



**REGULAR FINANCE COMMITTEE MEETING  
WEDNESDAY, MAY 13, 2020, AT 9:00 AM  
61750 CHOLLITA ROAD, JOSHUA TREE, CA 92252**

In an effort to protect public health and prevent the spread of COVID-19 (Coronavirus), and in accordance with the Governor's Executive Order N-29-20, the public may view or listen to this Finance Committee meeting online, as there will be **no public location for attending in person.**

This meeting will be streamed at <https://us02web.zoom.us/j/83975984903>

or you may join by phone at 1-253-215-8782, Meeting ID: 839 7598 4903

Members of the public, who wish to comment on any item on the agenda, may submit comments by emailing them to Beverly Waszak at [bwaszak@jbwd.com](mailto:bwaszak@jbwd.com) two hours prior to the start of the meeting so the comments may be distributed to the Finance Committee. Written comments shall follow the three-minute prescribed time limit when read during the meeting and will become part of the Finance Committee meeting minutes.

**AGENDA**

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. DETERMINATION OF QUORUM
4. APPROVAL OF AGENDA
5. PUBLIC COMMENT
- Page 3 6. APPROVE MINUTES OF THE PRIOR COMMITTEE MEETING
  - Draft Minutes – March 11, 2020
- Pages 4-20 7. REVIEW MARCH AND APRIL 2020 CHECK REGISTERS – Review and forward to the Board of Directors for approval.
- Pages 21-24 8. CONSIDER AMENDMENT TO ADMINISTRATION CODE TO IDENTIFY BANKING AUTHORITY FOR SIGNING DISTRICT GENERATED CHECK AND INCORPORATING DISTRICT-BASED VOTING REQUIREMENTS – Review and forward to the Board of Directors for approval.

- Pages 25-28
9. 20/21 BUDGET DISCUSSION AND 19/20 MID-TERM REVIEW– For discussion only.
  10. STAFF REPORT – Mark Ban, GM, Susan Greer, AGM-Finance, or Anne Roman, Accountant
  11. ADJOURNMENT -

INFORMATION

During "Public Comment," please use the podium microphone. State your name, have your information prepared, and be ready to provide your comments. The District is interested and appreciates your comments. A 3-minute time limit will be imposed. Any person with a disability who requires accommodation to participate in this meeting should telephone Joshua Basin Water District at (760) 366-8438, at least 48 hours before the meeting to request a disability-related modification or accommodation. Materials related to an item on this Agenda submitted to the Committee after distribution of the agenda packet are available for public inspection in the District's office located at 61750 Chollita Road, Joshua Tree, California 92252 during regular business hours.

JOSHUA BASIN WATER DISTRICT  
Minutes of the  
REGULAR MEETING OF THE FINANCE COMMITTEE  
Wednesday, March 11, 2020  
61750 Chollita Road, Joshua Tree, CA 92252

CALL TO ORDER/PLEDGE OF ALLEGIANCE – President Johnson called the meeting to order at 9:01 a.m.

DETERMINATION OF A QUORUM – President Johnson and Vice President Unger

STAFF PRESENT - Susan Greer, AGM - Finance, Anne Roman, Accountant

GUESTS -3

APPROVAL OF AGENDA -

MSC<sup>1</sup> (Unger/Johnson) motion carried to approve the March 11, 2020, Finance Committee Agenda, with the removal of item #9 Purchase of Real Property to be moved to the Board of Directors meeting under Closed Session.

PUBLIC COMMENT – None

APPROVE MINUTES OF THE PRIOR COMMITTEE MEETING

- Draft Minutes of February 12, 2019

MSC<sup>1</sup> (Unger/Johnson) motion carried to approve the draft minutes of February 12, 2020.

REVIEW FEBRUARY 2020 CHECK REGISTER – Review and forward to the Board of Directors for approval. The Committee reviewed the February 2020 check register and a brief Q&A period followed with the Committee.

MSC<sup>1</sup> (Unger/Johnson) motion carried to refer the February 2020 Check Register to the Board of Directors for approval.

RECEIVE 2<sup>ND</sup> QUARTER ENDING 12/31/19 FINANCIAL REPORT- Receive and refer to the Board of Directors for approval. AGM Greer gave the staff report and a brief Q&A period followed with the Committee.

MSC<sup>1</sup> (Unger/Johnson) motion carried to refer the 2<sup>nd</sup> Quarter Ending 12/31/19 Financial Report to the Board of Directors for approval.

CONSIDER AMENDMENT TO REFUND AGREEMENT POLICY - Review and refer to the Board of Directors for approval of revision to the Refund Agreement payback period from 15 years to the life of the pipeline, along with recommendation to refer topics discussed previously to the Board of Directors for approval; elimination of the H Zone Front Footage Fee and continuation of the CMC Front Footage Fee. AGM Greer gave the staff report and a brief Q&A was followed with the Committee.

MSC<sup>1</sup> (Unger/Johnson) motion carried to refer the Amendment to the Refund Agreement Policy to the Board of Directors for approval.

STAFF REPORT – AGM Greer discussed fuel use and budget changes for the CIRP.

ADJOURNMENT - MSC<sup>1</sup> (Unger/Johnson) to adjourn the Finance Committee meeting at 10:36 a.m.

Respectfully Submitted,

Susan Greer, Assistant General Manager/Controller



Joshua Basin Water District

**\*Check Report JBWD**

By Check Number

Date Range: 03/01/2020 - 03/31/2020

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
Bank Code: AP-AP Cash							
000504 <u>11898</u>	ACTION PUMPING, INC. Invoice	03/11/2020	03/11/2020 PUMPING: SHOP	Regular	0.00 0.00	495.00 495.00	62113
000501 <u>0641313</u>	ACWA/JPIA Invoice	03/11/2020	03/11/2020 EE HEALTH BENEFIT & EAP MAR 20	Regular	0.00 0.00	27,075.87 27,075.87	62114
000501 <u>0643053</u>	ACWA/JPIA Invoice	03/11/2020	03/11/2020 EE HEALTH BENEFIT & EAP APR 20	Regular	0.00 0.00	27,075.87 27,075.87	62115
000575 <u>AFSCME0220</u>	AFSCME LOCAL 1902 Invoice	03/11/2020	03/11/2020 EE UNION DUES - FEB 20	Regular	0.00 0.00	610.86 610.86	62116
013346 <u>9033L</u>	ANDY'S LANDSCAPE & TREE SERVICE INC. Invoice	03/11/2020	03/11/2020 DEMO GARDEN/BUILD MAINT THRU 2/15	Regular	0.00 0.00	775.00 775.00	62117
000950 <u>0074</u>	ASSOCIATION OF THE S.B. CO. SPEC. DISTRICTS Invoice	03/11/2020	03/11/2020 MONTHLY DINNER 02/20: REYNOLDS	Regular	0.00 0.00	35.00 35.00	62118
013863 <u>588606</u>	ATKINSON, ANDELSON, LOYA, RUUD AND ROM Invoice	03/11/2020	03/11/2020 LEGAL SERVICES THRU 1/31/20	Regular	0.00 0.00	2,532.08 2,532.08	62119
000214 <u>CB01810-2287</u> <u>CB01813-2287</u> <u>CC00121-2287</u> <u>CC00716-2287</u> <u>CC00718-2287</u>	BABCOCK LABORATORIES, INC. Invoice Invoice Invoice Invoice Invoice	03/11/2020 03/11/2020 03/11/2020 03/11/2020 03/11/2020	03/11/2020 SAMPLING SAMPLING SAMPLING SAMPLING SAMPLING	Regular	0.00 0.00 0.00 0.00 0.00	676.00 102.00 20.00 252.00 102.00 200.00	62120
013882 <u>27918</u>	BOOT WORLD, INC. #20 Invoice	03/11/2020	03/11/2020 SAFETY BOOTS	Regular	0.00 0.00	1,931.40 1,931.40	62121
001555 <u>200302252101</u>	CENTRATEL LLC Invoice	03/11/2020	03/11/2020 DISPATCH SERVICES - FEB 20	Regular	0.00 0.00	340.91 340.91	62122
013790 <u>41263</u>	COLANTUONO, HIGHSMITH & WHATLEY, PC Invoice	03/11/2020	03/11/2020 LEGAL SERVICES - JAN 20	Regular	0.00 0.00	231.00 231.00	62123
013365 <u>25AR1103176</u> <u>25AR1106425</u>	IMAGE SOURCE Invoice Invoice	03/11/2020 03/11/2020 03/11/2020	03/11/2020 SHOP EXPENSE 2/01/20 - 2/29/20 OFFICE EXPENSE 2/5/20 - 3/4/20	Regular	0.00 0.00 0.00	312.59 100.83 211.76	62124
000196 <u>LC021920</u>	DOUGLAS J LOUGH Invoice	03/11/2020	03/11/2020 PUMPING PLANT SUPPLIES	Regular	0.00 0.00	1,940.00 1,940.00	62125
000229 <u>2912</u>	C & S ELECTRIC Invoice	03/11/2020	03/11/2020 BUILDING MAINTENANCE - OFFICE	Regular	0.00 0.00	420.00 420.00	62126
013222 <u>FC0320</u>	FRONTIER COMMUNICATIONS INC. Invoice	03/11/2020	03/11/2020 HDMC WWTP - TELEPHONE	Regular	0.00 0.00	203.15 203.15	62127
000058 <u>10548622</u>	GARDA CL WEST, INC. Invoice	03/11/2020	03/11/2020 COURIER FEES - MAR 20	Regular	0.00 0.00	751.08 751.08	62128
013797 <u>166699</u>	INFOSEND, INC. Invoice	03/11/2020	03/11/2020 PRINT & MAIL WATER BILL - JAN 20	Regular	0.00 0.00	3,590.18 3,590.18	62129
004720 <u>S1031905.001</u>	INLAND WATER WORKS Invoice	03/11/2020	03/11/2020 METER REPAIR SUPPLIES	Regular	0.00 0.00	2,289.95 1,778.14	62130

