



**REGULAR FINANCE COMMITTEE MEETING
WEDNESDAY, JANUARY 9, 2019, AT 9:00 AM
61750 CHOLLITA ROAD, JOSHUA TREE, CA 92252**

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

Pages 2-3

- Draft Minutes – December 12, 2018

Pages 4-15

7. 1ST QUARTER ENDING 9/30/18 FINANCIAL REPORT – Receive for information and refer to the Board of Directors for approval.

Pages 16-33

8. DISCUSS FEE STUDY – Receive for information and direction only.
9. STAFF REPORT
10. 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
REGULAR MEETING OF THE FINANCE COMMITTEE
Wednesday, December 12, 2018
61750 Chollita Road, Joshua Tree, CA 92252

CALL TO ORDER/PLEDGE OF ALLEGIANCE

Director Johnson called the meeting to order at 9:00 a.m.

DETERMINATION OF A QUORUM

Directors Present –Director Johnson and Director Unger

STAFF PRESENT

Curt Sauer, GM, Susan Greer, AGM - Finance, Anne Roman, Accountant, Sarah Johnson, HR Manager.

GUESTS -3

APPROVAL OF AGENDA

Director Unger made a motion to approve the Agenda. Director Johnson seconded the motion.

MSC¹ (Unger/Johnson) motion carried.

PUBLIC COMMENT – Non

CONSENT CALENDAR

- Approve the Draft Minutes of November 8, 2018

Director Johnson approved the draft minutes of November 8, 2018. Director Unger abstained due to not being on the Finance Committee on November 8, 2018.

REVIEW OF CHECK REGISTERS OCTOBER-NOVEMBER 2018- Finance Committee reviewed the check registers and referred to the Board of Directors for approval.

Director Unger made a motion to refer the check registers October-November 2018 to the Board of Directors for approval. Director Johnson seconded the motion.

MSC¹ (Unger/Johnson) motion carried.

JOB DESCRIPTION- Sarah Johnson, HR Mgr. gave an overview of the draft job descriptions to the Finance Committee.

Director Unger made a motion to refer the draft job descriptions to the Board of Directors for approval. Director Johnson seconded.

MSC¹ (Unger/Johnson) motion carried.

CAPACITY FEE REPORTS - AGM Greer reviewed the Capacity Fee Reports, followed by a brief Q&A with the Finance Committee.

Director Unger made a motion to refer the Capacity Fee Reports to the Board of Directors for approval. Director Johnson seconded the motion.

MSC¹ (Unger/Johnson) motion carried.

STAFF REPORT – GM Sauer updated the Finance Committee on the checklists that Sarah Johnson, HR Manager and Autumn Rich, Payroll have to go through to bring a new employee on board.

ADJOURNMENT – Director Unger made a motion to adjourn the Finance Committee meeting at 10:06 a.m. Director Johnson seconded.

MSC¹ (Unger/Johnson) motion carried.

Respectfully,

Susan Greer, Assistant General Manager, Finance

DRAFT

JOSHUA BASIN WATER DISTRICT
MEETING AGENDA REPORT

Meeting of the Finance Committee

January 9, 2019

Report to: Committee Members

Prepared by: Susan Greer

TOPIC: 1st QUARTER ENDING 9/30/18 FINANCIAL REPORT

RECOMMENDATION: Accept report and refer to the Board of Directors.

ANALYSIS:

We will discuss the first quarter financial report in detail at the meeting.

FISCAL IMPACT:

N/A



JOSHUA BASIN WATER DISTRICT
1st QUARTER ENDING 9/30/18 FINANCIAL REPORT SUMMARY

CASH BALANCES

Total cash as of 9/30/18 is \$12,453,998
 Cash balance includes \$3,000,000 CIP Board-restricted loan proceeds
 Funds have been reallocated per Reserve Fund Policy adopted 4/18/18

CASH FLOW

\$1,231,686 water bill and related payments collected during the quarter
 \$3,000,000 CIP loan proceeds received
 \$99,440 property taxes/assessments collected during the quarter
 \$177,812 paid for CMMAD debt service
 \$425,775 spent on capital projects
 Total cash increased \$2,784,294 during the quarter

PROPERTY TAX AND ASSESSMENT COLLECTIONS

Collections thus far are clean-up checks from last fiscal year
 Property tax collections for 18/19 begin in December.

BOARD REPORT

Operating Revenues are 36% of budget
 Water Revenues are 27% of budget
 Operating Expenses are 19% of budget
 Total operating revenues exceed total operating expenses by \$1,184,857

WATER SALES CONSUMPTION STATISTICS

Y-T-D usage through 9/30/18 is .13% less than last year and 1.76% less than two years go
 The top 10 users represent the following types of accounts:

Housing (multi-unit)	6,680
Public agency	5,977
Hospital/Medical	4,557
Commercial	1,790
Customer Leak	882
	19,886



CASH BALANCES 9/30/18

Funds are reallocated per the Reserve Policy adopted 4/18/18. Only prior period total comparisons are relevant.

						<u>COMPARISONS</u>	
		<u>9/30/18</u>	<u>LEGALLY</u>	<u>DISTRICT</u>	<u>UN-</u>	<u>6/30/18</u>	<u>09/30/17</u>
		<u>TOTAL</u>	<u>RESTRICTED</u>	<u>RESTRICTED</u>	<u>RESTRICTED</u>	<u>Balance</u>	<u>TOTAL</u>
Petty Cash		1,253			1,253	800	
Change Fund		1,500			1,500	1,500	
General Fund		388,170			388,170	349,615	
Payroll Fund		5,000			5,000	5,000	
LAIF	Operating Reserve	1,703,760			1,703,760	1,703,760	
	Cash Flow Reserve	229,213			229,213	848,031	
	Equip/Technology Reserve	450,384		450,384		285,901	
	Emergency Capital Reserve	2,000,000		2,000,000		2,000,000	
	Meter Replacement Reserve	500,000		500,000		250,000	
	Consumer Deposits	275,552	275,552			346,202	
	Building Reserve	30,000		30,000		0	
	Water Capacity	276,252	276,252			266,931	
	Wastewater Capacity	823,331	823,331			737,781	
	Studies/Reports Reserve	57,677		57,677		7,678	
	CIP Reserve	2,100,737		2,100,737		2,100,737	
CMM	Redemption Reserve	361,043	361,043			516,883	
	Prepayment	247,051	247,051			245,826	
	Subtotal	3,075	3,075			3,060	
		<u>9,453,998</u>	<u>1,986,304</u>	<u>5,138,798</u>	<u>2,328,896</u>	<u>9,669,704</u>	<u>9,083,294</u>
CIP Loan Proceeds		3,000,000		3,000,000			
	TOTAL	<u>12,453,998</u>	<u>1,986,304</u>	<u>8,138,798</u>	<u>2,328,896</u>		



1st Quarter Ending 9/30/18 CASH FLOW EXPLANATION

Beginning Cash Balance 7/1/18 \$9,669,704

Source of Funds (Revenues)

Total cash received during the quarter from all sources 4,556,065

\$3,000,000 Capital Improvement Loan proceeds received

Water bill and related payments of \$1,231,686 received from ratepayers

Property Tax/Assessment Payments \$99,440

HDMC Funding of \$44,480 (Reimb \$36,310, OH \$8,170)

Project Deposits \$44,801

Meter Installation/Capacity Fees of \$90,371 received (1 meter+HDMC cap fee)

Interest Revenue \$45,286

Use of Funds (Expenses)

