



JOSHUA BASIN WATER DISTRICT
REGULAR MEETING OF THE BOARD OF DIRECTORS
WEDNESDAY, OCTOBER 4, 2017 6:30 PM
61750 CHOLLITA ROAD, JOSHUA TREE, CALIFORNIA 92252

AGENDA

1. **CALL TO ORDER**

2. **PLEDGE OF ALLEGIANCE**

3. **DETERMINATION OF A QUORUM**

4. **APPROVAL OF AGENDA**

5. **PUBLIC COMMENT**

This is the time set aside for public comment on any District-related matter not appearing on the agenda. Government Code prohibits the Board from taking action on these items, but they may be referred for future consideration. Please state your name and limit your comments to 3 minutes.

6. **CONSENT CALENDAR**

Matters on the Consent Calendar are considered routine in nature and will be enacted in a single motion without discussion. Any Board member or member of the public may request that an item be removed from the Consent Calendar and acted on separately.

Pages 3-6

- Approve Draft Minutes of the September 12, 2017 Special Joint Meeting of the Board of Directors and the Citizens Advisory Committee.

Pages 7-21

- Approve July-August 2017 Check Registers (reviewed by the Finance Committee on September 25, 2017).

Pages 22-24

7. **ANNUAL CAPACITY FEE REPORTS** – Review Capacity Fee reports and recommend that the Board accept and file. (reviewed by the Finance Committee on September 25, 2017).

Page 25

8. **AQUATIC INSPECTIONS PROPOSAL DATED SEPTEMBER 15, 2017 FOR WET CLEANING, INSPECTION, AND SPOT COATING REPAIR OF RESERVOIRS C-1, D-1, E-1, E-2, and J-1** – Recommend that the Board authorize the District to enter into a contract with Aquatic Inspections for a cost not to exceed \$24,000.

Pages 26-39

9. **APPROVE RESOLUTION NO. 17-979, AMENDING THE ADMINISTRATIVE CODE TO CLARIFY GENERAL MANAGER'S AUTHORITY TO EXPEND FUNDS IN AN EMERGENCY AND TO REVISE JOB DESCRIPTIONS** – Recommend that the Board approve Resolution No. 17-979.

10. **DISTRICT GENERAL COUNSEL REPORT**

11. **GENERAL MANAGER REPORT**

12. **DIRECTOR REPORTS ON MEETINGS ATTENDED, COMMENTS AND FUTURE AGENDA ITEMS – (All comments should pertain to current Agenda items only)**

- Mojave Water Agency – September 28, 2017- President Luckman
- Public Outreach Consultant – Kathleen Radnich

FUTURE DIRECTOR MEETINGS AND TRAINING OPPORTUNITIES –

- Mojave Water Agency Technical Advisory Committee (TAC) -October 5, 2017 at 10 a.m. President Luckman
- Mojave Water Agency Board of Directors Meeting – October 12, 2017 at 4:30 p.m. Director Unger
- ASBCSD - East Valley Water District – October 16, 2017 Place to be determined.
- Finance Committee Meeting – October 30, 2017 at 9:00 a.m.- Vice President Johnson and Director Floen
- Water Resources and Operations Committee Meeting – October 30, 2017 at 10:00 a.m. President Luckman and Vice President Johnson

13. **ADJOURNMENT**

INFORMATION

The public is invited to comment on any item on the agenda during discussion of that item. Any person with a disability who requires accommodation in order to participate in this meeting should telephone Joshua Basin Water District at (760) 366-8438, at least 48 hours prior to the meeting in order to make a request for a disability-related modification or accommodation.

Materials related to an item on this Agenda submitted to the Board of Directors after distribution of the agenda packet are available for public inspection in the District's office located at 61750 Chollita Road, Joshua Tree, California 92252 during normal business hours.

JOSHUA BASIN WATER DISTRICT
Minutes of the
**SPECIAL JOINT MEETING OF THE BOARD OF DIRECTORS &
CITIZENS ADVISORY COMMITTEE**

September 12, 2017

1. CALL TO ORDER: 6:30 PM
2. PLEDGE OF ALLEGIANCE
3. DETERMINATION OF QUORUM: Mickey Luckman Present
Bob Johnson Absent
Geary Hund Present
Rebecca Unger Present
Tom Floen Present

STAFF PRESENT:

Curt Sauer, General Manager
Susan Greer, Assistant General Manager
Randy Mayes, Interim Director of Water Resources & Ops.
Keith Faul, GIS Coordinator
Beverly Waszak, Executive Assistant

CONSULTANTS PRESENT:

Kathleen Radnich, Public Outreach Consultant
Gil Granito, Redwine & Sherrill
Alex Handlers, Bartles Wells Associates

GUESTS

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4. APPROVAL OF AGENDA –

Director Unger was concerned that the Citizens Advisory Committee felt that the Board had hindered their regular meeting night. Director Unger wanted to ensure that the CAC did not feel encumbered by having the Board in attendance.

GM Sauer responded that this was an introductory meeting and a more effective use of Alex Handlers time. There will be a series of meetings that Alex can attend by phone but we are not getting into the specifics at this time.

Karen Tracy, CAC, Chairperson, encouraged the Board to attend the CAC meetings and that the CAC was informed that this was a joint introductory meeting.

MSC/Hund/Floen 3/1 to approve the Special Joint Meeting of the Board of Directors & the Citizens Advisory Committee Agenda of September 12, 2017.

Floen	Aye
Hund	Aye
Luckman	Aye
Johnson	Absent
Unger	No

5. PUBLIC COMMENT – None

6. CONSENT CALENDAR

Items on the Consent Calendar are considered routine in nature and will be adopted in total by one action of the Board of Directors unless any Board Member, individual or organization interested in one or more consent calendar items wishes to be heard.

- Approve Draft Minutes of the August 16, 2017 Regular Meeting of the Board of Directors.
- 16/17 Bad Debt Write Off (reviewed by Finance Committee on August 28, 2017)
- 4th Quarter Financial Report (reviewed by Finance Committee on August 28, 2017)
- June Check Registers (reviewed by Finance Committee on August 28, 2017)

Director Hund asked Staff to elaborate on the billing of 1,000 additional accounts, if it was due to locked meter accounts.

AGM Greer affirmed that it was because of the locked meter accounts.

Director Unger pulled the 16/17 Bad Debt Write Off from the Consent Calendar for further discussion.

MSC/Hund/Unger 4/0 to approve the Consent Calendar with the removal of the 16/17 Bad Debt Write Off from the Consent Calendar.

Floen	Aye
Hund	Aye
Luckman	Aye
Johnson	Absent
Unger	Aye

AGM Greer gave a brief overview of the 16/17 Bad Debt Write Off asking that the \$15,500.98 be approved tonight and that the Board defer discussion about policy alternatives to reduce bad debt at a subsequent meeting.

MSC/ Unger/Hund 4/0 to approve the 16/17 Bad Debt Write Off of \$15,500.98.

Floen	Aye
Hund	Aye
Luckman	Aye
Johnson	Absent
Unger	Aye

7. **RATE STUDY** – Alex Handlers, Bartles Wells Associates, an independent public financing consulting firm, which has performed the District’s last two rate studies. After a brief introduction, Alex presented the Board, CAC, and the public in attendance with an overview of what the rate study will consist of. A brief Q&A with the Board followed.

PUBLIC COMMENT –

Johnnie Painter, Copper Mountain Mesa, asked that as we look at new rates, are we considering accommodations for ratepayers that are on low or fixed incomes. Mr. Painter stated that he could afford to pay more of a premium on his rates to help his neighbors that are struggling.

Mr. Handlers responded that from a legal prospective you could not charge one group of ratepayers a higher amount to fund the discounted ratepayers. The JBWD does have other revenue sources to help fund this, it is certainly a possibility. The State is also looking into the same issue.

Al Marquez, Sun Fair Community, stated that it is well known that Joshua Tree is a depressed community, with the medium per capita income is \$26,000 per year while in other areas it is \$50,000 per year. It’s not that we don’t want rate increases but a reasonable rate increase. Right now, the reserve funds are \$9M so with the rate increases we have had for the last 10 years it has increased the reserve fund. Mr. Marquez also asked about what is the thought for the next 5 years.

Mr. Handlers responded that nothing has been planned, which is what this whole process is about. We look at what the funding needs are and come up with that balance. There are significant funding needs out there and we have to determine our comfort level with rate increases.

Jeff Dongvillo, Copper Mountain Mesa, asked if there are other water districts that are importing so much water because of growth or to add to the recharge basin.

Mr. Handlers stated yes some water districts are importing water but that is their entire water supply, which is not the case here in Joshua Tree.

GM Sauer commented that about three months ago AGM Greer developed three different scenarios, which the Citizen’s Advisory Committee concurred with, and forwarded them to Alex. GM Sauer proceeded with a short presentation on the three different scenarios.

PUBLIC COMMENT CLOSED

8. **DISTICT GENERAL COUNSEL REPORT** - Mr. Granito reported that the Little Hoover Commission had completed its 2017 Report. Mr. Granito indicated that he had not completed his review but generally speaking, the Commission, while offering 20 suggestions for improvement, did acknowledge the contributions of special districts and the value of local control.
9. **GENERAL MANAGER REPORT**- None

Director Hund asked for an update on Well 14.

GM Sauer gave a brief statement on the testing procedures for Well 14.

10. **DIRECTOR REPORTS ON MEETINGS ATTENDED, COMMENTS AND FUTURE AGENDA ITEMS – (All comments should pertain to current Agenda items only)**

- Mojave Water Agency – August 24, 2017- President Luckman gave a brief overview of the MWA Board meeting.
- Finance Committee Meeting – August 28, 2017 –Vice President Johnson and Director Floen. In Vice President Johnson’s absence, President Luckman gave a brief overview of the Finance Committee meeting.
- Water Resources and Operations Committee – August 28, 2017 – President Luckman and Vice President Johnson. President Luckman gave a brief overview of the Water Resources and Operations Committee meeting.
- Public Outreach Consultant – Kathleen Radnich briefed the Board and the CAC on the following:
 - Water School 101 classroom presentation: Sept. 14th and Sept. 26th.
 - PIO Coalition meeting /Host: SBCO. Fire (Sept. 13th)
 - Turtle Island directional Water Wise Garden Sign

11. **FUTURE DIRECTOR MEETINGS AND TRAINING OPPORTUNITIES –**

- Mojave Water Agency Board of Directors Meeting – September 14, 2017 at 4:30 p.m. Director Unger
- Finance Committee Meeting – September 25, 2017 at 9:00 a.m.- Vice President Johnson and Director Floen
- Water Resources and Operations Committee Meeting – September 25, 2017 at 10:00 a.m. President Luckman and Vice President Johnson
- Mojave Water Agency Technical Advisory Committee (TAC) – October 5, 2017 at 10 a.m. President Luckman

12. **ADJOURNMENT**

Respectfully submitted:

