

President
Tom Floen

VP
Stacy Doolittle

Directors
Jane Jarlsberg
Tomas Short
David Fick

**General
Manager**
Sarah Johnson

Legal Counsel
Jeff Hoskinson



REGULAR MEETING AGENDA OF THE BOARD OF DIRECTORS

Wednesday, August 21, at 5:30 p.m.

MEETINGS ARE HELD IN PERSON AT 61750 CHOLLITA RD., JOSHUA TREE, CA 92252

REMOTE ACCESS IS AVAILABLE FOR THE CONVENIENCE OF THE PUBLIC

CLICK TO JOIN VIRTUALLY: [ZOOM LINK](#)

CALL TO JOIN BY PHONE: (669) 444-9171

MEETING ID: 872 8707 9239

PASSCODE: 61750

MISSION, VISION, AND VALUES

Mission Statement

To provide, protect, and maintain Joshua Tree's water - our vital community resource.

Vision Statement

To achieve excellence in all District endeavors.

Values

The community of Joshua Tree has entrusted the Board of Directors and employees of Joshua Basin Water District with its most valuable natural resource, its groundwater. As stewards of the community water supply, we oversee this critical natural resource to ensure current and future water reliability. Dedicated to this purpose, we embrace these important values:

- **Integrity** – To consistently earn our customers' trust by prioritizing the needs of the community... doing the right thing for the right reason.
- **Transparency** – To openly and honestly share information about our operations with the public.
- **Respect** – To treat the residents of Joshua Tree, and all those contacted in the course of business, with high esteem and regard.
- **Fiscal Responsibility** – To manage all resources as if they were our own, whether revenues, assets, or water supply, in a conscientious and appropriate manner.
- **Accountability** – To take responsibility for our decisions and actions in managing this essential resource.

1. CALL TO ORDER / PLEDGE OF ALLEGIANCE

2. DETERMINATION OF A QUORUM

Consideration of Board Member requests for remote participation.

3. APPROVAL OF AGENDA

4. PUBLIC COMMENT

This designated time is for members of the public to provide comments on any District related matter, whether appearing on the agenda or not. Under the provisions of the Brown Act, the Board is prohibited from taking action on items not listed on the agenda. At the discretion of the Board President, comments on a particular agenda item may be deferred until that item is heard. Please state your name and limit your comments to 3 minutes.

5. CONSENT CALENDAR

Consent calendar items are expected to be routine and non-controversial, to be acted upon by the Board at one time, without discussion. If a board member would like an item to be handled separately, it will be removed from the Consent Agenda for separate action.

A. CHECK REGISTER – JUNE 2024

6. ITEM(S) PULLED FROM CONSENT CALENDAR FOR DISCUSSION

7. ACTION CALENDAR

A. 23/24 BAD DEBT WRITE-OFF OF \$104,144.18

PRESENTED BY: DAVID SHOOK, DIRECTOR OF ADMINISTRATION

RECOMMENDED ACTION: RECOMMEND APPROVAL OF THE 2023/24 BAD DEBT WRITE-OFF IN THE AMOUNT OF \$104,144.18

B. USE OF COLLECTION AGENCY TO ENHANCE DEBT COLLECTION

PRESENTED BY: ANNE ROMAN, DIRECTOR OF FINANCE AND DAVID SHOOK, DIRECTOR OF ADMINISTRATION

RECOMMENDED ACTION: APPROVE USE OF COLLECTION AGENCY AS WARRANTED

C. COST ALLOCATION PLAN

PRESENTED BY: ANNE ROMAN, DIRECTOR OF FINANCE

RECOMMENDED ACTION: REVIEW, DISCUSS, AND CONSIDER CONTRACTING FOR A COST ALLOCATION PLAN

D. BULK BUY PURCHASE FOR CIRP PROJECT – BELMONT PHASE III

PRESENTED BY: JEREMIAH NAZARIO, INTERIM DIRECTOR OF OPERATIONS

RECOMMENDED ACTION: APPROVE THE BID PROPOSAL FROM CORE & MAIN FOR THE BULK PURCHASE OF INVENTORY FOR THE BELMONT PHASE III PIPELINE INSTALLATION

8. REPORTS AND COMMENTS

For informational purposes only on subjects not covered by the agenda. The opinions of individual directors are not necessarily the opinions of the board or district staff. No action is to be taken. The Board may provide staff with requests for future agenda items.

A. DIRECTORS REPORTS

B. GENERAL MANAGER REPORT

9. ADJOURNMENT

CALENDAR REMINDER - FUTURE DIRECTOR MEETINGS	DATE	TIME	ATTENDEE(S)
MWA – BOARD MEETING	08.22.24	9:30 AM	DOOLITTLE
ASBCSD DINNER	08.26.24	5:30 PM	FICK/DOOLITTLE
JBWD – SPECIAL BOARD MEETING – STRAT PLAN WS	08.27.24	9:00 AM	ALL
JBWD – BOARD MEETING	09.04.24	5:30 PM	ALL

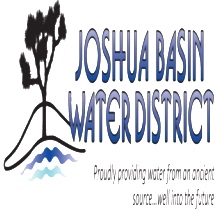
MEETING INFORMATION

The public is invited to comment on any item on the agenda during the discussion of that item.

Availability of agenda materials: Materials related to any item on this Agenda submitted to the District Board of Directors or Committee Members after distribution of the agenda packet are available for public inspection at the District’s office, 61750 Chollita Road, Joshua Tree, CA 92252, during normal business hours. All documents supporting this agenda are available on the District website www.jbwd.com, subject to the staff’s availability to post the documents before the meeting.

Reasonable Accommodation: Any person with a disability who requires accommodation to view the agenda or to participate in the public comment portion of the Board meeting, should direct such requests to Lisa Thompson, Executive Assistant, at 760-366-8438. Please allow three business days for your request to be processed. Requests must be received at least seventy-two (72) hours before the scheduled meeting.

Disruptive Conduct: If any meeting of the District is willfully disrupted by a person or by a group of persons so as to render the orderly conduct of the meeting impossible, a meeting may be recessed or the person or persons willfully disrupting the meeting may be ordered to leave the meeting. Disruptive conduct includes addressing the Board or Committee without first being recognized, not addressing the subject before the Board or Committee, repetitively addressing the same subject, failing to relinquish the podium when requested to do so, or otherwise preventing the Board or Committee from conducting its meeting in an orderly manner. Your cooperation is appreciated.



Joshua Basin Water District

Check Report

By Vendor DBA Name

Date Range: 06/01/2024 - 06/30/2024

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: AP-AP Cash						
000501	ACWA JPIA	06/05/2024	Regular	0.00	40,414.67	66382
0702966	Invoice	06/05/2024	EE HEALTH BENEFIT & EAP - 07/2024	0.00	40,414.67	
014066	ALYSON CORPORATION	06/19/2024	Regular	0.00	14,800.00	66431
2024-042-001	Invoice	06/19/2024	BELMONT DESIGN/SURVEY	0.00	14,800.00	
013998	AMAZON CAPITAL SERVICES INC	06/19/2024	Regular	0.00	1,945.55	66432
1JJ7-3MRQ-9VWVK	Invoice	06/19/2024	ANN'L PRIME MEMEBERSHIP/SUPPLIES/OFFICE EQUIP	0.00	1,035.84	
1TMP-N7QQ-6RKP	Invoice	06/19/2024	VHCLE MAINT:V50/BUILD MAINT/OFFICE SUPPLIES	0.00	909.71	
000675	AQUA METRIC SALES COMPANY	06/19/2024	Regular	0.00	3,818.07	66451
INV0102240	Invoice	06/19/2024	METER REPAIR SUPPLIES	0.00	3,818.07	
013019	ARBORIST SERVICES	06/05/2024	Regular	0.00	2,375.00	66396
9177	Invoice	06/05/2024	DEMO GARDEN/BUILD MAINT 04/16/24 - 05/15/24	0.00	950.00	
9178	Invoice	06/05/2024	DEMO GARDEN/BUILD MAINT 05/16/24 - 06/15/24	0.00	950.00	
9179	Invoice	06/05/2024	DEMO GARDEN/BUILD MAINT 06/16/24 - 06/30/24	0.00	475.00	
014104	ARDURRA GROUP INC	06/05/2024	Regular	0.00	8,497.50	66383
17527	Invoice	06/05/2024	ENGINEERING SVS: E2-1 TANK 4/1/24 - 4/30/24	0.00	8,497.50	
013863	ATKINSON ANDELSON LOYA RUUD AND ROMO	06/19/2024	Regular	0.00	2,122.26	66433
716189	Invoice	06/19/2024	LABOR LEGAL SERVICES - 05/2024	0.00	464.10	
716190	Invoice	06/19/2024	LEGAL SERVICES - 05/2024	0.00	1,658.16	
001630	ATT MOBILITY	06/19/2024	Manual	0.00	2,446.96	902504
829480028X060...	Invoice	06/19/2024	COMMUNICATIONS - 05/2024	0.00	2,446.96	
000214	BABCOCK LABORATORIES INC	06/05/2024	Regular	0.00	2,154.62	66384
CE40893-2287	Invoice	06/05/2024	SAMPLING	0.00	114.60	
CE41022-2287	Invoice	06/05/2024	SAMPLING	0.00	255.05	
CE41620-2287	Invoice	06/05/2024	HDMC WWTP - SAMPLING	0.00	268.77	
CE41720-2287	Invoice	06/05/2024	HDMC WWTP - SAMPLING	0.00	686.20	
CE41722-2287	Invoice	06/05/2024	HDMC WWTP - SAMPLING	0.00	432.26	
CE41895-2287	Invoice	06/05/2024	SAMPLING	0.00	114.60	
CF40051-2287	Invoice	06/05/2024	SAMPLING	0.00	283.14	
000214	BABCOCK LABORATORIES INC	06/19/2024	Regular	0.00	1,707.85	66434
CF40217-2287	Invoice	06/19/2024	SAMPLING	0.00	133.70	
CF40260-2287	Invoice	06/19/2024	SAMPLING	0.00	364.62	
CF40279-2287	Invoice	06/19/2024	SAMPLING	0.00	47.90	
CF40302-2287	Invoice	06/19/2024	HDMC WWTP - SAMPLING	0.00	386.44	
CF40604-2287	Invoice	06/19/2024	SAMPLING	0.00	114.60	
CF40726-2287	Invoice	06/19/2024	SAMPLING	0.00	19.10	
CF40732-2287	Invoice	06/19/2024	HDMC WWTP - SAMPLING	0.00	386.44	
CF40740-2287	Invoice	06/19/2024	SAMPLING	0.00	255.05	
VEN01022	BARRETT ENGINEERED PUMPS	06/27/2024	Regular	0.00	-350.19	66202
004110	BURRTEC WASTE AND RECYCLING SVCS	06/05/2024	Manual	0.00	653.25	902493
BW053124	Invoice	06/05/2024	TRASH REMOVAL (SHOP) - 05/2024	0.00	473.34	
BW0624	Invoice	06/05/2024	TRASH & RECYCLING (OFFICE) - 06/2024	0.00	179.91	
000229	C AND S ELECTRIC	06/05/2024	Regular	0.00	7,500.00	66388
3884	Invoice	06/05/2024	PUMPING PLANT MAINTENANCE	0.00	7,500.00	

