



PO Box 675 • 61750 Chollita Road • Joshua Tree CA 92252
 Phone (760) 366-8438 • Fax (760) 366-9528 • www.jbwd.com
 An Equal Opportunity Provider

JOSHUA BASIN WATER DISTRICT
 REGULAR MEETING OF THE BOARD OF DIRECTORS
 WEDNESDAY FEBRUARY 20, 2013 7:00 PM
 61750 CHOLLITA ROAD, JOSHUA TREE CALIFORNIA 92252

AGENDA

- | | | |
|---------------------|----|---|
| | 1. | CALL TO ORDER |
| | 2. | PLEDGE OF ALLEGIANCE |
| | 3. | DETERMINATION OF QUORUM |
| | 4. | APPROVAL OF AGENDA |
| | 5. | PUBLIC COMMENT: At this time, any member of the public may address the Board on matters within the Board’s jurisdiction that are <u>not</u> listed on the agenda. Please use the podium microphone. The Board may not discuss at length or take action on items not on the agenda.
During either "Public Comment" Item, please use the podium microphone. State your name and have your information prepared and be ready to provide your comments to the Board. The District is interested and appreciates your comments. A 3-minute time limit may be imposed. Thank you. |
| | 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 or any individual or organization interested in one or more consent calendar items wishes to be heard. |
| Pg. 1-2
Pg. 3-17 | | A. Financial Report for January 2013
B. Check Audit Report for January 2013 |
| Pg. 18-19 | 7. | RESOLUTION CONGRATULATING HI-DESERT WATER DISTRICT ON THE OCCASION OF ITS 50TH ANNIVERSARY
Recommend that the Board adopt the attached resolution commending the Hi-Desert Water District on the occasion of its 50 th anniversary. |
| Pg. 20-24 | 8. | RESOLUTION IN SUPPORT OF MELODY HENRIQUES-MCDONALD
Recommend that the Board adopt a resolution concurring in the nomination of Melody McDonald for re-election to the Association of California Water Agencies/Joint Powers Insurance Authority (ACWA/JPIA) Executive Committee. |
| Pg. 25-27 | 9. | ADDITION TO ARTICLE 5 OF ADMINISTRATIVE CODE TO REQUIRE SEXUAL HARASSMENT TRAINING OF BOARD MEMBERS
Recommend that the Board adopt a resolution amending Article 5 of the Administrative Code to require sexual harassment training for supervisors and board members. |

10. REMOTE METER POLICY CLARIFICATION
Recommend that the board adopt a Resolution amending Article 2.4.1 of the Rules and Regulations, to clarify provisions of the remote meter policy applying to homes owned and occupied prior to 2000.
11. COMMITTEE REPORTS:
 - A. PUBLIC INFORMATION COMMITTEE: President Luckman and Director Fuller: Kathleen Radnich, Public Outreach Consultant to report.
 - B. RECHARGE BASIN AND PIPELINE PROJECT: Vice President Coate and Director Fuller
 - C. HOSPITAL WASTEWATER PROJECT: President Luckman and Vice President Coate
 - D. TANK RESTORATION PROJECT: Director Wilson and Vice President Coate
 - E. RULES AND REGULATIONS UPDATE PROJECT: Director Fuller and Vice President Coate
 - F. ADMINISTRATIVE CODE UPDATE PROJECT: Director Fuller and President Luckman
12. PUBLIC COMMENT
At this time, any member of the public may address the Board on matters within the Board's jurisdiction that are not listed on the agenda. Please use the podium microphone. The Board may not discuss at length or take action on items not on the agenda.
13. GENERAL MANAGER REPORT
14. DIRECTORS COMMENTS/REPORTS
15. DISTRICT GENERAL COUNSEL REPORT
16. FUTURE AGENDA ITEMS
17. ADJOURNMENT

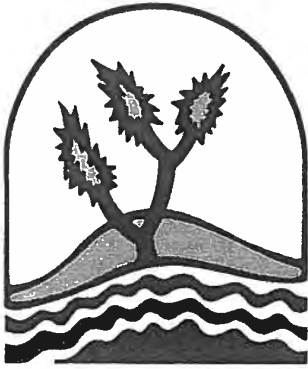
INFORMATION

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.

This meeting is scheduled to be broadcast on Time Warner Cable Channel 10 on February 27 at 7:00 pm and March 6 at 7:00 pm. DVD recordings of Joshua Basin Water District Board meetings are available at the District office and at the Joshua Tree Library.



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 TELEPHONE (760) 366-8438 FAX (760) 366-9528

Cash Flow

January 31, 2013

Beginning Cash		7,953,022.55
SOURCE OF FUNDS:		
Water A/R Collections	223,837.31	
Turn On/Misc	1,899.47	
Consumer Deposits	6,225.00	
Project Deposits	0.00	
Property Taxes G.D.	5,196.63	
ID #2 Tax Collections	14,989.91	
Standby Collections - Prior	8,200.76	
Standby Collections - Current	67,595.11	
CMM Assessment Collections	14,793.79	
Water Capacity Charges	0.00	
Sewer Capacity Charges	0.00	
Meter Installation Fees	0.00	
Interest	6,021.99	
TOTAL SOURCE OF FUNDS	<u>348,759.97</u>	
FUNDS USED:		
Debt Service	0.00	
Capital Additions	1,569,735.68	
Operating Expenses	37,691.46	
Employee Funded 457 Transfer	2,205.38	
Bank Transfer Payroll Taxes	35,205.33	
CalPERS Transfer	<u>18,048.87</u>	<u>1,662,886.72</u>
Bank Transfer Payroll	69,027.45	
Bank Transfer Fees/Charges	<u>1,822.32</u>	<u>70,849.77</u>
TOTAL USE OF FUNDS	<u>1,733,736.49</u>	
Net Increase (Decrease)		<u>(1,384,976.52)</u>
Cash Balance at End of Period		<u><u>6,568,046.03</u></u>

