



**FINANCE COMMITTEE MEETING
WEDNESDAY, AUGUST 12, 2020, AT 9:00 AM
61750 CHOLLITA ROAD, JOSHUA TREE, CA 92252**

This meeting will be streamed at <https://us02web.zoom.us/j/83195964395>
There will be no public location to attend in person.

or you may join by phone at 1-253-215-8782, Meeting ID: 8319 596 4395

Members of the public, who wish to comment on any item on the agenda, may submit comments by emailing them to Beverly Waszak at bwaszak@jbwd.com two hours prior to the start of the meeting. Written comments shall follow the three-minute prescribed time limit when read during the meeting and will become part of the Finance Committee meeting minutes.

AGENDA

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. DETERMINATION OF QUORUM
4. APPROVAL OF AGENDA
5. PUBLIC COMMENT
6. APPROVE MINUTES OF THE PRIOR COMMITTEE MEETING -
 - Draft Minutes July 8, 2020
7. REVIEW THE JUNE 2020 CHECK REGISTER – Review and refer to the Board of Directors for approval.
8. APPROPRIATION LIMIT FOR FISCAL YEAR 2020/21 – Anne Roman – Receive and refer to the Board of Directors for adoption of Resolution No. 20-1021.
9. RESERVE FUNDING TRANSFER FOR 2019/20 – Anne Roman – Receive information and refer to the Board of Directors for approval.
10. DIRECTOR OF FINANCE & ACCOUNTING SUPERVISOR JOB DESCRIPTIONS – Sarah Johnson - Receive for information and refer to the Board of Directors for approval and adoption of the new job descriptions.
11. STAFF REPORT – Mark Ban, GM, Susan Greer, AGM-Finance, or Anne Roman, Accountant
12. ADJOURNMENT -

INFORMATION

During "Public Comment," please use the podium microphone. State your name, have your information prepared, and be ready to provide your comments. The District is interested and appreciates your comments. A 3-minute time limit will be imposed. Any person with a disability who requires accommodation to participate in this meeting should telephone Joshua Basin Water District at (760) 366-8438, at least 48 hours before the meeting to request a disability-related modification or accommodation. Materials related to an item on this Agenda submitted to the Committee after distribution of the agenda packet are available for public inspection in the District's office located at 61750 Chollita Road, Joshua Tree, California 92252 during regular business hours.

JOSHUA BASIN WATER DISTRICT
Minutes of the
FINANCE COMMITTEE
Wednesday, July 8, 2020
61750 Chollita Road, Joshua Tree, CA 92252

CALL TO ORDER/PLEDGE OF ALLEGIANCE –President Johnson called the meeting to order at 9:00 a.m.

DETERMINATION OF A QUORUM – President Johnson and Vice President Unger

STAFF PRESENT – Mark Ban, GM, Susan Greer, AGM - Finance, Anne Roman, Accountant, Sarah Johnson, Director of Administration

GUESTS -2

APPROVAL OF AGENDA –

MSC¹ (Unger/Johnson) motion carried to approve the July 8, 2020, Finance Committee Agenda.

PUBLIC COMMENT – None

APPROVE MINUTES OF THE PRIOR COMMITTEE MEETING

- **Draft Minutes of June 3, 2020**

MSC¹ (Unger/Johnson) motion carried to approve the minutes of June 3, 2020.

BRIEF REPORT FROM KAREN TRACY ON INCREASING THE AMOUNT OF THE CUSTOMER ASSISTANCE PROGRAM WITH UNITED WAY – Karen Tracy, President of the CAC (Citizens Advisory Council) stated that the CAC will be proposing that the United Way low income assistance be increased from \$50 to \$120 per year.

REVIEW THE MAY 2020 CHECK REGISTER – The Committee reviewed the May 2020 check register and a brief Q&A followed.

MSC¹ (Unger/Johnson) motion carried to refer the May 2020 check register to the Board of Directors for approval.

3rd QUARTER ENDING 3/31/20 FINANCIAL REPORT – The Committee reviewed the 3rd Quarter Financial Report in depth and a brief Q&A followed.

MSC¹ (Unger/Johnson) motion carried to refer the 3rd Quarter Ending 3/31/20 Financial Report to the Board of Directors to accept and file.

STAFF REPORT – GM Ban informed the Committee about the Customer Service Remodel.

ADJOURNMENT - **MSC¹ (Unger/Johnson)** to adjourn the Finance Committee meeting at 9:43 a.m.

Respectfully Submitted,

Susan Greer, Assistant General Manager/Controller



Joshua Basin Water District

***Check Report JBWD**

By Check Number

Date Range: 06/01/2020 - 06/30/2020

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: AP-AP Cash						
000205	LORI G. HERBEL	06/16/2020	Regular	0.00	-175.00	62226
007500	NORTHAMERICAN TRANSPORTATION ASSOCIATIC	06/16/2020	Regular	0.00	-332.11	62306
000504	ACTION PUMPING, INC.	06/03/2020	Regular	0.00	1,750.00	62312
<u>12832</u>	Invoice	06/03/2020	HDMC WW: PUMPING	0.00	1,750.00	
013346	ANDY'S LANDSCAPE & TREE SERVICE INC.	06/03/2020	Regular	0.00	850.00	62313
<u>9063L</u>	Invoice	06/03/2020	DEMO GARDEN/BUILD MAINT THRU 5/15/20	0.00	775.00	
<u>9064L</u>	Invoice	06/03/2020	CIMIS WEATHER STATION MAINT THRU 5/15...	0.00	75.00	
000214	BABCOCK LABORATORIES, INC.	06/03/2020	Regular	0.00	1,326.00	62314
<u>CE02270-2287</u>	Invoice	06/03/2020	SAMPLING	0.00	1,326.00	
013889	CARL OTTESON'S CERTIFIED BACKFLOW TESTING I	06/03/2020	Regular	0.00	50.00	62315
<u>5188</u>	Invoice	06/03/2020	DEMO GARDEN BACKFLOW TEST	0.00	50.00	
013890	CHRIS HANLEY	06/03/2020	Regular	0.00	24,531.00	62316
<u>CH052720</u>	Invoice	06/03/2020	REFUND; REMOTE METER FRONT FOOTAGE ...	0.00	24,531.00	
000237	COLONIAL LIFE & ACCIDENT INSURANCE CO, INC.	06/03/2020	Regular	0.00	2,132.20	62317
<u>3990561-0505243</u>	Invoice	06/03/2020	EE LIFE INSURANCE - MAY 20	0.00	2,132.20	
013891	DESERT ESCROW INC.	06/03/2020	Regular	0.00	3,500.00	62318
<u>DEI052220</u>	Invoice	06/03/2020	ESCROW DEPOSIT: LAND ACQUISITION: H-RE...	0.00	3,500.00	
VEN01466	FEDAK & BROWN LLP	06/03/2020	Regular	0.00	4,250.00	62319
<u>FB0620</u>	Invoice	06/03/2020	FINANCIAL AUDIT 19/20 - MAY 20	0.00	4,250.00	
013222	FRONTIER COMMUNICATIONS INC.	06/03/2020	Regular	0.00	202.79	62320
<u>FC0620</u>	Invoice	06/03/2020	HDMC WWTP - TELEPHONE	0.00	202.79	
000058	GARDA CL WEST, INC.	06/03/2020	Regular	0.00	751.08	62321
<u>10567485</u>	Invoice	06/03/2020	COURIER FEES - JUN 20	0.00	751.08	
013802	HASA, INC.	06/03/2020	Regular	0.00	393.09	62322
<u>687508</u>	Invoice	06/03/2020	WATER TREATMENT EXPENSE	0.00	393.09	
009054	KATHLEEN J. RADNICH	06/03/2020	Regular	0.00	1,138.20	62323
<u>200524-1</u>	Invoice	06/03/2020	PUBLIC RELATIONS SERVICES	0.00	571.20	
<u>200531-1</u>	Invoice	06/03/2020	PUBLIC RELATIONS SERVICES	0.00	567.00	
000156	FORSHOCK	06/03/2020	Regular	0.00	19,173.79	62324
<u>2000047</u>	Invoice	06/03/2020	SCADA IMPROVEMENTS - PH 3	0.00	19,009.14	
<u>2000048</u>	Invoice	06/03/2020	SCADA REPAIRS	0.00	164.65	
000193	MORONGO BASIN CONSERVATION ASSOCIATION,	06/03/2020	Regular	0.00	500.00	62325
<u>MBCA052620</u>	Invoice	06/03/2020	SUPPORT OF DESERT WISE LANDSCAPE TOUR	0.00	500.00	
000070	ONLINE INFORMATION SERVICES, INC.	06/03/2020	Regular	0.00	194.30	62326
<u>999058</u>	Invoice	06/03/2020	ID VERIF. SERV. THRU 05/31/20	0.00	194.30	
008415	PRUDENTIAL OVERALL SUPPLY	06/03/2020	Regular	0.00	271.53	62327
<u>22993336</u>	Invoice	06/03/2020	SHOP EXPENSE	0.00	160.77	
<u>22993339</u>	Invoice	06/03/2020	SHOP EXPENSE	0.00	110.76	
009065	RDO EQUIPMENT COMPANY	06/03/2020	Regular	0.00	342.85	62328
<u>P7164535</u>	Invoice	06/03/2020	TRACTOR SUPPLIES	0.00	342.85	
013831	SATMODO LLC	06/03/2020	Regular	0.00	151.86	62329

