



**MEETING OF THE BOARD OF DIRECTORS
WEDNESDAY, MARCH 17, 2021, AT 6:30 P.M.
61750 CHOLLITA ROAD, JOSHUA TREE, CA 92252**

Due to COVID-19 and the Governor's Executive Order #N-29-20 there will be **no public location** to attend in person.

This meeting will be streamed at:

<https://us02web.zoom.us/j/82504430123?pwd=cDhoU21GeVU0UXU4OGcwb3RaQUJFdz09>

or you may join by phone at 1-253-215-8782, Meeting ID: 82504430123 Passcode: 198195

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@jbsd.com two hours prior to the start of the meeting so the comments may be distributed to the Board of Directors. Written comments shall follow the three-minute prescribed time limit when read during the meeting and will become part of the Board meeting minutes.

AGENDA

1. **CALL TO ORDER -**
2. **PLEDGE OF ALLEGIANCE -**
3. **DETERMINATION OF A QUORUM -**
4. **APPROVAL OF AGENDA -**
5. **PUBLIC COMMENT -**
6. **CONSENT CALENDAR** – Matters on the Consent Calendar are considered routine in nature and will be enacted in a single motion without discussion. Any Board member or member of the public may request that an item be removed from the Consent Calendar and acted on separately.
 - January 2021 Check Register (reviewed by the Finance Committee on March 10, 2021).
 - Draft Minutes Special Meeting February 24, 2021
 - 2nd Quarter Ending 12/31/2020 Financial Report (reviewed by the Finance Committee on March 10, 2021).
7. **ANNUAL REVIEW OF RESERVE POLICY** – Anne Roman - Receive for information only (reviewed by the Finance Committee on March 10, 2021)
8. **GENERAL MANAGER REPORT** – Mark Ban
9. **DIRECTOR MEETING REPORTS** –
 - Kathleen Radnich – Public Information Consultant

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Pages 10-11

Pages 12-24

Pages 15-30

- Mojave Water Agency Board of Directors Meeting – February 25, 2021– Director Reynolds
- Citizens Advisory Council – March 9, 2021 – Chairperson Barbara Delph
- Finance Committee- March 10, 2021 – President Unger & Vice President Floen
- Water Resources & Operations Committee – March 10, 2021 - Director Reynolds & Director Doolittle
- Mojave Water Agency Board of Directors Meeting – March 11, 2021 – Vice President Floen
- ASBCSD Virtual Meeting – March 15, 2021 – Director Reynolds
- LAFCO-March 17, 2021, at 9:00 a.m. – Director Reynolds

10. **DIRECTOR COMMENTS** – This is an opportunity for Board Members to make general comments concerning District business.

- Director Doolittle
- Director Jarlsberg
- Director Reynolds
- Vice President Floen
- President Unger

11. **FUTURE AGENDA REQUESTS** – This is an opportunity for Board members to request future agenda items that pertain to the District.

12. **FUTURE DIRECTOR MEETINGS** –

- Mojave Water Agency Board of Directors Meeting – March 25, 2021, at 9:30 a.m. – Director Doolittle
- Mojave Water Agency TAC Meeting – April 1, 2021, at 10:00 a.m. – Director Reynolds
- JBWD Board of Directors Meeting – April 7, 2021, at 6:30 p.m. -
- Legislative & Public Information Committee – April 7, 2021, at 9:30 a.m. – President Unger, Director Jarlsberg, and Kathleen Radnich
- Mojave Water Agency Board of Directors Meeting – April 8, 2021, at 9:30 a.m. – Vice President Floen
- Finance Committee Meeting – April 14, 2021, at 9:00 a.m. – President Unger & Vice President Floen
- Water Resources & Operations Committee Meeting – April 14, 2021, at 10:30 a.m. – Director Reynolds & Director Doolittle

13. **ADJOURNMENT** -



Joshua Basin Water District

***Check Report JBWD**

By Check Number

Date Range: 01/01/2021 - 01/31/2021

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: AP-AP Cash						
000504	ACTION PUMPING, INC.	01/11/2021	Regular	0.00	1,925.00	62874
<u>15369</u>	Invoice	01/11/2021	HDMC WW: PUMPING	0.00	1,925.00	
000575	AFSCME LOCAL 1902	01/11/2021	Regular	0.00	490.86	62875
<u>AFSCME1220</u>	Invoice	01/11/2021	EE UNION DUES - DEC 20	0.00	490.86	
013346	ANDY'S LANDSCAPE & TREE SERVICE INC.	01/11/2021	Regular	0.00	850.00	62876
<u>9031</u>	Invoice	01/11/2021	CIMIS WEATHER STATION MAINT THRU 12/...	0.00	75.00	
<u>9032</u>	Invoice	01/11/2021	DEMO GARDEN/BUILD MAINT THRU 12/15/...	0.00	775.00	
000950	ASSOCIATION OF THE S.B. CO. SPEC. DISTRICTS	01/11/2021	Regular	0.00	300.00	62877
<u>ASBCSD122120</u>	Invoice	01/11/2021	2021 MEMBERSHIP	0.00	300.00	
013863	ATKINSON, ANDELSON, LOYA, RUUD AND ROMO	01/11/2021	Regular	0.00	178.50	62878
<u>610518</u>	Invoice	01/11/2021	LABOR LEGAL SERVICES THRU 11/30/20	0.00	178.50	
000214	BABCOCK LABORATORIES, INC.	01/11/2021	Regular	0.00	1,816.00	62879
<u>CA10217-2287</u>	Invoice	01/11/2021	HDMC WWTP - SAMPLING	0.00	216.00	
<u>CA10286-2287</u>	Invoice	01/11/2021	SAMPLING	0.00	252.00	
<u>CA10398-2287</u>	Invoice	01/11/2021	HDMC WWTP - SAMPLING	0.00	312.00	
<u>CA10454-2287</u>	Invoice	01/11/2021	SAMPLING	0.00	68.00	
<u>CK00685-2287</u>	Invoice	01/11/2021	SAMPLING	0.00	68.00	
<u>CK00686-2287</u>	Invoice	01/11/2021	SAMPLING	0.00	68.00	
<u>CL01462-2287</u>	Invoice	01/11/2021	HDMC WWTP - SAMPLING	0.00	348.00	
<u>CL01539-2287</u>	Invoice	01/11/2021	HDMC WWTP - SAMPLING	0.00	64.00	
<u>CL01794-2287</u>	Invoice	01/11/2021	HDMC WWTP - SAMPLING	0.00	216.00	
<u>CL01913-2287</u>	Invoice	01/11/2021	SAMPLING	0.00	102.00	
<u>CL02417-2287</u>	Invoice	01/11/2021	SAMPLING	0.00	102.00	
000137	PROVIDENCE PUBLICATIONS, LLC	01/11/2021	Regular	0.00	427.00	62880
<u>37401</u>	Invoice	01/11/2021	CAL-OSHA SUBSCRIPTION 2021	0.00	427.00	
013005	CINDY BECK	01/11/2021	Regular	0.00	79.38	62881
<u>CB011021</u>	Invoice	01/11/2021	STANDBY REFUND - 0589-101-19-0000	0.00	79.38	
013365	IMAGE SOURCE	01/11/2021	Regular	0.00	148.19	62882
<u>25AR1222733</u>	Invoice	01/11/2021	SHOP EXPENSE 12/01/20 - 12/31/20	0.00	45.84	
<u>25AR1224267</u>	Invoice	01/11/2021	OFFICE EXPENSE 12/5/20 - 1/4/21	0.00	102.35	
013373	CORE & MAIN LP	01/11/2021	Regular	0.00	24,923.80	62883
<u>N441451</u>	Invoice	01/11/2021	WELL 14 4-LOG TREATMENT SUPPLIES	0.00	13,661.63	
<u>N502363</u>	Invoice	01/11/2021	WELL 14 4-LOG TREATMENT SUPPLIES	0.00	1,449.46	
<u>N522862</u>	Invoice	01/11/2021	WELL 14 4-LOG TREATMENT SUPPLIES	0.00	9,812.71	
002565	DUDEK AND ASSOCIATES, INC	01/11/2021	Regular	0.00	22,321.25	62884
<u>202008604</u>	Invoice	01/11/2021	ENG SERV: HDMC WASTEWATER PLANT TH...	0.00	21,386.25	
<u>202009262</u>	Invoice	01/11/2021	ENG SERV: HDMC WASTEWATER PLANT TH...	0.00	935.00	
VEN01466	FEDAK & BROWN LLP	01/11/2021	Regular	0.00	2,695.00	62885
<u>FB122320</u>	Invoice	01/11/2021	FINANCIAL AUDIT 19/20 - DEC 20	0.00	2,695.00	
VEN01112	FOSSIL INDUSTRIES, INC.	01/11/2021	Regular	0.00	6,233.00	62886
<u>F90066</u>	Invoice	01/11/2021	WILDCRAFTING GRANT SUPPLIES: SIGNS	0.00	5,579.00	
<u>F91979</u>	Invoice	01/11/2021	WILDCRAFTING GRANT SUPPLIES: SIGNS	0.00	654.00	
013006	FRONTIER COMMUNICATIONS	01/11/2021	Regular	0.00	1,952.01	62887

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Date Range: 01/01/2021 - 01/31/2021