Total use of cash during the quarter for all purposes 1,771,771

CMMAD debt service - \$177,812

Capital costs during the quarter - \$425,775

- | | |
|--------------------------|----------------------|
| - Well 14 Rehab | - Water Model Update |
| - Shop Remodel | - Chromium 6 Study |
| - Hazard Mitigation Plan | - Asphalt Zipper |
| - Scanner/Plotter | - Geoviewer |
| - Water model update | - GIS computer |
| - SCADA improvements | - Mainline design |

Ending Cash Balance 9/30/18 \$12,453,998

Total cash increased during the quarter by \$2,784,294



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CASH FLOW

July - Sept 2018

FUND BALANCE AT BEGINNING OF PERIOD			\$ 9,669,704.41
FUNDS PROVIDED BY:			
Water Sales	\$	1,213,911.64	
CIP Loan Proceeds		3,010,000.00	
Grant Revenues		-	
Turn On/Special Services Revenue/Misc		5,524.83	
Consumer Deposits		12,250.00	
HDMC WWTP Operations Reimbursement		36,310.56	
HDMC WWTP Operations Overhead Revenue		8,169.88	
Project Deposits		44,801.16	
Property Taxes Received - G.D.		97,454.38	
Property Taxes Received - ID #2		-	
Standby Collections - Prior		-	
Standby Collections - Current		1,985.61	
Property Taxes Received - CMM		-	
Water Capacity Charges/Connection Fees		4,207.00	
Wastewater Capacity Charges		84,252.83	
Hzone Reimbursement Fees		-	
Meter Installation Fees		1,911.00	
Interest		45,285.79	
		45,285.79	
TOTAL SOURCE OF FUNDS			4,566,064.68
FUNDS USED FOR:			
Debt Service	\$	177,812.35	
Capital Additions		425,775.05	
Operating Expenses		540,957.31	
Total Disbursements		1,144,544.71	
CIP Loan Fees		10,000.00	
Bank Transfer Payroll		342,960.91	
Employee Funded Payroll Taxes & CALPERS		161,550.83	
Employer Funded Payroll Taxes & CALPERS		105,831.36	
Employee Funded 457 Transfer		14,014.18	
Employer Funded 457 Annual Transfer		-	
Bank Fees/Charges		2,869.49	
Total Transfers		637,226.77	
TOTAL USE OF FUNDS			1,781,771.48
FUND BALANCE AT END OF PERIOD			\$ 12,453,997.61



Property Tax and Assessment Revenues and Collections as of 9/30/18

	18/19			17/18		
	<u>Billed Revenue</u>	<u>Y-T-D Collections</u>	<u>Billed % Collected</u>	<u>Billed Revenue</u>	<u>Y-T-D Collections</u>	<u>Billed % Collected</u>
ID#2	0	3		0	108	
General District Taxes	441,402	11,377	3%	420,000	10,238	2%
CMM Assessment District Prior	257,658	8,659 11,342	3%	252,663	7,858 9,239	3%
Standby Assessments Prior	1,148,487	34,886 31,181	3%	1,140,297	27,654 53,874	2%
TOTAL	1,847,547	97,448	3%	1,812,960	108,971	3%

Collections as of 9/30/18 relate to County clean-up checks from the prior fiscal year. The first collections for the 18/19 fiscal year are not due until the second quarter, ending 12/31/18.



1st Quarter Ending 9/30/18 BOARD REPORT SUMMARY

REVENUES

Total Operating Revenues are 36% of budget
 Water Revenues are 27% of budget
 HDMC 0% of budget, billed in arrears after each quarter
 Property Tax Revenues are not billed yet at end of first quarter
 Development-related unbudgeted revenues total \$6,118

EXPENSES

	% of budget
Production	14%
Distribution	21%
Customer Service	12%
Administration	23%
Engineering	22%
Finance	22%
Human Resources	23%
Bonds & Loans	36%
HDMC Tmt. Plant	10%
Benefits Allocated	25%
Field Allocated	21%
Office Allocated	27%

TOTAL 19%

SUMMARY

Total Operating Revenues exceed Total Operating Expenses by \$1,184,857



My *Budget Report (Board Report)