*Check Report JBWD

Date Range: 06/01/2020 - 06/30/2020

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<u>147990</u>	Invoice	06/03/2020	EMERGENCY SATELLITE PHONES - JUN 20	0.00	151.86	
013833	SERVICEMASTER 360 PREMIER CLEANING	06/03/2020	Regular	0.00	1,278.09	62330
<u>J81692</u>	Invoice	06/03/2020	JANITORIAL SERVICES - JUN 20	0.00	1,278.09	
009920	STANDARD INSURANCE CO	06/03/2020	Regular	0.00	1,603.02	62331
<u>ST0620</u>	Invoice	06/03/2020	EE LIFE INSURANCE - JUN 20	0.00	1,603.02	
009981	SWRCB FEES	06/03/2020	Regular	0.00	250.00	62332
<u>SW060220</u>	Invoice	06/03/2020	WELL 10, 14, 15, 16 & 17 EXTRACTION	0.00	250.00	
010850	UNDERGROUND SERVICE ALERT	06/03/2020	Regular	0.00	97.45	62333
<u>520200342</u>	Invoice	06/03/2020	TICKET DELIVERY SERVICE - MAY 20	0.00	97.45	
010990	UTILIQUEST L.L.C.	06/03/2020	Regular	0.00	246.48	62334
<u>290492-Q</u>	Invoice	06/03/2020	CONTRACT LOCATING EXPENSE	0.00	148.28	
<u>290718-Q</u>	Invoice	06/03/2020	CONTRACT LOCATING EXPENSE	0.00	98.20	
000501	ACWA/JPIA	06/17/2020	Regular	0.00	24,251.97	62360
<u>0648208</u>	Invoice	06/17/2020	EE HEALTH BENEFIT & EAP JULY 20	0.00	24,251.97	
000214	BABCOCK LABORATORIES, INC.	06/17/2020	Regular	0.00	2,472.00	62361
<u>CF00155-2287</u>	Invoice	06/17/2020	HDMC WWTP - SAMPLING	0.00	311.00	
<u>CF00214-2287</u>	Invoice	06/17/2020	SAMPLING	0.00	252.00	
<u>CF00232-2287</u>	Invoice	06/17/2020	SAMPLING	0.00	736.00	
<u>CF00586-2287</u>	Invoice	06/17/2020	SAMPLING	0.00	102.00	
<u>CF00807-2287</u>	Invoice	06/17/2020	HDMC WWTP - SAMPLING	0.00	216.00	
<u>CF01117-2287</u>	Invoice	06/17/2020	SAMPLING	0.00	736.00	
<u>CF01162-2287</u>	Invoice	06/17/2020	SAMPLING	0.00	119.00	
013338	BEVERLY WASZAK	06/17/2020	Regular	0.00	195.27	62362
<u>8W06112020</u>	Invoice	06/17/2020	REIMB: MILEAGE	0.00	195.27	
001555	CENTRATL LLC	06/17/2020	Regular	0.00	526.52	62363
<u>200602252101</u>	Invoice	06/17/2020	DISPATCH SERVICES - MAY 20	0.00	526.52	
013790	COLANTUONO, HIGHSMITH & WHATLEY, PC	06/17/2020	Regular	0.00	867.00	62364
<u>42587</u>	Invoice	06/17/2020	LEGAL SERVICES - MAY 20	0.00	867.00	
013365	IMAGE SOURCE	06/17/2020	Regular	0.00	182.78	62365
<u>25AR1136538</u>	Invoice	06/17/2020	SHOP EXPENSE 5/01/20 - 5/31/20	0.00	34.13	
<u>25AR1140280</u>	Invoice	06/17/2020	OFFICE EXPENSE 5/5/20 - 6/4/20	0.00	148.65	
001933	COUNTY OF SAN BERNARDINO	06/17/2020	Regular	0.00	357.06	62366
<u>2019-0304PT</u>	Invoice	06/17/2020	UNPAID SPECIAL ASSESSMENT REPORT	0.00	357.06	
000229	C & S ELECTRIC	06/17/2020	Regular	0.00	400.00	62367
<u>3020</u>	Invoice	06/17/2020	PUMPING PLANT REPAIRS	0.00	400.00	
013837	GEMINI GROUP LLC	06/17/2020	Regular	0.00	3,220.00	62368
<u>120-14072</u>	Invoice	06/17/2020	CONSUMER CONFIDENCE REPORT PRODUCT...	0.00	3,220.00	
004700	I-10 TOYOTA	06/17/2020	Regular	0.00	171,902.57	62369
<u>T44406</u>	Invoice	06/17/2020	2020 TOYOTA 4RUNNER V43	0.00	43,694.66	
<u>T45234</u>	Invoice	06/17/2020	2020 TOYOTA TUNDRA 4X4 V40	0.00	43,226.91	
<u>T45768</u>	Invoice	06/17/2020	2020 TOYOTA TUNDRA 4X4 V41	0.00	43,114.85	
<u>TT45806</u>	Invoice	06/17/2020	2020 TOYOTA TACOMA 4X4 V42	0.00	41,866.15	
004720	INLAND WATER WORKS	06/17/2020	Regular	0.00	29,930.53	62370
<u>S1031990.001</u>	Invoice	06/17/2020	INVENTORY/CIRP SUPPLIES/MAINLINE SUPPL..	0.00	29,715.84	
<u>S1031990.002</u>	Invoice	06/17/2020	INVENTORY	0.00	147.62	
<u>S1035861.001</u>	Invoice	06/17/2020	CIRP SUPPLIES	0.00	67.07	
009054	KATHLEEN J. RADNICH	06/17/2020	Regular	0.00	1,045.80	62371
<u>200607-1</u>	Invoice	06/17/2020	PUBLIC RELATIONS SERVICES	0.00	529.20	

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Date Range: 06/01/2020 - 06/30/2020

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Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<u>200614-1</u>	Invoice	06/17/2020	PUBLIC RELATIONS SERVICES	0.00	516.60	
010633	LISA THOMPSON	06/17/2020	Regular	0.00	226.64	62372
<u>1T060920</u>	Invoice	06/17/2020	EDUCATION REIMBURSEMENT	0.00	226.64	
013857	MICHAEL BAKER INTERNATIONAL, INC.	06/17/2020	Regular	0.00	25,360.00	62373
<u>1067439</u>	Invoice	06/17/2020	SADDLEBACK WATERMAIN SURVEY THRU 11...	0.00	7,360.00	
<u>1076472</u>	Invoice	06/17/2020	SADDLEBACK WATERMAIN SURVEY THRU 2/...	0.00	5,400.00	
<u>1077610</u>	Invoice	06/17/2020	SADDLEBACK WATERMAIN SURVEY THRU 3/...	0.00	9,000.00	
<u>1084587</u>	Invoice	06/17/2020	SADDLEBACK WATERMAIN SURVEY THRU 5/...	0.00	3,600.00	
013344	MUNICIPAL DIVING SERVICES, INC.	06/17/2020	Regular	0.00	23,380.00	62374
<u>1981</u>	Invoice	06/17/2020	TANK MAINTENANCE & REPAIRS: C-2B, B-1 &..	0.00	23,380.00	
003930	NBS	06/17/2020	Regular	0.00	651.00	62375
<u>520000024</u>	Invoice	06/17/2020	CMM DELIQUENT LETTERS	0.00	651.00	
013892	NEXTERA ENERGY RESOURCES, LLC	06/17/2020	Regular	0.00	23,192.24	62376
<u>NER061720</u>	Invoice	06/17/2020	PLAN CHECK DEPOSIT REFUND	0.00	23,192.24	
007500	NORTHAMERICAN TRANSPORTATION ASSOCIATIC	06/17/2020	Regular	0.00	70.00	62377
<u>30361REVISED</u>	Invoice	06/17/2020	PRORATED ANNUAL ASSOC DUES THRU 7/1/...	0.00	70.00	
000283	OCCU-MED, LTD.	06/17/2020	Regular	0.00	477.50	62378
<u>0520772OA</u>	Invoice	06/17/2020	EE RECRUITING EXPENSE	0.00	477.50	
008415	PRUDENTIAL OVERALL SUPPLY	06/17/2020	Regular	0.00	162.34	62379
<u>23000230</u>	Invoice	06/17/2020	SHOP EXPENSE	0.00	103.16	
<u>23000234</u>	Invoice	06/17/2020	SHOP EXPENSE	0.00	59.18	
013348	YUCCA AUTO BODY	06/17/2020	Regular	0.00	11,517.81	62380
<u>YAB061720</u>	Invoice	06/17/2020	VEHICLE REPAIRS: V32	0.00	11,517.81	
000091	SAN BERNARDINO COUNTY RECORDER	06/17/2020	Regular	0.00	100.00	62381
<u>SB061120</u>	Invoice	06/17/2020	RELEASE OF LIENS	0.00	100.00	
013820	SC FUELS	06/17/2020	Regular	0.00	4,180.21	62382
<u>1640970-IN</u>	Invoice	06/17/2020	FUEL FOR VEHICLES	0.00	4,180.21	
VEN01020	SOUTHWEST NETWORKS, INC.	06/17/2020	Regular	0.00	17,931.51	62383
<u>20-5088</u>	Invoice	06/17/2020	SUPPLEMENTAL IT SERVICES (AMC) - THRU 5...	0.00	997.50	
<u>20-5515</u>	Invoice	06/17/2020	OFFICE EQUIPMENT	0.00	2,466.01	
<u>20-60015C</u>	Invoice	06/17/2020	IT SERVICES - 7/20 - 9/20	0.00	13,662.00	
<u>20-60105C</u>	Invoice	06/17/2020	OFFICE 365 MONTHLY MAINT - JULY 20	0.00	806.00	
011101	VAGABOND WELDING SUPPLY	06/17/2020	Regular	0.00	59.27	62384
<u>111432</u>	Invoice	06/17/2020	PUMPING PLANT SUPPLIES	0.00	59.27	
010990	UTILIQUEST L.L.C.	06/17/2020	Regular	0.00	691.16	62385
<u>290973-Q</u>	Invoice	06/17/2020	CONTRACT LOCATING EXPENSE	0.00	271.44	
<u>291260-Q</u>	Invoice	06/17/2020	CONTRACT LOCATING EXPENSE	0.00	419.72	
013809	WEST COAST CIVIL, INC.	06/17/2020	Regular	0.00	5,850.00	62386
<u>2073</u>	Invoice	06/17/2020	ENG: TILFORD MAINLINE REPLACEMENT TH...	0.00	5,850.00	
011615	WESTERN EXTERMINATOR CO.	06/17/2020	Regular	0.00	34.00	62387
<u>8100810</u>	Invoice	06/17/2020	PEST CONTROL SERVICES - SHOP	0.00	34.00	
013359	XEROX FINANCIAL SERVICES	06/17/2020	Regular	0.00	616.21	62388
<u>2125750</u>	Invoice	06/17/2020	SHOP EXPENSE 5/27/20 - 6/26/20	0.00	220.55	
<u>2134850</u>	Invoice	06/17/2020	OFFICE EXPENSE 6/7/20 - 7/6/20	0.00	395.66	
000233	NAPA AUTO PARTS	06/17/2020	Regular	0.00	412.70	62389
<u>324679</u>	Invoice	06/17/2020	VEHICLE MAINTENANCE: V37 & V29	0.00	408.46	
<u>324680</u>	Invoice	06/17/2020	VEHICLE MAINTENANCE: V29	0.00	4.24	

