



**MEETING OF THE BOARD OF DIRECTORS
WEDNESDAY, APRIL 21, 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 on Zoom at:

<https://us02web.zoom.us/j/86428262851?pwd=NG1JLzFnMjZ2em90Zkx4MEhpZUoxZz09>

or you may join by phone at 1-253-215-8782, Meeting ID: 86428262851 Passcode: 157934

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 (ROLL CALL) -**
4. **APPROVAL OF AGENDA -**
5. **PUBLIC COMMENT -** This is the time set aside for public comment on any District-related matter not appearing on the agenda. Government Code prohibits the Board from taking action on these items, but they may be referred to for future consideration. Please state your name and limit your comments to 3 minutes.
6. **CONSENT CALEDAR –**
 - February 2021 Check Register (reviewed by the Finance Committee on April 14, 2021.
 - Draft Minutes of March 17, 2021, Special Meeting Minutes of April 7, 2021, and Regular Meeting Minutes of April 7, 2021.
7. **APPOINTMENT OF NEW MEMBERS TO THE CITIZENS ADVISORY COUNCIL (CAC) –** Mark Ban - After an interview process with the Citizens Advisory Council (CAC), they recommended that the Board of Directors appoint Ms. Hannah Campbell, and Mrs. Kathy Carrillo to the Citizens Advisory Council (CAC).
8. **ADOPTION OF THE DISTRICT'S BUDGET POLICY –** Anne Roman – Recommend that the Board of Directors review the Budget Policy and adopt Resolution No. 21-1030.

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Pages 13-17

Pages 18-23

Pages 24-33

9. **RESOLUTION NO. 21-1031, AMENDING ARTICLE 3.02 OF THE ADMINISTRATIVE CODE MOVING THE START TIME OF THE BOARD OF DIRECTORS MEETINGS** – Mark Ban - Recommend that the Board of Directors adopt Resolution No. 21-1031 amending Article 3.02 of the Administrative Code.
10. **LEGISLATIVE UPDATE – SENATE BILLS 222 AND 223 AND PROPOSITION 218 IMPLICATIONS**– Jeff Hoskinson, Legal Counsel – Recommend that the Board of Directors receive for information only.
11. **GENERAL MANAGER REPORT** – Mark Ban
12. **DIRECTOR MEETING REPORTS** –
 - Kathleen Radnich – Public Information Consultant
 - Mojave Water Agency Board of Directors Meeting – March 25, 2021, at 9:30 a.m. – Director Doolittle
 - 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. – Vice President Floen & Director Doolittle
13. **DIRECTOR COMMENTS** – This is an opportunity for Board Members to make general comments concerning District business only.
 - Director Doolittle
 - Director Jarlsberg
 - Director Reynolds
 - Vice President Floen
 - President Unger
14. **FUTURE DIRECTOR MEETINGS** –
 - Mojave Water Agency Board of Directors Meeting – April 22, 2021, at 9:30 a.m. – Director Jarlsberg
 - JBWD Board of Directors Meeting – May 5, 2021, at 6:30 p.m. –
 - Mojave Water Agency Board of Directors Meeting – May 6, 2021, at 9:30 a.m. – Director Reynolds (meeting date was changed from May 13, 2021 due to Spring ACWA Conference).
 - Citizens Advisory Council (CAC) – May 11, 2021, at 6:00 p.m. – Barbara Delph, Chairperson
 - Finance Committee Meeting – May 12, 2021, at 9:00 a.m. – President Unger & Vice President Floen
 - Water Resources & Operations Committee Meeting – May 12, 2021, at 10:30 a.m. – Director Reynolds & Director Doolittle
 - Local Agency Formation Commission (LAFCO) – May 19, 2021, at 9:00 a.m.– President Unger
15. **ADJOURNMENT** -

*Check Report JBWD

By Check Number

Joshua Basin Water District

Date Range: 02/01/2021 - 02/28/2021

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						
000501	ACWA/JPIA	02/01/2021	Regular	0.00	25,388.02	62916
0660330	Invoice	02/01/2021	EE HEALTH BENEFIT & EAP FEB 21	0.00	25,388.02	
000501	ACWA/JPIA	02/01/2021	Regular	0.00	14,017.15	62917
JPIA123120	Invoice	02/01/2021	WORKERS COMP OCT - DEC 20	0.00	14,017.15	
013863	ATKINSON, ANDELSON, LOYA, RUUD AND ROMO	02/01/2021	Regular	0.00	6,091.35	62918
610519	Invoice	02/01/2021	LEGAL SERVICES THRU 11/30/20	0.00	940.57	
612674	Invoice	02/01/2021	LABOR LEGAL SERVICES THRU 12/31/20	0.00	2,111.03	
612676	Invoice	02/01/2021	LEGAL SERVICES THRU 12/31/20	0.00	3,039.75	
000214	BABCOCK LABORATORIES, INC.	02/01/2021	Regular	0.00	749.00	62919
CA11008-2287	Invoice	02/01/2021	SAMPLING	0.00	168.00	
CA11009-2287	Invoice	02/01/2021	SAMPLING	0.00	294.00	
CL01247-2287	Invoice	02/01/2021	SAMPLING	0.00	119.00	
CL01254-2287	Invoice	02/01/2021	SAMPLING	0.00	168.00	
013822	CARL PALMER	02/01/2021	Regular	0.00	171.53	62920
CP011921	Invoice	02/01/2021	REIMB: D-2 LICENSE	0.00	171.53	
001555	CENTRATEL LLC	02/01/2021	Regular	0.00	1,041.68	62921
210102252101	Invoice	02/01/2021	DISPATCH SERVICES - JAN 21	0.00	1,041.68	
013373	CORE & MAIN LP	02/01/2021	Regular	0.00	4,093.47	62922
N522115	Invoice	02/01/2021	INVENTORY	0.00	3,373.04	
N559180	Invoice	02/01/2021	WELL 14 4-LOG TREATMENT SUPPLIES	0.00	720.43	
000058	GARDA CL WEST, INC.	02/01/2021	Regular	0.00	782.38	62923
10611541	Invoice	02/01/2021	COURIER FEES - JAN 21	0.00	782.38	
013829	MY STAFFING PRO	02/01/2021	Regular	0.00	2,760.00	62924
23670	Invoice	02/01/2021	EMPLOYEE RECRUITMENT SOFTWARE	0.00	2,760.00	
013797	INFOSEND, INC.	02/01/2021	Regular	0.00	2,882.38	62925
183807	Invoice	02/01/2021	PRINT & MAIL WATER BILL - DEC 20	0.00	2,882.38	
009054	KATHLEEN J. RADNICH	02/01/2021	Regular	0.00	3,423.00	62926
21-0110-1	Invoice	02/01/2021	PUBLIC RELATIONS SERVICES	0.00	819.00	
21-0117-1	Invoice	02/01/2021	PUBLIC RELATIONS SERVICES	0.00	945.00	
21-0124-1	Invoice	02/01/2021	PUBLIC RELATIONS SERVICES	0.00	787.50	
21-0131-1	Invoice	02/01/2021	PUBLIC RELATIONS SERVICES	0.00	871.50	
013861	SNYDER & SONS UNLIMITED	02/01/2021	Regular	0.00	25.00	62927
MC721	Invoice	02/01/2021	CREATE GIF AND IPG OF LOGO	0.00	25.00	
006504	MC CALL'S METERS SALES & SERVICE	02/01/2021	Regular	0.00	5,780.27	62928
33444	Invoice	02/01/2021	WELL 14 4-LOG TREATMENT SUPPLIES	0.00	5,780.27	
013808	NOBEL SYSTEMS, INC.	02/01/2021	Regular	0.00	15,000.00	62929
14971	Invoice	02/01/2021	HYDRAULIC MODEL INTEGRATION: 2/1/21 - ...	0.00	15,000.00	
000236	PAYPRO ADMINISTRATORS	02/01/2021	Regular	0.00	110.00	62930
76876	Invoice	02/01/2021	FSA ADMIN FEES - NOV - DEC 20	0.00	110.00	
009065	RDO EQUIPMENT COMPANY	02/01/2021	Regular	0.00	975.76	62931
P5054845	Invoice	02/01/2021	SUPERIOR STREET BROOM SUPPLIES: E10SB	0.00	975.76	
000091	SAN BERNARDINO COUNTY RECORDER	02/01/2021	Regular	0.00	200.00	62932

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Date Range: 02/01/2021 - 02/28/2

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	
SB011221	Invoice	02/01/2021	RELEASE OF LIENS	0.00	200.00	
013820	SC FUELS	02/01/2021	02/01/2021 Regular	0.00	2,212.45	62933
1799440-IN	Invoice	02/01/2021	FUEL FOR VEHICLES	0.00	2,212.45	
013364	THOMAS SCOTT CARPENTER	02/01/2021	02/01/2021 Regular	0.00	225.00	62934
TC010521	Invoice	02/01/2021	REIMB: SAFETY BOOTS	0.00	225.00	
013009	TSI HOLDINGS, LLC	02/01/2021	02/01/2021 Regular	0.00	23,255.07	62935
1330	Invoice	02/01/2021	DOCUMENT SCANNING SERVICES	0.00	23,255.07	
010690	TYLER TECHNOLOGIES	02/01/2021	02/01/2021 Regular	0.00	1,192.60	62936
025-317970	Invoice	02/01/2021	ANNUAL MAINT: OUTPUT DIRECTOR 2/1/21 -..	0.00	1,141.00	
025-320273	Invoice	02/01/2021	CALL NOTIFICATION FEES: OCT - DEC	0.00	51.60	
000504	ACTION PUMPING, INC.	02/11/2021	02/11/2021 Regular	0.00	1,925.00	62955
15668	Invoice	02/11/2021	HDMC WW: PUMPING	0.00	1,925.00	
000501	ACWA/JPIA	02/11/2021	02/11/2021 Regular	0.00	28,526.07	62956
0662012	Invoice	02/11/2021	EE HEALTH BENEFIT & EAP MAR 21	0.00	28,526.07	
013346	ANDY'S LANDSCAPE & TREE SERVICE INC.	02/11/2021	02/11/2021 Regular	0.00	850.00	62957
9043	Invoice	02/11/2021	CIMIS WEATHER STATION MAINT THRU 01/...	0.00	75.00	
9044	Invoice	02/11/2021	DEMO GARDEN/BUILD MAINT THRU 1/15/21	0.00	775.00	
VEN01090	ASBURY ENVIRONMENTAL SERVICES	02/11/2021	02/11/2021 Regular	0.00	160.00	62958
1500-00668029	Invoice	02/11/2021	USED MOTOR OIL DISPOSAL	0.00	160.00	
000214	BABCOCK LABORATORIES, INC.	02/11/2021	02/11/2021 Regular	0.00	1,407.00	62959
CA12040-2287	Invoice	02/11/2021	SAMPLING	0.00	217.00	
CA12059-2287	Invoice	02/11/2021	SAMPLING	0.00	217.00	
CB10053-2287	Invoice	02/11/2021	HDMC WWTP - SAMPLING	0.00	769.00	
CB10125-2287	Invoice	02/11/2021	SAMPLING	0.00	102.00	
CB10769-2287	Invoice	02/11/2021	SAMPLING	0.00	102.00	
VEN01462	CALIFORNIA COLD SAW	02/11/2021	02/11/2021 Regular	0.00	126.16	62960
234807	Invoice	02/11/2021	TOOL/EQUIP REPAIR	0.00	126.16	
001555	CENTRATEL LLC	02/11/2021	02/11/2021 Regular	0.00	758.66	62961
210202252101	Invoice	02/11/2021	DISPATCH SERVICES - FEB 21	0.00	758.66	
013365	IMAGE SOURCE	02/11/2021	02/11/2021 Regular	0.00	87.20	62962
25AR1235338	Invoice	02/11/2021	SHOP EXPENSE 1/01/21 - 1/31/21	0.00	24.01	
25AR1236202	Invoice	02/11/2021	OFFICE EXPENSE 1/5/21 - 2/4/21	0.00	63.19	
000112	COPPER MOUNTAIN MEDIA/KXCM-FM	02/11/2021	02/11/2021 Regular	0.00	10,790.00	62963
17001	Invoice	02/11/2021	ADVERTISING: WILDCRAFTING	0.00	10,500.00	
20120004	Invoice	02/11/2021	ADVERTISING: DEMO GARDEN/BLM GRANT	0.00	290.00	
013373	CORE & MAIN LP	02/11/2021	02/11/2021 Regular	0.00	59,167.80	62964
N441648	Invoice	02/11/2021	WELL 14 4-LOG TREATMENT SUPPLIES	0.00	49,780.50	
NS24848	Invoice	02/11/2021	WELL 14 4-LOG TREATMENT SUPPLIES	0.00	2,404.50	
N622394	Invoice	02/11/2021	WELL 14 4-LOG TREATMENT	0.00	3,489.45	
N626169	Invoice	02/11/2021	MAINLINE/LEAK REPAIR SUPPLIES	0.00	1,936.74	
N639176	Invoice	02/11/2021	INVENTORY	0.00	242.92	
N639180	Invoice	02/11/2021	WELL 14 4-LOG TREATMENT SUPPLIES	0.00	1,313.69	
013376	DE NORA HOLDINGS IS, INC.	02/11/2021	02/11/2021 Regular	0.00	42,654.99	62965
92000038713	Invoice	02/11/2021	WELL 14 4-LOG TREATMENT SUPPLIES	0.00	42,654.99	
002205	DESERT FIRE EXT. CO. INC	02/11/2021	02/11/2021 Regular	0.00	1,291.93	62966
8550919	Invoice	02/11/2021	ANNUAL FIRE EXTINGUISHER SERVICE - SHOP..	0.00	1,291.93	
VEN01466	FEDAK & BROWN LLP	02/11/2021	02/11/2021 Regular	0.00	625.00	62967
FB012721	Invoice	02/11/2021	STATE CONTROLLER'S REPORT 6/30/20	0.00	625.00	

