRINGTON INDUSTRIAL PLASTICS CHINO CA	03/11/2015
	207495	2200064799	03/05/2015	USD	1,105.86	HOME DEPOT CREDIT SERVICES DES MOINES IA	03/12/2015
	207496	2200064934	03/05/2015	USD	300.00	HOPLEY, ERIC RANCHO CUCAMONGA CA	03/30/2015
	207497	2200064902	03/05/2015	USD	216.00	IEUA EMPLOYEES' ASSOCIATION CHINO HILLS CA	03/26/2015
	207498	2200064843	03/05/2015	USD	305,779.32	INLAND EMPIRE REGIONAL CHINO HILLS CA	03/05/2015
	207499	2200064903	03/05/2015	USD	66.00	INLAND EMPIRE UNITED WAY RANCHO CUCAMONGA CA	03/12/2015
	207500	2200064849	03/05/2015	USD	6,500.00	INNOVATIVE FEDERAL STRATEGIES WASHINGTON DC	03/12/2015
	207501	2200064917	03/05/2015	USD	99.00	JONES, ALLAN CHINO HILLS CA	03/16/2015
	207502	2200064851	03/05/2015	USD	3,816.71	KABER COMPRESSORS FREDERICKSBURG VA	03/17/2015
	207503	2200064818	03/05/2015	USD	291.60	KONICA MINOLTA PASADENA CA	03/12/2015
	207504	2200064817	03/05/2015	USD	542.99	KONICA MINOLTA BUSINESS SOLUTIONS PASADENA CA	03/12/2015
	207505	2200064935	03/05/2015	USD	300.00	KUBECK, EDWARD RANCHO CUCAMONGA CA	03/13/2015
	207506	2200064907	03/05/2015	USD	293.95	LARGASHIELD ADA OK	03/16/2015
	207507	2200064906	03/05/2015	USD	144.40	LINCOLN LIFE-TERM LIFE CHICAGO IL	03/13/2015
	207508	2200064856	03/05/2015	USD	616.50	MAINTENANCE INC CHICAGO IL	03/13/2015
	207509	2200064812	03/05/2015	USD	178.20	MAJESTIC TROPHY CO ONTARIO CA	03/16/2015
	207510	2200064915	03/05/2015	USD	350.00	MALDONADO, ART CHINO HILLS CA	03/09/2015
	207511	2200064936	03/05/2015	USD	300.00	MALONE, JANICE RANCHO CUCAMONGA CA	04/01/2015
	207512	2200064910	03/05/2015	USD	288.00	MARIA FRESQUEZ LAS VEGAS NV	03/12/2015
	207513	2200064864	03/05/2015	USD	3,319.45	MARS ENVIRONMENTAL INC ANAHEIM CA	03/16/2015
	207514	2200064838	03/05/2015	USD	5,368.09	MCCALL'S METERS INC FEMMET CA	03/13/2015
	207515	2200064833	03/05/2015	USD	2,199.86	MCCROMETER INC CHICAGO IL	03/12/2015
	207516	2200064822	03/05/2015	USD	3,160.38	MEWASTER-CARR SUPPLY CO CHICAGO IL	03/12/2015
	207517	2200064859	03/05/2015	USD	10,095.28	MERCHANTS BUILDING MAINTENANCE MONTEREY PARK CA	03/10/2015
	207518	2200064911	03/05/2015	USD	50.26	MERRILL, DIANE CHINO HILLS CA	03/11/2015
	207519	2200064861	03/05/2015	USD	53,503.41	MEYERS NAIVE OAKLAND CA	03/11/2015
	207520	2200064824	03/05/2015	USD	905.65	MIDPOINT HEATING ONTARIO CA	03/09/2015
	207521	2200064813	03/05/2015	USD	334.99	MISCO WATER FOOTHILL RANCH CA	03/10/2015
	207522	2200064806	03/05/2015	USD	474.59	MISSION REPROGRAPHICS RIVERSIDE CA	03/11/2015
	207523	2200064835	03/05/2015	USD	36,910.16	MWH AMERICAS INC LOS ANGELES CA	03/10/2015
	207524	2200064927	03/05/2015	USD	130.00	NANGFA, SAPNA CHINO HILLS CA	03/09/2015
	207525	2200064852	03/05/2015	USD	1,990.20	NATIONAL CONSTRUCTION RENTALS PACOIMA CA	03/11/2015
	207526	2200064834	03/05/2015	USD	12,276.40	NINYO & MOORE SAN DIEGO CA	03/10/2015
	207527	2200064924	03/05/2015	USD	249.99	ORTIZ, BRIAN CHINO HILLS CA	03/12/2015
	207528	2200064800	03/05/2015	USD	200.10	P. I. HAWN COMPANY INC HUNTINGTON BEACH CA	03/12/2015
	207529	2200064904	03/05/2015	USD	52.19	PERS LONG TERM CARE PROGRAM PASADENA CA	03/12/2015
	207530	2200064807	03/05/2015	USD	1,989.60	PETE'S ROAD SERVICE FULLERTON CA	03/11/2015

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 Bank Key 12234149  
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Check number from to	Payment	Print date	Crcy	Amount paid (FC)	Recipient/void reason code	Enca./void
207531	2200064811	03/05/2015	USD	381.39	PHELPS INDUSTRIAL PRODUCTS INCELKRIDGE MD	03/11/2015
207532	2200064925	03/05/2015	USD	388.25	PLYVAVAROFF, JASON CHINO HILLS CA	03/09/2015
207533	2200064847	03/05/2015	USD	3,387.00	PLUMBERS DEPOT INC HAWTHORNE CA	03/13/2015
207534	2200064876	03/05/2015	USD	628.98	PMC ENGINEERING LLC DANBURY CT	03/15/2015
207535	2200064855	03/05/2015	USD	596.09	POLLARDWATER.COM BOSTON MA	03/11/2015
207536	2200064937	03/05/2015	USD	300.00	PRESLEY, GEORGIA RANCHO CUCAMONGA CA	03/13/2015
207537	2200064860	03/05/2015	USD	188.79	PRIORITY MAILING SYSTEMS LLC TORRANCE CA	03/12/2015
207538	2200064810	03/05/2015	USD	1,829.52	RAIN FOR RENT LOS ANGELES CA	03/10/2015
207539	2200064938	03/05/2015	USD	300.00	RAMIREZ, LOUIS CHINO HILLS CA	03/12/2015
207540	2200064896	03/05/2015	USD	141.00	RANCHO DISPOSAL SERVICES INC BUENA PARK CA	03/12/2015
207541	2200064868	03/05/2015	USD	1,416.62	RDO TRUST # 80-5800 LAKESIDE CA	03/10/2015
207542	2200064835	03/05/2015	USD	639.53	RED WING SHOE STORE UPLAND CA	03/13/2015
207543	2200064916	03/05/2015	USD	200.05	RESECK-FRANCIS, CHEYANNE CHINO HILLS CA	03/11/2015
207544	2200064801	03/05/2015	USD	28,016.00	RMA GROUP RANCHO CUCAMONGA CA	03/09/2015
207545	2200064923	03/05/2015	USD	615.25	ROBISON, JOHN CHINO HILLS CA	03/10/2015
207546	2200064922	03/05/2015	USD	299.16	RODRIGUEZ JR, ALDEFONSO CHINO HILLS CA	03/11/2015
207547	2200064834	03/05/2015	USD	1,140.33	ROSEMOUNT INC CHARLOTTE NC	03/13/2015
207548	2200064802	03/05/2015	USD	8,560.58	ROYAL WHOLESALE ELECTRIC ORANGE CA	03/11/2015
207549	2200064853	03/05/2015	USD	468.60	RSD LAKE FOREST CA	03/11/2015
207550	2200064939	03/05/2015	USD	300.00	RYERSON, JANET RANCHO CUCAMONGA CA	03/11/2015
207551	2200064862	03/05/2015	USD	1,583.46	SCOTT SAFETY PALATINE IL	03/13/2015
207552	2200064816	03/05/2015	USD	620.97	SHAPE PRODUCTS CO OAKLAND CA	03/11/2015
207553	2200064901	03/05/2015	USD	187.00	SHERIFF'S COURT SERVICES SAN BERNARDINO CA	03/13/2015
207554	2200064894	03/05/2015	USD	44,360.17	SO CALIF EDISON ROSEMEAD CA	03/10/2015
207555	2200064895	03/05/2015	USD	212.39	SO CALIF GAS MONTEREY PARK CA	03/18/2015
207556	2200064890	03/05/2015	USD	906.54	SUMMIT SAFETY LLC BROOKVILLE FL	03/27/2015
207557	2200064919	03/05/2015	USD	350.00	TANG, KEVIN CHINO CA	04/02/2015
207558	2200064897	03/05/2015	USD	10,000.00	TECHNICAL SYSTEMS INC LYNNWOOD WA	03/11/2015
207559	2200064877	03/05/2015	USD	24,283.09	THE BRICKMAN GROUP LTD LLC CHICAGO IL	03/10/2015
207560	2200064885	03/05/2015	USD	6,232.15	THE FM GROUP LAKE FOREST CA	03/10/2015
207561	2200064891	03/05/2015	USD	3,777.84	THE PRINTER PROS TORRANCE CA	03/16/2015
207562	2200064940	03/05/2015	USD	300.00	TOCA, STEVE RANCHO CUCAMONGA CA	03/13/2015
207563	2200064827	03/05/2015	USD	5,208.56	TOM DODSON & ASSOCIATES SAN BERNARDINO CA	03/12/2015
207564	2200064870	03/05/2015	USD	3,375.49	TRICO CORPORATION PEWAUKEE WI	03/12/2015
207565	2200064831	03/05/2015	USD	428.00	U S HEALTHWORKS MEDICAL GROUP LOS ANGELES CA	03/10/2015
207566	2200064832	03/05/2015	USD	2,555.38	U S HEALTHWORKS MEDICAL GROUP VALENCIA CA	03/12/2015
207567	2200064821	03/05/2015	USD	407.95	ULTRA SCIENTIFIC NORTH KINGSTOWN RI	03/17/2015
207568	2200064803	03/05/2015	USD	370.50	UNDERGROUND SERVICE ALBERT/SC. OROONA CA	03/16/2015
207569	2200064848	03/05/2015	USD	3,238.92	URIMAGE BLOOMINGTON CA	03/11/2015
207570	2200064856	03/05/2015	USD	275.80	US AIR CONDITIONING DISTRIBUTOLA PUENTE CA	03/11/2015
207571	2200064863	03/05/2015	USD	7,942.83	US BANK VOYAGER FLEET SYSTEMS KANSAS CITY MO	03/11/2015
207572	2200064879	03/05/2015	USD	53.25	V3IT CONSULTING INC MAPEVILLE IL	03/10/2015
207573	2200064887	03/05/2015	USD	116.96	VALTERRA PRODUCTS LLC MISSION HILLS CA	03/11/2015
207574	2200064893	03/05/2015	USD	2,012.56	VERIZON CALIFORNIA DALLAS TX	03/17/2015



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207575		2200064898	03/05/2015	USD	204.99	VERIZON COMMUNICATIONS DALLAS TX	03/17/2015
207576		2200064899	03/05/2015	USD	7,042.82	VERIZON WIRELESS DALLAS TX	03/20/2015
207577		2200064841	03/05/2015	USD	316.80	VIRAMONTES EXPRESS CORONA CA	03/12/2015
207578		2200064819	03/05/2015	USD	2,854.32	WASTE MANAGEMENT OF LOS ANGELES CA	03/11/2015
207579		2200064880	03/05/2015	USD	5,000.00	WATER EDUCATION FOR LATINO LEALOS ANGELES CA	03/13/2015
207580		2200064839	03/05/2015	USD	12,000.00	WATERHOUSE RESEARCH FOUNDATION ALEXANDRIA VA	03/17/2015
207581		2200064854	03/05/2015	USD	879.09	WAUKESHA-PEARCE INDUSTRIES INC DALLAS TX	03/17/2015
207582		2200064859	03/05/2015	USD	2,200.00	WEATHERITE CORPORATION WALNUT CA	03/11/2015
207583		2200064804	03/05/2015	USD	2,325.65	WEST VALLEY MOSQUITO AND ONTARIO CA	03/09/2015
207584		2200064884	03/05/2015	USD	240.00	WESTERN AUDIO VISUAL CARLSBAD CA	03/12/2015
207585		2200064840	03/05/2015	USD	1,206.74	WESTERN WATER WORKS SUPPLY CO CHINO HILLS CA	03/12/2015
207586		2200064850	03/05/2015	USD	1,290.53	WESTMARK SALES INC LOS ANGELES CA	03/11/2015
207587		2200064941	03/05/2015	USD	300.00	WOLF, STEVEN RANCHO CUCAMONGA CA	03/12/2015
207588		2200064846	03/05/2015	USD	724.39	WORLDWIDE EXPRESS ALBANY NY	03/12/2015
207589		2200064952	03/09/2015	USD	11,376.83	U S BANK ST LOUIS MO	03/17/2015
207590		2200064975	03/12/2015	USD	1,265.33	AIRGAS WEST INC PASADENA CA	03/23/2015
207591		2200065018	03/12/2015	USD	721.80	ALTA FOODCRAFT COFFEE ORANGE CA	03/18/2015
207592		2200064989	03/12/2015	USD	100.00	ASSOC OF GOVERNMENT ACCOUNTANTS ALEXANDRIA VA	03/17/2015
207593		2200065003	03/12/2015	USD	180.00	ASSOC OF LOCAL GOVERNMENT AUDILEXINGTON KY	03/19/2015
207594		2200064983	03/12/2015	USD	250.19	BRIITHANEE ELECTRIC COLTON CA	03/18/2015
207595		2200065012	03/12/2015	USD	139.77	BURLINGTON SAFETY LAB OF CALIF WESTMINSTER CA	03/18/2015
207596		2200065013	03/12/2015	USD	6,000.00	CALIFORNIA STRATEGIES LLC NEWPORT BEACH CA	03/18/2015
207597		2200065027	03/12/2015	USD	14,670.74	CALIFORNIA WATER TECHNOLOGIES PASADENA CA	03/17/2015
207598		2200065039	03/12/2015	USD	244.60	CAMACHO, MICHAEL CHINO HILLS CA	03/19/2015
207599		2200064964	03/12/2015	USD	122.36	CARL WARREN & CO SANTA ANA CA	03/16/2015
207600		2200064983	03/12/2015	USD	40,300.62	CARDILO ENGINEERS SACRAMENTO CA	03/18/2015
207601		2200065037	03/12/2015	USD	57.50	CARTER, JOSEPH CHINO HILLS CA	03/18/2015
207602		2200065038	03/12/2015	USD	2,190.00	CATALAN, MARIA CHINO HILLS CA	03/23/2015
207603		2200064994	03/12/2015	USD	1,913.22	CHINO MFG & REPAIR INC CHINO CA	03/17/2015
207604		2200064985	03/12/2015	USD	79.11	CITY RENTALS INC ONTARIO CA	03/17/2015
207605		2200065023	03/12/2015	USD	17,884.32	CONSERV CONSTRUCTION INC MURRIETA CA	03/25/2015
207606		2200064967	03/12/2015	USD	1,100,964.00	COUNTY SANITATION DISTRICTS OF WHITTIER CA	03/18/2015
207607		2200064979	03/12/2015	USD	2,000.00	CUCAMONGA VALLEY WATER DISTRICT RANCHO CUCAMONGA CA	04/01/2015
207608		2200064968	03/12/2015	USD	946.79	DATALOK COMPANY, THE LOS ANGELES CA	03/19/2015
207609		2200065011	03/12/2015	USD	1,500.00	DAVE'S PLUMBING CHINO CA	03/23/2015
207610		2200065021	03/12/2015	USD	21,000.00	E. R. BLOCK PLUMBING INC RIVERSIDE CA	03/16/2015
207611		2200065041	03/12/2015	USD	37.38	ELIE, STEVE CHINO HILLS CA	03/19/2015
207612		2200065024	03/12/2015	USD	4,935.00	EUROFENS EATON ANALYTICAL, INGRAPEVINE TX	03/18/2015
207613		2200064988	03/12/2015	USD	553.15	EXPRESS PIPE & SUPPLY INC ANAHEIM CA	03/17/2015
207614		2200064974	03/12/2015	USD	109.78	FIRST AID 2000 HUNTINGTON BEACH CA	03/23/2015
207615		2200064969	03/12/2015	USD	3,472.92	FISHER SCIENTIFIC LOS ANGELES CA	03/17/2015
207616		2200064985	03/12/2015	USD	2,013.85	FLORENCE FILTER CORP COMPTON CA	03/23/2015
207617		2200064981	03/12/2015	USD	2,338.56	FONTANA HERALD NEWS FONTANA CA	03/23/2015
207618		2200065026	03/12/2015	USD	409.00	FONTANA UNIFIED SCHOOL DISTRICT FONTANA CA	03/23/2015

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			207620		2200065016	03/12/2015	USD	387.50	GROUP DRITA CONSULTANTS INC IRVINE CA	03/17/2015
			207621		2200065042	03/12/2015	USD	203.55	HALL, JASMIN CHINO HILLS CA	03/18/2015
			207622		2200064970	03/12/2015	USD	311.06	HARRINGTON INDUSTRIAL PLASTICS CHINO CA	03/19/2015
			207623		2200064971	03/12/2015	USD	421.39	HOMER DEPOT CREDIT SERVICES DES MOINES IA	03/20/2015
			207624		2200065029	03/12/2015	USD	1,850.00	INVERTECH INC EAGAN MN	03/18/2015
			207625		2200065019	03/12/2015	USD	5,750.00	KITCHELL CBM SACRAMENTO CA	03/17/2015
			207626		2200065035	03/12/2015	USD	12,568.59	LIFFE INSURANCE COMPANY OF PHILADELPHIA PA	03/24/2015
			207627		2200065015	03/12/2015	USD	918.88	MARS ENVIRONMENTAL INC ANAHEIM CA	03/30/2015
			207628		2200064984	03/12/2015	USD	1,760.88	MCMASTER-CARR SUPPLY CO CHICAGO IL	03/18/2015
			207629		2200064986	03/12/2015	USD	619.86	MIDPOINT BEARING ONTARIO CA	03/16/2015
			207630		2200064976	03/12/2015	USD	1,488.40	MISSION REPROGRAPHS RIVERSIDE CA	03/18/2015
			207631		2200065008	03/12/2015	USD	995.10	NATIONAL CONSTRUCTION RENTALS PACOIMA CA	03/18/2015
			207632		2200065002	03/12/2015	USD	17,000.00	NATIONAL THEATRE FOR CHILDREN MINNEAPOLIS MN	03/27/2015
			207633		2200065001	03/12/2015	USD	1,852.50	NINYO & MOORE SAN DIEGO CA	03/17/2015
			207634		2200065040	03/12/2015	USD	89.00	NOEL, BRIAN CHINO HILLS CA	03/18/2015
			207635		2200064992	03/12/2015	USD	1,656.00	PALM AUTO DETAIL INC COLTON CA	03/17/2015
			207636		2200064996	03/12/2015	USD	215.00	PANTHER PROTECTION ORANGE CA	03/18/2015
			207637		2200064997	03/12/2015	USD	1,560.56	PENSKE HONDA ONTARIO ONTARIO CA	03/24/2015
			207638		2200064977	03/12/2015	USD	283.75	PRET'S ROAD SERVICE FULLERTON CA	03/18/2015
			207639		2200064980	03/12/2015	USD	1,459.93	RAIN FOR RENT LOS ANGELES CA	03/17/2015
			207640		2200064972	03/12/2015	USD	454.12	RAMONA TIRE & SERVICE CENTERS HERMET CA	03/23/2015
			207641		2200064965	03/12/2015	USD	975.94	REM LOCK & KEY ONTARIO CA	03/20/2015
			207642		2200065005	03/12/2015	USD	268.66	ROBERT HALF MANAGEMENT RESOURCES ANGELES CA	03/16/2015
			207643		2200064991	03/12/2015	USD	29.00	SAN BERNARDINO COUNTY CLERK SAN BERNARDINO CA	04/03/2015
			207644		2200064982	03/12/2015	USD	23,616.00	SAN BERNARDINO COUNTY SAN BERNARDINO CA	03/19/2015
			207645		2200065009	03/12/2015	USD	67,705.58	SAP PUBLIC SERVICES INC PHILADELPHIA PA	03/18/2015
			207646		2200065020	03/12/2015	USD	22,325.25	STANNOTT, PUEBLA, CAMPAGNE & CYLOS ANGELES CA	03/19/2015
			207647		2200064973	03/12/2015	USD	193.46	SMART & FINAL LOS ANGELES CA	03/20/2015
			207648		2200065031	03/12/2015	USD	196.14	SO CALIF EDISON ROSEBUD CA	03/16/2015
			207649		2200065032	03/12/2015	USD	574.04	SO CALIF GAS MONTEREY PARK CA	03/23/2015
			207650		2200064998	03/12/2015	USD	10,000.00	SO CALIF SALINITY COMULTION FOUNTAIN VALLEY CA	03/18/2015
			207651		2200064993	03/12/2015	USD	2,223.80	SOUTHWEST THERMAL TECHNOLOGY ICAMARILLO CA	03/18/2015
			207652		2200065007	03/12/2015	USD	12,219.00	STANTEC CONSULTING INC CHICAGO IL	03/17/2015
			207653		2200064999	03/12/2015	USD	2,750.30	STEVENS WATER MONITORING SYSTEMPORTLAND OR	03/17/2015
			207654		2200065010	03/12/2015	USD	5,240.00	SUN WARELESS SAN DIEGO CA	03/18/2015
			207655		2200065025	03/12/2015	USD	44,985.00	THE BRICKMAN GROUP LTD LLC CHICAGO IL	03/17/2015
			207656		2200064987	03/12/2015	USD	40.00	THREE VALLEYS MND CLAREMONT CA	03/18/2015
			207657		2200065033	03/12/2015	USD	930.83	TIME WARNER TELECOM DENVER CO	03/20/2015
			207658		2200065004	03/12/2015	USD	2,141.14	TRUSSARDI TECHNOLOGIES INC PASADENA CA	03/30/2015
			207659		2200065022	03/12/2015	USD	1,175.00	UPS PROTECTION INC ANAHEIM CA	03/17/2015
			207660		2200065028	03/12/2015	USD	52.75	VAIL CONSULTING INC NAPEVILLE IL	03/17/2015
			207661		2200065006	03/12/2015	USD	1,582.86	VALLEY COURIERS INC CALABASAS CA	03/19/2015
			207662		2200065017	03/12/2015	USD	4,482.24	VCI CONSTRUCTION INC SAN FRANCISCO CA	03/18/2015

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Check number from to	Payment	Amnt date	Crry	Amount paid (FC)	Recipient/vold reason code	Emnt./vold
207663	2200065036	03/12/2015	USD	35.13	VELARDE, TERESA CHINO HILLS CA	03/24/2015
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207665	2200065034	03/12/2015	USD	178.77	VERIZON COMMUNICATIONS DALLAS TX	03/19/2015
207666	2200064990	03/12/2015	USD	6,823.28	VERIZON WIRELESS DALLAS TX	03/20/2015
207667	2200065000	03/12/2015	USD	46,796.62	W A RASIC CONSTRUCTION CO INC LONG BEACH CA	03/18/2015
207668	2200064995	03/12/2015	USD	25,900.00	WATERHOUSE RESEARCH FOUNDATION ALEXANDRIA VA	03/23/2015
207669	2200065014	03/12/2015	USD	247.97	ZAPPAL LAW FIRM LOS ANGELES CA	03/19/2015
207670	2200065044	03/16/2015	USD	1,579.54	HALL, JASMIN CHINO HILLS CA	03/18/2015
207671	2200065121	03/19/2015	USD	2,246.00	/N SOFTWARE INC CHAPEL HILL NC	03/25/2015
207672	2200065063	03/19/2015	USD	413.44	ARGAS WEST INC PASADENA CA	03/30/2015
207673	2200065115	03/19/2015	USD	14,012.14	ALLISON MECHANICAL, INC. REDLANDS CA	03/25/2015
207674	2200065103	03/19/2015	USD	714.41	ALTA FOODCRAFT COFFEE ORANGE CA	03/25/2015
207675	2200065120	03/19/2015	USD	2,600.10	ALTA PACIFIC BANK TEMECULA CA	03/24/2015
207676	2200065096	03/19/2015	USD	252.32	AMERICAN PRINTING & PROMOTIONS EASTVALE CA	03/24/2015
207677	2200065150	03/19/2015	USD	48.71	BECKER, NIKI CHINO HILLS CA	03/24/2015
207678	2200065151	03/19/2015	USD	678.00	BHOJANI, SHARVEEN CHINO HILLS CA	03/25/2015
207679	2200065074	03/19/2015	USD	1,396.24	BLACK & VEATCH CORPORATION KANSAS CITY MO	03/26/2015
207680	2200065099	03/19/2015	USD	233.45	BURLINGTON SAFETY LAB OF CALIFWESTMINSTER CA	03/26/2015
207681	2200065118	03/19/2015	USD	10,757.86	BUSINESS CARD WILMINGTON DE	03/24/2015
207682	2200065108	03/19/2015	USD	9,799.23	CALIFORNIA WATER TECHNOLOGIES PASADENA CA	03/26/2015
207683	2200065139	03/19/2015	USD	147.63	CARL H TAYLOR III CRYSTAL RIVER FL	03/26/2015
207684	2200065087	03/19/2015	USD	3,638.70	CASC ENGINEERING AND CONSULTING COLTON CA	03/24/2015
207685	2200065145	03/19/2015	USD	30.00	CATALAN, MARIA CHINO HILLS CA	03/24/2015
207686	2200065138	03/19/2015	USD	754.50	CITY EMPLOYERS ASSOCIATES LONG BEACH CA	03/30/2015
207687	2200065124	03/19/2015	USD	821.66	CITY OF CHINO CHINO CA	03/23/2015
207688	2200065088	03/19/2015	USD	2,000.00	CITY OF CHINO HILLS CHINO HILLS CA	03/30/2015
207689	2200065070	03/19/2015	USD	2,643.08	CITY OF ONTARIO ONTARIO CA	04/02/2015
207690	2200065126	03/19/2015	USD	55.20	CUCAMONGA VALLEY WATER DISTRICT LOS ANGELES CA	03/24/2015
207691	2200065097	03/19/2015	USD	125.00	DAVE'S PLUMBING CHINO CA	04/01/2015
207692	2200065072	03/19/2015	USD	1,193.38	DELL MARKETING L P PASADENA CA	03/24/2015
207693	2200065107	03/19/2015	USD	1,033.71	ELECTRO-CHEMICAL DEVICES, INC IRVINE CA	03/25/2015
207694	2200065147	03/19/2015	USD	48.63	ELIE, STEVE CHINO HILLS CA	04/01/2015
207695	2200065092	03/19/2015	USD	107,189.87	ENVIRONMENTAL CONSTRUCTION INWOODLAND HILLS CA	03/26/2015
207696	2200065106	03/19/2015	USD	65.00	EUROTEINS EATON ANALYTICAL, INC GRAPEVINE TX	03/26/2015
207697	2200065081	03/19/2015	USD	464.78	EXPRESS PIPE & SUPPLY INC ANAHEIM CA	03/24/2015
207698	2200065085	03/19/2015	USD	91.94	FISHER SCIENTIFIC LOS ANGELES CA	03/24/2015
207699	2200065143	03/19/2015	USD	50.60	FLORIO, JONATHAN D CHINO HILLS CA	04/01/2015
207700	2200065137	03/19/2015	USD	985.42	FRANCHISE TAX BOARD SACRAMENTO CA	04/02/2015
207701	2200065075	03/19/2015	USD	49,401.90	GENESIS CONSTRUCTION HEMET CA	03/25/2015
207702	2200065114	03/19/2015	USD	16,192.30	GLOBAL POWER GROUP, INC LAKESIDE CA	03/24/2015
207703	2200065067	03/19/2015	USD	2,364.26	GRAINGER PALATINE IL	03/24/2015
207704	2200065113	03/19/2015	USD	427,676.32	GSE CONSTRUCTION COMPANY INC LIVERMORE CA	03/24/2015
207705	2200065088	03/19/2015	USD	1,841.91	HACH COMPANY CHICAGO IL	03/24/2015
207706	2200065056	03/19/2015	USD	3,138.61	HARRINGTON INDUSTRIAL PLASTICS CHINO CA	03/24/2015

Bank CBB CITIZENS BUSINESS BANK ONTARIO CA 917610000  
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 Acct number CHECK 231167641

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	207707		2200065057	03/19/2015	USD	296.35	HOME DEPOT CREDIT SERVICES DES MOINES IA	03/25/2015
	207708		2200065109	03/19/2015	USD	44,336.50	HUMPHREY CONSTRUCTORS DIAMOND BAR CA	03/25/2015
	207709		2200065134	03/19/2015	USD	207.00	IEVA EMPLOYEES' ASSOCIATION CHINO HILLS CA	03/26/2015
	207710		2200065080	03/19/2015	USD	8.59	INDUSTRIAL SUPPLY COMPANY ONTARIO CA	03/26/2015
	207711		2200065135	03/19/2015	USD	66.00	INLAND EMPIRE UNITED WAY RANCHO CUCAMONGA CA	03/26/2015
	207712		2200065117	03/19/2015	USD	7,500.00	INTELLIBRIDGE PARTNERS LLC SACRAMENTO CA	03/24/2015
	207713		2200065058	03/19/2015	USD	247,119.79	J R FILANC CONSTRUCTION CO. INCESCONDIDO CA	03/24/2015
	207714		2200065146	03/19/2015	USD	91.89	JONES, KYLE CHINO HILLS CA	04/06/2015
	207715		2200065077	03/19/2015	USD	144.63	KONICA MINOLTA BUSINESS SOLUTIONS PASADENA CA	03/25/2015
	207716		2200065110	03/19/2015	USD	36,573.19	LAW OFFICE OF MICHAEL R. NEBENZGALABASAS CA	03/30/2015
	207717		2200065069	03/19/2015	USD	1,027.80	MAG SYSTEMS INC MONROVIA CA	04/01/2015
	207718		2200065140	03/19/2015	USD	288.00	MARIA FRESQUEZ LAS VEGAS NV	04/01/2015
	207719		2200065100	03/19/2015	USD	646.64	MARS ENVIRONMENTAL INC ANAHEIM CA	03/30/2015
	207720		2200065079	03/19/2015	USD	65.32	MCMASTER-CARR SUPPLY CO CHICAGO IL	03/26/2015
	207721		2200065083	03/19/2015	USD	448.68	MCO - THE MICROFILM CO CORONA CA	03/27/2015
	207722		2200065098	03/19/2015	USD	10,095.28	MERCHANTS BUILDING MAINTENANCE MONTEREY PARK CA	03/24/2015
	207723		2200065093	03/19/2015	USD	874,527.34	MIKE BUBALO CONSTRUCTION CO INBALDWIN PARK CA	03/24/2015
	207724		2200065059	03/19/2015	USD	10,960.53	MINE SAFETY APPLIANCES CO PITTSBURGH PA	03/25/2015
	207725		2200065071	03/19/2015	USD	1,976.56	MISCO WATER FOOHILL RANCH CA	03/27/2015
	207726		2200065064	03/19/2015	USD	150.90	MISSION REPROGRAPHICS RIVERSIDE CA	03/25/2015
	207727		2200065111	03/19/2015	USD	34,440.00	MSO TECHNOLOGIES INC THOUSAND OAKS CA	03/27/2015
	207728		2200065105	03/19/2015	USD	899.00	NETWORK DESIGN & MANAGEMENT SPOKANE WA	03/24/2015
	207729		2200065094	03/19/2015	USD	2,569.00	NEW RESOURCES GROUP INC FAIRFIELD CT	03/24/2015
	207730		2200065065	03/19/2015	USD	170.00	OLSON HAGER & FISHERN LLP SACRAMENTO CA	03/25/2015
	207731		2200065125	03/19/2015	USD	7,076.60	ONTARIO MUNICIPAL UTILITIES COONTARIO CA	03/24/2015
	207732		2200065142	03/19/2015	USD	145.75	PADDA, KAWAL CHINO HILLS CA	04/01/2015
	207733		2200065141	03/19/2015	USD	33.18	PENMAN, DAVID CHINO HILLS CA	04/01/2015
	207734		2200065065	03/19/2015	USD	490.27	PETE'S ROAD SERVICE FULLERTON CA	03/25/2015
	207735		2200065066	03/19/2015	USD	257.32	PETTY CASH EXPENDITURES CHINO CA	03/19/2015
	207736		2200065148	03/19/2015	USD	115.00	PIVOVAROFF, JASON CHINO HILLS CA	03/27/2015
	207737		2200065078	03/19/2015	USD	1,669.98	PUMPING SOLUTIONS INC ONTARIO CA	03/24/2015
	207738		2200065060	03/19/2015	USD	5,343.99	RAMONA TIRE & SERVICE CENTERS HEMET CA	03/26/2015
	207739		2200065130	03/19/2015	USD	7,396.13	RANCHO DISPOSAL SERVICES INC BUENA PARK CA	03/26/2015
	207740		2200065116	03/19/2015	USD	9,595.84	RIS INDUSTRIES BAKERSFIELD CA	03/25/2015
	207741		2200065112	03/19/2015	USD	375.00	RM ARCHITECTURE IRVINE CA	03/30/2015
	207742		2200065090	03/19/2015	USD	88,809.29	RMC WATER AND ENVIRONMENT WALNUT CREEK CA	03/24/2015
	207743		2200065091	03/19/2015	USD	4,000.00	ROBERT HALF MANAGEMENT RESOURCLOS ANGELES CA	03/23/2015
	207744		2200065061	03/19/2015	USD	119.66	ROYAL WHOLESALE ELECTRIC-ORANGE CA	03/24/2015
	207745		2200065101	03/19/2015	USD	4,056.57	RUSSELL SIGLER INC LOS ANGELES CA	03/23/2015
	207746		2200065062	03/19/2015	USD	2,670.00	SAN BERNARDINO COUNTY SAN BERNARDINO CA	04/06/2015
	207747		2200065095	03/19/2015	USD	1,736.55	SAP PUBLIC SERVICES INC PHILADELPHIA PA	03/25/2015
	207748		2200065122	03/19/2015	USD	155,386.24	SCOTT VALLEY BANK SAN JOSE CA	03/24/2015
	207749		2200065133	03/19/2015	USD	187.00	SHERIFF'S COURT SERVICES SAN BERNARDINO CA	03/27/2015
	207750		2200065104	03/19/2015	USD	6,623.40	SINNOTT, PUEBLA, CAMPAGNE & CUTOLOS ANGELES CA	04/01/2015

