



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

JOSHUA BASIN WATER DISTRICT
 REGULAR MEETING OF THE BOARD OF DIRECTORS
 WEDNESDAY MARCH 6, 2013 7:00 PM
 61750 CHOLLITA ROAD, JOSHUA TREE CALIFORNIA 92252

AGENDA

- | | |
|--------------------|--|
| Pg. 1-4
Pg. 5-7 | <ol style="list-style-type: none"> 1. CALL TO ORDER 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. 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. <ol style="list-style-type: none"> A. Approve Draft Minutes of February 6, 2013 Regular Meeting of the Board of Directors B. Approve Draft Minutes of February 20, 2013 Regular Meeting of the Board of Directors |
| Pg. 8-10 | <ol style="list-style-type: none"> 7. APPEAL OF DORIS BRIDGES FOR REQUIREMENT OF FIRE HYDRANT
 Recommend that the Board deny the appeal of Ms. Doris Bridges and require the installation of a fire hydrant per District Rules and Regulations. |
| Pg. 11 | <ol style="list-style-type: none"> 8. GIS PRESENTATION BY DUDEK ENGINEERING
 This is for information as the board updates their strategic plan and supplemental budget. |
| Page 12 | <ol style="list-style-type: none"> 9. RECOATING OF RESERVOIRS
 Recommend that the Board authorize staff to solicit bids for interior re-coating of the D-2-1, D-3, F-2, and H-1 tanks. |
| Pg. 13-16 | <ol style="list-style-type: none"> 10. APPROVE AGREEMENT WITH PUBLIC INFORMATION CONSULTANT
 Recommend that the Board approve agreement including additional 5 hours per week. |

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 UPDATE PROJECT: Director Fuller and Vice President Coate
 - F. ADMINISTRATIVE CODE UPDATE PROJECT: Director Fuller 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 March 13 at 7:00 pm and March 20 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.

JOSHUA BASIN WATER DISTRICT
Minutes of the
REGULAR MEETING OF THE BOARD OF DIRECTORS
February 6, 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	Absent
Gary Wilson	Present

STAFF PRESENT:

Joe Guzzetta, General Manager
Marie Salsberry, HR Manager/Administrative Specialist
Keith Faul, GIS Coordinator

CONSULTANTS PRESENT:

Gil Granito, District Counsel
Mike Metts, Dudek Engineering
Kathleen Radnich, Public Outreach Consultant

GUESTS 6

4. APPROVAL OF AGENDA

It was noted that Director Reynolds was absent and had notified the District in advance that he would be unable to attend tonight's meeting.

MSC Coate/Fuller 4/0 (1 Absent) to approve the agenda for the February 6, 2013 Regular Meeting of the Board of Directors.

5. PUBLIC COMMENT

None.

6. CONSENT CALENDAR

MSC Fuller/Coate 4/0 (1 Absent) to approve the minutes of the January 16, 2013 Regular Meeting of the Board of Directors.

7. ADDENDUM TO ENVIRONMENTAL IMPACT REPORT FOR GROUND WATER RECHARGE BASIN AND PIPELINE PROJECT

General Manager Guzzetta presented the staff report, explaining changes that were noted in the addendum due to the re-design of the project.

MSC Coate/Fuller 3/1 (1 Absent) to approve staff recommendation to adopt the Addendum to the Final Environmental Impact Report for the Recharge Basin and Pipeline Project to reflect the re-design that occurred after approval of the Final Environmental Impact Report on September 23, 2009.

Coate	Aye
Fuller	Aye
Luckman	Aye
Reynolds	Absent
Wilson	No

8. ADJUSTMENT IN SALARY RANGES FOR MANAGEMENT, SUPERVISORY, AND CONFIDENTIAL UNREPRESENTED EMPLOYEES

Vice President Coate reported that the ad hoc committee had met with management staff and the Committee is recommending increase in salary ranges for management staff in order for staff to be eligible for merit increases when performance evaluations are done. President Luckman reported that the committee also recommended raising the cafeteria plan allowance. Director Wilson commented he would suggest a cut. Fred Klintworth of Joshua Tree commented that benchmarked salary increases for management are not common.