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Date Range: 02/01/2021 - 02/28/2

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	
003025	FEDEX	02/11/2021	Regular	0.00	59.42	62968
7-261-36631	Invoice	02/11/2021	SHIPPING	0.00	32.37	
7-268-72394	Invoice	02/11/2021	SHIPPING	0.00	27.05	
013222	FRONTIER COMMUNICATIONS INC.	02/11/2021	Regular	0.00	205.67	62969
FC0221	Invoice	02/11/2021	HDMC WWTP - TELEPHONE	0.00	205.67	
004018	HACH COMPANY	02/11/2021	Regular	0.00	471.61	62970
12302948	Invoice	02/11/2021	CHLORINE TEST SUPPLIES	0.00	471.61	
013802	HASA, INC.	02/11/2021	Regular	0.00	518.87	62971
730212	Invoice	02/11/2021	WATER TREATMENT EXPENSE	0.00	518.87	
004720	INLAND WATER WORKS	02/11/2021	Regular	0.00	5,009.19	62972
S1042172.001	Invoice	02/11/2021	MAINLINE & LEAK REPAIR SUPPLIES/INVENT...	0.00	4,820.63	
S1042630.001	Invoice	02/11/2021	MAINLINE & LEAK REPAIR SUPPLIES	0.00	188.56	
009054	KATHLEEN J. RADNICH	02/11/2021	Regular	0.00	903.00	62973
21-0207-1	Invoice	02/11/2021	PUBLIC RELATIONS SERVICES	0.00	903.00	
013861	SNYDER & SONS UNLIMITED	02/11/2021	Regular	0.00	25.00	62974
9154	Invoice	02/11/2021	LOGO W/ADDRESS LAYOUT FOR ENVELOPES	0.00	25.00	
013010	MATICH CORPORATION	02/11/2021	Regular	0.00	546.66	62975
171084	Invoice	02/11/2021	SADDLEBACK: 3/8" COLD MIX	0.00	546.66	
000156	FORSHOCK	02/11/2021	Regular	0.00	243.00	62976
2100016	Invoice	02/11/2021	MONTHLY SCADA MONITORING - FEB 21	0.00	38.00	
2100017	Invoice	02/11/2021	MONTHLY SCADA MONITORING - FEB 21	0.00	205.00	
006800	MOJAVE WATER AGENCY	02/11/2021	Regular	0.00	243.52	62977
INVO2634	Invoice	02/11/2021	2021 AWAC CALENDARS	0.00	243.52	
003930	NBS	02/11/2021	Regular	0.00	693.00	62978
1210000059	Invoice	02/11/2021	CMM DELIQUENT LETTERS	0.00	693.00	
013808	NOBEL SYSTEMS, INC.	02/11/2021	Regular	0.00	32,500.00	62979
14932	Invoice	02/11/2021	WATER AUDIT VALIDATION	0.00	2,500.00	
14984	Invoice	02/11/2021	PROJECT SETUP: CMMS WORK ORDER MOD...	0.00	20,000.00	
14997	Invoice	02/11/2021	SERVICE ORDER INTEGRATION: 3/1/21 - 2/2...	0.00	10,000.00	
000070	ONLINE INFORMATION SERVICES, INC.	02/11/2021	Regular	0.00	217.70	62980
1041915	Invoice	02/11/2021	ID VERIF. SERV. THRU 01/31/21	0.00	217.70	
008415	PRUDENTIAL OVERALL SUPPLY	02/11/2021	Regular	0.00	384.88	62981
23103582	Invoice	02/11/2021	SHOP EXPENSE	0.00	103.69	
23103583	Invoice	02/11/2021	SHOP EXPENSE	0.00	60.21	
23109629	Invoice	02/11/2021	SHOP EXPENSE	0.00	160.77	
23109631	Invoice	02/11/2021	SHOP EXPENSE	0.00	60.21	
013361	QUINN COMPANY	02/11/2021	Regular	0.00	1,134.08	62982
WOG00009613	Invoice	02/11/2021	REPLACE BATTERY CHARGER	0.00	1,134.08	
009065	RDO EQUIPMENT COMPANY	02/11/2021	Regular	0.00	117.13	62983
P5092545	Invoice	02/11/2021	CIRP SUPPLIES	0.00	117.13	
000225	RICH, AUTUMN	02/11/2021	Regular	0.00	40.85	62984
AR020321	Invoice	02/11/2021	REIMB: POSTAGE	0.00	40.85	
000495	ACCOMTEMP	02/11/2021	Regular	0.00	459.28	62985
57100896	Invoice	02/11/2021	TEMPORARY LABOR	0.00	459.28	
000091	SAN BERNARDINO COUNTY RECORDER	02/11/2021	Regular	0.00	260.00	62986
SB020821	Invoice	02/11/2021	RELEASE OF LIENS	0.00	260.00	
013831	SATMODO LLC	02/11/2021	Regular	0.00	151.86	62987

*Check Report JBWD

Date Range: 02/01/2021 - 02/28/2

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	
163362	Invoice	02/11/2021	EMERGENCY SATELLITE PHONES - FEB 21	0.00	151.86	
013833	SERVICEMASTER 360 PREMIER CLEANING	02/11/2021	Regular	0.00	997.65	62988
J82063	Invoice	02/11/2021	JANITORIAL SERVICES - FEB 21	0.00	997.65	
VEN01020	SOUTHWEST NETWORKS, INC.	02/11/2021	Regular	0.00	1,213.00	62989
21-1081	Invoice	02/11/2021	SUPPLEMENTAL IT SERVICES (AMC) - THRU 1...	0.00	475.00	
21-1086	Invoice	02/11/2021	OFFICE 365 MONTHLY MAINT - FEB 21	0.00	738.00	
009920	STANDARD INSURANCE CO	02/11/2021	Regular	0.00	1,426.21	62990
ST0221	Invoice	02/11/2021	EE LIFE INSURANCE - FEB 21	0.00	1,426.21	
010635	TOPS N BARRICADES	02/11/2021	Regular	0.00	550.00	62991
1086042	Invoice	02/11/2021	SADDLEBACK TRAFFIC CONTROL	0.00	550.00	
010850	UNDERGROUND SERVICE ALERT	02/11/2021	Regular	0.00	109.00	62992
120210342	Invoice	02/11/2021	TICKET DELIVERY SERVICE - JAN 21	0.00	109.00	
000327	WATER QUALITY SPECIALISTS	02/11/2021	Regular	0.00	4,250.00	62993
6994	Invoice	02/11/2021	HDMC WWTP: OPERATION/MAINT/REPAIR - ..	0.00	4,250.00	
011510	WELLS TAPPING SERVICE, INC.	02/11/2021	Regular	0.00	625.00	62994
9025	Invoice	02/11/2021	HOT TAP: WELL 14 4-LOG TREATMENT	0.00	625.00	
011615	WESTERN EXTERMINATOR CO.	02/11/2021	Regular	0.00	34.00	62995
7090824	Invoice	02/11/2021	PEST CONTROL SERVICES - SHOP	0.00	34.00	
013888	WIENHOFF DRUG TESTING	02/11/2021	Regular	0.00	20.00	62996
96063	Invoice	02/11/2021	DOT COLLECTION MONTHLY FEE - DEC 20	0.00	20.00	
000233	NAPA AUTO PARTS	02/11/2021	Regular	0.00	2,217.46	62997
345302	Invoice	02/11/2021	VEHICLE MAINTENANCE: V38	0.00	101.37	
347249	Invoice	02/11/2021	CIRP SUPPLIES/VEHICLE MAINT: V33	0.00	142.75	
347252	Invoice	02/11/2021	CIRP SUPPLIES	0.00	486.08	
348261	Invoice	02/11/2021	CIRP SUPPLIES	0.00	213.49	
348767	Invoice	02/11/2021	SMALL TOOLS - COMBINED	0.00	619.74	
348844	Invoice	02/11/2021	CIRP SUPPLIES	0.00	76.10	
349082	Invoice	02/11/2021	CIRP SUPPLIES	0.00	116.54	
349193	Invoice	02/11/2021	2019 DUMP TRUCK SUPPLIES	0.00	56.38	
349321	Invoice	02/11/2021	VEHICLE MAINTENANCE: V43	0.00	72.24	
349929	Invoice	02/11/2021	VEHICLE MAINTENANCE: V34	0.00	332.77	
000575	AFSCME LOCAL 1902	02/25/2021	Regular	0.00	988.36	63005
AFSCME0121	Invoice	02/25/2021	EE UNION DUES - JAN 21	0.00	494.18	
AFSCME0221	Invoice	02/25/2021	EE UNION DUES - FEB 21	0.00	494.18	
013863	ATKINSON, ANDELSON, LOYA, RUUD AND ROMO	02/25/2021	Regular	0.00	1,285.20	63006
615218	Invoice	02/25/2021	LABOR LEGAL SERVICES THRU 1/31/21	0.00	1,285.20	
000214	BABCOCK LABORATORIES, INC.	02/25/2021	Regular	0.00	805.00	63007
CB11179-2287	Invoice	02/25/2021	HDMC WWTP - SAMPLING	0.00	312.00	
CB11562-2287	Invoice	02/25/2021	SAMPLING	0.00	119.00	
CB11589-2287	Invoice	02/25/2021	SAMPLING	0.00	178.00	
CB11924-2287	Invoice	02/25/2021	HDMC WWTP - SAMPLING	0.00	196.00	
013373	CORE & MAIN LP	02/25/2021	Regular	0.00	2,713.34	63008
N626171	Invoice	02/25/2021	SMALL TOOLS - DIST	0.00	2,713.34	
002565	DUDEK AND ASSOCIATES, INC	02/25/2021	Regular	0.00	24,102.94	63009
202009680	Invoice	02/25/2021	ENG SERV: HDMC WASTEWATER PLANT TH...	0.00	7,718.82	
202100014	Invoice	02/25/2021	ENG SERV: HDMC WASTEWATER PLANT TH...	0.00	16,384.12	
002846	ESRI, INC.	02/25/2021	Regular	0.00	2,000.00	63010
93980864	Invoice	02/25/2021	GIS MAINT PROG 2/02/21 - 2/01/22	0.00	2,000.00	