Check Register

Inland Empire Util. Agency  
 Chino, CA  
 Company code 1000

Bank: CITIZENS BUSINESS BANK  
 CBB: 122234149  
 Bank Key: CHECK  
 Acct number: 231167641  
 ONTARIO CA 917610000

Check number	from to	Payment	Empt date	Cncy	Amount paid (Pct)	Recipient/void reason code	Empt /void
207751		2200065062	03/19/2015	USD	278.16	SMART & FINAL LOS ANGELES CA	03/30/2015
207752		2200065138	03/19/2015	USD	12,991.85	SC CALIF. EDISON ROSEMEAD CA	03/24/2015
207753		2200065129	03/19/2015	USD	10,554.59	SO CALIF GAS MONTBERRY PARK CA	03/27/2015
207754		2200065073	03/19/2015	USD	1,000.00	SOUTHERN CALIFORNIA WATER COMMSTUDIO CITY CA	04/07/2015
207755		2200065076	03/19/2015	USD	340.00	STATE WATER RESOURCES CNTRL BRACRAMENTO CA	03/30/2015
207756		2200065119	03/19/2015	USD	282.50	SUMMIT SAFETY LLC BROOKSVILLE FL	03/27/2015
207757		2200065086	03/19/2015	USD	2,400.00	U S BANK ST PAUL MN	03/26/2015
207758		2200065084	03/19/2015	USD	39.00	U.S. HEALTHWORKS MEDICAL GROUP LOS ANGELES CA	03/23/2015
207759		2200065102	03/19/2015	USD	3,690.94	UNIVERSAL PROTECTION SERVICE PASADENA CA	03/26/2015
207760		2200065149	03/19/2015	USD	48.93	VANBRUKELIN, ALBERT CHINO HILLS CA	03/25/2015
207761		2200065136	03/19/2015	USD	377.93	VEHICLE REGISTRATION COLLECTORRANCHO CORDOVA CA	04/03/2015
207762		2200065144	03/19/2015	USD	18.40	VELARDE, TERESA CHINO HILLS CA	
207763		2200065132	03/19/2015	USD	431.05	VERIZON BUSINESS DALLAS TX	03/26/2015
207764		2200065127	03/19/2015	USD	3,833.35	VERIZON CALIFORNIA DALLAS TX	03/26/2015
207765		2200065131	03/19/2015	USD	844.71	VERIZON COMMUNICATIONS DALLAS TX	03/26/2015
207766		2200065123	03/19/2015	USD	1,909.00	WEBUCAPOR INC FAYETTEVILLE NY	03/30/2015
207767		2200065089	03/19/2015	USD	788.21	WORLDWIDE EXPRESS ALBANY NY	03/25/2015
207768		2200065158	03/19/2015	USD	591.30	COLONIAL LIFE & ACCIDENT INSURCOLOMBIA SC	03/24/2015
207769		2200065161	03/19/2015	USD	61.44	CONSECO LIFE INSURANCE COMPANY PITTSBURGH CA	03/26/2015
207770		2200065159	03/19/2015	USD	152.00	DISCOVERY BENEFITS INC FARGO ND	03/26/2015
207771		2200065162	03/19/2015	USD	2,014.27	FIDELITY SECURITY LIFE INSURANCE INNNATI OH	03/27/2015
207772		2200065160	03/19/2015	USD	52.19	PERS LONG TERM CARE PROGRAM PASADENA CA	03/25/2015
207773		2200065157	03/19/2015	USD	14,246.08	PREFERRED BENEFIT INSURANCE PLEASANTON CA	03/25/2015
207774		2200065156	03/19/2015	USD	2,832.24	WESTERN DENTAL PLAN ORANGE CA	03/26/2015
207775		2200065205	03/26/2015	USD	418.57	ACCUSTANDARD INC NEW HAVEN CT	04/01/2015
207776		2200065229	03/26/2015	USD	490.00	ADVANCED CHEMICAL TECHNOLOGY IRANCHO EUCAMONGA CA	03/31/2015
207777		2200065191	03/26/2015	USD	663.64	AIRGAS WEST INC PASADENA CA	03/31/2015
207778		2200065200	03/26/2015	USD	135.40	AMERICAN COMPRESSOR CO SANTA FE SPRINGS CA	04/01/2015
207779		2200065224	03/26/2015	USD	567.22	AMERICAN MATERIAL COMPANY LAKE ELSINORE CA	04/01/2015
207780		2200065257	03/26/2015	USD	172.02	ARAMBULA, BLANCA CHINO HILLS CA	04/01/2015
207781		2200065255	03/26/2015	USD	53.35	ARCHER, WILLIAM CHINO HILLS CA	04/01/2015
207782		2200065195	03/26/2015	USD	1,291.66	ARIZONA INSTRUMENT LLC CHANDLER AZ	03/31/2015
207783		2200065199	03/26/2015	USD	200.00	ARMA INTERNATIONAL KANSAS CITY MO	04/01/2015
207784		2200065237	03/26/2015	USD	1,096.13	AUTOZONE INC ATLANTA GA	04/02/2015
207785		2200065214	03/26/2015	USD	108.25	BAVCO LONG BEACH CA	04/01/2015
207786		2200065227	03/26/2015	USD	201.00	BURLINGTON SAFETY LAB OF CALIFWESTMINSTER CA	04/01/2015
207787		2200065198	03/26/2015	USD	156.00	CALIF WATER ENVIRONMENT ASSOC OAKLAND CA	04/02/2015
207788		2200065215	03/26/2015	USD	3,430.00	CALIFORNIA HAZARDOUS SERVICES SANTA ANA CA	03/31/2015
207789		2200065240	03/26/2015	USD	14,517.86	CALIFORNIA WATER TECHNOLOGIES, PASADENA CA	03/31/2015
207790		2200065244	03/26/2015	USD	1,414,547.62	CCI CONTRACTING INC ESCONDIDO CA	04/01/2015
207791		2200065256	03/26/2015	USD	1,250.07	CHAVEZ, NESTOR C CHINO HILLS CA	04/06/2015
207792		2200065182	03/26/2015	USD	91.71	CITY RENOVALS INC ONTARIO CA	04/01/2015
207793		2200065261	03/26/2015	USD	55.00	CONCERMINO, FRANCIS CHINO HILLS CA	04/01/2015
207794		2200065245	03/26/2015	USD	3,109.67	CONTROLIS CENTRAL BREA CA	04/01/2015

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Check number from to	Payment	Emst. date	Crcy	Amount paid (FC)	Recipient/void reason code	Emea./void
207795	2200065254	03/26/2015	USD	42.90	CUNNINGHAM, RICHARD CHINO HILLS CA	03/31/2015
207796	2200065231	03/26/2015	USD	563.08	DAVID WHEELER'S PEST CONTROL, NORCO CA	04/09/2015
207797	2200065197	03/26/2015	USD	2,300.42	DEZURIK INC MINNEAPOLIS MN	04/01/2015
207798	2200065211	03/26/2015	USD	9,800.00	DOLPHIN GROUP, THE LOS ANGELES CA	04/03/2015
207799	2200065232	03/26/2015	USD	2,697.23	DOWNES ENERGY CORONA CA	03/31/2015
207800	2200065235	03/26/2015	USD	223.83	ELECTRO-CHEMICAL DEVICES, INC IRVINE CA	04/03/2015
207801	2200065235	03/26/2015	USD	2,865.00	EUROFINS EATON ANALYTICAL, INGRAPEVINE TX	04/01/2015
207802	2200065247	03/26/2015	USD	100.00	FEDERAL LICENSE MANAGEMENT, LEWILLIAMSPORT PA	04/06/2015
207803	2200065246	03/26/2015	USD	2,175.00	FILARSKY & WATT LLP MANHATTAN BEACH CA	03/31/2015
207804	2200065184	03/26/2015	USD	675.18	FISHER SCIENTIFIC LOS ANGELES CA	03/31/2015
207805	2200065207	03/26/2015	USD	436.01	FLORENCE FILTER CORP COMPTON CA	04/06/2015
207806	2200065196	03/26/2015	USD	433.87	FLW INC HUNTINGTON CA	04/03/2015
207807	2200065225	03/26/2015	USD	7,679.64	GIC TRANSPORT INC BAKERSFIELD CA	03/30/2015
207808	2200065194	03/26/2015	USD	84.26	GRAINGER PALMARENE IL	03/31/2015
207809	2200065185	03/26/2015	USD	6,177.86	HARRINGTON INDUSTRIAL PLASTICSCHINO CA	03/31/2015
207810	2200065204	03/26/2015	USD	689.39	HAWTHORNE LIFT SYSTEMS LOS ANGELES CA	04/03/2015
207811	2200065186	03/26/2015	USD	171.19	HOME DEPOT CREDIT SERVICES DES MOINES IA	04/01/2015
207812	2200065258	03/26/2015	USD	148.09	KING, JOE CHINO HILLS CA	04/01/2015
207813	2200065203	03/26/2015	USD	223.80	KONICA MINOLTA BUSINESS SOLUTIPASADENA CA	04/01/2015
207814	2200065283	03/26/2015	USD	1,962.89	KREIBERGER, CARL CHINO HILLS CA	04/01/2015
207815	2200065210	03/26/2015	USD	55.00	LIEBERT CASSIDY WHITMORE LOS ANGELES CA	04/01/2015
207816	2200065241	03/26/2015	USD	68.00	LITTLE SISTER'S TRUCK WASH, IMBONSALL CA	04/01/2015
207817	2200065251	03/26/2015	USD	288.00	MARIA PRESQUEZ LAS VEGAS NV	04/02/2015
207818	2200065208	03/26/2015	USD	17,337.86	MCMASTER-CARR SUPPLY CO CHICAGO IL	04/01/2015
207819	2200065252	03/26/2015	USD	56.35	MEDEIROS, SHAWN CHINO HILLS CA	04/06/2015
207820	2200065238	03/26/2015	USD	90,293.00	MICROAGE PHOENIX AZ	03/31/2015
207821	2200065208	03/26/2015	USD	64.24	MIDPOINT BEARING ONTARIO CA	03/30/2015
207822	2200065192	03/26/2015	USD	319.04	MISSION REPROGRAPHICS RIVERSIDE CA	04/01/2015
207823	2200065220	03/26/2015	USD	995.10	NATIONAL CONSTRUCTION RENTALS PACOIMA CA	04/01/2015
207824	2200065222	03/26/2015	USD	529.55	NEW RESOURCES GROUP INC FAIRFIELD CT	03/31/2015
207825	2200065213	03/26/2015	USD	1,666.00	NINYO & MOORE SAN DIEGO CA	03/31/2015
207826	2200065183	03/26/2015	USD	2,264.78	OFFICE DEPOT LOS ANGELES CA	03/30/2015
207827	2200065260	03/26/2015	USD	154.55	ORTIZ, BRIAN CHINO HILLS CA	04/07/2015
207828	2200065226	03/26/2015	USD	188.79	PRIORITY MAILING SYSTEMS LLC TORRANCE CA	04/01/2015
207829	2200065259	03/26/2015	USD	179.25	RACZ, JASON CHINO HILLS CA	04/03/2015
207830	2200065187	03/26/2015	USD	356.00	RAYNE WATER CONDITIONING COVINA CA	03/30/2015
207831	2200065181	03/26/2015	USD	230.00	RBM LOCK & KEY ONTARIO CA	04/03/2015
207832	2200065188	03/26/2015	USD	50,605.25	RMA GROUP RANCHO CUCAMONGA CA	03/31/2015
207833	2200065189	03/26/2015	USD	3,756.84	ROYAL WHOLESAL ELECTRIC ORANGE CA	03/31/2015
207834	2200065250	03/26/2015	USD	53,414.80	RPL FUEL CELL LLC LOS ANGELES CA	04/01/2015
207835	2200065221	03/26/2015	USD	200.42	RSD LAKE FOREST CA	04/01/2015
207836	2200065281	03/26/2015	USD	3,719.01	SHAPE PRODUCTS CO OAKLAND CA	04/01/2015
207837	2200065242	03/26/2015	USD	480.00	SIERRA INFOSYS INC HOUSTON TX	04/01/2015
207838	2200065233	03/26/2015	USD	21,684.82	STINNOTT, PUEBLA, CAMPAGNE & CUILOS ANGELES CA	04/03/2015

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Check number	from to	payment	print date	CrCy	Amount paid (FC)	Recipient/void reason code	Spec./void
207839		2200065217	03/26/2015	USD	324.00	SKALAR INC BUFOORD GA	04/03/2015
207840		2200065243	03/26/2015	USD	5,000.00	SKILLSOFT CORPORATION ATLANTA GA	04/02/2015
207841		2200065262	03/26/2015	USD	30.05	SMITH, JEANNETTE CHINO HILLS CA	03/31/2015
207842		2200065249	03/26/2015	USD	281,015.50	SO CALLIF EDISON ROSEMEAD CA	03/31/2015
207843		2200065223	03/26/2015	USD	380.00	SOCIETY FOR HUMAN RESOURCE MGBALTIMORE MD	04/02/2015
207844		2200065219	03/26/2015	USD	14,652.00	SPANTEC CONSULTING INC CHICAGO IL	04/01/2015
207845		2200065193	03/26/2015	USD	436.21	SUNSHINE FILTERS OF PINELLAS ILARGO FL	04/01/2015
207846		2200065216	03/26/2015	USD	545,414.72	SWEBC ACCOUNTING OFFICE SACRAMENTO CA	04/02/2015
207847		2200065209	03/26/2015	USD	210.00	TOM DODSON & ASSOCIATES SAN BERNARDINO CA	04/02/2015
207848		2200065228	03/26/2015	USD	1,500.00	TOTALFUNDS BY HASLER TAMPA FL	04/01/2015
207849		2200065234	03/26/2015	USD	1,390.00	TRICO CORPORATION PEWAUKEE WI	03/30/2015
207850		2200065212	03/26/2015	USD	850.00	U-S HEALTHWORKS MEDICAL GROUP LOS ANGELES CA	03/31/2015
207851		2200065230	03/26/2015	USD	4,079.46	UNIVERSAL PROTECTION SERVICE PASADENA CA	03/31/2015
207852		2200065202	03/26/2015	USD	651.37	USA BLUE BOOK GORNEE IL	04/02/2015
207853		2200065239	03/26/2015	USD	13,178.33	UTILIQUEST LLC ATLANTA GA	04/02/2015
207854		2200065218	03/26/2015	USD	1,955.22	VALLEY COURIERS INC CALABASAS CA	04/02/2015
207855		2200065248	03/26/2015	USD	1,671.71	VERIZON CALIFORNIA DALLAS TX	04/01/2015
207856		2200065190	03/26/2015	USD	2,064.74	VWR INTERNATIONAL LLC PITTSBURGH PA	04/01/2015
207857		2200065371	03/26/2015	USD	350.00	AMEROSE, JEFF CHINO HILLS CA	04/06/2015
207858		2200065366	03/26/2015	USD	173.51	BREIG, ANNA VICTORVILLE CA	04/06/2015
207859		2200065374	03/26/2015	USD	320.94	CATALAN, JOSE L CHINO HILLS CA	04/07/2015
207850		2200065375	03/26/2015	USD	350.00	CAPALAN, MARIA CHINO HILLS CA	04/07/2015
207861		2200065370	03/26/2015	USD	350.00	DEGADO-ORAMAS III, JOSE M CHINO HILLS CA	04/07/2015
207862		2200065373	03/26/2015	USD	54.00	HEATH, SHARYL CHINO HILLS CA	03/30/2015
207863		2200065369	03/26/2015	USD	469.02	HOBBS, DIANA APPLE VALLEY CA	04/02/2015
207864		2200065367	03/26/2015	USD	469.02	HORNE, WILLIAM YUCCA VALLEY CA	04/01/2015
207865		2200065368	03/26/2015	USD	694.69	MILLER, ELMER L BLUE JAY CA	04/06/2015
207866		2200065377	03/26/2015	USD	135.09	NRANGIA, SAPNA CHINO HILLS CA	04/06/2015
207867		2200065376	03/26/2015	USD	350.00	NGUYEN, LONG F CHINO HILLS CA	04/06/2015
207868		2200065372	03/26/2015	USD	65.39	QUIROZ, OSCAR CHINO HILLS CA	04/06/2015
207869		2200065365	03/26/2015	USD	12,648.08	UTILIQUEST LLC ATLANTA GA	04/02/2015

\* Payment method Check ✓ 7,528,044.47

Check number from cc	Payment	Print date	Ccy	Amount paid (RC)	Recipient/Void reason code	Area / Void
			USD	7,528,044.47		
**						



Check Register

Inland Empire Util. Agency  
 Chino, CA  
 Company code 1000

Bank CBB CITIZENS BUSINESS BANK ONTARIO CA 917610000  
 Bank Key 122234149  
 Acct number WCOMP 231159290

Checks created manually

Check number	from to	Payment	amnt date	Crcy	Amount paid (FC)	Recipient/void reason code	Enca./void
04079		2200065387	03/04/2015	USD	171.20	YORK INSURANCE SERVICES GROUP CITY OF INDUSTRY CA	03/10/2015
04080		2200065388	03/04/2015	USD	198.80	YORK INSURANCE SERVICES GROUP CITY OF INDUSTRY CA	03/18/2015
04081		2200065389	03/11/2015	USD	115.36	YORK INSURANCE SERVICES GROUP CITY OF INDUSTRY CA	03/16/2015
04082		2200065390	03/11/2015	USD	460.00	YORK INSURANCE SERVICES GROUP CITY OF INDUSTRY CA	03/18/2015
04083		2200065391	03/18/2015	USD	213.77	YORK INSURANCE SERVICES GROUP CITY OF INDUSTRY CA	03/24/2015
04084		2200065392	03/18/2015	USD	995.15	YORK INSURANCE SERVICES GROUP CITY OF INDUSTRY CA	03/25/2015
04085		2200065393	03/18/2015	USD	644.00	YORK INSURANCE SERVICES GROUP CITY OF INDUSTRY CA	04/01/2015
04086		2200065394	03/18/2015	USD	420.00	YORK INSURANCE SERVICES GROUP CITY OF INDUSTRY CA	03/25/2015
04087		2200065395	03/18/2015	USD	261.33	YORK INSURANCE SERVICES GROUP CITY OF INDUSTRY CA	03/27/2015
04088		2200065396	03/18/2015	USD	248.57	YORK INSURANCE SERVICES GROUP CITY OF INDUSTRY CA	03/24/2015
04089		2200065397	03/18/2015	USD	1,078.30	YORK INSURANCE SERVICES GROUP CITY OF INDUSTRY CA	03/27/2015
04090		2200065398	03/18/2015	USD	150.00	YORK INSURANCE SERVICES GROUP CITY OF INDUSTRY CA	03/27/2015
04091		2200065399	03/18/2015	USD	527.24	YORK INSURANCE SERVICES GROUP CITY OF INDUSTRY CA	03/24/2015
04092		2200065400	03/18/2015	USD	35.23	YORK INSURANCE SERVICES GROUP CITY OF INDUSTRY CA	03/24/2015
04093		2200065401	03/18/2015	USD	48.00	YORK INSURANCE SERVICES GROUP CITY OF INDUSTRY CA	03/24/2015
04094		2200065402	03/18/2015	USD	280.00	YORK INSURANCE SERVICES GROUP CITY OF INDUSTRY CA	03/24/2015
04095		2200065403	03/18/2015	USD	12.00	YORK INSURANCE SERVICES GROUP CITY OF INDUSTRY CA	04/03/2015
04096		2200065404	03/25/2015	USD	69.38	YORK INSURANCE SERVICES GROUP CITY OF INDUSTRY CA	03/25/2015
04097		2200065405	03/25/2015	USD	133.35	YORK INSURANCE SERVICES GROUP CITY OF INDUSTRY CA	03/25/2015
04098		2200065406	03/25/2015	USD	115.13	YORK INSURANCE SERVICES GROUP CITY OF INDUSTRY CA	03/25/2015
04099		2200065407	03/25/2015	USD	122.30	YORK INSURANCE SERVICES GROUP CITY OF INDUSTRY CA	03/30/2015
04100		2200065408	03/25/2015	USD	73.37	YORK INSURANCE SERVICES GROUP CITY OF INDUSTRY CA	03/30/2015
04101		2200065409	03/25/2015	USD	10.12	YORK INSURANCE SERVICES GROUP CITY OF INDUSTRY CA	04/06/2015
04102		2200065410	03/25/2015	USD	105.68	YORK INSURANCE SERVICES GROUP CITY OF INDUSTRY CA	03/30/2015
04103		2200065411	03/25/2015	USD	123.57	YORK INSURANCE SERVICES GROUP CITY OF INDUSTRY CA	03/30/2015
04104		2200065412	03/25/2015	USD	463.31	YORK INSURANCE SERVICES GROUP CITY OF INDUSTRY CA	03/30/2015
04105		2200065413	03/25/2015	USD	384.00	YORK INSURANCE SERVICES GROUP CITY OF INDUSTRY CA	04/01/2015
04106		2200065414	03/25/2015	USD	202.02	YORK INSURANCE SERVICES GROUP CITY OF INDUSTRY CA	04/06/2015
04107		2200065415	03/25/2015	USD	255.70	YORK INSURANCE SERVICES GROUP CITY OF INDUSTRY CA	04/01/2015
04108		2200065416	03/25/2015	USD	1,509.92	YORK INSURANCE SERVICES GROUP CITY OF INDUSTRY CA	04/01/2015
04109		2200065417	03/25/2015	USD	250.00	YORK INSURANCE SERVICES GROUP CITY OF INDUSTRY CA	04/03/2015
04110		2200065418	03/25/2015	USD	218.66	YORK INSURANCE SERVICES GROUP CITY OF INDUSTRY CA	04/02/2015
04111		2200065419	03/25/2015	USD	133.35	YORK INSURANCE SERVICES GROUP CITY OF INDUSTRY CA	03/30/2015
04112		2200065420	03/25/2015	USD	73.37	YORK INSURANCE SERVICES GROUP CITY OF INDUSTRY CA	03/30/2015
04113		2200065421	03/25/2015	USD	460.00	YORK INSURANCE SERVICES GROUP CITY OF INDUSTRY CA	03/31/2015
04114		2200065422	03/31/2015	USD	271.15	YORK INSURANCE SERVICES GROUP CITY OF INDUSTRY CA	03/31/2015

\* Payment method Checks created manually 10,833.33 USD

Check number from to	Payment	Pay date	Currency	Amount paid (FC)	Receipt/void reason code	Area/void
			USD	10,833.33 ✓		
**						

Non-Board Member	January	February	March	Qtr 1	Year-To-Date
<b>PAYROLL COSTS</b>					
GROSS PAYROLL	\$ 2,236,437.35	\$ 2,075,110.15	\$ 2,111,227.84	\$ 6,422,775.34	\$ 6,422,775.34
CLAIMS	\$ (35.95)	\$ (20.00)	\$ (10.00)	\$ (65.95)	\$ (65.95)
DEDUCTIONS	\$ (432,358.41)	\$ (426,265.74)	\$ (433,157.43)	\$ (1,291,781.58)	\$ (1,291,781.58)
TAXES	\$ (487,940.61)	\$ (447,729.53)	\$ (460,279.61)	\$ (1,395,949.75)	\$ (1,395,949.75)
NET PAY TO EE	\$ 1,316,102.38	\$ 1,201,094.88	\$ 1,217,780.80	\$ 3,734,978.06	\$ 3,734,978.06
<b>ER CONTRIBUTIONS</b>					
TAXES	\$ 153,817.60	\$ 141,440.98	\$ 144,094.07	\$ 439,352.65	\$ 439,352.65
LIFE INSURANCE	\$ 2,731.66	\$ 2,721.66	\$ 2,756.66	\$ 8,209.98	\$ 8,209.98
CALPERS ER (subsidy)	\$ 65,211.11	\$ 61,217.08	\$ 62,055.92	\$ 188,484.11	\$ 188,484.11
PERS ER MATCH	\$ 303,760.24	\$ 287,289.09	\$ 292,522.99	\$ 883,572.32	\$ 883,572.32
RETRO PERS (subsidy & Match)	\$ 242.53	\$ -	\$ -	\$ 242.53	\$ 242.53
TOTAL ER CONTRIBUTIONS	\$ 525,763.14	\$ 492,668.81	\$ 501,429.64	\$ 1,519,861.59	\$ 1,519,861.59
TOTAL AGENCY PAYROLL	\$ 2,762,200.49	\$ 2,567,778.96	\$ 2,612,657.48	\$ 7,942,636.93	\$ 7,942,636.93
Number of Employees Processed	555	554	559	1668	1668

# INLAND EMPIRE UTILITIES AGENCY

PAYROLL FOR MARCH 6, 2015

PRESENTED AT BOARD MEETING ON MAY 20, 2015

GROSS PAYROLL COSTS			\$1,067,867.03
DEDUCTIONS			(\$451,669.04)
NET PAYROLL			\$616,197.99 =====
<b>NET PAYROLL BREAKDOWN</b>	<b>CHECKS</b>	<b>EFT</b>	<b>TOTAL</b>
CHECKS USED	-		
TRANSACTION PROCESSED	0	321	321
AMOUNT	(\$0.00)	\$616,197.99	<u>\$616,197.99</u>

# INLAND EMPIRE UTILITIES AGENCY

## RATIFICATION OF BOARD OF DIRECTORS

### PAYROLL FOR MARCH 6, 2015 PRESENTED AT BOARD MEETING ON MAY 20, 2015

DIRECTOR NAME	GROSS PAYROLL	NET PAYROLL
MICHAEL CAMACHO	\$3,801.00	\$1,371.87
TERRY L. CATLIN	\$2,515.25	\$476.92
STEVEN J. ELIE	\$2,965.25	\$481.85
JASMIN HALL	\$2,823.91	\$1,784.48
GENE T. KOOPMAN	\$2,179.35	\$831.09
<b>TOTALS</b>	<b>\$14,284.76</b>	<b>\$4,946.21</b>

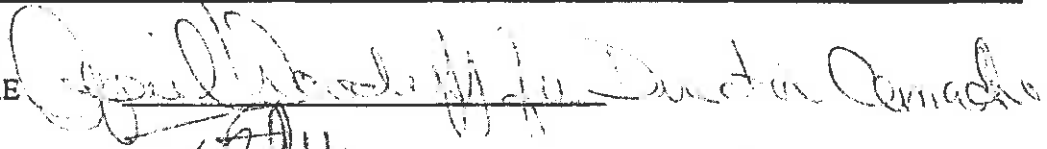
TOTAL EFTS PROCESSED	0
BEGINNING CHECK NO.	105382
ENDING CHECK NO.	105386
TOTAL CHECKS PROCESSED	5


**IEUA DIRECTOR PAYSHEET**

**MICHAEL CAMACHO**  
**EMPLOYEE NO. 1140**  
**ACCOUNT NO. 10200 110100 100000 501010**

**FEBRUARY 2015**

<b>DATE</b>	<b>TYPE OF MEETING</b>	<b>ATTENDANCE</b>	<b>TOTAL COMPENSATION</b>
02-04-15	Joint Special IEUA Board and Regional Policy Committee Meeting	Yes	\$225.00
02-05-15	Inland Caucus (Southern Coalition) Meeting	Yes	\$225.00
02-06-15	MWD State Water Tour	Yes	\$225.00
02-07-15	MWD State Water Tour	Yes	\$225.00
02-11-15	Public, Legislative Affairs, & Water Resources Committee	Yes	\$225.00
02-11-15	Engineering, Operations & Biosolids Mgmt. Committee Meeting	Yes (same day)	\$-0-
02-18-15	IEUA Board Meeting	Yes	\$225.00
02-19-15	Three Valleys MWD Leadership Breakfast	Yes	\$225.00
<b>TOTAL REIMBURSEMENT</b> (Up to 10 days of service per month per Ordinance No. 83, including MWD meetings)			<b>\$1,575.00</b>
Total No. of Meetings Attended			8
Total No. of Meetings Paid			7

DIRECTOR SIGNATURE 

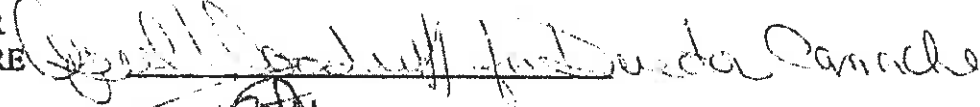
Approved by:   
 Terry Catlin, President, Board of Directors

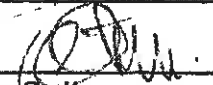
**DIRECTOR PAYSHEET FOR IEUA REPRESENTATIVE  
ON MWD BOARD**

MICHAEL CAMACHO  
EMPLOYEE NO. 1140  
ACCOUNT NO. 10200 110100 100000 501010

**FEBRUARY 2015**

DATE	TYPE OF MEETING	ATTENDANCE	TOTAL COMPENSATION
02-03-15	OP&T Committee Update Telecon Meeting	Yes	\$225.00
02-09-15	MWD Standing Committee Meetings	Yes	\$225.00
02-10-15	MWD Standing Committee and Board Meetings	Yes	\$225.00
02-24-15	MWD Other Committee Meetings	Yes (10 mtgs max)	\$-0-
<b>TOTAL REIMBURSEMENT</b> (Up to 10 days of service per month per Ordinance No. 83)			<b>\$675.00</b>
Total No. of Meetings Attended			4
Total No. of Meetings Paid			3

DIRECTOR SIGNATURE 

Approved by:   
Terry Catlin  
President, Board of Directors

**DIRECTOR PAYSHEET FOR IEUA REPRESENTATIVE  
ON REGIONAL POLICY COMMITTEE (ALTERNATE)**

MICHAEL CAMACHO  
EMPLOYEE NO. 1140  
ACCOUNT NO. 10200 110100 100000 501010

**FEBRUARY 2015**

DATE	TYPE OF MEETING	ATTENDANCE	TOTAL COMPENSATION
02-05-15	Policy Committee Meeting	Cancelled	\$-0-

<b>TOTAL REIMBURSEMENT</b> Up to 10 days of service per month per Ordinance No. 73, Section 1 (d) (i.e., \$125.00 – difference between Regional Policy Committee (\$100.00 and Agency meetings \$225.00) including Agency meetings	\$-0-
Total No. of Meetings Attended	0
Total No. of Meetings Paid	0

**DIRECTOR  
SIGNATURE**

*Michael Camacho*

**Approved by:**

*Terry Catlin*  
Terry Catlin  
President, Board of Directors



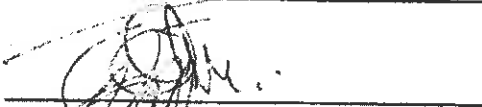
**IEUA DIRECTOR PAYSHEET**

TERRY CATLIN  
 EMPLOYEE NO. 615  
 ACCOUNT NO. 10200 110100 100000 501010

**FEBRUARY 2015**

DATE	TYPE OF MEETING	ATTENDANCE	TOTAL COMPENSATION
02-04-15	Joint Special IEUA Board and Regional Policy Committee Meeting	No	\$-0-
02-11-15	Meeting with Water Education Foundation	Yes	\$225.00
02-11-15	Engineering, Operations & Biosolids Management Committee Meeting	Yes (Same Day)	\$-0-
02-11-15	Finance, Legal & Administration Committee Meeting	Yes (Same Day)	\$-0-
02-11-15	Montclair Oversight Meeting	Yes (decline pymt.)	\$-0-
02-18-15	IEUA Board Meeting	Yes	\$225.00
02-26-15	Upland Oversight Meeting	No	\$-0-
<b>TOTAL REIMBURSEMENT</b> (Up to 10 days of service per month per Ordinance No. 83)			\$450.00
Total No. of Meetings Attended			5
Total No. of Meetings Paid			2

**DIRECTOR  
SIGNATURE**



**Approved by:**



Steven J. Elie  
 Secretary/Treasurer, Board of Directors

**DIRECTOR PAYSHEET FOR IEUA REPRESENTATIVE  
ON SAWPA COMMISSION**

TERRY CATLIN  
EMPLOYEE NO. 615  
ACCOUNT NO. 10200 110100 100000 501010

**FEBRUARY 2015**

DATE	TYPE OF MEETING	ATTENDANCE	TOTAL COMPENSATION
02-03-15	SAWPA Commission Workshop	Yes	\$225.00
02-17-15	SAWPA Commission Meeting	No	\$-0-

<b>TOTAL REIMBURSEMENT</b> Up to 10 days of service per month per Ordinance No. 83, Section 1 (d) including Agency meetings*	\$225.00
Total No. of SAWPA Meetings Attended	1
Total No. of SAWPA Meetings Paid	1

DIRECTOR SIGNATURE \_\_\_\_\_

Approved by: \_\_\_\_\_

Steven J. Elie  
Secretary/Treasurer, Board of Directors

\*SAWPA will pay \$179.43 (2014) per meeting directly to the Agency.