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>CAF1K88521120</u>	Invoice	01/11/2021	DAMAGE CLAIM: CAFR20244570	0.00	1,952.01	
013222	FRONTIER COMMUNICATIONS INC.	01/11/2021	Regular	0.00	204.65	62888
<u>FC0121</u>	Invoice	01/11/2021	HDMC WWTP - TELEPHONE	0.00	204.65	
013802	HASA, INC.	01/11/2021	Regular	0.00	383.65	62889
<u>725827</u>	Invoice	01/11/2021	WATER TREATMENT EXPENSE	0.00	383.65	
013797	INFOSEND, INC.	01/11/2021	Regular	0.00	2,870.62	62890
<u>182155</u>	Invoice	01/11/2021	PRINT & MAIL WATER BILL - NOV 20	0.00	2,870.62	
009054	KATHLEEN J. RADNICH	01/11/2021	Regular	0.00	2,022.30	62891
<u>20-1220-1</u>	Invoice	01/11/2021	PUBLIC RELATIONS SERVICES	0.00	672.00	
<u>20-1227-1</u>	Invoice	01/11/2021	PUBLIC RELATIONS SERVICES	0.00	657.30	
<u>21-0103-1</u>	Invoice	01/11/2021	PUBLIC RELATIONS SERVICES	0.00	693.00	
000134	KENNEDY/JENKS CONSULTANTS, INC.	01/11/2021	Regular	0.00	5,855.00	62892
<u>143456</u>	Invoice	01/11/2021	2020 URBAN WATER MGMT PLAN UPDATE	0.00	3,620.00	
<u>143956</u>	Invoice	01/11/2021	2020 URBAN WATER MGMT PLAN UPDATE	0.00	2,235.00	
013898	MCCI, LLC.	01/11/2021	Regular	0.00	10,096.25	62893
<u>PRS000698</u>	Invoice	01/11/2021	LASERFICHE SOFTWARE	0.00	6,047.50	
<u>PRS000801</u>	Invoice	01/11/2021	LASERFICHE SOFTWARE	0.00	4,048.75	
000156	FORSHOCK	01/11/2021	Regular	0.00	243.00	62894
<u>2000124</u>	Invoice	01/11/2021	MONTHLY SCADA MONITORING - JAN 21	0.00	38.00	
<u>2000125</u>	Invoice	01/11/2021	MONTHLY SCADA MONITORING - JAN 21	0.00	205.00	
013007	MOLLY QUINONES	01/11/2021	Regular	0.00	140.53	62895
<u>MQ011021</u>	Invoice	01/11/2021	STANDBY REFUND: 0589-131-18-0000	0.00	140.53	
006947	KCDZ-FM	01/11/2021	Regular	0.00	375.00	62896
<u>318-00013-0002</u>	Invoice	01/11/2021	ADVERTISING: PUBLIC INFORMATION	0.00	375.00	
003930	NBS	01/11/2021	Regular	0.00	6,632.20	62897
<u>1120000237</u>	Invoice	01/11/2021	STANDBY ADMIN FEES - 1ST QTR 21	0.00	2,104.68	
<u>1120000238</u>	Invoice	01/11/2021	STANDY AUDIT ADMINISTRATION - 1ST QTR ...	0.00	4,527.52	
000070	ONLINE INFORMATION SERVICES, INC.	01/11/2021	Regular	0.00	244.75	62898
<u>1036728</u>	Invoice	01/11/2021	ID VERIF. SERV. THRU 12/31/20	0.00	244.75	
013004	PAOLO FICARA	01/11/2021	Regular	0.00	500.00	62899
<u>011</u>	Invoice	01/11/2021	PARCEL RENTAL: 0606-321-31	0.00	500.00	
008137	PARKHOUSE TIRE INC	01/11/2021	Regular	0.00	2,815.26	62900
<u>2030195147</u>	Invoice	01/11/2021	JD 410 TIRES	0.00	2,815.26	
013008	PAVEMENT RECYCLING SYSTEMS, INC.	01/11/2021	Regular	0.00	5,800.00	62901
<u>PR1000017610</u>	Invoice	01/11/2021	PAVEMENT RECYCLING: SADDLEBACK	0.00	5,800.00	
008200	PITNEY BOWES INC.	01/11/2021	Regular	0.00	320.21	62902
<u>3104470598</u>	Invoice	01/11/2021	LEASING CHARGES - 4TH QTR 20	0.00	320.21	
008415	PRUDENTIAL OVERALL SUPPLY	01/11/2021	Regular	0.00	327.99	62903
<u>23092279</u>	Invoice	01/11/2021	SHOP EXPENSE	0.00	103.76	
<u>23092281</u>	Invoice	01/11/2021	SHOP EXPENSE	0.00	60.33	
<u>23097883</u>	Invoice	01/11/2021	SHOP EXPENSE	0.00	103.69	
<u>23097886</u>	Invoice	01/11/2021	SHOP EXPENSE	0.00	60.21	
013831	SATMODO LLC	01/11/2021	Regular	0.00	303.72	62904
<u>157824</u>	Invoice	01/11/2021	EMERGENCY SATELLITE PHONES - NOV 20	0.00	151.86	
<u>161150</u>	Invoice	01/11/2021	EMERGENCY SATELLITE PHONES - JAN 21	0.00	151.86	
013820	SC FUELS	01/11/2021	Regular	0.00	4,151.73	62905
<u>1775351-IN</u>	Invoice	01/11/2021	FUEL FOR VEHICLES	0.00	2,131.08	

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Date Range: 01/01/2021 - 01/31/2021

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Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<u>1286128 IN</u>	Invoice	01/11/2021	FUEL FOR VEHICLES	0.00	2,020.65	
013833	SERVICEMASTER 360 PREMIER CLEANING	01/11/2021	Regular	0.00	997.65	62906
<u>182018</u>	Invoice	01/11/2021	JANITORIAL SERVICES - JAN 21	0.00	997.65	
VEN01020	SOUTHWEST NETWORKS, INC.	01/11/2021	Regular	0.00	1,330.00	62907
<u>20-12053</u>	Invoice	01/11/2021	SUPPLEMENTAL IT SERVICES (AMC) - THRU 1...	0.00	1,330.00	
009920	STANDARD INSURANCE CO	01/11/2021	Regular	0.00	1,431.91	62908
<u>ST0121</u>	Invoice	01/11/2021	EE LIFE INSURANCE - JAN 21	0.00	1,431.91	
010850	UNDERGROUND SERVICE ALERT	01/11/2021	Regular	0.00	64.45	62909
<u>1220200344</u>	Invoice	01/11/2021	TICKET DELIVERY SERVICE - DEC 20	0.00	64.45	
000327	WATER QUALITY SPECIALISTS	01/11/2021	Regular	0.00	3,500.00	62910
<u>6942</u>	Invoice	01/11/2021	HDMC WWTP: OPERATION & MAINT - DEC 20	0.00	3,500.00	
011615	WESTERN EXTERMINATOR CO.	01/11/2021	Regular	0.00	34.00	62911
<u>6250632</u>	Invoice	01/11/2021	PEST CONTROL SERVICES - SHOP	0.00	34.00	
013359	XEROX FINANCIAL SERVICES	01/11/2021	Regular	0.00	395.66	62912
<u>2433420</u>	Invoice	01/11/2021	OFFICE EXPENSE 1/7/21 - 2/6/21	0.00	395.66	
013359	XEROX FINANCIAL SERVICES	01/11/2021	Regular	0.00	661.65	62913
<u>2423444</u>	Invoice	01/11/2021	SHOP EXPENSE 10/27/20 - 1/26/21	0.00	661.65	
000233	NAPA AUTO PARTS	01/11/2021	Regular	0.00	195.90	62914
<u>346661</u>	Invoice	01/11/2021	SUPERIOR STREET BROOM SUPPLIES: E10SB	0.00	185.70	
<u>346671</u>	invoice	01/11/2021	SUPERIOR STREET BROOM SUPPLIES: E10SB	0.00	10.20	
013212	FIDELITY NATIONAL TITLE COMPANY	01/22/2021	Regular	0.00	8,500.00	62915
<u>ENT012221</u>	Invoice	01/22/2021	LAND ACQUISITION: CHOLLITA RD.	0.00	8,500.00	
001517	CalPERS	01/04/2021	Manual	0.00	26,114.12	901580
<u>PPE 12-18-20</u>	Invoice	01/04/2021	PAY PERIOD ENDING 12/18/20	0.00	13,057.33	
<u>PPE 12-4-20</u>	Invoice	01/04/2021	PAY PERIOD ENDING 12/4/20	0.00	13,056.79	
009880	SOUTHERN CALIFORNIA EDISON CO	01/07/2021	Manual	0.00	2,358.78	901581
<u>SCE1220</u>	Invoice	01/07/2021	POWER TO BLDGS & GEN - DEC 20	0.00	2,358.78	
000248	PAYCHEX	01/08/2021	Manual	0.00	728.79	901582
<u>346122</u>	Invoice	01/08/2021	PAYROLL & W2 PROCESSING FEE	0.00	728.79	
000510	TIME WARNER CABLE	01/11/2021	Manual	0.00	358.97	901583
<u>0008970122220</u>	Invoice	01/11/2021	CABLE & INTERNET - DEC 20	0.00	358.97	
000236	PAYPRO ADMINISTRATORS	01/12/2021	Manual	0.00	54.16	901584
<u>PPE 1-1-21</u>	Invoice	01/12/2021	EE FSA DEDUCTIONS 1-8-21	0.00	54.16	
009898	SOCALGAS	01/12/2021	Manual	0.00	398.27	901585
<u>GAS1220</u>	Invoice	12/18/2020	HEAT FOR SHOP - THRU 12/16/20	0.00	398.27	
004110	BURRTEC WASTE & RECYCLING SVCS	01/14/2021	Manual	0.00	454.85	901586
<u>BW0121</u>	Invoice	01/14/2021	TRASH & RECYCLING (OFFICE) - JAN 21	0.00	160.27	
<u>bw0121b</u>	Invoice	01/14/2021	TRASH REMOVAL (SHOP) - JAN 21	0.00	294.58	
001004	BUSINESS CARD	01/12/2021	Manual	0.00	324.72	901587
<u>BA1220</u>	Invoice	01/12/2021	OFFICE SUPPLIES	0.00	324.72	
001009	BUSINESS CARD	01/12/2021	Manual	0.00	8,378.10	901588
<u>BA1220</u>	Invoice	01/12/2021	OPS: COMPUTER EQUIP/FUEL/SUBSCRIPTIO...	0.00	8,378.10	
001011	BUSINESS CARD	01/12/2021	Manual	0.00	8,952.67	901589
<u>BA1220</u>	Invoice	01/12/2021	OFFICE SUPPLIES/BUILDING MAINT/C.S. RE...	0.00	8,952.67	
001013	BUSINESS CARD	01/12/2021	Manual	0.00	3,252.36	901590

