

FINANCE COMMITTEE MEETING WEDNESDAY, AUGUST 11, 2021 AT 9:00 AM 61750 CHOLLITA ROAD, JOSHUA TREE, CA 92252

This meeting will be streamed on Zoom:

https://us02web.zoom.us/j/84930734914?pwd=bTlJVWI5bmlwcm9uL0J6Z1JFUnFXdz09

You may also join by phone at 1-253-215-8782, Meeting ID: 84930734914 Passcode: 643872

AGENDA

- 1. CALL TO ORDER -
- 2. PLEDGE OF ALLEGIANCE -
- 3. DETERMINATION OF QUORUM -
- 4. APPROVAL OF AGENDA -
- 5. PUBLIC COMMENT Please state your name and limit your comments to 3 minutes.
- 6. APPROVE MINUTES OF THE PRIOR COMMITTEE MEETING -
- Page 2 July 14, 2021
- Pages 3-13 7. JUNE CHECK REGISTER Review, ask questions, and refer to the Board of Directors for approval.
- Pages 14-17 8. RESERVE FUNDING TRANSFER FOR 2020/2021 Review, ask questions, and refer to the Board of Directors for approval.
- Pages 18-19 9. 2021 BAD DEBT WRITE-OFF OF \$20,100.24 Review, ask questions, and refer to the Board of Directors for approval.
- Pages 20-44 10. NEW AND REVISED JOB DESCRIPTIONS Review, ask questions, and refer to the Board of Directors for adoption of new and revised job descriptions.
 - 11. ADJOURNMENT -

JOSHUA BASIN WATER DISTRICT Minutes of the FINANCE COMMITTEE MEETING Wednesday, July 14, 2021 61750 Chollita Road, Joshua Tree, CA 92252

CALL TO ORDER/PLEDGE OF ALLEGIANCE -- President Unger called the meeting to order at 9:00 a.m.

DETERMINATION OF A QUORUM – President Unger and Vice President Floen

STAFF PRESENT – Mark Ban, GM, Anne Roman, Director of Finance, Jim Corbin, Director of Operations, and Autumn Rich, Accounting Supervisor.

GUESTS -3

APPROVAL OF AGENDA -

MSC¹ (Floen/Unger) motion carried to approve the July 14, 2021, Finance Committee Agenda.

PUBLIC COMMENT - None

APPROVE MINUTES OF THE PRIOR COMMITTEE MEETING

• Draft Minutes of June 9, 2021

MSC¹ (Floen/Unger) motion carried to approve the minutes of June 9, 2021.

MAY 2021 CHECK REGISTER – The Committee reviewed the May 2021 check register and a brief Q&A followed.

MSC¹ (Floen/Unger) motion carried to refer the May 2021 check register to the Board of Directors for approval.

APPROPRIATION LIMIT FOR FISCAL YEAR 2021/22 – Anne Roman, Director of Finance, gave the staff report and noted a correction to Resolution No. 21-1033 to be corrected from Article XIIB to XIIIB. A brief Q&A followed.

MSC¹ (Floen/Unger) motion carried to refer to the Board of Directors for approval and adoption of Resolution No. 21-1033.

3RD QUARTER ENDING 03/31/2021 FINANCIAL REPORT SUMMARY – The Finance Committee reviewed, asked questions, and referred to the Board of Directors for adoption.

MSC¹ (Floen/Unger) motion carried to refer the 3rd Quarter Ending 03/31/2021 to the Board of Directors for and adoption.

STAFF REPORTS – None.

ADJOURNMENT - MSC¹ (Floen/Unger) motion carried to adjourn the Finance Committee meeting at 10:24 a.m.

Respectfully submitted,

Anne Roman Director of Finance



Check Report

By Check Number

000000000000000000000000000000000000	Vendor Number Payable # Bank Code: AP-AP Cash	Vendor DBA Name Payable Type	Post Date	Payment Date Payable Description	Payment Type	Discount Am Discount Amount		ayment Amount e Amount	Number
000004 10.112 AFCON PUMPING, INC. Invoice 06/02/2021 06/02/2021 Regular Begular MOK WW: PUMPING 0.00 1.925.00 63.12 0000501 ACWA/JIPA Unvoice 06/02/2021 Regular BE HALTH BENEFT & EAP JUN 21 0.00 24.24.24.33 63.13 000501 ACWA/JIPA Unvoice 06/02/2021 Regular BE HALTH BENEFT & EAP JUN 21 0.00 24.51.40.1 63.13 000575 AFSCME LOCAL 1902 06/02/2021 Regular BO/02/2021 0.00 24.61.40.1 63.00 000575 AFSCME LOCAL 1902 06/02/2021 Regular BO/02/2021 0.00 24.61.40.1 63.005.70 013663 ATKINSON, ANDELSON, LOVA, RUU ON DO NON OF0/02/2021 0.00 67.00.00 3.605.70 3.605.70 0000 21.00 0.00 67.00.2021 Negular 0.00 22.100 01365 DIVICE 06/02/2021 Negular 0.00 25.20 25.05 0001 DIVICE 06/02/2021 NEQULAR 0.00 25.55 25.05 0002 DIVICE 06/02/2021 NEQULAR <t< td=""><td>013908</td><td>WESTAMERICA COMMUNIC</td><td>ATIONS</td><td>06/16/2021</td><td>Regular</td><td></td><td>0.00</td><td>-575.33</td><td>62682</td></t<>	013908	WESTAMERICA COMMUNIC	ATIONS	06/16/2021	Regular		0.00	-575.33	62682
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25AR1282068 Invoice 06/02/2021 OFFICE EXPENSE 4/30/21 - 5/29/21 0.00 205.35 013373 CORE & MAIN LP 06/02/2021 Regular 0.00 1,260.59 63320 01194631 Invoice 06/02/2021 WELL 14 4-LOG TREATMENT SUPPLIES 0.00 296.16 0212557 Invoice 06/02/2021 SMALL TOOLS - DIST 0.00 270.70 0213580 Invoice 06/02/2021 WELL 14 4-LOG TREATMENT SUPPLIES 0.00 60.00 0233434 Invoice 06/02/2021 WELL 14 4-LOG TREATMENT SUPPLIES 0.00 18,356.01 63321 0225584 Invoice 06/02/2021 WELL 14 4-LOG TREATMENT SUPPLIES 0.00 18,356.01 63321 020102720 Invoice 06/02/2021 Regular 0.00 4,458.00 63322 20102720 Invoice 06/02/2021 Regular 0.00 4,458.00 63322 103222 FRONTIER COMMUNICATIONS INC. 06/02/2021 Regular 0.00 206.02 63323 10300 1	012265			05/02/2021	9		0.00	205.25	62240
013373 CORE & MAIN LP 06/02/2021 Regular 0.00 1,260.59 63320 0136631 Invoice 06/02/2021 SMALL TOOLS - DIST 0.00 256.16 0212557 Invoice 06/02/2021 SMALL TOOLS - DIST 0.00 287.00 0218580 Invoice 06/02/2021 WELL 14 4-LOG TREATMENT SUPPLIES 0.00 38.75 0233433 Invoice 06/02/2021 WELL 14 4-LOG TREATMENT SUPPLIES 0.00 594.98 002565 DUDEK AND ASSOCIATES, INC 06/02/2021 Regular 0.00 18,356.01 63321 1nvoice 06/02/2021 Regular 0.00 4,458.00 63322 002565 DUDEK AND ASSOCIATES, INC 06/02/2021 Regular 0.00 4,458.00 63322 VEN01466 FEDAK & BROWN LLP 06/02/2021 Regular 0.00 4,458.00 63323 13222 FRONTIER COMMUNICATIONS INC. 06/02/2021 Regular 0.00 4/1.70 63324 149110 Invoice 06/02/2021 R			06/02/2021		•	0.00	0.00		03319
0194631 0212557 Invoice 06/02/2021 WELL 14 4-LOG TREATMENT SUPPLIES 0.00 296.16 0212557 Invoice 06/02/2021 SMALL TOOLS - DIST 0.00 270.70 0218580 Invoice 06/02/2021 WELL 14 4-LOG TREATMENT SUPPLIES 0.00 38.75 02333344 Invoice 06/02/2021 WELL 14 4-LOG TREATMENT SUPPLIES 0.00 60.00 0255844 Invoice 06/02/2021 WELL 14 4-LOG TREATMENT SUPPLIES 0.00 18,356.01 63321 002565 DUDEK AND ASSOCIATES, INC 06/02/2021 Regular 0.00 18,356.01 63321 VEN01466 FEDAK & BROWN LLP 06/02/2021 Regular 0.00 4,458.00 63322 1nvoice 06/02/2021 Regular 0.00 206.02 63323 13222 FRONTIER COMMUNICATIONS INC. 06/02/2021 Regular 0.00 206.02 013802 HASA, INC. 06/02/2021 Regular 0.00 103.00 63323 1nvoice 06/02/2021 Regular			,			0.00			
O212557 Invoice O6/02/2021 SMALL TOOLS - DIST 0.00 270.70 O218580 Invoice O6/02/2021 WELL 14 4-LOG TREATMENT SUPPLIES 0.00 38.75 O233434 Invoice O6/02/2021 WELL 14 4-LOG TREATMENT SUPPLIES 0.00 594.98 O2565 DUDEK AND ASSOCIATES, INC O6/02/2021 Regular 0.00 18,356.01 63321 202102720 Invoice O6/02/2021 Regular 0.00 4,458.00 63322 202102720 Invoice O6/02/2021 Regular 0.00 4,458.00 63322 VEN01466 FEDAK & BROWN LLP O6/02/2021 Regular 0.00 4,458.00 63322 Invoice O6/02/2021 Regular 0.00 206.02 63333 Invoice O6/02/2021 Regular 0.00 206.02 63324 Invoice O6/02/2021 Regular 0.00 471.70 6324 103802 HASA, INC. O6/02/2021 Regular 0.00 103.00 63325 </td <td></td> <td></td> <td></td> <td></td> <td>•</td> <td></td> <td>0.00</td> <td></td> <td>63320</td>					•		0.00		63320
0218580 0233434 Invoice 06/02/2021 WELL 14 4-LOG TREATMENT SUPPLIES 0.00 38.75 0233434 Invoice 06/02/2021 WELL 14 4-LOG TREATMENT SUPPLIES 0.00 60.00 0255844 Invoice 06/02/2021 WELL 14 4-LOG TREATMENT SUPPLIES 0.00 594.98 002565 DUDEK AND ASSOCIATES, INC 202102720 DUDEK AND ASSOCIATES, INC Invoice 06/02/2021 Regular 0.00 18,356.01 63321 VEN01466 FEDAK & BROWN LLP Invoice 06/02/2021 Regular 0.00 4,458.00 63322 013222 FRONTIER COMMUNICATIONS INC. Invoice 06/02/2021 Regular 0.00 206.02 63323 013802 HASA, INC. Invoice 06/02/2021 Regular 0.00 471.70 63324 004152 HI-DESERT STAR Invoice 06/02/2021 Regular 0.00 103.00 63325 009054 KATHLEEN J. RADNICH Invoice 06/02/2021 Regular 0.00 103.00 63326 21-0516-2 21-0516-2 Invoice 06/02/2021 Regular 0.00									
O233434 O255844 Invoice O6/02/2021 WELL 14 4-LOG TREATMENT SUPPLIES 0.00 60.00 594.98 002565 202102720 DUDEK AND ASSOCIATES, INC Invoice O6/02/2021 Regular ENG SERV: MULTIPLE PROJECTS THRU 4/30/ 0.00 18,356.01 63321 VEN01466 FEDAK & BROWN LLP Invoice O6/02/2021 Regular ENG SERV: MULTIPLE PROJECTS THRU 4/30/ 0.00 4,458.00 63322 013222 FRONTIER COMMUNICATIONS INC. Invoice O6/02/2021 Regular HDMC WWTP - TELEPHONE 0.00 206.02 63323 013802 HASA, INC. Invoice O6/02/2021 Regular HDMC WWTP - TELEPHONE 0.00 471.70 63324 004152 H-DESERT STAR Invoice O6/02/2021 Regular HDS0621 0.00 103.00 63325 009054 KATHLEEN J. RADNICH Invoice O6/02/2021 Regular BUBSCRIPTION THRU 6/2024 0.00 2,121.00 63326 013523_11555_1 O6/02/2021 Regular BUBSCRIPTION THRU 6/2024 0.00 103.00 63325 009054 KATHLEEN J. RADNICH Invoice O6/02/2021 06/02/2021 Regular PUBLIC RELATIONS SERVICES 0.00									
0255844 Invoice 05/02/2021 WELL 14 4-LOG TREATMENT SUPPLIES 0.00 594.98 002565 DUDEK AND ASSOCIATES, INC 06/02/2021 Regular 0.00 18,356.01 63321 202102720 Invoice 06/02/2021 ENG SERV: MULTIPLE PROJECTS THRU 4/30/ 0.00 18,356.01 63321 VEN01466 FEDAK & BROWN LLP 06/02/2021 Regular 0.00 4,458.00 63322 FB052821 Invoice 06/02/2021 Regular 0.00 206.02 63323 013222 FRONTIER COMMUNICATIONS INC. 06/02/2021 Regular 0.00 206.02 63323 013802 HASA, INC. 06/02/2021 Regular 0.00 471.70 63324 004152 HI-DESERT STAR 06/02/2021 Regular 0.00 103.00 63325 009054 KATHLEEN J. RADNICH 06/02/2021 Regular 0.00 2,121.00 63326 21.05516-2 Invoice 06/02/2021 Regular 0.00 2,121.00 63325									
O02565 DUDEK AND ASSOCIATES, INC Invoice O6/02/2021 Regular ENG SERV: MULTIPLE PROJECTS THRU 4/30/ 0.00 18,356.01 63321 VEN01466 FEDAK & BROWN LLP Invoice O6/02/2021 Regular FINANCIAL AUDIT 20/21 - MAY 21 0.00 4,458.00 63322 013222 FRONTIER COMMUNICATIONS INC. O6/02/2021 Regular MDMC WWTP - TELEPHONE 0.00 206.02 63323 013802 HASA, INC. O6/02/2021 Regular MMC WWTP - TELEPHONE 0.00 471.70 63324 013802 HASA, INC. O6/02/2021 Regular MMC WWTP - TELEPHONE 0.00 471.70 63324 04152 HI-DESERT STAR O6/02/2021 Regular MWTE REATMENT EXPENSE 0.00 471.70 63324 009054 KATHLEEN J. RADNICH O6/02/2021 Regular MUNICES 0.00 2,121.00 63325 01-0516-2 Invoice O6/02/2021 SUBSCRIPTION THRU 6/2024 0.00 2,121.00 63326 009054 KATHLEEN J. RADNICH O6/02/2021 O6/02/2021 Regular 0.00 2,121.00 63326 <									
202102720 Invoice 06/02/2021 ENG SERV: MULTIPLE PROJECTS THRU 4/30/ 0.00 18,356.01 VEN01466 FEDAK & BROWN LLP Invoice 06/02/2021 Regular FINANCIAL AUDIT 20/21 - MAY 21 0.00 4,458.00 63322 013222 FRONTIER COMMUNICATIONS INC. Invoice 06/02/2021 Regular HDMC WWTP - TELEPHONE 0.00 206.02 63323 013802 HASA, INC. Invoice 06/02/2021 Regular HDMC WWTP - TELEPHONE 0.00 471.70 63324 004152 HASA, INC. Invoice 06/02/2021 Regular WATER TREATMENT EXPENSE 0.00 471.70 63324 004152 HI-DESERT STAR Invoice 06/02/2021 Regular SUBSCRIPTION THRU 6/2024 0.00 103.00 63325 009054 KATHLEEN J. RADNICH Invoice 06/02/2021 Regular PUBLIC RELATIONS SERVICES 0.00 2,121.00 63326 013602 Invoice 06/02/2021 PUBLIC RELATIONS SERVICES 0.00 2,121.00 63326 009054 KENNEDY/JENKS CONSULTANTS, INC. 06/02/2021 Regular 0.00 1,218.00 0000134	0255844	Invoice	06/02/2021	WELL 14 4-LOG TRE	ATMENT SUPPLIES	0.00		594.98	
VEN01466 FEDAK & BROWN LLP 06/02/2021 Regular 0.00 4,458.00 63322 013222 FRONTIER COMMUNICATIONS INC. 06/02/2021 Regular 0.00 206.02 63323 013222 FRONTIER COMMUNICATIONS INC. 06/02/2021 Regular 0.00 206.02 63323 013802 HASA, INC. 06/02/2021 Regular 0.00 4/17.0 63324 04152 HASA, INC. 06/02/2021 Regular 0.00 471.70 63324 004152 HI-DESERT STAR 06/02/2021 Regular 0.00 103.00 63325 009054 KATHLEEN J. RADNICH 06/02/2021 Regular 0.00 2,121.00 63326 1nvoice 06/02/2021 PUBLIC RELATIONS SERVICES 0.00 103.00 63326 21-0516-2 Invoice 06/02/2021 PUBLIC RELATIONS SERVICES 0.00 2,121.00 63326 000134 KENNEDY/JENKS CONSULTANTS, INC. 06/02/2021 Regular 0.00 1,800.00 63327	002565	DUDEK AND ASSOCIATES, IN	IC	06/02/2021	Regular		0.00	18,356.01	63321
FB052821 Invoice 06/02/2021 FINANCIAL AUDIT 20/21 - MAY 21 0.00 4,458.00 013222 FRONTIER COMMUNICATIONS INC. 06/02/2021 Regular 0.00 206.02 63323 1voice 06/02/2021 HDMC WWTP - TELEPHONE 0.00 471.70 63324 013802 HASA, INC. 06/02/2021 Regular 0.00 471.70 63324 04152 Invoice 06/02/2021 Regular 0.00 103.00 63325 004152 HI-DESERT STAR 06/02/2021 Regular 0.00 103.00 63325 009054 KATHLEEN J. RADNICH 06/02/2021 Regular 0.00 2,121.00 63326 013000 05/02/2021 PUBLIC RELATIONS SERVICES 0.00 2,121.00 63326 009054 KATHLEEN J. RADNICH 06/02/2021 PUBLIC RELATIONS SERVICES 0.00 903.00 1voice 06/02/2021 PUBLIC RELATIONS SERVICES 0.00 1,218.00 1,218.00 000134 KENNEDY/JENKS CONSULTANTS, INC. 06/02/2021 <td><u>202102720</u></td> <td>Invoice</td> <td>06/02/2021</td> <td>ENG SERV: MULTIPL</td> <td>E PROJECTS THRU 4/30/</td> <td>0.00</td> <td></td> <td>18,356.01</td> <td></td>	<u>202102720</u>	Invoice	06/02/2021	ENG SERV: MULTIPL	E PROJECTS THRU 4/30/	0.00		18,356.01	
013222 FC0621 FRONTIER COMMUNICATIONS INC. Invoice 06/02/2021 Regular HDMC WWTP - TELEPHONE 0.00 206.02 63323 013802 749110 HASA, INC. Invoice 06/02/2021 Regular WATER TREATMENT EXPENSE 0.00 471.70 63324 004152 HDS0621 HI-DESERT STAR Invoice 06/02/2021 Regular WATER TREATMENT EXPENSE 0.00 103.00 63325 009054 21-0516-2 21-0523-1 KATHLEEN J. RADNICH Invoice 06/02/2021 Regular SUBSCRIPTION THRU 6/2024 0.00 2,121.00 63326 0000134 KENNEDY/JENKS CONSULTANTS, INC. 06/02/2021 Regular PUBLIC RELATIONS SERVICES PUBLIC RELATIONS SERVICES 0.00 1,800.00 63327	VEN01466	FEDAK & BROWN LLP		06/02/2021	Regular		0.00	4,458.00	63322
FC0621 Invoice 06/02/2021 HDMC WWTP - TELEPHONE 0.00 206.02 013802 HASA, INC. 06/02/2021 Regular 0.00 471.70 63324 004152 Invoice 06/02/2021 Regular 0.00 103.00 63325 004152 HI-DESERT STAR Invoice 06/02/2021 Regular 0.00 103.00 63325 009054 KATHLEEN J. RADNICH Invoice 06/02/2021 Regular PUBLIC RELATIONS SERVICES 0.00 2,121.00 63326 000134 KENNEDY/JENKS CONSULTANTS, INC. 06/02/2021 Regular 0.00 1,800.00 63327	FB052821	Invoice	06/02/2021	FINANCIAL AUDIT 2	0/21 - MAY 21	0.00		4,458.00	
013802 749110 HASA, INC. 06/02/2021 Regular 0.00 471.70 63324 004152 HDS0621 HI-DESERT STAR Invoice 06/02/2021 Regular 0.00 0.00 103.00 63325 009054 21-0516-2 21-0523-1 KATHLEEN J. RADNICH Invoice 06/02/2021 Regular SUBSCRIPTION THRU 6/2024 0.00 2,121.00 63326 0000134 KENNEDY/JENKS CONSULTANTS, INC. 06/02/2021 Regular PUBLIC RELATIONS SERVICES 0.00 2,121.00 63326 000134 KENNEDY/JENKS CONSULTANTS, INC. 06/02/2021 Regular 0.00 1,800.00 63327	013222	FRONTIER COMMUNICATIO	NS INC.	06/02/2021	Regular		0.00	206.02	63323
749110 Invoice 06/02/2021 WATER TREATMENT EXPENSE 0.00 471.70 004152 HI-DESERT STAR Invoice 06/02/2021 Regular SUBSCRIPTION THRU 6/2024 0.00 103.00 63325 009054 KATHLEEN J. RADNICH 21-0516-2 21-0523-1 06/02/2021 Regular PUBLIC RELATIONS SERVICES 0.00 2,121.00 63326 000134 KENNEDY/JENKS CONSULTANTS, INC. 06/02/2021 Regular 0.00 1,218.00	FC0621	Invoice	06/02/2021	HDMC WWTP - TEL	EPHONE	0.00		206.02	
749110 Invoice 06/02/2021 WATER TREATMENT EXPENSE 0.00 471.70 004152 HI-DESERT STAR Invoice 06/02/2021 Regular SUBSCRIPTION THRU 6/2024 0.00 103.00 63325 009054 KATHLEEN J. RADNICH 21-0516-2 21-0523-1 06/02/2021 Regular PUBLIC RELATIONS SERVICES 0.00 2,121.00 63326 000134 KENNEDY/JENKS CONSULTANTS, INC. 06/02/2021 Regular 0.00 1,218.00	013802	HASA. INC.		06/02/2021	Regular		0.00	471.70	63324
HDS0621 Invoice 06/02/2021 SUBSCRIPTION THRU 6/2024 0.00 103.00 009054 KATHLEEN J. RADNICH 06/02/2021 Regular 0.00 2,121.00 63326 21-0516-2 Invoice 06/02/2021 PUBLIC RELATIONS SERVICES 0.00 903.00 21-0523-1 Invoice 06/02/2021 PUBLIC RELATIONS SERVICES 0.00 1,218.00 000134 KENNEDY/JENKS CONSULTANTS, INC. 06/02/2021 Regular 0.00 1,800.00 63327			06/02/2021		-	0.00			
HDS0621 Invoice 06/02/2021 SUBSCRIPTION THRU 6/2024 0.00 103.00 009054 KATHLEEN J. RADNICH 06/02/2021 Regular 0.00 2,121.00 63326 21-0516-2 Invoice 06/02/2021 PUBLIC RELATIONS SERVICES 0.00 903.00 21-0523-1 Invoice 06/02/2021 PUBLIC RELATIONS SERVICES 0.00 1,218.00 000134 KENNEDY/JENKS CONSULTANTS, INC. 06/02/2021 Regular 0.00 1,800.00 63327	00/152			06/02/2021	Regular		0.00	102.00	62225
009054 KATHLEEN J. RADNICH 06/02/2021 Regular 0.00 2,121.00 63326 21-0516-2 Invoice 06/02/2021 PUBLIC RELATIONS SERVICES 0.00 903.00 21-0523-1 Invoice 06/02/2021 PUBLIC RELATIONS SERVICES 0.00 1,218.00 000134 KENNEDY/JENKS CONSULTANTS, INC. 06/02/2021 Regular 0.00 1,800.00 63327			06/02/2021		-	0.00	0.00		03323
21-0516-2 21-0523-1 Invoice 06/02/2021 PUBLIC RELATIONS SERVICES 0.00 903.00 000134 KENNEDY/JENKS CONSULTANTS, INC. 06/02/2021 Regular 0.00 1,800.00 63327			,,						62225
21-0523-1 Invoice 06/02/2021 PUBLIC RELATIONS SERVICES 0.00 1,218.00 000134 KENNEDY/JENKS CONSULTANTS, INC. 06/02/2021 Regular 0.00 1,800.00 63327			00/00/2024	-	-	0.00	0.00	•	63326
000134 KENNEDY/JENKS CONSULTANTS, INC. 06/02/2021 Regular 0.00 1,800.00 63327									
	21-0523-1	INVOICE	06/02/2021	PUBLIC RELATIONS	SERVICES	0.00		1,218.00	
147736 Invoice 06/02/2021 2020 URBAN WATER MGMT PLAN UPDATE 0.00 1,800.00	000134	KENNEDY/JENKS CONSULTA	NTS, INC.	06/02/2021	Regular		0.00	1,800.00	63327
	<u>147736</u>	Invoice	06/02/2021	2020 URBAN WATE	R MGMT PLAN UPDATE	0.00		1,800.00	

