



**REGULAR MEETING OF THE BOARD OF DIRECTORS
WEDNESDAY, JUNE 1, 2022, AT 5:30 PM
61750 CHOLLITA ROAD, JOSHUA TREE, CA 92252**

ON MARCH 4, 2020, CALIFORNIA GOVERNOR GAVIN NEWSOM DECLARED A STATE OF EMERGENCY IN CALIFORNIA AS A RESULT OF THE COVID-19 PANDEMIC, FOR WHICH STATE AND SAN BERNARDINO COUNTY PUBLIC HEALTH OFFICIALS HAVE CONTINUED TO RECOMMENDED MEASURES TO PROMOTE SOCIAL DISTANCING. PURSUANT TO GOVERNMENT CODE SECTION 54953, AND CORRESPONDING FINDINGS OF THE BOARD THAT CURRENTLY REMAIN IN EFFECT, AND MEMBERS OF THE BOARD OF DIRECTORS AND PUBLIC MAY ATTEND THIS MEETING IN PERSON OR BY TELEPHONE/VIDEO CONFERENCE.

To join by Zoom please click the below link:

<https://us02web.zoom.us/j/83373130913?pwd=em1ISG5JaXh5SHRBSkdNYUdVMndmUT09>

Or you may join by phone at 1-253-215-8782, Meeting ID: 833 7313 0913 Passcode: 390258

AGENDA

1. **CALL TO ORDER -**
2. **PLEDGE OF ALLEGIANCE –**
3. **DETERMINATION OF A QUORUM (ROLLCALL) -**
4. **APPROVAL OF AGENDA -**
5. **PUBLIC COMMENT –** This is the time set aside for public comment on any District related matter, whether appearing on the agenda or not. At the discretion of the Board President, however, comments on a particular Agendized item may be deferred until that item is heard. Please state your name and limit your comments to 3 minutes.
6. **CONSENT CALENDAR –** Matters on the Consent Calendar are considered routine in nature and will be enacted in a single motion without discussion. Any Board member or member of the public may request that an item be removed from the Consent Calendar and acted on separately.
 - Draft Minutes April 20, 2022
 - Draft Minutes May 18, 2022
7. **21/22 REVISED BUDGET AND 22/23 PROPOSED BUDGET REVIEW AND ADOPTION –** Recommendation: The Board review and adopt the 21/22 Revised Budget and the 22/23 Proposed Budget review.
8. **NEW HUMAN RESOURCES & RISK GENERALIST JOB DESCRIPTION –** Recommendation: The Board adopt new Human Resources & Risk Generalist job description.
9. **REVISED WATER QUALITY SPECIALIST JOB DESCRIPTION –** Recommendation: The Board adopt revised Water Quality Specialist I/II series job description.

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10. **DIRECTOR REPORTS/COMMENTS**–

- Mojave Water Agency Board of Directors Meeting – April 28, 2022, at 9:30 a.m. – Director Delph
- Mojave Water Agency Board of Directors Meeting – May 12, 2022, at 9:30 a.m. – Vice President Doolittle

11. **FUTURE DIRECTOR MEETINGS** –

- Mojave Water Agency Technical Advisory Committee (TAC) – June 2, 2022, at 10:00 a.m. – Director Delph
- JBWD Finance Committee – June 8, 2022, at 9:00 a.m. – President Floen and Director Unger
- JBWD Water Resources & Operations Committee – June 8, 2022, at 10:30 a.m. – Vice President Doolittle and Director Jarlsberg
- JBWD Board of Directors Meeting – June 15, 2022, at 5:30 p.m. – All Directors

12. **ADJOURNMENT** –

INFORMATION

The public is invited to comment on any item on the agenda during discussion of that item. Members of the public wishing to attend the meeting that require other reasonable modifications or accommodation to facilitate such attendance should contact Beverly Krushat at 760-974-0072 or bkrushat@jbwd.com as soon as feasible before the meeting to make such request.

Availability of agenda materials: Agenda exhibits and other writings that are disclosable public records distributed to all or a majority of the members of the Joshua Basin Water District Board of Directors in connection with a matter subject to discussion or consideration at an open meeting of the Board are available online at jbwd.com for public inspection, or in the District's office, 61750 Chollita Road, Joshua Tree, CA 92252 ("District Office"). If such writings are distributed to members of the Board less than 72 hours prior to the meeting, they will be available at the reception desk of the District Office and on-line at jbwd.com during business hours at the same time as they are distributed to the Board members. Disability-related accommodations: The Joshua Basin Water District Board of Directors meeting room is wheelchair accessible. If you require any special disability-related accommodations (e.g., access to an amplified sound system, etc.) please contact Ms. Krushat at the District Office at (760) 974-0072 during business hours at least seventy-two (72) hours prior to the scheduled meeting. This agenda can be obtained in alternative format upon written request to Ms. Krushat in the District Office, at least seventy-two (72) hours prior to the scheduled meeting.

JOSHUA BASIN WATER DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
WEDNESDAY, APRIL 20, 2022

CALL TO ORDER/PLEDGE OF ALLEGIANCE – President Floen called the special meeting to order at 5:30 p.m.

DETERMINATION OF A QUORUM – President Floen asked for a rollcall and the following Directors are present: Vice President Doolittle, Director Delph, and Director Unger are in attendance via teleconference. Director Jarlsberg is absent.

STAFF PRESENT –Sarah Johnson, General Manager, Anne Roman, Director of Finance, Autumn Rich, Accounting Supervisor, Beverly Krushat, and Executive Assistant, and Lisa Thompson, Lead Customer Service Representative are in attendance via teleconference.

CONSULTANTS PRESENT – Jeff Hoskinson, General Counsel, and Kathleen Radnich, Public Information Consultant

APPROVAL OF AGENDA – MSC¹ (Doolittle/Delph) 4/0/1 motion carried to approve the Agenda of April 20, 2022.

Ayes: Delph, Doolittle, Floen, and Unger

Noes: None

Absent: Jarlsberg

STATE OF EMERGENCY FINDINGS – The Board of Directors renewed its findings set forth in Resolution No. 21-1035 for an additional 30 days.

MSC¹ (Doolittle/Delph) 4/0/1 motion carried to renew the State of Emergency findings for another 30 days.

Ayes: Delph, Doolittle, Floen, and Unger

Noes: None

Absent: Jarlsberg

PUBLIC COMMENT - NONE

CONSENT CALENDAR –

MSC¹ (Doolittle/Delph) 4/0/1 motion carried to renew the State of Emergency findings for another 30 days.

Ayes: Delph, Doolittle, Floen, and Unger

Noes: None

Absent: Jarlsberg

CUSTOMER SERVICE INFORMATION PRESENTATION – Lisa Thompson, Lead Customer Service Rep., gave a presentation on recent updates with the Customer Service area. With increased service volume, new customer applications, new meter purchases, completed service orders, and additional improvements implemented and added to the web site. The Board of Directors received for information only and no action was taken.

FINANCE OUTSOURCING ASSISTANCE – Director Roman gave the staff report and stated that she consulted with Cindy Byerrum, CPA, and Partner at the accounting firm of Eide Bailly, LLP in reference to assistance from her firm. She currently serves as a Consulting Director of Finance for Twentynine Palms Water District, and also with Big Horn Desert View Water Agency. Director Roman reiterated that since we are down in staff, and although the proposed 22/23 budget may include a new Finance position, that position would be taking on many tasks that haven't received the appropriate attention, rather than easing the existing workload. Staff requests a 21/22 budget amendment of \$25,000 for accounting services as well as authorization to execute the agreement. At an average rate of \$180 per hour, this would provide approximately 139 hours of assistance this fiscal year. A brief Q&A followed with the Board.

MSC¹ (Unger/Delph) 4/0/1 motion carried to renew the State of Emergency findings for another 30 days.

Ayes: Delph, Doolittle, Floen, and Unger

Noes: None

Absent: Jarlsberg

DIRECTORS REPORTS/COMMENTS – Kathleen Radnich, Public Information Consultant gave an update on the following:

- Home schooled students in the Demonstration Garden April 20th.
- JT Earth day, April 22nd from 6-6:30 p.m.
- MBCA Landscape Tours will include the Demonstration Garden on April 24th, at 9 a.m.
- DIY Drip Irrigation Course April 27th & 28th from 6-8 p.m.
- Hosted booth on water emergencies at the 4th Annual “Help Yourself-Help Your Neighbor” at the Walmart parking lot on April 30th, at 9 a.m.
- Water Education Festival at La Contenta Middle School May 19th, 8 a.m. to 2 p.m.

Director Delph, Director Unger, and Vice President Doolittle commented on the meetings they attended.

FUTURE DIRECTOR MEETINGS – President Floen read off the list of upcoming meetings.

ADJOURNMENT – MSC¹ (Unger/Delph) motion carried to adjourn the meeting at 6:39 p.m.

Respectfully Submitted,

Sarah Johnson, General Manager & Board Secretary

JOSHUA BASIN WATER DISTRICT
SPECIAL BOARD OF DIRECTORS MEETING MINUTES
WEDNESDAY, MAY 18, 2022

CALL TO ORDER/PLEDGE OF ALLEGIANCE – President Floen called the special meeting to order at 2:00 p.m.

DETERMINATION OF A QUORUM – President Floen asked for a rollcall and the following Directors are present: Vice President Doolittle, Director Delph, and Director Unger are in attendance via teleconference. Director Jarlsberg is absent.

STAFF PRESENT –Sarah Johnson, General Manager, Anne Roman, Director of Finance, Autumn Rich, Accounting Supervisor, and Beverly Krushat, and Executive Assistant, are in attendance via teleconference.

CONSULTANTS PRESENT –

APPROVAL OF AGENDA – MSC¹ (Unger/Delph) 5/0/0 motion carried to approve the Special Agenda of May 18, 2022.

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

Noes: None

Absent: None

STATE OF EMERGENCY FINDINGS – The Board of Directors renewed its findings set forth in Resolution No. 21-1035 for an additional 30 days.

MSC¹ (Unger/Delph) 5/0/0 motion carried to renew the State of Emergency findings for another 30 days.

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

Noes: None

Absent: None

PUBLIC COMMENT – None

CONSIDERATION OF AN AGREEMENT WITH IRIDIUM SOLUTIONS – General Manager Johnson

Due to unforeseen circumstances, the District has lost two of its most senior certified operators. To maintain operational efficiency and reliability of the District's water resources and to maintain compliance with Title 22 regulations, the staff recommends approving the attached contract with Iridium Solutions. The consultant will make available a State of California Water Distribution Operator Certification, Grade 3 or higher to meet the requirements of the State Water Resources Control Board certification level for the District's water distribution system. These additional services will remain in effect until such time as a District staff member obtains such certification to meet the State's requirements. General Manager Johnson introduced Ray Kolisz to answer any questions the Board may have. A brief Q&A followed.

