



**REGULAR FINANCE COMMITTEE MEETING
WEDNESDAY, FEBRUARY 13, 2019, AT 9:00 AM
61750 CHOLLITA ROAD, JOSHUA TREE, CA 92252**

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

Pages 2-10
Pages 11-12

- December 2018 Check Register
- Draft Minutes – January 9, 2019

Pages 13-16

7. DISCUSS METER REPLACEMENT AND RECOMMEND TO BOARD FOR APPROVAL – Receive for information and refer to the Board of Directors for approval.

Pages 17-19

8. EMPLOYEE RECOGNITION AND AWARDS PROGRAM – Receive for information and refer to the Board of Directors for approval.

9. STAFF REPORT
10. ADJOURNMENT

INFORMATION

During "Public Comment," please use the podium microphone. State your name, have your information prepared, and be ready to provide your comments. The District is interested and appreciates your comments. A 3-minute time limit will be imposed. 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 before the meeting to request a disability-related modification or accommodation. Materials related to an item on this Agenda submitted to the Committee 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 regular business hours.



Joshua Basin Water District

***Check Report JBWD**

By Check Number

Date Range: 12/01/2018 - 12/31/2018

Vendor Number Payable #	Vendor DBA Name Payable Type	Payment Date Payable Date	Payment Type Payable Description	Discount Amount Discount Amount	Payment Amount Payable Amount	Number
Bank Code: AP-AP Cash						
000501 <u>0582814</u>	ACWA/JPIA Invoice	12/05/2018	12/05/2018 Regular EE HEALTH BENEFIT & EAP DEC 18	0.00 0.00	18,413.42 18,413.42	60735
002200 <u>2019009384</u> <u>2019009385</u>	DEPT OF THE INTERIOR-BLM Invoice Invoice	12/05/2018 12/05/2018 12/05/2018	12/05/2018 Regular RIGHT OF WAY RENTAL - 2019 RIGHT OF WAY RENTAL - 2019	0.00 0.00 0.00	16,208.58 15,708.58 500.00	60736
013824 <u>11022018</u> <u>11022018</u>	DESERT INSULATION, INC. Invoice Invoice	12/05/2018 12/05/2018 12/05/2018	12/05/2018 Regular SHOP REMODEL INSULATION SHOP REMODEL INSULATION	0.00 0.00 0.00	7,835.00 7,635.00 200.00	60737
006029 <u>1468517</u> <u>1468518</u>	LIEBERT CASSIDY WHITMORE Invoice Invoice	12/05/2018 12/05/2018 12/05/2018	12/05/2018 Regular LEGAL SERVICES - THRU 10/31/18 LEGAL SERVICES - EE MATTERS THRU 10/	0.00 0.00 0.00	20,521.17 562.00 19,959.17	60738
VEN01091 <u>18-965</u>	THE MARY ORTON COMPANY, LLC Invoice	12/05/2018 12/05/2018	12/05/2018 Regular STRATEGIC PLAN 18/19	0.00 0.00	7,781.49 7,781.49	60739
006800 <u>MWA120518</u>	MOJAVE WATER AGENCY Invoice	12/05/2018 12/05/2018	12/05/2018 Regular WATER RECHARGE PURCHASE	0.00 0.00	132,980.00 132,980.00	60740
013360 <u>1145</u>	REDWINE AND SHERRILL, LLP Invoice	12/05/2018 12/05/2018	12/05/2018 Regular LEGAL SERVICES - THRU 11/30/18	0.00 0.00	8,977.29 8,977.29	60741
013788 <u>1052</u> <u>1054</u>	STURDIWAN EMERGENCY MANAGEMENT CONS Invoice Invoice	12/05/2018 12/05/2018 12/05/2018	12/05/2018 Regular EMERGENCY RESPONSE PLAN EMERGENCY RESPONSE PLAN	0.00 0.00 0.00	4,250.00 2,125.00 2,125.00	60742
000327 <u>5674</u> <u>5716</u>	WATER QUALITY SPECIALISTS Invoice Invoice	12/05/2018 12/05/2018 12/05/2018	12/05/2018 Regular HDMC WWTP: OPERATION & MAINT OC HDMC WWTP: OPERATION/MAINT & REP	0.00 0.00 0.00	9,026.95 3,310.00 5,716.95	60743
000501 <u>0587678</u>	ACWA/JPIA Invoice	12/10/2018 12/10/2018	12/10/2018 Regular EE HEALTH BENEFIT & EAP JAN 19	0.00 0.00	19,783.66 19,783.66	60744
013346 <u>2395L</u>	ANDY'S LANDSCAPE & TREE SERVICE INC. Invoice	12/10/2018 12/10/2018	12/10/2018 Regular DEMO GARDEN/BUILD MAINT THRU 11/1	0.00 0.00	650.00 650.00	60745
000105 <u>A-41241</u>	BELTZ PORTABLE TOILETS Invoice	12/10/2018 12/10/2018	12/10/2018 Regular SHOP REMODEL	0.00 0.00	283.50 283.50	60746
004110 <u>BW113018</u> <u>BW1218</u> <u>BW1218B</u>	BURRTEC WASTE & RECYCLING SVCS Invoice Invoice Invoice	12/10/2018 12/10/2018 12/10/2018 12/10/2018	12/10/2018 Regular TRASH REMOVAL - SHOP REMODEL TRASH REMOVAL - DEC 18 RECYCLING - DEC 18	0.00 0.00 0.00 0.00	993.19 564.02 277.95 151.22	60747
001850 <u>965508</u> <u>965509</u>	CLINICAL LAB OF S.B. INC Invoice Invoice	12/10/2018 12/10/2018 12/10/2018	12/10/2018 Regular SAMPLING - OCT 18 HDMC WWTP SAMPLING- OCT 18	0.00 0.00 0.00	3,020.00 1,432.00 1,588.00	60748
013790 <u>37290</u>	COLANTUONO, HIGHSMITH & WHATLEY, PC Invoice	12/10/2018 12/10/2018	12/10/2018 Regular LEGAL SERVICES - OCT 18	0.00 0.00	499.50 499.50	60749
013365 <u>AR840118</u> <u>AR842200</u>	IMAGE SOURCE Invoice Invoice	12/10/2018 12/10/2018 12/10/2018	12/10/2018 Regular SHOP EXPENSE 10/01/18 - 10/31/18 OFFICE EXPENSE 10/5/18 - 11/4/18	0.00 0.00 0.00	324.26 102.09 222.17	60750
013223	LAW OFFICE OF DAVID L. WYSOCKI	12/10/2018	12/10/2018 Regular	0.00	175.00	60751