*Check Report JBWD

Date Range: 06/01/2020 - 06/30/2020

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
000985	AVALON URGENT CARE	06/17/2020	Regular	0.00	100.00	62390
<u>62385</u>	Invoice	06/17/2020	PHYSICAL DMV/DOT	0.00	100.00	
013894	AARON'S AIR SERVICES, INC	06/30/2020	Regular	0.00	2,250.00	62391
<u>5058</u>	Invoice	06/30/2020	A/C REPAIRS	0.00	2,250.00	
000501	ACWA/JPIA	06/30/2020	Regular	0.00	903.00	62392
<u>0-0000006819</u>	Invoice	06/30/2020	PUBL EE FIDELITY INS 07/01/20 - 06/30/21	0.00	903.00	
000575	AFSCME LOCAL 1902	06/30/2020	Regular	0.00	572.58	62393
<u>AFSCME0620</u>	Invoice	06/30/2020	EE UNION DUES - JUN 20	0.00	572.58	
000999	AMERICAN WATER WORKS ASSOC.	06/30/2020	Regular	0.00	445.00	62394
<u>AWWA0620</u>	Invoice	06/30/2020	MEMBERSHIP RENEWAL THRU 8/31/21	0.00	445.00	
013346	ANDY'S LANDSCAPE & TREE SERVICE INC.	06/30/2020	Regular	0.00	1,275.00	62395
<u>9073L</u>	Invoice	06/30/2020	DEMO GARDEN/BUILD MAINT THRU 06/15/...	0.00	775.00	
<u>9074L</u>	Invoice	06/30/2020	DEMO GARDEN/BUILD MAINT THRU 06/30/...	0.00	387.50	
<u>9075L</u>	Invoice	06/30/2020	CIMIS WEATHER STATION MAINT THRU 06/...	0.00	75.00	
<u>9076L</u>	Invoice	06/30/2020	CIMIS WEATHER STATION MAINT THRU 06/...	0.00	37.50	
013863	ATKINSON, ANDELSON, LOYA, RUUD AND ROMO	06/30/2020	Regular	0.00	392.70	62396
<u>596926</u>	Invoice	06/30/2020	LABOR LEGAL SERVICES THRU 05/31/20	0.00	392.70	
000214	BABCOCK LABORATORIES, INC.	06/30/2020	Regular	0.00	882.00	62397
<u>CF01491-2287</u>	Invoice	06/30/2020	HDMC WWTP - SAMPLING	0.00	348.00	
<u>CF01918-2287</u>	Invoice	06/30/2020	HDMC WWTP - SAMPLING	0.00	216.00	
<u>CF01982-2287</u>	Invoice	06/30/2020	SAMPLING	0.00	102.00	
<u>CF02055-2287</u>	Invoice	06/30/2020	HDMC WWTP - SAMPLING	0.00	216.00	
013893	CODY BOSE WHITE	06/30/2020	Regular	0.00	487.50	62398
<u>21237</u>	Invoice	06/30/2020	AUDIO AND VIDEO WIRING	0.00	487.50	
000237	COLONIAL LIFE & ACCIDENT INSURANCE CO, INC.	06/30/2020	Regular	0.00	2,132.20	62399
<u>3990561-0605226</u>	Invoice	06/30/2020	EE LIFE INSURANCE - JUN 20	0.00	2,132.20	
013891	DESERT ESCROW INC.	06/30/2020	Regular	0.00	31,500.00	62400
<u>242121-MJT</u>	Invoice	06/30/2020	ESCROW BALANCE: LAND AQUISITION: H-RE...	0.00	31,500.00	
000036	GARRETT A. WARD	06/30/2020	Regular	0.00	2,000.00	62401
<u>1403</u>	Invoice	06/30/2020	TEN (10) LOADS OF FILL DIRT DELIVERED	0.00	2,000.00	
004018	HACH COMPANY	06/30/2020	Regular	0.00	2,877.94	62402
<u>11993912</u>	Invoice	06/30/2020	PUMP PLANT SUPPLIES/SMALL TOOLS-PROD	0.00	2,877.94	
004152	HI-DESERT STAR	06/30/2020	Regular	0.00	259.20	62403
<u>29760</u>	Invoice	06/30/2020	PUBLIC NOTICE: WATER AVAILABILITY ASSES...	0.00	259.20	
013797	INFOSEND, INC.	06/30/2020	Regular	0.00	3,639.58	62404
<u>172720</u>	Invoice	06/30/2020	PRINT & MAIL WATER BILL - JUN 20	0.00	3,639.58	
004720	INLAND WATER WORKS	06/30/2020	Regular	0.00	198.31	62405
<u>51035861.002</u>	Invoice	06/30/2020	CIRP SUPPLIES	0.00	198.31	
009054	KATHLEEN J. RADNICH	06/30/2020	Regular	0.00	541.80	62406
<u>200621-1</u>	Invoice	06/30/2020	PUBLIC RELATIONS SERVICES	0.00	541.80	
003215	FRED'S TIRE & AUTOMOTIVE	06/30/2020	Regular	0.00	684.26	62407
<u>26481</u>	Invoice	06/30/2020	VEHICLE MAINT: V32	0.00	684.26	
000156	FORSHOCK	06/30/2020	Regular	0.00	5,300.49	62408
<u>2000059</u>	Invoice	06/30/2020	SCADA IMPROVEMENTS PH 3	0.00	4,225.49	
<u>2000060</u>	Invoice	06/30/2020	SCADA IMPROVEMENT PH 3	0.00	1,075.00	
000236	PAYPRO ADMINISTRATORS	06/30/2020	Regular	0.00	55.00	62409