*Check Report JBWD

Date Range: 02/01/2021 - 02/28/21

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	
003025	FEDEX	02/25/2021	Regular	0.00	125.10	63011
7-275-79836	Invoice	02/25/2021	SHIPPING	0.00	125.10	
000058	GARDA CL WEST, INC.	02/25/2021	Regular	0.00	782.38	63012
10617019	Invoice	02/25/2021	COURIER FEES - FEB 21	0.00	782.38	
013797	INFOSEND, INC.	02/25/2021	Regular	0.00	2,887.34	63013
185844	Invoice	02/25/2021	PRINT & MAIL WATER BILL - JAN 21	0.00	2,887.34	
009054	KATHLEEN J. RADNICH	02/25/2021	Regular	0.00	1,869.00	63014
21-0214-1	Invoice	02/25/2021	PUBLIC RELATIONS SERVICES	0.00	924.00	
21-0221-1	Invoice	02/21/2021	PUBLIC RELATIONS SERVICES	0.00	945.00	
000134	KENNEDY/JENKS CONSULTANTS, INC.	02/25/2021	Regular	0.00	4,140.00	63015
144606	Invoice	02/25/2021	2020 URBAN WATER MGMT PLAN UPDATE	0.00	4,140.00	
000205	LORI G. HERBEL	02/25/2021	Regular	0.00	455.00	63016
MAR-MAY 21	Invoice	02/25/2021	PUBLIC INFO/FARMER'S MARKET	0.00	455.00	
013906	GOLDSTAR ASPHALT PRODUCTS	02/25/2021	Regular	0.00	660.72	63017
18340	Invoice	02/25/2021	SADDLEBACK SUPPLIES	0.00	660.72	
013004	PAOLO FICARA	02/25/2021	Regular	0.00	500.00	63018
021	Invoice	02/25/2021	PARCEL RENTAL: 0606-321-31	0.00	500.00	
008415	PRUDENTIAL OVERALL SUPPLY	02/25/2021	Regular	0.00	163.90	63019
23116327	Invoice	02/25/2021	SHOP EXPENSE	0.00	103.69	
23116328	Invoice	02/25/2021	SHOP EXPENSE	0.00	60.21	
009065	RDO EQUIPMENT COMPANY	02/25/2021	Regular	0.00	3,111.13	63020
R08562435	Invoice	02/25/2021	EQUIPMENT RENTAL: WELL14 4-LOG TREAT...	0.00	3,111.13	
000495	ACCOMTEMP	02/25/2021	Regular	0.00	465.07	63021
57138672	Invoice	02/25/2021	TEMPORARY LABOR	0.00	465.07	
013820	SC FUELS	02/25/2021	Regular	0.00	3,206.99	63022
1812731-IN	Invoice	02/25/2021	FUEL FOR VEHICLES	0.00	3,206.99	
VEN01020	SOUTHWEST NETWORKS, INC.	02/25/2021	Regular	0.00	978.00	63023
21-2027SC	Invoice	02/25/2021	ADDITIONAL IT SERVICES - 1/21 - 3/21	0.00	240.00	
21-2043SC	Invoice	02/25/2021	OFFICE 365 MONTHLY MAINT - MAR 21	0.00	738.00	
009920	STANDARD INSURANCE CO	02/25/2021	Regular	0.00	1,426.21	63024
ST0321	Invoice	02/25/2021	EE LIFE INSURANCE - MAR 21	0.00	1,426.21	
011101	VAGABOND WELDING SUPPLY	02/25/2021	Regular	0.00	450.39	63025
113260	Invoice	02/25/2021	CIRP SUPPLIES	0.00	206.63	
113268	Invoice	02/25/2021	SHOP EXPENSE	0.00	243.76	
009980	SWRCB FEES	02/25/2021	Regular	0.00	10,564.40	63026
LW-1029839	Invoice	02/25/2021	WATER SYSTEM FEES 7/01/20 - 6/30/21	0.00	10,564.40	
010850	UNDERGROUND SERVICE ALERT	02/25/2021	Regular	0.00	342.15	63027
DSB20200271	Invoice	02/25/2021	DIG SAFE BOARD FEES - 2020	0.00	342.15	
011615	WESTERN EXTERMINATOR CO.	02/25/2021	Regular	0.00	1,761.16	63028
7242823	Invoice	02/25/2021	PEST CONTROL SERVICES - SHOP	0.00	34.00	
7244782	Invoice	02/25/2021	EXTERMINATOR @ SHOP - JAN - DEC 21	0.00	1,159.95	
7245017	Invoice	02/25/2021	EXTERMINATOR @ OFFICE - JAN - DEC 21	0.00	567.21	
000009	WESTERN PUMP, INC.	02/25/2021	Regular	0.00	552.75	63029
W29032	Invoice	02/25/2021	REPAIRS: GAS PUMP	0.00	552.75	
013888	WIENHOFF DRUG TESTING	02/25/2021	Regular	0.00	20.00	63030
96591	Invoice	02/25/2021	DOT COLLECTION MONTHLY FEE - JAN 21	0.00	20.00	

*Check Report JBWD

Date Range: 02/01/2021 - 02/28/2

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	
009880	SOUTHERN CALIFORNIA EDISON CO	02/04/2021	Manual	0.00	1,072.84	901605
SCE0121	Invoice	02/04/2021	POWER TO BLDGS & GEN - JAN 21	0.00	1,072.84	
000248	PAYCHEX	02/05/2021	Manual	0.00	382.10	901606
346658	Invoice	02/05/2021	PAYROLL PROCESSING FEE	0.00	382.10	
000236	PAYPRO ADMINISTRATORS	02/05/2021	Manual	0.00	12.50	901607
PPE 1-29-21	Invoice	02/05/2021	EE FSA DEDUCTIONS 2-5-21	0.00	12.50	
000510	TIME WARNER CABLE	02/08/2021	Manual	0.00	358.97	901608
0008970012221	Invoice	02/08/2021	CABLE & INTERNET - JAN 21	0.00	358.97	
009898	SOCALGAS	02/08/2021	Manual	0.00	476.35	901609
GAS0121	Invoice	02/08/2021	HEAT FOR SHOP - THRU 1/14/21	0.00	476.35	
001517	CalPERS	02/10/2021	Manual	0.00	12,082.88	901610
PPE 1-15-21	Invoice	02/10/2021	PAY PERIOD ENDING 1/15/21	0.00	12,082.88	
008202	PITNEY BOWES INC.	02/16/2021	Manual	0.00	265.57	901611
1017254560	Invoice	02/16/2021	OFFICE SUPPLIES	0.00	173.99	
1017365436	Invoice	02/16/2021	OFFICE SUPPLIES	0.00	91.58	
009878	SOUTHERN CALIFORNIA EDISON	02/16/2021	Manual	0.00	22,412.18	901612
SCE0121	Invoice	02/16/2021	POWER FOR PUMPING - JAN 21	0.00	22,412.18	
013196	TPX COMMUNICATIONS	02/16/2021	Manual	0.00	566.32	901613
139546914-0	Invoice	02/16/2021	TELEPHONE (OFFICE) - FEB 21	0.00	566.32	
000237	COLONIAL LIFE & ACCIDENT INSURANCE CO, INC.	02/16/2021	Manual	0.00	1,717.01	901614
39905610105155	Invoice	02/16/2021	EE LIFE INSURANCE - JAN 21	0.00	1,717.01	
004110	BURRTEC WASTE & RECYCLING SVCS	02/16/2021	Manual	0.00	454.85	901615
BW0221	Invoice	02/16/2021	TRASH & RECYCLING (OFFICE) - FEB 21	0.00	160.27	
BW0221B	Invoice	02/16/2021	TRASH REMOVAL (SHOP) - FEB 21	0.00	294.58	
008201	PURCHASE POWER	02/16/2021	Manual	0.00	1,513.50	901616
PB021221	Invoice	02/16/2021	POSTAGE REFILL FOR METER	0.00	1,513.50	
013359	XEROX FINANCIAL SERVICES	02/16/2021	Manual	0.00	220.55	901617
2463209	Invoice	02/16/2021	SHOP EXPENSE 1/27/21 - 2/26/21	0.00	220.55	
013359	XEROX FINANCIAL SERVICES	02/16/2021	Manual	0.00	395.66	901618
2473914	Invoice	02/16/2021	OFFICE EXPENSE 2/7/21 - 3/6/21	0.00	395.66	
001630	AT&T MOBILITY	02/16/2021	Manual	0.00	1,221.72	901619
829490028X0205..	Invoice	02/16/2021	COMMUNICATIONS - JAN 21	0.00	1,221.72	
001009	BUSINESS CARD	02/18/2021	Manual	0.00	19,463.35	901620
BA0121	Invoice	02/18/2021	BUSINESS EXP/COMPUTER SUPPORT/FUEL/...	0.00	19,463.35	
001011	BUSINESS CARD	02/18/2021	Manual	0.00	7,707.02	901621
BA0121	Invoice	02/18/2021	OFFICE SUPPLIES & EQUIPMENT/SMALL TOO...	0.00	7,707.02	
001014	BUSINESS CARD	02/18/2021	Manual	0.00	1,703.49	901622
BA0121	Invoice	02/18/2021	UNIFORMS/V33 MAINT/EE TRAINING/WELL ...	0.00	1,703.49	
000236	PAYPRO ADMINISTRATORS	02/19/2021	Manual	0.00	12.50	901623
PPE 2-12-21	Invoice	02/19/2021	EE FSA DEDUCTIONS 2-19-21	0.00	12.50	
000248	PAYCHEX	02/19/2021	Manual	0.00	363.82	901624
346907	Invoice	02/19/2021	PAYROLL PROCESSING FEE	0.00	363.82	
000248	PAYCHEX	02/20/2021	Manual	0.00	165.30	901625
1042380	Invoice	02/20/2021	TIME & LABOR ONLINE USAGE FEE	0.00	165.30	
VEN01533	PAYMENTUS GROUP INC.	02/23/2021	Manual	0.00	3,135.05	901626