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<u>DW113018</u>	Invoice	12/10/2018	LEGAL SERVICES - NOV 18	0.00	175.00	
013222	FRONTIER CALIFORNIA INC.	12/10/2018	Regular	0.00	196.91	60752
<u>EC1218</u>	Invoice	12/10/2018	HDMC WWTP - TELEPHONE	0.00	196.91	
000058	GARDA CL WEST, INC.	12/10/2018	Regular	0.00	684.29	60753
<u>10446504</u>	Invoice	12/10/2018	COURIER FEES - DEC 18	0.00	684.29	
013802	HASA, INC.	12/10/2018	Regular	0.00	527.46	60754
<u>622966</u>	Invoice	12/10/2018	WATER TREATMENT EXPENSE	0.00	527.46	
004720	INLAND WATER WORKS	12/10/2018	Regular	0.00	1,334.01	60755
<u>51017438.004</u>	Invoice	12/10/2018	INVENTORY	0.00	874.93	
<u>51017438.005</u>	Invoice	12/10/2018	INVENTORY	0.00	84.85	
<u>51018235.001</u>	Invoice	12/10/2018	MAINLINE & LEAK REPAIR SUPPLIES	0.00	374.23	
009054	KATHLEEN J. RADNICH	12/10/2018	Regular	0.00	462.00	60756
<u>181202-1</u>	Invoice	12/10/2018	PUBLIC RELATIONS SERVICES	0.00	462.00	
000134	KENNEDY/JENKS CONSULTANTS, INC.	12/10/2018	Regular	0.00	281.25	60757
<u>125691</u>	Invoice	12/10/2018	CONSULTING: MULTIPLE PROJECTS THRU	0.00	281.25	
000156	FORSHOCK	12/10/2018	Regular	0.00	243.00	60758
<u>1800189</u>	Invoice	12/10/2018	MONTHLY SCADA MONITORING	0.00	38.00	
<u>1800190</u>	Invoice	12/10/2018	MONTHLY SCADA MONITORING	0.00	205.00	
013825	MIRIAM M. SEGER	12/10/2018	Regular	0.00	3,000.00	60759
<u>MS120518</u>	Invoice	12/10/2018	REFUND PLAN CHECK DEPOSIT: C18004	0.00	3,000.00	
003930	NBS	12/10/2018	Regular	0.00	1,295.00	60760
<u>003930</u>	Invoice	12/10/2018	CMM ADMIN- ANNUAL REPORTING	0.00	1,295.00	
000070	ONLINE INFORMATION SERVICES, INC.	12/10/2018	Regular	0.00	234.70	60761
<u>900155</u>	Invoice	12/10/2018	ID VERIF. SERV. THRU 11/30/18	0.00	234.70	
013803	PEOPLEREADY, INC	12/10/2018	Regular	0.00	3,202.46	60762
<u>24140812</u>	Invoice	12/10/2018	TEMPORARY LABOR	0.00	931.60	
<u>24178841</u>	Invoice	12/10/2018	TEMPORARY LABOR	0.00	931.60	
<u>24179539</u>	Invoice	12/10/2018	TEMPORARY LABOR	0.00	559.04	
<u>24196465</u>	Invoice	12/10/2018	TEMPORARY LABOR	0.00	780.22	
008150	PETTY CASH, JBWD	12/10/2018	Regular	0.00	134.93	60763
<u>PC113018</u>	Invoice	12/10/2018	BUSINESS EXPENSE/OFFICE SUPPLIES/GE	0.00	134.93	
008415	PRUDENTIAL OVERALL SUPPLY	12/10/2018	Regular	0.00	217.64	60764
<u>22702064</u>	Invoice	12/10/2018	SHOP EXPENSE	0.00	55.83	
<u>22702065</u>	Invoice	12/10/2018	SHOP EXPENSE	0.00	52.99	
<u>22709216</u>	Invoice	12/10/2018	SHOP EXPENSE	0.00	55.83	
<u>22709217</u>	Invoice	12/10/2018	SHOP EXPENSE	0.00	52.99	
006150	RANDY MAYES	12/10/2018	Regular	0.00	71.06	60765
<u>RM120618</u>	Invoice	12/10/2018	REIMB MILEAGE: TAC MEETING	0.00	71.06	
013218	OFFICETEAM	12/10/2018	Regular	0.00	2,662.62	60766
<u>52124580</u>	Invoice	12/10/2018	TEMPORARY LABOR	0.00	441.54	
<u>52206684</u>	Invoice	12/10/2018	TEMPORARY LABOR	0.00	561.96	
<u>52223494</u>	Invoice	12/10/2018	TEMPORARY LABOR	0.00	561.96	
<u>52296088</u>	Invoice	12/10/2018	TEMPORARY LABOR	0.00	561.96	
<u>52345419</u>	Invoice	12/10/2018	TEMPORARY LABOR	0.00	535.20	
008414	PROVIDEO	12/10/2018	Regular	0.00	150.00	60767
<u>1619</u>	Invoice	12/10/2018	VIDEO TAPING & YOU TUBE BD MEETING	0.00	150.00	
001932	SAN BERNARDINO COUNTY OFFICE OF THE ASS	12/10/2018	Regular	0.00	8.00	60768
<u>108357</u>	Invoice	12/10/2018	MAP REVISIONS - NOV 18	0.00	8.00	

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Date Range: 12/01/2018 - 12/31/2018