**DIRECTOR PAYSHEET FOR IEUA REPRESENTATIVE  
ON REGIONAL POLICY COMMITTEE**

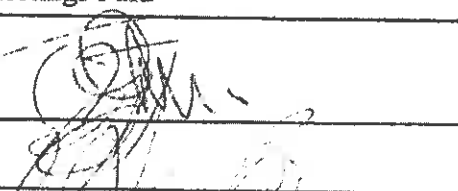
TERRY CATLIN  
EMPLOYEE NO. 615  
ACCOUNT NO. 10200 110100 100000 501010

**FEBRUARY 2015**

DATE	TYPE OF MEETING	ATTENDANCE	TOTAL COMPENSATION
02-05-15	Policy Committee Meeting	Cancelled	\$-0-

<b>TOTAL REIMBURSEMENT</b> Up to 10 days of service per month per Ordinance No. 73, Section 1 (d) (i.e., \$125.00 – difference between Regional Policy Committee (\$100.00 and Agency meetings \$225.00) including Agency meetings	\$-0-
Total No. of Meetings Attended	0
Total No. of Meetings Paid	0

**DIRECTOR  
SIGNATURE**



**Approved by:**

Steven J. Elie  
Secretary/Treasurer, Board of Directors

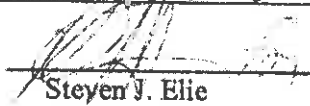
**DIRECTOR PAYSHEET FOR IEUA REPRESENTATIVE  
ON WATERMASTER BOARD (ALTERNATE)**

TERRY CATLIN  
EMPLOYEE NO. 615  
ACCOUNT NO. 10200 110100 100000 501010

**FEBRUARY 2015**

DATE	TYPE OF MEETING	ATTENDANCE	TOTAL COMPENSATION
02-19-15	CBWM Advisory Committee Meeting	No	\$-0-
02-26-15	CBWM Board Meeting	Yes (decline pymt.)	\$-0-
<b>TOTAL REIMBURSEMENT</b>			\$-0-
Up to 10 days of service per month per Ordinance No. 83, Section 1 (d) (i.e., \$100.00 – difference between Watermaster \$125.00 and District meetings \$225.00), including District meetings			
Total No. of Watermaster Meetings Attended			1
Total No. of Watermaster Meetings Paid			0

DIRECTOR SIGNATURE 

Approved by:   
Steven J. Elie  
Secretary/Treasurer, Board of Directors

**DIRECTOR PAYSHEET FOR IEUA REPRESENTATIVE  
ON CHINO DESALTER AUTHORITY**

TERRY CATLIN  
EMPLOYEE NO. 615  
ACCOUNT NO. 10200 110100 100000 501010

**FEBRUARY 2015**

DATE	TYPE OF MEETING	ATTENDANCE	TOTAL COMPENSATION
02-05-15	CDA Board Meeting	No	\$-0-
<b>TOTAL REIMBURSEMENT</b>			\$-0-
Up to 10 days of service per month per Ordinance No. 83, Section 1 (d) (i.e., \$75.00 – difference between CDA (\$150.00 And Agency meetings \$225.00) including Agency meetings			
Total No. of CDA Meetings Attended			0
Total No. of CDA Meetings Paid			0

DIRECTOR SIGNATURE \_\_\_\_\_

Approved by: \_\_\_\_\_

Steven J. Elie  
Secretary/Treasurer, Board of Directors

\*Chino Desalter Authority will pay \$150.00 per meeting directly to the Agency.

**IEUA DIRECTOR PAYSHEET**

STEVEN J. ELIE  
 EMPLOYEE NO. 1175  
 ACCOUNT NO. 10200 110100 100000 501010

**FEBRUARY 2015**

02-04-15	Joint Special IEUA Board and Regional Policy Committee Meeting	Yes	\$225.00
02-11-15	Public, Legislative Affairs and Water Resources Committee	Yes	\$225.00
02-11-15	Finance, Legal, & Administration Committee	Yes (same day)	\$-0-
02-18-15	IEUA Board Meeting	No	\$-0-
02-23-15	Meeting. with Attorney Greg Newmark re: Ontario Plume	Yes	\$225.00
02-24-15	Chino Hills City Council Meeting	Yes	\$225.00
02-25-15	Meeting with T Haughey and G. Duncan.	Yes	\$225.00
<b>TOTAL REIMBURSEMENT</b> (Up to 10 days of service per month per Ordinance No. 83)			\$1,125.00
Total No. of Meetings Attended			6
Total No. of Meetings Paid			5

DIRECTOR  
SIGNATURE

*Steven J. Elie*

Approved By:

*Terry Callin*  
 Terry Callin  
 President, Board of Directors

**DIRECTOR PAYSHEET FOR IEUA  
ON WATERMASTER BOARD**

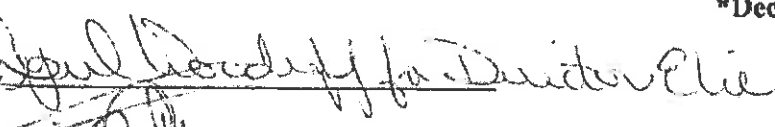
STEVEN J. ELIE  
EMPLOYEE NO. 1175  
ACCOUNT NO. 10200 110100 100000 501010

**FEBRUARY 2015**

DATE	TYPE OF MEETING	ATTENDANCE	TOTAL COMPENSATION
02-24-15	CBWM Agenda Review Meeting	Yes	\$-0-
02-24-15	CBWM 2 <sup>nd</sup> Quarter Officer's Meeting	Yes	\$-0-
02-26-15	CBWM Board Meeting	Yes	\$-0-

<b>TOTAL REIMBURSEMENT</b> Up to 10 days of service per month per Ordinance No. 83, Section 1 (d) (i.e., \$100.00 – difference between Watermaster \$125.00 and District meetings \$225.00), including District meetings	\$-0-
Total No. of Watermaster Meetings Attended	3
Total No. of Watermaster Meetings Paid	0

\*Decline IEUA portion

DIRECTOR SIGNATURE 

Approved by:   
Terry Callin  
President, Board of Directors

**IEUA DIRECTOR PAYSHEET**

JASMIN A. HALL  
 EMPLOYEE NO. 1256  
 ACCOUNT NO. 10200 110100 100000 501010

**FEBRUARY 2015**

DATE	TYPE OF MEETING	ATTENDANCE	TOTAL COMPENSATION
02-02-15	IERCA Board Meeting	Yes	\$225.00
02-03-15	Bloomington Municipal Advisory Meetings	Yes (same day)	\$-0-
02-04-15	Joint Special IEUA Board and Regional Policy Committee Meeting	Yes	\$225.00
02-09-15	Meeting w/Fontana Chuck Hayes to discuss Agency business	Yes	\$225.00
02-10-15	Workshop Meeting with Fontana Council	Yes	\$225.00
02-10-15	Rialto City Council Meeting	Yes (same day)	\$-0-
02-11-15	Public, Legislative Affairs and Water Resources Committee (Alt)	Yes	\$225.00
02-11-15	E&O Committee Meeting (Alt)	Yes (same day)	\$-0-
02-11-15	Finance, Legal & Admin. Committee	Yes (same day)	\$-0-
2-12-14	FUSD Principals Meeting w/K Plank	Yes	\$225.00
02-18-15	IEUA Board Meeting	Yes	\$225.00
02-19-15	Three Valleys MWD Leadership Breakfast	Yes	\$225.00
02-21-14	Adjourned Fontana City Council Mtg to discuss rate allocation	Yes	\$225.00
02-24-15	CASA/ACWA Conference	Yes	\$225.00
02-25-15	CASA/ACWA Conference	Yes (10 mtgs max)	\$-0-
02-26-15	CASA/ACWA Conference	Yes (10 mtgs max)	\$-0-
02-27-15	Meeting with Mr. Grindstaff	Yes (staff)	\$-0-
<b>TOTAL REIMBURSEMENT</b> (Up to 10 days of service per month per Ordinance No. 83)			\$2,250.00
Total No. of Meetings Attended			17
Total No. of Meetings Paid			10

DIRECTOR SIGNATURE

*Handwritten signature: Jasmin A. Hall*

Approved by:

*Handwritten signature: Terry Catlin*  
 Terry Catlin, President, Board of Directors



**DIRECTOR PAYSHEET FOR IEUA  
ON SAWPA COMMISSION (ALTERNATE)**

JASMIN A. HALL  
EMPLOYEE NO. 1256  
ACCOUNT NO. 10200 110100 100000 501010

**FEBRUARY 2015**

DATE	TYPE OF MEETING	ATTENDANCE	TOTAL COMPENSATION
02-03-15	SAWPA Commission Workshop	Yes (10 mtgs max)	\$-0-
02-17-15	SAWPA Commission Meeting	Yes (10 mtgs max)	\$-0-
<b>TOTAL REIMBURSEMENT</b> Up to 10 days of service per month per Ordinance No. 83, Section 1 (d) (i.e., \$45.57 – difference between SAWPA (\$179.43 (2014) And Agency meetings \$225.00) including Agency meetings			\$-0-
Total No. of SAWPA Meetings Attended			2
Total No. of SAWPA Meetings Paid			\$-0-

DIRECTOR SIGNATURE *Jasmin A. Hall*

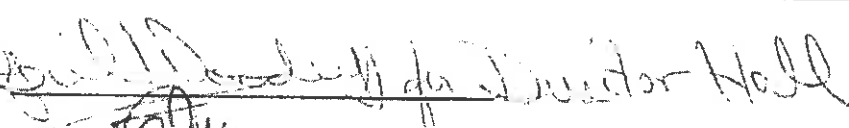
Approved by: *Terry Catlin*  
Terry Catlin  
President, Board of Directors

**DIRECTOR PAYSHEET FOR IEUA REPRESENTATIVE  
ON CHINO DESALTER AUTHORITY**

JASMIN A. HALL  
 EMPLOYEE NO. 1256  
 ACCOUNT NO. 10200 110100 100000 501010

**FEBRUARY 2015**

DATE	TYPE OF MEETING	ATTENDANCE	TOTAL COMPENSATION
02-05-15	CDA Board Meeting	No	\$-0-
<b>TOTAL REIMBURSEMENT</b>			\$-0-
Up to 10 days of service per month per Ordinance No. 83, Section 1 (d) (i.e., \$45.00 – difference between CDA (\$150.00 And Agency meetings \$195.00 excludes alternate) including Agency meetings			
Total No. of CDA Meetings Attended			0
Total No. of CDA Meetings Paid			0

DIRECTOR SIGNATURE: 

Approved by:   
 Terry Catlin  
 President, Board of Directors


**IEUA DIRECTOR PAYSHEET**

GENE KOOPMAN  
 EMPLOYEE NO. 642  
 ACCOUNT NO. 10200 110100 100000 501010

**FEBRUARY 2015**

DATE	TYPE OF MEETING	ATTENDANCE	TOTAL COMPENSATION
02-02-15	IERCA Board Meeting	Yes	\$225.00
02-04-15	Joint Special IEUA Board and Regional Policy Committee Meeting	Yes	\$225.00
02-11-15	Finance, Legal & Administration Committee	Yes	\$225.00
02-18-15	IEUA Board Meeting	Yes	\$225.00
<b>TOTAL REIMBURSEMENT</b> (Up to 10 days of service per month per Ordinance No. 83)			\$900.00
Total No. of Meetings Attended			4
Total No. of Meetings Paid			4

REPRESENTATIVE'S  
SIGNATURE



Approved by:

  
 Terry Catlin  
 President, Board of Directors

# INLAND EMPIRE UTILITIES AGENCY

**PAYROLL FOR MARCH 20, 2015**

**PRESENTED AT BOARD MEETING ON MAY 20, 2015**

GROSS PAYROLL COSTS			\$1,043,360.81
DEDUCTIONS			(\$441,778.00)
NET PAYROLL			<u>\$601,582.81</u>
<b>NET PAYROLL BREAKDOWN</b>	<b>CHECKS</b>	<b>EFT</b>	<b>TOTAL</b>
CHECKS USED	-		
TRANSACTION PROCESSED	0	323	323
AMOUNT	\$0.00	\$601,582.81	<u>\$601,582.81</u>

Check Payee / Description Amount

Wire	BANK OF AMERICA NT&SA P/R 6 3/20/15 EFT Direct Deposit	032015	601,582.81
	BANK OF AMERICA NT&SA	\$	601,582.81
Wire	INTERNAL REVENUE SERVICE P/R 6 3/20 Taxes	HR 0031300	249,182.19
	INTERNAL REVENUE SERVICE	\$	249,182.19
Wire	EMPLOYMENT DEVELOPMENT DEPARTM P/R 6 3/20 Taxes	HR 0031300	38,724.23
	P/R 6 3/20 Taxes	HR 0031300	8,361.44
	EMPLOYMENT DEVELOPMENT DEPARTM\$		47,085.67
Wire	EMPLOYMENT DEVELOPMENT DEPARTM P/R 5 3/6 Taxes	HR 0031100	40,922.60
	P/R 5 3/6 Taxes	HR 0031100	8,586.72
	P/R DIR 003 3/6 Taxes	HR 0031200	353.68
	EMPLOYMENT DEVELOPMENT DEPARTM\$		49,863.00
Wire	INTERNAL REVENUE SERVICE P/R 5 3/6 Taxes	HR 0031100	258,596.50
	P/R DIR 003 3/6 Taxes	HR 0031200	2,180.49
	INTERNAL REVENUE SERVICE	\$	260,776.99
Wire	BANK OF AMERICA NT&SA P/R 5 3/6 EFT Direct Deposit	030615	616,197.99
	BANK OF AMERICA NT&SA	\$	616,197.99
ACH	ICMA RETIREMENT TRUST 457 P/R 5 3/6 Deferred Comp Ded	HR 0031100	12,145.17
	ICMA RETIREMENT TRUST 457	\$	12,145.17
ACH	LINCOLN NATIONAL LIFE INS CO P/R 5 3/6 Deferred Comp Ded	HR 0031100	21,170.54
	LINCOLN NATIONAL LIFE INS CO	\$	21,170.54
ACH	ICMA RETIREMENT TRUST 401 P/R 5 3/6 Exec Deferred Comp	HR 0031100	9,371.13
	ICMA RETIREMENT TRUST 401	\$	9,371.13
ACH	AQUA BEN CORPORATION RPI-16,100 Lbs Polymer 750A	32986	21,105.55
	AQUA BEN CORPORATION	\$	21,105.55
ACH	CIHIGOYENETCHE GROSSBERG & CLO 1/15 IEUA vs Lexington/Qualco	49440	7,067.40
	1/15 General Legal	49437	32,293.00
	1/15 Watermaster	49443	2,445.00

Check	Payee / Description		Amount
	1/15 PS vs IEUA	49442	1,675.00
	1/15 RCA Legal	49438	950.00
	1/15 IEUA vs Kaveh Engineering & Constru	49439	452.00
			- - - - -
	CIHIGOYENETCHE GROSSBERG & CLOŞ		44,882.40
ACH	JCI JONES CHEMICALS INC		
	RP5-4,965 Gals Sdm Hypchlrt	643006	2,844.95
	TP1-5,021 Gals Sdm Hypchlrt	645599	2,877.03
	CCWRP-4,969 Gals Sdm Hypchlrt	645406	2,847.24
	TP1-5,003 Gals Sdm Hypchlrt	645405	2,866.72
	TP1-4,937 Gals Sdm Hypchlrt	645820	2,828.90
	TP1-5,001 Gals Sdm Hypchlrt	645732	2,865.57
	TP1-5,005 Gals Sdm Hypchlrt	645731	2,867.87
	CCWRP-3,023 Gals Sdm Hypchlrt	645717	1,732.18
	RP5-5,007 Gals Sdm Hypchlrt	645742	2,869.01
			- - - - -
	JCI JONES CHEMICALS INC	\$	24,599.47
ACH	PACIFIC PARTS & CONTROLS		
	Overload Relay	356449	81.00
			- - - - -
	PACIFIC PARTS & CONTROLS	\$	81.00
ACH	PEST OPTIONS INC		
	12/14 RP5 Red Fire Ant Treatment	239037	395.00
	1/15 RP5 Red Fire Ant Treatment	240128	395.00
	December 2014 Weed Abatement Services	238221	2,303.33
	10/14-12/14 Magnolia Channel Weed Abatem	238416	675.00
			- - - - -
	PEST OPTIONS INC	\$	3,768.33
ACH	GK & ASSOCIATES INC		
	RP1-1/15 Prof Svcs	15-154	20,976.00
			- - - - -
	GK & ASSOCIATES INC	\$	20,976.00
ACH	DANRAE, INC		
	EN12022-1/2015 Professional Services	130104	875.00
			- - - - -
	DANRAE, INC	\$	875.00
ACH	HEIDER ENGINEERING SERVICES, I		
	EN15026-1/24 Prof Svcs	110354	1,032.50
	EN11035-10/24-10/28 Prof Svcs	110141-R	1,300.70
	EN11035-11/17-11/18 Prof Svcs	110202-R	739.70
	EN11035-12/10-12/11 Prof Svcs	110282	934.00
			- - - - -
	HEIDER ENGINEERING SERVICES, IŞ	\$	4,006.90
ACH	SHELL ENERGY NORTH AMERICA LP		
	RP1-12/1-12/31 2450 Phila St 9/1-9/30 Ad 2042 12/14		48,677.39
			- - - - -
	SHELL ENERGY NORTH AMERICA LP	\$	48,677.39
ACH	IEUA GENERAL EMPLOYEES ASSOCIA		
	P/R 5 3/6 Employee Ded	HR 0031100	1,144.10
			- - - - -
	IEUA GENERAL EMPLOYEES ASSOCIAŞ		1,144.10

Check Payee / Description Amount

ACH	IEUA PROFESSIONAL EMPLOYEES AS P/R 5 3/6 Employee Ded	HR 0031100	360.00
	IEUA PROFESSIONAL EMPLOYEES ASS		360.00
ACH	DISCOVERY BENEFITS INC P/R 5 3/6 Cafeteria Plan	P/R 5 3/6	2,873.28
	DISCOVERY BENEFITS INC	\$	2,873.28
ACH	SHELL ENERGY NORTH AMERICA LP 1/15 Gas Commodity-Non Core	2596438	11,247.17
	1/15 Gas Cmmnty-Core, 11/14 Adj	1100002880301	2,568.89
	SHELL ENERGY NORTH AMERICA LP	\$	13,816.06
ACH	PACIFIC RELIABILITY & ENERGY S IR Inspection Windows Installation	20150128	7,000.00
	PACIFIC RELIABILITY & ENERGY S\$		7,000.00
ACH	SANTA ANA WATERSHED December 2014 Truck Discharge	8594	1,609.81
	December 2014 Service	8600	126,335.89
	SANTA ANA WATERSHED	\$	127,945.70
ACH	AQUA BEN CORPORATION RP2-18,400 Lbs Polymer 748E	33009	24,120.63
	DAFT-4,600 Lbs Polymer 748E	33008	4,992.84
	AQUA BEN CORPORATION	\$	29,113.47
ACH	JCI JONES CHEMICALS INC TP1-5,001 Gals Sdm Hypchlrt	645894	2,865.57
	TP1-5,029 Gals Sdm Hypchlrt	645986	2,881.62
	TP1-5,051 Gals Sdm Hypchlrt	646109	2,894.22
	TP1-5,033 Gals Sdm Hypchlrt	646220	2,883.91
	RP2-1,805 Gals Sdm Hypchlrt	646241	1,034.27
	RP5-5,003 Gals Sdm Hypchlrt	645977	2,866.72
	CCWRP-3,017 Gals Sdm Hypchlrt	645897	1,728.74
	JCI JONES CHEMICALS INC	\$	17,155.05
ACH	NAPA GENUINE PARTS COMPANY Brake Cleaner, Brake Fluid	150046	42.52
	NAPA GENUINE PARTS COMPANY	\$	42.52
ACH	WESTERN MUNICIPAL WATER DISTRI WR15001-1/1/15-1/31/15 100 Sprinkler Noz IEUA 00033		325.00
	WESTERN MUNICIPAL WATER DISTRI\$		325.00
ACH	GK & ASSOCIATES INC 1/15 Prof Svc	15-157	19,520.00
	1/15 Prof Svcs	15-159	22,839.00
	1/15 Prof Svcs	15-155	13,120.00

Check	Payee / Description		Amount
	1/15 Prof Svcs	15-158	10,240.00
	1/15 Prof Svcs	15-156	20,496.00
	GK & ASSOCIATES INC	\$	86,215.00
ACH	SHELL ENERGY NORTH AMERICA LP		
	RP2/RP5-1/1-1/31 16400 El Prado 10/1-10/ 2044 1/15		71.38
	RP1-1/1-1/31 2450 Phila St 10/1-10/31 Ad 2042 1/15		105,563.69
	SHELL ENERGY NORTH AMERICA LP	\$	105,635.07
ACH	SOLAR STAR CALIFORNIA V LLC		
	1/15 Solar Energy	IEUA0075	38,054.87
	SOLAR STAR CALIFORNIA V LLC	\$	38,054.87
ACH	ICMA RETIREMENT TRUST 457		
	P/R 6 3/20 Deferred Comp Ded	HR 0031300	12,103.52
	ICMA RETIREMENT TRUST 457	\$	12,103.52
ACH	LINCOLN NATIONAL LIFE INS CO		
	P/R 6 3/20 Deferred Comp Ded	HR 0031300	21,157.42
	LINCOLN NATIONAL LIFE INS CO	\$	21,157.42
ACH	ICMA RETIREMENT TRUST 401		
	P/R 6 3/20 Exec Deferred Comp	HR 0031300	9,362.58
	ICMA RETIREMENT TRUST 401	\$	9,362.58
ACH	AQUA BEN CORPORATION		
	RP1-16,100 Lbs Polymer 750A	33032	21,105.55
	AQUA BEN CORPORATION	\$	21,105.55
ACH	IEUA GENERAL EMPLOYEES ASSOCIA		
	P/R 6 3/20 Employee Ded	HR 0031300	1,144.10
	IEUA GENERAL EMPLOYEES ASSOCIAS	\$	1,144.10
ACH	IEUA PROFESSIONAL EMPLOYEES AS		
	P/R 6 3/20 Employee Ded	HR 0031300	360.00
	IEUA PROFESSIONAL EMPLOYEES ASS	\$	360.00
ACH	AQUA BEN CORPORATION		
	DAFT-4,600 Lbs Polymer 748E	33050	4,992.84
	RP1-13,800 Lbs Polymer 750A	33051	18,090.48
	AQUA BEN CORPORATION	\$	23,083.32
ACH	JCI JONES CHEMICALS INC		
	TP1-5,001 Gals Sdm Hypchlrt	647241	2,865.57
	RP5-5,005 Gals Sdm Hypchlrt	647007	2,867.87
	TP1-5,047 Gals Sdm Hypchlrt	646907	2,891.93
	RP5-5,039 Gals Sdm Hypchlrt	646913	2,887.35
	RP4-5,021 Gals Sdm Hypchlrt	646789	2,877.03
	TP1-5,023 Gals Sdm Hypchlrt	646793	2,878.18



Check	Payee / Description	Amount
	TP1-4,999 Gals Sdm Hypchlrt 646704	2,864.43
	TP1-4,979 Gals Sdm Hypchlrt 646703	2,852.97
	TP1-5,007 Gals Sdm Hypchlrt 646560	2,869.01
	RP4-4,889 Gals Sdm Hypchlrt 646584	2,801.40
	RP5-5,031 Gals Sdm Hypchlrt 646438	2,882.76
	CCWRP-3,053 Gals Sdm Hypchlrt 646351	1,749.37
	TP1-5,023 Gals Sdm Hypchlrt 646348	2,878.18
	TP1-5,043 Gals Sdm Hypchlrt 846244	2,889.64
	TP1-4,966 Gals Sdm Hypchlrt 646248	2,845.52
	TP1-4,989 Gals Sdm Hypchlrt 646221	2,858.70
	RP4-4,897 Sdm Hypchlrt 646237	2,805.98
	TP1-5,011 Gals Sdm Hypchlrt 647092	2,871.30
	TP1-5,017 Gals Sdm Hypchlrt 647190	2,874.74
	JCI JONES CHEMICALS INC \$	53,311.93
ACH	LASER LINE	
	ISS-Svc Brother Fax 4750E,Drum Unit 27762	208.10
	LASER LINE \$	208.10
ACH	NAPA GENUINE PARTS COMPANY	
	2 Batteries,2 Core Deposits,25 Battery C 152258	548.07
	Air Filter 152152	61.00
	NAPA GENUINE PARTS COMPANY \$	609.07
ACH	SANTA ANA WATERSHED	
	January 2015 Truck Discharge 8609	284.90
	January 2015 Service 8615	120,656.29
	SANTA ANA WATERSHED \$	120,941.19
ACH	UNIVAR USA INC	
	CCWRP-3,730 Lbs Sodium Bisulfite LA093730	938.60
	UNIVAR USA INC \$	938.60
ACH	AGRICULTURAL RESOURCES	
	4/15 Wtr Quality Consult 4/15 WTR QLTY	6,000.00
	AGRICULTURAL RESOURCES \$	6,000.00
ACH	PEST OPTIONS INC	
	Sept-Dec 2014 GWR Weed Abatement Service 241215	17,420.00
	PEST OPTIONS INC \$	17,420.00
ACH	DANRAE, INC	
	EN11035-2/2015 Professional Services 130205	1,382.50
	EN13023-2/2015 Professional Services 130302-R	5,888.75
	EN12022-1/2015 Professional Services 130204	787.50
	EN15052-2/2015 Professional Services 130201	5,285.00
	EN13054-2/2015 Professional Services 130206	1,400.00
	DANRAE, INC \$	14,743.75
ACH	SOLAR STAR CALIFORNIA V LLC	
	2/15 Solar Energy IEUA0076	41,676.74

Check	Payee / Description	Amount
	SOLAR STAR CALIFORNIA V LLC \$	41,676.74
ACH	DISCOVERY BENEFITS INC P/R 6 3/20 Cafeteria Plan P/R 6 3/20/15	2,793.28
	DISCOVERY BENEFITS INC \$	2,793.28
ACH	ESTRADA, JIMMIE J Reim Monthly Health Prem HEALTH PREM	469.02
	ESTRADA, JIMMIE J \$	469.02
ACH	LICHTI, ALICE Reim Monthly Health Prem HEALTH PREM	173.51
	LICHTI, ALICE \$	173.51
ACH	MORASSE, EDNA Reim Monthly Health Prem HEALTH PREM	173.51
	MORASSE, EDNA \$	173.51
ACH	NOWAK, THEO T Reim Monthly Health Prem HEALTH PREM	469.02
	NOWAK, THEO T \$	469.02
ACH	SONNENBURG, ILSE Reim Monthly Health Prem HEALTH PREM	173.51
	SONNENBURG, ILSE \$	173.51
ACH	DYKSTRA, BETTY Reim Monthly Health Prem HEALTH PREM	173.51
	DYKSTRA, BETTY \$	173.51
ACH	TORRES, ROBERT G Reim Monthly Health Prem HEALTH PREM	469.02
	TORRES, ROBERT G \$	469.02
ACH	MUELLER, CAROLYN Reim Monthly Health Prem HEALTH PREM	173.51
	MUELLER, CAROLYN \$	173.51
ACH	GRIFFIN, GEORGE Reim Monthly Health Prem HEALTH PREM	173.51
	GRIFFIN, GEORGE \$	173.51
ACH	CANADA, ANGELA Reim Monthly Health Prem HEALTH PREM	173.51
	CANADA, ANGELA \$	173.51
ACH	CUPERSMITH, LEIZAR	

