



**FINANCE COMMITTEE MEETING
WEDNESDAY, DECEMBER 8, 2021 AT 9:00 AM
61750 CHOLLITA ROAD, JOSHUA TREE, CA 92252**

There will be no public location

This virtual meeting will be streamed at:

<https://us02web.zoom.us/j/82941434330?pwd=aHNWMmZOK3c4RHFiREJydy9qRXI3Zz09>

You may also join by phone at 1-253-215-8782, Meeting ID: 82941434330 Passcode: 345880

AGENDA

1. **CALL TO ORDER -**
2. **PLEDGE OF ALLEGIANCE -**
3. **DETERMINATION OF QUORUM -**
4. **APPROVAL OF AGENDA -**
5. **PUBLIC COMMENT -**
6. **APPROVE MINUTES OF THE PRIOR COMMITTEE MEETING -**

Page 2

- October 13, 2021

Page 3

- November 10, 2021

Pages 4-12

7. **OCTOBER CHECK REGISTER** – Director Anne Roman - Review, ask questions, and refer to the Board of Directors for approval.

Pages 13-15

8. **WATER AVAILABILITY (STANDBY) REFUNDS FOLLOW UP/WIND DOWN** – Director Anne Roman - Receive report and refer to the Board of Directors for approval.

9. **ADJOURNMENT -**

JOSHUA BASIN WATER DISTRICT
Minutes of the
FINANCE COMMITTEE MEETING
Wednesday, October 13, 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, Jim Corbin, Director of Operations, Sarah Johnson, Director of Administration, Anne Roman, Director of Finance, and Autumn Rich, Accounting Supervisor.

GUESTS -2

APPROVAL OF AGENDA –

MSC¹ (Floen/Unger) motion carried to approve the October 13, 2021, Finance Committee Agenda.

PUBLIC COMMENT – None

APPROVE MINUTES OF THE PRIOR COMMITTEE MEETING

- Draft Minutes of September 8, 2021

MSC¹ (Floen/Unger) motion carried to approve the minutes of September 8, 2021.

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

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

WASTEWATER CAPACITY FEE – General Manager Ban gave the staff report and informed the Committee that this charge is used to provide for a source of wastewater treatment, pumping, collection, transmission, and related facilities needed as a result of new demands caused by new single family residential, multifamily residential, commercial, industrial, and agricultural development. It is a charge levied on each new development that will contribute a rightful share of the costs of the District's wastewater facilities. To date, after 12 years of the charge being in place, the Wastewater Capacity Charge reserve has increased to \$1.4 million. \$800,000 of the total reserve is due to Hi Desert Medical Center's contributions that are being paid on an annual basis. The remaining \$600,000 has been collected due to new development, which was intended to be the largest contributor to the reserve. A brief Q&A followed and the Committee recommended a follow up with the Water Resources & Operations Committee and the Citizens Advisory Council.

STAFF REPORTS – None.

ADJOURNMENT - MSC¹ (Floen/Unger) motion carried to adjourn the Finance Committee meeting at 10:12 a.m.

Respectfully Submitted,

Anne Roman, Director of Finance

JOSHUA BASIN WATER DISTRICT
Minutes of the
FINANCE COMMITTEE MEETING
Wednesday, November 10, 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 Director Jarlsberg

STAFF PRESENT – Jim Corbin, Director of Operations, Sarah Johnson, Director of Administration, Anne Roman, Director of Finance, and Autumn Rich, Accounting Supervisor, Beverly Krushat, Executive Assistant

GUESTS -2

APPROVAL OF AGENDA –

MSC¹ (Jarlsberg/Unger) motion carried to approve the November 10, 2021 Finance Committee Agenda.

PUBLIC COMMENT – None

APPROVE MINUTES OF THE PRIOR COMMITTEE MEETING

- Draft Minutes of October 13, 2021

MSC¹ (Jarlsberg/Unger) motion did not carry to approve the minutes of October 13, 2021, Director Jarlsberg abstained. Minutes will be placed on the December 8, 2021 Finance Committee agenda.

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

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

LAIF INVESTMENT PERFORMANCE 2020/21 – Director Anne Roman gave the staff report and informed the Committee that in 2020/21, interest of \$63,662.26 was earned based on rates ranging from .84% in the first quarter to .33% in the final quarter. In 2020/21 approximately \$14,944.79 was allocated to the legally segregated funds with the remainder of \$48,717.47 being allocated to the District’s Operating Reserve Fund. The Committee received for information only.

DISCONTINUANCE OF “FIRE SPRINKLER” EXEMPTION TO METER EXCHANGE (UPGRADE) CAPACITY FEE CHARGES – Director Anne Roman gave the staff report and stated that the County is now requiring all new customers to install a 1” meter, therefore, it no longer makes sense to provide this exemption. The Committee received for information only.

