



JOSHUA BASIN WATER DISTRICT  
**REGULAR MEETING OF THE BOARD OF DIRECTORS**  
WEDNESDAY, MARCH 7, 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.
  - A. Approve the Draft Minutes of February 21, 2018
  - B. Approve job description for Assistant General Manager of Operations (approved conceptually by the Board at the January 17, 2018, Board of Directors meeting).
7. **CHROMIUM VI REMEDIATION PROJECT: CHROMIUM III REOXIDATION STUDY** – Recommend that the Board authorize the General Manager to take the funding from reserves to complete the bench scale study or direct the General Manager to utilize the zero interest loan and pay it back over five (5) years.
8. **DISTRICT GENERAL COUNSEL REPORT –**
9. **GENERAL MANAGER REPORT –**
10. **DIRECTOR REPORTS ON MEETINGS ATTENDED, COMMENTS AND FUTURE AGENDA ITEMS –**
  - Mojave Water Agency Board of Directors – February 22, 2018 – President Luckman
  - Pipeline Commission – March 1, 2018 – President Luckman
  - Public Outreach Consultant – Kathleen Radnich

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

- Mojave Water Agency Board of Directors – March 8, 2018, at 9:30 a.m. –President Luckman
- Finance Committee – March 14, 2018, at 9:00 a.m. – Vice President Johnson and Director Floen
- Water Resources & Operations Committee – March 14, 2018, at 10:30 a.m.- President Luckman and Vice President Johnson
- Mojave Water Agency Technical Advisory Committee (TAC) – April 5, 2018, at 10:00 a.m. - President Luckman

12. **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  
Minutes of February 21, 2018  
REGULAR MEETING OF THE BOARD OF DIRECTORS

1. CALL TO ORDER: 6:30 p.m.

2. PLEDGE OF ALLEGIANCE

3. DETERMINATION OF QUORUM: Mickey Luckman Present  
Bob Johnson Present  
Geary Hund Present  
Rebecca Unger Present  
Tom Floen Present

STAFF PRESENT: Curt Sauer, General Manager  
Susan Greer, Assistant General Manager  
Beverly Waszak, Executive Assistant

CONSULTANTS PRESENT: Gil Granito, Redwine & Sherrill  
Alex Handler, Bartle Wells Associates  
Kathleen Radnich, Public Outreach

GUESTS 35

GM Sauer introduced Mark Ban, Assistant General Manager of Operations to the Board and the public.

4. APPROVAL OF AGENDA –

MSC/Hund/Johnson 5/0/0 to approve the Agenda of February 21, 2018, regular meeting of the Board of Directors.

Floen	Aye
Hund	Aye
Luckman	Aye
Johnson	Aye
Unger	Aye

5. PUBLIC COMMENT –

Ed Vallerand asked about the increase in admin staff of \$100,000 in 17/18 compared to 16/17.

6. CONSENT CALENDAR –

MSC/Hund/Johnson 5/0/0 to approve the consent calendar.

Floen	Aye
Hund	Aye
Luckman	Aye
Johnson	Aye
Unger	Aye

7. PUBLIC HEARING TO CONSIDER INCREASES TO WATER RATES AND CHARGES – Alex Handler, Bartle Wells Associates, gave an updated presentation on the Rate Study followed by a brief Q&A period.

President Luckman opened the public hearing portion to public testimony:

Karen Tracy, Chairperson, Citizens Advisory Committee stated that after clean air, pure water is the most precious resource towards a healthy life. Nothing even comes close. Our aquifer is a treasure, which needs careful protection. Connected to the aquifer is a multitude of infrastructure improvements. The immensity and complex workings of a water district are staggering. In a tangential offering, I strongly recommend any ratepayers within the sound of my voice to take the complimentary District tour.

Michael McCourt asked President Luckman if the debt service to Mojave Water Agency (MWA) was included in the Rate Study.

Alex Handler, Bartle Wells Associates, responded that yes it was included and that in 5 years the debt will be paid.

