



JOSHUA BASIN WATER DISTRICT
SPECIAL JOINT MEETING OF THE BOARD OF DIRECTORS
AND CITIZENS ADVISORY COMMITTEE
WEDNESDAY NOVEMBER 28, 2012 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 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. 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.
 - A. Approve Draft Minutes of 11 07 2012 Regular Board Meeting
 - B. Approve Check Audit Report for October 2012
 - C. Approve Financial Report for October 2012
 - D. Consider Benefit and Compensation Plan for Management/Supervisory and Exempt Employees (Recommend continuing to January 2, 2013)
7. PRESENTATION ON EMERGENCY PHONE TREE
8. ADOPTION OF RESOLUTIONS FOR GRANTS FOR GROUND WATER RECHARGE PROEJCT
Recommend that the Board take the following action:
 - 1) Adopt a resolution authorizing submittal of a Title XVI Bureau of Reclamation Grant in the amount of about \$2.3 million as authorized at the last meeting;
 - 2) Authorize a resolution authorizing submittal of a Water Smart Water and Energy Efficiency Grant from the Bureau of Reclamation in the amount of \$2 million;
 - 3) Recognize that the General Manager has authorized Dudek Engineering to initiate the Water Smart Energy Efficiency Grant in an amount of approximately \$10,000 to be paid from the General Fund Opportunity Reserve.

Pg. 1-3
Pg. 4-20
Pg. 21-23

Pg. 24-28

- Pg. 29-31 | 9. APPROVE JOB DESCRIPTION FOR CROSS-CONNECTION POSITION
Recommend that the Board approve a new job description for Construction and Maintenance Worker I & II/Cross-Connection Specialist.
- Pg. 32-34 | 10. JOB DESCRIPTION AND SALARY RANGE FOR HUMAN RESOURCES
MANAGER/ADMINISTRATIVE SPECIALIST
Recommend that the Board approve the attached job description and salary range of \$58,597 to \$76,184 for HR Manager/Executive Assistant
11. COMMITTEE REPORTS
A. PUBLIC INFORMATION COMMITTEE: Vice President Luckman and Director Long: Kathleen Radnich, Public Outreach Consultant to report.
B. AD HOC ENGINEERING AND RECHARGE COMMITTEE: Director Long and Director Coate
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. DISTRICT GENERAL COUNSEL REPORT
15. FUTURE AGENDA ITEMS
16. DIRECTORS COMMENTS/REPORTS
17. CLOSED SESSION
18. 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 December 5 at 7:00 pm and December 19 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.

JOSHUA BASIN WATER DISTRICT
Minutes of the
REGULAR MEETING OF THE BOARD OF DIRECTORS
November 7, 2012

1. CALL TO ORDER: 7:00 PM

2. PLEDGE OF ALLEGIANCE

3. DETERMINATION OF QUORUM:

Frank Coate	Present
Bill Long	Present
Mickey Luckman	Present
Mike Reynolds	Present
Gary Wilson	Present

STAFF PRESENT:

Joe Guzzetta, General Manager
Susan Greer, Assistant General Manager/Controller
Keith Faul, GIS Coordinator
Kelly Stewart, Maintenance & Construction II
Marie Salsberry, Executive Secretary

CONSULTANTS PRESENT:

Gil Granito, District Counsel
Kathleen Radnich, Public Outreach Consultant
Deborah Bollinger, Conservation Coordinator

GUESTS 9

4. APPROVAL OF AGENDA

MSC Luckman/Long 5/0 to approve the agenda for the November 7, 2012 Regular Board Meeting.

5. PUBLIC COMMENT

None.

6. CONSENT CALENDAR

MSC Long/Luckman 5/0 to approve the minutes of the October 17, 2012 Regular Board Meeting and to approve the financial report for September 2012.

7. GRANT APPLICATION FOR GROUND WATER RECHARGE PROJECT

General Manager Joe Guzzetta presented the staff report.

MSC Luckman/Long 4/1 to authorize Dudek Engineering to submit a grant application in the amount of approximately \$2 million for the ground water recharge project at a cost of about \$10,000; to authorize the expense to be paid from the General fund Opportunity Reserve and to delay construction of the ground water recharge ponds until it is known whether or not the grant is received.

Coate	Aye
Long	Aye
Luckman	Aye
Reynolds	Aye
Wilson	No

8. BOARD INFORMATIONAL PRESENTATION OF BACKFLOW PREVENTION PROGRAM

Kelly Stewart, Maintenance & Construction II who is also the District's cross-connection control specialist presented information on the backflow prevention program. He explained how backflow can occur, outlined the District's backflow prevention program and explained how different types of cross connection control devices work. Construction & Maintenance Supervisor Jim Corbin thanked Kelly for his work in developing the District's cross-connection control program.

9. CONSERVATION COORDINATOR REPORT

Conservation Coordinator Deborah Bollinger presented information on the District's conservation program, including the implementation of best management practices, elementary school education programs, and public education such as drip irrigation and desert landscape workshops.

10. APPROVE REQUIREMENT FOR OPENING OF NEW WATER ACCOUNTS

Assistant General Manager/Controller Susan Greer reported that the Citizens Advisory Committee (CAC) had discussed the subject of bad debt and she presented the CAC's recommendation to the Board. After discussion the Board took the following action:

MSC Coate/Wilson 5/0 To approve the Citizens Advisory Committee recommendation requiring owners to either take out service in their name or pay off the bad debt after three incidents of tenants leaving bad debt at the owners' property.

11. BOARD MEETING DATES IN NOVEMBER

GM Guzzetta reported that the next Board meeting date is scheduled for the evening before Thanksgiving day.

MSC Luckman/Long 5/0 to approve staff recommendation to cancel the regular meeting of Wednesday November 21 and direct staff to post a special meeting for Wednesday, November 28.

12. COMMITTEE REPORTS

A. PUBLIC INFORMATION COMMITTEE: Vice President Luckman and Director Long; Kathleen Radnich, Public Outreach Consultant reported tomorrow JBWD hosts "The ABCs of Water" on the subject of gray water. The District booth at the Joshua Tree Farmers Market this month features water-related holiday gifts.

B. AD HOC ENGINEERING AND RECHARGE COMMITTEE: Director Long and Director Coate; No report.

13. NOMINATION OF JBWD BOARD MEMBER FOR BOARD OF DIRECTORS OF ASSOCIATION OF SAN BERNARDINO COUNTY SPECIAL DISTRICTS (ASBCSD)

GM Guzzetta reported that there is a vacancy on the ASBCSD Board.

MSC Luckman/Reynolds 5/0 to nominate Mike Reynolds for the ASBCSD board position.

14. PUBLIC COMMENT

None.

15. GENERAL MANAGER REPORT

GM Guzzetta shared the SEMS field report for October that categorized and tracked employee hours spent in various field activities such as mainline leak repair, system maintenance and customer service calls.

GM Guzzetta attended the Mojave Water Agency Technical Advisory Committee meeting where a report was given about upcoming state policies on septic regulation that would include a required minimum lot size of 2.5 acres to qualify for installation of a septic system for new development; and would add requirements for existing septic systems.

16. DISTRICT GENERAL COUNSEL REPORT

District Legal Counsel Gil Granito thanked Kelly Stewart for his presentation. Mr. Granito reviewed a recent Supreme Court decision that held an entity hiring contractors cannot be held responsible for injuries to a contractor's employees resulting from safety violations.

17. FUTURE AGENDA ITEMS

None requested.

18. DIRECTORS COMMENTS/REPORTS

Director Long reported attending the Mojave Water Agency (MWA) Board meeting. Vice President Luckman reported on attending the MWA Technical Advisory Committee meeting. Director Coate commented that Victoria Fuller won the election for the Board vacancy and congratulated her. Vice President Reynolds commented on the possibility of a future state requirement for a minimum of 2.5 acres for septic.

- A. **President to appoint Ad Hoc Board Orientation Committee:** President Reynolds appointed Director Coate to work with staff to develop an orientation procedure for new Board members.

