



JOSHUA BASIN WATER DISTRICT
REGULAR MEETING OF THE BOARD OF DIRECTORS
WEDNESDAY, AUGUST 1, 2018, at 6:30 PM
61750 CHOLLITA ROAD, JOSHUA TREE, CA 92252

AGENDA

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **DETERMINATION OF A QUORUM**
4. **APPROVAL OF AGENDA**
5. **PUBLIC COMMENT**
This is the time set aside for public comment on any District-related matter not appearing on the agenda. Government Code prohibits the Board from taking action on these items, but they may be referred for future consideration. Please state your name and limit your comments to 3 minutes.
6. **CONSENT CALENDAR**
Matters on the Consent Calendar are considered routine in nature and will be enacted in a single motion without discussion. Any Board member or member of the public may request that an item be removed from the Consent Calendar and acted on separately.
 - Draft Minutes of July 18, 2018, Meeting of the Board of Directors
 - Resolution No. 18-988 Changing Office Hours (approved by Board of Directors on July 18, 2018)
7. **ANNUAL RE-APPROVAL OF INVESTMENT POLICY**– Recommend that the Board of Directors re-approve the Investment Policy.
8. **RESOLUTION NO. 18-989** – Recommend that the Board of Directors approve Resolution No. 18-989 amending Article 4, Section 4.04.01 of the Administration Code.
9. **CIP No. A18015 – SADDLEBACK WATERMAIN REPLACEMENT PROJECT** - Recommend that the Board of Directors authorize the General Manager to enter into an agreement for the survey and design of the District’s Saddleback Watermain Replacement Project.
10. **DISTRICT GENERAL COUNSEL REPORT** –
11. **GENERAL MANAGER REPORT** –

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12. **DIRECTOR REPORTS ON MEETINGS ATTENDED, COMMENTS AND FUTURE AGENDA ITEMS –**

- Public Outreach Consultant – Kathleen Radnich
- Mojave Water Agency Board of Directors – July 26, 2018- Director Unger
- Legislative & Public Information Committee – August 1, 2018 –President Luckman and Director Unger

13. **FUTURE DIRECTOR MEETINGS AND TRAINING OPPORTUNITIES**

- Mojave Water Agency Technical Advisory Committee (TAC) – August 2, 2018, at 10:00 a.m.-President Luckman
- Finance Committee – August 8, 2018, at 9:00 a.m. – Vice President Johnson & Director Floen
- Water Resources & Operations Committee – August 8, 2018, at 10:30 a.m.-President Luckman and Director Hund
- Mojave Water Agency Board of Directors– August 9, 2018, at 9:30 a.m. – President Luckman

14. **ADJOURNMENT -**

INFORMATION

The public is invited to comment on any item on the agenda during a discussion of that item. Any person with a disability who requires accommodation to participate in this meeting should telephone Joshua Basin Water District at (760) 366-8438, at least 48 hours prior to the meeting to request a disability-related modification or accommodation.

Materials related to an item on this Agenda submitted to the Board of Directors after distribution of the agenda packet, are available for public inspection in the District's office located at 61750 Chollita Road, Joshua Tree, California 92252 during normal business hours.

JOSHUA BASIN WATER DISTRICT
REGULAR MEETING MINUTES
WEDNESDAY, JULY 18, 2018

CALL TO ORDER/PLEDGE OF ALLEGIANCE

President Luckman called the meeting to order at 6:30 p.m.

ROLL CALL

Directors Present – President Luckman, Vice President Johnson, Director Floen, Director Hund, and Director Unger.

STAFF PRESENT

Curt Sauer, Mark Ban, AGM – Operations, Susan Greer, AGM, Sarah Johnson, HR Manager, Beverly Waszak, Executive Assistant

CONSULTANTS PRESENT

Kathleen Radnich, Public Outreach
Gil Granito, Legal Counsel, Redwine & Sherrill

APPROVAL OF AGENDA

Vice President Johnson made a motion to approve the Agenda. Director Floen seconded the motion.