STAFF REPORTS – None.

ADJOURNMENT - MSC¹ (Jarlsberg/Unger) motion carried to adjourn the Finance Committee meeting at 9:57 a.m.

Respectfully Submitted,

Anne Roman, Director of Finance



Proudly providing water from an ancient sourcewell into the future.

Check Report

By Vendor DBA Name

Date Range: 10/01/2021 - 10/31/2021

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: AP-AP Cash						
000495	ACCOUNTEMPS	10/06/2021	Regular	0.00	4,517.64	63731
58495642	Invoice	10/06/2021	TEMPORARY LABOR	0.00	1,622.27	
58508276	Invoice	10/06/2021	TEMPORARY LABOR	0.00	646.66	
4 1	Invoice	10/06/2021	TEMPORARY LABOR	0.00	641.51	
58540865	Invoice	10/06/2021	TEMPORARY LABOR	0.00	1,607.20	
000495	ACCOUNTEMPS	10/20/2021	Regular	0.00	4,502.58	63778
58587476	Invoice	10/20/2021	TEMPORARY LABOR	0.00	1,607.20	
58595549	Invoice	10/20/2021	TEMPORARY LABOR	0.00	644.09	
58648470	Invoice	10/20/2021	TEMPORARY LABOR	0.00	1,607.20	
58648508	Invoice	10/20/2021	TEMPORARY LABOR	0.00	644.09	
000501	ACWA/JPIA	10/20/2021	Regular	0.00	24,976.41	63754
67 1 1	Invoice	10/20/2021	EE HEALTH BENEFIT & EAP NOV 21	0.00	24,976.41	
000501	ACWA/JPIA	10/20/2021	Regular	0.00	63,510.00	63755
JPIA100721	Invoice	10/20/2021	AUTO & GENERAL LIABILITY 10/21 - 10/22	0.00	63,510.00	
000675	AQUA-METRIC SALES COMPANY	10/06/2021	Regular	0.00	14,037.97	63736
INV0084621	Invoice	10/06/2021	INVENTORY	0.00	13,128.49	
INV0084713	Invoice	10/06/2021	METER REPAIR SUPPLIES	0.00	909.48	
000502	ASSOCIATION OF CALIFORNIA WATER AGENCIES	10/06/2021	Regular	0.00	18,850.00	63708
	Invoice	10/06/2021	AGENCY DUES 2022	0.00	18,850.00	
001630	AT&T MOBILITY	10/20/2021	Manual	0.00	2,583.09	901829
82 4 028X1005	Invoice	10/20/2021	COMMUNICATIONS - SEPT 21	0.00	2,583.09	
013863	ATKINSON, ANDELSON, LOYA, RUUD AND ROMO	10/20/2021	Regular	0.00	142.80	63756
634450	Invoice	10/20/2021	LABOR LEGAL SERVICES THRU 9/30/21	0.00	142.80	
000214	BABCOCK LABORATORIES, INC.	10/06/2021	Regular	0.00	102.00	63709
CI2062-2287	Invoice	10/06/2021	SAMPLING	0.00	102.00	
000214	BABCOCK LABORATORIES, INC.	10/20/2021	Regular	0.00	1,233.30	63757
CG11644 2727CR	Credit Memo	10/20/2021	HDMC WWTP - SAMPLING	0.00	-156.00	
CH12574-2287	Invoice	10/20/2021	SAMPLING	0.00	252.00	
CJ10244-2287	Invoice	10/20/2021	SAMPLING	0.00	102.00	
CJ1050 -22 7	Invoice	10/20/2021	HDMC WWTP - SAMPLING	0.00	227.85	
CJ10927-2287	Invoice	10/20/2021	SAMPLING	0.00	252.00	
CJ11058-2287	Invoice	10/20/2021	HDMC WWTP - SAMPLING	0.00	227.85	
CJ11284-2287	Invoice	10/20/2021	HDMC WWTP SAMPLING	0.00	327.60	
013977	BENJAMIN LOPEZ	10/20/2021	Regular	0.00	79.00	63758
BL100421	Invoice	10/20/2021	REIMB: LIVE SCAN SCREENING 10/4/21	0.00	79.00	
004110	BURRTEC WASTE & RECYCLING SVCS	10/06/2021	Manual	0.00	459.85	901818
BW1021	Invoice	10/06/2021	TRASH & RECYCLING (OFFICE) OCT 21	0.00	162.03	
BW1021B	Invoice	10/06/2021	TRASH REMOVAL (SHOP) - OCT 21	0.00	297.82	
004110	BURRTEC WASTE & RECYCLING SVCS	10/06/2021	Manual	0.00	1,452.03	901822
BW093021	Invoice	10/06/2021	TRASH REMOVAL (SHOP) - SEPT 21	0.00	1,452.03	
001517	CaPERS	10/22/2021	Manual	0.00	12,743.49	901834
PPE 9-24-21	Invoice	10/22/2021	PAY PERIOD ENDING 9/24/21	0.00	12,743.49	