Tom Floen of JT commented that this is a low income area.

MSC Coate/Fuller 3/1 (1 Absent) to approve the recommendation of the Board ad hoc JBWD Management Compensation Scales Project Committee to authorize an increase in the salary ranges for management, supervisory and confidential unrepresented employees of 5.3% effective with the pay period beginning Saturday, February 9, 2013; to authorize an increase in the monthly cafeteria plan from \$840 per month to \$900 per month; to establish a policy of considering adjustments to management compensation annually when Social Security Index changes are determined by the federal government; and to adopt Resolution 12-900 Approving the Compensation Plan for the Management/Supervisory and Confidential Employees.

Coate	Aye
Fuller	Aye
Luckman	Aye
Reynolds	Absent
Wilson	No

9. INCREASE IN RATES FOR ENGINEERING CONSULTING SERVICES

G.M. Guzzetta reported that Dudek has served as the District Engineer for at least the past six years without a rate increase. At this time they are requesting approval of new rates. GM Guzzetta explained that there are two positions that provide for most of the billing. Discussion ensued. Director Wilson commented opposing approval of the proposed new rates.

MSC Coate/Fuller 3/1 (1 Absent) to approve staff recommendation to authorize an increase in the rates for engineering services for Dudek Engineering, the District Engineer, as noted in the letter and schedule of charges.

10. REORGANIZATION OF ADVISORY COMMITTEES AND APPOINTMENT OF DIRECTORS AUTHORIZED TO ATTEND MEETINGS OF OUTSIDE AGENCIES AND ORGANIZATIONS

President Luckman reported on the new organization of standing and ad hoc board committees and representatives to attend other agency meetings. She noted that staff has already posted FPPC Form 806 on the District website. President Luckman announced the following committees and representatives:

Standing Committees:

Board Agenda Committee: President Luckman and Vice President Coate.

Public Information Committee: President Luckman and Director Fuller.

Ad Hoc Committees:

JBWD Management Compensation Scales Project: President Luckman and Vice President Coate.

JBWD Recharge Basin & Pipeline Project: Vice President Coate and Director Fuller.

JBWD Hospital Wastewater Project: President Luckman and Vice President Coate.

JBWD Tank Restoration Project: Vice President Coate and Director Wilson.

JBWD Rules and Regulations Update Project: Vice President Coate and Director Fuller.

JBWD Administration Code Project: President Luckman and Director Fuller.

Appointed Attendees:

Mojave Water Agency (MWA) Board Meetings: Rotation of President Luckman, Vice President Coate, Director Reynolds and Director Fuller.

MWA Technical Advisory Committee: President Luckman, alternate is Director Fuller.

Morongo Basin Pipeline Commission: Vice President Coate, alternate is Director Reynolds.

San Bernardino County Local Agency Formation Commission: President Luckman, alternate is Director Fuller.

Association of San Bernardino County Special Districts: Director Reynolds.

District legal counsel Gil Granito noted that committee members should be cautious not to discuss subject matter outside of the appropriate committee meetings. He stated that previously existing Board committees are now rescinded.

11. COMMITTEE REPORTS

- A. PUBLIC INFORMATION COMMITTEE: President Luckman and Director Fuller: Kathleen Radnich, Public Outreach Consultant shared photos of the construction that is underway on the recharge pipeline project. The next Public Information Committee meeting will be February 14th at 10 am; the committee will evaluate proposed interpretive signage for the demonstration garden. A docent meeting will be held March 8th with a presentation on how to collect and germinate native seeds. The District will again be represented at the Saturday JT Farmers Market beginning in March.
- B. PERSONNEL AND FINANCIAL COMMITTEE: Director Wilson and Director Fuller: No report.
- C. ENGINEERING COMMITTEE: Vice President Coate and Director Fuller: No report.

