



PO Box 675 • 61750 Chollita Road • Joshua Tree CA 92252  
 Phone (760) 366-8438 • Fax (760) 366-9528 • [www.jbwd.com](http://www.jbwd.com)  
 An Equal Opportunity Provider

**JOSHUA BASIN WATER DISTRICT  
 REGULAR MEETING OF THE BOARD OF DIRECTORS  
 WEDNESDAY JULY 3, 2013 7:00 PM  
 61750 CHOLLITA ROAD, JOSHUA TREE CALIFORNIA 92252  
 AGENDA**

- |           |   |
|-----------|---|
| Pg. 1-8   | 1. CALL TO ORDER  |
| Pg. 9-11  | 2. PLEDGE OF ALLEGIANCE   |
|           | 3. DETERMINATION OF QUORUM  |
|           | 4. APPROVAL OF AGENDA   |
|           | 5. PUBLIC COMMENT: At this time, any member of the public may address the Board on matters within the Board's jurisdiction that are <u>not</u> listed on the agenda. Please use the podium microphone. The Board may not discuss at length or take action on items not on the agenda.<br>During either "Public Comment" Item, please use the podium microphone. State your name and have your information prepared and be ready to provide your comments to the Board. The District is interested and appreciates your comments. A 3-minute time limit may be imposed. Thank you. |
|           | 6. CONSENT CALENDAR: Items on the Consent Calendar are considered routine in nature and will be adopted in total by one action of the Board of Directors unless any Board Member or any individual or organization interested in one or more consent calendar items wishes to be heard.   |
| Pg. 12-16 | A. Approve May 2013 Financial Report<br>B. Approve Draft Minutes of the June 19, 2013 Regular Board Meeting   |
| Pg. 17-22 | 7. WATER BILL ADJUSTMENT FOR CUSTOMER – MICHAEL PEREZ<br>Recommend that the Board uphold policy and deny adjustment.  |
| Pg. 23    | 8. STRATEGIC PLAN UPDATE<br>Recommend that the Board receive report and authorize changes.  |
|           | 9. DISCUSS PROPOSED PROJECTS TO BE SUBMITTED FOR THE UPDATED MOJAVE WATER AGENCY INTEGRATED REGIONAL WATER MANAGEMENT PLAN<br>Recommend that the Board discuss and/or make decision about proposed projects, due by August 1.   |

10. DISCUSS GENERAL MANAGER RECRUITMENT INCLUDING PROCESS AND JOB REQUIREMENTS  
Recommend that the Board approve recruitment plan and develop job description based on requirements established by the Board.
11. COMMITTEE REPORTS:
  - A. PUBLIC INFORMATION COMMITTEE: President Luckman and Director Fuller, Kathleen Radnich, Public Outreach Consultant to report.
  - B. RECHARGE BASIN AND PIPELINE PROJECT: Vice President Coate and Director Fuller
  - C. HOSPITAL WASTEWATER PROJECT: President Luckman and Vice President Coate
  - D. TANK RESTORATION PROJECT: Director Wilson and Vice President Coate
  - E. RULES AND REGULATIONS COMMITTEE: Director Fuller and Vice President Coate
  - F. ADMINISTRATION CODE UPDATE PROJECT: Director Fuller and President Luckman
  - G. AD HOC GENERAL MANAGER SEARCH: Director Reynolds and President Luckman
12. PUBLIC COMMENT  
At this time, any member of the public may address the Board on matters within the Board's jurisdiction that are not listed on the agenda. Please use the podium microphone. The Board may not discuss at length or take action on items not on the agenda.
13. GENERAL MANAGER REPORT
14. DIRECTORS COMMENTS/REPORTS
15. DISTRICT GENERAL COUNSEL REPORT
16. FUTURE AGENDA ITEMS
17. ADJOURNMENT

#### INFORMATION

The public is invited to comment on any item on the agenda during discussion of that item.

Any person with a disability who requires accommodation in order to participate in this meeting should telephone Joshua Basin Water District at (760) 366-8438, at least 48 hours prior to the meeting in order to make a request for 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.

***This meeting is scheduled to be broadcast on Time Warner Cable Channel 10 on July 10 at 7:00 pm and July 17 at 7:00 pm. DVD recordings of Joshua Basin Water District Board meetings are available at the District office and at the Joshua Tree Library.***

	BEGINNING BALANCE	TOTAL DEBITS	TOTAL CREDITS	ENDING BALANCE	AVERAGE DAILY BALANCE
GENERAL FUND					
01 -11100	PETTY CASH FUND	600.00	0.00	0.00	600.00
01 -11110	CHANGE FUND	1,500.00	0.00	0.00	1,500.00
01 -11200	GENERAL FUND-U S	501,967.06	1,136,672.06	1,570,211.57CR	68,427.55
01 -11210	PAYROLL FUND - U	5,000.00	210,213.30	210,213.30CR	261,156.28
01 -11220	CREDIT CARD FUND	55,278.42	66,085.06	56,275.61CR	12,147.84
01 -11300	LAIF - INVESTMEN	14,038.72	744,932.62	758,971.34CR	48,764.51
01 -11305	LAIF - EMERGENCY	1,000,000.00	0.00	0.00	0.00
01 -11306	LAIF - EQUIP & T	362,778.70	0.00	971.36CR	1,000,000.00
01 -11307	LAIF - OPPORTUNI	1,341,270.30	589,697.39	545,949.29CR	361,807.34
01 -11308	LAIF - WELL & BO	50,000.00	0.00	0.00	1,383,422.09
01 -11309	LAIF - CONSUMER	247,989.90	1,250.00	2,739.92CR	50,000.00
01 -11310	LAIF - WATER CAP	24,834.82CR	44,000.00	0.00	246,499.98
01 -11313	LAIF - SEWER CAP	288,144.66	0.00	0.00	247,941.84
01 -11315	LAIF - CAPITAL P	0.00	0.00	0.00	23,415.47CR
01 -11320	LAIF- CMM REDEMP	350,547.93	9,818.60	0.00	288,144.66
01 -11325	LAIF - CMM RESER	244,355.22	0.00	0.00	0.00
01 -11330	LAIF - CMM PREPA	2,980.43	0.00	0.00	355,565.76
01 -11338	LAIF - HI DESERT	1,447,671.71	0.00	406,066.70CR	244,355.22
	FUND 01 TOTAL	5,889,288.23	2,802,669.03	3,551,399.09CR	2,980.43
	REPORT TOTALS	5,889,288.23	2,802,669.03	3,551,399.09CR	2,980.43



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**Cash Flow**  
**May 31, 2013**

Beginning Cash		5,889,288.23
<b>SOURCE OF FUNDS:</b>		
Water A/R Collections	235,823.67	
Turn On/Misc	3,829.54	
Consumer Deposits	7,800.00	
Project Deposits	0.00	
Property Taxes G.D.	8,540.67	
ID #2 Tax Collections	17,214.58	
Standby Collections - Prior	13,984.97	
Standby Collections - Current	25,640.60	
CMM Assessment Collections	9,818.60	
Water Capacity Charges	44,000.00	
Sewer Capacity Charges	0.00	
Meter Installation Fees	4,500.00	
Interest	0.00	
	<b>TOTAL SOURCE OF FUNDS</b>	<b>371,152.63</b>
<b>FUNDS USED:</b>		
Debt Service	0.00	
Capital Additions	846,452.74	
Operating Expenses	141,003.53	
<b>Employee</b> Funded Payroll Taxes & CalPERS	36,503.55	
<b>Employer</b> Funded Payroll Taxes & CalPERS	19,188.11	
<b>Employee</b> Funded 457 Transfer	1,695.39	1,044,843.32
Bank Transfer Payroll	73,199.08	
Bank Transfer Fees/Charges	1,840.29	75,039.37
	<b>TOTAL USE OF FUNDS</b>	<b>1,119,882.69</b>
Net Increase (Decrease)		<u>(748,730.06)</u>
Cash Balance at End of Period		<u><u>5,140,558.17</u></u>

JOSHUA BASIN WATER DISTRICT  
 BOARD REPORT  
 AS OF: MAY 31ST, 2013

01 -GENERAL FUND  
 FINANCIAL SUMMARY

% OF YEAR COMPLETED: 91.67

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
REVENUES	<u>4,706,850</u>	<u>1,000,099.37</u>	<u>6,471,258.78</u>	<u>0.00</u>	<u>( 1,764,409.22)</u>	<u>137.49</u>
TOTAL REVENUES	4,706,850	1,000,099.37	6,471,258.78	0.00	( 1,764,409.22)	137.49
<u>EXPENSE SUMMARY</u>						
Production	1,119,467	60,581.89	741,585.71	0.00	377,881.30	66.24
Distribution	653,613	53,877.83	532,378.13	0.00	121,235.17	81.45
Customer Service	532,011	50,182.95	509,524.44	0.00	22,486.59	95.77
Administration	558,732	38,701.39	456,052.24	0.00	102,680.02	81.62
Engineering	194,735	18,504.15	170,225.74	0.00	24,509.65	87.41
Finance	436,118	29,648.68	371,776.72	0.00	64,340.90	85.25
Personnel	140,850	18,182.59	87,252.43	0.00	53,597.07	61.95
Legal	104,000	6,457.85	96,516.57	0.00	7,483.43	92.80
Bonds & Loans	595,491	64.19	369,541.14	0.00	225,949.37	62.06
Benefits Allocated	( 0)	0.00	0.00	0.00	( 0.01)	0.00
Field Allocated	0	0.00	0.00	0.00	0.00	0.00
Office allocated	( 1)	0.00	0.00	0.00	( 0.63)	0.00
Non-departmental	<u>184,828</u>	<u>316,340.00</u>	<u>( 186,269.00)</u>	<u>0.00</u>	<u>371,097.26</u>	<u>100.78</u>
TOTAL EXPENSES	4,519,844	592,541.52	3,148,584.12	0.00	1,371,260.12	69.66
REVENUE OVER/(UNDER) EXPENSES	187,005	407,557.85	3,322,674.66	0.00	( 3,135,669.34)	1,776.78