19. CLOSED SESSION:

- A. At this time the Board will go into closed session pursuant to Government Code Section 54957.6 in order for the Board to consult with and instruct the Board's Negotiator and/or Ad Hoc Negotiation Committee charged with the responsibility of negotiating a new Employment Agreement with the District's Management, Supervisory and Confidential Unit Employees.
- B. At this time the Board will go into closed session to confer with Legal Counsel pursuant to Government Code Section 54956.9(c) concerning a matter of potential litigation. [one matter-unidentified].

Legal Counsel Gil Granito commented that for the closed session item 19A the Board's designated negotiator is General Manager Joe Guzzetta. The Board went to closed session at 8:50 pm and returned to open session at 9:40 pm

Counsel Gil Granito reported that the Board considered Item 19 A pursuant to Government Code Section 54957.6 in order for the Board to consult with and instruct the Board's negotiator, General Manager Joe Guzzetta charged with the responsibility of negotiating a new Agreement with the District's Management, Supervisor, and Confidential Unit Employees Unit; and that there was no reportable action.

Counsel Gil Granito and General Manager Joe Guzzetta lead discussion on item 19B pursuant to Government code Section 54956.9c concerning a matter of potential litigation (one matter unidentified); no reportable action was taken.

General Counsel Gil Granito continued discussion of Item 16, District General Counsel Report to state that JBWD v Robert Ellis remains at the Appellate Court and that there is no time certain that the Appellate Court will issue a ruling.

20 ADJOURNMENT 9:42 PM

MSC Long/Luckman 5/0 to adjourn the November 7, 2012 Regular meeting of the Board of Directors.

Respectfully submitted:

Joe Guzzetta, General Manager

The next regular meeting of the Board of Directors is scheduled for November 21, 2012 at 7:00 pm.

CHECK NO	CHECK DATE	STATUS	VENDOR INFO	CHECK AMOUNT
052264	10/12/2012	R 1	CUSTOMER REFUNDS (MISC.) I-000201210081853 FARMERS INSURANCE GR:US REFUND	22.30 ----- 22.30
052265	10/12/2012	R 1	CUSTOMER REFUNDS (MISC.) I-000201210081854 COLLINS, KEITH R :US REFUND	37.67 ----- 37.67
052266	10/12/2012	R 1	CUSTOMER REFUNDS (MISC.) I-000201210081855 TABOR, TIANNA :US REFUND	47.77 ----- 47.77
052267	10/12/2012	R 1	CUSTOMER REFUNDS (MISC.) I-000201210081856 MEYERS, DANIELLE N :US REFUND	100.75 ----- 100.75
052268	10/12/2012	R 1	CUSTOMER REFUNDS (MISC.) I-000201210081857 TATASEO, CHRISTOPHER:US REFUND	66.65 ----- 66.65
052269	10/12/2012	R 1	CUSTOMER REFUNDS (MISC.) I-000201210081858 CHADBOURNE, JAMES :US REFUND	53.35 ----- 53.35
052270	10/12/2012	R 1	CUSTOMER REFUNDS (MISC.) I-000201210081859 KERNER, ANGELA :US REFUND	40.00 ----- 40.00
052271	10/12/2012	R 1	CUSTOMER REFUNDS (MISC.) I-000201210081860 LEVINE-FUNE, EZRA :US REFUND	39.52 ----- 39.52
052272	10/12/2012	R 1	CUSTOMER REFUNDS (MISC.) I-000201210081861 OWENS, LINDSEY A :US REFUND	70.31 ----- 70.31
052273	10/12/2012	R 1	CUSTOMER REFUNDS (MISC.) I-000201210081862 SCHILLACE, ANDREW :US REFUND	14.21 ----- 14.21

CHECK NO	CHECK DATE	STATUS	VENDOR INFO			CHECK AMOUNT
052274	10/12/2012	R	1	CUSTOMER REFUNDS (MISC.)		
				I-000201210081863	WHITE, FRANCOISE :US REFUND	13.44

						13.44
052275	10/12/2012	R	1	CUSTOMER REFUNDS (MISC.)		
				I-000201210081864	COOPER, PERRY :US REFUND	16.36

						16.36
052276	10/12/2012	R	001630	AT&T MOBILITY		
				I-829480028X10052012	COMMUNICATIONS - SEPT 12	933.41

						933.41
052277	10/12/2012	R	001002	BUSINESS CARD		
				I-BA1012	BUSINESS EXPENSES	149.04

						149.04
052278	10/12/2012	R	001004	BUSINESS CARD		
				I-BA1012	TRAINING/PMP PLNT/OFFICE SUPPL	838.43

						838.43
052279	10/12/2012	R	004110	BURRTEC WASTE & RECYCLING SVCS		
				I-BW1012	RECYCLING - OCT 12	54.63
				I-BW1012B	TRASH REMOVAL - OCT 12	248.81
				I-BW1012C	TRASH REMOVAL - OCT 12	79.92

						383.36
052280	10/12/2012	R	000229	C & S ELECTRIC		
				I-1120	ADD OUTLET TO OFFICE BUILDING	190.00

						190.00
052281	10/12/2012	R	000145	CALIFORNIA STATE DISBURSEMENT UNIT		
				I-101212	EE REMITTANCE	198.92

						198.92
052282	10/12/2012	R	001550	CDW GOVERNMENT, INC		
				I-R303846	LAPTOP FOR PMP PLNT TELEMENTRY	1,288.99

						1,288.99
052283	10/12/2012	R	000020	CE PRIME, INC.		
				I-10907	RIGHT OF WAY ACQ: RECHARGE	462.50

						462.50

CHECK NO	CHECK DATE	STATUS	VENDOR INFO		CHECK AMOUNT
052284	10/12/2012	R	001555	CENTRATEL I-121003192101	DISPATCH SERVICES - SEPT 12 344.72 ----- 344.72
052285	10/12/2012	R	001865	COMPUTER GALLERY I-306876	FIELD LAPTOPS 7,520.37 ----- 7,520.37
052286	10/12/2012	R	001901	CSA-20 I-CSA092712	SHADE & HALL RENTAL 194.00 ----- 194.00
052287	10/12/2012	R	002190	CDPH-OCP I-1260456	WATER SYSTEM FEES 7/11-6/12 5,190.68 ----- 5,190.68
052288	10/12/2012	R	002420	DLT SOLUTIONS, INC I-SI200586	2013 AUTOCAD SUBSCRIPT RENEWAL 1,238.50 ----- 1,238.50
052289	10/12/2012	R	002853	ENVIRONMENTAL SCIENCE ASSOC. I-98812 I-99640	RECHARGE PROJECT ADDENDUM 1,940.00 RECHARGE PROJECT ADDENDUM 658.75 ----- 2,598.75
052290	10/12/2012	R	003025	FEDEX I-2-032-39730	SHIPPING: AUDIT PREP 28.71 ----- 28.71
052291	10/12/2012	R	000156	MICHAEL JEAN KLUTTS I-20120810-296 I-20120828-304 I-20120920-309 I-20120920-310 I-20120920-311 I-20120929-320 I-20120929-321	PUMPING PLANT WELL 14 FLOWRATE 651.03 PUMPING PLANT TRANSDUCERS 979.76 E-2-1 ELECTRICAL WORK 991.69 INTEGRATE GF CL2 PUMPS@ WELL15 472.21 INTEGRATE GF CL2 PUMPS @WELL16 365.00 INTEGRATE GF CL2 PUMPS@WELL17 597.21 INTEGRATE GF CL2 PUMPS@WELL10 554.91 ----- 4,611.81
052292	10/12/2012	void		C-CHECK	VOID CHECK 0.00 ----- 0.00

