



**REGULAR MEETING OF THE BOARD OF DIRECTORS  
WEDNESDAY, MARCH 16, 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, **THERE WILL BE NO PUBLIC LOCATION FOR THIS MEETING** AND MEMBERS OF THE BOARD OF DIRECTORS AND PUBLIC MAY ATTEND THIS MEETING BY TELEPHONE OR VIDEO CONFERENCE.

To join by Zoom please click the below link:

<https://us02web.zoom.us/j/89329505635?pwd=YWVaNlcxYWxEVjROOWdnaGd6QSt4UT09>

Or you may join by phone at 1-253-215-8782, Meeting ID: 89329505635 Passcode: 153978

**AGENDA**

1. **CALL TO ORDER -**
2. **PLEDGE OF ALLEGIANCE -**
3. **DETERMINATION OF A QUORUM (ROLLCALL) -**
4. **APPROVAL OF AGENDA -**
5. **STATE OF EMERGENCY FINDINGS – GOVT. CODE § 54953(e)** – The Board shall, by majority vote, determine whether the conditions justifying the adoption of District Resolution No. 21-1035 on October 6, 2021, remain in effect, such that the Board will renew its findings in Resolution No. 21-1035 for an additional 30 days. Such conditions include that (1) the State of Emergency declared by California Governor Newsom on March 4, 2020, relative to the COVID-19 Emergency, remains in effect; and (2) State or Local Health Officials continue to recommend or impose measures to promote social distancing in connection with such Emergency, and/or due to existing rate of community transmission and the small meeting space available to the District for in-person attendance, the provision of a unrestricted physical location for the District’s meetings would present imminent risks to the health and safety of attendees. **Recommended Motion: That the Board of Directors renew its findings set forth in Resolution No. 21-1035 for additional 30 days.**
6. **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.
7. **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.

Pages 4-14

- January 2022 Check Register

Pages 15-16

- Draft Minutes March 2, 2022

Pages 17-18

8. **WELL 14 (4-LOG) BUDGET UPDATE AND AMENDMENT (reviewed by Finance Committee March 9, 2022)** – Director Anne Roman – Recommend that the Board of Directors receive report and approve the Capital Budget amendment of \$498,458.

Pages 19-23

9. **REVISED FIELD SERVICE TECHNICIAN JOB DESCRIPTION (reviewed by Finance Committee March 9, 2022)** – Acting General Manager Sarah Johnson - Recommend that the Board adopt the revised Field Service Technician I/II series job description.

Pages 24-51

10. **PUBLIC HEARING AND CONSIDERED APPROVAL OF ADJUSTED ELECTORAL BOUNDARIES (Elections Code § 22000 *et seq.*)** – General Counsel Hoskinson – The Board shall hold a public hearing to receive a presentation, as well as public and Board comments, relative to proposed adjustments to its by-division voting District boundaries based on 2020 Federal Decennial Census data. Thereafter, the Board may consider approval of Resolution No. 22-1039, approving the adjustment of the Director electoral division boundaries based on such census data.

11. **DIRECTOR REPORTS/COMMENTS–**

- Kathleen Radnich – Public Information Consultant
- Citizens Advisory Council Meeting – March 8, 2022, at 6:00 p.m. – Chairperson David Carrillo
- JBWD Finance Committee – March 9, 2022, at 9:00 a.m. – President Floen & Director Unger
- JBWD Water Resources & Operations Committee – March 9, 2022, at 10:30 a.m. - Vice President Doolittle & Director Jarlsberg
- Mojave Water Agency Board of Directors Meeting – March 10, 2022, at 10:30 a.m. – President Floen
- Local Agency Formation Commission (LAFCO) – March 16, 2022, at 9:00 a.m. – Director Unger

12. **FUTURE DIRECTOR MEETINGS –**

- Mojave Water Agency Board of Directors Meeting – March 24, 2022, at 10:30 a.m. – President Floen
- JBWD Board of Directors Meeting – April 6, 2022, at 5:30 p.m. – All Directors
- Mojave Water Agency Technical Advisory Committee (TAC) – April 7, 2022, at 10:30 a.m. – Director Delph
- JBWD Finance Committee – April 13, 2022, at 9:00 a.m. – President Floen & Director Unger
- JBWD Water Resources & Operations Committee – April 13, 2022, at 10:30 a.m. - Vice President Doolittle & Director Jarlsberg
- Mojave Water Agency Board of Directors Meeting – April 14, 2022, at 10:30 a.m. – Director Unger

13. **CLOSED SESSION –**

1. **CONFERENCE WITH LABOR NEGOTIATORS** (Govt Code 54957.6)  
Agency Designated Representatives: President Thomas Floen and Director  
Barbara Delph  
Unrepresented Employee: General Manager
2. **PUBLIC EMPLOYEE APPOINTMENT –** (Govt. Code 54957)  
Title: General Manager

**RETURN TO OPEN SESSSION –**

**REPORT ON CLOSED SESSION -** Report out and action, as necessary, re: General  
Manager.

14. **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.



# Check Report

By Vendor DBA Name

Date Range: 01/01/2022 - 01/31/2022

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
<b>Bank Code: AP-AP Cash</b>						
000495	ACCOUNTEMPS	01/12/2022	Regular	0.00	959.72	64008
<u>59143033</u>	Invoice	01/12/2022	TEMPORARY LABOR	0.00	320.76	
<u>59189399</u>	Invoice	01/12/2022	TEMPORARY LABOR	0.00	638.96	
000495	ACCOUNTEMPS	01/26/2022	Regular	0.00	1,128.48	64063
<u>59230808</u>	Invoice	01/26/2022	TEMPORARY LABOR	0.00	473.17	
<u>59277616</u>	Invoice	01/26/2022	TEMPORARY LABOR	0.00	655.31	
000501	ACWA/JPIA	01/26/2022	Regular	0.00	23,655.99	64039
<u>0679890</u>	Invoice	01/26/2022	EE HEALTH BENEFIT & EAP FEB 22	0.00	23,655.99	
000675	AQUA-METRIC SALES COMPANY	01/26/2022	Regular	0.00	960.68	64072
<u>INV0086401</u>	Invoice	01/26/2022	METER REPAIR SUPPLIES	0.00	960.68	
013019	ARBORIST SERVICES	01/12/2022	Regular	0.00	2,500.00	64001
<u>9090</u>	Invoice	01/12/2022	DEMO GARDEN LANDSCAPE TREE TRIMMING	0.00	2,500.00	
001630	AT&T MOBILITY	01/12/2022	Manual	0.00	2,574.04	901886
<u>829480028X0105..</u>	Invoice	01/12/2022	COMMUNICATIONS - DEC 21	0.00	2,574.04	
013863	ATKINSON, ANDELSON, LOYA, RUUD AND ROMO	01/26/2022	Regular	0.00	9,878.73	64040
<u>641851</u>	Invoice	01/26/2022	LABOR LEGAL SERVICES THRU 12/31/21	0.00	7,574.18	
<u>641852</u>	Invoice	01/26/2022	LEGAL SERVICES THRU 12/31/21	0.00	2,304.55	
000214	BABCOCK LABORATORIES, INC.	01/12/2022	Regular	0.00	4,347.50	63992
<u>CA20065-2287</u>	Invoice	01/12/2022	SAMPLING	0.00	34.00	
<u>CA20067-2287</u>	Invoice	01/12/2022	SAMPLING	0.00	68.00	
<u>CA20522-2287</u>	Invoice	01/12/2022	SAMPLING	0.00	102.00	
<u>CA20600-2287</u>	Invoice	01/12/2022	WELL 14-4 LOG TREATMENT - SAMPLING	0.00	2,223.05	
<u>CA20679-2287</u>	Invoice	01/12/2022	WELL 14-4 LOG TREATMENT - SAMPLING	0.00	1,137.15	
<u>CA20709-2287</u>	Invoice	01/12/2022	HDMC WWTP - SAMPLING	0.00	327.60	
<u>CA20829-2287</u>	Invoice	01/12/2022	HDMC WWTP - SAMPLING	0.00	227.85	
<u>CL12367-2287</u>	Invoice	01/12/2022	HDMC WWTP - SAMPLING	0.00	227.85	
000214	BABCOCK LABORATORIES, INC.	01/26/2022	Regular	0.00	1,049.30	64041
<u>CA20066-2287</u>	Invoice	01/26/2022	WELL 14 4-LOG TREATMENT - SAMPLING	0.00	34.00	
<u>CA21349-2287</u>	Invoice	01/26/2022	SAMPLING	0.00	294.00	
<u>CA21654-2287</u>	Invoice	01/26/2022	HDMC WWTP - SAMPLING	0.00	366.45	
<u>CL10653-2287</u>	Invoice	01/26/2022	WELL 14 4-LOG TREATMENT - SAMPLING	0.00	93.00	
<u>CL11742-2287</u>	Invoice	01/26/2022	PLAN CHECK: AUTOCAMP - SAMPLING	0.00	17.00	
<u>CL11801-2287</u>	Invoice	01/26/2022	PLAN CHECK: AUTOCAMP - SAMPLING	0.00	17.00	
<u>CL12364-2287</u>	Invoice	01/26/2022	HDMC WWTP - SAMPLING	0.00	227.85	
004110	BURRTEC WASTE & RECYCLING SVCS	01/12/2022	Manual	0.00	459.85	901876
<u>BW0122</u>	Invoice	01/12/2022	TRASH & RECYCLING (OFFICE) - JAN 22	0.00	162.03	
<u>BW0122B</u>	Invoice	01/12/2022	TRASH REMOVAL (SHOP) - JAN 22	0.00	297.82	
004110	BURRTEC WASTE & RECYCLING SVCS	01/27/2022	Manual	0.00	753.13	901903
<u>BW123121</u>	Invoice	01/27/2022	TRASH REMOVAL (SHOP) - DEC 21	0.00	753.13	
013877	CALIFORNIA DEPARTMENT OF TAX AND FEE ADMI	01/25/2022	Manual	0.00	6,991.00	901895
<u>CDTEA21</u>	Invoice	01/25/2022	SALES TAX REMIT - CY 2021	0.00	6,991.00	
013941	CALIFORNIA SPECIAL DISTRICT ASSOCIATION	01/26/2022	Regular	0.00	4,097.50	64042
<u>CSDA100121</u>	Invoice	01/26/2022	2022 CSDA MEMBERSHIP RENEWAL	0.00	4,097.50	

Check Report

Date Range: 01/01/2022 - 01/31/2022

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
001517	CalPERS	01/04/2022	Manual	0.00	13,877.77	901879
<u>PPE 12-3-21</u>	Invoice	01/04/2022	PAY PERIOD ENDING 12/03/21	0.00	13,877.77	
001517	CalPERS	01/15/2022	Manual	0.00	14,565.01	901893
<u>PPE 12-17-21</u>	Invoice	01/15/2022	PAY PERIOD ENDING 12/17/21	0.00	14,565.01	
001517	CalPERS	01/25/2022	Manual	0.00	13,830.70	901896
<u>PPE 12-31-21</u>	Invoice	01/25/2022	PAY PERIOD ENDING 12/31/21	0.00	13,830.70	
001517	CalPERS	01/27/2022	Manual	0.00	200.00	901901
<u>100000016664359</u>	Invoice	01/27/2022	LATE REPORTING FEE	0.00	200.00	
001517	CalPERS	01/27/2022	Manual	0.00	13,290.86	901902
<u>PPE 1-14-22</u>	Invoice	01/27/2022	PAY PERIOD ENDING 1/14/22	0.00	13,290.86	
001555	CENTRATTEL LLC	01/12/2022	Regular	0.00	1,209.16	63993
<u>220102252101</u>	Invoice	01/12/2022	DISPATCH SERVICES - DEC 21	0.00	1,209.16	
000237	COLONIAL LIFE & ACCIDENT INSURANCE CO, INC.	01/26/2022	Manual	0.00	1,612.18	901899
<u>3990561-0105038</u>	Invoice	01/26/2022	EE LIFE INSURANCE - JAN 22	0.00	1,612.18	
000112	COPPER MOUNTAIN MEDIA/KXCM-FM	01/26/2022	Regular	0.00	1,000.00	64043
<u>CMB092621</u>	Invoice	01/26/2022	ADVERTISING: WATER CONSERV MEDIA	0.00	200.00	
<u>CMB103121</u>	Invoice	01/26/2022	ADVERTISING: WATER CONSERV MEDIA	0.00	500.00	
<u>CMB112821</u>	Invoice	01/26/2022	ADVERTISING: WATER CONSERV MEDIA	0.00	300.00	
013373	CORE & MAIN LP	01/12/2022	Regular	0.00	6,693.33	63996
<u>P353998</u>	Invoice	01/12/2022	METER SERVICE REPAIR	0.00	742.28	
<u>P818829</u>	Invoice	01/12/2022	MAINLINE/LEAK REPAIR SUPPLIES	0.00	635.19	
<u>Q094019</u>	Invoice	01/12/2022	TILFORD SUPPLIES	0.00	5,042.89	
<u>Q123574</u>	Invoice	01/12/2022	MAINLINE/LEAK REPAIR SUPPLIES	0.00	272.97	
013373	CORE & MAIN LP	01/26/2022	Regular	0.00	2,512.24	64044
<u>P398092</u>	Invoice	01/26/2022	MAINLINE/LEAK REPAIR SUPPLIES	0.00	285.40	
<u>P624873</u>	Invoice	01/26/2022	METER REPAIR SUPPLIES	0.00	2,226.84	
013928	DIRTY BOYS DESIGNZ	01/26/2022	Regular	0.00	75.04	64051
<u>52182</u>	Invoice	01/26/2022	UNIFORMS	0.00	75.04	
002565	DUDEK AND ASSOCIATES, INC	01/26/2022	Regular	0.00	18,060.00	64045
<u>202110306</u>	Invoice	01/26/2022	ENG SERV: HDMC WWTP THRU 12/31/21	0.00	18,060.00	
003025	FEDEX	01/26/2022	Regular	0.00	46.25	64046
<u>7-622-66709</u>	Invoice	01/26/2022	SHIPPING	0.00	46.25	
013876	FIVE STAR GYM & FITNESS LLC	01/05/2022	Regular	0.00	2,364.00	63989
<u>FS010122</u>	Invoice	01/05/2022	WELLNESS PRGRM-ANN'L GYM MEMBERSHIP	0.00	2,364.00	
000156	FORSHOCK	01/12/2022	Regular	0.00	725.75	64004
<u>2100132</u>	Invoice	01/12/2022	SCADA REPAIR	0.00	482.75	
<u>2100134</u>	Invoice	01/12/2022	MONTHLY SCADA MONITORING - JAN 22	0.00	38.00	
<u>2100135</u>	Invoice	01/12/2022	MONTHLY SCADA MONITORING - JAN 22	0.00	205.00	
013222	FRONTIER COMMUNICATIONS INC.	01/12/2022	Regular	0.00	205.47	63997
<u>FC0122</u>	Invoice	01/12/2022	HDMC WWTP - TELEPHONE	0.00	205.47	
013222	FRONTIER COMMUNICATIONS INC.	01/26/2022	Regular	0.00	1,735.25	64047
<u>CAFLN05001121</u>	Invoice	01/26/2022	DAMAGE CLAIM #CAFLN05001121	0.00	1,735.25	
000058	GARDA CL WEST, INC.	01/12/2022	Regular	0.00	766.21	63998
<u>10672348</u>	Invoice	01/12/2022	COURIER FEES - JAN 22	0.00	766.21	
013802	HASA, INC.	01/26/2022	Regular	0.00	603.41	64048
<u>794626</u>	Invoice	01/26/2022	WATER TREATMENT EXPENSE	0.00	603.41	

Check Report

Date Range: 01/01/2022 - 01/31/2022

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
004195 <u>HD1221</u>	HOME DEPOT CREDIT SERVICES Invoice	01/26/2022	01/26/2022 Manual WELL 14 4-LOG/SML TOOLS/CIRP SUPPLIES	0.00	992.93	901900
000025 <u>ICMARCO10722</u>	ICMA RC Invoice	01/07/2022	01/31/2022 Manual 457 EE CONTRIBUTION	0.00	41,000.00	901904
013365 <u>25AR1380987</u> <u>25AR1385133</u>	IMAGE SOURCE Invoice Invoice	01/12/2022 01/12/2022	01/12/2022 Regular OFFICE EXPENSE 11/30/21 - 12/29/21 SHOP EXPENSE 12/01/21 - 12/31/21	0.00 0.00	156.64 108.18 48.46	63995
013797 <u>204618</u>	INFOSEND, INC. Invoice	01/26/2022	01/26/2022 Regular PRINT & MAIL WATER BILL - DEC 21	0.00	3,109.47	64049
004720 <u>51050983.002</u>	INLAND WATER WORKS Invoice	01/12/2022	01/12/2022 Regular TRACTOR MAINTENANCE SUPPLIES	0.00	276.41	63999
004720 <u>51051376.001</u>	INLAND WATER WORKS Invoice	01/26/2022	01/26/2022 Regular SMALL TOOLS - DISTRIBUTION	0.00	352.88	64050
009054 <u>22-0101-1</u>	KATHLEEN J. RADNICH Invoice	01/12/2022	01/12/2022 Regular PUBLIC RELATIONS SERVICES	0.00	283.50	64000
009054 <u>22-0109-1</u> <u>22-0116-1</u> <u>22-0123-1</u>	KATHLEEN J. RADNICH Invoice Invoice Invoice	01/26/2022 01/26/2022 01/26/2022	01/26/2022 Regular PUBLIC RELATIONS SERVICES PUBLIC RELATIONS SERVICES PUBLIC RELATIONS SERVICES	0.00 0.00 0.00	2,268.00 714.00 724.50 829.50	64052
013804 <u>18397</u>	L.O. LYNCH QUALITY WELLS AND PUMPS, INC. Invoice	01/05/2022	01/05/2022 Regular WELL 11 MAINTENANCE	0.00	10,000.00	63990
013980 <u>MG1221</u>	MARK A. GARCIA Invoice	01/12/2022	01/12/2022 Regular PERSONNEL LEGAL SUPPORT SERVICES	0.00	2,218.75	64002
013980 <u>MG0122</u>	MARK A. GARCIA Invoice	01/26/2022	01/26/2022 Regular PERSONNEL LEGAL SUPPORT SERVICES	0.00	6,389.43	64053
013898 <u>P560818</u>	MCCI, LLC. Invoice	01/26/2022	01/26/2022 Regular LASERFICHER SOFTWARE	0.00	2,203.75	64054
006507 <u>70034691</u> <u>70168936</u> <u>70444029</u>	McMASTER-CARR SUPPLY COMPANY Invoice Invoice Invoice	01/12/2022 01/12/2022 01/12/2022	01/12/2022 Regular WELL 14 4-LOG TREATMENT SUPPLIES WELL 14 4-LOG SUPPLIES & SMALL TOOLS PUMPING PLANT SUPPLIES	0.00 0.00 0.00	1,325.02 118.85 1,173.63 32.54	64003
006507 <u>71076282</u> <u>71374472</u>	McMASTER-CARR SUPPLY COMPANY Invoice Credit Memo	01/26/2022 01/26/2022	01/26/2022 Regular WELL 14 4-LOG SUPPLIES & SMALL TOOLS CREDIT: WELL 14 4-LOG SUPPLIES	0.00 0.00	2,391.77 2,637.97 -246.20	64055
000233 <u>388725</u>	NAPA AUTO PARTS Invoice	01/12/2022	01/12/2022 Regular VEHICLE MAINTENANCE: V33	0.00	257.25	64018
000233 <u>390450</u> <u>390807</u>	NAPA AUTO PARTS Invoice Invoice	01/26/2022 01/26/2022	01/26/2022 Regular VEHICLE MAINTENANCE: V41 TRACTOR MAINT: E71	0.00 0.00	210.81 136.20 74.61	64073
003930 <u>1221000639</u>	NBS Invoice	01/26/2022	01/26/2022 Regular CMM DELINQUENT LETTERS	0.00	537.03	64056
013808 <u>15305</u> <u>15317</u> <u>15318</u>	NOBEL SYSTEMS, INC. Invoice Invoice Invoice	01/26/2022 01/26/2022 01/26/2022	01/26/2022 Regular WACHS VALVE EXERCISING SETUP COSTS HYDRAULIC MODEL MODULE: 2/1/22-- 1/31/23 SERVICE ORDER MODULE: 3/1/22 - 2/28/23	0.00 0.00 0.00	26,500.00 1,500.00 15,000.00 10,000.00	64057
000283 <u>0122722OA</u>	OCCU-MED, LTD. Invoice	01/26/2022	01/26/2022 Regular EE RECRUITING EXPENSE	0.00	1,093.75	64058