Vice President Coate reported that an ad hoc committee met with staff regarding two customer issues and those customer issues were referred to the engineer.

12. PUBLIC COMMENT

None.

13. GENERAL MANAGER REPORT

GM Guzzetta reported the District is ready to install the soft-start bypass on Well 10 and Well 14; lighting at the shop is being upgraded. Staff is preparing for a new state law that requires the District to translate water quality violation notices into Spanish. The sale of surplus District vehicles netted over \$26,000. The District received a reimbursement check for the copper that was stolen.

14. DIRECTORS COMMENTS/REPORTS

Vice President Coate reported attending the Mojave Water Agency Board meeting where the agency was working on setting new rates per acre/foot of water. He stated that he and Mr. Fountain went to look over a customer situation, and that he may have inadvertently told Mr. Fountain the wrong date for the ad hoc engineering committee meeting. Director Fuller suggested that Directors refrain from requesting compensation for ad hoc committee attendance. Gil Granito stated the ad hoc committee may review the policy in the District's Administration Code.

President Luckman read a resolution of the HDWD Board congratulating JBWD on 50 years of service. She announced that photos of JBWD Board members will be taken prior to the next regular Board meeting.

15. DISTRICT GENERAL COUNSEL REPORT

Gil Granito reported that the litigation with Robert Ellis is concluded. The case was tried in May of 2011; the defendant appealed the action and the appeal was recently denied. The property in question is now in bankruptcy and is controlled by the attorney of the trust who has indicated that he intends to cooperate fully with the District.

16. FUTURE AGENDA ITEMS

None requested.

17. CLOSED SESSION

There was no closed session.

18. ADJOURNMENT 7:10 PM

MSC Fuller/Coate 3/1 (1 Absent) to adjourn the February 6, 2013 Regular meeting of the Board of Directors.

Respectfully submitted:

Joe Guzzetta, General Manager

The next regular meeting of the Board of Directors is scheduled for February 20, 2013 at 7:00 pm.

JOSHUA BASIN WATER DISTRICT
Minutes of the
REGULAR MEETING OF THE BOARD OF DIRECTORS
February 20, 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:

Joe Guzzetta, General Manager
Marie Salsberry, HR Manager/Administrative Specialist
Keith Faul, GIS Coordinator

CONSULTANTS PRESENT:

Gil Granito, District Counsel
Kathleen Radnich, Public Outreach Consultant

GUESTS 6

4. APPROVAL OF AGENDA

MSC Fuller/Reynolds 5/0 to approve the agenda for the February 20, 2013 Regular Meeting of the Board of Directors.

5. PUBLIC COMMENT

Doris Bridges commented on the process for her proposed mainline extension and request for variance regarding hydrant installation. GM Guzzetta commented that the appeal for the hydrant variance request will be brought back to the Board. It was noted that the ad hoc committee may meet to discuss this.

6. CONSENT CALENDAR

MSC Coate/Reynolds 5/0 to approve the financial report for January 2013 and to approve the check audit report for January 2013.

7. RESOLUTION CONGRATULATING HI-DESERT WATER DISTRICT ON THE OCCASION OF ITS 50TH ANNIVERSARY

General Manager Joe Guzzetta reported that Hi-Desert Water District is celebrating its fiftieth anniversary. MSC Reynolds/Fuller 5/0 to approve staff recommendation to adopt Resolution 13-901 commending the Hi-Desert Water District on the occasion of its 50th anniversary.

8. RESOLUTION IN SUPPORT OF MELODY HENRIQUES-MCDONALD

GM Guzzetta presented the staff report.

MSC Coate/Fuller 5/0 to approve staff recommendation to adopt Resolution 13-902 concurring in the nomination of Melody McDonald for re-election to the Association of California Water Agencies/Joint Powers Insurance Authority (ACWA/JPIA) Executive Committee.