\*Check Report JBWD

Date Range: 03/01/2020 - 03/31/20

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	
<u>51031994.001</u>	Invoice	03/11/2020	SMALL TOOLS - DISTRIBUTION	0.00	2,104.76	
<u>51032019.001</u>	Invoice	03/11/2020	SADDLEBACK SUPPLIES	0.00	140.08	
<u>51032019.002</u>	Invoice	03/11/2020	SADDLEBACK SUPPLIES	0.00	45.11	
<u>51032229.001</u>	Credit Memo	03/11/2020	METER REPAIR SUPPLIES	0.00	-1,778.14	
009054	KATHLEEN J. RADNICH	03/11/2020	Regular	0.00	1,566.60	62131
<u>200301-1</u>	Invoice	03/11/2020	PUBLIC RELATIONS SERVICES	0.00	701.40	
<u>200308-1</u>	Invoice	03/11/2020	PUBLIC RELATIONS SERVICES	0.00	865.20	
005640	KILLER BEE PEST CONTROL	03/11/2020	Regular	0.00	80.00	62132
<u>5589</u>	Invoice	03/11/2020	BEE REMOVAL	0.00	80.00	
000205	LORI G. HERBEL	03/11/2020	Regular	0.00	140.00	62133
<u>APRIL20</u>	Invoice	03/11/2020	PUBLIC INFO/FARMER'S MARKET	0.00	140.00	
000156	FORSHOCK	03/11/2020	Regular	0.00	8,061.73	62134
<u>2000024</u>	Invoice	03/11/2020	SCADA IMPROVMENTS - PH 3	0.00	7,818.73	
<u>2000029</u>	Invoice	03/11/2020	MONTHLY SCADA MONITORING	0.00	38.00	
<u>2000030</u>	Invoice	03/11/2020	MONTHLY SCADA MONITORING	0.00	205.00	
006800	MOJAVE WATER AGENCY	03/11/2020	Regular	0.00	15.98	62135
<u>INV02580</u>	Invoice	03/11/2020	PROP 1 IRWM COLORADO FA IMPLEMENT	0.00	15.98	
013881	NATIONAL DEMOGRAPHICS CORPORATION	03/11/2020	Regular	0.00	12,500.00	62136
<u>2020-27</u>	Invoice	03/11/2020	DISTRICTING 2019	0.00	12,500.00	
003930	NBS	03/11/2020	Regular	0.00	630.00	62137
<u>12000016</u>	Invoice	03/11/2020	CMM DELIQUENT LETTERS	0.00	630.00	
000070	ONLINE INFORMATION SERVICES, INC.	03/11/2020	Regular	0.00	207.55	62138
<u>986831</u>	Invoice	03/11/2020	ID VERIF. SERV. THRU 02/29/20	0.00	207.55	
013828	PRO SECURITY SYSTEMS, INC.	03/11/2020	Regular	0.00	445.00	62139
<u>13728</u>	Invoice	03/11/2020	SECURITY UPGRADE @ OFFICE	0.00	445.00	
008415	PRUDENTIAL OVERALL SUPPLY	03/11/2020	Regular	0.00	354.95	62140
<u>22944159</u>	Invoice	03/11/2020	SHOP EXPENSE	0.00	104.23	
<u>22944163</u>	Invoice	03/11/2020	SHOP EXPENSE	0.00	97.37	
<u>22951764</u>	Invoice	03/11/2020	SHOP EXPENSE	0.00	55.98	
<u>22951769</u>	Invoice	03/11/2020	SHOP EXPENSE	0.00	97.37	
009065	RDO EQUIPMENT COMPANY	03/11/2020	Regular	0.00	952.93	62141
<u>P3668545</u>	Credit Memo	03/11/2020	CREDIT: VEHICLE REPAIR: 2019 KENWORT	0.00	-481.00	
<u>W23203</u>	Invoice	03/11/2020	VEHICLE REPAIR: 2019 KENWORTH DUMP	0.00	1,433.93	
013835	4 SPORTS N MORE	03/11/2020	Regular	0.00	374.20	62142
<u>2084</u>	Invoice	03/11/2020	UNIFORMS	0.00	374.20	
008414	PROVIDEO	03/11/2020	Regular	0.00	300.00	62143
<u>1734</u>	Invoice	03/11/2020	VIDEO TAPING & YOU TUBE BD MEETINGS	0.00	300.00	
001932	SAN BERNARDINO COUNTY OFFICE OF THE ASS	03/11/2020	Regular	0.00	10.00	62144
<u>108628</u>	Invoice	03/11/2020	MAP REVISIONS - FEB 20	0.00	10.00	
000091	SAN BERNARDINO COUNTY RECORDER	03/11/2020	Regular	0.00	80.00	62145
<u>SB030320</u>	Invoice	03/11/2020	RELEASE OF LIENS	0.00	80.00	
000091	SAN BERNARDINO COUNTY RECORDER	03/11/2020	Regular	0.00	84.00	62146
<u>SB0211208</u>	Invoice	03/11/2020	RELEASE OF LIENS	0.00	84.00	
000091	SAN BERNARDINO COUNTY RECORDER	03/11/2020	Regular	0.00	24.00	62147
<u>SB031020</u>	Invoice	03/11/2020	RELEASE OF LIENS	0.00	24.00	
013228	SARAH J. JOHNSON	03/11/2020	Regular	0.00	33.52	62148
<u>SJ030420</u>	Invoice	03/11/2020	REIMB: CONFERENCE MILEAGE	0.00	33.52	

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Date Range: 03/01/2020 - 03/31/20

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	03/11/2020	Regular	0.00	151.86	62149
<u>143292</u>	Invoice	03/11/2020	EMERGENCY SATELLITE PHONES - MAR 20	0.00	151.86	
013820	SC FUELS	03/11/2020	Regular	0.00	2,092.77	62150
<u>0763618-JN</u>	Invoice	03/11/2020	FUEL FOR VEHICLES	0.00	678.62	
<u>0763619-JN</u>	Invoice	03/11/2020	FUEL FOR VEHICLES	0.00	1,414.15	
013833	SERVICEMASTER 360 PREMIER CLEANING	03/11/2020	Regular	0.00	1,278.09	62151
<u>181588</u>	Invoice	03/11/2020	JANITORIAL SERVICES - MAR 20	0.00	1,278.09	
VEN01020	SOUTHWEST NETWORKS, INC.	03/11/2020	Regular	0.00	14,792.25	62152
<u>20-2008SC</u>	Invoice	03/11/2020	OFFICE 365 MONTHLY MAINT - MAR 20	0.00	806.00	
<u>20-2055</u>	Invoice	03/11/2020	SUPPLEMENTAL IT SERVICES (AMC) - THR	0.00	166.25	
<u>20-3001SC</u>	Invoice	03/11/2020	IT SERVICES - 4/20 - 6/20	0.00	13,014.00	
<u>20-3009SC</u>	Invoice	03/11/2020	OFFICE 365 MONTHLY MAINT - APR 20	0.00	806.00	
009920	STANDARD INSURANCE CO	03/11/2020	Regular	0.00	1,954.62	62153
<u>ST0320</u>	Invoice	03/11/2020	EE LIFE INSURANCE - MAR 20	0.00	1,954.62	
010690	TYLER TECHNOLOGIES	03/11/2020	Regular	0.00	10,000.00	62154
<u>025-286388</u>	Invoice	03/11/2020	SUPPORT ACCT MANAGER MAINT 1/1/19	0.00	5,000.00	
<u>025-286680</u>	Invoice	03/11/2020	SUPPORT ACCT MANAGER MAINT 1/1/20	0.00	5,000.00	
000023	ULTIMATE MOTORS, INC.	03/11/2020	Regular	0.00	1,330.50	62155
<u>35331</u>	Invoice	03/11/2020	VEHICLE REPAIRS: V28	0.00	1,330.50	
010850	UNDERGROUND SERVICE ALERT	03/11/2020	Regular	0.00	109.00	62156
<u>220200346</u>	Invoice	03/11/2020	TICKET DELIVERY SERVICE - FEB 20	0.00	109.00	
010990	UTILIQUEST L.L.C.	03/11/2020	Regular	0.00	758.20	62157
<u>287064-Q</u>	Invoice	03/11/2020	CONTRACT LOCATING EXPENSE	0.00	229.84	
<u>287298-Q</u>	Invoice	03/11/2020	CONTRACT LOCATING EXPENSE	0.00	116.96	
<u>287606-Q</u>	Invoice	03/11/2020	CONTRACT LOCATING EXPENSE	0.00	411.40	
000327	WATER QUALITY SPECIALISTS	03/11/2020	Regular	0.00	3,310.00	62158
<u>6444</u>	Invoice	03/11/2020	HDMC WWTP: OPERATION & MAINT - FE	0.00	3,310.00	
013809	WEST COAST CIVIL, INC.	03/11/2020	Regular	0.00	79,624.50	62159
<u>1917</u>	Invoice	03/11/2020	ENG: SADDLEBACK MAINLINE REPLACEM	0.00	5,604.50	
<u>1958</u>	Invoice	03/11/2020	ENG: TILFORD MAINLINE REPLACEMENT T	0.00	37,130.00	
<u>1975</u>	Invoice	03/11/2020	ENG: SADDLEBACK MAINLINE REPLACEM	0.00	6,290.00	
<u>1976</u>	Invoice	03/11/2020	ENG: TILFORD MAINLINE REPLACEMENT T	0.00	30,600.00	
011615	WESTERN EXTERMINATOR CO.	03/11/2020	Regular	0.00	1,724.05	62160
<u>7770131</u>	Invoice	03/11/2020	EXTERMINATOR @ OFFICE : JAN - DEC 20	0.00	530.10	
<u>7770132</u>	Invoice	03/11/2020	EXTERMINATOR @ SHOP - JAN - DEC 20	0.00	1,159.95	
<u>7770133</u>	Invoice	03/11/2020	PEST CONTROL SERVICES - SHOP	0.00	34.00	
000233	NAPA AUTO PARTS	03/11/2020	Regular	0.00	339.35	62161
<u>312890</u>	Invoice	03/11/2020	VEHICLE MAINTENANCE: V25	0.00	144.30	
<u>314398</u>	Invoice	03/11/2020	VEHICLE MAINTENANCE: V28	0.00	31.61	
<u>314778</u>	Invoice	03/11/2020	VEHICLE MAINTENANCE: V35	0.00	58.99	
<u>314779</u>	Invoice	03/11/2020	VEHICLE MAINTENANCE: V28 & 35	0.00	14.40	
<u>315052</u>	Invoice	03/11/2020	VEHICLE & VACUUM MAINTENANCE	0.00	90.05	
009500	USDA RURAL DEVELOPMENT	03/02/2020	Manual	0.00	61,704.85	901359
<u>USDA 03/20 LN</u>	Invoice	03/02/2020	CMM INT. - LOAN #2	0.00	61,704.85	
009880	SOUTHERN CALIFORNIA EDISON CO	03/04/2020	Manual	0.00	1,967.53	901360
<u>SCF0220</u>	Invoice	03/04/2020	POWER TO BLDGS & GEN - FEB 20	0.00	1,967.53	
001517	CalPERS	03/06/2020	Manual	0.00	13,502.99	901361
<u>PPE 2-14-20</u>	Invoice	02/28/2020	PAY PERIOD ENDING 2/14/20	0.00	13,502.99	
001517	CalPERS	03/06/2020	Manual	0.00	13,212.46	901362