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Date Range: 02/01/2021 - 02/28/21

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	
INV-15-109470	Invoice	02/23/2021	CREDIT CARD PROCESSING FEE - JAN 21	0.00	3,135.05	
004195	HOME DEPOT CREDIT SERVICES	02/23/2021	Manual	0.00	1,453.42	901627
HD0121	Invoice	02/23/2021	CIRP SUPPLIES/BUILD MAINT/SHOP EXPENSE...	0.00	1,453.42	
000025	ICMA RC	02/28/2021	Manual	0.00	4,420.00	901628
ICMARC0221	Invoice	02/28/2021	457 REMITTANCE - FEB 21	0.00	4,420.00	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	141	90	0.00	380,729.49
Manual Checks	26	24	0.00	81,576.95
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	167	114	0.00	462,306.44

**JOSHUA BASIN WATER DISTRICT
UTILITY REFUND REGISTER**

<u>Account Number</u>	<u>Name</u>	<u>Date</u>	<u>Type</u>	<u>Amount</u>
03-00146-003	MERLIN LAVERE RENFRO IRREVOCABLE TR	2/1/2021	Refund	34.43 Check #: 62937
03-00463-001	RANDOLPH & NANCY ROSE FAMILY TRUST	2/1/2021	Refund	40.00 Check #: 62938
03-00465-007	COX, RUSSELL S	2/1/2021	Refund	59.68 Check #: 62939
06-00028-012	DESERT RANGER CONSTRUCTION	2/1/2021	Refund	4.47 Check #: 62940
06-00059-008	ACRESITE PARTNERS LLC	2/1/2021	Refund	180.59 Check #: 62941
07-00041-010	HENRY, SARAH J	2/1/2021	Refund	31.54 Check #: 62942
07-00079-014	FORTUNATO, FRANK M	2/1/2021	Refund	13.33 Check #: 62943
08-00094-002	WARD, DONALD	2/1/2021	Refund	34.43 Check #: 62944
09-00070-008	OAK PROJECT MANAGEMENT	2/1/2021	Refund	188.86 Check #: 62945
10-00009-002	HALE, BRANDI M	2/1/2021	Refund	68.31 Check #: 62946
15-00097-001	THORNTON FAMILY TRUST 6/14/01 AMD 5/4/15	2/1/2021	Refund	51.61 Check #: 62947
55-00088-001	LAWSON, JIM L	2/1/2021	Refund	34.43 Check #: 62948
59-00011-006	SMITH, ALICIA	2/1/2021	Refund	56.63 Check #: 62949
62-00241-011	FEDERMAN, JUSTIN E	2/1/2021	Refund	225.01 Check #: 62950
63-00085-003	PEREZ, RICHARD JR	2/1/2021	Refund	1.36 Check #: 62951
65-00082-006	WILLIAMS, WESTLEY K	2/1/2021	Refund	56.70 Check #: 62952
65-00333-000	E, & EILEEN KENHEMER	2/1/2021	Refund	772.13 Check #: 62953
65-00571-000	ALI, ZOHRA F	2/1/2021	Refund	3.33 Check #: 62954
04-00142-005	RAMIREZ, DANIEL	2/11/2021	Refund	42.70 Check #: 62998
09-00007-017	CONROY, JAMES A	2/11/2021	Refund	25.00 Check #: 62999
10-00451-002	CHRISTOPHER JURACKA & ERIN JURACKA	2/11/2021	Refund	34.43 Check #: 63000
50-00002-013	SIKORA, KIMBERLY	2/11/2021	Refund	108.97 Check #: 63001
58-00229-000	REV. BUTLER FAMLY TRUST	2/11/2021	Refund	107.05 Check #: 63002
65-00325-002	MEELER, KRISTY L	2/11/2021	Refund	14.99 Check #: 63003
10-00369-010	HARVEY, SUNNY R	2/11/2021	Refund	125.30 Check #: 63004
10-00369-010	HARVEY, SUNNY R	2/11/2021	Reverse Refund Check Adjustment	-125.30 VOID REFUND CHECK #62863
02-00028-002	HELLER, DARRYL	2/25/2021	Refund	84.28 Check #: 63031
04-00025-018	HMVJT LP	2/25/2021	Refund	255.00 Check #: 63032
10-00380-018	ROADRUNNER REALTY	2/25/2021	Refund	179.02 Check #: 63033
10-00481-000	WALL TO WALL SERVICES	2/25/2021	Refund	169.19 Check #: 63034
52-00061-007	HIGGINS, JESSICA C	2/25/2021	Refund	153.13 Check #: 63035
55-00101-011	AHLIN, HOLLY	2/25/2021	Refund	20.27 Check #: 63036
58-00230-000	COLLINS, VERNON EDWARD	2/25/2021	Refund	131.59 Check #: 63037
59-00023-008	HALLAM, MICHELLE	2/25/2021	Refund	59.68 Check #: 63038
60-00287-010	BROWN, ROBERT W	2/25/2021	Refund	175.93 Check #: 63039
62-00221-000	GOLDSTEIN, MARK	2/25/2021	Refund	13.73 Check #: 63040
63-00073-005	RUMNEY, KELLYE M	2/25/2021	Refund	98.25 Check #: 63041
				<u>3,530.05</u>

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

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date</u>	<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Ded</u>
10513	Doolittle, Stacy	01/20/2021	Director Pay Note: JBWD BOARD MEETING 1/DIR/504/	1.0000	\$173.63	
					Totals:	\$173.63
					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>Ded</u>
10511	Floen, Thomas	01/20/2021	Director Pay Note: JBWD BOARD MEETING 1/DIR/504/	1.0000	\$173.63	
		01/28/2021	Director Pay Note: MWA BOARD MEETING 1/DIR/504/	1.0000	\$173.63	
					Totals:	\$347.26
					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>Ded</u>
10512	Jarlsberg, Jane	01/20/2021	Director Pay Note: LAFCO & JBWD BOARD MEETINGS 1/DIR/504/	1.0000	\$173.63	
		01/30/2021	Director Pay Note: ETHICS TRAINING 1/DIR/504/	1.0000	\$173.63	
		02/03/2021	Director Pay Note: LEGISLATIVE & PUBLIC INFO COMMITTEE 1/DIR/504/	1.0000	\$173.63	
		02/11/2021	Director Pay Note: MWA BOARD MEETING 1/DIR/504/	1.0000	\$173.63	
					Totals:	\$694.52
					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>Ded</u>
10505	Reynolds, Michael	01/20/2021	Director Pay Note: JBWD BOARD MEETING 1/DIR/504/	1.0000	\$173.63	
Totals:					\$173.63	
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>Ded</u>
10509	Unger, Rebecca	01/20/2021	Director Pay Note: JBWD BOARD MEETING 1/DIR/504/	1.0000	\$173.63	
		01/22/2021	Director Pay Note: MWA SPECIAL WORKSHOP MEETING 1/DIR/504/	1.0000	\$173.63	
		02/03/2021	Director Pay Note: LEGISLATIVE & PUBLIC INFO COMMITTEE 1/DIR/504/	1.0000	\$173.63	
		02/04/2021	Director Pay Note: HARASSEMENT TRAINING 1/DIR/504/	1.0000	\$173.63	
Totals:					\$694.52	
Employee Total:					\$694.52	

Pay Adjustment Summary

<u>Type</u>	<u>Units</u>	<u>Additions</u>	<u>Deductions</u>	
Director Pay	12.0000	\$2,083.56		
				Grand Totals: \$2,083.56
				Grand Total: \$2,083.56

JOSHUA BASIN WATER DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
WEDNESDAY, MARCH 17, 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 Beverly Waszak, Executive Assistant, are in attendance via teleconference.

CONSULTANTS PRESENT –Kathleen Radnich, Public Outreach Consultant, Jeff Hoskinson, Legal Counsel, are 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 –

MSC¹ (Floen/Jarlsberg) 5/0/0 motion carried to approve the Consent Calendar.

Ayes: Doolittle, Floen, Jarlsberg, Reynolds, and Unger
Noes: None
Absent: None
Abstain: None

ANNUAL REVIEW OF RESERVE POLICY – Director Anne Roman gave the staff report and stating that 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 Director Anne Roman recommended to defer making any revisions until the next annual review, to be held before the next Rate Study is developed in 2022. At that time, make the recommendation to change the review requirement to a five-year minimum schedule that tracks with the Rate Study. The Board of Directors received for information only and no action was taken. This was followed by a brief Q&A with the Board.

GENERAL MANAGER REPORT – General Manager Ban updated the Board of Directors on the following:

- Well 10 – Went down with a bad motor and uncoupled from the shaft and tube. Several pieces of column piping are damaged as well. We replaced the motor and so as not leave anything to chance; we went ahead and replaced the pump as well. Total cost was \$98K, and the Well 10 is up and running.
- Well 14 – Getting ready to install the headworks and electrical with the CIRP crew working for about a month straight on this.

- Tilford – A survey will be performed this week and beginning in May, we will start replacing an estimated 25,000 feet of pipe.
- Autocamp – Unfortunately, the Manager for this project was unable to attend the Board meeting due to a conflict with our schedules.
- New website was launched, and it looks really great, thank you to Beverly and Sarah.

Director Anne Roman followed up with the Standby Refunds and stated that in August of 2020 the Board approved funding for the amount of \$45K and to date we have provided less than \$8K in refunds. We are just not getting the applications that we anticipated.

President Unger asked if we had a time frame associated with this?

Director Anne Roman replied that we have a contract with NBS but not an actual time frame that ends the refund process.

President Unger then asked General Manager Ban where we are at with the Autocamp people?

General Manger Ban responded that Autocamp has done everything they are supposed to do in order to obtain a meter. About a year and half ago we went through the initial plan check with them to replace the water mains mainly due to fire flow needs. They will be installing a 12” main for the length of the project. They do have a requirement to contact us to have a construction meeting before they begin plans to start installing the water mains.

President Unger asked if we were handling it the same way as the apartment buildings across the street.

General Manager Ban replied that the Autocamp will have a domestic and irrigation meter along with fire flow.

Director Doolittle asked General Manager Ban what the status of the refurbishment of the main building is.

General Manager Ban stated that currently we do not have a proper county address and after filling out some paperwork we should be able to continue to move forward as soon as we have the permits in hand.

DIRECTOR REPORTS ON MEETINGS ATTENDED, COMMENTS AND FUTURE AGENDA ITEMS – Each Board member commented on the meetings they attended.

Kathleen Radnich, Public Information Consultant reported on the following:

- Desert Edible Gardening Class, third round of final classes and material has been well received.
- Native Plant Sale, all media is actively promoting the event and spring sale is on track.
- Low Income Assistance Program, no activity for bill assistance for our District.

