



**REGULAR MEETING OF THE BOARD OF DIRECTORS  
WEDNESDAY, JANUARY 20, 2020, AT 6:30 P.M.  
61750 CHOLLITA ROAD, JOSHUA TREE, CA 92252**

All requirements of the Brown Act, requiring the physical presence of the Board, staff, or public, have been waived per Executive Order N-29-20. There is no public location for attending this meeting.

This meeting will be streamed at the following Zoom link:

<https://us02web.zoom.us/j/83242324821?pwd=OTdKeGVJdVIPdWdab1dONIRWZWNCUT09>

or you may join by phone at 1-253-215-8782, Meeting ID: 83242324821 Passcode: 576961

Members of the public, who wish to comment on any item on the agenda, may submit comments by emailing them to Beverly Waszak at [bwaszak@jbwd.com](mailto:bwaszak@jbwd.com) two hours prior to the start of the meeting so the comments may be distributed to the Board of Directors. Written comments shall follow the three-minute prescribed time limit when read during the meeting and will become part of the Board meeting minutes.

**AGENDA**

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **DETERMINATION OF A QUORUM**
4. **APPROVAL OF AGENDA -**
5. **PUBLIC COMMENT-** This is the time set aside for public comment on any District-related matter not appearing on the agenda. Government Code prohibits the Board from taking action on these items, but they may be referred to for future consideration. For those commenting in person, please state your name and limit your comments to three (3) minutes. Written comments shall likewise be limited to three (3) minutes.
6. **CONSENT CALENDAR** – Matters on the Consent Calendar are considered routine in nature and will be enacted in a single motion without discussion. Any Board member or member of the public may request that an item be removed from the Consent Calendar and acted on separately.
  - November 2020 Check Register (reviewed by the Finance Committee on 1/13/2021).
  - Draft Minutes December 16, 2021
7. **RESOLUTION NO. 21-2026, ADOPTING AN AMENDMENT TO THE DISTRICT'S CONFLICT OF INTEREST CODE –GM Mark Ban** - Recommend that the Board of Directors adopt Resolution No. 21-1026 (reviewed by the Finance Committee on 1/13/2021).
8. **CREDIT CARD UPDATE, RESOLUTION NO. 21-1027 AND RESOLUTION NO. 21-1028 – Director Anne Roman** - Recommend that the Board of Directors adopt Resolution No. 21-1027 and Resolution No. 21-1028 (reviewed by the Finance Committee on 1/13/2021).

Pages 3-11

Pages 12-15

Pages 16-20

Pages 21-28

9. **WELL 14 BUDGET – GM Mark Ban** - Recommend that the Board of Directors approve a budget increase of \$150,000 for the completion of the Well 14 – 4-Log Project.
10. **GENERAL MANAGER REPORT** – Mark Ban, General Manager
11. **DIRECTOR REPORTS ON MEETINGS ATTENDED, COMMENTS AND FUTURE AGENDA ITEMS** –
  - Kathleen Radnich, Public Information Consultant –
  - Mojave Water Agency Technical Advisory Committee (TAC) – December 17, 2020, at 10:00 a.m. – Director Floen
  - Finance Committee – January 13, 2021, at 9:00 a.m.
  - Water Resources & Operations Committee – January 13, 2021, at 10:30 am.
  - Mojave Water Agency Board of Directors – January 14, 2021, at 9:30 a.m. – Director Doolittle
  - LAFCO Hearing – January 20, 2020, at 9 a.m. – Director Jarlsberg
12. **FUTURE DIRECTOR MEETINGS & TRAINING OPPORTUNITIES** –
  - Mojave Water Agency Board of Directors – January 28, 2021, at 9:30 a.m. – Director Floen
  - Legislative & Public Information Committee – February 3, 2021, at 9:30 a.m. – President Unger, Director Jarlsberg, and Kathleen Radnich
  - JBWD Board of Directors Meeting – February 3, 2021, at 6:30 p.m.
  - Mojave Water Agency TAC Committee – February 4, 2021, at 10:00 a.m. – Director Jarlsberg
  - Citizens Advisory Committee – February 8, 2021, at 6:00 p.m. – Chairperson Karen Tracy
  - Finance Committee- February 10, 2021, at 9:00 a.m. – President Unger & Vice President Floen
  - Water Resources & Operations Committee – February 10, 2021, at 10:30 a.m. - Director Reynolds & Director Doolittle
  - Mojave Water Agency Board of Directors Meeting – February 11, 2021, at 9:30 a.m. – Director Jarlsberg
13. **ADJOURNMENT** -

# \*Check Report JBWD

By Check Number

Date Range: 11/01/2020 - 11/30/2020

Joshua Basin Water District

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	
Bank Code: AP-AP Cash						
000501	ACWA/JPIA	11/09/2020	Regular	0.00	11,451.86	62714
<a href="#">JPIA093020</a>	Invoice	11/09/2020	WORKERS COMP JUL - SEPT 20	0.00	11,451.86	
000575	AFSCME LOCAL 1902	11/09/2020	Regular	0.00	545.48	62715
<a href="#">AFSCME1020</a>	Invoice	11/09/2020	EE UNION DUES - OCT 20	0.00	545.48	
013346	ANDY'S LANDSCAPE & TREE SERVICE INC.	11/09/2020	Regular	0.00	850.00	62716
<a href="#">100101</a>	Invoice	11/09/2020	CIMIS WEATHER STATION MAINT THRU 10/...	0.00	75.00	
<a href="#">100111</a>	Invoice	11/09/2020	DEMO GARDEN/BUILD MAINT THRU 10/15/...	0.00	775.00	
013863	ATKINSON, ANDELSON, LOYA, RUUD AND ROMO	11/09/2020	Regular	0.00	3,746.93	62717
<a href="#">605683</a>	Invoice	11/09/2020	LEGAL SERVICES THRU 9/30/20	0.00	2,104.73	
<a href="#">605689</a>	Invoice	11/09/2020	LABOR LEGAL SERVICES THRU 9/30/20	0.00	1,642.20	
000214	BABCOCK LABORATORIES, INC.	11/09/2020	Regular	0.00	2,049.00	62718
<a href="#">CI01068-2287</a>	Invoice	11/09/2020	HDMC WWTP - SAMPLING	0.00	216.00	
<a href="#">CI01532-2287</a>	Invoice	11/09/2020	HDMC WWTP - SAMPLING	0.00	216.00	
<a href="#">CI01580-2287</a>	Invoice	11/09/2020	SAMPLING	0.00	168.00	
<a href="#">CI01584-2287</a>	Invoice	11/09/2020	SAMPLING	0.00	294.00	
<a href="#">CI02045-2287</a>	Invoice	11/09/2020	HDMC WWTP - SAMPLING	0.00	216.00	
<a href="#">CI02331-2287</a>	Invoice	11/09/2020	SAMPLING	0.00	252.00	
<a href="#">CI02562-2287</a>	Invoice	11/09/2020	HDMC WWTP - SAMPLING	0.00	585.00	
<a href="#">CK00195-2287</a>	Invoice	11/09/2020	SAMPLING	0.00	102.00	
013914	CARRIE COLELLA	11/09/2020	Regular	0.00	158.76	62719
<a href="#">CC110520</a>	Invoice	11/09/2020	STANDBY REFUND - 0588-412-25-0000	0.00	158.76	
013790	COLANTUONO, HIGHSMITH & WHATLEY, PC	11/09/2020	Regular	0.00	630.00	62720
<a href="#">43767</a>	Invoice	11/09/2020	LEGAL SERVICES - AUG 20	0.00	385.00	
<a href="#">44161</a>	Invoice	11/09/2020	LEGAL SERVICES - SEPT 20	0.00	245.00	
013365	IMAGE SOURCE	11/09/2020	Regular	0.00	201.90	62721
<a href="#">25AR1200123</a>	Invoice	11/09/2020	SHOP EXPENSE 10/01/20 - 10/31/20	0.00	62.54	
<a href="#">25AR1200417</a>	Invoice	11/09/2020	OFFICE EXPENSE 10/5/20 - 11/4/20	0.00	139.36	
013373	CORE & MAIN LP	11/09/2020	Regular	0.00	4,159.32	62722
<a href="#">M908777</a>	Invoice	11/09/2020	MAINLINE/LEAK SUPPLIES	0.00	3,498.78	
<a href="#">N038299</a>	Invoice	11/09/2020	MAINLINE/LEAK REPAIR SUPPLIES	0.00	660.54	
002565	DUDEK AND ASSOCIATES, INC	11/09/2020	Regular	0.00	42,135.00	62723
<a href="#">202007428</a>	Invoice	11/09/2020	ENG SERV: HDMC WASTEWATER PLANT TH...	0.00	42,135.00	
VEN01466	FEDAK & BROWN LLP	11/09/2020	Regular	0.00	2,195.00	62724
<a href="#">FB102820</a>	Invoice	11/09/2020	FINANCIAL AUDIT 19/20 - OCT 20	0.00	2,195.00	
003025	FEDEX	11/09/2020	Regular	0.00	69.37	62725
<a href="#">7-159-26467</a>	Invoice	11/09/2020	SHIPPING	0.00	69.37	
013222	FRONTIER COMMUNICATIONS INC.	11/09/2020	Regular	0.00	204.17	62726
<a href="#">FC1120</a>	Invoice	11/09/2020	HDMC WWTP - TELEPHONE	0.00	204.17	
004018	HACH COMPANY	11/09/2020	Regular	0.00	2,433.68	62727
<a href="#">12143653</a>	Invoice	11/09/2020	CHLORINE TEST SUPPLIES	0.00	1,349.17	
<a href="#">12146686</a>	Invoice	11/09/2020	CHLORINE TEST SUPPLIES	0.00	75.97	
<a href="#">12155751</a>	Invoice	11/09/2020	CHLORINE TEST SUPPLIES	0.00	1,008.54	
013913	ILYA ZASLAVSKY	11/09/2020	Regular	0.00	327.04	62728