\*Check Report JBWD

Date Range: 03/01/2020 - 03/31/2020

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<u>PPE 2-28-20</u>	Invoice	03/06/2020	PAY PERIOD ENDING 2/28/20	0.00	13,212.46	
000236	PAYPRO ADMINISTRATORS	03/06/2020	Manual	0.00	135.41	901363
<u>PPE 2-28-20</u>	Invoice	03/06/2020	EE FSA DEDUCTIONS 2-28-20	0.00	135.41	
000248	PAYCHEX	03/06/2020	Manual	0.00	355.04	901364
<u>339128</u>	Invoice	03/06/2020	PAYROLL PROCESSING FEE	0.00	355.04	
009898	SOCALGAS	03/09/2020	Manual	0.00	416.75	901365
<u>GAS0220</u>	Invoice	03/09/2020	HEAT FOR SHOP - THRU 2/14/20	0.00	416.75	
000510	TIME WARNER CABLE	03/10/2020	Manual	0.00	355.72	901366
<u>0008970022220</u>	Invoice	03/10/2020	CABLE & INTERNET - FEB 20	0.00	355.72	
013196	TPX COMMUNICATIONS	03/12/2020	Manual	0.00	505.70	901367
<u>127060621-0</u>	Invoice	03/10/2020	TELEPHONE (OFFICE) - FEB 20	0.00	505.70	
004110	BURRTEC WASTE & RECYCLING SVCS	03/12/2020	Manual	0.00	444.19	901368
<u>BW0320</u>	Invoice	03/12/2020	TRASH & RECYCLING (OFFICE) - MAR 20	0.00	156.51	
<u>BW0320B</u>	Invoice	03/12/2020	TRASH REMOVAL (SHOP) - MAR 20	0.00	287.68	
009878	SOUTHERN CALIFORNIA EDISON	03/12/2020	Manual	0.00	18,283.39	901369
<u>SCE0220</u>	Invoice	03/12/2020	POWER FOR PUMPING - FEB 20	0.00	18,283.39	
000237	COLONIAL LIFE & ACCIDENT INSURANCE CO, IN	03/12/2020	Manual	0.00	2,203.88	901370
<u>3990561_020522</u>	Invoice	03/12/2020	EE LIFE INSURANCE - FEB 20	0.00	2,203.88	
001004	BUSINESS CARD	03/13/2020	Manual	0.00	1,334.79	901371
<u>BA0220</u>	Invoice	03/13/2020	TELEPHONE (OFFICE)/EMPLOYEE TRAININ	0.00	1,334.79	
001011	BUSINESS CARD	03/13/2020	Manual	0.00	8,623.91	901372
<u>BA0220</u>	Invoice	03/13/2020	UNIFORMS/ACWA CONFERENCE/OFFICE S	0.00	8,623.91	
001013	BUSINESS CARD	03/13/2020	Manual	0.00	917.45	901373
<u>BA0220</u>	Invoice	03/13/2020	EMPLOYEE TRAINING/PERSONNEL SUPPLI	0.00	917.45	
001009	BUSINESS CARD	03/13/2020	Manual	0.00	7,280.28	901374
<u>BA0220</u>	Invoice	03/13/2020	OFFICE EQUIP/MAPS & DRAFTING SUPPLI	0.00	7,280.28	
000236	PAYPRO ADMINISTRATORS	03/20/2020	Manual	0.00	135.41	901375
<u>PPE 3-13-20</u>	Invoice	03/20/2020	EE FSA DEDUCTIONS 3-20-20	0.00	135.41	
000248	PAYCHEX	03/20/2020	Manual	0.00	358.00	901376
<u>339402</u>	Invoice	03/20/2020	PAYROLL PROCESSING FEE	0.00	358.00	
001630	AT&T MOBILITY	03/23/2020	Manual	0.00	4,238.45	901377
<u>829480028X0305</u>	Invoice	03/23/2020	COMMUNICATIONS - FEB 20	0.00	4,238.45	
004195	HOME DEPOT CREDIT SERVICES	03/24/2020	Manual	0.00	812.52	901378
<u>HD0220</u>	Invoice	03/24/2020	BUILDING MAINT/PUMPING PLANT/SADD	0.00	812.52	
001517	CalPERS	03/25/2020	Manual	0.00	12,669.17	901379
<u>PPE 3-13-20</u>	Invoice	03/25/2020	PAY PERIOD ENDING 3/13/20	0.00	12,669.17	
VEND1533	PAYMENTUS GROUP INC.	03/30/2020	Manual	0.00	2,656.15	901380
<u>INV-15-100992</u>	Invoice	03/30/2020	CREDIT CARD PROCESSING FEE - FEB 20	0.00	2,656.15	
000025	ICMA RC	03/31/2020	Manual	0.00	6,151.76	901381

\*Check Report JBWD

Date Range: 03/01/2020 - 03/31/20

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	
ICMARC0320	Invoice	03/31/2020	457 REMITTANCE - MAR 20	0.00	6,151.76	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	81	49	0.00	214,611.59
Manual Checks	24	23	0.00	158,265.80
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>105</b>	<b>72</b>	<b>0.00</b>	<b>372,877.39</b>



**JOSHUA BASIN WATER DISTRICT  
UTILITY REFUND REGISTER**

<u>Account Number</u>	<u>Name</u>	<u>Date</u>	<u>Type</u>	<u>Amount</u>	<u>Reference</u>
13-00379-000	MIRAGE COVE PROPERTIES LLC	3/9/2020	Reverse Refund Check Adjustment	-30.68	VOID REFUND CHECK
65-00281-000	KIKUCHI, RAY	3/11/2020	Refund	697.28	Check #: 62111
13-00379-000	MIRAGE COVE PROPERTIES LLC	3/11/2020	Refund	30.68	Check #: 62112
05-00037-006	ALEGRE, TAWNA M	3/11/2020	Refund	36.79	Check #: 62162
09-00024-011	EVANS, GARY A	3/11/2020	Refund	46.22	Check #: 62163
10-00011-005	BECK, SARAH	3/11/2020	Refund	162.36	Check #: 62164
11-00058-012	DESERT REALTY GROUP	3/11/2020	Refund	249.06	Check #: 62165
52-00089-005	OAK PROJECT MANAGEMENT	3/11/2020	Refund	40.02	Check #: 62166
62-00175-015	OAK PROJECT MANAGEMENT	3/11/2020	Refund	123.26	Check #: 62167
65-00294-010	POSADA, ROBERT	3/11/2020	Refund	38.49	Check #: 62168
				<u><b>1,393.48</b></u>	

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

**DIRECTOR PAY**  
02/15/2020 - 03/13/2020

<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	02/19/2020	Director Pay Note: JBWD BOARD MEETING 1/DIR/504/	1.0000	\$173.63	
<b>Totals:</b>					\$173.63	\$0.00
<b>Employee Total:</b>					\$173.63	

<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	02/19/2020	Director Pay Note: JBWD BOARD MEETING 1/DIR/504/	1.0000	\$173.63	
<b>Totals:</b>					\$173.63	\$0.00
<b>Employee Total:</b>					\$173.63	

<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	02/19/2020	Director Pay Note: JBWD BOARD MEETING 1/DIR/504/	1.0000	\$173.63	
		03/11/2020	Director Pay Note: FINANCE COMMITTEE MEETING 1/DIR/504/	1.0000	\$173.63	
<b>Totals:</b>					\$347.26	\$0.00
<b>Employee Total:</b>					\$347.26	

**DIRECTOR PAY**  
02/15/2020 - 03/13/2020

<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	02/19/2020	Director Pay Note: JBWD BOARD MEETING 1/DIR/504/	1.0000	\$173.63	
		02/29/2020	Director Pay Note: 2/25/20 BIG HORN DESERT VIEW WATER DISTRICT BOARD MEETING 1/DIR/504/	1.0000	\$173.63	
		02/29/2020	Director Pay Note: 2/24/20 ASBCSD MEETING 1/DIR/504/	1.0000	\$173.63	
		02/29/2020	Director Pay Note: 2/27/20 MWA BOARD MEETING 1/DIR/504/	1.0000	\$173.63	
		02/29/2020	Mileage / Vehicle Exp Note: 2/27/20 MILES: MWA BOARD MEETING 1/DIR/504/		\$79.93	
		02/29/2020	Mileage / Vehicle Exp Note: 2/24/20 MILES: ASBCSD MEETING 1/DIR/504/		\$102.93	
		02/29/2020	Mileage / Vehicle Exp Note: 2/25/20 MILES: BHDVWD BOARD MEETING 1/DIR/504/		\$25.88	
<b>Totals:</b>					<b>\$903.26</b>	<b>\$0.00</b>
<b>Employee Total:</b>					<b>\$903.26</b>	

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date</u>	<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>
10509	Unger, Rebecca	02/19/2020	Director Pay Note: JBWD BOARD MEETING 1/DIR/504/	1.0000	\$173.63	
		03/11/2020	Director Pay Note: FINANCE 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>	

**Pay Adjustment Summary**

<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>
Director Pay	10.0000	\$1,736.30	
Mileage / Vehicle Exp		\$208.74	

<b>Grand Totals:</b>	<b>\$1,945.04</b>	<b>\$0.00</b>
<b>Grand Total:</b>	<b>\$1,945.04</b>	



