



**REGULAR MEETING OF THE
WATER RESOURCES AND OPERATIONS COMMITTEE
MONDAY, JANUARY 23, 2017 10:00 AM
61750 CHOLLITA ROAD, JOSHUA TREE, CA 92252
AGENDA**

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. DETERMINATION OF QUORUM
4. APPROVAL OF AGENDA
5. PUBLIC COMMENT
6. APPROVE MINUTES OF THE PRIOR COMMITTEE MEETING
 - November 21, 2016 Regular Meeting of the Water Resources and Operations Committee
7. REVIEW PIPELINE REPLACEMENT AT LA BRISA
8. OFFICE REMODEL: DISCUSSION OF PROJECT AND ESTIMATED COSTS
9. OFFICE HVAC SYSTEM – FINDINGS AND ESTIMATED COSTS
10. STAFF REPORT
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. A 3-minute time limit will be imposed. The District is interested and appreciates your comments.

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 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 normal business hours.

JOSHUA BASIN WATER DISTRICT
Minutes of the
REGULAR MEETING OF THE WATER RESOURCES AND OPERATIONS COMMITTEE
Monday, November 21, 2016
61750 Chollita Road, Joshua Tree, CA 92252

1. CALL TO ORDER 10:10 a.m.

2. PLEDGE OF ALLEGIANCE

Committee Members Present: Mickey Luckman, Vice President
Bob Johnson, Director

Staff Present: Curt Sauer, General Manager

Guests: 0

3. DETERMINATION OF QUORUM

A quorum is present.

4. APPROVAL OF AGENDA

MSC/Johnson/Luckman 2/0 to approve the Agenda for the November 21, 2016 Regular Meeting of the Water Resources and Operations Committee.

5. PUBLIC COMMENT

None.

6. APPROVE MINUTES OF THE PRIOR COMMITTEE MEETING

MSC Luckman/Johnson 2/0 to approve minutes from the November 21, 2016, Regular Meeting of the Water Resources and Operations Committee.

7. COMPLIANCE COORDINATOR POSITION – GM Sauer presented information on a new job description for a Regulatory Compliance Coordinator position. Still in draft form and being discussed with the Union per Memorandum of Understanding.

8. REMOTE METERS – Several examples of remote meters were discussed, demonstrating the need to review existing regulations on mainline extensions and the creation of dead end lines. Different sections of the Rules and Regulations conflict with each other. GM will bring proposed changes to the Board.

9. STAFF REPORT - None

10. ADJOURNMENT

MSC/Luckman/Johnson 2/0 adjourned the meeting at 11:00 a.m.

Respectfully submitted;

Curt Sauer, General Manager

JOSHUA BASIN WATER DISTRICT STAFF REPORT

Meeting: Water Resources and Operations Committee

January 23, 2017

Report to: Water Resources and Operations Committee

Prepared by: Curt Sauer

TOPIC: Remodel of District Office

RECOMMENDATION: That the Committee review the proposed remodel and purchase of updated office equipment, currently estimated at a cost of approximately \$50,000, and direct the General Manager to take the project to the Board for approval.

Floor plan will be provided at Committee Meeting.

ANALYSIS: Current office layout is ineffective and unsafe, and does not allow for effective use of existing floor space. Human Resource confidential discussions with employees and supervisors are currently conducted in a shared office setting, impeding confidential discussion. The parcel files, which contain customer personal identification information are improperly secured, in violation of State and Federal law. As importantly, our customers deserve this protection from their Water District

Utilizing the services of MKA Architectural firm, we have developed a plan to correct these deficiencies and improve the overall efficiency of the office, while meeting Personal Identification Number requirements and reducing safety hazards. Underutilized floor space will be redesigned, allowing for an enclosed Human Resource Manager confidential office, consolidation of the finance functions in one area of the office while providing adequate work space and storage for finance, engineering, safety officer and field service technician work space.

Estimate to remodel office space is \$25,000, but actual bids from contractors have not yet been requested. Cost to properly store parcel files in lockable, space saving cabinets is estimated at \$15,000. Replacement of antiquated and home built desks, along with additional work tables and modular work space furniture is estimated at \$10,000. Total remodel costs for all work is estimated at \$50,000.

We have allocated \$50,000 over the past two years for an office reserve fund. The costs of this project can be taken primarily from that reserve fund.