Account Summary

For Fiscal: 2018-2019 Period Ending: 09/30/2018

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 01 - GENERAL FUND							
Revenue							
Program: 40 - ** REVENUES **							
<u>01-40-41010-FI</u>	METERED WATER SALES	2,219,000.00	2,219,000.00	236,978.00	754,596.61	-1,464,403.39	34.01 %
<u>01-40-41012-FI</u>	ALLOW FOR CAAP/BILLING ADJ	-5,000.00	-5,000.00	-622.08	-2,507.12	2,492.88	50.14 %
<u>01-40-41015-FI</u>	BASIC FEES	1,903,000.00	1,903,000.00	128,922.85	387,317.67	-1,515,682.33	20.35 %
<u>01-40-41016-FI</u>	BASIC FEES - LOCKED/PULLED	298,000.00	298,000.00	23,182.65	69,263.11	-228,736.89	23.24 %
<u>01-40-41030-FI</u>	PRIVATE FIRE PROTECTION SERV.	22,000.00	22,000.00	2,176.82	6,530.46	-15,469.54	29.68 %
<u>01-40-41040-FI</u>	SPECIAL SERVICES REVENUE	141,000.00	141,000.00	11,101.57	36,138.40	-104,861.60	25.63 %
<u>01-40-41045-FI</u>	HDMC WWTP OPERATIONS REIMB	132,500.00	132,500.00	0.00	0.00	-132,500.00	0.00 %
<u>01-40-41046-FI</u>	HDMC WWTP OVERHEAD/FEES RE	29,812.50	29,812.50	0.00	0.00	-29,812.50	0.00 %
<u>01-40-42100-FI</u>	STANDBY REVENUE-CURRENT	1,139,000.00	1,139,000.00	1,148,486.50	1,148,486.50	9,486.50	100.83 %
<u>01-40-43000-FI</u>	PROPERTY TAX REVENUE - G.D.	437,000.00	437,000.00	0.00	0.00	-437,000.00	0.00 %
<u>01-40-43010-FI</u>	AD VALOREM REVENUE - ID #2	0.00	0.00	3.41	3.41	3.41	0.00 %
<u>01-40-43020-FI</u>	ASSESSMENT REVENUE - CMM	256,240.00	256,240.00	0.00	0.00	-256,240.00	0.00 %
<u>01-40-44010-FI</u>	WATER CAPACITY CHARGES	0.00	0.00	0.00	4,207.00	4,207.00	0.00 %
<u>01-40-44030-FI</u>	METER INSTALLATION FEES	0.00	0.00	0.00	1,911.00	1,911.00	0.00 %
<u>01-40-44035-FI</u>	METER REPAIR REVENUE	0.00	0.00	297.76	1,197.50	1,197.50	0.00 %
<u>01-40-47000-FI</u>	MISCELLANEOUS REVENUE	20,000.00	20,000.00	-97,171.10	659.21	-19,340.79	3.30 %
<u>01-40-47002-FI</u>	INTEREST REVENUE - G.D.	99,000.00	99,000.00	0.00	0.00	-99,000.00	0.00 %
	Program: 40 - ** REVENUES ** Total:	6,691,552.50	6,691,552.50	1,453,356.38	2,407,803.75	-4,283,748.75	35.98 %
	Revenue Total:	6,691,552.50	6,691,552.50	1,453,356.38	2,407,803.75	-4,283,748.75	35.98 %
Expense							
Program: 01 - ** PRODUCTION **							
<u>01-01-5-01-01118-FI</u>	PRODUCTION SALARY	391,069.00	391,069.00	26,208.88	71,393.71	319,675.29	18.26 %
<u>01-01-5-01-02205-RL</u>	WATER TREATMENT EXPENSE	5,000.00	5,000.00	476.80	1,445.30	3,554.70	28.91 %
<u>01-01-5-01-02210-RL</u>	SMALL TOOLS - PRODUCTION	7,000.00	7,000.00	21.71	989.72	6,010.28	14.14 %
<u>01-01-5-01-03102-GM</u>	WATER RECHARGE PURCHASE	418,000.00	418,000.00	0.00	0.00	418,000.00	0.00 %
<u>01-01-5-01-03105-GM</u>	WATER SUPPLY MONITORING	40,000.00	40,000.00	4,334.13	4,334.13	35,665.87	10.84 %
<u>01-01-5-01-03108-RL</u>	RECHARGE MAINT/REPAIR	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
<u>01-01-5-01-03111-D/P</u>	EQUIPMENT RENTAL	5,000.00	5,000.00	764.91	764.91	4,235.09	15.30 %
<u>01-01-5-01-03115-RL</u>	PUMPING PLANT REPAIR & MAINT.	35,000.00	35,000.00	659.14	6,222.99	28,777.01	17.78 %
<u>01-01-5-01-03120-RL</u>	TANK & RESERVOIR MAINTENANCE	58,000.00	58,000.00	2,250.00	2,250.00	55,750.00	3.88 %
<u>01-01-5-01-03207-RL</u>	GENERATOR (LARGE) REPAIR & MA	16,000.00	16,000.00	6,434.24	6,841.34	9,158.66	42.76 %
<u>01-01-5-01-04004-RL</u>	LABORATORY SERVICES	13,000.00	13,000.00	3,683.00	3,683.00	9,317.00	28.33 %
<u>01-01-5-01-06105-RL</u>	POWER FOR PUMPING (ELECTRIC)	350,000.00	350,000.00	36,120.22	70,832.91	279,167.09	20.24 %
<u>01-01-5-01-06501-RL</u>	TELEMETRY / SCADA EXPENSE	2,500.00	2,500.00	0.00	917.38	1,582.62	36.70 %
<u>01-01-5-01-07002-AGM</u>	RIGHT OF WAY	16,204.00	16,204.00	0.00	0.00	16,204.00	0.00 %
<u>01-01-5-01-98001-FI</u>	EE BENEFITS ALLOCATED	211,824.21	211,824.21	52,621.98	52,621.98	159,202.23	24.84 %
<u>01-01-5-01-98002-FI</u>	FIELD EXPENSES ALLOCATED	56,691.30	74,229.34	15,558.45	15,558.45	58,670.89	20.96 %
	Program: 01 - ** PRODUCTION ** Total:	1,628,288.51	1,645,826.55	149,133.46	237,855.82	1,407,970.73	14.45 %
Program: 02 - ** DISTRIBUTION **							
<u>01-02-5-02-01130-FI</u>	DISTRIBUTION SALARY	485,427.00	485,427.00	41,392.75	104,057.96	381,369.04	21.44 %
<u>01-02-5-02-02211-JC</u>	SMALL TOOLS - DISTRIBUTION	18,000.00	18,000.00	3,367.53	3,991.42	14,008.58	22.17 %
<u>01-02-5-02-02920-FI</u>	INVENTORY-OVER & SHORT	6,800.00	6,800.00	0.00	0.00	6,800.00	0.00 %
<u>01-02-5-02-03106-JC</u>	MAINLINE AND LEAK REPAIR	80,000.00	80,000.00	2,169.63	3,502.02	76,497.98	4.38 %
<u>01-02-5-02-03130-JC</u>	CROSS CONNECTION CONTROL EXP	1,500.00	1,500.00	495.00	495.00	1,005.00	33.00 %
<u>01-02-5-02-03206-JC</u>	TRACTOR REPAIR / MAINT.	2,000.00	2,000.00	402.75	909.10	1,090.90	45.46 %
<u>01-02-5-02-04005-JC</u>	UTILITY LOCATING (DIG ALERT)	15,000.00	15,000.00	498.08	1,345.01	13,654.99	8.97 %
<u>01-02-5-02-98001-FI</u>	EE BENEFITS ALLOCATED	308,299.76	308,299.76	76,588.72	76,588.72	231,711.04	24.84 %