Joshua Basin Water District

**\*Check Report JBWD**

By Check Number

Date Range: 04/01/2020 - 04/30/2020

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	
000575	AFSCME LOCAL 1902	04/01/2020	Regular	0.00	623.82	62169
<u>AFSCME0320</u>	Invoice	04/01/2020	EE UNION DUES - MAR 20	0.00	623.82	
013346	ANDY'S LANDSCAPE & TREE SERVICE INC.	04/01/2020	Regular	0.00	775.00	62170
<u>9043L</u>	Invoice	04/01/2020	DEMO GARDEN/BUILD MAINT THRU 3/15/20	0.00	775.00	
013863	ATKINSON, ANDELSON, LOYA, RUUD AND ROMO	04/01/2020	Regular	0.00	3,807.30	62171
<u>589551</u>	Invoice	04/01/2020	LEGAL SERVICES THRU 2/29/20	0.00	570.15	
<u>589552</u>	Invoice	04/01/2020	LEGAL SERVICES THRU 2/29/20	0.00	3,237.15	
000214	BABCOCK LABORATORIES, INC.	04/01/2020	Regular	0.00	1,008.00	62172
<u>CC01222-2287</u>	Invoice	04/01/2020	SAMPLING	0.00	119.00	
<u>CC01319-2287</u>	Invoice	04/01/2020	SAMPLING	0.00	311.00	
<u>CC01348-2287</u>	Invoice	04/01/2020	SAMPLING	0.00	216.00	
<u>CC01904-2287</u>	Invoice	04/01/2020	SAMPLING	0.00	102.00	
<u>CC02578-2287</u>	Invoice	04/01/2020	SAMPLING	0.00	102.00	
<u>CC02692-0385</u>	Invoice	04/01/2020	SAMPLING	0.00	158.00	
013373	CORE & MAIN LP	04/01/2020	Regular	0.00	2,235.81	62173
<u>L967075</u>	Invoice	04/01/2020	INVENTORY	0.00	701.77	
<u>M058498</u>	Invoice	04/01/2020	INVENTORY	0.00	1,534.04	
002565	DUDEK AND ASSOCIATES, INC	04/01/2020	Regular	0.00	19,386.25	62174
<u>202000725</u>	Invoice	04/01/2020	ENG SERV: MULTIPLE PROJECTS THRU 1/31/...	0.00	5,390.00	
<u>202001459</u>	Invoice	04/01/2020	ENG SERV: MULTIPLE PROJECTS THRU 2/28/...	0.00	13,996.25	
003025	FEDEX	04/01/2020	Regular	0.00	20.30	62175
<u>6-970-20009</u>	Invoice	04/01/2020	SHIPPING	0.00	20.30	
013222	FRONTIER COMMUNICATIONS INC.	04/01/2020	Regular	0.00	203.15	62176
<u>FC0420</u>	Invoice	04/01/2020	HDMC WWTP - TELEPHONE	0.00	203.15	
000058	GARDA CL WEST, INC.	04/01/2020	Regular	0.00	751.08	62177
<u>10558224</u>	Invoice	04/01/2020	COURIER FEES - APR 20	0.00	751.08	
013840	GOVOFFICE LLC	04/01/2020	Regular	0.00	4,805.00	62178
<u>11872</u>	Invoice	04/01/2020	WEBSITE HOSTING 2020	0.00	4,805.00	
004018	HACH COMPANY	04/01/2020	Regular	0.00	513.56	62179
<u>11871084</u>	Invoice	04/01/2020	CHLORINE TEST SUPPLIES	0.00	513.56	
013802	HASA, INC.	04/01/2020	Regular	0.00	393.09	62180
<u>674683</u>	Invoice	04/01/2020	WATER TREATMENT EXPENSE	0.00	393.09	
013797	INFOSEND, INC.	04/01/2020	Regular	0.00	3,616.73	62181
<u>168126</u>	Invoice	04/01/2020	PRINT & MAIL WATER BILL - FEB 20	0.00	3,616.73	
004720	INLAND WATER WORKS	04/01/2020	Regular	0.00	1,729.86	62182
<u>S1032566.001</u>	Invoice	04/01/2020	SMALL TOOLS - PRODUCTION	0.00	91.44	
<u>S1032845.001</u>	Invoice	04/01/2020	PUMPING PLANT SUPPLIES	0.00	229.51	
<u>S1032861.001</u>	Invoice	04/01/2020	BUILDING MAINT SUPPLIES - SHOP	0.00	294.05	
<u>S1032862.001</u>	Invoice	04/01/2020	SADDLEBACK SUPPLIES	0.00	1,114.86	
009054	KATHLEEN J. RADNICH	04/01/2020	Regular	0.00	2,083.20	62183
<u>200316-1</u>	Invoice	04/01/2020	PUBLIC RELATIONS SERVICES	0.00	768.60	
<u>200321-1</u>	Invoice	04/01/2020	PUBLIC RELATIONS SERVICES	0.00	663.60	
<u>200329-1</u>	Invoice	04/01/2020	PUBLIC RELATIONS SERVICES	0.00	651.00	

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Date Range: 04/01/2020 - 04/30/2020

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	
006504	MC CALL'S METERS SALES & SERVICE	04/01/2020	Regular	0.00	527.98	62184
<u>32631</u>	Invoice	04/01/2020	PUMPING PLANT SUPPLIES	0.00	527.98	
006507	McMASTER-CARR SUPPLY COMPANY	04/01/2020	Regular	0.00	1,314.24	62185
<u>36054051</u>	Invoice	04/01/2020	SMALL TOOLS/BUILDING MAINT/SHOP EXPE...	0.00	1,314.24	
000156	FORSHOCK	04/01/2020	Regular	0.00	3,161.52	62186
<u>2000025</u>	Invoice	04/01/2020	SCADA IMPROVEMENTS - PH 3	0.00	1,980.53	
<u>2000032</u>	Invoice	04/01/2020	SCADA MAINTENANCE	0.00	1,180.99	
013883	MUNICODE	04/01/2020	Regular	0.00	3,800.00	62187
<u>00340871</u>	Invoice	04/01/2020	CODIFICATION OF RECORDS	0.00	3,800.00	
003930	NBS	04/01/2020	Regular	0.00	6,508.67	62188
<u>32000198</u>	Invoice	04/01/2020	CMM ADMIN FEES - 2ND QTR 20	0.00	2,045.94	
<u>32000199</u>	Invoice	04/01/2020	STANDBY ADMIN FEES - 2ND QTR 20	0.00	4,462.73	
007500	NORTHAMERICAN TRANSPORTATION ASSOCIATIC	04/01/2020	Regular	0.00	110.79	62189
<u>30214</u>	Invoice	04/01/2020	DRUG & ALCOHOL TESTING - 2ND QTR 20	0.00	110.79	
000236	PAYPRO ADMINISTRATORS	04/01/2020	Regular	0.00	55.00	62190
<u>74445</u>	Invoice	04/01/2020	FSA ADMIN FEES - FEB 20	0.00	55.00	
013828	PRO SECURITY SYSTEMS, INC.	04/01/2020	Regular	0.00	1,200.00	62191
<u>12542</u>	Invoice	04/01/2020	ANNUAL MAINTENANCE - OFFICE & SHOP	0.00	1,200.00	
008415	PRUDENTIAL OVERALL SUPPLY	04/01/2020	Regular	0.00	407.40	62192
<u>22959222</u>	Invoice	04/01/2020	SHOP EXPENSE	0.00	55.98	
<u>22959224</u>	Invoice	04/01/2020	SHOP EXPENSE	0.00	134.08	
<u>22966256</u>	Invoice	04/01/2020	SHOP EXPENSE	0.00	103.16	
<u>22966260</u>	Invoice	04/01/2020	SHOP EXPENSE	0.00	114.18	
000225	RICH, AUTUMN	04/01/2020	Regular	0.00	706.06	62193
<u>AR031920</u>	Invoice	04/01/2020	REIMB: OFFICE EQUIPMENT	0.00	706.06	
013228	SARAH J. JOHNSON	04/01/2020	Regular	0.00	1,567.35	62194
<u>51032520</u>	Invoice	04/01/2020	REIMB: OFFICE EQUIPMENT	0.00	1,567.35	
013831	SATMODO LLC	04/01/2020	Regular	0.00	151.86	62195
<u>144926</u>	Invoice	04/01/2020	EMERGENCY SATELLITE PHONES - APR 20	0.00	151.86	
013820	SC FUELS	04/01/2020	Regular	0.00	3,077.65	62196
<u>0770099-IN</u>	Invoice	04/01/2020	FUEL FOR VEHICLES	0.00	2,681.97	
<u>770107D-IN</u>	Invoice	04/01/2020	HDMC WWTP: EMERGENCY GENERATOR FU...	0.00	395.68	
009920	STANDARD INSURANCE CO	04/01/2020	Regular	0.00	1,691.78	62197
<u>ST0420</u>	Invoice	04/01/2020	EE LIFE INSURANCE - APR 20	0.00	1,691.78	
000675	AQUA-METRIC SALES COMPANY	04/01/2020	Regular	0.00	6,222.18	62198
<u>INV0077221</u>	Invoice	04/01/2020	AUTOVIEW MAPPING MODULE	0.00	6,222.18	
010850	UNDERGROUND SERVICE ALERT	04/01/2020	Regular	0.00	142.00	62199
<u>320200336</u>	Invoice	04/01/2020	TICKET DELIVERY SERVICE - MAR 20	0.00	142.00	
013806	UNITED WAY OF THE DESERT	04/01/2020	Regular	0.00	6,650.00	62200
<u>UW033020</u>	Invoice	04/01/2020	LOW INCOME RATE ASSISTANCE PROGRAM	0.00	6,650.00	
010990	UTILIQUEST L.L.C.	04/01/2020	Regular	0.00	620.36	62201
<u>287870-Q</u>	Invoice	04/01/2020	CONTRACT LOCATING EXPENSE	0.00	75.20	
<u>288125-Q</u>	Invoice	04/01/2020	CONTRACT LOCATING EXPENSE	0.00	334.24	
<u>288349-Q</u>	Invoice	04/01/2020	CONTRACT LOCATING EXPENSE	0.00	210.92	
000327	WATER QUALITY SPECIALISTS	04/01/2020	Regular	0.00	3,808.20	62202
<u>6496</u>	Invoice	04/01/2020	HDMC WWTP: OPERATION/MAINT/REPAIR - ...	0.00	3,808.20	
011615	WESTERN EXTERMINATOR CO.	04/01/2020	Regular	0.00	34.00	62203