Handwritten initials/signature

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		BEGINNING	TOTAL	TOTAL	ENDING	AVERAGE
		BALANCE	DEBITS	CREDITS	BALANCE	DAILY
						BALANCE
GENERAL FUND						
01 -11100	PETTY CASH FUND	600.00	0.00	0.00	600.00	600.00
01 -11110	CHANGE FUND	1,500.00	0.00	0.00	1,500.00	1,500.00
01 -11200	GENERAL FUND-U S	97,711.82	1,853,368.32	1,856,739.98CR	94,340.16	154,149.64
01 -11210	PAYROLL FUND - U	5,000.00	122,461.32	69,087.45CR	58,373.87	12,645.25
01 -11220	CREDIT CARD FUND	53,822.63	63,856.30	54,857.02CR	62,821.91	39,713.26
01 -11300	LAIF - INVESTMEN	1,293,360.74	489,862.48	1,300,720.31CR	482,502.91	1,064,429.54
01 -11305	LAIF - EMERGENCY	1,000,000.00	0.00	0.00	1,000,000.00	1,000,000.00
01 -11306	LAIF - EQUIP & T	365,019.93	0.00	0.00	365,019.93	365,019.93
01 -11307	LAIF - OPPORTUNI	1,806,628.14	5,196.63	170,673.98CR	1,641,150.79	1,765,732.34
01 -11308	LAIF - WELL & BO	50,000.00	0.00	0.00	50,000.00	50,000.00
01 -11309	LAIF - CONSUMER	252,695.04	1,403.87	2,375.00CR	251,723.91	252,663.71
01 -11310	LAIF - WATER CAP	88,112.82CR	0.00	0.00	88,112.82CR	88,112.82CR
01 -11313	LAIF - SEWER CAP	193,472.28	150.14	0.00	193,622.42	193,554.61
01 -11315	LAIF - CAPITAL P	0.00	0.00	0.00	0.00	0.00
01 -11320	LAIF- CMM REDEMP	299,875.78	14,963.43	0.00	314,839.21	308,100.49
01 -11325	LAIF - CMM RESER	274,615.73	219.16	0.00	274,834.89	274,735.91
01 -11330	LAIF - CMM PREPA	2,975.98	2.37	0.00	2,978.35	2,977.28
01 -11338	LAIF - HI DESERT	2,343,857.30	3,790.16	485,796.96CR	1,861,850.50	2,008,589.49
FUND 01 TOTAL		7,953,022.55	2,555,274.18	3,940,250.70CR	6,568,046.03	7,406,298.63
REPORT TOTALS		7,953,022.55	2,555,274.18	3,940,250.70CR	6,568,046.03	7,406,298.63

CHECK NO	CHECK DATE	STATUS	VENDOR INFO		CHECK AMOUNT
052640	1/04/2013	R	000675	AQUA-METRIC SALES COMPANY	
			I-0045889-IN	INVENTORY	2,795.46

					2,795.46
052641	1/04/2013	R	000020	CE PRIME, INC.	
			I-10935	RIGHT OF WAY ACQ: RESVOIR LAND	1,190.00
			I-10936	RIGHT OF WAY ACQ: RESVOIR LAND	7,188.03

					8,378.03
052642	1/04/2013	R	002565	DUDEK AND ASSOCIATES, INC	
			I-20124341	WATER SMART GRANT SERVICES	3,185.00

					3,185.00
052643	1/04/2013	R	003025	FEDEX	
			I-2-112-89759	SHIPPING: RECHARGE	47.95
			I-2-128-35278	SHIPPING: USDA LOAN PAYOFF	22.42

					70.37
052644	1/04/2013	R	000109	PATRICIA FREEMAN	
			I-PF010313	REIMB: MILES & POSTAGE	22.48

					22.48
052645	1/04/2013	R	003505	LORI PARKER	
			I-7498	VEHICLE REPAIRS	22.00
			I-7509	VEHICLE REPAIRS	887.65

					909.65
052646	1/04/2013	R	004720	INLAND WATER WORKS	
			I-247992	INVENTORY/MAINLINE/LEAK REPAIR	4,865.99

					4,865.99
052647	1/04/2013	R	000252	DEBORAH S. MALLANTS	
			I-201054	TEMPORARY LABOR	1,794.34

					1,794.34
052648	1/04/2013	R	006504	MC CALL'S METERS, INC.	
			I-23333	CERTIFIED FLOW TEST	494.74

					494.74
052649	1/04/2013	R	000233	YUCCA VALLEY AUTO PARTS, INC.	
			I-013889	VEHICLE EXPENSE	8.99

CHECK NO	CHECK DATE	STATUS	VENDOR INFO		CHECK AMOUNT
			I-013908	VACUUM TRAILER EXPENSE	87.79
			I-013912	VACUUM TRAILER/ SHOP EXPENSE	68.92
			I-014448	SHOP EXPENSE	70.03
			I-014583	VEHICLE EXPENSE	119.75

					355.48
052650	1/04/2013	R	003930 NBS		
			I-1130126	CMM ADMIN FEES - 1ST QTR 13	2,086.35

					2,086.35
052651	1/04/2013	R	008102 OFFICEMAX CONTRACT INC.		
			I-681307	OFFICE SUPPLIES/ SHOP EXPENSE	914.51
			I-681588	OFFICE SUPPLIES	89.74
			I-695425	OFFICE SUPPLIES	5.96

					1,010.21
052652	1/04/2013	R	000236 PAYPRO ADMINISTRATORS		
			I-PP010413	EE FSA DEDUCTIONS 01-04-13	774.17

					774.17
052653	1/04/2013	R	009054 KATHLEEN J. RADNICH		
			I-12/16/12-51	PUBLIC RELATIONS SERVICES	468.00
			I-12/23/12-52	PUBLIC RELATIONS SERVICES	208.80
			I-12/30/12-53	PUBLIC RELATIONS SERVICES	288.00
			I-12/9/12-50	PUBLIC RELATIONS SERVICES	388.80

					1,353.60
052654	1/04/2013	R	000089 SEMS TECHNOLOGIES, LLC		
			I-1505	MOBILE FORMS SYSTEM	1,000.00

					1,000.00
052655	1/04/2013	R	009898 THE GAS COMPANY		
			I-GAS1112	HEAT FOR SHOP - NOV/DEC 12	397.95

					397.95
052656	1/04/2013	R	010633 LISA THOMPSON		
			I-LT010313	EDUCATION REIMBURSEMENT	394.12

					394.12
052657	1/04/2013	R	000510 TIME WARNER CABLE		
			I-TW1212	CABLE SERVICE - DEC 12	58.32

					58.32

CHECK NO	CHECK DATE	STATUS	VENDOR INFO		CHECK AMOUNT
052658	1/04/2013	R	901353	MICHAEL W. BRANNING I-UGC120712	395.00 ----- 395.00
				DEMO GRDN/ BUILD MAINT- NOV 12	
052659	1/04/2013	R	010990	UTILIQUEST L.L.C. I-190125-Q	241.38 ----- 241.38
				CONTRACT LOCATING EXPENSE	
052660	1/04/2013	R	011114	VAN DYKE CORP I-VDC113012	318,821.78 ----- 318,821.78
				HDMC WASTEWATER CONSTRUCTION	
052661	1/04/2013	R	003600	VERIZON CALIFORNIA I-V1212	1,019.30 ----- 1,019.30
				TELEPHONE (OFFICE) - DEC 12	
052662	1/10/2013	R	1	CUSTOMER REFUNDS (MISC.) I-000201301101956 NAJAFI, ARASH	:US REFUND 71.66 ----- 71.66
052663	1/10/2013	R	1	CUSTOMER REFUNDS (MISC.) I-000201301101957 BAUZA, LAUREN A	:US REFUND 96.24 ----- 96.24
052664	1/10/2013	R	1	CUSTOMER REFUNDS (MISC.) I-000201301101958 BUCK, THERESA L.	:US REFUND 84.83 ----- 84.83
052665	1/10/2013	R	1	CUSTOMER REFUNDS (MISC.) I-000201301101959 GIEGERICH, JILL	:US REFUND 39.28 ----- 39.28
052666	1/10/2013	R	1	CUSTOMER REFUNDS (MISC.) I-000201301101960 MASSON, JACQUELINE	:US REFUND 46.01 ----- 46.01
052667	1/10/2013	R	1	CUSTOMER REFUNDS (MISC.) I-000201301101961 LOUANGPRASEUTH , TRA	:US REFUND 46.98 ----- 46.98