01 -GENERAL FUND

% OF YEAR COMPLETED: 91.67

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
01-41010 METERED WATER SALES	1,426,599	105,560.19	1,257,188.01	0.00	169,410.99	88.12
01-41012 ALLOW FOR WAAP/BILLING ADJ	0	0.00	( 1,831.00)	0.00	1,831.00	0.00
01-41015 BASIC FEES	1,323,623	113,072.04	1,234,620.04	0.00	89,002.52	93.28
01-41030 PRIVATE FIRE PROTECTION SERV.	19,544	1,628.64	17,915.04	0.00	1,628.96	91.67
01-41040 SPECIAL SERVICES REVENUE	112,337	8,580.06	92,043.40	0.00	20,293.60	81.94
01-42100 STANDBY REVENUE-CURRENT	1,165,554	0.00	1,151,524.48	0.00	14,029.52	98.80
01-42110 STANDBY-UNCOLLECTED CURRENT	( 129,483)	316,340.00	( 186,269.00)	0.00	56,786.00	143.86
01-42341 PRIOR YR REFUNDED REVENUE	0	0.00	0.00	0.00	0.00	0.00
01-43000 PROPERTY TAX - G.D.	396,283	0.00	390,640.00	0.00	5,643.00	98.58
01-43010 AD VALOREM REVENUE - I.D. #2	121,500	0.00	124,314.11	0.00	( 2,814.11)	102.32
01-43020 ASSESSMENT REVENUE - CMM	255,801	0.00	255,779.73	0.00	21.27	99.99
01-43030 BOND CALL REVENUE - CMM	0	0.00	0.00	0.00	0.00	0.00
01-44000 CONNECTION FEES-HYDRANT,ML EXT	0	0.00	0.00	0.00	0.00	0.00
01-44001 MAINLINE REIMBURSEMENT FEES	0	0.00	0.00	0.00	0.00	0.00
01-44010 WATER CAPACITY CHARGES	0	44,000.00	118,102.00	0.00	( 118,102.00)	0.00
01-44020 PLAN CHECK/INSPECTION FEES	0	0.00	0.00	0.00	0.00	0.00
01-44025 H ZONE ML REIMB FEES	0	0.00	0.00	0.00	0.00	0.00
01-44030 METER INSTALLATION FEES	0	4,500.00	21,215.00	0.00	( 21,215.00)	0.00
01-44035 METER REPAIR REVENUE	0	0.00	2,000.00	0.00	( 2,000.00)	0.00
01-44050 SEWER CAPACITY CHARGES	0	0.00	99,802.00	0.00	( 99,802.00)	0.00
01-45000 INTEREST REVENUE - G.D.	13,559	0.00	11,927.64	0.00	1,631.36	87.97
01-46100 GRANT REVENUE - FEDERAL	0	0.00	0.00	0.00	0.00	0.00
01-46110 GRANT REVENUE - STATE	0	0.00	0.00	0.00	0.00	0.00
01-46120 GRANT REVENUE - LOCAL (HDMC)	0	406,066.70	1,422,392.50	0.00	( 1,422,392.50)	0.00
01-46200 CAPITAL CONTRIBUTIONS	0	0.00	423,952.18	0.00	( 423,952.18)	0.00
01-47000 MISCELLANEOUS REVENUE	1,533	351.74	35,942.65	0.00	( 34,409.65)	2,344.60
01-47010 GAIN/LOSS ON SALE OF ASSETS	0	0.00	0.00	0.00	0.00	0.00
01-47020 CHANGE IN MARKET VALUE	0	0.00	0.00	0.00	0.00	0.00
<b>TOTAL REVENUE</b>	<b>4,706,850</b>	<b>1,000,099.37</b>	<b>6,471,258.78</b>	<b>0.00</b>	<b>( 1,764,409.22)</b>	<b>137.49</b>

01 -GENERAL FUND

% OF YEAR COMPLETED: 91.67

EXPENSES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>Production</u>						
01-501-01115 PRODUCTION SALARY	220,935	15,893.68	181,153.91	0.00	39,781.09	81.99
01-501-02205 WATER TREATMENT EXPENSE	14,400	1,215.32	10,921.02	0.00	3,478.98	75.84
01-501-03105 SOURCE OF SUPPLY/WELL MAIN	0	0.00	0.00	0.00	0.00	0.00
01-501-03110 CROSS CONNECTION CONTROL E	0	0.00	0.00	0.00	0.00	0.00
01-501-03115 PUMPING PLANT REPAIR & MAI	66,500	1,718.55	47,146.51	0.00	19,353.49	70.90
01-501-03120 TANK & RESERVOIR MAINTENAN	200,000	410.00	9,297.89	0.00	190,702.11	4.65
01-501-04005 LABORATORY SERVICES	9,500	699.00	8,096.00	0.00	1,404.00	85.22
01-501-06105 POWER FOR PUMPING (ELECTRI	310,689	11,936.31	213,280.70	0.00	97,408.30	68.65
01-501-07005 PROPERTY INSURANCE	95,000	8,661.25	92,601.18	0.00	2,398.82	97.47
01-501-98001 EE BENEFITS ALLOCATED	104,421	7,176.64	89,152.75	0.00	15,268.21	85.38
01-501-98002 FIELD EXPENSES ALLOCATED	98,022	12,871.14	84,935.75	0.00	13,086.30	86.65
01-601-99200 AUTOMATIC CONTROLS	0	0.00	0.00	0.00	0.00	0.00
01-601-99205 BOOSTER/PUMP STATIONS	0	0.00	0.00	0.00	0.00	0.00
01-601-99220 MONITOR WELLS	0	0.00	0.00	0.00	0.00	0.00
01-601-99230 PRODUCTION WELLS	0	0.00	0.00	0.00	0.00	0.00
01-601-99240 PUMPING PLANT	0	0.00	0.00	0.00	0.00	0.00
01-601-99250 SOURCE OF SUPPLY	0	0.00	0.00	0.00	0.00	0.00
01-601-99260 WATER SAMPLING STATIONS	0	0.00	0.00	0.00	0.00	0.00
01-601-99270 WATER SEEPAGE PITS	0	0.00	0.00	0.00	0.00	0.00
01-601-99280 TANKS & RESERVOIRS	0	0.00	0.00	0.00	0.00	0.00
01-601-99450 SHOP TOOLS & EQUIPMENT - P	0	0.00	0.00	0.00	0.00	0.00
01-601-99510 LARGE EQUIPMENT - PROD	0	0.00	0.00	0.00	0.00	0.00
01-601-99550 AUTOMOTIVE - PRODUCTION	0	0.00	0.00	0.00	0.00	0.00
01-601-99600 GROUND WATER SURVEY	0	0.00	0.00	0.00	0.00	0.00
01-601-99610 URBAN GROUND WATER MNGT	0	0.00	0.00	0.00	0.00	0.00
01-601-99750 SOFTWARE & COMPUTERS- PRODUC	0	0.00	5,000.00	0.00	(5,000.00)	0.00
TOTAL Production	1,119,467	60,581.89	741,585.71	0.00	377,881.30	66.24
<u>Distribution</u>						
01-502-01130 DISTRIBUTION SALARY	350,681	29,110.73	250,014.48	0.00	100,666.77	71.29
01-502-02920 INVENTORY-OVER & SHORT	2,000	0.00	4,088.53	0.00	(2,088.53)	204.43
01-502-03105 MAINLINE AND LEAK REPAIR	67,971	3,966.81	71,929.79	0.00	(3,958.79)	105.82
01-502-03110 EQUIPMENT RENTAL	2,933	454.36	3,382.87	0.00	(449.87)	115.34
01-502-03130 CROSS CONNECTION CONTROL E	1,100	0.00	0.00	0.00	1,100.00	0.00
01-502-04005 UTILITY LOCATING (DIG ALER	9,668	703.79	10,991.53	0.00	(1,323.53)	113.69
01-502-98001 EE BENEFITS ALLOCATED	146,189	10,047.29	124,813.95	0.00	21,374.79	85.38
01-502-98002 FIELD EXPENSES ALLOCATED	73,071	9,594.85	63,315.75	0.00	9,755.56	86.65
01-602-99210 MAINLINES & FIRE HYDRANTS	0	0.00	1,600.00	0.00	(1,600.00)	0.00
01-602-99220 METERS	0	0.00	0.00	0.00	0.00	0.00
01-602-99450 SHOP TOOLS & EQUIPMNT - DI	0	0.00	0.00	0.00	0.00	0.00
01-602-99550 AUTOMOTIVE - DISTRIBUTION	0	0.00	1,600.11	0.00	(1,600.11)	0.00
01-602-99580 LARGE EQUIPMENT - DISTRIBU	0	0.00	641.12	0.00	(641.12)	0.00
TOTAL Distribution	653,613	53,877.83	532,378.13	0.00	121,235.17	81.45
<u>Customer Service</u>						
01-503-01105 FIELD SALRY - CUSTOMER SER	22,481	2,065.26	23,023.92	0.00	(542.92)	102.42
01-503-01110 OFFICE SALARY - CUSTOMER S	33,948	2,347.28	31,231.03	0.00	2,717.22	92.00