\*Check Report JBWD

Date Range: 11/01/2020 - 11/30/2020

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	
<a href="#">I2110520</a>	Invoice	11/09/2020	STANDBY REFUND - 0605-161-30-0000	0.00	327.04	
013797	INFOSEND, INC.	11/09/2020	Regular	0.00	2,862.97	62729
<a href="#">179068</a>	Invoice	11/09/2020	PRINT & MAIL WATER BILL - SEPT 20	0.00	2,862.97	
004720	INLAND WATER WORKS	11/09/2020	Regular	0.00	14,239.96	62730
<a href="#">S1039038.001</a>	Invoice	11/09/2020	MAINLINE/LEAK REPAIR SUPPLIES & INVENT...	0.00	4,457.62	
<a href="#">S1039317.001</a>	Invoice	11/09/2020	INVENTORY & METER REPAIR SUPPLIES	0.00	11,415.57	
<a href="#">S1039317.002</a>	Invoice	11/09/2020	METER REPAIR SUPPLIES	0.00	805.16	
<a href="#">S1039707.001</a>	Invoice	11/09/2020	INVENTORY	0.00	344.80	
<a href="#">S1039932.001</a>	Credit Memo	11/09/2020	CREDIT: CIRP SUPPLIES	0.00	-3,445.85	
<a href="#">S1040363.001</a>	Invoice	11/09/2020	SADDLEBACK SUPPLIES	0.00	662.66	
013915	JIM MCGARVIE	11/09/2020	Regular	0.00	72.39	62731
<a href="#">JM110520</a>	Invoice	11/09/2020	STANDBY REFUND - 0599-274-03-0000	0.00	72.39	
009054	KATHLEEN J. RADNICH	11/09/2020	Regular	0.00	1,344.00	62732
<a href="#">20-1101-1</a>	Invoice	11/09/2020	PUBLIC RELATIONS SERVICES	0.00	1,344.00	
000134	KENNEDY/JENKS CONSULTANTS, INC.	11/09/2020	Regular	0.00	10,160.00	62733
<a href="#">142059</a>	Invoice	11/09/2020	2020 URBAN WATER MGMT PLAN UPDATE	0.00	3,765.00	
<a href="#">142595</a>	Invoice	11/09/2020	2020 URBAN WATER MGMT PLAN UPDATE	0.00	6,395.00	
000156	FORSHOCK	11/09/2020	Regular	0.00	243.00	62734
<a href="#">2000102</a>	Invoice	11/09/2020	MONTHLY SCADA MONITORING - NOV 20	0.00	38.00	
<a href="#">2000103</a>	Invoice	11/09/2020	MONTHLY SCADA MONITORING - NOV 20	0.00	205.00	
006810	MOJAVE DESERT AQMD	11/09/2020	Regular	0.00	2,368.91	62735
<a href="#">MD12882</a>	Invoice	11/09/2020	PERMIT FEE - PARK BLVD	0.00	333.95	
<a href="#">MD12883</a>	Invoice	11/09/2020	PERMIT RENEWAL FEES - VARIOUS LOCATIO...	0.00	1,695.80	
<a href="#">MD12884</a>	Invoice	11/09/2020	PERMIT RENEWAL FEE - CHOLLITA	0.00	339.16	
003930	NBS	11/09/2020	Regular	0.00	16,795.00	62736
<a href="#">1020000021</a>	Invoice	11/09/2020	STANDBY FEE AUDIT	0.00	3,000.00	
<a href="#">1020000070</a>	Invoice	11/09/2020	CMM ADMIN- ANNUAL REPORTING	0.00	1,295.00	
<a href="#">820000054</a>	Invoice	11/09/2020	STANDBY FEE AUDIT	0.00	12,500.00	
000070	ONLINE INFORMATION SERVICES, INC.	11/09/2020	Regular	0.00	252.25	62737
<a href="#">1026227</a>	Invoice	11/09/2020	ID VERIF. SERV. THRU 10/31/20	0.00	252.25	
008137	PARKHOUSE TIRE INC	11/09/2020	Regular	0.00	1,157.90	62738
<a href="#">2030194497</a>	Invoice	11/09/2020	VEHICLE MAINTENANCE: V43	0.00	1,157.90	
013917	PAUL LIVIO	11/09/2020	Regular	0.00	188.98	62739
<a href="#">PL110520</a>	Invoice	11/09/2020	STANDBY REFUND - 0604-101-17-0000	0.00	188.98	
008415	PRUDENTIAL OVERALL SUPPLY	11/09/2020	Regular	0.00	164.09	62740
<a href="#">23065968</a>	Invoice	11/09/2020	SHOP EXPENSE	0.00	103.76	
<a href="#">23065972</a>	Invoice	11/09/2020	SHOP EXPENSE	0.00	60.33	
013361	QUINN COMPANY	11/09/2020	Regular	0.00	5,309.98	62741
<a href="#">BQG00000728</a>	Credit Memo	11/09/2020	CREDIT: GENERATOR 4 ANNUAL MAINTENA...	0.00	-2,263.66	
<a href="#">BQG00000727</a>	Credit Memo	11/09/2020	CREDIT: GENERATOR 3 ANNUAL MAINTENA...	0.00	-2,207.65	
<a href="#">WOG00008783</a>	Invoice	11/09/2020	GENERATOR 1 LOAD BANK TEST	0.00	825.00	
<a href="#">WOG00008786</a>	Invoice	11/09/2020	GENERATOR 4 ANNUAL MAINTENANCE	0.00	2,263.66	
<a href="#">WOG00008791</a>	Invoice	11/09/2020	GENERATOR 3 ANNUAL MAINTENANCE	0.00	2,207.65	
<a href="#">WOG00009071</a>	Invoice	11/09/2020	GENERATOR 5 LOAD BANK TEST	0.00	875.00	
<a href="#">WOG00009072</a>	Invoice	11/09/2020	GENERATOR 7 LOAD BANK TEST	0.00	650.00	
<a href="#">WOG00009099</a>	Invoice	11/09/2020	GENERATOR 3 ANNUAL MAINTENANCE	0.00	1,479.99	
<a href="#">WOG00009100</a>	Invoice	11/09/2020	GENERATOR 4 ANNUAL MAINTENANCE	0.00	1,479.99	
001912	SAN BERNARDINO COUNTY FIRE PROTECTION DIS	11/09/2020	Regular	0.00	1,101.00	62742
<a href="#">IN0151776</a>	Invoice	11/09/2020	HAZMAT CUPA PERMIT TO 11/30/21	0.00	1,101.00	
000091	SAN BERNARDINO COUNTY RECORDER	11/09/2020	Regular	0.00	40.00	62743

