



**REGULAR MEETING OF THE BOARD OF DIRECTORS  
WEDNESDAY, FEBRUARY 19, 2020, AT 6:30 P.M.  
61750 CHOLLITA ROAD, JOSHUA TREE, CA 92252**

**AGENDA**

**1. CALL TO ORDER**

**2. PLEDGE OF ALLEGIANCE**

**3. DETERMINATION OF A QUORUM**

**4. APPROVAL OF AGENDA**

**5. PUBLIC COMMENT**

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

**6. CONSENT CALENDAR**

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

Pages 3-22

- December 2019 & January 2020 Check Registers (reviewed by the Finance Committee on February 12, 2020).

Pages 23-24

- Draft Minutes – February 5, 2020

Pages 25-36

**7. CONSIDER AWARDING CONTRACT FOR CODIFICATION TO MUNICIPAL CODE CORPORATION AT A COST OF \$14,690 INCLUDING A 30% CONTINGENCY FEE – Recommended that the Board of Directors approve contract to Municipal Code (reviewed by the Finance Committee on February 12, 2020).**

**8. GENERAL MANAGER REPORT – Mark Ban**

9. **DIRECTOR REPORTS ON MEETINGS ATTENDED, COMMENTS AND FUTURE AGENDA ITEMS –**

- Kathleen Radnich, Public Information Consultant
- Mojave Water Agency Technical Advisory Committee – February 6, 2020 – Director Hund
- JBWD Finance Committee – February 12, 2020 - President Johnson & Vice President Unger
- Mojave Water Agency Board of Directors – February 13, 2020, Vice President Unger

10. **FUTURE DIRECTOR MEETINGS & TRAINING OPPORTUNITIES –**

- ASBCSD Dinner – Sierra Lakes Golf Club – February 24, 2020, at 6:00 p.m.– Director Reynolds
- Mojave Water Agency Board of Directors -February 27, 2020, at 9:30 a.m. – Director Reynolds
- Citizens Advisory Council – March 10, 2020, at 6:00 p.m. – Chairperson Karen Tracy
- Finance Committee – March 11, 2020, at 9:00 a.m.– President Johnson & Vice President Unger
- Water Resources & Operations Committee – March 11, 2020, at 10:30 a.m. – Director Hund & Director Reynolds
- Mojave Water Agency Board of Directors – March 12, 2020, at 9:30 a.m. – Director Floen

11. **ADJOURNMENT -**

INFORMATION

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

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



Joshua Basin Water District

**\*Check Report JBWD**

By Check Number

Date Range: 12/01/2019 - 12/31/2019

Vendor Number Payable #	Vendor DBA Name Payable Type	Payable Date	Payment Date Payable Description	Payment Type	Discount Amount Discount Amount	Payment Amount Payable Amount	Number
Bank Code: AP-AP Cash							
000575 <u>AFSCME1119</u>	AFSCME LOCAL 1902 Invoice	12/04/2019	12/04/2019 EE UNION DUES - NOV 19	Regular	0.00 0.00	590.68 590.68	61869
000950 <u>AS8C50120219</u>	ASSOCIATION OF THE S.B. CO. SPEC. DISTRICTS Invoice	12/04/2019	12/04/2019 2020 MEMBERSHIP	Regular	0.00 0.00	300.00 300.00	61870
013863 <u>58178Z</u>	ATKINSON, ANDELSON, LOYA, RUUD AND ROM Invoice	12/04/2019	12/04/2019 LEGAL SERVICES THRU 10/31/19	Regular	0.00 0.00	4,220.48 4,220.48	61871
000214 <u>8K91643-228Z</u>	BABCOCK LABORATORIES, INC. Invoice	12/04/2019	12/04/2019 SAMPLING - DOLLAR GENERAL	Regular	0.00 0.00	17.00 17.00	61872
004110 <u>BW1219</u> <u>BW1219B</u>	BURRTEC WASTE & RECYCLING SVCS Invoice Invoice	12/04/2019 12/04/2019	12/04/2019 TRASH & RECYCLING (OFFICE) - DEC 19 TRASH REMOVAL (SHOP) - DEC 19	Regular	0.00 0.00	444.19 156.51 287.68	61873
001850 <u>971635</u>	CLINICAL LAB OF S.B. INC Invoice	12/04/2019	12/04/2019 HDMC WWTP SAMPLING- OCT 19	Regular	0.00 0.00	1,235.00 1,235.00	61874
000237 <u>3990561-11052Z</u>	COLONIAL LIFE & ACCIDENT INSURANCE CO, IN Invoice	12/04/2019	12/04/2019 EE LIFE INSURANCE - NOV 19	Regular	0.00 0.00	2,251.64 2,251.64	61875
013365 <u>25AR103705Z</u>	IMAGE SOURCE Invoice	12/04/2019	12/04/2019 SHOP EXPENSE 10/01/19 - 10/31/19	Regular	0.00 0.00	75.08 75.08	61876
002200 <u>2020013200</u> <u>2020013203</u>	DEPT OF THE INTERIOR-BLM Invoice Invoice	12/04/2019 12/04/2019	12/04/2019 RIGHT OF WAY RENTAL - 2020 RIGHT OF WAY RENTAL - 2020	Regular	0.00 0.00	16,538.50 500.00 16,038.50	61877
013876 <u>INV0001</u>	FIVE STAR GYM & FITNESS LLC Invoice	12/04/2019	12/04/2019 WELLNESS PROGRAM - ANNUAL CORPOR	Regular	0.00 0.00	4,110.00 4,110.00	61878
000229 <u>2848</u> <u>2815</u>	C & S ELECTRIC Invoice Invoice	12/04/2019 12/04/2019	12/04/2019 BUILDING MAINTENANCE - SHOP ALARM UPGRADES @ SHOP	Regular	0.00 0.00	3,765.00 280.00 3,485.00	61879
013222 <u>FC1219</u>	FRONTIER COMMUNICATIONS INC. Invoice	12/04/2019	12/04/2019 HDMC WWTP - TELEPHONE	Regular	0.00 0.00	204.15 204.15	61880
009054 <u>191117-1</u> <u>192417-1</u>	KATHLEEN J. RADNICH Invoice Invoice	12/04/2019 12/04/2019	12/04/2019 PUBLIC RELATIONS SERVICES PUBLIC RELATIONS SERVICES	Regular	0.00 0.00	1,230.60 655.20 575.40	61881
003930 <u>111900002</u>	NBS Invoice	12/04/2019	12/04/2019 CMM ADMIN- ANNUAL REPORTING	Regular	0.00 0.00	1,295.00 1,295.00	61882
000070 <u>969222</u>	ONLINE INFORMATION SERVICES, INC. Invoice	12/04/2019	12/04/2019 ID VERIF. SERV. THRU 11/30/19	Regular	0.00 0.00	146.85 146.85	61883
008415 <u>2289966Z</u> <u>22899668</u>	PRUDENTIAL OVERALL SUPPLY Invoice Invoice	12/04/2019 12/04/2019	12/04/2019 SHOP EXPENSE SHOP EXPENSE	Regular	0.00 0.00	153.35 55.98 97.37	61884
013832 <u>RT120419</u>	RUTAN & TUCKER, LLP Invoice	12/04/2019	12/04/2019 DISTRICTING 2019 - DEMOGRAPHER	Regular	0.00 0.00	6,840.00 6,840.00	61885
VENO1020	SOUTHWEST NETWORKS, INC.		12/04/2019	Regular	0.00	-14,461.25	61886
VENO1020	SOUTHWEST NETWORKS, INC.		12/04/2019	Regular	0.00	14,461.25	61886

\*Check Report JBWD

Date Range: 12/01/2019 - 12/31/21

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payable Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<u>19-11039</u>	Invoice	12/04/2019	SUPPLEMENTAL IT SERVICES (AMC) - THR	0.00	641.25	
<u>19-120045C</u>	Invoice	12/04/2019	OFFICE 365 MONTHLY MAINT - JAN 20	0.00	806.00	
<u>19-120205C</u>	Invoice	12/04/2019	IT SERVICES - 1/20 - 3/20	0.00	13,014.00	
009920	STANDARD INSURANCE CO	12/04/2019	Regular	0.00	1,140.75	61887
<u>ST1219</u>	Invoice	12/04/2019	EE LIFE INSURANCE - DEC 19	0.00	1,140.75	
013849	TERRA VERDE ENERGY LLC	12/04/2019	Regular	0.00	14,099.91	61888
<u>365</u>	Invoice	12/04/2019	SOLAR FEASIBILITY STUDY	0.00	14,099.91	
010690	TYLER TECHNOLOGIES	12/04/2019	Regular	0.00	5,500.00	61889
<u>025-277899</u>	Invoice	12/04/2019	SERVICE ORDER API & ANNUAL MAINT 11	0.00	5,500.00	
010990	UTILIQUEST L.L.C.	12/04/2019	Regular	0.00	257.08	61890
<u>283504-Q</u>	Invoice	12/04/2019	CONTRACT LOCATING EXPENSE	0.00	257.08	
011615	WESTERN EXTERMINATOR CO.	12/04/2019	Regular	0.00	34.00	61891
<u>WE103119</u>	Invoice	12/04/2019	PEST CONTROL SERVICES - SHOP	0.00	34.00	
009618	SAMS MARKET	12/09/2019	Regular	0.00	1,063.40	61892
<u>SM090319</u>	Invoice	12/09/2019	SHOP EXPENSE 7/19 - 9/19	0.00	1,063.40	
001555	CENTRA TEL LLC	12/12/2019	Regular	0.00	464.11	61903
<u>191202252101</u>	Invoice	12/12/2019	DISPATCH SERVICES - NOV 19	0.00	464.11	
004720	INLAND WATER WORKS	12/12/2019	Regular	0.00	188.56	61904
<u>51029615.001</u>	Invoice	12/12/2019	SMALL TOOLS - CIRP	0.00	188.56	
009054	KATHLEEN J. RADNICH	12/12/2019	Regular	0.00	751.80	61905
<u>191201-1</u>	Invoice	12/12/2019	PUBLIC RELATIONS SERVICES	0.00	151.20	
<u>191208-1</u>	Invoice	12/12/2019	PUBLIC RELATIONS SERVICES	0.00	600.60	
006507	McMASTER-CARR SUPPLY COMPANY	12/12/2019	Regular	0.00	63.81	61906
<u>21129548</u>	Invoice	12/12/2019	PUMPING PLANT SUPPLIES	0.00	63.81	
013799	MICHAEL A. WILSON	12/12/2019	Regular	0.00	3,682.45	61907
<u>4072</u>	Invoice	12/12/2019	KITCHEN REMODEL	0.00	3,682.45	
013361	QUINN COMPANY	12/12/2019	Regular	0.00	845.25	61908
<u>WQG00006422</u>	Invoice	12/12/2019	GENERATOR REPAIR: GR-4	0.00	845.25	
000091	SAN BERNARDINO COUNTY RECORDER	12/12/2019	Regular	0.00	8.00	61909
<u>58120419</u>	Invoice	12/12/2019	RELEASE OF A LIEN	0.00	8.00	
013875	5C FUELS	12/12/2019	Regular	0.00	4,456.53	61910
<u>0737867-IN</u>	Invoice	12/12/2019	FUEL FOR VEHICLES	0.00	2,592.39	
<u>0737868-IN</u>	Invoice	12/12/2019	FUEL FOR VEHICLES	0.00	1,864.14	
013852	SPENCER LAYMON	12/12/2019	Regular	0.00	120.00	61911
<u>51120419</u>	Invoice	12/12/2019	REIMB: D1 TESTING & CERTIFICATE	0.00	120.00	
000233	NAPA AUTO PARTS	12/12/2019	Regular	0.00	2,956.36	61912
<u>292060</u>	Invoice	12/12/2019	VEHICLE MAINTENANCE	0.00	136.74	
<u>301417</u>	Credit Memo	12/12/2019	CORE RETURNS	0.00	-172.91	
<u>303459</u>	Invoice	12/12/2019	SHOP EXPENSE	0.00	59.76	
<u>304746</u>	Invoice	12/12/2019	INTERSTATE DUMP/PIPE HAULER MAINT	0.00	63.05	
<u>304999</u>	Invoice	12/12/2019	SHOP EXP & VEHICLE MAINT: V27, 28, 29,	0.00	425.59	
<u>305363</u>	Invoice	12/12/2019	PUMPING PLANT SUPPLIES	0.00	304.93	
<u>305946</u>	Invoice	12/12/2019	PUMPING PLANT SUPPLIES	0.00	990.81	
<u>305990</u>	Invoice	12/12/2019	SMALL TOOLS & VACUUM MAINTENANCE	0.00	831.20	
<u>306266</u>	Invoice	12/12/2019	SMALL TOOLS - DISTRIBUTION & CIRP	0.00	91.32	
<u>306292</u>	Invoice	12/12/2019	VEHICLE MAINTENANCE: V27	0.00	115.78	
<u>306298</u>	Invoice	12/12/2019	VEHICLE MAINTENANCE: V27	0.00	5.20	
<u>306550</u>	Invoice	12/12/2019	VEHICLE MAINTENANCE: V24, 25, 32, 33	0.00	77.97	