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

FUTURE AGENDA ITEMS –

1. Autocamp to present
2. Development process, how does it flow?
3. LAFCO to present
4. Water meter sales

ADJOURNMENT – MSC¹ (Floen/Jarlsberg 5/0/0 motion carried to adjourn the regular Board of Directors meeting at 8:27 p.m.

JOSHUA BASIN WATER DISTRICT
SPECIAL BOARD OF DIRECTORS MEETING MINUTES
WEDNESDAY, APRIL 7, 2021

CALL TO ORDER/PLEDGE OF ALLEGIANCE – President Unger called the meeting to order at 4:00 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, General Manager, Sarah Johnson Director of Administration, and Beverly Waszak Executive Assistant, are in attendance via teleconference.

CONSULTANTS PRESENT –Nate Kowalski, Legal Counsel and Jeff Hoskinson, Legal Counsel, are in attendance via teleconference.

APPROVAL OF AGENDA –

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

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

Noes: None

Absent: None

Abstain: None

CLOSED SESSION – The Board of Directors adjourned to Closed Session at 4:03 p.m.

RETURN TO OPEN SESSION – The Board of Directors returned to Open Session at 4:38 p.m.

REPORT ON CLOSED SESSION – The Board of Directors met in Closed Session on Item 5, Conference with Legal Counsel, Anticipated Litigation, and took no reportable action.

ADJOURNMENT – President Unger adjourned the Special Board of Directors meeting at 4:40 p.m.

JOSHUA BASIN WATER DISTRICT
BOARD OF DIRECTORS WORKSHOP MINUTES
WEDNESDAY, APRIL 7, 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, General Manager, Sarah Johnson Director of Administration, Ann Roman, Director of Finance, Autumn Rich, Accounting Supervisor, and Beverly Waszak Executive Assistant, are in attendance via teleconference.

CONSULTANTS PRESENT –Jeff Hoskinson, Legal Counsel, Sam White, Project Manager, Auto Camp, and Sam Martinez, Executive Officer, Local Agency Formation Commission (LAFCO), are in attendance via teleconference.

PUBLIC COMMENT - None

APPROVAL OF AGENDA –

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

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

Noes: None

Absent: None

Abstain: None

AUTO CAMP JOSHUA TREE – Mr. Sam White, Project Manager gave the presentation on the new Auto Camp (Air Stream Campground) project. The following, are points of interest from the presentation:

1. 51 standard units and 4 accessible units.
2. Expected to open October 2021.
3. Delta Wastewater Treatment System 5,500 GPD and 3,300 GPD average usage when fully occupied.
4. Average water usage per occupied room is 60 GPD (lower than average hotel room at 100 GPD).
5. Drought-tolerant and native landscaping.
6. Treated wastewater recharges through leach lines.
7. 4” domestic water meter and a separate 8” connection for fire suppression.
8. Fire flows designed to meet 1,650 gpm.
9. Offsite improvements include the widening of Verbena Rd. and increasing water main to 12”.

A lengthy Q&A period followed with the Board of Directors and the public.

SAN BERNARDINO COUNTY LOCAL AGENCY FORMATION COMMISSION (“LAFCO”) WORKSHOP – Mr. Sam Martinez, Executive Officer, gave the presentation. The following are points of interest:

1. LAFCO is not a state commission or statewide agency. Each LAFCO is independent with a LAFCO for every County in California.
2. Jurisdiction includes Counties, cities and most Special Districts, independent and dependent.
3. Jurisdiction does not include JPAs, community facilities, school, college, bridge, highway improvement, and flood districts.

4. LAFCO in San Bernardino County is composed of seven members, two (2) members of the Board of Supervisors, two (2) members of City Councils, and two (2) members of Independent Special Districts. These six (6) members select one (1) public member.
5. LAFCO currently handles incorporation (forming new cities) and forming new Special Districts. They also change city and district boundaries, annexations, and detachments. They authorize the extension of services provided by cities and/or districts outside their boundaries, approve Spheres of Influence for cities and districts, and prepare Service Reviews of districts and cities.

A brief Q&A period with the Board of Directors and public followed.

ADJOURNMENT - MSC¹ (Floen/Jarlsberg 5/0/0 motion carried to adjourn the regular Board of Directors meeting at 8:20 p.m.

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

Regular Board of Directors Meeting

DATE: April 21, 2021

REPORT TO: Board of Directors
PREPARED BY: Mark Ban, General Manager
TOPIC: **APPOINTMENT OF NEW CITIZENS ADVISORY
COUNCIL (CAC) MEMBERS**

RECOMMENDATION: Recommend that the Board of Directors appoint Ms. Hanna Campbell and Mrs. Kathy Carrillo to the Citizens Advisory Council (CAC).

ANALYSIS: Ms. Hanna Campbell and Ms. Kathy Carrillo submitted applications to be considered for appointment to the District's Citizen Advisory Council (CAC). On March 9, 2021 members of the CAC interviewed both applicants during a regularly scheduled meeting and subsequently recommended that the Board of Directors appoint them to the CAC.

Ms. Campbell and Ms. Carrillo's applications have been attached for the Board's consideration. Staff fully supports the recommendation made by the CAC and believes that both applicants will make excellent members and contributors.

During the meeting, each applicant will introduce themselves and have the opportunity to make comments relative to their appointment. Members of the Board will then have the opportunity to ask the applicants any questions followed by a vote to appoint them to the CAC.

STRATEGIC PLAN ITEM: N/A
FISCAL IMPACT: N/A



PO Box 675 • 61750 Chollita Road • Joshua Tree, CA 92252
Ph: (760) 366-8438 • Fax: (760) 366-9528
Website: www.jbwd.com • Email: customerservice@jbwd.com

CITIZEN'S ADVISORY COUNCIL APPLICATION FOR MEMBERSHIP

Name: Hannah Campbell

Residence Address: [REDACTED]

Mailing Address: [REDACTED]

Phone (home): [REDACTED] **Phone (cell):** Same

Please check all that apply:

- I am a registered voter within the Joshua Basin Water District (required).
 I own a home in Joshua Tree I own a business in Joshua Tree
 I own property in Joshua Tree I am a customer of Joshua Basin Water District
 I live in Joshua Tree part-time I live in Joshua Tree full-time

How did you hear about the JBWD Citizens Advisory Council?

I heard about the Citizens Advisory Council through Kathleen Radnich.

How do you think you could contribute as a member of the Citizens Advisory Council?

To be honest, I don't know much about the Water District (how it is run, how it operates, etc.), but I am a curious person and am willing to learn. I also am a person who enjoys thinking of creative ways to solve problems, which can often be beneficial in a council setting.

Have you ever been convicted of a crime (including a plea of guilty or no contest) which resulted in a criminal conviction? Please exclude misdemeanor convictions for marijuana/DUI related offenses that are over two years old as of the date you complete this application. [] Yes [X] No

If yes, briefly describe the nature of the offense, the date and place of the conviction, and the legal disposition of the case (s). _____

The Board of Directors will not deny appointment to any application solely because the person has been convicted of a crime. However, the Board of Directors will consider the nature, date and circumstances of the offense as well as whether this offense is relevant to the duties of the position.

Please attach your resume', letter of interest, or biography to this application. Return completed to Beverly Waszak, Executive Assistant to the Board of Directors, to bwaszak@jbwd.com or you may drop it off to the District office.

Hannah Campbell

Dear Ms. Waszak,

My name is Hannah Campbell, and this is my letter of interest for the Citizens Advisory Council. I have been a resident of Joshua Tree for about five years, and have lived in the Morongo Basin for most of my life. I own property in Joshua Tree, and care a great deal for my community.

To be honest with you, I do not know much about Joshua Tree Water District, nor how it operates, etc. This might be beneficial to you, however; if you can explain something well to me, a layperson, you've explained it well indeed! But I'm willing to put in the time to learn. I also enjoy solving problems, and can think outside the box when needed.

Community-wise, I am a teacher in the Morongo Unified School District. I work with students from very low income families, and understand the specific needs of a large part of our population. I also participate in community outreach programs through church (Church on the Hill), so I know this specific community well.

Please consider me for the Citizens Advisory Council if you think I could be beneficial. Thank you for your time.

Sincerely,

Hannah Campbell



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CITIZEN'S ADVISORY COUNCIL APPLICATION FOR MEMBERSHIP

Name: Kathy Carrillo

Residence Address: [REDACTED]

Mailing Address: [REDACTED] Joshua Tree, CA 92252

Phone (home): [REDACTED]

Phone (cell): [REDACTED]

Please check all that apply:

I am a registered voter within the Joshua Basin Water District (required).

I own a home in Joshua Tree

I own a business in Joshua Tree

I own property in Joshua Tree

I am a customer of Joshua Basin Water District

I live in Joshua Tree part-time

I live in Joshua Tree full-time

How did you hear about the JBWD Citizens Advisory Council?

Through my husband David Carrillo.

How do you think you could contribute as a member of the Citizens Advisory Council?

I care deeply about the Joshua Tree community and understand that water is our most important resource, now and in the future. I would be happy to contribute in any way possible to the CAC.

Have you ever been convicted of a crime (including a plea of guilty or no contest) which resulted in a criminal conviction? Please exclude misdemeanor convictions for marijuana/DUI related offenses that are over two years old as of the date you complete this application. Yes No

If yes, briefly describe the nature of the offense, the date and place of the conviction, and the legal disposition of the case (s). _____

The Board of Directors will not deny appointment to any application solely because the person has been convicted of a crime. However, the Board of Directors will consider the nature, date and circumstances of the offense as well as whether this offense is relevant to the duties of the position.

Please attach your resume', letter of interest, or biography to this application. Return completed to Beverly Waszak, Executive Assistant to the Board of Directors, to bwaszak@jbwd.com or you may drop it off to the District office.

Kathy Carrillo

Extensive professional administrative experience where organized, discreet, conscientious and detail-oriented skills were essential.

EXPERIENCE

Client Service Associate

03/2019 – 04/2020

SOLIS WEALTH MANAGEMENT, 78-075 Main Street, Suite 204, La Quinta, California 92253

Worked as part of a highly proficient team with the President and CEO making Forbes Best-In-State Wealth Advisors list 2018-2020. Provided friendly service to over 200 clients with account openings, transfers, deposits, disbursements, wires, RMDs, online account access, tax records and general account management. Processed opening and maintenance of outside annuity, 529, brokerage, and life insurance accounts. Maintained detailed records in compliance with FINRA, SEC, SIPC, State, and company regulations. Prepared spreadsheets, charts and statements for annual client reviews. Composed correspondence and proofread office documents, website postings and distributions. Monitored activity, balances, fees and compliance.

Recruiting Manager

04/2010 - 03/2014

ORRICK HERRINGTON & SUTCLIFFE, 777 South Figueroa Street, Suite 3200, Los Angeles, California 90017

Recruited partners, associates and law students for two offices of a law firm with over 1000 attorneys worldwide. Wrote and presented offers. Managed orientation for new hires. Conducted background searches. Maintained evaluations. Updated training and mentor manuals, attorney lists and interview schedules. Wrote and maintained attorney search firm agreements. Facilitated courses and maintained records for California's Minimum CLE. Annually updated statistics for industry publications. Supervised the attorney mentor program. Headed Events Committee. Coordinated and arranged Hiring Committee meetings and presentations, and took minutes of national Recruiting Department conference calls. Managed summer program for law students, on-campus and in-office interviews, state bar prep courses and exams, and relocation expenses. Maintained the summer program web page, office calendars, work product and assignment tracking. Planned, organized and announced summer and office events and updated social media. Acted as liaison and managed needs for Managing Partner, partners, all levels of associates, interns, practice departments and other offices. Filmed and created videos for and assisted with nationwide partner retreats.