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Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<u>BA1220</u>	Invoice	01/12/2021	OPS: COMPUTER EQUIPMENT/OFFICE SUPPL...	0.00	3,252.36	
001014	BUSINESS CARD	01/12/2021	Manual	0.00	1,187.04	901591
<u>BA1220</u>	Invoice	01/12/2021	UNIFORMS/SMALL TOOLS/EE TRAINING/SH...	0.00	1,187.04	
009878	SOUTHERN CALIFORNIA EDISON	01/14/2021	Manual	0.00	24,202.68	901592
<u>SCE</u>	Invoice	01/13/2021	POWER FOR PUMPING - DEC 20	0.00	24,202.68	
004110	BURRTEC WASTE & RECYCLING SVCS	01/14/2021	Manual	0.00	389.67	901593
<u>BW123120</u>	Invoice	01/14/2021	TRASH REMOVAL (SHOP) - DEC 20	0.00	389.67	
000237	COLONIAL LIFE & ACCIDENT INSURANCE CO, INC.	01/14/2021	Manual	0.00	1,892.04	901594
<u>3990561-1205173</u>	Invoice	01/14/2021	EE LIFE INSURANCE - DEC 20	0.00	1,892.04	
001517	CalPERS	01/19/2021	Manual	0.00	13,116.68	901595
<u>PPE 1-1-21</u>	Invoice	01/19/2021	PAY PERIOD ENDING 1/1/21	0.00	13,116.68	
000248	PAYCHEX	01/20/2021	Manual	0.00	188.10	901596
<u>980285</u>	Invoice	01/20/2021	TIME & LABOR ONLINE USAGE FEE	0.00	188.10	
VEN01533	PAYMENTUS GROUP INC.	01/21/2021	Manual	0.00	3,667.70	901597
<u>INV 15-108414</u>	Invoice	01/21/2021	CREDIT CARD PROCESSING FEE - DEC 20	0.00	3,667.70	
013196	TPX COMMUNICATIONS	01/22/2021	Manual	0.00	546.43	901598
<u>138398619_0</u>	Invoice	01/22/2021	TELEPHONE (OFFICE) - JAN 21	0.00	546.43	
004195	HOME DEPOT CREDIT SERVICES	01/22/2021	Manual	0.00	287.93	901599
<u>HD1220</u>	Invoice	01/22/2021	WELL 14 4-LOG TREATMENT SUPPLIES/CIRP ...	0.00	287.93	
001630	AT&T MOBILITY	01/22/2021	Manual	0.00	1,334.31	901600
<u>829480028X0105..</u>	Invoice	01/22/2021	COMMUNICATIONS - DEC 20	0.00	1,334.31	
000248	PAYCHEX	01/22/2021	Manual	0.00	377.78	901601
<u>346399</u>	Invoice	01/22/2021	PAYROLL PROCESSING FEE	0.00	377.78	
000236	PAYPRO ADMINISTRATORS	01/22/2021	Manual	0.00	12.50	901602
<u>PPE 1-15-21</u>	Invoice	01/22/2021	EE FSA DEDUCTIONS 1-22-21	0.00	12.50	
013877	CALIFORNIA DEPARTMENT OF TAX AND FEE ADMI	01/29/2021	Manual	0.00	3,469.00	901603
<u>CDTFA20</u>	Invoice	01/29/2021	SALES TAX REMITTANCE - CALENDAR YEAR 2...	0.00	3,469.00	
000025	ICMA RC	01/31/2021	Manual	0.00	3,960.00	901604
<u>ICMARC0121</u>	Invoice	01/31/2021	457 REMITTANCE - JAN 21	0.00	3,960.00	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	70	42	0.00	124,738.07
Manual Checks	27	25	0.00	106,007.65
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	97	67	0.00	230,745.72

**JOSHUA BASIN WATER DISTRICT
UTILITY REFUND REGISTER**

<u>Account Number</u>	<u>Name</u>	<u>Date</u>	<u>Type</u>	<u>Amount</u>	
01-00012-011	GREENE, LORI M	1/11/2021	Refund	43.53	Check #: 62867
06-00087-007	EDWARDS, JO ELLYN	1/11/2021	Refund	332.59	Check #: 62868
06-00158-000	RAUSCHENBERG, NEIL C	1/11/2021	Refund	152.12	Check #: 62869
10-00244-001	ISENBERG, SARAH G	1/11/2021	Refund	35.58	Check #: 62870
11-00088-015	LOWE, KAREN	1/11/2021	Refund	43	Check #: 62871
58-00149-005	MERAZ, MEGAN L	1/11/2021	Refund	142.62	Check #: 62872
63-00040-015	FEDERMAN, JUSTIN E	1/11/2021	Refund	189.42	Check #: 62873
				<u>938.86</u>	

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date</u>	<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>
10513	Doolittle, Stacy	12/21/2020	Director Pay Note: ETHICS TRAINING 1/DIR/504/	1.0000	\$173.63	
		01/13/2021	Director Pay Note: WATER RESOURCES & OPS COMMITTEE MEETING 1/DIR/504/	1.0000	\$173.63	
		01/14/2021	Director Pay Note: MWA BOARD MEETING 1/DIR/504/	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>
10511	Floen, Thomas	01/13/2021	Director Pay Note: FINANCE COMMITTEE 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>
10505	Reynolds, Michael	01/13/2021	Director Pay Note: WATER RESOURCES & OPS COMMITTEE 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>
10509	Unger, Rebecca	12/28/2020	Director Pay Note: ETHICS TRAINING 1/DIR/504/	1.0000	\$173.63	
		01/13/2021	Director Pay Note: FINANCE COMMITTEE MEETING 1/DIR/504/	1.0000	\$173.63	
Totals:					\$347.26	\$0.00
Employee Total:					\$347.26	

Pay Adjustment Summary

<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>
Director Pay	7.0000	\$1,215.41	

Grand Totals:	\$1,215.41	\$0.00
Grand Total:	\$1,215.41	

JOSHUA BASIN WATER DISTRICT
SPECIAL BOARD OF DIRECTORS MEETING MINUTES
WEDNESDAY, FEBRUARY 24, 2021

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

DETERMINATION OF A QUORUM – President Unger, Vice President Floen, Director Reynolds, Director Doolittle, and Director Jarlsberg are in attendance via teleconference.

STAFF PRESENT –Mark Ban, GM, Anne Roman, Director of Finance, Jim Corbin, Director - Operations, Autumn Rich, Accounting Supervisor, and Brandon Warner, CIRP Supervisor, are in attendance via teleconference.

CONSULTANTS PRESENT –Jeff Hoskinson, Legal Counsel, is in attendance via teleconference.

APPROVAL OF AGENDA –

MSC¹ (Reynolds/Floen) 5/0/0 motion carried to approve the Agenda.

Ayes: Doolittle, Floen, Jarlsberg, Reynolds, and Unger

Noes: None

Absent: None

Abstain: None

PUBLIC COMMENT – None

CONSENT CALENDAR – Director Jarlsberg had questions on a few items with the December 2021 check register and pulled it from the Consent Calendar to get clarification.

MSC¹ (Jarlsberg/Floen) 5/0/0 motion carried to approve the December 2021 Check Register.

Ayes: Doolittle, Floen, Jarlsberg, Reynolds, and Unger

Noes: None

Absent: None

Abstain: None

MSC¹ (Floen/Reynolds) 5/0/0 motion carried to approve the January 20, 2021 Draft Minutes and the 2021 Salary Schedule.

Ayes: Doolittle, Floen, Jarlsberg, Reynolds, and Unger

Noes: None

Absent: None

Abstain: None

CHANGES TO RULES AND REGULATIONS, ARTICLE I – Director Roman gave the staff report and updated the Board on the changes to Article I of the JBWD Admin Code. A brief Q&A followed with the Board of Directors.

MSC¹ (Reynolds/Floen) 5/0/0 motion carried to approve the January 20, 2021 Draft Minutes and the 2021 Salary Schedule.

Ayes: Doolittle, Floen, Jarlsberg, Reynolds, and Unger

Noes: None

Absent: None

Abstain: None

GENERAL MANAGER REPORT – General Manager Ban updated the Board of Directors on the current status of Auto Camp, Well 14 and Covid numbers.

DIRECTOR REPORTS ON MEETINGS ATTENDED, COMMENTS AND FUTURE AGENDA ITEMS – Each Board member commented on the meetings they were assigned to attend, and this was followed by brief discussions.

STAFF COMMENTS – Staff members briefly updated the Board of Directors on projects they were doing.

FUTURE DIRECTOR MEETINGS & TRAINING OPPROTUNITIES – President Unger read off the list of upcoming meetings.

ADJOURNMENT – MSC¹ (Floen/Reynolds) 5/0/0 motion carried to adjourn the regular Board of Directors meeting at 8:16 p.m.

DRAFT

**JOSHUA BASIN WATER DISTRICT
MEETING AGENDA ITEM STAFF REPORT**

Board of Directors

DATE: March 17, 2021

REPORT TO: Board of Directors

PREPARED BY: Anne Roman, Director of Finance

TOPIC: **2ND QUARTER ENDING 12/31/2020 FINANCIAL
REPORT**

RECOMMENDATION: Receive report, ask questions, and refer to the Board of
Directors for adoption.

ANALYSIS: The 2nd quarter ending 12/31/2020 Financial Report is
attached and will be reviewed in detail in the meeting. See
Financial Report Summary page for highlights.

STRATEGIC PLAN TEM: N/A

FISCAL IMPACT: None



2nd QUARTER ENDING 12/31/20 FINANCIAL REPORT SUMMARY

CASH BALANCES

Total cash as of 12/31/20 is \$12,720,811
 General Fund Cash - \$12,394,101; CIRP Loan Cash - \$326,710
 Total cash is \$1,066,845 more than last quarter, and \$1,491,650 more than one year ago
(Property tax and assessment collections began this quarter)

CASH FLOW

\$1,478,392 water bill and related payments collected during the quarter
 \$1,134,251 property taxes/assessments collected during the quarter
 \$136,837 received for 9 meter installs
 \$72,864 reimbursements received for HDMC WWTP
 \$0 spent on debt service payments
 \$100,735 spent on capital projects
 Total cash increased \$1,066,845 during the quarter

PROPERTY TAX AND ASSESSMENT COLLECTIONS

All property tax and assessment revenues are recorded for year.
 Property tax and assessment revenues increased by \$107,846 from last year.
 Property tax and assessment collections increased by \$52,632 from last year.