CHECK NO	CHECK DATE	STATUS	VENDOR INFO		CHECK AMOUNT
052668	1/10/2013	R 1	CUSTOMER REFUNDS (MISC.)		
			I-000201301101962	VILLANUEVA, EVANGELI:US REFUND	11.83

					11.83
052669	1/10/2013	R 1	CUSTOMER REFUNDS (MISC.)		
			I-000201301101963	SEIBERT, JACOB :US REFUND	44.04

					44.04
052670	1/10/2013	R 1	CUSTOMER REFUNDS (MISC.)		
			I-000201301101964	NELSON RE VENTURES I:US REFUND	53.95

					53.95
052671	1/10/2013	R 1	CUSTOMER REFUNDS (MISC.)		
			I-000201301101965	LIGHT, JOHN :US REFUND	0.01

					0.01
052672	1/10/2013	R 1	CUSTOMER REFUNDS (MISC.)		
			I-000201301101966	WARD, CRYSTAL :US REFUND	1.34

					1.34
052673	1/10/2013	R 1	CUSTOMER REFUNDS (MISC.)		
			I-000201301101967	CUTTS, DONNA L :US REFUND	84.84

					84.84
052674	1/10/2013	R 1	CUSTOMER REFUNDS (MISC.)		
			I-000201301101968	ALONSO, CECILIO A :US REFUND	31.36

					31.36
052675	1/10/2013	R 000675	AQUA-METRIC SALES COMPANY		
			I-0046106-IN	INVENTORY	1,887.17

					1,887.17
052676	1/10/2013	R 001630	AT&T MOBILITY		
			I-829480028X01052013	COMMUNICATIONS - DEC 12	893.37

					893.37
052677	1/10/2013	R 001002	BUSINESS CARD		
			I-BA0113	BUSINESS EXP & OFFICE SUPPLIES	419.46

					419.46

CHECK NO	CHECK DATE	STATUS	VENDOR INFO		CHECK AMOUNT
052678	1/10/2013	R	001004	BUSINESS CARD	
			I-BA0113	AWWA CONF/DITCH WITCH/OFFC SUP	5,133.56

					5,133.56
052679	1/10/2013	R	001461	DEBORAH BOLLINGER	
			I-533	WATER CONSERVATION - DEC 12	2,500.00
			I-534	RECHARGE BASIN CONSULT- DEC 12	1,481.25
			I-535	REIMB: STAKES FOR COMPOST BIN	48.30

					4,029.55
052680	1/10/2013	R	004110	BURRTEC WASTE & RECYCLING SVCS	
			I-BW0113	RECYCLING - JAN 13	57.48
			I-BW0113B	TRASH REMOVAL - JAN 13	255.48
			I-BW0113C	TRASH REMOVAL - JAN 13	81.99

					394.95
052681	1/10/2013	R	001510	CACTUS FLOWER FLORIST &	
			I-35225	FLOWERS FOR J. SANCHEZ SERVICE	231.66

					231.66
052682	1/10/2013	R	001526	CANYON AUTO SERVICES, INC	
			I-7247	VEHICLE REPAIRS	101.61

					101.61
052683	1/10/2013	R	001555	CENTRATTEL	
			I-130103192101	DISPATCH SERVICES - DEC 12	329.91

					329.91
052684	1/10/2013	R	000230	CHARLES Z. FEDAK & COMPANY, CPA'S	
			I-CFC1212	FINANCIAL AUDIT - 11/12	400.00

					400.00
052685	1/10/2013	R	000253	THE COUNSELING TEAM INTERNATIONAL	
			I-20632	COUNSELING SERVICES	1,093.75

					1,093.75
052686	1/10/2013	R	002026	DATASTREAM	
			I-4839	MAINT. AGREEMENT - 1ST QTR 13	720.00

					720.00
052687	1/10/2013	R	002565	DUDEK AND ASSOCIATES, INC	

CHECK NO	CHECK DATE	STATUS	VENDOR INFO		CHECK AMOUNT
			I-20124118	CONST MGMT: HDMC WASTER WATER	12,704.85

					12,704.85
052688	1/10/2013	R	000058	GARDA CL WEST, INC.	
			I-191-492813	COURIER FEES - JAN 13	471.44
			I-7150260	EVENXCHANGE FEES - DEC 12	7.70

					479.14
052689	1/10/2013	R	004190	HI-WAY SAFETY INC	
			I-135905	UNIFORMS: SAFETY JACKETS	608.03

					608.03
052690	1/10/2013	R	004720	INLAND WATER WORKS	
			I-248127	INVENTORY	1,978.51
			I-248259	METER REPAIR SUPPLIES	242.44
			I-248321	LARGE METER TESTING	364.39

					2,585.34
052691	1/10/2013	R	005672	WILLIAM H. KLINE	
			I-WK010813	REIMB: WASTE WATER CLASSES	366.55

					366.55
052692	1/10/2013	R	000254	LEIGHTON CONSULTING, INC.	
			I-10301	RECHRG PIPE: GEOTECHNICAL TEST	9,950.00

					9,950.00
052693	1/10/2013	R	000252	DEBORAH S. MALLANTS	
			I-201056	TEMPORARY LABOR	1,877.62

					1,877.62
052694	1/10/2013	R	006200	HELEN A. MCALLISTER	
			I-5739B	JANITORIAL SERVICES - DEC 12	560.00

					560.00
052695	1/10/2013	R	006507	McMASTER-CARR SUPPLY COMPANY	
			I-43392296	SMALL TOOLS/SHOP EXPENSE	221.63

					221.63
052696	1/10/2013	R	006790	MOBILE MINI, LLC - CA	
			I-217003711	23' RECORD STORAGE RENTAL	226.71

					226.71

CHECK NO	CHECK DATE	STATUS	VENDOR INFO		CHECK AMOUNT
052697	1/10/2013	R	007500	NORTHAMERICAN TRANSPORTATION	
			I-22541	DRUG&ALCOHOL TSTNG-1ST QTR 13	103.17

					103.17
052698	1/10/2013	R	000070	ONLINE INFORMATION SERVICES, INC.	
			I-467109	ID VERIF. SERV. THRU 12/31/12	151.50

					151.50
052699	1/10/2013	R	008138	PATRIOT ENVIRONMENTAL SERVICES	
			I-SC20997-1	REMOVAL OF ASBESTOS PIPE	1,480.00

					1,480.00
052700	1/10/2013	R	008405	PRECISION ASSEMBLY	
			I-15289	DEC WATER BILLING & PUBL INFO	1,825.82

					1,825.82
052701	1/10/2013	R	008414	ROBERT L. STEPHENSON	
			I-1260A	VIDEO TAPING BD MEETINGS - DEC	100.00

					100.00
052702	1/10/2013	R	008415	PRUDENTIAL OVERALL SPLY.	
			I-20624257	SHOP EXPENSE	98.02

					98.02
052703	1/10/2013	R	009065	RDO EQUIPMENT COMPANY	
			I-P52258	JD 410 REPAIRS	152.65

					152.65
052704	1/10/2013	R	009072	LAW OFFICES REDWINE AND SHERRILL	
			I-RS1212	LEGAL SERVICES - DEC 12	6,832.19

					6,832.19
052705	1/10/2013	R	009878	SOUTHERN CALIFORNIA EDISON	
			I-SCE1212	POWER FOR PUMPING - DEC 12	19,293.66

					19,293.66
052706	1/10/2013	R	010690	TYLER TECHNOLOGIES	
			I-025-58731	XML & RECEIPT PRINTER MAINT	769.29
			I-025-59389	ONLINE PRODUCTS - JAN 13	185.00
			I-025-59972	INSITE TRANS FEES: OCT-DEC	1,755.00

