

**JUNIPER RIVIERA COUNTY WATER DISTRICT
REGULAR MEETING OF THE BOARD OF DIRECTORS
February 15, 2024 5:00pm
AGENDA**

Board of Directors:
Erin D’Orio, President
Brad Pace, Vice-President
Eric Engleman, Director

Staff:
Lorrie Steely, General Manager
Lee Logsdon, Director of Operations

- **CALL TO ORDER/FLAG SALUTE/ROLL CALL**
- **PUBLIC COMMENTS:** The public is invited to address the Board on matters relating to water district business. Comments regarding specific agenda items may also be addressed when the item is before the Board of Directors, with prior notice being given. Time for comments may be limited to three minutes as needed.
- **INTRODUCE JAMES NOLTE WITH NV-5 THE ENGINEER FOR THE PROP 1 GRANT. JAMES WILL PROVIDE AN UPDATE ON THE PROGRESS OF THE GRANT AND DISCUSS NECESSARY EASEMENTS FOR THE PROJECT**
- **INTRODUCE ROBERT PORTER CONSULTANT WORKING UNDER ROLAND ENGINEERING, WHO IS HERE TO DISCUSS ONGOING ISSUES WITH WELL NO. 02 AND MAKE RECOMMENDATIONS**
- **REVIEW/APPROVE MEETING REVISED MINUTES OF THE REGULAR BOARD MEETING; DECEMBER 21, 2023**
- **REVIEW/APPROVE MEETING MINUTES OF THE REGULAR BOARD MEETING; JANUARY 25, 2024**
- **REVIEW/APPROVE MEETING MINUTES OF THE SPECIAL BOARD MEETING; FEBRUARY 10, 2024**
- **REVIEW/APPROVE FINANCIAL REPORTS FOR DECEMBER 2023 & JANUARY 2024**
- **OPERATIONS/WATER SYSTEM UPDATE – Lee Logsdon**
 - Report on system operations during the month of January 2024.
- **DISTRICT BUSINESS/GENERAL MANAGERS UPDATE – Lorrie Steely**
 - Discuss citation from State Water Resources Control Board.
 - Discuss the Form 700 Directors are required to submit annually.
 - Discuss Ethics training the Board attended February 8th.
- **GRANT UPDATES**
 - **IRWMP Grant Update/PRV Stations:** The next phase of the project, PRV Replacement will be advertised in early March, work to be done Spring (April or May) 2024.
 - **State Water Resources Control Board Grant – Generators:** Funding for this grant will be incorporated into the Prop 1 Grant funding & construction process which is currently underway. Until such time that Staff can confirm this has occurred, we will keep this as a topic of discussion on the monthly agenda.

ACTION ITEMS:

- Discuss District’s changes to the Board of Directors, approve the following change of signers on the account at Citizens Business Bank; removing Charlene Griener, Dan Taylor, Waldo Stakes and Jason Chormicle and adding Brad Pace, Eric Engleman, Suzi West and Ron Walker.
- Approve job description and position for part-time office administrative staff.
- Approve District Staff contact property owners to request acquisition of easements for Capital Improvement Project with a nominal expenditure per easement of \$1,000.
- Approve Resolution 360 implementing a moratorium on new service meters after cap of 5 meters have been sold.

NEW BUSINESS:

ADJOURN MEETING:

NEXT REGULAR MEETING DATE: 5:00pm Thursday March 21, 2024

OVERVIEW OF PROPOSED PROJECT IMPROVEMENTS

To:	Juniper Riviera County Water District Board of Directors Lorrie L. Steely, General Manager	Date:	12 February 2024
From:	NV5, Inc. James F. Owens, P.E.	TA Work Plan No.:	6227

Background

The State Water Resources Control Board (SWRCB) executed Work Plan No. 6227 to address water quality and infrastructure deficiencies within Juniper Riviera County Water District (JRCWD). SWRCB contracted a technical assistance provider, University Enterprises, Inc. (UEI), who contracted NV5, Inc. for the completion of an engineering report, design, and environmental documentation.

Purpose

This memo summarizes the proposed improvements to JRCWD's water system to address deficiencies, including water quality violations, water source and storage deficiencies, and distribution system flaws. This memo updates JRCWD on the status of the progress of planning phase efforts.

JRCWD has three groundwater wells that supply water year-round. California's Waterworks Standards require systems using only groundwater to be capable of meeting maximum water demands with the highest capacity source offline. If Well No. 1 is offline, Well No. 2 is incapable of meeting maximum demands. Additionally, water quality sampling results indicate that Well Nos. 2 and 3 exceed the maximum contaminant level (MCL) for fluoride. Standby source Well No. 3 has also consistently exceeded the MCL for arsenic.

In spring 2022, JRCWD and NV5 conducted investigation of the interiors of two of JRCWD's wells (Well No. 2 and Well 3). Well No. 2 was determined to have a corkscrewed configuration, which severely limits the size of pump/motor/column piping that can be installed in the well, and thus also limits the production capacity of the well. Well No. 3 was determined to have major water yield intervals near the lower 250 feet of its depth. Arsenic and fluoride were found to be homogenously distributed within the well, and thereby well rehabilitation and modifications were determined as an infeasible option for improving the water quality in the well. No discernable geologic lenses were encountered in either well from which water of more preferable water quality could be sourced.

The operating volume of JRCWD's three storage tanks totals approximately 112,000 gallons. JRCWD is unable to meet its maximum day water demand (approximately 150,000 gallons) as well as fire flow requirements (120,000 gallons) with its current storage capacity. In addition, JRCWD's distribution system lacks isolation valves and has other deficiencies that risk the proper operation and maintenance of JRCWD. Several recommendations have been proposed to address these deficiencies.

Project Components

The proposed water system improvements include the following items (see Figure 1) and the Revised Draft of the Preliminary Engineering Report (February 2024).

- **New Well No. 4 and transmission pipeline**
A new well, Well No. 4, is proposed to increase the water supply capacity. Well No. 1 is JRCWD's highest producing source and does not have any water quality violations. Due to its proximity to Well No. 1, Well No. 4 is expected to meet (or help meet) water demands in the system with favorable water quality. Well No. 4 would be constructed on a parcel owned by JRCWD (APN 0435-421-03). To connect Well No. 4 into the system near Well No. 1, a transmission pipeline may be installed along private roads (Pinon Road and Corto Road), which would require easement acquisition.
- **Well head improvements at Well No. 1**
Although Well No. 1 does not have any historical water quality violations, there are potential risks to water quality and source reliability from infrastructure deficiencies. It is recommended that Well No. 1 be raised to a pedestal height of 24 inches above grade and that its casing vent and screen mesh be fully downturned. These improvements would help prevent potential impacts from flooding and/or foreign materials.
- **Well head improvements at Well No. 2**
Fluoride levels in Well No. 2 are consistently near or over the MCL (2 mg/L). In April 2022, Well No. 2 was investigated and found to be corkscrewed, which allows only small column piping, pumps, and motors to be installed and limits testing and production. During the investigation, fluoride levels were tested in the upper zones of Well No. 2 and more favorable water quality was not found. Therefore, improvements at Well No. 2 would be similar to those proposed at Well No. 1, and primarily address infrastructure deficiencies. The pedestal height would be raised to 24 inches above grade, its casing vent and screen mesh would be downturned, and a new magnetic flowmeter would be installed to remotely provide data to JRCWD to improve water reliability and operational and monitoring efforts.
- **Blending transmission pipeline with Well Nos. 1, 2, and 4 (optional)**
If Well No. 4 is found to have water quality contaminant exceedances, a blending transmission line between Well Nos. 1, 2, and 4 and Tank No. 1 may need to be implemented to properly blend and to improve water quality in the system. Since Well No. 4 is expected to have favorable water quality similar to Well No. 1, this project component is optional.
- **Mainline Extension in Southern Portion of Distribution System**
The southern portion of the JRCWD distribution system includes several dead ends. It is proposed to construction up to three pipelines that would connect to the existing system. These distribution system loops would improve conveyance capacity to provide necessary flows to the residences in the southern portion of the system and during fire emergencies. These proposed mainline extensions are located within private roads and would require easement acquisitions.
- **Rehabilitate Tank Nos. 1, 2, and 3**
Based on dive inspection reports from 2020, all three tanks Tank Nos. 1, 2, and 3 have moderate amounts of corrosion on the tank exterior and interior, with the interior coating in high disrepair. It is recommended that all three tanks be repaired by a new epoxy interior coating. DDW's 2020 Sanitary Survey also noted several infrastructure deficiencies. The tanks' vent caps, overflow airgaps, and weather strip gaskets can be investigated to determine if replacement or rehabilitation is needed.

- **New tanks, Tank Nos. 4 and 5**

In order to meet the water demand and fire flow requirements within JRCWD, two new tanks, Tank Nos. 4 and 5, are proposed. The total additional storage volume provided by these new tanks would be approximately 125,000 gallons. Tank No. 4 would be a 50,000-gallon tank installed adjacent to existing Tank No. 2 on a parcel owned by JRCWD. Tank No. 5 would be a 75,000-gallon tank installed adjacent to Tank No. 5 on a parcel owned by the Bureau of Land Management (BLM). NV5 seeks BLM approval for work on the Tank No. 5 parcel.

- **Installation and Replacement of isolation valves on Milpas Drive, Loma Vista Road, and Corto Road**

There are no isolation valves located along the north/south oriented pipeline along Milpas Drive, along which Tank Nos. 1, 2, and 3 are located. There is risk of a large distribution system shutdown should any of the pipelines along Milpas Drive break. Other portions of the distribution system along Loma Vista Road and Corto Road are also at risk due to the low number of isolation valves in that area. A total of approximately 21 new gate valves are recommended to be installed to help isolate the system during breaks and other emergencies.

- **Emergency Generators**

The system does not currently have any emergency backup generators and is at risk of losing supply during electrical outages and emergencies. Four generators would be installed in the JRCWD system: two stationary generators for the Booster Pump Station Nos. 1 and 2 at the Tank Nos. 1 and 2 sites (respectively) and two portable generators. The portable generators would be stored at the JRCWD district office and Well No. 1 site, but able to be relocated as needed to Well Nos. 2 and 4.

Easement Acquisitions

Proposed pipeline alignments will need to be located within either a public right of way (e.g. BLM, County of San Bernardino) or within a JRCWD-owned easement. Several easements are required for:

- The proposed transmission pipeline between the proposed Well No. 4 and the existing Well No. 1 site.
- Distribution main line extensions on the southern portion of the water system.

See enclosed exhibits (Figures 2 and 3) for locations of proposed easements. Easement acquisition sequence is anticipated as follows:

- JRCWD mails letters to property owners containing an exhibit showing the approximate extents of a requested easement. JRCWD to offer compensation to property owner in exchange for easement. For compensation greater than a nominal amount, JRCWD needs to have easement value appraised for reimbursement from State Water Resources Control Board.
- Following response from each property owner:
 - JRCWD will confirm compensation to the property owner for the easement purchase
 - NV5 will order title report and prepare a plat and legal description
 - JRCWD, with support from legal counsel, will prepare a Grant of Easement document
 - Property owner will sign Grant of Easement document in presence of Notary Public
 - JRCWD will record the easement with the County's Recorder's Office

Items Previously Considered but Not a Part of Proposed Project

JRCWD has determined that Well No. 3 will not be destroyed and automatically-read customer water meters will not be installed as part of the project.

- **Well No. 3**

Per 2022 direction from JRCWD's Board of Directors, Well No. 3 will remain as a standby source, and will not be modified as part of this project. Well No. 3 will not be connected to the proposed transmission pipeline for blending.

- **Automatic meters at each service connection**

Per 2022 direction from JRCWD's Board of Directors, new automatic meters are not to be installed as part of the project.

Environmental Documentation

JRCWD will be the lead agency for CEQA (California Environmental Quality Act). NV5 has prepared a preliminary draft of the CEQA Initial Study and Mitigated Negative Declaration (IS/MND). Cultural resources study and biological resources study will commence in earnest soon (weather permitting). The results of these studies will be incorporated into the IS/MND.

Tank No. 3 is located on BLM-owned property. JRCWD has submitted an SF-299 form to BLM for a formal request for an additional tank to be located adjacent to Tank No. 3. JRCWD, NV5, and University Enterprises have attempted for approximately one year to obtain confirmation from BLM on the biological resources and cultural resources studies' requirements on BLM property. NEPA (National Environmental Policy Act) documentation will be required for improvements on BLM property.

Upcoming Project Activities

- Easement acquisition efforts (see above)
- Biological and cultural resources studies to support CEQA and NEPA documentation
- Distribution of CEQA document for public comment, and adoption by JRCWD
- Coordination with BLM for Tank No. 3 site (NEPA documentation and design)
- Preliminary design of improvements, review by JRCWD, and design advancement
- Construction funding application documents

* * * * *

- LEGEND
- SERVICE AREA BOUNDARY

EX. PIPELINE

PR. DISTRIBUTION PIPELINE

PR. BLENDING PIPELINE

PR. TRANSMISSION PIPELINE

EX. WELL

PR. WELL

EX. STORAGE TANK

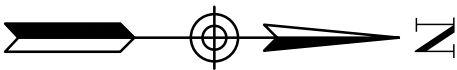
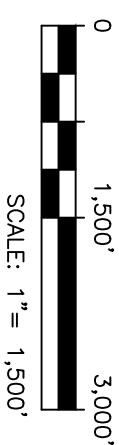
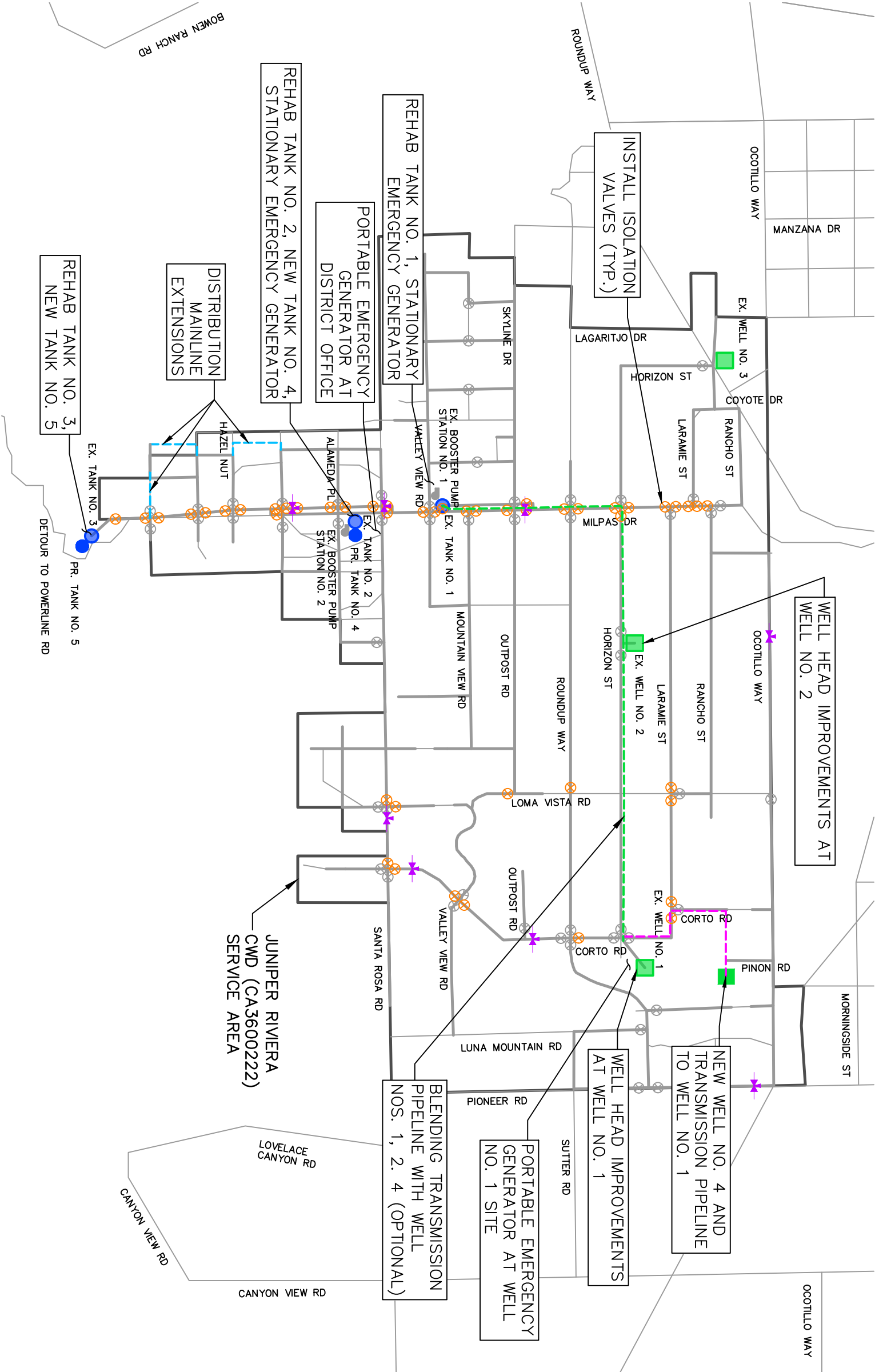
PR STORAGE TANK

EX. ISOLATION VALVE

PR. ISOLATION VALVE

EX. BOOSTER PUMP STATION

EX. PRESSURE REDUCING VALVE



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N|V|S
15092 AVENUE OF SCIENCE, SUITE 200
SAN DIEGO, CA 92128
P: 858.385.0500 WWW.NVS.COM

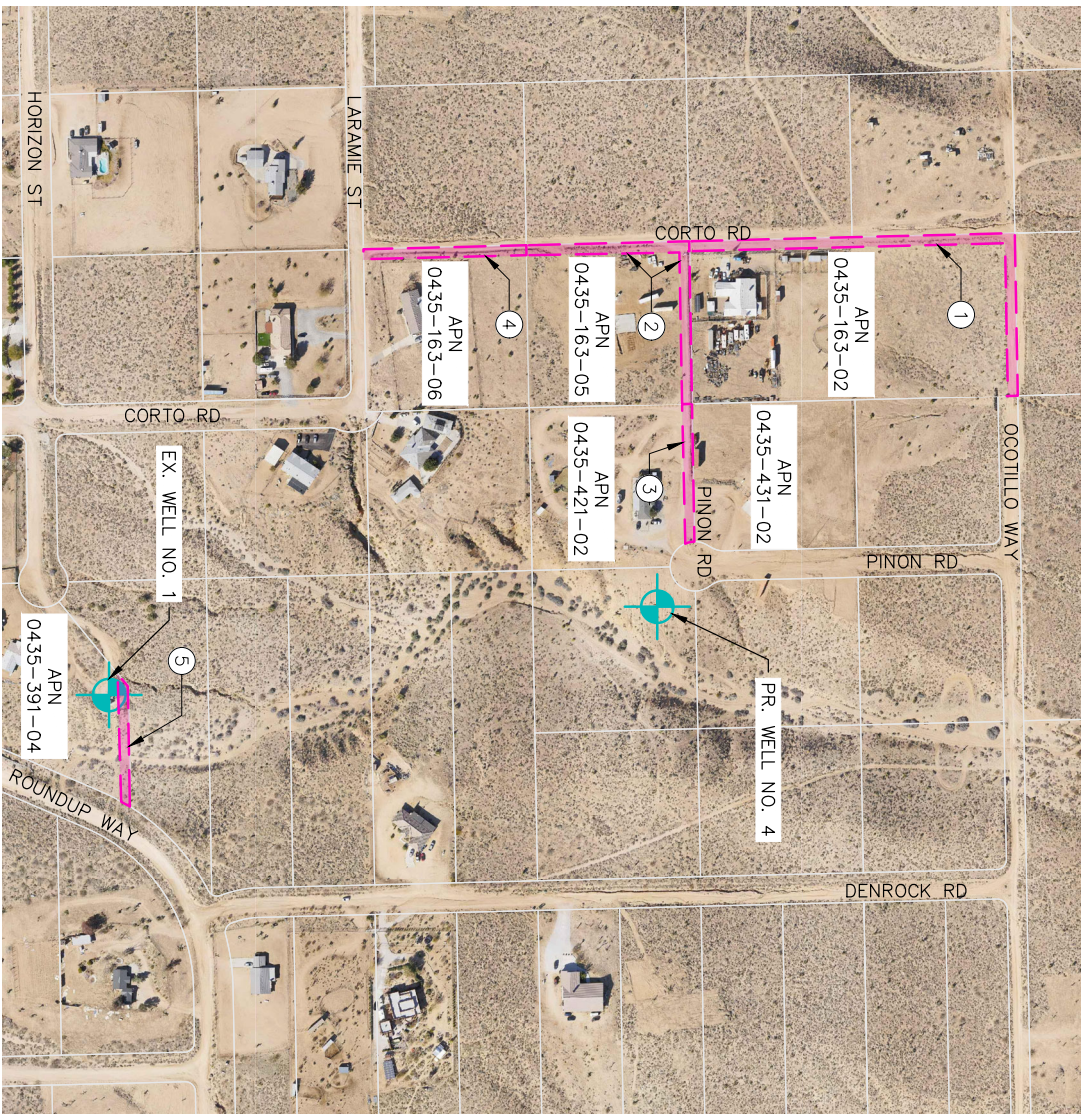
PRELIMINARY ENGINEERING REPORT
PROPOSED WATER SYSTEM IMPROVEMENTS

PREPARED FOR: JUNIPER RIVIERA CWD

DATE SUBMITTED: FEB 2024

JOB NUMBER
227821-0001294-01

FIGURE NUMBER
1



LEGEND

- PR. 20' EASEMENT
- PARCEL LINE
- WELL



AERIAL IMAGERY APPROXIMATE

PRELIMINARY
NOT FOR CONSTRUCTION

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NV/S
16092 AVENUE OF SCIENCE, SUITE 200
SAN DIEGO, CA 92128
P: 619.585.0500 WWW.NV/S.COM

JUNIPER RIVIERA COUNTY WATER DISTRICT
EASEMENT ACQUISITION OVERVIEW
PREPARED FOR: UNIVERSITY ENTERPRISES, INC.