Check Report

Date Range: 10/01/2021 - 10/31/2021

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
001555	CENTRATTEL LLC	10/06/2021	10/06/2021 Regular	0.00	880.85	63710
211002252101	Invoice	10/06/2021	DISPATCH SERVICES - SEPT 21	0.00	880.85	
000237	COLONIAL LIFE & ACCIDENT INSURANCE CO, INC.	10/06/2021	10/06/2021 Manual	0.00	1,612.18	901823
3990561-0905062	Invoice	10/06/2021	EE LIFE INSURANCE - SEPT 21	0.00	1,612.18	
000112	COPPER MOUNTAIN MEDIA/KXCM-FM	10/06/2021	10/06/2021 Regular	0.00	200.00	63712
21090006	Invoice	10/06/2021	ADVERTISING: WATER CONSERVATION MED...	0.00	200.00	
013373	CORE & MAIN LP	10/06/2021	10/06/2021 Regular	0.00	41,675.78	63713
P254381	Invoice	10/06/2021	POWER PACK PUMPS: WACHS VALVE TURNI...	0.00	9,462.31	
P260208	Invoice	10/06/2021	INVENTORY	0.00	13,550.64	
P573709	Invoice	10/06/2021	INVENTORY/MAINLINE/LEAK REPAIRS SUPPL...	0.00	4,134.85	
P600483	Invoice	10/06/2021	WELL 14 4-LOG TREATMENT SUPPLIES	0.00	47.11	
P610213	Invoice	10/06/2021	WELL 14 4-LOG TREATMENT SUPPLIES/CIRP...	0.00	279.23	
P610233	Invoice	10/06/2021	METER REPAIR SUPPLIES	0.00	53.95	
P614297	Invoice	10/06/2021	MAINLINE/LEAK REPAIR SUPPLIES	0.00	138.15	
P638206	Invoice	10/06/2021	MAINLINE/LEAK REPAIR SUPPLIES	0.00	5,913.53	
P638233	Invoice	10/06/2021	INVENTORY	0.00	7,910.68	
P641138	Invoice	10/06/2021	MAINLINE/LEAK REPAIR SUPPLIES	0.00	185.33	
013373	CORE & MAIN LP	10/20/2021	10/20/2021 Regular	0.00	3,964.21	63759
O215230	Invoice	10/20/2021	WELL 14 4-LOG TREATMENT SUPPLIES	0.00	1,840.04	
P624935	Invoice	10/20/2021	CIRP: SMALL TOOLS	0.00	107.75	
P651782	Invoice	10/20/2021	MAINLINE/LEAK REPAIR SUPPLIES/INVENTO...	0.00	1,942.58	
P663190	Invoice	10/20/2021	CIRP SUPPLIES	0.00	335.33	
P676663	Credit Memo	10/20/2021	WELL 14 4-LOG TREATMENT SUPPLIES	0.00	-261.49	
013935	DIAMOND ENVIRONMENTAL SERVICES, LP.	10/06/2021	10/06/2021 Regular	0.00	9.08	63714
0003481493	Invoice	10/06/2021	PORTABLE TOILET RENTAL: WELL 14 4-LOG	0.00	9.08	
013928	DIRTY BOYS DESIGNZ	10/20/2021	10/20/2021 Regular	0.00	464.91	63767
52171	Invoice	10/20/2021	UNIFORMS	0.00	464.91	
002565	DUDEK AND ASSOCIATES, INC	10/20/2021	10/20/2021 Regular	0.00	1,540.00	63760
202107628	Invoice	10/20/2021	ENG SERV: HDMC WASTEWATER PLANT TH...	0.00	1,540.00	
013818	EBIX, INC.	10/20/2021	10/20/2021 Regular	0.00	7,143.56	63761
0878610-IN	Invoice	10/20/2021	INSURANCE CERTIFICATION SERVICES 9/1/21..	0.00	7,143.56	
VEN01466	FEDAK & BROWN LLP	10/06/2021	10/06/2021 Regular	0.00	6,475.00	63715
FB092821	Invoice	10/06/2021	FINANCIAL AUDIT 20/21 - SEPT 21	0.00	6,475.00	
000156	FORSHOCK	10/06/2021	10/06/2021 Regular	0.00	825.00	63725
2100102	Invoice	10/06/2021	PUMPING PLANT SERVICES	0.00	825.00	
000156	FORSHOCK	10/20/2021	10/20/2021 Regular	0.00	243.00	63773
2100107	Invoice	10/20/2021	MONTHLY SCADA MONITORING - OCT 21	0.00	38.00	
2100108	Invoice	10/20/2021	MONTHLY SCADA MONITORING - OCT 21	0.00	205.00	
013222	FRONTIER COMMUNICATIONS INC.	10/06/2021	10/06/2021 Regular	0.00	206.07	63716
FC1021	Invoice	10/06/2021	HDMC WWTP - TELEPHONE	0.00	206.07	
000058	GARDA CL WEST, INC.	10/20/2021	10/20/2021 Regular	0.00	484.38	63762
10658483	Invoice	10/20/2021	COURIER FEES - OCT 21	0.00	484.38	
003950	GRANITE CONSTRUCTION CO	10/06/2021	10/06/2021 Regular	0.00	1,086.12	63717
2105175	Invoice	10/06/2021	MAINLINE/LEAK REPAIR SUPPLIES	0.00	1,086.12	
013802	HASA, INC.	10/06/2021	10/06/2021 Regular	0.00	534.90	63718
778847	Invoice	10/06/2021	WATER TREATMENT EXPENSE	0.00	534.90	
004152	HI-DESERT STAR	10/20/2021	10/20/2021 Regular	0.00	180.00	63763
38843	Invoice	10/20/2021	ADVERTISING: WATER CONSERVATION MED...	0.00	180.00	