					2,709.29

CHECK NO	CHECK DATE	STATUS	VENDOR INFO		CHECK AMOUNT
052707	1/10/2013	R	010850	UNDERGROUND SERVICE ALERT	
			I-1220120324	TICKET DELIVERY SERVICE - DEC	181.50

					181.50
052708	1/10/2013	R	901353	MICHAEL W. BRANNING	
			I-UGC121712	TREE SPADING @ DEMO & BUILDING	849.56

					849.56
052709	1/10/2013	R	000247	UNITED STATES PLASTIC CORP	
			I-3579117	PUMPING PLANT SUPPLIES	55.11
			I-3582638	PUMPING PLANT SUPPLIES	194.57

					249.68
052710	1/10/2013	R	010956	DOI-USGS	
			I-90140432	NITRATE STUDY	1,918.62

					1,918.62
052711	1/10/2013	R	010990	UTILIQUEST L.L.C.	
			I-190354-Q	CONTRACT LOCATING EXPENSE	998.47
			I-190592-Q	CONTRACT LOCATING EXPENSE	462.63
			I-190897-Q	CONTRACT LOCATING EXPENSE	65.94

					1,527.04
052712	1/10/2013	R	011109	VALLEY INDEPENDENT PRINTING	
			I-30723	OFFICE SUPPLIES:BUSINESS CARDS	153.54
			I-30796	OFFICE SUPPLIES:BUSINESS CARDS	153.54

					307.08
052713	1/10/2013	R	011114	VAN DYKE CORP	
			I-17571	MAINLINE LEAK REPAIR	5,615.00

					5,615.00
052714	1/10/2013	R	011615	WESTERN EXTERMINATOR CO.	
			I-WE1212	EXTERMINATOR - DEC 12	75.00
			I-WE1212B	EXTERMINATOR - DEC 12	33.00

					108.00
052715	1/10/2013	R	000009	WESTERN PUMP, INC.	
			I-W10796	REPAIRS: GAS PUMP	516.49

					516.49

CHECK NO	CHECK DATE	STATUS	VENDOR INFO			CHECK AMOUNT
052716	1/18/2013	R	002190	CDPH-OCP		
			I-CDPH-011413	D-3 RENEWAL		120.00

						120.00
052717	1/18/2013	R	005621	KENNY STRICKLAND, INC		
			I-12086113	FUEL FOR VEHICLES		2,733.90
			I-12086114	FUEL FOR VEHICLES		1,201.92
			I-12086806	FUEL FOR VEHICLES		1,341.65

						5,277.47
052718	1/18/2013	V	009897	THE MALLANTS CORPORATION		
			I-201057	TEMPORARY LABOR		3,632.48

						3,632.48
052719	1/18/2013	R	000236	PAYPRO ADMINISTRATORS		
			I-PP011813	EE FSA DEDUCTIONS 01-18-13		774.17

						774.17
052720	1/18/2013	R	003595	VERIZON CALIFORNIA		
			I-V0113	TELEPHONE (SHOP) - JAN 13		354.41

						354.41
052721	1/24/2013	R	1	CUSTOMER REFUNDS (MISC.)		
			I-000201301221969	PENA, MIGUEL J :US REFUND		97.62

						97.62
052722	1/24/2013	R	1	CUSTOMER REFUNDS (MISC.)		
			I-000201301221970	ALKIRE, GREGORY R :US REFUND		83.57

						83.57
052723	1/24/2013	R	1	CUSTOMER REFUNDS (MISC.)		
			I-000201301221971	SHORT, CHEYENNE J :US REFUND		50.39

						50.39
052724	1/24/2013	R	1	CUSTOMER REFUNDS (MISC.)		
			I-000201301221972	BOLLES, JONATHAN L :US REFUND		49.59

						49.59
052725	1/24/2013	R	1	CUSTOMER REFUNDS (MISC.)		
			I-000201301221973	TYRRELL, MICHAEL :US REFUND		44.81

						44.81

CHECK NO	CHECK DATE	STATUS		VENDOR INFO	CHECK AMOUNT
052726	1/24/2013	R	1	CUSTOMER REFUNDS (MISC.) I-000201301221974 POURTEMOUR, VANESSA :US REFUND	58.09 ----- 58.09
052727	1/24/2013	R	1	CUSTOMER REFUNDS (MISC.) I-000201301221975 ROSENTHAL & ASSOCIAT:US REFUND	63.48 ----- 63.48
052728	1/24/2013	R	1	CUSTOMER REFUNDS (MISC.) I-000201301221976 ELLISON, JAMES AND J:US REFUND	82.87 ----- 82.87
052729	1/24/2013	R	1	CUSTOMER REFUNDS (MISC.) I-000201301221977 TITFORD, LINDA :US REFUND	29.26 ----- 29.26
052730	1/24/2013	R	1	CUSTOMER REFUNDS (MISC.) I-000201301221978 LOUANGPRASEUTH , TRA:US REFUND	93.96 ----- 93.96
052731	1/24/2013	R	1	CUSTOMER REFUNDS (MISC.) I-000201301221979 CABRERA, CONSUELO :US REFUND	25.69 ----- 25.69
052732	1/24/2013	R	1	CUSTOMER REFUNDS (MISC.) I-000201301221980 VILLANUEVA, EVANGELI:US REFUND	11.83 ----- 11.83
052733	1/24/2013	R	1	CUSTOMER REFUNDS (MISC.) I-000201301221981 FIRST CHOICE PROPERT:US REFUND	23.82 ----- 23.82
052734	1/24/2013	R	000575	AFSCME LOCAL 1902 I-AFSCME0113 EE UNION DUES - JAN 13	429.00 ----- 429.00
052735	1/24/2013	R	001528	CARPI & CLAY, INC I-CC1212 LOBBYIST - DEC 12	1,750.00 ----- 1,750.00

CHECK NO	CHECK DATE	STATUS	VENDOR INFO		CHECK AMOUNT
052736	1/24/2013	R	000020	CE PRIME, INC.	
			I-10950	RIGHT OF WAY ACQ: RESVOIR LAND	405.00
			I-10951	RIGHT OF WAY ACQ: RESVOIR LAND	1,543.98

					1,948.98
052737	1/24/2013	R	002565	DUDEK AND ASSOCIATES, INC	
			I-20124117	ENG SERV: MULTIPLE PROJECTS	33,491.25
			I-20124757	WATER SMART GRANT SERVICES	2,475.00
			I-20124759	WATER SMART GRANT SERVICES	3,500.00

					39,466.25
052738	1/24/2013	VOID			
			C-CHECK	VOID CHECK	0.00

					0.00
052739	1/24/2013	R	002853	ENVIRONMENTAL SCIENCE ASSOC.	
			I-100948	RECHARGE: PRE CONST TESTING	7,360.93

					7,360.93
052740	1/24/2013	R	004152	HI-DESERT STAR	
			I-01551118	AD: SPACE NEEDS ASSESMENT BID	50.00
			I-01551119	AD: SPACE NEEDS ASSESMENT BID	50.00