*Check Report JBWD

Date Range: 06/01/2020 - 06/30/2020

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<u>75128</u>	Invoice	06/30/2020	FSA ADMIN FEES - MAY 20	0.00	55.00	
008415	PRUDENTIAL OVERALL SUPPLY	06/30/2020	Regular	0.00	162.34	62410
<u>23007196</u>	Invoice	06/30/2020	SHOP EXPENSE	0.00	103.16	
<u>23007199</u>	Invoice	06/30/2020	SHOP EXPENSE	0.00	59.18	
009065	RDO EQUIPMENT COMPANY	06/30/2020	Regular	0.00	366.30	62411
<u>W24375456</u>	Invoice	06/30/2020	TRACTOR REPAIR: JD WHEEL LOADER 544K	0.00	366.30	
011101	VAGABOND WELDING SUPPLY	06/30/2020	Regular	0.00	65.25	62412
<u>111456</u>	Invoice	06/30/2020	PUMPING PLANT SUPPLIES	0.00	65.25	
010990	UTILIQUEST L.L.C.	06/30/2020	Regular	0.00	83.52	62413
<u>291515-Q</u>	Invoice	06/30/2020	CONTRACT LOCATING EXPENSE	0.00	83.52	
000327	WATER QUALITY SPECIALISTS	06/30/2020	Regular	0.00	13,057.03	62414
<u>6605</u>	Invoice	06/30/2020	HDMC WWTP: OPERATION/MAINT/REPAIR - ...	0.00	9,557.03	
<u>6651</u>	Invoice	06/30/2020	HDMC WWTP: OPERATION & MAINT - JUN 20	0.00	3,500.00	
000233	NAPA AUTO PARTS	06/30/2020	Regular	0.00	180.41	62415
<u>325562</u>	Invoice	06/30/2020	CIRP SUPPLIES	0.00	13.68	
<u>326536</u>	Invoice	06/30/2020	VEHICLE MAINTENANCE: SUPPLIES & V28	0.00	142.73	
<u>326537</u>	Invoice	06/30/2020	BUILDING MAINTENANCE: SHOP	0.00	13.04	
<u>326556</u>	Invoice	06/30/2020	VEHICLE MAINTENANCE SUPPLIES	0.00	10.96	
009880	SOUTHERN CALIFORNIA EDISON CO	06/03/2020	Manual	0.00	2,066.58	901424
<u>SCE052Q</u>	Invoice	06/03/2020	POWER TO BLDGS & GEN - MAY 20	0.00	2,066.58	
000510	TIME WARNER CABLE	06/03/2020	Manual	0.00	355.72	901425
<u>000897005222Q</u>	Invoice	06/03/2020	CABLE & INTERNET - MAY 20	0.00	355.72	
009878	SOUTHERN CALIFORNIA EDISON	06/03/2020	Manual	0.00	24,761.58	901426
<u>SCE052Q</u>	Invoice	05/29/2020	POWER FOR PUMPING - MAY 20	0.00	24,761.58	
004110	BURRTEC WASTE & RECYCLING SVCS	06/03/2020	Manual	0.00	444.19	901427
<u>BW062Q</u>	Invoice	06/03/2020	TRASH & RECYCLING (OFFICE) - JUN 20	0.00	156.51	
<u>BW062QB</u>	Invoice	06/03/2020	TRASH REMOVAL (SHOP) - JUN 20	0.00	287.68	
001517	CalPERS	06/03/2020	Manual	0.00	12,540.55	901428
<u>PPE 5-22-20</u>	Invoice	06/03/2020	PAY PERIOD ENDING 5/22/20	0.00	12,540.55	
000236	PAYPRO ADMINISTRATORS	06/12/2020	Manual	0.00	122.91	901430
<u>PPE 6-5-20</u>	Invoice	06/12/2020	EE FSA DEDUCTIONS 6-12-20	0.00	122.91	
001517	CalPERS	06/12/2020	Manual	0.00	12,581.36	901431
<u>PPE 6-5-20</u>	Invoice	06/12/2020	PAY PERIOD ENDING 6/5/20	0.00	12,581.36	
000248	PAYCHEX	06/12/2020	Manual	0.00	340.39	901432
<u>34148Q</u>	Invoice	06/12/2020	PAYROLL PROCESSING FEE	0.00	340.39	
001630	AT&T MOBILITY	06/17/2020	Manual	0.00	2,293.33	901433
<u>829480028X0605..</u>	Invoice	06/17/2020	COMMUNICATIONS - MAY 20	0.00	2,293.33	
013196	TPX COMMUNICATIONS	06/17/2020	Manual	0.00	524.99	901434
<u>130440311-0</u>	Invoice	06/17/2020	TELEPHONE (OFFICE) - MAY 20	0.00	524.99	
001011	BUSINESS CARD	06/17/2020	Manual	0.00	3,165.59	901435
<u>BA052Q</u>	Invoice	06/17/2020	EE TRAINING/OFFICE SUPPLIES/SUBSCRIPTI...	0.00	3,165.59	
001009	BUSINESS CARD	06/17/2020	Manual	0.00	143.24	901436
<u>BA052Q</u>	Invoice	06/17/2020	MEMBERSHIP FEES & FUEL	0.00	143.24	
001004	BUSINESS CARD	06/17/2020	Manual	0.00	635.54	901437
<u>BA052Q</u>	Invoice	06/17/2020	TELEPHONE (OFFICE)	0.00	635.54	
001014	BUSINESS CARD	06/17/2020	Manual	0.00	670.73	901438

*Check Report JBWD

Date Range: 06/01/2020 - 06/30/2020

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<u>BA0520</u>	Invoice	06/17/2020	TANK & RESERVOIR MAINTENANCE	0.00	670.73	
VEN01533	PAYMENTUS GROUP INC.	06/22/2020	Manual	0.00	2,962.20	901439
<u>INV-15-103253</u>	Invoice	06/22/2020	CREDIT CARD PROCESSING FEE - MAY 20	0.00	2,962.20	
004195	HOME DEPOT CREDIT SERVICES	06/24/2020	Manual	0.00	2,677.67	901440
<u>HD0520</u>	Invoice	06/24/2020	PUMPING PLANT/SMALL TOOLS/BUILDING ...	0.00	2,677.67	
001517	CalPERS	06/25/2020	Manual	0.00	12,596.27	901441
<u>PPE 6-19-20</u>	Invoice	06/25/2020	PAY PERIOD ENDING 6/19/20	0.00	12,596.27	
000236	PAYPRO ADMINISTRATORS	06/26/2020	Manual	0.00	122.91	901442
<u>PPE 6-19-20</u>	Invoice	06/26/2020	EE FSA DEDUCTIONS 6-26-20	0.00	122.91	
000248	PAYCHEX	06/26/2020	Manual	0.00	361.70	901443
<u>341847</u>	Invoice	06/25/2020	PAYROLL PROCESSING FEE	0.00	361.70	
000025	ICMA RC	06/30/2020	Manual	0.00	4,668.00	901444
<u>ICMARC0620</u>	Invoice	06/30/2020	457 REMITTANCE - JUN 20	0.00	4,668.00	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	119	79	0.00	485,659.23
Manual Checks	21	20	0.00	84,035.45
Voided Checks	0	2	0.00	-507.11
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	140	101	0.00	569,187.57

*Check Report JBWD

Date Range: 06/01/2020 - 06/30/2020

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: CN-CITY NATIONAL BANK - MUNI FIN LOAN						
013809	WEST COAST CIVIL, INC.	06/03/2020	Manual	0.00	9,820.00	800030
<u>2039</u>	Invoice	06/03/2020	ENG: SADDLEBACK MAINLINE REPLACEMENT..	0.00	1,520.00	
<u>2040</u>	Invoice	06/03/2020	ENG: TILFORD MAINLINE REPLACEMENT TH...	0.00	8,300.00	

Bank Code CN Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	2	1	0.00	9,820.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<u>2</u>	<u>1</u>	<u>0.00</u>	<u>9,820.00</u>