Check Report

Date Range: 01/01/2022 - 01/31/2022

Vendor Number Payable #	Vendor DBA Name Payable Type	Post Date	Payment Date Payable Description	Payment Type	Discount Amount Discount Amount	Payment Amount Payable Amount	Number
000070 <u>1103235</u>	ONLINE INFORMATION SERVICES, INC. Invoice	01/12/2022	01/12/2022 ID VERIF. SERV. THRU 12/31/21	Regular	0.00	237.12	64005
013004 <u>PF020122</u>	PAOLO FICARA Invoice	01/26/2022	01/26/2022 PARCEL RENTAL: 0606-321-31 - FEB 2022	Regular	0.00	500.00	64059
008137 <u>2030209578</u>	PARKHOUSE TIRE INC Invoice	01/26/2022	01/26/2022 VEHICLE MAINTENANCE: V38 & V39	Regular	0.00	1,050.08	64060
VEND1533 <u>INV 15 119157</u>	PAYMENTUS GROUP INC. Invoice	01/21/2022	01/21/2022 CREDIT CARD PROCESSING FEE - DEC 21	Manual	0.00	3,714.55	901894
008200 <u>3105238952</u>	PITNEY BOWES INC. Invoice	01/12/2022	01/12/2022 LEASING CHARGES - 4TH QTR 21	Manual	0.00	320.21	901885
008415 <u>23260760</u> <u>23260761</u>	PRUDENTIAL OVERALL SUPPLY Invoice Invoice	01/12/2022 01/12/2022	01/12/2022 SHOP EXPENSE SHOP EXPENSE	Regular	0.00 0.00	177.08 109.97 67.11	64006
008415 <u>23267275</u> <u>23267277</u>	PRUDENTIAL OVERALL SUPPLY Invoice Invoice	01/26/2022 01/26/2022	01/26/2022 SHOP EXPENSE SHOP EXPENSE	Regular	0.00 0.00	177.08 109.97 67.11	64061
013938 <u>13279</u>	PURA AQUA, INC. Invoice	01/26/2022	01/26/2022 WELL 14 4-LOG TREATMENT SUPPLIES	Regular	0.00	4,971.43	64062
008201 <u>P8011222</u>	PURCHASE POWER Invoice	01/26/2022	01/26/2022 POSTAGE REFILL FOR METER	Manual	0.00	1,513.50	901898
009065 <u>P6651745</u> <u>P6651845</u>	RDO EQUIPMENT COMPANY Invoice Invoice	01/12/2022 01/12/2022	01/12/2022 EXCAVATOR 135 SUPPLIES: E7135 TRACTOR REPAIR: E7135	Regular	0.00 0.00	599.82 178.59 421.23	64007
009618 <u>SM120121</u>	SAMS MARKET Invoice	01/12/2022	01/12/2022 SHOP EXPENSE 10/21 - 12/21	Regular	0.00	110.31	64009
000091 <u>SB011022</u>	SAN BERNARDINO COUNTY RECORDER Invoice	01/26/2022	01/26/2022 RELEASE OF LIENS	Regular	0.00	20.00	64064
013831 <u>184453</u>	SATMODO LLC Invoice	01/12/2022	01/12/2022 EMERGENCY SATELLITE PHONES - JAN 22	Regular	0.00	151.86	64010
013820 <u>2031409-IN</u>	SC FUELS Invoice	01/12/2022	01/12/2022 FUEL FOR VEHICLES	Regular	0.00	3,695.29	64011
013820 <u>2045048-IN</u>	SC FUELS Invoice	01/26/2022	01/26/2022 FUEL FOR VEHICLES	Regular	0.00	4,396.33	64065
013011 <u>JBWD-105</u>	SERGIO D FIERRO Invoice	01/26/2022	01/26/2022 CIMIS STATION MAINT: OCT - NOV 2021	Regular	0.00	990.00	64066
013833 <u>J82502</u>	SERVICEMASTER 360 PREMIER CLEANING Invoice	01/12/2022	01/12/2022 JANITORIAL SERVICES - JAN 22	Regular	0.00	1,047.53	64012
009880 <u>SCE1221</u>	SOUTHERN CALIFORNIA EDISON CO Invoice	01/03/2022	01/12/2022 POWER TO BLDGS & GEN - DEC 21	Manual	0.00	1,964.43	901888
009878 <u>SCE0121-1</u> <u>SCE0621-C</u> <u>SCE1121</u> <u>SCE1220-1</u> <u>SCE1221</u>	SOUTHERN CALIFORNIA EDISON Invoice Credit Memo Invoice Invoice Invoice	01/12/2022 01/12/2022 01/12/2022 01/12/2022 01/12/2022	01/12/2022 POWER FOR PUMPING - WELL 14 JAN 21 POWER FOR PUMPING - JUN 21 POWER FOR PUMPING - JUN TO NOV 21 POWER FOR PUMPING - WELL 14 DEC 20 POWER FOR PUMPING - DEC 21	Manual	0.00 0.00 0.00 0.00 0.00	151,008.42 67.41 -24,287.30 153,809.32 83.79 21,335.20	901889



Check Report

Date Range: 01/01/2022 - 01/31/2022

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
VENO1020	SOUTHWEST NETWORKS, INC.	01/12/2022	Regular	0.00	1,260.50	64013
<u>21-12087</u>	Invoice	01/12/2022	SUPPLEMENTAL IT (AMC) - THRU 12/31/21	0.00	522.50	
<u>22-10285C</u>	Invoice	01/12/2022	OFFICE 365 MONTHLY MAINT - FEB 22	0.00	738.00	
009920	STANDARD INSURANCE CO	01/26/2022	Regular	0.00	1,463.36	64067
<u>ST0222</u>	Invoice	01/26/2022	EE LIFE INSURANCE - FEB 22	0.00	1,463.36	
013981	SULZER ELECTRIC-MECHANICAL SERVICES (US) INC	01/26/2022	Regular	0.00	132,747.54	64068
<u>S13002140</u>	Invoice	01/26/2022	WELL 14 4-LOG SUPPLIES	0.00	131,650.03	
<u>S13002141</u>	Invoice	01/26/2022	WELL 14 4-LOG SUPPLIES	0.00	1,097.51	
009980	SWRCB FEES	01/05/2022	Regular	0.00	80.00	63991
<u>SWRCB-010522</u>	Invoice	01/05/2022	D-2 RENEWAL	0.00	80.00	
009980	SWRCB FEES	01/26/2022	Regular	0.00	70.00	64069
<u>SWRCB-091821</u>	Invoice	01/26/2022	D-1 RENEWAL	0.00	70.00	
009980	SWRCB FEES	01/26/2022	Regular	0.00	26,490.49	64070
<u>LW-1035370</u>	Invoice	01/26/2022	WATER SYSTEM FEES 7/01/21 - 6/30/22	0.00	26,490.49	
013982	TAYLOR GARAGE DOORS & GATES, INC.	01/26/2022	Regular	0.00	9,800.00	64071
<u>1514 PARK BLVD</u>	Invoice	01/26/2022	NEW BAY DOOR	0.00	9,800.00	
000510	TIME WARNER CABLE	01/12/2022	Manual	0.00	358.96	901887
<u>0008970122221</u>	Invoice	01/12/2022	SCADA INTERNET - JAN 22	0.00	358.96	
013196	TPX COMMUNICATIONS	01/26/2022	Manual	0.00	639.68	901897
<u>151592713-0</u>	Invoice	01/26/2022	TELEPHONE (OFFICE) - JAN 22	0.00	639.68	
010645	TROPHY EXPRESS	01/12/2022	Regular	0.00	18.90	63994
<u>873828</u>	Invoice	01/12/2022	NAME PLATES	0.00	18.90	
010690	TYLER TECHNOLOGIES	01/12/2022	Regular	0.00	58.70	64015
<u>025-363273</u>	Invoice	01/12/2022	CALL NOTIFICATION FEES: OCT - DEC 2021	0.00	58.70	
CC-BEV	U.S. BANK CORPORATE	01/12/2022	Manual	0.00	9,953.49	901891
<u>US1221</u>	Invoice	01/12/2022	DIRECTR EDU/OFFICE SUPPLY/BUILD MAINT	0.00	9,953.49	
CC-ANNE	U.S. BANK CORPORATE	01/12/2022	Manual	0.00	146.50	901882
<u>US1221</u>	Invoice	01/12/2022	SUBSCRIPTIONS	0.00	146.50	
CC-MARK	U.S. BANK CORPORATE	01/12/2022	Manual	0.00	27,096.52	901883
<u>US1221</u>	Invoice	01/12/2022	COMPUTER EQUIPMENT/FUEL-VEHICLES/SU...	0.00	27,096.52	
CC-DAN	U.S. BANK CORPORATE	01/12/2022	Manual	0.00	578.28	901880
<u>US1221</u>	Invoice	01/12/2022	CIRP: SMALL TOOLS/VEHICLE MAINTENANCE...	0.00	578.28	
CC-JIM	U.S. BANK CORPORATE	01/12/2022	Manual	0.00	1,045.56	901881
<u>US1221</u>	Invoice	01/12/2022	BUILDING MAINT/BUSINESS EXP/SMALL TO...	0.00	1,045.56	
CC-SARAH	U.S. BANK CORPORATE	01/12/2022	Manual	0.00	1,316.39	901892
<u>US1221</u>	Invoice	01/12/2022	SUBSCRIPTIONS & PERSONNEL EXPENSE	0.00	1,316.39	
010850	UNDERGROUND SERVICE ALERT	01/12/2022	Regular	0.00	151.90	64016
<u>1220210336</u>	Invoice	01/12/2022	TICKET DELIVERY SERVICE - DEC 21	0.00	151.90	
011101	VAGABOND WELDING SUPPLY	01/12/2022	Regular	0.00	129.41	64014
<u>115613</u>	Invoice	01/12/2022	SMALL TOOLS - PRODUCTION	0.00	129.41	
000327	WATER QUALITY SPECIALISTS	01/12/2022	Regular	0.00	3,500.00	64017
<u>7664</u>	Invoice	01/12/2022	HDMC WWTP: OPERATION & MAINT - DEC 21	0.00	3,500.00	



Check Report

Date Range: 01/01/2022 - 01/31/2022

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
013359	XEROX FINANCIAL SERVICES	01/12/2022	Manual	0.00	622.72	901884
<u>2996824</u>	Invoice	01/12/2022	SHOP EXPENSE 12/27/21 - 01/26/22	0.00	225.12	
<u>3013945</u>	Invoice	01/12/2022	OFFICE EXPENSE 12/30/21 - 01/29/22	0.00	397.60	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	103	65	0.00	338,043.20
Manual Checks	32	26	0.00	310,426.68
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	135	91	0.00	648,469.88

### All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	103	65	0.00	338,043.20
Manual Checks	32	26	0.00	310,426.68
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>135</b>	<b>91</b>	<b>0.00</b>	<b>648,469.88</b>

### Fund Summary

Fund	Name	Period	Amount
01	GENERAL FUND	1/2022	648,469.88
			<b>648,469.88</b>



# Check Report

By Vendor DBA Name

Date Range: 01/01/2022 - 01/31/2022

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
<b>Bank Code: PR-Payroll Account</b>						
000248	PAYCHEX	01/20/2022	Manual	0.00	153.90	950016
<u>2025434</u>	Invoice	01/20/2022	TIME & LABOR ONLINE USAGE FEE	0.00	153.90	
013940	PAYLOCITY	01/12/2022	Manual	0.00	12,282.40	950017
<u>109607655</u>	Invoice	01/21/2022	PAYROLL IMPLEMENTATION & PROCESSING ...	0.00	12,282.40	

**Bank Code PR Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	2	2	0.00	12,436.30
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>2</b>	<b>2</b>	<b>0.00</b>	<b>12,436.30</b>

### All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	2	2	0.00	12,436.30
Volded Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	2	2	0.00	12,436.30

### Fund Summary

Fund	Name	Period	Amount
01	GENERAL FUND	1/2022	12,436.30
			12,436.30

**JOSHUA BASIN WATER DISTRICT  
UTILITY REFUND REGISTER**

<u>Account Number</u>	<u>Name</u>	<u>Date</u>	<u>Type</u>	<u>Amount</u>
10-00437-010	SZUCS, NATHANIAL	1/12/2022	Refund	201.89 Check #: 64019
58-00157-012	APEL, LAURA H	1/12/2022	Refund	7.70 Check #: 64020
64-99272-000	VSS INTERNATIONAL INC	1/12/2022	Refund	921.20 Check #: 64021
06-00064-003	BROOKS, CHRISSELLE E	1/12/2022	Refund	48.12 Check #: 64022
11-00048-017	TRI VALLEY REALTY	1/12/2022	Refund	185.71 Check #: 64023
12-00165-004	PACHECO, JOSEPHINE C	1/12/2022	Refund	13.90 Check #: 64024
52-00146-007	YOUNGPOLEDOURIS, TAMMY S	1/12/2022	Refund	240.17 Check #: 64025
55-00299-015	PIERCE, MELISSA	1/12/2022	Refund	625.15 Check #: 64026
55-00299-015	PIERCE, MELISSA	1/19/2022	Reverse Refund Check Adjustment	-625.15 VOID REFUND CHECK
06-00137-019	STAGE, MARTIN P	1/26/2022	Refund	195.45 Check #: 64027
09-00020-014	SHELIN, MATTHEW L	1/26/2022	Refund	205.16 Check #: 64035
12-00077-004	LAUE, ALFRED	1/26/2022	Refund	20.29 Check #: 64036
13-00386-000	RAUSCHENBERG, NEIL C	1/26/2022	Refund	218.75 Check #: 64037
50-00061-011	SLATE, MICHAEL	1/26/2022	Refund	1,200.20 Check #: 64028
55-00078-014	MAGNATE FUND # 2 LLC	1/26/2022	Refund	137.98 Check #: 64029
55-00111-021	MERCEL, HUGO	1/26/2022	Refund	105.70 Check #: 64030
56-00058-008	COASTAL ENDOCRINE MPPP	1/26/2022	Refund	0.20 Check #: 64031
56-00128-012	CANADA, ANDREW A	1/26/2022	Refund	0.03 Check #: 64032
59-00028-013	BASS, SUZANNE N	1/26/2022	Refund	11.48 Check #: 64033
61-00171-006	RAMIREZ, CARLOS	1/26/2022	Refund	173.48 Check #: 64034
64-99264-000	JOHN CASSIDY TPC	1/26/2022	Refund	1,071.44 Check #: 64038
				<u><b>4,958.86</b></u>



Joshua Basin Water District  
 61750 Chollita Rd.  
 Joshua Tree, CA 92252

**Director Pay**

12/18/2021 - 01/14/2022

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date</u>	<u>Adjustment Type</u>	<u>Additions</u>	<u>Deductions</u>	
509	UNGER, REBECCA	12/23/2021	Board Meeting - Special JBWD - Paid	\$173.63		
		01/11/2022	Board Meeting - Special JBWD - Paid	\$173.63		
		01/12/2022	Committee Meeting - Finance - Paid	\$173.63		
		<b>Totals:</b>			<b>\$520.89</b>	<b>\$0.00</b>
		<b>Employee Total:</b>			<b>\$520.89</b>	
511	FLOEN, TOM	12/23/2021	Board Meeting - Special JBWD - Paid	\$173.63		
		01/11/2022	Board Meeting - Special JBWD - Paid	\$173.63		
		01/12/2022	Committee Meeting - Finance - Paid	\$173.63		
		<b>Totals:</b>			<b>\$520.89</b>	<b>\$0.00</b>
		<b>Employee Total:</b>			<b>\$520.89</b>	
512	JARLSBERG, JANE	12/23/2021	Board Meeting - Special JBWD - Paid	\$173.63		
		01/11/2022	Board Meeting - Special JBWD - Paid	\$173.63		
		01/13/2022	MWA Board Meeting - Paid	\$173.63		
		<b>Totals:</b>			<b>\$520.89</b>	<b>\$0.00</b>
		<b>Employee Total:</b>			<b>\$520.89</b>	
513	DOOLITTLE, STACY	12/23/2021	Board Meeting - Special JBWD - Paid	\$173.63		
		01/11/2022	Board Meeting - Special JBWD - Paid	\$173.63		
		<b>Totals:</b>			<b>\$347.26</b>	<b>\$0.00</b>
<b>Employee Total:</b>			<b>\$347.26</b>			
<b>Grand Totals:</b>				<b>\$1,909.93</b>	<b>\$0.00</b>	
<b>Grand Total:</b>				<b>\$1,909.93</b>		

JOSHUA BASIN WATER DISTRICT  
BOARD OF DIRECTORS MEETING MINUTES  
WEDNESDAY, MARCH 2, 2022

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

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

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

CONSULTANTS PRESENT –Jeff Hoskinson, General Counsel, Christopher Rashidian, Cooperative Strategies, and Kathleen Radnich, Public Information Consultant.

APPROVAL OF AGENDA – MSC<sup>1</sup> (Unger/Doolittle) 5/0/0 motion carried to approve the Agenda of March 2, 2022.

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

STATE OF EMERGENCY FINDINGS – GOV'T CODE §54953(e) – The Board of Directors voted unanimously to extend the State of Emergency Findings for another 30 days.