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Date Range: 12/01/2019 - 12/31/21

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
305738	Invoice	12/12/2019	410L BACKHOE MAINTENANCE	0.00	26.92	
000501	**Void**	12/12/2019	Regular	0.00	0.00	61913
0537835	ACWA/IPIA Invoice	12/19/2019	EE HEALTH BENEFIT & EAP JAN 20	0.00	27,070.15	61914
000042	ANNE ROMAN Invoice	12/19/2019	EDUCATION REIMBURSEMENT	0.00	2,130.00	61915
AR 121719					2,130.00	
000214	BABCOCK LABORATORIES, INC.	12/19/2019	Regular	0.00	354.00	61916
8190243-2287	Invoice	12/19/2019	SAMPLING	0.00	252.00	
8190846-2287	Invoice	12/19/2019	SAMPLING	0.00	102.00	
001519	CALIFORNIA RURAL WATER ASSOCIATION	12/19/2019	Regular	0.00	1,367.00	61917
CRWA112119	Invoice	12/19/2019	MEMBERSHIP DUES 01/20 - 01/21	0.00	1,367.00	
000137	PROVIDENCE PUBLICATIONS, LLC	12/19/2019	Regular	0.00	427.00	61918
488718	Invoice	12/19/2019	CAL-OSHA SUBSCRIPTION	0.00	427.00	
013790	COLANTUONO, HIGHSMITH & WHATLEY, PC	12/19/2019	Regular	0.00	70.00	61919
40752	Invoice	12/19/2019	LEGAL SERVICES - NOV 19	0.00	70.00	
013365	IMAGE SOURCE	12/19/2019	Regular	0.00	245.29	61920
25AR1054745	Invoice	12/19/2019	OFFICE EXPENSE 11/5/19 - 12/4/19	0.00	245.29	
000058	GARDA CL WEST, INC.	12/19/2019	Regular	0.00	751.08	61921
10531632	Invoice	12/19/2019	COURIER FEES - DEC 19	0.00	751.08	
004720	INLAND WATER WORKS	12/19/2019	Regular	0.00	22.63	61922
51030072.001	Invoice	12/19/2019	MAINLINE & LEAK REPAIR SUPPLIES	0.00	22.63	
000156	FORSHOCK	12/19/2019	Regular	0.00	243.00	61923
1900397	Invoice	12/19/2019	MONTHLY SCADA MONITORING	0.00	38.00	
1900398	Invoice	12/19/2019	MONTHLY SCADA MONITORING	0.00	205.00	
013866	OFFICE OF THE ASSESSOR-RECORDER-CLERK	12/19/2019	Regular	0.00	6.00	61924
108595	Invoice	12/19/2019	MAP REVISIONS - DECEMBER 19	0.00	6.00	
000236	PAYPRO ADMINISTRATORS	12/19/2019	Regular	0.00	55.00	61925
23534	Invoice	12/19/2019	FSA ADMIN FEES - NOV 19	0.00	55.00	
008415	PRUDENTIAL OVERALL SUPPLY	12/19/2019	Regular	0.00	153.35	61926
22906867	Invoice	12/19/2019	SHOP EXPENSE	0.00	55.98	
22906867	Invoice	12/19/2019	SHOP EXPENSE	0.00	97.37	
008414	PROVIDED	12/19/2019	Regular	0.00	150.00	61927
1713	Invoice	12/19/2019	VIDEOTAPING & YOU TUBE BD MEETINGS	0.00	150.00	
VENO1020	SOUTHWEST NETWORKS, INC.	12/19/2019	Regular	0.00	14,437.50	61928
19-11039A	Invoice	12/19/2019	SUPPLEMENTAL IT SERVICES (AMC) - THR	0.00	617.50	
19-120045CA	Invoice	12/19/2019	OFFICE 365 MONTHLY MAINT - JAN 20	0.00	806.00	
19-120205CB	Invoice	12/19/2019	IT SERVICES - 1/20 - 3/20	0.00	13,014.00	
013849	TERRA VERDE ENERGY LLC	12/19/2019	Regular	0.00	5,208.90	61929
475	Invoice	12/19/2019	SOLAR FEASIBILITY STUDY	0.00	5,208.90	
010690	TYLER TECHNOLOGIES	12/19/2019	Regular	0.00	275.00	61930
025-279775	Invoice	12/19/2019	PURCHASING MODULE TRAINING - PART	0.00	137.50	
025-279776	Invoice	12/19/2019	PURCHASING MODULE TRAINING - PART	0.00	137.50	
000013	U.S. POSTAL SERVICE	12/19/2019	Regular	0.00	268.00	61931
PD1219	Invoice	12/19/2019	PO BOX THROUGH 12/31/20	0.00	268.00	
000023	ULTIMATE MOTORS, INC.	12/19/2019	Regular	0.00	90.00	61932
35076	Invoice	12/19/2019	VEHICLE REPAIRS: V34	0.00	45.00	

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Date Range: 12/01/2019 - 12/31/20

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payable Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount		
35099	Invoice	12/19/2019	VEHICLE REPAIRS: V31	0.00	45.00		
010850	UNDERGROUND SERVICE ALERT	12/19/2019	Regular	0.00	184.74	61933	
1120190337	Invoice	12/19/2019	TICKET DELIVERY SERVICE - NOV 19	0.00	90.85		
18058FE6341	Invoice	12/19/2019	DIG SAFE BOARD FEES - 2018	0.00	93.89		
010990	UTILIQUEST L.L.C.	12/19/2019	Regular	0.00	633.08	61934	
283744-Q	Invoice	12/19/2019	CONTRACT LOCATING EXPENSE	0.00	177.64		
284035-Q	Invoice	12/19/2019	CONTRACT LOCATING EXPENSE	0.00	69.00		
284379-Q	Invoice	12/19/2019	CONTRACT LOCATING EXPENSE	0.00	144.20		
284548-Q	Invoice	12/19/2019	CONTRACT LOCATING EXPENSE	0.00	242.24		
000327	WATER QUALITY SPECIALISTS	12/19/2019	Regular	0.00	4,442.97	61935	
5780	Invoice	12/19/2019	HDMC WWTP: OPERATION/MAINT/REPAI	0.00	4,442.97		
011615	WESTERN EXTERMINATOR CO.	12/19/2019	Regular	0.00	68.00	61936	
7591842	Invoice	12/19/2019	PEST CONTROL SERVICES - SHOP	0.00	68.00		
013812	SIGNS FOR LESS	12/30/2019	Regular	0.00	595.00	61944	
123019	Invoice	12/30/2019	SIGNS FOR FRONT DOOR & WATER WISE	0.00	595.00		
001517	CalPERS	12/03/2019	Manual	0.00	13,461.07	901300	
PPE 11-22-19	Invoice	12/03/2019	PAY PERIOD ENDING 11/22/19	0.00	13,461.07		
000510	TIME WARNER CABLE	12/04/2019	Manual	0.00	355.70	901301	
000897011219	Invoice	12/04/2019	CABLE & INTERNET - NOV 19	0.00	355.70		
009878	SOUTHERN CALIFORNIA EDISON	12/12/2019	Manual	0.00	20,400.55	901302	
SCE1119	Invoice	12/12/2019	POWER FOR PUMPING - NOV 19	0.00	20,400.55		
000236	PAYPRO ADMINISTRATORS	12/13/2019	Manual	0.00	135.41	901303	
PPE 12-6-19	Invoice	12/13/2019	EE FSA DEDUCTIONS 12-13-19	0.00	135.41		
000248	PAYCHEX	12/13/2019	Manual	0.00	343.00	901304	
336823	Invoice	12/13/2019	PAYROLL PROCESSING FEE	0.00	343.00		
001517	CalPERS	12/16/2019	Manual	0.00	13,401.87	901305	
PPE 12-6-19	Invoice	12/16/2019	PAY PERIOD ENDING 12/06/19	0.00	13,401.87		
001004	BUSINESS CARD	12/19/2019	Manual	0.00	947.13	901306	
BA1119	Invoice	12/19/2019	TELEPHONE (OFFICE)/AWWA MEMBERSHI	0.00	947.13		
001009	BUSINESS CARD	12/19/2019	Manual	0.00	2,406.88	901307	
BA1119	Invoice	12/19/2019	VEHICLE MAINT/SHOP SUPPLIES/2019 DU	0.00	2,406.88		
001011	BUSINESS CARD	12/19/2019	Manual	0.00	4,801.92	901308	
BA1119	Invoice	12/19/2019	OFFICE SUPPLIES/OFFICE EQUP/SHOP SU	0.00	4,801.92		
001013	BUSINESS CARD	12/19/2019	Manual	0.00	185.92	901309	
BA1119	Invoice	12/19/2019	OFFICE SUPPLIES/FUEL - VEHICLES	0.00	185.92		
001630	AT&T MOBILITY	12/19/2019	Manual	0.00	3,164.33	901310	
829480028X1205	Invoice	12/19/2019	COMMUNICATIONS - NOV 19	0.00	3,164.33		
013196	TPX COMMUNICATIONS	12/20/2019	Manual	0.00	506.33	901311	
123712276-Q	Invoice	12/20/2019	TELEPHONE (OFFICE) - NOV 19	0.00	506.33		
004195	HOME DEPOT CREDIT SERVICES	12/20/2019	Manual	0.00	1,564.07	901312	
HD1119	Invoice	12/20/2019	SHOP EXPENSE/BUILDING MAINT/AUTO &	0.00	1,564.07		
VEN01533	PAYMENTUS GROUP INC.	12/20/2019	Manual	0.00	2,585.55	901313	
US19110402	Invoice	12/20/2019	CREDIT CARD PROCESSING FEE - NOV 19	0.00	2,585.55		
000236	PAYPRO ADMINISTRATORS	12/27/2019	Manual	0.00	135.41	901314	
PPE 12-20-19	Invoice	12/27/2019	EE FSA DEDUCTIONS 12-27-19	0.00	135.41		
000248	PAYCHEX	12/27/2019	Manual	0.00	365.35	901315	

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Date Range: 12/01/2019 - 12/31/2019

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
332113	Invoice	12/27/2019	PAYROLL PROCESSING FEE	0.00	365.35	
000025	ICMA RC	12/31/2019	Manual	0.00	5,843.20	901316
ICMARC1219	Invoice	12/31/2019	457 REMITTANCE - DEC 19	0.00	5,843.20	
000025	ICMA RC	12/31/2019	Manual	0.00	6,541.79	901317
ICMARCER1219	Invoice	12/31/2019	457 REMITTANCE - 2019 ER CONT	0.00	6,541.79	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	90	58	0.00	152,758.47
Manual Checks	18	18	0.00	77,145.48
Voided Checks	0	2	0.00	-14,461.25
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>108</b>	<b>78</b>	<b>0.00</b>	<b>215,442.70</b>

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Date Range: 12/01/2019 - 12/31/2019