CHECK NO	CHECK DATE	STATUS	VENDOR INFO		CHECK AMOUNT
052293	10/12/2012	R	000058	GARDA CL WEST, INC. I-185-143412	COURIER FEES - OCT 12 444.30 ----- 444.30
052294	10/12/2012	R	003505	LORI PARKER I-7112	VEHICLE REPAIRS 17.00 ----- 17.00
052295	10/12/2012	R	001006	SUSAN GREER I-SG101012	REIMB FOOD: LCW TRAIN'G 5 EE'S 85.89 ----- 85.89
052296	10/12/2012	R	005640	KILLER BEE PEST CONTROL I-2383	BEE REMOVAL 140.00 ----- 140.00
052297	10/12/2012	R	000197	ERICK LUNA I-111	H-1 TANK SLOPE REMEDIATION 27,733.35 ----- 27,733.35
052298	10/12/2012	R	009897	THE MALLANTS CORPORATION	TEMPORARY LABOR 2,565.85 I-2528 TEMPORARY LABOR 2,509.57 I-2532 TEMPORARY LABOR 2,423.67 I-2533 TEMPORARY LABOR 2,541.65 ----- 10,040.74
052299	10/12/2012	VOID		C-CHECK	VOID CHECK 0.00 ----- 0.00
052300	10/12/2012	VOID		C-CHECK	VOID CHECK 0.00 ----- 0.00
052301	10/12/2012	R	006200	HELEN A. MCALLISTER I-5709B	JANITORIAL SERVICES - SEPT 12 580.00 ----- 580.00
052302	10/12/2012	R	006507	McMASTER-CARR SUPPLY COMPANY I-37790724	PUMPLING PLANT SUPPLIES 112.51

CHECK NO	CHECK DATE	STATUS	VENDOR INFO		CHECK AMOUNT
			I-37935728	METER REPAIR	75.38

					187.89
052303	10/12/2012	R	000070	ONLINE INFORMATION SERVICES, INC.	
			I-446659	ID VERIF. SERV. THRU 9/30/12	240.60

					240.60
052304	10/12/2012	R	000236	PAYPRO ADMINISTRATORS	
			I-PP101212	EE FSA DEDUCTIONS 10-12-12	774.17

					774.17
052305	10/12/2012	R	008405	PRECISION ASSEMBLY	
			I-15148	SEPT WATER BILLING & PUBL INFO	1,825.49

					1,825.49
052306	10/12/2012	R	008414	ROBERT L. STEPHENSON	
			I-1224	VIDEO TAPING BD MEETINGS - SEP	200.00

					200.00
052307	10/12/2012	R	008415	PRUDENTIAL OVERALL SPLY.	
			I-20583110	SHOP EXPENSE	141.72

					141.72
052308	10/12/2012	R	009054	KATHLEEN J. RADNICH	
			I-093012-38	PUBLIC RELATIONS SERVICES	489.60

					489.60
052309	10/12/2012	R	000243	RAUCH COMMUNICATION CONSULTANTS, INC.	
			I-SEP-1205REV	STRAGETIC PLANNING WORKSHOP	8,567.13

					8,567.13
052310	10/12/2012	R	009072	LAW OFFICES REDWINE AND SHERRILL	
			I-RS0912	LEGAL SERVICES - SEPT 12	9,376.82

					9,376.82
052311	10/12/2012	R	009878	SOUTHERN CALIFORNIA EDISON	
			I-SCE0912	POWER FOR PUMPING - SEPT 12	23,865.46

					23,865.46
052312	10/12/2012	R	010690	TYLER TECHNOLOGIES	

CHECK NO	CHECK DATE	STATUS	VENDOR INFO	CHECK AMOUNT
			I-025-52883 INSITE TRANS FEES: JUL-SEP	1,745.00

				1,745.00
052313	10/12/2012	R	011615 WESTERN EXTERMINATOR CO.	
			I-WE0912 EXTERMINATOR - SEPT 12	75.00
			I-WE0912B EXTERMINATOR - SEPT 12	33.00

				108.00
052314	10/12/2012	R	012020 XEROX CORPORATION	
			I-064187374 OFFICE EXPENSE 6/30/12-9/21/12	1,165.05

				1,165.05
052315	10/18/2012	R	1 CUSTOMER REFUNDS (MISC.)	
			I-000201210171865 MANTOR, HANS :US REFUND	41.73

				41.73
052316	10/18/2012	R	1 CUSTOMER REFUNDS (MISC.)	
			I-000201210171866 ELLIOTT, WILLIAM R :US REFUND	70.31

				70.31
052317	10/18/2012	R	1 CUSTOMER REFUNDS (MISC.)	
			I-000201210171867 MARAVILLAS, ZACHARY :US REFUND	0.72

				0.72
052318	10/18/2012	R	1 CUSTOMER REFUNDS (MISC.)	
			I-000201210171868 WALKER, VALERIE L :US REFUND	15.97

				15.97
052319	10/18/2012	R	1 CUSTOMER REFUNDS (MISC.)	
			I-000201210171869 KEFU, VENUS M :US REFUND	46.80

				46.80
052320	10/18/2012	R	1 CUSTOMER REFUNDS (MISC.)	
			I-000201210171870 BLASKE, ALICIA A :US REFUND	7.08

				7.08
052321	10/18/2012	R	1 CUSTOMER REFUNDS (MISC.)	
			I-000201210171871 HARRIS, MICHAEL A :US REFUND	83.23

				83.23

CHECK NO	CHECK DATE	STATUS	VENDOR INFO			CHECK AMOUNT
052322	10/18/2012	R	1	CUSTOMER REFUNDS (MISC.)		
				I-000201210171872	GOMEZ, MARTHA L :US REFUND	98.41

						98.41
052323	10/18/2012	R	1	CUSTOMER REFUNDS (MISC.)		
				I-000201210171873	PARKER, ROBERT :US REFUND	65.06

						65.06
052324	10/18/2012	R	1	CUSTOMER REFUNDS (MISC.)		
				I-000201210171874	CHADBOURNE, JAMES :US REFUND	19.10

						19.10
052325	10/18/2012	R	000501	ACWA/JPIA		
				I-ACWA1112	EE HEALTH BENEFIT & EAP OCT 12	10,825.63

						10,825.63
052326	10/18/2012	R	001461	DEBORAH BOLLINGER		
				I-521	WATER CONSERVATION - SEPT 12	2,500.00
				I-522	RECHARGE BASIN CONSULT SEPT 12	450.00
				I-523	CIMIS STATION ANNUAL MAINT	675.00
				I-524	REIMB: CIMIS STATION & DEMO	339.68

						3,964.68
052327	10/18/2012	R	004110	BURRTEC WASTE & RECYCLING SVCS		
				I-BW093012	SHOP YARD CLEAN UP	3,382.92

						3,382.92
052328	10/18/2012	R	001526	CANYON AUTO SERVICES, INC		
				I-7047	VEHICLE REPAIRS	149.14

						149.14
052329	10/18/2012	R	001850	CLINICAL LAB OF S.B. INC		
				I-924013	SAMPLING - SEPT 12	519.00

						519.00
052330	10/18/2012	R	001865	COMPUTER GALLERY		
				I-307047	PRINTER MAINTENANCE - SEPT 12	24.00

						24.00
052331	10/18/2012	R	003015	EUGENE K FAUL		
				I-KF101612	REIMB: BRDRM & LOBBY TV/POSTGE	2,318.67

						2,318.67

CHECK NO	CHECK DATE	STATUS	VENDOR INFO		CHECK AMOUNT
052332	10/18/2012	R	004195	HOME DEPOT CREDIT SERVICES	
			I-HD1012	MAINLINE RPR/PMP PLNT/SHOP EXP	2,245.17

					2,245.17
052333	10/18/2012	R	004720	INLAND WATER WORKS	
			I-245742	INVENTORY	1,610.54
			I-245743	METER REPAIR SUPPLIES	573.45
			I-245744	LARGE METER TESTING SUPPLIES	15.09
			I-245745	INVENTORY	906.18
			I-245782	MTR RPR/LG METER TEST SUPPLIES	137.81
			I-246159	METER REPAIR SUPPLIES	124.02
			I-246160	METER SERVICE REPAIR SUPPLIES	626.42
			I-246161	INVENTORY	347.49

					4,341.00
052334	10/18/2012	VOID			
			C-CHECK	VOID CHECK	0.00

					0.00
052335	10/18/2012	R	005030	JOBS AVAILABLE INC	
			I-JA1012	SUBSCRIPTION	39.00

					39.00
052336	10/18/2012	R	000069	LIONEL GOODROW	
			I-1603	A/C MAINTENANCE	83.00

					83.00
052337	10/18/2012	R	009897	THE MALLANTS CORPORATION	
			I-2536	TEMPORARY LABOR	2,253.66

					2,253.66
052338	10/18/2012	R	006507	McMASTER-CARR SUPPLY COMPANY	
			I-38763587	SHOP EXPENSE & SMALL TOOLS	225.98

					225.98
052339	10/18/2012	R	006790	MOBILE MINI, LLC - CA	
			I-217002524	23' RECORD STORAGE RENTAL	226.71

					226.71
052340	10/18/2012	R	000233	YUCCA VALLEY AUTO PARTS, INC.	
			I-007650	VEHICLE REPAIR	89.94
			I-007654	SHOP EXPENSE	15.60