Check Report

Date Range: 06/01/2024 - 06/30/2024

Vendor Number Payable #	Vendor DBA Name Payable Type	Post Date	Payment Date Payable Description	Payment Type	Discount Amount Discount Amount	Payment Amount Payable Amount	Number
001517 PPE 5-31-24	CalPERS Invoice	06/12/2024	06/12/2024 PAY PERIOD ENDING 5/31/24	Manual	0.00 0.00	16,455.77 16,455.77	902502
001517 PPE 6-14-24	CalPERS Invoice	06/21/2024	06/21/2024 PAY PERIOD ENDING 6/14/24	Manual	0.00 0.00	16,630.95 16,630.95	902508
001555 240602252101	CENTRATEL LLC Invoice	06/05/2024	06/05/2024 DISPATCH SERVICES - 05/2024	Regular	0.00 0.00	742.40 742.40	66385
000510 116905701060124	CHARTER COMMUNICATIONS Invoice	06/19/2024	06/19/2024 INTERNET SERVICES - 06/2024	Regular	0.00 0.00	550.00 550.00	66435
000237 39905610505829	COLONIAL LIFE AND ACCIDENT INSURANCE CO Invoice	06/05/2024	06/05/2024 EE LIFE INSURANCE - 05/2024	Manual	0.00 0.00	766.30 766.30	902495
000112 24050005	COPPER MOUNTAIN BROADCASTING CO Invoice	06/19/2024	06/19/2024 MWA GRANT: WATER CONSERVATION ADS	Regular	0.00 0.00	480.00 480.00	66436
013373 U849348-1 U866421 U882592 U893345 U911137 U923279 U923648 U953288	CORE AND MAIN LP Credit Memo Invoice Invoice Invoice Invoice Invoice Invoice Invoice	06/05/2024 06/05/2024 06/05/2024 06/05/2024 06/05/2024 06/05/2024 06/05/2024 06/05/2024 06/05/2024	06/05/2024 CREDIT: SALES TAX ON INVENTORY INVENTORY & MAINLINE/LEAK REPAIR SUPPLIES INVENTORY MAINLINE/LEAK REPAIR SUPPLIES INVENTORY INVENTORY & MAINLINE/LEAK REPAIR SUPPLIES INVENTORY INVENTORY	Regular	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	28,064.38 -33.48 2,739.66 555.47 80.82 14,996.22 6,607.02 1,234.39 1,884.28	66386
013373 U866447	CORE AND MAIN LP Invoice	06/19/2024	06/19/2024 MAINLINE/LEAK REPAIR SUPPLIES	Regular	0.00 0.00	1,914.29 1,914.29	66437
014108 DF061824	DAVID FICK Invoice	06/19/2024	06/19/2024 MILEAGE REIMBURSEMENT	Regular	0.00 0.00	121.27 121.27	66438
014064 INV00297740	DIGIUM CLOUD SERVICE Invoice	06/19/2024	06/19/2024 OFFICE TELEPHONE - 06/2024	Regular	0.00 0.00	755.35 755.35	66449
002565 202403804	DUDEK Invoice	06/05/2024	06/05/2024 ENG SERV: HDMC WWTP 03/30/24 - 04/26/24	Regular	0.00 0.00	1,240.00 1,240.00	66387
002565 202404389	DUDEK Invoice	06/19/2024	06/19/2024 ENG SERV: HDMC WWTP 04/27/24 - 05/24/24	Regular	0.00 0.00	1,240.00 1,240.00	66439
013991 EI01703519	EIDE BAILLY LLP Invoice	06/19/2024	06/19/2024 ACCOUNTING/AUDIT SERVICES - 04/2024	Regular	0.00 0.00	681.00 681.00	66440
014071 0855869	FERGUSON US HOLDINGS INC Invoice	06/19/2024	06/19/2024 MAINLINE/LEAK REPAIR SUPPLIES	Regular	0.00 0.00	758.00 758.00	66441
000156 2400068 2400069	FORSHOCK Invoice Invoice	06/05/2024 06/05/2024	06/05/2024 MONTHLY SCADA MONITORING - 06/2024 MONTHLY SCADA MONITORING - 06/2024	Regular	0.00 0.00 0.00	243.00 38.00 205.00	66397
013222 FC0624	FRONTIER COMMUNICATIONS INC Invoice	06/05/2024	06/05/2024 HDMC WWTP - TELEPHONE - 06/2024	Regular	0.00 0.00	226.77 226.77	66389
000058 10781724	GARDA CL WEST INC Invoice	06/05/2024	06/05/2024 COURIER FEES - 06/2024	Regular	0.00 0.00	565.50 565.50	66390
013802 965037	HASA INC Invoice	06/19/2024	06/19/2024 WATER TREATMENT EXPENSE	Regular	0.00 0.00	877.36 877.36	66443
014050 HDS052324	HI DESERT STAR / THE DESERT TRAIL Invoice	06/05/2024	06/05/2024 SUBSCRIPTION RENEWAL: 6/10/24 - 6/9/27	Regular	0.00 0.00	125.00 125.00	66391
014050	HI DESERT STAR / THE DESERT TRAIL	06/19/2024	06/19/2024	Regular	0.00	260.00	66442

Check Report

Date Range: 06/01/2024 - 06/30/2024

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
56660	Invoice	06/19/2024	MWA GRANT: WATER CONSERVATION ADS	0.00	260.00	
004195	HOME DEPOT CREDIT SERVICES	06/19/2024	Manual	0.00	1,539.15	902506
HD0524	Invoice	06/19/2024	BUILD MAINT/TANK MAINT/TOOL REPAIR/SHOP EXP	0.00	1,539.15	
013797	INFOSEND INC	06/05/2024	Regular	0.00	3,540.43	66392
263398	Invoice	06/05/2024	PRINT & MAIL WATER BILL - 05/2024	0.00	3,540.43	
013989	IRIDIUM SOLUTIONS	06/05/2024	Regular	0.00	5,500.00	66402
1045	Invoice	06/05/2024	CONSULTING SERVICES - 05/2024	0.00	5,500.00	
013369	ISHRED INCORPORATED	06/05/2024	Regular	0.00	70.00	66393
5872	Invoice	06/05/2024	ARCHIVE RECORD SHREDDING - 05/2024	0.00	70.00	
014113	JULIA GARDNER FORESTER	06/05/2024	Regular	0.00	17.77	66394
JGF052024	Invoice	06/05/2024	METER UPGRADE RECONCILIATION REFUND	0.00	17.77	
009054	KATHLEEN J RADNICH	06/05/2024	Regular	0.00	4,733.75	66395
24-0531-1	Invoice	06/05/2024	PUBLIC RELATIONS SERVICES - 05/2024	0.00	4,733.75	
006947	KCDZ FM	06/19/2024	Regular	0.00	335.00	66445
318-00023-0008	Invoice	06/19/2024	MWA GRANT: WATER CONSERVATION ADS	0.00	335.00	
014042	MISSION SQUARE RETIREMENT	06/07/2024	Manual	0.00	4,792.00	902501
MSR060724	Invoice	06/07/2024	EE & ER 457 REMITTANCE - 06/07/24	0.00	4,792.00	
014042	MISSION SQUARE RETIREMENT	06/21/2024	Manual	0.00	4,742.00	902509
MSR062124	Invoice	06/21/2024	EE & ER 457 REMITTANCE - 06/21/24	0.00	4,742.00	
013990	MOMS DESERT VALLEY CLEANING	06/19/2024	Regular	0.00	1,500.00	66444
202406	Invoice	06/19/2024	JANITORIAL SERVICES - 06/2024	0.00	1,500.00	
000233	NAPA AUTO PARTS	06/05/2024	Regular	0.00	714.12	66414
472145	Invoice	06/05/2024	GENERATOR MAINT: GR4	0.00	335.86	
472826	Invoice	06/05/2024	VEHICLE MAINTENANCE: V42	0.00	41.28	
473200	Invoice	06/05/2024	SHOP EXPENSE/VACUUM MAINTENANCE: E82	0.00	31.05	
473837	Invoice	06/05/2024	TRACTOR MAINTENANCE: E41	0.00	303.43	
473948	Invoice	06/05/2024	TRACTOR MAINTENANCE: E41	0.00	2.50	
000233	NAPA AUTO PARTS	06/19/2024	Regular	0.00	516.15	66454
473754	Invoice	06/19/2024	VACUUM MAINTENANCE: E82	0.00	116.83	
474169	Invoice	06/19/2024	TRACTOR MAINT: E41	0.00	40.77	
474691	Invoice	06/19/2024	GENERATOR MAINT: GR2	0.00	358.55	
003930	NBS	06/05/2024	Regular	0.00	617.12	66398
202405-2112	Invoice	06/05/2024	CMM DELINQUENT LETTERS	0.00	617.12	
013352	NIELSEN FIRE AND ICE HEATING AND AIR	06/05/2024	Regular	0.00	4,650.00	66401
I-13985-1	Invoice	06/05/2024	NEW A/C UNIT FOR LOBBY	0.00	4,650.00	
000070	ONLINE INFORMATION SERVICES INC	06/05/2024	Regular	0.00	269.20	66399
1261472	Invoice	06/05/2024	ID VERIF. SERV. - 05/2024	0.00	269.20	
008200	PITNEY BOWES INC	06/19/2024	Manual	0.00	246.33	902503
3106696197	Invoice	06/19/2024	LEASING CHARGES 4/30/24 - 7/29/24	0.00	246.33	
008202	PITNEY BOWES INC	06/19/2024	Manual	0.00	98.36	902507
1025549758	Invoice	06/19/2024	OFFICE SUPPLIES	0.00	98.36	
008415	PRUDENTIAL OVERALL SUPPLY	06/05/2024	Regular	0.00	477.48	66400
23649538	Invoice	06/05/2024	SHOP EXPENSE	0.00	144.78	
23649541	Invoice	06/05/2024	SHOP EXPENSE	0.00	93.96	
23655472	Invoice	06/05/2024	SHOP EXPENSE	0.00	144.78	
23655474	Invoice	06/05/2024	SHOP EXPENSE	0.00	93.96	
008415	PRUDENTIAL OVERALL SUPPLY	06/19/2024	Regular	0.00	238.74	66446

Check Report

Date Range: 06/01/2024 - 06/30/2024

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
23661474	Invoice	06/19/2024	SHOP EXPENSE	0.00	144.78	
23661477	Invoice	06/19/2024	SHOP EXPENSE	0.00	93.96	
000091	SAN BERNARDINO COUNTY RECORDER	06/19/2024	Regular	0.00	80.00	66448
SB061224	Invoice	06/19/2024	RELEASE OF LIENS	0.00	80.00	
013831	SATMODO LLC	06/05/2024	Regular	0.00	164.26	66404
247959	Invoice	06/05/2024	EMERGENCY SATELLITE PHONES - 06/2024	0.00	164.26	
013820	SC FUELS	06/19/2024	Regular	0.00	1,222.45	66450
2661402-IN	Invoice	06/19/2024	FUEL FOR VEHICLES	0.00	1,222.45	
013820	SC FUELS	06/05/2024	Manual	0.00	4,352.75	902496
2647706-IN	Invoice	06/05/2024	FUEL FOR VEHICLES	0.00	4,352.75	
009880	SOUTHERN CALIFORNIA EDISON CO	06/05/2024	Manual	0.00	1,883.11	902498
SCE0524	Invoice	06/05/2024	POWER TO BLDGS & GEN - 05/2024	0.00	1,883.11	
009878	SOUTHERN CALIFORNIA EDISON	06/05/2024	Manual	0.00	43,401.41	902499
SCE0524	Invoice	06/05/2024	POWER FOR PUMPING - 5/2024	0.00	43,401.41	
VEN01020	SOUTHWEST NETWORKS INC	06/05/2024	Regular	0.00	52.50	66405
24-5082	Invoice	06/05/2024	SUPPLEMENTAL IT (AMC) - 05/2024	0.00	52.50	
014103	STACY DOOLITTLE	06/05/2024	Regular	0.00	234.41	66406
SD51624	Invoice	06/05/2024	REIMB: MEALS, PARKING & TRANSPORTATION	0.00	234.41	
009920	STANDARD INSURANCE CO	06/05/2024	Regular	0.00	3,635.10	66407
ST0524	Invoice	06/05/2024	EE LIFE INSURANCE - 05/2024	0.00	1,817.55	
ST0624	Invoice	06/05/2024	EE LIFE INSURANCE - 06/2024	0.00	1,817.55	
014114	TOMAS SHORT	06/05/2024	Regular	0.00	127.14	66409
TS052024	Invoice	06/05/2024	REIMB: MILEAGE & TRANSPORTATION	0.00	127.14	
010850	UNDERGROUND SERVICE ALERT	06/05/2024	Regular	0.00	106.25	66410
520240349	Invoice	06/05/2024	TICKET DELIVERY SERVICE - 05/2024	0.00	106.25	
CC-DAN	US BANK CORPORATE	06/05/2024	Manual	0.00	4,259.98	902500
US0524	Invoice	06/05/2024	EE TRAINING/SAFETY SUP/SHOP BLDG MAINT/SM TOOL	0.00	4,259.98	
CC-DAVID	US BANK CORPORATE	06/05/2024	Manual	0.00	1,739.81	902494
US0524	Invoice	06/05/2024	REPLCMNT GARDEN SIGNS/SOFTWARE/BUILD MAINT	0.00	1,739.81	
CC-SARAH	US BANK CORPORATE	06/05/2024	Manual	0.00	4,537.10	902497
US0524	Invoice	06/05/2024	EE TRAINING/DIRECTOR TRAINING/MEMBERSHIPS	0.00	4,537.10	
011101	VAGABOND WELDING SUPPLY	06/05/2024	Regular	0.00	87.27	66408
119932	Invoice	06/05/2024	BUILDING MAINTENANCE - SHOP	0.00	87.27	
014056	VISUAL EDGE IT INC	06/05/2024	Regular	0.00	332.61	66411
24AR1800637	Invoice	06/05/2024	OFFICE EXPENSE 4/30/24 - 5/29/24	0.00	332.61	
000327	WATER QUALITY SPECIALISTS	06/05/2024	Regular	0.00	4,012.00	66412
9625	Invoice	06/05/2024	HDMC WWTP: OPERATION & MAINT - 05/2024	0.00	4,012.00	
000327	WATER QUALITY SPECIALISTS	06/19/2024	Regular	0.00	4,012.00	66452
9647	Invoice	06/19/2024	HDMC WWTP: OPERATION & MAINT - 06/2024	0.00	4,012.00	
013809	WEST COAST CIVIL INC	06/05/2024	Regular	0.00	10,165.00	66413
2404-410	Invoice	06/05/2024	ENG: E2-1 RESERVOIR UPGRADE	0.00	5,105.00	
2404-411	Invoice	06/05/2024	ENG: TILFORD PH2 DESIGN/SURVEY	0.00	5,060.00	
013809	WEST COAST CIVIL INC	06/19/2024	Regular	0.00	3,140.00	66453
2405-408	Invoice	06/19/2024	ENG: BELMONT DESIGN/SURVEY THUR 05/31/24	0.00	1,160.00	
2405-409	Invoice	06/19/2024	ENG: E2-1 RESERVOIR UPGRADE THRU 05/31/24	0.00	1,980.00	