					100.00
052741	1/24/2013	R	004195	HOME DEPOT CREDIT SERVICES	
			I-HD0113	SHOP EXP/SM TL/PP/MAINLN RPR	1,797.10

					1,797.10
052742	1/24/2013	R	005080	J & J BROTHERS CONST CO., INC.	
			I-16767	RECHARGE PIPELINE	937,058.93

					937,058.93
052743	1/24/2013	VOID	009897	THE MALLANTS CORPORATION	
			I-201060	TEMPORARY LABOR	2,415.61

					2,415.61
052744	1/24/2013	R	000233	YUCCA VALLEY AUTO PARTS, INC.	
			I-015616	SHOP EXPENSE	190.45

					190.45
052745	1/24/2013	R	008201	PURCHASE POWER	

CHECK NO	CHECK DATE	STATUS	VENDOR INFO		CHECK AMOUNT
			I-PB011313	POSTAGE REFILL FOR METER	500.00

					500.00
052746	1/24/2013	R	008403	PRECISION GARAGE DOORS &	
			I-23842	BAY DOOR & GATE MAINTENANCE	275.00

					275.00
052747	1/24/2013	R	008415	PRUDENTIAL OVERALL SPLY.	
			I-20630935	SHOP EXPENSE	98.02

					98.02
052748	1/24/2013	R	000091	SAN BERNARDINO COUNTY RECORDER	
			I-SB012113	RELEASE OF A LIEN	3.00

					3.00
052749	1/24/2013	R	009880	SOUTHERN CALIFORNIA EDISON CO	
			I-SCE0113	POWER TO BUILDINGS - JAN 13	2,107.28

					2,107.28
052750	1/24/2013	R	003596	SUPERMEDIA LLC	
			I-SM0113	MORONGO BASIN ADVERT - JAN 13	22.50

					22.50
052751	1/24/2013	R	000510	TIME WARNER CABLE	
			I-TW0113	CABLE SERVICE - JAN 13	58.32

					58.32
052752	1/24/2013	R	010645	TROPHY EXPRESS	
			I-86458	NAME PLAQUES IN BOARDROOM	249.43
			I-86469	NAME BADGES: DIRECTORS	55.08
			I-86479	NAME BADGE: CAC	14.85
			I-86496	BADGES FOR DOCENTS	125.01

					444.37
052753	1/24/2013	R	011114	VAN DYKE CORP	
			I-3	HDMC WASTEWATER CONSTRUCTION	152,375.25

					152,375.25
052754	1/24/2013	R	003600	VERIZON CALIFORNIA	
			I-V0113	TELEPHONE (OFFICE) - JAN 13	892.76

					892.76

CHECK NO	CHECK DATE	STATUS	VENDOR INFO		CHECK AMOUNT
052755	1/24/2013	R	000009	WESTERN PUMP, INC.	
			I-W10796A	REPAIRS: GAS PUMP	395.03

					395.03
052756	1/29/2013	R	000252	DEBORAH S. MALLANTS	
			I-201057	TEMPORARY LABOR	3,632.48

					3,632.48
052757	1/29/2013	R	000252	DEBORAH S. MALLANTS	
			I-201060	TEMPORARY LABOR	2,415.61

					2,415.61
052758	1/31/2013	R	1	CUSTOMER REFUNDS (MISC.)	
			I-000201301281983	BEDNAR, BRENDAN JOHN:US REFUND	46.41

					46.41
052759	1/31/2013	R	1	CUSTOMER REFUNDS (MISC.)	
			I-000201301281984	MOSLEY, TARA J :US REFUND	40.84

					40.84
052760	1/31/2013	R	1	CUSTOMER REFUNDS (MISC.)	
			I-000201301281985	BERMEJO, CHRISTIAN :US REFUND	46.42

					46.42
052761	1/31/2013	R	1	CUSTOMER REFUNDS (MISC.)	
			I-000201301281986	DOYLE, JOHN M :US REFUND	30.92

					30.92
052762	1/31/2013	R	1	CUSTOMER REFUNDS (MISC.)	
			I-000201301281987	MCCULLOUGH, VINCENT :US REFUND	22.60

					22.60
052763	1/31/2013	R	1	CUSTOMER REFUNDS (MISC.)	
			I-000201301281988	MAXFELDT, WESLEY G :US REFUND	134.53

					134.53
052764	1/31/2013	R	1	CUSTOMER REFUNDS (MISC.)	
			I-000201301281989	JACOBSON, BRIAN M :US REFUND	17.77

					17.77

CHECK NO	CHECK DATE	STATUS	VENDOR INFO		CHECK AMOUNT
052765	1/31/2013	R	1	CUSTOMER REFUNDS (MISC.) I-000201301281990 COOPERATIVE HOMESTEAD:US REFUND	57.12 ----- 57.12
052766	1/30/2013	R	000501	ACWA/JPIA I-JPIA123112 WORKERS COMP OCT-DEC 2012	6,138.02 ----- 6,138.02
*900320	1/04/2013	D	001517	CalPERS I-PPE 12-28-12 PAY PERIOD ENDING 12/28/12	9,145.62 ----- 9,145.62
900321	1/07/2013	D	004800	INTERNAL REVENUE SERVICE I-IRS PD 01/04/13 FED W/H, SOC SEC, MEDICARE	13,873.13 ----- 13,873.13
900322	1/07/2013	D	002822	EMPLOYMENT DEVELOPMENT I-EDD PD 01/04/13 STATE & SDI W/H	2,563.76 ----- 2,563.76
900323	1/11/2013	D	000248	PAYCHEX I-9775969 TIME & LABOR ONLINE USAGE FEE	60.00 ----- 60.00
900324	1/17/2013	D	001517	CalPERS I-PPE 1-11-13 PAY PERIOD ENDING 1/11/13	8,903.25 ----- 8,903.25
900325	1/22/2013	D	004800	INTERNAL REVENUE SERVICE I-IRS PD 1/18/13 FED W/H, SOC SEC, MEDICARE	15,699.32 ----- 15,699.32
900326	1/22/2013	D	002822	EMPLOYMENT DEVELOPMENT I-EDD PD 1/18/13 STATE & SDI W/H	3,069.12 ----- 3,069.12
900327	1/18/2013	D	000025	ICMA RC I-900327 457 REMITTANCE - JAN 13	2,205.38 ----- 2,205.38
TOTALS:	135				1,668,934.81
				LESS - PRIOR MONTH VOIDS:	
				LESS - CURRENT MONTH VOIDS:	
				52718	(3,632.48)
				52743	(2,415.61)
					----- 1,662,886.72