					105.54

CHECK NO	CHECK DATE	STATUS	VENDOR INFO		CHECK AMOUNT
052341	10/18/2012	R	008300	POSTMASTER I-SD101712	POSTAGE FOR WATER BILLING 3,000.00 ----- 3,000.00
052342	10/18/2012	R	008403	PRECISION GARAGE DOORS & I-23566	GATE REPAIR 170.00 ----- 170.00
052343	10/18/2012	R	009054	KATHLEEN J. RADNICH I-093012-38A	REIMB: PUBLIC RELATIONS SUPPLY 37.93 ----- 37.93
052344	10/18/2012	R	000042	ROMAN, ANNE I-AR101212	REIMB: MILEAGE & POSTAGE 67.26 ----- 67.26
052345	10/18/2012	VOID	009615	MARIE SALSBERY I-MS101612 I-MS101612A	REIMB: ASBCSD DINNER FOR 4 REIMB: MILEAGE 120.00 34.97 ----- 154.97
052346	10/18/2012	R	003596	SUPERMEDIA LLC I-SM1012	MORONGO BASIN ADVERT - OCT 12 22.25 ----- 22.25
052347	10/18/2012	R	010850	UNDERGROUND SERVICE ALERT I-920120336	TICKET DELIVERY SERVICE - SEPT 58.50 ----- 58.50
052348	10/18/2012	R	010990	UTILIQUEST L.L.C. I-187059-Q I-187292-Q	CONTRACT LOCATING EXPENSE CONTRACT LOCATING EXPENSE 225.50 115.04 ----- 340.54
052349	10/18/2012	R	003595	VERIZON CALIFORNIA I-V1012	TELEPHONE (SHOP) - OCT 12 356.70 ----- 356.70
052350	10/18/2012	R	000950	ASSOCIATION OF THE S.B. CO. SPEC. DISTRICTS I-ASBCSD101612	MONTHLY DINNER 10/15/12 120.00 ----- 120.00

CHECK NO	CHECK DATE	STATUS	VENDOR INFO		CHECK AMOUNT
052351	10/18/2012	R	009615	MARIE SALSBERY I-MS101612REVISED REIMB: MILEAGE	34.97 ----- 34.97
052352	10/26/2012	R	1	CUSTOMER REFUNDS (MISC.) I-000201210241875 FIRST CHOICE REALTY :US REFUND	62.13 ----- 62.13
052353	10/26/2012	R	1	CUSTOMER REFUNDS (MISC.) I-000201210241876 BATES, ALICE C :US REFUND	62.13 ----- 62.13
052354	10/26/2012	R	1	CUSTOMER REFUNDS (MISC.) I-000201210241877 MCPHILLIPS, RAMSEY :US REFUND	81.74 ----- 81.74
052355	10/26/2012	R	1	CUSTOMER REFUNDS (MISC.) I-000201210241878 EQUITY ANALYTICS COR:US REFUND	35.66 ----- 35.66
052356	10/26/2012	R	1	CUSTOMER REFUNDS (MISC.) I-000201210241879 ALVARADO, ARTURO :US REFUND	41.64 ----- 41.64
052357	10/26/2012	R	1	CUSTOMER REFUNDS (MISC.) I-000201210241880 LEHMAN, DAVID :US REFUND	40.03 ----- 40.03
052358	10/26/2012	R	000501	ACWA/JPIA I-JPIA093012 WORKERS COMP JUL-SEPT 2012	6,511.97 ----- 6,511.97
052359	10/26/2012	R	000575	AFSCME LOCAL 1902 I-AFSCME1012 EE UNION DUES - OCT 12	448.50 ----- 448.50
052360	10/26/2012	R	000675	AQUA-METRIC SALES COMPANY I-0045309-IN INVENTORY	2,582.40 ----- 2,582.40

CHECK NO	CHECK DATE	STATUS	VENDOR INFO		CHECK AMOUNT
052361	10/26/2012	R	000145	CALIFORNIA STATE DISBURSEMENT UNIT	
			I-102612	EE REMITTANCE	198.92

					198.92
052362	10/26/2012	R	001526	CANYON AUTO SERVICES, INC	
			I-7068	DITCH WITCH MAINTENANCE	61.23

					61.23
052363	10/26/2012	R	001528	CARPI & CLAY, INC	
			I-CC0912	LOBBYIST - SEPT 12	1,750.00

					1,750.00
052364	10/26/2012	R	000020	CE PRIME, INC.	
			I-10917	RIGHT OF WAY ACQ: RECHARGE	980.00
			I-10918	RIGHT OF WAY ACQ: RESVOIR LAND	1,414.47

					2,394.47
052365	10/26/2012	R	001595	CHEM-TECH INTERNATIONAL, INC.	
			I-JBWD155	WATER TREATMENT EXPENSE	1,212.51

					1,212.51
052366	10/26/2012	R	001865	COMPUTER GALLERY	
			I-307053	PLAT. MAINTENANCE - NOV 12	2,937.00
			I-307059	BDR BACKUP SERVICE - NOV 12	1,010.00

					3,947.00
052367	10/26/2012	R	002190	CDPH-OCF	
			I-CDPH-101812	T-1 RENEWAL	55.00

					55.00
052368	10/26/2012	R	002190	CDPH-OCF	
			I-CDPH-102512	D-2 RENEWAL	80.00

					80.00
052369	10/26/2012	R	002213	JOHN ZACCARIA	
			I-12425	OFFICE SUPPLIES	132.62

					132.62
052370	10/26/2012	R	002845	FORTIS BUSINESS MEDIA, LLC. dba	
			I-6377123-2012	CA EMPLOYER ADV RENEWAL	197.00

					197.00

CHECK NO	CHECK DATE	STATUS	VENDOR INFO		CHECK AMOUNT
052371	10/26/2012	R	000205	LORI HERBEL I-LH102512	PUBLIC INFO/FARMER'S MARKET 100.00 ----- 100.00
052372	10/26/2012	R	004201	SCOTT HUDSON I-SH101812	REIMB: MILES: SEPTEMBER 2012 180.93 ----- 180.93
052373	10/26/2012	R	006029	LIEBERT CASSIDY WHITMORE I-156493 I-156494	LEGAL SERVICES - SEPT 12 LEGAL SERVICES - EE MATTERS 150.00 603.00 ----- 753.00
052374	10/26/2012	R	000196	LOUGH CONSTRUCTION I-LC101812	INSTALL TV @ BOARDROOM & LOBBY 225.00 ----- 225.00
052375	10/26/2012	R	009897	THE MALLANTS CORPORATION I-2538	TEMPORARY LABOR 1,357.93 ----- 1,357.93
052376	10/26/2012	R	006504	MC CALL'S METERS, INC. I-23058	REBUILD WELL 14 FLOW METER 1,630.07 ----- 1,630.07
052377	10/26/2012	R	006507	McMASTER-CARR SUPPLY COMPANY I-39247264	SAFETY SUPPLIES 816.08 ----- 816.08
052378	10/26/2012	R	000233	YUCCA VALLEY AUTO PARTS, INC. I-009083	SHOP EXPENSE & SMALL TOOLS 221.88 ----- 221.88
052379	10/26/2012	R	008102	OFFICEMAX CONTRACT INC. C-775903 C-780930 I-745615 I-781142	OFFICE SUPPLIES OFFICE SUPPLIES OFFICE SUPPLIES OFFICE SUPPLIES 17.64CR 35.32CR 980.40 12.05 ----- 939.49
052380	10/26/2012	R	000236	PAYPRO ADMINISTRATORS	