Check Report

Date Range: 06/01/2024 - 06/30/2024

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
011615 60583210	WESTERN EXTERMINATOR Invoice	06/05/2024	06/05/2024 Regular PEST CONTROL SERVICES - SHOP	0.00	70.50	66403
011615 61691988	WESTERN EXTERMINATOR Invoice	06/19/2024	06/19/2024 Regular PEST CONTROL SERVICES - SHOP	0.00	70.50	66447
013359 5850547	XEROX FINANCIAL SERVICES LLC Invoice	06/19/2024	06/19/2024 Manual OFFICE EXPENSE 5/30/24 - 6/29/24	0.00	397.60	902505

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	95	57	0.00	174,871.59
Manual Checks	18	17	0.00	108,942.83
Voided Checks	0	1	0.00	-350.19
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	113	75	0.00	283,464.23

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	95	57	0.00	174,871.59
Manual Checks	18	17	0.00	108,942.83
Voided Checks	0	1	0.00	-350.19
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	113	75	0.00	283,464.23

Fund Summary

Fund	Name	Period	Amount
01	GENERAL FUND	6/2024	283,464.23
			283,464.23



Joshua Basin Water District

Check Report

By Vendor DBA Name

Date Range: 06/01/2024 - 06/30/2024

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: PR-Payroll Account						
000248	PAYCHEX	06/07/2024	06/07/2024 Manual PAYROLL PROCESSING FEE - 06/07/24	0.00	558.09	950108
2024060401	Invoice			0.00	558.09	
000248	PAYCHEX	06/11/2024	06/11/2024 Manual MEDICAL FSA USE	0.00	4.69	950109
343159882	Invoice			0.00	4.69	
000248	PAYCHEX	06/12/2024	06/12/2024 Manual MEDICAL FSA USE	0.00	60.00	950110
1358179857	Invoice			0.00	60.00	
000248	PAYCHEX	06/14/2024	06/14/2024 Manual FSA PROCESSING FEE - 6/2024	0.00	75.00	950111
29071466	Invoice			0.00	75.00	
000248	PAYCHEX	06/21/2024	06/21/2024 Manual PAYROLL PROCESSING FEE - 06/21/24	0.00	588.11	950112
2024061801	Invoice			0.00	588.11	
000248	PAYCHEX	06/24/2024	06/24/2024 Manual MEDICAL FSA USE	0.00	19.38	950113
347229583	Invoice			0.00	9.38	
347352675	Invoice			0.00	10.00	
000248	PAYCHEX	06/25/2024	06/25/2024 Manual MEDICAL FSA USE	0.00	55.00	950114
1361464097	Invoice			0.00	55.00	
000248	PAYCHEX	06/27/2024	06/27/2024 Manual MEDICAL FSA USE	0.00	50.00	950115
1362312222	Invoice			0.00	50.00	
000248	PAYCHEX	06/28/2024	06/28/2024 Manual MEDICAL FSA USE	0.00	3.82	950116
1362840615	Invoice			0.00	3.82	

Bank Code PR Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	10	9	0.00	1,414.09
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	10	9	0.00	1,414.09

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	10	9	0.00	1,414.09
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	10	9	0.00	1,414.09

Fund Summary

Fund	Name	Period	Amount
01	GENERAL FUND	6/2024	1,414.09
			1,414.09

**JOSHUA BASIN WATER DISTRICT
UTILITY REFUND REGISTER**

<u>Account Number</u>	<u>Name</u>	<u>Date</u>	<u>Type</u>	<u>Amount</u>	
09-00002-016	SMITH, STEPHANIE A	6/5/2024	Refund	160.94	Check #: 66380
55-00134-016	STEINER, JILLIAN	6/5/2024	Refund	6.60	Check #: 66381
01-00095-003	ESPINOSA, DANIEL	6/19/2024	Refund	122.00	Check #: 66415
05-00083-009	LLC, JOSHUA TREE DESERT PROJECT	6/19/2024	Refund	156.23	Check #: 66416
07-00135-015	STERN, STAV H	6/19/2024	Refund	233.93	Check #: 66417
08-00109-013	AGANYAN, HAKOP	6/19/2024	Refund	1.50	Check #: 66418
09-00039-002	NGO, JACKIE	6/19/2024	Refund	108.59	Check #: 66419
12-00168-001	TAYLOR, WILLIAM	6/19/2024	Refund	155.17	Check #: 66420
12-00262-006	BURGETT, JOSHUA	6/19/2024	Refund	198.87	Check #: 66421
50-00002-016	NGUYEN, ANN M	6/19/2024	Refund	147.57	Check #: 66422
50-00029-006	DIXON FAMILY TRUST 4/23/14	6/19/2024	Refund	151.83	Check #: 66423
51-00087-015	HELM, WILLIAM A	6/19/2024	Refund	77.55	Check #: 66424
53-00033-002	KOPROWSKI, KENNETH E	6/19/2024	Refund	136.82	Check #: 66425
56-00054-007	BRIZUELA, ROSA E	6/19/2024	Refund	0.01	Check #: 66426
57-00249-002	MORGENSHTEIN, HEN	6/19/2024	Refund	20.57	Check #: 66427
62-00038-002	PETRE, DONNA	6/19/2024	Refund	99.59	Check #: 66428
65-00286-004	LEE, MARGARET E	6/19/2024	Refund	91.10	Check #: 66429
65-01041-005	MITCHELL, RYAN	6/19/2024	Refund	107.10	Check #: 66430
				<u>1,975.97</u>	

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date</u>	<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>
513	Doolittle, Stacy	06/05/2024	JBWD BOARD MEETING - PAID 100/504//10050	1.0000	\$173.63	
		06/12/2024	WATER RESOURCES & OPS COMMITTEE - PAID 100/504//10050	1.0000	\$173.63	
		06/14/2024	OTHER MEETING - PAID Note: Ad Hoc Committee - GM Performance Review 100/504//10050	1.0000	\$173.63	
Totals:					\$520.89	\$0.00
Employee Total:					\$520.89	

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date</u>	<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>
516	Fick, David	06/05/2024	JBWD BOARD MEETING - PAID 100/504//10050	1.0000	\$173.63	
		06/06/2024	OTHER MEETING - PAID Note: MWA TAC Meeting 100/504//10050	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>
511	Floen, Thomas	05/23/2024	MWA MEETING - PAID 100/504//10050	1.0000	\$173.63	
		06/05/2024	JBWD BOARD MEETING - PAID 100/504//10050	1.0000	\$173.63	
		06/12/2024	FINANCE COMMITTEE MEETING - PAID 100/504//10050	1.0000	\$173.63	
		06/12/2024	OTHER MEETING - PAID Note: Morongo Basin Pipeline Commission Meeting - Third meeting on June 12th, no stipend. 100/504//10050	0.0000		
		06/12/2024	OTHER MEETING - PAID Note: Manager Meetups Meeting - second meeting on June 12th, no stipend 100/504//10050	0.0000		
		06/14/2024	OTHER MEETING - PAID Note: GM Performance Review - Ad Hoc Committee 100/504//10050	1.0000	\$173.63	
				Totals:	\$694.52	\$0.00
				Employee Total:	\$694.52	

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date</u>	<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>
512	Jarlsberg, Jane	05/20/2024	TRAINING - PAID Note: CSDA LEGISLATIVE DAYS - SACRAMENTO 100/504//10050	1.0000	\$173.63	
		05/21/2024	TRAINING - PAID Note: CSDA LEGISLATIVE DAYS - SACRAMENTO 100/504//10050	1.0000	\$173.63	
		05/22/2024	TRAINING - PAID Note: CSDA LEGISLATIVE DAYS - SACRAMENTO 100/504//10050	1.0000	\$173.63	
		06/05/2024	JBWD BOARD MEETING - PAID 100/504//10050	1.0000	\$173.63	
		06/12/2024	FINANCE COMMITTEE MEETING - PAID 100/504//10050	1.0000	\$173.63	
		06/12/2024	OTHER MEETING - PAID Note: Manager Meetups Meeting - Third meeting, no stipend 100/504//10050	0.0000		
		06/12/2024	WATER RESOURCES & OPS COMMITTEE - PAID Note: Second meeting on June 12th, no stipend 100/504//10050	0.0000		
Totals:					\$868.15	\$0.00
Employee Total:					\$868.15	

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date</u>	<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>
515	Short, Tyler	06/05/2024	JBWD BOARD MEETING - PAID 100/504//10050	1.0000	\$173.63	
Totals:					\$173.63	\$0.00
Employee Total:					\$173.63	

Pay Adjustment Summary

<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>
JBWD BOARD MEETING - PAID	5.0000	\$868.15	
WATER RESOURCES & OPS COMMITTEE - PAID	1.0000	\$173.63	
OTHER MEETING - PAID	3.0000	\$520.89	
MWA MEETING - PAID	1.0000	\$173.63	
FINANCE COMMITTEE MEETING - PAID	2.0000	\$347.26	
TRAINING - PAID	3.0000	\$520.89	

Grand Totals:	\$2,604.45	\$0.00
Grand Total:	\$2,604.45	



AGENDA ITEM NO:	7A
MEETING DATE:	08.21.24

Staff Report

PRESENTED BY:	David Shook, Director of Administration
TOPIC:	23/24 BAD DEBT WRITE-OFF OF \$104,144.18
RECOMMENDATION:	Recommend approval of the 2023/24 Bad Debt Write-off in the amount of \$104,144.18.

SUMMARY: The 23/24 proposed bad debt write-off of \$104,144.18 amounts to approximately 92% of the adjusted \$112,948 budget and 1.55% of what remains unpaid and/or not liened from the 22/23 water revenues totaling \$6,718,468.

The 23/24 bad debt budget was increased in anticipation of bad debt due to the lack of shutoffs for non-payment, which is the primary method of enforcing payment. In comparison with this year, the 22/23 bad debt, which benefited from the State Arrearages Payment Program, was \$34,791.59 versus a more average bad debt figure of around \$23,000.

BACKGROUND: The 2022/2023 fiscal year that we will compare with the current year's bad includes debt from the COVID period and the state's 21-month pause on shutoffs, as well as credits from the California State Water Arrearages Payment Program. The state's moratorium on shutoffs ended on December 31, 2021, but our District did not start shutoffs again until October 2022 due to staffing issues. The 2023/2024 bad debt is reflective of at least half a year of full non-cut-offs or partial cut-offs. We initially attempted to reach out to those with the highest and oldest debts when resuming cut-offs.