MSC¹ (Johnson/Hund) motion carried by the following vote:

Ayes: Floen, Hund, Johnson, Luckman, and Unger
Noes: None
Absent: None
Abstain: None
Abstain: None

PUBLIC COMMENT – Al Marquez, Joshua Tree stated that Well 14 has been out of service since February 2016, which is 30 months (912 days). By Mr. Marquez’s estimate, the District has spent about \$800,000.00 with the original cost being \$173,000 to refurbish the Well. The Board of Directors authorized \$644,000.00 to rehabilitate the Well. Mr. Marquez’s view is that is either incompetence or accountability. In 2016, the previous President of the Board stated that the Well needs to be in operation by the summer of that year. Another Board member commented that Well 14 is the crown jewel of our District and needs to be brought back on line as soon as possible. For all the money that the Board has spent to get Well 14 back online, you could have brought Well 11 back into service for a lot less money. Well 11 is still sitting idle since 2008.

CONSENT CALENDAR

- Draft Minutes of June 20, 2018, Special Meeting of the Board of Directors
- Draft Minutes of June 20, 2018, Regular Meeting of the Board of Directors
- Check registers for May 2018 (reviewed by the Finance Committee on July 11, 2018)
- 3rd Quarter Ending 3/31/2018 Financial Report (reviewed by the Finance Committee on July 11, 2018)

Director Hund made a motion to approve the Consent Calendar with a correction to page 5 of the draft minutes of the Regular Meeting of June 20, 2018, to change Haszus Program to Hazardous Program.

MSC¹ (Johnson/Hund) motion carried by the following vote:

Ayes: Floen, Hund, Johnson, Luckman, and Unger
Noes: None
Absent: None
Abstain: None
Abstain: None

AUTHORIZING THE GENERAL MANAGER TO SIGN A PRELIMINARY QUOTE WITH CALIFORNIA SPECIAL DISTRICT'S ASSOCIATION (CSDA) TO OBTAIN A \$3,000,000.00 LEASE-PURCHASE LOAN FOR THE IMPLEMENTATION OF THE MAINLINE REPLACEMENT PROGRAM (reviewed by the Finance Committee on July 11, 2018) - AGM Greer gave an overview of the different loans available and what each loan entailed along with what the interest would be and payoff. A brief Q&A period followed with the Board.

Vice President Johnson made a motion to authorize the General Manager to sign a preliminary quote with California Special Districts Association (CSDA) to obtain a \$3,000,000.00 Lease-Purchase Loan for the implementation of the Mainline Replacement Program and the Capital Improvement Program.

MSC¹ (Johnson/Hund) motion carried by the following vote:

Ayes: Floen, Hund, Johnson, Luckman, and Unger
Noes: None
Absent: None
Abstain: None
Abstain: None

PUBLIC COMMENT – Gail Austin, Joshua Tree commended the Board and the staff for doing what they are doing. For so many years, it has been the staff saying we need to replace these lines but nothing happening. You have raised the rates, now you are taking out a loan, and some people might take that the wrong way. I can see that you are actually going to get the lines replaced and wanted to commend you because you are stepping out on a limb with the community.

CAPITAL REPLACEMENT PROGRAM –HEAVY EQUIPMENT PURCHASING – AGM Ban gave a brief presentation on the different types of equipment that are needed to begin the Mainline Replacement Program in the amount not to exceed \$1,698,455.42. A brief Q&A followed with the Board.

PUBLIC COMMENT – Al Marquez, Joshua Tree asked that since most of the vehicles will not be able to drive on the roads, will there be only one (1) trailer to transport all of them or multiple trailers for each? Also, to drive these vehicles you will need a lot of extensive training and be certified to drive these vehicles, I was wondering what it will take for the training and to be able to drive these vehicles throughout the community.

AGM Ban replied that driving these vehicles requires a Class A driver's license and like Cal Trans, we would be able to drive them to the sites with the only piece of equipment that will need a trailer is an excavator. We will be purchasing one (1) trailer.