CHECK NO	CHECK DATE	STATUS	VENDOR INFO		CHECK AMOUNT
			I-PP102612	EE FSA DEDUCTIONS 10-26-12	774.17 ----- 774.17
052381	10/26/2012	R	008201	PURCHASE POWER	
			I-PB101212	POSTAGE REFILL FOR METER	500.00 ----- 500.00
052382	10/26/2012	R	008415	PRUDENTIAL OVERALL SPLY.	
			I-20589880	SHOP EXPENSE	98.02 ----- 98.02
052383	10/26/2012	R	009054	KATHLEEN J. RADNICH	
			I-100712-40	PUBLIC RELATIONS SERVICES	525.60
			I-101412-41	PUBLIC RELATIONS SERVICES	529.20 ----- 1,054.80
052384	10/26/2012	R	009880	SOUTHERN CALIFORNIA EDISON CO	
			I-SCE1012	POWER TO BUILDINGS - OCT 12	2,153.74 ----- 2,153.74
052385	10/26/2012	R	000510	TIME WARNER CABLE	
			I-TW1012	CABLE SERVICE - OCT 12	58.32 ----- 58.32
052386	10/26/2012	VOID	000244	UNIQUE LANDSCAPE	
			I-UL101212	CLEAN UP OF DEMO GARDEN	850.00 ----- 850.00
052387	10/26/2012	R	010990	UTILIQUEST L.L.C.	
			I-187584A-Q	CONTRACT LOCATING EXPENSE	119.62
			I-187829-Q	CONTRACT LOCATING EXPENSE	88.90 ----- 208.52
052388	10/26/2012	R	011101	VAGABOND WELDING SUPPLY	
			I-87180	SHOP EXPENSE & SMALL TOOLS	602.00 ----- 602.00
052389	10/26/2012	R	003600	VERIZON CALIFORNIA	
			I-V1012	TELEPHONE (OFFICE) - OCT 12	735.95 ----- 735.95

CHECK NO	CHECK DATE	STATUS	VENDOR INFO		CHECK AMOUNT
052390	10/26/2012	R	000238	WESTBROOK FENCE, INC.	
			I-3672	RECHARGE FENCE CONTRACT- RET	5,724.65

					5,724.65
052391	10/31/2012	R	000095	AIR RESOURCES BOARD (ARB / PERP)	
			I-P-5839-1212	PERP RENEWAL	570.00

					570.00
*900293	10/01/2012	D	004800	INTERNAL REVENUE SERVICE	
			I-IRS PD 9-21-12	FED W/H, SOC SEC, MEDICARE	11,882.76

					11,882.76
900294	10/01/2012	D	002822	EMPLOYMENT DEVELOPMENT	
			I-EDD PD 9/28/12	STATE & SDI W/H	2,389.19

					2,389.19
*900296	10/11/2012	D	001517	CalPERS	
			I-PPE 9-22-12	PAY PERIOD ENDING 9/22/12	8,967.18

					8,967.18
900297	10/15/2012	D	002822	EMPLOYMENT DEVELOPMENT	
			I-EDD PD 10/12/12	STATE & SDI W/H	2,374.25

					2,374.25
900298	10/15/2012	D	004800	INTERNAL REVENUE SERVICE	
			I-IRS PD 10/12/12	FED W/H, SOC SEC, MEDICARE	12,004.32

					12,004.32
900299	10/25/2012	D	001517	CalPERS	
			I-PPE 10-19-12	PAY PERIOD ENDING 10/19/12	9,239.94

					9,239.94
900300	10/29/2012	D	004800	INTERNAL REVENUE SERVICE	
			I-IRS PD 10-26-12	FED W/H, SOC SEC, MEDICARE	13,010.23

					13,010.23
900301	10/29/2012	D	002822	EMPLOYMENT DEVELOPMENT	
			I-EDD PD 10/26/12	STATE & SDI W/H	2,725.70

					2,725.70

CHECK NO	CHECK DATE	STATUS	VENDOR INFO		CHECK AMOUNT
900302	10/31/2012	D	000025	ICMA RC	
			I-900302	457 REMITTANCE - OCT 12	2,205.38

					2,205.38
TOTALS:	137				254,186.81
			LESS - PRIOR MONTH VOIDS:		
				50090	(23.33)
			LESS - CURRENT MONTH VOIDS:		
				52345	(154.97)
				52386	(850.00)

					253,158.51
					=====

DIRECTOR PAYROLL & REIMBURSEMENTS

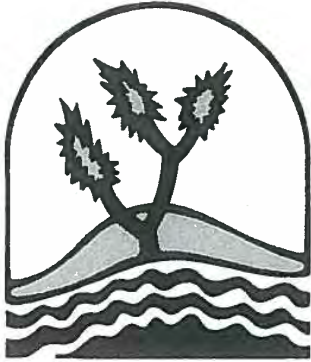
OCTOBER 2012

<u>Check Date</u>	<u>Event Date</u>	<u>Event Description</u>	<u>Pay Description</u>	<u>Amount</u>
<u>COATE, PAUL F</u>				
10/12/2012	10/03/2012	JBWD BOARD MEETING	DIRECTOR'S FEES	173.63
Total:				<u>173.63</u>
=====				
<u>LONG, WILLIAM C</u>				
10/12/2012	09/26/2012	ENGINEERING COM MTG	UNPAID	0.00
10/12/2012	10/03/2012	JBWD BOARD MEETING	DIRECTOR'S FEES	173.63
10/26/2012	10/08/2012	PUBLIC INFO MEETING	UNPAID	0.00
10/26/2012	10/09/2012	ENGINEERING COMMITTEE	UNPAID	0.00
10/26/2012	10/17/2012	RECHARGE COMMITTEE	UNPAID	0.00
Total:				<u>173.63</u>
=====				
<u>LUCKMAN, MICKEY C</u>				
10/12/2012	10/03/2012	JBWD BOARD MEETING	DIRECTOR'S FEES	173.63
10/26/2012	09/01/2012	FARMER'S MARKET	UNPAID	0.00
10/26/2012	09/08/2012	FARMER'S MARKET	UNPAID	0.00
10/26/2012	09/10/2012	PUBLIC INFO COMMITTEE	UNPAID	0.00
10/26/2012	09/13/2012	MWA MEETING	UNPAID	0.00
10/26/2012	09/15/2012	FARMER MKT/JBWD PCNC	UNPAID	0.00
10/26/2012	09/18/2012	OPEN SPACE GROUP	UNPAID	0.00
10/26/2012	09/20/2012	MAC MEETING	UNPAID	0.00
10/26/2012	09/22/2012	FARMER'S MARKET	UNPAID	0.00
10/26/2012	09/25/2012	AGENDA COM & CAC MTG	UNPAID	0.00
10/26/2012	09/27/2012	JT COMMUNITY ASSN	UNPAID	0.00
Total:				<u>173.63</u>
=====				
<u>REYNOLDS, MICHAEL P</u>				
10/12/2012	09/11/2012	ADENDA COMMITTEE MTG	DIRECTOR'S FEES	173.63
10/12/2012	09/17/2012	SPECIAL DISTRICT MTG	DIRECTOR'S FEES	173.63
10/12/2012	09/17/2012	MILES: SPECIAL DIST	REIMBURSEMENT	105.79
10/12/2012	09/25/2012	AGENDA COMMITTEE MTG	DIRECTOR'S FEES	173.63
10/12/2012	09/27/2012	MWA MEETING	DIRECTOR'S FEES	173.63
10/12/2012	09/27/2012	MILES: MWA MEETING	REIMBURSEMENT	76.59
10/12/2012	10/01/2012	COUNTY SUPERVISR MTG	DIRECTOR'S FEES	173.63

<u>Check Date</u>	<u>Event Date</u>	<u>Event Description</u>	<u>Pay Description</u>	<u>Amount</u>
<u>REYNOLDS, MICHAEL P</u>				
10/12/2012	10/01/2012	MILES: COUNTY MTG	REIMBURSEMENT	86.92
10/12/2012	10/03/2012	JBWD BOARD MEETING	DIRECTOR'S FEES	173.63
10/12/2012	10/03/2012	REIMB: MEAL	REIMBURSEMENT	19.60
Total:				<u>1,330.68</u> =====
<u>WILSON, GARY L</u>				
10/12/2012	10/03/2012	JBWD BOARD MEETING	DIRECTOR'S FEES	173.63
Total:				<u>173.63</u> =====