Check Report						Date	Range: 06/01/20	21 - 06/30
Vendor Number	Vendor DBA Name		Payment Date	Payment Type	Discount Arr		ayment Amount	
Payable #	Payable Type	Post Date	Payable Description	1	Discount Amount	Payable	Amount	
013920	LF STAFFING SERVICES INC	DBA LABOR FINDERS	06/02/2021	Regular		0.00	5,158.40	63328
37-49-10260	Invoice	06/02/2021	TEMPORARY LABOR	-	0.00		2,579.20	
37-49-10331	Invoice	06/02/2021	TEMPORARY LABOR	1	0.00		2,579.20	
000156	FORSHOCK		06/02/2021	Regular		0.00	1,480.50	63329
2100053	Invoice	06/02/2021	SCADA MAINTENAN	ICE: D12 TANK	0.00		1,237.50	
2100057	Invoice	06/02/2021	MONTHLY SCADA N	IONITORING - JUN 21	0.00		38.00	
2100058	Invoice	06/02/2021	MONTHLY SCADA M	ONITORING - JUN 21	0.00		205.00	
013808	NOBEL SYSTEMS, INC.		06/02/2021	Regular		0.00	780.00	63330
15102	Invoice	06/02/2021		RIPTION- 7/1/21 - 6/30/	0.00		780.00	
013004	PAOLO FICARA		06/02/2021	Regular		0.00	1,000.00	63331
051	Invoice	06/02/2021	PARCEL RENTAL: 06	-	0.00		500.00	
061	Invoice	06/02/2021	PARCEL RENTAL: 06		0.00		500.00	
008137	PARKHOUSE TIRE INC		06/02/2021	Regular		0.00	451.47	63337
2030200736	Invoice	06/02/2021	SMALL TOOLS	Negalai	0.00	0.00	451.47	05552
2000200100	involce	00/02/2021	JAACE TOOLS		0.00		451.47	
000236	PAYPRO ADMINISTRATORS		06/02/2021	Regular		0.00	55.00	63333
77713	Invoice	06/02/2021	FSA ADMIN FEES - A	PR 21	0.00		55.00	
008415	PRUDENTIAL OVERALL SUP	РΙΥ	06/02/2021	Regular		0.00	177.08	63334
23159771	Invoice	06/02/2021	SHOP EXPENSE	NCB0101	0.00	0.00	109.97	00004
23159780	Invoice	06/02/2021	SHOP EXPENSE		0.00		67.11	
23135760	Invoice	00/02/2021	SHOP EXPENSE		0.00		07.11	
009065	RDO EQUIPMENT COMPAN	Y	06/02/2021	Regular		0.00	1,173.89	63335
<u>P5635545</u>	Invoice	06/02/2021	VACUUM MAINTEN	ANCE: E82	0.00		1,173.89	
000495	ACCOUNTEMPS		06/02/2021	Regular		0.00	4,501.60	63336
57679822	Invoice	06/02/2021	TEMPORARY LABOR	-	0.00		652.12	
57707154	Invoice	06/02/2021	TEMPORARY LABOR		0.00		641.51	
57707247	Invoice	06/02/2021	TEMPORARY LABOR		0.00		1,600.77	
57751020	Invoice	06/02/2021	TEMPORARY LABOR		0.00		1,607.20	
000091		BECOBDER	00/00/2021	0 anular		0.00	100.00	(2227
	SAN BERNARDINO COUNTY		06/02/2021	Regular	0.00	0.00	180.00	03337
<u>SB051321</u>	Invoice	06/02/2021	RELEASE OF LIENS		0.00		180.00	
013831	SATMODO LLC		06/02/2021	Regular		0.00	151.86	63338
170879	Invoice	06/02/2021	EMERGENCY SATEL	LITE PHONES - JUN 21	0.00		151.86	
010850	UNDERGROUND SERVICE A	LERT	06/02/2021	Regular		0.00	170.05	63339
520210347	Invoice	06/02/2021	TICKET DELIVERY SE	RVICE - MAY 21	0.00		170.05	
000327	WATER QUALITY SPECIALIS	TS	06/02/2021	Regular		0.00	3,601.39	63340
7241	Invoice	06/02/2021		RATION & MAINT - MAY	0.00		3,601.39	05340
							-,	
011615	WESTERN EXTERMINATOR	CO.	06/02/2021	Regular		0.00	34.00	63341
<u>7988135</u>	Invoice	06/02/2021	PEST CONTROL SER	VICES - SHOP	0.00		34.00	
000233	NAPA AUTO PARTS		06/02/2021	Regular		0.00	125.52	63342
364079	Invoice	06/02/2021	VEHICLE MAINTEN	-	0.00		125.52	
000000		~	00/00/2024	a		0.00	4 4 750 00	622.40
000228	FATTY'S FENCING & SUPPLI		06/09/2021	Regular	0.00	0.00	14,750.00	63348
<u>FF060721</u>	Invoice	06/09/2021	WELL 14 CONCRETE	BUILDING PAD	0.00		14,750.00	
013936	TESS ELECTRIC		06/09/2021	Regular		0.00	4,350.00	63349
0053	Invoice	06/09/2021		RVICES - WELL 14 - 4 LOG	. 0.00		4,350.00	
013820	SC FUELS		06/09/2021	Regular		0.00	2,985.47	63350
1883393-IN	Invoice	06/16/2021	FUEL FOR VEHICLES	•	0.00		2,985.47	
000504	ACTION PUMPING, INC.		06/16/2021	Regular		0.00	2,205.00	63351
17583	Invoice	06/16/2021	HDMC WW: PUMP	-	0.00		2,205.00	
		· -,,=			0.00		· · · · · · · · · · · · · · · · · · ·	
000501	ACWA/JPIA		06/16/2021	Regular		0.00	25,239.17	63352