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
000091 <u>58120518</u>	SAN BERNARDINO COUNTY RECORDER Invoice	12/10/2018 12/10/2018	Regular RELEASE OF LIENS	0.00 0.00	32.00 32.00	60769
009920 <u>ST1218</u>	STANDARD INSURANCE CO Invoice	12/10/2018 12/10/2018	Regular EE LIFE INSURANCE - DEC 18	0.00 0.00	926.54 926.54	60770
009980 <u>WD-0140878</u>	SWRCB FEES Invoice	12/10/2018 12/10/2018	Regular ANNUAL DISCHARGE PERMIT FEE	0.00 0.00	2,286.00 2,286.00	60771
000013 <u>PQ1218</u>	U.S. POSTAL SERVICE Invoice	12/10/2018 12/10/2018	Regular PO BOX THROUGH 12/31/19	0.00 0.00	250.00 250.00	60772
010850 <u>1120180333</u>	UNDERGROUND SERVICE ALERT Invoice	12/10/2018 12/10/2018	Regular TICKET DELIVERY SERVICE - NOV 18	0.00 0.00	72.70 72.70	60773
010990 <u>269230-Q</u> <u>269506-Q</u> <u>269759-Q</u> <u>270005-Q</u>	UTILIQUEST L.L.C. Invoice Invoice Invoice Invoice	12/10/2018 12/10/2018 12/10/2018 12/10/2018	Regular CONTRACT LOCATING EXPENSE CONTRACT LOCATING EXPENSE CONTRACT LOCATING EXPENSE CONTRACT LOCATING EXPENSE	0.00 0.00 0.00 0.00	396.88 106.52 150.40 85.64 54.32	60774
011615 <u>WE103118</u>	WESTERN EXTERMINATOR CO. Invoice	12/10/2018 12/10/2018	Regular PEST CONTROL SERVICES - SHOP	0.00 0.00	32.00 32.00	60775
013359 <u>1368335</u> <u>1368336</u>	XEROX FINANCIAL SERVICES Invoice Invoice	12/10/2018 12/10/2018 12/10/2018	Regular OFFICE EXPENSE 11/7/18 - 12/6/18 SHOP EXPENSE 10/27/18 - 11/26/18	0.00 0.00 0.00	608.30 395.66 212.64	60776
000233 <u>263493</u> <u>263884</u> <u>263994</u>	NAPA AUTO PARTS Invoice Invoice Invoice	12/10/2018 12/10/2018 12/10/2018 12/10/2018	Regular VEHICLE MAINTENANCE: V33 SHOP REMODEL SUPPLIES VEHICLE MAINTENANCE: V24	0.00 0.00 0.00 0.00	349.52 153.98 115.25 80.29	60777
001630 <u>829480028X1205</u>	AT&T MOBILITY Invoice	12/19/2018 12/19/2018	Regular COMMUNICATIONS - NOV 18	0.00 0.00	1,940.05 1,940.05	60781
013826 <u>120</u>	COMPLETE DRYWALL INCORPORATED Invoice	12/19/2018 12/19/2018	Regular SHOP REMODEL: DRYWALL	0.00 0.00	15,000.00 15,000.00	60782
006800 <u>MWA113018</u>	MOJAVE WATER AGENCY Invoice	12/19/2018 12/19/2018	Regular WATER RECHARGE PURCHASE	0.00 0.00	178,120.00 178,120.00	60783
013808 <u>14460</u>	NOBEL SYSTEMS, INC. Invoice	12/19/2018 12/19/2018	Regular GEOVIEWER SOFTWARE & IMPLEMENTAT	0.00 0.00	11,300.00 11,300.00	60784
000089 <u>286Z</u>	SEMS TECHNOLOGIES, LLC Invoice	12/19/2018 12/19/2018	Regular SEMS 6 MONTH SOFTWARE & MOBILE AP	0.00 0.00	7,075.00 7,075.00	60785
013827 <u>378</u>	WRIGHT PAINTING COMPANY, INC. Invoice	12/19/2018 12/19/2018	Regular SHOP REMODEL: PAINTING	0.00 0.00	3,000.00 3,000.00	60786
000575 <u>AFSCME1218</u>	AFSCME LOCAL 1902 Invoice	12/26/2018 12/26/2018	Regular EE UNION DUES - DEC 18	0.00 0.00	609.70 609.70	60787
013346 <u>2405L</u>	ANDY'S LANDSCAPE & TREE SERVICE INC. Invoice	12/26/2018 12/26/2018	Regular DEMO GARDEN/BUILD MAINT THRU 12/1	0.00 0.00	650.00 650.00	60788
000675 <u>INV0071630</u>	AQUA-METRIC SALES COMPANY Invoice	12/26/2018 12/26/2018	Regular METER READING SUPPLIES	0.00 0.00	627.44 627.44	60789
001560 <u>2048</u>	CENTURY FORMS Invoice	12/26/2018 12/26/2018	Regular WINDOW ENVELOPES	0.00 0.00	516.92 516.92	60790
001560 001519	CENTURY FORMS CALIFORNIA RURAL WATER ASSOCIATION	12/26/2018 12/26/2018	Regular Regular	0.00 0.00	-516.92 1,302.00	60790 60791

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Date Range: 12/01/2018 - 12/31/2018