Check Report

Date Range: 10/01/2021 - 10/31/2021

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
004165	HI-GRADE MATERIALS CO.	10/20/2021	Regular	0.00	932.04	63764
0154550	Invoice	10/20/2021	PUMPING PLANT SUPPLIES	0.00	932.04	
004195	HOME DEPOT CREDIT SERVICES	10/20/2021	Manual	0.00	5,866.52	901830
HD0921	Invoice	10/20/2021	WELL 14 4-TREATMENT PLANT/SMALL TOOL...	0.00	5,866.52	
004700	I-10 TOYOTA	10/25/2021	Regular	0.00	21,335.61	63791
IT102521	Invoice	10/25/2021	VEHICLE REPAIR: V40	0.00	21,335.61	
000025	ICMA RC	10/31/2021	Manual	0.00	15,882.50	901836
ICMARC1021	Invoice	10/31/2021	457 EE & ER REMITTANCE - OCT 21	0.00	15,882.50	
013365	IMAGE SOURCE	10/06/2021	Regular	0.00	245.49	63711
25AR1338007	Invoice	10/06/2021	OFFICE EXPENSE 8/30/21 - 9/29/21	0.00	205.83	
25AR1340591	Invoice	10/06/2021	SHOP EXPENSE 9/01/21 - 9/30/21	0.00	39.66	
013797	INFOSEND, INC.	10/20/2021	Regular	0.00	3,099.23	63765
199441	Invoice	10/20/2021	PRINT & MAIL WATER BILL - SEPT 21	0.00	3,099.23	
004720	INLAND WATER WORKS	10/06/2021	Regular	0.00	5,682.78	63719
S1049046.002	Invoice	10/06/2021	PUMPING PLANT SUPPLIES	0.00	172.76	
S1049640.001	Invoice	10/06/2021	WELL 14 4-LOG TREATMENT SUPPLIES	0.00	3,313.91	
S1049833.001	Invoice	10/06/2021	INVENTORY	0.00	2,148.92	
S1049833.002	Invoice	10/06/2021	SMALL TOOLS - DISTRIBUTION	0.00	47.19	
004720	INLAND WATER WORKS	10/20/2021	Regular	0.00	996.69	63766
S1047126.002	Invoice	10/20/2021	PUMPING PLANT SUPPLIES	0.00	996.69	
013942	JUSTIN M. TUTTLE	10/20/2021	Regular	0.00	79.00	63790
JT102021	Invoice	10/20/2021	REIMB: LIVE SCAN SCREENING 10/12/21	0.00	79.00	
009054	KATHLEEN J. RADNICH	10/06/2021	Regular	0.00	724.50	63720
21-0926-1	Invoice	10/06/2021	PUBLIC RELATIONS SERVICES	0.00	724.50	
009054	KATHLEEN J. RADNICH	10/20/2021	Regular	0.00	2,297.40	63768
21-1003-1	Invoice	10/20/2021	PUBLIC RELATIONS SERVICES	0.00	785.40	
21-1010-1	Invoice	10/20/2021	PUBLIC RELATIONS SERVICES	0.00	840.00	
21-1017-1	Invoice	10/20/2021	PUBLIC RELATIONS SERVICES	0.00	672.00	
006947	KCDZ-FM	10/20/2021	Regular	0.00	1,000.00	63774
318-0015-0000	Invoice	10/20/2021	ADVERTISING: WATER CONSERVATION MED...	0.00	1,000.00	
013976	KENIA HERNANDEZ	10/06/2021	Regular	0.00	62.00	63721
KH100521	Invoice	10/06/2021	REIMB: LIVE SCAN SCREENING 10/4/21	0.00	62.00	
000134	KENNEDY/JENKS CONSULTANTS, INC.	10/06/2021	Regular	0.00	4,646.25	63722
149810	Invoice	10/06/2021	2020 URBAN WATER MGMT PLAN UPDATE	0.00	4,646.25	
000134	KENNEDY/JENKS CONSULTANTS, INC.	10/20/2021	Regular	0.00	2,790.00	63769
150148	Invoice	10/20/2021	2020 URBAN WATER MGMT PLAN UPDATE	0.00	2,790.00	
013920	LF STAFFING SERVICES INC DBA LABOR FINDERS	10/06/2021	Regular	0.00	5,158.40	63723
37-49-11087	Invoice	10/06/2021	TEMPORARY LABOR	0.00	2,579.20	
37-49-11166	Invoice	10/06/2021	TEMPORARY LABOR	0.00	1,289.60	
37-49-11177	Invoice	10/06/2021	TEMPORARY LABOR	0.00	1,289.60	
013920	LF STAFFING SERVICES INC DBA LABOR FINDERS	10/20/2021	Regular	0.00	5,158.40	63770
37-49-11204	Invoice	10/20/2021	TEMPORARY LABOR	0.00	2,579.20	
37-49-11235	Invoice	10/20/2021	TEMPORARY LABOR	0.00	2,579.20	
006507	McMASTER-CARR SUPPLY COMPANY	10/06/2021	Regular	0.00	92.23	63724
65466980	Invoice	10/06/2021	WELL 14 4-LOG TREATMENT SUPPLIES & SM...	0.00	92.23	
006507	McMASTER-CARR SUPPLY COMPANY	10/20/2021	Regular	0.00	1,302.75	63771
66082317	Invoice	10/20/2021	PUMPING PLANT SUPPLIES & SMALL TOOLS -..	0.00	670.83	