DIRECTOR PAYROLL & REIMBURSEMENTS

JANUARY 2013

<u>Check Date</u>	<u>Event Date</u>	<u>Event Description</u>	<u>Pay Description</u>	<u>Amount</u>
<u>COATE, PAUL F</u>				
01/18/2013	01/02/2013	JBWD BOARD MEETING	DIRECTOR'S FEES	173.63
			Total:	<u>173.63</u>
				=====
<u>FULLER, VICTORIA J</u>				
01/04/2013	12/04/2012	MILES TO ACWA CONFR	REIMBURSEMENT	80.48
01/04/2013	12/07/2012	MILES FROM ACWA CONF	REIMBURSEMENT	80.48
01/18/2013	01/02/2013	JBWD BOARD MEETING	DIRECTOR'S FEES	173.63
			Total:	<u>334.59</u>
				=====
<u>LUCKMAN, MICKEY C</u>				
01/18/2013	01/02/2013	JBWD BOARD MEETING	DIRECTOR'S FEES	173.63
			Total:	<u>173.63</u>
				=====
<u>REYNOLDS, MICHAEL P</u>				
01/18/2013	01/02/2013	JBWD BOARD MEETING	DIRECTOR'S FEES	173.63
			Total:	<u>173.63</u>
				=====
<u>WILSON, GARY L</u>				
01/18/2013	01/02/2013	JBWD BOARD MEETING	DIRECTOR'S FEES	173.63
			Total:	<u>173.63</u>
				=====

Grand Total: 1,029.11
=====

JOSHUA BASIN WATER DISTRICT
SUPPLEMENTAL DATA SHEET

Meeting of the Board of Directors

February 20, 2013

Report to: President and Members of the Board
From: Joe Guzzetta, General Manager

TOPIC: RESOLUTION CONGRATULATING HI-DESERT WATER
DISTRICT ON THE OCCASION OF ITS 50TH ANNIVERSARY

RECOMMENDATION: That the Board adopt the attached resolution commending the
Hi-Desert Water District on the occasion of its 50th anniversary

ANALYSIS: Our neighbors, the Hi-Desert Water District, having been
formed in 1962, is completing the celebration its 50th
anniversary.

In honor and celebration of this historic event, the attached
resolution is provided.

RESOLUTION-13-901

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE JOSHUA BASIN WATER DISTRICT
CONGRATULATING HI-DESERT WATER DISTRICT
ON THE OCCASION OF ITS 50TH ANNIVERSARY**

WHEREAS, the Hi Desert Water District has been providing water to the Town of Yucca Valley and surrounding areas since its formation in 1962 as the Yucca Valley County Water District; and

WHEREAS, the Hi Desert Water District has traced its beginnings to the settling of Mark "Chuck" Warren, a cattleman, who dug by hand the first well known as "Warren's Well"; and

WHEREAS, The Yucca Valley Water Company was formed in 1943 with the first functioning pump, by investors who recognized the potential for the development of Yucca Valley; and

WHEREAS, several additional water companies were subsequently formed to serve individual neighborhoods; and

WHEREAS, in 1964 the District purchased the Joshua Forest Water Company, and later the Rancho Ramon and Mountain Mutual Water companies; and

WHEREAS, the Hi-Desert Water District grew as a result of the formation of many assessment districts; and

WHEREAS, in 1990, Hi-Desert Water District acquired the assets of Yucca Water Company, Ltd adding 3,000 service connections; and

WHEREAS, recognizing its leadership role in providing water services to Yucca Valley, the Hi-Desert Water District was appointed by the Court in 1976 to become the Water Master for the Basin; and

WHEREAS, the Hi-Desert Water District has continued to provide leadership in addressing the problem of overdraft by forming a Joint Powers Authority to construct a pipeline to bring water from Northern California through the Mojave Water Agency to Yucca Valley; and

WHEREAS, the Hi-Desert Water District has led the community in developing plans to provide sewers and waste water treatment to Yucca Valley; and

WHEREAS, the Hi-Desert Water District has been successful in obtaining grant funds to initiate the design of the sewer and waste water treatment system; and

WHEREAS, the Hi-Desert Water District has participated in partnership with the Joshua Basin Water District and other water agencies in providing water conservation education to the Morongo Basin; and

WHEREAS, the Hi-Desert Water District has participated with the Joshua Basin Water District and other water agencies on the Morongo Pipeline Commission to address the long term water needs of the Morongo Basin.

NOW, THEREFORE, BE IT RESOLVED that the Joshua Basin Water District Board of Directors does hereby extend its congratulations to the Hi-Desert Water District on its many accomplishments in providing high quality water to the Yucca Valley area; and

BE IT FURTHER RESOLVED that the Joshua Basin Water District expresses its appreciation to the Hi-Desert Water District for its cooperative partnership in working with Joshua Basin Water District; and

BE IT FURTHER RESOLVED that the Joshua Basin Water District extends its best wishes to the Hi-Desert Water District in continuing to provide excellent service to the people of Yucca Valley.

ADOPTED this 20th day of February, 2013

Mickey Luckman, President

Joe Guzzetta, GM/Board Secretary

Resolution 13-901

**JOSHUA BASIN WATER DISTRICT
SUPPLEMENTAL DATA SHEET**

Meeting of the Board of Directors

February 20, 2013

Report to: President and Members of the Board
From: Joe Guzzetta, General Manager

TOPIC: RESOLUTION IN SUPPORT OF MELODY HENRIQUES-MCDONALD

RECOMMENDATION: That the Board adopt a resolution concurring in the nomination of Melody McDonald for re-election to the Association of California Water Agencies/Joint Powers Insurance Authority (ACWA/JPIA) Executive Committee.

ANALYSIS: Melody McDonald, a member of the Board of Directors of the San Bernardino Valley Water Conservation District and ACWA/JPIA Executive Committee is seeking re-election to ACWA/JPIA board.

Joshua Basin Water District's representative to the JPIA is President Mickey Luckman. President Luckman is acquainted with Ms. McDonald's service on the Executive Committee and recommends that the JBWD Board support this nomination for re-election.

Attached are a resume of Melody McDonald and the proposed resolution.

RESOLUTION-13-902

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE JOSHUA BASIN WATER DISTRICT
CONCURRING IN NOMINATION TO THE EXECUTIVE COMMITTEE**

**OF THE ASSOCIATION OF CALIFORNIA WATER AGENCIES
JOINT POWERS INSURANCE AUTHORITY ("ACWA/JPIA")**

WHEREAS, this district is a member district of the ACWA/JPIA; and

WHEREAS, the Bylaws of the ACWA/JPIA provide that in order for a nomination to be made to ACWA/JPIA's **Executive Committee**, three member districts must concur with the nominating district, and

WHEREAS, another ACWA/JPIA member district, the San Bernardino Valley Water Conservation District has requested that this district concur in its nomination of its member of the ACWA/JPIA Board of Directors to the **Executive Committee** of the ACWA/JPIA;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Joshua Basin Water District that this district concur with the nomination of Melody Henriques-McDonald of San Bernardino Valley Water Conservation District to the **Executive Committee** of the ACWA/JPIA.

BE IT FURTHER RESOLVED that the District Secretary is hereby directed to transmit a certified copy of this resolution to the ACWA/JPIA at P.O. Box 619082, Roseville, CA 95661-9082, forthwith.

ADOPTED this 20th day of February, 2013.