BOARD REPORT

Total Revenues are 73% of budget *(taxes and assessments fully recorded)*
 Water Revenues are 62% of budget
 Expenses are 35% of budget
 Total operating revenues exceed total operating expenses by \$2,765,943

WATER SALES CONSUMPTION STATISTICS

YTD consumption through 12/31/20 is 6.41% more than last year and 9.13% less than two years ago.
 The top 10 users represent the following types of accounts:

Housing (multi-unit)	6,336
Hospital/Medical	3,578
Public agency	3,517
Commercial	2,001
Individual	894
	16,326



CASH BALANCES 12/31/20

	CURRENT 12/31/20 TOTAL	LEGALLY RESTRICTED	DISTRICT RESTRICTED	UN- RESTRICTED	LAST QTR 9/30/20 BALANCE	LAST YEAR 12/31/19 TOTAL
Petty Cash	1,045			1,045	1,045	800
Change Fund	1,500			1,500	1,500	1,500
General Fund	459,796			459,796	373,233	407,754
Payroll Fund	4,990			4,990	97,207	15,941
LAIF						
Operating Reserve	1,708,965			1,708,965	1,686,373	1,686,373
Cash Flow Reserve	2,438,473			2,438,473	1,550,497	1,240,086
Equip/Technology Reserve	193,522		193,522		193,522	389,952
Emergency Capital Reserve	2,000,000		2,000,000		2,000,000	2,000,000
Meter Replacement Reserve	734,931		734,931		734,931	262,835
Building Reserve	36,441		36,441		36,441	6,441
Studies/Reports Reserve	61,306		61,306		61,306	11,306
Consumer/Project Deposits	326,055	326,055			330,832	358,613
Water Capacity	681,008	681,008			620,660	404,631
Wastewater Capacity	1,185,351	1,185,351			1,137,205	969,819
Cap Improv Reserve (formerly CIP Reser)	1,720,073		1,720,073		1,720,073	1,878,168
CMM Redemption Reserve	592,851	592,851			444,575	559,911
Prepayment	244,571	244,571			244,098	245,611
	3,223	3,223			3,217	3,170
	12,394,101	3,033,059	4,746,274	4,614,769	11,236,715	10,442,911
CIRP Loan Fund	326,710	326,710			417,251	786,250
	12,720,811	3,359,768	4,746,274	4,614,769	11,653,966	11,229,161
		\$8,106,042		\$4,614,769		
		RESTRICTED		UNRESTRICTED		

COMPARISON WITH LAST QUARTER \$ 1,066,845 INCREASE
 COMPARISON WITH LAST YEAR \$ 1,491,650 INCREASE



2nd Quarter Ending 12/31/20 CASH FLOW EXPLANATION

	<u>General Fund</u>	<u>CIRP Loan</u>
Beginning Cash Balance 10/01/20	\$11,236,716	\$417,250
 <u>Source of Funds (Revenues)</u>		
Total cash received during the quarter from all sources	2,997,123	6
	<i>Major sources:</i>	
- Water bill payments received from ratepayers	1,478,392	
- CIRP loan reimbursement for prior quarter costs	90,547	
- Property Tax/Assessment payments	1,134,251	
- HDMC Reimbursement (including \$13,383 in overhead)	72,864	
- Consumer/Project Deposits	19,062	
- Meter Installation/Capacity Fees	136,837	
<i>9 new meters (8 in the wastewater zone) and 5 meter upgrades</i>		
- Interest Revenue	23,046	
- Liens and bad debt	17,052	
 <u>Use of Funds (Expenses)</u>		
Total use of cash during the quarter for all purposes	1,839,737	90,547
- Debt Service	None this quarter	
- Capital costs during the quarter - self funded	<i>\$100,735 including:</i>	
-- Saddleback Pipeline	35,456	
-- Geoviewer (data updates \$8,750, hydraulic model \$13,900)	22,650	
-- Lasterfiche software	11,136	
-- 2020 Urban Water Management Plan Update	10,160	
-- AWIA Compliance Plan (American Water Infrastructure Act)	9,500	
 Ending Cash Balance 12/31/20	 <u>\$12,394,102</u>	 <u>\$326,709</u>
 Total cash increased by \$1,066,845		



CASH FLOW

Oct - Dec 2020

	<u>GENERAL FUND</u>	<u>LOAN</u>
FUND BALANCE AT BEGINNING OF PERIOD	\$ 11,236,715.42	\$ 417,250.57
FUNDS PROVIDED BY:		
Water Sales	\$ 1,478,391.50	
Loan Reimb. to GF	90,546.97	
Grant Revenues	-	
Turn On/Special Services Revenue/Misc	24,329.20	
Liens & Bad Debt	17,801.63	
Refunds to District (MWA)	-	
Consumer Deposits	17,052.00	
HDMC WWTP Operations Reimbursement	59,480.46	
HDMC WWTP Operations Overhead Revenue	13,383.10	
Project Deposits	2,010.00	
Property Taxes Received - G.D.	288,086.46	
Property Taxes Received - ID #2	81.87	
Standby Collections - Prior	87,814.77	
Standby Collections - Current	611,137.23	
Property Taxes Received - CMM	147,130.41	
Water Capacity Charges/Connection Fees	52,408.00	
Wastewater Capacity Charges	66,411.00	
Hzone Reimbursement Fees	-	
Meter Installation Fees	18,018.00	
Interest	23,040.27	6.02
TOTAL SOURCE OF FUNDS	2,997,122.87	6.02
FUNDS USED FOR:		
Debt Service	\$ -	
Loan Reimb. to GF for Prior Quarter Costs	-	90,546.97
Capital Additions - Self funded	100,735.36	
Capital Additions - Loan Funded	-	
Operating Expenses	976,201.63	
Total Disbursements	1,076,936.99	
Loan Fees		
Bank Transfer Payroll	444,313.46	
Employee Funded Payroll Taxes & CALPERS	204,534.04	
Employer Funded Payroll Taxes & CALPERS	86,015.04	
Employee Funded 457 Transfer	13,620.00	
Employer Funded 457 Annual Transfer	11,619.32	
Bank Fees/Charges (net of interest)	2,698.22	
Total Transfers	762,800.08	
TOTAL USE OF FUNDS	1,839,737.07	90,546.97
FUND BALANCE AT END OF PERIOD	\$ 12,394,101.22	\$ 326,709.62



Property Tax and Assessment Revenues and Collections as of 12/31/20

	CURRENT YEAR 2020/2021			PRIOR YEAR 2019/2020		
	Billed Revenue	Y-T-D Collections	Billed % Collected	Billed Revenue	Y-T-D Collections	Billed % Collected
ID#2	0	97		0	-5	
General District Taxes	535,012	298,895	56%	473,043	281,013	59%
CMM Assessment District	257,488	133,906	52%	257,278	133,583	52%
Prior		38,772	-19%		47,895	
Standby Assessments	1,191,301	651,976	55%	1,145,634	625,828	55%
Prior		124,532	16%		107,232	
TOTAL	1,983,801	1,248,178		1,875,955	1,195,546	

Prior year tax collections can be an indication of property sales as taxes must be paid as property ownership is transferred.

ID #2 has been paid off for several years and these are straggling payments.

CMM prior year tax collections decreased 19% compared to 19/20.

Standby prior year tax collections increased 16% compared to 19/20.



2nd Quarter Ending 12/31/20 BOARD REPORT SUMMARY

REVENUES (Year-to-date)

Total Revenues are 73% of budget *(Taxes and Assessments fully recorded)*
 Water Revenues are 62% of budget
 HDMC 46% of budget *(Billed in arrears)*
 Property Tax & Assessment Revenues are 108% of budget *(Fully recorded)*
 Unbudgeted Development Fees to date total \$335,450 (9 additional meters; 8 with wastewater)
(25 meters YTD incl. 18 wastewater)

<u>EXPENSES (Year-to-date)</u>	% of budget
Production	33%
Distribution	42%
Customer Service	31%
Administration	43%
Development & Engineering	0% <i>(department unused at this time)</i>
Finance	50%
Human Resources	33%
Bonds, Loans & Standby	62%
CIRP	48%
HDMC Tmt. Plant	117% <i>(budget is loose estimate; cost are 100% reimbursed)</i>
Benefits Allocated	42%
Field Allocated	40%
Office Allocated	40%

TOTAL 35% vs **50% of year**

NOTE: Neither our revenues nor our expenses are evenly distributed throughout the year.