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: CN-CITY NATIONAL BANK - MUMI FIN LOAN						
004365	HI-GRADE MATERIALS CO.	12/12/2019	Manual	0.00	1,711.55	800017
0083033	Invoice	12/12/2019	CIRP SUPPLIES	0.00	1,711.55	
003950	GRANITE CONSTRUCTION CO	12/12/2019	Manual	0.00	8,308.84	800028
1705498	Invoice	12/12/2019	SADDLEBACK: 3/8" COLD MIX	0.00	2,742.00	
1709949	Invoice	12/12/2019	SADDLEBACK: 3/8" COLD MIX	0.00	2,783.62	
1715016	Invoice	12/12/2019	SADDLEBACK: 3/8" COLD MIX	0.00	2,783.22	

Bank Code CN Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	4	2	0.00	10,020.39
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<u>4</u>	<u>2</u>	<u>0.00</u>	<u>10,020.39</u>



**JOSHUA BASIN WATER DISTRICT  
UTILITY REFUND REGISTER**

**Account**

<b><u>Number</u></b>	<b><u>Name</u></b>	<b><u>Date</u></b>	<b><u>Type</u></b>	<b><u>Amount</u></b>	<b><u>Reference</u></b>
04-00059-004	KEVIN AND DIANA NECESSARY	12/12/2019	Refund	4.85	Check #: 61893
07-00119-006	61611 LA JOLLA DRIVE TRUST	12/12/2019	Refund	60.11	Check #: 61894
08-00147-010	LU, JINYAN	12/12/2019	Refund	35.10	Check #: 61895
10-00184-013	ACEVEDO, CASSANDRA L	12/12/2019	Refund	156.43	Check #: 61896
13-00361-006	ROBLES, PAMELA	12/12/2019	Refund	59.56	Check #: 61897
50-00021-004	TRI VALLEY REALTY	12/12/2019	Refund	153.37	Check #: 61898
52-00065-004	ALLER, MARK W	12/12/2019	Refund	30.70	Check #: 61899
62-00041-014	BLUE, BRANDON M	12/12/2019	Refund	39.50	Check #: 61900
63-00165-001	DESERT VIEW HOMES INC.	12/12/2019	Refund	99.31	Check #: 61901
65-05951-004	SMITH FAMILY REVOCABLE TRUST DATED	12/12/2019	Refund	102.35	Check #: 61902
10-00443-012	MASON, JAMES F	12/19/2019	Refund	175.88	Check #: 61937
11-00005-010	DUFOUR, CHRISTINA A	12/19/2019	Refund	6.93	Check #: 61938
11-00358-002	VELASCO, JOSE	12/19/2019	Refund	45.81	Check #: 61939
12-00231-018	ESTATE OF MICHAEL J MCGOOKIN	12/19/2019	Refund	30.70	Check #: 61940
15-00115-000	KUDLAC, TROY J	12/19/2019	Refund	47.14	Check #: 61941
15-00116-000	KUDLAC, TROY J	12/19/2019	Refund	33.48	Check #: 61942
50-00021-004	TRI VALLEY REALTY	12/19/2019	Refund	30.70	Check #: 61943
				<b><u>1,111.92</u></b>	

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

DIRECTOR PAY  
11/23/2019 - 12/20/2019

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date</u>	<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>
10511	Floen, Thomas	12/04/2019	Director Pay Note: LEGISLATIVE & PUBLIC INFO COMMITTEE MEETING 1/DIR/504/	1.0000	\$173.63	
		12/12/2019	Director Pay Note: MWA BOARD MEETING 1/DIR/504/	0.0000		
		12/12/2019	Mileage / Vehicle Exp Note: MILES: MWA MEETING: 576.21 UNPAID 1/DIR/504/			
		12/19/2019	Director Pay Note: SPECIAL JBWD BOARD MEETING 1/DIR/504/	1.0000	\$173.63	
<b>Totals:</b>					<b>\$347.26</b>	<b>\$0.00</b>
<b>Employee Total:</b>					<b>\$347.26</b>	

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date</u>	<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>
10510	Hund, Geary	12/11/2019	Director Pay Note: WATER RESOURCES & OPS COMMITTEE MEETING 1/DIR/504/	1.0000	\$173.63	
		12/19/2019	Director Pay Note: SPECIAL JBWD BOARD MEETING 1/DIR/504/	1.0000	\$173.63	
<b>Totals:</b>					<b>\$347.26</b>	<b>\$0.00</b>
<b>Employee Total:</b>					<b>\$347.26</b>	

**DIRECTOR PAY**  
11/23/2019 - 12/20/2019

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date</u>	<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>
10508	Johnson, Robert	12/11/2019	Director Pay Note: FINANCE COMMITTEE MEETING 1/DIR/504/	1.0000	\$173.63	
		12/19/2019	Director Pay Note: ADHOC GM COMMITTEE 1/DIR/504/	1.0000	\$173.63	
		12/19/2019	Director Pay Note: SPECIAL JBWD BOARD MEETING 1/DIR/504/	1.0000	\$173.63	
<b>Totals:</b>					<b>\$520.89</b>	<b>\$0.00</b>
<b>Employee Total:</b>					<b>\$520.89</b>	

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date</u>	<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>
10505	Reynolds, Michael	12/11/2019	Director Pay Note: WATER RESOURCES & OPS COMMITTEE MEETING 1/DIR/504/	1.0000	\$173.63	
		12/19/2019	Director Pay Note: SPECIAL JBWD BOARD MEETING 1/DIR/504/	1.0000	\$173.63	
<b>Totals:</b>					<b>\$347.26</b>	<b>\$0.00</b>
<b>Employee Total:</b>					<b>\$347.26</b>	

**DIRECTOR PAY**  
11/23/2019 - 12/20/2019

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date</u>	<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>	
10509	Unger, Rebecca	12/04/2019	Director Pay Note: LEGISLATIVE & PUBLIC INFO COMMITTEE MEETING 1/DIR/504/	1.0000	\$173.63		
		12/11/2019	Director Pay Note: FINANCE COMMITTEE MEETING 1/DIR/504/	1.0000	\$173.63		
		12/18/2019	Director Pay Note: MWA TAC & SPECIAL JBWD BOARD MEETING 1/DIR/504/	1.0000	\$173.63		
		12/19/2019	Mileage / Vehicle Exp Note: MILES: MWA TAC MEETING 1/DIR/504/		\$77.49		
					<b>Totals:</b>	<b>\$598.38</b>	<b>\$0.00</b>
					<b>Employee Total:</b>	<b>\$598.38</b>	

**Pay Adjustment Summary**

<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>	<u>Grand Totals:</u>	<u>\$2,161.05</u>	<u>50.00</u>
Director Pay	12.0000	\$2,083.58		<b>Grand Total:</b>	<b>\$2,161.05</b>	
Mileage / Vehicle Exp		\$77.49				



Joshua Basin Water District

**\*Check Report JBWD**

By Check Number

Date Range: 01/01/2020 - 01/31/2020

Vendor Number Payable #	Vendor DBA Name Payable Type	Payable Date	Payment Date Payable Description	Payment Type	Discount Amount Discount Amount	Payment Amount Payable Amount	Number
013832 RTD10620	RUTAN & TUCKER, LLP Invoice	01/06/2020	01/06/2020 DISTRICTING 2019 - DEMOGRAPHER	Regular	0.00 0.00	4,345.00 4,345.00	61945
013832 000504 10116	RUTAN & TUCKER, LLP ACTION PUMPING, INC. Invoice	01/13/2020	01/06/2020 01/13/2020 HDMC WW: PUMPING	Regular Regular	0.00 0.00 0.00	-4,345.00 1,820.00 1,820.00	61945 61946
000214 BL91185-2287 BL91192-2287 BL91990-2287 BL92714-2287 CA00133-2287 CA00164-2287	SABCOCK LABORATORIES, INC. Invoice Invoice Invoice Invoice Invoice Invoice	01/13/2020 01/13/2020 01/13/2020 01/13/2020 01/13/2020 01/13/2020	01/13/2020 SAMPLING SAMPLING SAMPLING SAMPLING SAMPLING SAMPLING	Regular	0.00 0.00 0.00 0.00 0.00 0.00	811.00 119.00 168.00 102.00 102.00 252.00 68.00	61947
013876 FS011320	FIVE STAR GYM & FITNESS LLC Invoice	01/13/2020	01/13/2020 WELLNESS PROGRAM - ANNUAL CORPOR	Regular	0.00 0.00	274.00 274.00	61948
009054 191222-1 200105-1 200112-1	KATHLEEN J. RADNICH Invoice Invoice Invoice	01/13/2020 01/13/2020 01/13/2020	01/13/2020 PUBLIC RELATIONS SERVICES PUBLIC RELATIONS SERVICES PUBLIC RELATIONS SERVICES	Regular	0.00 0.00 0.00 0.00	2,352.00 789.60 844.20 718.20	61949
006810 MD11415	MOJAVE DESERT AQMD Invoice	01/13/2020	01/13/2020 PERMIT RENEWAL FEES - VARIOUS LOCATI	Regular	0.00 0.00	953.10 953.10	61950
013359 1888498 1888499	XEROX FINANCIAL SERVICES Invoice Invoice	01/13/2020 01/13/2020	01/13/2020 OFFICE EXPENSE 12/7/19 - 1/6/20 SHOP EXPENSE 11/27/19 - 12/26/19	Regular	0.00 0.00 0.00	612.06 395.66 216.40	61951
000501 0639561	ACWA/JPIA Invoice	01/15/2020	01/15/2020 EE HEALTH BENEFIT & EAP FEB 20	Regular	0.00 0.00	27,081.59 27,081.59	61952
000575 AFSCME1219	AFSCME LOCAL 1902 Invoice	01/13/2020	01/15/2020 EE UNION DUES - DEC 19	Regular	0.00 0.00	604.62 604.62	61953
013346 9021L	ANDY'S LANDSCAPE & TREE SERVICE INC. Invoice	01/15/2020	01/15/2020 DEMO GARDEN/BUILD MAINT THRU 12/1	Regular	0.00 0.00	650.00 650.00	61954
000502 AG20	ASSOCIATION OF CALIFORNIA WATER AGENCIE Invoice	01/15/2020	01/15/2020 AGENCY DUES 2020	Regular	0.00 0.00	15,715.00 15,715.00	61955
013863 583738	ATKINSON, ANDELSON, LOYA, RUUD AND ROM Invoice	01/15/2020	01/15/2020 LEGAL SERVICES THRU 11/30/19	Regular	0.00 0.00	1,457.93 1,457.93	61956
000214 BK91768-2287	SABCOCK LABORATORIES, INC. Invoice	01/15/2020	01/15/2020 SAMPLING - DOLLAR GENERAL	Regular	0.00 0.00	42.00 42.00	61957
013872 0181964	CAROLLO ENGINEERS INC. Invoice	01/10/2020	01/15/2020 ENG SERV THRU 10/31/19: WELL 14 REHA	Regular	0.00 0.00	2,424.00 2,424.00	61958
001555 200102252101	CENTRATTEL LLC Invoice	01/15/2020	01/15/2020 DISPATCH SERVICES - DEC 19	Regular	0.00 0.00	497.15 497.15	61959
001850 922123 922174	CLINICAL LAB OF S.B. INC Invoice Invoice	01/15/2020 01/15/2020	01/15/2020 SAMPLING - NOV 19 HDMC WWTP SAMPLING- NOV 19	Regular	0.00 0.00 0.00	482.00 289.00 193.00	61960