By: _____
Mickey Luckman, President

Attest: _____
Joe Guzzetta, Secretary

Resolution 13-902



SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT

Established 1932

1630 West Redlands Boulevard, Suite A
Redlands, CA 92373-8032
(909) 793-2503
Fax: (909) 793-0188

P.O. Box 1839
Redlands, CA 92373-0581
Email: info@sbvwcd.dst.ca.us
www.sbvwcdd.dst.ca.us

January 24, 2013

General Manager Joseph Guzzetta
Joshua Basin Water District
P. O. Box 675
Joshua Tree, CA 92252

Dear General Manager Guzzetta,

The Board of Directors of the San Bernardino Valley Water Conservation District has nominated its Vice-President, Melody A. McDonald, to continue in her position on the ACWA/JPIA Executive Committee. Enclosed is a certified copy of SBVWCD Resolution No 486 nominating Mrs. McDonald for ACWA/JPIA Executive Committee.

Melody currently serves on the ACWA/JPIA Executive Committee, Personnel Committee, Chairs the Liability Program Subcommittee, served on the Building & Property Ad Hoc Committee, and was past chair of the Property & Workers Compensation Program Subcommittees. Melody has an institutional knowledge of all of JPIA's programs, their history, how coverage's evolved for the JPIA membership and has helped the organization grow to 188 Million in assets. Melody participates in training at various JPIA members facilities; she has personally visited and presented rate stabilization fund refund checks back to JPIA members totaling over 25 Million, since the inception of the fund. This year, JPIA has held nearly 400 training classes resulting in more than 7,700 employees receiving training. Melody believes the best claim is the one that never happened, and that there is a direct correlation between risk management, training, and minimizing losses. She pursues all her duties with a strong sense of commitment and dedication. Enclosed is her Statement of Qualifications.

The District respectfully requests your organization consider adopting a concurring resolution of nomination in support of Mrs. McDonald. Enclosed is a sample concurring resolution for your consideration in support of her nomination or it can be found at <http://www.acwajpia.com/ElectionNews.aspx>. Since time is of the essence, and that this will require Board action, please include this on your agenda for your next Board meeting. Please send a certified copy to:

ACWA/JPIA
Attention: Sylvia Robinson
P.O. Box 619082
Roseville, CA 95661-9082

and

San Bernardino Valley Water Conservation District
Attention: Athena Medina
1630 W. Redlands Blvd. Ste "A"
P.O. Box 1839
Redlands, CA 92374

This resolution must be received by ACWA/JPIA no later than 4:30 pm Friday March 22, 2013.

Sincerely,

Daniel B. Cozad
General Manager

Attachments

BOARD
OF
DIRECTORS

Richard W. Corneille
Clare Henry Day

Bob Glaubig
John Longville

David E. Raley
Melody McDonald
Manuel Aranda, Jr.

GENERAL
MANAGER

Daniel B. Cozad

RESOLUTION NO. 486

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT
NOMINATING ITS ACWA/JPIA BOARD MEMBER TO THE EXECUTIVE COMMITTEE
OF THE ASSOCIATION OF CALIFORNIA WATER AGENCIES
JOINT POWERS INSURANCE AUTHORITY ("ACWA/JPIA")**

WHEREAS, this District is a member district of the ACWA/JPIA that participates in all three of its Programs: Liability, Property, and Workers' Compensation; and

WHEREAS, the Bylaws of the ACWA/JPIA provide that in order for a nomination to be made to ACWA/JPIA's Executive Committee, the member district must place into nomination its member of the ACWA/JPIA Board of Directors for such open position;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the San Bernardino Valley Water Conservation District that its member of the ACWA/JPIA Board of Directors, Melody McDonald, be nominated as a candidate for the Executive Committee for the election to be held on March 22, 2013.

BE IT FURTHER RESOLVED that the ACWA/JPIA staff is hereby requested, upon receipt of the formal concurrence of five other member districts to effect such nomination.

BE IT FURTHER RESOLVED that the District Secretary is hereby directed to transmit a certified copy of this resolution to the ACWA/JPIA at P.O. Box 619082, Roseville, California 956661-9082, forthwith.

ADOPTED this 9th day of January, 2013.



President, Board of Directors

ATTEST:



Secretary



(Daughter's wedding photo)

**Melody
Henriques-McDonald**

P.O. BOX 30197
SAN BERNARDINO, CA 92413

*(909) 793-2503 District
(909) 499-5175 cell
(909) 793-0188 fax*

**Seeking Re-Election to:
Executive Committee
Of the
ACWA/JPIA**



(Melody, Dean & 5 of our 9 Grandkids)

ASSOCIATIONS

Member, Board of Directors of the San Bernardino Valley Water Conservation District (Elected), Past President, & currently Vice-President

Member, Executive Committee ACWA/JPIA

Chair, JPIA Liability Program Subcommittee

Director, ACWA/Joint Powers Insurance Authority

Past Chair & Vice-Chair, JPIA Property & Workers Compensation Program Subcommittees

Voting Member, Association of the San Bernardino County Special Districts

Member, ACWA Water Management Committee

Member, ACWA State Legislative Committee

Past Member, Board of Directors ACWA, Region 9 Chair

Past Chair, Water Management Certification Subcommittee

Past Member, California Water Quality Control Board, Santa Ana Region 8

CURRENT EMPLOYMENT

**Broker/Associate, Century 21 Lois Lauer Realty
Southwest Lift & Equipment, Inc. (Heavy Duty Vehicle Lifts)**

PROFESSIONAL ASSOCIATIONS & LICENSES

**Redlands Association of Realtors
California Real Estate Broker's License
Arizona Real Estate Broker's License**

ORGANIZATIONS AND SOCIETIES

**Highland Chamber of Commerce
San Bernardino Chamber of Commerce
Immanuel Baptist Church Highland, CA
BSF International**

EDUCATION

**San Geronio High School, 1976
Western Real Estate School, 1989
Graduate, Special Districts Board Management Institute, 1997**

JOSHUA BASIN WATER DISTRICT
SUPPLEMENTAL DATA SHEET

Meeting of the Board of Directors

February 20, 2013

Report to: President and Members of the Board

From: Joe Guzzetta, General Manager

TOPIC: ADDITION TO ARTICLE 5 OF ADMINISTRATIVE CODE TO REQUIRE SEXUAL HARASSMENT TRAINING OF BOARD MEMBERS

RECOMMENDATION: That the Board adopt a resolution amending Article 5 of the Administrative Code to require sexual harassment training for supervisors and board members.

COMMITTEE REVIEW: The Board ad hoc Administrative Code Committee (President Luckman and Director Fuller) concurs in this recommendation.

ANALYSIS: During the last strategic planning workshop the Board expressed its desire to require sexual harassment training of all board members.

Government Code Section 12950.1 requires sexual harassment training for all supervisory employees every two years in agencies with more than 50 employees. Although this does not technically apply to JBWD by state law, the general manager has required such training, consistent with State law. It is proposed that board members be required to have the same training at the same frequency as supervisory staff.

In addition to requiring sexual harassment training, Section 5.01, concerning ethics training, has been modified at the request of the Committee to conform to the simpler language of the new Section 5.02 with no material change.

The new Section 5.03 states that the District will receive original certificates of attendance of training in compliance with the state law that makes the District responsible for maintaining the records of attendance.

Amendment of Article V would implement the Board's desire to require sexual harassment training by board members.