9. ADDITION TO ARTICLE 5 OF ADMINISTRATIVE CODE TO REQUIRE SEXUAL HARASSMENT TRAINING OF BOARD MEMBERS

GM Guzzetta presented the report.

MSC Reynolds/Coate 4/1 to adopt Resolution #13-903 amending Article 5 of the Administrative Code to require sexual harassment training for supervisors and Board members.

Coate	Aye
Fuller	Aye
Luckman	Aye
Reynolds	Aye
Wilson	No

10. REMOTE METER POLICY CLARIFICATION

GM Guzzetta reported on the changes proposed for Article 2 of the District's Rules and Regulations regarding remote meters in order to clarify the remote meter policy.

MSC Fuller/Coate 5/0 to adopt Resolution 13-904 amending Article 2.4.1 of the Rules and Regulations, to clarify provisions of the remote meter policy applying to homes owned and occupied prior to 2000.

11. COMMITTEE REPORTS

- A. PUBLIC INFORMATION COMMITTEE: President Luckman and Director Fuller: Kathleen Radnich, Public Outreach Consultant showed photos of the Hi-Desert Medical Center wastewater treatment plant construction progress and the recharge pipeline construction; GM Guzzetta reported on the projects. Ms. Radnich reported that the District's booth will be at the farmers market again in March. A docent training meeting will be held on March 8. The District's new website will be presented sometime in March.
- B. RECHARGE BASIN AND PIPELINE PROJECT: Vice President Coate and Director Fuller: No report.
- C. HOSPITAL WASTEWATER PROJECT: President Luckman and Vice President Coate: No report.
- D. TANK RESTORATION PROJECT: Director Wilson and Vice President Coate: Vice President Coate reported that the committee met; a report will be presented at a future Board meeting.
- E. RULES AND REGULATIONS UPDATE PROJECT: Director Fuller and Vice President Coate: The committee met regarding the remote meter policy.
- F. ADMINISTRATION CODE UPDATE PROJECT: Director Fuller: The committee met to discuss a sexual harassment training requirement for board members.

12. PUBLIC COMMENT

None.

13. GENERAL MANAGER REPORT

GM Guzzetta had nothing further to report.

14. DIRECTORS COMMENTS/REPORTS

Director Coate thanked committee members and especially Director Wilson for his work and research on the tank restoration ad hoc committee. President Luckman reported she attended the Mojave Water Agency Technical Advisory Committee meeting.

15. DISTRICT GENERAL COUNSEL REPORT

Gil Granito reported that the San Diego County Water Authority (SDCWA) has filed two lawsuits against the Metropolitan Water District of Southern California (MWD) challenging MWD's rates as being illegal & discriminatory to the SDCWA, based on the allegations that MWD has unfairly apportioned/calculated the cost associated with rates being charged to SDCWA.

The litigation is being tried in Superior Court in San Francisco and trial may take place as early as November of this year. Mr. Granito reported that much can be learned from any litigation that challenges or brings independent rate/cost of services studies into question. As such, it is prudent to always be mindful of such litigation.

16. FUTURE AGENDA ITEMS

It was noted that the Bridges' request for variance will be brought to the Board.

17. ADJOURNMENT 8:38 PM

MSC Reynolds/Fuller 5/0

Respectfully submitted:

Joe Guzzetta, General Manager

The next regular meeting of the Board of Directors is scheduled for March 6, 2013 at 7:00 pm.

JOSHUA BASIN WATER DISTRICT
AGENDA REPORT

Regular Meeting of the Board of Directors

Date: March 6, 2013

Report to: President and Members of the Board

From: Mike Metts, District Engineer, and Keith Faul, GIS Coordinator *KF*

TOPIC:

APPEAL OF DORIS BRIDGES FOR REQUIREMENT OF FIRE HYDRANT

RECOMMENDATION:

That the Board deny the appeal of Ms. Doris Bridges and require the installation of a fire hydrant per District Rules and Regulations.