Grand Total: 2,025.20
=====

	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	93,314.34	442,461.00	407,358.81CR	128,416.53	142,820.59
01 -11210	PAYROLL FUND - U	5,000.00	71,230.67	71,230.67CR	5,000.00	10,743.00
01 -11220	CREDIT CARD FUND	73,697.82	80,625.30	75,847.03CR	78,476.09	59,669.41
01 -11300	LAIF - INVESTMEN	647,178.98	7,318.82	88,428.82CR	566,068.98	596,632.26
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	356,210.57	8,809.36	0.00	365,019.93	360,757.34
01 -11307	LAIF - OPPORTUNI	2,000,000.00	0.00	0.00	2,000,000.00	2,000,000.00
01 -11308	LAIF - WELL & BO	50,000.00	0.00	0.00	50,000.00	50,000.00
01 -11309	LAIF - CONSUMER	302,027.55	1,249.86	0.00	303,277.41	302,067.87
01 -11310	LAIF - WATER CAP	95,328.82CR	0.00	0.00	95,328.82CR	95,328.82CR
01 -11313	LAIF - SEWER CAP	187,953.13	318.26	217.11CR	188,054.28	187,956.23
01 -11315	LAIF - CAPITAL P	0.00	0.00	0.00	0.00	0.00
01 -11320	LAIF- CMM REDEMP	178,632.00	808.15	552.53CR	178,887.62	178,638.09
01 -11325	LAIF - CMM RESER	274,370.86	770.43	525.56CR	274,615.73	274,378.38
01 -11330	LAIF - CMM PREPA	2,973.33	8.35	5.70CR	2,975.98	2,973.41
01 -11338	LAIF - HI DESERT	2,410,700.00	116.99	0.00	2,410,816.99	2,410,816.99
<hr/>						
FUND 01	TOTAL	7,488,829.76	613,717.19	644,166.23CR	7,458,380.72	7,484,224.75
<hr/>						
REPORT	TOTALS	7,488,829.76	613,717.19	644,166.23CR	7,458,380.72	7,484,224.75
<hr/>						



JOSHUA BASIN WATER DISTRICT

P.O. BOX 675 • 61750 CHOLLITA ROAD • JOSHUA TREE • CALIFORNIA 92252
 TELEPHONE (760) 366-8438 FAX (760) 366-9528

Cash Flow

October 31, 2012

Beginning Cash			7,488,829.76
SOURCE OF FUNDS:			
Water A/R Collections	272,447.19		
Turn On/Misc	6,255.76		
Consumer Deposits	6,900.00		
Project Deposits	0.00		
Property Taxes G.D.	0.00		
ID #2 Tax Collections	0.00		
Standby Collections - Prior	0.00		
Standby Collections - Current	5,647.50		
CMM Assessment Collections	0.00		
Water Capacity Charges	0.00		
Sewer Capacity Charges	0.00		
Meter Installation Fees	0.00		
Interest	4,670.50		
TOTAL SOURCE OF FUNDS		<u>295,920.95</u>	
FUNDS USED:			
Debt Service	0.00		
Capital Additions	41,937.92		
Operating Expenses	146,421.64		
Employee Funded 457 Transfer	2,205.38		
Bank Transfer Payroll Taxes	44,386.45		
CalPERS Transfer	18,207.12	<u>253,158.51</u>	
Bank Transfer Payroll	71,230.67		
Bank Transfer Fees/Charges	1,980.81	<u>73,211.48</u>	
TOTAL USE OF FUNDS		<u>326,369.99</u>	
Net Increase (Decrease)			<u>(30,449.04)</u>
Cash Balance at End of Period			<u><u>7,458,380.72</u></u>

PROVIDE • PROTECT • PROMOTE

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JOSHUA BASIN WATER DISTRICT
 BOARD REPORT
 AS OF: OCTOBER 31ST, 2012

01 -GENERAL FUND
 FINANCIAL SUMMARY

% OF YEAR COMPLETED: 33.33

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
REVENUES	<u>4,706,850</u>	<u>1,384,256.02</u>	<u>2,660,944.59</u>	<u>0.00</u>	<u>2,045,904.97</u>	<u>56.53</u>
TOTAL REVENUES	4,706,850	1,384,256.02	2,660,944.59	0.00	2,045,904.97	56.53
<u>EXPENSE SUMMARY</u>						
Production	1,054,682	74,988.88	249,868.52	0.00	804,813.48	23.69
Distribution	626,084	50,429.67	164,672.03	0.00	461,411.97	26.30
Customer Service	542,893	46,658.32	151,916.00	0.00	390,977.00	27.98
Administration	560,783	47,447.92	157,442.55	0.00	403,340.29	28.08
Engineering	186,809	14,365.49	60,547.22	0.00	126,261.78	32.41
Finance	423,351	32,239.59	138,653.49	0.00	284,697.51	32.75
Personnel	117,976	4,474.45	16,496.71	0.00	101,479.29	13.98
Legal	104,000	10,129.82	25,798.13	0.00	78,201.87	24.81
Bonds & Loans	595,491	0.00	175,107.45	0.00	420,383.06	29.41
Benefits Allocated	0	0.00	0.00	0.00	0.00	0.00
Field Allocated	0	0.00	0.00	0.00	0.00	0.00
Office allocated	(1)	0.00	0.00	0.00	(0.52)	0.00
Non-departmental	<u>199,214</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>199,214.00</u>	<u>0.00</u>
TOTAL EXPENSES	4,411,282	280,734.14	1,140,502.10	0.00	3,270,779.73	25.85
REVENUE OVER/(UNDER) EXPENSES	295,568	1,103,521.88	1,520,442.49	0.00	(1,224,874.76)	514.41

JOSHUA BASIN WATER DISTRICT
SUPPLEMENTAL DATA SHEET

Special Meeting of the Board of Directors

November 28, 2012

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

TOPIC: ADOPTION OF RESOLUTIONS FOR GRANTS FOR GROUND
WATER RECHARGE PROEJCT

RECOMMENDATION: That the Board take the following action:

- 1) Adopt a resolution authorizing submittal of a Title XVI Bureau of Reclamation Grant in the amount of about \$2.3 million as authorized at the last meeting;
- 2) Authorize a resolution authorizing submittal of a Water Smart Water and Energy Efficiency Grant from the Bureau of Reclamation in the amount of \$2 million;
- 3) Recognize that the General Manager has authorized Dudek Engineering to initiate the Water Smart Energy Efficiency Grant in an amount of approximately \$10,000 to be paid from the General Fund Opportunity Reserve.

ANALYSIS: At the last meeting the Board authorized staff to submit a Title XVI Water Smart Grant to the Bureau of Reclamation and authorized the delay of the Ground Water Recharge ponds project until we learn whether or not the grant will have been approved.

Since the last meeting, a second Bureau of Reclamation Grant, the Water Smart Water and Energy Efficiency Grant, has opened to receive proposals. The maximum amount of this grant is \$2 million.

Applying for both grants would give the District more opportunity to receiving funding for the ground water recharge project. We would expect to be considered for only one of the grants. Due to the short timeframe for submitting both grants, Dudek Engineering has been authorized under the General Manager's authority to prepare a grant proposal at a cost of approximately \$10,000.

Approval of these resolutions will result in the District submitting two grants with the hope of receiving one.