Director Unger made a motion to authorize the General Manager to purchase ten (10) pieces of heavy equipment from RDO Equipment Company and one (1) piece of equipment from Asphalt Zipper, Inc. in the amount not to exceed \$1,698,455.42.

MSC¹ (Unger/Floen) motion carried by the following vote:

Ayes: Floen, Hund, Johnson, Luckman, and Unger
Noes: None
Absent: None
Abstain: None
Abstain: None

APPROVAL TO CONTRACT WITH MARY ORTON COMPANY TO COMPLETE THE STRATEGIC PLAN FOR THE DISTRICT (reviewed by the Finance Committee on July 22, 2018) – GM Sauer gave a brief overview of the contract followed by a Q&A period with the Board.

PUBLIC COMMENT - None

Director Floen made a motion to approve the selection of Mary Orton Company to conduct a strategic planning process at a cost not to exceed \$34,000.

MSC¹ (Floen/Johnson) motion carried by the following vote:

Ayes: Floen, Hund, Johnson, Luckman, and Unger
Noes: None
Absent: None
Abstain: None
Abstain: None

CHANGES IN OFFICE HOURS OF OPERATIONS – GM Sauer gave the Staff Report on how the change in the office hours would mean to staff and the public. New office hours would be Monday through Thursday, 7:30 a.m. to 4:30 p.m. and closed on Friday, beginning August 1, 2018. A brief Q&A period followed with the Board.

Director Hund made a motion to approve the change in office hours. Director Unger seconded adding that this would begin on August 1, 2018.

MSC¹ (Hund/Unger) motion carried by the following vote:

Ayes: Floen, Hund, Johnson, Luckman, and Unger
Noes: None
Absent: None
Abstain: None
Abstain: None

NOBEL SYSTEMS, INC. – GEOVIEWER ONLINE – AGM Ban stated that the District does not currently possess a geographical information system (GIS) that is capable of mapping its facilities and assets while tracking completed work across a wide array of users and devices. AGM Ban discussed the District's current system SEMS with the Board. A brief Q&A followed with the Board.

PUBLIC COMMENT – Al Marquez, Joshua tree asked the Board President that the Geo Viewer, for \$52,600.00, what the terms of the Agreement are. Also, will it be \$52,600.00 per year?

AGM Ban replied that the initial set up is \$23,600.00 and the subscription is \$29,000.00 per year.

Director Hund commented that when staff records with a GPS unit, it means they will be recording the location very accurately for future use. Which will immediately update the database and the maps. The maps will then be pushed out into the field with the updated location. So essentially the virtual map book will always be updated and never go out of date. This is so important to staff in relation to time, safety, and reporting to the state.

Director Unger made a motion to approve the General Manager to enter into an agreement with Nobel Systems, Inc. in the amount of \$52,600.00. Director Johnson seconded.

MSC¹ (Unger/Johnson) motion carried by the following vote:

Ayes: Floen, Hund, Johnson, Luckman, and Unger
Noes: None
Absent: None
Abstain: None
Abstain: None

GENERAL MANAGER EMPLOYMENT AGREEMENT - Director Unger gave an overview of the process that she and Vice President Johnson went through to evaluate the General Manager. The Board gave the General Manager a very good review, and the Board felt very strongly that they could accommodate the changes to the General Manager's contract. The two changes to the General Manager's contract is one (1) more week of vacation and to add to his cafeteria plan (health insurance).

PUBLIC COMMENT – None

Vice President Johnson made a motion to approve Amendment No. 2 to the General Managers employment contract. Director Unger seconded.

MSC¹ (Johnson/Unger) motion carried by the following vote:

Ayes: Floen, Hund, Johnson, Luckman, and Unger
Noes: None
Absent: None
Abstain: None
Abstain: None

DISTRICT GENERAL COUNSEL REPORT – None

GENERAL MANAGER’S REPORT – GM Sauer thanked the Board for their actions tonight in support of the employees, and he went on to thank his staff. He commented that Mark Ban, AGM-Ops. had been talking with Al Marquez about opening Well 11 as a supplemental Well. However, Well 11 has been offline since the Landers earthquake 26 years ago. Mark Ban has a bid to see if Well 11 can be functional. Mark is already thinking about another well site and where it would be. GM Sauer updated the Board on his meeting with the California Energy Commission.