ANALYSIS: The annual write-off of the bad debt is required for the audit. Bad debt is an expense to the District (an expense that is borne by all ratepayers). The **23/24** bad debt (July 1, 2022 – June 30, 2023) is comprised of water charges still unpaid or not liened, remaining from the **22/23** fiscal year.

The 2022/2023 fiscal year that we will compare with the current year's bad includes debt from the COVID period and the state's 21-month pause on shutoffs, as well as credits from the California State Water Arrearages Payment Program. The state's moratorium on shutoffs ended on December 31, 2021, but our District did not start shutoffs again until October 2022 due to staffing issues. The 2023/2024 bad debt is reflective of at least half a year of full non-cut-offs or partial cut-offs. We initially attempted to reach out to those with the highest and oldest debts when resuming cut-offs.

The 23/24 proposed bad debt write-off of \$104,144.18 amounts to approximately 92% of the adjusted \$112,948 budget and 1.55% of what

remains unpaid and/or not liened from the 22/23 water revenues totaling \$6,718,468.

The 23/24 bad debt budget was increased in anticipation of bad debt due to the lack of shutoffs for non-payment, which is the primary method of enforcing payment. In comparison with this year, the 22/23 bad debt, which benefited from the State Arrearages Payment Program, was \$34,791.59 versus a more average bad debt figure of around \$23,000.

Here are few statistics:

- The number of accounts to be written off this year is 193, versus 156 in 22/23.
- The 23/24 unpaid balances range from \$0.01 to \$8,124.08, averaging \$539.61. In 22/23, the average unpaid balance was \$223.02. This increase reflects the extended period of non-shutoff.
- There are three accounts on the list that have prior bad debt, down from four in 22/23. This is most likely due to the 2021 revisions to the Rules & Regulations fortifying collection policies and implementing the Owner Tenant Request for Water Service. This program is fully phased in.
- 92 (or 47.6%) of the 193 bad debt accounts are locked basic fee accounts (inactive water service). Since its inception in 2016, the locked basic fee group has remained the largest portion of bad debt due to the passive nature of these accounts (more information to follow).
- Owners account for 17.6%
- Previous owners account for 40.4%
- Tenants account for 42%
- 114 accounts, or 59%, never paid a water bill for 24 months.
- From these 193 accounts, 1,757 penalties were applied, averaging 9.1 penalties per account.
- Comparison with prior year bad debt write-offs as follows:

▼ 2023/24	\$104,114	2020/21	\$19,978
2022/23	\$34,792	2019/20	\$20,585
2021/22	\$3,359*	2018/19	\$22,940

**California Arrearage Credits paid down bad debt.*

The guarantee deposit is the District’s first defense against bad debt and automatically increases each January as water rates increase. The applicant for each new *unlocked basic fee* (active water service) account must undergo a credit check or pay an automatic deposit. The resulting credit “score” determines the deposit collected, with red and yellow requiring a deposit and green requiring no deposit. While the current deposit stands at \$343, many accounts on this bad debt list had old deposits as low as \$100 or \$200.

Here are the 23/24 credit statistics:

Credit Status	# Accts (% of Total)	Balance (% of Total)
Locked basic fee (no active water)	92 (47.9%)	\$26,667.18 (26%)
Red (active water)	44 (22.7%)	\$56,144.21 (54%)
Yellow (active water)	20 (10.3%)	\$13,430.22 (12%)
Green (active water)	37 (19.1%)	\$7,902.57 (8%)
TOTAL	193 (100%)	\$104,114.18 (100%)

Additional analysis indicates that the larger the deposit, the less frequent bad debt occurs and with a lower balance. This affirms that the automatic annual deposit escalation is working to help cover most debt upon account closing. Such policies do make a difference in the bad debt results.

Locked basic fee (inactive water service) accounts make up the largest portion of bad debt accounts. These accounts don't require a credit check or deposit and offer limited options for encouraging payment, except for liens, which can take years to be effective.

Lien statistics related to 23/24 fiscal year debt:

- Total of 30 liens collected in the amount of \$26,724.24.
- The district has liened 15 new accounts, totaling \$13,720.38. Total liens receivable as of 6/30/24 was \$128,621.
- The district has completed Intents to File liens on 2 more accounts for \$3,403.33.

Late in fiscal year 22/23, responsibility for the Collections program was transferred from the Finance Department to the Customer Service Department under the Director of Administration. The collections process is a complex one, but Staff's diligent efforts have a positive impact on this program!

Please approve the Bad debt write-off of \$104,114.18. Thank you!

RECOMMENDED ACTION: Recommend approval of the 2023/24 Bad Debt Write-off in the amount of \$104,144.18.

STRATEGIC PLAN: Financial 2.1, Conduct an annual audit.

FISCAL IMPACT: Write off \$104,114.18 bad debt expense for 23/24 fiscal year, 92% of the adjusted \$112,948 budget.



AGENDA ITEM NO:	7B
MEETING DATE:	08.21.24

Staff Report

PRESENTED BY:	Anne Roman, Director of Finance and David Shook, Director of Administration
TOPIC:	USE OF COLLECTION AGENCY TO ENHANCE DEBT COLLECTION
RECOMMENDATION:	Approve use of Collection Agency as warranted

SUMMARY: Fiscal Year 23/24 Bad Debt is significantly higher than usual. Staff wishes to add the use of a Collection Agency to existing collection methods.

BACKGROUND: For decades, the District has managed debt collections internally, which involves significant effort and has its limitations. Currently, the District employs several strategies to handle outstanding debt, including water service cutoffs for non-payment, owner/tenant agreements for service, collecting eligible unpaid debt when establishing new accounts for returning customers, and filing liens with the County. Introducing a Collection Agency option to our available resources would bolster the District's efforts to mitigate the bad debt that ultimately affects all ratepayers.

While the District, as a County Water District, is not required to go through a competitive bidding process, the Board-approved Bidding Procedures may require it. However, that policy/procedure also needs updating (for inflated dollar values, if nothing else) and doesn't clearly articulate how a proposal on such a project should be treated. The Board has the discretion to bypass the Bidding Procedure or may direct Staff to go through an RFP process.

ANALYSIS: Typical annual bad debt levels have averaged around \$23,000 over the past six years. However, for the 2023/2024 fiscal year, bad debt is significantly higher due to deferred cutoffs and other factors after COVID. This situation presents a good opportunity to begin collaborating with a Collection agency to supplement our already robust collection methods.

After researching agency options, which were limited, we have identified Penn Credit as a viable option. Penn Credit operates on a contingency/commission basis, taking 35% of collections, which would allow the District to potentially recover up to 65% of collected debt. Additionally, Penn Credit begins each process with a "pre-collection," a type of soft-collections process upon first contact, not immediately reporting the collection to credit bureaus. The Agency Rep notes that "[t]hrough skip tracing, we are able to find the most up-to-date address and phone number for the consumer. **Many times, we find that when consumers move or change phone numbers, they may be unaware of the payment they owe, and the first time they are made aware is through our communication with them.**" They also provide customer-friendly features, such as bilingual agents, translation services, convenient over-the-phone payment options, internet, SMS and email options, and payment plans.

The District would continue to use the current collection methods, including liens, which are a critical component of the collections process. However, liens are only paid when the property is transferred, which could take decades. Utilizing a Collection agency offers the possibility of earlier debt recovery, albeit at a reduced amount. Yet, more importantly, with a Collections option, the District would have additional recourse for accounts that cannot be liened due to ownership restrictions.

Since the District’s Rules & Regulations already state that the District “retains the right to use....all other means of collecting unpaid accounts that are now in effect or that may in the future be established.” (Article 1.29), no changes to Board-approved Policy are required at this time. The attached sample agreement still requires legal review, but Staff recommends that the Board of Directors authorize the General Manager to finalize and enter into a satisfactory agreement with Penn Credit to begin utilizing their collection services to enhance existing collection methods

OPTIONS:	The Board of Directors can consider the following options on this matter: <ul style="list-style-type: none">• Authorize the General Manager to enter into an agreement with Penn Credit.• Direct Staff to prepare an RFP to select a vendor.• Take no action.
RECOMMENDED ACTION:	Authorize the General Manager to enter into an agreement with Penn Credit to begin utilizing collection services to enhance existing collection methods.
STRATEGIC PLAN:	2.12 Maintain and Enhance Finance Department Protocols to the Collections report.
FISCAL IMPACT:	Possible reduction of uncollectible 23/24 and future bad debt at a cost of 35% of any collected debt.

COLLECTION SERVICES CONTRACT

This **CONTRACT** is being entered into as of _____, 2024 between **Penn Credit Corporation**, (hereinafter referred to as **PCC**), and **Joshua Basin Water District** (hereinafter referred to as **CLIENT**).

PCC and **CLIENT** therefore agree that the following shall constitute the service conditions between **PCC** and **CLIENT** applicable to this engagement:

- 1. Relationship of Parties:** It is clearly understood that each party to this Contract will act in its individual capacity and not as an employee, partner, joint venture, or associate of the other party.
- 2. Agent Relations:** The **CLIENT** agrees to employ **PCC** to investigate, communicate, and to take any and all reasonable and legal collection steps. All collection steps taken by **PCC** in the settlement and collection of assigned accounts will be in accordance with federal, state and local consumer protection laws, including the terms of the Fair Debt Collection Practices Act, where applicable.
- 3. Right of Endorsement:** The **CLIENT** grants and conveys to **PCC** the right of endorsement in clearing drafts, checks and notes for collection applicable to this Contract.
- 4. Releases and Return of Accounts:** **PCC** agrees to release and return specified accounts assigned and in process of collection within thirty (30) days of the receipt of a written request from the **CLIENT** or by any other date specified herein. Those accounts on which payment has been made within ninety (90) days prior to the written notice or is anticipated to have additional payments within one hundred eighty (180) days will remain with **PCC** for collection. All accounts returned will be listed in alphabetical order along with the current balance of each account.
- 5. Payment to Client (Member Payments):** The **CLIENT** agrees to promptly report all payments, bankruptcy notices, and any and all communications from the debtor and/or third party corresponding to all accounts placed.
- 6. Accountings:** **PCC** agrees to report and pay to the **CLIENT**, net proceeds of all collections after the commission fee has been subtracted on a monthly basis; and the **CLIENT** will remit to **PCC** any proceeds due based on its collection efforts within thirty (30) days of billing. The **CLIENT** will be charged full commissions on any payments received by either **PCC** or **CLIENT** on/after the date accounts are placed with **PCC**. Said payment and reports will be submitted by **PCC** to **CLIENT** no later than the 20th day following the end of the calendar month.
- 7. Confidential Information:** Both Parties ("**Discloser**") will be supplying to the other (the "**Recipient**"), directly and/or indirectly, confidential information as relates to the method of its operations, which is proprietary to and solely owned by the respective party. Both parties agree during the term of the Contract and thereafter for the indefinite future, that the Recipient will not, without the express written consent of discloser, utilize or disclose any such information to any third party, except as necessary to fulfill the terms of this Contract.

As the service provider, **PCC** understands and acknowledges its responsibility for the security of cardholder data that it receives and processes during the performance of this contract; all applicable PCI-DSS requirements will be maintained by **PCC**.