\*Check Report JBWD

Date Range: 01/01/2020 - 01/31/21

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
000237	COLONIAL LIFE & ACCIDENT INSURANCE CO, IN	01/15/2020	Regular	0.00	2,251.64	61961
<u>3990561-120527</u>	Invoice	01/15/2020	EE LIFE INSURANCE - DEC 19	0.00	2,251.64	
013365	IMAGE SOURCE	01/15/2020	Regular	0.00	142.94	61962
<u>25AR1051888</u>	Invoice	01/15/2020	SHOP EXPENSE 11/01/19 - 11/30/19	0.00	70.45	
<u>25AR1067493</u>	Invoice	01/15/2020	SHOP EXPENSE 12/01/19 - 12/31/19	0.00	72.49	
013365	IMAGE SOURCE	01/15/2020	Regular	0.00	281.94	61963
<u>25AR1069408</u>	Invoice	01/15/2020	OFFICE EXPENSE 12/5/19 - 1/4/20	0.00	281.94	
013373	CORE & MAIN LP	01/15/2020	Regular	0.00	10,182.38	61964
<u>1677649</u>	Invoice	01/15/2020	INVENTORY	0.00	10,182.38	
VEN01466	FEDAK & BROWN LLP	01/15/2020	Regular	0.00	2,150.00	61965
<u>FB172319</u>	Invoice	01/15/2020	FINAL BILLING: FINANCIAL AUDIT 18/19 -	0.00	2,150.00	
003025	FEDEX	01/15/2020	Regular	0.00	31.73	61966
<u>6-881-56145</u>	Invoice	01/15/2020	SHIPPING	0.00	31.73	
013222	FRONTIER COMMUNICATIONS INC.	01/15/2020	Regular	0.00	204.15	61967
<u>FC0120</u>	Invoice	01/15/2020	HDMC WWTP - TELEPHONE	0.00	204.15	
013797	INFOSEND, INC	01/15/2020	Regular	0.00	3,596.20	61968
<u>161764</u>	Invoice	01/15/2020	PRINT & MAIL WATER BILL - NOV 19	0.00	3,596.20	
005640	KILLER BEE PEST CONTROL	01/15/2020	Regular	0.00	80.00	61969
<u>5549</u>	Invoice	01/15/2020	BEE REMOVAL	0.00	80.00	
006507	McMASTER-CARR SUPPLY COMPANY	01/15/2020	Regular	0.00	173.36	61970
<u>22907018</u>	Invoice	01/13/2020	METER REPAIR SUPPLIES	0.00	172.76	
<u>23072171</u>	Invoice	01/15/2020	METER REPAIR SUPPLIES	0.00	173.36	
<u>23942156</u>	Credit Memo	01/15/2020	METER REPAIR SUPPLIES	0.00	-172.76	
013857	MICHAEL BAKER INTERNATIONAL, INC.	01/15/2020	Regular	0.00	12,640.00	61971
<u>1054948</u>	Invoice	01/15/2020	SADDLEBACK WATERMAIN SURVEY THRU	0.00	10,800.00	
<u>1070234</u>	Invoice	01/15/2020	SADDLEBACK WATERMAIN SURVEY THRU	0.00	1,840.00	
000156	FORSHOCK	01/15/2020	Regular	0.00	243.00	61972
<u>1900410</u>	Invoice	01/15/2020	MONTHLY SCADA MONITORING	0.00	38.00	
<u>1900411</u>	Invoice	01/15/2020	MONTHLY SCADA MONITORING	0.00	205.00	
003930	NBS	01/15/2020	Regular	0.00	6,560.92	61973
<u>1219000110</u>	Invoice	01/15/2020	CMM ADMIN FEES - 1ST QTR 20	0.00	2,095.38	
<u>1219000111</u>	Invoice	01/15/2020	STANDBY ADMIN FEES - 1ST QTR 20	0.00	4,465.54	
000070	ONLINE INFORMATION SERVICES, INC.	01/15/2020	Regular	0.00	195.30	61974
<u>974810</u>	Invoice	01/15/2020	ID VERIF. SERV. THRU 12/31/19	0.00	195.30	
008200	PITNEY BOWES INC.	01/15/2020	Regular	0.00	320.21	61975
<u>3103647290</u>	Invoice	01/15/2020	LEASING CHARGES - 4TH QTR 19	0.00	320.21	
008415	PRUDENTIAL OVERALL SUPPLY	01/15/2020	Regular	0.00	436.28	61976
<u>22914172</u>	Invoice	01/15/2020	SHOP EXPENSE	0.00	55.98	
<u>22914173</u>	Invoice	01/15/2020	SHOP EXPENSE	0.00	97.37	
<u>22921503</u>	Invoice	01/15/2020	SHOP EXPENSE	0.00	55.98	
<u>22921504</u>	Invoice	01/15/2020	SHOP EXPENSE	0.00	226.95	
008201	PURCHASE POWER	01/15/2020	Regular	0.00	1,513.50	61977
<u>PB011220</u>	Invoice	01/15/2020	POSTAGE REFILL FOR METER	0.00	1,513.50	
008414	PROVIDED	01/15/2020	Regular	0.00	150.00	61978
<u>1721</u>	Invoice	01/15/2020	VIDEO TAPING & YOU TUBE BD MEETINGS	0.00	150.00	
000091	SAN BERNARDINO COUNTY RECORDER	01/15/2020	Regular	0.00	16.00	61979
<u>58010620</u>	Invoice	01/15/2020	RELEASE OF LIENS	0.00	16.00	

\*Check Report JBWD

Date Range: 01/01/2020 - 01/31/20

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
013831	SATMODO LLC	01/15/2020	Regular	0.00	759.30	61980
131759	Invoice	01/15/2020	EMERGENCY SATELLITE PHONES - SEPT 19	0.00	151.86	
133563	Invoice	01/15/2020	EMERGENCY SATELLITE PHONES - OCT 19	0.00	151.86	
136201	Invoice	01/15/2020	EMERGENCY SATELLITE PHONES - NOV 19	0.00	151.86	
138431	Invoice	01/15/2020	EMERGENCY SATELLITE PHONES - DEC 19	0.00	151.86	
140128	Invoice	01/15/2020	EMERGENCY SATELLITE PHONES - JAN 20	0.00	151.86	
013820	SC FUELS	01/15/2020	Regular	0.00	3,113.76	61981
0744278-IN	Invoice	01/15/2020	FUEL FOR VEHICLES	0.00	1,606.78	
0744279-IN	Invoice	01/15/2020	FUEL FOR VEHICLES	0.00	1,506.98	
VEND1020	SOUTHWEST NETWORKS, INC.	01/15/2020	Regular	0.00	1,304.75	61982
19-12039	Invoice	01/15/2020	SUPPLEMENTAL IT SERVICES (AMC) - THR	0.00	498.75	
20-10195C	Invoice	01/15/2020	OFFICE 365 MONTHLY MAINT - FEB 20	0.00	806.00	
009920	STANDARD INSURANCE CO	01/15/2020	Regular	0.00	1,594.74	61983
ST0120	Invoice	01/15/2020	EE LIFE INSURANCE - JAN 20	0.00	1,594.74	
010690	TYLER TECHNOLOGIES	01/15/2020	Regular	0.00	1,629.77	61984
025-278253	Invoice	01/15/2020	CUSTOM FORM SERVICE MAINT - 1/1/20 -	0.00	438.00	
025-281475	Invoice	01/15/2020	ANNUAL MAINT: OUTPUT DIRECTOR 2/1/	0.00	1,086.67	
025-282897	Invoice	01/15/2020	CALL NOTIFICATION FEES: OCT - DEC	0.00	105.10	
010850	UNDERGROUND SERVICE ALERT	01/15/2020	Regular	0.00	179.79	61985
122019335	Invoice	01/15/2020	TICKET DELIVERY SERVICE - DEC 19	0.00	85.90	
18D58FE6951	Invoice	01/15/2020	DIG SAFE BOARD FEES - 2018	0.00	93.89	
010990	UTLUQUEST L.L.C.	01/15/2020	Regular	0.00	363.60	61986
284878-Q	Invoice	01/15/2020	CONTRACT LOCATING EXPENSE	0.00	161.00	
285092-Q	Invoice	01/15/2020	CONTRACT LOCATING EXPENSE	0.00	77.32	
285425-Q	Invoice	01/15/2020	CONTRACT LOCATING EXPENSE	0.00	125.28	
000256	WATER INFORMATION SHARING AND ANALYSIS	01/15/2020	Regular	0.00	261.00	61987
11868-2019	Invoice	01/15/2020	MEMBERSHIP DUES THRU 12/31/20	0.00	261.00	
000327	WATER QUALITY SPECIALISTS	01/15/2020	Regular	0.00	3,310.00	61988
6335	Invoice	01/15/2020	HDMC WWTP: OPERATION & MAINT - DE	0.00	3,310.00	
013359	XEROX FINANCIAL SERVICES	01/15/2020	Regular	0.00	216.40	61989
1927205	Invoice	01/15/2020	SHOP EXPENSE 12/27/19 - 1/26/20	0.00	216.40	
000233	NAPA AUTO PARTS	01/15/2020	Regular	0.00	6,969.09	61990
305946CR	Credit Memo	01/15/2020	PUMPING PLANT SUPPLIES	0.00	-43.50	
306080	Invoice	01/15/2020	PUMPING PLANT SUPPLIES	0.00	947.31	
306311	Invoice	01/15/2020	COATS TIRE BALANCER	0.00	5,653.91	
306827	Invoice	01/15/2020	FUEL TANK REPAIR SUPPLIES	0.00	48.93	
307262	Invoice	01/15/2020	SUPERIOR STREET BROOM SUPPLIES	0.00	15.71	
307356	Invoice	01/15/2020	SUPERIOR STREET BROOM SUPPLIES	0.00	13.69	
309833	Invoice	01/15/2020	410J BACKHOE MAINTENANCE	0.00	333.04	
000501	ACWA/JPMA	01/27/2020	Regular	0.00	11,218.76	62004
JPMA123119	Invoice	01/27/2020	WORKERS COMP OCT - DEC 19	0.00	11,218.76	
000575	AFSCME LOCAL 1902	01/27/2020	Regular	0.00	610.86	62005
AFSCME0120	Invoice	01/27/2020	EE UNION DUES - JAN 20	0.00	610.86	
013863	ATKINSON, ANDELSON, LOYA, RUUD AND ROM	01/27/2020	Regular	0.00	3,010.35	62006
585368	Invoice	01/27/2020	LEGAL SERVICES THRU 12/31/19	0.00	3,010.35	
000214	BABCOCK LABORATORIES, INC.	01/27/2020	Regular	0.00	472.00	62007
CA01329-2287	Invoice	01/27/2020	SAMPLING	0.00	178.00	
CA01330-2287	Invoice	01/27/2020	SAMPLING	0.00	294.00	
013790	COLANTUONO, HIGHSMITH & WHATLEY, PC	01/27/2020	Regular	0.00	2,082.00	62008