MSC¹ (Unger/Jarlsberg) 5/0/0 motion carried to approve the contract with Iridium Solutions.

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

Noes: None

Absent: None

BUDGET WORKSHOP 21/22 REVISED BUDGET & 22/23 PROPOSED BUDGET REVIEW AND ADOPTION – Director Anne Roman gave the staff report and proceeded to walk the board members through the prepared budget documents, and a Q&A period followed.

BOTTOM LINE FOR 21/22

Before funding the \$1,750,000 in reserves designated in the rate study, the District will see a \$1,729,580 Operating surplus. After Capital costs of \$2,781,710, the District will see a reserve drawdown of \$1,052,130.

BOTTOM LINE FOR 22/23

Before funding the \$1,750,000 in reserves designated in the rate study, the District will see a \$1,196,544 Operating surplus. After Capital costs of \$2,433,539, the District will see a reserve drawdown of \$1,236,995.

RESERVE FUND IMPACTS:

With the funding provided to and used from the reserve funds in 21/22 and 22/23, the District's reserves are projected to decrease by \$2,289,125 from \$14,507,999 to \$12,218,875 by 6/30/23.

MSC¹ (Unger/Jarlsberg) 5/0/0 motion carried to adopt the proposed 21/22 revised budget and the 22/23 proposed budget.

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

Noes: None

Absent: None

ADJOURNMENT – MSC¹ (Unger/Delph) motion carried to adjourn the meeting at 4:45 p.m.

Respectfully Submitted,

Sarah Johnson, General Manager & Board Secretary

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

Regular Meeting Board of Directors

DATE: June 1, 2022

REPORT TO: Board of Directors
PREPARED BY: Anne Roman, Director of Finance
TOPIC: 21/22 REVISED BUDGET AND 22/23 PROPOSED BUDGET
REVIEW AND ADOPTION
RECOMMENDATION: Review and adopt 21/22 Revised and 22/23 Budgets

ANALYSIS: In response to discussion at the 05/18/22 Budget Workshop and to shore up a few budget items, the following changes have been made since the last presentation: 21/22 Building Refresh project has been increased to adjust for the increased Customer Service glass cost; the Regulatory account has been adjusted between the two fiscal years to more closely track with the anticipated timing of the new Iridium Solutions services; the 22/23 Exterior Building Refresh project has been increased to \$75k; \$8,500 for the Annual Water Supply Assessment has been added to 22/23; and a Property Acquisition cost has been added to both 21/22 and 22/23 to accommodate the uncertain year-end timing.

21/22 REVENUES:

Changes to revenues include the elimination of the COVID-related reductions put in place last year. With funding obtained from the State Arrearages program and better predictability of future collections, we no longer need this projected reduction in revenues. Total revenues are projected at \$8,572,409 for 21/22.

21/22 OPERATING EXPENSES:

Various minor revisions to the 21/22 Operating Expenses result in a reduction of \$68,588. Total 21/22 Operating expenses are projected at \$6,841,378 before \$1,750,000 funding of reserve accounts.

21/22 CAPITAL COSTS:

Capital project budgets remain virtually unchanged except for a separately approved increase in the Well 14 4-Log project. In addition, the 21/22 Capital budget includes SCADA improvements, a D-1-1 booster design, a sodium hypochlorite generator, meter replacements, an additional backhoe, a valve turning machine, auto lift, an additional truck, and pipeline designs and replacement for phase 1 of the Tilford area, refresh to the Administration building, progress on the Urban Water Management Plan, Redistricting, Payroll conversion, Geoviewer upgrades, and a property acquisition. Also included is a budget adjustment that was discussed but not separately approved -- the reallocation of the \$108,042 Office Building Design (Capital) budget to the Office Building Refresh project (Capital/expense). The new project includes capital and expense funding of remodeled Customer Service area, addition of two new offices and relocated copy room, restroom overhaul, boardroom reconfiguration, new flooring, paint, furniture for new spaces, and ADA-compliant automatic lobby doors. Total capital budget \$2,895,241 for 21/22.

22/23 REVENUES:

We are currently in the final year of the Rate Study so, since there are no adopted new rates for 22/23, revenues are not projected to increase, except non-water revenues. Slight increases compared to 21/22 are derived from increases in assessments and property taxes as well as elimination of the 21/22 COVID-related reductions. Total Operating revenues are projected at \$8,769,569 for 22/23.

22/23 OPERATING EXPENSES:

Operating expenses are projected at \$7,604,625 before \$1,750,000 in reserve funding. Some interesting comments about operating expense growth:

- Since 17/18, the first year of our current rate study, the Operating budget has transitioned out of an era of “duct tape & bubblegum” funding and the District is operating much more like a modern organization. Just a few notable increases to non-salary/benefit accounts:
 - Technology is becoming tremendously more expensive and required in more applications. In comparison with the 17/18 budget of \$87k the 22/23 budget comes in at a combined total of \$312k for field and office, an increase of 259%.
 - Property insurance has increased from \$73k to \$141k, up 94%.
 - We are paying CalPERS Additional Discretionary Payments for the second year (an extra \$27k), on track to save \$142k in interest in paying down our *current* Unfunded Accrued Liability (UAL).
 - Facilities have expanded to facilitate the CIRP crew, incurring more technology, power, maintenance, and cleaning costs.
 - Fuel has increased from \$30k to \$100k or 234%.
 - Water recharge purchases have increase from \$236,500 in our first year of recharge (17/18) to \$571k in 22/23, up 142%.
- Salary changes/New positions (Purchasing, Accounting Tech, HR in lieu of prev. budgeted CS Supervisor):
 - We have increased from 22.5 positions in 17/18 to 29.75 positions in 22/23, excluding directors. This total incorporates the five-person CIRP crew and two other positions due to restructuring.
 - Programs have been brought in-house, such as CIRP, utility locating, light mechanical, saving money but dedicating time from employees to those tasks.
 - The 2018 Organizational study recommended the included Purchasing position that has not been filled for two years.
 - Auditor mentioned the need for additional Finance staff several years ago. Upon hiring 5 new CIRP crew in 2018, Finance staff was not increased to handle additional project, asset, inventory, and payroll tasks.

- Benefit costs have increased (insurance costs, CalPERS rates, etc.) due to inflation and efforts to be comparable to other agencies.

22/23 CAPITAL COSTS:

Capital projects selected for 22/23 include meter replacements, additional vehicle, replacement SCADA computer/software, D1-1 Booster station and E2-1 reservoir upgrades, equipment such as a compressor/jackhammer, a Pettibone, and an upgraded excavator, a backup VXU and VGB for meter reading, and a facility to house inventory. In addition, a Rate & Fee study is included, the Annual Water Supply Assessment report, an update to the Capital Improvement Plan, building security modifications, and continuation of the Urban Water Management Plan and codification projects. For CIRP, the design and installation of pipeline for Tilford Phase 2 is included and the start of a design plan for Belmont, the next phase of CIRP. Total capital budget is projected at \$2,567,039 for 22/23.

STRATEGIC PLAN ITEM: 2.2 Develop an annual budget for Board approval.

FISCAL IMPACT: **BOTTOM LINE FOR 21/22**

Before funding the \$1,750,000 in reserves designated in the rate study, the District will see a \$1,731,030 Operating surplus. After Capital costs of \$2,895,241, the District will see a reserve drawdown of \$1,164,210.

BOTTOM LINE FOR 22/23

Before funding the \$1,750,000 in reserves designated in the rate study, the District will see a \$1,164,944 Operating surplus. After Capital costs of \$2,567,039, the District will see a reserve drawdown of \$1,402,095.

RESERVE FUND IMPACTS:

With the funding provided to and used from the reserve funds in 21/22 and 22/23, the District's reserves are projected to decrease by \$2,566,306 from \$14,507,999 to \$11,941.693 by 6/30/23.

BUDGET SUMMARY without RESERVES

21/22 ORIGINAL, REVISED & 22/23 ORIGINAL

Prepared by A. Roman 05/21/22

Cost activity through 03/31/22

OVERVIEW

The 2018 rate study assumed a 4% Operating increase per year; 22/23 increase is 10.1% over original 21/22 budget. March 2022 CPI was 8.5%.

California Construction Cost Index was at 13.4% as of December 2021.

Reserves at 6/30/23 are projected to cover six months of Operating expenses, as required by Reserve Policy.

	ORIGINAL*	REVISED	ORIGINAL	ORIG 21/22
	21/22	21/22	22/23	VS. PROP 22/23
				INCR(DECR)
OPERATING				
REVENUES	8,287,671	8,572,409	8,769,569	5.8%
LESS: EXPENSES	6,909,966	6,841,378	7,604,625	10.1%
OPERATING SURPLUS	1,377,704	1,731,030	1,164,944	-15.4%
<i>*Meter Replacement was Expense; Adjusted to Capital</i>				
FROM THIS NET REVENUE, THE 2018 RATE STUDY DESIGNATES \$1,750,000 PER YEAR TO FUND RESERVES				
CAPITAL				
REVENUES	0	0	0	
LESS: EXPENSES	2,552,607	2,895,241	2,567,039	0.6%
CAPITAL (DEFICIT/DRAWDOWN)	(2,552,607)	(2,895,241)	(2,567,039)	0.6%
COMBINED				
REVENUES	8,287,671	8,572,409	8,769,569	5.8%
LESS: EXPENSES	9,462,573	9,736,619	10,171,664	7.5%
TOTAL (DEFICIT/DRAWDOWN)	(1,174,903)	(1,164,210)	(1,402,095)	19.3%

RESERVE USE & BALANCE PROJECTIONS

	BEGINNING RESERVES	FUNDING PER RATE STUDY	(PROJ USE)/NET REV	FUNDING PER RATE STUDY	(PROJ USE)/NET REV	PROJECTED ENDING	TARGET BALANCE
	AT 07/01/21	21/22	21/22	22/23	22/23	RESERVES AT 6/30/23	
BUILDING REPLACEMENT	66,441	30,000	-	30,000	-	126,441	200,000
STUDIES & REPORTS REPLACEMENT	111,306	50,000	(24,900)	50,000	(150,500)	35,906	100,000
EQUIPMENT & TECHNOLOGY	363,522	170,000	(40,000)	170,000	(313,000)	350,522	500,000
METER REPLACEMENT	970,030	500,000	(300,000)	500,000	(181,836)	1,488,194	N/A
CAPITAL	2,818,629	1,000,000	(2,530,341)	1,000,000	(1,921,703)	366,585	N/A
EMERGENCY CAPITAL	2,000,000					2,000,000	2,000,000
CASH FLOW	2,966,390	(1,750,000)	1,731,030	(1,750,000)	1,164,944	2,362,365	1,901,156
OPERATING	1,802,491					1,802,491	1,901,156
RESTRICTED (Capacity funds, CMM)	3,409,189					3,409,189	Vanes
TOTAL	14,507,999	-	(1,164,211)	-	(1,402,095)	11,941,693	
PROJECTED COMBINED NET (DRAWDOWN) FOR 21/22 AND 22/23			(1,164,211)	PLUS	(1,402,095)	(2,566,306)	