Curt Sauer, General Manager



Joshua Basin Water District

***Check Report JBWD**

By Check Number

Date Range: 07/01/2017 - 07/31/2017

Vendor Number Payable #	Vendor DBA Name Payable Type	Payable Date	Payment Date Payable Description	Payment Type	Discount Amount	Payment Amount Payable Amount	Number
Bank Code: AP-AP Cash							
010850	UNDERGROUND SERVICE ALERT		07/26/2017	Regular	0.00	-81.00	58574
	Void		07/13/2017	Regular	0.00	0.00	59012
000501	ACWA/JPIA		07/13/2017	Regular	0.00	15,931.61	59013
<u>0493943</u>	Invoice	07/13/2017	EE HEALTH BENEFIT & EAP AUG 17		0.00	15,931.61	
001630	AT&T MOBILITY		07/13/2017	Regular	0.00	1,254.01	59014
<u>829480028X0705</u>	Invoice	06/30/2017	COMMUNICATIONS - JUN 17		0.00	1,254.01	
001933	COUNTY OF SAN BERNARDINO		07/13/2017	Regular	0.00	10,000.00	59015
<u>5043</u>	Invoice	07/13/2017	LAFCO 2017-2018 BUDGET		0.00	10,000.00	
002565	DUDEK AND ASSOCIATES, INC		07/13/2017	Regular	0.00	44,920.71	59016
<u>20172462</u>	Invoice	06/30/2017	ENG SERV: MULTIPLE PROJECTS		0.00	44,920.71	
VEN01076	HI-DESERT AIR, INC.		07/13/2017	Regular	0.00	37,975.00	59017
<u>51852</u>	Invoice	06/30/2017	HVAC UPGRADE		0.00	37,975.00	
000072	MULTI W SYSTEMS, INC.		07/13/2017	Regular	0.00	14,803.57	59018
<u>31730705</u>	Invoice	06/30/2017	K-1 BOOSTER PUMP STATION: PUMPS		0.00	14,803.57	
013360	REDWINE AND SHERRILL, LLP		07/13/2017	Regular	0.00	7,826.45	59019
<u>1007</u>	Invoice	06/30/2017	LEGAL SERVICES - JUN 17		0.00	7,826.45	
VEN01021	C & C DOORS INC.		07/13/2017	Regular	0.00	886.89	59020
<u>9488</u>	Invoice	06/30/2017	INSTALLATION OF 2 GLASS OFFICE DOORS		0.00	886.89	
013196	TELEPACIFIC COMMUNICATIONS		07/13/2017	Regular	0.00	736.70	59021
<u>92187893-0</u>	Invoice	07/13/2017	TELEPHONE (OFFICE) - JUL 17		0.00	736.70	
013364	THOMAS SCOTT CARPENTER		07/13/2017	Regular	0.00	205.07	59022
<u>TC070517</u>	Invoice	07/13/2017	REIMB: SAFETY BOOTS		0.00	136.07	
<u>TC071117</u>	Invoice	07/13/2017	REIMB: PRE-EMPLOYMENT TESTING EXPE		0.00	69.00	
013347	TRI COUNTY PUMP COMPANY		07/13/2017	Regular	0.00	121,837.39	59023
<u>15844</u>	Invoice	06/30/2017	WELL 14 REHAB		0.00	95,431.25	
<u>15861</u>	Invoice	06/30/2017	WELL 14 REHAB		0.00	26,406.14	
013222	FRONTIER CALIFORNIA INC.		07/16/2017	Regular	0.00	163.52	59024
<u>FC0717</u>	Invoice	07/16/2017	HDMC WWTP - TELEPHONE		0.00	163.52	
001517	CalPERS		07/14/2017	Regular	0.00	14,863.00	59025
<u>10000001499591</u>	Invoice	07/14/2017	EMPLOYER UNFUNDED ACCRUED LIABILIT		0.00	13,925.00	
<u>10000001499592</u>	Invoice	07/14/2017	EMPLOYER UNFUNDED ACCRUED LIABILIT		0.00	938.00	
001555	CENTRTEL		07/14/2017	Regular	0.00	309.46	59026
<u>170703192101</u>	Invoice	06/30/2017	DISPATCH SERVICES - JUN 17		0.00	309.46	
001850	CLINICAL LAB OF S.B. INC		07/14/2017	Regular	0.00	2,357.00	59027
<u>956812</u>	Invoice	06/30/2017	SAMPLING - MAY 17		0.00	779.00	
<u>956813</u>	Invoice	06/30/2017	HDMC WWTP SAMPLING- MAY 17		0.00	1,578.00	
000112	COPPER MOUNTAIN MEDIA/KXCM-FM		07/14/2017	Regular	0.00	600.00	59028
<u>15831</u>	Invoice	06/30/2017	ADVERTISING: WATER EDUCATION DAY		0.00	600.00	
001461	BOLLINGER CONSULTING GROUP		07/14/2017	Regular	0.00	1,162.50	59029
<u>753</u>	Invoice	06/30/2017	WATER CONSERVATION - JUN 17		0.00	1,162.50	
002820	EMPLOYEE RELATIONS, INC.		07/14/2017	Regular	0.00	77.75	59030

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>79101</u>	Invoice	06/30/2017	EE RECRUITING EXPENSE	0.00	77.75	
002846	ESRI, INC.	07/14/2017	Regular	0.00	3,116.25	59031
<u>93308397</u>	Invoice	07/14/2017	GIS MAINT PROG 8/24/17 - 8/23/18	0.00	3,116.25	
VEND1466	FEDAK & BROWN LLP	07/14/2017	Regular	0.00	2,500.00	59032
<u>FB063017</u>	Invoice	06/30/2017	FINANCIAL AUDIT 16/17	0.00	2,500.00	
000229	C & S ELECTRIC	07/14/2017	Regular	0.00	498.00	59033
<u>2233</u>	Invoice	06/30/2017	PUMPING PLANT REPAIRS	0.00	498.00	
000058	GARDA CL WEST, INC.	07/14/2017	Regular	0.00	633.06	59034
<u>10314681</u>	Invoice	06/30/2017	COURIER FEES - JUN 17	0.00	606.41	
<u>70060521</u>	Invoice	06/30/2017	EVENXCHANGE FEES - JUN 17	0.00	26.65	
004720	INLAND WATER WORKS	07/14/2017	Regular	0.00	1,187.02	59035
<u>S1000877.002</u>	Invoice	07/14/2017	INVENTORY	0.00	1,187.02	
000084	JOHNSON POWER SYSTEMS	07/14/2017	Regular	0.00	1,434.82	59036
<u>3W31940</u>	Invoice	06/30/2017	GENERATOR #1: FUEL POLISHING	0.00	448.21	
<u>3W31941</u>	Invoice	06/30/2017	GENERATOR #2: FUEL POLISHING	0.00	448.21	
<u>3W31944</u>	Invoice	06/30/2017	GENERATOR #5: FUEL POLISHING	0.00	301.20	
<u>3W31945</u>	Invoice	06/30/2017	GENERATOR #6: FUEL POLISHING	0.00	237.20	
009054	KATHLEEN J. RADNICH	07/14/2017	Regular	0.00	2,095.80	59037
<u>170625-1</u>	Invoice	06/30/2017	PUBLIC RELATIONS SERVICES	0.00	676.20	
<u>170702-1</u>	Invoice	06/30/2017	PUBLIC RELATIONS SERVICES	0.00	718.20	
<u>170709-1</u>	Invoice	07/14/2017	PUBLIC RELATIONS SERVICES	0.00	701.40	
000205	LORI G. HERBEL	07/14/2017	Regular	0.00	128.00	59038
<u>LH072017</u>	Invoice	07/14/2017	PUBLIC INFO/FARMER'S MARKET	0.00	128.00	
003505	GARRYS TIRES	07/14/2017	Regular	0.00	1,188.40	59039
<u>13646</u>	Invoice	06/30/2017	VEHICLE REPAIRS: V32	0.00	594.20	
<u>13651</u>	Invoice	06/30/2017	VEHICLE REPAIRS: V24	0.00	594.20	
003930	NBS	07/14/2017	Regular	0.00	2,083.09	59040
<u>617000271</u>	Invoice	07/14/2017	CMM ADMIN FEES - 3RD QTR 17	0.00	2,083.09	
000236	PAYPRO ADMINISTRATORS	07/14/2017	Regular	0.00	-449.97	59041
000236	PAYPRO ADMINISTRATORS	07/14/2017	Regular	0.00	449.97	59041
<u>PPE 7-07-17</u>	Invoice	07/14/2017	EE FSA DEDUCTIONS 7-14-17	0.00	449.97	
008300	POSTMASTER	07/14/2017	Regular	0.00	4,000.00	59042
<u>SD051717</u>	Invoice	07/14/2017	POSTAGE FOR WATER BILLING	0.00	4,000.00	
008415	PRUDENTIAL OVERALL SUPPLY	07/14/2017	Regular	0.00	87.24	59043
<u>22449219</u>	Invoice	07/14/2017	SHOP EXPENSE	0.00	37.04	
<u>22449220</u>	Invoice	07/14/2017	SHOP EXPENSE	0.00	50.20	
013361	QUINN COMPANY	07/14/2017	Regular	0.00	2,178.58	59044
<u>NR054QJ</u>	Invoice	07/14/2017	GENERATOR #3: FUEL POLSHING	0.00	1,094.14	
<u>NR057QJ</u>	Invoice	07/14/2017	GENERATOR #4: FUEL POLSHING	0.00	1,084.44	
013218	OFFICETEAM	07/14/2017	Regular	0.00	4,214.67	59045
<u>48644868</u>	Invoice	06/30/2017	TEMPORARY LABOR	0.00	1,518.80	
<u>48692644</u>	Invoice	06/30/2017	TEMPORARY LABOR	0.00	1,518.80	
<u>48742106</u>	Invoice	07/14/2017	TEMPORARY LABOR	0.00	1,177.07	
008414	PROVIDEO	07/14/2017	Regular	0.00	300.00	59046
<u>1097</u>	Invoice	06/30/2017	VIDEO TAPING & YOU TUBE BD MEETING	0.00	300.00	
004201	SCOTT HUDSON	07/14/2017	Regular	0.00	513.60	59047
<u>SH071217</u>	Invoice	06/30/2017	REIMB: MILES: FEB - JUN 17	0.00	513.60	
VEND1020	SOUTHWEST NETWORKS, INC.	07/14/2017	Regular	0.00	356.25	59048