\*Check Report JBWD

Date Range: 01/01/2020 - 01/31/21

Vendor Number Payable #	Vendor DBA Name Payable Type	Payment Date Payable Date	Payment Type Payable Description	Discount Amount	Payment Amount Payable Amount	Number
41021	Invoice	01/27/2020	LEGAL SERVICES - DEC 19	0.00	2,082.00	
002565	DUDEK AND ASSOCIATES, INC	01/27/2020	Regular	0.00	14,080.00	62009
<del>20198358</del>	Invoice	01/27/2020	ENG SERV: MULTIPLE PROJECTS THRU 10/	0.00	8,580.00	
<del>20199142</del>	Invoice	01/27/2020	ENG SERV: MULTIPLE PROJECTS THRU 11/	0.00	3,300.00	
<del>20199865</del>	Invoice	01/27/2020	ENG SERV: MULTIPLE PROJECTS THRU 1/3	0.00	2,200.00	
003025	FEDEX	01/27/2020	Regular	0.00	72.43	62010
<del>6-893-96935</del>	Invoice	01/27/2020	SHIPPING	0.00	72.43	
000229	C & S ELECTRIC	01/27/2020	Regular	0.00	455.00	62011
<del>2963</del>	Invoice	01/27/2020	BUILDING MAINTENANCE - OFFICE	0.00	455.00	
000058	GARDA CL WEST, INC.	01/27/2020	Regular	0.00	751.08	62012
<del>10537961</del>	Invoice	01/27/2020	COURIER FEES - JAN 20	0.00	751.08	
013802	HASA, INC.	01/27/2020	Regular	0.00	599.06	62013
<del>666456</del>	Invoice	01/27/2020	WATER TREATMENT EXPENSE	0.00	599.06	
013797	INFOSEND, INC.	01/27/2020	Regular	0.00	7,305.57	62014
<del>163155</del>	Invoice	01/27/2020	PRINT & MAIL WATER BILL - NOV 19	0.00	3,592.62	
<del>164195</del>	Invoice	01/27/2020	RETURNED PRINTING STOCK	0.00	100.79	
<del>164764</del>	Invoice	01/27/2020	PRINT & MAIL WATER BILL - DEC 19	0.00	3,612.16	
004720	INLAND WATER WORKS	01/27/2020	Regular	0.00	6,507.17	62015
<del>51030072.002</del>	Invoice	01/27/2020	MAINLINE & LEAK REPAIR SUPPLIES & INV	0.00	4,163.90	
<del>51030417.001</del>	Invoice	01/27/2020	MAINLINE & LEAK REPAIR SUPPLIES	0.00	1,573.93	
<del>51031084.001</del>	Invoice	01/27/2020	MAINLINE & LEAK REPAIR SUPPLIES	0.00	769.34	
009054	KATHLEEN J. RADNICH	01/27/2020	Regular	0.00	793.80	62016
<del>200119-1</del>	Invoice	01/27/2020	PUBLIC RELATIONS SERVICES	0.00	793.80	
010633	LISA THOMPSON	01/27/2020	Regular	0.00	142.00	62017
<del>17012120</del>	Invoice	01/27/2020	EDUCATION REIMBURSEMENT	0.00	142.00	
006800	MOJAVE WATER AGENCY	01/27/2020	Regular	0.00	9,473.80	62018
<del>INV02552</del>	Invoice	01/27/2020	PROP 1 IRWM COLORADO FA IMPLEMENT	0.00	9,473.80	
006800	MOJAVE WATER AGENCY	01/27/2020	Regular	0.00	241.36	62019
<del>INV02570</del>	Invoice	01/27/2020	2020 AWAC CALENDARS	0.00	241.36	
000236	PAYPRO ADMINISTRATORS	01/27/2020	Regular	0.00	55.00	62020
<del>73886</del>	Invoice	01/27/2020	FSA ADMIN FEES - DEC 19	0.00	55.00	
008415	PRUDENTIAL OVERALL SUPPLY	01/27/2020	Regular	0.00	201.60	62021
<del>22928881</del>	Invoice	01/27/2020	SHOP EXPENSE	0.00	104.23	
<del>22928884</del>	Invoice	01/27/2020	SHOP EXPENSE	0.00	97.37	
009618	SAMS MARKET	01/27/2020	Regular	0.00	524.84	62022
<del>SM011320</del>	Invoice	01/27/2020	SHOP EXPENSE 10/19 - 1/20	0.00	524.84	
001932	SAN BERNARDINO COUNTY OFFICE OF THE ASS	01/27/2020	Regular	0.00	34.00	62023
<del>108611</del>	Invoice	01/27/2020	MAP REVISIONS - JAN 20	0.00	34.00	
013820	SC FUELS	01/27/2020	Regular	0.00	3,570.72	62024
<del>0750716-IN</del>	Invoice	01/27/2020	FUEL FOR VEHICLES	0.00	1,918.79	
<del>0750718-IN</del>	Invoice	01/27/2020	FUEL FOR VEHICLES	0.00	1,651.93	
013833	SERVICEMASTER 360 PREMIER CLEANING	01/27/2020	Regular	0.00	2,517.84	62025
<del>181446</del>	Invoice	01/27/2020	JANITORIAL SERVICES - DEC 19	0.00	1,239.75	
<del>181495</del>	Invoice	01/27/2020	JANITORIAL SERVICES - JAN 20	0.00	1,278.09	
VEN01020	SOUTHWEST NETWORKS, INC.	01/27/2020	Regular	0.00	2,927.40	62026
<del>19-12519</del>	Invoice	01/27/2020	OFFICE EQUIPMENT	0.00	2,927.40	
013788	STURDVAN EMERGENCY MANAGEMENT CONS	01/27/2020	Regular	0.00	135.00	62027

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\*Check Report JBWD

Date Range: 01/01/2020 - 01/31/21

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
1109	Invoice	01/27/2020	ICS 100/700 CLASS	0.00	135.00	
000023	ULTIMATE MOTORS, INC.	01/27/2020	01/27/2020 Regular	0.00	45.00	62028
35341	Invoice	01/27/2020	VEHICLE REPAIRS: V30	0.00	45.00	
010990	UTIUQUEST L.L.C.	01/27/2020	01/27/2020 Regular	0.00	269.80	62029
285692-Q	Invoice	01/27/2020	CONTRACT LOCATING EXPENSE	0.00	131.64	
285984-Q	Invoice	01/27/2020	CONTRACT LOCATING EXPENSE	0.00	138.16	
013359	XEROX FINANCIAL SERVICES	01/27/2020	01/27/2020 Regular	0.00	395.66	62030
1928550	Invoice	01/27/2020	OFFICE EXPENSE 1/7/20 - 2/6/20	0.00	395.66	
000233	NAPA AUTO PARTS	01/27/2020	01/27/2020 Regular	0.00	8.55	62031
305946CB2	Credit Memo	01/27/2020	CREDIT: PUMPING PLANT SUPPLIES	0.00	-990.81	
305946REV	Invoice	01/27/2020	REVERSE CREDIT: PUMPING PLANT SUPPL	0.00	43.50	
307281	Invoice	01/27/2020	VACUUM MAINTENANCE: E82	0.00	408.29	
307398	Invoice	01/27/2020	SHOP EXPENSE	0.00	26.42	
309134	Invoice	01/27/2020	VEHICLE REPAIRS: V33	0.00	310.79	
309932	Invoice	01/27/2020	VEHICLE MAINTENANCE: V34 & V38	0.00	409.14	
309963	Credit Memo	01/27/2020	CREDIT: CORE RETURNS	0.00	-244.69	
309977	Invoice	01/27/2020	SMALL TOOLS	0.00	16.30	
310879	Invoice	01/27/2020	VACUUM MAINTENANCE: E72	0.00	29.61	
000510	TIME WARNER CABLE	01/07/2020	01/07/2020 Manual	0.00	355.70	901318
0808970122219	Invoice	01/07/2020	CABLE & INTERNET - DEC 19	0.00	355.70	
009880	SOUTHERN CALIFORNIA EDISON CO	01/07/2020	01/07/2020 Manual	0.00	1,974.96	901319
SCE1219	Invoice	01/07/2020	POWER TO BLDGS & GEN - DEC 19	0.00	1,974.96	
001517	CalPERS	01/08/2020	01/08/2020 Manual	0.00	12,351.53	901320
PPE 12-20-19	Invoice	01/08/2020	PAY PERIOD ENDING 12/20/19	0.00	12,351.53	
009898	SOCALGAS	01/10/2020	01/10/2020 Manual	0.00	453.62	901321
GAS1219	Invoice	01/10/2020	HEAT FOR SHOP - THRU 12/16/19	0.00	453.62	
000248	PAYCHEX	01/10/2020	01/10/2020 Manual	0.00	657.39	901322
337659	Invoice	01/10/2020	PAYROLL PROCESSING FEE	0.00	657.39	
001517	CalPERS	01/10/2020	01/10/2020 Manual	0.00	12,847.71	901323
PPE 1-3-20	Invoice	01/10/2020	PAY PERIOD ENDING 1/03/20	0.00	12,847.71	
000236	PAYPRO ADMINISTRATORS	01/10/2020	01/10/2020 Manual	0.00	135.41	901324
PPE 1-3-20	Invoice	01/10/2020	EE FSA DEDUCTIONS 1-10-20	0.00	135.41	
004110	BURRTEC WASTE & RECYCLING SVCS	01/14/2020	01/14/2020 Manual	0.00	444.19	901325
BW0120	Invoice	01/14/2020	TRASH & RECYCLING (OFFICE) - JAN 20	0.00	156.51	
BW0120B	Invoice	01/01/2020	TRASH & RECYCLING (OFFICE) - JAN 20	0.00	287.68	
009878	SOUTHERN CALIFORNIA EDISON	01/15/2020	01/15/2020 Manual	0.00	18,983.96	901326
SCE1219	Invoice	01/15/2020	POWER FOR PUMPING - DEC 19	0.00	18,983.96	
001630	AT&T MOBILITY	01/15/2020	01/15/2020 Manual	0.00	3,389.87	901327
B29480028X0105	Invoice	01/15/2020	COMMUNICATIONS - DEC 19	0.00	3,389.87	
013196	TPX COMMUNICATIONS	01/17/2020	01/17/2020 Manual	0.00	506.33	901328
124827411-Q	Invoice	01/17/2020	TELEPHONE (OFFICE) - DEC 19	0.00	506.33	
001013	BUSINESS CARD	01/17/2020	01/17/2020 Manual	0.00	197.17	901329
BA1219	Invoice	01/17/2020	EE TRAINING/SUBSCRIPTION/OFFICE SUP	0.00	197.17	
001005	BANK OF AMERICA	01/17/2020	01/17/2020 Manual	0.00	4,482.09	901330
BA1219	Invoice	01/17/2020	OFFICE EQUIPMENT/UNIFORMS/VEHICLE	0.00	4,482.09	
001011	BUSINESS CARD	01/17/2020	01/17/2020 Manual	0.00	3,162.62	901331
BA1219	Invoice	01/17/2020	OFFICE EQUIPMENT& SUPPLIES/SHOP SU	0.00	3,162.62	

\*Check Report JBWD

Date Range: 01/01/2020 - 01/31/20

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
001004	BUSINESS CARD	01/19/2020	01/19/2020 Manual	0.00	999.29	901332
<u>BA1219</u>	Invoice	01/19/2020	TELEPHONE (OFFICE)/EE TRAINING/PUMP	0.00	999.29	
VEN01533	PAYMENTUS GROUP INC.	01/22/2020	01/22/2020 Manual	0.00	2,608.80	901333
<u>U519120262</u>	Invoice	01/22/2020	CREDIT CARD PROCESSING FEE - JAN 20	0.00	2,608.80	
004195	HOME DEPOT CREDIT SERVICES	01/23/2020	01/23/2020 Manual	0.00	2,137.83	901334
<u>HD1219</u>	Invoice	01/23/2020	SMALL TOOLS - PRODUCTION & CIRP/SHO	0.00	2,137.83	
000236	PAYPRO ADMINISTRATORS	01/24/2020	01/24/2020 Manual	0.00	135.41	901335
<u>PPE 1-17-20</u>	Invoice	01/24/2020	EE FSA DEDUCTIONS 1-24-20	0.00	135.41	
009880	SOUTHERN CALIFORNIA EDISON CO	01/24/2020	01/24/2020 Manual	0.00	2,152.13	901336
<u>SE0120</u>	Invoice	01/24/2020	POWER TO BLDGS & GEN - JAN 20	0.00	2,152.13	
013877	CALIFORNIA DEPARTMENT OF TAX AND FEE AC	01/24/2020	01/24/2020 Manual	0.00	1,628.00	901337
<u>COTFA19</u>	Invoice	01/24/2020	SALES TAX REMITTANCE - CALENDAR YEA	0.00	1,628.00	
000025	ICMA RC	01/31/2020	01/31/2020 Manual	0.00	5,843.20	901338
<u>ICMARC0120</u>	Invoice	01/31/2020	457 REMITTANCE - JAN 20	0.00	5,843.20	
000248	PAYCHEX	01/24/2020	01/24/2020 Manual	0.00	354.03	901339
<u>338021</u>	Invoice	01/24/2020	PAYROLL PROCESSING FEE	0.00	354.03	
001517	CalPERS	01/29/2020	01/29/2020 Manual	0.00	13,000.83	901340
<u>PPE 1-17-20</u>	Invoice	01/29/2020	PAY PERIOD ENDING 1/17/20	0.00	13,000.83	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	128	74	0.00	189,473.85
Manual Checks	24	23	0.00	88,802.07
Voided Checks	0	1	0.00	-4,345.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<u>152</u>	<u>98</u>	<u>0.00</u>	<u>273,930.92</u>