SUMMARY

Total Operating Revenues exceed Total Operating Expenses by \$2,765,943

**Operating Board Report (Budget Report)

Account Summary

Joshua Basin Water District

For Fiscal: 2020-2021 Period Ending: 12/31/2020

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 01 - GENERAL FUND							
Revenue							
Program: 39 - ** OPERATING REVENUES **							
01-39-41010-FI	METERED WATER SALES	3,119,000.00	3,119,000.00	219,919.85	1,920,921.93	-1,198,078.07	61.59 %
01-39-41012-FI	ALLOW FOR CAAP/BILLING ADJ	-6,000.00	-6,000.00	-165.95	-6,128.10	-128.10	102.14 %
01-39-41015-FI	BASIC FEES	2,086,000.00	2,086,000.00	170,437.92	1,014,820.21	-1,071,179.79	48.65 %
01-39-41016-FI	BASIC FEES - LOCKED/PULLED	374,000.00	374,000.00	26,227.78	166,079.61	-207,920.39	44.41 %
01-39-41030-FI	PRIVATE FIRE PROTECTION SERV.	25,000.00	25,000.00	2,779.28	16,675.68	-8,324.32	66.70 %
01-39-41040-FI	SPECIAL SERVICES REVENUE	200,000.00	200,000.00	15,294.00	102,046.47	-97,953.53	51.02 %
01-39-42110-FI	(STANDBY CASHFLOW CONTRA)	-113,700.00	-118,382.20	0.00	0.00	118,382.20	0.00 %
01-39-44030-FID	METER INSTALLATION & UPGRADE FE...	0.00	0.00	4,004.00	46,986.77	46,986.77	0.00 %
Program: 39 - ** OPERATING REVENUES ** Total:		5,684,300.00	5,679,617.80	438,496.88	3,261,402.57	-2,418,215.23	57.42 %
Program: 40 - ** NON-OPERATING REVENUES **							
01-40-41011-FI	(WATER CASHFLOW CONTRA)	-155,950.00	-155,950.00	0.00	0.00	155,950.00	0.00 %
01-40-41045-FI	HDMC WWTP OPERATIONS REIMB R...	130,000.00	130,000.00	0.00	59,480.46	-70,519.54	45.75 %
01-40-41046-FI	HDMC WWTP OVERHEAD/FEES REI...	29,250.00	29,250.00	0.00	13,383.10	-15,866.90	45.75 %
01-40-42100-FI	STANDBY REVENUE-CURRENT	1,137,000.00	1,183,822.00	7,398.36	1,191,301.02	7,479.02	100.63 %
01-40-43000-FI	PROPERTY TAX REVENUE	455,000.00	455,000.00	535,012.18	535,012.18	80,012.18	117.59 %
01-40-43020-FI	ASSESSMENT REVENUE - CMM	241,712.50	241,712.50	257,488.16	257,488.16	15,775.66	106.53 %
01-40-44010-FID	WATER CAPACITY CHARGES	0.00	0.00	14,758.00	177,096.00	177,096.00	0.00 %
01-40-44050-FI	WASTEWATER CAPACITY CHARGES	0.00	0.00	13,102.00	111,367.00	111,367.00	0.00 %
01-40-47000-FI	MISCELLANEOUS REVENUE	20,000.00	20,000.00	7,233.66	18,920.32	-1,079.68	94.60 %
01-40-47002-FI	INTEREST REVENUE	128,000.00	128,000.00	4.79	23,080.67	-104,919.33	18.03 %
01-40-47030-FID	PLANT SALES (SALES TAXABLE)	0.00	0.00	-1.94	1,186.33	1,186.33	0.00 %
Program: 40 - ** NON-OPERATING REVENUES ** Total:		1,985,012.50	2,031,834.50	834,995.21	2,388,315.24	356,480.74	117.54 %
Revenue Total:		7,669,312.50	7,711,452.30	1,273,492.09	5,649,717.81	-2,061,734.49	73.26 %
Expense							
Program: 01 - ** PRODUCTION **							
01-01-5-01-01118-FI	PRODUCTION SALARY (incl STBY,CLBK)	355,207.01	355,207.01	29,338.59	205,513.02	149,693.99	57.86 %
01-01-5-01-02205-RI	WATER TREATMENT EXPENSE	6,000.00	6,000.00	1,625.25	3,804.51	2,195.49	63.41 %
01-01-5-01-02210-RI	SMALL TOOLS - PRODUCTION	7,500.00	7,500.00	868.84	3,197.71	4,302.29	42.64 %
01-01-5-01-03102-GM	WATER RECHARGE PURCHASE	500,000.00	500,000.00	0.00	0.00	500,000.00	0.00 %
01-01-5-01-03105-GM	WATER SUPPLY MONITORING	40,000.00	40,000.00	0.00	0.00	40,000.00	0.00 %
01-01-5-01-03108-RI	RECHARGE MAINT/REPAIR	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00 %
01-01-5-01-03111-D/P	EQUIPMENT RENTAL	3,500.00	3,500.00	0.00	0.00	3,500.00	0.00 %
01-01-5-01-03115-RI	PUMPING PLANT REPAIR & MAINT.	35,000.00	35,000.00	891.15	14,098.16	20,901.84	40.28 %
01-01-5-01-03120-RI	TANK & RESERVOIR MAINTENANCE	100,000.00	100,000.00	0.00	8,829.98	91,170.02	8.83 %
01-01-5-01-03207-RI	GENERATOR (LARGE) REPAIR & MAIN...	25,000.00	25,000.00	0.00	11,094.06	13,905.94	44.38 %
01-01-5-01-04004-RI	LABORATORY SERVICES	20,000.00	20,000.00	2,653.00	7,399.00	12,601.00	37.00 %
01-01-5-01-06105-RI	POWER FOR PUMPING (ELECTRIC)	300,000.00	300,000.00	23,280.06	154,424.20	145,575.80	51.47 %
01-01-5-01-06501-RI	TELEMETRY / SCADA EXPENSE	5,000.00	5,000.00	243.00	1,256.65	3,743.35	25.13 %
01-01-5-01-06590-RI	PRODUCTION - OTHER	0.00	0.00	0.00	495.00	-495.00	0.00 %
01-01-5-01-07002-GM	RIGHT OF WAY	16,870.00	16,870.00	16,375.50	16,375.50	494.50	97.07 %
01-01-5-01-98001-FI	EE BENEFITS ALLOCATED	216,330.00	183,429.38	43,004.07	87,986.70	95,442.68	47.97 %
01-01-5-01-98002-FI	FIELD EXPENSES ALLOCATED	87,406.82	87,406.82	22,149.83	34,970.29	52,436.53	40.01 %
Program: 01 - ** PRODUCTION ** Total:		1,722,813.83	1,689,913.21	140,429.29	549,444.78	1,140,468.43	32.51 %
Program: 02 - ** DISTRIBUTION **							
01-02-5-02-01130-FI	DISTRIBUTION SALARY (incl STBY,CLB...	388,952.01	388,952.01	23,274.54	154,000.06	234,951.95	39.59 %
01-02-5-02-02211-JC	SMALL TOOLS - DISTRIBUTION	10,000.00	10,000.00	835.06	4,941.33	5,058.67	49.41 %
01-02-5-02-02920-FI	INVENTORY-OVER & SHORT	25,000.00	25,000.00	0.00	0.00	25,000.00	0.00 %
01-02-5-02-03106-JC	MAINLINE AND LEAK REPAIR	55,000.00	55,000.00	6,863.52	23,252.14	31,747.86	42.28 %