DIRECTORS REPORTS ON MEETINGS ATTENDED, COMMENTS AND FUTURE AGENDA ITEMS –

Kathleen Radnich, Public Outreach Consultant, briefed the Board on the following:
Low-Income Assistance Program, MWA Grants, JTNP Wildcrafting, Evaporative Swamp Cooler Study, Farmers Market, and Legislative and Public Information Committee, August 1, 2018, at 9:30 a.m.

Director Unger gave a brief overview of the Mojave Water District Board meeting she attended on July 12, 2018.

President Luckman informed everyone on the upcoming meetings.

Director Floen informed everyone that the 3rd Saturday of the month is the household waste day and gave the location on where to go. He praised to Kathleen Radnich for her hard work at the Joshua Tree Farmers Market. He continued to say that staff, Board, and the public are frustrated with Well 14, and we are relying heavily on an aging system. We are pushing 390 million gallons of water through the system every year, which AGM Greer updates each year.

Director Hund stated that he is amazed, just in the past two years that he has been on the Board, how much this District has accomplished.

Vice President Johnson thanked the staff and reminded the public to hydrate and ensure that animals have the water they need.

Director Unger commented on the passing of Victoria Fuller and that she would have loved to see the progress we are making. She commended Kathleen Radnich on her Wild Crafting, which she received Best in Blue.

President Luckman reminded everyone to stay hydrated.

ADJOURNMENT – Director Unger made a motion to adjourn at 8:27 p.m. Vice President Johnson seconded.

MSC¹ (Unger/Johnson) motion carried by the following vote:

Ayes: Floen, Hund, Johnson, Luckman, and Unger
Noes: None
Absent: None
Abstain: None
Abstain: None

Respectfully Submitted,

Curt Sauer
GM and Board Secretary

RESOLUTION NO. 18-988
RESOLUTION OF THE BOARD OF DIRECTORS
OF JOSHUA BASIN WATER DISTRICT
AMENDING ARTICLE 4, SECTION 4.04.10
OF THE DISTRICT'S ADMINISTRATION CODE
HOURS OF EMPLOYMENT

WHEREAS, Joshua Basin Water District has previously adopted an Administration Code; and

WHEREAS, Article 4, Section 4.04.10 of the District's Administration Code states:

"It shall be the duty of the General Manager to devote his entire time to the duties of his office. The General Manager shall see that the office is open to the public from 8:00 a.m. to 5:00 p.m. five days a week, excluding Saturdays, Sundays, and holidays.

NOW THEREFORE BE IT RESOLVED, Article 4, Section 4.04.10 of the District's Administration Code is amended as follows:

"It shall be the duty of the General Manager to devote his entire time to the duties of his office. The General Manager shall see that the office is open to the public from 7:30 a.m. to 4:30 p.m. four days a week, excluding Fridays, Saturdays, Sundays, and holidays.

ADOPTED, SIGNED, AND APPROVED ON THIS 1ST DAY OF AUGUST 2018.

Tom Floen _____
Geary Hund _____
Robert Johnson _____
Mickey Luckman _____
Rebecca Unger _____

Mickey Luckman, President

Curt Sauer, GM, and Board Secretary

JOSHUA BASIN WATER DISTRICT
MEETING AGENDA REPORT

Meeting of the Board of Directors

August 1, 2018

Report to: President and Members of the Board

Prepared by: Susan Greer

TOPIC:
ANNUAL RE-APPROVAL OF INVESTMENT POLICY

RECOMMENDATION:
Approve the Investment Policy

ANALYSIS:

This is a routine matter, the District's annual re-approval of the investment policy. Although no longer required by the Government Code, the District continues to have the Board review and re-approve the investment policy and staff prepares a quarterly investment report, which details the District's investments and earnings. These requirements were originally enacted in response to the Orange County bankruptcy matter many years ago in which the County Board of Supervisors was unaware of the questionable investments made by the County Treasurer. The Government Code declares that each person, treasurer, or governing body authorized to make investment decisions act with care, skill, prudence, and diligence when handling funds. Further, the primary objective of any person investing public funds is to safeguard principal; secondly to meet liquidity needs; and lastly, to achieve a return or yield on invested funds.