*Check Report JBWD

Date Range: 07/01/2017 - 07/31/2017

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>17-6085</u>	Invoice	06/30/2017	SUPPLEMENTAL IT SERVICES (AMC) - JUN	0.00	356.25	
009920	STANDARD INSURANCE CO	07/14/2017	Regular	0.00	936.69	59049
<u>ST0717</u>	Invoice	07/14/2017	EE LIFE INSURANCE - JUL 17	0.00	936.69	
013216	TIMOTHY ROBERT PINAR	07/14/2017	Regular	0.00	3,184.85	59050
<u>TP062817</u>	Invoice	06/30/2017	HVAC CONSULTING FEE	0.00	3,184.85	
010690	TYLER TECHNOLOGIES	07/14/2017	Regular	0.00	1,313.00	59051
<u>025-192865</u>	Invoice	07/14/2017	INCODE CRM (API) MAINT - 8/1/17 - 7/31	0.00	1,313.00	
010850	UNDERGROUND SERVICE ALERT	07/14/2017	Regular	0.00	85.50	59052
<u>620170335</u>	Invoice	06/30/2017	TICKET DELIVERY SERVICE - JUN 17	0.00	85.50	
010990	UTILIQUEST L.L.C.	07/14/2017	Regular	0.00	204.72	59053
<u>250342-Q</u>	Invoice	06/30/2017	CONTRACT LOCATING EXPENSE	0.00	204.72	
000327	WATER QUALITY SPECIALISTS	07/14/2017	Regular	0.00	3,310.00	59054
<u>5041</u>	Invoice	06/30/2017	HDMC WWTP: OPERATION & MAINT - JU	0.00	3,310.00	
000233	NAPA AUTO PARTS	07/14/2017	Regular	0.00	508.23	59055
<u>202923</u>	Invoice	06/30/2017	TRACTOR MAINTENANCE	0.00	141.16	
<u>203518</u>	Invoice	06/30/2017	VEHICLE MAINT: MULT VEHICLES/SHOP E	0.00	367.07	
004110	BURRTEC WASTE & RECYCLING SVCS	07/19/2017	Regular	0.00	418.29	59077
<u>BW0717</u>	Invoice	07/19/2017	RECYCLING - JULY 17	0.00	60.41	
<u>BW0717B</u>	Invoice	07/19/2017	TRASH REMOVAL - JULY 17	0.00	270.90	
<u>BW0717C</u>	Invoice	07/19/2017	TRASH REMOVAL - JULY 17	0.00	86.98	
004018	HACH COMPANY	07/19/2017	Regular	0.00	463.27	59078
<u>10517515</u>	Invoice	06/30/2017	WELL 14 REHAB SUPPLIES	0.00	463.27	
004720	INLAND WATER WORKS	07/19/2017	Regular	0.00	332.73	59079
<u>51000874.001</u>	Invoice	06/30/2017	MAINLINE & LEAK REPAIR SUPPLIES	0.00	332.73	
009054	KATHLEEN J. RADNICH	07/19/2017	Regular	0.00	709.80	59080
<u>170716-1</u>	Invoice	07/19/2017	PUBLIC RELATIONS SERVICES	0.00	709.80	
000070	ONLINE INFORMATION SERVICES, INC.	07/19/2017	Regular	0.00	313.50	59081
<u>795721</u>	Invoice	06/30/2017	ID VERIF. SERV. THRU 06/30/17	0.00	313.50	
000236	PAYPRO ADMINISTRATORS	07/19/2017	Regular	0.00	50.00	59082
<u>59811</u>	Invoice	06/30/2017	FSA ADMIN FEES - JUN 17	0.00	50.00	
000324	PEGGY EGNEW	07/19/2017	Regular	0.00	43.00	59083
<u>PE070317</u>	Invoice	06/30/2017	REIMBURSE MILEAGE	0.00	43.00	
008405	PRECISION ASSEMBLY	07/19/2017	Regular	0.00	1,383.41	59084
<u>17667</u>	Invoice	06/30/2017	JUN WATER BILLING	0.00	1,383.41	
008201	PURCHASE POWER	07/19/2017	Regular	0.00	503.50	59085
<u>PB071217</u>	Invoice	07/19/2017	POSTAGE REFILL FOR METER	0.00	503.50	
000091	SAN BERNARDINO COUNTY RECORDER	07/19/2017	Regular	0.00	84.00	59086
<u>SB071917</u>	Invoice	07/19/2017	RELEASE OF LIENS	0.00	84.00	
009898	THE GAS COMPANY	07/19/2017	Regular	0.00	7.64	59087
<u>GAS0717</u>	Invoice	06/30/2017	HEAT FOR SHOP - JUL 17	0.00	7.64	
000009	WESTERN PUMP, INC.	07/19/2017	Regular	0.00	1,717.55	59088
<u>W79486</u>	Invoice	06/30/2017	REPAIRS: GAS PUMP	0.00	671.45	
<u>W79774</u>	Invoice	06/30/2017	ANNUAL AQMD 461 TEST: VAPOR RECOV	0.00	1,046.10	
010850	UNDERGROUND SERVICE ALERT	07/27/2017	Regular	0.00	81.00	59091
<u>220170340</u>	Invoice	03/15/2017	TICKET DELIVERY SERVICE - FEB 17	0.00	81.00	
000575	AFSCME LOCAL 1902	07/27/2017	Regular	0.00	585.20	59092

*Check Report JBWD

Date Range: 07/01/2017 - 07/31/2017

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>AFSCME0717</u>	Invoice	07/27/2017	EE UNION DUES - JUL 17	0.00	585.20	
013351	HELENITA C. YOUNGLOVE	07/27/2017	Regular	0.00	120.00	59093
<u>134</u>	Invoice	07/27/2017	NOTARY SERVICES	0.00	120.00	
009054	KATHLEEN J. RADNICH	07/27/2017	Regular	0.00	663.60	59094
<u>170723-1</u>	Invoice	07/27/2017	PUBLIC RELATIONS SERVICES	0.00	663.60	
000193	MORONGO BASIN CONSERVATION ASSOCIATIC	07/27/2017	Regular	0.00	600.00	59095
<u>MBCA072417</u>	Invoice	07/27/2017	SUPPORT OF DESERT WISE LANDSCAPE T	0.00	600.00	
013218	OFFICETEAM	07/27/2017	Regular	0.00	1,518.80	59096
<u>48784016</u>	Invoice	07/27/2017	TEMPORARY LABOR	0.00	1,518.80	
009880	SOUTHERN CALIFORNIA EDISON CO	07/27/2017	Regular	0.00	3,988.45	59097
<u>SCE0717</u>	Invoice	07/27/2017	POWER TO BLDGS & GEN - JUL 17	0.00	3,988.45	
000510	TIME WARNER CABLE	07/27/2017	Regular	0.00	339.67	59098
<u>TW0717</u>	Invoice	07/27/2017	CABLE & INTERNET - JUL 17	0.00	339.67	
013359	XEROX FINANCIAL SERVICES	07/27/2017	Regular	0.00	395.66	59099
<u>874896</u>	Invoice	07/27/2017	OFFICE EXPENSE 7/7/17 - 8/6/17	0.00	395.66	
000501	ACWA/JPIA	07/27/2017	Regular	0.00	8,488.52	59100
<u>JPIA063017</u>	Invoice	06/30/2017	WORKERS COMP APR - JUN 17	0.00	8,488.52	
001517	CalPERS	07/06/2017	Manual	0.00	9,146.60	900789
<u>PPE 6-23-17</u>	Invoice	06/30/2017	PAY PERIOD ENDING 6/23/17	0.00	9,146.60	
000236	PAYPRO ADMINISTRATORS	07/11/2017	Manual	0.00	290.00	900790
<u>PP071117</u>	Invoice	07/11/2017	FSA DEBIT CARD DEPOSIT	0.00	290.00	
000248	PAYCHEX	07/14/2017	Manual	0.00	70.00	900791
<u>16648878</u>	Invoice	07/14/2017	TIME & LABOR ONLINE USAGE FEE	0.00	70.00	
000248	PAYCHEX	07/14/2017	Manual	0.00	347.30	900792
<u>304838</u>	Invoice	07/14/2017	PAYROLL PROCESSING FEE	0.00	347.30	
VEN01533	PAYMENTUS GROUP INC.	07/17/2017	Manual	0.00	2,090.25	900793
<u>US17060188</u>	Invoice	06/30/2017	CREDIT CARD PROCESSING FEE - JUN 17	0.00	2,090.25	
009878	SOUTHERN CALIFORNIA EDISON	07/18/2017	Manual	0.00	36,954.63	900794
<u>SCE0617</u>	Invoice	06/30/2017	POWER FOR PUMPING - JUNE 17	0.00	36,954.63	
004195	HOME DEPOT CREDIT SERVICES	07/18/2017	Manual	0.00	4,933.93	900795
<u>HD0717</u>	Invoice	06/30/2017	PUMP PLNT SUPPLIES/WELL 14 REHAB/S	0.00	3,838.85	
<u>HD0717A</u>	Invoice	07/18/2017	PUMPING PLANT SUPPLIES/SHOP EXPENS	0.00	1,095.08	
001008	BUSINESS CARD	07/18/2017	Manual	0.00	2,653.51	900796
<u>BA0717</u>	Invoice	06/30/2017	WELL 14 REHAB SUPPLIES/SMALL TOOLS-	0.00	2,653.51	
001517	CalPERS	07/21/2017	Manual	0.00	9,303.00	900797
<u>PPE 7-07-17</u>	Invoice	07/21/2017	PAY PERIOD ENDING 7/07/17	0.00	9,303.00	
000236	PAYPRO ADMINISTRATORS	07/13/2017	Manual	0.00	449.97	900798
<u>PPE 7-07-17</u>	Invoice	07/14/2017	EE FSA DEDUCTIONS 7-14-17	0.00	449.97	
000236	PAYPRO ADMINISTRATORS	07/26/2017	Manual	0.00	449.97	900799
<u>PPE 7-21-17</u>	Invoice	07/26/2017	EE FSA DEDUCTIONS 7-28-17	0.00	449.97	
001005	BANK OF AMERICA	07/18/2017	Manual	0.00	5,680.55	900800
<u>BA0717</u>	Invoice	06/30/2017	WELL 14 REHAB/OFFICE SUPPLIES/WATER	0.00	5,680.55	
000248	PAYCHEX	07/28/2017	Manual	0.00	336.50	900801

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	
305463	Invoice	07/28/2017	PAYROLL PROCESSING FEE	0.00	336.50	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	84	65	0.00	335,225.96
Manual Checks	14	13	0.00	72,706.21
Voided Checks	0	3	0.00	-530.97
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	98	81	0.00	407,401.20

**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>
04-00110-007	COX, STEVEN	7/14/2017	Refund	81.22	Check #: 59056
09-00133-012	KOEHLER, LISA R	7/14/2017	Refund	31.78	Check #: 59057
53-00091-005	DAVIS, AMANDA C	7/14/2017	Refund	40.78	Check #: 59058
65-00192-009	CARIKER, ROBERT	7/14/2017	Refund	25.78	Check #: 59059
11-00331-013	SHERIC PROPERTY MANAGEMENT	7/14/2017	Refund	94.84	Check #: 59060
12-00070-002	VILLANOVA, SHANE W	7/14/2017	Refund	59.79	Check #: 59061
50-00095-011	HEAVENLY BEAUTY SALON	7/14/2017	Refund	22.72	Check #: 59062
52-00060-008	KINKEL, ELISABETH	7/14/2017	Refund	66.97	Check #: 59063
52-00129-011	CRUZ, GABRIELA	7/14/2017	Refund	4.39	Check #: 59064
58-00164-005	MCCULLOCH, JAMES	7/14/2017	Refund	49.30	Check #: 59065
53-00107-006	KERSHAW, CHARISSA	7/18/2017	Refund	11.97	Check #: 59066
57-00018-017	MARTIN, NICHOLAS C	7/18/2017	Refund	25.33	Check #: 59067
05-00101-009	MARCUS, SYBIL	7/18/2017	Refund	64.78	Check #: 59068
10-00450-004	HEVERON, JOSH	7/18/2017	Refund	113.64	Check #: 59069
57-00057-004	MOILANEN, WYATT	7/18/2017	Refund	56.80	Check #: 59070
64-00006-004	PARKER, ANTONIO M	7/18/2017	Refund	6.33	Check #: 59071
10-00209-010	SUTTON, BRADLEY T	7/19/2017	Refund	61.77	Check #: 59072
52-00062-011	CINDY MARK REALTY	7/19/2017	Refund	63.05	Check #: 59073
53-00140-003	YBARRA, ELIZABETH J	7/19/2017	Refund	48.71	Check #: 59074
55-00287-003	AGUILAR, JOSE A	7/19/2017	Refund	99.14	Check #: 59075
58-00133-003	ALKEMA, JAMES H	7/19/2017	Refund	20.99	Check #: 59076
08-00091-003	ANDERSEN, DEBORAH M	7/26/2017	Refund	9.00	Check #: 59089
14-00010-009	HARDY, PAUL A	7/26/2017	Refund	174.91	Check #: 59090
				<u>1,233.99</u>	