01 -GENERAL FUND

% OF YEAR COMPLETED: 91.67

EXPENSES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
01-503-03100 METER INSTALLATION EXPENSE	0	0.00	4,113.87	0.00 (	4,113.87)	0.00
01-503-03105 METER SERVICE REPAIR	43,447	8,053.10	84,052.92	0.00 (	40,605.92)	193.46
01-503-04005 PLAN CHECK/INSPECTION	0	0.00	3.34	0.00 (	3.34)	0.00
01-503-07005 CREDIT CARD FEES (CUSTOMER	17,000	1,087.14	17,963.61	0.00 (	963.61)	105.67
01-503-07010 BAD DEBT	25,000 (	198.80) (	205.70)	0.00	25,205.70	0.82-
01-503-07015 PUBLIC INFORMATION	48,650	5,555.79	41,294.70	0.00	7,355.30	84.88
01-503-07020 WATER CONSERVATION EXPENSE	45,000	5,139.70	35,291.22	0.00	9,708.78	78.42
01-503-98001 EE BENEFITS ALLOCATED	118,344	8,133.52	101,039.78	0.00	17,304.11	85.38
01-503-98002 FIELD EXPENSES ALLOCATED	6,966	936.09	6,177.15	0.00	788.49	88.68
01-503-98003 OFFICE EXPENSE ALLOCATED	171,175	17,063.87	165,538.60	0.00	5,636.65	96.71
01-603-99400 METER READING EQUIPMENT	0	0.00	0.00	0.00	0.00	0.00
TOTAL Customer Service	532,011	50,182.95	509,524.44	0.00	22,486.59	95.77
<u>Administration</u>						
01-504-01105 ADMINISTRATION SALARY	227,330	16,798.12	184,917.07	0.00	42,412.93	81.34
01-504-01115 DIRECTORS SALARY	29,170	3,125.34	26,044.50	0.00	3,125.34	89.29
01-504-01210 DIRECTORS / C.A.C. EDUCATI	9,500	642.19	7,605.87	0.00	1,894.13	80.06
01-504-04005 LEGISLATIVE ADVOCACY	45,600	1,750.00	21,000.00	0.00	24,600.00	46.05
01-504-07005 BUSINESS EXPENSE	20,550	786.78	26,450.73	0.00 (	5,900.73)	128.71
01-504-07015 OUTSIDE SERVICES	33,812	2,719.43	28,064.42	0.00	5,747.58	83.00
01-504-07016 MEMBERSHIP, DUES & SUBSCRI	22,420	208.16	13,001.39	0.00	9,418.61	57.99
01-504-98001 EE BENEFITS ALLOCATED	139,227	9,568.85	118,870.35	0.00	20,356.93	85.38
01-504-98003 OFFICE EXPENSE ALLOCATED	31,123	3,102.52	30,097.91	0.00	1,025.23	96.71
01-604-99100 LAND & EASEMENT	0	0.00	0.00	0.00	0.00	0.00
01-604-99300 BUILDINGS	0	0.00	0.00	0.00	0.00	0.00
01-604-99320 DEMO GARDEN	0	0.00	0.00	0.00	0.00	0.00
01-604-99450 OFFICE FURNITURE & EQUIPME	0	0.00	0.00	0.00	0.00	0.00
01-604-99600 STRATEGIC PLAN DEV	0	0.00	0.00	0.00	0.00	0.00
01-604-99610 VULNERABILITY ASSESSMENT	0	0.00	0.00	0.00	0.00	0.00
01-604-99620 WASTE WATER FEASIBILITY ST	0	0.00	0.00	0.00	0.00	0.00
01-604-99630 WATER AVAILABILITY EVALUAT	0	0.00	0.00	0.00	0.00	0.00
01-604-99640 DEMOGRAPHIC SURVEY	0	0.00	0.00	0.00	0.00	0.00
01-604-99650 GROUND WATER MONITORING PL	0	0.00	0.00	0.00	0.00	0.00
01-604-99660 RATE STUDIES	0	0.00	0.00	0.00	0.00	0.00
01-604-99900 WASTEWATER SYSTEM & STARTU	0	0.00	0.00	0.00	0.00	0.00
TOTAL Administration	558,732	38,701.39	456,052.24	0.00	102,680.02	81.62
<u>Engineering</u>						
01-505-01105 ENGINEERING/GIS/IT SALARY	83,433	8,331.28	75,888.15	0.00	7,544.85	90.96
01-505-02305 MAPS/DRAFTING SUPPLIES	1,950	0.00	2,038.50	0.00 (	88.50)	104.54
01-505-04005 ENGINEERING CONTRACT SERVI	25,000	3,440.00	20,315.31	0.00	4,684.69	81.26
01-505-04010 MAPPING SYSTEM UPGRADES	4,500	281.25	281.25	0.00	4,218.75	6.25
01-505-98001 EE BENEFITS ALLOCATED	48,729	3,349.10	41,604.62	0.00	7,124.63	85.38
01-505-98003 OFFICE EXPENSE ALLOCATED	31,123	3,102.52	30,097.91	0.00	1,025.23	96.71
01-605-99400 ENGINEERING EQUIPMENT	0	0.00	0.00	0.00	0.00	0.00
01-605-99410 MAPPING SYSTEM	0	0.00	0.00	0.00	0.00	0.00
01-605-99600 WATER MASTER PLAN	0	0.00	0.00	0.00	0.00	0.00
01-605-99700 WATER MODEL ASSESSMENT H2O	0	0.00	0.00	0.00	0.00	0.00
01-605-99750 SOFTWARE & COMPUTERS	0	0.00	0.00	0.00	0.00	0.00
TOTAL Engineering	194,735	18,504.15	170,225.74	0.00	24,509.65	87.41



01 -GENERAL FUND

% OF YEAR COMPLETED: 91.67

EXPENSES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>Finance</u>						
01-506-01100 FINANCE SALARY	224,985	14,831.67	184,997.53	0.00	39,987.47	82.23
01-506-04005 ACCOUNTING SERVICES	23,582	0.00	19,600.00	0.00	3,982.00	83.11
01-506-98001 EE BENEFITS ALLOCATED	125,305	8,611.97	106,983.32	0.00	18,322.03	85.38
01-506-98003 OFFICE EXPENSE ALLOCATED	62,245	6,205.04	60,195.87	0.00	2,049.40	96.71
TOTAL Finance	436,118	29,648.68	371,776.72	0.00	64,340.90	85.25
<u>Personnel</u>						
01-507-01100 PERSONNEL SALARY	40,111	439.64	23,262.22	0.00	16,848.78	57.99
01-507-01120 SAFETY SALARY	9,382	0.00	5,230.00	0.00	4,152.00	55.75
01-507-01215 TRAINING & EE EDUCATION	20,573	0.00	6,366.43	0.00	14,206.57	30.95
01-507-01905 EMPLOYMENT RECRUITING EXPE	2,800	355.00	2,936.05	0.00	(136.05)	104.86
01-507-01910 LABOR LEGAL FEES	30,000	14,879.80	19,241.80	0.00	10,758.20	64.14
01-507-07010 EMERGENCY PREPAREDNESS	8,500	0.00	3,279.91	0.00	5,220.09	38.59
01-507-98001 EE BENEFITS ALLOCATED	13,923	956.89	11,887.05	0.00	2,035.88	85.38
01-507-98003 OFFICE EXPENSE ALLOCATED	15,561	1,551.26	15,048.97	0.00	511.60	96.71
01-607-99600 PERSONNEL MANUAL/CLASS STU	0	0.00	0.00	0.00	0.00	0.00
TOTAL Personnel	140,850	18,182.59	87,252.43	0.00	53,597.07	61.95
<u>Legal</u>						
01-508-04000 LEGAL SERVICES	104,000	6,457.85	96,516.57	0.00	7,483.43	92.80
TOTAL Legal	104,000	6,457.85	96,516.57	0.00	7,483.43	92.80
<u>Bonds &amp; Loans</u>						
01-509-08110 I.D. #2 BONDS PYBLE-PRINCP	105,000	0.00	105,000.00	0.00	0.00	100.00
01-509-08115 CMM PRINCIPAL	85,000	0.00	85,000.00	0.00	0.00	100.00
01-509-08120 MORONGO BASIN PIPELINE	219,797	0.00	0.00	0.00	219,797.01	0.00
01-509-08210 INTEREST EXPENSE I.D. #2	16,500	0.00	12,928.96	0.00	3,571.04	78.36
01-509-08215 INTEREST EXPENSE - CMM	157,568	0.00	157,542.20	0.00	25.30	99.98
01-509-08220 INTEREST EXPENSE-UTILITY S	0	0.00	0.00	0.00	0.00	0.00
01-509-08315 ID #2 BONDS COLLECTION CHA	330	21.10	331.18	0.00	(1.18)	100.36
01-509-08320 GENERAL TAX COLLECTION CHA	1,296	43.09	963.65	0.00	332.35	74.36
01-509-08325 ADMINISTRATION - CMM	10,000	0.00	7,512.15	0.00	2,487.85	75.12
01-509-09205 MISC NON-OP EXPENSE	0	0.00	263.00	0.00	(263.00)	0.00
TOTAL Bonds & Loans	595,491	64.19	369,541.14	0.00	225,949.37	62.06
<u>Benefits Allocated</u>						
01-551-01210 COMPENSATED LEAVE	193,458	13,496.05	178,927.18	0.00	14,530.82	92.49
01-551-01215 CAFETERIA PLAN EXPENSE	198,240	14,309.36	154,108.94	0.00	44,131.06	77.74
01-551-01220 GROUP INSURANCE EXPENSE	10,359	60.21	8,243.14	0.00	2,115.86	79.57
01-551-01225 WORKERS COMPENSATION INSUR	26,066	0.00	19,621.71	0.00	6,444.29	75.28
01-551-01230 RETIREMENT: PERS Classic 2	149,964	10,291.20	120,466.44	0.00	29,497.95	80.33
01-551-01231 RETIREMENT: PERS Tier 2 2%	0	91.90	91.90	0.00	(91.90)	0.00
01-551-01232 RETIREMENT - TEMP	0	258.42	3,201.19	0.00	(3,201.19)	0.00
01-551-01233 RETIREMENT - 457 CONTRIBUT	0	41.00	223.00	0.00	(223.00)	0.00
01-551-01240 UNIFORMS	6,770	299.53	5,793.22	0.00	976.78	85.57
01-551-01245 ALLOWANCE AND ADJUSTMENTS	0	0.00	0.00	0.00	0.00	0.00
01-551-01305 PAYROLL TAXES	111,281	8,996.59	103,675.10	0.00	7,605.90	93.17
01-551-98000 ALLOCATED EXPENSES	(696,138)	(47,844.26)	(594,351.82)	0.00	(101,786.58)	85.38
TOTAL Benefits Allocated	(0)	0.00	0.00	0.00	(0.01)	0.00