DATE SUBMITTED: JAN 2024

JOB NUMBER
227021-0007294-01

FIGURE
2

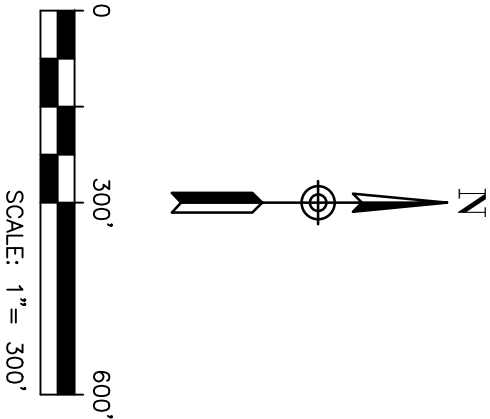


LEGEND

PR. 20' EASEMENT

PARCEL LINE

EX. JRCWD DISTRIBUTION SYSTEM



AERIAL IMAGERY APPROXIMATE

PRELIMINARY

NOT FOR CONSTRUCTION

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JUNIPER RIVIERA COUNTY WATER DISTRICT

EASEMENT ACQUISITION OVERVIEW

PREPARED FOR: UNIVERSITY ENTERPRISES, INC.

DATE SUBMITTED: JAN 2024

FIGURE

3

JOB NUMBER
227821-0001294-01

JUNIPER RIVIERA COUNTY WATER DISTRICT
REGULAR MEETING OF THE BOARD OF DIRECTORS
MEETING MINUTES (Revised)
December 21, 2023

Board of Directors/All Present
Erin D’Orio, President
Jason Chormicle, Vice-President
Waldo Stakes, Director
Eric Engleman, Director
Brad Pace, Director

Staff/ All Present
Lorrie L. Steely, General Manager
Lee Logsdon, Director of Operations

- **CALL TO ORDER/FLAG SALUTE/ROLL CALL**
- **PUBLIC COMMENTS:** There were no public comments, Dean Steely was in attendance as a member of the public.
- **REVIEW/APPROVE MEETING MINUTES OF THE REGULAR BOARD MEETING HELD NOVEMBER 16, 2023;** After a review of the meeting minutes, Jason Chormicle made the motion to approve and Waldo Stakes made the second. All in Favor – 5, all Opposed – 0; Motion passed 5/0.
- **REVIEW/APPROVE FINANCIAL REPORTS FOR OCTOBER & NOVEMBER 2023,** Peggy Einhorn with P&S Accounting participated in the meeting via telephone. Peggy discussed the expenditures and income for October and November, and discussed that Messner and Hadley had completed our 2022—2023 fiscal audit and that she was very pleased with the audit results. Lorrie Steely provided each Director with the 2022-2023 Audit Report and asked that they review the document so they can be prepared for the January Board meeting which our CPA attend to review and discuss. Waldo Stakes discussed the cost of the repairs for the District’s work-truck, and stated that after speaking to the mechanic, he was told that the truck engine failed due to poor maintenance. He stated the oil wasn’t changed to the point where the engine dropped a valve, there was no lubrication which was the knocking that could be heard, he also stated there were six sensors that failed and a check engine light will come on when a sensor fails. Jason Chormicle stated that the sensors failing did not make the repair more expensive, and that there was no way the mechanic could determine the truck had never been maintained. Waldo Stakes stated his point was that six sensors failed and that someone should have said something. The problem was the truck was not properly maintained. Waldo Stakes stated he has a system for maintaining equipment that he would like to discuss implementing. Eric Engleman inquired about the Citizen’s Business Bank account and asked if we could find a bank to put the money in that would bear interest. Lorrie Steely explained that the money in the account at Citizen’s Business Bank is allocated for the Well & PRV Grant. Jason Chormicle asked about potentially looking into getting another bond. Lorrie Steely explained that second original bond the District will be paying off in 2024. Erin D’Orio stated that Staff and the Board will need to understand more about bonds if we want to consider a bond, possibly with the help of a financial adviser or the attorney to assist with planning to determine if a bond would be a viable alternative for the District to find funding for improvements. After the discussion, Waldo Stakes made the motion to approve financial reports for October and November 2023; Jason Chormicle made the second; All in Favor – 5, All Opposed – 0, Motion Passes 5/0.
- **OPERATIONS/WATER SYSTEM UPDATE – Lee Logsdon**
- Report on system operations during the month of November, Lee stated that the system is operating well, bac-t’s all passed, relays were replaced at the pump station at Tank #2, one leak was repaired on Santa Rosa Road and there was an issue with Tank 3 SCADA settings that caused the tank to overflow, settings were adjusted in summer to manage levels and now reset so the overflow should not occur again. It was an intermittent issue we were not even aware of, the issue was brought to our attention by the Walkers. Overflow was stuck which was a direct result from the water being high, Jason performed the repair. The new meter was installed at Well 2 so now we are able to record the gallons per minute. Lorrie Steely stated that when she talked to Mike Crabtree from Forshock and looked at the SCADA system, it appeared that overflow had been occurring for sometime. Lee Logsdon stated that was not correct, that he talked to Mike Crabtree with Forshock who said he had adjusted the levels and that caused the overflow. The issue was solved by adjusting the level of the fill amount. Lee Logsdon stated that he didn’t understand why Lorrie continues to do this to me. Waldo Stakes asked if the problem was solved, both Lee Logsdon and Lorrie Steely stated that it was. Lee Logsdon stated he does not want to be micromanaged by someone in the office that doesn’t have the facts. Lorrie Steely stated that she didn’t appreciate the allegation with Lee Logsdon saying she didn’t understand. Waldo Stakes stated the issue was resolved and we should move on.

- **DISTRICT BUSINESS/GENERAL MANAGERS UPDATE – Lorrie Steely**
 - Discuss maintenance done to both Pump Stations at Tank 1 & Tank 2, Bob Porter was onsite and performed maintenance on both Pump Stations, staff report was provided which the Board reviewed.
 - Discuss levels sensors purchased for Wells 1 & 2, in response to monthly reporting required by State, Lorrie Steely stated that the state is beginning to require reporting on a regular basis including well levels so sensors were ordered for both Wells 1 & 2. They should arrive in February and we will have Mike Crabtree with Forshock install.
 - Advertisement was published for part-time operations position Saturday & Sunday in Daily Press, also published online for 30 days, copy of the ad was provided to the Board.
 - Distribute Fiscal Year 2022-2023 Audit for review, Lorrie Steely provided the Board with the FY Audit for 2022-2023 which will be an action item for January Board Meeting.
 - Discuss Administrative Assistant Position, Lorrie Steely provided the job description and history on the hiring of Chris Garland as the part-time office assistant, including the allocation of the expenditure on the budget for the fiscal year 2022-2023. Lee Logsdon discussed the need for the Board to approve the job description and position as permanent for the office assistant. Lee Logsdon further stated the organizational structure of the District and how it was set-up when Denise Johnson retired with both the new Administrative Manager Rick Porter and Lee Logsdon as Operations System Manager reporting directly to the Board. After further discussion, the Board determined the desire to hold a future closed-session meeting to discuss District issues, meeting scheduled for Thursday January 11th.
 - Schedule Committee Meeting to discuss O&M Program, Lorrie Steely discussed the O&M Program that she has been working on in anticipation of our next Sanitary Survey that will be upcoming in the next several months. The Committee meeting was scheduled for January 9th at 6pm, participants to be Brad Pace, Eric Engleman, Lorrie Steely and Lee Logsdon.
- **GRANT UPDATES**
 - **IRWMP Grant Update/PRV Stations:** The Well remediation of this project has been completed and the Well was found to not viable for remediation, the next phase of this project, PRV Replacement, will be done after summer heat when the water consumption is not such an issue.
 - **State Water Resources Control Board Grant – Generators:** Funding for this grant will be incorporated into the Prop 1 Grant funding & construction process which is currently underway. Until such time that Staff can confirm this has occurred, we will keep this as a topic of discussion on the monthly agenda.
 - **Prop 1 Grant (NV-5 James Nolte/Sac State):** Ongoing grant process includes infrastructure improvements District-wide, 2 new storage tanks and new well #04. Staff was able to contact BLM to identify needs for environmental and biological requirements to add amendment to the Grant for the top tank. James Owens of NV-5 Engineering is tentative for the January meeting to provide an update on the status of the project.

ACTION ITEMS:

- **DISCUSS/APPROVE APPOINTMENT OF NEW LEGAL COUNSEL FOR THE DISTRICT;**
Lorrie Steely explained that she had contacted our legal counsel to discover he had taken a partnership offer at a new firm that practices in primarily trial law. Their rates are significantly higher \$800 - \$1200 per hour vs the \$250 we were paying. As such Staff has identified a new attorney that has worked with water systems for twenty-five years, with a focus on small water districts since he opened his own practice seven years ago. He serves two other local districts, Mariana Ranchos & Thunderbird County Water District and his rates are \$125 per hour. A phone call was made to Michael Silander who introduced himself and provided his experience, hourly fees and stated he does not charge a retainer fee to provide his services. Question and answer session occurred and the Board was satisfied with the outcome, Brad Pace made the motion to approve Michael Silander be appointed as new legal counsel for the District, Jason Chormicle made the second, All in Favor 5, All Opposed 0, Motion Passed 5/0.
- **DISCUSS/APPROVE AMENDMENT TO RESOLUTION FOR MORATORIUM ON METER SALES – CARRIED OVER**
- **NOMINATE & ELECT BOARD OFFICERS; PRESIDENT & VICE PRESIDENT,** After a discussion, a nomination was made by Jason Chormicle to nominate that Erin D’Orio be re-appointed as President; Waldo Stakes made a nomination of Brad Pace as President and Eric Engleman as Vice-President. After a discussion, Erin D’Orio was nominated as President, Brad Pace was nominated as Vice President. The vote for Erin D’Orio as President was 4/0 and the vote for Brad Pace as Vice President was 4/0, each will serve as District’s Officer’s for calendar year 2024.

ADJOURN MEETING: Brad Pace made the motion to adjourn and Waldo Stakes made the second, All in Favor 5, All Opposed 0, Motion Passed 5/0 and the meeting was adjourned at 7:48pm.

JUNIPER RIVIERA COUNTY WATER DISTRICT
REGULAR MEETING OF THE BOARD OF DIRECTORS
January 25, 2023
Meeting Minutes

Board of Directors/All Present
Erin D'Orio, President
Brad Pace, Vice-President
Eric Engleman, Director

Staff:
Lorrie Steely, General Manager
Lee Logsdon, Director of Operations
Jason Chormicle, Operations

- **CALL TO ORDER/FLAG SALUTE/ROLL CALL**
 - **PUBLIC COMMENTS:** The public is invited to address the Board on matters relating to water district business. Comments regarding specific agenda items may also be addressed when the item is before the Board of Directors, with prior notice being given. Time for comments may be limited to three minutes as needed.
 - **CONSIDER APPLICANT(S) FOR THE TWO VACANT BOARD SEATS:** The District had four applicants for two vacant seats on the Board of Directors. All four applicants were considered individually by Staff and Directors via in person interview. Two new Directors were selected, sworn in and officially appointed; Ron Walker and Suzi West.
 - **INTRODUCE PAUL MESSNER WITH MESSNER & HADLEY, REVIEW AND APPROVE 2022-2023 FISCAL AUDIT** General Manager Lorrie Steely introduced the District's CPA Paul Messner who reviewed our fiscal audit for 2022-2023. Mr. Messner stated he has worked with the District for many years, the way he was introduced to the District when there was a fraud scheme perpetuated on this District by the former office manager. Mr. Messner stated that his review of the financial activities in conjunction with the District's Bookkeeper Peggy Einhorn and the General Manager Lorrie Steely. During the audit process the CPA looks at how the system works, how bills are recorded, who approves the bills to confirm there is a good functioning accounting system. Mr. Messner stated there were no abnormalities discovered and the District is in sound financial condition.
 - **REVIEW/APPROVE MEETING MINUTES OF THE REGULAR BOARD MEETING HELD DECEMBER 21, 2023**
The Meeting Minutes from December were carried over for needed corrections identified by Eric Engleman.
- REVIEW/APPROVE FINANCIAL REPORTS FOR DECEMBER 2023;** The December financial reports were carried over due to a missing Profit & Loss Budget vs Actual report for December only.
- **OPERATIONS/WATER SYSTEM UPDATE – Lee Logsdon**
 - Report on system operations during the month of December 2023.
Lee Logsdon gave an update on the operations of the District stating that everything was operating as it should and things look good. He stated that the District conducted interviews and filled the part-time operations position, and Jason Chormicle is the new staff member, he started on Monday. Jason will work 3 days a week and provide on-call services and roll into a full-time position.
Lee also stated that he needs a credit card possibly with a lower limit, but he needs a credit card in if the new position is going to succeed and if Lee is going to succeed. He stated a in his name card has been requested a few times in the past. Ron Walker stated that his employee uses the company credit card with the name "Ron Walker" on it all day long. Lorrie Steely said she has inquired with the First Foundation Bank and been informed that to have a credit card you need to be a signer on the account. She will ask again to see if there is a way to get an employee as an authorized user for a credit card and also a card for the new employee Jason Chormicle.
Eric Engleman asked if there was an agreement with Ken Mitchell for access to his private property in the upper southern section of the District out of concern for the grading that was done recently by Jason Chormicle. Eric stated the District needs to be careful with what tractor work the District does to make sure we don't redirect any water run-off. Lee Logsdon stated that he would have Jason weld the gate to get it fixed so there is alternative access to the upper tank so Staff does not need to go on private property.
 - **DISTRICT BUSINESS/GENERAL MANAGERS UPDATE – Lorrie Steely**
 - Discuss Small Water Systems Committee Meeting attended last Weds Jan 17th at MWA; Lorrie Steely discussed the recent meeting and the benefits this Committee affords the District. The grant for the attempted Well No. 03 and the PRV improvements was discovered as a result of this Committee. There will be beneficial workshops upcoming and this is a very productive Committee that Staff participates in as well as other issues that pertain to small water systems.

- Discuss the Committee Meeting and review the draft Operations and Maintenance Program, Lorrie Steely discussed the O&M Committee Meeting that was held January 10th, Committee members reviewed the document which was provided to the Board for their review.
- Discuss the recent changes in the Board of Directors and how those changes affect banking and signers for the District. Directors will need to go to First Foundation Bank to fill out the new signers documentation. Each Director needs to go to the bank the same day to make the changes.
- **GRANT UPDATES**
 - **IRWMP Grant Update/PRV Stations:** Lorrie Steely stated the next phase of the project, PRV Replacement will be advertised in March, with work to be done Spring of 2024 likely in April or May. Also planning to include new vaults and spring-assist lids because the existing lids are dangerous.
 - **Prop 1 Grant (NV-5 James Nolte/Sac State) :** Ongoing grant process includes infrastructure improvements District-wide, 2 new storage tanks and new well #04. Staff was able to contact BLM and we are identifying needs for environmental and biological requirements to add amendment to the Grant for the top tank. James Owens with NV-5 Engineering was not available to attend this month, he will attend the February meeting to provide an update on the status of the project.

ACTION ITEMS:

- Discuss District's recent changes in the Board of Directors and the need to change the signers for the bank, removing Waldo Stakes and Jason Chormicle and add new Directors Ron Walker and Suzi West. The motion was made by Brad Pace and second was made by Suzi West, Ayes 5, Nays 0, Motion Passes 5/0.
- Approve job description and position for permanent part-time office administrative person. Item was tabled for discussion in February due to language "permanent" in the description.

NEW BUSINESS:

- Create a Committee to review the District Rules & Regulations, a meeting was set for February 23rd at 11:00am with participants to be Lorrie Steely, Erin D'Orio and Ron Walker.
- Ethics training is available on February 8th. Lorrie Steely provided webinar flyer for Directors and asked that if possible Directors attend.
- Erin D'Orio stated the checks for the closed session meeting need to be cut for the Directors who participated.
- Lorrie Steely stated she has improved the content on the website, including financial documents, audits to provide more transparency for the public-facing website for our customers and the public.

ADJOURN MEETING: Suzi West made the motion to adjourn the meeting, Brad Pace made second, Ayes 5, Nays 0, the Motion Passed 5/0.

Juniper Riviera County Water District
Balance Sheet Prev Year Comparison
As of December 31, 2023

	Dec 31, 23	Dec 31, 22	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
101 FFB General Acct	109,933.71	77,079.95	32,853.76
102 FFB Bond Fund Acct	2,500.00	2,500.00	0.00
103 Citizens Bus Bank-GrantAcct	93,871.29	94,154.75	-283.46
104 FFB Capital Improvements	131,287.88	131,159.81	128.07
Total Checking/Savings	337,592.88	304,894.51	32,698.37
Other Current Assets			
120 Accounts Receivable	23,898.69	21,404.08	2,494.61
130 Prepaid Expenses	4,514.00	4,261.25	252.75
Total Other Current Assets	28,412.69	25,665.33	2,747.36
Total Current Assets	366,005.57	330,559.84	35,445.73
Fixed Assets			
142 Computer Equipment	8,924.19	8,924.19	0.00
144 Telemetry Equipment	44,093.00	44,093.00	0.00
146 Vehicles	10,000.00	10,000.00	0.00
149 Land	29,799.00	29,799.00	0.00
150 Building Improvements	44,507.25	44,507.25	0.00
151 Demonstration Garden	20,429.96	0.00	20,429.96
152 Water System (Tanks, Wells)	2,553,689.95	2,472,807.87	80,882.08
160 Accumulated Depreciation	-1,858,977.00	-1,856,181.00	-2,796.00
Total Fixed Assets	852,466.35	753,950.31	98,516.04
TOTAL ASSETS	1,218,471.92	1,084,510.15	133,961.77
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
Accounts Payable	4,590.75	3,474.32	1,116.43
Total Accounts Payable	4,590.75	3,474.32	1,116.43
Other Current Liabilities			
210 Accounts Payable	0.00	3,295.00	-3,295.00
215 Accrued Payroll	0.00	4,213.18	-4,213.18
220 Payroll Taxes Payable	6,065.47	5,541.79	523.68
225 Customer Deposits	500.00	0.00	500.00
228 Compensated Advances	865.00	0.00	865.00
230 Accrued Interest	138.00	525.00	-387.00
240 Current Portion-Bond	11,000.00	15,000.00	-4,000.00
Total Other Current Liabilities	18,568.47	28,574.97	-10,006.50
Total Current Liabilities	23,159.22	32,049.29	-8,890.07
Long Term Liabilities			
250 Bond Payable	0.00	11,000.00	-11,000.00
Total Long Term Liabilities	0.00	11,000.00	-11,000.00
Total Liabilities	23,159.22	43,049.29	-19,890.07
Equity			
280 Unrestricted Net Assets	1,103,487.00	1,103,487.00	0.00
Retained Earnings	125,972.42	-12,582.10	138,554.52
Net Income	-34,146.72	-49,444.04	15,297.32
Total Equity	1,195,312.70	1,041,460.86	153,851.84
TOTAL LIABILITIES & EQUITY	1,218,471.92	1,084,510.15	133,961.77

Juniper Riviera County Water District
Profit & Loss Budget vs. Actual
December 2023

	Dec 23	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
1300 Operating Revenue			
1301 Water Revenue	6,558.45	7,084.00	-525.55
1302 Service Charges	10,350.67	11,000.00	-649.33
1305 Standby Charges	14,175.67	14,000.00	175.67
1310 Property Tax Assess-Levy	42,882.94	35,000.00	7,882.94
1315 Meter Installation	0.00	0.00	0.00
1318 Charges & Fees	796.41	208.00	588.41
1350 Adjustment	0.00	0.00	0.00
Total 1300 Operating Revenue	74,764.14	67,292.00	7,472.14
Total Income	74,764.14	67,292.00	7,472.14
Expense			
1400 Operating Expenses			
1401 Wages			
1410 Wages-General Manager	7,500.00	7,500.00	0.00
1415 Wages-Operations	3,333.34	3,333.34	0.00
1420 Wages-Maintenance	0.00	1,500.00	-1,500.00
1422 Wages-Accounting	0.00	0.00	0.00
1425 Wages-Clerical	1,110.00	1,250.00	-140.00
1450 Payroll Taxes	913.66	1,250.00	-336.34
1460 Workers Comp Insurance	346.50	458.00	-111.50
Total 1401 Wages	13,203.50	15,291.34	-2,087.84
1500 Other Operating Expenses			
1502 Accounting Fees	375.00	375.00	0.00
1504 Alarm	0.00	84.00	-84.00
1506 Audit Fees	0.00	500.00	-500.00
1508 Bank Charges	19.92	31.25	-11.33
1509 Community Relations	0.00	166.00	-166.00
1510 Chlorine Charges	0.00	166.00	-166.00
1511 Computer Software	231.00	459.00	-228.00
1512 Directors Fees	500.00	584.00	-84.00
1516 Dues & Subscriptions	0.00	84.00	-84.00
1517 Education & Seminars	0.00	250.00	-250.00
1518 Gasoline	0.00	375.00	-375.00
1520 Insurance-General	541.00	584.00	-43.00
1522 Insurance-Health	1,100.00	550.00	550.00
1525 Legal Fees	0.00	209.00	-209.00
1526 L.A.F.C.O.	0.00	8.00	-8.00
1530 Licenses & Permits	0.00	291.00	-291.00
1532 Maintenance-General	0.00	250.00	-250.00
1536 Maintenance-Vehicles	59.74	334.00	-274.26
1538 Maintenance-Water System	3,519.93	2,084.00	1,435.93
1539 Water System Improvements	1,011.97	2,500.00	-1,488.03
1548 Meter Installation	0.00	0.00	0.00
1550 Miscellaneous Expenses	86.44	21.00	65.44
1555 Office Expenses	790.58	204.00	586.58
1562 Propane	71.09	84.00	-12.91
1563 Postage	115.20	100.00	15.20
1564 Replacement Water Assessmt	0.00	375.00	-375.00
1566 Southern California Edison	4,229.43	3,834.00	395.43
1570 Telemetry System	0.00	334.00	-334.00
1572 Telephone & Cellular	224.18	250.00	-25.82
1574 Trash Service	32.65	33.00	-0.35
1576 Water Testing	705.00	500.00	205.00
Total 1500 Other Operating Expenses	13,613.13	15,619.25	-2,006.12
Total 1400 Operating Expenses	26,816.63	30,910.59	-4,093.96
Total Expense	26,816.63	30,910.59	-4,093.96
Net Ordinary Income	47,947.51	36,381.41	11,566.10