8. **FTC Red Flag Rules:** PCC shall maintain an Identity Theft Prevention Program in accordance with 16 C.F.R. Part 681 FTC Red Flag Rules throughout the life of the contract.
9. **Indemnification.**
- A. **CLIENT** shall defend, hold harmless and indemnify **PCC**, its shareholders, officers and employees against any and all liabilities, claims, damages, costs, judgments and expenses, including attorney fees, sought or asserted against **PCC**, its shareholders, officers and employees of **PCC** arising out of the collection activities of **PCC** if such liabilities, claims, damages, costs, judgments or expenses are based or alleged to be based, in whole or in part, upon any of the following:
- i. Any negligent actions by **CLIENT**, its officers, employees or contractors, including any other collection agency; or
 - ii. Inaccuracy in any Account Information supplied by **CLIENT** to **PCC**, or failure by **CLIENT** to supply Account Information to **PCC**, including the failure to provide updated Account Information as it becomes available.
- B. **PCC** shall defend, hold harmless and indemnify **CLIENT**, its affiliates, shareholders, officers and employees against any and all liabilities, claims, damages, costs, judgments and expenses, including attorney fees, sought or asserted against **CLIENT**, its affiliates, shareholders, officers and employees of **CLIENT** arising out of the collection activities of **PCC** if such liabilities, claims, damages, costs, judgments or expenses are based or alleged to be based, in whole or in part, upon any of the following:
- i. Any negligent actions by **PCC**, its officers, employees or contractors; or
 - ii. Failure by **PCC** to relay Account Information supplied by **CLIENT** to **PCC** to a Credit Bureau.
- C. The obligations of **CLIENT** and **PCC** under this Section 9 shall be continuing obligations of **CLIENT** and **PCC**, as the case may be, and shall specifically survive the termination of this Contract or any other Contract between **CLIENT** and **PCC**.
10. **Term of Contract:** This Contract is continuing and will remain in effect until terminated by either party. Under such circumstances, the terminating party shall provide the other party sixty (60) days written notice, unless the parties shall mutually agree to terminate the Contract, at which time the Contract may be terminated immediately. **PCC** will be entitled to compensation on collections which occur for up to sixty (60) days after the termination date.
11. **Contingency Commission Fee:** The contingency commission fee for this Contract shall be **Thirty-Five Percent (35%)** for Primary Placements. Primary Placements is defined as follows: Accounts that are placed and have never been with another collection agency prior.
12. **Effect of Partial Invalidity:** The invalidity of any part of this Contract will not and shall not be deemed to affect the validity of any other part. In the event that any provision of this is held to be invalid, the parties agree that the remaining provisions shall be deemed to be in full force and effect as if they had been executed by both parties subsequent to the expungement of the invalid provision.
13. **Waiver:** Waiver by **CLIENT** of any breach of any covenant or duty of **PCC** under this Contract is not a waiver of a breach of any other covenant or duty of **PCC**, or of any subsequent breach of the same covenant or duty. Any waiver by **CLIENT** must be in writing to constitute a waiver.

14. Jurisdiction: This Contract shall be governed by the laws of the State of Pennsylvania, and the sole and exclusive venue for any disputes arising out of this Contract shall be any state court located within Dauphin County, Pennsylvania, or federal court located within the same venue.

15. Miscellaneous:

- a. This Contract and each and every one of the terms and provisions thereof shall be for the benefit of and be binding upon the parties hereto and each of them and their respective heirs, executors, administrators, grantees, successors and assigns.
- b. This Contract contains the entire understanding between the parties hereto and supersedes any and all prior contracts, undertakings and arrangements between the parties relating to the subject matter hereof. All amendments, changes, modifications or alterations of the terms and conditions hereof shall be in writing and signed by all parties hereto.
- c. The captions of the Contract are used for convenience of reference only and shall have no significance in construing the text of the Contract.

16. Notices: All notices provided for in this Contract shall be made in writing and shall be transmitted to the proper Authorized Representative and address shown below, unless advance written notice is provided to the other party notifying them that either the name of their designated Authorized Representative and/or his/her address has been changed. Proper notice shall be deemed given when it is either:

- a. Hand delivered to the Authorized Representative to whom the notice is addressed, and a signed receipt is given, or
- b. Mailed by United States Post Office Registered Mail, Return Receipt Requested, with postage prepaid to the Authorized Representative at the address shown below:

PCC:

Thomas Foley, Jr., CEO
Penn Credit Corporation
2800 Commerce Drive
Harrisburg, PA 17110

Client:

Sarah Johnson
Joshua Basin Water District
61750 Chollita Rd
Joshua Tree, CA 92252

17. Mutual Agreement: In witness whereof, the respective parties hereto and their Authorized Representatives have mutually agreed to the provisions of this Contract as indicated below:

For: Penn Credit Corporation

Authorized Representative, Title: Thomas Foley, Jr., CEO

Signature **Date**

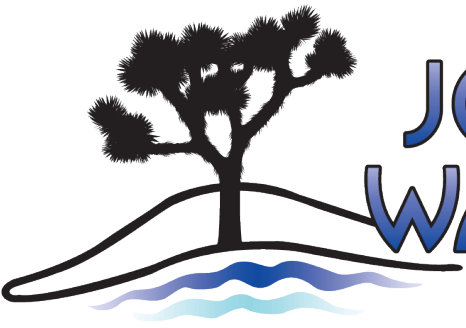
For: Joshua Basin Water District

Authorized Representative, Title: Sarah Johnson, General Manager

Signature **Date**

PennCredit

Service • Integrity • Results



JOSHUA BASIN WATER DISTRICT

*Proudly providing water from an ancient
source...well into the future*

Company & Services Overview

Company Background

PennCredit

Service • Integrity • Results

- Founded in 1987, legacy company established in 1955
- Nationally bonded and licensed
- Extensive municipal & utility collection experience
 - Electric, water/sewer, parking fines, EMS billings, false alarms, code enforcement fines, licenses/permits, red light camera fines
- Proven ability to collect low balances & aged receivables
- Industry leading data security & technology
- Better Business Bureau Accreditation, *A+ Rating*



Values & Approach

PennCredit

Service • Integrity • Results

We believe Penn Credit's success lies not only in espousing the following values, but honoring them in every action, transaction and decision we make.



ACA International Collectors Pledge

I believe every person has worth as an individual.

I believe every person should be treated with dignity and respect.

I will make it my responsibility to help consumers find ways to pay their just debts.

I will be professional and ethical.

I will commit to honoring this pledge.



- Corporate Headquarters, Harrisburg, PA
 - **Current HQ Facility Opened in 2018**
 - **40,000 sq/ft.**
- Additional Contact Centers
 - Phoenix, AZ
 - State College, PA



Penn Credit HQ

PennCredit
Service • Integrity • Results





Experience



State Entities:

- **Comptroller of Maryland**
- South Carolina Department of Revenue
- Virginia Department of Taxation
- Missouri Department of Revenue
- Nevada State Controller's Office
- Louisiana Department of Revenue
- Massachusetts Comptroller
- California Water Resource Board
- Delaware Division of Revenue

Local Government & Courts:

- **City of Baltimore, MD**
- **City of Annapolis, MD**
- City of Raleigh, NC
- City of Miami, FL
- **Prince George's County, MD**
- New York City, Dept. of Finance
- Shenandoah County Circuit Court, VA
- Carbon County Clerk of Court, PA
- Gwinnett County, GA

Utility Experience

PennCredit

Service • Integrity • Results




Collection Approach

Collection Techniques

PennCredit

Service • Integrity • Results

- Proprietary collection system 
- Work all accounts regardless of age or balance
 - *Fresh skip tracing, noticing & calling on legacy accounts*
- Staff training for the client's work standards
- On-going portfolio review to continuously improve
- Extended evening and weekend contact center hours
- Language Capabilities:
 - Direct toll-free number to bilingual Spanish speaking agents
 - Translation service for 200+ other languages




Collection Techniques

PennCredit

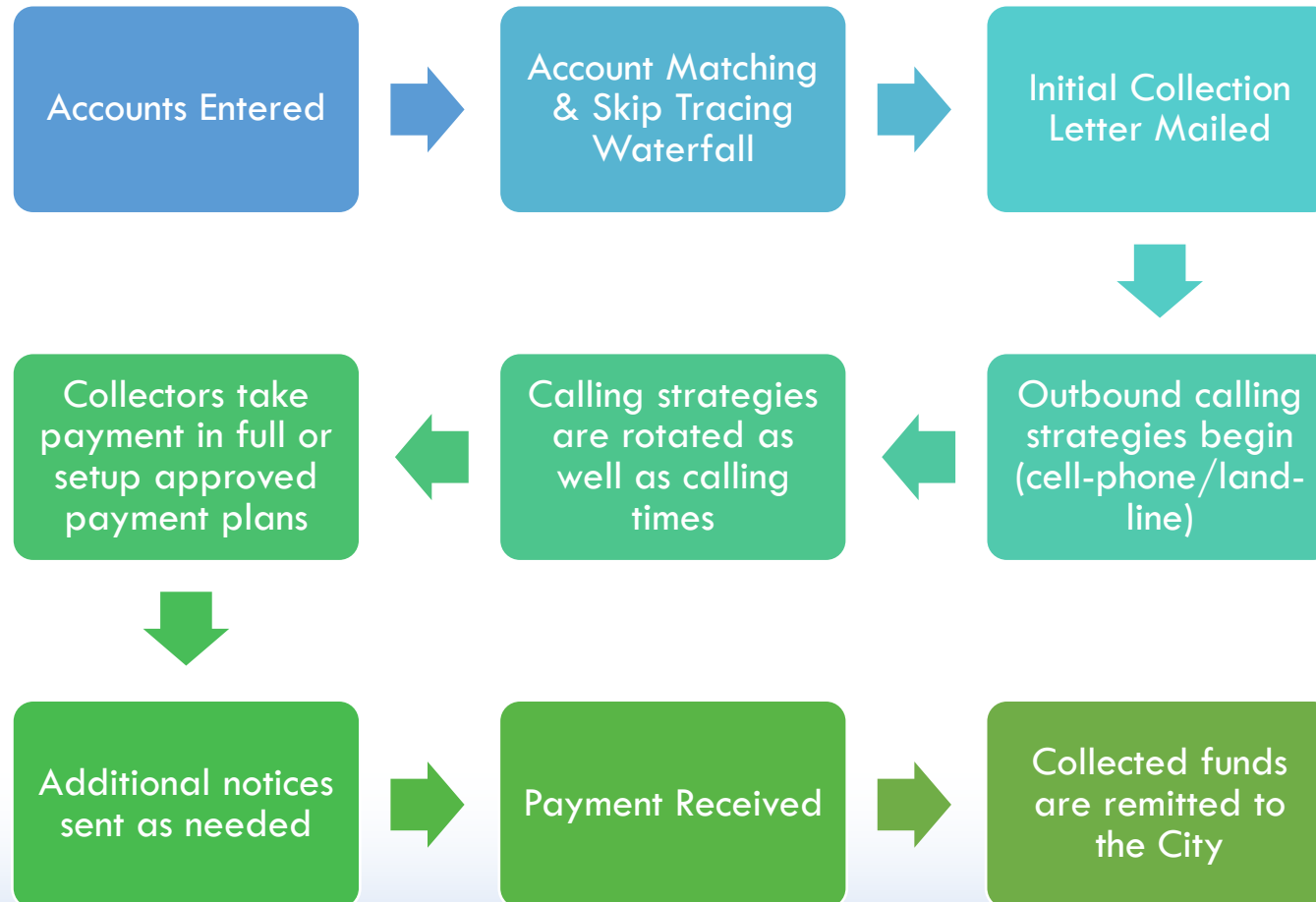
Service • Integrity • Results

Latest Contact Technologies (Omni-Channel)

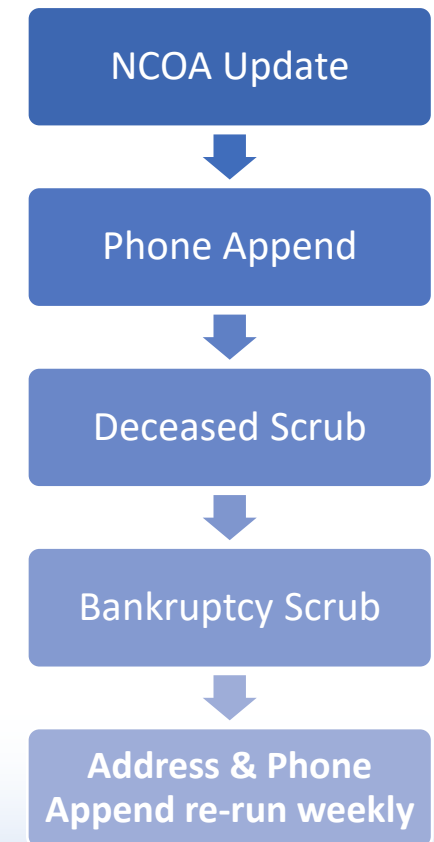
- Human Call Initiator (HCI) - LiveVox
- Analytics/scoring to determine phone number probability
- Predictive Dialing
- Multi-monitor workstations for all staff **SMS-Text and Email** communication options being deployed
- **Large balance “Loop” collectors**
 - Online Internet Skip Tracing (Accurint  LexisNexis®)
- Credit Bureau Reporting
 - Managed by Penn Credit, no additional charge
 - Only utility debts allowed and a social security # or date of birth is required



Collection Process Overview



Skip Tracing Waterfall



Convenient Payment Options

- Check and credit card by phone
 - **Secure Payment Capture**, customer uses keypad to enter information during agent contact
- Check, credit card & money order via mail
- Internet payment portal/Virtual Collector Capabilities:
 - User friendly and mobile/tablet device compatible
 - Single payment or payment plan by check or credit card
 - Meets Web Content Accessibility Guidelines (WCAG)2.1 Level AA, ADA Compliant
 - ADA Compliant



Internet Payment Portal

PennCredit

Service • Integrity • Results

CLIENT ACCESS PORTAL SERVICES MARKETS

PAYMENT / MY ACCOUNT PORTAL CONSUMER FAQ

PennCredit
Service • Integrity • Results

COLLECTION SPECIALISTS SINCE 1987

Penn Credit Is A Nationwide Accounts Receivables Management Firm. For Over 30 Years, We Have Recovered Monies Owed Our Clients Quickly And Efficiently In A Respectful And Professional Manner.