MSC<sup>1</sup> (Unger/Doolittle) 5/0/0 motion carried to extend the State of Emergency Findings for another 30 days.

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

PUBLIC COMMENT – None

CONSENT CALENDAR –

MSC<sup>1</sup> (Delph/Jarlsberg) 5/0/0 motion carried to approve the February 16, 2022 draft minutes with a minor spelling correction on page four (4) to change fist to first.

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

PUBLIC HEARING AND PRESENTATION RELATIVE TO DRAFT REDISTRICTING MAPS – General Counsel Jeff Hoskinson introduced Mr. Christopher Rashidian, Cooperative Strategies, who gave a presentation that presented three (3) different Division Maps for redistricting purposes to the Board of Directors. Each Director gave his/her opinion what the maps should reflect and look like, major communities should be reflected i.e. Monument Manor, Copper Mountain Mesa and Friendly Hills etc. President Floen gave a brief background on Copper Mountain Mesa, and he stated how they used to get their water and because of this it eventually led to a \$4M loan for the installation of pipe, which made it a distinct area. It was also stated that a lot of factors goes into the addressing the Divisions of the District, population, ethnicity, incumbents' location etc. and therefore the maps should be drafted to reflect these.

PUBLIC COMMENT –

- David Carrillo – CAC Chairperson asked, “what came first the District or the Director” and if we were to change their Divisions would the Director still be able to finish out their term in the same Division? He thought that it looked biased, however, if we were to start with a clean slate (schools, ethnicity, etc.) what would it look like and what or whom would be able to run, if anyone would want to run.



PUBLIC COMMENT CLOSED -

The Board continued the redistricting discussion, and no reportable action was taken.

GENERAL MANAGER REPORT – Acting General Manager Sarah Johnson gave a brief update on the Admin. Bldg. refresh.

DIRECTOR MEETING REPORTS – Kathleen Radnich, Public Information Consultant gave a brief report on the following: 2022 pending classes and meetings, the Farmer’s Market booth will be going native, with water conservation as the key focus for gardening with native and water wise plants, drought messaging and grant updates. Vice President Doolittle, Director Jarlsberg, and Director Unger reported on the meetings they attended.

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

CLOSED SESSION – At approximately 6:57 p.m. the Board members met in Closed Session on Item #12 of the Agenda.

RETURN TO OPEN SESSION – At approximately 7:28 p.m. the Board returned to Open Session and General Counsel Hoskinson stated that no reportable action was taken.

ADJOURNMENT – The Board of Directors adjourned the meeting at 7:29 p.m.

Respectfully Submitted,

---

Sarah Johnson, Acting General Manager & Board Secretary

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

**Board of Directors**

**DATE: March 16, 2021**

**REPORT TO:** Board of Directors  
**PREPARED BY:** Anne Roman, Director of Finance  
**TOPIC:** WELL 14 4-LOG BUDGET UPDATE AND AMENDMENT  
**RECOMMENDATION:** Receive report and approve Capital budget amendment of \$498,458.

---

**ANALYSIS:** Since the Well 14 4-Log Project/Budget Manager is no longer available, the Director of Finance brings you the following update on the budget instead. This topic was reviewed by the Finance Committee on March 9, 2022. In January 2021, a budget increase of \$150,000 was approved by the Board of Directors, increasing the Well 14 4-Log project budget to \$650,000. It has come to my attention recently that the project went over that budget sometime in the fall of 2021. As of 02/15/22, preliminary unreconciled costs amounted to approximately \$1,060,208 and an additional \$88,250 in costs are anticipated to complete the project (for SCADA, Security, Gate, Waste pit, concrete pad around well, startup, and labor). Projected final costs are \$1,148,458, including approximately \$266,787 in unbudgeted salary, overhead, and vehicle/equipment costs.

This project is quite unique, being the first of its kind in the United States. While this is only speculation, that fact may be a contributor in these unexpected overages. Many smaller, assumingly unexpected costs were also incurred for items such as an upgraded flow meter, various plumbing, and fittings, equipment rental, sampling, etc. In addition, the protracted length of time for this project to be completed has allowed for escalation of costs, especially since the beginning of COVID. As the District's largest producing well, this work was likely never considered to be optional and the cost of drilling a new well could have exceeded this cost, perhaps significantly.

The Administration Code requires the General Manager to bring a budget issue to the Board only if the total budget becomes out of balance (i.e. net revenue changes), not if he or she can move funds from elsewhere. It is challenging for Finance to know of unexpressed plans and intentions in such situations.

Below you will find an excerpt from the Administrative Code:

**4.04.05 Budget.** It is the duty of the General Manager to prepare the annual budget and submit it to the Board of Directors. The General Manager shall adhere to the budget unless otherwise directed by the Board and shall establish a system of accounting for expenditures. The General Manager shall regularly review the status of the budget with the Board and propose appropriate corrective action if revenues or expenditures vary materially from the approved budget.

**4.04.06 Purchasing.** It is the duty of the General Manager, as approved in the budget report and quarterly adjustments, to be responsible for the purchase of all supplies and equipment for the JBWD, as approved in the budget, or for emergencies as indicated in the next section. The General Manager has authority to move budget funding within the budget line items as long as the overall budget is still balanced, meaning that the same or more net revenue is projected as from the original Board-approved budget (or Board-approved adjusted budget.) The General Manager will report any budget moves or adjustments made during the quarterly financial reporting. After budget approval, all expenditures for items classified as capital assets, such as autos, office equipment, land, etc., may be purchased when JBWD Staff determines that cash flow supports the purchase.

Overall, the 21/22 capital budget was expected to dip into reserves by \$672,296 (\$174k built into the rate study). Assuming all budgeted projects are completed and on budget, an additional \$498,458 of reserve use is anticipated. Staff recommends utilizing the Capital reserve to accommodate this cost overrun and requests that the Board approve a Capital budget amendment of \$498,458.

**STRATEGIC PLAN** N/A

**ITEM:**

**FISCAL IMPACT:** Increase to approved Capital budget of \$498,458.

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

**Regular Meeting of the Board of Directors**

**DATE: March 16, 2022**

**REPORT TO:** Board of Directors  
**PREPARED BY:** Sarah Johnson, Acting GM/Director of Administration  
**TOPIC:** **REVISED FIELD SERVICE TECHNICIAN JOB DESCRIPTION**  
**RECOMMENDATION:** Recommend that the Board adopt revised Field Service Technician I/II series job description.

---

**ANALYSIS:** The District currently has two Field Service Technician (FST) positions at Range 18 (\$51,153.08 - \$67,117.27 annually) of the salary schedule. This role is responsible for field customer service; meter reading, maintenance, and installation; water system maintenance; underground utility location; and a variety of other associated tasks.

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:

- FST I – Range 11 (\$43,033.30 - \$56,463.42 annually)
- FST II – Range 19 (\$52,431.90 - \$68,795.20 annually)

This change allows for the distribution of responsibilities across the series, helps attract entry-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 FST 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

<b>POSITION</b>	Field Service Technician I/II	<b>SAFETY SENSITIVE</b>	No
<b>SALARY RANGE</b>	Field Service Technician I – 11 Field Service Technician II – 19	<b>ESTABLISHED DATE</b>	09/19/07
<b>FLSA STATUS</b>	Non-Exempt	<b>REVISION DATE(S)</b>	TBD
<b>HOURS – FT/PT</b>	Full Time		

## SUMMARY

Under general supervision the Field Service Technician installs, maintains, and reads water meters; turns water service on and off; performs water system maintenance; performs underground utility location; analyzes and interprets data; communicates directly with customers; and performs a variety of other tasks associated with field service and relative to the assigned area of responsibility.

## DISTINGUISHING CHARACTERISTICS

This series class specification defines and describes the nature and levels of work performed in the Field Service Technician job series.

Field Service Technician I is the entry to mid level in the Field Service Technician 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.

Field Service Technician II is the experienced, journey-level in the Field Service Technician 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 general supervision from a department head, manager, or supervisor, as assigned.

## 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:

1. Reads and records water meters manually or using an electronic recording device; uploads and downloads readings to and from computerized customer service data base and makes necessary calculations for service start up and/or accountability; responds to requests for exception re-reads, zero-reads, and/or other reading needs.
2. Installs new or replacement water meters and ensures they are registering properly; accurately GPS meter using electronic hardware and software, operate meter data management system (i.e., GeoViewer);
3. Maintains and cleans in and around meter boxes; performs routine maintenance on meters and associated devices; repairs meter leaks and performs other related repairs, and replaces meter boxes and lids.
4. Turns water service on and off for customers, both during normal working hours and during on-call hours; explains District policy relative to the field.
5. Provides customer service by responding to customer inquiries at their home or business, including answering questions regarding meter leaks, water pressure, water quality, or high consumption readings; report water savings and identify water conservation opportunities; and analyzes and interprets consumption data.
6. Locates, identifies and marks distribution system facilities, including valves, fire hydrants and blow-offs; advises the USA Locates organization; assists in updating District’s water mapping and atlas functions.

7. 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;
8. Completes forms, reports, standard operating procedures utilizing computer/tablet/smart phone.
9. Performs inventory duties, and maintains necessary supplies, tools, and equipment in district vehicle;
10. Performs daily and weekly inspections of assigned District vehicle, makes minor repairs/replacements; advises supervisor of needed repairs or replacements that need additional assistance.
11. Regular attendance at the work site, attends meetings, and responds to call-outs after hours, weekends, and holidays;
12. Participates in the District's "on-call" rotation as assigned.
13. Operates a District vehicle on a daily basis in a safe and effective manner.

**Marginal Functions:**

1. Opens, closes and locks District buildings, sets and inactivates building alarm, and performs building security functions;
2. Maintains, raises, lowers, replaces flag as needed;
3. Performs other duties related to the classification as assigned.

<b>MINIMUM QUALIFICATIONS</b>
-------------------------------

*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.

**FST I**

**Experience:** A typical way to obtain the experience would be to have a minimum of one (1) year of experience reading meters, preferably with a public utility.

**Education and/or Training:**

- High school diploma or equivalent;
- Continuing education units are required to maintain certifications and are the responsibility of the employee with support from the District;

**Certificates, Licenses, Registration:**

- Must possess and maintain a State of California issued Class "C" driver's license.
- Must possess and maintain or have the ability to obtain within 9 months of appointment: State Water Resources Control Board (SWRCB) **Grade I or higher** Water Distribution Operator Certificate.

**FST II**

**Experience:** A typical way to obtain the experience would be to have a minimum of two (2) years of experience in the position of Field Service Technician I. Must be fully trained and have expert level knowledge of routes and meter reading software, and all essential functions of the position.

**Education and/or Training:**

- High school diploma or equivalent;
- Continuing education units are required to maintain certifications and are the responsibility of the employee with support from the District;

**Certificates, Licenses, Registration:**

- Must possess and maintain a State of California issued Class "C" driver's license.
- Must possess and maintain a State Water Resources Control Board (SWRCB) **Grade II or higher** Water Distribution Operator Certificate.

## 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:**

- Methods of procedures for installing, removing, repairing, and testing the operation of water meters;
- Methods, materials, tools, and equipment used in water service installation, maintenance, and repair work;
- Methods used in locating water mains and meters;
- Working principles for different types of meters;
- Appropriate forms, procedures, materials and tools used in reading meters, installation, and repairs;
- Operational characteristics of water meters and meter reading equipment;
- Principles and practices of good customer service;
- Occupational hazards and standard safety practices;
- Basic mathematics;
- District safety standards.

### **Skill in:**

- Operating and maintaining automated meter reading equipment with radio frequency competency;
- Operating a computer, smartphone, tablet, and GPSing devices;
- Driving a District vehicle in a safe manner;

### **Ability to:**

- Read a variety of makes and models of water meters quickly and accurately;
- Learn and perform general maintenance and calibration of water meters, and diagnose malfunctions;
- Interpret and explain District policies to customers, and deal with them in a tactful and courteous manner;
- Work productively with little or no supervision;
- Read, understand, and carry-out written and verbal instructions;
- Prioritize work and coordinating several activities;
- Communicate clearly and concisely, both orally and in writing;
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities;
- Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities;
- Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading, writing and operating assigned equipment;
- Utilize computer systems and software related to the needs of the District;
- Operate assigned vehicles and equipment with skill and safety;
- Make mathematical calculations with accuracy;
- Maintain accurate records;
- Work standby on a rotating basis;
- Work within a team environment; and
- Ability to establish and maintain cooperative and respectful working relationships with those contacted in the course of work.

## 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 shovel, dig, lift, push, pull, and/or carry objects up to 50lbs. 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 regular operation of District vehicles and entering and exiting a vehicle continuously.
- **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:** Vehicles, light equipment, hand tools, power tools, 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:** Travels frequently conducting daily District business, attends workshops, meetings, and seminars as required.

**Other:** Position subject to extended work hours as needed, 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

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

**Regular Meeting of the Board of Directors**

**DATE: March 16, 2022**

**REPORT TO:** Board of Directors  
**PREPARED BY:** Jeff Hoskinson, General Counsel  
**TOPIC:** **BY-DIVISION REDISTRICTING MAPS**  
**RECOMMENDATION:** Hold Public Hearing to Receive Map Presentation and Public and Board Comments And Consider Approval of Resolution No. 22-1039, Approving Final Adjusted Map

---

**ANALYSIS:** In 2019, the District converted to the By-Division election of its Board of Directors, based on five established voting districts. The District is now required by Water Code Section 30733(d) to adjust the boundaries of its By-Division voter districts, based on data from the 2020 federal decennial census, as it has been determined based on such data that the population of the existing boundaries deviates by more than 10 percent.

The Board, in making such adjustments, should give consideration to the following factors: (1) topography, (2) geography, (3) cohesiveness, contiguity, integrity, and compactness of territory, and (4) community of interests of the division. The District is required to complete such adjustments by April 17, 2022, pursuant to Elections Code Section 22000.1(b).

At its March 2, 2022 meeting, the Board conducted a public hearing relative to three adjusted map proposals and received comments from the Board and public. Based on such hearing, and the comments made therein, the Board requested that additional maps be prepared and presented to the Board and public for further consideration.

A second public hearing will be held to receive a presentation on the maps now presented to the Board for considered. Comments will again be solicited from the public and the Board. Following the closing of the public hearing, the Board may consider the adoption of a new Adjusted Boundary Map by way of Resolution No. 22-1039 or provide such other direction as it may deem appropriate.

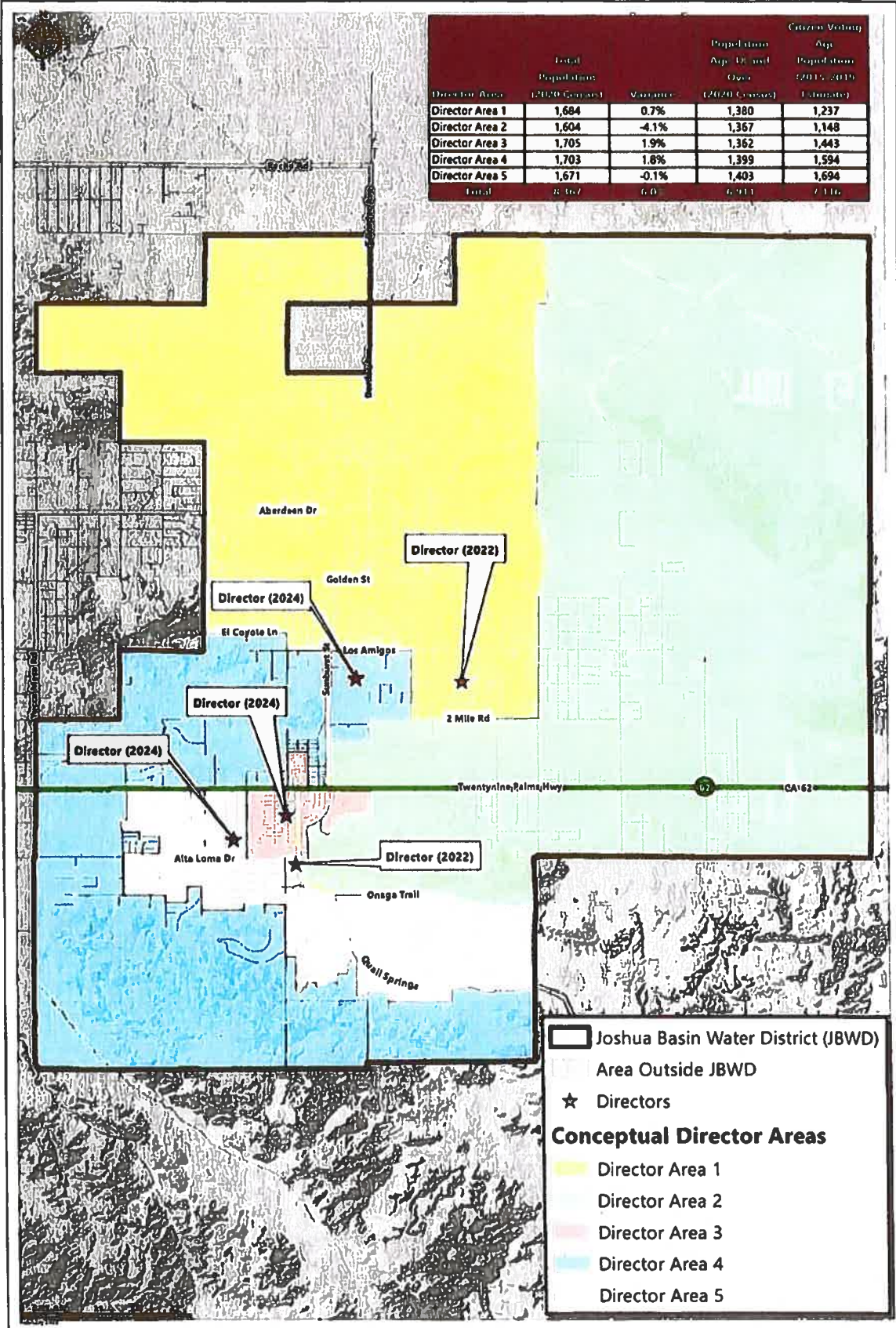
Pursuant to California law, following the adoption of the Final Adjusted Map, the existing directors shall continue to be the respective directors of the divisions bearing the number of their division formerly comprised, as set forth in the 2019 Map, until such office becomes vacant by means of the expiration of their term or otherwise, regardless of whether the director is a resident within the boundaries of the division as adjusted. The successor to a director position, however, once vacated due to expiration of the term or otherwise, shall be a resident and voter of the division represented by the position.

**STRATEGIC PLAN ITEM:** 2.0 Meet regulatory requirements for water, wastewater, financial, and administrative functions.