01 -GENERAL FUND

% OF YEAR COMPLETED: 91.67

EXPENSES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>Field Allocated</u>						
01-552-02205 SHOP EXPENSE - COMBINED	28,198	4,975.95	26,453.19	0.00	1,744.81	93.81
01-552-02210 SMALL TOOLS EXPENSE - COMB	10,985	3,162.29	12,063.01	0.00 (	1,078.01)	109.81
01-552-02215 SAFETY EXPENSE	5,100	220.04	2,317.05	0.00	2,782.95	45.43
01-552-03205 TRACTOR/TOOL REPAIR	10,207	305.28	6,371.22	0.00	3,835.78	62.42
01-552-03905 BUILD'G REPAIR/MAINT-SHOP/	24,337	1,724.64	20,559.69	0.00	3,777.31	84.48
01-552-05005 FUEL-VEHICLES	39,500	3,055.58	32,366.70	0.00	7,133.30	81.94
01-552-05010 AUTO EXPENSE	26,600	8,520.95	26,050.80	0.00	549.20	97.94
01-552-05015 EQUIPMENT CLEARING ACCOUNT	0	0.00	0.00	0.00	0.00	0.00
01-552-06305 COMMUNICATIONS	15,000	1,367.35	13,238.82	0.00	1,761.18	88.26
01-552-07005 REGULATORY, PERMITS, ETC	13,200	70.00	9,672.74	0.00	3,527.26	73.28
01-552-07010 OVERHEAD 17 (OTHER-90/538	4,078	0.00	4,078.08	0.00 (	0.08)	100.00
01-552-07015 OVERHEAD 16 (LABOR-80/5390	1,257	0.00	1,257.35	0.00 (	0.35)	100.03
01-552-98000 ALLOCATED EXPENSES	( 178,462)	( 23,402.08)	( 154,428.65)	0.00 (	24,033.35)	86.53
TOTAL Field Allocated	0	0.00	0.00	0.00	0.00	0.00
<u>Office allocated</u>						
01-553-01405 TEMPORARY LABOR FEES	90,016	10,526.77	108,567.84	0.00 (	18,551.94)	120.61
01-553-02105 OFFICE SUPPLIES & EQUIPMEN	44,865	2,641.91	31,083.45	0.00	13,781.51	69.28
01-553-02110 POSTAGE	23,200	878.77	18,770.51	0.00	4,429.49	80.91
01-553-03905 BUILDING REPAIR/MAINT - OF	17,200	928.95	19,219.76	0.00 (	2,019.76)	111.74
01-553-04015 COMPUTER SUPPORT & LICENSE	99,146	11,480.02	82,469.86	0.00	16,676.02	83.18
01-553-06205 TELEPHONE AND UTILITIES	36,800	4,568.79	40,867.84	0.00 (	4,067.84)	111.05
01-553-98000 ALLOCATED EXPENSES	( 311,227)	( 31,025.21)	( 300,979.26)	0.00 (	10,248.11)	96.71
TOTAL Office allocated	( 1)	0.00	0.00	0.00 (	0.63)	0.00
<u>Non-departmental</u>						
01-599-00100 EQUIPMENT & TECH RESERVE	82,278	0.00	0.00	0.00	82,278.05	0.00
01-599-00200 WELL/BOOSTER RESERVE	50,000	0.00	0.00	0.00	50,000.00	0.00
01-599-00300 OPERATIONAL RESERVE & COLA	49,214	0.00	0.00	0.00	49,214.00	0.00
01-599-00400 BUDGET CLEARING	3,336	0.00	0.00	0.00	3,336.21	0.00
01-599-08999 UNCOLLECTABLE STANDBYS	0	316,340.00	( 186,269.00)	0.00	186,269.00	0.00
TOTAL Non-departmental	184,828	316,340.00	( 186,269.00)	0.00	371,097.26	100.78-
TOTAL EXPENSES	4,519,844	592,541.52	3,148,584.12	0.00	1,371,260.12	69.66
REVENUE OVER/(UNDER) EXPENSES	187,005	407,557.85	3,322,674.66	0.00 (	3,135,669.34)	1,776.78

JOSHUA BASIN WATER DISTRICT  
Minutes of the  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
June 19, 2013

1. CALL TO ORDER: 7:00 PM

2. PLEDGE OF ALLEGIANCE

3. DETERMINATION OF QUORUM:

Frank Coate	Present
Victoria Fuller	Present
Mickey Luckman	Present
Mike Reynolds	Present
Gary Wilson	Present

STAFF PRESENT:

Susan Greer, Acting General Manager  
Marie Salsberry, HR Manager/Administrative Specialist  
Keith Faul, GIS Coordinator

CONSULTANTS PRESENT:

Gil Granito, District Counsel  
Justin Scheidel, Engineer  
Kathleen Radnich, Public Outreach Consultant

GUESTS 10

4. APPROVAL OF AGENDA

MSC Fuller/Reynolds 5/0 to approve the agenda for the June 19, 2013 Regular Meeting of the Board of Directors.

5. PUBLIC COMMENT

Karl Wyne of Joshua Tree commented opposing the cost for Board members' compensation and training.

6. CONSENT CALENDAR

Director Wilson requested that Item B of the Consent Calendar be pulled for discussion.

MSC Reynolds/Coate 5/0 to approve the minutes of the June 5, 2013 Regular Meeting of the Board of Directors.

Director Wilson asked Acting General Manager Susan Greer about several expenses listed on the May check audit report. After discussion the Board took the following action:

MSC Reynolds/Fuller 5/0 to approve the Check Audit Report for May 2013.

7. DISCUSS UPDATE OF THE MOJAVE WATER AGENCY INTEGRATED REGIONAL WATER MANAGEMENT PLAN, INCLUDING PROPOSED BOUNDARY CHANGE AND PROJECTS

AGM Greer reported on the proposed changes to the boundary of the planning area. Lance Eckhart of Mojave Water Agency was available via teleconference to answer questions from the Board and staff. The Board discussed the relative potential merits of having other communities included in the Mojave Water Agency Integrated Regional Water Management Plan (MWA IRWMP) and took the following actions:

MSC Fuller/Coate 4/1 to approve the Mojave Water Agency Integrated Regional Water Management Plan proposed Mojave Region Boundary Expansion to include the Wrightwood Area, Upper Mojave River Watershed Area, Lower Mojave River Watershed – Afton area and the Twentynine Palms area.

Coate	Aye
Fuller	Aye
Luckman	Aye
Reynolds	Aye
Wilson	No

MSC Fuller/Coate 4/1 to table discussion about proposed projects related to the IRWMP until the next Board meeting.

Coate	Aye
Fuller	Aye
Luckman	Aye
Reynolds	Aye
Wilson	No

8. AMEND RULES & REGULATIONS TO ELIMINATE REMOTE METER FRONT FOOTAGE PAYMENT PLAN

AGM Greer presented the staff report recommending that the District Rules and Regulations be amended to eliminate the remote meter front footage payment plan.

MSC Coate/Fuller 4/1 to adopt Resolution #13-907 Amending the Rules and Regulations, Resolution 97-572, as amended, to Eliminate the Remote Meter Front Footage Payment Plan.

Coate	Aye
Fuller	Aye
Luckman	Aye
Reynolds	No
Wilson	Aye

9. COMMITTEE REPORTS

- A. PUBLIC INFORMATION COMMITTEE: President Luckman and Director Fuller: Justin Scheidel of Dudek & Associates reported on the progress of the recharge pipeline project construction. The project is nearing completion; some Joshua Trees were relocated, and the area disturbed by construction will be hydro-seeded in the fall to revegetate. Kathleen Radnich, Public Outreach Consultant reported on the District's new website, noting that it includes more information for customers than the former site. She reported that in October representatives from the United States Geological Survey will give a presentation on the local aquifers.
- B. HOSPITAL WASTEWATER PROJECT: President Luckman and Vice President Coate: Vice President Coate reported that the committee met with District Engineer Mike Metts and began discussion of the facilities management; whether to have the facility operations staffed "in-house" or contracted out.
- C. ADMINISTRATION CODE UPDATE PROJECT: Director Fuller and President Luckman: Director Fuller reported that review is continuing for updates to the Rules and Regulations.
- D. AD HOC GENERAL MANAGER SEARCH: President Luckman and Director Reynolds: President Luckman reported that the committee has been collecting information and will bring a recommendation to the Board at the next Board meeting.

President Luckman reconstituted the Ad Hoc Tank Restoration committee of Vice President Coate and Director Wilson.

10. PUBLIC COMMENT

A Joshua Tree resident commented with concerns about the cost to purchase imported water once the recharge

project is finished.

AGM Greer stated that these costs will be addressed through the upcoming rate and fee study and the District's budget process.

#### 11. GENERAL MANAGER REPORT

AGM Greer reported that she will present the updated strategic plan at the next Board meeting. Answering questions posed at the last Board meeting, she reported that the District still owns the diesel pump; however it can only be used in an emergency. The cost of electrical work to a damaged booster station electrical panel was \$355.

#### 12. DIRECTORS COMMENTS/REPORTS

Director Wilson stated that for four years he has suggested to management that the hydrant valve cans between Hallee Road and Sunset be exposed, and recently they were exposed; however he feels the job was not done well. He also suggested that management contact CalTrans regarding erosion over the 12-inch water main at Olympic and the highway; he recently helped to locate a meter box in his neighborhood; it was suggested that these be located by GPS. He noted that a recall is a major effort and cautioned anyone who may be involved in a recall effort to wait for more information.

Vice President Coate reported attending a Morongo Basin Pipeline Commission meeting where the IRWMP was discussed and he was elected Vice President of the Commission. He thanked Kathleen Radnich for her report on the recharge pipeline construction. Director Reynolds reported he attended the Association of San Bernardino County Special Districts meeting where an attorney presented information on bills that are relevant to JBWD. His guest at the meeting was the District's legal counsel Gil Granito.

President Luckman reported she attended the Mojave Water Agency Technical Advisory meeting and the Mojave Water Agency Board meeting. She also attended a meeting held in Yucca Valley for discussion of the IRWMP.

#### 13. DISTRICT GENERAL COUNSEL REPORT

District Legal Counsel Gil Granito reported that the state legislature has sent the state budget to the governor that includes provisions that make voluntary compliance with major provisions of the Public Records Act optional for local agencies. The Board will need to discuss this at the next Board meeting if the Governor signs off on the proposed state budget.

#### 14. FUTURE AGENDA ITEMS

Discuss compliance with Public Records Act.

#### 15. ADJOURNMENT 8:34 PM

MSC Coate/Fuller 5/0 to adjourn the June 19<sup>th</sup> 2013 Regular Meeting of the Board of Directors.

Respectfully submitted:

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Susan Greer, Acting General Manager

The next regular meeting of the Board of Directors is scheduled for July 3, 2013 at 7:00 pm.