Juniper Riviera County Water District
Profit & Loss Budget vs. Actual
December 2023

	Dec 23	Budget	\$ Over Budget
Other Income/Expense			
Other Income			
2000 Non-Operating Revenue			
2010 Interest Income-Banks	10.59	375.00	-364.41
Total 2000 Non-Operating Revenue	10.59	375.00	-364.41
3000 Bond Revenue			
3010 Prop Tax Assess-Debt Serv	4,376.74	0.00	4,376.74
Total 3000 Bond Revenue	4,376.74	0.00	4,376.74
Total Other Income	4,387.33	375.00	4,012.33
Other Expense			
3050 Bond Expenses			
3060 Bond Payments	0.00	0.00	0.00
Total 3050 Bond Expenses	0.00	0.00	0.00
3150 Grant Expenses			
3160 Grant #1 PER Expenses	0.00	0.00	0.00
3170 Grant #2 MWA-IRWMP Expense	0.00	0.00	0.00
Total 3150 Grant Expenses	0.00	0.00	0.00
Total Other Expense	0.00	0.00	0.00
Net Other Income	4,387.33	375.00	4,012.33
Net Income	52,334.84	36,756.41	15,578.43

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Accrual Basis

Juniper Riviera County Water District
Profit & Loss Detail
December 2023

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Ordinary Income/Expense								
Income								
1300 Operating Revenue								
1301 Water Revenue								
General Journal	12/31/2023	Sales		Water Revenue		120 Accounts ...	6,558.45	6,558.45
Total 1301 Water Revenue							6,558.45	6,558.45
1302 Service Charges								
General Journal	12/31/2023	Sales		Service Charg...		120 Accounts ...	10,350.67	10,350.67
Total 1302 Service Charges							10,350.67	10,350.67
1305 Standby Charges								
Deposit	12/20/2023		San Bernardino Cou...	Stand By Cha...		101 FFB Gene...	14,175.67	14,175.67
Total 1305 Standby Charges							14,175.67	14,175.67
1310 Property Tax Assess-Levy								
Deposit	12/07/2023		San Bernardino Cou...	Tax Levy		101 FFB Gene...	96.23	96.23
Deposit	12/20/2023		San Bernardino Cou...	Tax Levy		101 FFB Gene...	42,786.71	42,882.94
Total 1310 Property Tax Assess-Levy							42,882.94	42,882.94
1318 Charges & Fees								
General Journal	12/31/2023	Sales		Late Fees		120 Accounts ...	827.27	827.27
General Journal	12/31/2023	Sales		Late Fee Adju...		120 Accounts ...	-30.86	796.41
Total 1318 Charges & Fees							796.41	796.41
Total 1300 Operating Revenue							74,764.14	74,764.14
Total Income							74,764.14	74,764.14
Expense								
1400 Operating Expenses								
1401 Wages								
1410 Wages-General Manager								
General Journal	12/15/2023	Payroll				-SPLIT-	3,750.00	3,750.00
General Journal	12/31/2023	Payroll				-SPLIT-	3,750.00	7,500.00
Total 1410 Wages-General Manager							7,500.00	7,500.00
1415 Wages-Operations								
General Journal	12/15/2023	Payroll				1410 Wages-G...	1,666.67	1,666.67
General Journal	12/31/2023	Payroll				1410 Wages-G...	1,666.67	3,333.34
Total 1415 Wages-Operations							3,333.34	3,333.34
1425 Wages-Clerical								
General Journal	12/15/2023	Payroll				1410 Wages-G...	555.00	555.00
General Journal	12/31/2023	Payroll				1410 Wages-G...	555.00	1,110.00
Total 1425 Wages-Clerical							1,110.00	1,110.00
1450 Payroll Taxes								
General Journal	12/15/2023	Payroll		Employers		1410 Wages-G...	456.84	456.84
General Journal	12/31/2023	Payroll		Employers		1410 Wages-G...	456.82	913.66
Total 1450 Payroll Taxes							913.66	913.66
1460 Workers Comp Insurance								
General Journal	12/31/2023	PPD ...		Workers Com...		130 Prepaid Ex...	346.50	346.50
Total 1460 Workers Comp Insurance							346.50	346.50
Total 1401 Wages							13,203.50	13,203.50
1500 Other Operating Expenses								
1502 Accounting Fees								
Bill	12/31/2023	1649	Peggy Einhorn	Accounting & ...		Accounts Paya...	375.00	375.00
Total 1502 Accounting Fees							375.00	375.00
1504 Alarm								
Bill	12/31/2023	105181	Hi Desert Alarm	Monitoring 1/...		Accounts Paya...	135.45	135.45
Total 1504 Alarm							135.45	135.45
1508 Bank Charges								
Check	12/11/2023	Debit	First Foundation Bank	Analysis Char...		101 FFB Gene...	19.92	19.92
Total 1508 Bank Charges							19.92	19.92

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Accrual Basis

Juniper Riviera County Water District

Profit & Loss Detail

December 2023

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
1511 Computer Software								
Bill	12/19/2023	2019-...	gWorks	UBMax /UB P...		Accounts Paya...	231.00	231.00
Total 1511 Computer Software							231.00	231.00
1512 Diretors Fees								
Check	12/19/2023	1306	Erin D'Orio	Directors Fee...		101 FFB Gene...	100.00	100.00
Check	12/19/2023	1307	Jason Chormicle	Directors Fee...		101 FFB Gene...	100.00	200.00
Check	12/19/2023	1308	Waldo Stakes	Directors Fee...		101 FFB Gene...	100.00	300.00
Check	12/19/2023	1309	Brad Pace	Board Fee No...		101 FFB Gene...	100.00	400.00
Check	12/19/2023	1310	Eric Engleman	Directors Fee...		101 FFB Gene...	100.00	500.00
Total 1512 Diretors Fees							500.00	500.00
1520 Insurance-General								
General Journal	12/31/2023	Ppd G...		General Insur...		130 Prepaid Ex...	541.00	541.00
Total 1520 Insurance-General							541.00	541.00
1522 Insurance-Health								
Check	12/19/2023	1305	Lorrie L Steely	Medical Rem...		101 FFB Gene...	550.00	550.00
Check	12/31/2023	1312	Lorrie L Steely	Medical Rem...		101 FFB Gene...	550.00	1,100.00
Total 1522 Insurance-Health							1,100.00	1,100.00
1536 Maintenance-Vehicles								
Check	12/19/2023	1311	Lorrie Steely	Hesperia Hos...		101 FFB Gene...	59.74	59.74
Total 1536 Maintenance-Vehicles							59.74	59.74
1538 Maintenance-Water System								
Bill	12/05/2023	11202...	Underground Service	Invoice# 1120...		Accounts Paya...	5.25	5.25
Bill	12/07/2023		Roland Engineering ...	Booster Statio...		Accounts Paya...	3,000.00	3,005.25
Bill	12/19/2023		G.A.Osborne Pipe &...	Meter Boxes ...		Accounts Paya...	514.68	3,519.93
Total 1538 Maintenance-Water System							3,519.93	3,519.93
1539 Water System Improvements								
Bill	12/12/2023	T8581...	Core & Main	Well #2 Meter...		Accounts Paya...	570.00	570.00
Bill	12/19/2023		G.A.Osborne Pipe &...	Well #1 Well ...		Accounts Paya...	195.57	765.57
Bill	12/19/2023		G.A.Osborne Pipe &...	Well #2 Well ...		Accounts Paya...	59.56	825.13
Bill	12/19/2023		G.A.Osborne Pipe &...	Well #2 Well ...		Accounts Paya...	186.84	1,011.97
Total 1539 Water System Improvements							1,011.97	1,011.97
1550 Miscellaneous Expenses								
Check	12/14/2023	POS	Gan CA LocalLiq A	Legal Ad for P...		101 FFB Gene...	521.44	521.44
General Journal	12/31/2023	AP Wr...		Write off this ...		210 Accounts ...	-435.00	86.44
Total 1550 Miscellaneous Expenses							86.44	86.44
1555 Office Expenses								
Check	12/04/2023	DDA	Lucerne Valley	TP, Broom, El...		101 FFB Gene...	57.60	57.60
Check	12/13/2023	POS	Staples	Supplies, Paper		101 FFB Gene...	107.13	164.73
Check	12/13/2023	POS	Staples	Copier for Chr...		101 FFB Gene...	430.98	595.71
Check	12/19/2023	1311	Lorrie Steely	Staples-Office...		101 FFB Gene...	27.97	623.68
Total 1555 Office Expenses							623.68	623.68
1563 Postage								
Check	12/04/2023	POS	USPS			101 FFB Gene...	115.20	115.20
Total 1563 Postage							115.20	115.20
1566 Southern California Edison								
Bill	12/31/2023		So Cal Edison	Electricity Dist...		Accounts Paya...	3,982.90	3,982.90
Total 1566 Southern California Edison							3,982.90	3,982.90
1572 Telephone & Cellular								
Bill	12/05/2023		Frontier Communica...	December 20...		Accounts Paya...	224.18	224.18
Total 1572 Telephone & Cellular							224.18	224.18
1574 Trash Service								
Check	12/12/2023	ACH	Burrtec Waste			101 FFB Gene...	32.65	32.65
Bill	12/31/2023		Burrtec Waste	Trash Service...		Accounts Paya...	32.65	65.30
Total 1574 Trash Service							65.30	65.30

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Accrual Basis

Juniper Riviera County Water District

Profit & Loss Detail

December 2023

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
1576 Water Testing								
Bill	12/19/2023	27602	Geo Monitor	Water Quality...		Accounts Paya...	445.00	445.00
Bill	12/28/2023	27652	Geo Monitor	Water Quality...		Accounts Paya...	260.00	705.00
Total 1576 Water Testing							705.00	705.00
Total 1500 Other Operating Expenses							13,296.71	13,296.71
Total 1400 Operating Expenses							26,500.21	26,500.21
Total Expense							26,500.21	26,500.21
Net Ordinary Income							48,263.93	48,263.93
Other Income/Expense								
Other Income								
2000 Non-Operating Revenue								
2010 Interest Income-Banks								
Deposit	12/31/2023		First Foundation Bank	Interest FFB ...		104 FFB Capit...	10.59	10.59
Total 2010 Interest Income-Banks							10.59	10.59
Total 2000 Non-Operating Revenue							10.59	10.59
3000 Bond Revenue								
3010 Prop Tax Assess-Debt Serv								
Deposit	12/20/2023		San Bernardino Cou...	Debt Service		101 FFB Gene...	4,376.74	4,376.74
Total 3010 Prop Tax Assess-Debt Serv							4,376.74	4,376.74
Total 3000 Bond Revenue							4,376.74	4,376.74
Total Other Income							4,387.33	4,387.33
Net Other Income							4,387.33	4,387.33
Net Income							52,651.26	52,651.26

Juniper Riviera County Water District
Balance Sheet Prev Year Comparison
As of January 31, 2024

	Jan 31, 24	Jan 31, 23	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
101 FFB General Acct	109,477.12	83,756.57	25,720.55
102 FFB Bond Fund Acct	2,500.00	2,500.00	0.00
103 Citizens Bus Bank-GrantAcct	88,679.31	93,906.74	-5,227.43
104 FFB Capital Improvements	131,298.47	131,170.95	127.52
Total Checking/Savings	331,954.90	311,334.26	20,620.64
Other Current Assets			
120 Accounts Receivable	24,331.66	18,029.47	6,302.19
130 Prepaid Expenses	3,626.50	3,484.00	142.50
Total Other Current Assets	27,958.16	21,513.47	6,444.69
Total Current Assets	359,913.06	332,847.73	27,065.33
Fixed Assets			
142 Computer Equipment	8,924.19	8,924.19	0.00
144 Telemetry Equipment	44,093.00	44,093.00	0.00
146 Vehicles	10,000.00	10,000.00	0.00
149 Land	29,799.00	29,799.00	0.00
150 Building Improvements	44,507.25	44,507.25	0.00
151 Demonstration Garden	20,429.96	0.00	20,429.96
152 Water System (Tanks, Wells)	2,553,689.95	2,472,807.87	80,882.08
160 Accumulated Depreciation	-1,858,977.00	-1,856,181.00	-2,796.00
Total Fixed Assets	852,466.35	753,950.31	98,516.04
TOTAL ASSETS	1,212,379.41	1,086,798.04	125,581.37
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
Accounts Payable	7,068.48	3,363.41	3,705.07
Total Accounts Payable	7,068.48	3,363.41	3,705.07
Other Current Liabilities			
210 Accounts Payable	0.00	3,295.00	-3,295.00
215 Accrued Payroll	4,530.58	4,213.18	317.40
220 Payroll Taxes Payable	3,967.79	6,182.89	-2,215.10
225 Customer Deposits	550.00	0.00	550.00
228 Compensated Advances	865.00	0.00	865.00
230 Accrued Interest	138.00	525.00	-387.00
240 Current Portion-Bond	11,000.00	15,000.00	-4,000.00
Total Other Current Liabilities	21,051.37	29,216.07	-8,164.70
Total Current Liabilities	28,119.85	32,579.48	-4,459.63
Long Term Liabilities			
250 Bond Payable	0.00	11,000.00	-11,000.00
Total Long Term Liabilities	0.00	11,000.00	-11,000.00
Total Liabilities	28,119.85	43,579.48	-15,459.63
Equity			
280 Unrestricted Net Assets	1,103,487.00	1,103,487.00	0.00
Retained Earnings	125,972.42	-12,582.10	138,554.52
Net Income	-45,199.86	-47,686.34	2,486.48
Total Equity	1,184,259.56	1,043,218.56	141,041.00
TOTAL LIABILITIES & EQUITY	1,212,379.41	1,086,798.04	125,581.37

Juniper Riviera County Water District

Profit & Loss YTD Comparison

January 2024

	Jan 24	Jul '23 - Jan 24
Ordinary Income/Expense		
Income		
1300 Operating Revenue		
1301 Water Revenue	4,407.15	53,292.12
1302 Service Charges	10,352.37	70,205.32
1305 Standby Charges	1,177.95	28,236.91
1310 Property Tax Assess-Levy	1,897.06	63,934.88
1318 Charges & Fees	913.03	6,714.23
1320 Miscellaneous Revenue	0.00	0.00
1350 Adjustment	0.00	0.00
Total 1300 Operating Revenue	18,747.56	222,383.46
Total Income	18,747.56	222,383.46
Expense		
1400 Operating Expenses		
1401 Wages		
1410 Wages-General Manager	7,500.00	52,500.00
1415 Wages-Operations	3,333.34	23,333.38
1425 Wages-Clerical	1,110.00	7,770.00
1450 Payroll Taxes	1,096.76	6,508.88
1460 Workers Comp Insurance	346.50	2,770.50
Total 1401 Wages	13,386.60	92,882.76
1500 Other Operating Expenses		
1502 Accounting Fees	375.00	2,625.00
1504 Alarm	0.00	406.35
1506 Audit Fees	6,600.00	6,600.00
1508 Bank Charges	14.65	80.97
1510 Chlorine Charges	0.00	1,319.92
1513 Citations & Fines	872.14	1,370.14
1511 Computer Software	0.00	951.69
1512 Directors Fees	300.00	3,200.00
1518 Gasoline	0.00	765.85
1520 Insurance-General	541.00	3,787.00
1522 Insurance-Health	0.00	3,850.00
1525 Legal Fees	1,900.00	1,900.00
1526 L.A.F.C.O.	0.00	177.41
1532 Maintenance-General	0.00	2,399.36
1536 Maintenance-Vehicles	269.70	10,819.14
1538 Maintenance-Water System	8.75	33,953.73
1539 Water System Improvements	0.00	59,878.86
1550 Miscellaneous Expenses	0.00	121.94
1555 Office Expenses	332.84	2,066.79
1558 Office Assistant	0.00	0.00
1562 Propane	0.00	71.09
1563 Postage	132.40	881.31
1564 Replacement Water Assessmt	0.00	2,500.00
1566 Southern California Edison	3,383.73	35,194.93
1570 Telemetry System	1,560.00	2,820.00
1572 Telephone & Cellular	224.66	1,554.87
1574 Trash Service	0.00	225.95
1576 Water Testing	145.00	2,240.00
Total 1500 Other Operating Expenses	16,659.87	181,762.30
Total 1400 Operating Expenses	30,046.47	274,645.06
Total Expense	30,046.47	274,645.06
Net Ordinary Income	-11,298.91	-52,261.60

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02/12/24

Accrual Basis

Juniper Riviera County Water District **Profit & Loss YTD Comparison** **January 2024**

	Jan 24	Jul '23 - Jan 24
Other Income/Expense		
Other Income		
2000 Non-Operating Revenue		
2010 Interest Income-Banks	10.59	73.61
Total 2000 Non-Operating Revenue	10.59	73.61
3000 Bond Revenue		
3010 Prop Tax Assess-Debt Serv	235.18	7,263.13
Total 3000 Bond Revenue	235.18	7,263.13
Total Other Income	245.77	7,336.74
Other Expense		
3050 Bond Expenses		
3070 Interest on Bonds	0.00	275.00
Total 3050 Bond Expenses	0.00	275.00
Total Other Expense	0.00	275.00
Net Other Income	245.77	7,061.74
Net Income	-11,053.14	-45,199.86

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02/12/24

Accrual Basis

Juniper Riviera County Water District
Profit & Loss Detail
January 2024

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Ordinary Income/Expense								
Income								
1300 Operating Revenue								
1301 Water Revenue								
General Journal	01/31/2024	Sales				1302 Service ...	4,536.15	4,536.15
General Journal	01/31/2024	Sales		Water Adjust...		1302 Service ...	-129.00	4,407.15
Total 1301 Water Revenue							4,407.15	4,407.15
1302 Service Charges								
Check	01/23/2024	1334	Shannon Bynum	Refund Depo...		101 FFB Gene...	-18.30	-18.30
General Journal	01/31/2024	Sales				-SPLIT-	10,370.67	10,352.37
Total 1302 Service Charges							10,352.37	10,352.37
1305 Standby Charges								
Deposit	01/11/2024		County of San Bern...	Deposit		101 FFB Gene...	868.50	868.50
Deposit	01/19/2024		County of San Bern...	Stand By Cha...		101 FFB Gene...	309.45	1,177.95
Total 1305 Standby Charges							1,177.95	1,177.95
1310 Property Tax Assess-Levy								
Deposit	01/11/2024		County of San Bern...	Deposit		101 FFB Gene...	1,349.72	1,349.72
Deposit	01/16/2024		County of San Bern...	Deposit		101 FFB Gene...	224.54	1,574.26
Deposit	01/19/2024		County of San Bern...	Tax Levy		101 FFB Gene...	322.80	1,897.06
Total 1310 Property Tax Assess-Levy							1,897.06	1,897.06
1318 Charges & Fees								
General Journal	01/31/2024	Sales				1302 Service ...	818.30	818.30
General Journal	01/31/2024	Sales				1302 Service ...	14.61	832.91
General Journal	01/31/2024	Sales		December Lat...		1302 Service ...	80.12	913.03
Total 1318 Charges & Fees							913.03	913.03
Total 1300 Operating Revenue							18,747.56	18,747.56
Total Income							18,747.56	18,747.56
Expense								
1400 Operating Expenses								
1401 Wages								
1410 Wages-General Manager								
General Journal	01/15/2024	Payroll				-SPLIT-	3,750.00	3,750.00
General Journal	01/31/2024	Payroll				-SPLIT-	3,750.00	7,500.00
Total 1410 Wages-General Manager							7,500.00	7,500.00
1415 Wages-Operations								
General Journal	01/15/2024	Payroll				1410 Wages-G...	1,666.67	1,666.67
General Journal	01/31/2024	Payroll				1410 Wages-G...	1,666.67	3,333.34
Total 1415 Wages-Operations							3,333.34	3,333.34
1425 Wages-Clerical								
General Journal	01/15/2024	Payroll				1410 Wages-G...	555.00	555.00
General Journal	01/31/2024	Payroll				1410 Wages-G...	555.00	1,110.00
Total 1425 Wages-Clerical							1,110.00	1,110.00
1450 Payroll Taxes								
General Journal	01/15/2024	Payroll				1410 Wages-G...	552.38	552.38
General Journal	01/31/2024	Payroll				1410 Wages-G...	544.38	1,096.76
Total 1450 Payroll Taxes							1,096.76	1,096.76
1460 Workers Comp Insurance								
General Journal	01/31/2024	WC In...		Workers Com...		130 Prepaid Ex...	346.50	346.50
Total 1460 Workers Comp Insurance							346.50	346.50
Total 1401 Wages							13,386.60	13,386.60
1500 Other Operating Expenses								
1502 Accounting Fees								
Bill	01/31/2024	1650	Peggy Einhorn	Accounting & ...		Accounts Paya...	375.00	375.00
Total 1502 Accounting Fees							375.00	375.00