RESOLUTION 12-XXX

A RESOLUTION OF THE JOSHUA BASIN WATER DISTRICT BOARD OF DIRECTORS
SUPPORTING THE SUBMITTAL OF A GRANT PROPOSAL TO THE BUREAU OF
RECLAMATION FOR A PIPELINE AND GROUND WATER RECHARGE FACILITY

WHEREAS, the Mojave Desert Communities and Joshua Basin Water District have experienced a significant increase in growth since the 1980s; and

WHEREAS, studies by the United States Geological Survey (USGS) have determined that there is essentially no net natural recharge of the Joshua Basin or Copper Mountain Basin within the Joshua Basin Water District; and

WHEREAS, these events make it clear that the Joshua Basin is in a condition of overdraft and will have an increased need for water as growth continues; and

WHEREAS, analyses based on the USGS studies indicate that continuing to draw down the aquifer without recharge will result in a lower ground water table, diminished water quality, and resulting problems and costs such as for dry wells, increased pumping costs, and the necessity for water treatment; and

WHEREAS, the JBWD encompasses a community that is disadvantaged by low income levels and high unemployment; and

WHEREAS, notwithstanding the disadvantaged status of the Joshua Tree community, the voters of the JBWD have voted to impose a tax for the purpose of constructing a 70 mile pipeline to bring water to the District's edge which tax has thus far contributed over \$10 million toward payment of the pipeline; and

WHEREAS, due to this self-assessment by the people of Joshua Tree, JBWD is "entitled" to access water from the Mojave Water Agency through the Morongo Pipeline until 2022; and;

WHEREAS, this project would construct a series of groundwater recharge ponds and would construct a pipeline from the existing terminus at the District's boundary, to the proposed ponds; and

WHEREAS the Joshua Basin Water District Groundwater Management Plan, the Joshua Basin Urban Water Management Plan, and the Mojave Water Agency Integrated Regional Water Management Plan all identify the need for and importance of importing water to the JBWD; and

WHEREAS, the United States Department of the Interior Bureau of Reclamation has a water conservation grant available the intent of which is to fund proposals such as the Joshua Basin Water District Pipeline and Ground Water Recharge Facility; and

WHEREAS this project is endorsed by the Mojave Water Agency and has thereby its stakeholders through the Mojave Water Agency Technical Advisory Committee;

NOW THEREFORE, BE IT RESOLVED that the Joshua Basin Water District Board of Directors agrees and authorizes that:

- 1) The Board of Directors supports the proposal being submitted; and
- 2) The Joshua Basin Water District is capable of providing the amount of funding and in-kind contributions specified in the funding plan; and
- 3) If selected for a grant through the WaterSMART: Title XVI Water Reclamation and Reuse Program Funding, Joshua Basin Water District will work with the Bureau of Reclamation to have the project constructed to meet established deadlines; and
- 4) Joshua Basin Water District is the designate for contact/signatory for the award; and
- 5) The Board authorizes the General Manager to sign the application and all related documents that were submitted within the deadline for the grant application.

ADOPTED this 28th day of November, 2012.

By _____
Mike Reynolds, President

Attest _____
Joe Guzzetta, Board Secretary

RESOLUTION 12-XXX

A RESOLUTION OF THE JOSHUA BASIN WATER DISTRICT BOARD OF DIRECTORS
SUPPORTING THE SUBMITTAL OF A GRANT PROPOSAL TO THE BUREAU OF
RECLAMATION FOR A PIPELINE AND GROUND WATER RECHARGE FACILITY

WHEREAS, the Mojave Desert Communities and Joshua Basin Water District have experienced a significant increase in growth since the 1980s; and

WHEREAS, studies by the United States Geological Survey (USGS) have determined that there is essentially no net natural recharge of the Joshua Basin or Copper Mountain Basin within the Joshua Basin Water District; and

WHEREAS, these events make it clear that the Joshua Basin is in a condition of overdraft and will have an increased need for water as growth continues; and

WHEREAS, analyses based on the USGS studies indicate that continuing to draw down the aquifer without recharge will result in a lower ground water table, diminished water quality, and resulting problems and costs such as for dry wells, increased pumping costs, and the necessity for water treatment; and

WHEREAS, the JBWD encompasses a community that is disadvantaged by low income levels and high unemployment; and

WHEREAS, notwithstanding the disadvantaged status of the Joshua Tree community, the voters of the JBWD have voted to impose a tax for the purpose of constructing a 70 mile pipeline to bring water to the District's edge which tax has thus far contributed over \$10 million toward payment of the pipeline; and

WHEREAS, due to this self-assessment by the people of Joshua Tree, JBWD is "entitled" to access water from the Mojave Water Agency through the Morongo Pipeline until 2022; and;

WHEREAS, this project would construct a series of groundwater recharge ponds and would construct a pipeline from the existing terminus at the District's boundary, to the proposed ponds; and

WHEREAS the Joshua Basin Water District Groundwater Management Plan, the Joshua Basin Urban Water Management Plan, and the Mojave Water Agency Integrated Regional Water Management Plan all identify the need for and importance of importing water to the JBWD; and

WHEREAS, the United States Department of the Interior Bureau of Reclamation has a water conservation grant available the intent of which is to fund proposals such as the Joshua Basin Water District Pipeline and Ground Water Recharge Facility; and

WHEREAS this project is endorsed by the Mojave Water Agency and has thereby its stakeholders through the Mojave Water Agency Technical Advisory Committee;

NOW THEREFORE, BE IT RESOLVED that the Joshua Basin Water District Board of Directors agrees and authorizes that:

- 1) The Board of Directors supports the proposal being submitted; and
- 2) The Joshua Basin Water District is capable of providing the amount of funding and in-kind contributions specified in the funding plan; and
- 3) If selected for a grant through the WaterSMART: Water Energy and Efficiency Grant, Joshua Basin Water District will work with the Bureau of Reclamation to have the project constructed to meet established deadlines; and
- 4) Joshua Basin Water District is the designate for contact/signatory for the award; and
- 5) The Board authorizes the General Manager to sign the application and all related documents that were submitted within the deadline for the grant application.

ADOPTED this 28th day of November, 2012.


By _____
Mike Reynolds, President

Attest _____
Joe Guzzetta, Board Secretary

JOSHUA BASIN WATER DISTRICT
SUPPLEMENTAL DATA SHEET

Special Meeting of the Board of Directors

November 28, 2012

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

TOPIC: APPROVE JOB DESCRIPTION FOR CROSS CONNECTION
POSITION

RECOMMENDATION: That the Board approve a new job description for Construction
and Maintenance Worker I & II /Cross-Connection Specialist

ANALYSIS: The backflow, cross-connection program is required by state
law and is a vital program to protect the District's water safety.
The Board recently received a presentation about the program.
There is no job description in the District that specifically
identifies this activity. The program requires special
certification which cannot just be assigned to the Construction
Maintenance job description in general.

The attached job description is similar to the Construction
Maintenance Worker position, but with the specific reference
to the Cross Connection program.

In surveying other water districts, this position does not
require additional compensation.

Approval of the job description will recognize and give
responsibility to a position for this activity.

JOSHUABASIN WATER DISTRICT CLASS DESCRIPTION	Revised _____ DRAFT
Title: CROSS-CONNECTION CONTROL SPECIALIST / CONSTRUCTION & MAINTENANCE II	Status: Non - Exempt

Summary

Under general supervision; performs a variety of skilled assignments including administration of the District's cross-connection program as well as duties of Construction & Maintenance positions such as installation, maintenance & repair of the water system; specifically, transmission & distribution systems & any appurtenances such as fire hydrants, services, air vacuum valves & any fixtures associated with the system. Performs related work & other duties as required.

Distinguishing Characteristics

This is the skilled journey level position in the Construction and Maintenance class series. Positions assigned to this level perform a full range of construction duties under general supervision. Because employee classifications at this level are expected to be fully trained, competent and perform technical skills, such position typically requires significant previous work experience in the appropriate field. This position is subject to on-call duty.

Examples of Duties Include the following; other duties may be assigned:

- Inspects commercial accounts and facilities for possible cross connections.
- Installs, inspects and repairs backflow devices.
- Tests and troubleshoots appurtenances to ensure proper working order.
- Ensures compliance of regulations and responds to complaints regarding cross-connection control issues.
- Helps with water conservation efforts; water audits etc.
- Maintains, installs repairs, chlorinates distribution appurtenances & lines.
- Interprets maps and solves problems with multiple variables.
- Assists contractors and other utilities with the location of facilities via Underground Service Alert.
- Reviews design, as-built drawings, and maps of facilities related to departmental requirements.
- Coordinates work of outside contractors.
- Estimates necessary equipment and materials to complete work assignments.
- Provides written records and field drawings; maintains cross-connection database.
- Develops written procedures, memoranda, data reports, correspondence, related to departmental needs .
- Deals effectively & courteously with customers & general public responding to complaints & inquiries.
- Complies with the District's Injury and Illness Prevention Program.
- May perform a wide range of duties related to the water production system.