	A	B	C	J	K	L
1	OPERATING BUDGET					
2	ORIGINAL 21/22, REVISED 21/22, ORIGINAL 22/23					
3				2021-2022	2021-2022	2022-2023
4				21-22 ORIGINAL	21-22 REVISED	22-23 ORIGINAL
5	Revenue					
6			Program: 39 - ** OPERATING REVENUES **			
7	01-39-41010-FI		METERED WATER SALES	3,427,000	3,427,000	3,427,000
8	01-39-41011-FI		(WATER CASHFLOW CONTRA)	(205,620)	-	-
9	01-39-41012-FI		ALLOW FOR CAAP/BILLING ADJ	(7,725)	(7,725)	(11,500)
10	01-39-41015-FI		BASIC FEES	2,290,000	2,290,000	2,290,000
11	01-39-41016-FI		BASIC FEES - LOCKED/PULLED	410,000	350,000	410,000
12	01-39-41030-FI		PRIVATE FIRE PROTECTION SERV.	28,000	28,000	30,000
13	01-39-41040-FI		SPECIAL SERVICES REVENUE	200,000	200,000	200,000
14			TOTAL OPERATING REVENUES	6,141,655	6,287,275	6,345,500
15						
16			Program: 40 - ** NON-OPERATING REVENUES **			
17	01-40-41045-FI		HDMC WWTP OPERATIONS REIMB REVENUE	132,000	132,000	230,300
18	01-40-41046-FI		HDMC WWTP OVERHEAD/FEES REIMB REVENUE	29,700	29,700	51,818
19	01-40-42100-FI		STANDBY REVENUE-CURRENT	1,191,301	1,191,301	1,197,257
20	01-40-42110-FI		(STANDBY CASHFLOW CONTRA)	(119,130)	-	-
21	01-40-43000-FI		PROPERTY TAX REVENUE	535,012	650,000	650,419
22	01-40-43010-FI		AD VALOREM REVENUE - ID #2	-	-	-
23	01-40-43020-FI		ASSESSMENT REVENUE - CMM	242,133	242,133	244,275
24	01-40-44010-FiD		WATER CAPACITY CHARGES	-	-	-
25	01-40-44020-FiD		PLAN CHECK/INSPECTION FEES	-	-	-
26	01-40-44030-FiD		METER INSTALLATION & UPGRADE FEES	-	-	-
27	01-70-7-70-22226-CRP		CP #A22226: EXCAVATOR UPGRADE	-	-	-
28	01-40-44050-FI		WASTEWATER CAPACITY CHARGES	-	-	-
29	01-40-46100-FI		GRANT REVENUE - FEDERAL	-	-	-
30	01-40-46110-FI		GRANT REVENUE - STATE	-	-	-
31	01-40-46121-FI		GRANT REVENUE - LOCAL (MWA)	-	-	-
32	01-40-46200-FiD		CAPITAL CONTRIBUTIONS	-	-	-
33	01-40-47000-FI		MISCELLANEOUS REVENUE	20,000	20,000	20,000
34	01-40-47002-FI		INTEREST REVENUE	115,000	20,000	30,000
35	01-40-47010-FiD		GAIN/LOSS ON SALE OF ASSETS	-	-	-
36	01-40-47020-FiD		CHANGE IN MARKET VALUE	-	-	-
37	01-40-47030-FiD		PLANT SALES (SALES TAXABLE)	-	-	-
38			TOTAL NON-OPERATING REVENUES	2,146,016	2,285,134	2,424,069
39			REVENUE TOTAL	8,287,671	8,572,409	8,769,569

	A	B	C	J	K	L
1	OPERATING BUDGET					
2	ORIGINAL 21/22, REVISED 21/22, ORIGINAL 22/23					
3				2021-2022	2021-2022	2022-2023
40				21-22 ORIGINAL	21-22 REVISED	22-23 ORIGINAL
41	Expense					
42		Program: 01 - ** PRODUCTION **				
43	01-01-5-01-01118-FI		PRODUCTION SALARY (incl STBY,CLBK)	389,552	389,552	414,308
44	01-01-5-01-02205-RL		WATER TREATMENT EXPENSE	7,000	10,000	20,000
45	01-01-5-01-02210-RL		SMALL TOOLS - PRODUCTION	10,000	10,000	10,333
46	01-01-5-01-03102-GM		WATER RECHARGE PURCHASE	571,000	571,000	571,000
47	01-01-5-01-03105-GM		WATER SUPPLY MONITORING	10,000	10,000	-
48	01-01-5-01-03108-RL		RECHARGE MAINT/REPAIR	5,000	5,000	5,000
49	01-01-5-01-03111-D/P		EQUIPMENT RENTAL	3,500	3,500	20,000
50	01-01-5-01-03115-RL		PUMPING PLANT REPAIR & MAINT.	35,000	35,000	35,000
51	01-01-5-01-03120-RL		TANK & RESERVOIR MAINTENANCE	30,000	30,000	30,000
52	01-01-5-01-03207-RL		GENERATOR (ALL) REPAIR & MAINTENANCE	25,000	25,000	25,000
53	01-01-5-01-04004-RL		LABORATORY SERVICES	20,000	20,000	20,000
54	01-01-5-01-06105-RL		POWER FOR PUMPING (ELECTRIC)	325,000	325,000	325,000
55	01-01-5-01-06501-RL		TELEMETRY / SCADA EXPENSE	5,000	5,000	5,000
56	01-80-7-70-22227-CRP		CP #A22227: BELMONT DESIGN/SURVEY	16,870	16,870	17,000
57	01-01-5-01-98001-FI		EE BENEFITS ALLOCATED	281,302	281,302	296,041
58	01-01-5-01-98002-FI		FIELD EXPENSES ALLOCATED	107,716	127,175	137,668
59			TOTAL PRODUCTION	1,841,940	1,864,400	1,931,351
60						
61		Program: 02 - ** DISTRIBUTION **				
62	01-02-5-02-01130-FI		DISTRIBUTION SALARY (incl STBY,CLBK)	448,895	421,451	512,451
63	01-02-5-02-02211-JC		SMALL TOOLS - DISTRIBUTION	12,500	12,500	12,833
64	01-02-5-02-02920-FI		INVENTORY-OVER & SHORT	45,000	45,000	45,000
65	01-02-5-02-03106-JC		MAINLINE AND LEAK REPAIR	60,000	60,000	80,000
66	01-02-5-02-03206-JC		TRACTOR REPAIR / MAINT.	15,000	15,000	20,000
67	01-02-5-02-04005-JC		UTILITY LOCATING (DIG ALERT)	5,000	5,000	5,000
68	01-02-5-02-98001-FI		EE BENEFITS ALLOCATED	323,993	323,993	366,165
69	01-02-5-02-98002-FI		FIELD EXPENSES ALLOCATED	124,107	146,528	170,275
70			TOTAL DISTRIBUTION	1,034,495	1,029,472	1,211,725
71						
72		Program: 03 - ** CUSTOMER SERVICE **				
73	01-03-5-03-01107-FI		FIELD SALARY - CUSTOMER SERVICE	51,763	51,763	57,477
74	01-03-5-03-01114-FI		OFFICE SALARY - CUSTOMER SERV.	237,173	199,425	229,643
75	01-03-5-03-03100-FID		METER INSTALLATION & UPDGRADES (CUST)	-	-	-
76	01-03-5-03-03107-JC		METER SERVICE REPAIR (INTERNAL & CUST)	-	-	60,000
77	01-03-5-03-05201-JC		METER READING EQUIPMENT & EXPENSE	5,000	5,000	5,000
78	01-03-5-03-07000-FID		MISC UTILITY ADJUSTMENTS	-	-	-
79	01-03-5-03-07004-HR		LOW INCOME ASSISTANCE (LIA)	6,650	6,650	6,650
80	01-03-5-03-07010-DOF		BAD DEBT	40,000	25,000	35,000
81	01-03-5-03-07015-HR		CUSTOMER SERVICE - OTHER	60,000	60,000	78,000
82	01-03-5-03-07021-HR		ARREARAGE GRANT EXPENSE	-	-	-
83	01-03-5-03-98001-FI		EE BENEFITS ALLOCATED	203,388	203,388	200,794
84	01-03-5-03-98002-FI		FIELD EXPENSES ALLOCATED	14,330	16,918	19,119
85	01-03-5-03-98003-FI		OFFICE EXPENSE ALLOCATED	96,556	120,121	86,503
86			TOTAL CUSTOMER SERVICE	714,860	688,266	778,186
87						
88		Program: 04 - ** ADMINISTRATION **				
89	01-04-5-04-01108-FI		ADMINISTRATION SALARY	340,498	340,498	386,929
90	01-04-5-04-01115-FI		SAFETY SALARY	-	-	-
91	01-04-5-04-01121-FI		DIRECTORS SALARY	31,253	31,253	31,253
92	01-04-5-04-01210-EXA		DIRECTORS / C.A.C. EDUCATION	25,000	16,568	25,000
93	01-04-5-04-04007-GM		LEGISLATIVE ADVOCACY	5,000	5,000	5,000
94	01-04-5-04-07008-EXA		BUSINESS EXPENSE	6,000	(2,581)	6,000
95	01-04-5-04-07014-GM		PUBLIC INFORMATION	66,702	66,702	45,000
96	01-04-5-04-07016-EXA		MEMBERSHIP, DUES & SUBSCRIPT	49,291	49,291	60,000
97	01-04-5-04-07020-GM		WATER CONSERVATION EXPENSE	15,000	15,000	15,000
98	01-04-5-04-07025-GM		LEGAL SERVICES - NON-PERSONNEL	55,000	55,000	55,000
99	01-04-5-04-07218-CRP		SAFETY EXPENSE (EQUIP & SUPPLIES)	23,825	23,825	23,000
100	01-04-5-04-07219-GM		EMERGENCY PREPAREDNESS	55,000	55,000	12,000
101	01-04-5-04-07401-HR		PROPERTY INSURANCE & RISK MGMT	114,000	114,000	141,100
102	01-04-5-04-98001-FI		EE BENEFITS ALLOCATED	278,381	278,381	291,884
103	01-04-5-04-98003-FI		OFFICE EXPENSE ALLOCATED	161,363	201,368	157,997
104			TOTAL ADMINISTRATION	1,226,312	1,249,305	1,255,163
105						