Attachments: Administrative Code Section 5 with hi-lighted changes

Proposed Board Resolution

RESOLUTION – 13-903

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE JOSHUA BASIN WATER DISTRICT ADOPTING AN AMENDED ADMINISTRATION CODE REGARDING ETHICS TRAINING AND SEXUAL HARASSMENT TRAINING FOR DIRECTORS AND SUPERVISORS

WHEREAS, California Government Code section 12950.1 requires any local agency with more than 50 employees to require supervisors to receive sexual harassment training; and

WHEREAS, Joshua Basin Water District General Manager has required all supervisory staff to receive sexual harassment training notwithstanding that Joshua Basin Water District employs fewer than 50 employees; and

WHEREAS, the Joshua Basin Water District Board of Directors has expressed its desire to require all board members to receive sexual harassment training; and

WHEREAS, the board ad hoc Administrative Code Review Committee has considered and recommends changes to the Administrative Code that would require sexual harassment training of all board members as well as supervisory staff.

NOW THEREFORE BE IT RESOLVED THAT:

The Joshua Basin Water District hereby amends Section 5 of the Administrative Code to read as follows:

ARTICLE 5: ETHICS AND HARASSMENT TRAINING FOR BOARD MEMBERS AND KEY EMPLOYEES

5.01 Ethics training is required of board members and key staff members and shall be conducted in compliance with Government Code Section 53235 et seq. In addition, the board may designate any non-elected officials and staff to receive ethics training. Designated staff and board members shall receive ethics training no later than one year from the first day of employment, or appointment or election to the board. Thereafter, individuals subject to this provision must receive two hours of ethics training every two years.

5.02 Sexual Harassment Training is required of board members and supervisory staff members. Designated staff and board members shall receive sexual harassment training no later than six months from the first day of employment or their assumption of the designated position. Thereafter, all designated individuals must receive two hours of sexual harassment training every two years. The required training shall be in accordance with government Code Section 12950.1.

5.03 Officials should submit the original certificates of attendance for required training to the District and keep a copy for their own records.

ADOPTED this 20th day of February, 2013

JOSHUA BASIN WATER DISTRICT

By _____
Mickey Luckman, President

Attest: _____
Joe Guzzetta, Board Secretary

ARTICLE 5

ETHICS AND HARASSMENT TRAINING FOR ~~ELECTED OFFICIALS~~BOARD MEMBERS AND KEY EMPLOYEES

5.01 Ethics training is required of ~~the elected~~ board members and key staff members and shall be conducted in compliance with Government Code Section 53235 et seq. In addition, the board may designate any non-elected officials and staff to receive ethics training. Designated staff and board members shall receive ethics training no later than one year from the first day of employment, or appointment or election to the board. Thereafter, individuals subject to this provision must receive two hours of ethics training every two years. ~~Thereafter, board members must receive two hours of ethics training every two years. The required training shall cover, but is not limited to: laws relating to personal gain by public servants including laws prohibiting conflicts of interests and bribery; laws relating to gifts and travel, use of public resources or gifts of public funds; Government transparency laws; and laws relating to fair processes including competitive bidding and nepotism.~~

5.02 Sexual Harassment Training is required of board members and supervisory staff members. Designated staff and board members shall receive sexual harassment training no later than six months from the first day of employment or their assumption of the designated position. Thereafter, all designated individuals must receive two hours of sexual harassment training every two years. The required training shall be in accordance with government Code Section 12950.1.

5.03 Officials should keep provide the original certificates of attendance to the District and keep a copy of the certificates for their own records ~~and provide a copy of the certificates to the District.~~

JOSHUA BASIN WATER DISTRICT
AGENDA REPORT

Meeting of the Board of Directors

Date: February 20, 2013

Report to: President and Members of the Board
From: Keith Faul, GIS Coordinator

TOPIC: REMOTE METER POLICY CLARIFICATION

RECOMMENDATION: That the board adopt a Resolution amending Article 2.4.1 of the Rules and Regulations, to clarify provisions of the remote meter policy applying to homes owned and occupied prior to 2000.

COMMITTEE REVIEW: The Board ad hoc Rules and Regulations Committee (Directors Coate and Fuller) concurs with the recommendation.

ANALYSIS: Remote meters are meters located away from the property being served. They are connected to a home by a small line, no longer than 1400 feet away, that is installed and owned by the property owner. They are authorized under very limited circumstances where it is not practical to install a mainline along the property as required for most customers. Except in limited circumstances remote meters are discouraged by the District because, while much less expensive for the customer, they inhibit the orderly expansion of the JBWD water distribution system.

Several years ago the Board decided to allow remote meters to homes that were built prior to 2000 *if the property owner has lived in the home continuously from 2000 to the present.* The Board specified that remote meters were not intended to apply to homes occupied by non-owner occupants.

The Board has also maintained a policy of requiring remote meters to be no further than 1400 feet away from the property to be served. In recently reviewing the language of the remote meter policy it was determined that some minor change in wording could help clarify the policy. Changes are in *“italics.”*

Article 2.4.1 Paragraph (b) to read:

- i. The parcel is already developed with a residential or business structure, occupied by the *current residential* owner. The policy is not intended to apply to rental properties.
- ii. The parcel has been occupied previous to and continuously from January 1, 2000 *to present by current owner (proof of occupancy such as Home Owners Exemption or other proof may be necessary).*

Attachments: Resolution Amending Rules and Regulations pertaining to remote meters

STRATEGIC PLAN ITEM: Not related to a strategic planning item.

FISCAL IMPACT: No direct fiscal impact.

RESOLUTION-13-904

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE JOSHUA BASIN WATER DISTRICT
AMENDING THE RULES AND REGULATIONS
RESOLUTION 97-572, AS AMENDED, MODIFYING PROVISIONS FOR
REMOTE METERS**

WHEREAS, the District’s service area includes 97 square miles, including some remote areas not currently served with water mainlines; and

WHEREAS, requiring new customers to install mainlines that will not immediately be utilized by any other customers and not benefit the District, can result in an immediate expense to customers which can otherwise be deferred without detriment to the District; and

WHEREAS, some of the owners of developed parcels in the District who have private water systems, provided by wells or “hauled” water, would like a more reliable water supply; and

WHEREAS, the District has made provisions for such owners to be eligible to install a remote meter under certain conditions; and

WHEREAS, one of those conditions is that the parcel to receive the remote meter has been occupied previous to and continuously from January 1, 2000 to the present by the current owner; and

WHEREAS, the Board ad hoc Rules and Regulations Committee has reviewed and recommends that this condition of being eligible to receive a remote meter continues to be necessary to avoid detriment to the District; and

WHEREAS, the District desire to enact language to further clarify this condition;

NOW THEREFORE, BE IT RESOLVED THAT the District’s Rules and Regulations, Resolution 08-839 is amended to amend Article 2.4.1 B.1 and B.2 as follows:

B.1. The parcel is already developed with a residential or business structure, occupied by the *current residential* owner. The policy is not intended to apply to rental properties.

B.2. The parcel has been occupied previous to and continuously from January 1, 2000 *to present by current owner (proof of occupancy such as Home Owners Exemption or other proof may be necessary)*.

ADOPTED THIS 20th day of February, 2013.

By: _____
Mickey Luckman, President

Attest: _____
Joe Guzzetta, Secretary