Check	Payee / Description		Amount
	Reim Monthly Health Prem	HEALTH PREM	173.51
	CUPERSMITH, LEIZAR	\$	173.51
ACH	DELGADO-ORAMAS JR, JOSE Reim Monthly Health Prem	HEALTH PREM	295.51
	DELGADO-ORAMAS JR, JOSE	\$	295.51
ACH	GRANGER, BRANDON Reim Monthly Health Prem	HEALTH PREM	195.24
	GRANGER, BRANDON	\$	195.24
ACH	GADDY, CHARLES L Reim Monthly Health Prem	HEALTH PREM	195.24
	GADDY, CHARLES L	\$	195.24
ACH	BAKER, CHRIS Reim Monthly Health Prem	HEALTH PREM	73.24
	BAKER, CHRIS	\$	73.24
ACH	WEBB, DANNY C Reim Monthly Health Prem	HEALTH PREM	122.00
	WEBB, DANNY C	\$	122.00
ACH	HUMPHREYS, DEBORAH E Reim Monthly Health Prem	HEALTH PREM	260.59
	HUMPHREYS, DEBORAH E	\$	260.59
ACH	MOUAT, FREDERICK W Reim Monthly Health Prem	HEALTH PREM	147.76
	MOUAT, FREDERICK W	\$	147.76
ACH	MORGAN, GARTH W Reim Monthly Health Prem	HEALTH PREM	122.00
	MORGAN, GARTH W	\$	122.00
ACH	ALLINGHAM, JACK Reim Monthly Health Prem	HEALTH PREM	25.76
	ALLINGHAM, JACK	\$	25.76
ACH	MAZUR, JOHN Reim Monthly Health Prem	HEALTH PREM	437.66
	MAZUR, JOHN	\$	437.66
ACH	RUDDER, LARRY Reim Monthly Health Prem	HEALTH PREM	25.76
	RUDDER, LARRY	\$	25.76

Check	Payee / Description	Amount
ACH	INTERLICCHIA, RANDY Reim Monthly Health Prem	HEALTH PREM 122.00
	INTERLICCHIA, RANDY	\$ 122.00
ACH	HAMILTON, MARIA Reim Monthly Health Prem	HEALTH PREM 122.00
	HAMILTON, MARIA	\$ 122.00
ACH	PICENO, TONY Reim Monthly Health Prem	HEALTH PREM 173.51
	PICENO, TONY	\$ 173.51
ACH	RAMOS, CAROL Reim Monthly Health Prem	HEALTH PREM 25.76
	RAMOS, CAROL	\$ 25.76
ACH	FISHER, JAY Reim Monthly Health Prem	HEALTH PREM 122.00
	FISHER, JAY	\$ 122.00
ACH	KING, PATRICK Reim Monthly Health Prem	HEALTH PREM 25.76
	KING, PATRICK	\$ 25.76
ACH	DIETZ, JUDY Reim Monthly Health Prem	HEALTH PREM 122.00
	DIETZ, JUDY	\$ 122.00
ACH	DAVIS, GEORGE Reim Monthly Health Prem	HEALTH PREM 73.24
	DAVIS, GEORGE	\$ 73.24
ACH	MONZAVI, TAGHI Reim Monthly Health Prem	HEALTH PREM 25.76
	MONZAVI, TAGHI	\$ 25.76
ACH	PETERSEN, KENNETH Reim Monthly Health Prem	HEALTH PREM 173.51
	PETERSEN, KENNETH	\$ 173.51
ACH	TRAUTERMAN, HELEN Reim Monthly Health Prem	HEALTH PREM 173.51
	TRAUTERMAN, HELEN	\$ 173.51
ACH	TIEGS, KATHLEEN Reim Monthly Health Prem	HEALTH PREM 1,042.36
	TIEGS, KATHLEEN	\$ 1,042.36

Check Payee / Description Amount

ACH	DIGGS, GEORGE Reim Monthly Health Prem	HEALTH PREM	753.31
	DIGGS, GEORGE	\$	753.31
ACH	HAYES, KENNETH Reim Monthly Health Prem	HEALTH PREM	816.90
	HAYES, KENNETH	\$	816.90
ACH	HUNTON, STEVE Reim Monthly Health Prem	HEALTH PREM	195.24
	HUNTON, STEVE	\$	195.24
ACH	RODRIGUEZ, LOUIS Reim Monthly Health Prem	HEALTH PREM	147.76
	RODRIGUEZ, LOUIS	\$	147.76
ACH	VARBEL, VAN Reim Monthly Health Prem	HEALTH PREM	521.18
	VARBEL, VAN	\$	521.18
ACH	CLIFTON, NEIL Reim Monthly Health Prem	HEALTH PREM	399.18
	CLIFTON, NEIL	\$	399.18
ACH	DELGADO, FRANCOIS Reim Monthly Health Prem	HEALTH PREM	122.00
	DELGADO, FRANCOIS	\$	122.00
ACH	WELLMAN, JOHN THOMAS Reim Monthly Health Prem	HEALTH PREM	521.18
	WELLMAN, JOHN THOMAS	\$	521.18
ACH	SPEARS, SUSAN Reim Monthly Health Prem	HEALTH PREM	25.76
	SPEARS, SUSAN	\$	25.76
ACH	TROXEL, WYATT Reim Monthly Health Prem	HEALTH PREM	295.51
	TROXEL, WYATT	\$	295.51
ACH	CORLEY, WILLIAM Reim Monthly Health Prem	HEALTH PREM	437.66
	CORLEY, WILLIAM	\$	437.66
ACH	CALLAHAN, CHARLES Reim Monthly Health Prem	HEALTH PREM	339.39

Check	Payee / Description	Amount
	CALLAHAN, CHARLES	\$ 339.39
ACH	LESNIAKOWSKI, NORBERT Reim Monthly Health Prem	HEALTH PREM 268.47
	LESNIAKOWSKI, NORBERT	\$ 268.47
ACH	VERSTEEG, ALLEN Reim Monthly Health Prem	HEALTH PREM 289.90
	VERSTEEG, ALLEN	\$ 289.90
ACH	HACKNEY, GARY Reim Monthly Health Prem	HEALTH PREM 408.35
	HACKNEY, GARY	\$ 408.35
ACH	CAREL, LARRY Reim Monthly Health Prem	HEALTH PREM 73.24
	CAREL, LARRY	\$ 73.24
ACH	TOL, HAROLD Reim Monthly Health Prem	HEALTH PREM 315.66
	TOL, HAROLD	\$ 315.66
ACH	BANKSTON, GARY Reim Monthly Health Prem	HEALTH PREM 457.80
	BANKSTON, GARY	\$ 457.80
ACH	ATWATER, RICHARD Reim Monthly Health Prem	HEALTH PREM 122.00
	ATWATER, RICHARD	\$ 122.00
ACH	FIESTA, PATRICIA Reim Monthly Health Prem	HEALTH PREM 437.66
	FIESTA, PATRICIA	\$ 437.66
ACH	DIGGS, JANET Reim Monthly Health Prem	HEALTH PREM 875.31
	DIGGS, JANET	\$ 875.31
ACH	CARAZA, TERESA Reim Monthly Health Prem	HEALTH PREM 138.59
	CARAZA, TERESA	\$ 138.59
ACH	ANDERSON, JOHN Reim Monthly Health Prem	HEALTH PREM 469.02
	ANDERSON, JOHN	\$ 469.02
ACH	SANTA CRUZ, JACQUELYN Reim Monthly Health Prem	HEALTH PREM 753.74

Check	Payee / Description	Amount
	SANTA CRUZ, JACQUELYN	\$ 753.74
ACH	HECK, ROSELYN Reim Monthly Health Prem	HEALTH PREM 25.76
	HECK, ROSELYN	\$ 25.76
ACH	SOPICKI, LEO Reim Monthly Health Prem	HEALTH PREM 295.51
	SOPICKI, LEO	\$ 295.51
ACH	HERNANDEZ, BENJAMIN Reim Monthly Health Prem	HEALTH PREM 399.18
	HERNANDEZ, BENJAMIN	\$ 399.18
ACH	GOSE, ROSEMARY Reim Monthly Health Prem	HEALTH PREM 122.00
	GOSE, ROSEMARY	\$ 122.00
ACH	KEHL, BARRETT Reim Monthly Health Prem	HEALTH PREM 122.00
	KEHL, BARRETT	\$ 122.00
ACH	RITCHIE, JANN Reim Monthly Health Prem	HEALTH PREM 122.00
	RITCHIE, JANN	\$ 122.00
ACH	LONG, ROCKWELL DEE Reim Monthly Health Prem	HEALTH PREM 399.18
	LONG, ROCKWELL DEE	\$ 399.18
ACH	FATTAHI, MIR Reim Monthly Health Prem	HEALTH PREM 122.00
	FATTAHI, MIR	\$ 122.00
ACH	WARMAN, RALPH Reim Monthly Health Prem	HEALTH PREM 173.51
	WARMAN, RALPH	\$ 173.51
ACH	ROGERS, SHIRLEY Reim Monthly Health Prem	HEALTH PREM 173.51
	ROGERS, SHIRLEY	\$ 173.51
ACH	WALL, DAVID Reim Monthly Health Prem	HEALTH PREM 260.59
	WALL, DAVID	\$ 260.59
ACH	CHUNG, MICHAEL	

Check	Payee / Description		Amount
	Reim Monthly Health Prem	HEALTH PREM	260.59
	CHUNG, MICHAEL	\$	260.59
ACH	ADAMS, PAMELA Reim Monthly Health Prem	HEALTH PREM	173.51
	ADAMS, PAMELA	\$	173.51
ACH	BLASINGAME, MARY Reim Monthly Health Prem	HEALTH PREM	920.36
	BLASINGAME, MARY	\$	920.36
ACH	ANDERSON, KENNETH Reim Monthly Health Prem	HEALTH PREM	25.76
	ANDERSON, KENNETH	\$	25.76
ACH	MOE, JAMES Reim Monthly Health Prem	HEALTH PREM	286.35
	MOE, JAMES	\$	286.35
ACH	POLACEK, KEVIN Reim Monthly Health Prem	HEALTH PREM	677.54
	POLACEK, KEVIN	\$	677.54
ACH	ELROD, SONDR Reim Monthly Health Prem	HEALTH PREM	260.59
	ELROD, SONDR	\$	260.59
ACH	FRAZIER, JACK Reim Monthly Health Prem	HEALTH PREM	457.80
	FRAZIER, JACK	\$	457.80
ACH	HOAK, JAMES Reim Monthly Health Prem	HEALTH PREM	122.00
	HOAK, JAMES	\$	122.00
ACH	DEZHAM, PARIVASH Reim Monthly Health Prem	HEALTH PREM	167.90
	DEZHAM, PARIVASH	\$	167.90
ACH	FOLEY III, DANIEL J. Reim Monthly Health Prem	HEALTH PREM	138.59
	FOLEY III, DANIEL J.	\$	138.59
ACH	CLEVELAND, JAMES Reim Monthly Health Prem	HEALTH PREM	122.00
	CLEVELAND, JAMES	\$	122.00



Check	Payee / Description		Amount
ACH	LANGNER, CAMERON Reim Monthly Health Prem	HEALTH PREM	806.79
	LANGNER, CAMERON	\$	806.79
ACH	HAMILTON, LEANNE Reim Monthly Health Prem	HEALTH PREM	138.59
	HAMILTON, LEANNE	\$	138.59
ACH	HOOSHMAND, RAY Reim Monthly Health Prem	HEALTH PREM	122.00
	HOOSHMAND, RAY	\$	122.00
ACH	SCHLAPKOHL, JACK Reim Monthly Health Prem	HEALTH PREM	122.00
	SCHLAPKOHL, JACK	\$	122.00
ACH	POOLE, PHILLIP Reim Monthly Health Prem	HEALTH PREM	457.80
	POOLE, PHILLIP	\$	457.80
ACH	ADAMS, BARBARA Reim Monthly Health Prem	HEALTH PREM	195.24
	ADAMS, BARBARA	\$	195.24
ACH	RUESCH, GENECE Reim Monthly Health Prem	HEALTH PREM	442.70
	RUESCH, GENECE	\$	442.70
ACH	VANDERPOOL, LARRY Reim Health Prem	HEALTH PREM	915.60
	VANDERPOOL, LARRY	\$	915.60
ACH	DECOITE, JOANN Reim Monthly Health Prem	HEALTH PREM	122.00
	DECOITE, JOANN	\$	122.00
ACH	INVENSYS SYSTEMS INC Inv-Intelligent Transmitters f/PH,ORP & 2/14/15-5/13/15 IA/DCS Tech Support Svc	93212558 93203285	3,259.01 30,384.70
	INVENSYS SYSTEMS INC	\$	33,643.71
ACH	UNIVAR USA INC PradoLS-11,769 Lbs Sodium Bisulfite RP1-12,410 Lbs Sodium Bisulfite RP1-11,653 Lbs Sodium Bisulfite RP1-12,459 Lbs Sodium Bisulfite RP5-8,070 Lbs Sodium Bisulfite RP5-6,623 Lbs Sodium Bisulfite	LA095679 LA101398 LA095544 LA098754 LA097780 LA096115	2,961.14 2,699.30 2,534.59 2,710.06 1,917.35 1,666.53

Check	Payee / Description		Amount
	UNIVAR USA INC	\$	14,488.97
Wire	PUBLIC EMPLOYEES RETIREMENT SY P/R 4 2/19 PERS	HR 0030300	213,443.12
	PUBLIC EMPLOYEES RETIREMENT SY\$		213,443.12
Wire	STATE BOARD OF EQUALIZATION 2/15 Sales Tax Deposit	23784561 2/15	6,790.00
	STATE BOARD OF EQUALIZATION	\$	6,790.00
Wire	STATE DISBURSEMENT UNIT P/R 6 3/20	HR 0031300	1,026.91
	P/R 6 3/20	HR 0031300	253.84
	STATE DISBURSEMENT UNIT	\$	1,280.75
Wire	PUBLIC EMPLOYEES RETIREMENT SY P/R 6 3/20 Deferred Comp Ded	HR 0031300	10,939.89
	PUBLIC EMPLOYEES RETIREMENT SY\$		10,939.89
Wire	PUBLIC EMPLOYEES RETIREMENT SY P/R 5 3/6 Deferred Comp Ded	HR 0031100	11,085.10
	PUBLIC EMPLOYEES RETIREMENT SY\$		11,085.10
Wire	STATE DISBURSEMENT UNIT P/R 5 3/6	HR 0031100	253.84
	P/R 5 3/6	HR 0031100	1,026.91
	STATE DISBURSEMENT UNIT	\$	1,280.75
Wire	PUBLIC EMPLOYEES RETIREMENT SY P/R 5 3/6 PERS	HR 0031100	218,547.99
	PUBLIC EMPLOYEES RETIREMENT SY\$		218,547.99
Wire	PUBLIC EMPLOYEES RETIREMENT SY P/R 6 3/20 PERS	HR 0031300	214,480.36
	PUBLIC EMPLOYEES RETIREMENT SY\$		214,480.36
Wire	METROPOLITAN WATER DISTRICT January 2015 Water Purchase	8250	1,278,051.45
	METROPOLITAN WATER DISTRICT	\$	1,278,051.45
Wire	PUBLIC EMPLOYEES' RETIREMENT S 3/15 Health Ins-Retirees, Board, Employees 1676 3/15		222,532.39
	PUBLIC EMPLOYEES' RETIREMENT S\$		222,532.39

Grand Total Payment Amount: \$ / 5,064,784.35

**CONSENT  
CALENDAR  
ITEM**

**2C**

Date: May 20, 2015

To: The Honorable Board of Directors

From: P. Joseph Grindstaff  
General Manager

Submitted by: Christina Valencia  
Chief Financial Officer/Assistant General Manager

Subject: Adoption of Resolution No. 2015-5-3, Declaring its Intent to Adopt the  
FYs 2015/16 and 2016/17 Budgets for All Agency Programs

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### **RECOMMENDATION**

It is recommended that the Board of Directors:

1. Adopt Resolution No. 2015-5-3, declaring its intent to adopt the FYs 2015/16 and 2016/17 budgets for the Agency's Regional Wastewater, Recycled Water, Non-Reclaimable Wastewater, and Water Resources Programs and fixing time and place of hearing thereon for Fiscal Year 2015/16; and
2. Set a hearing date, and direct staff to distribute the Resolution to the appropriate agencies in compliance with the Regional Sewage Service Contract.

### **BACKGROUND**

Pursuant to the Regional Sewage Service Contract (Regional Contract), each year the Agency's Board of Directors is required to adopt a Resolution of Intent to adopt the annual budgets for its Regional Wastewater Program, which is comprised of the Regional Wastewater Operations and Maintenance (RO) Fund, and the Regional Wastewater Capital Improvement (RC) Fund, and establish a time and place for a public hearing to receive public comments. Copies of the Resolution will be distributed to the contracting member agencies in accordance with the Regional Contract.

Staff recommends that the Board of Directors' meeting of June 17, 2015, be established as a public hearing date for the Agency's FYs 2015/16 and 2016/17 Proposed Budgets for the Regional Wastewater programs, as well as the FYs 2015/16 and 2016/17 Proposed Budgets and rates for the Non-Reclaimable Wastewater, Recycled Water, and Water Resources Programs.

Adoption of Resolution No. 2015-5-3, Declaring its Intent to Adopt  
the FYs 2015/16 and 2016/17 Budgets for All Agency Programs  
May 20, 2015  
Page 2

Since November 2014, the Agency has facilitated numerous workshops with member agencies and stakeholders, including two special joint meetings with the IEUA Board and Regional Policy Committee to review the proposed rates and fees for the Agency's Regional Wastewater and Recycled Water programs, including the new water connection rate. Member agencies and other stakeholders have been actively engaged in reviewing and evaluating the proposed rates and the implementation of a new water connection fee to appropriately support future investment in regional water reliability and resiliency.

Final recommendation to approve the rates and budgets for the Regional Wastewater and Recycled Water Program by the Regional Committees is scheduled for April 30 and May 14, 2015, respectively. The Agency's Board is scheduled to adopt the biennial budget (FYs 2015/16 and 2016/17) on June 17, 2015.

The presentation of the resolution for the Intent to Adopt the Regional Budget is consistent with the Agency's business goal of *Fiscal Responsibility* in relation to budget planning, and to *Business Practices* in relation to regional and community relations by providing notification of the pending budget approval.

#### **PRIOR BOARD ACTION**

On April 16, 2014, the Board adopted Resolution No. 2014-4-1, declaring its intent to adopt FY 2014/15 Budget for All Agency Programs, and set a hearing date of June 18, 2014.

#### **IMPACT ON BUDGET**

None.

Attachment: Resolution No. 2015-5-3

**RESOLUTION NO. 2015-5-3**

**RESOLUTION OF THE BOARD OF DIRECTORS OF INLAND EMPIRE UTILITIES AGENCY\*, SAN BERNARDINO COUNTY, CALIFORNIA, DECLARING ITS INTENT TO ADOPT BUDGETS FOR THE REGIONAL SEWAGE, RECYCLED WATER, NON-RECLAIMABLE WASTEWATER, AND WATER RESOURCES PROGRAMS AND FIXING TIME AND PLACE OF HEARING THEREON**

**WHEREAS**, pursuant to the Chino Basin Regional Sewage Service Contract, this Board of Directors shall adopt its resolution of intent to adopt budgets for its Regional Sewage Program and fix a time and place of hearing thereon.

**WHEREAS**, this Board of Directors shall also adopt its resolution to hold a public hearing to receive public comments on the proposed 2015/16 and 2016/17 budgets for the Recycled Water, Non-Reclaimable Wastewater, and Water Resources Programs.

**NOW THEREFORE**, the Board of Directors of the Inland Empire Utilities Agency\* does hereby RESOLVE, DETERMINE, AND ORDER as follows:

**Section 1:** That the Board of Directors hereby declares its intent to adopt Regional Sewage and said proposed budgets for Fiscal Year 2015/16 and 2016/17,

**Section 2:** That the Board of Directors hereby fixes a time and place for hearing on said proposed budgets as follows:

Date	Time	Place
<u>June 17, 2015</u>	<u>10:00 a.m.</u>	Office of the Agency 6075 Kimball Ave. Chino, CA 91708

**Section 3:** That the Secretary is hereby authorized and directed to distribute copies of this resolution. The draft program budget of the Regional Sewage Recycled Water, Non-Reclaimable Wastewater, Water Resources will be distributed following review by the Board of Directors.

**Section 4:** Upon adoption of this resolution, Resolution No. 2014-4-1 is hereby rescinded in its entirety.

ADOPTED this 20th day of May, 2015.

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President of the Inland Empire  
Utilities Agency\* and of the Board  
of Directors thereof

ATTEST:

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Secretary/Treasurer of the Inland  
Empire Utilities Agency\* and of the  
Board of Directors thereof

(SEAL)

\* A Municipal Water District

STATE OF CALIFORNIA )  
COUNTY OF )SS  
SAN BERNARDINO )

I, Steve Elie, Secretary/Treasurer of the Inland Empire Utilities Agency\*, DO  
HEREBY CERTIFY that the foregoing Resolution being No. 2015-5-3 was adopted at a  
regular Board Meeting on May 20, 2015 of said Agency by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

---

Steve Elie  
Secretary/Treasurer

(SEAL)

\* A MUNICIPAL WATER DISTRICT



**CONSENT  
CALENDAR  
ITEM**

**2D**



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Date: May 20, 2015

To: The Honorable Board of Directors

Through: Finance, Legal, and Administration Committee (05/13/15)

From: *for* P. Joseph Grindstaff  
General Manager *WJG*

Submitted by: Christina Valencia *WJG*  
Chief Financial Officer/Assistant General Manager

Warren T. Green *WJG*  
Manager of Contracts and Facilities Services

Subject: Adoption of Resolution No. 2015-5-1, Procedures for Records Retention,  
Destruction, and Amendment of the Records Retention Schedules

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### **RECOMMENDATION**

It is recommended that the Board of Directors adopt Resolution 2015-5-1, procedures for records retention, destruction, and amendment of the records retention schedules.

### **BACKGROUND**

In accordance with Government Code (Sections 60200-60204), the Board of Directors is required to adopt, by resolution, a record retention schedule that classifies all of the Agency's records by category, and establishes a protocol for the destruction or disposition of certain records. The minimum retention period is detailed in the attached amended Records Retention Schedules (Exhibit "A").

Pursuant to the resolution, any proposed changes to Agency records retention schedules require approval by the Board of Directors prior to implementation. Prior to the proposed Board action, the changes are reviewed and accepted by the respective Department Manager, Executive Manager, General Manager, and Legal Counsel. Each retention schedule is maintained to ensure compliance with all applicable legal requirements. The amended Records Retention Schedules are submitted to the Board of Directors for approval and include the following:

1. A list of each department and corresponding records series that were added, deleted, or changed, and are included on the "Request for Amendment to Records Retention Schedule" forms.

2. Requests for amendment to the current and revised records retention schedule for the following departments, including department title changes:

- Accounting and Fiscal Management
- Agency Management
- Board of Directors
- Business Information Services
- Contracts and Facilities Services (*formerly Contracts and Procurement*)
- Engineering and Construction Management
- External Affairs
- Financial Planning
- Human Resources
- Internal Audit
- Laboratory
- Maintenance
- Operations
- Planning and Environmental Compliance
- Pretreatment and Source Control
- Safety, Risk and Support Services
- Technical Services

IEUA staff will implement the amended Records Retention Schedules following Board approval.

**PRIOR BOARD ACTION**

On February 20, 2013, the Board adopted Resolution No. 2013-2-1, pertaining to the procedures for records retention, distribution, and amendment of records retention schedules. The Board also approved amendments to the Records Retention Schedules.

**IMPACT ON BUDGET**

None.

## **RESOLUTION NO. 2015-5-1**

### **RESOLUTION OF THE BOARD OF DIRECTORS OF INLAND EMPIRE UTILITIES AGENCY\*, SAN BERNARDINO COUNTY, CALIFORNIA, PERTAINING TO THE PROCEDURES FOR RECORDS RETENTION, DESTRUCTION, AND AMENDMENT OF THE RECORDS RETENTION SCHEDULES**

**WHEREAS**, it is necessary to establish procedures for the destruction of obsolete records to facilitate the orderly handling of business by the Inland Empire Utilities Agency; and

**WHEREAS**, pursuant to Sections 60200 through 60204 of the Government Code, this Board of Directors may adopt regulations authorizing the destruction of certain records available under certain conditions; and

**WHEREAS**, it is desirable and appropriate to authorize the destruction of records on a routine basis that have been retained for periods of time not less than those required by law, that are copies of originals on file with the Agency, or that have been microfilmed or imaged.

**NOW, THEREFORE**, the Board of Directors of Inland Empire Utilities Agency\* does hereby **RESOLVE, DETERMINE, AND ORDER** as follows:

#### **Section 1. Authorization for Destruction of Records:**

The destruction of certain records, papers, and documents is hereby authorized pursuant to Government Code Sections 60200 et. sec., after such records have been retained for the minimum time set forth in Records Retention Schedules (Exhibit "A"), attached hereto and incorporated herein by this reference.

#### **Section 2. Destruction of Records after Imaging:**

Any record not expressly required by law to be filed and preserved for a period of time may be destroyed after it is imaged in conformance with the requirements of Government Code Section 60203.

#### **Section 3. Destruction of Duplicates:**

Pursuant to Government Code Section 60200, any duplicate records, paper, or document, the original or a permanent photographic copy of which is in the files of any office or department of the Agency, may be destroyed after confirmation by the Agency Records Coordinator that such original or permanent photographic copy remains on file in the Agency.

#### **Section 4. Amendments to Retention Schedule:**

Records retention schedules must be changed whenever one of the following conditions arises:

- A record series is created or deleted
- A record series description changes
- The retention period of a record series changes
- The office responsible for an original record changes
- A record series not previously designated is changed to confidential, historical or vital
- The Agency's organization changes

**Section 5. Retention of Records Not Mentioned:**

All records, papers, and documents not mentioned in this Resolution shall be retained indefinitely.

**Section 6. Authority to Sign**

The current adopted records retention resolution grants authority to the Board Secretary/Office Manager to sign all Records Retention Schedules and Amendments to Records Retention Schedules.

**Section 7. Rescission of Conflicting Resolutions:**

Upon adoption of this resolution, Resolution No. 2013-2-1 is hereby rescinded in its entirety.

**Adopted** this 20<sup>th</sup> day of May, 2015.

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Terry Catlin  
President of the Inland Empire Utilities Agency\*  
and the Board of Directors thereof

ATTEST:

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Steven J. Elie  
Secretary of the Inland Empire Utilities Agency\*  
and the Board of Directors thereof

\*A Municipal Water District

STATE OF CALIFORNIA                     )  
   )SS  
COUNTY OF SAN BERNARDINO         )

I, Steven J. Elie, Secretary/Treasurer of the Inland Empire Utilities Agency\*, DO  
HEREBY CERTIFY that the foregoing Resolution being No. 2015-5-1 was adopted at a Regular  
Board meeting on May 20, 2015 of said Agency by the following vote:

AYES:  
  
NOES:  
  
ABSTAIN:  
  
ABSENT:

(SEAL)

\_\_\_\_\_  
Steven J. Elie  
Secretary of the Inland Empire Utilities Agency\*  
and the Board of Directors thereof

\* A Municipal Water District



**RECORDS RETENTION SCHEDULE**  
Accounting and Fiscal Management

RECORD SERIES NO.	RECORD SERIES TITLE	RETENTION PERIOD (Years)		By: (Department Manager) Date:	By: (Legal Counsel) Date:	By: (Board of Directors) Date:	REMARKS/CITATIONS
		Office Storage	Transfer to RM				
			Originals Destroyed (Total Years)				
2	ACCOUNTS PAYABLE Cancelled Checks Check Processing Forms Check Registers Check Requests Construction Pay Estimates Invoices Monthly Summary Reports Outstanding Reports Petty Cash Reimbursements Receiving Slips Supporting Documents Vendor History Records Vendor Payee Reports Vendor Status Reports Workers Compensation Claims Payments	2	4	By: (Department Manager) Rynga #882 Date: 2/02/2015	By: (Legal Counsel) [Signature] Date: 3.26.15	By: (Board of Directors) [Signature] Date:	
3	ACCOUNTS RECEIVABLE FILES A/R Transaction Listings Billing Work Sheets Cash Distribution Registers Cash Receipt Files Customer Statement Incoming Receipts Log Invoices Postings Revenue Schedules Supporting Documents	2	4	By: (Division Manager) Dabner #643 Date: 3/16/15			X CCP §337 - 4 years GC §60201 - 2 years

**LEGEND**

**RETENTION:** A = ACTIVE AS = AFTER SCANNING N/A = NOT APPLICABLE P = PERMANENT  
**CITATIONS:** CCP= CODE OF CIVIL PROCEDURES CFR= CODE OF FEDERAL REGULATIONS GC= GOVERNMENT CODE USC= UNITED STATES CODE

**RECORDS RETENTION SCHEDULE**  
Accounting and Fiscal Management

RECORD SERIES NO.	RECORD SERIES TITLE	RETENTION PERIOD (Years)			Vital	Historical	Confidential	Electronic	REMARKS/CITATIONS
		Transfer to RM							
		Office	Storage	Originals Destroyed (Total Years)					
6	CANCELLED CHECK FILES Bank Statements Cancelled Checks	2	2	4			X	26 CFR 31.6001-1(e)(2) - 4 years	
7	TRANSACTION DETAIL BY ACCOUNT For General Ledger For Job Ledger	5	Scanned (P)	AS	X		X	GC §60201 - Permanent	
10	FIXED ASSETS FILES Asset Listings and Support Project Closure	4		4			X	CCP §337 - 4 years Review originals prior to destruction.	
11	GENERAL LEDGER/ACCOUNT ANALYSIS Bank Reconciliation Chart of Accounts Cost Ledgers Individual Account Analysis Pay Estimate Analysis Trial Balances W/P Reconciliation	5	Scanned (P)	AS	X		X	GC §60201 (d)(10) - Permanent	
13	JOURNAL VOUCHERS/ENTRIES Journal Vouchers Recurring Journal Entries	2	8	10			X	GC §60201 - 2 years	
14	PAYROLL PERSONNEL FILES Payroll History Timecards Tax Forms W-2 and 1099	2	5	7		X	X	GC §60201 (d)(12)-7 years 29 USC §211 (c)-5 years 29 USC §436 - 5 years	

**LEGEND**

**RETENTION:** A = ACTIVE AS = AFTER SCANNING N/A = NOT APPLICABLE P = PERMANENT  
**CITATIONS:** CCP= CODE OF CIVIL PROCEDURES CFR= CODE OF FEDERAL REGULATIONS GC= GOVERNMENT CODE USC= UNITED STATES CODE



**RECORDS RETENTION SCHEDULE**  
Accounting and Fiscal Management

RECORD SERIES NO.	RECORD SERIES TITLE	RETENTION PERIOD (Years)			Historical	Confidential	Electronic	REMARKS/CITATIONS
		Office	Storage	Originals Destroyed (Total Years)				
15	PAYROLL REPORTS Contribution Reports Detailed Payroll Earnings Director's Payroll Reports ICMA-Deferred Compensation Paycheck Stubs (copies) Payroll Check Run Control Reports Payroll Deductions PC Loans Prelist Report	1	6	7	X	X	GC §60201 (d)(12)-7 years 26 CFR 31.6001-1(e)(2)-4 years 29 USC §436 - 5 years	
16	STORES INVENTORY FILES - Warehouse Annual Reconciliation of Inventory	6		6			GC §60201 - 2 years	
17	TAX ASSESSMENT & COLLECTIONS	P	Scanned (P)				CCP §338 - 3 years	
21	ANNUAL REPORTS Actual vs. Budget Reports	2		2		X	GC §60201 - 2 years	
26	REPORTS - Financial/State Comprehensive Annual Financial Report (CAFR) State Controllers Report Calif. State Mandated Filing	P	Scanned (P)	N/A		X	GC §60201 (d)(10) - Permanent	
37	RDA TAX BILLINGS WORKPAPERS	P	Scanned (P)	N/A			GC §60201 (d)(10) - Permanent	
38	AUDIT WORKPAPERS Auditors Trial Balance	10	Scanned (P)	N/A			GC §60201 (d)(10) - Permanent	
40	TAXPAYERS' IDENTIFICATION NUMBER FORMS W-9 Forms	A+1	1	A+2			26 CFR 1.1446-1 -Active	
41	DEPARTMENT SPECIFIC & PERMANENT EMAIL RECORDS 5 years folder (Emails with retention of 4-5 years) 7 years folder (Emails with retention of 5-7 years) 10 years folder (Emails with retention of 7-10 years) Permanent folder (Emails with permanent retention)	5 7 10 P		5 7 10 N/A			This record series relates to emails saved in Microsoft Outlook. Emails will be saved in the subfolder that corresponds to their respective retention periods.	