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Program: 09 - ** BONDS, LOANS & NON-OP EXP **							
<u>01-09-5-09-08115-FI</u>	CMM PRINCIPLE	111,000.00	111,000.00	111,000.00	111,000.00	0.00	100.00 %
<u>01-09-5-09-08120-FI</u>	MORONGO BASIN PIPELINE	219,881.25	219,881.25	0.00	0.00	219,881.25	0.00 %
<u>01-09-5-09-08125-FIO</u>	CHROM 6 LOAN PRINCIPLE	18,800.00	18,800.00	0.00	0.00	18,800.00	0.00 %
<u>01-09-5-09-08215-FI</u>	INTEREST EXPENSE - CMM	133,152.50	133,152.50	66,812.35	66,812.35	66,340.15	50.18 %
<u>01-09-5-09-08315-FI</u>	ID #2 BONDS COLLECTION CHARGE	0.00	0.00	0.02	0.02	-0.02	0.00 %
<u>01-09-5-09-08320-FI</u>	GENERAL TAX COLLECTION CHARG	910.00	910.00	36.38	36.38	873.62	4.00 %
<u>01-09-5-09-08325-FI</u>	ADMINISTRATION - CMM	10,000.00	10,000.00	0.00	2,078.69	7,921.31	20.79 %
Program: 09 - ** BONDS, LOANS & NON-OP EXP ** Total:		493,743.75	493,743.75	177,848.75	179,927.44	313,816.31	36.44 %
Program: 20 - ** HDMC TREATMENT PLANT (Reimbursable) **							
<u>01-20-5-20-03101-DWR</u>	HDMC: OTHER	40,000.00	40,000.00	2,380.20	2,380.20	37,619.80	5.95 %
<u>01-20-5-20-04100-DWR</u>	HDMC: CONTRACTED OPERATION	85,000.00	85,000.00	5,192.59	8,863.77	76,136.23	10.43 %
<u>01-20-5-20-06100-DWR</u>	HDMC: PUMPING POWER	7,500.00	7,500.00	783.10	1,714.98	5,785.02	22.87 %
Program: 20 - ** HDMC TREATMENT PLANT (Reimbursable) ** To		132,500.00	132,500.00	8,355.89	12,958.95	119,541.05	9.78 %
Program: 42 - **RESERVE & OTHER FUNDING-OP**							
<u>01-42-5-99-00010-FI</u>	%BUILDING RES (OP Funded)	30,000.00	30,000.00	0.00	0.00	30,000.00	0.00 %
<u>01-42-5-99-00100-AGM</u>	%EQUIP&TECH RES (OP Funded)	170,000.00	170,000.00	0.00	0.00	170,000.00	0.00 %
<u>01-42-5-99-00110-FI</u>	=EQUIP&TECH RES (OP Used)	-15,988.31	-15,988.31	0.00	0.00	-15,988.31	0.00 %
<u>01-42-5-99-00150-FI</u>	%METER REPL RES (OP Funded)	250,000.00	250,000.00	0.00	0.00	250,000.00	0.00 %
<u>01-42-5-99-00152-FI</u>	=METER REPL RES (OP Used)	-250,000.00	-250,000.00	0.00	0.00	-250,000.00	0.00 %
<u>01-42-5-99-00250-FI</u>	%STUDIES/REPORTS RES (OP Funde	50,000.00	50,000.00	0.00	0.00	50,000.00	0.00 %
<u>01-42-5-99-00252-FIC</u>	=STUDIES/REPORTS RES (OP Used)	-4,800.00	-4,800.00	0.00	0.00	-4,800.00	0.00 %
Program: 42 - **RESERVE & OTHER FUNDING-OP** Total:		229,211.69	229,211.69	0.00	0.00	229,211.69	0.00 %
Program: 51 - ** BENEFITS ALLOCATED TO DEPTS **							
<u>01-51-5-51-01211-FI</u>	COMPENSATED LEAVE	250,681.00	250,681.00	32,892.38	76,334.11	174,346.89	30.45 %
<u>01-51-5-51-01216-FI</u>	CAFETERIA PLAN EXPENSE	562,650.00	562,650.00	34,897.62	109,767.86	452,882.14	19.51 %
<u>01-51-5-51-01220-FI</u>	GROUP INSURANCE EXPENSE	15,608.63	15,608.63	1,996.45	4,035.17	11,573.46	25.85 %
<u>01-51-5-51-01225-FI</u>	WORKERS COMPENSATION INSUR	58,759.00	58,759.00	0.00	0.00	58,759.00	0.00 %
<u>01-51-5-51-01230-FI</u>	RETIREMENT: PERS Classic 2%@55	208,173.34	208,173.34	10,524.34	53,295.27	154,878.07	25.60 %
<u>01-51-5-51-01231-FI</u>	RETIREMENT: PERS Tier 2 2%@62	23,376.46	23,376.46	1,693.90	7,150.62	16,225.84	30.59 %
<u>01-51-5-51-01232-FI</u>	RETIREMENT: PERS - TEMP	5,645.00	5,645.00	0.00	0.00	5,645.00	0.00 %
<u>01-51-5-51-01233-FI</u>	RETIREMENT - 457 CONTRIBUTION	10,000.00	10,000.00	448.04	1,401.44	8,598.56	14.01 %
<u>01-51-5-51-01305-FI</u>	PAYROLL TAXES	174,298.00	174,298.00	13,183.64	39,227.39	135,070.61	22.51 %
<u>01-51-5-51-98000-FI</u>	ALLOCATED EXPENSES - BENEFITS	-1,172,242.43	-1,172,242.43	-291,211.86	-291,211.86	-881,030.57	24.84 %
<u>01-51-5-51-98050-FI</u>	WIP EXPENSE CLEARING (BENEFITS	-136,949.00	-136,949.00	0.00	0.00	-136,949.00	0.00 %
Program: 51 - ** BENEFITS ALLOCATED TO DEPTS ** Total:		0.00	0.00	-195,575.49	0.00	0.00	0.00 %
Program: 52 - ** FIELD ALLOCATED TO DEPTS **							
<u>01-52-5-52-01240-D/P</u>	UNIFORMS (FIELD)	13,600.00	13,600.00	0.00	0.00	13,600.00	0.00 %
<u>01-52-5-52-02206-D/P</u>	SHOP EXPENSE - COMBINED	15,000.00	19,868.08	1,317.33	4,698.86	15,169.22	23.65 %
<u>01-52-5-52-02212-D/P</u>	SMALL TOOLS EXPENSE - COMBINE	3,500.00	3,500.00	2,556.98	2,669.49	830.51	76.27 %
<u>01-52-5-52-03205-D/P</u>	TOOL / EQUIP REPAIR	1,650.00	1,650.00	124.35	124.35	1,525.65	7.54 %
<u>01-52-5-52-03905-D/P</u>	BUILDING REPAIR/MAINT-SHOP/SI	10,000.00	10,000.00	5,862.92	7,290.32	2,709.68	72.90 %
<u>01-52-5-52-04015-D/P</u>	OPS: SOFTWARE,SUPPORT & COM	0.00	42,000.00	16,571.28	16,571.28	25,428.72	39.46 %
<u>01-52-5-52-05005-D/P</u>	FUEL-VEHICLES	25,000.00	25,000.00	0.00	3,851.26	21,148.74	15.41 %
<u>01-52-5-52-05010-D/P</u>	AUTO EXPENSE - FIELD	20,000.00	20,000.00	140.65	994.19	19,005.81	4.97 %
<u>01-52-5-52-05015-FI</u>	EQUIPMENT CLEARING ACCOUNT	0.00	0.00	0.00	-27.81	27.81	0.00 %
<u>01-52-5-52-06305-ENG</u>	COMMUNICATIONS	24,000.00	24,000.00	1,418.76	2,855.96	21,144.04	11.90 %
<u>01-52-5-52-07009-D/P</u>	REGULATORY-PERMITS, FEES, CERT	38,750.00	38,750.00	50.00	2,550.00	36,200.00	6.58 %
<u>01-52-5-52-98000-FI</u>	ALLOCATED EXPENSES - FIELD	-151,500.00	-198,368.08	-41,577.90	-41,577.90	-156,790.18	20.96 %
Program: 52 - ** FIELD ALLOCATED TO DEPTS ** Total:		0.00	0.00	-13,535.63	0.00	0.00	0.00 %
Program: 53 - ** OFFICE ALLOCATED TO DEPTS **							
<u>01-53-5-53-01405-HR</u>	TEMPORARY LABOR FEES	10,000.00	36,448.77	6,276.52	11,679.55	24,769.22	32.04 %
<u>01-53-5-53-02105-EXA</u>	OFFICE SUPPLIES	38,740.00	38,740.00	1,659.82	3,658.40	35,081.60	9.44 %
<u>01-53-5-53-02107-EXA</u>	OFFICE EQUIP & MAINT.	21,792.60	21,924.52	435.66	2,778.58	19,145.94	12.67 %
<u>01-53-5-53-02110-EXA</u>	POSTAGE	35,152.00	35,152.00	4,147.69	9,219.79	25,932.21	26.23 %
<u>01-53-5-53-03906-AGM</u>	BUILDING REPAIR/MAINT - OFFICE	20,000.00	20,000.00	9,297.06	14,359.86	5,640.14	71.80 %
<u>01-53-5-53-04015-AGM</u>	ADMIN: COMPUTER SOFTWARE &	117,120.00	100,190.40	26,934.89	28,313.54	71,876.86	28.26 %

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
01 - GENERAL FUND	284,795.49	230,968.03	830,914.32	1,184,857.37	953,889.34
Report Surplus (Deficit):	284,795.49	230,968.03	830,914.32	1,184,857.37	953,889.34



JOSHUA BASIN WATER DISTRICT

Water Sales Consumption Statistics as of 9/30/18

Consumption - 12 months ending:	CURRENT 9/30/2018	PRIOR 1 9/30/2017	PRIOR 2 9/30/2016
CCF	509,909	510,584	519,734
Gallons	381,411,932	381,916,832	388,761,032
Acre Feet	1,171	1,172	1,193
Change/PY	-0.13% decrease	-1.76% decrease	-1.89% decrease
Change 2016 - 2018			-1.89% decrease

Change does not correlate to conservation mandate.