Check Report						Date Rang	ge: 06/01/20	21 - 06/30/
Vendor Number Payable # 0668632	Vendor DBA Name Payable Type Invoice	Post Date 06/16/2021	Payment Date Payable Description EE HEALTH BENEFIT		Discount An Discount Amount 0.00	Payable Am		Number
000214 <u>CF10836-2287</u>	BABCOCK LABORATORIES, Invoice	INC. 06/16/2021	06/16/2021 WELL 14 - 4 LOG TR	Regular EATMENT	0.00	0.00	17.00 17.00	63353
001560 <u>3259-15</u>	CENTURY FORMS Invoice	06/16/2021	06/16/2021 #9 RETURN ENVELO	Regular PES	0.00	0.00	407.60)7.60	63354
013889 <u>5797</u>	CARL OTTESON'S CERTIFIE Invoice	D BACKFLOW TESTIN 06/16/2021	IG Ł 06/16/2021 DEMO GARDENS BA	Regular CKFLOW TEST	0.00	0.00	230.00 30.00	63355
013365 25AR1286218	IMAGE SOURCE Invoice	06/16/2021	06/16/2021 SHOP EXPENSE 5/01	Regular 1/21 - 5/31/21	0.00	0.00	73.52 73.52	63356
013373 <u>0256986</u>	CORE & MAIN LP Invoice	06/16/2021	06/16/2021 SMALL TOOLS - DIST	Regular TRIBUTION	0.00	0.00	135.77 35.77	63357
000229 <u>3325</u>	C & S ELECTRIC Invoice	06/16/2021	06/16/2021 BUILDING MAINTEN	Regular IANCE - SHOP	0.00	0.00 1,88	1,885.00 35.00	63358
000058 <u>10639032</u>	GARDA CL WEST, INC. Invoice	06/16/2021	06/16/2021 COURIER FEES - JUN	Regular 21	0.00	0.00	844.97 14.97	63359
009054 <u>21-0613-1</u>	KATHLEEN J. RADNICH Invoice	06/16/2021	06/16/2021 PUBLIC RELATIONS	Regular SERVICES	0.00	0.00	858.90 58.90	63360
013920 <u>37-49-10373</u> <u>37-49-10402</u>	LF STAFFING SERVICES INC Invoice Invoice	DBA LABOR FINDER 06/16/2021 06/16/2021	S 05/16/2021 TEMPORARY LABOR TEMPORARY LABOR		0.00		4,836.00 56.80 79.20	63361
006507 <u>58846176</u> <u>59231766</u>	McMASTER-CARR SUPPLY Invoice Invoice	COMPANY 06/16/2021 06/16/2021		Regular PING PLANT/WELL 14 - 4 JPPLIES/SHOP EXPENSE	0.00 0.00		1,256.26 96.28 59.98	63362
000070 <u>1067911</u>	ONLINE INFORMATION SE	RVICES, INC. 06/16/2021	06/16/2021 ID VERIF. SERV. THR	Regular U 05/31/21	0.00	0.00	222.50 22.50	63363
008137 <u>2030201248</u>	PARKHOUSE TIRE INC	06/16/2021	06/16/2021 VEHICLE REPAIRS: V	Regular 42	0.00	0.00	810.04 10.04	63364
008415 23165524 23165531	PRUDENTIAL OVERALL SUF Invoice Invoice	PPLY 06/16/2021 06/16/2021	06/16/2021 SHOP EXPENSE SHOP EXPENSE	Regular	0.00 0.00		247.11 30.00 57.11	63365
000495 57766078 57806135 57806969 57835081	ACCOUNTEMPS Invoice Invoice Invoice	06/16/2021 06/16/2021 06/16/2021 06/16/2021	06/16/2021 TEMPORARY LABOR TEMPORARY LABOR TEMPORARY LABOR TEMPORARY LABOR	t t	0.00 0.00 0.00 0.00	1,20 48	3,940.40 46.66 05.40 81.14 07.20	63366
013833 <u>J82223</u>	SERVICEMASTER 360 PREM Invoice	/IER CLEANING 06/16/2021	06/16/2021 JANITORIAL SERVIC	Regular ES - JUN 21	0.00	0.00	997.65 97.65	63367
VEN01020 21-5070 21-6008SC 21-6022SC	SOUTHWEST NETWORKS, Invoice Invoice Invoice	INC. 06/16/2021 06/16/2021 06/16/2021	06/16/2021 SUPPLEMENTAL IT S SHOP EXPENSE 5/0 IT SERVICES - 7/21 -		0.00 0.00 0.00	7	15,328.75 88.75 38.00 02.00	63368
013788 <u>1267</u>	STURDIVAN EMERGENCY I Invoice	MANAGEMENT CON 06/16/2021		Regular INFRASTRUCTURE ACT OF	. 0.00	0.00) 11,8	11,875.00 75.00	63369
010690 <u>025-335394</u>	TYLER TECHNOLOGIES	06/16/2021	06/16/2021 ANNUAL MAINT: 15	Regular MODULES THRU 06/30/22	0.00	0.00) 19,4	19,422.66 22.66	63370
013809	WEST COAST CIVIL, INC.		06/16/2021	Regular		0.00	7,940.00	63371

Check Report						Date Range: 06/0	1/2021 - 06/30,
Vendor Number	Vendor DBA Name		Payment Date	Payment Type	Discount Am	ount Payment Amo	unt Number
Payable #	Payable Type	Post Date	Payable Descriptio		Discount Amount	Payable Amount	
2105-209	Invoice	06/16/2021		NLINE REPLACEMENT TH	0.00	7,940.00	
013888	WIENHOFF DRUG TESTING		06/16/2021	Regular		0.00 20	0.00 63372
<u>98204</u>	Invoice	06/16/2021	DOT COLLECTION N	MONTHLY FEE - APR 21	0.00	20.00	
000233	NAPA AUTO PARTS		06/16/2021	Regular		0.00 1,425	5.04 63373
365780	Invoice	06/16/2021	VEHICLE MAINTEN	ANCE: V33	0.00	124.12	
365795	Invoice	06/16/2021	VEHICLE MAINT:V3	5,V40,V41,V37,V38,V39,	0.00	334.34	
<u>365835</u>	Invoice	06/16/2021	SHOP EXPENSE		0.00	23.90	
<u>365980</u>	Invoice	06/16/2021	VEHICLE MAINTEN	ANCE: V33	0.00	355.04	
366364	Invoice	06/16/2021	VEHICLE MAINTEN	ANCE: V30,V32,V33,V36,	0.00	121.17	
<u>366459</u>	Invoice	06/16/2021	VEHICLE MAINT - V	'37 & V38	0.00	133.70	
366609	Invoice	06/16/2021	VEHICLE MAINT - V	38	0.00	332.77	
042220	**Void**		06/16/2021	Regular			0.00 63374
013230	JAMIE BRITTAIN		06/16/2021	Regular			9.47 63394
<u>JB102920</u>	Invoice	10/29/2020	STANDBY REFUND	- 0588-222-07-0000	0.00	69.47	
013908	WESTAMERICA COMMUNI	CATIONS	06/16/2021	Regular		0.00 575	5.33 63395
336748	Invoice	10/13/2020	OFFICE SUPPLIES		0.00	575.33	
013939	APPLE CANYON DESIGNS		06/29/2021	Regular		0.00 2,500	0.00 63396
ACD062321	Invoice	06/30/2021	DISTRICT VIRTUAL	TOUR - VIDEO SERVICES	0.00	2,500.00	
000575	AFSCME LOCAL 1902		06/30/2021	Regular		0.00 469	9.12 63397
AFSCME0621	Invoice	06/30/2021	EE UNION DUES - J	UN 21	0.00	469.12	
013863	ATKINSON, ANDELSON, LO	YA, RUUD AND ROM	10 06/30/2021	Regular		0.00 4,167	7.98 63398
<u>624958</u>	Invoice	06/30/2021		VICES THRU 5/31/21	0.00	-	
000214	BABCOCK LABORATORIES,	INC.	06/30/2021	Regular		0.00 1,563	3.00 63399
CF11045-2287	Invoice	06/30/2021	SAMPLING	0	0.00		
CF11051-2287	Invoice	06/30/2021	SAMPLING		0.00		
CF11055-2287	Invoice	06/30/2021	SAMPLING		0.00		
CF11080-2287	Invoice	06/30/2021	SAMPLING		0.00		
CF11434-2287	Invoice	06/30/2021	HDMC WWTP - SA	MPLING	0.00		
CF11634-2287	Invoice	06/30/2021	SAMPLING		0.00	102.00	
CF11635-2287	Invoice	06/30/2021	WELL 14 - 4 LOG T	REATMENT - SAMPLING	0.00		
CF11681-2287	Invoice	06/30/2021	HDMC WWTP - SA		0.00		
CF12043-2287	Invoice	06/30/2021	HDMC WWTP - SA	MPLING	0.00		
CF12249-2287	Invoice	06/30/2021	SAMPLING		0.00	102.00	
013941	CALIFORNIA SPECIAL DISTR	ICT ASSOCIATION	06/30/2021	Regular		0.00 6,24	4.00 63400
CSDA062421	Invoice	06/30/2021	ANNUEL MEMBER		0.00		
013373	CORE & MAIN LP		06/30/2021	Regular		0.00 6,203	2.83 63401
029117	Invoice	06/30/2021	INVENTORY		0.00	-	
002565	DUDEK AND ASSOCIATES, I	NC	06/30/2021	Regular		0.00 3,53	3.88 63402
202104032	Invoice	06/30/2021		WASTEWATER PLANT TH	0.00		5.00 05402
013802			06/20/2021	Pequilar		0.00 59	7.49 63403
755453	HASA, INC. Invoice	06/30/2021	06/30/2021 WATER TREATMEN	Regular IT EXPENSE	0.00		7.49 05405
040707			05 100 1000				
013797	INFOSEND, INC.		06/30/2021	Regular			1.48 63404
<u>190700</u>	Invoice	06/30/2021	PRINT & MAIL WA		0.00	-	
<u>192071</u>	Invoice	06/30/2021	PRINT & MAIL WA	I EK BILL - MAY 21	0.00		
004720	INLAND WATER WORKS		06/30/2021	Regular			7.83 63405
<u>\$1046864.001</u>	Invoice	06/30/2021	PUMPING PLANT S	SUPPLIES	0.00	1,547.83	
009054	KATHLEEN J. RADNICH		06/30/2021	Regular		0.00 3,37	6.80 63406
<u>21-0530-1</u>	Invoice	06/30/2021	PUBLIC RELATIONS	SERVICES	0.00	1,008.00	
<u>21-0606-1</u>	Invoice	06/30/2021	PUBLIC RELATIONS	SERVICES	0.00	858.90	
21-0620-1	Invoice	06/30/2021	PUBLIC RELATIONS	SERVICES	0.00	858.90	

Check Report						Date Range: 06	5/01/20	21 - 06/30/
Vendor Number Payable # <u>21-0627-1</u>	Vendor DBA Name Payable Type Invoice	Post Date 06/30/2021	Payment Date Payable Description PUBLIC RELATIONS S		Discount Am Discount Amount 0.00	ount Payment A Payable Amount 651.00	mount	Number
013920 <u>37-49-10440</u> <u>37-49-10468</u>	LF STAFFING SERVICES INC D Invoice Invoice	DBA LABOR FINDERS 06/30/2021 06/30/2021	06/30/2021 TEMPORARY LABOR TEMPORARY LABOR		0.00 0.00	0.00 5, 2,579.20 2,579.20	158.40	63407
013019 <u>9075</u>	ARBORIST SERVICES	06/30/2021	06/30/2021 DEMO GARDEN/BUI	Regular LD MAINT THRU 6/15/21	0.00	0.00 775.00	775.00	63408
006507 <u>59546318</u>	McMASTER-CARR SUPPLY C	OMPANY 06/30/2021	06/30/2021 PUMPING PLANT SU	Regular IPPLIES	0.00	0.00 631.43	631.43	63409
013936 <u>0075</u>	TESS ELECTRIC Invoice	06/30/2021	06/30/2021 CABLE TERMINATIO	Regular N - WELL 14 - 4 LOG TRE	0.00	0.00 16, 16,450.00	450.00	63410
000193 MBCA060721	MORONGO BASIN CONSERV Invoice	ATION ASSOCIATION 06/30/2021		Regular T WISE LANDSCAPE TOUR	0.00	0.00 750.00	750.00	63411
003930 <u>621000438</u>	NBS Invoice	06/30/2021	06/30/2021 CMM DELIQUENT LE	Regular TTTERS	0.00	0.00 567.54	567.54	63412
000236 <u>77853</u>	PAYPRO ADMINISTRATORS Invoice	06/30/2021	06/30/2021 FSA ADMIN FEES - N	Regular 1AY - JUNE 21	0.00	0.00	110.00	63413
VEN01300 <u>36459</u> <u>36459-1</u>	POWER DESIGN INC. Invoice Invoice	06/30/2021 06/30/2021	06/30/2021 WELL 14 4-LOG TREA SUPPLIES: LOBBY RE		0.00	0.00 81, 81,500.00 111.43	611.43	63414
008415 23172459 23172466	PRUDENTIAL OVERALL SUPP Invoice Invoice	PLY 06/30/2021 06/30/2021	06/30/2021 SHOP EXPENSE SHOP EXPENSE	Regular	0.00 0.00	0.00 195.01 67.11	262.12	63415
000495 57850596 57878610 57907933 57921667 57928616	ACCOUNTEMPS Invoice Invoice Invoice Invoice Invoice	06/30/2021 06/30/2021 06/30/2021 06/30/2021 06/30/2021	06/30/2021 TEMPORARY LABOR TEMPORARY LABOR TEMPORARY LABOR TEMPORARY LABOR		0.00 0.00 0.00 0.00 0.00 0.00	0.00 4, 641.51 1,637.34 644.09 803.60 633.16		63416
013820 1897701-IN	SC FUELS	06/30/2021	06/30/2021 FUEL FOR VEHICLES	Regular	0.00		092.52	63417
013011 JBWD-103	SERGIO D FIERRO Invoice	06/30/2021	06/30/2021 CIMIS STATION MAI	Regular NTENANCE: APR TO JUN	0.00	0.00 990.00	990.00	63418
011615 <u>8286770</u>	WESTERN EXTERMINATOR	CO. 06/30/2021	06/30/2021 PEST CONTROL SERV	Regular VICES - SHOP	0.00	0.00 34.00		63419
000233 <u>367304</u> <u>368057</u> <u>368283</u> <u>368565</u>	NAPA AUTO PARTS Invoice Invoice Invoice Invoice	06/30/2021 06/30/2021 06/30/2021 06/30/2021	06/30/2021 VACUUM MAINTEN. VEHICLE MAINTENA VACUUM MAINTEN. SHOP EXPENSE	NCE: V37, V38 & V39	0.00 0.00 0.00 0.00	0.00 160.01 103.55 11.57 8.87		63420
004110 <u>BW0621</u> <u>BW0621B</u>	BURRTEC WASTE & RECYCLI Invoice Invoice	ING SVCS 06/02/2021 06/02/2021	06/02/2021 TRASH & RECYCLING TRASH REMOVAL (S		0.00 0.00	0.00 160.27 294.58		901715
009920 <u>ST0621</u>	STANDARD INSURANCE CO Invoice	06/02/2021	06/02/2021 EE LIFE INSURANCE	Manual - JUN 21	0.00	0.00 1, 1,266.96		901716
000237 <u>3990561-0505104</u>	COLONIAL LIFE & ACCIDENT Invoice	INSURANCE CO, INC 06/02/2021	C. 06/02/2021 EE LIFE INSURANCE	Manual - MAY 21	0.00	-		901717
009898	SOCALGAS		06/02/2021	Manual		0.00	15.88	901718