JOSHUA BASIN WATER DISTRICT

JULY 2017

DIRECTOR PAY

PAY PERIODS: 6/24/2017 - 7/21/2017

Director	Date	Type	Amount	Notes
THOMAS FLOEN	06/26/2017	Director Pay	173.63	FINANCE COMMITTEE MEETING
THOMAS FLOEN	07/05/2017	Director Pay	173.63	JBWD BOARD MEETING
THOMAS FLOEN	07/19/2017	Director Pay	173.63	JBWD BOARD MEETING
			<u>520.89</u>	
GEARY HUND	07/05/2017	Director Pay	173.63	JBWD BOARD MEETING
GEARY HUND	07/19/2017	Director Pay	173.63	JBWD BOARD MEETING
			<u>347.26</u>	
ROBERT JOHNSON	06/26/2017	Director Pay	173.63	FINANCE COMMITTEE MEETING
ROBERT JOHNSON	07/05/2017	Director Pay	173.63	JBWD BOARD MEETING
			<u>347.26</u>	
MICKEY C LUCKMAN	07/05/2017	Director Pay	173.63	JBWD BOARD MEETING
MICKEY C LUCKMAN	07/08/2017	UNPAID DIRECTOR	0.00	6/22/17 ASBCSD MEETING
MICKEY C LUCKMAN	07/08/2017	Meals/Lodging	23.00	6/22/17 ASBCSD DINNER
MICKEY C LUCKMAN	07/19/2017	Director Pay	173.63	JBWD BOARD MEETING
			<u>370.26</u>	
REBECCA UNGER	07/05/2017	Director Pay	173.63	JBWD BOARD MEETING
REBECCA UNGER	07/19/2017	Director Pay	173.63	JBWD BOARD MEETING
			<u>347.26</u>	
		TOTAL	<u><u>1,932.93</u></u>	



Joshua Basin Water District

*Check Report JBWD

By Check Number

Date Range: 08/01/2017 - 08/31/2017

Vendor Number Payable #	Vendor DBA Name Payable Type	Payable Date	Payment Date Payable Description	Payment Type	Discount Amount	Payment Amount Payable Amount	Number
Bank Code: AP-AP Cash							
000501 <u>0499666</u>	ACWA/JPIA Invoice	08/10/2017	08/10/2017 EE HEALTH BENEFIT & EAP SEPT 17	Regular	0.00 0.00	18,305.01 18,305.01	59101
013349 <u>6145</u>	ANDREA CARTER & ASSOCIATES Invoice	08/10/2017	08/10/2017 PUBLIC RELATIONS SERVICES	Regular	0.00 0.00	300.00 300.00	59102
013346 <u>2030L</u>	ANDY'S LANDSCAPE & TREE SERVICE INC. Invoice	08/10/2017	08/10/2017 DEMO GARDEN/BUILD MAINT THRU 7/15	Regular	0.00 0.00	650.00 650.00	59103
000675 <u>0066174-IN</u>	AQUA-METRIC SALES COMPANY Invoice	08/10/2017	08/10/2017 INVENTORY	Regular	0.00 0.00	3,005.17 3,005.17	59104
001630 <u>829480028X0805</u>	AT&T MOBILITY Invoice	08/10/2017	08/10/2017 COMMUNICATIONS - JULY 17	Regular	0.00 0.00	1,254.19 1,254.19	59105
004110 <u>BW0817</u> <u>BW0817B</u> <u>BW0817C</u>	BURRTEC WASTE & RECYCLING SVCS Invoice Invoice Invoice	08/10/2017 08/10/2017 08/10/2017	08/10/2017 RECYCLING - AUG 17 TRASH REMOVAL - AUG 17 TRASH REMOVAL - AUG 17	Regular	0.00 0.00 0.00	418.29 60.41 270.90 86.98	59106
001008 <u>BA0817</u>	BUSINESS CARD Invoice	08/10/2017	08/10/2017 SHOP EXPENSE/WELL 14 REHAB/MAP SU	Regular	0.00 0.00	4,487.87 4,487.87	59107
001004 <u>BA0817</u>	BUSINESS CARD Invoice	08/10/2017	08/10/2017 TELEPHONE: OFFICE	Regular	0.00 0.00	635.35 635.35	59108
001555 <u>170803192101</u>	CENTRATTEL Invoice	08/10/2017	08/10/2017 DISPATCH SERVICES - JUL 17	Regular	0.00 0.00	720.25 720.25	59109
001850 <u>957352</u> <u>957353</u>	CLINICAL LAB OF S.B. INC Invoice Invoice	06/30/2017 06/30/2017	08/10/2017 SAMPLING - JUN 17 HDMC WWTP SAMPLING- JUN 17	Regular	0.00 0.00	4,750.00 3,111.00 1,639.00	59110
013365 <u>AR606072</u> <u>AR617106</u> <u>AR628660</u>	IMAGE SOURCE Invoice Invoice Invoice	05/04/2017 06/30/2017 06/30/2017	08/10/2017 OFFICE SUPPLIES OFFICE SUPPLIES OFFICE SUPPLIES	Regular	0.00 0.00 0.00	30.72 10.24 10.24 10.24	59111
002565 <u>20173389</u> <u>20173839</u>	DUDEK AND ASSOCIATES, INC Invoice Invoice	06/30/2017 06/30/2017	08/10/2017 ENG SERV: MULTIPLE PROJECTS ENG SERV: MULTIPLE PROJECTS	Regular	0.00 0.00 0.00	91,092.62 55,491.50 35,601.12	59112
VEN01466 <u>FB073117</u>	FEDAK & BROWN LLP Invoice	08/10/2017	08/10/2017 FINANCIAL AUDIT 16/17	Regular	0.00 0.00	1,700.00 1,700.00	59113
003025 <u>5-880-66170</u>	FEDEX Invoice	08/10/2017	08/10/2017 SHIPPING	Regular	0.00 0.00	129.59 129.59	59114
000229 <u>2260</u>	C & S ELECTRIC Invoice	08/10/2017	08/10/2017 PUMPING PLANT REPAIRS	Regular	0.00 0.00	406.00 406.00	59115
013222 <u>FC0817</u>	FRONTIER CALIFORNIA INC. Invoice	08/10/2017	08/10/2017 HDMC WWTP - TELEPHONE	Regular	0.00 0.00	163.96 163.96	59116
000058 <u>10323881</u>	GARDA CL WEST, INC. Invoice	08/10/2017	08/10/2017 COURIER FEES - JULY 17	Regular	0.00 0.00	606.41 606.41	59117
VEN01355	H D SUPPLY WATERWORKS, LTD		08/10/2017	Regular	0.00	177.01	59118

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>H472390</u>	Invoice	08/10/2017	MAINLINE/LEAK REPAIR SUPPLIES	0.00	177.01	
006200	MCALLISTERS JANITORIAL SERV.	08/10/2017	Regular	0.00	580.00	59119
<u>6199B</u>	Invoice	08/10/2017	JANITORIAL SERVICES - JULY 17	0.00	580.00	
004720	INLAND WATER WORKS	08/10/2017	Regular	0.00	5,710.92	59120
<u>51000877.003</u>	Invoice	08/10/2017	INVENTORY	0.00	289.58	
<u>51002422.001</u>	Invoice	08/10/2017	MAINLINE & LEAK REPAIR SUPPLIES	0.00	2,545.06	
<u>51002423.001</u>	Invoice	08/10/2017	MAINLINE & LEAK REPAIR SUPPLIES	0.00	2,876.28	
013197	INTER VALLEY POOL SUPPLY, INC.	08/10/2017	Regular	0.00	484.25	59121
<u>97365</u>	Invoice	08/10/2017	WATER TREATMENT EXPENSE	0.00	484.25	
009054	KATHLEEN J. RADNICH	08/10/2017	Regular	0.00	852.60	59122
<u>170806-1</u>	Invoice	08/10/2017	PUBLIC RELATIONS SERVICES	0.00	852.60	
000134	KENNEDY/JENKS CONSULTANTS, INC.	08/10/2017	Regular	0.00	4,736.39	59123
<u>113153</u>	Invoice	06/30/2017	CONSULTING: MULTIPLE PROJECTS	0.00	4,736.39	
005640	KILLER BEE PEST CONTROL	08/10/2017	Regular	0.00	140.00	59124
<u>4173</u>	Invoice	08/10/2017	BEE REMOVAL	0.00	70.00	
<u>4182</u>	Invoice	08/10/2017	BEE REMOVAL	0.00	70.00	
006029	LIEBERT CASSIDY WHITMORE	08/10/2017	Regular	0.00	2,553.80	59125
<u>1443144</u>	Invoice	06/30/2017	LEGAL SERVICES - JUN 17	0.00	283.60	
<u>1443145</u>	Invoice	06/30/2017	LEGAL SERVICES - MOU NEGOTIATIONS	0.00	35.00	
<u>1443146</u>	Invoice	06/30/2017	LEGAL SERVICES - EE MATTERS	0.00	2,235.20	
003505	GARRYS TIRES	08/10/2017	Regular	0.00	731.98	59126
<u>13762</u>	Invoice	08/10/2017	VEHICLE REPAIRS: V30	0.00	585.58	
<u>13783</u>	Invoice	08/10/2017	VEHICLE REPAIRS: V32	0.00	146.40	
006507	McMASTER-CARR SUPPLY COMPANY	08/10/2017	Regular	0.00	3,330.95	59127
<u>41676368</u>	Invoice	08/10/2017	TOOL/EQUIP REPAIR/SMALL TOOLS/SHOP	0.00	3,330.95	
007500	NORTHAMERICAN TRANSPORTATION	08/10/2017	Regular	0.00	12.00	59128
<u>27992</u>	Invoice	08/10/2017	MEMBERSHIP IN DRUG PROGRAM	0.00	12.00	
000070	ONLINE INFORMATION SERVICES, INC.	08/10/2017	Regular	0.00	229.30	59129
<u>801961</u>	Invoice	08/10/2017	ID VERIF. SERV. THRU 07/31/17	0.00	229.30	
008200	PITNEY BOWES INC.	08/10/2017	Regular	0.00	290.83	59130
<u>3101471574</u>	Invoice	08/10/2017	LEASING CHARGES - 3RD QTR 17	0.00	290.83	
008405	PRECISION ASSEMBLY	08/10/2017	Regular	0.00	1,384.95	59131
<u>17700</u>	Invoice	08/10/2017	JULY WATER BILLING	0.00	1,384.95	
008415	PRUDENTIAL OVERALL SUPPLY	08/10/2017	Regular	0.00	174.48	59132
<u>22456003</u>	Invoice	08/10/2017	SHOP EXPENSE	0.00	37.04	
<u>22456004</u>	Invoice	08/10/2017	SHOP EXPENSE	0.00	50.20	
<u>22463220</u>	Invoice	08/10/2017	SHOP EXPENSE	0.00	37.04	
<u>22463221</u>	Invoice	08/10/2017	SHOP EXPENSE	0.00	50.20	
006030	RANDY LITTLE	08/10/2017	Regular	0.00	188.56	59133
<u>RL080117</u>	Invoice	08/10/2017	REIMB: SAFETY BOOTS	0.00	188.56	
013218	OFFICETEAM	08/10/2017	Regular	0.00	4,556.40	59134
<u>48836058</u>	Invoice	08/10/2017	TEMPORARY LABOR	0.00	1,518.80	
<u>48878706</u>	Invoice	08/10/2017	TEMPORARY LABOR	0.00	1,518.80	
<u>48931621</u>	Invoice	08/10/2017	TEMPORARY LABOR	0.00	1,518.80	
008414	PROVIDEO	08/10/2017	Regular	0.00	300.00	59135
<u>1102</u>	Invoice	08/10/2017	VIDEO TAPING & YOU TUBE BD MEETING	0.00	300.00	
000042	ROMAN, ANNE	08/10/2017	Regular	0.00	101.60	59136