SERVICE

Successful collection programs rely on two core components: an experienced, knowledgeable, and well-trained staff and the use of state-of-the-art technology.



INTEGRITY


Penn Credit's services are provided in a compliant and respectful manner, adhering to all industry regulations and the Code of Ethics of ACA International.



RESULTS


Penn Credit has the resources, experience, and know-how to devise a customized receivables management solution that fits both your needs and goals.










Mar-05-2016 English ▾

Penn Credit Corporation
Pennsylvania, USA
account.penncredit.com



[Click an item below for more detail](#)

-  DigiCert SSL Certificate
-  Registration Confirmed
-  Address Confirmed
-  Email Address Confirmed
-  Domain Ownership Confirmed

Penn Credit Corporation provides for the security of their users by enabling the encryption of data transmitted between Penn Credit Corporation and your browser during an SSL/TLS encrypted session (look for the padlock). Penn Credit Corporation holds a website identity assurance warranty of \$1,000,000 subject to the Relying Party Agreement.
[Relying Party Agreement](#)

NOTICE: YOU MUST READ AND AGREE TO THIS RELYING PARTY AGREEMENT BEFORE RELYING ON A DIGICERT-ISSUED CERTIFICATE OR SITE SEAL.

Internet Payment Portal

PennCredit

Service • Integrity • Results

PennCredit
Account Summary
Pay Account
View Payment Schedule
Dispute Account
Contact Us
Terms & Conditions
Q&A
Sign Out

Payment Option Selected

- Payment Arrangement

Please contact our office if you are unable to meet the offers listed.

Selected Accounts

Amount to pay	Creditor	Account #	Service Date	Balance
\$100.00	ABC Client	1234	Apr 1, 2018	\$100.00

4 Bi-weekly Payments

Date	Amount
Apr 5, 2018	\$25.00
Apr 19, 2018	\$25.00
May 3, 2018	\$25.00
May 17, 2018	\$25.00

2 Monthly Payments

Date	Amount
Apr 5, 2018	\$50.00
May 7, 2018	\$50.00

1 Monthly Payment

Date	Amount
May ,	\$100.00

Select a start date, an offer and a payment method

Payment Date

Apr 5, 2018
▼

Offers

-- select an offer --
▼

Method

Credit Card
 Check

Continue

Cancel

PennCredit
Account Summary
Pay Account
View Payment Schedule

Payment Options Selected

- Pay in full by credit card

Enter Payment Information

Payment Date

Apr 5, 2018
▼

Amount

\$100.00

We accept

Name (as it appears on your card)

Enter the card holder name

Card number (no dashes or spaces)

☞

Expiration

-- Month --
▼

- Year -
▼

Security Code (?)

By checking the box below, you are providing Penn Credit and its financial institution with authorized consent to process your debit/credit card as agreed upon and within the parameters of the payment plan option chosen. By checking the box below, you also confirm that you are authorized to use the payment information provided and that you are authorized to perform this transaction as, or on behalf of the responsible party to the debt.

Click to confirm payment

Submit Payment

Internet Payment Portal

PennCredit

Service • Integrity • Results

10:25 AM

PennCredit

Payment Options Selected

- Pay in full by credit card

Enter Payment Information

Payment Date: Oct 2, 2018 | Amount: \$194.0

We accept

Name (as it appears on your card)
Enter the card holder name

Card number (no dashes or spaces)
Valid Card Number:

Expiration: -- Month -- | - Yr -

Security Code (?)
123

10:25 AM

PennCredit

Payment Options Selected

- Total Due: \$194.00

Select a payment method

Pay in full
 Other options

Continue
Cancel

Selected Accounts

Creditor	XYZ Widgets
Account #	A9PJOHE
Service Date	Jan 1, 2018
Balance	\$194.00

Disclaimer

10:24 AM

PennCredit

Account Summary

Customer ID	H0000002
Name	SMITH, JOHN
Last Payment	No Payment
Total Payments	\$0.00
Balance	\$194.00

Creditor	XYZ Widgets
Account #	A9PJOHE
Service Date	January 1, 2018
Balance	\$194.00
Status	Active

Disclaimer
All obligations may not be present on this site.
This is an attempt to collect a debt and any information obtained will be used for that purpose.
This is from a debt collector.

Penn Credit Corporation 2017

Personnel Resources/ Customer Service

Expert Project Team

PennCredit

Service • Integrity • Results

- Management staff with extensive government/utility collection experience
- **Client Success Program** for personal attention and excellent results:
 - Experienced and flexible management staff
 - Quick and nimble decisions
 - High staff availability including after hours
- Quick turnaround for custom reports & data files



 **Client Success Program**
by Penn Credit

Extensive Staff Training

PennCredit

Service • Integrity • Results

- Culture of compliance, educating the customer regarding the obligation and showing respect
- Emphasis on compliance standards and issues, e.g. TCPA, CFPB
- Initial training program:
 - Penn Credit applications and systems
 - Customer service techniques, scripts
 - Client policies and custom requirements
- Ongoing training and review for all staff:
 - **Daily compliance testing program (ETERNA)**
 - **Proofpoint** data security awareness training
 - Collection laws, regulations and client policies



proofpoint®

ETERNA

- Management monitors calls and provides feedback & additional training to staff
- **LiveVox Speech IQ** voice analytics and call recording ensures performance and work standards per our client's requirements
- **Compliance scoring is tied to staff compensation**



LIVEVOX

Compliance 360 Management Program

- Utilized by in-house Compliance Department
- One-stop hub, housing all disputes, compliance rules/regulations
- Detailed tracking, trending and reporting
- Tailored training based on these reports
- Assessments and audit workflows, approval of results and action plans
- Vendor management & auditing

Compliance 360[®]
an  SAI GLOBAL Product

Technology, Reporting & Security

Formal Audits by External Firms

- PCI-DSS Level 1 Certified
- FISMA/NIST 800-53 Revision 4
- SSAE18 SOC 1 Type II and SOC 2 Type II



Information Security Features

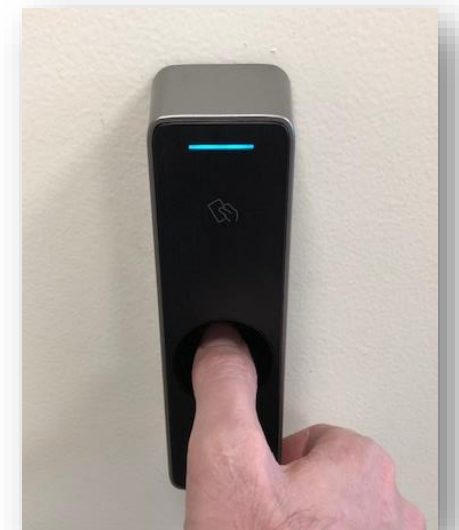
- Managed Detection and Response (MDR) solution
- 24/7 network monitoring by a team of experts
- Data encryption & field masking
- Security Awareness Training

Physical Security

- Visitor Control
- On-Site Document Shredding
- Workspace/Building Security/4K Cameras

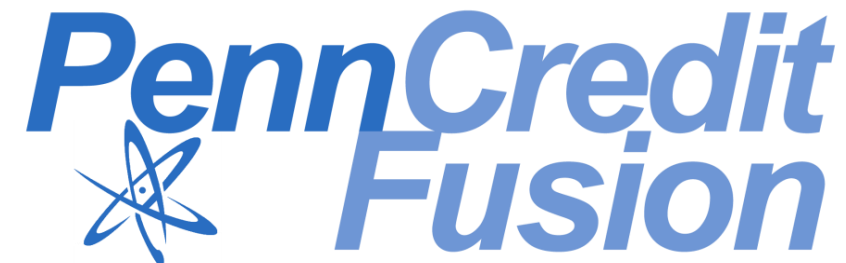


CROWDSTRIKE



Proprietary *FUSION* Collection Platform

- Technology & application programmers on-site
- Ability to provide and receive any custom data files or reports as requested by our clients
- **Remote Client Access Portal** for client staff providing dashboards & account look-up
- Experience interfacing with numerous utility billing systems (e.g. SAP)
- Robust Disaster Recovery capabilities



Remote Client Access Portal

PennCredit

Service • Integrity • Results

- New version launched May 1, 2023
- Access to live data via website
- Dashboard of collection statistics
- Produce reports in PDF or Excel
- Search by account number, name or Penn Credit ID#
- Adhoc reporting with summary and account detail (self-service)
- Individual login credentials & security features



New Portal – Account Search



Dashboard

Analytics

Account Search

File Sharing

Add New Account

Reports

Profile

Help

Logoff

Account #



Account#	Name	Service Date	Placed Date	Balance	Status	Penn ID#
[REDACTED]	[REDACTED]	[REDACTED]	11/17/2022	\$0.00	PIF	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	11/17/2022	\$0.00	PIF	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	11/17/2022	\$0.00	PIF	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	11/17/2022	\$0.00	PIF	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	11/17/2022	\$0.00	PIF	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	11/17/2022	\$0.00	PIF	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	11/17/2022	\$0.00	PIF	[REDACTED]

Maximum of 50 results displayed



New Portal – Account View

PennCredit

Service • Integrity • Results

PennCredit Fusion

- Dashboard
- Analytics
- Account Search
- File Sharing
- Add New Account
- Reports
- Profile
- Help
- Logoff

Penn ID: [Redacted] **Account Status:** PIF
Client: [Redacted] **Status Desc:** PAID IN FULL
Client Name: [Redacted] **Placed Date:** 11/17/2022
Address: [Redacted] **Service Date:** [Redacted]
Home Phone: [Redacted] **Account Info:** [Redacted]
Cell Phone: [Redacted] **Service Rendered:** [Redacted] **Gross Placed:** [Redacted] **Add-on:** [Redacted] **Adjustments:** [Redacted]
Last Letter Date: 11/18/2022 **Penalty/Interest:** [Redacted]
Return Date: [Redacted] **Total Payments:** [Redacted]
of Letters: 1 **Current Balance:** [Redacted]

- Remarks
- Contacts
- Transactions
- Payments
- Pending Payments
- Promises
- Bankruptcy

Date	Time	Remarks
11/21/2022	14:02	[Redacted]
12/01/2022	11:10	[Redacted]
12/06/2022	09:03	[Redacted]
12/15/2022	09:02	[Redacted]
02/01/2023	09:16	[Redacted]
02/10/2023	09:03	[Redacted]
02/21/2023	09:08	[Redacted]
03/02/2023	09:02	[Redacted]

- Hold/Activate
- Pmt/Adj
- Cancel Account
- Summary (PDF)

New Portal – Report Menus

The screenshot shows the 'CHOOSE A REPORT' menu in the PennCredit Fusion portal. The left sidebar contains navigation links: Dashboard, Analytics, Account Search, File Sharing, Add New Account, Reports, Profile, Help, and Logoff. The main content area lists three report options: Client Summary (with a bar chart icon), Payment Analysis (with a list icon), and Account Analysis (with a question mark icon).