	A	B	C	J	K	L
1	OPERATING BUDGET					
2	ORIGINAL 21/22, REVISED 21/22, ORIGINAL 22/23					
3				2021-2022	2021-2022	2022-2023
106				21-22 ORIGINAL	21-22 REVISED	22-23 ORIGINAL
107		Program: 05 - ** DEVELOPMENT & ENGINEERING **				
107	01-05-5-05-01109-FI		DEVELOPMENT SALARY	-	-	-
108	01-05-5-05-02305-GM		MAPS/DRAFTING SUPPLIES	-	-	5,000
109	01-05-5-05-04006-FID		PLAN CHECK / INSPECTION (CUSTOMER)	-	-	-
110	01-05-5-05-04008-GM		ENGINEERING CONTRACT SERVICES	40,000	40,000	30,000
111	01-05-5-05-04013-GM		DEVELOPMENT - OTHER	15,000	15,000	-
112	01-05-5-05-98001-FI		EE BENEFITS ALLOCATED	-	-	-
113	01-05-505-98003-FI		OFFICE EXPENSE ALLOCATED	-	-	-
114			TOTAL DEVELOPMENT & ENGINEERING	55,000	55,000	35,000
115						
116		Program: 06 - ** FINANCE **				
117	01-06-5-06-01101-FI		FINANCE SALARY	325,649	280,944	384,996
118	01-06-5-06-04009-DOF		ACCOUNTING/AUDIT SERVICES	25,360	25,360	75,000
119	01-06-5-06-07001-DOF		FINANCE - OTHER	30,065	30,065	37,000
120	01-06-5-06-98001-FI		EE BENEFITS ALLOCATED	235,041	235,041	281,763
121	01-06-5-06-98003-FI		OFFICE EXPENSE ALLOCATED	136,559	170,052	152,566
122			TOTAL FINANCE	752,674	741,462	931,325
123						
124		Program: 07 - ** HUMAN RESOURCES **				
125	01-07-5-07-01102-FI		PERSONNEL SALARY	39,761	39,761	77,026
126	01-07-5-07-01105-HR		AWARDS SALARY/LEAVE	2,500	2,500	5,000
127	01-07-5-07-01215-HR		EMPLOYEE TRAINING	30,000	30,000	25,000
128	01-07-5-07-01217-HR		EMPLOYEE EDUCATION	10,000	10,000	5,000
129	01-07-5-07-01905-HR		EMPLOYMENT RECRUITING EXPENSE	16,000	16,000	16,000
130	01-07-5-07-01910-HR		LABOR LEGAL FEES	40,000	40,000	40,000
131	01-07-5-07-01915-HR		PERSONNEL - OTHER	10,000	10,000	10,000
132	01-07-5-07-01920-HR		AWARDS GIFTS	2,500	2,500	2,500
133	01-07-5-07-98001-FI		EE BENEFITS ALLOCATED	31,328	31,328	56,389
134	01-07-5-07-98003-FI		OFFICE EXPENSE ALLOCATED	18,287	22,677	30,530
135			TOTAL HUMAN RESOURCES	200,376	204,766	267,445
136						
137		Program: 09 - ** BONDS, LOANS & STANDBY **				
138	01-09-5-09-08115-FI		CMM PRINCIPLE	127,000	127,000	132,000
139	01-09-5-09-08120-FI		MORONGO BASIN PIPELINE	132,410	77,361	-
140	01-09-5-09-08130-FI		(CIRP) MUNICIPAL FINANCE LOAN PRINCIPLE	170,247	170,247	170,247
141	01-09-5-09-08215-FI		INTEREST EXPENSE - CMM	115,133	115,133	112,275
142	01-09-5-09-08220-FI		(CIRP) MUNICIPAL FINANCE LOAN INTEREST EXPENSE	97,644	97,644	97,644
143	01-09-5-09-08320-FI		GENERAL TAX COLLECTION CHARGE	1,400	1,400	1,500
144	01-09-5-09-08325-FI		ADMINISTRATION - CMM	11,642	11,642	12,000
145	01-09-5-09-08330-DOF		STANDBY ADMINISTRATION	38,000	26,224	52,345
146	01-09-5-09-09203-FI		WASTE, ABUSE, & FRAUD	-	-	-
147	01-09-5-09-09205-FID		MISC NON-OP EXPENSE	-	-	-
148	01-09-5-09-09207-FI		LOSS ON CHROMIUM 6 GRANT	-	-	-
149	01-09-5-09-09210-FID		ALLOWANCES AND ADJUSTMENTS	-	-	-
150	01-09-5-09-09215-FI		RETIREMENT: CALPERS GASB68 CONTRA	-	-	-
151			TOTAL BONDS, LOANS & STANDBY	693,475	626,650	578,011
152						
153		Program: 12 - ** CAPITAL IMPROVEMENT REPLACEMENT PROGRAM (CIRP)				
154	01-12-5-12-01136-FI		CIRP STANDBY/CALLBACK	-	-	-
155	01-12-5-12-01212-FI		CIRP: COMPENSATED LEAVE	61,507	61,507	63,042
156	01-12-5-12-01221-FI		CIRP: EXPENSED BENE (MTR REPL, ETC.)	-	-	-
157	01-12-5-12-02213-CRP		CIRP: SMALL TOOLS/MISC. EXP.	15,000	15,000	12,833
158	01-12-5-12-02213-FI		CIRP: SALARY (excl STBY,CLBK)	373,831	346,387	439,848
159	01-12-5-12-98001-FI		EE BENEFITS ALLOCATED	269,778	269,778	314,295
160	01-12-5-12-98002-FI		FIELD EXPENSES ALLOCATED	103,347	122,017	146,187
161	01-12-5-12-98777-FI		CIRP: SALARY CLEARING (PROJ SALARY)	(323,831)	(323,831)	(329,886)
162	01-12-5-12-98779-FI		CIRP: BENEFITS CLEARING (PROJ BENEFITS)	(240,799)	(240,799)	(204,292)
163			TOTAL CIRP	258,833	250,058	442,027
164						
165		Program: 20 - ** HDMC TREATMENT PLANT (Reimbursable) **				
166	01-20-5-20-03101-DWR		HDMC: OTHER	40,000	40,000	62,300
167	01-20-5-20-04100-DWR		HDMC: CONTRACTED OPERATION EXP	80,000	80,000	150,000
168	01-20-5-20-06100-DWR		HDMC: PUMPING POWER	12,000	12,000	18,000
169			TOTAL HDMC	132,000	132,000	230,300
170						

	A	B	C	J	K	L
1	OPERATING BUDGET					
2	ORIGINAL 21/22, REVISED 21/22, ORIGINAL 22/23					
3				2021-2022 21-22 ORIGINAL	2021-2022 21-22 REVISED	2022-2023 22-23 ORIGINAL
171			Program: 51 - ** BENEFITS ALLOCATED TO DEPTS **			
172	01-51-5-51-01211-FI		COMPENSATED LEAVE	308,493	308,493	316,958
173	01-51-5-51-01216-FI		CAFETERIA PLAN EXPENSE	643,464	643,464	739,746
174	01-51-5-51-01220-FI		GROUP INSURANCE EXPENSE	19,024	19,024	21,079
175	01-51-5-51-01225-FI		WORKERS COMPENSATION INSURANCE	75,546	75,546	99,380
176	01-51-5-51-01230-FI		RETIREMENT: PERS Classic 2%@55	311,873	311,873	328,533
177	01-51-5-51-01231-FI		RETIREMENT: PERS Tier 2 2%@62	41,354	41,354	50,040
178	01-51-5-51-01232-FI		RETIREMENT: PERS - TEMP	3,524	3,524	3,483
179	01-51-5-51-01233-FI		RETIREMENT - 457 CONTRIBUTION	27,000	27,000	33,000
180	01-51-5-51-01250-HR		MISC. BENEFITS: WELLNESS	8,000	8,000	9,000
181	01-51-5-51-01305-FI		PAYROLL TAXES	184,933	184,933	206,112
182	01-51-5-51-98000-FI		ALLOCATED EXPENSES - BENEFITS	(1,623,211)	(1,623,211)	(1,807,331)
183			TOTAL BENEFITS ALLOCATED TO DEPTS	-	-	-
184						
185			Program: 52 - ** FIELD ALLOCATED TO DEPTS **			
186	01-52-5-52-01240-D/P		UNIFORMS (FIELD)	11,500	11,500	15,000
187	01-52-5-52-01405-HR		TEMPORARY LABOR - FIELD	-	54,889	15,000
188	01-52-5-52-02206-D/P		SHOP EXPENSE - COMBINED	15,000	15,000	20,000
189	01-52-5-52-02209-EXA		SHOP OFFICE SUPPLIES	20,000	20,000	20,000
190	01-52-5-52-03205-D/P		TOOL / EQUIP REPAIR	1,000	1,000	-
191	01-52-5-52-03905-D/P		BUILDING REPAIR/MAINT-SHOP/SITE	30,000	30,000	34,400
192	01-52-5-52-04015-CRP		OPS: SOFTWARE,SUPPORT	138,000	138,000	123,850
193	01-52-5-52-05005-D/P		FUEL-VEHICLES	60,000	60,000	100,000
194	01-52-5-52-05010-D/P		AUTO EXPENSE - FIELD	20,000	20,000	20,000
195	01-52-5-52-05015-FI		EQUIPMENT CLEARING (WIP FUEL)	-	-	-
196	01-52-5-52-06305-EXA		COMMUNICATIONS-MOBILE	29,000	29,000	29,000
197	01-52-5-52-07009-D/P		REGULATORY-PERMITS, FEES, CERTS	25,000	33,250	96,000
198	01-52-5-52-98000-FI		ALLOCATED EXPENSES - FIELD	(349,500)	(412,639)	(473,250)
199			TOTAL FIELD ALLOCATED TO DEPTS	-	-	-
200						
201			Program: 53 - ** OFFICE ALLOCATED TO DEPTS **			
202	01-53-5-53-01405-HR		TEMPORARY LABOR - OFFICE	30,000	112,454	15,000
203	01-53-5-53-02105-EXA		OFFICE SUPPLIES	35,000	56,000	35,000
204	01-53-5-53-02107-EXA		OFFICE EQUIP & MAINT.	26,000	26,000	26,000
205	01-53-5-53-02110-EXA		POSTAGE	33,500	33,500	33,500
206	01-53-5-53-03906-EXA		BUILDING REPAIR/MAINT - OFFICE	47,265	47,265	54,800
207	01-53-5-53-04015-EXA		ADMIN: COMPUTER SOFTWARE & SUPPORT	164,000	164,000	188,296
208	01-53-5-53-05010-DOF		AUTO EXPENSE - OFFICE	6,000	4,000	4,000
209	01-53-5-53-06205-EXA		TELEPHONE AND UTILITIES	71,000	71,000	71,000
210	01-53-5-53-98000-FI		ALLOCATED EXPENSES - OFFICE	(412,765)	(514,219)	(427,596)
211			TOTAL OFFICE ALLOCATED TO DEPTS	-	-	-
212						
213			Program: 60 - ** CAPITAL O/H CLEARING **			
214	01-60-6-60-60004-FI		OVERHEAD - ADMIN & OTHER DEPT'S TOTAL (5380/90)	-	-	-
215	01-60-6-60-61001-FI		OVERHEAD - PRODUCTION TOTAL (5380/90)	-	-	(18,029)
216	01-60-6-60-61002-FI		OVERHEAD - DISTRIBUTION TOTAL (5380/90)	-	-	-
217	01-60-6-60-61005-FI		OVERHEAD - CIRP (5380/90)	-	-	(20,453)
218	01-60-6-60-61010-FI		OVERHEAD - CUSTOMER PAID (5380/90)	-	-	-
219	01-60-6-60-61020-FI		OVERHEAD - HDMC TOTAL (5380/90)	-	-	-
220	01-60-6-60-65100-FI		DEPREC CIRP EQUIP CLEARING	-	-	(17,427)
221			TOTAL CAPITAL O/H CLEARING	-	-	(55,909)
222			TOTAL OPERATING EXPENSES	6,909,966	6,841,378	7,604,625
223			NET REVENUE BEFORE FUNDING RESERVES AND BEFORE CAPITAL EXPENSES	1,377,704	1,731,030	1,164,944
224						
233						
234						