**JOSHUA BASIN WATER DISTRICT
UTILITY REFUND REGISTER**

<u>Account Number</u>	<u>Name</u>	<u>Date</u>	<u>Type</u>	<u>Amount</u>	<u>Reference</u>
03-00288-000	MARK BLAUSTONE FAM TR /	8/2/2020	Reverse Refund Check Adjustment	-7.14	REVERSE REFUND
03-00455-004	BEEDE, BENJAMIN T	8/2/2020	Reverse Refund Check Adjustment	-26.96	REVERSE REFUND
04-00018-013	RUBEN ZUNIGA & ELSA CHAVEZ	8/2/2020	Reverse Refund Check Adjustment	-1.98	REVERSE REFUND
05-00051-007	WALTERS, MINDEE	8/2/2020	Reverse Refund Check Adjustment	-15.40	REVERSE REFUND
05-00131-020	PERES, NICHOLAS E	8/2/2020	Reverse Refund Check Adjustment	-0.84	REVERSE REFUND
05-00131-020	PERES, NICHOLAS E	8/2/2020	Reverse Refund Check Adjustment	-43.90	REVERSE REFUND
08-00028-011	COLEGIO, JOSEPH	8/2/2020	Reverse Refund Check Adjustment	-0.43	REVERSE REFUND
08-00029-017	WAN, LUJAO	8/2/2020	Reverse Refund Check Adjustment	-41.08	REVERSE REFUND
08-00041-011	EISENMAN, NADAV	8/2/2020	Reverse Refund Check Adjustment	-81.17	REVERSE REFUND
08-00057-017	GARRISON, JULIETTE K	8/2/2020	Reverse Refund Check Adjustment	-0.10	REVERSE REFUND
07-00031-009	SHAW, PAMELA J	8/2/2020	Reverse Refund Check Adjustment	-1.43	REVERSE REFUND
07-00094-007	DEBRUCE, ELWANDA	8/2/2020	Reverse Refund Check Adjustment	-16.38	REVERSE REFUND
07-00118-002	LINGAN, ISHAI B	8/2/2020	Reverse Refund Check Adjustment	-29.33	REVERSE REFUND
08-00045-017	WILLIAMS, ELIZABETH A	8/2/2020	Reverse Refund Check Adjustment	-12.30	REVERSE REFUND
08-00111-011	WESTERN SANDS MANAGEMENT INC	8/2/2020	Reverse Refund Check Adjustment	-1.04	REVERSE REFUND
09-00009-004	COLVIN, JOHN DAVID HENRY	8/2/2020	Reverse Refund Check Adjustment	-101.40	REVERSE REFUND
10-00010-008	BRANTNER, DYLAN	8/2/2020	Reverse Refund Check Adjustment	-48.62	REVERSE REFUND
10-00315-009	CRAIG, JUSTIN	8/2/2020	Reverse Refund Check Adjustment	-130.20	REVERSE REFUND
11-00002-010	POE, MARY LANE	8/2/2020	Reverse Refund Check Adjustment	-28.51	REVERSE REFUND
13-00088-017	CUESTA, CHRIS N	8/2/2020	Reverse Refund Check Adjustment	-16.62	REVERSE REFUND
14-00041-015	HARRIS, SARAH R	8/2/2020	Reverse Refund Check Adjustment	-2.82	REVERSE REFUND
14-00180-014	CLICK, HALEY E	8/2/2020	Reverse Refund Check Adjustment	-4.83	REVERSE REFUND
50-00038-028	ROSATI, CRYSTAL L	8/2/2020	Reverse Refund Check Adjustment	-36.18	REVERSE REFUND
52-00005-021	ZENTENO-TORRES, VICTORIA	8/2/2020	Reverse Refund Check Adjustment	-121.18	REVERSE REFUND
52-00182-021	PRESTIGE PROPERTIES	8/2/2020	Reverse Refund Check Adjustment	-8.56	REVERSE REFUND
53-00018-012	HARNAGE, DENNIS A	8/2/2020	Reverse Refund Check Adjustment	-4.10	REVERSE REFUND
53-00037-013	CASTANEDA TRUST 5/27/15	8/2/2020	Reverse Refund Check Adjustment	-30.70	REVERSE REFUND
54-00042-007	GALLEN, WILLIAM J	8/2/2020	Reverse Refund Check Adjustment	-161.11	REVERSE REFUND
54-00183-014	PRESTIGE PROPERTIES	8/2/2020	Reverse Refund Check Adjustment	-17.38	REVERSE REFUND
55-00078-011	WILBUR, JEFFREY A	8/2/2020	Reverse Refund Check Adjustment	-4.46	REVERSE REFUND
55-00080-026	CUSHMAN, ALICIA	8/2/2020	Reverse Refund Check Adjustment	-225.00	REVERSE REFUND
55-00134-013	BULLARD, KELLY	8/2/2020	Reverse Refund Check Adjustment	-0.63	REVERSE REFUND
58-00095-004	GLADDEN, JOSHUA J	8/2/2020	Reverse Refund Check Adjustment	-8.83	REVERSE REFUND
57-00007-002	BENNYWORTH, BARBARA L	8/2/2020	Reverse Refund Check Adjustment	-97.54	REVERSE REFUND
58-00087-008	HOUT, MARANIE	8/2/2020	Reverse Refund Check Adjustment	-9.46	REVERSE REFUND
58-00113-007	ALE, AARON DAVID	8/2/2020	Reverse Refund Check Adjustment	-4.06	REVERSE REFUND
59-00012-003	HARTMAN, CHRISTOPHER P	8/2/2020	Reverse Refund Check Adjustment	-48.30	REVERSE REFUND
59-00208-009	CARDENAS, ANTHONY J	8/2/2020	Reverse Refund Check Adjustment	-8.77	REVERSE REFUND
61-00182-021	REHOME, MATTHEW G	8/2/2020	Reverse Refund Check Adjustment	-137.58	REVERSE REFUND
63-00012-008	LAGRAPPE, JAMES C III	8/2/2020	Reverse Refund Check Adjustment	-118.44	REVERSE REFUND
63-00140-008	JOHNSON, SARRA A	8/2/2020	Reverse Refund Check Adjustment	-41.76	REVERSE REFUND
63-00161-005	WILLIAMS, CHYVONNE M	8/2/2020	Reverse Refund Check Adjustment	-8.44	REVERSE REFUND
65-00455-008	NGUYEN, KHUYEN H	8/2/2020	Reverse Refund Check Adjustment	-58.08	REVERSE REFUND
04-00180-000	INC, DYNAMIC DESIGN BUILD	8/17/2020	Refund	24.90	Check #: 62335
05-00089-001	GREEN, STANLEY E	8/17/2020	Refund	161.13	Check #: 62336
10-00182-000	WILKINSON, GENE & JANET	8/17/2020	Refund	1,302.64	Check #: 62337
12-00382-014	GIANUNZIO, RASHEA	8/17/2020	Refund	77.72	Check #: 62338
13-00086-003	S JONES ENTERPRISES INC	8/17/2020	Refund	1.95	Check #: 62339
14-00084-001	BOULWARE, CHARLES ED	8/17/2020	Refund	97.95	Check #: 62340
55-00245-013	MARTINEZ, KIANNA	8/17/2020	Refund	110.79	Check #: 62341
58-00036-007	USHER, SILVER	8/17/2020	Refund	243.39	Check #: 62342
62-00099-009	UNDERWOOD, SHARON	8/17/2020	Refund	248.54	Check #: 62343
64-00028-013	FAULHABER, DAN	8/17/2020	Refund	94.62	Check #: 62344
03-00455-004	BEEDE, BENJAMIN T	8/17/2020	Refund	26.96	Check #: 62345
05-00131-020	PERES, NICHOLAS E	8/17/2020	Refund	44.54	Check #: 62346
07-00118-002	LINGAN, ISHAI B	8/17/2020	Refund	29.33	Check #: 62347
09-00009-004	COLVIN, JOHN DAVID HENRY	8/17/2020	Refund	101.40	Check #: 62348
10-00010-008	BRANTNER, DYLAN	8/17/2020	Refund	48.62	Check #: 62349
10-00315-009	CRAIG, JUSTIN	8/17/2020	Refund	130.20	Check #: 62350
11-00002-010	POE, MARY LANE	8/17/2020	Refund	28.51	Check #: 62351
50-00038-028	ROSATI, CRYSTAL L	8/17/2020	Refund	36.18	Check #: 62352
52-00005-021	ZENTENO-TORRES, VICTORIA	8/17/2020	Refund	78.60	Check #: 62353
54-00042-007	GALLEN, WILLIAM J	8/17/2020	Refund	161.11	Check #: 62354
55-00080-026	CUSHMAN, ALICIA	8/17/2020	Refund	225.00	Check #: 62355
59-00012-003	HARTMAN, CHRISTOPHER P	8/17/2020	Refund	48.30	Check #: 62356
61-00182-021	REHOME, MATTHEW G	8/17/2020	Refund	137.58	Check #: 62357
63-00140-008	JOHNSON, SARRA A	8/17/2020	Refund	41.76	Check #: 62358
65-00455-008	NGUYEN, KHUYEN H	8/17/2020	Refund	58.08	Check #: 62359
05-00182-015	ROADRUNNER REALTY INC	8/30/2020	Refund	195.03	Check #: 62416
08-00089-004	ALKIRE, JEFFERY	8/30/2020	Refund	34.43	Check #: 62417
11-00132-002	CALDERON, ROBIN	8/30/2020	Refund	157.15	Check #: 62418
13-00173-021	WALLACE, ELIZABETH	8/30/2020	Refund	161.09	Check #: 62419

57-00247-000 BLOMQUIST, ANDERS B
62-00043-011 NELSON VENTURES LLC
62-00114-008 TAYLOR, DANITA

8/30/2020 Refund
8/30/2020 Refund
8/30/2020 Refund

8.58 Check #: 62420
198.12 Check #: 62421
175.94 Check #: 62422
2,727.52

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

DIRECTOR PAY
 05/23/2020 - 06/19/2020

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date</u>	<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>
10511	Floen, Thomas	06/03/2020	Director Pay Note: LEGISLATIVE & PUBLIC INFO COMMITTEE MEETING 1/DIR/504/	1.0000	\$173.63	
		06/10/2020	Director Pay Note: WATER RESOURCES & OPS COMMITTEE AND SPECIAL JBWD BOARD MEETING 1/DIR/504/	1.0000	\$173.63	
		06/17/2020	Director Pay Note: JBWD BOARD MEETING 1/DIR/504/	1.0000	\$173.63	
Totals:					\$520.89	\$0.00
Employee Total:					\$520.89	

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date</u>	<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>
10510	Hund, Geary	06/10/2020	Director Pay Note: WATER RESOURCES & OPS COMMITTEE AND SPECIAL JBWD BOARD MEETING 1/DIR/504/	1.0000	\$173.63	
		06/17/2020	Director Pay Note: JBWD BOARD MEETING 1/DIR/504/	1.0000	\$173.63	
Totals:					\$347.26	\$0.00
Employee Total:					\$347.26	

DIRECTOR PAY
05/23/2020 - 06/19/2020

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date</u>	<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>
10508	Johnson, Robert	06/03/2020	Director Pay Note: SPECIAL FINANCE COMMITTEE MEETING 1/DIR/504/	1.0000	\$173.63	
		06/06/2020	Director Pay Note: 5/27/20 COVID-19 ADHOC COMMITTEE 1/DIR/504/	1.0000	\$173.63	
		06/10/2020	Director Pay Note: SPECIAL JBWD BOARD MEETING 1/DIR/504/	1.0000	\$173.63	
		06/15/2020	Director Pay Note: COVID-19 ADHOC COMMITTEE 1/DIR/504/	1.0000	\$173.63	
		06/17/2020	Director Pay Note: JBWD BOARD MEETING 1/DIR/504/	1.0000	\$173.63	
Totals:					\$868.15	\$0.00
Employee Total:					\$868.15	