Check Report						Date Range: 06/01/2	021 - 06/30/2
Vendor Number Payable # <u>GAS0521</u>	Vendor DBA Name Payable Type Invoice	Post Date 05/25/2021	Payment Date Payable Description HEAT FOR SHOP - T		Discount Am Discount Amount 0.00	ount Payment Amoun Payable Amount 15.88	t Number
000510 0008970052221	TIME WARNER CABLE	06/02/2021	06/02/2021 SCADA INTERNET	Manual IUN 21	0.00	0.00 358.96 358.96	5 901719
013926 <u>US0521</u>	U.S. BANK CORPORATE Invoice	06/02/2021	06/02/2021 EE TRAINING/WELL	Manual 14 - 4 LOG SUPPLIES/SM	0.00	0.00 1,191.72 1,191.72	901720
013925 US0521	U.S. BANK CORPORATE Invoice	06/02/2021	06/02/2021 LEADERSHIP CONFE	Manual RENCE / HR RECERTIFICA	0.00	0.00 1,044.43 1,044.43	3 901721
013924 <u>US0521</u>	U.S. BANK CORPORATE Invoice	06/02/2021	06/02/2021 GOVERNMENT FINA	Manual NCE OFFICERS ASSOCIAT	0.00	0.00 160.00 160.00	901722
013923 US0521	U.S. BANK CORPORATE Invoice	06/02/2021	06/02/2021 EE TRAINING/TELEF	Manual HONE/OFFICE SUPPLY/S	0.00	0.00 5,341.58 5,341.58	901723
013927 <u>US0521</u>	U.S. BANK CORPORATE Invoice	06/02/2021	06/02/2021 WELL 14 4-LOG TRE	Manual ATMENT/COMP EQUIP/	0.00		901724
013359 <u>2643921</u>	XEROX FINANCIAL SERVICES	06/02/2021	06/02/2021 SHOP EXPENSE 5/2	Manuai 7/21 - 6/26/21	0.00	0.00 225.12	901725
013359 <u>2612278</u>	XEROX FINANCIAL SERVICES	06/02/2021	06/02/2021 OFFICE EXPENSE 4/	Manual 30/21 - 5/29/21	0.00	0.00 397.60 397.60	901726
000248 <u>348783</u>	PAYCHEX Invoice	06/11/2021	06/11/2021 PAYROLL PROCESSI	Manual NG FEE	0.00	0.00 367.2 367.27	901727
000236 PPE 6-4-21	PAYPRO ADMINISTRATORS	06/11/2021	06/11/2021 EE FSA DEDUCTION	Manual S 6-11-21	0.00	0.00 12.50	901728
004195 HD0521	HOME DEPOT CREDIT SERVI Invoice	ICES 06/04/2021	06/16/2021 WELL 14 - 4 LOG TR	Manual EATMENT/SHOP EXPENS	0.00	•	2 901729
009880 <u>SCE0521</u>	SOUTHERN CALIFORNIA EDI Invoice	ISON CO 06/16/2021	06/16/2021 POWER TO BLDGS &	Manual & GEN - MAY 21	0.00	0.00 2,875.29 2,875.29	901730
001630 <u>829480028X0605</u>	AT&T MOBILITY Invoice	06/16/2021	06/16/2021 COMMUNICATIONS	Manual - MAY 21	0.00	•	5 901731
009878 <u>SCE0421-C</u> <u>SCE0521</u>	SOUTHERN CALIFORNIA ED Credit Memo Invoice	ISON 06/16/2021 06/16/2021	06/16/2021 POWER FOR PUMP POWER FOR PUMP		0.00 0.00	-219.42	5 901732
013196 <u>143500768-0</u>	TPX COMMUNICATIONS Invoice	06/16/2021	06/16/2021 TELEPHONE (OFFIC	Manual E) - JUN 21	0.00		7 901733
013359 <u>2661233</u>	XEROX FINANCIAL SERVICES	5 06/16/2021	06/16/2021 OFFICE EXPENSE 5/	Manual 30/21 - 6/29/21	0.00		2 901734
004110 <u>BW053121</u>	BURRTEC WASTE & RECYCL Invoice	ING SVCS 06/16/2021	06/16/2021 TRASH REMOVAL (S	Manual SHOP) - MAY 21	0.00		6 901735
000248 <u>1411300</u>	PAYCHEX Invoice	06/20/2021	06/20/2021 TIME & LABOR ONI	Manual INE USAGE FEE	0.00		0 901736
VEN01533 <u>INV-15-112902</u>	PAYMENTUS GROUP INC. Invoice	06/18/2021	06/18/2021 CREDIT CARD PROC	Manual ESSING FEE - MAY 21	0.00		0 901737
013940 <u>P062221</u>	PAYLOCITY Invoice	06/22/2021	06/22/2021 FSA BENEFIT CARD	Manual DEPOSIT	0.00		0 901738
001517 <u>PPE 5-21-21</u> <u>PPE 6-4-21</u>	CalPERS Invoice Invoice	06/25/2021 06/25/2021	06/25/2021 PAY PERIOD ENDIN PAY PERIOD ENDIN		0.00 0.00	12,556.25	0 901739

Check Report

Date Range: 06/01/2021 - 06/30/2021

Vendor Number Payable #	Vendor DBA Name Payabie Type	Post Date	Payment Date Payable Description	Payment Type	Discount Am Discount Amount		Payment Amount able Amount	Number
000248 <u>348988</u>	PAYCHEX Invoice	06/25/2021	06/25/2021 PAYROLL PROCESSI	Manual NG FEE	0.00	0.00	387.58 387.58	901740
000236 <u>PPE 6-18-21</u>	PAYPRO ADMINISTRATORS	06/25/2021	06/25/2021 EE FSA DEDUCTION	Manual S 6-25-21	0.00	0.00	12.50 12.50	901741
000025 ICMARC0621	ICMA RC Invoice	06/30/2021	06/30/2021 457 REMITTANCE	Manual IUN 21	0.00	0.00	4,320.00 4,320.00	901742
001517 <u>PPE 6-18-21</u>	CalPERS Invoice	06/30/2021	06/30/2021 PAY PERIOD ENDING	Manual G 6/18/21	0.00	0.00	12,619.86 12,619.86	901743
008200 <u>3104818252</u>	PITNEY BOWES INC. Invoice	06/30/2021	06/30/2021 LEASING CHARGES	Manual - 2ND QTR 21	0.00	0.00	320.21 320.21	901744

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	137	84	0.00	379,832.29
Manual Checks	33	30	0.00	105,767.17
Voided Checks	0	3	0.00	-644.80
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	170	117	0.00	484,954.66

JOSHUA BASIN WATER DISTRICT UTILITY REFUND REGISTER

Decomposition Decomposition Decomposition Decomposition Decomposition 11-00055-000 STEWART FAMULY TRUST 62/2021 Refund 38.03 Check # 63344 03-0037-010 MAY, BRAN W 62/2021 Refund 38.03 Check # 63345 04-0021-000 STEWART FAMULY TRUST 62/2021 Refund 38.03 Check # 63344 02-0008-000 STEWART FAMULY TRUST 62/2021 Reverse Refund Check Agjustment -21.31 REVERSE REFUND 04-0002-010 JAMES & LINDA BARANAD TR 53:0.68 63/2021 Reverse Refund Check Agjustment -17.19 REVERSE REFUND 07-00116-002 LINGAN, ISHAI B 63/2021 Reverse Refund Check Agjustment -11.29 REVERSE REFUND 07-00116-002 LINGAN, ISHAI B 63/2021 Reverse Refund Check Agjustment -11.29 REVERSE REFUND 09-0009-005 ESSION, JAKE 63/2021 Reverse Refund Check Agjustment -11.29 REVERSE REFUND 09-0009-005 CARLO, TRAND 63/2021 Reverse Refund Check Agjustment -11.29 REVERSE REFUND 13-0017-001 VILSON, HILLARY IN 63/2021 Reverse Refund Check Agjust	Account Number	Name	Data	Tupo	Amount
11-0005-003 DIMANNO, HELENKA G 6/2/2021 Rekund 33.0.3 Check # 63344 31-00371-010 GEORGE E BECKER TRUST 6/2/2021 Rekund 33.0.3 Check # 63345 31-0031-03 ARAND, EVAN 6/2/2021 Rekund 0.3.3 Check # 63347 01-0013-03 ARAND, EVAN 6/2/2021 Reverse Rekund Check Adjustmen -1.3.3 REVERSE REFUND 03-0004-030 JAMES & LINDA BARNARD TR 5-30-08 6/2/2021 Reverse Rekund Check Adjustmen -1.4.2 REVERSE REFUND 04-00159-005 LINDAN, ISAND BARNARD TR 5-30-08 6/2/2021 Reverse Rekund Check Adjustmen -1.4.2 REVERSE REFUND 07-00116-003 WATKINS, KAREN 6/2/2021 Reverse Rekund Check Adjustmen -1.7.1 REVERSE REFUND 09-00074-003 JJESSON, JAKE 6/2/2021 Reverse Rekund Check Adjustmen -7.8.3 REVERSE REFUND 09-00074-003 JJESSON, JAKE 6/2/2021 Reverse Rekund Check Adjustmen -1.6.3 REVERSE REFUND 09-00074-003 JJESSON, JAKE 6/2/2021 Reverse Rekund Check Adjustmen -1.6.2 REVERSE REFUND 10-00156-009 CRALLARY R 6/2/2021 Reverse Rekund Check Adjustmen			Date 6/2/2021	Type Refund	Amount 26.02 Check #: 63343
13-0371-010 MY, BRIAN W B/2/2021 Refund 131-02 Check # 63346 94-03281-000 GEORGE EBCKER TRUST B/2/2021 Refund 0.3 Check # 63346 03-04284-003 JAMES & LINDA BARNARD TR 5-30-08 B/2/2021 Reverse Refund Check Adjustmert -14.31 REVERSE REFUND 04-00022-010 LLIAS, JAMINE E B/2/2021 Reverse Refund Check Adjustmert -14.31 REVERSE REFUND 04-00022-010 LLIAS, JAMINE E B/2/2021 Reverse Refund Check Adjustmert -15.05 REVERSE REFUND 04-00022-010 LLIAS, JAMINE E B/2/2021 Reverse Refund Check Adjustmert -15.05 REVERSE REFUND 07-00116-002 LINCAAN, ISHAI B B/2/2021 Reverse Refund Check Adjustmert -15.05 REVERSE REFUND 09-00009-003 ESTRADA, RAMON B/2/2021 Reverse Refund Check Adjustmert -161.08 REVERSE REFUND 13-0017-021 WILLACE, ELIZABETH B/2/2021 Reverse Refund Check Adjustmert -161.08 REVERSE REFUND 14-00130-016 GAIAPES, LARRY WI B/2/2021 Reverse Refund Check Adjustmert -161.08 REVERSE REFUND 12-00031-000 WILSON, HILLARY R B/2/2021 Reve		•			
64-0281-000 GEORGE E BECKER TRUST 6/2/2021 Rekind 38.03 Check # 6/3346 91-0013-003 ASANO, EVAN 6/2/2021 Reverse Rekind Check Adjustmen -13.31 REVERSE REFUND 04-0002-010 ELIAS, JASMINE E 6/2/2021 Reverse Rekind Check Adjustmen -13.43 REVERSE REFUND 04-00156:005 ALVARADO, RINA 6/2/2021 Reverse Rekind Check Adjustmen -0.44 REVERSE REFUND 05-00039:001 TRIP, JOYCE 6/2/2021 Reverse Rekind Check Adjustmen -11.42 REVERSE REFUND 07-00116:002 LINGAN, ISAA 6/2/2021 Reverse Rekind Check Adjustmen -11.42 REVERSE REFUND 07-00116:002 LINGAN, ISAA 6/2/2021 Reverse Rekind Check Adjustmen -11.22 REVERSE REFUND 07-00116:002 LINGAN, ISAA 6/2/2021 Reverse Rekind Check Adjustmen -13.02 REVERSE REFUND 07-00116:002 LINGAN, JIATIN 6/2/2021 Reverse Rekind Check Adjustmen -40.02 REVERSE REFUND 14-00130-016 GA/2/2017 Reverse Rekind Check Adjustmen -40.22 REVERSE REFUND 14-00130-016 GA/2/2017 Reverse Rekind Check Adjustmen -40.23 REVERSE REFUND					
59-0019-500 STEWART FAMILY TRUST 6/2/2021 Reknd 0.30 Check # 6/3347 03-0004-003 JAMES & LINDA BARNAD TR 5-30-06 6/2/2021 Reverse Reknd Check Adjustment -18.33 REVERSE REFUND 04-00195-005 ALVARADO, RINA 6/2/2021 Reverse Reknd Check Adjustment -19.50 REVERSE REFUND 05-0019-001 ALVARADO, RINA 6/2/2021 Reverse Reknd Check Adjustment -11.41 REVERSE REFUND 06-0019-001 ALVARADO, RINA 6/2/2021 Reverse Reknd Check Adjustment -11.01 REVERSE REFUND 06-00019-003 JESSON, JAKE 6/2/2021 Reverse Reknd Check Adjustment -17.10 REVERSE REFUND 09-00079-009 ESTRADA, RAMON 6/2/2021 Reverse Reknd Check Adjustment -61.00 REVERSE REFUND 01-00315-002 VILLSON, HILLARY R 6/2/2021 Reverse Reknd Check Adjustment -61.00 REVERSE REFUND 14-00180-016 GAINES, LARRY WI 6/2/2021 Reverse Reknd Check Adjustment -61.00 REVERSE REFUND 22-00018-001 GAINES, LARRY WI 6/2/2021 Reverse Reknd Check Adjustment -41.54 REVERSE REFUND 22-00018-001 GAINES, RARNU GA/2/221 <t< td=""><td></td><td></td><td></td><td></td><td></td></t<>					
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66-0134-014 AFFORDABLE RENTALS 6/3/2021 Reverse Refund Check Adjustment -0.99 REVERSE REFUND 61-00182-022 REALTY 1 6/3/2021 Reverse Refund Check Adjustment -6.58 REVERSE REFUND 62-00047-004 CARGO, MYRA E 6/3/2021 Reverse Refund Check Adjustment -160.32 REVERSE REFUND 65-00043-007 MCBRIDE, VANESSA 6/3/2021 Reverse Refund Check Adjustment -0.52 REVERSE REFUND 65-0024-010 POSADA, ROBERT L 6/3/2021 Reverse Refund Check Adjustment -3.84 REVERSE REFUND 65-0024-010 POSADA, ROBERT L 6/3/2021 Reverse Refund Check Adjustment -3.84 REVERSE REFUND 06-00037-011 WARD, MELODY R 6/16/2021 Refund 38.03 Check# 63376 10-0108-016 BRITE, DARLENE M 6/16/2021 Refund 19.92 Check# 63376 12-00374-008 MUCHENE, KYLEE 6/16/2021 Refund 13.63 Check# 63376 13-00265-013 FLORES, JOVANI 6/16/2021 Refund 13.63 Check# 63383 07-0016-03 WATKINS, KAREN 6/16/2021 Refund 13.168 Check# 63382 07-0016-03					
67-00247-000 BLOMQUIST, ANDERS B 6/3/2021 Reverse Refund Check Adjustment -6.58 REVERSE REFUND 62-00057-004 CARGO, MYRA E 6/3/2021 Reverse Refund Check Adjustment -162.71 REVERSE REFUND 65-00194-007 MCBRIDE, VANESSA 6/3/2021 Reverse Refund Check Adjustment -162.71 REVERSE REFUND 65-00194-008 ESTATE OF ARWIN STRATTON 6/3/2021 Reverse Refund Check Adjustment -3.8.49 REVERSE REFUND 65-00194-001 POSADA, ROBERT L 6/3/2021 Reverse Refund Check Adjustment -3.8.49 REVERSE REFUND 66-00037-011 WARD, MELODY R 6/16/2021 Refund 38.03 Check #: 63376 10-00169-016 BRITE, DARLENE M 6/16/2021 Refund 10.92 Check #: 63377 12-00365-015 FRATINI, AMBER N 6/16/2021 Refund 13.68 Check #: 63380 13-00265-015 FRATINI, SKAREN 6/16/2021 Refund 13.168 Check #: 63380 13-00265-015 FLATINI, SKAREN 6/16/2021 Refund 15.216 Check #: 63380 13-00265-015 FLATINI, SKAREN 6/16/2021 Refund 15.216 Check #: 63381 <					
61-00182-022 REALTY 1 6/3/2021 Reverse Refund Check Adjustment -160.32 REVERSE REFUND 65-00043-007 MCBRIDE, VANESSA 6/3/2021 Reverse Refund Check Adjustment -162.71 REVERSE REFUND 65-00043-007 MCBRIDE, VANESSA 6/3/2021 Reverse Refund Check Adjustment -21.87 REVERSE REFUND 65-00037-011 WARD, MELDDY R 6/16/2021 Reverse Refund Check Adjustment -3.52 REVERSE REFUND 06-00037-011 WARD, MELDDY R 6/16/2021 Refund 38.03 Check #: 63376 10-0016-016 BRITE, DARLENE M 6/16/2021 Refund 10.92 Check #: 63376 13-00265-015 FRATINI, AMBER N 6/16/2021 Refund 13.80 Check #: 63379 55-00136-013 FLORES, JOVANI 6/16/2021 Refund 15.21 Check #: 63381 07-0016-003 WATKINS, KAREN 6/16/2021 Refund 15.46 Check #: 63384 07-0016-003 WATKINS, KAREN 6/16/2021 Refund 15.46 Check #: 63384 07-0016-003 WATKINS, KAREN 6/16/2021 Refund 16.9.2 Check #: 63384 07-0016-003 WATKINS, KAREN					
62:00057:004 CARGO, MYRA E 6/3/2021 Reverse Refund Check Adjustment -162.71 REVERSE REFUND 65:00149-008 ESTATE OF ARWIN STRATTON 6/3/2021 Reverse Refund Check Adjustment -0.52 REVERSE REFUND 05:00194-008 ESTATE OF ARWIN STRATTON 6/3/2021 Reverse Refund Check Adjustment -0.52 REVERSE REFUND 06:00037-011 WARD, MELODY R 6/1/6/2021 Refund 38.03 Check #: 63376 10:00108-016 BRITE, DARLENE M 6/1/6/2021 Refund 10.92 Check #: 63376 12:00374-008 MUCHENJE, KYLEE 6/1/6/2021 Refund 13.60 Check #: 63376 13:00265-015 FRATINI, AMBER N 6/1/6/2021 Refund 13.60 Check #: 63381 07:0016-003 WATKINS, KAREN 6/1/6/2021 Refund 15.21 Check #: 63382 07:0016-003 WARTKINS, KAREN 6/1/6/2021 Refund 15.34 Check #: 63383 07:0016-003 WARTKINS, KAREN 6/1/6/2021 Refund 15.34 Check #: 63383 07:0016-003 WARTKINS, KAREN 6/1/6/2021 Refund 16.34 Check #: 63383 0:0009-005 JESSON, JAKE					
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65-00194-008 ESTATE OF ARWIN STRATTON 63/2021 Reverse Refund Check Adjustment -0.52 REVERSE REFUND 65-00294-010 POSADA, ROBERT L 63/3/2021 Reverse Refund Check Adjustment -38.49 REVERSE REFUND 06-00037-011 WARD, MELODY R 61/6/2021 Refund 38.03 Check #: 63376 10-00150-015 BRITE, DARLENE M 61/6/2021 Refund 24.49 SCheck #: 63377 10-00374-008 MUCHENLE, KYLEE 61/6/2021 Refund 131.68 Check #: 63379 13-00265-015 FRATINI, AMBER N 61/6/2021 Refund 103.70 Check #: 63381 07-00016-003 WAKINS, KAREN 61/6/2021 Refund 152.16 Check #: 63381 07-00116-002 LINGAN, ISHAI B 61/6/2021 Refund 153.48 Check #: 63384 13-00173-021 WALACE, ELLZABETH 61/6/2021 Refund 161.09 Check #: 63384 13-00173-021 WALACE, ELLZABETH 61/6/2021 Refund 163.48 Check #: 63386 52-00127-016 MALONE, KELLY R 61/6/2021 Refund 163.92 Check #: 63386 52-00127-012 CASTILLO, MADISON 61/6/20					
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58-00224-001 TUMMARELLO, ANTHONY J 6/16/2021 Refund 152.16 Check #: 63381 07-00016-002 WATKINS, KAREN 6/16/2021 Refund 17.19 Check #: 63383 07-0016-002 LINGAN, ISHAI B 6/16/2021 Refund 29.33 Check #: 63383 09-0009-005 JSSON, JAKE 6/16/2021 Refund 153.48 Check #: 63384 13-00173-021 WALLACE, ELIZABETH 6/16/2021 Refund 161.09 Check #: 63386 52-00089-005 OAK PROJECT MANAGEMENT 6/16/2021 Refund 40.02 Check #: 63387 52-00176-016 MALONE, KELLY R 6/16/2021 Refund 0.63 Check #: 63387 52-00176-016 MALONE, KELLY R 6/16/2021 Refund 0.63 Check #: 63387 52-00176-016 MALONE, KELLY R 6/16/2021 Refund 0.63 Check #: 63387 52-00176-016 MALONE, KELLY R 6/16/2021 Refund 0.63 Check #: 63381 53-00136-007 USHR, SILVER 6/16/2021 Refund 0.99 Ch	13-00265-015	FRATINI, AMBER N	6/16/2021	Refund	131.68 Check #: 63379
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					4,423.02