	A	B	C	J	K	L
1	OPERATING BUDGET					
2	ORIGINAL 21/22, REVISED 21/22, ORIGINAL 22/23					
3				2021-2022 21-22 ORIGINAL	2021-2022 21-22 REVISED	2022-2023 22-23 ORIGINAL
235				2021-2022 21-22 ORIGINAL	2021-2022 21-22 REVISED	2022-2023 22-23 ORIGINAL
236	OPERATING DEPARTMENT SUMMARY					
237						
238	Revenue					
239		39 - ** OPERATING REVENUES **		6,141,655	6,287,275	6,345,500
240		40 - ** NON-OPERATING REVENUES **		2,146,016	2,285,134	2,424,069
241			TOTAL OPERATING REVENUES	8,287,671	8,572,409	8,769,569
242						
243	Expense					
244		01 - ** PRODUCTION **		1,841,940	1,864,400	1,931,351
245		02 - ** DISTRIBUTION **		1,034,495	1,029,472	1,211,725
246		03 - ** CUSTOMER SERVICE **		714,860	688,266	778,186
247		04 - ** ADMINISTRATION **		1,226,312	1,249,305	1,255,163
248		05 - ** DEVELOPMENT & ENGINEERING **		55,000	55,000	35,000
249		06 - ** FINANCE **		752,674	741,462	931,325
250		07 - ** HUMAN RESOURCES **		200,376	204,766	267,445
251		09 - ** BONDS, LOANS & STANDBY **		693,475	626,650	578,011
252		12 - ** CAPITAL IMPROVEMENT REPLACEMENT PROGRAM (CIRP)		258,833	250,058	442,027
253		20 - ** HDMC TREATMENT PLANT (Reimbursable) **		132,000	132,000	230,300
254		51 - ** BENEFITS ALLOCATED TO DEPTS **		-	-	-
255		52 - ** FIELD ALLOCATED TO DEPTS **		-	-	-
256		53 - ** OFFICE ALLOCATED TO DEPTS **		-	-	-
257		60 - ** CAPITAL O/H CLEARING **		-	-	(55,909)
258			TOTAL OPERATING EXPENSES	6,909,966	6,841,378	7,604,625
259			NET REVENUE BEFORE FUNDING RESERVES AND BEFORE CAPITAL EXPENSES	1,377,704	1,731,030	1,164,944
260						

	A	B	C	J	K	L
1	CAPITAL BUDGET					
2	ORIGINAL 21/22, REVISED 21/22, ORIGINAL 22/23					
3						
4				2021-2022	2021-2022	2022-2023
5	CAPITAL			21-22 ORIGINAL*	21-22 REVISED	22-23 ORIGINAL
6	Expense					
7		Program: 70 - ** CAPITAL - OPERATIONS **				
8	01-70-7-70-19209-RL		CP#A19209: WELL 14 4-LOG TREATMENT	300,000	798,458	-
9	01-70-7-70-20005-JC		CP #A20005: SCADA (PH 4)	40,000	40,000	-
10	01-70-7-70-20014-JC		CP#A20014: METER REPLACEMENT PROGRAM 2020-2025	300,000	300,000	181,836
11	01-70-7-70-21205-JC		CP# A21205: AUTO LIFT FOR SHOP	30,000	30,000	-
12	01-70-7-70-21206-JC		CP #A21206: 410L JOHN DEERE BACKHOE (c&m)	129,000	129,000	-
13	01-70-7-70-21207-JC		CP #A21207: WACHS VALVE TURN MACH W/ PWR PCK PMPS	89,700	89,700	-
14	01-70-7-70-21208-JC		CP #A21208: D-1-1 BOOSTER STATION DESIGN	150,000	150,000	-
15	01-70-7-70-21209-CRP		CP #A21209: TOYOTA TUNDA CREW CAB (REPL #V__)	46,000	60,200	-
16	01-70-7-70-21210-FLD		CP #A21210: TOYOTA TUNDA CREW CAB (REPL #V__)	46,000	60,200	62,000
17	01-70-7-70-21211-JC		CP #A21211 SODIUM HYPOCHL GEN (WELL 10)	120,000	120,000	-
18	01-70-7-70-22201-RL		CP #A22201: SCADA COMPUTER & SOFTWARE	-	-	58,000
19	01-70-7-70-22202-RL		CP #A22202: D1-1 BOOSTER STN UPGRADE	-	-	527,344
20	01-70-7-70-22203-RL		CP #A22203: E2-1 RESERVOIR UPGRADE	-	-	263,672
21	01-70-7-70-22206-FLD		CP #A22206: COMPRESSOR/JACKHAMMER	-	-	60,000
22	01-70-7-70-22207-FLD		CP #A22207: PETTIBONE	-	-	120,000
23	01-70-7-70-22212-FLD		CP #A22212: VXU AND VGB	-	-	50,000
24	01-70-7-70-22213-FLD		CP# A22213: 2 LOCATORS	-	-	9,000
25	01-70-7-70-22217-FLD		CP #A22217: INVENTORY/EQUIP BUILDING	-	-	120,000
26	01-70-7-70-22218-FLD		CP #A22218: PAVING @ SHOP	-	-	20,000
27	01-70-7-70-22226-CRP		CP #A22226: EXCAVATOR UPGRADE	-	-	125,000
28			TOTAL CAPITAL - OPERATIONS	1,250,700	1,777,558	1,596,853
29				<i>*Meter Replacement was Expense; Adjusted to Capital</i>		
30						
31		Program: 74 - ** CAPITAL - ADMINISTRATION **				
33	01-74-7-70-20008-GM		CP #A20008: URBAN WATER MANAGEMENT PLAN	-	24,900	15,000
34	01-74-7-70-21003-HR		CP# A2100: REDISTRICTING - 2022	-	13,500	-
35	01-74-7-70-21050-HR		CP #A21050: 2022 BUILDING/CUST SVC/LOBBY REFRESH	-	107,073	-
36	01-74-7-70-21201-DOF		CP #A21201: 2022 RATE & FEE STUDY	30,000	15,000	67,000
37	01-74-7-70-21204-EXA		CP #A21204: KEYLESS ENTRY	-	-	45,000
38	01-74-7-70-21212-GM		CP #A21212: WASTEWATER MASTER PLAN/PRELIM DESIGN	300,000	-	-
39	01-74-7-70-21213-HR		CP #A21213: PAYLOCITY PAYROLL IMPLEMENTATION	11,000	11,000	-
40	01-74-7-70-21214-GM		CP #A21214: GEOVIEWER PLANT CHECK	30,000	30,000	-
41	01-74-7-70-21215-GM		CP #A21215: ADMIN. OFFICE BLDG DESIGN	108,042	-	-
42	01-74-7-70-22214-EXA		CP #A22214: SECURITY SYSTEM	-	-	20,000
43	01-74-7-70-22216-GM		CP# A22216: (CIP) CAPITAL IMPROV PLAN UPDATE	-	-	60,000
45	01-74-7-70-74013-EXA		CP#A16003: CODIFICATION OF RECORDS	11,865	2,800	9,065
46	01-74-7-70-74020-DOF		CP#A19020: COST ALLOCATION AUDIT	11,000	-	-
47	01-74-7-70-22219-GM		CP #A22219: EXTERIOR BLDG REFRESH	-	-	75,000
48	01-74-7-70-22229-GM		CP #A22229: ANN'L WATER SUPPLY ASSESSMENT (AWSA)	-	-	8,500
49	01-74-7-70-22228-GM		CP #A22228: PROPERTY ACQUISITION	-	100,000	100,000
50			TOTAL CAPITAL - ADMINISTRATION	501,907	304,273	399,565
51						
52						
53		Program: 80 - ** CAPITAL - CIRP TOP PRIORITIES **				
54	01-80-7-70-22209-CRP		CP#A22209: TILFORD PH2 DESIGN/SURVEY	-	-	75,000
55	01-80-7-70-22211-CRP		CP#A22211: TILFORD PH2 INSTALL	-	-	315,622
56	01-80-7-70-72012-CRP		CP#A18005: TILFORD PH1 INSTALL	800,000	800,000	-
57	01-80-7-70-72015-JC		CP#A18017: TILFORD REPL (Design)	-	13,410	-
58	01-80-7-70-22227-CRP		CP #A22227: BELMONT DESIGN/SURVEY	-	-	180,000
59			TOTAL CAPITAL - CIRP TOP PRIORITIES	800,000	813,410	570,622
60	CAPITAL					
61	Expense					
62		70 - ** CAPITAL - OPERATIONS **		1,250,700	1,777,558	1,596,853
63		74 - ** CAPITAL - ADMINISTRATION **		501,907	304,273	399,565
64		80 - ** CAPITAL - CIRP TOP PRIORITIES **		800,000	813,410	570,622
65			TOTAL CAPITAL EXPENSES	2,552,607	2,895,241	2,567,039
66						
67	OPERATING & CAPITAL COMBINED					
68			NET REVENUE AFTER OPERATING EXPENSES & BEFORE FUNDING RESERVES	1,377,704	1,731,030	1,164,944
69			LESS TOTAL CAPITAL EXPENSES FROM ABOVE	(2,552,607)	(2,895,241)	(2,567,039)
70			NET REVENUE / (DEFICIT/DRAWDOWN) AFTER OPERATING & CAPITAL	(1,174,903)	(1,164,210)	(1,402,095)