*Check Report JBWD

Date Range: 08/01/2017 - 08/31/2

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>AR072817</u>	Invoice	08/10/2017	REIMB: BOTTLED WATER	0.00	101.60	
009878	SOUTHERN CALIFORNIA EDISON	08/10/2017	Regular	0.00	37,298.00	59137
<u>SCE0717</u>	Invoice	08/10/2017	POWER FOR PUMPING - JULY 17	0.00	37,298.00	
013367	SPACESAVER INTERMOUNTAIN LLC	08/10/2017	Regular	0.00	7,587.54	59138
<u>SSIMQ80817</u>	Invoice	08/10/2017	NEW PARCEL FILING SYSTEM	0.00	7,587.54	
009920	STANDARD INSURANCE CO	08/10/2017	Regular	0.00	905.89	59139
<u>ST0817</u>	Invoice	08/10/2017	EE LIFE INSURANCE - AUG 17	0.00	905.89	
013196	TELEPACIFIC COMMUNICATIONS	08/10/2017	Regular	0.00	736.58	59140
<u>93244308-0</u>	Invoice	08/10/2017	TELEPHONE (OFFICE) - AUG 17	0.00	736.58	
013366	THE SOCO GROUP, INC.	08/10/2017	Regular	0.00	3,175.66	59141
<u>0415610-IN</u>	Invoice	08/10/2017	FUEL FOR VEHICLES	0.00	3,175.66	
013347	TRI COUNTY PUMP COMPANY	08/10/2017	Regular	0.00	2,909.25	59142
<u>15900</u>	Invoice	08/10/2017	WELL 14 REHAB	0.00	2,909.25	
010690	TYLER TECHNOLOGIES	08/10/2017	Regular	0.00	133.90	59143
<u>025-194863</u>	Invoice	06/30/2017	CALL NOTIFICATION FEES: APR - JUNE	0.00	133.90	
010850	UNDERGROUND SERVICE ALERT	08/10/2017	Regular	0.00	84.25	59144
<u>720170337</u>	Invoice	08/10/2017	TICKET DELIVERY SERVICE - JULY 17	0.00	84.25	
010990	UTILIQUEST L.L.C.	08/10/2017	Regular	0.00	804.56	59145
<u>250481-Q</u>	Invoice	08/10/2017	CONTRACT LOCATING EXPENSE	0.00	75.20	
<u>250741-Q</u>	Invoice	08/10/2017	CONTRACT LOCATING EXPENSE	0.00	532.64	
<u>250995-Q</u>	Invoice	08/10/2017	CONTRACT LOCATING EXPENSE	0.00	94.12	
<u>251241-Q</u>	Invoice	08/10/2017	CONTRACT LOCATING EXPENSE	0.00	102.60	
000327	WATER QUALITY SPECIALISTS	08/10/2017	Regular	0.00	3,310.00	59146
<u>5074</u>	Invoice	08/10/2017	HDMC WWTP: OPERATION & MAINT - JUL	0.00	3,310.00	
013203	WATER SYSTEMS ENGINEERING, INC.	08/10/2017	Regular	0.00	1,980.00	59147
<u>26174</u>	Invoice	08/10/2017	WELL 14 REHAB SAMPLING	0.00	1,980.00	
005672	WILLIAM H. KLINE	08/10/2017	Regular	0.00	200.00	59148
<u>BK080117</u>	Invoice	08/10/2017	REIMB: SAFETY BOOTS	0.00	200.00	
013368	DICK MONOD DE FROIDEVILLE	08/24/2017	Regular	0.00	350.00	59177
<u>DF082417</u>	Invoice	08/24/2017	OSHA TRAINING	0.00	350.00	
009054	KATHLEEN J. RADNICH	08/24/2017	Regular	0.00	1,788.34	59178
<u>170813-1</u>	Invoice	08/24/2017	PUBLIC RELATIONS SERVICES	0.00	746.74	
<u>170813-1A</u>	Invoice	08/24/2017	PUBLIC RELATIONS SERVICES	0.00	1,041.60	
000205	LORI G. HERBEL	08/24/2017	Regular	0.00	160.00	59179
<u>LH082017</u>	Invoice	08/24/2017	PUBLIC INFO/FARMER'S MARKET	0.00	160.00	
006150	RANDY MAYES	08/24/2017	Regular	0.00	79.72	59180
<u>RM081017</u>	Invoice	08/24/2017	REIMB: MILEAGE: MAINLINE BREAK SAMP	0.00	79.72	
001932	SAN BERNARDINO COUNTY OFFICE OF THE ASS	08/24/2017	Regular	0.00	10.00	59181
<u>107806</u>	Invoice	08/24/2017	MAP REVISIONS - AUG 17	0.00	10.00	
009880	SOUTHERN CALIFORNIA EDISON CO	08/24/2017	Regular	0.00	4,000.75	59182
<u>SCE0817</u>	Invoice	08/24/2017	POWER TO BLDGS & GEN - AUG 17	0.00	4,000.75	
001898	STEPHEN CORBIN	08/24/2017	Regular	0.00	494.37	59183
<u>SC081117</u>	Invoice	08/24/2017	REIMB: ARC FLASH TRAINING	0.00	494.37	
000510	TIME WARNER CABLE	08/24/2017	Regular	0.00	343.62	59184
<u>TW0817</u>	Invoice	08/24/2017	CABLE & INTERNET - AUG 17	0.00	343.62	
013369	I-SHRED INCORPORATED	08/25/2017	Regular	0.00	1,150.00	59185

*Check Report JBWD

Date Range: 08/01/2017 - 08/31/2017

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>2650</u>	Invoice	08/25/2017	ARCHIVE RECORD SHREDDING	0.00	1,150.00	
000042	ROMAN, ANNE	08/25/2017	Regular	0.00	136.96	59186
<u>AR082417</u>	Invoice	08/25/2017	REIMB: MILES: INCODE TRAINING	0.00	136.96	
010956	DOI-USGS	08/30/2017	Regular	0.00	3,008.33	59188
<u>90561242</u>	Invoice	06/30/2017	USGS COOPERATIVE WATER RESOURCES	0.00	3,008.33	
013370	JOSE M ARTEAGA	08/30/2017	Regular	0.00	12.45	59189
<u>JA082217</u>	Invoice	06/30/2017	METER DAMAGE RECONCILIATION REFUN	0.00	12.45	
000575	AFSCME LOCAL 1902	08/31/2017	Regular	0.00	585.20	59196
<u>AFSCME0817</u>	Invoice	08/31/2017	EE UNION DUES - AUG 17	0.00	585.20	
013346	ANDY'S LANDSCAPE & TREE SERVICE INC.	08/31/2017	Regular	0.00	650.00	59197
<u>20401</u>	Invoice	08/31/2017	DEMO GARDEN/BUILD MAINT THRU 8/15	0.00	650.00	
013338	BEVERLY WASZAK	08/31/2017	Regular	0.00	220.74	59198
<u>BW082917</u>	Invoice	08/31/2017	REIMB: MILEAGE	0.00	220.74	
001297	BIGHORN-DESERT VIEW	08/31/2017	Regular	0.00	1,400.56	59199
<u>2017-001</u>	Invoice	08/31/2017	MAINLINE BREAK ASSISTANCE	0.00	1,400.56	
001517	CalPERS	08/31/2017	Regular	0.00	700.00	59200
<u>10000001504476</u>	Invoice	08/31/2017	GASB-68 REPORTS & SCHEDULES	0.00	700.00	
010645	TROPHY EXPRESS	08/31/2017	Regular	0.00	18.14	59201
<u>872412</u>	Invoice	08/31/2017	OFFICE SUPPLIES	0.00	18.14	
000237	COLONIAL LIFE & ACCIDENT INSURANCE CO, IN	08/31/2017	Regular	0.00	4,030.13	59202
<u>3990561-070529</u>	Invoice	08/31/2017	EE LIFE INSURANCE - JUL 17	0.00	1,753.93	
<u>3990561-080520</u>	Invoice	08/31/2017	EE LIFE INSURANCE - AUG 17	0.00	2,276.20	
013365	IMAGE SOURCE	08/31/2017	Regular	0.00	1,510.99	59203
<u>AR637228</u>	Invoice	08/31/2017	OFFICE SUPPLIES	0.00	1,510.99	
001461	BOLLINGER CONSULTING GROUP	08/31/2017	Regular	0.00	468.75	59204
<u>755</u>	Invoice	08/31/2017	WATER CONSERVATION - AUG 17	0.00	468.75	
003025	FEDEX	08/31/2017	Regular	0.00	26.78	59205
<u>5-895-23789</u>	Invoice	08/31/2017	SHIPPING	0.00	26.78	
004018	HACH COMPANY	08/31/2017	Regular	0.00	429.95	59206
<u>10582287</u>	Invoice	08/31/2017	CHLORINE TEST SUPPLIES	0.00	429.95	
000188	4 SPORTS 'N MORE	08/31/2017	Regular	0.00	114.13	59207
<u>7123</u>	Invoice	08/31/2017	UNIFORMS	0.00	114.13	
004720	INLAND WATER WORKS	08/31/2017	Regular	0.00	3,318.70	59208
<u>51002515.001</u>	Invoice	08/31/2017	MAINLINE & LEAK REPAIR SUPPLIES	0.00	3,318.70	
013197	INTER VALLEY POOL SUPPLY, INC.	08/31/2017	Regular	0.00	558.75	59209
<u>98474</u>	Invoice	08/31/2017	WATER TREATMENT EXPENSE	0.00	558.75	
009054	KATHLEEN J. RADNICH	08/31/2017	Regular	0.00	787.40	59210
<u>170827-1</u>	Invoice	08/31/2017	PUBLIC RELATIONS SERVICES	0.00	787.40	
005621	KENNY STRICKLAND, INC	08/31/2017	Regular	0.00	1,849.73	59211
<u>9379</u>	Invoice	08/31/2017	FUEL FOR VEHICLES	0.00	1,250.14	
<u>9383</u>	Invoice	08/31/2017	FUEL FOR VEHICLES	0.00	599.59	
006029	LIEBERT CASSIDY WHITMORE	08/31/2017	Regular	0.00	50.00	59212
<u>1444518</u>	Invoice	08/31/2017	LEGAL SERVICES - EE MATTERS	0.00	50.00	
000236	PAYPRO ADMINISTRATORS	08/31/2017	Regular	0.00	50.00	59213
<u>59984</u>	Invoice	08/31/2017	FSA ADMIN FEES - JUL 17	0.00	50.00	