ANALYSIS:

On January 16, 2013 the Board heard an appeal from Ms. Doris Bridges, requesting that the requirement for a fire hydrant on Trentwood Drive be waived. Attached is the January 16 staff report.

The Board tabled the matter and referred it to an ad hoc committee (Vice President Coate and Director Fuller). Based on the direction of the ad hoc committee, the District Engineer and GIS Coordinator met with the Bridges on February 6, 2013. At that meeting, the Bridges requested that the subject water line be constructed along Cielito Drive, along the northerly boundary of their existing parcel. The pipeline would be of the same overall length, and would serve other parcels owned by the Bridges. The discussions resulted in the Bridges' agreement to revise the plans to relocate the water line, including any required appurtenances (such as air vacuum valves, blow-offs and hydrants). District staff agreed to review the revised plans immediately upon receipt to assist in expediting water service to the Bridges' property, as the revised pipeline alignment could be approved administratively and did not require additional Board approval. All parties left the meeting with this understanding.

Subsequent to the aforementioned meeting, District staff received notification from the Bridges that the revised pipeline alignment would be more costly to construct as a result of the topography and rocky terrain. The Bridges reported that the construction cost for the revised route would be at least \$52,000, as opposed to the previous \$37,000 cost, and \$1,500 for additional engineering design to revise the project drawings.

Based on these findings, the Bridges have requested that the original appeal (request to waive the requirement of a fire hydrant) be brought before the Board once again.

District staff has confirmed that the San Bernardino Fire Department continues to request fire hydrants to be installed along water mains at a maximum spacing of 600 feet. The Board ad hoc committee has once again reviewed this appeal and makes the following recommendations:

1. A mainline extension is required to service the Bridges' property. All required appurtenances, including fire hydrants are included in the required mainline extension.
2. Plan review requirements provided to the Bridges are consistent with the current District policies and procedures.

As a result, it is the opinion of the ad hoc committee that waiver of the subject fire hydrant is not warranted in this case.

JOSHUA BASIN WATER DISTRICT
SUPPLEMENTAL DATA SHEET

Meeting of the Board of Directors

January 16, 2013

Report to: President and Members of the Board
From: Keith Faul KF

TOPIC: REQUEST OF WAIVER OF FIRE HYDRANT

RECOMMENDATION: That the Board deny the request for waiver of a fire hydrant for construction of a new home at 61160 Trentwood.

ANALYSIS: Ms. Doris Bridges owns the parcel at the northeast corner of Saddleback and Trentwood. The parcel on the corner has a pre-existing home where Mrs. Bridges lives. The parcel to the east on Trentwood has a home under construction by Ms. Darla Bridges, Ms. Bridges daughter-in-law.

In December 2010, Ms. Bridges asked the District expedite her "will-serve letter" since a new state law requiring all new single family residences was about to take effect on January 1, 2011. By expediting the "will-serve letter" she would be able to submit building plans to the County before January 1, potentially avoiding the need for sprinklers. The "will-serve letter" was issued on December 20, 2010.

As stated in the letter, the purpose of a "will-serve letter" is "to inform you that there is an ample supply of water within the Joshua Basin Water District (JBWD) to serve your project." The letter further states that the applicant "*must comply with the current rules, regulations and policies of the District, as they are amended or may hereafter be amended, whether written or otherwise in effect at the time of approval of the application;*" (see item 1). It also advises that "*The applicant will be served by a water meter of ¾" diameter for each dwelling unit unless otherwise stated. There may be existing fire hydrants in the immediate area; and additional fire hydrants required by the Fire Marshall will be the responsibility of the applicant....*" (see items 4 and 5).