JOSHUA BASIN WATER DISTRICT

SALARY & BENEFITS BUDGET COMPARISON at Top Step



2021 - 2022 Original PAYROLL BUDGET

# Operations	# Administration	# Board	Description	Salaries	Benefits
			PRODUCTION (4.33 positions)		
0.33			Director of Operations		
1.00			Water Production Supervisor		
1.00			Water Production Foreman		
1.00			Water Production Operator I		
1.00			Water Quality Specialist		
			DISTRIBUTION (6.34 positions)		
0.34			Director of Operations		
1.00			Water Distribution Foreman		
2.00			Construction & Maintenance II (and 1 CMII / Mechanic)		
2.00			Construction & Maintenance I		
0.50			Field Service Technician		
0.50			Field Service Technician II		
			CUSTOMER SERVICE (4.33 positions)		
	0.33		Director of Administration		
	0.50		TBD Supervisor		
	2.00		Lead Customer Service Representative / Customer Service Representative		
	0.25		Accounts Receivable Technician		
	0.25		General Office Assistant (3/4-time)		
0.50			Field Service Technician		
0.50			Field Service Technician II		
			ADMINISTRATION (3.09 Positions)		
0.50	0.50		General Manager		
	1.00		Executive Assistant		
	0.34		Director of Administration		
	0.50		TBD Supervisor		
	0.25		General Office Assistant (3/4-time)		
			FINANCE (4 Positions)		
	1.00		Director of Finance		
	1.00		Accounting Supervisor		
	1.00		Accounting Technician		
	0.75		Accounts Receivable Technician		
	0.25		General Office Assistant (3/4-time)		
			HUMAN RESOURCES (0.33 Positions)		
	0.33		Director of Administration		
			DIRECTORS (5 Positions)		
	1.00		Director		
	1.00		Director		
	1.00		Director		
	1.00		Director		
	1.00		Director		
12.17	10.25	5.00	TOTAL (27.42)	\$ 2,173,038	\$ 1,016,198
			includes OT, Standby, Callback >		

COMBINED PERCENTAGE OF REVENUE 38%

POSITIONS IN SUPPORT OF CAPITAL IMPROVEMENT / METER REPL.					
			CAPITAL IMPROVEMENT CREW POSITIONS (5.33 Positions)		
0.33			Director of Operations		
1.00			CIRP - Foreman		
1.00			CIRP - Pipelayer II		
1.00			CIRP - Pipelayer I		
2.00			CIRP - Laborer		
			TOTAL (5.33)	\$435,338	\$230,709
17.50	10.25	5.00	TOTAL (32.75)	\$2,608,376	\$1,246,905
			includes OT, Standby, Callback >		

COMBINED PERCENTAGE OF REVENUE 47%

JOSHUA BASIN WATER DISTRICT

SALARY & BENEFITS BUDGET COMPARISON at Top Step



2022 - 2023 Original PAYROLL BUDGET

# Operations	# Administration	# Board	Description	Salaries	Benefits
PRODUCTION (4.33 positions)					
0.33			Director of Operations		
1.00			Water Production Foreman		
1.00			Water Production Operator I		
1.00			Water Production Operator II		
1.00			Water Quality Specialist		
DISTRIBUTION (6.34 positions)					
0.34			Director of Operations		
1.00			Water Distribution Foreman		
2.00			Construction & Maintenance II (and 1 CMII / Mechanic)		
2.00			Construction & Maintenance I		
0.50			Field Service Technician		
0.50			Field Service Technician II		
CUSTOMER SERVICE (4.29 positions)					
	0.50		Director of Administration		
			TBD Supervisor (HR in lieu of this position)		
	2.00		Lead Customer Service Representative / Customer Service Representative		
	0.25		Accounts Receivable Technician		
	0.54		Office Assistant (3/4-time)		
0.50			Field Service Technician		
0.50			Field Service Technician II		
ADMINISTRATION (3.50 Positions)					
0.50	0.50		General Manager		
	1.00		Executive Assistant		
	0.50		Director of Administration		
0.50	0.50		Purchasing / Grants Coordinator		
			Office Assistant (3/4-time)		
FINANCE (4.96 Positions)					
	1.00		Director of Finance		
	1.00		Accounting Supervisor		
	1.00		Accounting Technician		
	1.00		Accounting Technician II (Asset Specialist)		
	0.75		Accounts Receivable Technician		
	0.21		Office Assistant (3/4-time)		
HUMAN RESOURCES (1 Position)					
	1.00		Human Resources & Risk Specialist		
DIRECTORS (5 Positions)					
	1.00		Director		
	1.00		Director		
	1.00		Director		
	1.00		Director		
	1.00		Director		
12.67	11.75	5.00	TOTAL (29.42)	\$ 2,379,787	\$ 1,161,025
				includes OT, Standby, Callback >	

COMBINED PERCENTAGE OF REVENUE 40%

POSITIONS IN SUPPORT OF CAPITAL IMPROVEMENT / METER REPL.					
CAPITAL IMPROVEMENT CREW POSITIONS (5.33 Positions)					
0.33			Director of Operations		
1.00			CIRP - Foreman		
1.00			CIRP - Pipelayer II		
3.00			CIRP - Pipelayer I		
			CIRP - Laborer		
			TOTAL (5.33)	\$502,890	\$264,268
18.00	11.75	5.00	TOTAL (34.75)	\$2,882,677	\$1,425,293
				includes OT, Standby, Callback >	

COMBINED PERCENTAGE OF REVENUE 49%

RESERVE & LOAN FUNDING
21/22 REVISED

BEGINNING BALANCE (ACCT BAL)
SCHEDULED YEAR END FUNDING

ACTUAL PROJECTED	DESIGNATED RESERVES							
	A		C		E		G	
21/22	66,441	111,306	363,522	970,030	2,818,629			
21/22	30,000	50,000	170,000	500,000	1,000,000			
	BUILDING - OP	BUILDING - CAP	STUDIES - OP	STUDIES - CAP	EQ & TECH - OP	EQ & TECH - CAP	METER REPL CAP	CAPITAL
FUNDING TO BE TRANSFERRED FOR WORK DURING OLD YEAR								
						(40,000)		
			(24,900)					(107,073)
								(15,000)
								(129,000)
								(89,700)
								(150,000)
								(120,000)
								(11,000)
								(30,000)
								(13,500)
								(30,000)
								(2,800)
								(800,000)
								(798,458)
								-
								(13,410)
							(300,000)	
								(60,200)
MAYBE 21/22								(60,200)
MAYBE 21/22								(100,000)
21/22	-	-	-	(24,900)	-	(40,000)	(300,000)	(2,930,341)
ESTIMATED FUND BALANCE @ 21/22	96,441	136,406	493,522	1,170,030	1,288,288			

22/23 PROPOSED

ITEM
NEW RESERVE FUNDING PROPOSED
CP #A20008: URBAN WATER MANAGEMENT PLAN
CP #A21201: 2022 RATE & FEE STUDY
CP #A21203: OFFICE FENCING
CP #A21204: OFFICE KEYLESS ENTRY (COMBINED WITH FENCING BUDGET)
CP #A21209: TOYOTA TUNDA CREW CAB
CP #A21210: TOYOTA TUNDA CREW CAB
CP #A21215: ADMIN. OFFICE BLDG DESIGN
CP #A22201: SCADA COMPUTER & SOFTWARE
CP #A22202: D1-1 BOOSTER STN UPGRADE
CP #A22203: E2-1 RESERVOIR UPGRADE
CP #A22204: BORING MACHINE
CP #A22206: COMPRESSOR/JACKHAMMER
CP #A22207: PETTIBONE
CP #A22212: VXU AND VGB
CP #A22214: SECURITY SYSTEM
CP #A22213: 2 LOCATORS
CP# A22216: CAPITAL IMPROVEMENT PLAN (CIP) UPDATE
CP#A16003: CODIFICATION OF RECORDS
CP#A20014: METER REPLACEMENT PROGRAM 2020-2025
CP#A22209: TILFORD PH2 DESIGN/SURVEY
CP#A22211: TILFORD PH2 INSTALL
CP#A22217: INVENTORY/EQUIP BUILDING
CP #A22218 PAVING @ SHOP
CP #A22219 EXTERIOR BLDG REFRESH
CP #A22226 EXCAVATOR UPGRADE
CP #A22228 PROPERTY ACQUISITION
CP #A22229 ANN'L WATER SUPPLY ASSESSMENT (AWSA)
CP #A22227 BELMONT DESIGN/SURVEY
TOTAL RESERVE USAGE - NEW YEAR
BREAKDOWN
OPERATING RESERVE USAGE
CAPITAL RESERVE USAGE

	A	B	C	D	E	F	G	H
	BUILDING - OP	BUILDING - CAP	STUDIES - OP	STUDIES - CAP	EQ & TECH - OP	EQ & TECH - CAP	METER REPL CAP	CIP
22/23				(15,000)				
				(67,000)				
								(45,000)
MAYBE 22/23								(62,000)
						(58,000)		
								(527,344)
								(263,672)
						(60,000)		-
						(50,000)		(120,000)
						(20,000)		
								(9,000)
				(60,000)				(9,065)
							(181,836)	
								(75,000)
								(315,622)
								(120,000)
								(20,000)
								(75,000)
						(125,000)		
								(100,000)
				(8,500)				
								(180,000)
	-	-	-	(150,500)	-	(313,000)	(181,836)	(1,921,703)
	-	-	-	(150,500)	-	(313,000)	(181,836)	(1,921,703)
22/23	AST YR RATE	96,441		(14,094)		180,522	988,194	(633,415)
22/23		30,000		50,000		170,000	500,000	1,000,000
22/23		126,441		35,906		350,522	1,488,194	366,585

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

Regular Meeting of the Board of Directors

DATE: June 1, 2022

REPORT TO: Board of Directors

PREPARED BY: Sarah Johnson, General Manager

**TOPIC: NEW HUMAN RESOURCES & RISK GENERALIST
JOB DESCRIPTION**

RECOMMENDATION: Recommend that the Board adopt New Human Resources & Risk Generalist job description

ANALYSIS: HR is a key aspect of any organization—from improving employee well-being to risk management. Having a strong HR program backed by solid leadership is one of the best ways for the District to ensure employee satisfaction, reduce risk, and raise productivity.

Currently, the District’s HR & Risk programs are the responsibility of the Director of Administration position. In an effort to create efficiency, maintain compliance with ever-changing regulations, design manageable workloads, and streamline processes, staff recommends approving the new Human Resources & Risk Generalist position.

The Director of Administration will drop the HR & Risk responsibilities but will gain responsibility for Information Technology Coordination and Development Services (which due to attrition have been spread out among existing staff but not officially reassigned), along with maintaining responsibility for Customer Service and Contract Management.

The proposed range for the newly developed HR & Risk Generalist position is Range 24 -\$59,321.89 - \$77,835.45 annually.