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<u>CRWA110618</u>	Invoice	12/26/2018	MEMBERSHIP DUES 01/19 - 01/20	0.00	1,302.00	
001555	CENTRATEL	12/26/2018	12/26/2018 Regular	0.00	571.40	60792
<u>181203192101</u>	Invoice	12/26/2018	DISPATCH SERVICES - NOV 18	0.00	571.40	
001850	CLINICAL LAB OF S.B. INC	12/26/2018	12/26/2018 Regular	0.00	2,405.00	60793
<u>965890</u>	Invoice	12/26/2018	SAMPLING - NOV 18	0.00	1,560.00	
<u>965891</u>	Invoice	12/26/2018	HDMC WWTP SAMPLING- NOV 18	0.00	845.00	
013790	COLANTUONO, HIGHSMITH & WHATLEY, PC	12/26/2018	12/26/2018 Regular	0.00	2,476.00	60794
<u>37525</u>	Invoice	12/26/2018	LEGAL SERVICES - NOV 18	0.00	2,476.00	
013365	IMAGE SOURCE	12/26/2018	12/26/2018 Regular	0.00	420.41	60795
<u>AR855018</u>	Invoice	12/26/2018	SHOP EXPENSE 11/01/18 - 11/30/18	0.00	52.22	
<u>AR856066</u>	Invoice	12/26/2018	OFFICE EXPENSE 11/5/18 - 12/4/18	0.00	368.19	
003025	FEDEX	12/26/2018	12/26/2018 Regular	0.00	24.28	60796
<u>6-399-24893</u>	Invoice	12/26/2018	SHIPPING	0.00	24.28	
013222	FRONTIER CALIFORNIA INC.	12/26/2018	12/26/2018 Regular	0.00	781.16	60797
<u>CAFLF88341118</u>	Invoice	12/26/2018	DAMAGE CLAIM #CAFR18214127	0.00	781.16	
006200	MCALLISTERS JANITORIAL SERV.	12/26/2018	12/26/2018 Regular	0.00	700.00	60798
<u>FINAL1218</u>	Invoice	12/26/2018	JANITORIAL SERVICES - DEC 18	0.00	700.00	
009054	KATHLEEN J. RADNICH	12/26/2018	12/26/2018 Regular	0.00	718.20	60799
<u>181209-1</u>	Invoice	12/26/2018	PUBLIC RELATIONS SERVICES	0.00	718.20	
006507	McMASTER-CARR SUPPLY COMPANY	12/26/2018	12/26/2018 Regular	0.00	756.99	60800
<u>79367785</u>	Invoice	12/26/2018	SHOP EXPENSE	0.00	270.49	
<u>79617413</u>	Invoice	12/26/2018	SHOP EXPENSE	0.00	163.91	
<u>79950795</u>	Invoice	12/26/2018	SHOP EXPENSE	0.00	41.34	
<u>79967459</u>	Invoice	12/26/2018	SHOP EXPENSE	0.00	155.19	
<u>80078812</u>	Invoice	12/26/2018	SHOP EXPENSE	0.00	71.80	
<u>80226527</u>	Invoice	12/26/2018	SMALL TOOLS - PRODUCTION	0.00	54.26	
006800	MOJAVE WATER AGENCY	12/26/2018	12/26/2018 Regular	0.00	232.00	60801
<u>INV02445</u>	Invoice	12/26/2018	2019 AWAC CALENDARS	0.00	232.00	
013829	MYSTAFFINGPRO	12/26/2018	12/26/2018 Regular	0.00	2,380.00	60802
<u>650707</u>	Invoice	12/26/2018	HR ONLINE APPLICATION SYSTEM	0.00	2,380.00	
000236	PAYPRO ADMINISTRATORS	12/26/2018	12/26/2018 Regular	0.00	55.00	60803
<u>70141</u>	Invoice	12/26/2018	FSA ADMIN FEES - DEC 18	0.00	55.00	
008405	PRECISION ASSEMBLY	12/26/2018	12/26/2018 Regular	0.00	1,422.55	60804
<u>18215</u>	Invoice	12/26/2018	NOV WATER BILL PRINT/MAIL	0.00	1,422.55	
008415	PRUDENTIAL OVERALL SUPPLY	12/26/2018	12/26/2018 Regular	0.00	321.03	60805
<u>22716495</u>	Invoice	12/26/2018	SHOP EXPENSE	0.00	55.83	
<u>22716496</u>	Invoice	12/26/2018	SHOP EXPENSE	0.00	52.99	
<u>22723793</u>	Invoice	12/26/2018	SHOP EXPENSE	0.00	55.83	
<u>22723794</u>	Invoice	12/26/2018	SHOP EXPENSE	0.00	156.38	
013218	OFFICETEAM	12/26/2018	12/26/2018 Regular	0.00	535.20	60806
<u>52393675</u>	Invoice	12/26/2018	TEMPORARY LABOR	0.00	535.20	
VEND1020	SOUTHWEST NETWORKS, INC.	12/26/2018	12/26/2018 Regular	0.00	1,777.87	60807
<u>18-120105C</u>	Invoice	12/26/2018	OFFICE 365 MONTHLY MAINT - JAN 19	0.00	572.00	
<u>18-12510</u>	Invoice	12/26/2018	OFFICE 365 MONTHLY MAINT - DEC 18 (N	0.00	20.00	
<u>18-12520</u>	Invoice	12/26/2018	FINANCE LAPTOP	0.00	1,185.87	
011101	VAGABOND WELDING SUPPLY	12/26/2018	12/26/2018 Regular	0.00	278.73	60808
<u>106653</u>	Invoice	12/26/2018	SMALL TOOLS - PRODUCTION	0.00	231.91	
<u>106873</u>	Invoice	12/26/2018	SHOP EXPENSE	0.00	46.82	

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Date Range: 12/01/2018 - 12/31/21