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02/12/24

Accrual Basis

Juniper Riviera County Water District
Profit & Loss Detail
January 2024

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
1506 Audit Fees								
Bill	01/23/2024	43615	Messner & Hadley	Audit 2023		Accounts Paya...	6,600.00	6,600.00
Total 1506 Audit Fees							6,600.00	6,600.00
1508 Bank Charges								
Check	01/10/2024	Debit	First Foundation Bank	Analysis Char...		101 FFB Gene...	14.65	14.65
Total 1508 Bank Charges							14.65	14.65
1513 Citations & Fines								
Bill	01/23/2024	SM-10...	State Water Resour...	Water System...		Accounts Paya...	872.14	872.14
Total 1513 Citations & Fines							872.14	872.14
1512 Diretors Fees								
Check	01/23/2024	1330	Erin D'Orio	Directors Fee...		101 FFB Gene...	100.00	100.00
Check	01/23/2024	1331	Eric Engleman	Directors Fee...		101 FFB Gene...	100.00	200.00
Check	01/23/2024	1332	Brad Pace	Board Fee Ja...		101 FFB Gene...	100.00	300.00
Total 1512 Diretors Fees							300.00	300.00
1520 Insurance-General								
General Journal	01/31/2024	Ppd G...		General Insur...		130 Prepaid Ex...	541.00	541.00
Total 1520 Insurance-General							541.00	541.00
1525 Legal Fees								
Bill	01/31/2024		Michael Silander	Dec. 28, 2023...		Accounts Paya...	1,900.00	1,900.00
Total 1525 Legal Fees							1,900.00	1,900.00
1536 Maintenance-Vehicles								
Check	01/22/2024	POS	AV Town & Country	Tire for Tractor		101 FFB Gene...	254.61	254.61
Check	01/23/2024	POS	Precision Lock & Safe	Keys for Office		101 FFB Gene...	15.09	269.70
Total 1536 Maintenance-Vehicles							269.70	269.70
1538 Maintenance-Water System								
Bill	01/02/2024	12202...	DigAlert/Underground	JRW01 New ...		Accounts Paya...	8.75	8.75
Total 1538 Maintenance-Water System							8.75	8.75
1550 Miscellaneous Expenses								
Check	01/23/2024	1329	Lorrie L Steely	Medical Reinb...	X	101 FFB Gene...	0.00	0.00
Total 1550 Miscellaneous Expenses							0.00	0.00
1555 Office Expenses								
Check	01/31/2024	ACH	Deluxe Business Sy...	Check Order		101 FFB Gene...	332.84	332.84
Total 1555 Office Expenses							332.84	332.84
1563 Postage								
Check	01/12/2024	DDA	USPS			101 FFB Gene...	118.80	118.80
Check	01/30/2024	POS	USPS			101 FFB Gene...	13.60	132.40
Total 1563 Postage							132.40	132.40
1566 Southern California Edison								
Bill	01/25/2024		So Cal Edison	Electricity Dist...		Accounts Paya...	3,383.73	3,383.73
Total 1566 Southern California Edison							3,383.73	3,383.73
1570 Telemetry System								
Bill	01/30/2024	24000...	ForShock	SCADA Adju...		Accounts Paya...	1,560.00	1,560.00
Total 1570 Telemetry System							1,560.00	1,560.00
1572 Telephone & Cellular								
Bill	01/02/2024		Frontier Communica...	Jan. billing		Accounts Paya...	224.66	224.66
Total 1572 Telephone & Cellular							224.66	224.66

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02/12/24

Accrual Basis

Juniper Riviera County Water District
Profit & Loss Detail
January 2024

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
1576 Water Testing								
Bill	01/16/2024	27720	Geo Monitor	Water Quality...		Accounts Paya...	100.00	100.00
Bill	01/26/2024	27793	Geo Monitor	Water Quality...		Accounts Paya...	45.00	145.00
Total 1576 Water Testing							145.00	145.00
Total 1500 Other Operating Expenses							16,659.87	16,659.87
Total 1400 Operating Expenses							30,046.47	30,046.47
Total Expense							30,046.47	30,046.47
Net Ordinary Income							-11,298.91	-11,298.91
Other Income/Expense								
Other Income								
2000 Non-Operating Revenue								
2010 Interest Income-Banks								
Deposit	01/31/2024		First Foundation Bank	FFB Cap Impr...		104 FFB Capit...	10.59	10.59
Total 2010 Interest Income-Banks							10.59	10.59
Total 2000 Non-Operating Revenue							10.59	10.59
3000 Bond Revenue								
3010 Prop Tax Assess-Debt Serv								
Deposit	01/11/2024		County of San Bern...	Deposit		101 FFB Gene...	154.03	154.03
Deposit	01/19/2024		County of San Bern...	Debt Service		101 FFB Gene...	81.15	235.18
Total 3010 Prop Tax Assess-Debt Serv							235.18	235.18
Total 3000 Bond Revenue							235.18	235.18
Total Other Income							245.77	245.77
Net Other Income							245.77	245.77
Net Income							-11,053.14	-11,053.14



State Water Resources Control Board

Division of Drinking Water

January 18, 2024

System No. CA3600222

Lorrie Steely
General Manager
Juniper Riviera CWD
P.O. Box 618
Lucerne Valley, CA 92356
LLSTEELY@JRCWD.ORG

CITATION NO. 06_27_24C_004

FAILURE TO MONITOR FOR DISINFECTION BYPRODUCTS FOR 2023

Enclosed is Citation No. 06_27_24C_004 (Citation) issued to the Juniper Riviera CWD public water system (System). Please note that there are legally enforceable deadlines associated with this Citation.

The System will be billed at the State Water Resources Control Board's (State Water Board) hourly rate for the time spent on issuing this Citation. California Health and Safety Code (CHSC), Section 116577 provides that a public water system must reimburse the State Water Board for actual costs incurred by the State Water Board for specified enforcement actions, including, preparing, issuing, and monitoring compliance with a citation. The System will receive a bill sent from the State Water Board in August of the next fiscal year. This bill will contain fees for any enforcement time spent on the System for the current fiscal year.

A process exists by which a public water system can petition the State Water Board for reconsideration of this citation. Petitions sent to the State Water Board "shall include the name and address of the petitioner, a copy of the order or decision for which the petitioner seeks reconsideration, identification of the reason the petitioner alleges the issuance of the order or decision was inappropriate or improper, the specific action the petitioner requests, and other information as the state board may prescribe. The petition shall be accompanied by a statement of points and authorities of the legal issues raised by the petition." (Health & Saf. Code, § 116701, subd. (b).)

E. JOAQUIN ESQUIVEL, CHAIR | ERIC OPPENHEIMER, EXECUTIVE DIRECTOR

464 W. 4th Street, #437, San Bernardino, CA 92401 | www.waterboards.ca.gov

Petitions must be received by the State Water Board within 30 days of the issuance of this citation by the State Water Board. If the 30th day falls on a Saturday, Sunday, or state holiday, the petition is due the following business day by 5:00 p.m. Information regarding filing petitions may be found at:

Drinking Water Petitions for Reconsideration

https://www.waterboards.ca.gov/drinking_water/programs/petitions/instructions.html

If you have any questions regarding this matter, please contact Mario Ramirez of my staff at (909) 383-0003 or via email at mario.ramirez@waterboards.ca.gov.

Sincerely,



Digitally signed by Hélène
Baribeau, PhD, PE
Date: 2024.01.18 10:18:10 -08'00'

Hélène Baribeau, PhD, PE
District Engineer, Mojave District
Southern California Field Operations Branch

Enclosure(s)

Certified Mail No. 9589 0710 5270 0839 2627 82

CC:

1. Gabriela Garcia, San Bernardino County Department of Environmental Health Services (SBC DEHS) via email: gabriela.garcia@dph.sbcounty.gov
2. Noah Hamm, SBC DEHS via email: noah.hamm@dph.sbcounty.gov
3. Lee Logsdon, Juniper Riviera CWD via email: llogsdon@juniperriviera.com

**STATE OF CALIFORNIA
STATE WATER RESOURCES CONTROL BOARD
DIVISION OF DRINKING WATER**

Name of Public Water System: Juniper Riviera CWD

Water System No: CA3600222

Attention: Lorrie Steely
General Manager
P.O. Box 618
Lucerne Valley, CA 92356

Issued: January 18, 2024

**CITATION FOR NONCOMPLIANCE
CALIFORNIA HEALTH AND SAFETY CODE, SECTION 116555 AND
CALIFORNIA CODE OF REGULATIONS, TITLE 22, SECTION 64534.2**

**FAILURE TO MONITOR FOR DISINFECTION BYPRODUCTS
FOR 2023**

The California Health and Safety Code (CHSC), Section 116650 authorizes the State Water Resources Control Board (State Water Board) to issue a citation to a public water system when the State Water Board determines that the public water system has violated or is violating the California Safe Drinking Water Act (California SDWA),

(CHSC, Division 104, Part 12, Chapter 4, commencing with Section 116270), or any regulation, standard, permit, or order issued or adopted thereunder.

The State Water Board, acting by and through its Division of Drinking Water (Division), and the Deputy Director for the Division, hereby issues Citation No. 06_27_24C_004 (Citation), pursuant to Section 116650 of the CHSC to Juniper Riviera CWD (System), for violation of CHSC, Section 116555 and California Code of Regulations (CCR), Title 22, Section 64534.2.

STATEMENT OF FACTS

The System is classified as a community public water system with a population of 477 serving 271 connections. The System operates under Domestic Water Supply Permit No. 05-13-08P-002 issued by the State Water Board on February 7, 2008. The System uses groundwater sources to supply potable water to the distribution system.

CHSC, Section 116555 requires all public water systems to comply with primary drinking water standards as defined in CHSC, Section 116275(c). Primary drinking water standards include maximum levels of contaminants, specific treatment standards, and monitoring and reporting requirements as specified in regulations adopted by the State Water Board.

Pursuant to CCR, Title 22, Section 64534.2, the System is required to monitor for Total Trihalomethanes (TTHM) and Haloacetic Acids (HAA5) at routine frequencies and distribution system monitoring locations specified in Table 64534.2-C, and in accordance with the monitoring plan developed according to CCR, Title 22, Section 64534.8.

CCR, Title 22, Section 64534.8 specifies that a system must develop and submit a Disinfection Byproduct (DBP) monitoring plan to the State Water Board for review and approval. An approval letter dated September 23, 2013, issued to the System by the State Water Board, approved a routine monitoring frequency and distribution system monitoring locations whereby TTHMs and HAA5s must be monitored at each sampling site annually during the month of August. A copy of the approval letter is provided in Appendix 3. The approved DBP sampling site locations are provided in the table below.

Table 1: Approved Disinfection Byproduct (DBP) Sampling Sites

DBP Sampling Site	Primary Station (PS) Code
DBP2-25715 SANTA ROSA RD	CA3600222_DST_601
DBP2-26029 OCOTILLO WAY	CA3600222_DST_602

The State Water Board found that TTHM and HAA5 samples were collected in November of 2021, and not during the required month of August 2021. The State Water Board did not receive TTHM and HAA5 analysis results for the August 2022 monitoring period.

As a result, Citation No. 05_27_23C_003 was issued on May 10, 2023, for failure to monitor disinfection by products for 2021 and 2022. A directive from Citation No. 05_27_23C_003 was to monitor DBPs during the month of August 2023. The Division has been made aware that Juniper Riviera failed to collect DBP samples during August 2023.

DETERMINATION

The State Water Board has determined that the System has failed to comply with primary drinking water standards pursuant to CHSC, Section 116555 and DBPR monitoring requirements pursuant to CCR, Title 22, Section 64534.2 during 2023.

DIRECTIVES

The System is hereby directed to take the following actions:

1. **By September 1, 2024**, notify all persons served by the System of the violation of CCR, Title 22, 64534.2, in conformance with Sections 64463.7 (Tier 3 Public Notice) and 64465 (Public Notice Content and Format). Appendix 1: Notification Template must be used to fulfill this Directive unless otherwise approved by the State Water Board and contents of Appendix 1 must be approved by the State Water Board prior to issuance. **The System must edit the wording of the notification template as necessary.** The notification must be completed in accordance with the following:
 - By mail or direct delivery of the Public Notification to each customer served by the water system and;
 - By one of the following secondary methods to reach persons not likely to be reached by mail or direct delivery;
 - By publication in a local newspaper, by delivery to community organizations or by posting in conspicuous public places served by the water system or on the internet. If the water system opts to issue the notice via internet website, the public notice must remain posted for a minimum of seven (7) consecutive days.
 - Section 64463.7 allows the System to utilize the 2023 Consumer Confidence Report to meet the requirement of notification within a one-year period. In addition to the required information for the Consumer Confidence Report, the System must include the following language in the Consumer Confidence Report: *“We are required to monitor your drinking water for specific contaminants on a regular basis. Results of regular monitoring are an*

indicator of whether or not your drinking water meets health standards. During the calendar year 2023, we did not monitor for Disinfection Byproducts from our distribution system and therefore, cannot be sure of the quality of your drinking water during that time.”

The System must determine which option will be used to conduct the secondary distribution of the notice and notify the State Water Board of their decision **no later than February 1, 2024.**

2. **By September 10, 2024**, Complete Appendix 2: Compliance Certification Form. Submit it together with a copy of the public notification required by Directive 1 to the State Water Board.
3. **During the month of August 2024**, the System shall collect TTHM and HAA5 samples from the approved Disinfection Byproduct sampling sites, as listed in the approval letter, and ensure that the laboratory, which conducts the analysis, submits the analytical results to the State Water Board electronically by a State Water Board approved method within ten (10) days after the end of each quarter in which samples were collected.
4. **By July 1, 2024**, the System shall include this violation in the 2023 Consumer Confidence Report in accordance with CCR, Title 22, Section 64481(g)(1).

All submittals required by this Citation, unless otherwise specified in the directives above, must be electronically submitted to the State Water Board at the following address. The subject line for all electronic submittals corresponding to this Citation shall include the following information: Water System name and number, citation number and title of the document being submitted.

Hélène Baribeau, PhD, PE

DWPDIST27@Waterboards.ca.gov

The State Water Board reserves the right to make modifications to this Citation it may deem necessary to protect public health and safety. Such modifications may be issued as amendments to this Citation and shall be effective upon issuance.

Nothing in this Citation relieves the System of its obligation to meet the requirements of the California SDWA (CHSC, Division 104, Part 12, Chapter 4, commencing with Section 116270), or any regulation, standard, permit or order issued or adopted thereunder.

PARTIES BOUND

This Citation shall apply to and be binding upon the System, its owners, shareholders, officers, directors, agents, employees, contractors, successors, and assignees.

SEVERABILITY

The directives of this Citation are severable, and the System shall comply with each and every provision thereof notwithstanding the effectiveness of any provision.

FURTHER ENFORCEMENT ACTION

The California SDWA authorizes the State Water Board to issue a citation or order with assessment of administrative penalties to a public water system for violation or continued violation of the requirements of the California SDWA or any regulation, permit, standard, citation, or order issued or adopted thereunder including, but not limited to, failure to correct a violation identified in a citation or compliance order. The California SDWA also authorizes the State Water Board to take action to suspend or revoke a permit that has been issued to a public water system if the public water system has violated applicable law or regulations or has failed to comply with an order of the State Water Board, and to petition the superior court to take various enforcement measures against a public water system that has failed to comply with an order of the State Water Board. The State Water Board does not waive any further enforcement action by issuance of this Citation.

 Digitally signed by Hélène Baribeau, PhD, PE
Date: 2024.01.18 10:18:37 -08:00'

January 18, 2024

Hélène Baribeau, PhD, PE

Date

District Engineer, Mojave District

Southern California Field Operations Branch

Appendices:

1. Notification Template
2. Compliance Certification Form
3. DBP Monitoring Approval Letter

Certified Mail No. 9589 0710 5270 0839 2627 82

Instructions for Tier 3 Monitoring Violations Annual Notice Template Template Attached

Since most monitoring violations are included in Tier 3, you must provide public notice to persons served within one year after you learn of the violation [California Code of Regulations, Title 22, Chapter 15, Section 64463.7(b)]. Multiple monitoring violations can be serious. Each water system required to give public notice must submit the notice to the State Water Resources Control Board, Division of Drinking Water (DDW) for approval prior to distribution or posting, unless otherwise directed by the DDW per the California Code of Regulations, Title 22, Section 64463b.

Notification Methods

You must use the methods summarized in the table below to deliver the notice to consumers. If you mail, post, or hand deliver, print your notice on letterhead, if available.

If you are a **community water system** per Title 22 Section 64463.7c part 1, you must notify consumers by mail or direct delivery and by one or more of the following methods to reach persons not likely to be reached by the previous method:

1. Publication in a local newspaper
2. Posting in conspicuous public places served by the water system or on the internet
3. Delivery to community organizations

If you are a **noncommunity water system** per Title 22 Section 64463.7c part 2, you must notify consumers by posting in conspicuous locations throughout the area served by the water system and by one or more of the following methods to reach persons not likely to be reached by the previous method:

1. Publication in a local newspaper or newsletter distributed to customers
2. Email message to employees or students
3. Posting on the internet or intranet
4. Direct delivery to each customer

Please note that the notice must be distributed to each customer receiving a bill including those that provide their drinking water to others, for example, to schools or school systems, apartment building owners, or large private employers and other service connections to which water is delivered by the water system. Additionally, the notice must be posted in place for as long as the violation or occurrence continues, but in no case less than seven days. The template included here is appropriate for the methods described above, insertion in an annual notice, or included in the annual Consumer Confidence Report as long as public notification timing, content and delivery requirements are met per Title 22 Section 64463.7 d. However, you may wish to modify it before using it for posting. If you do, you must still include all the required elements and leave the standard language for monitoring and testing procedure violations and notification language in italics unchanged. This language is mandatory per Title 22 Section 64465. You may need to modify the template for a notice for individual

monitoring violations. The template presents violations in a table; however, you may write out an explanation for each violation if you wish. For any monitoring violation for volatile organic compounds or other groups, you may list the group name in the table, but you must provide the name of every chemical in the group on the notice, for example, in a footnote. An example is shown in the table below:

Contaminant	Required Sampling Frequency	Number of Samples Taken	When All Samples Should Have Been Taken	When Samples Were or Will Be Taken
VOCs	1 sample every 3 years	None	2002-2005	February 2006

Examples of Volatile Organic Compounds are Benzene; Carbon Tetrachloride; 1,2-Dichlorobenzene; 1,4-Dichlorobenzene; 1,1-Dichloroethane; 1,2-Dichloroethane; 1,1-Dichloroethylene; cis-1,2-Dichloroethylene; trans-1,2-Dichloroethylene; Dichloromethane; 1,2-Dichloropropane; 1,3-Dichloropropene; Ethylbenzene; Methyl-*tert*-butyl ether; Monochlorobenzene; Styrene; 1,1,2,2-Tetrachloroethane; Tetrachloroethylene; Toluene; 1,2,4-Trichlorobenzene; 1,1,1-Trichloroethane; 1,1,2-Trichloroethane; Trichloroethylene; Trichlorofluoromethane; 1,1,2-Trichloro-1,2,2-Trifluoroethane; Vinyl Chloride; and Xylenes.

You may need to modify the notice if you had any monitoring violations for which monitoring later showed a maximum contaminant level or other violation. In such cases, you should refer to the public notice you issued at that time.

Multilingual Requirement

The notice must be provided in English, Spanish, and the language spoken by any non-English-speaking group exceeding 10 percent of the persons served by the water system and include a telephone number or address where such individuals may contact the water system for assistance.

If any non-English-speaking group exceeds 1,000 persons served by the water system, but does not exceed 10 percent served, the notice must include information in any of the appropriate languages regarding the importance of the notice and it must contain the telephone number or address where such individuals may contact the water system to obtain a translated copy of the notice from the water system or assistance in the appropriate language.

Population Served

The population served by the water system must be made clear in the public notice.

Corrective Actions

In your notice, describe corrective actions you took or are taking. Listed below are some steps commonly taken by water systems with monitoring violations. Choose the

appropriate language or develop your own. Some examples of how you may word the corrective actions in the public notice are described below:

- “We have since taken the required samples, as described in the last column of the table above. The samples showed we are meeting drinking water standards.”
- “We have since taken the required samples, as described in the last column of the table above. The sample for Insert contaminant name exceeded the limit. Insert corrective action.
- “We plan to take the required samples soon, as described in the last column of the table above.”

Issuance of Public Notice

It is recommended that you notify health professionals in the area of the violation. People may call their doctors with questions about how the violation may affect their health, and the doctors should have the information they need to respond appropriately. After Issuing the notice, send a copy of each type of notice and a certification that you have met all the public notice requirements to the DDW within ten days after you issue the notice as described in Title 22 Section 64469d. You should also issue a follow-up notice in addition to meeting any repeat notice requirements the Division of Drinking Water sets. It is a good idea to issue another notice describing how the problem was corrected when the violation is resolved.

A generic template for Tier 3 Public Notification follows next.

IMPORTANT INFORMATION ABOUT YOUR DRINKING WATER

(The following two sentences are in Spanish relaying information on the importance of this notice. Translated to English, it would read as follows: [This notice contains important information regarding your drinking water, please read the Spanish notice if it is included. If the Spanish notice is not included, please contact the water system and ask for a copy.])

Este informe contiene información muy importante sobre su agua potable.
Tradúzcalo o hable con alguien que lo entienda bien.

MONITORING REQUIREMENTS NOT MET FOR JUNIPER RIVIERA CWD

Our water system failed to monitor as required for drinking water standards during the past year and, therefore, was in violation of the regulations. Even though this failure was not an emergency, as our customers, you have a right to know what you should do, what happened, and what we did to correct this situation.

We are required to monitor your drinking water for specific contaminants on a regular basis. Results of regular monitoring are an indicator of whether or not our drinking water meets health standards. During 2023, we did not monitor for Disinfection Byproducts from our distribution system and therefore, cannot be sure of the quality of our drinking water during that time.

What should I do?

- There is nothing you need to do at this time.
- The table below lists the contaminant(s) we did not properly test for during the last year, how many samples we are required to take and how often, how many samples we took, when samples should have been taken, and the date on which follow-up samples were (or will be) taken.

Contaminant	Required Sampling Frequency	Number of Samples Taken	When All Samples Should Have Been Taken	When Samples Were or Will Be Taken
Total Trihalomethanes (TTHM) and Haloacetic Acids (HAA5) – Disinfection Byproducts (DBPs)	Annually during the month of August	TTHM and HAA5 samples must be collected at two State Water Board approved sampling sites.	During August 2023	During August 2024 and August annually thereafter.

- If you have health issues concerning the consumption of this water, you may wish to consult your doctor.

What happened? What is being done?

[Insert description of corrective action].

For more information, please contact [insert name of contact] at [insert phone number] or [insert mailing address].

Please share this information with all the other people who drink this water, especially those who may not have received this notice directly (for example, people in apartments, nursing homes, schools, and businesses). You can do this by posting this public notice in a public place or distributing copies by hand or mail.

Secondary Notification Requirements

Upon receipt of notification from a person operating a public water system, the following notification must be given within 10 days [Health and Safety Code Section 116450(g)]:

- SCHOOLS: Must notify school employees, students, and parents (if the students are minors).
- RESIDENTIAL RENTAL PROPERTY OWNERS OR MANAGERS (including nursing homes and care facilities): Must notify tenants.
- BUSINESS PROPERTY OWNERS, MANAGERS, OR OPERATORS: Must notify employees of businesses located on the property.