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Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<u>7847428</u>	Invoice	04/01/2020	PEST CONTROL SERVICES - SHOP	0.00	34.00	
013359	XEROX FINANCIAL SERVICES	04/01/2020	Regular	0.00	612.06	62204
<u>2010866</u>	Invoice	04/01/2020	OFFICE EXPENSE 3/7/20 - 4/6/20	0.00	395.66	
<u>2010867</u>	Invoice	04/01/2020	SHOP EXPENSE 2/27/20 - 3/26/20	0.00	216.40	
000233	NAPA AUTO PARTS	04/01/2020	Regular	0.00	1,046.29	62205
<u>316415</u>	Invoice	04/01/2020	VEHICLE MAINTENANCE: V25	0.00	176.22	
<u>316482</u>	Invoice	04/01/2020	CIRP SUPPLIES	0.00	608.13	
<u>316720</u>	Invoice	04/01/2020	SHOP EXPENSE	0.00	119.45	
<u>316735</u>	Invoice	04/01/2020	VEHICLE MAINTENANCE: V33	0.00	33.14	
<u>316847</u>	Invoice	04/01/2020	CIRP SUPPLIES	0.00	101.75	
<u>317154</u>	Invoice	04/01/2020	SMALL TOOLS - COMBINED	0.00	7.60	
013808	NOBEL SYSTEMS, INC.	04/01/2020	Regular	0.00	30,000.00	62219
<u>14734</u>	Invoice	04/01/2020	TYLER S.O. INTEGRATION & SUBSCRIP: 3/1/2...	0.00	20,200.00	
<u>14748</u>	Invoice	04/01/2020	GIS DATA UPDATES: ASBBUILTS & FIELD NOT...	0.00	9,800.00	
000501	ACWA/JPIA	04/15/2020	Regular	0.00	22,340.22	62220
<u>0644780</u>	Invoice	04/15/2020	EE HEALTH BENEFIT & EAP MAY 20	0.00	22,340.22	
000214	BABCOCK LABORATORIES, INC.	04/15/2020	Regular	0.00	1,634.00	62221
<u>CB00160-2287</u>	Invoice	04/15/2020	HDMC WWTP - SAMPLING	0.00	311.00	
<u>CB00721-2287</u>	Invoice	04/15/2020	HDMC WWTP - SAMPLING	0.00	216.00	
<u>CB01265-2287</u>	Invoice	04/15/2020	HDMC WWTP - SAMPLING	0.00	348.00	
<u>CD00189-2287</u>	Invoice	04/15/2020	SAMPLING	0.00	128.00	
<u>CD00541-2287</u>	Invoice	04/15/2020	SAMPLING	0.00	252.00	
<u>CD00742-2287</u>	Invoice	04/15/2020	SAMPLING	0.00	68.00	
<u>CD00775-2287</u>	Invoice	04/15/2020	HDMC WWTP - SAMPLING	0.00	311.00	
001555	CENTRATEL LLC	04/15/2020	Regular	0.00	392.87	62222
<u>200402252101</u>	Invoice	04/15/2020	DISPATCH SERVICES - MAR 20	0.00	392.87	
013365	IMAGE SOURCE	04/15/2020	Regular	0.00	186.20	62223
<u>25AR1118238</u>	Invoice	04/15/2020	OFFICE EXPENSE 3/5/20 - 4/4/20	0.00	186.20	
VEN01466	FEDAK & BROWN LLP	04/15/2020	Regular	0.00	2,195.00	62224
<u>FB032520</u>	Invoice	04/15/2020	FINANCIAL AUDIT 19/20 - MAR 20	0.00	2,195.00	
009054	KATHLEEN J. RADNICH	04/15/2020	Regular	0.00	1,726.20	62225
<u>2004012-1</u>	Invoice	04/15/2020	PUBLIC RELATIONS SERVICES	0.00	462.00	
<u>200405-1</u>	Invoice	04/15/2020	PUBLIC RELATIONS SERVICES	0.00	1,264.20	
000205	LORI G. HERBEL	04/15/2020	Regular	0.00	175.00	62226
<u>MAY20</u>	Invoice	04/15/2020	PUBLIC INFO/FARMER'S MARKET	0.00	175.00	
000070	ONLINE INFORMATION SERVICES, INC.	04/15/2020	Regular	0.00	195.40	62227
<u>992379</u>	Invoice	04/15/2020	ID VERIF. SERV. THRU 03/31/20	0.00	195.40	
008200	PITNEY BOWES INC.	04/15/2020	Regular	0.00	320.21	62228
<u>3103872651</u>	Invoice	04/15/2020	LEASING CHARGES - 1ST QTR 20	0.00	320.21	
008415	PRUDENTIAL OVERALL SUPPLY	04/15/2020	Regular	0.00	162.34	62229
<u>22973194</u>	Invoice	04/15/2020	SHOP EXPENSE	0.00	103.16	
<u>22973197</u>	Invoice	04/15/2020	SHOP EXPENSE	0.00	59.18	
013833	SERVICEMASTER 360 PREMIER CLEANING	04/15/2020	Regular	0.00	1,278.09	62230
<u>181617</u>	Invoice	04/15/2020	JANITORIAL SERVICES - APR 20	0.00	1,278.09	
VEN01020	SOUTHWEST NETWORKS, INC.	04/15/2020	Regular	0.00	2,733.77	62231
<u>20-3083</u>	Invoice	04/15/2020	SUPPLEMENTAL IT SERVICES (AMC) - THRU 3...	0.00	1,472.50	
<u>20-40055C</u>	Invoice	04/15/2020	OFFICE 365 MONTHLY MAINT - MAY 20	0.00	806.00	
<u>20-4501</u>	Invoice	04/15/2020	OFFICE EQUIPMENT	0.00	59.27	
<u>20-4511</u>	Invoice	04/15/2020	ADDITIONS TO SERVICE CONTRACT	0.00	396.00	

\*Check Report JBWD

Date Range: 04/01/2020 - 04/30/2020

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	
013788	STURDIVAN EMERGENCY MANAGEMENT CONSUL	04/15/2020	Regular	0.00	3,174.00	62232
<u>1118</u>	Invoice	04/15/2020	COMMUNICATION TOOL - 20/21	0.00	3,174.00	
013884	TRENCH SHORING COMPANY	04/15/2020	Regular	0.00	14,543.68	62233
<u>RI20013087</u>	Invoice	04/15/2020	CIRP SUPPLIES	0.00	14,543.68	
010990	UTILIQUEST L.L.C.	04/15/2020	Regular	0.00	273.56	62234
<u>288588-Q</u>	Invoice	04/15/2020	CONTRACT LOCATING EXPENSE	0.00	41.76	
<u>288925-Q</u>	Invoice	04/15/2020	CONTRACT LOCATING EXPENSE	0.00	231.80	
013809	WEST COAST CIVIL, INC.	04/15/2020	Regular	0.00	15,239.00	62235
<u>2002</u>	Invoice	04/15/2020	ENG: TILFORD MAINLINE REPLACEMENT TH...	0.00	15,239.00	
011615	WESTERN EXTERMINATOR CO.	04/15/2020	Regular	0.00	34.00	62236
<u>7930953</u>	Invoice	04/15/2020	PEST CONTROL SERVICES - SHOP	0.00	34.00	
013359	XEROX FINANCIAL SERVICES	04/15/2020	Regular	0.00	616.21	62237
<u>2042282</u>	Invoice	04/15/2020	SHOP EXPENSE 3/27/20 - 4/26/20	0.00	220.55	
<u>2050998</u>	Invoice	04/15/2020	OFFICE EXPENSE 4/7/20 - 5/6/20	0.00	395.66	
000501	ACWA/JPIA	04/27/2020	Regular	0.00	10,104.23	62241
<u>JPIA033120</u>	Invoice	04/27/2020	WORKERS COMP JAN - MAR 20	0.00	10,104.23	
000214	BABCOCK LABORATORIES, INC.	04/30/2020	Regular	0.00	2,108.00	62242
<u>CB01987-2287</u>	Invoice	04/30/2020	HDMC WWTP - SAMPLING	0.00	216.00	
<u>CC01073-2287</u>	Invoice	04/30/2020	HDMC WWTP - SAMPLING	0.00	216.00	
<u>CC01394-2287</u>	Credit Memo	04/30/2020	CREDIT: HDMC WWTP - SAMPLING	0.00	-216.00	
<u>CC02143-2287</u>	Invoice	04/30/2020	HDMC WWTP - SAMPLING	0.00	348.00	
<u>CC02747-2287</u>	Invoice	04/30/2020	HDMC WWTP - SAMPLING	0.00	216.00	
<u>CD01295-2287</u>	Invoice	04/30/2020	HDMC WWTP - SAMPLING	0.00	216.00	
<u>CD01534-2287</u>	Invoice	04/30/2020	SAMPLING	0.00	294.00	
<u>CD01548-2287</u>	Invoice	04/30/2020	HDMC WWTP - SAMPLING	0.00	216.00	
<u>CD01601-2287</u>	Invoice	04/30/2020	SAMPLING	0.00	178.00	
<u>CD01642-2287</u>	Invoice	04/30/2020	HDMC WWTP - SAMPLING	0.00	582.00	
<u>CR:CC02692-0385</u>	Credit Memo	04/30/2020	CREDIT: SAMPLING	0.00	-158.00	
009054	KATHLEEN J. RADNICH	04/30/2020	Regular	0.00	1,674.19	62243
<u>04/19/20-16</u>	Invoice	04/30/2020	PUBLIC RELATIONS SERVICES	0.00	451.99	
<u>04/26/20-16</u>	Invoice	04/30/2020	PUBLIC RELATIONS SERVICES	0.00	1,222.20	
013808	NOBEL SYSTEMS, INC.	04/30/2020	Regular	0.00	14,900.00	62244
<u>14778</u>	Invoice	04/30/2020	GIS DATA UPDATES: WATER RECHARGE PRO...	0.00	5,300.00	
<u>14779</u>	Invoice	04/30/2020	GIS DATA UPDATES: BILLING DATABASE	0.00	9,600.00	
013854	PAPE MACHINERY INC.	04/30/2020	Regular	0.00	1,376.52	62245
<u>PSV513910</u>	Invoice	04/30/2020	HDMC WWTP: LEVEL 2 GENERATOR SERVICE...	0.00	1,071.00	
<u>PSV513912</u>	Invoice	04/30/2020	HDMC WWTP: EQUIPMENT REPAIRS	0.00	305.52	
000510	TIME WARNER CABLE	04/02/2020	Manual	0.00	355.72	901382
<u>0008970032220</u>	Invoice	04/02/2020	CABLE & INTERNET - MAR 20	0.00	355.72	
004110	BURRTEC WASTE & RECYCLING SVCS	04/02/2020	Manual	0.00	444.19	901383
<u>BW0420</u>	Invoice	04/02/2020	TRASH & RECYCLING (OFFICE) - APR 20	0.00	156.51	
<u>BW0470B</u>	Invoice	04/02/2020	TRASH REMOVAL (SHOP) - APR 20	0.00	287.68	
000237	COLONIAL LIFE & ACCIDENT INSURANCE CO, INC.	04/02/2020	Manual	0.00	2,203.88	901384
<u>3990561-0305243</u>	Invoice	04/02/2020	EE LIFE INSURANCE - MAR 20	0.00	2,203.88	
009880	SOUTHERN CALIFORNIA EDISON CO	04/02/2020	Manual	0.00	1,961.08	901385
<u>SCE0320</u>	Invoice	04/02/2020	POWER TO BLDGS & GEN - MAR 20	0.00	1,961.08	
009898	SOCALGAS	04/02/2020	Manual	0.00	205.15	901386
<u>GAS0320</u>	Invoice	04/02/2020	HEAT FOR SHOP - THRU 3/17/20	0.00	205.15	
000236	PAYPRO ADMINISTRATORS	04/03/2020	Manual	0.00	135.41	901387