**FISCAL IMPACT:** None

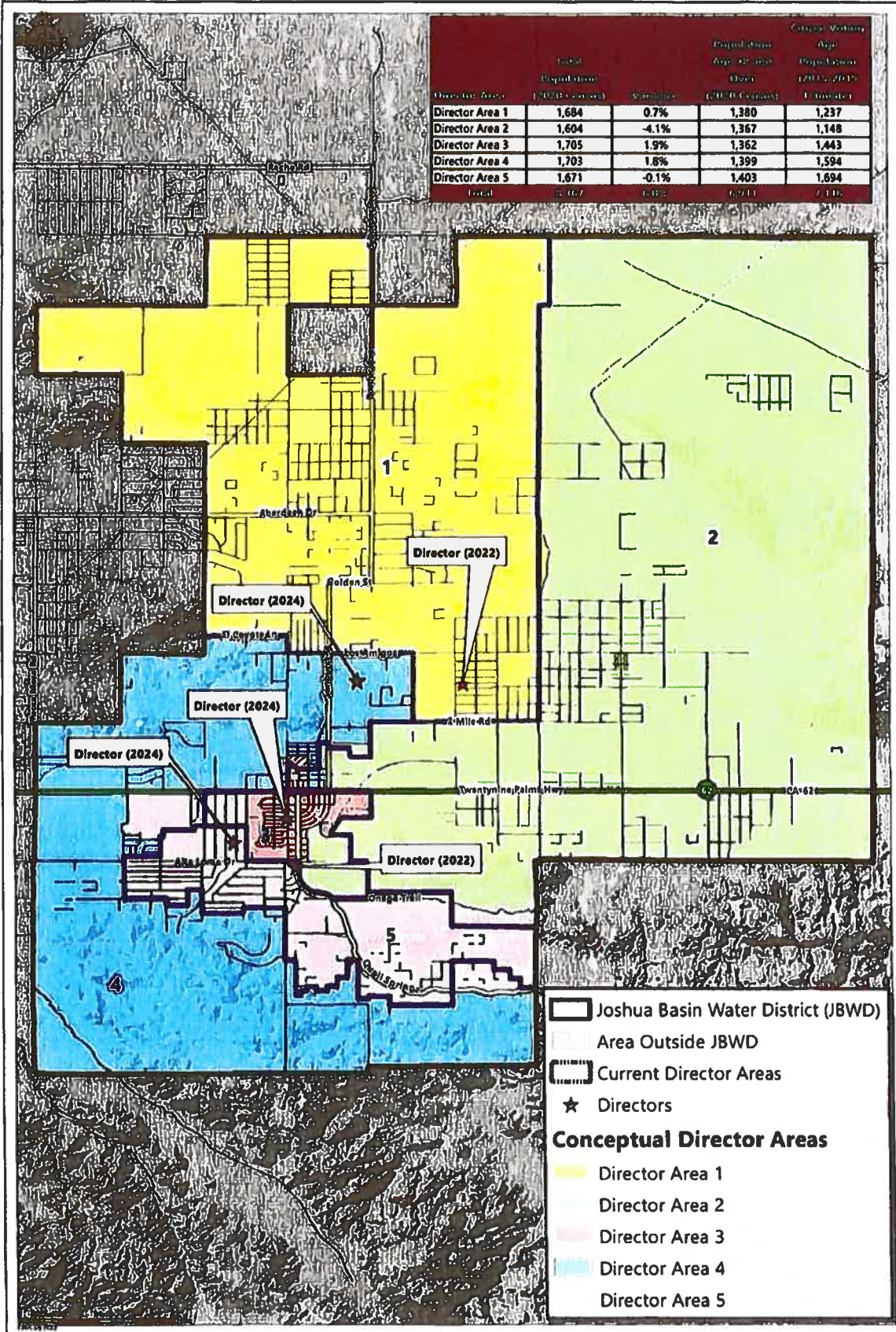
006392.0001536  
376448.1

# JOSHUA BASIN WATER DISTRICT CONCEPTUAL DIRECTOR AREAS - SCENARIO 1



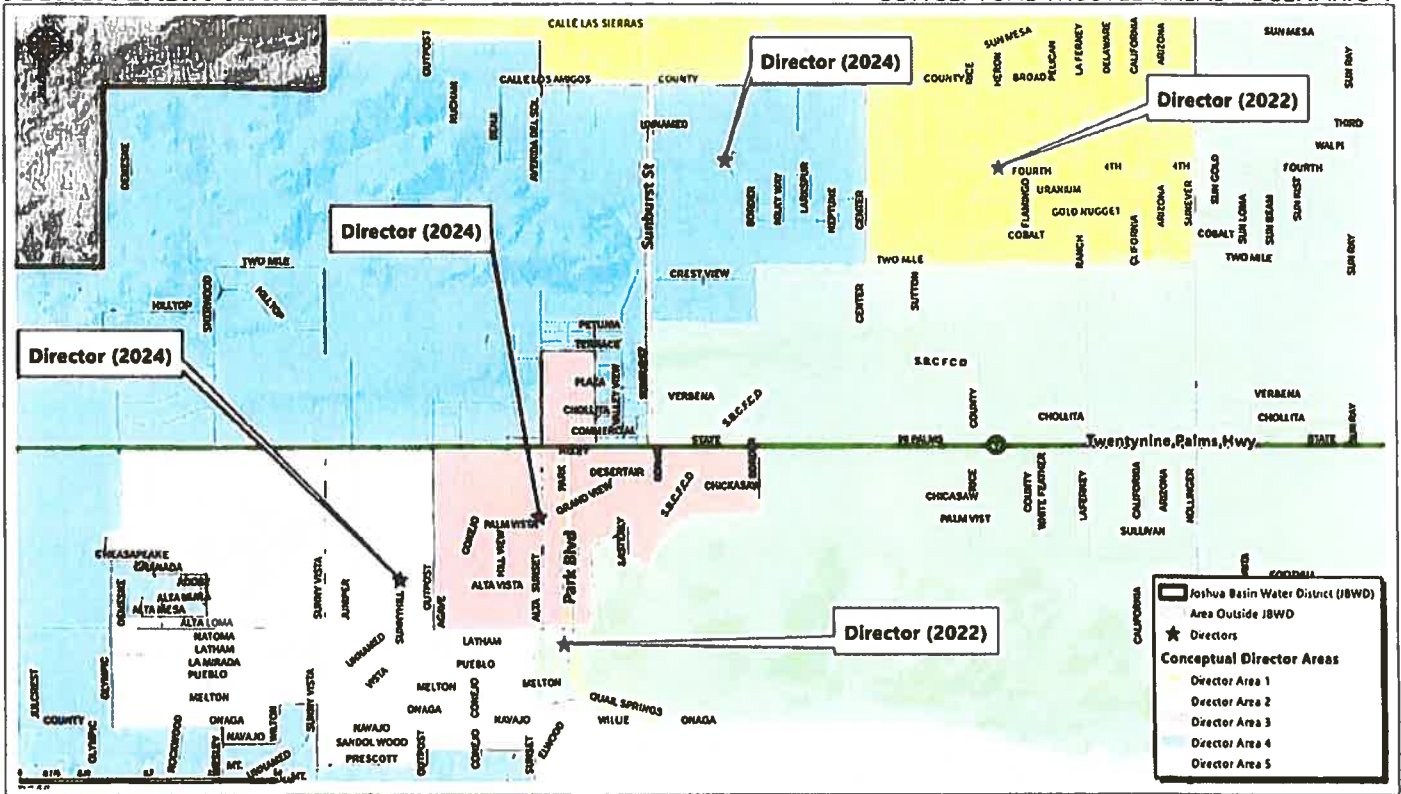


# JOSHUA BASIN WATER DISTRICT CONCEPTUAL DIRECTOR AREAS - SCENARIO 1



**JOSHUA BASIN WATER DISTRICT**

**CONCEPTUAL TRUSTEE AREAS - SCENARIO 1**





**JOSHUA BASIN WATER DISTRICT**  
**CONCEPTUAL DIRECTOR AREAS - SCENARIO 1**

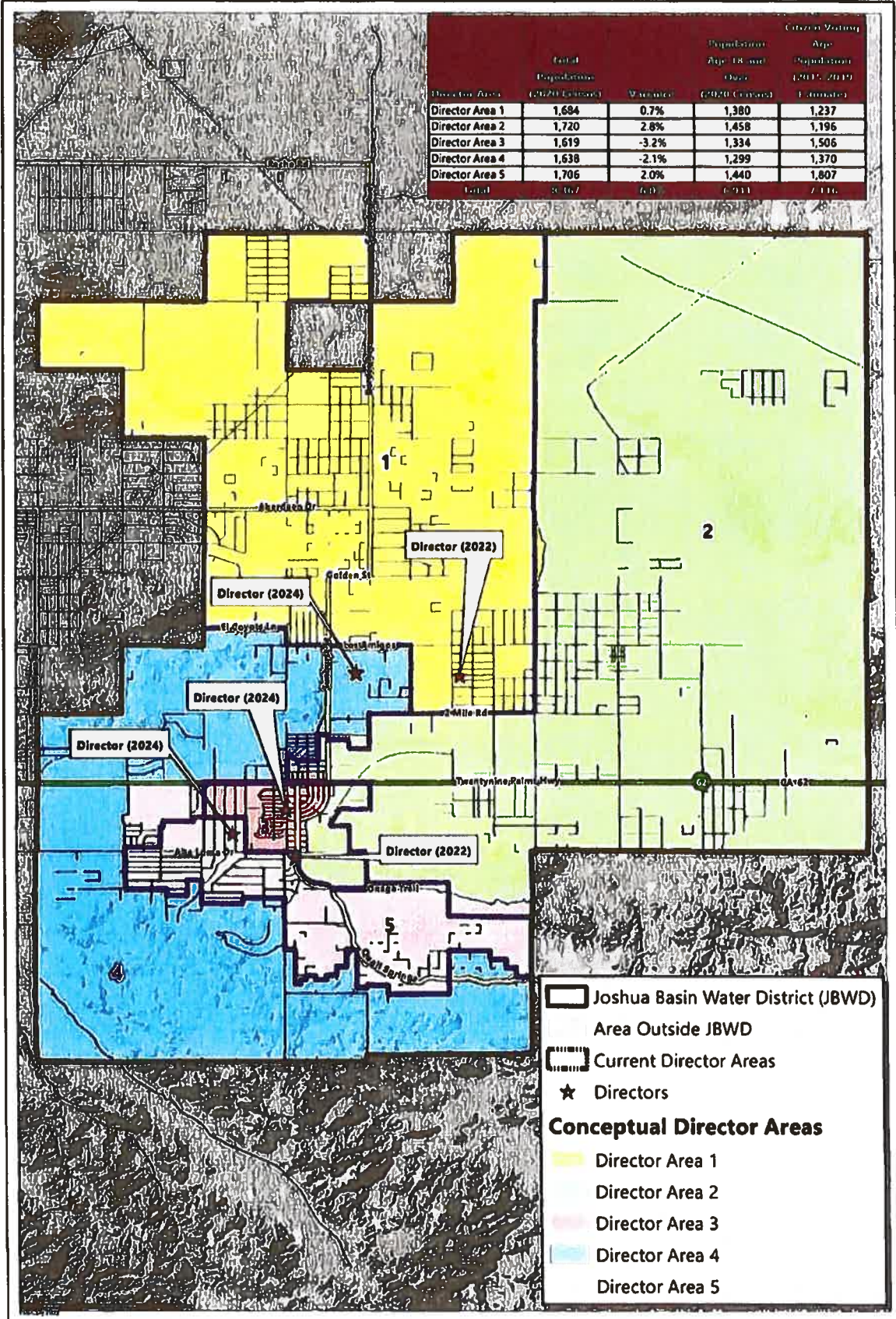
Total Population	1,667	Ideal Population	1,671	Variance	6.0%
------------------	-------	------------------	-------	----------	------

Total Population (2020 Census)					
	Director Area 1	Director Area 2	Director Area 3	Director Area 4	Director Area 5
Population	1,684	1,604	1,705	1,703	1,671
Population Variance	11	-69	32	30	-2
	0.7%	-4.1%	1.9%	1.8%	-0.1%
Hispanic/Latino	18.9%	20.1%	26.5%	19.3%	13.9%
White	68.9%	66.1%	58.9%	69.3%	73.1%
Black/ African American	1.4%	3.4%	5.2%	3.2%	2.7%
American Indian/ Alaska Native	0.8%	0.6%	0.8%	0.9%	1.1%
Asian	2.1%	2.6%	2.0%	1.8%	2.0%
Native Hawaiian/ Other Pacific Islander	0.1%	0.2%	0.2%	0.2%	0.4%
Other	0.7%	0.5%	0.8%	0.3%	0.5%
Two or More Races	7.1%	6.5%	5.6%	5.1%	6.3%

Population 18 and Over (2020 Census)					
	Director Area 1	Director Area 2	Director Area 3	Director Area 4	Director Area 5
Population	1,380	1,367	1,362	1,399	1,403
Hispanic/Latino	15.7%	17.9%	22.8%	15.9%	11.3%
White	72.9%	69.4%	64.0%	72.9%	75.6%
Black/ African American	1.5%	3.1%	3.7%	2.7%	2.8%
American Indian/ Alaska Native	0.9%	0.7%	1.0%	1.0%	1.4%
Asian	2.5%	2.7%	2.1%	2.1%	2.4%
Native Hawaiian/ Other Pacific Islander	0.1%	0.1%	0.3%	0.2%	0.4%
Other	0.6%	0.6%	1.0%	0.4%	0.4%
Two or More Races	5.8%	5.3%	5.2%	4.8%	5.9%

Citizens by Voting Age Population Estimate (2015, 2019)					
	Director Area 1	Director Area 2	Director Area 3	Director Area 4	Director Area 5
Population	1,237	1,148	1,443	1,594	1,694
Hispanic/Latino	14.2%	15.8%	12.6%	18.3%	16.5%
White	82.1%	78.7%	73.6%	74.3%	76.6%
Black/ African American	0.7%	3.0%	1.5%	1.4%	0.2%
American Indian/ Alaska Native	0.7%	0.3%	0.6%	0.0%	0.0%
Asian	1.2%	1.3%	7.8%	2.1%	6.7%
Native Hawaiian/ Other Pacific Islander	0.0%	0.0%	3.1%	0.0%	0.0%
Other	N/A	N/A	N/A	N/A	N/A
Two or More Races	1.0%	0.9%	0.8%	4.0%	0.0%