****Operating Board Report (Budget Report)**

For Fiscal: 2020-2021 Period Ending: 12/31/2020

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
01-02-5-02-03206-JC	TRACTOR REPAIR / MAINT.	10,000.00	10,000.00	0.00	6,301.46	3,698.54	63.01 %
01-02-5-02-04005-JC	UTILITY LOCATING (DIG ALERT)	2,000.01	2,000.01	87.55	8,567.39	-6,567.38	428.37 %
01-02-5-02-98001-FI	EE BENEFITS ALLOCATED	264,404.00	224,179.22	52,577.41	107,573.85	116,605.37	47.99 %
01-02-5-02-98002-FI	FIELD EXPENSES ALLOCATED	128,058.68	128,058.68	32,458.97	51,246.42	76,812.26	40.02 %
Program: 02 - ** DISTRIBUTION ** Total:		883,414.70	843,189.92	116,097.05	355,882.65	487,307.27	42.21 %
Program: 03 - ** CUSTOMER SERVICE **							
01-03-5-03-01107-FI	FIELD SALARY - CUSTOMER SERVICE	119,149.00	119,149.00	5,035.79	72,020.67	47,128.33	60.45 %
01-03-5-03-01114-FI	OFFICE SALARY - CUSTOMER SERV.	162,929.00	162,929.00	7,267.70	52,950.65	109,978.35	32.50 %
01-03-5-03-03100-FID	METER INSTALLATION & UPDGRADES ..	0.00	0.00	24,794.93	24,794.93	-24,794.93	0.00 %
01-03-5-03-03107-JC	METER SERVICE REPAIR (INTERNAL &...	407,685.00	407,685.00	50,033.88	51,955.87	355,729.13	12.74 %
01-03-5-03-05201-JC	METER READING EQUIPMENT & EXP...	5,000.00	5,000.00	0.00	29.32	4,970.68	0.59 %
01-03-5-03-07000-FID	MISC UTILITY ADJUSTMENTS	0.00	0.00	0.00	-1,180.18	1,180.18	0.00 %
01-03-5-03-07004-HR	LOW INCOME ASSITANCE (LIA)	6,650.00	6,650.00	450.00	1,000.00	5,650.00	15.04 %
01-03-5-03-07010-DOE	BAD DEBT	35,000.00	35,000.00	-125.33	-1,341.64	36,341.64	-3.83 %
01-03-5-03-07015-HR	CUSTOMER SERVICE - OTHER	56,800.00	56,800.00	5,911.98	29,019.00	27,781.00	51.09 %
01-03-5-03-98001-FI	EE BENEFITS ALLOCATED	252,386.00	224,968.82	35,836.72	73,322.25	151,646.57	32.59 %
01-03-5-03-98002-FI	FIELD EXPENSES ALLOCATED	23,519.16	23,519.16	5,961.51	9,412.07	14,107.09	40.02 %
01-03-5-03-98003-FI	OFFICE EXPENSE ALLOCATED	92,513.33	92,513.33	21,060.75	37,275.17	55,238.16	40.29 %
Program: 03 - ** CUSTOMER SERVICE ** Total:		1,161,631.49	1,134,214.31	156,227.93	349,258.11	784,956.20	30.79 %
Program: 04 - ** ADMINISTRATION **							
01-04-5-04-01108-FI	ADMINISTRATION SALARY	387,443.01	387,443.01	26,530.72	165,240.10	222,202.91	42.65 %
01-04-5-04-01115-FI	SAFETY SALARY	7,041.00	7,041.00	18.46	364.49	6,676.51	5.18 %
01-04-5-04-01121-FI	DIRECTORS SALARY	32,642.44	32,642.44	2,083.56	13,890.40	18,752.04	42.55 %
01-04-5-04-01210-EXA	DIRECTORS / C.A.C. EDUCATION	20,000.00	20,000.00	0.00	375.00	19,625.00	1.88 %
01-04-5-04-04007-GM	LEGISLATIVE ADVOCACY	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00 %
01-04-5-04-07008-EXA	BUSINESS EXPENSE	10,000.00	10,000.00	1,253.19	2,457.19	7,542.81	24.57 %
01-04-5-04-07014-GM	PUBLIC INFORMATION	22,200.00	22,200.00	2,971.50	22,527.27	-327.27	101.47 %
01-04-5-04-07016-EXA	MEMBERSHIP, DUES & SUBSCRIPT	44,481.98	44,481.98	2,050.93	32,785.10	11,696.88	73.70 %
01-04-5-04-07020-GM	WATER CONSERVATION EXPENSE	15,000.00	15,000.00	3,758.00	21,642.98	-6,642.98	144.29 %
01-04-5-04-07025-GM	LEGAL SERVICES - NON-PERSONNEL	60,000.00	60,000.00	0.00	11,480.75	48,519.25	19.13 %
01-04-5-04-07218-HR	SAFETY EXPENSE (EQUIP & SUPPLIES)	23,825.00	23,825.00	338.13	5,057.22	18,767.78	21.23 %
01-04-5-04-07219-GM	EMERGENCY PREPAREDNESS	15,000.00	15,000.00	0.00	3,793.32	11,206.68	25.29 %
01-04-5-04-07401-HR	PROPERTY INSURANCE & RISK MGMT	95,000.00	95,000.00	22,529.41	50,336.94	44,663.06	52.99 %
01-04-5-04-98001-FI	EE BENEFITS ALLOCATED	196,139.00	170,543.17	33,456.05	68,451.37	102,091.80	40.14 %
01-04-5-04-98003-FI	OFFICE EXPENSE ALLOCATED	117,744.24	117,744.24	26,802.40	47,437.25	70,306.99	40.29 %
Program: 04 - ** ADMINISTRATION ** Total:		1,051,516.67	1,025,920.84	121,792.35	445,839.38	580,081.46	43.46 %
Program: 05 - ** DEVELOPMENT & ENGINEERING **							
01-05-5-05-01109-FI	DEVELOPMENT SALARY	0.01	0.01	0.00	0.00	0.01	0.00 %
01-05-5-05-02305-ENG	MAPS/DRAFTING SUPPLIES	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00 %
01-05-5-05-04008-GM	ENGINEERING CONTRACT SERVICES	15,000.00	15,000.00	0.00	0.00	15,000.00	0.00 %
01-05-5-05-04013-ENG	DEVELOPMENT - OTHER	15,000.00	15,000.00	0.00	0.00	15,000.00	0.00 %
Program: 05 - ** DEVELOPMENT & ENGINEERING ** Total:		35,000.01	35,000.01	0.00	0.00	35,000.01	0.00 %
Program: 06 - ** FINANCE **							
01-06-5-06-01101-FI	FINANCE SALARY	259,123.00	259,123.00	20,783.27	141,517.08	117,605.92	54.61 %
01-06-5-06-04009-DOE	ACCOUNTING/AUDIT SERVICES	24,915.00	24,915.00	0.00	11,675.00	13,240.00	46.86 %
01-06-5-06-07001-DOE	FINANCE - OTHER	27,180.00	27,180.00	1,784.84	10,935.15	16,244.85	40.23 %
01-06-5-06-98001-FI	EE BENEFITS ALLOCATED	164,892.00	138,579.26	34,393.12	70,368.63	68,210.63	50.78 %
01-06-5-06-98003-FI	OFFICE EXPENSE ALLOCATED	121,108.36	121,108.36	27,574.39	48,803.58	72,304.78	40.30 %
Program: 06 - ** FINANCE ** Total:		597,218.36	570,905.62	84,535.62	283,299.44	287,606.18	49.62 %
Program: 07 - ** HUMAN RESOURCES **							
01-07-5-07-01102-FI	PERSONNEL SALARY	86,082.00	86,082.00	7,011.22	39,998.87	46,083.13	46.47 %
01-07-5-07-01105-HR	AWARDS SALARY/LEAVE	2,500.00	2,500.00	0.00	4,187.20	-1,687.20	167.49 %
01-07-5-07-01215-HR	EMPLOYEE TRAINING	30,000.00	30,000.00	432.00	913.43	29,086.57	3.04 %
01-07-5-07-01217-HR	EMPLOYEE EDUCATION	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00 %
01-07-5-07-01905-HR	EMPLOYMENT RECRUITING EXPENSE	10,000.00	10,000.00	0.00	895.50	9,104.50	8.96 %
01-07-5-07-01910-HR	LABOR LEGAL FEES	40,000.00	40,000.00	0.00	10,112.49	29,887.51	25.28 %
01-07-5-07-01915-HR	PERSONNEL - OTHER	20,000.00	20,000.00	260.00	5,433.42	14,566.58	27.17 %

**Operating Board Report (Budget Report)

For Fiscal: 2020-2021 Period Ending: 12/31/2020

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
01-07-5-07-01920-HR	AWARDS GIFTS	2,500.00	2,500.00	0.00	141.37	2,358.63	5.65 %
01-07-5-07-98001-FI	EE BENEFITS ALLOCATED	31,248.00	26,500.86	6,204.95	12,695.38	13,805.48	47.91 %
01-07-5-07-98003-FI	OFFICE EXPENSE ALLOCATED	21,866.79	21,866.79	4,977.70	8,809.97	13,056.82	40.29 %
Program: 07 - ** HUMAN RESOURCES ** Total:		254,196.79	249,449.65	18,885.87	83,187.63	166,262.02	33.35 %
Program: 09 - ** BONDS, LOANS & STANDBY **							
01-09-5-09-08115-FI	CMM PRINCIPLE	121,000.00	121,000.00	0.00	121,000.00	0.00	100.00 %
01-09-5-09-08120-FI	MORONGO BASIN PIPELINE	155,570.76	155,570.76	0.00	0.00	155,570.76	0.00 %
01-09-5-09-08130-FI	(CIRP) MUNICIPAL FINANCE LOAN PR...	157,858.13	157,858.13	0.00	152,005.90	5,852.23	96.29 %
01-09-5-09-08215-FI	INTEREST EXPENSE - CMM	120,712.50	120,712.50	0.00	61,704.85	59,007.65	51.12 %
01-09-5-09-08220-FI	(CIRP) MUNICIPAL FINANCE LOAN IN...	110,032.77	110,032.77	0.00	115,885.00	-5,852.23	105.32 %
01-09-5-09-08320-FI	GENERAL TAX COLLECTION CHARGE	1,200.00	1,200.00	491.53	731.35	468.65	60.95 %
01-09-5-09-08325-FI	ADMINISTRATION - CMM	11,500.00	11,500.00	0.00	5,443.80	6,056.20	47.34 %
01-09-5-09-08330-DOF	STANDBY ADMINISTRATION	105,858.00	105,858.00	31.75	28,531.55	77,326.45	26.95 %
Program: 09 - ** BONDS, LOANS & STANDBY ** Total:		783,732.16	783,732.16	523.28	485,302.45	298,429.71	61.92 %
Program: 12 - ** CAPITAL IMPROVEMENT REPLACEMENT PROGRAM (CIRP)							
01-12-5-12-01136-FI	CIRP STANDBY/CALLBACK	0.00	0.00	937.30	15,168.30	-15,168.30	0.00 %
01-12-5-12-01212-FI	CIRP: COMPENSATED LEAVE	30,736.00	30,736.00	1,271.80	10,579.00	20,157.00	34.42 %
01-12-5-12-02213-FI	CIRP: SALARY (excl STBY,CLBK)	322,152.00	322,152.00	42,672.52	139,990.28	182,161.72	43.45 %
01-12-5-12-02213-GM	CIRP: SMALL TOOLS/MISC. EXP.	15,000.00	15,000.00	3,318.29	15,507.63	-507.63	103.38 %
01-12-5-12-98001-FI	EE BENEFITS ALLOCATED	240,367.00	203,804.29	47,790.72	97,780.26	106,024.03	47.98 %
01-12-5-12-98002-FI	FIELD EXPENSES ALLOCATED	85,911.59	85,911.59	21,771.04	34,372.26	51,539.33	40.01 %
01-12-5-12-98777-FI	CIRP: SALARY CLEARING (PROJ SALAR...	-284,068.00	-284,068.00	-72,917.89	-134,533.90	-149,534.10	47.36 %
Program: 12 - ** CAPITAL IMPROVEMENT REPLACEMENT PROGRAM (C...		410,098.59	373,535.88	44,843.78	178,863.83	194,672.05	47.88 %
Program: 20 - ** HDMC TREATMENT PLANT (Reimbursable) **							
01-20-5-20-03101-DWR	HDMC: OTHER	40,000.00	40,000.00	20,362.00	33,745.10	6,254.90	84.36 %
01-20-5-20-04100-DWR	HDMC: CONTRACTED OPERATION EXP	80,000.00	80,000.00	8,758.17	111,995.40	-31,995.40	139.99 %
01-20-5-20-06100-DWR	HDMC: PUMPING POWER	10,000.00	10,000.00	1,256.25	6,956.14	3,043.86	69.56 %
Program: 20 - ** HDMC TREATMENT PLANT (Reimbursable) ** Total:		130,000.00	130,000.00	30,376.42	152,696.64	-22,696.64	117.46 %
Program: 42 - ** RESERVE SET-ASIDE (DRAWDOWN) - OP **							
01-42-5-99-00010-FI	%BUILDING RES (OP Funded)	30,000.00	30,000.00	0.00	0.00	30,000.00	0.00 %
01-42-5-99-00100-FI	%EQUIP&TECH RES (OP Funded)	170,000.00	170,000.00	0.00	0.00	170,000.00	0.00 %
01-42-5-99-00150-FI	%METER REPL RES (OP Funded)	500,000.00	500,000.00	0.00	0.00	500,000.00	0.00 %
01-42-5-99-00152-FI	=METER REPL RES (OP Used)	-389,209.00	-389,209.00	0.00	0.00	-389,209.00	0.00 %
01-42-5-99-00250-FI	%STUDIES/REPORTS RES (OP Funded)	50,000.00	50,000.00	0.00	0.00	50,000.00	0.00 %
01-42-5-99-00300-FI	%CAPTIAL RES (OP Funded)	1,000,000.00	1,000,000.00	0.00	0.00	1,000,000.00	0.00 %
01-42-5-99-00405-FI	% MORONGO BASIN PIPELINE RESV (...)	64,429.00	64,429.00	0.00	0.00	64,429.00	0.00 %
Program: 42 - ** RESERVE SET-ASIDE (DRAWDOWN) - OP ** Total:		1,425,220.00	1,425,220.00	0.00	0.00	1,425,220.00	0.00 %
Program: 51 - ** BENEFITS ALLOCATED TO DEPTS **							
01-51-5-51-01211-FI	COMPENSATED LEAVE	264,648.00	264,648.00	15,271.27	117,447.29	147,200.71	44.38 %
01-51-5-51-01216-FI	CAFETERIA PLAN EXPENSE	545,665.00	545,665.00	37,218.92	222,493.37	323,171.63	40.77 %
01-51-5-51-01220-FI	GROUP INSURANCE EXPENSE	16,300.00	16,300.00	3,060.51	10,937.07	5,362.93	67.10 %
01-51-5-51-01225-FI	WORKERS COMPENSATION INSURAN...	42,588.00	42,588.00	0.00	11,451.86	31,136.14	26.89 %
01-51-5-51-01230-FI	RETIREMENT: PERS Classic 2%@55	228,197.00	228,197.00	0.00	102,227.36	125,969.64	44.80 %
01-51-5-51-01231-FI	RETIREMENT: PERS Tier 2 2%@62	50,573.00	50,573.00	0.00	19,830.29	30,742.71	39.21 %
01-51-5-51-01232-FI	RETIREMENT: PERS - TEMP	3,525.00	3,525.00	0.00	0.00	3,525.00	0.00 %
01-51-5-51-01233-FI	RETIREMENT - 457 CONTRIBUTION	27,000.00	27,000.00	385.00	3,085.25	23,914.75	11.43 %
01-51-5-51-01250-HR	MISC. BENEFITS: WELLNESS	8,000.00	8,000.00	0.00	0.00	8,000.00	0.00 %
01-51-5-51-01305-FI	PAYROLL TAXES	179,269.00	179,269.00	11,124.49	83,829.16	95,439.84	46.76 %
01-51-5-51-98000-FI	ALLOCATED EXPENSES - BENEFITS	-1,365,765.00	-1,172,004.00	-253,263.04	-518,178.44	-653,825.56	44.21 %
01-51-5-51-98050-FI	CIRP: BENEFITS CLEARING (PROJ BEN...	0.00	-193,761.00	-23,618.93	-53,123.21	-140,637.79	27.42 %
Program: 51 - ** BENEFITS ALLOCATED TO DEPTS ** Total:		0.00	0.00	-209,821.78	0.00	0.00	0.00 %
Program: 52 - ** FIELD ALLOCATED TO DEPTS **							
01-52-5-52-01240-D/P	UNIFORMS (FIELD)	10,500.00	10,500.00	3,109.32	6,606.97	3,893.03	62.92 %
01-52-5-52-02206-D/P	SHOP EXPENSE - COMBINED	15,000.00	15,000.00	1,335.96	10,825.12	4,174.88	72.17 %
01-52-5-52-02209-EVA	SHOP OFFICE SUPPLIES	27,680.00	27,680.00	614.02	1,417.69	26,262.31	5.12 %
01-52-5-52-02212-D/P	SMALL TOOLS - COMBINED & REPAIR	5,000.00	5,000.00	1,342.74	3,875.07	1,124.93	77.50 %