A "will-serve letter" is typically issued at the very beginning of a development, often before plans are prepared. The purpose of a "will-serve letter" is *not* to enumerate all of the requirements of the District. When a new structure is located on property fronting an existing water line there are usually no additional requirements other than installation of a meter and payment of fees. At the other extreme, the installation of

mainlines, hydrants, wells, reservoirs, booster pumps and other facilities could be required for a development. It is not possible to identify all of these requirements at the "will-serve letter" stage and without engineering plans.

Before constructing the new house, Ms. Bridges was advised by the County Fire Department that she needed to install fire sprinklers (at a cost of \$16,000) because the new house was 30' too far from the existing hydrant. Recently, when Ms. Bridges submitted plans for a water line extension, the District advised her that a fire hydrant would be needed to meet District requirements, even though it was not required by the County Fire Department.

Ms. Bridges is asking the Board for a variance to not require a fire hydrant. Her estimate of the cost of the hydrant is \$6,000 in addition to the \$16,000 that she spent on sprinklers. If she had been aware of the need for a hydrant by the District, she would not have installed the sprinklers. The District's understanding is that since the fire flow at the nearest hydrant was 941 gallons per minute, lower than the required 1,000 gpm, the fire department policy would have called for sprinklers. They would not have had a choice.

Staff believes it is imperative that a hydrant be installed for both fire and water quality since it will be used to flush the dead-end line. Although the staff believes the cost of the hydrant should be the responsibility of the home builder, if the Board determines not to require the builder to install the hydrant, the District should install the hydrant.

JOSHUA BASIN WATER DISTRICT
AGENDA REPORT

Meeting of the Board of Directors

Date: March 6, 2013

Report to: President and Members of the Board
From: Keith Faul, GIS Coordinator kf

SUBJECT:
GIS PRESENTATION BY DUDEK ENGINEERING

RECOMMENDATION:

This is for information as the board updates their strategic plan and supplemental budget.

ANALYSIS:

One of the Board's strategic planning items is to develop a GIS strategic plan. Staff needs Dudek's expertise to complete this plan. The District GIS system has a great deal of information that would be very useful for field crew to have, but which they cannot easily retrieve from the field. Dudek uses the same ESRI software as the District, but has purchased very expensive ESRI programs that allow easy retrieval. We can use that software at very little cost. Dudek will provide an internet-based mapping system (GIS Envoy) for viewing and querying the utility data at a cost of \$12,000. This web-based solution will provide staff with mobile viewing and data capture capabilities. Dudek will then assist in developing a GIS strategic plan, assessing the current status of the JBWD GIS and making recommendations for future project tasks to accomplish the District's vision and forward JBWD's GIS strategic plan. The Strategic Planning activities are estimated to cost \$38,000.

Our SEMS and other technology have developed to the point that we are ready to advance to the next step. The field crew will greatly benefit by being able to enter and retrieve real-time info in the field. We haven't considered this in the past because it was too expensive; in the \$200,000 to \$300,000 range. We now have the opportunity to use Dudek's server and software at a very reasonable cost. Dudek will demonstrate how their system works and how it and a strategic plan will benefit us.

STRATEGIC PLAN ITEM:
GIS STRATEGIC PLAN

FISCAL IMPACT:

Internet-based mapping	\$12,000
GIS strategic planning	\$38,000

JOSHUA BASIN WATER DISTRICT
SUPPLEMENTAL DATA SHEET

Board of Directors Meeting

March 6, 2013

Report to: President and Board Members
From: Joe Guzzetta, General Manager

TOPIC: RECOATING OF RESERVOIRS

RECOMMENDATION: That the Board authorize staff to solicit bids for interior re-coating of the D-2-1, D-3, F-2, and H-1 tanks

ANALYSIS: The Board's strategic plan calls for re-coating of six tanks. The Board ad hoc tank renovation committee (Vice President Coate and Director Wilson) has met and recommends soliciting bids for the re-coating of the tanks. Staff and Attorney Granito concur with the recommendation.

Previously, the District was considering entering into a contract with Utility Services Company to re-coat the tanks at a cost of \$275,885. This is the company with which the District had a previous contract.