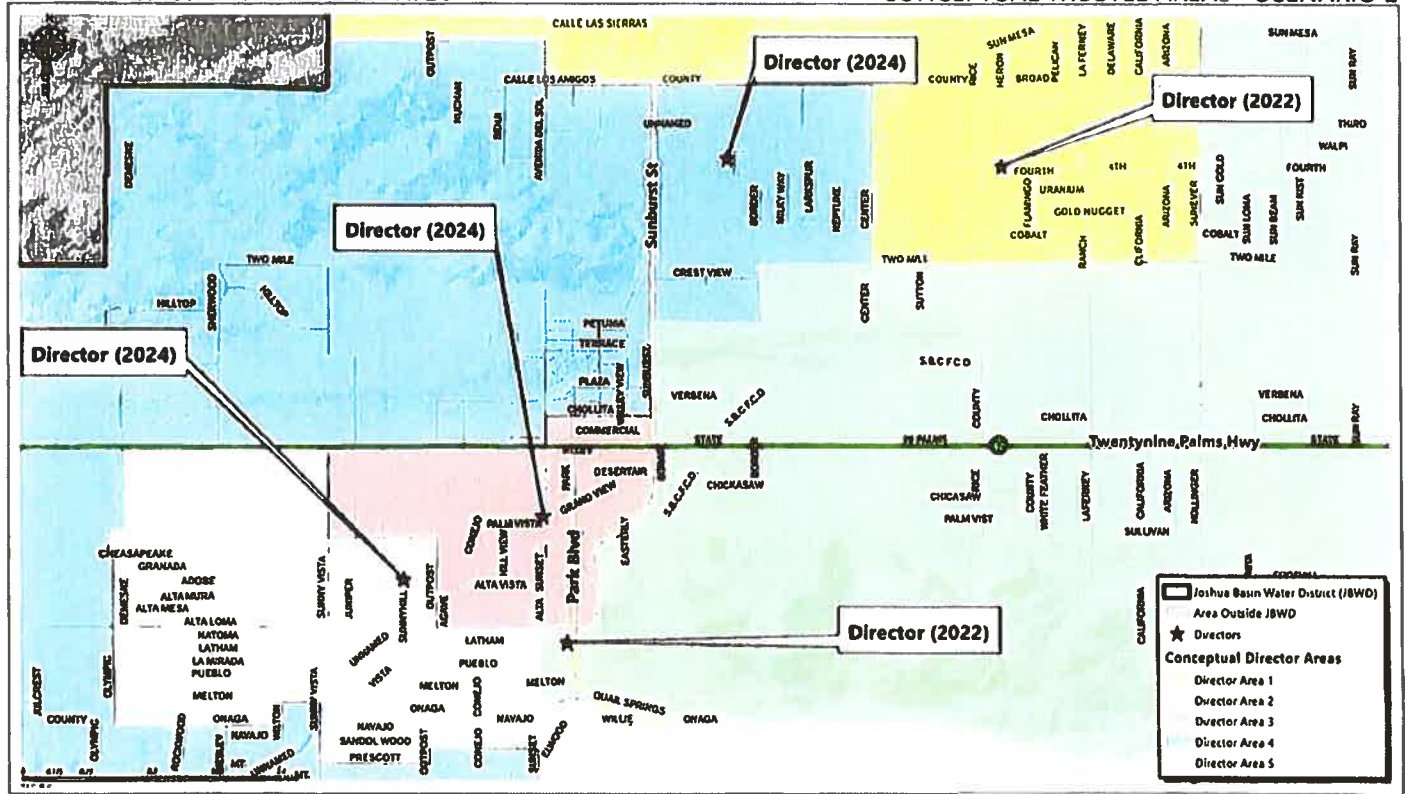
# JOSHUA BASIN WATER DISTRICT CONCEPTUAL DIRECTOR AREAS - SCENARIO 2





# JOSHUA BASIN WATER DISTRICT

# CONCEPTUAL TRUSTEE AREAS - SCENARIO 2



**JOSHUA BASIN WATER DISTRICT**  
**CONCEPTUAL DIRECTOR AREAS - SCENARIO 2**

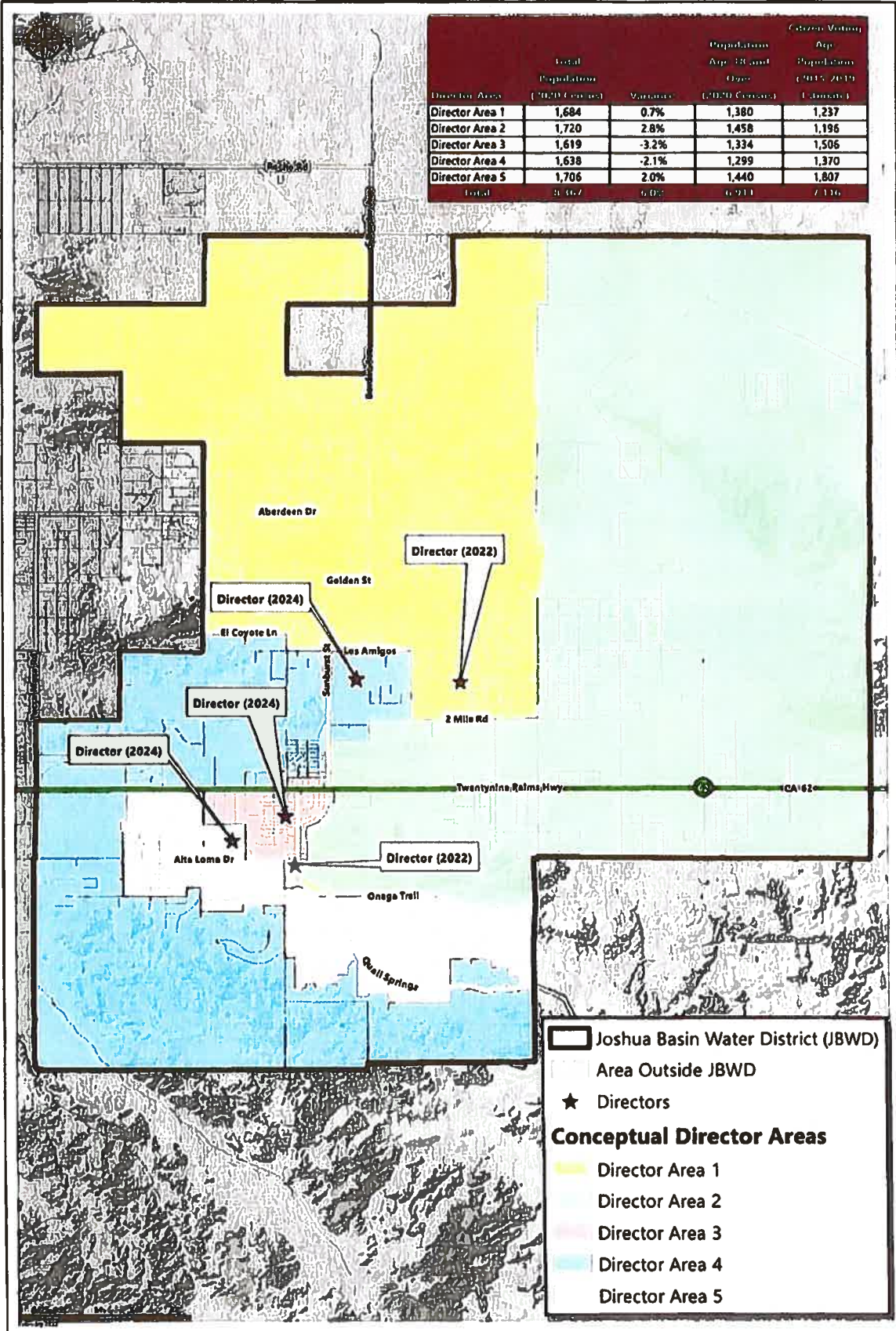
Total Population	3,467	Ideal Population	1,673	Variance	6.0%
------------------	-------	------------------	-------	----------	------

Total Population (2020 Census)					
	Director Area 1	Director Area 2	Director Area 3	Director Area 4	Director Area 5
<b>Population</b>	<b>1,684</b>	<b>1,720</b>	<b>1,619</b>	<b>1,638</b>	<b>1,706</b>
<b>Population Variance</b>	11	47	-54	-35	33
	0.7%	2.8%	-3.2%	-2.1%	2.0%
<b>Hispanic/Latino</b>	<b>18.9%</b>	<b>21.8%</b>	<b>24.6%</b>	<b>18.9%</b>	<b>14.7%</b>
<b>White</b>	<b>68.9%</b>	<b>65.0%</b>	<b>59.2%</b>	<b>69.8%</b>	<b>73.2%</b>
<b>Black/ African American</b>	<b>1.4%</b>	<b>3.4%</b>	<b>5.3%</b>	<b>2.6%</b>	<b>3.3%</b>
<b>American Indian/ Alaska Native</b>	<b>0.8%</b>	<b>0.6%</b>	<b>1.2%</b>	<b>0.7%</b>	<b>1.1%</b>
<b>Asian</b>	<b>2.1%</b>	<b>2.4%</b>	<b>2.0%</b>	<b>2.1%</b>	<b>1.8%</b>
<b>Native Hawaiian/ Other Pacific Islander</b>	<b>0.1%</b>	<b>0.2%</b>	<b>0.2%</b>	<b>0.3%</b>	<b>0.2%</b>
<b>Other</b>	<b>0.7%</b>	<b>0.5%</b>	<b>0.9%</b>	<b>0.3%</b>	<b>0.4%</b>
<b>Two or More Races</b>	<b>7.1%</b>	<b>6.2%</b>	<b>6.7%</b>	<b>5.4%</b>	<b>5.3%</b>

Population 18 and Over (2020 Census)					
	Director Area 1	Director Area 2	Director Area 3	Director Area 4	Director Area 5
<b>Population</b>	<b>1,380</b>	<b>1,458</b>	<b>1,334</b>	<b>1,299</b>	<b>1,440</b>
<b>Hispanic/Latino</b>	<b>15.7%</b>	<b>19.4%</b>	<b>20.9%</b>	<b>14.9%</b>	<b>12.4%</b>
<b>White</b>	<b>72.9%</b>	<b>68.5%</b>	<b>64.1%</b>	<b>73.4%</b>	<b>75.9%</b>
<b>Black/ African American</b>	<b>1.5%</b>	<b>3.2%</b>	<b>3.9%</b>	<b>2.5%</b>	<b>2.8%</b>
<b>American Indian/ Alaska Native</b>	<b>0.9%</b>	<b>0.7%</b>	<b>1.2%</b>	<b>0.8%</b>	<b>1.3%</b>
<b>Asian</b>	<b>2.5%</b>	<b>2.5%</b>	<b>2.0%</b>	<b>2.6%</b>	<b>2.2%</b>
<b>Native Hawaiian/ Other Pacific Islander</b>	<b>0.1%</b>	<b>0.1%</b>	<b>0.3%</b>	<b>0.4%</b>	<b>0.3%</b>
<b>Other</b>	<b>0.6%</b>	<b>0.5%</b>	<b>1.1%</b>	<b>0.4%</b>	<b>0.2%</b>
<b>Two or More Races</b>	<b>5.8%</b>	<b>5.0%</b>	<b>6.4%</b>	<b>5.0%</b>	<b>4.9%</b>

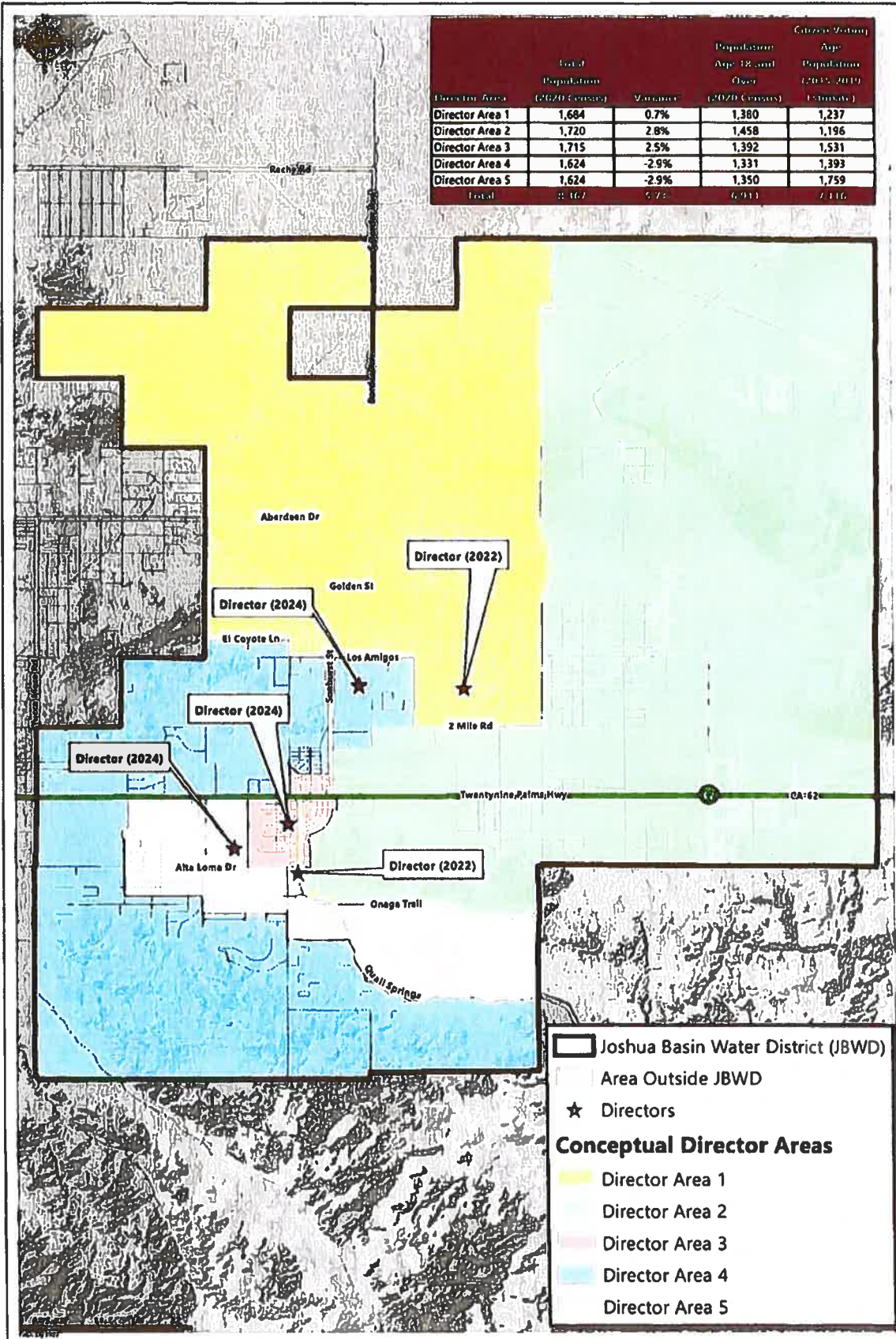
Citizens by Voting Age Population Estimate (2015, 2019)					
	Director Area 1	Director Area 2	Director Area 3	Director Area 4	Director Area 5
<b>Population</b>	<b>1,237</b>	<b>1,196</b>	<b>1,506</b>	<b>1,370</b>	<b>1,807</b>
<b>Hispanic/Latino</b>	<b>14.2%</b>	<b>15.8%</b>	<b>12.2%</b>	<b>18.8%</b>	<b>16.8%</b>
<b>White</b>	<b>82.1%</b>	<b>78.8%</b>	<b>72.9%</b>	<b>73.2%</b>	<b>77.7%</b>
<b>Black/ African American</b>	<b>0.7%</b>	<b>3.0%</b>	<b>1.2%</b>	<b>1.7%</b>	<b>0.2%</b>
<b>American Indian/ Alaska Native</b>	<b>0.7%</b>	<b>0.3%</b>	<b>0.6%</b>	<b>0.0%</b>	<b>0.0%</b>
<b>Asian</b>	<b>1.2%</b>	<b>1.3%</b>	<b>8.9%</b>	<b>2.2%</b>	<b>5.3%</b>
<b>Native Hawaiian/ Other Pacific Islander</b>	<b>0.0%</b>	<b>0.0%</b>	<b>3.0%</b>	<b>0.0%</b>	<b>0.0%</b>
<b>Other</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>
<b>Two or More Races</b>	<b>1.0%</b>	<b>0.8%</b>	<b>1.3%</b>	<b>4.1%</b>	<b>0.0%</b>

# JOSHUA BASIN WATER DISTRICT CONCEPTUAL DIRECTOR AREAS - SCENARIO 2



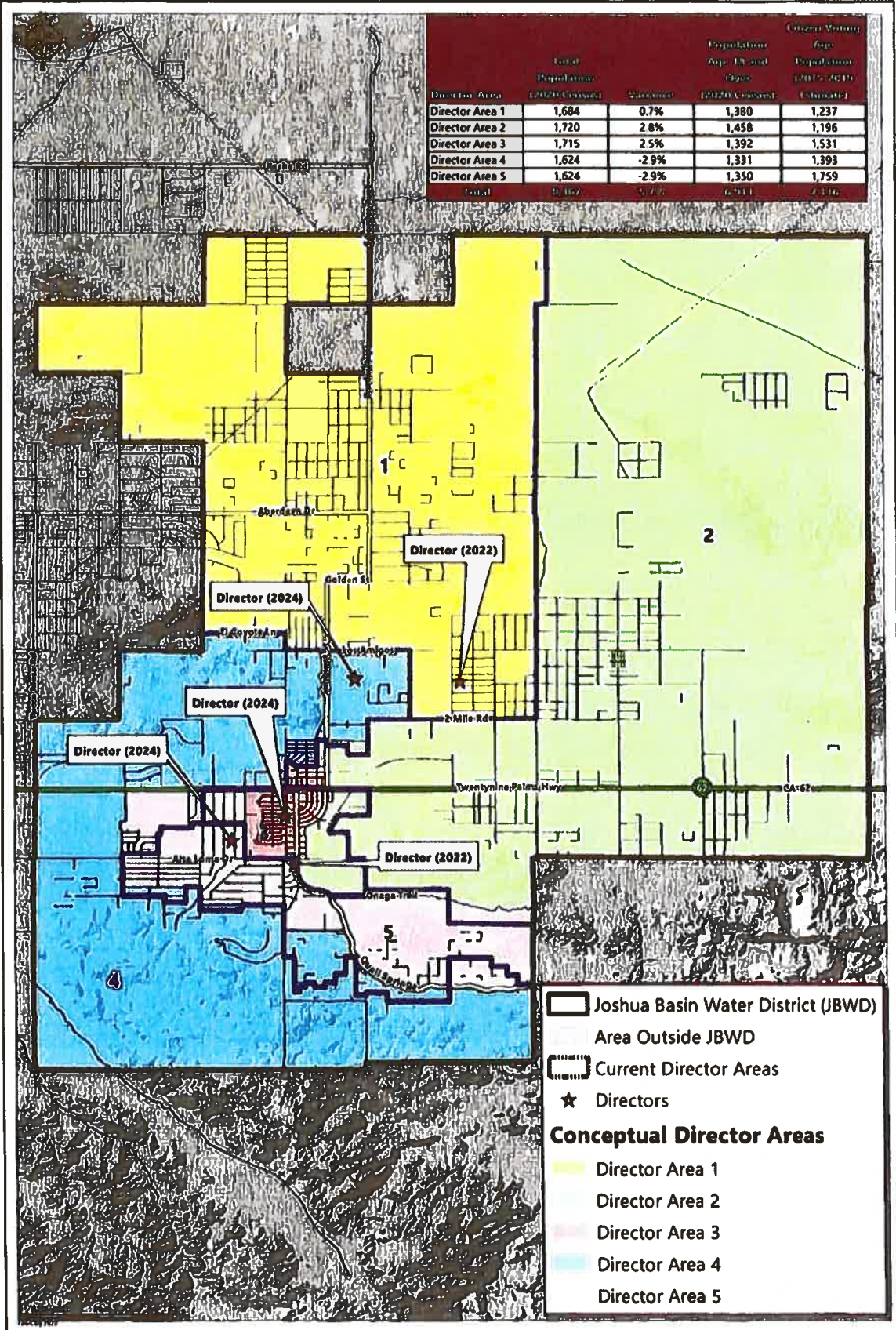


# JOSHUA BASIN WATER DISTRICT CONCEPTUAL DIRECTOR AREAS - SCENARIO 3



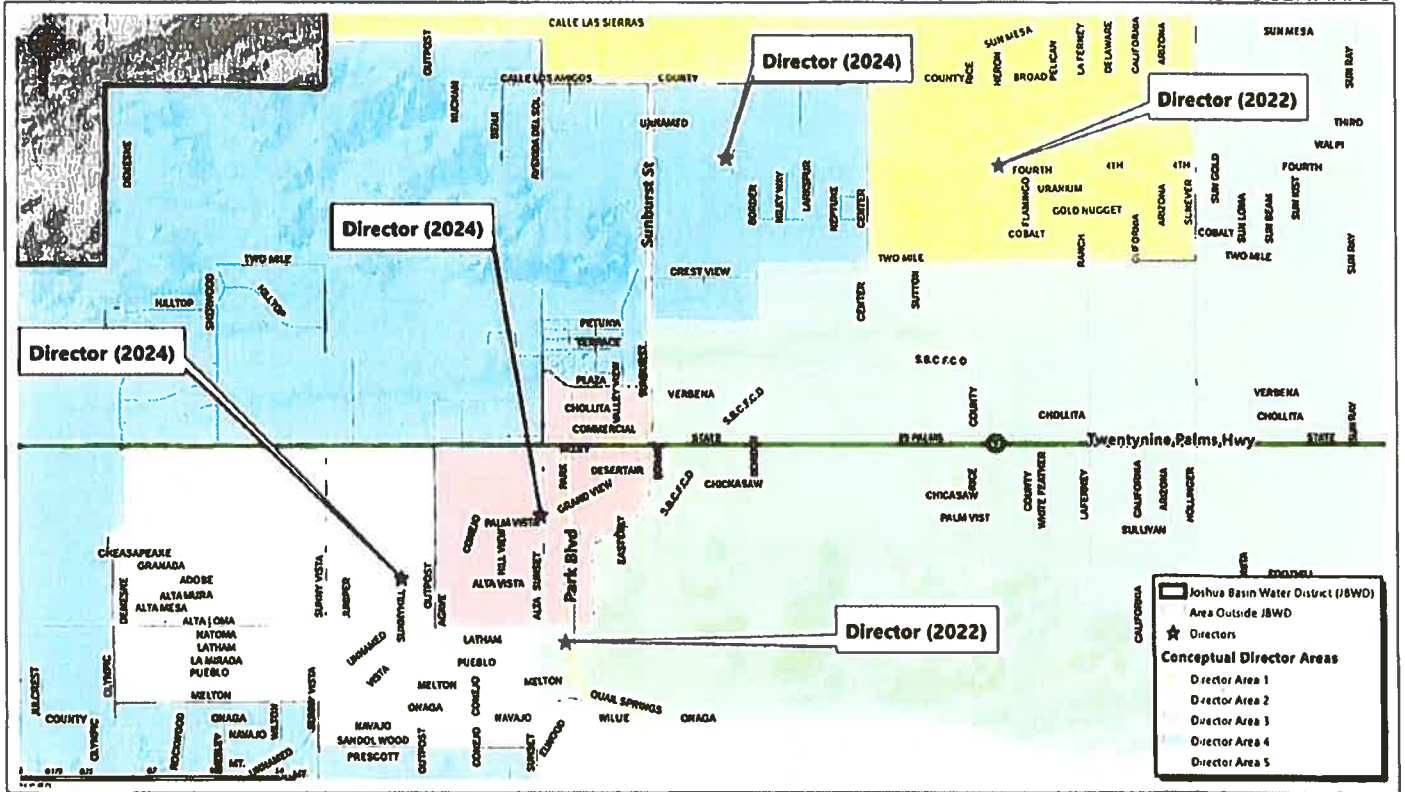


# JOSHUA BASIN WATER DISTRICT CONCEPTUAL DIRECTOR AREAS - SCENARIO 3



**JOSHUA BASIN WATER DISTRICT**

**CONCEPTUAL TRUSTEE AREAS - SCENARIO 3**





**JOSHUA BASIN WATER DISTRICT**  
**CONCEPTUAL DIRECTOR AREAS - SCENARIO 3**

<b>Total Population</b>	<b>8,467</b>	<b>Ideal Population</b>	<b>1,675</b>	<b>Variance</b>	<b>-5.7%</b>
-------------------------	--------------	-------------------------	--------------	-----------------	--------------