CONSUMPTION RANKING - TOP TEN - Quarter Ending 9/30/18

<u>Ranking</u>	<u>Account Name</u>	<u>Consumption (CCF)</u>
1	Joshua Tree Parks & Recreation	4,444
2	Hi Desert Medical Center (hospital)	3,697
3	Quail Springs Village Apartments	3,664
4	Joshua Tree Memorial park	1,790
5	Morongo Unified School District	1,533
6	Lazy H Mobilehome Park	1,266
7	Yucca Trails Apartments	915
8	Customer Leak	882
9	Hi Desert Medical Center (CC)	860
10	William Pyle (mobilehome park)	835
		<hr/>
		19,886

Breakdown of Top Ten Users by type:

Housing (multi-unit)	6,680
Public agency	5,977
Hospital/Medical	4,557
Commercial	1,790
Customer Leak	882
	<hr/>
	19,886

CAPITAL IMPROVEMENT LOAN - CUSTODIAN ACCOUNT

1/3/2019

<u>Date</u>	<u>Description</u>	<u>Transaction</u>	<u>Balance</u>	<u>Purpose</u>
9/12/2018	Loan funded	3,010,000.00		
	Reimbursement	<u>-10,000.00</u>		Bond Counsel
	Proceeds to JBWD Custodian		<u><u>3,000,000.00</u></u>	9/30/18 balance
10/2/2018	Interest earnings	2,256.14		
10/9/2018	Reimbursement	-112,361.70		Asphalt Zipper
10/29/2018	Reimbursement	-139,320.10		Backhoe Loader
	Reimbursement	-39,242.38		Broom
	Reimbursement	<u>-350,432.55</u>		Motor Grader
			<u><u>2,360,899.41</u></u>	10/31/18 balance
11/1/2018	Interest earnings	<u>3,921.09</u>		
			<u><u>2,364,820.50</u></u>	11/30/18 balance
12/3/2018	Interest earnings	<u>3,221.15</u>		
			<u><u>2,368,041.65</u></u>	12/31/18 balance

COSTS:

Bond Counsel	10,000.00
Equipment (4)	<u>641,356.73</u>
	651,356.73

INTEREST EARNED: 9,398.38

JOSHUA BASIN WATER DISTRICT
MEETING AGENDA REPORT

Meeting of the Finance Committee

January 9, 2018

Report to: Committee

Prepared by: Susan Greer 

TOPIC:
DISCUSS FEE STUDY

RECOMMENDATION:
Information and direction only.

ANALYSIS:

We are nearing completion of the Fee Study and want to provide an update for the Committee. Most of the fees being developed are service fees that are based on the material, equipment and labor costs associated with performing the service. We are also updating the capacity charges, both water and wastewater, and the meter installation fees.

Attached, you will find a listing of the current and proposed fees, presented in order of the current Article 13 within our Rules & Regulations, titled "Article 13 Rates." That document also contains information about what similar fees are at other local agencies. Differences in agencies can account for differences in fees. The color coding indicates that the yellow highlighted items are already complete, such as our Basic Fees and Water Flow Charges that were already set. The gold highlighted items are new fees that I have developed based on current costs. The red items still need to be developed and some of those involve the rate consultant, Alex. For example, there is more discussion needed about capacity charges. There are many options for the capacity charges; it's not based on a legal, one-size-fits-all formula.

Note that a comprehensive review of all fees has not been conducted in at least the last 31 years, although some individual fees have been adjusted in that time, some many times. After performing the review, I am recommending that we separate the current Article 13 where all fees are currently included, into two separate articles. There is too much explanatory information included in Article 13, when it should focus on the fee *amounts*. This additional information makes it difficult to maintain the document as the fees change over time. I am proposing one article called "Fees – Generally" that will include the explanatory information, and another separate article called "Fees – Amounts" that will include very little except the amounts. This will provide a better alternative for maintaining the Rules & Regulations long-term.

I am recommending that some fees be renamed and I will revise the order of the Articles so that related fees are better grouped together. I recommend elimination of some fees that are no longer relevant, splitting some fees into separate components, and addition of more than a dozen new fees. The last

page of the listing includes the caveat that allows us to charge for any work we do at the request of a customer; the fee is called "Other Services." Including this fee will allow us to provide better customer service, while being paid for the work. In the past, we have been unable to perform work where we didn't have a corresponding fee in place, or we had to give it away for free. The Other Services fee will allow us to perform any work requested by a customer if they are willing to pay.

I've also attached the proposed draft language for the new articles of the Rules & Regulations. The title of the fee is underlined and bold, followed by a "G:" that relates to the language for Fees-Generally, and an "A:" which relates to the language for Fees- Amounts. I believe that portions of the proposed language that are highlighted yellow, while relevant to the topic, should be included in other sections of the Rules.

There are still several fees to be developed, with input from staff and the rate consultant. A discussion about options for the capacity charges needs to take place with the Committee and/or Board and I'd like some direction about that process. In addition, complete legal review should take place before the proposed changes are brought to the Board for adoption. Fee setting is a simpler process than water rate setting, not subject to Prop 218, no mailed notice requirement and simply adopted at a properly-noticed meeting. The fees must always meet the "reasonableness" test, and when using our actual time and materials costs, that is done. While quite a few proposed fees reflect significant increases, that is the result of changing circumstances or our failure to increase fees periodically as costs increase. Labor costs are the biggest single component of the fees, and means that fees should change as labor costs increase, at least every few years.

FISCAL IMPACT:

Guesstimate about \$60,000 per year in additional fees, not including changes to meter installation fees and capacity charges.

Article 13 Rates

		complete developed T&D	JBWD CURRENT	HDWD PROPOSE	29PWD	BHDVWA
Current						
<u>Article #</u>	<u>Title</u>					
13.1	Variance Application Processing Fee	simple	25	500	cost	100
	Re-name - variance application deposit	complex	25	2,500	cost	100
13.2	Standbys	no changes since 1996				already set
13.3	Guarantee Deposit	approved 11/7/18	100	tie to rate 225 - 2019	100/250	75 100
13.4	Turn on REGULAR	Turn on = \$43	15	83	15	25 35
	RE-NAME New Account or Transfer	Turn off = \$40		43		
		Total = \$83				
	<i>each charge below needs separate article number</i>					
	<u>TURN ON AFTER VACATION TURNOFF</u>		10	33	COST	
	<i>Re-Name- TURN-ON/TURN-OFF CUSTOMER REQUESTED (temporary, not disconnect)</i>					
	<u>AFTER HOURS TURN ON</u>		85	112	80	35 50
	<u>DELINQUENT ACCOUNT UNLOCK</u>	<i>this got removed from 13.4 at some point</i>	25		20	30 40
	See also Delinquent Account Lock off,	<i>New, separate fee from unlock</i>				
13.5	Basic Fee	Rate Study				already set
			40	54	20	- T&M
13.6	Monthly Water Flow Charges	Rate Study				already set
13.7	Rescinded					
13.8	Delinquent Account Service Charge	MAXIMUM set by law - already done	10%/1.5%	10%/ .5%	10%/10 min	5%/5min

Article 13 Rates

complete
developed
TBD

JBWD HDWD 29PWD BHDVWA
CURRENT PROPOSE

13.9	Public Fire Protection Charges			no charge	no charge			
13.10	Private Fire Protection	Rate Study		already set				
	<i>Alex evaluating 50% surcharge - Gil doesn't like surcharge language for water use Demand Utilization Fee?</i>							
13.11	Fee for Permit to Supply Water for Domestic Irrigation to adjacent parcel	???	300	368	-	-	-	-
13.12	Backflow devices		25		-	-	-	-
13.13	Temporary service (partially complete)	deposit	250	replace	replace	\$650	350	
	<i>These need individual Article numbers</i>							
		install	30	95	25	T&M	T&M	
		reading fee	-	-	20	-	-	
		relocate	30	60	cost	T&M	T&M	
	<i>Alex evaluating 50% surcharge - Gil doesn't like language</i>							
		Basic Fee +50%		Alex	40	regular	30.32	
		Water use +50%		Alex	Tier 4-9.08	regular	9.02	
13.14	Mainline Extension Project Application fee	N/A	25	0				
13.15	Charge for Cancellation	N/A	\$50	0	-	-	-	-
13.16	Standard Front Footage Fee - water		37/foot	37/foot				
	<i>prices are payback, will never change</i>							
13.16.1	Standard wastewater Front Footage Fee	N/A						
	<i>allows for fee, but no pipes installed yet</i>							
13.17	Plan Check/Processing/Inspection Fees	plan ck	cost+15%	deposit	T&M/dep	\$50/sheet	T&M/dep	
	<i>change title and separate fees</i>	inspection		deposit	actual/dep		T&M/dep	