After further review it was determined that it was in the best interest of the District to solicit bids in order to assure that the District is paying a reasonable price for cost of the re-coating.

The operating budget included \$400,000 for this project. Soliciting bids at this time will enable the tanks to be re-coated either this spring and next fall and/or the spring of 2014.

JOSHUA BASIN WATER DISTRICT
AGENDA REPORT

Meeting of the Board of Directors

March 6, 2013

Report to: President and Members of the Board

From: Public Information Committee, Mickey Luckman and Victoria Fuller

TOPIC:

Approve Agreement with Public Information Consultant

RECOMMENDATION:

Approve agreement including additional 5 hours per week

ANALYSIS:

The existing agreement with the Public Information Consultant expired some time ago, although the District has continued to fund the work performed under the agreement, with the same terms and conditions as the expired agreement.

The original agreement was for a short term and included very specific tasks because this was a new program for the District. The Board has been very satisfied with the work performed, as evidenced by the continued budget funding of the program of work. The tasks identified in the proposed agreement are more general in nature, "to develop, plan and execute public outreach programs, events and tasks; to direct development of the District website and to maintain content of District website and social media."

All of the tasks in the proposed agreement, except for maintaining content of the District website have been performed by our Public Information Consultant for some time. In addition, the Public Information Consultant assumed responsibility for daily postings on the District's Facebook page a few years ago, which was not done previously. We are currently in the process of a major revamping of our website and it will be much easier for the District to make changes. Currently, that process involves getting in contact with a third party, communicating the changes and paying each time for the work. Since the process is so cumbersome, many small changes that would improve the overall look or content of the website have not been made, resulting in a static and outdated website. Going forward, we want the Public Information Consultant to manage website content at a local level.

In order to maintain the content of the District's website, on top of the daily Facebook postings which were assumed with no additional paid time, the Public Information Consultant will need more time than has been authorized in the past. The current funding is for 15 hours per week and the Committee recommends that the agreement be increased to allow 20 hours per week. That is an annual increase of approximately \$9,400, and \$2,900 for the remainder of this fiscal year.

STRATEGIC PLAN ITEM:

Section 4 of the Strategic Plan, items 4.1.1 and 4.1.2, address carrying out the ongoing public outreach plan and program and updating the website as priorities.

FISCAL IMPACT:

Funding from existing budgeted net revenue

\$2,900 in fiscal 12/13

\$9,360 in fiscal 13/14



AGREEMENT FOR SERVICES BY INDEPENDENT CONTRACTOR
Joshua Basin Water District

THIS AGREEMENT is made and effective as of the 6th day of March, 2013, by and between the JOSHUA BASIN WATER DISTRICT ("OWNER") whose address is 61750 Chollita Road, Post Office Box 675, Joshua Tree, California 92252 and Kathleen J. Radnich, whose address is HC-1, Box 1092, Joshua Tree, CA 92252, telephone 760.218.2822 fax 760.366.3442 e-mail kjradnich@gmail.com, ("CONTRACTOR").

RECITALS

This Agreement is entered into on the basis of the following facts, understandings and intentions of the parties to this Agreement:

- A. OWNER desires to engage the services of CONTRACTOR to perform such services as may be assigned, from time to time, by OWNER in writing for the purpose of serving as public information consultant.
- B. The specific services to be performed by CONTRACTOR shall be to develop, plan and execute public outreach programs, events and tasks; to direct development of the District website and to maintain content of District website and social media.
- C. CONTRACTOR agrees to provide such services pursuant to, and in accordance with, the terms and conditions of this Agreement, and has represented and warrants to OWNER that CONTRACTOR possesses the necessary skills, qualifications, personnel and equipment to provide such services.