\*Check Report JBWD

Date Range: 11/01/2020 - 11/30/2020

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	
<a href="#">SB100220</a>	Invoice	11/09/2020	RELEASE OF LIENS	0.00	40.00	
013820	SC FUELS	11/09/2020	11/09/2020 Regular	0.00	3,307.03	62744
<a href="#">1748642-IN</a>	Invoice	11/09/2020	FUEL FOR VEHICLES	0.00	3,307.03	
VEN01020	SOUTHWEST NETWORKS, INC.	11/09/2020	11/09/2020 Regular	0.00	2,234.25	62745
<a href="#">20-10066</a>	Invoice	11/09/2020	SUPPLEMENTAL IT SERVICES (AMC) - THRU 1...	0.00	665.00	
<a href="#">20-10082</a>	Invoice	11/09/2020	SUPPLEMENTAL IT SERVICES (AMC) - THRU 1...	0.00	166.25	
<a href="#">20-110175C</a>	Invoice	11/09/2020	OFFICE 365 MONTHLY MAINT - DEC 20	0.00	738.00	
<a href="#">20-9068</a>	Invoice	11/09/2020	SUPPLEMENTAL IT SERVICES (AMC) - THRU 9...	0.00	665.00	
013918	STARLEEN MCDONALD	11/09/2020	11/09/2020 Regular	0.00	79.06	62746
<a href="#">SM110520</a>	Invoice	11/09/2020	STANDBY REFUND - 0589-171-26-0000	0.00	79.06	
013788	STURDIVAN EMERGENCY MANAGEMENT CONSUL	11/09/2020	11/09/2020 Regular	0.00	9,500.00	62747
<a href="#">1240</a>	Invoice	11/09/2020	AMERICAN WATER INFRASTRUCTURE ACT OF..	0.00	4,750.00	
<a href="#">1245</a>	Invoice	11/09/2020	AMERICAN WATER INFRASTRUCTURE ACT OF..	0.00	4,750.00	
010635	TOPS N BARRICADES	11/09/2020	11/09/2020 Regular	0.00	1,650.00	62748
<a href="#">1084552</a>	Invoice	11/09/2020	TRAFFIC CONTROL: SADDLEBACK	0.00	550.00	
<a href="#">1084582</a>	Invoice	11/09/2020	TRAFFIC CONTROL: SADDLEBACK	0.00	550.00	
<a href="#">1084612</a>	Invoice	11/09/2020	TRAFFIC CONTROL: SADDLEBACK	0.00	550.00	
010690	TYLER TECHNOLOGIES	11/09/2020	11/09/2020 Regular	0.00	844.80	62749
<a href="#">025-310124</a>	Invoice	11/09/2020	CALL NOTIFICATION FEES: JUL - SEPT	0.00	74.80	
<a href="#">025-310679</a>	Invoice	11/09/2020	ANNUAL MAINT: INCODE CIS/CRM THRU 6/...	0.00	770.00	
010850	UNDERGROUND SERVICE ALERT	11/09/2020	11/09/2020 Regular	0.00	84.25	62750
<a href="#">1020200343</a>	Invoice	11/09/2020	TICKET DELIVERY SERVICE - OCT 20	0.00	84.25	
000247	UNITED STATES PLASTIC CORP	11/09/2020	11/09/2020 Regular	0.00	3,537.79	62751
<a href="#">6258749</a>	Invoice	11/09/2020	PUMPING PLANT SUPPLIES	0.00	647.79	
<a href="#">6258756</a>	Invoice	11/09/2020	PUMPING PLANT SUPPLIES	0.00	2,586.04	
<a href="#">6259650</a>	Invoice	11/09/2020	PUMPING PLANT SUPPLIES	0.00	171.58	
<a href="#">6276348</a>	Invoice	11/09/2020	PUMPING PLANT SUPPLIES	0.00	132.38	
000256	WATER INFORMATION SHARING AND ANALYSIS C	11/09/2020	11/09/2020 Regular	0.00	261.00	62752
<a href="#">11868-2020</a>	Invoice	11/09/2020	MEMBERSHIP DUES THRU 12/31/21	0.00	261.00	
011510	WELLS TAPPING SERVICE, INC.	11/09/2020	11/09/2020 Regular	0.00	575.00	62753
<a href="#">8942</a>	Invoice	11/09/2020	HOT TAP: SADDLEBACK	0.00	575.00	
011615	WESTERN EXTERMINATOR CO.	11/09/2020	11/09/2020 Regular	0.00	34.00	62754
<a href="#">8455215</a>	Invoice	11/09/2020	PEST CONTROL SERVICES - SHOP	0.00	34.00	
013916	WILLIAM DAVENPORT II	11/09/2020	11/09/2020 Regular	0.00	63.50	62755
<a href="#">WD110520</a>	Invoice	11/09/2020	STANDBY REFUND - 0602-193-31-0000	0.00	63.50	
000233	NAPA AUTO PARTS	11/09/2020	11/09/2020 Regular	0.00	77.40	62756
<a href="#">339414</a>	Invoice	11/09/2020	CIRP SUPPLIES	0.00	63.50	
<a href="#">339539</a>	Invoice	11/09/2020	VEHICLE MAINTENANCE: V41	0.00	13.90	
000504	ACTION PUMPING, INC.	11/19/2020	11/19/2020 Regular	0.00	3,850.00	62769
<a href="#">14222</a>	Invoice	11/19/2020	HDMC WW: PUMPING	0.00	1,925.00	
<a href="#">14745-1</a>	Invoice	11/19/2020	HDMC WW: PUMPING	0.00	1,925.00	
000501	ACWA/IPIA	11/19/2020	11/19/2020 Regular	0.00	25,065.58	62770
<a href="#">0656962</a>	Invoice	11/19/2020	EE HEALTH BENEFIT & EAP DEC 20	0.00	25,065.58	
013863	ATKINSON, ANDELSON, LOYA, RUUD AND ROMO	11/19/2020	11/19/2020 Regular	0.00	6,144.54	62771
<a href="#">608759</a>	Invoice	11/19/2020	LABOR LEGAL SERVICES THRU 10/31/20	0.00	3,144.16	
<a href="#">608760</a>	Invoice	11/19/2020	LEGAL SERVICES THRU 10/31/20	0.00	3,000.38	
000214	BABCOCK LABORATORIES, INC.	11/19/2020	11/19/2020 Regular	0.00	737.00	62772
<a href="#">CK00681-2287</a>	Invoice	11/19/2020	SAMPLING	0.00	102.00	

\*Check Report JBWD

Date Range: 11/01/2020 - 11/30/2020

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	
<a href="#">CK01286-2287</a>	Invoice	11/19/2020	SAMPLING	0.00	168.00	
<a href="#">CK01290-2287</a>	Invoice	11/19/2020	SAMPLING	0.00	119.00	
<a href="#">CK01530-2287</a>	Invoice	11/19/2020	HDMC WWTP - SAMPLING	0.00	348.00	
001555	CENTRATEL LLC	11/19/2020	Regular	0.00	486.71	62773
<a href="#">201102252101</a>	Invoice	11/19/2020	DISPATCH SERVICES - OCT 20	0.00	486.71	
013003	DARLA BRIDGES	11/19/2020	Regular	0.00	136.91	62774
<a href="#">DB111920</a>	Invoice	11/19/2020	STANDBY REFUND - 0599-401-32-0000	0.00	136.91	
003025	FEDEX	11/19/2020	Regular	0.00	36.36	62775
<a href="#">7-181-84546</a>	Invoice	11/19/2020	SHIPPING	0.00	36.36	
000058	GARDA CL WEST, INC.	11/19/2020	Regular	0.00	782.38	62776
<a href="#">10599970</a>	Invoice	11/19/2020	COURIER FEES - NOV 20	0.00	782.38	
013002	GARY MICHAEL MCCOURT	11/19/2020	Regular	0.00	144.09	62777
<a href="#">GMC111920</a>	Invoice	11/19/2020	STANDBY REFUND - 0589-111-39-0000	0.00	144.09	
003950	GRANITE CONSTRUCTION CO	11/19/2020	Regular	0.00	2,618.86	62778
<a href="#">1919532</a>	Invoice	11/19/2020	MAINLINE REPAIR & SADDLEBACK: 3/8" COL...	0.00	2,618.86	
013797	INFOSEND, INC.	11/19/2020	Regular	0.00	2,857.71	62779
<a href="#">180531</a>	Invoice	11/19/2020	PRINT & MAIL WATER BILL - OCT 20	0.00	2,857.71	
004720	INLAND WATER WORKS	11/19/2020	Regular	0.00	689.60	62780
<a href="#">51040426.001</a>	Invoice	11/19/2020	METER REPAIR SUPPLIES	0.00	689.60	
009054	KATHLEEN J. RADNICH	11/19/2020	Regular	0.00	1,919.24	62781
<a href="#">20-1108-1</a>	Invoice	11/19/2020	PUBLIC RELATIONS SERVICES	0.00	1,362.74	
<a href="#">20-1115-1</a>	Invoice	11/19/2020	PUBLIC RELATIONS SERVICES	0.00	556.50	
005640	KILLER BEE PEST CONTROL	11/19/2020	Regular	0.00	80.00	62782
<a href="#">5895</a>	Invoice	11/19/2020	BEE REMOVAL	0.00	80.00	
000205	LORI G. HERBEL	11/19/2020	Regular	0.00	455.00	62783
<a href="#">DEC-FEB21</a>	Invoice	11/19/2020	PUBLIC INFO/FARMER'S MARKET	0.00	455.00	
013001	MARTHA HANIOTIS	11/19/2020	Regular	0.00	238.14	62784
<a href="#">MH111920</a>	Invoice	11/19/2020	STANDBY REFUND - 0607-161-10-0000	0.00	238.14	
006947	KCDZ-FM	11/19/2020	Regular	0.00	375.00	62785
<a href="#">318-00013-0000</a>	Invoice	11/19/2020	ADVERTISING: PUBLIC INFORMATION	0.00	375.00	
003930	NBS	11/19/2020	Regular	0.00	2,139.96	62786
<a href="#">1020000151</a>	Invoice	11/19/2020	STANDBY FEE AUDIT	0.00	2,139.96	
013004	PAOLO FICARA	11/19/2020	Regular	0.00	500.00	62787
<a href="#">111</a>	Invoice	11/19/2020	PARCEL RENTAL: 0606-321-31-0000	0.00	500.00	
000236	PAYPRO ADMINISTRATORS	11/19/2020	Regular	0.00	55.00	62788
<a href="#">76323</a>	Invoice	11/19/2020	FSA ADMIN FEES - SEPT 20	0.00	55.00	
000236	PAYPRO ADMINISTRATORS	11/19/2020	Regular	0.00	55.00	62789
<a href="#">76324</a>	Invoice	11/19/2020	FSA ADMIN FEES - OCT 20	0.00	55.00	
000236	PAYPRO ADMINISTRATORS	11/19/2020	Regular	0.00	45.00	62790
<a href="#">76322</a>	Invoice	11/19/2020	FSA ADMIN FEES - AUG 20	0.00	45.00	
008415	PRUDENTIAL OVERALL SUPPLY	11/19/2020	Regular	0.00	446.35	62791
<a href="#">23072795</a>	Invoice	11/19/2020	SHOP EXPENSE	0.00	103.76	
<a href="#">23072797</a>	Invoice	11/19/2020	SHOP EXPENSE	0.00	111.91	
<a href="#">23079809</a>	Invoice	11/19/2020	SHOP EXPENSE	0.00	103.76	
<a href="#">23079810</a>	Invoice	11/19/2020	SHOP EXPENSE	0.00	126.92	
008201	PURCHASE POWER	11/19/2020	Regular	0.00	1,513.50	62792