JOSHUA BASIN WATER DISTRICT  
MEETING AGENDA REPORT

Meeting of the Board of Directors

July 3, 2013

Report to: President and Members of the Board

Prepared by: Susan Greer



TOPIC:

WATER BILL ADJUSTMENT FOR CUSTOMER M PEREZ

RECOMMENDATION:

Uphold policy and deny adjustment

ANALYSIS:

Customer Michael Perez has submitted a request for consideration of a one-time goodwill assistance waiver of his water bill. He experienced an April water bill of \$380.27 representing 134 units of water compared to the prior year April bill of \$39.30 and 7 units of water. Please see his letter, attached.

The District had the meter re-read during the billing process on 4/18 to verify the very high usage. The reading was accurate and the leak detector was not moving, indicating no latent water usage at the time. Mr. Perez contacted the District on May 8 and did not understand why his bill was so high; he had done nothing different. We sent a representative to meet with him the following day and, again, the leak detector was not moving and no evidence of a leak was present.

Mr. Perez's subsequent water bill, for May, has gone right back down to a normal consumption. I personally discussed the payment plan and water account assistance program (WAAP) with Mr. Perez. He does not qualify for the WAAP since the policy requires that the difference between the prior year bill and the current bill is at least \$400. The District policy is that amounts less than \$400 are within the ability of a customer to pay, over time. In Mr. Perez's case, the difference between the current and the prior year bill is \$340.97. If Mr. Perez qualified for assistance, the District policy would write-off half of that difference, with the customer assuming payment for the other half, or \$170.49. He would also have to pay the amount of the prior year bill, deemed to be the "normal" amount, for a total of \$209.79 (\$170.49 + \$39.30). Mr. Perez has already made the required \$40 good will payment towards his balance, representing the amount that he thinks he really owes, leaving a balance of \$340.27 which he is asking to be written-off. The WAAP guidelines are attached.

I have already offered Mr. Perez the opportunity to pay his \$340.27 balance with an interest-free payment plan, for a one-year period, but he is hoping that the balance will be waived entirely.

The WAAP program is designed to provide assistance for very large water bills (high hundreds to thousands of dollars), not bills that are simply higher than normal. Unfortunately, bills higher than

normal are not rare at the District and neither are the explanations that customers don't know why the bills are higher than normal. The qualifications for the WAAP program are intentionally restrictive. If they were not, we would be providing assistance to many customers like Mr. Perez each month. We have denied such assistance to countless similarly-situated customers. Remember that the District incurred the cost to deliver the water to these customers already, whether or not they "used" the water.

Mr. Perez opened his account in August 2005. He is asking for one-time goodwill assistance for his excessive water bill. If granted, this would be the second time that Mr. Perez is receiving a write-off of his bill. In September 2006, under a different WAAP policy, he received an adjustment of \$632.26 towards two bills that totaled \$787.20, the result of leaks.

**STRATEGIC PLAN ITEM:**

N/A

**FISCAL IMPACT:**

0 to \$340.27, depending on the Board's action.

June 3, 2013

Michael R. Perez  
61952 Sunburst Circle  
Joshua Tree Ca. 92252  
Email-onlymrperez8@yahoo.com

Attn. Board of Directors  
And acting controller/intern General Manager

Ms. Sandy Greer  
Assistant General Manager  
Joshua Basin Water District]  
61750 Chollita Road  
Joshua Tree Ca. 92252  
[City, St Zip]

Regarding: Consideration of One-time Goodwill Assistance regarding for Mr. Michael R. Perez is a case of charges reflecting an anomaly in usage, consideration of waiver, for financial exoneration.

Thank you for your time and your courtesy.

Dear Board of Directors/Ms. Susan Greer

I as a customer of JBWD (Joshua Basin Water District) have no complaints as to service whether customer relations, delivery, or quality. An occurrence of exorbitant usage where I reside has been reviewed by your professional and courteous staff.

I am a sole resident as of March 2013, and have received stament [03/05/2013 to4/08/ 2013], which is the charges reflecting this request, the units used [04/ 2013] =- 134 units.

I have no understanding or awareness as to the place where at this point where all this potable water could have been distributed. I have enclosed a copy of my said bill in question, for you review.

When I and my then wife original becoming a residents [ 6/05] at this location, we encountered two months in succession in which this had as well occurred, we at that point brought this to the Attention of the billing, and we were given professional and care for our issue, it was worked out and have remedied the plumbing problem, which it was, upon our arrival this location was in ill repair, and was directly handled professionally.

This event of 134 units was a onetime incident, the following month this household went back to normal consumption usage parameters.



In regards to said stated billing periods the formula of 134 units multiplied [1 unit =748 gallons] equals [ 100,232] gallons, and the following month [05/13] it went back down to [51 units=3,740] gallons, and no plumbing repairs we rendered, as well I have not installed a pool, water feature, or been permitted by the county a tropical oasis. (Gallows humor), as this is a sizable financial burden.

As well I don't mean to insult anyone and embarrass myself, instead, I would ask the Board of Directors a onetime assistance, as I am sincerely at a loss, I am visually disabled, and a graduate of our local college obtaining 2 degrees ( Sociology and Criminal Justice ) and am a single and unemployed, on social security disability income. I would like if the board would consider a financial waiver.

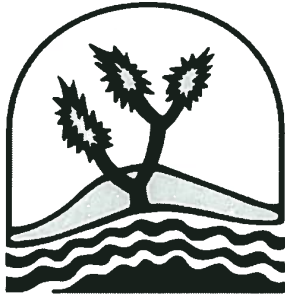
Although I know that I am not the only individual who needs assistance, all I would ask for is that some Goodwill could be handed forward, as we the members of Joshua Tree community/ citizens, I to have given of my time to volunteer at our local area outreaches: Joshua Tree dug court, The Way Station, 180 ministries, without charge, or mandate, as to be forward in a sense of reciprocity. In the form of financial exoneration, whatever the board deems willing.

This is a formal request, I wish to submit a request for a financial waiver, exoneration, by using my nominal usage, and allow the difference to be subject to the consideration of the waver thereof.

I would not ask if I was capable of the using such an extreme amount, or I was a donor with measurably more capital.

Respectfully and with all sincerity,

Michael R, Perez



# JOSHUA BASIN WATER DISTRICT

61750 CHOLLITA, P.O. BOX 675, JOSHUA TREE CA 92252-0675  
PHONE (760) 366-8438 FAX (760) 366-9528 EMAIL [jbwd@jbwd.com](mailto:jbwd@jbwd.com)

## **WATER ACCOUNT ASSISTANCE PROGRAM (WAAP)**

The Water Account Assistance Program (WAAP) provides a method to request reduction of a high bill of unknown or accidental origin. The Program was created to assist customers who live in the home where the excessive usage occurred and are victims of extraordinary or unusual circumstances.

The procedure includes your written application and our investigation. Until the District receives your written application, the bill is due as presented. The application, plus information obtained as a result of the review and investigation will be forwarded to the Customer Service Supervisor who will evaluate the information, conduct an interview of the applicant and water survey will need to be conducted.

### **General Guidelines**

- This program applies to owner occupied properties **only**. Accounts for non-owner occupied properties **do not qualify**. Verification of ownership of the property is required.
- Account holder must repair any leaks before receiving assistance.
- Customers are limited to two (2) WAAP's within a five (5) year period at the same location. A new owner-customer at the same location could be considered for additional assistance.
- Assistance is limited to two billing cycles; assistance is calculated by comparing the difference between the current and the prior year's bills. If water is high for two months and equal to the \$400 difference, that is a viable amount that will be considered.
- If the difference is less than \$400.00, the account is not eligible for a WAAP. A payment plan, giving additional time to pay, will be offered.
- If the difference is more than \$400.00 the standard WAAP is 50% of the difference between current and prior year's bills, to a maximum assistance of \$800. The other 50% of the bill is the customer's responsibility to pay. The customer may request a payment plan for the balance. **A water survey will also be required.**

JOSHUA BASIN WATER DISTRICT  
MEETING AGENDA REPORT

Meeting of the Board of Directors

July 3, 2013

Report to: President and Members of the Board

Prepared by: Susan Greer



TOPIC  
STRATEGIC PLAN UPDATE

RECOMMENDATION  
Receive report and authorize changes

ANALYSIS

The District adopted the latest Strategic Plan in April, 2013. The Plan represents the Board's priorities and provides direction for Staff. The Plan is continually a work in progress as other priorities and emergencies change our direction or compete with deadlines.

Staff provides the attached update to reflect our current activities and progress towards your goals.

A lot of progress has been made and 19 of the identified projects have been completed so far and 12 more projects are on track for completion in the next six months, by year-end.

We request the authority to delete the following two projects from the Plan and move budgets.

1. 3.1.7 Enclosure Wall in Shop. This project was never proposed to be completed by Staff as it takes too long and detracts from our core mission – we're not carpenters. Informal bids received from contractors have indicated a cost higher than the budget authorized. The need still exists and Staff requests that the funds allocated for this project be diverted towards the Space Needs Assessment (3.5.3) or towards a project that results from that assessment.
2. 3.1.9 2 Aluminum/Steel Carports. This project was primarily intended to provide protection from the elements for the PVC pipe stored in the yard. Staff wants to utilize a suggestion from ACWA/JPIA and bury the pipe underground. We suggest that the funds be transferred to the Large Meter Testing project (3.1.6) which is under-funded.

A presentation list is also attached that indicates the presentations that have been provided to the Board as requested per strategic item 4.3.4.

STRATEGIC PLAN ITEM  
N/A

FISCAL IMPACT

None. Recommendation to transfer budgets between projects has no fiscal impact.