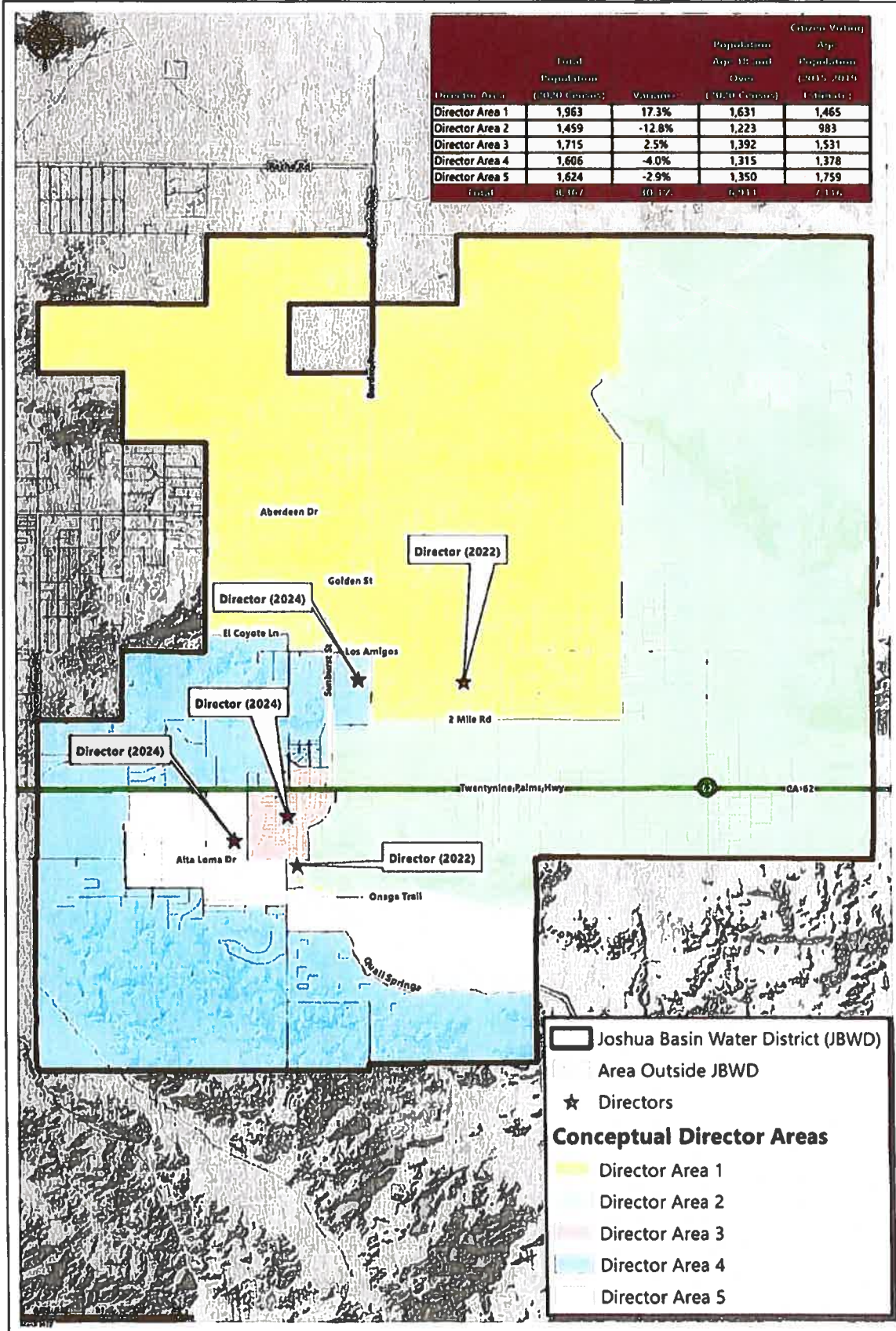
<b>Total Population (2020 Census)</b>					
	<b>Director Area 1</b>	<b>Director Area 2</b>	<b>Director Area 3</b>	<b>Director Area 4</b>	<b>Director Area 5</b>
<b>Population</b>	<b>1,684</b>	<b>1,720</b>	<b>1,715</b>	<b>1,624</b>	<b>1,624</b>
<b>Population Variance</b>	<b>11</b>	<b>47</b>	<b>42</b>	<b>-49</b>	<b>-49</b>
	<b>0.7%</b>	<b>2.8%</b>	<b>2.5%</b>	<b>-2.9%</b>	<b>-2.9%</b>
<b>Hispanic/Latino</b>	<b>18.9%</b>	<b>21.8%</b>	<b>25.0%</b>	<b>18.2%</b>	<b>14.4%</b>
<b>White</b>	<b>68.9%</b>	<b>65.0%</b>	<b>58.8%</b>	<b>72.0%</b>	<b>72.1%</b>
<b>Black/ African American</b>	<b>1.4%</b>	<b>3.4%</b>	<b>5.4%</b>	<b>1.7%</b>	<b>3.9%</b>
<b>American Indian/ Alaska Native</b>	<b>0.8%</b>	<b>0.6%</b>	<b>1.1%</b>	<b>0.8%</b>	<b>1.0%</b>
<b>Asian</b>	<b>2.1%</b>	<b>2.4%</b>	<b>2.1%</b>	<b>1.8%</b>	<b>2.0%</b>
<b>Native Hawaiian/ Other Pacific Islander</b>	<b>0.1%</b>	<b>0.2%</b>	<b>0.2%</b>	<b>0.3%</b>	<b>0.2%</b>
<b>Other</b>	<b>0.7%</b>	<b>0.5%</b>	<b>0.8%</b>	<b>0.3%</b>	<b>0.5%</b>
<b>Two or More Races</b>	<b>7.1%</b>	<b>6.2%</b>	<b>6.6%</b>	<b>4.9%</b>	<b>5.8%</b>

<b>Population 18 and Over (2020 Census)</b>					
	<b>Director Area 1</b>	<b>Director Area 2</b>	<b>Director Area 3</b>	<b>Director Area 4</b>	<b>Director Area 5</b>
<b>Population</b>	<b>1,380</b>	<b>1,458</b>	<b>1,392</b>	<b>1,331</b>	<b>1,350</b>
<b>Hispanic/Latino</b>	<b>15.7%</b>	<b>19.4%</b>	<b>21.3%</b>	<b>14.7%</b>	<b>11.9%</b>
<b>White</b>	<b>72.9%</b>	<b>68.5%</b>	<b>63.9%</b>	<b>74.8%</b>	<b>75.3%</b>
<b>Black/ African American</b>	<b>1.5%</b>	<b>3.2%</b>	<b>3.8%</b>	<b>1.8%</b>	<b>3.6%</b>
<b>American Indian/ Alaska Native</b>	<b>0.9%</b>	<b>0.7%</b>	<b>1.1%</b>	<b>1.0%</b>	<b>1.3%</b>
<b>Asian</b>	<b>2.5%</b>	<b>2.5%</b>	<b>2.2%</b>	<b>2.2%</b>	<b>2.4%</b>
<b>Native Hawaiian/ Other Pacific Islander</b>	<b>0.1%</b>	<b>0.1%</b>	<b>0.3%</b>	<b>0.4%</b>	<b>0.3%</b>
<b>Other</b>	<b>0.6%</b>	<b>0.5%</b>	<b>0.9%</b>	<b>0.4%</b>	<b>0.4%</b>
<b>Two or More Races</b>	<b>5.8%</b>	<b>5.0%</b>	<b>6.5%</b>	<b>4.7%</b>	<b>5.0%</b>

<b>Citizens by Voting Age Population Estimate (2015-2019)</b>					
	<b>Director Area 1</b>	<b>Director Area 2</b>	<b>Director Area 3</b>	<b>Director Area 4</b>	<b>Director Area 5</b>
<b>Population</b>	<b>1,237</b>	<b>1,196</b>	<b>1,531</b>	<b>1,393</b>	<b>1,759</b>
<b>Hispanic/Latino</b>	<b>14.2%</b>	<b>15.8%</b>	<b>13.5%</b>	<b>19.7%</b>	<b>15.0%</b>
<b>White</b>	<b>82.1%</b>	<b>78.8%</b>	<b>71.4%</b>	<b>74.9%</b>	<b>77.8%</b>
<b>Black/ African American</b>	<b>0.7%</b>	<b>3.0%</b>	<b>1.5%</b>	<b>1.3%</b>	<b>0.2%</b>
<b>American Indian/ Alaska Native</b>	<b>0.7%</b>	<b>0.3%</b>	<b>0.6%</b>	<b>0.0%</b>	<b>0.0%</b>
<b>Asian</b>	<b>1.2%</b>	<b>1.3%</b>	<b>7.4%</b>	<b>1.7%</b>	<b>7.0%</b>
<b>Native Hawaiian/ Other Pacific Islander</b>	<b>0.0%</b>	<b>0.0%</b>	<b>2.9%</b>	<b>0.0%</b>	<b>0.0%</b>
<b>Other</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>
<b>Two or More Races</b>	<b>1.0%</b>	<b>0.8%</b>	<b>2.6%</b>	<b>2.5%</b>	<b>0.0%</b>