The screenshot shows the 'PAYMENT ANALYSIS REPORT' form in the PennCredit Fusion portal. The left sidebar is identical to the previous screenshot. The main content area includes a form with the following fields: Client Code (a dropdown menu with a blacked-out selection), Placed From (a date field set to 'June 2022'), Placed To (a date field set to 'May 2023'), and Report Type (radio buttons for 'PDF' and 'Excel', with 'PDF' selected). A blue 'Submit' button is positioned below the form. Below the button, a message states '(Report will open in new window)' and a link labeled 'Return to Report Menu' is provided.

New Portal - Dashboard Sample

PennCredit

Service • Integrity • Results

PennCredit
Fusion

Jane Doe

Dashboard

Analytics

Account Search

File Transfers

Add New Account

Reports

Logoff

MY DASHBOARD

OVERALL RECOVERY

6.64%

DOLLARS RECOVERED

month to date	\$43,733.44
year to date	\$3,104,854.96
begin to date	\$74,399,366.52

ACTIVE ACCOUNTS

number	198,345
dollars	\$98,050,322.00

ACCOUNTS PLACED

month to date	5
year to date	220,595
begin to date	3,184,238

DOLLARS PLACED

month to date	\$136.10
year to date	\$89,652,193.10
begin to date	\$284,791,627.56

New Portal - Dashboard Sample

PennCredit

Service • Integrity • Results



Jane Doe

Dashboard

Analytics

Account Search

File Transfers

Add New Account

Reports

Logoff



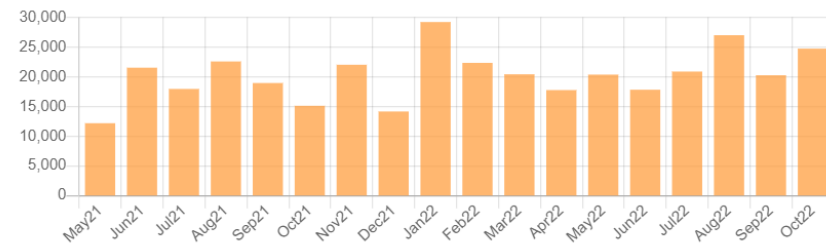
ANALYTICS

All Client Codes

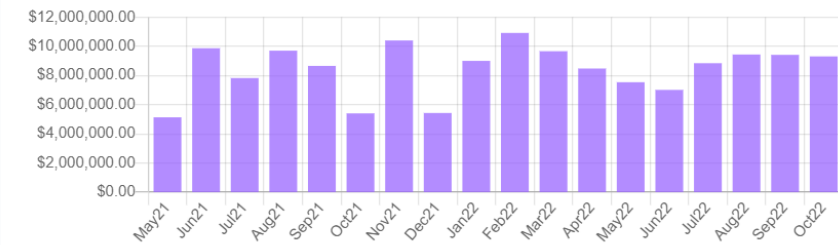
18 months



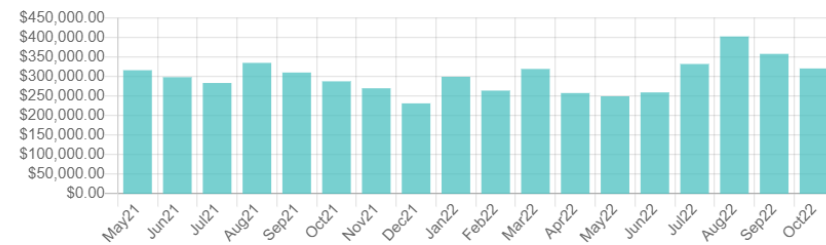
Accounts Placed



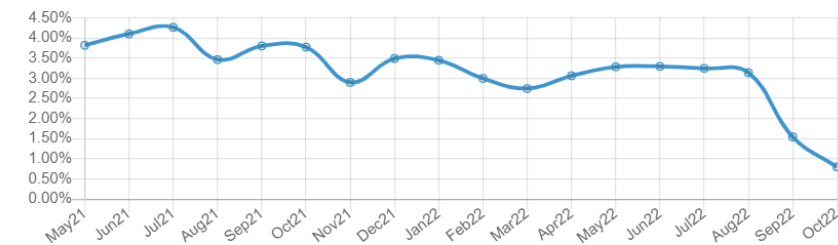
Dollars Placed



Monthly Dollars Recovered



Batch Recovery %



In Summary

Why Penn Credit?

PennCredit

Service • Integrity • Results

- Successful relationship with numerous utilities and municipalities throughout the country
- Reinvestment to provide the latest collection resources, compliance tools and data security measures to our clients
- Highest degree of legal compliance & oversight
 - Respecting customers is paramount
- Superior customer service and responsiveness to our client's staff



Thank you

Penn Credit



AGENDA ITEM NO:	7C
MEETING DATE:	08.21.24

Staff Report

PRESENTED BY:	Anne Roman, Director of Finance
TOPIC:	COST ALLOCATION PLAN
RECOMMENDATION:	Review, discuss, and consider contracting for a Cost Allocation Plan

SUMMARY: The District’s existing overhead rates are decades old and require an update.

BACKGROUND: A Cost Allocation Plan sets forth overhead rates, which are indirect costs derived from departments or programs that are not directly associated with a specific activity but instead are costs associated with more general operations, such as indirect salaries, utilities, other facility costs, etc. The District uses these rates to allocate a portion of general and administrative costs incurred by the District to capital projects and customer-initiated projects. Such overhead rates are also crucial to cost recovery for grant reimbursements. To my knowledge, the District has never completed a formal Cost Allocation Plan and is well overdue for an update to overhead rates as the current rates have been in place for over 15 years.

While the District, as a County Water District, is not required to go through a competitive bidding process, the Board-approved Bidding Procedures may require it. However, that policy/procedure also needs updating (for inflated dollar values, if nothing else) and doesn’t clearly articulate how a proposal on such a project should be treated. The Board has the discretion to bypass the Bidding Procedure or may direct Staff to go through an RFP process.

ANALYSIS: NBS, the District’s Copper Mountain Mesa (CMM) and Standby Billing Administrator, has submitted a proposal for these services. The Proposed Cost Allocation Plan complies with the requirements and guidelines of Title 2, Code of Federal Regulations, Part 200, Cost Principles for State, Local, and Indian Tribal Governments (formerly known as OMB A-87), which is important for grant purposes. The project would be comprised of four main activities, including 1) Commencement and Data Collection), 2) Organizational Review and Allocation Factors, 3) Draft of Outcomes, and 4) Final Report. Interestingly, the assigned Project Manager would be Director Nicole Kissam, who is local to Joshua Tree.

This proposal comes in with a not-to-exceed cost of \$14,930. The 24/25 JBWD budget is \$16,500 including a \$1,500 contingency. The process would take approximately two to three months and involve primarily Finance staff but potentially also a few other Management staff and the General Manager.

OPTIONS: The Board of Directors can consider the following options on this matter:

- Authorize the General Manager to enter into an agreement with NBS.
- Direct Staff to prepare an RFP to select a vendor.
- Take no action.

RECOMMENDED ACTION: Authorize the General Manager to enter into an agreement with NBS for Cost Allocation Plan services, as attached.

STRATEGIC PLAN: 2.8 Continue to Monitor and Update Rates and Fees to Ensure Financial Viability

FISCAL IMPACT: \$14,930 of \$16,500 budget.



32605 Temecula Parkway, Suite 100
Temecula, CA 92592
Toll free: 800.676.7516

www.nbsgov.com

July 3, 2024

Anne Roman
Director of Finance
Joshua Basin Water District
61750 Chollita Road
Joshua Tree, CA 92252

RE: Cost Allocation Plan Services

Dear Ms. Roman,

The enclosed provides a proposal for development of a Cost Allocation Plan and/or Overhead Rates for the District. Based on our previous conversations, we understand the District currently uses a set of overhead rates to recover administrative costs from capital improvement projects, as well as for projects customers pay for such as meter installation or any instance where the District would need to charge a fee directly for services provided. Additionally, the District is interested in utilizing rates to recover services from State and Federal funding opportunities (grants).

We at NBS collectively offer decades of experience in this area, and we look forward to your review of this proposal for services. From here, should the District wish to proceed, we could finalize a contract in the District's preferred format and initiate the project.

We look forward to leveraging our experience toward this project and helping the District move forward. Please contact me at 800.676.7516 or via email at nkissam@nbsgov.com if you have any questions or concerns.

Sincerely,

A handwritten signature in blue ink that reads "Nicole Kissam".

Nicole Kissam
Director

SCOPE OF WORK

NBS will complete a Cost Allocation Plan and/or overhead rate calculation for the District.

A Cost Allocation Plan is an analysis which distributes the general governmental and support service costs of the District to the direct services and activities provided to the public. Common uses for the result of a cost allocation plan include:

- Application in the cost basis for fees and charges.
- Recovery to the General Fund for support provided to other funds.
- Rates applicable to cost accounting, such as charging labor time to capital projects, fees, etc.
- Mark-ups on costs directly passed-through to users.
- Recovery of costs from external funds such as grants or agreements with other agencies.

The Cost Allocation Plan complies with the requirements and guidelines of Title 2, Code of Federal Regulations, Part 200, Cost Principles for State, Local, and Indian Tribal Governments (formerly known as OMB A-87).

The following are key tasks required for completion of the project:

TASK 1: COMMENCEMENT AND DATA COLLECTION

Issue a consolidated data request to District staff centering on adopted budgets, recent financial performance (revenues and expenditures), current labor cost detail and classifications, organizational structures, existing relevant policies, and other items of a more global nature.

Conduct an initial meeting with staff members who will manage the progress, completion, and implementation of the Study's findings. Include a discussion of expectations and an overview of the Study's process.

TASK 2: ORGANIZATIONAL REVIEW AND ALLOCATION FACTORS

Identify an initial list of indirect cost centers and recipients, which typically include, but is not limited to District administrative costs such as finance, human resources, legal, information technology, and facility and fleet maintenance. In one series of discussions, we will explore the services and functions of each indirect cost center to determine the appropriate structure of analysis that achieves the District's objectives for the project. Then, we will work with District staff to determine the recommended cost allocation detail and corresponding bases for apportioning costs District-wide. With District staff buy-in and cooperation, embark on data collection to develop sets of information to be used as factors for cost allocation.

TASK 3: DRAFT OF OUTCOMES

Develop an overhead cost allocation model in the Microsoft Excel spreadsheet environment. Reflect the District's organizational and financial structure and target a user-friendly, sustainable configuration. Compile associated costs and make any necessary adjustments to costs to ensure capture only of relevant support services costs. Input cost and allocation factor data into the overhead cost allocation model, and complete the functionality of the plan. Generate annual allocated costs by budget unit and fund. Draft

overhead rates based on initial outcomes. Meet with District staff to review interim analysis/progress. Collect input from the District and complete a round of revisions to the draft plan results.

TASK 4: FINAL REPORT

Prepare a draft report documenting the project’s findings. The report includes an Executive Summary, illustration of analytical methods, presentation of findings, narrative descriptions complying with the standards of Title 2 CFR, and a technical appendix showing the analysis and any relevant data sources. Participate in the presentation of the draft plan to the District’s Management group, collect input, and make one round of revisions to the draft report. Provide the District with the final report for the project.

PROPOSED PROFESSIONAL STAFF

The following provides an overview of NBS professional staff that would be assigned to this project, as well as their roles and responsibilities. Full-length resumes for the key project team staff as well as client references from similar projects are available upon request.

NICOLE KISSAM, PROJECT MANAGER

Role and Responsibilities: Nicole Kissam will manage the ongoing administration of the project, serving as the primary point of contact for District’s staff and directing the work efforts of our project team. She will be fully conversant in all findings and available for public events as needed. She will work closely with the District’s designated project manager to monitor the schedule and delivery of work products to the District’s satisfaction. While designing and directing analytical efforts, she will also provide senior-level technical analysis.

Work Experience: Nicole Kissam is Director of NBS’ Financial Consulting Group. She has an extensive background in public sector consulting, city government, corporate management, marketing and public relations. Nicole has been a financial and management consultant to local government for 20 years, specializing in cost recovery policy, strategy, and analysis. Her subject matter expertise includes cost allocation plans, user and regulatory fee analysis, impact fee analysis, financial plans, business process improvement, and operational best management practices for California agencies. Nicole holds a Bachelor of Science in Business Administration from California Polytechnic State University in San Luis Obispo. She has completed similar projects as requested by the District for many agencies across California.