****Operating Board Report (Budget Report)**

For Fiscal: 2020-2021 Period Ending: 12/31/2020

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
01-52-5-52-03205-D/P	TOOL / EQUIP REPAIR	2,000.00	2,000.00	45.24	191.75	1,808.25	9.59 %
01-52-5-52-03905-D/P	BUILDING REPAIR/MAINT-SHOP/SITE	25,000.00	25,000.00	884.39	11,680.90	13,319.10	46.72 %
01-52-5-52-04015-EXA	OPS: SOFTWARE,SUPPORT & COMP. ...	93,716.25	93,716.25	23,821.28	37,831.96	55,884.29	40.37 %
01-52-5-52-05005-D/P	FUEL-VEHICLES	55,000.00	55,000.00	3,314.60	28,340.58	26,659.42	51.53 %
01-52-5-52-05010-D/P	AUTO EXPENSE - FIELD	15,000.00	15,000.00	1,402.68	11,304.50	3,695.50	75.36 %
01-52-5-52-05305-EXA	COMMUNICATIONS-MOBILE	26,000.00	26,000.00	0.00	11,283.59	14,716.41	43.40 %
01-52-5-52-07009-D/P	REGULATORY-PERMITS, FEES, CERTS	50,000.00	50,000.00	3,023.00	6,642.91	43,357.09	13.29 %
01-52-5-52-98000-FI	ALLOCATED EXPENSES - FIELD	-324,896.25	-324,896.25	-82,341.35	-130,001.04	-194,895.21	40.01 %
Program: 52 - ** FIELD ALLOCATED TO DEPTS ** Total:		0.00	0.00	-43,448.12	0.00	0.00	0.00 %
Program: 53 - ** OFFICE ALLOCATED TO DEPTS **							
01-53-5-53-01405-HR	TEMPORARY LABOR FEES	30,000.00	30,000.00	0.00	1,790.42	28,209.58	5.97 %
01-53-5-53-02105-EXA	OFFICE SUPPLIES	43,000.00	43,000.00	2,073.21	12,862.41	30,137.59	29.91 %
01-53-5-53-02107-EXA	OFFICE EQUIP & MAINT.	15,000.00	15,000.00	2,029.67	5,637.22	9,362.78	37.58 %
01-53-5-53-02110-EXA	POSTAGE	33,500.00	33,500.00	101.99	9,645.11	23,854.89	28.79 %
01-53-5-53-03906-EXA	BUILDING REPAIR/MAINT - OFFICE	44,680.00	44,680.00	964.60	12,809.71	31,870.29	28.67 %
01-53-5-53-04015-EXA	ADMIN: COMPUTER SOFTWARE & SU...	111,234.72	111,234.72	34,886.24	67,129.09	44,105.63	60.35 %
01-53-5-53-05010-DOF	AUTO EXPENSE - OFFICE	7,818.00	7,818.00	114.54	183.54	7,634.46	2.35 %
01-53-5-53-06205-EXA	TELEPHONE AND UTILITIES	68,000.00	68,000.00	5,364.31	32,268.47	35,731.53	47.45 %
01-53-5-53-98000-FI	ALLOCATED EXPENSES - OFFICE	-353,232.72	-353,232.72	-80,415.24	-142,325.97	-210,906.75	40.29 %
Program: 53 - ** OFFICE ALLOCATED TO DEPTS ** Total:		0.00	0.00	-34,880.68	0.00	0.00	0.00 %
Expense Total:		8,454,842.60	8,261,081.60	425,561.01	2,883,774.91	5,377,306.69	34.91 %
Fund: 01 - GENERAL FUND Surplus (Deficit):		-785,530.10	-549,629.30	847,931.08	2,765,942.90	3,315,572.20	-503.24 %
Report Surplus (Deficit):		-785,530.10	-549,629.30	847,931.08	2,765,942.90	3,315,572.20	-503.24 %

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
01 - GENERAL FUND	-785,530.10	-549,629.30	847,931.08	2,765,942.90	3,315,572.20
Report Surplus (Deficit):	-785,530.10	-549,629.30	847,931.08	2,765,942.90	3,315,572.20



Water Sales Consumption Statistics as of 12/31/2020

Consumption - 12 months ending:	CURRENT 12/31/2020	PRIOR 1 12/31/2019	PRIOR 2 12/31/2018
CCF	498,645	468,607	548,759
Gallons	372,986,460	350,518,036	410,471,732
Acre Feet	1,145	1,076	1,260
Change/PY	6.41% increase	-14.61% decrease	
Change 2018 - 2020			-9.13% decrease
			decrease

Change does not correlate to state conservation mandate.

CONSUMPTION RANKING - TOP TEN

	ACCOUNT NAME	Consumption (CCF)					ACCOUNT TOTALS
		HOUSING	HOSPITAL/MED	PUBLIC AGENCY	COMMERCIAL	INDIVIDUAL	
1	Hi-Desert Medical Center (hospital and CCC)		3,578				3,578
2	Quail Springs Village Apartments	2,393					2,393
3	JT Parks & Recreation			2,280			2,280
4	Joshua Tree Memorial Park				2,001		2,001
5	Morongo Unified School District			1,237			1,237
6	Lazy H Mobilehome Park	1,134					1,134
7	Pyle - Mobilehome Park	1,012					1,012
8	Housing Partners Inc.	977					977
9	Individual Customer					894	894
10	Yucca Trails Apartments	820					820
	CLASS/TYPE TOTALS	6,336	3,578	3,517	2,001	894	16,326

**JOSHUA BASIN WATER DISTRICT
MEETING AGENDA ITEM STAFF REPORT**

Board of Directors Meeting

DATE: March 17, 2021

REPORT TO: Board of Directors
PREPARED BY: Anne Roman, Director of Finance
TOPIC: ANNUAL REVIEW OF RESERVE POLICY
RECOMMENDATION: Review Reserve Policy.

ANALYSIS: The Reserve Policy, which was adopted in 2018 and amended in 2019, includes a provision to review the policy annually during the budget cycle. In that effort, I present the following information.

The 2018 five-year rate study includes annual funding through fiscal year 21/22 for the reserve accounts named in the Reserve Policy. Although these annual reserve funding levels will certainly require review, the rate study and the funds generated by the current rate structure are in place until a new rate study is adopted in late 2022. While the Board may choose to revise the funding levels now and/or potentially reallocate funds from one reserve account to another, neither the overall reserve balances nor the revenues generated can change until a revised rate study is adopted.

For this reason, I recommend that we defer making any revisions until the next annual review, to be held before the next rate study is developed in 2022. At that time, I will also make a recommendation to change the review requirement written into the Reserve Policy to a five-year minimum schedule that tracks with the Rate Study.

The full Reserve Policy is attached for your review and we can discuss as needed at the meeting. However, at this time, I make no specific recommendations with the intent of revisiting the policy and funding level requirements early in 2022.