**LEGEND**

**RETENTION:** A = ACTIVE AS = AFTER SCANNING N/A = NOT APPLICABLE P = PERMANENT  
**CITATIONS:** CCP= CODE OF CIVIL PROCEDURES CFR= CODE OF FEDERAL REGULATIONS GC= GOVERNMENT CODE USC= UNITED STATES CODE



**REQUEST FOR AMENDMENT  
TO RECORDS RETENTION SCHEDULE**

**RECORDS OF: Accounting and Fiscal Management**

RECORD SERIES #	RECORD SERIES NAME	ADD	CHANGE	DELETE	DESCRIPTION OF REQUESTED AMENDMENT
2	ACCOUNTS PAYABLE		X		Add description "Check Requests" to merge record series #18 with this record series. Delete description "Vouchers" from "Invoices/Vouchers". No longer used. Delete description "Voucher Envelopes". No longer used. Add descriptions "Construction Pay Estimates", "Petty Cash Reimbursements", and "Workers Compensation Claims Payments".
3	ACCOUNTS RECEIVABLE FILES		X		Add description "Incoming Receipts logs" to merge record series #33 with this record series. Delete description "Monthly Reports-EDU Billings". No longer kept. Delete description "Remittance Check Copies". It is part of "Cash Receipt Files". Add Vital Designation. Add citation GC 60201 - 2 years from record series #33.
6	CANCELLED CHECK FILES		X		Delete "Payroll" from description "Cancelled Checks-Payroll". No longer kept.
10	FIXED ASSETS FILES		X		Add description "Asset Listings and Support". Change Office Retention from 2 to 4 years; delete storage retention of Scanned - Permanent (records will no longer be scanned), and change Originals destroyed "AS (After Scanning)" to 4 years. Add Electronic Designation.
11	GENERAL LEDGER		X		Rename record series to "General Ledger/Account Analysis" to merge record series #32 "General Ledger Account Analysis" with this record series. Add descriptions "Bank Reconciliation, Individual Account Analysis, Pay Estimate Analysis, and WIP Reconciliation" to merge descriptions of record series #32 with this record series.
13	JOURNAL VOUCHERS/ENTRIES		X		Add description "Journal Vouchers".
14	PAYROLL PERSONNEL FILES		X		Add "and 1099" to description Tax Forms (W2) to include 1099 forms. Add Confidential Designation.

**REQUEST FOR AMENDMENT  
TO RECORDS RETENTION SCHEDULE**

RECORDS OF: Accounting and Fiscal Management

RECORD SERIES #	RECORD SERIES NAME	ADD	CHANGE	DELETE	DESCRIPTION OF REQUESTED AMENDMENT
15	PAYROLL REPORTS		X		Add description "Payroll check run control reports" to merge record series #34 with this record series. Change "Summary Reports" to "Contribution Reports". Add Confidential Designation. Replace electronic designation "SAP" with an "X" to include any and all electronic systems that house this type of records.
16	STORES INVENTORY FILES-Warehouse		X		Change Office Retention and Originals Destroyed from 2 to 6 years to reflect operational procedures. Inventories are conducted every 5 years.
17	TAX ASSESSMENT & COLLECTIONS		X		Delete remark "Review originals prior to destruction". Records are not destroyed.
18	TREASURERS REPORT - A/P			X	Move "Check Request" to record series #2 - "Accounts Payable". Delete record series. Records are included in Board Agenda Packages.
20	EXTERNAL AUDIT REPORTS			X	Delete record series. Internal Audit is the Office of Record.
26	REPORTS - Financial/State		X		Add "Comprehensive" to "Annual Financial Report (CAFR)"s description to fully describe acronym. Add Electronic Designation.
32	GENERAL LEDGER ACCOUNT ANALYSIS			X	Delete record series. Merge with record series #11 - General Ledger.
33	INCOMING RECEIPTS LOG			X	Delete record series. Merge with record series #3 - Accounts Receivable Files.
34	PAYROLL CHECK RUN CONTROL REPORTS			X	Delete record series. Merge with record series #15 - Payroll Reports.
35	CONTRACTING AGENCIES - CAFRS			X	Delete record series. No need to retain.
36	DOMESTIC WASTE BILLINGS			X	Delete record series. Records are included in record series #3 - "Accounts Receivable Files".
37	RDA TAX BILLINGS WORKPAPERS		X		Change office retention from 4 years to Permanent.
38	AUDIT WORKPAPERS		X		Delete originals destroyed. Records will not be destroyed. Change office retention from 7 to 10 years and add "Scanned" to Storage Retention. RM will scan these records.
39	FINANCIAL STATEMENT ANALYSIS			X	Delete record series. Records are no longer created.

**REQUEST FOR AMENDMENT  
TO RECORDS RETENTION SCHEDULE**

RECORDS OF: Accounting and Fiscal Management

RECORD SERIES #	RECORD SERIES NAME	ADD	CHANGE	DELETE	DESCRIPTION OF REQUESTED AMENDMENT
40	TAXPAYERS' IDENTIFICATION NUMBER FORMS				New Record Series.
41	DEPARTMENT SPECIFIC & PERMANENT EMAIL RECORDS	X			New record series.

Approved (Department Manager):

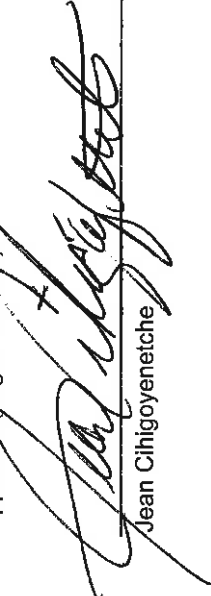
 #882

Javier Chagoyen-Lazaro

Date:

03/02/2015

Approved (Legal Counsel):



Jean Cihigoyenetché

Date:

3-26-15

Approved (Division Manager):

 #643

Christina Valencia

Date:

3/18/15

Retention Schedule Updated (Records Management Coordinator):



Maria Catalan

Date:

4/22/15



**RECORDS RETENTION SCHEDULE**  
**Agency Management**

RECORD SERIES NO.	RECORD SERIES TITLE	RETENTION PERIOD (Years)			By: (Department Manager)	Date:	By: (Legal Counsel)	Date:	REMARKS/CITATIONS
		Office	Storage	Transfer to RM					
1	CORRESPONDENCE - General Travel/Seminars	2	8	10	<i>[Signature]</i>	2-24-15	<i>[Signature]</i>	3-26-15	
3	ATTORNEY CORRESPONDENCE FILES Correspondence - General	2	2	4	<i>[Signature]</i>	8/17/15		CCP §337 - 4 years CCP §337.15 - 10 years CCP §337 - 4 years	
6	REPORTS/STUDIES/MANUALS	2		2				GC §60201 - 2 years	
9	AGENCY (State, Federal, City, County) Agenda Packages Agreements Correspondence	2	2	4				CCP §337 - Retain for 4 years due to "agreements".	
12	CORRESPONDENCE - OUTGOING (Copies) Chief Executive Manager/GM	3	7	10				CCP §337 - 4 years CCP §337.15 - 10 years	
13	LEGAL ISSUES Pending Litigation	2		2				Original documents with legal counsel. GC §60201 (d)(4) - 2 years after pending litigation/settlement resolved.	
15	MEMBERSHIPS/SUBSCRIPTIONS	2		2				GC §60201 - 2 years	
17	ORGANIZATIONAL CHANGES	1	Scanned (P)	N/A				GC §60201 (d)(1) - Permanent	
18	CERTIFIED MAIL LOGS	2		2				GC §60201 - 2 years	
19	VISITORS LOGS	1	CFS	CFS				Send to Contracts and Facilities Services for retention.	
20	DEPARTMENT SPECIFIC & PERMANENT EMAIL RECORDS 5 years folder (Emails with retention of 4-5 years) 7 years folder (Emails with retention of 5-7 years) 10 years folder (Emails with retention of 7-10 years) Permanent folder (Emails with permanent retention)	5 7 10 P		5 7 10 N/A				This record series relates to emails saved in Microsoft Outlook. Emails will be saved in the subfolder that corresponds to their respective retention periods.	

**RETENTION:** CFS = CONTRACTS AND FACILITIES SERVICES N/A = NOT APPLICABLE P = PERMANENT  
**CITATIONS:** CCP= CODE OF CIVIL PROCEDURES GC= GOVERNMENT CODE

**LEGEND**



**REQUEST FOR AMENDMENT  
TO RECORDS RETENTION SCHEDULE**

RECORDS OF: Agency Management

RECORD SERIES #	RECORD SERIES NAME	ADD	CHANGE	DELETE	DESCRIPTION OF REQUESTED AMENDMENT
1	CORRESPONDENCE - General		X		Remove retention code "AR (Annual Review)" from Office Retention. All records are subject to annual review prior to destruction. Add Electronic Designation.
3	ATTORNEY CORRESPONDENCE FILES		X		Delete description "Billing". Accounting and Fiscal Management is the Office of Record for billing. Remove retention code "AR (Annual Review)" from Office Retention and Originals Destroyed. All records are subject to annual review prior to destruction.
4	LEGISLATIVE ISSUES			X	Transfer record series to External Affairs department. Add Electronic Designation.
5	PROPERTY FILES (COPIES)			X	Delete record series. Records Management is the Office of Record.
6	REPORTS/STUDIES/MANUALS		X		Remove retention code "AR (Annual Review)" from Office Retention and Originals Destroyed. All records are subject to annual review prior to destruction.
7	CONSULTING SERVICES (COPIES)			X	Delete record series. Records are duplicates. Contracts and Facilities Services is the Office of Record for consulting services correspondence. Accounting and Fiscal Management is the Office of Record for invoices.
8	AGREEMENTS/GRANTS (COPIES)		X		Delete record series. Records are duplicates. Contracts and Facilities Services is the Office of Record.
9	AGENCY (State, Federal, City, County)		X		Remove retention code "AR (Annual Review)" from Office Retention and Originals Destroyed. All records are subject to annual review prior to destruction.
10	CHINO BASIN DESALTER AUTHORITY (CDA) (COPIES) REGIONAL FINANCING AUTHORITY (RFA) (COPIES) INLAND EMPIRE REGIONAL COMPOSTING AUTHORITY (IERCA) (COPIES)			X	Delete record series. Records are duplicates. CDA, IERCA and Financial Planning are the Offices of Records.
11	CDA/RFA/IERCA			X	Delete record series. CDA, RFA, and IERCA are the Offices of Records.
13	LEGAL ISSUES		X		Remove retention code "AR (Annual Review)" from Office Retention and Originals Destroyed. All records are subject to annual review prior to destruction.

**REQUEST FOR AMENDMENT  
TO RECORDS RETENTION SCHEDULE**

RECORDS OF: Agency Management

RECORD SERIES #	RECORD SERIES NAME	ADD	CHANGE	DELETE	DESCRIPTION OF REQUESTED AMENDMENT
14	CORRESPONDENCE - Other Agencies, Contractors, Vendors			X	Delete record series. Contracts and Facilities Services is the Office of Record for descriptions "Agreements", and "Request for Proposal"; Engineering and Construction Management is the Office of Record for description "Projects"; descriptions "Agencies", and "Minutes" are included on record series #9.
16	INVOICES (Duplicates)			X	Delete record series. Duplicate records. Accounting and Fiscal Management is the Office of Record.
	ORGANIZATIONAL CHANGES	X			New record series.
	CERTIFIED MAIL LOGS	X			Transferred from Safety, Risk and Support Services.
	VISITORS LOGS	X			Transferred from Safety, Risk and Support Services.
	DEPARTMENT SPECIFIC & PERMANENT EMAIL RECORDS	X			New record series.

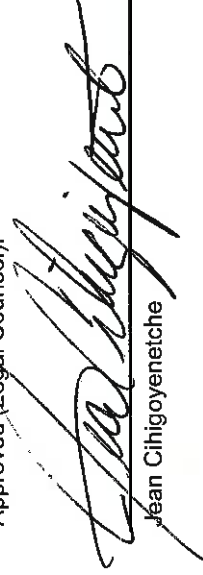
Approved (Department Manager):

  
April Woodruff

Date:

9/24/14

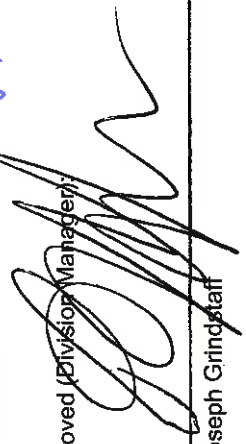
Approved (Legal Counsel):

  
Jean Cihigoyenetché

Date:

3/26/15

Approved (Division Manager):

  
P. Joseph Grindstaff

Date:

2/24/15

Retention Schedule Updated (Records Management Coordinator):

  
Maria Catalan

Date:

4/22/15



**RECORDS RETENTION SCHEDULE**  
Board of Directors

RECORD SERIES NO.	RECORD SERIES TITLE	RETENTION PERIOD (Years)				REMARKS/CITATIONS
		Office Storage	Transfer to RM	Originals Destroyed (Total Years)		
				Scanned (P)	AV	
1	BOARD/COMMITTEE AGENDA PACKETS Meeting Agendas	2	Scanned (P)	AV		GC §60201 - 2 years
6	CAMPAIGN STATEMENTS/ELECTION FORMS Form 410	T+2	5	T+7		GC §81009 (c) - 7 years
13	MEETING RECORDINGS (Cassette Tapes)	30 days		30 days		Board Secretary erases cassette tapes at the end of retention period. GC §54953.5 (b) - 30 days/Per Brown Act GC §60201 (d)(2-3) - Permanent
14	MINUTES/ORDINANCES/RESOLUTIONS IEUA/IERCA/RFA	C	Scanned (P)	N/A	X X	
19	PUBLIC HEARING FILES	2		2		GC §60201 - 2 years. Minutes retained permanently. GC §81009 (d)- Permanent
23	STATEMENT OF ECONOMIC INTEREST - Form 700 Board of Directors Chief Executive Officer/General Manager	T+4	P	N/A		
25	BOARD CORRESPONDENCE Conference/Travel Files	2	2	4		CCP §337 - 4 years
26	CORRESPONDENCE - GENERAL	2	8	10		CCP §337/337.15 - 4 years/10 years
27	APPROPRIATIONS LIMITATIONS FILINGS	2		2		GC §60201 - 2 years
28	DEPARTMENT SPECIFIC & PERMANENT EMAIL RECORDS 5 years folder (Emails with retention of 4-5 years) 7 years folder (Emails with retention of 5-7 years) 10 years folder (Emails with retention of 7-10 years) Permanent folder (Emails with permanent retention)	5 7 10 P		5 7 10 N/A		This record series relates to emails saved in Microsoft Outlook. Emails will be saved in the subfolder that corresponds to their respective retention periods.

By: (Department Manager) *[Signature]* Date: 9-24-13  
By: (Legal Counsel) *[Signature]* Date: 3-26-15

By: (Division Manager) *[Signature]* Date: *[Blank]*  
By: (Board of Directors) *[Signature]* Date: *[Blank]*

**LEGEND**  
RETENTION: AV = AFTER VERIFICATION N/A = NOT APPLICABLE P = PERMANENT T = TERMINATION  
CITATIONS: CCP= CODE OF CIVIL PROCEDURES GC= GOVERNMENT CODE





**REQUEST FOR AMENDMENT  
TO RECORDS RETENTION SCHEDULE**

RECORDS OF: Board of Directors

RECORD SERIES #	RECORD SERIES NAME	ADD	CHANGE	DELETE	DESCRIPTION OF REQUESTED AMENDMENT
1	BOARD/COMMITTEE AGENDA PACKETS		X		Add Electronic Designation.
6	CAMPAIGN STATEMENTS/ELECTION FORMS		X		Delete descriptions "Form 415" and "Form 416". Forms have been eliminated.
26	CORRESPONDENCE - General		X		Remove retention code "AR (Annual Review)" from Office Retention. All records are subject to review prior to destruction.
28	DEPARTMENT SPECIFIC & PERMANENT EMAIL RECORDS	X			New record series.

Approved (Department Manager):

*April Woodruff*

April Woodruff

Date: 2-24-15

Approved (Legal Counsel):

*Jean Cihigoyenetché*

Jean Cihigoyenetché

Date: 3-26-15

Retention Schedule Updated (Records Management Coordinator):

*Maria Sertalan*

Maria Sertalan

Date: 4/22/15



Inland Empire Utilities Agency  
A MUNICIPAL WATER DISTRICT

**RECORDS RETENTION SCHEDULE**  
Business Information Services

RECORD SERIES NO.	RECORD SERIES TITLE	RETENTION PERIOD (Years)				REMARKS/CITATIONS
		Office	Storage	Originals Destroyed (Total Years)	Transfer to RM	
1	CONTRACT MANAGEMENT FILES Correspondence Software Licenses Specifications	E+4		E+4		CCP §337 - 4 years after completion on contract work.
2	PROGRAMS, PLANS, AND PROJECTS (Not Grant-Funded)	5	5	10		CCP §337 - 4 years after expiration of contract subject. CCP §337.15 - 10 years if project involves real property.
5	DEPARTMENT SPECIFIC & PERMANENT EMAIL RECORDS 5 years folder (Emails with retention of 4-5 years) 7 years folder (Emails with retention of 5-7 years) 10 years folder (Emails with retention of 7-10 years) Permanent folder (Emails with permanent retention)	5 7 10 P		5 7 10 N/A		This record series relates to emails saved in Microsoft Outlook. Emails will be saved in the subfolder that corresponds to their respective retention periods.

By: (Department Manager) *Kang Schepers #807* Date: 2/19/15  
By: (Legal Counsel) *[Signature]* Date: 3-26-15

By: (Division Manager) *[Signature] #643* Date: 3/16/15  
By: (Board of Directors) *[Signature]* Date:

**RETENTION:** AR = ANNUAL REVIEW E = EXPIRATION N/A = NOT APPLICABLE P = PERMANENT  
**CITATIONS:** CCP= CODE OF CIVIL PROCEDURES

**LEGEND**



**REQUEST FOR AMENDMENT  
TO RECORDS RETENTION SCHEDULE**

RECORDS OF: Business Information Services

RECORD SERIES #	RECORD SERIES NAME	ADD	CHANGE	DELETE	DESCRIPTION OF REQUESTED AMENDMENT
1	CONTRACT MANAGEMENT FILES		X		Delete descriptions "Proposals" and "Purchase Orders". Contracts and Facilities Services is the Office of Record. Delete description "Invoices". Accounting and Fiscal Management is the Office of Record.
2	PROJECTS		X		Rename record series to "Programs, Plans, and Projects (Not Grant-Funded)" to include records of the LEAN Program. Delete description "Project Files". Record series name includes description. Transfer description "Software Licenses" to record series #1 - Contract Management Files. Remove retention code "AR (Annual Review)" from Office Retention and Originals Destroyed. All records are subject to annual review prior to destruction.
4	GENERAL CORRESPONDENCE			X	Delete record series. Financial Planning is the Office of Record for description "Budget Management Data". Description "General Department Reports" is included in record series #2 - Projects.
5	DEPARTMENT SPECIFIC & PERMANENT EMAIL RECORDS	X			New record series.

Approved (Department Manager):

Kanes Pantayatiwong  
Kanes Pantayatiwong

Approved (Legal Counsel):

Jean Cihigoyenche  
Jean Cihigoyenche

Date: 2/19/2015

Date: 3.26.15

Approved (Division Manager):

Christina Valencia  
Christina Valencia

Retention Schedule Updated (Records Management Coordinator):

Maria Catalan  
Maria Catalan

Date: 3/18/15

Date: 4/22/15



**RECORDS RETENTION SCHEDULE**  
Contracts and Facilities Services

RECORD SERIES NO.	RECORD SERIES TITLE	RETENTION PERIOD (Years)			REMARKS/CITATIONS
		Office Storage	Transfer to RM Originals Destroyed (Total Years)	Vital	
1	CONTRACT PROJECT FILES Contracts (copies) Correspondence Insurance/Bonds Proposals Quotes Requests for Proposals Specifications	C+2	8 10	X	Original Contracts are sent to Records Management for retention. CCP §337 - 4 years after expiration of contract subject; CCP §337.15 - 10 years if related to real property.
13	PURCHASE ORDERS/REQUISITIONS Purchase Order Requisitions Purchase Orders Working Files Vehicle Working Files	4	4	X	Send original vehicle title certificates and registration information to RM for retention. CCP §337 / GC §60201 - 4 years after expiration of purchase order.
23	SUBJECT AND CORRESPONDENCE Audits Facilities Management Meetings Project Working Files Security Training	4	4		CCP §337 - 4 years 29 CFR 1627.3 - 3 years
25	AGENCY MEMORABILIA Pictures Videos	2 or P	2 or P	X	GC §60201 - 2 years. If there is historical value, keep permanent.
26	RECOGNITION AWARDS Achievement in Excellence Supplier of the Year	2	2	X	GC §60201 - 2 years

**LEGEND**

**RETENTION:** AS = AFTER SETTLEMENT AV = AFTER VERIFICATION C = COMPLETION E = EXPIRATION N/A = NOT APPLICABLE P = PERMANENT  
**CITATIONS:** SA = SALE S = SUPERSEDED T = TERMINATION  
 CCP= CODE OF CIVIL PROCEDURES CCR = CALIFORNIA CODE OF REGULATIONS CFR= CODE OF FEDERAL REGULATIONS  
 GC= GOVERNMENT CODE SRF = STATE REVOLVING FUND

By: (Department Manager) *[Signature]* Date: 2/19/15  
 By: (Legal Counsel) *[Signature]* Date: 3-26-15  
 By: (Division Manager) *[Signature]* Date: 3/18/15  
 By: (Board of Directors) *[Signature]*

**RECORDS RETENTION SCHEDULE**  
Contracts and Facilities Services

RECORD SERIES NO.	RECORD SERIES TITLE	RETENTION PERIOD (Years)			Historical	Confidential	Electronic	REMARKS/CITATIONS
		Office	Storage	Originals Destroyed (Total Years)				
28	CLAIMS (Liability)	AS+2		AS+2	X		GC §60201 (d)(4) - 2 years after resolution.	
29	INSURANCE CERTIFICATIONS	E+2	Scanned (P)	E+6		X	GC §60201 - Permanent	
30	INSURANCE FILES	E+5	P				GC §60201 - Permanent	
31	DEPARTMENT OF MOTOR VEHICLES (DMV)	3		3	X		29 CFR 1627.3 - 3 years GC § 60201-3 years if record contains info. detailed under 29 CFR 1627.3 (a)(1-6); otherwise, 2 years.	
33	RISK MANAGEMENT PLANS	C+2	5	C+7			GC §34090 - 2 years	
34	PERFORMANCE AND PAYMENT BONDS	5	5	10			CCP 337.5 - 10 years	
35	FACILITIES MANAGEMENT LOGS Key Forms Visitors Logs	2		2			GC §60201 - 2 years	
36	PROGRAM/PROJECT FILES (Grant-Related)	C+1	Scanned 35	36		X	CCP §337.15 - 10 years; SRF Loan Agreement Recordkeeping requirements-sections XV and 2.18 (b) - 36 years.	
37	RECORDS RETENTION PROGRAM Certificates of Destruction Destruction Authorizations Inventories/Audits Retention Schedules Retention Compliance Forms/Packages Transfer forms	S+4		S+4			CCP §343- 4 years GC §60201 - 2 years	
38	PUBLIC RECORDS REQUESTS	2		2			GC §60201 (d)(5) - 2 years after request was granted or notice of denial.	

**LEGEND**

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**RECORDS RETENTION SCHEDULE**  
Contracts and Facilities Services

RECORD SERIES NO.	RECORD SERIES TITLE	RETENTION PERIOD (Years)			Historical	Confidential	Electronic	REMARKS/CITATIONS
		Office	Transfer to RM					
			Storage	Originals Destroyed (Total Years)				
39	AGENCY GOVERNANCE Board/Committee Agenda Minutes Ordinances Permits Recorded Documents Resolutions	2	Scanned (P)	N/A	X		GC §60201 (d) (2-3) Permanent	
40	RECORDS MANAGEMENT INDICES	P		N/A		X	Kept electronically in Access Database. GC §60201 (d)(2-3) Permanent	
41	PC LOAN APPLICATIONS - Employee	C+4		C+4			Originals sent by Human Resources. CCP §337 - 4 years	
42	AGENCY POLICIES AND PROCEDURES	P		P		X	Originals posted on Agency network. GC §60201 (d)(1) Permanent	
43	VEHICLE RECORDS Title Certifications Registration Information	SA+4		SA+4			CCP §337, GC §60201 - 4 years If vehicle was sold via written contract; otherwise 2 years.	
44	CONTRACTS (Originals)	E+10		E+10			CCP §337/CCP §337.15 - 4 years after expiration of contract subject: 10 years if Real Property.	
45	SECURITY SERVICES INCIDENT REPORTS	1	6	7			29 CFR 1904.33 - 5 years 8 CCR 14300.33 - 5 years following end of calendar year that these records cover.	
46	LITIGATION FILES	AS+2		AS+2			GC §60201 (d)(4) - 2 years after pending litigation/settlement resolved.	
47	PROGRAM/PROJECT FILES (Not grant-related)	C+1	9	10			CCP 337.15 - 10 years	
48	FIRE SUPPRESSION SYSTEMS	1	4	5			29 CFR 1910.157 - 5 years	
49	DEPARTMENT SPECIFIC & PERMANENT EMAIL RECORDS 5 years folder (Emails with retention of 4-5 years) 7 years folder (Emails with retention of 5-7 years) 10 years folder (Emails with retention of 7-10 years) Permanent folder (Emails with permanent retention)	5 7 10 P		5 7 10 N/A			This record series relates to emails saved in Microsoft Outlook. Emails will be saved in the subfolder that corresponds to their respective retention periods.	

**LEGEND**

**RETENTION:** AS = AFTER SETTLEMENT AV = AFTER VERIFICATION C = COMPLETION E = EXPIRATION N/A = NOT APPLICABLE P = PERMANENT  
SA = SALE S = SUPERSEDED T = TERMINATION

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**REQUEST FOR AMENDMENT  
TO RECORDS RETENTION SCHEDULE**

**RECORDS OF: Contracts and Procurement**

RECORD SERIES #	RECORD SERIES NAME	ADD	CHANGE	DELETE	DESCRIPTION OF REQUESTED AMENDMENT
	CONTRACTS AND PROCUREMENT		X		Rename records retention schedule to "Contracts and Facilities Services". Safety, Risk and Support Services department has merged with Contracts and Procurement department.
1	CONTRACT PROJECT FILES		X		Add Vital and Electronic Designation.
13	PURCHASE ORDERS/REQUISITIONS		X		Change Office Retention and Originals Destroyed from C+4 to 4 years. Add legal citation GC §60201 for vehicle records.
18	VEHICLE RECORDS			X	Delete record series. Descriptions "Title Certificates", and "Registration Information" are included in record series "Vehicle Records". Descriptions "Quotation", "Bidding Information", "Sale Contracts", and "Correspondence" are included on description "Vehicle Working Files" of record series #13 (Purchase Orders/Requisitions). Accounting and Fiscal Management is the Office of Record for description "Invoices".
23	SUBJECT AND CORRESPONDENCE		X		Add description "Project Working Files" to merge record series #27 with this record series. Delete description "Budget Reports". Financial Planning is the Office of Record. Add descriptions "Security Training", and "Facilities Management" to merge records series #23 and 24 from Safety, Risk and Support Services. Add citation 29 CFR 1627.3 - 3 years
25	AGENCY PICTURES		X		Rename record series to "Agency Memorabilia" to include pictures, and videos saved on different media. Add descriptions "Pictures", and "Videos". Change Office Retention from 2 to 2 or P, and Originals Destroyed from 2 to 2 or P. Add Electronic Designation. Change citation GC §60201 - 2 years unless there is historical value to "GC §60201 - 2 years. If there is historical value, keep permanent" to add retention to memorabilia with historical value.
26	RECOGNITION AWARDS		X		Add Electronic Designation.
27	PROJECT WORKING FILES		X		Merge record series with record series #23 - Subject and Correspondence.
	CLAIMS (Liability)	X			Transferred from Safety, Risk and Support Services.
	INSURANCE CERTIFICATIONS	X			Transferred from Safety, Risk and Support Services. Add Vital Designation.
	INSURANCE FILES	X			Transferred from Safety, Risk and Support Services.
	SUBJECT AND CORRESPONDENCE	X			Transferred from Safety, Risk and Support Services. Merge with record series #23 - Subject and Correspondence.

**REQUEST FOR AMENDMENT  
TO RECORDS RETENTION SCHEDULE**

RECORDS OF: Contracts and Procurement

RECORD SERIES #	RECORD SERIES NAME	ADD	CHANGE	DELETE	DESCRIPTION OF REQUESTED AMENDMENT
	DMV	X			Transferred from Safety, Risk and Support Services. Edit record series name to spell out acronym DMV to "Department of Motor Vehicles (DMV)". Add Confidential Designation.
	RISK MANAGEMENT PLANS	X			Transferred from Safety, Risk and Support Services.
	PERFORMANCE AND PAYMENT BONDS	X			Transferred from Safety, Risk and Support Services.
	VIDEO TAPES-AGENCY PROPERTY	X			Transferred from Safety, Risk and Support Services. Merge with record series #25 - Agency Pictures.
	VISITORS LOGS	X			Transferred from Safety, Risk and Support Services. Rename record series to "Facilities Management Logs" to include record series #22 - Key Forms from Safety, Risk and Support Services.
	KEY FORMS	X			Transferred from Safety, Risk and Support Services. Move to "Facilities Management Logs" record series.
	SECURITY TRAINING	X			Transferred from Safety, Risk and Support Services. Merge with record series #23 - Subject and Correspondence.
	FACILITY MANAGEMENT FILES	X			Transferred from Safety, Risk and Support Services. Merge with record series #23 - Subject and Correspondence.
	PROGRAM/PROJECT FILES (GRANT-RELATED)	X			Transferred from Safety, Risk and Support Services. Change Office Retention from C to C+1 (Completion plus one year), storage retention from Scanned (P) to Scanned 35 (Scanned plus 35 years), and Originals Destroyed from AS (After Scanning) to C+36 (Completion plus 36 years).
					Add legal citation "SRF Loan Agreement Record Keeping Requirements - section XV and 2.18 (b) - 36 years. Add Electronic Designation.
	RECORDS RETENTION SCHEDULES	X			Transferred from Safety, Risk and Support Services. Rename record series to "Records Retention Program" to include records series #28 (Records Transfer Forms), and #29 (Records Destruction Authorizations). Add descriptions "Certificates of Destruction", and "Inventories/Audits". Add legal citation GC\$60201 - 2 years from records series #28 and #29.
	RECORDS REQUESTS (Public and Agency)	X			Transferred from Safety, Risk and Support Services. Rename record series to "Public Records Requests". Agency records requests are not kept.
	RECORDS TRANSFER FORMS	X			Transferred from Safety, Risk and Support Services. Merge with record series "Records Retention Program".