JOSHUA BASIN WATER DISTRICT PO BOX 675 JOSHUA TREE, CA 92252

<u>Employee Number</u> 10513	Employee Name Doolittle, Stacy	<u>Date</u> 06/09/2021	Type Director Pay Note: WATER RESOURCES & OPERATIONS COMMITTEE 1/DIR/504/	<u>Units</u> 1.0000	Additions \$173.63	<u>Deductions</u>
		06/10/2021	Director Pay Note: MWA BOARD OF DIRECTORS MEETING 1/DIR/504/	1.0000	\$173.63	
		06/16/2021	Director Pay Note: BOARD OF DIRECTORS MEETING 1/DIR/504/	1.0000	\$173.63	
				Totals:	\$520.89	\$0.00
				Employee Total:	\$520.89	
Employee Number	Employee Name	Date	Туре	<u>Units</u>	Additions	Deductions
10511	Floen, Thomas	06/07/2021	Director Pay Note: ADHOC COVID-19 MEETING 1/DIR/504/	0.0000		
		06/09/2021	Director Pay Note: FINANACE COMMITTEE MEETING 1/DIR/504/	1.0000	\$173.63	
		06/16/2021	Director Pay Note: BOARD OF DIRECTORS MEETING 1/DIR/504/	1.0000	\$173.63	
				Totals:	\$347.26	\$0.00
				Employee Total:	\$347.26	
<u>Emplovee Number</u> 10512	<u>Employee Name</u> Jarlsberg, Jane	<u>Date</u> 06/02/2021	<u>Type</u> Director Pay Note: LEGISLATIVE & PUBLIC INFORMATION COMMITTEE 1/DIR/504/	<u>Units</u> 1.0000	<u>Additions</u> \$173.63	<u>Deductions</u>
		06/16/2021	Director Pay Note: BOARD OF DIRECTORS MEETING 1/DIR/504/	1.0000	\$173.63	
				Totals:	\$347.26	\$0.00
				Employee Total:	\$347.26	

DIRECTOR PAY 05/22/2021 - 06/18/2021

Employee Number	Employee Name	<u>Date</u>	<u>Type</u>	<u>Units</u>	Additions	Deductions
10505	Reynolds, Michael	06/09/2021	Director Pay Note: WATER RESOURCES & OPERATIONS COMMITTEE MEETING 1/DIR/504/	1.0000	\$173.63	
		06/16/2021	Director Pay Note: BOARD OF DIRECTORS MEETING 1/DIR/504/	1.0000	\$173.63	
				Totals:	\$347.26	\$0.00
				Employee Total:	\$347.26	
Employee Number		Date	Туре	<u>Units</u>	Additions	Deductions
10509	Unger, Rebecca	05/27/2021	Director Pay Note: MOJAVE WATER AGENCY BOARD OF DIRECTORS VIRTUAL MEETING 1/DIR/504/	1.0000	\$173.63	
		06/02/2021	Director Pay Note: LEGISLATIVE & PUBLIC INFORMATION VIRTUAL MEETING 1/DIR/504/	1.0000	\$173.63	
		06/03/2021	Director Pay Note: MOJAVE WATER AGENCY TECHNICAL ADVISORY COMMITTEE 1/DIR/504/	1.0000	\$173.63	
		06/07/2021	Director Pay Note: ADHOC COVID-15 MEETING 1/DIR/504/	1.0000 9	\$173.63	
		06/09/2021	Director Pay Note: FINANCE CEOMMITTEE MEETING 1/DIR/504/	1.0000	\$173.63	
		06/16/2021	Director Pay Note: BOARD OF DIRECTORS MEETING 1/DIR/504/	1.0000	\$173.63	
				Totals:	\$1,041.78	\$0.00
				Employee Total:	\$1,041.78	

DIRECTOR PAY 05/22/2021 - 06/18/2021

Pay Adjustment Summary

<u>Type</u> Director Pay	<u>Units</u> 15.0000	Additions \$2,604.45	Deductions	Grand Totals: Grand Total:	\$2,604.45 \$2,604.45	\$0.00	
				~			

JOSHUA BASIN WATER DISTRICT MEETING AGENDA ITEM STAFF REPORT

Finance Committee

DATE: August 11, 2021

REPORT TO:	Finance Committee
PREPARED BY:	Anne Roman, Director of Finance
TOPIC:	RESERVE FUNDING TRANSFER FOR 2020/2021
RECOMMENDATION:	Refer to the Board of Directors for approval.

ANALYSIS: The current Reserve Fund Policy indicates, "[t]he Board shall approve any reallocation of funds, transfers among reserve funds, or action that is inconsistent with this policy." Although reserve use is proposed and approved during the budget process, several factors may impact reserve use between the time the budget is set and the actual costs are incurred. For example:

- Budgeted project costs may transform over time, adding or removing components in the interest of saving money or meeting certain timelines.
- The District does not encumber or set aside funding specifically for each budgeted project (with the exception of project-specific reserve funds like meter replacement), but rather, upon expenditure, considers any reserve-eligible project for funding. In other words, we are currently using a first-come, first-served basis for reserve funding of projects.
- Since the majority of reserve funding transfers occur at fiscal year-end, a project in progress may receive reserve funding in one fiscal year, yet funds could be depleted before the project is completed in the next year.

For fiscal year 20/21, proposed reserve funding of \$1,037,511 for costs incurred is detailed herein in Column 3 "(Funds to Unrestrict)". To simplify and avoid the confusion of partial funding, projects that are in early stages of progress are not scheduled for reserve funding until next year.

In addition, \$1,750,000 in funding is anticipated to be generated by the Rate Study for replenishment of certain designated reserves. This is detailed in Column 4 "Funds to Restrict". This funding is be generated by rates throughout the year so availability may be limited to fiscal year end, based on meeting revenue and expense budgets. There will also be a Water Capacity Fee Reserve unrestricted forthcoming for the system expansion component of the completed Saddleback Mainline Replacement project. I hope to bring that proposed transaction to the Board in September for transfer early in the 21/22 fiscal year.

The Reserve Fund policy and the need for changes was discussed with the Board of Directors on March 17, 2021. The policy will be reviewed comprehensively in early 2022, alongside the anticipated rate study.

STRATEGIC PLAN ITEM: N/A FISCAL IMPACT: Tran

Transfer funding from designated LAIF reserve funds to reimburse unrestricted LAIF funds for 20/21 project spending in the amount of \$1,037,511.

Transfer funding from unrestricted LAIF funds to designated LAIF reserve funds per the Rate Study in the amount of \$1,750,000.

1	2	3	4	5
Reserve / Items	Estimated Beginning Balance*	(Funds to Unrestrict)	Funds to Restrict	Estimated Ending Balance*
Equipment & Technology Replacement Reserve, which is designated for use only with replacement items.	\$193,521	\$0	\$170,000	\$363,521 Target \$500k
Meter Replacement Reserve, which is a specific designated program for proactive replacement of meters, MXU's, ball and check valves. Transfer reflects purchases not installations.	\$734,931	(\$264,901)	\$500,000	\$970,030
Capital Reserve, which is designated for capital costs not eligible for CIRP loan funding or individual replacement reserves: Geoviewer upgrades, Chollita land acquisition, Laserfiche, Tack pot, Water Buffalo, Substantial portion of Well 14 4-Log (project continues to 21/22)	\$1,720,073	(\$669,939)	\$1,000,000** **Generated by rates during year; transfer will occur when/if funding is available.	\$2,050,134
Wastewater/Sewer Capacity Reserve, which is legally restricted for eligible uses such as system expansion.	\$1,344,498	\$0	Replenishment depends on development.	\$1,344,498
Water Capacity Reserve, which is legally restricted for eligible uses such as system expansion.	\$1,000,155	\$0	Replenishment depends on development.	\$1,000,155
None in 20/21 (Saddleback transfer forthcoming in 21/22)				
Building Replacement Reserve	\$36,441	\$0	\$30,000	\$66,441
None in 20/21				Target \$200k
Studies and Reports Replacement Reserve	\$61,306	\$0	\$50,000	\$111,306
None in 20/21 (Urban Water Management Plan in 21/22)				Target \$100k
Emergency Capital Replacement Reserve	\$2,000,000	(\$102,671)	\$0	\$1,897,329
Well 10 Emergency Repair				
Other Legally Restricted Reserves (CMM, customer and project deposits, etc.)	\$1,244,901	N/A	N/A	\$1,244,901
TOTAL OF TRANSFERS ABOVE		\$1,037,511	\$1,750,000	
Operating and Cash Flow Reserves	\$4,671,514	(\$1,750,000)	\$1,037,511	\$3,959,025 Target \$3,417,931
TOTAL LAIF BALANCE*** ***Intra-LAIF transfers do not affect total	\$13,007,340			\$13,007,340

*Balances are estimated since year end reconciliations/adjustments could marginally affect balance breakdowns.

RESERVE & LOAN FUNDING	-																	
20/21	ACTUAL		DESIGNATED RESERVES / LOAN ACCOUNT									RESTRICTED RESERV			AS OF			
	PROJECTED												DESIGNATED		RESTRICTED	RESTRICTED	AESTRICTED	
BEGINNING BALANCE (ACCT BAL)	20/21		36,441		61,306		193,521	734,931	1,720,073	693,795	2,746,273	2,962,549	1,708,965	2,000,000	1,000,155	1,344,498	1,244,901	13,007,341
SCHEDULED YEAR END FUNDING	20/21		30,000		50,000		170,000	\$00,000	1,000,000		1,750,000	(1,750,000)						^excludes loan^
		A	B	C	D	E	F	G	н	_			DESIGNATED		LEGALLY RESTR -E.		LEGALLY RESTR	1,750,000
						EQ & TECH-	EQ & TECH -	METER REPL -	the second second						WATER	SEWER		1
ITEM (to match annual budget)		BUILDING - OP	BUILDING - CAP	STUDIES - OP	STUDIES - CAP	OP	CAP	OP	CAPITAL	LOAN	TOTAL	CASH FLOW	OPERATING	EMERGENCY	CAPACITY®	CAPACITY*	CMM, DEPOSITS, ETC.	TOTAL
FUNDING TO BE TRANSFERRED FOR WORK DURING OLD YEAR					1	1/	1	8	Construction of the	1 mar 1 mar 1								
ALARM UPGRADES @ OFFICE																		
ALARM UPGRADES @ SHOP				1					•									
AWIA COMPLIANCE									ONGOING	L								
C.S. AREA REMODEL		[ONGOING/HOLD									
FRONT DOORS/AUTO OPENER				-					comb w/ above									
CARPET/PAINT/DOOR VARNEH (MOVED TO OPERATING)									not capital									
CASELLE FINANCIAL & UTILITY SOFTWARE (PH 1)							2601											
CODIFICATION									ONGOING									
COST ALLOCATION AUDIT																		
EFFICIENCY STUDY					•													
GEOVIEWER UPGRADES									(62,650)									
LAND AQUISITION CHOLLITA RD									(86,160)	-								
LASERFICHE									(50,081)									
MOBILE OFFICE																		
REPL METERS/BALL/CHECKS								(264,901)										
SADDLEBACK DESIGN															FORTHCOMING			
SADDLEBACK INSTALL															FORTHCOMING			
SCADA (PH 4)				1			ONGOING			6							1	
TACK POT (CIRP)									(12,140)									
TILFORD WAY (DESIGN)				1					ONGOING							-		
TILFORD WAY INSTALL									ONGOING									
URBAN WATER MANAGEMENT PLAN				1	ONGOING				-									
WATER BUFFALO (CIRP)									(39,868)									
WELL 14 - 4 LOG TREATMENT				a					(419,090)									
WELL 10 - EMERGENCY REPAIR														(102,671)				
TOTAL RESERVE USAGE UNREFLECTED IN INCODE - OLD YEAR	20/21		· · ·					(254,901)	(569,939)		(934,840)	•		(102,671)	•		· .	(1,037,511)
ESTIMATED FUND BALANCE	20/21	_	66,441		111,306		363,521	970,030	2,050,134	693,795	4,255,228	1,212,549	2,746,476	1,897,329	1,000,155	1,344,498	1,244,901	13,007,341

Finance Committee Pages 17 of 44

JOSHUA BASIN WATER DISTRICT MEETING AGENDA ITEM STAFF REPORT

Finance Committee	DATE: August 11, 2021
REPORT TO: PREPARED BY: TOPIC: RECOMMENDATION:	Finance Committee Anne Roman, Director of Finance 20/21 BAD DEBT WRITE-OFF OF \$20,100.24 Recommend that the 2020/2021 Bad Debt Write-off in the amount of \$20,100.24 be referred to the Board of Directors for approval.
ANALYSIS:	The annual write-off of the bad debt is required for the audit. Bad debt is an expense to the District (one which is, unfortunately, passed on to all ratepayers). The 20/21 bad debt is a reflection of water charges still unpaid or not liened, remaining from the 19/20 fiscal year.
	Staff recommends approval of the 20/21 bad debt write-off of $$20,100.24$, which is 67% of the budgeted amount of $$30,000$. This write-off is what remains unpaid and/or not liened from the 19/20 water revenues that totaled $$4,978,715$; that's 0.4% or just under $\frac{1}{2}$ of 1% of revenues for that year.
	Only three months of COVID slow collections are reflected in these figures since the moratorium on water terminations did not begin until April 2020. The greater impact of that moratorium will fall into next year's write-off.
	Statistics of 20/21 bad debt include:
	• The number of accounts to be written-off increased by 5 to 154 (3%) from 19/20 and the total write-off decreased slightly by \$485 (2.4%).
	• The amounts range from 56¢ to \$943.56, averaging \$124.08.
	• 8 addresses representing 19 accounts, 12% of the total, have 2 or more bad debts this year down from 9 last year.
	• There are 22 accounts on the list that have prior bad debt, down from 24 last year.
	• This year, there are 7 accounts with write-offs over \$500 down from 9, 4 prior owners and 3 tenant accounts.
	• The largest bill this year, \$944, is 55% smaller than the largest write-off of \$2,081 from last year.
	• The total of write-offs over \$500 is \$4,320 or 54% less than last year's "over 500" write-off of \$9,328. That seems to indicate that we are capturing more large balances via lien.
	In 2016, the <i>locked basic fee</i> was implemented, shifting the bad debt statistics drastically. The 80% tenant to 20% owner ratio seen for decades shifted to a consistently high owner-to-tenant ratio, 76% owner to 24% tenant in 20/21. Prior owners comprise 57%, current owners 19% and tenants 24% of bad debt accounts this year. We can no longer lien <i>prior</i> owners and we also have no leverage, besides liens, to motivate current owners to pay locked meter

charges.