* Check Report JBWD

Date Range: 08/01/2017 - 08/31/2017

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	
008201	PURCHASE POWER	08/31/2017	Regular	0.00	264.13	59214
<u>PB081317</u>	Invoice	08/31/2017	POSTAGE REFILL FOR METER	0.00	264.13	
013360	REDWINE AND SHERRILL, LLP	08/31/2017	Regular	0.00	2,812.00	59215
<u>1017</u>	Invoice	08/31/2017	LEGAL SERVICES - JULY 17	0.00	2,812.00	
013218	OFFICETEAM	08/31/2017	Regular	0.00	3,037.60	59216
<u>48976325</u>	Invoice	08/31/2017	TEMPORARY LABOR	0.00	1,518.80	
<u>49024428</u>	Invoice	08/31/2017	TEMPORARY LABOR	0.00	1,518.80	
009920	STANDARD INSURANCE CO	08/31/2017	Regular	0.00	905.89	59217
<u>ST0917</u>	Invoice	08/31/2017	EE LIFE INSURANCE - SEPT 17	0.00	905.89	
000023	ULTIMATE MOTORS, INC.	08/31/2017	Regular	0.00	798.74	59218
<u>25657</u>	Invoice	08/31/2017	VEHICLE REPAIRS: V16	0.00	495.17	
<u>25701</u>	Invoice	08/31/2017	VEHICLE REPAIRS: V27	0.00	303.57	
013359	XEROX FINANCIAL SERVICES	08/31/2017	Regular	0.00	395.66	59219
<u>901922</u>	Invoice	08/31/2017	OFFICE EXPENSE 8/7/17 - 9/6/17	0.00	395.66	
013371	YUKATA ENTERPRISES INC.	08/31/2017	Regular	0.00	164.80	59220
<u>YE082217</u>	Invoice	08/31/2017	METER DAMAGE RECONCILIATION REFUN	0.00	164.80	
001517	CalPERS	08/01/2017	Manual	0.00	9,453.67	900802
<u>PPE 7-21-17</u>	Invoice	08/01/2017	PAY PERIOD ENDING 7/21/17	0.00	9,453.67	
000025	ICMA RC	08/02/2017	Manual	0.00	3,602.96	900803
<u>900803</u>	Invoice	08/02/2017	457 REMITTANCE - JUL 17	0.00	3,602.96	
000248	PAYCHEX	08/11/2017	Manual	0.00	70.00	900804
<u>16785832</u>	Invoice	08/11/2017	TIME & LABOR ONLINE USAGE FEE	0.00	70.00	
000248	PAYCHEX	08/11/2017	Manual	0.00	321.30	900805
<u>306068</u>	Invoice	08/11/2017	PAYROLL PROCESSING FEE	0.00	321.30	
VEN01533	PAYMENTUS GROUP INC.	08/16/2017	Manual	0.00	2,014.65	900806
<u>US17070199</u>	Invoice	08/16/2017	CREDIT CARD PROCESSING FEE - JUL 17	0.00	2,014.65	
001005	BANK OF AMERICA	08/16/2017	Manual	0.00	1,340.10	900807
<u>BA0817</u>	Invoice	08/16/2017	TRAINING/OFFICE SUPPLIES/SAFETY	0.00	1,340.10	
001517	CalPERS	08/21/2017	Manual	0.00	9,716.77	900808
<u>PPE 8-4-17</u>	Invoice	08/21/2017	PAY PERIOD ENDING 8/04/17	0.00	9,716.77	
000236	PAYPRO ADMINISTRATORS	08/24/2017	Manual	0.00	449.97	900809
<u>PPE 8-4-17</u>	Invoice	08/24/2017	EE FSA DEDUCTIONS 8-11-17	0.00	449.97	
000236	PAYPRO ADMINISTRATORS	08/24/2017	Manual	0.00	449.97	900810
<u>PPE 8-18-17</u>	Invoice	08/24/2017	EE FSA DEDUCTIONS 8-25-17	0.00	449.97	
000248	PAYCHEX	08/25/2017	Manual	0.00	336.50	900811
<u>306616</u>	Invoice	08/25/2017	PAYROLL PROCESSING FEE	0.00	336.50	
004195	HOME DEPOT CREDIT SERVICES	08/25/2017	Manual	0.00	1,101.77	900812
<u>HD0817</u>	Invoice	08/25/2017	SHOP EXPENSE/BUILDING REPAIR/SMALL	0.00	1,101.77	
000025	ICMA RC	08/31/2017	Manual	0.00	3,802.96	900814

*Check Report JBWD

Date Range: 08/01/2017 - 08/31/2

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	
900814	Invoice	08/31/2017	457 REMITTANCE - AUG 17	0.00	3,802.96	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	110	85	0.00	251,000.39
Manual Checks	12	12	0.00	32,660.62
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	122	97	0.00	283,661.01

**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>
12-00215-009	DALBY, CLAUDIA	8/10/2017	Refund	25.78	Check #: 59149
13-00153-009	ROEBER, TERESA M	8/10/2017	Refund	2.58	Check #: 59150
53-00140-003	YBARRA, ELIZABETH J	8/10/2017	Refund	40.78	Check #: 59151
55-00134-011	LAVOIE, MADELAINE	8/10/2017	Refund	16.63	Check #: 59152
63-00146-011	AFFORDABLE RENTALS	8/10/2017	Refund	37.78	Check #: 59153
65-01064-005	BJORK, EDWARD J	8/10/2017	Refund	4.78	Check #: 59154
05-00013-013	HAMPTON, WILLIE JR	8/10/2017	Refund	22.43	Check #: 59155
05-00182-011	PRESTIGE PROPERTIES	8/10/2017	Refund	85.03	Check #: 59156
12-00356-009	MOFFETT, GINA M	8/10/2017	Refund	44.62	Check #: 59157
63-00138-005	JORDAN, BRANDY	8/10/2017	Refund	22.93	Check #: 59158
01-00119-003	DECICCO, AMY	8/24/2017	Refund	32.16	Check #: 59159
04-00080-012	PRESTIGE PROPERTIES	8/24/2017	Refund	94.36	Check #: 59160
10-00263-004	RECKER, MATHIAS P	8/24/2017	Refund	139.90	Check #: 59161
12-00072-003	MIRAGE COVE PROPERTIES LLC	8/24/2017	Refund	40.96	Check #: 59162
50-00130-018	MCMICHAEL, WILLIAM P	8/24/2017	Refund	53.40	Check #: 59163
52-00127-009	COBB, CANDICE M	8/24/2017	Refund	61.79	Check #: 59164
54-00044-007	HILLYARD, JOAKIMA I	8/24/2017	Refund	43.29	Check #: 59165
60-00080-000	HOUCK, NINA	8/24/2017	Refund	48.44	Check #: 59166
03-00369-014	STEPHENS, RON E	8/24/2017	Refund	48.91	Check #: 59167
06-00107-016	WALSH, JULIE A	8/24/2017	Refund	9.30	Check #: 59168
10-00176-009	TRUST, AGNES CREGAR LIVING	8/24/2017	Refund	30.49	Check #: 59169
13-00082-010	PUDDY, DEANNA S	8/24/2017	Refund	112.80	Check #: 59170
59-00208-008	YORK, KYLE J	8/24/2017	Refund	48.24	Check #: 59171
63-00031-012	DESSELLE PROPERTIES INC	8/24/2017	Refund	63.00	Check #: 59172
53-00160-007	GRIFFIN, DAVID J	8/24/2017	Refund	162.58	Check #: 59173
06-00131-000	GALISKY, ANTHONY S TR	8/24/2017	Refund	12.88	Check #: 59174
11-00048-013	LAUFER, JENNIFER M	8/24/2017	Refund	3.00	Check #: 59175
13-00087-002	REYNOLDS, MICHAEL	8/24/2017	Refund	371.03	Check #: 59176
13-00087-002	REYNOLDS, MICHAEL	8/24/2017	Reverse Refund Check Adjustment	(204.27)	VOID REFUND CHECK #58590
13-00087-002	REYNOLDS, MICHAEL	8/24/2017	Reverse Refund Check Adjustment	(166.76)	VOID REFUND CHECK #58870
59-00061-005	MURPHY, LISA C	8/29/2017	Refund	475.44	Check #: 59187
10-00152-014	LOCKE, TIM J JR	8/30/2017	Refund	48.59	Check #: 59190
10-00287-001	BING, BARBARA	8/30/2017	Refund	135.53	Check #: 59191
55-00123-012	KEENE, KAYE P	8/30/2017	Refund	64.39	Check #: 59192
61-00059-012	THOMAS, COLE R	8/30/2017	Refund	58.48	Check #: 59193
62-00233-011	MCCABE, WILLIAM H	8/30/2017	Refund	43.92	Check #: 59194
65-00266-006	WARE, LANI L	8/30/2017	Refund	131.88	Check #: 59195
				<u>2,267.07</u>	

JOSHUA BASIN WATER DISTRICT**AUGUST 2017****DIRECTOR PAY****PAY PERIODS: 7/22/2017 - 8/18/2017**

Director	Date	Type	Amount	Notes
THOMAS FLOEN	08/09/2017	Director Pay	173.63	FINANCE COMMITTEE MEETING
THOMAS FLOEN	08/16/2017	Director Pay	173.63	JBWD BOARD MEETING
			<u>347.26</u>	
GEARY HUND	08/16/2017	Director Pay	173.63	JBWD BOARD MEETING
			<u>173.63</u>	
ROBERT JOHNSON	08/16/2017	Director Pay	173.63	JBWD BOARD MEETING
ROBERT JOHNSON	08/05/2017	Director Pay	173.63	7/13/17 MWA BOARD MEETING
ROBERT JOHNSON	08/05/2017	Mileage/Vehicle Expense	74.37	7/13/17 MILES: MWA BOARD MEETING
			<u>421.63</u>	
MICKEY C LUCKMAN	08/09/2017	Director Pay	173.63	FINANCE COMMITTEE MEETING
MICKEY C LUCKMAN	08/16/2017	Director Pay	173.63	JBWD BOARD MEETING
			<u>347.26</u>	
REBECCA UNGER	08/10/2017	Director Pay	173.63	MWA BOARD MEETING
REBECCA UNGER	08/10/2017	Mileage/Vehicle Expense	71.69	MILES: MWA BOARD MEETING
REBECCA UNGER	08/16/2017	Director Pay	173.63	JBWD BOARD MEETING
			<u>418.95</u>	
		TOTAL	<u><u>1,708.73</u></u>	

JOSHUA BASIN WATER DISTRICT
MEETING AGENDA REPORT

Meeting of the Board of Directors

October 4, 2017

Report to: President and Board Members

Prepared by: Susan Greer



TOPIC:
ANNUAL CAPACITY FEE REPORTS

RECOMMENDATION:
Accept and File

ANALYSIS:

Capacity Fees are one-time charges used to fund capital improvements necessary for the expansion of the water system as a result of a new connection. Capacity fees reflect the property's pro-rata share for the infrastructure costs that were built or will need to be built to serve the new connection.