No changes from the last investment policy have been proposed. At this time, all investments are maintained at LAIF (the State of California Local Agency Investment Fund).

The attached investment policy is contained within the District's Administration Code, and the document will be changed to reflect the date of this meeting, wherein the investment policy is re-approved.

FISCAL IMPACT:
None

ARTICLE 8
INVESTMENT POLICY

(Investment Policy approved on 07/19/2017 with no changes)

8.01 The Board of Directors of the Joshua Basin Water District hereby adopt an Investment Policy as follows. Any surplus funds or funds held for any length of time for special projects shall only be invested in the following with reputable institutions.

8.01.01 Direct and general obligations (including obligations issued or held in book entry form on the books of the Department of the Treasury of the United States of America) of the United States of America, or obligations that are unconditionally guaranteed as to principal and interest by the United States of America, including (in the case of direct and general obligations of the United States of America) evidences of ownership of proportionate interests of such obligations. Investments in such proportionate interests must be limited to circumstances wherein;

- (a) a bank or trust company acts as custodian and holds the underlying United States obligations;
- (b) the owner of the investment is the real party in interest and has the right to proceed directly and individually against the obligor of the underlying United States obligations and is a corporation rated A or better by S&P Global, Inc. or the equivalent rating by another recognized rating agency; and
- (c) the underlying United States obligations are held in a special account, segregated from the custodian's general assets and are not available to satisfy any claim of the custodian, any person claiming through the custodian, or any person to whom the custodian may be obligated (the obligations described in this paragraph are referred to herein as "United States Obligations").

8.01.02 Obligations issued or guaranteed by the following instrumentalities or agencies of the United States of America:

- (a) Federal Home Loan Bank system;
- (b) Export-Import Bank of the United States;
- (c) Federal Financing Bank;
- (d) Government National Mortgage Association;
- (e) Farmers Home Administration;
- (f) Federal Home Loan Mortgage Company;
- (g) Federal Housing Administration;
- (h) Private Export Funding Corp;
- (i) Federal National Mortgage Association;
- (j) Federal Farm Credit Bank;
- (k) Maritime Administration; and
- (l) Public Housing Corporation.

8.01.03 Pre-refunded municipal obligations meeting the following conditions:

- (a) the bonds are
 - (i) not to be redeemed prior to maturity or the applicable trustee has been given irrevocable instructions concerning their calling and redemption, and
 - (ii) the applicable issuer has covenanted not to redeem such bonds other than as set forth in such instructions;
- (b) the bonds are secured by cash or United States Obligations that may be applied only to interest, principal, and premium payments of such bonds;
- (c) the principal of and interest on the United States Obligations (plus any cash in the escrow fund) are sufficient to meet the liabilities of the bonds;
- (d) The United States Obligations serving as security for the bonds are held by an escrow agent or trustee that has a combined capital and surplus of not less than \$50,000,000 and is either subject to supervision or examination by federal or state authority or that is rated A or better by S&P or the equivalent rating by another recognized rating agency;
- (e) the United States Obligations are not available to satisfy any other claims, including those against the trustee or escrow agent; and
- (f) the municipal obligations are rated AAA by S&P or the equivalent rating by another recognized agency.

8.01.04 Direct and general long-term obligations of any state, to the payment of which the full faith and credit of the state is pledged and that are rated in any of the three highest rating categories by S&P or the equivalent rating by another recognized rating agency.

8.01.05 Direct and general short-term obligations of any state, to the payment of which the full faith and credit of the state is pledged and that are rated in any of the three highest rating categories by S&P or the equivalent rating by another recognized rating agency.