Sandra Mullins, asked if there would be help for seniors and people with limited incomes?

GM Sauer responded that currently, the State Legislation is considering two Bills that would result in monies available for low-income people throughout the State.

Ed Vallerand was displeased with some of the inputs for the Rate Study.

Al Marquez questioned why we needed a rate increase because in 2012 stand-by revenue was \$165,000.

Chris Clark was in favor of the rate increase.

Luke Sabala spoke in favor of the rate increase but also suggested that the ratepayer could round up their bill with the extra going into a fund to help the people that may need extra help with paying their water bill.

Gayle Austin, Citizens Advisory Committee commented she was in favor of the rate increase for us and future generations to have the best water service possible.

Peggy Kennedy commented that we are water custodians for this generation and future generations to come by guaranteeing clean water is why we need a rate hike.

John Stang commented on his January 2017 bill and how the new rate hike affects him.

Tom Austin said that he was glad about the rate hike because then he knew that something is being done about the infrastructure.

Karen Morton, Citizens Advisory Committee stated that she too is on a limited income but feels she made the best decision with the Rate Study.

Beverly Newton commented that the rate increase is excessive.

Elaina Andrews feels that the rate increase is too much but hopes that the Administration will keep the costs down.

Jeff Bruce was shocked that there was no budgeting for repairs. He suggested that you could add a box to check so people can round up or pledge extra money per month.

Johnnie Painter, Citizens Advisory Committee stated in the past JBWD did not put enough money away, and now it is time to pay the piper. He encouraged the Board to pass this measure.

Karen Morton, Citizens Advisory Committee, thanked Alex Handler, Bartle Wells Associates, for presenting all the information so succinctly.

Carl Parmley, asked if there had been any grants written to help the community with the infrastructure problem? Mr. Parmley asked if JBWD receives grants to be used for the infrastructure and would that, in turn, decrease the rates.

GM Sauer responded that yes, JBWD has applied for grants and if the grants are received, then the Board could elect to lower the rates. He is working on a Solar Feasibility Study grant for solar that if it works out, it could decrease our electric bill by \$326,000 each year. This is not a fixed rate each year; the Board cannot go any higher than this. If we find more revenue with grants or low-interest loan, the Board will consider this.

Michael McCourt asked what the National Park's rate is since there are over two million people that visit the park and thinks that everyone should pay their fair share.

Kathleen Radnich, Public Outreach informed everyone that there was still space on the grant provided water tour.

President Luckman declared the public testimony hearing closed at 8:02 p.m.

Mr. Gil Granito, Legal Counsel, informed President Luckman that it was time to tabulate the protests.

AGM Greer informed the Board that there were 25 protests received before the meeting and 38 protests were received at the meeting for a total of 63 protests.

A brief Q&A and comment period followed.

MSC/Johnson/Unger 5/0/0 to accept and file the Rate Study from Bartle Wells Associates.

Floen	Aye
Hund	Aye
Luckman	Aye
Johnson	Aye
Unger	Aye

MSC/Unger/Hund 4/0/1 to approve Resolution 18-982 of the Board of Directors of the Joshua Basin Water District approving an amendment to the District's Rules and Regulations which amendment 1) provides for increases to the District's water rates and charges, and 2) makes findings and determinations that the action taken in this Resolution is exempt from the requirements of the California Environmental Quality Act (CEQA) (Public Hearing – February 21, 2018)

Floen	Aye
Hund	Aye
Luckman	Aye
Johnson	No
Unger	Aye

8. DISTRICT GENERAL COUNSEL REPORT – Mr. Granito indicated that he had no report but did share his positive impressions on how the Rate Setting Process had been thoroughly vetted and his respect for all who provided input during tonight's Public Hearing.
9. GENERAL MANAGER'S REPORT - None
10. DIRECTOR REPORTS ON MEETINGS ATTENDED, COMMENTS AND FUTURE AGENDA ITEMS-

Director Unger commented on the Finance Committee meeting she attended.