Finance Committee Pages 18 of 44 The guarantee deposit is the District's first defense against bad debt and is designed to increase each January as water rates increase. The applicant for each new *unlocked basic fee* (active water service) account must undergo a credit check or pay an automatic deposit. The resulting "score" determines the deposit collected, with red and yellow requiring a deposit and green requiring no deposit. The initial credit status for write-off accounts is as follows:

Locked basic fee (no active water)	66 (44%)	\$5,548 (28%)
Red (active water)	23 (15%)	\$4,968 (25%)
Green (active water)	20 (13%)	\$2,247 (11%)
No data (mostly old accounts)	19 (12%)	\$3,307 (16%)
Reinstated from prior lock off	16 (10%)	\$1,735 (9%)
Yellow (active water)	10 (6%)	\$2,295 (11%)

Locked basic fee (inactive water service) accounts, which are automatically set up without a credit check or deposit, comprise the highest percentage of bad debt accounts, followed by unlocked accounts that initiated with a "red" credit rating. Of accounts with a deposit of \$200 or more, only 15 went into a bad debt status with an average write-off of \$129. That is an improvement over the 34 accounts with the old \$100 deposit and an average write-off of \$204.

Thanks to the diligent efforts and follow-through of our A/R Technician, the District has significantly increased collections. We are filing more liens on a more-timely basis. While we *eventually* expect to receive payment for most liens, liens don't have to be paid until properties are sold. Lien statistics:

- At 06/30/21, we had over \$136,653 in liens receivable.
- In 20/21, we received payment on 83 liens and lien-related balances totaling nearly \$50,000. We filed 66 new liens totaling \$26,383.
- Lien and related payments are on an upward trend, having increased by \$20,224 (68%) from 19/20 to 20/21.
- When we receive payoff requests for liens from escrow, we communicate all additional unliened balances and are often able to collect those as well. So, an additional \$19,758 or 66% was collected beyond the liened balance of \$30,023.

Financial 2.1, Conduct an annual audit.

\$20,100.24 bad debt expense for 20/21 fiscal year, 67% of the 20/21 budget of \$30,000.

STRATEGIC PLAN ITEM: FISCAL IMPACT:

JOSHUA BASIN WATER DISTRICT MEETING AGENDA ITEM STAFF REPORT

Finance Committee Meeting DATE: August 11, 2021 **REPORT TO:** Finance Committee **PREPARED BY:** Sarah Johnson, Director of Administration **TOPIC:** New and revised job descriptions **RECOMMENDATION:** Recommend to refer to the Board of Directors for adoption of new and revised job descriptions. ANALYSIS: The new Foreman series of job descriptions include CIRP Foreman, Distribution Foreman, and Production Foreman. These positions are newly developed and will replace the current Lead Equipment Operator, Lead Construction & Maintenance, Lead Production Operator, and Production Supervisor positions. This change allows for the distribution of higher-level responsibilities across the organization which will create more effective leadership, improved efficiencies in the Operations programs, and prepares for succession. The new Construction & Maintenance II/Mechanic job description has been developed to manage mechanic and fleet work. This change will provide for greater efficiency allowing the District to complete repairs in house in a timely manner, allowing jobs to keep moving, which helps to reduce costs. The Foreman and Construction & Maintenance II/Mechanic positions are represented by AFSCME. The District has notified AFSCME of the new positions and is awaiting their concurrence. Staff recommends that the Board approve these job descriptions in draft form. Minor revisions may occur after discussion with AFSCME. Agreed upon revisions will fall into section 4.04.01 Employee Positions and Job Classifications section of the District's Administrative Code. The Customer & Administrative Services Supervisor is a newly developed position. This position is slated to supervise customer service, field service, and an office assistant. Currently the Administration division is the only department without a supervisor. The addition of this position allows for the distribution of higher-level responsibilities across the organization which will create more effective leadership, improved efficiencies in Administrative programs, and prepares for succession.

The budget for each position described above was previously approved in the FY21/22 budget.

STRATEGIC PLAN ITEM: 2.9.1 - Continuously improve, maintain, and comply with Employee Life Cycle best practices 3.1.2 - Continually Update Job Descriptions 3.1.7 - Prepare & Create Process for Succession Planning

FISCAL IMPACT: As approved in the FY21/22 budget



JOB DESCRIPTION

Proudly providing water from an ancient source...well into the future

POSITIONS	CIRP Foreman	CLASS/GROUP	AFSCME
SALARY RANGE	Range 35	SAFETY SENSITIVE	No
HOURS - FT/PT	Full Time	ESTABLISHED DATE	TBD
FLSA STATUS	Non-Exempt	REVISION DATE	1

SUMMARY

Under direction, the CIRP Forman provides direct oversight to assigned staff, and coordinates and leads the activities and operations within the District's Capital Improvement Replacement Program (CIRP). The foreman will be the key person in charge of overseeing the completion of assigned projects with a keen awareness of material expenses, permits, and employee safety. The incumbent completes construction projects by assisting in budget preparation, planning, organizing, and controlling projects; conducts quality inspections; ensuring adherence to state and local codes, arranging for necessary equipment, and keeping construction project costs at or, if possible, under budget. Responsible for heavy equipment operation, vehicle and equipment maintenance, and various related construction tasks. The CIRP Foreman provides high-level assistance to the Director of Operations. This position is designated as a Distribution Shift Operator.

DISTINGUISHING CHARACTERISTICS

The CIRP Forman is an advanced journey-level position that independently performs highly technical and specialized duties related to the replacement of District infrastructure. The incumbent in this position has strong interpersonal, communication, leadership, and problem-solving skills; the ability to work without extensive supervision; with advanced journey-level knowledge of the underground construction industry and operation of light to heavy equipment. The CIRP Foreman must be well-organized and strongly focused on safety at all times.

SUPERVISION RECEIVED/EXERCISED

This position receives general direction from the Director of Operations. The position is responsible for leading, planning, prioritizing and reviewing work of assigned staff, ensuring compliance within set standards, guiding, training, providing technical and functional direction to assigned staff, and ensuring complete coverage for CIRP functions.

EXAMPLES OF DUTIES

Job Descriptions are only intended to present a description summary of the range of duties and responsibilities associated with specified position. Therefore, job descriptions **may not** include all duties performed by individuals within the position. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this class.

Essential Functions:

CIRP Specific

- Oversees, prepares, and directs the daily work of the District's CIRP program, responsible for the direction of daily job duties including but not limited to the notification of Dig-Alert, survey, potholing, and preparation of equipment, parts, and material; and provides on-site support, leadership, guidance, and direction to subordinate staff.
- Operates expertly all of the District's heavy equipment and attachments, including but not limited to tractor-trailer unit(s), motor grader(s), water truck(s), rubber-tired loader(s), service truck(s),

excavator(s), dump truck(s), dump bed(s), asphalt spreader(s)/paver(s), rubber-tired backhoe, and directional boring machine(s); and drives vehicles to job sites that require a Class A License, at times towing heavy equipment on trailers.

• Excavates for CIRP related projects, water meter installation, and other excavations as assigned and ensures all underground utilities are located before excavating.

Foreman

- Review design and as-built drawings of new distribution and production facilities related; and interprets maps providing direction to complex problems with multiple variables.
- Assists in day-to-day District operations and maintenance as required, including but not limited to leak repair, service installation, customer service, facility maintenance, and on-call duties.
- Reads, interprets blueprints and plans, assists in designing and layout of water main replacement projects, provides accurately recorded as-built notations.
- Cleans, maintains and makes minor repairs to assigned equipment.
- Performs heavy and semiskilled maintenance, construction, and labor work when the nature of the job does not require constant equipment operations.

• Coordinates construction projects with the public, contractors, and representatives of other agencies. Leadership

- Recommend changes to goals, procedures, policies, equipment, budget, and personnel to achieve performance efficiencies.
- Provides and contributes input on employee performance reviews and disciplinary action.
- Reviews timesheets for accuracy and conformance to standards.
- Provides input to the Director of Operations and other members of management as required.

Budget & Admin

- Assists in budget preparation, and acts as a project manager by planning, executing, monitoring, controlling, documenting, and closing out assigned projects.
- Reviews acquisition requirements and develops recommendations regarding the purchase, servicing, testing, inspection, and repair of District facilities and operation functions.
- Orders equipment, parts, and material related to CIRP functions.
- Compile memorandum, reports, written correspondence, develop written procedures related to departmental needs and requirements.
- Acts as a project manager by planning, executing, monitoring, controlling, documenting, and closing out assigned projects.

Other

- Regularly attends and presents material for internal meetings.
- Ensures and follows safe and proper working conditions in adherence with industry and District safety programs and protocols.
- Attends position related seminars and training events.
- Participates in the District's "on-call" rotation as assigned.
- Responds to call-outs after hours, weekends, and holidays.
- Performs other duties related to the classification as assigned.

MINIMUM QUALIFICATIONS

The following are representative of the qualifications necessary to perform the essential duties of the position.

Any combination of education and experience which would likely provide the necessary knowledge and abilities may be qualifying.

Experience:

• Minimum of five (5) years of heavy equipment operation; and

- Minimum of three (3) years of experience in a lead position or as a supervisor;
- Minimum of five (5) years of broad and extensive experience within the water distribution industry, including the safe operation of heavy equipment, repair and maintenance of water main lines, hydrants, and service connections. Basic knowledge of Cla-Vals and an understanding of pressure-reducing stations required. Experience in emergency main line shutdowns, and proper knowledge of loading and testing a main is preferred.

Education and/or Training:

- High school diploma or equivalent;
- Continued education units are required to maintain certifications and are the responsibility of the employee with support from the District;
- Trench shoring, confined space, and other hazardous condition training will be provided by the District and must be attended by the employee; and
- Must obtain and maintain competent person status. Training will be provided by the District.

Certificates, Licenses, Registration: Must possess and maintain, or have the ability to obtain within 18 months of appointment:

- California Class "A" Commercial Drivers License (requires minimum Class "C" until Class "A" is obtained); and;
- State Water Resources Control Board (SWRCB) **Grade III or higher** Water Distribution Operator Certificate.

Other Requirements: This is a safety sensitive and Federally regulated DOT position subject to the District's Drug Prevention and Employee Testing Program, which is conducted in accordance with Title 49 CFR Part 40.

PERFORMANCE EXPECTATIONS: KNOWLEDGE, SKILLS, AND ABILITIES

The following are representative examples of KSA's necessary to perform the essential duties of the position.

Knowledge:

- AWWA standards;
- Use and functions of light and heavy power-driven equipment used in the District's maintenance and construction activities;
- Operating characteristics, maintenance requirements, and basic repair of power-driven equipment including but not limited to tractor-trailer units, motor graders, water trucks, rubber-tired loaders, service trucks, excavators, dump trucks, dump beds, asphalt spreaders/pavers, rubber-tired backhoe, and directional boring machines;
- Methods, materials, and practices utilized in the District's maintenance and construction activities;
- Use and purposes of hand tools;
- Parts and materials associated with water main replacement;
- Water infrastructure best practices;
- Safety requirements;
- District policies and procedures;
- Blueprint and plan reading;
- Water distribution requirements; and
- Microsoft Office products.

Skills:

- Competent skills to work efficiently and productively when completing work tasks;
- Light to heavy equipment operation;
- Computer operation; and
- Leadership and Supervisory skills.

Abilities:

- Direct the work of single or multiple construction crew(s);
- Work with little or no supervision;
- Operate assigned vehicles and equipment with skill and safety;
- Perform a variety of excavating, earthmoving, backfilling, trenching, discing, and clearing;
- Read, understand, and carry out written and verbal instructions;
- Communicate effectively, orally, and in writing;
- Make mathematical calculations with speed and accuracy;
- Maintain accurate records;
- Work standby on a rotating basis; and
- Establish and maintain cooperative and respectful working relationships with those contacted in the course of work and work within a team environment.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: Subject to reasonable accommodation in accordance with the requirements of the Americans with Disabilities Act (ADA) and the California Fair Employment and Housing Act (FEHA), possess the ability to lift, push, pull, and/or carry objects greater than 100 lbs. on a regular basis. Ability to bend, twist, turn, reach, stoop, kneel, crouch, crawl, and climb routinely, as well as perform repetitive motion tasks on a regular basis. Ability to stand and walk for extended time periods, often on uneven terrain. Ability to sit for extended time periods and use office equipment such as computer terminals, copy and fax machines on a regular basis. Requires normal range hearing and vision.

Work Environment:

- **Outside:** Duties of this position require regular work in an outdoor environment that may experience extremes in weather and temperature conditions, work and traverse on uneven ground while carrying equipment.
- **Driving:** Duties require the operation of District vehicles and heavy to light equipment on a regular basis.
- **Inside:** The administrative duties of this position are primarily conducted indoors, in an office or shop setting.
- **Fumes/Gasses:** Duties of this position require work in an environment with exposure to dust, dirt, fumes, and vapors.
- **Noise/Vibration:** Noise levels in an outdoor or shop setting from machinery or heavy equipment are expected. Noise levels expected of an office or indoor setting are also expected.

Equipment Use: Light to heavy equipment, vehicles, jackhammers, hand tools, power tools, telephone, mobile phone, mobile tablet, 2-way radios, and basic office equipment such as computer terminals, copiers, and fax machines.

Mental Demands: While performing the duties of this class, an employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; learn and apply new skills and information; perform highly detailed work on multiple, concurrent tasks; communicate orally with District staff in face-to-face, one-to-one, and group settings; and interact with District managers, staff, officials of other governmental agencies, community and professional groups, staff and other organizations.

Safety: Follows and enforces proper safety practices at all times. Ensures compliance with the District's Injury and Illness Prevention Program.

Travel: Regular travel to District sites and construction areas, attends workshops, meetings, and seminars as required.

Other: Position subject to extended work hours as needed, attendance of evening meetings infrequently, and to work regular standby on a rotating basis.

Other Information: This is a capitally funded position.

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JOB DESCRIPTION

Proudly providing water from an ancient source...well into the future

POSITIONS	Distribution Foreman	CLASS/GROUP	AFSCME
SALARY RANGE	Range 35	SAFETY SENSITIVE	No
HOURS - FT/PT	Full Time	ESTABLISHED DATE	TBD
FLSA STATUS	Non-Exempt	REVISION DATE	

SUMMARY

Under direction, the Distribution Forman provides direct oversight to assigned staff, and coordinates and leads the activities and operations within the Construction & Maintenance Program. The foreman will be the key person in charge of overseeing the completion of assigned projects with a keen awareness of material expenses, permits, and employee safety. The incumbent completes construction projects by assisting in budget preparation, planning, organizing, and controlling projects; conducts quality inspections; ensuring adherence to state and local codes, arranging for necessary equipment, and keeping construction project costs at or, if possible, under budget. Responsible for performing various skilled assignments related to the installation, maintenance, and repair of the District's water transmission and distribution system, and any appurtenances such as fire hydrants, services, air vacuum valves. Responsible for heavy equipment operation, basic vehicle and equipment maintenance, and various related construction duties. The Distribution Foreman provides high-level assistance to the Director of Operations. This position is designated as a Distribution Shift Operator.

DISTINGUISHING CHARACTERISTICS

The Distribution Forman is an advanced journey-level position that independently performs highly technical and specialized duties related to the District's infrastructure. The incumbent in this position has strong interpersonal, communication, leadership, and problem-solving skills; the ability to work without extensive supervision; with advanced journey-level knowledge of the underground construction industry and operation of light to heavy equipment. The Distribution Foreman must be well-organized and strongly focused on safety at all times.