AGREEMENT

NOW, THEREFORE, in consideration of the foregoing Recitals and mutual covenants contained herein, OWNER and CONTRACTOR agree as follows:

1. **Term of Agreement.** This Agreement is effective as of the date first above written and shall continue until terminated as provided for herein.
2. **Services to be Performed by CONTRACTOR.** CONTRACTOR agrees to provide such services as described in Section B above and others as may be assigned, from time to time, as requested by the Board of Directors of OWNER, or by the Board of Directors through the General Manager.

3. **Materials and Supplies.** CONTRACTOR is not responsible for materials or supplies that are directly related to the public information process that are within the approved budget each year. The CONTRACTOR will be required to get approval from the General Manager or designees before any purchases are made.

4. **Compensation.**

4.01 In consideration for the services to be performed by CONTRACTOR, OWNER agrees to pay CONTRACTOR as compensation for public information services at the rate of \$36.00 per hour, average 20 hours per week.

4.01.01 CONTRACTOR shall submit to OWNER detailed weekly invoices of hours and services performed.

4.02 OWNER shall reimburse CONTRACTOR for reasonable and necessary expenses incurred by CONTRACTOR in the performance of services for OWNER.

5. **General Terms and Conditions**

5.01 TERMINATION. Either the OWNER or CONTRACTOR may terminate this Agreement, without cause, by giving the other party ten (10) days written notice of such termination and the effective day thereof.

5.01.01 In the event of such termination, all finished or unfinished documents, reports, analyses, photographs, films, charts, data, studies, surveys, drawing, models, maps, or other documents prepared by or in the possession of the CONTRACTOR under this agreement shall be returned to OWNER. If owner terminates this Agreement without cause, CONTRACTOR shall prepare and shall be entitled to receive compensation pursuant to a final payment for services rendered pursuant to this Agreement through the notice of termination.

5.01.02 OWNER shall not cover CONTRACTOR for deferred compensation, workers' compensation, medical and life insurance.

5.02 CONTRACTOR shall keep OWNER informed as to the progress of the work assigned hereunder, by means of regular and frequent consultations. CONTRACTOR shall prepare written status reports and submit them to OWNER weekly.

5.03 NON-DISCRIMINATION. CONTRACTOR shall not discriminate as to race, creed, gender, color, national origin, or sexual orientation in the performance of services and duties pursuant to this Agreement, and will comply with all applicable laws, ordinances and codes of the Federal, State, County, and District governments.

5.04 COMPLIANCE WITH APPLICABLE LAW. CONTRACTOR and OWNER shall comply with all applicable laws, ordinances and codes of the Federal, State, County and District

governments.

5.05 FILES. All files of CONTRACTOR and OWNER pertaining to the District shall be and remain the property of the OWNER. CONTRACTOR will control the physical location of such files during the term of this agreement only.

5.06 ENTIRE AGREEMENT. This Agreement constitutes the whole agreement between OWNER and CONTRACTOR, and neither party has made any representations to the other except as expressly contained herein. Neither party, in executing or performing this Agreement, is relying upon any statement of information not contained in this agreement. Any changes or modifications of this Agreement must be made in writing appropriately executed by both OWNER and CONTRACTOR.

5.07 NOTICES. Any notice required to be given hereunder shall be deemed to have been given by depositing said notice in the United States mail, postage prepaid, and addressed as follows:

TO OWNER: Joe Guzzetta, General Manager
Joshua Basin Water District
PO Box 675
Joshua Tree, CA 92252

TO CONTRACTOR: Kathleen J. Radnich
HC-1, Box 1092
Joshua Tree, CA 92252

5.08 WARRANTS OF AUTHORIZED SIGNATORIES. Each of the signatories hereto warrants and represents that he or she is competent and authorized to enter into this Agreement on behalf of the party for whom he or she purports to sign.

IN WITNESS WHEREOF, the parties hereby have made and executed this Agreement as of the day and year first above-written.

OWNER:
JOSHUA BASIN WATER DISTRICT

CONTRACTOR:

By _____
President, Board of Directors

By _____

Print Name _____

Print Name _____

Title _____

Title _____