\*Check Report JBWD

Date Range: 11/01/2020 - 11/30/2020

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	
<a href="#">PB111220</a>	Invoice	11/19/2020	POSTAGE REFILL FOR METER	0.00	1,513.50	
009618	SAMS MARKET	11/19/2020	Regular	0.00	2,007.92	62793
<a href="#">SM111920</a>	Invoice	11/19/2020	SHOP EXPENSE 7/20 - 10/20	0.00	2,007.92	
013833	SERVICEMASTER 360 PREMIER CLEANING	11/19/2020	Regular	0.00	997.65	62794
<a href="#">J81928</a>	Invoice	11/19/2020	JANITORIAL SERVICES - NOV 20	0.00	997.65	
011101	VAGABOND WELDING SUPPLY	11/19/2020	Regular	0.00	175.90	62795
<a href="#">112488</a>	Invoice	11/19/2020	SHOP EXPENSE	0.00	175.90	
009980	SWRCB FEES	11/19/2020	Regular	0.00	90.00	62796
<a href="#">SWRCB-111020</a>	Invoice	11/19/2020	D-3 RENEWAL	0.00	90.00	
011615	WESTERN EXTERMINATOR CO.	11/19/2020	Regular	0.00	34.00	62797
<a href="#">8551269</a>	Invoice	11/19/2020	PEST CONTROL SERVICES - SHOP	0.00	34.00	
013888	WIENHOFF DRUG TESTING	11/19/2020	Regular	0.00	20.00	62798
<a href="#">93897</a>	Invoice	11/19/2020	DOT COLLECTION MONTHLY FEE - NOV 20	0.00	20.00	
000233	NAPA AUTO PARTS	11/19/2020	Regular	0.00	49.61	62799
<a href="#">342059</a>	Invoice	11/19/2020	GENERATOR REPAIR SUPPLIES	0.00	49.61	
000237	COLONIAL LIFE & ACCIDENT INSURANCE CO, INC.	11/02/2020	Manual	0.00	4,066.96	901535
<a href="#">39905610905213</a>	Invoice	11/02/2020	EE LIFE INSURANCE - SEPT 20	0.00	2,052.32	
<a href="#">39905611005163</a>	Invoice	11/02/2020	EE LIFE INSURANCE - OCT 20	0.00	2,014.64	
009880	SOUTHERN CALIFORNIA EDISON CO	11/04/2020	Manual	0.00	3,657.87	901536
<a href="#">SCE1020</a>	Invoice	11/04/2020	POWER TO BLDGS & GEN - OCT 20	0.00	3,657.87	
009878	SOUTHERN CALIFORNIA EDISON	11/05/2020	Manual	0.00	30,510.07	901537
<a href="#">SCE1020</a>	Invoice	11/05/2020	POWER FOR PUMPING - OCT 20	0.00	30,510.07	
000510	TIME WARNER CABLE	11/05/2020	Manual	0.00	358.83	901538
<a href="#">0008970102220</a>	Invoice	11/05/2020	CABLE & INTERNET - OCT 20	0.00	358.83	
004110	BURRTEC WASTE & RECYCLING SVCS	11/05/2020	Manual	0.00	454.85	901539
<a href="#">BW1120</a>	Invoice	11/05/2020	TRASH & RECYCLING (OFFICE) - NOV 20	0.00	160.27	
<a href="#">BW1120B</a>	Invoice	11/05/2020	TRASH REMOVAL (SHOP) - NOV 20	0.00	294.58	
001517	CalPERS	11/10/2020	Manual	0.00	13,508.27	901541
<a href="#">PPE 10-23-20</a>	Invoice	11/10/2020	PAY PERIOD ENDING 10/23/20	0.00	13,508.27	
000248	PAYCHEX	11/13/2020	Manual	0.00	383.35	901542
<a href="#">344902</a>	Invoice	11/13/2020	PAYROLL PROCESSING FEE	0.00	383.35	
000236	PAYPRO ADMINISTRATORS	11/13/2020	Manual	0.00	54.16	901543
<a href="#">PPE 11-6-20</a>	Invoice	11/13/2020	EE FSA DEDUCTIONS 11-13-20	0.00	54.16	
004110	BURRTEC WASTE & RECYCLING SVCS	11/18/2020	Manual	0.00	880.64	901544
<a href="#">BW103120</a>	Invoice	11/18/2020	TRASH REMOVAL (SHOP) - OCT 20	0.00	880.64	
000248	PAYCHEX	11/19/2020	Manual	0.00	182.40	901545
<a href="#">858685</a>	Invoice	11/19/2020	TIME & LABOR ONLINE USAGE FEE	0.00	182.40	
001011	BUSINESS CARD	11/19/2020	Manual	0.00	11,238.73	901546
<a href="#">BA1020</a>	Invoice	11/19/2020	UNIFORMS/OFFICE SUPPLIES/OFFICE EQUIP ...	0.00	11,238.73	
001014	BUSINESS CARD	11/19/2020	Manual	0.00	1,641.53	901547
<a href="#">BA1020</a>	Invoice	11/19/2020	SADDLEBACK SUPPLIES/BUILDING MAINT/S...	0.00	1,641.53	
001013	BUSINESS CARD	11/19/2020	Manual	0.00	36.00	901548
<a href="#">BA1020</a>	Invoice	11/19/2020	SUBSCRIPTION	0.00	36.00	
001009	BUSINESS CARD	11/19/2020	Manual	0.00	11,636.22	901549
<a href="#">BA1020</a>	Invoice	11/19/2020	GRANT SUPPLIES/SMALL TOOLS/PUMPING P...	0.00	11,636.22	

\*Check Report JBWD

Date Range: 11/01/2020 - 11/30/2020

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	
001630	AT&T MOBILITY	11/19/2020	Manual	0.00	2,311.32	901550
<a href="#">829480028X1105..</a>	Invoice	11/19/2020	COMMUNICATIONS - OCT 20	0.00	2,311.32	
013196	TPX COMMUNICATIONS	11/19/2020	Manual	0.00	546.43	901551
<a href="#">136109038-0</a>	Invoice	11/19/2020	TELEPHONE (OFFICE) - NOV 20	0.00	546.43	
004195	HOME DEPOT CREDIT SERVICES	11/19/2020	Manual	0.00	4,135.09	901552
<a href="#">HD1020</a>	Invoice	11/19/2020	SHOP EXP/BUILDING MAINT/SADDLBACK/S...	0.00	4,135.09	
VEN01533	PAYMENTUS GROUP INC.	11/20/2020	Manual	0.00	3,511.30	901553
<a href="#">INV-15-106896</a>	Invoice	11/20/2020	CREDIT CARD PROCESSING FEE - OCT 20	0.00	3,511.30	
001517	CalPERS	11/23/2020	Manual	0.00	13,154.50	901554
<a href="#">PPE 11-6-20</a>	Invoice	11/23/2020	PAY PERIOD ENDING 11/6/20	0.00	13,154.50	
001517	CalPERS	11/23/2020	Manual	0.00	13,150.81	901555
<a href="#">PPE 11-20-20</a>	Invoice	11/23/2020	PAY PERIOD ENDING 11/20/20	0.00	13,150.81	
000248	PAYCHEX	11/27/2020	Manual	0.00	388.48	901556
<a href="#">345154</a>	Invoice	11/27/2020	PAYROLL PROCESSING FEE	0.00	388.48	
000236	PAYPRO ADMINISTRATORS	11/27/2020	Manual	0.00	54.16	901557
<a href="#">PPE 11-20-20</a>	Invoice	11/27/2020	EE FSA DEDUCTIONS 11-27-20	0.00	54.16	
000025	ICMA RC	11/30/2020	Manual	0.00	3,960.00	901558
<a href="#">ICMARC1120</a>	Invoice	11/30/2020	457 REMITTANCE - NOV 20	0.00	3,960.00	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	128	74	0.00	204,453.03
Manual Checks	25	23	0.00	119,821.97
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>153</b>	<b>97</b>	<b>0.00</b>	<b>324,275.00</b>



**JOSHUA BASIN WATER DISTRICT  
UTILITY REFUND REGISTER**

<u>Account Number</u>	<u>Name</u>	<u>Date</u>	<u>Type</u>	<u>Amount</u>	
03-00208-002	WY SOCKI, SHERI	11/9/2020	Refund	118.10	Check #: 62757
03-00244-014	ROADRUNNER REALTY	11/9/2020	Refund	185.45	Check #: 62758
05-00039-001	TRIPP, JOYCE	11/9/2020	Refund	11.42	Check #: 62759
07-00158-011	TRI VALLEY REALTY	11/9/2020	Refund	214.83	Check #: 62760
07-00176-006	HEGDAL, JULIET K	11/9/2020	Refund	34.43	Check #: 62761
09-00082-021	GARCIA, MAYA V	11/9/2020	Refund	136.00	Check #: 62762
14-00032-021	WILSON, HILLARY R	11/9/2020	Refund	86.12	Check #: 62763
14-00137-002	BLU SEQUOIA MODERN INC	11/9/2020	Refund	128.26	Check #: 62764
55-00106-016	HAMM, KAELEY PRUITT	11/9/2020	Refund	38.37	Check #: 62765
62-00037-004	BAXTER, DALTON	11/9/2020	Refund	189.35	Check #: 62766
64-99258-000	GAMWELL, FRANK	11/9/2020	Refund	1,434.69	Check #: 62767
65-00043-007	MCBRIDE, VANESSA	11/9/2020	Refund	21.87	Check #: 62768
10-00129-010	HALSTEAD, NICOLE	11/19/2020	Refund	24.80	Check #: 62800
10-00181-001	CROWN RENTAL & INVESTMENTS LLC	11/19/2020	Refund	88.90	Check #: 62801
13-00382-000	RAUSCHENBERG, NEIL C	11/19/2020	Refund	157.56	Check #: 62802
55-00300-012	ROADRUNNER REALTY INC	11/19/2020	Refund	247.23	Check #: 62803
56-00097-009	FORMICA, DARIO	11/19/2020	Refund	0.75	Check #: 62804
65-00339-011	DONGVILLO, JEFFREY J	11/19/2020	Refund	18.17	Check #: 62805
				<u>3,136.30</u>	