SUPERVISION RECEIVED/EXERCISED

This position receives general direction from the Director of Operations. The position is responsible for leading, planning, prioritizing and reviewing work of assigned staff, ensuring compliance within set standards, guiding, training, providing technical and functional direction to assigned staff, and ensuring complete coverage for Construction & Maintenance functions.

EXAMPLES OF DUTIES

Job Descriptions are only intended to present a description summary of the range of duties and responsibilities associated with specified position. Therefore, job descriptions **may not** include all duties performed by individuals within the position. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this class.

Essential Functions:

- Oversees, prepares, and directs the daily work of the District's Construction & Maintenance program, responsible for the direction of daily job duties including but not limited to leak repair, service installation, facility maintenance, and repair; Dig-Alert; preparation of equipment, parts, and material; inspection work; and providing on-site support, leadership, guidance, and direction to subordinate staff.
- Operates expertly all of the District's heavy equipment and attachments, including but not limited to tractor-trailer unit(s), motor grader(s), water truck(s), rubber-tired loader(s), service truck(s),

excavator(s), dump truck(s), dump bed(s), asphalt spreader(s)/paver(s), rubber-tired backhoe, and directional boring machine(s).

- Expertly performs and trains subordinate staff on a variety of skilled maintenance and repair on water distribution appurtenances and lines, calculate dosages, and solves field arithmetic.
- Review design and as-built drawings of new distribution and production facilities related; and interprets maps providing direction to complex problems with multiple variables.
- Assists in day-to-day District operations and maintenance as required, including but not limited to leak repair, service installation, customer service, facility maintenance, and on-call duties.
- Reads, interprets blueprints and plans, assists in designing and layout of water main replacement projects, provides accurately recorded as-built notations.
- Cleans, maintains and makes minor repairs to assigned equipment.
- Performs heavy and semiskilled maintenance, construction, and labor work when the nature of the job does not require constant equipment operations.
- Coordinates construction projects with the public, contractors, and representatives of other agencies.
- Recommend changes to goals, procedures, policies, equipment, budget, and personnel to achieve performance efficiencies.
- Provides and contributes input on employee performance reviews and disciplinary actions.
- Reviews timesheets for accuracy and conformance to standards.
- Provides input to the Director of Operations and other members of management as required.
- Assists in budget preparation, and acts as a project manager by planning, executing, monitoring, controlling, documenting, and closing out assigned projects.
- Reviews acquisition requirements and develops recommendations regarding the purchase, servicing, testing, inspection, and repair of District facilities and operation functions.
- Orders equipment, parts, and material related to construction & maintenance functions.
- Compile memorandum, reports, written correspondence, develop written procedures related to departmental needs and requirements.
- Acts as a project manager by planning, executing, monitoring, controlling, documenting, and closing out assigned projects.
- Regularly attends and presents material for internal meetings.
- Ensures and follows safe and proper working conditions in adherence with industry and District safety programs and protocols.
- Attends position related seminars and training events.
- Participates in the District's "on-call" rotation as assigned.
- Responds to call-outs after hours, weekends, and holidays.
- Performs other duties related to the classification as assigned.

MINIMUM QUALIFICATIONS

The following are representative of the qualifications necessary to perform the essential duties of the position.

Any combination of education and experience which would likely provide the necessary knowledge and abilities may be qualifying.

Experience:

- Minimum of five (5) years of heavy equipment operation; and
- Minimum of three (3) years of experience in a lead position or as a supervisor;
- Minimum of five (5) years of broad and extensive experience within the water distribution industry, including the safe operation of heavy equipment, repair and maintenance of water main lines, hydrants, and service connections. Basic knowledge of Cla-Vals and an understanding of pressure-reducing stations

required. Experience in emergency main line shutdowns, and proper knowledge of loading and testing a main is preferred.

Education and/or Training:

- High school diploma or equivalent;
- Continued education units are required to maintain certifications and are the responsibility of the employee with support from the District;
- Trench shoring, confined space, and other hazardous condition training will be provided by the District and must be attended by the employee; and
- Must obtain and maintain competent person status. Training will be provided by the District.

Certificates, Licenses, Registration: Must possess and maintain, or have the ability to obtain within 18 months of appointment:

- California Class "A" Commercial Drivers License (requires minimum Class "C" until Class "A" is obtained); and;
- State Water Resources Control Board (SWRCB) **Grade III or higher** Water Distribution Operator Certificate.

Other Requirements: This is a safety sensitive and Federally regulated DOT position subject to the District's Drug Prevention and Employee Testing Program, which is conducted in accordance with Title 49 CFR Part 40.

PERFORMANCE EXPECTATIONS: KNOWLEDGE, SKILLS, AND ABILITIES

The following are representative examples of KSA's necessary to perform the essential duties of the position.

Knowledge:

- AWWA standards;
- Use and functions of light and heavy power-driven equipment used in the District's maintenance and construction activities;
- Operating characteristics, maintenance requirements, and basic repair of power-driven equipment including but not limited to tractor-trailer units, motor graders, water trucks, rubber-tired loaders, service trucks, excavators, dump trucks, dump beds, asphalt spreaders/pavers, rubber-tired backhoe, and directional boring machines;
- Methods, materials, and practices utilized in the District's maintenance and construction activities;
- Use and purposes of hand tools;
- Parts and materials associated with water main replacement;
- Water infrastructure best practices;
- Safety requirements;
- District policies and procedures;
- Blueprint and plan reading;
- Water distribution requirements; and
- Microsoft Office products.

Skills:

- Competent skills to work efficiently and productively when completing work tasks;
- Light to heavy equipment operation;
- Computer operation; and
- Leadership and Supervisory skills.

Abilities:

- Direct the work of single or multiple construction crew(s);
- Work with little or no supervision;
- Operate assigned vehicles and equipment with skill and safety;

- Perform a variety of excavating, earthmoving, backfilling, trenching, discing, and clearing;
- Read, understand, and carry out written and verbal instructions;
- Communicate effectively, orally, and in writing;
- Make mathematical calculations with speed and accuracy;
- Maintain accurate records;
- Work standby on a rotating basis; and
- Establish and maintain cooperative and respectful working relationships with those contacted in the course of work and work within a team environment.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: Subject to reasonable accommodation in accordance with the requirements of the Americans with Disabilities Act (ADA) and the California Fair Employment and Housing Act (FEHA), possess the ability to lift, push, pull, and/or carry objects greater than 100 lbs. on a regular basis. Ability to bend, twist, turn, reach, stoop, kneel, crouch, crawl, and climb routinely, as well as perform repetitive motion tasks on a regular basis. Ability to stand and walk for extended time periods, often on uneven terrain. Ability to sit for extended time periods and use office equipment such as computer terminals, copy and fax machines on a regular basis. Requires normal range hearing and vision.

Work Environment:

- **Outside:** Duties of this position require regular work in an outdoor environment that may experience extremes in weather and temperature conditions, work and traverse on uneven ground while carrying equipment.
- Driving: Duties require the operation of District vehicles and heavy to light equipment on a regular basis.
- **Inside:** The administrative duties of this position are primarily conducted indoors, in an office or shop setting.
- **Fumes/Gasses:** Duties of this position require work in an environment with exposure to dust, dirt, fumes, and vapors.
- **Noise/Vibration:** Noise levels in an outdoor or shop setting from machinery or heavy equipment are expected. Noise levels expected of an office or indoor setting are also expected.

Equipment Use: Light to heavy equipment, vehicles, jackhammers, hand tools, power tools, telephone, mobile phone, mobile tablet, 2-way radios, and basic office equipment such as computer terminals, copiers, and fax machines.

Mental Demands: While performing the duties of this class, an employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; learn and apply new skills and information; perform highly detailed work on multiple, concurrent tasks; communicate orally with District staff in face-to-face, one-to-one, and group settings; and interact with District managers, staff, officials of other governmental agencies, community and professional groups, staff and other organizations.

Safety: Follows and enforces proper safety practices at all times. Ensures compliance with the District's Injury and Illness Prevention Program.

Travel: Regular travel to District sites and construction areas, attends workshops, meetings, and seminars as required.

Other: Position subject to extended work hours as needed, attendance of evening meetings infrequently, and to work regular standby on a rotating basis.



JOB DESCRIPTION

Proudly providing water from an ancient source well into the future

POSITIONS	Production Foreman	CLASS/GROUP	AFSCME
SALARY RANGE	Range 35	SAFETY SENSITIVE	No
HOURS - FT/PT	Full Time	ESTABLISHED DATE	TBD
FLSA STATUS	Non-Exempt	REVISION DATE	

SUMMARY

Under direction, the Production Foreman provides direct oversight to assigned staff, and coordinates and leads the activities and operations within the Production Program. The foreman will be the key person in charge of overseeing the completion of assigned projects with a keen awareness of material expenses, permits, and employee safety. The incumbent completes projects by assisting in budget preparation, planning, organizing, and controlling projects; conducts quality inspections; ensuring adherence to state and local codes, arranging for necessary equipment, and keeping construction project costs at or, if possible, under budget.

Responsible for performing various skilled assignments related to the installation, repair, overhaul, operation and monitoring of deep well/booster pumps, recharge facilities, reserviors, electric switchgear, recording devices, pressure regulating valves, chlorine equipment, backflow, cross-connection, and related equipment using telemetry and computerized equipment. The Production Foreman provides high-level assistance to the Director of Operations. This position is designated as a Distribution Shift Operator.

DISTINGUISHING CHARACTERISTICS

The Production Forman is an advanced journey-level position that independently performs highly technical and specialized duties related to the District's production infrastructure. The incumbent in this position has strong interpersonal, communication, leadership, and problem-solving skills; the ability to work without extensive supervision; with advanced journey-level knowledge of the underground construction industry and operation of light to heavy equipment. The Production Foreman must be well-organized and strongly focused on safety at all times.

SUPERVISION RECEIVED/EXERCISED

This position receives general direction from the Director of Operations. The position is responsible for leading, planning, prioritizing and reviewing work of assigned staff, ensuring compliance within set standards, guiding, training, providing technical and functional direction to assigned staff, and ensuring complete coverage for Production functions.

EXAMPLES OF DUTIES

Job Descriptions are only intended to present a description summary of the range of duties and responsibilities associated with specified position. Therefore, job descriptions **may not** include all duties performed by individuals within the position. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this class.

Essential Functions:

• Oversees, prepares, and directs the daily work of the District's Production program, responsible for the direction of daily job duties including but not limited to installation, operation, repair, testing, and maintenance of the District's water production facilities including wells, booster pumps, reservoirs, hydropneumatic facilities, pressure reducing stations, pressure regulators, pressure recorders,

chlorinators, valves, water monitoring equipment; performs inspection work; and provides on-site support, leadership, guidance, and direction to subordinate staff.

- Collects, tests and completes documentation on a regular basis pertaining to water quality regulatory requirements; assesses water quality and makes appropriate adjustments including the use of chemicals, to assure safety; handles chemicals and augments the water supply with them; and maintains and ensures the adequate supply of water in reservoirs and the District water system.
- Adjusts and maintains automatic pump control systems, develops and evaluates pumping schedules, gives direction and feedback to production.
- Operates and maintains the telemetry control system.
- Oversee the troubleshooting of 480v three phase related equipment.
- Expertly performs and trains subordinate staff on a variety of skilled maintenance and repair on water distribution appurtenances and lines, calculate dosages, and solves field arithmetic.
- Review design and as-built drawings of new distribution and production facilities related; and interprets maps providing direction to complex problems with multiple variables.
- Assists in day-to-day District operations and maintenance as required, including but not limited to leak repair, service installation, customer service, facility maintenance, and on-call duties.
- Reads, interprets blueprints and plans, assists in designing and layout of water main replacement projects, provides accurately recorded as-built notations.
- Cleans, maintains and makes minor repairs to assigned equipment.
- Performs heavy and semiskilled maintenance, construction, and labor work when the nature of the job does not require constant equipment operations.
- Coordinates construction projects with the public, contractors, and representatives of other agencies.
- Recommend changes to goals, procedures, policies, equipment, budget, and personnel to achieve performance efficiencies.
- Provides and contributes input on employee performance reviews and disciplinary actions.
- Reviews timesheets for accuracy and conformance to standards.
- Provides input to the Director of Operations and other members of management as required.
- Assists in budget preparation, and acts as a project manager by planning, executing, monitoring, controlling, documenting, and closing out assigned projects.
- Reviews acquisition/purchasing requirements and develops recommendations regarding the purchase, servicing, testing, inspection, and repair of District facilities and operation functions.
- Orders equipment, parts, and material related to Productionfunctions.
- Compile memorandum, reports, written correspondence, develop written procedures related to departmental needs and requirements.
- Acts as a project manager by planning, executing, monitoring, controlling, documenting, and closing out assigned projects.
- Regularly attends and presents material for internal meetings.
- Ensures and follows safe and proper working conditions in adherence with industry and District safety programs and protocols.
- Attends position related seminars and training events.
- Participates in the District's "on-call" rotation as assigned.
- Responds to call-outs after hours, weekends, and holidays.
- Performs other duties related to the classification as assigned.

MINIMUM QUALIFICATIONS

The following are representative of the qualifications necessary to perform the essential duties of the position.

Any combination of education and experience which would likely provide the necessary knowledge and abilities may be qualifying.

Experience:

- Minimum of five (5) years of experience in a lead position or as a supervisor;
- Minimum of five (5) years of broad and extensive experience within water distribution and treatment industry, repair and maintenance of water main lines, hydrants, and service connections. Basic knowledge of Cla-Vals and an understanding of pressure-reducing stations required. Experience in emergency main line shut downs, and proper knowledge of loading and testing a main is preferred.

Education and/or Training:

- High school diploma or equivalent;
- Continued education units are required to maintain certifications and are the responsibility of the employee with support from the District;
- Trench shoring, confined space, and other hazardous condition training will be provided by the District and must be attended by the employee; and
- Must obtain and maintain competent person status. Training will be provided by the District.

Certificates, Licenses, Registration: Must possess and maintain, or have the ability to obtain within 18 months of appointment:

- California Class "C" Driver's License.
- State Water Resources Control Board (SWRCB) **Grade II or higher** Water Distribution Operator Certificate.
- State Water Resources Control Board (SWRCB) Grade II or higher Water Treatment Operator Certificate.

PERFORMANCE EXPECTATIONS: KNOWLEDGE, SKILLS, AND ABILITIES

The following are representative examples of KSA's necessary to perform the essential duties of the position.

Knowledge:

- AWWA standards;
- SCADA and RTU programming and troubleshooting
- State and federal water regulations
- Electrical and Mechanical principles
- Use and functions of light and heavy power-driven equipment used in the District's maintenance and construction activities;
- Methods, materials, and practices utilized in the District's maintenance and construction activities;
- Use and purposes of hand tools;
- Parts and materials associated with water main replacement;
- Water infrastructure best practices;
- Safety requirements;
- District policies and procedures;
- Blueprint and plan reading;
- Water distribution requirements; and
- Microsoft Office products.

Skills:

- Competent skills to work efficiently and productively when completing work tasks;
- Light to heavy equipment operation;
- Computer operation; and

• Leadership and Supervisory skills.

Abilities:

- Direct the work of single or multiple production crew(s);
- Work with little or no supervision;
- Operate assigned vehicles and equipment with skill and safety;
- Check the operation of equipment and detect defects in operations;
- Read, understand, and carry out written and verbal instructions;
- Communicate effectively, orally, and in writing;
- Make mathematical calculations with speed and accuracy;
- Maintain accurate records;
- Work standby on a rotating basis; and
- Establish and maintain cooperative and respectful working relationships with those contacted in the course of work and work within a team environment.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: Subject to reasonable accommodation in accordance with the requirements of the Americans with Disabilities Act (ADA) and the California Fair Employment and Housing Act (FEHA), possess the ability to lift, push, pull, and/or carry objects greater than 50 lbs. on a regular basis. Ability to bend, twist, turn, reach, stoop, kneel, crouch, crawl, and climb routinely, as well as perform repetitive motion tasks on a regular basis. Ability to stand and walk for extended time periods, often on uneven terrain. Ability to sit for extended time periods and use office equipment such as computer terminals, copy and fax machines on a regular basis. Requires normal range hearing and vision.