STRATEGIC PLAN ITEM: 2.9.1 - Continuously improve, maintain, and comply with Employee Life Cycle best practices
3.1.2 - Continually Update Job Descriptions

FISCAL IMPACT: As approved in the FY22/23 budget



JOB DESCRIPTION

POSITION	Human Resources & Risk Generalist	SAFETY SENSITIVE	No
SALARY RANGE	Range 24	ESTABLISHED DATE	06/01/2022
FLSA STATUS	Exempt	REVISION DATE(S)	
HOURS – FT/PT	Full Time		

SUMMARY

Under general direction, the Human Resources & Risk Generalist performs a variety of responsible and moderately complex duties in support of the human resources and risk management functions of the District. The incumbent performs technical/administrative duties in the areas of employment, recruitment, on/offboarding, training, compensation/benefits, employee relations, performance management, safety, and risk management. The position is responsible for completing various human resources and risk management reports, tracking and maintaining information systems records, and performing related work as required. The incumbent in this position interacts frequently with District employees and the general public while exercising tact and discretion when dealing with issues of a confidential or sensitive nature.

DISTINGUISHING CHARACTERISTICS

This position independently performs detailed and complex work administering and coordinating the activities of human resources and risk programs. Assignments require close coordination and contact with employees and industry groups. The incumbent is responsible for monitoring, tracking, and coordinating human resources and risk programs.

Successful performance of the work requires the frequent use of discretion, independent judgment, tact, knowledge of departmental and District activities, and extensive staff, public and organizational contact. This classification is distinguished from other administrative support classes by the nature, scope, complexity, and diversity of responsibilities involved in the human resources function.

SUPERVISION RECEIVED/EXERCISED

This position receives general direction from a General Manager, or department head if assigned. This position has no direct supervisory responsibilities but provides coaching, mentorship, and training to District employees.

EXAMPLES OF DUTIES

Job Descriptions are only intended to present a description summary of the range of duties and responsibilities associated with specified position. Therefore, job descriptions may not include all duties performed by individuals within the position. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this class.

Essential Functions:

- Administers all of the day-to-day aspects of the Human Resource department; planning, organizing, and overseeing all activities of the department, provides wide-ranging assistance (in-person, electronically, phone, etc.) regarding employment, recruitment, on/offboarding, training, compensation/payroll/benefits, employee relations, performance management, and any other related human resources services to employees and the public. Assists employees in completing human resources processes, forms, and documents.
- Establishes and maintains department records and reports and contracts; recommending new approaches, policies, and procedures to effect continual improvements in the efficiency of the department and services performed. Regularly updates and maintains the Employee Handbook. Monitors and maintains compliance with new, existing laws, rules, and regulations.
- Manages the recruitment, selection, and onboarding program; plans and conducts recruitment activities, writes job announcements and places recruitment ads, responds to applicant inquiries, tracks applicant paperwork, screens employment applications and arranges for their screening by appropriate managers, schedules interviews and testing appointments, sets up interview panels, prepares and processes interview panel and testing paperwork, sending out notifications, and maintains appropriate records for each recruitment conducted.

- Checks references on prospective hires; negotiates salaries and start dates; writes and sends employment offer letters, and makes other necessary arrangements to accommodate new hires.
- Manages onboarding and offboarding programs including conducting orientation or exit interviews, processing accurate paperwork and electronic forms, accurately recording data, COBRA/benefits administration, payroll administration, and all related documentation.
- Coordinates employee development, training, and recognition programs, identifies training needs, provides training to employees involving HR/Risk issues, and tracks and maintains training, certification, and education records.
- Performs classification and compensation studies and analyses; conducts classification studies and job audits; writes and revises job descriptions; conducts salary and benefits surveys; analyzes compensation issues and writes reports of findings and recommendations; works with payroll staff to resolve employee pay problems.
- Administers the employee benefits and worker's compensation programs; researches availability and cost of new benefits options; maintains liaison with insurance carriers and/or claims administrators for all benefit related concerns, conducts studies and analyses of various employee benefits matters, manages enrollments, provides assistance to employees with completing benefits enrollment and change forms, and conducts invoice reconciliations and approvals.
- Assists supervisors and managers in their efforts to resolve employee issues; provides advice on the correct application of District personnel policies and procedures. Participates in a variety of programs and activities designed to improve and enhance employee relations.
- Administers and updates the performance evaluation system, track evaluation dates and sends out reminder notices, processing paperwork for salary increases, and maintains records.
- Plans, organizes, and manages a comprehensive employee safety and DOT program, including compliance with CalOSHA regulations, DOT regulations, the District's IIPP and safety policies, and all federal and state laws and regulations for employee occupational health and safety. Participates in disaster preparedness planning and coordination.
- Coordinates, maintains, and administers the District's alarm security and access control systems.
- Coordinates all insurance renewals and claims (health, workers comp, liability, property, cyber, crime, etc.); serve as liaison with insurance carriers and/or claims administration services. Investigates claims filed by members of the public or other organizations, and advises management on recommended resolution; uses a digital camera to record field conditions; makes recommendations for claims settlement within proscribed financial limits.
- Maintain all legally mandated employment postings and notices; organizes and maintain various administrative, confidential, reference, and follow-up files; purge files as required.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Develops and administers the District's volunteer and internship activities.
- Maintains the District's human resources website page.
- Participating in administrative staff meetings; attending other meetings with business partners.
- Regular attendance at the worksite.
- May act as a backup for payroll processing and performs other duties as assigned.

MINIMUM QUALIFICATIONS

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

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

Experience: A minimum of four (4) HR experience including a broad generalist background including coaching and counseling, performance management, employee involvement, team building, compensation and benefits, and risk management. Experience in a governmental or utility setting is preferred.

Education and/or Training:

- High school diploma or equivalent;

- Graduation from an accredited college or university with a bachelor's degree in public or business administration, human resources, or related field is desirable.

Certificates, Licenses, Registration:

- Possession of a Human Resources certification, such as PHR or SHRM-CP is desirable.

Other: Must possess and maintain in good standing a valid California Class C Driver's License.

PERFORMANCE EXPECTATIONS: KNOWLEDGE, SKILLS, AND ABILITIES

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

Knowledge of:

- Laws, rules, ordinances, and legislative processes governing the development and administration of personnel and employment policies and systems.
- Best practices in personnel policy development and implementation.
- Applicable State, Federal, and local regulations pertaining to, but not limited to, worker's compensation, workplace safety, hiring practices, non-discrimination, and medical benefits.
- Cal/OSHA regulations including the Injury and Illness Prevention Program.
- Record keeping principles and procedures.
- Techniques of developing and conducting training programs.
- Techniques of position classification and salary administration.
- Principles and practices of conducting workplace investigations.
- Conflict resolution.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Knowledge of and proficiency with word processing, spreadsheet, and presentation software.
- Knowledge of prevailing wage requirements and certified payroll compliance.
- Knowledge in risk management.

Skilled in:

- Possess strong organizational skills.
- Possess exceptionally strong computer skills in Word, Excel, and PowerPoint.
- Possess college-level writing skills both in the drafting of technical documents and professional correspondence.
- Strong verbal and written communication skills.

Ability to:

- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.
- Think critically and independently with very little oversight.
- To represent the District in a professional manner.
- Effectively work with all levels of staff in order to acquire data and information.
- Work efficiently, independently, and productively when completing work tasks.
- Follow oral and written directions and carry out complex tasks.
- Use independent judgment to solve problems and analyze information.
- Make simple mathematical calculations with speed and accuracy.
- Interpret and explain District policies and procedures.
- Maintain accurate records, prepare clear and concise reports, and establish and oversee monitoring systems for tracking information.
- Communicate clearly, concisely, and effectively, both orally and in writing, and give presentations to small and large groups.
- Establish and maintain cooperative, respectful, and effective working relationships with those contacted in the course of work including District employees, officials, vendors, and the general public.
- Prioritize, communicate progress, and meet deadlines.
- Exhibit extraordinary discretion, flexibility, and willingness to work closely with our senior management team.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: Subject to reasonable accommodation in accordance with the requirements of the Americans with Disabilities Act (ADA) and the California Fair Employment and Housing Act (FEHA), possess the ability to lift and/or carry objects (no greater than 20 lbs.) on an infrequent basis. Ability to bend, twist, turn, push, pull and reach routinely, as well as perform repetitive motion tasks on a regular basis. Ability to sit for extended time periods and use office equipment such as computer terminals, copies and fax machines on a regular basis. Requires normal range hearing and vision. Ability to stoop, kneel and crouch occasionally.

Work Environment:

- **Outside:** On seldom occasion standing, walking, climbing may be required during inspection tours of facilities.
- **Inside:** Duties of this position are predominantly conducted indoors, in an office setting or environment.
- **Fumes/Gasses:** Duties of this position are predominantly conducted indoors, in an office setting or environment.
- **Noise/Vibration:** Noise levels expected of an office or indoor setting are expected.

Equipment Use: Standard office equipment such as computer hardware and peripherals, binding machines, copy machines, scanning machines, fax machines, and telephone.

Mental Demands: While performing the duties of this class, an employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; learn and apply new skills and information; perform highly detailed work on multiple, concurrent tasks; and interact with District managers, officials of other governmental agencies, community and professional groups, staff and other organizations.

Safety: Follows proper safety practices at all times.

Travel: On occasion, the incumbent in this position may be required to attend hearings, workshops, meetings, and seminars.

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

EMPLOYEE ACKNOWLEDGEMENT

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

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

I have been given a copy of this job description.

Print Employee Name

Employee's Signature

Date

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

Regular Meeting of the Board of Directors

DATE: June 1, 2022

REPORT TO: Board of Directors
PREPARED BY: Sarah Johnson, General Manager
TOPIC: **REVISED WATER QUALITY SPECIALIST JOB DESCRIPTION**
RECOMMENDATION: Recommend that the Board adopt revised Water Quality Specialist I/II series job description.

ANALYSIS: The District currently has one Water Quality Specialist (WQS) position at Range 28 (\$65,480.26 - \$85,915.78 annually) of the salary schedule. This role is responsible for various tasks related to water quality, Cross Connection Control Program (CCCP); backflow coordination and responding to customers for water quality concerns.

Staff has revised the job description into a series I/II which is consistent with other District job classification series. The proposed range for the revised positions is:

- WQS I – Range 24 (\$59,321.89 - \$77,835.45 annually)
- WQS II – Range 28 (\$65,480.26 - \$85,915.78 annually)

This change helps attract mid-level candidates, creates a path for advancement, and prepares for succession.

This update is considered a major revision under the Employee Handbook, Section 4 - Classification Plan. For that reason, the revision must be brought to the board for consideration of formal adoption.

The budget for the WQS I/II positions was previously approved in the FY21/22 budget.

STRATEGIC PLAN ITEM: 2.9.1 - Continuously improve, maintain, and comply with Employee Life Cycle best practices
3.1.2 - Continually Update Job Descriptions
3.1.7 - Prepare & Create Process for Succession Planning

FISCAL IMPACT: As approved in the FY21/22 budget



JOB DESCRIPTION

POSITION	Water Quality Specialist I/II	SAFETY SENSITIVE	No
SALARY RANGE	Water Quality Specialist I – 24 Water Quality Specialist II – 28	ESTABLISHED DATE	01/07/2019
FLSA STATUS	Non-Exempt	REVISION DATE(S)	04/20/2022
HOURS – FT/PT	Full Time		

SUMMARY

Under general supervision, the Water Quality Specialist is responsible for monitoring the quality of waters controlled by the District including but not limited to: groundwater supplies, recharge, and treated water; overseeing the District’s Cross Connection Control Program (CCCP); responding to water quality concerns; communicating through verbal and written communications with local, state and federal agencies; monitoring the security and operation of District facilities; and performing various maintenance duties related to the production and distribution of water within the District’s service boundaries.