Check Report

Date Range: 10/01/2021 - 10/31/2021

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
66505446	Invoice	10/20/2021	WELL 14 4-LOG TREATMENT SUPPLIES/BUILD..	0.00	631.92	
013857	MICHAEL BAKER INTERNATIONAL, INC.	10/20/2021	Regular	0.00	13,410.00	63772
1122708	Invoice	10/20/2021	TILFORD WATERMAIN SURVEY	0.00	13,410.00	
000233	NAPA AUTO PARTS	10/06/2021	Regular	0.00	884.00	63740
378002	Invoice	10/06/2021	VEHICLE MAINTENANCE: V37 & V32	0.00	404.95	
378906	Invoice	10/06/2021	VEHICLE MAINTENANCE: V42 & V34 / SMALL...	0.00	177.87	
378910	Invoice	10/06/2021	VEHICLE MAINTENANCE: V35 & V36	0.00	268.58	
378911	Invoice	10/06/2021	VEHICLE MAINTENANCE: V30 & V32	0.00	32.60	
000233	NAPA AUTO PARTS	10/20/2021	Regular	0.00	1,061.82	63786
379754	Invoice	10/20/2021	VEHICLE MAINTENANCE: V31,V34,V37,V38 &..	0.00	869.13	
379766	Invoice	10/20/2021	VEHICLE MAINTENANCE: V27 & V34/SHOP E...	0.00	132.28	
379954	Invoice	10/20/2021	VEHICLE MAINTENANCE	0.00	60.41	
003930	NBS	10/06/2021	Regular	0.00	6,752.91	63726
921000112	Invoice	10/06/2021	CMM ADMIN FEES - 4TH QTR 21	0.00	2,055.57	
921000113	Invoice	10/06/2021	STANDBY ADMIN FEES - 4TH QTR 21	0.00	4,697.34	
000070	ONLINE INFORMATION SERVICES, INC.	10/06/2021	Regular	0.00	525.06	63727
1082199	Invoice	10/06/2021	ID VERIF. SERV. THRU 08/31/21	0.00	283.05	
1087619	Invoice	10/06/2021	ID VERIF. SERV. THRU 09/30/21	0.00	242.01	
013004	PAOLO FICARA	10/06/2021	Regular	0.00	500.00	63728
101	Invoice	10/06/2021	PARCEL RENTAL: 0606-321-31 - OCT 2021	0.00	500.00	
000248	PAYCHEX	10/20/2021	Manual	0.00	153.90	950008
1702415	Invoice	10/20/2021	TIME & LABOR ONLINE USAGE FEE	0.00	153.90	
VEN01533	PAYMENTUS GROUP INC.	10/22/2021	Manual	0.00	4,174.55	901835
INV015-115849	Invoice	10/22/2021	CREDIT CARD PROCESSING FEE - SEPT 21	0.00	4,174.55	
008200	PITNEY BOWES INC.	10/06/2021	Manual	0.00	320.21	901819
3105026972	Invoice	10/06/2021	LEASING CHARGES - 3RD QTR 21	0.00	320.21	
008415	PRUDENTIAL OVERALL SUPPLY	10/06/2021	Regular	0.00	230.61	63729
23215785	Invoice	10/06/2021	SHOP EXPENSE	0.00	163.50	
23215786	Invoice	10/06/2021	SHOP EXPENSE	0.00	67.11	
008415	PRUDENTIAL OVERALL SUPPLY	10/20/2021	Regular	0.00	177.08	63775
23222107	Invoice	10/20/2021	SHOP EXPENSE	0.00	109.97	
23222108	Invoice	10/20/2021	SHOP EXPENSE	0.00	67.11	
013938	PURA AQUA, INC.	10/20/2021	Regular	0.00	11,039.67	63776
12947	Invoice	10/20/2021	WELL 14 4-LOG TREATMENT SUPPLIES	0.00	11,039.67	
009065	RDO EQUIPMENT COMPANY	10/06/2021	Regular	0.00	3,471.11	63730
W2710645	Invoice	10/06/2021	TRACTOR MAINT: E41	0.00	3,471.11	
009065	RDO EQUIPMENT COMPANY	10/20/2021	Regular	0.00	1,262.27	63777
P6244645	Invoice	10/20/2021	EXCAVATOR 135G SUPPLIES: E7135	0.00	391.39	
W2725945	Invoice	10/20/2021	JD 410J REPAIRS	0.00	870.88	
009618	SAMS MARKET	10/20/2021	Regular	0.00	1,757.82	63779
SM092821	Invoice	10/20/2021	SHOP EXPENSE 7/21 - 9/21	0.00	1,757.82	
001912	SAN BERNARDINO COUNTY FIRE PROTECTION DIS	10/20/2021	Regular	0.00	1,136.00	63780
IN0160470	Invoice	10/20/2021	HAZMAT CUPA PERMIT TO 11/30/22	0.00	1,136.00	
000091	SAN BERNARDINO COUNTY RECORDER	10/06/2021	Regular	0.00	100.00	63732
SB092121	Invoice	10/06/2021	RELEASE OF LIENS	0.00	100.00	
013831	SATMODO LLC	10/06/2021	Regular	0.00	151.86	63733
178863	Invoice	10/06/2021	EMERGENCY SATELLITE PHONES - OCT 21	0.00	151.86	