Article 13 Rates

complete
developed
T&D

JBWD	HDWD	29PWD	BHDVWA
CURRENT	PROPOSE		

13.18	Meter Installation Fees	Tract	3/4"	585		cost	796-1658	n/a
	<i>Change name to Meter Connection Fee per GC 66013(b)(2)</i>		1"	669		cost	853-1715	1785
			1.5"	cost+15%		cost	1603-2527	n/a
	Need information from Staff		2"	cost+15%		cost	2677	n/a
	Discussing methodology with Gil too		3"	cost+15%		cost	T&M	n/a
		Non-Tract	3/4"	1911		cost	-	n/a
			1"	2002		cost	-	n/a
			1.5"	cost+15%		cost	-	n/a
			2"	cost+15%		cost	-	n/a
			3"	cost+15%		cost	-	n/a

13.18.1	Front Footage Fee	CMC	26/foot	26/foot
	prices are payback, will never change	H Zone	37/foot	37/foot

13.18.2 Deleted

13.19	Water Capacity Charges	Rate Study	3/4"	4,351	Alex	5,418	n/a	n/a
			1"	7,249	Alex	10,836	3,520	4,595
			1.5"	14,495				
			2"	23,195				
			3"	43,490				

13.19.1	Wastewater Capacity Charges	Rate Study	all sizes of meters	\$6435/EDU	Alex	18,610 per EDU	n/a	n/a
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13.20	Refund Agreement Processing Fee	Initial Preparation	\$25+ \$25 per parcel	190	75/doc
		Processing of each refund ck	5	30	

Article 13 Rates

complete
developed
TBD

JBWD HDWD 29PWD BHDVWA
CURRENT PROPOSE

Item ID	Description	Unit	Actual	Proposed	Cost	T&M	Other
13.20.1	Deleted						
13.21	Meter Exchange Cost		actual	actual	cost	T&M	T&M
13.22	Customer Requested Meter Accuracy Testing	3/4"	40	158	COST	67	T&M
		1"	40	158	COST	67	T&M
		1.5"	75	COST	COST	90	n/a
		larger	cost+15%	COST	COST	COST	T&M
13.23	Hydrant flow testing see NEW static pressure test fee below		55	217	200		T&M
13.24	Broken lock fee		5	32	\$20+lock		T&M
13.25	Charge for District documents	copies	0.25	0.25	.25/.10		0.1
		DVD's			cost		0.1
13.26	48-hour Tag Fee		10				10
13.27	Rate for sale of water to other agencies	Rate Study	9.53/unit	Alex	-	-	-

Article 13 Rates

complete
developed
TBD

	JBWD	HDWD	29PWD	BHDVWA
	CURRENT	PROPOSE		

NEW FEES

NO SHOW FOR MISSED APPOINTMENTS

0 29 20 - n/a

LIEN FEES plus language to add interest (Gil)

File lien
Release

0 47
0 74

STATIC PRESSURE TEST

80

DELINQUENT ACCOUNT LOCK OFF

0 40

DEVELOPMENT-RELATED NEW FEES

WILL SERVE LETTER

0 33 40 T&M

METER QUOTE

0 19 0 0 0

W1 FORM LETTER

0

NON-INTERFERENCE LETTER

0

Other information/forms required by developer, figured at actual cost

REFUND AGREEMENT CHECK PROCESSING (per check issued)

0 20

RETURNED CHECK CHARGE somehow got removed from Rules & Regulations set by law
change name to returned payment charge, same for credit cards

5 25/35 25

TAMPERING FEE/UNAUTHORIZED USE working with Gil

0 3 mos avg 35 cost

PULLED METER CHARGE (cost to pull meter, separate from reinstall cost)

49 20

Article 13 Rates

complete
developed
TBD

JBWD HDWD 29PWD BHDVWA
CURRENT PROPOSE

CONTRACT FEES

0

TEMPORARY METER EXTENSION FEE

23

CAVEAT THAT ALLOWS FOR US TO CHARGE FOR ANYTHING.

Other Services. A charge shall be made for services performed by the District not listed above, for which an actual cost is attributable to a particular customer

PROPOSED RULES & REGULATIONS LANGUAGE FOR ARTICLE 13

VARIANCE APPLICATION DEPOSIT

G: An estimated deposit, based upon the complexity of the evaluation, will be required from a customer who requests consideration of a variance from existing Rules & Regulations. Such evaluation may require consultation with professionals, in addition to District staff, and the customer will pay all costs associated with the evaluation. Customer is responsible for all costs and District will deduct costs from customer deposit and send a bill for costs that exceed the deposit or a refund if costs are less.

A: A deposit based on complexity is required to evaluate a variance request:

Simple	\$500
Complex	\$2,500

Customer is responsible for all costs associated with the request, even if costs exceed the deposit. Need form.

GUARANTEE DEPOSIT

G: A guarantee deposit shall not be required except upon the determination by the District that the person requesting service is not creditworthy. The determination of creditworthiness shall be based upon criteria established by the Board of Directors.

A: Applicants who provide a social security number will have their credit checked. The results of this soft credit check will provide either a green, yellow, or red "score," and the deposit amount is based upon the score. Customers that don't provide a social security number won't get a "score," and will have to pay a guarantee deposit.

Green =	good credit, no deposit required
Yellow =	average credit, deposit required
Red =	poor credit, deposit required
No score =	no credit, deposit required

<u>Effective Date</u>	<u>Guarantee Deposit</u>
Adoption	\$225.00
1/1/20	\$255.00
1/1/21	\$285.00
1/1/22	\$310.00

NEW ACCOUNT CHARGE (FORMERLY TURN ON NEW SERVICE)

G: Upon customer request to establish a new account or request the transfer of service from an existing account to a new account, then a new account charge shall be paid.

A: A fee of \$43.00 will be charged to establish a new account or transfer ownership from one account to another

TEMPORARY CUSTOMER-REQUESTED TURN OFF/TURN ON

G: Upon customer request to temporarily turn water meter on or off, such as for vacation, a fee shall be paid. Water meter will be locked in the off position, but billing of applicable charges will continue.

A: A charge of \$33.00 shall be paid for either temporary turn on or turn off of water meter.

AFTER-HOURS TURN ON CONVENIENCE CHARGE

G: Upon customer request to provide water account turn on after the deadline for same day turn on of service, an after-hours charge shall be paid to the District.

A: A fee of \$110.00 will be assessed to a customer who requests that water service be turned on after the deadline for same day turn on.

CUTOFF ACCOUNT LOCK / UNLOCK CHARGES (name change) [waiting on info from Staff](#)

G: A fee will be charged for the lock-off and unlock of a water meter which it cutoff as a result of nonpayment.

A: Charges are as follows:

Lock-off	\$
Unlock	\$

BASIC FEE – current, no changes

METER PULL/METER REINSTALLATION

G: A fee will be charged for the removal (pull) or reinstallation of a meter, whether at customer request or JBWD-initiated in order to prevent damage or obtain compliance with the District’s Rules & Regulations.