## Joshua Basin Water District Strategic Plan Summary

Strategic Line#	Project Manager	PROJECT NAME	PROJECT DESCRIPTION	FISCAL YEAR 2013	FISCAL YEAR 2014	FISCAL YEAR 2015	FISCAL YEAR 2016	PROGRESS NOTES	Estimated Completion Date
<b>1.0.0 GOAL 1.0 PROTECT GROUNDWATER. Recognize groundwater as the District's most valuable asset and protect it as a top priority</b>									
<b>1.1.0 Slow and eventually reverse declining groundwater levels and protect the imported water entitlement</b>									
1.1.1	G	Recharge Basin & Pipeline Project Pond	Construction Phase. \$6.2 mil from prop 84 plus \$1.3 million left from MWA. Board has delayed Pond construction pending BOR grant awards.	\$ 3,952,000	\$ 3,952,000			Pipeline construction nearly complete, on time and budget. Recharge ponds being redesigned.	12/31/2013 06/01/2014
1.1.2	GM	Water Purchase	1,100 acre feet of water to replenish aquifer.				\$ 500,000		6/30/2016
1.1.3	SG/JG	Water Purchase	Budget for it. Establish Financial Plan.					Part of Rate & Fee Study	11/30/2013 01/31/2014
<b>1.2.0 Obtain statutory authority to manage the Basin</b>									
1.2.1	GM	Centralized Treatment Authority	Apply for Authority from LAFCO to construct a centralized treatment plant early, before it is needed.					Prioritize before needed	4/1/2015
1.2.2	GM	Centralized Treatment MOU	Complete the MOU with the Regional Water Quality Control Board to give the agency authority to decide when a package waste water treatment plant needs to be required by a developer. This may be changed based on new state policy on densities for septic systems.					Dependent on USGS study and RWQCB	4/1/2016
<b>1.3.0 Manage the Basin effectively to protect groundwater supply and quality</b>									
1.3.1	GM	USGS Wastewater Density Study	Complete the USGS study to understand allowed building density based on wastewater.					USGS expects draft in March/April 2013.	12/31/2013
1.3.2	GM	Urban Water Management Plan.	Complete the Urban Water Management Plan.					Complete	12/1/2013
1.3.3	GM	Groundwater Mgmt. Plan	Update AB3030 ground water management plan	\$ 50,000				On hold for new GM	12/31/2013 06/30/2014
<b>2.0.0 GOAL 2. FINANCIAL MANAGEMENT. Continue strong and conservative financial management that is cost conscious, reliable and avoids rate shocks</b>									
<b>2.1.0 Develop Mechanisms to link strategic plan initiatives so both the staff and board can track progress and not approve projects that exceed resources.</b>									
2.1.1	MR	Tie Budget to Strategic Plan	Tie the Budget to strategic plan initiatives					Complete	6/1/2012
<b>2.2.0 Provide reliable financial resources to meet critical projects within legal and revenue requirements, are incremental, and are perceived as fair to the public without rate shocks.</b>									
2.2.1	SG	Integrated Financial Analysis	Carry out analysis needed to identify revenue needs associated with all district initiatives, most importantly to carry out pipeline replacement and for buying water					Start January 2013 - part of Rate & Fee Study	1/31/2014
2.2.2	SG	Rate Study	Conduct rate study, including review and update of structure and analysis of pay/go versus debt financing.	\$ 30,000					1/31/2014
2.2.3	SG	Update District Fees	Carry out study to identify needed and fair fees.	\$ 15,000					12/4/2012 01/31/2014
2.2.4	GM	Capital Replacement Plan	Develop and budget for it.					Estimated funding is part of Rate & Fee Study	11/30/2013 01/31/2014
<b>2.3.0 Seek to maximize grant funding, especially for large capital projects</b>									
2.3.1	GM	Funding Lobbyist	Board authorized a new contract on 09 05 2012					Completed 09 05 2012	3/1/2013
<b>2.4.0 Improve Board oversight of finance</b>									
2.4.1	Board	Establish Finance Committee	Goal is to improve board policy guidance and oversight.					Complete	4/1/2012
<b>3.0.0 GOAL 3. OPERATIONAL AND ASSET MANAGEMENT. Design, build, operate, and maintain facilities for reliability and cost efficiency</b>									
<b>3.1.0 Carry out a strong maintenance management program that is fully proactive and document</b>									
3.1.1	RL	DEVELOP Maintenance Management System for Production Operations	Identify features of a fully proactive and documented maintenance management program for production operations: wells, pumps, booster stations, reservoirs, including: tracking, recording, cost/benefit analysis, replacement timing.					Complete	9/1/2012
3.1.2	RL	IMPLEMENT Maintenance Management System for Production Operations	Implement Phase 1 of fully documented Maintenance Management Program for production operations.					Complete	9/1/2013

### Joshua Basin Water District Strategic Plan Summary

Strategic Line#	Project Manager	PROJECT NAME	PROJECT DESCRIPTION	FISCAL YEAR 2013	FISCAL YEAR 2014	FISCAL YEAR 2015	FISCAL YEAR 2016	PROGRESS NOTES	Estimated Completion Date
3.1.3	JC	DEVELOP Maintenance Management System for <u>Distribution Operations</u>	Identify features of fully proactive and documented Maintenance Management Program for distribution operations. Set Priorities and phases to incorporate parts of the distribution system: Vehicles, valves, meters, equipment, hydrants, Main lines, services, air vacs, blow-offs, asphalt and other processes. include tracking, recording, cost/benefit analysis, replacement timing, and training.					Complete	9/1/2012
3.1.4	JC	IMPLEMENT Maintenance Management System for <u>Distribution Operations</u>	Implement Phase 1 of fully documented Maintenance Management Program for distribution operations.					Complete	9/1/2013
3.1.5	KF	VXU Meter Reading Unit	Provide for a backup VXU for meter reading	\$300.00	\$0.00			Complete	6/30/2014
3.1.6	JC	Large Meter Testing	Establish a program for regularly testing large customer meters	\$ 30,000					6/30/2012 12/31/2013
3.1.7	JC	Enclosure (Wall) in Shop	For safety & to block noise, fumes, arc flash.	\$ 12,000	\$ 16,000			DELETE - Not intended for employees to do, contractor quotes exceed budget - add to space needs study.	06/30/2013 06/30/2015
3.1.8	JC	Grizzly	Steel grate device for separating dirt, rocks and debris to enable us to stay on top of various waste material.	\$ 10,000				Complete	6/30/2013
3.1.9	JC	(2) Aluminum/Steel Carports	To cover outside equipment & PVC pipe to protect against elements and add security, 48 x 20; 2 units total		\$ 6,000			DELETE - Utilizing ACWA/JPIA idea to bury pipe - transfer budget to 3.1.6.	6/30/2014
3.2.0	For large projects, provide a high level of project management to ensure project proceeds on time, on budget and to plan. Assure there is independent review and assessment of engineering and construction set up so that those involved clearly represent the District's interests								
3.2.1	GM	Project Management Oversight and Reporting	Review, update and document process for project management, oversight and reporting.					DUDEK is providing project oversight and tracking.	Complete
3.3.0	Ensure redundancy and reliability of key parts of the water and wastewater system								
3.3.1	RL	H-Zone Tank (prev. Relocate C2A Tank to Hzone)	The cost will eventually be reimbursed to the operational budget from future capacity fees in the H-Zone. NEW TANK	\$ 510,000	\$ 90,000			Plans complete. Authorization to go out to bid. Coming to Board 7/17/2013.	6/30/2014
3.3.2	GM	HDMC Wastewater	Complete the sewer project for the Hospital. To be paid by HDMC.	\$ 1,000,000	\$ 1,460,700			Under Construction, on time and budget.	9/30/2013
3.3.3	GM	Emergency Line to Hospital	Prepare plan for the redundant water service line for the hospital. Construction contingent on HDMC funding.					Dependent on funding and hospital decisions for permanent line	6/1/2013 6/1/2014
3.3.4	GM	Altitude Valve at C2B Tank -- SCADA Controls at C2-B, C-1, and C-3	The three tanks in the C zone are at different altitudes. If the one at the highest altitude is filled, the other two overflow. These valves will prevent the overflowing.	\$ 108,900				Under Construction. C2B Altitude valve and SCADA installed; working through some operational issues.	10/31/2012 6/31/2013 9/30/2013
3.3.5	RL	Reservoir Maintenance/Renovation	Reservoir renovation/recoat					Funding in operating budget, 4 by 06/1/14. Agreement and specs have been drafted and submitted to attorney & committee for review.	6/30/2013 6/1/2014
3.3.6	9999	Valve & Fire Hydrant Maintenance Program		\$ 33,333	\$ 33,333	\$ 33,334		Ongoing	
3.4.0	Design and operate the water and wastewater system for cost-efficiency								

### Joshua Basin Water District Strategic Plan Summary

Strategic Line#	Project Manager	PROJECT NAME	PROJECT DESCRIPTION	FISCAL YEAR 2013	FISCAL YEAR 2014	FISCAL YEAR 2015	FISCAL YEAR 2016	PROGRESS NOTES	Estimated Completion Date
3.4.1	SG	Identify Cost Savings	Identify cost savings opportunities in the operation and management of capital facilities, including through alternative energy sources power management					Utilize outside consultant.	6/1/2015
<b>3.5.0 Provide appropriate, safe facilities with adequate space to effectively carry out the District's goals and objectives</b>									
3.5.1	RL	Security (Motion Sensors) at Shop and Well 10	This would provide security to an expanded area at the shop.	\$	12,304			Complete	6/30/2013
3.5.2	SG	Customer Service Account Filing System	Parcel files have expanded past our current storage area and can't be locked. This will allow us to store, secure and access our current files and any new files for the foreseeable future.	\$	30,000				6/30/2013 12/31/2013
3.5.3	GM	Facilities Plan/Space Needs Assessment	Conduct a facilities plan and assessment to identify space needs, estimated costs, etc. for a new or upgraded office building and Emergency Operations Center.					Add shop to project. On hold for new GM	6/4/2013 12/31/2013
3.5.4	GM	Property Needs Assessment and Purchase	Conduct a property needs assessment: what facilities will be needed over time, in what locations and what size: purchase properties.					underway	12/1/2012 9/4/2013 12/1/2013
3.5.5	SG	Office Carpet	This provides for carpeting of all offices.	\$	13,000			On hold pending space needs assessment	12/31/2012 3/1/2014
<b>3.6.0 Plan new facilities, upgrade and replacements in a way that promotes long-term reliability and cost-effectiveness</b>									
3.6.1	SG/Brd	Pipeline replacement plan	Develop plan, timeline and funding for replacing aging pipelines. Design is completed for 15,000' of pipeline replacement					(see 2.2.0) part of Rate & Fee Study	1/31/2014
3.6.2	RL	Replace Chlorination Pumps - 4 at \$3,000 each.	Current pumps are over 10 years old and unreliable. New pumps will operate with SCADA.	\$	13,349			Complete	6/30/2012
3.6.3	RL	Chlorine Analyzers W/Telemetry programming	Install analyzers to monitor chlorine residual at up to four remote sites.	\$	20,000				6/30/2013 12/31/2013
3.6.4	RL	D-3-1 New Booster Pumps and Housing	The pumps at this booster station operate at a very low efficiency rate such that it is timely to replace them.	\$	250,000			Project out to bid	6/31/2013 12/31/2013
<b>3.7.0 Coordinate with the customer service representatives to develop standardized approaches to providing customer service</b>									
3.7.1	SG	Customer Service Procedure for Leaks	Complete customer service procedure around leaks, including water conservation survey.					Complete	9/1/2012
3.7.2	SG	Complete SOPs	Major SOPs have been identified					(see 5.1.3) Complete	6/10/2013
<b>4.0.0 GOAL 4. GOVERNMENTAL AND COMMUNITY RELATIONS. The District acts as a good neighbor and partner that is highly regarded in the community</b>									
<b>4.1.0 Take actions needed to ensure the community understands and supports the District</b>									
4.1.1	KR	Public Outreach Plan & Program	Carry out ongoing public outreach plan and program.					PI Committee.	Ongoing
4.1.2	KR	Update the Website						New website launched 6/12/13	6/1/2012 6/30/2013 Complete
4.1.3	GM	Demonstration Garden Improvements			\$	10,000		New signs being developed	6/30/2014
4.1.4	GM	Collaborate with other Agencies	Sharing of mutual resources. Identify and reach out to potential partners for sharing resources. Responsible parties: Joe and Management Staff						12/31/2013 Ongoing
<b>4.2.0 Be an active and collaborative leader and partner with other organizations throughout the region to meet District goals, including obtaining grants, groundwater management authority and sewer authority</b>									
<b>4.3.0 Ensure clear communications between the Board and Manager so the Board can provide proper oversight and clear policy direction</b>									
4.3.1	GM	Board Tours	Plan and carry out Board tours of administrative, management and operational activities and facilities.						Ongoing
4.3.2	GM	Board Member Orientation	Form an ad-hoc Board Committee to develop new Board member orientation.					Committee and staff.	Ongoing
4.3.3	GM	Develop New Reporting to Board	Develop new monthly reporting practices to the Board.					Complete	9/1/2013
4.3.4	GM	Bi-monthly Board Workshops	Plan and conduct bi-monthly board workshops to provide enhanced communication on important District activities and progress.					Ongoing - 13 presentations already given	Ongoing