8.01.06 Interest-bearing demand or time deposits or interests in money market portfolios issued by state banks or trust companies or national banking associations that are members of the Federal Deposit Insurance Corporation (FDIC). These deposits or interests must be continuously and fully insured by FDIC and with banks that are rated at least A or better by S&P or the equivalent rating by another recognized rating agency.

8.01.07 Long-term and medium-term corporate debt guaranteed by any corporation that is rated by S&P or the equivalent rating by another recognized rating agency in its three highest rating categories.

8.01.08 Repurchase agreements, the maturities of which are 30 days or less, entered into with financial institutions such as banks or trust companies organized under state law or national banking associations, insurance companies or government bond dealers reporting to, trading with, and recognized as primary dealers by the Federal Reserve Bank of New York and members of the Security Investors Protection Corporation or with dealers or parent holding companies. The financial institutions, dealers, or parent holding companies must be rated at least A or better by S&P or the equivalent rating by another recognized rating agency. If it is a parent holding company that has the required S&P rating or the equivalent rating by another recognized rating agency, then the counterparty must have combined capital and surplus not less than \$50,000,000. If the counterparty is a parent holding company, then the agreement must be unconditionally guaranteed by a financial institution subsidiary with a combined capital and surplus not less than \$50,000,000. The repurchase agreement must be secured by United States Obligations. The United States Obligations must have a fair market value, exclusive of accrued interest, at least equal to the amount invested in the repurchase agreements. The Trustee (who shall not be the provider of the collateral) must have a perfected first lien in, and retain possession of, the collateral. The obligations serving as collateral must be free from all third party liens.

8.01.09 Prime commercial paper of a United States corporation, finance company or banking institution rated in any of the two highest rating categories of S&P or the equivalent rating by another recognized rating agency.

8.01.10 Public housing bonds issued by public agencies. Such bonds must be fully secured by a pledge of annual contributions under a contract with the United States government; temporary notes, preliminary loan notes or project notes secured by a requisition or payment agreement with the United States; or state or public agency or municipality obligations; provided that all of the above investments are rated in the three highest rating categories by S&P or the equivalent rating by another recognized rating agency.

8.01.11 Shares of a diversified open-end management investment company (as defined in the Investment Company Act of 1940) or shares in a regulated investment company (as defined in Section 851(a) of the Internal Revenue Code of 1986, as amended) that is (A) a money market fund that has been rated in the highest rating category by S&P or the equivalent rating by another recognized rating agency, or (B) a

money market account of the Trustee or any state or federal bank that is rated A or better by S&P or the equivalent rating by another recognized rating agency or that has a combined capital and surplus of not less than \$50,000,000.

8.01.12 Units of a money market portfolio rated Am or Am-g by S&P or the equivalent rating by another recognized rating agency composed solely of obligations rated Am-g or better by S&P or the equivalent rating by another recognized rating agency having a federal income tax exclusion.

8.01.13 Tax-exempt obligations rated in any of the three highest rating categories by S&P or the equivalent rating by another recognized rating agency.

8.01.14 Units of a taxable government money market portfolio rated at least Am or Am-g by S&P or the equivalent rating by another recognized rating agency composed solely of obligations issued or guaranteed as to payment of principal and interest by the full faith and credit of the United States Government or repurchase agreements collateralized by such obligations.

8.01.15 Certificates of deposit issued by commercial banks, savings and loan associations and mutual savings banks rated A or better by S&P or the equivalent rating by another recognized rating agency and properly secured at all times by collateral security described in paragraphs (1) and (2) above.

8.01.16 The following investments fully insured by the Federal Deposit Insurance Corporation: (a) certificate of deposit, (b) savings accounts, (c) deposit accounts, (d) depository receipts of banks.