\*Check Report JBWD

Date Range: 04/01/2020 - 04/30/2020

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<u>PPE 3-27-20</u>	Invoice	04/03/2020	EE FSA DEDUCTIONS 4-3-20	0.00	135.41	
001517	CalPERS	04/10/2020	Manual	0.00	12,649.06	901388
<u>PPE 3-27-20</u>	Invoice	04/10/2020	PAY PERIOD ENDING 3/27/20	0.00	12,649.06	
004110	BURRTEC WASTE & RECYCLING SVCS	04/15/2020	Manual	0.00	487.87	901389
<u>BW033120</u>	Invoice	04/15/2020	TRASH REMOVAL (SHOP) - MAR 20	0.00	487.87	
009878	SOUTHERN CALIFORNIA EDISON	04/16/2020	Manual	0.00	18,387.67	901390
<u>SCE0320</u>	Invoice	04/16/2020	POWER FOR PUMPING - MAR 20	0.00	18,387.67	
000248	PAYCHEX	04/17/2020	Manual	0.00	345.66	901391
<u>340172</u>	Invoice	04/17/2020	PAYROLL PROCESSING FEE	0.00	345.66	
000236	PAYPRO ADMINISTRATORS	04/17/2020	Manual	0.00	135.41	901392
<u>PPE 4-10-20</u>	Invoice	04/17/2020	EE FSA DEDUCTIONS 4-17-20	0.00	135.41	
001004	BUSINESS CARD	04/20/2020	Manual	0.00	909.91	901393
<u>BA0320</u>	Invoice	04/20/2020	TELEPHONE (OFFICE)/WATER CONSERVATIO...	0.00	909.91	
001009	BUSINESS CARD	04/20/2020	Manual	0.00	2,287.02	901394
<u>BA0320</u>	Invoice	04/20/2020	SMALL TOOLS/SHOP EXPENSE/MEMBERSHIP...	0.00	2,287.02	
001011	BUSINESS CARD	04/20/2020	Manual	0.00	3,614.61	901395
<u>BA0320</u>	Invoice	04/20/2020	OFFICE SUPPLIES/EE & DIRECTOR TRAINING...	0.00	3,614.61	
001013	BUSINESS CARD	04/20/2020	Manual	0.00	41.42	901396
<u>BA0320</u>	Invoice	04/20/2020	METER READING SUPPLIES/POSTAGE	0.00	41.42	
004195	HOME DEPOT CREDIT SERVICES	04/20/2020	Manual	0.00	625.43	901397
<u>HD0320</u>	Invoice	04/20/2020	CIRP SUPPLIES & SHOP EXPENSE	0.00	625.43	
013196	TPX COMMUNICATIONS	04/20/2020	Manual	0.00	525.24	901398
<u>128187005-0</u>	Invoice	04/20/2020	TELEPHONE (OFFICE) - MAR 20	0.00	525.24	
001630	AT&T MOBILITY	04/20/2020	Manual	0.00	3,317.67	901399
<u>829480028X0405...</u>	Invoice	04/20/2020	COMMUNICATIONS - MAR 20	0.00	3,317.67	
001517	CalPERS	04/21/2020	Manual	0.00	12,310.37	901400
<u>PPE 4-10-20</u>	Invoice	04/21/2020	PAY PERIOD ENDING 4/10/20	0.00	12,310.37	
VEN01533	PAYMENTUS GROUP INC.	04/22/2020	Manual	0.00	2,738.05	901401
<u>INV-15-101828</u>	Invoice	04/22/2020	CREDIT CARD PROCESSING FEE - MAR 20	0.00	2,738.05	
009880	SOUTHERN CALIFORNIA EDISON CO	04/30/2020	Manual	0.00	1,783.24	901402
<u>SCE0420</u>	Invoice	04/30/2020	POWER TO BLDGS & GEN - APR 20	0.00	1,783.24	
000025	ICMA RC	04/30/2020	Manual	0.00	6,061.76	901403
<u>ICMARC0420</u>	Invoice	04/30/2020	457 REMITTANCE - APR 20	0.00	6,061.76	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	115	61	0.00	212,750.23
Manual Checks	23	22	0.00	71,525.82
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>138</b>	<b>83</b>	<b>0.00</b>	<b>284,276.05</b>

**JOSHUA BASIN WATER DISTRICT  
UTILITY REFUND REGISTER**

<u>Account Number</u>	<u>Name</u>	<u>Date</u>	<u>Type</u>	<u>Amount</u>	<u>Reference</u>
03-00262-007	REYNOLDS, & VICTOR REV REV RE	4/1/2020	Refund	284.07	Check #: 62206
09-00127-007	NORTHRUP, WILLIAM J	4/1/2020	Refund	11.88	Check #: 62207
10-00043-015	ROADRUNNER REALTY	4/1/2020	Refund	192.11	Check #: 62208
10-00289-011	MY DESERT PROPERTIES II LLC	4/1/2020	Refund	124.67	Check #: 62209
11-00232-004	STROM, ANTJE	4/1/2020	Refund	44.53	Check #: 62210
13-00083-007	ZHANG, YUEXIN	4/1/2020	Refund	47.54	Check #: 62211
50-00097-016	DESERT REALTY GROUP	4/1/2020	Refund	57.57	Check #: 62212
52-00127-012	CASTILLO, MADISON	4/1/2020	Refund	37.29	Check #: 62213
53-00057-003	NCEM LLC	4/1/2020	Refund	202.44	Check #: 62214
57-00144-010	DAILEY FAMILY TRUST	4/1/2020	Refund	163.20	Check #: 62215
61-00335-000	SMIRKE, BRIAN W	4/1/2020	Refund	217.95	Check #: 62216
63-00059-009	HAMOOD, AMIR E	4/1/2020	Refund	159.40	Check #: 62217
65-00049-008	ROADRUNNER REALTY	4/1/2020	Refund	196.51	Check #: 62218
50-00097-016	DESERT REALTY GROUP	4/15/2020	Refund	57.57	Check #: 62238
58-00102-004	NIGHT, MORGAN	4/15/2020	Refund	34.43	Check #: 62239
64-99238-000	OMAR, WEISS	4/15/2020	Refund	16.15	Check #: 62240
				<u><b>1,847.31</b></u>	

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

DIRECTOR PAY  
03/14/2020 - 04/10/2020

<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	04/01/2020	Director Pay Note: LEGISLATIVE & PUBLIC INFO COMMITTEE & JBWD BOARD MEETINGS 1/DIR/504/	1.0000	\$173.63		
					Totals:	\$173.63	\$0.00
					Employee Total:	\$173.63	

<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	04/01/2020	Director Pay Note: JBWD BOARD MEETING 1/DIR/504/	1.0000	\$173.63		
					Totals:	\$173.63	\$0.00
					Employee Total:	\$173.63	

<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	03/18/2020	Director Pay Note: CONFERENCE CALL: RE: BOARD OF DIRECTOR'S MEETING 1/DIR/504/	1.0000	\$173.63		
		04/01/2020	Director Pay Note: JBWD BOARD MEETING 1/DIR/504/	1.0000	\$173.63		
					Totals:	\$347.26	\$0.00
					Employee Total:	\$347.26	

<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	04/01/2020	Director Pay Note: JBWD BOARD MEETING 1/DIR/504/	1.0000	\$173.63		
					Totals:	\$173.63	\$0.00
					Employee Total:	\$173.63	

DIRECTOR PAY  
03/14/2020 - 04/10/2020

<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	03/18/2020	Director Pay Note: CONFERENCE CALL: RE: BOARD OF DIRECTOR'S MEETING 1/DIR/504/	1.0000	\$173.63	
		04/01/2020	Director Pay Note: LEGISLATIVE & PUBLIC INFO COMMITTEE & JBWD BOARD MEETINGS 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>	

**Pay Adjustment Summary**

<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>	<u>Grand Totals:</u>	<u>\$1,215.41</u>	<u>\$0.00</u>
Director Pay	7.0000	\$1,215.41		<b>Grand Total:</b>	<b>\$1,215.41</b>	

JOSHUA BASIN WATER DISTRICT  
MEETING AGENDA REPORT

Meeting of the Finance Committee

May 13, 2020

Report to: Committee

Prepared by: Susan Greer

TOPIC: CONSIDER AMENDMENT TO ADMINISTRATION CODE FOR THE FOLLOWING PURPOSES:

1. TO IDENTIFY BANKING AUTHORITY FOR SIGNING DISTRICT-GENERATED CHECKS, AND
2. INCORPORATING DISTRICT-BASED VOTING REQUIREMENTS

RECOMMENDATION: Review and forward to the Board of Directors for approval of Resolution No. 20-1019.

**ANALYSIS:**

While working on the codification process, I identified a few items that would better serve the District by being incorporated within the Administration Code. Formally incorporating such policies into the Admin Code will ensure that they are easily located, not lost or forgotten over time, and adhered to.