Vice President Johnson encouraged everyone to attend the riveting Finance Committee meeting.

Director Hund is attending the District water tour and encouraged everyone to take the District Tour.

Director Floen commented on the Finance Committee meeting and encouraged people to attend and participate.

Kathleen Radnich, Public Outreach informed the Board that there were still seats available on the District water tour and that the District's water booth will reopen at the Farmer's Market in March. Mrs. Radnich asked people to please update their information with the Water District, cell phones, and emails so that everyone can receive emergency information.

11. FUTURE DIRECTOR MEETINGS AND TRAINING OPPORTUNITIES –

President Luckman apprised the Board of upcoming meetings and that she would take the place of Vice President Johnson at the Mojave Water Agency Board meeting.

12. ADJOURNMENT -

MSC/Unger/Johnson 5/0/0 to adjourn the Regular Meeting of the Board of Directors of February 21, 2018, at 8:42 p.m.

Floen	Aye
Hund	Aye
Luckman	Aye
Johnson	Aye
Unger	Aye

Respectfully submitted:

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Curt Sauer, General Manager/Board Secretary



# JOB DESCRIPTION

<b>POSITION</b>	Assistant General Manager - Operations	<b>CLASS/GROUP</b>	MSC
<b>SALARY RANGE</b>	Range 58	<b>ESTABLISHED DATE</b>	TBD
<b>HOURS – FT/PT</b>	Full Time	<b>REVISION DATES</b>	
<b>FLSA STATUS</b>	Exempt		

## SUMMARY

Under administrative direction, plans, organizes, coordinates, and directs operational departments, objectives, and projects as assigned by the General Manager; acts in the absence of the General Manager as assigned; performs related work as assigned.

## DISTINGUISHING CHARACTERISTICS

This position is responsible for the management, development, and administration of District Operations including programs such as Water Quality Resources, Water Production, Water Storage and Recharge, Water Transmission and Distribution, Water Operations and Maintenance, Safety, GIS, Engineering, Regulatory, and Capital Improvement. The employee is expected to demonstrate a high level of professional, operational, technical, and administrative expertise in establishing and maintaining efficient and effective departmental management consistent with Board policies and administrative guidelines established by the General Manager. Participate as a member of the District’s management team and contribute actively in addressing issues of concern to the District, which at times may not have a direct impact on the employee’s area of specialization.

## SUPERVISION RECEIVED/EXERCISED

Position reports directly to the General Manager and provides continuous supervision to subordinate employees. Position handles difficult and complex assignments with minimal oversight. Serves as Chief System Operator.

## EXAMPLES OF DUTIES

*Job Descriptions are only intended to present a descriptive summary of the range of duties and responsibilities associated with the 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:

- Develops and implements goals, objectives, and work standards for assigned departments and projects; identifies problems, determines analytical approach, evaluates alternative courses of action, and makes recommendations regarding such areas as organizational structure, staffing requirements, cost analysis, productivity, and procedure modifications.
- Manages and oversees operation of assigned divisions; develops and implements goals, objectives, and works standards for the department; monitors workload, output, and efficiency of assigned divisions; plans, schedules, supervises, reviews, and evaluates the work of assigned staff; monitors assigned employees attendance, and reviews and processes timecards; provides training and development to assigned staff; provides assistance to staff in resolving problems.
- Participates in the selection of staff; evaluates subordinate supervisors and reviews evaluations of other staff; conducts or directs staff training and development; approves leave requests; recommends disciplinary actions.