8.01.17 Local Agency Investment Fund

(Investment Policy Approved August 3, 2016)

(Investment Policy Re-Approved 07/19/2017 w-no changes)

RESOLUTION NO. 18-989

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE JOSHUA BASIN WATER DISTRICT, AMENDING ARTICLE 4,
SECTION 4.04.01 OF THE ADMINISTRATION CODE**

WHEREAS, Joshua Basin Water District has previously adopted an Administration Code; and

WHEREAS, the Board of Directors desires to amend the Administration Code, Article 4, Section 4.04.01, to clarify the General Manager’s authority to revise Employee Positions, and Job Classifications in “Appendix A” attached to this Resolution.

NOW THEREFORE BE IT RESOLVED, as follows:

Article 4, Section 4.04.01, Employee Positions, and Job Classifications, is amended as follows in Appendix “B.” attached to this Resolution.

ADOPTED, SIGNED, AND APPROVED ON THIS 1st DAY OF AUGUST 2018.

Tom Floen _____
Geary Hund _____
Robert Johnson _____
Mickey Luckman _____
Rebecca Unger _____

Mickey Luckman, President

Curt Sauer, GM, and Board Secretary

APAPPENDIX A

ARTICLE 4

GENERAL MANAGER

4.01 General. The General Manager of the Joshua Basin Water District is employed by the Board of Directors to serve as the Chief Executive of the District and, pursuant to the California Water Code Section 30580, is responsible for: implementing the decisions of the Board; determining and executing administrative policies through subordinate managers; supervising the operations and staffing of the District as prescribed by the Board; managing all engineering, planning, design, and inspection for construction activities; and supervising and controlling the administrative, operational, and financial affairs of the District, including all administrative, executive, and ministerial powers not specifically reserved by law for the Board of Directors, General Counsel, or District Auditor.

4.02 Director - Manager Relations. The Board of Directors will deal with the administrative services of the District only through the General Manager. Neither the Board of Directors nor any Director will give orders to subordinates of the Manager. The General Manager shall take his orders and instructions from the Board of Directors only in a duly held meeting of the Board of Directors, and no individual Director will give any orders or instructions to the General Manager, except the officers of the District acting within the scope of their respective offices.

4.03 Authority Over Employees. The General Manager will have the authority to control and give directions to all employees. The General Manager will also hire, remove, promote, and demote any and all employees of the District. Consultants will be directed by the General Manager. Consultants will be hired and removed by the Board of Directors.

4.04 Manager's Powers and Duties. The General Manager is the administrative head of the Joshua Basin Water District, under the direction and control of the Board of Directors. He is responsible for the administration of all the affairs of the District under his control. In addition to general administrative powers, the General Manager's powers and duties shall include, but not be limited to, the following: *(Revised by Resolution No. 199 on 10 04 201 4.04.01 and 4.04.07)*

4.04.01 Employee Positions and Job Classifications. It shall be the duty of the General Manager to establish new District employee positions and job classifications, subject to approval by the Board of Directors.

Minor Revision – This is defined as duties being added/changed/revised/updated, with such amendments not resulting in alteration to the job scope, job title, and/or salary adjustments.

Major Revision - This is defined as duties being added/changed/revised/updated, that result in changes to the job scope, job title, and/or salary adjustments.

APPENDIX A

AFSCME Revision Process for Minor Revisions:

1. Make the revisions to the description with employee, supervisor, and/or manager involvement.
2. Send the revised description to AFSCME.
3. After AFSCME concurrence, send to the General Manager for approval.
4. The General Manager has the authority to adopt the newly revised description.

AFSCME Revision Process for Major Revisions:

1. Make the revisions to the description with employee, supervisor, and/or manager involvement.
2. Send to the General Manager.
3. After General Manger approval, send to AFSCME.
4. After AFSCME concurrence, send to the Finance or appropriate committee.
5. After committee review, send the job description to the BOD.
6. After BOD approval, formally adopt the job description.

MSC Revision Process for Minor Revisions:

1. Make the revisions to the description with employee, supervisor, and/or manager involvement.
2. Send to the General Manager for approval.
3. The General Manager has the authority to adopt the newly revised description.