This notice is being sent to you by **JUNIPER RIVIERA CWD**

State Water System ID#: **CA3600222**

Date distributed:

APPENDIX 2. COMPLIANCE CERTIFICATION**Citation Number:** 06_27_24C_004**Name of Water System:** Juniper Riviera CWD**System Number:** CA3600222**Certification**

I certify that the users of the water supplied by this water system were notified of the disinfection byproducts monitoring violation of California Code of Regulations, Title 22, Section 64534.2 for 2023 and the required actions listed below were completed.

Required Action	Date Completed
<i>(Citation Directive 1) Public Notification Method(s) Used:</i>	
<i>(Citation Directive 3) TTHM and HAA5 Sample Collection Date:</i>	

Signature of Water System Representative

Date

Attach a copy of the public notice distributed to the water system's customers.

THIS FORM MUST BE COMPLETED AND RETURNED TO THE STATE WATER BOARD, DIVISION OF DRINKING WATER, NO LATER THAN SEPTEMBER 10, 2024
--

Disclosure: Be advised that the California Health and Safety Code, Sections 116725 and 116730 state that any person who knowingly makes any false statement on any report or document submitted for the purpose of compliance with the Safe Drinking Water Act may be liable for, respectively, a civil penalty not to exceed five thousand dollars (\$5,000) for each separate violation or, for continuing violations, for each day that violation continues, or be punished by a fine of not more than \$25,000 for each day of violation, or by imprisonment in the county jail not to exceed one year, or by both the fine and imprisonment.



RON CHAPMAN, MD, MPH
Director & State Health Officer

State of California—Health and Human Services Agency
California Department of Public Health



EDMUND G. BROWN JR.
Governor

September 23, 2013

Denise Johnson
Juniper Rivera County Water District
P.O. Box 386
Apple Valley, CA 92307

Dear Mrs. Johnson:

STAGE 2 D/DBP COMPLIANCE MONITORING PLAN APPROVAL (NO. 3600222)

Thank you for the compliance monitoring plan submitted for the Stage 2 Disinfectant/Disinfection Byproducts (D/DBP) Rule. The plan has been approved. Please report monitoring results for Total Trihalomethanes (TTHM) and Five Haloacetic Acids (HAA5) using the enclosed form and by electronic data transfer using following primary station codes (PS Codes).

Table 1: Distribution TTHM/HAA5 PS Codes

Sample Name/Location	PS Code
Site 1 –25715 Santa Rosa Rd	3600222-601
Site 2 – 26029 Ocotillo Way	3600222-602

After one year and all running annual averages (RAA) ≤ 0.040 mg/L TTHM and ≤ 0.030 mg/L HAA5, you may request reduced monitoring. If you have any questions regarding this letter, please contact Brenda Pauli at (909) 383-6029 or by e-mail at brenda.pauli@cdph.ca.gov

Sincerely,

Sean F. McCarthy, P.E.
Senior Sanitary Engineer
San Bernardino District

Enclosure

Stage 2 DBPR (TTHM/HAA5) Monitoring Report
(For Systems Monitoring Annually or Every Three Years)

System Name Juniper Riviera County Water District System No.: 3600222

Calendar Year: _____

Sample Location	Sample Date	Total Trihalomethanes Level (TTHM) (µg/L or ppb)	Five Haloacetic Acids Level (HAA5) (µg/L or ppb)
3600222-601 Site 1- 25715 Santa Rosa Rd	Annually during August		
3600222-602 Site 2 - 26029 Ocotillo Way	Annually during August		
If monitoring annually, report the average TTHM and HAA5 of all samples taken over the last 12 months:			
Meets standard? (The standard is 80 ppb for TTHM and 60 ppb for HAA5.)		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
If monitoring annually, report the number of samples taken during the last 12 months:			

Comments: Dual sample set (TTHM & HAA5) monitoring on an annual frequency, during the month of August.

Signature: _____

Date: _____

2023-2024 Statement of Economic Interests



Form 700

A Public Document

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Helpful Resources

- Video Tutorials
- Reference Pamphlet
- Excel Version
- FAQs
- Gift and Travel Fact Sheet for State and Local Officials

California Fair Political Practices Commission

1102 Q Street, Suite 3050 • Sacramento, CA 95811

Email Advice: advice@fppc.ca.gov

Toll-free advice line: 1 (866) ASK-FPPC • 1 (866) 275-3772

Telephone: (916) 322-5660 • Website: www.fppc.ca.gov

December 2023

Quick Start Guide

Detailed instructions begin on page 3.

WHEN IS THE ANNUAL STATEMENT DUE?

- March 1 – Elected State Officers, Judges and Court Commissioners, State Board and Commission members listed in Government Code Section 87200
- April 2 – Most other filers

WHERE DO I FILE?

Most people file the Form 700 with their agency. If you're not sure where to file your Form 700, contact your filing officer or the person who asked you to complete it.

ITEMS TO NOTE!

- The Form 700 is a public document.
- Only filers serving in active military duty may receive an extension on the filing deadline.
- You must also report interests held by your spouse or registered domestic partner.
- Your agency's conflict of interest code will help you to complete the Form 700. You are encouraged to get your conflict of interest code from the person who asked you to complete the Form 700.

NOTHING TO REPORT?

Mark the "No reportable interests" box on Part 4 of the Cover Page, and submit only the signed Cover Page. Please review each schedule carefully!

Schedule	Common Reportable Interests	Common Non-Reportable Interests
A-1: Investments	Stocks, including those held in an IRA or 401K. Each stock must be listed.	Insurance policies, government bonds, diversified mutual funds, funds similar to diversified mutual funds.
A-2: Business Entities/Trusts	Business entities, sole proprietorships, partnerships, LLCs, corporations and trusts. (e.g., Form 1099 filers).	Savings and checking accounts, cryptocurrency, and annuities.
B: Real Property	Rental property in filer's jurisdiction, or within two miles of the boundaries of the jurisdiction.	A residence used exclusively as a personal residence (such as a home or vacation property).
C: Income	Non-governmental salaries. Note that filers are required to report only half of their spouse's or partner's salary.	Governmental salary (from school district, for example).
D: Gifts	Gifts from businesses, vendors, or other contractors (meals, tickets, etc.).	Gifts from family members.
E: Travel Payments	Travel payments from third parties (not your employer).	Travel paid by your government agency.

Note: Like reportable interests, non-reportable interests may also create conflicts of interest and could be grounds for disqualification from certain decisions.

QUESTIONS?

- advice@fppc.ca.gov
- (866) 275-3772 Mon-Thurs, 9-11:30 a.m.

E-FILING ISSUES?

- If using your agency's system, please contact technical support at your agency.
- If using FPPC's e-filing system, write to form700@fppc.ca.gov.

What's New

Gift Limit Increase

The gift limit increased to **\$590** for calendar years **2023** and **2024**. The gift limit was \$520 for calendar years 2021 and 2022.

Who must file:

- Elected and appointed officials and candidates listed in Government Code Section 87200
- Employees, appointed officials, and consultants filing pursuant to a conflict of interest code ("code filers"). **Obtain your disclosure categories, which describe the interests you must report, from your agency;** they are not part of the Form 700
- Candidates running for local elective offices that are designated in a conflict of interest code (e.g., county sheriffs, city clerks, school board trustees, and water board members)

Exception:

- Candidates for a county central committee are not required to file the Form 700
- Employees in newly created positions of existing agencies

For more information, see Reference Pamphlet, page 3, at www.fppc.ca.gov.

Where to file:

87200 Filers

State offices	⇒	Your agency
Judicial offices	⇒	The clerk of your court
Retired Judges	⇒	Directly with FPPC
County offices	⇒	Your county filing official
City offices	⇒	Your city clerk
Multi-County offices	⇒	Your agency

Code Filers — State and Local Officials, Employees, and Consultants Designated in a Conflict of Interest

Code: File with your agency, board, or commission unless otherwise specified in your agency's code (e.g., Legislative staff files directly with FPPC). In most cases, the agency, board, or commission will retain the statements.

Members of Newly Created Boards and Commissions: File with your agency or with your agency's code reviewing body pursuant to Regulation 18754.

Employees in Newly Created Positions of Existing Agencies: File with your agency or with your agency's code reviewing body. (See Reference Pamphlet, page 3.)

Candidates file as follow:

State offices, Judicial offices and multi-county offices	⇒	County elections official with whom you file your declaration of candidacy
County offices	⇒	County elections official
City offices	⇒	City Clerk
Public Employee's Retirement System (CalPERS)	⇒	CalPERS
State Teacher's Retirement Board (CalSTRS)	⇒	CalSTRS

How to file:

The Form 700 is available at www.fppc.ca.gov. Form 700 schedules are also available in Excel format. Each Statement must have a handwritten "wet" signature or "secure electronic signature," meaning either (1) a signature submitted using an approved electronic filing system or (2) if permitted by the filing officer, a digital signature submitted via the filer's agency email address. (See Regulations 18104 and 18757.) Companies such as Adobe and DocuSign offer digital signature services. All statements are signed under the penalty of perjury and must be verified by the filer. See Regulation 18723.1(c) for filing instructions for copies of expanded statements.

When to file:

Annual Statements

⇒ March 1, 2024

- Elected State Officers
- Judges and Court Commissioners
- State Board and State Commission Members listed in Government Code Section 87200

⇒ April 2, 2024

- Most other filers

Individuals filing under conflict of interest codes in city and county jurisdictions should verify the annual filing date with their filing official or filing officer.

Statements postmarked by the filing deadline are considered filed on time.

Statements of 30 pages or less may be emailed or faxed by the deadline as long as the originally signed paper version is sent by first class mail to the filing official within 24 hours.

Assuming Office and Leaving Office Statements

Most filers file within 30 days of assuming or leaving office or within 30 days of the effective date of a newly adopted or amended conflict of interest code.

Exception:

If you assumed office between October 1, 2023, and December 31, 2023, and filed an assuming office statement, you are not required to file an annual statement until March 1, 2025, or April 1, 2025, whichever is applicable. The annual statement will cover the day after you assumed office through December 31, 2024. (See Reference Pamphlet, page 6, for additional exceptions.)

Candidate Statements

File no later than the final filing date for the declaration of candidacy or nomination documents. A candidate statement is not required if you filed an assuming office or annual statement for the same jurisdiction within 60 days before filing a declaration of candidacy or other nomination documents.

Late Statements

There is no provision for filing deadline extensions unless the filer is serving in active military duty. (See page 19 for information on penalties and fines.)

Amendments

Statements may be amended at any time. You are only required to amend the schedule that needs to be revised. It is not necessary to amend the entire filed form. The amended schedule(s) is attached to your original filed statement. Obtain amendment schedules at www.fppc.ca.gov.

Types of Statements

Assuming Office Statement:

If you are a newly appointed official or are newly employed in a position designated, or that will be designated, in a state or local agency's conflict of interest code, your assuming office date is the date you were sworn in or otherwise authorized to serve in the position. If you are a newly elected official, your assuming office date is the date you were sworn in.

- Report: Investments, interests in real property, and business positions held on the date you assumed the office or position must be reported. In addition, income (including loans, gifts, and travel payments) received during the 12 months prior to the date you assumed the office or position.

For positions subject to confirmation by the State Senate or the Commission on Judicial Appointments, your assuming office date is the date you were appointed or nominated to the position.

- Example: Maria Lopez was nominated by the Governor to serve on a state agency board that is subject to state Senate confirmation. The assuming office date is the date Maria's nomination is submitted to the Senate. Maria must report investments, interests in real property, and business positions Maria holds on that date, and income (including loans, gifts, and travel payments) received during the 12 months prior to that date.

If your office or position has been added to a newly adopted or newly amended conflict of interest code, use the effective date of the code or amendment, whichever is applicable.

- Report: Investments, interests in real property, and business positions held on the effective date of the code or amendment must be reported. In addition, income (including loans, gifts, and travel payments) received during the 12 months prior to the effective date of the code or amendment.

Annual Statement:

Generally, the period covered is January 1, 2023, through December 31, 2023. If the period covered by the statement is different than January 1, 2023, through December 31, 2023, (for example, you assumed office between October 1, 2022, and December 31, 2022 or you are combining statements), you must specify the period covered.

- Investments, interests in real property, business positions held, and income (including loans, gifts, and travel payments) received during the period covered by the statement must be reported. Do not change the preprinted dates on Schedules A-1, A-2, and B unless you are required to report the acquisition or disposition of an interest that did not occur in 2023.

- If your disclosure category changes during a reporting period, disclose under the old category until the effective date of the conflict of interest code amendment and disclose under the new disclosure category through the end of the reporting period.

Leaving Office Statement:

Generally, the period covered is January 1, 2023, through the date you stopped performing the duties of your position. If the period covered differs from January 1, 2023, through the date you stopped performing the duties of your position (for example, you assumed office between October 1, 2022, and December 31, 2022, or you are combining statements), the period covered must be specified. The reporting period can cover parts of two calendar years.

- Report: Investments, interests in real property, business positions held, and income (including loans, gifts, and travel payments) received during the period covered by the statement. Do not change the preprinted dates on Schedules A-1, A-2, and B unless you are required to report the acquisition or disposition of an interest that did not occur in 2023.

Candidate Statement:

If you are filing a statement in connection with your candidacy for state or local office, investments, interests in real property, and business positions held on the date of filing your declaration of candidacy must be reported. In addition, income (including loans, gifts, and travel payments) received during the 12 months prior to the date of filing your declaration of candidacy is reportable. Do not change the preprinted dates on Schedules A-1, A-2, and B.

Candidates running for local elective offices (e.g., county sheriffs, city clerks, school board trustees, or water district board members) must file candidate statements, as required by the conflict of interest code for the elected position. The code may be obtained from the agency of the elected position.

Amendments:

If you discover errors or omissions on any statement, file an amendment as soon as possible. You are only required to amend the schedule that needs to be revised; it is not necessary to refile the entire form. Obtain amendment schedules from the FPPC website at www.fppc.ca.gov.

Note: Once you file your statement, you may not withdraw it. All changes must be noted on amendment schedules.

Expanded Statement:

If you hold multiple positions subject to reporting requirements, you may be able to file an expanded statement for each position, rather than a separate and distinct statement for each position. The expanded statement must cover all reportable interests for all jurisdictions and list all positions on the Form 700 or on an attachment for which it is filed. The rules and processes governing the filing of an expanded statement are set forth in Regulation 18723.1.

STATEMENT OF ECONOMIC INTERESTS
COVER PAGE
A PUBLIC DOCUMENT

Please type or print in ink.

NAME OF FILER (LAST) (FIRST) (MIDDLE)

1. Office, Agency, or Court

Agency Name (Do not use acronyms)

Division, Board, Department, District, if applicable

Your Position

► If filing for multiple positions, list below or on an attachment. (Do not use acronyms)

Agency: Position:

2. Jurisdiction of Office (Check at least one box)

State

Judge, Retired Judge, Pro Tem Judge, or Court Commissioner
(Statewide Jurisdiction)

Multi-County

County of

City of

Other

3. Type of Statement (Check at least one box)

Annual: The period covered is January 1, 2023, through
December 31, 2023.

Leaving Office: Date Left / /
(Check one circle.)

-or-

The period covered is / /, through
December 31, 2023.

The period covered is January 1, 2023, through the date
of leaving office.

-or-

Assuming Office: Date assumed / /

The period covered is / /, through
the date of leaving office.

Candidate: Date of Election and office sought, if different than Part 1:

4. Schedule Summary (required)

► Total number of pages including this cover page:

Schedules attached

Schedule A-1 - Investments – schedule attached

Schedule C - Income, Loans, & Business Positions – schedule attached

Schedule A-2 - Investments – schedule attached

Schedule D - Income – Gifts – schedule attached

Schedule B - Real Property – schedule attached

Schedule E - Income – Gifts – Travel Payments – schedule attached

-or- **None - No reportable interests on any schedule**

5. Verification

MAILING ADDRESS STREET CITY STATE ZIP CODE
(Business or Agency Address Recommended - Public Document)

DAYTIME TELEPHONE NUMBER EMAIL ADDRESS
()

I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to the best of my knowledge the information contained herein and in any attached schedules is true and complete. I acknowledge this is a public document.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date Signed (month, day, year)

Signature (File the originally signed paper statement with your filing official.)

Instructions

Cover Page

Enter your name, mailing address, and daytime telephone number in the spaces provided. **Because the Form 700 is a public document, you may list your business/office address instead of your home address.**

Part 1. Office, Agency, or Court

- Enter the name of the office sought or held, or the agency or court. Consultants must enter the public agency name rather than their private firm's name. (Examples: State Assembly; Board of Supervisors; Office of the Mayor; Department of Finance; Hope County Superior Court).
- Indicate the name of your division, board, or district, if applicable. (Examples: Division of Waste Management; Board of Accountancy; District 45). **Do not use acronyms.**
- Enter your position title. (Examples: Director; Chief Counsel; City Council Member; Staff Services Analyst).
- If you hold multiple positions (i.e., a city council member who also is a member of a county board or commission) you may be required to file separate and distinct statements with each agency. To simplify your filing obligations, in some cases you may instead complete a single expanded statement and file it with each agency.
 - The rules and processes governing the filing of an expanded statement are set forth in Regulation 18723.1. To file an expanded statement for multiple positions, enter the name of each agency with which you are required to file and your position title with each agency in the space provided. **Do not use acronyms.** Attach an additional sheet if necessary. Complete one statement disclosing all reportable interests for all jurisdictions. Then file the expanded statement with each agency as directed by Regulation 18723.1(c).

If you assume or leave a position after a filing deadline, you must complete a separate statement. For example, a city council member who assumes a position with a county special district after the April annual filing deadline must file a separate assuming office statement. In subsequent years, the city council member may expand their annual filing to include both positions.

Example:

Brian Bourne is a city council member for the City of Lincoln and a board member for the Camp Far West Irrigation District – a multi-county agency that covers the Counties of Placer and Yuba. The City is located within Placer County. Brian may complete one expanded statement to disclose all reportable interests for both offices and list both positions on the Cover Page. Brian will file the expanded statement with each the City and the District as directed by Regulation 18723.1(c).

Part 2. Jurisdiction of Office

- Check the box indicating the jurisdiction of your agency and, if applicable, identify the jurisdiction. Judges, judicial candidates, and court commissioners have statewide jurisdiction. All other filers should review the Reference Pamphlet, page 13, to determine their jurisdiction.
- If your agency is a multi-county office, list each county in which your agency has jurisdiction.

- If your agency is not a state office, court, county office, city office, or multi-county office (e.g., school districts, special districts and JPAs), check the “other” box and enter the county or city in which the agency has jurisdiction.

Example:

This filer is a member of a water district board with jurisdiction in portions of Yuba and Sutter Counties.

1. Office, Agency, or Court	
Agency Name (Do not use acronyms) Feather River Irrigation District	
Division, Board, Department, District, if applicable N/A	Your Position Board Member
► If filing for multiple positions, list below or on an attachment. (Do not use acronyms)	
Agency: N/A	Position:
2. Jurisdiction of Office (Check at least one box)	
<input type="checkbox"/> State	<input type="checkbox"/> Judge or Court Commissioner (Statewide Jurisdiction)
<input checked="" type="checkbox"/> Multi-County Yuba & Sutter Counties	<input type="checkbox"/> County of
<input type="checkbox"/> City of	<input type="checkbox"/> Other

Part 3. Type of Statement

Check at least one box. The period covered by a statement is determined by the type of statement you are filing. If you are completing a 2023 annual statement, **do not** change the pre-printed dates to reflect 2024. Your annual statement is used for reporting the **previous year's** economic interests. Economic interests for your annual filing covering January 1, 2024, through December 31, 2024, will be disclosed on your statement filed in 2025. See Reference Pamphlet, page 4.

Combining Statements: Certain types of statements for the same position may be combined. For example, if you leave office after January 1, but before the deadline for filing your annual statement, you may combine your annual and leaving office statements. File by the earliest deadline. Consult your filing officer or the FPPC.

Part 4. Schedule Summary

- Complete the Schedule Summary after you have reviewed each schedule to determine if you have reportable interests.
- Enter the total number of completed pages including the cover page and either check the box for each schedule you use to disclose interests; **or** if you have nothing to disclose on any schedule, check the “No reportable interests” box. Please **do not** attach any blank schedules.

Part 5. Verification

Complete the verification by signing the statement and entering the date signed. Each statement must have an original “wet” signature unless filed with a secure electronic signature. (See page 3 above.) All statements must be signed under penalty of perjury and be verified by the filer pursuant to Government Code Section 81004. See Regulation 18723.1(c) for filing instructions for copies of expanded statements.

When you sign your statement, you are stating, under penalty of perjury, that it is true and correct. Only the filer has authority to sign the statement. An unsigned statement is not considered filed and you may be subject to late filing penalties.

SCHEDULE A-1

Investments

Stocks, Bonds, and Other Interests

(Ownership Interest is Less Than 10%)

Investments must be itemized.

Do not attach brokerage or financial statements.