Certificates, Licenses, Registrations

Possession of a Class C California operator's license issued by the State Department of Motor Vehicles. Possession of a current D-I Water Distribution Operator's Certificate from the State of California or ability to obtain within 18 months of employment. Possession of a Cross-connection Control Specialist Certificate issued by the American Water Works Association and Backflow Test Certificate issued by the American Water Works Association or the County of San Bernardino. California Grade 1 Water Treatment Certificate desirable. Class A California operator's license issued by the State Department of Motor Vehicles may be required.

EDUCATION and/or EXPERIENCE:

Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be: Two years general maintenance or construction of water services, coursework leading to required certifications and/or experience in cross-connection control/backflow testing.

JOSHUABASIN WATER DISTRICT CLASS DESCRIPTION	Revised _____ DRAFT
Title: CROSS-CONNECTION CONTROL SPECIALIST / CONSTRUCTION & MAINTENANCE II	Status: Non - Exempt

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE OF:

- Installation, maintenance, and repair of backflow assemblies and the prevention of cross-connections.
- Methods, materials, and equipment used in water system installations, maintenance and repair work.
- District policies and procedures related to the Operations and Maintenance Department.
- Laws, rules, regulations and principles of work safety.
- Geography of the District and location of District facilities.
- General computer operations.
- Customer relations techniques.
- Basic mechanical principles.

ABILITY TO:

- Effectively conduct cross-connection control survey; test & repair backflow devices.
- Coordinate and train other staff.
- Follow oral and written direction.
- Operate assigned heavy equipment.
- Use computer systems and software.
- Establish and maintain cooperative working relationships.
- Compile job reports, summary reports and memorandum as directed.
- Use independent judgment and exercise initiative in daily work activities.
- Operate computer system related to departmental needs and requirements.
- Problem solve and troubleshoot field related problems.
- Maintain accurate records and operate a computer.
- Safely operate District vehicles and equipment.
- Calculate dosages; solve field arithmetic.

TYPICAL PHYSICAL ACTIVITIES:


The physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Travels frequently by automobile in conducting daily District business.
- Works in an environment with possible exposure to dust, dirt, fumes, vapors, noise, inclement weather and significant temperature changes.
- Stoops, kneels, crouches, crawls, walks and climbs in performing duties.
- Must be able to carry, push, pull, reach, lift supplies and merchandise weighing up to 50 lbs.
- Regularly uses telephone and radio for communication.
- Hearing and vision within normal ranges.

JOSHUA BASIN WATER DISTRICT
AGENDA REPORT

Special Meeting of the Board of Directors

Date: November 28, 2012

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

TOPIC:

JOB DESCRIPTION AND SALARY RANGE FOR HUMAN RESOURCES
MANAGER/ADMINISTRATIVE SPECIALIST

RECOMMENDATION:

That the Board approve the attached job description and salary range of \$58,597 to \$76,184 for HR Manager/Executive Assistant

ANALYSIS:

During consideration of the 2012-2014 budget the Board was advised that the Human Resources Manager/Administrative Services Supervisor position was being vacated as a cost-savings measure. The Customer Services activities were assigned to the Assistant General Manager as they had been previous to hiring an HR Manager. The Human Resources activities were assigned to the Executive Secretary. A part-time clerical position was also filled.

This reorganization has been in effect for nearly six months on a trial basis and has shown to be an effective cost-savings measure with improved communication and work flow.

It is proposed to continue this re-organization by establishing the position of Human Resources Manager/Administrative Specialist and maintaining the position of Administrative Assistant on a half time basis. As part of the re-organization the Board previously authorized one of the Customer Service positions to be designated as a lead position. The salary range for the Human Resources Manager/Administrative Specialist is proposed at \$76,184 which is half the cost of the previous HR salary and half the cost of the Executive Secretary position. Savings for the entire reorganization are as follows:

Previous HR/Admin Svcs. Supervisor salary	\$83,806
Additional cost of HR Manager/Administrative Specialist position	(7,622)
Additional cost of Lead Customer Service Rep position	(4,246)
<u>Additional cost of part-time clerical position</u>	<u>(19,095)</u>
Net Savings	\$52,843

Approval of the job description and salary range will continue to provide the Human Resources services needed while saving the District a substantial amount of money.

JOSHUABASIN WATER DISTRICT CLASS DESCRIPTION	Revised Description Approved
Title: Human Resources Manager/Administrative Specialist	Status: Exempt

Summary: Under limited supervision, performs a variety simple to complex, confidential, highly responsible human resources duties; performs a variety of skilled confidential, highly responsible administrative duties related to supporting the General Manager and Board of Directors.

Distinguishing Characteristics: This position is characterized by the confidentiality requirements and the high level of relevant skills required to perform the principal duties of the position, the low level of supervisory oversight provided to this position on a routine basis, and the frequency of contact with the Board of Directors. Position exercises regular and substantial independent judgment and procedural knowledge in performing work requiring interpretation of policies and guidelines.

Examples of Duties: The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Assists in developing policies and procedures to ensure compliance with legal requirements and District rules.
- Consistently applies District policies, procedures and rules to subordinates in a legal and equitable manner.
- Reviews employment applications and participates in new employee hiring process.
- Uses independent judgment to solve problems.
- Assists with hiring, promotion, disciplinary and termination process (e.g., writing advertisements, conducting interviews, checking references, conducting investigations) for all District employees.
- Conducts new employee orientations.
- Monitors administrative compliance with personnel policies.
- Administers employee benefits program (including workers' compensation).
- Maintains confidential employee records.
- Oversees DOT drug testing program.
- Assists with bargaining unit negotiations.
- Attends board meetings as required.
- Prepares reports, types correspondence, files as needed.
- Provides Notary service as needed for District business.
- Prepares or oversees preparation of the District's monthly customer newsletter.
- Performs other projects as requested by the General Manager.
- Directs, trains, and assigns the work of clerical staff in making travel arrangements for the Board of Directors and General Manager, preparing and posting agendas, filing Statements of Economic Interest.
- Oversees the maintenance of official District records and responses to public records requests.

Education, Training & Experience: Any combination of experience and/or training that could likely provide the required knowledge and ability to perform the job duties is qualifying. A typical way to acquire the knowledge would be (e.g., completion of at least two years of college level course work with at least 7 years of related experience). Notary Public Commission required.

JOSHUABASIN WATER DISTRICT CLASS DESCRIPTION	Revised Description Approved
Title: Human Resources Manager/Administrative Specialist	Status: Exempt

Skills and Abilities:

- Ability to responsibly and accurately perform skilled and confidential administrative functions using independent judgment
- Knowledge of the laws, rules, principles and practices of supervision, human resources/personnel, computers, District policies, rules and regulations and labor relations.
- Ability to read, understand and carry out complex tasks.
- Ability to work efficiently and productively when completing work tasks.
- Proficient with word processing software.
- Ability to make simple mathematical calculations with speed and accuracy.
- Ability to maintain cooperative and respectful working relationships with those contacted in the course of work.
- Ability to maintain accurate records.
- Knowledge of laws and regulations regarding the management of a water district and the maintenance of records.
- Knowledge of Public Records Act laws and process.
- Knowledge of Brown Act and Conflict of Interest filing laws and requirements.
- Knowledge of District rules, regulations, policies and procedures.
- Working knowledge of office equipment.
- Ability to understand and carryout verbal instructions.
- Ability to read and understand water district terminology.
- Ability to establish and maintain cooperative and respectful working relationships.
- Ability to maintain accurate records.

Physical: Subject to reasonable accommodation in accordance with the requirements of the Americans with Disabilities Act (ADA), possess the ability to lift and/or carry objects (no greater than 20 lbs) on an infrequent basis. Ability to bend, twist, turn, push, pull and reach routinely, as well as perform repetitive motion tasks. Ability to stoop, kneel and crouch routinely. Sits for extended time periods and uses office equipment such as computer terminals, copies and fax machines on a regular basis. Travels by automobile in conducting District business. Requires normal range hearing and vision.

Other: Maintain valid California Class C Driver's License. Position subject to extended work hours, evening meetings, and periodic travel.