STRATEGIC PLAN ITEM: N/A

FISCAL IMPACT: N/A

ARTICLE 9
RESERVE FUND POLICY

*(Adopted on 04/18/2018 Resolution No. 18-985 approved on 05/02/2018)
(Amended on 08/21/2019 by Resolution No. 19-1007)*

9.01 PURPOSE. It is the JBWD Board of Director's intent through this Policy to describe how and why specific reserves are established and maintained and to provide JBWD ratepayers and taxpayers with assurance that reserve balances will be maintained at prudent and fiscally responsible levels.

Maintaining adequate cash reserves is an essential part of sound financial management, to meet both short-and long-term financial obligations. Reserves play a critical role in providing reliable service for our ratepayers, financing of long-term capital projects and responding to emergencies. Reserves can provide the savings necessary to balance budgets during periods of diminished revenues, allow for emergency preparedness, assist in maintaining stable water service rates, and preserve the financial stability of the JBWD against present and future uncertainties in an ever-changing environment.

Suggested reserve funding balances are necessary to maintain Joshua Basin Water JBWD's fiscal strength and flexibility and to adequately provide for:

- Compliance with applicable statutory requirements.
- Financing of future capital projects, and repair and replacement of existing assets.
- Cash flow requirements.
- Economic uncertainties, local disasters, and other financial hardships or downturns in the local or national economy.
- Contingencies or unforeseen operating or capital needs.

9.01.01 GUIDING PRINCIPLES

1. The JBWD will prudently manage the resources entrusted to it by our ratepayers.
2. The JBWD will maintain reserve funds in designated accounts in a manner that ensures its financial soundness and provides transparency to its ratepayers.
3. The JBWD will maintain reserve funds that :
 - Are designated for specific purposes;
 - Are consistent with other financial policies, budgetary practices, JBWD programs and legal requirements;
 - Allow the JBWD to provide a high level of emergency preparedness for our ratepayers;
 - Provide funding for well-maintained infrastructure for current and future ratepayers; and
 - Allow the JBWD to respond to an ever-changing environment, such as drought or new water quality mandates.

9.01.01 AUTHORITY. JBWD has authority under Article XIII B of the California Constitution to establish such reserves as are deemed reasonable and proper.

9.01.02 DEFINITIONS

Restricted Reserves - Limitations on the use of restricted reserves are imposed by an outside source such as creditors, grantors, contributors, or laws or regulations of other Governmental entities.

Unrestricted Reserves - Have no externally imposed use restrictions. The use of unrestricted reserves is at the discretion of the JBWD Board of Directors. There are two categories of unrestricted reserves, Designated and Undesignated. Currently, all Unrestricted Reserves at JBWD are Designated Reserves.

Designated Reserves - Set aside for a specific purpose, which is determined at the sole discretion of the Board of Directors. The Board of Directors also has the authority to redirect the use of these reserve funds as the needs of the JBWD change.

9.01.03 RESTRICTED RESERVE FUNDS. JBWD has the following types of restricted reserve funds:

Water Capacity Account – Regulated per Government Code 66013(b)(3). Water capacity charges are used to provide funding for water system infrastructure that will be required in the future or to pay back the JBWD for pre-built water system infrastructure already in existence at the time new water service connection is requested, as a pro-rata share of the costs to construct such facilities. Water capacity charges can fund either future system expansion required because of growth or may be used to reimburse the JBWD for previously funded capital facilities that provide benefit to future users. Investment earnings shall be credited to the water capacity charge reserve fund.

Wastewater/Sewer Capacity Charge Account – Regulated per Government Code 66013(b)(3). Wastewater/sewer capacity charges are used to provide funding for wastewater/sewer system infrastructure that will be required to be constructed in the future, or to payback the JBWD for pre-built water system infrastructure already in existence at the time new wastewater/sewer connection is requested, as a pro-rata share of the costs to construct such facilities. Wastewater/sewer capacity charges can fund either future system expansion required because of growth or may be used to reimburse the JBWD or previously funded capital facilities that provide benefit to future users. Investment earnings shall be credited to the wastewater/sewer capacity charge fund.

Consumer and Project Deposits Account – Good faith guarantee deposits provided by ratepayers for water service accounts or construction projects. Investment earnings shall be credited to the General Fund.

Copper Mountain Mesa Assessment JBWD (CMMAD) Account – The JBWD collects debt service and lien payoffs for the CMMAD, which funds are due to the bondholders. In addition, a reserve fund is established for CMMAD as required by the bonds and those reserve funds will be applied towards the final debt service payment on the bonds. Investment earnings shall be credited to the various CMMAD reserve funds.

9.01.04 UNRESTRICTED RESERVE FUNDS. JBWD has the following types of unrestricted reserve funds:

Operating Reserve Account – The primary purpose of the Operating Reserve is to ensure that the JBWD will, at all times, have sufficient funding available to meet operating and debt service costs. These funds are also available to support operating costs to minimize drastic fluctuations in rates, such as in the event of a drought when water use decreases, thus impacting operating revenues.

The target of the Operating Reserve fund is to maintain a balance equal to three (3) months average operating and debt service expenses excluding depreciation.

Cash Flow Reserve Account – This reserve is considered a cash flow requirement. It bridges the gap between the time expenses are paid, and revenues are collected from ratepayers, ensuring that the JBWD preserves creditworthiness and provides for liquidity throughout the fiscal year.

The target of the Cash Flow Reserve fund is to maintain a balance equal to three (3) months average operating and debt service expenses excluding depreciation.

The combined target balance for both the Cash Flow Reserve and the Operating Reserve is equal to six (6) months average operating and debt service expenses excluding depreciation. As monies are neither received nor spent in twelve even monthly increments, the Cash Flow Reserve balance may exceed this combined balance as monies are received and held temporarily for disbursement at a later date.

Emergency Capital Replacement Reserve Account - This reserve is provided for emergencies or unplanned infrastructure failures.

The target of the Emergency Reserve fund is to maintain a \$2 million balance.

Capital Reserve Account - This reserve provides funding for infrastructure projects designated in the approved Capital Improvement Plan (CIP), as well as other, Board-approved capital projects. The CIP identifies annual infrastructure projects for pipelines, wells, boosters, and reservoirs.

Funding for capital projects is outlined in the Capital Budget. Depending on the District's cash flow requirements, Capital Reserves funded during any fiscal year may or may not be available for use at the start of the fiscal/budget year. Funds deposited into the Capital Reserve Account each year shall be as designated in the most-recent Rate Study.

This reserve is to be used for capital projects that will be reviewed and approved by the Board of Directors, so *no maximum reserve level is recommended*. Because of the discretionary nature of this reserve, the ability to decide which projects will be funded and when *no minimum balance is required*.

Note that capital projects may be concurrently funded and constructed within the same fiscal year, or, because infrastructure project costs are significant, projects may take more than one fiscal year to either plan/construct or be fully funded.

Individual Replacement Reserves Account - In addition to the water infrastructure projects funded via the CIP Reserve (above,) the JBWD has other capital replacement requirements. Individual replacement reserves are established for the following purposes, which are not otherwise funded via the Capital Improvement Plan.

Building Replacement Reserve Account – Is designated for future office building expansion or replacement. Target funding level of \$200,000 is based on 1,000 square foot expansion of office buildings within the next nine years. Replacement cost is based on ACWA/JPIA annually escalated insurance replacement cost.

Equipment & Technology Replacement Reserve Account – Provides for regular replacement of vehicles, heavy equipment and computers, software and peripherals, office equipment and SCADA (Supervisory Control and Data Acquisition computerized monitoring system) with a cost of at least \$1,000. Target funding level is \$500,000. Approximately \$1.7M will be paid for vehicles/equipment associated with the CIRP pipeline replacement work. In order to fund replacement of this equipment after its ten-year life, the District will need to increase annual funding of the Equipment & Technology Replacement Reserve Account by approximately \$170,000 per year.

Meter Replacement Reserve Account – Targets replacement of water meters approximately every 20 years. A multi-year meter replacement project has been approved, which began in fiscal year 18/19, and is scheduled to end in fiscal 22/23 at cost of \$2,000,000. In fiscal 23/24, or after meter replacement is complete, the annual funding should decrease so that the meter replacement fund achieves the appropriate balance after 20 years, (based on an updated estimated future replacement cost apportioned over 20 years), to provide funding for the subsequent meter replacement cycle. Any funds remaining in the Meter Replacement Reserve Account after meter replacement is complete will be transferred to the CIP Reserve Account or could be left to kick-start the next cycle of meter replacements. The Board of Directors will make the determination when the current meter replacement cycle is completed, approximately 22/23.

Studies & Reports Replacement Account – Funding for periodic updates to studies and reports such as the Urban Water Management Plan, Rate Studies, Compensation Studies, Water Master Plan. JBWD spends in excess of \$50,000 per year on average for such studies and reports, although individual studies and reports can exceed that cost. Target funding level is \$100,000.

Investment earnings from all Unrestricted Reserves - Will be credited to the General Fund.

9.01.05 PROCEDURES

Policy Review - The Reserve Policy and its funding levels shall be reviewed every year, prior to the adoption of the budget.

Utilization of Reserves for Cash Flow Purposes - The Operating Reserves may be used at any time to meet cash flow requirements of JBWD operations, as authorized by the Assistant General Manager /Controller. Authority to use the funds will be consistent with all of the JBWD's financial policies.

Use of the Emergency Reserves can be authorized by the General Manager per Article 4.04.07 of the Administrative Code.

Use of CIP Reserves and the various Individual Replacement Reserves must be authorized through the budget approval process but may occur at other times.

Reallocation of Funds - The Board shall approve any reallocation of funds, transfers among reserve funds, or action that is inconsistent with this policy.

9.01.06 SUMMARY - The Reserve Fund Policy states that designated reserves will be maintained to allow for funding of the JBWD's operating, capital and debt service obligations, as well as funding for unforeseen events. Reserves will be established, replenished, and used only in a manner, which allows the JBWD to fund costs consistent with the Capital Improvement Plan, Financial Plan, and Rate Study, and other Board adopted actions. The JBWD's Reserve Fund Policy shall be periodically reviewed and adjusted to meet the needs of the JBWD.

Finance Committee review date 08/14/19
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