\*Check Report JBWD

Date Range: 01/01/2020 - 01/31/20

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: CN-CITY NATIONAL BANK - MUNI FIN LOAN						
003950	GRANITE CONSTRUCTION CO	01/06/2020	Manual	0.00	2,753.55	800029
<u>1719122</u>	Invoice	01/06/2020	SADOLEBACK: 3/8" COLD MIX	0.00	2,753.55	

Bank Code CN Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	1	1	0.00	2,753.55
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<u>1</u>	<u>1</u>	<u>0.00</u>	<u>2,753.55</u>

**JOSHUA BASIN WATER DISTRICT  
UTILITY REFUND REGISTER**

<u>Account</u>					
<u>Number</u>	<u>Name</u>	<u>Date</u>	<u>Type</u>	<u>Amount</u>	<u>Reference</u>
07-00016-003	WATKINS, KAREN	1/15/2020	Refund	17.19	Check #: 61991
08-00080-011	RICH, EMILY K	1/15/2020	Refund	136.65	Check #: 61992
12-00215-009	DALBY, CLAUDIA	1/15/2020	Refund	156.16	Check #: 61993
13-00379-000	MIRAGE COVE PROPERTIES LLC	1/15/2020	Refund	30.68	Check #: 61994
53-00053-016	JONES, RONALD	1/15/2020	Refund	147.51	Check #: 61995
55-00080-025	MONTI, RAYMOND P	1/15/2020	Refund	13.20	Check #: 61996
55-00204-015	JORDAN, JOHN L	1/15/2020	Refund	78.13	Check #: 61997
62-00041-015	LIVINGSTONE, BARRIE	1/15/2020	Refund	150.54	Check #: 61998
05-00051-008	WALTERS, CHRISTOPHER L	1/27/2020	Refund	107.27	Check #: 61999
11-00344-008	EASTMAN, JOLENE L	1/27/2020	Refund	124.32	Check #: 62000
12-00374-005	GAXIOLA, ESPERANZA	1/27/2020	Refund	69.53	Check #: 62001
14-00102-004	ALBERDI-DIAZ, NANCY L	1/27/2020	Refund	110.21	Check #: 62002
56-00134-014	AFFORDABLE RENTALS	1/27/2020	Refund	0.99	Check #: 62003
				<u>1,142.38</u>	

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

**DIRECTOR PAY**  
 12/21/2019 - 01/17/2020

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date</u>	<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>
10511	Floen, Thomas	01/15/2020	Director Pay Note: JBWD BOARD MEETING 1/DIR/504/	1.0000	\$173.63	
<b>Totals:</b>					<b>\$173.63</b>	<b>\$0.00</b>
<b>Employee Total:</b>					<b>\$173.63</b>	

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date</u>	<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>
10510	Hund, Geary	01/07/2020	Director Pay Note: SOLAR FEASIBILITY COMMITTEE 1/DIR/504/	1.0000	\$173.63	
		01/08/2020	Director Pay Note: WATER RESOURCES & OPS COMMITTEE MEETING 1/DIR/504/	1.0000	\$173.63	
<b>Totals:</b>					<b>\$347.26</b>	<b>\$0.00</b>
<b>Employee Total:</b>					<b>\$347.26</b>	

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date</u>	<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>
10508	Johnson, Robert	01/08/2020	Director Pay Note: FINANCE COMMITTEE MEETING 1/DIR/504/	1.0000	\$173.63	
		01/10/2020	Director Pay Note: ADHOC GM COMMITTEE 1/DIR/504/	1.0000	\$173.63	
		01/10/2020	Meal / Lodging Note: MEAL: ADHOC GM COMMITTEE 1/DIR/504/		\$53.75	
		01/15/2020	Director Pay Note: JBWD BOARD MEETING 1/DIR/504/	1.0000	\$173.63	
<b>Totals:</b>					<b>\$574.64</b>	<b>\$0.00</b>
<b>Employee Total:</b>					<b>\$574.64</b>	

**DIRECTOR PAY**  
12/21/2019 - 01/17/2020

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date</u>	<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>
10505	Reynolds, Michael	01/08/2020	Director Pay Note: WATER RESOURCES & OPS COMMITTEE MEETING 1/DIR/504/	1.0000	\$173.63	
		01/10/2020	Director Pay Note: ADHOC GM COMMITTEE 1/DIR/504/	1.0000	\$173.63	
		01/15/2020	Director Pay Note: JBWD BOARD MEETING 1/DIR/504/	1.0000	\$173.63	
<b>Totals:</b>					<b>\$520.89</b>	<b>\$0.00</b>
<b>Employee Total:</b>					<b>\$520.89</b>	

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date</u>	<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>
10509	Unger, Rebecca	01/07/2020	Director Pay Note: SOLAR FEASIBILITY COMMITTEE 1/DIR/504/	1.0000	\$173.63	
		01/08/2020	Director Pay Note: FINANCE COMMITTEE MEETING 1/DIR/504/	1.0000	\$173.63	
		01/15/2020	Director Pay Note: JBWD BOARD MEETING 1/DIR/504/	1.0000	\$173.63	
<b>Totals:</b>					<b>\$520.89</b>	<b>\$0.00</b>
<b>Employee Total:</b>					<b>\$520.89</b>	

**Pay Adjustment Summary**

<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>	<b>Grand Totals:</b>	<b>\$2,137.31</b>	<b>\$0.00</b>
Director Pay	12.0000	\$2,083.56		<b>Grand Total:</b>	<b>\$2,137.31</b>	
Meal / Lodging		\$53.75				

**JOSHUA BASIN WATER DISTRICT  
MEETING MINUTES  
WEDNESDAY, FEBRUARY 5, 2020**

**CALL TO ORDER/PLEDGE OF ALLEGIANCE** – President Johnson called the meeting to order at 6:30 p.m.

**DETERMINATION OF A QUORUM** – President Johnson, Vice President Unger, Director Floen, Director Hund, and Director Reynolds.

**STAFF PRESENT** – Mark Ban, GM, Susan Greer, AGM, Sarah Johnson, Director of Administration, Anne Roman, Accountant, and Beverly Waszak, Executive Assistant

**CONSULTANTS PRESENT** – Kathleen Radnich, Public Outreach Consultant, Jeff Hoskinson, District Counsel

**APPROVAL OF AGENDA** – MSC' (Reynolds/Unger) 5/0/0 motion carried to approve the Agenda.

**PUBLIC COMMENT** – Jane Jarlsberg, Joshua Tree, asked if everyone could sign the sign-in sheet.

**INFORMATION TECHNOLOGY (IT) WORKSHOP** – GM Ban instructed the Board of Directors on how to use their computer equipment, and a Q&A followed.

**CONSENT CALENDAR** – MSC' (Reynolds/Floen) 5/0/0 motion carried to approve the Consent Calendar.

**CLOSED SESSION** – At approximately 6:42 the Board of Directors went into Closed Session.

**REPORT ON CLOSED SESSION** – At approximately 7:06 p.m. the Board of Directors returned to Open Session. Jeff Hoskinson, District Counsel reported that the Board of Directors went into Closed Session to discuss the award of a contract relative to an appointment of Interim General Manager Mark Ban as General Manager. Based on those discussions, it is the recommendation of the Board of Directors to approve a three (3) year contract and a payment of \$176,319.56 per year with the terms and benefits set forth in the agreement. A copy of the contract will be made available to the public on request and the Board will consider formal approval as part of Agenda Item #9.

This was followed by brief comments from the Board of Directors.

**OPEN SESSION** – MSC' (Reynolds/Floen) 5/0/0 motion carried to approve the contract for General Manager Ban and then proceeded with the Oath of Office.

**GENERAL MANAGER REPORT** – GM Ban thanked everyone for their support and looks forward to working with everyone. He then gave a brief update of the CIRP program.

**DIRECTOR REPORTS ON MEETINGS ATTENDED, COMMENTS AND FUTURE AGENDA ITEMS-**

Vice President Unger attended the MWA Board meeting on January 23, 2020 where they spoke about updating their Strategic Plan. She suggested that JBWD have workshop to update our current Strategic Plan.

Director Reynolds attended the ASBCSD dinner on January 27, 2020 and informed everyone on how the ASBCSD dinner is organized and how it works. This one was hosted by Rancho Cucamonga and featured their HR Manager as the speaker.

Vice President Unger reported on the Morongo Basin Pipeline Commission she attended, and they discussed the Delta Conveyance.

Director Floen commented on the Legislative and Public Information Committee where they discussed the Little Hoover Commission, their impact on legislation, and the law-making culture on the legislature.

**Kathleen Radnich, Public Information Consultant updated the Board on the Winter Water Savings workshops and the upcoming Water Education Day.**

**FUTURE DIRECTIO MEETINGS & TRAINING OPPORTUNITIES – President Johnson read off the upcoming meetings.**

**ADJOURNMENT – MSC' (Unger/Hund) 5/0/0 motion carried to adjourn at 7:26 p.m.**

**Respectfully submitted,**

**Mark Ban, General Manager and Secretary of the Board**

DRAFT



**JOSHUA BASIN WATER DISTRICT  
MEETING AGENDA REPORT**

Meeting of the Board of Directors

February 19, 2020

Report to: President and Board

Prepared by: Susan Greer 

**TOPIC: CONSIDER AWARDED CONTRACT FOR CODIFICATION TO MUNICIPAL CODE CORPORATION AT A COST OF \$14,690 INCLUDING A 30% CONTINGENCY**

**RECOMMENDATION:** Recommend that the Board award the contract for codification to Municipal Code Corporation.

**ANALYSIS:**

The Finance Committee reviewed this item at their meeting on February 12<sup>th</sup> and referred to the Board for approval.

As the District's employee who is most knowledgeable about the Rules & Regulations, it has long been my desire to get the District's various "laws" codified so that working with them is easier for everyone. Codification is defined as the action or process of arranging laws or rules according to a system or plan. With my impending retirement, the time for the codification project is now, and we budgeted for the work this fiscal year.

A Request for Proposals ("RFP") was issued on November 13, 2019 to five different codification vendors, and responses were received from three. One proposal has been eliminated as non-responsive and two others, from Code Publishing and Municipal Code Corporation, have been evaluated. Beverly and I reviewed the proposals in detail, held conference calls with the two responsive bidders in order to verify costs and our understanding, and then reviewed our findings and recommendations with GM Ban.

Our recommendation is unanimous and results in a cost that is significantly under budget! We are recommending that the contract be awarded to Municipal Code Corporation in the amount of \$11,300 plus a 30% contingency, for a total authorization of \$14,690. That's a savings of over \$35,000 compared to the budget established for the project. All bids were very similar, so the budget was simply wrong.

Aside from a great price, well below budget, we recommend Municipal Code Corporation ("Muni") for the following reasons:

**Proposal** – the proposal received from Muni was the most complete and thorough, addressing all our requirements, plus offering other additional services of use to a public agency.

**Qualifications** – Muni has been in business for 68 years, has 160 employees, over 4,000 clients, headquartered in Florida with a regional office in Rancho Mirage. This long history seems to correlate with the many additional features that Muni has compared to the much newer and smaller company Code Publishing (more about that later.)

**Additional document hosting** – Muni will host various documents such as the Employee Handbook and Administration Code (up to 25 gigabytes total) for \$350 per year, which allows us to search both the Code and these additional documents at the same time, a big time-saver. Other proposals were as much as \$9,900 for this hosting service and additional document setup.

**Timeline** is 9.5 to 11.5 months; might be just enough time to complete before I retire.

**Additional Features/Services** – not only does Muni have more features related to the codification (search capabilities, comparisons of prior codes to current, etc.) but they also have many other additional services that might work for us in the future. For example, they have meeting and agenda management software, they do website design and hosting, online payment solutions, Laserfiche content management, records request software and more. While we have already acquired some of these services through other providers, consolidating such services through a single vendor could produce savings and is certainly easier to administer. The other proposer, Code Publishing, didn't offer most of these additional services at all.