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date</u>	<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>
10505	Reynolds, Michael	06/10/2020	Director Pay Note: SPECIAL JBWD BOARD MEETING 1/DIR/504/	1.0000	\$173.63	
Totals:					\$173.63	\$0.00
Employee Total:					\$173.63	

DIRECTOR PAY
05/23/2020 - 06/19/2020

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date</u>	<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>
10509	Unger, Rebecca	06/03/2020	Director Pay Note: SPECIAL FINANCE & LEGISLATIVE/PUBLIC INFO COMMITTEE MEETINGS 1/DIR/504/	1.0000	\$173.63	
		06/06/2020	Director Pay Note: 5/27/20 COVID-19 ADHOC COMMITTEE 1/DIR/504/	1.0000	\$173.63	
		06/10/2020	Director Pay Note: SPECIAL JBWD BOARD MEETING 1/DIR/504/	1.0000	\$173.63	
		06/11/2020	Director Pay Note: MWA MEETING 1/DIR/504/	1.0000	\$173.63	
		06/15/2020	Director Pay Note: COVID-19 ADHOC COMMITTEE 1/DIR/504/	1.0000	\$173.63	
		06/17/2020	Director Pay Note: JBWD BOARD MEETING 1/DIR/504/	1.0000	\$173.63	
Totals:					\$1,041.78	\$0.00
Employee Total:					\$1,041.78	

Pay Adjustment Summary

<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>	<u>Grand Totals:</u>	<u>\$2,951.71</u>	<u>\$0.00</u>
Director Pay	17.0000	\$2,951.71		Grand Total:	\$2,951.71	

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

Finance Committee

DATE: 08/12/2020

REPORT TO: Finance Committee
PREPARED BY: Anne Roman, Accountant
TOPIC: APPROPRIATION LIMIT FOR FISCAL YEAR 2020/21
RECOMMENDATION: Refer forthcoming resolution to Board for adoption.

ANALYSIS: The appropriation limit calculation for fiscal year 20/21 is attached. This is another routine matter, requiring annual calculation, posting and approval by the governing body. The posting of the calculation, which is required by law to be at least 15 days prior to adoption, occurred on July 8, 2020. Upon the Committee's recommendation, the resolution will be submitted to the Board for adoption on August 19, 2020. The appropriation limit is also reviewed annually during the audit.

The appropriation limit (a.k.a. the Gann Limit) was enacted in 1980. The purpose of the Limit is to place an annual limit or restriction on the growth of *tax-funded* programs and services. The Limit provides for an annual increase no greater than the increase in the cost of living, plus the increase in population. The proceeds of taxes *in excess of* appropriations must be designated for purposes exempt from limitation or returned to taxpayers. Proceeds of *taxes* have been interpreted to include:

- general tax revenues
- proceeds from investment of tax revenue
- revenue from user fees/charges that exceed the cost of providing the service
- unrestricted state/federal grant revenue

Factors of the 20/21 calculation follow:

- The cost of living decreased slightly from 3.85% to 3.73%, while the population for unincorporated portions of San Bernardino County, which applies to JBWD, decreased from .53% to .32%. The combination of these two numbers results in a total increase of 4.062%.
- The District anticipates approximately \$455,000 in general tax revenues (the "free" portion of the 1%

property tax) plus approximately \$128,000 in interest revenue this year which is subject to the Limit. All other revenues, such as for debt service or user fees (because they do not exceed the cost of service) are not subject to the Limit. The total of these subject revenues, \$583,000, is significantly below the 20/21 appropriation limit of \$1,923,340.

STRATEGIC PLAN ITEM:

FISCAL IMPACT: None anticipated.

RESOLUTION 20-1021
A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE JOSHUA BASIN WATER DISTRICT
ESTABLISHING THE APPROPRIATION LIMIT
OF THE DISTRICT FOR THE FISCAL YEAR 2020/2021

BE IT RESOLVED by the Board of Directors of the Joshua Basin Water District as follows:

1. That in accordance with Article XIIB of the California Constitution and Section 7910 of the Government Code of this State, the appropriation limit for this District is established at \$1,923,340.
2. The Board of Directors selects the per capita personal income as the cost-of-living factor to compute the appropriation limit.
3. That documentation used in the determination of such appropriation limit has been available to the public at least fifteen days prior to this meeting of the Board of Directors.
4. This resolution is effective August 19, 2020.

ADOPTED this 19th day of August, 2020.

Ayes:

Noes:

Absent:

Robert Johnson, President, Board of Directors

Mark Ban, Board Secretary



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 TELEPHONE (760) 366-8438 FAX (760) 366-9528 E-mail: customerservice@jbwd.com
www.jbwd.com

2020/2021 APPROPRIATION LIMIT CALCULATION

PER CAPITA INCOME FACTOR CHANGE: 3.73%
 POPULATION FACTOR CHANGE: 0.32%
 (unincorporated San Bernardino County)

Per Capita Conversion to Ratio: 3.73 + 100 / 100 = 1.0373
 Population Conversion to Ratio: 0.32 + 100 / 100 = 1.0032

CHANGE FACTOR CALCULATION: 1.0373 x 1.0032 = 1.0406 4.062 %

2019/2020 APPROPRIATION LIMIT	\$	1,848,265
2020/2021 CHANGE FACTOR	x	<u>4.062%</u>
2020/2021 CHANGE LIMIT	\$	75,075

2019/2020 APPROPRIATION LIMIT	\$	1,848,265
2020/2021 CHANGE LIMIT	+	<u>75,075</u>
2020/2021 APPROPRIATION LIMIT	\$	<u>1,923,340</u>

Posted July 8, 2020

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

Finance Committee

DATE: 08/12/2020

REPORT TO: Finance Committee
PREPARED BY: Anne Roman, Accountant
TOPIC: RESERVE FUNDING TRANSFER FOR 2019/20
RECOMMENDATION: Refer to Board for Approval

ANALYSIS: The current Reserve Fund Policy indicates that “[u]se of CIP reserves and the various Individual Replacement Reserves must be authorized through the budget approval process but may occur at other times.” Although reserves are proposed for use during the budget process and approved by the Board of Directors with the budget approval, several factors may affect the actual use of such funding. For example:

- Budgeted projects (and their costs) may transform over time, adding or removing components in the interest of saving money or meeting certain timelines.
- The District does not encumber or set aside funding specifically for each budgeted project (with the exception of project-specific reserve funds like meter replacement), but rather, upon expenditure, considers any reserve-eligible project for funding. In other words, we are currently using a first-come, first-served basis for reserve funding of projects.
- Since the majority of reserve funding transfers occur at fiscal year-end, a project in progress may receive reserve funding in one fiscal year, yet funds could be depleted before the project is completed in another year.

Proposed reserve funding of \$613,140 for costs incurred in 2019/20 or, in a few cases, catch up from the prior year are detailed in the schedule included (Funds to Un-restrict).

In addition, \$1,750,000 in funding is anticipated to be generated by the Rate Study for replenishment of certain designated reserves (Funds to Restrict). This funding is be generated by rates throughout the year so availability may be limited to fiscal year end, based on meeting revenue and expense budgets.

:

Reserve / Items	Beginning Balance*	(Funds to Un-restrict)	Funds to Restrict	Ending Balance
Equipment & Technology Replacement Reserve, which is designated for use only with replacement items: Three replacement vehicles, McLaughlin Vacuum Excavator, Dodge service bed, SCADA phase 3, 3/2019 fileserver replacement, 08/2019 replacement computers, Board room mixer & microphones	\$389,951	(\$366,430)	\$170,000	\$193,521 Target \$500k
Meter Replacement Reserve, which is a specific designated program for proactive replacement of meters, MXU's, ball and checks. Majority of costs to date were incurred late in 18/19.	\$262,835	(\$27,904)	\$500,000	\$734,931
Capital Reserve, which is designated for capital costs not eligible for CIRP loan funding or individual replacement reserves: Dump truck trailer, one new vehicle, Geoviewer project, Solar feasibility study, alarm upgrades at shop & office, and start of codification project.	\$1,878,168	(\$158,095)	\$1,000,000** **Generated by rates throughout the year, transfer will occur when/ if funding is available.	\$2,720,074
Wastewater/Sewer Capacity Reserve, which is legally restricted for eligible uses such as system expansion: Update to the Wastewater Treatment Strategy	\$1,022,521	(\$60,711)	Replenishment is dependent upon development	\$961,810
Water Capacity Reserve, which is legally restricted for eligible uses such as system expansion: None in 19/20	\$495,417	\$0	Replenishment is dependent upon development	\$495,417
Building Replacement Reserve None in 19/20	\$6,441	\$0	\$30,000	\$36,441 Target \$200k
Studies and Reports Replacement Reserve No replacement studies in 19/20	\$11,306	\$0	\$50,000	\$61,306 Target \$100k
Emergency Capital Replacement Reserve None in 19/20	\$2,000,000	\$0	\$0	\$2,000,000 Target \$2mil
Other Legally Restricted Reserves (CMM, customer deposits, etc.)	\$1,228,150	N/A	N/A	\$1,228,150
Operating, Cash Flow Reserves	\$3,295,870	(\$1,750,000)	\$613,140	\$2,159,010 Target \$3,251,997
TOTALS*** ***Intra-LAIF transfers do not affect total	\$10,590,659	(\$613,140)	\$1,750,000	\$10,590,659

The Reserve Fund policy has also been reviewed and no changes are recommended at this time.