Check Report

Date Range: 10/01/2021 - 10/31/2021

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
013011	SERGIO D FIERRO	10/20/2021	Regular	0.00	990.00	63781
JBWD-104	Invoice	10/20/2021	CIMIS STATION MAINTENANCE: JUL TO SEPT...	0.00	990.00	
013833	SERVICEMASTER 360 PREMIER CLEANING	10/06/2021	Regular	0.00	997.65	63734
J82373	Invoice	10/06/2021	JANITORIAL SERVICES - OCT 21	0.00	997.65	
009898	SOCALGAS	10/20/2021	Manual	0.00	29.30	901831
GAS1021	Invoice	10/20/2021	HEAT FOR SHOP - THRU 10/18/21	0.00	29.30	
009880	SOUTHERN CALIFORNIA EDISON CO	10/06/2021	Manual	0.00	3,583.07	901824
SCE0921	Invoice	10/06/2021	POWER TO BLDGS & GEN - SEPT 21	0.00	3,583.07	
VEN01020	SOUTHWEST NETWORKS, INC.	10/06/2021	Regular	0.00	142.50	63735
21-9060	Invoice	10/06/2021	SUPPLEMENTAL IT SERVICES (AMC) - THRU 9...	0.00	142.50	
VEN01020	SOUTHWEST NETWORKS, INC.	10/20/2021	Regular	0.00	738.00	63782
21-10013	Invoice	10/20/2021	OFFICE 365 MONTHLY MAINT - NOV 21	0.00	738.00	
009980	SWRCB FEES	10/20/2021	Regular	0.00	55.00	63783
SWRCB-101921	Invoice	10/20/2021	GRADE T1 EXAM	0.00	55.00	
000510	TIME WARNER CABLE	10/06/2021	Manual	0.00	358.96	901820
0008970092221	Invoice	10/06/2021	SCADA INTERNET - OCT 21	0.00	358.96	
013196	TPX COMMUNICATIONS	10/20/2021	Manual	0.00	640.25	901832
148117844-0	Invoice	10/20/2021	TELEPHONE (OFFICE) - OCT 21	0.00	640.25	
010690	TYLER TECHNOLOGIES	10/20/2021	Regular	0.00	81.40	63784
025-352439	Invoice	10/20/2021	CALL NOTIFICATION FEES: JUL - SEPT	0.00	81.40	
013923	U.S. BANK CORPORATE	10/06/2021	Manual	0.00	8,366.88	901848
US0921	Invoice	10/06/2021	EMPLOYEE TRAINING/INTERNET-SEPT 21/UN..	0.00	8,366.88	
013927	U.S. BANK CORPORATE	10/06/2021	Manual	0.00	25,494.30	901833
US0921	Invoice	10/06/2021	COMPUTER EQUIPMENT/ FUEL- VEHICLES	0.00	25,494.30	
013924	U.S. BANK CORPORATE	10/06/2021	Manual	0.00	29.95	901827
US0921	Invoice	10/06/2021	COMPUTER SOFTWARE	0.00	29.95	
013925	U.S. BANK CORPORATE	10/06/2021	Manual	0.00	942.00	901825
US0921	Invoice	10/06/2021	HR MANAGEMENT & SURVEY MONKEY SUB...	0.00	942.00	
013926	U.S. BANK CORPORATE	10/06/2021	Manual	0.00	2,455.51	901826
US0921	Invoice	10/06/2021	WELL 14 4-LOG TREATMENT SUPPLIES/VEHI...	0.00	2,455.51	
010850	UNDERGROUND SERVICE ALERT	10/06/2021	Regular	0.00	150.25	63737
920210349	Invoice	10/06/2021	TICKET DELIVERY SERVICE - SEPT 21	0.00	150.25	
000327	WATER QUALITY SPECIALISTS	10/06/2021	Regular	0.00	3,500.00	63738