Legal Secretary

07/2004 - 10/2008

ORRICK HERRINGTON & SUTCLIFFE, 777 South Figueroa Street, Suite 3200, Los Angeles, California 90017

Secretary for multiple attorneys in intellectual property, securities and civil litigation. Events Committee Coordinator. Performed extensive legal secretarial duties, including court filings, trademark and copyright searches, arranging depositions, requesting and responding to discovery, recording time, client billing, making travel arrangements and handling busy phones and calendars.

Legal Secretary (Office merger to Orrick above)

01/2003 - 07/2004

CLIFFORD CHANCE US LLP, Los Angeles, California

Secretary for multiple attorneys in civil and securities litigation. Performed extensive legal secretarial duties, including training others in litigation procedures.

Designer of Catalina Swimwear

06/2001 - 01/2003

AUTHENTIC FITNESS CORPORATION, a Division of Warnaco, Inc., Los Angeles, California

The designer of a multi-million-dollar label in swimwear:

- Designed 2002 season with highest increase in profit and sales in Catalina history, and, upon leaving, 2003 season indicated an even higher percentage over 2002.
 - Aided in reconstructing production calendar by adjusting deadlines. Relieved burdened peak periods by distributing production more efficiently saving on unnecessary rush expenses and avoiding inability of mills to supply the demand.
- Studied and defined target market and designed lines focusing on trends, costs and production capabilities. Closely monitored and worked with factory management regarding quality control in fabric performance, standards and production. Prepared extensive presentations for sales meetings and line development. Arranged and supervised photoshoots and fashion shows. Designed, edited and approved advertisements and garment hang tags. Assisted with design and presentations for Ralph Lauren, Anne Cole, Cole of California, Victoria's Secret, Nautica and Newport News swimwear.

Legal Secretary

10/1988 - 10/1998

LORD, BISSELL & BROOK (now LOCKE LORD), Los Angeles, California

Secretary for multiple attorneys specializing in civil litigation and corporate law. Created a filing system which helped in placing and locating documents faster. Assisted in legal research. Organized and managed monthly luncheons for the Conference of Insurance Counsel – performed all Treasurer duties, sent monthly announcements to over 200 members, maintained responses, confirmed lunch details with hotel, made arrangements for out-of-town speakers, furnished records of continuing legal education hours and maintained membership lists and annual dues.

Legal Secretary
LATHAM & WATKINS, Los Angeles, California

09/1986 - 10/1988

Secretary for multiple attorneys in areas of civil litigation and corporate law with emphasis on mergers and acquisitions. Assisted with in-house and out-of-town corporate closing transactions. Handled court filings, client billing, busy phones and calendars.

EDUCATION

The Fashion Institute of Design & Merchandising, Los Angeles, California -- AA Fashion Design

Watterson College of Business, Pasadena, California – Academic Achievement Certificate – Legal Secretarial

ADDITIONAL EXPERIENCE

- **Efficiency:** Ability to quickly analyze, organize and prioritize with high energy and focus.
- **Communication:** Professional and effective in personal, written, electronic and telephonic communication.
- **Computer Proficiency:** Accomplished in MicroSoft Word, Excel and PowerPoint, as well as Outlook, DocXtools, WorkSite/FileSite, viRecruit (applicant tracking software), GoldMine CRM, and various database record-entry programs. Ability to quickly learn new programs.
- **Team Player:** Belief in systems and procedures, strong compatibility with co-workers and superiors, and exceptional client association.
- **Technical:** Excellent grammar, spelling, transcription and dictation skills. Experienced knowledge of federal, state and local procedural rules. Experience in multiple filing systems.
- **Other:** Quick learner with solid work ethics and drive in achieving work goals. Ability to think outside the box in problem solving and unexpected challenges. Enjoys working as a team as well as independently.

SPECIAL INTERESTS

Ancestry research and furtherance, including transcribing old public records for the Ancestry.com database. Elaborate set design and construction for community festivals, events and productions. Researching topics and activity related to geophysics, specifically seismic and volcanic activity and the progressive movement. Desert gardening.

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

Regular Meeting of the Board of Directors

DATE: April 21, 2021

REPORT TO: Board of Directors
PREPARED BY: Anne Roman, Director of Finance
TOPIC: **ADOPTION OF DISTRICT’S BUDGET POLICY**
RECOMMENDATION: Recommend that the Board of Directors review the Budget Policy and approve Resolution No. 21-1030.

ANALYSIS: Years in the making, the attached Budget Policy is a compilation of language from other sources as well as detailed documentation of our standing practices at the District. As the District’s budget policy, this policy will provide more concrete guidance for budget development and monitoring to responsible staff members. It will also enable Finance to better guide and support staff with these efforts.

Although we have followed relatively consistent practices for over a decade, current guidance on budgeting exists only in a few paragraphs of the Administrative Code (see excerpt below):

4.04.05 Budget. It is the duty of the General Manager to prepare the annual budget and submit it to the Board of Directors. The General Manager shall adhere to the budget unless otherwise directed by the Board and shall establish a system of accounting for expenditures. The General Manager shall regularly review the status of the budget with the Board and propose appropriate corrective action if revenues or expenditures vary materially from the approved budget.

4.04.06 Purchasing. It is the duty of the General Manager, as approved in the budget report and quarterly adjustments, to be responsible for the purchase of all supplies and equipment for the JBWD, as approved in the budget, or for emergencies as indicated in the next section. The General Manager has authority to move budget funding within the budget line items as long as the overall budget is still balanced, meaning that the same or more net revenue is projected as from the original Board-approved budget (or Board-approved adjusted budget.) The General Manager will report any budget moves or adjustments made during the quarterly financial reporting. After budget approval, all expenditures for items classified as capital assets, such as autos, office equipment, land, etc., may be purchased when JBWD Staff determines that cash flow supports the purchase.

The minimal information in the Administrative Code leaves quite a few unanswered questions. It provides no guidance for the development of specific areas of the budget, nor does it provide much guidance for amendments and adjustments. For example, the Administrative Code does not indicate whether funding can be moved between Operating and Capital budgets. The attached budget policy prohibits movement between Operating and Capital budgets (except in cases of classification error), which eliminates the opportunity to divert capital funds intended for infrastructure to “routine” operating expenses, without further Board approval.

This new policy addresses the basics, such as philosophy (conservatism), preparation (maintaining a Strategic Plan, a Capital Improvement Plan, and a Rate Study), and offers guidance for handling different types of revenues, expenses, and special situations (i.e. cross-year policy).

A perhaps more interesting area of the Budget Policy addresses grants. The section reminds the user that grants, which always *sound* very appealing, generally require tremendous resources to obtain, administer, and to remain in long-term compliance. It guides the user as to when grants may be appropriately budgeted and reminds that, once grant funds are expended, budgets must be maintained for required compliance activities.

In practice, one of the biggest areas of budget confusion has been whether projects that are approved in the annual budget must be re-approved by the Board when more detailed information is obtained. This policy eliminates the redundancy of returning to the Board whenever a project has already been pre-approved in the annual budget while still directing staff to applicable language and practices within the Administrative Code and any future purchasing/bidding policies.

Like any new and complex policy, it would not be unexpected for this policy to require some additional review and revision after the first few years of usage. Staff will bring forth such needs should they arise. If approved by the Board of Directors in April 2021, this policy will become effective in time to be applied during the 21/22 Budget season.

STRATEGIC PLAN 2.12.1.4 “Maintain and Enhance Finance Department Protocols”
ITEM:
FISCAL IMPACT: Budgetary controls should enable better compliance with budget projections.



BUDGET POLICY

Purpose

The Joshua Basin Water District (District) Operating, and Capital Budgets are developed on an annual basis through the establishment of District-wide goals based on Strategic Planning, the Capital Improvement Plan, and program/departmental goals and objectives. Together, these goals and activities provide a comprehensive plan to deliver efficient services to customers and other stakeholders of the District in a manner that aligns resources with the vision of the District.

The formulation of the Operating and Capital Budgets, including the publication of a comprehensive budget document, is one of the most important financial activities that the District undertakes each year.

Authority

The Board of Directors is responsible for establishing policies that guide the District in meeting the mission and vision of the District. This includes the approval of financial policies which establish and direct the operations of the District. The General Manager is responsible for carrying out these policies and managing the day-to-day operations of the District. This policy shall be administered on behalf of the District by the General Manager with the assistance of the Director of Finance.

Scope

This policy shall apply to all Funds under the budgetary and fiscal control of the Board of Directors.

Responsibilities and Calendar

The District's fiscal year runs from July 1 through June 30. Preparation and monitoring of the District's budget is a collaborative effort among the Department Heads, Finance Department, and General Manager. With assistance from the Director of Finance, the General Manager solicits input from Department Heads, appropriate District Committees, the Board of Directors, and other stakeholders and guides the budget development, especially for new or non-routine needs. The Director of Finance is responsible for the compilation, analysis, preparation, and presentation of the District's Operating and Capital budgets.

The Director of Finance shall submit or cause to be submitted annually to the Board of Directors no later than June 30 during a public Board Meeting, a proposed operating budget governing revenues and expenses of all District Funds, for the following year. The Capital Budget shall be adopted as close to the beginning of the fiscal year as possible, but no later than August 1, since budget reports are due to the County by August 31. The budget, after being reviewed and adopted, shall constitute the Board of Directors' authorization of all Funds for such fiscal year and further Board authorization to use funds as outlined in the approved budget is not required (refer to Administration Code and current Purchasing/Bidding Policy for further guidance).

Quality Control and Quality Assurance

The Director of Finance, in consultation with the General Manager, shall review and assess the applicability and efficiency of the components and direction provided by this Policy on a regular basis

to ensure its guidance is applicable to the formulation and adoption of each annual budget. Required or recommended changes shall be brought before the Board for consideration and approval.

Stakeholder Participation

The District shall provide meaningful opportunities, whenever possible, for the stakeholders to provide input into the financial planning and budget process.

POLICY

A) Basis of Budgeting

1. Budgeting is done on an accrual basis (i.e. costs *paid* in the year subsequent to the year in which they were *incurred*, are accrued or posted to the year in which they were incurred), with the following exceptions:
 - a. Compensated absence liabilities are expensed when paid.
 - b. Pension expense is budgeted based on employer contribution rates.
 - c. Principal payments on long-term debt are treated as expenses in the annual Operating Budget.
 - d. Depreciation expense is not recognized in the annual Operating Budget
 - e. Overhead expense is not recognized in the annual Operating or Capital Budgets.
 - f. Changes in the fair market value of investments are not treated as adjustments to revenue in the annual Operating Budget.
 - g. Capital purchases are classified as an expense in the annual Capital Budget.