Capacity Fees are legally restricted and may be used only to fund projects associated with growth, meaning expansion or upgrade projects, not replacement projects which are normal operating expenses and need to be funded with water rates.

Detailed reports about the water and wastewater/sewer capacity fees are attached. The reports were reviewed and approved by the Finance Committee on 9/25/17. The quarterly financial reports provide the balances in each of the capacity funds on a periodic basis, but the attached reports provide additional detail about beginning and ending capacity fund balances, additional deposits into the funds, interest earned and projects completed with the funds, if any.

We have not used any of the restricted capacity fees for any public improvements since the H Zone project was completed in 2008. We have \$133,291 in our water capacity fund, and \$613,472 in our sewer capacity fund as of 6/30/17.

STRATEGIC PLAN ITEM:

N/A

FISCAL IMPACT:

N/A

**JOSHUA BASIN WATER DISTRICT
ANNUAL REPORT OF CAPACITY CHARGES**

Fiscal year 2016/2017

Type of Capacity Charges **WATER** SEWER

GL account number LAIF **01-11310** 01-11313
Revenue **01-44010** 01-44050

Beginning Capacity Charge Fund Balance 76,711.69

Description and amount of charges collected 55,938.00

7/8/2016 0603-152-22	3,945.00	
8/25/2016 0602-291-22	3,945.00	
9/13/2016 0631-173-25	3,945.00	
11/2/2016 0604-101-11	3,945.00	
11/7/2016 0589-183-43	3,945.00	
11/9/2016 0589-183-44	3,945.00	
11/17/2016 0589-183-46	3,945.00	
12/21/2016 0607-021-16	3,945.00	
1/17/2017 0588-271-33	4,063.00	
1/20/2017 0602-331-02	4,063.00	
3/2/2017 0632-271-09	4,063.00	
4/25/2017 0599-321-33	4,063.00	
5/3/2017 0632-241-31	4,063.00	
6/1/2017 0589-212-38	4,063.00	
	<u>55,938.00</u>	14

Interest earned on fund balance 641.63

QE 6/30/16	101.97
Q/E 9/30/16	144.53
Q/E 12/31/16	140.02
Q/E 3/30/17	<u>255.11</u>
	641.63

Public improvements funded from charges 0.00

NONE

Ending Capacity Charge Fund Balance 133,291.32 ✓

JOSHUA BASIN WATER DISTRICT
MEETING AGENDA REPORT

Meeting of the Board of Directors

October 4, 2017

Report to: President and Members of the Board

Prepared by: Randy Mayes, Interim Director of Water Resources & Operations

TOPIC: Aquatic Inspections Proposal Dated September 15, 2017 for Wet Cleaning, Inspection, and Spot Coating Repair of Reservoirs: C-1, D-1, E-1, E-2, & J-1.

RECOMMENDATION: That the Board authorize the District to enter into a contract with Aquatic Inspections for a cost not to exceed \$24,000.

ANALYSIS: The District has obtained a cost proposal from Aquatic Inspections, Inc. ("Aquatic") to have the following (5) five reservoirs inspected, cleaned, and spot repaired as necessary: C-1, D-1, E-1, E-2, & J-1, as part of the District's ongoing reservoir maintenance program, and in response to the recommendation by the State Water Resources Control Board ("SWRCB") in the District's most recent Sanitary Survey. This work is scheduled to be conducted in January 2018.

The intent of these inspections is for Aquatic to determine and make a recommendation to the District as to what maintenance would need to be performed at each reservoir, as well as, to develop a priority list for the order in which the reservoirs should be addressed. Aquatic will prepare and provide to the District a written inspection report and DVD footage for each of the five inspections and cleanings conducted.

In order to remain as efficient as possible, keep costs down, and respond to any significant coating defects discovered during the cleanings and inspections, Aquatic's proposal provides a per hour cost of \$150.00 to perform spot coating repairs on these areas upon authorization by the District. These spot coating repairs can only be conducted for this price if the work can be completed within the timeframe estimated for this project. If the District elects to defer the spot coating repairs until a later date, or if the number of significant coating defects that are discovered will require repair time beyond the estimated time frame of Aquatic's proposal, the cost for Aquatic to perform that work would be at a rate of \$3,050 per day. This cost difference is primarily based on the need for Aquatic to mobilize back to the District to finish the spot coating repairs. Due to the substantial cost savings to have Aquatic perform the spot coating repairs on any significant coating defects discovered at the time of the cleaning and inspection, the District will work with Aquatic to ensure as many of these areas are addressed as possible during the timeframe of the proposal.

These spot coating repairs are not considered permanent. These repairs are intended to respond to defects discovered that require immediate attention. Once the cleaning, inspection, and spot coating repairs are made, the District will continue with developing the priority list for complete re-coating of these reservoirs and other necessary maintenance as planned, required, and recommended by the inspection reports.

FISCAL IMPACT: Pursuant to the Board's adoption of the District's Revised two year budget on July 5, 2017 that included \$33,175 for Tank and Reservoir Maintenance, this work has been budgeted for.

JOSHUA BASIN WATER DISTRICT
MEETING AGENDA REPORT

Meeting of the Board of Directors

October 4, 2017

Report to: President and Members of the Board

Prepared by: Susan Greer

TOPIC:

APPROVE RESOLUTION NO. 17-979, AMENDING ADMINISTRATIVE CODE TO CLARIFY GENERAL MANAGER'S AUTHORITY TO EXPEND FUNDS IN AN EMERGENCY AND TO REVISE JOB DESCRIPTIONS

RECOMMENDATION:

APPROVE RESOLUTION NO. 17-979

ANALYSIS:

Two different changes to the Administrative Code are recommended:

1. Our HR Manager Sarah Johnson has made a recommendation related to revisions of job descriptions. The existing process requires that every revision be brought to the Board for approval, even the most minor changes. The existing language also suggests that job descriptions are reviewed in conjunction with the budget, and the two have nothing to do with one-another. This has the unintended consequence of those changes to job descriptions not being made as they occur and the job descriptions getting out of date. With Sarah on board now this review process will be ongoing. Existing language is below:

4.04.01 Employee Positions and Job Classifications. It shall be the duty of the General Manager to establish District employee positions and job classifications, subject to approval by the Board of Directors. The positions and classifications shall be reviewed, at a minimum, at the time the bi-annual budget is adopted.

Sarah has recommended that we develop a procedure for both minor and major changes to job descriptions, that would allow the GM to authorize minor changes but still requires the Board to approve major changes. The proposed language below defines the differences between minor and major changes and includes a process for both Union represented employee job descriptions and M/S/C unrepresented employee job descriptions. In addition, the changes below propose to clarify that the GM establishes *new* positions and job classifications, subject to approval by the Board, and separately addresses the procedure for revisions to *existing* job descriptions.

4.04.01 Employee Positions and Job Classifications. It shall be the duty of the General Manager to establish new District employee positions and job classifications, subject to approval by the Board of Directors. Revisions to existing job descriptions will be made as follows:

Minor Revision - This is defined as duties being added/changed/revise/updated, with such

amendments not resulting in alteration to the job scope, the job title, and/or salary adjustments.

Major Revision - This is defined as duties being added/changed/revised/updated, that result in changes to the job scope, job title, and/or salary adjustments.

AFSCME Revision Process for Minor Revisions:

1. Make the revisions to the description with employee, supervisor, and/or manager involvement.
2. Send the revised description to AFSCME.
3. After AFSCME approval, send to the General Manager for approval.
4. The General Manager has the authority to adopt the newly revised description.

AFSCME Revision Process for Major Revisions:

1. Make the revisions to the description with employee, supervisor, and/or manager involvement.
2. Send to the General Manager.
3. After General Manger approval, send to AFSCME.
4. After AFSCME approval, send to the Finance or appropriate committee.
5. After committee approval, send the job description to the BOD.
6. After BOD approval, formally adopt the job description.

MSC Revision Process for Minor Revisions:

1. Make the revisions to the description with employee, supervisor, and/or manager involvement.
2. Send to the General Manager for approval.
3. The General Manager has the authority to adopt the newly revised description.

MSC Revision Process for Major Revisions:

1. Make the revisions to the description with employee, supervisor, and/or manager involvement.
2. Send to the General Manager.
3. After General Manger approval, send to the Finance or appropriate committee.
4. After committee approval, send the job description to the BOD.
5. After BOD approval, formally adopt the job description.

2. District staff recently completed more emergency preparedness training and we were advised by the trainer that the General Manager's authority to expend funds in the case of an emergency should be strengthened, in order to ensure that such funds would be eligible for FEMA reimbursement. The existing Administrative Code, Article 4.04.07, provides authority for the GM to expend funds for emergencies:

4.04.07 Expenditure of Funds for Emergencies. It shall be the duty of the General Manager to expend the funds necessary to correct an emergency situation. The General Manager shall notify the President of the Board as soon as possible as to the nature of the emergency and the estimated funds required to remedy the situation.

The trainer has indicated that this doesn't provide enough confirmation that the GM has authority to expend an unlimited amount of funds, whatever is necessary, in an emergency – although it *kind of* says that. Also, it authorizes no one other than the GM to spend such emergency funds and that needs to be rectified. We don't want there to be any doubt, or find that such expenditure of funds doesn't qualify for reimbursement, *after the fact*. A change to the existing language, as recommended by the trainer, has been proposed as indicated below:

4.04.07 Expenditure of Funds for Emergencies. It shall be the duty of the General Manager, or his/her designee, to expend the unlimited funds necessary to correct an emergency situation. The

General Manager, or his/her designee, shall notify the President of the Board as soon as possible as to the nature of the emergency and the estimated funds required to remedy the situation.

A mark-up copy of Article 4 of the Administrative Code is attached as well as Resolution No. 17-979 authorizing the changes.