**References** – I reached out for references to Sammamish Plateau Water District in Washington and Cucamonga Valley Water District. Sammamish is a current codification project, not yet complete, which is progressing well and staying within established timeline and budget. Cucamonga is a long-time customer, at least 10 years, and Muni does a good job for them. Updates are done timely, support is rarely needed but good and the search functions work well, no problem ever noted.

Once the initial codification project is complete, the District will have to continue to pay ongoing annual costs, for online hosting and for updating the code as new resolutions or ordinances are written. At this time, that cost is estimated at around \$2,000 per year, based on a full suite of optional codification features, such as more robust search tools and an estimated number of new resolutions. We will try out the optional features, see what works for us, and we can eliminate what we don't need. Even if we eliminated the "extras," the annual cost would still be well over \$1,000 for the basics that we know we will need.

We are recommending a 30% contingency for this contract, which is more than our standard 10%. Codification costs are based on a final page count of the code that hasn't yet been developed. Since no one, not even the District, can know for certain what the final page count will be, we need to build in a bigger-than-normal contingency in case the page number estimate is too low. With a base cost of \$11,300, a 30% contingency is only \$3,390, resulting in a total authorization of \$14,690.

An example of how one agency's Purchasing Policy has been codified is attached. Note the history information at the end of each section, indicating resolution numbers and dates, showing how the policy evolved over time. This information is presented as a supplement, which is a periodic update to the established code as changes occur via resolution or ordinance.

#### **FISCAL IMPACT:**

A one-time cost of as much as \$14,690 for a project with a \$50,000 established budget. Ongoing costs of \$1,600-\$2,000 per year.

# DOUBLE COLUMN SAMPLE

SUPPLEMENT NO. 47  
November 2019

## CUCAMONGA VALLEY WATER DISTRICT CODE

### Looseleaf Supplement

This Supplement contains all ordinances deemed advisable to be included at this time through:

Resolution No. 2019-10-4, adopted October 22, 2019.

See the Ordinance List, Resolution List and List of Policies Tables for further information.

#### *Remove Old Pages*

ii  
SH:2  
39—41.5.6  
138  
1-3

#### *Insert New Pages*

ii  
SH:2  
39—41.5.6  
138  
1-3

Insert and maintain this instruction sheet in front of this publication. File removed pages for reference.

# municode



Municipal Code Corporation P.O. Box 2235 Tallahassee, FL 32316  
info@municode.com 800.282.2633 www.municode.com

## PREFACE

The Cucamonga Valley Water District Code, originally published by Book Publishing Company in 2001, has been kept current by regular supplementation by Matthew Bender & Company, Inc., its successor in interest.

Beginning with Supplement No. 15, 4-09, Municipal Code Corporation will be keeping this Code current by regular supplementation.

During original codification, the ordinances were compiled, edited and indexed by the editorial staff of Book Publishing Company under the direction of the city attorney.

The code is organized by subject matter under an expandable three-factor decimal numbering system which is designed to facilitate supplementation without disturbing the numbering of existing provisions. Each section number designates, in sequence, the numbers of the title, chapter, and section. Thus, Section 2.12.040 is Section .040, located in Chapter 2.12 of Title 2. In most instances, sections are numbered by tens (.010, .020, .030, etc.), leaving nine vacant positions between original sections to accommodate future provisions. Similarly, chapters and titles are numbered to provide for internal expansion.

In parentheses following each section is a legislative history identifying the specific sources for the provisions of that section. This legislative history is complemented by an ordinance disposition table and a resolution disposition table, following the text of the code, listing by number all ordinances, their subjects, and where they appear in the codification.

A subject-matter index, with complete cross-referencing, locates specific code provisions by individual section numbers.

This supplement brings the Code up to date through Resolution No. 2019-10-4, October 22, 2019.

Municipal Code Corporation  
1700 Capital Circle SW  
Tallahassee, FL 32310  
800-262-2633

**SUPPLEMENT HISTORY TABLE**

<b>Ord./Res. Number</b>	<b>Date Adopted</b>	<b>Included/Omitted</b>	<b>Supplement Number</b>
2018-1-1(Res.)	1-23-2018	Included	34, 4-18
2018-3-2(Res.)	3-27-2018	Included	35, 4-18
2017-8-1(Res.)	8-27-2017	Included	36, 7-18
2017-9-1(Res.)	9-26-2017	Included	36, 7-18
2018-7-1(Ord.)	7-10-2018	Included	36, 7-18
2018-7-2(Res.)	7-24-2018	Included	37, 7-18
2018-7-3(Res.)	7-24-2018	Included	37, 7-18
2018-8-3(Res.)	8-28-2018	Included	38, 9-18
2018-9-2(Res.)	9-25-2018	Included	39, 10-18
2018-10-1(Res.)	10-23-2018	Included	40, 11-18
2018-12-1(Res.)	12-11-2018	Included	41, 12-18
2019-2-4(Res.)	2-12-2019	Included	42, 3-19
2019-2-5(Res.)	2-12-2019	Included	42, 3-19
2019-4-4(Ord.)	4-23-2019	Included	43, 5-19
2019-5-1(Ord.)	5-14-2019	Included	44, 5-19
2019-5-2(Res.)	5-28-2019	Included	45, 6-19
2019-6-1(Ord.)	6-11-2019	Included	46, 7-19
2019-6-2(Ord.)	6-11-2019	Included	46, 7-19
2019-10-4(Res.)	10-22-2019	Included	47, 11-19

SH:2

(Cocumonga Valley Water District Supp. No. 47, 11-19)

## Chapter 3.08

## PURCHASING POLICY\*

## Sections:

- 3.08.010 Purpose.
- 3.08.020 Policy statement.
- 3.08.030 Conflict of interest.
- 3.08.040 Unauthorized purchases.
- 3.08.050 Review audits.
- 3.08.060 Authority and responsibility.
- 3.08.070 Bid requirements and process.
- 3.08.080 Exemptions to Bid Requirements.
- 3.08.090 Workflow documentation.
- 3.08.100 Blanket purchase orders.
- 3.08.110 Change orders.
- 3.08.120 Procurement cards.
- 3.08.130 Definition of terms.

**3.08.010 Purpose.**

The purpose of this policy is to define the practices governing the procurement of supplies, materials, equipment and services, including construction and capital improvements, for District use and to relate the principals of applicable provisions of governing law and to District administrative policies. This policy is the written rule and regulation required by California Government Code Section 54202 and also serves as the District administrative procedure governing procurement activities.

By adoption of this policy, the Board is empowering the General Manager/Chief Executive Officer (GM/CEO), or his/her authorized representative with certain duties

\*Editor's note—Res. No. 2015-11-6, § 1, adopted November 24, 2015, amended Policy 8 and codified as Chapter 3.08 in its entirety to read as herein set out. Former chapter 3.08, §§ 3.08.010—3.08.090, pertained to similar subject matter. See Resolution List for complete derivation.

and responsibilities that are essential for the day-to-day operation of the District. The GM/CEO has delegated the procurement of goods, materials, and services to the Assistant General Manager (AGM) who oversees the Finance and Administration departments, as well as those staff members given specific authority. In addition, the procurement of contracting, engineering, consulting and design for Capital Projects is delegated to the Director of Engineering Services and the Director of Operations, who oversee the Engineering and Operations departments, respectively.

(Res. No. 2015-11-6, § 1, 11-24-2015; Res. No. 2018-7-2, § 1(Exh. A), 7-24-2018; Res. No. 2019-10-4, 10-22-2019)

**3.08.020 Policy statement.**

California law requires all local agencies to formally adopt policies and procedures governing the acquisition of materials, supplies, equipment and services as referenced below.

*"California Government Code Section 54202: Every local agency shall adopt policies and procedures, including bidding regulations, governing purchases of supplies and equipment by the local agency. Purchases of supplies and equipment by the local agency shall be in accordance with said duly adopted policies and in accordance with all provisions of law governing same. No policy, procedure, or regulation shall be adopted which is inconsistent or in conflict with statute."*

The Purchasing Policy shall be reviewed on a biennial basis by the Finance Committee. Proposed changes shall be subject to review and approval by the Board of Directors.

The AGM, Director of Finance and Technology Services and the Finance Manager are designated as the Purchasing Agents for the District and may delegate the administration of the program. The Purchasing

Agents are charged with the responsibility and authority for coordinating and managing the procurement of the District's supplies, services and equipment according to this policy.

The policy outlined herein is to be adhered to by the Purchasing Agents and all District employees when procuring supplies, services and equipment. This Policy strives to define decision making with prudent review and internal control procedures and to maintain departmental responsibility and flexibility in evaluating, selecting, and purchasing, supplies, equipment and services.

This policy is also intended to assist the District and its staff members in maintaining the highest level of integrity in procurement activities and decision making. (Res. No. 2015-11-6, § 1, 11-24-2015; Res. No. 2018-7-2, § 1(Exh. A), 7-24-2018)

#### **3.08.030 Conflict of interest.**

No member, officer, or employee of the District, or their designees or agents, and no public official who exercises authority over or responsibility with respect to purchasing during his or her tenure, or for one year thereafter, shall have any interest, direct or indirect, in any purchase, agreement or sub agreement, or the proceeds thereof, for any purchase or purchase agreement. The full Conflict of Interest Code of the Cucamonga Valley Water District is incorporated herein by reference. (Res. No. 2015-11-6, § 1, 11-24-2015)

#### **3.08.040 Unauthorized purchases.**

Purchase orders shall be issued prior to ordering supplies, equipment and services and not "after the fact" for work already done or materials already ordered.

Except for emergencies, departmental purchases, or other authorized exemptions stated in these guidelines, no purchase of

supplies, services, or equipment shall be made without an authorized purchase order. Otherwise:

A. Such purchases are void and not considered an obligation of CVWD.

B. Invoices without an authorized purchase order may be returned to the vendor unpaid.

C. The person ordering the unauthorized purchase may be held personally liable for the costs of the purchase or contract and may be subject to disciplinary actions. (Res. No. 2015-11-6, § 1, 11-24-2015)

#### **3.08.050 Review audits.**

Compliance with this policy is subject to review at any time by internal or external auditors. It is the responsibility of the CVWD staff member (and their manager) initiating the purchase to maintain records of bids, bid procedures followed, contracts, sole source forms, change orders, authorization signatures and any other relevant documentation.

(Res. No. 2015-11-6, § 1, 11-24-2015; Res. No. 2019-10-4, 10-22-2019)

#### **3.08.060 Authority and responsibility.**

A. Decentralized Procurement Overview. CVWD utilizes a decentralized procurement process in which the responsibility to determine specifications of goods or services, to solicit proper bids (according to bid procedures Section 7), and to obtain proper approvals (according to the Authorization Table Section 6-D) has been delegated to Directors, Managers and Supervisors.

The Purchasing Agents retain the responsibility to review and examine requisitions, bid documents, and contracts. Only the Purchasing Agents will create Purchase Orders and Contracts.

B. Responsibilities of Purchasing Agents. The GM/CEO has delegated the

authority and responsibility of the Purchasing Agent to the AGM, to the Director of Finance and Technology Services and to the Finance Manager. Purchasing Agent authorities and responsibilities include:

- a. Administration of the Purchasing Policy.
- b. Creation of Purchase Orders and Contracts.
- c. Oversee the Purchasing Division including management of the warehouse function and inventory.
- d. Reserved.
- e. Review of bid documents and bidding procedures.
- f. Review of contracts.
- g. Recommend revisions to purchasing procedures when necessary and keep informed of current developments in the field of public purchasing.
- h. Conduct internal audits.
- i. Provide training for District staff on this policy.

**C. Responsibilities of Departments.** The GM/CEO has delegated procurement authority and responsibility to the Assistant General Manager, Directors, Managers, and Supervisors. These authorities and responsibilities shall include:

- a. Enter into contractual obligations on behalf of CVWD for the acquisition of supplies, materials, equipment, and services necessary to support District functions in accordance with this policy manual.
- b. Obtain full and open competition in accordance with prescribed policies and procedures in a manner that presents the best overall value to CVWD.
- c. To anticipate requirements sufficiently in advance to allow adequate time to obtain goods in accordance with the best purchasing practices.
- d. Identify, evaluate and utilize purchasing methods which best meet the needs

of CVWD (e.g. cooperative purchases, contractual agreements, purchasing cards, etc.).