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

DIRECTOR PAY  
 10/24/2020 - 11/20/2020

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date</u>	<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>
10511	Floen, Thomas	11/18/2020	Director Pay Note: JBWD BOARD MEETING 1/DIR/504/	1.0000	\$173.63	
Totals:					\$173.63	\$0.00
Employee Total:					\$173.63	

<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	11/18/2020	Director Pay Note: JBWD BOARD MEETING 1/DIR/504/	1.0000	\$173.63	
Totals:					\$173.63	\$0.00
Employee Total:					\$173.63	

<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	11/04/2020	Director Pay Note: MORONGO BASIN PIPELINE COMMISSION 1/DIR/504/	1.0000	\$173.63	
		11/10/2020	Director Pay Note: WATER RESOURCES & OPS & FINANCE COMMITTEE MEETINGS 1/DIR/504/	1.0000	\$173.63	
		11/12/2020	Director Pay Note: MWA BOARD MEETING 1/DIR/504/	1.0000	\$173.63	
		11/18/2020	Director Pay Note: JBWD BOARD MEETING 1/DIR/504/	1.0000	\$173.63	
Totals:					\$694.52	\$0.00
Employee Total:					\$694.52	

DIRECTOR PAY  
10/24/2020 - 11/20/2020

<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	11/10/2020	Director Pay Note: WATER RESOURCES & OPS COMMITTEE MEETING 1/DIR/504/	1.0000	\$173.63	
		11/18/2020	Director Pay Note: JBWD BOARD MEETING 1/DIR/504/	1.0000	\$173.63	
<b>Totals:</b>					<b>\$347.26</b>	<b>\$0.00</b>
<b>Employee Total:</b>					<b>\$347.26</b>	

<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	10/29/2020	Director Pay Note: MWA SPECIAL TAC MEETING 1/DIR/504/	1.0000	\$173.63	
		10/31/2020	Director Pay Note: DEMO GARDEN HALLOWEEN 1/DIR/504/	1.0000	\$173.63	
		11/10/2020	Director Pay Note: FINANCE COMMITTEE MEETING 1/DIR/504/	1.0000	\$173.63	
		11/18/2020	Director Pay Note: JBWD BOARD MEETING 1/DIR/504/	1.0000	\$173.63	
<b>Totals:</b>					<b>\$694.52</b>	<b>\$0.00</b>
<b>Employee Total:</b>					<b>\$694.52</b>	

**Pay Adjustment Summary**

<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>	<u>Grand Totals:</u>	<u>\$2,083.56</u>	<u>\$0.00</u>
Director Pay	12.0000	\$2,083.56		Grand Total:	\$2,083.56	

JOSHUA BASIN WATER DISTRICT  
BOARD OF DIRECTORS MEETING MINUTES  
WEDNESDAY, DECEMBER 16, 2020

CALL TO ORDER/PLEDGE OF ALLEGIANCE – Vice President Unger called the meeting to order at 6:30 p.m. via teleconference.

DETERMINATION OF A QUORUM – President Johnson (absent), Vice President Unger, Director Floen, Director Hund, and Director Reynolds are in attendance via teleconference.

STAFF PRESENT –Mark Ban, GM, Susan Greer, AGM, Sarah Johnson, Director of Administration, Anne Roman, Director of Finance, Jim Corbin, Supervisor – Distribution, Autumn Rich, Accounting Supervisor, and Brandon Warner, CIRP Supervisor, are in attendance via teleconference.

CONSULTANTS PRESENT –Kathleen Radnich, Public Outreach Consultant, Jeff Hoskinson, Legal Counsel, and Chris Brown, Auditor, are in attendance via teleconference.

OATH OF OFFICE – GM Ban gave the Oath of Office to newly elected Directors’ Tom Floen, Jane Jarlsberg, and Stacy Doolittle.

ELECTION OF OFFICERS –

MSC<sup>1</sup> (Jarlsberg/Reynolds) 5/0/0 motion carried to nominate Vice President Unger as President.

Ayes: Doolittle, Floen, Jarlsberg, Reynolds, and Unger  
Noes: None  
Absent: None  
Abstain: None

MSC<sup>1</sup> (Jarlsberg/Unger) 5/0/0 motion carried to nominate Director Floen as Vice President.

Ayes: Doolittle, Floen, Jarlsberg, Reynolds, and Unger  
Noes: None  
Absent: None  
Abstain: None

APPROVAL OF AGENDA – MSC<sup>1</sup> (Reynolds/Hund) 5/0/0 motion carried to approve the Agenda.

Ayes: Doolittle, Floen, Jarlsberg, Reynolds, and Unger  
Noes: None  
Absent: None  
Abstain: None

PUBLIC COMMENT –GM Ban read aloud the following statement from David Fick:

Changes are coming, I’d first like to thank President Johnson for all he has done for Joshua Tree, including serving on the JBWD board. I first knew Bob Johnson as a Marine Base Community Liaison position (he might have the correct term). He was assigned to take notes on MBCA board meetings when I was President of MBCA in 2008 and 2009. At the time he was taking better notes than my secretary (MBCA has vastly improved). During the time, Walmart Super Center and Section 33/Joshua Tree Villas were major concerns for MBCA. In 2010, Bob Johnson approached then JT MAC Chairman Steve Whitman and me about an Easement by the Marine Base on Section 33 after the Joshua Tree Villas project was defeated. The Easement seemed to be Bob’s idea on helping Joshua Tree after four years of threatening Massive Development by Joshua Tree Villas. He greatly aided with the help of Mojave Desert Land Trust in the MDLT acquiring Section 33 through the Marine Base paying half the cost of acquisition with the required easement conditions. It probably wouldn’t have happened without Bob Johnson.

He then was appointed to the JT MAC and of course, he's been on the JBWD board ever since. Thank you Bob. Welcome to Stacy and Jane, you're in for a lot of fun and responsibility. We can't forget Tom and Mike - hi again.

The one recommendation I have is for your board to nominate Ms. Continuity - Becky Unger as your next President. Speaking of Section 33 and Continuity, there's Mrs. 33 - Susan Greer. I've called on her through the decades and she always impressed me - always.

#### CONSENT CALENDAR –

MSC<sup>1</sup> (Floen/Jarlsberg) 5/0/0 motion carried to approve the Consent Calendar.

Ayes: Doolittle, Floen, Jarlsberg, Reynolds, and Unger

Noes: None

Absent: None

Abstain: None

Abstain: None

RESOLUTION NO. 20-1025 – GM Ban presented and read Resolution No. 20-1025 in honor of AGM Susan Greer for her dedicated service to the Joshua Basin Water District. Many comments, compliments were made by all and she will be missed by everyone.

MSC<sup>1</sup> (Reynolds/Floen) 5/0/0 motion carried to approve Resolution No. 20-1025.

Ayes: Doolittle, Floen, Jarlsberg, Reynolds, and Unger

Noes: None

Absent: None

Abstain: None

Abstain: None

19/20 AUDIT PRESENTATION BY FEDAK & BROWN – Chris Brown, Auditor, Fedak & Brown, gave the presentation; no Board action required. A brief Q&A followed.

LEGAL UPDATE -SOCIAL MEDIA MODIFICATIONS TO THE RALPH M. BROWN ACT (AB992) – Jeff Hoskinson, Legal Counsel, gave the presentation and a brief Q&A followed. Board of Directors received for information only; no Board action required.

RESOLUTION NO. 20-1024, AUTHORIZING INVESTMENT OF MONIES AND DESIGNATING CONTACTS FOR THE LOCAL AGENCY INVESTMENT FUND – AGM Greer stated that the proposed resolution identifies the General Manager, the Director of Finance and Accounting Supervisor as those new contacts. Any successor employees with the same titles are automatically authorized contacts for LAIF purposes.

This is an opportunity to remind the Board about the Local Agency Investment Fund, LAIF. LAIF was established by the California legislature in 1977 to provide investment options for local governments and is managed by the State Treasurer's Office (STO) and audited each year by the Bureau of State Audits. The STO manages over \$102 Billion in investments, including those of LAIF. By participating in LAIF, we have the expertise of the State's investment professionals, earning the best return while maintaining the safety and liquidity of our investments.

Funds on deposit with LAIF are highly liquid, with same-day accessibility if needed. Under Federal law, the State of California cannot declare bankruptcy, and by State law, monies placed on deposit with LAIF are safe, not subject to loan or seizure or impoundment by any state official or state agency.