First, I noticed that the District has not issued a resolution authorizing specific bank signers for several years. A few years ago, the bank procedure changed, requiring new signers to go directly to the bank to sign the signature cards. In the past, that signature card process was handled by the District, typically after a board meeting in which we adopted a resolution authorizing those new signers. Somehow, through that new bank process, we stopped issuing the resolutions authorizing the signers, and while the bank doesn't require the resolutions, they do require that those who sign are "authorized."

In lieu of having to issue a new resolution each time changes are made; I believe a simpler and better documented process is to add the authorizing language to the Administration Code. We can authorize those signers by title and the only time action is needed is when those titles change, or additional titles need to be authorized.

The proposed policy is based on the current procedure, which has been in place and has worked for decades, as identified below, with the addition of the proposed Director of Finance title:

Authorized check signers or electronic payment approvers would be any seated Board Member/Director, General Manager, AGM/Controller and Director of Finance.

All approvers may sign an unlimited disbursement amount when the disbursement has been authorized as specified by the Purchasing Policy and/or the Administration Code. Each disbursement under \$5,000 requires one Staff and one Director signature. Each disbursement \$5,000 or over requires three signatures, to include at least one Staff and one Director signature. Signature exceptions authorized for urgent checks, such as to avoid a late payment fee, or to avert or fix an emergency, allows for the appropriate number of signers based on check amount, without regard to the number of Staff and/or Director signers.

Next, the Board began the district-based process for election for Board members in February 2019 and adopted the final map by resolution on May 1, 2019. This policy should be more formally incorporated into the District's policies. Ordinance 19-10 spells out the requirements and provides much of the language in the proposed Admin Code policy.

FISCAL IMPACT: N/A

**RESOLUTION NO. 20-1019**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
JOSHUA BASIN WATER DISTRICT AMENDING THE DISTRICT'S  
ADMINISTRATION CODE TO ADD AUTHORIZATION FOR CHECK  
SIGNERS/ELECTRONIC PAYMENT APPROVERS  
AND REQUIREMENTS FOR DISTRICT-BASED BOARD MEMBER ELECTIONS**

**WHEREAS**, the Administration Code as adopted and amended memorializes various policies as approved by the Board of Directors; and

**WHEREAS**, the District needs to authorize check signers for banking purposes; and

**WHEREAS**, the District-based election requirements for Board members should be incorporated into the Administration Code.

**NOW THEREFORE BE IT RESOLVED** that the following sections are added to the Administration Code:

**ARTICLE 12, MISCELLANEOUS ADMINISTRATIVE POLICIES.**

**12.01 Authorized Bank Account Signers/Electronic Payment Approvers**

The Board of Directors authorizes the following individuals by title as check signers or electronic payment approvers for the District's bank accounts:

Any legally elected or appointed member of the Board of Directors  
General Manager  
Assistant General Manager/Controller  
Director of Finance

All designated signers/approvers may sign an unlimited disbursement amount when the disbursement has been authorized as specified by the Purchasing Policy and/or the Administration Code.

Each disbursement under \$5,000 requires one Staff and one Director signature.

Each disbursement \$5,000 or over requires three signatures, to include at least one Staff and one Director signature.

There are signature exceptions for emergency checks, allowing for the appropriate number of signers based on the amount of the check, in any combination of Staff and/or Directors. Emergency checks are defined as timely payments required to avoid late payment penalty or credit consequence, and advance payment required to avert or fix an emergency.

## **ARTICLE 2, BOARD OF DIRECTORS**

### **ARTICLE 2.06 Elections of Members of the Board of Directors**

#### **2.06.01 General**

The Joshua Basin Water District is governed by an elected Board of Directors. Pursuant to Ordinance 19-10, elections of Directors are based on a district-based method as of May 1, 2019. Required public hearings were held prior to implementation of the district-based voting districts, resulting in a map identifying the five (5) voting districts, one for each Director. The boundaries and identifying number of each voting district shall be as depicted on the Joshua Basin 2019 Districting Map No. 103, a copy of which is attached as Exhibit A to Ordinance 19-10.

#### **2.06.02 Process**

Members of the Board of Directors shall be elected in the voting districts established by Ordinance 19-10. Elections shall take place by district, meaning that one director shall be elected from each district by the voters of that district alone. A Director elected or appointed to represent a district must reside in that district and be a registered voter in that district. Any candidate for the Board must reside in and be a registered voter in the district in which he or she seeks election at the time the nomination papers are issued.

#### **2.06.03 Implementation**

The district-based election system will be implemented beginning with the regular election of the Board of Directors in 2020. Members of the Board of Directors shall be elected in Districts 3, 4, and 5 in 2020 and every four years thereafter. Members of the Board of Directors shall be elected in Districts 1 and 2 in 2022 and every four years thereafter. The Directors in office as of May 1, 2019 when voting districts were established shall continue in office until the expiration of the term for which he or she was elected. In the event a vacancy occurs before the expiration of the term of a Director in office as of May 1, 2019, a person who is appointed or elected by special election to fill such vacancy may reside anywhere in the district. The term of each Director elected to the Board of Directors is four years.

#### **2.06.04 Adjustment of Boundaries**

Pursuant to Elections Code 22000, the Board of Directors shall adjust the boundaries of any or all the voting districts following each decennial federal census to ensure the districts are following all applicable provisions of law.

**PASSED, APPROVED AND ADOPTED** this 20th day of May, 2020 by the Joshua Basin Water District Board of Directors by the following vote:

Ayes:

Noes:

Abstain:

Absent:

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Robert Johnson, President  
Joshua Basin Water District

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Mark Ban, General Manager and Board Secretary  
Joshua Basin Water District



JOSHUA BASIN WATER DISTRICT  
MEETING AGENDA REPORT

Meeting of the Finance Committee

May 13, 2020

Report to: Committee

Prepared by: Anne Roman, Accountant, and Susan Greer, Controller

TOPIC: 20/21 BUDGET DISCUSSION and 19/20 MID-TERM REVIEW

RECOMMENDATION: DISCUSSION ONLY

ANALYSIS:

Our “routine” budget preparation process has been anything but routine this year, in large part due to the COVID 19 uncertainties and accommodations. In anticipation of potential longer-term revenue impacts and, without a formal long-term financial plan in place, it is incumbent upon us to consider the upcoming 20/21 budget year with a broader perspective. In addition, we will review the current 19/20 budget year more closely through this process. We will begin our discussions on a high level, first addressing potential revenue shortfalls, then consider some suggestions to temporarily mitigate those potential shortfalls.

Discussion of revenues this year must consider potential impacts related to COVID 19. Unfortunately, the timing couldn't be more difficult for budget purposes, as we currently have only one-half month of water use and revenue data related to the “Great Shutdown” that began in California on March 20. Some discussion points related to water use follow:

- July 2019 through April 2020 water use is less than the prior year.
- Water use for the months of March and April 2020 are more than last year.
- Water use typically increases between March and April by double digits; this year that increase was less than 1%.
- Water use data for the first full month of the shutdown will not be available until late May.
- While some JT businesses are shutdown, our largest users are still in business.
- Water use for residential customers may actually increase as a result of more time at home.

With the longer-term effects of COVID 19 and the resulting economic situation unknown and because we use a conservative approach with our budgeting, we're proposing the below revenue adjustments at the offset with intent to reassess as more information becomes available.

- Metered water sale revenues will be reduced by 5%, approximately \$156,000, to account for potential water use decreases.
- Standby revenues are reduced by 10%, approximately \$114,000.
- Property taxes are not impacted because we participate in the Teeter Plan.

In the expense side of the budget, the majority of savings realized in 19/20 and projected for 20/21 are related to unfilled staff positions.

The **19/20 proposed Mid-term Operating budget** expenses were reduced significantly by the vacant AGM of Operations salary and benefits. In addition, the Purchasing/Contracts position was vacated by the end of March, reducing the salary and benefits by a three-month savings. Additionally, one CIRP crew position went unfilled for the majority of the year but that expense reduction is not yet reflected in this version of the budget.

In the **20/21 proposed Operating budget**, the same two positions noted previously are left unfilled, along with the recently vacated Development Coordinator position. Salary and benefits for the three positions total approximately \$464,000. Other items of interest:

- The rate study, to which we aim to adhere as closely as possible, funds \$1,000,000 in capital costs. That amount is likely to be largely consumed by the CIRP program, for which loan funds will be depleted in 20/21.
- Not reflected in shown figures is a probable \$1 million IRWMP grant that JBWD's General Manager expects to be funded in late 19/20 or 20/21.
- Not reflected in shown figures is a reimbursement from the Water Capacity fund to the Capital Reserve fund for the Saddleback project. This reimbursement of up to \$650,620 (dependent on available funding in Capacity account) is expected to occur after completion of the project, sometime in 20/21.
- Consideration of early CIRP loan payoff and CalPERS unfunded liability accelerated paydown, which we'd hoped to propose starting in 20/21, is deferred.

The fortunate timing of staff vacancies has created temporary savings during a time when revenues and collections are anticipated to decline. The prospect of receiving a \$1 million-dollar grant during this period would come at an opportune time as well, although our healthy reserves should allow us to withstand this slump, if short-lived, without great difficulty.