MSC Revision Process for Major Revisions:

1. Make the revisions to the description with employee, supervisor, and/or manager involvement.
2. Send to the General Manager.
3. After General Manager approval, send to the Finance or appropriate committee.
4. After committee review, send the job description to the BOD.
5. After BOD approval, formally adopt the job description.

4.04.02 Attendance at Board Meetings. It is the duty of the General Manager to attend all regular and special meetings of the Board of Directors unless excused.

4.04.03 Manager to be On Call. The General Manager is expected to be on call twenty-four (24) hours a day and it shall be understood that no compensatory time will be allowed.

4.04.04 Financial Reports. It is the duty of the General Manager to keep the Board of Directors fully advised as to the financial condition and needs of the District. The Manager shall be responsible for maintaining the District's books of accounts and will have said books audited at the end of each fiscal period by the District's Independent Auditor. It is the duty of the General Manager to prepare the monthly financial report, which shall include such items as determined by the Board.

APPENDIX B

4.04.01 Employee Positions and Job Classifications. It shall be the duty of the General Manager to establish new District employee positions and job classifications, subject to approval by the Board of Directors.

Minor Revision - This is defined as duties being added/changed/revise/d/updated, with such amendments not resulting in alteration to the job scope, job title, and/or salary adjustments.

Major Revision - This is defined as duties being added/changed/revise/d/updated, that result in changes to the job scope, job title, and/or salary adjustments.

AFSCME Revision Process for Minor Revisions:

1. Make the revisions to the description with employee, supervisor, and/or manager involvement.
2. Send the revised description to AFSCME.
3. After AFSCME concurrence, send to the General Manager for approval.
4. The General Manager has the authority to adopt the newly revised description.

AFSCME Revision Process for Major Revisions:

1. Make the revisions to the description with employee, supervisor, and/or manager involvement.
2. Send to the General Manager.
3. After General Manger approval, send to AFSCME.
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5. After committee review, send the job description to the BOD.
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MSC Revision Process for Minor Revisions:

1. Make the revisions to the description with employee, supervisor, and/or manager involvement.
2. Send to the General Manager for approval.
3. The General Manager has the authority to adopt the newly revised description.

MSC Revision Process for Major Revisions:

1. Make the revisions to the description with employee, supervisor, and/or manager involvement.
2. Send to the General Manager.
3. After General Manager approval, send to the Finance or appropriate committee.
4. After committee review, send the job description to the BOD.
5. After BOD approval, formally adopt the job description.

JOSHUA BASIN WATER DISTRICT
MEETING AGENDA REPORT

Meeting of the Board of Directors

August 01, 2018

Report to: President and Board of Directors

Prepared by: Mark C. Ban

TOPIC: CIP No. A18015 – SADDLEBACK WATERMAIN REPLACEMENT PROJECT

RECOMMENDATION: Board of Directors to authorize the General Manager to enter into an agreement for the survey and design of the District’s Saddleback Watermain Replacement Project.

ANALYSIS:

At the July 18, 2018, Regular Meeting of the Joshua Basin Water District’s (the “District”) Board of Directors, the Board took action on budgetary items that are integral to the startup of the District’s in-house watermain replacement program. The next step toward getting our first project started is completing the survey and design of the Saddleback Watermain Replacement Project (the “Project”). The Project will include the replacement of failing steel and AC watermains within the area and will include new fire hydrants, service lines, valves and other pertinent water distribution appurtenances. The Project also focuses on looping current dead ends within the area and abandoning old infrastructure that is not intended to be replaced.

New watermains will be constructed using C-909 PVC, which is expected to serve the District and its customers for well over 50 years. In total, over 23,000 lineal foot of C-909 will be installed as part of the Project. Upon its completion, the Project will address excessive water leakage, improved aesthetics and increased water conveyance capacity that will improve upon emergency and peak flow needs.

At the time this report was written, inconsistencies between the proposals the District received for design services required correction, which led to additional review time. In an effort to maintain current progress, the total fiscal impact will be provided at the Board meeting, as well as a full explanation of all proposals.

FISCAL IMPACT:

Backup documentation to be presented at the August 01, 2018 Board Meeting along with the presentation.