LAIF has over 2,300 public agency participants that have invested over \$32 Billion with LAIF. The District currently has over \$10 Million invested with LAIF as indicated below:

DESCRIPTION	AMOUNT
<i>DISTRICT RESTRICTED:</i>	
Operating & Cash Flow Reserves	\$3,296,657
Emergency Reserve	2,000,000
Replacement Reserves – meters, equipment & technology, buildings, studies/reports	1,026,200
Capital Reserve	1,720,073
<i>LEGALLY RESTRICTED:</i>	
Capacity Charges – water and wastewater	1,574,291
Customer and Project Deposits	369,618
Copper Mountain Mesa Assessment District	691,890
TOTAL	\$10,678,729

This was followed by a brief Q&A period.

MSC<sup>1</sup> (Reynolds/Jarlsberg) 5/0/0 motion carried to approve Resolution No. 20-1024.

Ayes: Doolittle, Floen, Jarlsberg, Reynolds, and Unger

Noes: None

Absent: None

Abstain: None

Abstain: None

#### PRESIDENT OF THE BOARD OF DIRECTORS TO ASSIGN COMMITTEE APPOINTMENTS -

President Unger made the following appointments:

Finance Committee – President Unger and Vice President Floen

Water Resources & Operations Committee – Director Doolittle and Director Reynolds

Legislative and Public Information Committee – Director Jarlsberg and President Unger

Solar Committee – Director Doolittle and President Unger

ACWA JPIA – President Unger and staff member Sarah Johnson, Director of Administration

TAC (MWA Technical Advisory Committee) – Revolving Board members

MBPLC (Morongo Basin Pipeline Commission) – Director Floen

LAFCO (Local Agency Formation Agency) – Revolving Board members - MSC<sup>1</sup> (Unger/Doolittle) 5/0/0 motion carried to authorize per diem to attend this meeting.

GENERAL MANAGER REPORT – GM Ban gave a report on operations and congratulated the new Board members.

#### DIRECTOR REPORTS ON MEETINGS ATTENDED, COMMENTS AND FUTURE AGENDA ITEMS –

- Kathleen Radnich, Public Information Consultant reported on the following:
  - Swamp/Evaporative Cooler Study – Delayed
  - BLM Wildcrafting Grant – Permanent signs are installed with two events remaining prior to grant completion (March plant sale and spring Wildcrafting Course).
  - MWA District Tour Grant – Diverting funds for a video tour due to COVID-19.
  - Water Education Day Grant/Plant Sale – Reducing event to only plant sale due to COVID-19.

- United Way of the Desert – Was at Ink & Steel (located next to the Farmers Market) on Saturday, November 28, 2020 from 9-11 a.m. With radio promotion we had 4 applicants.
- ACWA Virtual Conference – Vice President Unger commented on the 2-day ACWA virtual conference she attended.
- Citizens Advisory Council – December 8, 2020, at 6:00 p.m. – No report
- Finance Committee – December 9, 2020, at 9:00 a.m. –Vice President Unger reported on the Finance Committee
- Mojave Water Agency Board of Directors – December 10, 2020, at 9:30 a.m.-Vice President Unger reported on the MWA Board of Directors meeting.

FUTURE DIRECTOR MEETINGS & TRAINING OPPORTUNITIES – President Unger read off the list of upcoming meetings.

ADJOURN TO CLOSED SESSION- President Unger adjourned to Closed Session at 8:50 p.m.

RETURN TO OPEN SESSION – The Board of Directors returned to open session at 9:15 p.m.

REPORT ON CLOSED SESSION - The Board met in Closed Session on Item 17, relative to real property negotiations, and by unanimous roll-call vote, with all member present, approved a purchase agreement for San Bernardino County Assessor Parcel Number 0603-23-105-0000, in an amount of \$86,000. A copy of such agreement will be made available on request, once fully executed.

ADJOURNMENT – President Unger adjourned the meeting at 9:18 p.m.

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

**Board of Directors Meeting**

**DATE: January 20, 2021**

**REPORT TO:** Board of Directors  
**PREPARED BY:** Mark Ban  
**TOPIC:** **RESOLUTION NO. 21-1026, ADOPTING AN  
AMENDMENT TO THE DISTRICT'S CONFLICT OF  
INTEREST CODE**

**RECOMMENDATION:** Recommend that the Board of Directors adopt Resolution No. 21-1026.

---

**ANALYSIS:** The Political Reform Act requires the District to conduct a biennial review of our Conflict of Interest Code. The District has adopted by reference the Fair Political Practices Commission regulation which contains the terms of a standard Conflict of Interest Code. Because any changes made to the law are automatically adopted by reference, our review in the past has typically amounted to reconsideration of our Appendix A, which includes those who are responsible for complying with the Conflict of Interest Code by filing Form 700.

Both the revised Code and the Resolution have been reviewed by legal counsel.

**STRATEGIC PLAN ITEM:** N/A  
**FISCAL IMPACT:** N/A



**RESOLUTION NO. 21-1026**

**RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE JOSHUA BASIN WATER DISTRICT  
ADOPTING AN AMENDMENT TO THE DISTRICT'S  
CONFLICT OF INTEREST CODE**

WHEREAS, The Political Reform Act (“Act”), Government Code Section 81000 et seq., requires state and local government agencies to adopt and promulgate Conflict of Interest Codes; and

WHEREAS, the Act requires that the state and local government agencies review their Conflict of Interest Code biannually in order to ensure that it remains in conformity with the Act and to update said Code with respect to any organizational changes which have occurred in the agency since the adoption and last amendment of the Code; and

WHEREAS, the Fair Political Practices Commission (“FPPC”) has adopted a regulation, 2 Cal. Code of Regs., Section 18730, which contains the terms of a standard Conflict of Interest Code, which can be incorporated by reference by state and local government agencies as the Conflict of Interest Code of such an agency, and which may be amended by the FPPC from time to time to conform with the amendments in the Act; and

WHEREAS, the Board of Directors has previously adopted said Standard Conflict of Interest Code; and

WHEREAS, the Board of Directors of the Joshua Basin Water District desires to amend the District’s Conflict of Interest Code for the purpose of making it a more user-friendly document for filers and for the District’s Filing Officer and to update and restate Appendix A thereto to reflect organizational changes of the District.

NOW THEREFORE, BE IT RESOLVED, the Board of Directors of the Joshua Basin Water District DOES HEREBY RESOLVE, ORDER AND DETERMINE AS FOLLOWS:

1. The Board of Directors hereby ratifies and confirms the District’s adoption of the Standard Conflict of Interest Code and hereby adopts and amended Conflict of Interest Code and Appendix A thereto which sets forth designated positions and disclosure categories to the District’s Conflict of Interest Code, all of which is set forth in Exhibit “A” to this Resolution.
2. The Secretary of the District is hereby authorized and directed to file with the Clerk of the Board of Supervisors a copy of this Amendment and such other information as may be required by the Board of Supervisors.
3. The Secretary of the District is hereby ordered and directed to file the Amended Conflict of Interest Code in the office of the District, and to retain and incorporate same in the District’s “Administrative Code”.

ADOPTED, SIGNED AND APPROVED THIS 20<sup>TH</sup> DAY OF JANUARY 2021.

Ayes \_\_\_\_\_  
Noes \_\_\_\_\_  
Abstain \_\_\_\_\_  
Absent \_\_\_\_\_

\_\_\_\_\_  
Rebeca Unger, President, Board of Directors

ATTEST:

\_\_\_\_\_  
Mark Ban, General Manager and Board Secretary

**APPENDIX A  
DESIGNATED POSITIONS**

**87200 FILERS**

Public Officials who manage public investments as defined by 2 Cal. Code of Regs. §18701(b), are NOT subject to the JBWD's Conflict of Interest Code, but must file disclosure statements under Government Code Section 87200 et seq., and are subject to full disclosure, Category 1. These positions are listed here for informational purposes only.

- Board of Directors
- General Manager

**CODE FILERS**

Public Officials filling designated positions below must file disclosure statements pursuant to the following disclosure categories.

**DESIGNATED POSITIONS  
CATEGORY**

**DISCLOSURE**

**ADMINISTRATION**

Executive Assistant

3

**FINANCE**

Director of Finance

3

**HUMAN RESOURCES**

Director of Administration

3

**OPERATIONS**

Director of Operations

3

Distribution Supervisor

3

Production Supervisor

3

**NEW POSITIONS**

Individuals serving in a new position created since this Code was last approved that makes or participates in making decisions must file under the broadest disclosure set forth in this Code.

1

**CONSULTANTS**

SEE APPENDIX C

**APPENDIX B  
DISCLOSURE CATEGORIES**

The disclosure categories listed below identify the types of economic investments that the designated position must disclose for each disclosure category to which he or she is assigned.