B) Budgetary Control

1. The District shall adopt an annual balanced Operating Budget on or before June 30 of each year.
2. The Capital Budget shall be adopted as close to the beginning of the fiscal year as possible, but no later than August 1. Funding for capital projects already in progress continues until the new Capital budget is adopted. Funding for new capital projects is not available until the new Capital Budget is adopted. This does not include projects or purchases approved by the Board under special circumstances (such as emergencies) outside of the normal budgeting process.
3. The Director of Finance will provide updates of the District's financial position by regularly reporting to the Board of Directors the status of actual expenditures, expenses, and revenues compared to the adopted operating budget.
4. Capital budget updates will be provided as requested by the Board of Directors but are typically reported on in conjunction with the progress of the related expenditure or project.

C) Balanced Budget

1. Under normal circumstances, the District shall make every attempt possible to adopt a structurally balanced budget for each Fund which this policy covers. A budget is structurally balanced when it does not spend more on ongoing services than it receives in ongoing revenues. A structurally balanced budget is a necessary component of good financial management and financial discipline and helps sustain the consistent delivery of services to our customers. Abnormal circumstances that would allow for an unbalanced budget may include, but are not limited to: program or maintenance start-up funding in which initial costs may exceed the annual revenue, however long term funding of such a program allows for a balanced budget to occur in subsequent years; the one-time purchase of information technology in which the Board and staff understands to be vital to the District's operations; the unforeseen repair, installation or purchase of a facility or piece of equipment that is necessary to provide water to and/or protect the health of the District's

customers; or the intentional, planned, “spend-down” of reserves as provided for by an approved rate study or the like.

2. Except under certain circumstances, as provided above, the adoption of an unbalanced budget (spending more than is received) may undermine the District’s ability to deal with financial problems, is unsustainable, and may lead to reduced services in the future and inhibit the District’s ability to take advantage of opportunities that periodically occur. A structurally unbalanced budget will include an explanation and describe the expected approach and timeframe for achieving structural balance within the context of official revenue and expenditure projections. It is not a violation of this policy to use funds previously set aside in reserve to mitigate temporarily higher costs or lower revenues.
3. Operating Revenues and other funding sources must fully cover Operating Expenditures/Expenses, including debt service. Operating Expenditures/Expenses for the purposes of balancing the annual budget shall include that year’s contribution to the various Reserve and Replacement Reserve Funds as determined in the Reserve Policy and as funded by the effective Rate Study.
4. One-time revenue sources and development fees must not be used to fund ongoing operational costs, and thus, are not budgeted.
5. Minimum Reserve Policy levels must be maintained and used in accordance with the purposes permitted by the District’s Reserve Policy (see Reserve Policy for further guidance.)
6. The balancing of Operating Revenues with Operating Expenditures (as defined above) is a goal that should be applied over a period of time which extends beyond the current budget. Temporary shortages or operating deficits can and do occur, but they will not be permitted as extended trends.

D) Budget Development

1. Vision – The budget shall be constructed around the Board of Directors’ vision for the long-term direction of District services and the associated desired culture and environment. When appropriate, the General Manager shall utilize a Strategic Planning process, including a needs assessment of priorities, challenges, and opportunities to assist with the establishment of both short-term and long-term goals.
2. Departmental Budgeting - The budget shall be based on Departments, which closely mirror the various District Programs, in order to provide insight into the costs of service that the District provides.
3. Financial Information – The budget shall display estimated beginning Cash Balances, estimated revenues and expenses and the estimated year-end Cash Balances.
4. Rate Study – The Finance Department will review the applicable Rate Study with the General Manager at the time each budget is developed. The Rate Study provides projected revenues and expenses based on needs identified as rates were developed, but the Rate Study does not place any automatic restrictions on the budget. Any variance between projected and actual revenues and expenses will impact the reserve balances and could potentially impact long-term operations. As such, it should be the goal of the General Manager to present a budget for approval that adheres as close as possible to the approved rate study but ensures that actual revenues and expenses are reflected within the budget.

E) Revenue Policies

1. Revenues should be conservatively and reasonably estimated.

2. Revenue projections shall be based upon Rate Study information, whenever available. In addition, the District may utilize historic trend analysis to establish baseline estimates of major revenues including incorporating proposed rate increases where applicable.
3. Rate studies shall be considered every five years to update assumptions and ensure that revenues are sufficient to recover operating costs and to provide for annual capital work. The completion of rate studies and the consideration of rate adjustments are important to address on a timely basis. In doing so, the District can adopt rate adjustments that match the continued level of service provided, slowly over time, rather than creating reactionary adjustments that are abrupt and much harder for its customers to adjust to.
4. Interest revenue earned will be distributed among the legally restricted funds named below, proportionate to their balances when interest was earned:
 - a. Water Capacity fund;
 - b. Wastewater Capacity fund;
 - c. CMM Reserve fund;
 - d. CMM Redemption fund; and
 - e. CMM Prepayment fund.
5. Grant/loan revenues related to Capital projects shall be categorized as Capital Revenues.
6. Grant/loan revenues related to Operating projects shall be categorized as Operating Revenues.
7. Meter installation fees, capacity fees, plan check and inspection fees, and mainline reimbursement fees, etc. are not budgeted due to their unpredictable, customer-initiated nature and the legally restricted status of some of these revenues.
8. Development customers (from single new meter purchases to major projects) shall contribute revenue to match 100% of costs related to their project, including applicable overhead. One-time exceptions must be approved by the General Manager.
9. One-time revenues will be used only for one-time purposes (i.e. specific grant revenues will be used for the project for which they are granted).

F) Expense Policies

1. The Operating Budget contains regular, recurring, and maintenance-type expenses.
2. The General Manager shall have the authority to move budgets among Operating accounts.
3. The Board of Directors must approve moving budgets between Operating and Capital accounts, except where the original designation was incorrect (i.e. sometimes purchases don't rise to the level of an asset).
4. The District shall coordinate development of the Capital Budget with development of the Operating Budget. Project Managers shall ensure that future operating and maintenance costs associated with new capital improvements are projected and included in Operating Budget forecasts.
5. Overhead accounts are not budgeted.
6. The Equipment Clearing Account is not budgeted, unless that account is utilized to offset equipment costs included in a budgeted capital project.
7. 01-6-XX-XXXXX "asset expense" accounts are utilized in lieu of asset accounts to enable income statement reporting for assets acquired during the year when the balance sheet is omitted from regular reporting. Such accounts are not budgeted.
8. The Capital Replacement Expense account (depreciation) is not budgeted.

9. Allocations of Benefits, Field, and Office costs are performed on a percentage-of-payroll basis to affected Departments.

G) Salary and Benefits Policies

1. Salary budgets are prepared by the Director of Administration (Human Resources) in consultation with the Finance Department.
2. Salaries are budgeted at the top step available within the budget cycle, including any contracted or projected CPI adjustments. If such contracted adjustments reflect a range to be determined at a later date, the budget shall reflect the highest possible cost.
3. Standby pay and Callback OT/DT pay are divided equally among all Departments which serve Standby.
4. Salaries are allocated by Department. Some employee salaries are divided among multiple departments when the work performed spans multiple departments, such as for managers that oversee more than one department/function.
5. A projection of Compensated leave pay is deducted from regular salary and budgeted separately.
6. CIRP salary and benefits are budgeted in both the capital project costs and operating costs. To avoid duplicating the expense, the portion attributable directly to the capital CIRP project is budgeted to a clearing account in the CIRP Department.

H) Capital Expenditures

1. The Capital Budget is independent from the Operating Budget.
2. A multi-year water system infrastructure Capital Improvement Plan shall be developed and updated periodically at the discretion of the General Manager, including anticipated funding sources, which shall serve as guidance for capital expenditures. In addition, other non-water system capital improvement projects must be considered each year during the budget cycle.
3. The Capital Budget is approved annually and **costs for ongoing work must be re-budgeted**. An exception may occur where a contract has been executed, thus committing the district to the expenditure.
4. The General Manager shall have the authority to move funds among existing budgeted Capital projects.
5. The Board of Directors must authorize moving of funds between Capital and Operating budgets, except where the original designation was incorrect (i.e. sometimes purchases don't rise to the level of an asset).
6. The District shall coordinate development of the capital budget with development of the operating budget.
7. Prior to undertaking a capital project, all ongoing operational and maintenance costs shall be identified and included as part of the budgeting discussion.

I) Cross Year Policy

Each year's budget is independent and does not carry forward. Any projects in progress at year end must be re-budgeted, for any balance required to complete, in the subsequent year(s). An exception may occur where a contract has been executed, thus committing the district to the expenditure, and the responsible budget manager has not re-budgeted the project or work.

J) Estimates of Revenue, Expenditures, and Expenses

1. Estimates – The District shall take an objective and analytical approach to forecasting revenues, expenditures, and expenses as accurately as possible. Though the District will use the best information available to estimate revenues, absolute certainty is impossible. Should revenues be overestimated, the spending plans and priorities established during the budget process shall be used to propose options to bring the budget into balance.
2. Monitoring – The Finance Department shall monitor revenue incomes and expense outflows to assess the implications of the annual budget in order to provide timely updates on actual financial performance.
3. Long-Term Forecasts – The Finance Department will monitor and update the long-term financial forecasts developed during each Rate Study, in order to help the District assess its long-term financial sustainability.

K) Long-Term Liabilities

The District shall fully fund current portions of long-term liabilities in order to maintain the trust of creditors and shall avoid accumulating excessive long-term liabilities. The Finance Department shall analyze long-term liabilities to determine if opportunity for savings exists, such as by using savings to pay off debt early, or by refinancing.

L) Debt Policies

See Article 10 of the District's Administration Code for the entire text of the Debt Management Policy

1. Long-term debt shall not be used to finance ongoing operational expenditures.
2. Whenever possible, alternative sources of funding shall be identified and examined for availability in order to minimize the use of debt financing.
3. Pay-as-you-go financing of capital improvements shall be utilized whenever feasible.

M) Budget Amendments & Adjustments

1. An **amendment** is a specific change to the overall budget, increasing or decreasing the net revenue. Amendments not falling within the authority of the General Manager (refer to Administrative Code), shall be considered, and adopted by the Board of Directors during a public Board meeting.
2. An **adjustment** is a change within the existing account lines, generally resulting in no increase or decrease in net revenue. A net revenue decrease (additional cost) requires authorization from the Board as described above under the term "amendment." Adjustments may be made for account balance variances of \$5,000 or more to eliminate or reduce line-specific over/underbudget situations by moving funding among various account lines. The net revenue should not decrease but may increase if savings are identified. Smaller variances may be adjusted upon the Finance Department's discretion.
3. Salary and benefit adjustments will only be made in certain situations due to their complexity. Overbudgeted salaries may generally only be transferred to other salary and benefit accounts. If savings must be identified, salaries will be adjusted for vacancies. If outside labor is substituted for internal labor, funds may be moved to the Temporary Labor account. If salary and benefit adjustments result in a net revenue increase (cost savings), specific salary accounts may remain unadjusted. Only the most cost-significant benefits will be adjusted (i.e. CalPERS, Cafeteria, FICA) as needed.

N) Reserves

Adequate Emergency and Operating Reserves Will be Maintained.

See Article 9 of the District's Administration Code for the entire text of the Reserve Policy.