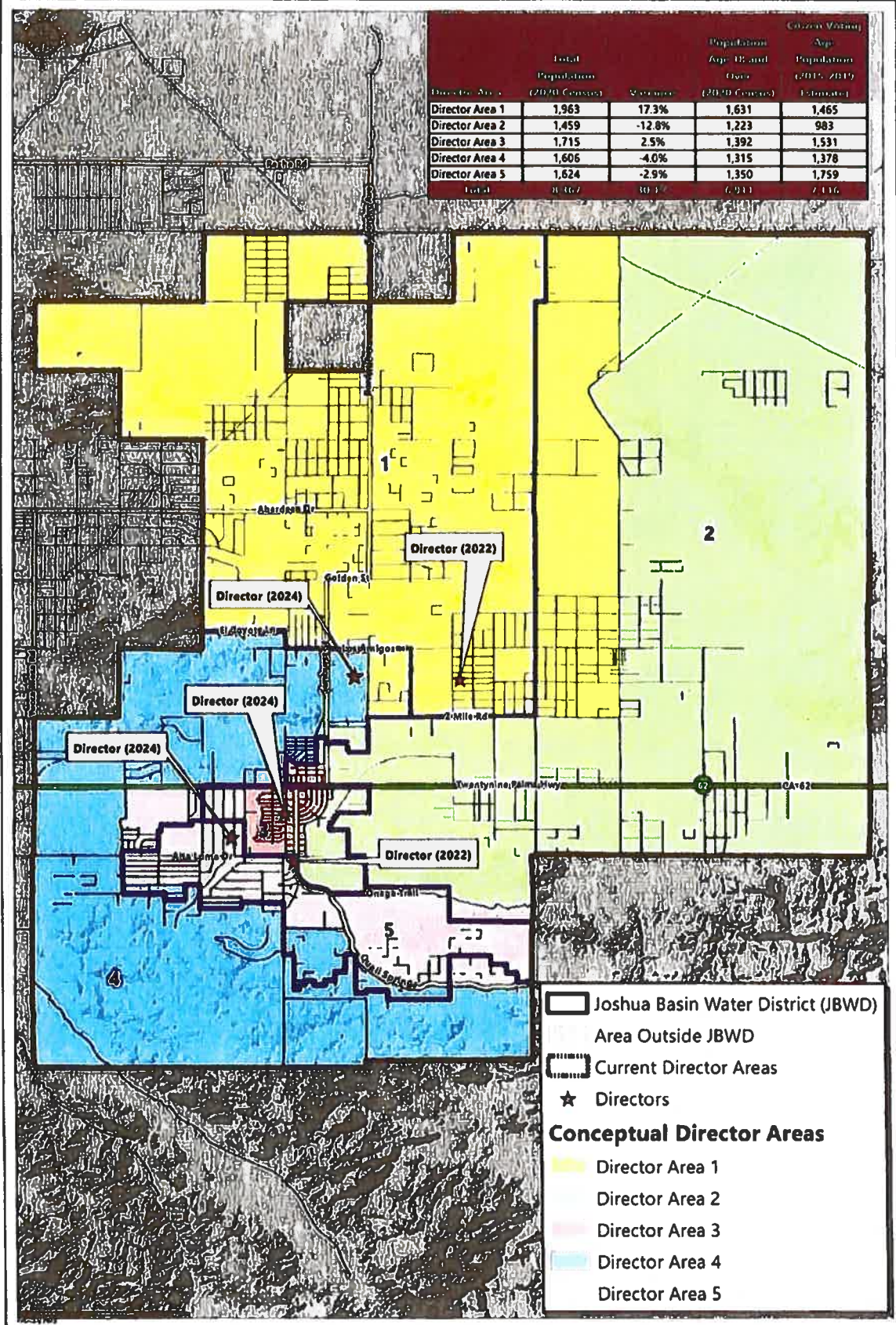


# JOSHUA BASIN WATER DISTRICT CONCEPTUAL DIRECTOR AREAS - SCENARIO 4



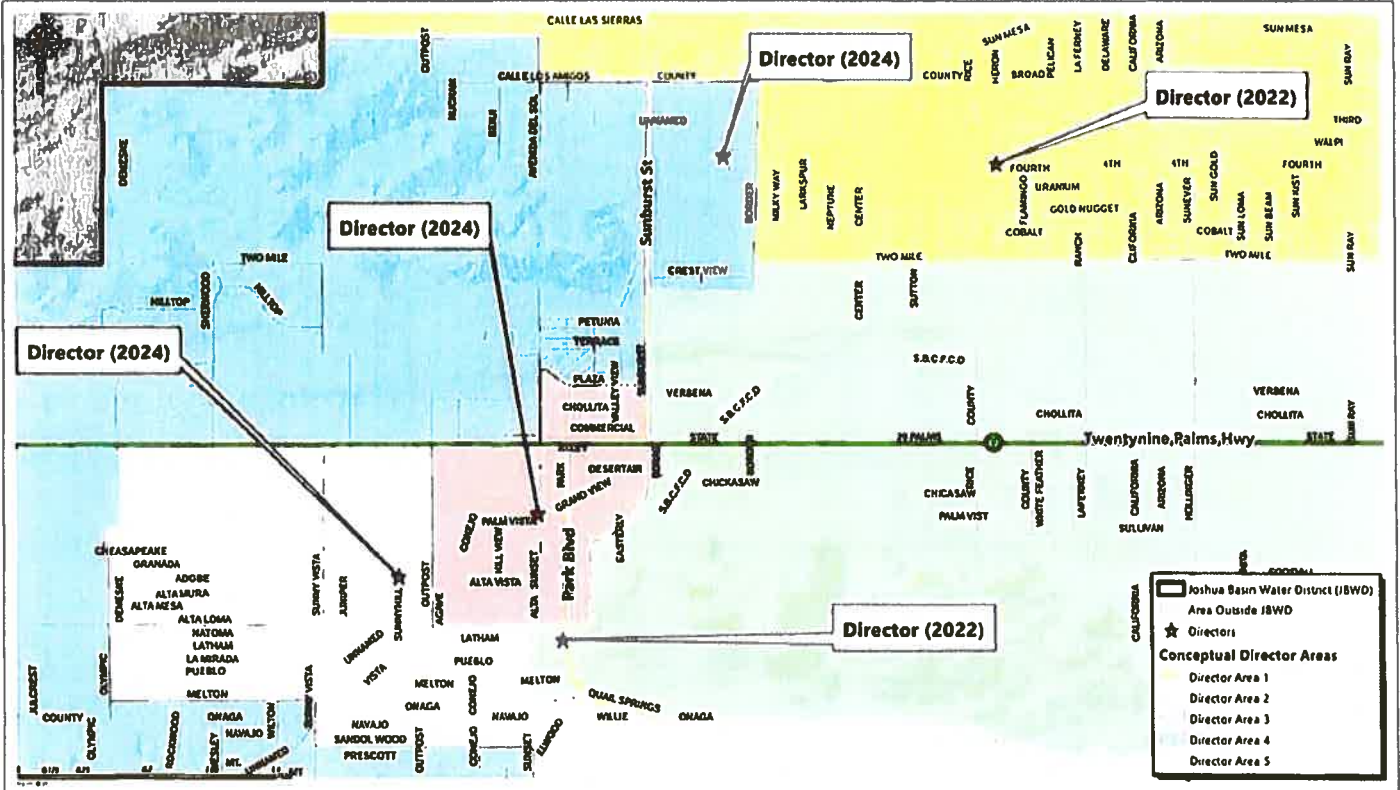


# JOSHUA BASIN WATER DISTRICT CONCEPTUAL DIRECTOR AREAS - SCENARIO 4



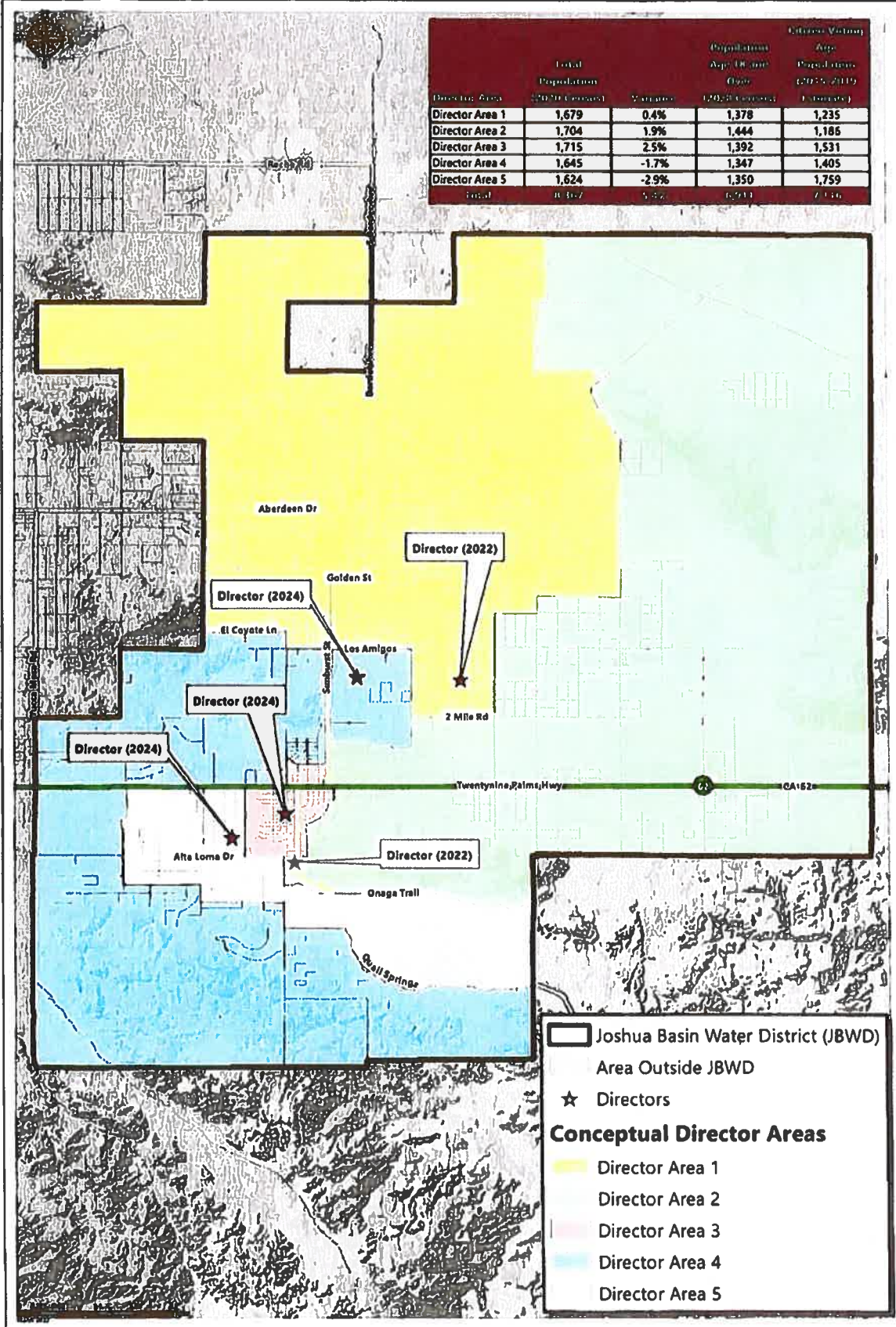
# JOSHUA BASIN WATER DISTRICT

# CONCEPTUAL TRUSTEE AREAS - SCENARIO 4



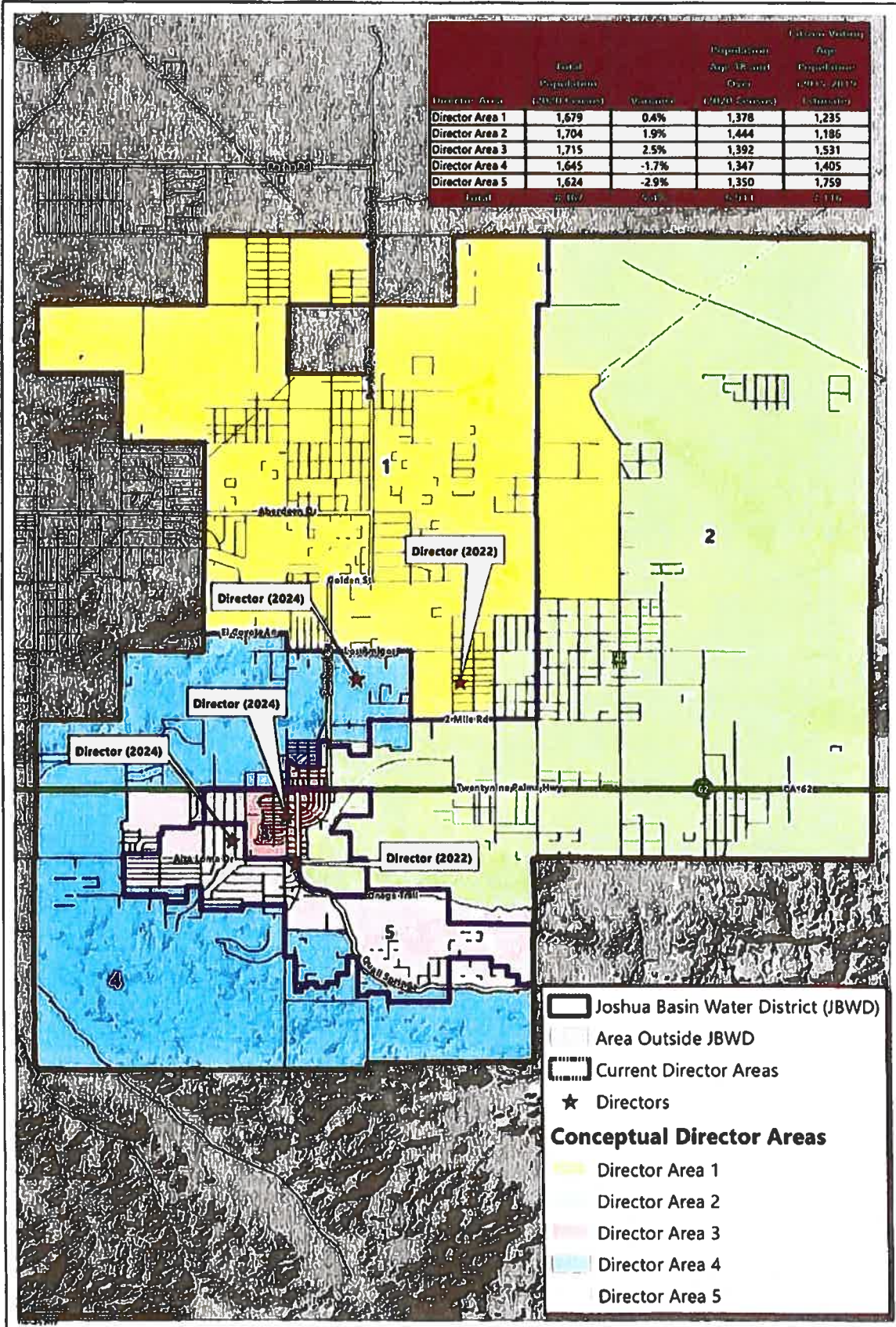


# JOSHUA BASIN WATER DISTRICT CONCEPTUAL DIRECTOR AREAS - SCENARIO 5



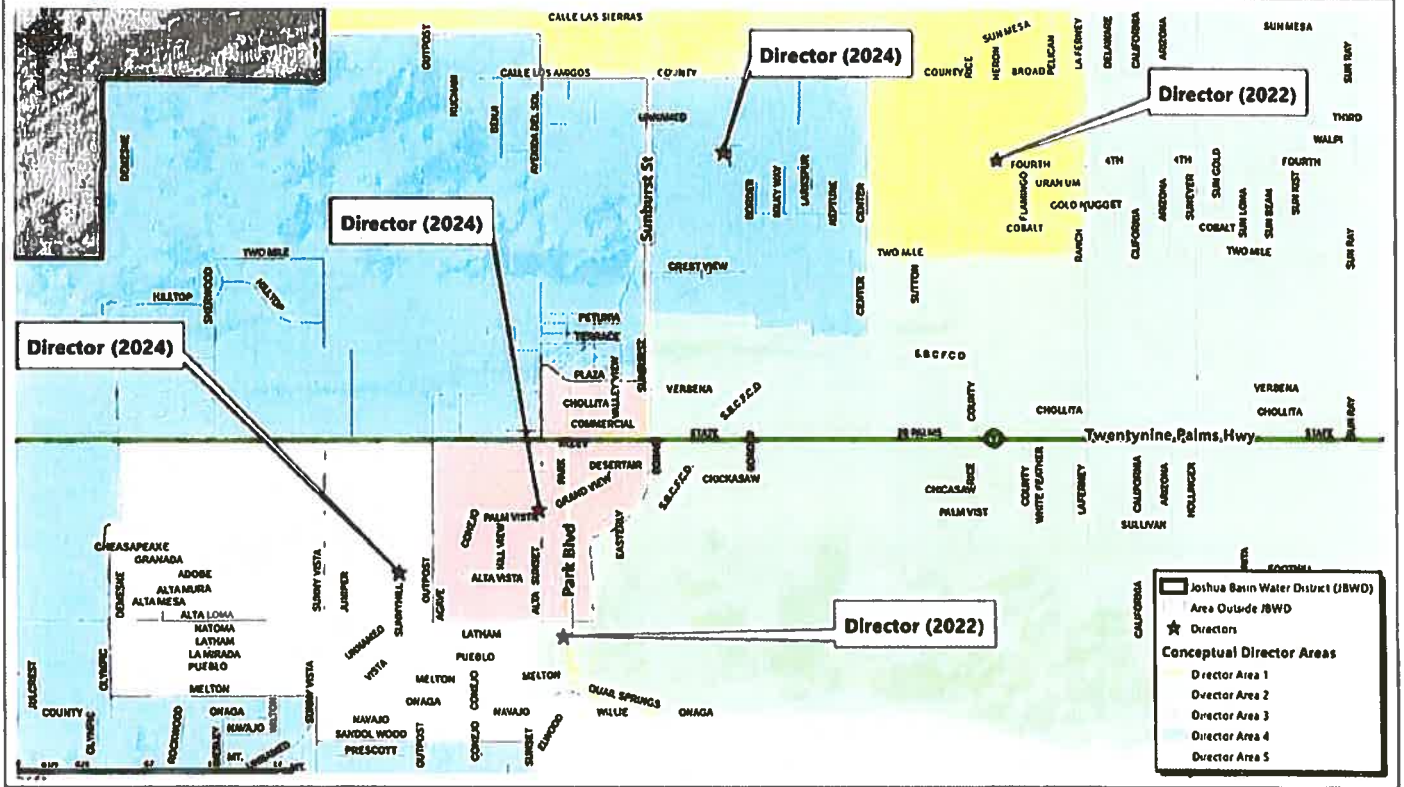


# JOSHUA BASIN WATER DISTRICT CONCEPTUAL DIRECTOR AREAS - SCENARIO 5



# JOSHUA BASIN WATER DISTRICT

# CONCEPTUAL TRUSTEE AREAS - SCENARIO 5





**JOSHUA BASIN WATER DISTRICT**  
**CONCEPTUAL DIRECTOR AREAS - SCENARIO 5**

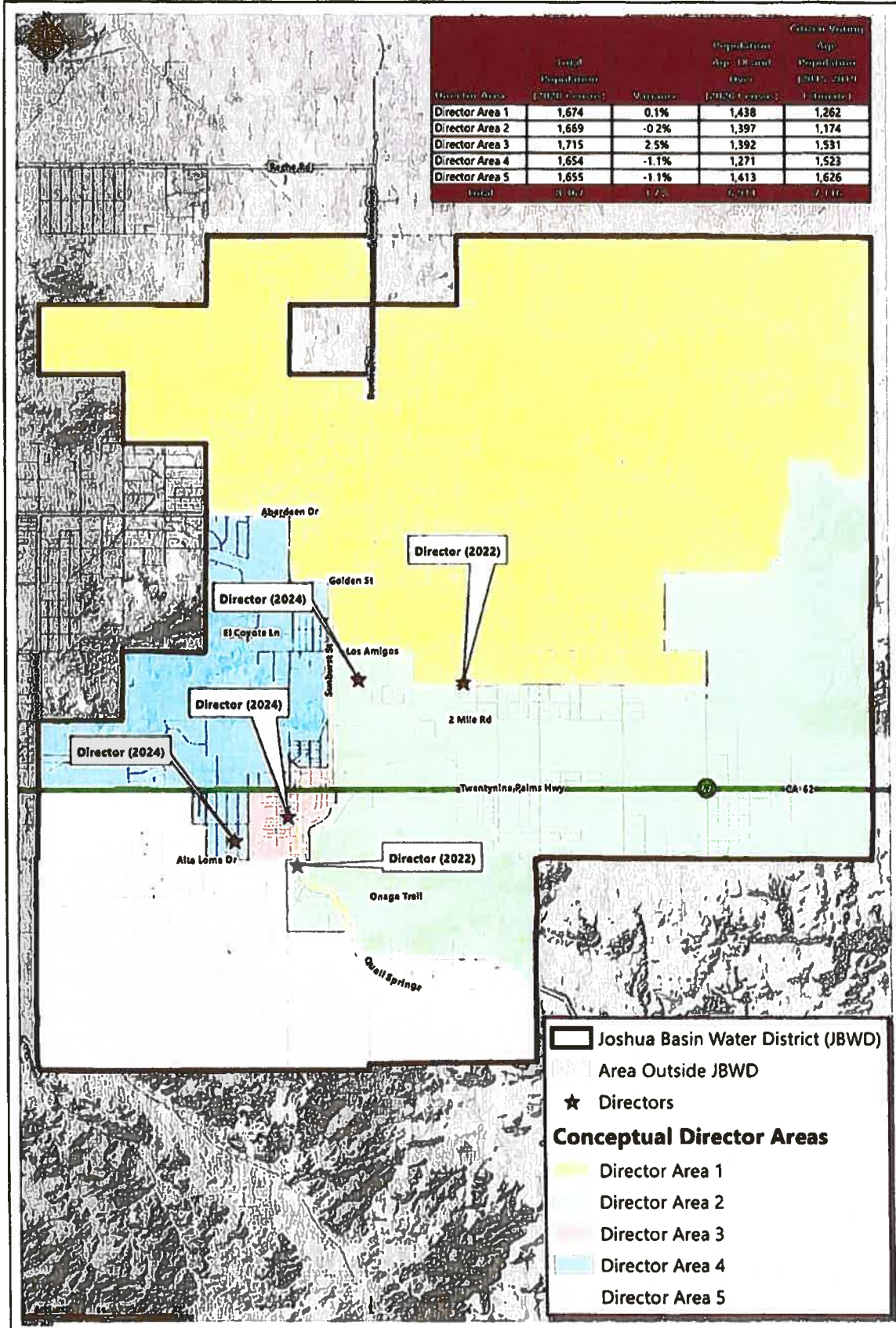
Total Population	9,167	Head Population	1,673	Variance	5.4%
------------------	-------	-----------------	-------	----------	------

Total Population (2020 Census)					
	Director Area 1	Director Area 2	Director Area 3	Director Area 4	Director Area 5
<b>Population</b>	<b>1,679</b>	<b>1,704</b>	<b>1,715</b>	<b>1,645</b>	<b>1,624</b>
<b>Population Variance</b>	<b>6</b>	<b>31</b>	<b>42</b>	<b>-28</b>	<b>-49</b>
	<b>0.4%</b>	<b>1.9%</b>	<b>2.5%</b>	<b>-1.7%</b>	<b>-2.9%</b>
<b>Hispanic/Latino</b>	<b>10.9%</b>	<b>21.6%</b>	<b>25.0%</b>	<b>18.5%</b>	<b>14.4%</b>
<b>White</b>	<b>69.0%</b>	<b>65.3%</b>	<b>58.8%</b>	<b>71.6%</b>	<b>72.1%</b>
<b>Black/ African American</b>	<b>1.5%</b>	<b>3.3%</b>	<b>5.4%</b>	<b>1.6%</b>	<b>3.9%</b>
<b>American Indian/ Alaska Native</b>	<b>0.8%</b>	<b>0.5%</b>	<b>1.1%</b>	<b>0.9%</b>	<b>1.0%</b>
<b>Asian</b>	<b>2.1%</b>	<b>2.3%</b>	<b>2.1%</b>	<b>1.8%</b>	<b>2.0%</b>
<b>Native Hawaiian/ Other Pacific Islander</b>	<b>0.1%</b>	<b>0.2%</b>	<b>0.2%</b>	<b>0.3%</b>	<b>0.2%</b>
<b>Other</b>	<b>0.7%</b>	<b>0.5%</b>	<b>0.8%</b>	<b>0.3%</b>	<b>0.5%</b>
<b>Two or More Races</b>	<b>7.0%</b>	<b>6.2%</b>	<b>6.6%</b>	<b>5.0%</b>	<b>5.8%</b>

Population 18 and Over (2020 Census)					
	Director Area 1	Director Area 2	Director Area 3	Director Area 4	Director Area 5
<b>Population</b>	<b>1,378</b>	<b>1,444</b>	<b>1,392</b>	<b>1,347</b>	<b>1,350</b>
<b>Hispanic/Latino</b>	<b>15.7%</b>	<b>19.3%</b>	<b>21.3%</b>	<b>14.8%</b>	<b>11.9%</b>
<b>White</b>	<b>72.9%</b>	<b>68.8%</b>	<b>63.9%</b>	<b>74.5%</b>	<b>75.3%</b>
<b>Black/ African American</b>	<b>1.6%</b>	<b>3.1%</b>	<b>3.8%</b>	<b>1.8%</b>	<b>3.6%</b>
<b>American Indian/ Alaska Native</b>	<b>0.9%</b>	<b>0.6%</b>	<b>1.1%</b>	<b>1.0%</b>	<b>1.3%</b>
<b>Asian</b>	<b>2.6%</b>	<b>2.5%</b>	<b>2.2%</b>	<b>2.2%</b>	<b>2.4%</b>
<b>Native Hawaiian/ Other Pacific Islander</b>	<b>0.1%</b>	<b>0.1%</b>	<b>0.3%</b>	<b>0.4%</b>	<b>0.3%</b>
<b>Other</b>	<b>8</b>	<b>8</b>	<b>13</b>	<b>5</b>	<b>5</b>
	<b>0.6%</b>	<b>0.6%</b>	<b>0.9%</b>	<b>0.4%</b>	<b>0.4%</b>
<b>Two or More Races</b>	<b>5.7%</b>	<b>5.0%</b>	<b>6.5%</b>	<b>4.9%</b>	<b>5.0%</b>