### Joshua Basin Water District Strategic Plan Summary

Strategic Line#	Project Manager	PROJECT NAME	PROJECT DESCRIPTION	FISCAL YEAR 2013	FISCAL YEAR 2014	FISCAL YEAR 2015	FISCAL YEAR 2016	PROGRESS NOTES	Estimated Completion Date
<b>5.0.0 ADMINISTRATION AND MANAGEMENT</b> Continue strengthening administration and management for increased consistency, performance and individual accountability									
<b>5.1.0</b> Continue to standardize and systematize training and procedures									
5.1.1	GM	Personnel Manual	Complete Personnel Manual.					Draft has been completed. In legal review.	06-01-2013 09/3/2013 12/31/2013
5.1.2	GM	Standard Operating Procedures	Identify and develop key standard operating procedures and timeline for less critical procedures.					Major SOPs are identified and are being developed	Complete
5.1.3	GM	Training Manuals and Procedures	Develop standard training manuals and procedures.					Each operation.	01 01 2014
<b>5.2.0</b> Staff should have clear goals and priorities that align with the strategic plan and be evaluated and rewarded based on performance									
5.2.1	Mgmt.	Performance evaluations	Update performance, evaluations and accountability approach. For example, consider options for a merit performance system and staff evaluations.					Proposed MOU includes requirement to negotiate performance evaluation process.	Begin-12/1/2013 9/1/2014
<b>5.3.0</b> The District will provide the tools, training and support so that staff can grow and improve in their careers									
<b>5.4.0</b> The District chain of command at all levels will be clearly articulated, understood and followed									
<b>5.5.0</b> The District's IT system will be fully functional									
5.5.1	MM GM KF KR	Maximize technological resources	Develop technology master plan that includes the following topics (examples): Radio read meters (Keith/Jim), GIS strategic plan (Keith/Dudek), Data integration (Keith/Dudek), Training, Website/social media (Kathleen), Record storage and retrieval (Susan), SCADA (Randy/Keith), Board technology (Keith), Budget (Team), implementation schedule (Joe, Keith, Mike), Updates to the Board (Joe, Keith, Mike).					Having difficulty finding anyone to develop plan because it is so quickly outdated.	6/4/2013 12/31/2013
5.5.2	SG	Incode Version 10 Upgrade			\$ 65,000				6/30/2014
5.5.3	SG	Record Archival System	This will eventually enable the District to maintain more electronic files for easier access and less physical storage.	\$ 37,500	\$ 37,500				6/30/2014
<b>5.6.0</b> Ensure that there is a thorough emergency management program that is tested and exercised									
5.6.1	RL	Earthquake Shut Off Valves or Retrofit for Three Tanks -- C2-B, C-1 and B	This, or a similar system, will provide a feature to the two major C tanks and the B tank serving the hospital, to shut off in the event of an earthquake or other event that results in an unusually large amount of water draining from the tank.	\$ 108,900				Complete	3/31/2013 5/31/2013
5.6.2	RC	Emergency Supplies	These include food, water, cots, etc. for serious emergencies for employees.	\$ 17,000					6/30/2013 12/31/2013
5.6.3	RL	Transfer Switches at Remaining Booster Sites	These four (4) switches are needed in order to be able to use the emergency generators at the pump stations.	\$ 60,000				Two (2) complete; one (1) to be completed with H Zone Tank (3.3.1), last to be completed with D3-1 booster pump and housing (3.6.4).	9/30/2013 6/30/2014
5.6.4	RL	Well 10 & 14 Soft Start Bypass - Generator Controls	The new 600 KW generators need this equipment in order to operate properly at the two largest producing wells, well 10 and well 14.	\$ 20,000				Complete	8/31/2012 5/31/2013
5.6.5	RC	Table Top Exercises	Continue annual table tops internally, and windshield survey, update the manual.					Constant updates manual has been updated.	9/4/2012 Annually 12/31

## PRESENTATIONS 2012/2013

### Presentations Given:

Name	Presentation	Date
Andy Sells	ACWA/JPIA	03 21 2012
Rick Cook	Emergency Planning	04/18/2012
Deb Bollinger	Conservation	06 20 2012 11 07 2012
Randy Mayes	SEMS	08/01/2012
Seth Shtyer Leslie Thornberg/ Terry Foreman	Cadiz Project	09 19 2012
Eli Underwood	GWMP	10 03 2012
Susan Greer	District Investment Policy	10 17 2012
Kelly Stewart	JBWD Cross-Connection Program	11 07 2012
Kathleen Radnich	Emergency Phone Tree	11 28 2012
Kirby Brill	MWA Activities/Introduction of New MWA PIO Yvonne Hester	01 02 2013
Mike Metts/Lisa Lubely Dudek	GIS	03 06 2013
PEPRA	Steve Berliner	04 17 2013
Susan Greer	Standby Fees	06 05 2013



JOSHUA BASIN WATER DISTRICT  
MEETING AGENDA REPORT

Meeting of the Board of Directors

July 3, 2013

Report to: President and Members of the Board

Prepared by: Susan Greer



TOPIC

DISCUSS PROPOSED PROJECTS TO BE SUBMITTED FOR THE UPDATED MOJAVE WATER AGENCY INTEGRATED REGIONAL WATER MANAGEMENT PLAN

RECOMMENDATION

Discuss and/or make decision about proposed projects, due 8/1

ANALYSIS

Mojave Water Agency continues to work on the update to their Integrated Regional Water Management Plan (IRWMP.) At our last meeting, the Board discussed and then approved the proposed expansion to the IRWMP planning area. Now, the Board needs to make a decision about the projects that will be submitted for inclusion in the Plan. The proposed projects are due by August 1.

Remember that if the District had not included the recharge project in the 2004 IRWMP project list, we would not have been able to qualify for the grant funding that enables us to build the project now. In total, the 2004 IRWMP provided \$170 million in federal, state and local funding for water projects in the Mojave IRWMP area. Projects should be well-thought-out, but every detail does not have to be worked out in order to submit a project. Thus far, the District has come up with the following project list :

1. Central sewer plant
2. Storm water recovery study
3. Morongo Basin cooperative projects such as interties between water districts, education and conservation programs

If necessary, discussion could be continued to the July 17<sup>th</sup> meeting because the project list is not due until August 1.

More information is available about the IRWMP on the [www.mywaterplan.com](http://www.mywaterplan.com) website.

STRATEGIC PLAN ITEM

N/A

FISCAL IMPACT

No known direct cost to the District; however, failure to identify projects would eliminate potential qualifying for state grant funds.

JOSHUA BASIN WATER DISTRICT  
MEETING AGENDA REPORT

Meeting of the Board of Directors

July 3, 2013

Report to: President and Members of the Board

Prepared by: Susan Greer on behalf of Ad Hoc General Manager Search Committee,  
Mickey Luckman and Mike Reynolds



TOPIC:

DISCUSS GENERAL MANAGER RECRUITMENT INCLUDING PROCESS AND JOB REQUIREMENTS

RECOMMENDATION:

Approve recruitment plan and develop job description based on requirements established by the Board.

ANALYSIS:

The General Manager Search Committee recommends the following plan for recruitment of the new General Manager:

1. Establish the requirements and job description for the General Manager position. The current job description plus other samples are attached.
2. After the requirements have been established, direct staff to draft advertisements for the ACWA website and newsletter, BC Water News, and Monster.com, plus any other potential job sites.
3. That we also direct staff to send out RFPs to executive search firms and others seeking third party assistance to provide unbiased assistance in reviewing and investigating applications received for the General Manager position.
4. That the Board review the progress at every Board meeting with the option of choosing another avenue such as utilizing a search firm if our own efforts do not uncover suitable candidates.

The Committee recommends discussing the job requirements and description at tonight's meeting. We can't move forward to advertising until the requirements have been established.

STRATEGIC PLAN ITEM:

N/A

FISCAL IMPACT:

Cost will be incurred to advertise and to work with an executive search firm, but those costs are not yet known. Employee recruitment expense is already over budget in the current year, having recruited for

3 vacant positions this year. The 13/14 fiscal year starts July 1 and these costs will roll forward to that budget, which is funded at \$2,800. These costs will almost certainly exceed that budget as well.

