

**SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

371



FISCAL PROCEDURES APPROVED  
 PAUL ANGULO, CPA, AUDITOR-CONTROLLER  
 BY: Samuel Wong 7/18/13  
 Departmental Concurrence: SAMUEL WONG  
 FORM APPROVED COUNTY COUNSEL  
 BY: NEAL R. KIPNIS DATE: 7/18/13

**FROM:** Community Action Partnership of Riverside County

**SUBMITTAL DATE:**  
July 18, 2013

**SUBJECT:** Agreement with Western Municipal Water District for the Low-Income Customer Assistance Program

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Ratify and authorize the Chairman of the Board to approve the attached agreement between the Western Municipal Water District (WMWD) and Community Action Partnership of Riverside County (CAP Riverside) to fund the Low-Income Customer Assistance Program (LICAP) In the amount of \$3,260 for the term July 1, 2013 through June 30, 2014;
2. Approve and direct the Auditor Controller to adjust the budget as identified in the attached Schedule A;
3. Authorize the Executive Director of CAP Riverside to sign assurances, exhibits and reports made under the agreement; and
4. Authorize the Executive Director of CAP Riverside to administer the program.

*[Signature]*  
\_\_\_\_\_  
Maria Y. Juarez, CSAP, Executive Director

<b>FINANCIAL DATA</b>	Current F.Y. Total Cost:	\$ 3,260	In Current Year Budget:	No
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	Yes
	Annual Net County Cost:	\$ 0	For Fiscal Year:	13/14

<b>SOURCE OF FUNDS:</b> 100% WMWD	Positions To Be Deleted Per A-30	<input type="checkbox"/>
	Requires 4/5 Vote	<input checked="" type="checkbox"/>

**C.E.O. RECOMMENDATION:**

**APPROVE**  
BY: *[Signature]*  
Donna Shaw

**County Executive Office Signature**

**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Ashley, seconded by Supervisor Stone and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Tavaglione, Stone, Benoit and Ashley  
 Nays: None  
 Absent: None  
 Date: July 30, 2013

Kecia Harper-Ihem  
 Clerk of the Board  
 By: *[Signature]*  
 Deputy

51X:100 53 WCAPS3 Auditor, EO

RECEIVED RIVERSIDE COUNTY

Prev Agn. Ref:  
ATTACHMENTS FILED

District:  
1. 2. 3. 5

Agenda Number:

**3-18**

Policy  
 Policy  
 Consent  
 Consent

Dep't Recomm.:  
 Per Exec. Ofc.:

**FROM:** Community Action Partnership  
of Riverside County

**DATE:** July 18, 2013

**SUBJECT:** Agreement with Western Municipal  
Water District for the Low-Income  
Customer Assistance Program

**PAGE:** 2 of 3

**BACKGROUND:**

LICAP is WMWD's low-income utility bill assistance program for the elderly, disabled, unemployed and working poor. CAP Riverside will administer LICAP by identifying and certifying LICAP-eligible customers. WMWD will allocate \$21,740 for LICAP. These funds will remain with WMWD who will apply up to \$150 to the utility account for each customer certified by CAP Riverside. WMWD will compensate CAP Riverside fifteen percent (15%) of the amount of funds applied to the utility accounts of eligible customers, up to \$3,260 for the term July 1, 2013 through June 30, 2014.

**FINANCIAL IMPACT:** None

**CONCURE/EXECUTE:** Auditor Controller

MYJ:KS:jb

**FROM:** Community Action Partnership of Riverside County  
**SUBJECT:** Agreement with WMWD for the Low-Income Customer Assistance Program

**DATE:** July 18, 2013

**PAGE:** 3 of 3

**SCHEDULE A**  
Community Action Partnership of Riverside County  
Budget Adjustment  
Fiscal Year 2013/2014

**INCREASE IN APPROPRIATIONS:**

CAARC-21050-5200200000-527780	Special Program Expense	\$3,260
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**INCREASE IN ESTIMATED REVENUE:**

CAARC-21050-5200200000-781480	Program Revenue	\$3,260
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**WESTERN MUNICIPAL WATER DISTRICT  
LOW-INCOME CUSTOMER ASSISTANCE PROGRAM**

THIS AGREEMENT is made and entered into by and between WESTERN MUNICIPAL WATER DISTRICT, a municipal corporation, hereinafter referred to as "WMWD," and COMMUNITY ACTION PARTNERSHIP OF RIVERSIDE COUNTY, a political subdivision of the County of Riverside, hereinafter referred to as "CAP Riverside," to provide low-income WMWD utility customers with utility bill assistance through its Low-Income Customer Assistance Program, hereinafter referred to as "LICAP".