7472	Invoice	10/06/2021	HDMC WWTP: OPERATION & MAINT - SEPT ...	0.00	3,500.00	
011615	WESTERN EXTERMINATOR CO.	10/06/2021	Regular	0.00	34.00	63739
8972045	Invoice	10/06/2021	PEST CONTROL SERVICES - SHOP	0.00	34.00	
011615	WESTERN EXTERMINATOR CO.	10/20/2021	Regular	0.00	37.05	63785
9227113	Invoice	10/20/2021	PEST CONTROL SERVICES - SHOP	0.00	37.05	
013359	XEROX FINANCIAL SERVICES	10/06/2021	Manual	0.00	225.12	901821
2839408	Invoice	10/06/2021	SHOP EXPENSE 9/27/21 - 10/26/21	0.00	225.12	
013359	XEROX FINANCIAL SERVICES	10/20/2021	Manual	0.00	326.32	901828

Check Report

Date Range: 10/01/2021 - 10/31/2021

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
<u>2857884</u>	Invoice	10/20/2021	OFFICE EXPENSE 9/30/21 - 10/29/21	0.00	326.32	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	115	68	0.00	302,653.39
Manual Checks	22	21	0.00	87,699.98
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	137	89	0.00	390,353.37

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	115	68	0.00	302,653.39
Manual Checks	22	21	0.00	87,699.98
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	137	89	0.00	390,353.37

Fund Summary

Fund	Name	Period	Amount
01	GENERAL FUND	10/2021	390,353.37
			390,353.37



Check Report

By Vendor DBA Name

Date Range: 10/01/2021 - 10/31/2021

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: PR-Payroll Account						
000248	PAYCHEX	10/01/2021	Manual	0.00	392.55	950006
350207	Invoice	10/01/2021	PAYROLL PROCESSING FEE	0.00	392.55	
000248	PAYCHEX	10/15/2021	Manual	0.00	392.55	950007
350325	Invoice	10/15/2021	PAYROLL PROCESSING FEE	0.00	392.55	
000248	PAYCHEX	10/29/2021	Manual	0.00	399.38	950009
350_3	Invoice	10/29/2021	PAYROLL PROCESSING FEE	0.00	399.38	

Bank Code PR Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	3	3	0.00	1,184.48
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	3	3	0.00	1,184.48

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	3	3	0.00	1,184.48
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	3	3	0.00	1,184.48

Fund Summary

Fund	Name	Period	Amount
01	GENERAL FUND	10/2021	1,184.48
			1,184.48

**JOSHUA BASIN WATER DISTRICT
MEETING AGENDA ITEM STAFF REPORT**

Finance Committee

DATE: December 8, 2021

REPORT TO: Finance Committee
PREPARED BY: Anne Roman, Director of Finance
TOPIC: **WATER AVAILABILITY (STANDBY) REFUNDS
FOLLOW UP / WIND DOWN**

RECOMMENDATION: Receive report and refer to the Board for approval.