LAUREN GUIDO, SENIOR CONSULTANT

Project Role: Under the direction of the project manager, Lauren Guido will lead efforts with individual departments and areas of study. She will complete key aspects of the project’s Task Plan, including but not limited to staff interviews, model design and development, data collection and analysis, timeline management, draft reviews, and documentation efforts.

Work Experience: Lauren Guido is a Senior Consultant with NBS. She brings five years of cost allocation plan and fee study analysis experience and more than a decade of accounting and financial management experience in the public and private sectors to our project team. She has extensive applied skills in analytical software, databases, and spreadsheets and a special talent for graphical display of complex

information in presentations to elected and community stakeholders. Lauren has a Bachelor of Fine Arts and Multimedia from Woodbury University.

NICOLE HUERTA, SENIOR CONSULTANT

Role and Responsibilities: Under the direction of the project manager, Nicole Huerta will support projects as needed with the completion of key aspects of the project’s Task Plan, including but not limited to organizational interviews, model development, data collection, timeline management, draft reviews, and documentation efforts.

Work Experience: An NBS Senior Consultant, Nicole Huerta offers more than a decade of research and analysis experience for public and private industry, including participation in cost allocation plan, indirect cost rate proposals, cost reimbursements from federally funded grant programs, and user and regulatory fee studies. Nicole has an extensive background in public finance and governmental accounting practices and policies as well as experience working with analytical software, databases, and spreadsheets. She has a Bachelor of Arts degree in Business Administration from California State University, Fullerton.

EVAN HOENIG, SENIOR PROJECT ANALYST

Role and Responsibilities: Under direction of the project manager, Evan Hoenig will perform large-scale data analysis and validation as needed on this project. He will support facilitating data collection and reminders to staff to keep efforts moving along the agreed upon timeline for the completion of each task.

Work Experience: Evan Hoenig is a Senior Project Analyst with NBS. He brings more than a decade of compliance management experience to our project team, as well as public budget development and administration, research, project management and financial analysis experience. He has extensive skills in analytical software, databases, and spreadsheets. Evan has a Bachelor of Science in Business Administration/ Management from California State University, San Marcos.

KAITLAN VANBREEMEN, PROJECT ANALYST

Role and Responsibilities: Under the direction of the project manager, Kaitlan vanBreemen will support projects as needed with data collection, processing, and modeling of information in Excel and Word applications.

Work Experience: Kaitlan vanBreemen has an extensive background in Federal and State audit completion for various client projects, as well as in building government relations in the regulatory compliance arena. She earned her Bachelor of Arts in Communications/Advertising from California State University Fullerton.

DEBI APPLGATE, PROJECT ANALYST

Role and Responsibilities: Under the direction of the project manager, Debi Applegate will support projects as needed with data collection, processing, and modeling of information in Excel and Word applications.

Work Experience: Debi Applegate is a Project Analyst bringing more than two decades of experience to the NBS team. Her extensive background as an analyst includes planning, forecasting, and reporting for an array of client projects. She also has a sizable background in training which provides an ability to break down and communicate complex topics into understandable concepts. Debi has a Bachelor of Science

degree in Ecology and Systematic Biology with a minor in Statistics from California Polytechnic State University, San Luis Obispo.

PROJECT TIMELINE

A project of this nature typically requires approximately two to three months to complete. If awarded the project, NBS will develop a project timeline for the District’s review and mutual acceptance as part of Task 1.

PROFESSIONAL FEES

Our professional fees reflect the effort we believe is necessary to complete the scope of services described. We express this honestly and transparently through our price proposal. The following table shows our estimated budget required by task with a total **not to exceed budget** for the project of \$14,930. Also shown are our hourly rates for each professional included on our team:

PROJECT COST DETAIL JOSHUA BASIN WATER DISTRICT	Consultant Labor (Hours)			Grand Totals	
	Project Manager	Senior Consultant	Project Analyst	Consultant Labor (Hours)	Consultant Costs (\$)
<i>Hourly Rate</i>	\$210	\$160	\$130		
Cost Allocation Plan					
1 - Commencement and Data Collection	2.0	1.0	1.0	4.0	710
2 - Organizational Review and Allocation Factors	6.0	10.0	12.0	28.0	4,420
3 - Draft of Outcomes	4.0	20.0	20.0	44.0	6,640
4 - Final Report	4.0	8.0	8.0	20.0	3,160
TOTAL NOT TO EXCEED PROJECT COST	16.0	39.0	41.0	96.0	\$ 14,930

INVOICING

We invoice on a monthly basis, following recorded consultant time on the project, paralleling our completion of the work. At no time will we invoice for charges in excess of the fee to which the District and NBS mutually agree. Should the District specifically request additional services beyond those described in this document, we will discuss those requests and associated costs at that later time and only invoice for additional fees upon separate written authorization from the District.

ADDITIONAL SERVICES – HOURLY RATES

The following table shows our current hourly rates. Optional services authorized by the District but not included in the scope of services will be billed at this rate or the then applicable hourly rate. This may include attendance at additional meetings, etc.

Title	Hourly Rate
Director	\$210
Senior Consultant	\$160
Project Analyst	\$130



AGENDA ITEM NO:	7D
MEETING DATE:	08.21.24

Staff Report

PRESENTED BY: Jeremiah Nazario, Interim Director of Operations

TOPIC: Bulk Buy Purchase for CIRP Project – Belmont Phase III

RECOMMENDATION: Approve the bid proposal from Core & Main for the bulk purchase of inventory for the Belmont Phase III Pipeline Installation.

BACKGROUND: Belmont is the District’s current Pipeline Project, which will add approximately 42,952 feet of new pipeline to replace the aging water delivery system. The Belmont project is divided into three phases starting with: Phase II, then Phase III, and Phase I.

We began the first phase of installation (Phase II—approximately 16,015 linear feet) in July 2024 and anticipate starting the next phase (Phase III—approximately 13,253 linear feet) in FY 25/26. To ensure the next phase's anticipated project start date is not delayed, we need to purchase inventory in advance (e.g., pipeline, valves, and hydrants).

ANALYSIS: It is crucial that we procure materials for our capital projects according to the district's standards and specifications. By using high-quality materials, we ensure that our infrastructure meets the desired levels of durability and reliability, providing long-lasting value to our customers. Quality materials are essential for maintaining the integrity and performance of our systems, which directly impacts the satisfaction and trust of the communities we serve.

The materials for these projects are in short supply and high demand, leading to long lead times. Over the past few years, these items have consistently required extended procurement times. Finding vendors who can supply the right materials has been nearly impossible, especially in the last few years. This year, we sought several bids for the Phase III project and received two responses. Of the two responses, only one vendor can meet our procurement needs within the specified time and with the specified materials. Approving this bid is critical to ensure timely project completion and maintain our infrastructure's quality and reliability.

Staff strongly recommends that the board approve the Core & Main bid to prevent further delays and ensure the timely acquisition of the necessary materials. Proceeding with this purchase is in the best interest of both the customers and the district, as it will help ensure the inventory arrives within an acceptable timeline and does not hinder the Capital Improvement Replacement Program.

STRATEGIC PLAN: 1.2 Implement Capital Improvement and Replacement

FISCAL IMPACT: \$546,155.86 (\$650,000 budgeted for FY 24/25)



Bid Proposal for JBWD BELMONT #3

CUSTOMER

JOSHUA BASIN WATER DISTRICT

61750 CHOLLITA RD
JOSHUA TREE, CA 92252

Job

JBWD BELMONT #3
Joshua Tree, CA
Bid Date: 05/30/2024
Bid #: 3557029

CONTACT

Sales Representative

Matthew Nielsen
(M) 562-237-3151
(T) 562-619-1000
Matthew.Nielsen@coreandmain.com

Core & Main

82314 Market St
Indio, CA 92201
(T) 7603470811

NOTES



Bid Proposal for JBWD BELMONT #3

JOSHUA BASIN WATER DISTRICT
 Job Location: Joshua Tree, CA
 Bid Date: 05/30/2024
 Core & Main 3557029

Core & Main
 82314 Market St
 Indio, CA 92201
 Phone: 7603470811
 Fax: 7603479732

Seq#	Qty	Description	Units	Price	Ext Price
10	13300	8 PVC C909 DR18 ULTRA BLUE PIPE 20' GSKT PC235	FT	19.65	261,345.00
20	21	A423 5-1/4VO HYD 4'0"B 6TJ O/L 3WAY L/GSKT L/ACC SPEC YELLOW	EA	4,157.61	87,309.81
		423-540234			
30	2	12 A2362-43 POXFLG RW GV OL ON	EA	2,703.48	5,406.96
40	43	8 A2362-43 POXFLG RW DI GV OL	EA	1,427.27	61,372.61
50	23	6 A2362-43 POXFLG RW DI GV OL	EA	903.13	20,771.99
60	20	8 UTXFLG ADPT C153 USA	EA	245.21	4,904.20
70	84	6-8 ZINC HEX NUT & BOLT KIT	EA	10.40	873.60
80	47	H13492 8X1IP BRZ SAD F/C900 9.05 OD	EA	120.63	5,669.61
90	47	H15028N 1 CORP STOP MIPXCTSC AWWA MIP X CTS COMP NO LEAD	EA	62.77	2,950.19
100	47	H14258N 1 ANG MTR VLV CTS COMP X MN W/LW NO LEAD	EA	67.49	3,172.03
110	9	8 FLG TEE C110 USA	EA	1,061.21	9,550.89
120	4	8X6 FLG TEE C110 USA	EA	1,066.91	4,267.64
130	19	8X6 UTXFLG TEE C153 USA	EA	346.27	6,579.13
140	1	8 UT 90 C153 USA	EA	434.25	434.25
150	66	8X12 20GA GALV TOP SECTION WITH LIP, NO SPOT WELD	EA	12.32	813.12
160	66	8 CI GATE CAP M/WATER	EA	37.59	2,480.94
170	28	14GA COP WIRE SOLID BLUE 500'	EA	100.58	2,816.24
180	2	8 UT 45 C153 USA	EA	86.19	172.38
190	2	12X8 FLG CROSS C110 USA	EA	2,210.25	4,420.50
200	2	12 UTXFLG ADPT C153 USA	EA	422.86	845.72
210	14	3X1000' DET TAPE WATER BLUE	RL	30.27	423.78
220	420	6 PVC C909 DR18 ULTRA BLUE PIPE 20' GSKT PC235	FT	13.01	5,464.20
230	720	1 SOFT K COPPER TUBE 60'	FT	11.09	7,984.80
240	5	8 FLG CROSS C110 USA	EA	1,279.96	6,399.80
250	62	8X1/16 FLG RING NON-ASB GSKT	EA	4.12	255.44
260	22	6X1/16 FLG RING NON-ASB GSKT	EA	2.79	61.38
270	1	8 UT PLUG C153 USA	EA	126.98	126.98
				Sub Total	506,873.19
				Tax	39,282.67
				Total	546,155.86

UNLESS OTHERWISE SPECIFIED HEREIN, PRICES QUOTED ARE VALID IF ACCEPTED BY CUSTOMER AND PRODUCTS ARE RELEASED BY CUSTOMER FOR MANUFACTURE WITHIN THIRTY (30) CALENDAR DAYS FROM THE DATE OF THIS QUOTATION. CORE & MAIN LP RESERVES THE RIGHT TO INCREASE PRICES TO ADDRESS FACTORS, INCLUDING BUT NOT LIMITED TO, GOVERNMENT REGULATIONS, TARIFFS, TRANSPORTATION, FUEL AND RAW MATERIAL COSTS. DELIVERY WILL COMMENCE BASED UPON MANUFACTURER LEAD TIMES. ANY MATERIAL DELIVERIES DELAYED BEYOND MANUFACTURER LEAD TIMES MAY BE SUBJECT TO PRICE INCREASES AND/OR APPLICABLE STORAGE FEES. THIS BID PROPOSAL IS CONTINGENT UPON BUYER'S ACCEPTANCE OF SELLER'S TERMS AND CONDITIONS OF SALE, AS MODIFIED FROM TIME TO TIME, WHICH CAN BE FOUND AT: <https://coreandmain.com/TandC/>