Maintaining adequate reserves is a basic component of a financially strong District. Adequate reserves help sustain the District operations when adverse or unexpected circumstances impact the District. The District has adopted a Reserve Policy including recommended reserve levels.

The District will maintain Emergency Capital Reserve, Operating Reserve, and other Reserve accounts in accordance with the funding recommendations of the Reserve Policy. If emergency or operating reserve levels are drawn below the Reserve Policy funding recommendations, a plan will be developed to replenish them, generally from future surpluses or the next Rate Study.

All Reserve budgets designated in the Rate Study and/or the Reserve Policy shall be budgeted for funding through the Operating budget.

O) Grants

Grants are an essential component of District resources. All grants have rules that must be followed, including how the grant funds may be used. Failure to follow the rules may require a return of funds, even after they have been spent, and potential disqualification from future grants. Grants often require a funding match. Grants typically require that the grant-funded project be maintained for a specific timeframe, usually the life of the project, typically decades. A grant may be inappropriate for the District for a number of reasons:

- large matching fund requirement; or
- excessive maintenance costs for the life of the grant-funded project; or
- disallowed or limited ability to recover administrative costs; or
- excessive restrictions on expenditures, compliance risk (return of funds if in non-compliance); or
- incompatibility with other District priorities.

The District will seek grants that address District priorities and are felt to provide a benefit to the District substantially in excess of the cost of applying for and administering the grant, and the risk of unintentional non-compliance. The District will not seek grants if the purpose does not provide a significant net benefit to the District for existing priorities. Before applying for any grant, staff shall ensure that the above conditions have been met. The General Manager shall provide the Board of Directors with an opportunity to hear the terms and conditions of each grant prior to entering into an agreement. While the issuing agency of most large grants require Board authorization, this will allow the Board the opportunity to reject or encourage the use of grants that do not. The District shall maintain the necessary administrative support and training to ensure compliance with grant terms and requirements. Grants will only be budgeted once appropriate commitments have been made by granting agency.

P) General Fund

All normal and routine activity not applicable to any Reserve Funds described herein shall be transacted via the General Fund and LAIF Operating/Cash Flow Funds.

RESOLUTION NO. 21-1030

**RESOLUTION OF THE BOARD OF DIRECTORS
OF THE JOSHUA BASIN WATER DISTRICT
ADOPTING BUDGET POLICY INTO ADMINISTRATIVE CODE**

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

WHEREAS, the Joshua Basin Water District’s Strategic Plan calls for maintenance and enhancement of Finance Department protocols; and

WHEREAS, the Joshua Basin Water District Board of Directors has reviewed, and has endorsed to adopt the Budget Policy attached hereto;

NOW, THEREFORE BE IT RESOLVED, that the attached “Budget Policy, Revised 03-30-2021” be adopted and incorporated into Article 12 of the Administrative Code.

FURTHER RESOLVED, this resolution is effective immediately upon adoption.

ADOPTED this 21st day of April 2021.

By _____
Rebecca Unger, President

Attest: _____
Mark Ban, General Manager and Board Secretary

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

Regular Board of Directors Meeting

DATE: April 21, 2021

REPORT TO: Board of Directors
PREPARED BY: Mark Ban, General Manager
TOPIC: **RESOLUTION NO. 21-1031 AMENDING ARTICLE 3.02 OF THE ADMINISTRATIVE CODE, MOVING THE START TIME OF THE REGULAR BOARD OF DIRECTORS MEETINGS**

RECOMMENDATION: Recommend that the Board of Directors adopt Resolution No. 21-1031 amending Article 3.02 of the Administrative Code.

ANALYSIS: Article 3.02 of the Administrative Code states that the Regular Board of Directors meetings shall be held on the first and third Wednesday of each month beginning at 6:30 p.m. The start time of these meetings in the past have been set based upon:
a) the ability for the public to attend regularly scheduled meetings; and b) Board Members' schedules.

Equally important to the start time of these meetings are their duration and the time of adjournment which can impact the public's interest and their ability to stay for the entire meeting. Additionally, following a full day of work and other responsibilities, meeting participants can experience fatigue which can impact their ability to remain fully engaged in the meeting; especially during agenda items that require detailed presentation and discussion.

Staff believes that by beginning regularly scheduled meetings at 5:30 p.m., the overall meeting experience will be enhanced by ensuring that participants have the opportunity to remain vibrant and engaged while allowing ample time for discussions and comments to occur prior to 7:30 p.m. This will also address the safety of on-site participants that must drive several miles to get home following the meeting.

Many water agencies in the area have moved their meetings to earlier hours, as shown below:

- 29 Palms 4:00 p.m.
- Coachella Valley 8:00 a.m.
- Hi Desert Water District 5:00 p.m.
- Mojave Water Agency 9:30 a.m.
- Palm Springs Desert Water Agency 8:00 a.m.

STRATEGIC PLAN ITEM: N/A
FISCAL IMPACT: N/A

RESOLUTION NO. 21-1031

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE JOSHUA BASIN WATER DISTRICT
AMENDING ARTICLE 3.02 OF THE ADMINISTRATIVE CODE
REGULAR MEETINGS OF THE BOARD OF DIRECTORS**

WHERE AS, Article 3.02 states that regular meetings of the Board shall be held on the first and third Wednesday of each month, at 6:30 PM unless said Wednesday falls upon a holiday designated in Section 6700 of the Government Code of the State of California. Such regular meeting shall be canceled or held at a date and time determined by the Board, and the staff shall arrange its affairs accordingly.

NOW, THEREFORE BE IT RESOLVED, that Article 3.02, of the Administrative Code, be amended as follows:

Regular meetings of the Board of Directors shall be held on the first and third Wednesday of each month, at 5:30 p.m. unless said Wednesday falls on a holiday designated in Section 6700 of the Government Code of the State of California. Such regular meeting shall be canceled or held at a date and time determined by the Board of Directors.

FURTHER RESOLVED, this Resolution is effective immediately upon adoption.

ADOPTED this 21st day of April, 2021.

By: _____
Rebecca Unger, President

Attest: _____
Mark Ban, General Manager and Board Secretary

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

Regular Board of Directors Meeting

DATE: April 21, 2021

REPORT TO: Board of Directors

PREPARED BY: Jeff Hoskinson, Legal Counsel

**TOPIC: LEGISLATIVE UPDATE – SENATE BILLS 222 AND
223 AND PROPOSITION 218 IMPLICATIONS**

RECOMMENDATION: Recommend that the Board of Directors receive for
information only.

ANALYSIS: Please see attached.

STRATEGIC PLAN ITEM: N/A

FISCAL IMPACT: N/A



LEGISLATIVE ALERT: MEMBERS URGED TO REAFFIRM OPPOSITION TO SB 223; MAKE LEGISLATIVE CONTACTS ON SB 222, SB 223

BY CAROLINE MINASIAN APR 14, 2021

ACWA is urging member agencies to join coalitions and contact legislators in opposition to two separate but related bills, SB 222 and SB 223, which are scheduled to be heard by the Senate Environmental Quality Committee on April 29. ACWA's coalition letters are due to the committee by noon on Monday, April 19.

SB 222 (Dodd) would require the State Department of Community Services to create an overly broad and costly water and wastewater rate assistance program that would be implemented in part by public water systems. It would also require public water systems to submit rate and boundary data.

ACWA's State Legislative Committee has taken an oppose-unless-amended position. ACWA believes the bill should focus solely on a low-income rate assistance program for water and wastewater, and be designed in a reasonable, efficient and effective manner that's funded with a progressive funding source.

SB 223 (Dodd), as amended on April 5, would prioritize use of non-rate revenue for customer debt forgiveness over all other uses and lead to agencies having less funds available for safe drinking water projects, infrastructure repairs and more. The author is now amending the bill based on the analysis of the Senate Energy, Utilities and Communications Committee, which passed the bill on April 12. The amendments are not yet available, but they will likely require public water agencies to consider during a public meeting whether an arrearage management plan that forgives customer debt with the use of non-rate revenue is appropriate for their given service territory. ACWA is concerned that this proposal would still have the Legislature intervening in public water agency financial management. (Separate from SB 222 and SB 223, ACWA is advocating for state one-time funding to assist with COVID-19-related customer arrearages.)

SB 223 originally proposed a requirement that water agencies forgive the entire balance of a customer's unpaid water debt. Although the author removed that proposed unconstitutional mandate, the April 5 amendments propose a more round-about way to get to the same goal of mandating agencies offer debt forgiveness. In response to the amendments, ACWA's State Legislative Committee on April 9 moved from an oppose-unless-amended position to an oppose position. As noted above, further amendments are expected.

Take Action Now

Both bills passed out of the Senate Energy, Utilities and Communications Committee on April 12 and are scheduled to be heard by the Senate Environmental Quality Committee on April 29. **The deadline for ACWA to submit the coalition letters to the committee is noon on April 19.**

1. Join Two Coalitions.

For SB 222, join ACWA's coalition by emailing ACWA State Relations Analyst Soren Nelson **by 9 a.m. on Monday, April 19.** If you are already part of ACWA's SB 222 coalition, ACWA will automatically include your organization on the April 19 letter.

For SB 223, let ACWA know that you want your agency to be listed on the coalition letter. Because the bill has been amended and ACWA's position on SB 223 has changed, **members who have already joined the SB 223 coalition must reaffirm their opposition to be listed on the April 19 letter** by emailing Soren Nelson by 9 a.m. on Monday, April 19.

ACWA's most recent SB 222 and SB 223 coalition letters on the April 5 versions of the bills are available on ACWA's website. ACWA staff plans to update the letters to reflect amendments as they become available and the new position on SB 223.

2. Contact your local legislator(s) to share your agency's concerns with both bills. ACWA has provided talking points to assist in those conversations. Legislators' contact information can be found on the California Legislature's website.

Member agencies with local representatives serving on the Senate Environmental Quality Committee (see roster below) are especially encouraged to take action.

Senate Environmental Quality Committee

Senator Benjamin Allen (Chair)

Phone: 916-651-4026

Fax: 916-651-4926

Email: senator.allen@senate.ca.gov

Senator Patricia C. Bates (Vice Chair)

Phone: 916-651-4036

Fax: 916-651-4936

Email: senator.bates@senate.ca.gov

Senator Brian Dahle

Phone: 916-651-4001

Fax: 916-651-4901

Email: senator.dahle@senate.ca.gov

Senator Lena A. Gonzalez

Phone: 916-651-4033

Fax: 916-651-4933

Email: senator.gonzalez@senate.ca.gov

Senator Nancy Skinner

Phone: 916-651-4009

Fax: 916-651-4909

Email: senator.skinner@senate.ca.gov

Senator Henry I. Stern

Phone: 916-651-4027

Fax: 916-651-4927

Email: senator.stern@senate.ca.gov

Senator Bob Wieckowski

Phone: 916-651-4010

Fax: 916-651-4910

Email: senator.wieckowski@senate.ca.gov

Questions

For questions about SB 222 (water rate assistance), please contact ACWA Deputy Executive Director for Government Relations Cindy Tuck at cindyt@acwa.com or (916) 441-4545.

For questions about SB 223 (water bill debt forgiveness/shutoffs), please contact ACWA Legislative Advocate Kristopher Anderson at krisa@acwa.com or (916) 441-4545.

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