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
009980	SWRCB FEES	12/26/2018	12/26/2018 Regular	0.00	90.00	60809
<u>SWRCB-122618</u>	Invoice	12/26/2018	D-3 RENEWAL	0.00	90.00	
013366	THE SOCO GROUP, INC.	12/26/2018	12/26/2018 Regular	0.00	4,094.19	60810
<u>0613532-IN</u>	Invoice	12/26/2018	FUEL FOR VEHICLES	0.00	267.18	
<u>0613533-IN</u>	Invoice	12/26/2018	FUEL FOR VEHICLES	0.00	3,827.01	
000023	ULTIMATE MOTORS, INC.	12/26/2018	12/26/2018 Regular	0.00	45.00	60811
<u>31183</u>	Invoice	12/26/2018	VEHICLE MAINTENANCE: V24	0.00	45.00	
010990	UTILIQUEST L.L.C.	12/26/2018	12/26/2018 Regular	0.00	46.00	60812
<u>270557-Q</u>	Invoice	12/26/2018	CONTRACT LOCATING EXPENSE	0.00	46.00	
001700	VALLERI JORGE	12/26/2018	12/26/2018 Regular	0.00	145.41	60813
<u>VJ121218</u>	Invoice	12/26/2018	REIMB: SAFETY BOOTS	0.00	75.41	
<u>VJ121318</u>	Invoice	12/26/2018	REIMB: D-1 RENEWAL	0.00	70.00	
011615	WESTERN EXTERMINATOR CO.	12/26/2018	12/26/2018 Regular	0.00	32.00	60814
<u>WE113018</u>	Invoice	12/26/2018	PEST CONTROL SERVICES - SHOP	0.00	32.00	
013359	XEROX FINANCIAL SERVICES	12/26/2018	12/26/2018 Regular	0.00	633.30	60815
<u>1413268</u>	Invoice	12/26/2018	SHOP EXPENSE 11/27/18 - 12/26/18	0.00	237.64	
<u>1428949</u>	Invoice	12/26/2018	OFFICE EXPENSE 12/7/18 - 1/6/19	0.00	395.66	
012955	YUCCA RENTAL	12/26/2018	12/26/2018 Regular	0.00	1,623.20	60816
<u>120522</u>	Invoice	12/26/2018	EQUIPMENT RENTAL: SHOP REMODEL	0.00	1,623.20	
000233	NAPA AUTO PARTS	12/26/2018	12/26/2018 Regular	0.00	316.48	60817
<u>265274</u>	Invoice	12/26/2018	TRACTOR MAINTENANCE: 410 & 710	0.00	316.48	
001517	CalPERS	12/03/2018	12/03/2018 Manual	0.00	9,899.34	901061
<u>PPE 11-30-18</u>	Invoice	12/03/2018	PAY PERIOD ENDING 11/23/18	0.00	9,899.34	
VEN01020	SOUTHWEST NETWORKS, INC.	12/10/2018	12/10/2018 Manual	0.00	1,512.37	901062
<u>18-10521</u>	Invoice	12/10/2018	BOARDROOM REPLACEMENT LAPTOP	0.00	1,179.87	
<u>18-11051</u>	Invoice	12/10/2018	SUPPLEMENTAL IT SERVICES (AMC) - THR	0.00	332.50	
013196	TELEPACIFIC COMMUNICATIONS	12/10/2018	12/10/2018 Manual	0.00	785.22	901063
<u>110468609-0</u>	Invoice	12/10/2018	TELEPHONE (OFFICE) - DEC 18	0.00	785.22	
009878	SOUTHERN CALIFORNIA EDISON	12/10/2018	12/10/2018 Manual	0.00	29,100.82	901064
<u>SCE1118</u>	Invoice	12/10/2018	POWER FOR PUMPING - NOV 18	0.00	29,100.82	
009898	SOCALGAS	12/10/2018	12/10/2018 Manual	0.00	63.39	901065
<u>GAS1118</u>	Invoice	12/10/2018	HEAT FOR SHOP - THRU 11/14/18	0.00	63.39	
000236	PAYPRO ADMINISTRATORS	12/14/2018	12/14/2018 Manual	0.00	74.99	901066
<u>PPE 12-7-18</u>	Invoice	12/14/2018	EE FSA DEDUCTIONS 12-14-18	0.00	74.99	
000248	PAYCHEX	12/14/2018	12/14/2018 Manual	0.00	315.87	901067
<u>325244</u>	Invoice	12/14/2018	PAYROLL PROCESSING FEE	0.00	315.87	
000248	PAYCHEX	12/14/2018	12/14/2018 Manual	0.00	112.00	901068
<u>19142741</u>	Invoice	12/14/2018	TIME & LABOR ONLINE USAGE FEE	0.00	112.00	
001009	BUSINESS CARD	12/20/2018	12/20/2018 Manual	0.00	1,653.56	901069
<u>BA1118</u>	Invoice	12/20/2018	UNIFORMS/SHOP REMODEL/SHOP EXPEN	0.00	1,653.56	
001004	BUSINESS CARD	12/20/2018	12/20/2018 Manual	0.00	1,009.64	901070
<u>BA1118</u>	Invoice	12/20/2018	TELEPHONE (OFFICE) & EMPLOYEE TRAINI	0.00	1,009.64	
001005	BANK OF AMERICA	12/20/2018	12/20/2018 Manual	0.00	3,404.31	901071
<u>BA1118</u>	Invoice	12/20/2018	BUSINESS EXPENSE/EMPLOYEE TRAINING	0.00	3,404.31	
VEN01533	PAYMENTUS GROUP INC.	12/21/2018	12/21/2018 Manual	0.00	2,559.30	901072
<u>US18110206</u>	Invoice	12/21/2018	CREDIT CARD PROCESSING FEE - NOV 18	0.00	2,559.30	

*Check Report JBWD

Date Range: 12/01/2018 - 12/31/2018

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
003517	CalPERS	12/21/2018	Manual	0.00	9,834.96	901073
<u>PPE 12-7-18</u>	Invoice	12/21/2018	PAY PERIOD ENDING 12/07/18	0.00	9,834.96	
000510	TIME WARNER CABLE	12/21/2018	Manual	0.00	345.01	901074
<u>0008970121318</u>	Invoice	12/21/2018	CABLE & INTERNET - DEC 18	0.00	345.01	
009880	SOUTHERN CALIFORNIA EDISON CO	12/21/2018	Manual	0.00	2,685.34	901075
<u>SCE1218</u>	Invoice	12/21/2018	POWER TO BLDGS & GEN - DEC 18	0.00	2,685.34	
004195	HOME DEPOT CREDIT SERVICES	12/21/2018	Manual	0.00	13,815.13	901076
<u>HD1118</u>	Invoice	12/21/2018	SHOP REMODEL SUPPLIES/BUILDING MAI	0.00	13,815.13	
000236	PAYPRO ADMINISTRATORS	12/28/2018	Manual	0.00	74.99	901077
<u>PPE 12-21-18</u>	Invoice	12/28/2018	EE FSA DEDUCTIONS 12-28-18	0.00	74.99	
000248	PAYCHEX	12/28/2018	Manual	0.00	342.89	901078
<u>325764</u>	Invoice	12/28/2018	PAYROLL PROCESSING FEE	0.00	342.89	
000025	ICMA RC	12/31/2018	Manual	0.00	8,969.88	901079
<u>ICMARC1218</u>	Invoice	12/31/2018	457 REMITTANCE - DEC 18	0.00	3,713.76	
<u>ICMARCER1218</u>	Invoice	12/31/2018	457 REMITTANCE - 2018 ER CONT	0.00	5,256.12	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	124	80	0.00	514,404.79
Manual Checks	21	19	0.00	86,559.01
Voided Checks	0	1	0.00	-516.92
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<u>145</u>	<u>100</u>	<u>0.00</u>	<u>600,446.88</u>