ANALYSIS: Attached is a concluding memo from NBS, the Administrator that was contracted to audit the District's Water Availability "Standby Charge" in 2019. The results of that audit yielded not only \$40k in additional revenues, it also revealed the need for some refunds. As approved by the Board of Directors on August 5, 2020, NBS administered the refund project, running an advertising/ mailing campaign and setting up a web portal for customers to obtain information and apply for refunds. The District made additional efforts to notify customers via bill message.

Refunds totaling approximately \$14,600 per year for a three-year timeframe for a total of \$43,800 plus interest were made available during this campaign. To date, only 35 refunds amounting to \$10,307 have been claimed and paid. Although the remaining \$33,493 (plus interest) are still available, the proactive phase of the program is winding down, as per the contract with NBS.

After discussion with Michael Colantuono, our specialized legal counsel for this project and seeing that the Board of Directors extended the original refund period beyond what was legally required, it seems consistent to offer additional opportunity for still unclaimed refunds to be claimed. Though not legally required, it is the Director of Finance's recommendation to keep the refund window open for these remaining funds through 12/31/23 or two years from the date of [voluntary] publication on the District's website, whichever is later.

Currently, remaining refunds are specifically set-aside in the District's budget. However, once the claim period has expired (12/31/23), the budget set-aside for unclaimed refunds will be released and the funds will become available for general use.

STRATEGIC PLAN ITEM: N/A

FISCAL IMPACT: Recommend keeping unpaid standby refunds available until at least 12/31/23. Any unclaimed refunds will be available for general District use after 12/31/23.



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September 15, 2021

Anne Roman
Director of Finance
Joshua Basin Water District
PO Box 675
Joshua Tree, CA 92252

RE: Standby Charge Memo

In 2019, The Joshua Basin Water District (the "District") retained NBS to conduct a review of the District's Water Availability Standby Charge (the "Standby Charge"). The Standby Charge was established in 1997, and its purpose was to provide funding for District costs associated with providing water availability to the parcels within the District. In recent years, the District was made aware of changes to the previously determined County Zoning designations. Because of these changes, some parcels have been designated into County Zones that did not exist at the formation of the Standby Charge. Additionally, the methods previously used to determine these designations were outdated and did not use GIS technology. The District's purpose of this review was to ensure the District could continue to manage and administer the Standby Charge in a compliant, efficient, and fiscally sound manner.

AUDIT PROCEDURE

The parcel audit involved NBS reviewing the original standby formation documents, boundary maps, GIS layers, and secured property tax roll data. Once the data was secured, a new database was created and compared to the old database to identify discrepancies.

AUDIT FINDINGS

The findings fell within two general categories: 1) Boundary and Levy Audit Findings, and 2) Rate Table and County Land Use Services Zoning Designations. The audit process revealed the following:

- Certain parcels that should have been subject to Standby Charges were not charged.
- Acreage variances
- Parcels with misapplied rates
- District Zone variances
- Rate table application errors
- Changes to County Zone designations
- Calculation methods errors
- Additional revenue of approximately \$40,000 per year due to zone designation and other administrative adjustments

In summary, NBS's audits showed discrepancies in the administration process, with some property owners paying too much and others too little. Consequently, more than 200 property owners became eligible for a

refund. Refunds for these parcels totaled just over \$14,600 per year for three years at an average refund amount of \$63.00.

REFUND PROCEDURE

On August 18, 2020, NBS was further retained to engage the residents and calculate and administer the refunds to property owners.

The engagement was achieved by:

1. **Public Engagement:** A dedicated webpage was developed to inform the residents about the Standby Charge, possible refund eligibility, important dates about the refund claim, parcel information, budget information, and the method of applying for a refund using an electronic, printable claims form. Postcards were also created and sent to remind the residents about the effective due dates for the refund.
2. **Refund Request:** Residents were asked to fill out an application using a claims form to request a refund. To complete the form, they were required to provide crucial identifying information like proof of identity and ownership, along with the property's address eligible for refund and the Fiscal Year of their claim.
3. **Claim Review:** Once the claim forms and backup documentation were completed, NBS used the information to determine refund eligibility. NBS calculated the refund amount due (including interest) and sent the request to the District for processing if the claim was approved.
4. **Completed Claim Process:** The residents whose claim was approved were mailed a refund check for the calculated and approved amount.

APPROVED REFUNDS

Over twelve months, forty-one refund requests were submitted, with only thirty-five of those requests being valid. As a result, the District has processed thirty-five refund checks for a total of \$10,307.40. In addition, backup has been provided to the District that details the name, address, and amount of each processed refund. NBS will continue to work with the District to review refund requests from property owners though receiving additional requests are not likely.

Sincerely,



Danielle Wood
Director