STRATEGIC PLAN ITEM: N/A

FISCAL IMPACT: Transfer funding from designated LAIF reserve funds to reimburse unrestricted LAIF funds in the amount of \$613,140. Transfer funding from unrestricted LAIF funds to designated LAIF reserve funds per Rate Study in the amount of \$1,750,000.

RESERVE & LOAN FUNDING
19/20

BEGINNING BALANCE (ACCT BAL) 18/20
FORWARDED YEAR END FUNDING

WORK INCOMPLETE == CARRY FORWARD

ITEM (to match annual budget)	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
REPL METERS/VALVE/COCKS																										
REPL VALVE/COCKS																										
REPLACEMENT COMPUTER																										
TRAILER FOR DUMP TRUCK																										
GEOMETER (and BESS) SO A/P																										
HARCO VALVE TURNING MACHINE																										
2018 MCALOUGHIN VIGORADO VACUUM EXCAVATOR																										
SCADA (PHS)																										
DODGE SERVICE BED (REP. P/2)																										
SOLAR FEASIBILITY STUDY																										
ALARM UPGRADES @ B/C/P																										
CM&BIO STANDARDS & SPECIFICATIONS																										
UPDATE WASTEWATER STRATEGY																										
TELFORD WAY DESIGN																										
TELFORD WAY INSTALL																										
SADDLEBACK DESIGN																										
SADDLEBACK INSTALL																										
CRIP CREW BALANCES																										
ALARM UPGRADES @ OFFICE																										
COURTCAUTION																										
4 TRUCKS																										
4 TRUCKS																										

TOTAL RESERVE FUND BALANCE @ 18/20

ESTIMATED FUND BALANCE @ 19/20

AS OF:	10,590,661	10,590,661
Reserve Base:	1,750,000	1,750,000
TOTAL		

DESIGNATED / LEGALLY RESTRICTED RESERVE ACCOUNTS	DESIGNATED RESERVES / LOAN ACCOUNT										DESIGNATED / LEGALLY RESTRICTED RESERVE ACCOUNTS																
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	
DESIGNATED	6,441	30,000	11,306	50,000	319,951	170,000	262,835	3,878,166	783,496	3,332,199	1,434,498	1,861,373	2,000,000	495,417	1,022,521	1,228,150											
LEGALLY RESTRICTED																											
TOTAL	6,441	30,000	11,306	50,000	319,951	170,000	262,835	3,878,166	783,496	3,332,199	1,434,498	1,861,373	2,000,000	495,417	1,022,521	1,228,150											

DESIGNATED	1,434,498	1,861,373	2,000,000	495,417	1,022,521	1,228,150
LEGALLY RESTRICTED						
TOTAL	1,434,498	1,861,373	2,000,000	495,417	1,022,521	1,228,150

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

Finance Committee Meeting

DATE: August 12, 2020

REPORT TO: Committee
PREPARED BY: Sarah Johnson, Director of Administration
TOPIC: Adoption of Finance Job Descriptions – Director of Finance and Accounting Supervisor
RECOMMENDATION: Recommend to move to Board for the adoption of the new Director of Finance and the revised Accounting Supervisor Job Descriptions

ANALYSIS: In September 2018, the District’s Board of Directors approved the Organizational Assessment Implementation plan. The final phase of the Organizational Assessment included succession planning in preparation for upcoming retirements. The Director of Finance and Accounting Supervisor job descriptions are a direct reflection of the District’s efforts in succession planning as the AGM/Controller, Susan Greer, has announced her upcoming retirement later this year. Both positions are classified as in the Management, Confidential, Supervisory group.

The Director of Finance position is a new position that will supersede the current AGM/Controller position. The administrative duties of the AGM/Controller have been reassigned to the Director of Administration, and the finance duties are assigned to the Director of Finance position. This change distributes responsibilities across the organization that will help to create efficiencies in both the Finance and Administrative programs.

The new Director of Finance position will be responsible for the following programs, including accounts payable, accounts receivable, payroll, utility billing, inventory, job costing, fixed asset management, audit, budget, financial reporting, and cash and investment functions. In addition to these programs and responsibilities, this position will be responsible for the direct supervision of the Accounting Supervisor. The salary for the Director of Finance is proposed to be at range 53 on the salary schedule.

The Accounting Supervisor is a revision of the current Accountant position, and will be responsible for the following programs, including accounts payable, accounts receivable,

payroll, utility billing, inventory, job costing, fixed asset management, audit, budget, financial reporting, and cash and investment functions. In addition, this position will supervise the general unit, finance employees. The Accounting Supervisor position is proposed to be at range 33 on the salary schedule, which is no change from the Accountant position.

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: 12.5% reduction from AGM/Controller to Director of Finance
No change for from Accountant to Accounting Supervisor
As approved in the FY20/21 budget

POSITION	Director of Finance	CLASS/GROUP	MSC
SALARY RANGE	Range 53	SAFETY SENSITIVE	No
HOURS – FT/PT	Full Time	ESTABLISHED DATE	TBD
FLSA STATUS	Exempt	REVISION DATE	N/A

SUMMARY

Under administrative direction, directs, manages, supervises, and coordinates the activities and operations within the Finance Department, including accounts payable, accounts receivable, payroll, utility billing, inventory, job costing, fixed asset management, audit, budget, financial reporting, and cash and investment functions. Provides highly responsible and complex assistance to the General Manager, other internal departments, and outside agencies.

DISTINGUISHING CHARACTERISTICS

This position is characterized by the high-level management skills and technical knowledge required to perform the principal duties of the position, as well as the accountability and responsibility this position has to the General Manager, Board of Directors, and customers of the District. This employee must function as a member of the District's executive management team and is responsible for performing diverse and complex work, which will require strong interpersonal, leadership, communication, and problem-solving skills; the ability to work without extensive supervision; and the ability to prioritize, lead, and direct.

SUPERVISION RECEIVED/EXERCISED

This position receives general direction from the General Manager. This position will supervise, lead, and provide training for assigned employees; and oversee financial consultant work.

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:

- Direct all department activities including management of staff and oversight of consultants to ensure that results are accomplished in accordance with acceptable standards in compliance with applicable laws, regulations, policies, and procedures (i.e., GAAP, GASB).
- Develop, monitor, maintain, and oversee all financial operations for the District including but not limited to timely reporting, financial planning, cash management, investment of District funds, credit accounts, and maintain budgetary and financial internal controls.
- Develops, coordinates, maintains, and oversees Districtwide and departmental financial policy and procedures.
- Interpret and apply pertinent Federal, state, and local laws, regulations, court decisions, and internal policies applicable to assigned areas of responsibility.
- Coordinate, manage, recommend rate, and revenue structures based on analysis of rate & fee-generating activities.
- Oversees the compilation, analysis, preparation, and presentation of the District's budgets. Works with General Manager to recommend and approve adjustments to the District's budget.
- Oversees the development and administration of the Finance Department's budgets, approving the forecast of funds needed for staffing, equipment, materials, and supplies.

- Oversees the compilation, analysis, preparation, and presentation of the District's annual audit and audited financial statements.
- Manages assessment districts and long-term revenue or debt financing.
- Oversees and manages receivables including but not limited to customer accounts, wastewater treatment plants, damage claims, meter installations, liens, and other collection methods.
- Coordinates, reconciles, and maintains internal records for insurable acquisitions, such as attractive expendables and major assets.
- Provides back up to subordinate staff on all critical duties including but not limited to payroll, banking, and monitoring cash flow.
- Provides financial input on joint projects with other departments such as grant management by communicating with assigned grant manager to understand financial components of grants, provides financial input for grant application process, reconciles loan or grant payment draws/reimbursements.
- Oversee, implement, manage, and troubleshoot assigned financial technology resources focusing on financial modules, with a secondary focus on customer service-related modules, and provides financial software training, guidance, assisted by appropriate staff and/or consultants.
- Coordinates with other departments to optimize use of related software applications/modules with financial software (for example, CMMS work orders and inventory, Utility billing, Contacts, Cashiering).
- Selects, trains, and directs assigned staff, including consultants; evaluates and reviews work for acceptability and conformance with District standards; provides or coordinates staff training; works with employees to correct deficiencies; participate in discipline and termination procedures; and responds to staff questions and concerns.
- Represents the Finance Department, interfaces with the public, and attends, prepares and presents items to the Committee and Board of Directors meetings.
- Acts as a backup for Customer Service and assists in resolution of customer complaints.
- Communicates tactfully with customers, staff, and other individuals contacted in the course of duties.
- Attend and participate in professional organizations; stay abreast of new accounting regulations and innovations.
- 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.