WITNESSETH:

WHEREAS WMWD desires to provide utility bill assistance to low-income customers of WMWD's utility services;

AND WHEREAS such assistance is needed to help reduce the substantial hardships faced by the WMWD's low-income utilities customers.

NOW THEREFORE, the parties hereto mutually agree as follows:

1. WMWD will allocate funds to provide utility assistance to qualifying low-income customers.
2. WMWD shall pay the CAP RIVERSIDE 15% of the amount of funds pledged to qualifying customers under the LICAP program as administrative costs to administer the LICAP program. WMWD shall make payment upon receipt of CAP Riverside's quarterly programmatic report and invoice
3. CAP RIVERSIDE will identify eligible WMWD customers, process customer applications, and perform other activities necessary to administer the LICAP program effectively.
4. CAP RIVERSIDE will qualify customers for utility assistance of up to \$150 per eligible customer directly to WMWD. Such assistance will be available on a one-

time basis during any 12-month period and is subject to annual funding by WMWD. Subject to annual funding by WMWD, WMWD will provide up to \$25,000 for utility assistance, of which up to \$21,740 will be directed to utility assistance and up to \$3,260 for the administration of the LICAP program.

5. Eligible customers must meet the current year's Low-Income Home Energy Assistance Program (LIHEAP) guidelines as administered by CAP RIVERSIDE.
6. Target groups for this assistance LICAP program will be the elderly, disabled, unemployed and working poor. Candidates within these groups that meet the established income guidelines will receive priority attention under the LICAP program. Priority attention will also be provided to customers referred directly by the WMWD.
7. The term of this Agreement will be for one-year commencing July 1, 2013 and ending June 30, 2014. This Agreement may be extended for successive one-year terms based on continued funding by the WMWD Board of Directors and as determined in the discretion of both parties.
8. CAP RIVERSIDE shall maintain records of its operations and financial activities, which shall be open to inspection and audit by the authorized representative of WMWD. Said records shall be maintained for no less than three years.
9. WMWD shall have the right to monitor the LICAP program operations of the CAP RIVERSIDE under this Agreement. Such monitoring by WMWD shall include the review of quarterly reports to be prepared and submitted by the CAP RIVERSIDE during the funding period.
10. CAP RIVERSIDE shall administrator the LICAP program in such a manner as to assure that no person is excluded from participation in, is denied the benefits of, or is subjected to discrimination under any activity funded in whole or part by the

LICAP program on the grounds of race, color, creed, national origin, ancestry, age, sex, sexual orientation or disability.

11. Each party hereunder shall indemnify and hold harmless the other party and its officers and employees on any claim of liability arising out of any act or omission by said party as regards any work to be performed by or authority delegated to such party.

12. This Agreement between the parties may be terminated by WMWD or CAP RIVERSIDE without cause if a 30-day written notice of such termination is provided to the other party.

13. All notices, reports, claims, correspondence, and/or statements authorized or required by the Agreement shall be addressed as follows:

WMWD:

14205 Meridian Parkway  
Riverside, CA 92518

CAP RIVERSIDE:

2038 Iowa Avenue, Suite B102  
Riverside, CA 92507

14. CAP RIVERSIDE and its officers, employees and agents shall act at all times in an independent capacity of WMWD during the term of this Agreement, and shall not act as and shall not be, nor shall they in any manner be construed to be, agents, officers or employees of the WMWD.

15. Each paragraph and provision of this Agreement is severable from each other provision, and if any provision or part thereof is declared invalid, the remaining provisions shall nevertheless remain in full force and effect.

16. This Agreement embodies the entire agreement of the parties in relation to the subject matter hereof, and no other agreement or understanding, verbal or otherwise, relative to this subject matter, exists between the parties at the time of execution hereof. This Agreement may be modified or amended only by a

written amendment authorized by the WMWD and signed by the duly authorized and empowered representatives of the WMWD and the CAP RIVERSIDE.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed the day and year first above written.

WMWD

CAP RIVERSIDE

By: \_\_\_\_\_

By: John J. Benoit

Title: \_\_\_\_\_

Title: **JOHN J. BENOIT**  
**CHAIRMAN, BOARD OF SUPERVISORS**

Date: \_\_\_\_\_

Date: JUL 30 2013

FOR APPROVED COUNTY COUNSEL

BY: Neal R. Kipnis DATE 7/10/13

ATTEST:

KECIA HARPER-IHEM, Clerk

By: [Signature]  
DEPUTY

**Riverside County Board of Supervisors  
Request to Speak**

Submit request to Clerk of Board (right of podium),  
Speakers are entitled to three (3) minutes, subject  
to Board Rules listed on the reverse side of this form.