A: Charges are as follows:

Meter Removal/Pull	\$49.00
Meter Reinstallation	\$54.00

MONTHLY WATER FLOW CHARGES – current, no changes

DELINQUENT ACCOUNT SERVICE CHARGE

G: A delinquent account service charge shall be added to each delinquent account. Such charge shall be added to the account balance each month as of the date the account becomes delinquent.

A: A delinquent account service charge of 10% on each original unpaid balance, plus .5% per month for each subsequent month of delinquency, will be levied if a customer payment is not received within 20 days after mailing of customer invoice.

PUBLIC FIRE PROTECTION CHARGES – n/a

PRIVATE FIRE PROTECTION – current, no changes

FEE FOR PERMIT TO SUPPLY WATER FOR DOMESTIC IRRIGATION TO ADJACENT PARCEL

G: A fee will be charged for an annual permit requested by a customer to supply domestic irrigation purposes only to an adjacent parcel with no water meter, when such parcel is owned by the same owner. This option allows customer to avoid payment of meter installation and capacity fees, but is only applicable for domestic irrigation purposes. Fee must be paid prior to supplying water to the second parcel, and must be renewed on an annual basis. The fee is equal to the Basic Monthly Fee amount, multiplied by 12 months, and changes as Article ___ changes.

A: The fee is imposed as follow:

3/4" or 1" meters	\$368.40	Effective 1/1/19
	\$413.16	Effective 1/1/20
	\$456.36	Effective 1/1/21
	\$496.20	Effective 1/1/22

BACKFLOW DEVICES

TEMPORARY SERVICE GUARANTEE DEPOSIT

G: A guarantee deposit, equal to the estimated cost of replacement of the meter and appurtenances, will be required for all temporary services. Replacement costs will be determined on a case-by-case basis, based upon the temporary facilities required by customer.

A: A guarantee deposit, equal to the replacement cost of the temporary meter and appurtenances, as determined by JBWD staff, is required before temporary service can be established.

TEMPORARY SERVICE INSTALLATION FEE

G: A fee will be charged to set-up the temporary account and install a temporary service, including meter and appurtenances.

A: Including account set-up, the fee for installation of a temporary service is \$95.00.

TEMPORARY SERVICE RELOCATION FEE

G: A fee will be charged to relocate a previously-installed temporary water service.

A: The fee for relocating a previously-installed temporary service is \$60.00.

TEMPORARY SERVICE EXTENSION FEE why limit to 6-month initial timeframe when we automatically extend another 6 months? why not allow 12 months MAXIMUM to start with? we have no such fee set up, although Regs call for it.

G:

A:

TEMPORARY SERVICE BASIC MONTHLY FEE

G: A fee will be charged for the availability of temporary water service, which includes no water used.

A: The fees are as follows:

METER CONNECTION FEES (PREVIOUSLY METER INSTALLATION FEES)

G: When the parcel to which water is to be furnished does not contain a paid water meter for use on said parcel, the customer shall pay a meter connection fee based on all costs of installation, including meters and all appurtenances. Note some meters have been installed at JBWD expense, and although there is a meter in place, it is not considered a paid water meter.

A1: Tract Installation – this fee applies to the Copper Mountain Mesa Assessment District for all original parcels with services already installed, and for approved tract maps or parcel maps where installation of all water system facilities, except for the water meter, will be done by the developer.

<u>Meter Size</u>	<u>Fee</u>
¾"	\$585.00
1"	\$669.00
Larger sizes	Actual cost including overhead

A2: Non-Tract Installation – this fee applies to all non-tract parcels in the District and reflects labor, material and overhead costs associated with installing the customer meter and appurtenances and extending the water service from a mainline to a property line for the use of a separate parcel.

<u>Meter Size</u>	<u>Fee</u>
¾"	\$1,911.00
1"	\$2,002.00
Larger	Actual cost, including overhead

FRONT FOOTAGE FEE

G: Mainline installation or replacement projects in the following areas have been installed at JBWD expense. Future development of parcels in the following project areas requires payment of a Front Footage Fee, per foot of parcel frontage adjacent to the mainline. See Article 7.5.

A1: Copper Mountain College, December 2004: \$26.00 per foot

A2: H Zone, October 2008: \$37.00 per foot

WATER CAPACITY CHARGES

G: When the parcel to which water is to be furnished does not contain a paid water meter for use on said parcel, the customer shall pay a Water Capacity Charge.

The Water Capacity Charge includes a buy-in component to existing facilities which achieves equity with current customers. In addition, there is a replacement component, which is designed to fund water system capacity replacement required as a result of the new water service. Note some meters have been installed at JBWD expense, and although there is a meter in place, it is not considered a paid water meter.

A:	Size	Charge
	¾"	\$4,351.00
	1"	\$7,249.00
	1.5"	\$14,495.00
	2"	\$23,195.00

3"

\$43,490.00

Water Capacity Charges shall be automatically adjusted effective on the first day of January of each calendar year based upon the change in the Engineering News-Record Construction Cost Index (ENR-CCI 20 Cities) starting from the base month of June. Increases taking effect in January shall be based on the increase in said index over the preceding year. (For example, the automatic increase taking effect 1/1/19 shall be based on the increase in the index from June 2017 to June 2018.)

WASTEWATER CAPACITY CHARGES RM feedback

G: When the parcel to which wastewater service is to be furnished does not contain a paid water meter, or the property that has a paid water meter is undeveloped with a structure, the customer shall pay a Wastewater Capacity Charge. The Wastewater Capacity Charge includes a buy-in component for funding of a future wastewater system based on projected wastewater system capacity required by the new water service.

Wastewater Capacity Charges are due under the following conditions:

1. The parcel to which water service is to be furnished is (a) located in the wastewater treatment strategy area, (b) will result in density of less than one Equivalent Dwelling Unit per one-half acre, (c) has a paid water meter, (d) but has never developed the parcel with a structure; or (any remodel implications?)
2. The parcel to which water service is to be furnished is (a) located in the wastewater strategy area, (b) will result in density of less than one Equivalent Dwelling Unit per one-half acre, and (c) does not contain a paid water meter.

The Wastewater Capacity Charge applies to all new development in the Wastewater Planning Area as identified in the attached map (Exhibit C). A list of parcels within the area is attached as Exhibit D. **do we really want the list of parcels attached, or does it just need to be available? 20 pages or so added to Rules. Over time, the list isn't accurate, splits and combos, i.e.**

Capacity Charges do not apply to additions to existing residential units, but will apply to any new residential structures including a second home on a parcel, other than guest house.

Capacity Charges will be applied to expansion of non-residential development if it increases the number of EDUs by one or more based on review of the District Engineer.

Wastewater Capacity Charges shall be automatically adjusted effective on the first day of January of each calendar year based upon the change in the Engineering News-Record Construction Cost Index (ENR-CCI Los Angeles) starting from the base month of June. Increases taking effect in January shall be based on the increase in said index over the preceding year. (For example, the automatic increase taking effect 1/1/19 shall be based on the increase in the index from June 2017 to June 2018.)

A:

- Single Family Residential: 1 Equivalent Dwelling Unit (EDU) = 6,435.00
- Multi Family Residential: 1 EDU per residential unit (duplex = 2 units, triplex = 3 units, etc.) or less if determined by the District Engineer (e.g. Senior Housing, studio apartments, etc.)
- Non Residential: 6,435.00 per EDU with the number of EDUs to be determined by District Engineer based on plans provided.