- Holds regular meetings with staff to communicate expectations, receive feedback, resolve problems, develop trusting relationships, provide motivation and employee recognition, stay abreast of staff's work activities, and provide required resources for work assignments.
- Provides long-range planning and development of all District functions within the Operations and Maintenance Department; participates in the District's strategic planning process.
- Supervises water production and quality functions; ensures compliance with all regulatory requirements and stays apprised of proposed regulations; works with accredited laboratory; monitors and analyzes test results; manages all aspects of regulatory reports.
- Develops and writes grant proposals, persuasively communicate the District's mission and programs to potential funders; assembles and submits grant requests, including letters, proposals, budgets, and presentations; monitors awarded grant deliverables.
- Develops budgets, provides budget projections, approves purchases, and monitors the costs and financial status of assigned departments and projects.
- Reviews acquisition requirements and develops recommendations regarding purchase, services, and equipment.
- Develops, reviews, and provides input for the development and administration of contracts for assigned departments and projects.
- Coordinates operations and maintenance activities with other District functions.
- Develops, maintains, and implements policies and procedures for assigned departments.
- Prepares or directs the preparation of a wide variety of information and background materials for the Board of Directors; attends and may present at Board and Committee meetings.
- Meets with other government agencies, community groups, boards, developers, contractors, and the general public in relation to assigned work activities.
- Performs duties in a professional manner; establishes and maintains cooperative working relationships with co-workers, outside agencies, and the public.
- Maintains regular attendance and adherence to prescribed work schedule to conduct job responsibilities.
- Observes safe work practices and safety methods; serves as in the incident command during emergency events.
- Performs other special projects and duties as assigned.

#### **MINIMUM QUALIFICATIONS**

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

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

A minimum of ten years of broad and extensive experience in a California water district, including four years of increasing responsibility in supervisory experience in the operations, planning, design, construction and maintenance of water, treatment, and irrigation facilities. Proven experience in a management or assistant management level with the administration of a variety of projects is highly desirable.

**Education and/or Training:** A typical way to obtain the knowledge, skills, and abilities outlined in this job description is possession of a completed a four-year degree from an accredited college or university with a major in public administration, business, civil engineering, water science, or closely related field.

**Certificates, Licenses, Registration:** Possession of a current D-III Water Distribution Operator's license from the State of California or ability to obtain within 18 months of the date of employment. Treatment license from the State of California is highly desirable. Project Management certification highly desirable.

**Other:** Must possess and maintain valid California Class C Driver's License.



## **PERFORMANCE EXPECTATIONS: KNOWLEDGE, SKILLS, AND ABILITIES**

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

### **Knowledge:**

- Thorough knowledge of the methods; maintenance and repair; materials; and equipment used in a water distribution system.
- Thorough knowledge of the pertinent laws, codes, and safety rules and practices covering water systems.
- Thorough knowledge of District rules, policies and procedures.
- Thorough knowledge of various Microsoft Office products including Word, Excel, PowerPoint, Access, and Outlook.
- Thorough knowledge of correct English grammar, punctuation, and spelling.
- Working knowledge of the use of modern office equipment including computer software applications related to the field of work.
- General knowledge of District operations and associated safety and chemical/hazardous materials issues.
- General knowledge of standard safety equipment used in public works occupations.
- General knowledge of practices and methods for designing employee training programs and materials.

### **Skills:**

- Possess strong organizational skills.
- Possess strong verbal and written communication skills.
- Possess strong and proficient skills in prioritizing work assignments while being flexible in a dynamic work environment.

### **Abilities:**

- Ability to function effectively as a Manager and to ensure the proper maintenance, operation, and repair of District equipment and facilities.
- Ability to plan, organize, and prioritize work.
- Ability to maintain accurate records.
- Ability to read, understand and carry-out complex written and verbal instructions.
- Ability to read, understand, and interpret complex documents; drawings, and financial information.
- Ability to skillfully use and operate a variety of equipment and tools usual in an office setting.
- Ability to skillfully use and operate a variety of equipment and tools usual for the water industry.
- Ability to competently use computer hardware and software, computerized telemetry and its related hardware and software.
- Ability to make mathematical calculations with accuracy.
- Ability to establish and maintain cooperative and respectful working relationships with those contacted in the course of work.
- Ability to prepare reports requiring analysis of complex subject matter, including agenda and staff reports for Board of Directors meetings.
- Ability to work efficiently and productively when completing work tasks.
- Ability to evaluate workplace safety and security programs and practices and make sound recommendations for improvement.
- Ability to exercise sound independent judgment within policy guidelines.
- Ability to communicate effectively, orally and in writing.