DISTINGUISHING CHARACTERISTICS

This series class specification defines and describes the nature and levels of work performed in the Water Quality Specialist job series.

Water Quality Specialist I is a mid-level in the Water Quality Specialist series. At this level, incumbents learn and perform a limited range of the less complex or specialized work tasks, under closer supervision, with less latitude for independent action.

Water Quality Specialist II is the experienced, journey-level in the Water Quality Specialist series. At this level, incumbents perform the full range of tasks common to the classification series, under less supervision, while exercising discretion and independent judgment within established guidelines.

SUPERVISION RECEIVED/EXERCISED

Positions receive close to general supervision from a department head, manager, or supervisor, as assigned.

The Water Quality Specialist has the responsibility to lead and guide staff, as well as provide training and provide technical and functional direction to staff engaged in related duties.

EXAMPLES OF DUTIES

Job Descriptions are only intended to present a description summary of the range of duties and responsibilities associated with specified position. Therefore, job descriptions may not include all duties performed by individuals within the position. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this class.

Essential Functions:

- Inspects accounts and facilities for possible cross-connections; maintains database information for backflow devices and from customer questionnaires; checks cross-connection hazards and recommends backflow protection; maintains cross-connection control database.
- Contacts customers regarding the inspection of water use, installation of backflow protection, and testing. Checks on customer compliance with regulations; respond to customer complaints regarding cross-connection control and potential water quality issues.
- Oversees the District’s Cross Connection Program, completes cross-connection surveys, identifies potential cross-connection hazards, and prescribes the appropriate backflow prevention assembly based upon the level of hazard.
- Collects water samples for the detection of various constituents from District assets such as groundwater wells and distribution facilities.
- Monitors chlorine levels throughout the District’s distribution facilities and adjusts dosing levels as needed.

- Performs facility checks of production and distribution appurtenances to ensure proper operation of equipment, ensure security, and monitor system parameters.
- Operates and maintains Supervisory Control and Data Acquisition (SCADA) peripherals and human-machine interfaces (HMI).
- Communicates with local, state, and federal agencies, including the general public, through the preparation of mandated reports, local publications, email exchanges, and other written and verbal methods of communication.
- Ensures the District complies with state and federal drinking water requirements and recommendations as provided by, but not limited to, the Safe Drinking Water Act, Title 17, Title 22, and various standards and specifications recognized by the State Water Resources Control Board (SWRCB) and the American Water Works Association (AWWA).
- Remains updated on compliance measures, bills, rules, regulations, standards, and specifications that pertain to public water systems.
- Attends seminars, conferences, and training events as necessary to remain efficient and educated in job-related functions.
- Assists in the maintenance and repair of motors, pumps, tanks, booster stations, and other District facilities as required.
- Reviews, maintains, and revises District sampling plans, water quality procedures, and emergency notification plans.
- Coordinates the District's flushing plan based on water quality data and best practices.
- Performs inspections of newly installed backflow prevention devices to ensure proper installation.
- Reviews plans and specifications related to the development, retrofitting, or refurbishing of commercial and residential projects to determine backflow prevention requirements.
- Ensures publicly and privately owned backflow prevention assemblies prescribed by the District are properly tested and repaired at required frequencies.
- Ensures backflow assembly testers possess the correct licensing and certifications.
- Works with developers and builders constructing facilities that are intended to be dedicated to, connect to, or otherwise become a part of, the District's distribution system to ensure compliance with District standards, pressure testing requirements, disinfection, and sampling procedures before putting the facility into service.
- Participates in making budget recommendations based on a variety of departmental and operative needs and requirements.
- Responds to emergency after-hours service and emergency calls.
- Participates in the District's "on-call" rotation as assigned.
- Maintains and updates Material Safety Data Sheets (MSDS) on required chemicals stored or utilized on District property.
- Maintains paper and electronic records of District sample analysis results, backflow assembly testing, facility adjustments, chlorine dosage changes, and other necessary documents and data as per the District's record retention schedule and other state and federal requirements;
- Assists in day to day District operations and maintenance as required including but not limited to maintenance, installation, and repair on water distribution appurtenances and lines, service installation, customer service, facility maintenance, and on-call duties;
- Completes forms, reports, and standard operating procedures utilizing computer/tablet/smart phone.
- Performs inventory duties, and maintains necessary supplies, tools, and equipment in district vehicle;
- Performs daily and weekly inspections of assigned District vehicle, makes minor repairs/replacements; advises supervisor of needed repairs or replacements that need additional assistance.
- Operates a District vehicle on a daily basis in a safe and effective manner.
- Regular attendance at the worksite, attends meetings, and responds to call-outs after hours, weekends, and holidays;
- Participates in the District's "on-call" rotation as assigned.
- Communicates tactfully with customers, staff, and other individuals contacted in the course of duties.
- Opens, closes and locks District buildings, sets and inactivates building alarms, and performs building security functions;
- Performs other duties related to the classification as assigned.

MINIMUM QUALIFICATIONS

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

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

WQS I

Experience: A typical way to obtain the experience would be to have a minimum of four (4) years of broad and extensive experience within the water distribution or treatment industry including the operation and maintenance of industry-standard equipment and collection of water samples and a minimum one (1) year of experience in operating or managing a cross-connection control program.

Education and/or Training:

- Continued education units are required to maintain certifications and are the responsibility of the employee with support from the District;
- Trench shoring, confined space, and other hazardous condition training will be provided by the District and must be attended by the employee; and
- Must obtain and maintain competent person status. Training will be provided by the District.

Certificates, Licenses, Registration:

- California Class "C" Commercial Drivers License;
- SWRCB Grade I or higher Water Distribution Operator Certificate;
- Must possess and maintain or have the ability to obtain within nine (9) months of appointment SWRCB Grade I or higher Water Treatment Operator Certificate and AWWA Cross Connection Control Certificate.

WQS II

Experience: A typical way to obtain the experience would be to have a minimum of five (5) years of broad and extensive experience within the water distribution or treatment industry including the operation and maintenance of industry-standard equipment and collection of water samples and a minimum two (2) years' experience in operating or managing a cross-connection control program.

Education and/or Training:

- Continued education units are required to maintain certifications and are the responsibility of the employee with support from the District;
- Trench shoring, confined space, and other hazardous condition training will be provided by the District and must be attended by the employee; and
- Must obtain and maintain competent person status. Training will be provided by the District.

Certificates, Licenses, Registration:

- California Class "C" Commercial Drivers License;
- SWRCB Grade III or higher Water Distribution Operator Certificate;
- SWRCB Grade II or higher Water Treatment Operator Certificate;
- AWWA Cross Connection Control Certificate; and
- AWWA Backflow Prevention Assembly Tester License is highly desired.

PERFORMANCE EXPECTATIONS: KNOWLEDGE, SKILLS, AND ABILITIES

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

Knowledge:

- State, Federal, and local drinking water regulations;
- Methods, materials, best practices, and equipment used in water distribution system and water production installations, maintenance and repair work;
- Water sample collection guidelines, preparation, and best practices;
- Letter and report writing development and formatting;
- District policies and procedures;
- Strong mathematical skills pertaining to the distribution and treatment of water;
- Safety laws, rules, regulations, and principles that pertain to the position's job functions;
- Geography of the District and location of District facilities;

- Use and functions of light and heavy power-driven equipment used in the Districts maintenance and construction activities;
- Blueprint and plan reading;
- Cross-connection hazard identification; and
- General computer operations, SCADA and Microsoft office products.

Skills:

- Competent to work efficiently and productively when completing work tasks with little to no supervision;
- Light to heavy equipment operation;
- Proficient with the operation of computers and associated peripherals; and
- Excellent verbal and written communication;

Abilities:

- Plan and schedule assigned work;
- Read, understand, and carry out written and verbal instructions;
- Communicate effectively, orally and in writing;
- Operate assigned vehicles and equipment with skill and safety;
- Make mathematical calculations with speed and accuracy;
- Maintain accurate records;
- Use computer systems and software programs related to the needs of the District;
- Professionally represent the District with staff, the public, contractors, and other organizations;
- Respond to emergency conditions;
- Provide time for continuing education and testing as required;
- Attend seminars and training conferences relative to job performance as required;
- Work standby on a rotating basis; and
- Establish and maintain cooperative and respectful working relationships with those contacted in the course of work, and work within a team environment.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: Subject to reasonable accommodation in accordance with the requirements of the Americans with Disabilities Act (ADA) and the California Fair Employment and Housing Act (FEHA), possess the ability to lift, push, pull, and/or carry objects greater than 100 lbs. on a regular basis. Ability to bend, twist, turn, reach, stoop, kneel, crouch, crawl, and climb routinely, as well as perform repetitive motion tasks on a regular basis. Ability to stand and walk for extended time periods, often on uneven terrain. Ability to sit for extended time periods and use office equipment such as computer terminals, copy and fax machines on a regular basis. Requires normal range hearing and vision.

Work Environment:

- **Outside:** Duties of this position require regular work in an outdoor environment that may experience extremes in weather and temperature conditions, work and traverse on uneven ground while carrying equipment.
- **Driving:** Duties require the operation of District vehicles and heavy to light equipment on a regular basis.
- **Inside:** The administrative duties of this position are primarily conducted indoors, in an office or shop setting.
- **Fumes/Gasses:** Duties of this position require work in an environment with exposure to dust, dirt, fumes, and vapors.
- **Noise/Vibration:** Noise levels expected in an outdoors or shop setting from machinery or heavy equipment are expected. Noise levels expected of an office or indoor setting are also expected.

Equipment Use: Light to heavy equipment, vehicles, jackhammers, hand tools, power tools, telephone, mobile phone, mobile tablet, 2-way radios, and basic office equipment such as computer terminals, copiers, and fax machines.

Mental Demands: While performing the duties of this class, an employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; learn and apply new skills and information; perform highly detailed work on multiple, concurrent tasks; communicate orally with District staff in face-to-face, one-to-one, and group settings; and interact with District

managers, staff, officials of other governmental agencies, community and professional groups, staff and other organizations.

Safety: Follows proper safety practices at all times. Ensures compliance with the District's Injury and Illness Prevention Program.

Travel: Regularly travels to District facility sites and construction areas, attends workshops, meetings, and seminars as required.

Other: Position subject to extended work hours as needed, attendance of evening meetings infrequently, and to work regular standby on a rotating basis.

EMPLOYEE ACKNOWLEDGEMENT

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

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

Print Employee Name

Employee's Signature

Date