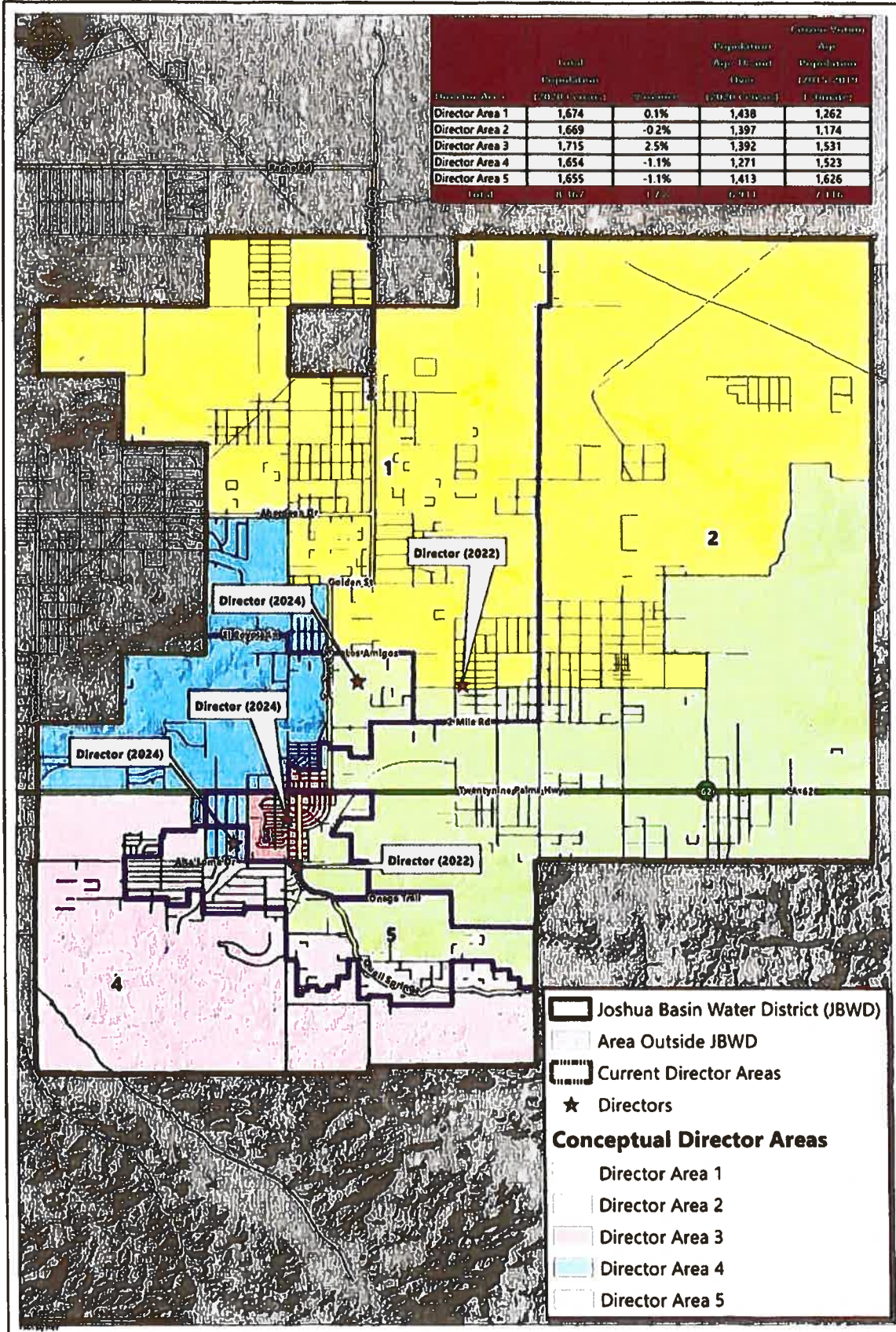
Citizens by Voting Age- Population Estimate (2015-2019)					
	Director Area 1	Director Area 2	Director Area 3	Director Area 4	Director Area 5
<b>Population</b>	<b>1,235</b>	<b>1,186</b>	<b>1,531</b>	<b>1,405</b>	<b>1,759</b>
<b>Hispanic/Latino</b>	<b>14.3%</b>	<b>15.6%</b>	<b>13.5%</b>	<b>19.8%</b>	<b>15.0%</b>
<b>White</b>	<b>82.1%</b>	<b>79.0%</b>	<b>71.4%</b>	<b>74.8%</b>	<b>77.8%</b>
<b>Black/ African American</b>	<b>0.7%</b>	<b>3.0%</b>	<b>1.5%</b>	<b>1.3%</b>	<b>0.2%</b>
<b>American Indian/ Alaska Native</b>	<b>0.7%</b>	<b>0.3%</b>	<b>0.6%</b>	<b>0.0%</b>	<b>0.0%</b>
<b>Asian</b>	<b>1.2%</b>	<b>1.3%</b>	<b>7.4%</b>	<b>1.6%</b>	<b>7.0%</b>
<b>Native Hawaiian/ Other Pacific Islander</b>	<b>0.0%</b>	<b>0.0%</b>	<b>2.9%</b>	<b>0.0%</b>	<b>0.0%</b>
<b>Other</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>
<b>Two or More Races</b>	<b>1.0%</b>	<b>0.8%</b>	<b>2.6%</b>	<b>2.5%</b>	<b>0.0%</b>

# JOSHUA BASIN WATER DISTRICT CONCEPTUAL DIRECTOR AREAS - SCENARIO 6



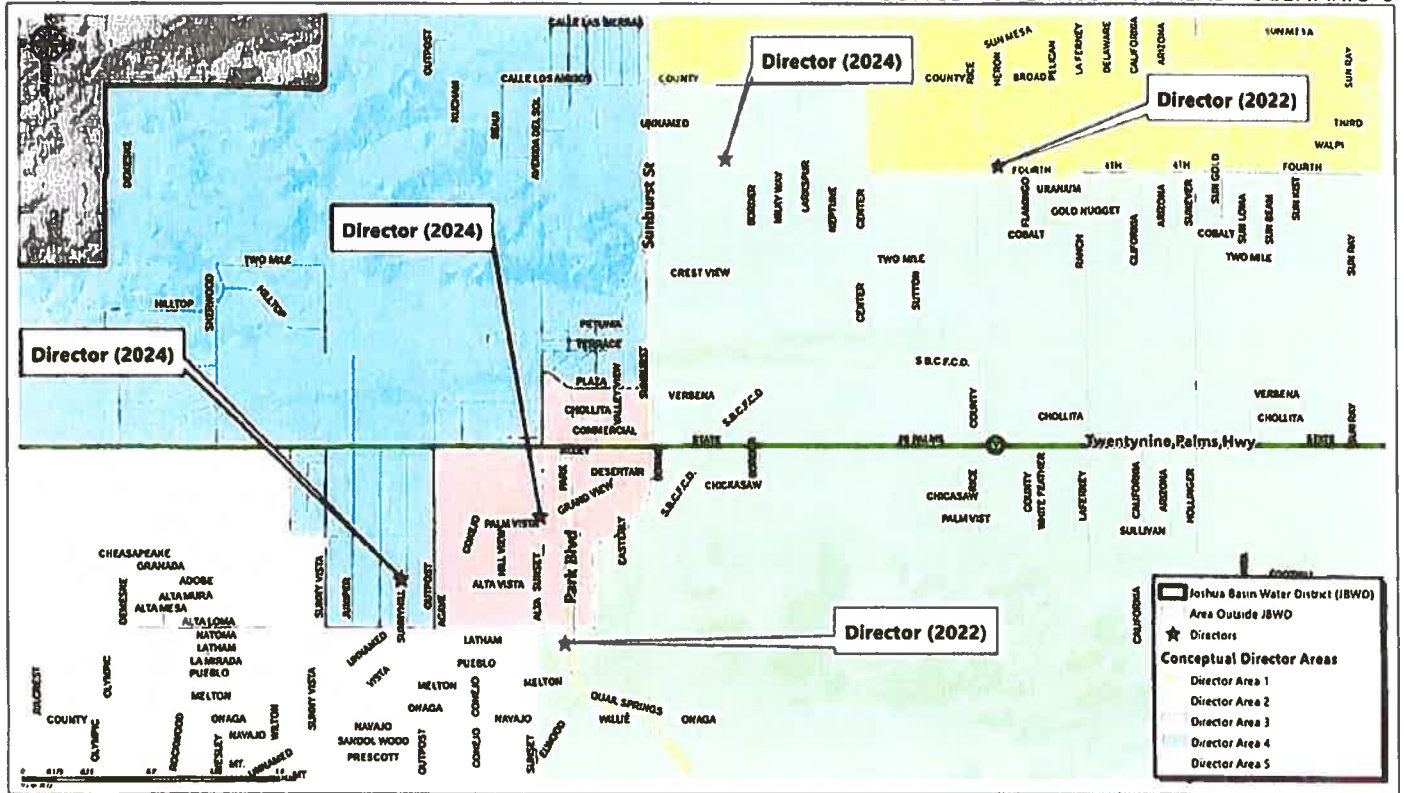


# JOSHUA BASIN WATER DISTRICT CONCEPTUAL DIRECTOR AREAS - SCENARIO 6



**JOSHUA BASIN WATER DISTRICT**

**CONCEPTUAL TRUSTEE AREAS - SCENARIO 6**





**JOSHUA BASIN WATER DISTRICT**  
**CONCEPTUAL DIRECTOR AREAS - SCENARIO 6**

<b>Total Population</b>	<b>3,467</b>	<b>Ideal Population</b>	<b>1,671</b>	<b>Variance</b>	<b>1,672</b>
-------------------------	--------------	-------------------------	--------------	-----------------	--------------

<b>Total Population (2020 Census)</b>					
	<b>Director Area 1</b>	<b>Director Area 2</b>	<b>Director Area 3</b>	<b>Director Area 4</b>	<b>Director Area 5</b>
<b>Population</b>	<b>1,674</b>	<b>1,669</b>	<b>1,715</b>	<b>1,654</b>	<b>1,655</b>
<b>Population Variance</b>	<b>1</b>	<b>-4</b>	<b>42</b>	<b>-19</b>	<b>-18</b>
	<b>0.1%</b>	<b>-0.2%</b>	<b>2.5%</b>	<b>-1.1%</b>	<b>-1.1%</b>
<b>Hispanic/Latino</b>	<b>20.3%</b>	<b>19.6%</b>	<b>25.0%</b>	<b>19.6%</b>	<b>14.1%</b>
<b>White</b>	<b>67.4%</b>	<b>66.8%</b>	<b>58.8%</b>	<b>69.8%</b>	<b>73.9%</b>
<b>Black/ African American</b>	<b>1.5%</b>	<b>3.5%</b>	<b>5.4%</b>	<b>2.5%</b>	<b>2.9%</b>
<b>American Indian/ Alaska Native</b>	<b>1.0%</b>	<b>1.0%</b>	<b>1.1%</b>	<b>0.1%</b>	<b>1.2%</b>
<b>Asian</b>	<b>2.9%</b>	<b>1.8%</b>	<b>2.1%</b>	<b>1.8%</b>	<b>1.8%</b>
<b>Native Hawaiian/ Other Pacific Islander</b>	<b>0.1%</b>	<b>0.2%</b>	<b>0.2%</b>	<b>0.1%</b>	<b>0.5%</b>
<b>Other</b>	<b>1.0%</b>	<b>0.2%</b>	<b>0.8%</b>	<b>0.5%</b>	<b>0.2%</b>
<b>Two or More Races</b>	<b>6.0%</b>	<b>6.9%</b>	<b>6.6%</b>	<b>5.7%</b>	<b>5.4%</b>

<b>Population 18 and Over (2020 Census)</b>					
	<b>Director Area 1</b>	<b>Director Area 2</b>	<b>Director Area 3</b>	<b>Director Area 4</b>	<b>Director Area 5</b>
<b>Population</b>	<b>1,438</b>	<b>1,397</b>	<b>1,392</b>	<b>1,271</b>	<b>1,413</b>
<b>Hispanic/Latino</b>	<b>16.4%</b>	<b>17.7%</b>	<b>21.3%</b>	<b>16.5%</b>	<b>11.5%</b>
<b>White</b>	<b>71.2%</b>	<b>70.3%</b>	<b>63.9%</b>	<b>72.6%</b>	<b>77.0%</b>
<b>Black/ African American</b>	<b>1.5%</b>	<b>3.3%</b>	<b>3.8%</b>	<b>3.0%</b>	<b>2.3%</b>
<b>American Indian/ Alaska Native</b>	<b>1.0%</b>	<b>1.1%</b>	<b>1.1%</b>	<b>0.2%</b>	<b>1.4%</b>
<b>Asian</b>	<b>3.1%</b>	<b>2.1%</b>	<b>2.2%</b>	<b>2.3%</b>	<b>2.1%</b>
<b>Native Hawaiian/ Other Pacific Islander</b>	<b>0.1%</b>	<b>0.1%</b>	<b>0.3%</b>	<b>0.1%</b>	<b>0.6%</b>
<b>Other</b>	<b>1.0%</b>	<b>0.2%</b>	<b>0.9%</b>	<b>0.5%</b>	<b>0.2%</b>
<b>Two or More Races</b>	<b>5.6%</b>	<b>5.2%</b>	<b>6.5%</b>	<b>4.9%</b>	<b>4.9%</b>

<b>Citizens by Voting Age- Population Estimate (2015, 2019)</b>					
	<b>Director Area 1</b>	<b>Director Area 2</b>	<b>Director Area 3</b>	<b>Director Area 4</b>	<b>Director Area 5</b>
<b>Population</b>	<b>1,262</b>	<b>1,174</b>	<b>1,531</b>	<b>1,523</b>	<b>1,626</b>
<b>Hispanic/Latino</b>	<b>15.1%</b>	<b>15.9%</b>	<b>13.5%</b>	<b>16.0%</b>	<b>17.2%</b>
<b>White</b>	<b>81.4%</b>	<b>78.7%</b>	<b>71.4%</b>	<b>74.0%</b>	<b>79.5%</b>
<b>Black/ African American</b>	<b>0.6%</b>	<b>2.9%</b>	<b>1.5%</b>	<b>1.6%</b>	<b>0.1%</b>
<b>American Indian/ Alaska Native</b>	<b>0.7%</b>	<b>0.3%</b>	<b>0.6%</b>	<b>0.0%</b>	<b>0.0%</b>
<b>Asian</b>	<b>1.2%</b>	<b>1.4%</b>	<b>7.4%</b>	<b>6.1%</b>	<b>3.2%</b>
<b>Native Hawaiian/ Other Pacific Islander</b>	<b>0.0%</b>	<b>0.0%</b>	<b>2.9%</b>	<b>0.0%</b>	<b>0.0%</b>
<b>Other</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>
<b>Two or More Races</b>	<b>1.0%</b>	<b>0.9%</b>	<b>2.6%</b>	<b>2.3%</b>	<b>0.0%</b>

**RESOLUTION NO. 22-1039**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF JOSHUA BASIN  
WATER DISTRICT APPROVING THE ADJUSTMENT OF THE  
DIRECTOR ELECTORAL BY-DIVISION BOUNDARIES BASED ON  
THE 2020 FEDERAL CENSUS DATA**

**WHEREAS**, the Joshua Basin Water District (“District”) is a county water district organized and operating pursuant to California Water Code section 30000 *et seq.*;

**WHEREAS**, on or about May 1, 2019, the District Board of Directors (“Board”) adopted Ordinance No. 19-10 establishing the by-division election of its directors and adopting an electoral division map (“2019 Map”), commencing with the November 2020 general election;

**WHEREAS**, the District is required by Water Code section 30733(d), Elections Code section 22000 *et seq.*, and Section 6 of Ordinance No. 19-10 to adjust the boundaries of its election divisions after each federal decennial census, using that census as a basis to adjust the boundaries of any divisions so that the divisions are, as far as practicable, equal in population and in compliance with Section 10301 of Title 52 of the United States Code, as amended, to the extent those provisions apply;

**WHEREAS**, the data from the 2020 Federal Census was released in or around October 2021;

**WHEREAS**, based on a review conducted by the District, by way of a demographer hired by the District, the Board has determined that its electoral divisions, as adopted on May 1, 2019, and set forth in the 2019 Map, must be adjusted so as to equalize the population in accordance with federal and State law;

**WHEREAS**, in adjusting the boundaries of the divisions, the Board may give consideration to the following factors: (1) topography, (2) geography, (3) cohesiveness, contiguity, integrity, and compactness of territory, and (4) community of interests of the division, though the controlling factor is equal division of population within such divisions;

**WHEREAS**, the Board duly noticed a public hearing on its March 2, 2022 agenda, published in accordance with the provisions of the Ralph M. Brown Act, as set forth in Chapter 9 (commencing with Section 54950) of Part 1, Division 2, Title 1 of the California Government Code, to consider three proposed redistricting maps (“Initial Maps”) prepared by the District’s demographer;

**WHEREAS**, on March 2, 2022, the Board conducted a public hearing to review the Initial Maps and receive input and comment from the public and the Board;

**WHEREAS**, based on the comments and input received, the District’s demographer returned with the original and updated maps (“Amended Maps”) to be considered at a second duly noticed public hearing to be held by the Board on March 16, 2022, at which the Board will again receive comments and input from the Board and public; and

**WHEREAS**, following the second public hearing, the Board may consider the approval of a final adjusted map, which, if adopted, shall take effect in the manner contemplated by Elections Code section 20000.

**NOW, THEREFORE**, the Board of Directors of the Joshua Basin Water District hereby resolves as follows:

1. **Recitals**. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

2. **Approval of Census Adjusted Map**. The Board hereby approves and adopts the “Final Adjusted Map,” as so designated by the Board at its meeting on March 16, 2022, as so reflected in the minutes for such meeting, and thereafter attached hereto as Exhibit A, which is incorporated herein by this reference.

3. **Completion of Existing Terms**. Following the adoption of the Final Adjusted Map, the existing directors shall continue to be the respective directors of the divisions bearing the number of their division formerly comprised, as set forth in the 2019 Map, until such office becomes vacant by means of the expiration of their term or otherwise, regardless of whether the director is a resident within the boundaries of the division as adjusted.

4. **Residency Requirements**. The successor to a director position, once vacated due to expiration of the term or otherwise, shall be a resident and voter of the division represented by the position.

5. **Delegation of Authority**. The General Manager or their designee are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, but not limited to, sending the Final Adjusted Map and an executed copy of this Resolution to San Bernardino County Registrar of Voters or any other such governmental entity requiring such map for purposes of administering any future District election. The delivery of the Final Adjusted Map to the San Bernardino County Registrar of Voters shall occur no later than April 17, 2022.

6. **Effective Date of Resolution**. This Resolution shall take effect immediately upon its adoption, and the Final Adjusted Map shall supersede for all purposes the 2019 Map, except as contemplated herein or as provided for in Elections Code section 22000.

7. Continuation of Ordinance No. 19-10. Except with respect to the use of the Final Adjusted Map for District elections, the provisions of Ordinance No. 19-10 shall continue to govern and control the implementation of the District's elections.

**PASSED AND ADOPTED** this 16th day of March, 2022, pursuant to the following votes:

AYES: \_\_\_\_\_  
NOES: \_\_\_\_\_  
ABSENT: \_\_\_\_\_  
ABSTAIN: \_\_\_\_\_

By: \_\_\_\_\_  
Thomas Floen, President

By: \_\_\_\_\_  
Sarah Johnson, Acting General Manager & Board Secretary

**EXHIBIT A**

**FINAL ADJUSTED MAP**

*To Be Added to Final Resolution Based on Selection by Board at March 16, 2022 Meeting*