**REQUEST FOR AMENDMENT  
TO RECORDS RETENTION SCHEDULE**

RECORDS OF: Contracts and Procurement

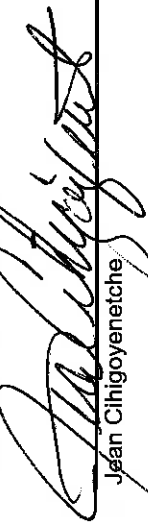
RECORD SERIES #	RECORD SERIES NAME	ADD	CHANGE	DELETE	DESCRIPTION OF REQUESTED AMENDMENT
	RECORDS DESTRUCTION AUTHORIZATIONS	X			Transferred from Safety, Risk and Support Services. Merge with record series "Records Retention Program".
	AGENCY GOVERNANCE	X			Transferred from Safety, Risk and Support Services. Delete description "Agenda Packages and Minutes - Technical and Policy Committee/IERCA/RFA/CDA. Board of Directors, Chino Desalter Authority (CDA), and Chino Basin Regional Financing Authority (CBRFA) are the Offices of Records. Minutes are already included on description "Board/Committee Agenda Minutes".
	RECORDS MANAGEMENT INDICES	X			Transferred from Safety, Risk and Support Services. Edit Originals Destroyed retention from "Kept Permanent" to "N/A" to note that these records are not destroyed.
	PC LOAN APPLICATIONS-Employee	X			Transferred from Safety, Risk and Support Services.
	AGENCY POLICIES AND PROCEDURES	X			Transferred from Safety, Risk and Support Services.
	VEHICLE RECORDS	X			Transferred from Safety, Risk and Support Services.
	CONTRACTS (Originals)	X			Transferred from Safety, Risk and Support Services.
	SECURITY SERVICES INCIDENT REPORTS	X			New record series.
	LITIGATION FILES	X			New record series.
	PROGRAM/PROJECT FILES (Not Grant-Related)	X			New record series.
	FIRE SUPPRESSION SYSTEMS	X			New record series.
	DEPARTMENT SPECIFIC & PERMANENT EMAIL RECORDS	X			New record series.

Approved (Department Manager):

  
Warren Green

Date: 2/19/15

Approved (Legal Counsel):

  
Jean Chigoyenatche

Date: 3/26/15

Approved (Division Manager):

  
Christina Valencia

Date: 3/18/15

Retention Schedule Updated (Records Management Coordinator):

  
Maria Catala

Date: 4/22/15



**RECORDS RETENTION SCHEDULE**  
**Engineering and Construction**  
**Management**

RECORD SERIES NO.	RECORD SERIES TITLE	RETENTION PERIOD (Years)			Date:	By: (Legal Counsel)	Date:
		Office	Storage	Transfer to RM			
				Originals Destroyed (Total Years)			
4	AGENCY FACILITIES ATLAS	P	P	N/A			
6	DRAWINGS 700.5 As-Built Drawings	C+1	Scanned (P)	AS			
13	PROJECT FILES (Not Grant-Funded)*** 10 Administration 10.1 Project Creation 10.1.1 New Project Request Form 10.2 Budget/Funds 10.2.1 Budget Transfers 10.2.2 Invoices 10.2.4 Loans 10.3 Contracts 10.4 Schedule 10.4.1 Project Updates 10.5 Committee/Board Items 10.5.1 Meetings & Agendas 10.5.2 Presentations & Action Logs 10.5.3 Committee/Board Action 10.6 Request for Proposals 10.6.1 RFP 10.6.2 Addenda 10.6.3 Consultant Proposal 10.6.4 Evaluation & Selection 10.7 Agreements	C+1	9	C+10			
					Historical		
					Confidential		
					Electronic	X	
					Vital		
							REMARKS/CITATIONS
							GC §60201 (d) (8) - Permanent Drawings are scanned into Engineering Database for permanent retention. Originals are filed with their respective project files. GC §60201 (d) (8) - Permanent ***Grant-funded project records are filed with record series #37 for proper retention. CCP 337.15 - 10 years

**LEGEND**

RETENTION: AS = AFTER SCANNING AV = AFTER VERIFICATION C = COMPLETION E = EXPIRATION N/A = NOT APPLICABLE P = PERMANENT  
 CITATIONS: CCP = CODE OF CIVIL PROCEDURES GC = GOVERNMENT CODE SRF = STATE REVOLVING FUND

**RECORDS RETENTION SCHEDULE**  
Engineering and Construction Management

RECORD SERIES NO.	RECORD SERIES TITLE	RETENTION PERIOD (Years)			Historical	Confidential	Electronic	REMARKS/CITATIONS
		Office	Storage	Transfer to RM Originals Destroyed (Total Years)				
13	PROJECT FILES (Not Grant-Funded)*** Continued	C+1	9	C+10		X	***Grant-funded records are filed with record series #37 for proper retention. CCP 337.15 - 10 years	
	50 Design							
	50.1 Pre-Design							
	50.1.1 Technical Memoranda							
	50.1.3 Comments							
	50.2 Cost Estimate							
	50.3 Technical Data							
	50.3.1 Calculations							
	50.3.2 Reference Information							
	50.3.3 Reports/Analysis							
	50.4 Photos							
	50.5 Design							
	50.5.1 Preliminary Design							
	50.5.2 30% Design							
	50.5.3 50% Design							
	50.5.4 80% Design							
	50.5.5 100% Design							
	50.5.6 Comments							
	50.7 Construction Support							
	50.7.2 RFI's							
	50.7.3 RFD's							
	60 Pre-Purchases							
	60.1 Request for Proposals and Quotations							
	60.2 Purchase Orders							
	60.4 Other							
	70 Standard Operating Procedures							
	80 Request for Qualifications							
	90 Bid Period							
	90.1 Announcements							
	90.3 Plan Holder List							
	90.4 Bids							
	90.5 Bid Evaluation & References							
	100.0.2 Turn Over Book from Engineering							

**LEGEND**

**RETENTION:** AS = AFTER SCANNING AV = AFTER VERIFICATION C = COMPLETION E = EXPIRATION N/A = NOT APPLICABLE P = PERMANENT  
**CITATIONS:** CCP= CODE OF CIVIL PROCEDURES GC = GOVERNMENT CODE SRF = STATE REVOLVING FUND

**RECORDS RETENTION SCHEDULE**  
**Engineering and Construction Management**

RECORD SERIES NO.	RECORD SERIES TITLE	RETENTION PERIOD (Years)			Historical	Confidential	Electronic	REMARKS/CITATIONS
		Office Storage	Transfer to RM	Originals Destroyed (Total Years)				
13	<b>PROJECT FILES (Not Grant-Funded)*** Continued</b> 100.1 Series Construction Related Correspondence 100.2 Series Construction Requests with summaries 100.3 Series Change Orders (CO) 100.4 Series Construction Safety 100.5.1 Submittal Miscellaneous 100.5.2 Potholing Records 100.5.4 O&M Manuals 100.5.5 Pre-Purchased Equipment 200 Series Construction Budget/Cost Control 300 Series Construction Contract Administration 400 Series Construction Schedules/Meetings 500.1 Construction Permits 600 Series State, County, Local Agencies rpt/corresp 700.1 Punchlist Items 700.2 Deliverables 700.3 Start-up 700.4 Training 700.6 File Retention 700.7 Warranties 700.8 Turn Over Book to Operations 700.9 Project Closure Form 800 Series Sub Contracting/Delivery Tickets <u>OLD ENGINEERING FILING STRUCTURE</u> ADMINISTRATION B.1.1 Misc. Correspondence B.1.4 Calculations B.1.5 Reference Data B.2 Predesign Budget/Cost Control B.3 Predesign Contract Admin B.4 Predesign Schedule B.6 Predesign Permits	C+1	9	C+10			X	***Grant-funded records are filed with record series #37 for proper retention. CCP 337.15 - 10 years

**LEGEND**

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**RECORDS RETENTION SCHEDULE**  
Engineering and Construction Management

RECORD SERIES NO.	RECORD SERIES TITLE	RETENTION PERIOD (Years)			Historical	Confidential	Electronic	REMARKS/CITATIONS
		Office	Storage	Originals Destroyed (Total Years)				
13	<b>PROJECT FILES (Not Grant-Funded)*** Continued</b> C.10.1 Misc. Correspondence C.10.2 Plan & Spec Review C.10.3 Calculations C.10.4.1 Soils and Geotech Reports C.10.4.2 Surveys C.10.4.4 Literature and Articles C.20 Design Budget/Cost Control C.30 Design Contract Administration C.40 Design Schedule C.60 Design Permits C.70.1 Prebid Correspondence C.70.2 Postbid Correspondence C.70.3 Advertisements C.70.4 Planholders List C.70.6 Bid Evaluation and References C.70.7 Bonds & Insurance C.70.8 Board Contract Award C.70.9 Notice to Proceed C.70.10 Successful Contractors Bid C.70.11 Unsuccessful Contractors Bid 100.0.2 Turn Over Book from Engineering 100.1 Series Construction Related Correspondence 100.2 Series Construction Requests with summaries 100.3 Series Change Orders (CO) 100.4 Series Construction Safety 100.5.1 Submittal Miscellaneous 100.5.2 Potholing Records 100.5.4 O&M Manuals 100.5.5 Pre-Purchased Equipment 200 Series Construction Budget/Cost Control 300 Series Construction Contract Administration 400 Series Construction Schedules/Meetings 500.1 Construction Permits	C+1	9	C+10			X	***Grant-funded records are filed with record series #37 for proper retention. CCP 337.15 - 10 years

**LEGEND**

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**RECORDS RETENTION SCHEDULE**  
Engineering and Construction Management

RECORD SERIES NO.	RECORD SERIES TITLE	RETENTION PERIOD (Years)			Historical	Confidential	Electronic	REMARKS/CITATIONS
		Office	Transfer to RM					
			Storage	Originals Destroyed (Total Years)				
13	<b>PROJECT FILES (Not Grant-Funded)*** Continued</b> OLD ENGINEERING FILING STRUCTURE (Continued) 600 Series State, County, Local Agencies reports corr. 700.1 Punchlist Items 700.2 Deliverables 700.3 Start-up 700.4 Training 700.6 File Retention 700.7 Warranties 700.8 Turn Over Book to Operations 700.9 Project Closure Form 800 Series Sub Contracting/Delivery Tickets	C+1	9	C+10		X	***Grant-funded records are filed with record series #37 for proper retention.  CCP 337.15 - 10 years	
14	<b>RIGHT OF WAY FILES</b> 20 Easements (Right-of-Way) 500.2 Construction Right-of-Ways 500.3 Construction Easements OLD ENGINEERING FILING STRUCTURE B.5 Predesign Right of Way C.50 Design Right of Ways 500 Construction Right of Ways 500 Construction Easements	C	Scanned (P)	N/A		X	Send Originals to Records Management for permanent retention. File duplicates with their respective project files. GC §60201 (d) (8) - Permanent	
18	<b>UTILITY CONFLICT FILES</b> Correspondence Drawings Notification Notices Tract Maps	2	2	4			CCP 337 - 4 years after completion of contract work.	
20	<b>REIMBURSABLE PROJECTS</b> Connection Files Pipeline Modifications	4		4		X	CCP 337 - 4 years after reimbursement.	
21	<b>ENGINEERING REPORTS &amp; STUDIES</b> Recycled Water Usage Reports	C+2	Scanned (P)	AS		X	GC §60201 (d) (8) - Permanent	

**LEGEND**  
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**RECORDS RETENTION SCHEDULE**  
Engineering and Construction Management

RECORD SERIES NO.	RECORD SERIES TITLE	RETENTION PERIOD (Years)			Historical	Confidential	Electronic	REMARKS/CITATIONS
		Office Storage	Transfer to RM	Vital				
		Office Storage	Originals Destroyed (Total Years)					
26	CORRESPONDENCE Member Agencies Other Agencies	10	10				CCP §337 - 4 years CCP §337.15 - 10 years	
34	MINOR CONSTRUCTION & EMERGENCY CONTRACTS 100-800 Series All Construction Phase Task Orders	C	E+10			X	Original executed contracts are sent to RM for retention after completion. CCP §337/§337.15 - 4 years after expiration of contract subject, 10 years if project involves real property.	
36	DIG ALERTS 100 Series Construction Related Correspondence	2	2				GC §60201 - 2 years	
37	PROJECT FILES (Grant-Funded) 10.2.3 Grants 30 CEQA 40 Permits 50.1.0 Pre-Design Report 50.6 Plans & Specifications 50.6.1 Native Set 50.6.2 Bid Set 50.6.3 Conformed Set 50.7.1 Submittals 60.3 Shop Drawings 90.2 Addendums 100.0.1 Plans & Specifications 100.5.3 Submittals OLD ENGINEERING FILING STRUCTURE B.1.2 Predesign Report B.1.3 Predesign Report Review B.1.5 Plans & Specs C.10. Plans & Specs C.10. Project Specification C.70. Addendums	C+1	Scanned 35 C+36				CCP §337.15 - 10 years SRF Loan Agreement Recordkeeping Requirements-sections XV and 2.18 (b) 36 years	

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**LEGEND**

**RECORDS RETENTION SCHEDULE**  
**Engineering and Construction Management**

RECORD SERIES NO.	RECORD SERIES TITLE	RETENTION PERIOD (Years)				Historical	Confidential	Electronic	REMARKS/CITATIONS
		Office	Transfer to RM		Vital				
			Storage	Originals Destroyed (Total Years)					
38	DEPARTMENT SPECIFIC & PERMANENT EMAIL RECORDS 5 years folder (Emails with retention of 4-5 years) 7 years folder (Emails with retention of 5-7 years) 10 years folder (Emails with retention of 7-10 years) Permanent folder (Emails with permanent retention)	5 7 10 P		5 7 10 N/A				This record series relates to emails saved in Microsoft Outlook. Emails will be saved in the subfolder that corresponds to their respective retention periods.	

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**LEGEND**





## REQUEST FOR AMENDMENT TO RECORDS RETENTION SCHEDULE

RECORDS OF: Engineering and Construction Management

RECORD SERIES #	RECORD SERIES NAME	ADD	CHANGE	DELETE	DESCRIPTION OF REQUESTED AMENDMENT
5	DRAWINGS - MYLARS		X		Delete record series. Mylars are included with drawings.
6	DRAWINGS - ORIGINALS		X		Rename record series to "Drawings" to include Mylars (record series #5), and "Engineering As-Built Database" (record series #7). Add description "700.5 As-Built Drawings" from record series #7. Add Electronic Designation. Add remark "Drawings are scanned into Engineering Database for permanent retention. Originals are filed with their respective project files."
7	ENGINEERING AS-BUILT DATABASE		X		Delete record series and merge records with record series #6.
13	PROJECT FILES		X		Add notation "Not Grant-Funded" to record series name to emphasize that this record series is for records of projects that are not grant-funded. Insert revised engineering filing structure above old engineering filing structure. The old filing structure will remain on the retention schedule until after all records are fully transitioned to the revised filing structure. Replace remark with "Grant-funded project records are filed with record series #37 for proper retention." Add citation CCP 337.15 - 10 years.
14	RIGHT OF WAY FILES		X		Change Office Retention from Permanent to C (Completion). Add retention code "N/A (Not Applicable)" to Originals Destroyed. Originals are not destroyed after scanning. Insert revised engineering filing structure above old engineering filing structure. The old filing structure will remain on the retention schedule until after all records are fully transitioned to the revised filing structure. Add remark "Send Originals to Records Management for permanent retention. File duplicates with their respective project files."
18	UTILITY CONFLICT FILES		X		Remove retention code "AR (Annual Review)" from Office Retention and Originals Destroyed. All records are subject to annual review prior to destruction.

**REQUEST FOR AMENDMENT  
TO RECORDS RETENTION SCHEDULE**

RECORDS OF: Engineering and Construction Management

RECORD SERIES #	RECORD SERIES NAME	ADD	CHANGE	DELETE	DESCRIPTION OF REQUESTED AMENDMENT
20	REIMBURSABLE PROJECTS		X		Add electronic designation.
21	ENGINEERING REPORTS & STUDIES		X		Replace notations "Liberty & E-Library" from Electronic designation with an "X" to include all systems where these records are saved into.
24	METROPOLITAN WATER DISTRICT (Recycled Water)			X	Delete record series. Records are no longer created or kept.
26	CORRESPONDENCE		X		Replace descriptions with "Member Agencies", and "Other Agencies" to include any and all agencies.
27	FUNDING/STATE REVOLVING FUND APPLICATIONS			X	Delete record series. Financial Planning is the Office of Record.
31	RECYCLED WATER CUSTOMERS		X		Delete record series and transfer to Planning and Environmental Compliance department. Delete descriptions "Agreements" and "Contracts". Contracts and Facilities Services is the Office of Record. Delete description "Invoices". Accounting and Fiscal Management is the Office of Record. Delete description "Engineering Reports". It is included in record series #21 - Engineering Reports & Studies. Delete Storage retention "Scanned (P)", and change Originals Destroyed retention from "AS" (After Scanning) to 4 years. Correspondence will be kept for 4 years without scanning.
32	SERVICE CONTRACTS		X		Delete record series. Service Contracts are included in record series #13 - Project Files (Not Grant-Funded).
34	MINOR CONSTRUCTION AND EMERGENCY CONTRACTS		X		Add Revised Engineering Filing Structure to description. Change Office Retention from 5 to C (Completed). Storage Retention from 5 to E+10, and Originals Destroyed from 10 to E+10 (Expiration plus 10 years). Add Electronic Designation. Add remark "Original contracts are sent to Records Management for retention after completion."
35	REBATES			X	Delete record series. Planning and Environmental Compliance is the Office of Record.

**REQUEST FOR AMENDMENT  
TO RECORDS RETENTION SCHEDULE**

RECORDS OF: Engineering and Construction Management

RECORD SERIES #	RECORD SERIES NAME	ADD	CHANGE	DELETE	DESCRIPTION OF REQUESTED AMENDMENT
37	PROJECT FILES/GRANT-RELATED PROJECTS		X		Rename record series to Project Files (Grant-Funded). Insert revised engineering filing structure above old engineering filing structure. The old filing structure will remain on the retention schedule until after all records are fully transitioned to the revised filing structure. Change Office Retention from C to C+1 (Completion plus one year), Storage Retention from Scanned (P) to "Scanned 35, Originals Destroyed from AS (After Scanning) to C+36 (Completion plus 36 years). Add citation "SRF Loan Agreement Recordkeeping Requirements sections XV and 2.18 (b) - 36 years. New record series.
38	DEPARTMENT SPECIFIC & PERMANENT EMAIL RECORDS	X			

Approved (Department Manager):

Majid Karim 2/24/15  
Majid Karim

Approved (Division Manager):

Chris Berch 3/15/15

Chris Berch

Approved (Legal Counsel):

Jean Cihigoyenetché Date: 3-26/15  
Jean Cihigoyenetché

Retention Schedule Updated (Records Management Coordinator):

Maria Catalán Date: 4/22/15  
Maria Catalán



**RECORDS RETENTION SCHEDULE**  
External Affairs

RECORD SERIES NO.	RECORD SERIES TITLE	RETENTION PERIOD (Years)		Office Storage	Transfer to RM	Originals Destroyed (Total Years)	Vital	Historical	Confidential	Electronic	REMARKS/CITATIONS
		Office	Storage								
3	PUBLICATIONS Brochures Bulletins Newsletters Newspaper Clippings Press Releases Reports Social Media	2				2				X	GC §60201 - 2 years
4	SUBJECT AND CORRESPONDENCE Conferences-Backup Dedications Events Inspection Tours Meeting Agendas Presentations Projects (not grant-related)	4				4				X	CCP §337 - 4 years GC §60201 - 2 years
7	FPPC - FAIR POLITICAL PRACTICE COMMISSION	4				4					GC §81009 (f) - 4 years
8	BOND PROPOSITIONS	10				10					CCP §337.15 - 10 years
10	AGENCY MEMORABILIA Pictures Videos	2 or P				2 or P				X	Separate memorabilia with historical value and label it "Permanent" GC §60201 - 2 years. If there is historical value, keep permanent.

By: (Department Manager) *Kathy Abesera* Date: *3/5/15*  
By: (Legal Counsel) *Erica [Signature]* Date: *3-24-15*

By: (Division Manager) *[Signature]* Date: *3/17/15*  
By: (Board of Directors) \_\_\_\_\_ Date: \_\_\_\_\_

**REVISION:** \_\_\_\_\_  
**CITATIONS:** \_\_\_\_\_

**LEGEND**

N/A = NOT APPLICABLE P = PERMANENT  
CCP= CODE OF CIVIL PROCEDURES GC= GOVERNMENT CODE

**RECORDS RETENTION SCHEDULE**  
External Affairs

RECORD SERIES NO.	RECORD SERIES TITLE	RETENTION PERIOD (Years)				Historical	Confidential	Electronic	REMARKS/CITATIONS
		Office	Storage	Transfer to RM					
				Originals Destroyed (Total Years)					
16	LEGISLATIVE ISSUES Correspondence Legislative Bills Propositions Reports	2		2			X	GC §60201 - 2 years	
17	DEPARTMENT SPECIFIC & PERMANENT EMAIL RECORDS 5 years folder (Emails with retention of 4-5 years) 7 years folder (Emails with retention of 5-7 years) 10 years folder (Emails with retention of 7-10 years) Permanent folder (Emails with permanent retention)	5 7 10 P		5 7 10 N/A				This record series relates to emails saved in Microsoft Outlook. Emails will be saved in the subfolder that corresponds to their respective retention periods.	

**LEGEND**

N/A = NOT APPLICABLE    P = PERMANENT

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RETENTION:

CITATIONS:



**REQUEST FOR AMENDMENT  
TO RECORDS RETENTION SCHEDULE**

RECORDS OF: **External Affairs**

RECORD SERIES #	RECORD SERIES NAME	ADD	CHANGE	DELETE	DESCRIPTION OF REQUESTED AMENDMENT
1	PRESS RELEASES		X		Delete record series and move records to record series #3.
2	PUBLIC INFORMATION REPORTS		X		Delete record series and move records to record series #3. Remove words "Public Information" from record series name to include any and all reports.
3	PUBLICATIONS - AGENCY NEWS		X		Remove words "Agency News" from record series name to make it more inclusive. Replace descriptions "The Wave", and "Chino Basin Update" with "Newsletters". Remove words "Regional Facilities" from description "Regional Facilities Brochures" to make it more inclusive. Add description "Bulletins". Add description "Newspaper Clippings" to merge record series #5 (Newspaper Clippings) with this record series. Add description "Press Releases" to merge record series #1 (Press Releases) with this record series. Add description "Reports" to merge record series #2 (Public Information Reports) with this record series. Add "Social Media" description. Delete Storage Retention "Scanned (P)", and change Originals Destroyed from P (Permanent) to 2 years. We are required to keep these records for 2 years. Delete historical designation.
4	SUBJECT AND CORRESPONDENCE		X		Remove words "Groundbreaking" from description "Groundbreaking Dedications" to include any and all dedications. Remove word "Misc." from description "Meeting Agendas/Misc.". It is not descriptive. Remove acronym "MWD" from description "MWD Inspection Tours" to include any and all inspection tours. Replace descriptions "Open House" and "Water Fair" with "Events" to include any and all events. Add description "Presentations". Add description "Projects" to merge records series #11 (Agency Projects-Brochures) and 15 (Agency Projects-Correspondence) with this record series. Change Office Retention and Originals Destroyed from 8 to 4 years. Add Electronic Designation. Add citation "GC 560201 to include citation related to record series #11 (Agency Projects-Brochures).
5	NEWSPAPER CLIPPINGS		X		Delete record series and move records to record series #3 (Publications).
6	REGIONAL FACILITIES		X		Delete record series. Records are included in record series #3.

**REQUEST FOR AMENDMENT  
TO RECORDS RETENTION SCHEDULE**

RECORDS OF: External Affairs

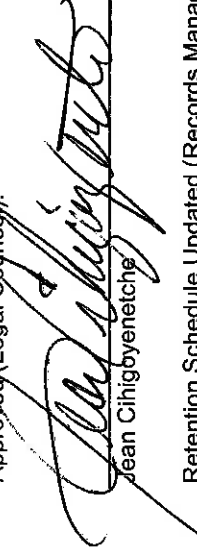
RECORD SERIES #	RECORD SERIES NAME	ADD	CHANGE	DELETE	DESCRIPTION OF REQUESTED AMENDMENT
9	SPECIAL DISTRICTS		X		Delete record series. Records of special districts events are included in record series #4 (Subject and Correspondence).
10	PICTURES		X		Rename record series to "Agency Memorabilia" to include pictures and videos saved on different media. Add descriptions "Pictures", and "Videos". Change Office Retention and Originals Destroyed from 2 to "2 or P" (2 years or Permanent).
11	AGENCY PROJECTS - Brochures		X		Add remark, "if there is historical value, keep permanent". Delete record series and move records to record series #4.
12	BOARD OF DIRECTORS / EXECUTIVE MANAGEMENT		X		Delete record series. Board of Directors is the Office of Record for Board of Directors' records. Agency Management is the Office of Records for Executive Management records. Any correspondence from/to either the Board of Directors or Executive Management will be included in record series #4.
13	MANUALS/VIDEOS/DVDs		X		Delete record series. No manuals are kept or created. Videos and DVDs will be included in record series #10.
14	CORRESPONDENCE - Misc.		X		Delete record series. Records are included in record series #4.
15	AGENCY PROJECTS - Correspondence		X		Delete record series and move records to record series #4.
16	LEGISLATIVE ISSUES	X			Transferred from Agency Management. Change Office Retention and Originals Destroyed from 2AR (2 years annual review) to 2. All records are subject to annual review prior to destruction. Add Electronic Designation.
17	DEPARTMENT SPECIFIC & PERMANENT EMAIL RECORDS	X			New record series.

Approved (Department Manager):

  
Kathryn Besser

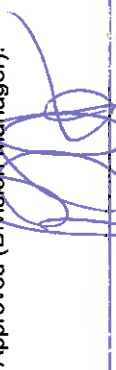
Date: 3/5/15

Approved (Legal Counsel):

  
Jean Chigbyenetchs

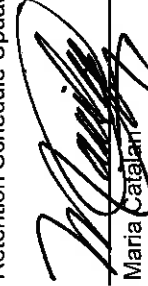
Date: 3-26-15

Approved (Division Manager):

  
P. Joseph Grundstaff

Date: 3/17/15

Retention Schedule Updated (Records Management Coordinator):

  
Maria Catalan

Date: 4/22/15



Inland Empire Utilities Agency  
A MUNICIPAL WATER DISTRICT

**RECORDS RETENTION SCHEDULE**  
**Financial Planning**

RECORD SERIES NO.	RECORD SERIES TITLE	RETENTION PERIOD (Years)			REMARKS/CITATIONS
		Office Storage	Transfer to RM	Originals Destroyed (Total Years)	
1	GRANT/LOAN (CONTRACTS/PROJECTS) Applications Contracts Correspondence Reports	C+1	Scanned 35	C+36	X CCP §337 - 4 years 29 CFR 1470.42 - 3 years 24 CFR 85.42 - 3 years SRF Loan Agreement Recordkeeping Requirements sections XV and 2.18 (b) 36 years
3	GRANT/LOAN REIMBURSEMENT REQUESTS Invoices Reports/Summaries	C+1	Scanned 35	C+36	X 29 CFR 1470.42 - 3 years 24 CFR 85.42 - 3 years SRF Loan Agreement recordkeeping Requirements sections XV and 2.18 (b) 36 years
5	GRANT/LOAN CLOSEOUT SUMMARIES	C+1	Scanned (P)		X GC §60201 (d)(10) - Permanent
6	ADMINISTRATIVE CORRESPONDENCE - General Meetings Training Budget Preparation Webinars Year End Encumbrances Carryover	2		2	X GC §60201 - 2 years

By: (Department Manager) *[Signature]* #882 Date: 03/02/15  
By: (Legal Counsel) *[Signature]* Date: 3-26-15  
By: (Division Manager) *[Signature]* #643 Date: 3/10/15  
By: (Board of Directors)

**RETENTION:** AV = AFTER VERIFICATION C = COMPLETION N/A = NOT APPLICABLE P = PERMANENT  
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**LEGEND**



**RECORDS RETENTION SCHEDULE**  
Financial Planning

RECORD SERIES NO.	RECORD SERIES TITLE	RETENTION PERIOD (Years)			Historical	Confidential	Electronic	REMARKS/CITATIONS
		Office	Transfer to RM					
			Storage	Originals Destroyed (Total Years)				
7	BOND FILES Arbitrage Calculations Bid Information (Request for Proposals) Billings (Cost of Issuance) Bank Statements Bonds Drawn Schedule Correspondence Debt Service Schedules Installment Purchase Agreement Letter of Credit Agreement Master Resolutions Official Statement/Bond Indenture Remarketing Agreement	5	5	10		X	CCP §337.5 - 10 years	
8	MANAGEMENT/PREPARATION FILES Budget Amendments/Variance Budget Computer Reports/Correspondence/Estimates O&M Budget - Labor Distribution Quarterly Call Reports Working Papers/Correspondence Work Papers/Backup	2		2			GC §60201 - 2 years	
9	BANK FILES Bank Analysis Statements Cash Transactions Bank Signatory Cards	4		4			CCP §337 - 4 years	
10	BUDGET - ADOPTED Long Range Plan of Finance (LRPF) O&M Annual - Adopted/Amended Budget Rate Resolution Regional Program Quarterly Capital Call Summaries TYCIP Ten-Year Capital Improvement Program	3	Scanned (P)	AV		X	GC §60201 (d)(10) - Permanent GC §60201 - 2 years	

**LEGEND**

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**RECORDS RETENTION SCHEDULE**

Financial Planning

RECORD SERIES NO.	RECORD SERIES TITLE	RETENTION PERIOD (Years)				Historical	Confidential	Electronic	REMARKS/CITATIONS
		Office	Transfer to RM		Vital				
			Storage	Originals Destroyed (Total Years)					
11	INVESTMENT FILES Financial Affairs Reports Investment Agreements Investment Policy	2	Scanned (P)	AV				GC §60201 (d)(10) - Permanent	
14	CAPITAL PROJECTS Project Changes Project Requests	C+5	5	C+10				CCP 337.15 - Closure plus 10 years	
16	DEPARTMENT SPECIFIC & PERMANENT EMAIL RECORDS 5 years folder (Emails with retention of 4-5 years) 7 years folder (Emails with retention of 5-7 years) 10 years folder (Emails with retention of 7-10 years) Permanent folder (Emails with permanent retention)	5 7 10 P		5 7 10 N/A				This record series relates to emails saved in Microsoft Outlook. Emails will be saved in the subfolder that corresponds to their respective retention periods.	

**LEGEND**

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**REQUEST FOR AMENDMENT  
TO RECORDS RETENTION SCHEDULE**

RECORDS OF: Financial Planning

RECORD SERIES #	RECORD SERIES NAME	ADD	CHANGE	DELETE	DESCRIPTION OF REQUESTED AMENDMENT
1	GRANT/LOAN (CONTRACTS/PROJECTS)		X		Merge record series #4 - Grant/Loan Reporting with this record series. Add description "Applications". Change Office Retention from C+7 to C+1 (Completion plus one year), Storage retention from Scanned (P) to Scanned 35, and add Originals Destroyed retention to C+36 (Completion plus 36 years). Replace Electronic Designation "Liberty" with an "X" to include any and all electronic systems that house this type of records. Add citations 29 CFR 1470.42 - 3 years, and 24 CFR 85.42 - 3 years from record series #4 (Grant/Loan Reporting). Add citation "SRF Loan Agreement Recordkeeping Requirements sections XV and 2.18 (b) - 36 years.
3	GRANT/LOAN REIMBURSEMENT REQUESTS		X		Change Office Retention from C+7 to C+1 (Completion plus one year), Storage retention from Scanned (P) to Scanned 35, and add Originals Destroyed retention to C+36 (Completion plus 36 years). Replace Electronic Designation "Liberty" with an "X" to include any and all electronic systems that house this type of records. Add citation "SRF Loan Agreement Recordkeeping Requirements sections XV and 2.18 (b) - 36 years.
4	GRANT/LOAN REPORTING		X		Delete record series and move records to record series #1 -Grant/Loan (Contracts/Projects).
5	GRANT/LOAN CLOSEOUT SUMMARIES		X		Change Office Retention from C+7 to C+1 (Completion plus one year). Delete description "Summary Reports". It is included on the record series name. Replace Electronic Designation "Liberty" with an "X" to include any and all electronic systems that house this type of records.
6	ADMINISTRATIVE CORRESPONDENCE - General		X		Add Electronic Designation.
7	BOND FILES		X		Replace Electronic Designation "Liberty" with an "X" to include any and all electronic systems that house this type of records.