**JOSHUA BASIN WATER DISTRICT
UTILITY REFUND REGISTER**

<u>Account Number</u>	<u>Name</u>	<u>Date</u>	<u>Type</u>	<u>Amount</u>	<u>Reference</u>
05-00185-016	DESERT REALTY GROUP	12/10/2018	Refund	221.41	Check #: 60778
06-00140-020	SIGNATURE CAPITAL PROPERTIES, LLC	12/10/2018	Refund	5.95	Check #: 60779
10-00148-011	PDQ INVESTMENTS	12/10/2018	Refund	45.06	Check #: 60780
03-00399-005	HAJJAR, ANTOINE M	12/26/2018	Refund	42.96	Check #: 60818
05-00040-008	MAGNUS INVESTMENT PARTNERS LLC	12/26/2018	Refund	34.36	Check #: 60819
09-00081-005	PDQ INVESTMENTS	12/26/2018	Refund	24.50	Check #: 60820
13-00092-009	WILLIAMS, GARRETT	12/26/2018	Refund	84.61	Check #: 60821
50-00062-020	A.I.M. RENTAL PROPERTIES	12/26/2018	Refund	61.25	Check #: 60822
53-00150-011	MONTGOMERY, MATTHEW	12/26/2018	Refund	121.90	Check #: 60823
62-00189-010	A.I.M. RENTAL PROPERTIES	12/26/2018	Refund	64.95	Check #: 60824
64-99246-000	LO LYNCH QUALITY WELLS & PUMPS INC	12/26/2018	Refund	1,437.53	Check #: 60825
				<u>2,144.48</u>	

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

DIRECTOR PAY
 12/22/2018 - 01/18/2019

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date</u>	<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>
10510	Hund, Geary	01/09/2019	Director Pay Note: WATER RESOURCES & OPS COMMITTEE MEETING DIR/504///	1.0000	\$173.63	
		01/16/2019	Director Pay Note: JBWD BOARD MEETING DIR/504///	1.0000	\$173.63	
Totals:					\$347.26	\$0.00
Employee Total:					\$347.26	

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date</u>	<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>
10508	Johnson, Robert	01/09/2019	Director Pay Note: FINANCE COMMITTEE MEETING DIR/504///	1.0000	\$173.63	
		01/16/2019	Director Pay Note: JBWD BOARD MEETING DIR/504///	1.0000	\$173.63	
Totals:					\$347.26	\$0.00
Employee Total:					\$347.26	

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date</u>	<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>
10502	Luckman, Mickey	01/09/2019	Director Pay Note: WATER RESOURCES & OPS COMMITTEE MEETING DIR/504///	1.0000	\$173.63	
		01/16/2019	Director Pay Note: JBWD BOARD MEETING DIR/504///	1.0000	\$173.63	
Totals:					\$347.26	\$0.00
Employee Total:					\$347.26	

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date</u>	<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>
10505	Reynolds, Michael	01/16/2019	Director Pay Note: JBWD BOARD MEETING DIR/504///	1.0000	\$173.63	
Totals:					\$173.63	\$0.00
Employee Total:					\$173.63	

DIRECTOR PAY
12/22/2018 - 01/18/2019

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date</u>	<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>
10509	Unger, Rebecca	01/09/2019	Director Pay Note: FINANCE COMMITTEE MEETING DIR/504///	1.0000	\$173.63	
		01/16/2019	Director Pay Note: JBWD BOARD MEETING DIR/504///	1.0000	\$173.63	
Totals:					\$347.26	\$0.00
Employee Total:					\$347.26	

Pay Adjustment Summary

<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>	<u>Grand Totals:</u>	<u>\$1,562.67</u>	<u>\$0.00</u>
Director Pay	9.0000	\$1,562.67		Grand Total:	\$1,562.67	

JOSHUA BASIN WATER DISTRICT
Minutes of the
REGULAR MEETING OF THE FINANCE COMMITTEE
Wednesday, January 9, 2019
61750 Chollita Road, Joshua Tree, CA 92252

CALL TO ORDER/PLEDGE OF ALLEGIANCE

Director Johnson called the meeting to order at 9:00 a.m.

PLEDGE OF ALLEGIANCE

DETERMINATION OF A QUORUM – President Johnson and Vice President Unger present.

STAFF PRESENT

Curt Sauer, GM, Susan Greer, AGM - Finance, Anne Roman, Accountant.

GUESTS -4

APPROVAL OF AGENDA

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

MSC' (Unger/Johnson) motion carried.

PUBLIC COMMENT – None

APPROVE MINUTES OF THE PRIOR COMMITTEE MEETING

- Approve the Draft Minutes of December 12, 2018

Vice President Unger made a motion to approve the draft minutes of December 12, 2018. President Johnson seconded the motion.

MSC' (Unger/Johnson) motion carried.

1st QUARTER ENDING 9/30/18 FINANCIAL REPORT - The Finance Committee reviewed the 1st Quarter Financial report and referred to the Board of Directors for approval.

Vice President Unger made a motion to refer the 1st Quarter 9/30/18 Financial Report to the Board of Directors for approval. President Johnson seconded the motion.

MSC' (Unger/Johnson) motion carried.

DISCUSS FEE STUDY – AGM Greer gave an overview of the Fee Study. The Finance Committee received for information

STAFF REPORT – GM Sauer updated the Finance Committee on the following:

- 2019 Salary Schedule
- Wastewater Treatment Strategy
- Capacity charges
- Meter replacement

ADJOURNMENT –Vice President Unger made a motion to adjourn the Finance Committee meeting at 10:30 a.m. President Johnson seconded.