FISCAL IMPACT:

No direct cost, although failure to make changes to Article 4.04.07 might result in non-reimbursement of costs incurred for a declared emergency that would otherwise be eligible for FEMA grant assistance.

ARTICLE 4
GENERAL MANAGER

4.01 General. The General Manager of the Joshua Basin Water District is employed by the Board of Directors to serve as the Chief Executive of the District and, pursuant to the California Water Code Section 30580, is responsible for: implementing the decisions of the Board; determining and executing administrative policies through subordinate managers; supervising the operations and staffing of the District as prescribed by the Board; managing all engineering, planning, design, and inspection for construction activities; and supervising and controlling the administrative, operational, and financial affairs of the District, including all administrative, executive, and ministerial powers not specifically reserved by law for the Board of Directors, General Counsel, or District Auditor.

4.02 Director-Manager Relations. The Board of Directors will deal with the administrative services of the District only through the General Manager. Neither the Board of Directors nor any Director will give orders to subordinates of the Manager. The General Manager shall take his orders and instructions from the Board of Directors only in a duly held meeting of the Board of Directors, and no individual Director will give any orders or instructions to the General Manager, except the officers of the District acting within the scope of their respective offices.

4.03 Authority Over Employees. The General Manager will have the authority to control and give directions to all employees. The General Manager will also hire, remove, promote, and demote any and all employees of the District. Consultants will be directed by the General Manager. Consultants will be hired and removed by the Board of Directors.

4.04 Manager's Powers and Duties. The General Manager is the administrative head of the Joshua Basin Water District, under the direction and control of the Board of Directors. He is responsible for the administration of all the affairs of the District under his control. In addition to general administrative powers, the General Manager's powers and duties shall include, but not be limited to, the following:

4.04.01 Employee Positions and Job Classifications. It shall be the duty of the General Manager to establish new District employee positions and job classifications, subject to approval by the Board of Directors. ~~The positions and classifications shall be reviewed, at a minimum, at the time the bi-annual budget is adopted. Revisions to existing job descriptions will be made as follows:~~

Minor Revision - This is defined as duties being added/changed/revise/d/updated, with such amendments not resulting in alteration to the job scope, the job title, and/or salary adjustments.

Major Revision - This is defined as duties being added/changed/revise/d/updated, that result in changes to the job scope, job title, and/or salary adjustments.

AFSCME Revision Process for Minor Revisions:

1. Make the revisions to the description with employee, supervisor, and/or manager involvement.
2. Send the revised description to AFSCME.

3. After AFSCME approval, send to the General Manager for approval.
4. The General Manager has the authority to adopt the newly revised description.

AFSCME Revision Process for Major Revisions:

1. Make the revisions to the description with employee, supervisor, and/or manager involvement.
2. Send to the General Manager.
3. After General Manger approval, send to AFSCME.
4. After AFSCME approval, send to the Finance or appropriate committee.
5. After committee approval, send the job description to the BOD.
6. After BOD approval, formally adopt the job description.

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3. After General Manger approval, send to the Finance or appropriate committee.
4. After committee approval, send the job description to the BOD.
After BOD approval, formally adopt the job description.

4.04.02 Attendance at Board Meetings. It is the duty of the General Manager to attend all regular and special meetings of the Board of Directors unless excused.

4.04.03 Manager to be On Call. The General Manager is expected to be on call twenty-four (24) hours a day and it shall be understood that no compensatory time will be allowed.

4.04.04 Financial Reports. It is the duty of the General Manager to keep the Board of Directors fully advised as to the financial condition and needs of the District. The Manager shall be responsible for maintaining the District's books of accounts and will have said books audited at the end of each fiscal period by the District's Independent Auditor. It is the duty of the General Manager to prepare the monthly financial report, which shall include such items as determined by the Board.

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 Manager shall adhere to the budget unless otherwise directed by the Board and shall establish a system of accounting for expenditures. The 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 to be responsible for the purchase of all supplies and equipment for the District. All expenditures for items classified as capital assets, such as auto equipment, office machines, etc., shall be submitted to the Board of Directors for approval when the cost is in excess of \$20,000. Any amount over \$10,000 that the General Manager approves must be presented to the Board at the next Board Meeting, with explanation.

4.04.07 Expenditure of Funds for Emergencies. It shall be the duty of the General Manager, or his/her designee, to expend the unlimited funds necessary to correct an emergency situation. The General Manager, or his/her designee, shall notify the President of the Board as soon as possible as to the nature of the emergency and the estimated funds required to remedy the situation.

4.04.08 Public Complaints. It is the duty of the General Manager to investigate all complaints concerning the administration and operations of the District and report his finding to the Board of Directors.

4.04.09 Public Property. It is the duty of the General Manager to exercise general supervision over all property belonging to the Joshua Basin Water District. It is the duty of the General Manager to accept, on behalf of the District, easements and other real property rights and interests required for performance of the District's legitimate functions.

4.04.10 Hours of Employment. It shall be the duty of the General Manager to devote his entire time to the duties of his office. The General Manager shall see that the office is open to the public from 8:00 AM to 5:00 PM five days a week, excluding Saturdays, Sundays, and holidays.

4.04.11 Payment of Bills. It shall be the duty of the General Manager to pay all bills when due.

4.04.12 Preparations for Board Meetings. It is the duty of the General Manager to see that notice of all meetings and agendas are prepared as provided by law. The General Manager will be responsible for providing the services of a recording secretary at all Board Meetings and he will supervise the preparation of the agenda, minutes, Resolutions, and Ordinances of all regular and special meetings.

4.04.13 Correspondence. It is the duty of the General Manager to reply to all correspondence except letters addressed to the Board of Directors requiring an Officer's signature, unless such authority is delegated to the General Manager. The General Manager will keep the members of the Board informed by furnishing copies or memoranda of all vital replies or notices.

4.04.14 Annual Independent Audit. It is the duty of the General Manager to submit a draft of the District's Annual Audit to the Board of Directors for its review and approval no later than the end of December of each year.

4.04.15 Filing. It is the duty of the General Manager to keep the District's files up to date.

4.04.16 Director Attendance. It is the duty of the General Manager to keep a record of all Directors in attendance at all regular and special meetings.

4.04.17 Committee Meetings. The General Manager is instructed to attend all committee meetings unless otherwise instructed.

4.04.18 Special Problems. It is the duty of the General Manager to call to the attention of the President special problems which cannot await the next regular Board Meeting.

4.04.19 News Media. It is the duty of the General Manager to prepare and dispense such press releases as depict the growth and activities of the District.

4.04.20 Manager's Activities. It is the duty of the General Manager to report the District's activities at the regular Board Meetings.

4.04.21 Petty Cash. It is the duty of the General Manager to record disbursements from the petty cash fund and to replenish said fund as required.

4.04.22 Additional Duties. It is the duty of the General Manager to perform such other duties and exercise such other powers as may be delegated to him from time to time by Resolution or other action of the Board of Directors.

4.04.23 Document Review/Inspection by Board Members. The General Manager shall coordinate all requests by individual Directors to review/inspect the District's records. The General Manager shall schedule any such review/inspection to a date and time mutually agreed upon.

4.04.24 Document Reproduction for Board Members

- a. The General Manager shall provide Directors, at no cost to the Directors, a copy of documents relative to the governance of the District such as the Administration Code, Best Practices, Urban Water Management Plan, Groundwater Management Plan, special studies of the US Geological Survey, information pertaining to the Brown Act, and similar documents.

- b. The General Manager shall coordinate all requests by individual Directors for copies of District records. Requests for copies in excess of 25 pages per month, unless pre-approved by the Board in an open and public meeting, shall be subject to the same fees that are applicable to Public Records Requests from the public-at-large. This includes the requirement to submit a deposit in advance for documents based on the number of pages.

4.04.25 Document Production. The General Manager shall forward all requests by individual Directors for the "production" of a work product (e.g. summaries, reports, and the like) to the Board for the Board's consideration. No such work effort shall be undertaken unless approved by the Board in advance, in an open and public meeting.

4.04.26 Dispute Resolution. Any question concerning the General Manager's compliance with regard to Sections 4.04.23 through 4.04.25 of this Article 4 shall be referred to the Board for consideration at an open and public meeting

4.05 Removal of the General Manager. The removal of the Manager shall be only upon not less than three (3) votes of the Board of Directors, subject to the applicable provision of the Employment Contract between the Manager and the Board of Directors.

4.06 Temporary Manager. The General Manager will recommend, subject to the approval of the Board of Directors, one of the employees of the District to serve as General Manager pro tem during any temporary absence or disability of the Manager. In the event that the General Manager cannot make the appointment, the President of the Board shall make the appointment subject to approval by the Board of Directors.

4.07 Reimbursement for Expenses. The General Manager will be reimbursed for all sums incurred by him in the performance of his duties. Reimbursement will be made when an itemized expense voucher setting forth the sums expended has been presented to the Board of Directors for approval. The District will either furnish an automobile or reimburse the General Manager for use of his personal automobile at the established rate per mile while on District business at the discretion of the Board of Directors.

APPENDIX A

ARTICLE 4

GENERAL MANAGER

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4.04.26 Dispute Resolution. Any question concerning the General Manager's compliance with regard to Sections 4.04.23 through 4.04.25 of this Article 4 shall be referred to the Board for consideration at an open and public meeting

4.05 Removal of the General Manager. The removal of the Manager shall be only upon not less than three (3) votes of the Board of Directors, subject to the applicable provision of the Employment Contract between the Manager and the Board of Directors.

4.06 Temporary Manager. The General Manager will recommend, subject to the approval of the Board of Directors, one of the employees of the District to serve as General Manager pro tem during any temporary absence or disability of the Manager. In the event that the General Manager cannot make the appointment, the President of the Board shall make the appointment subject to approval by the Board of Directors.

4.07 Reimbursement for Expenses. The General Manager will be reimbursed for all sums incurred by him in the performance of his duties. Reimbursement will be made when an itemized expense voucher setting forth the sums expended has been presented to the Board of Directors for approval. The District will either furnish an automobile or reimburse the General Manager for use of his personal automobile at the established rate per mile while on District business at the discretion of the Board of Directors.

RESOLUTION NO. 17-979

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE JOSHUA BASIN WATER DISTRICT, AMENDING ARTICLE 4, SECTION 4.04.01
AND SECTION 4.04.07 OF THE ADMINISTRATION CODE**

WHEREAS, Joshua Basin Water District has previously adopted an Administration Code; and

WHEREAS, the Board of Directors desires to amend the Administration Code to clarify the General Manager’s authority to revise job descriptions and expend funds in an emergency.

NOW THEREFORE BE IT RESOLVED, as follows:

RESOLVED, that Article 4, Sections 4.04.01, Employee Positions and Job Classifications, and 4.04.07, Expenditure of Funds for Emergencies, are amended as set forth in Appendix “A” attached to this Resolution.

ADOPTED, SIGNED AND APPROVED ON THIS 4TH DAY OF OCTOBER 2017.

Tom Floen _____
Geary Hund _____
Robert Johnson _____
Mickey Luckman _____
Rebecca Unger _____

Mickey Luckman, President, Board of Directors

Curt Sauer, Secretary, Board of Directors