**REQUEST FOR AMENDMENT  
TO RECORDS RETENTION SCHEDULE**

RECORDS OF: Financial Planning

RECORD SERIES #	RECORD SERIES NAME	ADD	CHANGE	DELETE	DESCRIPTION OF REQUESTED AMENDMENT
8	BUDGET MANAGEMENT/PREPARATION FILES		X		Remove word "Budget" from record series name to include quarterly call reports working papers (record series #15). Add description "Quarterly Call Reports" to merge record series #15 (Quarterly Call Reports Working Papers) with this record series. Combine descriptions "Budget Amendments", and "Budget Variance" into "Budget Amendments/Variance". Combine descriptions "Computer Reports", "Estimates", and "Correspondence (from record series #15)" into "Budget Computer Reports/Correspondence/Estimates". Change Office Retention and Originals Destroyed from 3AR to 2. Replace word "Information" from record series name with "Files" to include cash transactions.
9	BANK INFORMATION		X		Remove descriptions "Bank Agreements", and "RFP for Banking Services". Contracts and Facilities Services is the Office of Record. Add descriptions "Bank Analysis Statements" and "Cash Transactions". Remove start code "S" (Superseded) from Office Retention and Originals Destroyed. Records are created/received on a regular basis.
10	BUDGET - ADOPTED		X		Delete description "Budget Related Correspondence" and move records to record series #8 - Management/Preparation Files. Add description "Regional Program Quarterly Capital Call Summaries to merge record series #13 - Regional Program with this record series. Spell out description's acronym TYCIP (Ten Year Capital Improvement Program). Remove notation "Liberty" from Electronic designation. The "X" includes any and all electronic systems that house this type of records. Add citation GC §60201 - 2 years from record series #13.
13	REGIONAL PROGRAM		X		Delete record series and move records to record series #10 - Budget - Adopted.
15	QUARTERLY CALL REPORTS WORKING PAPERS		X		Delete record series and move records to record series #8 - Management/Preparation Files.

**REQUEST FOR AMENDMENT  
TO RECORDS RETENTION SCHEDULE**

RECORDS OF: Financial Planning

RECORD SERIES #	RECORD SERIES NAME	ADD	CHANGE	DELETE	DESCRIPTION OF REQUESTED AMENDMENT
16	DEPARTMENT SPECIFIC & PERMANENT EMAIL RECORDS	X			New record series.

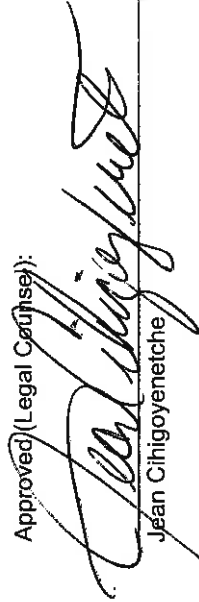
Approved (Department Manager):

 #888

Javier Chagoyen-Lazaro

Date: 05/02/2015

Approved (Legal Counsel):

 #448

Jean Cihigoyenetché

Date: 3-26-15

Approved (Division Manager):

 #643

Christina Valencia

Date: 3/18/15

Retention Schedule Updated (Records Management Coordinator):

 #643

Maria Catalan

Date: 4/22/15



**RECORDS RETENTION SCHEDULE**  
Human Resources

RECORD SERIES NO.	RECORD SERIES TITLE	RETENTION PERIOD (Years)			REMARKS/CITATIONS
		Office Storage	Originals Destroyed (Total Years)	Transfer to RM	
2	DEFERRED COMPENSATION FILES Contracts Enrollment Information Separated/Retired	T+1 PT+1	PT+1		CCP §337 - 4 years 29 CFR 1627.3 - 1 year after termination of plan or system.
3	GRIEVANCE AND INVESTIGATION Complaints Department of Fair Employment and Housing (DFEH) Equal Employment Opportunity Commission (EEOC) Employee Hearings Employment Lawsuits	CL+2	CL+2	X	GC §60201/12946 - 2 years
4	EQUAL EMPLOYMENT OPPORTUNITY-4 REPORTS	3	3		29 CFR 1602.30 - 3 years
7	EMPLOYMENT ELIGIBILITY VERIFICATION FORMS (I-9)	T+3	T+3	X	The later of 3 years from hire or 1 year from termination (State Guidelines) GC §60201/12946 - 2 years
9	INSURANCE FILES	E+2	E+2	X	GC §60201 - 2 years
10	JOB APPLICANT FILES/RECRUITMENT Advertisements Applications EEO Data Forms Interview Schedules Job Descriptions Questions Posting Forms Request to Fill Positions	2	2	X	GC §60201/12946 - 2 years

**LEGEND**

**RETENTION:** AV = AFTER VERIFICATION C = COMPLETION CL = CLOSURE E = EXPIRATION N/A = NOT APPLICABLE P = PERMANENT  
PT = PLAN TERMINATION S = SUPERSEDED T = TERMINATION

**CITATIONS:** CCP= CODE OF CIVIL PROCEDURES CCR = CALIFORNIA CODE OF REGULATIONS CFR= CODE OF FEDERAL REGULATIONS  
GC= GOVERNMENT CODE

By: (Department Manager) *Shameer Bhajani* Date: *2/19/15* By: (Legal Counsel) *[Signature]* Date: *3-26-15*

By: (Division Manager) *[Signature]* Date: *3/18/15* By: (Board of Directors) *[Signature]* Date:

**RECORDS RETENTION SCHEDULE**

Human Resources

RECORD SERIES NO.	RECORD SERIES TITLE	RETENTION PERIOD (Years)			Vital	Historical	Confidential	Electronic	REMARKS/CITATIONS
		Office Storage	Transfer to RM						
			Originals Destroyed (Total Years)						
11	PERSONNEL FILES Benefit Information Commendations/Disciplinary Actions Employee Training Certificates Employment Information (checklist) Fact Sheets, Appraisals General Information Payroll Changes	T+3	4	T+7	X	X		29 CFR 1627.3 (a) (1-6)/GC §60201 3 years if the record contains information detailed under 29 CFR 1627.3 (a) (1-6); otherwise 2 years.	
13	MEDICAL FILES Family Leave Information Medical History Forms Physicians/Hospital Correspondence Pre-employment Medical Files	T+2	28	T+30		X		8 CCR 3204 (d) (1) (A) - 30 years	
15	EMPLOYEE PLANS AND PROGRAMS Correspondence Employee Assistance Program Rideshare Program Succession Plan Surveys and Studies Wellness Program	2	2	4		X		CCP §334 - 4 years GC §60201 - 2 years	
16	TEMPORARY SERVICE FILES	2	1	3				29 CFR 1627.3 - 3 years	
22	EMPLOYEE TRAINING FILES Personal/Professional Development Safety	3		3				29 CFR 1627.3 - 3 years	
29	EMPLOYMENT DEVELOPMENT DEPARTMENT RECORDS Employer Account Statements Forms Unemployment Claims	4		4		X		22 CCR §1085-2 (c) - 4 years	

**LEGEND**

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# RECORDS RETENTION SCHEDULE

## Human Resources

RECORD SERIES NO.	RECORD SERIES TITLE	RETENTION PERIOD (Years)			Historical	Confidential	Electronic	REMARKS/CITATIONS
		Office Storage	Transfer to RM	Originals Destroyed (Total Years)				
30	LABOR NEGOTIATIONS Correspondence Cost Data Memorandums of Understanding (MOUs) Personnel Manuals Salary Matrices Surveys and Studies	3	2	5	X		29 CFR 516.5 - 3 years Title 2 of CCR §570.5 - 5 years	
41	PC LOAN APPLICATIONS - Employee	C	4	C+4			Submit originals to Records Management for retention. CCP §337 - 4 years	
42	AGENCY POLICIES AND PROCEDURES	C	P			X	Submit originals to Records Management for retention. GC §60201 (d)(1) - Permanent CCP §337 - 4 years	
46	WAGE GARNISHMENTS	2	2	4	X			
47	LITIGATION FILES	AS+2		AS+2			GC §60201 (d)(4) - 2 years after pending litigation/settlement resolved.	
48	REPORTS Accident/Incident Complaint Property Theft/Damage Vehicle Damage Cal/OSHA Log & Summary (Form 300)	5		5			29 CFR 1904.33 - 5 years 8 CCR 14300.33 - 5 years following end of calendar year that these records cover.	
49	SAFETY DATA SHEETS	S	Scanned 30	S+30		X	8 CCR 3204 (d) (1) (B) - 30 years Image retained for 30 years. Copies in various departments.	

### LEGEND

**RETENTION:** AV = AFTER VERIFICATION C = COMPLETION CL = CLOSURE E = EXPIRATION N/A = NOT APPLICABLE P = PERMANENT  
 PT = PLAN TERMINATION S = SUPERSEDED T = TERMINATION  
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**RECORDS RETENTION SCHEDULE**

Human Resources

RECORD SERIES NO.	RECORD SERIES TITLE	RETENTION PERIOD (Years)			Historical	Confidential	Electronic	REMARKS/CITATIONS
		Office Storage	Transfer to RM	Originals Destroyed (Total Years)				
50	SAFETY FILES AND FACILITY SAFETY FILES Confined Space Permits Hazard Reports Inspection Followup Records Inspection Reports (County, OSHA, Safety Department) Lockout/Tagout logs	2		2			GC §60201 - 2 years	
51	SAFETY COMMITTEE RECORDS Meeting Agendas and Minutes	2		2			GC §60201 - 2 years	
52	BUSINESS EMERGENCY PLANS	2	Scanned (P)	AV		X	29 CFR 1910.38 - Permanent	
53	SAFETY/RISK MANAGEMENT MANUALS Department of Transportation Random Testing (Drug and Alcohol Testing) Summary Logs Emergency Response Manual National Incident Management System Guidelines (Standardized Emergency Management System -SEMS) Spill Prevention Control/Measure	2	Scanned (P)	AV			GC §60201 - Permanent	
54	WORKERS COMPENSATION CLAIMS	T+10	20	T+30		X	8 CCR 10102/15400.2 - latest of (5 years from date of injury, 1 year from date of last provided compensation, or after audit findings have become final. 29 CFR 1910.1020 - Duration of employment plus 30 years. This record series relates to emails saved in Microsoft Outlook. Emails will be saved in the subfolder that corresponds to their respective retention periods.	
55	DEPARTMENT SPECIFIC & PERMANENT EMAIL RECORDS 5 years folder (Emails with retention of 4-5 years) 7 years folder (Emails with retention of 5-7 years) 10 years folder (Emails with retention of 7-10 years) Permanent folder (Emails with permanent retention)	5 7 10 P		5 7 10 N/A				

**LEGEND**

**RETENTION:** AV = AFTER VERIFICATION C = COMPLETION CL = CLOSURE E = EXPIRATION N/A = NOT APPLICABLE P = PERMANENT  
PT = PLAN TERMINATION S = SUPERSEDED T = TERMINATION

**CITATIONS:** CCP= CODE OF CIVIL PROCEDURES CCR = CALIFORNIA CODE OF REGULATIONS CFR= CODE OF FEDERAL REGULATIONS  
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**REQUEST FOR AMENDMENT  
TO RECORDS RETENTION SCHEDULE**

RECORDS OF: **Human Resources**

RECORD SERIES #	RECORD SERIES NAME	ADD	CHANGE	DELETE	DESCRIPTION OF REQUESTED AMENDMENT
1	COBRA FILES		X		Delete record series and move records to record series #9 - Insurance Files.
2	DEFERRED COMPENSATION PLAN FILES		X		Change Office retention from 4 years to T+1 (Termination plus one year), add Storage Retention PT+1 (Plan Termination plus one year), and change Originals Destroyed to PT +1 (Plan Termination plus one year). Add citation "29 CFR 1627.3 - 1 year after termination of plan or system."
3	DISCIPLINE, GRIEVANCE AND INVESTIGATION		X		Remove "Discipline" from record series name and description. No discipline records are included with this record series. Remove descriptions "Grievance", and "Investigation". They are included on the record series name. Spell out description acronyms "DFEH/EEOC". Change Office Retention and Originals Destroyed from T+3 (Termination + 3 years) to CL+2 (Closure plus 2 years). These records need to be retained for 2 years after closure. Remove remark "Filed with Personnel File at termination. After final resolution including all appeals are exhausted." Files will be filed separately from personnel files and will be destroyed 2 years after closure.
4	EEO-4 REPORTS		X		Spell out acronym "EEO" on record series name to "Equal Employment Opportunity".
9	INSURANCE FILES				Merge record series #1 - COBRA Files with this record series.
15	SUBJECT & CORRESPONDENCE (MISC)		X		Change record series name to "Employee Plans and Programs" to better describe this record series and to distinguish it from Business Emergency Plans (record series #52). Add description "Succession Plan" to merge record series #34 with this record series. Add description "Wellness Program" to merge record series #45 with this record series. Delete start code "AR" (Annual Review) from Office Retention and Originals Destroyed. All records are subject to review prior to destruction. Add citation GC §60201 - 2 years from records series #34 and 45.
22	EMPLOYEE TRAINING FILES		X		Replace descriptions "Training Summary", and "TEAMS Training" with training categories "Personal/Professional Development", and "Safety" to merge record series #15 (Employee Training) from Safety, Risk and Support Services with this record series.

**REQUEST FOR AMENDMENT  
TO RECORDS RETENTION SCHEDULE**

RECORDS OF: Human Resources

RECORD SERIES #	RECORD SERIES NAME	ADD	CHANGE	DELETE	DESCRIPTION OF REQUESTED AMENDMENT
29	EDD RECORDS		X		Edit record series name to spell out acronym "EDD" to "Employment Development Department".
34	SUCCESSION PLAN		X		Delete record series and move records to record series #15 - Employee Plans and Programs.
45	WELLNESS PROGRAM		X		Delete record series and move records to record series #15 - Employee Plans and Programs.
46	WAGE GARNISHMENTS	X			New record series.
47	LITIGATION FILES	X			New record series.
	ACCIDENT/INCIDENT REPORTS	X			Transferred from Safety, Risk and Support Services. Rename record series to "Reports" to merge record series #2 (CAL/OSHA Log & Summary Reports) from Safety, Risk and Support Services with this record series.
	CAL/OSHA LOG & SUMMARY REPORTS	X			Transferred from Safety, Risk and Support Services. Delete record series and move records to record series #48- Reports.
	SAFETY DATA SHEETS	X			Transferred from Safety, Risk and Support Services.
	SAFETY FILES AND FACILITY SAFETY FILES	X			Transferred from Safety, Risk and Support Services.
	SAFETY COMMITTEE RECORDS	X			Transferred from Safety, Risk and Support Services.
	BUSINESS EMERGENCY PLANS	X			Transferred from Safety, Risk and Support Services. Delete descriptions "Montclair Pump, Philadelphia Pump Station, Prado Park Dechlorination & Lift Station, Co-Composting Facility, Desalter I, Desalter Project, Upland Hills Wastewater Reclamation, RP-1/RP-2/RP-4/RP-5/RP-5 Solids/CCWRF, and IERCF" to include any and all locations.
	SAFETY/RISK MANAGEMENT MANUALS	X			Transferred from Safety, Risk and Support Services. Spell out descriptions' acronyms "DOT - Department of Transportation", "NIMS - National Incident Management System", and "SEMS-Standardized Emergency Management System". Remove start code "AR" from Office Retention. All records are subject to annual review prior to destruction.
	EMPLOYEE TRAINING	X			Transferred from Safety, Risk and Support Services. Merge records with record series #22 (Safety)

**REQUEST FOR AMENDMENT  
TO RECORDS RETENTION SCHEDULE**

RECORDS OF: Human Resources

RECORD SERIES #	RECORD SERIES NAME	ADD	CHANGE	DELETE	DESCRIPTION OF REQUESTED AMENDMENT
	WORKERS COMPENSATION CLAIMS	X			Transferred from Safety, Risk and Support Services. Change Office Retention from T+1 to T+10 (Termination plus 10 years), Storage Retention from Permanent to 20 years, and add Originals Destroyed to T+30 (Termination plus 30 years). Delete legal citation GC §34090. It does not apply. Edit citation to read, "8 CCR 10102/15400.2 - latest of (5 years from date of injury, 1 year from date of last provided compensation, or after audit findings have become final", and "29 CFR 1910.1020-Duration of employment plus 30 years".
	DEPARTMENT SPECIFIC & PERMANENT EMAIL RECORDS	X			New record series.

Approved (Department Manager):

Shameen Bhojani  
Shameen Bhojani

Approved (Legal Counsel):

Jean Cihigoyenetché  
Jean Cihigoyenetché

Date: 2/19/15

Date: 3-26-15

Approved (Division Manager):

Christina Valencia  
Christina Valencia

Retention Schedule Updated (Records Management Coordinator):

María Catalán  
María Catalán

Date: 3/18/15

Date: 4/22/15



**RECORDS RETENTION SCHEDULE  
Internal Audit**

By: (Department Manager) <i>Terese Carande</i>		By: (Legal Counsel) <i>John Dwyer</i>		Date: 2/22/15	Date: 3-26-15			
By: (Division Manager)		By: (Board of Directors)		Date:	Date:			
RECORD SERIES NO.	RECORD SERIES TITLE	RETENTION PERIOD (Years)			Historical	Confidential	Electronic	REMARKS/CITATIONS
		Office Storage	Transfer to RM	Originals Destroyed (Total Years)				
1	AUDIT REPORTS Audit Reports/Corrective Actions/Responses Supporting Documents and Workpapers	AU+10	P	N/A			X	GC §60201 (d)(10) - Permanent
2	ADMINISTRATIVE CORRESPONDENCE - GENERAL Annual Audit Plan Comprehensive Annual Financial Report --Internal Audit Review and Workpapers Correspondence Meetings Training Manuals/Information	6		6				CCP §337 - 4 years
3	SPECIAL PROJECTS (Not Grant-Related)	10		10			X	CCP §337/CCP §337.15 - 4/10 years 4 years after expiration of contract subject; 10 years if project involves Real Property.
4	DEPARTMENT SPECIFIC & PERMANENT EMAIL RECORDS 5 years folder (Emails with retention of 4-5 years) 7 years folder (Emails with retention of 5-7 years) 10 years folder (Emails with retention of 7-10 years) Permanent folder (Emails with permanent retention)	5 7 10 P		5 7 10 N/A			X	This record series relates to emails saved in Microsoft Outlook. Emails will be saved in the subfolder that corresponds to their respective retention periods.

**LEGEND**

RETENTION: AU = AUDIT N/A = NOT APPLICABLE P = PERMANENT  
CITATIONS: CCP = CODE OF CIVIL PROCEDURES GC = GOVERNMENT CODE



**REQUEST FOR AMENDMENT  
TO RECORDS RETENTION SCHEDULE**

RECORDS OF: Internal Audit

RECORD SERIES #	RECORD SERIES NAME	ADD	CHANGE	DELETE	DESCRIPTION OF REQUESTED AMENDMENT
1	INTERNAL AUDITING - Workpapers		X		Rename record series to "Audit Reports" to include internal and external audit reports and workpapers. Delete description "Comprehensive Annual Financial Report (CAFR)". Accounting and Fiscal Management department is the office of record. Add note "and Workpapers" to description "Supporting Documents". Replace electronic designation "PIPES" with an "X" to include any and all systems where these records are saved into.
2	ADMINISTRATIVE CORRESPONDENCE - GENERAL		X		Rename description "External Audit Workpapers/reports to "Comprehensive Annual Financial Report-Internal Audit Review and Workpapers" Delete description "Budget". Financial Planning is the Office of Record. Delete description "Special Projects" and create a new record series. Special projects need to be retained for 10 years.
3	SPECIAL PROJECTS (Not Grant-Related)	X			Add record series
4	DEPARTMENT SPECIFIC & PERMANENT EMAIL RECORDS	X			Add record series

Approved (Department Manager):

*Teresa Velarde*  
Teresa Velarde

Date: 2/22/15

Approved (Legal Counsel):

*Jean Cihigoyenetché*  
Jean Cihigoyenetché

Date: 3-26-15

Retention Schedule Updated (Records Management Coordinator):

*Maria Catalan*  
Maria Catalan

Date: 4/22/15



**RECORDS RETENTION SCHEDULE**  
Laboratory

RECORD SERIES NO.	RECORD SERIES TITLE	RETENTION PERIOD (Years)				REMARKS/CITATIONS
		Office	Storage	Originals Destroyed (Total Years)	Transfer to RM	
1	LABORATORY EQUIPMENT FILES Operating Manuals Maintenance Manuals	S+1		S+1		22 CCR 64815 - 3 years
2	LABORATORY FILES Analytical Results Bacti-analysis Reports Bench data summary laboratory Bioassay results Chromatographic analysis reports Chain of Custody Forms (Laboratory copy) Water sample laboratory reports Quality assurance logs Correspondence	1	4	5		California Regional Water Quality Control Board Recordkeeping Requirements Order No. R8-2009-0021, NPDES No. CA8000409 - 5 years
3	CHEMICAL INVENTORY Annual inventory list Employee Exposure Report - Methylene Chloride	30		30		8 CCR 3204 (c)(5)(D) - 30 years
4	DEPARTMENT SPECIFIC & PERMANENT EMAIL RECORDS 5 years folder (Emails with retention of 4-5 years) 7 years folder (Emails with retention of 5-7 years) 10 years folder (Emails with retention of 7-10 years) Permanent folder (Emails with permanent retention)	5 7 10 P		5 7 10 N/A		This record series relates to emails saved in Microsoft Outlook. Emails will be saved in the subfolder that corresponds to their respective retention periods.

By: (Department Manager) *[Signature]* Date: 2-23-15  
 By: (Legal Counsel) *[Signature]* Date: 3-26-15  
 By: (Division Manager) *[Signature]* Date: 3/15/15  
 By: (Board of Directors)

**LEGEND**

RETENTION: N/A = NOT APPLICABLE P = PERMANENT S = SUPERSEDED  
 CITATIONS: CCR = CODE OF CALIFORNIA REGULATIONS



**REQUEST FOR AMENDMENT  
TO RECORDS RETENTION SCHEDULE**

RECORDS OF: Laboratory

RECORD SERIES #	RECORD SERIES NAME	ADD	CHANGE	DELETE	DESCRIPTION OF REQUESTED AMENDMENT
2	LABORATORY FILES		X		Replace legal citation with "California Regional Water Quality Control Board Recordkeeping Requirements Order No. R8-2009-0021 NPDES No. CA8000409 - 5 years".
4	DEPARTMENT SPECIFIC & PERMANENT EMAIL RECORDS	X			New record series.

Approved (Department Manager):

Nel Groenveld  
Nel Groenveld

Date:

2-23-15

Approved (Legal Counsel):

Jean Cihigoyenetchg  
Jean Cihigoyenetchg

Date:

3-26-15

Approved (Department Manager):

Chris Berch  
Chris Berch

Date:

3/15/15

Retention Schedule Updated (Records Management Coordinator):

Maria Satalan  
Maria Satalan

Date:

4/22/15





Inland Empire Utilities Agency  
A MUNICIPAL WATER DISTRICT

**RECORDS RETENTION SCHEDULE**  
**Maintenance**

RECORD SERIES NO.	RECORD SERIES TITLE	RETENTION PERIOD (Years)			Date:	By: (Department Manager)	Date:	By: (Legal Counsel)	Date:
		Office Storage	Transfer to RM	Originals Destroyed (Total Years)					
2	MAINTENANCE/EQUIPMENT FILES Corrective Maintenance Work Orders Preventative Maintenance Work Orders	2		2	2/19/15	8996	3/26-15		
5	MANUALS Operating Manuals Maintenance Manuals Vendors	S+1	1	S+2	2/19/15				
9	WAREHOUSE MATERIALS REQUISITIONS Goods issued Receipt Activity Records Reorder Reports	1	3	4				GC §60201 - 2 years	
10	PROJECTS, PROGRAMS AND PLANS (Not Grant-funded)	C+1	9	C+10				X GC §60201 - 2 years	
11	VEHICLE/EQUIPMENT FILES Maintenance/Mileage Report Files Vehicle Information Forms (VIF)	1	3	4				X CCP § 337.15 - 10 years X CCP § 337 - 4 years	
12	INFORMATION TECHNOLOGY ASSET FORMS	C+1	1	C+2				X GC §60201 - 2 years	
13	DOMESTIC WASTE HAULER DUMP STATION FILES Billing Logs Correspondence Daily Reports Discharge Reports Septic Tank and Cesspool Manifests Rejection Loads Violations	3		3				14 CCR 18808.4 - 3 years	

**LEGEND**

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**RECORDS RETENTION SCHEDULE**  
Maintenance

RECORD SERIES NO.	RECORD SERIES TITLE	RETENTION PERIOD (Years)				Historical	Confidential	Electronic	REMARKS/CITATIONS
		Office	Storage	Transfer to RM					
				Originals Destroyed (Total Years)	Vital				
14	EMPLOYEE SAFETY PERMITS Confined Space Entry Hotwork	2		2				Send copies to Human Resources. GC §60201 - 2 years	
15	DEPARTMENT SPECIFIC & PERMANENT EMAIL RECORDS 5 years folder (Emails with retention of 4-5 years) 7 years folder (Emails with retention of 5-7 years) 10 years folder (Emails with retention of 7-10 years) Permanent folder (Emails with permanent retention)	5 7 10 P		5 7 10 N/A			X	This record series relates to emails saved in Microsoft Outlook. Emails will be saved in the subfolder that corresponds to their respective retention periods.	

**LEGEND**

**RETENTION:** C = COMPLETED N/A = NOT APPLICABLE S = SUPERSEDED P = PERMANENT  
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**REQUEST FOR AMENDMENT  
TO RECORDS RETENTION SCHEDULE**

RECORDS OF: Maintenance

RECORD SERIES #	RECORD SERIES NAME	ADD	CHANGE	DELETE	DESCRIPTION OF REQUESTED AMENDMENT
2	MAINTENANCE/EQUIPMENT FILES		X		Change Office Retention from 1 to 2 years, delete Storage Retention "LA" (Life of Asset), and change Originals Destroyed from LA (Life of Asset) to 2 years. Replace Electronic Designation "SAP" with an "X" to include any and all electronic systems that house this type of records.
5	MANUALS		X		Change Office Retention from S (Superseded) to S+1 (Superseded plus one year), and Storage Retention from 2 to 1 year.
9	PURCHASE ORDER REQUISITIONS - WAREHOUSE			X	Rename record series to "Warehouse Materials Requisitions" to avoid confusing these records with purchase orders kept by Contracts and Facilities Services department. Delete description "Materials Requisitions". It will be included on the revised record series name. Change Office Retention from 4 to 1 year, and add Storage Retention 3 years. Replace Electronic Designation "SAP" with an "X" to include any and all electronic systems that house this type of records.
10	PROJECTS, PROGRAMS AND PLANS (Not Grant-Funded)	X			New record series.
11	VEHICLE/EQUIPMENT FILES	X			New record series. Add description "Vehicle Information Forms". Records were transferred from Contracts and Facilities Services department.
12	INFORMATION TECHNOLOGY ASSET FORMS	X			Add description "Vehicle/Equipment Maintenance" New record series.

**REQUEST FOR AMENDMENT  
TO RECORDS RETENTION SCHEDULE**

RECORDS OF: Maintenance

RECORD SERIES #	RECORD SERIES NAME	ADD	CHANGE	DELETE	DESCRIPTION OF REQUESTED AMENDMENT
13	DOMESTIC WASTE HAULER DUMP STATION FILES	X			Transferred from Pretreatment and Source Control (Department dissolved). Remove words "Domestic waste hauler" from descriptions "Domestic waste hauler discharge report, and "Domestic waste hauler septic tank and cesspool manifest", and remove words "Domestic Dump Station" from description "Domestic Dump Station Daily Report". These words are already included on the record series name. Delete descriptions "Permit Applications", and "Permits-Duplicate". Planning and Environmental Compliance is the Office of Record. Delete description "Certificate of Liability Insurance". Contracts and Facilities Services is the Office of Record. Replace description "Enforcement" with "Violations" to make it more descriptive. Delete Storage Retention 2 years, and change Originals Destroyed from 5 to 3 years.
14	EMPLOYEE SAFETY PERMITS	X			New record series.
14	DEPARTMENT SPECIFIC & PERMANENT EMAIL RECORDS	X			New record series.

Approved (Department Manager):

*[Signature]* Ernest Yeboah

Ernest Yeboah

Approved (Legal Counsel):

*[Signature]* Jean Chigoyenetcha

Jean Chigoyenetcha

Approved (Division Manager):

*[Signature]* Ernest Yeboah

Ernest Yeboah

Retention Schedule Updated (Records Management Coordinator):

*[Signature]* Mafra Catalan

Mafra Catalan

Date: 2/19/15

Date: 3-26-15

Date: 2/19/15

Date: 4/22/15



Inland Empire Utilities Agency  
A MUNICIPAL WATER DISTRICT

**RECORDS RETENTION SCHEDULE**  
**Operations**

RECORD SERIES NO.	RECORD SERIES TITLE	RETENTION PERIOD (Years)			Date:	By: (Legal Counsel)	Date:		
		Office	Storage	Originals Destroyed (Total Years)				By: (Board of Directors)	Date:
1	AGENCY FILES - Local, State, County, Federal Correspondence	2		2		2-19-15	3-26-15		
2	FACILITY OPERATIONS LOGS/REPORTS/CHARTS Flow Log Books CCWRF, RP-1, RP-2, RP-4, RP-5 Chino Desalters Inbound Biosolids Tickets/Sales Invoices IERCF Process Monitoring Charts CCWRF, RP-1, RP-2, RP-4, RP-5 Chino Desalters Tertiary Round Sheets CCWRF, RP-1, RP-2, RP-4, RP-5 Chino Desalters Tertiary Solids Log Books Tertiary	1	4	5		2/19/15			
21	SUBJECT AND CORRESPONDENCE Administration Staff Meetings & Workshops	2	8	10					
23	VISITORS LOGS	1 CFS		CFS					

REMARKS/CITATIONS	Electronic	Confidential	Historical	Vital
40 CFR 503.17 - 5 years	X			
CCP § 337 - 4 years. CCP § 337.15 - 10 years		X		
All facilities including IERCF, send visitors logs to Contracts and Facilities Services for retention.				

**RETENTION:** AS = AFTER SCANNING C = COMPLETION N/A = NOT APPLICABLE P = PERMANENT  
**CITATIONS:** CCP= CODE OF CIVIL PROCEDURES CFR = CODE OF FEDERAL REGULATIONS GC= GOVERNMENT CODE

**LEGEND**

**RECORDS RETENTION SCHEDULE**

**Operations**

RECORD SERIES NO.	RECORD SERIES TITLE	RETENTION PERIOD (Years)				REMARKS/CITATIONS
		Office	Storage	Transfer to RM		
				Originals Destroyed (Total Years)	Vital	
24	EMPLOYEE SAFETY Permit logs Reports Training Meetings Process Safety/Tailgate	3		3		Send copies of permits to Human Resources. GC §60201 - 2 years 29 CFR 1627.3 - 3 years
25	ENVIRONMENTAL COMPLIANCE REPORTS & STUDIES Biosolids Monitoring Reports California Environmental Quality Act (CEQA) Operations and Compliance Summaries	2	Scanned (P)	AV	X	Send CEQA records to Planning and Environmental Compliance for retention. GC §60201 (d) (10) - Permanent retention for Environmental Compliance. GC §60201 (d) (1) and CEQA Guidelines-Permanent.
26	BOARD MEETINGS - IERCF INLAND EMPIRE REGIONAL COMPOSTING FACILITY Agenda Packets Minutes	C	Scanned (P)		X	Send records to Records Management for retention. GC §60201 - 2 years GC §60201 (d)(2-3) - Permanent
32	DEPARTMENT SPECIFIC & PERMANENT EMAIL RECORDS 5 years folder (Emails with retention of 4-5 years) 7 years folder (Emails with retention of 5-7 years) 10 years folder (Emails with retention of 7-10 years) Permanent folder (Emails with permanent retention)	5 7 10 P		5 7 10 N/A	X	This record series relates to emails saved in Microsoft Outlook. Emails will be saved in the subfolder that corresponds to their respective retention periods.