**JOSHUA BASIN WATER DISTRICT  
Ideal Candidate – General Manager**

- Has vision – creates an exciting vision for employees; can work with various parts of the community to develop an Agency vision that is a consensus of very diverse interests
- History of strong management, which includes experience in financial management and budgeting, operational analysis, staff development and team building, and program planning (public sector would be nice)
- Able to recruit, hire, develop the best staff and the ability to know when and how to terminate an employee who is not meeting the District's requirements
- Successful experience in management of consultants and contractors
- A proven record of leading and planning long- and short-range efforts that involve multiple agencies and complex programs to achieve goals
- An understanding of the importance of developing working partnerships with businesses and community groups. A person who gets out from behind the desk and works at bringing people together to get things done
- Demonstrated ability to develop solid Board/Management relations
- Understands complex water supply and groundwater issues, with a focus on specific district functions
- A history of working with governing boards to establish clear channels of communication, build trust, define roles and develop positive, open relations
- A history of setting up systems and procedures that ensure accountability while providing the flexibility to meet the water management requirements of the community
- Understanding of environmental and permitting issues
- A substantial track record demonstrating the ability to lead and succeed as General Manager, Assistant Manager or equivalent high-level administrative position
- A good manager of time and resources
- A willingness to delegate, where appropriate
- Able to communicate clearly both orally and in writing
- Willing to work long hours
- A bachelor's degree in a field like engineering or public administration

2013Jul03

<p><b>JOSHUABASIN WATER</b></p> <p><b>DISTRICT</b></p> <p><b>CLASS DESCRIPTION</b></p>	<p>Revised <u>05/11/09</u></p> <p>Description Approved <u>3/15/00</u></p>
<p><b>Title: General Manager</b></p>	<p><b>Status: Exempt</b></p>

**Summary**

Under the direction of the Board of Directors, this General Manager directs the administrative, finance, engineering, construction and operations and maintenance functions in order to achieve efficient and cost effective operation of the District. Serves as Secretary to the Board of Directors.

**Distinguishing Characteristics**

This position is characterized by the exceptional skills required to perform the principal duties of the position, as well as the accountability and responsibility this position has to the Board of Directors and customers of the District. Position reports directly to the Board of Directors and provides general supervision to subordinate employees.

**Examples of Duties**

The duties listed below are intended only as illustrations of the various types of work that may be performed. 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.

**Public and Board of Director Relations:** Implements the District’s goals and objectives in order to achieve the District’s mission. Ensures resolution of customer complaints; communicates politely with customers. On a frequent basis and in a comprehensive manner, communicates with the Board of Directors regarding District business. Attends and participates in all Board of Directors, standing and ad-hoc committee meetings. Performs the duties of Secretary to the Board in compliance with all laws, regulations and codes pertaining thereto.

**Management:** Formulates the policies, procedures, projects and schedules necessary for the orderly and lawful operation of the District and recommends them to the Board for adoption. Acts as an agent for the Board to ensure that policies and programs are implemented. Acts as Secretary to the Board and fulfills Water Code record keeping requirements. Compiles and analyzes data for reports and presentations. Organizes, directs and administers the operations and maintenance activities of the water district. Oversees consultant work and interfaces with the public and Board of Directors. Oversees the District’s Strategic Planning process. Represents the District in all negotiations, transactions and liaison with state and federal officials. Acts as District spokesman with the media, community leaders, public officials and personnel at all levels. Performs or has performed studies, surveys, reports and economic appraisals as required by the Board of Directors. Ensure compliance with all state, federal and local regulations. Responsible for the safe operation of the water system.

**Financial:** Oversee the preparation of and submit the annual operating and capital budgets for the District. Has responsibility for several million dollar annual budget; oversees cost control systems as necessary. Oversee the review of expenditures throughout the fiscal year to determine if such expenditures are necessary and in accordance with Board policy. Oversees long-range financial planning, including procurement of grant funding.

<p><b>JOSHUABASIN WATER</b></p> <p><b>DISTRICT</b></p> <p><b>CLASS DESCRIPTION</b></p>	<p>Revised <u>05/11/09</u></p> <p>Description Approved <u>3/15/00</u></p>
<p><b>Title: General Manager</b></p>	<p>Status: Exempt</p>

**Personnel:** Oversees the application of personnel rules, regulations and the provisions of bargaining unit agreements to employees. Oversees bargaining unit negotiations, grievance resolution and compliance with all Federal and State employment laws.

**Construction:** Oversees the planning and implementation of complex construction projects. Directs the solicitation and review of consultant services including engineers, construction contractors, geologists, and environmental services. Directs the work of professional and construction related services.

**Supervision:** Coordinates and directs the work of subordinates. Communicates effectively and regularly with subordinates and the Board. Consistently applies District policies, procedures and rules to subordinates in a legal and equitable manner. Prepares written evaluations of subordinate personnel and participates in disciplinary and complaint procedures.

**Training and Problem Solving:** Actively participates in the training of directly subordinate employees. Handles difficult and complex assignments with minimal oversight.

**Safety:** Follows proper safety practices at all times; ensures safety compliance when performing supervisory duties.

**Job Requirements**

**Education, Training & Experience:** Associate of Arts Degree in Business Administration or Engineering required. Any combination of experience and/or training that could likely provide the required knowledge and ability to perform the job duties (e.g., 10 years of experience at a management level in a California water district). Water Treatment Operations and Distribution System certification desirable.

**Skills and Abilities:** Ability to work efficiently and productively when completing work tasks. Ability to function effectively as a manager. Knowledge of the laws, rules, principles and practices of water treatment and distribution, budgeting; long-term financing; contract administration; District policies, rules and regulations; supervision; labor relations and public administration. Ability to work effectively and proactively with the Board of Directors. Ability to understand and carryout verbal instructions. Ability to read and understand complex documents, drawings and financial information; interpret and carry-out written instructions. Ability to make mathematical calculations with speed and accuracy. Ability to establish and maintain cooperative and respectful working relationships with those contacted in the course of work. Ability to maintain accurate records.

**Physical:** Subject to reasonable accommodation in accordance with the requirements of the Americans with Disabilities Act (ADA), possess the ability to lift and/or carry objects (no greater than 40 lbs) on a periodic basis. Ability to bend, twist, turn, push, pull and reach routinely, as well as perform repetitive motion tasks. Ability to stoop, bend and kneel routinely. Work in an environment with exposure to dust, dirt, fumes, vapors, noise, and extremes in weather and temperature conditions.

<p style="text-align: center;"><b>JOSHUABASIN WATER DISTRICT CLASS DESCRIPTION</b></p>	<p>Revised <u>05/11/09</u> Description Approved <u>3/15/00</u></p>
<p><b>Title: General Manager</b></p>	<p>Status: Exempt</p>

**Other:** Position subject to extensive work hours, evening meetings and periodic travel. Must possess a valid California Class C Driver's License.

## **GENERAL MANAGER**

### Definition

Under administrative direction of the Board of Directors; to be in charge of the administrative, public relations, personnel, and general affairs of the District; to represent the Board's policies and programs with employees, community organizations, and the general public; to review budget requests and make recommendations to the Board on final expenditure levels; to be responsible for employer-employee relations; and to do related work as required.

### Examples of Duties

- Serves as the Chief Administrative Officer for the District.
- Provides advice and consultation on the development of District programs and policies.
- Oversees development of the Board Agenda for meetings.
- Conducts a variety of special studies and surveys to determine the effectiveness of District programs.
- Represents the Board's policies and programs with employees, community representatives, and other government agencies.
- Oversees the preparation of the annual budget, making recommendations to the Board on final expenditure levels.
- Reviews budget requests and recommends approval or disapproval.
- Maintains continuous awareness of administrative practices and recommends changes which increase the efficiency and economy of District operations.
- Has responsibility for District personnel matters, including employment procedures, grievances, affirmative action, classification and pay, and employer-employee relations.
- Prepares leases and agreements with other agencies.
- Oversees collective bargaining negotiations.
- ◀ Prepares grant applications and maintains responsibility for proper administration of grants received.
- ◀ Prepares long-term Capitol Improvement plans for financing.
- Represents the District before Boards and Commissions.

### Typical Physical Activities

- Travels frequently by airplane and automobile in conducting District business.
- Communicates orally with District Board members, co-workers, and the public in face-to-face, one-to-one and group settings.

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### Typical Physical Activities - (continued)

- Regularly uses a telephone for communication.
- Uses office equipment such as computer terminals, copiers, and FAX machines.
- Sits for extended time periods.
- Hearing and vision within normal ranges.

### Special Requirements

Possession of an appropriate California operator's license issued by the State Department of Motor Vehicles. Possession and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration. The driving record will not contribute to an increase in the District's automobile rates.

### Employment Standards

#### Knowledge of:

- Principles and practices of public administration, including administrative analysis, fiscal planning, and control, and policy and program development.
- Laws, rules, ordinances, and legislative processes controlling District functions, programs, and operations.
- Organization, operations, and problems of special districts.
- Research and evaluation methods.
- Budgeting principles and practices.
- Cost estimating and contract administration.
- Public personnel administration, affirmative action, and employer-employee relations.
- Principles of supervision training and management.

#### Ability to:

- Plan, organize, coordinate, and direct the work of staff to achieve efficient operations and meet program goals.
- Prepare and administer a District budgeting and fiscal control process.
- Collect, organize, and analyze data on a variety of topics.
- Prepare concise and comprehensive reports.
- Oversee the preparation of Board agendas.
- Communicate well during public presentations.
- Exercise leadership, authority, and supervision tactfully and effectively.

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Ability to: - (continued)

- Evaluate and make recommendations on improvements to existing District operations, programs, and services.
- Provide advice and consultation to the Board of Directors on the development of ordinances, regulations, programs, and policies.
- Effectively represent the District's policies, programs, and services with individual citizens, community groups, and other government organizations.
- Establish and maintain cooperative working relationships.

Desirable Education and Experience

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

A typical way to obtain the knowledge and abilities would be:

Broad and extensive work experience in a management or administrative position in a public agency, requiring the responsibility for the formulation and implementation of programs, budgets, and administrative operations. At least two years of the experience should have been in a management or supervisory capacity.

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The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.