CALIFORNIA FORM **700**

FAIR POLITICAL PRACTICES COMMISSION

Name

► NAME OF BUSINESS ENTITY

GENERAL DESCRIPTION OF THIS BUSINESS

FAIR MARKET VALUE

\$2,000 - \$10,000	\$10,001 - \$100,000
\$100,001 - \$1,000,000	Over \$1,000,000

NATURE OF INVESTMENT

Stock Other _____
(Describe)

Partnership Income Received of \$0 - \$499
Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:

____/____/23 ____/____/23
ACQUIRED DISPOSED

► NAME OF BUSINESS ENTITY

GENERAL DESCRIPTION OF THIS BUSINESS

FAIR MARKET VALUE

\$2,000 - \$10,000	\$10,001 - \$100,000
\$100,001 - \$1,000,000	Over \$1,000,000

NATURE OF INVESTMENT

Stock Other _____
(Describe)

Partnership Income Received of \$0 - \$499
Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:

____/____/23 ____/____/23
ACQUIRED DISPOSED

► NAME OF BUSINESS ENTITY

GENERAL DESCRIPTION OF THIS BUSINESS

FAIR MARKET VALUE

\$2,000 - \$10,000	\$10,001 - \$100,000
\$100,001 - \$1,000,000	Over \$1,000,000

NATURE OF INVESTMENT

Stock Other _____
(Describe)

Partnership Income Received of \$0 - \$499
Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:

____/____/23 ____/____/23
ACQUIRED DISPOSED

► NAME OF BUSINESS ENTITY

GENERAL DESCRIPTION OF THIS BUSINESS

FAIR MARKET VALUE

\$2,000 - \$10,000	\$10,001 - \$100,000
\$100,001 - \$1,000,000	Over \$1,000,000

NATURE OF INVESTMENT

Stock Other _____
(Describe)

Partnership Income Received of \$0 - \$499
Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:

____/____/23 ____/____/23
ACQUIRED DISPOSED

► NAME OF BUSINESS ENTITY

GENERAL DESCRIPTION OF THIS BUSINESS

FAIR MARKET VALUE

\$2,000 - \$10,000	\$10,001 - \$100,000
\$100,001 - \$1,000,000	Over \$1,000,000

NATURE OF INVESTMENT

Stock Other _____
(Describe)

Partnership Income Received of \$0 - \$499
Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:

____/____/23 ____/____/23
ACQUIRED DISPOSED

► NAME OF BUSINESS ENTITY

GENERAL DESCRIPTION OF THIS BUSINESS

FAIR MARKET VALUE

\$2,000 - \$10,000	\$10,001 - \$100,000
\$100,001 - \$1,000,000	Over \$1,000,000

NATURE OF INVESTMENT

Stock Other _____
(Describe)

Partnership Income Received of \$0 - \$499
Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:

____/____/23 ____/____/23
ACQUIRED DISPOSED

Comments: _____

Instructions – Schedules A-1 and A-2 Investments

“Investment” means a financial interest in any business entity (including a consulting business or other independent contracting business) that is located in, doing business in, planning to do business in, or that has done business during the previous two years in your agency’s jurisdiction in which you, your spouse or registered domestic partner, or your dependent children had a direct, indirect, or beneficial interest totaling \$2,000 or more at any time during the reporting period. (See Reference Pamphlet, page 13.)

Reportable investments include:

- Stocks, bonds, warrants, and options, including those held in margin or brokerage accounts and managed investment funds (See Reference Pamphlet, page 13.)
- Sole proprietorships
- Your own business or your spouse’s or registered domestic partner’s business (See Reference Pamphlet, page 8, for the definition of “business entity.”)
- Your spouse’s or registered domestic partner’s investments even if they are legally separate property
- Partnerships (e.g., a law firm or family farm)
- Investments in reportable business entities held in a retirement account (See Reference Pamphlet, page 15.)
- If you, your spouse or registered domestic partner, and dependent children together had a 10% or greater ownership interest in a business entity or trust (including a living trust), you must disclose investments held by the business entity or trust. (See Reference Pamphlet, page 16, for more information on disclosing trusts.)
- Business trusts

You are not required to disclose:

- Government bonds, diversified mutual funds, certain funds similar to diversified mutual funds (such as exchange traded funds) and investments held in certain retirement accounts. (See Reference Pamphlet, page 13.) (Regulation 18237)
- Bank accounts, savings accounts, money market accounts and certificates of deposits
- Cryptocurrency
- Insurance policies
- Annuities
- Commodities
- Shares in a credit union
- Government bonds (including municipal bonds)

Reminders

- Do you know your agency’s jurisdiction?
- Did you hold investments at any time during the period covered by this statement?
- Code filers – your disclosure categories may only require disclosure of specific investments.

- Retirement accounts invested in non-reportable interests (e.g., insurance policies, mutual funds, or government bonds) (See Reference Pamphlet, page 15.)
- Government defined-benefit pension plans (such as CalPERS and CalSTRS plans)
- Certain interests held in a blind trust (See Reference Pamphlet, page 16.)

Use Schedule A-1 to report ownership of less than 10% (e.g., stock). Schedule C (Income) may also be required if the investment is not a stock or corporate bond. (See second example below.)

Use Schedule A-2 to report ownership of 10% or greater (e.g., a sole proprietorship).

To Complete Schedule A-1:

Do not attach brokerage or financial statements.

- Disclose the name of the business entity. Do not use acronyms for the name of the business entity, unless it is one that is commonly understood by the public.
- Provide a general description of the business activity of the entity (e.g., pharmaceuticals, computers, automobile manufacturing, or communications).
- Check the box indicating the highest fair market value of your investment during the reporting period. If you are filing a candidate or an assuming office statement, indicate the fair market value on the filing date or the date you took office, respectively. (See page 20 for more information.)
- Identify the nature of your investment (e.g., stocks, warrants, options, or bonds).
- An acquired or disposed of date is only required if you initially acquired or entirely disposed of the investment interest during the reporting period. The date of a stock dividend reinvestment or partial disposal is not required. Generally, these dates will not apply if you are filing a candidate or an assuming office statement.

Examples:

Frank Byrd holds a state agency position. Frank’s conflict of interest code requires full disclosure of investments. Frank must disclose stock holdings of \$2,000 or more in any company that is located in or does business in California, as well as those stocks held by Frank’s spouse or registered domestic partner and dependent children.

Alice Lance is a city council member. Alice has a 4% interest, worth \$5,000, in a limited partnership located in the city. Alice must disclose the partnership on Schedule A-1 and income of \$500 or more received from the partnership on Schedule C.

SCHEDULE A-2
Investments, Income, and Assets
of Business Entities/Trusts
(Ownership Interest is 10% or Greater)

CALIFORNIA FORM 700
FAIR POLITICAL PRACTICES COMMISSION
Name _____

▶ 1. BUSINESS ENTITY OR TRUST	
Name _____	
Address (Business Address Acceptable) _____	
Check one Trust, go to 2 Business Entity, complete the box, then go to 2	
GENERAL DESCRIPTION OF THIS BUSINESS	
FAIR MARKET VALUE	IF APPLICABLE, LIST DATE:
\$0 - \$1,999	____/____/23
\$2,000 - \$10,000	____/____/23
\$10,001 - \$100,000	ACQUIRED DISPOSED
\$100,001 - \$1,000,000	
Over \$1,000,000	
NATURE OF INVESTMENT	
Partnership Sole Proprietorship	____ Other
YOUR BUSINESS POSITION _____	

▶ 2. IDENTIFY THE GROSS INCOME RECEIVED (INCLUDE YOUR PRO RATA SHARE OF THE GROSS INCOME TO THE ENTITY/TRUST)	
\$0 - \$499	\$10,001 - \$100,000
\$500 - \$1,000	OVER \$100,000
\$1,001 - \$10,000	

▶ 3. LIST THE NAME OF EACH REPORTABLE SINGLE SOURCE OF INCOME OF \$10,000 OR MORE (Attach a separate sheet if necessary.)	
None or Names listed below	

▶ 4. INVESTMENTS AND INTERESTS IN REAL PROPERTY HELD OR LEASED BY THE BUSINESS ENTITY OR TRUST	
Check one box:	
INVESTMENT	REAL PROPERTY
Name of Business Entity, if Investment, or Assessor's Parcel Number or Street Address of Real Property _____	
Description of Business Activity or City or Other Precise Location of Real Property _____	
FAIR MARKET VALUE	IF APPLICABLE, LIST DATE:
\$2,000 - \$10,000	____/____/23
\$10,001 - \$100,000	____/____/23
\$100,001 - \$1,000,000	ACQUIRED DISPOSED
Over \$1,000,000	
NATURE OF INTEREST	
Property Ownership/Deed of Trust	Stock Partnership
Leasehold _____	Other _____
Yrs. remaining	
Check box if additional schedules reporting investments or real property are attached	

▶ 1. BUSINESS ENTITY OR TRUST	
Name _____	
Address (Business Address Acceptable) _____	
Check one Trust, go to 2 Business Entity, complete the box, then go to 2	
GENERAL DESCRIPTION OF THIS BUSINESS	
FAIR MARKET VALUE	IF APPLICABLE, LIST DATE:
\$0 - \$1,999	____/____/23
\$2,000 - \$10,000	____/____/23
\$10,001 - \$100,000	ACQUIRED DISPOSED
\$100,001 - \$1,000,000	
Over \$1,000,000	
NATURE OF INVESTMENT	
Partnership Sole Proprietorship	____ Other
YOUR BUSINESS POSITION _____	

▶ 2. IDENTIFY THE GROSS INCOME RECEIVED (INCLUDE YOUR PRO RATA SHARE OF THE GROSS INCOME TO THE ENTITY/TRUST)	
\$0 - \$499	\$10,001 - \$100,000
\$500 - \$1,000	OVER \$100,000
\$1,001 - \$10,000	

▶ 3. LIST THE NAME OF EACH REPORTABLE SINGLE SOURCE OF INCOME OF \$10,000 OR MORE (Attach a separate sheet if necessary.)	
None or Names listed below	

▶ 4. INVESTMENTS AND INTERESTS IN REAL PROPERTY HELD OR LEASED BY THE BUSINESS ENTITY OR TRUST	
Check one box:	
INVESTMENT	REAL PROPERTY
Name of Business Entity, if Investment, or Assessor's Parcel Number or Street Address of Real Property _____	
Description of Business Activity or City or Other Precise Location of Real Property _____	
FAIR MARKET VALUE	IF APPLICABLE, LIST DATE:
\$2,000 - \$10,000	____/____/23
\$10,001 - \$100,000	____/____/23
\$100,001 - \$1,000,000	ACQUIRED DISPOSED
Over \$1,000,000	
NATURE OF INTEREST	
Property Ownership/Deed of Trust	Stock Partnership
Leasehold _____	Other _____
Yrs. remaining	
Check box if additional schedules reporting investments or real property are attached	

Comments: _____

Instructions – Schedule A-2

Investments, Income, and Assets of Business Entities/Trusts

Use Schedule A-2 to report investments in a business entity (including a consulting business or other independent contracting business) or trust (including a living trust) in which you, your spouse or registered domestic partner, and your dependent children, together or separately, had a 10% or greater interest, totaling \$2,000 or more, during the reporting period and which is located in, doing business in, planning to do business in, or which has done business during the previous two years in your agency's jurisdiction. (See Reference Pamphlet, page 13.) A trust located outside your agency's jurisdiction is reportable if it holds assets that are located in or doing business in the jurisdiction. Do not report a trust that contains non-reportable interests. For example, a trust containing only your personal residence not used in whole or in part as a business, your savings account, and some municipal bonds, is not reportable.

Also report on Schedule A-2 investments and real property held by that entity or trust if your pro rata share of the investment or real property interest was \$2,000 or more during the reporting period.

To Complete Schedule A-2:

Part 1. Disclose the name and address of the business entity or trust. If you are reporting an interest in a business entity, check "Business Entity" and complete the box as follows:

- Provide a general description of the business activity of the entity.
- Check the box indicating the highest fair market value of your investment during the reporting period.
- If you initially acquired or entirely disposed of this interest during the reporting period, enter the date acquired or disposed.
- Identify the nature of your investment.
- Disclose the job title or business position you held with the entity, if any (i.e., if you were a director, officer, partner, trustee, employee, or held any position of management). A business position held by your spouse is not reportable.

Part 2. Check the box indicating **your pro rata** share of the **gross** income received **by** the business entity or trust. This amount includes your pro rata share of the **gross** income **from** the business entity or trust, as well as your community property interest in your spouse's or registered domestic partner's share. Gross income is the total amount of income before deducting expenses, losses, or taxes.

Part 3. Disclose the name of each source of income that is located in, doing business in, planning to do business in, or that has done business during the previous two years in your agency's jurisdiction, as follows:

- Disclose each source of income and outstanding loan **to the business entity or trust** identified in Part 1 if your pro rata share of the **gross** income (including your community property interest in your spouse's or registered domestic partner's share) to the business entity or trust from that source was \$10,000 or more during the reporting period. (See Reference Pamphlet, page 11, for examples.) Income from governmental sources may be reportable if not considered salary. See Regulation 18232. Loans from commercial lending institutions made in the lender's regular course of business on terms available to members of the public without regard to your official status are not reportable.
- Disclose each individual or entity that was a source of commission income of \$10,000 or more during the reporting period through the business entity identified in Part 1. (See Reference Pamphlet, page 8.)

You may be required to disclose sources of income located outside your jurisdiction. For example, you may have a client who resides outside your jurisdiction who does business on a regular basis with you. Such a client, if a reportable source of \$10,000 or more, must be disclosed.

Mark "None" if you do not have any reportable \$10,000 sources of income to disclose. Phrases such as "various clients" or "not disclosing sources pursuant to attorney-client privilege" are not adequate disclosure. (See Reference Pamphlet, page 14, for information on procedures to request an exemption from disclosing privileged information.)

Part 4. Report any investments or interests in real property held or leased **by the entity or trust** identified in Part 1 if your pro rata share of the interest held was \$2,000 or more during the reporting period. Attach additional schedules or use FPPC's Form 700 Excel spreadsheet if needed.

- Check the applicable box identifying the interest held as real property or an investment.
- If investment, provide the name and description of the business entity.
- If real property, report the precise location (e.g., an assessor's parcel number or address).
- Check the box indicating the highest fair market value of your interest in the real property or investment during the reporting period. (Report the fair market value of the portion of your residence claimed as a tax deduction if you are utilizing your residence for business purposes.)
- Identify the nature of your interest.
- Enter the date acquired or disposed only if you initially acquired or entirely disposed of your interest in the property or investment during the reporting period.

SCHEDULE B
Interests in Real Property
(Including Rental Income)

CALIFORNIA FORM 700
FAIR POLITICAL PRACTICES COMMISSION

Name _____

► ASSESSOR'S PARCEL NUMBER OR STREET ADDRESS

CITY _____

FAIR MARKET VALUE IF APPLICABLE, LIST DATE:
\$2,000 - \$10,000
\$10,001 - \$100,000 / / **23** / / **23**
\$100,001 - \$1,000,000 ACQUIRED DISPOSED
Over \$1,000,000

NATURE OF INTEREST

Ownership/Deed of Trust Easement

Leasehold _____
Yrs. remaining Other

IF RENTAL PROPERTY, GROSS INCOME RECEIVED

\$0 - \$499 \$500 - \$1,000 \$1,001 - \$10,000
\$10,001 - \$100,000 OVER \$100,000

SOURCES OF RENTAL INCOME: If you own a 10% or greater interest, list the name of each tenant that is a single source of income of \$10,000 or more.

None

► ASSESSOR'S PARCEL NUMBER OR STREET ADDRESS

CITY _____

FAIR MARKET VALUE IF APPLICABLE, LIST DATE:
\$2,000 - \$10,000
\$10,001 - \$100,000 / / **23** / / **23**
\$100,001 - \$1,000,000 ACQUIRED DISPOSED
Over \$1,000,000

NATURE OF INTEREST

Ownership/Deed of Trust Easement

Leasehold _____
Yrs. remaining Other

IF RENTAL PROPERTY, GROSS INCOME RECEIVED

\$0 - \$499 \$500 - \$1,000 \$1,001 - \$10,000
\$10,001 - \$100,000 OVER \$100,000

SOURCES OF RENTAL INCOME: If you own a 10% or greater interest, list the name of each tenant that is a single source of income of \$10,000 or more.

None

* You are not required to report loans from a commercial lending institution made in the lender's regular course of business on terms available to members of the public without regard to your official status. Personal loans and loans received not in a lender's regular course of business must be disclosed as follows:

NAME OF LENDER*

ADDRESS (Business Address Acceptable)

BUSINESS ACTIVITY, IF ANY, OF LENDER

INTEREST RATE TERM (Months/Years)

_____ % None _____

HIGHEST BALANCE DURING REPORTING PERIOD

\$500 - \$1,000 \$1,001 - \$10,000
\$10,001 - \$100,000 OVER \$100,000

Guarantor, if applicable

NAME OF LENDER*

ADDRESS (Business Address Acceptable)

BUSINESS ACTIVITY, IF ANY, OF LENDER

INTEREST RATE TERM (Months/Years)

_____ % None _____

HIGHEST BALANCE DURING REPORTING PERIOD

\$500 - \$1,000 \$1,001 - \$10,000
\$10,001 - \$100,000 OVER \$100,000

Guarantor, if applicable

Comments: _____

Instructions – Schedule B

Interests in Real Property

Report interests in real property located in your agency's jurisdiction in which you, your spouse or registered domestic partner, or your dependent children had a direct, indirect, or beneficial interest totaling \$2,000 or more any time during the reporting period. Real property is also considered to be "within the jurisdiction" of a local government agency if the property or any part of it is located within two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the local government agency. (See Reference Pamphlet, page 13.)

Interests in real property include:

- An ownership interest (including a beneficial ownership interest)
- A deed of trust, easement, or option to acquire property
- A leasehold interest (See Reference Pamphlet, page 14.)
- A mining lease
- An interest in real property held in a retirement account (See Reference Pamphlet, page 15.)
- An interest in real property held by a business entity or trust in which you, your spouse or registered domestic partner, and your dependent children together had a 10% or greater ownership interest (Report on Schedule A-2.)
- Your spouse's or registered domestic partner's interests in real property that are legally held separately by him or her

You are not required to report:

- A residence, such as a home or vacation cabin, used exclusively as a personal residence (However, a residence in which you rent out a room or for which you claim a business deduction may be reportable. If reportable, report the fair market value of the portion claimed as a tax deduction.)
- Some interests in real property held through a blind trust (See Reference Pamphlet, page 16.)
 - **Please note:** A non-reportable property can still be grounds for a conflict of interest and may be disqualifying.

To Complete Schedule B:

- Report the precise location (e.g., an assessor's parcel number or address) of the real property.
- Check the box indicating the fair market value of your interest in the property (regardless of what you owe on the property).
- Enter the date acquired or disposed only if you initially acquired or entirely disposed of your interest in the property during the reporting period.
- Identify the nature of your interest. If it is a leasehold,

Reminders

- Income and loans already reported on Schedule B are not also required to be reported on Schedule C.
- Real property already reported on Schedule A-2, Part 4 is not also required to be reported on Schedule B.
- Code filers – do your disclosure categories require disclosure of real property?

disclose the number of years remaining on the lease.

- If you received rental income, check the box indicating the gross amount you received.
- If you had a 10% or greater interest in real property and received rental income, list the name of the source(s) if your pro rata share of the gross income from any single tenant was \$10,000 or more during the reporting period. If you received a total of \$10,000 or more from two or more tenants acting in concert (in most cases, this will apply to married couples), disclose the first and last name of each tenant. Otherwise, mark "None."
- Loans from a private lender that total \$500 or more and are secured by real property may be reportable. **Loans from commercial lending institutions made in the lender's regular course of business on terms available to members of the public without regard to your official status are not reportable.**

When reporting a loan:

- Provide the name and address of the lender.
- Describe the lender's business activity.
- Disclose the interest rate and term of the loan. For variable interest rate loans, disclose the conditions of the loan (e.g., Prime + 2) or the average interest rate paid during the reporting period. The term of a loan is the total number of months or years given for repayment of the loan at the time the loan was established.
- Check the box indicating the highest balance of the loan during the reporting period.
- Identify a guarantor, if applicable.

If you have more than one reportable loan on a single piece of real property, report the additional loan(s) on Schedule C.

Example:

Allison Gande is a city planning commissioner. During the reporting period, Allison received rental income of \$12,000, from a single tenant who rented property owned in the city's jurisdiction. If Allison received \$6,000 each from two tenants, the tenants' names would not be required because no single tenant paid her \$10,000 or more. A married couple is considered a single tenant.

ASSESSOR'S PARCEL NUMBER OR STREET ADDRESS 4600 24th Street	
CITY Sacramento	
FAIR MARKET VALUE <input type="checkbox"/> \$2,000 - \$10,000 <input type="checkbox"/> \$10,001 - \$100,000 <input checked="" type="checkbox"/> \$100,001 - \$1,000,000 <input type="checkbox"/> Over \$1,000,000	IF APPLICABLE, LIST DATE: ACQUIRED <u> / / </u> <u> XX </u> DISPOSED <u> / / </u> <u> XX </u>
NATURE OF INTEREST <input type="checkbox"/> Ownership/Deed of Trust <input type="checkbox"/> Easement <input type="checkbox"/> Leasehold Yes remaining <input type="checkbox"/> Other	
IF RENTAL PROPERTY, GROSS INCOME RECEIVED <input type="checkbox"/> \$0 - \$499 <input type="checkbox"/> \$500 - \$1,000 <input type="checkbox"/> \$1,001 - \$10,000 <input checked="" type="checkbox"/> \$10,001 - \$100,000 <input type="checkbox"/> OVER \$100,000	
SOURCES OF RENTAL INCOME: If you own a 10% or greater interest, list the name of each tenant that is a single source of income of \$10,000 or more. <input type="checkbox"/> None Henry Wells	
NAME OF LENDER* Sophia Petrolo ADDRESS (Business Address Acceptable) 2121 Blue Sky Parkway, Sacramento BUSINESS ACTIVITY, IF ANY, OF LENDER Restaurant Owner	
INTEREST RATE 8 % <input type="checkbox"/> None	TERM (Months/Years) 15 Years
HIGHEST BALANCE DURING REPORTING PERIOD <input type="checkbox"/> \$500 - \$1,000 <input type="checkbox"/> \$1,001 - \$10,000 <input checked="" type="checkbox"/> \$10,001 - \$100,000 <input type="checkbox"/> OVER \$100,000	
<input type="checkbox"/> Guarantor, if applicable	
Comments:	

Instructions – Schedule C

Income, Loans, & Business Positions

(Income Other Than Gifts and Travel Payments)

Reporting Income:

Report the source and amount of gross income of \$500 or more you received during the reporting period. Gross income is the total amount of income before deducting expenses, losses, or taxes and includes loans other than loans from a commercial lending institution. (See Reference Pamphlet, page 11.) You must also report the source of income to your spouse or registered domestic partner if your community property share was \$500 or more during the reporting period.

The source and income must be reported only if the source is located in, doing business in, planning to do business in, or has done business during the previous two years in your agency's jurisdiction. (See Reference Pamphlet, page 13.) Reportable sources of income may be further limited by your disclosure category located in your agency's conflict of interest code.

Reporting Business Positions:

You must report your job title with each reportable business entity even if you received no income during the reporting period. Use the comments section to indicate that no income was received.

Commonly reportable income and loans include:

- Salary/wages, per diem, and reimbursement for expenses including travel payments provided by your employer
- Community property interest (50%) in your spouse's or registered domestic partner's income - **report the employer's name and all other required information**
- Income from investment interests, such as partnerships, reported on Schedule A-1
- Commission income not required to be reported on Schedule A-2 (See Reference Pamphlet, page 8.)
- Gross income from any sale, including the sale of a house or car (Report your pro rata share of the total sale price.)
- Rental income not required to be reported on Schedule B
- Prizes or awards not disclosed as gifts
- Payments received on loans you made to others
- An honorarium received prior to becoming a public official (See Reference Pamphlet, page 10.)
- Incentive compensation (See Reference Pamphlet, page 12.)