**LEGEND**

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**REQUEST FOR AMENDMENT  
TO RECORDS RETENTION SCHEDULE**

RECORDS OF: Operations

RECORD SERIES #	RECORD SERIES NAME	ADD	CHANGE	DELETE	DESCRIPTION OF REQUESTED AMENDMENT
1	AGENCY FILES - Local, State, County, Federal Correspondence		X		Remove start code "AR" (Annual Review) from Office Retention and Originals Destroyed. All records are subject to annual review prior to destruction.
2	FACILITY OPERATIONS LOGS/REPORTS		X		Add "Charts" to record series name to merge records series #16 and #27 with this record series. These record series refer to facility operations, have the same retention period, and are governed by the same legal citation. Add description "Process Monitoring Charts" and a list of the facilities that create these charts. Add description "Inbound Biosolids Tickets/Sales Invoices with subdescription "IERCF" to merge record series #27 with this record series. Change Office Retention from 5 to 1 year, and add Storage Retention 4 years.
11	MANUALS			X	Delete record series. No manuals are kept or created.
16	PROCESS MONITORING CHARTS		X		Delete record series and move records to record series #2.
21	CORRESPONDENCE - General		X		Rename record series to Subject and Correspondence to make it more inclusive. Delete description "Budget (Dept)". Financial Planning is the Office of Record. Delete description "Training". Training records are included on record series #24 Change Office Retention from 5AR to 2 years, Storage Retention from 5 to 8 years, and Originals Destroyed from 10AR to 10 years. All records are subject to annual review prior to destruction.
23	VISITORS LOGS		X		Change Office Retention from S, R, & SS (Safety, Risk, and Support Services) to 1 CFS (One year send to Contracts and Facilities Services), and Originals Destroyed from S, R & SS to CFS (Contracts and Facilities Services). CFS is the Office of Record. Revise remark "Send to Safety, Risk and Support Services department" to "All facilities, including IERCF, send visitor logs to Contracts and Facilities Services for retention."

**REQUEST FOR AMENDMENT  
TO RECORDS RETENTION SCHEDULE**

RECORDS OF: Operations


RECORD SERIES #	RECORD SERIES NAME	ADD	CHANGE	DELETE	DESCRIPTION OF REQUESTED AMENDMENT
24	EMPLOYEE SAFETY (Copies)		X		<p>Remove word "Copies" from record series name. Copies are non-records.</p> <p>Replace descriptions "Hazard Reports", "Incident Reports", and "Inspection Reports" with "Reports" to include any and all employee safety reports.</p> <p>Add word "Meetings" to description "Training" to add sub-descriptions "Process", and "Safety/Tailgate".</p> <p>Remove words "Confined Space Entry" from description "Confined Space Entry Permit Log" to include any and all permit logs.</p> <p>Add remark "Send copies of permits to Human Resources".</p>
25	REPORTS AND STUDIES		X		<p>Rename record series to "Environmental Compliance Reports &amp; Studies" to emphasize that this record series relates to Environmental Compliance records only.</p> <p>Replace descriptions "Monthly Operations &amp; Compliance Summaries, RP1/RP2 Biosolids Monitoring, IERCF, and RP5" with "Biosolids Monitoring Reports", and "Operations and Compliance Summaries" to make them more descriptive and inclusive.</p> <p>Add description "California Environmental Quality Act (CEQA). Change Office Retention from 5 to 2 years.</p> <p>Replace Electronic Designation "Liberty" with an "X" to include any and all electronic systems that house this type of records.</p>
26	INLAND EMPIRE REGIONAL COMPOSTING FACILITY		X		<p>Rename record series to "Board Meetings - IERFC Inland Empire Empire Regional Composting Facility" to better describe the record series.</p> <p>Move description "CEQA" to record series #25 and spell out acronym to "California Environmental Quality Act".</p> <p>Delete description "Correspondence". It is included on record series #21 (Subject and Correspondence).</p> <p>Change Office Retention from P (Permanent) to C (Completion).</p> <p>Add remark "Send records to Records Management for retention".</p> <p>Replace Electronic Designation "Liberty" with an "X" to include any and all electronic systems that save this type of records.</p> <p>Add citation GC §60201 (d)(1) and CEQA Guidelines-Permanent</p>

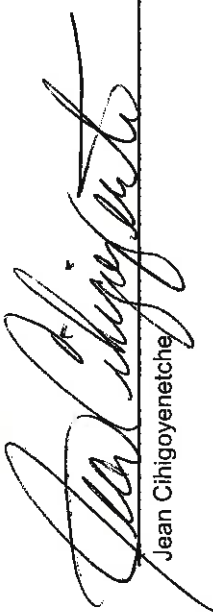



**REQUEST FOR AMENDMENT  
TO RECORDS RETENTION SCHEDULE**


RECORDS OF: Operations

RECORD SERIES #	RECORD SERIES NAME	ADD	CHANGE	DELETE	DESCRIPTION OF REQUESTED AMENDMENT
27	INLAND EMPIRE REGIONAL COMPOSTING FACILITY		X		Delete record series and move records to record series #2.
28	PROJECT FILES			X	Delete record series. Engineering and Construction Management is the Office of Record.
31	PROCESS TRAINING/TAILGATE		X		Edit record series name to separate process training and safety tailgate records. Move records to record series #24 and delete record series.
32	DEPARTMENT SPECIFIC & PERMANENT EMAIL RECORDS	X			New record series.

Approved (Department Manager):  Date: 2/19/15  
Ernest Yeboah

Approved (Legal Counsel):  Date: 3-26-15  
Jean Cihigoyenetcher

Approved (Division Manager):  Date: 2/19/15  
Ernest Yeboah

Retention Schedule Updated (Records Management Coordinator):  Date: 4/22/15  
Maha-Catalan



**RECORDS RETENTION SCHEDULE**  
**Planning and Environmental Compliance**

RECORD SERIES NO.	RECORD SERIES TITLE	By: (Department Manager)	Date:	By: (Legal Counsel)	Date:	RETENTION PERIOD (Years)				REMARKS/CITATIONS
						Office Storage	Transfer to RM	Confidential	Electronic	
		By: (Division Manager)	Date:	By: (Board of Directors)	Date:					
1	PROJECTS, PROGRAMS AND PLANS (Not Grant-Related) Ten-Year Capacity Demand Forecast Ten-Year Capital Improvement Program	<i>Aug #679</i>	2/10/15	<i>John W. Hightower</i>	3-26-15	C+5	C+10		X	CCP §337.15 - 10 years after completion.
3	AGENCY FILES (City, State, County, Federal) Annexation LAFCO Tract Maps	<i>Chm Paul</i>	3/5/15			5	AV			GC §60201 (d)(8) - Permanent
8	REGIONAL CONTRACTING AGENCIES Analytical/Monthly/Quarterly/Annual Reports Correspondence Enforcement Inspections Monitoring					5			X	40 CFR 403.12 - 3 years
11	GENERAL REPORTS Environmental Impact Reports - Other Agencies					2			X	Do not include reports related to this Agency's Environmental Compliance (See record series #16). GC §60201 - 2 years
14	BUILDING ACTIVITY REPORTS Billing Recharge Replenishment					5	10		X	CCP §337.15 - 10 years after completion.
16	ENVIRONMENTAL COMPLIANCE Permit Files/Management Files NPDES SCAQMD (Permit to Operate) NRW Industrial Waste Discharge Regional NRW Client/Permit Drawings Recorded Documents Reports and Studies					C	N/A		X	Send Originals to Records Management for permanent retention. Copies of permits issued to IEUA are located at various sites of the Agency. GC §60201 (d)(1)(8)(10)-Permanent CEQA Guidelines - Permanent 40 CFR 122.28 - Permanent

**LEGEND**

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 GC= GOVERNMENT CODE SRF = STATE REVOLVING FUND

**RECORDS RETENTION SCHEDULE**  
**Planning and Environmental Compliance**

RECORD SERIES NO.	RECORD SERIES TITLE	RETENTION PERIOD (Years)			Historical	Confidential	Electronic	REMARKS/CITATIONS
		Office Storage	Transfer to RM	Originals Destroyed (Total Years)				
19	SUBJECT AND CORRESPONDENCE Conferences/Meetings Energy Analysis Memberships NRW Client Capacity Contracts Public Information Uniform Distribution Workshops/Presentations	5	5	10		X	CCP §337 - 4 years CCP §337.15 - 10 years	
20	TEN-YEAR CAPITAL IMPROVEMENT - Backup (Calculations)	10	P				GC §60200/GC §60200 (d) (1). If duplicates, then retain for 2 years. Otherwise, keep permanent.	
21	PROJECTS, PROGRAMS AND PLANS (Grant-Related) Dry Year Yield Program Groundwater Recharge Plan Recycled Water Program Strategy Urban Water Management Plan, etc.	C+1	Scanned 35	C+36		X	CCP §337 - 4 years after completion. GC §60201 (d)(10) - Permanent SRF Loan Agreement Record Keeping Requirements-sections XV and 2.18 (b) - 36 years	
23	WATER CONSERVATION/REBATE PROGRAMS Applications	5	31	36		X	CCP §337 - 4 years SRF Loan Agreement Record Keeping Requirements-sections XV and 2.18 (b) - 36 years	
26	MWD BILLINGS	2	34	36		X	GC §60201 - 2 years SRF Loan Agreement Record Keeping Requirements-sections XV and 2.18 (b) - 36 years	
30	WATER RESOURCES Agricultural Certifications Allocations of Building Activity Billing Service Connections Capacity Charges MWD Deliveries Recharge Activities Replenishments	2		2			GC §60201 - 2 years	

**LEGEND**

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**RECORDS RETENTION SCHEDULE**  
**Planning and Environmental Compliance**

RECORD SERIES NO.	RECORD SERIES TITLE	RETENTION PERIOD (Years)			Vital	Historical	Confidential	Electronic	REMARKS/CITATIONS
		Office Storage	Transfer to RM	Originals Destroyed (Total Years)					
31	REGULATORY REPORTS Annual Emission Groundwater Recharge NPDES SCAQMD Stormwater Testing Results Violations Water Supply	5	Scanned (P)	AV			X	Official copies of reports submitted by IEUA. GC §60201 (d)(10)-Permanent	
34	REGULATORY REPORTS (Backup) Drafts Notes Working Papers	2		2				GC §60200 - 2 years	
35	PRETREATMENT FILES Chain of Custody Correspondence Enforcement Data Inspections Manifest Monitoring O&M Manuals Production Monitoring Data Self-Monitoring Report (SMR) Requirement Slug Discharge Control Circular and Strip Charts	3	2	5			X	Drawings are filed with record series #16 for permanent retention.  CCP §337 - 4 years after completion on contract work	
36	INDUSTRIAL CLIENT FLOW METER CHARTS Circular and Strip Charts	3		3			X	Stored on Compact Flash Disks 40 CFR 122.41 - 3 years	

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**RECORDS RETENTION SCHEDULE**  
**Planning and Environmental Compliance**

RECORD SERIES NO.	RECORD SERIES TITLE	RETENTION PERIOD (Years)				Historical	Confidential	Electronic	REMARKS/CITATIONS
		Office Storage	Transfer to RM		Vital				
			Originals Destroyed (Total Years)						
37	PRETREATMENT REFERENCE RECORDS Baseline Monitoring Reports (BMR) Fact Sheets Pipeline Condition Assessments (CCTV) Process Diagram Regulatory Agencies Agreements/Contracts Slug Discharge Control	10	10	20			X	Records are needed for administrative purposes when issuing or renewing permits. 40 CFR 403.12 - 3 years.	
38	RECYCLED WATER CUSTOMERS Correspondence	4		4				CCP §337 - 4 years after expiration of contract.	
39	DEPARTMENT SPECIFIC & PERMANENT EMAIL RECORDS 5 years folder (Emails with retention of 4-5 years) 7 years folder (Emails with retention of 5-7 years) 10 years folder (Emails with retention of 7-10 years) Permanent folder (Emails with permanent retention)	5 7 10 P		5 7 10 N/A				This record series relates to emails saved in Microsoft Outlook. Emails will be saved in the subfolder that corresponds to their respective retention periods.	

**LEGEND**

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**REQUEST FOR AMENDMENT  
TO RECORDS RETENTION SCHEDULE**

**RECORDS OF: Planning and Environmental Compliance**

RECORD SERIES #	RECORD SERIES NAME	ADD	CHANGE	DELETE	DESCRIPTION OF REQUESTED AMENDMENT
1	10-YEAR CAPACITY DEMAND FORECAST		X		Rename record series to "Projects, Programs and Plans (Not Grant-Related)" to include other Agency's projects, programs and plans that are not funded with grants. Add descriptions "Ten-Year Capacity Demand Forecast", and "Ten-Year Capital Improvement Program (record series #2)". Change Office Retention from 5AR (5 years annual review) to C+5 (Completion plus 5 years), and Originals Destroyed from 10AR (10 years annual review) to C+10 (Completion plus 10 years).
2	10-YEAR CAPITAL IMPROVEMENT PROGRAM		X		Delete record series and merge records with record series #1
3	AGENCY FILES (City, State, County, Federal)		X		Remove event "AR (Annual Review)" from Office Retention - All records are subject to annual review prior to destruction.
7	CONTRACT/AGREEMENT MANAGEMENT FILES			X	Delete record series. Contracts and Facilities Services is the Office of record.
8	CONTRACTING AGENCIES		X		Rename record series to "Regional Contracting Agencies" to include record series #3 from dissolved department "Pre-Treatment and Source Control". Add descriptions "Correspondence", "Enforcement", "Inspections", "Monitoring", and "Reports" from record series #3 from dissolved department "Pre-treatment and Source Control". Change Office Retention and Originals Destroyed from 3 to 5 years. Add Electronic Designation.
11	GENERAL REPORTS		X		Edit description "EIRs - Other Agencies" to "Environmental Impact Reports- Other Agencies" to spell out acronym EIRs. Remove description "Agency Billing Reports". It is included on record series #26 -MWD Billings. Add description "Regulatory Reports (Backup)" to merge record series #34 with this record series. Remove event "AR (Annual Review)" from Office Retention and Originals Destroyed - All records are subject to annual review prior to destruction. Add remark "Do not include reports related to Environmental Compliance (See record series #18)." Add Electronic Designation.
14	BUILDING ACTIVITY REPORTS		X		Add description "Billing Recharge Replenishment". Remove event "AR (Annual Review)" from Office Retention and Originals Destroyed - All records are subject to annual review prior to destruction.

**REQUEST FOR AMENDMENT  
TO RECORDS RETENTION SCHEDULE**

RECORDS OF: Planning and Environmental Compliance

RECORD SERIES #	RECORD SERIES NAME	ADD	CHANGE	DELETE	DESCRIPTION OF REQUESTED AMENDMENT
16	REGIONAL FACILITY FILES		X		Rename record series to "Environmental Compliance" to include record series #25 - Environmental Compliance". Add description "Permit Files/Management Files" to merge records series #32 and #33 with this record series. Add description "Regional NRW Client/Permit Drawings" to merge description "drawings" from record series #2 from dissolved department "Pre-Treatment and Source Control" and keep drawings permanently. Add descriptions "Recorded Documents" (record Series #25). Add description "Reports and Studies" to merge record series #18 with this record series. Replace Originals Destroyed event "AV" (After Verification), and replace it with "N/A" (Not Applicable). Original records are not destroyed after scanning. Add Vital Designation. Add remark "Send Originals to Records Management for permanent retention. Copies of permits issued to IEUA are located at various sites of the Agency." Add citations "GC §60201 (d)(1)(8)(10), and 40 CFR 122.28 - Permanent" to include citations from record series #25, #32, and #2 (Pre-treatment and Source Control).
18	REPORTS & STUDIES		X		Delete record series and merge with record series #16 - Environmental Compliance.
19	SUBJECT AND CORRESPONDENCE		X		Delete description "Budget (Department)". Financial Planning is the Office of Record. Add descriptions "Conferences", "Memberships", and "Uniform Distribution" from record series #8 from Pre-treatment and Source Control". Delete description "Consultants". Records are included in record series #7 Contract/Agreement Management Files. Delete description "General Reports". It is included in record series #11- General Reports. Delete description "Miscellaneous" for being non-descriptive. Remove event "AR (Annual Review)" from Office Retention and Originals Destroyed - All records are subject to annual review prior to destruction. Add Electronic Designation.
20	TEN-YEAR CAPITAL IMPROVEMENT - Backup (Calculations)		X		Change Office Retention from 2AR to 10 years.

**REQUEST FOR AMENDMENT  
TO RECORDS RETENTION SCHEDULE**

RECORDS OF: Planning and Environmental Compliance

RECORD SERIES #	RECORD SERIES NAME	ADD	CHANGE	DELETE	DESCRIPTION OF REQUESTED AMENDMENT
21	PROJECT FILES		X		Rename record series to "Project, Programs and Plans (Grant-Related)" to include any and all projects, programs and plans funded with grants. Add some descriptions to provide guidance on what projects belong to this record series. Change Office Retention from C to C+1 (Completion plus one year), Storage Retention from Scanned (P) to Scanned 35, and Originals Destroyed from P (Permanent) to C+36 (Completion plus 36 years). Add Electronic Designation. Add citations GC §60201 (d)(10) - Permanent, and SRF Loan Agreement Recordkeeping Requirements sections XV and 2.18 (b) - 36 years.
23	WATER CONSERVATION/REBATE PROGRAMS Applications		X		Delete descriptions to include any and all water conservation/rebate programs. Add description "Applications". Change Storage retention from 13 to 5 years, Storage Retention from 13 to 31 years, and Originals Destroyed from 15 to 36 years. Add citation "SRF Loan Agreement Recordkeeping Requirements - sections XV and 2.18 (b) - 36 years.
24	DRY YEAR YIELD PROGRAM		X		Delete record series and merge with record series #21.
25	ENVIRONMENTAL COMPLIANCE		X		Delete record series and merge with record series #16.
26	MWD BILLINGS			X	Change Office Retention from AU+2 to 2, add Storage Retention 34 years, and change Originals Destroyed from AU+2 to 36 years. Add citation "SRF Loan Agreement Recordkeeping Requirements - sections XV and 2.18 (b) - 36 years.
27	URBAN WATER MANAGEMENT PLAN		X		Delete record series. Move records to record series #21.
28	MEETING AGENDAS		X		Delete record series. Move records to record series #19.
29	PROJECT BACKUP FILES		X		Delete record series. Move records that relate to projects not funded with grants to record series #1 (Projects, Programs, and Plans (Not Grant-Funded)), and move records that relate to projects funded with grants to record series #21 (Projects, Programs, and Plans (Grant-Funded)).
30	WATER RESOURCES MISCELLANEOUS FILES		X		Rename record series to remove "Miscellaneous Files" from it. Add descriptions "Agricultural Certifications", "Allocations of Building Activity", "Billing Service Connections", "Capacity Charges", "MWD Deliveries", "Recharge Activities", and "Replenishments" Delete start code "AR (Annual Review)" from Office Retention and Originals Destroyed -All records are subject to annual review before destruction.



**REQUEST FOR AMENDMENT  
TO RECORDS RETENTION SCHEDULE**

RECORDS OF: Planning and Environmental Compliance

RECORD SERIES #	RECORD SERIES NAME	ADD	CHANGE	DELETE	DESCRIPTION OF REQUESTED AMENDMENT
31	REGULATORY REPORTS		X		Remove word "Reports" from all descriptions. "Reports" is already included on the record series name. Remove "Monthly/Annual" from description NPDES to include any and all reports.
32	PERMIT FILES		X		Delete record series and move records to record series #16.
33	PERMIT MANAGEMENT FILES		X		Delete record series and move records to record series #16.
	NRW FILES	X			Transferred from Pre-treatment and Source Control (Department dissolved). Rename record series to "Pretreatment Files" to include record series #7. NRW is part of Pretreatment. Delete description "Contracts - Duplicate". Contracts and Facilities Services is the Office of Record. Add descriptions "Production Monitoring Data", "Self Monitoring Report (SMR) Requirement", and "O&M Manuals" to merge record series #2 with this record series. Add remark "Drawings are filed with record series #16 for permanent retention".
	NRW CLIENT/PERMIT FILES	X			Transferred from Pre-treatment and Source Control (Department dissolved). Move description "Capacity Contract" to record series #19 (Subject and Correspondence). Delete description "Drawings" and move it to record series #16 to keep drawings permanently. Edit description "BMR" to spell out the acronym to "Baseline Monitoring Report (BMR)", and "SMR Requirement" to "Self Monitoring Report (SMR) Requirements" to spell out acronyms and move contents to record series "NRW Files". Move descriptions "Permits" and "Permit Applications" to record series #16 - Environmental Compliance. Move descriptions "Production Monitoring Data, Permit Applications, Permits, Fact Sheets, Process Diagram, and O&M Manuals to record series "Pretreatment Files". Delete description "Compliance Reports". It is included on record series #16 - Environmental Compliance.
	REGIONAL CONTRACTING AGENCIES	X			Transferred from Pre-treatment and Source Control (Department dissolved). Edit description "Analytical/Monthly/Quarterly/Annual Reports" to "Reports" to include any and all reports. Move records to record series #8

**REQUEST FOR AMENDMENT  
TO RECORDS RETENTION SCHEDULE**

RECORDS OF: Planning and Environmental Compliance

RECORD SERIES #	RECORD SERIES NAME	ADD	CHANGE	DELETE	DESCRIPTION OF REQUESTED AMENDMENT
	INDUSTRIAL CLIENT FLOW METER CHARTS	X			Transferred from Pre-treatment and Source Control (Department dissolved).
	PRETREATMENT FILES - RWQCB/EPA/ STATE/SAWPA/CSDOC/CSDLA	X			Transferred from Pre-treatment and Source Control (Department dissolved). Delete record series and include contents of record series descriptions "Analytical/Quarterly/Monitoring Reports", with description "Compliance Reports". Move contents of description "Agreements/Contracts" to record series #37 (Pretreatment Reference Records).
	SUBJECT AND CORRESPONDENCE	X			Transferred from Pre-treatment and Source Control (Department dissolved). Delete description "Budget". Financial Planning is the Office of Record. Delete description "Purchase Orders - Duplicate". Contracts and Facilities Services is the Office of Record. Delete description "Tailgate Topics". Human Resources is the Office of Record. Delete record series and merge with record series #19.
	REFERENCE MANUALS			X	Delete record series. Reference manuals are no longer kept or created.
	REPORTS AND STUDIES		X		Transferred from Pretreatment and Source Control. Delete record series and move reports and studies related to environmental compliance to record series #16 (Environmental Compliance), and move reports and studies not related to environmental compliance to record series #11 (General Reports).
	SPECIAL PROJECTS FLOW MONITORING	X			Transferred from Pre-treatment and Source Control (Department dissolved). Rename record series to "Pretreatment Reference Records" to include other records used for reference purposes when issuing permits. Add descriptions " Baseline Monitoring Report (BMR)", "Fact Sheets", "Pipeline Condition Assessments (CCTV)", and "Process Diagram", "Regulatory Agencies Agreements/Contracts", and "Slug Discharge Control". Change Office Retention from 5 to 10 years, add 10 years storage retention, and change Originals Destroyed from 5 years to 20 years. These records are needed for administrative purposes when issuing or renewing permits. Delete remark "Pipeline inspections kept on CCTV Server". Remark has been included on description "Pipeline Condition Assessments (CCTV)". Add remark "Records are needed for administrative purposes when issuing or renewing permits" to justify the retention of these records for 20 years.

**REQUEST FOR AMENDMENT  
TO RECORDS RETENTION SCHEDULE**

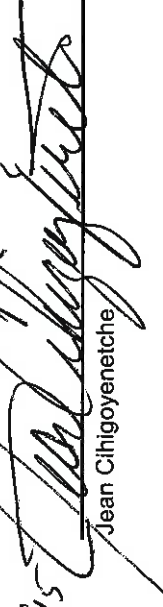
RECORDS OF: Planning and Environmental Compliance

RECORD SERIES #	RECORD SERIES NAME	ADD	CHANGE	DELETE	DESCRIPTION OF REQUESTED AMENDMENT
	REBATE PROGRAM	X			Transferred from Pre-treatment and Source Control (Department dissolved). Delete record series and merge records with record series #23 (Water Conservation/Rebate Programs).
	RECYCLED WATER CUSTOMERS	X			Transferred from Engineering and Construction Management. New record series.
	DEPARTMENT SPECIFIC & PERMANENT EMAIL RECORDS	X			

Approved (Department Manager):

  
Sylvie Lee

Approved (Legal Counsel):

  
Jean Cihigoyenetché

Date: 2/10/15 Date: 3-26-15

Approved (Division Manager):

  
Chris Berch

Retention Schedule Updated (Records Management Coordinator):

  
Maria Catalan

Date: 3/15/15 Date: 4/22/15



**REQUEST FOR AMENDMENT  
TO RECORDS RETENTION SCHEDULE**

RECORDS OF: Pretreatment and Source Control

RECORD SERIES #	RECORD SERIES NAME	ADD	CHANGE	DELETE	DESCRIPTION OF REQUESTED AMENDMENT
1	PRE-TREATMENT AND SOURCE CONTROL NRW FILES			X	Delete records retention schedule. Department has dissolved.
2	NRW CLIENT/PERMIT FILES			X	Transfer to Planning and Environmental Compliance department. Delete Originals Destroyed After Verification - Records will not be destroyed.
3	REGIONAL CONTRACTING AGENCIES			X	Transfer to Planning and Environmental Compliance department.
4	DOMESTIC WASTE HAULER DUMP STATION FILES			X	Transfer records to Maintenance department.
5	INDUSTRIAL CLIENT FLOW METER CHARTS			X	Transfer to Planning and Environmental Compliance department.
7	PRETREATMENT FILES - RWQCB/EPA/STATE/ SAWPA/CSDOC/CSDLA			X	Transfer to Planning and Environmental Compliance department.
8	SUBJECT & CORRESPONDENCE			X	Transfer to Planning and Environmental Compliance department.
11	REFERENCE MANUALS			X	Transfer to Planning and Environmental Compliance department.
12	REPORTS AND STUDIES			X	Transfer to Planning and Environmental Compliance department.
13	SPECIAL PROJECTS FLOW MONITORING			X	Transfer to Planning and Environmental Compliance department.
14	REBATE PROGRAM			X	Transfer to Planning and Environmental Compliance department.

Approved (Division Manager):

*Chris Berch*  
Chris Berch

Approved (Legal Counsel):

*Jean Cihigoyenetché*  
Jean Cihigoyenetché

Date: 3/15/15

Date: 3-26-15

Retention Schedule Updated (Records Management Coordinator):

*Maria Catanan*  
Maria Catanan

Date: 4/22/15



**REQUEST FOR AMENDMENT  
TO RECORDS RETENTION SCHEDULE**

RECORDS OF: **Safety, Risk and Support Services**

RECORD SERIES #	RECORD SERIES NAME	ADD	CHANGE	DELETE	DESCRIPTION OF REQUESTED AMENDMENT
	SAFETY, RISK AND SUPPORT SERVICES			X	Delete records retention schedule. Department has dissolved.
1	ACCIDENT/INCIDENT REPORTS			X	Transfer to Human Resources.
2	CAL/OSHA LOG & SUMMARY REPORTS			X	Transfer to Human Resources.
3	MATERIAL SAFETY DATA SHEETS			X	Rename record series to "Safety Data Sheets". Transfer to Human Resources.
4	SAFETY FILES AND FACILITY SAFETY FILES			X	Transfer to Human Resources.
8	SAFETY COMMITTEE RECORDS			X	Transfer to Human Resources.
9	BUSINESS EMERGENCY PLANS			X	Transfer to Human Resources.
10	CLAIMS (Liability)			X	Transfer to Contracts and Facilities Services
11	INSURANCE CERTIFICATIONS			X	Transfer to Contracts and Facilities Services
12	INSURANCE FILES			X	Transfer to Contracts and Facilities Services
13	SUBJECT AND CORRESPONDENCE			X	Transfer to Contracts and Facilities Services
14	SAFETY/RISK MANAGEMENT MANUALS			X	Transfer to Contracts and Facilities Services
15	EMPLOYEE TRAINING			X	Transfer to Human Resources.
16	DMV			X	Transfer to Human Resources.
17	WORKERS COMPENSATION CLAIMS			X	Transfer to Contracts and Facilities Services.
18	RISK MANAGEMENT PLANS			X	Transfer to Contracts and Facilities Services.
19	PERFORMANCE AND PAYMENT BONDS			X	Transfer to Contracts and Facilities Services.
20	VIDEO TAPES-AGENCY PROPERTY			X	Transfer to Contracts and Facilities Services.
21	VISITORS LOGS			X	Transfer to Contracts and Facilities Services.
22	KEY FORMS			X	Transfer to Contracts and Facilities Services.
23	SECURITY TRAINING			X	Transfer to Contracts and Facilities Services.
24	FACILITY MANAGEMENT FILES			X	Transfer to Contracts and Facilities Services.
25	PROGRAM/PROJECT FILES (GRANT-RELATED)			X	Transfer to Contracts and Facilities Services.
26	RECORDS RETENTION SCHEDULES			X	Transfer to Contracts and Facilities Services.
27	RECORDS REQUESTS (Public and Agency)			X	Transfer to Contracts and Facilities Services.
28	RECORDS TRANSFER FORMS			X	Transfer to Contracts and Facilities Services.
29	RECORDS DESTRUCTION AUTHORIZATIONS			X	Transfer to Contracts and Facilities Services.
30	AGENCY GOVERNANCE			X	Transfer to Contracts and Facilities Services.
31	RECORDS MANAGEMENT INDICES			X	Transfer to Contracts and Facilities Services.
32	PC LOAN APPLICATIONS - Employee			X	Transfer to Contracts and Facilities Services.

**REQUEST FOR AMENDMENT  
TO RECORDS RETENTION SCHEDULE**

RECORDS OF: Safety, Risk and Support Services


RECORD SERIES #	RECORD SERIES NAME	ADD	CHANGE	DELETE	DESCRIPTION OF REQUESTED AMENDMENT
33	AGENCY POLICIES AND PROCEDURES			X	Transfer to Contracts and Facilities Services.
34	CERTIFIED MAIL LOGS			X	Delete record series. Agency Management is the Office of Record.
35	VEHICLE RECORDS			X	Transfer to Contracts and Facilities Services
36	CONTRACTS (Originals)			X	Transfer to Contracts and Facilities Services

Approved (Department Manager):

  
Warren Green

Date: 2-19-15

Approved (Legal Counsel):

  
Jean Cihogoyenetché

Date: 3-26-15

Approved (Division Manager):

  
Christina Valencia

Date: 3/18/15

Retention Schedule Updated (Records Management Coordinator):

  
Marie-Catherine

Date: 4/22/15





**REQUEST FOR AMENDMENT  
TO RECORDS RETENTION SCHEDULE**

RECORDS OF: **Technical Services**  
(Retention Schedule)

RECORD SERIES #	RECORD SERIES NAME	ADD	CHANGE	DELETE	DESCRIPTION OF REQUESTED AMENDMENT
6	CORRESPONDENCE - General		X		Delete Budget (Dept.) description. Financial Planning is the Office of Record. Remove retention code "AR (Annual Review)" from Office Retention and Originals Destroyed. All records are subject to annual review prior to destruction.
8	PROGRAMS AND PLANS (Not Grant-Funded)	X			New record series
9	DEPARTMENT SPECIFIC & PERMANENT EMAIL RECORDS	X			New record series

Approved (Department Manager):

*Jeff Noelte #810* Date: 2-19-15

Jeff Noelte

Approved (Legal Counsel):

*Jean Cihogoyenitché* Date: 3-26-15

Jean Cihogoyenitché

Approved (Division Manager):

*Ernest Yeboah #935* Date: 2-19-15

Ernest Yeboah

Retention Schedule Updated (Records Management Coordinator):

*Maria Gatafan* Date: 4/22/15

Maria Gatafan