MSC' (Unger/Johnson) motion carried.

Respectfully,

Susan Greer, Assistant General Manager - Finance

DRAFT

JOSHUA BASIN WATER DISTRICT
MEETING AGENDA REPORT

Meeting of the Finance Committee

February 13, 2019

Report to: Committee

Prepared by: Susan Greer 

TOPIC:

DISCUSS METER REPLACEMENT AND RECOMMEND TO BOARD FOR APPROVAL

RECOMMENDATION:

ACCEPT BID FROM SENSUS/AQUA METRIC FOR MULTI-YEAR METER REPLACEMENT PROJECT

ANALYSIS:

The majority of water meters in the District were installed in 2000 and it is time for replacement. More than 75% of the meters that have been tested are failing, all under-reporting, mostly in the 2% range, but some flows under-reporting by nearly 15%. The current budget includes \$500,000 for meter replacement as we intend to replace the meters over a five-year period. Requests for proposals were sent to four different meter vendors; National Meter/Badger, Core & Main/Master Meter, Inland Water/Itron/Zenner, and Aqua-Metric/Sensus, which is our current meter supplier.

The District solicited bids for both AMR (Automatic Meter Reading) and AMI (Advanced Metering Infrastructure) technologies. The District currently utilizes AMR, the drive-by meter reading system. AMI is more sophisticated technology, requiring towers to collect meter read data without the need to drive by, and provides more alerts and reporting, which customers can access through a customer portal. AMI installation and ongoing costs are approximately 40% greater than AMR. Some of the advantages of AMI meter reading over AMR are indicated below:

Reduce meter reading labor and vehicle costs.

Improve employee safety.

Remote verification of meter reads and re-reads, as well as some other CS questions.

Early detection of leaks, reduction of revenue given for assistance.

Faster identification of dead meters, reduces lost revenue.

Over time, customers are expected to do more self-service through the customer portal, reducing call volume and roll-outs.

Reduction of need to estimate bills that takes extra staff effort.

Water conservation – timely notification of leaks, helps meet state conservation requirements.

Note that AMI also has the potential to reduce customer bills as they can more easily monitor ongoing water use throughout the month and promptly be informed of leaks.

While AMI will reduce meter reading labor and vehicle costs, we have no idea what additional labor might be required from our customer service staff if customers are receiving much more information about their water use. We don't know what expectations customers will have and what level of "self-service" can be expected of them.

Staff doesn't have a recommendation one way or the other for AMR or AMI; either is within the \$2.5M budget that has been established and funded via the recent rate study. We know AMR works and we know what staff resources are required to operate it as we've been using it for almost 19 years. We don't know exactly what AMI will entail, staffing-wise, and there is approximately one week of labor savings per month if we eliminate meter reading, which we assume would be then devoted to customer service responding to customer inquiries.

Bids were received from all four vendors, summarized below:

	AMR		AMI	
	Install	No Install	Install	No Install
National	1,343,236	906,341	2,180,494	1,743,599
Master	1,879,955	1,196,382	2,793,715	2,045,109
Sensus	2,017,878	1,343,719	2,911,245	1,868,002
Zenner	1,822,726	1,187,005	2,790,743	1,769,283

Install includes contractor/vendor installation

No Install includes installation by District CIP crew

Note that AMI costs from all bidders include some assumptions about required infrastructure that may differ when installation occurs

Staff recommends that we move forward with Aqua Metric/Sensus (Sensus) for the following reasons:

Technology: Sensus is the only proposer that has ¾" magnetic meters already in production. The District has been using the Sensus magnetic meters since 2012 although Sensus has sold the non-moving part technology magnetic meters since approximately 2007. The meters have proven to work well with our water, which can be an issue because of the high mineral content. The magnetic meters also record lower flows than the non-magnetic meters (more about that later.) The other vendors don't have magnetic meters yet although some say they are in the works. Staff doesn't recommend that the District be the test site for any first generation magnetic meters from other vendors.

Currently In-Use: The District has already installed 650 of the latest Sensus magnetic meters, which won't have to be replaced yet. We also have the applicable meter reading equipment already. Using equipment and technology that Staff is already familiar with reduces costs and time associated with training, technology purchase and implementation and current operational procedures and understandings from Finance to Field Operations.

Excellent Service and Staff Support: The District has a nearly 19-year relationship with Sensus already. We have an account manager assigned to JBWD that is very knowledgeable about the District and responsive to our needs and concerns, whether meter technology questions or responding to inquiries from our own customers. Our Sensus account manager has come in person to JBWD whenever requested to help us out in the field, such as if there was a meter reading problem.

Low Flow Collection: One of the advantages of the Sensus magnetic meters is that they are capable of measuring lower flows of water than the non-magnetic meters, as indicated in the table on the following page:

	1" Meter Low Flow	¾" Meter Low Flow
National	.75 gpm	.25 gpm
Master	.75 gpm	.50 gpm
Sensus	.11 gpm	.11 gpm
Zenner	.75 gpm	.50 gpm

Measurement of low flows is an important issue as related small leaks, lower flows for irrigation systems or partially-open faucets and swamp coolers. With an average 10 gallons of water per hour swamp cooler use, that's equivalent to approximately .16 gallons per minute, with the Sensus meters being the only meter that can pick up those low flows. That water would pass through the other meters undetected. That creates both unaccounted for water loss and lost revenue.

Considering an average swamp cooler water use of 10 gallons per hour, with most use occurring in a 10-hour period, that would be 100 gallons per day. Using the quarter June 1 to August 31 (92 days,) and assuming that 75% of our active water use customers utilize swamp coolers as their primary means of cooling, that's over 27 million gallons or 84 acre feet of water that would be undetected by the non-magnetic meters in just one quarter. Using the lowest tier rate for each of the next four years with rates already established, then increasing that water rate by *only* 2% per year after, we could be picking up \$160,700 additional revenue from low flows at the beginning and then over \$202,000 per year by 23/24, for a *total of \$4.13M over 20 years*. If we add additional hotter months to the equation, additional revenues could be even greater. So, while the Sensus bid is higher than most, this ability to detect and bill for lower water flows significantly changes the analysis, resulting in gained revenues over the 20-year life of the meters that aren't possible with the other non-magnetic meters.