Reminders

- Code filers – your disclosure categories may not require disclosure of all sources of income.
- If you or your spouse or registered domestic partner are self-employed, report the business entity on Schedule A-2.
- Do not disclose on Schedule C income, loans, or business positions already reported on Schedules A-2 or B.

You are not required to report:

- Salary, reimbursement for expenses or per diem, or social security, disability, or other similar benefit payments received by you or your spouse or registered domestic partner from a federal, state, or local government agency.
- Stock dividends and income from the sale of stock unless the source can be identified.
- Income from a PERS retirement account.

(See Reference Pamphlet, page 12.)

To Complete Schedule C:

Part 1. Income Received/Business Position Disclosure

- Disclose the name and address of each source of income or each business entity with which you held a business position.
- Provide a general description of the business activity if the source is a business entity.
- Check the box indicating the amount of gross income received.
- Identify the consideration for which the income was received.
- For income from commission sales, check the box indicating the gross income received and list the name of each source of commission income of \$10,000 or more. (See Reference Pamphlet, page 8.) **Note: If you receive commission income on a regular basis or have an ownership interest of 10% or more, you must disclose the business entity and the income on Schedule A-2.**
- Disclose the job title or business position, if any, that you held with the business entity, even if you did not receive income during the reporting period.

Part 2. Loans Received or Outstanding During the Reporting Period

- Provide the name and address of the lender.
- Provide a general description of the business activity if the lender is a business entity.
- Check the box indicating the highest balance of the loan during the reporting period.
- Disclose the interest rate and the term of the loan.
 - For variable interest rate loans, disclose the conditions of the loan (e.g., Prime + 2) or the average interest rate paid during the reporting period.
 - The term of the loan is the total number of months or years given for repayment of the loan at the time the loan was entered into.
- Identify the security, if any, for the loan.

SCHEDULE D

Income – Gifts

CALIFORNIA FORM 700 FAIR POLITICAL PRACTICES COMMISSION
Name _____

<p>► NAME OF SOURCE <i>(Not an Acronym)</i></p> <p>_____</p> <p>ADDRESS <i>(Business Address Acceptable)</i></p> <p>_____</p> <p>BUSINESS ACTIVITY, IF ANY, OF SOURCE</p> <p>_____</p> <table><tr><th>DATE (mm/dd/yy)</th><th>VALUE</th><th>DESCRIPTION OF GIFT(S)</th></tr><tr><td>____/____/____</td><td>\$ _____</td><td>_____</td></tr><tr><td>____/____/____</td><td>\$ _____</td><td>_____</td></tr><tr><td>____/____/____</td><td>\$ _____</td><td>_____</td></tr></table>	DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)	____/____/____	\$ _____	_____	____/____/____	\$ _____	_____	____/____/____	\$ _____	_____	<p>► NAME OF SOURCE <i>(Not an Acronym)</i></p> <p>_____</p> <p>ADDRESS <i>(Business Address Acceptable)</i></p> <p>_____</p> <p>BUSINESS ACTIVITY, IF ANY, OF SOURCE</p> <p>_____</p> <table><tr><th>DATE (mm/dd/yy)</th><th>VALUE</th><th>DESCRIPTION OF GIFT(S)</th></tr><tr><td>____/____/____</td><td>\$ _____</td><td>_____</td></tr><tr><td>____/____/____</td><td>\$ _____</td><td>_____</td></tr><tr><td>____/____/____</td><td>\$ _____</td><td>_____</td></tr></table>	DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)	____/____/____	\$ _____	_____	____/____/____	\$ _____	_____	____/____/____	\$ _____	_____
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<p>► NAME OF SOURCE <i>(Not an Acronym)</i></p> <p>_____</p> <p>ADDRESS <i>(Business Address Acceptable)</i></p> <p>_____</p> <p>BUSINESS ACTIVITY, IF ANY, OF SOURCE</p> <p>_____</p> <table><tr><th>DATE (mm/dd/yy)</th><th>VALUE</th><th>DESCRIPTION OF GIFT(S)</th></tr><tr><td>____/____/____</td><td>\$ _____</td><td>_____</td></tr><tr><td>____/____/____</td><td>\$ _____</td><td>_____</td></tr><tr><td>____/____/____</td><td>\$ _____</td><td>_____</td></tr></table>	DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)	____/____/____	\$ _____	_____	____/____/____	\$ _____	_____	____/____/____	\$ _____	_____	<p>► NAME OF SOURCE <i>(Not an Acronym)</i></p> <p>_____</p> <p>ADDRESS <i>(Business Address Acceptable)</i></p> <p>_____</p> <p>BUSINESS ACTIVITY, IF ANY, OF SOURCE</p> <p>_____</p> <table><tr><th>DATE (mm/dd/yy)</th><th>VALUE</th><th>DESCRIPTION OF GIFT(S)</th></tr><tr><td>____/____/____</td><td>\$ _____</td><td>_____</td></tr><tr><td>____/____/____</td><td>\$ _____</td><td>_____</td></tr><tr><td>____/____/____</td><td>\$ _____</td><td>_____</td></tr></table>	DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)	____/____/____	\$ _____	_____	____/____/____	\$ _____	_____	____/____/____	\$ _____	_____
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____/____/____	\$ _____	_____																							
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Comments: _____

Instructions – Schedule D

Income – Gifts

A gift is anything of value for which you have not provided equal or greater consideration to the donor. A gift is reportable if its fair market value is \$50 or more. In addition, multiple gifts totaling \$50 or more received during the reporting period from a single source must be reported.

It is the acceptance of a gift, not the ultimate use to which it is put, that imposes your reporting obligation. Except as noted below, you must report a gift even if you never used it or if you gave it away to another person.

If the exact amount of a gift is unknown, you must make a good faith estimate of the item's fair market value. Listing the value of a gift as "over \$50" or "value unknown" is not adequate disclosure. In addition, if you received a gift through an intermediary, you must disclose the name, address, and business activity of both the donor and the intermediary. You may indicate an intermediary either in the "source" field after the name or in the "comments" section at the bottom of Schedule D.

Commonly reportable gifts include:

- Tickets/passes to sporting or entertainment events
- Tickets/passes to amusement parks
- Parking passes not used for official agency business
- Food, beverages, and accommodations, including those provided in direct connection with your attendance at a convention, conference, meeting, social event, meal, or like gathering
- Rebates/discounts not made in the regular course of business to members of the public without regard to official status
- Wedding gifts (See Reference Pamphlet, page 16)
- An honorarium received prior to assuming office (You may report an honorarium as income on Schedule C, rather than as a gift on Schedule D, if you provided services of equal or greater value than the payment received. See Reference Pamphlet, page 10.)
- Transportation and lodging (See Schedule E.)
- Forgiveness of a loan received by you

Reminders

- Gifts from a single source are subject to a \$590 limit in 2023. (See Reference Pamphlet, page 10.)
- Code filers – you only need to report gifts from reportable sources.

Gift Tracking Mobile Application

- FPPC has created a gift tracking app for mobile devices that helps filers track gifts and provides a quick and easy way to upload the information to the Form 700. Visit FPPC's website to download the app.

You are not required to disclose:

- Gifts that were not used and that, within 30 days after receipt, were returned to the donor or delivered to a charitable organization or government agency without being claimed by you as a charitable contribution for tax purposes
- Gifts from your spouse or registered domestic partner, child, parent, grandparent, grandchild, brother, sister, and certain other family members (See Regulation 18942 for a complete list.). The exception does not apply if the donor was acting as an agent or intermediary for a reportable source who was the true donor.
- Gifts of similar value exchanged between you and an individual, other than a lobbyist registered to lobby your state agency, on holidays, birthdays, or similar occasions
- Gifts of informational material provided to assist you in the performance of your official duties (e.g., books, pamphlets, reports, calendars, periodicals, or educational seminars)
- A monetary bequest or inheritance (However, inherited investments or real property may be reportable on other schedules.)
- Personalized plaques or trophies with an individual value of less than \$250
- Campaign contributions
- Up to two tickets, for your own use, to attend a fundraiser for a campaign committee or candidate, or to a fundraiser for an organization exempt from taxation under Section 501(c)(3) of the Internal Revenue Code. The ticket must be received from the organization or committee holding the fundraiser.
- Gifts given to members of your immediate family if the source has an established relationship with the family member and there is no evidence to suggest the donor had a purpose to influence you. (See Regulation 18943.)
- Free admission, food, and nominal items (such as a pen, pencil, mouse pad, note pad or similar item) available to all attendees, at the event at which the official makes a speech (as defined in Regulation 18950(b)(2)), so long as the admission is provided by the person who organizes the event.
- Any other payment not identified above, that would otherwise meet the definition of gift, where the payment is made by an individual who is not a lobbyist registered to lobby the official's state agency, where it is clear that the gift was made because of an existing personal or business relationship unrelated to the official's position and there is no evidence whatsoever at the time the gift is made to suggest the donor had a purpose to influence you.

To Complete Schedule D:

- Disclose the full name (not an acronym), address, and, if a business entity, the business activity of the source.
- Provide the date (month, day, and year) of receipt, and disclose the fair market value and description of the gift.

SCHEDULE E
Income – Gifts
Travel Payments, Advances,
and Reimbursements

CALIFORNIA FORM 700 FAIR POLITICAL PRACTICES COMMISSION
Name _____

- Mark either the gift or income box.
- Mark the “501(c)(3)” box for a travel payment received from a nonprofit 501(c)(3) organization or the “Speech” box if you made a speech or participated in a panel. Per Government Code Section 89506, these payments may not be subject to the gift limit. However, they may result in a disqualifying conflict of interest.
- For gifts of travel, provide the travel destination.

▶ NAME OF SOURCE <i>(Not an Acronym)</i>
ADDRESS <i>(Business Address Acceptable)</i>
CITY AND STATE
501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE
DATE(S): ____/____/____ - ____/____/____ AMT: \$_____ <i>(If gift)</i>
▶ MUST CHECK ONE: Gift -or- Income
Made a Speech/Participated in a Panel
Other - Provide Description _____
▶ If Gift, Provide Travel Destination _____

▶ NAME OF SOURCE <i>(Not an Acronym)</i>
ADDRESS <i>(Business Address Acceptable)</i>
CITY AND STATE
501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE
DATE(S): ____/____/____ - ____/____/____ AMT: \$_____ <i>(If gift)</i>
▶ MUST CHECK ONE: Gift -or- Income
Made a Speech/Participated in a Panel
Other - Provide Description _____
▶ If Gift, Provide Travel Destination _____

▶ NAME OF SOURCE <i>(Not an Acronym)</i>
ADDRESS <i>(Business Address Acceptable)</i>
CITY AND STATE
501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE
DATE(S): ____/____/____ - ____/____/____ AMT: \$_____ <i>(If gift)</i>
▶ MUST CHECK ONE: Gift -or- Income
Made a Speech/Participated in a Panel
Other - Provide Description _____
▶ If Gift, Provide Travel Destination _____

▶ NAME OF SOURCE <i>(Not an Acronym)</i>
ADDRESS <i>(Business Address Acceptable)</i>
CITY AND STATE
501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE
DATE(S): ____/____/____ - ____/____/____ AMT: \$_____ <i>(If gift)</i>
▶ MUST CHECK ONE: Gift -or- Income
Made a Speech/Participated in a Panel
Other - Provide Description _____
▶ If Gift, Provide Travel Destination _____

Comments: _____

Instructions – Schedule E

Travel Payments, Advances, and Reimbursements

Travel payments reportable on Schedule E include advances and reimbursements for travel and related expenses, including lodging and meals.

Gifts of travel may be subject to the gift limit. In addition, certain travel payments are reportable gifts, but are not subject to the gift limit. To avoid possible misinterpretation or the perception that you have received a gift in excess of the gift limit, you may wish to provide a specific description of the purpose of your travel. (See the FPPC fact sheet entitled “Limitations and Restrictions on Gifts, Honoraria, Travel, and Loans” to read about travel payments under section 89506(a).)

You are not required to disclose:

- Travel payments received from any state, local, or federal government agency for which you provided services equal or greater in value than the payments received, such as reimbursement for travel on agency business from your government agency employer.
- A payment for travel from another local, state, or federal government agency and related per diem expenses when the travel is for education, training or other inter-agency programs or purposes.
- Travel payments received from your employer in the normal course of your employment that are included in the income reported on Schedule C.
- A travel payment that was received from a nonprofit entity exempt from taxation under Internal Revenue Code Section 501(c)(3) for which you provided equal or greater consideration, such as reimbursement for travel on business for a 501(c)(3) organization for which you are a board member.

Note: Certain travel payments may not be reportable if reported via email on Form 801 by your agency.

To Complete Schedule E:

- Disclose the full name (not an acronym) and address of the source of the travel payment.
- Identify the business activity if the source is a business entity.
- Check the box to identify the payment as a gift or income, report the amount, and disclose the date(s).
 - **Travel payments are gifts** if you did not provide services that were equal to or greater in value than the payments received. You must disclose gifts totaling \$500 or more from a single source during the period covered by the statement.

When reporting travel payments that are gifts, you must provide a description of the gift, the **date(s)** received, and the **travel destination**.

- **Travel payments are income** if you provided services that were equal to or greater in value than the

payments received. You must disclose income totaling \$500 or more from a single source during the period covered by the statement. You have the burden of proving the payments are income rather than gifts. When reporting travel payments as income, you must describe the services you provided in exchange for the payment. You are not required to disclose the date(s) for travel payments that are income.

Example:

City council member MaryClaire Chandler is the chair of a 501(c)(6) trade association, and the association pays for MaryClaire's travel to attend its meetings. Because MaryClaire is deemed to be providing equal or greater consideration for the travel payment by virtue of serving on the board, this payment may be reported as income. Payments for MaryClaire to attend other events for which they are not providing services are likely considered gifts.

Note that the same payment from a 501(c)(3) would NOT be reportable.

Example:

Mayor Kim travels to China on a trip organized by China Silicon Valley Business Development, a California nonprofit, 501(c)(6) organization. The Chengdu Municipal People's Government pays for Mayor Kim's airfare and travel costs, as well as meals and lodging during the trip. The trip's agenda shows that the trip's purpose is to promote job creation and economic activity in China and in Silicon Valley, so the trip is reasonably related to a governmental purpose.

Thus, Mayor Kim must report the gift of travel, but the gift is exempt from the gift limit. In this case, the travel payments are not subject to the gift limit because the source is a foreign government and because the travel is reasonably related to a governmental purpose. (Section 89506(a)(2).) Note that Mayor Kim could be disqualified from participating in or making decisions about The Chengdu Municipal People's Government for 12 months. Also note that if China Silicon Valley Business Development (a 501(c)(6) organization) paid for the travel costs rather than the governmental organization, the payments would be subject to the gift limits. (See the FPPC fact sheet, Limitations and Restrictions on Gifts, Honoraria, Travel and Loans, at www.fppc.ca.gov.)

▶ NAME OF SOURCE (Not an Acronym)	
Health Services Trade Association	
ADDRESS (Business Address Acceptable)	
1230 K Street, Suite 610	
CITY AND STATE	
Sacramento, CA	
<input type="checkbox"/> 501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE	
Association of Healthcare Workers	
DATE(S):	AMT: \$ 550.00
(If gift)	
▶ MUST CHECK ONE: <input type="checkbox"/> Gift -or- <input checked="" type="checkbox"/> Income	
<input type="radio"/> Made a Speech/Participated in a Panel	
<input checked="" type="radio"/> Other - Provide Description Travel reimbursement for board meeting.	
▶ If Gift, Provide Travel Destination	

▶ NAME OF SOURCE (Not an Acronym)	
Chengdu Municipal People's Government	
ADDRESS (Business Address Acceptable)	
2 Caoshi St. CaoShiJie, Qingyang Qu, Chengdu Shi,	
CITY AND STATE	
Sichuan Sheng, China, 610000	
<input type="checkbox"/> 501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE	
DATE(S):	AMT: \$ 3,874.38
(If gift)	
▶ MUST CHECK ONE: <input checked="" type="checkbox"/> Gift -or- <input type="checkbox"/> Income	
<input type="radio"/> Made a Speech/Participated in a Panel	
<input checked="" type="radio"/> Other - Provide Description Travel reimbursement for trip to China.	
▶ If Gift, Provide Travel Destination	
Sichuan Sheng, China	

Restrictions and Prohibitions

The Political Reform Act (Gov. Code Sections 81000-91014) requires most state and local government officials and employees to publicly disclose their economic interests including personal assets and income. The Act's conflict of interest provisions also disqualify a public official from taking part in a governmental decision if it is reasonably foreseeable that the decision will have a material financial effect on these economic interests as well as the official's personal finances and those of immediate family. (Gov. Code Sections 87100 and 87103.) The Fair Political Practices Commission (FPPC) is the state agency responsible for issuing the attached Statement of Economic Interests, Form 700, and for interpreting the Act's provisions.

Gift Prohibition

Gifts received by most state and local officials, employees, and candidates are subject to a limit. In 2023-2024, the gift limit increased to \$590 from a single source during a calendar year.

Additionally, state officials, state candidates, and certain state employees are subject to a \$10 limit per calendar month on gifts from lobbyists and lobbying firms registered with the Secretary of State. See Reference Pamphlet, page 10.

State and local officials and employees should check with their agency to determine if other restrictions apply.

Disqualification

Public officials are, under certain circumstances, required to disqualify themselves from making, participating in, or attempting to influence governmental decisions that will affect their economic interests. This may include interests they are not required to disclose. For example, a personal residence is often not reportable, but may be grounds for disqualification. Specific disqualification requirements apply to 87200 filers (e.g., city councilmembers, members of boards of supervisors, planning commissioners, etc.). These officials must publicly identify the economic interest that creates a conflict of interest and leave the room before a discussion or vote takes place at a public meeting. For more information, consult Government Code Section 87105, Regulation 18707, and the Guide to Recognizing Conflicts of Interest page at www.fppc.ca.gov.

Honorarium Ban

Most state and local officials, employees, and candidates are prohibited from accepting an honorarium for any speech given, article published, or attendance at a conference, convention, meeting, or like gathering. (See Reference Pamphlet, page 10.)

Loan Restrictions

Certain state and local officials are subject to restrictions on loans. (See Reference Pamphlet, page 14.)

Post-Governmental Employment

There are restrictions on representing clients or employers before former agencies. The provisions apply to elected state officials, most state employees, local elected officials, county chief administrative officers, city managers, including the chief administrator of a city, and general managers or chief administrators of local special districts and JPAs. The FPPC website has fact sheets explaining the provisions.

Late Filing

The filing officer who retains originally-signed or electronically filed statements of economic interests may impose on an individual a fine for any statement that is filed late. The fine is \$10 per day up to a maximum of \$100. Late filing penalties may be reduced or waived under certain circumstances.

Persons who fail to timely file their Form 700 may be referred to the FPPC's Enforcement Division (and, in some cases, to the Attorney General or district attorney) for investigation and possible prosecution. In addition to the late filing penalties, a fine of up to \$5,000 per violation may be imposed.

For assistance concerning reporting, prohibitions, and restrictions under the Act:

- Email questions to advice@fppc.ca.gov.
- Call the FPPC toll-free at (866) 275-3772.

Form 700 is a Public Document Public Access Must Be Provided

Statements of Economic Interests are public documents. The filing officer must permit any member of the public to inspect and receive a copy of any statement.

- Statements must be available as soon as possible during the agency's regular business hours, but in any event not later than the second business day after the statement is received. Access to the Form 700 is not subject to the Public Records Act procedures.
- No conditions may be placed on persons seeking access to the forms.
- No information or identification may be required from persons seeking access.
- Reproduction fees of no more than 10 cents per page may be charged.

Questions and Answers

General

- Q. What is the reporting period for disclosing interests on an assuming office statement or a candidate statement?
- A. On an assuming office statement, disclose all reportable investments, interests in real property, and business positions held on the date you assumed office. In addition, you must disclose income (including loans, gifts and travel payments) received during the 12 months prior to the date you assumed office.

On a candidate statement, disclose all reportable investments, interests in real property, and business positions held on the date you file your declaration of candidacy. You must also disclose income (including loans, gifts and travel payments) received during the 12 months prior to the date you file your declaration of candidacy.

- Q. I hold two other board positions in addition to my position with the county. Must I file three statements of economic interests?
- A. Yes, three are required. However, you may instead complete an expanded statement listing the county and the two boards on the Cover Page or an attachment as the agencies for which you will be filing. Disclose all reportable economic interests in all three jurisdictions on the expanded statement. File the expanded statement for your primary position providing an original “wet” signature unless filed with a secure electronic signature. (See page 3 above.) File copies of the expanded statement with the other two agencies as required by Regulation 18723.1(c). Remember to complete separate statements for positions that you leave or assume during the year.
- Q. I am a department head who recently began acting as city manager. Should I file as the city manager?
- A. Yes. File an assuming office statement as city manager. Persons serving as “acting,” “interim,” or “alternate” must file as if they hold the position because they are or may be performing the duties of the position.

- Q. My spouse and I are currently separated and in the process of obtaining a divorce. Must I still report my spouse’s income, investments, and interests in real property?
- A. Yes. A public official must continue to report a spouse’s economic interests until such time as dissolution of marriage proceedings is final. However, if a separate property agreement has been reached prior to that time, your estranged spouse’s income may not have to be reported. Contact the FPPC for more information.
- Q. As a designated employee, I left one state agency to work for another state agency. Must I file a leaving office statement?
- A. Yes. You may also need to file an assuming office statement for the new agency.

Investment Disclosure

- Q. I have an investment interest in shares of stock in a company that does not have an office in my jurisdiction. Must I still disclose my investment interest in this company?
- A. Probably. The definition of “doing business in the jurisdiction” is not limited to whether the business has an office or physical location in your jurisdiction. (See Reference Pamphlet, page 13.)
- Q. My spouse and I have a living trust. The trust holds rental property in my jurisdiction, our primary residence, and investments in diversified mutual funds. I have full disclosure. How is this trust disclosed?
- A. Disclose the name of the trust, the rental property and its income on Schedule A-2. Your primary residence and investments in diversified mutual funds registered with the SEC are not reportable.
- Q. I am required to report all investments. I have an IRA that contains stocks through an account managed by a brokerage firm. Must I disclose these stocks even though they are held in an IRA and I did not decide which stocks to purchase?
- A. Yes. Disclose on Schedule A-1 or A-2 any stock worth \$2,000 or more in a business entity located in or doing business in your jurisdiction.