Work Environment:

- **Outside:** Duties of this position require regular work in an outdoor environment that may experience extremes in weather and temperature conditions, work and traverse on uneven ground while carrying equipment.
- Driving: Duties require the operation of District vehicles and heavy to light equipment on a regular basis.
- **Inside:** The administrative duties of this position are primarily conducted indoors, in an office or shop setting.
- **Fumes/Gasses:** Duties of this position require work in an environment with exposure to dust, dirt, fumes, and vapors.
- **Noise/Vibration:** Noise levels in an outdoor or shop setting from machinery or heavy equipment are expected. Noise levels expected of an office or indoor setting are also expected.

Equipment Use: Light to heavy equipment, vehicles, jackhammers, hand tools, power tools, telephone, mobile phone, mobile tablet, 2-way radios, and basic office equipment such as computer terminals, copiers, and fax machines.

Mental Demands: While performing the duties of this class, an employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; learn and apply new skills and information; perform highly detailed work on multiple, concurrent tasks; communicate orally with District staff in face-to-face, one-to-one, and group settings; and interact with District managers, staff, officials of other governmental agencies, community and professional groups, staff and other organizations.

Safety: Follows and enforces proper safety practices at all times. Ensures compliance with the District's Injury and Illness Prevention Program.

Travel: Regular travel to District sites and construction areas, attends workshops, meetings, and seminars as required.

Other: Position subject to extended work hours as needed, attendance of evening meetings infrequently, and to work regular standby on a rotating basis.



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POSITIONS	Construction & Maintenance II / Mechanic	CLASS/GROUP	AFSCME
SALARY RANGE	Range 22	SAFETY SENSITIVE	No
HOURS - FT/PT	Full Time	ESTABLISHED DATE	TBD
FLSA STATUS	Non-Exempt	REVISION DATE	

SUMMARY

Under general supervision, the Construction & Maintenance II / Mechanic is responsible for performing a variety of skilled assignments in the installation, maintenance, and repair of the water system; more specifically, transmission and distribution systems and any appurtenances such as fire hydrants, services, air vacuum valves and any fixtures associated with the system; to perform skilled maintenance and repair work on heavy-duty gasoline and diesel powered trucks and construction equipment; Performs related work and other duties as required.

DISTINGUISHING CHARACTERISTICS

The Construction & Maintenance II / Mechanic is a journey-level position that independently performs technical and specialized duties. This classification requires significant previous work experience in the appropriate field, and the incumbent is expected to be fully trained, competent, and able to work with limited supervision.

SUPERVISION RECEIVED/EXERCISED

This position receives direction from the department head, manager, or supervisor, as assigned and provides training and mentorship to other employees of the District.

EXAMPLES OF DUTIES

Job Descriptions are only intended to present a description summary of the range of duties and responsibilities associated with specified position. Therefore, job descriptions **may not** include all duties performed by individuals within the position. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this class.

Essential Functions:

- Assists in work direction and training for entry-level field maintenance staff.
- Performs a wide range of duties related to the maintenance, installation, and repair of water distribution appurtenances and lines on a scheduled or emergency basis.
- Performs fire hydrant flow testing.
- Chlorinates mainlines as directed.
- Interpret maps and solve problems with multiple variables.
- Calculate dosages; solve field arithmetic.
- Assists contractors and other utilities with the location of facilities via Underground Service Alert.
- Review design and as-built drawings of new distribution and production facilities related to departmental needs and requirements.
- Estimate necessary equipment and materials to complete work assignments.
- Provides written records and field drawings related to departmental needs and requirements.
- Performs a wide range of duties related to fleet maintenance, including but not limited to inspections, diagnostics, and repairs on a scheduled or emergency basis.

- Coordinate, schedule, and audit vehicle maintenance repairs to include preventative, mechanical and electrical repairs to tractors, trucks, and trailers.
- Service vehicles according to established preventive maintenance schedules, including but not limited to rotating and balancing tires; change oil and filters; lubricate vehicle parts; inspect and replacing hoses, belts, mirrors, lamps; and maintaining all fluid levels.
- Maintain District compliance with all regulatory agencies in regards to fleet maintenance.
- Operate tools, equipment, and machinery according to prescribed safety procedures.
- Manage facilities, assuring a clean and safe working environment
- Coordinate work of outside contractors as related to departmental needs and requirements.
- Coordinates, schedules, and monitors repair work with outside vendors.
- Help keep shop, equipment, and tools in safe operating condition
- Compile memoranda, data reports, written correspondence, develop written procedures related to departmental needs and requirements, and maintains various logs and records.
- Purchases, orders, stocks, and maintains inventory and equipment; obtains competitive bids and estimates; and controls the repair and inventory costs.
- Operates computer system related to departmental needs and requirements.
- Follows safe and proper working conditions in adherence with industry and District safety programs and protocols; and correct unsafe conditions in the work area and report any conditions that are not correctable immediately.
- Attends position related seminars and training events.
- Responds to call-outs after hours, weekends, and holidays.
- Participates in the District's "on-call" rotation as assigned.
- Deals effectively and courteously with customers and the general public responding to complaints and inquiries.
- Performs other duties related to the classification as assigned.

MINIMUM QUALIFICATIONS

The following are representative of the qualifications necessary to perform the essential duties of the position.

Any combination of education and experience which would likely provide the necessary knowledge and abilities may be qualifying.

Experience:

- Minimum of five (5) years of responsible work experience in the installation, maintenance, and repair of a water service system, including experience with field customer relations work.
- Minimum of five (5) years of responsible work experience with increased responsibility in the skilled maintenance and repair of construction equipment and trucks.

Education and/or Training:

- High school diploma or equivalent;
- Continuing education units are required to maintain certifications and are the responsibility of the employee with support from the District;

Certificates, Licenses, Registration: Must possess and maintain, or have the ability to obtain within 18 months of appointment:

- California Class "A" Commercial Drivers License (requires minimum Class "C" until Class "A" is obtained); and;
- State Water Resources Control Board (SWRCB) **Grade II or higher** Water Distribution Operator Certificate.

Other Requirements: This is a safety sensitive and Federally regulated DOT position subject to the District's Drug Prevention and Employee Testing Program, which is conducted in accordance with Title 49 CFR Part 40.

PERFORMANCE EXPECTATIONS: KNOWLEDGE, SKILLS, AND ABILITIES

The following are representative examples of KSA's necessary to perform the essential duties of the position.

Knowledge:

- Methods, materials, and equipment used in water system installations, maintenance and repair work.
- Methods, materials, and equipment used in vehicle repair and maintenance.
- District policies and procedures related to the Operations and Maintenance Department.
- Laws, rules, regulations and principles of work safety.
- Geography of the District and location of District facilities.
- General computer operations.
- Customer relations techniques.
- Advanced mechanical principles.
- Proper work safety standards.
- Tools, equipment, lubricants and procedures in the servicing, overhaul, repair and maintenance of construction equipment and trucks.
- Operation and maintenance of diesel and gasoline-powered equipment and trucks.
- State regulatory, emissions, and inspection requirements.

Skills:

- Competent skills to work efficiently and productively when completing work tasks;
- Light to heavy equipment operation;
- Computer operation; and
- Leadership and Supervisory skills.

Abilities:

- Maintain records and compile data into written reports.
- Inspect, diagnose, repair, and maintain equipment, trucks, and other power equipment.
- Read mechanical diagrams.
- Operate motor vehicles and power equipment used in the operations and maintenance department.
- Respond to requests to help with field water system repairs.
- Use computer systems and software packages related to the needs of the District.
- Ensure compliance with District's Injury and Illness Prevention Program.
- Work with little or no supervision.
- Operate assigned vehicles and equipment with skill and safety.
- Read, understand, and carry out written and verbal instructions.
- Communicate effectively, orally, and in writing.
- Make mathematical calculations with speed and accuracy.
- Maintain accurate records.
- Work standby on a rotating basis.
- Establish and maintain cooperative and respectful working relationships with those contacted in the course of work and work within a team environment.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: Subject to reasonable accommodation in accordance with the requirements of the Americans with Disabilities Act (ADA) and the California Fair Employment and Housing Act (FEHA), possess the ability to lift, push, pull, and/or carry objects greater than 100 lbs. on a regular basis. Ability to bend, twist, turn, reach, stoop, kneel, crouch, crawl, and climb routinely, as well as perform repetitive motion tasks on a regular basis. Ability to stand and walk for extended time periods, often on uneven terrain. Ability to sit for extended time periods and use office equipment such as computer terminals, copy and fax machines on a regular basis. Requires normal range hearing and vision.

Work Environment:

- **Outside:** Duties of this position require regular work in an outdoor environment that may experience extremes in weather and temperature conditions, work and traverse on uneven ground while carrying equipment.
- Driving: Duties require the operation of District vehicles and heavy to light equipment on a regular basis.
- **Inside:** The administrative duties of this position are primarily conducted indoors, in an office or shop setting.
- **Fumes/Gasses:** Duties of this position require work in an environment with exposure to dust, dirt, fumes, and vapors.
- **Noise/Vibration:** Noise levels in an outdoor or shop setting from machinery or heavy equipment are expected. Noise levels expected of an office or indoor setting are also expected.

Equipment Use: Light to heavy equipment, vehicles, jackhammers, hand tools, power tools, telephone, mobile phone, mobile tablet, 2-way radios, and basic office equipment such as computer terminals, copiers, and fax machines. Automotive diagnostic equipment, wheel balancing equipment, tire repairing equipment, small hand

tools, drill, drill press, grinder, air-powered tools, welding torch, torque wrench, jack, and lift

equipment. District vehicles & equipment.

Mental Demands: While performing the duties of this class, an employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; learn and apply new skills and information; perform highly detailed work on multiple, concurrent tasks; communicate orally with District staff in face-to-face, one-to-one, and group settings; and interact with District managers, staff, officials of other governmental agencies, community and professional groups, staff and other organizations.

Safety: Follows and enforces proper safety practices at all times. Ensures compliance with the District's Injury and Illness Prevention Program.

Travel: Regular travel to District sites and construction areas, attends workshops, meetings, and seminars as required.

Other: Position subject to extended work hours as needed, attendance of evening meetings infrequently, and to work regular standby on a rotating basis.



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POSITIONS	Customer & Administrative Service Supervisor	CLASS/GROUP	MSC
SALARY RANGE	Range 30	SAFETY SENSITIVE	No
HOURS - FT/PT	Full Time	ESTABLISHED DATE	твр
FLSA STATUS	Exempt	REVISION DATE	

SUMMARY

Under general direction, the Customer & Administrative Service Supervisor provides direct oversight to assigned staff, and coordinates and leads the activities and operations within customer service, field service (meter reading), development, and general clerical/administrative programs. This position is a working supervisory position in that it is responsible for understanding and performing the full range of customer/field service duties, development duties, and related tasks. The incumbent resolves complex and challenging customer concerns and questions; has proficient knowledge of District functions and policies; evaluates employees; creates, updates, and maintains procedures to ensure efficient operations; assists with policy development; assists with budget preparation; establishes and maintains task and staff schedules to ensure coverage. The incumbent provides moderate to highly complex assistance to the Director of Administration.

DISTINGUISHING CHARACTERISTICS

This position is characterized by moderate to high-level knowledge and skills required to perform and supervise the day-to-day operations of their assigned programs. The incumbent has strong interpersonal, communication, leadership, and problem-solving skills; the ability to work without extensive supervision; and the ability to prioritize, lead, and direct. The incumbent possesses journeyman-level knowledge of customer service, field service, development, and clerical duties pertaining to the administration of the District. The incumbent must be skilled in resolving escalated customer concerns in a patient and professional manner.

SUPERVISION RECEIVED/EXERCISED

This position receives general direction from the Director of Administration. This position will supervise, lead, evaluate, and provide training for assigned employees.

EXAMPLES OF DUTIES

Job Descriptions are only intended to present a description summary of the range of duties and responsibilities associated with specified position. Therefore, job descriptions may not include all duties performed by individuals within the position. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this class.

Essential Functions

- Oversees, coordinates, and directs the daily work of customer service, field service (meter reading), development, and related administrative functions. Provides day-to-day leadership to ensure high performance, customer service-oriented work that supports achieving the District's mission, objectives, and values.
- Responsible for managing schedules to ensure complete coverage for the District's customer base, including but not limited to customer service, meter reading, meter change-outs, lock-offs, etc., and communicates this information to staff.
- Plans and implements work programs and activities, including but not limited to: create and update departmental procedures and processes, creating efficiency; create, update, and organize departmental forms and documents; create quality assurance tools to ensure completion, qualityinand cimeliness. Pages 41 of 44

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PERFORMANCE EXPECTATIONS: KNOWLEDGE, SKILLS, AND ABILITIES

The following are representative examples of KSA's necessary to perform the essential duties of the position.

Knowledge of:

- Modern principles and practices of providing excellent customer service.
- District rules and regulations and meter service operations and issues related to assigned functions.
- District personnel rules and policies.
- Modern office practices, methods, and computer equipment and applications.
- Cash, check, and credit handling techniques.
- Principles and methods of business correspondence.
- Basic accounting and mathematics.
- Proficient at using word processing and spreadsheet software and understanding of accounting software, and the aptitude for learning governmental accounting software.
- Techniques for dealing with delinquent accounts.
- Principles and practices of sound business communications and correct English use, including spelling, grammar, and punctuation.
- Appropriate safety precautions, procedures, practices, and regulations related to maintain a department/division safety program.
- Computer applications, such as word processing and spreadsheets.
- Principles and practices of effective leadership and employee supervision, including training and performance evaluation.

Skill in:

- Possess strong organizational and time management skills.
- Possess solid computer skills in Word, Excel, and PowerPoint.
- Possess strong skill with 10-key by touch.
- Possess strong verbal and written communication skills.
- Efficiently learning District software programs.

Ability to:

- Provide tactful and courteous service to the public.
- Operate various office equipment, including a computer, 10-key calculator, cash register, and supporting word processing, spreadsheet, and customer service applications.
- Type accurately at a minimum of 45 words per minute
- Work in a fast-paced environment and successfully manage a rapidly changing environment.
- Analyze complex customer service problems and recommend solutions; handle a diverse set of customer comments, inquiries, and complaints in a polite, calm, and professional manner.
- Interpret, explain, and enforce policies and procedures.
- Multi-task, communicate progress, and meet deadlines.
- Prepares concise records, reports, and other written materials.
- Use creative thought to problem solve, including the use of new and innovative technologies and techniques.
- Participate in groups and committees that affect District operations, policies, and procedures.
- Use Microsoft Office applications and databases proficiently, including accessing forms within public folders, sending, and receiving email, and using the calendar and scheduling functions effectively.
- Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading, writing, and operating assigned equipment.
- Establish and maintain cooperative, respectful, and effective working relationships with those contacted in the course of work, including District employees, officials, vendors, and the general public.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: Subject to reasonable accommodation in accordance with the requirements of the Americans with Disabilities Act (ADA) and the California Fair Employment and Housing Act (FEHA), possess the ability to lift and/or carry objects (no greater than 20 lbs.) on an infrequent basis. Ability to bend, twist, turn, push, pull, and reach routinely, as well as perform repetitive motion tasks on a regular basis. Ability to sit for extended time periods and use office equipment such as computer terminals, copiers, and fax machines on a regular basis. Requires normal range hearing and vision. Ability to stoop, kneel, and crouch occasionally.

Work Environment:

- **Outside:** Occasionally, standing, walking, crouching may be required during inspection tours of facilities. Occasionally, work in an outdoor environment that may be required with extremes in weather and temperature conditions, work and traverse on uneven ground while carrying equipment.
- Inside: Duties of this position are predominantly conducted indoors, in an office setting or environment.
- **Fumes/Gasses:** Duties of this position are predominantly conducted indoors, in an office setting or environment.
- Noise/Vibration: Noise levels expected of an office or indoor setting are expected.

Equipment Use: Standard office equipment such as computer hardware and peripherals, binding machines, copy machines, scanning machines, fax machines, and telephone.

Mental Demands: While performing the duties of this class, an employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math, and mathematical reasoning; learn and apply new skills and information; perform highly detailed work on multiple, concurrent tasks; and interact with District managers, officials of other governmental agencies, community and professional groups, staff and other organizations.

Safety: Follows proper safety practices at all times.

Travel: On occasion, the incumbent in this position may be required to attend, workshops, meetings, and/or seminars.

Other: Position may be subject to alternative 4/10 workweek schedule.