## 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 70 lbs.) on a periodic basis. Ability to bend, twist, turn, push, pull, 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:** Ability to work in an outdoor environment that may experience extremes in weather and temperature conditions.
- **Inside:** The administrative duties of this position are conducted indoors, in an office setting or environment.
- **Fumes/Gasses:** Duties of this position may require work in an environment with exposure to dust, dirt, fumes, and vapors.
- **Noise/Vibration:** Noise levels expected of an office or indoor setting are expected. Noise levels expected in an outdoors or shop setting from machinery or heavy equipment 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, 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, attend hearings, workshops, meetings, and seminars as required.

**Other:** Position subject to extended work hours and attend evening meetings.

## EMPLOYEE ACKNOWLEDGEMENT

I have read the above and understand that it is intended to describe the general content of and requirements for performing the job listed. It is not an exhaustive statement of duties, responsibilities or requirements.

I understand that this description does not preclude my Manager or Supervisor's authority to add or change duties or responsibilities and understand that the performance of other duties may be required from time to time in order to meet the needs of Joshua Basin Water District. I also understand this job description does not create an employment contract, implied or otherwise.

I have been given a copy of this job description.

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Print Employee Name

Employee's Signature

Date

JOSHUA BASIN WATER DISTRICT  
MEETING AGENDA REPORT

Meeting of the Board of Directors

March, 7, 2018

Report to: President and Members of the Board

Prepared by: Randy Mayes, Regulatory Compliance Administrative Analyst

TOPIC: Chromium VI Remediation Project: Chromium III Reoxidation Study

**RECOMMENDATION:** That the Board authorize the General Manager to take the funding from reserves to complete the bench scale study or direct the General Manager to utilize the zero interest loan and pay it back over five years.

**ANALYSIS:**

On May 31, 2017, the Superior Court of Sacramento County overruled the Maximum Contaminant Level ("MCL") established in July 2014 for Chromium VI. The Division of Drinking Water ("DDW") is actively working toward establishing a new Chromium VI MCL. The total Chromium MCL remains in effect at 50 parts per billion ("ppb"). On October 18, 2017, the DDW determined that the Joshua Basin Water District ("District") no longer needed to comply with a Chromium VI Compliance Plan.

The District owns and operates five (5) wells that produce potable water that exceeds the previously established 10 ppb. As a result, the District voluntarily reached out to the DDW with a request to perform a Reduced Coagulation Non-Filtration stannous chloride bench-scale pilot study. Since previous District studies have demonstrated that Stannous Chloride is effective in converting Chromium VI to Chromium III, research remains as to whether Chromium III will reoxidize when applied to the potable water system. To date, the District has received approximately \$250,000 in reimbursable grant funds for evaluating Chromium VI planning via the Drinking Water State Revolving Fund Proposition 1 funding pool ("DWSRF"). The Division of Financial Assistance ("DOFA") administers this funding pool.

On February 21, 2018, the District discussed with the DDW and DOFA the Chromium III Reoxidation study. This bench-scale pilot study would provide clarity on the parameters for which the Chromium (III) residual would reoxidize in the presence of chlorine. This bench-scale pilot study involves creating conditions representing expected stannous chloride doses, sodium hypochlorite doses, residence times, and temperatures in the District's potable water system. Samples would react under these laboratory conditions for up to forty (40) days and subsequent analysis would occur.

The DDW expressed support for the District's Stannous Chloride bench scale study. Considering the DDW's support and the DWSRF funding program constraints (i.e. public health risk requisite), the DOFA would permit the funding of this bench-scale study based on the condition that the District would utilize the interest free loan portion of the DWSRF agreement.

**FISCAL IMPACT:** Pursuant to the Board's adoption of the District's revised two-year budget on July 5, 2017 including \$94,000 for Chromium VI Remediation work.