Experience:

- Eight (8) years of increasingly responsible experience in budgeting, accounting, and financial work including:
 - four (4) years of supervisory and administrative responsibility and,
 - three (3) years of public agency experience.
- Two (2) years of technical experience with software support and hardware fundamentals.
- Public agency experience highly desired.

Education and/or Training:

- High School Diploma or equivalent;
- Equivalent to graduation from an accredited four-year college or university with major coursework in accounting, finance, business administration, or closely related field.

Certificates, Licenses, Registration:

- A Certification, such as GFOA's Certified Public Finance Officer's Certification or AGA's Certified Government Financial Manager Certification highly desirable.

Other Requirements: Must possess and maintain a 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:

- Operations, services, and activities of a comprehensive governmental accounting and financial management program.

- Advanced principles and practices of public finance administration, particularly in the areas of cost accounting, budgeting, auditing, and revenue management.
- Advanced principles and practices of program development and administration.
- Methods and techniques of program analysis and revenue forecasting.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Principles and practices of fiscal, statistical, and administrative research and report preparation.
- Principles of supervision, training, and performance evaluation.
- Pertinent federal, state, and local laws, codes, and regulations.
- Administrative principles and practices, including goal setting; program development; and budgetary development and controls.
- Technical software and hardware management skills.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, and training in workplace procedure.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned functional areas.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility.
- Practices in researching issues, evaluating alternatives, making sound recommendations, and preparing and presenting reports.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- Modern office practices, methods, and computer equipment and applications.

Skills in:

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

Ability to:

- Manage and direct a comprehensive financial management and accounting program.
- Develop and administer departmental goals, objectives, and procedures.
- Analyze and assess programs, policies, and operational needs and make appropriate adjustments.
- Identify and respond to sensitive community and organizational issues, concerns, and needs.
- Plan, organize, direct, and coordinate the work of lower level staff.
- Delegate authority and responsibility.
- Select, supervise, train, and evaluate staff.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Develop and install sound accounting procedures.
- Oversee and manage the District's investment portfolio.
- Prepare clear and concise administrative and financial reports and statements.
- Prepare and administer large and complex budgets.
- Interpret and apply applicable federal, state, and local policies, laws, and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work
- Effectively represent the District with government agencies, community groups, various businesses, and with professional and regulatory organizations.

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 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 _____

POSITION	Accounting Supervisor	CLASS/GROUP	MSC
SALARY RANGE	Range 33	SAFETY SENSITIVE	No
HOURS – FT/PT	Full Time	ESTABLISHED DATE	6/20/2007
FLSA STATUS	Exempt	REVISION DATE	8/19/2020

SUMMARY

Under direction, supervises, and coordinates the activities and operations within the Finance Department, including accounts payable, accounts receivable, payroll, utility billing, inventory, job costing, fixed asset management, audit, budget, financial reporting, and cash and investment functions. Provides moderate to highly complex assistance to the Director of Finance and other internal departments and outside agencies.

DISTINGUISHING CHARACTERISTICS

This position is characterized by its moderate to high-level knowledge and skills required to perform and supervise the day-to-day operation of the District's financial and accounting systems. This employee exercises moderate authority and independence and is responsible for performing diverse work, which will require strong interpersonal, leadership, communication, and problem-solving skills; the ability to work without extensive supervision; and the ability to prioritize, lead, and manage subordinate staff.

SUPERVISION RECEIVED/EXERCISED

This position receives general direction from the Director of Finance. This position will supervise, lead, and provide training for assigned employees within the Finance Department.

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:

Financial:

- Performs advanced accounting duties including but not limited the regular analysis, reconciliation, and posting to general ledger accounts and prepares monthly bank reconciliations.
- Prepares accurate, timely periodic and year-end financial statements including balance sheet, income statement, cash flows, supporting ledgers, journals, charts, and graphs.
- Provides inputs for county tax appropriation limits, bond repayment, and completes related reporting requirements.
- Prepares special reports, analytical studies, correspondence, and/or queries for staff, board, and other agencies. Fulfills public information requests.
- Collects and contributes water sale statistics to periodic Water Loss reporting (e.g. SWRCB) and annual AWWA System Water Audit.

Cash Management:

- Performs banking duties, including monitoring cash flow, transferring funds, managing account signatories, tracking payment returns, processes stop payments, managing petty cash, preparing daily bank deposits, and reconciles payments from various sources. Oversees the stale check processing.
- Performs reserve fund duties, including monitoring reserve fund levels, identifying usage, and replenishment needs, and transfers funds as appropriate.
- Prepares and reconciles loan draws and grant reimbursements, including recording and reporting financial status.
- Oversees the tracking and reconciliation of property tax and standby revenues and debt repayments.

Payroll:

- Performs payroll processing functions including but not limited to reviewing timesheet information; preparing disbursements; preparing or coordinating payroll tax deposits and returns; reconciliation of quarterly and annual payroll taxes and reports; managing all payroll related payables, receivables, and reporting such as CalPERS, 457, worker's compensation, State Controller's Compensation in Government Report.
- Assists with interpreting pertinent Federal, state and local laws, regulations, court decisions, and internal policies as needed to ensure payroll compliance.

Budget:

- Prepares District budget and mid-term review by utilizing departmental submissions; forecasting revenues and expenses and/or interpreting rate study data; and prepares salary and benefit budgets in conjunction with Human Resources.
- Prepares budget adjustments as needed to maintain budget accuracy.

Audit:

- Prepares accurate and timely annual reporting including compliance with GASB; provides ledgers, journals, and audit schedules as required (i.e. fixed asset, debt, prepaids). Prepares CAFR as required.
- Coordinates submission and distribution of documents to State Controller and other parties

Internal Controls:

- Assists with the revisions and implementation of Finance Department policies and procedures.
- Performs periodic internal audits of accounting records to assure adequate controls and assists in reviewing effectiveness of controls (i.e., monitors customer account adjustments).

Financial System Management:

- Assists with financial systems management and coordinates the interface between modules to ensure proper flow of data, and assists with procurement of finance-related services and products.
- Creates advanced spreadsheets, assists other departments with development of spreadsheets, and develops PowerPoint presentations for various purposes.

Supervisory:

- Selects, trains, and manages assigned staff; evaluates and reviews work for acceptability and conformance with District standards; provides or coordinates staff training; works with employees to correct deficiencies; participate in discipline and termination procedures; and responds to staff questions and concerns.

Customer Service:

- Assists Customer Service with financial software related issues; provides backup with payment platform and assists with resolving related customer complaints; and troubleshoots technical issues with the billing statement.

Other:

- Attends committee and Board meetings as required.
- Serves as backup during critical absences.
- Communicates tactfully with customers, staff, and other individuals contacted in the course of duties.
- Completes a variety of special projects and 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.

Experience:

- Six (6) years of increasingly responsible experience in computerized accounting, with three (3) years of governmental accounting in a public agency; and two (2) years of supervisory experience preferred.

Education and/or Training:

- High School Diploma or equivalent;
- Equivalent to graduation from an accredited two-year college or university with major coursework in accounting, finance, business administration, or closely related field. Four-year degree highly desirable.

Certificates, Licenses, Registration:

- A Certification, such as GFOA's Certified Public Finance Officer's Certification or AGA's Certified Government Financial Manager Certification highly desirable.

Other Requirements: Must possess and maintain a 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:

- Knowledge of general and subsidiary ledger functions and requirements.
- Knowledge of laws, ordinances, statutes, regulations controlling the preparation of and maintenance of accounting records.
- Moderate to advanced knowledge of governmental accounting software.
- Proficient at using 10-key adding machines by touch.
- Solid understanding of basic IT functions and terminology.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility.
- Practices in researching issues, evaluating alternatives, making sound recommendations, and preparing and presenting reports.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- Modern office practices, methods, and computer equipment and applications.

Skills in:

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

Ability to:

- Ability to maintain accurate records.
- Ability to make mathematical calculations with speed and accuracy.
- Ability to read and understand basic accounting terminology.
- Ability to recommend improvements in Accounting Supervisor job-related policies and procedures.
- Ability to responsibly and accurately perform the most skilled financial record keeping functions using independent judgment.
- Ability to type accurately at a minimum of 45 words per minute.
- Ability to understand and carryout verbal instructions.
- Ability to work independently, efficiently and productively when completing work tasks.
- Develop and implement goals, objectives, policies, procedures, and work standards.
- Plan, organize, assign, review, and evaluate the work of staff; train staff in work procedures.
- Evaluate and develop improvement in processes and procedures.
- Analyze, interpret, summarize, and present administrative information and data in an effective manner.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare technical reports.
- Effectively represent the District with government agencies, community groups, various businesses, and with professional and regulatory organizations.
- Research, analyze, and evaluate new service delivery methods, procedures, and technique.
- Prepare clear and concise reports, correspondence, procedures, and other written materials.
- Oversee and coordinate the maintenance of administrative records and files.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner, organize own work, set priorities, and meet critical deadlines.
- Effectively use computer systems, software, and modern business equipment to perform a variety of work tasks.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Communicate clearly, concisely, and effectively, both orally and in writing and give presentations to small and large groups.
- Travel to attend meetings, conferences, training, and other relevant events.
- 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.

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 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
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