Questions and Answers

Continued

- Q. The value of my stock changed during the reporting period. How do I report the value of the stock?
- A. You are required to report the highest value that the stock reached during the reporting period. You may use your monthly statements to determine the highest value. You may also use the entity's website to determine the highest value. You are encouraged to keep a record of where you found the reported value. Note that for an assuming office statement, you must report the value of the stock on the date you assumed office.
- Q. I am the sole owner of my business, an S-Corporation. I believe that the nature of the business is such that it cannot be said to have any "fair market value" because it has no assets. I operate the corporation under an agreement with a large insurance company. My contract does not have resale value because of its nature as a personal services contract. Must I report the fair market value for my business on Schedule A-2 of the Form 700?
- A. Yes. Even if there are no *tangible* assets, intangible assets, such as relationships with companies and clients are commonly sold to qualified professionals. The "fair market value" is often quantified for other purposes, such as marital dissolutions or estate planning. In addition, the IRS presumes that "personal services corporations" have a fair market value. A professional "book of business" and the associated goodwill that generates income are not without a determinable value. The Form 700 does not require a precise fair market value; it is only necessary to check a box indicating the broad range within which the value falls.
- Q. I own stock in IBM and must report this investment on Schedule A-1. I initially purchased this stock in the early 1990s; however, I am constantly buying and selling shares. Must I note these dates in the "Acquired" and "Disposed" fields?
- A. No. You must only report dates in the "Acquired" or "Disposed" fields when, during the reporting period, you initially purchase a reportable investment worth \$2,000 or more or when you dispose of the entire investment. You are not required to track the partial trading of an investment.
- Q. On last year's filing I reported stock in Encoe valued at \$2,000 - \$10,000. Late last year the value of this stock fell below and remains at less than \$2,000. How should this be reported on this year's statement?
- A. You are not required to report an investment if the value was less than \$2,000 during the **entire** reporting period. However, because a disposed date is not required for stocks that fall below \$2,000, you may want to report the stock and note in the "comments" section that the value fell below \$2,000. This would be for informational purposes only; it is not a requirement.
- Q. We have a Section 529 account set up to save money for our son's college education. Is this reportable?
- A. If the Section 529 account contains reportable interests (e.g., common stock valued at \$2,000 or more), those interests are reportable (not the actual Section 529 account). If the account contains solely mutual funds, then nothing is reported.

Income Disclosure

- Q. I reported a business entity on Schedule A-2. Clients of my business are located in several states. Must I report all clients from whom my pro rata share of income is \$10,000 or more on Schedule A-2, Part 3?
- A. No, only the clients located in or doing business on a regular basis in your jurisdiction must be disclosed.
- Q. I believe I am not required to disclose the names of clients from whom my pro rata share of income is \$10,000 or more on Schedule A-2 because of their right to privacy. Is there an exception for reporting clients' names?
- A. Regulation 18740 provides a procedure for requesting an exemption to allow a client's name not to be disclosed if disclosure of the name would violate a legally recognized privilege under California or Federal law. This regulation may be obtained from our website at www.fppc.ca.gov. (See Reference Pamphlet, page 14.)

Questions and Answers

Continued

Q. I am sole owner of a private law practice that is not reportable based on my limited disclosure category. However, some of the sources of income to my law practice are from reportable sources. Do I have to disclose this income?

A. Yes, even though the law practice is not reportable, reportable sources of income to the law practice of \$10,000 or more must be disclosed. This information would be disclosed on Schedule C with a note in the "comments" section indicating that the business entity is not a reportable investment. The note would be for informational purposes only; it is not a requirement.

Q. I am the sole owner of my business. Where do I disclose my income - on Schedule A-2 or Schedule C?

A. Sources of income to a business in which you have an ownership interest of 10% or greater are disclosed on Schedule A-2. (See Reference Pamphlet, page 8.)

Q. My spouse is a partner in a four-person firm where all of their business is based on their own billings and collections from various clients. How do I report my community property interest in this business and the income generated in this manner?

A. If your spouse's investment in the firm is 10% or greater, disclose 100% of your spouse's share of the business on Schedule A-2, Part 1 and 50% of your spouse's income on Schedule A-2, Parts 2 and 3. For example, a client of your spouse's must be a source of at least \$20,000 during the reporting period before the client's name is reported.

Q. How do I disclose my spouse's or registered domestic partner's salary?

A. Report the name of the employer as a source of income on Schedule C.

Q. I am a doctor. For purposes of reporting \$10,000 sources of income on Schedule A-2, Part 3, are the patients or their insurance carriers considered sources of income?

A. If your patients exercise sufficient control by selecting you instead of other doctors, then your patients, rather than their insurance carriers, are sources of income to you. (See Reference Pamphlet, page 14.)

Q. I received a loan from my grandfather to purchase my home. Is this loan reportable?

A. No. Loans received from family members are not reportable.

Q. Many years ago, I loaned my parents several thousand dollars, which they paid back this year. Do I need to report this loan repayment on my Form 700?

A. No. Payments received on a loan made to a family member are not reportable.

Real Property Disclosure

Q. During this reporting period we switched our principal place of residence into a rental. I have full disclosure and the property is located in my agency's jurisdiction, so it is now reportable. Because I have not reported this property before, do I need to show an "acquired" date?

A. No, you are not required to show an "acquired" date because you previously owned the property. However, you may want to note in the "comments" section that the property was not previously reported because it was used exclusively as your residence. This would be for informational purposes only; it is not a requirement.

Q. I am a city manager, and I own a rental property located in an adjacent city, but one mile from the city limit. Do I need to report this property interest?

A. Yes. You are required to report this property because it is located within 2 miles of the boundaries of the city you manage.

Q. Must I report a home that I own as a personal residence for my daughter?

A. You are not required to disclose a home used as a personal residence for a family member unless you receive income from it, such as rental income.

Q. I am a co-signer on a loan for a rental property owned by a friend. Since I am listed on the deed of trust, do I need to report my friend's property as an interest in real property on my Form 700?

A. No. Simply being a co-signer on a loan for property does not create a reportable interest in that real property.

Questions and Answers Continued

Gift Disclosure

- Q. If I received a reportable gift of two tickets to a concert valued at \$100 each, but gave the tickets to a friend because I could not attend the concert, do I have any reporting obligations?
- A. Yes. Since you accepted the gift and exercised discretion and control of the use of the tickets, you must disclose the gift on Schedule D.
- Q. Julia and Jared Benson, a married couple, want to give a piece of artwork to a county supervisor. Is each spouse considered a separate source for purposes of the gift limit and disclosure?
- A. Yes, each spouse may make a gift valued at the gift limit during a calendar year. For example, during 2023 the gift limit was \$590, so the Bensons may have given the supervisor artwork valued at no more than \$1,080. The supervisor must identify Jared and Julia Benson as the sources of the gift.
- Q. I am a Form 700 filer with full disclosure. Our agency holds a holiday raffle to raise funds for a local charity. I bought \$10 worth of raffle tickets and won a gift basket valued at \$120. The gift basket was donated by Doug Brewer, a citizen in our city. At the same event, I bought raffle tickets for, and won a quilt valued at \$70. The quilt was donated by a coworker. Are these reportable gifts?
- A. Because the gift basket was donated by an outside source (not an agency employee), you have received a reportable gift valued at \$110 (the value of the basket less the consideration paid). The source of the gift is Doug Brewer and the agency is disclosed as the intermediary. Because the quilt was donated by an employee of your agency, it is not a reportable gift.
- Q. My agency is responsible for disbursing grants. An applicant (501(c)(3) organization) met with agency employees to present its application. At this meeting, the applicant provided food and beverages. Would the food and beverages be considered gifts to the employees? These employees are designated in our agency's conflict of interest code and the applicant is a reportable source of income under the code.
- A. Yes. If the value of the food and beverages consumed by any one filer, plus any other gifts received from the same source during the reporting period total \$50 or more, the food and beverages would be reported using the fair market value and would be subject to the gift limit.
- Q. I received free admission to an educational conference related to my official duties. Part of the conference fees included a round of golf. Is the value of the golf considered informational material?
- A. No. The value of personal benefits, such as golf, attendance at a concert, or sporting event, are gifts subject to reporting and limits.



CALIFORNIA Fair Political Practices Commission

[About FPPC](#)[The Law](#)[Learn](#)[Advice](#)[Enforcement](#)[Transpa](#)[Home](#) | [Learn](#) | [Training & Outreach](#) | [Form 700 Filers](#)

Training and Outreach: Form 700 Filers

These training events provide general information for public officials and designated employees who must file a Form 700, Statement of Economic Interests. Participants will learn about the relationship between a conflict of interest code and the Form 700, filing deadlines, disclosure categories, reporting thresholds and gifts. A detailed overview of how to complete each schedule of the Form 700 will be provided as well. Registration is required for in-person training and live webinars.

Local Workshops

None are offered at this time. Check back soon!

Webinars

Form 700 Filers

Tuesday, February 27, 2024

2:00 p.m. - 3:30 p.m.

This Form 700 Filers webinar is free and open to the public to attend.

E-Hosted Webinar by FPPC Education & External Affairs Unit

Register via this [MailChimp](#) link*

Form 700 Filers

Tuesday, March 19, 2024

2:00 p.m. - 3:30 p.m.

This Form 700 Filers webinar is free and open to the public to attend.

E-Hosted Webinar by FPPC Education & External Affairs Unit

Register via this [MailChimp](#) link*

Fair Political Practices Commission website

<https://www.fppc.ca.gov/learn/training-and-outreach/form-700-filers.html>


Videos



Completing the Form 700: Need to Know

-  Printable Slides

Form 700: Cover Page

-  Printable Slides

Form 700: Schedule A-1

-  Printable Slides

Form 700: Schedule A-2

-  Printable Slides

Form 700: Schedule B

-  Printable Slides


Form 700: Schedule C

-  Printable Slides

Form 700: Schedule D

-  Printable Slides

Form 700: Schedule E

-  Printable Slides

Form 700 Filers Statements of Economic Interests **Completing the Form 700: Need to Know**



PRESENTED BY
EXTERNAL AFFAIRS AND EDUCATION DIVISION
FAIR POLITICAL PRACTICES COMMISSION

Fair Political Practices Commission (FPPC)

In 1974, in the wake of the Watergate scandal, California voters passed Proposition 9, known today as the Political Reform Act, which regulates conflicts of interest, campaign finance, and lobbying activity.

The FPPC was created to implement and enforce the Act, and to inform and assist candidates and public officials in complying with these laws.

What We'll Cover Today

- What You Need
- What is the Form 700?
- Who Files the Form 700?
- Conflict of Interest Codes and the Form 700
- Deadlines and Exceptions
- Filing Officers
- Electronic Filing Systems
- Things to Keep in Mind
- Contact Information

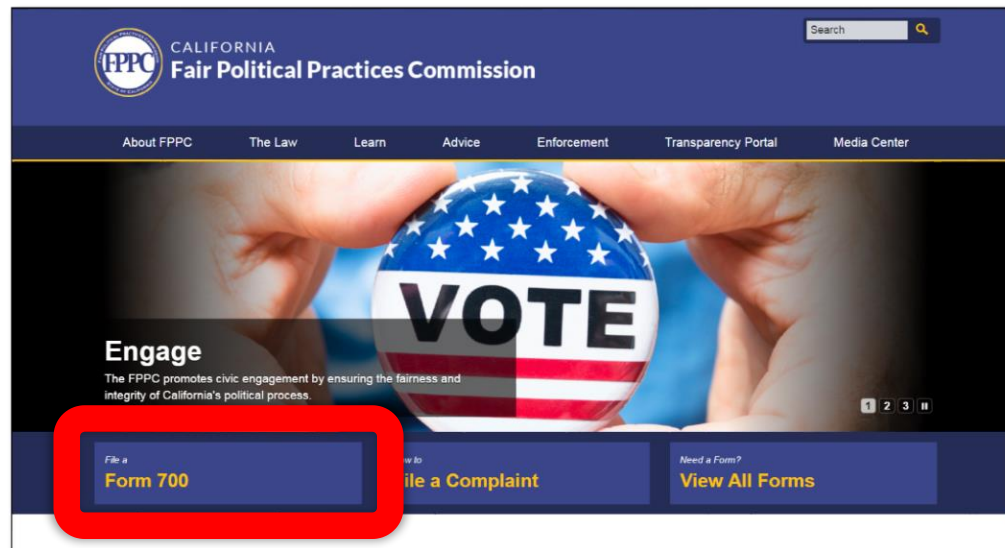
What You Need

- Form 700
- Your Agency's Conflict of Interest Code

Other Helpful Resources

- Form 700 FAQs
- Reference Pamphlet
- Gift and Travel Fact Sheet
- Gift Tracking App
- FPPC Advice (phone and e-mail)

www.fppc.ca.gov



What is the Form 700?

- Completed by officials who make or participate in making governmental decisions
- Discloses financial interests of elected officials and public employees
- Public document that shows where conflicts of interest might occur
- Reminds officials of possible conflicts in daily work

Statement of Economic Interests



Form 700

A Public Document

Also available on the FPPC website:

- **Form 700 in Excel format**
- *Reference Pamphlet for Form 700*

California Fair Political Practices Commission
Email Advice: advice@fppc.ca.gov
Toll-free advice line: 1 (866) ASK-FPPC • 1 (866) 275-3772
Telephone: (916)322-5660 • Website: www.fppc.ca.gov

Who Files the Form 700?

- Designated Employees (or Code Filers)
- 87200 Filers
- Board Members, Alternates, Designees, and Ex-Officio Members
- Filers in some newly created positions
- Consultants
- Candidates

Conflict of Interest Codes and the Form 700

- State and local government agencies must adopt a conflict of interest code.
- The codes designates positions within the agency that make or participate in making governmental decisions.
- Individuals in these positions file Form 700.
- Disclosure responsibilities are assigned to each position based on the decision-making authority of that position.

Example of Designated Positions and Disclosure Categories

Designated Employees	Disclosure Categories
Administration Executive Offices	
Director.....	1
Senior Chief Deputy Director.....	1
Chief Deputy Director	1
Senior Advisor to the Director	1
Deputy Director, Board/Bureau Support	1
Deputy Director, Enforcement and Compliance	1
Deputy Director, Communications.....	1
Deputy Director, External Affairs	1
Chief, Licensing for Job Creation	1
Information Officer (All Levels), Public Affairs Office.....	2,5
Staff Services Manager (All Levels)	6
Administrative Assistant (All Levels)	5
Program and Consumer Services Division	
Deputy Director	1
Chief, Consumer Information Center	2,5

Disclosure Categories

Category 1

Designated officials or employees assigned to this category must report:

All interests in real property, as well as investments, business positions and sources of income, including gifts, loans and travel payments.

Category 2

Designated officials or employees assigned to this category must report:

All interests in real property and investments and business positions in, and any income, including gifts, loans and travel payments from, a business entity or individual where the business entity or individual's profession is regulated by or is of the type which qualifies for licensing or continuing education credit by any licensing agency within the Department of Consumer Affairs, or if, currently or within the previous four years, the Department of Consumer Affairs has taken any civil or administrative action against such entity, or has intervened in such action.

Category 5

Designated officials or employees assigned to this category must report:

Investments and business positions in, and any income, including gifts, loans and travel payments from, a business entity if, within the previous two years, the entity is of the type which has contracted with the official's or employee's immediate employer (e.g., board, bureau, division or licensing agency, or, when applicable, the department) to provide goods or services.

Category 6

Designated officials or employees assigned to this category must report:

Investments and business positions in, and any income, including gifts, loans and travel payments from, a business entity where the entity is engaged in the manufacturing, wholesaling, or retailing of any equipment or product required to be approved or meet standards set by the official's or employee's licensing agency.

Deadlines for Annual Statements

- Designated Filers: April 1st
- Most 87200 Filers: April 1st
- Elected state officers, judges, and court commissioners: March 1st

Deadlines for Other Statements

- **Assuming Office Statements:**
Due within 30 days of starting your new job
- **Leaving Office Statements:**
Due within 30 of leaving your job
- **Candidate Statements:**
Due no later than the final filing deadline for the declaration of candidacy
- **Amendments:**
Due as soon as possible after you notice the error or omission

Exceptions

- If the due date falls on a weekend or holiday, the statement is due on the following business day.
- If you started your job October 1st – December 31st, and filed an assuming office statement within 30 days of your start date, you are not required to complete an annual statement this year.
- If you are leaving your job before the April deadline, you may file a combined annual and leaving office statement. You must file by the April deadline or within 30 days of leaving office, whichever is earlier.

Who is Your Filing Officer?

- City Clerk
- County Clerk
- Clerk of the Board
- Registrar of Voters
- Employee at State or Local Agency who asked you to complete the Form 700

What Do Filing Officers Do?

Filing officers CAN:

- Supply you with the Form 700
- Notify you of due dates
- Accept and review completed statements
- Notify you of errors and request amendments
- Provide contact information for technical help for e-filing systems

Filing officers CANNOT:

- Provide detailed information on how to complete the form
- Provide answers to gift and travel payment questions

Electronic Filing Systems

- Some agencies have e-filing systems which all filers use.
- Many agencies do NOT have e-filing systems.
 - Most filers at these agencies will complete and submit a hard copy of the statement to the filing officer.
 - Certain filers at these agencies will complete their statements using FPPC's e-filing system (usually 87200 filers and State agency heads).
- Technical problems with e-filing systems should be directed to filing officers.

Things to Keep in Mind

- Conflict of Interest Code
- Jurisdiction
- Types of Assets
- Thresholds
- Exceptions

Questions

- Call 916-322-5660 or 866-275-3772 (866-ASK-FPPC)
 - Monday - Thursday, 9–11:30 a.m.
- E-mail advice@fppc.ca.gov

E-Filing Problems

- Your agency's system: Contact your filing officer
- FPPC's system: E-mail form700@fppc.ca.gov

Staff Report: Clerical Support for General Manager

June 2022 the General Manager discussed with the Board that the administrative workload warranted clerical support. In an effort to save time and money, the District partnered with Victor Valley College and an intern was hired on a temporary basis for six months. The position was temporary due to the nature of an intern, not based on the needs of the District at that time.

At the Board meeting in December 2022 the General Manager informed the Board that the six months had elapsed and the Victor Valley College intern was released. Because there still was a need for administrative support, the General Manager interviewed and hired a new part-time employee to fill that role beginning the end of December and provided a description of her responsibilities at that time. An update was provided at the January 2023 Board Meeting.

In May of 2023 the Budget Committee met and reviewed the recommended Budget for the Fiscal Year 2023-2024. At that time a specific line-item was identified for the part-time clerical position filled by Chris Garland.

In June of 2023 the 2023-2024 Fiscal Year Budget was on the Agenda as Action Item, it was discussed and approved at that Board Meeting, including the line-item for clerical staff in the amount of \$15,000.

Job Description: Executive/Administrative Assistant , Part-time

Under direct supervision of the General Manager, this position will perform various administrative functions in support of the District's day to day administrative operations , including but not limited to the following;

Accounts Receivable;

- Assist in maintaining accurate accounts receivable filing system
- Assist in providing customer service to the public over the phone and in person
- Data entry in billing software for monthly billing
- Physical handling of bills and preparing to go in the mail
- Receive checks, sort, and apply to customer accounts in billing software
- Prepare bank deposits
- File records of deposits, and scan to filing system on server and hard copy
- Assist with collections on customer accounts
- Maintain accurate files including account records and documents, maintain confidentiality

Accounts Payable;

- Assist in maintaining accurate accounts payable filing system
- Upon General Manager review/approval, enter monthly bills into QuickBooks for payment
- Track and file invoices and payments for utility bills on auto-pay
- File paid bills, scan into electronic filing system on server and hard copy

General/Basic Administrative Functions;

- Data entry as needed for General Manager monthly and annual reports
- Assist in printing/copying files of reports for Agenda Packet for monthly Board Meetings
- Filing original hard-copy documents, scanning all for electronic filing system
- Assist with creating and organizing filing system for all documents, finance, administration, operations
- Assist with answering phones and greeting customers
- Assist with sorting and separating incoming mail

Education, Training and Experience Guidelines: High school diploma OR GED equivalent and a minimum of three (3) years of working experience in a utility or customer- service related industry. Experience to include working knowledge of QuickBooks, Microsoft Excel, Microsoft Word.

Licenses and Certification Requirements: Must possess a minimum of a valid California Class "C" driver's license upon hire and maintain throughout the length of employment.

Resolution #360
Resolution of the Board of Directors of Juniper Riviera County Water District
Establishing a Temporary Moratorium on New Meter Sales Pending New Well

WHEREAS the Juniper Riviera County Water District (District) is committed to preserving its ability to provide clean, safe and potable drinking water to all of its existing customers;

WHEREAS, it is imperative that the District curtail activities that would result in greater water demand than our pumping capacity is currently able to meet, and in order to ensure sufficient water supply will continue to be available to meet the existing water demands of the District;

WHEREAS, a temporary moratorium on the sales and installation of new service meters is necessary to immediately (i) protect the public health, safety, and welfare of those reliant on these water resources, (ii) prevent a worsening of the existing conditions within the District; and (iii) allow the District time to complete the current grant application to the State of California for infrastructure improvements, including a new well and to ensure long-term reliability as water resources;

Now, Therefore, Be It Resolved by the Juniper Riviera County Water District Board of Directors that beginning February 15th, 2024 and after the sale of 5 new service meters a temporary moratorium will hereby be established on the sales of any additional new service meters in the District; and

Be It Further Resolved that the duration of this Resolution shall be for a period of twelve (12) months from the date of adoption of this Resolution, and shall remain in force until the stated date of expiration, i.e., February 15, 2025, unless the effective period is revised by action of the District Board of Directors;

Adopted, Signed and Approved this 15th day of February 2024

Erin D'Orio President, Board of Directors,
Juniper Riviera County Water District

Attest:

Lorrie L. Steely, Secretary
Juniper Riviera County Water District