Note that I did not consider the normal increase to revenues that will occur with meter replacement, because that is the same for ALL of the proposals. We can expect an increase in revenue due to improved meter accuracy, which will add another one million dollars or more over 20 years depending on the overall accuracy of meters being replaced. The \$4.13M discussed above only relates to the additional revenue that the Sensus meters will provide because of their ability to measure low flows that other meters currently cannot.

Transition from AMR to AMI: If the District elects AMR now and wants to transition to AMI in the future before meters need to be replaced again, it's a fairly simple process. We would have to install the tower infrastructure, update software and then integrate billing with the customer portal. Some of the other vendors require purchase of additional metering infrastructure, which Sensus does not.

Return on Investment (ROI): Assuming water rates already in place through 12/31/22 and then an annual increase of 2%, ROI is 308% for AMR, over 15% per year. ROI is 210% for AMI, over 10% per year. Breakeven for AMR is fiscal year 27/28 and fiscal year 30/31 for AMI. Meters have a 20-year warranty, with full replacement for first 10 years and prorated thereafter.

FISCAL IMPACT:

Assuming JBWD installs meters and infrastructure, costs for Sensus meter replacement are indicated in the table below. Note that after we consider the \$4,133,110 revenue gained from low flows by the Sensus meters, the cost is negative, meaning that we more than cover the actual cost. We will gain over \$2M in revenue as a result of the meter replacement.

OPTION	UP-FRONT COST	MINUS \$4.13M LOW FLOW REVENUE GAINED OVER 20 YEARS	TOTAL COST (REVENUE GAINED - COVERS ALL COSTS PLUS THIS AMOUNT)
AMR	\$1,343,719	\$4,133,110	\$2,789,391
AMI	\$1,868,002	\$4,133,110	\$2,265,108

**JOSHUA BASIN WATER DISTRICT
MEETING AGENDA REPORT**

Meeting of the Finance Committee

February 13, 2019

Report to: Committee Members

Prepared by: Sarah Johnson

TOPIC: EMPLOYEE RECOGNITION AND AWARDS PROGRAM

RECOMMENDATION:

Recommend that the Finance Committee receive information and refer to the Board of Directors for approval of the Employee Recognition and Awards Program

ANALYSIS:

In accordance with Water Code Section 30580 (d), the General Manager shall fix and alter the compensation of employees and assistants subject to approval by the board. By the board adopting this program, the General Manager will have the authority to administer the Employee Recognition and Awards program within guidelines set in the policy.

A thoughtfully administered Employee Recognition and Awards Program benefits both the organization and the employee. Employees feel valued, morale increases, which aids in overall reduced employee stress. In turn the District benefits by increased productivity; improved performance and safety; better-quality customer service; reduced absenteeism, and the increased ability to attract and retain talented employees.

Staff recommends that the Board adopts the Employee Recognition and Awards program authorizing the General Manager to administer this program.

Employee Recognition and Awards Program

Purpose: The District strives to recognize individuals and groups for superior achievements which reinforce the District's goals and objectives for performance improvement and staff development.

Policy: By recognizing the truly significant contributions of its employees, the District endeavors to build and maintain a highly motivated workforce and contribute to employee job satisfaction. Awards are based on budget availability and the final approval of the General Manager. Contingent on availability of funds, the District will administer the Employee Recognition and Awards Program in accordance with the following categories, eligibility requirements, and procedures.

Definition: This policy describes the Employee Recognition and Awards Program. Employees may be recognized for substantial District or job-related contributions in the areas defined below.

Performance Award Categories:

This award category may convey a monetary value.

The Outstanding Service Award: Recognizes a substantial contribution to the District.

Examples:

Performing duties of a substantial nature, often for an extended period; sustained dedication to quality service for internal/external customers; creating efficiencies that save the District's resources; creating effective work procedures that increase overall performance; substantial leadership skills that lead to the success of a major District activity.

The Safety Award: Recognizes when employees go beyond the call of duty to maintain a safe workplace.

Special Achievement Award Categories:

This award category does not convey a monetary value.

The Professional Goal Attainment Award: Recognizes a staff member who has achieved a job-related educational or professional goal such as completing a formal program of study or to earning an industry-recognized certification.

Milestone Anniversary Award: Recognizes the contributions, knowledge, and experience of long-term employees. In appreciation of this dedicated service, the District recognizes employees as they reach milestone anniversaries of employment. Active employees become eligible for this award in the year in which they complete 5, 10, 15, 20, 25, 30, and every five years of service thereafter.

Retirement Award: In appreciation of this dedicated service, the District recognizes employees as they retire. Retirement recognition awards are given upon retirement after completion of 20 years of employment without a break in service.

Eligibility:

Performance Award Categories:

In order for employees to be eligible for the Performance Award Category, they must have successfully completed probation, must be on active service, and not have had a formal disciplinary action within the preceding 12 months of the award date.

Special Achievement Award Categories:

In order for employees to be eligible for the Special Achievement Category, they must have successfully completed probation and must be on active service.

Procedures: Human Resources (HR) oversees the administration of the Employee Recognition and Awards Program. Awards will be presented by the supervisor and the General Manager. The General Manager may arrange for a special award presentation. Awards will be documented and placed in the awarded employee's personnel file.

Performance Award Categories:

1. Based on guidance provided by HR, the supervisor may recommend a performance award to recognize the truly significant contribution of an employee.
2. Award types may be non-monetary recognition (i.e., certificate, trophy, paid time off, etc.) or monetary recognition (i.e., cash award, step increase, etc.).
3. The supervisor must complete the award recommendation form and submit it to HR.
4. Completed forms will be submitted by HR to the General Manager for final approval.

Special Achievement Award Categories:

1. Special achievement awards will be presented during a District-wide meeting or event closest to the date of achievement.
2. The supervisor must complete the award recommendation form and submit it to HR.
3. Completed forms will be submitted by HR to the General Manager for final approval.
4. HR will coordinate the gift, trophy, and/or certificate in recognition of the employee's special achievement.