- e. Provide for the fair and equitable treatment of vendors, suppliers, and contractors.
- f. Coordinate vendor relations, locate sources of supply, and evaluate vendor performance.
- g. Supervise the receipt and inspection of all materials, supplies, equipment and services purchased to ensure conformance with specifications.
- h. Recommend the disposition of surplus or unused supplies, materials, equipment, and scrap through sale or other means.
- i. To notify vendors of purchase award when authorized by a Purchasing Agent.
- j. To not "split" orders for the purpose of avoiding procurement requirements. (See definitions.)
- k. Obtain approvals according to the Authorization Table in Section 6-D.

**D. Authorization Table (amounts excluding sales tax).**

Amount up to:	Approval Level
\$5,000	Supervisors
\$25,000	Managers
\$50,000	Directors
\$75,000	Assistant General Manager
\$99,999	General Manager/CEO (Assistant General Manager if GM/CEO is absent)
\$100,000+	Board of Directors

(Res. No. 2015-11-6, § 1, 11-24-2015; Res. No. 2017-10-2, 10-24-2017; Res. No. 2018-7-2, § 1(Exh. A), 7-24-2018; Res. No. 2019-10-4, 10-22-2019)

**3.08.070 Bid requirements and process.**

**A. General.** All procurements for materials, supplies, equipment, services, and construction shall employ competitive bid-



ding whenever practicable. All amounts in this section shall be considered to be before (excluding) sales tax. All procurements of one hundred thousand dollars (\$100,000.00) and over will adhere to the sealed bidding process. The GM/CEO or AGM may grant exceptions to the competitive process for emergency conditions, supply limitation, or other circumstances with justification for such waiver being documented with the acquisition.

Bids shall be awarded to the responsive, responsible, and qualified bidder who submits the lowest bid. In determining the lowest "qualified" bidder, the following elements shall be considered in addition to price:

- a. That the products offered provide the quality, fitness, and capacity for the required usage.
- b. That the bidder has the ability, capacity and skill to perform the contract satisfactorily and within the time required.

c. That the bidder's experience(s) regarding past purchases by the District or other public agencies demonstrates the reliability of the bidder to perform the contract.

When a bid is recommended to be awarded to other than the low bidder, written justification is required. The written statement, signed by the appropriate Supervisor, Manager, Director, AGM, or GM/CEO shall be attached to the purchase requisition or Board report.

When bids are required, every effort should be made to request bids from as many vendors as possible in order to promote competition in the best interest of the District. When the requestor is unable to meet the minimum of 3 documented bids, the requestor must document the requests that were sent and why the vendor(s) declined to submit a bid. This documentation should be more comprehensive depending on the amount of the request.

**B. Bid Requirements Table (amounts excluding sales tax)**

Purchase Amount	Bid Requirements (see exceptions section 8)	Refer to Subsection	PO Required
\$0—\$4,999	Informal quotes	C	NO
\$5,000—\$49,999	Informal Bids	D	YES
\$50,000—\$99,999	RFP/Formal Bids	E	YES
\$100,000 +	RFP/Sealed Bids	F	YES

**C. Informal Quotes.** For purchases less than \$5,000, quotes may be obtained through an informal process (e.g. web browsing or phone calls) and documentation of the bids is recommended but not required. Although bid documents are not required, a requisition and purchase order may be issued to document the purchase if the staff member making the purchase wishes to do so.

Since the purchase may be initiated without a Purchase Order, the accounts payable pro-

cess will require that the invoice be signed by an authorized signor before payment is released.

**D. Informal Bids.** For purchases of five thousand dollars (\$5,000.00) or more but less than fifty thousand dollars (\$50,000.00). A minimum of three (3) bids are required. The bids must be documented and retained on file by the manager of the requesting department. The request for bids must be made in a consistent manner for all vendors meaning that all vendors must receive the

same information regarding specifications and requirements of the product or service. The request must also be transmitted to the vendors in a consistent manner (e.g. mail, email, or verbal quote).

**E. Formal Bids.** For purchases of fifty thousand dollars (\$50,000.00) or more but less than one thousand dollars (\$100,000.00). Bids/Proposals shall be solicited from a minimum of three (3) vendors. A Request for Proposal (RFP) or Invitation for Bids (IFB) must be used to document the specifications and requirements of the product or service. The bids must be received from the vendors in written form and retained on file by the manager of the requesting department.

**F. Sealed Bids.** For purchases of one hundred thousand dollars (\$100,000.00) or more. A formal RFP/sealed bid process is required and contracts shall be awarded in a manner most beneficial to the District. The District shall strive to obtain the best value in awarding contracts, service agreements, and purchase agreements. The following subsections specify certain procedures based on the following four (4) categories:

- Capital Improvement Projects
- Maintenance and Services Agreements
- Professional Services Agreements
- Equipment, Materials and Supplies Purchases

a. **Capital Improvement Projects.** Contracts, valued at one hundred thousand dollars (\$100,000.00) or more, for the erection, construction, alteration, repair, or improvement of any public structure, building, road, or other public improvement, hereinafter referred to as "Capital Improvement Projects, (CIP)", shall be subject to the formal competitive bidding procedures set forth herein unless an exception exists or the Board of Directors determines it is not in the best interest of the District. Project-specific con-

tracts covered by this procedure shall be issued to expire upon completion of the work unless otherwise specified in the written agreement. As required by law, registration with the Department of Industrial Relations for prevailing wage regulations is required for all CIP bidders. When the CIP is funded through a Federal Grant, the District must follow Federal procurement standards listed in the Code of Federal Regulations Sections 200.317 through 200.326 or as required by the grant document.

i. **Call for Bids.** The GM/CEO, or his/her designee, is authorized to create a prequalified bidders list. The bidders may be prequalified on an annual basis or on a project specific basis. Notice inviting sealed bids shall be distributed to prequalified bidders or other interested parties as may be deemed beneficial by the GM/CEO, or his/her designee. If there are no prequalified bidders or if the prequalified bidders list is inadequate, a notice inviting bids may be published once in a newspaper that serves the District.

ii. **Form of Call for Bids.** The invitation for bids shall contain:

- a. A statement as to where the plans and specifications may be obtained,
- b. A general description of the CIP,
- c. A statement that the District will receive sealed bids,
- d. A statement that the contract or contracts for the CIP will be awarded to the lowest responsive, responsible bidder or bidders, but that any or all bids may be rejected,
- e. A statement of the time and place for opening the bids, and
- f. Any such other information as may be required by the District or by law.

iii. **Submission of Bids.** Bids shall be submitted on forms supplied by the District and under sealed cover. Each bid shall be accompanied by cash, a certified or ca-

shier's check, or bond secured from a surety company satisfactory to the District in the amount indicated within the bid documents, made payable to Cucamonga Valley Water District, as bid security.

If the bid is accepted, the Bidder shall execute the contract within the time provided in the contract documents and shall furnish the necessary certificates of insurance and bonds required by the contract documents.

iv. **Opening of Bids.** Bids shall be publicly opened at the time and place specified in the invitation for bids. A minimum of two (2) members of District staff must be present at all sealed bid openings.

v. **Bid Evaluation and Acceptance.** Acceptance of any bid shall be by action of the Board. The Board reserves the right to waive any irregularity, to reject any or all bids, to re-advertise, or to proceed with the CIP or any part of it using District staff.

vi. **Bid Award.** Contracts shall be awarded to the lowest responsive and responsible bidder which will be deemed the best value to the District.

vii. **Relief of Bidders.** A bidder shall not be relieved of its bid unless by consent of the District upon a showing by the bidder to the satisfaction of the District that:

a. A mistake was made;

b. The bidder gave the District written notice within five (5) business days after the opening of bids of the mistake, specifying in the notice in detail how the mistake occurred;

c. The mistake made the bid materially different than the bidder intended it to be; and

d. The mistake was made in filling out the bid and not due to error in judgment or carelessness in inspecting the site of the work or in reading the plans or specifications.

A bidder who claims a mistake or forfeits its bid security shall be prohibited from participating in further bidding on the project on which the mistake was claimed or security forfeited.

viii. **Performance and Payment Bonds.** Any bidder to whom a contract for CIP is awarded under the District's formal competitive bidding procedures shall supply on forms satisfactory to the District, a Faithful Performance Bond in an amount equal to the total contract price.

For any contract for CIP in excess of twenty-five thousand dollars (\$25,000.00), the bidder must also supply a Labor and Material Payment Bond in an amount equal to the total contract price.

Each bond shall be secured from a California admitted surety company that meets all State of California bonding requirements, as defined in California Code of Civil Procedure Section 995.120, and is authorized by the State of California. Each bond shall be accompanied, upon request of the District, with all documents required by California Code of Civil Procedure Section 995.660, to the extent required by law.

ix. **Insurance.** Before work commences, evidence of insurance as required by the contract for CIP must be obtained, reviewed, and accepted by the AGM or his/her designee. A copy of the certificate of insurance will be provided to the District Risk Management Department.

b. **Maintenance and Services Contracts.** This procedure applies to non-professional services agreements that do not involve real property. Examples include: landscape maintenance, janitorial, uniform cleaning, and material hauling.

i. **Contracts for maintenance or services** shall be approved by the Board if the total cost for the initial term of the agreement exceeds one hundred thousand dollars (\$100,000.00).

ii. Project-specific contracts for maintenance and services covered by this procedure shall be issued to expire upon completion of the work unless otherwise specified in the written agreement. Contracts for maintenance and services covered by this procedure shall be issued for an initial term of no more than thirty-six (36) months. The GM/CEO, AGM, Director, or Department Manager may authorize a maximum of one extension of twenty-four (24) months for maintenance and services. Extensions to contracts or agreements valued at more than one hundred thousand dollars (\$100,000.00), shall be approved by the Board of Directors. If an extension to a contract or maintenance agreement causes the total cost of all years to exceed one hundred thousand dollars (\$100,000.00) (even though the original total cost of the agreement was less than one hundred thousand dollars (\$100,000.00)), the extension shall require the approval of the Board.

iii. Before work commences or services are rendered, evidence of insurance as required by the contract or service agreement must be obtained, reviewed, and accepted by the Director, Manager or his/her designee. A copy of the certificate of insurance will be provided to the District Risk Management Department.

c. Professional Services Contracts. A professional services contract is an agreement between the District and a professional service provider. Professional service providers are those entities that provide advice, opinions, or technical expertise. Examples of professional service providers include accountants, actuaries, architects, attorneys, engineers, educational trainers, financial advisors, surveyors, etc. Depending upon the trade, these individuals may or may not hold professional licenses.

Professional services shall be selected on the basis of demonstrated competence

and professional qualifications necessary for the satisfactory performance of the services required.

Contracts for professional services covered by this procedure shall be issued for an initial term of no more than thirty-six (36) months. The GM/CEO, AGM, Director, or Department Manager may authorize a maximum of one extension of twenty-four (24) months for professional services. Extensions to contracts valued at more than one hundred thousand dollars (\$100,000.00), shall be approved by the Board of Directors. If an extension to a contract for professional services causes the total cost of all years to exceed one hundred thousand dollars (\$100,000.00) (even though the original total cost of the agreement was less than one hundred thousand dollars (\$100,000.00)), the extension shall require the approval of the Board.

d. Equipment, Materials, and Supplies Purchases. This procedure applies to purchases of heavy equipment, vehicles, materials, supplies and other tangible goods that are not associated with services or permanent attachment to real property.

i. Detailed specifications of the items must be provided to the bidders in writing.

ii. Brand standardization is allowable if deemed to be in the best interest of the District and documented with a Sole Source Form.

iii. In purchasing equipment or supplies that need to be compatible with existing equipment, or to perform complex or unique functions, the requestor may limit bidding to a specific product type or a brand name product.

(Res. No. 2015-11-6, § 1, 11-24-2015; Res. No. 2017-10-2, 10-24-2017; Res. No. 2018-7-2, § 1(Exh. A), 7-24-2018; Res. No. 2019-10-4, 10-22-2019)