**Such economic interests are reportable if they are either located in or doing business in the jurisdiction, are planning to do business in the jurisdiction, or have done business during the previous two years in the jurisdiction of the JBWD.**

Category	Description
1	<p><b><u>FULL DISCLOSURE:</u></b>  <b>What to report?</b> All investments and business positions in business entities, sources of income, including gifts, loans and travel payments, and interest in real property located in the JBWD.</p>
2	<p><b><u>ALL INCOME, EXCLUDING INTERESTS IN REAL PROPERTY</u></b>  <b>What to report?</b> All investments and business positions in business entities, and sources of income including gifts, loans and travel payments.</p>
3	<p><b><u>JBWD/DEPARTMENT-RELATED INCOME</u></b>  <b>What to report?</b> All investments and business position in business entities and sources of income, including gifts, loans and travel payments if the source is a type which provides, manufactures, or supplies goods, materials, equipment, machinery or services, including training or consulting services, of the type utilized by or subject to the review or approval of the JBWD or the department in which that person is employed.</p>
4	<p><b><u>JBWD/DEPARTMENT-RELATED INCOME, REAL PROPERTY</u></b>  <b>What to report?</b> All investments and business positions in business entities and sources of income including gifts, loans and travel payments, and all interest in real property, if the source is of a type which provides, manufactures, or supplies goods, materials, equipment, machinery or services, including training or consulting services, of the type utilized by or subject to the review or approval of the JBWD or the department in which that person is employed.</p>

**APPENDIX C  
CONSULTANT'S APPENDIX**

Only consultants who make a governmental decision or act in a staff capacity as defined in 2 Cal Code Regs. Section 18701, shall be subject to economic disclosure requirements.

Consultants who make governmental decisions shall disclose pursuant to the broadest disclosure category in the Code subject to the following limitation:

The JBWD General Manager may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in the section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement to the extent of disclosure requirements. The General Manager's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.

**Designated Consultants**

**Categories  
Disclosure**

<p>Consultants who make (not just recommend) governmental decisions, such as whether to approve a rate, rule or regulation, whether to issue, deny, suspend or revoke any permit, license, application, certificate or similar authorization, adopt or grant JBWD approval to a plan, design, report, study, or adopt or grant JBWD approval of policies, standards, or guidelines for the JBWD.</p>	<p align="center">1</p>
<p>Consultants who act in a staff capacity with the JBWD, and in that capacity perform the same or substantially all the same duties for the JBWD that would otherwise be performed by an individual holding a designated position in the JBWD's Conflict of interest Code.</p>	<p>Disclosure required at the same level as the comparable designated position identified elsewhere in this Code.</p>

**Category 1**

Designated consultants assigned to this category shall disclose:

- a. All business entities or non-profit corporations in which they are a director, officer, partner, trustee, employee or hold a position of management; interests in real property, investments; and income, including gifts, loans and travel payments.
- b. When the consultant is a corporation or partnership, only individuals from the firm that participate in JBWD decisions or act in a staff capacity must file disclosure statements.

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

**Board of Directors Meeting**

**DATE: January 20, 2021**

**REPORT TO:** Board of Directors  
**PREPARED BY:** Anne Roman, Director of Finance  
**TOPIC:** CREDIT CARD UPDATE & RESOLUTIONS  
**RECOMMENDATION:** Recommend that the Board of Directors adopt Resolution No. 21-1027 and Resolution No. 21-1028.

---

**ANALYSIS:** This item was reviewed by the Finance Committee on 1/13/21. In recent months, our outgoing AGM/Controller has transitioned many authorities, including bringing a resolution to the Board to revise *authorized contacts* with our credit card issuer, Bank of America. However, we recently learned that Susan Greer was the *personal guarantor* for the “small business” credit cards issued to the District. Since we only learned of this upon cancelling the AGM/Controller’s credit card, we need to expedite the designation of a new guarantor. Although this could be any employee of the District, the Director of Finance has volunteered to accept that responsibility, if deemed qualified by the lender.

There are a few concerns surrounding this arrangement. First, the District has grown to a size and maintains a well-used credit limit (\$32,000) that warrants application for a “corporate” credit card, wherein the liability is not guaranteed by an individual employee, but rather the District itself. For this reason, I propose that the District apply for the State Purchase Card “Cal-Card” program through our bank, U.S. Bank. The no-fee Cal-Card program will allow for better administration, more control over charges, and provide a 1.35% rebate on purchases. A proposed \$45,000 credit limit will allow for additional card activity, which would save time over writing checks, increase rebate potential, and allow room for emergency activity.

However, the Cal-Card implementation process is estimated to take up to 12 weeks and we need to ensure our credit card continuity in the interim. Thus, I have also submitted an application to Bank of America, listing myself as a new guarantor for the existing credit card account. As per my own best judgement and our outgoing AGM/Controller’s advice, I hereby submit a resolution containing a brief policy that will protect *any* individual guarantor, in this case me, from District credit card liability. While this would not protect any individual guarantor in the unlikely case of the District’s

insolvency, it conveys the District's intentions to assume the credit card liability as its own.

Once we have fully transitioned to the Cal-Card program, it is the intention of the Director of Finance to cancel the Bank of America credit card account.

Two resolutions are attached. One adopts the guarantor policy for the Bank of America account into the Administration Code and the other authorizes the General Manager to enter into an agreement with U.S. Bank/the State for the Cal-Card program.

**STRATEGIC PLAN ITEM:** N/A

**FISCAL IMPACT:** No fee, except in case of delinquency or for foreign transactions. The District will receive a minimum 1.35% rebate on purchases made through the State Cal-Card program.

**RESOLUTION NO. 21-1027**

**RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE JOSHUA BASIN WATER DISTRICT  
ADOPTING CREDIT CARD GUARANTOR POLICY**

WHEREAS, the Joshua Basin Water District currently has and utilizes credit cards in the normal course of conducting business; and

WHEREAS, the Joshua Basin Water District's current credit card issuer, Bank of America, requires that an employee be designated as a guarantor for the charges due; and

WHEREAS, the District's former Controller was designated as the guarantor and will be replaced by the Director of Finance; and

WHEREAS, it is the District's intention to protect the designated employee from personal liability for District charges.

NOW, THEREFORE BE IT RESOLVED, that the below "Credit Card Guarantor Policy" be adopted and incorporated into Article 15 of the Administration Code:

**CREDIT CARD GUARANTOR POLICY**

The Joshua Basin Water District's credit card issuer, presently Bank of America, requires that an employee personally guarantee the financial liability incurred by the District's credit card holders. The Joshua Basin Water District pledges to accept such liability as its own and protect the designated guarantor from such personal liability for District-incurred expenses.

Employees who are issued credit cards will be approved by one of three authorized individuals, the General Manager, the Director of Finance, or the Director of Administration, as per Board resolution. For each employee who is issued a card, a Credit Card Issuance and Acknowledgement Form, which contains the basic expectations surrounding card usage, will be completed.

FURTHER RESOLVED, this resolution is effective immediately upon adoption.

ADOPTED this 20<sup>th</sup> day of January, 2021.

By

\_\_\_\_\_  
Rebecca Unger, President

\_\_\_\_\_  
Tom Floen, Vice President

Attest: \_\_\_\_\_  
Mark Ban, General Manager and Board Secretary

**RESOLUTION NO. 21-1028**

**RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE JOSHUA BASIN WATER DISTRICT  
AUTHORIZING PURCHASE CARD ("CAL-CARD" CREDIT CARD) AGREEMENT**

WHEREAS, the Joshua Basin Water District currently utilizes credit cards in the normal course of conducting business; and

WHEREAS, the Joshua Basin Water District intends to participate in the State's Cal-Card program through U.S Bank, with the intention of eliminating the Bank of America credit card account once the transition is complete; and

WHEREAS, the Joshua Basin Water District accepts all credit card liability incurred via the account as described in the attached agreement; and

NOW, THEREFORE BE IT RESOLVED, the Joshua Basin Water District authorizes the General Manager/Board Secretary to enter into the attached "NASPO VALUE POINT PURCHASING ENTITY ADDENDUM" and/or any legal document required for enrollment.

FURTHER RESOLVED, this resolution is effective immediately upon adoption.

ADOPTED this 20<sup>th</sup> day of January, 2021.

By

\_\_\_\_\_  
Rebecca Unger, President

\_\_\_\_\_  
Tom Floen, Vice President

Attest: \_\_\_\_\_  
Mark Ban, General Manager and Board Secretary





## NASPO VALUE POINT PURCHASING ENTITY ADDENDUM

---

This Purchasing Entity Addendum ("**Addendum**") is entered into by Joshua Basin Water District, organized under the laws of the State of California ("**Participant**") and U.S. Bank. This Addendum shall become effective upon signing by U.S. Bank.

### RECITALS

1. State of California (the "**State**") and U.S. Bank entered into the California dated \_\_\_\_\_, as amended, supplemented or otherwise modified (the "**Agreement**") for the purpose of providing commercial card services (the "**Program**");
2. Participant desires to participate as a "Purchasing Entity" under the Program and Agreement, with sole liability its own obligations it may incur under the Program and Agreement; and
3. U.S. Bank has agreed to allow Participant to be bound under the Agreement and participate in the Program as a "Purchasing Entity".