**SPEAKER'S NAME:** AL LOPEZ

**Address:** P.O. Box 1773  
(only if follow-up mail response requested)

**City:** CORONA **Zip:** 92878

**Phone #:** 951-538-9019

**Date:** 7-30-13 **Agenda #** 3-18

**PLEASE STATE YOUR POSITION BELOW:**

**Position on "Regular" (non-appealed) Agenda Item:**  
 **Support**       **Oppose**       **Neutral**

**Note:** If you are here for an agenda item that is filed  
for "Appeal", please state separately your position on  
the appeal below:

**Support**       **Oppose**       **Neutral**

**I give my 3 minutes to:** \_\_\_\_\_

*Does not want to speak*



## **BOARD RULES**

### **Requests to Address Board on "Agenda" Items:**

You may request to be heard on a published agenda item. Requests to be heard must be submitted to the Clerk of the Board before the scheduled meeting time.

### **Requests to Address Board on items that are "NOT" on the Agenda:**

Notwithstanding any other provisions of these rules, member of the public shall have the right to address the Board during the mid-morning "Oral Communications" segment of the published agenda. Said purpose for address must pertain to issues which are under the direct jurisdiction of the Board of Supervisors. YOUR TIME WILL BE LIMITED TO THREE (3) MINUTES.

### **Power Point Presentations/Printed Material:**

Speakers who intend to conduct a formalized Power Point presentation or provide printed material must notify the Clerk of the Board's Office by 12 noon on the Monday preceding the Tuesday Board meeting, insuring that the Clerk's Office has sufficient copies of all printed materials and at least one (1) copy of the Power Point CD. Copies of printed material given to the Clerk (by Monday noon deadline) will be provided to each Supervisor. If you have the need to use the overhead "Elmo" projector at the Board meeting, please insure your material is clear and with proper contrast, notifying the Clerk well ahead of the meeting, of your intent to use the Elmo.

### **Individual Speaker Limits:**

**Individual speakers are limited to a maximum of three (3) minutes.** Please step up to the podium when the Chairman calls your name and begin speaking immediately. Pull the microphone to your mouth so that the Board, audience, and audio recording system hear you clearly. Once you start speaking, the "green" podium light will light. The "yellow" light will come on when you have one (1) minute remaining. When you have 30 seconds remaining, the "yellow" light will begin flash, indicating you must quickly wrap up your comments. Your time is up when the "red" light flashes. The Chairman adheres to a strict three (3) minutes per speaker. **Note: If you intend to give your time to a "Group/Organized Presentation", please state so clearly at the very bottom of the reverse side of this form.**

### **Group/Organized Presentations:**

Group/organized presentations with more than one (1) speaker will be limited to nine (9) minutes at the Chairman's discretion. The organizer of the presentation will automatically receive the first three (3) minutes, with the remaining six (6) minutes relinquished by other speakers, as requested by them on a completed "Request to Speak" form, and clearly indicated at the front bottom of the form.

### **Addressing the Board & Acknowledgement by Chairman:**

The Chairman will determine what order the speakers will address the Board, and will call on all speakers in pairs. The first speaker should immediately step to the podium and begin addressing the Board. The second speaker should take up a position in one of the chamber aisles in order to quickly step up to the podium after the preceding speaker. This is to afford an efficient and timely Board meeting, giving all attendees the opportunity to make their case. Speakers are prohibited from making personal attacks, and/or using coarse, crude, profane or vulgar language while speaking to the Board members, staff, the general public and/or meeting participants. Such behavior, at the discretion of the Board Chairman may result in removal from the Board Chambers by Sheriff Deputies.

**Riverside County Board of Supervisors  
Request to Speak**

Submit request to Clerk of Board (right of podium),  
Speakers are entitled to three (3) minutes, subject  
to Board Rules listed on the reverse side of this form.

**SPEAKER'S NAME:** Steve F. GARDNER

**Address:** 4440 6<sup>th</sup> ST  
(only if follow-up mail response requested)

**City:** Riverside **Zip:** 92508

**Phone #:** 760-486-4815

**Date:** 7-30-13 **Agenda #:** 3.68

**PLEASE STATE YOUR POSITION BELOW:**

**Position on "Regular" (non-appealed) Agenda Item:**  
 Support     ~~Oppose~~     Neutral

**Note:** If you are here for an agenda item that is filed  
for "Appeal", please state separately your position on  
the appeal below:

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**I give my 3 minutes to:** \_\_\_\_\_

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