REFUND AGREEMENT PROCESSING FEES

G: When customer installs a mainline at their own expense which provides opportunity for other parcel owners to connect to the water system where such opportunity didn't previously exist, customer shall be eligible for potential refund if other parcel owners connect in the future. Customer shall pay costs associated with preparation and processing of refund agreements.

A: Refund agreement processing fees are as follows:

Initial preparation, for up to four benefitting parcels	\$190.00
Initial preparation, each additional parcel	\$35.00
Processing of each refund check	\$30.00
Fee is deducted from refund check	

METER EXCHANGE WITHIN THE SAME PARCEL

G: For meter size changes on the same parcel (either increase or decrease in size,) the customer shall pay the actual costs associated with installation of the new meter, including inventory, equipment and labor, plus associated administrative costs and overhead. Meters cannot be relocated to different parcels; that constitutes a new meter installation.

A: Meter exchange costs within the same parcel are as follows:

Actual costs, including but not limited to, field and administrative labor, vehicles and equipment, inventory, and overhead.

In addition, if customer increases meter size, customer must pay the additional Water and/or Wastewater Capacity Charge(s), at the current rate. For example, if customer paid capacity charge for 1" meter and needs to increase meter size to 1.5", the additional Capacity Charge fees would be the difference between the current 1" and 1.5" capacity charges, irrespective of the amount paid by customer at the time meter was purchased.

No refund for materials already in use is provided, nor refund of Capacity Charges if meter size is decreased.

METER ACCURACY TESTING FEE

G: Any customer has the right to have his meter examined and tested at any time upon completion of the Meter Test Form, payment of the Meter Accuracy Testing Fee and commitment to pay an adjustment to their water account for any discrepancy identified in the meter performance, either over or under-recording, if the meter fails. ~~The Meter Accuracy Testing Fee shall not be charged if the meter has not been tested during the previous five year period.~~ **Need to also amend other sections of the Regs? Where is reference to free every 5 years, don't find in Regs, but see on form.**

A: The charge for customer-requested meter accuracy testing shall be as follows:

<u>Meter Size</u>	<u>Amount</u>
¾"	\$158.00
1"	\$158.00
1.5" & Larger	Cost

HYDRANT FLOW TESTING

G: For development or other reasons, customer may request hydrant flow testing at a hydrant location of their choosing. JBWD will test the hydrant and provide a hydrant certification letter to customer. Since performing hydrant flow tests can result in water quality issues and/or water leaks, JBWD seeks to limit hydrant flow testing. Static pressure testing can often be a substitute; however, if customer requires hydrant flow testing, customer is responsible for costs associated with any system damage. **Special form?? Gil - Legal?**

A: The charge for hydrant flow testing is \$217.00 per hydrant, including certification letter.

STATIC PRESSURE TESTING

G: For development or other reasons, customers may request static pressure testing, to be performed at a hydrant of JBWD's choosing. JBWD will perform static pressure testing and provide testing report to customer.

A: The charge for static pressure testing is \$80.00 per hydrant, including testing report.

BROKEN LOCKING DEVICE FEE

G: When an account has been locked off and the locking device is broken, depending on circumstances, the old or new account holder may be charged for replacement of the locking device.

A: The charge for a broken locking device is \$32.00.

CHARGE FOR DISTRICT DOCUMENTS

G: A fee shall be charged to those requesting copies of public records.

A1: A fee of \$0.25 for each photocopy shall be charged upon a request to obtain a copy or copies of public records from JBWD

A2: A fee of _____ for each DVD shall be charged upon a request to obtain a copy or copies of public records from JBWD.

48-HOUR TAG FEE

G:

A:

RATE FOR SALE OF WATER TO OTHER AGENCIES

G: Water sold to other water agencies on an emergency or short-term basis shall be metered and a water bill sent to the other water agency on no less than a monthly basis.

A: Water sold to other water agencies shall be metered and sold at a rate of \$9.53 per unit (one hundred cubic feet) or \$1,038.00 per acre foot. In addition to this water rate, direct manpower, material and equipment costs associated with making the physical connection or overseeing the connection shall be charged at actual cost plus overhead.

The General Manager or designate may authorize the temporary sale of water to other water agencies for a two-week period or less. The Board of Directors may authorize the temporary service for a period of longer than 14 days.

NO SHOW CHARGE FOR MISSED APPOINTMENTS

G: A charge shall be made when an appointment time has been scheduled and set aside for a field visit which is not kept and not cancelled in advance by the customer or a representative.

A: A no show charge of \$29.00 for scheduled appointments will be billed when such appointment is not kept or cancelled in advance by the customer or a representative.

LIEN FEES

G: A charge shall be made for the costs associated with filing and releasing liens that are recorded due to unpaid water or meter damage charges.

A: Fees associated with filing and releasing liens for unpaid water charges, are as follows:

Filing lien \$47.00

Releasing lien \$74.00

Unusual or extraordinary costs associated with filing or releasing liens will be charged at actual cost including overhead.

In addition, interest in the amount of ____ % per month will be added to the lien balance until paid in full. **Gil, legal? What code section?**

WILL SERVE LETTER

G: The applicant shall be required to pay a charge to cover expenses incurred by JBWD for the preparation of the Will Serve Letter document.

A: A charge of \$33.00 per parcel will be paid by applicant requesting a Will Serve Letter. Fees for will serve requests on land requiring more in-depth review by JBWD staff and/or professional services will be charged the actual cost.

METER QUOTE

G: An applicant shall be required to pay a charge to cover expenses incurred by JBWD for the preparation of a meter quote. An applicant is allowed one (1) free meter quote per calendar month; additional meter quotes will be provided upon payment of the charge.

A: A charge of \$19.00 per meter will be paid by applicant requesting a meter quote, when such request is in addition to one (1) free meter quote provided per calendar month.

W1 FORM LETTER

G: An applicant shall be required to pay a charge to cover expenses incurred by JBWD for the preparation of a W1 Form letter.

A: Actual costs, including overhead, associated with preparation of a W1 form letter, shall be deducted from the applicant's Plan Check Deposit.

S1 FORM LETTER

G: An applicant shall be required to pay a charge to cover expenses incurred by JBWD for the preparation of a S1 Form letter.

A: Actual costs, including overhead, associated with preparation of a S1 Form letter, shall be deducted from the applicant's Plan Check Deposit.

NON-INTERFERENCE LETTER

G: An applicant shall be required to pay a charge to cover expenses incurred by JBWD for the preparation of a Non-Interference Letter

A: Actual costs, including overhead, associated with preparation of a Non-Interference Letter, shall be deducted from the applicant's Plan Check Deposit.

RETURNED PAYMENT CHARGE

G: A fee will be charged for each check or credit card payment returned from the bank unpaid.

After two returned payments, customer will be on a cash-only basis for at least two years, or until a satisfactory payment record has been established per Article 1.11.

A: A charge of \$25.00 for the first returned payment and \$35.00 for the second and subsequent returned payments shall be paid by applicant who presents a payment that is subsequently returned from the bank unpaid.

TAMPERING FEE/UNAUTHORIZED USE - Gil

G:

A:

CONTRACT FEES, requested info from Staff 12/18

G: Upon request from a customer to establish a long-term payment contract to spread the balance due over an extended timeframe, a charge shall be made for set-up and follow-up of the contract.

A: A charge of \$_____ shall be paid by customer requesting a contract. The charge can be rolled into the contract, and will be paid with the first payment installment.

OTHER SERVICES

G: A charge shall be made for services performed by the District not listed above, for which an actual cost is attributable to a particular customer.

A: Charges for Other Services shall be the actual costs, including but not limited to, field and administrative labor, professional services, vehicles and equipment, inventory and overhead.