Now, therefore, for and in consideration of the mutual promises contained in this Addendum and other good and valuable consideration, the receipt and sufficiency of which is acknowledged, Participant and U.S. Bank agree as follows:

1. **DEFINITIONS.** Unless otherwise stated in this Addendum, all capitalized terms shall have the same meaning as set forth in the Agreement.
2. **DESIGNATION.** Participant is hereby designated as a "Purchasing Entity" under the Agreement, and upon U.S. Bank's execution of this Addendum (after completing its necessary due diligence) Participant shall be deemed a "Purchasing Entity" thereunder until Participant so elects to remove such designation or such designation is revoked as set forth in section 6 below. U.S. Bank will take direction from such Participant in the issuing of Accounts (or the suspension of Accounts issued at Participant's direction). This Addendum shall be considered a "Card User Agreement" for purposes of the Agreement.
3. **PARTICIPANT REPRESENTATIONS, WARRANTIES AND COVENANTS.** Participant
  - 3.1. Represents and warrants that it has received a copy of the Agreement;
  - 3.2. Represents that it is a valid political subdivision of the State of California;
  - 3.3. Represents and warrants that as of the date hereof that each of the representations and warranties made by the State in the Agreement to U.S. Bank can be made by Participant without breach on the date hereof;
  - 3.4. Represents and warrants that all financial and other information provided to U.S. Bank by or about Participant is true and correct;
  - 3.5. Agrees to comply with and be bound by the terms and conditions of the Agreement, including any future amendment regardless of whether Participant has received notice of such amendment;
  - 3.6. Agrees it is liable for its own performance of the terms and conditions of the Agreement (including as it may be amended from time to time) as if Participant signed the Agreement, including for all obligations incurred by it or by any party issued an Account at its direction, but shall not be liable for any obligations incurred by the State or any other participants; and
  - 3.7. Agrees that it may not assign or transfer its rights under this Addendum or the Agreement without the express consent of U.S. Bank.
4. **LIABILITY FOR PARTICIPANT'S PERFORMANCE AND OBLIGATIONS.** Participant agrees that it shall be solely liable for its performance of the terms and conditions of the Agreement and this Addendum.

The State shall have no liability for any obligations incurred under the Program by Participant and any Account holder designated by such Participant.

**5. NOTICES.** The notice address for Participant is:

Participant:

Joshua Basin Water District

PO Box 675

Joshua Tree, CA 92252

Attn: Anne Roman

- 6. CHANGE OF CONTROL.** Participant shall immediately notify U.S. Bank in writing of the occurrence of any event concerning Participant that (i) would prevent Participant from making the representations and warranties contained in section 3 at such time or (ii) results in a change of the legal name of such Participant. Participant shall promptly provide such additional details as reasonably requested by U.S. Bank regarding such event. At the election of U.S. Bank, the rights of Participant to be designated a "Participant" under the Agreement may be revoked based upon the notification provided by pursuant to section 6(i) and this Addendum shall terminate.
- 7. BINDING AGREEMENT.** The representations, warranties and covenants of Participant in this Addendum constitute valid, binding and enforceable agreements of Participant. The execution of this Addendum and the performance of the obligations hereunder are within the power of Participant, have been authorized by all necessary action and do not constitute a breach of any agreement to which Participant is a party or is bound. Participant represents and warrants that this transaction is within the scope of the normal course of business and does not require further authorization for Participant to be duly bound by this Addendum. Any breach of the terms of this Addendum by the Participant shall also be a default under the Agreement by the Participant giving rise on the part of U.S. Bank to exercise remedies based upon such default. A breach of the terms of the Addendum by Participant shall give rise to the right of U.S. Bank to terminate this Addendum and remove Participant from the Program.
- 8. RATIFICATION, AMENDMENT AND TERMINATION OF AGREEMENT.** Participant acknowledges that U.S. Bank and the State may from time to time enter into amendments of the Agreement. No such amendments shall require the consent of, or notification to, Participant and Participant shall be bound by the terms contained in any such amendments. Any failure to inform Participant of any amendment shall not provide a defense to Participant against U.S. Bank's enforcement of the Agreement (as amended) or this Addendum against Participant. **In the event of a termination of the Agreement or the Master Agreement described therein, Participant acknowledges and agrees that U.S. Bank will not be required to pay Participant a rebate payment for the Quarter in which such termination occurs or any subsequent Quarter thereafter.**
- 9. AUTHORIZATION AND EXECUTION.** This Addendum may be executed in several counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same document. This Addendum may be executed and delivered by the parties electronically, and fully executed electronic versions of this Addendum, or reproductions thereof, will be deemed to be original counterparts.

The signer(s) represents and warrants that (i) he or she is authorized by an applicable authority to enter into all transactions contemplated by this Addendum, and (ii) the signatures appearing on all supporting documents of authority are authentic.

<b>PARTICIPANT</b>	<b>U.S. BANK</b>
<u>DATE:</u>	<u>DATE:</u>
<u>Joshua Basin Water District</u> Legal Name of Participant	<u>U.S. Bank National Association</u>
<u>(Signature of Authorized Individual)</u>	<u></u>
<u>Mark Ban</u> (Printed Name of Authorized Individual)	<u></u>
<u>General Manager/Board Secretary</u> (Printed Title of Authorized Individual)	<u>Vice President</u>

The screenshot shows the DGS Procurement Division website. The header includes the DGS logo, the text "Procurement Division", and a search bar with the placeholder text "For example, how to sell to the state?". Below the header is a navigation menu with links for HOME, ABOUT, CONTACT, and various procurement-related terms. The main content area features a breadcrumb trail: HOME > PROCUREMENT DIVISION > ABOUT > CAL-CARD PROGRAM. The title "CAL-Card Program" is prominently displayed. Below the title is a brief introductory paragraph. A section titled "ACQUISITIONS" contains a list of links: CAL-Card Program, California Multiple Award Schedules, Cooperative Agreements, Food Acquisitions, Leveraged Procurement Agreements, Master Agreements, One-Time Acquisitions, and Software Licensing Program. To the right of this list are three paragraphs of text explaining the program's details, including its registration, payment flexibility, and adherence to procurement laws.

**ACQUISITIONS**

- > [CAL-Card Program](#)
- > [California Multiple Award Schedules](#)
- > [Cooperative Agreements](#)
- > [Food Acquisitions](#)
- > [Leveraged Procurement Agreements](#)
- > [Master Agreements](#)
- > [One-Time Acquisitions](#)
- > [Software Licensing Program](#)

**CAL-Card Program**

CAL-Card is one of the State of California's commercial card services programs available to state and publicly funded local agencies.

CAL-Card is the registered name of the State of California's Purchase Card Program. CAL-Card is a VISA purchase card provided by a State of California leveraged procurement agreement (LPA) and offered to participating state local government agencies.

CAL-Card provides a flexible payment mechanism for the acquisition of goods and services with flexible spending limits and merchant category codes (MCC) for each card. Cards are issued in the name of the cardholder and billed to the agency.

CAL-Card is NOT a procurement approach or acquisition method. Therefore, agencies must adhere to all procurement laws, regulations, policies, procedures, and best practices as indicated in the CAL-Card Participating Addendum and State Contract Manuals (State agencies only). Individual state and local agencies may establish additional internal policies, procedures and limitations for cardholders.

CAL-Card is NOT a payment mechanism for travel-related expenses (State agencies only).

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

**Board of Directors Meeting**

**DATE: January 20, 2021**

**REPORT TO:** Board of Directors  
**PREPARED BY:** Mark Ban, General Manager  
**TOPIC:** Well 14 Budget  
**RECOMMENDATION:** Recommend that the Board of Directors approve a budget increase of \$150,000.00 for the completion of the Well 14 4-LOG Project.

---

**ANALYSIS:** A solution to bring Well 14 back online via the District's Well 14 4-LOG Project is currently underway. In addition to ensuring the well is brought back online as our main producer, the well's infrastructure and appurtenances will also be replaced ensuring it will continue to produce water for decades to come. Included in this project is also the District's first, on-site sodium hypochlorite generator that will allow the District to produce its own chlorine, addressing both reliability and emergency preparedness.

The original budget for this project of \$500,000.00 was developed based upon the known infrastructure improvements, costs, and what would be deemed acceptable by the State through our permit process. Since that time, the need to make additional electrical improvements, such as the meter and switchgear sections, a new motor and SCADA improvements has increased costs. Adding to the cost is the continued impacts from COVID-19 that have affected lead times, part and material availability, and annual cost increases. These issues along with other natural disasters affecting the production of PVC resin have also caused the cost of pipe to increase by as much as 30%.

Total known costs to date can be found below in Table 1 and exceed the current budget by \$47,388.61. Items still remaining include SCADA improvements, electrical site work, lighting, and a number of miscellaneous expenditures for conduit, concrete, wiring, etc.

Staff is requesting that the original budget of 500,000.00 be increased to \$650,000.00 to allow for the project's completion. The additional \$150,000.00 will cover the \$47,388.61 of updated costs found in Table 1, leaving approximately \$100,000.00 to be budgeted for services and material outlined in Table 2 that are still required.

**Table 1 – Costs Known to Date**

<b>Item</b>	<b>Description</b>	<b>Cost</b>
1	Well Cleaning/Disinfection	68,901.00
2	Motor Replacement	26,858.00
3	18" Pipe and Materials	65,506.62
4	4-LOG Control Piping	37,000.00
5	Automated Control Valves	51,132.00
6	Building	86,000.00
7	Motor Control Center and Meter/Switchgear Sections	122,181.00
8	Sodium Hypochlorite Generator	\$78,039.38
9	Chlorine/Temp Analyzer	\$11,770.61
	<b>Known Cost Total:</b>	<b>\$547,388.61</b>

**Table 2 – Additional Budget Items**

<b>Item</b>	<b>Description</b>	<b>Budget</b>
10	SCADA Improvements	\$25,000.00
11	On-Site Electrical	\$50,000.00
12	Misc. Costs	\$27,611.39
	<b>*Total Additional Costs</b>	<b>\$102,611.39</b>

**FISCAL IMPACT:** \$650,000.00 (\$150,000.00 increase from original budget.)