**FISCAL IMPACT:** Please refer to budget document attached.

# JBWD DRAFT BUDGET

Prepared 05-08-2020

## OPERATING SUMMARY

### REVENUES

	2019-2020		2020-2021	2020-2021
	Original Budget	Mid-Term Budget	Proposed Budget	YE 21 from 2018 RATESTUDY
Program: 39 - ** OPERATING REVENUES **	5,146,000.00	5,146,000.00	5,719,000.00	5,725,000.00
Program: 40 - ** NON-OPERATING REVENUES **	2,132,295.00	2,132,295.00	1,871,312.50	2,019,000.00
<b>TOTAL NON-CAPITAL REVENUES</b>	<b>7,278,295.00</b>	<b>7,278,295.00</b>	<b>7,590,312.50</b>	<b>7,744,000.00</b>

### EXPENSES BY DEPARTMENT

Program: 01 - ** PRODUCTION **	1,347,455.77	1,213,910.16	1,740,025.41	2,081,000.00
Program: 02 - ** DISTRIBUTION **	913,633.67	788,275.94	847,777.80	1,125,000.00
Program: 03 - ** CUSTOMER SERVICE **	881,305.53	868,434.70	962,147.33	1,050,000.00
Program: 04 - ** ADMINISTRATION **	1,179,597.84	1,142,039.74	1,143,003.75	1,179,000.00
Program: 05 - ** DEVELOPMENT & ENGINEERING **	182,800.56	185,714.02	35,000.01	266,000.00
Program: 06 - ** FINANCE **	581,953.83	582,718.73	618,550.27	599,000.00
Program: 07 - ** HUMAN RESOURCES **	303,468.95	303,616.76	285,138.18	151,000.00
Program: 09 - ** BONDS, LOANS & STANDBY **	781,719.16	786,789.16	783,732.16	488,000.00
Program: 12 - ** CAPITAL IMPROVEMENT REPLACEMENT PROGRAM (CIRP)	96,145.64	166,259.78	178,734.45	-
Program: 20 - ** HDMC TREATMENT PLANT (Reimbursable) **	130,000.00	130,000.00	130,000.00	184,000.00
<b>TOTAL OPERATING EXPENSES</b>	<b>6,398,080.95</b>	<b>6,167,758.99</b>	<b>6,724,109.36</b>	<b>7,123,000.00</b>
<b>OPERATING NET REVENUE (DEFICIT/DRAWDOWN) before FUNDING RESERVES</b>	<b>880,214.05</b>	<b>1,110,536.01</b>	<b>866,203.14</b>	<b>621,000.00</b>

### FUNDING OF RESERVES from OPERATING BUDGET

Rate Study Net Operating Revenues are designated to fund these reserve funds

Program: 42 - ** RESERVE & OTHER FUNDING-OP ** EXPENSE	250,000.00	250,000.00	1,314,429.00	1,250,000.00
<b>OPERATING NET REVENUE (DEFICIT/DRAWDOWN) after FUNDING RESERVES</b>	<b>630,214.05</b>	<b>860,536.01</b>	<b>(448,225.86)</b>	<b>(629,000.00)</b>
			<i>^ RESERVE DRAWDOWN ^</i>	<i>^ INTENTIONAL DRAWDOWN ^</i>

## CAPITAL SUMMARY

### EXPENSES BY DEPARTMENT

Program: 70 - ** CAPITAL - OPERATIONS **	699,651.98	531,526.42	726,875.00	
Program: 74 - ** CAPITAL - ADMINISTRATION **	90,238.01	7,063.01	215,865.00	
Program: 7C - ** CHROMIUM COSTS **	-	-	-	1,710,000.00
Program: 80 - ** CAPITAL - CIP TOP PRIORITIES **	1,103,794.53	673,430.44	1,250,975.00	1,000,000.00
Program: 81 - ** CAPITAL - CIP EQUIPMENT **	-	-	65,000.00	-
<b>TOTAL CAPITAL EXPENSES</b>	<b>1,893,684.52</b>	<b>1,212,019.87</b>	<b>2,258,715.00</b>	<b>2,710,000.00</b>
<b>OPERATING &amp; CAPITAL NET REVENUE (DEFICIT/DRAWDOWN) before USE OF RESERVES/LOANS</b>	<b>(1,263,470.47)</b>	<b>(351,483.86)</b>	<b>(2,706,940.86)</b>	<b>(3,339,000.00)</b>
	<i>^ RESERVE DRAWDOWN ^</i>	<i>^ RESERVE DRAWDOWN ^</i>	<i>^ RESERVE DRAWDOWN ^</i>	<i>^ RESERVE DRAWDOWN ^</i>

### CASH FLOW AVAILABLE FROM RESERVES/LOANS

Program: 41 - ** CAPITAL REVENUE ** (CIRP) MUNICIPAL FINANCE LOAN	645,140.44	516,498.03	350,000.00	<i>Estimate-Final</i> 1,710,000.00
Program: 4C - ** CHROMIUM REVENUES **	-	-	-	1,000,000.00
Program: 45 - ** RESERVE & OTHER FUNDING-CAP ** (Funds Provided)	1,124,760.38	902,643.03	1,726,199.00	2,710,000.00
<b>FUNDING AVAILABLE FROM RESERVES/LOANS</b>	<b>1,769,900.82</b>	<b>902,643.03</b>	<b>1,726,199.00</b>	<b>2,710,000.00</b>
<b>CAPITAL &amp; OPERATING NET REVENUE (DEFICIT/DRAWDOWN)</b>	<b>506,430.35</b>	<b>551,159.17</b>	<b>(980,741.86)</b>	<b>(629,000.00)</b>
			<i>^ RESERVE DRAWDOWN ^</i>	<i>^ INTENTIONAL DRAWDOWN ^</i>

# JBWD DRAFT BUDGET

Prepared 05-06-2020

## CAPITAL DETAIL

### Program: 70 - \*\* CAPITAL - OPERATIONS \*\*

01-70-7-70-19003-JC	CP#A19003: TRAILER FOR DUMP TRUCK	36,000.00	36,000.00		
01-70-7-70-19204-DWR	CP#A19204: GEOVIEWER WORK ORDER API	15,000.00	15,000.00		
01-70-7-70-19205-JC	CP#A19205: HAPCO VALVE TURNING MACHINE UPGRADE	7,117.00	7,117.00		
01-70-7-70-19206-JC	CP#A19206: 2018 McLAUGHLIN VX50-800 VACUUM EXC.	82,662.02	82,662.02		
01-70-7-70-19208-RL	CP#A19028: SCADA IMPR - PH 3	44,645.38	44,645.38		
01-70-7-70-19209-RL	CP#A19209: WELL 14 - 4 LOG TREATMENT	205,000.00	2,424.00	500,000.00	
01-70-7-70-19214-RL	CP#A19214: DODGE SERVICE BED VW39 (REPL VW#27)	75,000.00	75,000.00		
01-70-7-70-19215-GM	CP#A19215: SOLAR FEASIBILITY STUDY	32,000.00	32,000.00		
01-70-7-70-19219-EXA	CP#A19219: ALARM UPGRADES @ SHOP	11,667.42	15,152.42	5,000.00	
01-70-7-70-20001-DOF	CP#A20001: CASELLE FINANCIAL & UTILITY SOFTWARE(PH 1)	-	-	60,375.00	
01-70-7-70-20002-EXA	CP #A20002: MOBILE OFFICE PURCH	-	-	40,000.00	
01-70-7-70-20003-EXA	CP #A20003 RESTRUCTURE C.S./LOBBY AREA	-	-	68,000.00	
01-70-7-70-20004-EXA	CP #A20004: FRONT DOORS/AUTO OPENER	-	-	8,500.00	
01-70-7-70-71023-RL	CP#A18014: MOTOR CONTROL CTRL (MCC) @ WELL 14	75,000.00	-	-	
01-70-7-70-71030-RL	CP#A19004: CHLORINE ANALYZER: WELL 17	-	-	-	
01-70-7-70-71031-RL	CP#A19005: CHLORINE ANALYZER: WELL 14	-	-	-	
01-70-7-70-74000-EXA	CP#Z62: OFFICE CARPET/REPAINT/DOOR VARNISH	14,034.56	-	-	
01-70-7-70-74033-GM	CP#A19002: UPDATE WASTEWATER TREATMENT STRATEGY	36,025.60	36,025.60	-	
01-70-7-70-75003-EXA	CP#A14020: TECHNOLOGY MASTER PLAN	50,000.00	-	-	
01-70-7-70-75010-DWR	CP#A19010: STANDARDS & SPECIFICATIONS	15,500.00	15,500.00	-	
NEW	CP# _____: SCADA (PH 4)	-	-	45,000.00	
NEW	CP# _____: TUNDRA PRODUCTION #1	-	45,000.00	-	
NEW	CP# _____: TUNDRA PRODUCTION #2	-	45,000.00	-	
NEW	CP# _____: VEHICLE 25 REPLACEMENT	-	45,000.00	-	
NEW	CP# _____: NEW TRUCK	-	35,000.00	-	

### Program: 74 - \*\* CAPITAL - ADMINISTRATION \*\*

01-74-7-70-19218-EXA	CP#A19218: ALARM UPGRADES @ OFFICE	4,238.01	4,238.01	10,000.00	
01-74-7-70-74013-AGM	CP#A18003: CODIFICATION OF RECORDS	50,000.00	2,825.00	11,865.00	
01-74-7-70-74020-AGM	CP#A19020: COST ALLOCATION AUDIT	11,000.00	-	11,000.00	
01-74-7-70-74022-HR	CP#A18009: C.S. COUNTER ERGONOMIC REDESIGN	25,000.00	-	-	
NEW	CP# _____: EFFICIENCY STUDY	-	-	50,000.00	
NEW	CP# _____: AWIA COMPLIANCE PLAN	-	-	38,000.00	
NEW	CP# _____: URBAN WATER MANAGEMENT PLAN	-	-	95,000.00	

### Program: 7C - \*\* CHROMIUM COSTS \*\*

01-7C-7-70-71850-GM	CP # _____: CHROMIUM 6 PROJECT	-	-	-	1,710,000.00
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### Program: 80 - \*\* CAPITAL - CIP TOP PRIORITIES \*\*

01-80-7-70-72012-CRP	CP#A18005: TILFORD WAY PIPELINE	26,860.44	26,860.44	800,000.00	1,000,000.00
01-80-7-70-72013-JC	CP#A18015: SADDLEBACK-23,370 LF MAIN REPL (Design)	-	20,610.00	-	-
01-80-7-70-72014-CRP	CP#A18016: SADDLEBACK-23,370LF MAIN REPL (Install)	971,074.09	520,100.00	450,975.00	-
01-80-7-70-72015-JC	CP#A18017: TILFORD WATERMAIN REPL (Design)	105,860.00	105,860.00	-	-

### Program: 81 - \*\* CAPITAL - CIP EQUIPMENT \*\*

01-81-7-70-75009-DWR	CP#A18034: GEOVIEWER	-	-	-	-
NEW	CP# _____: TACK POT (CIRP)	-	-	15,000.00	-
NEW	CP# _____: WATER BUFFALO (CIRP)	-	-	50,000.00	-

### TOTAL CAPITAL EXPENSES

2019-2020		2020-2021	2020-2021
Original Budget	Mid-Term Budget	Proposed Budget	YE 21 from 2018 RATESTUDY
1,893,684.52	1,212,019.87	2,258,715.00	2,710,000.00